

## 9. To Edit, Delete an Article

You can always edit or delete an article after it was posted on the website.

### Editing an article

In this example, you will edit an article that is on the English section of your website. Here is how to do it.

- A. Login the Control Panel as usual.**
- B. Click "Content Manager" on the top menu, then select "Articles" in the drop down list. Or, you may click on the **Articles icon** in the center area.**



- C. Select which language site to manage.**

You are going to edit an article in the English section, so you will click on the box near the upper left corner and select "**English Site**".

ID	Title	Posted Date	Ordinal	Active
1	Telegraphy Telegraphy is the long-distance transmission of written messages without physical transport of letters.	9/10/2010 3:24:51 AM	100	<input checked="" type="checkbox"/>

- D. You will see a list of existing articles in the English site. Find the article in the list.**
- E. Click on the title of the article (or click the pencil icon on the same line with the article).**

The record of this article will appear.

Data View | Record Edit

**Title / Description**

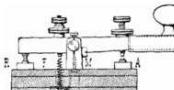
**Title to display**

**Text Editor**

**Update** (button circled)

Telegraphy

Telegraphy is the long-distance transmission of written messages without physical transport of letters. Radiotelegraphy or wireless telegraphy transmits messages using radio.



A telegraph is a device for transmitting and receiving messages over long distances, i.e., for telegraphy. The word telegraph alone now generally refers to an electrical telegraph. Wireless telegraphy is also known as "CW", for continuous wave (a carrier modulated by on-off keying), as opposed to the earlier radio technique of using a spark gap.

**Fig. 6.**

A telegraph message sent by an electrical telegraph operator or telegrapher using Morse code (or a printing telegraph operator using plain text) was known as a telegram. A cablegram was a message sent by a submarine telegraph cable, often shortened to a cable or a wire. Later, a Telex message was a telegram sent by a Telex network, a switched network of teleprinters similar to a telephone network.

**Path:**

When an oversized image is inserted into the content (using the image insert tool of the editor) the program will create a regular size image (which is linked to the original image) to be displayed along with the text. You can turn off this feature by selecting "Original Insert" option in the Insert Image window.

**Information**

**Thumbnail Image**:  </images/upload/site/noimage.jpg> **Browser**

Link to the thumbnail image, which is shown to the readers before they actually read the full story. You do not need to prepare this thumbnail image. The program will automatically create a thumbnail image for you, no matter how big your image is (with one condition: you must use click use the "Browser" button).

**Media Link**:  **Browser**

Normally, a video or audio clip can be inserted right into the content of an article. But, you may enter the link to the video/audio file here. The program will automatically select the right media player to play your video/audio file.

**Brief**: Telegraphy is the long-distance transmission of written messages without physical transport of letters. Radiotelegraphy or wireless telegraphy transmits messages using radio.

A brief summary of the article.

**Information**

**Author**: From Wikipedia, the free encyclopedia  
Writer, or author, of an article. Use semicolon (;) to separate writers if there are more than one writer.

**Tags**:   
Keywords relating to this article. Use semicolon (;) to separate keywords.

**Posted By**:

**Posted Date**: September 10, 2010 @ 03:24:51

**Viewed**: 1

**Ordinal**: 100

**Hot News**:

**Active**:   
An article must be activated (i.e.: active) if you want this article to be viewed by visitors.

**Category**

LeftMenu

- > Writings
- > About Us

**Meta tag**

**Update** (button circled)

- F.** Edit any data as you wish. In this example you will delete a paragraph from the article. Highlight the part you want to delete then hit the "**Del**" key on your keyboard.
- G.** When you are done with editing, click the "**Update**" button at the top or bottom of the screen to save the changes. The message "**Update Successful!**" will appear near upper left corner.



- H.** Go to your website to check if the article was changed. You must **refresh the web page** to see the changes. Click the "Refresh" button of your browser, or hit the "F5" key on your keyboard.

**You have finished editing an article.**

## Deleting an article

In this example, you will delete an article from the English section. Here is how to do it.

- A.** Login the **Control Panel** as usual.
- B.** Click "**Content Manager**" on the top menu, then select "**Articles**" in the drop down list. Or, you may click on the **Articles icon** in the center area.



- C. Select which language site to manage.**

You are going to delete an article in the English section, so you will click on the box near the upper left corner and select "**English Site**".

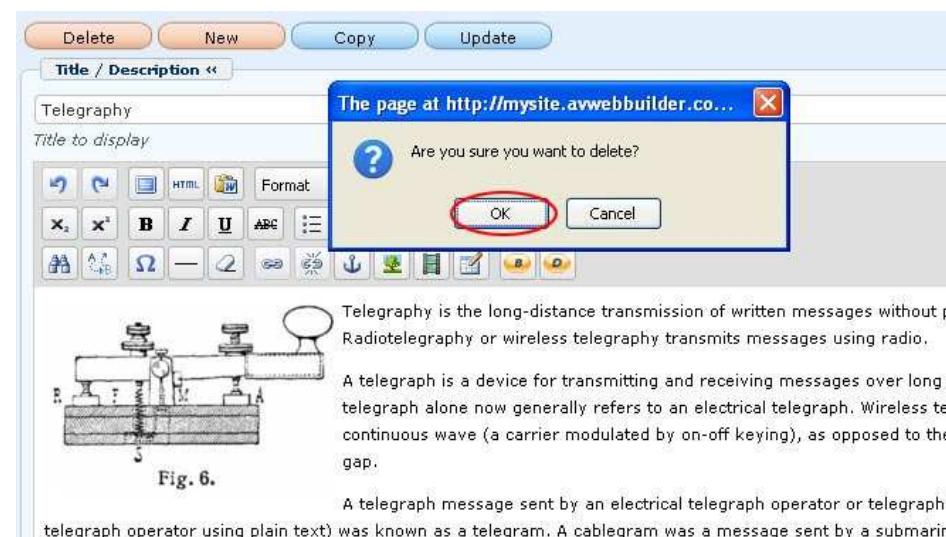
ID	Title	Posted Date	Ordinal	Active
1	Telegraphy Telegraphy is the long-distance transmission of written messages without physical transport of letter	9/10/2010 3:24:51 AM	100	<input checked="" type="checkbox"/>

**D.** You will see a list of existing articles in the English site. **Find the article** in the list.

**E.** Click the **trash can icon** on the same line with the article.



**NOTE:** You can also view the article to make sure it is the article you want to delete. In that case, click on the title of the article to open the record. Then, click the "**Delete**" button at the top or bottom of the screen.



**F.** You will be asked to confirm. Click the "**OK**" button.

**G.** Go to your website and check if the article has been deleted . You must **refresh** the web page. Click the "**Refresh**" button of your browser, or hit the "**F5**" key on your keyboard.

**You have finished deleting an article.**