

Getting Started: Adding Text, Images & Links

IMCOM Enterprise Web CMS

Tutorial 1

Version 4

Standard Operating Procedures

Contents and general instructions

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General instructions:

This is the first tutorial. It assumes you have an account and can log in. If you cannot, please contact the Web team. This version (3.5) incorporates rules for linking to non-federal sites and working with noncompliant links.

IMCOM Enterprise Web documentation can be found on IEW Pro Central, <https://homeadmin.army.mil/imcom/index.php/contact/webmaster-1/pro-central>

These tutorials also serve as SOP for IMCOM Enterprise Web.

IMCOM GUIDELINES:

The dark gray boxes are policy reminders.



<-- added or substantially new since last version

Locations and logging in

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

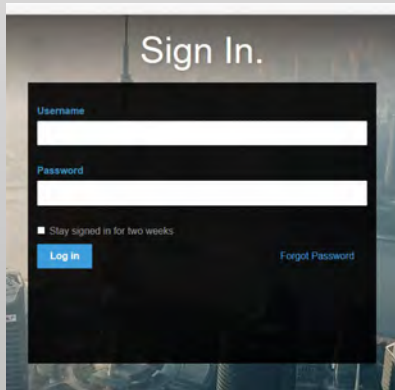
Login:

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.

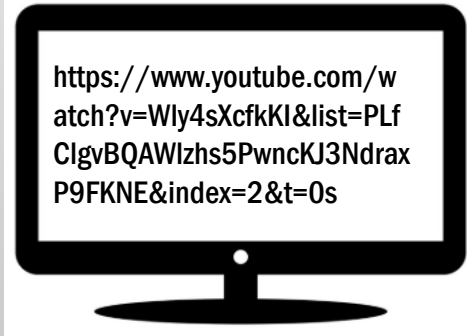
IMCOM GUIDELINES:

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



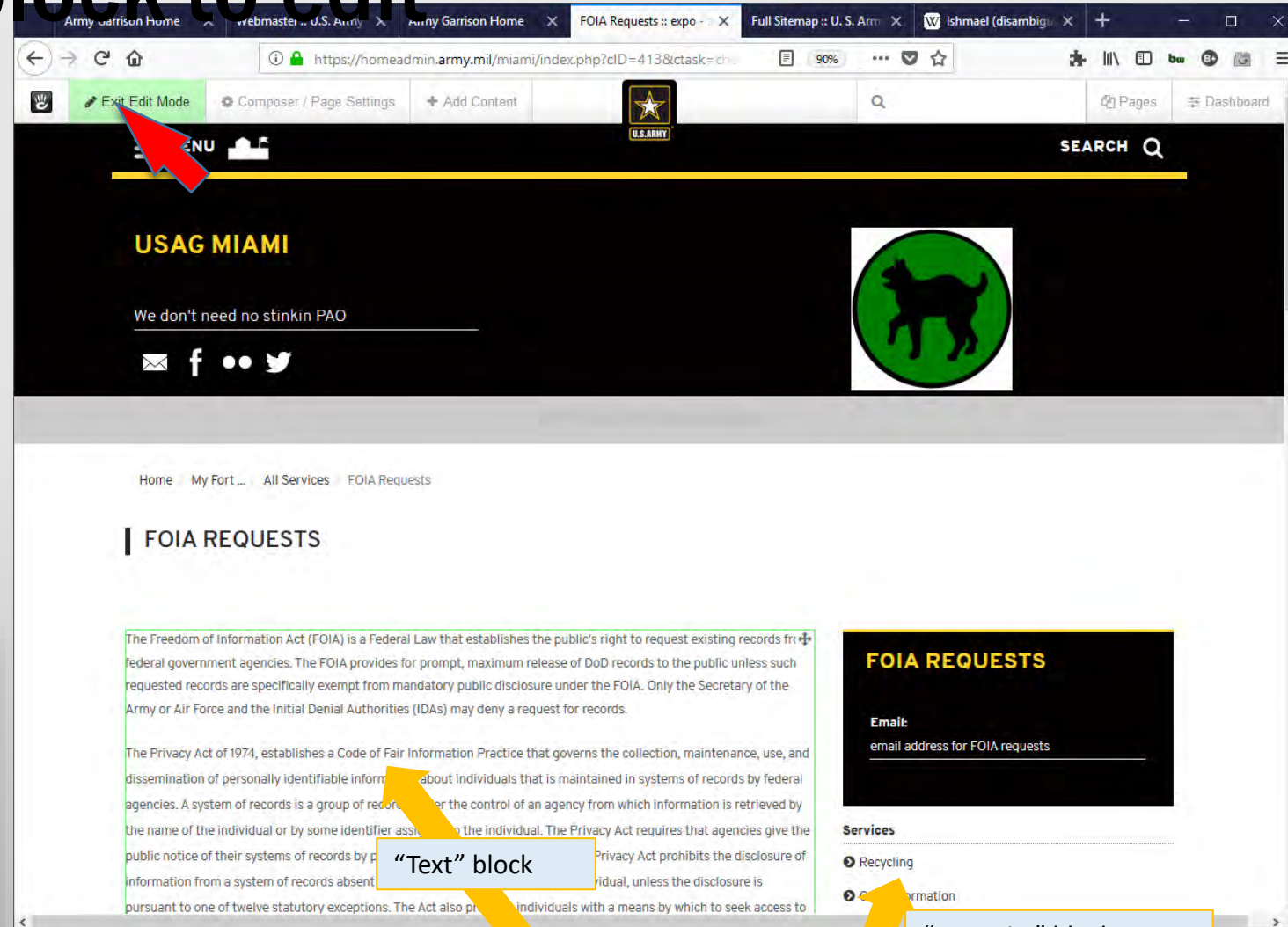
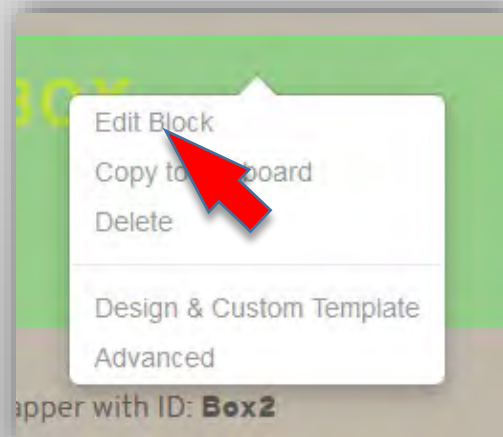
[homeadmin.army.mil /your-installation](https://homeadmin.army.mil/your-installation)

<https://www.youtube.com/watch?v=Wly4sXcfkKI&list=PLfClgvBQAWIzhs5PwncKJ3NdraxP9FKNE&index=2&t=0s>



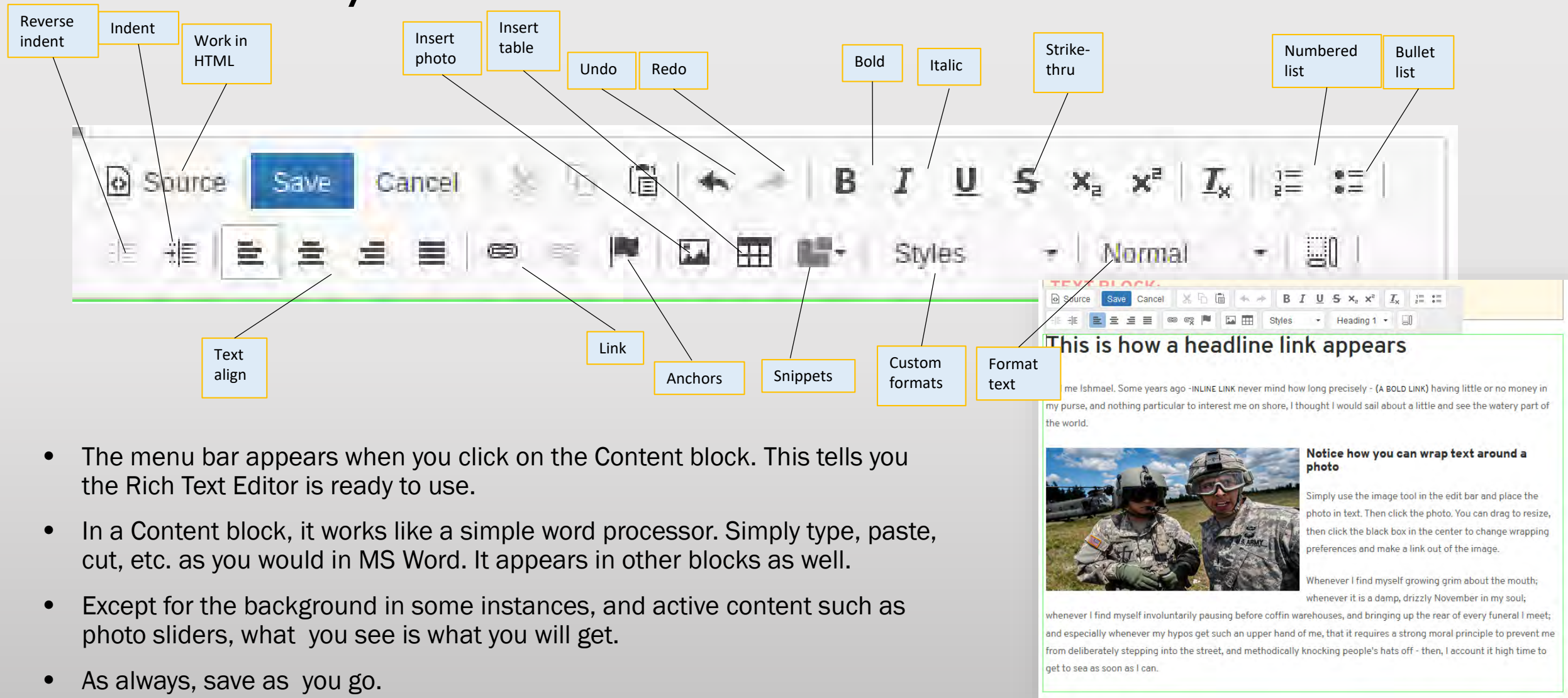
Open a page and a block to edit

- To edit a page, first click the pencil icon labeled Enter 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.
- Click it and it will highlight. An action menu will appear.
- Click "Edit Block"
- REFERENCE: EDIT TEXT



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

Edit text / The menu bar



The image shows a screenshot of a Rich Text Editor's menu bar with various icons and labels. The labels are as follows:

- Reverse indent
- Indent
- Work in HTML
- Insert photo
- Insert table
- Undo
- Redo
- Bold
- Italic
- Strike-thru
- Numbered list
- Bullet list
- Text align
- Link
- Anchors
- Snippets
- Custom formats
- Format text

The menu bar includes buttons for 'Source', 'Save', and 'Cancel'. It also features icons for text alignment, bulleted and numbered lists, bold, italic, underline, strikethrough, subscript, and superscript. A 'Styles' dropdown menu is visible, showing 'Normal' and 'Heading 1'. A 'Format text' button is also present.

- 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.

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.

The collage illustrates the process of saving and finishing edits on a webpage. The top screenshot shows a 'FOIA REQUESTS' block toolbar with a red arrow pointing to the 'Save' button. The middle-left screenshot shows a 'Version Comments' sidebar with a red arrow pointing to the 'Exit Edit Mode' button. The middle-right screenshot shows the 'USAG MIAMI' website header with a red arrow pointing to the pencil icon. The bottom-right screenshot shows the final 'FOIA REQUESTS' page content.

FOIA REQUESTS

The Freedom of Information Act (FOIA) is a Federal Law that establishes the public's right to request existing records from federal government agencies. The FOIA provides for prompt, maximum release of DoD records to the public unless such requested records are specifically exempt from mandatory public disclosure under the FOIA. Only the Secretary of the Army or Air Force and the Initial Denial Authorities (IDAs) may deny a request for records.

The Privacy Act of 1974, establishes a Code of Fair Information Practice that governs the collection, maintenance, use, and dissemination of personally identifiable information about individuals that is maintained in systems of records by federal agencies. A system of records is a group of records under the control of an agency from which information is retrieved by the name of the individual or by some identifier assigned to the individual. The Privacy Act requires that agencies give the public notice of their systems of records by publication in the Federal Register. The Privacy Act prohibits the disclosure of information from a system of records absent the written consent of the subject individual, unless the disclosure is pursuant to one of twelve statutory exceptions. The Act also provides individuals with a means by which to seek access to and amendment of their records, and sets forth various agency record-keeping requirements.

FOIA REQUESTS

Email:
email address for FOIA requests

Services

- Recycling
- Gate Information
- Continuing Education Services
- Military Personnel Division

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.

Open in a new tab
(use for navigating
away from your
garrison site

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. It contains the following fields and options:

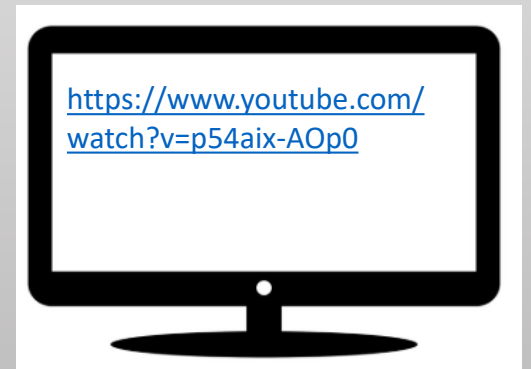
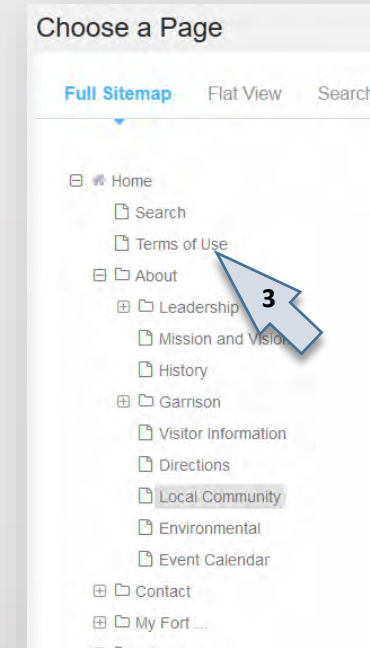
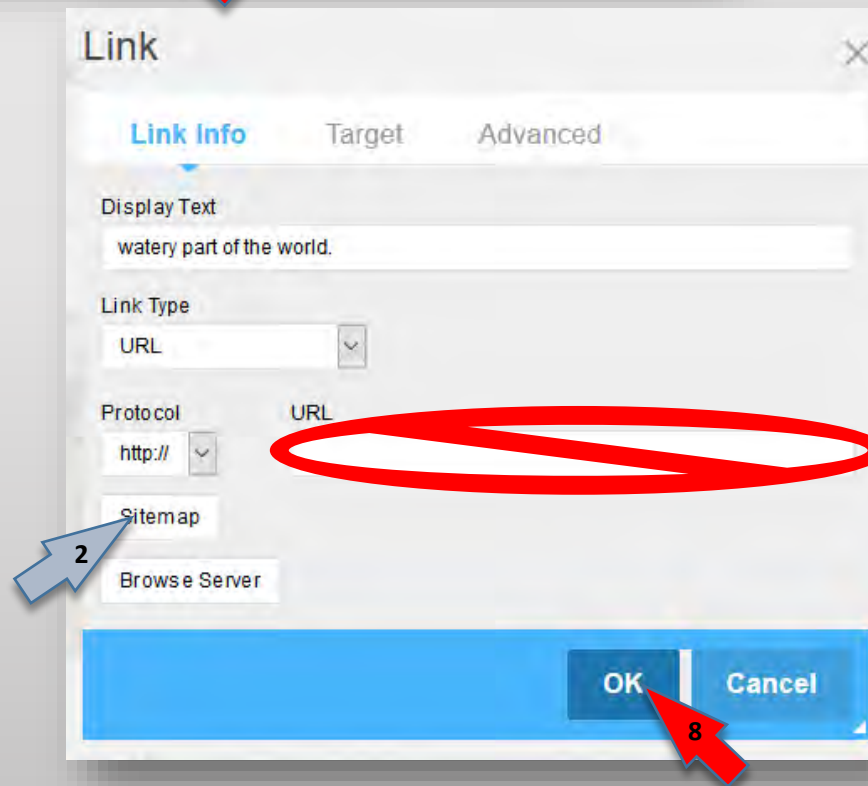
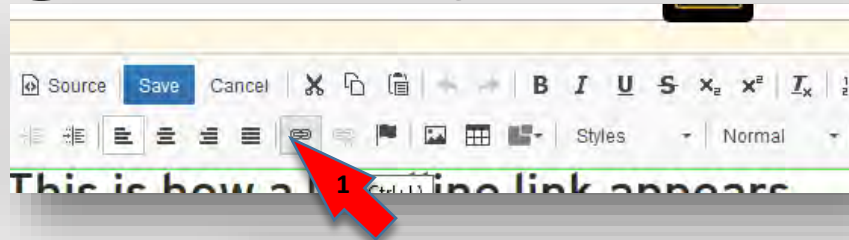
- Display Text:** A text field containing 'watery part of the world.'
- Link Type:** A dropdown menu with 'URL' selected. A tooltip is visible showing the options: 'URL', 'Link to anchor in the text', 'E-mail', and 'ftp://'. The 'URL' option is highlighted.
- Protocol:** A dropdown menu with 'http://' selected.
- URL:** A text field.
- Buttons:** 'Sitemap' and 'Browse Server' buttons.
- Footer:** 'OK' and 'Cancel' buttons.

The 'Target' tab is also visible, showing a 'Target' dropdown menu with the following options: '<not set>', '<frame>', '<popup window>', '<lightbox>', 'New Window (_blank)', 'Topmost Window (_top)', 'Same Window (_self)', and 'Parent Window (_parent)'. The '<not set>' option is highlighted.



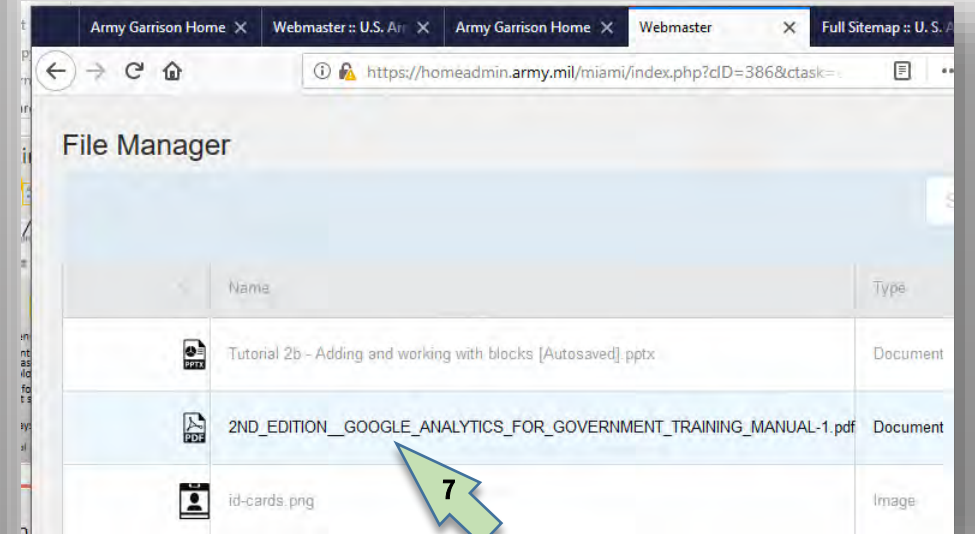
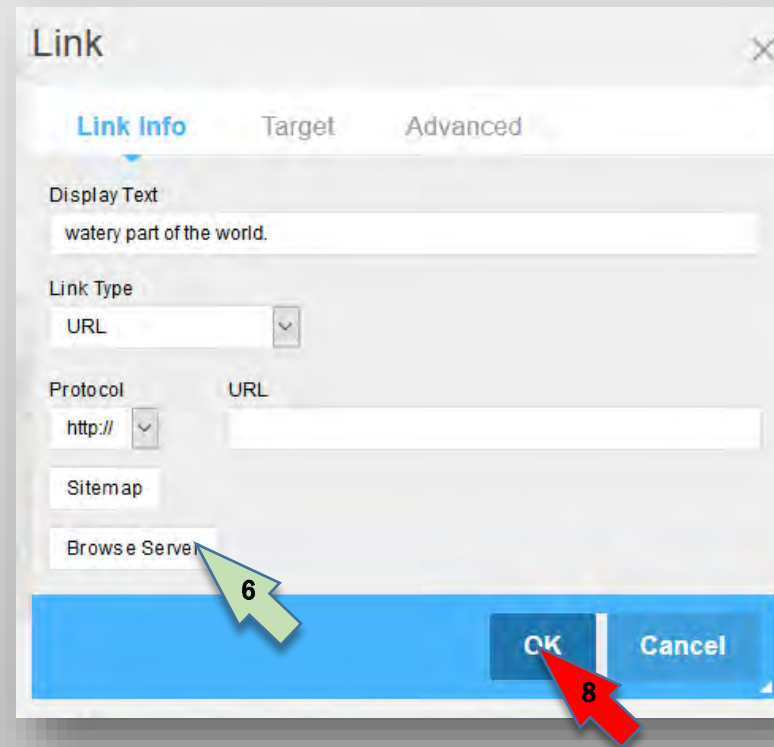
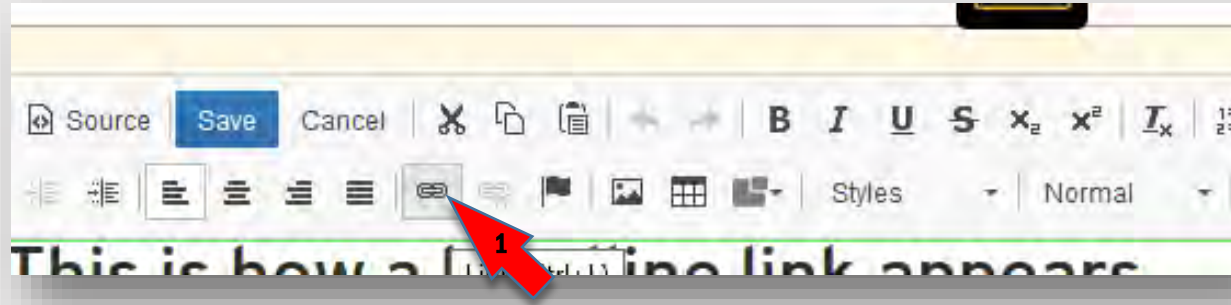
Link to a page (within your site)

- 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 (8).



Link to a document (in your File Manager)

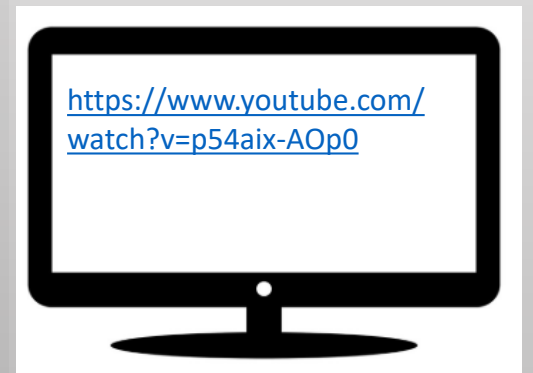
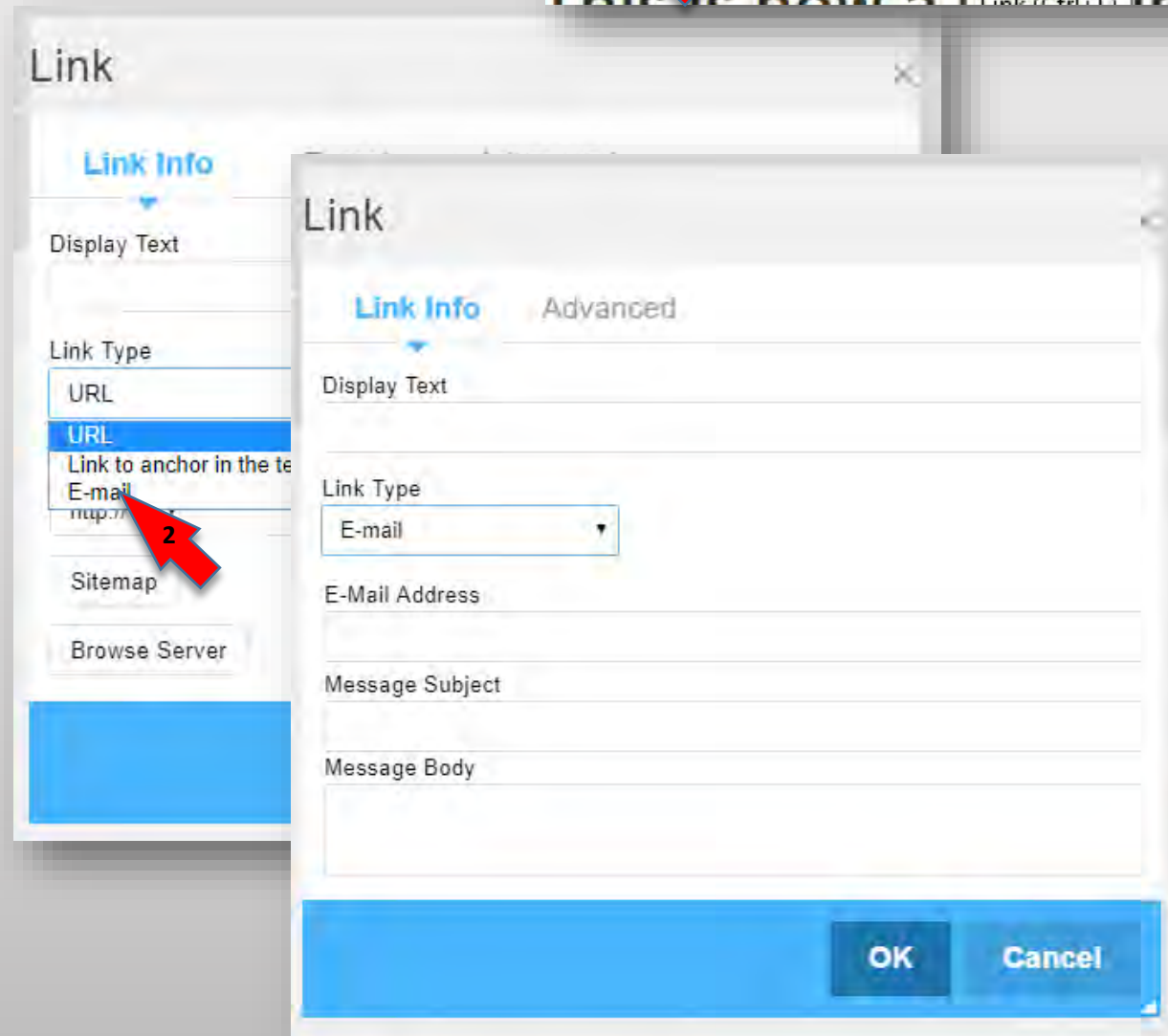
- In Rich Text Editor, highlight text, an image, or both
- Click the link icon (1) . This opens the Link dialog.
- Click on “Browse Server”(6)
- In File Manager, find and select the item for the link (7)
- Click OK (8)
- In the Rich Text Editor control bar, click Save



For more on the file manager, including how to load, organize and find files and images, see Tutorial 3.

Link to an email address

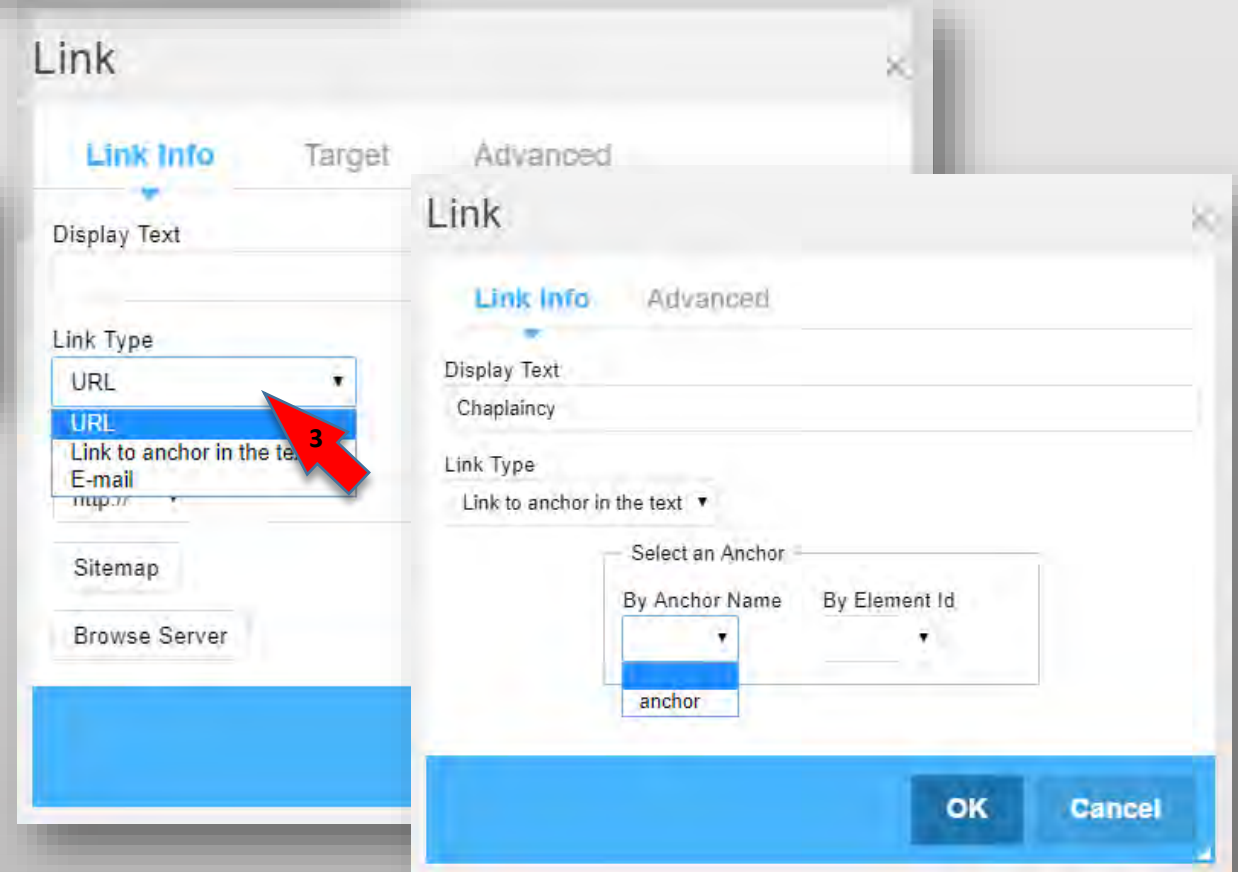
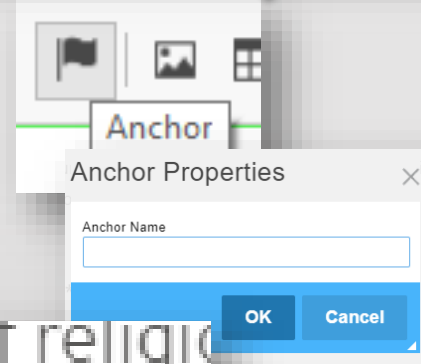
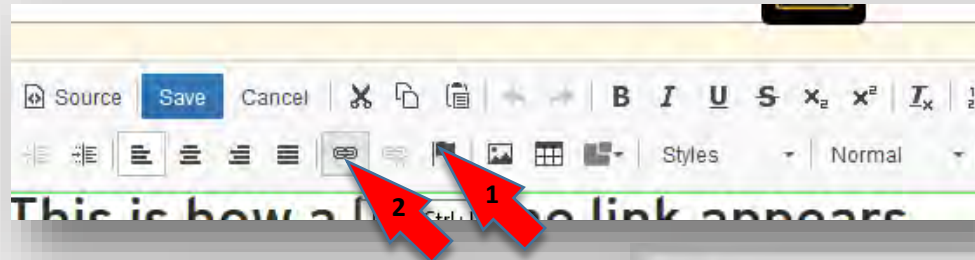
- In Rich Text Editor, highlight text, an image, or both
- Click the link icon (1) . This opens the Link dialog.
- Under Link Type, select E-mail. Three new fields will appear.
- Put the target email address in the first box.
- Put a custom mail subject in the second box.
- If you need to add anything 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.



Link to another place on the page (anchor)

<https://www.youtube.com/watch?v=p54aix-AOp0>

- 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.



Link to a site (outside your site)

IMCOM GUIDELINES:

Before linking to a site outside the federal government, REGISTER the site with the IEW Approved URLs list. See the Registering Outside Sites page.

- 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 Snippet page in this document).
 - When you save, the snippet becomes an icon
 - On any page with outside links, put the following:

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.



These social media links do not need to be flagged.

Link

Link Info Target Advanced

Display Text
watery part of the world.

Link Type
URL

Protocol
https://

URL
en.wikipedia.org/wiki/Ishmael_(disambiguation)

OK Cancel

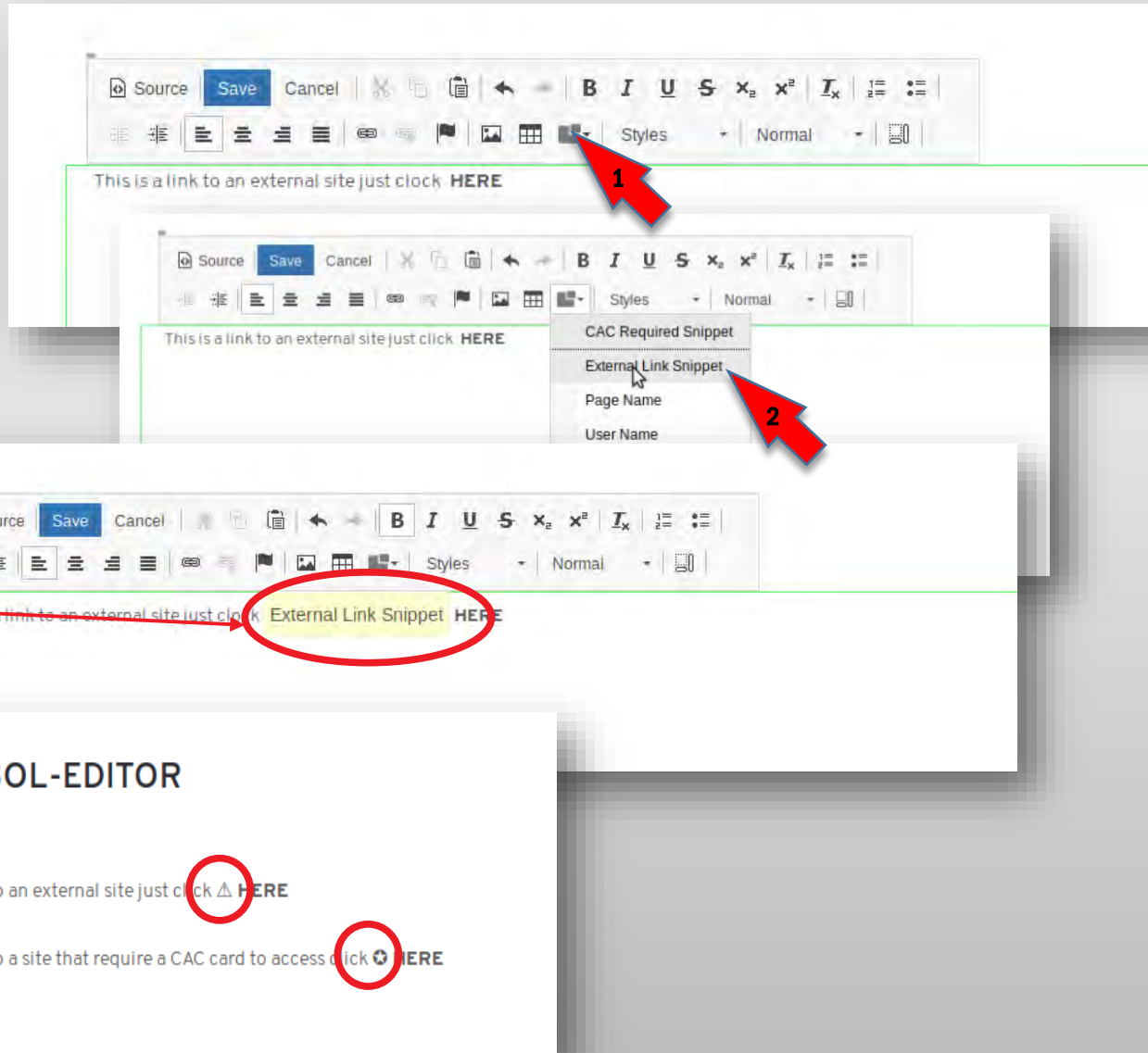
Call me **ISHMAEL** (External Link Snippet). Some years ago - (A BOLD LINK) having little or no money in my purse, and NOTHING PARTICULAR TO INTEREST ME on shore, I thought I would sail about a little and see the **WATERY PART OF THE WORLD**.

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

Add Symbols with Snippets (external & CAC links)

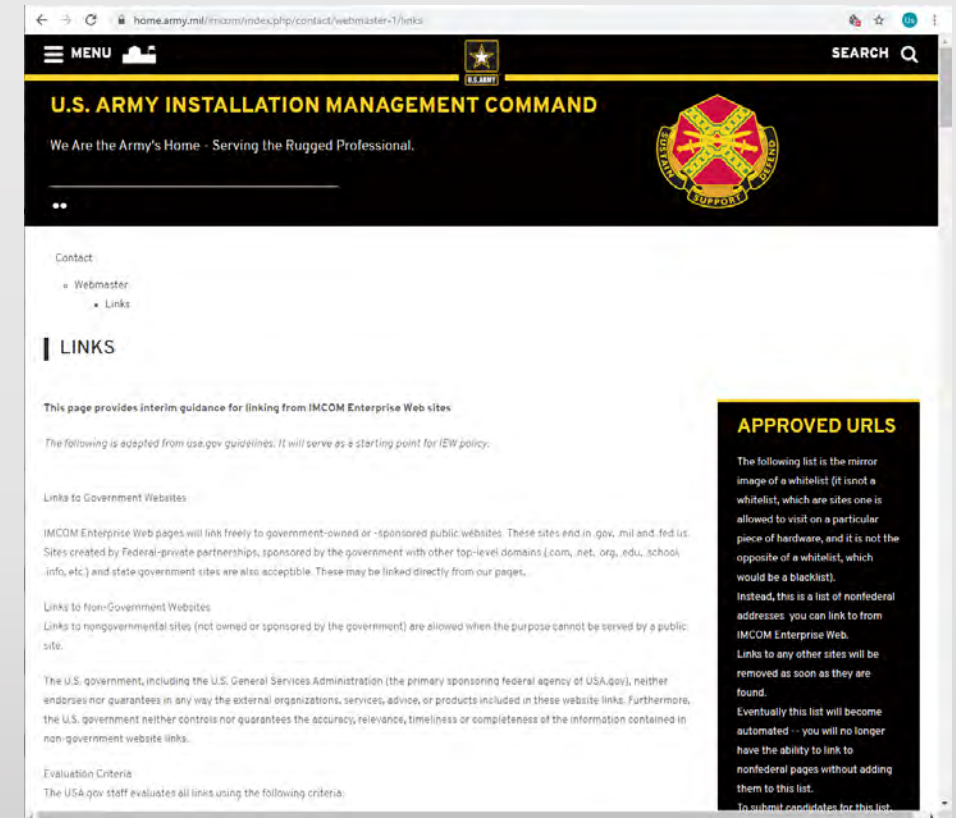
The Symbol Editor Snippet is part of the Rich Text editor that enables you to quickly and simply insert the tool tip and icon to alert your site visitors that a link either takes them to a non-government site or may require a CAC to access the content of that link.

- 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



Register External Links

- All NON-Federal Government external links must be registered on the IEW Approved URLs list (iAUL). The list is hosted at <https://home.army.mil/contact/webmaster-1/links>
- To propose a candidate for registration, email the link along with any information necessary to the CMS manager at IMCOM Headquarters.
- The system is being set up check the iAUL before allowing the browser to proceed to the link.
- IMCOM HQ will review the site and place it on the iAUL. Once you get confirmation the site is approved, follow the instructions in the previous slides to link to the site.



Identify and mitigate 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

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 File Manager.
4. **IMPORT** or **SELECT** your photo (see the next 3 pages)
5. Click OK

FILE MANAGER: All files – Images, Word .docs, PDFs, etc. -- are kept on this page.

For more on the file manager see Tutorial 3

The collage illustrates the steps to add a photo to a text block in a CMS:

- Editor Toolbar:** Shows the 'Add Image' icon (a small image icon) being clicked.
- Image Properties Dialog:** A dialog box with tabs for 'Image Info', 'Link', and 'Advanced'. The 'Image Info' tab is active, showing fields for 'URL', 'Alternative Text', 'Width', 'Height', 'Border', 'HSpace', 'VSpace', and 'Alignment'. A 'Browse Server' button is visible.
- File Manager:** A screenshot of the file manager interface showing a list of files. The files are organized into columns: Name, Type, Date Modified, and Size. The files listed are:

Name	Type	Date Modified	Size
9th_Infantry_Division_patch.svg.png	Image	11/5/17, 12:00 AM	70.00 KB
480px-9th_Infantry_Division_patch.svg.png	Image	11/5/17, 12:00 AM	39.04 KB
best search	Saved Search	11/4/17, 11:56 PM	
Enterprise_Web_Homepage_Slideshow.psd	Image	11/4/17, 11:49 PM	7,265.23 KB
Tutorial 4 - Phonebook page.pdf	Document	10/25/17, 8:31 PM	717.54 KB
Tutorial 2a - Adding and working with pages.pdf	Document	10/25/17, 8:30 PM	1,398.50 KB
Tutorial 2b - Adding and working with blocks.pdf	Document	10/25/17, 8:30 PM	926.32 KB
Tutorial_7_Site_Management.pdf	Document	10/25/17, 8:28 PM	820.41 KB
Tutorial_5_-_Granting_permission_for_a_subpage.pdf	Document	10/17/17, 10:58 PM	2,302.88 KB
SPRING_Season.jpg	Image	9/11/17, 7:24 PM	144.99 KB
- Final Result:** A screenshot of the text block showing the photo of two soldiers in camouflage uniforms. The text 'This is how a headline link appears' is wrapped around the photo.

Additional annotations in the collage include:

- A red arrow pointing to the 'Add Image' icon in the toolbar.
- A red arrow pointing to the 'Browse Server' button in the 'Image Properties' dialog.
- A blue box with the text 'More details about the Image Properties box on another page' and an arrow pointing to the dialog box.
- A yellow arrow pointing from the 'FILE MANAGER' text box to the 'File Manager' screenshot.

'Image Properties' dialog box

Version 8's Image Properties box isn't as intuitive as other parts of the program. Here is a guide to the important parts.

The image is a composite of three screenshots of the 'Image Properties' dialog box, illustrating different tabs and their functions. Callout boxes provide detailed explanations for key features.

Main Dialog Box (Left): Shows the 'Image Info' tab. Callouts include:

- Enter the URL of a remote photo here (make certain you have permission first).** Points to the URL input field.
- Takes you to the File Manager to upload or select images** Points to the 'Browse Server' button.
- Text that shows up when the photo doesn't (or in most browsers, when you hover your mouse. Required for Section 508 compliance** Points to the 'Alternative Text' field.
- Obvious. use percent (such as 50%) for a responsive image. The percent is relative to the width of the block.** Points to the 'Width' and 'Height' input fields.
- Space around the image** Points to the 'HSpace' and 'VSpace' input fields.
- Wrap to the right or left** Points to the 'Alignment' dropdown menu.

Image Info Tab (Right): Shows the 'Link' tab. Callouts include:

- If you want to link your image to a file (browse) or an outside page (url)** Points to the 'URL' input field.
- Open the link in a new window/same window/elsewhere** Points to the 'Target' dropdown menu.

Advanced Tab (Bottom): Shows the 'Advanced' tab with fields for 'Id', 'Language Direction', 'Language Code', 'Long Description URL', 'StyleSheet Classes', 'Advisory Title', and 'Style'.

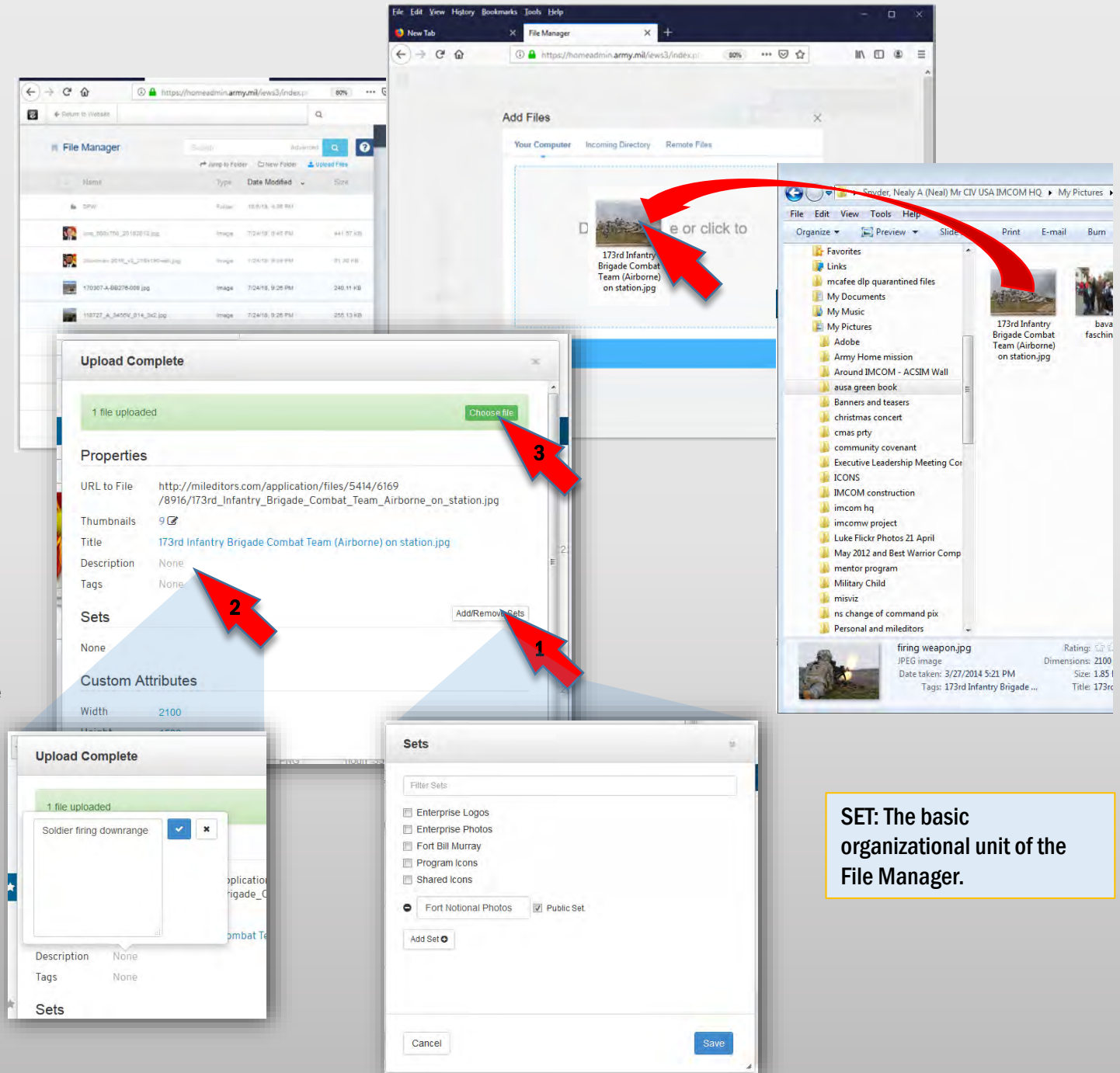
IMPORT a photo

- On your desktop, open the folder and find your image.
- In the Cocrete5 File Manager, click upload file
- Drag your photo from the Windows folder into the Upload File dialog box.
- Wait until the bar under the photo turns green.
- Click the X above the dialog box. The picture properties dialog should appear
- **IMPORTANT:** Immediately add your photo to at least one Set.

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.

- Click on “Add/Remove Sets” (1)
- Check the appropriate set(s). A file can belong to more than one. If the proper set doesn’t exist, click “Add Set” and enter a name in the box.
- Save. This will take you back to Upload Complete.
- Click “None” next to Description and enter your cutline information in the popup box. Include photo credit and VIRIN at the end of the cutline (the example doesn’t show this). Click the blue check box to close and save.
- Optional, but recommended: Click “None” next to Tags and enter some tags/keywords. This will help you locate your files. Click the blue check box.
- Click “Choose File” (3).



SET: The basic organizational unit of the File Manager.

SELECT a photo

- Browse or search the File Manager for the photo
 - Click on the icon
 - The URL will appear in the URL box in the Link window.
 - *Go back to the ADD PHOTO page of this tutorial*
-
- To search for a specific file by keyword/file name/metadata, click “Search” and type in the information (1)
 - To narrow your browsing even more, click Advanced (2)
 - Click on “Type” If you started with the Image Properties box, it should say “Image” here.
 - Click “Add Field” to narrow your search (3). From there you can choose a second type of search, such as File Set or Keyword (4).
 - Click Search (6)
 - Browse through the images to the one you want
 - Click on the photo icon (7).
 - The URL will appear in the URL box in the Add Photo window.
 - *Go back to the ADD PHOTO page of this tutorial*

The image is a composite of several screenshots from a web application, illustrating the steps to select a photo. Red arrows with numbers 1 through 7 point to specific UI elements:

- 1:** Points to the search bar in the top right of the File Manager window.
- 2:** Points to the 'Advanced' filter button in the top right of the File Manager window.
- 3:** Points to the 'Add Field' button in the search dialog.
- 4:** Points to the 'Type' dropdown menu in the search dialog.
- 5:** Points to the 'Image' option in the 'Type' dropdown menu.
- 6:** Points to the 'Search' button in the search dialog.
- 7:** Points to a photo icon in a gallery view.

The File Manager window shows a list of files with columns for Name, Type, Date Modified, and Size. The search dialog shows a list of fields to search by, including Keywords, File Set, and Type. The image properties window shows a preview of a photo and a URL box.

**For more on the
file manager see
Tutorial 3**

Browse the file set 10 at a time using the
navigation buttons at the bottom of the
page.

Edit a photo in a text block

IF the little square handles don't appear and you cannot adjust the size of your image, it usually means your Rich Text Editor settings are not correct. Contact your IEW team to have this corrected.

While in Edit mode...

- To make small size changes simply click any of the handles. Keep in mind the aspect ratio (height vs width) is not locked and the image could be distorted.
- For larger changes, use the edit box.
- 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.
- If you lock the ratio, you CAN drag the corners of the image without distortion
- 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)

Call me Ishmael. Some years ago -INLINE LINK never mind how long prec
in my purse, and nothing particular to interest me on shore, I thought I w
of the world.

Notice ho
photo

Simply
photo li
then cli
prefere

whenever it is a damp, driz
warehouses, and bringing t

e

W

upper hand of me. that it re

TEXT BLOCK

This is how a headlin

Call me Ishmael. Some years ago -INLINE LINK never m
in my purse, and nothing particular to interest me on sh
of the world.

Whenever I find myself growing grim about the mouth;
find myself involuntarily pausing before coffin warehous
especially whenever my hypos get such an upper hand
from deliberately stepping into the street, and methodic
get to sea as soon as I can.

Image Properties

Image Info Link Advanced

URL
<http://mileditors.com/training/index.php/download> x Browse Server

Alternative Text

Width 365 Height 206

Border

HSpace

VSpace

Alignment Left

Preview

Image Properties

Image Info Link Advanced

URL

Target <not set>

OK Cancel

End of tutorial

Backup material follows



Link to a page, site or document (reference)

For more on the file manager, see Tutorial 3

- In Rich Text Editor, highlight text, an image, or both

- Click the link icon (1). This opens the Link dialog. You can link to

• A page (internal)

- 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 (8).

• A site (external)

- Go to the site and copy the URL (4)
- Return to your page and paste the URL into the URL box (5).
- Click OK (8) – THEN
- Put one space behind the link you just added (9)
- Insert an External Link Snippet (10) (See the Snippet page in this document).

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

• A document

- Click on "Browse Server" (6)
- In File Manager, select the item to link to (7).
- Click OK (8)
- In the Rich Text Editor control bar, click Save

Call me ISHMAEL. Some years ago - (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.