



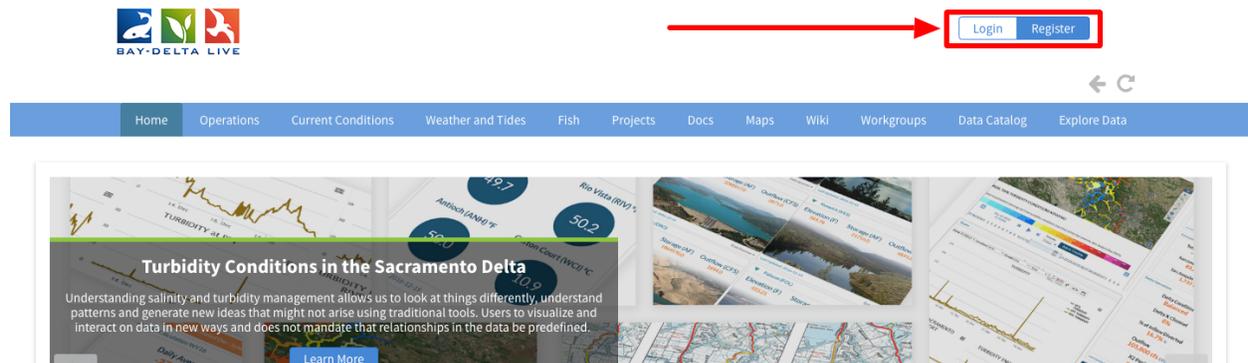
How to Edit the Article Page of a Project

Welcome to the How to Edit the Project Article Page tutorial.

In this tutorial, you will learn:

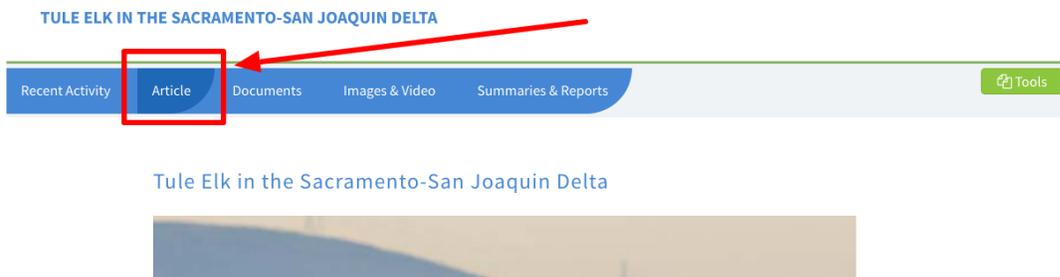
- What the article page is
- How to Edit and customize the Article page
- How to Make the Article the landing page for your project

First, login to your Bay-Delta Live account by using the “Login” button at the top of the screen.



Let's go over what an article page is, how it's useful, and show a few examples.

The article page is one optional tab of the project page function that allows you to highlight information from your research or project.



The content is fully customizable. You create your own content by using the provided tools or input your own HTML.
 This function allows you to create an informational landing page unique to your project.

SUISUN MARSH SALINITY CONTROL GATES ACTION

Tools

Project Overview
Real-Time Conditions
EDSM Delta Smelt Catch
Salinity Monitoring Compliance Stations
Delta Operations

GIS Dashboard
Additional Resources

Suisun Marsh Salinity Control Gates Action

Who is working on the project?

- Department of Water Resources is leading the effort as part of the Delta Smelt Resiliency Strategy
- The project is a major collaboration between scientists, modelers and engineers, and includes staff from DWR, DFW, MWD, SWC, UC Davis, USGS and several consulting firms.

Suisun Marsh Salinity Control Gates

Spatial extent of the Suisun Marsh with the salinity control gates mapped. The salinity control gates open and close to let freshwater into the marsh in accordance with tide. Also displayed on the map is the Critical Delta Smelt Habitat (USFWS).

Suisun Marsh Salinity Control Gates

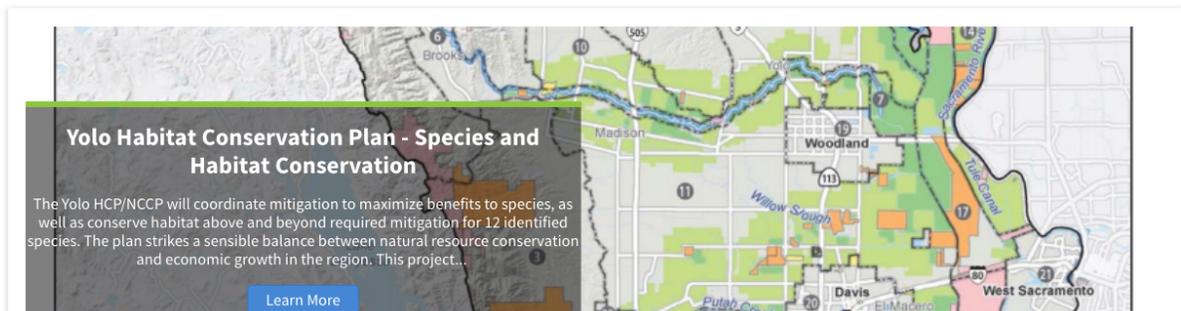
Suisun Marsh

USFWS Delta Smelt Critical Habitat

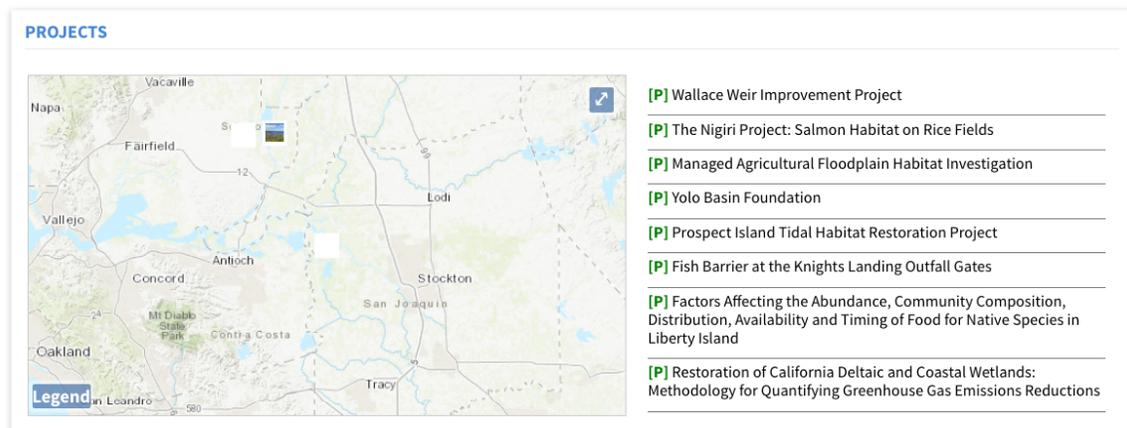
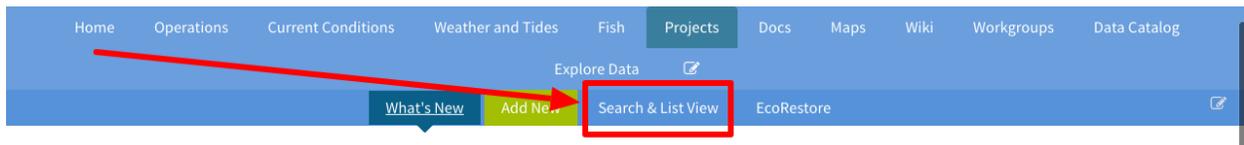
River & Bodies of Water (Liner)

Now let's go over how to customize the article page using the tools provided.

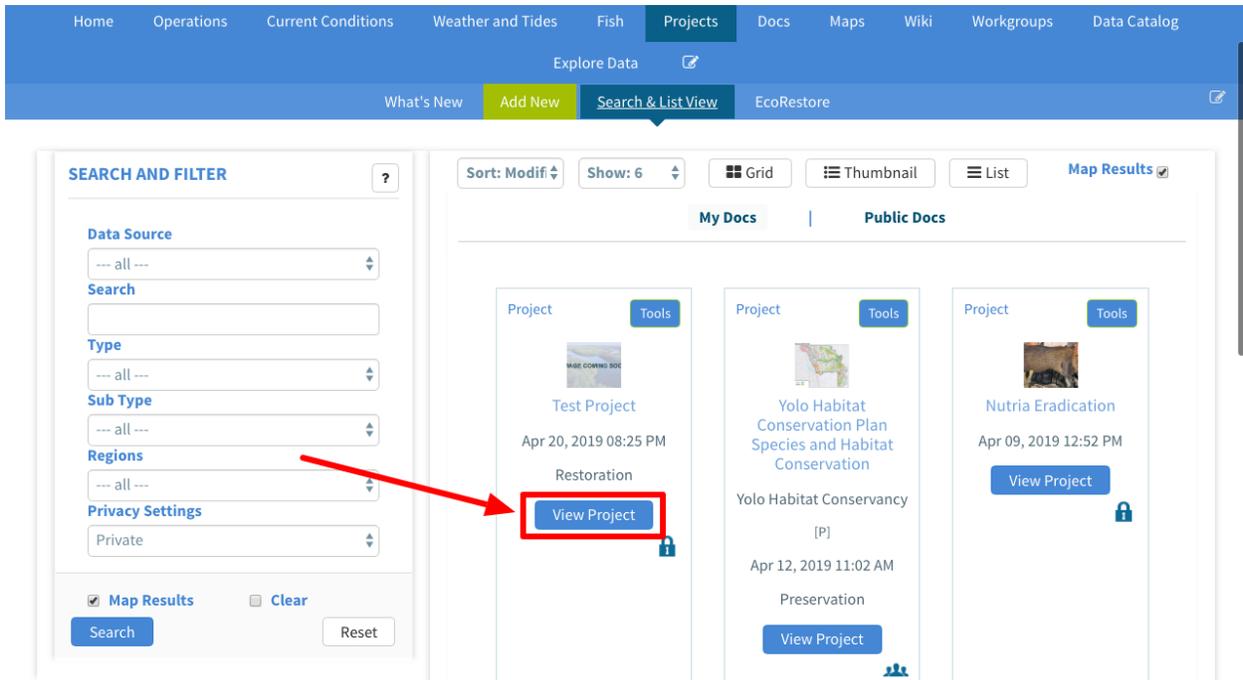
Once you create a project page, you can locate it in the project library. To access the library, click on the "Projects" link on the homepage.



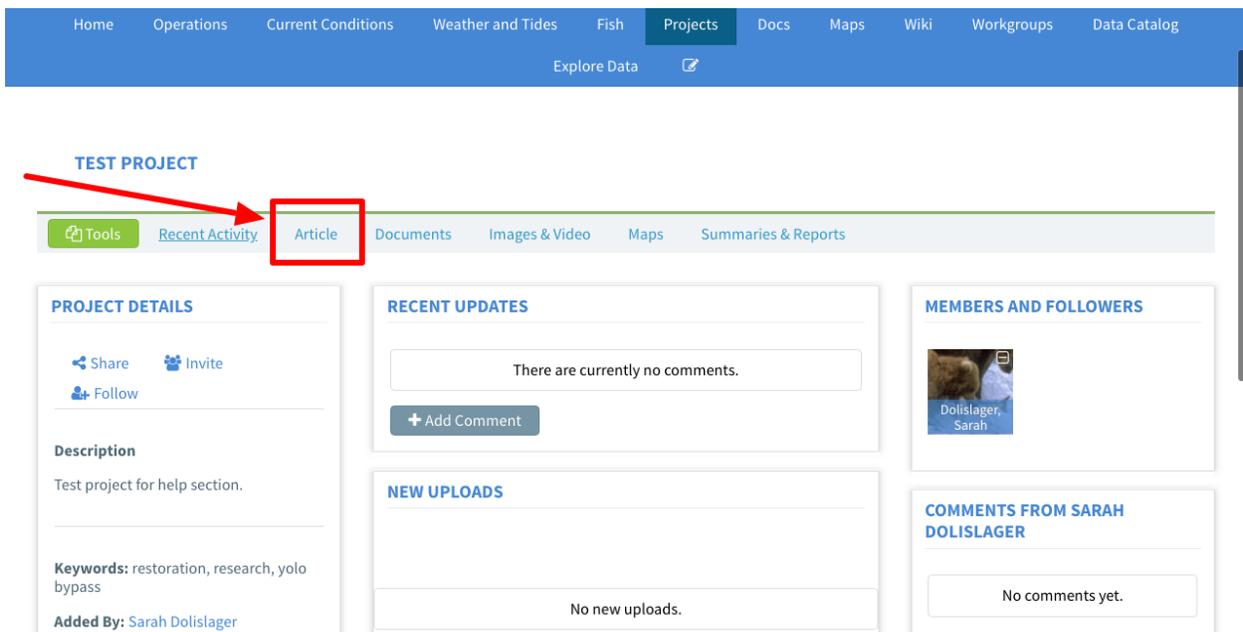
It opens up to the "What's New" page of the project library. Click on "Search & List View" in sub-navigation to access the full project library.



Find the project you'd like to work with and click, "View Project."



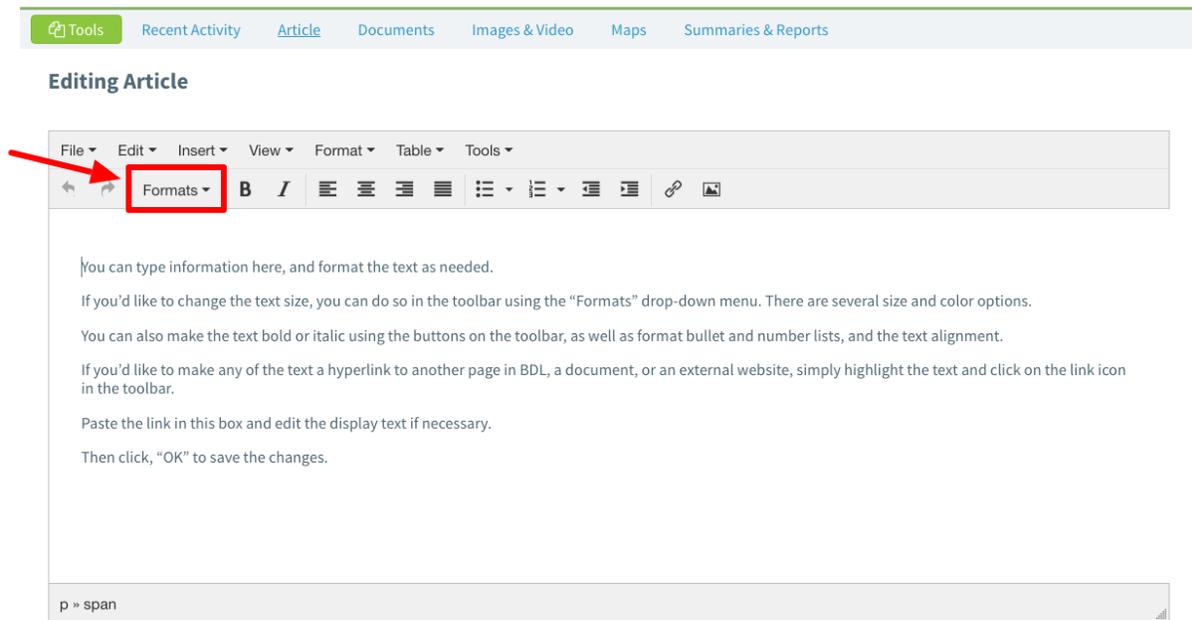
Click on the, "Article" tab.



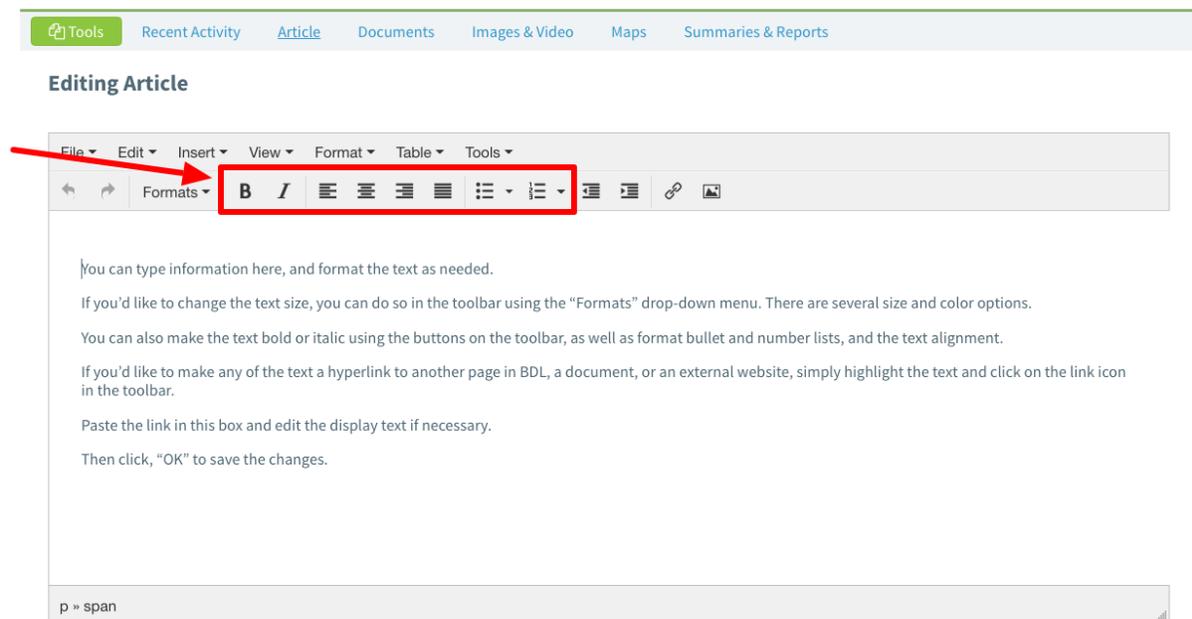
To edit this page, click, “Edit Article” or “Create Article.”

The first option we’ll go over is how to edit the text.
You can type information here, and format the text as needed.

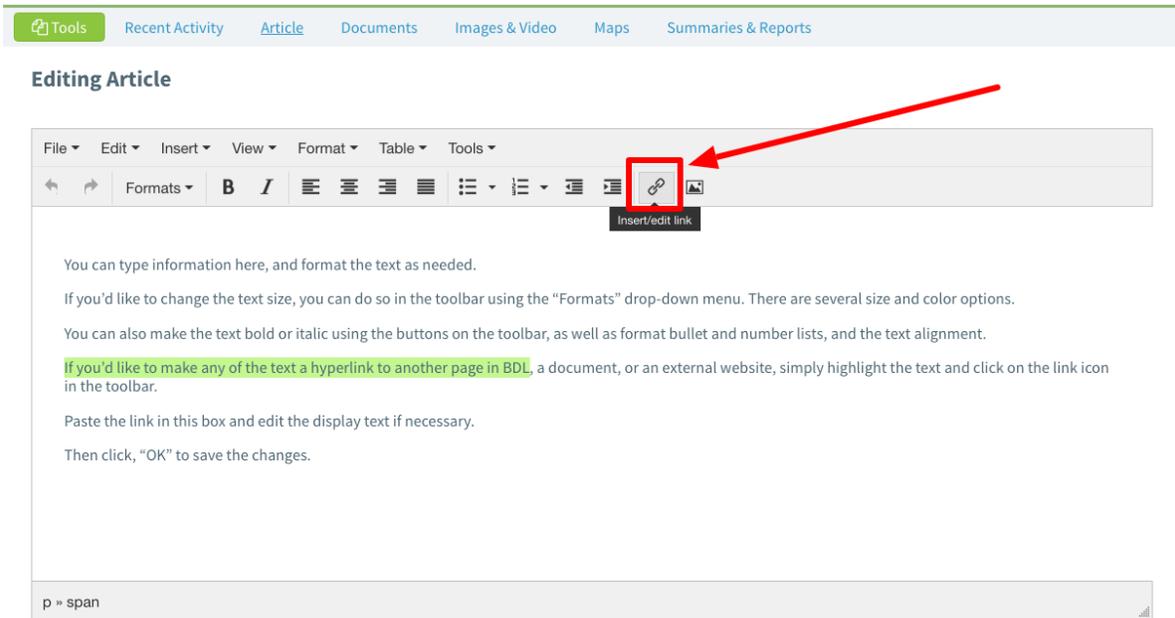
If you'd like to change the text size, you can do so in the toolbar using the "Formats" drop-down menu. There are several size and color options.



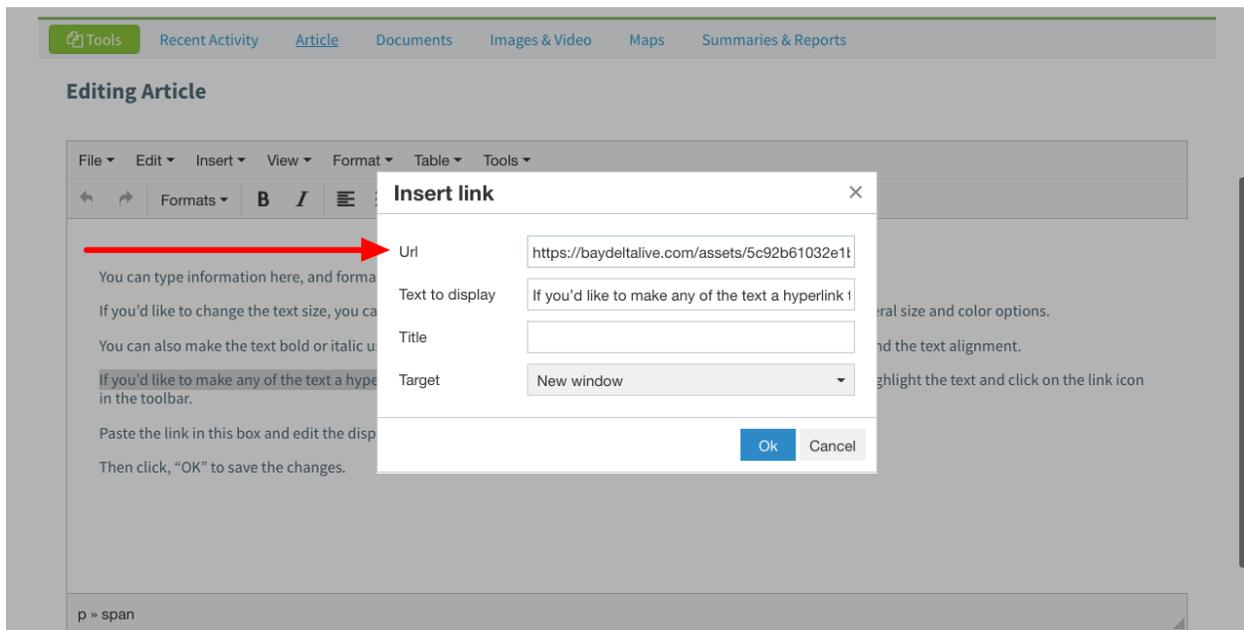
You can also make the text bold or italic using the buttons on the toolbar, as well as format bullet and number lists, and the text alignment.



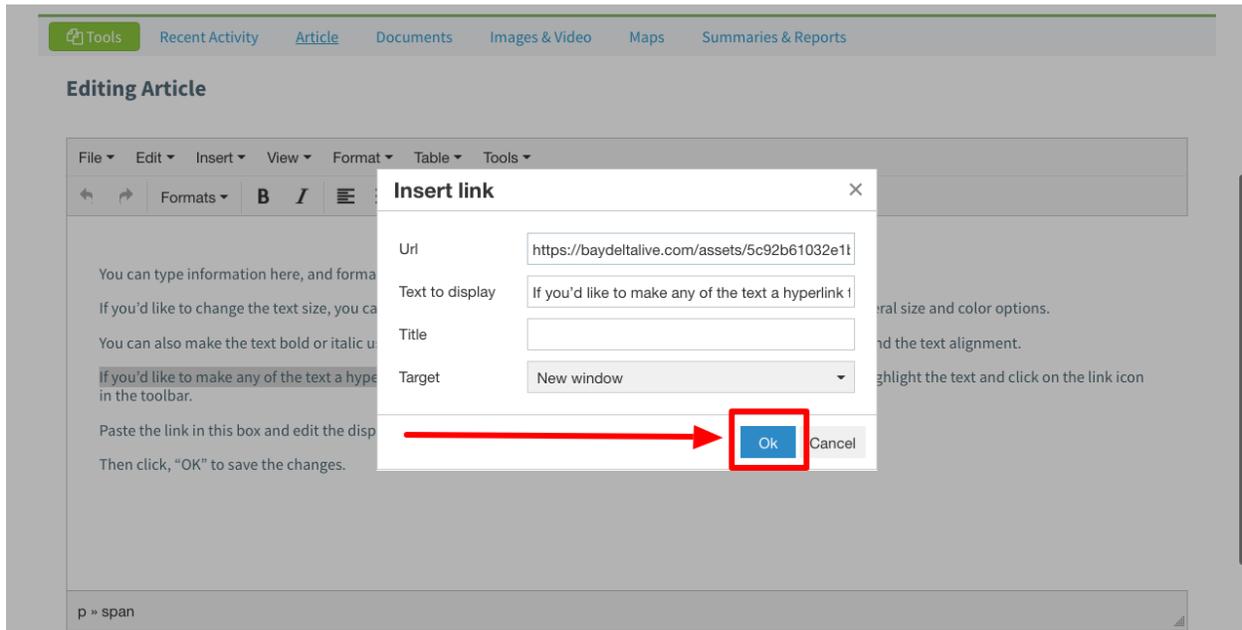
If you'd like to make any of the text a hyperlink to another page in BDL, a document, or an external website, simply highlight the text and click on the link icon in the toolbar.



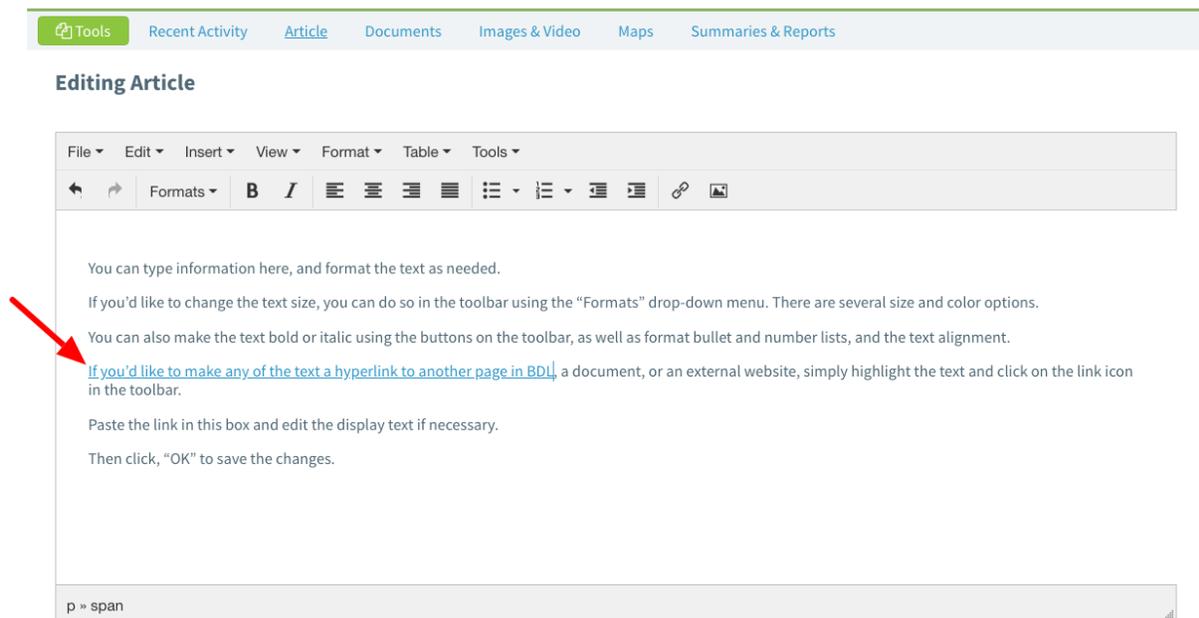
Paste the link in this box and edit the display text if necessary.



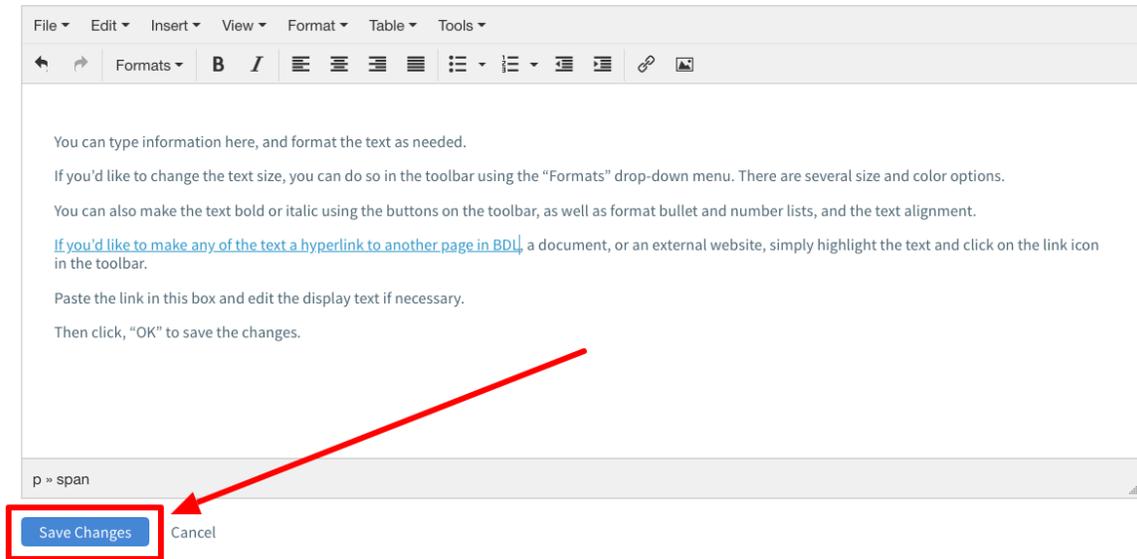
Then click, "OK" to save the changes.



You now have an active link as a part of your Article page.

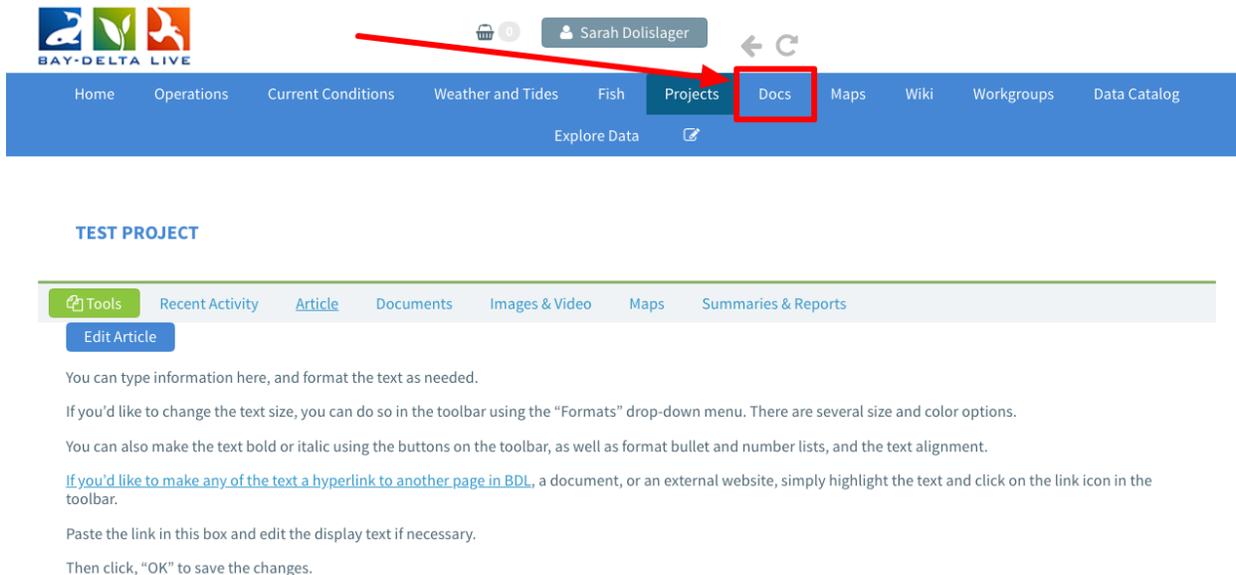


Remember to always save your changes on the Article page by clicking the “save changes” button.

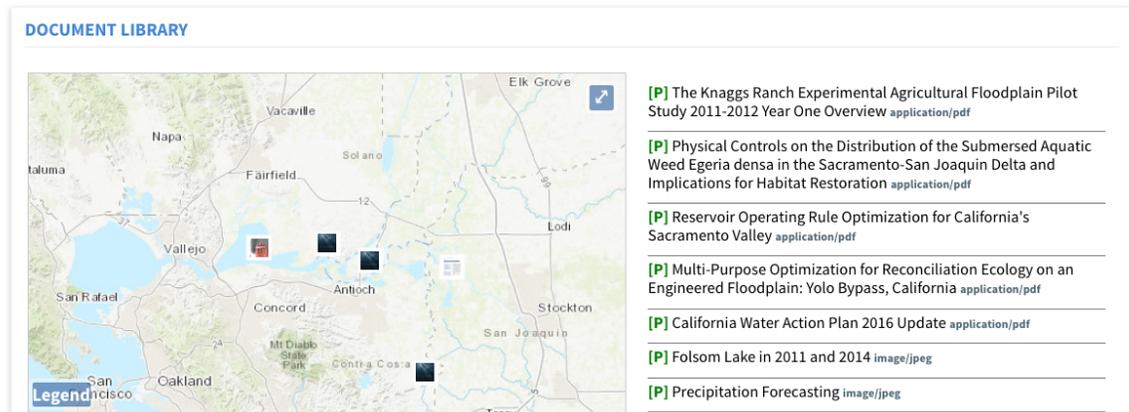
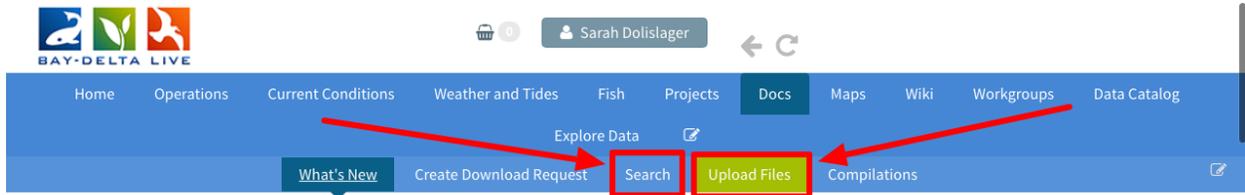


The second option we’ll go over is how to add a photo.

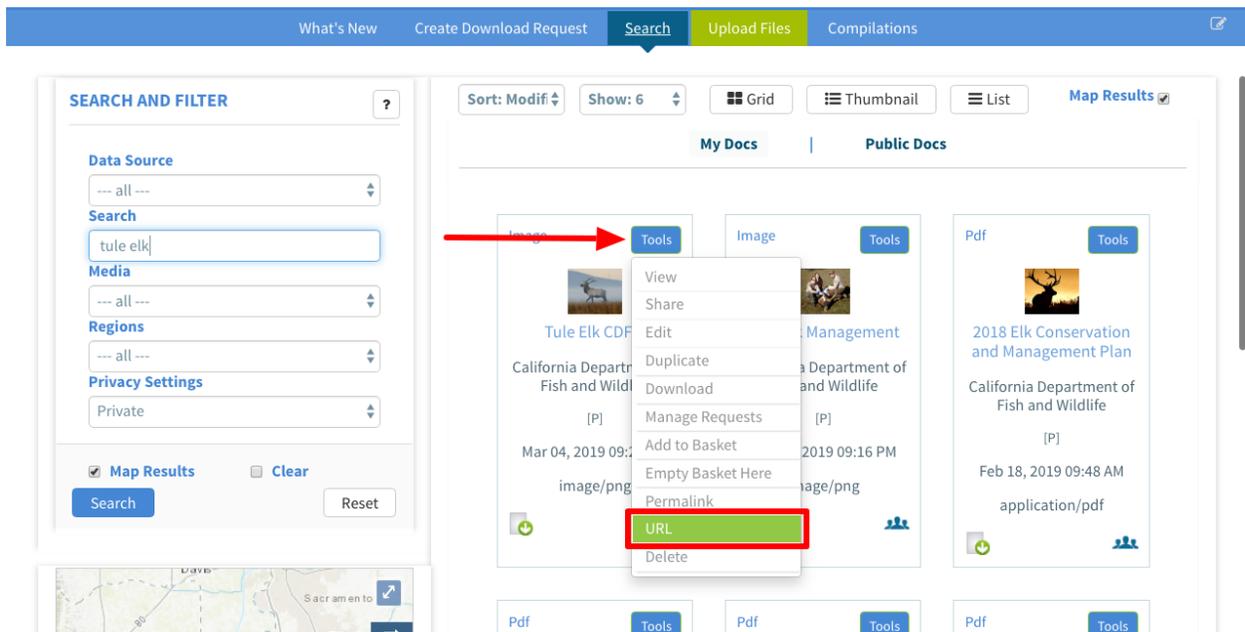
To insert a photo into the article page, you’ll need the image URL. This is best done by uploading photos directly into the Bay-Delta Live library. Go to the Document Library by clicking on the “Docs” link in the top bar.



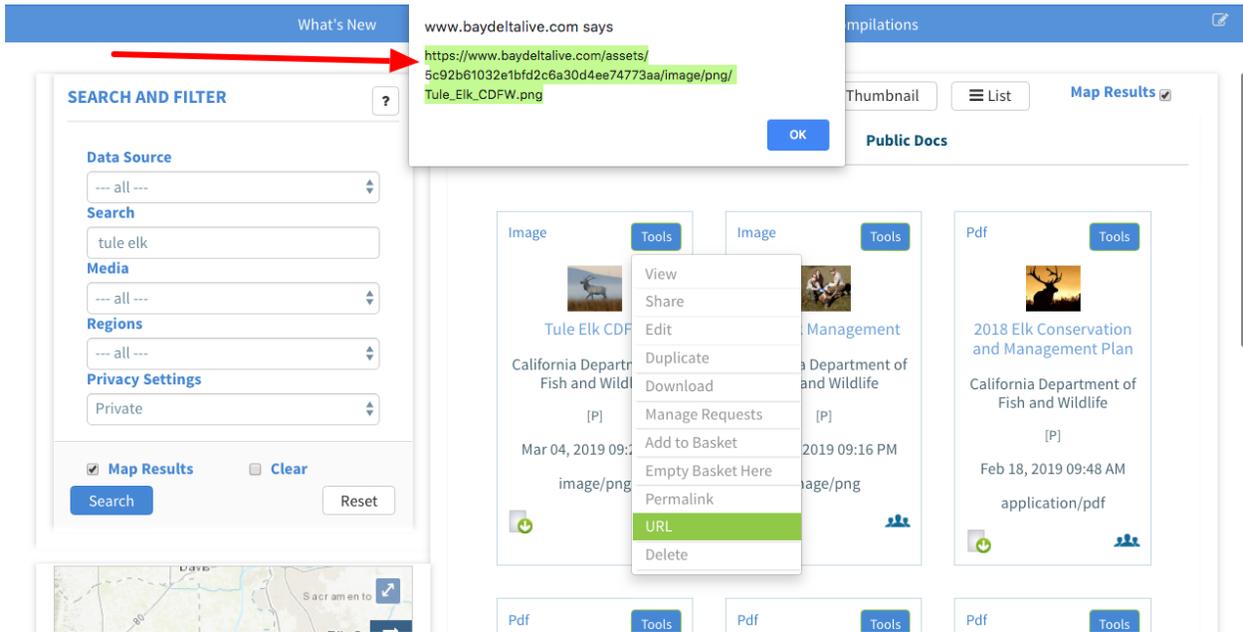
Click “Upload Files” to upload a file from your computer or click on the “Search” in the sub-navigation to find a photo you’ve already uploaded.



Once you locate the image, hover over the Tools button until a drop-down menu appears. Choose, “URL.”

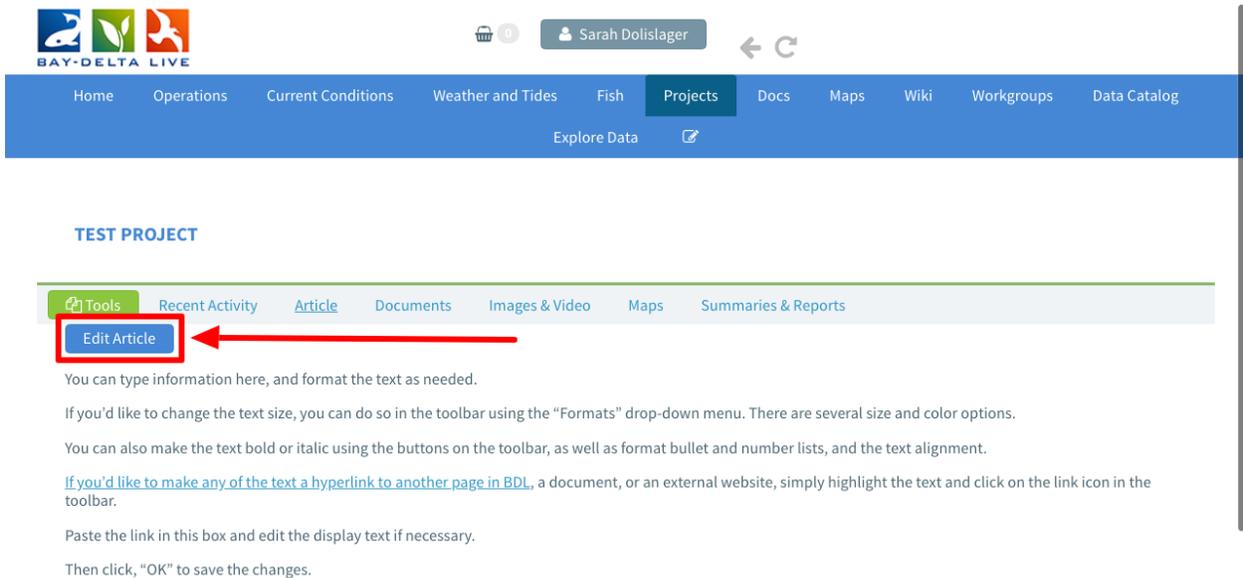


A box pops up with the URL and you can highlight, right-click and copy it.

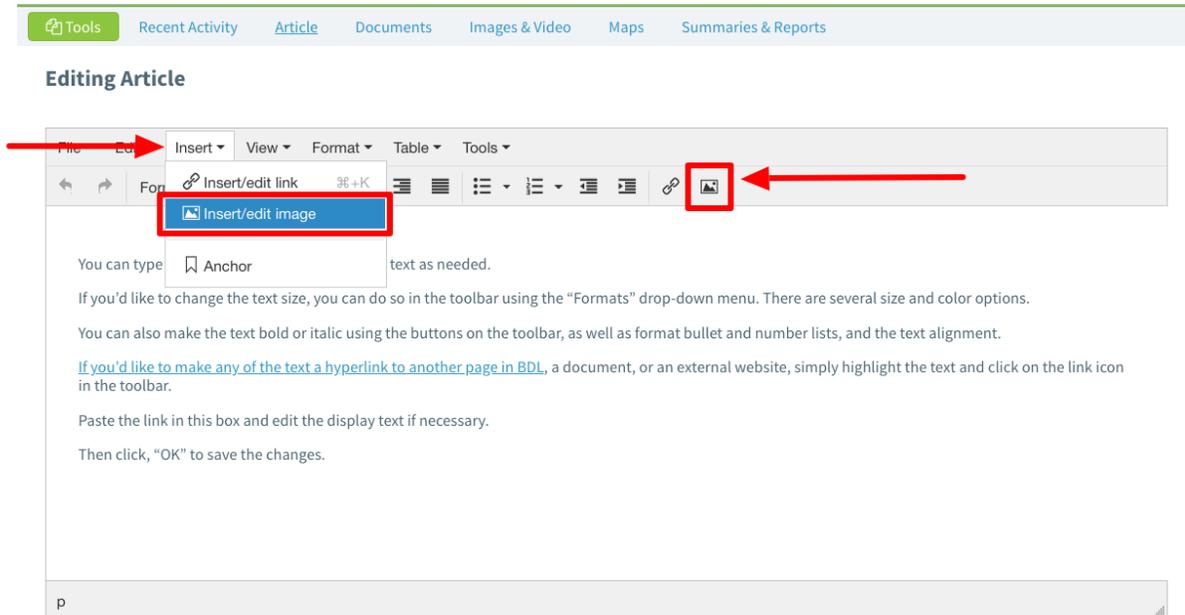


Now go back to the article page of the project you were working on.

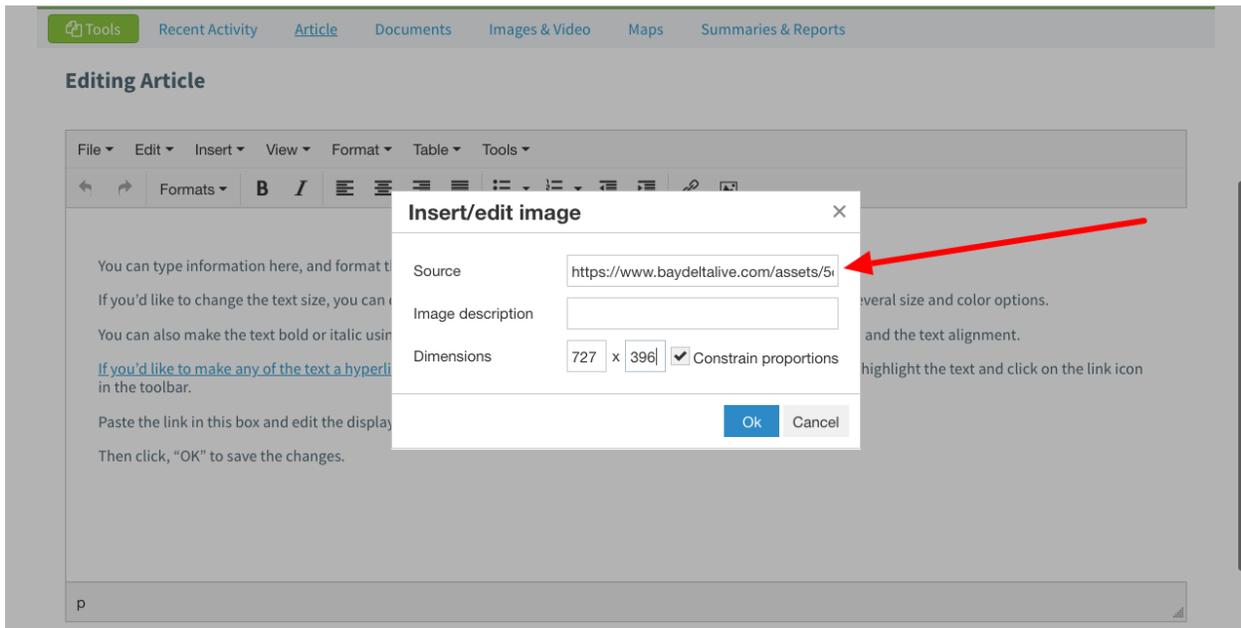
Click "Edit Article."



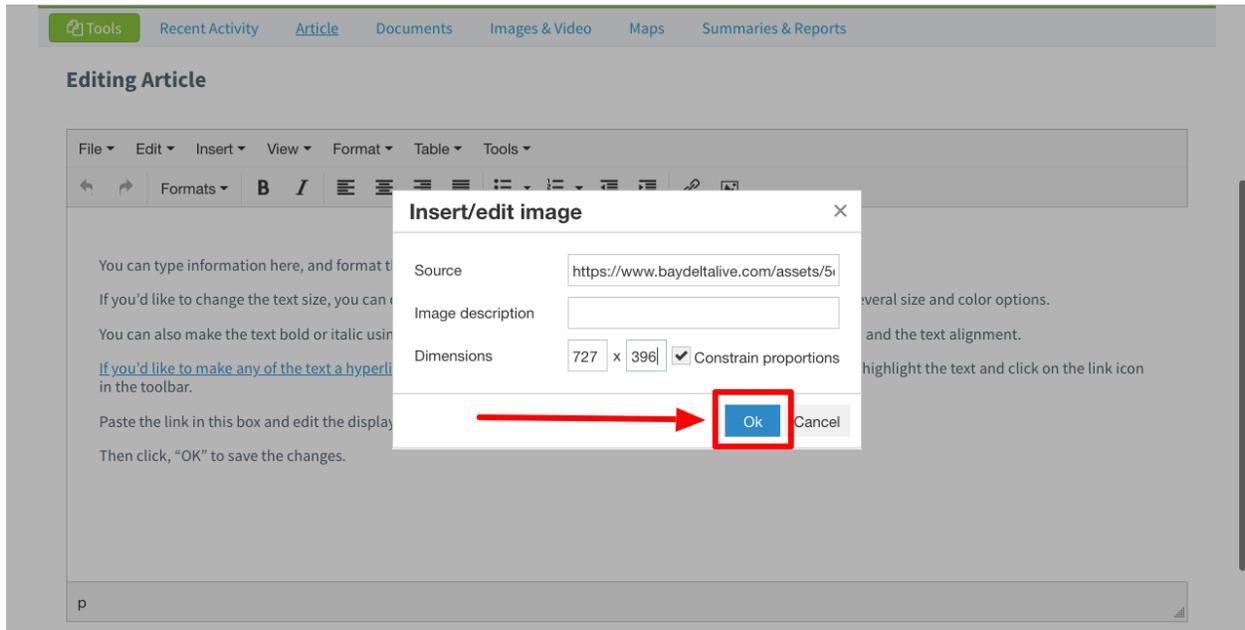
If you'd like to insert an image, simply click on the "Insert" drop-down menu and choose, "insert/edit image." Or, you can click the image icon in the toolbar.



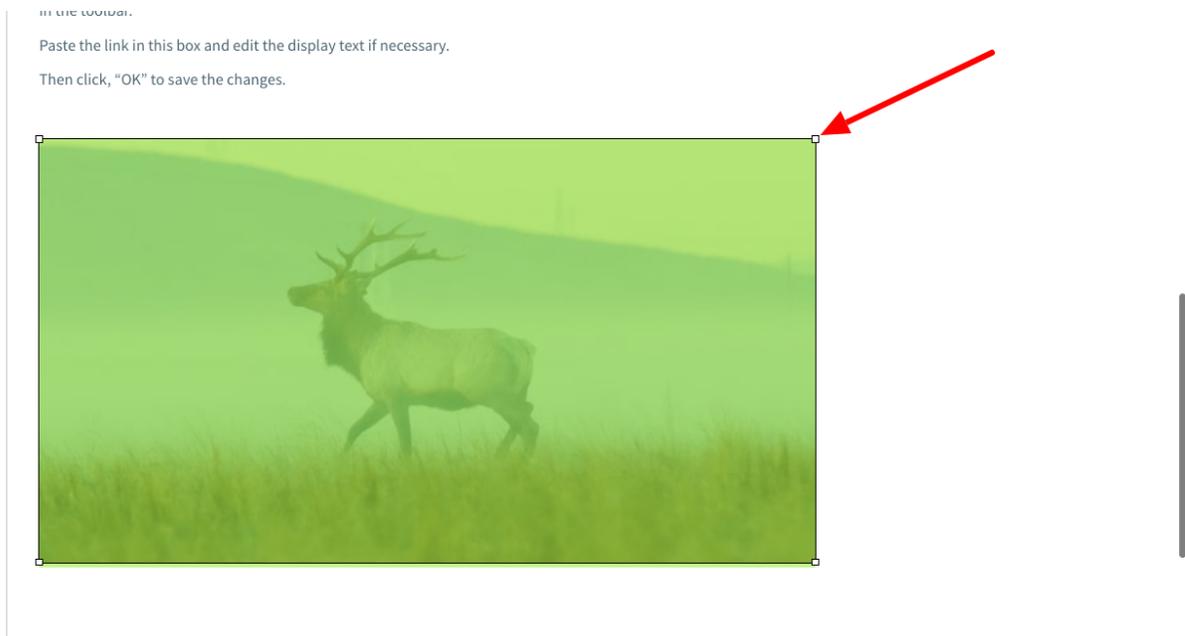
Paste the URL here and the dimensions will automatically fill.



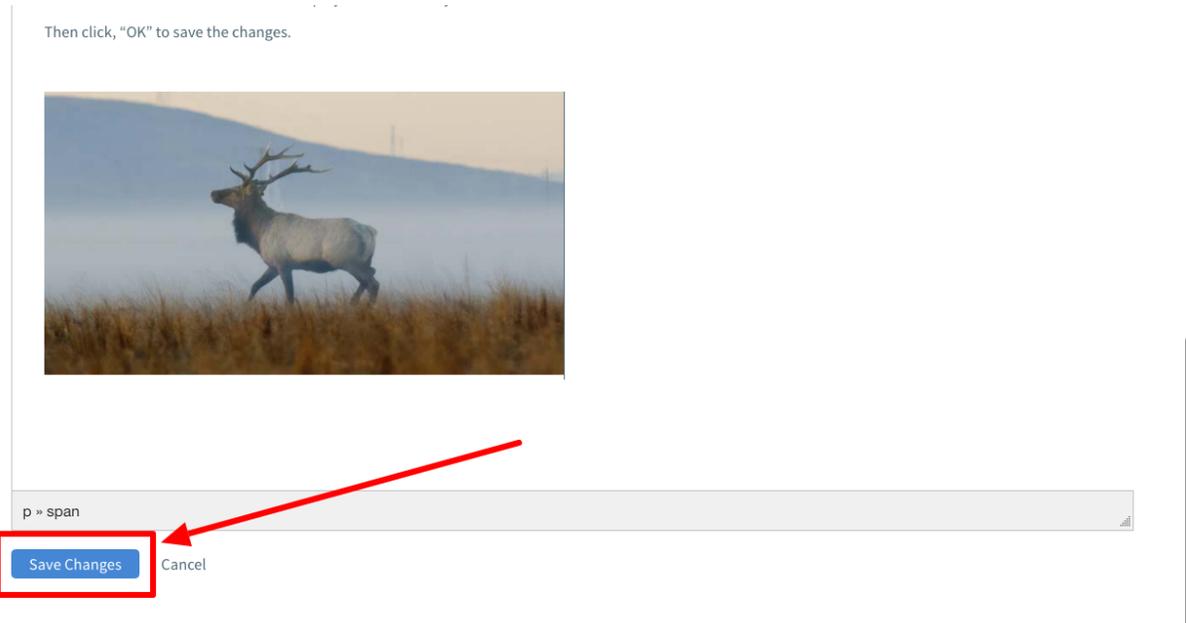
Click, "OK" to save your changes.



Once the image is in the body of the article page, you can click on the corners and adjust the size this way too.



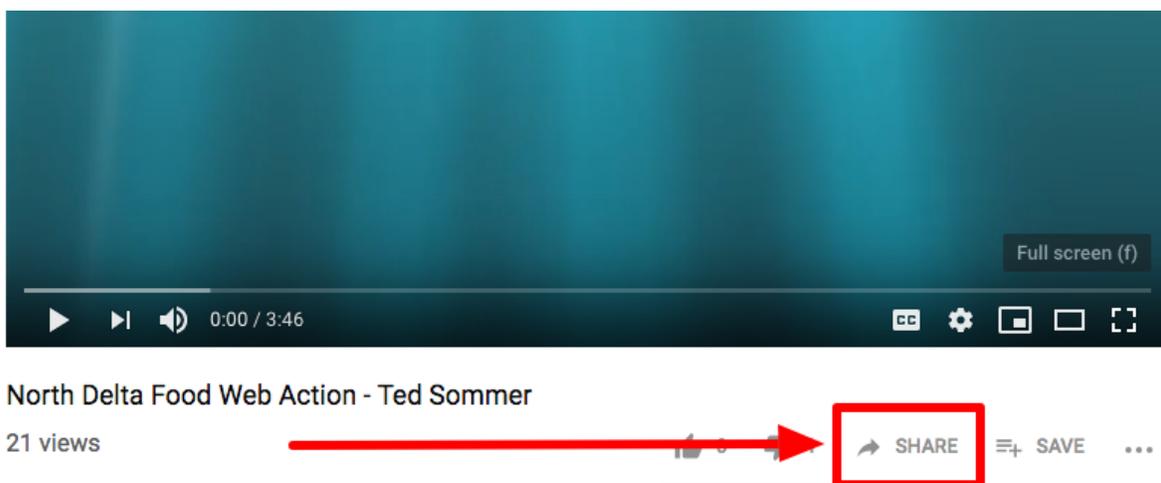
As you're working on the Article page, remember to periodically save changes. Click on the "save changes" button.

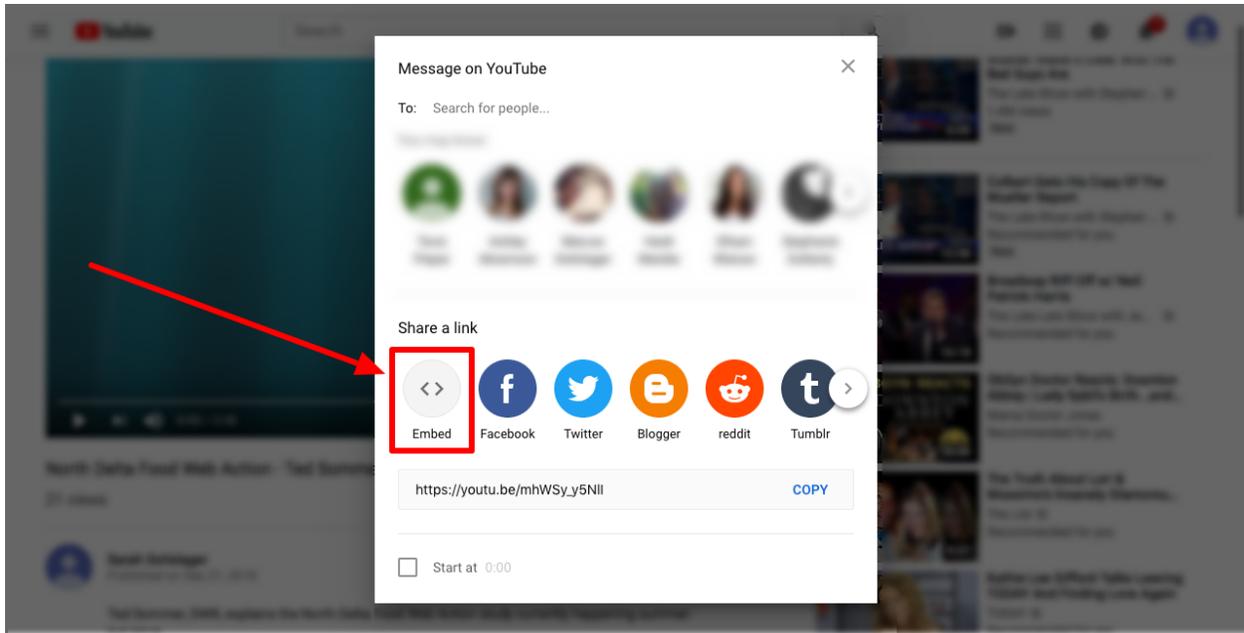


The third option we'll go over is how to embed videos into an article page.

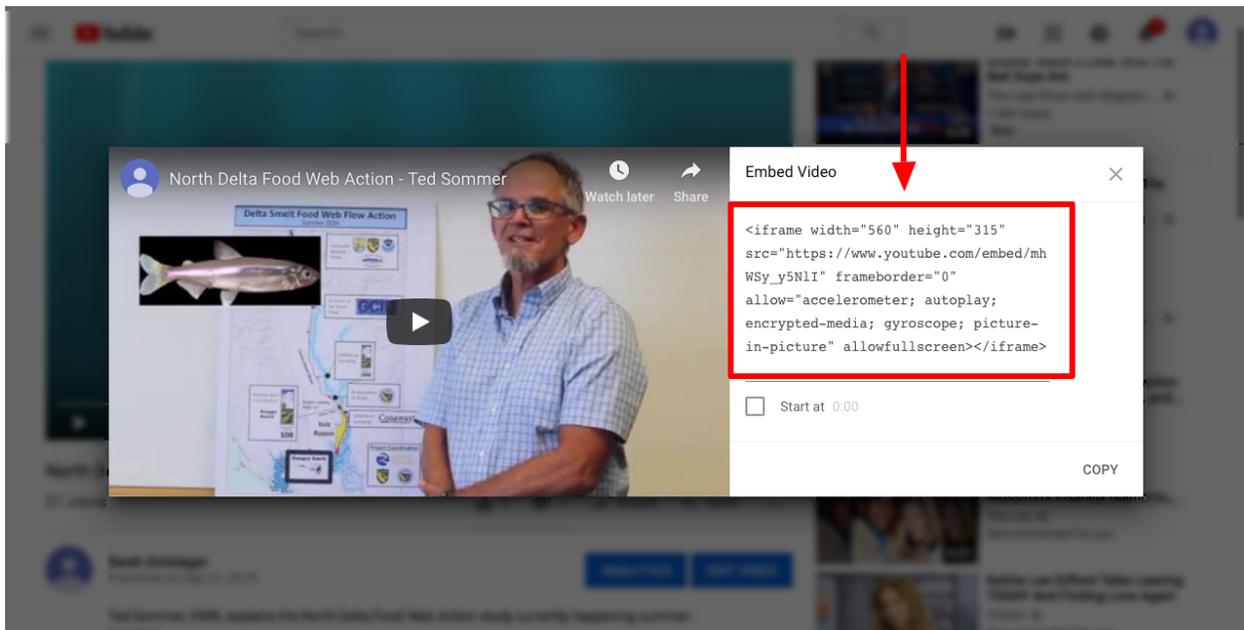
The easiest way to embed a video is to upload the video to YouTube or Vimeo and use the embed code.

For YouTube videos, you can find the embed code by clicking "share" and then "embed" under the video player.



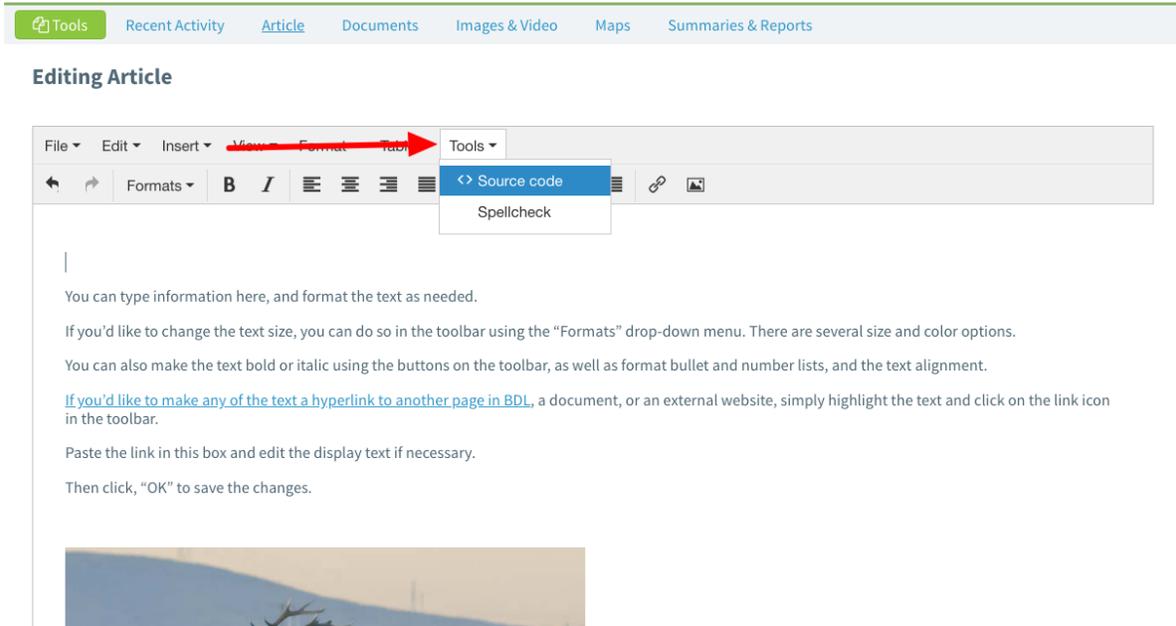


The code will look like this:

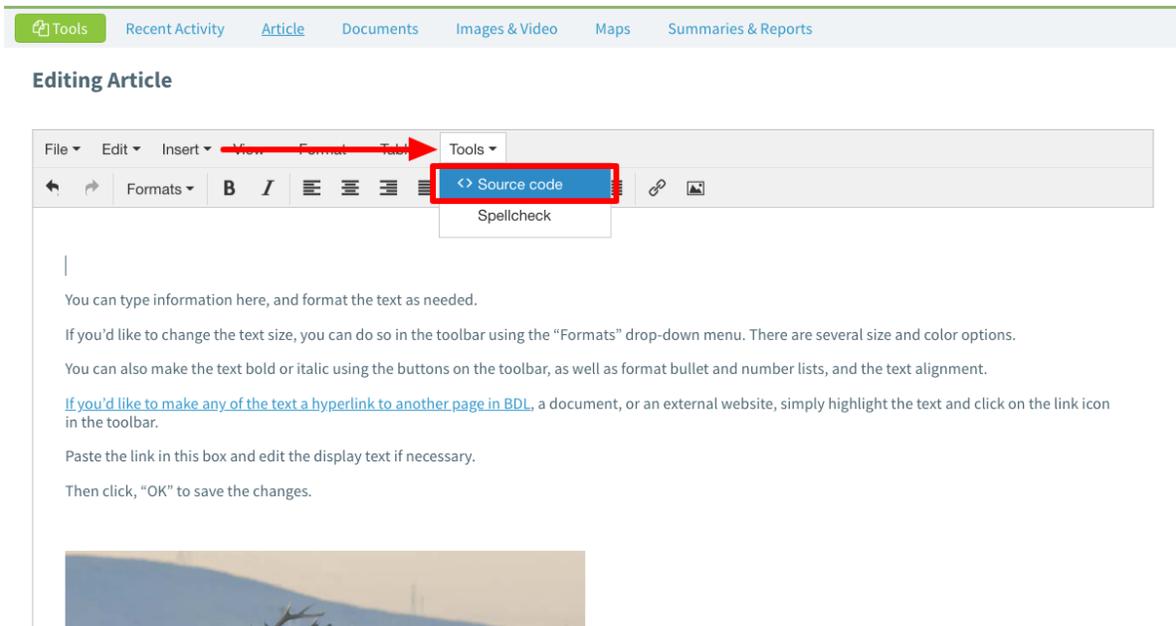


Copy it and go back to the article page you are editing.

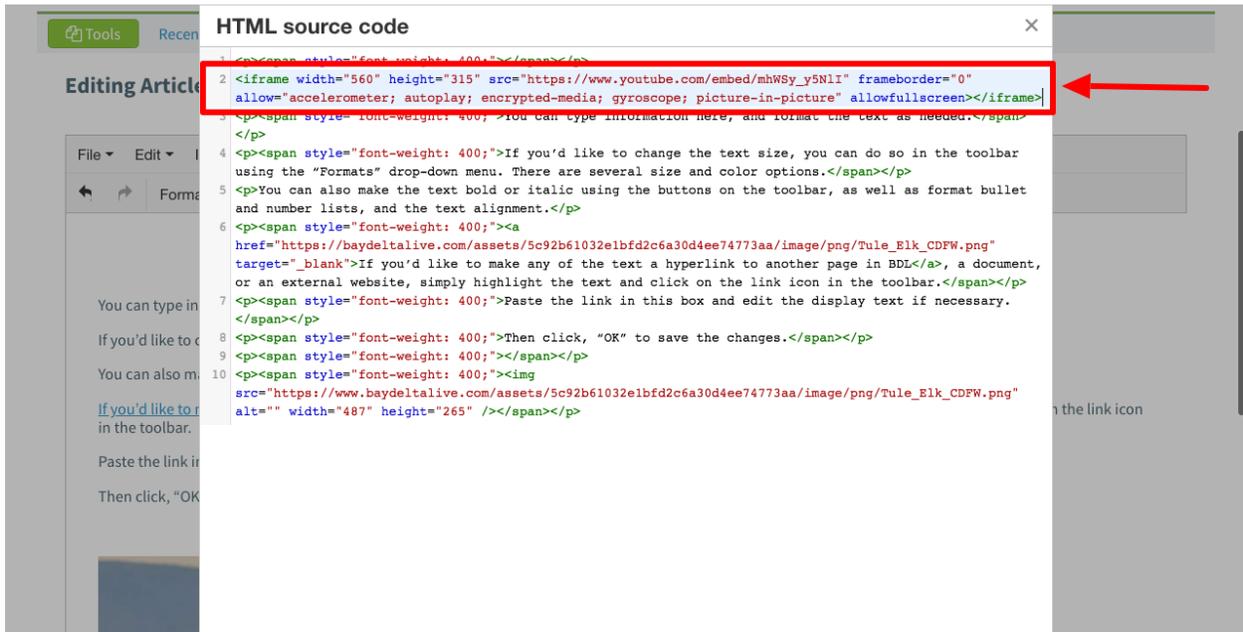
You will paste the embed code into the HTML code. To edit the HTML code, click on the “Tools” drop-down menu in the editing toolbar.



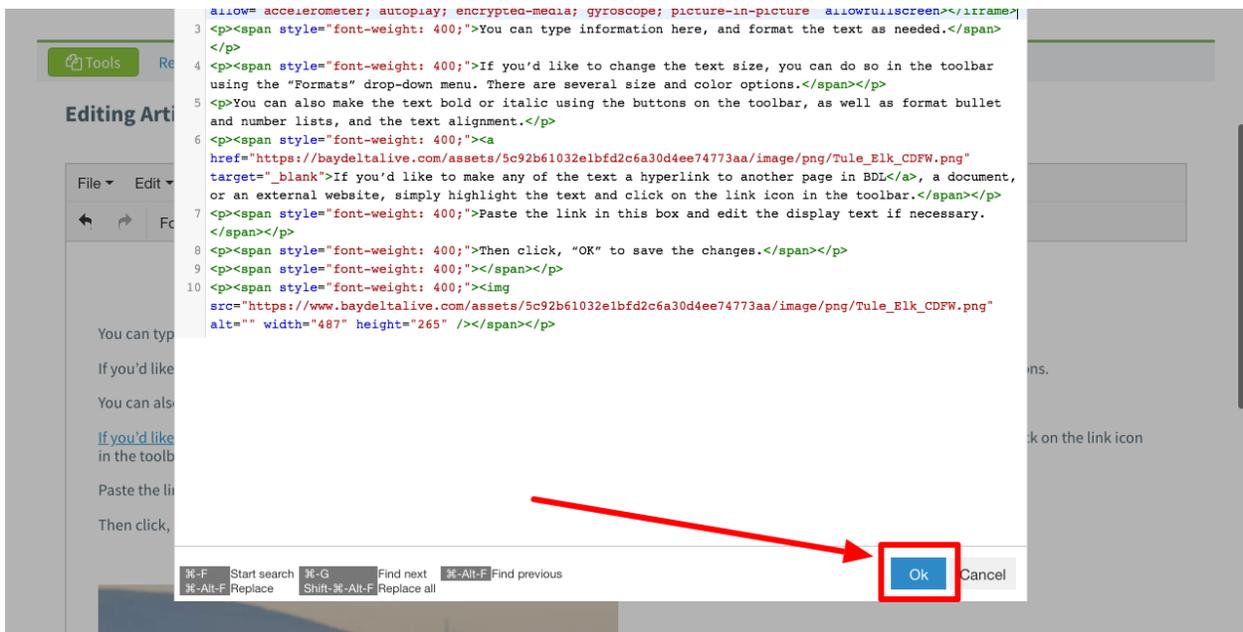
Choose, “Source code” and a box will pop up with the HTML code.



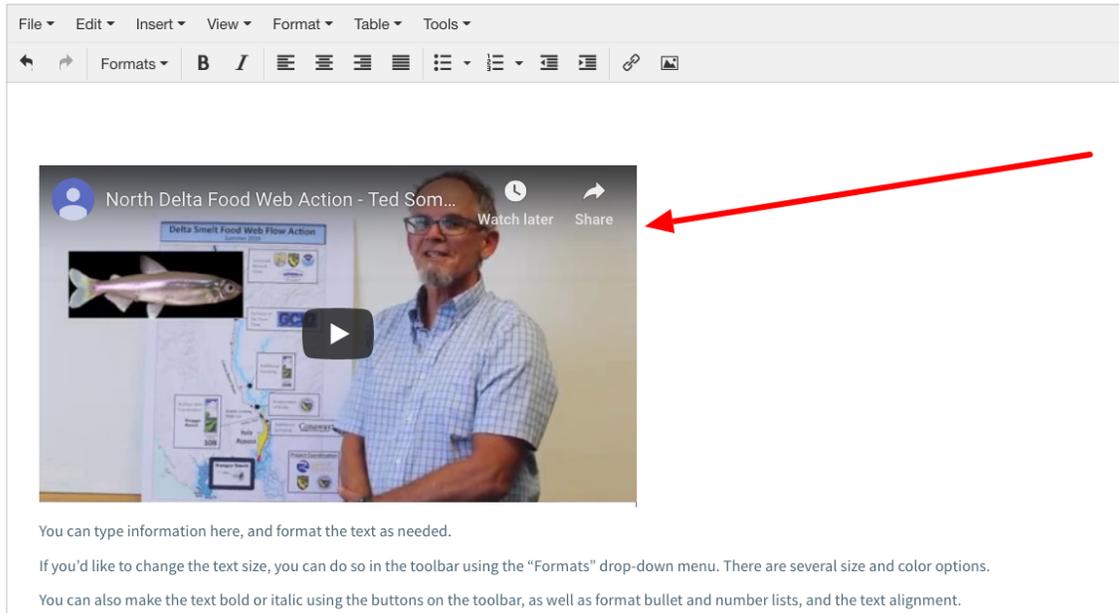
Find the part of the page you'd like to embed the video and simply paste the embed code.



Then save your changes by clicking, "OK."



You'll see your video is now embedded into the article page and can be played at any time.



File Edit Insert View Format Table Tools

← → Formats **B** *I* [List icons] [Link icon] [Image icon]

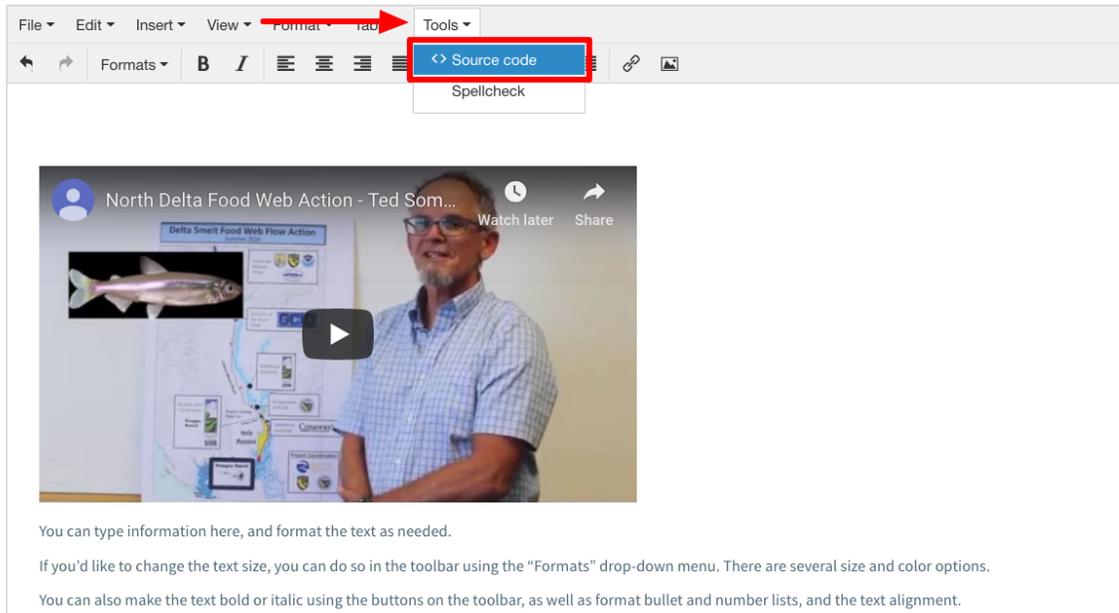
North Delta Food Web Action - Ted Som... Watch later Share

You can type information here, and format the text as needed.

If you'd like to change the text size, you can do so in the toolbar using the "Formats" drop-down menu. There are several size and color options.

You can also make the text bold or italic using the buttons on the toolbar, as well as format bullet and number lists, and the text alignment.

If you know how to use HTML, you can click on the "Tools" drop-down menu in the toolbar and choose, "Source Code" to make any changes to the code.



File Edit Insert View Format Table Tools

← → Formats **B** *I* [List icons] [Link icon] [Image icon]

Tools

<> Source code

Spellcheck

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You can type information here, and format the text as needed.

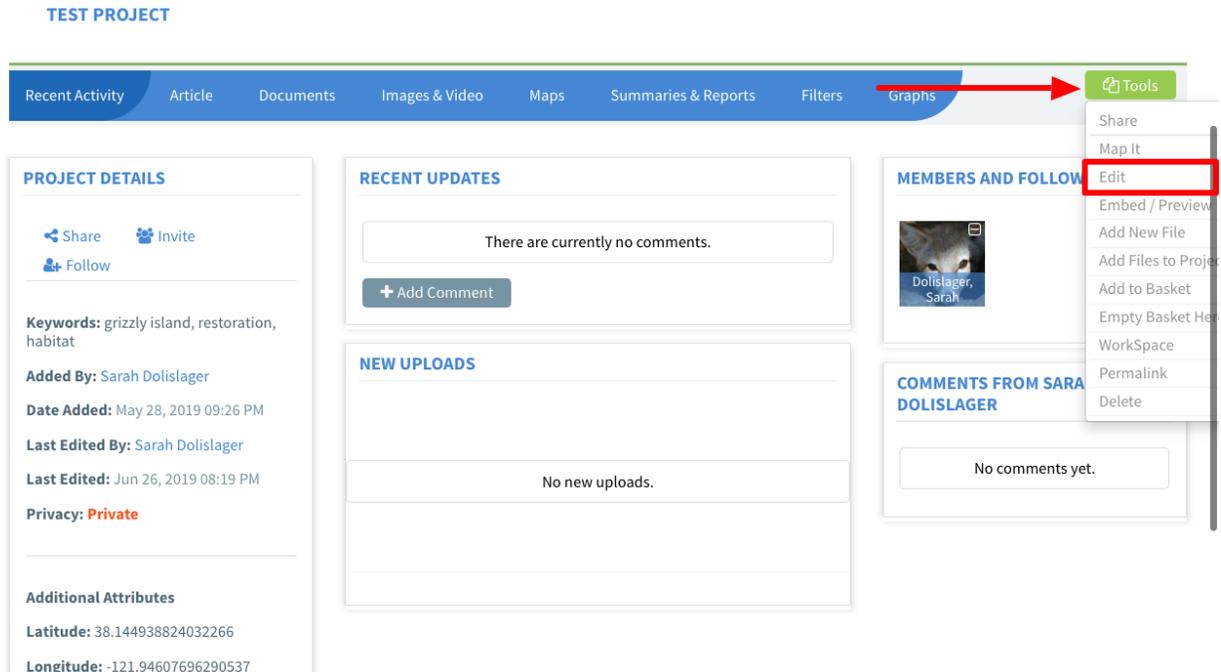
If you'd like to change the text size, you can do so in the toolbar using the "Formats" drop-down menu. There are several size and color options.

You can also make the text bold or italic using the buttons on the toolbar, as well as format bullet and number lists, and the text alignment.

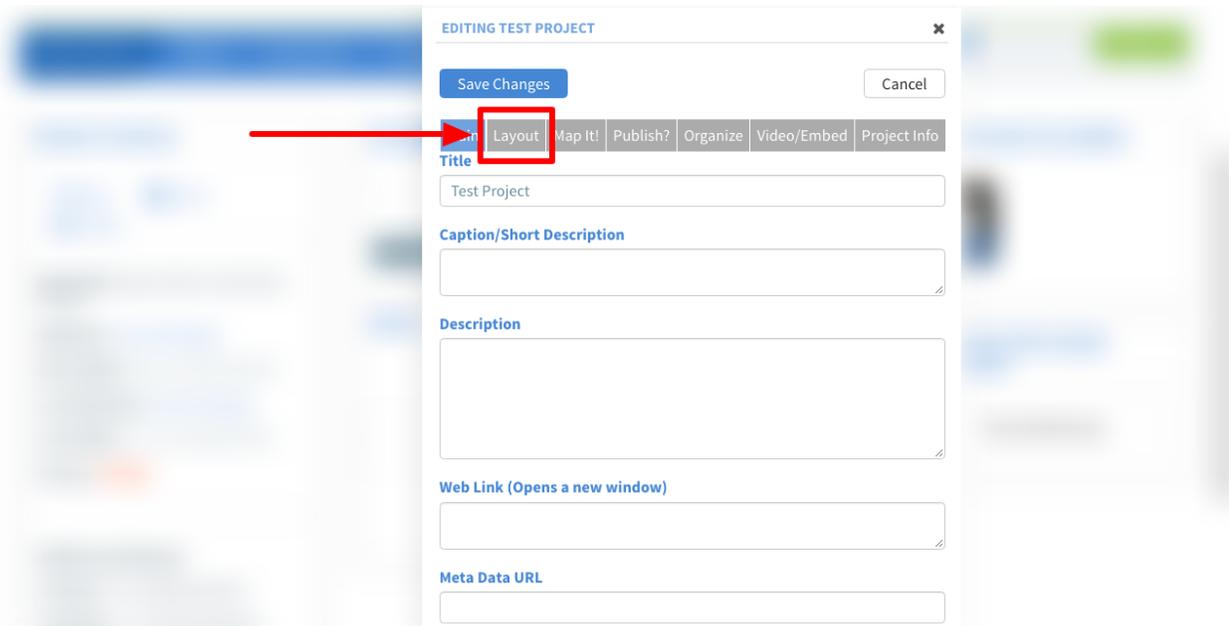
Finally, let's go over how to make the article tab the landing page for your project.

If you'd like people to see the Article page first when they view your project, you can do so in the metadata editor form.

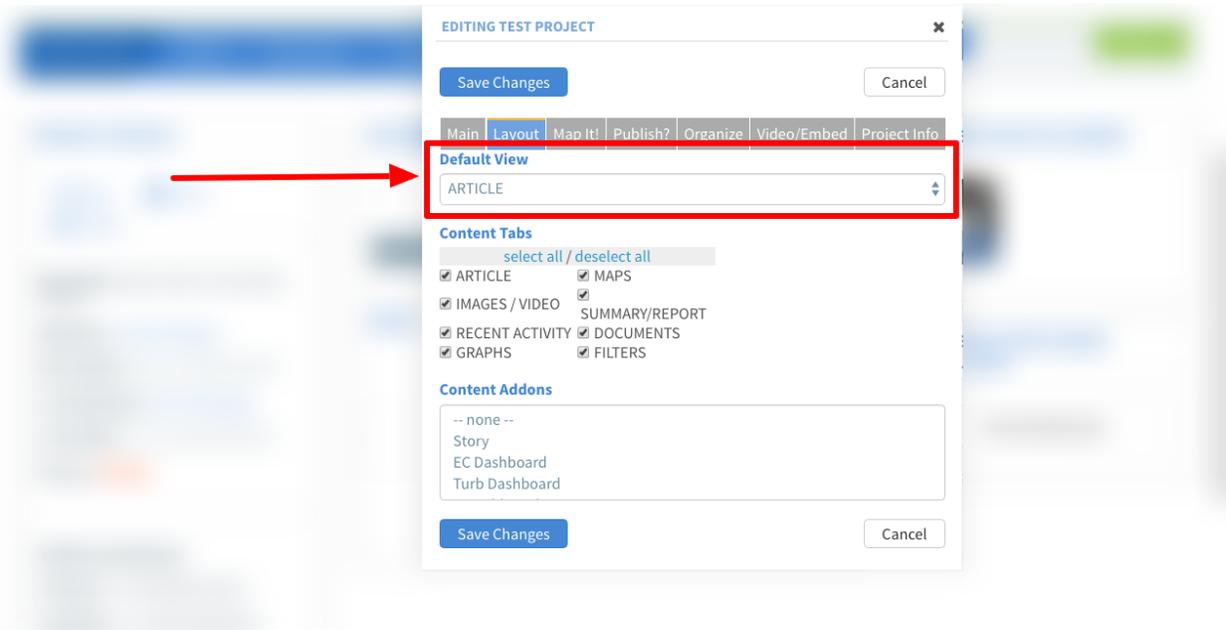
Hover over the Tools button for the project and choose, "edit."



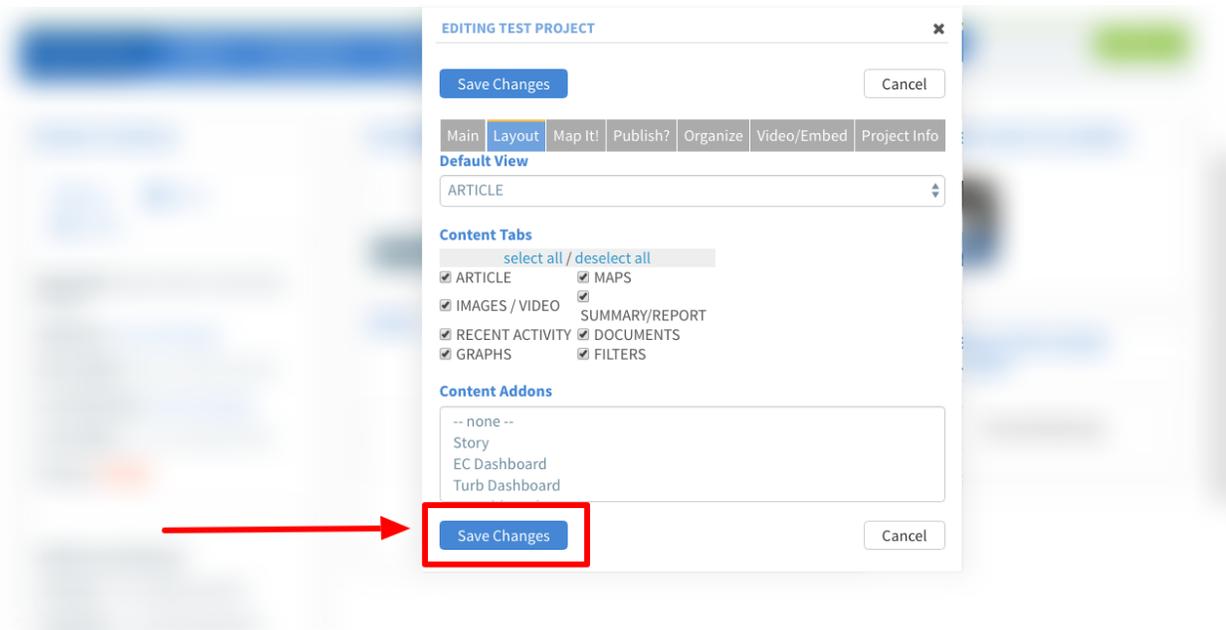
There are several tabs on the metadata editor form. Click on the "Layout" tab.



There you will see a “Default View” drop-down menu. Choose, “Article” from the options.



Then click “save changes.”



Now if you go to open up your project page from the project library, you’ll see that it opens up to the “Article” tab.

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