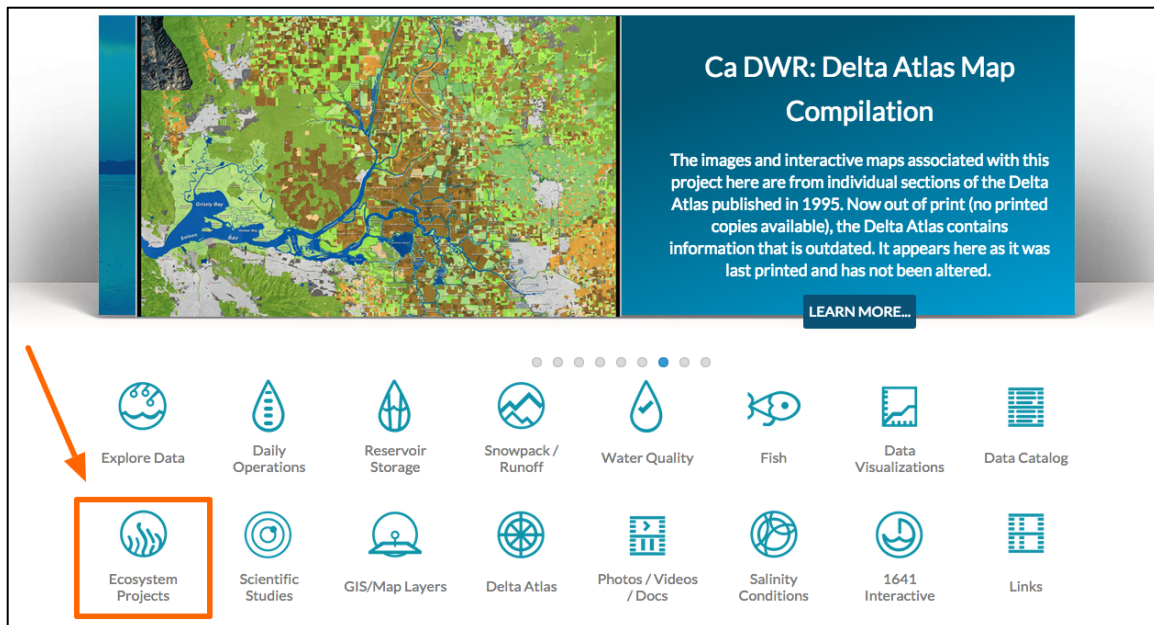




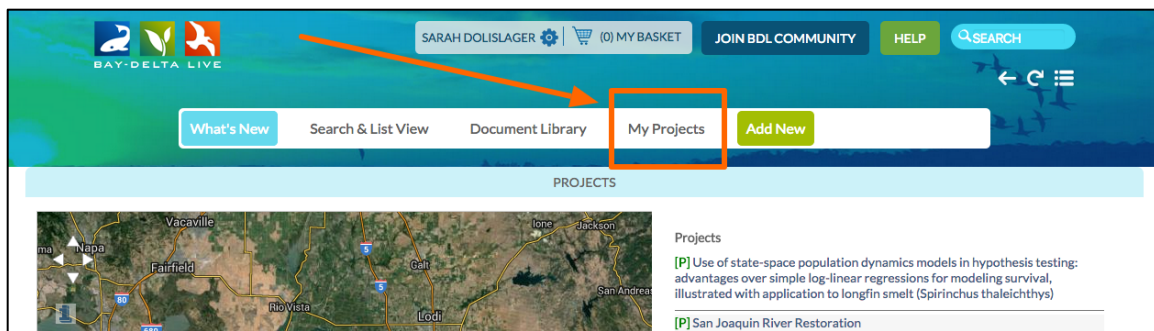
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## EDIT THE PROJECT “ARTICLE” PAGE

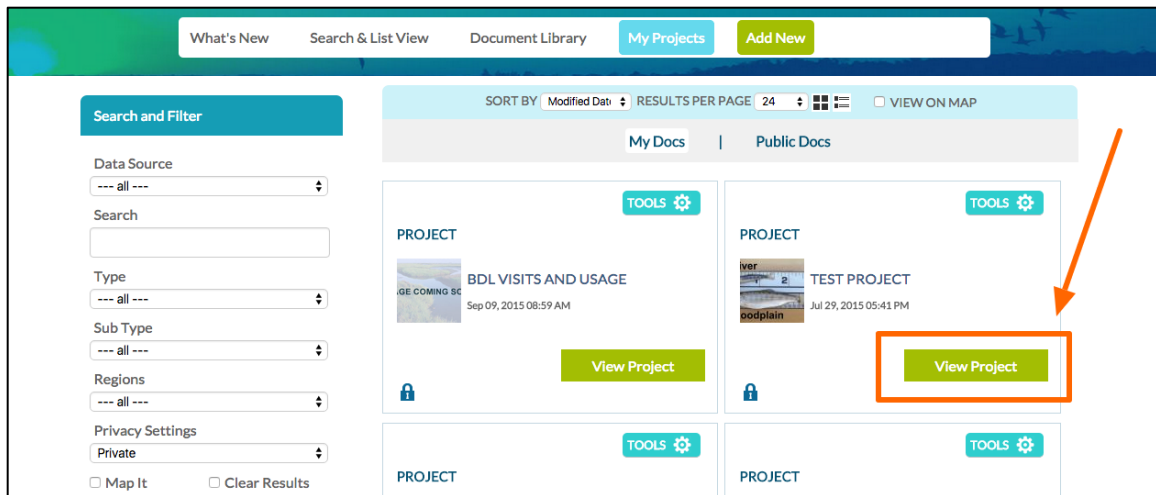
Once you are logged in to your account, click on the, “Ecosystem Projects” icon.



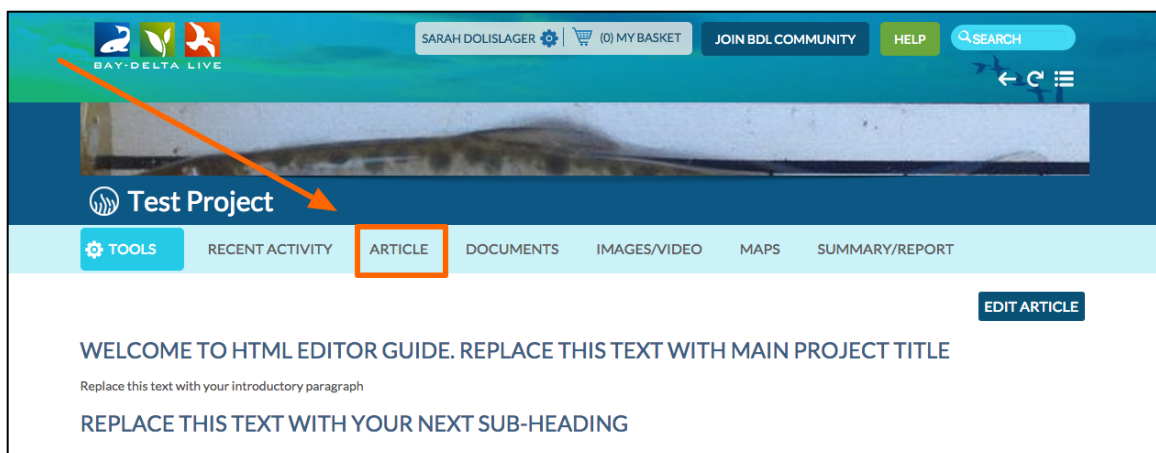
Find the project page you wish to edit.  
Click on, “My Projects.”



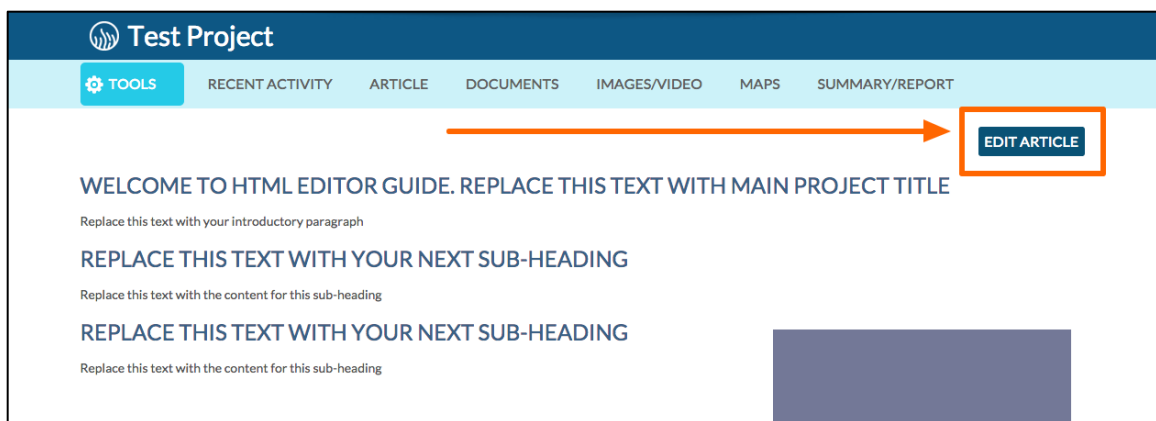
Find the project you want to edit and click on the, “View Project” button.



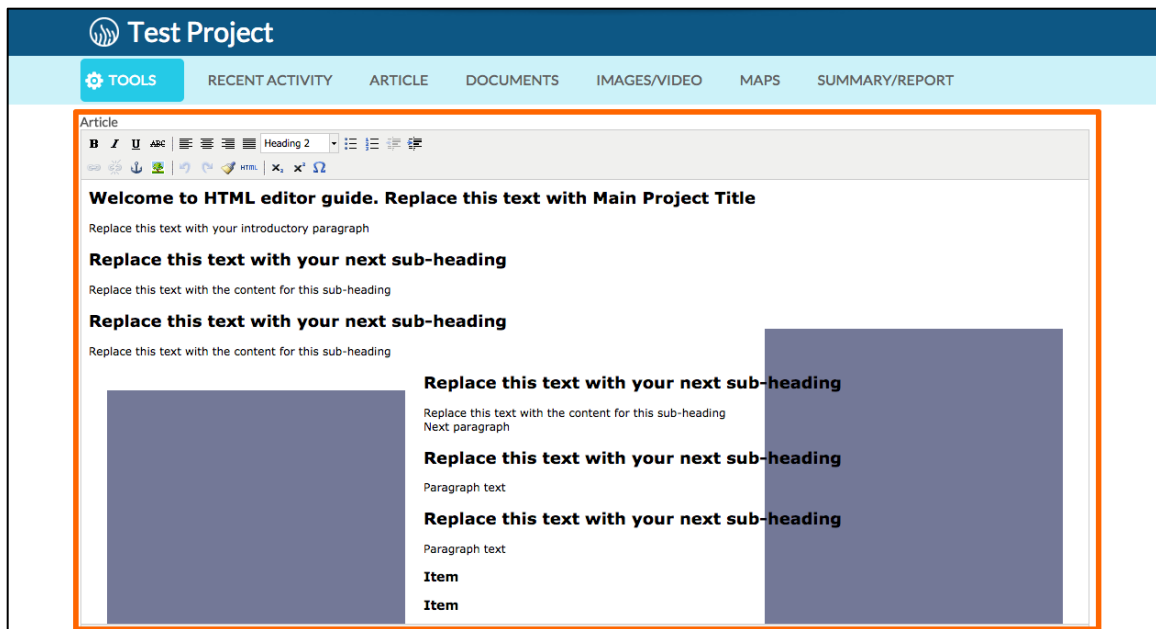
Once you are in the project, click on the “Article” tab in the sub-navigation if it doesn’t automatically open up to that page.



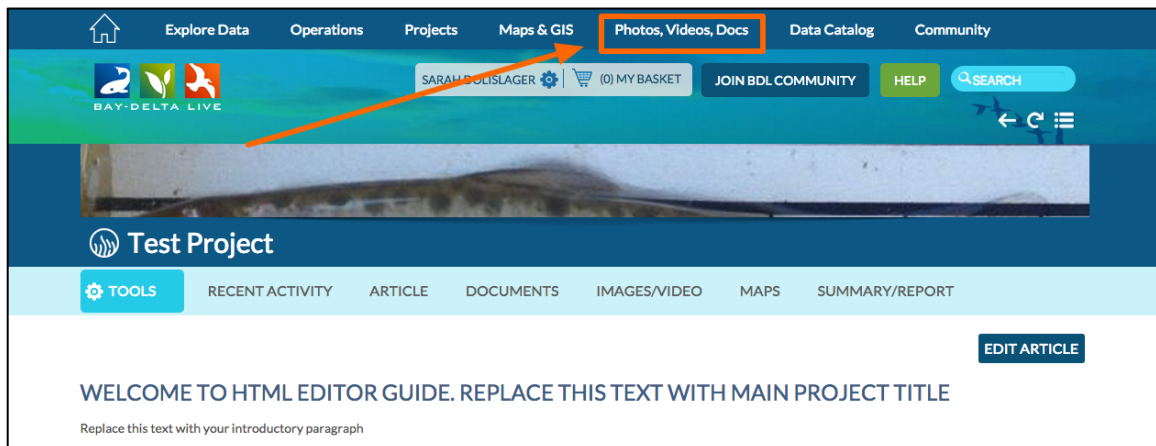
You can edit the content on this page by clicking the, “Edit Article” button.



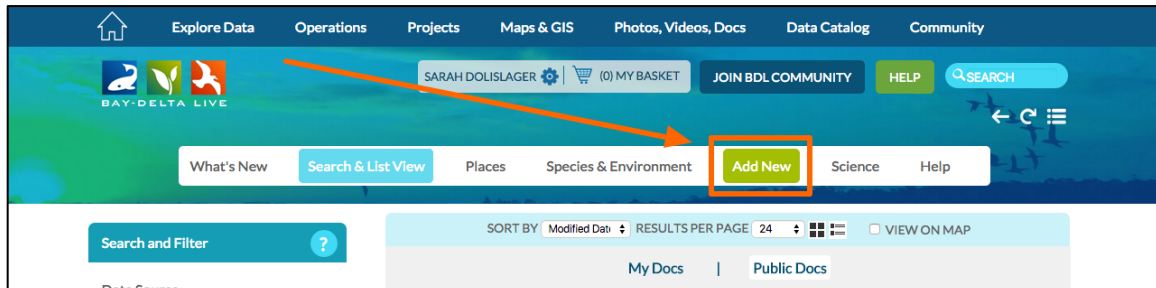
You can use the HTML editor guide to create your page.  
There are headings, text, and photo examples in place to guide you.



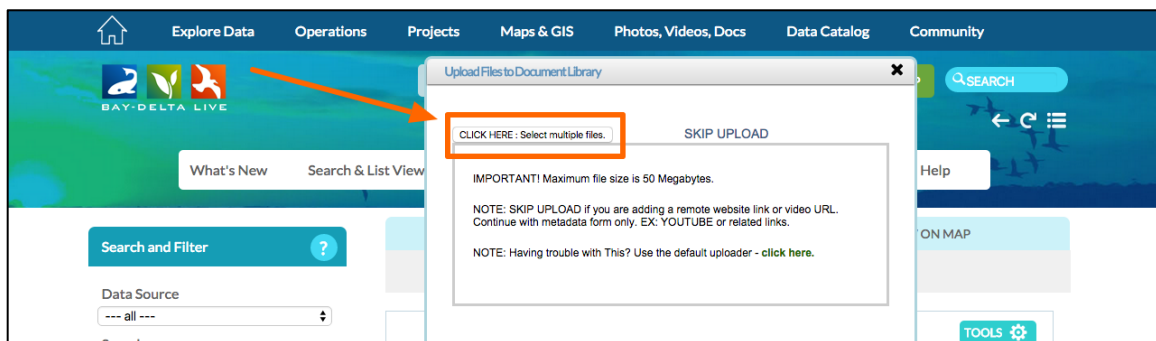
To add photos to this page, you need the image URL.  
To get this, go to Photos/Videos/Docs at the top of the page.



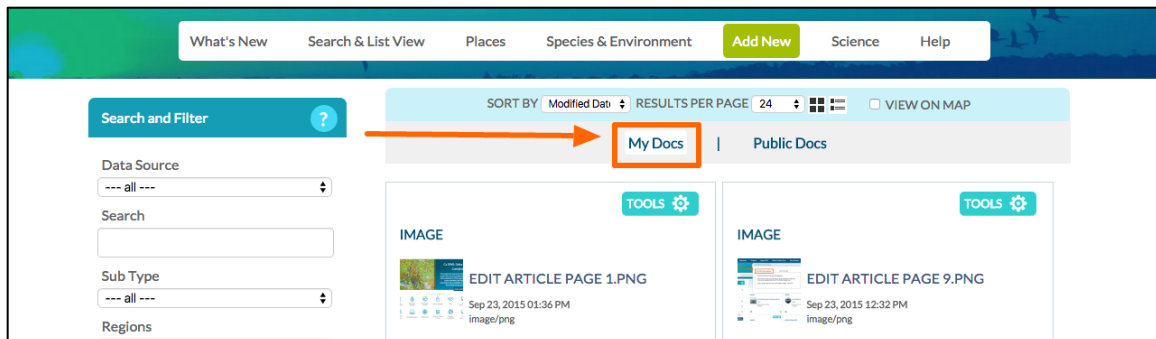
If the photo you want to add is not in the photo library, you can upload it by choosing, “Add New.”



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

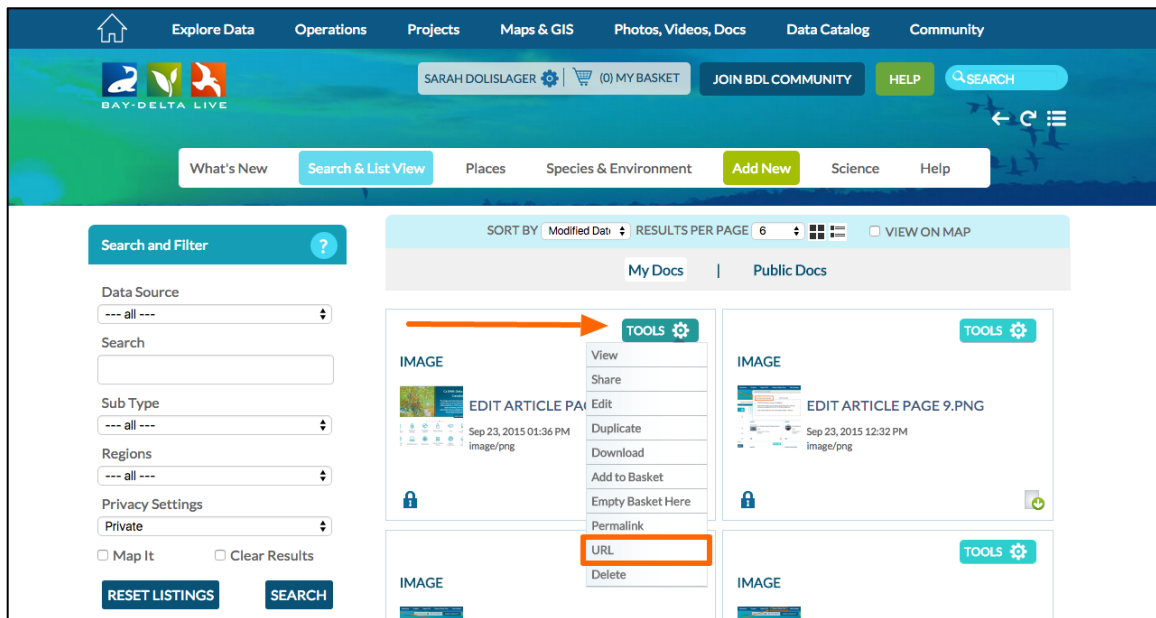


Once you’ve chosen a photo and it is finished uploading, it will open up to the page pictured below. You will find your new photo by clicking, “My Docs.”

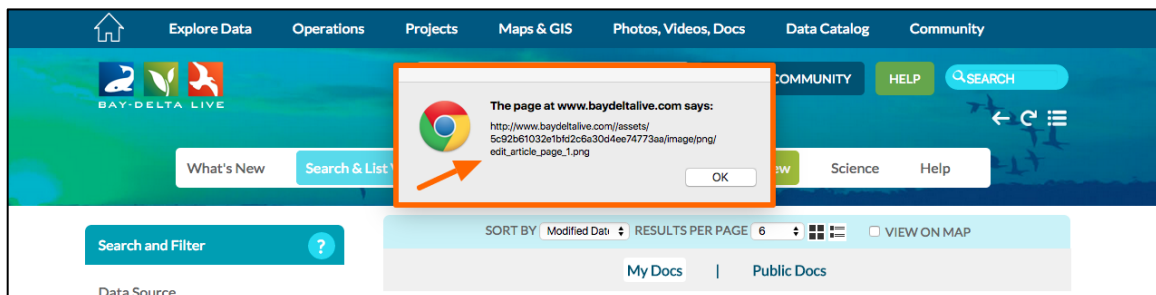


**Note: the following steps can be applied to photos that were already in your library as well as the one you just uploaded.**

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.

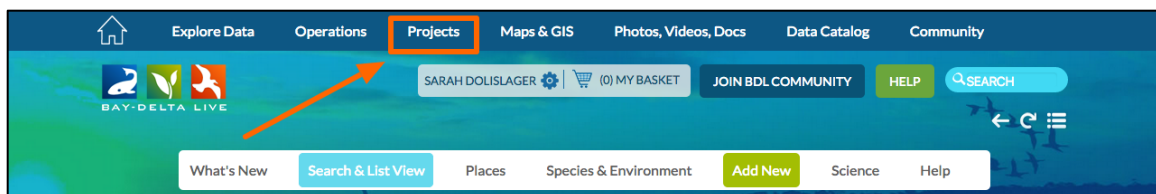


A box will appear and you can highlight the text and then right-click, choose “copy.”  
This captures the image URL that you will need.



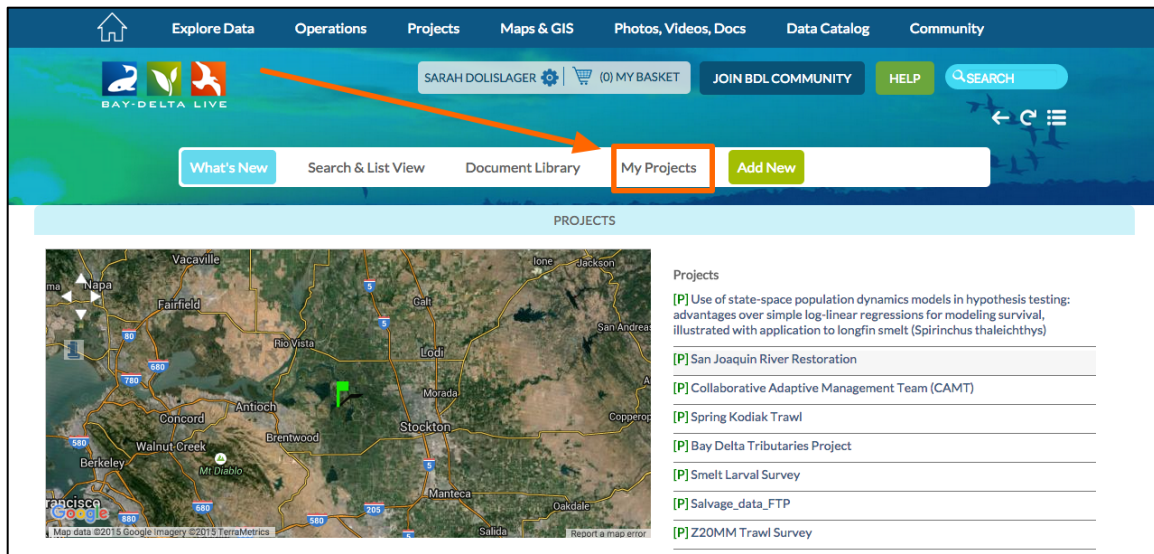
Now, go back to your project.

Click on, “Projects” at the top of the screen.

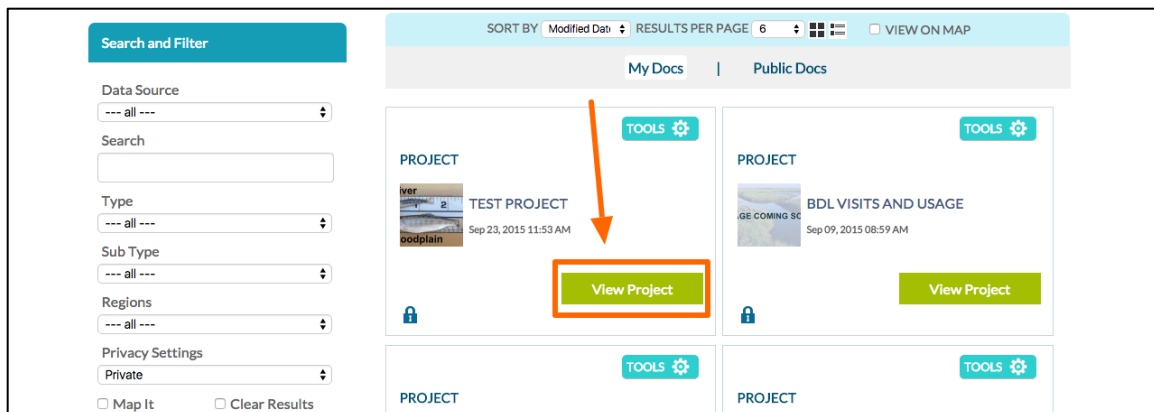




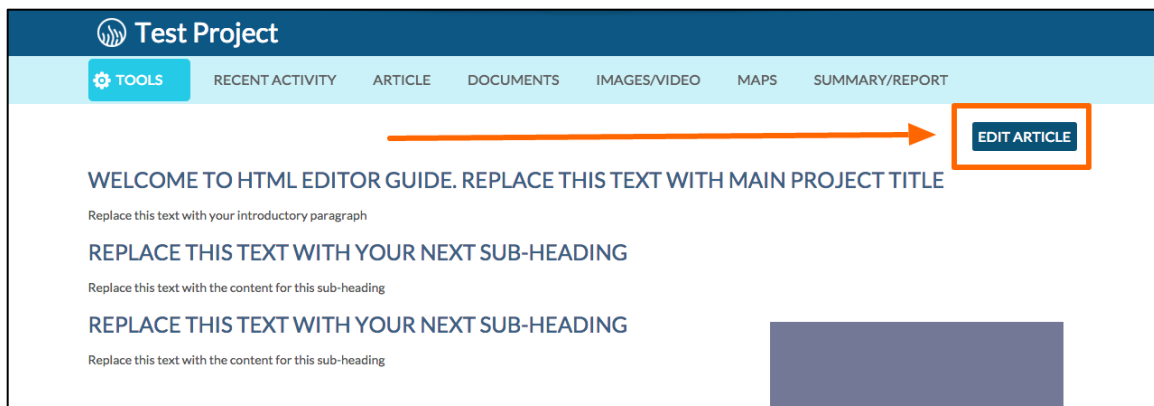
Find your project in the library by clicking, “My Projects.”



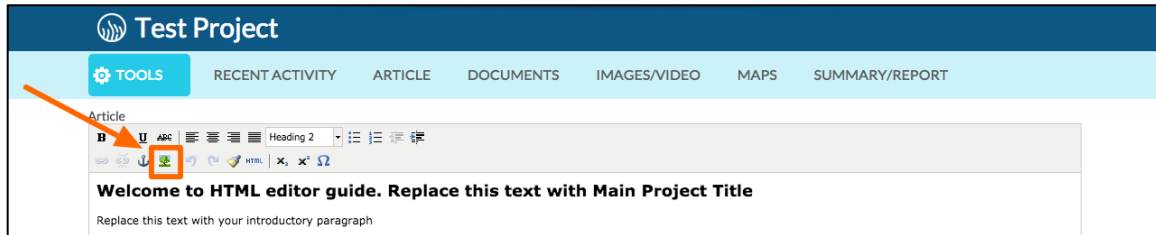
Then click on the, “View Project” button.



Click, “Edit Article” to add the image.

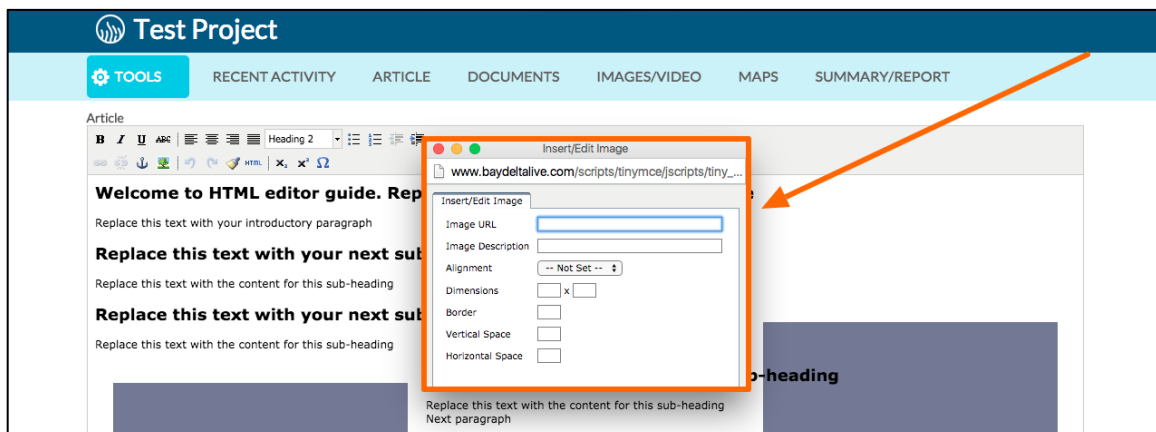


Then click on the, “Insert/Edit Image” icon in the toolbar.

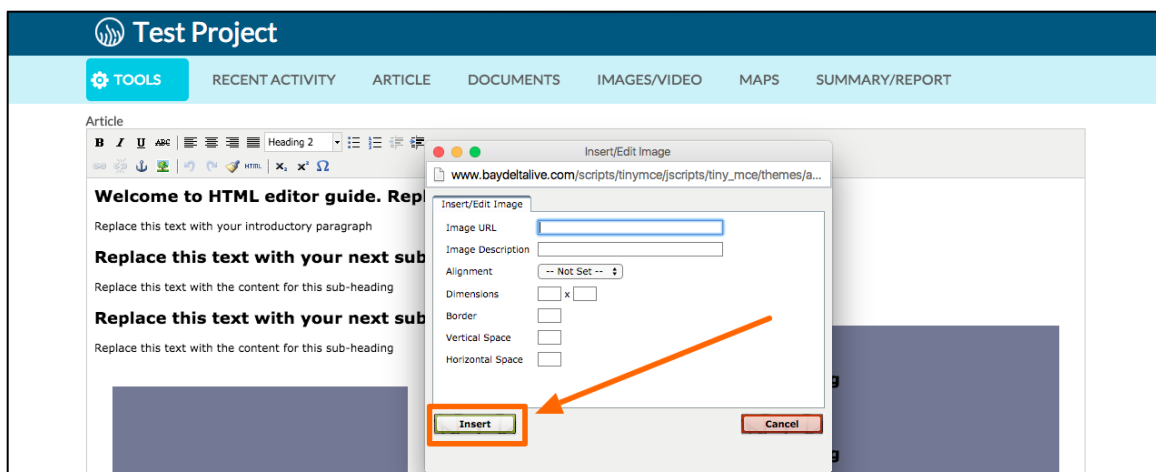


A box will appear.

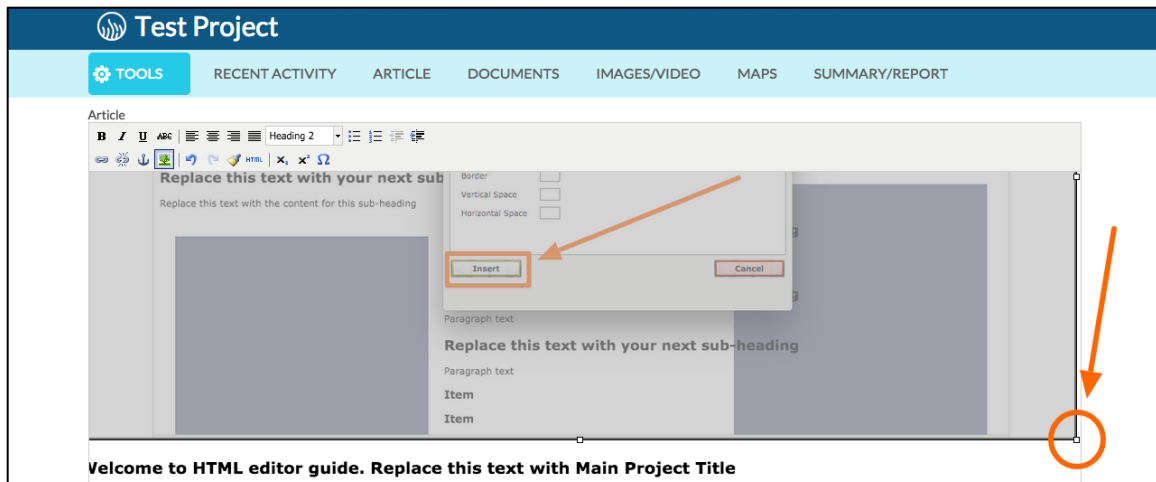
Right click in the Image URL line and paste the image address you copied. You can choose an alignment for the image by clicking on the drop-down menu. The dimensions are pre-set based on the image URL you pasted.



Then click, “Insert.”



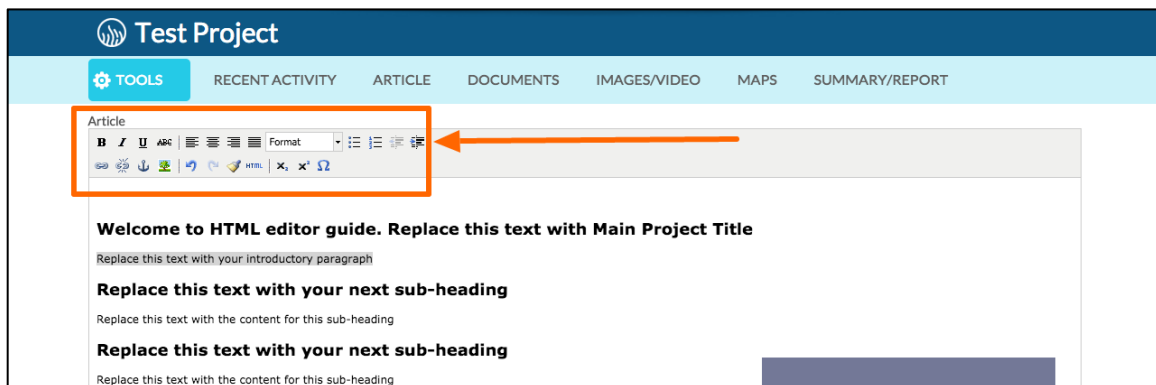
Now, you can see that the image is too large compared to the rest of the template. You can re-size the image by hovering over the corner until a re-size arrow appears and then move your cursor towards the middle of the image to make it smaller.



You can go back and edit the image by selecting the “Insert/Edit Image” icon in the toolbar. The same box will appear and you can make the necessary changes.

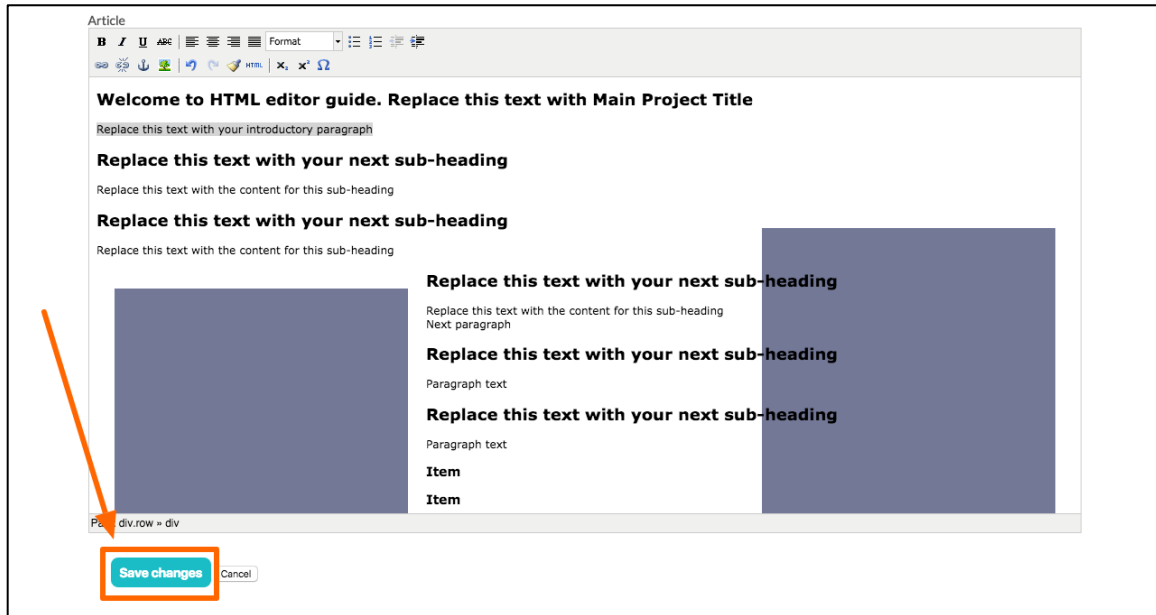
The next part of editing the project article page is to insert any titles, subtitles, and text.

If you would like to edit the font, you can do so by using the toolbar.





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



Remember, you can always go back and make changes to this page.

This concludes the “Edit the Project Article Page” tutorial.