

Editing an existing text box and adding pictures (importing and selecting images)

IMCOM Enterprise Web CMS

Tutorial 1

Version 1.2

Contents and general instructions

PAGE:

3. First steps
4. Editing text
- 5. To add a photo**
- 6. To IMPORT a photo**
- 7. To SELECT a photo**
- 8. For either IMPORT or SELECT**
9. Editing a photo on a page
10. Finishing

General instructions:

This is the first tutorial. It assumes you have an account and can log in.

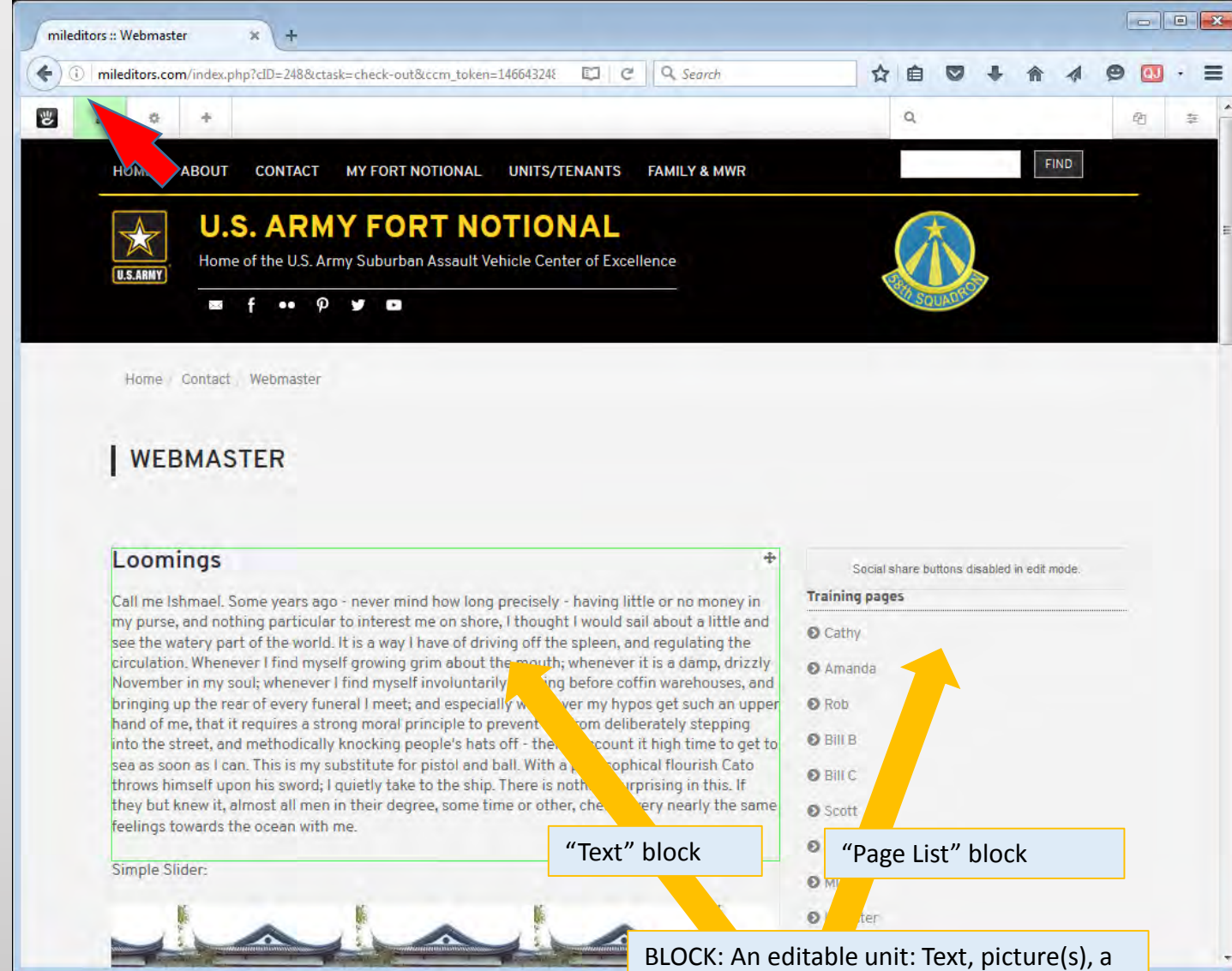
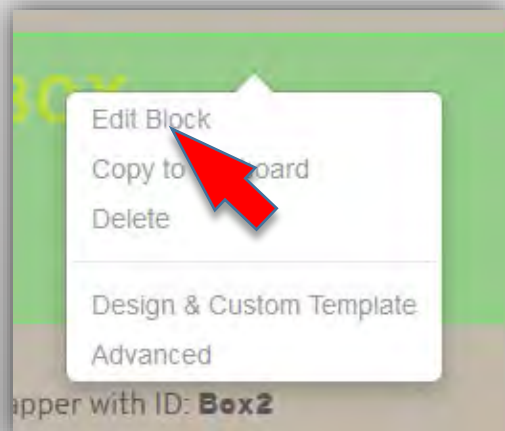
IMCOM GUIDELINES:

The dark gray boxes are policy reminders.

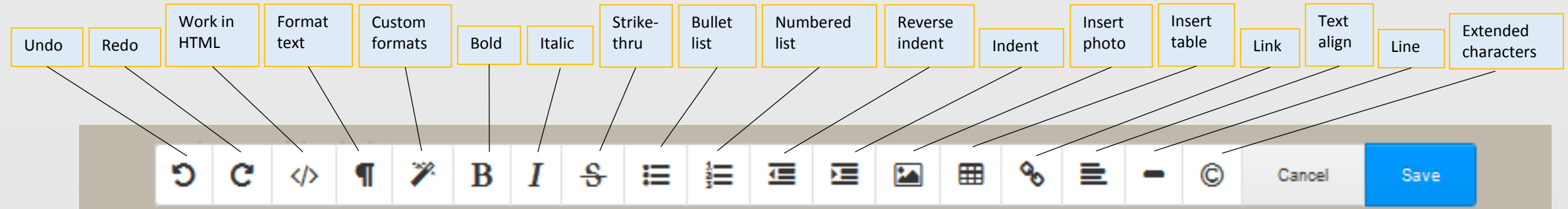
Blue boxes offer helpful explanations

First steps

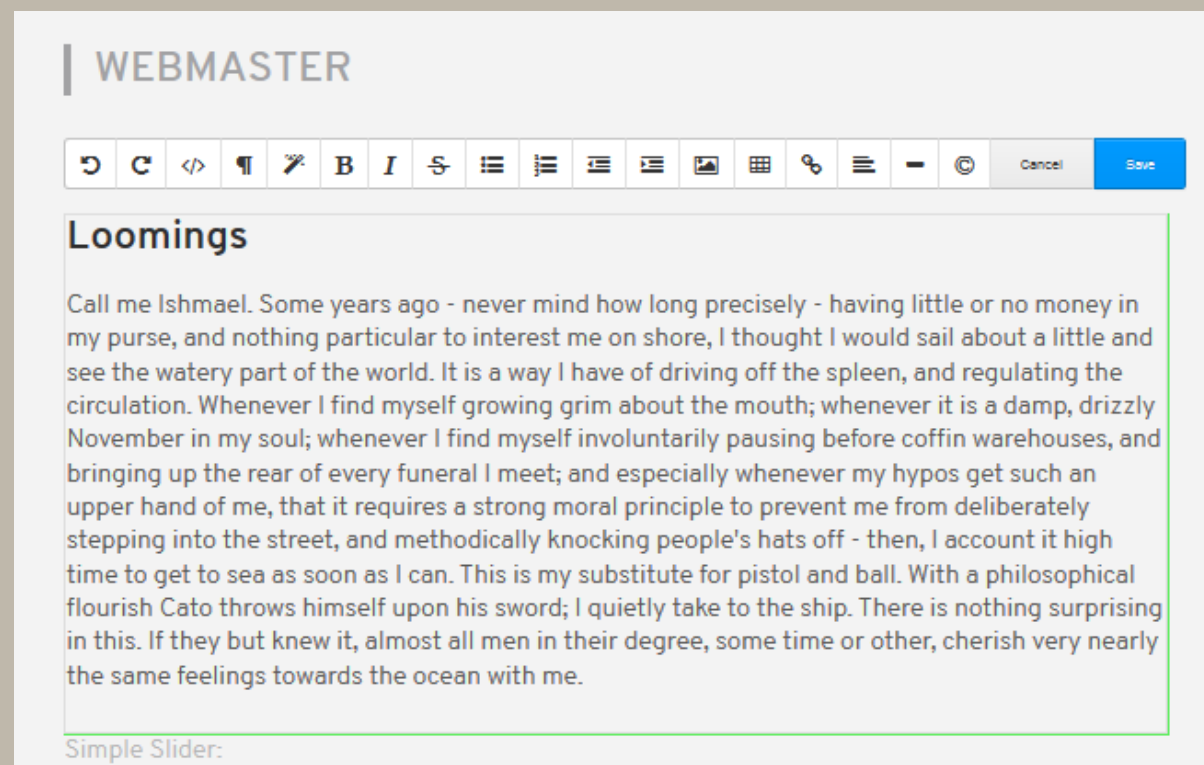
- To edit a page, first click the pencil icon. Wait until the lines surrounding the different **blocks** appear
- Hover over the one you want to edit; in this case, it's "Loomings," a Text block.
- Click it and it will highlight. An action menu will appear.
- Click "Edit Block"



BLOCK: An editable unit: Text, picture(s), a calendar, etc. They can be dragged and dropped onto your page – Another tutorial.



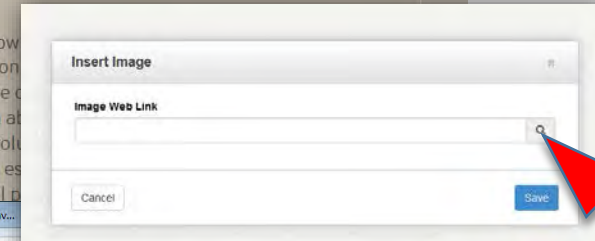
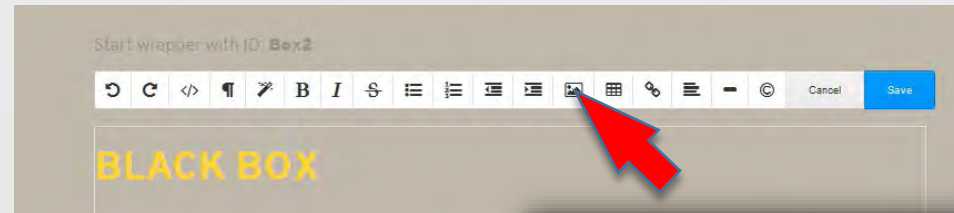
- Make your corrections and add copy. The Text block works like a simple word processor. Simply type, paste, cut, etc. as you would in MS Word. Except for the background in some instances and active content like photo sliders, what you see is what you will get.
- As always, save as you go.



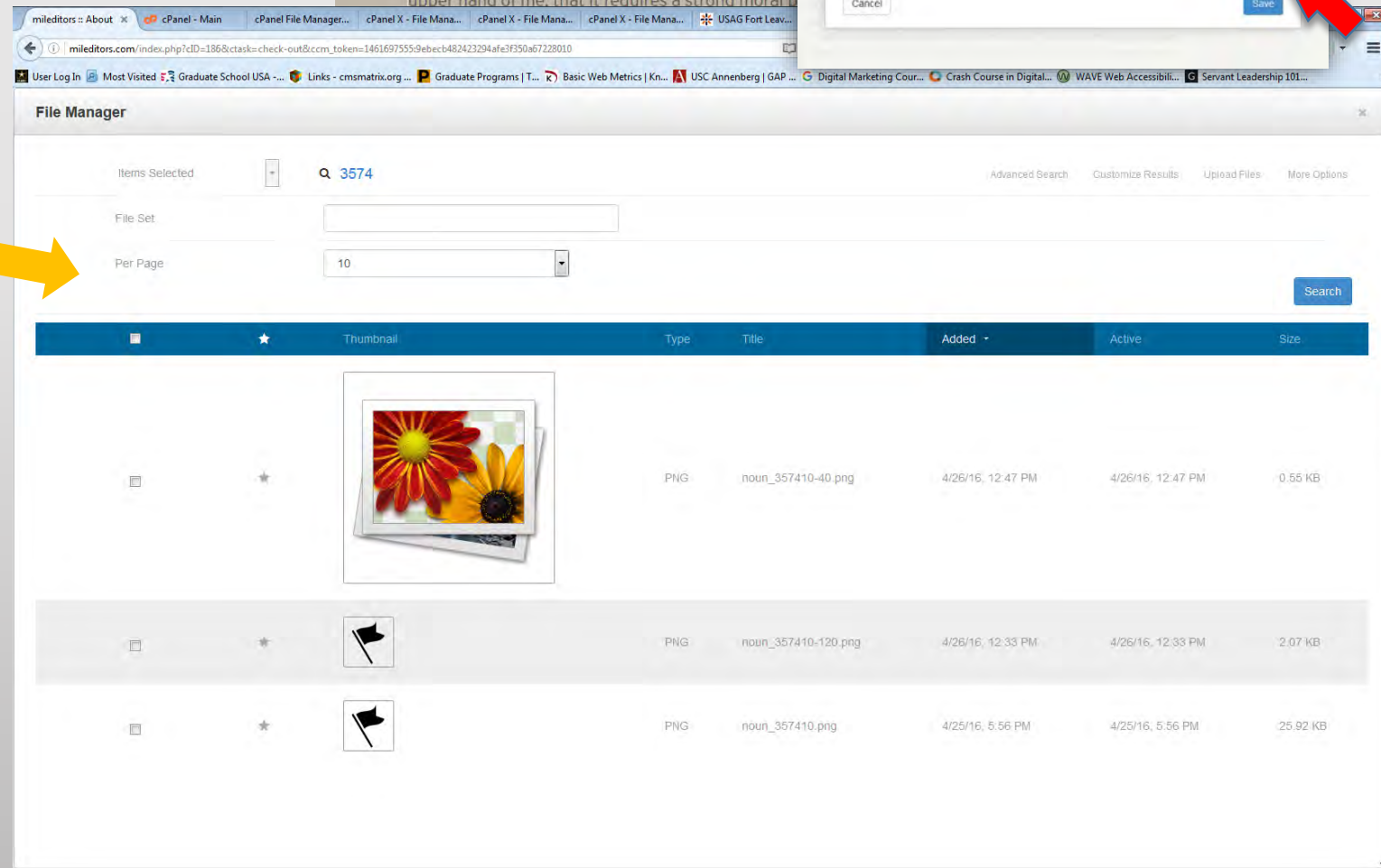
Editing text

To add a photo

1. Place your cursor where you want the image to appear
2. Click the add image icon
3. Click the search icon (🔍) when the "Insert Image" dialog box appears. This will take you to the File Manager.
4. **IMPORT or SELECT** your photo (see the next 2 pages)



FILE MANAGER: All files – Images, Word .docs, PDFs, etc. -- are kept on this page.



To IMPORT a photo

- Drag and drop the image from your computer anywhere on the File Manager page and wait for the Upload Complete dialog to appear
- IMPORTANT: Immediately add your photo to at least one Set.

NOTICE:
Your garrison website should have at a minimum three sets: XX-Photos, XX-Graphics and XX-Documents. (**XX- represents the last two letters of your garrison unit ID – for example, Fort Bragg is IMBG. Therefore, its photo set should be named BG-Photos.**) You may add additional sets. All icons and other artwork essential to your website should go in the Graphics set. The other two should be self-explanatory.

- Click on “Add/Remove Sets” (1)
- Check the appropriate set(s). A file can belong to more than one. If the proper set doesn’t exist, click “Add Set” and enter a name in the box.
- Save. This will take you back to Upload Complete.
- Click “None” next to Description and enter your cutline information in the popup box. Include photo credit and VIRIN at the end of the cutline (the example doesn’t show this). Click the blue check box to close and save.
- Optional, but recommended: Click “None” next to Tags and enter some tags/keywords. This will help you locate your files. Click the blue check box.
- Click “Choose File” (3).

The composite image illustrates the process of importing a photo into a file manager. It shows a browser window with a file manager interface, a Windows File Explorer window showing a photo being dragged, an 'Upload Complete' dialog box with a 'Choose File' button, a 'Sets' dialog box with a list of sets, and a 'Description' popup box. Red arrows and numbers 1, 2, and 3 indicate the sequence of actions: 1. Clicking 'Add/Remove Sets', 2. Clicking 'None' for description, and 3. Clicking 'Choose File'.

SET: The basic organizational unit of the File Manager.

To SELECT a photo

- Browse or search the File Manager for the photo
- Click on the icon

This is where the proper metadata (caption, VIRIN, set) comes in.

TO NARROW YOUR SEARCH (click Search (1) after each step)

- Select a set (File Set) from the dropdown (2).
- Enter text (tag, description, file name) (3).

The screenshot shows a web-based File Manager interface. At the top, there are search and filter options. A search bar contains the text '3574', with a red arrow labeled '3' pointing to it. To the right of the search bar is a dropdown menu for 'File Set', with a red arrow labeled '2' pointing to it. Further right is a 'Search' button, with a red arrow labeled '1' pointing to it. Below these options is a table of files. The table has columns for 'Thumbnail', 'Type', 'Title', 'Added', 'Active', and 'Size'. The first row shows a thumbnail of a flower, a 'PNG' file named 'noun_357410-40.png', added on '4/26/16, 12:47 PM', with a size of '0.55 KB'. The second row is highlighted in grey and shows a thumbnail of a flag, a 'PNG' file named 'noun_357410-120.png', added on '4/26/16, 12:33 PM', with a size of '2.07 KB'. A red arrow points to the flag thumbnail. The third row shows a thumbnail of a flag, a 'PNG' file named 'noun_357410.png', added on '4/25/16, 5:56 PM', with a size of '25.92 KB'.

For either IMPORT or SELECT

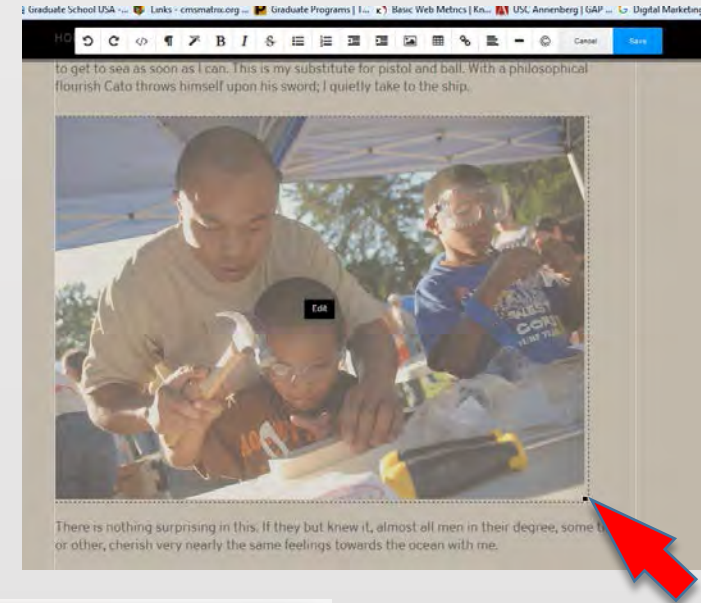
- When the Insert Image dialog pops up, make certain there is a url in the link box and click Save.
- Your photo should be in place.

The screenshot displays a web editor interface. At the top, an "Insert Image" dialog box is open, featuring a text input field labeled "Image Web Link" containing the URL "http://mileditors.com/index.php/download_file/view_inline/77". Below the input field are "Cancel" and "Save" buttons. The background shows a browser window with the URL "mileditors.com/index.php?cID=186&ctask=check-out&cm_token=1461697555:9ebecb482423294afe3f350a67228010". The main content area of the editor shows a toolbar with various icons, a photo of soldiers in a field, and a section titled "BLACK BOX" in yellow text. Below the photo, there is a paragraph of text starting with "Call me Ishmael. Some years ago- never mind how long precisely- having little or no money in my purse, and nothing particular to interest me on shore, I thought I would sail about a little and see the watery part of the world. It is a way I have of driving off the spleen and regulating the circulation. Whenever I find myself growing grim about the mouth; whenever it is a damp, drizzly November in my soul; whenever I find myself involuntarily pausing before coffin warehouses, and bringing up the rear of every funeral I meet; and especially whenever my hypos get such an

Editing a photo on a page

While in Edit mode...

- To resize simply click on the lower right corner and drag
- Click Edit in the center of the image to:
 - Enter Alt text
 - Make the image a hot link
 - Wrap text around the image

A screenshot of the 'Edit' dialog box for an image. The dialog has fields for Alt text, Link, Open Link, and Position. The Alt text field contains 'If I had a hammer'. The Link field is empty. The Open Link dropdown is set to 'Open link in same window'. The Position dropdown is set to 'Left'. There are 'Cancel', 'Save', and 'Delete' buttons at the bottom.

- Link to an internal page
- Link to a document
- Enter an external link

Finishing

- Click “Save” on the block toolbar
- Click the pencil icon at the top of the page. A menu will appear
- Enter notes on the changes you made in the gray box
- Click the blue publish button
- Double-check your work
- Go fishing for compliments.

The top screenshot shows a toolbar with a 'Save' button highlighted by a red arrow. The middle screenshot shows a pencil icon in a toolbar highlighted by a red arrow, and a 'Publish Changes' button in a menu highlighted by a red arrow. The bottom screenshot shows a 'BLACK BOX' effect on a webpage, with a text box explaining that the effect is covered in another tutorial.

Version Comment
Created the best tutorial ever

Publish Changes

Save Changes

Discard Changes

The black box effect is covered in another tutorial

HOME ABOUT CONTACT MY FORT NOTIONAL UNITS

Fascinating caption captures the hearts and minds of millions of website visitors. U.S. Army Photo By Wright D. Cutline.

BLACK BOX

Call me Ishmael. Some years ago- never mind how long precisely- having little or no money in my purse, and nothing particular to interest me on shore, I thought I would sail about a little and see the watery part of the world. It is a way I have of driving off the spleen and regulating the circulation. Whenever I find myself growing grim about the mouth; whenever it is a damp, drizzly November in my soul; whenever I find myself involuntarily pausing before coffin warehouses, and bringing up the rear of every funeral I meet; and especially whenever my hypos get such an upper hand of me, that it requires a strong moral principle to prevent me from deliberately stepping into the street, and methodically knocking people's hats off- then, I account it high time to get to sea as soon as I can. This is my substitute for pistol and ball. With a philosophical flourish Cato throws himself upon his sword; I quietly take to the ship.

There is nothing surprising in this. If they but knew it, almost all men in their degree, some time or other, cherish very nearly the same feelings towards the ocean with me.