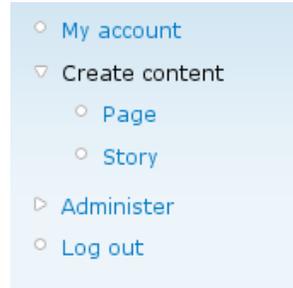


How to Manage Content

Adding a Story



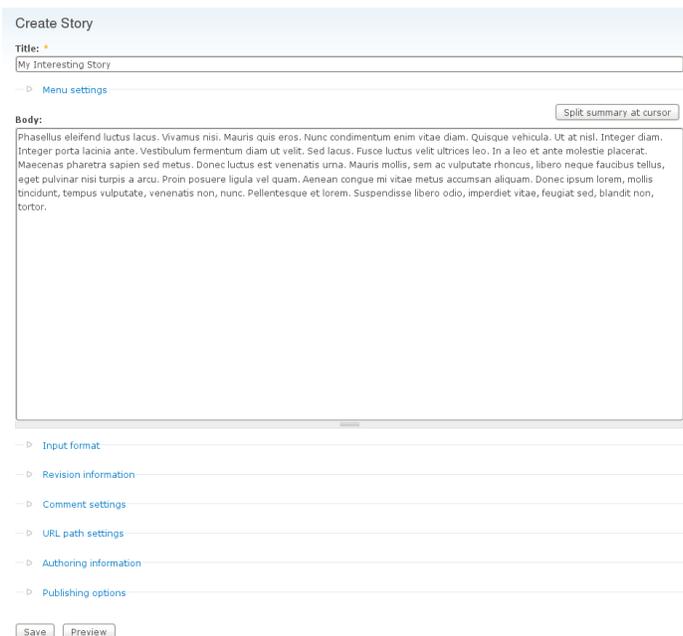
Log in to your website and click the menu item that says Create Content. The menu is usually located in the sidebar or header of your website. It will look something like the menu pictured to the right. It is okay if you do not see all of the options listed.



On the Create Content page, you will see several options like Page, Story, Image, etc. In most cases, you will be creating a Story. For now, click the Story link.



You should now see a page like the one below. There are many options but most of the time you will only need to do two things: Add a title, and write some content. When you are done writing press the Save button.



The screenshot shows a 'Create Story' form. At the top, there is a 'Title:' field with a red asterisk indicating it is required, containing the text 'My Interesting Story'. Below the title field is a 'Menu settings' link. To the right of the title field is a 'Split summary at cursor' button. The main part of the form is a large text area labeled 'Body:' containing placeholder text. Below the text area are several expandable sections: 'Input format', 'Revision information', 'Comment settings', 'URL path settings', 'Authoring information', and 'Publishing options'. At the bottom of the form are 'Save' and 'Preview' buttons.

Editing and Deleting a Story



To edit or delete a Story you will need to navigation to the Content Management section of your website. Locate the main menu and click the Administer link. This will take you to a page much like the one pictured:

The screenshot shows the 'Administer' page with two tabs: 'By task' (selected) and 'By module'. Below the tabs is a welcome message and a list of administrative tasks. The 'Content' link under the 'Content management' section is highlighted with a red box. Other visible links include 'Content management', 'Comments', 'Content types', 'Post settings', 'RSS publishing', 'Taxonomy', 'Site builder', 'Blocks', 'Menus', 'Modules', 'Themes', 'URL aliases', and 'Site config'.



This is the main administration page for the website. Click the Content link under the Content management sub heading.

The screenshot shows the 'Content' management page. It includes a filter section with radio buttons for 'status' (selected) and 'type', and dropdown menus for 'published' and 'Page'. Below the filter is an 'Update options' section with a 'Publish' dropdown and an 'Update' button. At the bottom is a table with columns: Title, Type, Author, Status, and Operations. The 'edit' link in the 'Operations' column of the first row is highlighted with a red box.

<input type="checkbox"/>	Title	Type	Author	Status	Operations
<input type="checkbox"/>	Proin magna dui, varius sed	Story	admin	published	edit
<input type="checkbox"/>	Lorem ipsum dolor sit amet	Story	admin	published	edit



All of the content for the entire site is listed on the Content page. It may look sparse at first but it will fill up quickly!

To delete a Story:

1. Find the Story you want to delete
2. Tick the check box next to it
3. Select the Delete option from the drop down box
4. Press the update button.

Content [more help...]

Show only items where

status is
 type

Update options

<input type="checkbox"/>	Title	Type	Author	Status	Operations
<input checked="" type="checkbox"/>	Proin magna dui, varius sed	Story	admin	published	edit
<input type="checkbox"/>	Lorem ipsum dolor sit amet	Story	admin	published	edit

To edit a Story:

1. Find the story you want to edit
2. Click the edit link on the right
3. Edit the content just as if you were creating it.