Creating and editing content

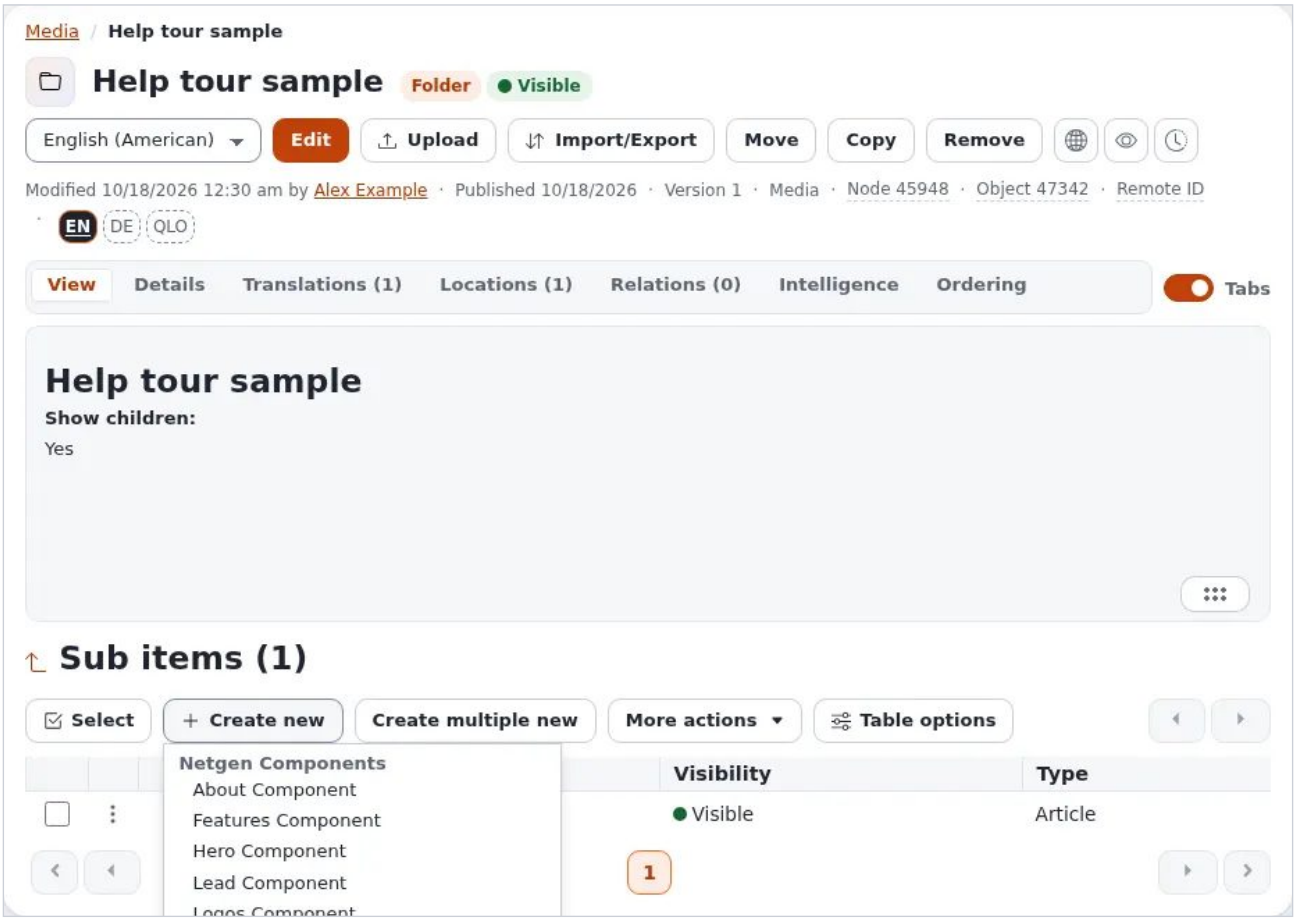
Create a new item, edit an existing one, use the rich text editor and relations, and move, copy or edit many items at once.

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https://doc.exponential.earth/learninminutes/exphelp/viewer/help/editing-content.md

This page is for editors. It explains how to create a new item, how to change an existing one, what the parts of the edit form do, and how to move, copy or change many items at once. Publishing, drafts and versions have a page of their own: Publishing, versions and the trash.

Create a new item

1. Open the place where the new item belongs, for example a folder (see Searching or the tree in the left column).
2. Under **Sub items**, press **Create new**. A list of the content types you may create here opens, in groups.
3. Choose the type, for example **Article** or **Folder**. The edit form opens with an empty draft.
4. Fill in the fields and press **Send for publishing**.



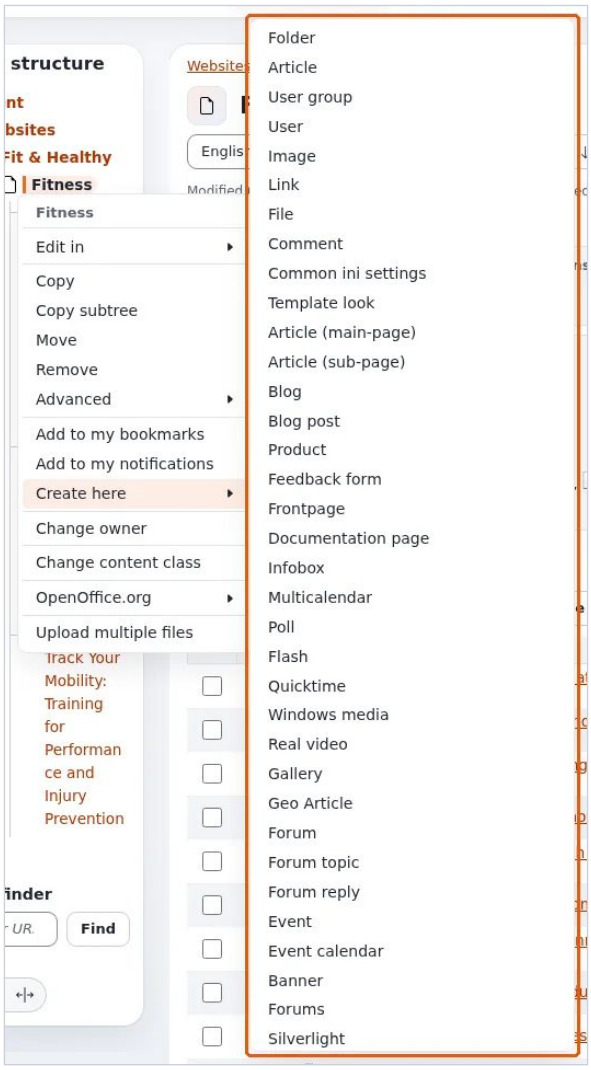
The Create new list of a folder

Other ways to the same result:

- The menu of an item in the tree (click the icon in front of its name) has **Create here**, with

the same list.

- **Create multiple new** opens one form in which you fill in several new items below the same place at once.



The menu of the Fitness folder in the tree with Create here open, listing the content types that can be created there

If you leave the form with **Discard draft**, the new item is not created at all.

Edit an item

1. Open the item.
2. If the item exists in more than one language, choose the language in the list next to **Edit** first.
3. Press **Edit**. The edit form opens with a new draft, a copy of the published version.
4. Change what you need and press **Send for publishing**.

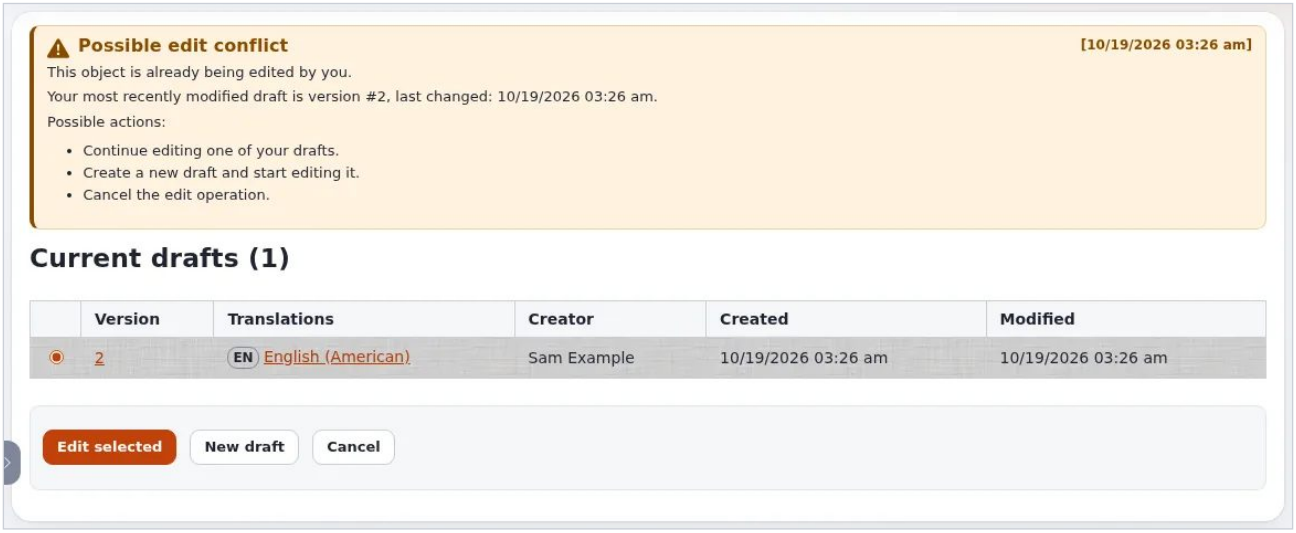


An article's page with the language list and the Edit button next to it outlined

You can also choose **Edit in** from the item's menu in the tree, or tick items in a list and choose **Edit selected** (see Many items at once).

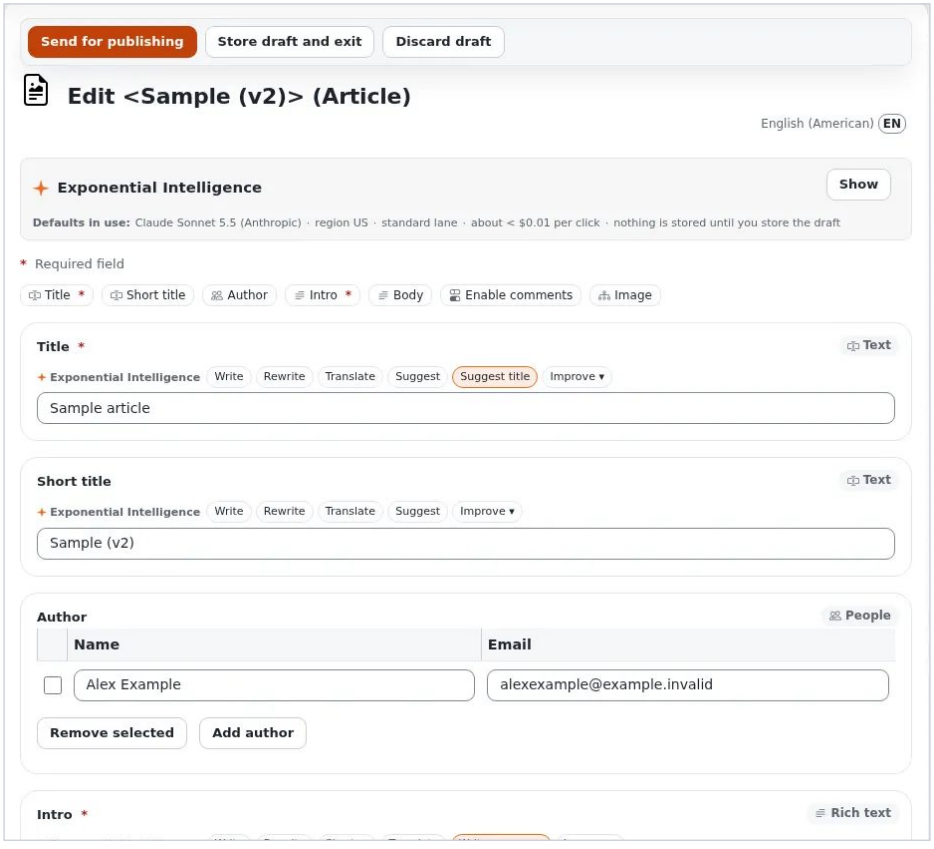
When someone else is editing

If you or someone else already has a draft of the item, the page **Possible edit conflict** appears first. It lists the drafts with their creator and time. You can continue one of **your** drafts (select it and press **Edit selected**), start a **New draft** from the published version, or **Cancel**. A draft of someone else cannot be edited; talk to that person, or make a new draft.



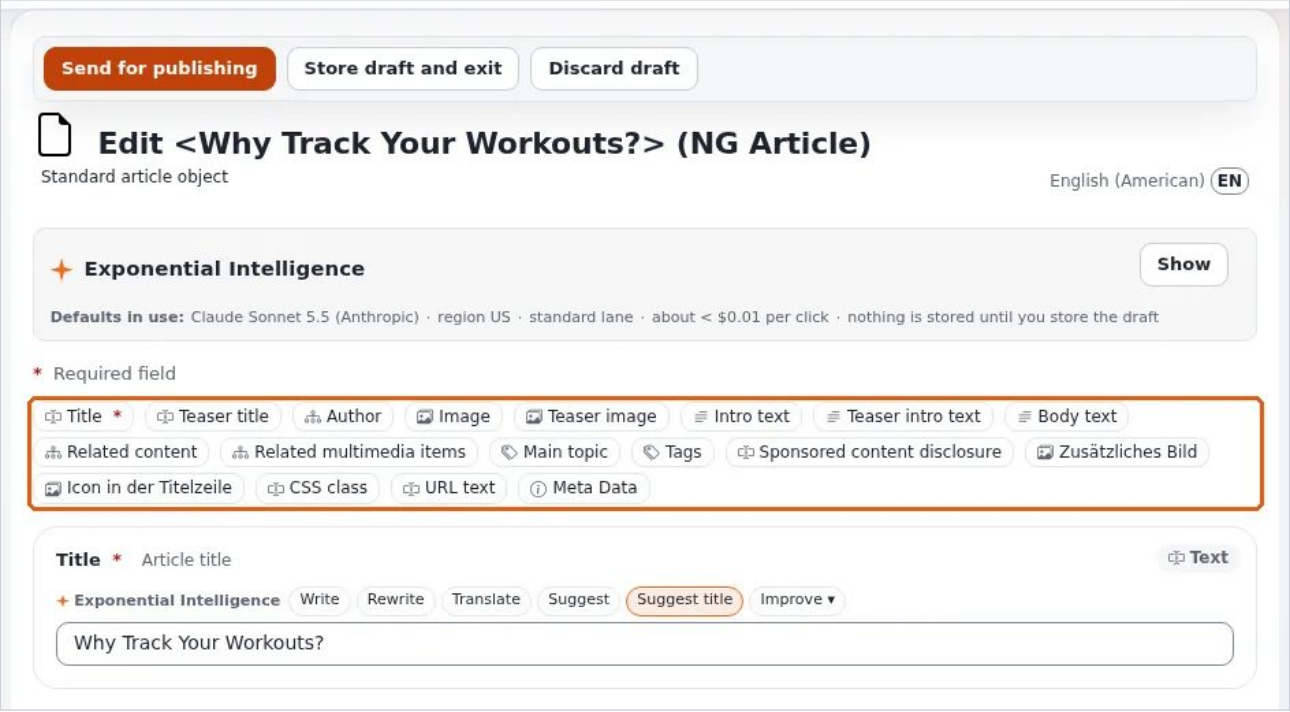
The page Possible edit conflict listing an existing draft with its creator and time, and the buttons Edit selected, New draft and Cancel

The edit form



The edit form of an article

- **The buttons at the top**: **Send for publishing** publishes the draft; **Store draft and exit** keeps the draft and leaves the form; **Discard draft** throws the draft away (after you confirm) and keeps the published version as it was. Some sites also offer **Publish without notification**, which publishes without e-mailing the people who follow that part of the site.
- **The title line** names the item and its type, and the language you are editing, for example *English (American)*.
- **The field bar**: one button per field (*Title*, *Short title*, *Intro* ...); a click jumps to that field. A red `*` marks a **required** field: the draft cannot be published while it is empty.
- **The fields** follow, each with its type in the corner (*Text*, *Rich text*, *People*, *Relation* ...). If a field is wrong when you publish, the form comes back with a message at the top and at the field.
- **The left column** shows the item's numbers and dates, the draft you are working on, **Manage versions** and **Preview** (see the draft as it will look), the existing translations, and the **section** the item belongs to.

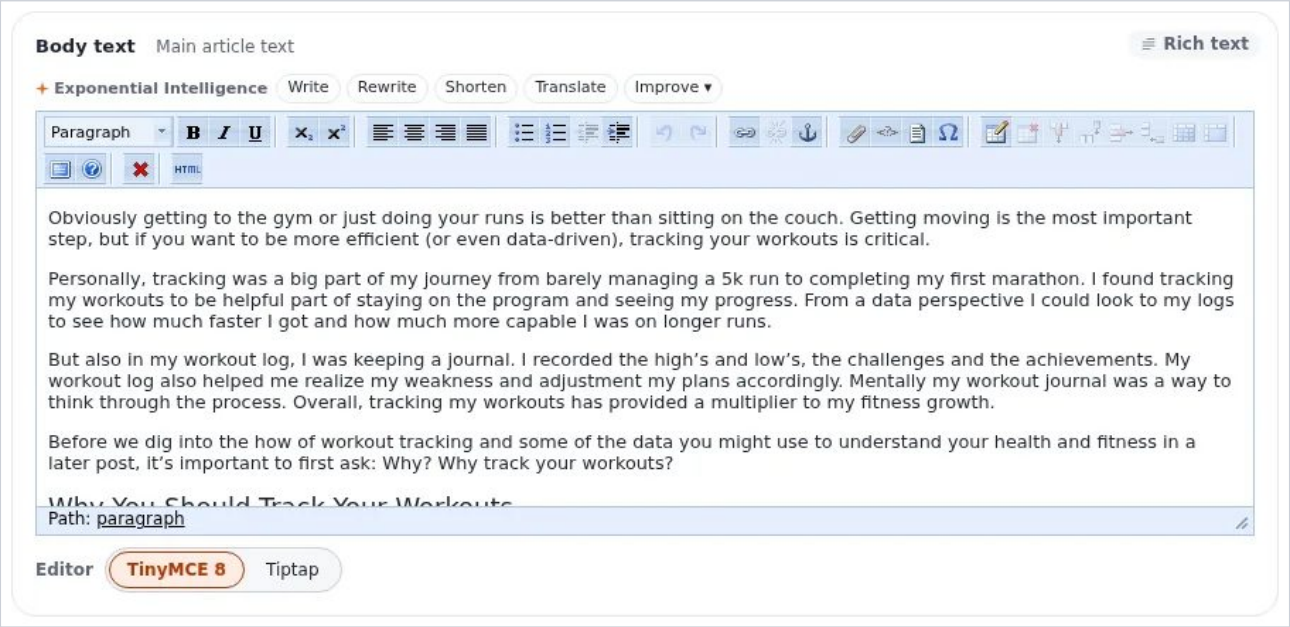


The edit form of an article with the field bar outlined: one button per field, a red star marks the required Title

The draft is saved automatically every few minutes while you work, so a closed browser tab costs little. Pressing Enter in a one-line field is the same as pressing **Send for publishing**.

Rich text

Rich text fields (such as *Intro* and *Body*) have an editor with a toolbar: paragraph styles, bold, italic, lists, links, tables, special characters, **Embed object** (an image or another item inside the text), **Fullscreen** and **Source code**. Under the field you can switch between the editors your site offers, for example **TinyMCE 8** and **Tiptap**. The **Help** button of TinyMCE lists its keyboard shortcuts.



The Body text field of an article with the rich text toolbar and the editor switch below the text

Relations and images

A field of the type *Relation* (such as *Image* of an article) links to other items. Its buttons:

- **Add existing** (or **Add an existing object**) opens a browser in which you pick an item that is already there;
- **Upload new** (or **Upload a file**) uploads a file from your computer, creates an item from it, and links it.

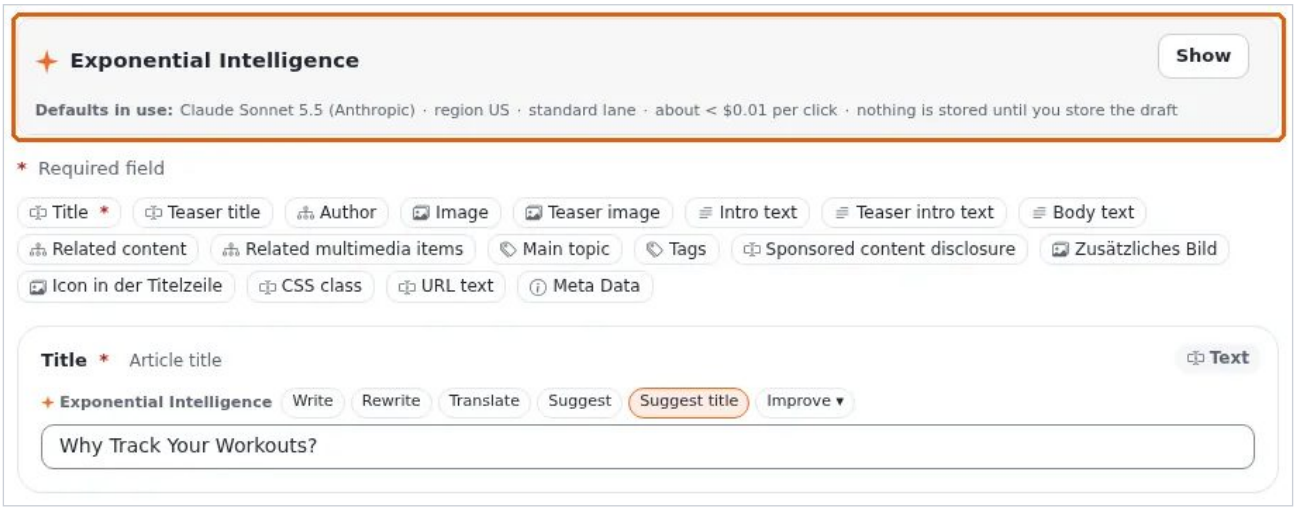


A relation field in the edit form with the buttons Add existing objects and Upload a file outlined

Images need an **alternative text**, a short description for people who cannot see the image. Where the site requires it, the image field is marked **Alternative image text (required)** and the upload dialogs ask for it.

Exponential Intelligence

If your site has the writing assistant switched on, each text field shows **Exponential Intelligence** with buttons such as **Write**, **Rewrite**, **Translate**, **Suggest** and **Improve**. Its suggestions change nothing until you accept them and store the draft. The box at the top of the form says which service it uses and what a click costs.

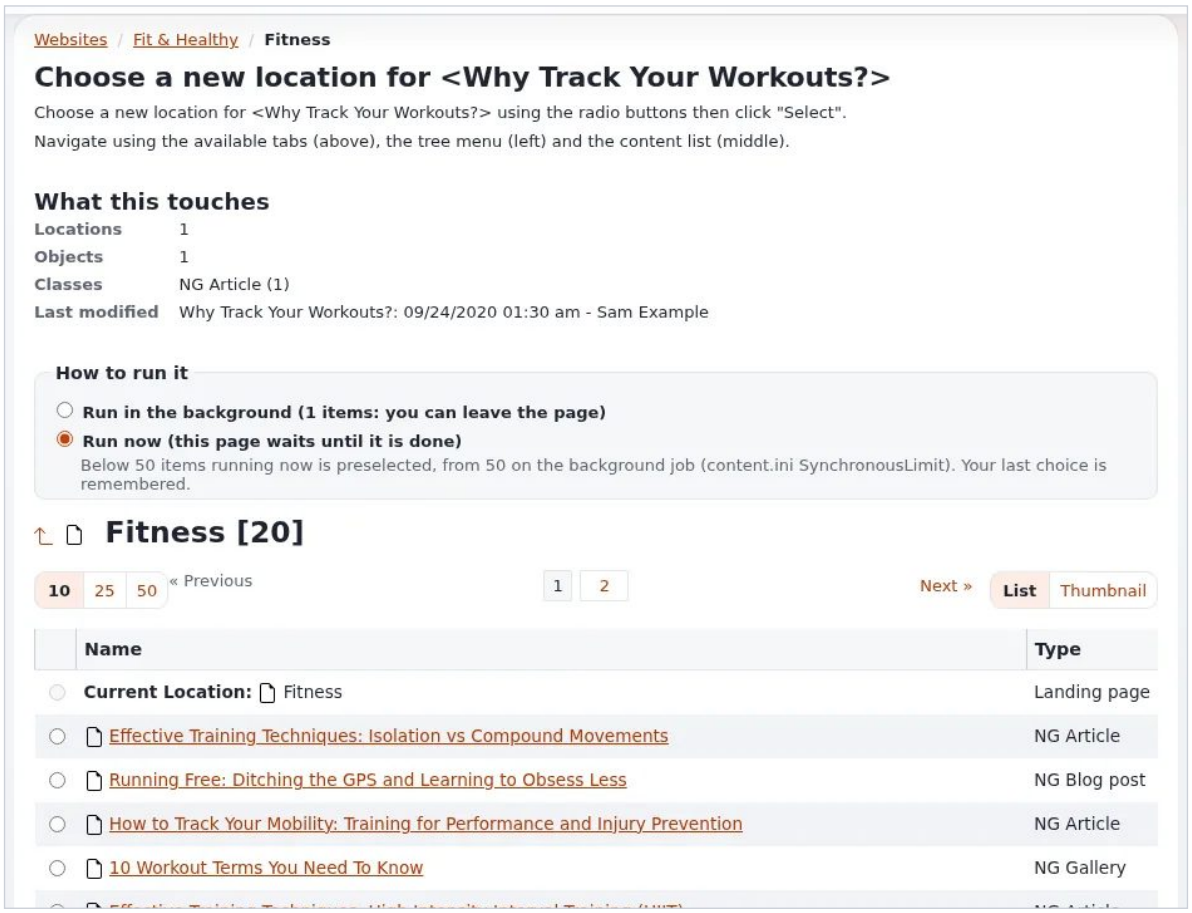


The Exponential Intelligence box at the top of the edit form and the Write, Rewrite, Translate, Suggest and Improve buttons of the Title field

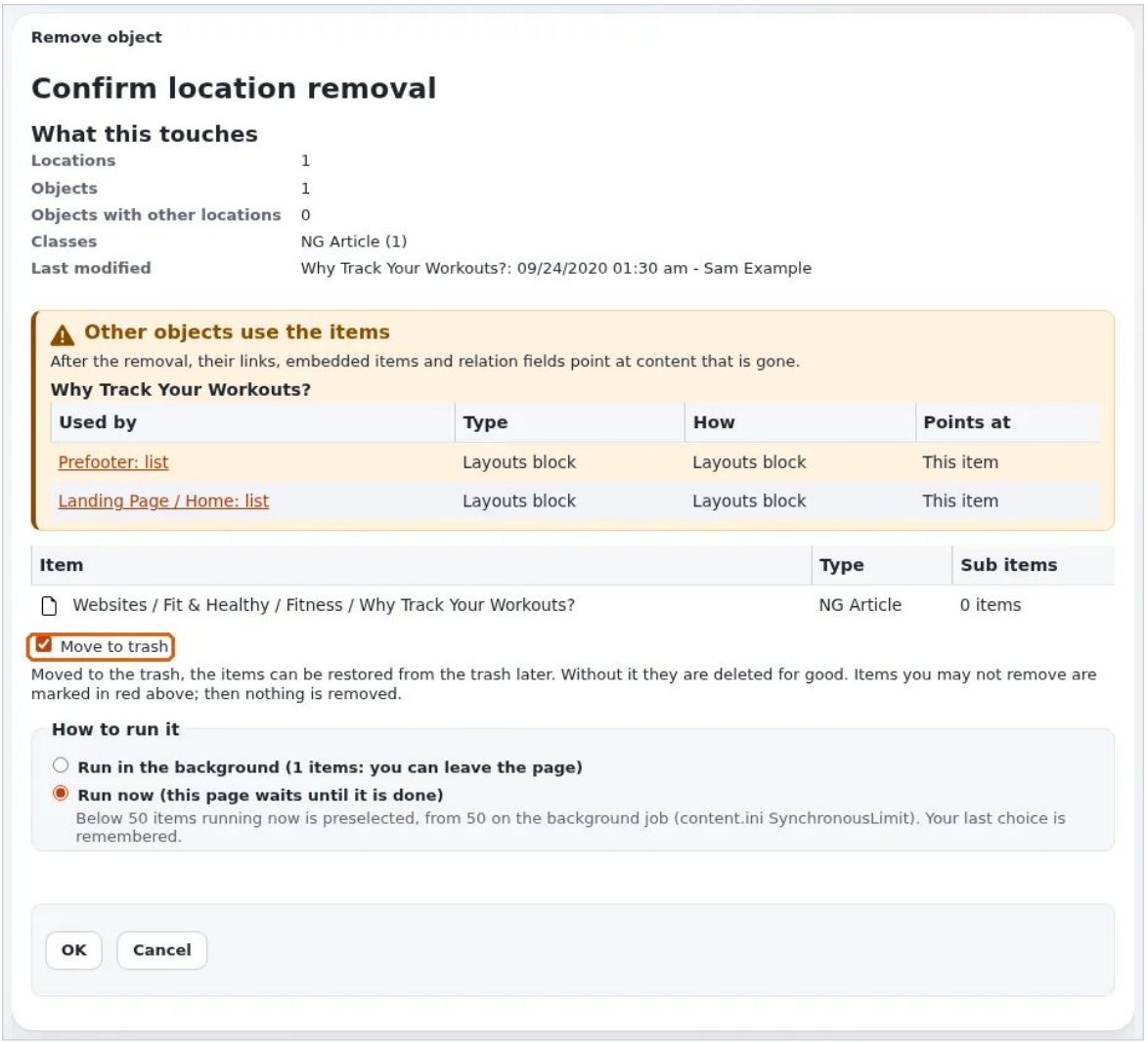
Move, copy and remove

On the item's page:

- **Move** places the item somewhere else: choose the new parent in the browser that opens.
- **Copy** makes a copy of the item in a place you choose. The item's menu in the tree also has **Copy subtree**, which copies the item with everything below it.
- **Remove** moves the item to the trash, after a confirmation. See Publishing, versions and the trash.



Moving an article: the page Choose a new location lists the places to choose from with a radio button each

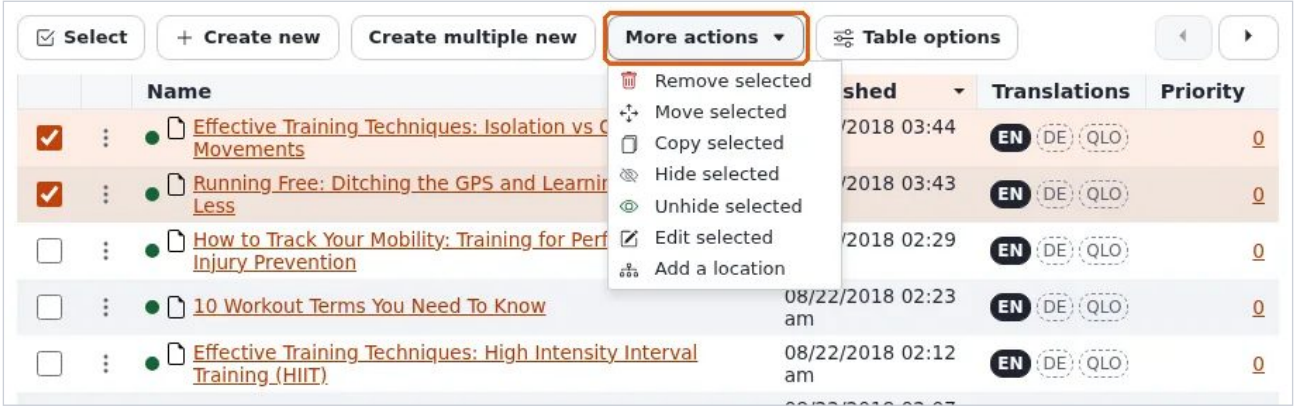


The removal confirmation: what the removal touches, other items that use this one, and the Move to trash option outlined

A button you may not use is grayed out; pointing at it says why.

Many items at once

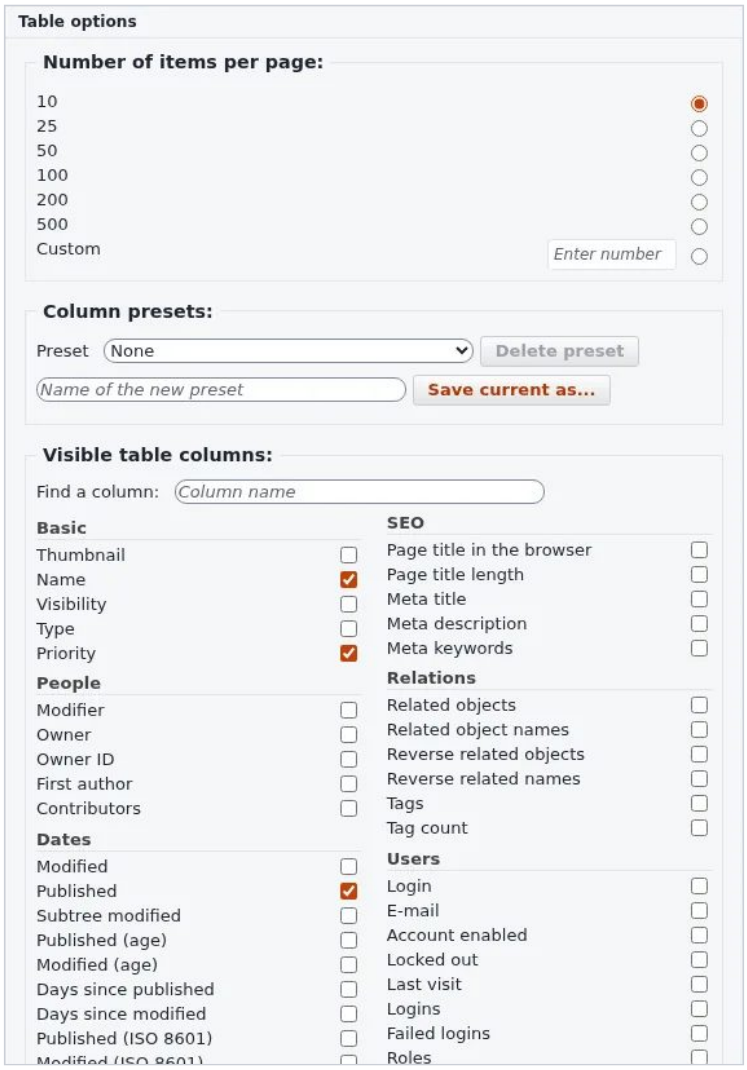
In the **Sub items** list of a folder, tick the items with the checkboxes (or use **Select** to select all, none or the opposite), then open **More actions**:



Two items ticked in a Sub items list and the More actions menu open with Remove, Move, Copy, Hide, Unhide

and Edit selected and Add a location

- **Edit selected**: one form with all the selected items; publish them together;
- **Remove selected**, **Move selected**, **Copy selected**;
- **Hide selected** and **Unhide selected**;
- **Add a location**: the items also appear in another place, without being copied.



The Table options of a Sub items list: items per page, column presets, the visible columns and Export CSV

Table options chooses, orders and saves the columns of the list, sets how many rows a page shows (10, 25, 50 or 100) and exports the visible columns as a CSV file. When the list is sorted by priority, the grip at the start of each row changes the order by dragging (or with the keyboard, see Keyboard shortcuts).

Learn more

- The content model and editing content, the full guide for editors and site builders.
- Publishing, versions and the trash
- Images, media and uploads
- Languages, for translating an item.

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