Create Web Content Article

One of the main site features is authoring your own article using Web Content Article. This feature includes standard formatting controls, along with support to add graphics, Flash content, and inserting custom HTML code.

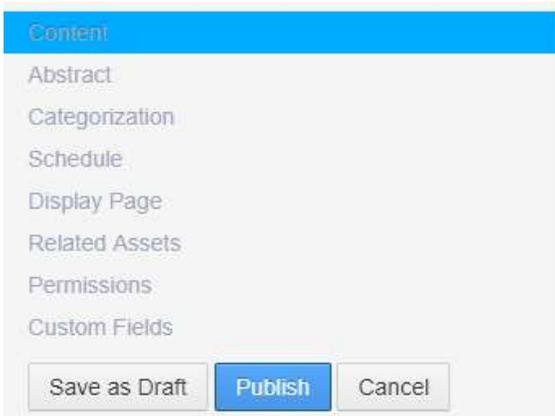To start, click the **Add New** button in the *Upcoming Events* area and select the **Web Content Article** option.

1. Click on the **Select** button in the *Structure* setting and choose a pre-defined article structure or form. If none are available or to your preference, click on the **Add** link and build out the structure in the page that appears. The instructions to build a custom article structure is beyond the scope of this user guide.
2. Choose the default language if it is not in English (United States). The other available languages are *French (France)*, *Arabic (Saudi Arabia)*, *Spanish (Mexico)*, and *Portuguese (Brazil)*.
3. Type in a descriptive title for the article in the *Title (Required)* field
4. Add the contents of the article in the *Content* box. Formatting options are available to customize the appearance and add media.
5. Click the *Searchable* option to make the text of the article searchable

Now look at the menu of options on the right side of the page:

6. If the article cannot be created in a single session, click the **Save as Draft** button to continue at a later time
7. When the message content and settings are final, click the **Publish** button to post the message to the forum

The menu options, aside from Content, are optional. Here is some brief information on them.

Abstract

Add a summary of the article. An image may also be included in the Abstract as well.

Categorization

Organize the article into a type of content or category

Schedule

Set the start and end date/time for access to the article

Schedule

Display Date

| 08/11/2017 | 02:22 PM |

Expiration Date

| 08/11/2018 | 02:22 PM |

☑ Never Expire

Review Date

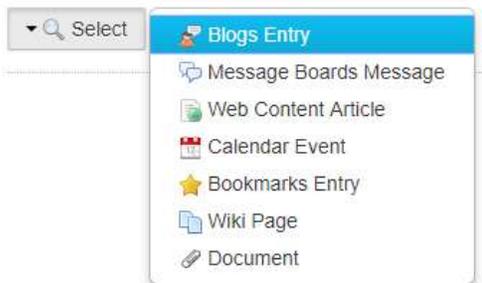| 05/11/2018 | 02:22 PM |

☑ Never Review

Display Page

Shows full view of article in pre-configured pages where this one is referenced

Related Assets

Associate other existing assets to the article

Related Assets

▾ 🔍 Select

- 📢 Blogs Entry
- 💬 Message Boards Message
- 🖼 Web Content Article
- 📅 Calendar Event
- ⭐ Bookmarks Entry
- 📑 Wiki Page
- 📎 Document

Permissions

Define which user classes can view the article (default is site members)

Permissions

Permissions

Viewable by

| Site Members ▾ | More Options » ❓ |

Anyone (Guest Role)
Site Members
Owner

Custom Fields

Other existing data fields that can be added to the article setup screen