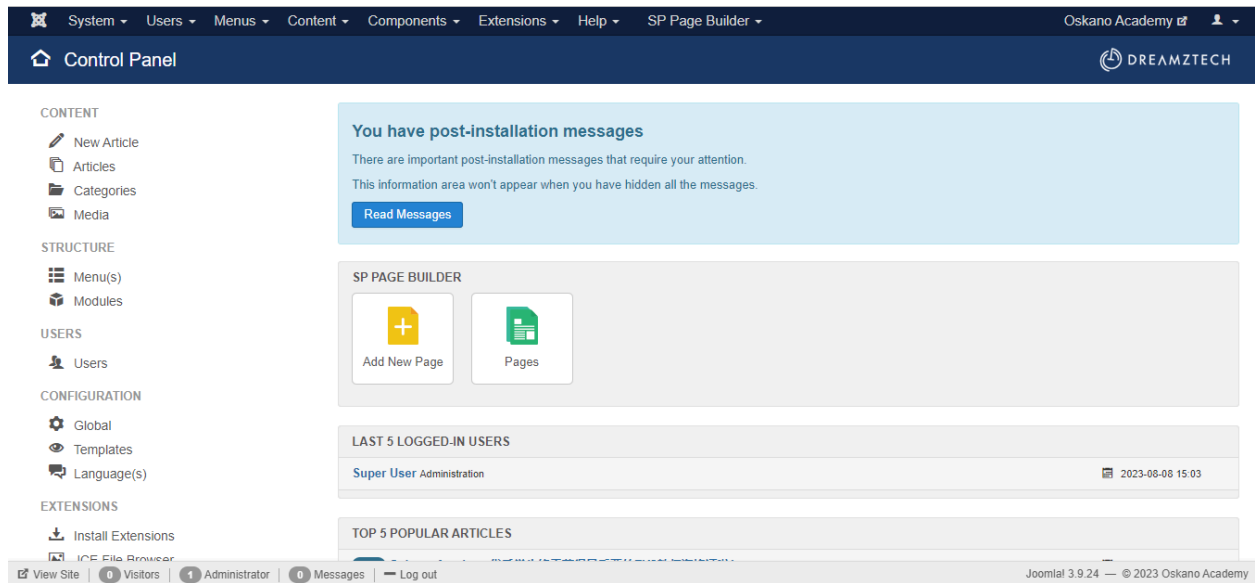
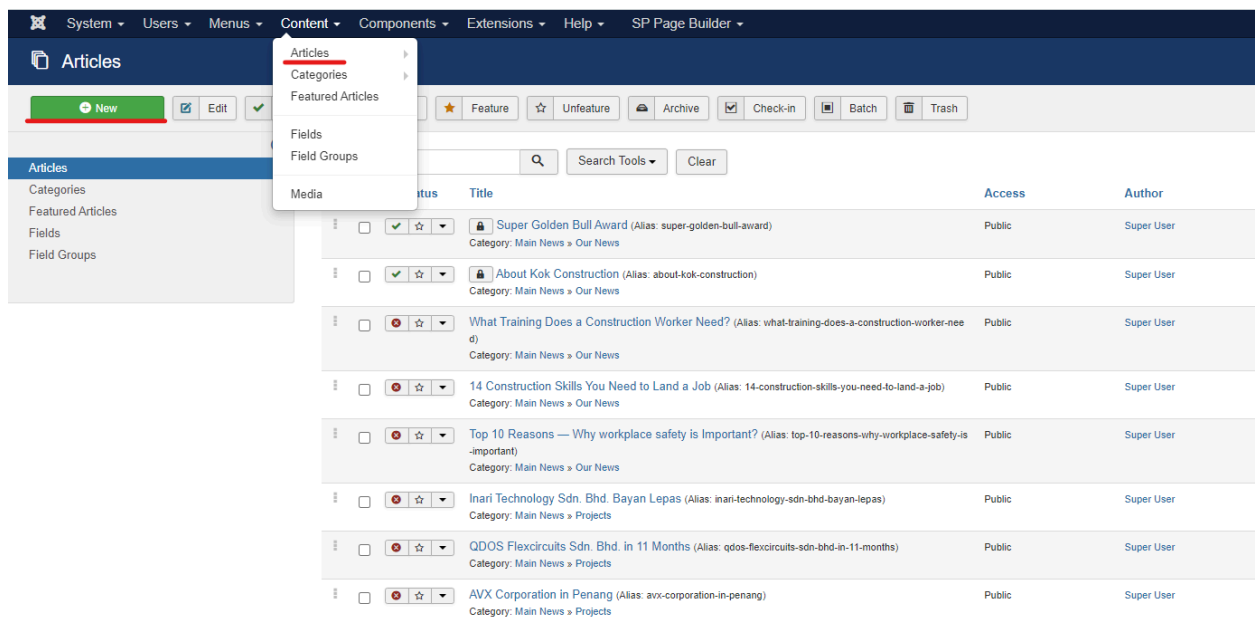


How to add edit articles

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

The screenshot shows the Joomla! Articles management interface. The top navigation bar includes System, Users, Menus, Content, Components, Extensions, Help, and SP Page Builder. The main header displays 'Articles' and the DREAMZTECH logo. Below the header is a toolbar with buttons for New, Edit, Publish, Unpublish, Feature, Unfeature, Archive, Check-in, Batch, and Trash. A sidebar on the left lists Articles, Categories, Featured Articles, Fields, and Field Groups. The main content area shows a table of articles with columns for Status, Title, Access, Author, Language, Date Created, Hits, Votes, Ratings, and ID. The first article, 'Oskano Academy优秀学生终于获得最重要的EY2教师资格证书! (Alias: part-time-work-study-3)', is circled in red. Other articles listed include 'Professional Diploma in Special Education (Early Childhood)', 'Oskano Academy新生入学, 成功进入新加坡著名幼儿园工作啦!', and 'Oskano Academy 全马第一新加坡幼教老师培训学院'.

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

The screenshot shows the Joomla! Articles: Edit interface. The top navigation bar is the same as the previous screenshot. The main header displays 'Articles: Edit' and the DREAMZTECH logo. Below the header is a toolbar with buttons for Save, Save & Close, Save & New, Save as Copy, Versions, and Close. The 'Save as Copy' button is circled in red. Below the toolbar, the article title 'Oskano Academy优秀学生终于获得最重要的EY2教师资格证书!' and alias 'part-time-work-study-3' are displayed. The main content area is divided into two sections: 'Content' and 'Options'. The 'Content' section shows the article text 'Oskano Academy优秀学生终于获得最重要的EY2教师资格证书!'. The 'Options' section includes fields for Status (Published), Category (2023), Featured (Yes), Access (Public), and Language (All). The bottom status bar shows 'Joomla! 3.9.24 — © 2023 Oskano Academy'.

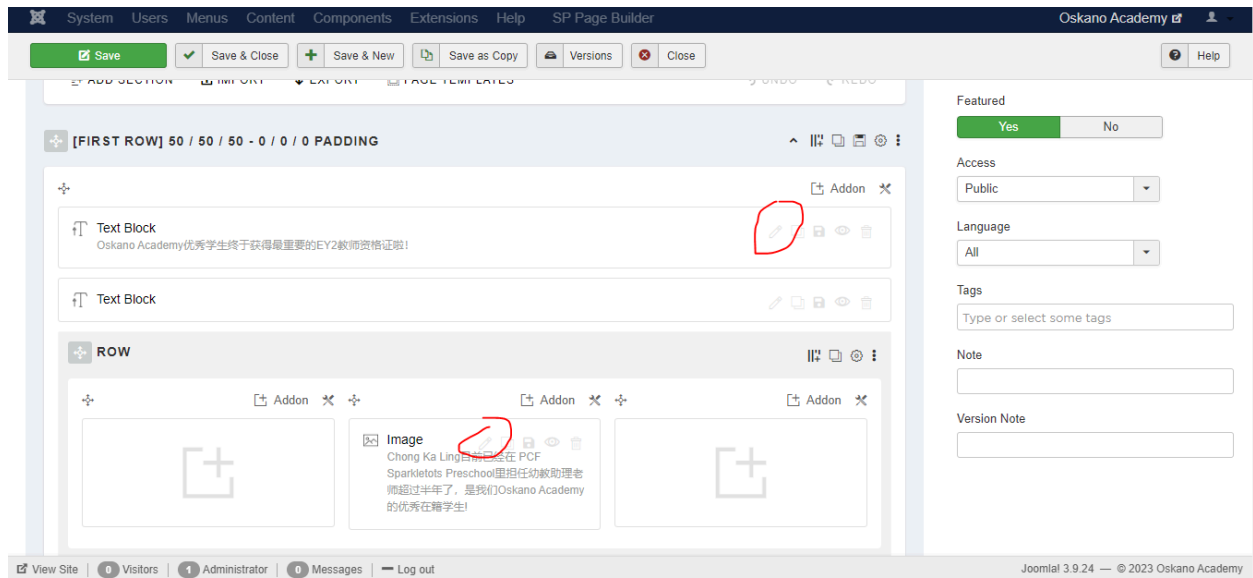
5. Change the Title, alias and select the Category

This screenshot shows the Joomla! 'Articles: Edit' interface. The title field contains 'Oskano Academy优秀学生终于获得最重要的EY2教师资格证啦!' and the alias field contains 'part-time-work-study-3'. Both fields are circled in red. The category dropdown menu is also circled in red and shows '- 2023'. The status is set to 'Published'. The page builder section shows a 'Text Block' with the same title text. The bottom status bar indicates 'Joomla! 3.9.24' and '© 2023 Oskano Academy'.

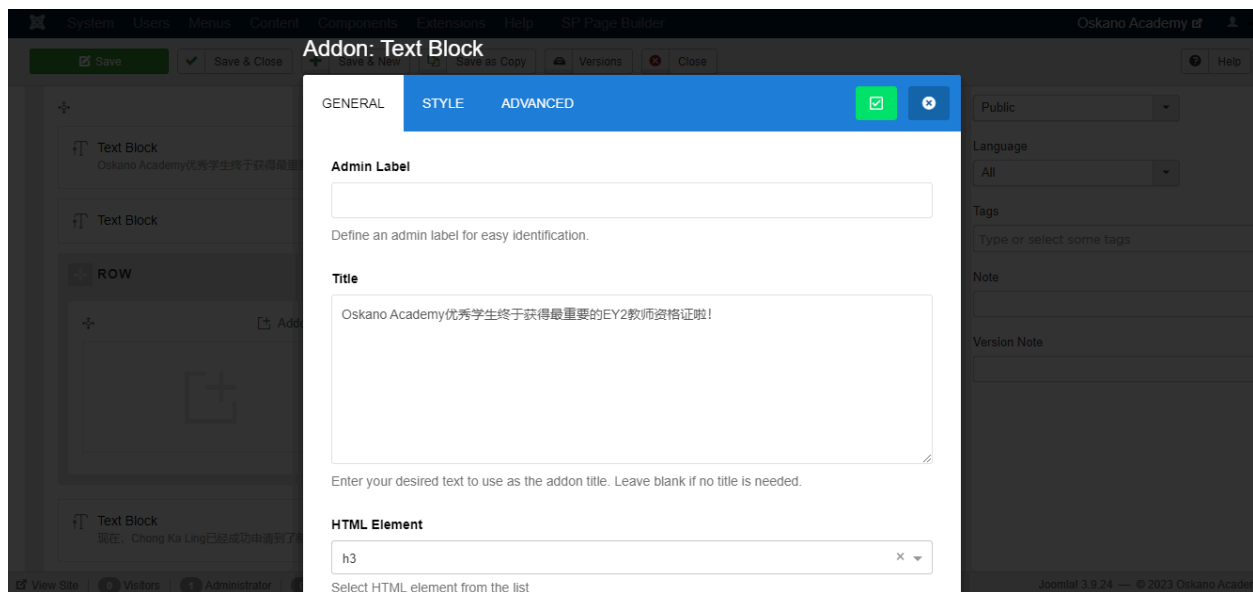
6. Click SP Page Builder

This screenshot shows the same Joomla! 'Articles: Edit' interface, but with the 'SP Page Builder' button in the left sidebar highlighted with a red circle. The title, alias, and category fields remain the same as in the previous screenshot. The page builder section shows the 'Text Block' with the title text. The bottom status bar indicates 'Joomla! 3.9.24' and '© 2023 Oskano Academy'.

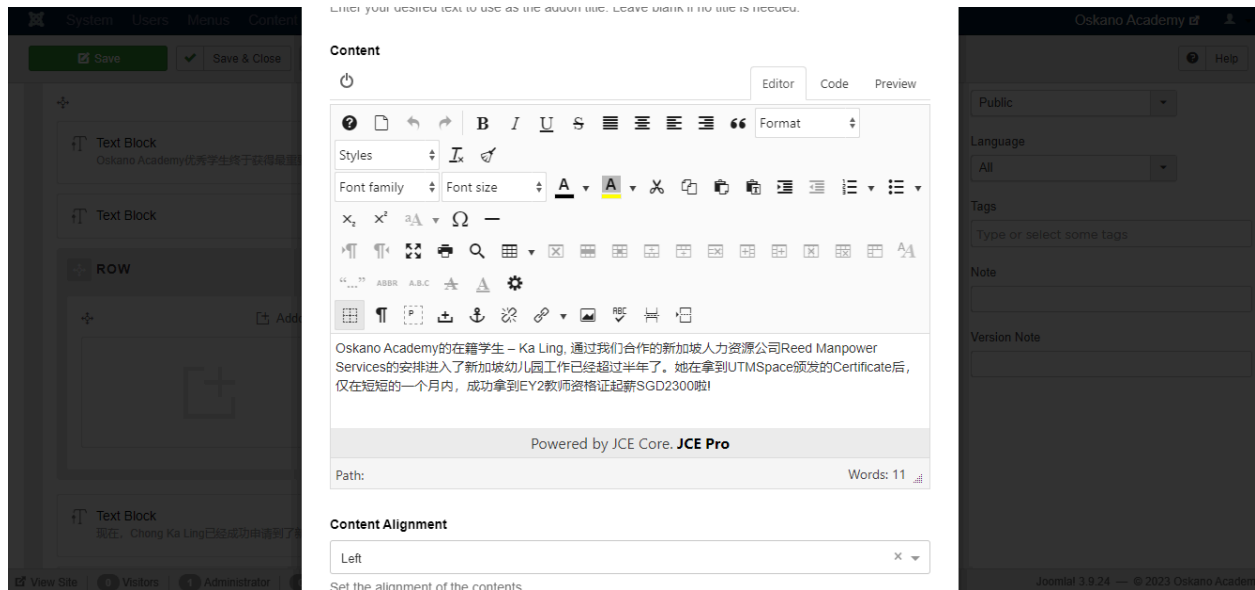
7. Click the edit icon to edit the article content/ images



8. Edit the title and apply

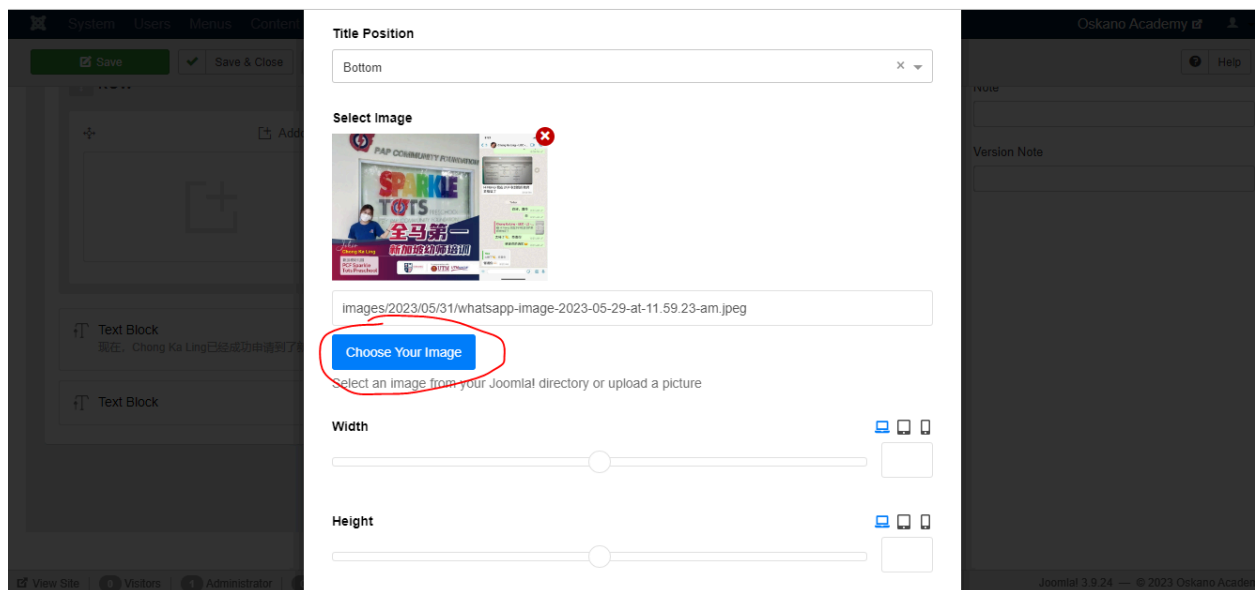


9. Edit the content and apply



The screenshot displays the Joomla! Content Editor interface. On the left, a sidebar contains 'Text Block' components. The main area is titled 'Content' and features a rich text editor with various formatting tools (bold, italic, underline, link, etc.). Below the editor, a 'Content Alignment' dropdown menu is visible, currently set to 'Left'. The editor content includes a paragraph about Oskano Academy's student Ka Ling and a footer indicating 'Powered by JCE Core. JCE Pro'.

10. Change the image and apply



The screenshot shows the Joomla! Content Editor with the 'Image' tab selected. The 'Title Position' dropdown is set to 'Bottom'. Under 'Select Image', a preview of a 'SPARKLE TOTS' poster is shown. Below the preview, the file path 'images/2023/05/31/whatsapp-image-2023-05-29-at-11.59.23-am.jpeg' is displayed. A blue button labeled 'Choose Your Image' is circled in red. Below this, a message states: 'Select an image from your Joomla! directory or upload a picture'. At the bottom, there are sliders for 'Width' and 'Height' with corresponding aspect ratio icons.

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

Warning
The TinyMCE Editor Plugin has been updated. Currently it uses your existing configuration. By editing the plugin, you can now assign and customise various layouts to specific user groups.
Warning: when editing the plugin, you will lose all your previous settings!

Title * Kok Events September Alias Auto-generate from title

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

ROW

Text Block Video

Add New Row

Status Published

Category * Main News

Featured Yes No

Access Public

Language All

Tags Type or select some tags

Note

Version Note

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

System Users Menus Content Components Extensions Help SP Page Builder Oskano Academy DREAMZTECH

Articles: Edit

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

Intro Image images/2023/05/ Select Image Float Use Global (Left) Alt Text Caption

Link A Link A Text URL Target Window Use Global (Open in parent ...)

Link B Link B Text URL Target Window Use Global (Open in parent ...)

Full Article Image images/2023/05/ Select Image Float Use Global (Left)

View Site Visitors Administrator Messages Log out Joomla! 3.9.24 — © 2023 Oskano Academy

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

SystemUsersMenusContentComponentsExtensionsHelpSP Page Builder

Oskano Academy

Articles: Edit

DREAMZTECH

SaveSave & CloseSave & NewSave as CopyVersionsClose

Help

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

ContentImages and LinksOptionsHelix Blog OptionsPublishingConfigure Edit ScreenPermissions

Joomla Editor

SP Page Builder

ADD SECTIONIMPORTEXPORTPAGE TEMPLATESUNDOREDO

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

Text Block

Oskano Academy优秀学生终于获得最重要的EY2教师资格证啦!

StatusPublished

Category *- 2023

FeaturedYesNo

AccessPublic

LanguageAll

View Site0 Visitors1 Administrator0 MessagesLog out

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