

Creating an Article Library

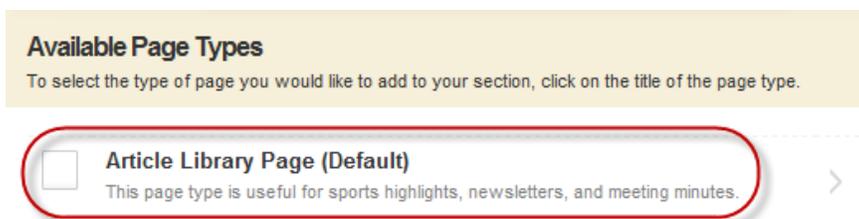
1. Go to <http://sw.kyrene.org> and sign-in using your Kyrene username and password.
2. Click the **Manage** button.



3. Click on the **New Page** button to add a new page.



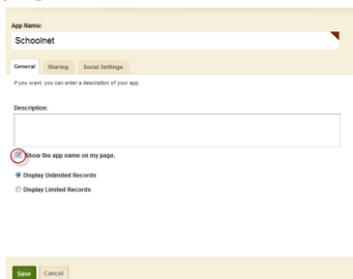
4. Select **Article Library Page** from the list of available page types. (An article library is a collection of pages that usually focus on one subject.)



5. Name your page and click **save**.
6. To add a title to the page, click on the name of the page you added (New pages default to the bottom of the list) and select **Options**.



7. Type the title of your page in the **App Name** field and check the **Show the app name on my page box**.



8. Click Save.
9. To add an article to the article library, click New Article.



10. Add pertinent information to each tab in the Edit Article box.



Article – Provide a title and teaser text. This title will be the name of your link in the article library. Teaser text is optional.

Article Body – Place your content in this tab. When users click on the article title, they will be taken to this page.

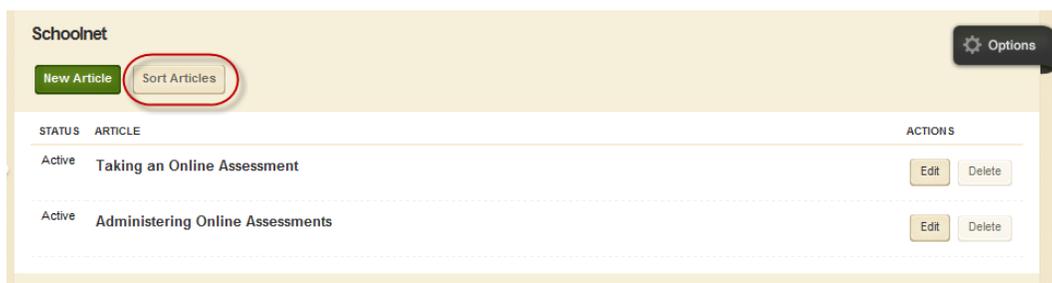
Author- If you want author name, phone number and email address to appear at the bottom of the page, include this information on the tab.

Display Duration – Allows you to display the page for a specified amount of time.

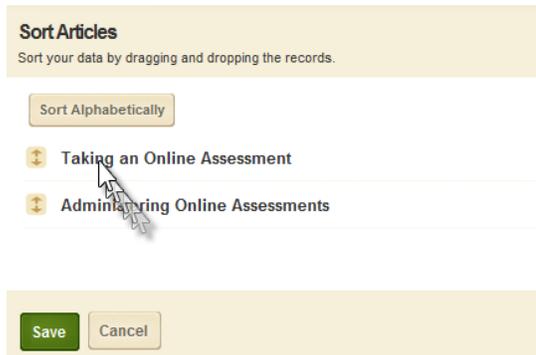
Accent Image – If you want to include an image to the left of the link, browse for an image. The image should be small.

Viewers – If this page should only be viewed by specific individuals or groups, you can specify who can view the page.

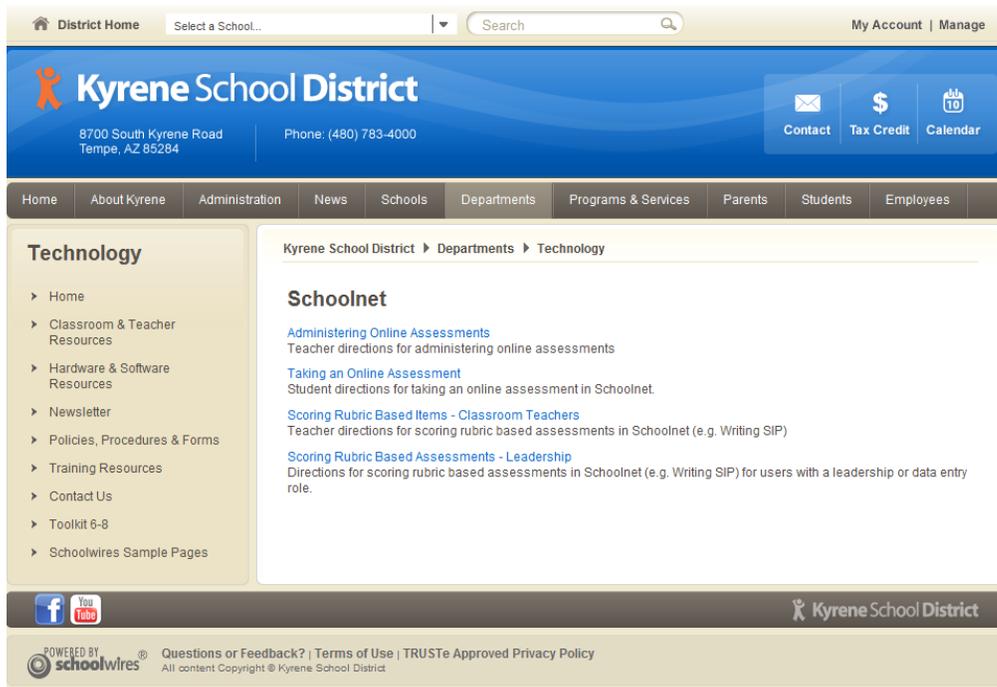
11. Click Save.
12. Add additional articles by clicking on New Article, or rearrange the articles by clicking on sort articles.



13. When sorting articles within an article library, you can sort alphabetically or you can drag and drop the articles in a custom order.



This is how an article library will look from the web for viewers of your page.



You can view an example at of a File Library at <http://sw.kyrene.org/Page/1511>.