



# IEW 101 Workshop



WE ARE THE ARMY'S HOME



Public and Congressional Affairs  
U.S. Army Installation Management Command

- Obtaining accounts
- Using the tools
- Logging in, parts of IEW, editing, linking and publishing.
- Adding photos
- Adding blocks and pages
- Publishing



# IEW 101 Workshop

## Obtaining accounts

- Accounts can only be created by HQ, IMCOM PCA
- “Simply”
  - Fill out the DD2875 with IEW overlay.  
NOTE: Don't fill in User ID field! (i.e. DOD ID)
- Send to IMCOM HQ PCA (currently Ta'Corian Tilley and Steve Warns. The email needs to be from (or have a cc to) the garrison PAO, the established Garrison Web Manager, or the Garrison Commander.
- PAO will contact the individual with the login information

SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)				
<b>PRIVACY ACT STATEMENT</b>				
<b>AUTHORITY:</b> Executive Order 10450, 9397; and Public Law 99-474, the Computer Fraud and Abuse Act. <b>PRINCIPAL PURPOSE:</b> To record names, signatures, and other identifiers for the purpose of validating the trustworthiness of individuals requesting access to Department of Defense (DoD) systems and information. NOTE: Records may be maintained in both electronic and/or paper form. <b>ROUTINE USES:</b> None. <b>DISCLOSURE:</b> Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.				
<b>TYPE OF REQUEST</b> <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> MODIFICATION <input type="checkbox"/> DEACTIVATE <input type="checkbox"/> USER ID [REDACTED]		<b>DATE (YYYYMMDD)</b> 20221001		
<b>SYSTEM NAME (Platform or Applications)</b> IMCOM Enterprise Web (IEW) - Fort Loneliplais			<b>LOCATION (Physical Location of System)</b> Army Analytics Group, Fairfield, CA	
<b>PART I (To be completed by Requestor)</b>				
<b>1. NAME (Last, First, Middle Initial)</b> Baile, Barton B		<b>2. ORGANIZATION</b> DES		
<b>3. OFFICE SYMBOL/DEPARTMENT</b> DMPA		<b>4. PHONE (DSN or Commercial)</b> 123-456-7890		
<b>5. OFFICIAL E-MAIL ADDRESS</b> beetle.b.bailey.civ@mail.mil		<b>6. JOB TITLE AND GRADE/RANK</b> DES Ranger		
<b>7. OFFICIAL MAILING ADDRESS</b> 1 Somethun Place Fort Loneliplais, LT 89098		<b>8. CITIZENSHIP</b> <input checked="" type="checkbox"/> US <input type="checkbox"/> FN <input type="checkbox"/> OTHER		<b>9. DESIGNATION OF PERSON</b> <input type="checkbox"/> MILITARY <input checked="" type="checkbox"/> CIVILIAN <input type="checkbox"/> CONTRACTOR
<b>10. IA TRAINING AND AWARENESS CERTIFICATION REQUIREMENTS (Complete as required for user or functional level access.)</b> <input type="checkbox"/> I have completed Annual Information Awareness Training. <b>DATE (YYYYMMDD)</b>				
<b>11. USER SIGNATURE</b> [REDACTED]		<b>12. DATE (YYYYMMDD)</b> 20221001		
<b>PART II - ENDORSEMENT OF ACCESS BY INFORMATION OWNER, USER SUPERVISOR OR GOVERNMENT SPONSOR (If individual is a contractor - provide company name, contract number, and date of contract expiration in Block 16.)</b>				
<b>13. JUSTIFICATION FOR ACCESS</b>				
___Garrison Manager (website lead) or ___Site Manager (other garrison-wide team members). Requires GS1035/1082, 46A/Z, or OPSEC Level II (Web Content & OPSEC ok until Level II available). PAO must endorse new GM in an email. <input checked="" type="checkbox"/> ___Page Manager (for directorate/unit/tenant in blocks 2,3). Requires GS1035/1082, 46A/Z, or OPSEC Level II (Web Content & OPSEC ok until Level II available). ___Page Contributor for (for directorate/unit/tenant in blocks 2,3). Requires Web Content and OPSEC Training Course ___Text Contributor for (directorate/unit/tenant in blocks 2,3). Site or Page Manager must oversee Text Contributor's work. Name of Page/Site manager responsible for this Text Contributor:				
MERGE ALL CERTIFICATES INTO THIS PDF OR MAKE CERTAIN ALL ARE ATTACHED TO THE SAME EMAIL THIS DOCUMENT.				
<b>ADDITIONAL INSTRUCTIONS:</b> Fill this document in through Block 20b. Read and initial the AUP in block 27. Garrison Manager can serve as Information Owner for other Managers and Contributors (Blocks 21-21b). CMS Manager at HQ IMCOM serves as Information Owner for Garrison Manager.				
<b>14. TYPE OF ACCESS REQUIRED:</b>				
<input checked="" type="checkbox"/> AUTHORIZED <input type="checkbox"/> PRIVILEGED				
<b>15. USER REQUIRES ACCESS TO:</b>				
<input type="checkbox"/> OTHER <input checked="" type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> CLASSIFIED (Specify category)				
<b>16. VERIFICATION OF NEED TO KNOW</b> I certify that this user requires access as requested. <input checked="" type="checkbox"/>		<b>16a. ACCESS EXPIRATION DATE (Contractors must specify Company Name, Contract Number, Expiration Date. Use Block 27 if needed.)</b>		
<b>17. SUPERVISOR'S NAME (Print Name)</b> Boss, Ima R.		<b>18. SUPERVISOR'S SIGNATURE</b> [REDACTED]		<b>19. DATE (YYYYMMDD)</b> 20220102
<b>20. SUPERVISOR'S ORGANIZATION/DEPARTMENT</b> DES		<b>20a. SUPERVISOR'S E-MAIL ADDRESS</b> ima.r.boss.civ@mail.mil		<b>20b. PHONE NUMBER</b> 123-456-7890
<b>21. SIGNATURE OF INFORMATION OWNER/OPR</b> [REDACTED]		<b>21a. PHONE NUMBER</b>		<b>21b. DATE (YYYYMMDD)</b>
<b>22. SIGNATURE OF IAO OR APPOINTEE</b> [REDACTED]		<b>23. ORGANIZATION/DEPARTMENT</b>		<b>24. PHONE NUMBER</b>
				<b>25. DATE (YYYYMMDD)</b>

DD FORM 2875, AUG 2009

PREVIOUS EDITION IS OBSOLETE.

Adobe Designer 9.0





# IEW 101 Workshop

## Roles in IEW

Role	Assigns membership to these groups / accounts	Access to unreleased information	Authorized to create temporary accounts	Training required	Overview
CMS Administrator/ Manager	Garrison Manager, Site manager	Yes	Yes	OPSEC Level II	Access to application, limited access to data center. Manages the Concrete5 application and controls access for end users (Garrison and site Managers and contributors)
Garrison Web Manager	Site Manager, Page Manager, Page Contributors, Text Contributors	Yes (within scope of responsibility)	No	OPSEC Level II	Access to application (end user). Manages content, access and privileges within a garrison site. Granted additional permission on a case-by-case basis. <i>Typically garrison PAO or NEC</i>
Site Manager	Page Manager, Page Contributors, Text Contributors	Yes (within scope of responsibility)	No	OPSEC Level II	Access to application (end user). Manages content, access and privileges within a garrison site. <i>Typically garrison PAO</i>
Page Manager		Yes (within scope of responsibility)	No	OPSEC Level II	Access to application (end user). Manages content and occasionally access within a section of a garrison site. <i>Tenant PAOs, Directorates with publishing authority</i>
Page Contributor		No	No	Webmaster OPSEC Level I	Access to application (end user) Edits content within a garrison site without publishing privileges. <i>Editors within a tenant or directorate.</i>
Text Contributor		No	No	Annual Cybersecurity	Access to a page or editable area. No publishing privileges. Supervised by Page Manager or Site Manager. <i>Editors within a tenant or directorate.</i>



# IEW 101 Workshop

## Creating passwords / pass phrases

### IMCOM GUIDELINES:

Passwords or passphrases must

- Be 15-256 characters long
- Contain at least two
  - upper case letters,
  - lower case letters
  - Numbers
  - special characters.
- Be free of personal information -- names, phone numbers, account names –
- Not use dictionary words.
- Be at least 50 percent new
- Do not reuse any previous 10 passwords.
- Be changed every 60 days
- Not be changed more than once every 24 hours

*Based on DISA's "Application Security and Development STIG, V3R2", section 3.1.24.2, and National Institute of Standards and Technology Special Publication 800-63B*

IEW is protected by the NIPR-firewall. Using your CAC to log into your computer protects IEW. The uneditable [home.army.mil](http://home.army.mil) sites are available to the public, while the editable homeadmin.army.mil are not. This allows us to use passwords to log in from the NIPR. However, they must still be standards-compliant.

# IEW 101 Workshop

## Where in the world is IEW?

<https://home.army.mil/yourgarrison>

- PUBLISH AND SHARE

- Public facing
- Cannot be edited

<https://homeadmin.army.mil/yourgarrison>

- NIPR only
- Build and manage your site
- Everything done there copies over to the public site within 15 minutes

**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.

Welcome back!  
Please sign in here.

User Name

Password

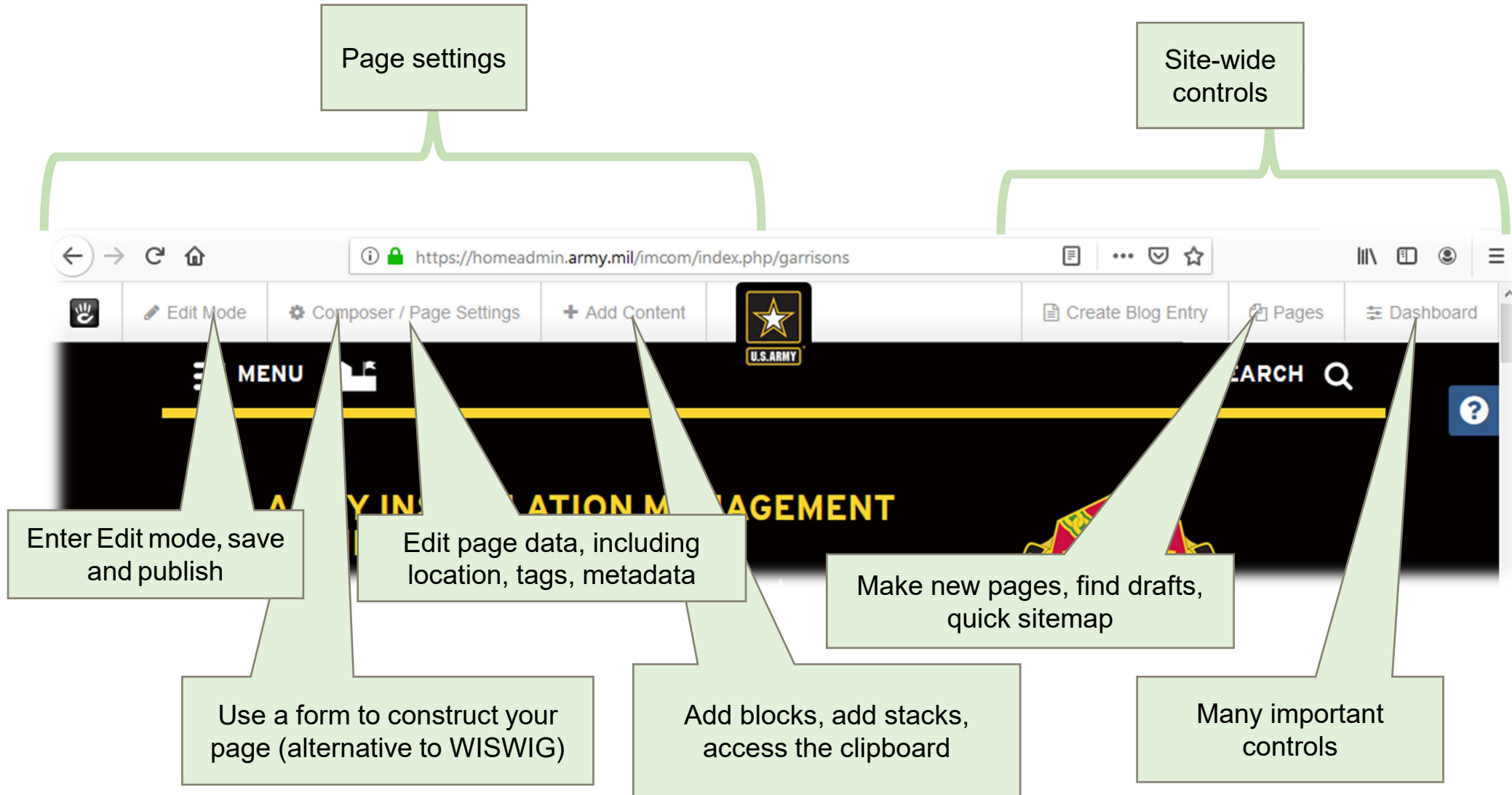
[Forgot Password](#)

Remember Me ☐ Stay signed in for 14 days



# IEW 101 Workshop

## Tool Bar and Dashboard



The screenshot shows the IEW 101 Workshop interface. The browser address bar displays <https://homeadmin.army.mil/imcom/index.php/garrisons>. The tool bar includes the following items from left to right: a hand icon, 'Edit Mode', 'Composer / Page Settings', '+ Add Content', the U.S. Army logo, 'Create Blog Entry', 'Pages', and 'Dashboard'. The dashboard area features a 'MENU' button, a search bar with the text 'SEARCH' and a magnifying glass icon, and a blue help button with a question mark. A large banner in the background reads 'ARMY INFORMATION MANAGEMENT'.

**Page settings**

**Site-wide controls**

**Enter Edit mode, save and publish**

**Edit page data, including location, tags, metadata**

**Make new pages, find drafts, quick sitemap**

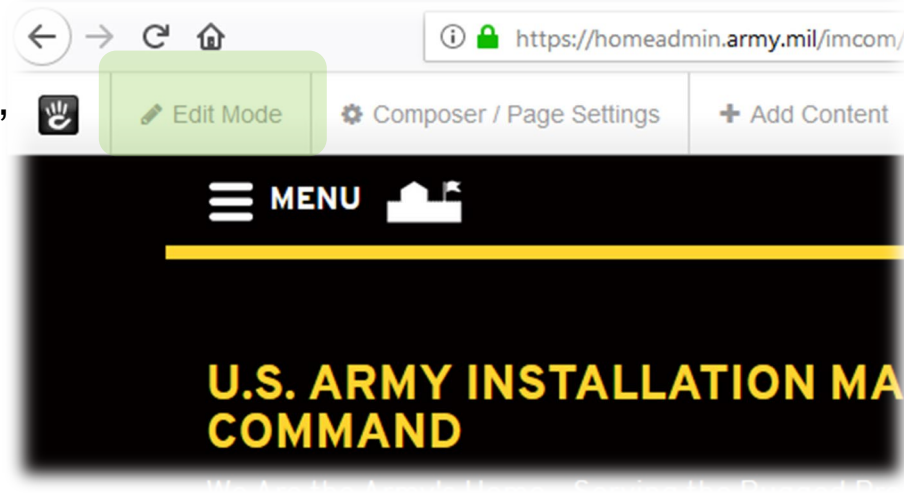
**Use a form to construct your page (alternative to WISWIG)**

**Add blocks, add stacks, access the clipboard**

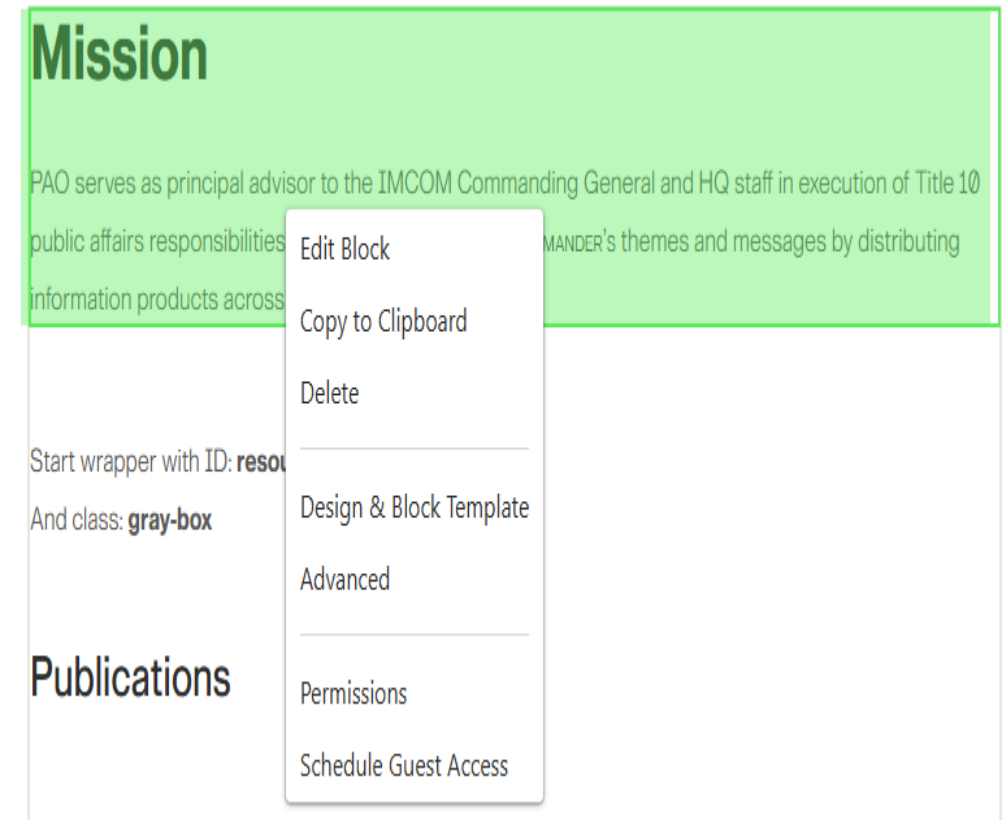
**Many important controls**



To edit a page, click “edit mode” on the top left corner of your Tool Bar

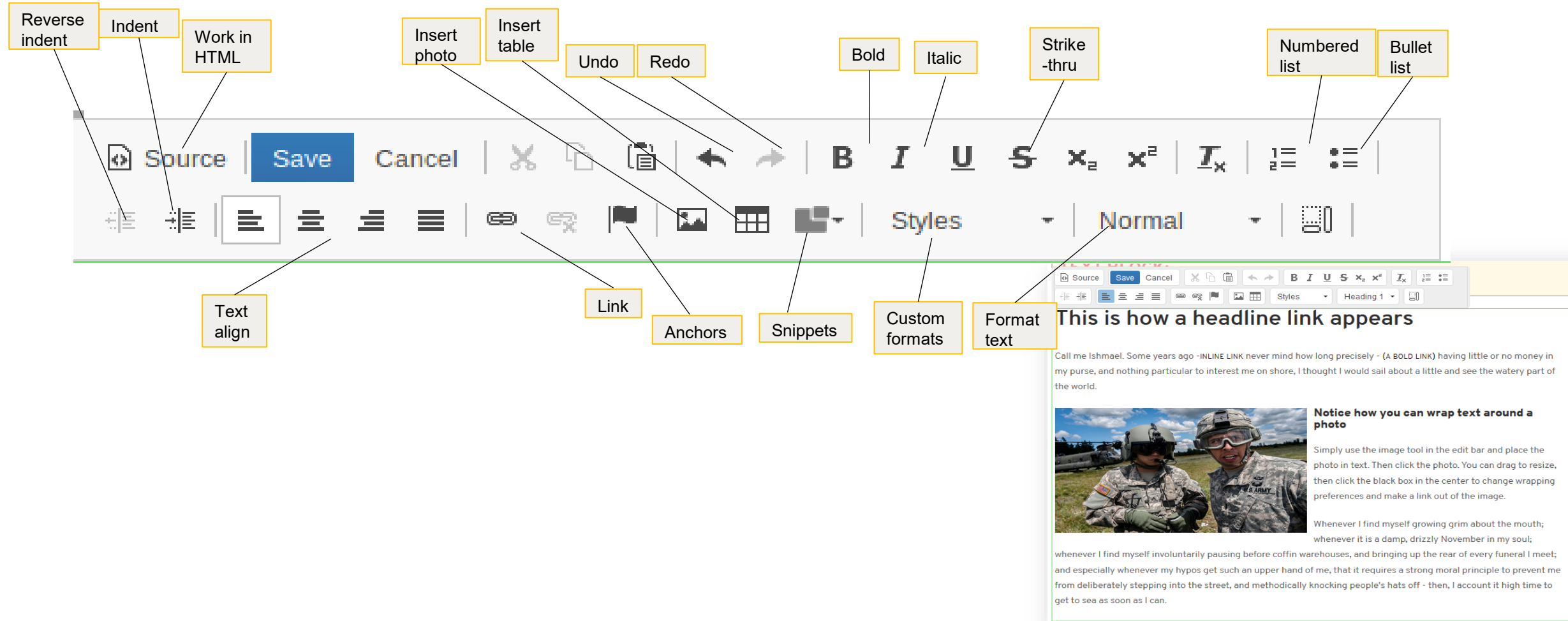


Once edit mode is activated, you will be able to click on your blocks to edit the text, format, etc.





Editing text will give you a menu bar (similar to Microsoft Word) to help with formatting, styles, etc.



The menu bar includes the following tools and options:

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

The sample text editor view shows the following content:

**This is how a headline link appears**

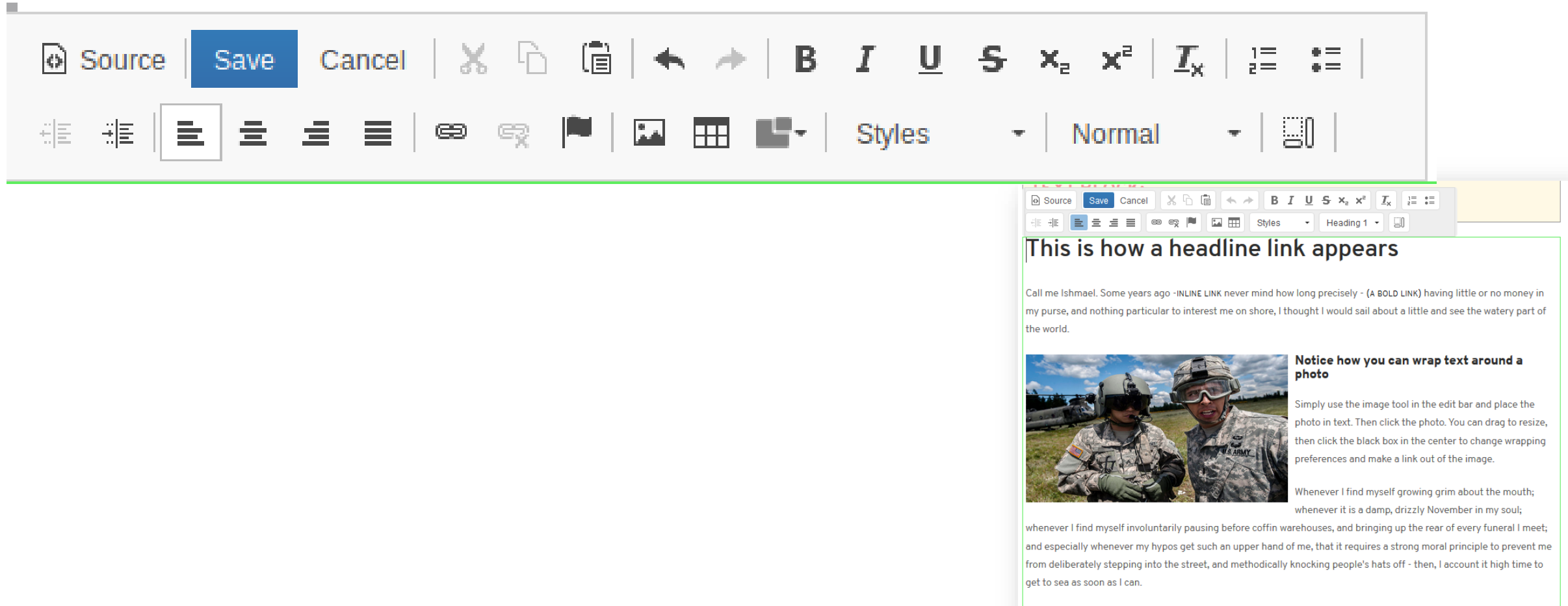
Call me Ishmael. Some years ago -[INLINE LINK](#) never mind how long precisely - ([A BOLD LINK](#)) having little or no money in my purse, and nothing particular to interest me on shore, I thought I would sail about a little and see the watery part of the world.

**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.

Once your edits have been made, click “Save”



The screenshot displays the IEW 101 Workshop editor interface. The top toolbar includes buttons for 'Source', 'Save' (highlighted in blue), and 'Cancel', followed by various editing tools like cut, copy, paste, undo, redo, bold, italic, underline, strikethrough, subscript, superscript, text color, background color, bulleted list, numbered list, link, unlink, insert image, insert table, and a 'Styles' dropdown menu. Below the toolbar, the main editing area shows a preview of the content. The preview includes a headline link, a paragraph of text, a photo of two soldiers, and a notice about wrapping text around a photo. The 'Save' button is prominently displayed in the top toolbar.

**Source** | **Save** | Cancel | [Cut] | [Copy] | [Paste] | [Undo] | [Redo] | **B** | *I* | U | ~~S~~ | x<sub>2</sub> | x<sup>2</sup> | T<sub>x</sub> | 1/2 | 3/4 | [List] | [List] | [List] | [List] | [Link] | [Unlink] | [Image] | [Table] | [Image] | Styles | Normal | [Table] | [Table]

**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.

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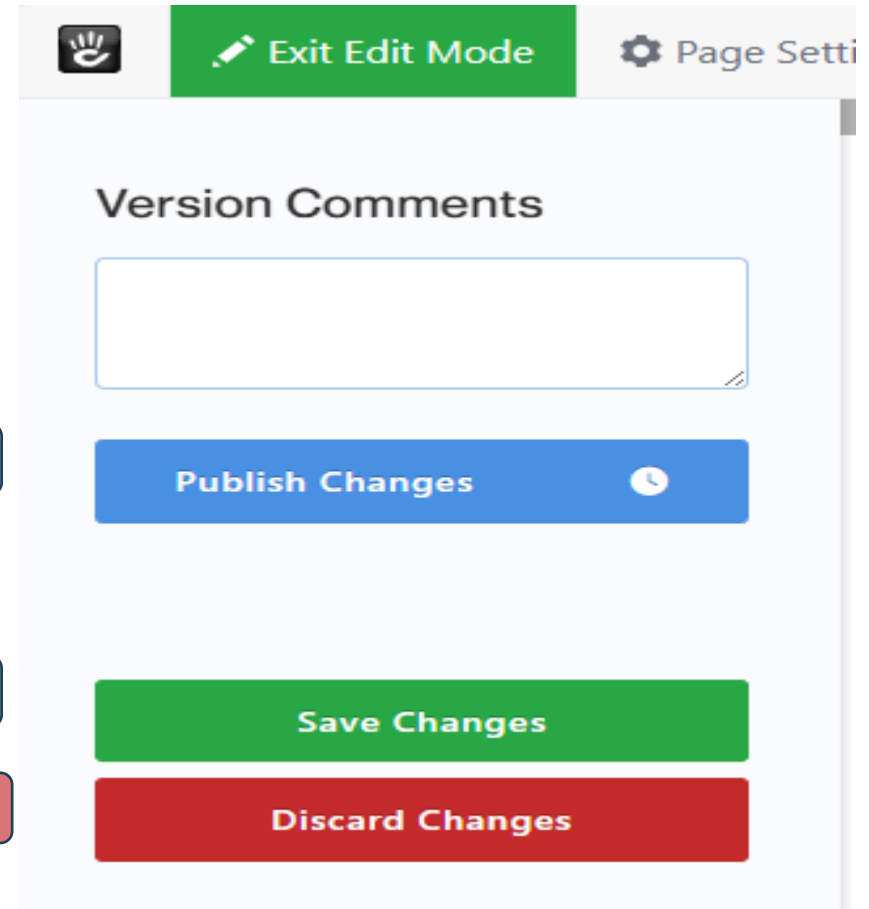
Once you finish all your edits on the page, click “Exit Edit Mode

- You will be asked what you want to do with your changes

To make your changes visible to the public, click **Publish Changes**

To save changes on the back-end but NOT publish, click **save changes**

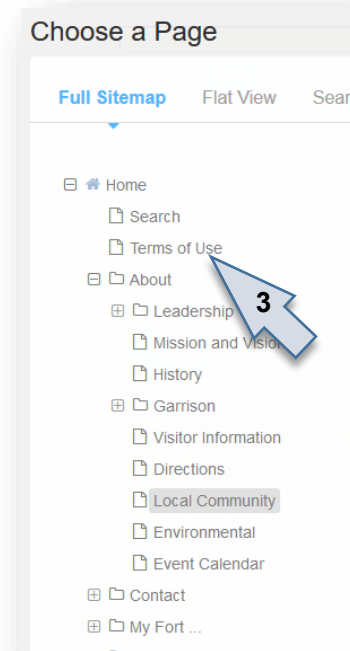
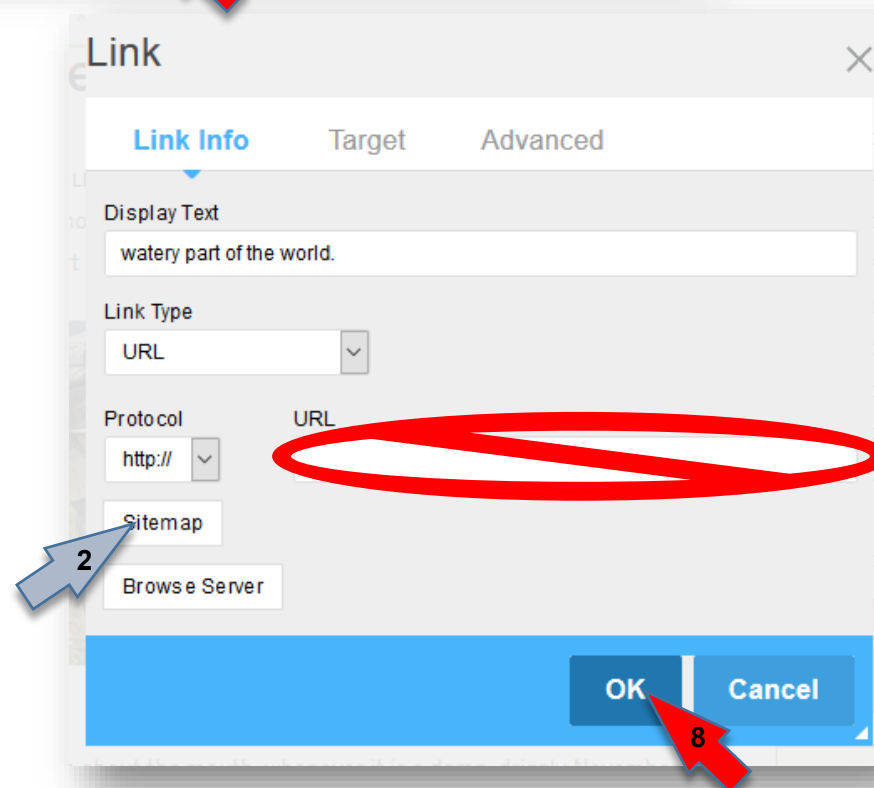
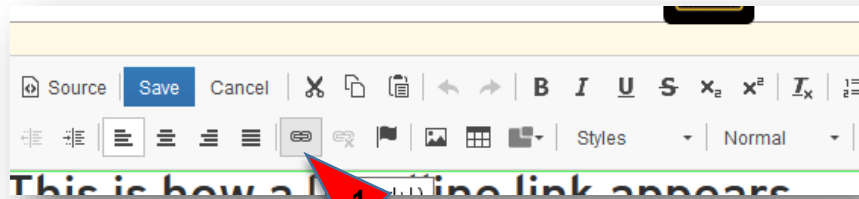
To discard, click **discard changes**



The screenshot shows a dialog box titled "Exit Edit Mode" with a hand icon. Below the title is a "Version Comments" section with a text input field. At the bottom of the dialog are three buttons: "Publish Changes" (blue), "Save Changes" (green), and "Discard Changes" (red). A "Page Settings" link with a gear icon is visible in the top right corner of the dialog.

# IEW 101 Workshop

## Placing Links: Link to a page (within your site)



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





# IEW 101 Workshop

## Placing Links: Link dialog box

Highlighted text

Select type of link

Enter an OUTSIDE url

Select a page

Select or upload a file

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

Link

Link InfoTargetAdvanced

Display Text

waterly part of the world.

Link Type

URL

Protocol

http://

URL

Sitemap

Browse Server

OKCancel

Link

Link InfoTargetAdvanced

Target

<not set>

<not set>

<frame>

<popup window>

<lightbox>

New Window (\_blank)

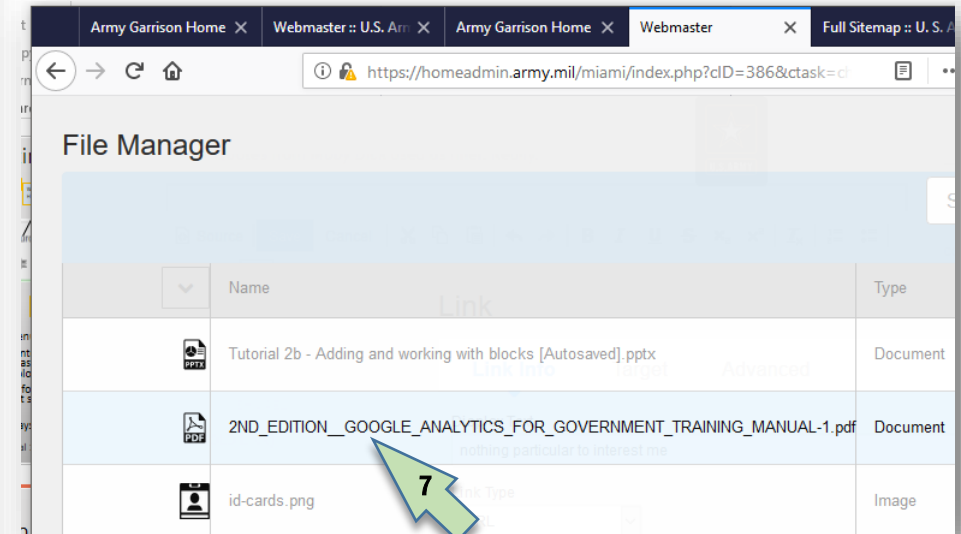
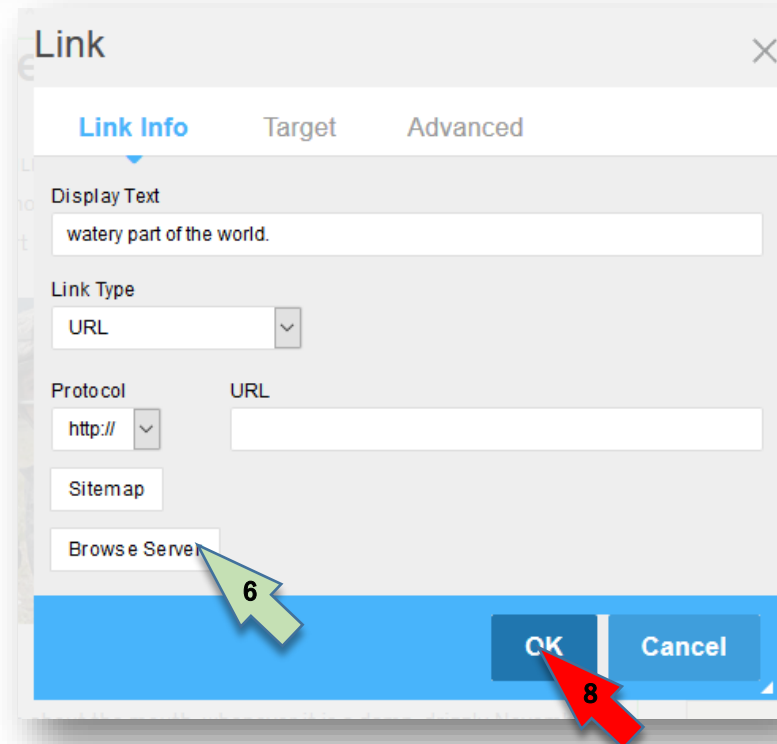
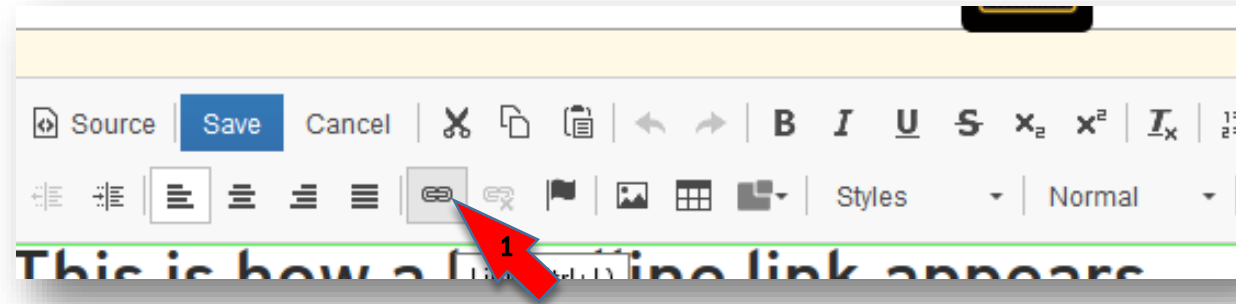
Topmost Window (\_top)

Same Window (\_self)

Parent Window (\_parent)

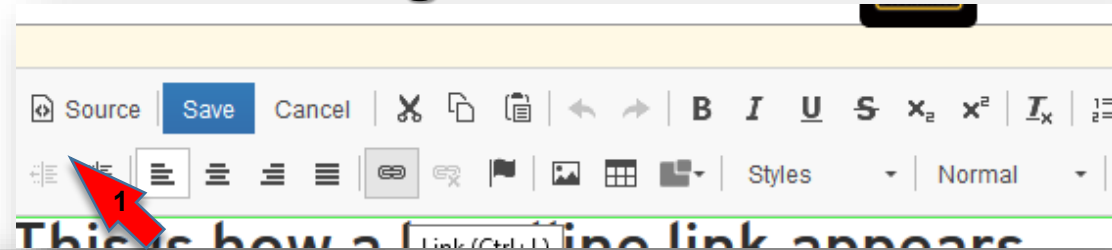
OKCancel

## Placing Links: Link to a document (in your file manager)



# IEW 101 Workshop

## Placing Links: Link to an email address



Link Info

Display Text

Link Type

URL

URL

Link to anchor in the text

E-mail

http://

Sitemap

Browse Server

Link

Link Info

Advanced

Display Text

Link Type

E-mail

E-Mail Address

Message Subject

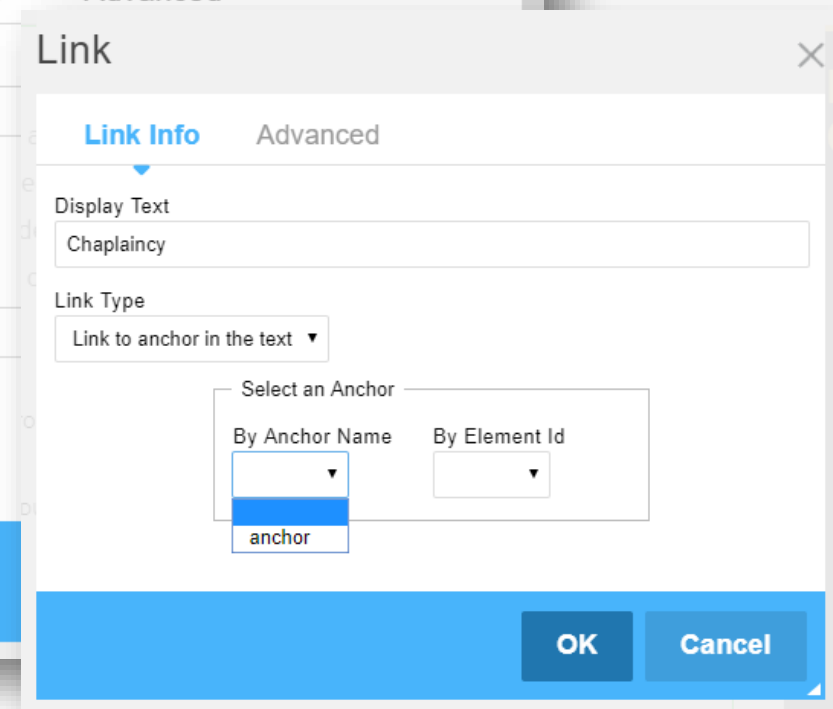
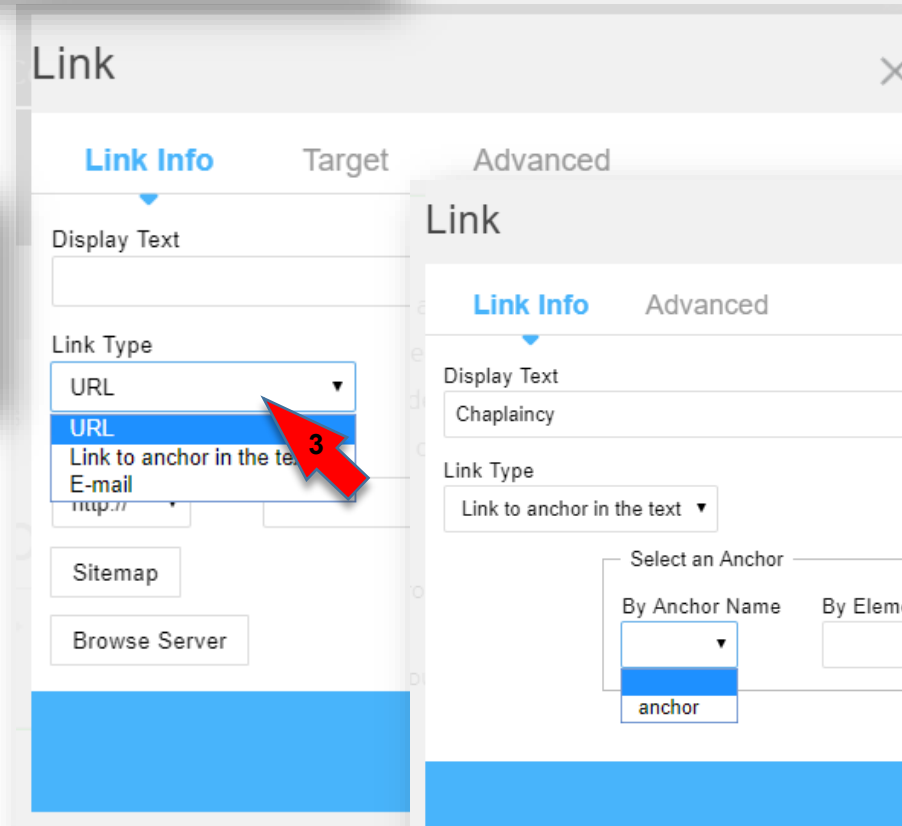
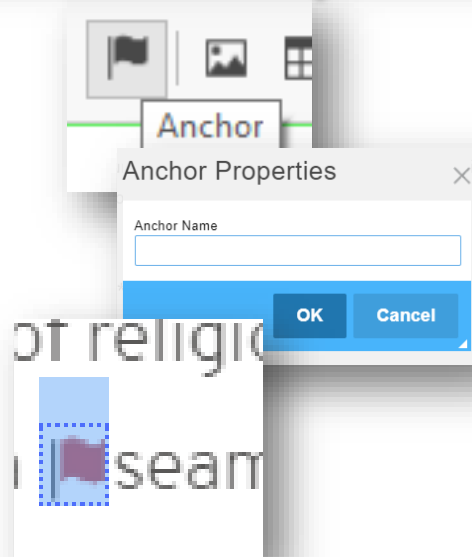
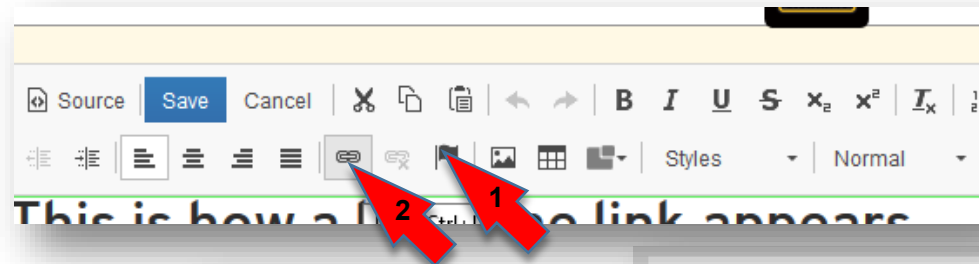
Message Body

OK

Cancel



## Placing Links: Link to another place on the page (anchor)

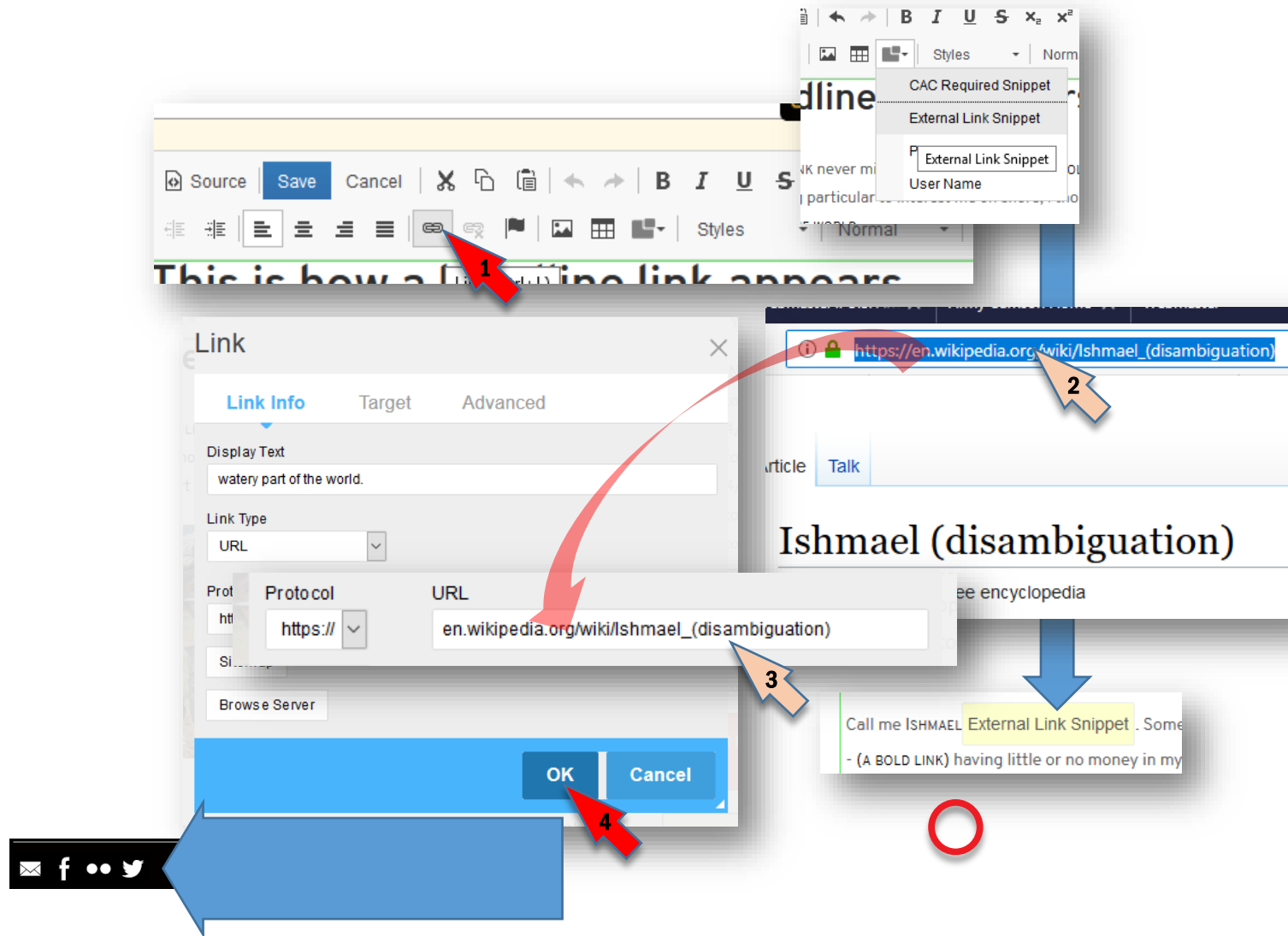




## Placing Links: Link to a site (outside your site)

### IMCOM GUIDELINES:

Put a legend on any page with outside links.  
**REGISTER** the site with the IEW Approved URLs list.



1

2

3

4

Link Info Target Advanced

Display Text  
watery part of the world.

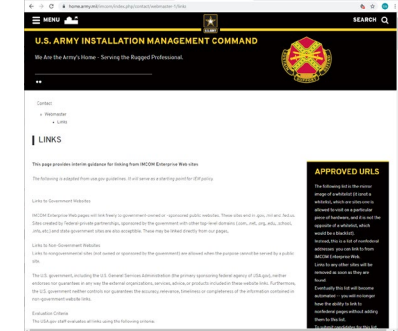
Link Type  
URL

Protocol  
https://

URL  
en.wikipedia.org/wiki/Ishmael\_(disambiguation)

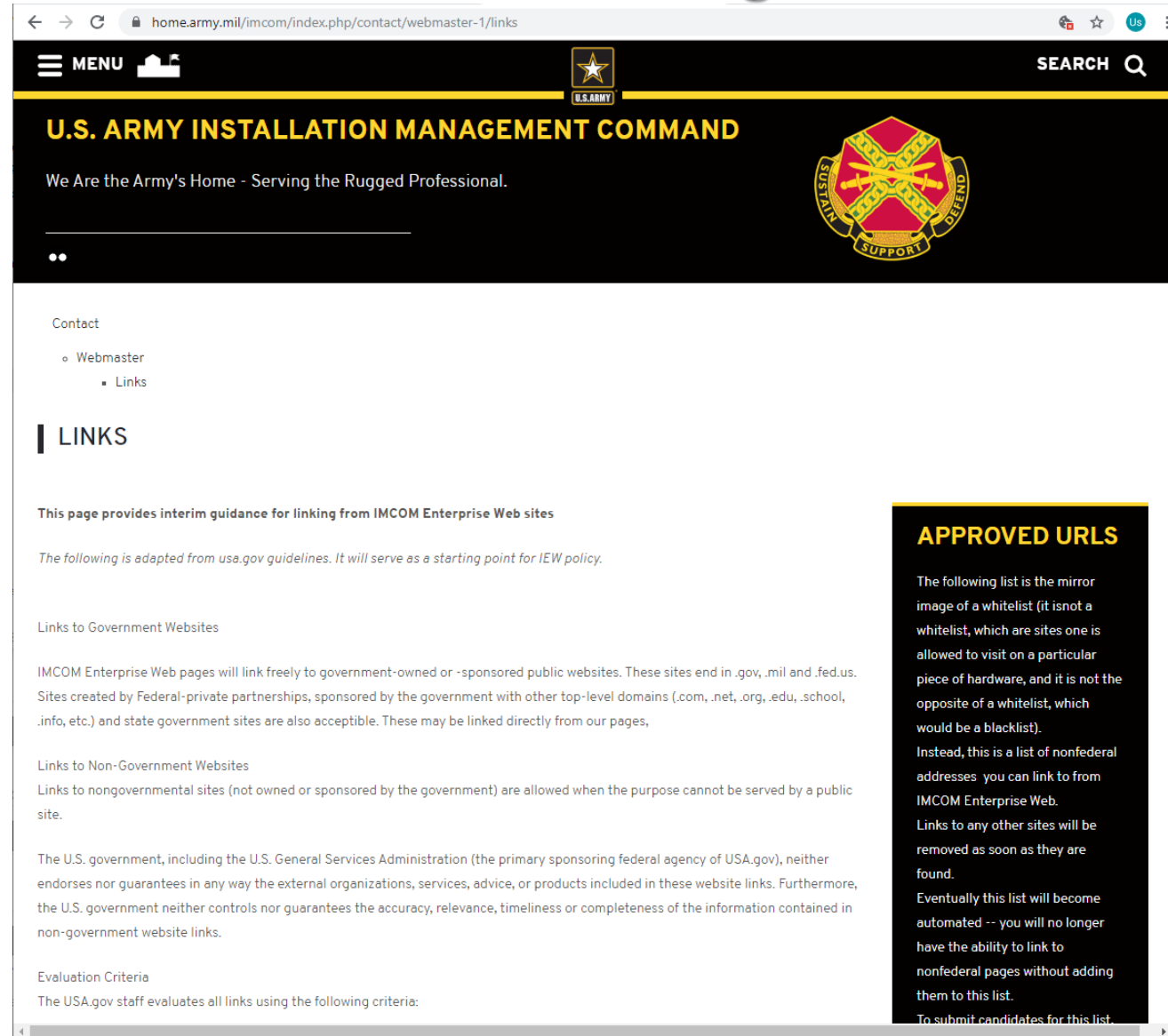
OK Cancel

Call me ISHMAEL External Link Snippet . Some - (A BOLD LINK) having little or no money in my



# IEW 101 Workshop

## Placing Links: Register external links



home.army.mil/imcom/index.php/contact/webmaster-1/links

**U.S. ARMY INSTALLATION MANAGEMENT COMMAND**

We Are the Army's Home - Serving the Rugged Professional.

**LINKS**

This page provides interim guidance for linking from IMCOM Enterprise Web sites

*The following is adapted from usa.gov guidelines. It will serve as a starting point for IEW policy.*

**Links to Government Websites**

IMCOM Enterprise Web pages will link freely to government-owned or -sponsored public websites. These sites end in .gov, .mil and .fed.us. Sites created by Federal-private partnerships, sponsored by the government with other top-level domains (.com, .net, .org, .edu, .school, .info, etc.) and state government sites are also acceptable. These may be linked directly from our pages,

**Links to Non-Government Websites**

Links to nongovernmental sites (not owned or sponsored by the government) are allowed when the purpose cannot be served by a public site.

The U.S. government, including the U.S. General Services Administration (the primary sponsoring federal agency of USA.gov), neither endorses nor guarantees in any way the external organizations, services, advice, or products included in these website links. Furthermore, the U.S. government neither controls nor guarantees the accuracy, relevance, timeliness or completeness of the information contained in non-government website links.

**Evaluation Criteria**

The USA.gov staff evaluates all links using the following criteria:

**APPROVED URLS**

The following list is the mirror image of a whitelist (it is not a whitelist, which are sites one is allowed to visit on a particular piece of hardware, and it is not the opposite of a whitelist, which would be a blacklist). Instead, this is a list of nonfederal addresses you can link to from IMCOM Enterprise Web. Links to any other sites will be removed as soon as they are found. Eventually this list will become automated -- you will no longer have the ability to link to nonfederal pages without adding them to this list. To submit candidates for this list,



# IEW 101 Workshop

## Placing Links: 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:

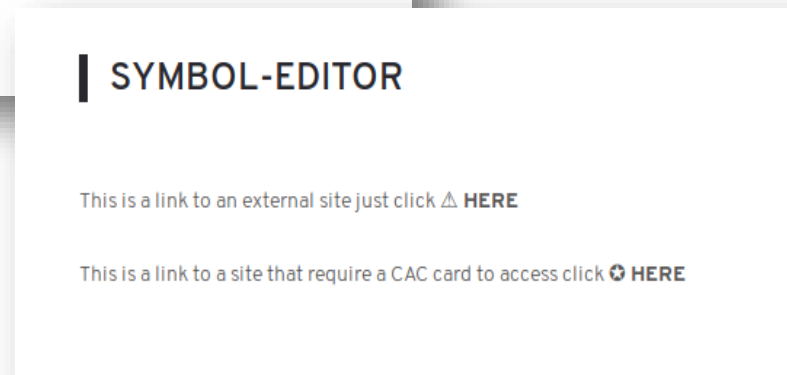
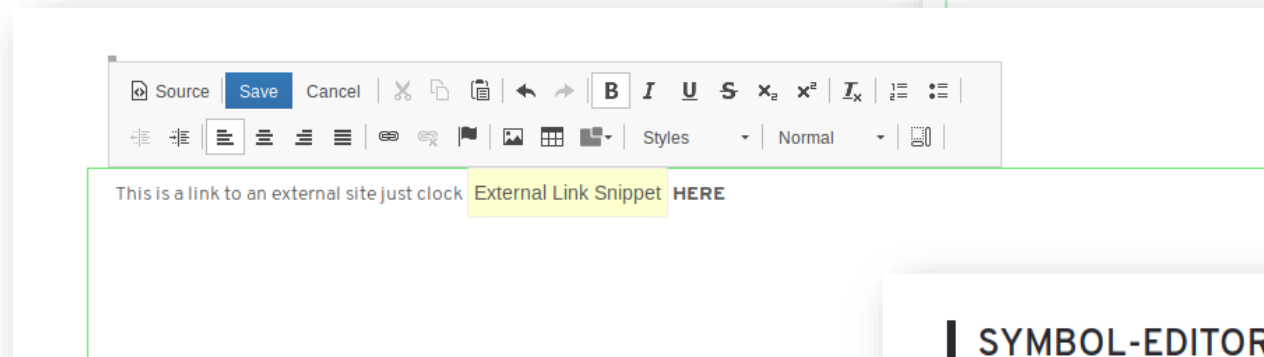
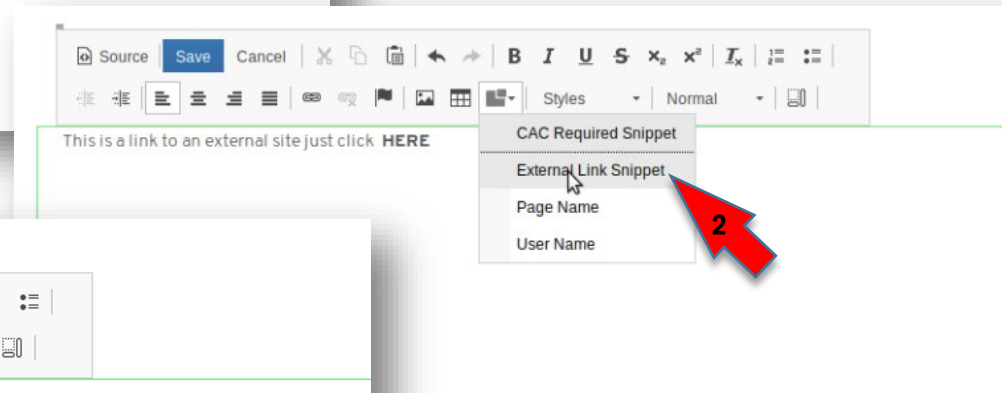
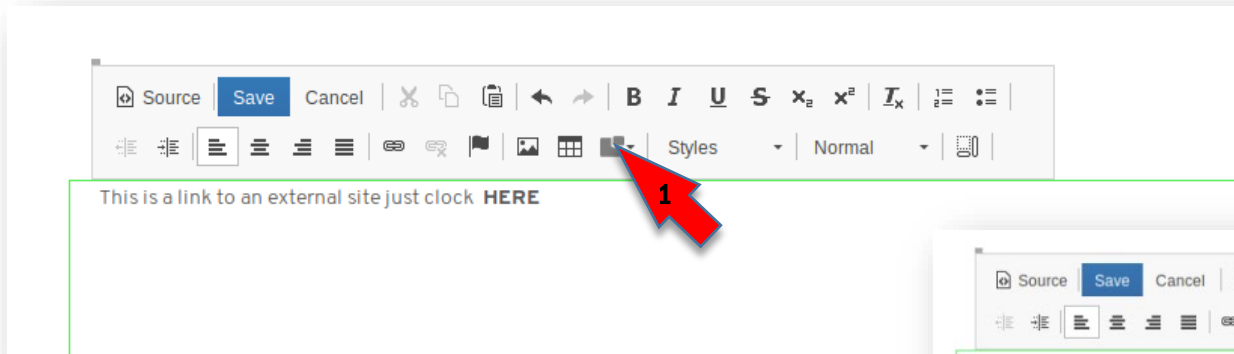
1. Report to your privacy officer and garrison IT support
2. DO NOT remove until told to by the privacy officer or G3

### 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

# IEW 101 Workshop

## Add symbols with snippets (external & CAC links)

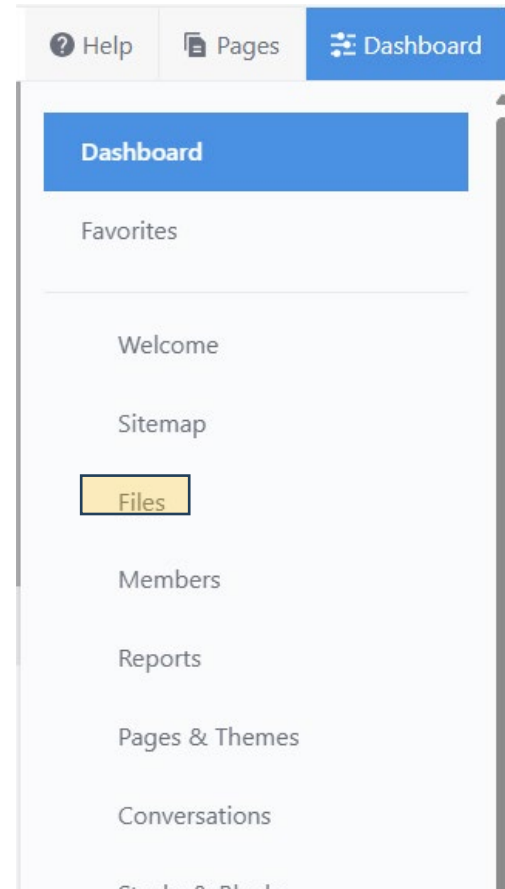




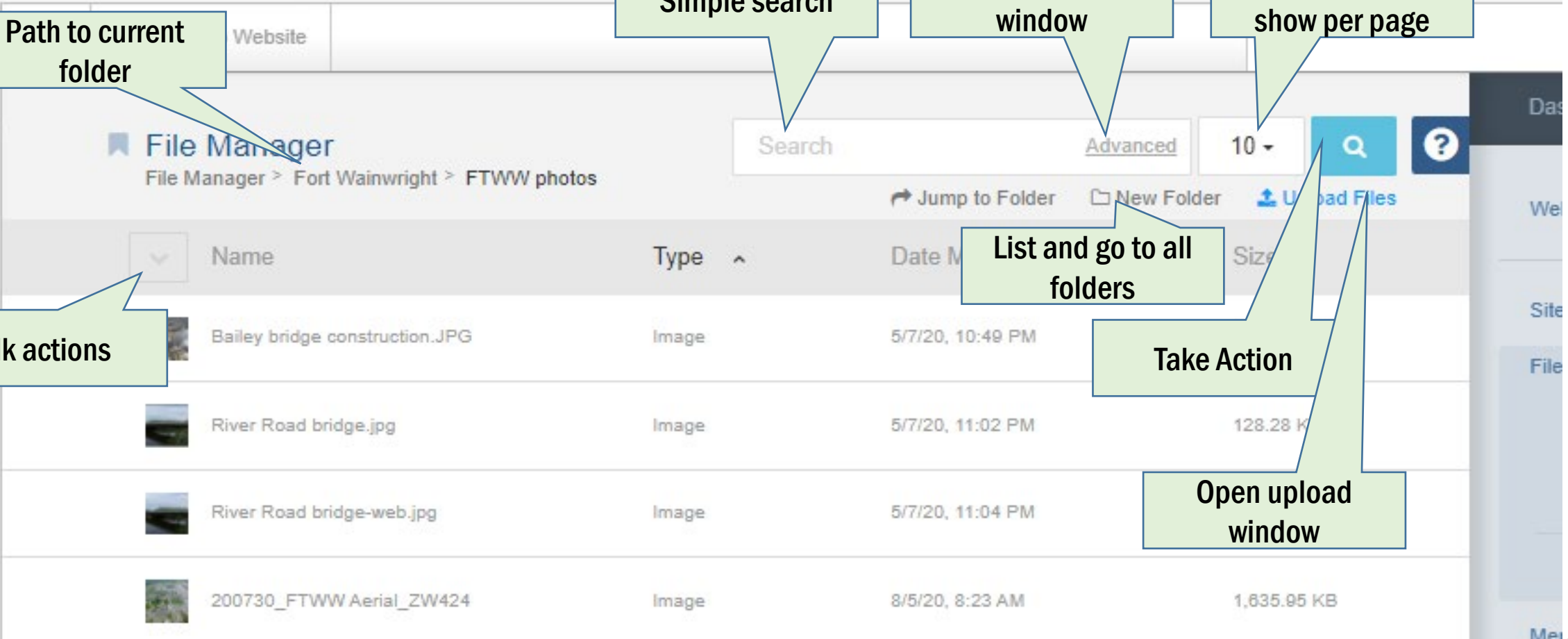
# IEW 101 Workshop

## File manager, part 1

Before you can add documents to your text block, you must first upload them into your file manager.



Here is a layout of your file manager:



The screenshot shows the File Manager interface with the following callouts:

- Path to current folder:** Points to the breadcrumb path: File Manager > Fort Wainwright > FTWW photos
- Simple search:** Points to the 'Search' input field.
- Advanced search window:** Points to the 'Advanced' link.
- Number of files to show per page:** Points to the '10' dropdown menu.
- List and go to all folders:** Points to the 'Jump to Folder' button.
- Take Action:** Points to the 'New Folder' and 'Upload Files' buttons.
- Open upload window:** Points to the 'Upload Files' button.
- Bulk actions:** Points to the dropdown menu in the top left of the file list.

Name	Type	Date Modified	Size
Bailey bridge construction.JPG	Image	5/7/20, 10:49 PM	
River Road bridge.jpg	Image	5/7/20, 11:02 PM	128.28 KB
River Road bridge-web.jpg	Image	5/7/20, 11:04 PM	
200730_FTWW Aerial_ZW424	Image	8/5/20, 8:23 AM	1,635.95 KB



To add a file (image or PDF), click the upload button on the far-right corner,

[Dashboard](#) > [Files](#) > [File Manager](#)



Advanced

Search

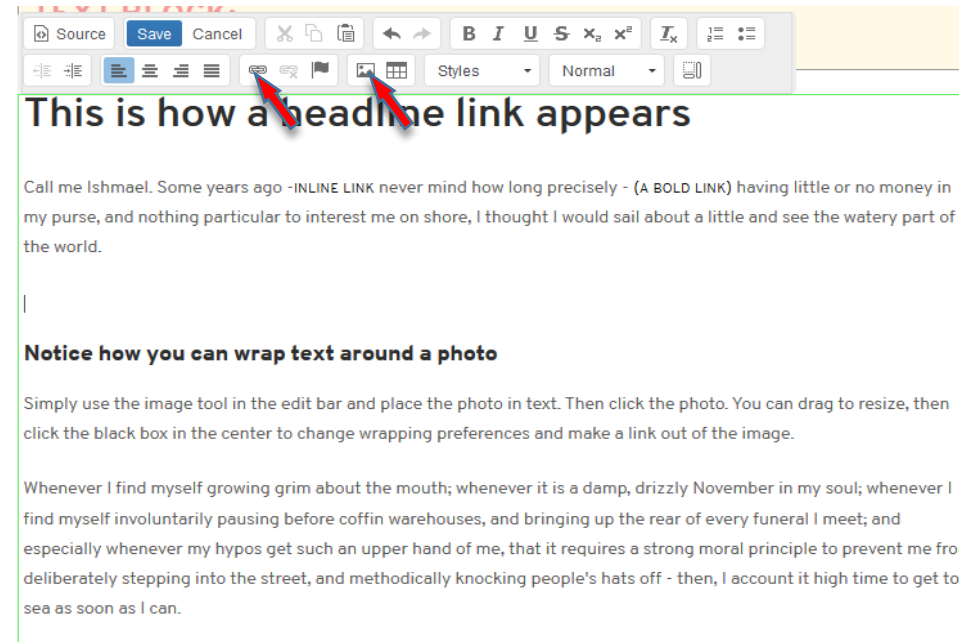


 Favorites

50



Once you have added the file, return to the text you are editing and click on the PDF or image you wish link to, or include on the site.



1. You can hyperlink your file url (this can be found in the file manager), or you can click browse server to find the file.

Link

Link Info

Target

Advanced

Display Text

hemes and m

Link Type

URL

Protocol

http://

URL\*

Sitemap

Browse Server

OK

Cancel

2. Find the file in your file manager to upload

File Manager

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.pdf	Image	11/4/17, 11:49 PM	7,266.23 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	1,398.59 KB
Tutorial 2b - Adding and working with blocks.pdf	Document	10/25/17, 8:30 PM	925.32 KB
Tutorial_7-Site_Management.pdf	Document	10/25/17, 8:28 PM	829.41 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	144.89 KB

# IEW 101 Workshop

## Add a photo in the text block

3. Your image will appear (or your pdf will be hyperlinked)!


Source Save Cancel

B I U S X<sup>2</sup> I<sub>x</sub>

Styles Normal

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



# IEW 101 Workshop

## '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.



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

**Image Properties**

Image Info Link Advanced

URL  Browse Server

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 rutrum, est ut placerat elementum. lectus nisl aliquam velit. tempor aliquam

OK Cancel

Takes you to the File Manager 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

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

**Image Properties**

Image Info Link Advanced

URL  Browse Server

Target

OK Cancel

**Image Properties**

Image Info Link Advanced

Id  Language Direction  Language Code

Long Description URL

Stylesheet Classes  Advisory Title

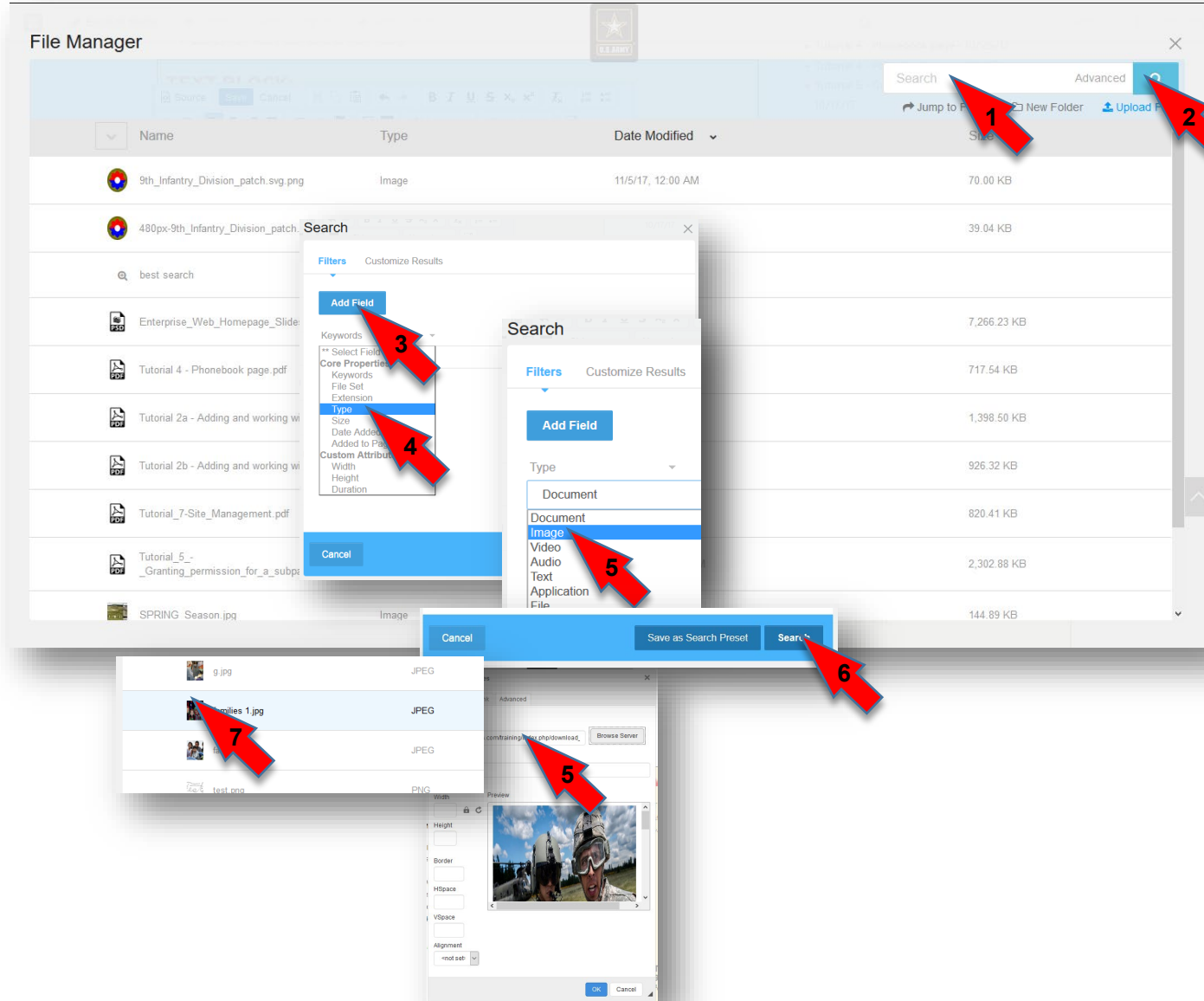
Style

OK Cancel



# IEW 101 Workshop

## SELECT a photo



The screenshot shows the File Manager interface with the following steps indicated by numbered red arrows:

- Click the **Search** button in the top right corner.
- Click the **Advanced** search tab.
- Click the **Add Field** button in the search filters dialog.
- Click the **Type** field in the search filters dialog.
- Click the **Image** option in the type dropdown menu.
- Click the **Search** button at the bottom of the search filters dialog.
- Click the **OK** button in the preview dialog to select the photo.

The File Manager table lists the following files:

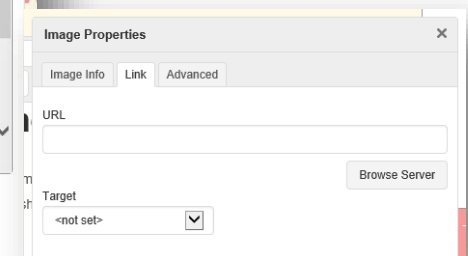
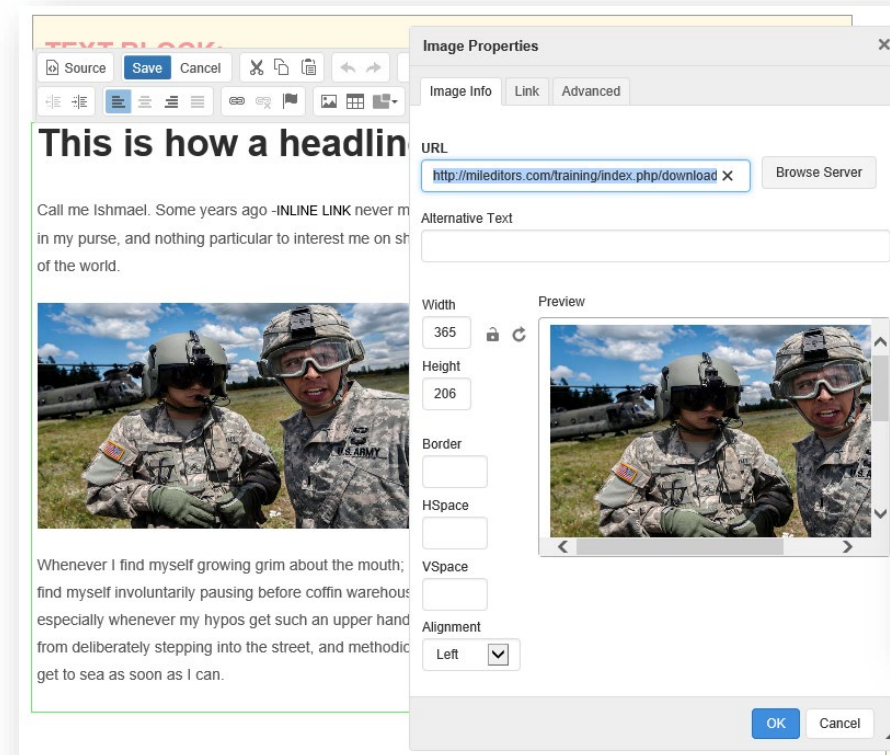
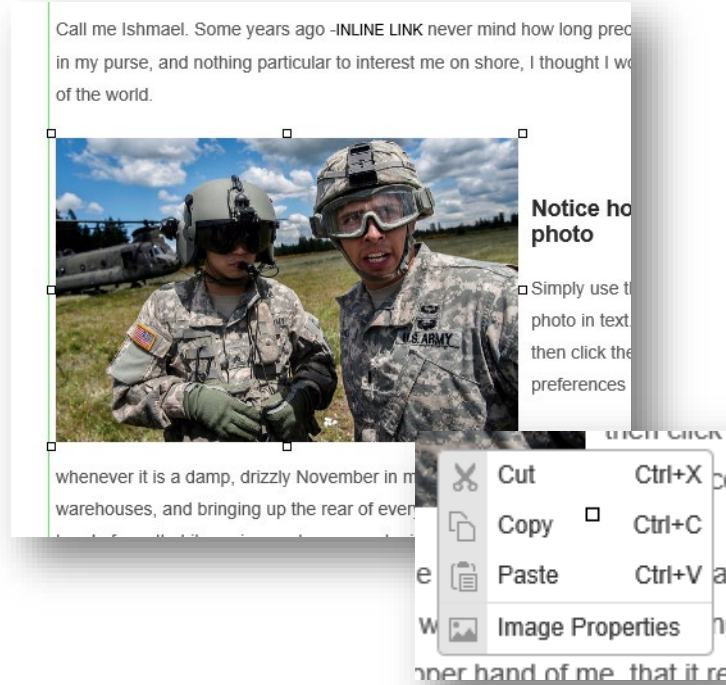
Name	Type	Date Modified	Size
9th_Infantry_Division_patch.svg.png	Image	11/5/17, 12:00 AM	70.00 KB
480px:9th_Infantry_Division_patch...	Image		39.04 KB
Enterprise_Web_Homepage_Slide...	Image		7,266.23 KB
Tutorial 4 - Phonebook page.pdf	Document		717.54 KB
Tutorial 2a - Adding and working w...	Document		1,398.50 KB
Tutorial 2b - Adding and working w...	Document		926.32 KB
Tutorial_7-Site_Management.pdf	Document		820.41 KB
Tutorial_5_-_Granting_permission_for_a_subp...	Document		2,302.88 KB
SPRING_Season.jpg	Image		144.89 KB



# IEW 101 Workshop

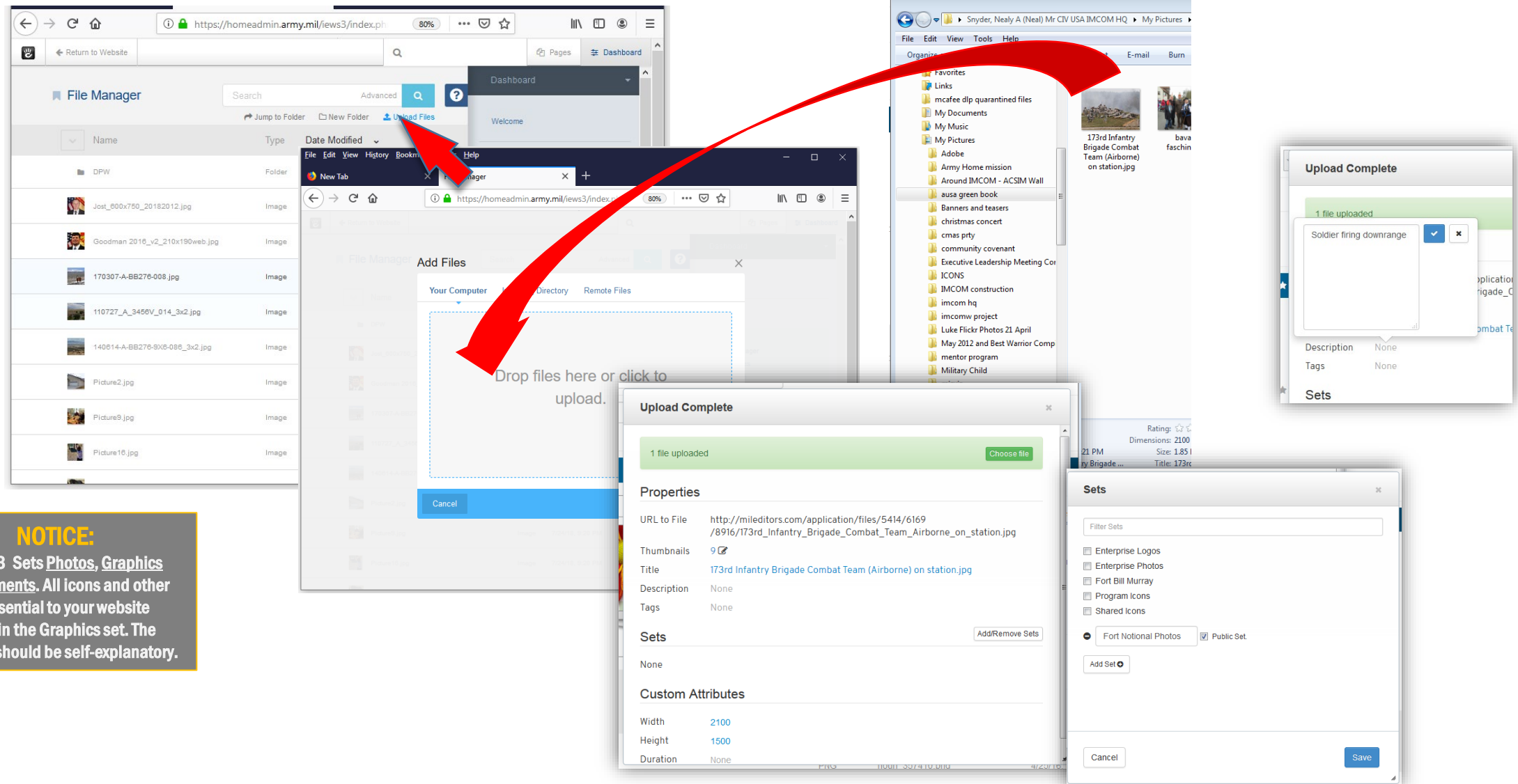
## Edit a photo in text block

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.



# IEW 101 Workshop

## Import a photo (upload a file)



**File Manager**

Search:  Advanced  ?

Jump to Folder:  New Folder:  Upload Files:

Name	Type	Date Modified
DPW	Folder	
Jost_800x750_20182012.jpg	Image	
Goodman 2016_v2_210x190web.jpg	Image	
170307-A-BB276-008.jpg	Image	
110727_A_3466V_014_3x2.jpg	Image	
140614-A-BB276-8X5-086_3x2.jpg	Image	
Picture2.jpg	Image	
Picture9.jpg	Image	
Picture10.jpg	Image	

**Add Files**

Your Computer:  Directory:  Remote Files:


Drop files here or click to upload.

**Upload Complete**

1 file uploaded

**Properties**

URL to File: [http://mileditors.com/application/files/5414/6169/8916/173rd\\_Infantry\\_Brigade\\_Combat\\_Team\\_Airborne\\_on\\_station.jpg](http://mileditors.com/application/files/5414/6169/8916/173rd_Infantry_Brigade_Combat_Team_Airborne_on_station.jpg)

Thumbnails: 

Title: 173rd Infantry Brigade Combat Team (Airborne) on station.jpg

Description: None

Tags: None

**Sets**

None

**Custom Attributes**

Width: 2100

Height: 1500

Duration: None

**Sets**

Filter Sets:

☐ Enterprise Logos

☐ Enterprise Photos

☐ Fort Bill Murray

☐ Program Icons

☐ Shared Icons

☒ Fort Notional Photos ☒ Public Set

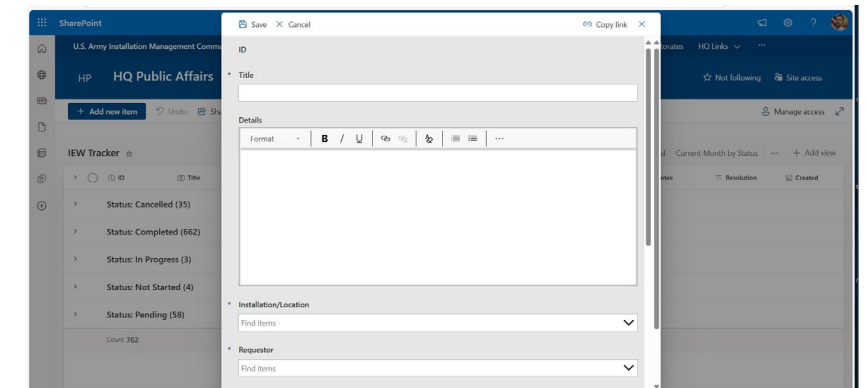
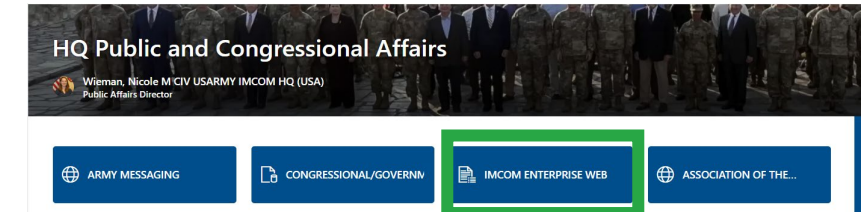
### NOTICE:

Minimum 3 Sets Photos, Graphics and Documents. All icons and other artwork essential to your website should go in the Graphics set. The other two should be self-explanatory.



### Problems? Here's what you do:

- Go to the IMCOM/PCA SharePoint
- Click on the IMCOM Enterprise Web button
- Click on the IEW Tracker button
- Click on the Add New Item button
- Enter your information in the fields
- The request will be sent to IMCOM Enterprise Web Support Team



### To create or reactivate accounts

- Ta'Corian Tilley [tacorian.k.tilley.naf@army.mil](mailto:tacorian.k.tilley.naf@army.mil)
- Steve Warns [stephen.l.warns.naf@army.mil](mailto:stephen.l.warns.naf@army.mil)

### For technical issues

- Brandon Morrison [brandon.c.morrison.ctr@army.mil](mailto:brandon.c.morrison.ctr@army.mil)
- Jim Garoutte [james.e.garoutte.ctr@army.mil](mailto:james.e.garoutte.ctr@army.mil)
- Matt Hall [matthew.d.hall40.civ@army.mil](mailto:matthew.d.hall40.civ@army.mil)

