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Introduction & Purpose

NovusCMS (Novus) is a content management system (also known as CMS) which empowers Hillsborough Community College (HCC) faculty and staff to create, publish, and edit web pages quickly and easily, without technical knowledge or expertise in web programming. HCC developed templates within Novus to ensure the college’s brand is represented in a consistent manner throughout the site.

This manual provides faculty and staff with the necessary instructions to utilize Novus to create, publish, and edit web pages.
Objectives

Upon completion of this program, the learner will be able to:

• Explain the significance of institutional branding on HCC’s website

• Access Novus

• Conduct basic site planning and file/folder management

• Navigate between the Content and Media libraries

• Navigate through the user’s web pages and media files

• Create and edit web pages

• Add and delete media in the Media Library

• Add media to web pages

• Add, delete and paste text into web pages

• Use the text editor to change the text characteristics

• Create tables to help organize information

• Create hyperlinks

• Set web page properties

• Publish web pages
HCC Website Branding and Public Identity

HCC puts significant effort into maintaining a specific and consistent institutional image in all its outgoing publications including the college website. Any pages added to the site must therefore be created with the image and brand of the college in mind.

Though your creativity and individual expression are encouraged, all users are acting as representatives of the college when they publish to the website through Novus and are asked to adhere to the following guidelines to ensure the college’s public identity is maintained. For additional information, please see HCC’s Visual Identity Brand Manual: http://www.hccfl.edu/inside-files/brandmanual2011/.

Font styles: Only styles listed in the styles drop down menu should be used in your HCC pages.

Backgrounds: The background color is a site-wide design element and should not be modified on individual pages.

Images: Clip art is not permitted for website graphics as it does not fit the professional image of the site. Photographs should be scaled to between 150 pixels and 600 pixels wide prior to inserting into Novus. Microsoft Paint can be used to resize images where necessary.

Text content: When developing text for your web pages, please keep in mind the larger audience and the impact on the college’s brand and ask a supervisor if you are not sure if your content is appropriate.

Templates: Many attractive and professional looking layout templates are available in most Novus profiles. Using these templates is recommended as an effective way to create attractive looking layouts with ease.

Site-wide header and menu: Novus is designed to edit page content leaving a consistent header and menu site-wide. Please consider how effectively your content flows with the look and feel for the site-wide elements as you develop your pages.

Including separate files: Files that must contain a completely different look and feel (background colors, font styles, etc.) such as forms or customized schedules and tables can be linked to from your web pages. See Adding/Editing Hyperlinks and Email Addresses on page 18.
Site Planning for File and Folder Management

When creating your website or web pages it is highly recommended that you plan out your work in advance to ensure an efficient workflow and ease of updating and maintaining your pages in the future.

Effective site plans include the following elements:

- **A purpose statement** – Defining the purpose or goal for your site/pages helps you make design and content decisions and solve problems as they arise in the course of creating your website.

- **Page text and image content inventory** – If possible, begin with an inventory of all the text and images you plan to use. Following find useful tips for writing for the web:
  
  - **Divide your text into short, manageable, yet logical segments** – Reading on the screen is more taxing on the eyes than reading on paper, so keep segments short and concise.
  
  - **Include frequent headings and subheadings** – Creating logical segments and labeling them makes your text easily scannable.
  
  - **Edit ruthlessly** – Make your text concise using just as many words as is necessary to convey your message.

- **Page mock-ups or thumbnail sketches** – Once you have inventoried the text and images you want to use, create thumbnail sketches or small, rough drawings of what you want your page to look like.
  
  - Creating thumbnails helps clarify your image needs and determine the approximate dimensions at which you will need to save your images.
  
  - Creating thumbnail sketches is easy with a sheet of paper folded in four or eight, each section representing a page in your site.
• **Site flowchart** (*when planning a full site*) – A flowchart shows the logical relationship between your pages and helps you determine how your links will work in your site. *If you are only working on a few pages in a website, the structure is probably already determined so this diagram is not necessary.*

![Site flowchart diagram](image)

• **A file and folder structure list or diagram** – A folder structure diagram shows how you intend to organize the files that you will generate. In planning what folders you will create you can consider:

  – How many images, PDFs, word documents, etc will you be using?

  – How frequently will you update your pages? Will new images or other files be added when you do the updates?

  – Once you start managing your files in Novus, remember to maintain the folder structure. This will help you stay organized and consistent. *See Adding and Maintaining Media Files on page 29.*
Accessing Novus

Users will need to log in to Novus in order to access the application.

**To access Novus:**

Open your browser and go to http://www.hccfl.edu/cms/.

OR

- Open your browser and go to http://www.hccfl.edu.
- Click on either the Faculty or Staff link in the right side of the banner.
- In the “Links to Other Services” list, click on the “Log in to NovusEDU” link.

**To login to Novus:**

1. Click in the **Username** field box.
2. Type your **Username***.
3. Click or use the Tab key to move the cursor to the **Password** field box.
4. Type your **Password***.
5. Hit Enter or click the **Login** button.

*Password & Username are case sensitive.*
Novus Main Screen Overview

Upon logging in, the Novus workspace window will appear. It is essential to understand the screen structure described below:

1. This is the **Content** area of the application. All of your web pages will appear here upon logging in to the application, so you can select these and make edits.

2. This is the **Sections** navigation area of the application. You can click on the icons here to navigate between your **Content** and **Media** libraries. Items in the **Content** area *(see number one above)* will change based upon your selection of **Content** or **Media** in the **Sections** navigation area.

3. This is your **Editing** area. Here you will be able to view, edit, and change the properties of your web pages and media files.
Creating a New Web Page

To create a new web page:

1. Be certain **Content** is selected in the **Sections** navigation area. Your web pages will appear above in the **Content** area.

2. Click the **Create** button at the top left of the screen.

3. The **Create Content** dialogue window will appear.

4. Click on the location you would like the page to be saved. *Click the “+” to expand subpages.*

5. Click the **Continue** button once it becomes enabled after a location is selected.

6. Type a name for your web page in the **Name** field box. *(Make sure not to use any special characters in the name such as apostrophe marks, asterisks, dashes, etc.)*

7. Make sure **Content – Internal Page** is selected under **Document Type**.

8. Single click the **Create** button to finish creating the new web page.
Editing Web Pages

Accessing a Web Page to Edit

If you just created a new page, the page will be available in the Editing Window.

However, to see the page listed in the content tree view on the left, you must first refresh the Content Window by selecting the Content button in the Sections navigation pane. This will update the hierarchy in the Content area to list the new web page you added.

To open pages for editing that were previously created:

- Single click the “+” to expand the subpage hierarchy to find the page you would like to edit.

- Single click the page you would like to edit. It will highlight and the page will load in the Editing area. See below.

- The Editing area of the screen is composed of these primary components:
  1. The Content and Properties tabs at the top.
  2. The Editor Toolbar.
  3. The Editing Window.
Editor Toolbar

- The small arrows on the right and left of the toolbar are used to scroll through icons not displayed on the current screen. If there are additional icons to the right or left, the toolbar will automatically scroll to show more tool icons when you hover the mouse over these arrows.

- If you hover the cursor over any icon on the Editor Toolbar, the cursor changes to a hand symbol, and the name of the icon appears.

- The following three pages describe the functions of toolbar buttons. Please note, if an icon which appears in the toolbar is not described on the following three pages, it may be discussed in detail later in this manual.
<table>
<thead>
<tr>
<th>Icon</th>
<th>Function &amp; Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Toolbar Scroll Left" /></td>
<td><strong>Toolbar Scroll Left</strong>: Scrolls to additional icons on the left side of the toolbar.</td>
</tr>
<tr>
<td><img src="image" alt="Save" /></td>
<td><strong>Save</strong>: Saves changes you make. If you do not save, you will lose changes when you exit the system or navigate away from the page. There is no “auto save” feature in Novus.</td>
</tr>
<tr>
<td><img src="image" alt="Save and Publish" /></td>
<td><strong>Save and Publish</strong>: Saves and publishes a final web page to the HCC site. Once you Publish a page, anyone who has access to the internet can view it.</td>
</tr>
<tr>
<td><img src="image" alt="Preview" /></td>
<td><strong>Preview</strong>: Launches a browser window to preview how the current web page will look when published.</td>
</tr>
<tr>
<td><img src="image" alt="HTML Editor" /></td>
<td><strong>HTML Editor</strong>: Opens editor where advanced users can add HTML tags to enhance the appearance of the web page.</td>
</tr>
<tr>
<td><img src="image" alt="Clear Formatting" /></td>
<td><strong>Clear Formatting</strong>: Clears existing formatting from text or graphics. To use, highlight the text you want to change in the Editing Window and click the Clear Formatting button.</td>
</tr>
<tr>
<td><img src="image" alt="Check Spelling" /></td>
<td><strong>Check Spelling</strong>: Looks for misspelled words and gives the option to add unknown words to the user’s dictionary.</td>
</tr>
<tr>
<td><img src="image" alt="Font Style Selector" /></td>
<td><strong>Font Style Selector</strong>: Displays approved font styles. To use, highlight the text you want to change in the Editing Window, click the triangle on the Font Style Selector, and choose a style from the list.</td>
</tr>
<tr>
<td>Icon</td>
<td>Function &amp; Description</td>
</tr>
<tr>
<td>------</td>
<td>------------------------</td>
</tr>
<tr>
<td><img src="image" alt="Bold Icon" /></td>
<td><strong>Bold</strong>: Changes the text style to bold. To use, highlight the text you want to change in the <em>Editing Window</em> and click the Bold button. Alternatively, click the Bold button and type in the text you want to have in bold. To remove bold formatting, highlight the text you want to change in the <em>Editing Window</em>, and click the Bold button.</td>
</tr>
<tr>
<td><img src="image" alt="Italics Icon" /></td>
<td><strong>Italics</strong>: Changes the text style to italics. To use, highlight the text you want to change in the <em>Editing Window</em> and click the Italics button. Alternatively, click the Italics button and type in the text you want to have in italics. To remove italics formatting, highlight the text you want to change in the <em>Editing Window</em>, and click the Italics button.</td>
</tr>
<tr>
<td><img src="image" alt="Underline Icon" /></td>
<td><strong>Underline</strong>: Changes the text style to underline. To use, highlight the text you want to change in the <em>Editing Window</em> and click the Underline button. Alternatively, click the Underline button and type the text you want to have underlined. To remove underline formatting, highlight the text you want to change in the <em>Editing Window</em>, and click the Underline button.</td>
</tr>
<tr>
<td><img src="image" alt="Align Text Left Icon" /></td>
<td><strong>Align Text Left</strong>: Aligns the text or picture to the left.</td>
</tr>
<tr>
<td><img src="image" alt="Align Text Center Icon" /></td>
<td><strong>Align Text Center</strong>: Aligns the text or picture to the center.</td>
</tr>
<tr>
<td><img src="image" alt="Align Text Right Icon" /></td>
<td><strong>Align Text Right</strong>: Aligns the text or picture to the right.</td>
</tr>
<tr>
<td><img src="image" alt="Bullets On/Off Icon" /></td>
<td><strong>Bullets On/Off</strong>: Adds or removes bullets from highlighted text.</td>
</tr>
<tr>
<td><img src="image" alt="Numbered List Icon" /></td>
<td><strong>Numbered List</strong>: Adds or removes numbered lists from highlighted text.</td>
</tr>
<tr>
<td>Icon</td>
<td>Function &amp; Description</td>
</tr>
<tr>
<td>------</td>
<td>------------------------</td>
</tr>
<tr>
<td><img src="image" alt="Indent Left" /></td>
<td><strong>Indent Left</strong>: Shifts/indents the text to the left. Clicking multiple times will shift the text further left.</td>
</tr>
<tr>
<td><img src="image" alt="Indent Right" /></td>
<td><strong>Indent Right</strong>: Shifts/indents the text to the right. Clicking multiple times will shift the text further right.</td>
</tr>
<tr>
<td><img src="image" alt="Insert Link" /></td>
<td><strong>Insert Link</strong>: Opens the dialogue box to insert a hyperlink into your page. You can select either text or pictures to assign as hyperlinks. You can set up hyperlinks to lead to an internal web page, an external website, or to send to an email address.</td>
</tr>
<tr>
<td><img src="image" alt="Insert Local Link" /></td>
<td><strong>Insert Local Link (Anchor Point)</strong>: Opens the dialog box to insert/edit Anchor Points which are used to jump to a specific line in your web page. To use, place your cursor where you want the Anchor Point to be created and click the Insert Local Link button.</td>
</tr>
<tr>
<td><img src="image" alt="Insert Picture" /></td>
<td><strong>Insert Picture</strong>: Opens the dialogue box to insert a picture from your Media Library or allows you to add new media.</td>
</tr>
<tr>
<td><img src="image" alt="Insert Macro" /></td>
<td><strong>Insert Macro</strong>: Allows Webmasters to add advanced programming to the page.</td>
</tr>
<tr>
<td><img src="image" alt="Insert Table" /></td>
<td><strong>Insert Table</strong>: Opens the dialogue box to insert a table into the web page. This dialogue box will allow you to define the number of columns, number of rows, and border width of the table.</td>
</tr>
<tr>
<td><img src="image" alt="Insert/Edit Form" /></td>
<td><strong>Insert/Edit Form</strong>: Opens the dialogue box to insert form fields such as check boxes, drop-down lists, or text entry fields.</td>
</tr>
<tr>
<td><img src="image" alt="Toolbar Scroll Right" /></td>
<td><strong>Toolbar Scroll Right</strong>: Scrolls to additional icons on the right side of the toolbar.</td>
</tr>
</tbody>
</table>
Adding & Formatting Text

There are two primary ways to add text to your web page:

• Click in the Editing Window to place the cursor where you want to type text. Begin typing.

OR

• Copy and paste text from other documents, such as a Microsoft Word document, by following these steps:

  1. Select text from your source document.
  2. Copy the text using the Ctrl + C keyboard command.
  4. Paste the text using the Ctrl + V keyboard command.
  5. The Paste dialogue window will appear.
  6. Select the "Paste, but remove formatting" option (this is highly recommended). Note that a right click and paste will not give you the dialog box, and some versions of Mozilla Firefox may not give you the paste options either.
  7. Select the OK button.
Choosing a Font Size and Color

- Novus is preloaded with HCC approved font styles, colors, and sizes. These approved styles are accessed by highlighting the text you want to format, and then using the Styles drop-down on the Editor Toolbar at the top of the page.

- These style formats are defined by the type of text you are using in your web page. (e.g. Paragraph Headings, Subheadings, etc.)

- You can make any text bold or italics, but you may not be able to remove this formatting from text which was assigned with a specific style format. For example, you cannot use the bold button to remove bold formatting from a Paragraph Heading. To remove the bold, you would need to delete the text and retype it, or change it to another approved style.

Aligning Text

- You can align already existing text by placing your cursor on the same line as the text or by highlighting the text and selecting the desired alignment icon on the Editor Toolbar at the top of the page.

- You can right-click (and release) in the blank area of your Editing Window before you begin typing in order to set the alignment for the text you are about to type. You would then left-click in the pop-up menu to choose your alignment preference.

Indenting Text

- You can use the indent icons on the Editor Toolbar either before or after you type text.

- Make sure the cursor is on the same line as the text you want to indent.

- You can press the indent button many times to indent further in either direction. Similarly, you can reverse an indent by selecting the opposite indent button.
Adding/Editing Hyperlinks and Email Addresses

It is often necessary to direct users to other web pages within HCC or to external resources. In addition, you may want to allow users to have the ability to email you or your department.

**To add a hyperlink or email address to a web page:**

- Type in the text you want users to see and click on.
- Highlight this text using the mouse.
- Choose the **Insert Link** icon from the toolbar. The below dialogue window will appear.

**To link to an external website (outside of HCC):**
Type in the full URL of the web page you want to link to or copy/paste the full URL by going to the web page, highlighting the URL address in your browser, copying it, and pasting into the **Link URL** field.

**To create a email link:**
If you want users to send an email, type in "mailto:" and the email address into the **Link URL** field.

**To link to an HCC page:**
Choose the **Content tab** under Browse and select the page to link to.

**To link to a file saved in the Media Library of Novus:**
Choose the **Media tab** under Browse and select the media file you want to link to.

**To have link open in new browser window:**
Select _blank from the **Target drop down box**.

- After completing the **Insert Link** dialogue window, select **OK**.
- **Save** the page.
- Use the **Preview** icon to preview the web page and test the hyperlink or email address. (*If previewing an email address, clicking link will open a local email message window.*)
To edit an existing hyperlink or email address:

- Right-click (and release) on the existing hyperlink text in the Editing Window.
- The pop-up menu will appear.
- Select (left-click) the Insert/Edit Link option.
- This will open the Insert Link dialogue window (see previous page).
- Make any necessary changes within this window and select OK.

Adding Local Links (Anchor Points)

An Anchor Point is used to jump to a specific line in your web page. This is commonly used for a table of contents where a link at the top of your page jumps to a line on the same page. Follow these steps to create an Anchor Point:

- In the Editing Window, place your cursor at the location you would like to set the Anchor Point (the location the user will jump to).
- Click the Insert Anchor Point icon.
- The Insert/edit anchor dialogue window appears.
- Type the name of the Anchor Point. (Do not use spaces or special characters.)
- Next, select the text that will link to that Anchor Point and choose the Insert Link icon from the toolbar.
- Select the anchor you want to link to from the Anchors drop down menu and select OK.
- Save the page.
- Use the Preview icon to preview the page and test the hyperlink to the Anchor Point.
Inserting Media in a Web Page

This section of the manual describes how to add media already saved in the Media Library to your web page. See Adding and Maintaining Media Files on page 29.

To add a picture or image file to your web page:

1. In the Editing Window, place your cursor at the location you would like to add the image.
2. Select the Insert Picture icon.
3. Single-click the picture or image you want to add to your page from the hierarchy.
4. Type a Title for the picture (optional).
5. Select the Insert button.

Note: You can also create a new media file to add to your library by clicking the Create New tab.

To add other types of files (such as Word, Excel, PowerPoint or PDFs) to your web page:

1. In the Editing Window, place your cursor at the location you would like to add the file.
2. Select the Insert Link icon from the toolbar.
3. Click the Media top tab to see the files available in your library. Single-click the file you want to add to your page from the hierarchy.
4. Type a Title for the file (optional).
5. Select the Insert button.
Creating Tables

Utilizing tables in web pages provides a structure which helps keep the text and media on a page organized and visually appealing to the user.

**To add a table to your web page:**

1. In the **Editing Window**, place your cursor at the location you would like to add the table.

2. Select the **Insert Table** icon.

3. The **Insert/Modify table** dialogue window appears.

   Enter the number of columns and the number of rows you want in your table.

   The default table border is “0” which will ensure that no border is seen when the page is published. If you want the user to see table borders, increase the Border number. The larger the number, the thicker the visible border when the page is published.

4. Select the **Insert** button. You will then be able to add text or media to your table.
Adding and Editing Text within Tables

The Editing Window will display a table and its borders. See the dashed table grid in example below. This grid helps you to work with the table, but is not visible when the page is Published.

Adding text is as easy as clicking in any cell of the table and beginning to type.

- Text formatting in tables is the same as formatting any other text on your page.

- A specialized table menu is available if you right click anywhere in the table. This menu allows you to manipulate many table properties including inserting or removing rows or columns. Left click on any of the options in this pop-up window to select one of these functions.

Adding Media within Tables

Placing pictures inside a table can help align and organize images, especially if you want specific text to appear to the right or left of the image.

- Inserting images in tables is the same as adding an image outside a table. Simply click in the table to place your cursor in the cell of the table where you would like the image to appear. See Inserting Media in a Web Page on page 20.
Previewing Content

The Editing Window displays a very different view of the web page than what a user will see once the page is published. For this reason, it is important to preview the page as you make changes, and especially before publishing the page.

- You must save changes in order to see any additions or modifications in the Preview Window.
  - It is highly recommended to use the Save icon often when editing a web page, as there is no “auto save” feature in Novus.

- Select the Preview icon on the toolbar and a browser window will open to display the page as a user would see it.

- Left navigation links will only be visible after a web page is Published. See Publishing on page 28.
Defining Properties of Web Pages

Set web page properties before Publishing.

- To access the properties of a page, select the Properties tab at the top of the Editing Window.

Page Name

The Page Name is the name that will display as the Page Name when your page is Published, in the hierarchy in the Novus Content area, and as the navigation link if you choose to include the page in the site’s left navigation. See Establishing Page Link Location on page 26.

- Change the Page Name at any time by typing in the Name field.

- This area of the Properties page also displays who originally created the page and when it was created.
Publish and Removal Dates

Most Novus users ** Publish** pages once they have reviewed the content and formatting. Some users, however, may require advanced publishing options such as those described below:

- **Unpublish**: Once a web page is published, you will need to select the **Unpublish** button to remove it from the web.

- **Template**: HCC **Templates** determine the general format of any page. Please ask an HCC Webmaster for help if you feel you need to change the template already assigned to your page.

- **Publish at**: This field allows you to schedule a specific date to publish your web page. This is a helpful feature if you create course web pages ahead of time, but only want to allow students to access these once the semester starts.

- **Remove at**: This field allows you to schedule a specific date to make your page unavailable. Again, this is a great tool to be sure pages are not available to students after the close of a semester.
  
  - Select the **Calendar** icon to pull up a calendar to easily set dates in Novus.
  
  - Select the “**Clear Date**” link to clear a date.
Establishing Page Link Location

The bottom portion of the Properties page provides information about where your page is found on the HCC site.

- The address to the page is displayed in the following area of the screen:

```
Link to document
Alternative Links

Show In Left Nav?  ☐ Yes  ☐ No
```

- In order for the Page Name to appear as a link in the left navigation area, the Yes radio button must be selected next to Show In Left Nav. The page will only appear in the left navigation area once your page is Published.

- Once you set the desired page properties, be sure to Save.
Organizing Page Links

The hierarchy of pages determines which pages are parents and which are children. All links under another a page are children of that page. A **Published** parent page will display links to all **Published** child pages in the order which they appear in the hierarchy.

Follow the directions below to sort the order of child pages:

- Right click the **Parent** page name in the hierarchy to display a pop-up menu
- Left click the **Sort** option.
- The **Sort** dialogue window will appear.
- To sort the nodes, simply drag the nodes to where you want them to appear or click one of the column headers.
- You can select multiple nodes by holding the “shift” or “control” key while selecting.
- Click **Save** to save the changes.
Publishing

Publishing a web page is the final step to make it viewable to web users. There are two quick ways to publish a web page:

- Click the Save and Publish icon on the Editor Toolbar.

OR

- Right click on the Page Name in the left hierarchy in the Content area. This pop-up window will appear:

- Left click on Publish.

Novus will display a message screen indicating the page was successfully published.
Adding and Maintaining Media Files

Web pages can be more engaging when they include images and files which help communicate your purpose. Use your Media Library to add images and files such as photos, class syllabuses, office hours, and additional resources.

Maintaining and Accessing the Library

- To access the Media Library, select the Media icon in the Sections area.

- The hierarchy of folders in the Content area of the screen changes from web content pages to media content files.

- Single-click a file to view its properties in the Editing Window.

Adding Media Files

To add a new media file:

- Click the Create button at the top left of the screen. A dialog box will open asking where you want to create the new media file.

OR

- Right-click the folder where you would like to add the file, and select Create.
After choosing to Create a media file in your library, the Create Media dialogue window will appear.

Choose the Media Type in the first drop-down box. There are three choices:

1. **Folder**: Folders can be added to your library to help organize your media files.

2. **Image**: Add images into the Media Library in order to insert these on your web pages. Choose this type when adding photo or graphic files such as .jpg, .tif, or .bmp, etc.

3. **File**: Add files into the Media Library in order to insert these or link to these on your web pages. Choose this type when adding document files such as Word, Excel, PowerPoint, or PDFs.

New folders, images, and files will appear in the Content area on the top left after you refresh the page.

Upload an image or file from your computer by hitting the Browse button and locating the file.

You must click the Save button to successfully add the file to your Media Library.

On the Properties tab at the top of the Editing Window, you can find the date the media was added to the library and you can change the name of the media file.

Click an image or file to view its File and Properties information in the Editing Window.
Removing Files

If you are no longer using a media file in any of your web pages please remove it to free up space and keep your **Media Library** organized.

- In the Media files hierarchy on the left of the screen, right click on the file to delete.

- A pop-up menu will appear with several options.

- To delete, left click on the **Delete** menu option.