HARVARD
ALUMNI ASSOCIATION

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).

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:

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 desi...
event registrations, broadcast email, and administrator support.

The HAA will work with 2 head administators on building your website...

Clubs and Sigs selected for the full site will be contacted by HAA s...

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 p...
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 fr...

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.