



ArtsWA.org - Content Management System Handbook

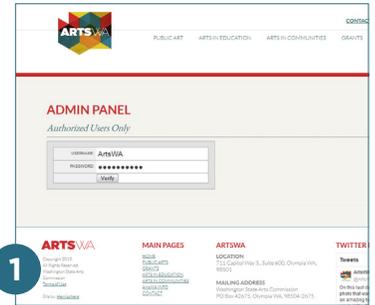
*****NOTE: ONLY NEWS AND RESOURCE PAGES SHOULD BE EDITED*****

Login 1

- Go to <http://artswa.org/admin>
- Username: **ArtsWA**
- Password: **ArtsWA2013**

New 'News' Article 2 3

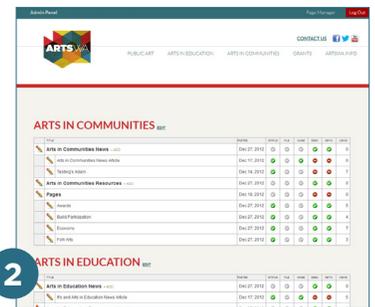
- Once logged in, you will see category titles.
- Choose the correct category title for your department and click "+Add" next to the appropriate **News** section (i.e, Arts in Communities News).
- A new page will come up.
- Status in drop-down menu is automatically set to 'Inactive' so that Cathy can edit as needed before posting
- Fill in appropriate fields. If adding large blocks of copy into 'Body' section by cutting and pasting, **MAKE SURE YOU CLICK THE ERASER** AFTER PASTING. This will take out all extraneous code and make sure that you have control over further formatting of text.
- If needed, add media items (documents, images, videos) in 'Media' section, and additional stand-alone hyperlinks in 'Hyperlink' section
- If you wish to make article Search Engine friendly add description and/or keywords
- Click "Save" button when done



1

Edit 'News' Article 2 3

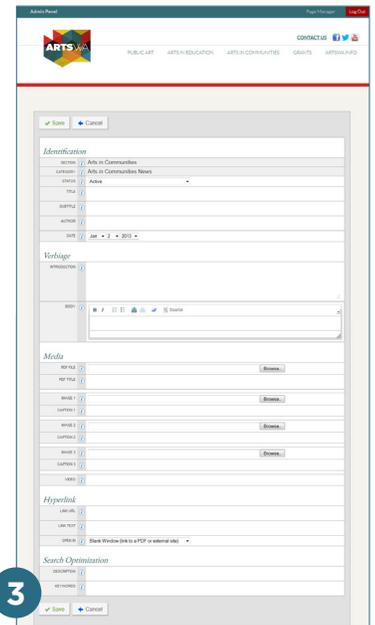
- To edit a post, click the pencil icon  next to the article title
- Make needed edits or add additional files
- Make sure status at top of page is set to "Active" if ready to go live, or set to "Inactive" if it needs to be edited
- Click "Save" button when done



2

New 'Resource' 2 4

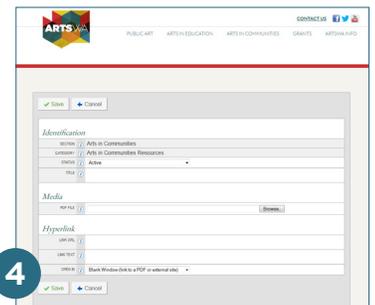
- Once logged in, you will see category titles.
- Choose the correct category title for your department and click "+Add" next to the appropriate **Resources** section (i.e, Arts in Communities Resources).
- A new page will come up.
- Status in drop-down menu is automatically set to 'Inactive' so that Cathy can edit as needed before posting
- Type in title and either upload a file or fill in Hyperlink section
- Click "Save" button when done



3

Edit 'Resource' 2 4

- To edit a post, click the pencil icon  next to the article title
- Make needed edits
- Make sure status at top of page is set to "Active" if ready to go live, or set to "Inactive" if it needs to be edited
- Click "Save" button when done



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