

Updating an Article

To update a previously created article with the Harvard Web management system, follow the steps below.

1. Click the admin menu button  and select “**Manage Articles.**”



2. In the **Article Repository** screen that appears, locate the article you would like to update (see next page for a visual example).

WELCOME, HAA! ▾ CLUB RESOURCES ▾ SIG RESOURCES ▾ ASK THE HAA BEST PRACTICES ▾

CONFERENCES ▾ DIRECTORY

Article Repository...

Headline All Topics ▾ Show All ▾ × Search Manage Shortcuts Create Article

ID	HEADLINE	EVENT DATE	TOPIC	STATUS	
342	Headline goes here.....		Generic...	pending	⚙
340	HK Example...		Generic...	live	⚙
339	Engaging Recent Graduates...		Generic...	live	⚙
337	Ask the HAA #5, Engaging Recent Graduates...		Generic...	live	⚙
335	AlumniMagnet Insider - April 2015...		Generic...	live	⚙
334	AlumniMagnet Insider - January 2015...		Generic...	live	⚙
333	HAA Website Newsletter...		Generic...	live	⚙
332	February: Strategies for Increasing Financial Viab...		Generic...	live	⚙

Find the name of the article you'd like to update in the list that appears.

3. Next, click the **gear icon** ⚙ next to the article title, and select **“Edit”** from the drop-down menu that appears:

315	Getting Started...	Tips and T...	live	⚙
314	Portal Page...	Generic...	live	
313	HAA Pod for Portal Page (Home Page)...	Generic...	live	
312	Manage Groups...	Tips and T...	live	
311	Manage Users...	Tips and T...	live	
310	Membership Feature...	Tips and T...	live	
309	Events...	Tips and T...	live	
308	Manage eNewsletter...	Tips and T...	live	
307	Manage Articles / Manage Files & Images...	Tips and T...	live	
306	Magnet.help...	Tips and T...	live	⚙

Edit

Duplicate

Restrict

Archive

Delete

The **Article Editor** screen appears (see next page).

The Article Editor screen:

Editing Article #315

Begin Content



Getting Started

Standard Site

The HAA website platform is a collection of integrated web tools designed for event registrations, broadcast email, and administrator support.

The HAA will work with 2 head administrators on building your website. Clubs and Sigs selected for the full site will be contacted by HAA staff.

[Click here for additional information](#) on the implementation tasks required for a standard website.

NEW Autosites

An "Autosite" is a website designed for Clubs and SIGs with modest event activity (fewer than 10 pages) and SIGs to have a web presence and do not require training or administrators to manage the site.

The Autosite is managed by the HAA and requires a minimal investment of time and resources for email from HAA Staff with next steps. [Click here for additional information](#) on Autosites.

End Content

Headline (for collections only): ⚡

Getting Started

Sub-head (for collections only): ⚡

4. Make any desired changes to your article's content.



Note: to make specialized updates to your article, such as adding links, applying a new template, or including pre-formatted text elements, see the [Creating an Article](#) training guide. To add an image to your article, or to modify an existing image, see [Working with Images](#).

5. Once you are satisfied with your edits, click the "Publish" button at the bottom of your screen to re-post your updated article:

No Change...

Publish!

If you would like to view your updated article as it appears on your web site, you can click its headline in the Article Repository screen:

316	AlumniMagnet Autosites...		Tips and T...	live	
315	Getting Started...		Tips and T...	live	
314	Portal Page...		Generic...	live	

Your article, including any updates you made to its content, opens within your web browser:

WELCOME, HAA! ▾ RESOURCES ▾ ASK THE HAA BEST PRACTICES ▾



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Questions on this guide? Please post any questions to [Support Tracker](#) and the AlumniMagnet team will respond as soon as possible.