

Want to add an article?

Become an administrator. Click on the Administrator left nav and login. Or login in as yourself. I made all IEEE users administrators. We can investigate a level of privilege that just lets one enter an article, but right now, IEEE users own the site.

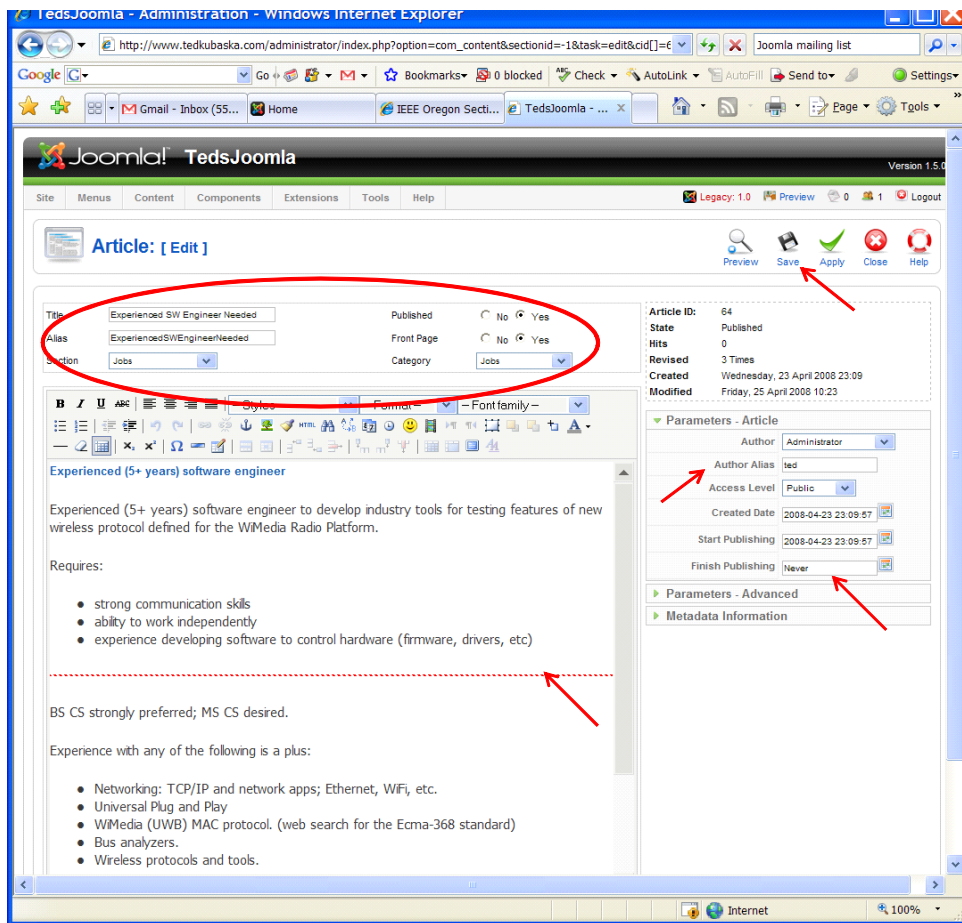
Go to `Content->Article Manager`. Click on New in the list of icons along the top and to the right. Paste the text into the Edit box. If it doesn't look the way you want. Click on the HTML button (next to the field glasses) and edit the HTML code.

Look in the red circle in the accompanying figure. Choose a Section and a Category. I chose Jobs for both. This is not adding a Section or Category. You choose from what is available in the dropdown list. Ensure that the Yes radio button is set for Published. This means that the article will appear under the Jobs Menu link on the main page. I chose also to set the Yes radio button for FrontPage. This means that the article also appears on the FrontPage.

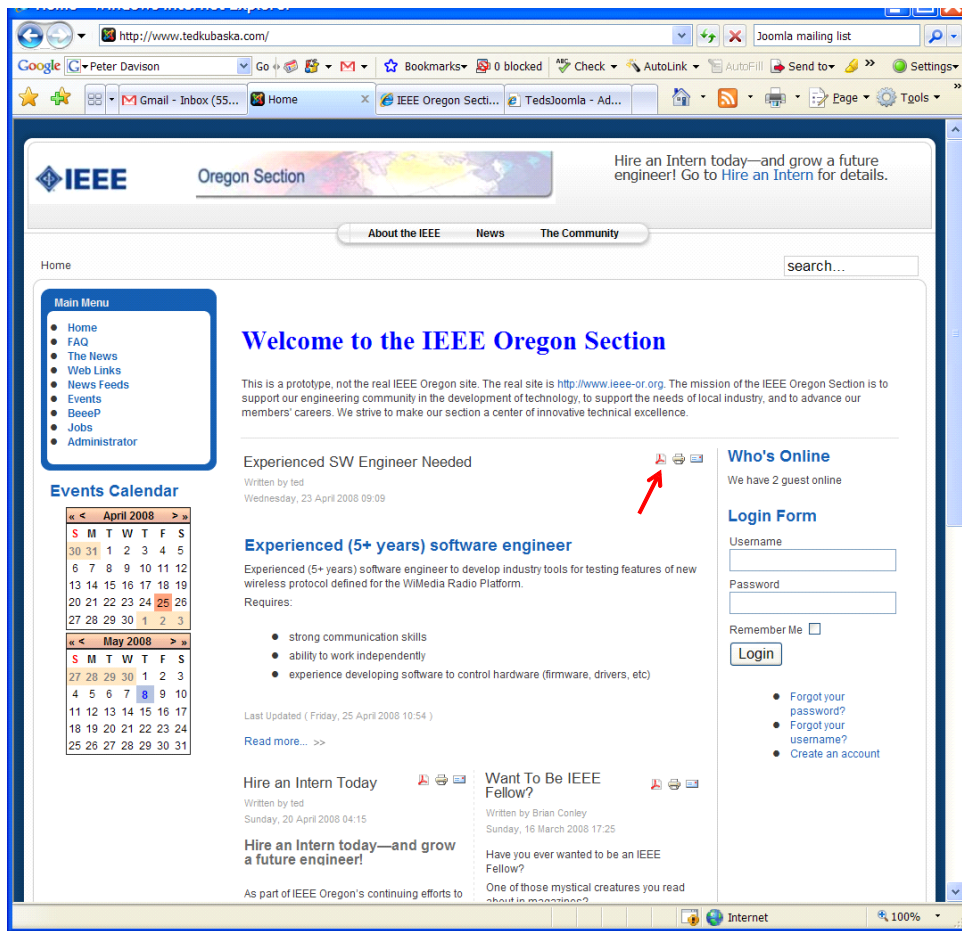
I suggest that we put most of our articles on the FrontPage as well as in a category.

Now look at the red arrows in the accompanying figure.

- Set the Author Alias. Or leave to your login name.
- Set the Finish Publishing date or leave it at Never. Set it by clicking on the calendar button and choosing a date.
- That red dotted line is the Read more ... line. Put the cursor where you want the Read more ... line, scroll to the bottom (this is scrolling the Internet window, not the edit window) and click Read more ...
- Click on `Save`. This is important. Do not just hit the Back button. You have opened up the article for editing and you must either `Save` or `Close`.

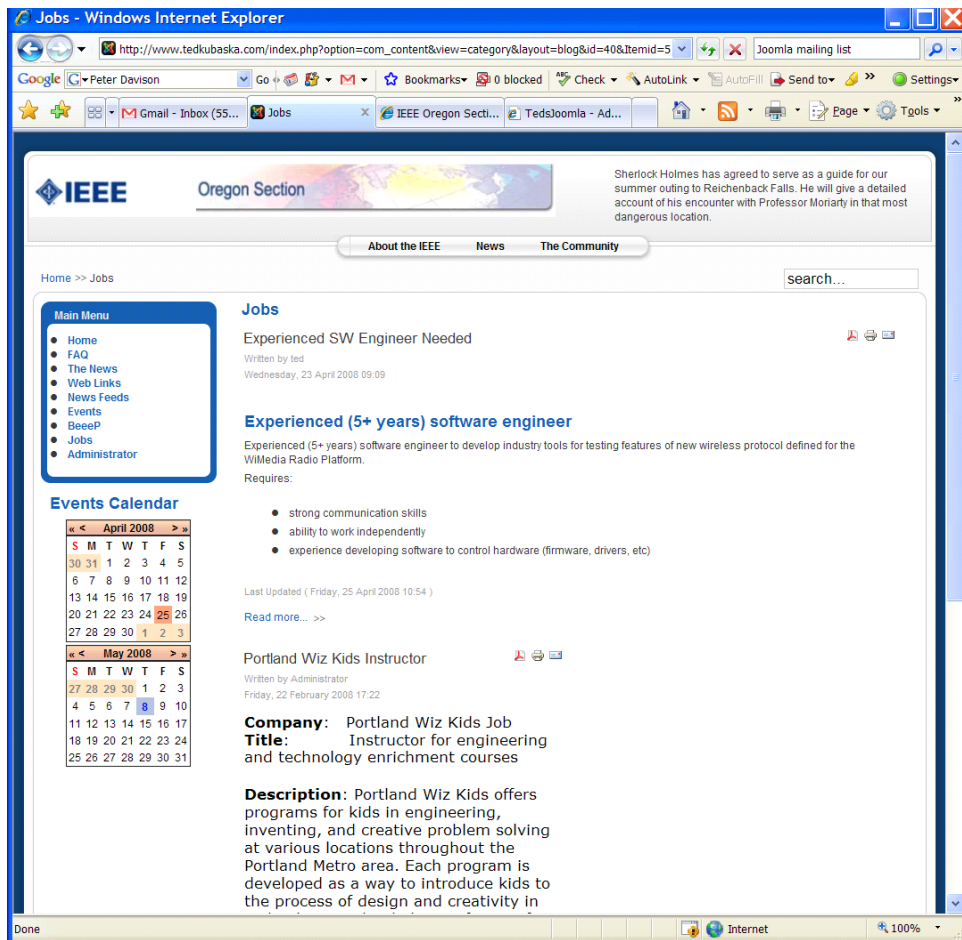


Logout as Administrator and go to the Home page. Note that the new article appears on the Home page (because you chose to publish to the FrontPage).



Note the three buttons on the right of the article. The first brings up the article as a PDF in Acrobat Reader. You can then save the file as a PDF. The second prints the article. Actually, it brings up another popup window with the article in printable format and another button that accesses your printer. The third button mails a link of the article to an address you specify.

Now click on the Jobs Left Nav.



Note that you go to the Jobs page. We have only two articles on this page. That's why the right column is blank. Note that there is no longer a Login module. The Login module is displayed on the FrontPage, not the Jobs page.