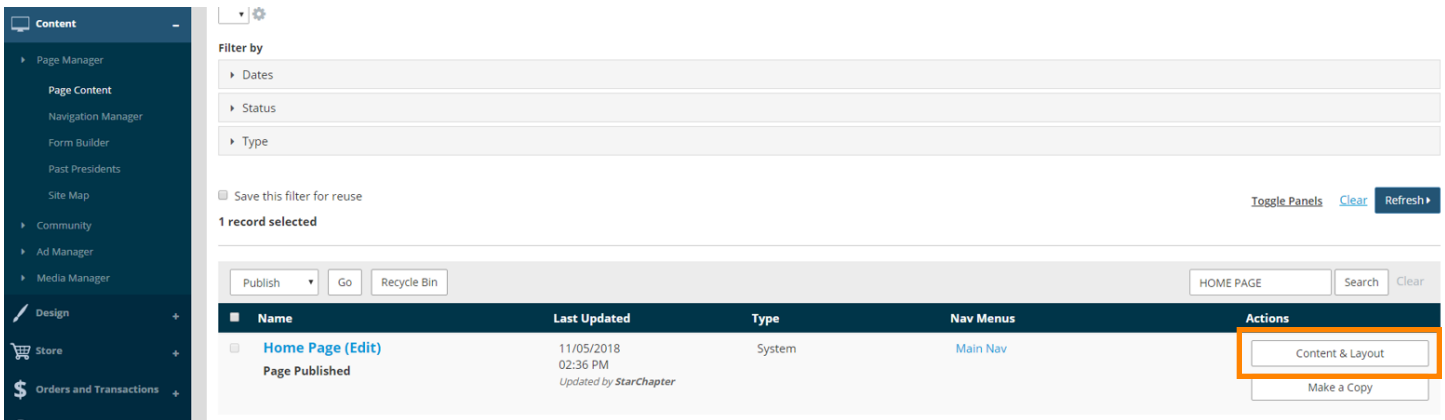


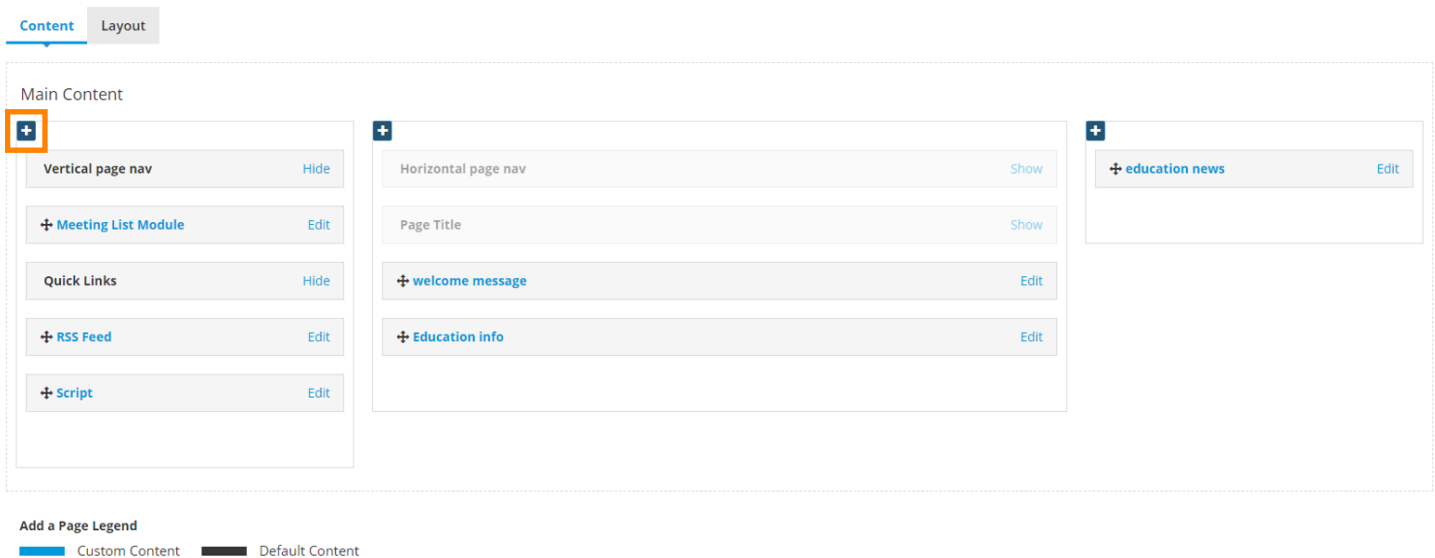
How to Add a New Image

To add the new APICS image, edit the Home Page:

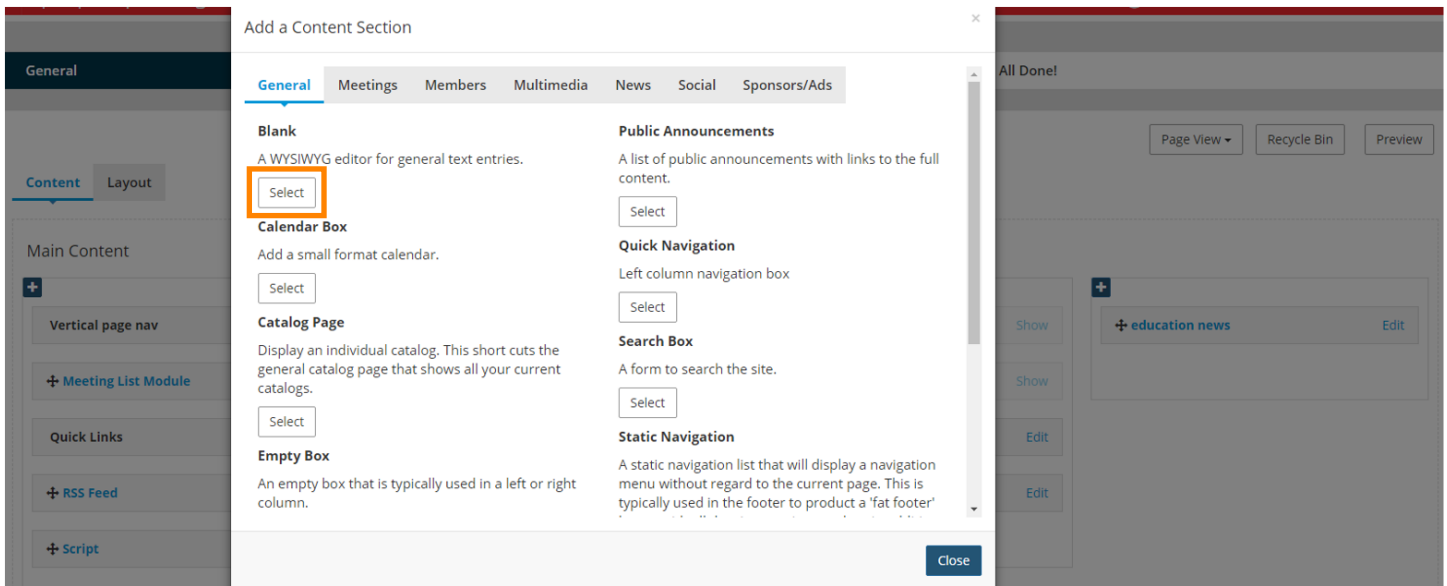
1. Go to Content > Page Manager > Page Content > Home Page
2. Click the Content & Layout button



3. Click the blue + in the left column



4. Select a Blank content section



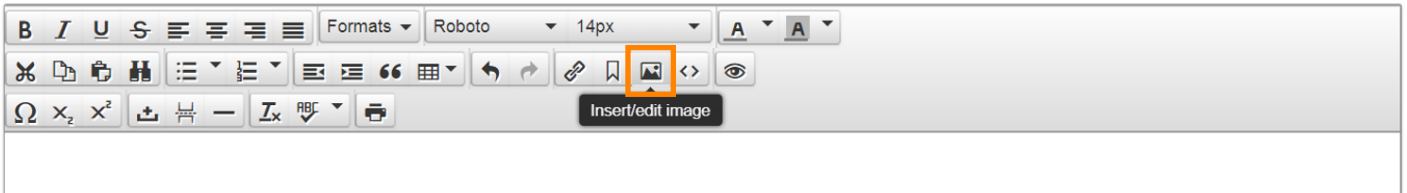
5. Give the section a title and then click the Insert/Edit Image button in the WYSIWYG Editor

Content Section : Blank

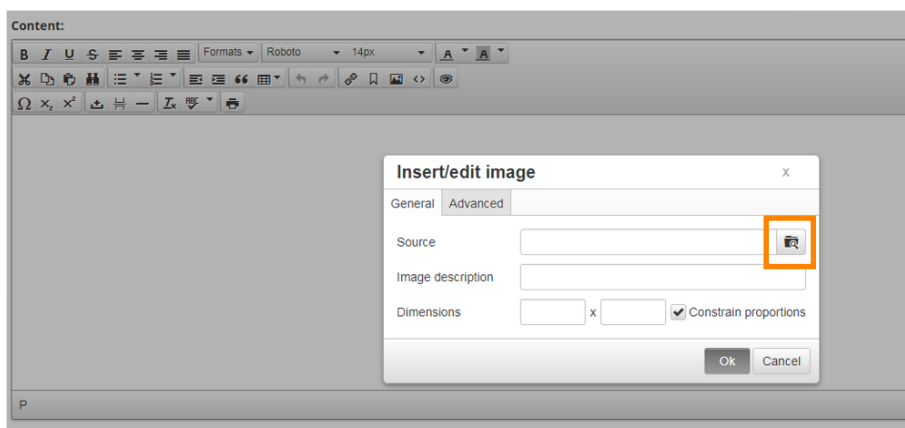
Title:

New APICS image

Content:



6. Click the folder icon to select the image



7. Click the Upload button, click the add files button, select the image from your local network, and click upload.
8. Select the correct image and insert the image in the WYSIWYG
9. Click OK after you upload the image
10. Click Save at the bottom of the page

Content:

Content Section Restrictions

Content Section Restrictions: Restrict Access

Restrict Edits to Full Admins:

[Delete](#) [Cancel](#) [Publish](#) [Save](#)

11. Drag/drop this new content section into the preferred spot in your left column
12. Click Publish

Main Content

- Vertical page nav Hide
- Meeting List Module Edit
- Quick Links Hide
- RSS Feed Edit
- Script Edit
- New APICS image Edit

- Horizontal page nav Show
- Page Title Show
- welcome message Edit
- Education info Edit

- education news Edit

Add a Page Legend

Custom Content

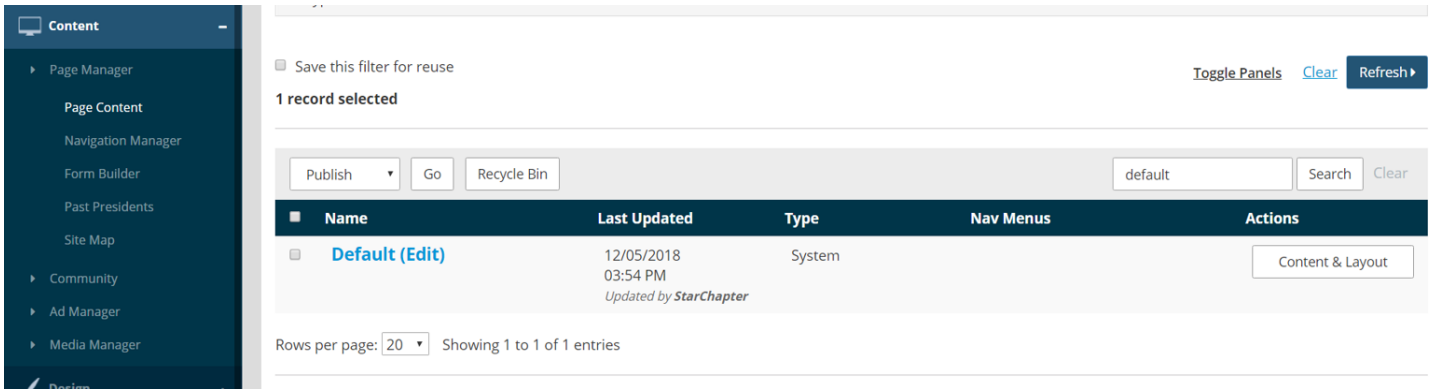
Default Content

[◀ Previous](#) [Delete Draft](#) [Cancel](#) [Publish](#) [Next ▶](#)

How to Edit Your Footer

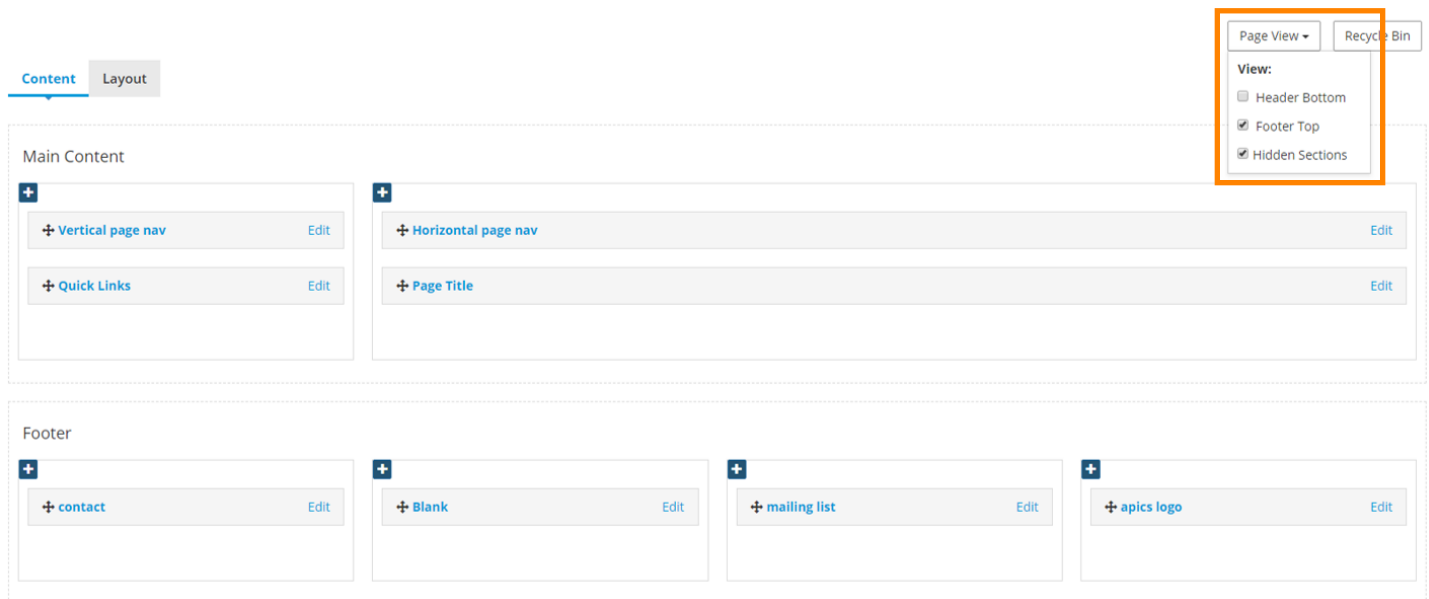
To add the new text in the website footer, you will need to edit the Default page:

1. Go to Content > Page Manager > Page Content > Default



2. Click the Content & Layout button

3. Click Page View and select Footer Top



4. Click Edit in the container that holds the logo

5. Change/Add the required text

Content:



The image shows a rich text editor interface. At the top, there is a toolbar with various icons for text formatting (bold, italic, underline, strikethrough, text color, background color), alignment (left, center, right, justified), list creation (bulleted, numbered), indentation, link, unlink, and other functions. Below the toolbar, the text "AN APICS CHAPTER PARTNER PART OF THE ASCM NETWORK" is displayed. At the bottom left of the editor, the path "DIV » DIV » H2 » SPAN" is visible.

Content Section Restrictions

Content Section Restrictions:

Restrict Access

Restrict Edits to Full Admins:

[Delete](#) [Cancel](#) [Publish](#) [Save](#)

6. Click Publish