

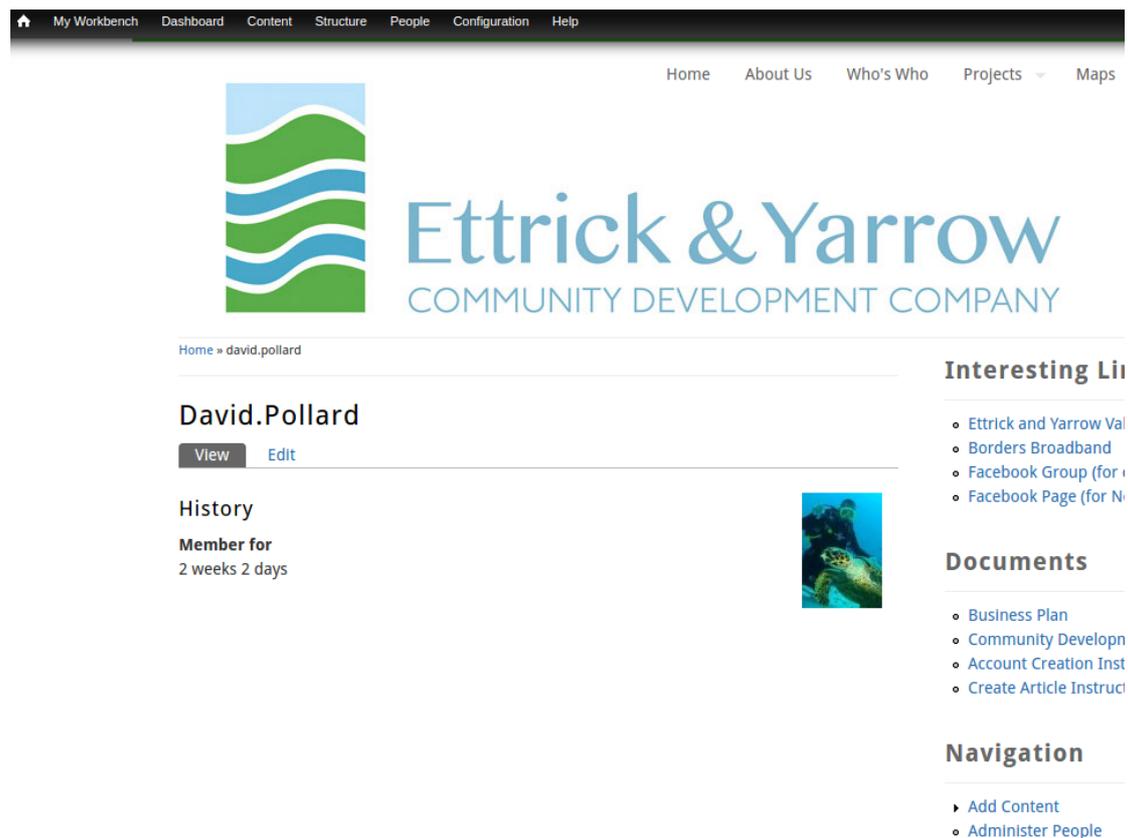
How to Add an Article to the Ettrick and Yarrow CDC Website

Please ensure you have read the “Creating Account” instructions and that you have an account that has been approved before going any further.

First login to the website by either entering your username and password, or by clicking on the Facebook / Google / Live link you used when setting up your account. The web address to login at is :-

<http://www.ettrickandyarrow.org.uk/user>

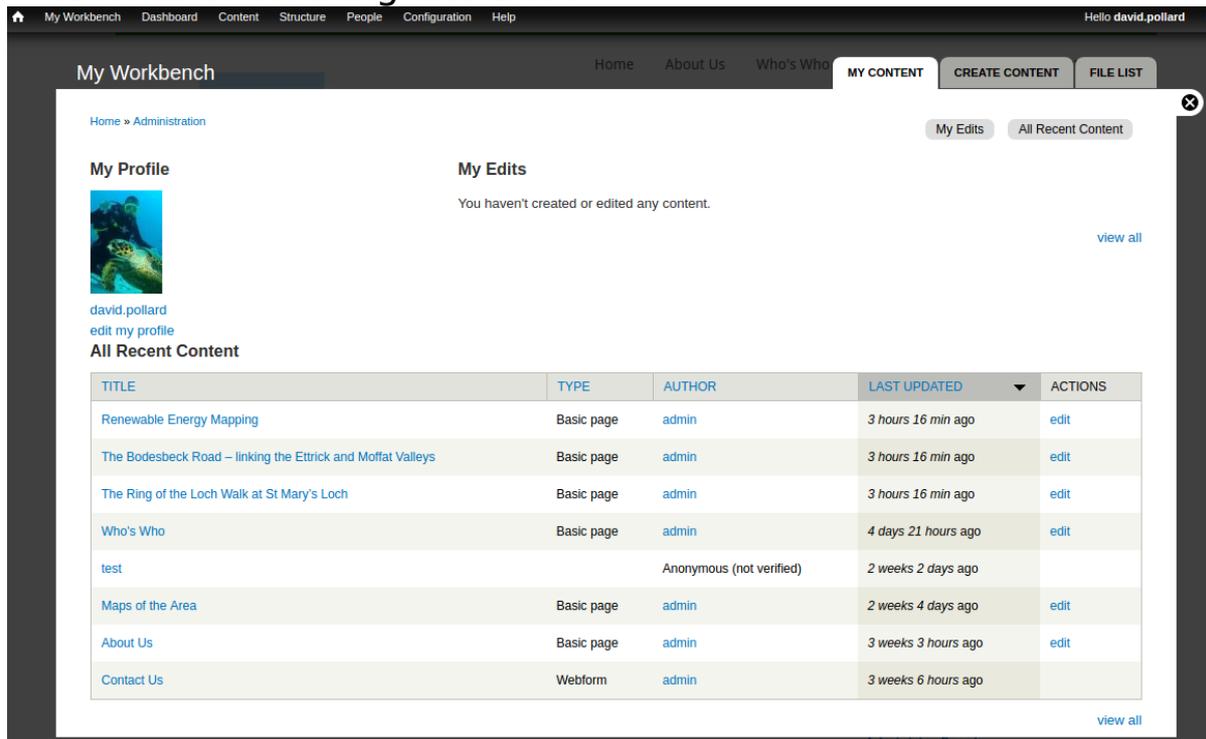
Once logged in, your screen will look something like this :-



The screenshot shows the user profile page for David Pollard on the Ettrick & Yarrow CDC website. The page features a navigation menu at the top with options like 'My Workbench', 'Dashboard', 'Content', 'Structure', 'People', 'Configuration', and 'Help'. The main header includes the company logo and name, 'Ettrick & Yarrow COMMUNITY DEVELOPMENT COMPANY'. The profile section displays the user's name, 'David.Pollard', with 'View' and 'Edit' buttons. Below this, a 'History' section shows the user is a 'Member for 2 weeks 2 days'. On the right side, there are three sections: 'Interesting Links' with links to 'Ettrick and Yarrow Val', 'Borders Broadband', 'Facebook Group (for i', and 'Facebook Page (for N'; 'Documents' with links to 'Business Plan', 'Community Developn', 'Account Creation Inst', and 'Create Article Instruc'; and 'Navigation' with links to 'Add Content' and 'Administer People'.

A good place to start is by clicking on the “My Workbench” in the top right hand corner. This is a screen that will show you articles or web pages that you’ve recently created or edited.

It looks something like this :-



The screenshot shows a web application interface for 'My Workbench'. The user is logged in as 'david.pollard'. The main content area is titled 'My Edits' and displays a message: 'You haven't created or edited any content.' Below this, there is a table titled 'All Recent Content' with the following data:

TITLE	TYPE	AUTHOR	LAST UPDATED	ACTIONS
Renewable Energy Mapping	Basic page	admin	3 hours 16 min ago	edit
The Bodesbeck Road – linking the Ettrick and Moffat Valleys	Basic page	admin	3 hours 16 min ago	edit
The Ring of the Loch Walk at St Mary's Loch	Basic page	admin	3 hours 16 min ago	edit
Who's Who	Basic page	admin	4 days 21 hours ago	edit
test		Anonymous (not verified)	2 weeks 2 days ago	
Maps of the Area	Basic page	admin	2 weeks 4 days ago	edit
About Us	Basic page	admin	3 weeks 3 hours ago	edit
Contact Us	Webform	admin	3 weeks 6 hours ago	

Here you can edit existing articles by clicking on “edit” next to the article you want to edit.

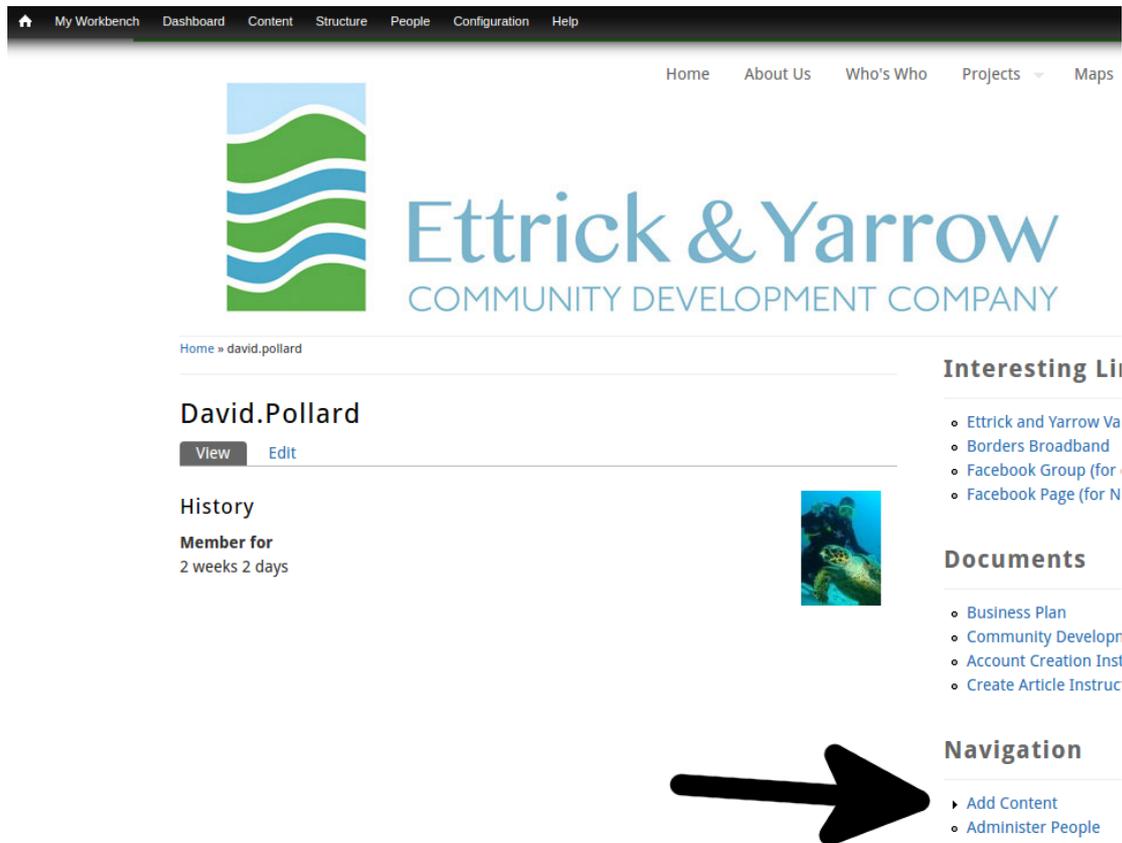
There is some terminology to understand.

A Basic Page is a page that will be on the website for a long time. Most of the website consists of Basic Pages and they tend to be linked to an existing Menu so that they appear off the menus dotted around the website. A basic page not linked to a menu won't be easily accessible.

The other main type of webpage is an Article. Articles are more for news-type snippets. They default to appearing on the main page and over time, newer articles appear at the top and the older articles disappear off the bottom. (They are still there but are old news and therefore not worthy of the home page).

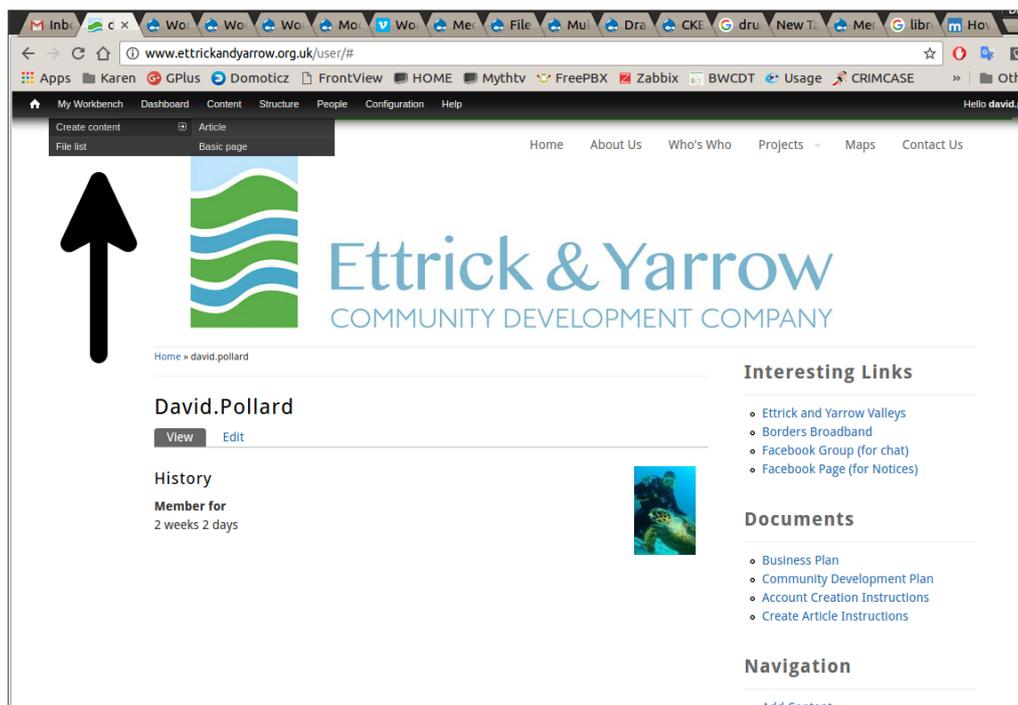
To create either a Basic Page or an article, there are 2 ways this can be achieved (see next page).

One method is by clicking on “Add Content” in the bottom right hand corner.



The screenshot shows the user profile page for David Pollard. The navigation menu at the top includes 'My Workbench', 'Dashboard', 'Content', 'Structure', 'People', 'Configuration', and 'Help'. The main header features the Ettrick & Yarrow logo and the text 'Ettrick & Yarrow COMMUNITY DEVELOPMENT COMPANY'. The profile section displays the name 'David.Pollard' with 'View' and 'Edit' buttons, and a 'History' section indicating 'Member for 2 weeks 2 days'. On the right, there are sections for 'Interesting Links', 'Documents', and 'Navigation'. A large black arrow points from the 'Add Content' link in the 'Navigation' section.

The other is by hovering over “My Workbench” and then hovering over “Create Content” and selecting Article or Basic Page.



This screenshot shows the same user profile page as above, but with a mouseover menu open over the 'My Workbench' item in the top navigation bar. The menu contains 'Create content', 'Article', and 'Basic page'. A black arrow points upwards to the 'Create content' option. The rest of the page content, including the profile details and right-hand sections, remains the same as in the previous image.

To create a new article or basic page, fill in a title (subject) and a body (the main article).

Choose any image files or documents you want to attach to the page and click Upload. Rinse and Repeat for more images or documents.

Then, at the bottom of the page, check the “Publishing Options”. If you want this page to appear as a newsy type article on the main page, make sure “Published to front page” is ticked. Untick it for the reverse.

For basic pages that you want to link into the website permanently, go to “Menu Settings” at the bottom of the page and tick the “Provide a menu link”. Choose the menu you want to link to, eg if it’s a project, make sure Projects is selected and when done click “Save”.

Any mistakes can be edited out later, or you can delete the article and start from scratch. To do either of these, find the article through your Workbench.

Click on the Title of the article you want to edit and click on it.

The default is to view that article, but to edit it, click on the “Edit” tab beneath the title of the article.

Make your changes and save the article, or if you want to delete the whole article, click on Delete at the bottom of the page.