

# Website Page Management

## How do I add an article to my organization's website?

To add an article to your organization's website, follow these steps:

1. Go to the Admin Tools tab at the top.
2. Go to Articles under the Web Builder heading.
3. Click on the gray Settings icon (beside the search bar).
4. Select the Enable Articles slider button to enable article pages.
5. Fill in the following fields:
  - a. Article Format (Standard or [Bloguru](#): PSPINC's free blogging platform)
  - b. Page Name
  - c. URL Slug
  - d. Article List Layout (Grid, List, or Text)
6. Click on the blue Update button.

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## Configure Articles

Enable Articles

Article Format <sup>\*</sup>

Standard  Bloguru

Page Name <sup>\*</sup>

URL Slug <sup>\*</sup> ?

Article List Layout <sup>\*</sup>

7. Click on the green Add Article button.



8. Fill in the following fields for your new article page:

- a. Title
- b. URL

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c. Content

d. Date

9. To preview your article page, click on the gray Preview button.

10. Once you're happy with the content of your new article, click on the green Save button.

Add Article



PREVIEW

SAVE

Title \*

URL \* ?

https://demo4.biznomos.com/article/

Content \*

The image shows a TinyMCE rich text editor. The toolbar includes icons for undo, redo, paragraph selection, bold, italic, text color, bulleted list, numbered list, link, unlink, image, code, and help. The text area is currently empty, with a 'p' character at the bottom left and the 'tiny' logo at the bottom right.

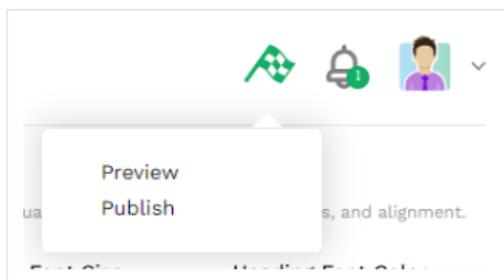
Date \*

11-04-2025



11. To publish changes, click on the green checkered flag icon beside the notification bell icon and select Publish. All changes must be published to be shown on the public-facing website.

7. To publish changes, click on the green checkered flag icon beside your notification bell icon and select Publish. All changes must be published to be shown on the public-facing website.



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Didn't find what you're looking for? [Contact Biznomos Support](#) online or call toll-free at [1-800-232-3989](tel:1-800-232-3989) for additional help.

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