

Getting Started: Adding Text, Images & Links

IMCOM Enterprise Web CMS

Tutorial 1

Version 5.0.2

Standard Operating Procedures

Contents and general instructions

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General instructions:

This document assumes you have an account with login information. The first part is designed to get you started editing pages. The rest will serve as a reference on linking to various documents and pages. Linking policy is incorporated with instruction on how to make links.

This version is extensively updated to reflect the current (October 2024) condition of IEW. Changes are extensive enough that new/improved pages are not flagged. These documents serve as SOP for IEW operators. You are not required to memorize them, but keep them handy for reference.

These tutorials also serve as SOP for IMCOM Enterprise Web.

Blue boxes contain hints and additional information

IMCOM GUIDELINES:

The dark gray boxes are policy reminders.



<-- added or substantially new since last version

Locations

- **WORK AT homeadmin.army.mil/your-installation**
Available on NIPR only. Used to build and manage your sites. Everything done in homeadmin is copied over to the public site within 15 minutes.
- **LOG IN AT homeadmin.army.mil/your-installation/login**
- **SHARE home.army.mil/your-installation**
Available to civilians this is the public facing site. Cannot be edited directly.

Logging in and out

IMCOM GUIDELINES:

Do not link the login page to any other page on the website. See above for your login address.

Login:

- Go to [https://home.army.mil/\[garrison-name\]/index.php/login](https://home.army.mil/[garrison-name]/index.php/login)
- You should see a Sign In window. Enter your login information
- Click login.
- The Welcome page will appear.

NOTICE

You are accessing a US Government (USG) Information System (IS) that is provided for USG-authorized use only. By logging in to this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (E.G., authentication and access controls) to protect USG interests -- not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See user agreement for details.

Sign in to **U.S. Army Installation Management Command**

User Name

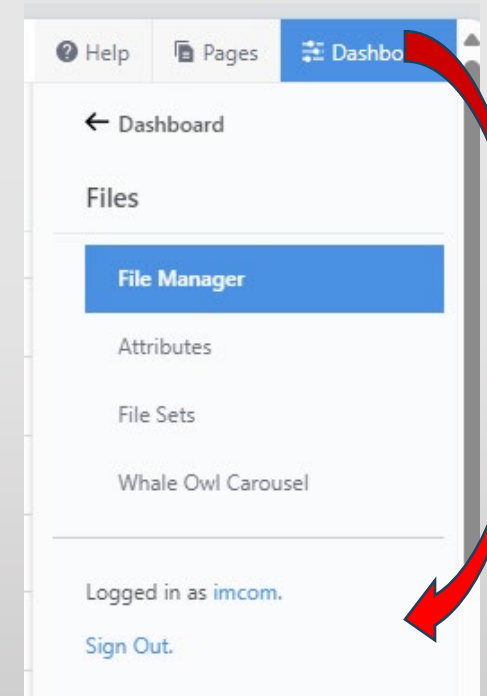
Password

[Forgot Password](#)

Remember Me Stay signed in for 14 days

Logout:

- Open the Dashboard.
- At the bottom of the dashboard (you might have to scroll down) click "Sign Out"
- Close your browser window.

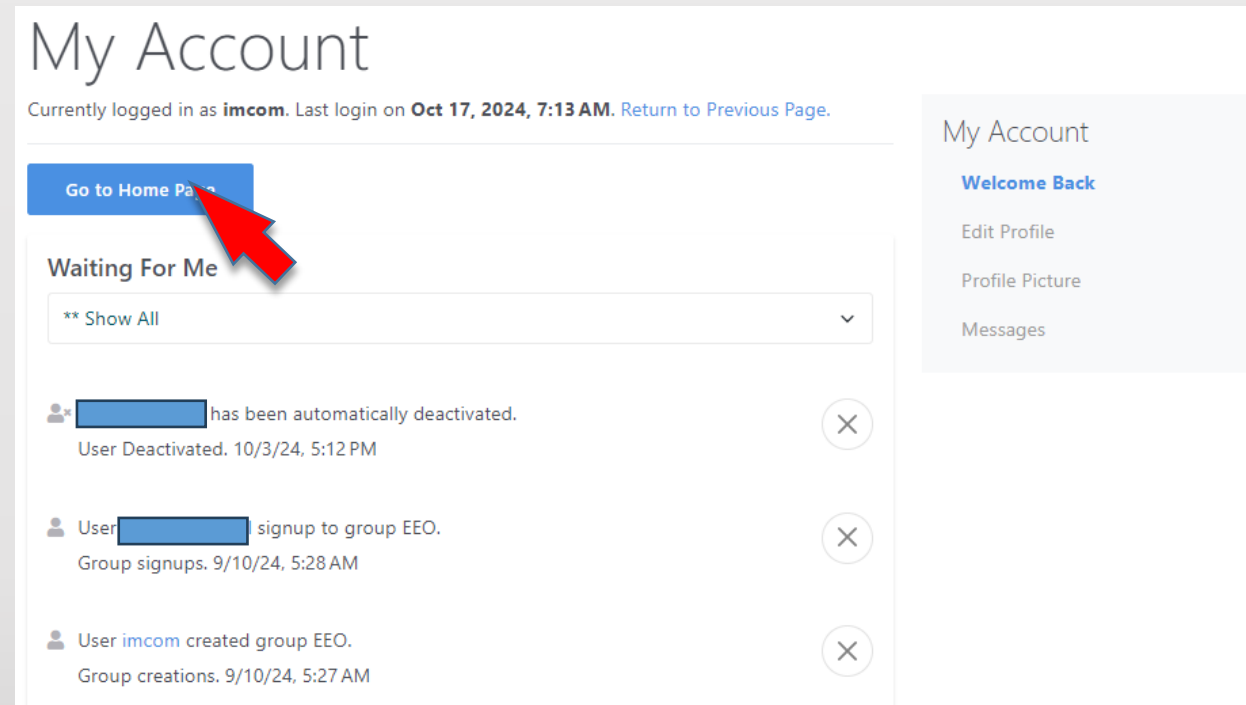


The welcome page and the site toolbar



When you log in, the welcome page appears (right). It highlights the last time your account logged in to IEW, and (for those with access) recent actions taken by IEW that might need a response.

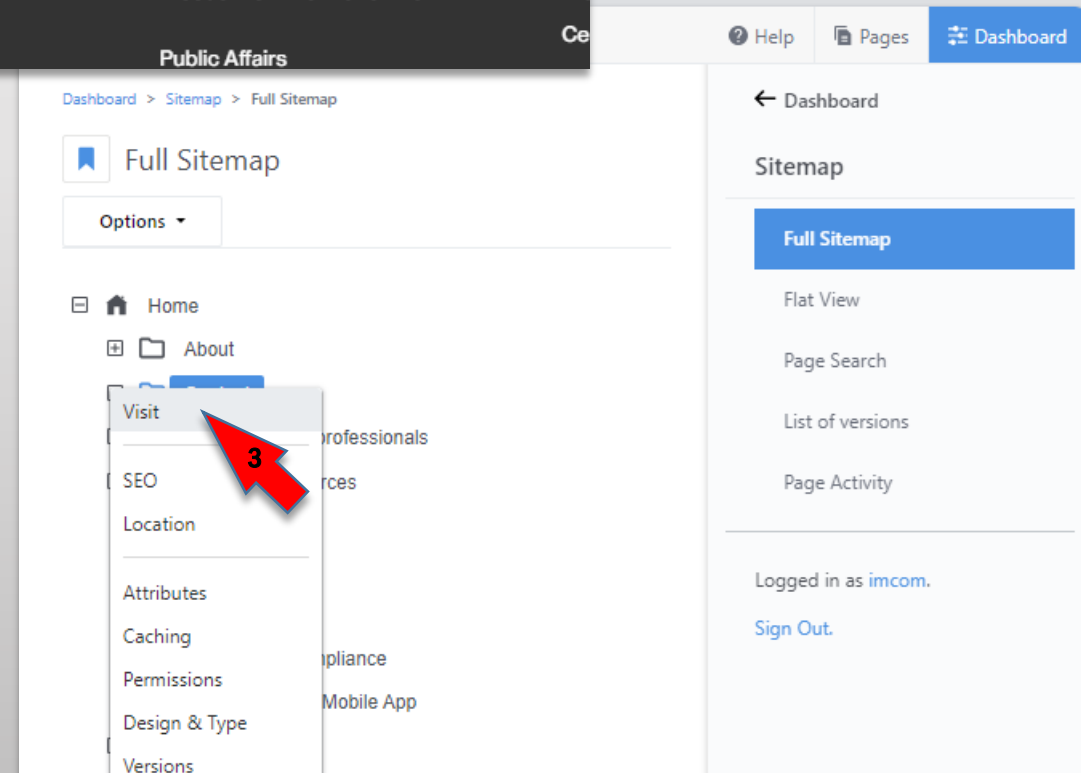
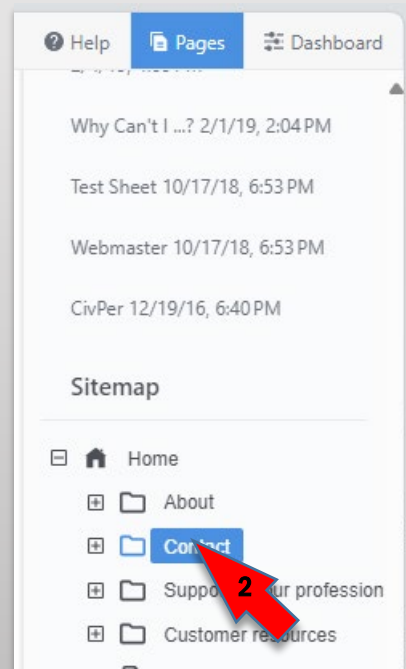
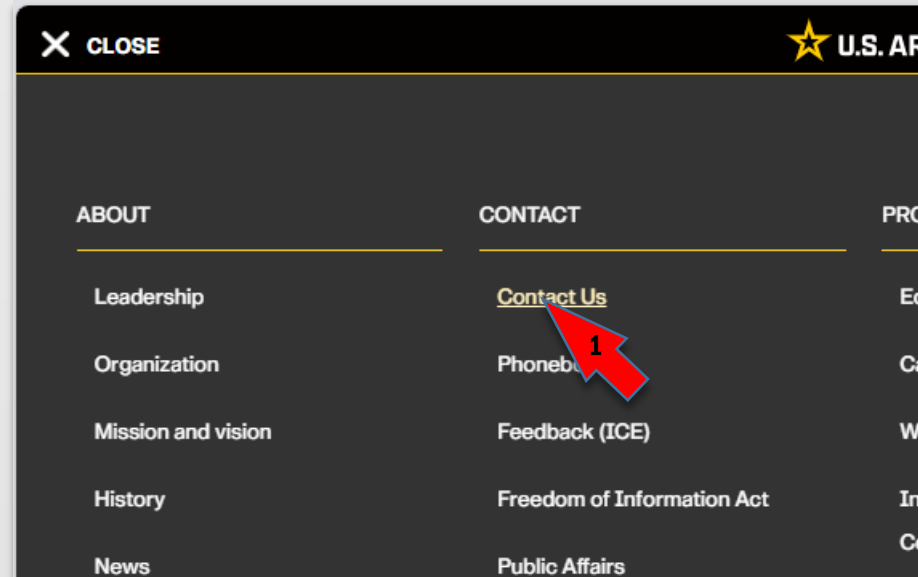
Click on the big blue button to go to your home page.

The toolbar (below) shows up on any page you have permission to edit. If any of these options are absent, make certain you are logged in and you have permission to edit that portion of the site. Contact IMCOM HQ if you have any issues.



Navigation

- There are three ways to find your way around your site:
1. Use the site's own menu system. Navigate just as you would visit your web pages.
 2. Use the site map in the Pages menu. The Pages menu has three sections: Add pages, drafts and site map. Click on the  icon to find sub-pages. Simply locate and click the page you wish to visit.
 3. Use the site map in the dashboard. This is where you perform many site operations (see SOP/Tutorial 2 for more). Click on the  icon to expand the sub-pages. When you find the page you are looking for, click on the name of the page and select Visit from the menu



Open a page and a block to edit

U.S. ARMY

U.S. ARMY INSTALLATION MANAGEMENT COMMAND

U.S. ARMY

MVS DEMO PAGE

Big fish in a big pond

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 getting my head and ears cool by the sea-breeze, and of growing grim about the mouth; especially when the weather is very sultry, the involuntary pausing before committing myself to any venture, and of preventing me from deliberately making a fool of myself by account it high time to get to bed. It is a philosophical flourish that I love to hear Plato and his school of Cato the Younger make, but I am not a philosopher. It is surprising in this. If they but knew me, no doubt they would call me Ishmael.

There is no other insular city of the Manhattoes, belted round by water, as Indian isles by coral reefs - commerce surrounds it with a surf. Right and left, the streets take you waterward. Its extreme low-town is the battery, where that noble mole is seated, and the cannon-batteries freeze, which a few minutes ago were gazing at the crowds of water-gazers.

Installation Management Training Center

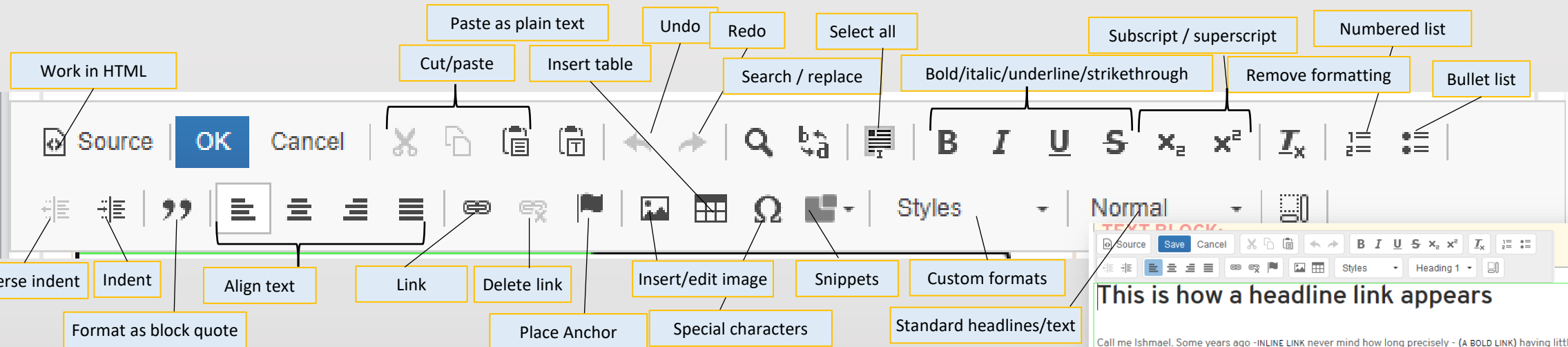
“Page List” block

“Text” block

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

- To edit a page, first click the pencil icon labeled Edit Mode. Wait until the lines surrounding the different editable Areas appear. Blocks are placed into these areas.
- Hover over the one you want to edit; in this case, it's a Content block. It will turn gray (not illustrated here)
- Click it and it will highlight green. An action menu will appear.
- Click “Edit Block”
- See “Edit Text” on the next page.

Edit text / The menu bar




The screenshot shows the Rich Text Editor menu bar with various tools labeled. The labels include: Work in HTML, Source, OK, Cancel, Cut/paste, Paste as plain text, Insert table, Undo, Redo, Select all, Search / replace, Bold/italic/underline/strikethrough, Subscript / superscript, Numbered list, Remove formatting, Bullet list, Reverse indent, Indent, Align text, Link, Delete link, Insert/edit image, Snippets, Custom formats, Format as block quote, Place Anchor, Special characters, and Standard headlines/text. The menu bar also includes icons for Source, OK, Cancel, Cut, Paste, Undo, Redo, Search, Bold, Italic, Underline, Strikethrough, Subscript, Superscript, Text color, Background color, Styles, and a dropdown menu.

- The menu bar appears when you click on the Content block. This tells you the Rich Text Editor is ready to use.
- In a Content block, it works like a simple word processor. Simply type, paste, cut, etc. as you would in MS Word. It appears in other blocks as well.
- Except for the background in some instances, and active content such as photo sliders, what you see is what you will get.
- As always, save as you go.

This is how a headline link appears

Call me Ishmael. Some years ago -**INLINE LINK** never mind how long precisely - (**A BOLD LINK**) 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.



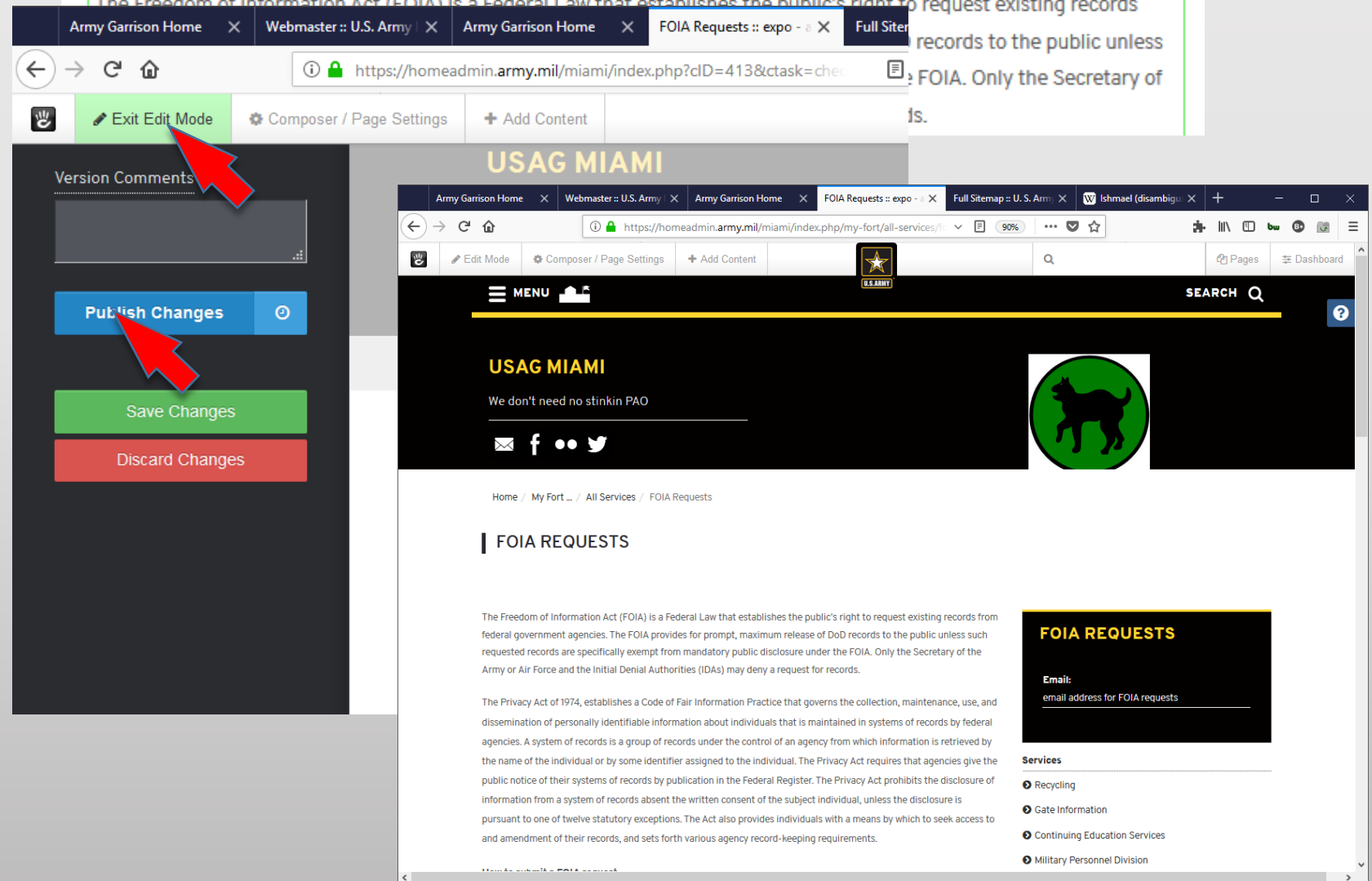
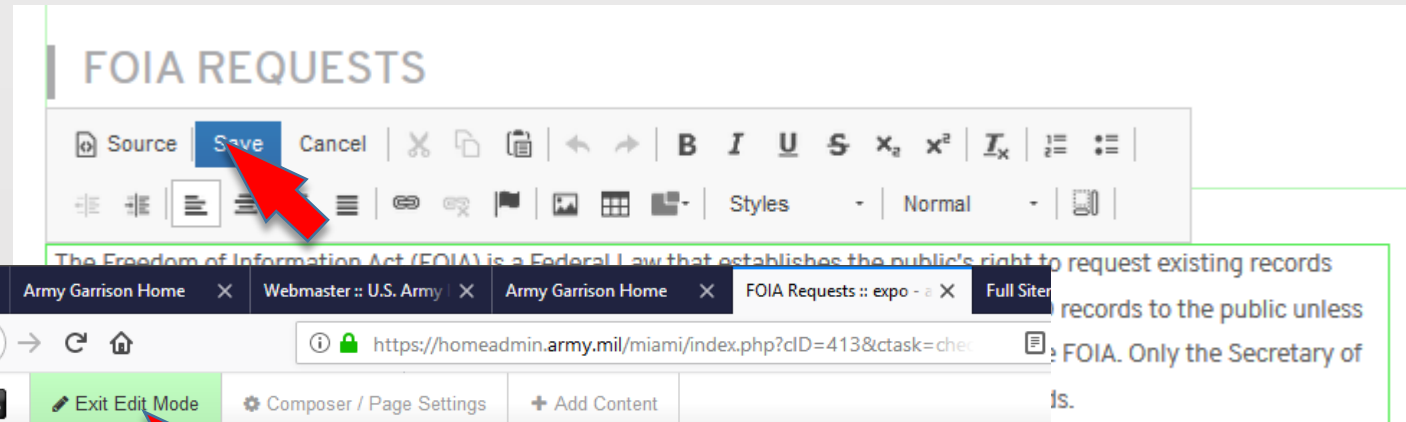
Notice how you can wrap text around a photo

Simply use the image tool in the edit bar and place the photo in text. Then click the photo. You can drag to resize, then click the black box in the center to change wrapping preferences and make a link out of the image.

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.

Save and Finish

- 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 Version Comments box.
- Save changes (for later review) or Publish changes (if you have permission).
- Double-check your work.
- Go fishing for compliments.



Intro to linking: The Link dialog box

DO NOT cut/paste a URL to link to an internal page or document. It will not cross over to home.army.mil.

- Highlighted text
- Select type of link
- Enter an OUTSIDE url
- Select a page
- Select or upload a file

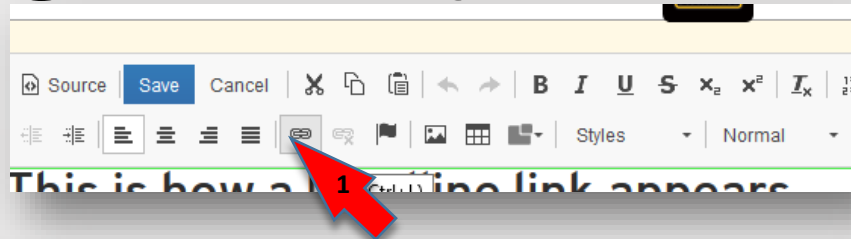
The screenshot shows the 'Link' dialog box with three tabs: 'Link Info', 'Target', and 'Advanced'. The 'Link Info' tab is active. The 'Display Text' field contains 'Ishmael'. The 'Link Type' dropdown is open, showing options: 'URL', 'URL', 'Link to anchor in the text', 'E-mail', and 'http://'. The 'Protocol' dropdown is set to 'http://'. The 'URL*' field is empty. At the bottom, there are 'OK' and 'Cancel' buttons.

Select the Target tab and click on New Window to make the link open in a new tab.

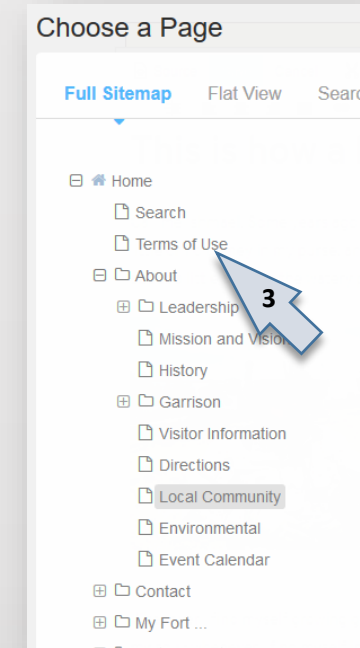
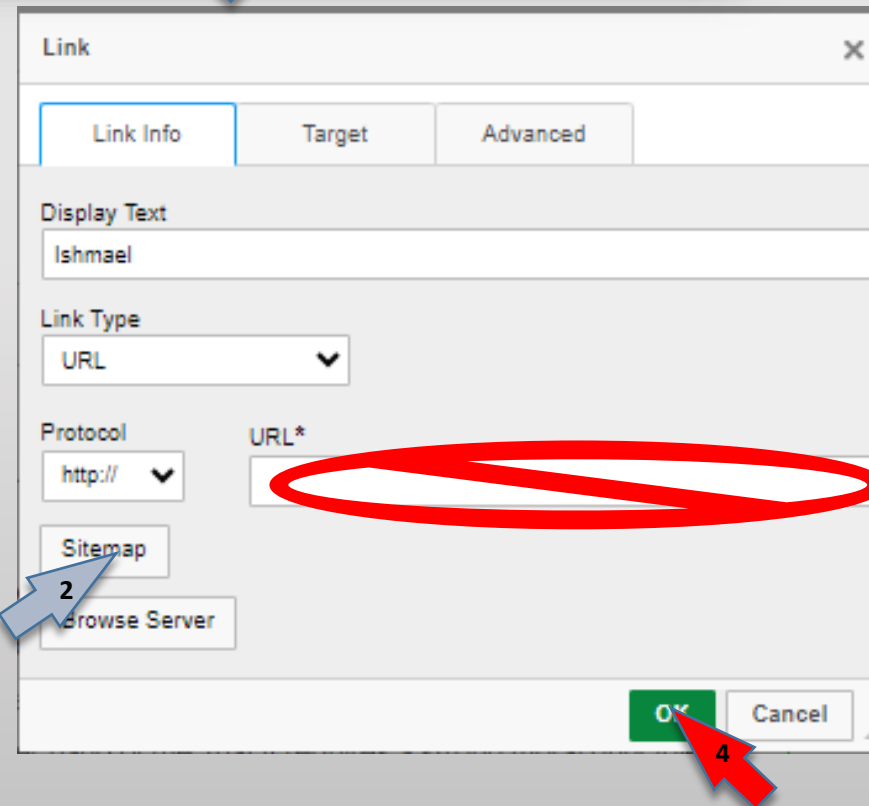
This close-up shows the 'Target' dropdown menu. The selected option is '<not set>'. Other options include '<frame>', '<popup window>', '<lightbox>', 'New Window (_blank)', 'Topmost Window (_top)', 'Same Window (_self)', and 'Parent Window (_parent)'. 'OK' and 'Cancel' buttons are visible at the bottom.



Link to a page (within your site)



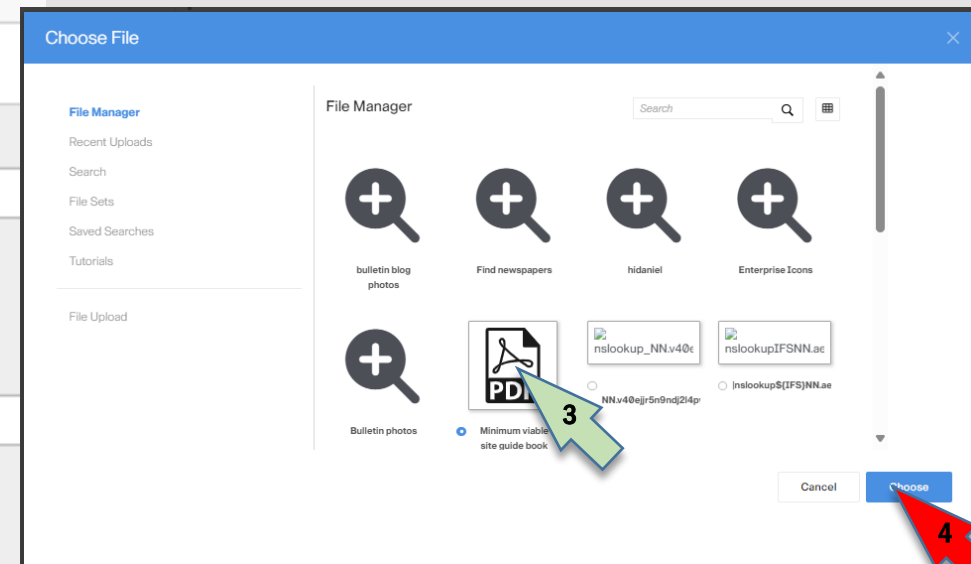
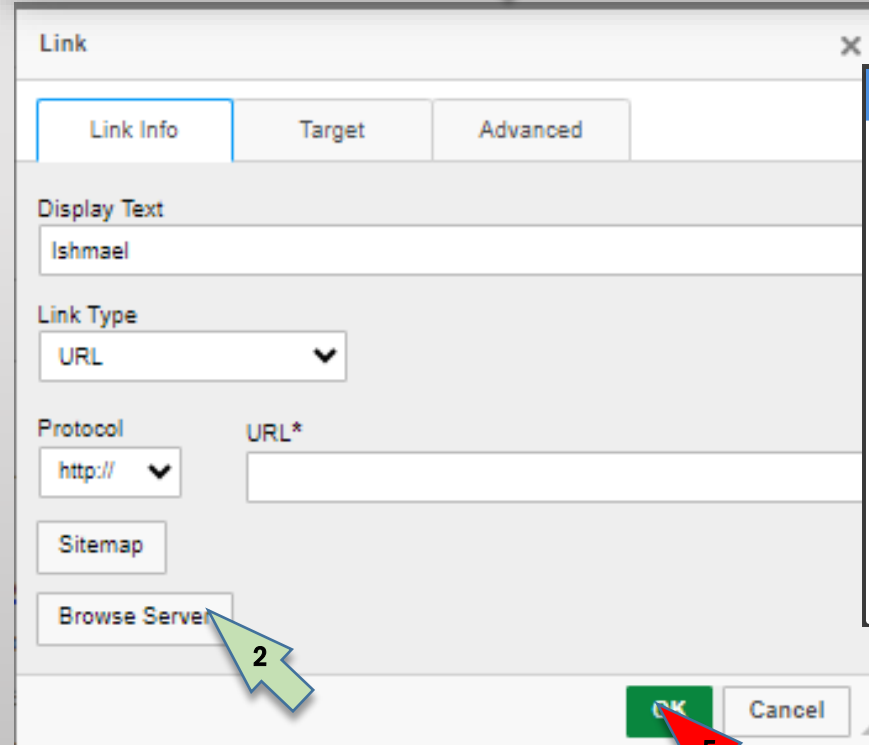
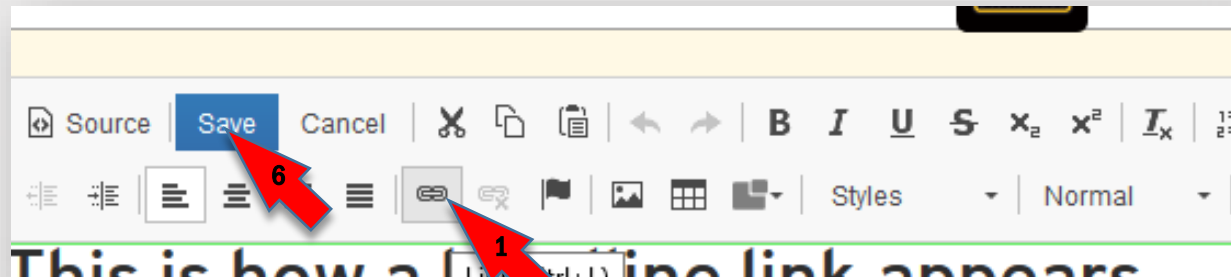
- In Rich Text Editor, highlight text, an image, or both
- Click the link icon (1) . This opens the Link dialog.
- Click on “Sitemap” (2)
 - Navigate to the target page
 - Click on the page name (3). You will return to the Link dialog. The URL field will populate.
 - Click OK (3).



* DO NOT cut/paste a URL to link to an internal page or document. It will not cross over to home.army.mil.

Link to a document (in your File Manager)

- In the Content block, highlight text, an image, or both.
- Click the link icon (1). This opens the Link dialog.
 - Click on “Browse Server”(2). This opens the Choose File dialog box (a window on the File Manager).
 - Using Choose File, find and select the item for the link (3).
 - Click Choose (4)
 - Click OK (5)
- In the Rich Text Editor control bar, click Save (6)



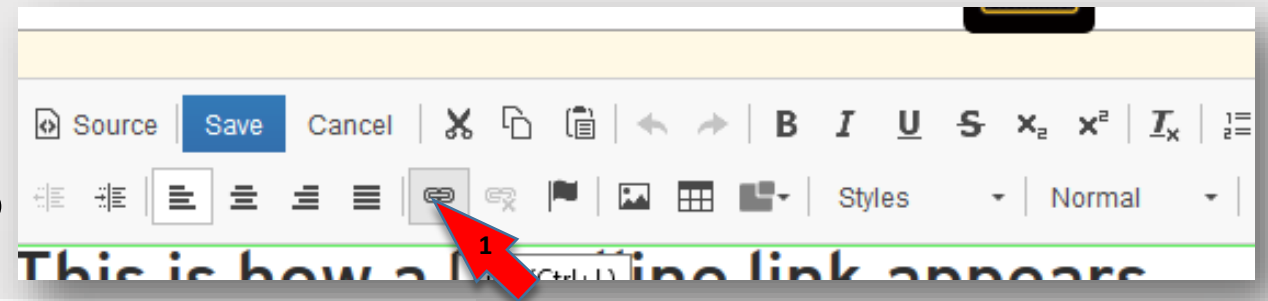
• For more on the File Manager, including how to load, organize and find files and images, see Tutorial 4.

• The Choose File dialog opens a reduced version of the File Manager. For more see page 21.

Link to an email address

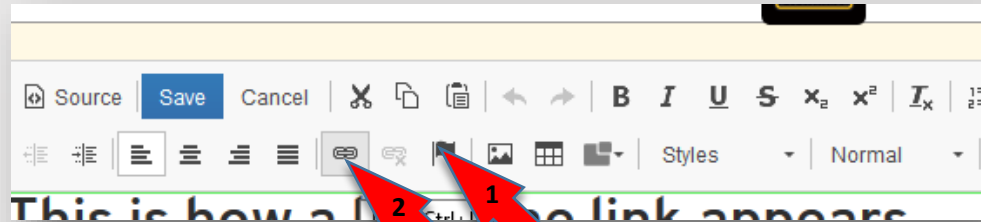
- In Rich Text Editor, highlight text, an image, or both
- Click the link icon (1) . This opens the Link dialog.
- Under Link Type, select E-mail. Three new fields will appear.
- Put the target email address in the first box.
- Put a custom mail subject in the second box.
- If you need to add anything to the body of every message (such as the information about the program the writer is responding to) put it in the third box.
- Click OK.

The screenshot shows a Rich Text Editor interface with a 'Link' dialog box open. The dialog has two tabs: 'Link Info' and 'Advanced'. The 'Link Info' tab is active. The 'Display Text' field contains the text 'spleen'. The 'Link Type' dropdown menu is open, showing options: 'URL', 'Link to anchor in the text', 'E-mail', and 'Phone'. The 'E-mail' option is selected, indicated by a red arrow labeled '3'. The 'E-Mail Address*' field contains the email address 'destination@army.mil'. The 'Message Subject' field contains the text 'Big Event Feedback'. The 'Message Body' field contains the text 'Please answer the following questions: 1. Why did you attend the big event? 2. How many family members attended?'. The 'OK' button is highlighted with a red arrow labeled '4'. In the background, a red arrow labeled '1' points to the link icon in the Rich Text Editor toolbar. Another red arrow labeled '2' points to the 'URL' option in the 'Link Type' dropdown menu.

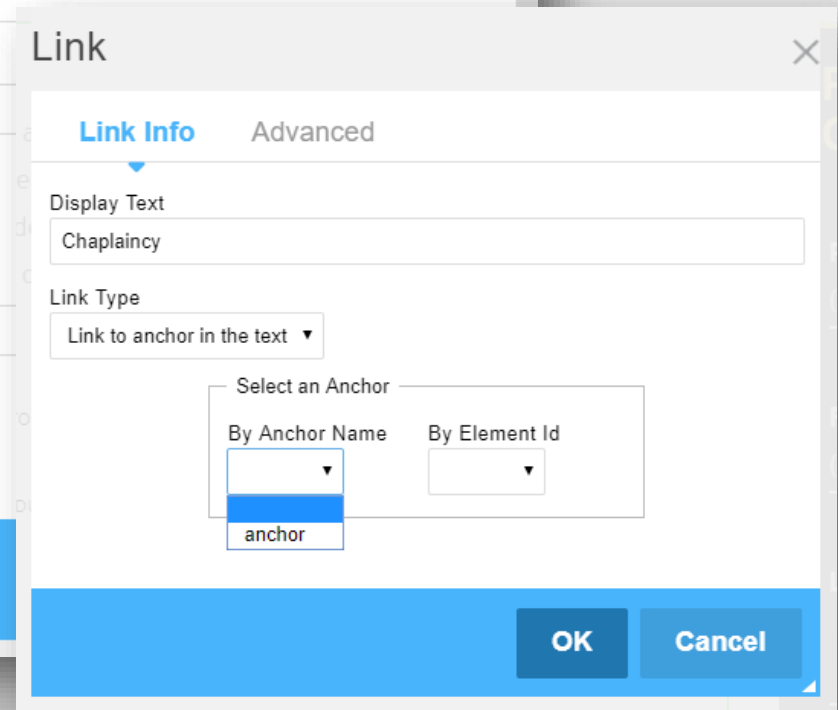
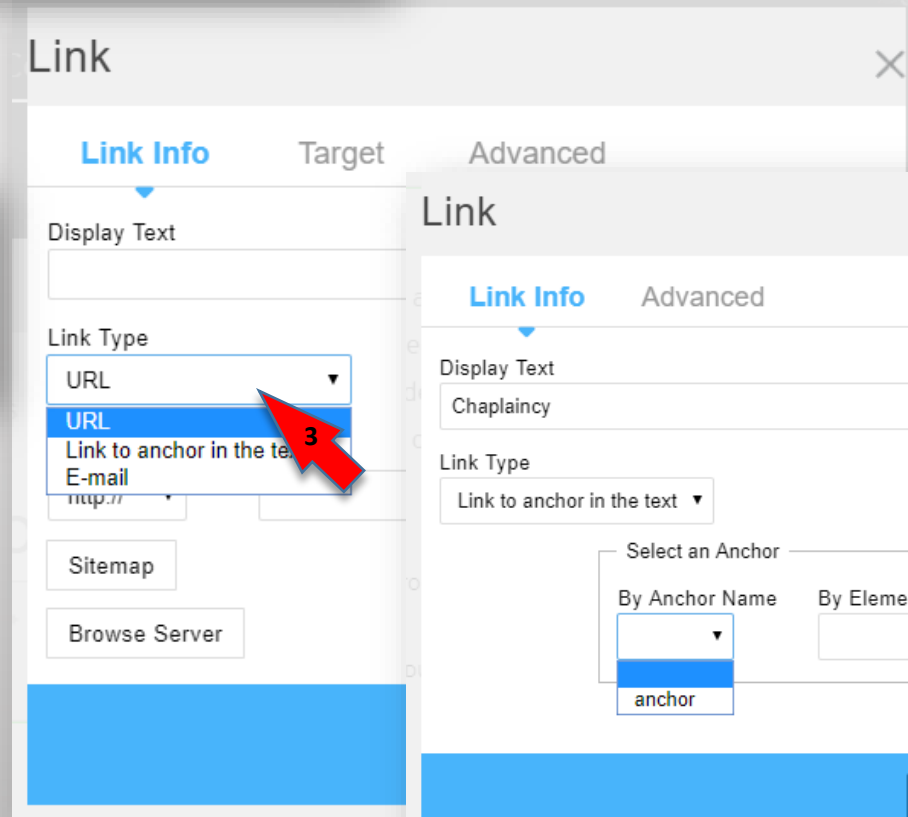
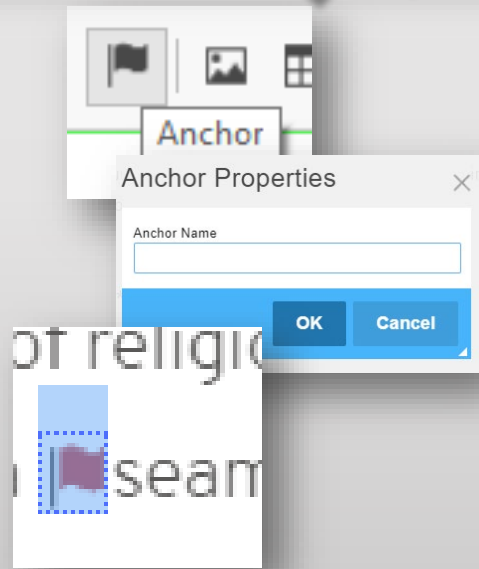


Link to another place on the page (anchor)

- Go to the location on the page where you intend to place the destination. This must be a Content block.
- Click on the block and select Edit Block.
- Put your cursor at the location, then go to the tool bar and select the Anchor button(1).
- In the Anchor Properties box, give it a name
- Select OK, . A small red flag will appear while your block is in edit mode. Save the block.
- Go to the block where you plan to put the starting hyperlink, and select Edit.
- Highlight the text, image or both
- Select the link icon in the toolbar (2).
- In the Link dialog box, under Link Type, select Link to anchor in the text.
- Another box will appear with a list of anchors on that page. Select the one you wish to use and click OK.
- Save and publish your page.



Anchor links in IEW work only within a single content block.



Link to a site (outside your site)

- In Rich Text Editor, highlight text, an image, or both
- Click the link icon (1) . This opens the Link dialog.
- Go to the site and copy the URL (2)
 - Return to your page and paste the URL into the URL box (3).
 - Click OK (4) -- THEN
 - Put one space behind the link you just added
 - Insert an External Link Snippet (5) (See the “Add Symbols with Snippets” page in this document). When you save, the snippet becomes an icon
 - On any page with outside links, put a legend:


IMCOM GUIDELINES:

Put a legend on any page with outside links: As close to the link as practical, add:
 “(External Link Snippet) = Link to a non-governmental site. IMCOM is not responsible for the content of links outside home.army.mil.” Link this text to the Terms of Use page.

The image shows a sequence of steps for creating an external link. Step 1: A red arrow points to the link icon in the Rich Text Editor toolbar. Step 2: A red arrow points to a URL copied from a browser window. Step 3: A red arrow points to the URL pasted into the 'URL' field of the 'Link' dialog box. Step 4: A red arrow points to the 'OK' button in the 'Link' dialog box. Step 5: A blue arrow points to the 'External Link Snippet' option in the snippet menu.

These social media links do not need to be flagged.

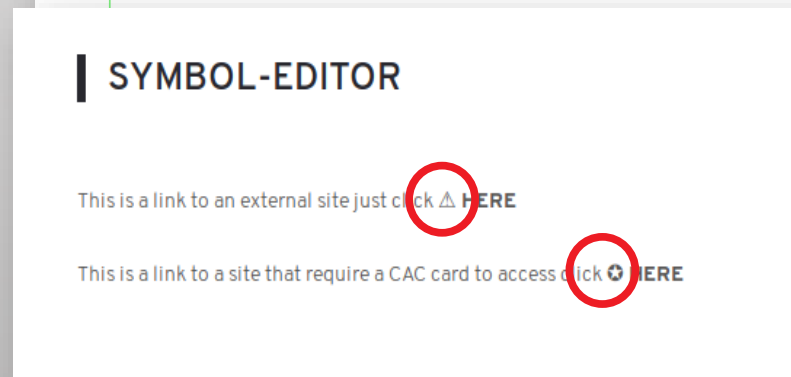
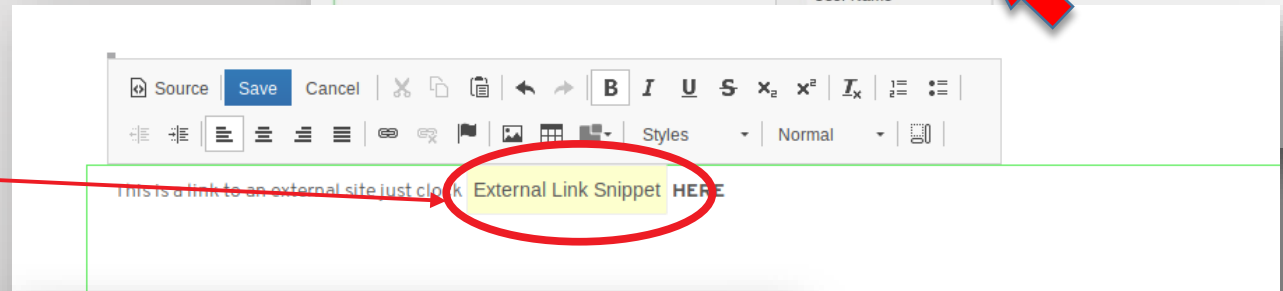
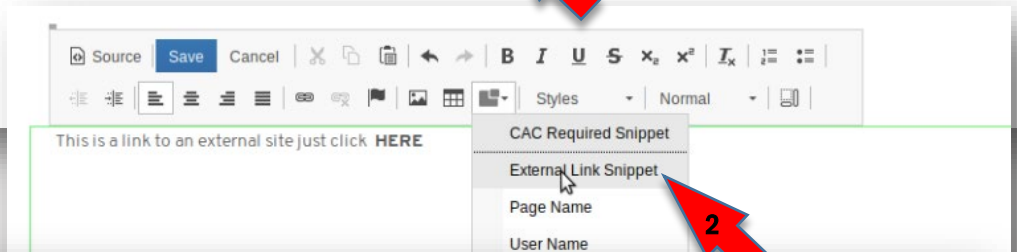
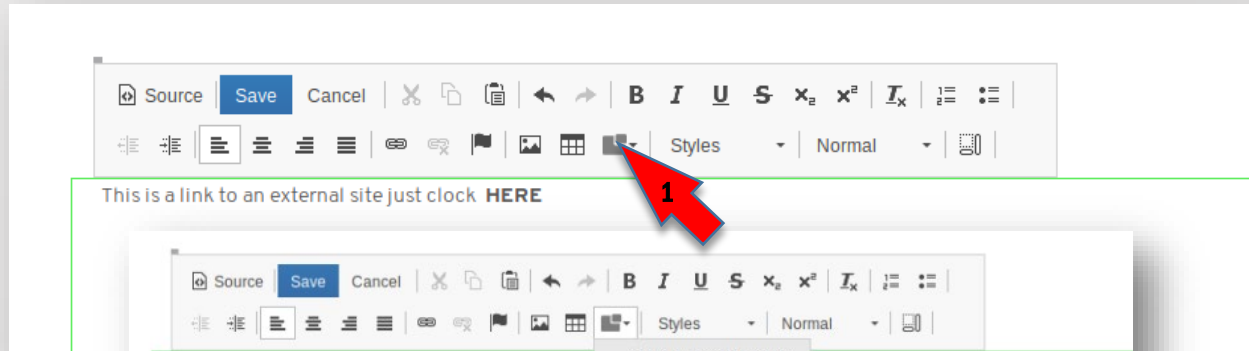
DO NOT use this cut/paste URL method to link to an internal page. It will break.

Call me ISHMAEL  Some years ago -INLINE LINK never mind how long precisely - (A BOLD LINK) 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.

Add Symbols with Snippets (external & CAC links)

The Symbol Editor Snippet is part of the Rich Text editor that enables you to quickly and simply insert the tool tip and icon to alert your site visitors that a link either takes them to a non-government site or may require a CAC to access the content of that link.

- When using the Content block the **Snippets drop-down menu** can be found on the 2nd row of the controls menu
- Place the cursor where you want to insert the snippet in the text and then click the Snippet drop-down menu and select the appropriate snippet
- A **place holder text** will then appear in the Content editor where the snippet will be inserted. Click Save to exit the editing menu
- You will now have a small **icon** appear in line next to your link.
- When a users hovers their mouse over the icon a small tool tip window appears with letting the user know the link is to an external site or a CAC enabled site



Identify and mitigate certain noncompliant links

IMCOM GUIDELINES:

When the garrison uses websites outside IEW, they need to follow specific rules. Sites that do not conform to the rules may put Soldier and civilian identities in jeopardy. As soon as you find a site that is not registered or registerable, follow these steps:

- Report to your privacy officer and garrison IT support
- DO NOT remove until told to by the privacy officer or G3.

Red flags:

- Used for garrison business -- scheduling or other information gathering
- Hosted off the .mil network
- Collection of more than name and email on a form. If you aren't sure, report it.
- No APMS number. Ask garrison IT if you don't know what this is.
- One-off, rather than an enterprise solution

Intro to pictures: 'Image Properties' dialog box

Enter the URL of a remote photo here (make certain you have permission first).

Locks the height/width ratio to prevent stretching

Obvious. use percent (such as 50%) for a responsive image. The percent is relative to the width of the block.

Space around the image

Wrap to the right or left

Takes you to the choose file dialog box to upload or select images

Text that shows up when the photo doesn't (or in most browsers, when you hover your mouse. Required for Section 508 compliance

If you want to link your image to a file (browse) or an outside page (url)

Open the link in a new window/same window/elsewhere

Image Properties

Image Info | Link | Advanced

URL*

Alternative Text

Width

Height

Border

HSpace

VSpace

Alignment

Preview
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas feugiat consequat diam. Maecenas metus. Vivamus diam purus, cursus a, commodo non, facilisis vitae, nulla. Aenean dictum lacinia tortor. Nunc iaculis, nibh non iaculis aliquam, orci felis euismod neque, sed ornare massa mauris sed velit. Nulla pretium mi et risus. Fusce mi pede, tempor id, cursus ac, ullamcorper nec, enim. Sed tortor. Curabitur molestie. Duis velit augue, condimentum at, ultrices a, luctus ut, orci. Donec pellentesque egestas eros. Integer cursus, augue in cursus faucibus, eros pede bibendum sem, in tempus tellus justo quis ligula. Etiam eget tortor. Vestibulum nitrum. est ut placerat elementum. lectus

Target
<not set>

<not set>
New Window (_blank)
Topmost Window (_top)
Same Window (_self)
Parent Window (_parent)

Image Properties

Image Info | Link | Advanced

Id Language Direction Language Code

Long Description URL

Stylesheet Classes Advisory Title

Style

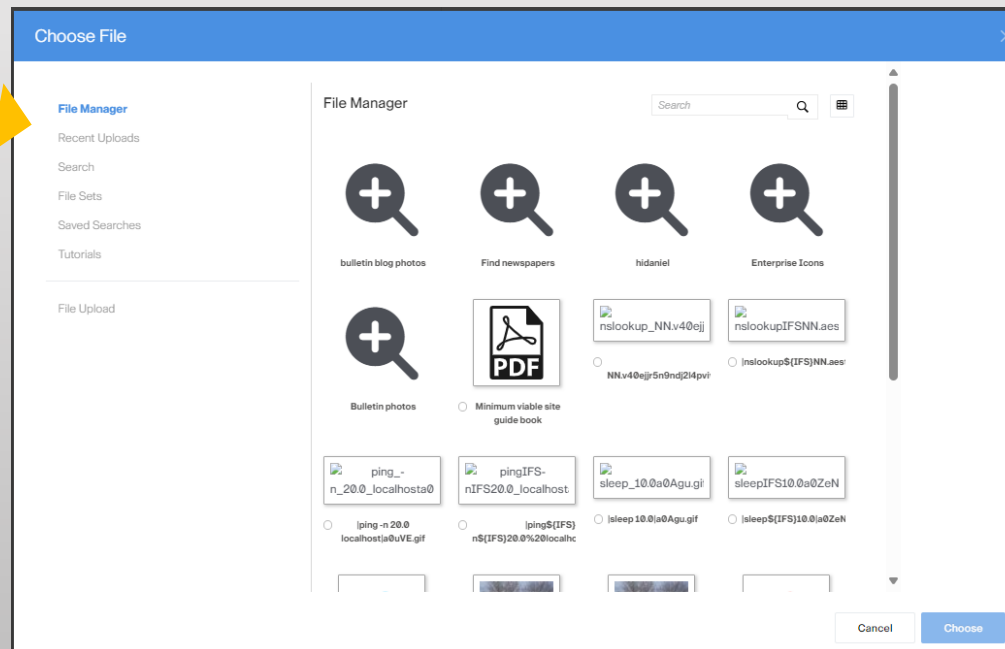
OK Cancel

Add a photo in a text block

1. Place your cursor where you want the image to appear
2. Click the add image icon
3. Click Browse Server when the “Image Properties” dialog box appears. This will take you to the Choose File box.
4. **IMPORT** or **SELECT** your photo (see the next 3 pages)
5. Adjust the photo in the Image Properties dialog box.
6. Click OK

The Choose File box is the gateway to the File Manager. All files – Images, Word .docs, PDFs, etc. -- are kept in the file manager and its subfolders.

For more on the file manager see **Tutorial 4.**



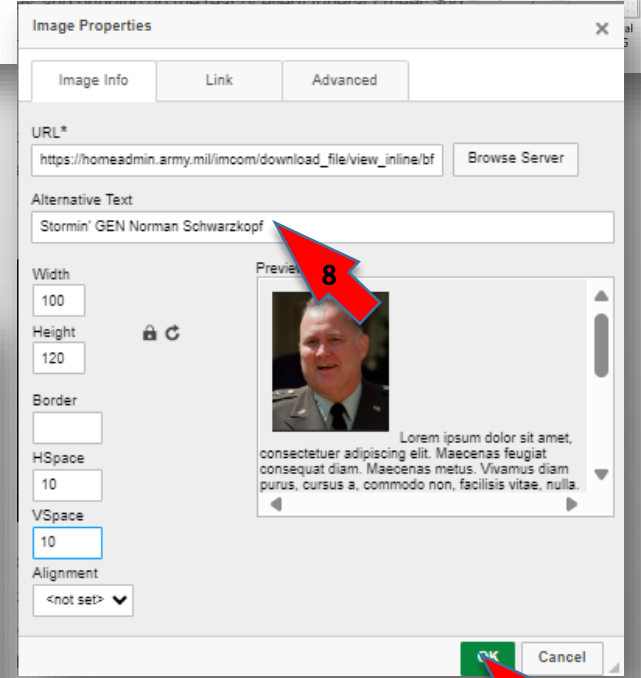
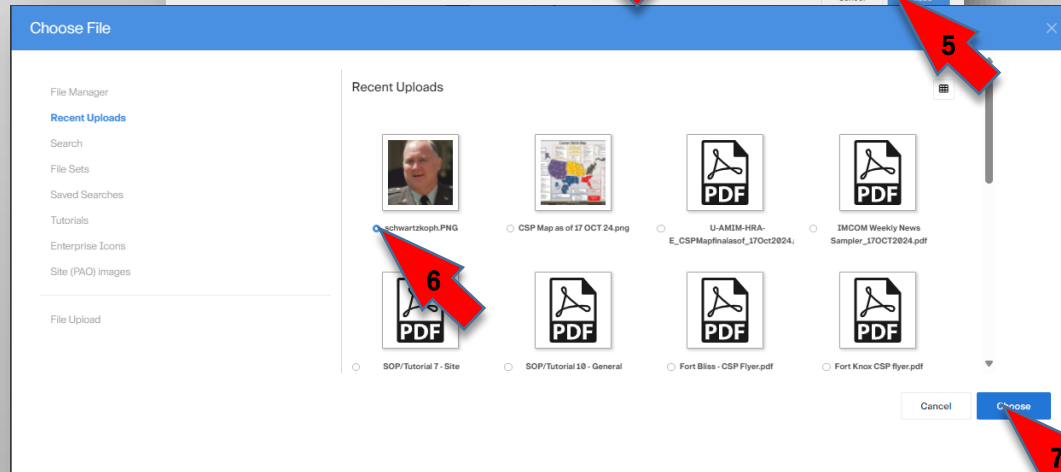
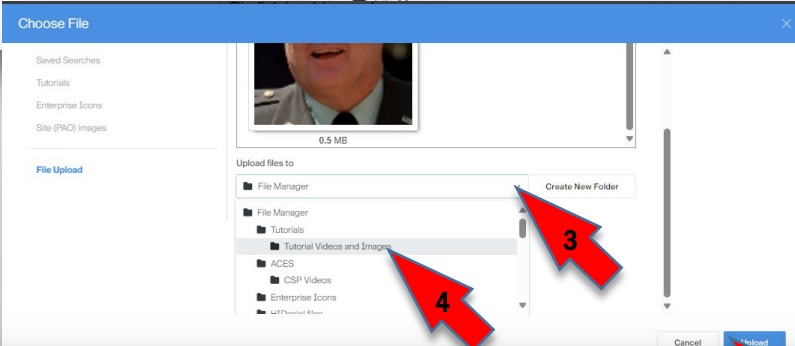
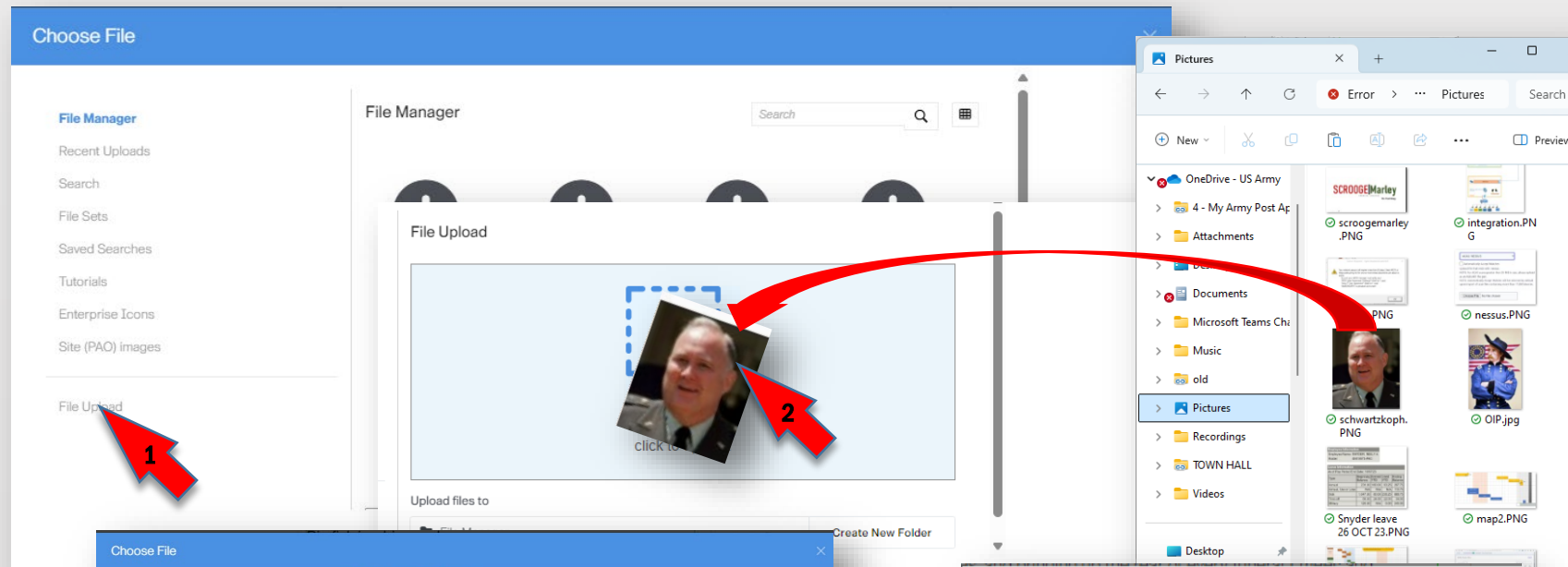
A composite image illustrating the process of adding a photo to a text block in a rich text editor. At the top, the editor toolbar is shown with a red arrow pointing to the 'Add Image' icon. Below it, a text block contains the heading 'This is how a headline link appears' and some placeholder text. A red arrow points to the 'Image Properties' dialog box, which has tabs for 'Image Info', 'Link', and 'Advanced'. The 'Image Properties' dialog shows fields for 'URL', 'Alternative Text', 'Width', 'Height', 'Border', 'HSpace', 'VSpace', and 'Alignment'. A red arrow points to the 'Browse Server' button in the 'Image Properties' dialog. Below this, the 'Choose File' dialog box is shown, which is the same as the one in the previous image. A red arrow points to the 'Choose' button in the 'Choose File' dialog. At the bottom, the final result is shown: the text block now contains a photo of two soldiers in military gear. A caption below the photo reads 'Notice how you can wrap text around a photo'. A blue callout box in the top right corner says 'More details about the Image Properties box on another page' with an arrow pointing to the 'Image Properties' dialog.



Notice how you can wrap text around a photo

Import (Upload) a photo

- Go through the first three steps for adding a photo in Text block
- Meanwhile, on your desktop, open the folder and find your image.
- In the Choose File dialog, click File Upload (1). The File Upload box appears.
- Drag your photo from the Windows folder into the Upload File dialog box (2).
- Wait for IEW to process the photo. The number “100% will appear and the photo will move to one side of the upload box.
- Select the destination folder by clicking the down arrow (3) next to the words “File Manager” below the photo upload box. You might have to scroll down to see the choices. Click on the name of the folder (4).
- Click Upload (5). When complete, the “Recent Uploads” dialog appears.
- Select your photo (6).
- Click Choose (7). This will take you to the Image Properties box.
- Put a description of the image in the Alternative Text box (to satisfy Section 508).
- Insert any height, width and spacing adjustments (see the introduction to this section). Recommended H space and V space: 10.
- Click OK (9).



NOTICE:
Your garrison website should have at a minimum three sets: **Photos, Graphics and Documents**. 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.

Find a photo

- Launch the Choose File dialog box
- Select the location of the file using search and browse

The Choose File dialog box opens a reduced version of the File Manager. For more about the file manager, see SOP / Tutorial 4.

The file selection begins with your home folder. The search function chooses from the entire file manager.

When you upload, you need to choose the destination in the dropdown below the upload box.

The screenshot shows the 'Choose File' dialog box with several callouts:

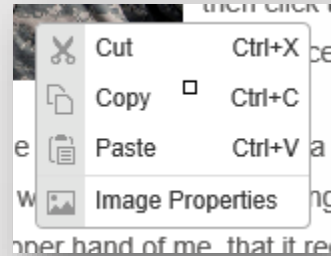
- Not functional in this view – use the search on the right:** Points to the 'File Manager' sidebar on the left.
- Self-explanatory:** Points to the 'File Manager' title.
- Browse files by set:** Points to the 'Enterprise Icons' folder in the sidebar.
- Not functional in this view:** Points to the 'File Sets' section in the sidebar.
- “Favorite” file folders (vary by user):** Points to the 'Enterprise Icons' and 'Site (PAO) images' folders.
- A saved search (not functional in this view):** Points to the 'Find newspapers' folder.
- Simple search by keyword (name):** Points to the search bar at the top right.
- Switch views:** Points to the view toggle icons (grid and list).

The main area displays a grid of file thumbnails, including folders like 'Enterprise Icons', 'Bulletin photos', and 'bulletin blog photos', and files like 'nslookup_NN.v40ejr.pdf' and 'nslookupIFSNN.aest'. A search bar at the bottom of the main area is set to 'map'. A 'Choose' button is visible at the bottom right of the dialog.

Edit a photo in a text block

While in Edit mode...

- To launch the edit box, click the photo and then the photo icon on the toolbar, or right-click the photo and select Image Properties.
- To resize, first click the lock icon to preserve the aspect ratio. Then put the new size – in pixels – in the width or height box.
- This box also allows you to
 - Replace the image (Click “Browse Server” to go to the File Manager)
 - Place a border
 - Adjust the space around the photo
 - Change alignment
 - Edit the link (Link tab)

The screenshot shows a text editor window with a text block containing a photo of two soldiers. The 'Image Properties' dialog box is open, showing the 'Image Info' tab. The URL is <http://mileditors.com/training/index.php/download>. The width is 365 and the height is 206. The alignment is set to 'Left'. There are 'OK' and 'Cancel' buttons at the bottom right.

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IEW SOP/Tutorials:

1. Getting Started; Adding Text, Images and Links

2. Adding and working with pages

3. Adding and working with blocks

4. Working with files

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9. Advanced site management, design and standards

10. General policies