Table of Contents

I.   Overview

This tutorial is intended to provide instruction on how the Client Admin can edit their website to modify the sections of the website containing images or photos. <u>Please note that access to structural parts of the website (layout of sections, rows, colors, backgrounds, etc.) are not editable by the Client Admin in order to preserve the integrity of the basic architecture and prevent unintended website crashes.</u> Access by the Client Admin is accomplished through the use of secure login credentials.

Note: Images to be used on your website must first be uploaded to the Media Library from your PC. The Content Management System (CMS) used to develop the website makes this a simple process which will be described later in this tutorial.

As a general rule, it will make finding the images after uploading much easier, as well as saving time, if you identify each image with a descriptive name either before uploading to the Media Library.

II.   Logging In

A.   General

In order to gain access to your Client Admin privileges it is necessary that you provide the credentials supplied by your Hyland Technologies representative. This helps ensure that only those persons who are authorized can make changes to the website.

B.   Procedure

Open your browser and type in the URL of the website Client Admin port. The URL is: https://malvernglass.com/mgi. This will bring up the dialog box shown in Figure 1 below:
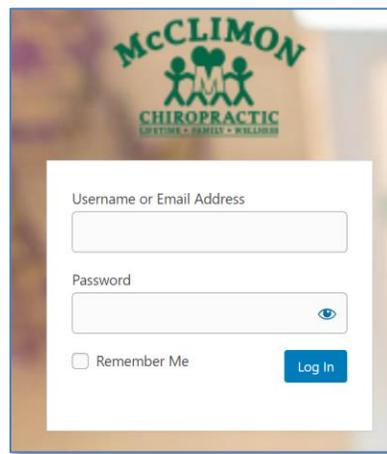
Figure 1

Enter the login / password credentials provided to you and click on the *Log In* button. This will bring you to the Welcome Screen of the website. (shown in Figure 2) Links on this screen are provided to access other tutorials on the website that can be followed to edit textual and image portions of the site.
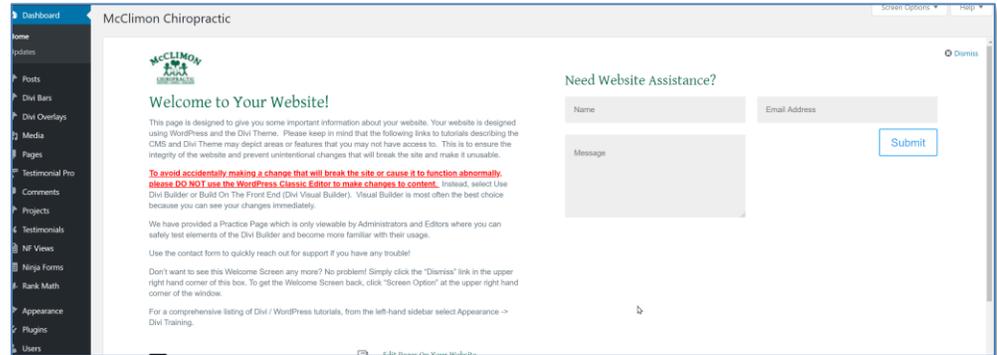
Click on the *Edit Your Website* button and a new tab will be opened on your browser. The Home Page of the website will be shown by default and you can navigate around the site as normal.

III. Accessing Editing Functions – General Image Modules

A. General Image Editing

This tutorial pertains to editing images in most modules and does not include image editing in Gallery Modules. For ease of use, you can make changes to your website right from your browser without any programming skills.

B. Image/Photo File Locations

Images used on the website must reside on the website itself in the Media Library. The Content Management System (CMS) will handle the details of uploading your images for you and will compress them automatically to ensure that the pages on your website load as quickly as possible.

The images that appear on your website are already in the Media Library, so if you would like to re-use an image on additional pages, you will not need to upload it, but can simply select it from the Library.

C. Procedure to Edit Images or Photos

The actual editing of images using the Visual Builder is very similar to standard Microsoft Windows editors most software companies. Such functions as copy, paste, delete, etc. can be used.

Navigate to the page that you wish to edit.

Click on the **Enable Visual Builder** link in the upper-left of the page as shown in Figure 3 below. This will now allow you to edit image modules of the page.
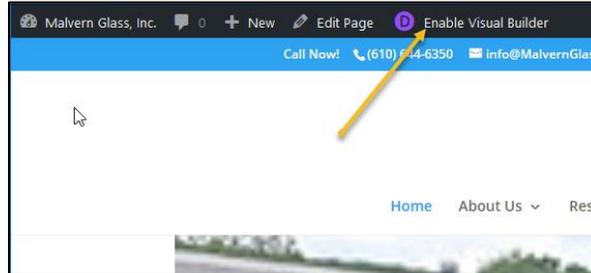
Now, as you move your cursor around the page you will notice that colored boxes will pop up surrounding various sections on the page. Some are purple, some blue and some are gray/black. <u>You have access to edit the ones in gray/black only.</u> Purple and blue boxes contain data that is part of the website infrastructure and can damage the integrity and operation of the site if improperly set.

1. **Replacing An Existing Image/Photo**

   Using your cursor, hover over the image that you want to replace and click on the gear icon as shown in Figure 4. This will open the Image Module's edit box as shown in Figure 5.
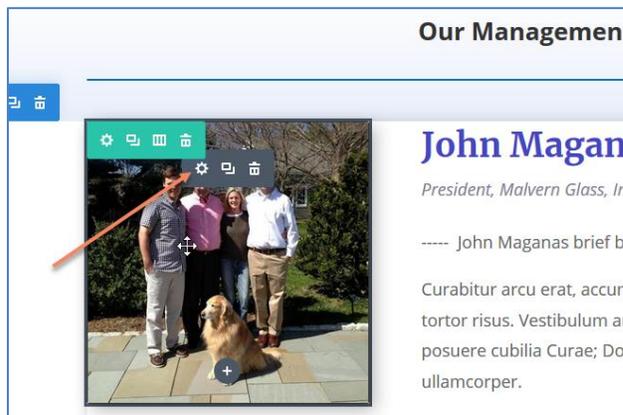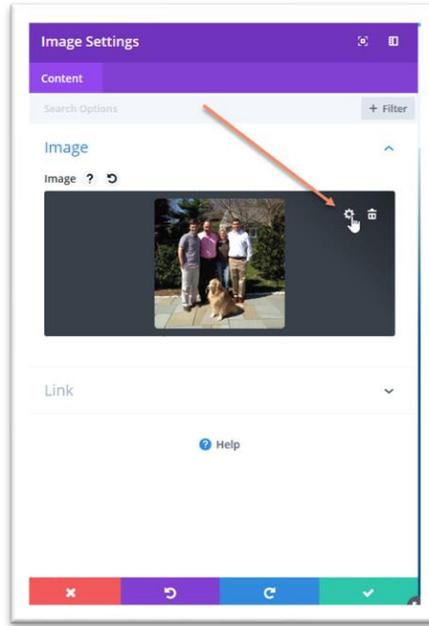

Figure 4

Figure 5

Within the **Image Settings** dialog box, left-click on the gear (settings) icon as show by the arrow in Figure 5 and a media selection dialog box will appear, as shown in Figure 6. In the upper-left portion of the dialog box you will see that you have two options on where to get the image you need to add:

2. **The Media Library (Figure 6)**

This is the location where your images are uploaded to. Images in the Media Library are sorted by the date that they were uploaded and you can use the sort function to display all images by date or search for them by selecting the Search media items button in the upper-right and entering the name or partial name of the image that you want. If the image you want to insert is already in the Media Library, go to Section III. C-4-c below to select it.
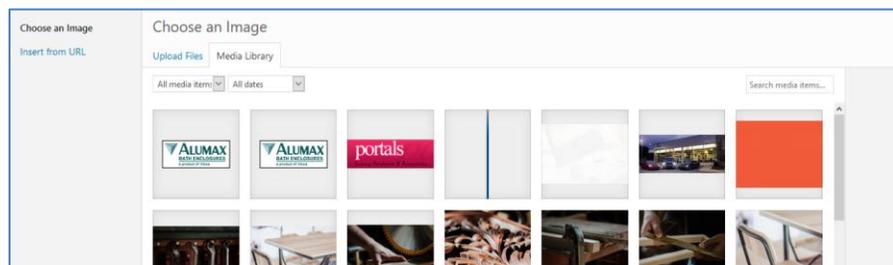

Figure 6

3.   **Upload a New Image**

If the image that you want to add doesn't exist, you can easily upload it by clicking on the "Upload Files" tab in the upper-left portion of the page. This will display the dialog box shown below in Figure 7. If you have an image folder open on your computer, you can simply drag the desired image into the dialog box and drop it. It will be automatically uploaded and optimized to reduce file size, which will in turn reduce the time it takes to display on a visitor's system.

You can also click on the **Select Files** button to select and upload images. Navigate to the directory containing your image(s) and select the one(s) to be uploaded and click on the **Open** button on that directory. The image(s) selected will then be added to the Media Library and can be selected for insertion on the web pages.
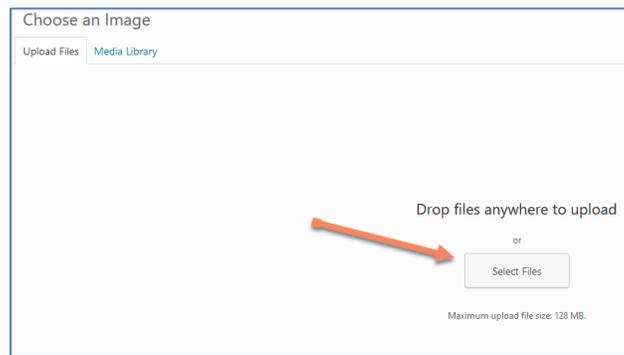

Figure 7

4.   **Selecting the Image**

Select the image you want to insert into the web page by clicking on the thumbnail image within the Media Library and it will be highlighted with a check mark in the upper-right of the selection as shown in Figure 8.
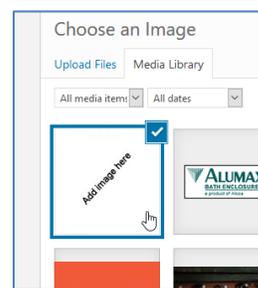

Figure 8

5.   **Editing the image details**

Before actually inserting the image, it is possible to edit certain information regarding image attributes such as caption, title, alt text, description, etc. The caption and title will be displayed under the image when inserted into the page

Rev. A

and the Alt Text is hidden except when the web visitor places their mouse over the image. Although these attributes are all optional, it is important to enter a descriptive word or two in the Alt Text field, as this is important for best Search Engine Optimization (SEO).
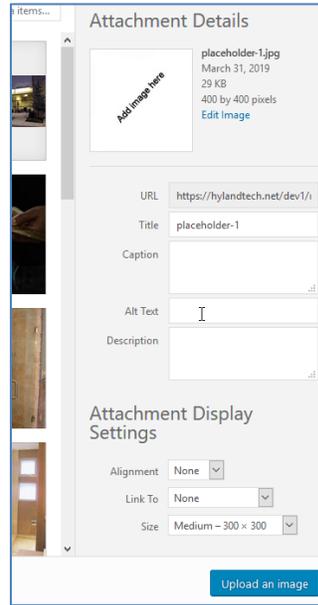
Figure 9

6.   Editing Image Size

If the size of your image does not fit well into the article/page, you can change the size by clicking the Edit Image Link, as shown below in Figure 10, then changing the size parameters as shown in Figure 11.
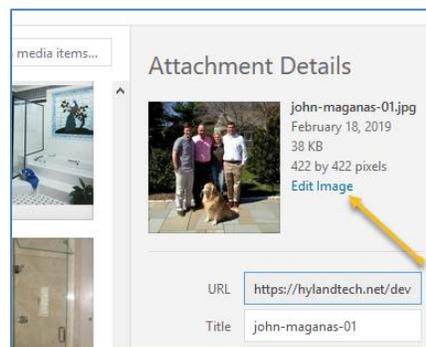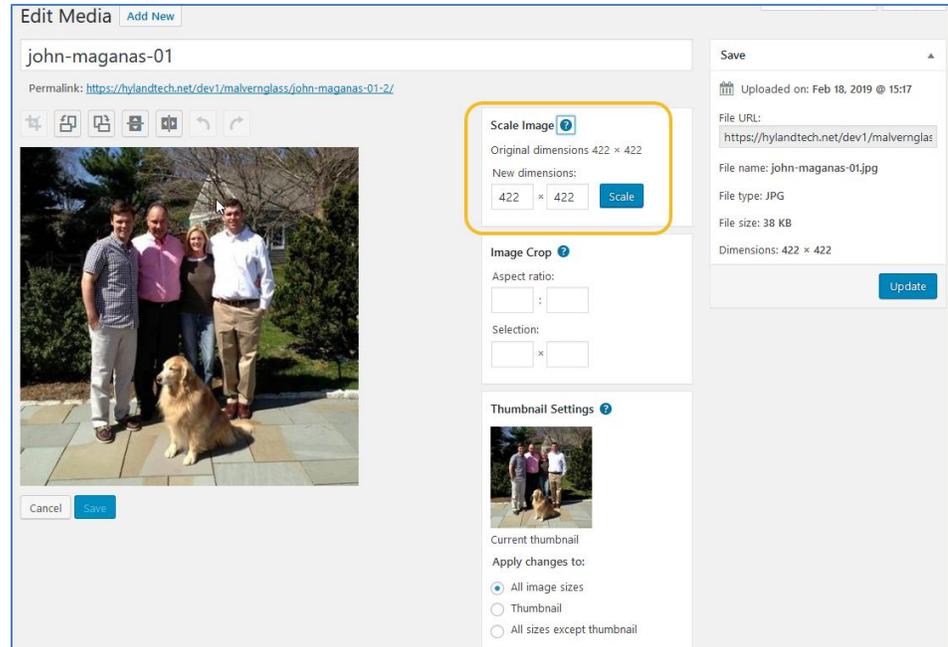

Figure 10

Figure 11

Once you have completed editing any image attributes, click on the ***Upload Image*** button in the lower-right and the image will be added to the page at the point that you previously selected with the cursor. Please note that the image size will most likely not be what fits best on the page, however you can easily resize it to suit the page format. Once you have completed work on the web page you need to **make sure to save your work**. Enter the new text and click on the purple icon at the bottom of the page. (Figure 5)

7. **Saving Your Work**

   After you have completed the editing session for that page **and before navigating to another page** it is necessary for you to save your work.

   To save the changes that you made, scroll to the bottom of the page and click on the purple icon at the bottom. (Figure 12)
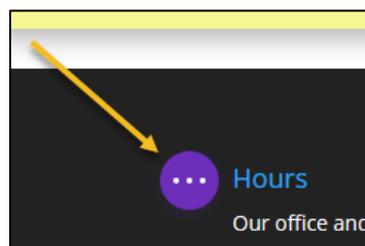

Figure 12

Once you click on the purple icon, a *Save* button will appear in the lower-right of your screen. (Figure 13)

Figure 13

Click on the *Save* button to save your work. **(Failure to save your work will cause you to lose any changes that you have made in that page.)**

D.   Exiting Visual Builder

Click on the *Exit Visual Builder* link near the top of the page. (Figure 14)
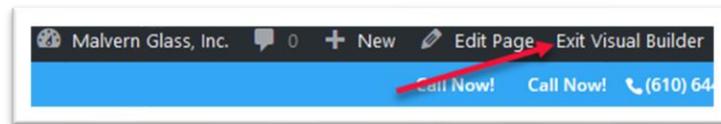

Figure 14

*Note: If you are attempting exit the Visual Builder and a screen appears telling you that you have unsaved changes (see Figure 15), select one of the two options that you are given. The Discard and Exit button will discard any unsaved changes and log you out. The Save & Exit button will apply any unsaved modifications that you made and exit the Visual Builder.
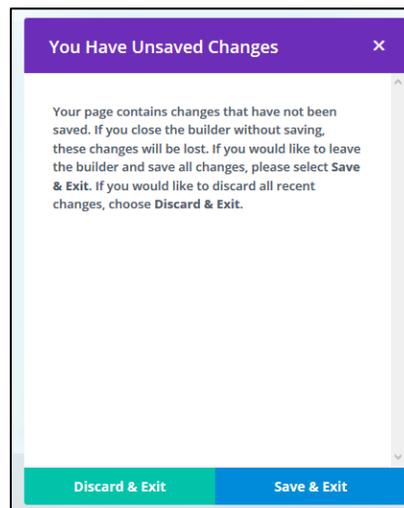

Figure 15

At this point you can now either:

- <u>Navigate to a different page</u> to further edit your website or

- <u>End your editing session and log out as Client Admin</u>.

If you wish to edit additional pages, simply navigate to that page, click the ***Enter Visual Builder*** link as show in Section C - Figure 3, and make your changes being sure to save your work.

IV.   Ending Your Editing Session & Logging Out

A.   To end your editing session it is necessary to log out to prevent someone else from using your account to make website changes. To Log Out, simply click on your Welcome message link in the upper-right corner of the screen and click on the Log Out link, as shown below. (Figure 9)
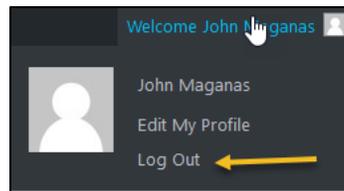

Figure 16

This will return you to the Login Screen that you began your session with. You may now close your browser.