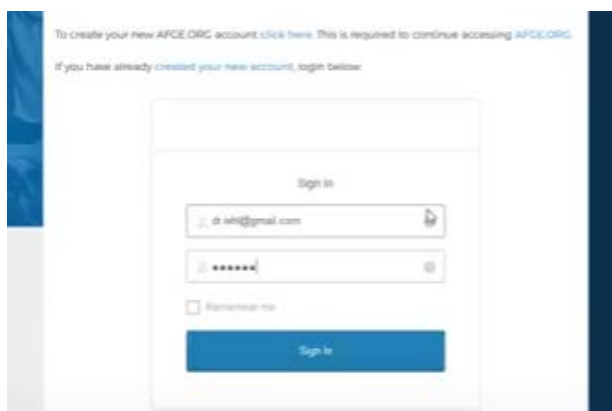


Microsite Tutorial Instructions

1 . Logging into the CMS & Setting Up Your Workspace

1. Open up your browser and enter the website that was sent to you by the communications department. It will look like www.afge.org/local0000-edit (with your local number in place of 0000 – keep in mind local 96 would be 0096).
2. Once you have entered your local's website edit address you will need to login with you afge.org username and password as seen below (if you don't have an afge.org account go to registration.afge.org) :

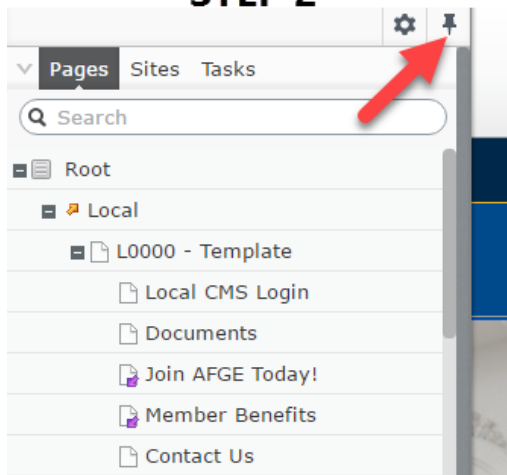


3. Once you arrive at your locals Microsite login page you will see videos and other training resources to reference later. Click the text that says "Click here to login to your Microsite".
4. You will then be taken to your local's page in the Content Management System (CMS).
5. Click the Navigation Panel button on the top left of the screen, then click the pin button which will keep the navigation panel open at all times.

Refer to the images below:



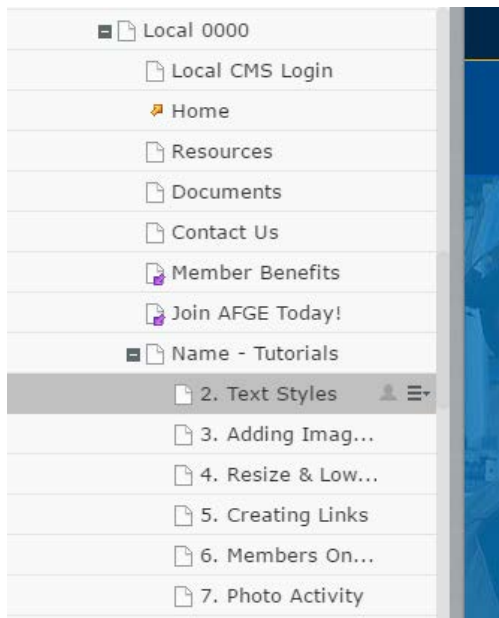
STEP 2



6. The Navigation Panel will be used to travel from one page to another when editing. You will only be able to edit pages for your local that do not have a lock icon next to the page title.

2 . Adding & Changing Text Styles (include publishing)

1. Go to the page in the navigation panel titled "2. Text Styles" pictured below:



2. Click the blue area as seen below:

2. Text Styles



Type a sentence below here:

Change the style of the text below by highlighting each line of text and using the styles drop down:

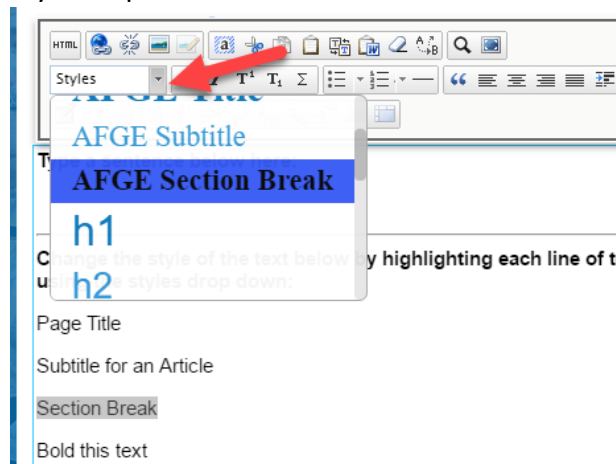
Page Title

Subtitle for an Article

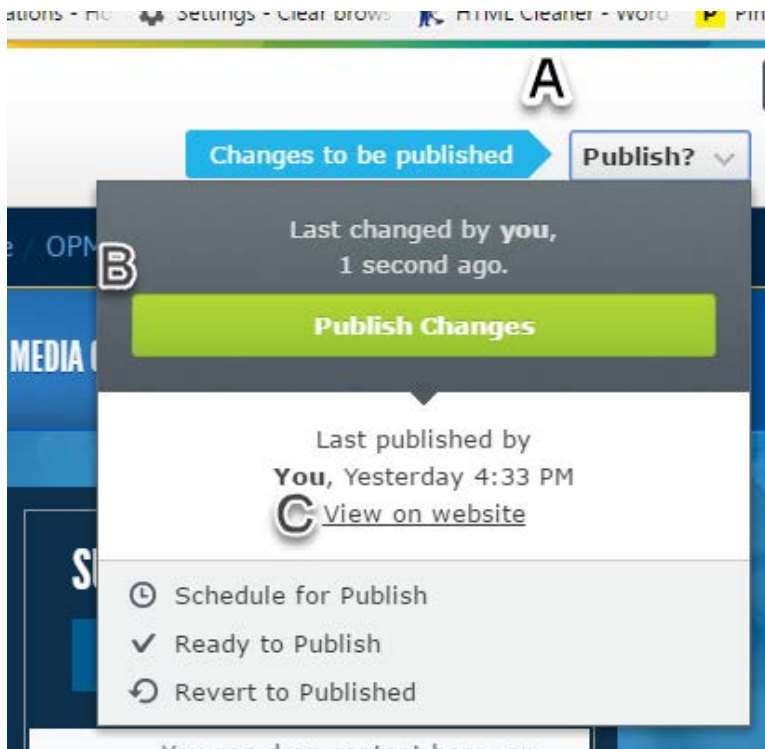
Section Break

Bold this text

3. Follow the directions on the page, When you are finished make sure to publish the page in the next step, which is detailed on the next page.
 - a. Style drop down menu:



4. When you have finished the tutorial Publish the page by first clicking "Publish" where you see the letter "A" below, a box should appear where you can click a button that says "Publish Changes" as seen next to the letter "B" in the image below.

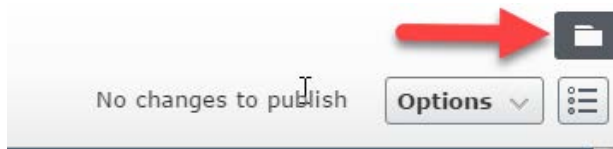


- To view your page as a website viewer right click the text "View on website" as seen above next to the letter "C":

3 . Adding Images & Documents

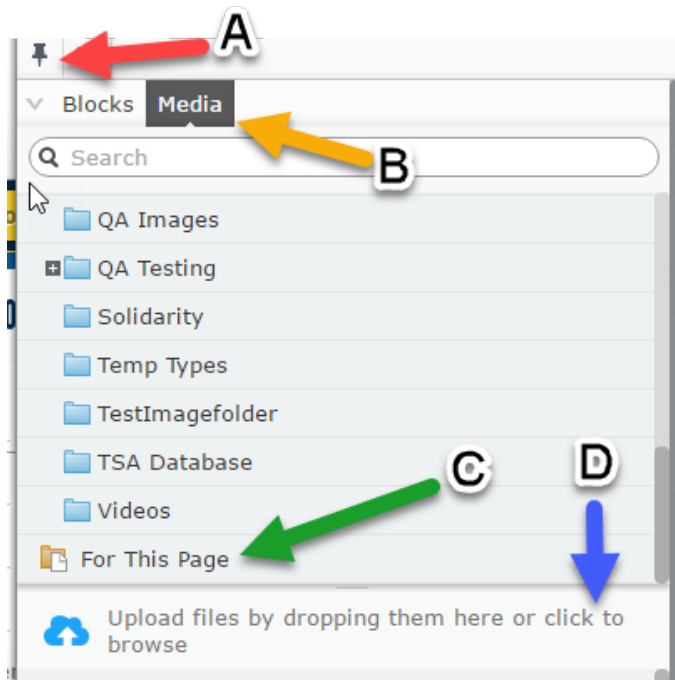
In this tutorial you will learn how to upload images and documents into the content management system.

- Go to the page in the navigation panel titled "3. Adding Images & Documents".
- Click the assets panel on the right side of the screen as seen below:



- Next click the pin button to keep it open as seen on the next page next to letter "A":
 - Note when you are done using the assets panel you can close it by clicking the pin button again.
- Next Click the Media tab as seen on the next page next to the letter "B".
- After that scroll all the way down to the folder titled "For this Page" as seen on the next page next to the letter "C".

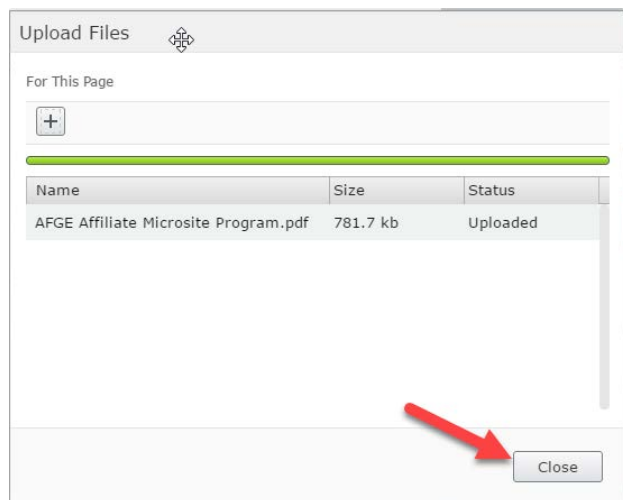
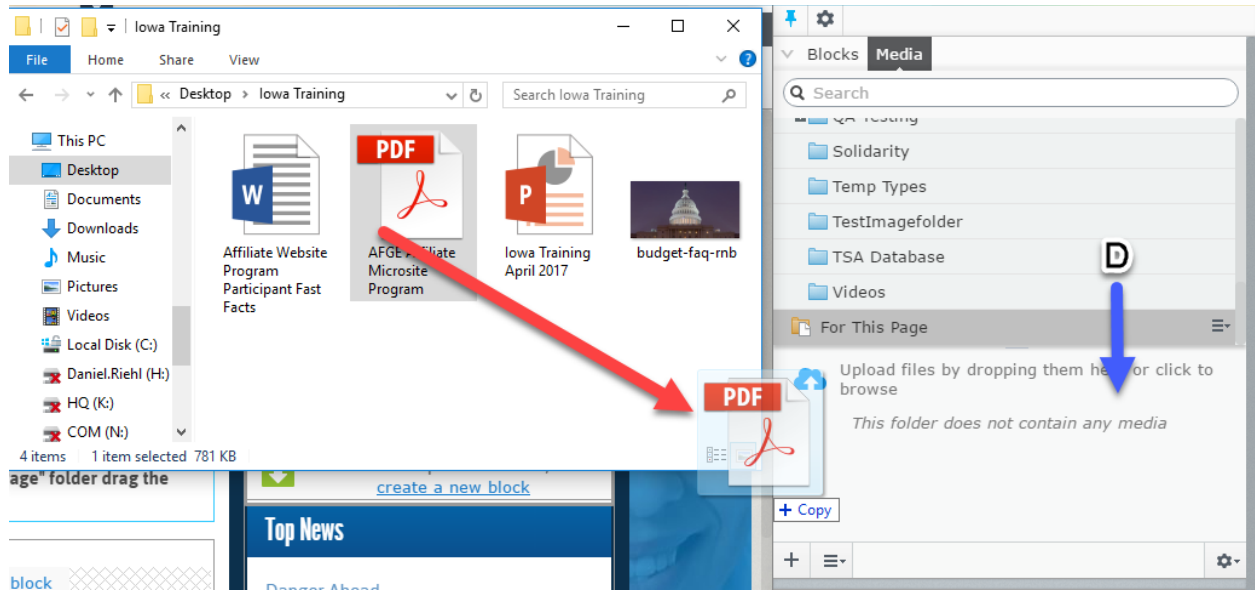
- a. The “For This Page” folder is specifically for items that display on a certain page. For example, if you put a document resource on your documents page it will need to be uploaded to the homepage again to be used there. The same goes for images.



6 . There are 2 different methods for uploading images and documents:

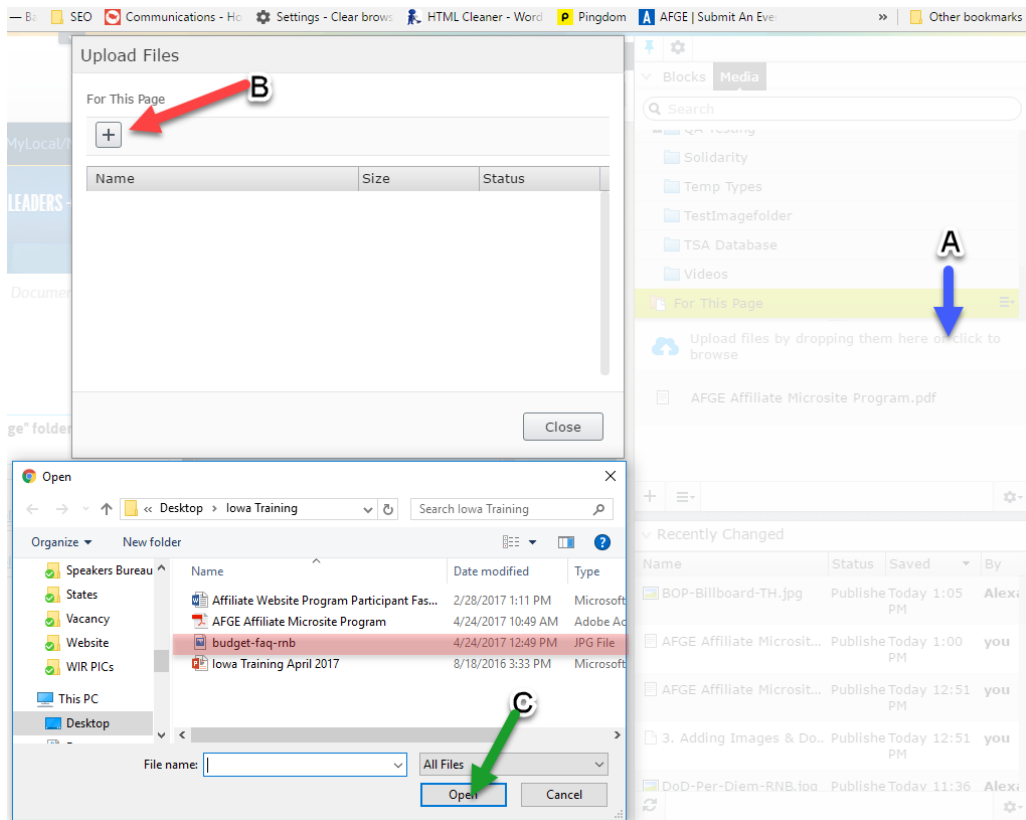
a. Method 1: Drag and drop

- i. First open your file browser on your computer
- ii. Next locate the image/document you want to upload
- iii. Then drag and drop the image/document into the area labeled “D” in the image below.
- iv. When you’ve dragged the item into the correct area a message that says “Drop Files Here to Upload” will appear.
- v. When the file has successfully uploaded you will see a box appear. Click the button that says “Close”.



B. Method 2: Click to Select

- i. Single click the area labeled “A” in the image below.
- ii. The Upload Files window will appear. Click the button labeled “B”.
- iii. Your file browser will appear where you will search and select the file you want to upload.
- iv. Click the button labeled “C”. When the file has successfully uploaded you will see a box appear. Click the button that says “Close”.



7. Use one of the above methods to upload 2 files found at www.afge.org/resources (make sure to open up a new browser window or tab):

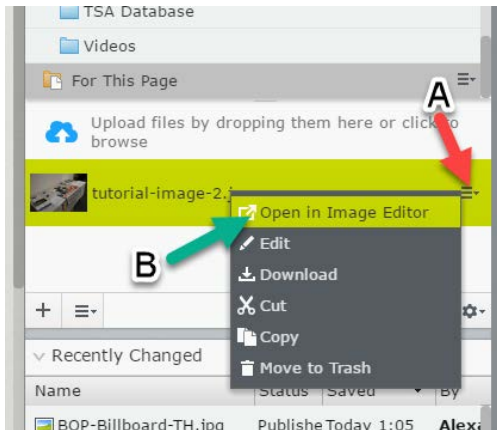
1. Image #1 found on the resources page (remember to right click the item and save it to your desktop)
2. Document #1 found on the resources page (remember to right click the item and save it to your desktop)

8. Follow the directions on the page in the navigation panel titled "3. Adding Images & Documents". Make sure to publish the page when you are done as detailed in the instructions for tutorial # 2. Adding and Changing Text Styles.

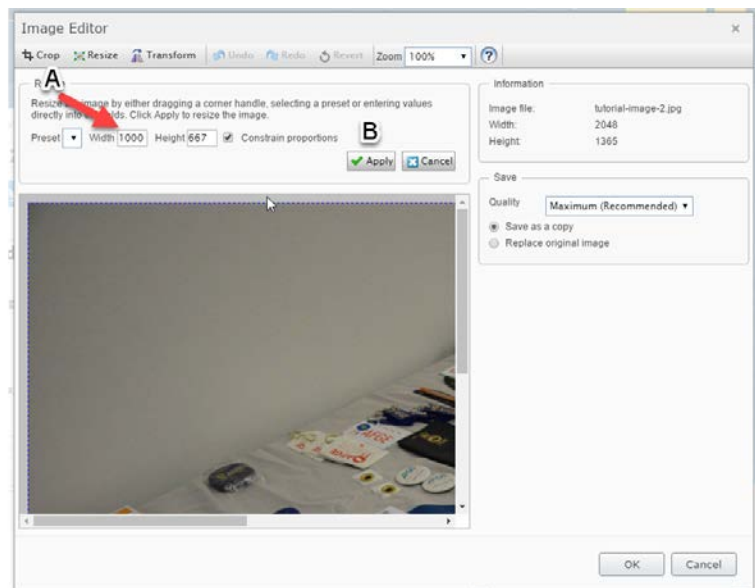
4. Resizing & lowering file size of Images

1. Go to the page in the navigation panel titled "4. Resize & Lower Images File size".
2. Download Image "Image #2" found on www.afge.org/resources. Save it to your desktop or somewhere that you normally save files.
3. Upload the image in the "For this Page" folder on "4. Resizing & lowering file size". For more help on the process review tutorial #3.

4. Once you have uploaded the image, hover the mouse over the file name in the content management system and click the options button as seen below labeled “A”.
5. Then click “Open in Image Editor” as detailed below labeled “B”.

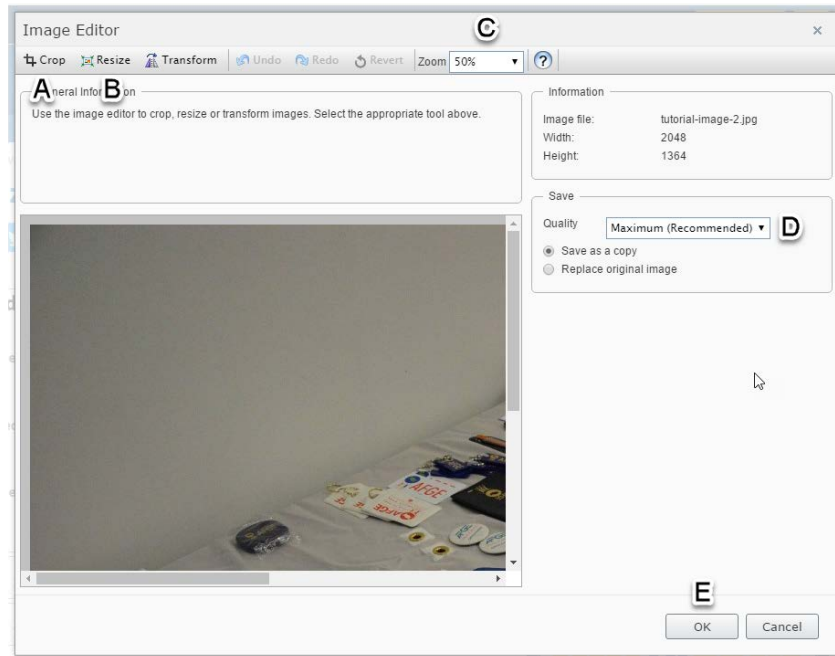


6. Next a box will appear as seen on the next page. To Zoom out select the drop down menu or “C” in the image on the next page.
 - a. To crop the image click the “Crop” button or “A” in the image on the next page.
 - i. Then drag a square over the part of the image you would like to show.
 - b. To Resize the image click the text “Resize” or “B” in the image on the next page.
 - i. A good rule of thumb is to cut the image size in half. For instance 2,000 would become 1000.
 - ii. Change the width
 - iii. Click apply, then ok and name the file “Table-SM”

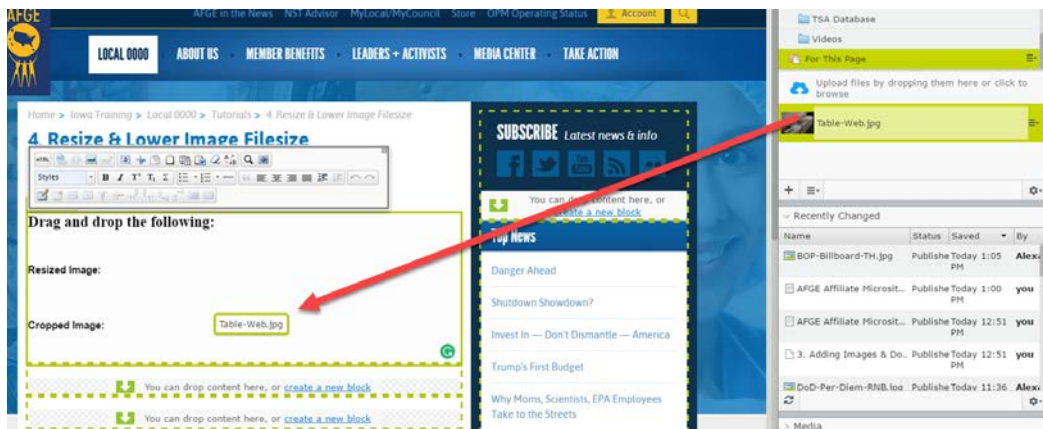


- c. To reduce the file size of the image use the drop down menu or “D”

- i. Choose medium.
- ii. Click OK.
- iii. Type the name “Table-Web” and click ok.
- iv. To go back to the page you were previously on click the back arrow in the browser or [← Back](#) This item is not used at

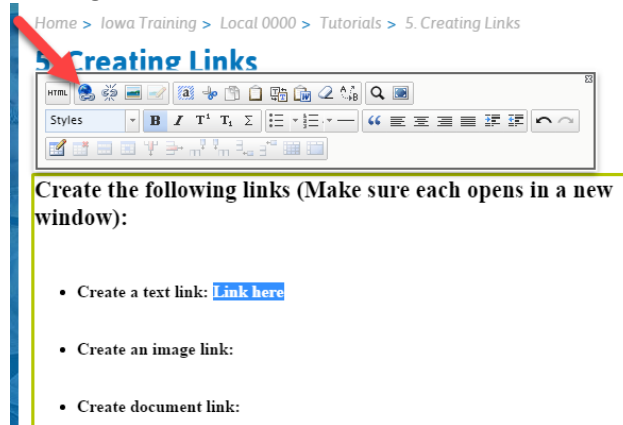


7. To place the images in the website click into the editing area as if you were going to type something, where ever your cursor is flashing is where the image will be place when you drag it.
8. Now drag the resized and cropped image you want to be displayed over to the green area as shown below. Don't forget to publish the page.

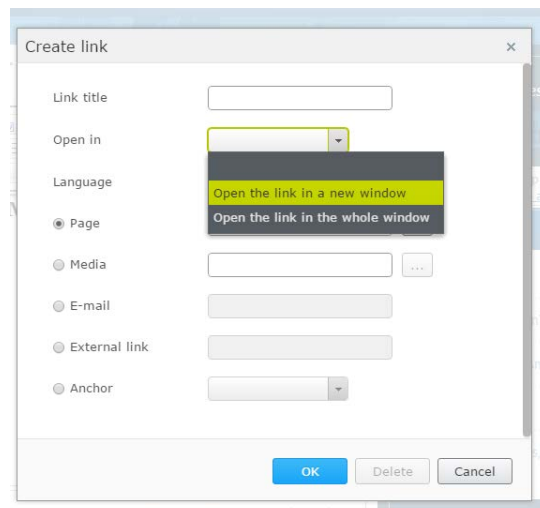


5. Creating Links: Text, Document & Images

- a. Type the text of what you want the button to say.
- b. Highlight the text.
- c. Select globe with the chain icon from the text editing menu



- d. Once the menu appears in 'open in' select dropdown option for open the link in a new window



- e. For external link field type in or copy/paste the desired web address
 - f. For Document Links click the "Media" field and then the button with the 3 dots and select "For this Page" then the document you want to link to.
 - i. For this to work you must upload a new document to this page.
 - g. For Image link drag an image into the content area of the content management system. Then select the image, it should turn blue. Then click the globe icon and follow the steps above.
 - h. Click ok.
- Click publish.