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Articles Guide

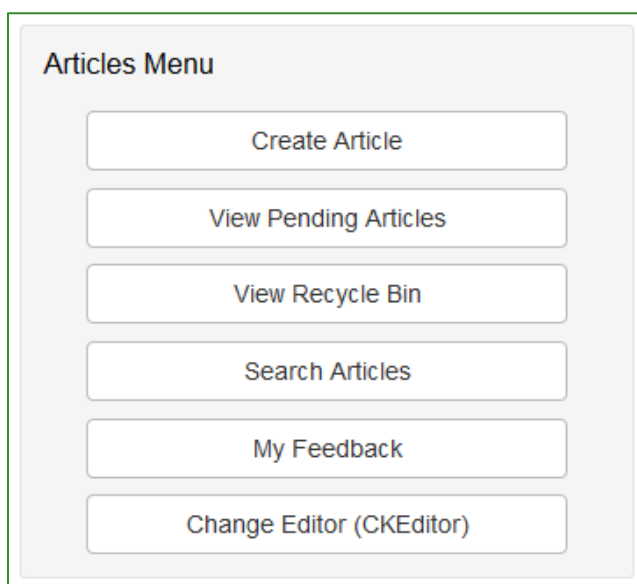
There are three ways to create, edit, and delete an article within SOCS. They are **SOCS Toolbar**, **SOCS Wiki's**, and **Easy Edit**.

SOCS Toolbar

Select **Content, Articles** from the SOCS Toolbar. The **Articles Menu** will be in the center of the screen.

Articles Waiting to Be Approved:	0
Articles Waiting to Be Published:	0
Feedback Waiting to be Approved:	0
Articles in Recycle Bin:	0

Messages: Above the **Articles Menu**, messages alert you if you have **Articles Waiting for Approval**, **Approved Articles Waiting for Publication**, **Feedback Waiting to be Approved**, or **Articles in Recycle Bin**.



Create Article: This allows you to create articles.

View Pending Articles: This allows you to view articles not yet approved/posted.

Note: *If you are not able to approve/post articles, you can edit these articles at any time before they are approved. Once the article is approved, it will no longer appear in the list.*

From the **View Pending Articles** you may edit the article, edit images, view the article, or delete the article.

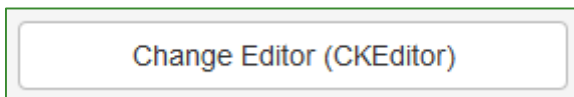
View Recycle Bin: The Recycle Bin allows you to view and restore previously deleted articles to your site. You may also permanently delete articles.

Search Articles: This allows you to search the database for articles to edit or delete.

Feedback: This gives you the ability to approve, reject, or reply to feedback comments.

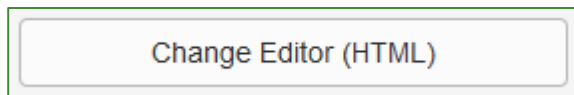
Change Editor: There are two different editor types you may use to edit your article content.

Note: *If you are unfamiliar with advanced tool bar options such as bookmarks, hyperlinks, or tables, individual Training Guides are available in the **HELP CENTER** for the **CKEditor**.*



- **CKEditor** – The CKEditor Javascripter Editor does not require Java to be installed on your computer.
- Because you do not need to have Java installed you can also use this option for editing with mobile devices.

Note: *If JavaScript mode is on, you will see an advanced tool bar options.*

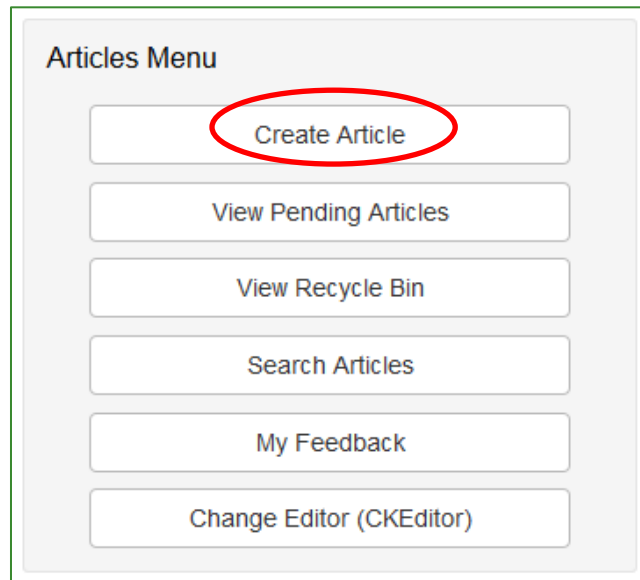


- **HTML Editor** – Use this option if you prefer to edit the HTML directly instead of using the editor.

The system defaults to the **CKEditor**. You can create article content by changing to HTML mode but it is not necessary.

Creating an Article from the SOCS Toolbar

To create an article, select **Create Article**.



There are two steps to create an article: The first step is image uploading, and the second step is creating your article.

Adding Images or Galleries




Within each article, you can upload one to three single images or one to three galleries that can contain up to 25 images. An image gallery is a series of images that, when selected, will display as an automatic slide show or a photo page layout (thumbnail grid). These images can include a caption, a credit, and an alt tag (alternate text so the visually impaired can understand an image using browser technology). SOCS will automatically resize the images to no larger than 800 x 600 (keeping the aspect ratio) pixels and create thumbnails. The reader can select the thumbnail to view the full-sized image.

1. Add a headline to activate the **Add Images** option.
2. Select **Add Images**. The **Image Upload** applet will load.

Headline

Latest News Article Editor


Enter a headline to add images or continue to the article editor.

1. Image Gallery (0 ) 2. Image Gallery (0 ) 3. Image Gallery (0 )

1. Image Gallery 0 images Add Images

3. **To drag and drop images**, open your image file in another window and select your files. Drag the image files into the **Image Uploader** screen or select the **Upload images (from your computer)**. Select **Open** to add the files to the **Image Uploader** screen.

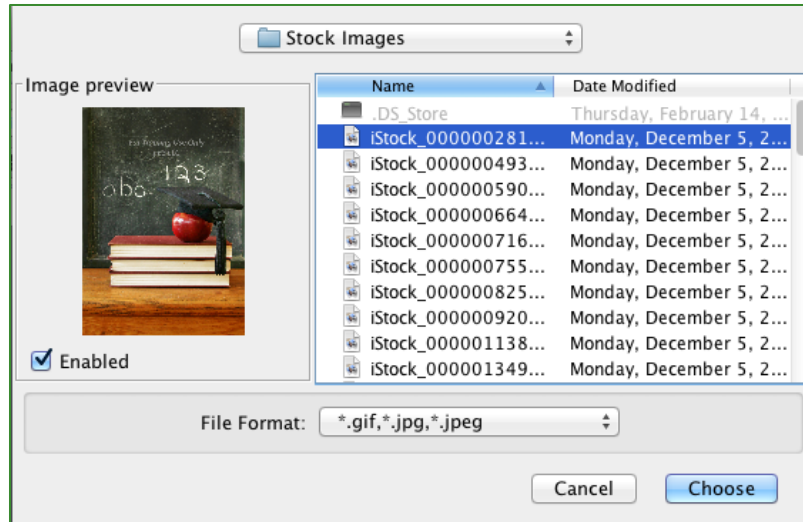
1. Image Gallery



Drag images here
or

Upload images from your computer

You can upload up to 25 images.
(Limit: 25 images per gallery)

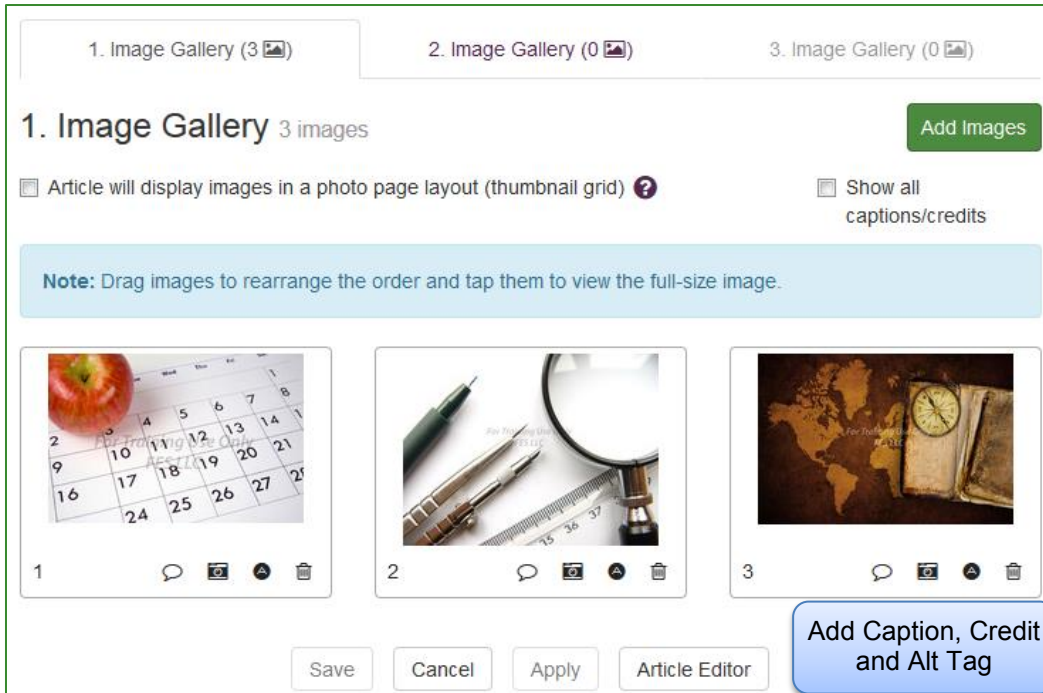


4. Select **Start Upload** to upload images.

5. At this point you can:

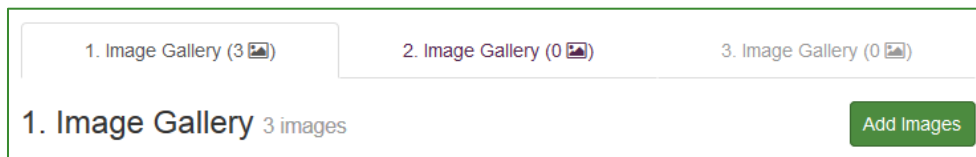
- Change Order: Drag images to rearrange the order, and tap them to view the full-size image.
- Add a Caption, Credit, and Alt tag to each image.
- Delete an image.
- Select the **Article will display images in a photo page layout** to display the images in a thumbnail grid within your article. By not selecting this option, the images will be displayed in a slideshow.
- Selecting **Show all captions/credits** will display all captions/credits beneath the images as they will appear in your article.

Note: Be sure to select **Apply** after making any changes to the images.



6. Select **Apply**. You can make further edits if necessary and **Apply** changes again.


Adding Additional Images or Galleries



- To add Image Gallery 2 and 3, select the tab and complete the steps used for Image Gallery 1.
- If you are not adding another Image Gallery, select the **Article Editor** option to complete the article.

7. Select **Article Editor** to add the content for your article.

How will the Image Gallery appear in the article?

- The Gallery symbol  will appear in the corner of the image to indicate there is a Gallery, not a single image.

- The Gallery will auto start. The Gallery will stop at the last image.
- Select **View Thumbnails**. Pictures can be copied from the Thumbnail Gallery.



- The photo page layout displays all images and provides an option for the captions/credits to be displayed.



Article Editor

This page allows you to create an article in Article Editor or to paste information from a word processor.



The screenshot shows the 'Article Editor' interface. At the top, there are five buttons: 'Submit Article', 'Cancel', 'Preview Article', 'Delete Article', and 'Edit Images'. Below these is the title 'Article Editor'. The main content area is titled 'Basic Article Information' and contains the following fields and options:

- Headline:** A text input field containing 'Latest News'.
- Tagline:** An empty text input field.
- Byline:** An empty text input field.
- Author:** A dropdown menu with 'Support, SOCS' selected.
- Two checkboxes:
 - Don't display the "breadcrumb" navigation for this article.
 - Don't display the headline for this article.

At the bottom of the form, there is a session timer: 'Your session will expire in 60 minutes.' with a 'Renew Session' button. Below that, it says 'Selected editor for this article: CKEditor' with a dropdown arrow.

Headline: The headline will carry over from the previous screen.

Tagline: The tagline is optional. Anything typed in this field will appear in italics just under the headline as a sub-heading.

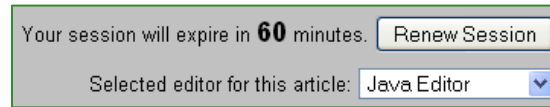
Byline: The byline is also optional.

Author: The author is another optional feature. For your convenience, your name is already filled in by default. If you are not the author, choose their name from the drop-down list. If you are the author and you left your name as the default byline, your name will appear only once in the article.

Display Breadcrumb: Breadcrumbs provide links back to each previous page the user navigated through to get to the current page. Select the checkbox if you do not want to display the breadcrumbs for this article.

Display Headline: Select the checkbox if you do not want to display the headline for this article.

Important Notes:



Time Out: The session time-out is set to 60 minutes. While actively typing your article, the session time-out will stay at 60 minutes. Once typing stops for an extended length of time (up to 45 seconds), the session time-out clock will begin to count down. At this time, you may select the **Renew Session** button to reset the time-out clock to 60 minutes. When the session time-out reaches 5 minutes, the bar will turn red and pulse. The clock will continue to count down and pulse at 1-minute intervals. When the clock reaches 0 the session will expire and any un-submitted content will be lost.

Select an Article Editor: When creating or viewing pending articles, you may choose to change your editor from: JavaScript Editor or HTML.

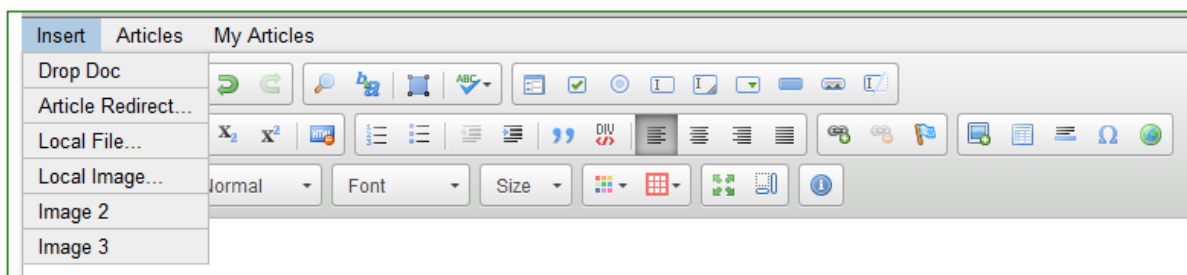
Article Body

Underneath the **Basic Article Information** is the body of your article. If you are unfamiliar with advanced tool bar options such as bookmarks, hyperlinks, or tables, a Training Guide is available in the **HELP CENTER** for the **JavaScript Editor**. The training guide explains each of the options on each of the toolbars.

Important Notes:

Pop-ups: Make sure pop-ups are enabled/allowed. Check your Internet browser including additional toolbars from search engines like Google or Yahoo toolbars. This will allow you to preview your article in a pop-up screen.

Placing Image 2 and Image 3: To place the second and third images or galleries, place your cursor where you want each one to appear. Select Insert, **Image 2** and **Image 3** from the tool bar.



Note: SOCS will automatically place your first image or gallery at the beginning of the article. You must complete this step or the images will not appear.

Extra Settings

Related Sites: This area allows you to add related site links that will appear near the bottom of your article. These are optional (Be sure to include the full syntax [\[http://www.sitename.extension\]](http://www.sitename.extension) for the url).

***Note:** The reader will see a message stating that external pages are not endorsed by your website, and the link will open in a new browser window.*

Feedback: By default, SOCS is not set to receive feedback on any article. If you want feedback for an article, check the box. If you elect to receive feedback, the **Feedback Title** is optional; if you leave this blank, the article headline will appear as the feedback title. Feedback may be sent directly to the Article Author for review or set to be reviewed by individuals with Feedback access.

Publish Dates

Publish Dates control when the article appears and when it moves to archives. Articles can be published the same date they are created by changing the **Begin Date** to today's date, or you can set the publication date in the future. If you want an article to remain on your site indefinitely, set the end date to **Does Not End**. Otherwise, choose a reasonable publish end date so information on your site is current. Check the box next to **Don't display the publish date for this article** if you have articles you wish to have on your site for an extended period of time.

Publish Settings

Priority: The priority number controls the order in which articles appear within sections. The lowest priority number of an article will appear first in the section (a 10 will appear before a 100). If the priorities are the same, the newest article appears first. If articles have the same start date, they appear alphabetically. By default, the priority is 100. To allow space for new articles, use multiples of 5, 10 or 100 (your preference) when assigning priorities.

Section: An Author determines the section in which an article appears.

Approval: Regardless of the publish dates (today's date or a date in the future), an article will not appear on your site unless the **Approved** box is checked. Leave this box unchecked if you wish to save an article for completion later.

Note for Section and Approval:

- Authors who can create articles but are not able to approve/post content to the site, will not be able to choose a section or select the approval box.
- Authors who can create articles and approve/post content will be able to select a section and the approval box.
- If the author has limited article access, they can create articles, select no Section, and re-assign the article to an author who is able to approve articles within the section.

Images to Publish: You can prevent an image from displaying if you uncheck the corresponding checkbox.

Notes to Assigned Author: This area allows you to leave notes to your assigned author or when re-assigning the article to another author relaying information about the article.

Email Notification: Your assigned author or the author you are re-assigning the article to will receive an email notification when you submit an article. The email will contain notes you entered into **Notes to Author**.



Submit Article

The **Submit Article** button will save and submit your article to the SOCS system. **If you do not submit your article, you will lose your work.** You must submit your article each time you make a change.

Preview Article

The **Preview Article** button allows you to see how your article will appear when it is live on the site.

Note: *This is a pop-up window. If pop-ups are blocked, the preview will not appear. Do not turn off the pop-up blocker at this point or you may lose your article. Instead, submit/save your article and then go to your Internet browser and turn off the pop-up blocker. Go to **View Pending Articles** and open the article to continue.*

After previewing, close the Preview window and make necessary corrections.

- Always preview your article and correct any problems before submitting it.
- The preview includes spell-checking, listing possible spelling errors in yellow.
- You can test your hyperlinks in preview to ensure they work.

Delete Article

The **Delete Article** button will move your article into the Recycle Bin.

Edit Images

The **Edit Images** button will take you to the Create Article Image/Gallery Screen to add images to your article.

Creating an Article in SOCS Wiki and Easy Edit

SOCS Wiki's and **Easy Edit** both allow you to create, edit content, edit images, and delete articles from the public view of your SOCS Site. Both options are a quick way to make simple changes to existing articles and reduce the number of steps required to quickly get your message out to readers.

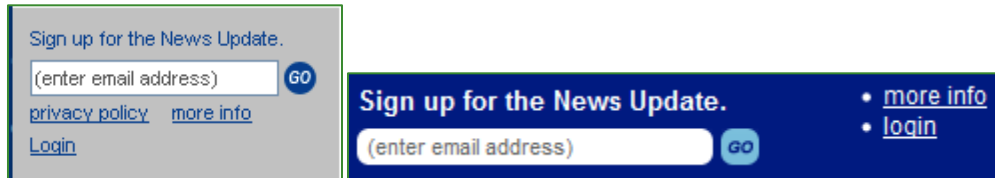
With **SOCS Wiki's** you can edit article content without leaving the public view.

With **Easy Edit** you edit article content without leaving the public view, but still have full access to the article settings you would have within the SOCS Toolbar.

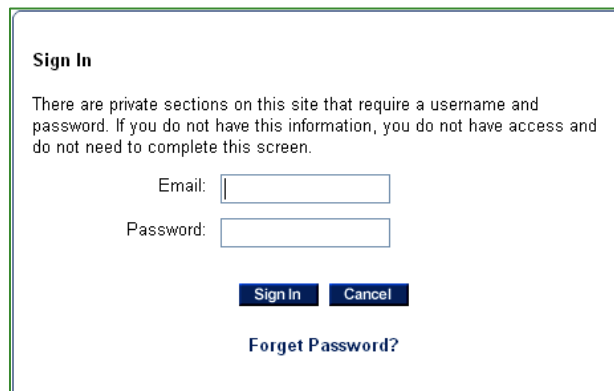
Note: *SOCS Wiki and Easy Edit are only available to authors who can approve/post content.*

Login

The **Login** can be found below or beside the **Sign Up for the News Update**.



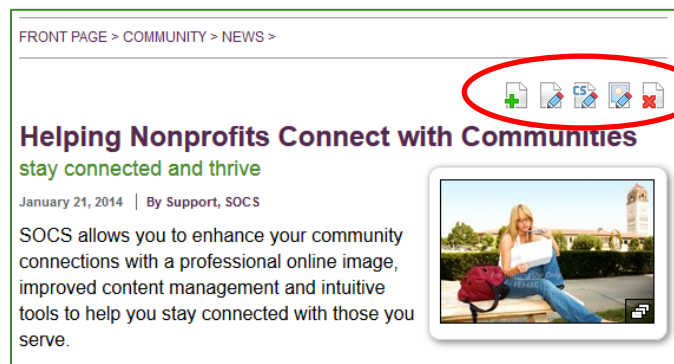
Use your username and password to login.



Once you are logged in, browse the site to find your article you wish to edit or delete, or the section in which you wish to create a new article.

Edit Article and Delete Article

You will find **SOCS Wiki**, **Easy Edit**, **Edit Images** and **Delete** icons in the right-hand corner of articles and staff page articles.



Editing with SOCS Wiki:

- You will be taken directly to the **Article Editor** for this article.
- You will be able to modify the Headline, Tagline, Byline, and all article content.
- When selecting **Submit**, you will return to the public view of your article.

Editing with Easy Edit:

- You will be taken directly to the **Article Editor** for this article.
- You will be able to modify all article content as well as article.
- When selecting **Submit**, you will return to the public view of your article.

Articles > Article Editor

Submit Article Cancel Preview Article Delete Article Edit Images

Article Editor

Basic Article Information

Headline: Helping Nonprofits Connect with Communities

Tagline: stay connected and thrive

Byline: By Support, SOCS

Author: Support, SOCS

Don't display the "breadcrumb" navigation for this article.

Don't display the headline for this article.

Your session will expire in **60** minutes. Renew Session

Selected editor for this article: CKEditor


Insert Articles My Articles

Source

B I U x_2 x^2 \int \sum \prod $\frac{1}{x}$ $\frac{1}{x^2}$ $\frac{1}{x^3}$ $\frac{1}{x^4}$ $\frac{1}{x^5}$ $\frac{1}{x^6}$ $\frac{1}{x^7}$ $\frac{1}{x^8}$ $\frac{1}{x^9}$ $\frac{1}{x^{10}}$ $\frac{1}{x^{11}}$ $\frac{1}{x^{12}}$ $\frac{1}{x^{13}}$ $\frac{1}{x^{14}}$ $\frac{1}{x^{15}}$ $\frac{1}{x^{16}}$ $\frac{1}{x^{17}}$ $\frac{1}{x^{18}}$ $\frac{1}{x^{19}}$ $\frac{1}{x^{20}}$ $\frac{1}{x^{21}}$ $\frac{1}{x^{22}}$ $\frac{1}{x^{23}}$ $\frac{1}{x^{24}}$ $\frac{1}{x^{25}}$ $\frac{1}{x^{26}}$ $\frac{1}{x^{27}}$ $\frac{1}{x^{28}}$ $\frac{1}{x^{29}}$ $\frac{1}{x^{30}}$ $\frac{1}{x^{31}}$ $\frac{1}{x^{32}}$ $\frac{1}{x^{33}}$ $\frac{1}{x^{34}}$ $\frac{1}{x^{35}}$ $\frac{1}{x^{36}}$ $\frac{1}{x^{37}}$ $\frac{1}{x^{38}}$ $\frac{1}{x^{39}}$ $\frac{1}{x^{40}}$ $\frac{1}{x^{41}}$ $\frac{1}{x^{42}}$ $\frac{1}{x^{43}}$ $\frac{1}{x^{44}}$ $\frac{1}{x^{45}}$ $\frac{1}{x^{46}}$ $\frac{1}{x^{47}}$ $\frac{1}{x^{48}}$ $\frac{1}{x^{49}}$ $\frac{1}{x^{50}}$ $\frac{1}{x^{51}}$ $\frac{1}{x^{52}}$ $\frac{1}{x^{53}}$ $\frac{1}{x^{54}}$ $\frac{1}{x^{55}}$ $\frac{1}{x^{56}}$ $\frac{1}{x^{57}}$ $\frac{1}{x^{58}}$ $\frac{1}{x^{59}}$ $\frac{1}{x^{60}}$ $\frac{1}{x^{61}}$ $\frac{1}{x^{62}}$ $\frac{1}{x^{63}}$ $\frac{1}{x^{64}}$ $\frac{1}{x^{65}}$ $\frac{1}{x^{66}}$ $\frac{1}{x^{67}}$ $\frac{1}{x^{68}}$ $\frac{1}{x^{69}}$ $\frac{1}{x^{70}}$ $\frac{1}{x^{71}}$ $\frac{1}{x^{72}}$ $\frac{1}{x^{73}}$ $\frac{1}{x^{74}}$ $\frac{1}{x^{75}}$ $\frac{1}{x^{76}}$ $\frac{1}{x^{77}}$ $\frac{1}{x^{78}}$ $\frac{1}{x^{79}}$ $\frac{1}{x^{80}}$ $\frac{1}{x^{81}}$ $\frac{1}{x^{82}}$ $\frac{1}{x^{83}}$ $\frac{1}{x^{84}}$ $\frac{1}{x^{85}}$ $\frac{1}{x^{86}}$ $\frac{1}{x^{87}}$ $\frac{1}{x^{88}}$ $\frac{1}{x^{89}}$ $\frac{1}{x^{90}}$ $\frac{1}{x^{91}}$ $\frac{1}{x^{92}}$ $\frac{1}{x^{93}}$ $\frac{1}{x^{94}}$ $\frac{1}{x^{95}}$ $\frac{1}{x^{96}}$ $\frac{1}{x^{97}}$ $\frac{1}{x^{98}}$ $\frac{1}{x^{99}}$ $\frac{1}{x^{100}}$

Styles Format Font Size

SOCS allows you to enhance your community connections with a professional online image, improved content management and intuitive tools to help you stay connected with those you serve.



We invite you to find out what makes SOCS different by visiting our:



Edit Images:

- You will be taken directly to the **Create Article** for this article.
- You will be able to modify all images/Galleries for this article. You may also choose to continue on to the Article Editor.
- When selecting **Submit**, you will return to the public view of your article.



Delete:

A window will appear prompting, “**Are you are sure you want to delete this article?**”



Create Article:

You will find the **Create** icon in the right-hand corner of the sections you have access to. **Create Article** is also available on your **SOCS Blog**.

Note: The **Create Article** icon will only be displayed on section pages with multiple articles. The **Create Article** icon will not be available when a single article or alphabetized index is displaying in a section.

Create:

- You will be taken directly to **Add Images** for this article.
- You will be able to modify all article information as you could within the SOCS Toolbar.
- When selecting **Submit**, you will return to the public view of your article.

HOME > ELEMENTARY SCHOOL > FOR PARENTS >

Be an involved parent

Do you want to be involved with your child at school but don't think you have the time? Here are some timely tips to help you get involve with only 30 minutes. Got 5 minutes? * Introduce yourself. Indicate the best way to give you information (phone, e-mail, notes, etc.) * Write a note or e-mail to the teacher just to . . . [read more](#) ↗

Parents as Teachers









Parents As Teachers Become your child's first and most important teacher. A free program for you and your child. What is Parents as Teachers? Parents as Teachers is . . . [read more](#) ↗

View Pending Articles

This allows you to view articles not yet published including:

- Articles submitted by authors that need to be reviewed and approved.
- Articles you have written but not yet approved.
- Articles you have approved but the publish start date has not yet occurred.

To view and/or edit an article, select the **View Pending Articles** button.

View Pending Articles							
Edit Article	Edit Images	View Article	Delete Article	Status	Headline	Author	Submitted on
				Pending	Training Guides	SOCS Support	Feb 03, 2011
				Pending	Create Article	SOCS Support	Feb 03, 2011

From the **View Pending Articles** screen you can edit the article, edit images, view the article (allows you to view article and gives you access to edit and article delete), or delete the article. When your changes are complete, you can continue the process to publish the article.

Publish Dates

Select beginning and ending dates.

Begin Date: February 04 2011
at 12 00 AM

Does Not End: The article will always remain live.

Ends On: March 09 2011
at 12 00 AM

Don't display the publish date for this article.

Publish Settings

Priority: 100

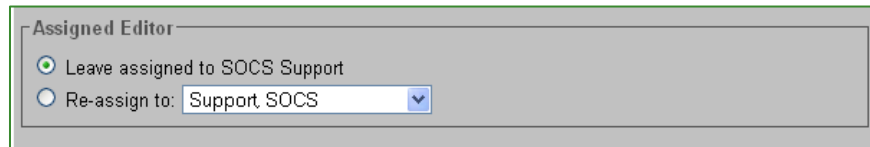
Approval: Approved

Section: Alumni

Images to Publish: Image #1 Image #2 Image #3

Reassign an Article

If the article is not ready for publication, you can leave it assigned to the current author, or you can re-assign the article to another person. If you re-assign an article, the article will show as a pending article for the person to whom you re-assigned it. Unless you can edit any article, you will lose access to the article until the person re-assigns it to you.



The screenshot shows a form titled "Assigned Editor" with two radio button options. The first option, "Leave assigned to SOCS Support", is selected. The second option, "Re-assign to:", is followed by a dropdown menu currently displaying "Support, SOCS".

In addition, an email notification is sent to the person the article is re-assigned to. Here is an example of an email message:

The article, High School Activities and Clubs, located in the Front Page|Southern Oaks High School>>Activities and Clubs section originally authored by Jodi Jones, has been re-assigned to you.

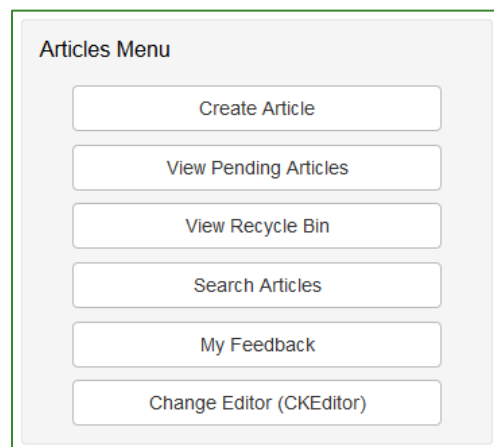
Email Notification

Your assigned author or the author you are re-assigning the article to will receive an email notification when you submit an article. The email will contain notes you entered into **Notes to Author**.



View Recycle Bin

The Recycle Bin allows you to view and restore previously deleted articles to your site. You may also permanently delete articles. You will find the View Recycle Bin in the Articles Menu.



Search for Articles in Recycle Bin

View Recycle Bin

Filter display by keyword, sections and/or authors

Keyword:

Section: All Sections ▾

Author: All Authors ▾

Allows you to search for articles in the following ways:

- Search by keywords in any article.
- Search by a specific Section.
- Select any author.

You may also sort the columns of the results.

Batch Delete Empty Recycle Bin Back

TIP! Sort multiple columns simultaneously by holding down the shift key and clicking additional column headers.

Found: 4 articles

View	Restore	Delete	Headline / ID	Section	Author	Deleted
			Test Article 2 ID: 503e3166cea77	District	SOCS Support	Apr 10, 2015 10:41 AM
			Test 7-15 ID: 500316dcbe888		SOCS Support	Apr 10, 2015 10:36 AM
			Test Article ID: 4fc8e079a2386		SOCS Support	Apr 2, 2015 3:13 PM
			test ID: 504fb2d062342		SOCS Support	Apr 1, 2015 3:51 PM

Back

View: Use the view icon to verify this is the article you wish to restore.

Restore: Select the Restore icon to bring up the article editor. Make any changes necessary to the article and select Submit to restore the article.

Delete: Select the Delete icon to permanently delete the article. You will be prompted to verify you are sure you want to permanently delete this article.

Batch Delete: Selecting the **Batch Delete** button will replace all of the can icons in the table with checkboxes that can be shift clicked for multiple selections.

View Recycle Bin

Filter display by keyword, sections and/or authors

Keyword:

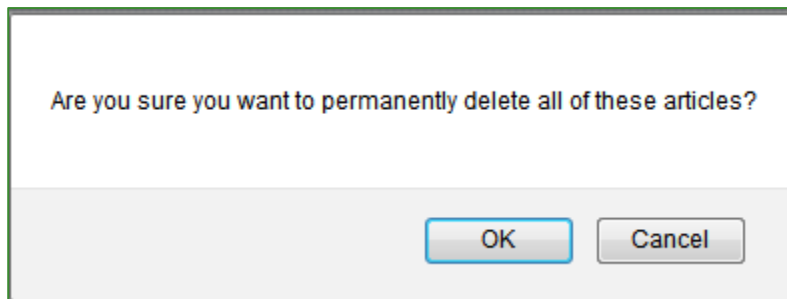
Section: Author:

TIP! Sort multiple columns simultaneously by holding down the shift key and clicking additional column headers.

Found: 4 articles

View	Restore	Delete	Headline / ID	Section	Author	Deleted
		<input checked="" type="checkbox"/>	Test Article 2 ID: 503e3166cea77	District	SOCS Support	Apr 10, 2015 10:41 AM
		<input checked="" type="checkbox"/>	Test 7-15 ID: 500316dcbe888		SOCS Support	Apr 10, 2015 10:36 AM
		<input checked="" type="checkbox"/>	Test Article ID: 4fc8e079a2386		SOCS Support	Apr 2, 2015 3:13 PM
		<input checked="" type="checkbox"/>	test ID: 504fb2d062342		SOCS Support	Apr 1, 2015 3:51 PM

Checking boxes and clicking the delete selected button will delete those selected articles from the recycle bin after prompting to confirm the deletion.



Search Articles

The **Search Articles** feature allows you to search the database for articles to edit or delete. If you have access privileges, it also allows you to select articles to include in a **News Update** for e-mail subscribers.

Search for Articles

Search Articles

Keywords Article ID

Search by selected criteria

Keywords In Article(s): Search

Article Author(s): -- Any author --

Section: -- Any section --

Status: Approved Not Approved All

Search Range: Start: April 05 2012 or Later

End: April 05 2012 or Earlier (or None)

- Search by keywords in any article.
- Select any author, a specific author or from any authors you may be approving articles for.
- Search by a specific **Section**.
- Select **Approved** to search for approved articles; select **Not Approved** to search for articles that are not approved; select **All** to search all articles.
- Select a **Start** and **End** date for the search (optional).
- Select **Search** to begin the search.

To search for an article using the SOCS article ID, select the **Article ID** tab at the top of the **Search Articles** screen and enter the specific article ID and select **Find Article**. (When viewing an article, the article ID is the string of numbers at the end of the URL (i.e. 443585eo198of))

Search Articles

Keywords Article ID

Search by Article ID only

Article ID: Find Article

Deleting Multiple Articles

Note: An author who has Full Section Access and can edit any article can delete all articles. An author who has Limited Section Access and can edit any article can delete all articles within their assigned sections. An author who has Limited Section Access and does not have access to edit any article can only delete their articles or articles assigned to them.

1. Search for the articles you want to delete.
 - a. Search by author name.
 - b. Search by section name.
2. Search results show number of articles found and will display 10 results per page.
3. You may change options to see more articles per page.

Search Results

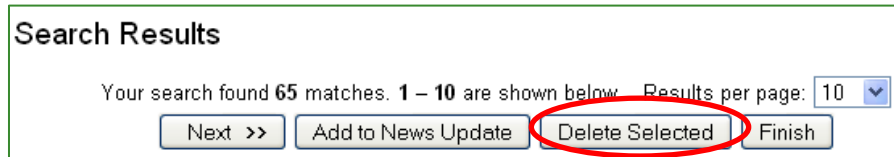
Your search found **67** matches. **1 – 10** are shown below. Results per page: 10 ▼

Next → Add to News Update Delete Selected Finish

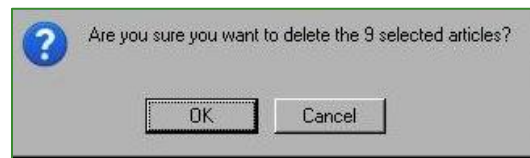
N Featured in News Update
A Approved article

include in news update	Edit Art.	Edit Imgs	View Art.	Del. Art.	Article Headline and ID	Section	Publish Date		Article Author		Date Submitted
							start	end	writer	editor	
<input type="checkbox"/>		2		<input type="checkbox"/> A	Family Reading Night ID:4293600b6f4ca	Elementary School Special Events	Feb 14, 2011 12:00 AM	None	SOCS Support	SOCS Support	May 24, 2005
<input type="checkbox"/>		1		<input type="checkbox"/> A	Pine Valley Elementary Receives \$150,000 Technology Grant ID:429253b794acb	Elementary School Special Events	Feb 14, 2011 12:00 AM	None	SOCS Support	SOCS Support	May 23, 2005

4. You may delete one article at a time by checking the **Del Art.** box next to the article or you may check the **Del. Art.** box in the heading to check all boxes. You may also check all boxes and then click to uncheck an article you want to save.
5. Once you've selected the articles to be deleted, select **Delete Selected** either at the top or the bottom of the page.

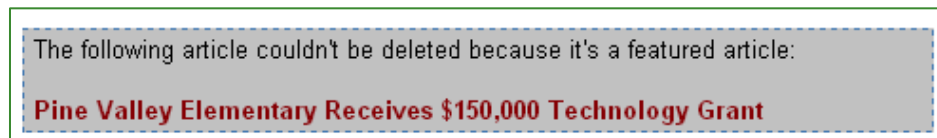


6. A message will appear asking you to confirm that you want to delete the selected articles.



Note: Be very sure you want to delete the article. **Once it's deleted, it's permanently gone from your site.**

7. Some articles may not be eligible to be deleted because they are a featured article either on the front page of the site or in a section.



You need to have **Features** access to remove article as a feature and then go back and delete the article.