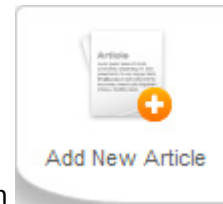
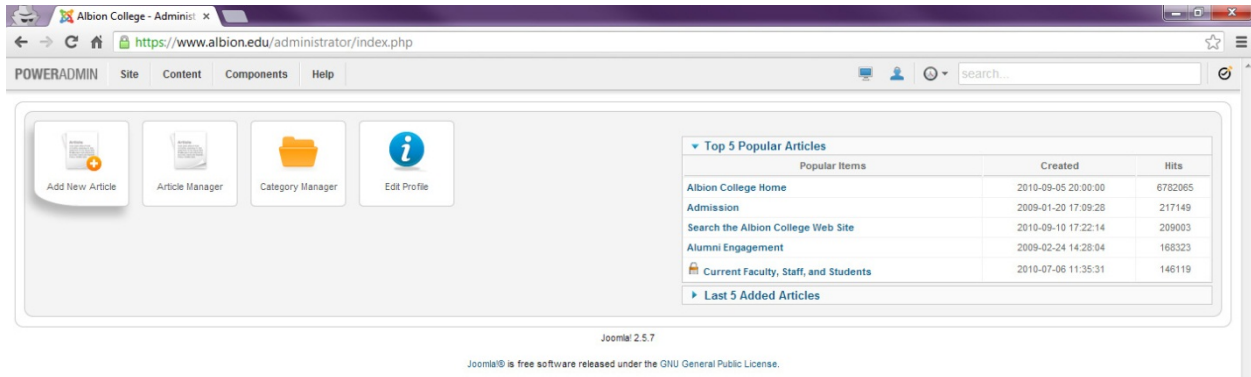


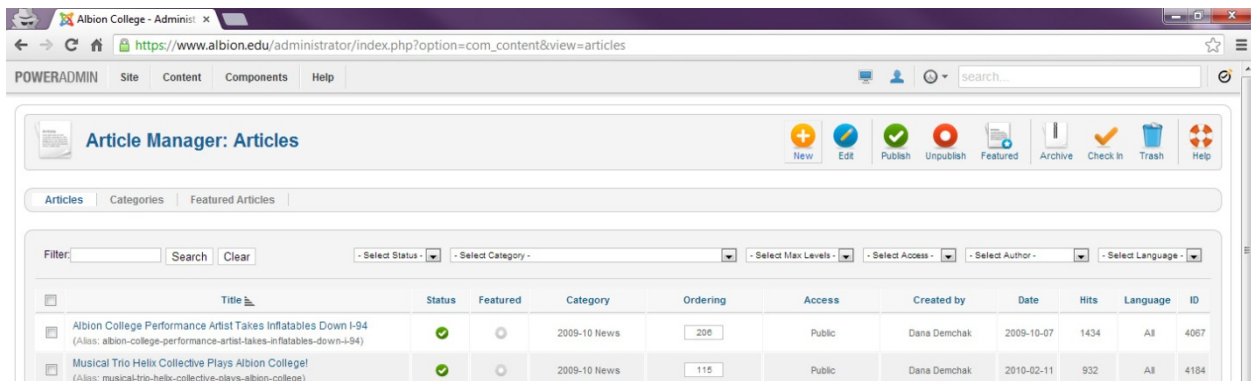
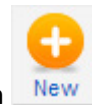
1. From:



a. the *Control Panel*, click the **Add New Article** button



b. the *Article Manager*, click the **New** button



2. Either of those options will open *Article Manager: Add New Article*

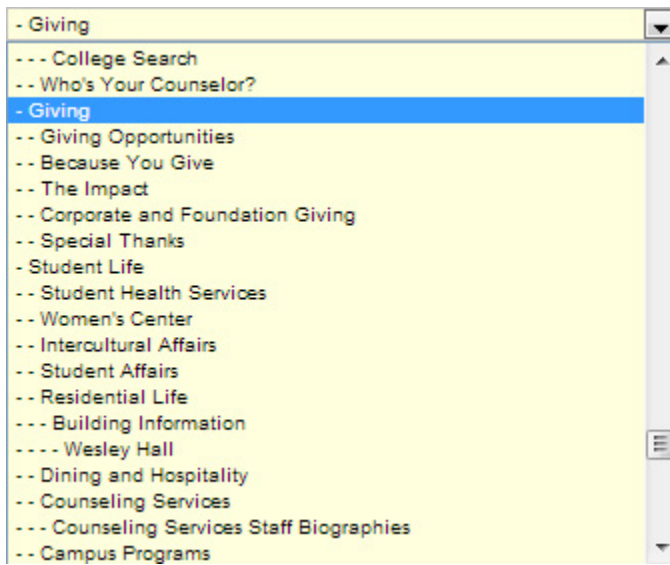
The screenshot shows the 'Article Manager: Add New Article' interface. At the top, there's a title bar with 'Article Manager: Add New Article' and several icons: Save, Save & Close, Save & New, Cancel, and Help. Below the title bar, the main content area is divided into two columns. The left column contains a form for 'New Article' with the following fields: Title (text input), Alias (text input), Category (dropdown menu showing '- Uncategorized'), Status (dropdown menu showing 'Published'), Access (dropdown menu showing 'Public'), Featured (dropdown menu showing 'No'), Language (dropdown menu showing 'All'), and ID (text input showing '0'). Below these fields is a section for 'Article Text' with a '[Toggle Editor]' button and a rich text editor toolbar. The toolbar includes various icons for text formatting (bold, italic, underline, strikethrough, text color, background color), alignment, indentation, bulleted and numbered lists, link and unlink, and other editing tools. Below the toolbar is a large text area for entering the article content. At the bottom of the text area, there's a 'Path' field set to 'p' and several buttons: 'DOClink', 'Article', 'Image', 'Page Break', and 'Read More'. The right column contains a 'Publishing Options' section with a 'Select User' button and fields for 'Created by', 'Created by alias', 'Created Date', 'Start Publishing', and 'Finish Publishing'. Below this are three expandable sections: 'Article Options', 'Hero Content Image', 'Images and links', and 'Metadata Options'.

3. Fill in your page's *Title*

The screenshot shows the 'New Article' form with the 'Title' field filled with 'Page Title'. The other fields are: Alias (empty), Category (dropdown menu showing '- Uncategorized'), Status (dropdown menu showing 'Published'), Access (dropdown menu showing 'Public'), Featured (dropdown menu showing 'No'), Language (dropdown menu showing 'All'), and ID (text input showing '0'). The 'Article Text' field is empty.

- this will be the large gold text in all caps at the top of your page,
- it will also appear in the browser's title bar
- and in search results

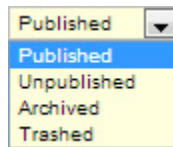
4. Choose the most appropriate category



- a. categories loosely follow the navigation structure
- b. you'll want to place your article in the deepest category that is still relevant to the page content

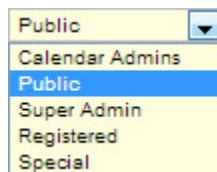
5. A few other things:

- a. *Alias* – leave this field blank, Joomla! will populate this field for you based on the *Title*
- b. *Status* – determines whether or not your article is on the website



there are four statuses:

- i. *Published* – accessible via the web
 - ii. *Unpublished* – not accessible via the web
 - iii. *Archived* – not accessible via the web, accessible via *Article Manager*
 - iv. *Trashed* – not accessible via the web, not accessible via *Article Manager*
- c. *Access* – determines who can access your page via the web



there are 5 access levels:

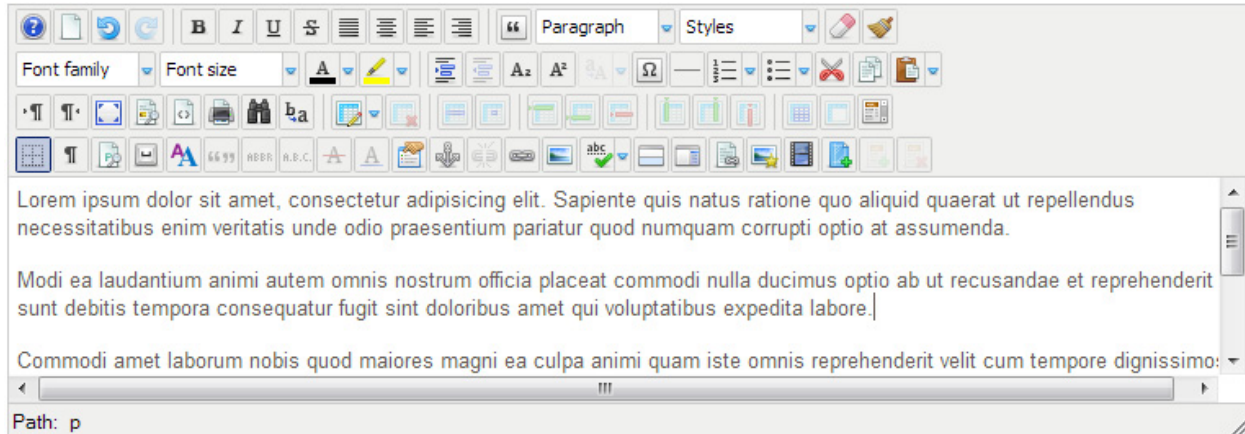
- i. *Calendar Admins* –viewable by those who work on the calendar, you probably won't use this one
- ii. *Public* – viewable by anyone via the web
- iii. *Super Admin* – viewable by the websupport staff only, this is good for when you're working on an article that you need help with

iv. *Registered* – viewable by anyone with Albion College login credentials, this includes: Students, Faculty, Staff

v. *Special* – don't use this one

d. *Featured* – this option is used for article syndication, don't touch it. If you would like an article syndicated, please contact websupport@albion.edu

6. Fill out your article content in the *Article Text* field



7. Fill out your metadata in the *Metadata Options* panel (far right)

▶ Publishing Options	
▶ Article Options	
▶ Hero Content Image	
▶ Images and links	
▼ Metadata Options	
Meta Description	<input type="text" value="praesentium pariatur quod numquam corrupti optio at assumenda."/>
Meta Keywords	<input type="text" value="Lorem, ipsum, dolor, amet"/>
Robots	<input type="text" value="Use Global"/>
Author	<input type="text"/>
Content Rights	<input type="text"/>
External Reference	<input type="text"/>

- a. *Meta Description* is the short description of your page that appears in search results
- b. *Meta Keywords* are the words most relevant to your page content, these are the words you would enter into a search engine to find your page



8. Click the **Save** button and your new page will be made live on the website