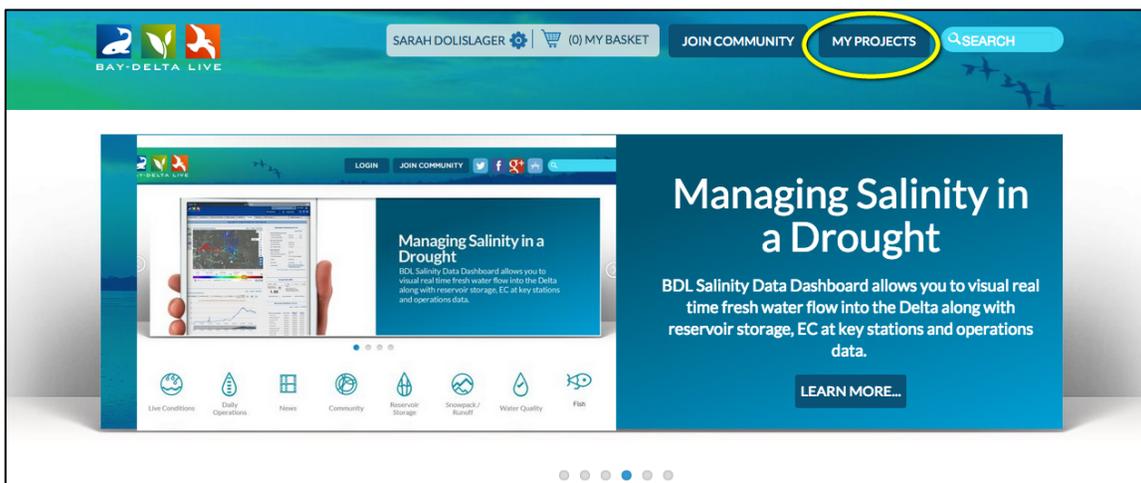




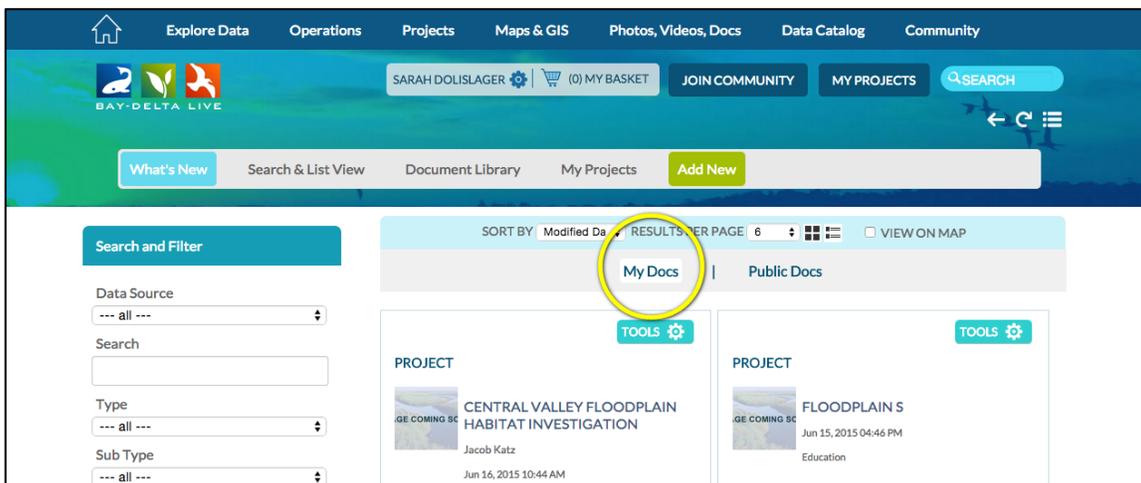
www.baydeltaalive.com
Tutorials

EDIT THE PROJECT “ARTICLE” PAGE

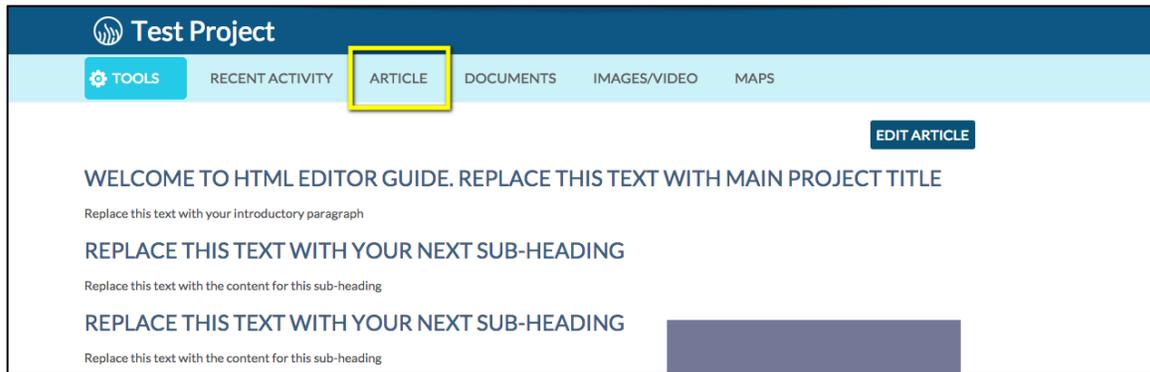
After you are logged in, click on “My Projects.”



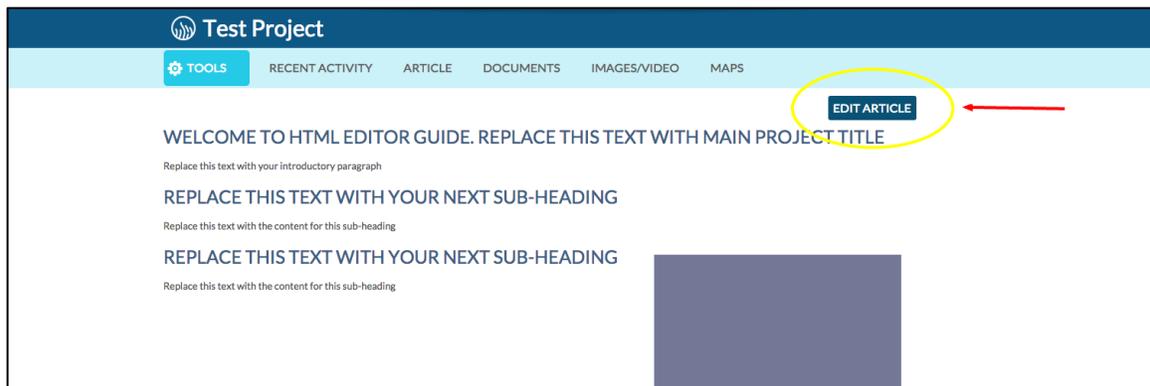
Find the project page you wish to edit. Remember, if your project isn't public you will find it under “my docs.”



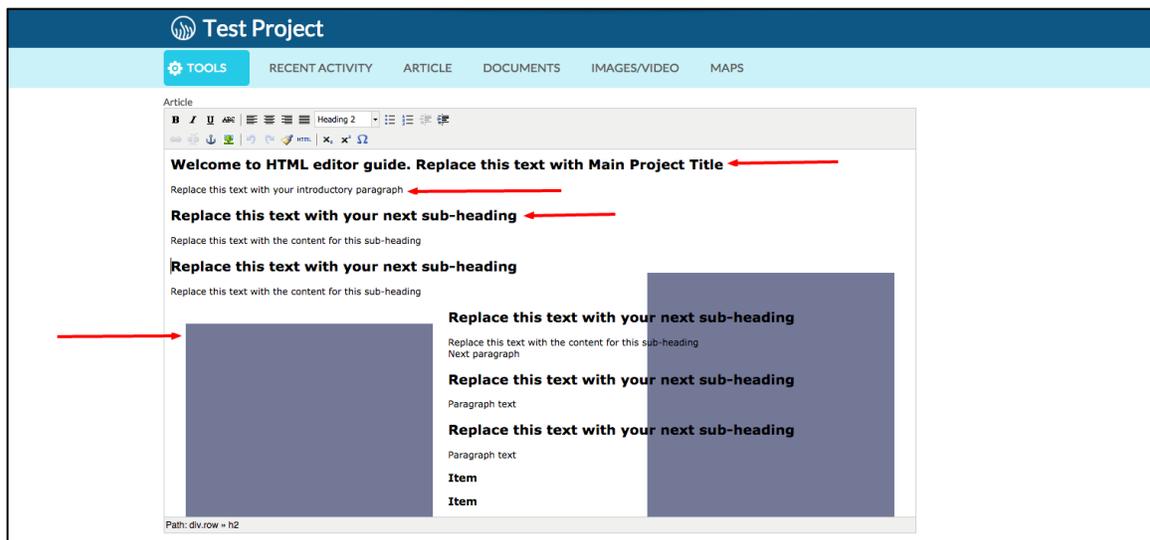
Once you are in your project, **click on the “Article” tab in the sub-navigation.**



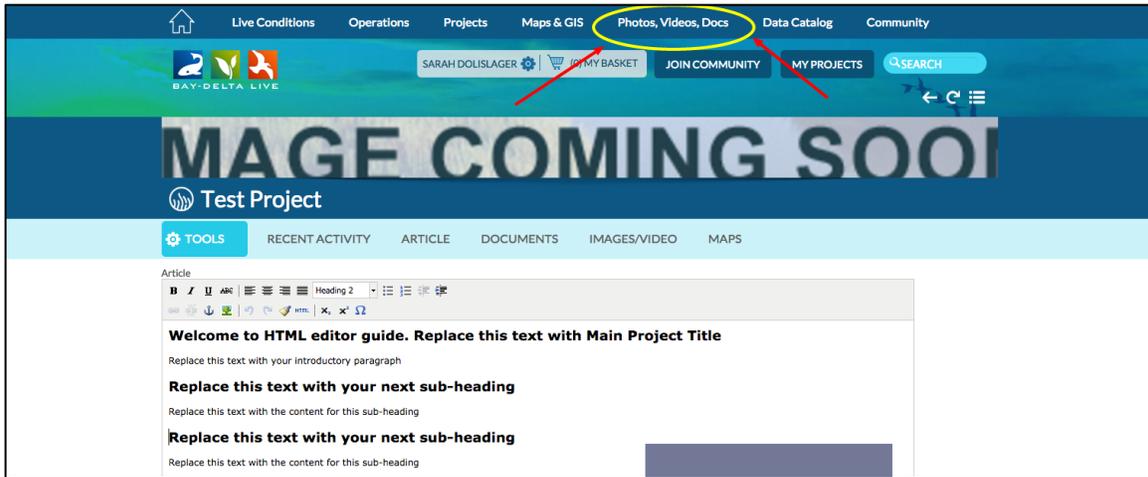
You can edit the content on this page by **clicking, “Edit Article.”**



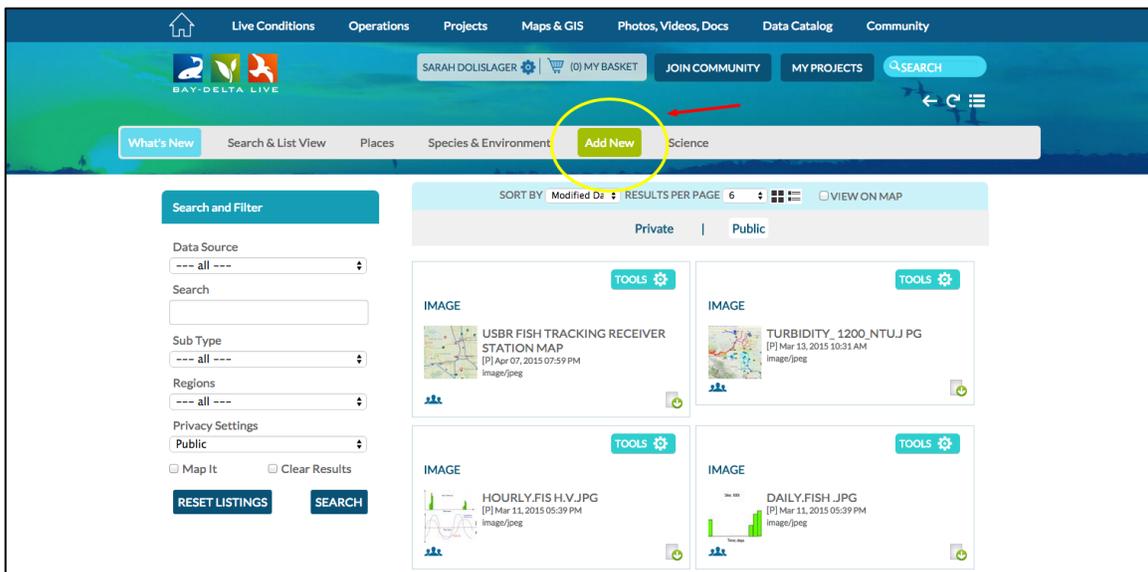
You can use the HTML editor guide to create your page. There are headings, text, and photo examples in place to guide you.



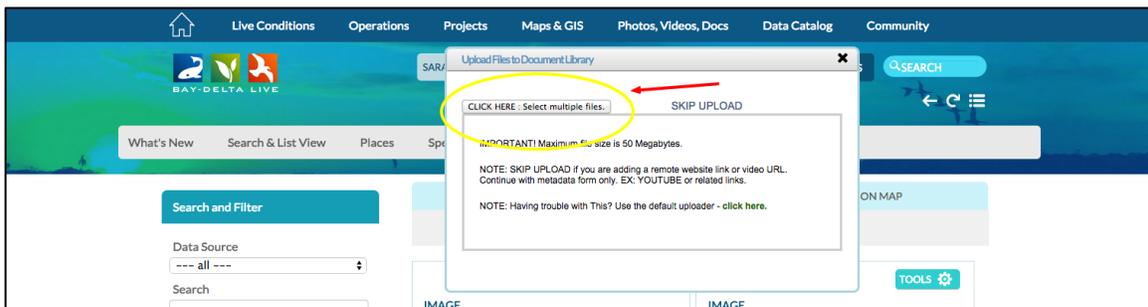
To add photos to this page, you need the Image URL.
To get this, go to **Photos/Videos/Docs** are the very top of the page.



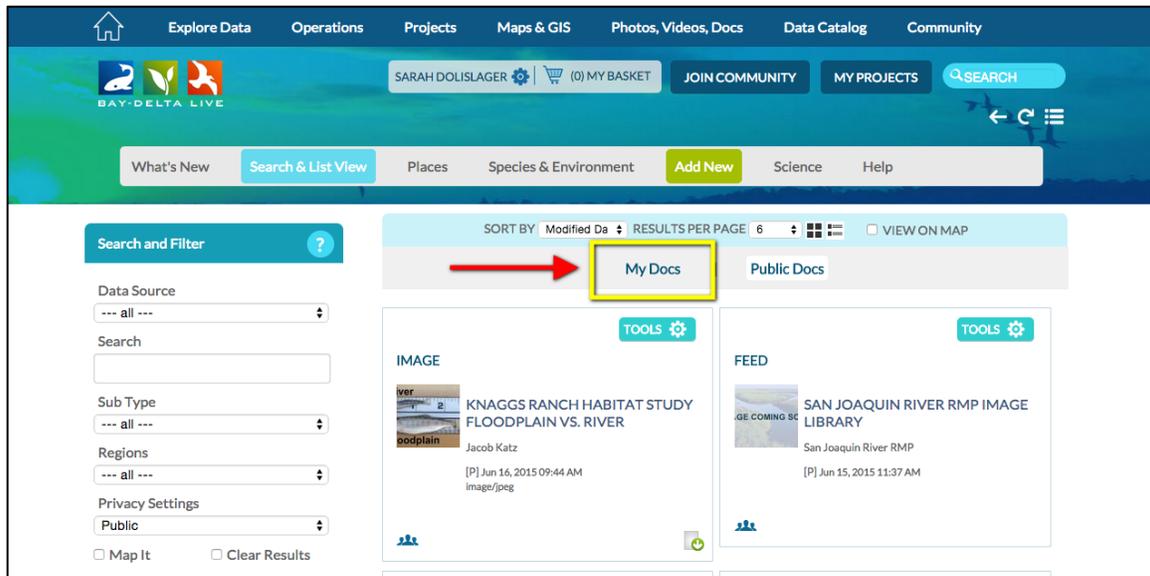
If the photo you want to add is not uploaded into your library, click **“Add New.”**



Then click on, **“CLICK HERE: Select Multiple Files”** to browse your computer.



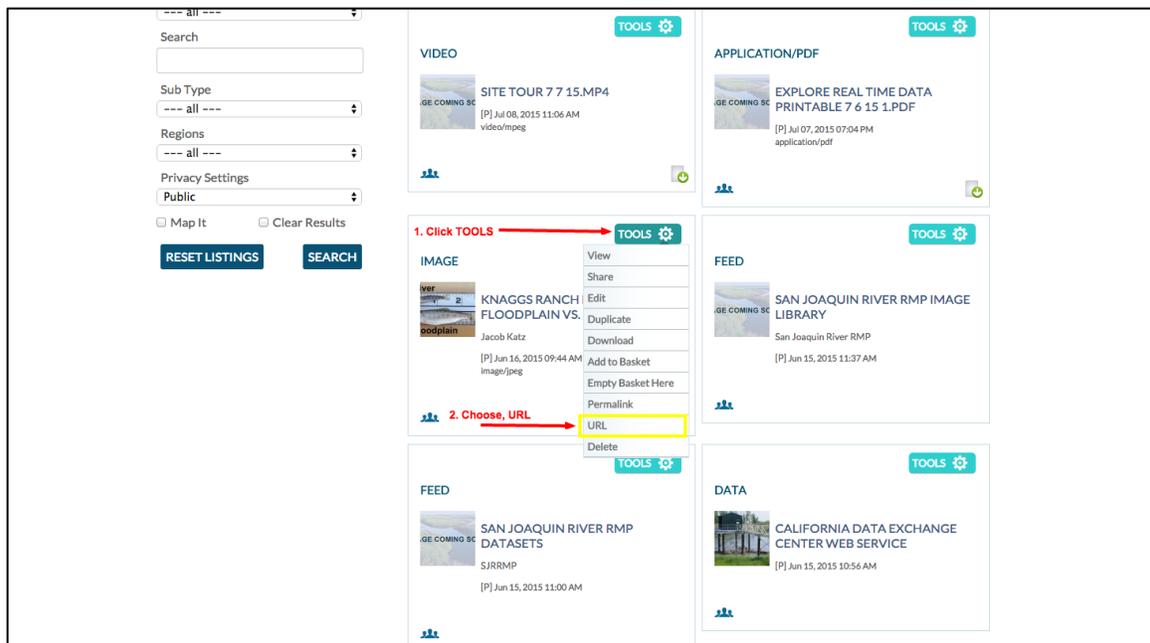
Once you've chosen a photo and it is finished uploading, it will open up to the page pictured below. **You will find your new photo by clicking, "my docs."**



Note: the following steps can be applied to photos that were already in your library as well as the one you just uploaded.

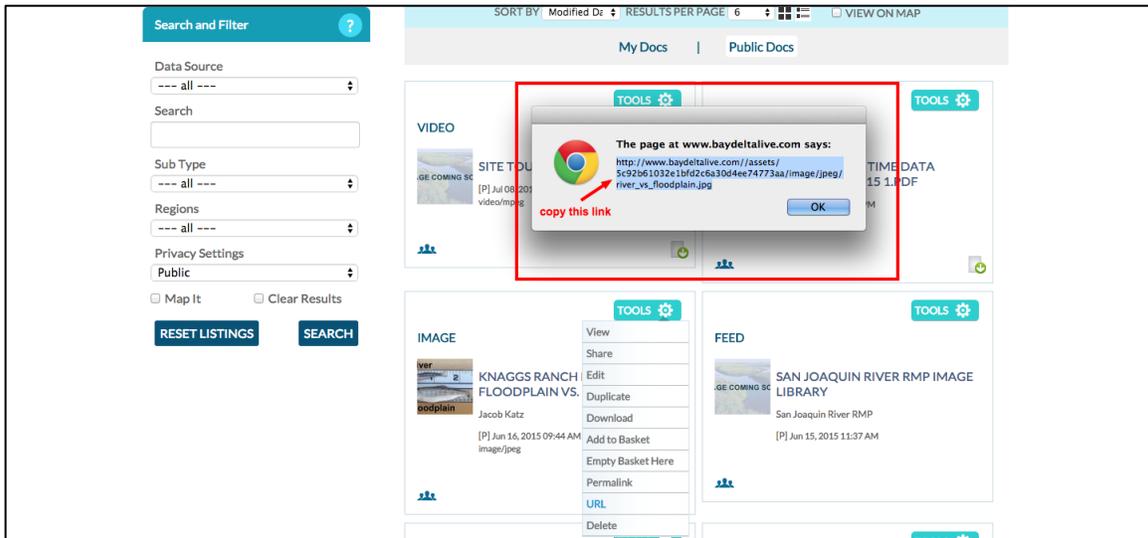
When you find the image you want to use, **hover over the TOOLS menu in the right-hand corner.**

Choose "URL" from the drop-down menu.



A box will appear and you can highlight the text and then right-click, choose “copy.”

This captures the image URL that you will need.

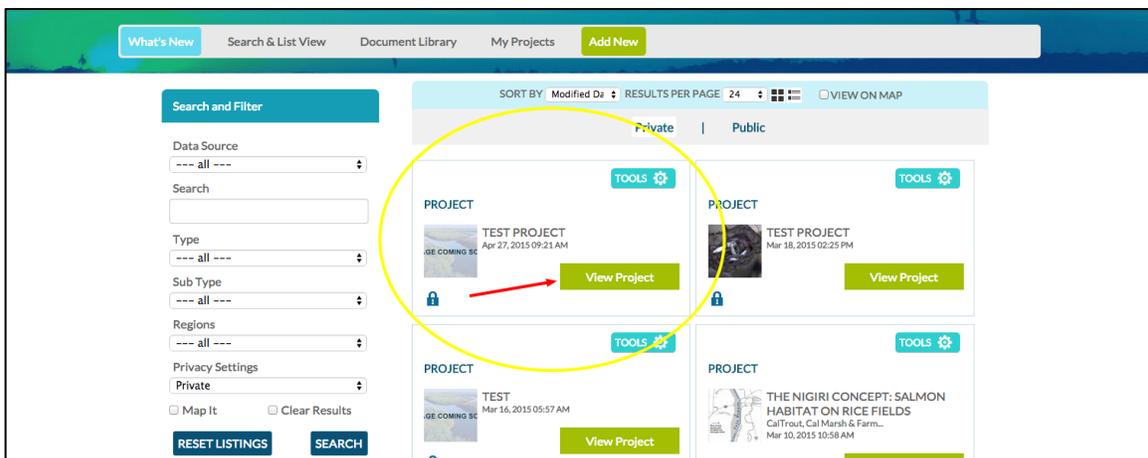


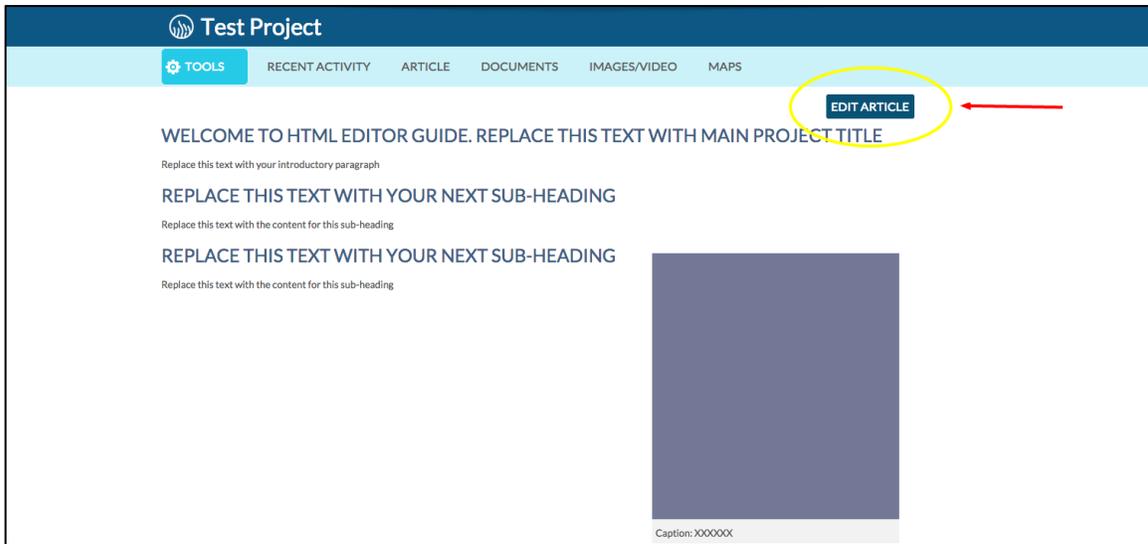
Now, go back to your project.

Click on “My Projects” towards the top of the screen.

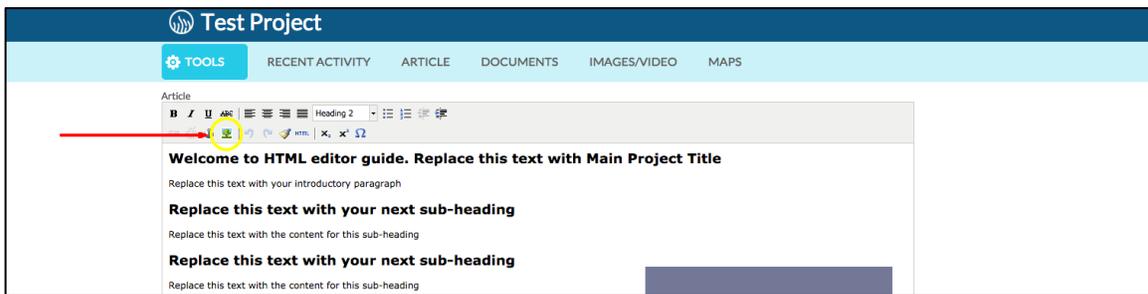


Click on the project and it should open to the Article page.

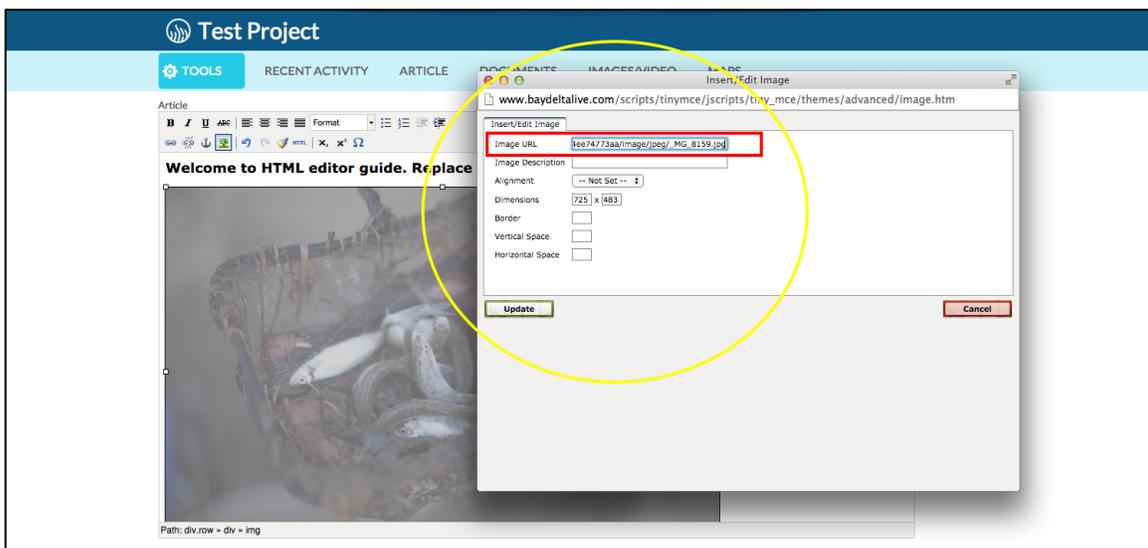


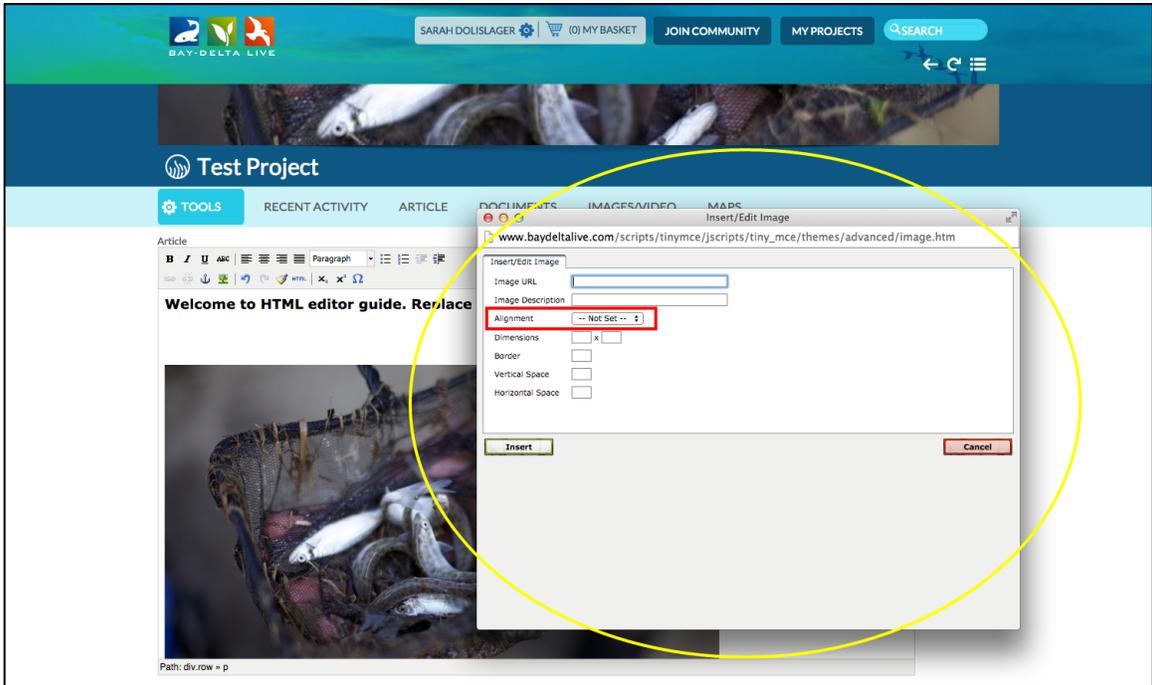


Then click on the “Insert/Edit Image” icon on the toolbar.

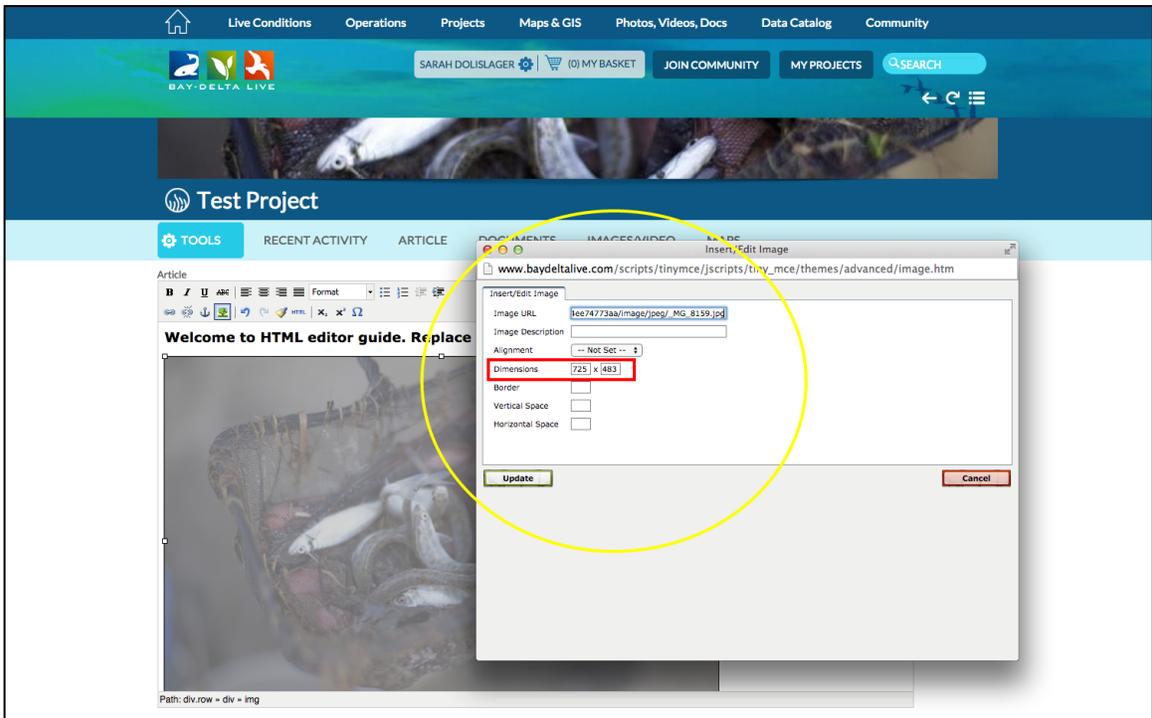


Right click on the image URL line and paste the image address you copied.

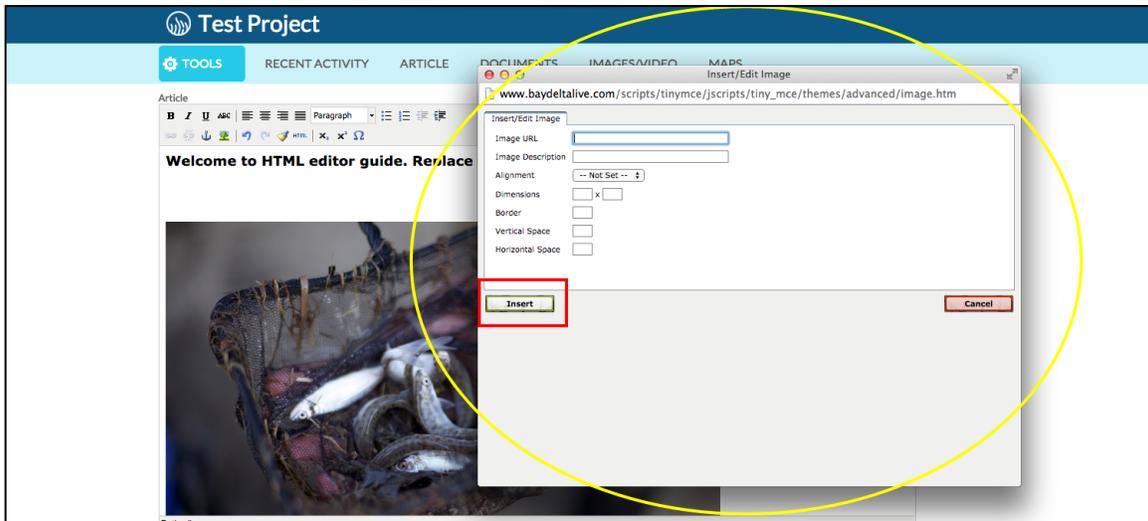




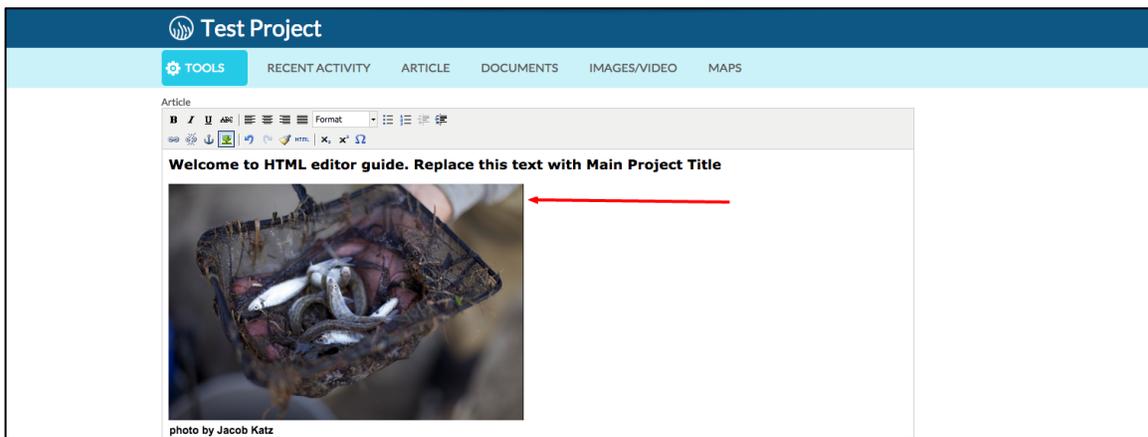
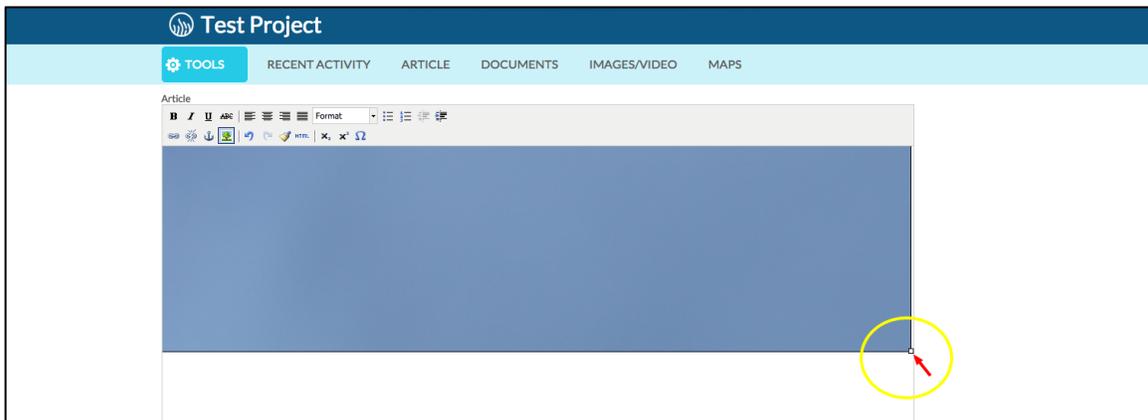
The dimensions are pre-set based on the image URL you pasted.



Then click, "insert."

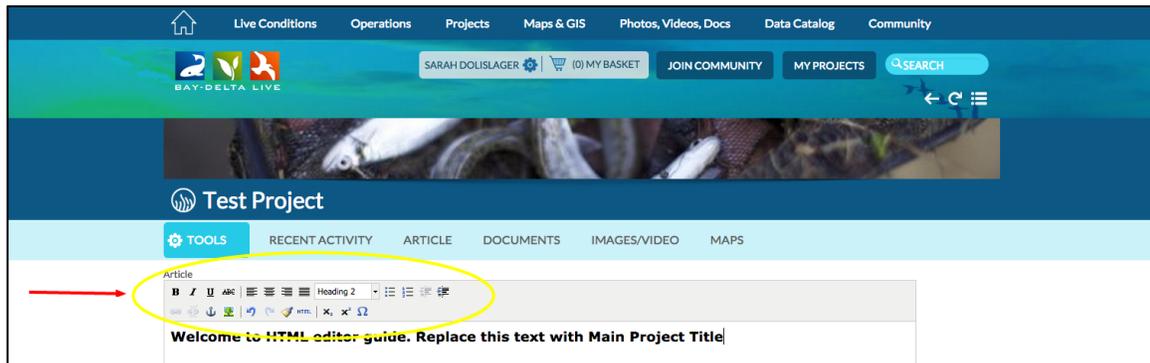


Now, you can see that the image is too large for the rest of the template. **You can re-size the image by hovering over the corner until an arrow appears and then move your cursor towards the center of the image to make it smaller.**

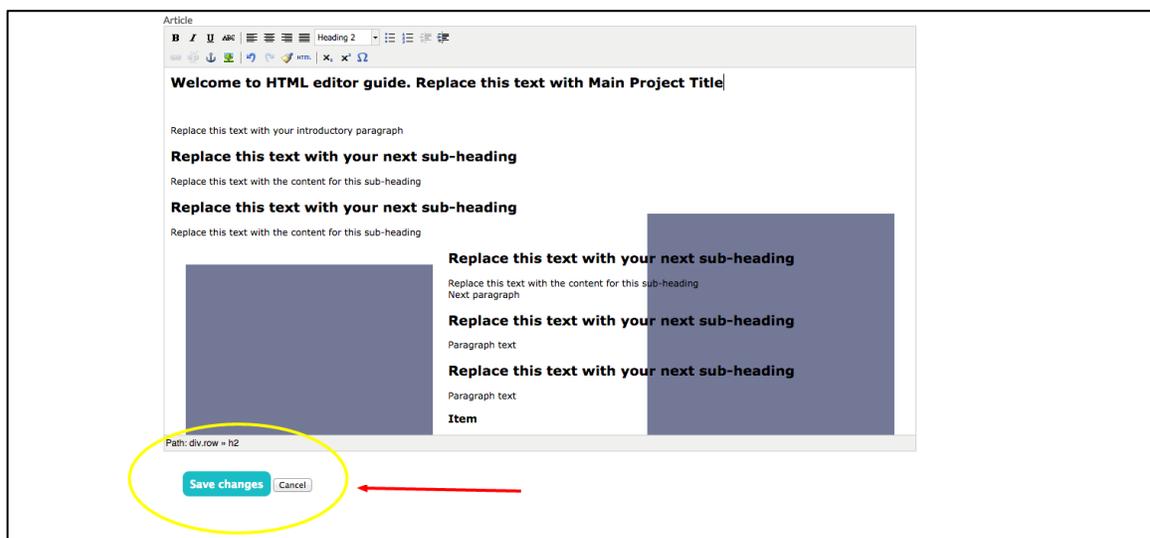


You can go back and edit the image information by selecting the image and then clicking on the “insert/edit image” icon with the small tree on it. The same box will appear and you can make the changes.

The next part of editing the article page is to insert any titles, subtitles, and text. If you would like to edit the font, you can do so by using the toolbar.



Once you're done editing the article page, click, “save changes.”



This concludes the “Edit the Project Article Page” tutorial. Remember, you can always go back and make changes to this page.