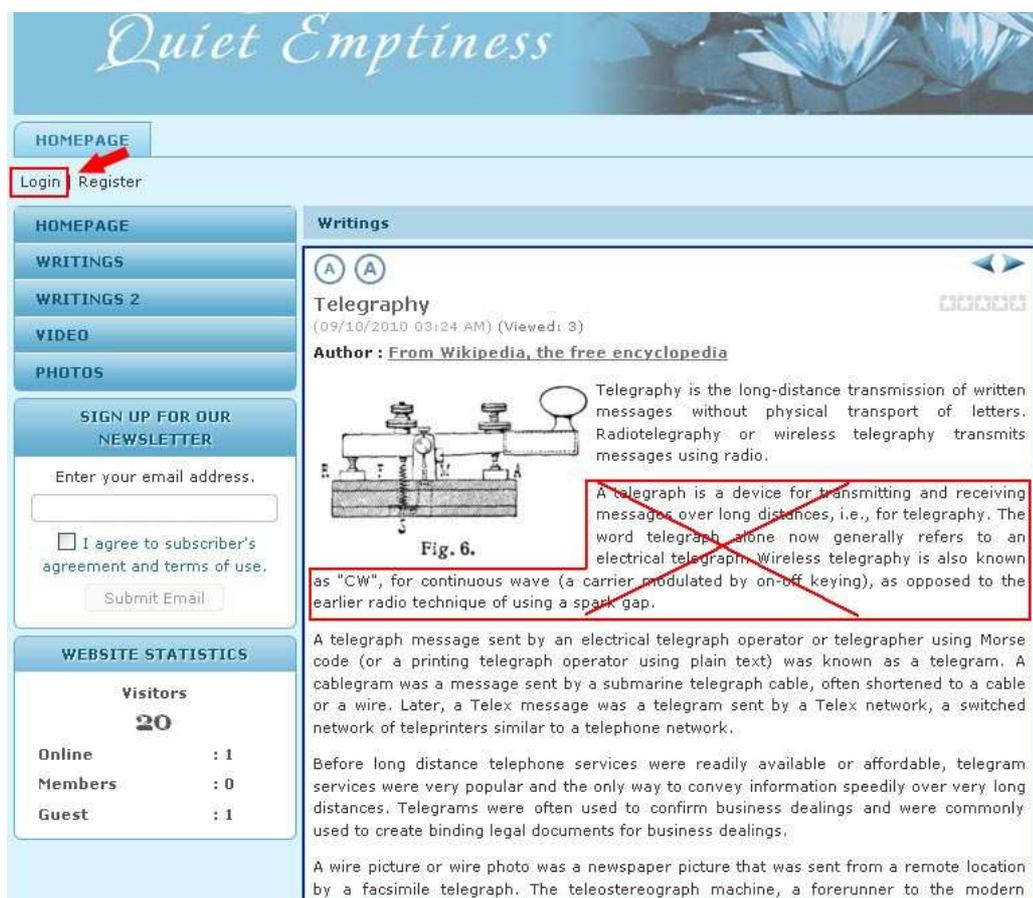


## 14. To Edit While Viewing the Web Pages

Your website has a feature called “**Quick Editing**” which allows you to edit your articles while viewing the web pages. Just click the login button on your website; then you can start editing. You can edit articles, add new articles, replace pictures, change the advertisements, and many other tasks, without logging in the Control Panel.

In this example, you are reading the article "Telegraphy" and find out that you want to delete a paragraph.



The screenshot shows a website interface for "Quiet Emptiness". The top navigation bar includes "HOMEPAGE", "Login", and "Register". A red arrow points to the "Login" button. The main content area displays an article titled "Telegraphy" with a date of "09/10/2010 03:24 AM" and "Viewed: 3". The author is listed as "From Wikipedia, the free encyclopedia". The article text includes a paragraph about telegraphy and a diagram labeled "Fig. 6." A red box highlights a paragraph of text that is to be deleted, with a large red 'X' drawn over it. The highlighted text reads: "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."

Here is how to do it.

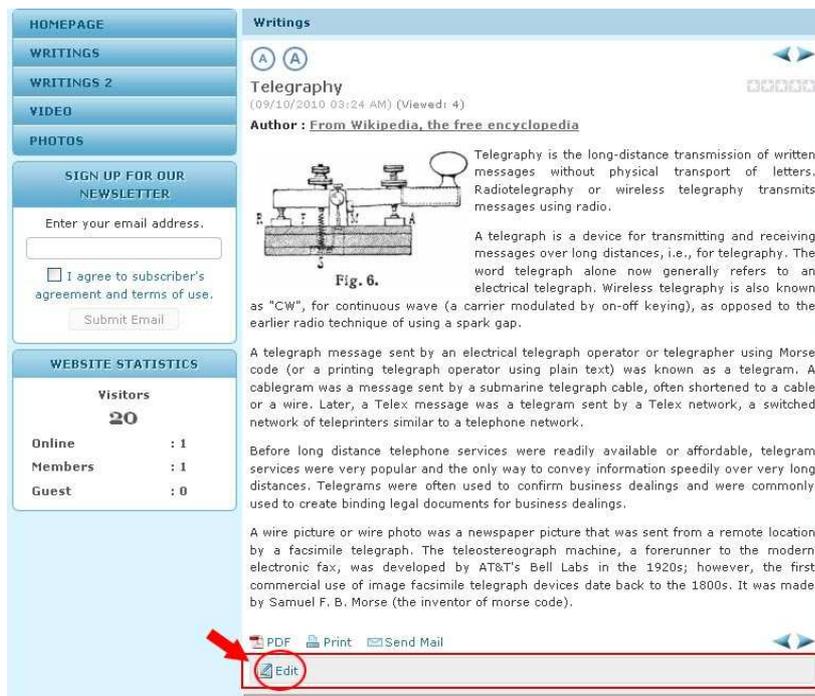
- A.** Click the "**Login**" button under the Top Menu.
- B.** The login screen will appear. Enter your **username** and **password**; then click the "**Login**" button.



You will be back to the **home page** of your website. The “Login” button is now replaced by a **greeting**. Next to this greeting is the “Logout” button.



- C. Find the article in the website. Click on the title to view the detail page. At the bottom of this article you will see an “**Edit**” button on a gray bar.



- D. Click the “**Edit**” button, you will enter the **record** of this article. This record is similar to what you would see in the Control Panel. The only difference is that this screen has an “**X**” button at the top right corner. You will use this button to close this record and return to the web page.

The screenshot shows a web-based article editor. At the top, there are buttons for 'Delete', 'New', and 'Update' (circled in red). Below these is a 'Title / Description' field with the text 'Telegraphy'. A rich text editor follows, containing a paragraph about telegraphy and a figure labeled 'Fig. 6.' showing a telegraph device. A red box highlights a sentence in the text: '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.' Below the text are fields for 'Thumbnail Image', 'Media Link', and 'Brief'. A right-hand sidebar contains a 'Category' section with a tree view showing 'LeftMenu' and 'Writings'. At the bottom, there are 'Information' fields for 'Author', 'Tags', 'Posted By', 'Posted Date', 'Viewed', 'Ordinal', 'Hot News', and 'Active'. A 'Meta tag' field is at the very bottom.

- E. In this example you will go to the “**Description**” box, **highlight** the text you want to delete and press the “**Delete**” key on your keyboard. Actually, you can edit any data on this record just like you are in the Control Panel. Here, you can **add, deactivate, or delete** any article in your website.

- F.** After editing, you must click the "**Update**" button.
- G.** Then, you can click the **X**" button at the top right corner to close this record. You will be back to the article you are viewing.
- H.** The article hasn't been updated yet. You must **refresh the web page** to see the changes you've just made. Click the "**Refresh**" button of your web browser or press the **F5** key on the keyboard.
- I.** Check the article to see if the changes are OK. If necessary, you can click the "Edit" button and edit the article again.
- J.** When you are done with editing, click the "**Logout**" button below the Top Menu.

**You have finished editing an article while viewing the web pages.**