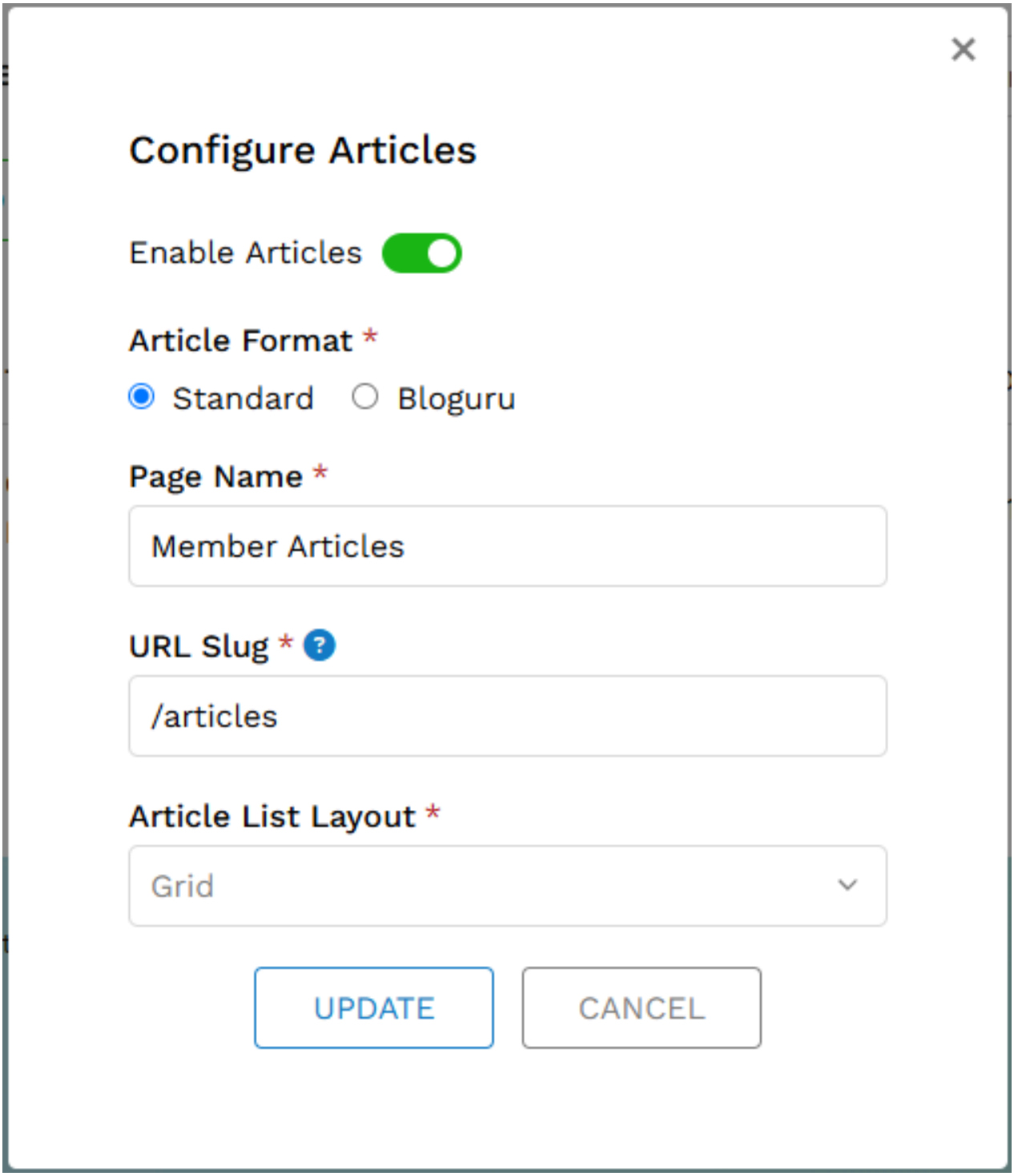
Website Page Management

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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7. Click on the green Add Article button.

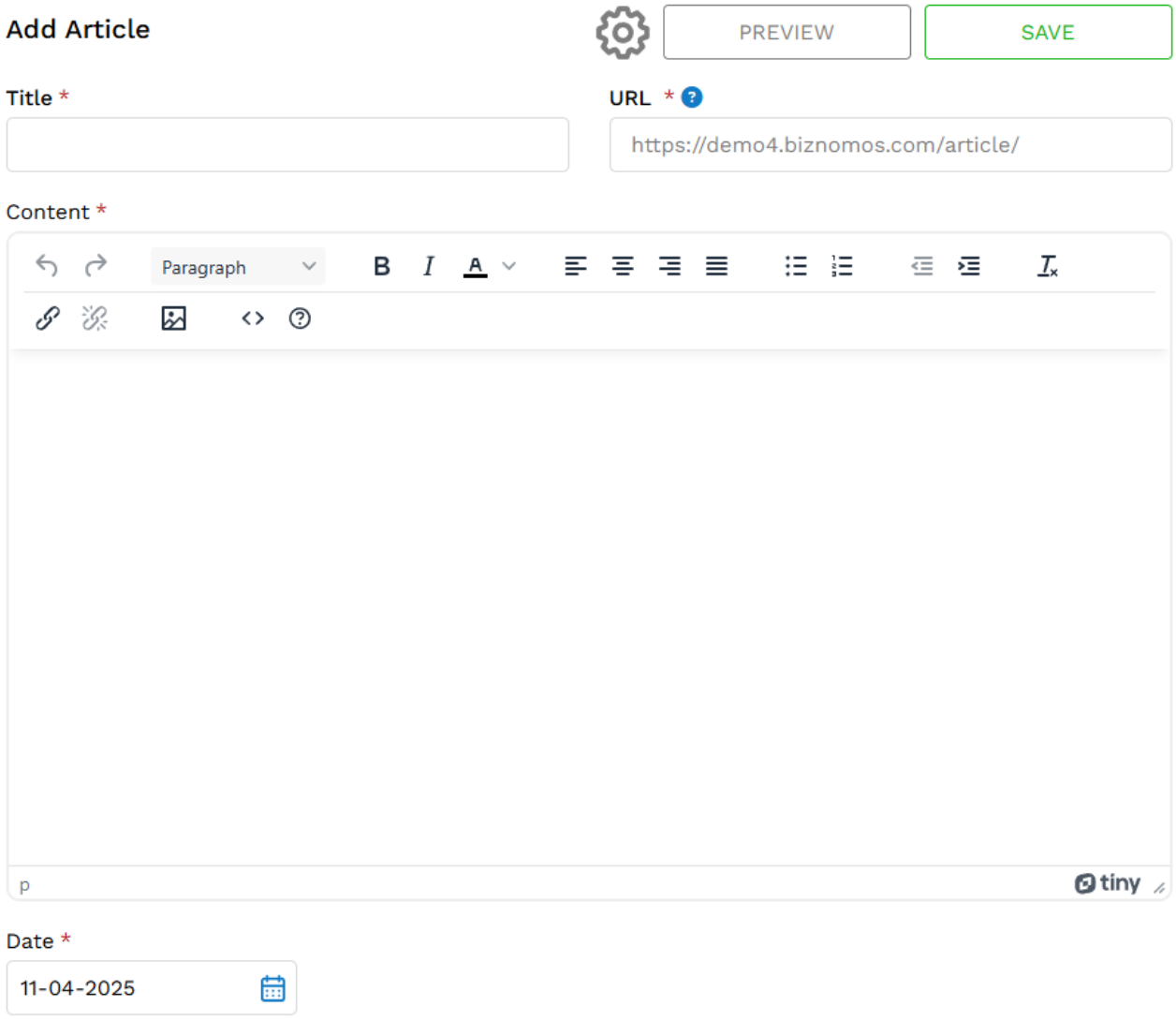


8. Fill in the following fields for your new article page:
    a. Title
    b. URL

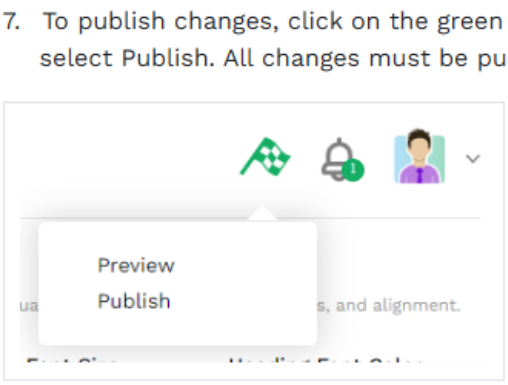
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c. Content
d. Date

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.



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.



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Website Page Management

Didn't find what you’re looking for? Contact Biznomos Support online or call toll-free at 1-800-232-3989 for additional help.

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