

0:01 [Intro Music]

0:14 Welcome to another training session for the online course Managing the NWSA website.

0:23 During this lesson we will be interacting with the Content Manager in the admin control panel to update an article that was created on the member's view by

0:30 by adding an image. We will also be changing the category of where the

0:36 article will be located and seen on the website.

0:40 After you login you'll scroll

0:43 down and select the member articles link. Scroll down and click on the New button.

0:52 In the text editor we will give our article a title. We'll title this Safe Boating.

1:07 We can leave the alias alone because it will be automatically generated from the system.

1:12 Add your text and simply save.

1:20 The article Safe Boating is shown at the top.

1:25 Now let's go to the admin area of the website. The admin area is password

1:32 protected so the first thing you do is sign in with the password that will be

1:36 assigned to you.

1:39 This is the Administrator's Control Panel for the website. Under the Content Menu Item

we'll

1:47 choose Article Manager. Now you'll notice

1:53 the Safe Boating article that we created is at the top.

2:00 Go ahead and click that and what we'll do is add an image to the article.

2:09 Click on the photo icon. Select the

2:17 American Boating Association logo.

2:26 It would be nice to add a little bit of padding next to the image.

2:34 So we'll go ahead and go back

2:37 and add a little margin not at the top. Add a zero and to the right we'll say 10 pixels, bottom zero and left zero. And we'll update.

2:55 And that pushed it aside 10 pixels.

2:59 We'll also change the category. Now when we first created the article it went to

3:06 the Member Articles New category. Go to the drop down menu and we're actually going

3:12 to add it to the blog under Boating Safety. Go ahead and save and close.

3:25 Let's check the blog for our article. And here is our article with our image and an opportunity

3:35 for others to make comments. During this lesson we saw the difference between the

3:42 members view and in the administrator's view. We created an article on the member's view on the website we

3:49 added an image and changed the category of the article in the administrator's view.

3:55 Thanks for listening and join me for another nwsail.com website training session.