

How to add a generic background article:

Sometimes you'll need to add an additional background article and link to it from the call resources page -- or from some other page on the website. I have created a generic pub type called "General purpose background" that you can use in those situations. As an example, click on the June 14 Background/Information Resource link and then scroll down and click on "Synergistic effects of toxic metals (mercury, lead, aluminum)".

1. Log in.
2. Visit the page from which you plan to link to the background article. Highlight the URL for the page and copy it... You'll need it in a second...
3. Click on "Create new doc" on either the main partnership calls page or on a partnership calls resource page -- it doesn't matter where.
4. Scroll down to the Back link field and paste in the URL from step #2. This will create a "Back" link to enable users to move from this background article back to the page where you plan to create a link to the background article.
5. Now add the title and body and hit "Update Article."
6. You should now see a page with "General Purpose Background" highlighted in red, and the background article you just created should be at the top of the list below. Hover over the "View" link for the article, or click the view link, to get the URL for the new article. Then go to the page from step #2 and add a link to the new article wherever you want. Test the link to the background article; also test the "Back" link that appears at the top of the background article.

NOTE: These generic background articles do not have breadcrumbs because it's impossible to anticipate where in the website you will link to these articles from, and therefor I can't instruct the software what to include an appropriate breadcrumb for these generic articles... hence the presence of the "Back" link to make sure your user has a way to return from whence they came.