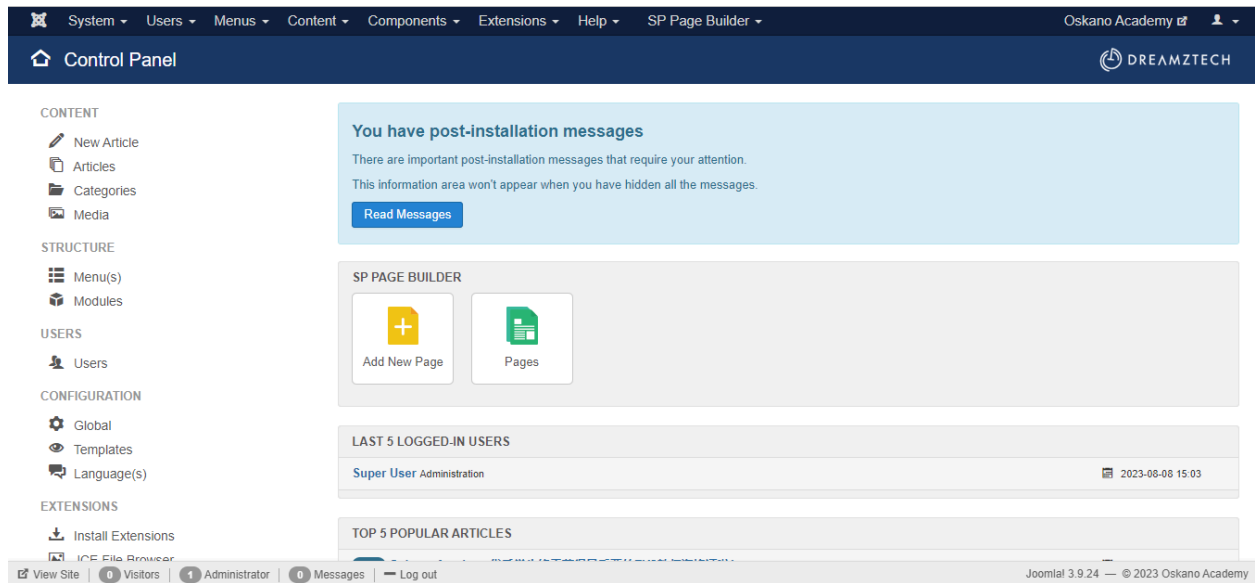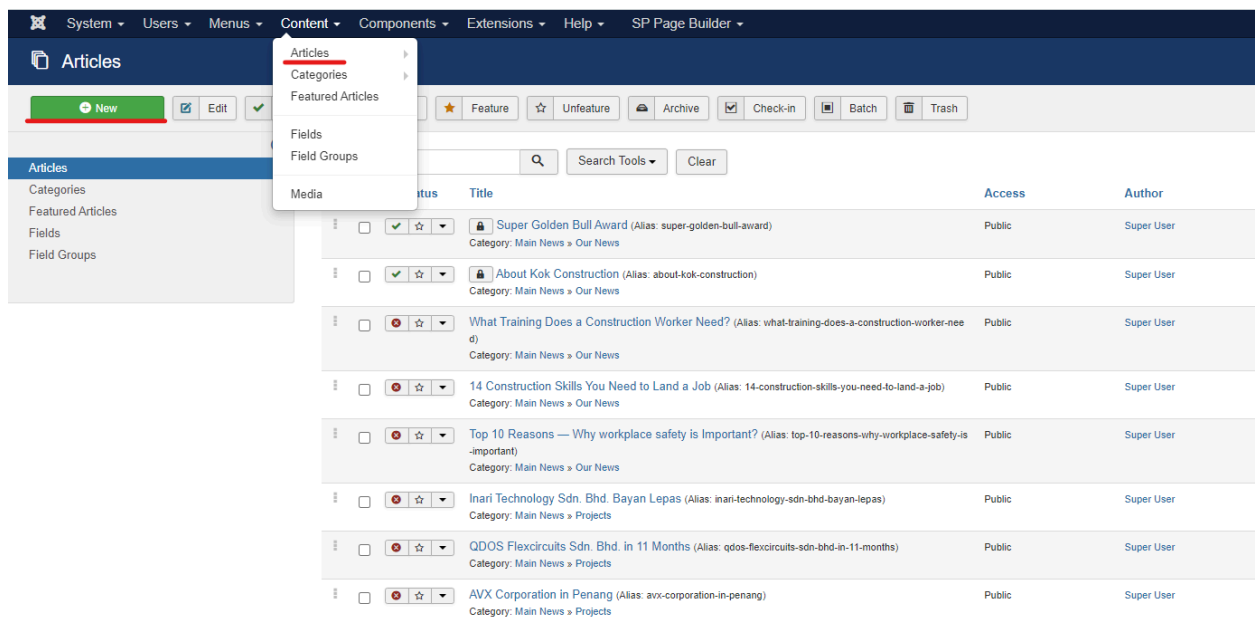# How to add edit articles

1. Log Into backend

2. First go to Content -> Articles -> Add New Article / Click any article to edit (If you have already the article, can just duplicate and change the content, follow step below)

3. Choose the article that want to be duplicated

4. Click 'save as copy', then can change the content

5. Change the Title, alias and select the Category

6. Click SP Page Builder

7. Click the edit icon to edit the article content/ images
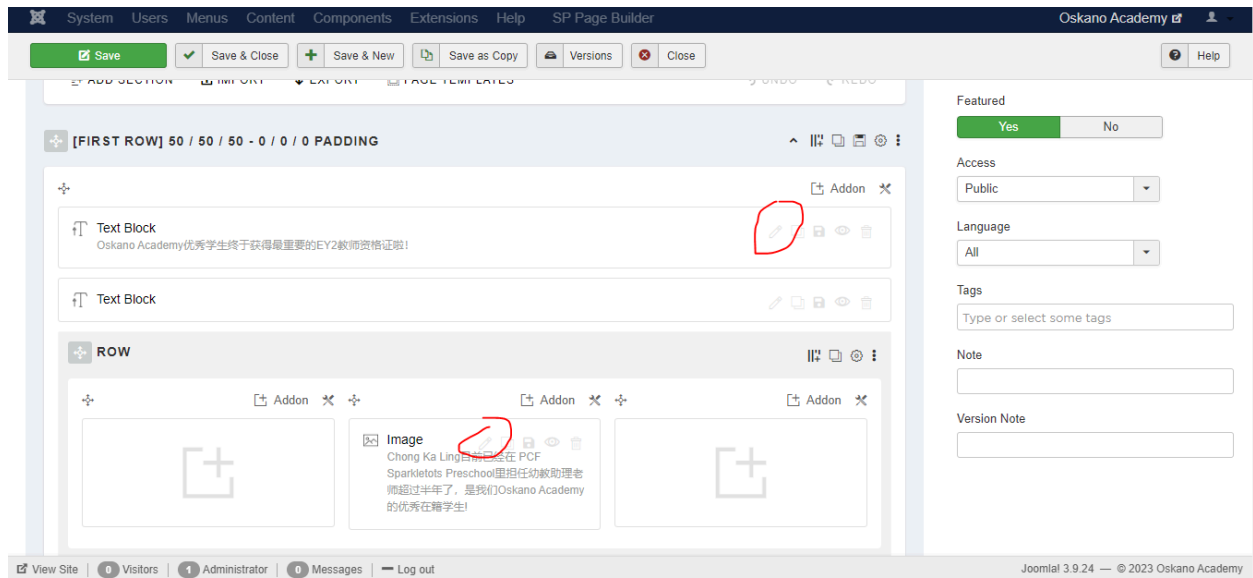
8. Edit the title and apply
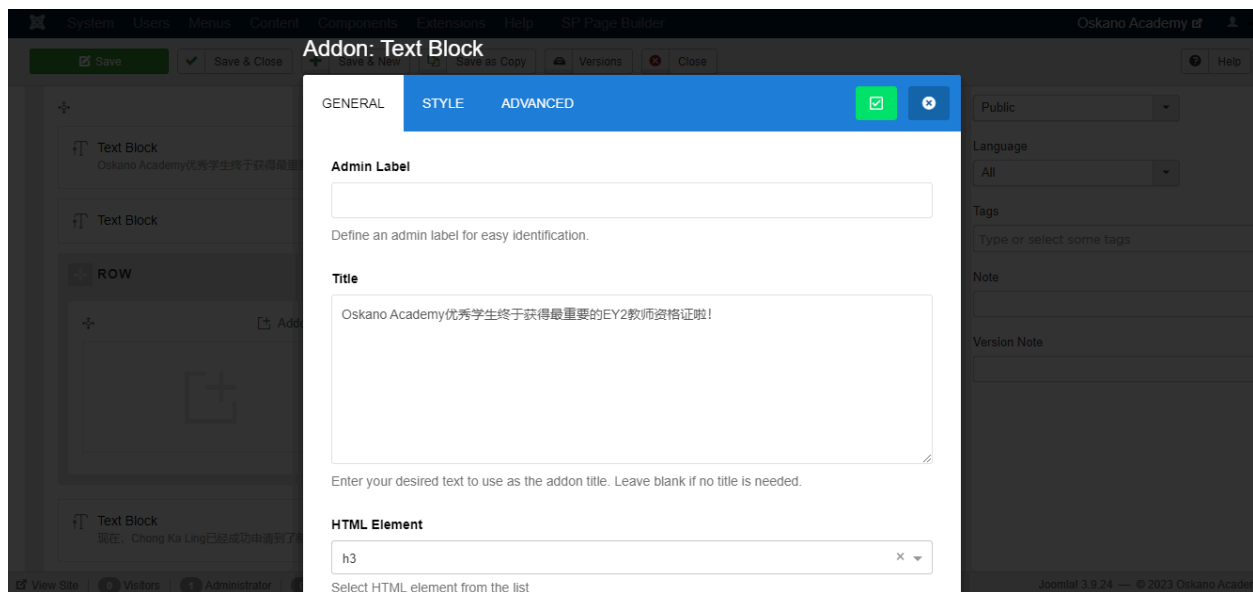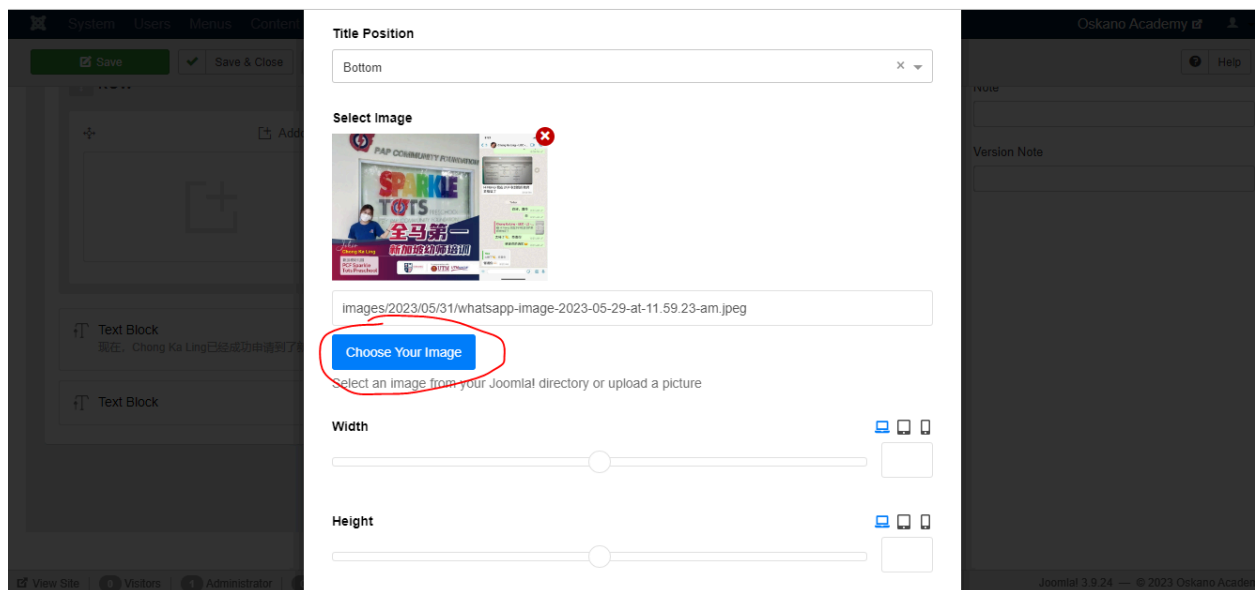
9. Edit the content and apply

10. Change the image and apply

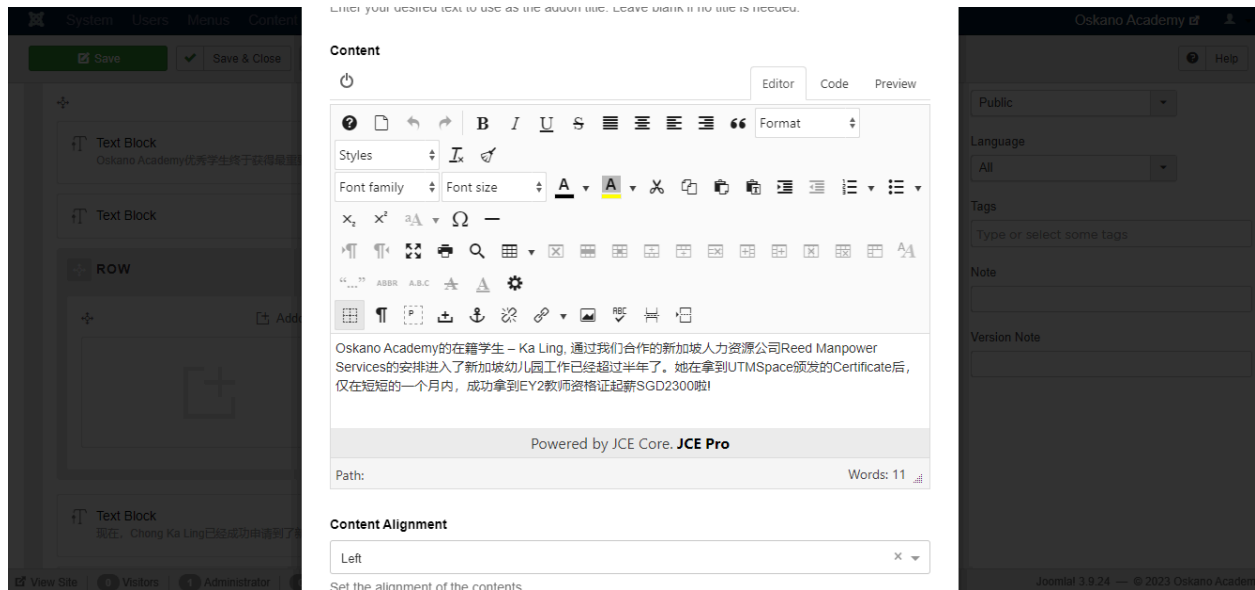11. Then click Images and Links to change the thumbnail photo

12. Put your intro image, and then save your article, both images need to be uploaded

13. Lastly save and close, before save, make sure it is selected the 'sp page builder'

Articles: Edit

DREAMZTECH

Save | Save & Close | Save & New | Save as Copy | Versions | Close   Help

Title * Oskano Academy优秀学生终于获得最重要的EY2教师资格证啦！   Alias part-time-work-study-3

Content | Images and Links | Options | ✖ Helix Blog Options | Publishing | Configure Edit Screen | Permissions

Joomla Editor | SP Page Builder

☰ ADD SECTION   ⬆ IMPORT   ⬇ EXPORT   ▦ PAGE TEMPLATES   ↶ UNDO   ↷ REDO

[FIRST ROW] 50 / 50 / 50 - 0 / 0 / 0 PADDING

⊹ Addon ✖

T Text Block
   Oskano Academy优秀学生终于获得最重要的EY2教师资格证啦！

Status
Published

Category *
- 2023

Featured
Yes | No

Access
Public

Language
All