

Create an News Article Help

Joomla *Articles* are the basis for most of the web content on the SFTARC site. Each *Article* is assigned a *Category* which is used to control how and where content is displayed in the web site. By using a Joomla! application called ACY Mail we are able to construct a newsletter from content in articles placed on the web site and formatting placed ACY Mail templates. The steps in this help file show you how to create the proper attributes to place the article in the web site and for it to be seen by users.

After logging into the site navigate the drop down menu to “**Publishing/Newsletter Article/Submit News Article**” menu item.



Before entering your article text complete the following steps to setup your article for publishing:

- Select the **Content** tab

Enter a Newsletter Article

A screenshot of the Joomla! 'Enter a Newsletter Article' form. The form has a top navigation bar with tabs: 'Content', 'Images and Links', 'Publishing', 'Language', and 'Metadata'. The 'Content' tab is selected and highlighted in blue. Below the tabs, there are two input fields. The first is labeled 'Title *' and is empty. The second is labeled 'Alias' and contains the text 'Auto-generate from title'.

- Enter the **Title** you want to be displayed for your article
- Let the **Alias** be auto-generated by the site. This value must be unique, no duplicates, since this is the MYSQL Database lookup key. If you enter an Alias follow the following rules:
 - Use lower case only and no spaces.
 - Separate words with “-” using the article title and any other unique text

- Select the **Publishing** Tab

Enter a Newsletter Article

Content
Images and Links
Publishing
Language
Metadata

Category *

- Newsletter Input ▾

Tags

Type or select some options

Version Note

Author's Alias

Status

Published ▾

Featured

No ▾

Start Publishing

📅

Finish Publishing

📅

Access

Public ▾

Ordering:

New articles default to the first position in the Category. The ordering can be changed in Backend.

✔ Save

✕ Cancel

- The **Category** was pre-filled when you selected the “Submit News Article” menu item. The Category determines where the article will be visible on the web site.
- A **Tags** entry is optional
- **Version Note** is optional
- Enter the **Author Alias** that will display with the article header, example “G Wolfe – KIOKK”
- **Status** must be set to “Published” for the article to be seen on the web site
- **Featured** will push the article to the Home page. **Do not change the featured setting.**
- Enter a **Start Publishing** date by clicking on the Calendar ICON to the right of the entry field. Your article will not display if you do not enter a start date. Best option is to click the “Today” button at the bottom of the calendar. Close will save your entry.
- Enter a **Finish Publishing** date, typically one year after the start date. Some articles may not require a Finish date.
- **Access** is typically set to “Public”. Other setting will limit who can view the article based on their user privileges.
- Click the **Save** ICON to save your entries before proceeding.

- Re-open the article to begin entering text
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