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Web Site Content Editing

Saddleback College Technology Services



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Updating the Website—Content Editors

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Note Recommend Browser for editing is



FireFox

Login for Editing

Go to <http://www.saddleback.edu/user>

Type in your username and password



My Profile

Username *

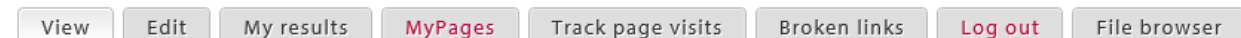
Your username is the first part of your email address, before the @ sign.

Password *

Log in using your network password.

Log in

You will see a number of tabs



The pages you have to rights to update are listed under my pages.

Most Frequently accessed Tabs

Edit—Allows you to modify your personal profile

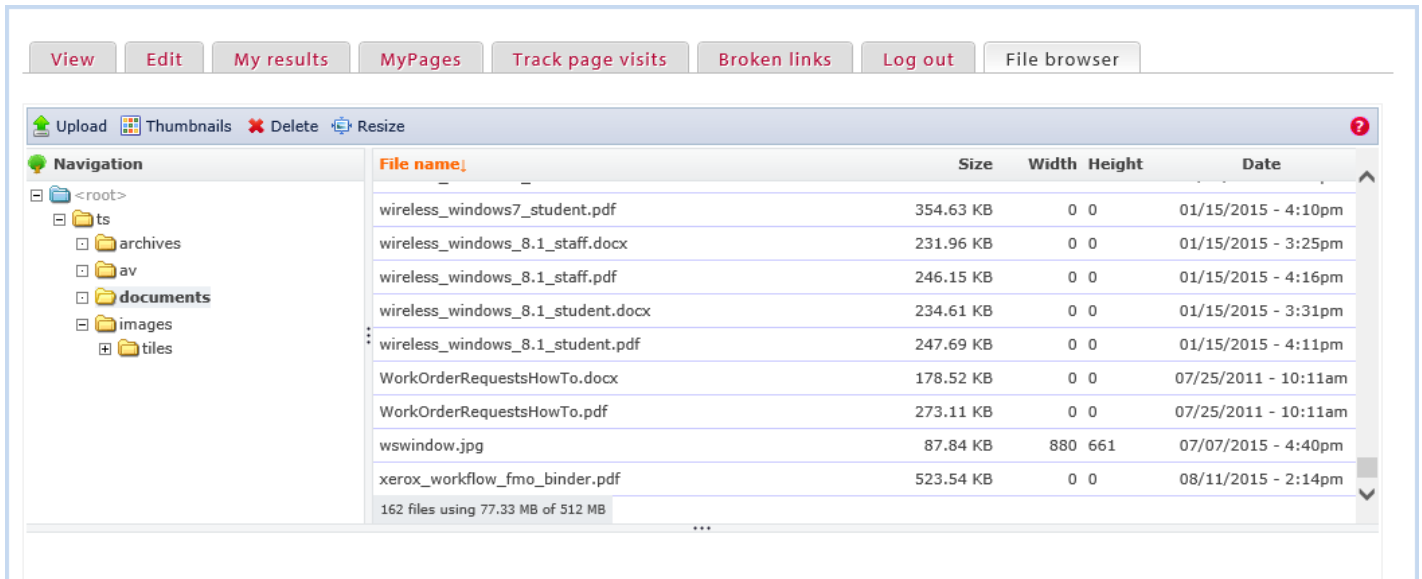
After making the modifications, scroll to the bottom of the screen and ensure you click on Save



MyPages—Shows all the pages that you have rights to edit

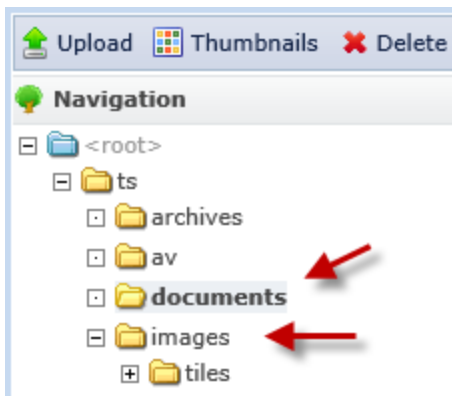
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File Browser—Shows all of the files you have uploaded



Upload File

If you want to upload a file or Image so that you can link to it, select **Upload**. Please ensure that if you are uploading a document that you have document selected for you upload. If you are Uploading an Image, please have Image selected.

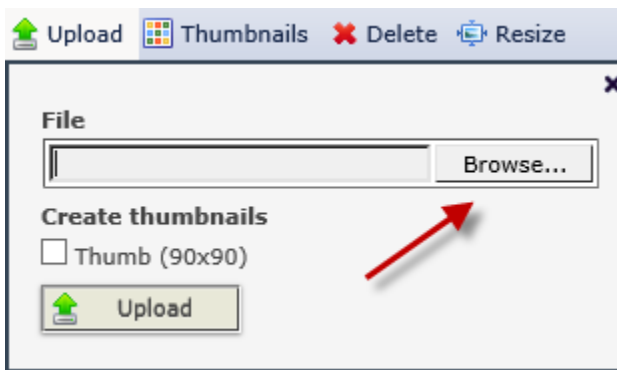


Click on Upload



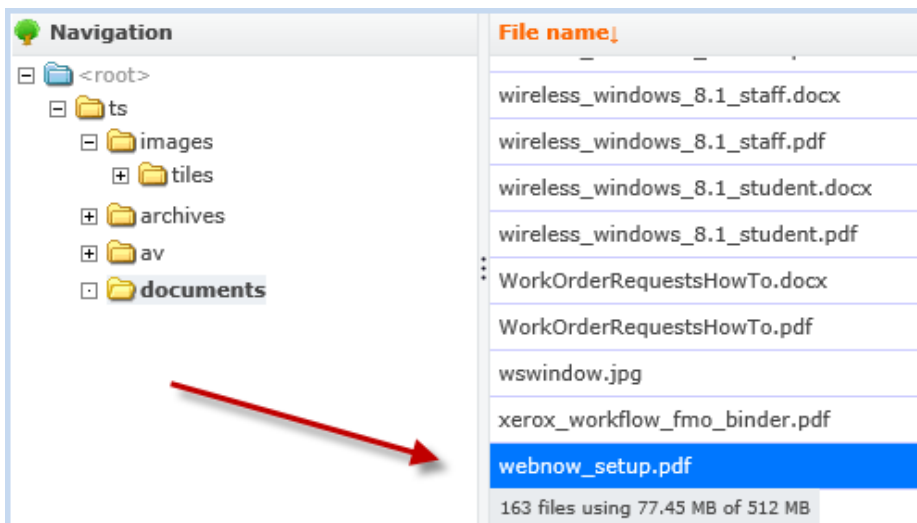
Browse to the file you want to Upload

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Browse to the file location and after selecting it, click on Upload

The uploaded file will now be highlighted



Linking to the Uploaded File

Click on the Edit Tab

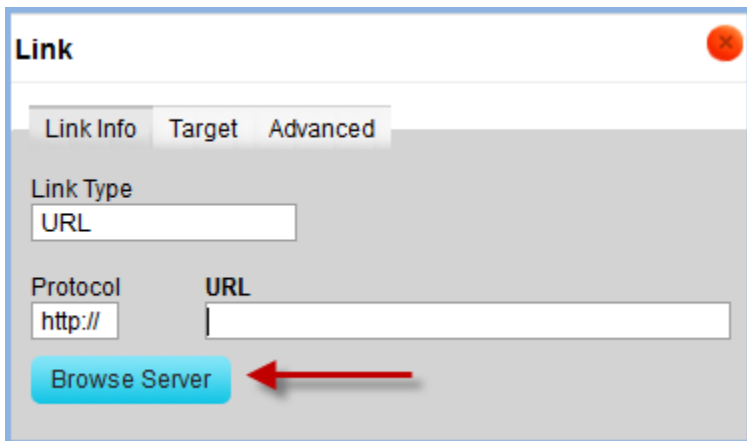
Type in the text you want to display for the link and highlight it

Webnow Scroll up to the hyperlink icon and select it

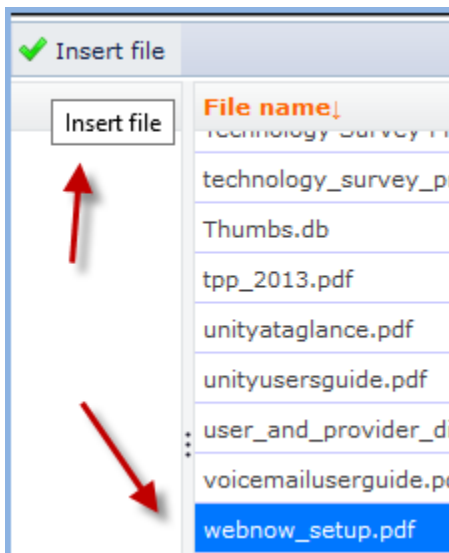


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Browse the server to the file you uploaded

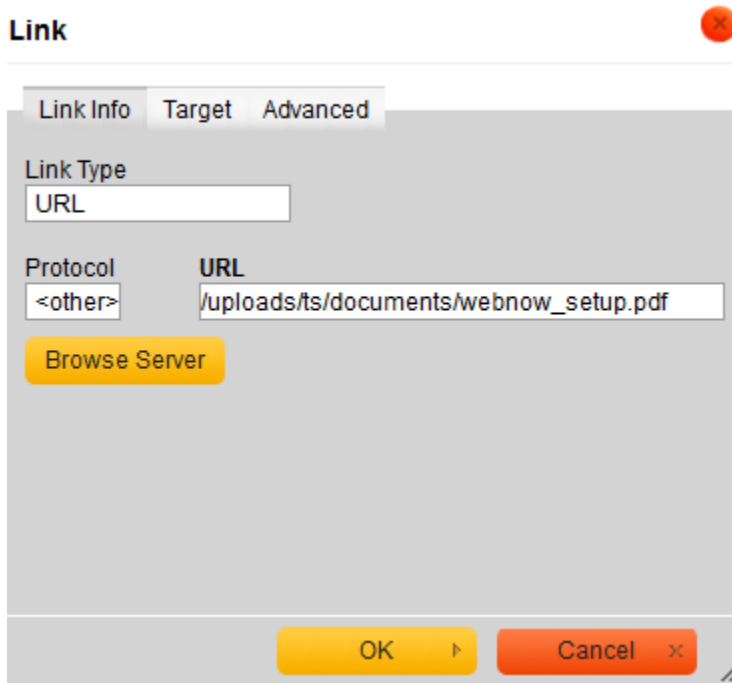


Select the document and then Insert file



Click on Ok

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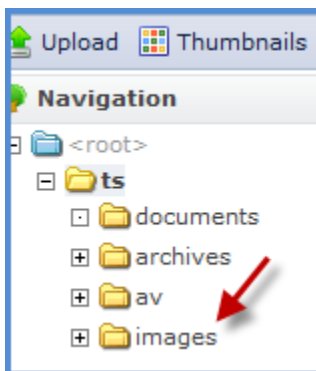
Scroll to the bottom and click on SAVE



Select the View Tab to check and test your modifications.

Upload an Image

Follow the same instructions as above except when you upload the image, ensure you have the Images folder selected.



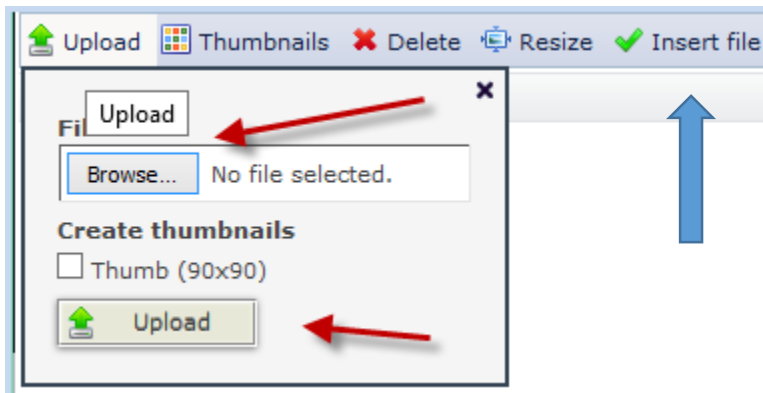
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You don't have to upload the Image or File First. You can do it simultaneously.

Click on the Image Icon for the file browser as shown Below



Select Upload and Browse to the file



Once you browse to the file, select Upload again and once it uploads, click on Insert file

Select Save and View your modifications.

Image Properties

When you upload an image, you may need to resize it, alter properties and add Alternative text

Alternative text is for web accessibility for individuals with visual or other disabilities. To change those features, go to the Edit tab for the page and click on the image

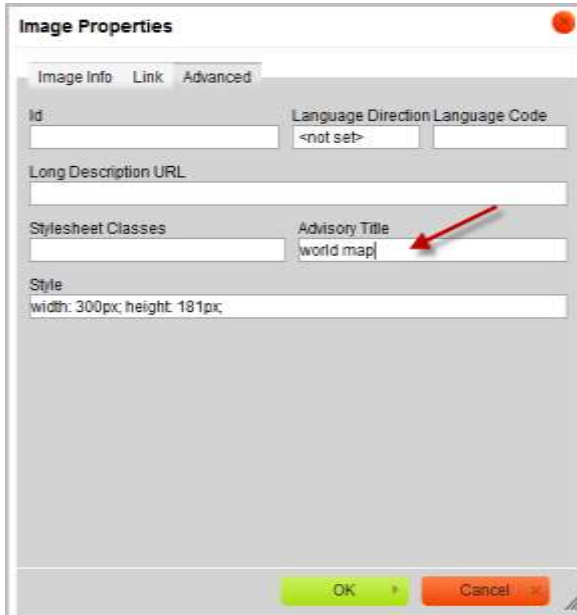
Right click on the Image and select Image Properties



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The dialogue box will populate and you can modify the width, height etc. under the Image Info Tab.

Under the Advanced Tab, add an Advisory Title as shown



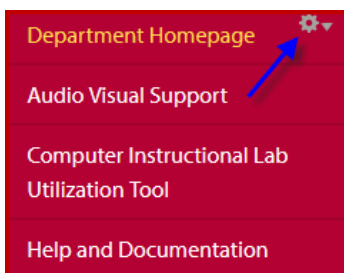
The screenshot shows the 'Image Properties' dialog box with the 'Advanced' tab selected. The 'Advisory Title' field contains the text 'world map' and is highlighted with a red arrow. Other fields include 'Id', 'Language Direction', 'Language Code', 'Long Description URL', 'Stylesheet Classes', and 'Style' (width: 300px; height: 181px;). The 'OK' and 'Cancel' buttons are at the bottom.

After you save the page, if you hover over the image, the descriptive text will appear.



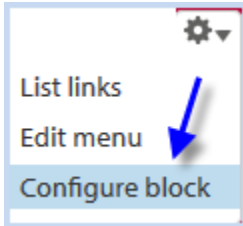
Modifying a Block

Hover the mouse over the block till you see the gear



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Select Configure Block



Modify as desired and scroll to Save Block at the bottom



Videos can be found at

<https://www.saddleback.edu/video/cms-editor-login-and-logout>