

Creating an Article

The easiest way to keep your website content fresh is to create “articles”. You can create one news article and have it show up in a number of places: The main landing page (if you have the news feed there), the member or scholar log in page, under scholar or chapter news menu items. A couple of paragraphs and an image make a big impact.

Step 1 Access the Create Article Form

Select “Content” from the black bar Drupal menu at the top of the page. Note that if you don’t see “Content” you may be on the CiviCRM menu. Switch to the Drupal menu by clicking on “Home” on the right side of the window just below the black bar menu.

Either select “Add Content” from the popup menu when you select Content OR if you go to the Content page, click on the “+ Add content” link at the top of the page.

Choose “Article” from the list of content types.



Clicking on Article will open the Article form. The following describes the fields on the “Create Article” form and how to fill each of them in. If a setting is not covered, it should be left with default values.

Step 2 Fill in the Article Form

Title This is a short headline for the article. If the article is to be used on the National site it MUST contain the name of the chapter in the title, e.g., Oregon Chapter Scholar Receives NIH Award NOT Scholar Received NIH Award.

Date This is the date associated with the article and is used to sort the articles when they appear in lists.

Article Type Each article has a type associated with it that determines where the article will be seen on the website. Select at least one type. By selecting multiple types, the article will appear in multiple places.

- **Scholar News** – The article will appear on the landing page when a scholar logs into scholar secure site.
- **Member News** – The article will appear on the landing page when a member logs into the member secure site.
- **National News** – The article will appear on the ARCS National home page in the list of the articles at the bottom of the page. Note that articles from chapters must include the chapter name in the title of the article.

- **Chapter News** – The article will appear under “News/Current News” for chapters. Under “News/Achievement Archives” for National. If you have the news feed displayed on your main landing page, the news article will also appear there.
- **Scholar Spotlight** – The article will appear under “Scholars/Scholar News”

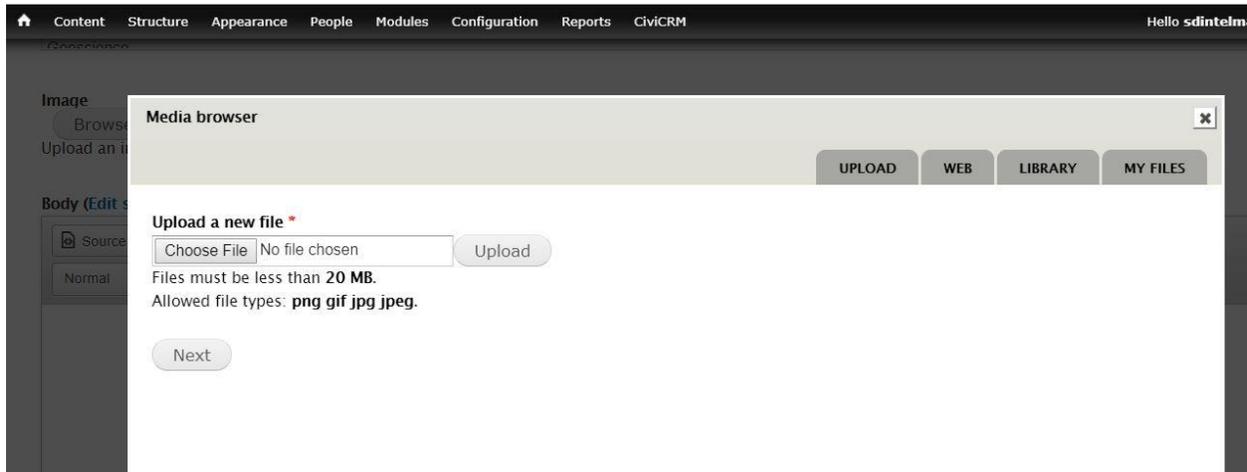
Tags For the National site only, putting one of the following tags directs the article to the appropriate menu item under the “News” menu item.

Tag	Menu Item
national-achievements	national Achievements
chapter-achievements	chapter Achievements
scholar-achievements	scholar Achievement

The screenshot shows the 'Create Article' form in a Drupal CMS. At the top, there is a navigation menu with items: Content, Structure, Appearance, People, Modules, Configuration, Reports, and CiviCRM. Below the navigation, there is a breadcrumb trail: Home » Add content. The main heading is 'Create Article'. The form contains the following fields:

- Title ***: A text input field with a 'Browse' button (represented by a magnifying glass icon) to the right.
- DATE**: A date selection area with three dropdown menus for Month (Sep), Day (9), and Year (2017).
- Article Type ***: A list of radio buttons for selecting the article type: Scholar News, Member News, National News, Chapter News, and Scholar Spotlight.
- Tags**: A text input field with a magnifying glass icon. Below it, a note says: 'Enter a comma-separated list of words to describe your content.'

Image Adding an image to the article is not required, but it not only makes the article more impactful, it provides a thumbnail for the article. Click on “Browse” to pop-up the Media Browser.



Click on “Choose File” to navigate to an image on your computer. Once you have the selected image, click on “Upload”. You can then just click “Next” and “Save”.

Body This is the main body of the article. You can use the entire set of html editing tools to format your text, including inserting links and other images.

Domain Access Options Chapter admins can only create articles for their site. National admins can select “Publish to” other sites so the article will appear on multiple sites. Note that we haven’t used this feature. For now, we have chapter articles that can be promoted to the National site landing page using the article type “National News”. The National Data Administrator curates any articles promoted to the National site so may contact you with suggested edits. If you want to promote a news article to the

Publishing options

- **Published** If selected article will be visible and published on the website
- **Promoted to front page** If selected the article will appear on the home page news feed (the bottom panel on the home page).
- **Sticky at top of lists** If selected this article will appear first at the top of any feeds even though other articles have later dates.

Domain access options	<input type="checkbox"/> Published
URL path settings No alias	<input type="checkbox"/> Promoted to front page
Meta tags Using defaults	<input type="checkbox"/> Sticky at top of lists
Domain-specific paths	
Revision information No revision	
Authoring information By Anonymous	
Publishing options Not published	

Save Preview View changes Delete

Step 3 Save the New Article

Scroll all the way to the bottom of the page and press the “Save” button. This article will now appear in whatever locations you have designated. If you don’t see the article, make sure you have selected “Published” under “Publishing Options”.

Editing an Article

You can edit an article by finding the article in the list of content. Choose “Content” from the Drupal menu. There is a set of filters to use to limit the content shown in the list. Select the content type of “Article” and press “Apply” to see all articles. You can further filter on Title, Author and Article type, don’t forget to press “Apply” to apply any new filters. Once you see the article you want to edit, just click on “Edit” under Operations on the right-hand side of the page.