Creating and Maintaining UGA Extension-Templated County Office and Subsites Using Adobe Experience Manager (AEM)

Website: http://www.caes.uga.edu/unit/oit/aem/

AEM Support: caesweb@uga.edu

AEM Login: aem.extension.uga.edu:4502

Manual revised: 09-26-17

Resources

AEM County Manual

This manual will be updated periodically as necessary. The most current version can be accessed at: http://www.caes.uga.edu/unit/oit/aem/documents/AEM-county-manual.pdf

CAES OIT Support & Training

If you cannot find the answer you need in the AEM Training Manual, email caesweb@uga.edu with your questions.

CAES Resources

- Office of Communications and Creative Services: http://www.caes.uga.edu/unit/occs/
- Office of Information Technology: http://www.caes.uga.edu/unit/oit/
  - OIT Tech Source Blog: http://blog.caes.uga.edu/tech/
- UGA Extension YouTube channel: https://www.youtube.com/user/ugaExtension
- UGA CAES YouTube channel: https://www.youtube.com/user/UGAAgandEnvironment
- CAES Photostream on Flickr: https://www.flickr.com/photos/ugacommunications/sets/

External Resources

- Adobe Experience Manager Documentation
  https://docs.adobe.com/content/docs/en/aem/6-1.html
- Nielson Normal Group: Writing for the Web articles
  https://www.nngroup.com/topic/writing-web/
- PicMonkey online image editor
  http://www.picmonkey.com/
- Lynda.com
  Login via the EITS CAS Portal:
  https://cas.uga.edu/cas/login?service=https://www.lynda.com/portal/uga

Overview

AEM is an online content management system accessed through a web browser. If you use the Internet Explorer web browser, version 9 or above is necessary. There is no additional software to download or install. The system is fully supported by the College of Agricultural and Environmental Sciences.

Training sessions will equip web authors with the knowledge and tools needed to publish content to the web using UGA Extension templates designed in AEM. Through a review of the AEM interface and a series of hands-on activities, authors will create, modify and delete content using basic authoring activities such as adding text or images, creating links, exploring available components, and creating new pages. Knowledge of HTML is not necessary.

How AEM Works:

- Content managers (authors) work in the author (edit) environment to create, edit and review the content which at some point will be published (activated) to a website and become available to site visitors. Authoring options include:
    - Create and edit pages.
    - Create, edit, upload and manage digital assets.
    - Move, copy or delete content pages (except for homepage).
    - Preview pages before going live.
    - Publish (activate) pages that are ready to go live.
- Publish/Unpublish
    - Displays published pages and associated digital assets.
    - View pages as the public will see them.
    - Note: Unpublish/Deactivate does NOT delete the page from the server but hides it from public view.

For questions or support with Adobe Experience Manager or to request an account, please email caesweb@uga.edu.

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Appendices

Section 1. Accessing your site

> Internet Explorer's compatibility mode for AEM needs to be removed in order to use IE successfully. Review **Appendix 3** for instructions on how to do this. An alternate browser such as Firefox can also be used. You may either install the software yourself or contact your Field Service Representative for help.
>
> **Firefox: https://www.mozilla.org/en-US/firefox/new/**

To Sign in to AEM:

- Copy and paste this URL into your browser address bar: **aem.extension.uga.edu:4502**
- You will be directed to the AEM Sign in screen. Bookmark the page for future use.
- Add your CAESAD ID username and password. *Note: Your CAESAD ID is not the same as MyID, but what you use for logging into Contribute. Email caesweb@uga.edu if you've forgotten your username or password.*
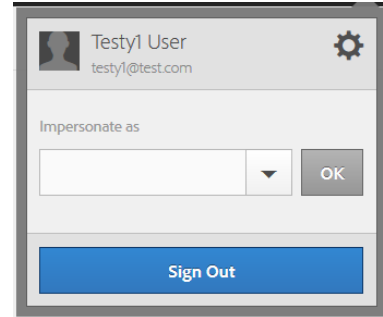- Click **Sign In**.
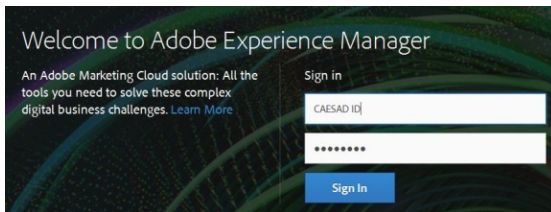
- You will see the AEM main screen. From the Rail on the left, click the **Sites** console.
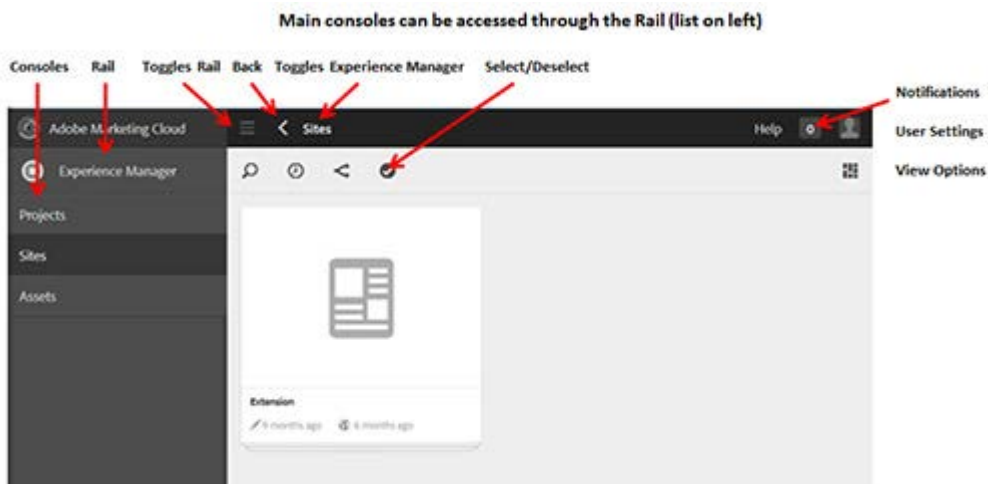
- Click on the **Extension** card then the **County Offices** card.
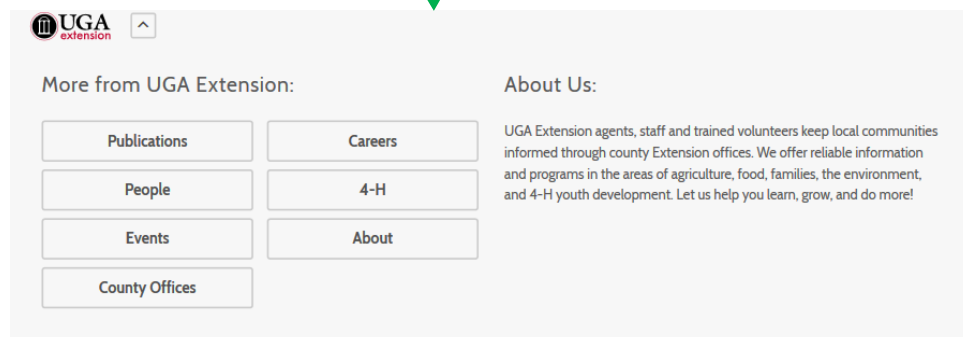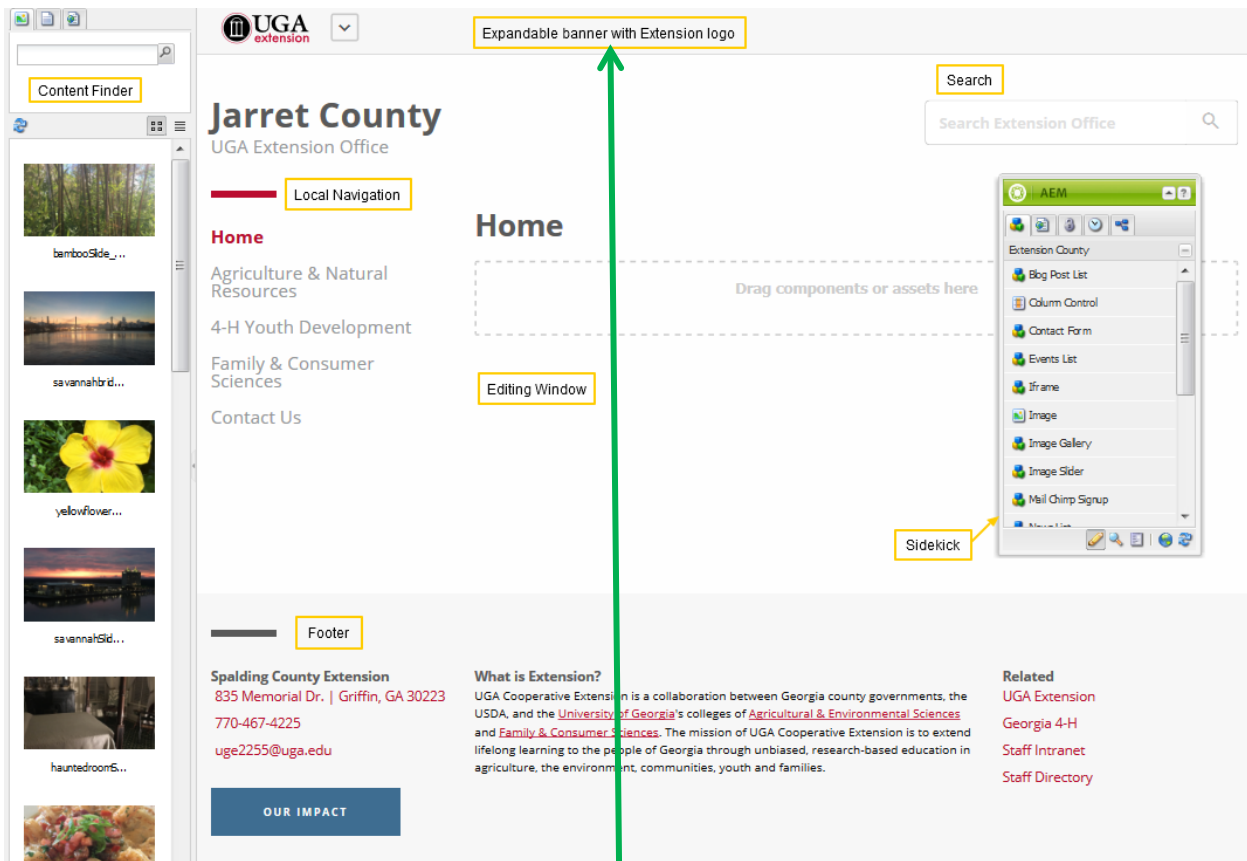- Navigate to a web page within your site.

To Sign out of AEM

- Click the silhouette in the upper right.
- Click **Sign Out.**

Page Layout

UGA Extension Logo and Expandable Banner: non-editable region that contains links to the main UGA Extension website. *The little arrow to the right of the UGA Extension logo opens and closes the 'More from UGA Extension' pre-header which includes several important UGA Extension links.*

Website Title: non-editable region. For county offices, associates the county information to the website. For Extension subsites, title of the website.

Search: a search feature which is set to search the county or subsite first, then provides options to broaden the search to all of Extension.

Local Site Navigation: links to the main pages and program areas available on your site. Local navigation page links are limited to 3 levels deep. If there is a need to nest pages more deeply than 3 levels, those pages will not show up in the local navigation.

Content Area (or editing window): the main editable region for your content.

Footer: non-editable region that contains basic office address and contact information, a description of Extension and related resources links. Only counties with multiple offices can edit.

Sidekick: a "toolbox" containing a list of the Components that can be added to a page and other Page options.

Content Finder: menu showing a list of asset files (images, documents) that have been uploaded. Each county and subsite has an asset folder.

Opening Sites and Assets in browser tabs

To ease the editing process, consider signing into AEM and opening the **Sites** console in one browser tab. Then create a second browser tab and go into AEM to open the **Assets** tab. This will allow toggling between Sites and Asset files.

## Screen View Options: Card, List, or Column

Once you sign in to AEM and navigate to your website, there are 3 different screen view options that can you can explore. Most everything you want to do can be done from any of these views. To toggle between them, click on the icon in the upper right of the screen directly below Help | Notifications | User Settings. Explore the different views to find the one that is most comfortable for you to use.
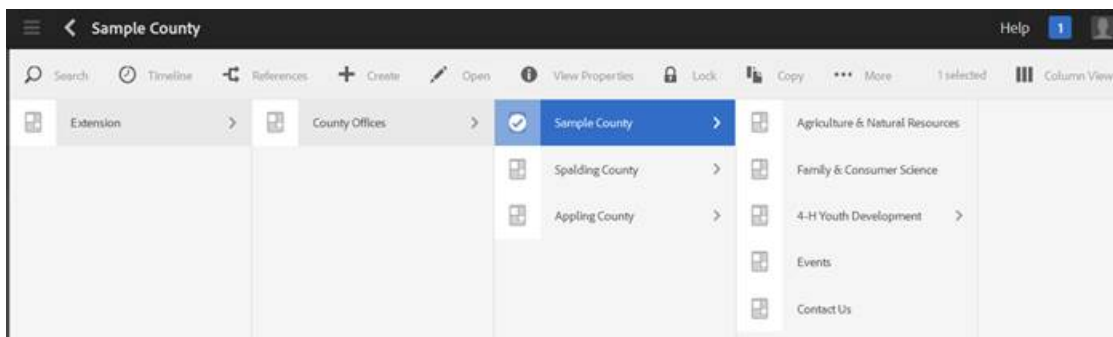
Card View: displays 'cards' for each page. We will use this view for training.
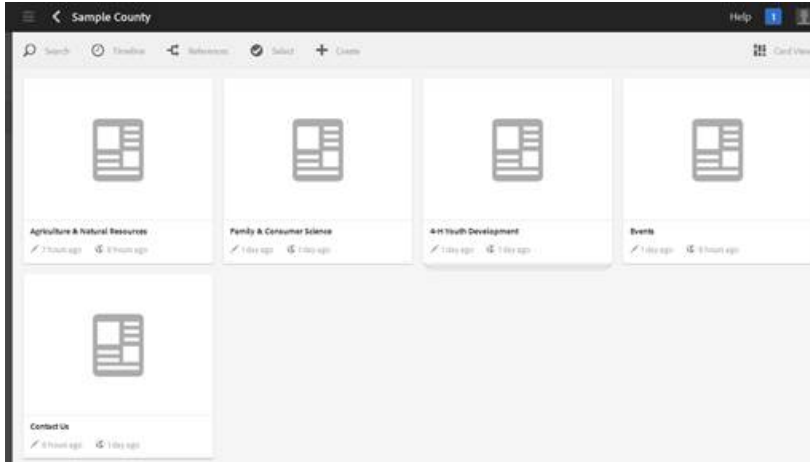
List View: displays web pages in list format.
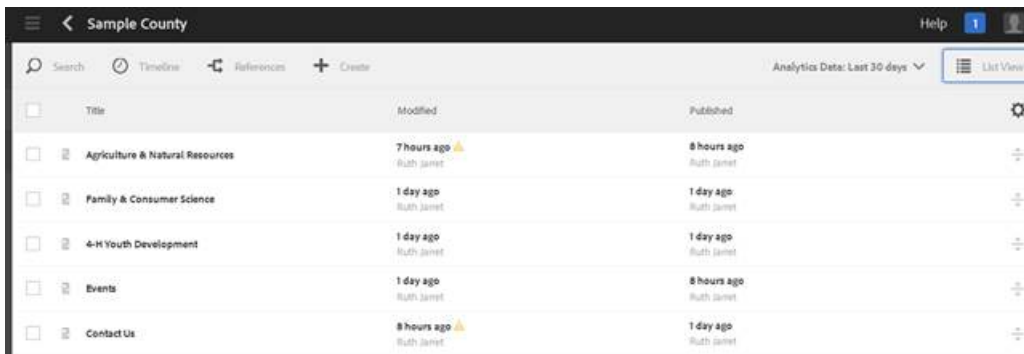
Column View: displays the full file structure of website pages.

Initial launch of your site

When you have edited and published your site and are ready to share it with the public, please email caesweb@uga.edu to ask for a review. Your site will be reviewed by a Web Team member to make sure that it meets our style guidelines and displays content appropriately.

When the review has been completed, our system administrators will update the web address URL of your site to its final URL and your site will be accessible online.

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Section 2. Using the Sidekick

To the right of the Editing Window is the **Sidekick** which contains the **Components** and **Page** Tabs used to add content and manage your pages.

> **To access the Components or the Page tab options, you must be in author (edit) mode and the Sidekick must be fully expanded by dragging the bottom of the box down.**

The **Sidekick** can be expanded or minimized by clicking the little arrow in the upper right of the green AEM bar. You can also move it around by clicking and dragging it.

- **Components:** lists the components available.
- **Page:** lists the page properties and other page editing options.

At the bottom of the **Sidekick** is another set of buttons, left to right: Edit, Preview, Scaffolding, Websites, and Reload.
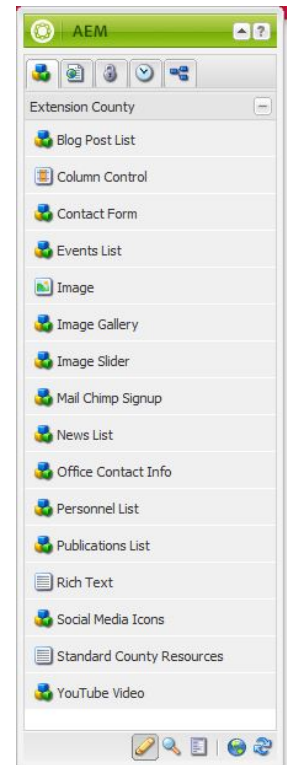
- **Edit** is the default mode and is used to change the page content.
- **Preview** minimizes the **Sidekick** and shows you what the published page will look like when it has been activated.
- Scaffolding will not be used.
- **Websites** shows users their sites in list mode and can be used to navigate.
- **Reload** shows the page with edits in place and returns to Edit mode.

Component Tabs Overview

Components are 'content containers' placed on the page within a *Drag components or assets here* box during the editing process which indicate to AEM what type of content to expect such as text, images, column structures, etc. Each component is designed for a specific purpose. More information is available in each component section linked in the table below.

|	
• Blog Post List	• News List
• Column Control	• Office Contact Info
• Contact Form	• Personnel List
• Events List	• Publications List
• Image	• Rich Text
• Image Gallery	• Social Media Icons
• Image Slider	• Standard County Resources
• MailChimp Signup	• YouTube Video

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Page Tab Overviews

The Page tabs contain some common actions related to page management. For example, there are links to Create Child Page, Move Page, Delete Page, Activate Page, and Deactivate Page. (*Note: Create a new page isn't a Sidekick option but a main top menu option. However, the information on creating a new page is contained in this section of the manual).* Lock Page and Show References will not be used.

Page Properties – use to edit page Title or other properties when necessary.

- **Title:** (Mandatory)
    - o Should be simple and descriptive: Example: Testing Services; Radon Testing
    - o Acronyms and abbreviations should be spelled out.
- Click **Page Properties**
    - • In the Title text field, enter the title. Click **OK**. The title of your page will change both the top of your page and in the local navigation.
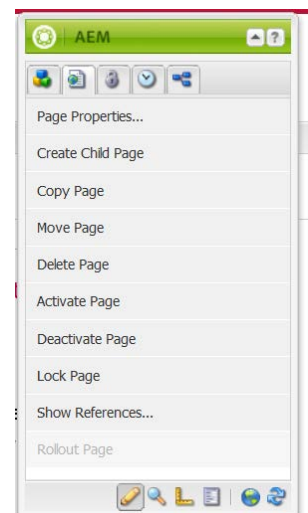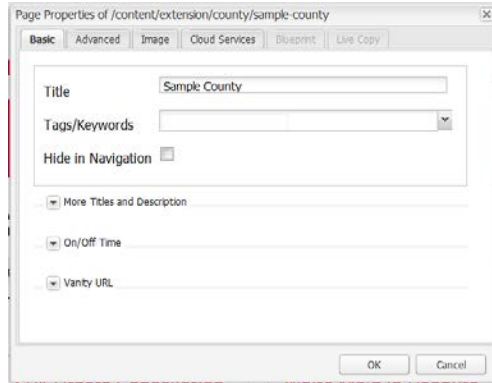
Create a Child Page – use to create a new page below a program area. For instance, you could create Summer Camp below 4-H Youth or Testing Services below ANR.

- Browse to program area page.
- Click **Create Child Page.**
- Add the **Title*** - This page title will show up in a user's browser: *Testing Services.*
- Add the **Name** - This is the filename of the page which shows in the URL of the page. **Note: Use *all lower case letters with a hyphen between words:* testing-services.**
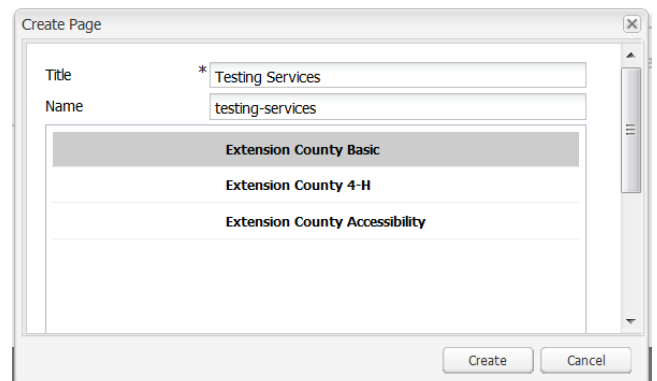
> **Note: Spell out all words and avoid abbreviations and acronyms. Make sure that your page name would be understandable by someone who is not familiar with the content.**
>
> **Why? This will help users find your page in Google searches.**

- **County Offices: There are 2 main templates shown.**
  - **Extension County Basic** uses the standard banner and local nav and should be used for all pages outside of the 4-H Program area.
  - **Extension County 4-H** will change the color of the page title banner and local navigation area from red to green and is is meant for the 4-H program area only. Pages must be consistent in the program area. Use of the 4-H template use is optional.
- **Extension Subsites: One template is used for all child pages.**
  - **Extension Subsite Basic** uses the standard banner and local nav and should be used for all child pages.
- Click **Create**. The new child page will automatically show in the local navigation under the appropriate program area or page.

Delete Page - use to remove pages from the server when they are no longer needed online. Deleting a page is more permanent than Deactivating a page. The county homepage cannot be deleted.

- Navigate to and open the existing page to delete.
- From the Sidekick, Page, Click **Delete Page**. A warning will pop up.
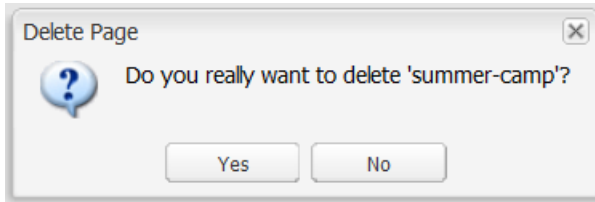

- Click **Yes.**
- The page name will be removed from the local navigation and the page deleted from the server.

Activate Page (Publish) - **Make your page live**! – use when you create or make modifications to your web page. This action makes your page live and shows any edits you have made on your live website.
- Make sure that the page you wish to activate is in the Editing Window.
- Click **Activate Page**.
- If you have added images to your page or linked to documents, AEM will display a box with the assets listed that need to be published. Click **Activate.**
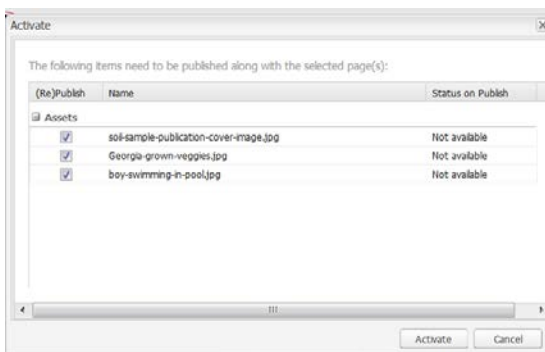
- When the page has successfully activated, a small notice will appear in the upper right corner of your page stating "Page successfully activated".
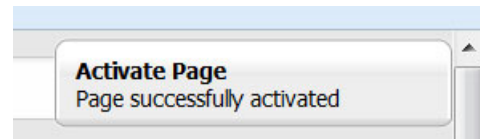
Deactivate Page (Unpublish) - use to remove a page from the publish environment so that it is no longer available to your visitors but is NOT deleted from the server!

- Make sure that the page you wish to activate is in the Editing Window.
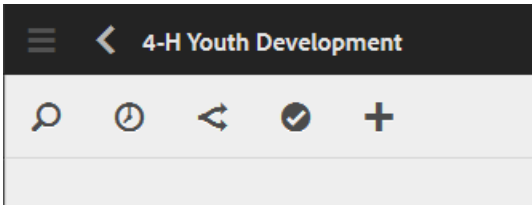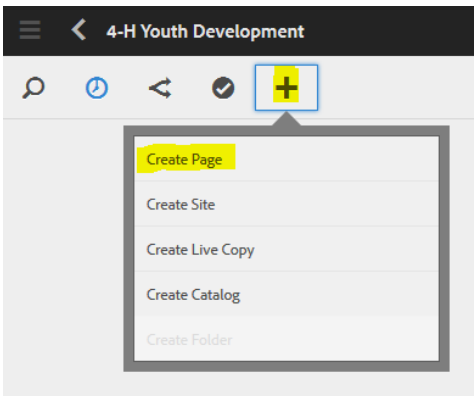- In the Sidekick, click **Deactivate Page**. A warning will display.
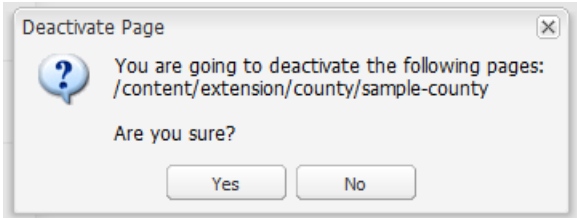
- When the page has successfully deactivated, a small notice will appear on your in the upper right corner of your page stating "Page successfully deactivated".
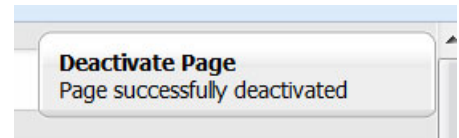
Create a new page

- Browse to the main page under which you want to create a new page

- Click **+ Create, Create Page.**

- Choose the template you need, Basic or 4-H for county offices – Extension Subsite Basic for subsites.
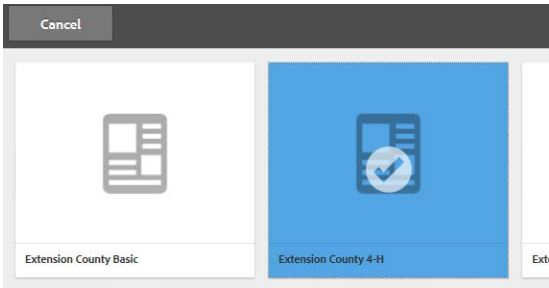
- Click **Next** (upper right on screen).
- Under the Basic tab, add Title* information.
  - Title is the page's title that displays on the page and in a browser tab and should be typed as normal text.
  - **Note that spelling out words and acronyms can help with Google searches.**

- Click **Create** (upper right on screen). From Page created box, choose **Done** or **Open page.**
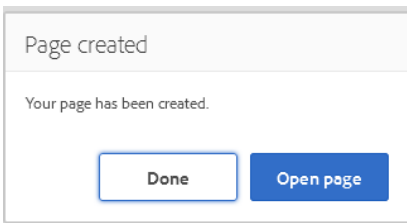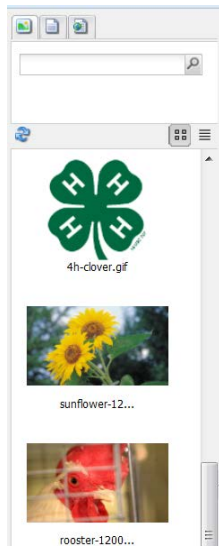

- **Done** displays the new page in card view that can be opened and edited as usual.
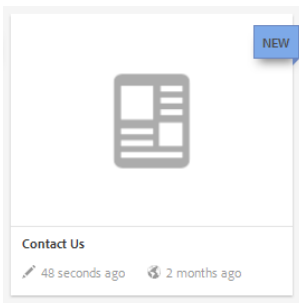
- **Open Page** immediately opens for editing.

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Section 3. Using the Content Finder

The Content Finder is the panel located on the left side of the Editing Window and displays all digital assets available for your site that have been uploaded. The width of the panel can be adjusted by dragging the right edge.

The list may be viewed in *Mosaic View* (left) with image and filename, or *List View* (right) that shows thumbnail image with file name, size and date.

To search the Content Finder, authors must type in the name of a keyword or the name of an image, document or page into the search box then Click the **magnifying glass**.
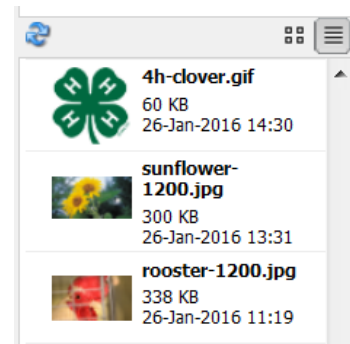
Note: All file names should be simple but descriptive in order to make searching and managing assets easier. Examples include: exploring-marsh-on-tybee.jpg   or cloverclips-03-16.pdf. Refer to Section 4: Working with Assets for more information.

Tabs left to right include:

- **Images**: Lists any images in the Content Finder that can be added to a web page.
- **Documents**: Lists documents in the Content Finder to which links can be added within the Rich Text Component.
- **Pages**: Lists the pages within your site.
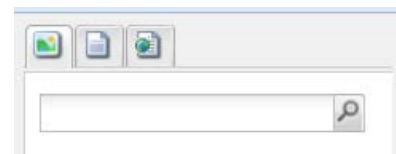
Section 4. Working with Assets

The **Content Finder** is where authors will find their uploaded digital assets to use for publishing on web pages. A digital asset can be an image or a document.

> **All digital assets must use the file name standard and be uploaded to the Content Finder before they can be used on a web page. They must also be activated in order for them to appear on the published page; otherwise they will only appear in the author's editing window.**
>
> **Prior to uploading:**
>
> - **Document files should be converted to .PDF file format.**
> - **Images should be edited for web appropriate file size (between 800- 1200 pixels wide).**
> - **All files should be named or renamed with a standard format like: this-is-my-filename.jpg or   cloverclips-newsletter-03-16.pdf.   Use lower case and a hyphen (-) between words. Files can also be renamed during the upload process.**
> - **See [Appendix 7: Best Practices](#) for more information.**

Assets, including images and PDF files, etc. can be uploaded from your local folder or a shared drive to your county's specific AEM Assets folders. County folder structure has been established as: *Extension | Extension County Offices | Name County | Program Area (ANR, 4H, FACS only)*. Assets folders will be under the three program areas. Folder structure for Extension subsite assets will be provided during training.
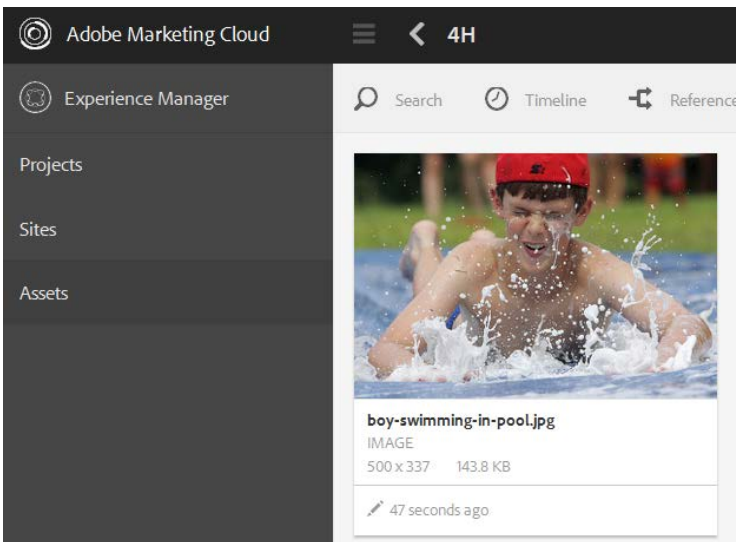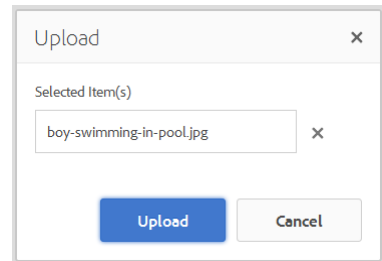
Uploading Images

- In the **Assets** console, navigate to the program folder where you want to add the asset.
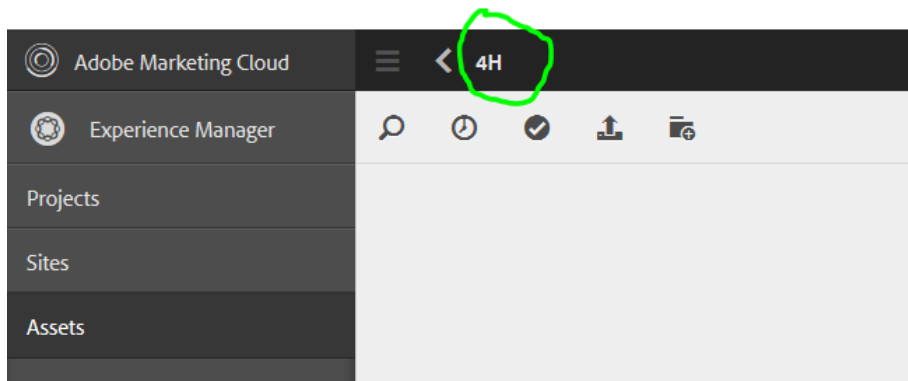
- Click **Upload Assets** from the top menu.
- The File upload box will open.
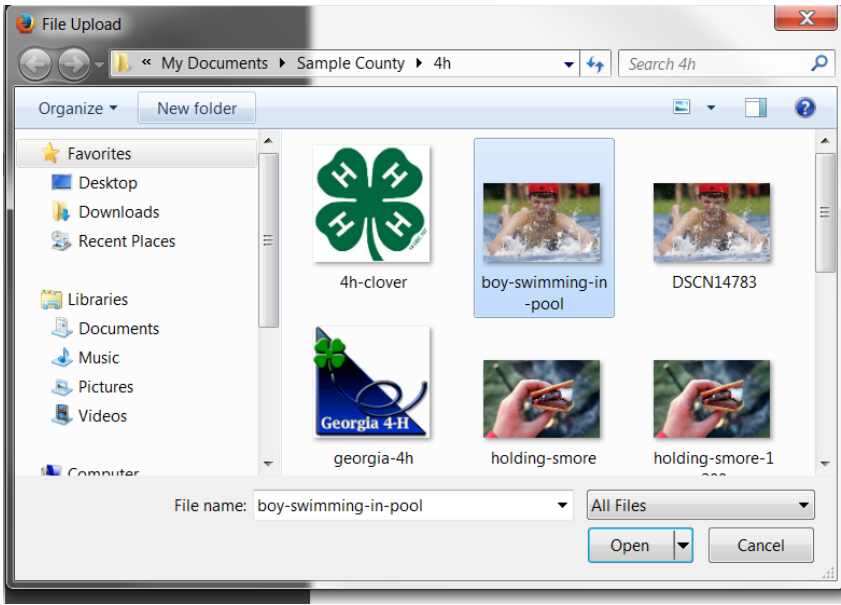
- On your computer, browse to the folder in which you store your images. Highlight the image file/s and click **Open** (lower right). *Note: Multiple images can be uploaded at one time by selecting them prior to clicking Open using the Ctrl+Enter keys.* ***Note the difference between the original file name of*** "**DSCN14783.jpg**" ***and the more descriptive name of*** "**boy-swimming-in-pool.jpg**".

- The Upload box will display. Click **Upload**. *Note: if the image name hasn't been edited to a descriptive format, the filename can be edited here.*

- The image file/s will be uploaded to your folder.

Uploading images - Drag and Drop

- In the **Assets** console, navigate to the program folder where you want to add the asset.
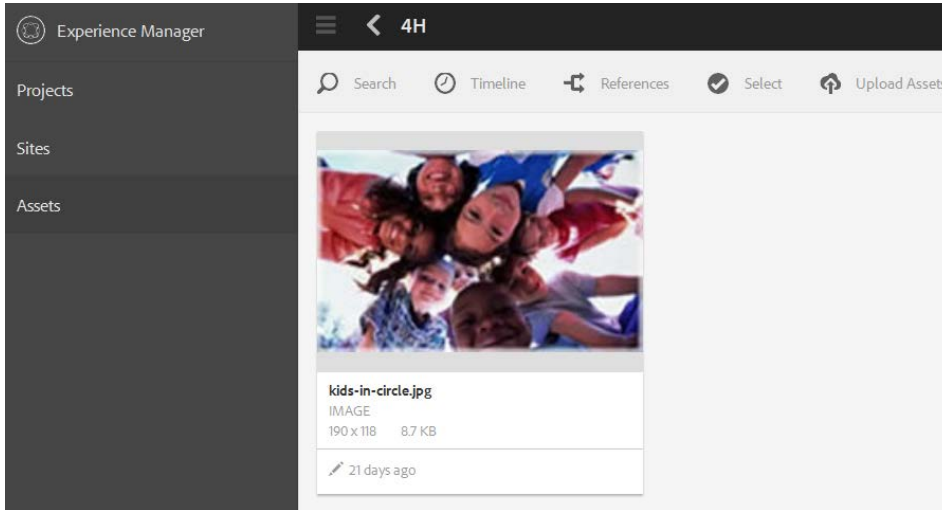

- On your computer, open the folder where you store your images. Click on the image/s you want to upload then drag and drop them into the AEM folder. The upload will process and the new image will show in your folder.
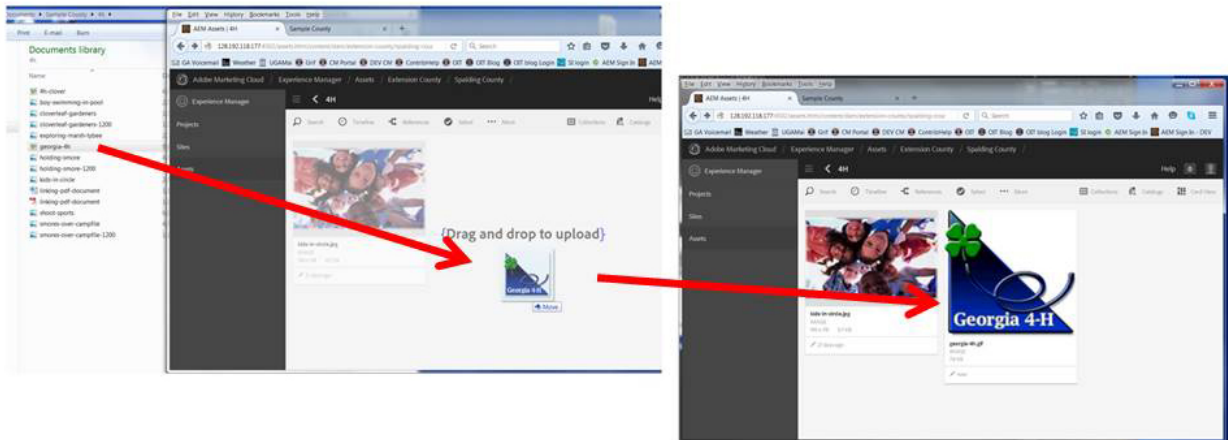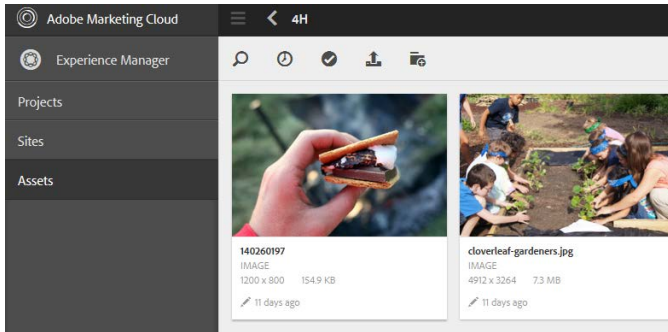

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Deleting Images

Note: if the image is used more than once on your website, an Error box will display. Force Delete will delete remove all referenced images and may result in a 'null' space where the image was previously located.
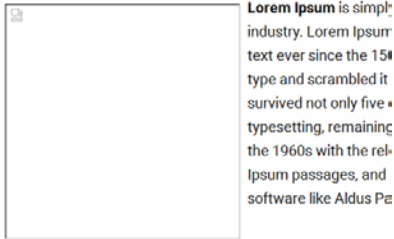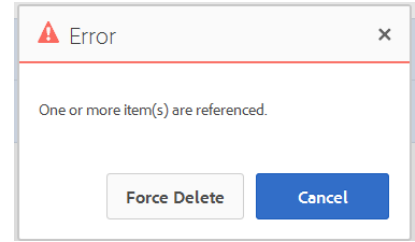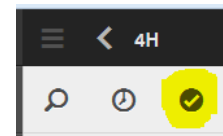

How to delete an image

- From the **Asset** console on main screen, browse to the proper asset folder.
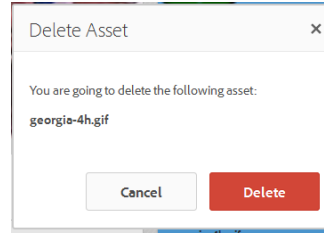

- Click the **Select icon checkmark** from the top menu.
- Click on the image or images to delete. It/they will highlight in blue.
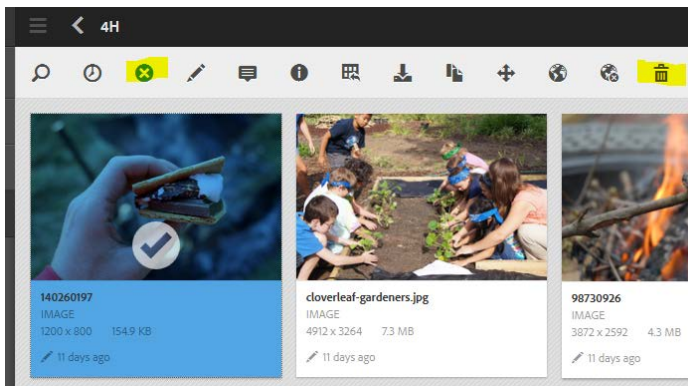
- Click the **Delete icon** (trash barrel in the upper right of the menu bar.)
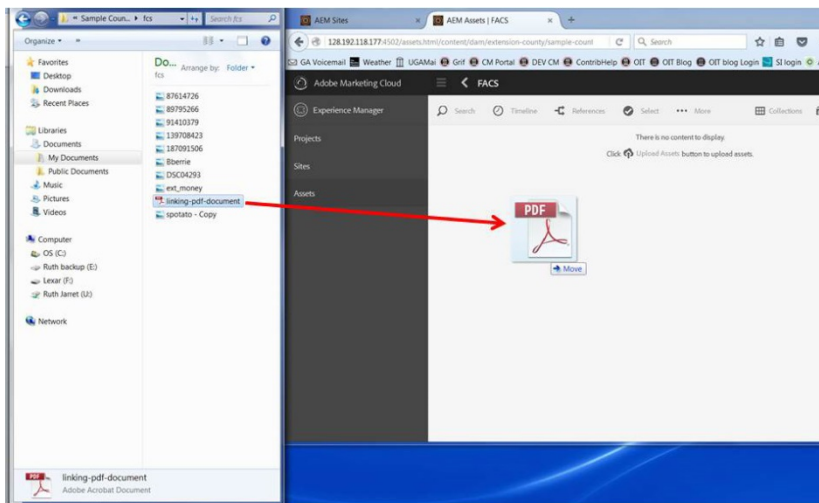
- From the Delete Asset box, click **Delete.**
- Click **Deselect** icon (blue circle with white X in the top menu.)
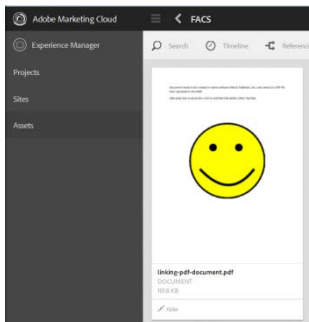
Uploading Documents

- Make sure your document has been converted to PDF format and assigned a standard file name.
- From the **Assets** console, navigate to the proper program assets folder.
- From your computer, find the file and drag it into the asset folder.
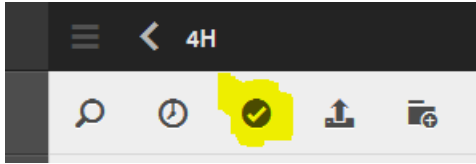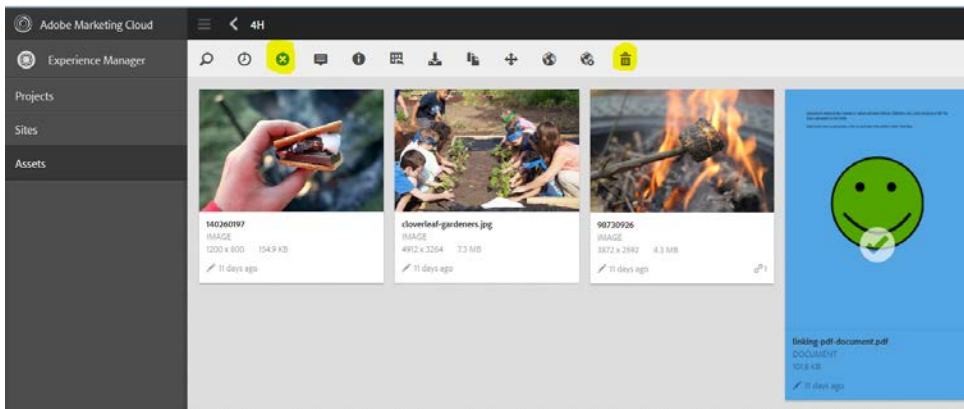

The file will display in the folder.

- Click **Deselect**.
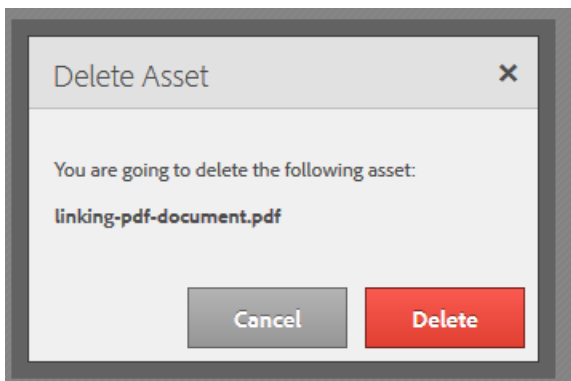
Deleting Documents

- Navigate to the folder with the file to delete.
- Click the **Select checkmark** from the top menu (it will turn to Deselect).

- Click the **file**. It will highlight in blue with a checkmark on it.

- Click the **Delete icon** (trash barrel on right in top menu).
- The Delete Asset box opens. Click **Delete**.

- Click **Deselect** from the top menu (circle with X on left top menu)

Section 5: Adding Components

Components allow the user to add content and formatting options to their web pages. Components are *content containers* placed on the page within a *Drag components or assets here* box during the editing process which indicate to AEM what type of content to expect such as text, image, column structures, etc. Each component is designed for a specific purpose.

> **Before adding any components to a webpage, navigate to the page and click Open. Make sure the Sidekick is displayed. All components are dragged into the *Drag components or assets here* box.**

Blog Post List

A blog post list displays a list of blog posts from a related Extension blog. It's meant for use by counties with WordPress blogs hosted by the CAES Office of Information Technology. How do you know if you have a blog hosted by OIT? It will contain *blog.extension.uga.edu* in the URL. Further instructions and additional resources are included from the Instructions tab within the component.
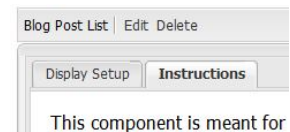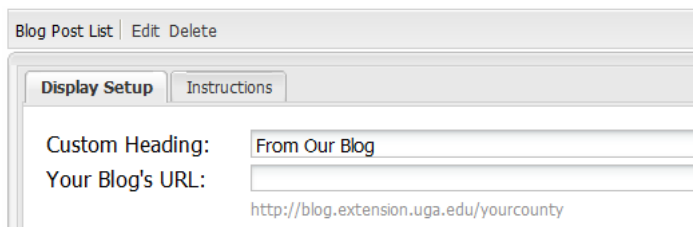
How to use:

- Drag the **Blog Post List** component into the *Drag components or assets here* box. The Blog Post List box opens.

- Click **Edit.** The Display Setup/Instructions box opens.

- Click **Instructions** for more information or resources.

Blog Post List | Edit Delete

Display Setup | **Instructions**

This component is meant for use by counties with WordPress blogs hosted by the CAES Office of Information Technology.

If you have such a blog, enter its URL and your display preferences in the "Display Setup" tab. If you don't have a blog but would like one, contact OIT to get started. Below is more information about the WordPress hosting service.

Blogging Services

Here are some examples of WordPress sites hosted by CAES OIT:

blog.extension.uga.edu
blog.caes.uga.edu

- Click **Display Setup** and fill out options as necessary.

Blog Post List | Edit Delete

Instructions | **Display Setup**

Custom Heading: From Our Blog
Your Blog's URL:
                       http://blog.extension.uga.edu/yourcounty
Format:
Number of blog posts to show:
                       Defaults to 3. Will only show up to 10 articles.
Optional fields:
                       ☑ Image
                       ☑ Description

Display a link to "show more posts from the blog"?   ☑

OK   Cancel

- o *Custom Heading:* Add your blog's name.
- o *Your Blog's URL*: Add the URL for your blog. *Note: UGA Extension blogs will always have URLs formatted as http://blog.extension.uga.edu/blog-name*
- o *Format:* Choose **Tiled List** or **Plain List** to control how your blog posts appear on your page.

   Tiled List

From Our Blog

GA Tobacco May Be In Danger of Damage from Hurricane IRMA
POSTED BY DSCURRY ON SEP 1, 2017
From: J. Michael Moore, Professor & Extension Agronomist – Tobacco Today around the tobacco receiving station there were several farmers who were hearing weather reports out of Jacksonville, FL of a massive Hurricane Irma coming off the coast of Africa. Tonight I saw the YouTube linked below indicating possible build-up...

2017 Southeast Georgia Pecan Field Day
POSTED BY DSCURRY ON AUG 30, 2017
The 2017 Southeast Georgia Pecan Field Day was held August 23, 2017. Over 250 people attended making this year's field day the largest since it began. This has turned
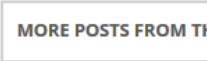
Whiteflies in Cotton
POSTED BY DSCURRY ON AUG 10, 2017
Silver leaf whiteflies (SLWF) are steadily increasing in cotton fields in our area. Having SLWF isn't a new problem, but it is one that we don't deal with every year in our area. Adult whiteflies were observed in some cotton fields as early as June in Southwest GA. Dr. Phil Roberts said then...

Disease Update June 5, 2017
POSTED BY DSCURRY ON JUN 6, 2017
Southern rust has finally been identified in Georgia in Seminole county. This is likely some of the earliest southern rust to affect our state. Weather condition for the past few days and over the next few days is predicted to have a significant chance of rain and humid conditions. These...

Plain List

From Our Blog

GA Tobacco May Be In Danger of Damage from Hurricane IRMA
POSTED BY DSCURRY ON SEP 1, 2017
From: J. Michael Moore, Professor & Extension Agronomist – Tobacco Today around the tobacco receiving station there were several farmers who were hearing weather reports out of Jacksonville, FL of a massive Hurricane Irma coming off the coast of Africa. Tonight I saw the YouTube linked below indicating possible build-up...

2017 Southeast Georgia Pecan Field Day
POSTED BY DSCURRY ON AUG 30, 2017
The 2017 Southeast Georgia Pecan Field Day was held August 23, 2017. Over 250 people attended making this year's field day the largest since it began. This has turned into one of the highest attended field days in Southeast Georgia and one of the largest Pecan Field days in the nation. This year more equipment was on...

Whiteflies in Cotton
POSTED BY DSCURRY ON AUG 10, 2017
Silver leaf whiteflies (SLWF) are steadily increasing in cotton fields in our area. Having SLWF isn't a new problem, but it is one that we don't deal with every year in our area. Adult whiteflies were observed in some cotton fields as early as June in Southwest GA. Dr. Phil Roberts said then...

Disease Update June 5, 2017
POSTED BY DSCURRY ON JUN 6, 2017
Southern rust has finally been identified in Georgia in Seminole county. This is likely some of the earliest southern rust to affect our state. Weather condition for the past few days and over the next few days is predicted to have a significant chance of rain and humid conditions. These...

- o *Number of blog posts to display*: defaults to 3. Will only display up to 10 articles.
- o *Optional fields*:
  - ▪ Image: displays the featured image from the blog if one is available.
  - ▪ Description: displays the excerpt paragraph of the blog.
- o *Display a link to "show more posts from the blog?"* adds a button which when clicked shows several more posts from the selected blog.

MORE POSTS FROM THE BLOG   ›

- o Click **OK.**
- To remove a Blog Post List from your page, click **Delete**.
- For more information on blogging, visit the WordPress DIY Guide.

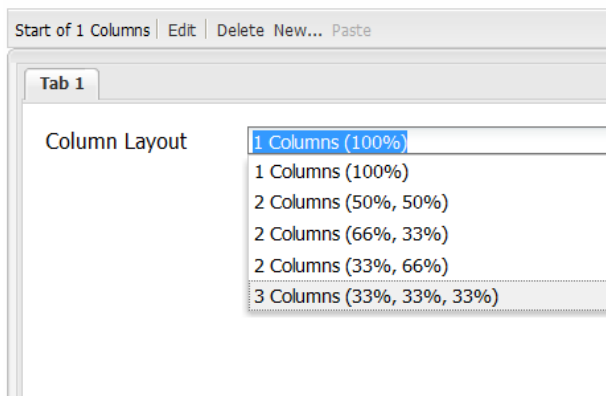Table of Contents

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Column Control

Column Control is an optional component that can help customize the look and feel of a web page. Other components can be embedded with the Column Control. Examples include adding a 2-column component at 50%/50% with completely separate topic content in each column like an Events List in one and a News List in the other. *Note: Some components may work better than others in a small area so explore their use.* Up to 3 columns can be added with differing widths.

How to use:

- Drag the **Column Control** component into the *Drag components or assets here* box.
- The Column Control box opens. Click **Edit**.

Start of 1 Columns | Edit | Delete New... Paste

Drag components or assets here

End of Columns

Drag components or assets here

- The Column Layout box opens displaying various choices. Choose the Column Layout you need. The box will fill the width of the Editing Window regardless of the number of columns.

Start of 1 Columns | Edit | Delete New... Paste

| Tab 1 |

Column Layout

1 Columns (100%)
1 Columns (100%)
2 Columns (50%, 50%)
2 Columns (66%, 33%)
2 Columns (33%, 66%)
3 Columns (33%, 33%, 33%)

- Click **OK**
- This box shows the 2 columns option where additional components can be added.

Start of 2 Columns | Edit | Delete New... Paste

Drag components or assets here   Drag components or assets here

End of Columns

Drag components or assets here

- Example for adding an Events List in the left column and a News List in the right.

- Example of Blog Post List and YouTube video

- Nested components are editable. Images can be cropped and/or rotated. They can be *cleared* (deleted from the component) and replaced with another image.
- Text Format is also editable.
- To delete a Column Control box, click **Delete** on the main Column Control box. *Note: All components nested within the Column Control box will remain on the page unless you individually delete each component.*
- To add a component ABOVE the Column Control box, click **New…** and select the component you want to add.

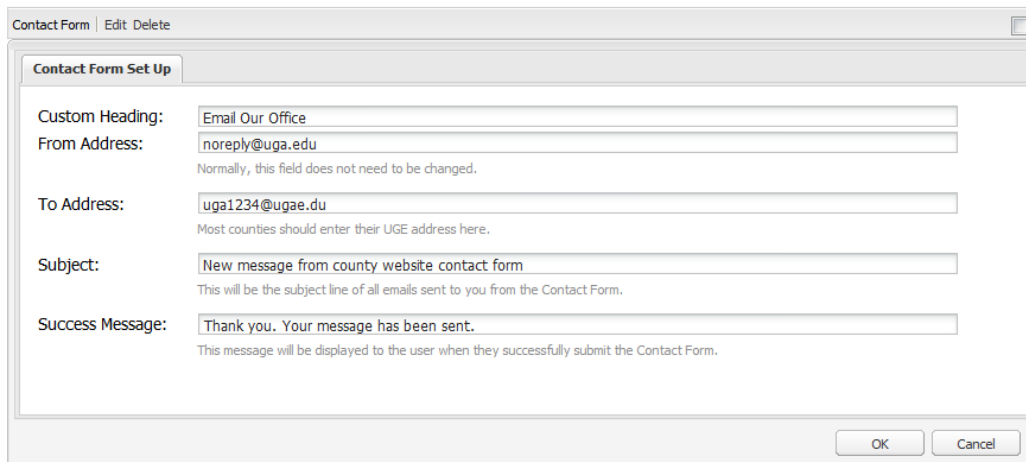Table of Contents

Contact Form

The Contact Form allows website visitors to email your county office or appropriate contact person through an online form.

How to use:

- Drag the **Contact Form** component into the *Drag components or assets here* box.
- The Contact Form box opens. Click **Edit.**

- The Contact Form Set Up box opens.

- **Options**
  - *Custom Heading:* Change is optional.
  - *From Address:* Doesn't need to be changed.
  - *To Address:* Enter ugexxxx@uga.edu address or address of person to receive emails. **This is a mandatory field and will be highlighted in red until an email is entered!**
  - *Subject:* Standard subject line. Change is optional.
  - *Success Message:* Received by the sender. Change is optional.
- Click **OK.**
- The Contact Form opens up. Visitors will see a similar form they can fill in and **Submit**.

- **Refresh** changes the security code.
- **Submit** sends the form and the visitor will see this message online.

- **Reset this form** opens the form again.
- To delete the Contact From component, click **Delete.**

Events List

The Events List displays events happening in and around your county, Georgia or the nation. Content is pulled content from the main Extension Calendar. It's meant to be used on the Home page to cover all program areas, but can also be added to individual pages and filtered to cover only those program events.

> **Note: Content for this component is only as accurate as the information found on the main Extension Calendar, so it's very important to keep your events up to date!**
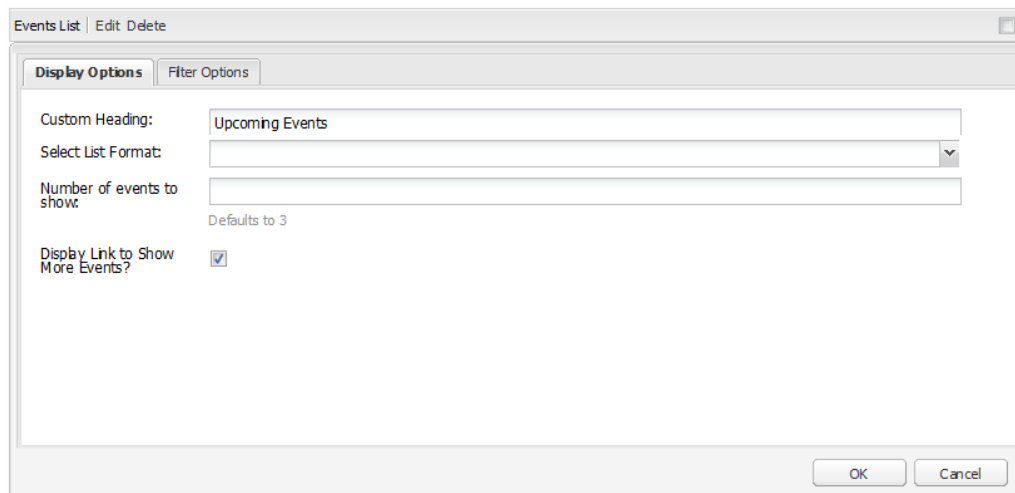>
> Add an event to the Extension Calendar.

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How to use:

- Drag the **Events List** component into the *Drag components or assets here* box.
- The Events List box opens with Upcoming Events listed (Plain List view shown).
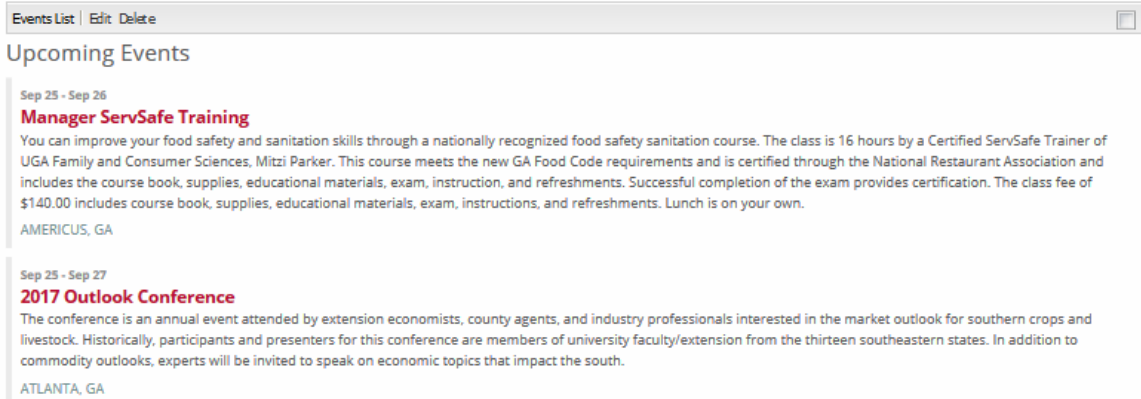
- Click **Edit** to view Display Options or Filter Options.
- **Display Options**

- o *Custom Heading*: Type your heading *Upcoming Events*, *What's Happening*, etc.
- o *Select List Format*: Tiled List (shown on next page) or Plain List (shown above).
- o *Number of events to show*: Defaults to 3.
- o *Display Link to Show More Events?* Adds a *See More Events* box at bottom that links to UGA Extension calendar.

Tiled List of Events

Events List | Edit Delete

Upcoming Events

Sep 25 - Sep 27
2017 Outlook Conference
ATLANTA, GA - (26.0 MILES)

The conference is an annual event attended by extension economists, county agents, and industry professionals interested in the market outlook for southern crops and livestock. Historically, participants and presenters for this conference are members of university faculty/extension from the thirteen southeastern states. In addition to commodity outlooks, experts will be invited to speak on economic topics that impact the south.

Sep 28 - Sep 29
Step Up and Lead @ UGA Griffin Campus
GRIFFIN, GA

Step Up and Lead is a youth leadership conference designed and facilitated by youth development professionals for 4th-8th grade students, featuring exciting, interactive workshops that promote leadership, public speaking, teamwork, and collaboration! Schools are encouraged to register and bring student government members, club officers, or other emerging youth leaders.
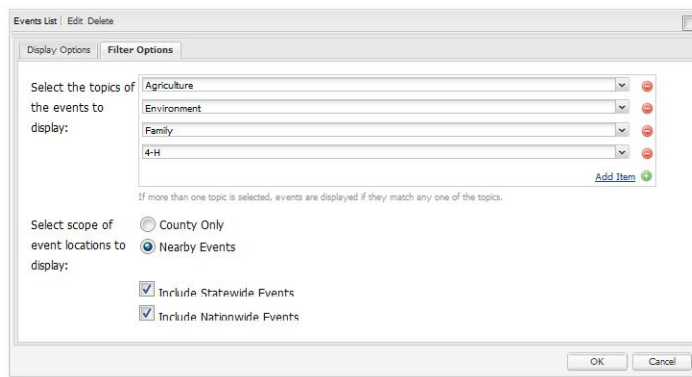
Sep 26
Firewise On The Farm
MONROE, GA - (52.0 MILES)

FIREWISE is a common sense approach to protecting your farm and home from fire. The Walton County Soil & Water Conservation District along with UGA Extension/Walton County and many other partners will be hosting a free public education event for farmers, landowners, and homeowners. Demonstrations, lectures, and exhibits featuring ways to

Sep 28
Miniature Gardening
JONESBORO, GA - (16.0 MILES)

Enter a new world of garden whimsy. You'll learn how to garden on a very small scale all year long on your deck or patio. Find out about mini-trees and tiny plants, containers, accessories and hardscapes. Warning; You may get hooked! Class taught by Suzanne Norman, Clayton County Master Gardener Extension Volunteer

- **Filter Options**

Events List | Edit Delete

Display Options | Filter Options

Select the topics of the events to display:
Agriculture
Environment
Family
4-H
Add Item

If more than one topic is selected, events are displayed if they match any one of the topics.

Select scope of event locations to display:
○ County Only
● Nearby Events

☑ Include Statewide Events
☑ Include Nationwide Events

OK   Cancel

- o *Select the topics of the events to display*: Click drop down list to choose topics. Multiple topics can be added by clicking **Add Item**. To delete topics, click the little red circle on the right of the topic.
- o *Select scope of event locations to display (County Offices ONLY)*:
  - ▪ *County Only* is strictly events in your county.
  - ▪ *Nearby Events* will include relevant events from neighboring counties.
  - ▪ *Include Statewide Events* (optional).
  - ▪ *Include Nationwide Events* (optional).
- o *Select the trainings of the events to display (Subsites ONLY):* Click drop down list to choose trainings.
- Click **OK.**
- The Event List will display on your page in the tile or plain list option chosen.
- To delete the Event List component, click **Delete**.

Image

The Image component lets you add an image to the web page. Images must first be resized, renamed, and uploaded to the Content Finder in order to use them in an Image component.

> **RESIZE - All images should be resized before they are uploaded to the Content Finder. Large images cause web pages to load slowly. Maximum width is 1200 pixels wide.**

> **RENAME - All images must be given readable file names before or during the upload process. Avoid image names like "DSC23433.jpg" and "4h-mtg.jpg". They will be difficult or impossible to find later.**

How to use:

- Drag the **Image** component into the *Drag components or assets here* box.
- The Image box opens.

- Click **Edit**. While the Image tab is open, select an image from the Content Finder and drag it into the box. Minor edit options include Crop, Rotate or Clear (delete).
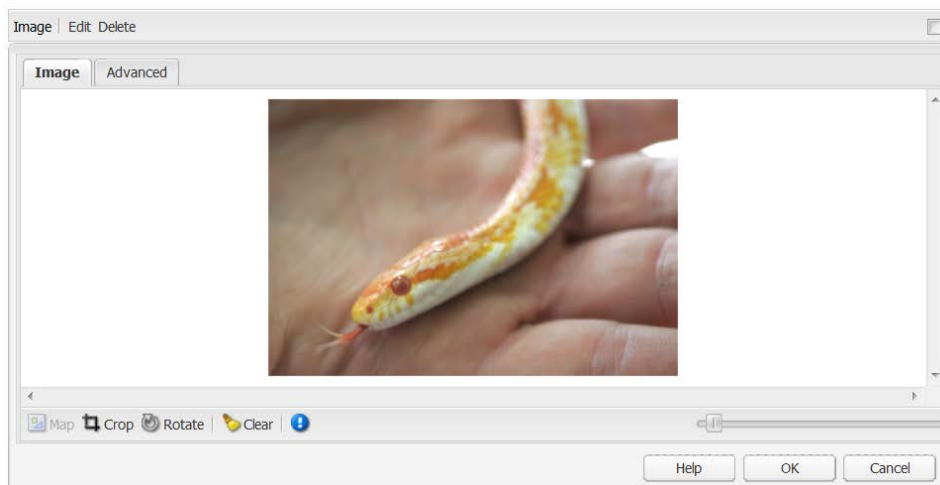
- Click the **Advanced** tab.
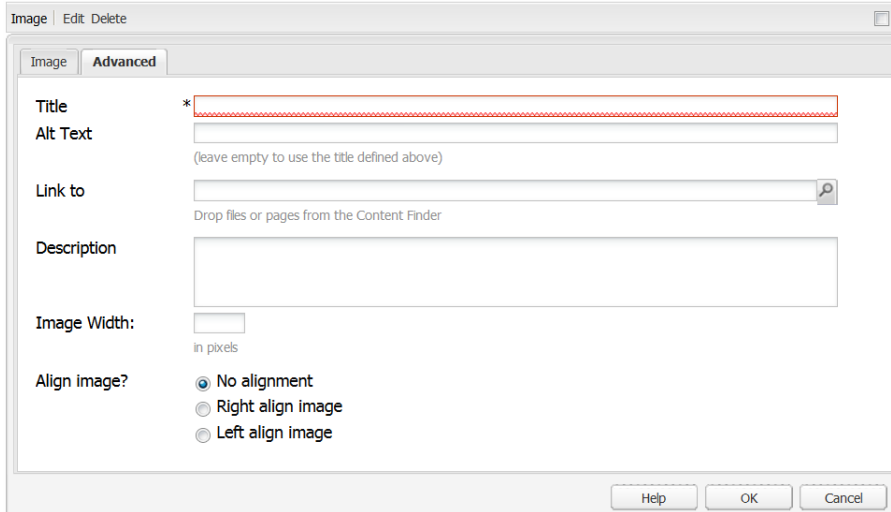
- o *Title*, highlighted in red above, is a mandatory field. Add a brief description of the image like:

- o *Alt text:* is an optional field.
- o *Link to:* is an optional field used to add the URL of a link to associate with the file.
- o *Description*: is an optional field to add additional information about the image
- o *Image Width*: is an optional field can be used to resize the image within the component.
- o *Align image?* is an optional field for No alignment, Right align image or Left align image.
- o When finished, click **OK.**

Editing images

Minor edits like cropping and rotating can be made within Assets. More in-depth editing should be done before the image is uploaded. There are several free image editing websites available. CAES neither supports nor endorses the programs below. They are listed simply as possible tools to use to edit images.

- PicMonkey (free online service for basic editing – see Appendix 1 for more information)
- GIMP (free and open source image editor, requires software download)
- PhotoFiltre (requires software download)

How to edit an image within Assets

- Click **Assets** from the Rail.
- Navigate to the image. Click the **pencil** (first gray circle on left across bottom of image).
- The image will open in a new window with editing icons across the top menu that show Crop; Rotate Left, Rotate Right, Flip Vertically, Flip Horizontally (Launch Map is not used), Undo, Redo, Close or Finish.
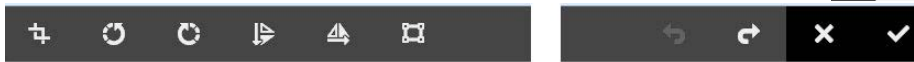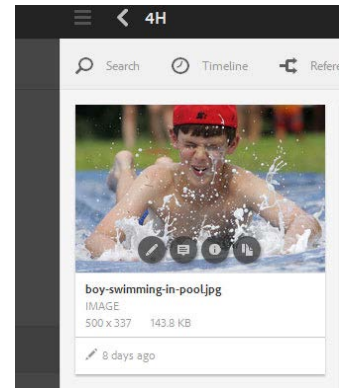
Crop Options

- *Remove Crop*: returns the image to its original state
- *Free Hand:* Adds a box with an adjustable gray border on the image that can be resized. Click the **white check mark** in the upper right of your screen to Confirm the crop.
- *Ratio* crops (2:3; 3:5; 16:9; and Square) will crop the image at those settings show below:
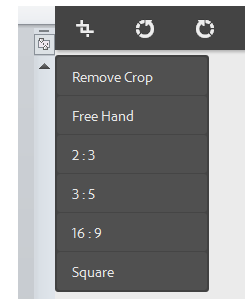
Other Options

- *Rotate Left* is a counterclockwise shift to the image.
- *Rotate Right* is a clockwise shift to the image.
- *Flip Vertically* flips the image top and bottom.
- *Flip Horizontally* flips the image right to left.
- Click **check mark** (upper right of top menu) to accept edits.

Image Gallery

The Image Gallery allows multiple thumbnail images to be displayed on a web page in a 1 to 3 tiled layout. When the images are clicked on, they will open and display the full sized image. **Images cannot be reordered in the gallery.**

RENAME AND RESIZE IMAGES: All images need to be edited, resized, assigned a proper file name (i.e.: this-is-my-file-name.jpg), and uploaded prior to adding to a page. Suggested maximum images size should be 800-1200 pixels wide.

How to use:

- Drag the **Image Gallery** component into the *Drag components or assets here* box.
- The Image Gallery box will appear.
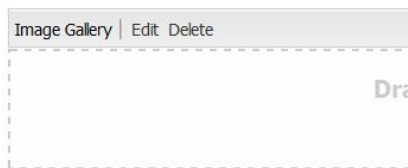
- Click **Edit.**
- The Images/Options box appears.
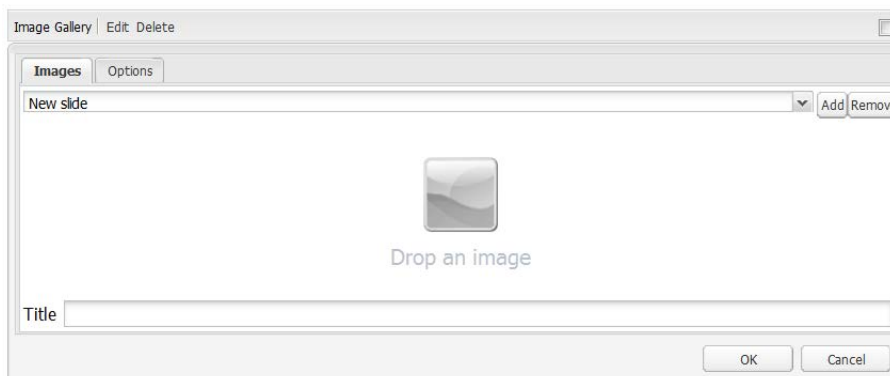
- Drag one image from the Content Finder Images option to the Slides box.
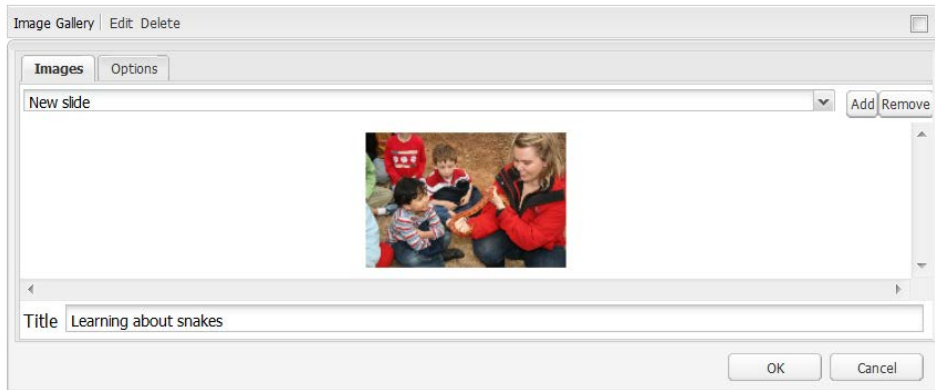
- Add a **Title** for your image.
- Click **Add** (upper right of box) to continue adding images and titles.
- Click the **Options tab** to *Import Directory*: this option allows the selection of all images under a specific folder in Assets.
- Click **OK** when done adding images.
- *Note: Unless images are all sized somewhat alike, they may not appear as evenly spaced.*

- To delete an image from the gallery, **Edit** the component.
- From the Images tab, click the dropdown box and choose the image.

- When the image displays in the box, click **Remove**.
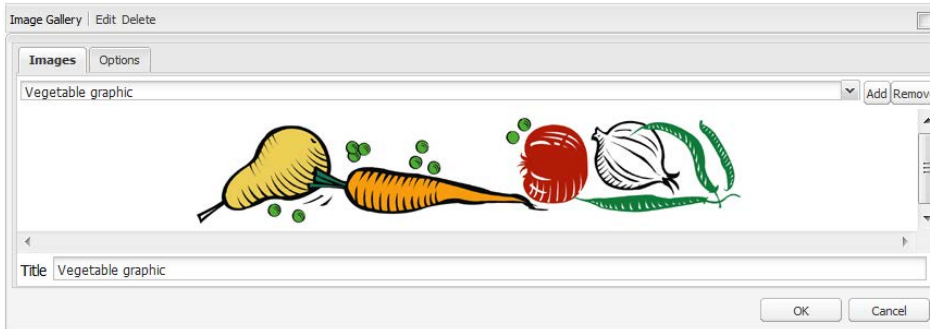
- Click OK and the gallery will automatically redisplay.

Image Slider

The Image Slider allows up to **6 images** to be added. The component will automatically rotate through the images. Images can link to other websites and require captions with proper text.

Note: This is NOT an image gallery. The Image Slider should be used on your homepage or other top - level pages as a banner to highlight events or programs.

> **All images need to be edited, cropped to a 16:9 ratio**, **assigned a standard file name format (i.e.: this-is-my-file-name.jpg), and uploaded to the Content Finder prior to adding to a page. For this component to work, images must be exactly the same size. For more information on resetting the slider image ratio, review the instructions in Appendix 2.**

How to use:

- Drag the **Image Slider** Component into the *Drag components or assets here* box.

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- The Image Slider box opens. Click **Edit** to review Instructions.
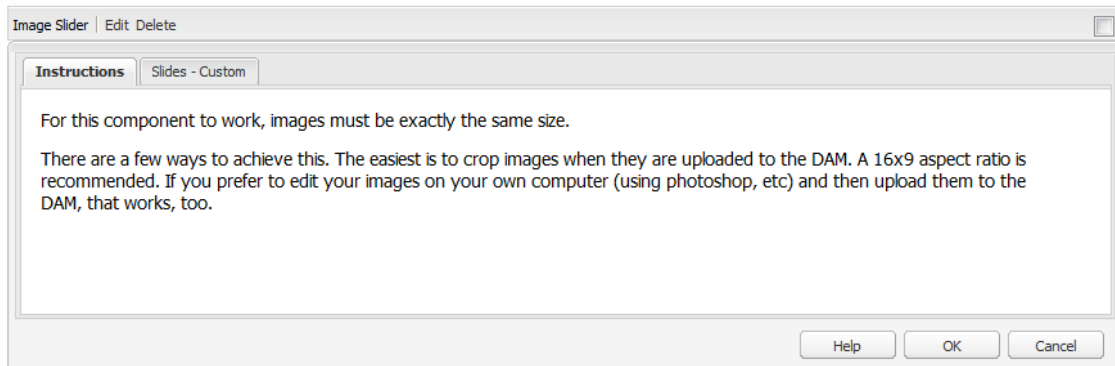
- Click **Slides – Custom.**
- Drag an appropriately sized image from the Content Finder into the 'Drop an image' area.

- Add a **Title** for your image. This text will show as the caption on the image.
- Add a **URL** if required for linking.
- Click **Add** next to the drop-down menu to add another image. Repeat up to 6 images.
- Click **OK** when done.
- To remove an image from the slider, **Edit** the component, select the image in the dropdown list and **Remove**. Click **OK**.

- The slider will open on your page. It rotates automatically.

- To delete the entire Image Slider, click **Delete**.

MailChimp Signup

MailChimp Signup allows counties and Extension subsite owners that use MailChimp to manage their newsletters and mailing lists to embed a signup form on their website.

How to use:

- Drag the **MailChimp Signup** component into the *Drag components or assets here* box.
- The MailChimp Signup box opens.

- Click **Edit** for Instructions. Follow the instructions.
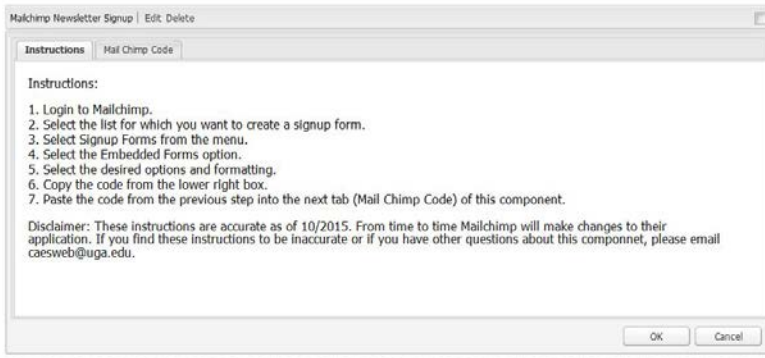
- When steps 1-6 have been completed, click **OK,** open the MailChimp Code tab and paste the code into the box to complete step 7. Click **OK**.
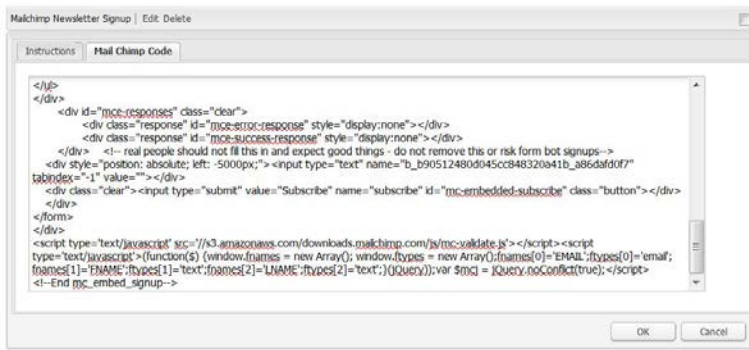
- MailChimp will add the form to your web page for visitors to fill out to Subscribe.

- To remove the MailChimp Newsletter signup form from your website, click **Delete**.
- For more information on using MailChimp, visit the following resources:
  - MailChimp support resources
  - OIT Email Newsletters DIY Guide

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News List

The News List adds UGA Extension related articles published in the Media Newswire database to your web page. The component can be added on your homepage to cover all program areas, or added to specific program pages and filtered to find articles specific to that program area.

How to use:

- Drag the **News List** component into the *Drag components or assets here* box.
- The News List box opens with default articles dynamically listed in a Plain List format.
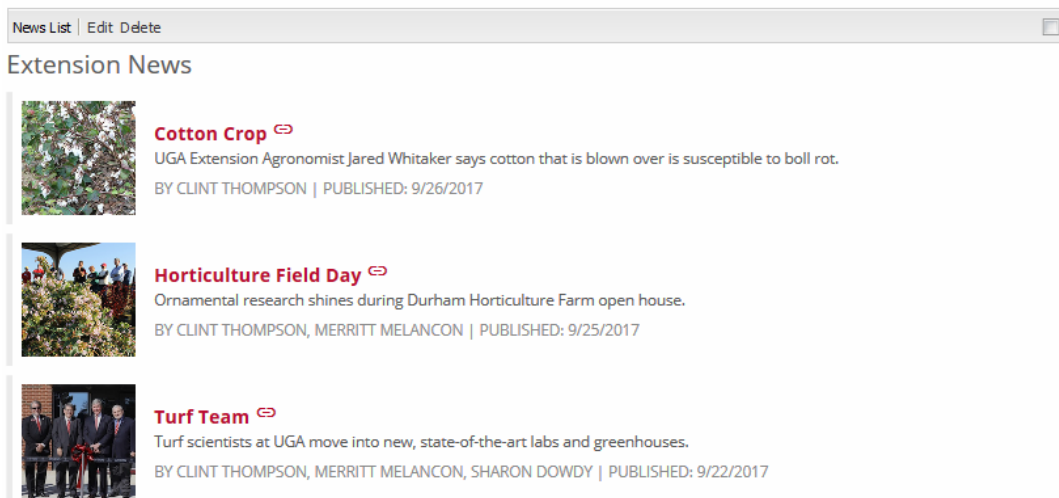
- Click **Edit**. The Display Options box opens.
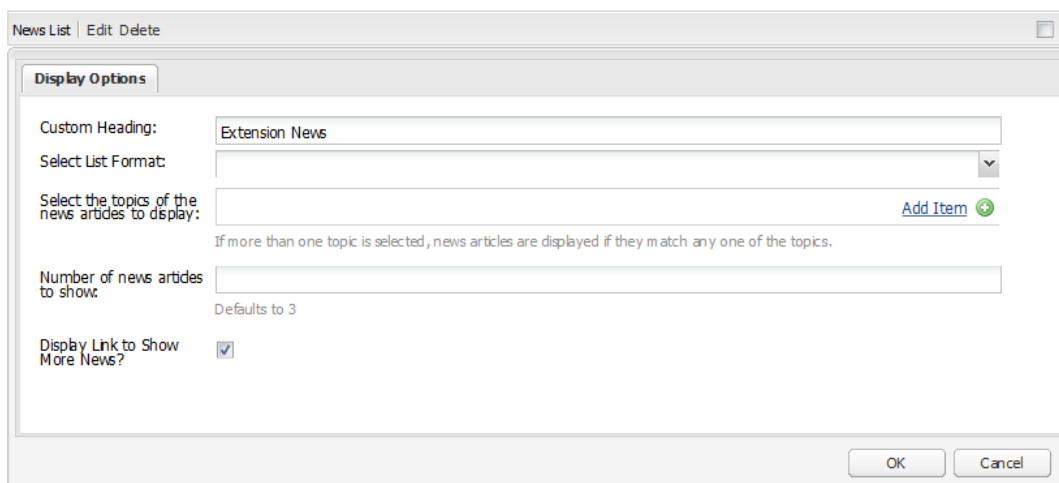
- o *Custom Heading*: Add heading for your news list.

- o *Select List Format*: Choose Tiled List (below) or Plain List (shown on previous page).

- o *Select the topics of the new articles to display*: Optional, choose from dropdown list. Additional topics can be added. Click **Add Item** as needed.

- o *Number of news articles to show*: Optional, default is 3**.** Limiting number to 25 or fewer articles recommended.
- o *Display Link to Show More News*?: Optional, will add a red 'Show More News' box with link to the Media Newswire website.

- • To delete News List component, click **Delete**.

Office Contact Info

For County Offices ONLY: Office Contact Info adds the contact information for your county to your web page including the shipping and/or mailing addresses, uge email, phone, fax (optional), and a Google map. The information comes from the Personnel Database. More instructions are included in the Office Contact Info component box.

How to use:

- Drag the Office Contact Info component into the *Drag components or assets here* box.
- The Office Contact Info box opens.
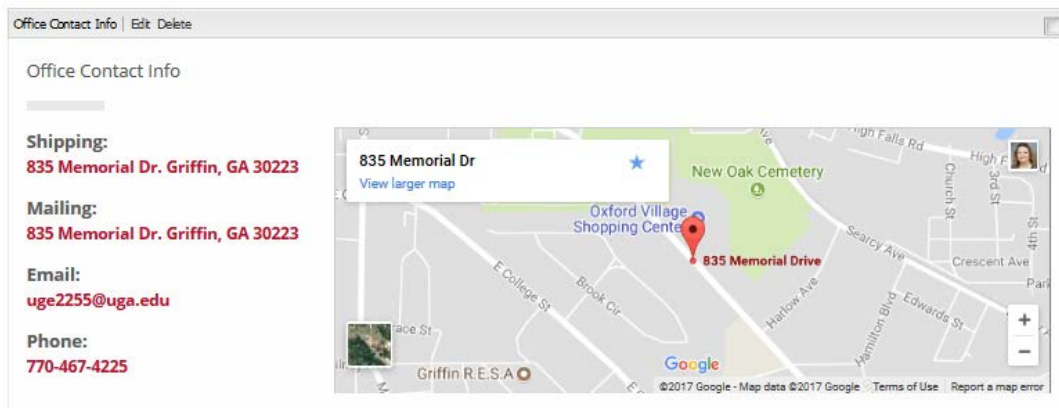
- Click **Edit** for instructions. The Instructions/Select Office(s) box opens.
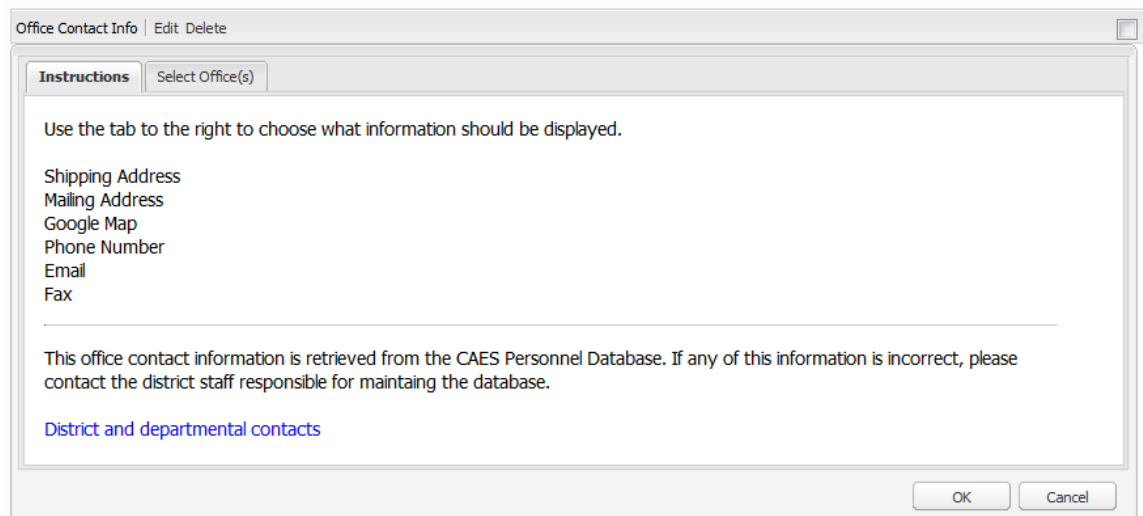
- Click **Select Office(s)** to make any changes to information displayed. The Select Offices(s) box opens. Choose your options.
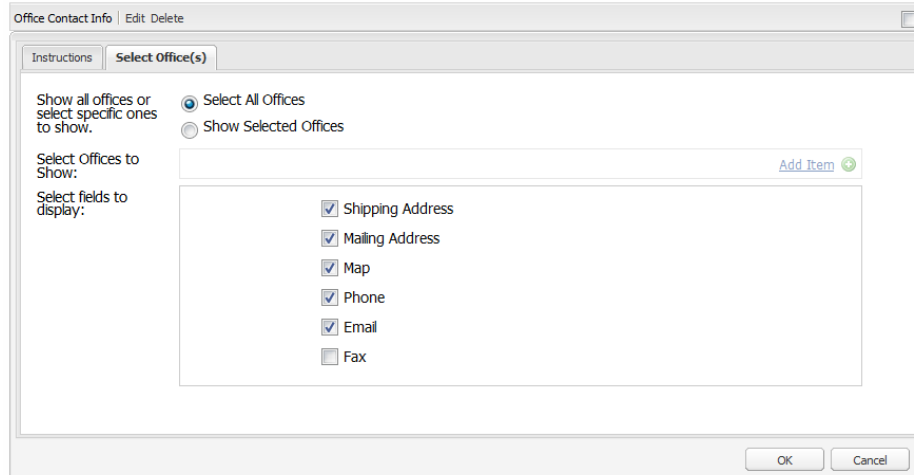
- o *Show all offices or select specific ones to show*:
  - Select All Offices is the default for most counties.
  - Show Selected Offices can be used for counties with physical offices located at more than one address.
- o *Select Offices to Show*: Option only available to counties with more than one office location.
- o *Select fields to display:* Check all appropriate boxes. Fax is NOT automatically checked.
- Click **OK.**
- To delete Office Contact Info, click **Delete.**

Personnel List

The Personnel Lists displays all staff associated with the county office and is meant primarily for the Contact Us page. However, it can be added to the program area pages with the information filtered for that program area. The information is automatically retrieved from the main CAES Personnel Database.

> **The information on your county page is only as accurate as that found in the CAES Personnel Database. If your listing is not correct, contact your District Office.**
>
> **For personnel images to display in this list, images MUST first be uploaded in the database. To add your photo, visit caes.uga.edu. Scroll to the bottom of the page and click Personnel Directory. Search for your name and then open your profile page. Click Update Profile. You will need to log into the Central Authentication Service (CAS) using your UGA MyID. From your Personnel Profile page, scroll down to Upload New Photo. *Read the instructions on image sizing!* Click the Browse button and find, select and upload a photo from your computer. Scroll to the bottom of the page and click Submit Requests.**

How to use:

- Drag the **Personnel List** into the *Drag components or assets here* box.
- The Personnel List box opens.
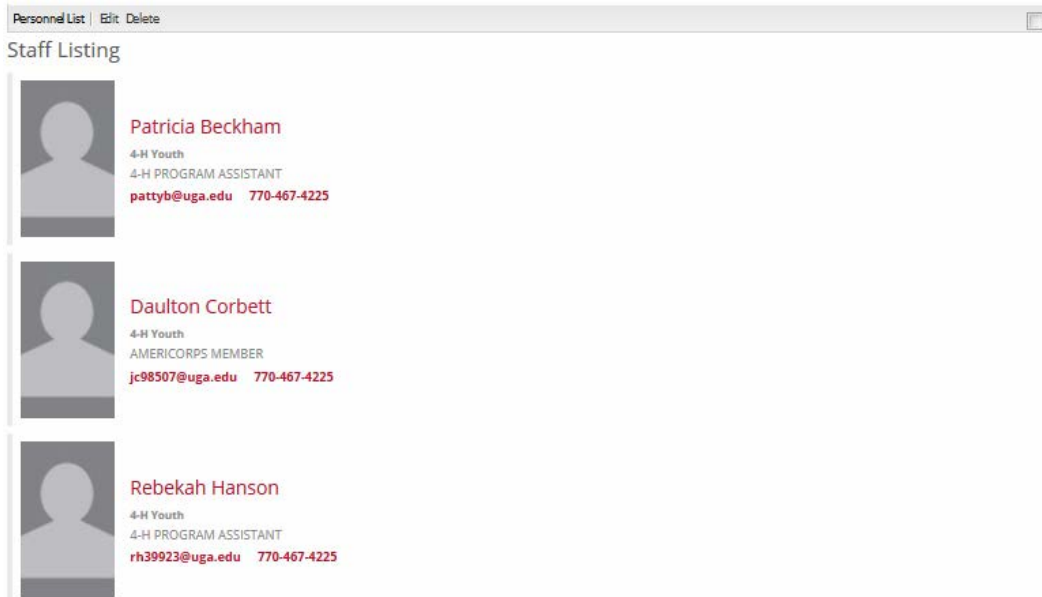
- Click **Edit**. The Instructions/Display Options/Filter Options box opens.
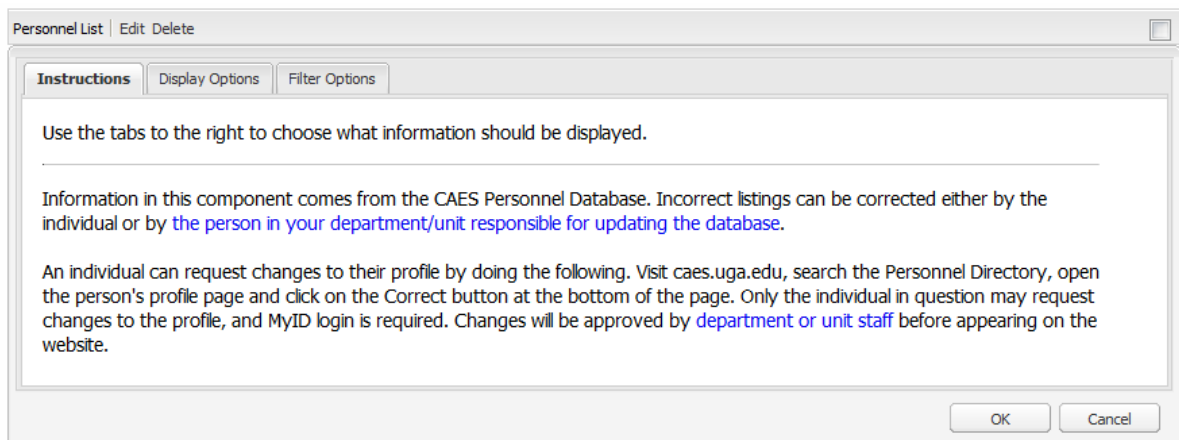
- **Instructions** explains and provides links to information about the CAES Personnel Database.

- **Display Options**

o *Custom Heading*: Add an appropriate heading.
o *Select List Format*: Options of Tiled List (no images used) or Plain List (shown on previous page). Plain list is the accepted format for all county Contact Us pages.

o *Highlight County Coordinator:* Check box is mandatory for component added to the Contact us page but optional on other pages. The option adds a colored box around the CEC's information in either layout.

o *Show Fort Valley State Personnel?* Check box if you want Fort Valley personnel to display.
o *Order By:* Employee Group is mandatory for the component added to the Contact Us page. Name is optional on program area pages.

o *Select fields to display*: Check boxes are optional for Title, Image, Program Area, Phone, Cell Phone and Email.

- **Filter Options** – Optional choices to list personnel on program pages by program area, employee group, or specific employees only.
  o *Select the program area of personnel to display.*

Select the
program area of
personnel to
display:

Agriculture & Natural Resources
Family and Consumer Sciences
4-H Youth
Support
Administration

Select the

  o *Select the employee group of personnel to display.*

Select the
employee group
of personnel to
display:

County Administrative Assistant
County Extension Agent
County Extension Associate
County Extension Coordinator
County Program Assistant
County Program Specialist

-OR--

  o *Select only certain personnel to display.*

Select only certain
personnel to
display:

Beckham, Patricia
Hovatter, Cherry C.
Hutcheson, B. Wade
Kelley, Lisa
Morales, Barbara
Price, Maia
Robinson, Alexandra D
Sauley-Simmons, Wendy

- Click **OK** when done.
- The Personnel List component can be deleted by clicking **Delete**.

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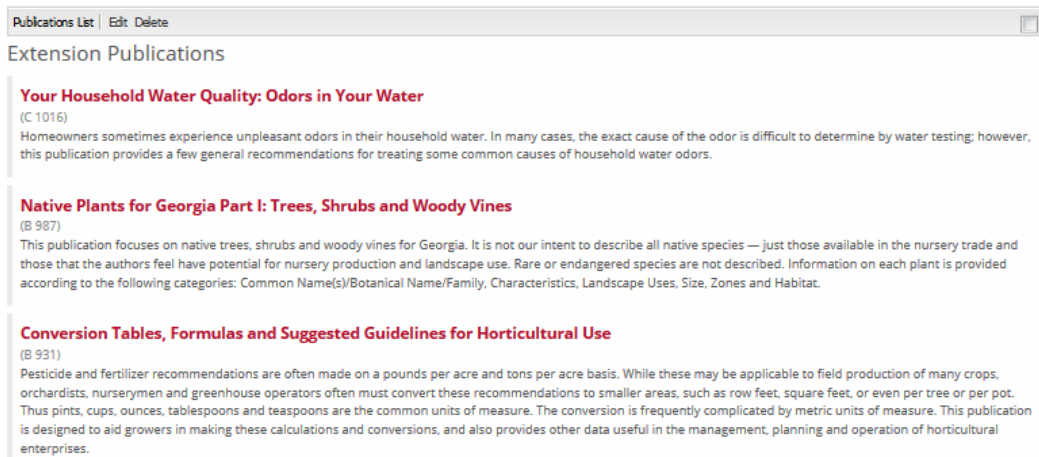
Publications List

The Publications List displays a list of UGA Extension publications pulled from the publications database. It can be filtered by Topics, Series or Individual Publications. Associated images, if available, will automatically show with the title and description on Tiled List only.

How to use:

- Drag the **Publications List** component into the *Drag components or assets here* box.
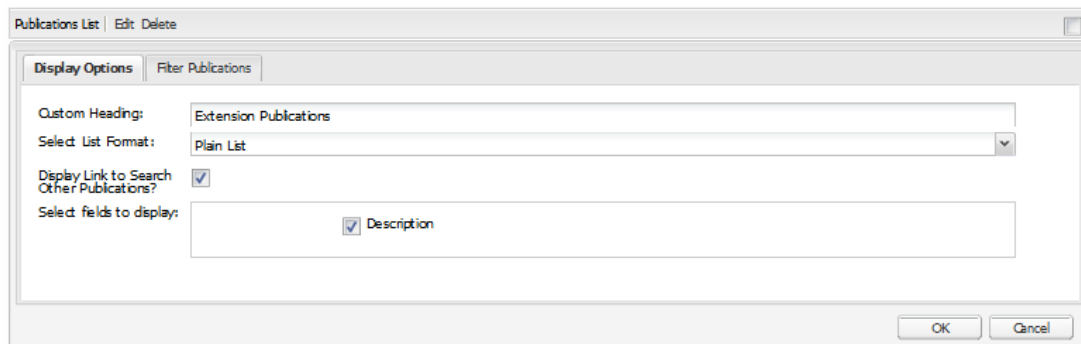- The Publications List box opens.
  Plain List

- For options, click **Edit**. The Display Options/Filter Publications box opens.

- **Display Options**
  - *Custom Heading*: Add an appropriate heading.
  - *Select List Format*: Tiled List (shown on next page) or Plain List (shown above).
  - *Display Link to Search Other Publications*? Leave checked. This action adds a small 'Search other publications' button directing visitors to the UGA Extension Publications website.

    SEARCH OTHER PUBLICATIONS >

  - *Select fields to display:* Optional. Choose Description to display introductory paragraph of article.

Tiled List

- **Filter Publications**

o *Select the topics of the publications to display*: Optional. Click **Add Item** and choose from dropdown list. Additional topics can be added by clicking **Add Item** or they can be deleted by clicking the **red circle with the white 'minus' sign**.

o *Commercial and Professional Publications:* Optional. Choose No filter, Show ONLY commercial and professional publications or Hide commercial and professional publications.
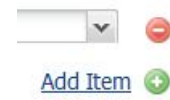
- o *Number of Publications to Show*: Optional. Default is 3. There is no limit.
- o *Order by*: Optional. Will sort articles on your page by the order selected. You can order by Title, Publication Date (Most recent first) or Popularity.
- o *Select Series: Select the publications series to display*: Optional. Displays all the articles available on the chosen series.
- o *Select Publications*: *Select publications to display*: Optional. Display specific publications to choose from dropdown list
- o Click **OK.**
- To remove the Publications List, click **Delete.**

Rich Text

Use the Rich Text component to add text to your page. Adding images with associated text is optional.

How to use:

- Drag the **Rich Text** component into the *Drag components or assets here* box.
- The Rich Text box will appear. Click **Edit** to add text.
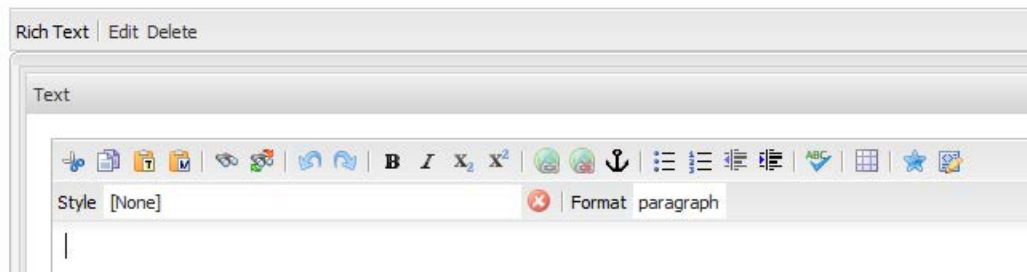
- The Text editing menu includes the following options (left to right): Cut, Copy, Paste as text, Paste from Word, Find, Replace, Undo, Redo, Bold, Italic, Subscript, Superscript, Hyperlink, Unlink, Anchor, Bullet List, Numbered List, Outdent, Indent, Check spelling, Table, Special characters, Source Edit.
- There are multiple techniques to use to add content into the Rich Text box.
  - o Type your text just like in a word processor and format as you type.
  - o Copy text from a Word document, PDF file or website and then try one of the following. If one option doesn't work, try a different one.
    - Paste directly onto the page.
    - Paste as Text.
    - Paste from Word.
  - o Format the text as necessary.

- When finished, click **OK**.
- Under the Format box are the following options:
  - **Paragraph** is normal sized and normal weight text that can be assigned **bold** or *italics* or ***both***.

  # o This is a Heading 2 – primarily used for component titles

  - ## This is a Heading 3
  - ### This is a Heading 4
  - Quote will indent text from both margins.
- To remove a Rich Text Box, click **Delete.**
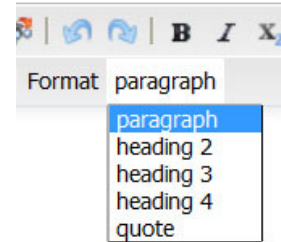
How to add an image in Rich Text

- After formatting your text, drag an image from the Content Finder into your text box to where you want the image to show. Open the Style box**. Note: Rich Text will insert the original image at its original size, which if large, will require extensive editing to fit.**
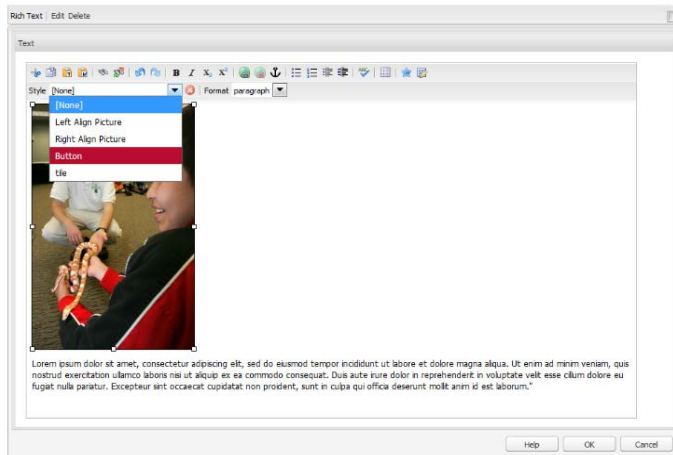
- Under Style, choose **Left Align Picture** or **Right Align Picture** to have the text wrap properly around the image. The image can also be resized as necessary for a best fit with the text by clicking on the image and dragging one of the corner resize boxes. **Note: Images can't be resized in the Chrome browser.**
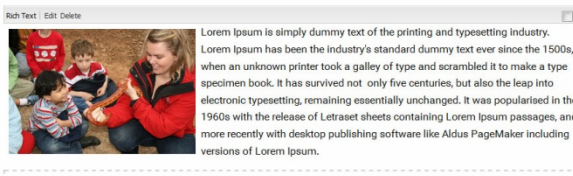
Creating links to documents in Rich Text

- Make sure your PDF file has a standard filename: *01-16-anr-newsletter.pdf*
- Make sure the file has been uploaded to Assets so you can find it in the Content Finder.
- Add proper text in your content to associate with the PDF file link: *January 2016 ANR Newsletter*
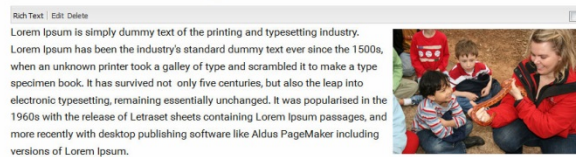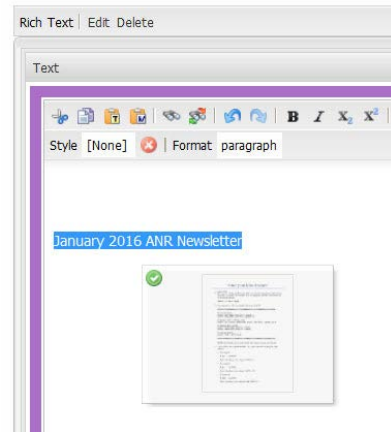- Highlight the text for the link.
- Click the document icon in the Content Finder.
- From the Content Finder, click on the file and drag it onto the highlighted text.
- Click **OK** for the Rich Text box.

Creating links to other websites in Rich Text

- In a browser tab, visit the site you need to link to and copy the URL: http://georgia4h.org
- In your Rich Text box, add proper text to associate with the website link: Georgia 4-H
- Highlight the text.
- Click **Hyperlink** from the Rich Text menu.
- Paste the text into the Link to: box.
- Open in a new window is optional.
- Click **OK**.
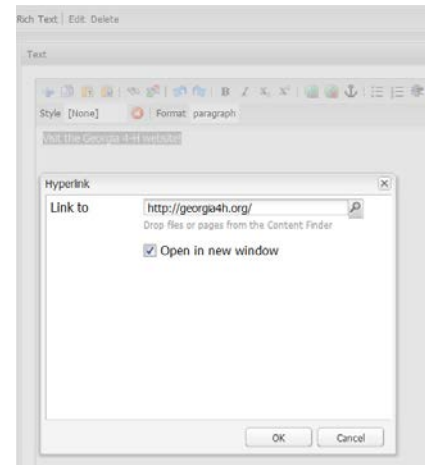
Adding a button link in Rich Text

Red *Action* buttons can be used to highlight important links like:

- Contact Us!
- Sign Up!
- Donate!
- Learn More!

Normal links should not be added as buttons!

- Choose **Button** from the style box.
- Add appropriate text to the box.
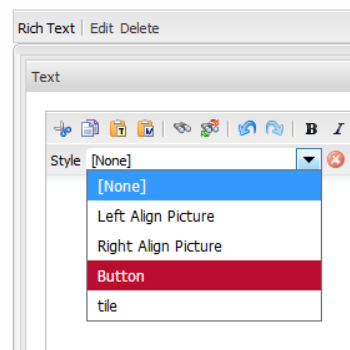
- Highlight the text and click the Hyperlink icon from the top menu.
- In the Link to box, add the link. Click **OK**.
- The link will show as blue text.
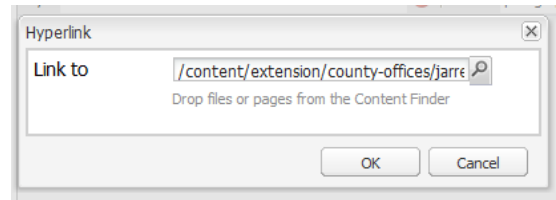
- Click **OK** on the Rich Text box. The link will display as white text.

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Social Media Icons

Social Media Icons allows you to add icons that link to social media accounts for Facebook, Flickr, Instagram, Twitter or YouTube.

How to use:

- Drag the **Social Media** component into the *Drag components or assets here* box.
- The Social Media Icons box opens.

- Click **Edit**. The Edit Web List box opens. Add your Custom Heading.

- Click **Add Link** to begin adding the icons and web addresses.

- Add the correct URL for each social media website and choose the associated Icon Type. When done, click **OK**.
- The Social Media Box will be displayed with icons and links. To make changes or updates, click **Edit**. The list can also be reorganized by choosing the up arrow or down arrow beside each box.
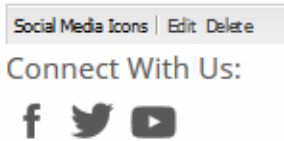
- Click **OK**.
- To remove the Social Media Icons, click **Delete**.

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Standard County Resources

For County Offices ONLY: Standard County Resources contains several useful links to documents or information many counties add to their websites for the various program areas. This component is optional. *Beyond choosing the program area, this component is NOT editable.*

How to use:

- Drag the **Standard County Resources** component into the *Drag components or assets here* box
- The Standard County Resources box opens.
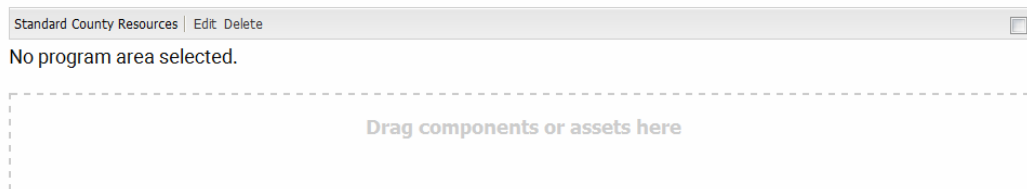
- Click **Edit**. The Program Area box opens.
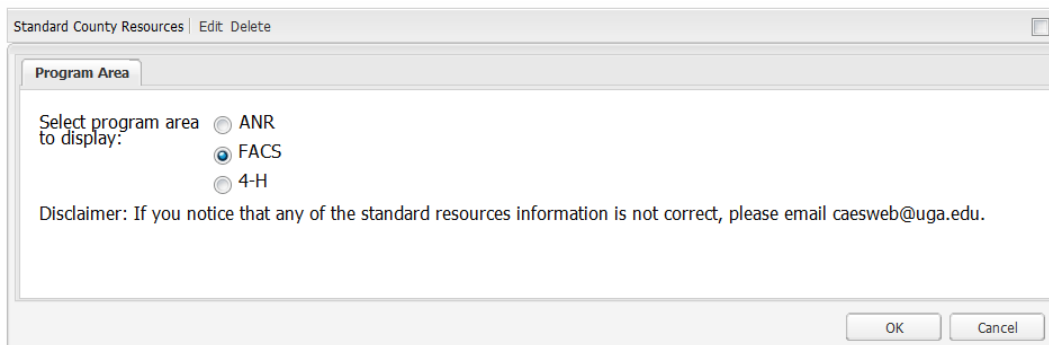
- Choose the program area: ANR, FACS or 4-H. Click **OK.** The list of standard resources *specific to the chosen program area* will display on your page.

- To remove the Standard County Resources box, click **Delete**.

YouTube Videos

The YouTube Video component allows embedding YouTube videos onto a web page. More information, instructions and warnings are included in the component box itself.

How to use:

- Drag the **YouTube Video** component into the *Drag components or assets here* box.
- The YouTube Video box opens. Click **Edit**.
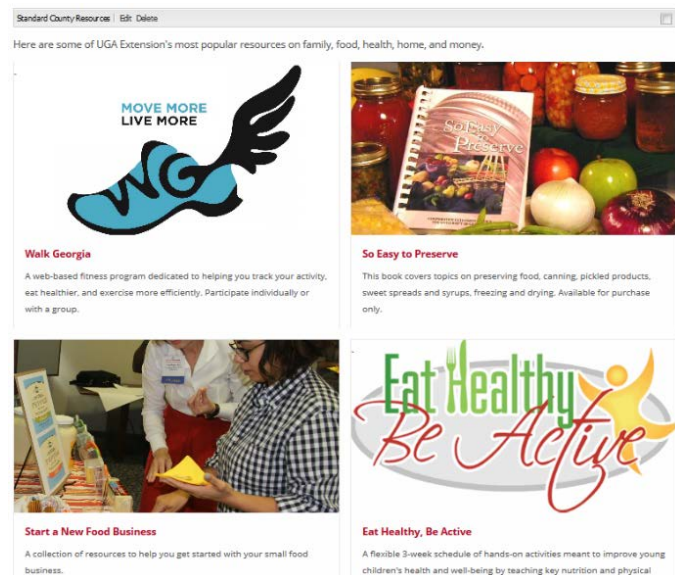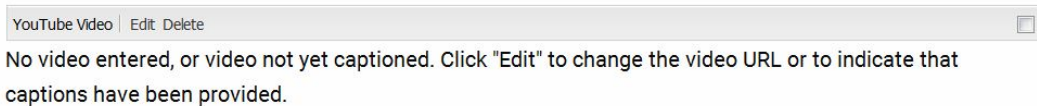

The **Accessibility** box is displayed. Help and more information on accessibility issues are found in the links supplied within the box. Federal law requires that all videos published on state websites must be made accessible to persons with disabilities. Videos must be captioned and include descriptive text. The Office of Communications and Creative Services can help you with this process.

You MUST click the box at "I attest that my video…" in order to actually add the component to your page. **Don't click OK yet!**
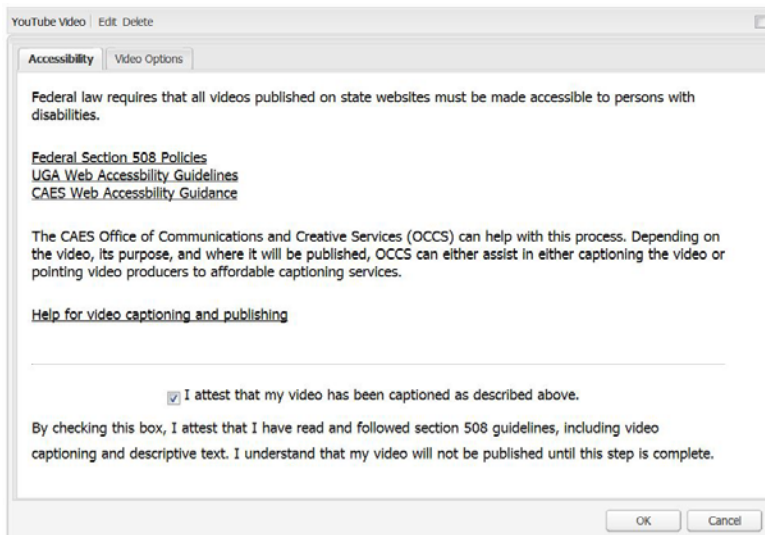
- Click **Video Options** and paste the video's YouTube URL (web address) in the YouTube Link* box, then click **OK**.
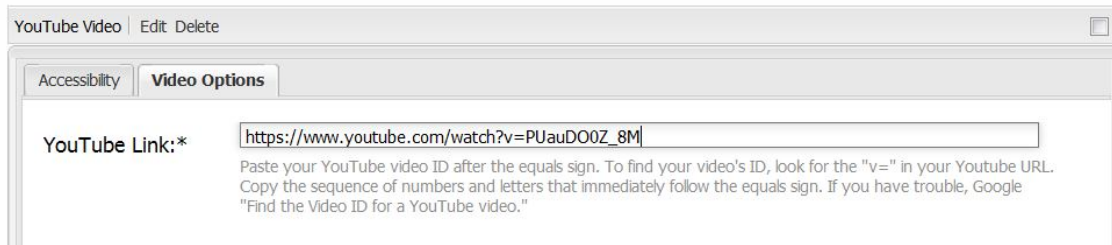
- The video will be embedded on your page (full width) and available to view online.

Note: *It is also possible to add both a YouTube component and a Rich Text component within a Column Control component on a page as shown below.*

- To delete a YouTube video, click **Delete**.

Section 6. Terms to Know

- Activate/Deactivate - to publish/unpublish a web page.
- AEM - Adobe Experience Manager, CAES supported and authorized content management system.
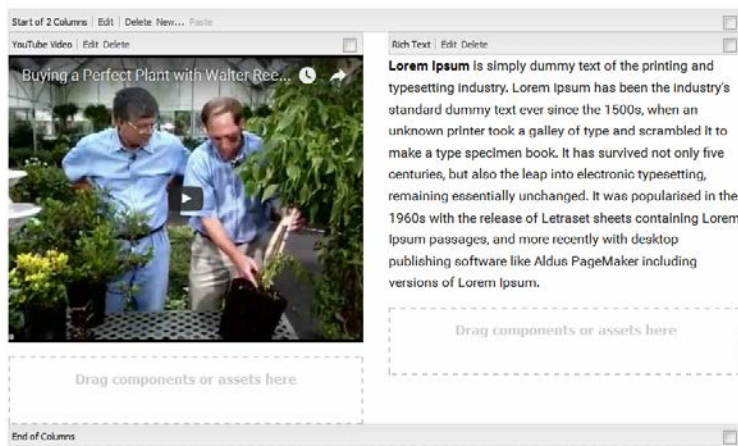- Author (content manager) - person who maintains and edits the website.
- Aspect ratio - describes the proportional relationship between an image's width and its height and is generally shows as two numbers separated by a colon, like 2:3, 3:5, and 16:9.
- Components - content containers that can be placed within a page as part of the editing process and tells the system what type of content to expect. Found within the Sidekick.
- Content Finder - online location for storage of assets like images or documents.
- DAM - Digital Asset Management – storage space for images and documents that can be found through the Content Finder.
- Digital Asset - content and/or media that has been formatted for online use and comes with the right to use. This may include images, logos, illustrations, animations, audio & video clips, page files, documents, presentations and spreadsheets.
- Publish/Unpublished - basically the same as activate/deactivate.
- Sidekick - movable box that lists the various components available to add to a web page drop zone (*Drag components or assets here* box)
- WCM - Web content management.

Section 7: Best Practices: Image and Multimedia Guidelines and More!

Before you begin

- Plan out your page before adding components. Reordering components can be tricky.
- Be careful deleting pages. If you delete a page with children pages, the children pages will be deleted, too. Once a page is deleted, there is no way to restore it.
- Be careful when making changes. There is no undo.
  Note: You can sometimes get away with using the Ctrl+Z command.

Digital Media

Digital media can enhance the delivery of web-based content. Current software programs allow the creation of projects in a wide variety of formats including: audio-only, audio-narrated, photo galleries and web-based video.

Accessibility

Section 508 requires that web-based media files meet accessibility standards. Audio-only files must be accompanied by text transcripts. Video files must have synchronized captions along with a text-only transcript of the audio portion. Captioning can be done manually or by hiring an outside company at a reasonable rate. The Office of Communications and Creative Services at can assist with audio and video file accessibility compliance.

- OCCS Accessibility Resources: http://www.caes.uga.edu/unit/occs/resources/
- OIT Accessibility Resources: http://www.caes.uga.edu/unit/oit/resources.html
- WebAIM: http://webaim.org/techniques/captions/

File names

- Descriptive file names are very important for images and documents, especially when you are searching in the content finder to find a specific asset!
- Be consistent! For instance, if you provide a monthly newsletter in PDF format, choose a naming format in the beginning and stick with it; e.g., 2016-january-newsletter.pdf   or   2016-01-4h-newsletter.pdf.
- Do not use spaces. Use hyphens instead: potted-rosemary.jpg or care-of-rosemary-plants.pdf
- Twenty-five (25) characters or fewer is a reasonable length for a file name.
- If dates are used, format them consistently: YYYY-MM-DD   or   DDMMYYY
- Avoid using special characters: ~ ! @ # $ % ^ & * ( ) + ` ; / \ : * ? " < > | [ ] { } , .

Digital Images

- Resize LARGE images for optimal page load times and decrease the amount of server space used. Image sizes should be between 800-1200 pixels wide.

- Use ALT (descriptive) text on images.
- Get permission to use someone's likeness. See "Using Photos of minors" at OCCS: http://www.caes.uga.edu/unit/occs/resources/photos/minors.html
- Know your legal obligations.
- Stay relevant. Use images that support your message. Avoid visuals that distract from your message.
- Use the Image Gallery component to share multiple images on one web page.
- Don't add images that contain text as the only method to inform your visitors of an event. Assistive technologies like screen readers will not be able to read the text and this doesn't meet accessibility standards. Take the time to add the full text to your page in a Rich Text box and then use the image as a visual enhancement.
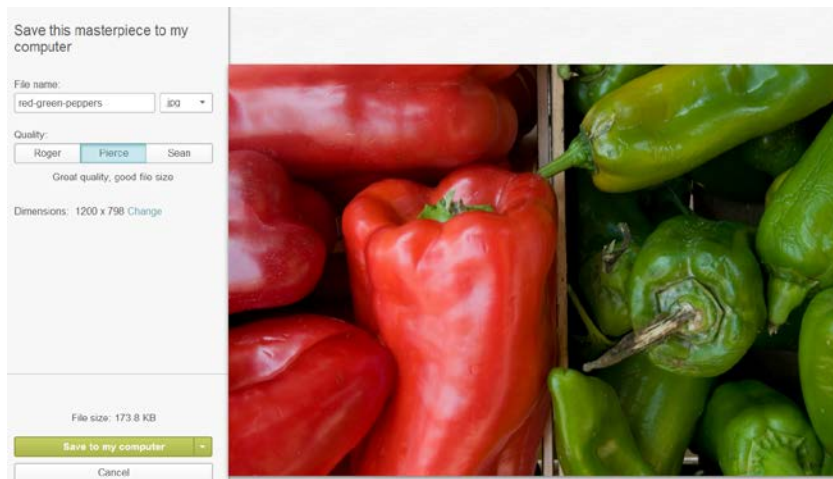
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Appendix 1 - Images – resizing in PicMonkey.com

- Put original images in a folder on your computer where you can find them.
- Open PicMonkey at www.picmonkey.com
- *Note: At some point, users may be required to create an account, but the service is still free as of September 2017.*
- Click **Edit** from the top menu and in File Upload, navigate to your images folder.
- Mouse over to check image size and name. If the dimensions exceed 1200 pixels wide, double click to **Open** to edit.
- Choose **Resize** and Change size to: 1200 x whatever (check **Keep proportions**). Click **Apply.**
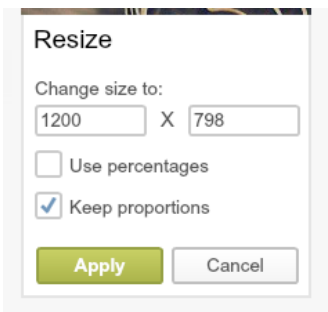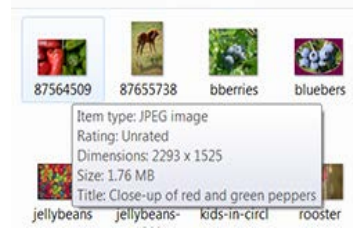
- From the top menu, click **Save**.
- Add a descriptive file name and choose "Pierce" as quality.
  - Original file: 87564509.jpg (tells us nothing about image and is 1.809 MB large)
  - Resized file: red-green-peppers.jpg (good description and is 174 KB large)
- Click **Save to my computer.**
  - Use the resized image on your website and follow instructions to upload to Assets and add within a component.
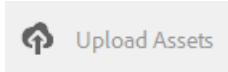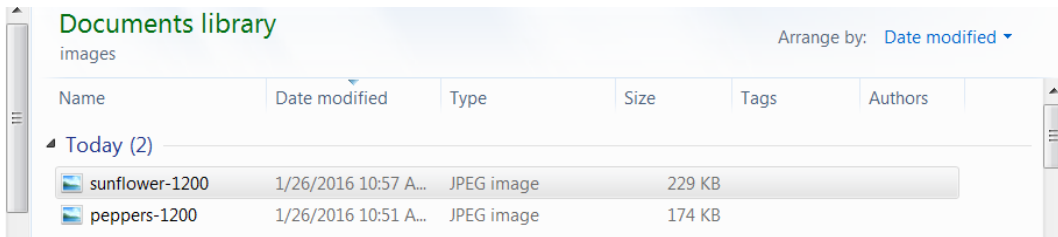
Appendix 2 - Resizing images through Assets to fit the 16:9 slider ratio

> **If your image is very large, edit the original image to a width of 800-1200 pixels via PicMonkey or some other software. See [Appendix 1](#) for more information.**
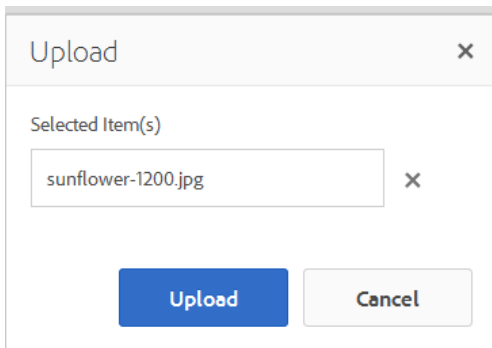
- From Assets console, navigate to the program folder.
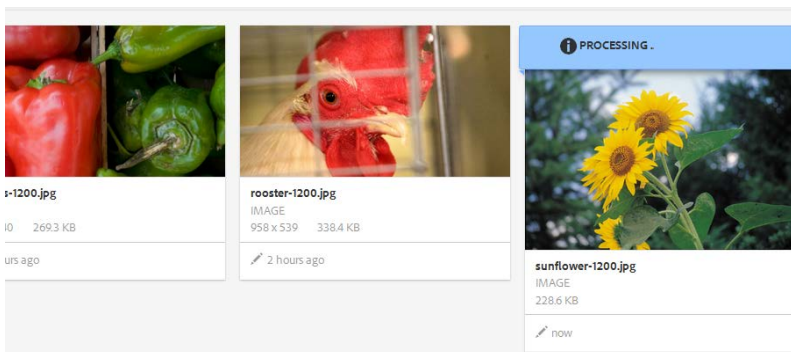- Click **Upload Assets.**

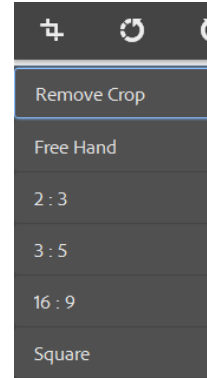- Navigate to your images folder and select image/s to upload.

- Click **Open,** then click **Upload.**

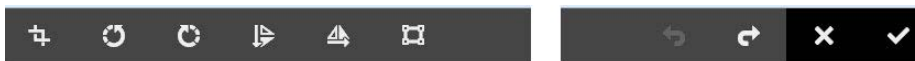- The image/s will display in the folder.

- To edit to 16:9 ratio, choose one image and click **Edit** pencil. File will open.
- Click the **Crop** icon (top left) and choose 16:9.
- Adjust crop area as needed. The proportions will remain at 16:9.

- Confirm by clicking **white checkmark** (upper right). Resized image will show.

- Finish by clicking **checkmark** (upper right)

  - ▪

- File will process and then be displayed with smaller image size will appear (958 x 539 or whatever).
- Repeat for up to 6 images for the slider.

Appendix 3: Resizing Images to the 16:9 ratio for the Image Slider component using PicMonkey.

Resizing images for the Image Slider is a two-step process. The first step crops the image to the 16:9 ratio so it will properly fit the Image Slider component. The second step reduces the file size of the image so it will display faster in a browser.
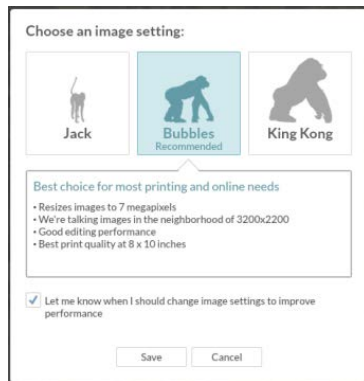
Step One – Cropping

Log in PicMonkey at picmonkey.com. Click **Edit** from the menu.
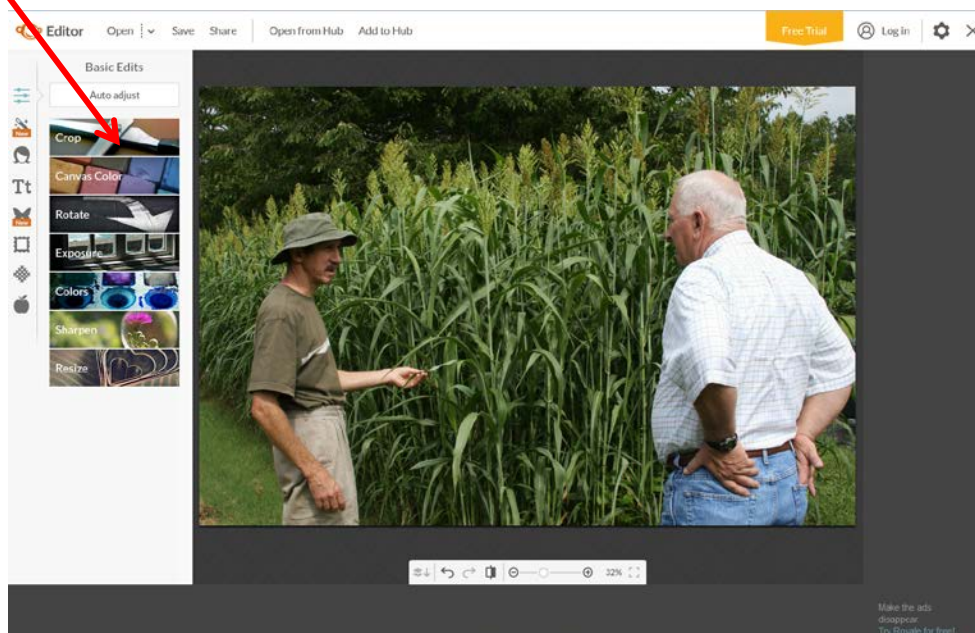

The File Upload box will open. **Navigate to the image** that needs editing. **Highlight the image** and then click **Open.**
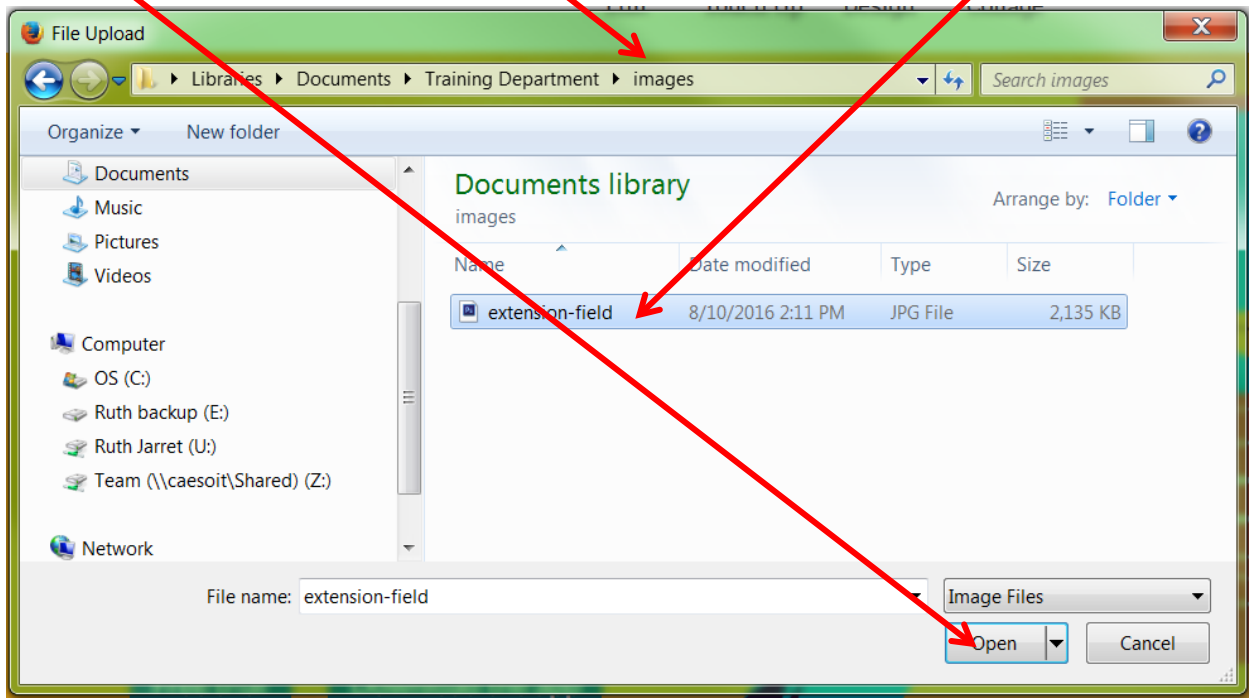
If the 'Choose an image setting' box opens, click **Save.** The recommended setting of 'Bubbles' is fine.

The image will open in the PicMonkey Editor. To change the aspect ratio to 16:9, under Basic Edits, click the **Crop** tab at the top of the list.

The Crop submenu opens and displays the Actual size of the image in pixels. In the box just below Crop, click the down arrow and scroll to 16:9. A new rectangle will appear over the image.

Use the little corner circles to resize the box to include all of the image needed. The 16:9 aspect ratio will remain the same. To move the box itself, left mouse click inside the box and drag it round.

When the image is ready, click **Apply** from the Crop box.
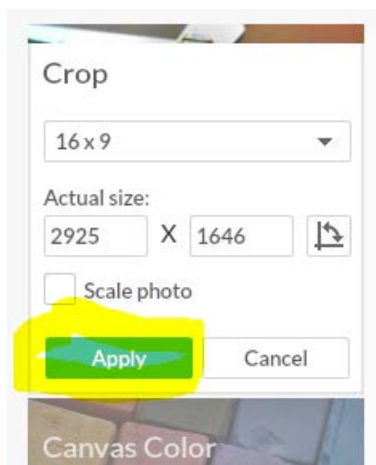
The newly cropped image will display.

Step Two – Resizing

Click the **Resize** tab under Basic Edits. The Resize box will open.
The files size is still larger than necessary.

In the *Change size to:* box, add a number that is 1200 pixels wide **or less**. Make sure that Keep proportions is checked. Then click **Apply**. The file will resize and be ready to save.

Click **Save** from the top menu. The *Save my masterpiece* screen opens. In the *File name* box rename your file to protect your original image: extension-field-1000. Leave the .jpg extension. Quality of Pierce is fine. Click **Save to my computer.**

The *Save As* box opens. In the *Save in:* area, choose the correct folder on your computer. Double check that the new file name is displaying, then click **Save**.

Viewing the Documents library, the original file size is 2.1 MB while the edited image is 245 KB. Quite a difference!

Save this masterpiece

File name:

| extension-field-1000 | .jpg ∨ |

Quality:

| Roger | Pierce | Sean |

Great resolution, good file size

Dimensions:

| 1000 | × | 563 | px ∨ |

File size: 244.9 KB

| Save to my computer | ∨ |
| Cancel | |

Documents library
images

| Name	Date modified	Type	Size
📄 extension-field	8/10/2016 2:11 PM	JPG File	2,135 KB
📄 extension-field-1000	8/12/2016 2:40 PM	JPG File	245 KB

Repeat these steps as needed for all Image Slider images. Upload the images to your Assets folder add them to the Image Slider component.
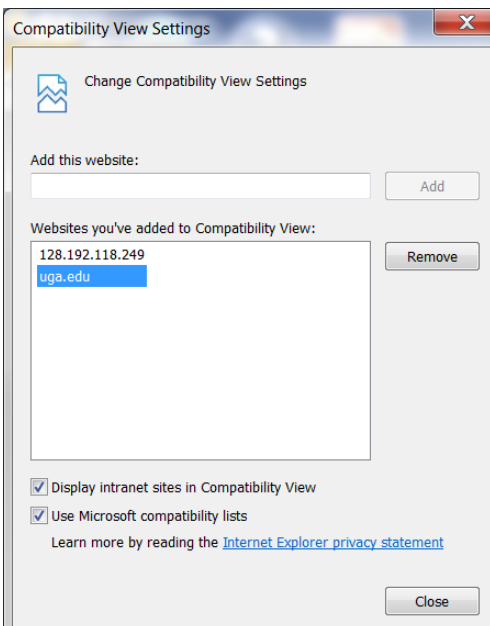
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Appendix 4 - Removing Internet Explorer (IE) Compatibility View Mode for AEM

Compatibility View Mode is often used by county personnel in order to work in some administrative programs like Kronos. This mode needs to be removed for AEM to work within IE. Here's how to do that.

- Open Internet Explorer.
- Click **Tools** (the gear in the upper right corner) then click **Compatibility View settings.**
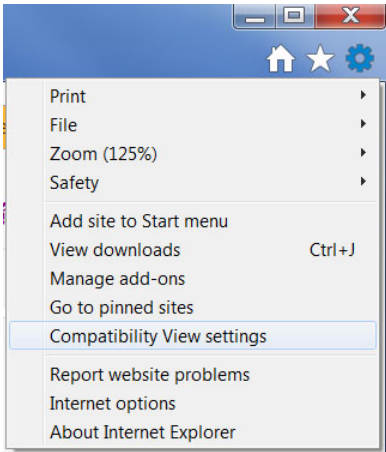
- If uga.edu is displayed under 'Websites you've added to Compatibility View:' (possibly among others listed), **highlight it** and click **Remove.** Click **Close**.

- Sign in to AEM.