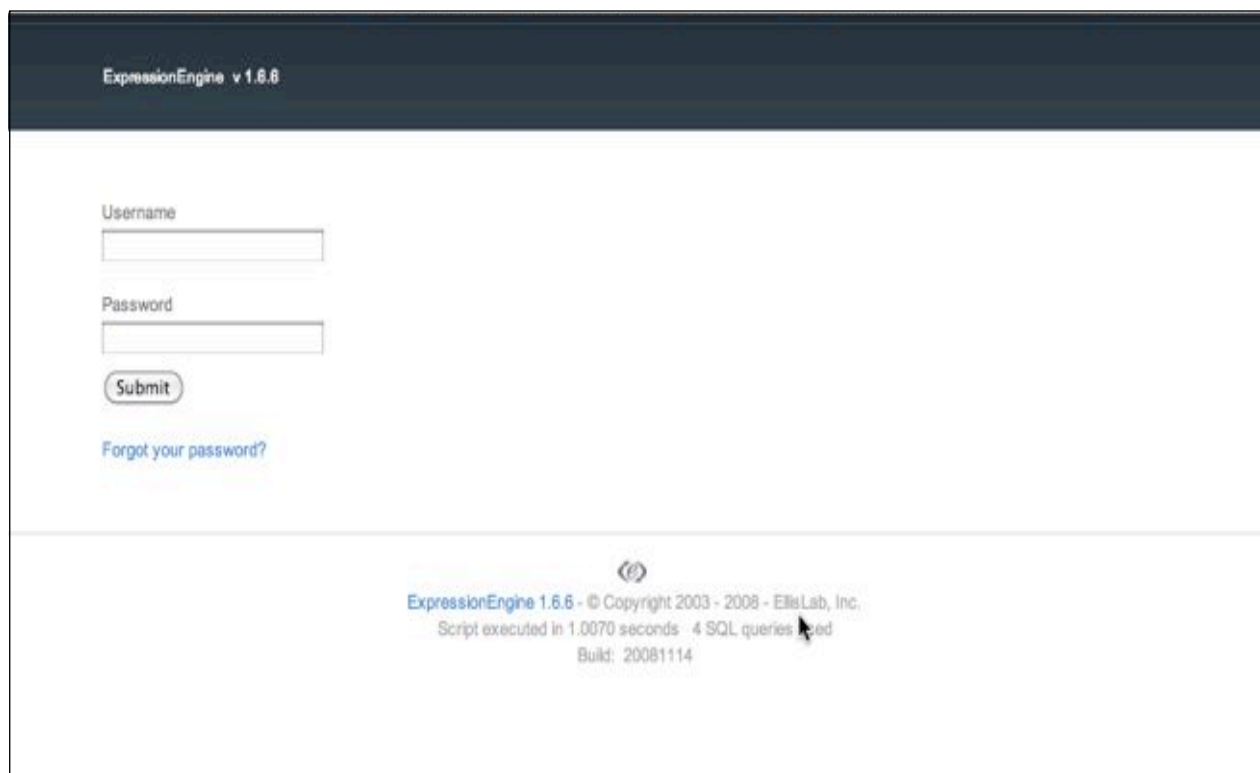


# HOWTO ExpressionEngine Updates

Change Management Systems (CMS) provides a way for system administrators to provide version control, security, and change management to documents. ExpressionEngine is a flexible, feature-rich content management system that empowers thousands of individuals, organizations, and companies around the world to easily manage their websites. The House of God International (HGI) has selected ExpressionEngine as their CMS system for this purpose.

This document will walk you through editing pages within ExpressionEngine. Check with your system administrator for login id and password.

1. Open a web browser to the administration link. (see webmaster for link)




ExpressionEngine v 1.6.6

Username

Password

[Forgot your password?](#)

  
ExpressionEngine 1.6.6 - © Copyright 2003 - 2008 - EllisLab, Inc.  
Script executed in 1.0070 seconds - 4 SQL queries used  
Build: 20081114

2. Enter **Username** and **Password**. (see webmaster for more info)

ExpressionEngine v 1.6.6

Username

Password

[Forgot your password?](#)

ExpressionEngine 1.6.6 - © Copyright 2003 - 2008 - EllisLab, Inc.  
Script executed in 1.0070 seconds - 4 SQL queries used  
Build: 20081114

3. Click on the **Edit** to update existing post.

ExpressionEngine v 1.6.6

My Site | CP Home | User Guide | Log-out | New Tab

Publish | **Edit** | Templates | Communicate | Modules | My Account | Admin

CP Home > Edit Weblog Entries

Edit Weblog Entries

Filter by Weblog: [ ] Filter by Category: [ ] Filter by Status: [ ] Date Range: [ ] Order: [ ] 50 results: [ ]

Keywords:   Exact Match  Search titles only: [ ]

#	Title	View	Comments	Trackbacks	Author	Date	Weblog	Status	
62	<a href="#">Calendar_of_Events "Please Read"</a>	<a href="#">View</a>	<a href="#">(0) View</a>	<a href="#">(0) View</a>	admin	07/10/10 09:10 pm	events	Open	<input type="checkbox"/>
74	<a href="#">Passover &amp; Feast of Unleavened Bread</a>	<a href="#">View</a>	<a href="#">(0) View</a>	<a href="#">(0) View</a>	admin	03/29/10 04:49 pm	events	Open	<input type="checkbox"/>
73	<a href="#">Hotel rates Mothers Assembly</a>	<a href="#">View</a>	<a href="#">(0) View</a>	<a href="#">(0) View</a>	admin	02/05/10 05:00 am	news	Open	<input type="checkbox"/>
72	<a href="#">2010 National Mothers Board Meeting on March 5-6</a>	<a href="#">View</a>	<a href="#">(0) View</a>	<a href="#">(0) View</a>	admin	01/22/10 01:30 am	news	Open	<input type="checkbox"/>
71	<a href="#">Upcoming Mother's Board Conference (Ushers)</a>	<a href="#">View</a>	<a href="#">(0) View</a>	<a href="#">(0) View</a>	admin	01/12/10 05:16 pm	news	Open	<input type="checkbox"/>
70	<a href="#">2010 YPU Announcement</a>	<a href="#">View</a>	<a href="#">(0) View</a>	<a href="#">(0) View</a>	admin	01/02/10 12:19 pm	news	Open	<input type="checkbox"/>
69	<a href="#">ALL ROADS LEAD TO DALLAS</a>	<a href="#">View</a>	<a href="#">(0) View</a>	<a href="#">(0) View</a>	admin	12/18/09 06:41 pm	events	Closed	<input type="checkbox"/>
68	<a href="#">Ushers: National YPU Conference</a>	<a href="#">View</a>	<a href="#">(0) View</a>	<a href="#">(0) View</a>	admin	12/14/09 10:48 am	news	Open	<input type="checkbox"/>

4. Click on the link that needs editing; in this case I will use item 74.

The screenshot shows a web editor interface for editing an event entry. At the top, there is a breadcrumb trail: "CP Home > Edit > Edit entry > Events". Below this is a navigation bar with tabs: "Publish Form", "Date", "Categories", "Options", "Trackbacks", "Pings", "Pages", and "Show All".

The main editing area is divided into several sections:

- Title:** A text input field containing "Passover & Feast of Unleavened Bread". To the right are buttons for "Preview", "Quick Save", and "Update".
- URL Title:** A text input field containing "passover\_feast\_of\_unleavened\_bread". To the right is an "Upload File" button.
- Button Mode:** A dropdown menu set to "Guided". Below it is a toolbar with icons for bold, italic, underline, strikethrough, link, email, image, and close all.
- Event Summary:** A section with instructions: "This is a truncated version of the Event Description. This is meant to be a preview of the event description. Please keep this information minimal. Thanks". The text area contains: "Passover begins March 29 at evening. First Sabbath, <b>begins sundown</b>:Monday, Mar 29 <b>ends sundown</b>:Tuesday, Mar 30 Second Sabbath, <b>begins sundown</b>: Sunday, Apr 4 <b>ends sundown</b>:Monday, Apr 5". Below the text area are links for "Check Spelling", "Glossary", "Smileys", and a "Formatting" dropdown set to "XHTML".
- Event Location:** A section with instructions: "Where is the event taking place?". The text area is empty. Below the text area are links for "Check Spelling", "Glossary", "Smileys", and a "Formatting" dropdown set to "XHTML".
- Event Type:** A section with instructions: "This is the type of event that is taking place". A dropdown menu is set to "Feast Day". Below the dropdown are links for "Check Spelling", "Glossary", "Smileys", and a "Formatting" dropdown set to "XHTML".
- Event Description:** A section with instructions: "Describe the event. Include time and date.". The text area contains: "Passover begins March 29 at evening. First Sabbath, <b>begins sundown</b>:Monday, Mar 29 <b>ends sundown</b>:Tuesday, Mar 30 Second Sabbath, <b>begins sundown</b>: Sunday, Apr 4 <b>ends sundown</b>:Monday, Apr 5".

5. Enter the information in both **Event Summary** and **Event Description** section. Press **Update** to release to site.

6. A confirmation page will appear to show that item has been updated.

The screenshot shows the ExpressionEngine v1.6.6 interface. At the top, there is a navigation bar with links for 'My Site', 'CP Home', 'User Guide', 'Log-out', and 'New Tab'. Below this is a secondary navigation bar with tabs for 'Publish', 'Edit', 'Templates', 'Communicate', 'Modules', 'My Account', and 'Admin'. The 'Edit' tab is active. The main content area displays a confirmation message: 'Entry Has Been Updated'. Below this, the title of the entry is 'Passover & Feast of Unleavened Bread'. The entry content is repeated twice: 'Passover begins March 29 at evening. First Sabbath, begins sundown:Monday, Mar 29 ends sundown:Tuesday, Mar 30. Second Sabbath, begins sundown: Sunday, Apr 4 ends sundown:Monday, Apr 5. Feast Day. Passover begins March 29 at evening. First Sabbath, begins sundown:Monday, Mar 29 ends sundown:Tuesday, Mar 30. Second Sabbath, begins sundown: Sunday, Apr 4 ends sundown:Monday, Apr 5'. Below the entry content, there are links for 'Edit This Entry', 'View Comments (0)', and 'View Trackbacks (0)'. At the bottom of the page, there is a footer with the ExpressionEngine logo, version '1.6.6', copyright information '© Copyright 2003 - 2008 - EllisLab, Inc.', and technical details: 'Script executed in 0.2961 seconds 14 SQL queries used' and 'Build: 20081114'.

Go to you site to view update; contact webmaster if you run into any problems.