Creating an Article

Now that you have article types and topics configured, you can create your first Tiki article.

From the Menu:

1. Select Articles > New Article. The Edit Article page appears.

   **NOTE**
   Don’t be confused by the Submit Article (which allows you to review articles before they become live). Submitting Articles is discussed later in this guide.

2. Enter the following information in each field on the Content tab of the Edit article page:
   - **Title**: Enter a title for your article.
   - **Heading**: Enter a short description or introduction to the article.
   - **Body**: Enter the main article text.

   **TIP**
   In the Heading and Body areas, you can use the same wiki syntax in articles that you used in other Tiki features.

3. On the Classification tab, select the following:
   - **Topic**: Select the new article topic that you created earlier.
   - **Type**: Select new article topic that you created earlier.

4. On the Publication tab, select the following:
• **Published**: Enable the Published option. You can use the Published Date to specify a date in the future (or past!) on which to make the article "live."

  □ **NOTE**

  If you do not Publish the article, no one can see it — even if the Published Date has occurred.

• **Author Name**: Since you are currently logged in as the Admin, Tiki uses the name System Administrator. You can change this to your name.

5. **Click Save**. Tiki saves the information and displays the main article.

Notice that the article **Heading** is more like an *intro or excerpt*, different than the Title. When viewing multiple articles on a single page, Tiki displays only the **Heading** information and includes a **Read More** link for the rest of the article, as shown with the Articles plugin.

**IN THIS SECTION**

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- Displaying Articles in Wiki Pages

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