

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.

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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.



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."

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Click on the, "Article" tab.

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

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Then click, "OK" to save the changes.

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

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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.

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Then click, "OK" to save the changes.

Click "Upload Files" to upload a file from your computer or click on the "Search" in the subnavigation 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."

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

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

Click "Edit Article."

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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.

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Paste the URL here and the dimensions will automatically fill.

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Click, "OK" to save your changes.

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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.

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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.

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Then click,		

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



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.



in you dinke to change the text size, you can do so in the toolban daing the Tonnats' diop-down ment. There are several size and cotor option

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."

TEST PROJECT			
Recent Activity Article Docume	ents Images & Video Maps Summaries & Reports Filters	Graphs	街 Tools
			Share
			Map It
PROJECT DETAILS	RECENT UPDATES	MEMBERS AND FOLLOW	Edit
			Embed / Previev
< Share 🛛 曫 Invite	There are currently no comments.		Add New File
🛃 Follow		Delistans	Add Files to Proj
	+ Add Comment	Sarah	Add to Basket
Keywords: grizzly island, restoration,			Empty Basket H
nabitat	NEW UPLOADS		WorkSpace
Added By: Sarah Dolislager		COMMENTS FROM SARA	Permalink
Date Added: May 28, 2019 09:26 PM		DOLISLAGER	Delete
Last Edited By: Sarah Dolislager			
Last Edited: Jun 26, 2019 08:19 PM	No new uploads.	No comments yes	t.
Privacy: Private			
Additional Attributes			
Latitude: 38.144938824032266			
Longitude: -121 94607696290537			

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

EDITING TEST PROJECT	×	
Save Changes	Cancel	
 Layout Map It! Publish? Organize Video/Embed	Project Info	
Title Test Project		
Caption/Short Description		
Description		
	4	
Web Link (Opens a new window)		
Meta Data URL		

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

EDITING TEST PROJECT	×
Save Changes	Cancel
Main Lavout Map It! Publish? Organize Video	/Embed Proiect Info
 ARTICLE	÷
Content Tabs select all / deselect all ARTICLE ARTICLE ARTICLE ARTICLE ARTICLE ARTICLE A	
none Story EC Dashboard Turb Dashboard	
Save Changes	Cancel

Then click "save changes."

EDITING TEST PROJECT	×
Save Changes	Cancel
Main Layout Map It! Publish? Organize Video/Em	bed Project Info
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Content Tabs select all / deselect all	
ARTICLE ARPS IMAGES / VIDEO SUMMARY/REPORT	
Content Addons	
none Story	
Turb Dashboard	
 Save Changes	Cancel

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.