

# Updating Your New Website

*A Step-by-Step Guide*



*[www.meadowlark.nebraska.gov](http://www.meadowlark.nebraska.gov)*

*Last Updated: 11/29/16*

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# Section 1:

## About Your New Website:

Your new website has been fully custom built by Nebraska Interactive (Nebraska.gov) to utilize the Drupal Content Management System. Drupal is a free software package that allows you to easily organize, manage, and publish your content, with an endless variety of customization.



## Benefits of your website being custom built in Drupal:

- The website is fully responsive, meaning that it transitions from cell phone, to tablet, to desktop computer seamlessly.
- Nebraska Interactive has fully customized the back-end of the website for you. This means there is no confusing development, just simple drag and drop front-side editing is all you need to do!
- The website is easy to update
  - Add images, files, edit content, and add new pages easily!
  - Update the website on any computer, in any browser, at any time! All you need is your webmaster user name & password we provide to you & an Internet connection.
- Drupal is open source, which means no large software fee for you!
- Your website is secure and utilizes a SSL certificate.
- Ongoing support for any questions/help you may need is provided locally by Nebraska Interactive.
- Your customized website has a similar look to other official State of Nebraska websites and on-line services that helps users know they are on an official Nebraska Government website.
- And more!

## Getting Started:

### Username and Password

Your webmaster user name and password have been provided to you. Do not give your user name and password out to anyone else. If you need an additional user name and password for an additional webmaster to update the website, please contact us ([ne-cmc-support@egov.com](mailto:ne-cmc-support@egov.com)) and we will be happy to provide you with one.

### Website Domain Name

Your website domain name will follow the following format to be secure and included under our SSL certificate (<https://county-or-agency-name.nebraska.gov>). The portion in green is where your specific agency name or Nebraska county will be put.

### What is Needed to Update a Drupal Website

To update your drupal website you will need the following:

- A computer.
  - If using a Windows computer, it will preferably be running at least Windows 7. If your computer has an older operating system, you may have some issues viewing and updating the website in outdated browsers.
  - If you are using Internet Explorer as your browser, you must have at least **IE 9**, but preferably you will have the latest version downloaded, or use a different browser such as Chrome or Firefox.
- An Internet connection.
- Your webmaster user name and password provided by Nebraska Interactive.

# Familiarize Yourself with the Buttons in Drupal:

**BEFORE YOU START:** The screen shots throughout this guide are of an example website, while it may not look exactly like your website does, the basic functionality is the same and many of the features are the same, but there may be some slight differences. Follow the yellow arrows and text for an instructional guide to using your new website.

## 1-1. How to Log-In:

1. Go to your website domain in any browser (Firefox, Chrome, or Internet Explorer) and click the Login link in the page footer as seen below, or simply type “user” at the end of your url. Example: <https://county-or-agency-name.nebraska.gov/user>



**NOTE:** You must be logged into the website to update content and make changes.

2. Enter your user name and password that Nebraska Interactive provided to you for your Drupal website. If you need to request a new one, click “Request new password” and enter the email you use for the website (most likely your state or work email address). Do not share your user name and password with others, if you have another individual that needs to update the website, contact Nebraska Interactive and we will gladly set up another user name and password for you.

Screen shot on next page (Image 2)

Image 2:



Once you are logged in, you will see a black bar at the top of the screen with your user name in it.

## 1-2. Log Out :

If you are using a public or shared computer, you will want to be sure to log out of the website after you are done making your changes to the website. There are 2 quick ways to log out, as pictured below:



### 1-3. Edit Content :

You are able to edit any content in the main body section of the page. Editing the content may consist of any of the following: Editing text on the page, uploading new images or files, etc. To edit a page, go to the page you want to edit and click “Edit” as seen in screen shot below:

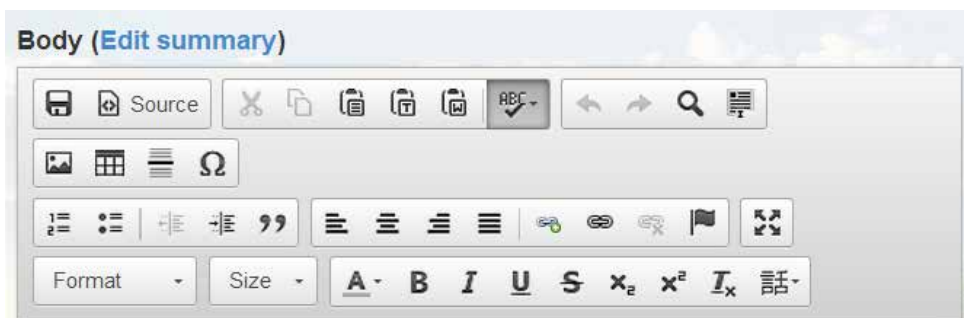
**NOTE:** Depending upon your permission, you not have access to edit the navigation or side panels. Contact Nebraska Interactive ([ne-cmc-support@egov.com](mailto:ne-cmc-support@egov.com)) if you need your permissions adjusted or if you need us to edit/update any pieces that you do not have access to.



### 1-3a. Edit Content - WYSIWYG editor:

After clicking edit, you will see the WYSIWYG (What you see is what you get) editor. It is very similar to Microsoft Word, where you have the options to change text size, use spell-check, copy and paste, underline text, etc.

**NOTE:** if you hover over the buttons in your browser with your mouse and pause over the button for a moment, a tool tip will appear letting you know what the button does.



**If your site utilizes “Paragraphs” you will have to open a section to edit:**

- “Paragraphs” allow for a more modular, mobile friendly way to add content. See the next step (1-3b) for further instructions.

## 1-3b. Edit Content - Expanding “Paragraph” Sections:

**NOTE:** Not all Meadowlark sites utilize “Paragraphs.” If you do not see a view similar to below please skip to section 1-3c.

Paragraphs allow you to easily rearrange the order of the sections by clicking and dragging the arrows on the left side (pictured below).

Paragraphs

Paragraph type: Full Width Layout

Paragraph type: Right Column Layout (2/3 Left Column & 1/3 Right Column)

Paragraph type: Full Width Layout

Paragraph type: Two Column Layout

Paragraph type

Accordion

Add another Paragraph

### NOTE:

“Paragraphs” automatically collapse and are named by their “Paragraph Type.”

To make it easy on yourself, we recommend opening the site in two tabs or browser windows. In one window view the “edit” page and in the other window view the regular view (as a site visitor would see the page). That way you can compare and see which “Paragraph Type” you need to edit.

For a visual example of each Paragraph type, see page 8.

### Paragraph Types Visual Examples

**Accordion:** A collapsible section.

**Full Width Layout:** Spans the entire width of the container.

**Three Column Layout:** Three vertical columns.

**Two Column Layout:** Two vertical columns.

**Left Column Layout (1/3 Left Column & 2/3 Right Column):** Smaller left column.

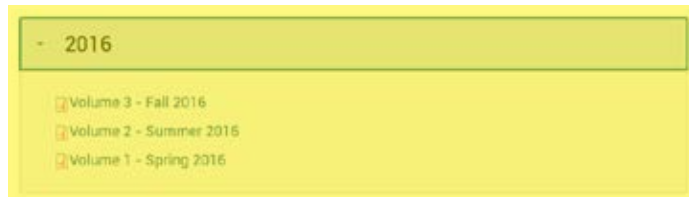
**Right Column Layout (2/3 Left Column & 1/3 Right Column):** Smaller right column.

**Featured Well:** Colored background section utilized to bring attention to.

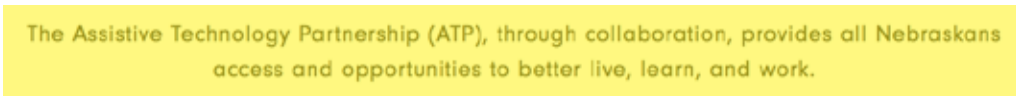
Visual examples pictured on page 8

## 1-3b. Edit Content - Expanding “Paragraph” Sections (Continued):

**Accordion:** A collapsible section.



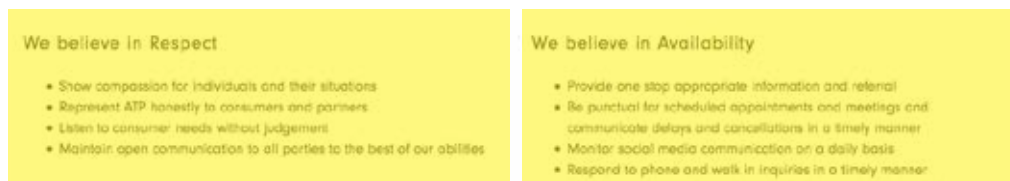
**Full Width Layout:** Spans the entire width of the container.



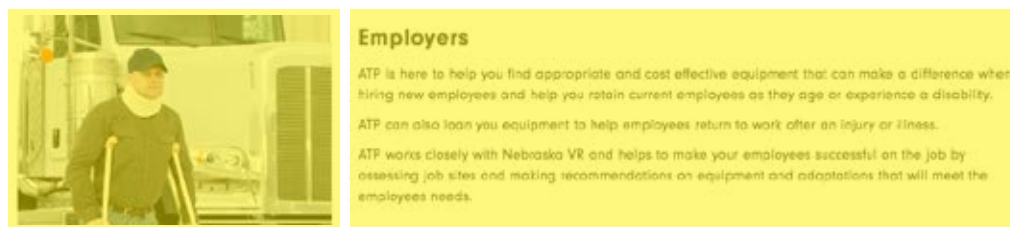
**Three Column Layout:** Three vertical columns.



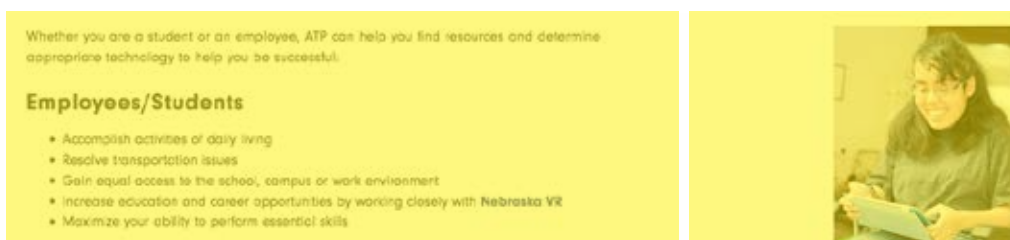
**Two Column Layout:** Two vertical columns.



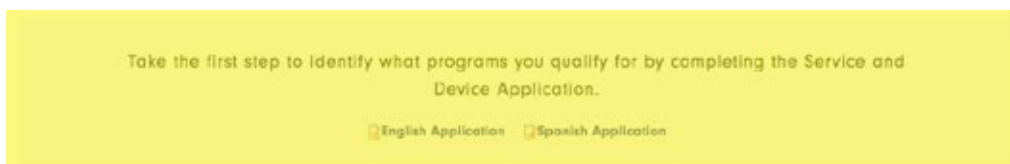
**Left Column Layout (1/3 Left Column & 2/3 Right Column):** Smaller left column.



**Right Column Layout (2/3 Left Column & 1/3 Right Column):** Smaller right column.



**Featured Well:** Colored background section utilized to bring attention to.

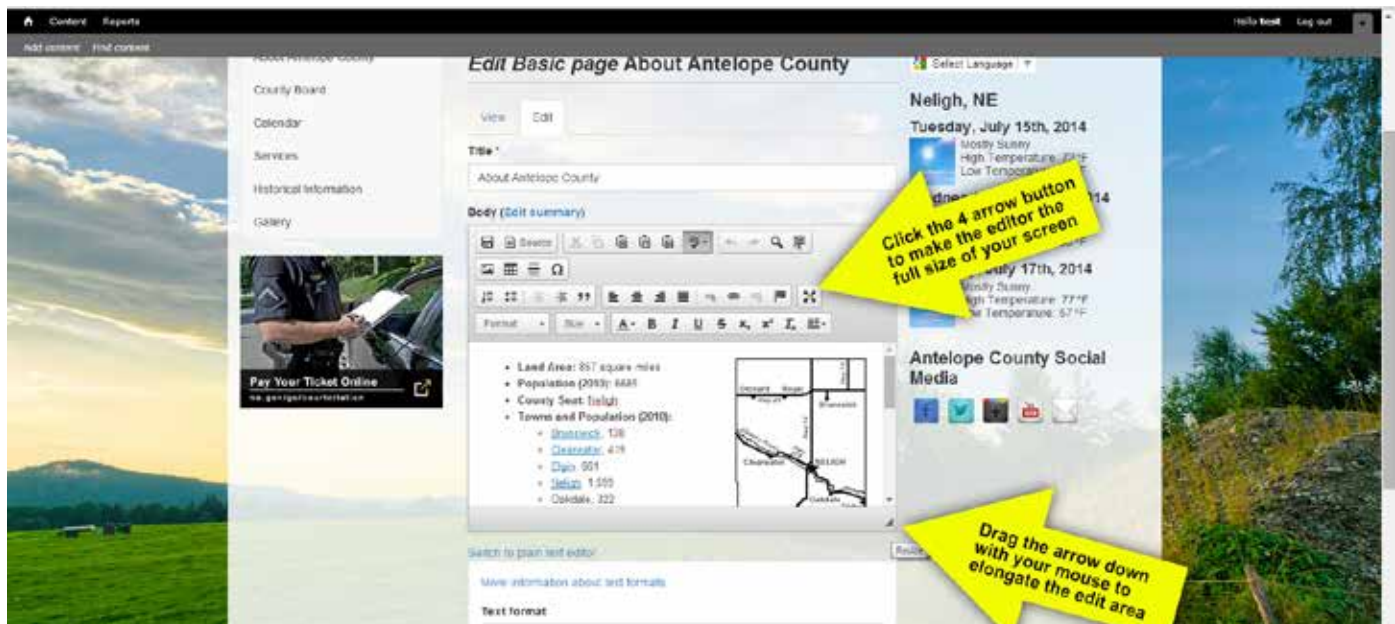




### 1-3c. Edit Content - Expand the editor:

There are 2 ways to expand the editor to see more content as shown below in the screen shot. Expanding the editor will allow you to see more text that you are able to edit instead of scrolling.

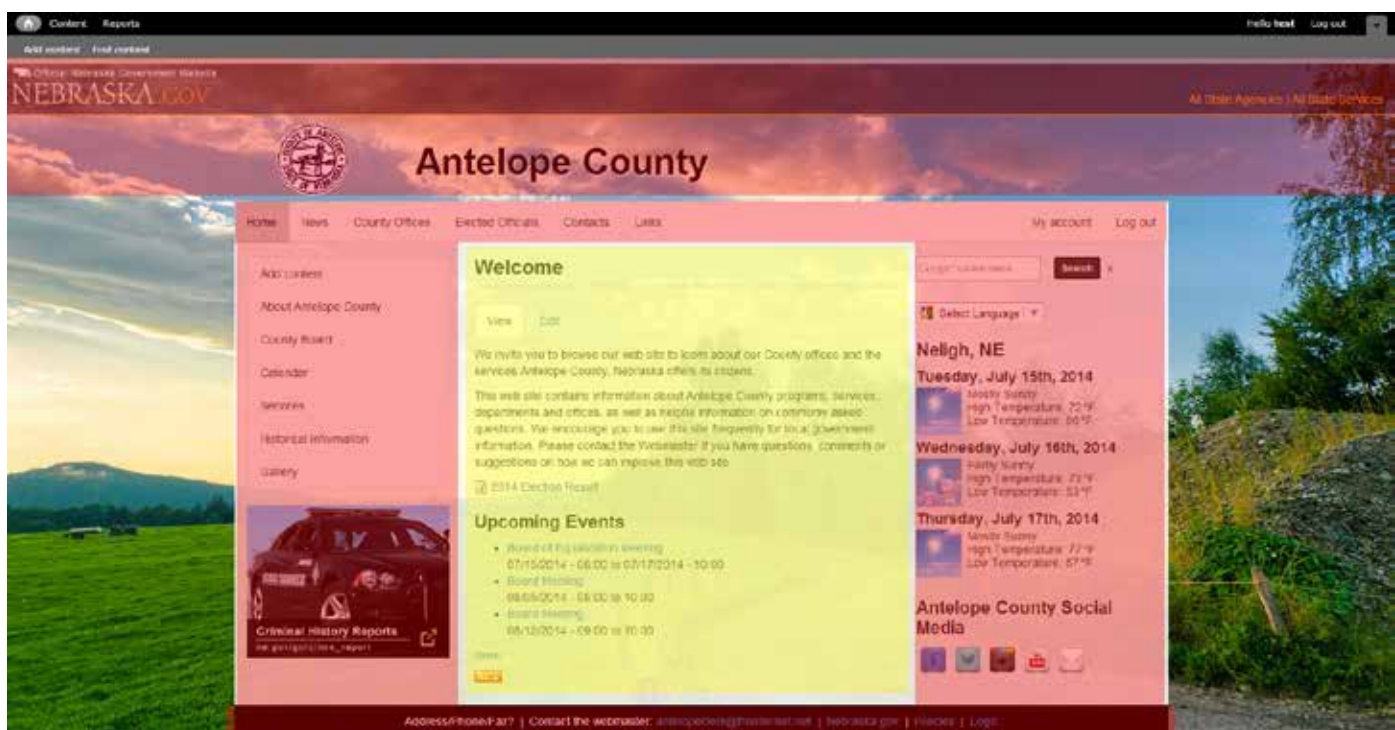
**NOTE:** If you click on the 4 arrow button to expand the editor, you will need to click the same button again to shrink the editor screen back down to the regular size to return to the original view.



### 1-3d. Edit Content - What you can and cannot edit:

Below in **yellow** is an example of the body section that you are able to edit. Depending upon your site layout and permissions, the areas pictured below in **red** may not be available for you to edit.

**NOTE:** Depending upon your permission, you not have access to edit the navigation or side panels. Contact Nebraska Interactive ([ne-cmc-support@egov.com](mailto:ne-cmc-support@egov.com)) if you need your permissions adjusted or if you need us to edit/update any pieces that you do not have access to.



# Section 2:

## How to Add New Content to your Website:

### 2-1. How to add a new page to your website:

#### Before you add a new page to your website, ask yourself the following questions:

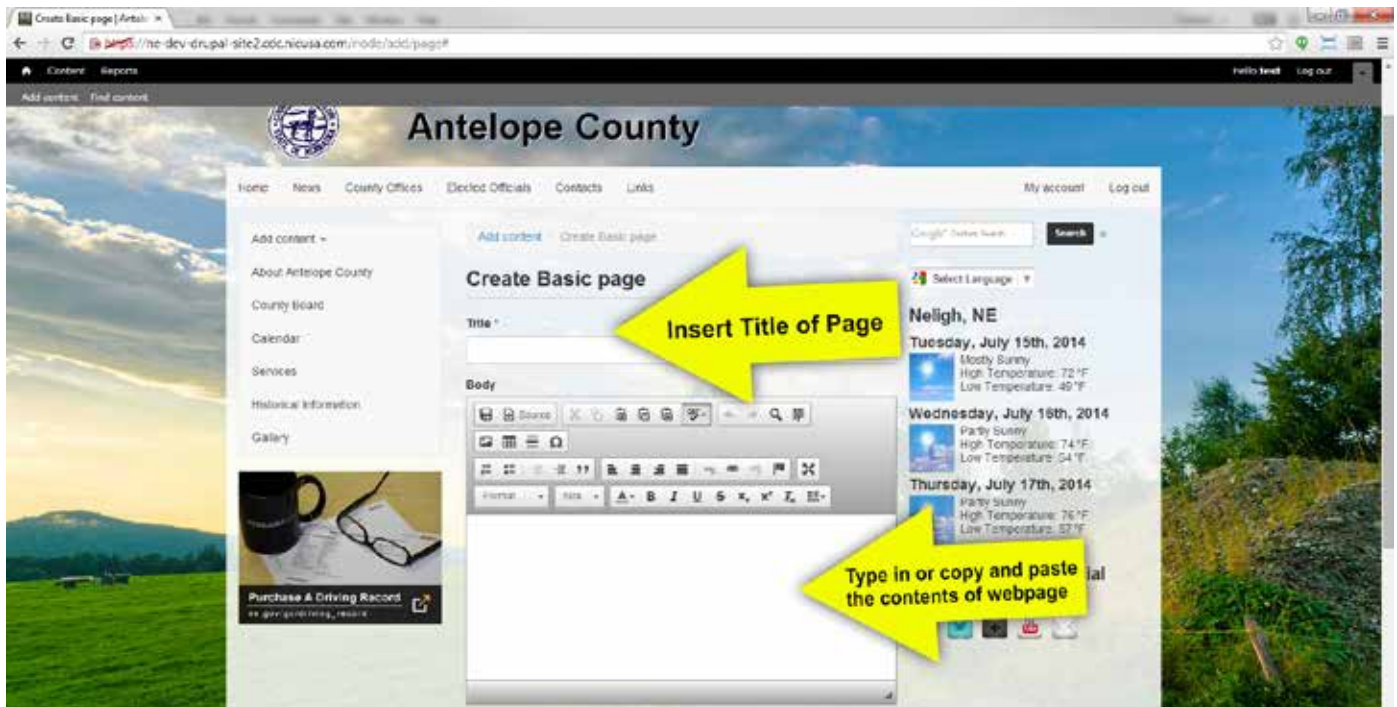
- Does the information need to be printed, such as a form or public notice? If yes, uploading the information as a pdf or word doc and including the link on the correct page(s) will be easier for users to print.
- Does the information go along with something else that is already on the website? If yes, maybe the information can be added to the existing page rather than creating a new page.

1. Hover over the “Content” button at the top left side of the black administrative tool bar at the top of the page.
2. The available content types (pages) that you have permission to add display below the “Add Content” button when you hover over it. For this example, please select “Basic Page.”



**NOTE:** We will cover how to add an Event in Section 2-2.

3. Enter the title that you want the new page to be. Be sure to keep the title specific to the contents of the page. The title you enter is what will be used to create the name of your new webpage, so it needs to be specific and clear as you will be linking to it later in this guide.



4. Type in or copy and paste the contents of the webpage. Be sure to utilize the WYSIWYG tool bar that is similar to Microsoft Word to format any of the text on your page.

**NOTE:** We will cover how to add an image or a file to the page in Section 3

5. Once you have completed adding the text that you want to be on the new webpage, click one of the Save buttons (pictured below) to save the webpage.



OR: at the bottom of the page, click the blue save button



6. Complete! You have successfully created a new page.

**NOTE:** See page 15 (section 3-2) to link your new page to an existing page on the site.

## 2-2. How to add a new event to the calendar on your website:

**NOTE:** You must have the calendar module activated on your website, if you do not, ignore this section or contact Nebraska Interactive ([ne-cmc-support@egov.com](mailto:ne-cmc-support@egov.com)) if you want it installed.

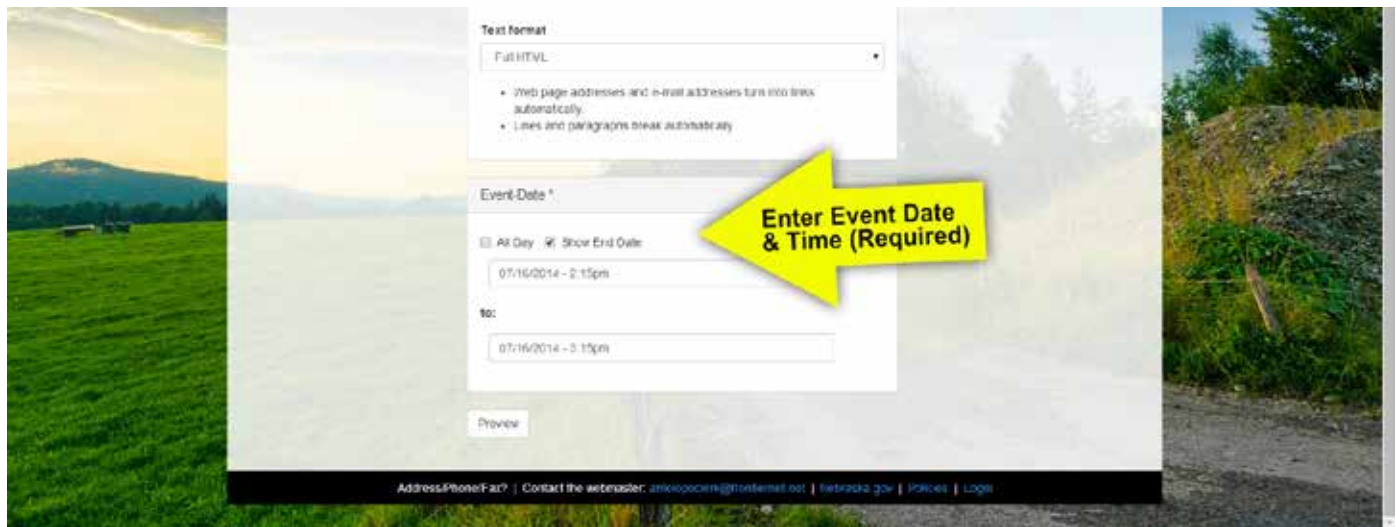
1. Hover over the “Content” button at the top left side of the black administrative tool bar at the top of the page.



2. The available content types (pages) that you have permission to add display below the “Add Content” button when you hover over it. For this example, please select “Event.”
3. On the Create Event page, you will be prompted to enter an event title, body, and date and time as seen on the next 2 screen shots.



**NOTE:** You must include the time in the Event-Date section at the bottom of the page.



The screenshot shows a web form for creating an event. The 'Event-Date' section is highlighted with a yellow arrow and the text 'Enter Event Date & Time (Required)'. The form includes a 'Text format' dropdown set to 'Full HTML', a 'Preview' button, and a footer with contact information for the webmaster.

Text format  
Full HTML

- Web page addresses and e-mail addresses turn into links automatically.
- Lines and paragraphs break automatically.

Event-Date \*

All Day  Show End Date

07/16/2014 - 2:15pm

to:

07/16/2014 - 5:15pm

Preview

Address/Phone/Fax? | Contact the webmaster: antelopecc@frontier.net | Nebraska.gov | Policies | Login

**NOTE:** You can also attach documents to the events (example: meeting agenda), we will cover this in Section 3 of this guide.

4. Once you have entered the Event title, information, date, and times, click the save button at the bottom of the page.
5. The event will now show up on the calendar (shown below) and will show up in the Upcoming Events feed on your home page (if your website has this feature enabled and if the event is happening soon).



The screenshot shows the Antelope County website's calendar for July 2014. A yellow arrow points to a new event on July 18th, 2014, titled 'County Social'. The website header includes the Antelope County logo and navigation links. The calendar shows events for July 16th, 17th, and 18th.

Antelope County | Government

Antelope County | Government Website

# Antelope County

Home | News | County Offices | Elected Officials | Contacts | Links | My Account | Log Out

Month | Week | Day | Year

July 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3 City Office 07:00 to 07:00	4 City Office 07:00 to 07:00	5
6	7 Board Meeting 07:00 to 08:30	8	9	10	11	12
13	14	15	16 Board Meeting 07:00 to 08:30	17	18 County Social 07:00 to 07:00	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

Neigh, NE

Wednesday, July 16th, 2014  
Partly Sunny  
High Temperature: 75°F  
Low Temperature: 55°F

Thursday, July 17th, 2014  
Partly Sunny  
High Temperature: 75°F  
Low Temperature: 57°F

Friday, July 18th, 2014  
Mostly Sunny  
High Temperature: 80°F  
Low Temperature: 52°F

County Social

media

Address/Phone/Fax? | Contact the webmaster: antelopecc@frontier.net | Nebraska.gov | Policies | Login

**6. Complete!** You have successfully created a new event.

## 2-3. How to revert back to a previous version of a page on your website:

**NOTE:** The page has to be edited and saved more than once for the revisions tab to show.

1. To revert to a previous version of a page, click on the “Revisions” tab.



2. On the Revisions tab, you will see a list of all of the available revisions. In the left column, the revisions are listed by date with the person that last updated the page on that date.
3. To preview what the page looked like on that day, click on the date you want to preview in the left column.
4. In the right column, you can click on “revert” to revert back to how the page was on the selected date.
5. **Complete!** You have successfully reverted back to a previous version of a page on your website.

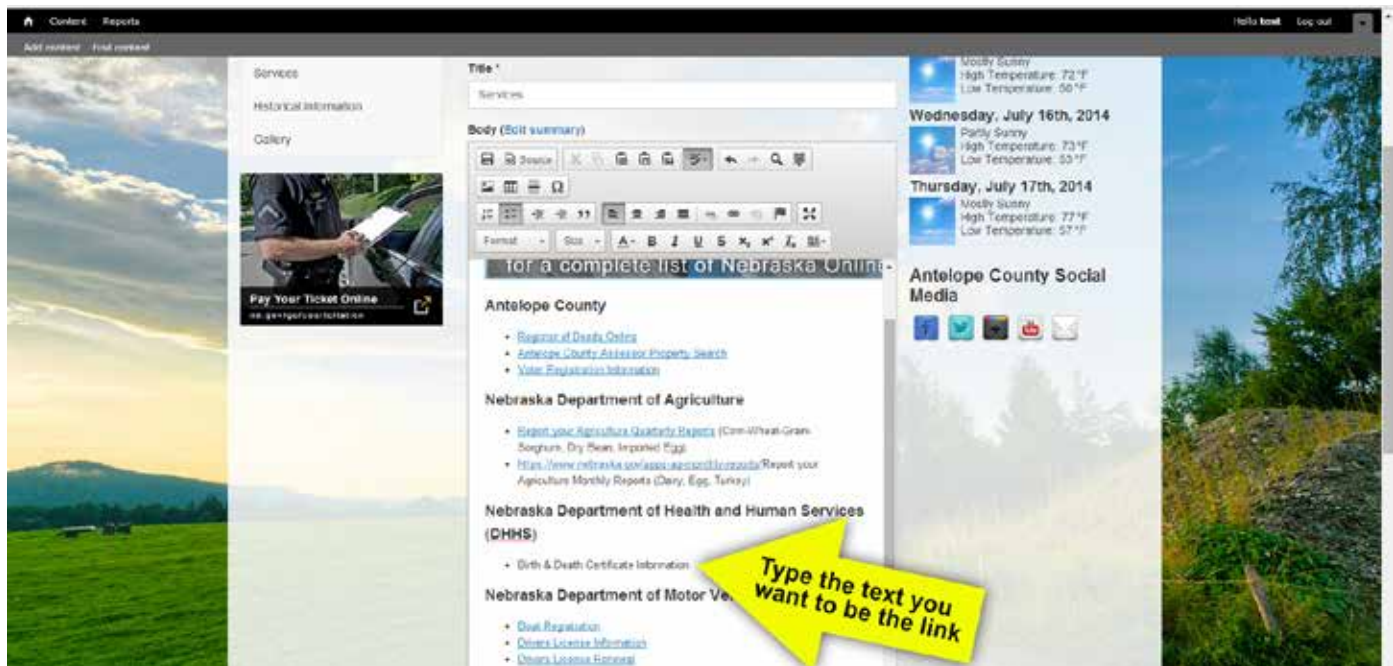
# Section 3:

## How to Add a Link, Image, or File to Your Website:

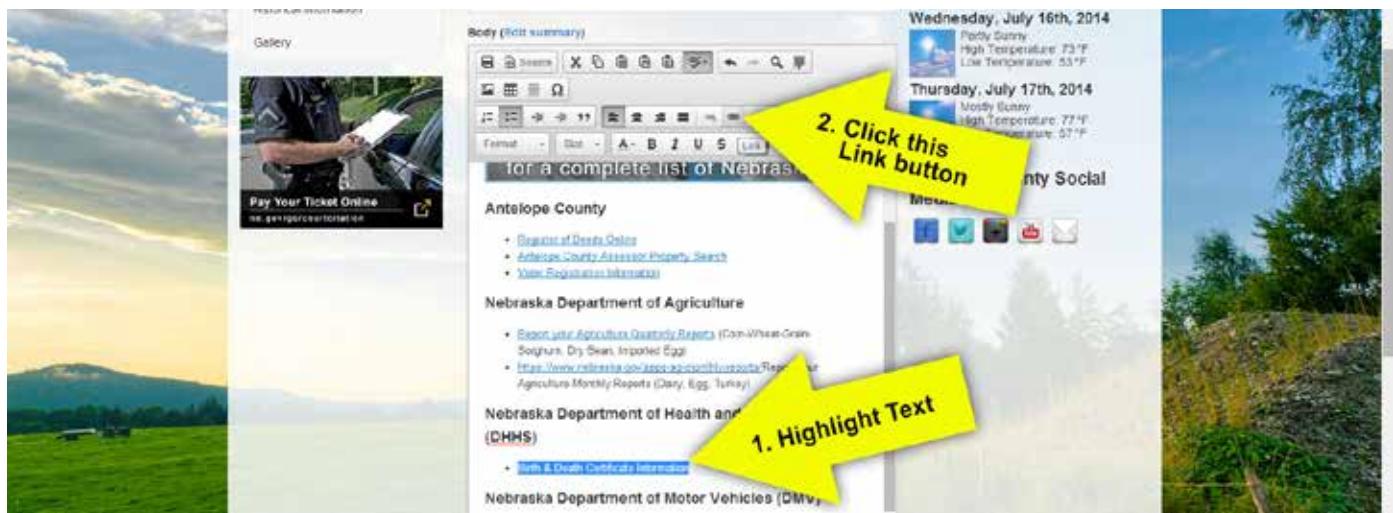
### 3-1. How to add a link to a webpage OUTSIDE of your website:

If you want to add a link to an outside website (example: your local newspaper's website) you will follow the steps below:

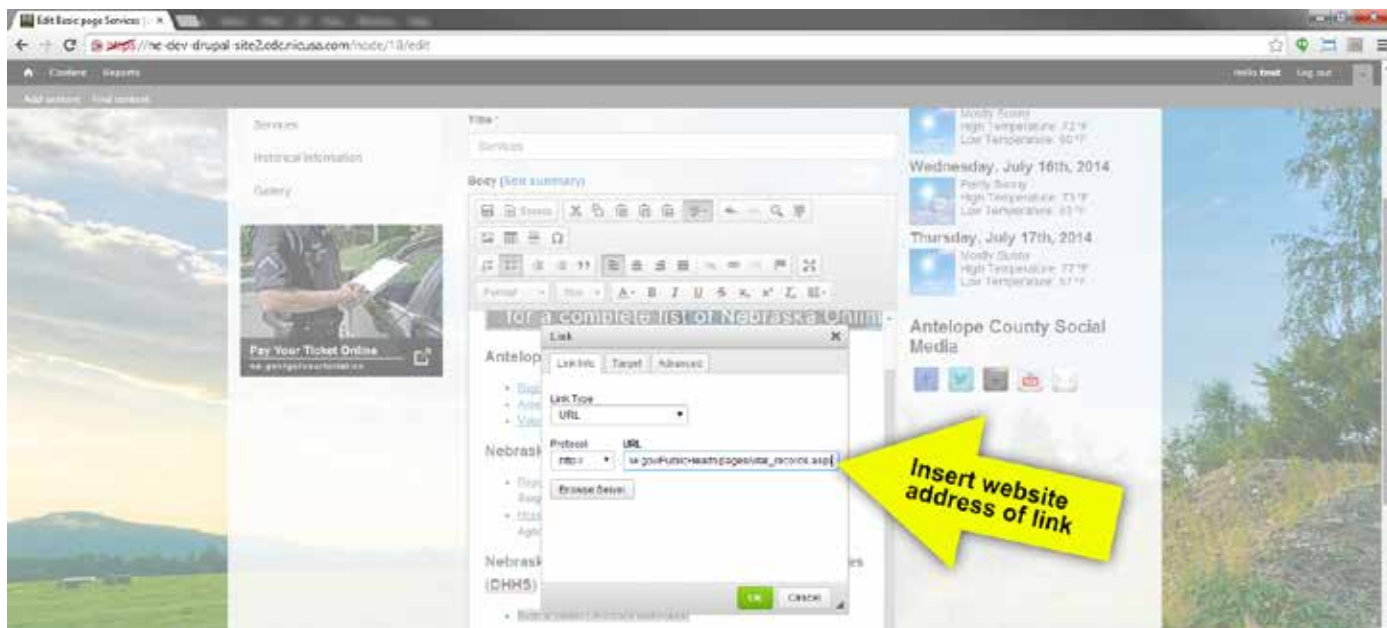
1. Navigate to the page you want to add the link to and click edit (as seen in section 1 of this guide).
2. In the editor, you may choose to either link the external webpage to the domain name (example: [www.journalstar.com](http://www.journalstar.com)), or you may choose to link the external webpage to wording of your choice (example: [Lancaster County News](#)) it is up to you. In the example pictured below, we are adding a link to the Nebraska DHHS Birth & Death Certificate Information.



3. Once you have the text typed to be used for your new link, highlight the text by clicking and dragging your mouse over the text.
4. Next, click the link icon pictured below:

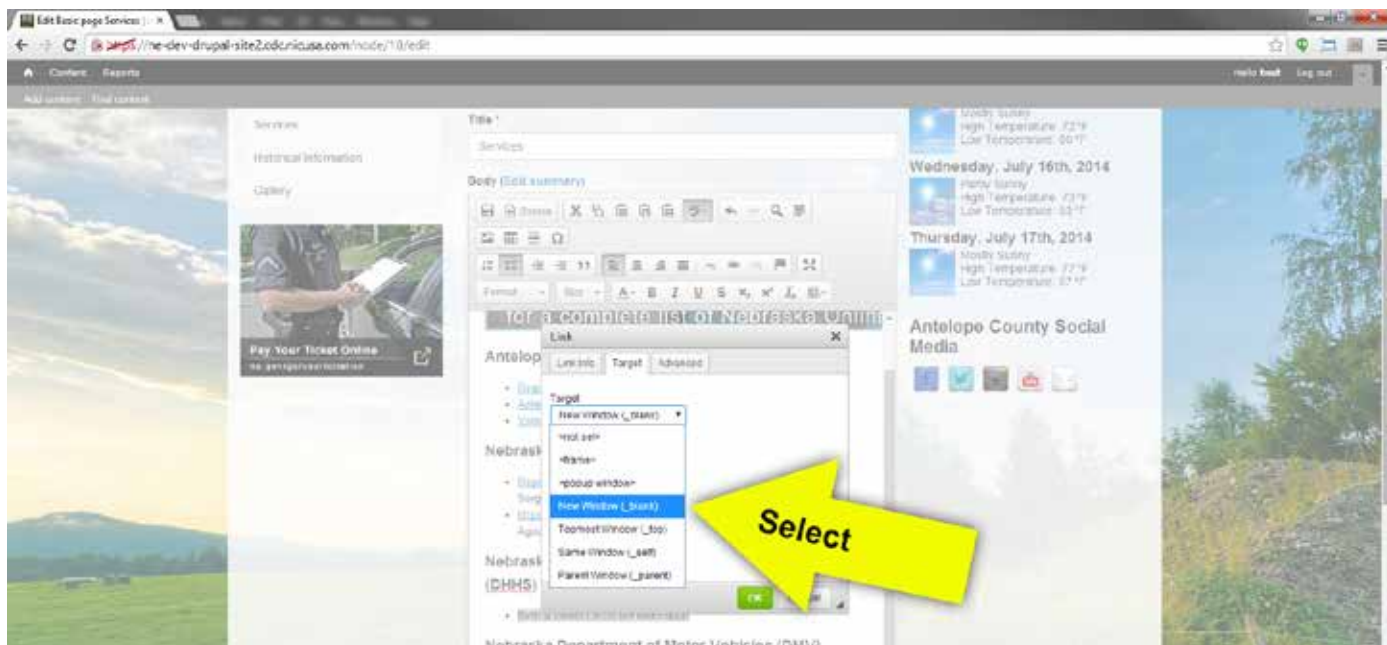


5. In the box that pops up, insert the link that you want the text you highlighted to go to (example: The text pictured below will go to: [http://dhhs.ne.gov/PublicHealth/pages/vital\\_records.aspx](http://dhhs.ne.gov/PublicHealth/pages/vital_records.aspx))



**NOTE:** On the pop up box, you will see that there is a drop down for “Link Type.” The available options are Email, URL, and Link to anchor in the text. You will use the URL and email link most frequently. To insert an email address, you would follow the same steps as we have so far, but instead of having URL in the Link Type drop down box, you will have email and insert the email information and click the green OK button.

6. When inserting a link to a website outside of your domain, it is good practice to make the link open in a new window or new tab. This way, when a user clicks on the link they can still get to your website without having to click the back button in their browser. To accomplish this, we need to add a Target: “\_blank” to the link. Click the Target tab of the pop-up box as pictured below and select “New Window (\_blank)” from the drop-down menu.

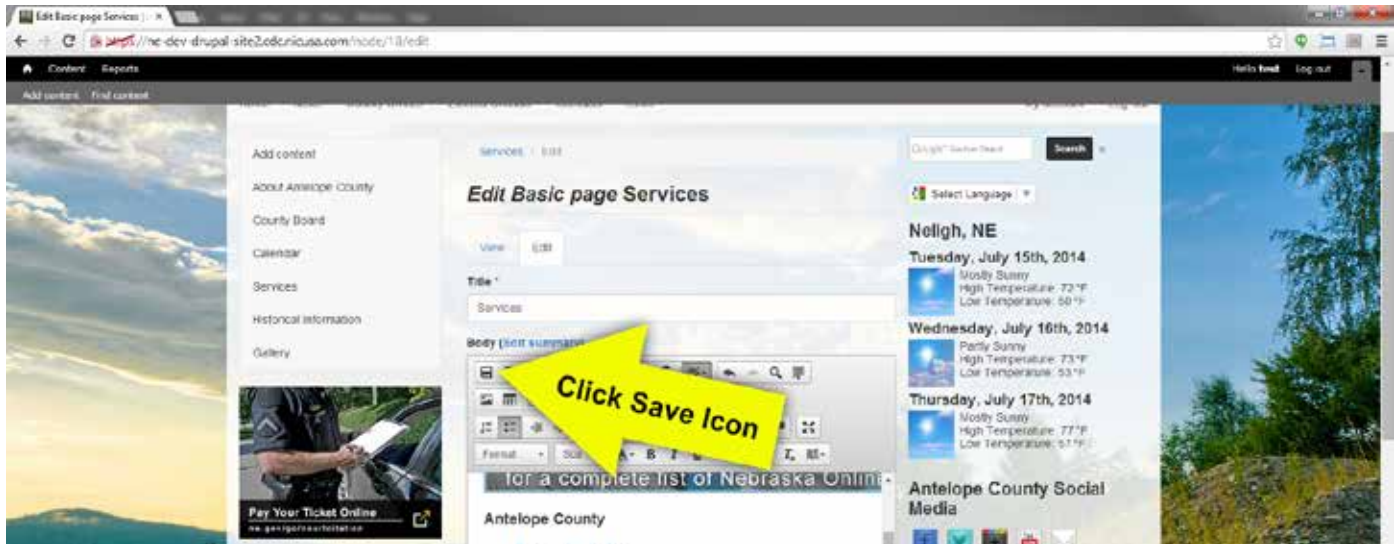


**NOTE:** Remember, you only use the New Window (\_blank) for external links.

7. Click the green OK button



8. Once you have completed all of the links you want to add to the page, you must save the page you edited. There are 2 ways to do this, pictured below:



OR: at the bottom of the page, click the blue save button



9. **Complete!** You have successfully added an external link to your webpage content. Now, be sure to test the link by clicking on it and making sure everything is correct.

## 3-2. How to add a link to a webpage INSIDE of your website:

### Adding a link to a webpage INSIDE of your website should be used to:

- Link to a new basic page that you have created inside of your website. Example: the page we create in section 2-1 of this guide is a page that you would link to INSIDE of your website.

### Adding a link to a webpage INSIDE of your website should NOT be used to:

- Link to a pdf, document, image, or other attachment. That will be covered in the next section.

**\* Before you start, you need to complete the example 2-1 on pages 8-9 of this guide. \***

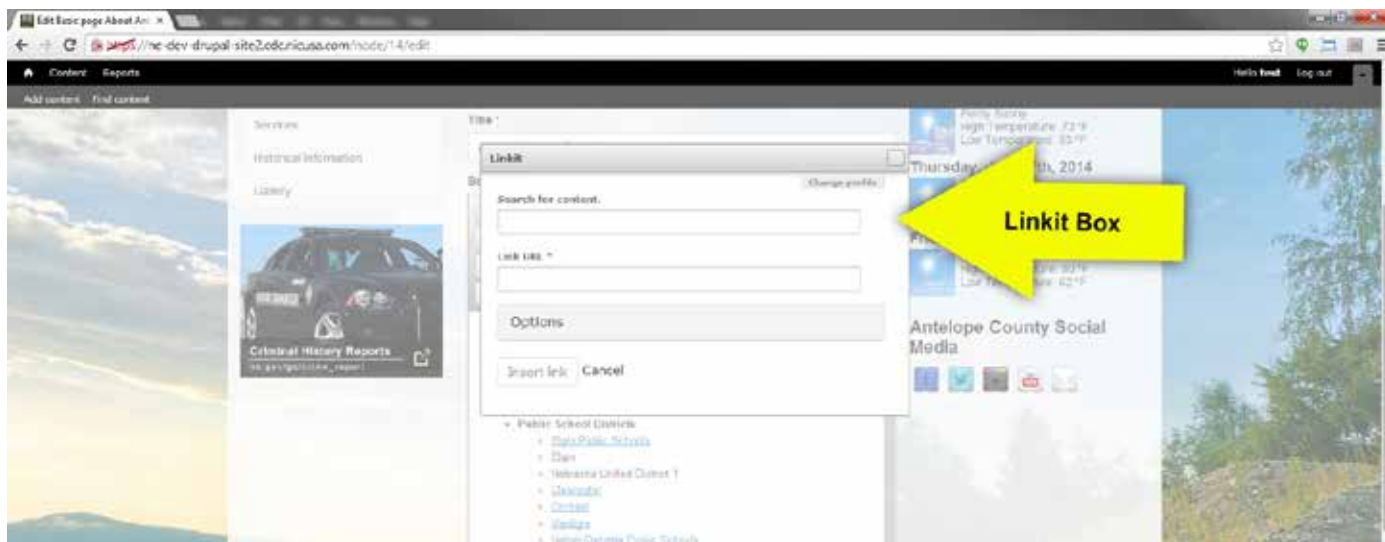
In the example 2-1, we created a new page titled TEST. In this example, we will be linking the page “TEST” to the “About Antelope County” page, but the process will be the same for any website.

1. Go to the page you want to add the link to and click edit.
2. In the WYSIWYG editor type the text that you want to link to your new page. Below in the example you will see that we will be linking the new page to the text “TEST.”
3. Highlight the wording in the editor by clicking and dragging over the word(s).
4. In the 3rd row of the WYSIWYG editor, you will see a button that is a colored chain link with a green plus sign on it (pictured below). Click this button to create a link.

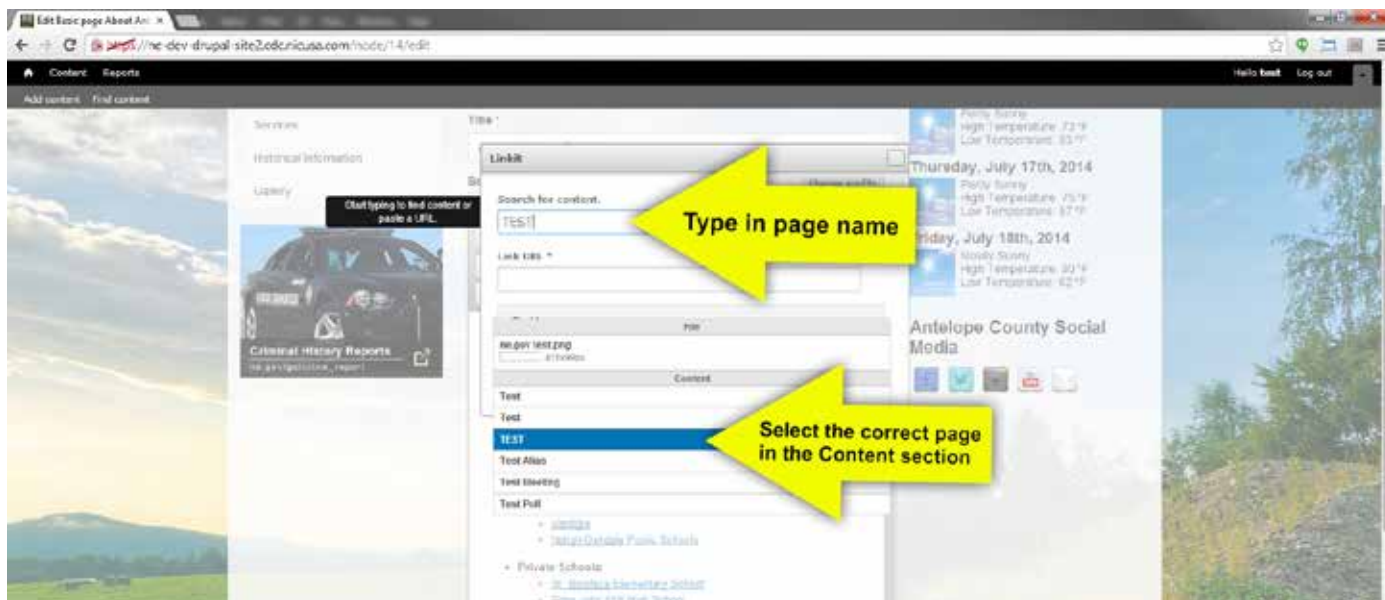
**NOTE:** When you hover over the button, the tool-tip Linkit will appear.

The screenshot shows a web browser window displaying the Drupal WYSIWYG editor for the 'About Antelope County' page. The editor interface includes a top navigation bar with 'Add content' and 'Find content' buttons. The main content area shows a list of links under 'Public School Districts' and 'Private Schools'. A yellow arrow points to the 'Linkit' button in the 3rd row of the WYSIWYG editor, with the text '2. Click the Linkit button'. Another yellow arrow points to the word 'TEST' in the body text, with the text '1. Highlight the text you want to link'.

5. Next, the Linkit dialog box will appear as pictured in the screen shot below.



6. The text box titled “Search for Content” is the one you will want to use. If you start typing in the title of the page you created, ie: “TEST”, the results will start showing up under Content. \*



***NOTE:*** The more pages you create with a similar name, the more pages you will have to choose from when linking the page. As seen in the example above, there are multiple test pages. We selected the one in all capital letters because that is exactly how we titled the new page we created in section 2-1.

7. After you select the page, you will see the “Link URL \*” box fills in with the page name for you. You don’t need to select anything in the Options box, just click the Insert Link button at the bottom of the Linkit box.
8. You will see that the text you highlighted to link your new page to now looks like a hyper link (blue text and underlined.) Save the page and you will see the link appear on the webpage. Be sure to test it out and make sure that it goes to the correct page.
9. **Complete!** You have successfully linked to a new page you have created.

\* ***Can’t remember the name of the page you created? Follow the steps on page 18.***

If you are unsure what you titled a page after you create one, there is list of all of the pages available to you in the black admin tool bar at the top of the website once you are logged in. Click on content (next to the home icon at the top left) and you will see the full list of pages on your website ordered by newest, or latest updated, at the top of the list.



You can sort through the content by clicking the content tab or media tab. The advertisements tab will not contain anything of interest to you. You can also filter through the content by selecting the type of page (basic page or event) and sorting the table displayed below.



**Remember:**

- This method is to link new webpages that you have created to another page in your website. The method for linking a document or an external webpage will be explained in the following section(s).

### 3-3. How to an anchor tag link to your website (jump to link):

**Adding an anchor tag link to a webpage should be used to jump to a specific section on a page.**

You would use anchor links when you wanted to list topics at the top of the page and then have the ability for a user to click that topic and be taken straight to it without having to read or scroll through the balance of the text.

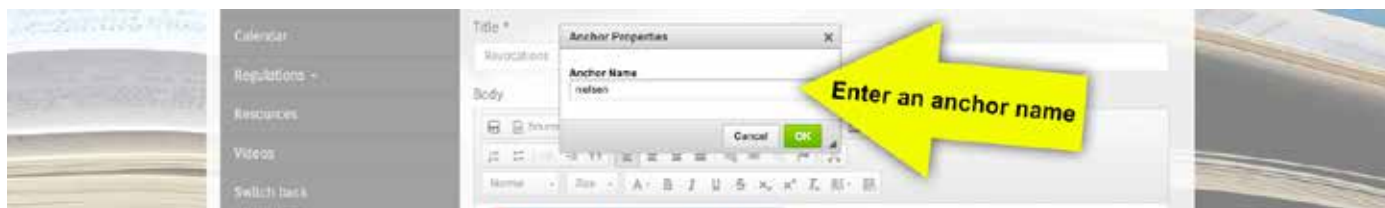
This is a two step process. First you must create an Anchor on the destination before you link your text to it.

#### A. Creating an Anchor:

1. Go to the page you want to add the link to and click edit.
2. Highlight the text that you want to place the anchor tag on (where you want the page to jump to).
3. Click on the flag button in the WYSIWYG tool bar.




4. In the Anchor Properties box that appears after you click the flag button, you will need to enter a word or number (***NO SPACES***) to identify the anchor tag. Example, if you are linking to a news section, you may want to enter news into the anchor name field. Keeping this simple and clear is the best way to handle anchor tags.



5. Click the green "OK" button.
6. You're not done yet - follow the instructions below in the "Creating a link to the Anchor" section to link to the anchor you just created.

#### B. Creating a link to the Anchor:

1. Highlight the text that you want to use as a link to jump to the section that you just created a flag for.
2. In the WYSIWYG tool bar, click on the link button (  ).
3. In the Link Properties box that appears after you click on the link button, select the "Link to Anchor in the Text" from the link type selection box.
4. Next, select the anchor name you just created from the drop down box under "Anchor Name."
5. Click the green OK button.
6. Save the page.
7. **Complete!** You have successfully added an anchor tag and link to the anchor tag to you webpage.

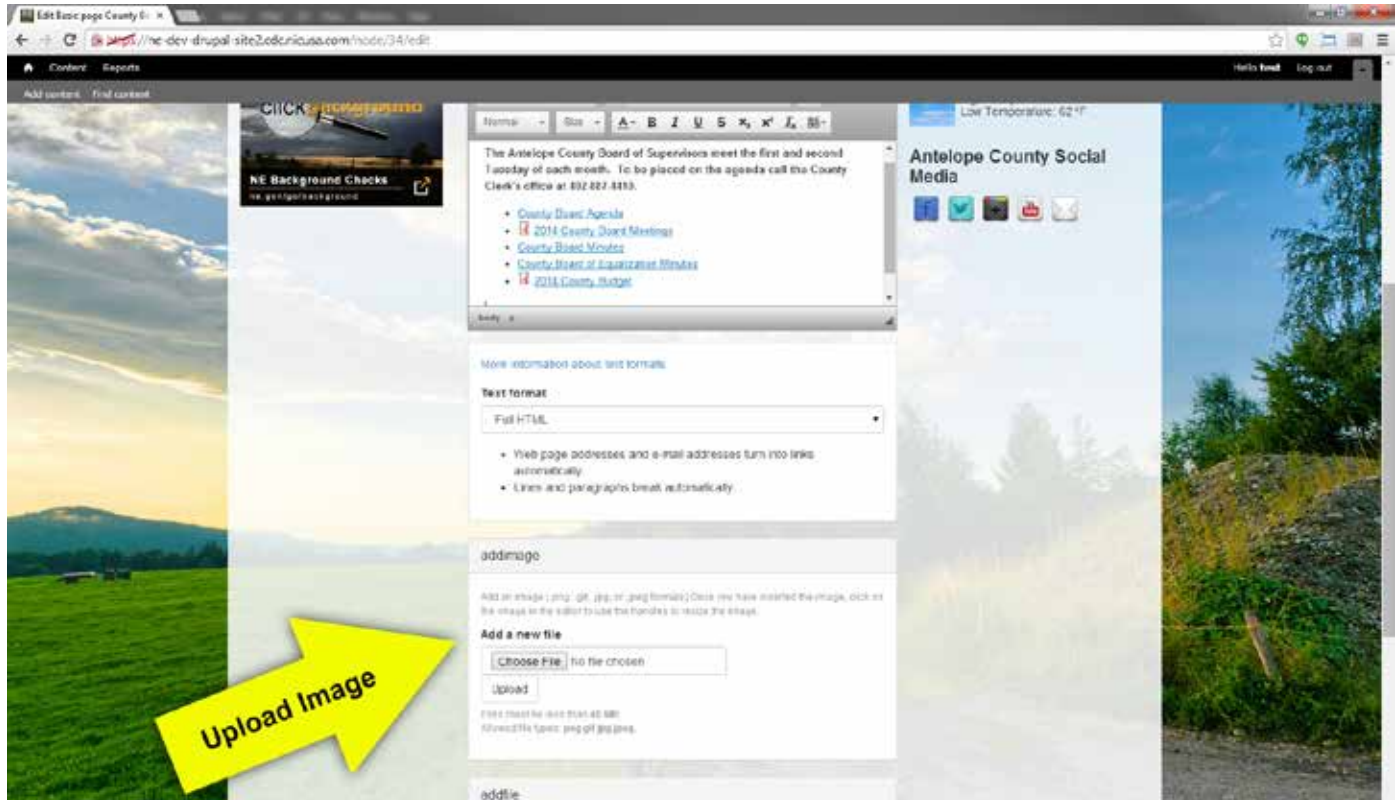


## 3-4. How to add an image to your website:

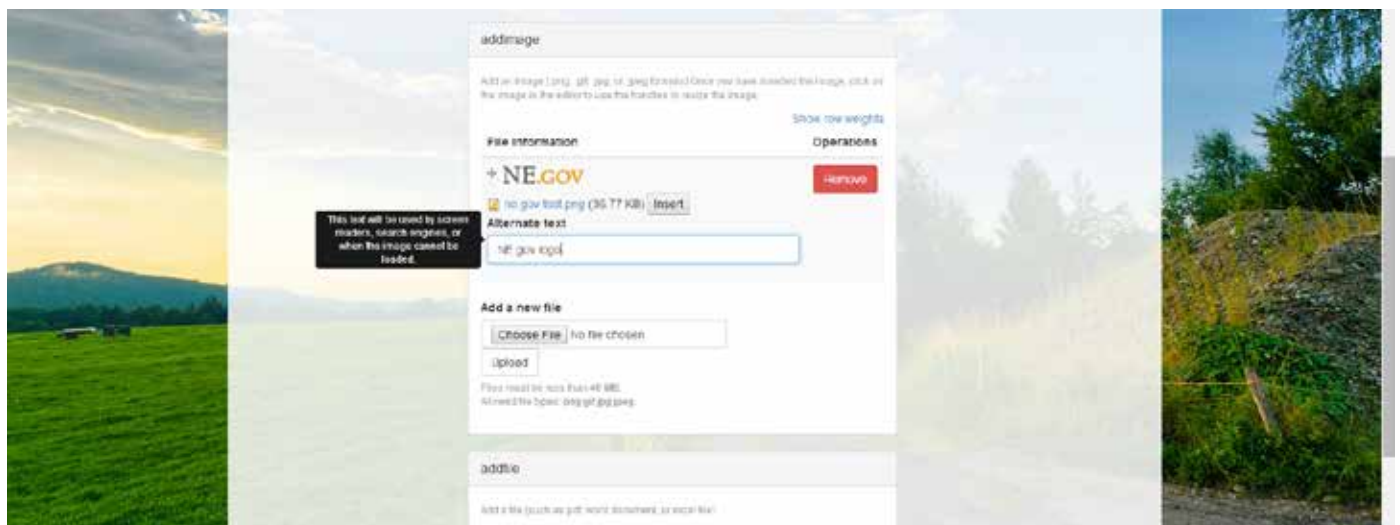
### 3-4a: Upload an image to your website

Acceptable image types to add the pages: .png, gif, jpg, jpeg

1. While creating a new page or editing an existing one, you have the option to insert an image into the page. Underneath the WYSIWYG editor, you will find a section titled “addimage” with an option to choose a file to upload to the website (pictured below in screen shot).



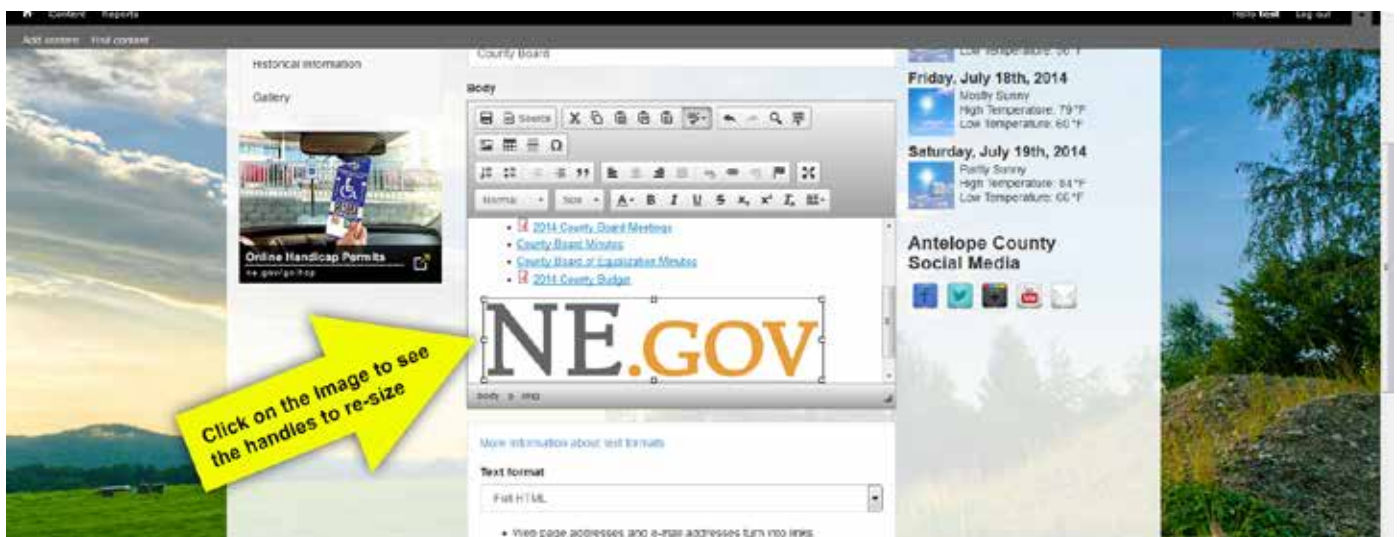
2. You will need to place your cursor in the editor where you want the image to be placed.
3. When uploading an image through the “addimage” box, you will select the Choose File button and find the image on your computer that you want to upload to the webpage. Once the file is selected, click the upload button (shown below in screen shot).



4. You will notice that after the image uploads, you will see a small preview of the image with the image name and size listed underneath along with an insert button. The insert button will place the image into the webpage where your cursor is located, but first we need to add alternative text.
5. Adding alternative text to any image you upload to your website is something you will want to get into the habit of doing. You will want to enter a short, clear description of what the image shows in this box. Entering alternative text for images allows your site to meet certain 508 compliance standards, more specifically, if a user is viewing your website with a screen reader and cannot see the image, the screen reader reads the alternative text attached to the image to let the user know what is on the page.
6. Once you have entered the alternative text for the image, click the Insert button next to the image file name. This will place the image into the content editor where your cursor was. If you have a very large image, it will need to be resized as shown in the next step.



7. To resize the image, click on the image in the WYSIWYG editor and you will see “handles” appear on the image\*. Those are the small white square boxes that allow you to resize the image by clicking and dragging the image down to the desired size. (Handles pictured below).



\* **NOTE:** You can only resize the image in Firefox and Internet Explorer. The handles will not show up in Chrome.

- To resize the image proportionally, click on the image and once the handles appear use the corner handles to drag the image by clicking and dragging your mouse AND at the same time, hold down the shift key on your keyboard. Holding the shift key down insures that the image stays the same proportion as the original image when you resize it so that the picture doesn't end up looking squished or stretched.

**TIP:** You can use the align left, center, and right buttons in the WYSIWYG editor to align the image where you want it to be on the page.

- After you have the image as the desired size, save the page and you will see the image you inserted and re-sized now on the webpage (as shown below).



- 10. Complete!** You have successfully uploaded and added an image to your webpage.

### 3-4b: Insert an image to your website that you have used on another page

**NOTE:** You need special website permissions to be able to do this. Please contact Nebraska Interactive ([ne-cmc-support@egov.com](mailto:ne-cmc-support@egov.com)).

If we wanted to use the image that we just uploaded and added to another page, there is a way that we can browse the server and add the image again on another page without uploading the image twice.

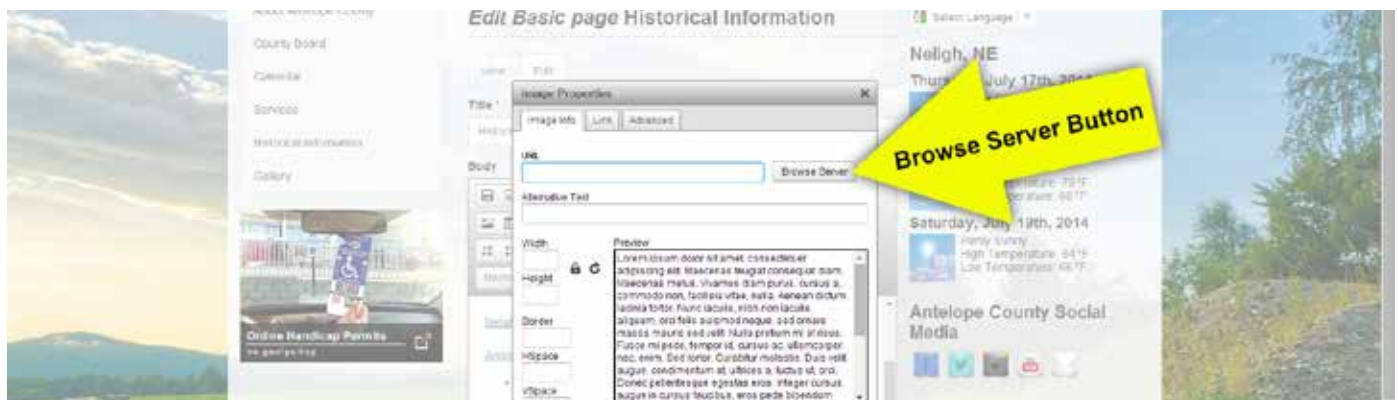
- Go to the page you want to add the image on and click Edit.
- In the WYSIWYG editor, place your cursor where you want the image to appear on the page.
- Next, in the WYSIWYG editor tool bar, click on button that looks like a little scene of a sun and mountain the in the 2nd row (when you hover over button the tool tip will display "image").





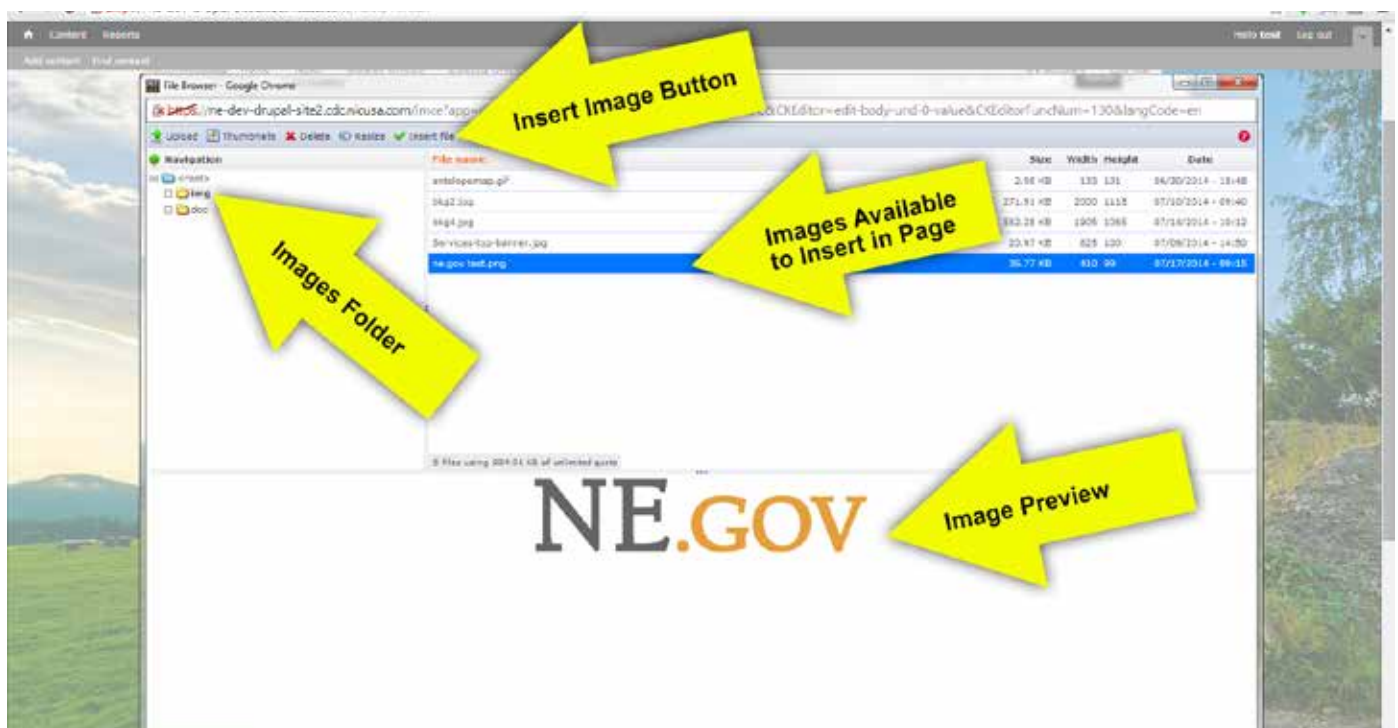
**NOTE:** All of the images that you uploaded through the “addimage” box will be in the img folder when you browse for the file.

4. In the Image Properties box that appears, click the Browse Server button.



5. This will open a new window where you are able to browse the server and view the images and files you have uploaded.

6. In the screen shot below, you will see where you can navigate to the images you can insert in the page by clicking the img folder in the left column. In the right column, you can select the image you want to insert, and in the bottom row the image is previewed when selected. To insert an image in the page, simply double click the file name in the right column or when the file is selected, click the insert file button at the top in the tool bar.



7. Once you select an image and insert it, you will be brought back to the Image Properties box where you will need to press the green OK button to insert the image into the webpage.

8. The image is now ready to be re-sized as we did in step 8 of section 3-3a. Once that is complete, save the page and you will see the image on the webpage.

9. **Complete!** You have successfully inserted an image on your website that you have used on another page.

### 3-5. Upload add file to your website:

Acceptable file types to add the pages: .txt, .pdf, .doc, .docx, .rtf, .xls, .xlsx

1. While creating a new page or editing an existing one, you have the option to insert a file into the page. Underneath the WYSIWYG editor, you will find a section titled “addfile” or “Add File” with an option to choose a file to upload to the website (pictured below in screen shot).



2. You will need to place your cursor in the editor where you want the file to be placed.
3. When uploading a file through the “addfile” box, you first will select the Choose File button and find the file on your computer that you want to upload to the webpage. Once the file is selected, click the upload button.
4. Once the file is uploaded, you will see a drop down box where you have the choice for the style of the link. By default, the link to file (with icon) is selected. This icon will help your users know that when they are clicking on the link, it will open up a document that they can print or save, instead of a regular webpage. In the Description text box, add the text that you want to be the link in the webpage. For example, if you are uploading a meeting agenda, type in the Description text box “Meeting Agenda.”



5. When you are ready to insert the document, click the insert button next to the style drop down box. Save the page and you will see the file appear in the webpage.



6. We're not done yet though! It is good practice to have all of the document files that you add to the website open in a new tab. This insures that when your user clicks on the file to open it up, they can view the document and close the tab when they are done instead of clicking the back button in their browser to go back to your website.
7. To make the file you just uploaded open in a new tab, we have to complete one more step. Edit the page you added the link on.
8. Highlight the link to the file you uploaded and inserted or click anywhere in the link. Next, click the gray chain link button (the tool tip will display "link" when you hover over the button with your mouse) in the WYSIWYG tool bar (pictured in screen shot below).



9. The link dialog box will appear, click the target tab (pictured in screen shot below).



10. In the target drop-down box, select New Window (\_blank) (pictured in screen shot below).

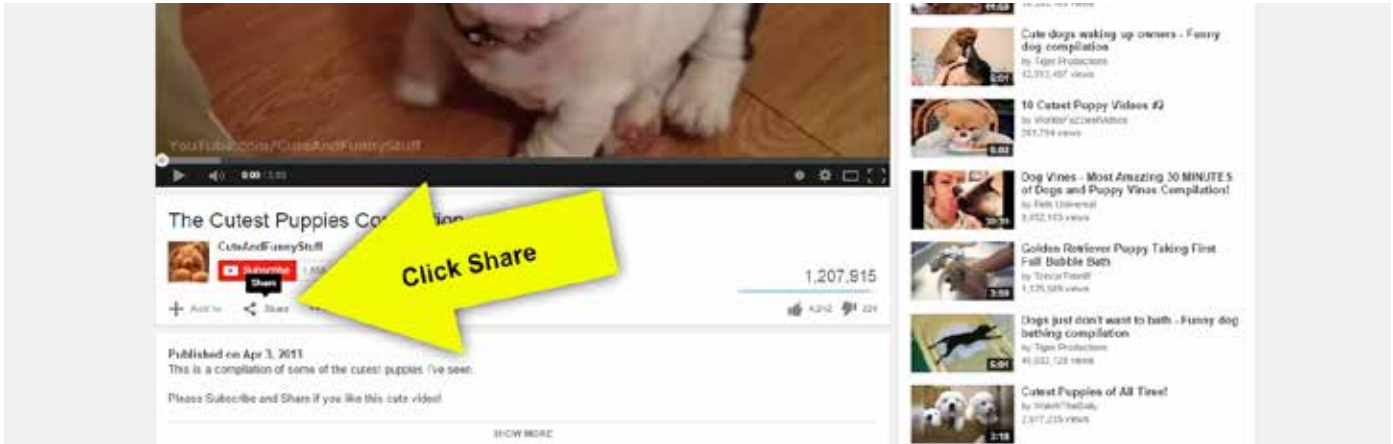


11. Click the green OK button in the link dialog box and save the webpage. Then, test the link and make sure that the file you uploaded opens in a new tab in your browser. This way you do not have to click the back button in your browser to get back to the website, just go to the original tab. More importantly, your website will not be closed accidentally.
12. **Complete!** You have successfully added a file to your website and set it up to open in a new tab in the browser.

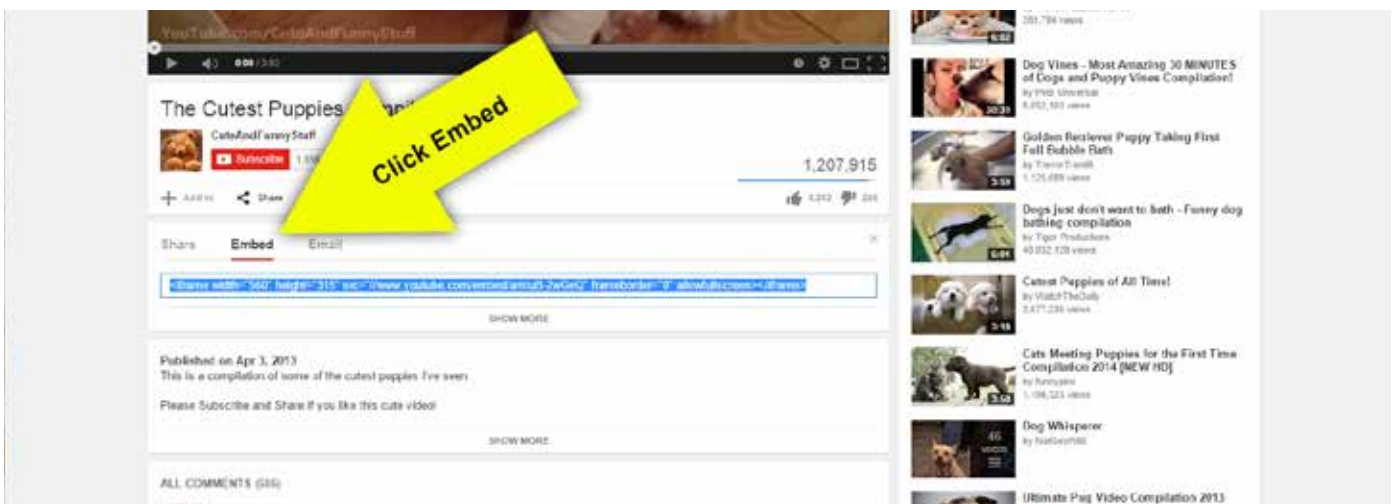
### 3-6. Embed a video from Youtube on your website:

*This method for adding a video to your website requires that the video be on Youtube or another video hosting site already, or you will need to add your video to Youtube first.*

1. Go to the video you want to embed on your website via Youtube (or another video hosting site)
2. Below the video there will be a “Share” button. Click it (pictured in screen shot below).



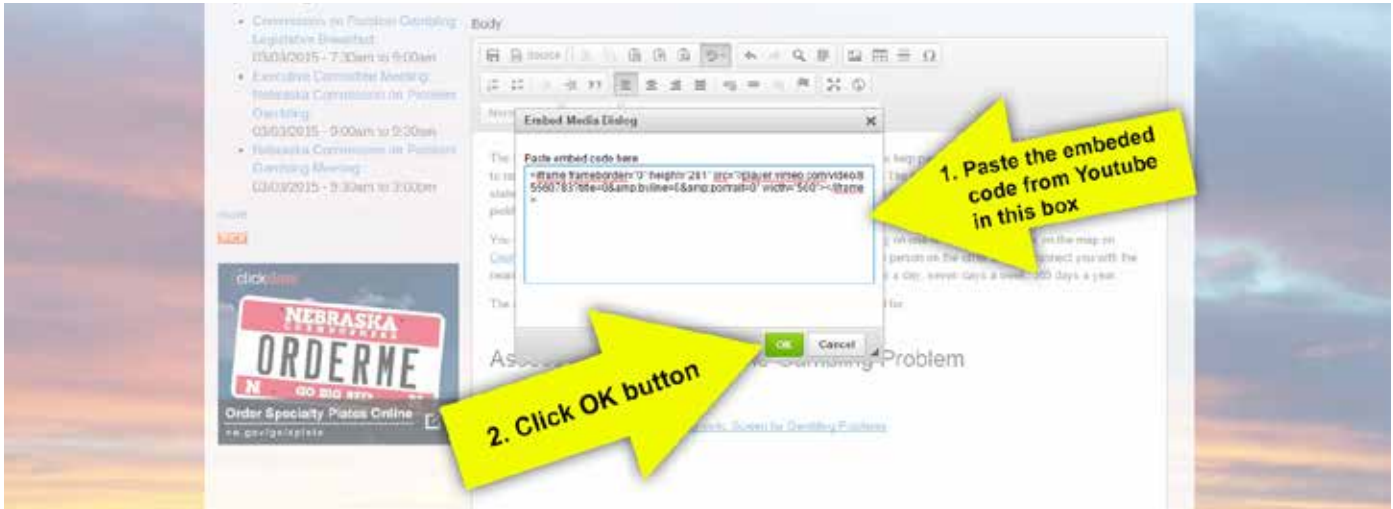
3. Once you click on share, below that you will see three options, Share, Embed, Email. **Click on Embed.**



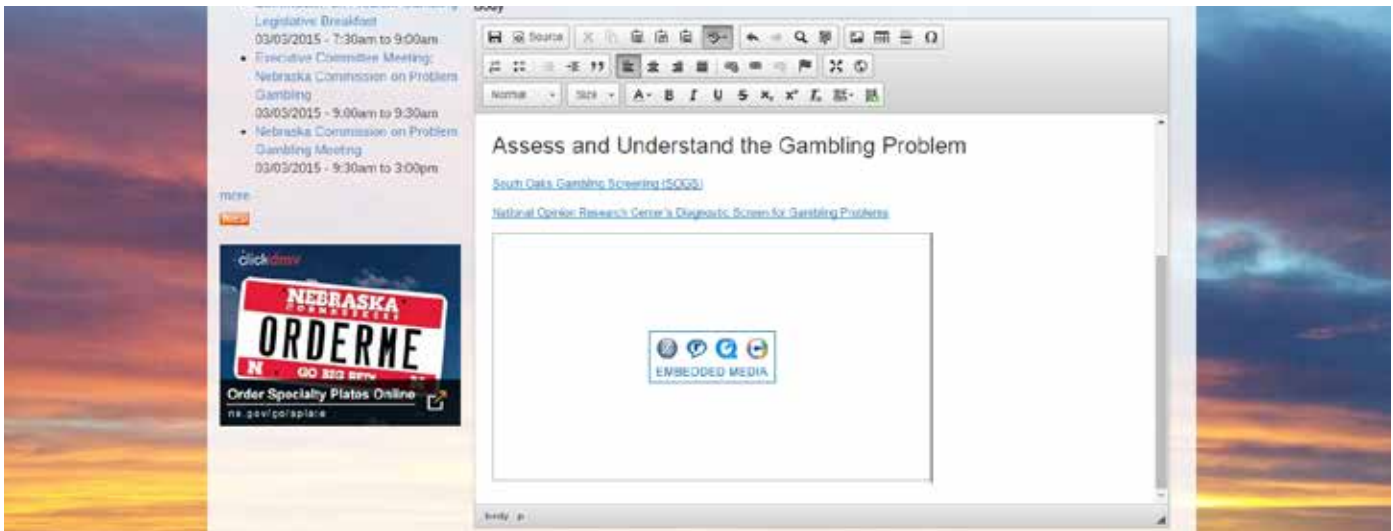
4. Copy the embedded code (highlighted in blue pictured above) and go back to your website.
5. On your website, click the edit tab on the page that you want to add the video to.
6. In the WYSIWYG editor, click and place your cursor where you want the video to be uploaded on your page.
7. Next, in the WYSIWYG tool bar, you will see an icon that looks like movie strip, click that button (pictured below).



8. Next, a pop up box titled “Embed Media Dialog” will appear. In this box, paste the embedded code that you copied from Youtube. Click the green OK button.



9. After you click the green OK button, you will see the video has been added and the box shows as EMBEDDED MEDIA with icons (pictured below).



10. You're not done yet though, don't forget to save the page! After you save the page the video will appear with the play icon.



11. Complete! You have successfully added an embedded video to your website.

# Section 4:

## How to Add an Image to the Slider on your Website:

*You must have a slider on your website. If you do not, please ignore this section.*

### What is a Slider?:

- A slider is a featured section typically on the home page or every page that has images along with captions that change. Example pictured below.



1. You can add or edit a slider in the same manner that you would a webpage or event on your site. To create a new slider, go to the “Add Content” menu and click on “Slider.”
2. There will be a field for you to upload an image as well as a field for the caption. The image you upload will be automatically cropped to fit in the image constraints that we set up when your site was created. If you would like to crop the image before you upload it ask your website manager what size you should crop the image to.
3. Save the page.
4. **Complete!** You have successfully added a new slider image to your website.

# Section 5:

## How to Edit/Modify the Menu on your Website:

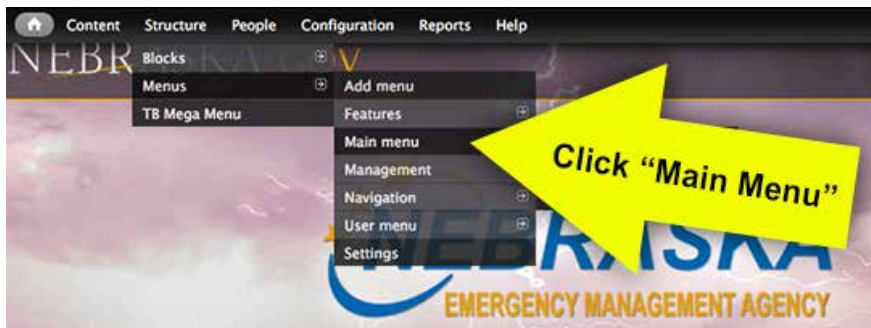
You may not have permissions to edit the menu. If you do, follow the steps below.

**NOTE:** If your website utilizes a different menu, you will receive other instructions.

**There are multiple ways to add pages to the menu.**

### 5-1a. How to add a link to the main menu - Option 1

1. Select Structure > Menus > Main Menu from the top drop down menu

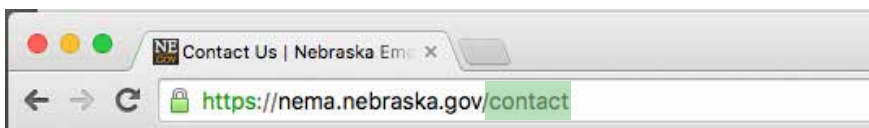


2. Click the "Add Link" button towards the top of the Main Menu page



3. Enter the Menu title link (example, Contact Us) and the Path (example, contact).

**NOTE:** what you enter in the path will depend on if it is an external or internal link. An internal link will be similar to the example listed above. The internal path is everything after the [nema.nebraska.gov/](https://nema.nebraska.gov/) address, shown below highlighted in green. For an external link, you will copy and paste the entire website URL into the path (example: <http://google.com>).



4. Do not put anything in the description field.
5. Make sure that the Enabled check box is selected. If you want the new menu item to have items below it (parent > child), select the "Show as Expanded" check box.
6. Keep the parent link "Main Menu"
7. Do **NOT** adjust the weight
8. Click the green save button

**NOTE:** To edit a navigation and link and change the title that is displayed to the public or the page it links to, you can edit the menu from the Structure > Menus > Main Menu page.

## 5-1a. How to add links to the main menu - Option 2

1. As you create a new page or edit a page at the bottom you will see an option to add the page to the menu.
2. Simply type the desired Menu link title, keep the description field blank, and in the Parent Item drop down box, select the menu item you want the link to fall under and save the page.

**NOTE:** If you want to reorder the menu links see step 5-2.

The screenshot shows the 'Menu settings' form for 'Equipment'. On the left is a sidebar with navigation links: 'Menu settings', 'Equipment', 'Revision information', 'New revision', 'URL path settings', 'Automatic alias', 'Meta tags', and 'Using defaults'. The main form area includes a checked checkbox 'Provide a menu link', a 'Menu link title' field containing 'Equipment', an empty 'Description' field with a note 'Shown when hovering over the menu link.', a 'Parent item' dropdown menu set to '-- Services', and a 'Weight' dropdown menu set to '-50' with a note 'Menu links with smaller weights are displayed before links with larger weights.' At the bottom are three buttons: 'Save' (green), 'Preview' (blue), and 'Delete' (red).

## 5-2. How to remove or reorder links to the main menu

1. Select Structure > Menus > Main Menu from the top drop down menu.
2. On the page you can delete menu items (on the right side) or click and drag the arrows on the left side to reorder links.
3. Click the Green Save button at the bottom of the page.
4. **Complete!**

Menu link	Enabled	Operations
+ Home (disabled)	<input type="checkbox"/>	edit delete
+ About	<input checked="" type="checkbox"/>	edit delete
+ About ATP	<input checked="" type="checkbox"/>	edit delete
+ Calendar	<input checked="" type="checkbox"/>	edit delete
+ ATP Advisory Council	<input checked="" type="checkbox"/>	edit delete

**NOTE:** You can also edit the menu directly from any page by hovering over the top right corner and clicking on the gear icon. (pictured below)





# Section 6:

## How to Add an Image to the Gallery on your Website:

*You must have the gallery option available on your website, if not, ignore this section.*

1. Go to the gallery page on your website. You will see a green button that has a + sign on it and the text “Add Media.” Click this button.



2. On the next screen, click “Start Upload” button.



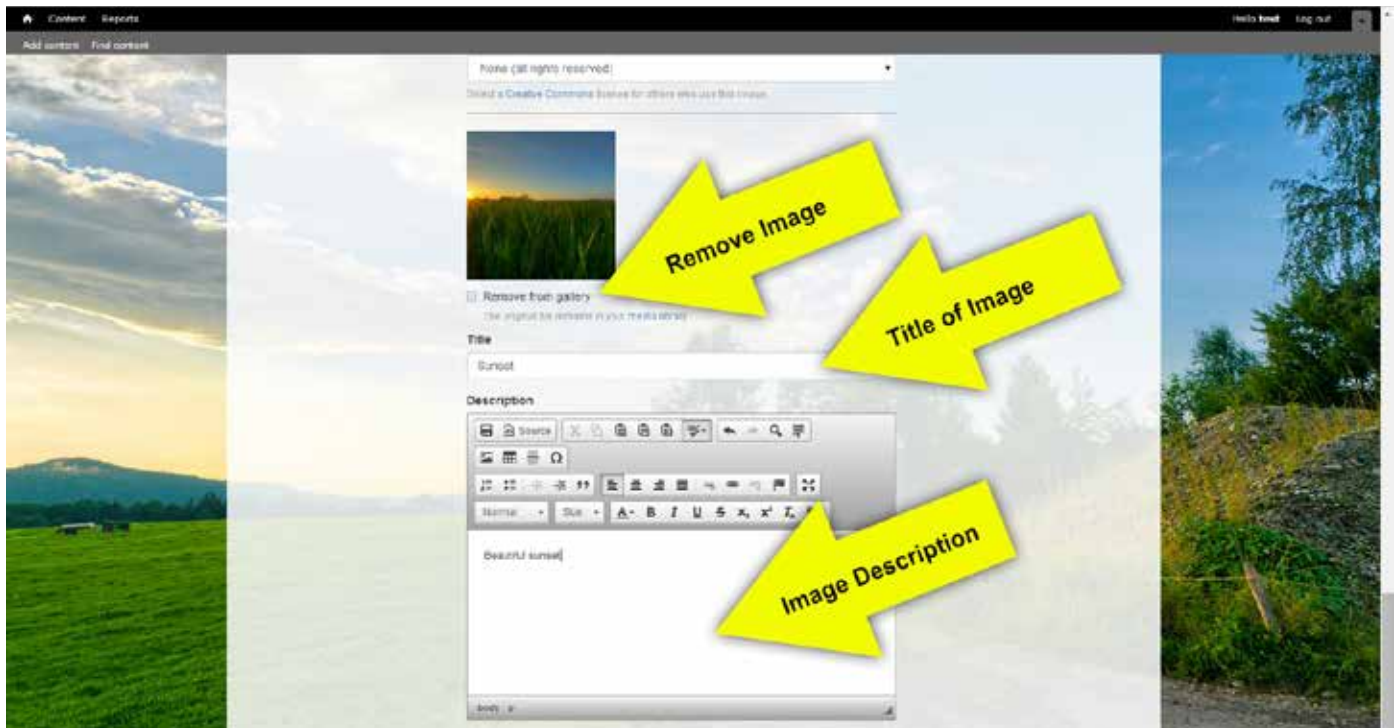
3. On the next screen, you are able to upload a new file by selecting the “Choose File” button and browsing your computer for the image you want to add. Once you have selected the image you want to add, click the blue submit button.

***NOTE:*** *If the image you are uploading is large, it could take some time to upload the image depending upon your Internet connection and the image size.*

- Once the image has been uploaded, you will see it appear on the gallery webpage. To change the title that displays below the description of the image, click the Edit Media tab (as show below in screen shot).



- On the Edit Media page, you are able to edit the title of the images, the descriptions of the images, and you can remove the images from the gallery (as shown in the screen shot below). Make any edits that you want and click the blue save button at the bottom of the page.



- To rearrange the images, on the gallery page you can hover over the images and a blue box at the top will appear with a 4-arrow button. Click and drag the image to where you want it to appear. If you click on the image you will see the image description.
- Complete!** You have successfully added an image to your website gallery.

# Section 7:

## 6-1. Edit an existing table on your website:

*You must have tables in your website, if not, ignore this section.*

1. Edit the page with the table on your website.

The screenshot shows a website editor interface. On the left is a sidebar with navigation options like 'Home', 'About', and 'Commission Members & Staff'. The main area displays a table titled 'Commission Members & Staff'. A yellow arrow points to the 'Edit Page' button in the top right corner. Another yellow arrow points to a context menu that appears after right-clicking on a row in the table. The table contains the following data:

Name & Address	Position	Telephone #	Term Expires
<a href="#">Sarah Brown</a> 930 S Franklin, Wibur, NE 68405	Second	B-402-621-2308	2017
Michael Cobelena Box 402 Warensly Vernon 210 W. S South S	City Superintendent South Sioux City Bo... City	B-402-780-2340 B-402-494-2425	2010 2018
Michael 903 Ga. Omaha,	Family Schools	B-402-343-2729	2017
Leita K 3512 W Omaha, NE 68118	Elementary	B-402-344-7225	2018
Donon McDonald 330 L Street Aurora, NE 68018	Superintendent, Aurora Public Schools	B-402-694-6903	2018

2. To add a new row/cell or delete a row/cell, right click on the row you want to modify. You will see in the menu that appears after you right click (pictured in screen shot above), there are other options that you can customize.
3. Save the page
4. **Complete!** You have successfully edited an existing table on your website.

## 6-2. Add a new table to your website:

1. Edit or create the page you want to add a table to. In the WYSIWYG menu, click on the table icon.

The screenshot shows a WYSIWYG editor toolbar. A yellow arrow points to the table icon, which is a grid of four cells. The text 'Click this table button' is written in black on the yellow arrow.

2. Next, you will see a box that you can enter options for the number of columns, rows, etc. Enter your desired # and click ok. Begin entering your content into the table.
3. Save the page
4. **Complete!** You have successfully added a new table on your website.

