ABRASIVESWORLD.COM

User manual

Article Management System Guide

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1

Article Management System

Congratulation to subscribing as paid member of Abrasivesworld.

You are about to experience the new way of reaching out to your target markets in an effective and efficient way.

We hope that this manual provides you the simple steps to create and manage your article.

Abrasivesworld endeavors to providing the latest updated manual possible, however you are advised that the GUL (Graphic User Interface) may vary from an upgrade to another. Under the circumstances, you are welcome to make queries to Abrasivesworld.com.

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About Article Management System

Article Management System contain 2 main functions. Namely Create a New article and Manage my article.

Create a New article allows subscriber to create and post their article in various method. They are:

1. Posted instantly to Abrasivesworld's homepage and/or

2. By member's group and/or

3. Send article via email(s) that the subscriber assign.

Manage my article allows subscriber to view their article archive history, save or activate their articles.

To access Article Management System, subscriber has to Sign In and Login into the member's profile page.
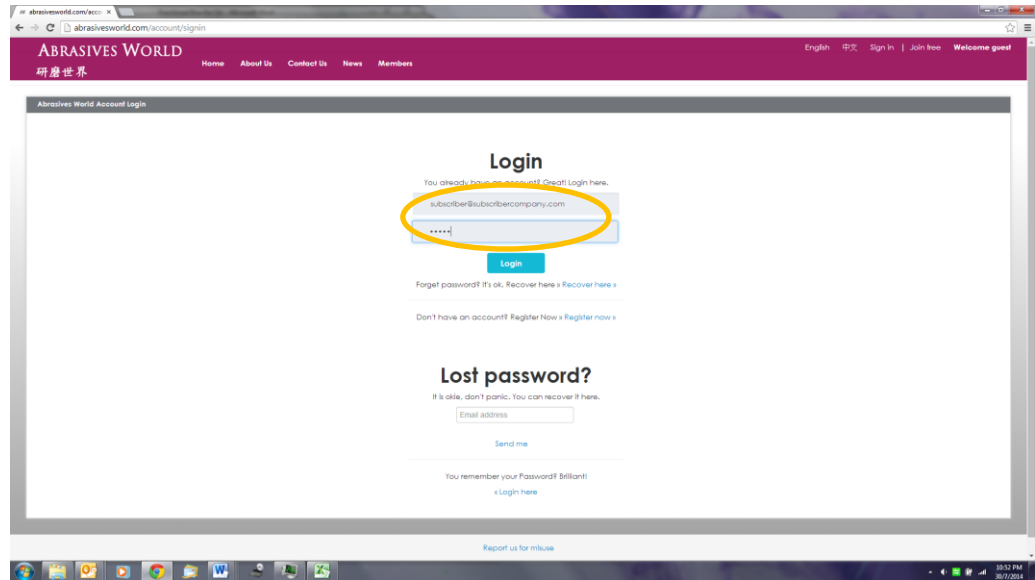
Sign in

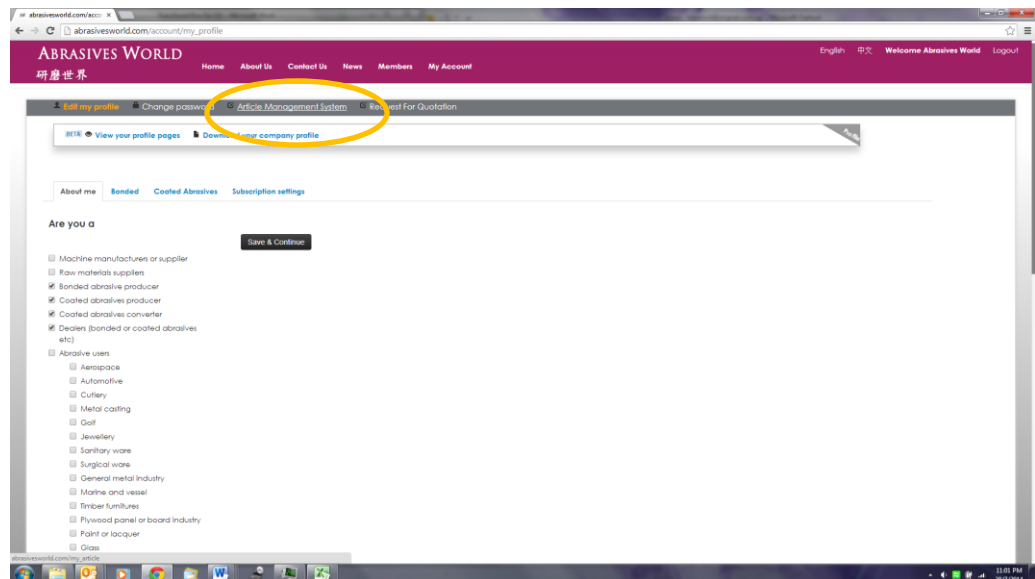To sign in, click Sign in located at top right at www.abrasivesworld.com.
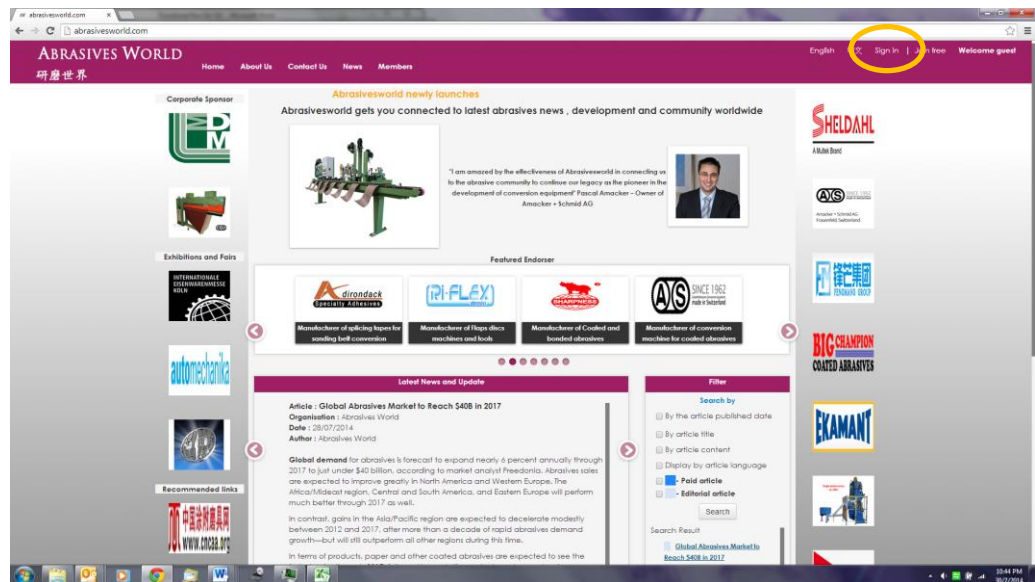
Login

Enter your email address and password. The email address and password is what you use during your join in.
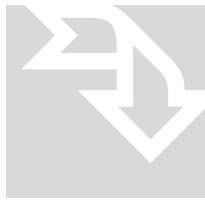

Select Module: Article Management System

Once you login, you will be directed to your Profile Page. Click Article Management System module.

Once you are in the Article Management System, it will lead you to the Create a new article. You will see sub-module Create a new article and Manage my article.

To Create a New Article

1. Fill in Article title (the name you want to title your article).

2. Fill in Article author (name of the person contributing the article).

3. Select Article date (date of release).

4. Select Article language (the original language when article is posted). This is important as the translation engine will take reference of this original language for translation.

5. Select how you want to post your article. You can use one or all the selection. When "by member's group" is used, article will be transmit via email of this target member group. Please note that Abrasivesworld reserve the rights to remove the article if deem inappropriate to the target reader. See terms and condition page (http://abrasivesworld.com/account/termsandconditions)

6. Once the article header is filled, you can proceed to enter your article by typing into the Article content box.
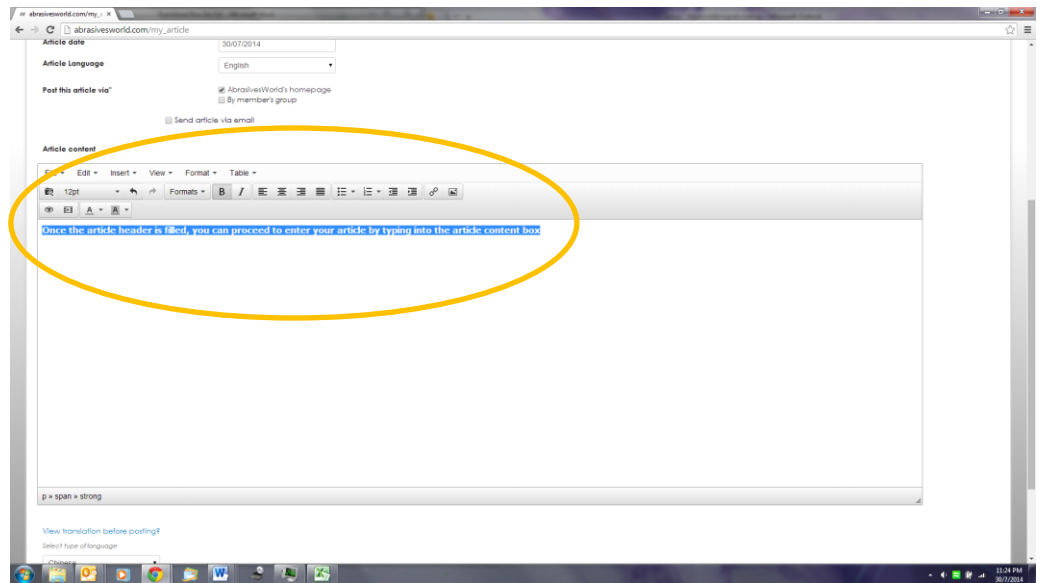
7. The article header and function works in a similar manner as Microsoft office Word (a popular document application used in today's environment). You can change font size, bold, italic, align, bullet, number, indent, change text color etc to your article. Hence you can decide how you wish to present your article to your readers on abrasivesworld.
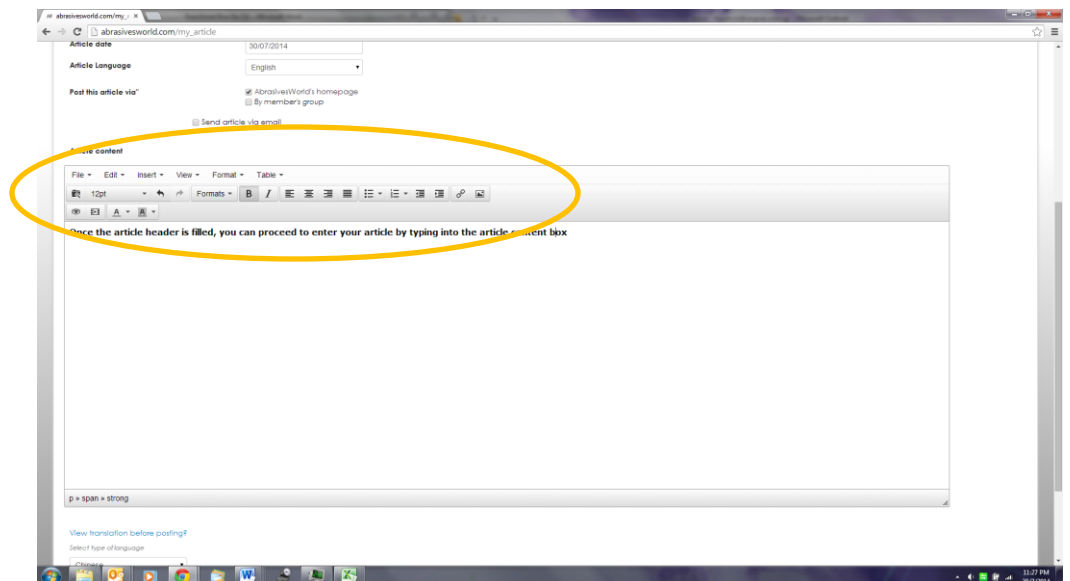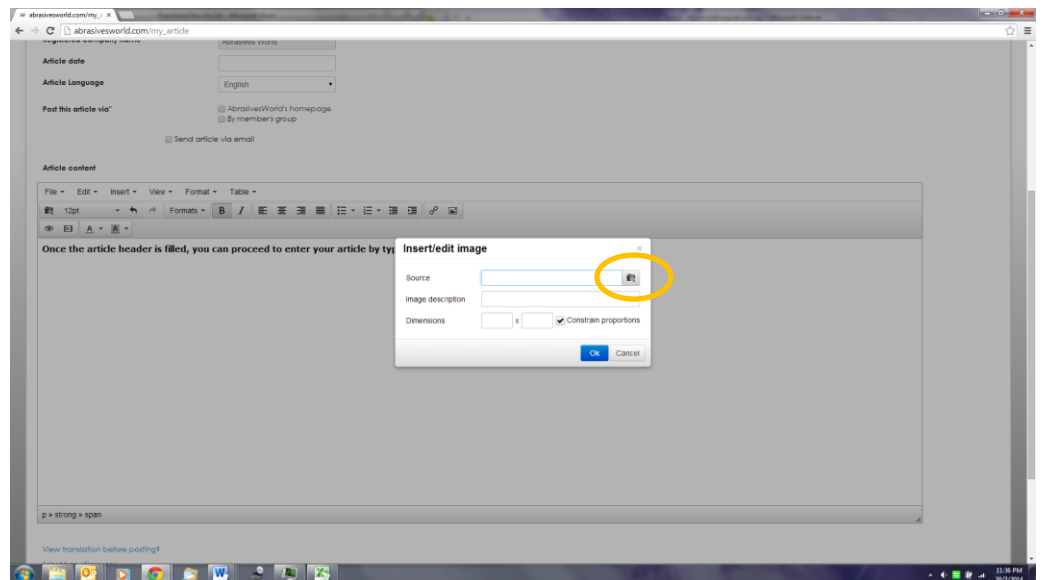
Insert Image(s) to your Article

If you have subscribed Image Upload during your subscription, you can insert image(s) into your article.

1. Click Insert and you will see a drop down bar. Select Insert image.
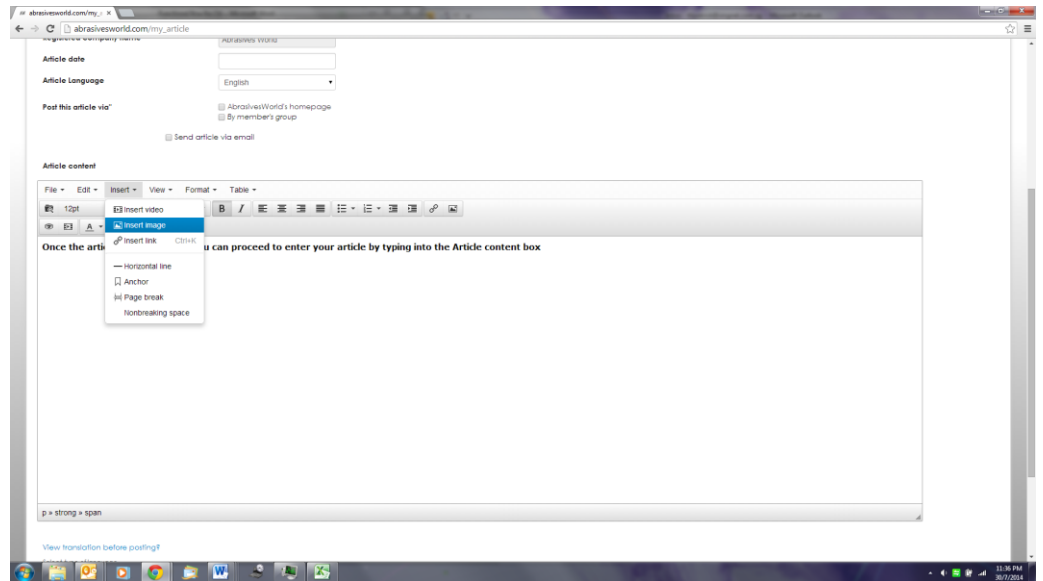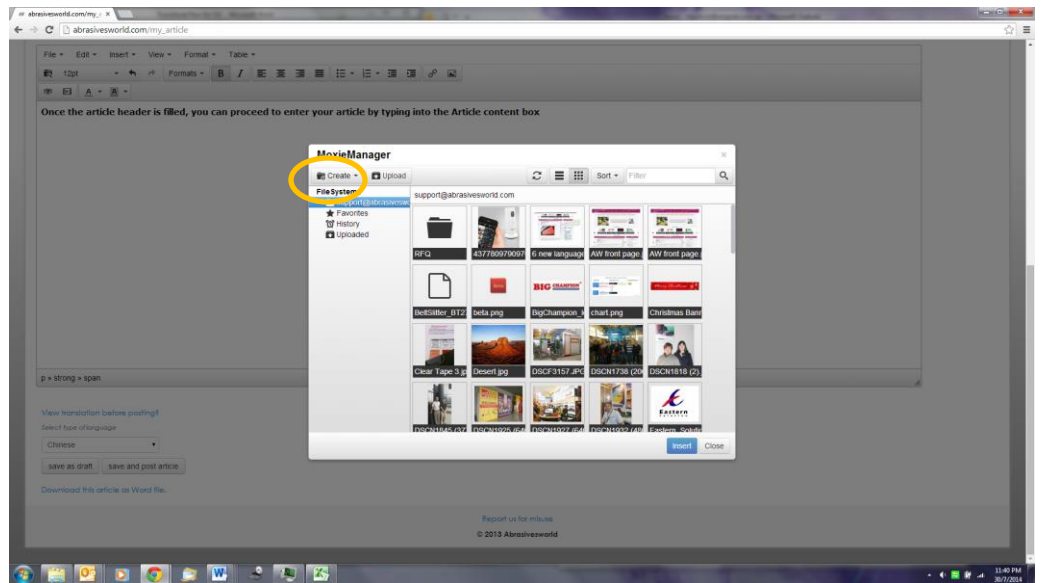

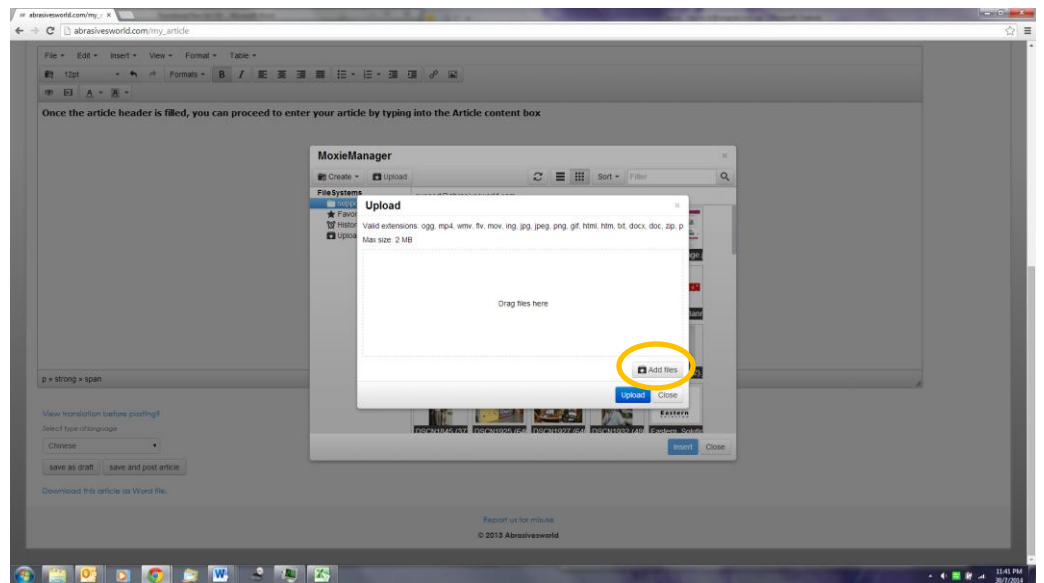2. You will see a pop out table Insert/Edit image. Click the

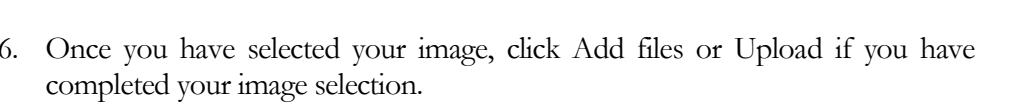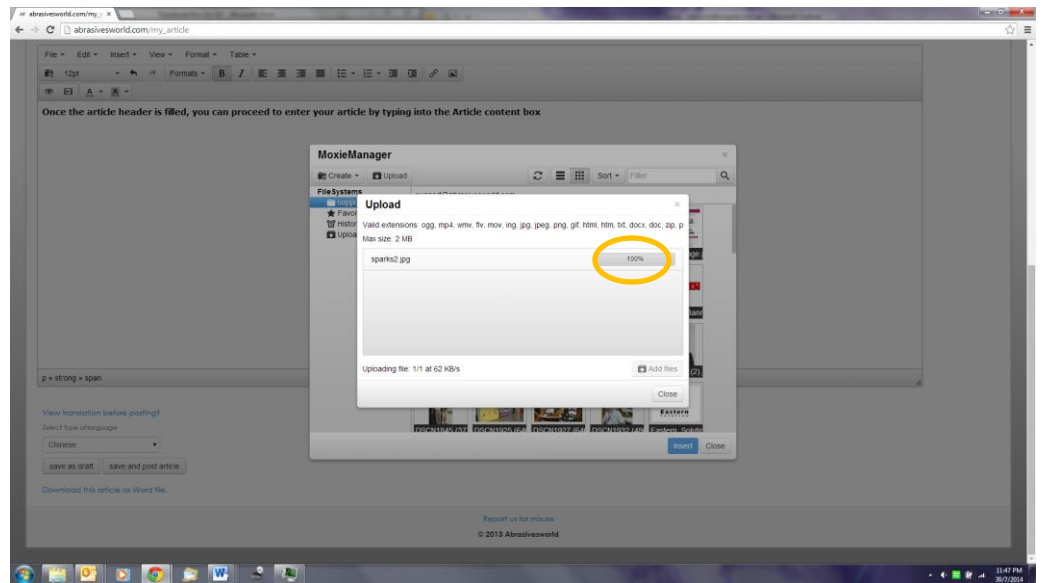3. You will see a pop out table MoxieManager. Click Upload
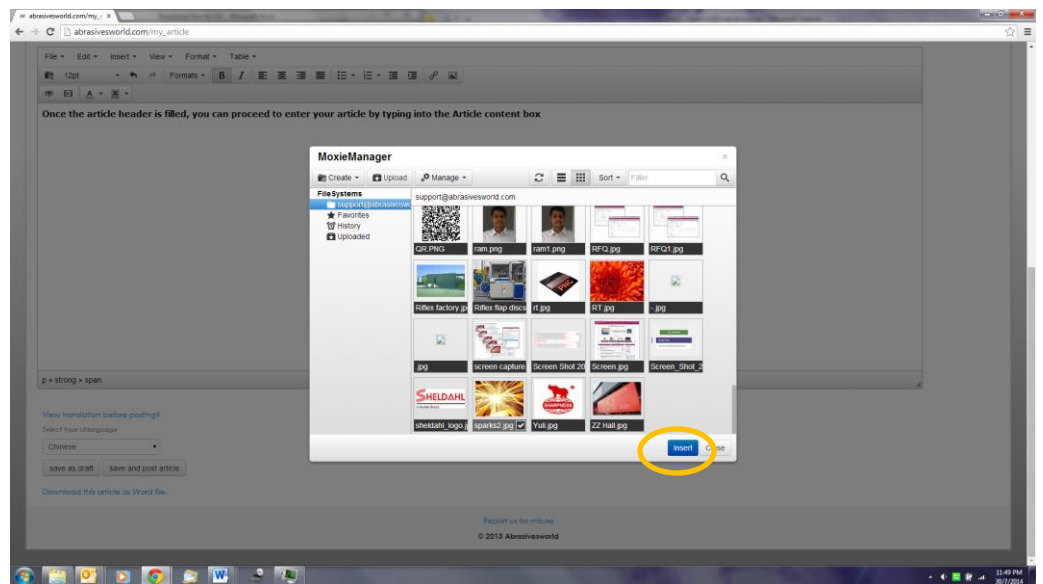
4. You will see a pop out table Upload. Click Add files.

5. This will lead you to your C-drive whereby you can direct the navigator to your image that you wish to upload into the MoxieManager .
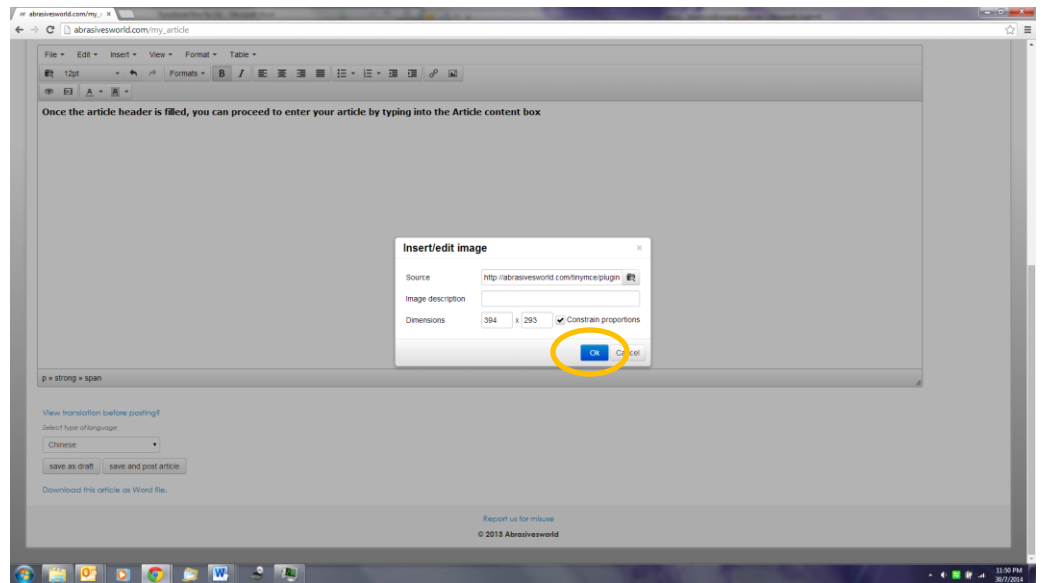
6. Once you have selected your image, click Add files or Upload if you have completed your image selection.

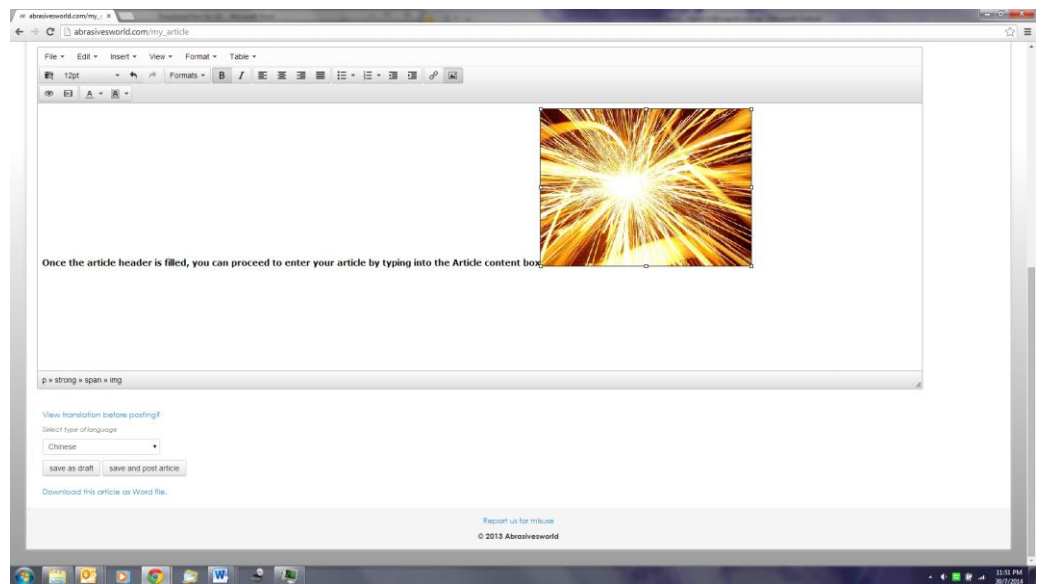7. Once you see that the upload is 100%, Click Close.

8. The image has been uploaded into your MoxieManager. Find your image in MoxieManager and click Insert.


9. You will see a pop out table Insert / edit image. Click OK.

10. The image has been uploaded into the Article Content box. Format the article and image to your liking.


11. You are strongly encouraged to View translation before posting. This will give you an impression of the result and quality of translation based on how your word your article. Select type of language and click View translation before posting?
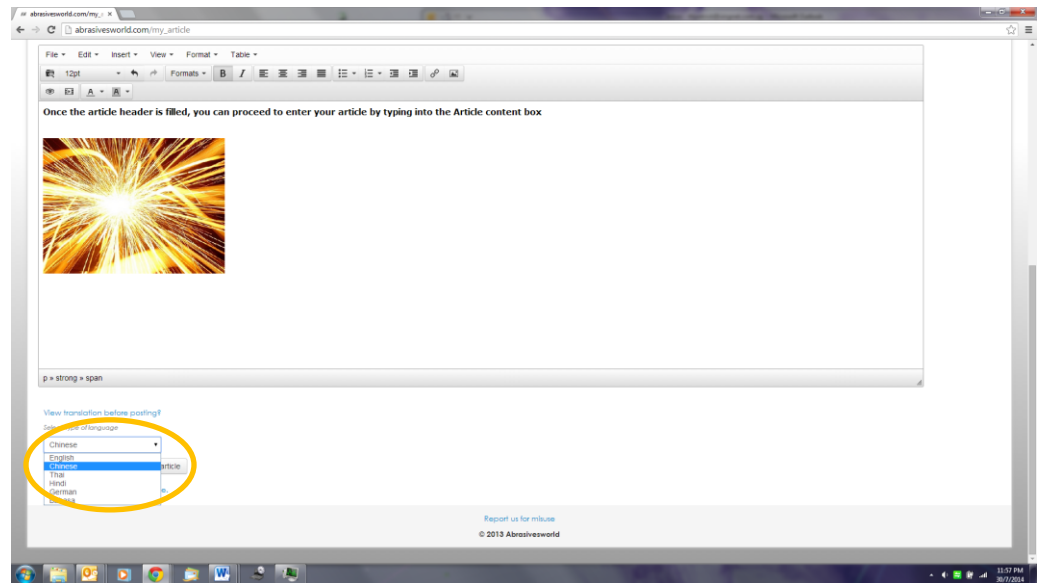
12. The translation engine will make the necessary translation to your selected language. Click close when finish viewing
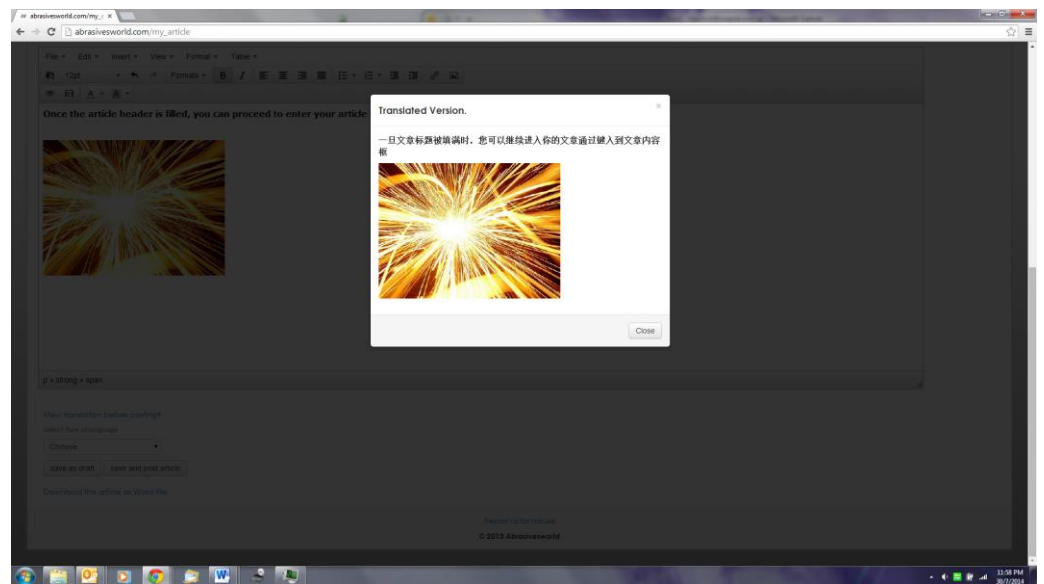

13. You can now decide whether you wish to save as draft or save and post article based on your earlier selected posting method.
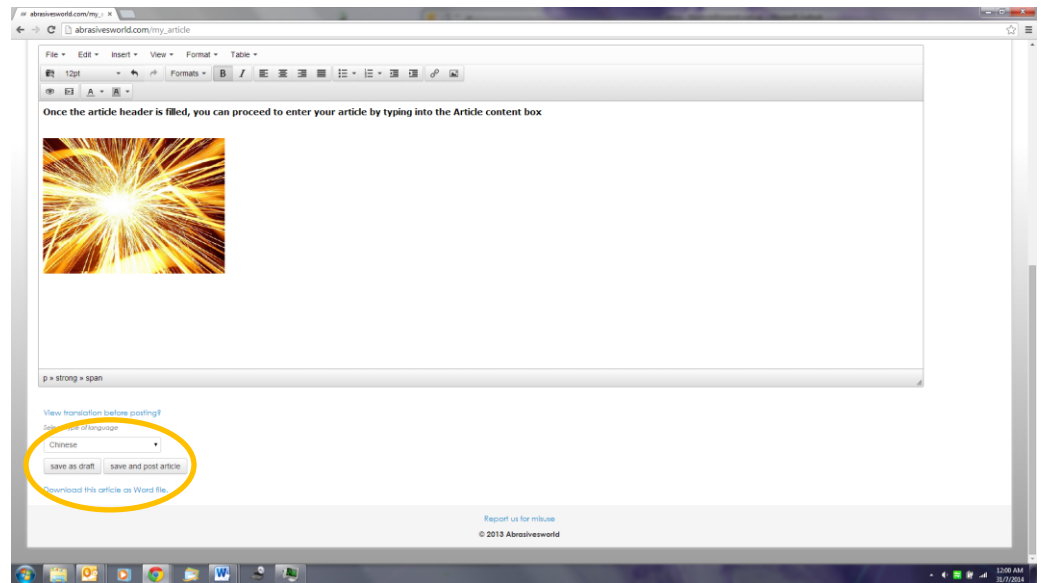
14. If you save and post article, your article will be sent instantly to your desired posting method. A pop out table allows you to confirm if you are ok to post or otherwise.
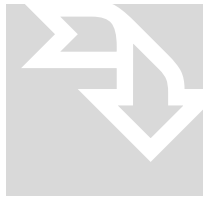

15.
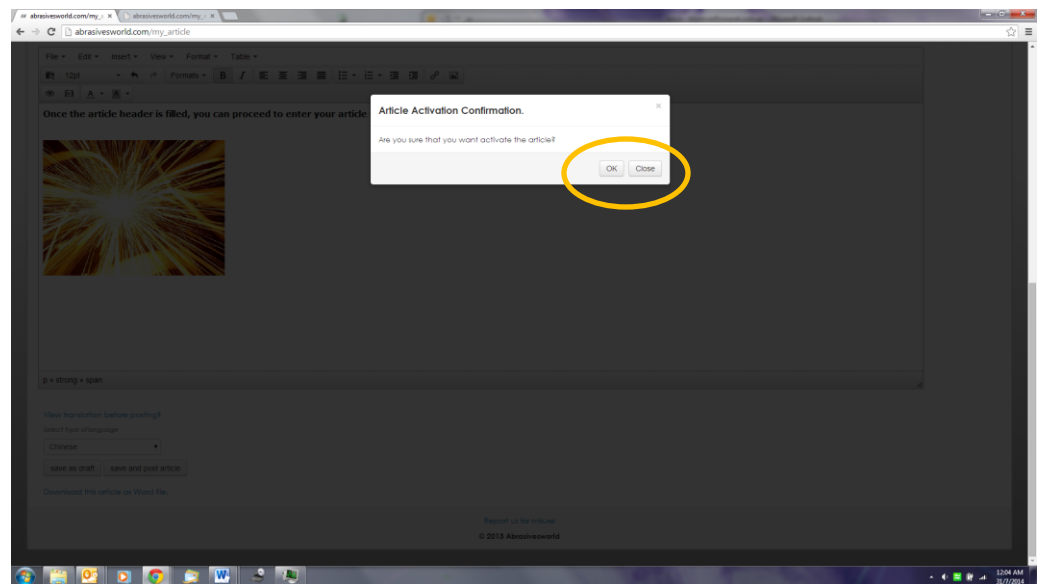
a. If you have selected to post via AbrasivesWorld's homepage, your article (such as below) will be posted instantly.
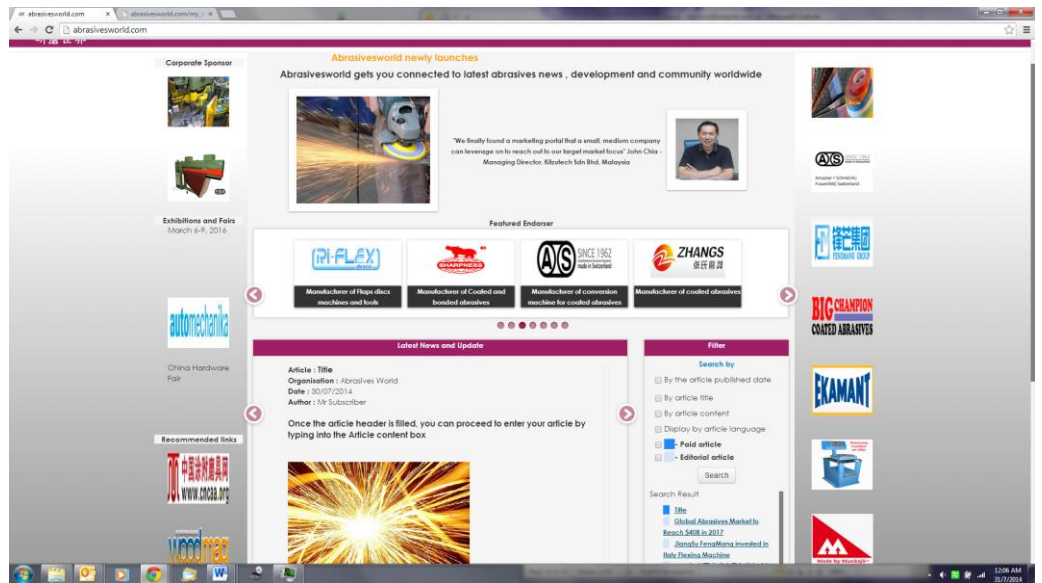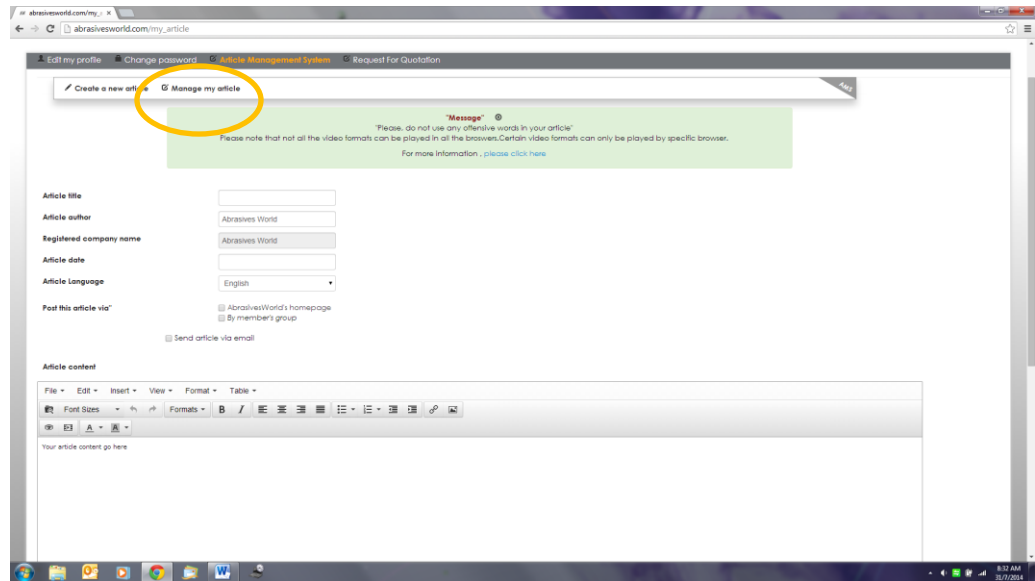
b. If you have selected to post via Send article via email, your article will be viewed as below.
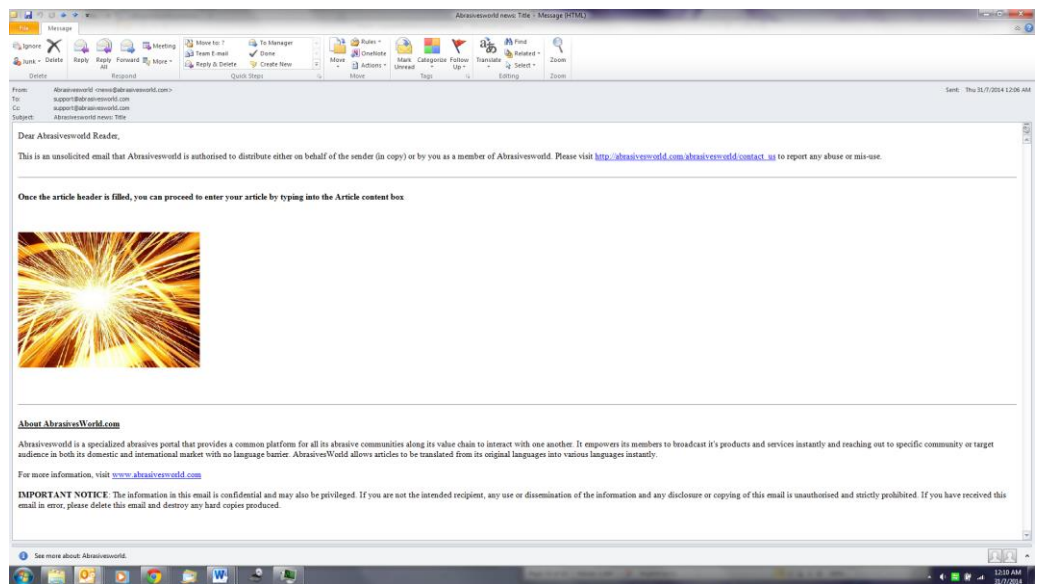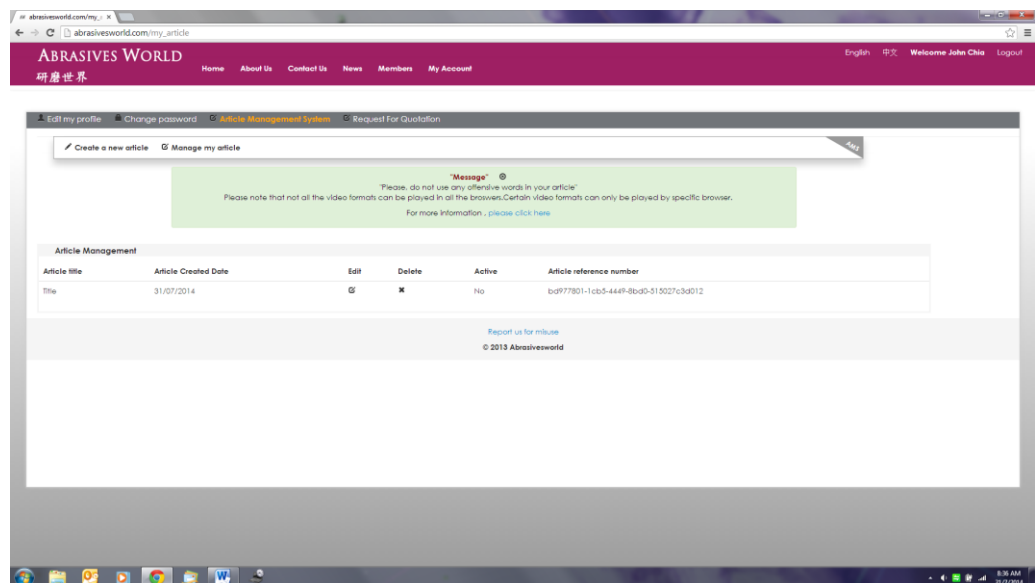
To Manage my article

1. After Login and select Article Management System module (see Login and Select Article Management Module), select Manage my article.
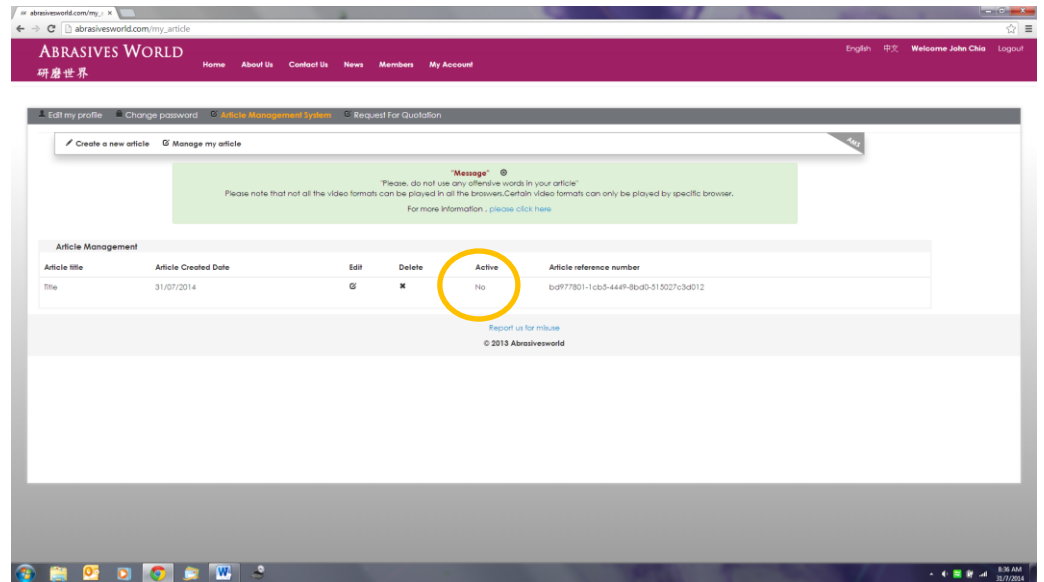

2. If you have created and save any article under Create a new article, this will be displayed under Manage my article as below.
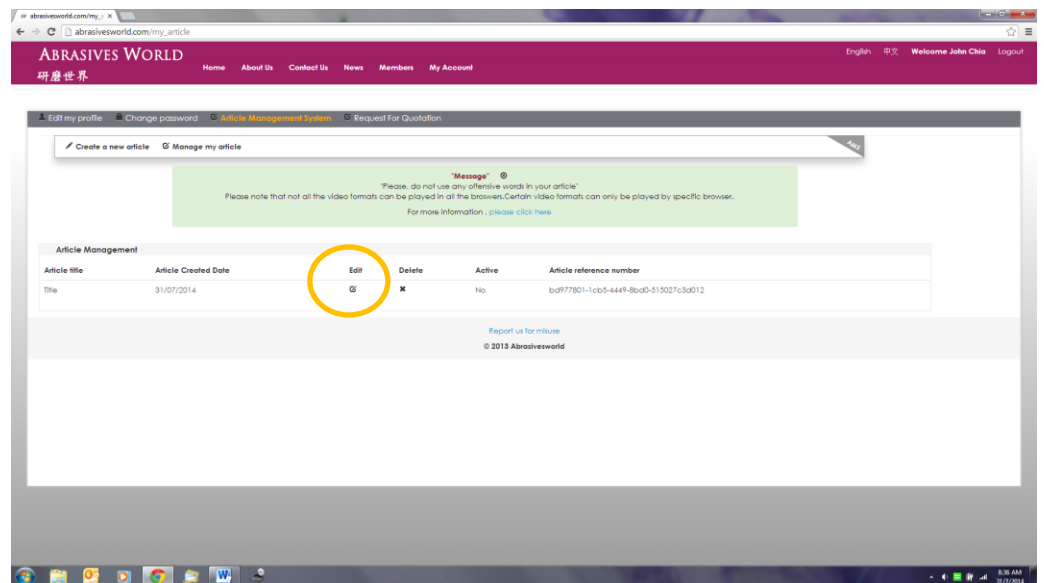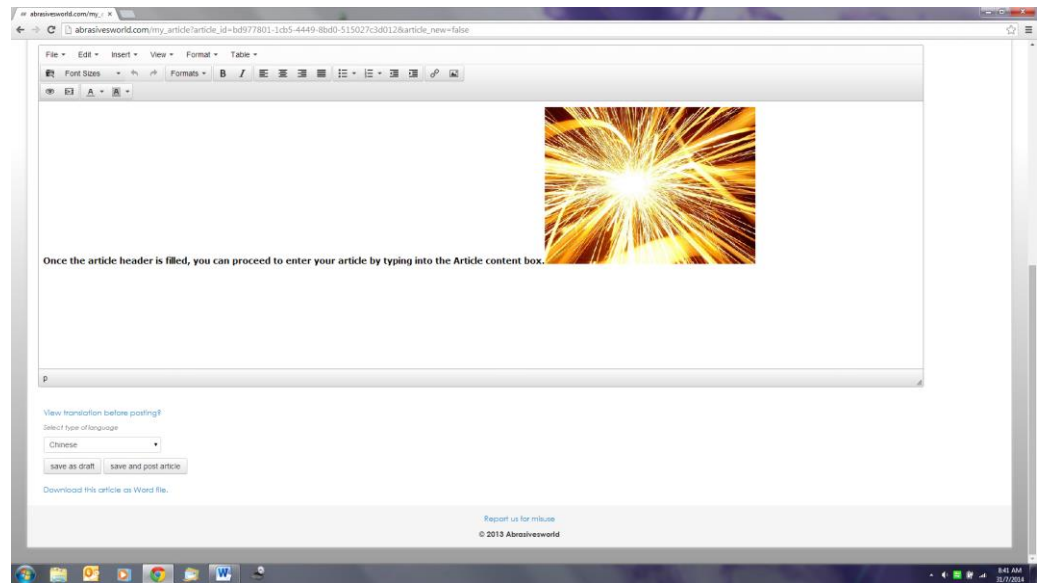
3.   The status bar shows the status of the article. If you see No under Active bar, it means that this article has not been posted.
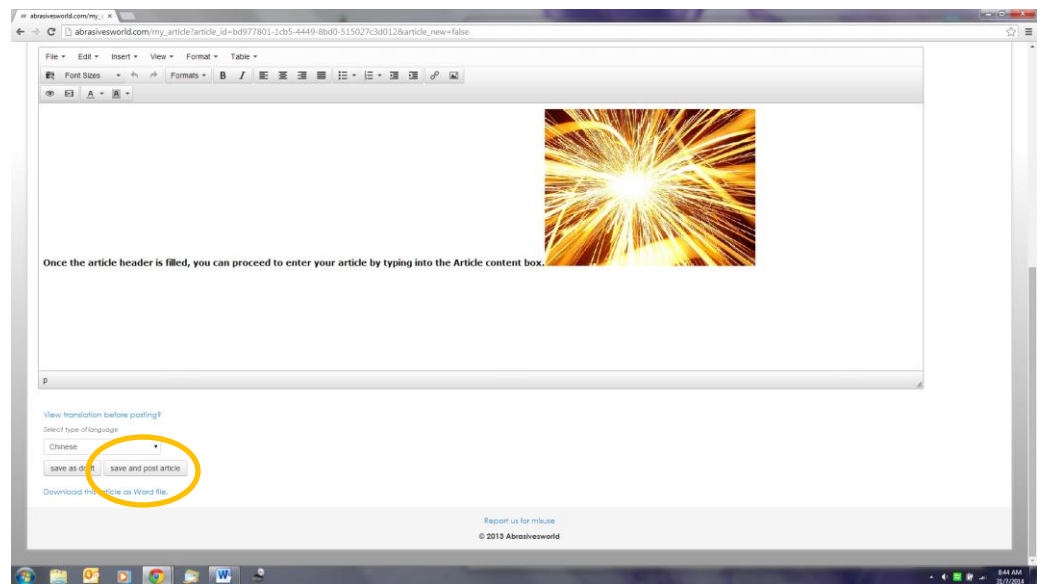

4.   Under this status No, you are allowed to edit by clicking Edit. Once this is done, it will retrieve the saved article and bring you back to the Create a new article.
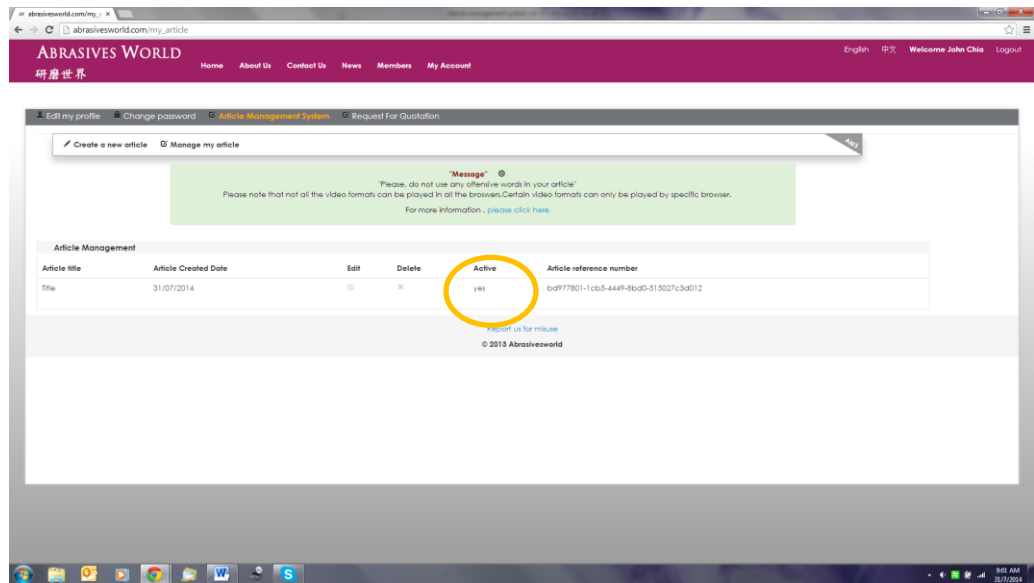
5.   If you decide to post article, please ensure that you have selected the Post this article channel. Click save and post article.

6.   Once your article is posted, the Active status bar changes from No to Yes
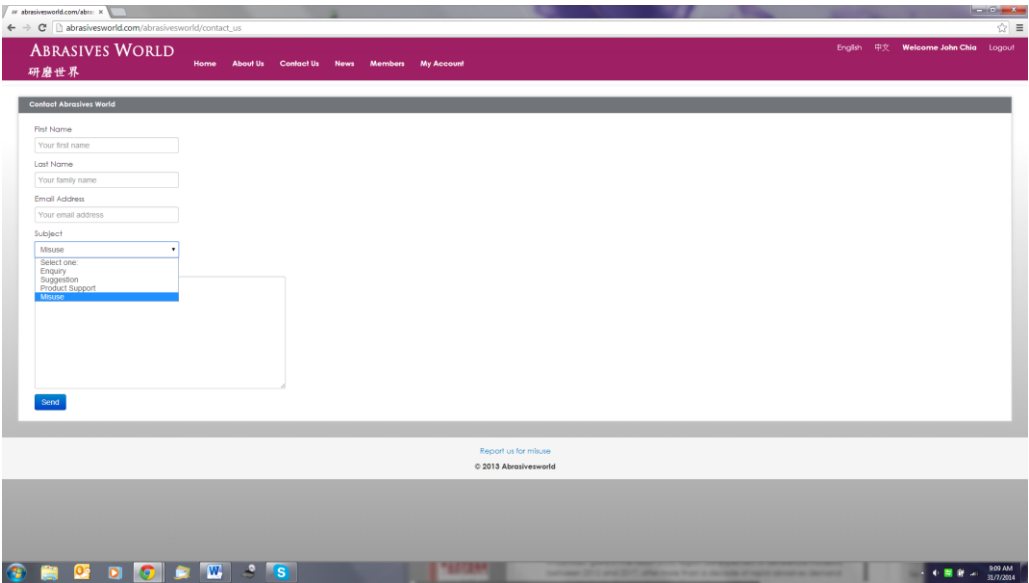
Please note that once your article is posted, you cannot Edit or Delete your article. This is to ensure article integrity once posted.

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