

Article Manager

Creating an Article

1. First login to the administrative Interface.
2. Once logged in, find **Content** in the main menu bar located toward the top of the page. You should be presented with a drop-down menu containing items such as **Article Manager**, **Category Manager**, and **Media Manager**.
3. Click on **Article Manager**.
4. Click the **+** sign to add a new article page. The New Article screen contains options for categorizing and naming the article, editing content and selecting parameters.
5. Enter a title in the **Title** field. This is used when the article title is displayed.
6. Enter an alias in the **Alias** field. This is the alias that will appear in the URL. For example, choosing hubzero as the alias will result in **<https://yourhub.org/hubzero>**.
7. Select a **Category** using the appropriate drop down menu.
 - If no category applies, choose **Uncategorized**.
8. Select the status of the article. If you would like to see it on the frontend immediately, choose **Published**.
9. Select Access level.
 - **Public**: All hub visitors can access the article page.
 - **Registered**: Users must be registered and logged in to see the page.
10. In the **Article Text** field, enter the content of the article.
11. Click the **Save and Close** (star) toolbar button to save your changes and return you to the Article Manager screen.
 - Alternatively, you may click the **Save** (check in a circle) toolbar button to save your article but leave it open for editing.
12. To find view your article on the frontend, navigate to yourhub.org/alias. If you chose a category, this alias might be slightly different. See URL documentation under Content for more information.

Editing an Article

1. First login to the administrative Interface.
2. Once logged in, find **Content** in the main menu bar located toward the top of the page. You should be presented with a drop-down menu containing items such as **Article Manager**, **Category Manager**, and **Media Manager**.
3. Click on the **Article Manager** link.
4. You should now be presented with a list of all the content articles. There are a few methods to find the specific entry you want to edit. You can filter by state, category, author, etc. or search for the title of the article page. A third option would be to look through the list manually, if you really want.
5. Please find the **About Us** page as we will use that as an example. Once found, click

the article title to edit it.

6. You now should be presented with a page where you can edit the text, title and other page parameters similar to the image below.
7. When your edits are complete, click the **Save and Close** (star) toolbar button to save your changes and return you to the Article Manager screen.
8. Alternatively, you may click the **Save** (check in a circle) toolbar button to save your article but leave it open for editing.

Deleting an Article

Moving to the Trash:

1. First login to the administrative Interface.
2. Once logged in, find **Content** in the main menu bar located toward the top of the page. You should be presented with a drop-down menu containing items such as **Article Manager**, **Category Manager**, and **Media Manager**.
3. Click on the **Article Manager** link.
4. Check the box next to the article you want to trash.
5. Then click **Trash** (trashcan) toolbar button. This will move the article to a trash bin so that it can be retrieved later if needed. It does not permanently delete the article.

To retrieve the trashed article, select the status filter of the article list to **trashed**. This will show all the articles with a status of **trashed**. Click on the article's title and choose the status that you require – typically **published**.

Permanently Deleting:

1. If you want to make sure the Article is completely gone from the system (so no further roll back is available), select the status filter of the article list to **trashed**. This will show all the articles with a status of **trashed**.
2. Check the box next to the article you want to delete.
3. Click the **Empty Trash** (trashcan) toolbar button to remove the article permanently. Recovery is not possible after this action.
 - **Note:** Articles in the Trash Manager are not the same as Archived Articles..
4. Check the box next to the article you want to unarchive.