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Chapter Pages For Chapter Leaders

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</tbody>
</table>
Getting Started

You will need to know your Organization Code (Org Code) or the full URL to your Admin tool along with your User Name and Password.

1. Replace YOUR_ORG_CODE with your actual Organization Code to go to your Administration tool: https://admin.alumniconnections.com/olc/admin/YOUR_ORG_CODE_HERE/admintool/
2. When prompted, enter your login information provided to you. See Figure 1.

3. After you have successfully logged in to the administration tool, click on the Chapter Pages link on the left side of the page (on the dark blue background). See Figure 2.
If you are the editor for only one page, that page will load in the right frame. If you are the editor for multiple pages, you will see a list of pages for which you are the editor. You are ready to Editing Chapter Page Content.

If you do not see the Chapter, Club, or Class page you are responsible for, you will need to create the page. See Add A Chapter Page.
Editing Existing Chapter Information

1. Click the **Chapter Pages** option from the left navigation under **Community Maintenance**.
2. Select the **Edit** link to the right of the chapter name you wish to modify. The Chapter Information form will display. See Figure 4.
3. Edit Chapter and/or Contact Information.
4. Click **Save**.

**Note:** You will receive an onscreen confirmation that your changes have been saved. See Figure 5.

![Figure 4](image)

![Figure 5](image)
Editing Chapter Page Content

1. Click the Chapter Pages option from the left navigation under Community Maintenance. The available page(s) will display. See Figure 8.

2. Select the chapter page to be edited by clicking the Chapter Name.

3. Click the icon to edit the content for the page displaying. The Chapter Pages Editor will display. See Figure 10.

Each heading name is explained below:

<table>
<thead>
<tr>
<th>Heading</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Page Name</td>
<td>The name of the page within the set.</td>
</tr>
<tr>
<td>Last Edited</td>
<td>Date the page was last edited.</td>
</tr>
<tr>
<td>Edited By</td>
<td>UserID/Login of the administrator who last edited the page</td>
</tr>
<tr>
<td>Last Published</td>
<td>Date changes were last published – may not be the same as the Last Edited date.</td>
</tr>
<tr>
<td>Published By</td>
<td>UserID/Login of admin who last published changes.</td>
</tr>
<tr>
<td>Publish</td>
<td>If changes are pending publication, two links will appear: Publish and Undo. Otherwise, No Changes will appear. Selecting the Publish link will make all changes for the page “live”. If you do not have Publish rights selecting this link will send an email to the designated administrator so they know changes are pending publication and they can act accordingly. Selecting Undo will undo all pending changes for the page.</td>
</tr>
</tbody>
</table>

**Note:** If you are responsible for more than one Chapter Page, you will see a list of Chapter Names labeled “Your Chapters”. See Figure 9. Clicking on the Chapter Name will take you to list of available page(s) for you to modify as seen in Figure 8.

**Your Chapters**

Click on the Chapter Name to view/edit the chapter page content.

<table>
<thead>
<tr>
<th>Id</th>
<th>Chapter Name</th>
<th>Contact Name</th>
<th>Contact Email</th>
<th>Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>46</td>
<td>Virginia Chapter</td>
<td>Natasha Slocy</td>
<td>nslcuy@ram Connect.com</td>
<td>03/21/2005</td>
</tr>
<tr>
<td>17</td>
<td>Washington DC</td>
<td>Yvette Sessions</td>
<td><a href="mailto:jesssenges@comcast.net">jesssenges@comcast.net</a></td>
<td>Never</td>
</tr>
</tbody>
</table>

Figure 8

Figure 9
4. Use the applet tool to add or edit content. It works similarly to a word processor with the small icons representing various formatting options.

5. When your changes are complete, select the button. You will then be brought back to the chapter page with the changes reflected.
   **Note:** These changes will not become “live” to the end user until they are **published**.

6. If you are ready for the changes to be published, select the button at the top of the page.
   You will then be brought to the Publish “status” page. Select the button at the bottom of the page. You will be brought to a "Are you sure you want to publish" confirmation page. Select the button to continue and make all changes live. If you do not have Publish rights, selecting the button will send a notification to the designated administrator so they know changes are pending publication and they can act accordingly.
Chapter Page Editor
Below is a description of each toolbar function:

Maximize Editor
Minimize Editor

<table>
<thead>
<tr>
<th>Format</th>
<th>Font</th>
<th>Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heading 1</td>
<td>Arial</td>
<td>1 (8 pt)</td>
</tr>
<tr>
<td>Heading 2</td>
<td>Courier New</td>
<td>2 (10 pt)</td>
</tr>
<tr>
<td>Heading 3</td>
<td>Georgia</td>
<td>3 (12 pt)</td>
</tr>
<tr>
<td>Heading 4</td>
<td>Tahoma</td>
<td>4 (14 pt)</td>
</tr>
<tr>
<td>Heading 5</td>
<td>Times New Roman</td>
<td>5 (16 pt)</td>
</tr>
<tr>
<td>Heading 6</td>
<td>Verdana</td>
<td>6 (18 pt)</td>
</tr>
<tr>
<td>Normal</td>
<td>Impact</td>
<td>7 (24 pt)</td>
</tr>
<tr>
<td>Address</td>
<td>WingDings</td>
<td></td>
</tr>
<tr>
<td>Formatted</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Change heading style for a line or paragraph
Change the font style
Change font size

Bold selected text
Italicize selected text
Underline selected text
Strike through selected text
Change font color of selected text
Change the background color
View current style of selected text
Insert style of selected text
Insert subscript
Insert superscript
Left-align a paragraph
Center a paragraph
Right-align a paragraph
Justify a paragraph
Number selected text
Insert/Overwrite
Save As
Clear MSOffice Tags
Clear Inline Font Specifications
Remove formatting
Toggle Borders
Split Block
Direction left to right
Direction right to left
Toggle HTML Source
Edit HTML for selected text
Spell Check
Help using editor
About this editor
Insert Hyperlink

1. Highlight the text you wish to make a hyperlink.
2. Click the Insert Web Link button ( ). An Insert/Modify Link popup will display. See Figure 11.
3. Enter the full URL beginning with http://.
4. Set the Target to New Window.
   The new page will open in a new browser window. This feature prevents the user from having to hit the browser BACK button to return to the broadcast email.
5. Click the OK button.
Insert Email Hyperlink

1. Click the **Insert Web Link** button ( ). An **Insert/Modify Link** popup will display.
2. Enter "mailto:" + email address.
   For example: The email link to nspivey@harrisconnect.com should be "mailto:nspivey@harrisconnect.com". Since this is an email link, there is no need to enter anything for the Target.
3. Click the **OK** button.

Modify Hyperlink

1. Place the cursor on the link.
2. Click the **Insert Web Link** button ( ). See Figure 12.
3. Make the necessary modifications.
4. Click the **OK** button.

Delete Hyperlink

1. Highlight the hyperlink.
2. Click the **Delete** key on the keyboard.
3. Re-type the text.

**Note:** Simply typing a full URL or email address and clicking somewhere else in the email message will automatically display URL and email address as a link. The Target will default to none. Modify the link to update the Target.
Insert Image

1. Select the image.
2. Click the **Insert/Modify Image** button.
3. An **Insert Image** popup will display. See Figure 13.
4. Enter the URL (full path and file name) for the image.
5. Enter the **Alternate text**. The Alternate Text is the text that appears when the user rolls over the image with the mouse. It is also the text read by Browser Readers for the visually impaired users.
6. Click the **OK** button.

**IMPORTANT!** Any images included must exist on a web accessible server. Use Image Library to upload images from your hard drive to the Harris Server.

**Alignment** is used when you want to wrap text around the image.

**Spacing** refers to the **Horizontal** and **Vertical** spacing between the text and the image. **Border Thickness** is used to display a border around the image. When making an image a hyperlink, a blue border displays by default. See Figure 14.
Modify Image

1. Select the image.
2. Click the **Insert/Modify Image** button ( ). The **Insert Image** popup will display. See *Figure 15*.
3. Make necessary modifications.
4. Click **OK**.

Delete Image

1. Select the image.
2. Click the **Delete** button on the keyboard.

HTML Tables

**Insert Table**

1. Place cursor where you want the table to go.
2. Click the **Insert Table** button ( ). The **Insert Table** popup will display. See *Figure 16*.
3. Enter the number of **Rows** and **Columns** (**Cols**).
4. Select **Layout** and **Spacing** options, if necessary.
5. Click the **OK** button.
Width

Determine the width of the table. The units of measure are Percent, Pixel (px), and Em.

Pixels are the little squares that make a computer monitor. An "em" unit or "1 em" is represented by the upper case letter X the default or "base" size for a rendered font assigned by the user email client.

Fixed-width columns have a specific numeric width, such as 300 pixels.

Layout

<table>
<thead>
<tr>
<th>Alignment</th>
<th>Align the table layout.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Border thickness</td>
<td>Enter the border thickness in pixels.</td>
</tr>
</tbody>
</table>

Spacing

<table>
<thead>
<tr>
<th>Cell spacing</th>
<th>Controls the space between table cells. The default is 1 px.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cell padding</td>
<td>Sets the amount of space between the contents of the cell and the cell wall. The default is 1 px.</td>
</tr>
</tbody>
</table>

Modify Table

1. Place cursor inside the existing table.
2. Click the Table Properties button ( ) located on the row under the Insert Table button. The Table Properties popup will display. See Figure 17.
3. Modify Description, Layout, Spacing, Padding, Frame, Borders, CSS (Cascading Style Sheets). Style

Note: Cascading Style Sheets are used to format the background color, background image, foreground color, and border color of the table. The option to collapse the border is also located under CSS Style.

4. Click the OK button.

Delete Table

1. Place the cursor on the line after the table.
2. Click the Backspace key on your keyboard. The table will be deleted.

---

Figure 17

Table Properties

<table>
<thead>
<tr>
<th>Description</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Caption</td>
<td></td>
</tr>
<tr>
<td>Summary</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Layout</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Width</td>
<td></td>
</tr>
<tr>
<td>Height</td>
<td></td>
</tr>
<tr>
<td>Text align</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spacing and padding</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Spacing</td>
<td></td>
</tr>
<tr>
<td>Padding</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Frame and borders</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Borders</td>
<td></td>
</tr>
<tr>
<td>Frames</td>
<td></td>
</tr>
<tr>
<td>Rules</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CSS Style</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Background</td>
<td></td>
</tr>
<tr>
<td>FG Color</td>
<td></td>
</tr>
<tr>
<td>Border</td>
<td></td>
</tr>
<tr>
<td>Collapsed borders</td>
<td></td>
</tr>
</tbody>
</table>

OK Cancel
Row Properties

1. Place cursor in the appropriate row.
2. Click the **Row Properties** button ( ). The **Row Properties** popup will display. See Figure 18.
3. Modify the **Layout** and **CSS Style**, if necessary.
4. Click the **OK** button.

![Row Properties](image)

**Figure 18**

**Layout**

- **Width** - Width of the row
- **Height** - Height of the row
- **Text Align** - Align the content of the row
- **Vertical Align** - Vertically align the content of the row

*Note: Cascading Style Sheets are used to format the background color, background image, foreground color, and border color of the row.*

**Insert Row**

1. Place the cursor in the row before or after where you want the new row to be inserted.
2. Click either the **Insert Row Before** ( ) or **Insert Row After** ( ) button. The row will appear.

**Delete Row**

1. Place the cursor in the row you wish to delete.
2. Click the **Delete Row** button ( ). The row will disappear.

**Insert Column**

1. Place the cursor in the column before or after where you want the new column to be inserted.
2. Click either the **Insert Column Before** ( ) or **Insert Column After** ( ) button. The column will appear.
Delete Column

1. Place the cursor in the column you wish to delete.

2. Click the Delete Column button ( ). The column will disappear.

Cell Properties

1. Place cursor in the appropriate row.

2. Click the Cell Properties button ( ). The Cell Properties popup will display. See Figure 19.

3. Modify the Layout and CSS Style, if necessary.

4. Click the OK button.

![Cell Properties](image.png)

Figure 19

**Layout**

- **Width** - Width of the cell
- **Height** - Height of the cell
- **Text Align** - Align the content of the cell
- **Vertical Align** - Vertically align the content of the cell

*Note: Cascading Style Sheets are used to format the background color, background image, foreground color, and border color of the row.*

Insert Cell

1. Place the cursor in the cell before or after where you want the new cell to be inserted.

2. Click either the Insert Cell Before ( ) or Insert Cell After ( ) button. The row will appear.

Delete Cell

1. Place the cursor in the cell you wish to delete.

2. Click the Delete Cell button ( ). The cell will disappear.
Merge Cells

1. Place cursor in the one of the cells you wish to merge together.

2. Click the **Merge Cell** button ( ). A prompt will display in the top left corner. *See Figure 20.*

   ![Figure 20](image)

3. Enter the number of columns you would like to merge.
4. Click the **OK** button. A second prompt will display. *See Figure 21.*

   ![Figure 21](image)

5. Enter the number of rows you would like to merge.
6. Click the **OK** button. A second prompt will display. The cells will merge together.
Viewing Content History

You have the ability to view and potentially restore your web content as it appeared in the past. Each time changes to a page are published, historical information is saved.

1. Select the Chapter Pages option under the Community Maintenance section of the administrator tool menu.
2. Select the chapter page to be edited by clicking the Chapter Name.
3. Select the Page Name from the page list by clicking the Page Name.
4. When the chapter page appears, select the \textcolor{blue}{\textbf{}} icon.
5. Click the \textcolor{blue}{\textbf{}} button at the top of the page to display the content history.
6. Click \textcolor{blue}{\textbf{View/Edit}} to view content. The chapter page will open to edit mode.

\begin{table}[h]
\centering
\begin{tabular}{|l|l|l|l|l|}
\hline
\textbf{Last Edited} & \textbf{Edited By} & \textbf{Last Published} & \textbf{Published By} & \textbf{View/Edit} \\
\hline
08/12/2005 & ex02admin & 08/12/2005 & ex02admin & \textcolor{blue}{\textbf{Edit}} \\
08/12/2005 & ex02admin & 08/12/2005 & ex02admin & \textcolor{blue}{\textbf{Edit}} \\
\hline
\end{tabular}
\end{table}

**History: Chapter Content**

This page allows you to view, and potentially restore, your web content as it appeared in the past. Each time changes to a page content area are published, historical information is saved. The saved information for the area ‘Chapter Content’ is shown below, starting with the most recent changes at the top.

To view the content, click on \textcolor{blue}{\textbf{View/Edit}}. The historical content will be displayed in the HTML Editor.