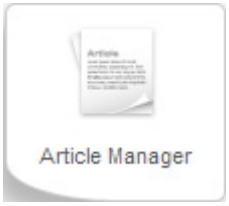
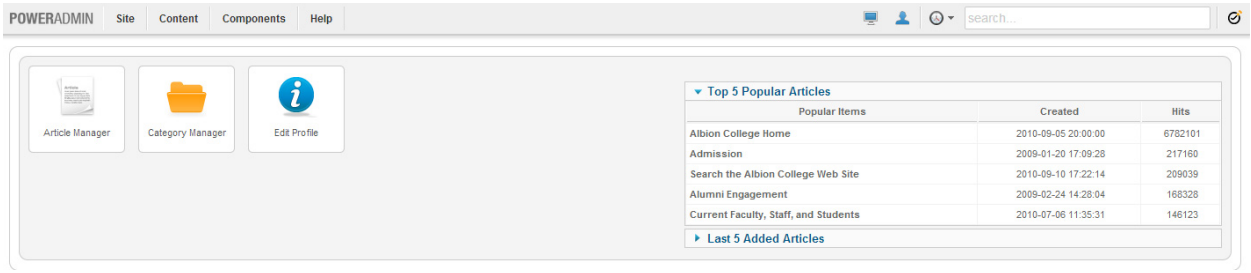
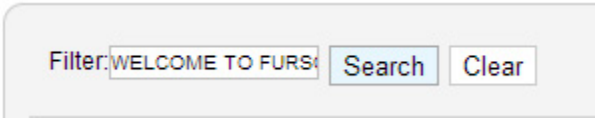
How do I find an article?

1. From the *Control Panel*, click on **Article Manager** button 



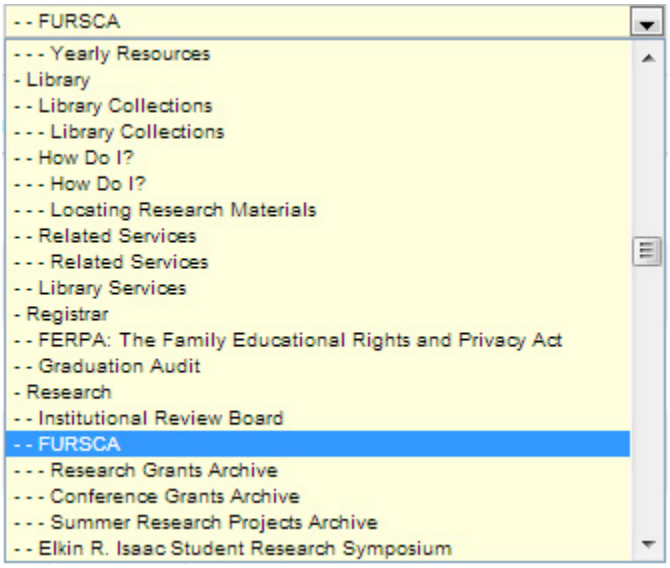
2. There are few different ways to find your article:
    a. Search by Title
        i. Select and copy the *Title* text from your webpage (the gold all-caps text at the top of the page)

        ii. Paste it into the field marked "*Filter:*" and click the **Search** button



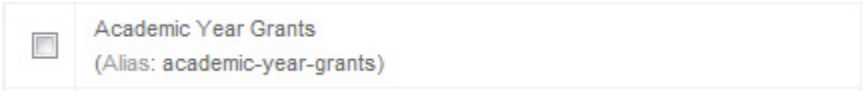
    b. Narrow it down by category
        i. Click the **- Select Category –** dropdown

ii. Scroll through the categories until you find the category your article is in



c. From here you should be able to find the title of the page you are looking for, click the link to edit

i. The article's title that you do not have access to edit will not appear as links



ii. You may need to look through multiple pages to find your results