How to submit an article on the website:

There are two ways to create a new article, once you are logged in:

1. Select "Submit Article" from the User Menu.
   Or
2. Select "Add a New Article to this Category" in-context on any webpage that has a list of articles.

This will open up a blank article page window.

1. Enter title of article, leave "Alias" blank as it will be filled automatically once the article is published.
2. Input the content in the main box. **Please note that every article must include author's name and date at the end of the article.** You can format, insert images, insert links to documents or web pages (see below).
3. Remember you MUST select the correct "Category" to file the article when you finish.
4. Select "Published" next to "Status".
5. Select "No" next to "Featured". If the article is to be featured, select "Yes". Note that the article will show a preview of and the first image that is included in the article on the front page.
6. Click the "Save" icon at the top right hand side. You do not have to enter any other information.
7. Send a notification email to vp-communications@fawco.org and to the responsible Board member or Liaison to inform them that you have an article ready to be published.
8. Your article will be reviewed. If there are major edits it will be returned to you for your review; if not, it will be published and you will be informed that it is done.

To upload and insert image in article:

1. Make sure your image is less than 700px wide, and low resolution, 72 dpi, keep the file size to be uploaded as low as possible.
2. Look above the content box, there are 4 menu lines. Click on the fourth icon from the right in the bottom row: "Insert/Edit Image". A new window "Image Manager" will open. Here you…
3. Select the correct folder to store the image – at the bottom left of new image manager window.
4. Click on the icon on the right hand side above box titled "Details" with a blue arrow: "Upload"
5. Click on "Browse" to select image you want to upload from your computer.
6. Click "Upload".
7. Select "Close" to close the box when you see the green check mark which means the file is uploaded (sometimes it closes automatically). The photo is now on our website folders. The name will show up as bold in the middle column/box.

8. Select the bolded image name to insert it into your article.
9. Go to the top half of image manager window and set the image properties as required:
    a. Set the dimensions as ca. 150x200, keep Proportional Box ticked.
    b. Set alignment to "Left" or wherever you would like the image to be relative to the text, if left blank the align attribute is not set.
    c. Unclick "Equal Values", enter a "3" or "5" in the margin boxes on the sides of the image that touch the text.
10. Click "Insert" at the bottom of the image window. You should see your image in your article.
11. Click the "Save" icon at the top right hand side.

To insert a document as a link in article:

1. Highlight the text in your article that you would like to link to a document (for example "Click here to download").
2. Look above the content box, there are 4 menu lines, click on the third icon from the right in the bottom row with a chain link: "Insert/Edit Link".
3. Select the correct folder to store the document – bottom left hand of new documents window.
4. Click on the icon on the right hand side above box titled "Details" with a blue arrow: "Upload".
5. Click on "Browse" to select document you want to upload from your computer.
6. Click "Upload".
7. Select "Close" to close the box when you see the green check mark which means the file is uploaded, although sometimes it closes automatically. The document is now on our website, the name will show up as bold in the middle column/box.
8. Select the bolded document name to insert it into your article. A box will appear to ask if you'd like to replace the text in your article with the name of the document, say NO.
9. Click "Insert" at the bottom of the image window. You should see the highlighted text underlined in blue in your article.
10. Click the "Save" icon at the top right hand side.
11. Be sure to check the link once the article is published.

To insert a link to a URL or another page on FAWCO.org:

1. Highlight the text in your article that you would like to link to (for example "For more details, click here").
2. Look above the content box, there are 4 menu lines, click on the ninth icon from the right with a chain link: "Insert/Edit Link".
3. Paste the external URL in the blank URL line on top.
4. Click "Insert".

Or

5. Select "Content" from within the FAWCO website. In the "Links" window, use Menu->Main Menu to link to a page on the FAWCO website, or use Content->Category->Article to link to a specific article.
6. Click "Insert".

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User Rights:

What user rights you have depend on what status you have been assigned.

Author is a user who can log in to the front end and create articles, but cannot publish or unpublish them. An author can also edit her own articles, but not other people's.

Editor is a user who can log in to the front end and create articles, but cannot publish or unpublish them. An editor can edit anyone's articles.

Publisher is a user who can log in to the front end and create articles, publish or unpublish them, and edit anyone's articles. A publisher can also edit categories.