


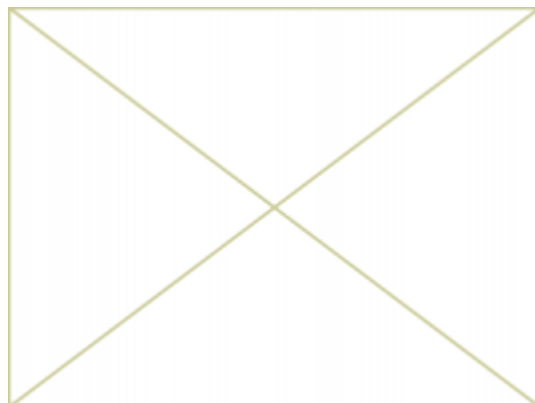
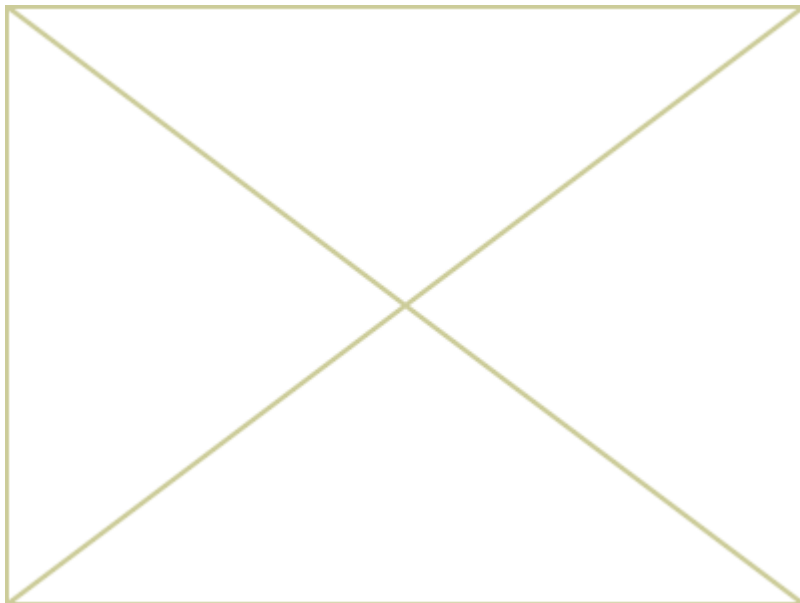
## Editing existing articles

There are two possibilities to edit an article. Both works directly via the article center. On the one hand it is possible to look at the whole article and then to edit several content parts. This is the best way when you want to expand an article with a content part.

Or you open the content Part overview in the article center and then you can directly edit a content part.

### Possibility No. 1

Click on  to arrive at the overview of the content parts that you are using.






In the upper block you can see the base information of the article, with a click on you can edit for example the article name, add new keywords or change also the summary of your article.

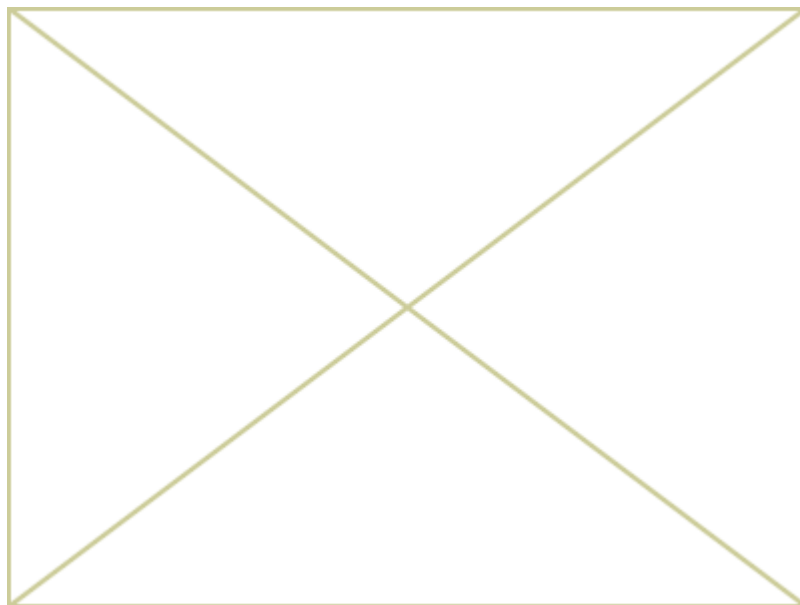
In the lower block you can see the overview of the used content parts. In the summary of the content parts you can see the type of the content (content Part type) , the internal identification number (ID), what gap to the top or to the bottom has been chosen, when the content part has been changed the last time and a textual summary.

With a click on you can now edit the chosen content part or add a new one. Therefore you choose the corresponding content part out of the drop down box.

## Possibility No. 2

Click on 

in front of the article name. The view will be expanded with the content parts that you use in the article. Every content part starts in the overview with the following icon  , followed by the ID, the content part type and the block displaying the content. At the end of every line you can see some icons. Click on  to edit the desired content part.



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Click here to show the element in detail and to edit it.

Indices that the element is visible for visitors of the website. Click here to turn its state to invisible.

Indices that the element is invisible for visitors of the website. Click here to turn its state to visible.

Click here to permanently delete the element.

Click here to move the element one position up.

Click here to move the element one position down.

Indices that a gap to the next element is set. The size of the gap is shown aside.

Indices that a gap to the element before is set. The size of the gap is shown aside.

Content part within an article.

Block where content will be displayed.

Copy article or content part.

[^ TOP](#)

**URL:** [http://www.phpwcms-docu.de/index.php?editing\\_articles](http://www.phpwcms-docu.de/index.php?editing_articles)