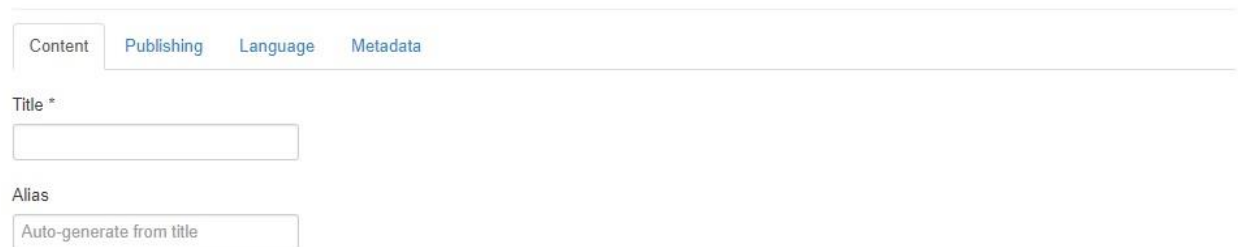


Create an Article Help

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 using formatting placed in ACY Mail templates. The steps in this help document show you how to create the proper attributes to place the article in the web site and for it to be seen by users.

We will use the newsletter publishing menus as an example for all types of publishing. After logging into the site select the “**Publishing Menu /Newsletters Article/ Publishing Menu**” menu in the main menu. Before entering your article text complete the following steps to setup your article for publishing:

Enter a Newsletter Article



The screenshot shows a Joomla article creation interface. At the top, there are four tabs: 'Content', 'Publishing', 'Language', and 'Metadata'. The 'Content' tab is selected and highlighted. Below the tabs, there is a 'Title *' label followed by an empty text input field. Below that, there is an 'Alias' label followed by a text input field containing the text 'Auto-generate from title'.

In the editor panel:

- Select the “Content” tab
- Create a “*Title*” that will serve as the name for your article
- Enter the “*Alias*” for the article.
 - This is the system name for your article used to find it in the site database.
 - Use lower case only and no spaces.
 - Separate words with “-”.
 - Use the article title for the next part using “-” separators.
 - End the alias with a “-” and the type of content “article”.
 - Example “submit-an-article-help-article”.

Select the Publishing Tab, the following form will be displayed:

The screenshot shows a web form with four tabs: 'Content', 'Publishing', 'Language', and 'Metadata'. The 'Publishing' tab is active. The form contains the following fields:

- Category ***: A dropdown menu with '- Newsletter Input' selected.
- Tags**: A text input field with the placeholder 'Type or select some options'.
- Version Note**: A text input field.
- Author's Alias**: A text input field.
- Status**: A dropdown menu with 'Published' selected.
- Featured**: A dropdown menu with 'No' selected.
- Start Publishing**: A date/time picker field.
- Finish Publishing**: A date/time picker field.
- Access**: A dropdown menu with 'Public' selected.

Below the form, there is an 'Ordering:' section with the text: 'New articles default to the first position in the Category. The ordering can be changed in Backend.'

At the bottom, there are two buttons: a blue 'Save' button with a checkmark icon and a grey 'Cancel' button with an 'X' icon.

In the *Publishing Form*:

- The **“Category”** should be pre populated for the type of content you are submitting (based on your menu selection). For a newsletter article the category will be “Newsletter Input”. This allows the Publisher to see your submission. Other types of content such as Event and Tech Blog will have the appropriate category entered for you.
- **Tags** are short key words that may be used to group your article with similar content. Examples are, Antennas, DX, Digital. This field is optional.
- Use **Version Note** if you wish to track multiple visions of the article.
- Enter an **“Author Alias”** that will appear under the article name when it is published in the newsletter. Start the alias with “By” followed by your name a “-“ and your call sign (example “By Greg Wolfe – K10KK”)
- **Status** should be set to *“Published”* for the article to be visible to users.
- ***Do not change the featured setting; the admin will do this if required.*** Featured articles are displayed on the home page and require special formatting to display correctly.

- Enter a date in the **Start Publishing** field by select the calendar ICON and selecting the current date.
- Do not enter any date in the **Finish Publishing** field.
- **Access** should be set to “Public” to display properly for all users.

The *Language* Form does not require any entries.

Select the *Editor Help* from the **Publishing Menu** screen for help with entering your content.