All about creating articles

- You will only see the **pink edit** text if you are authorised to edit a page.
- **Add article** will create a new article.
- **Edit** or **Delete** will allow you to change or permanently delete an existing article.
- It's best to keep old articles - they will be archived at the end of each year. Sometimes they can provide useful evidence for grant applications.
- Typing text rather than using a scan is more accessible to screen readers (accessibility).

Add Article

Edit | Delete | Notify Us

Drums A Go Go
12 Feb 2020

Drums A Go Go

- Give the article a title.
- Most articles should not be 'secure'. ('Secure' articles can only be viewed by registered users who log in).
- If you allow comments this would only be from registered users and comments are never anonymous.
- You might want to draw attention to your article by adding a link to the front page of the website. ("Add to **News Box**")

ADD NEW ARTICLE FOR Community Youth Club News

Copy article from: Please Select ▼ | Go | Preview | Save as Draft | Publish

Title: [_____]
Author(s): [_____] (Optional)
Is article secure? ☐ Secure articles can only be viewed by registered users after logging in.
Are comments permitted? ☐
Add to **News Box**: ☐ Add a link from the News Box located on the home page

- This is the 'editor'.
- If you are working in the editor, the page will 'time out' after 40 minutes. If you are not working in the editor, the page will 'time out' after 10 minutes and you will lose your work! You should 'Save as Draft' regularly to keep your work.

Write here or copy and paste your saved word document. It is a good idea to keep your text document in a folder on your laptop.

- You might find a paste box appears. This allows the editor to access your text. Simply paste and click OK.

Paste ✕
Because of your browser security settings, the editor is not able to access your clipboard data directly. You are required to paste it again in this window.
Please paste inside the following box using the keyboard (Ctrl/Cmd+V) and hit OK

OK | Cancel