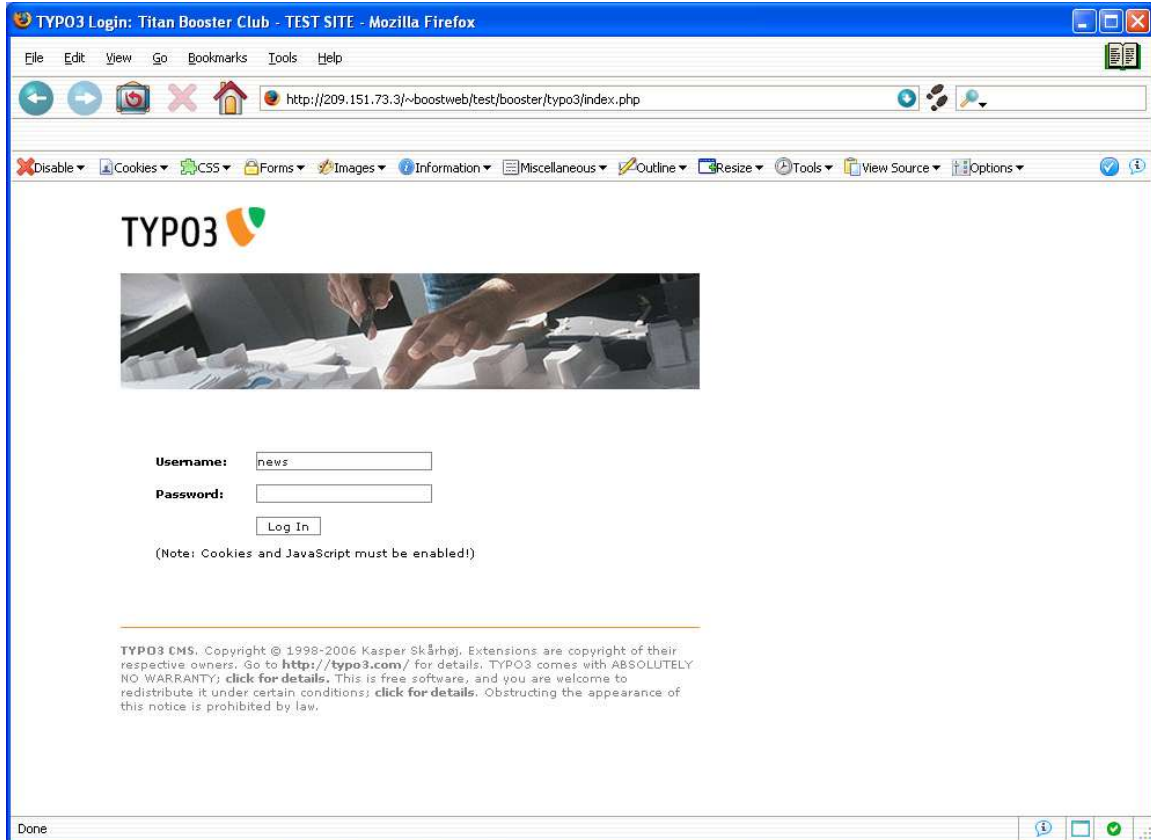
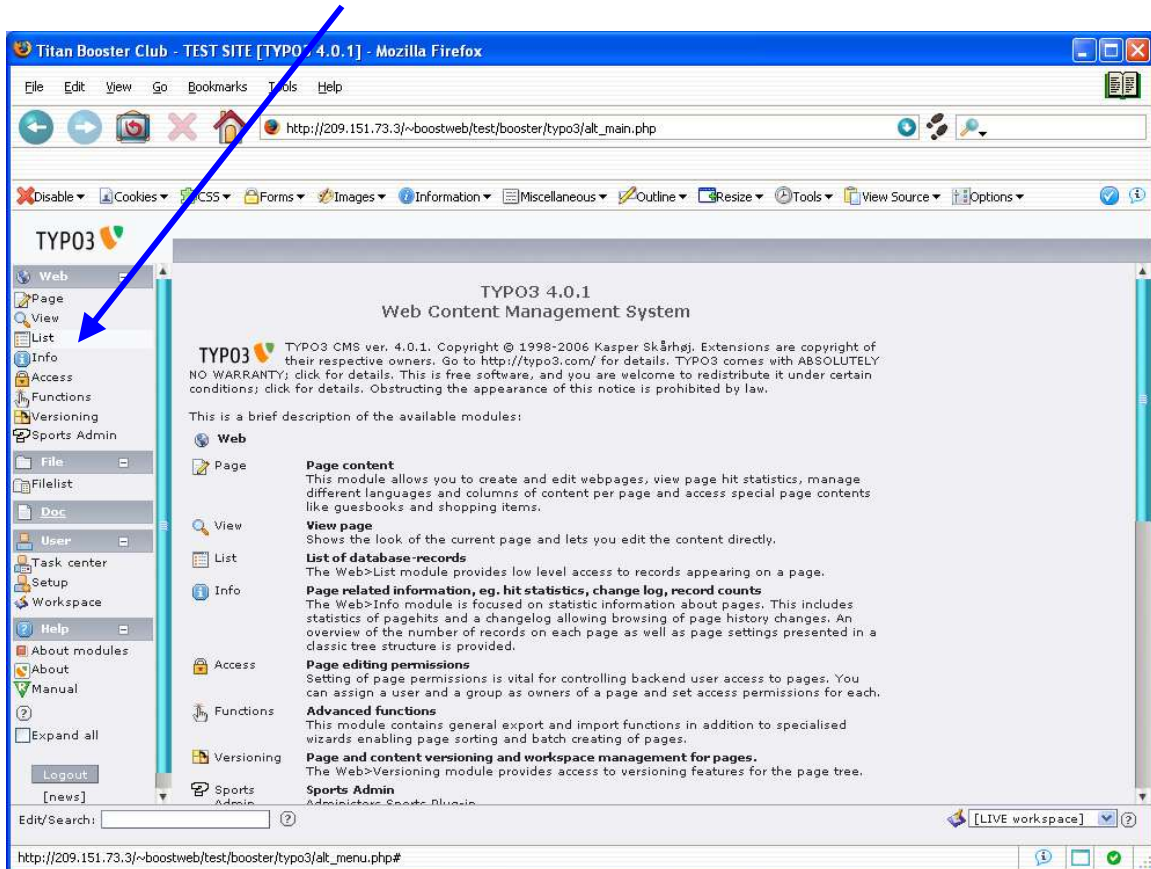


How to create News articles

First you need to login to the backend. You enter the “news” account and password for this account.

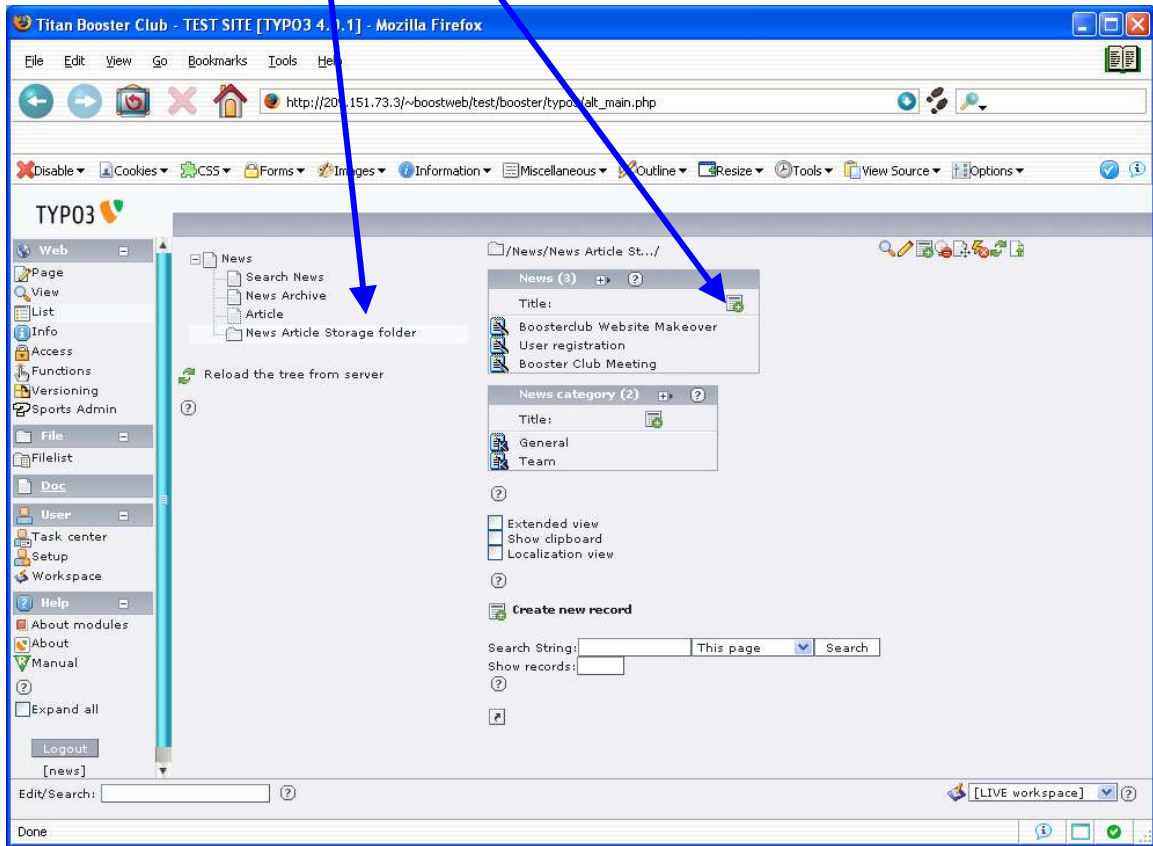


After login, click on the **list** module to see the pages and articles already created.



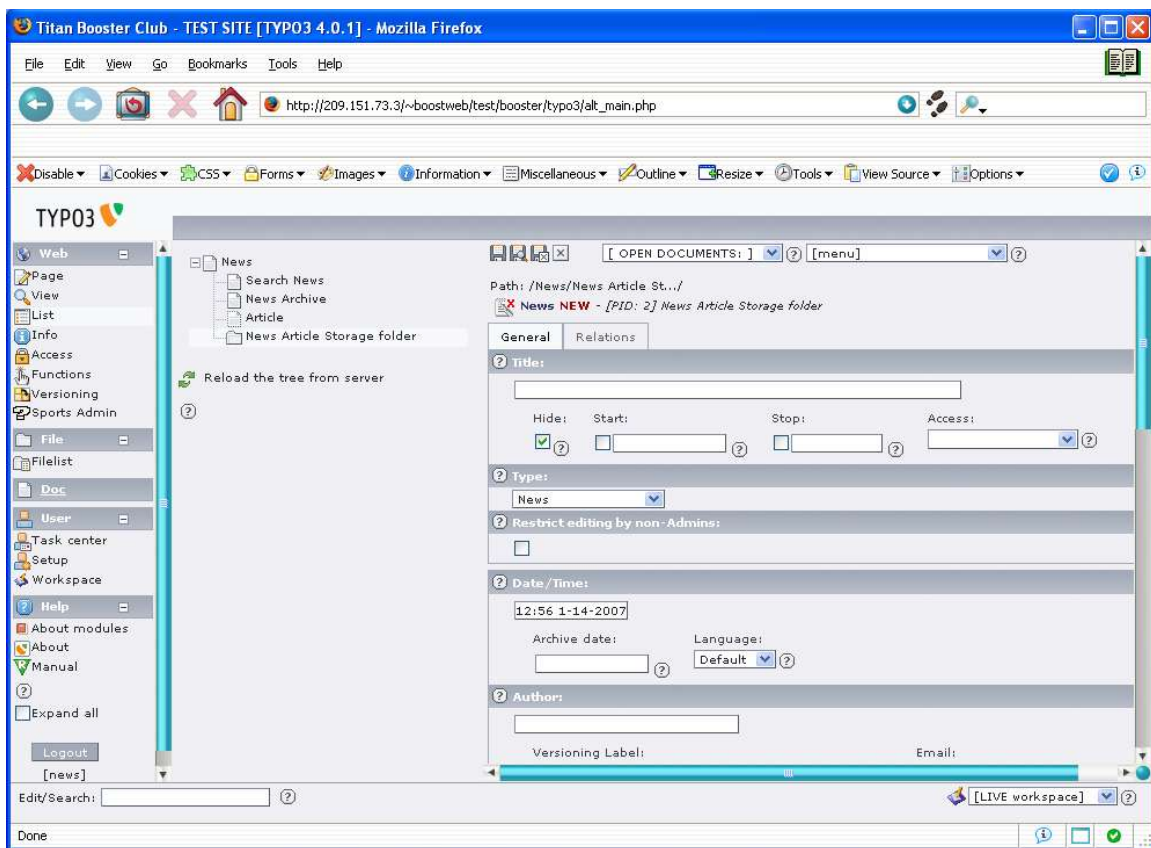
Now click on the **News Article Storage Folder** to see current articles and categories.

To add an article click on the **add item** button to bring up the edit screen.



Now enter details about the news article. Fields that you should always fill in or check are the following:

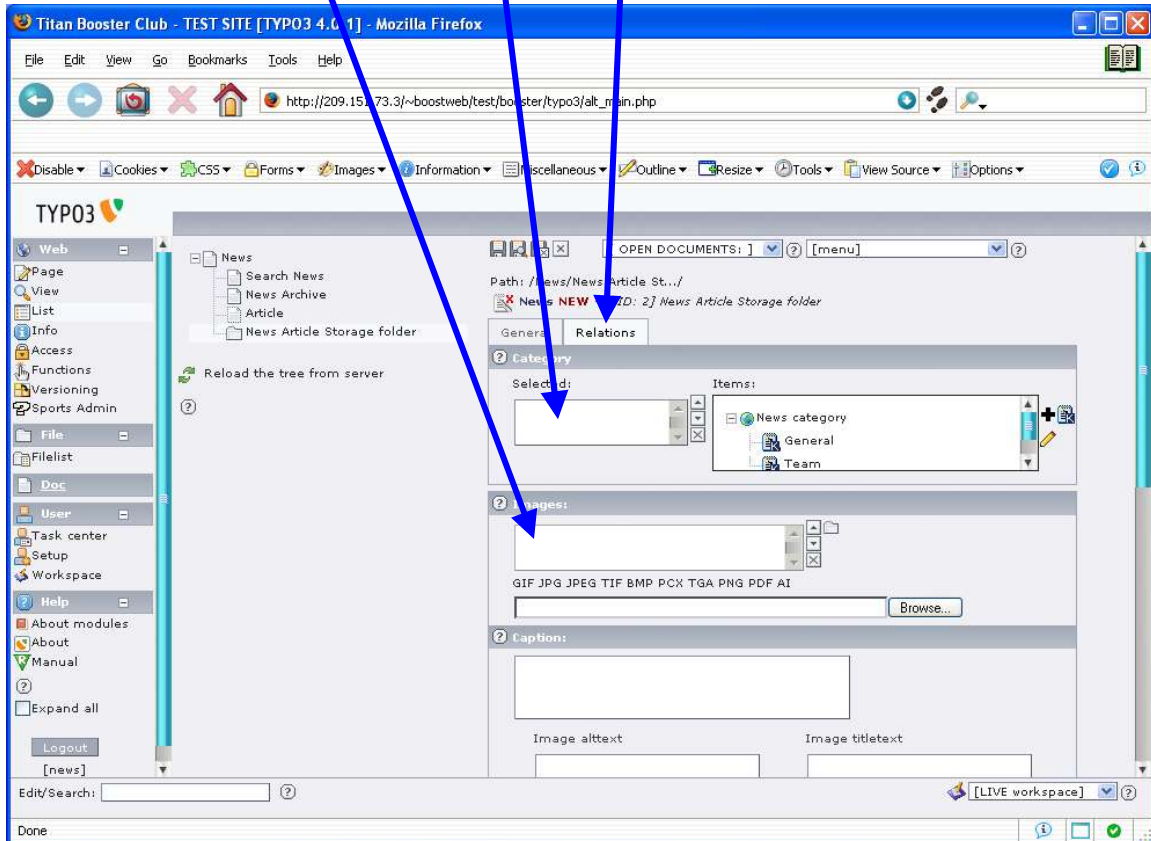
- Title : Title of this news article
- Hide: If this box is checked users will not see this article. Uncheck to make visible.
- Date/time: This defaults to current date and time. This is the time the article is created. Normally you would not need to change this.
- Author: Person creating news article
- Email: email of person creating news article, so they can reply back to you.
- Text: main text of article. This is a Rich Text field, so you can add color, fonts, etc.



There are some advance features on the **Relations** tab.

Here you can assign a article to a **category**. If this is used consistently then you can search or even group articles by category.

You can also upload **images** to be displayed with the article in this section.



Once all the information has been entered, they click the **save button**. This will save the article in the storage folder and make it visible on the website.

