

EAA Chapter 1314

Website Training #2 May 4 2020

Important URL's and Passwords

- ▶ EAA Training Videos

- ▶ <https://eaa.org/eaa/eaa-chapters/eaa-chapter-resources/resources-from-hq/chapter-websites>

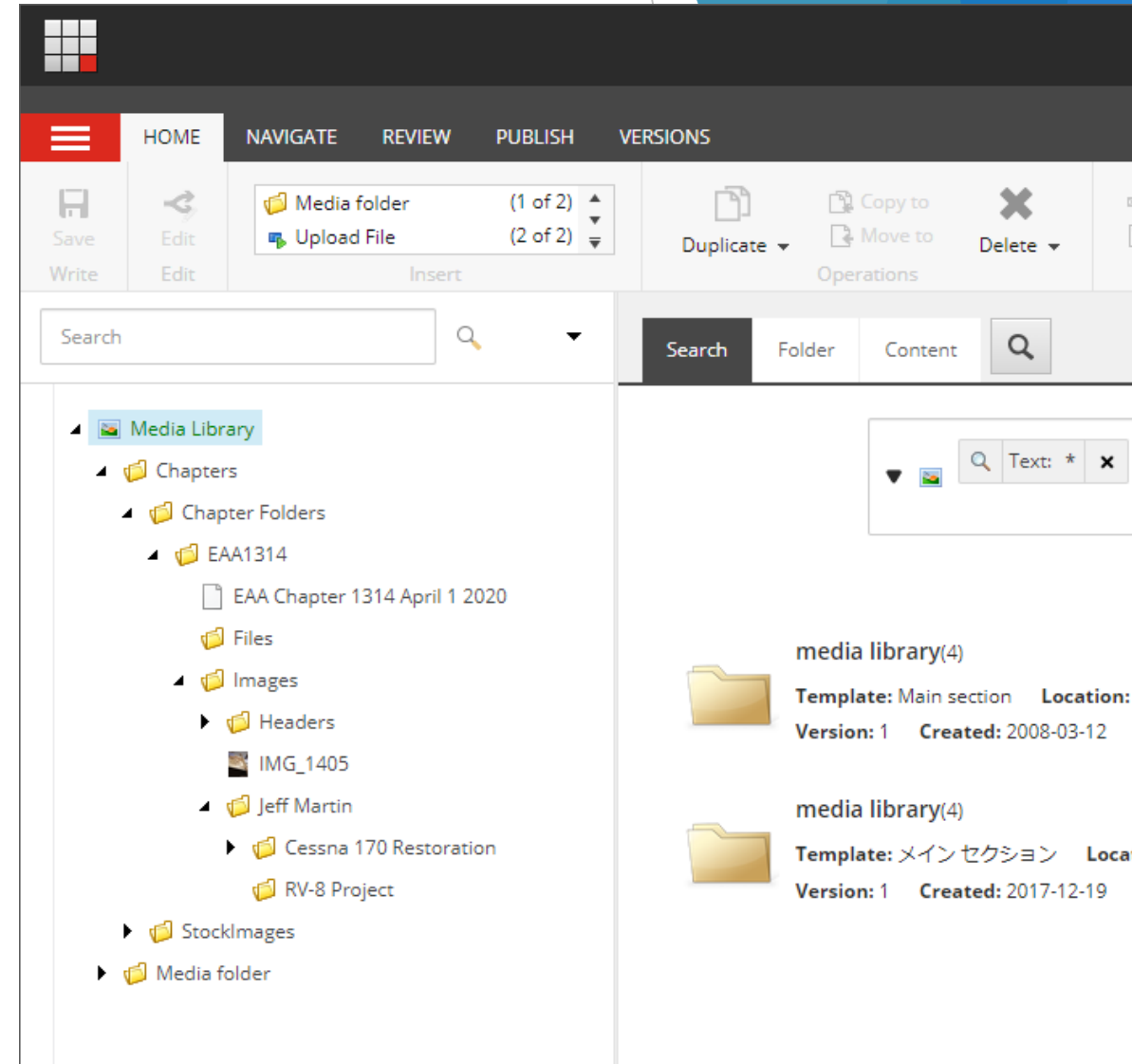
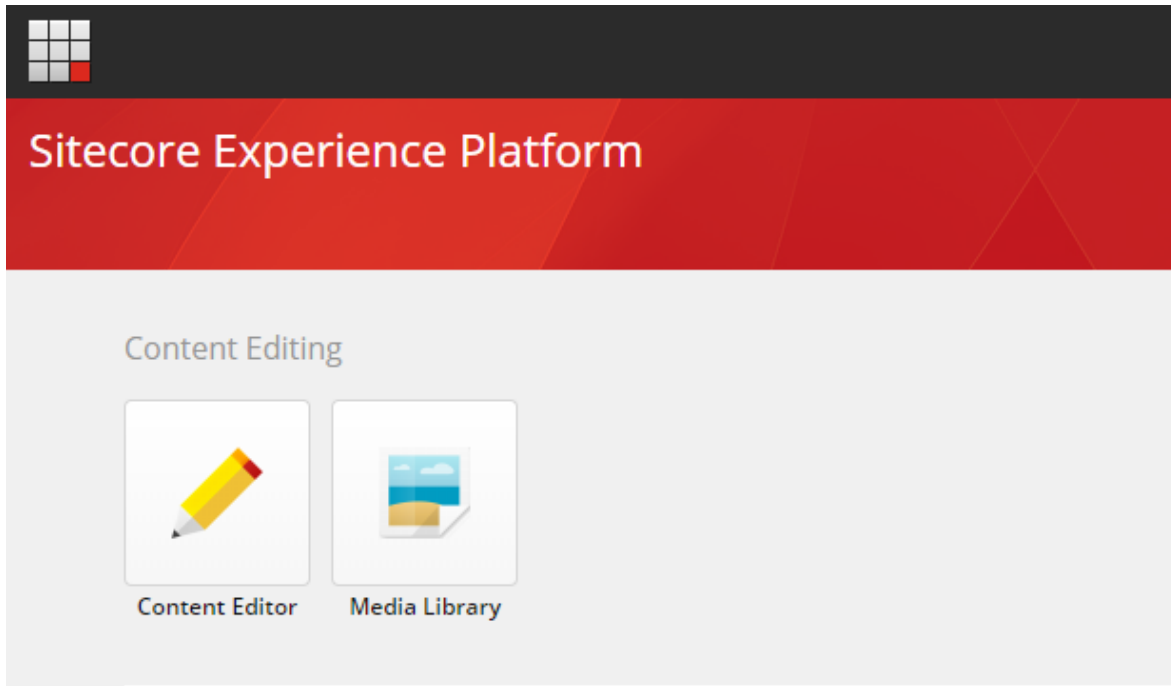
- ▶ Website

- ▶ <Http://Chapters.eaa.org/EAA1314>
- ▶ <Https://content.eaa.org/sitecore/login>
 - ▶ Username: EAChapter1314
 - ▶ Password (Case Sensitive):

Introduction to Working With Pictures

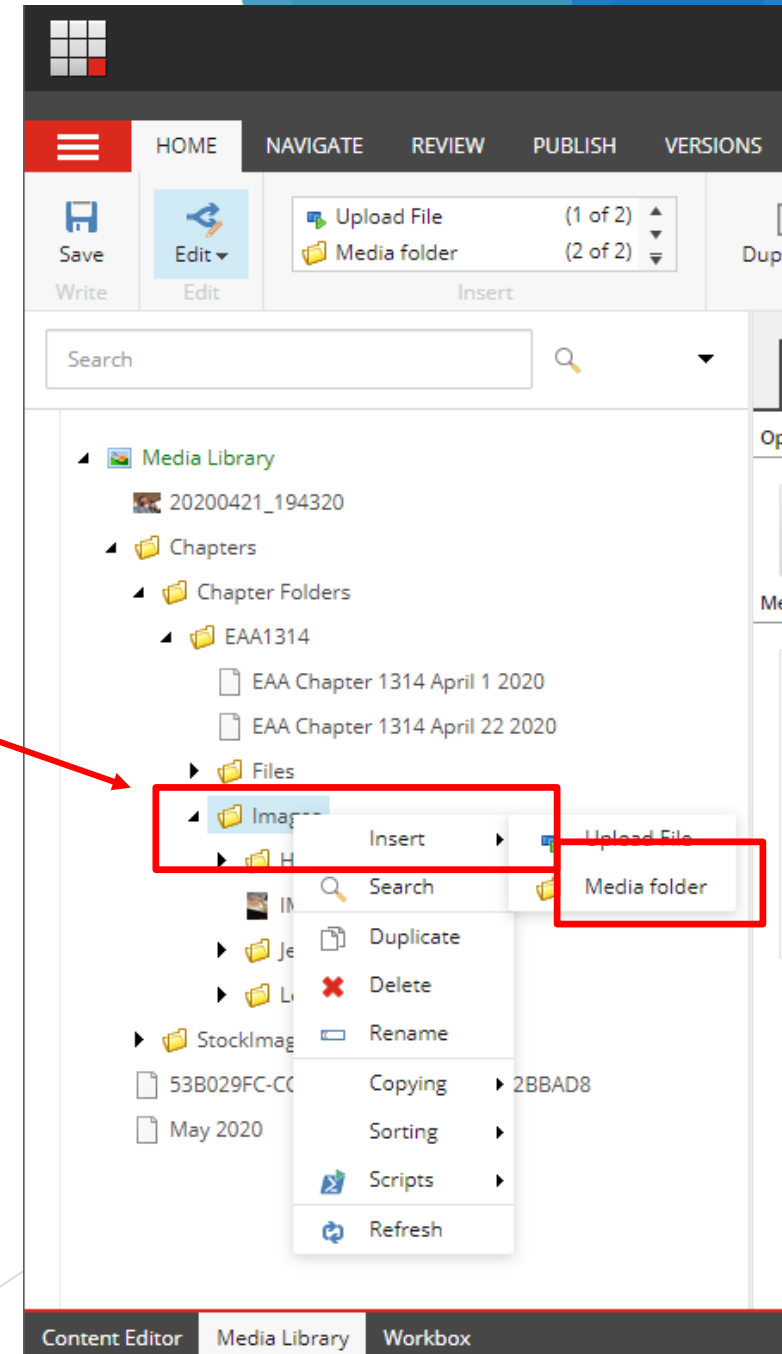
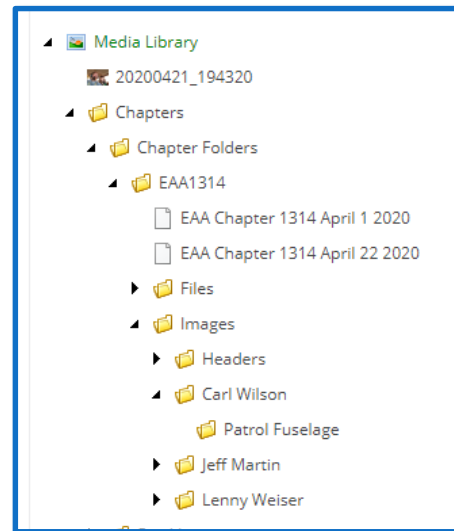
- ▶ Pictures are different than text.
 - ▶ You have to load pictures into the Sitecore media library before you use them.
 - ▶ Even if you are going to use them only once.
- ▶ Pictures are inserted using the same editor screen as text.
 - ▶ The Process:
 - ▶ 1. Upload pictures into the media library (later in this deck)
 - ▶ 2. Go to the page that you want to insert a picture
 - ▶ 3. Lock and Edit (if not already locked)
 - ▶ 4. In the “Details” section, go to “Page Content” and open the editor
 - ▶ 5. Move to the place where you want to insert the picture and perform the insert (later in this deck).

Uploading Pictures to the Media Library



Create a place in the media library for your pictures

- ▶ Create a folder for your pictures.
- ▶ You can make an unlimited number of folders.
- ▶ It is best to organize the folders the same way the pictures will be organized on your page.

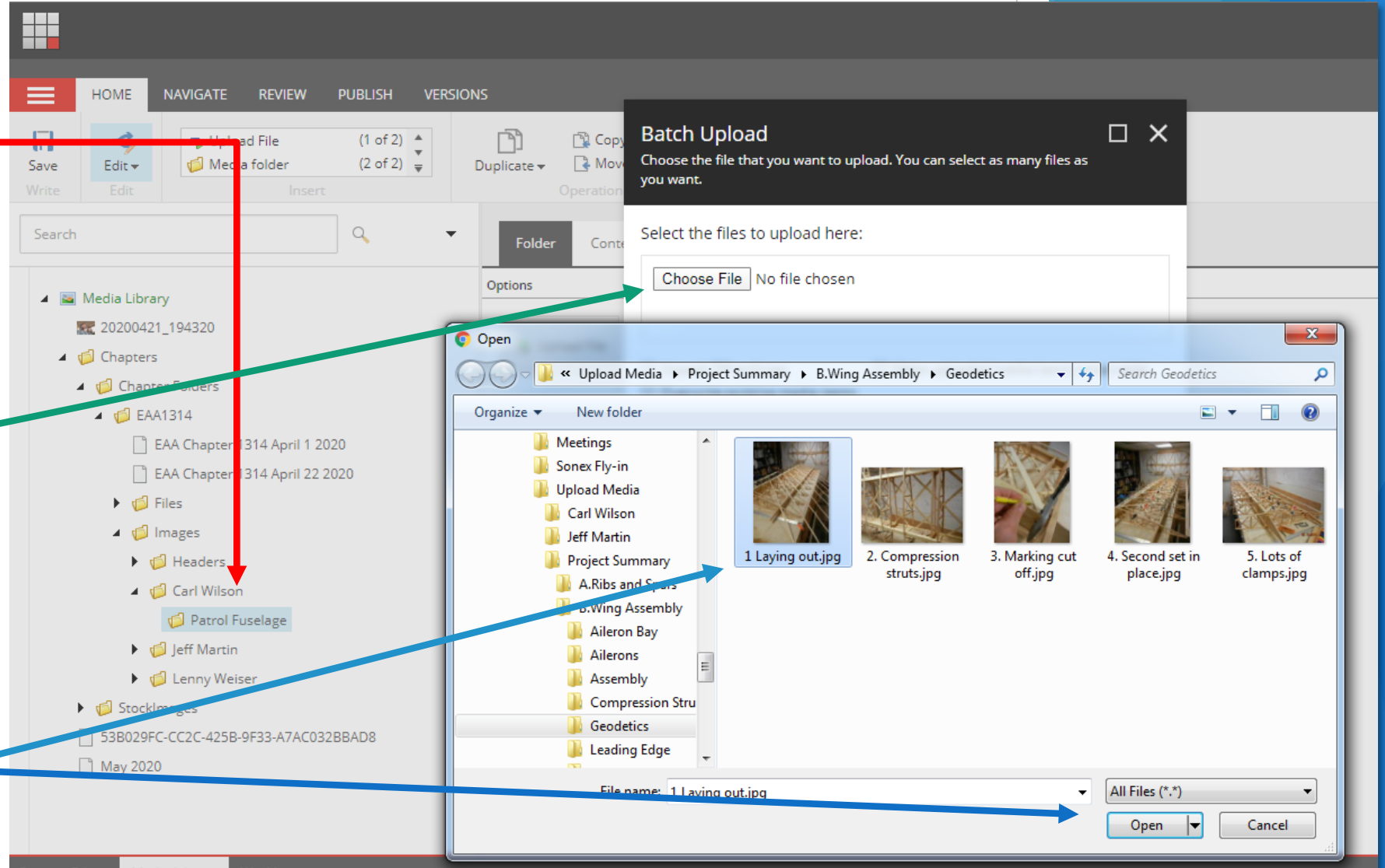


Go to that folder and upload pictures.

Here is the media folder we just made.

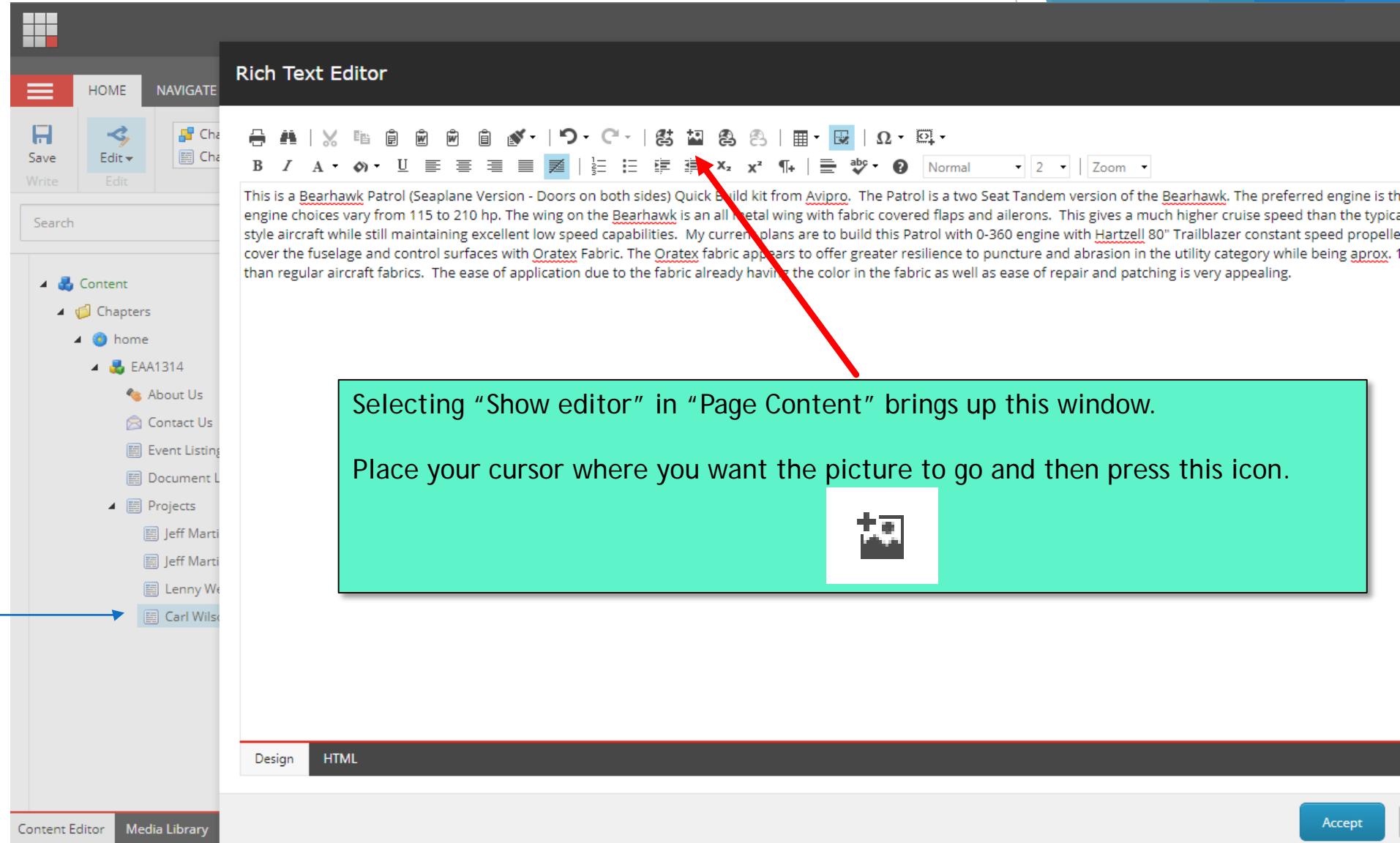
Selecting the folder brings up the choice to "Upload" (single pic) or "Upload Advanced"

This brings you to your computer where you locate the pic(s) to load.



Now go to the Content Editor

Select the page you want to edit. Remember to select "Lock and Edit" if it is available.



The screenshot displays the Content Editor interface. On the left is a navigation pane with a tree structure: Content > Chapters > home > EAA1314. Under EAA1314, there are links for About Us, Contact Us, Event Listing, Document L, Projects, Jeff Marti, Lenny We, and Carl Wils. The main area is titled "Rich Text Editor" and contains a text editor with a toolbar. The toolbar includes icons for bold, italic, text color, background color, bulleted list, numbered list, link, unlink, and image. A red arrow points from the "Image" icon in the toolbar to a text box on the right. The text box contains the text: "Selecting 'Show editor' in 'Page Content' brings up this window. Place your cursor where you want the picture to go and then press this icon." Below the text is a small icon of a picture with a plus sign. At the bottom of the editor, there are tabs for "Design" and "HTML", and an "Accept" button.

Selecting "Show editor" in "Page Content" brings up this window.

Place your cursor where you want the picture to go and then press this icon.



Select the image from the media editor

Navigate to the folder where the picture(s) is(are) located and select the image.

Then press "Insert".

A GIGANTIC image will land at the next spot where the editor can place it.

You now have to go in and adjust the image properties.

Go back to the page you are editing.

The screenshot shows a 'Rich Text Editor' window with an 'Insert Media Item' dialog box open. The dialog box has a 'MEDIA LIBRARY' tab and a search bar. The file tree on the left shows the following structure:

- Media Library
 - 20200421_194320
 - Chapters
 - Chapter Folders
 - EAA1314
 - EAA Chapter 1314 April 1 2020
 - EAA Chapter 1314 April 22 2020
 - Files
 - Images
 - Headers
 - Carl Wilson
 - Patrol Fuselage (selected)
 - 1 Fuselage
 - Jeff Martin
 - Lenny Weiser
 - StockImages

The preview on the right shows a small image of a fuselage with the caption '1 Fuselage'. At the bottom of the dialog, the file path is shown: '/Chapters/Chapter Folders/EAA1314/Images/Carl Wilson/Patrol Fuselage'.

Adjusting the Image Properties

1. Right Click in the GIGANTIC image.

2. Select "Properties" and this window appears.

3. Set the Width as follows:

Landscape 300

Portrait 255

The Height will set by itself.

4. Now set the border color to at least white.

5. Then set the border width to 5

6. Then press Accept.

7. At this point you are returned to the editor. From here you must finish editing your page, press "Accept" and then the usual steps to publish:

"Save"

"Ready to Publish"

"Publish"

