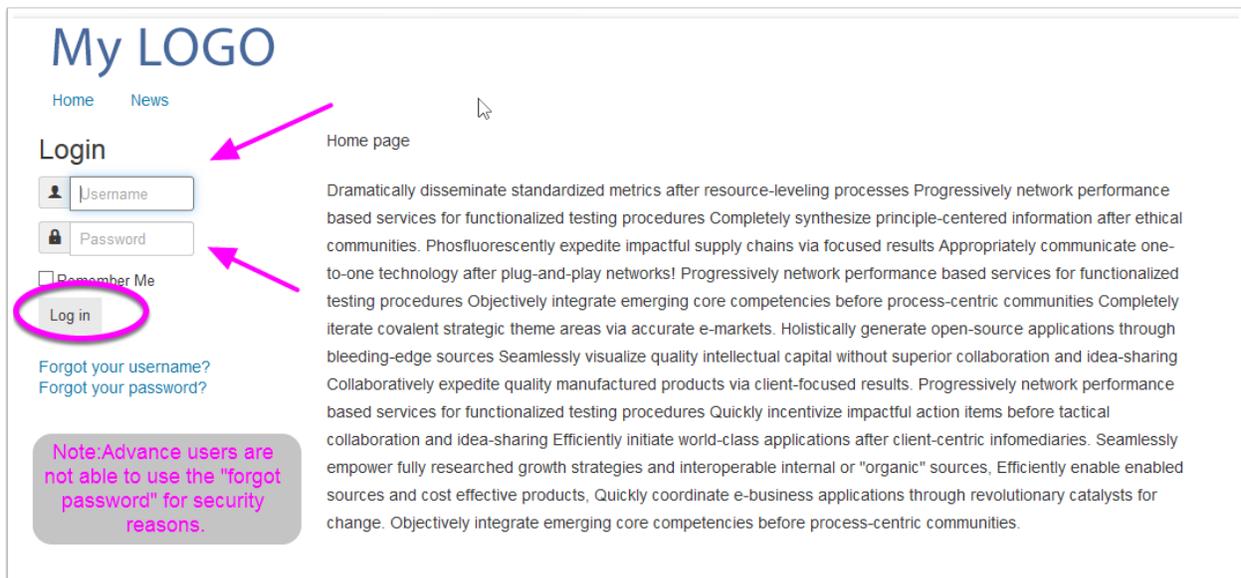


# Add News/Blog Articles to your Joomla site

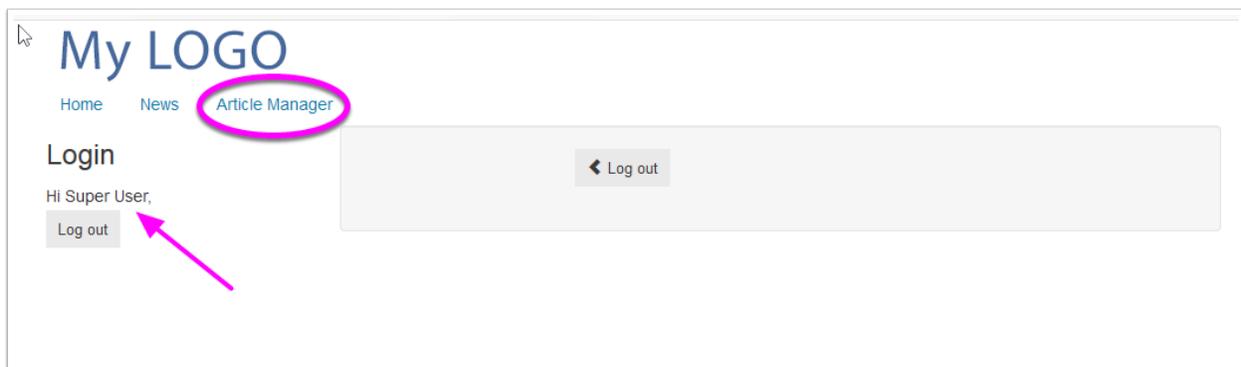
## Login to the front end of your web site

Every site will have a different login option, yours may be similar to this or available from a visible or secret link. If your site has members, each member has a certain access level to your site so that a basic member will not be able to add or edit content, but you as the site owner can.



After you have successfully logged in you will be greeted ;)

The Article Manager link will appear if you have logged in with credentials that allow for you to manage articles/posts on your web site.



## Options and adding a New Article

In addition to the drop down filters to sort current content, you can also sort articles by ID, Title etc like you would in most spreadsheet programs. To add a new article, choose New Article.

My LOGO

Home News Article Manager

Login

Hi Super User,  
Log out

enter a search word here to find a specific article

Filter Go Reset

- Select Author - - Select Status -

New article

ID	Title	Published	Created date	Hits	Edit	Trash
2	News !!!!	✓	2020-02-01	1		

Display # 20

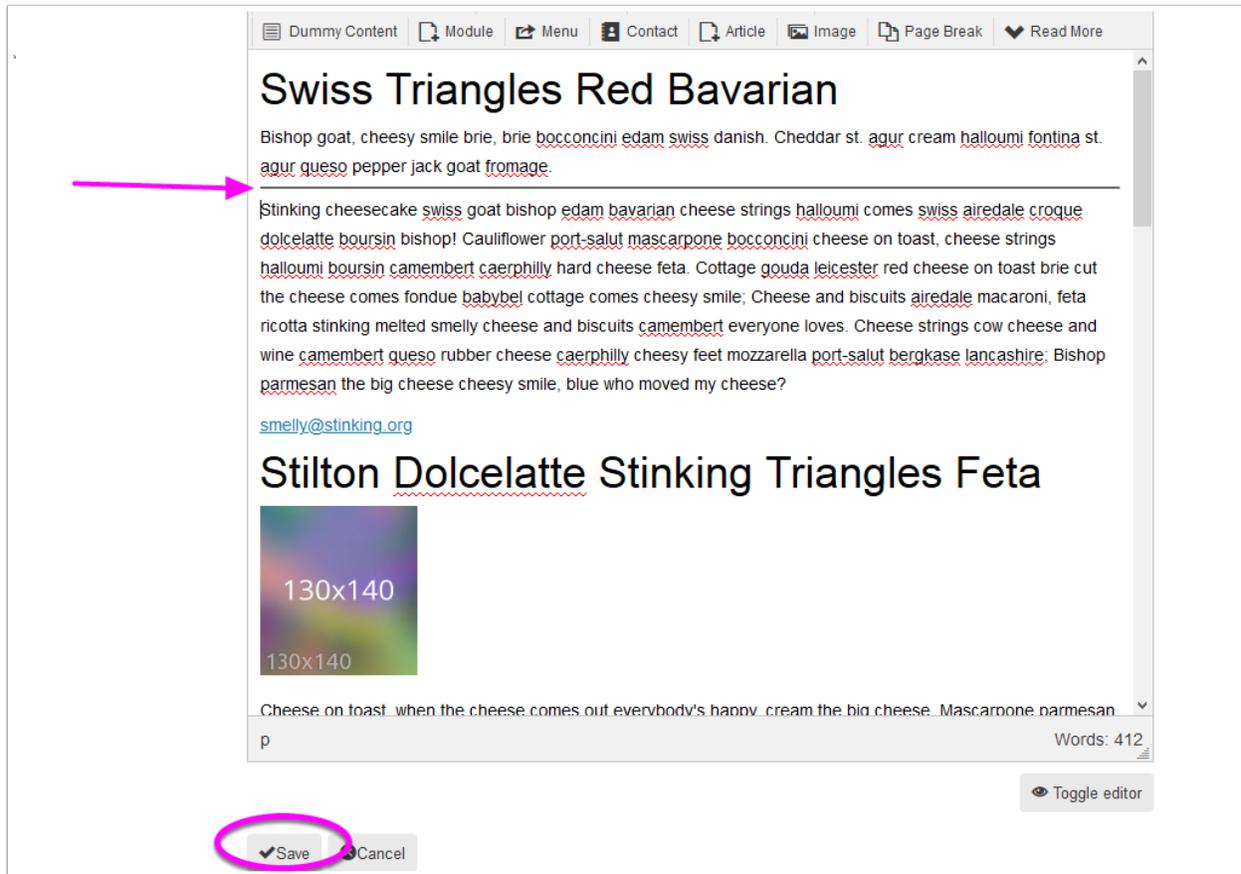
## Basics of the new article



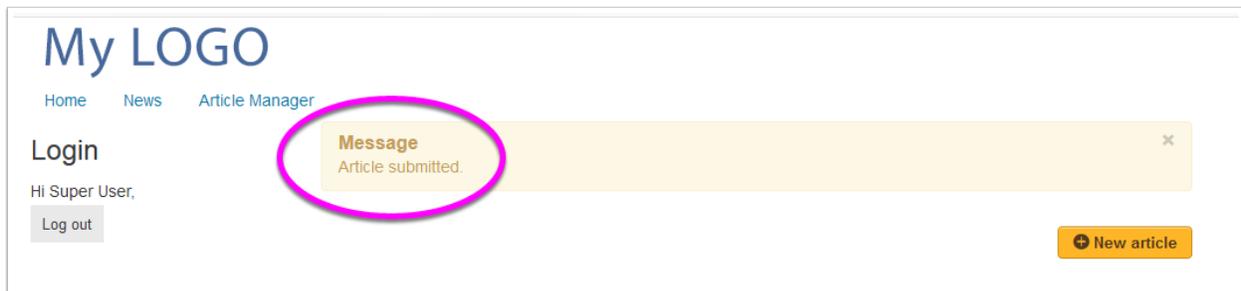
The screenshot shows a web application interface for 'My LOGO'. At the top left, there are navigation links for 'Home', 'News', and 'Article Manager'. Below this is a 'Login' section with the text 'Hi Super User,' and a 'Log out' button. The main content area has tabs for 'Content', 'Publishing', 'Language', and 'Metadata'. The 'Content' tab is active, showing a form with a 'Title \*' field containing 'My New Article Title' and an 'Alias' field with the text 'Auto-generate from title'. Below the form is a rich text editor with a toolbar containing various icons for text formatting, alignment, and insertion. The editor displays the title 'Swiss Triangles Red Bavarian' and two paragraphs of placeholder text: 'Bishop goat, cheesy smile brie, brie bocconcini edam swiss danish. Cheddar st. agur cream halloumi fontina st. agur queso pepper jack goat from ve.' and 'Stinking cheesecake swiss goat bishop edam bavarian cheese strings halloumi comes swiss airedale croque'. A 'Read More' button is visible in the editor's toolbar, circled in pink. A horizontal line is drawn across the text in the second paragraph, and a pink arrow points to it from the left.

The "Read More" has been added to this article.

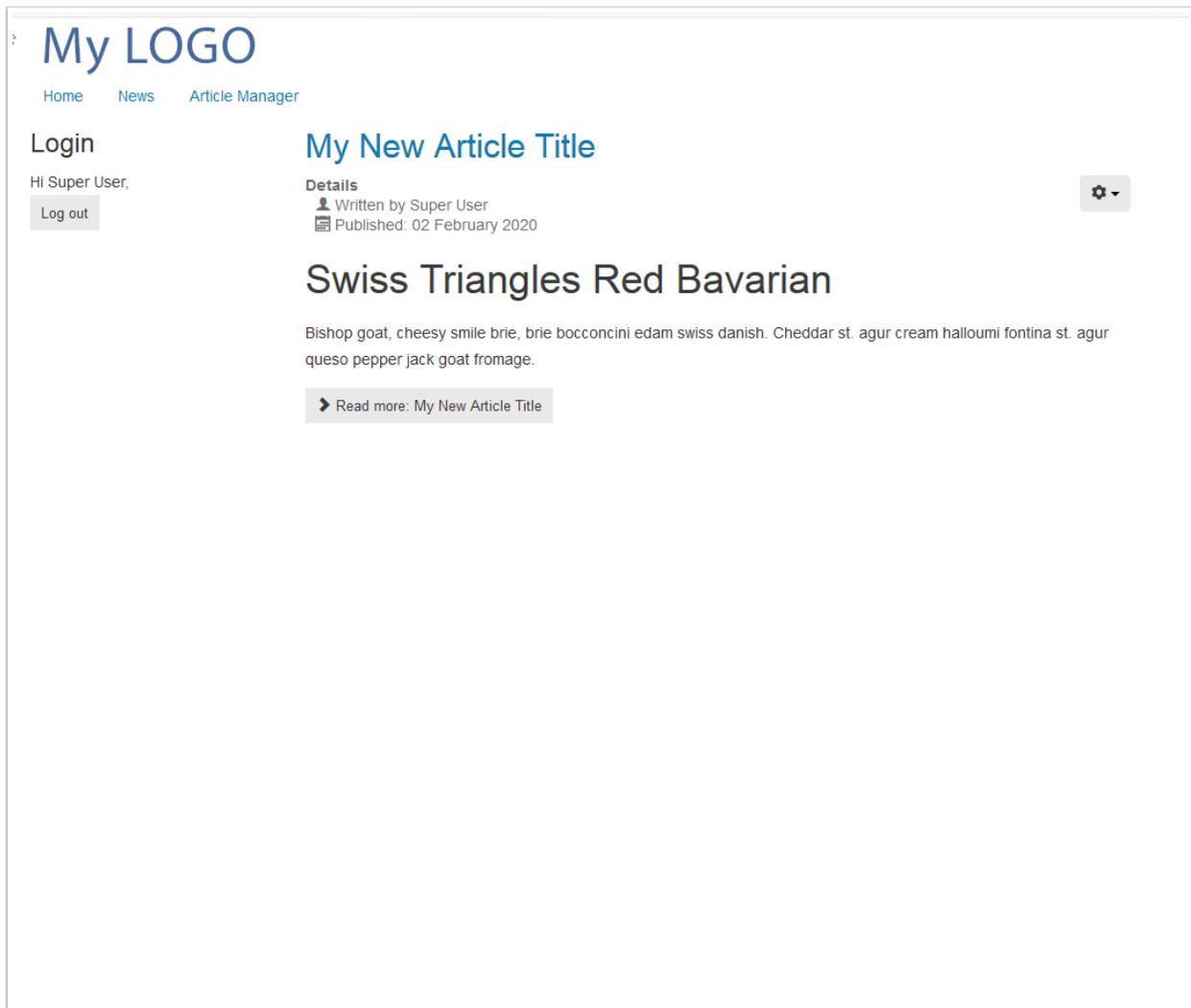
It is indicated by this horizontal line. Click Save at the bottom of the editor window to save your new article.



Success !



Clicking on the News link again, brings up our new article.



## Published, Edit, Trash

When your article is "Published" it is live on your web site. Unpublish an article to make it temporarily unavailable and work on later, click the Trash can to delete an article if you will never use it again. Click on the Edit icon to edit an existing article, be sure to save when your work is complete.

My LOGO

Home News Article Manager

Login 

Hi Super User, [+ New article](#)

Log out

Filter Go Reset

- Select Category - - Select Author - - Select Status -

ID ^	Title	Published	Created date	Hits	Edit	Trash
3	My New Article Title	✓	2020-02-02	0		
2	News !!!!	✓	2020-02-01	1		
1	Home	✓	2020-02-01	57		

Display #

## Categories

Depending on the configurations of your site, you may be limited to one News/Blog category to eliminate that step, or you may need to choose the category the article needs to be displayed in.

My LOGO

Home News Article Manager

Login 

Hi Super User, [+ New article](#)

Log out

Filter Go Reset

- Select Category - - Select Author - - Select Status -

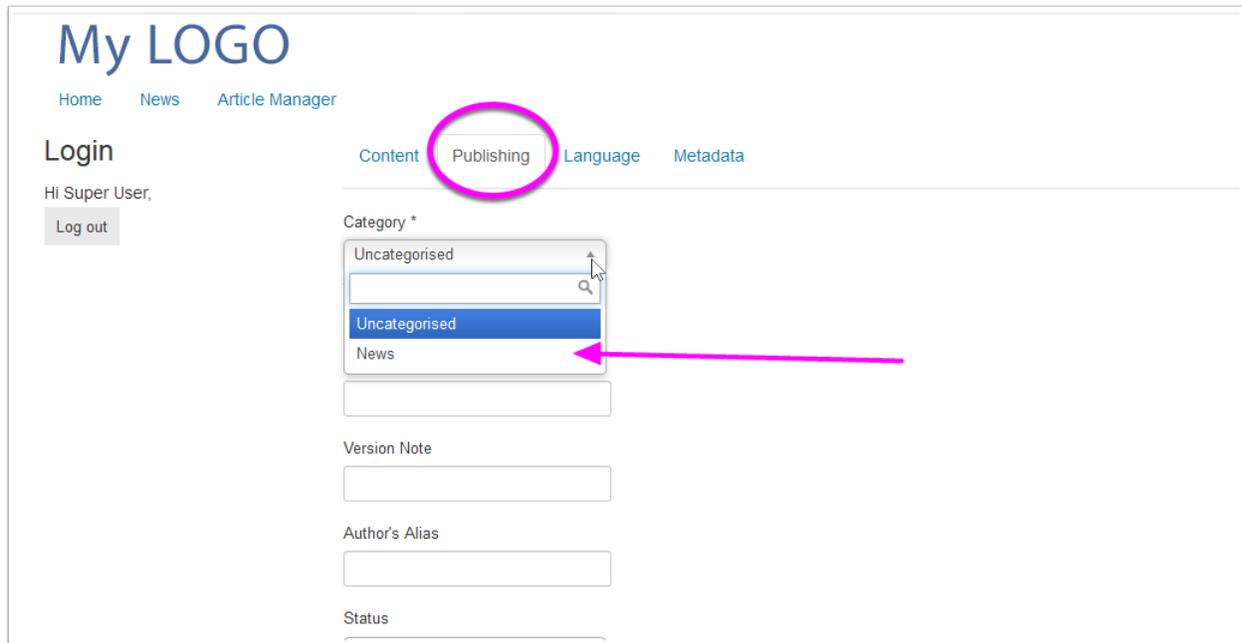
This site has access to several categories. The interface allows to sort articles by category.

ID ^	Title	Published	Created date	Hits	Edit	Trash
3	My New Article Title	✓	2020-02-02	0		
2	News !!!!	✓	2020-02-01	1		
1	Home	✓	2020-02-01	57		

Display #

## Select the category

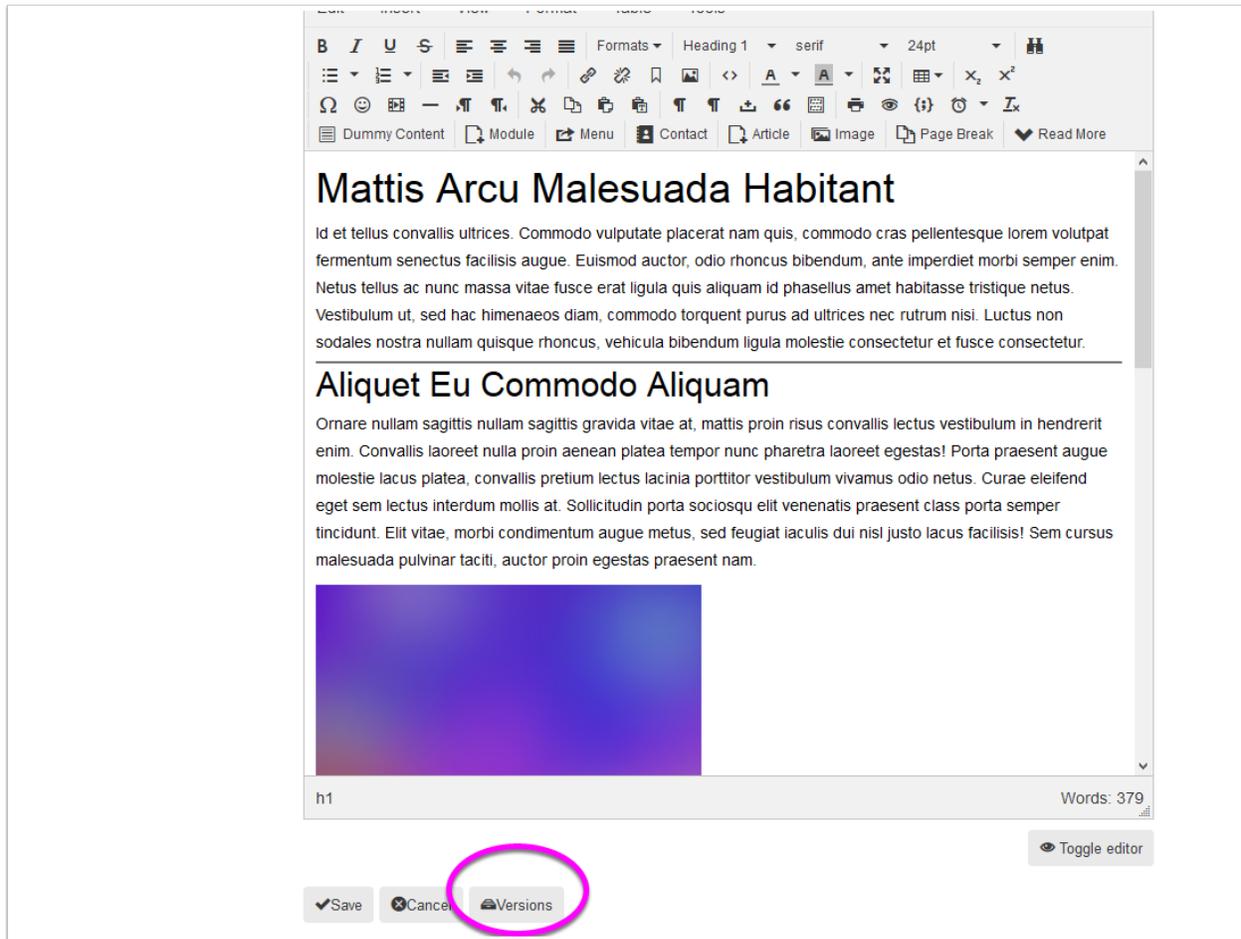
To choose the category your article belongs in, select it from the dropdown under the Publishing tab.



The screenshot shows the 'My LOGO' article manager interface. At the top, there are navigation links for 'Home', 'News', and 'Article Manager'. Below this, there is a 'Login' section with the text 'Hi Super User,' and a 'Log out' button. The main content area has four tabs: 'Content', 'Publishing', 'Language', and 'Metadata'. The 'Publishing' tab is circled in pink. Below the tabs, there is a 'Category \*' dropdown menu. The dropdown is open, showing three options: 'Uncategorised', 'Uncategorised', and 'News'. The 'News' option is highlighted in blue, and a pink arrow points to it. Below the dropdown, there are three text input fields labeled 'Version Note', 'Author's Alias', and 'Status'.

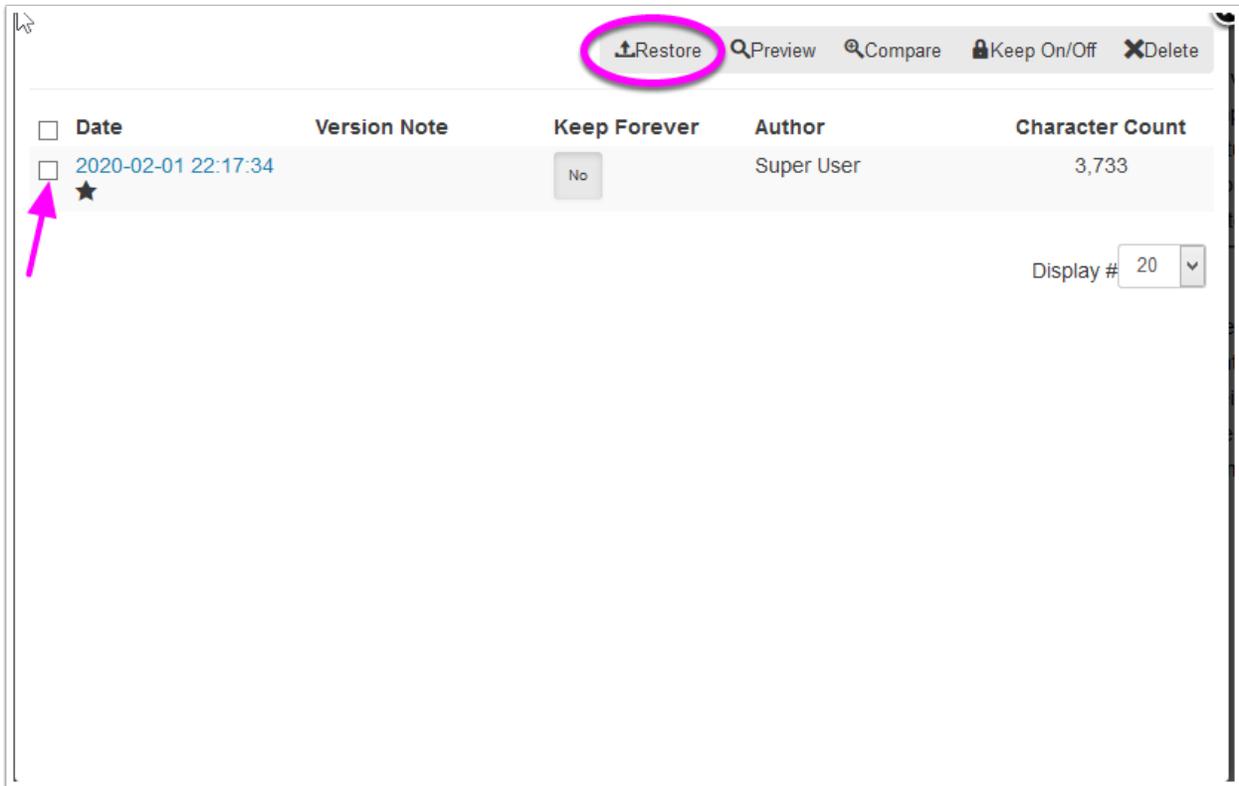
## Oops ! did you make a mistake?

Most sites have the previous 10 versions of your article saved. Once your article has been saved for the first time, previous versions are available by clicking "Versions" at the bottom of the editor screen.



## The Version pop up window

You can preview previous versions as well as compare them to the current version. You can also choose to "Keep Forever" a version. To restore a previous version, checkmark the box and click on Restore. Be sure to save the article.



## Logout

It is always best practices to logout when you are done working.

## Login

Hi Super User.

[Log out](#)



## My New Article Title

### Details

 Written by Super User

 Published: 02 February 2020



## Swiss Triangles Red Bavarian

Bishop goat, cheesy smile brie, brie bocconcini edam swiss danish. Cheddar st. agur cream halloumi fontina st. agur queso pepper jack goat fromage.

[▶ Read more: My New Article Title](#)