Article Element Overview:

In the Websites Dashboard

☐ From the Dashboard, select **Content** from the left-hand menu, then **Articles**

☐ Add a new Article

- The **Articles tab** is where you can add a new article and see at a glance how your articles are set up. To add a new one, select **Add New Article** and fill in your information in the **Detail** tab. The only requirement is to add a title.

Pro-Tip: It is recomended that you set up the **Series** and **Catagories** first to aid in filtering when users are viewing .

☐ Add your Content

- Write a summary, add keywords to aid in filtering, and the content itself.
- Click **Save**

☐ Add Media

- Here you can upload a new file and add any existing media to your article
- You can choose from: **Notes**, **Audio**, **Image**, and **Video**.
- Click **Submit Selections**, then **Done.**
- Now you can upload your file. This file can be a file from your computer, and external link or an embed code.
- Make sure to name it, you can also add a description and any keywords but this is optional.
- Click **Done** to move to the next step

Article Element Overview:

In the Websites Dashboard (Continued)

☐ <u>Publish your Article</u>

- You can now publish with the following options:

  - <u>**Schedule a publish status change**</u>: Choose the date, time, and status. If it's a brand new article that you want to schedule, we'd recommend you choose **Publish** or **Publish as Featured** in the drop down by the date and time. You'd then select the **Keep as Draft** button, so it stays as that status until your chosen date/time for it to be published.

  - <u>**Keep as Draft:**</u> Choose this option to keep it in draft mode until you're ready to publish

  - <u>**Publish as Featured:**</u> Choose this option to have your article live immediately and use in correlation with the **Article Featured** element to highlight it on your website.

  - <u>**Publish**</u>: Choose this option to have your article live immediately and use in correlation with the Article Layout, Article Detail, and Article List elements.

Pro-Tip: If your article is important such as a major update or message, publish it as "Featured." This ensures it appears prominently on your website where visitors are most likely to see it.

Article Element Overview:

In the Websites Dashboard

☐ Organize your Articles

- After choosing your publishing option, you will land back onto the **Manage Articles** page, On the top you will find the following tabs **Series**, **Categories** and **Authors**.

  - **Series:** This is where you can create collections that your Articles will live under. If you'd like to highlight a certain Series on your website, you can select **Make Current Series**.

  - **Categories:** This is where you can set up the big overarching group that the **Series** and then **Articles** will live under. These will help users navigate your library.

  - **Authors:** This is where you can set up the people who have written the articles. You can select them when creating the article. You can also add additional information about them and link it to a user that's in **Members**.

> **Pro-Tip:** Let's talk more about how you can use these organizing tools!
>
> **Series:** Think of this like a book series and the Articles are like the individual books in that series. You can create ones such as "The Smith Family Missionary Updates" or "Volunteer Opportunities".
>
> **Categories:** Think of Categories like a genre for books. You can create ones such as "News", "Missions", etc.
>
> **Authors:** You can add more than one Author to an article.

Staff Element Overview:

Editing Your Website (Continued)

☐ Navigate to the Website Editor

- Select **Websites**, then **Manage Sites**
- Click the 3-dot menu for the website you're editing, then **Edit Site**

☐ Create a page or add a block to an existing page

- **Pages** divide your ministry's website into separate sections, such as Home, About, or Contact.
    - How to Add a Page: Select the hamburger menu in the top left corner, **Add New Page** at the bottom of the page, give it a title, then select **Save Changes**.

- **Blocks** are layout sections you add to Pages to structure content. This is where you'll place an element which allows you to customize each Page to fit your needs.
    - How to Add a Block: Navigate to the page you'd like to add the block on, select the **+** symbol where it says **Add a New Block**, then **Create your own.** The new block will appear above the **Add a New Block** section. Select the **+** symbol in the new block and search for or scroll down to your chosen element. You'll then drag and drop the element into the new block you created.

- If you already have a Page or Block created for your Staff, move on to next step.

Pro-Tip: It's best to start by creating a page with the Article Detail element. That way, when you use Article Layout, Featured Article, or Article List blocks on other pages, they can link to this detail page for the full content. This keeps your website clean and easy to navigate.

Staff Element Overview:

Editing Your Website (Continued)

☐ <u>Add your Article Element</u>

- Select the **+** symbol on the left-hand menu and search for **Article** or scroll down that section of elements.
- Here, you have 4 variations of how the information can be displayed on your website:

  - <u>**Article Layout:**</u> This is an archive of all the articles available on your Amplify Website module, which can be filtered based on your preferences.

  - <u>**Article Detail:**</u> This is a unique Article listing that displays the details of the current Article. You can link an Article Layout, Article List, and Article Featured Element to a Page using the Article Detail Element, which showcases the current Article.

  - <u>**Article Featured:**</u> This is a single Article listing that displays the details of a specific Article. You can link to a Page using the Article Detail Element, which showcases the current Article. This widget is commonly used to feature a video or downloadable resource on a ministry page.

  - <u>**Article List:**</u> This grid list showcases all available Articles from your Amplify Website module. In the Element's Content > **Settings**, you can customize **Categories**, **Groups**, and **Series**, and the number of Articles displayed per page. You can also select which parts of the Article to show, providing flexibility in the information displayed.

☐ <u>Configure Additional Staff Element Settings</u>

- Hover over the new Element and click the **^** symbol to open its settings.
- Use the first icon to <u>connect the element</u> to the new page that contains the **Article Detail** element.

Pro-Tip: You can place the Article Layout, Article List, or Article Featured element on your homepage for example to highlight your articles to link to another page that's dedicated to the full content.