

## Advanced setting for articles

Have you wondered how some articles have a Read More... Feature or how some articles have an author name and publishing date and some do not?

This help guide will show you how to add features to your content to help you automate your articles.



### [Classes Begin January 10th, 2010 on the ITV Network](#)

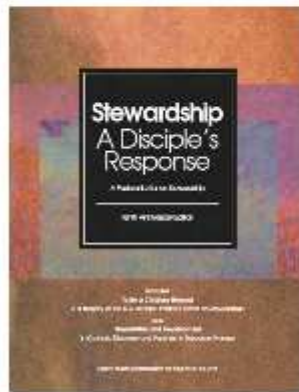
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### Get your Copy



Written by Eric Haselhorst

Thursday, 17 September 2009 13:05



Copies of the U.S. Bishops Pastoral: *Stewardship A Disciple's Response* are now available from the office of Stewardship for the low price of \$7.00. Get your copy today and be transformed into a person who is Church!

Email- [ehaselhorst@dcdiocese.org](mailto:ehaselhorst@dcdiocese.org)

### Great Resources



Written by Eric Haselhorst

#1 Write a new article or open a current article.

The screenshot shows the article editor interface. At the top, there are fields for Title, Alias, and Section (set to 'Uncategorised'). To the right, there are checkboxes for 'Published' (checked), 'Front Page', and 'Category' (set to 'Uncategorised'). Further right, there are radio buttons for 'State' (set to 'Published') and 'Hits' (set to 'No'). Below these are fields for 'Revised' (0 Times), 'Created' (Tuesday, 22 September 2009 15:10), and 'Modified' (Not Modified). The main editing area has a rich text toolbar with options for font size, bold, italic, underline, bulleted list, numbered list, link, unlink, and HTML. On the right side, there are expandable sections for 'Parameters (Article)', 'Parameters (Advanced)', and 'Metadata Information'. The 'Parameters (Article)' section is currently expanded, showing fields for Author (Eric Haselhorst), Author Alias, Access Level (Public), Created Date (2009-09-22 15:10:4), and Start Publishing (2009-09-22 15:10:4).

Once you have either wrote a new article or have current article open, you can begin to modify a things.

If you have a long news type article, you can select Read More. What this does is creates a button people have to click to read the rest of the article. This is useful if you have many news items on your page and want to make it so viewers can your “headlines.”

Here is how to add it.

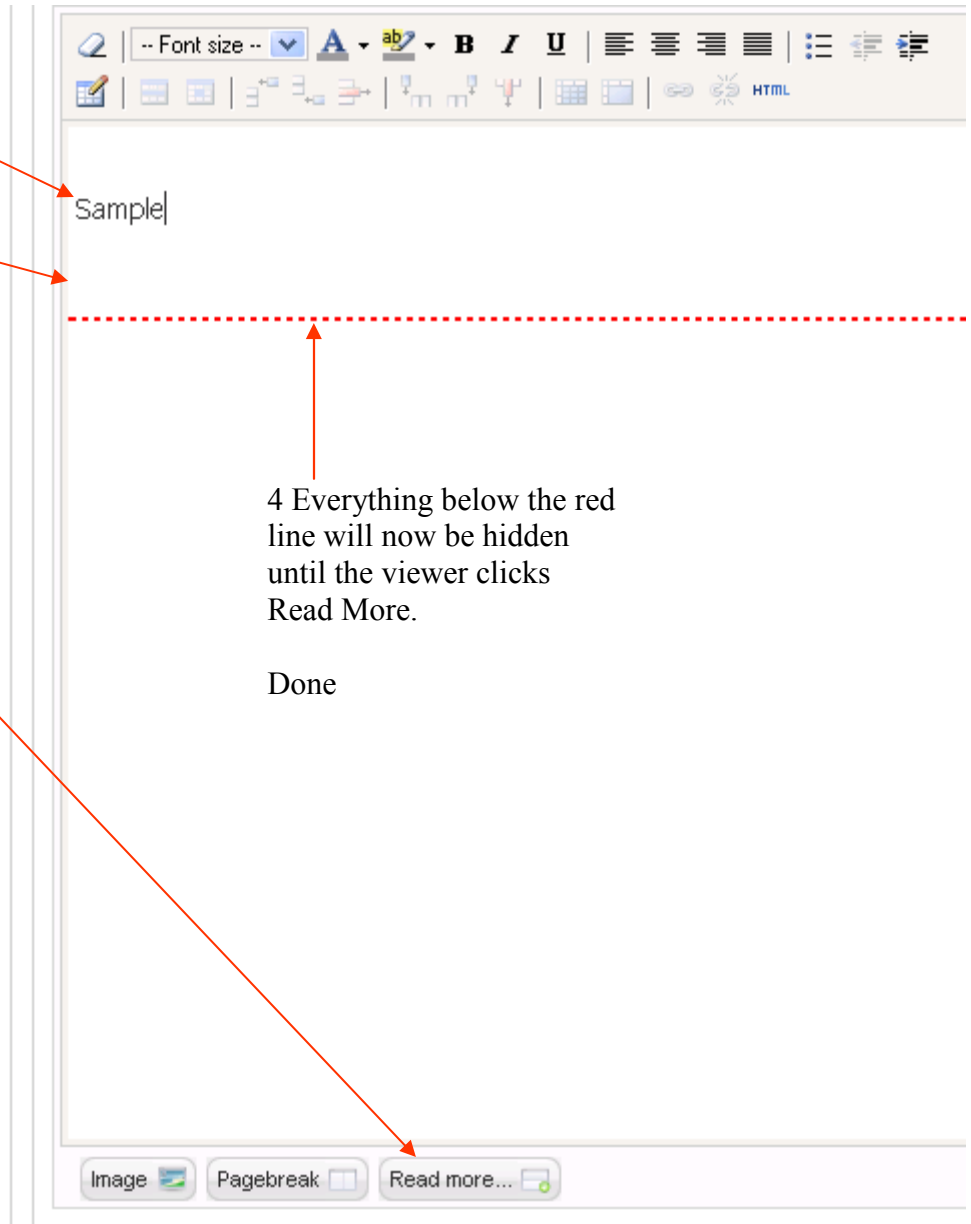
1 Write your article

2 Place your cursor where you want the page break to show up

3 Click Read More at the bottom of the window.

5 To delete the read more line or move it, simply place your cursor below the line and back space.

Repeat steps 1-3 to move it.



4 Everything below the red line will now be hidden until the viewer clicks Read More.

Done

## How to hide the author

Perhaps you have a contributing author or you do not want anyone to see who the author is. You can hide your name.

Click Parameters (Advanced) on the right of your screen.

Find the Author name drop down list, select Hide.

Perhaps you want to hide the created date and time. Select the drop down menu and select Hide.

Why to hide the created date? If you have an article that will be on your page for awhile, hiding the date does not time stamp the item. People cannot view your content and think “this article is a month old.” Remember, old content kills websites.

The image shows a screenshot of a web application's settings interface. The main panel is titled 'Parameters (Article)' and contains a sub-section 'Parameters (Advanced)'. This section lists various settings, each with a label and a dropdown menu. The settings include: Show Title, Title Linkable, Intro Text, Section Name, Section Title Linkable, Category Title, Category Title Linkable, Article Rating, Author Name, Created Date and Time, Modified Date and Time, PDF Icon, Print Icon, E-mail Icon, Content Language, Key Reference, and Alternative Read more: text. The 'Author Name' dropdown menu is open, showing options: Use Global, Hide, and Show. The 'Created Date and Time' dropdown menu is also open, showing options: Use Global, Hide, and Show. Red arrows point from the text instructions to these two dropdown menus.

Parameters (Article)	
Parameters (Advanced)	
Show Title	Use Global
Title Linkable	Use Global
Intro Text	Use Global
Section Name	Use Global
Section Title Linkable	Use Global
Category Title	Use Global
Category Title Linkable	Use Global
Article Rating	Use Global
Author Name	Use Global
Created Date and Time	Use Global
Modified Date and Time	Use Global
PDF Icon	Use Global
Print Icon	Use Global
E-mail Icon	Use Global
Content Language	- Select Language -
Key Reference	
Alternative Read more: text	
Metadata Information	

## Automatic Features

This will be particularly useful. You can tell your articles when to start publishing and when to stop publishing.

For example, you have extra time to write content but want it to show up in a month and be leave it on the web for 10 days.

First click the Parameters (Article) drop down menu

Click the Start Publishing calendar on the right of your screen

A calendar will appear, select the date you want article to be published to your web page. Done.

Repeat the steps above to tell the article when to stop publishing. It defaults to never. Unless you choose to stop publishing an article, it will be on you page forever.

Not good if you have an event with a date and the event has come and gone. Remember, old content kills web-sites.

This image shows how the calendar looks

**State** Published  
**Hits**  
**Revised** 0 Times  
**Created** Tuesday, 22 September 2009 15:10  
**Modified** Not Modified

▼ Parameters (Article)

Author	Eric Haselhorst
Author Alias	
Access Level	Public
Created Date	2009-09-22 15:10:41
Start Publishing	2009-09-22 15:10:41
Finish Publishing	Never

► Parameters (Advanced)  
► Metadata Information

**State** Published  
**Hits**  
**Revised** 0 Times  
**Created** Tuesday, 22 September 2009 15:10  
**Modified** Not Modified

▼ Pa

September, 2009

wk	Mon	Tue	Wed	Thu	Fri	Sat	Sun
35		1	2	3	4	5	6
36	6	7	8	9	10	11	12
37	13	14	15	16	17	18	19
38	20	21	22	23	24	25	26
39	27	28	29	30			

Select a date.

Finish Publishing Never

► Parameters (Advanced)  
► Metadata Information