2. To Add an Article to the Website

In this example, you will practice posting an article to the website. This article announces about the New Year Shoes Sale and will appear in the menu item "Announcements".

Suppose your website already had a menu item named "Announcements" on the Top Menu.



Here's how to add an article.

• Login the Control Panel as usual.

You will see the Control Panel with the list of articles.

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• Click "Articles" on the top menu.

The gray title bar is showing "Articles". Underneath is the box to filter articles by category and the "Add new record" button. Below is the list of existing articles.

A. Step 1: Create a new article record. You will link it to a category in step 2.

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- Click the "Add new record" button. A blank record will appear. Fill in the following boxes.
- **Title**. Fill in the title of the article. On the right side of the Title there is a "Title Case" box. If this box is checked, the first letter of every word you type in here will become capital.

- **Brief**. Fill in the summary of the article.
- **Description**. Fill in the article itself.

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• Click the "Add" button.

The message "Record added successfully!" will appear at the upper left corner and another blank record will appear.

However, the task is not done yet. You still need to map this article to a category, which means to link it to a category.

B. Step 2: Map the article to a category.

Find the article you've just created. It's the top article of the list in the lower part of this screen.

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• Click the ID number or click the "Edit" button on the same line with this article to open this record.

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	We are having a big sale on shoes of any brand at the New Year's Sale. The sale prices on these items already reflect our new discount. Enjoy the season and enjoy the sale. This sale will continue until Feb. 28, 2013.
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This record will now have 2 extra sections at top. You only need to concern with the top section. The lower section is used only in some special cases.

• Click the Category box. A dropdown list will appear.



The list is pretty long but you only need to focus on the group "Top Menu_EN". Find the category "Announcements" and click on it.

The "Category" box is now filled with "Announcements".



 Click the "Add" button underneath. This action means you are adding this category to the "Mapped to" list, or link this article to the category "Announcements".

NOTE: After linking the article to a category, you can still change or remove it from the "Map to" list. Click on "Annoucements" in the "Map to" list, some new buttons will appear such as "Update", "Copy", "Remove", "Close".

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- To change the category: Click the "Category" box.
 Select another category. Then, click the "Update" button.
- To remove a category from the list: Click the category in the "Mapped to" list. Then click the "Remove" button.
- Insert an image in the article.

Please read article "**3. To Insert an image in an Article**" for instructions.

• Click the "**Update**" button at the bottom of the record.

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• Click the "Close" button at the bottom of the record. You will be back to the main screen of the Control Panel.

C. Check your website.

• Go to your website.



• Click the menu item "Announcements" on the top menu. The article will appear as you see here.

NOTE: Since there is only one article in this category, it will appear when you click this menu item. If there is more than one article, you will see a list of titles together with the summaries.

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You have finished adding an article to the website. You can now logout the Control Panel.

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