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TOPICS / ARTICLES

Choose **Topics/Articles** from the Homepage Panel.

This section allows you to:

- Create, edit, delete and move topics
- Create, edit, delete and move articles



Above: Article Manager admin panel screenshot

Topics / Articles

Search:

Go To:

Topics / Articles	Status	Action
Fashion		
Topic Name Example		
Shoes		
Another Topic		

Topics: 4
Articles: 0

Fashion

Date Added: 06/08/2008

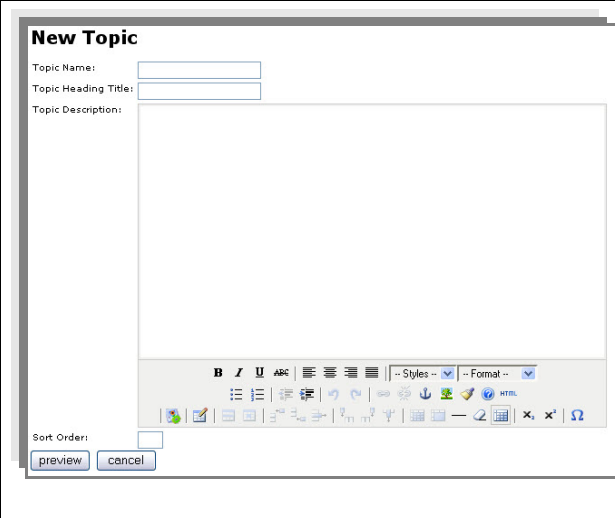

Subtopics: 0
Articles: 0




TOPICS

Topics are used to categorize the articles and to also display the articles on the front end of the website.

ADD NEW TOPIC

1. Topics are added by clicking the  button. The following will appear:

	Topic Name:	Insert a name for the topic. (e.g.
	Topic Heading Title:	Insert a topic heading title.
	Topic Description:	Insert your description text here. You can also add images using the ibrowser icon  in the WYSIWYG editor.
	Sort Order:	To state where this topic should appear in your list, type the appropriate number in this field. (e.g. 1 = 1 st , 2 = 2 nd etc) Topics will sort alphabetically by default, if this field is left blank.

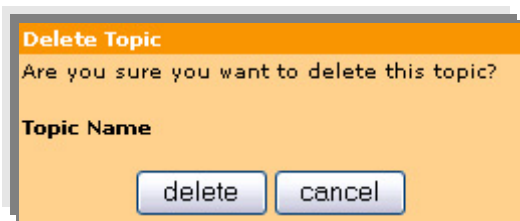
2. Once you have entered the information, click either  or  to exit.
3. To save the article after the preview, click .
4. You will then return the topic listings page.

EDITING A TOPIC

1. First select the topic by clicking once, on the one you wish to edit.
2. The topic highlighted (and has an *arrow* ⇨ under the **Action** title), is the one you are going to edit.
3. Select from the right hand side options.
4. Make the necessary changes and click .

DELETING A TOPIC

1. Once the topic is highlighted, click from the right hand side options. The following will appear:



Delete Topic
Are you sure you want to delete this topic?

Topic Name

2. To confirm your decision of deleting the topic, click or to exit.

MOVE A TOPIC

1. Once the topic is selected, click from the right hand side options. The following will appear:



Move Topic
Please select which topic you wish
Topic Name to reside in

Move **Topic Name** to:

▼

2. Choose the new Topic from the drop down that you wish this topic to reside in.
3. Click to confirm your decision, or to exit.

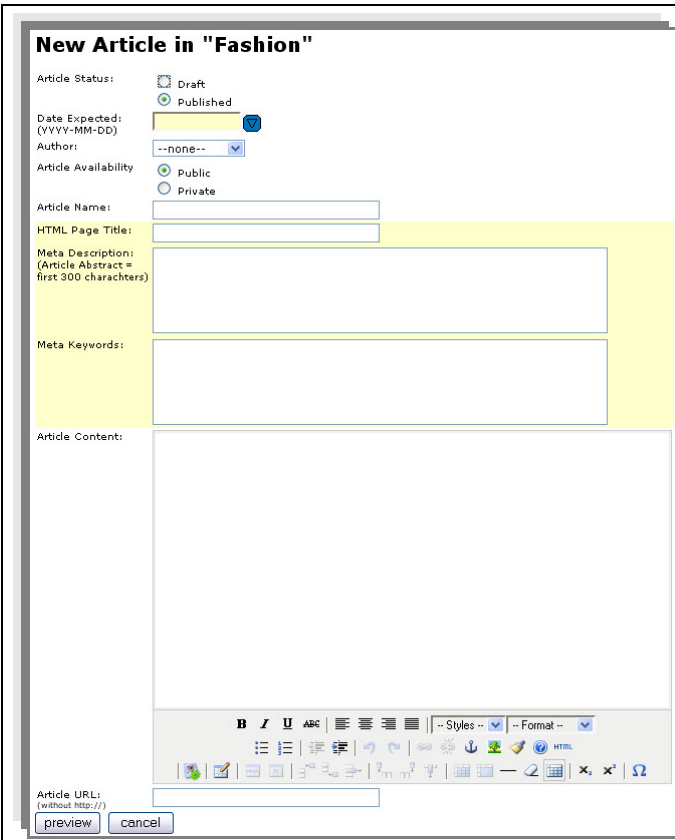
ARTICLE

Articles can be used within the website in one of 2 ways:

1. Linking directly to a topic will display all articles in a list format with the Meta Description. This can be useful for listing recipes, instructions/how to's etc.
2. Linking directly to the article.





ADD NEW ARTICLE

1. To add a new article, click . The following will appear:

	Date Expected:	Insert a date of the publication.
	Author:	Choose the author.
	Article Availability:	Default is Public. If you have Subscriptions and this article is to be used, make sure the article is Private.
	Article Name:	Insert a name for the article.
	HTML Page Title:	This will be the title within the page.
	Meta Description:	This is the article overview text. This is displayed on the topic listing page (if used).
	Meta Keywords:	These are keywords that are related to the article and used for searching.
	Article Content:	Insert your article text and any images here.
Article URL:	Leave this blank.	

2. Click either  to preview your article and then  or  to exit.

EDITING AN ARTICLE

1. Once the article is selected, choose  from the right hand side options. This will take you back to the same screen as **ADD AN ARTICLE** where you can edit your text/images.
2. Once the updates have been made click on  to view your changes and then click , or click  to exit without saving.

DELETING AN ARTICLE

1. Once the article is selected, choose from the right hand side options. The following will appear:



Delete Article
Are you sure you want to permanently delete this article?

Article Name

Topic Name

2. To confirm your decision of deleting the article, press or click .

MOVING AN ARTICLE

1. Once the article is selected, choose from the right hand side options. The following will appear:



Move Article
Please select which topic you wish **Article Name** to reside in

Current Topics:
Topic Name


Move **Article Name** to:

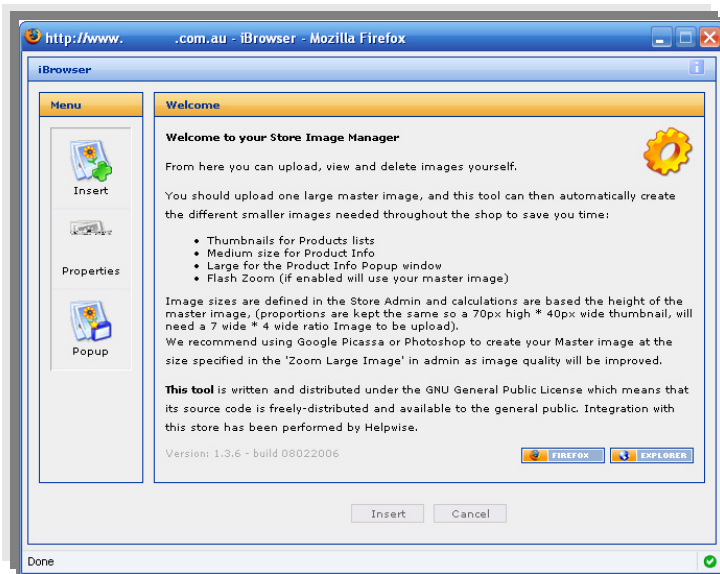
2. Choose the new destination from the drop down provided.
3. To confirm your decision of moving the article, press or click to exit.


COPYING AN ARTICLE

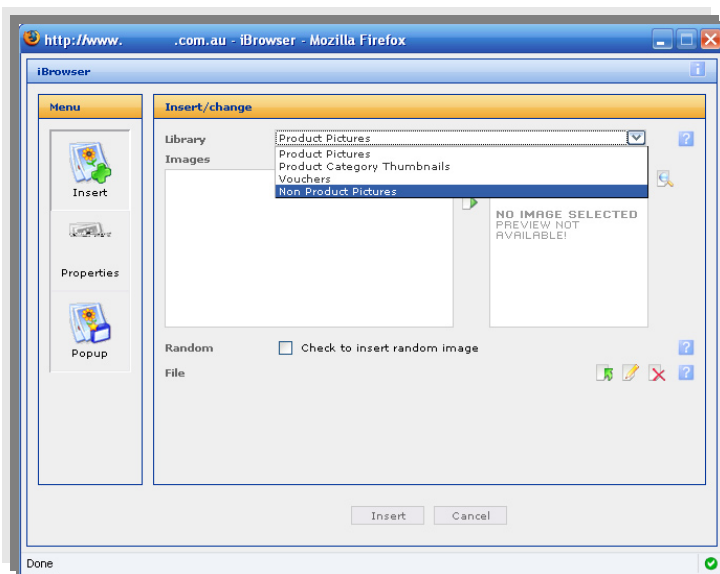
1. Once the article is selected, choose from the right hand side options.
2. A message will appear telling you to choose from the drop-down where you would like to copy your article within. Click from either **Link Article** or **Duplicate Article** under **Copy Method**.
3. To confirm your decision of copying the article, press or click .


UPLOADING/INSERTING IMAGES TO ARTICLES

1. Find and Edit the Article via the Administration.
2. Once you are editing the Article, in the WYSIWYG Editor click the **ibrowser icon** .
3. The following will appear (popup window):




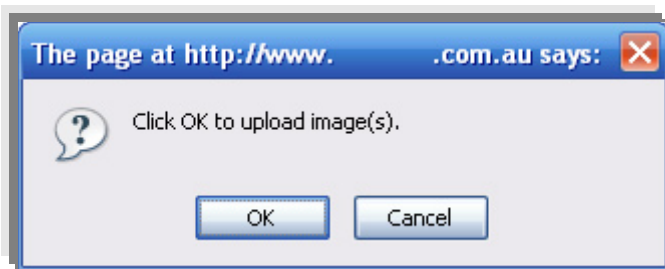
4. Click on  **Insert** . This will allow you to **upload** and **remove** any images.
5. When uploading non-product images, make sure the folder selected in the **Library** dropdown is **Non product Pictures** (Default).



- Click the  upload icon. The following will appear:

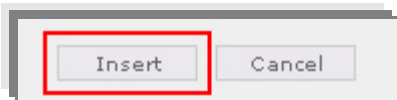


- Browse...** to the file.
Once you have selected an image and clicked okay, you will return to the original popup window.
- Tick the appropriate size for an article (usually the smallest, or second smallest).
Note: If the image you have created has been made the right size before uploading, make sure you tick the **Original** box only.
- Click the  **Upload Image** icon to start the upload.
- A popup window will confirm the upload.



Click **OK**.

- Once the images have uploaded, you will notice that in the list, there is now an extension of the image size.
Example: product-name.150.jpg
- Click on the **Properties** tab and make any necessary changes, usually just the Title and Description.
- Click **Insert**.



The popup window will now close, and you will be back in the article page, and the image will appear in the editor.

AUTHORS

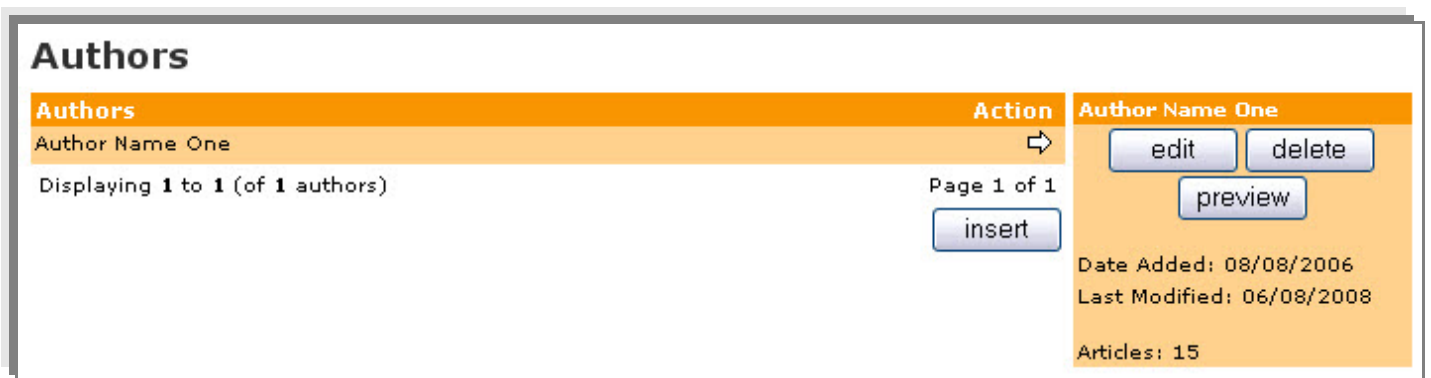
Choose **Authors** from the Homepage Panel.

This section allows you to:

- Create, edit and delete authors



Above: Article Manager admin panel screenshot



CREATE A NEW AUTHOR

1. To create a new Author, click . The following will appear:

<p>New Author</p> <p>Please fill out the following information for the new author</p> <p>Authors Name: <input type="text"/></p> <p>Authors Description: <input type="text"/></p> <p>Authors URL: <input type="text"/></p> <p><input type="button" value="save"/> <input type="button" value="cancel"/></p>	<p>Authors Name: Insert the name for the new Author. (e.g. John Smith)</p>
	<p>Authors Description: Optional. Insert any information you want the new author to have as a 'profile'.</p>
	<p>Authors URL: Optional. Insert the Website Address for the new author.</p>

2. Once the information has been entered, click or to exit.

EDIT AN AUTHOR

1. To edit an Author, click from the right hand side options.
2. Make any necessary changes and click or to exit.

DELETE AN AUTHOR

1. To delete an Author, click from the right hand side options.
2. The following warning message will appear:

Delete Author

Are you sure you want to delete this author?

Author Name One

Delete articles from this author?
(including article reviews and upcoming articles)

WARNING: There are 15 articles still linked to this author!

Tick the box if you wish to delete the articles linked to the author.

3. To proceed with the delete, click or to exit.

REVIEWS

Choose **Reviews** from the Homepage Panel.

This section allows you to:

- Edit, approve, reject and delete Article Reviews

This feature is off by default.

If you would like to allow your customers to write article reviews, please let us know.



Above: Article Manager admin panel screenshot

Article Reviews

Articles	Rating	Date Added	Approved	Action
About Us	◆◆◆◆	06/08/2008	●	↗

Displaying 1 to 1 (of 1 product reviews) Page 1 of 1

About Us

edit delete

Date Added: 06/08/2008

Reviewer: Kristi Huttunen

Rating: ◆◆◆◆

Read: 2

Size: 123 bytes

Average Rating: 100.00%

Approved: No

Approve

EDIT REVIEWS

1. To view and edit the review, select the review from the list and click .
2. Make any of the necessary changes and click and then to save, or to exit.

APPROVE REVIEWS

1. To approve the review, select the review from the list and click .

REJECT REVIEWS

1. To reject (disable) the review, select the review from the list and click .

DELETE REVIEWS

1. To delete the review completely, select the review from the list and click .
2. A Warning message will ask you to confirm the delete. Click again to confirm or to exit.

CROSS SELL ARTICLES

Choose **Cross-Sell Articles** from the Homepage Panel.

This section allows you to:

- Cross Sell Articles with Products



Above: Article Manager admin panel screenshot

Cross-Sell Articles to Products

ID	Article Name	Associated Products	Cross-Sell Actions
1	About Us	--	Add/Remove --
5	Care, Returns & Exchanges	--	Add/Remove --
32	Cupcakes	--	Add/Remove --
4	Delivery	--	Add/Remove --
26	Designers	--	Add/Remove --
34	Events & Functions	--	Add/Remove --
9	Gift Vouchers	--	Add/Remove --
2	Help	--	Add/Remove --
8	Links	--	Add/Remove --
3	Ordering Details	--	Add/Remove --
33	Press	--	Add/Remove --
35	Sharing The Love	--	Add/Remove --
6	Terms and Conditions	--	Add/Remove --
7	The Boring Stuff	--	Add/Remove --
10	Vouchers Terms and Conditions	--	Add/Remove --
22	We Love	--	Add/Remove --
23	Wrapping	--	Add/Remove --
11	you love	--	Add/Remove --

Above: Cross-Sell Articles to products screenshot

ADD CROSS-SELL ARTICLES TO PRODUCTS

1. Choose the article you are going to add the Cross-Sell products to, and click **Add/Remove** in the Cross-Sell Actions column. The following will appear:

ID	Product Name
<input type="checkbox"/> 340	name product name
<input type="checkbox"/> 339	qweqwe
<input type="checkbox"/> 338	test

save cancel

Above: Product Listing screenshot

2. Tick the box next to the product(s) that you would like to Cross-Sell with the selected article:

ID	Product Name
<input checked="" type="checkbox"/> 340	name product name
<input type="checkbox"/> 339	qweqwe
<input type="checkbox"/> 338	test

save cancel

3. Click **save** to confirm the Cross-Sell or **cancel** to exit.
4. If more than one product has been selected you are able to sort the order of display:

ID	Article Name	Associated Products	Cross-Sell Actions
1	About Us	--	Add/Remove --
5	Care, Returns & Exchanges	--	Add/Remove --
32	Cupcakes	--	Add/Remove --
4	Delivery	--	Add/Remove --
26	Designers	qweqwe name product name	Add/Remove Sort
34	Events & Functions	--	Add/Remove --
9	Gift Vouchers	--	Add/Remove --
2	Help	--	Add/Remove --
8	Links	--	Add/Remove --
3	Ordering Details	--	Add/Remove --
33	Press	--	Add/Remove --
35	Sharing The Love	--	Add/Remove --
6	Terms and Conditions	--	Add/Remove --
7	The Boring Stuff	--	Add/Remove --
10	Vouchers Terms and Conditions	--	Add/Remove --
22	We Love	--	Add/Remove --
23	Wrapping	--	Add/Remove --
11	you love	--	Add/Remove --

REMOVE CROSS-SELL ARTICLES TO PRODUCTS

1. Choose the article you are going to remove the Cross-Sell product(s) from and click **Add/Remove** .
2. Un-tick the box next to the product(s) you want to remove.

Cross-Sell Articles to Products

	ID	Product Name
<input checked="" type="checkbox"/>	340	name product name
<input type="checkbox"/>	339	qweqwe
<input type="checkbox"/>	338	test

3. Click to confirm the Changes/Removal or to exit.

WEB PAGE MANAGER

Choose **Edit Web Pages** from the Homepage Panel.

This section allows you to:

- Edit web site pages used within the website.





Above: Webpage Manager admin panel screenshot

Above: Webpage Manager screenshot

IMPORTANT NOTE: Please **DO NOT** remove any articles.


These are pages used by the website and might stop your website working properly.

Alternatively, you can turn off the status by clicking the light red  icon to turn bright red .

Above: Status Column in Website Manager screenshot

ADD NEW, EDIT AND DELETE EXTRAS ARTICLES

To add new articles used in the navigation or for website purposes only:

1. Click the folder  icon next to the Extras topic name. This will take you within the topic to view, edit and delete any extra articles.