

National Capital Region | Associ... x +

https://www.acc.com/chapters-networks/chapters/national-capital-region

Manage m.colby Subscription active (expires 2019/9/17) Tasks **PUBLISHED**

By in-house counsel, for in-house counsel Select Language MyACC

Acc Association of Corporate Counsel

Resource Library Chapters & Networks Education & Events Careers Services & Initiatives About ACC Membership

Chapters & Networks | Chapters

National Capital Region

Serving Washington, D.C., Virginia, and suburban Maryland

https://www.acc.com/moderation-sidebar/node/26621/latest

Type here to search

11:28 AM 3/19/2019

- To edit any page, click on the green 'published' button and select edit content.
- This button may say 'draft' depending on the type of page you are working on.

Editing and creating basic pages

Edit Basic page National Capital | x +

https://www.acc.com/node/26621/edit

Manage m.colby Subscription active (expires 2019/9/17)

Content

Edit Basic page National Capital Region

View Edit Delete Revisions

Home » Node » National Capital Region

Title *
National Capital Region

Page Background Color
Peacock

Page Banner Introduction
Serving Washington, D.C., Virginia, and suburban Maryland

Page Banner Button
No Button added yet.
Add Button

PAGE BANNER IMAGE
You can select up to 1 media items (0 left).

Published
Last saved: 03/14/2019 - 16:29
Author: tkarambelas
 Create new revision
Revisions are required.
Revision log message
Briefly describe the changes you have made.

MENU SETTINGS
 Provide a menu link
Menu link title
National Capital Region

Type here to search

11:28 AM 3/19/2019

- This is the basic page editing screen you will become very familiar with.

- Here you can edit the content on all your pages and add new content as well.

- These page content builders are how you will configure information, text, and images on your pages.
- The text editor and column row are the two most common types you will be using.
- There is also no need to edit the event feed once it is set up.

LinkedIn and on [Twitter](#). We hope you will follow the accounts, like and share our posts, and tag the chapter in your own posts. #ACCNCR', 'Leadership Academy', 'Become The In-House Leader You Want To Be', 'Application Deadline: Wednesday, March 20', and 'ACC NCR's Leadership Academy provides the in-house counsel perspective on the skills you need to meet the unique leadership challenges and opportunities that you face, and prepare you to lead from concept'. A sidebar on the right contains 'META TAGS', 'AUTHORING INFORMATION', and 'PROMOTION OPTIONS'."/>

- This is what an opened text editor looks like, here you can edit the actual text on the page.
- The tool bar at the top is very similar to Microsoft word, and you can even (ctrl + C) + (ctrl + V) to copy and paste directly from Word into the text editor.
- Please note: **do not** add images to text editors, this is done via a column row.

The screenshot shows a web browser window with the URL <https://www.acc.com/node/26621/edit>. The user is logged in as m.colby with an active subscription. The page content includes:

- Page Intro:** The National Capital Region Chapter of ACC has over 2,500 members. (Edit)
- Text Editor:** ACC NATIONAL CAPITAL REGION NEWS FOLLOW ACC NCR ON LINKEDIN. (Edit)
- Event Feed:** chapters, National Capital Region, fog, Upcoming Chapter Events, C... (Edit)

Below the content blocks are two "Add Text Editor" buttons:

- Add Text Editor (to Page Content Builder)
- Add Text Editor (Full Width) (to Content Builder (Full-width))

At the bottom, there is a "Current state: Published" section with a "Change to:" dropdown menu. The dropdown is open, showing options: Published, Draft, Published, and Archived. There are "Save" and "Delete" buttons below the dropdown.

- You can save your changes as a draft (not yet public facing) or as published (changes will appear instantaneously).

This screenshot is similar to the one above, but the "Change to:" dropdown menu is open, showing a scheduling interface. The dropdown options are: Published, Draft, Published, and Archived. The "Draft" option is selected, and the interface shows a date and time field: "Change to Draft on 03/19/2019 at 11:29:45 AM". There are "Save" and "cancel" buttons next to the date/time field. Below the dropdown, there are "Save", "Preview", and "Delete" buttons.

- You can also schedule your changes to be published at a specific date and time.
- Please note: do not for any reason click on the red 'delete' button. This will delete your entire page and we are in the process of getting rid of this option.

Revisions for *National Capital Region*

View Edit Delete Revisions

Home » Node » National Capital Region

Revisions allow you to track differences between multiple versions of your content, and revert to older versions.

REVISION	OPERATIONS
03/14/2019 - 16:29 by ilene.reid-ncr... (Published)	<input checked="" type="radio"/> Current revision
03/14/2019 - 16:27 by ilene.reid-ncr... (Published)	<input type="radio"/> Revert
03/12/2019 - 13:05 by m.colby (Published)	<input type="radio"/> Revert
03/12/2019 - 13:04 by m.colby	

- If you scroll back up to the top of the page and click on the revisions tab, you will be able to revert your page back to any of the previous versions you have save (very useful if you accidentally delete something).

National Capital Region | Associ...

https://www.acc.com/chapters-networks/chapters/national-capital-region

Manage m.colby Subscription active (expires 2019/9/17) Tasks PUBLISHED

Add content Basic page

Add media Chapter Ad

Files Chapter News

Event

Program Materials

Chapters & Networks | Chapters

National Capital Region

Serving Washington, D.C., Virginia, and suburban Maryland

The National Capital Region Chapter of ACC has over 2,500 members. With a focus on equipping in-house counsel for success through... than 70 professional

National Capital Region

- To create a new basic page: hover over the content button and navigate to the basic page option.

Create Basic page | Association < x +

https://www.acc.com/node/add/page

Manage m.colby Subscription active (expires 2019/9/17)

Content

Create Basic page

Home » Node » Add content

Title *

Page Background Color
- None -

Page Banner Introduction

Page Banner Button
No Button added yet.
Add Button

► PAGE BANNER IMAGE

Show row weights

PAGE CONTENT BUILDER

Last saved: Not saved yet
Author: m.colby
Revision log message

Briefly describe the changes you have made.

► MENU SETTINGS
► META TAGS
► AUTHORING INFORMATION
► PROMOTION OPTIONS

- This is virtually the same page as the editing page, so everything should look familiar.
- Here you can title your page, add an introduction, and use all the other types of content builders to fill out your new page.

Create Basic page | Association < x +

https://www.acc.com/node/add/page

Manage m.colby Subscription active (expires 2019/9/17)

Content

Page Banner Button
No Button added yet.
Add Button

► PAGE BANNER IMAGE

Show row weights

PAGE CONTENT BUILDER

Text Editor Collapse

Text

▼ MENU SETTINGS

Provide a menu link

Menu link title

Description

Shown when hovering over the menu link.

Parent item
----- National Capital Region

Weight
0

Menu links with lower weights are displayed before links with higher weights.

► META TAGS
► AUTHORING INFORMATION
► PROMOTION OPTIONS

- Notice the 'menu setting' tab on the right-hand side of the screen. This is how you will tell your page where to live within your chapter site.
- The default parent item will be set to your chapter homepage, which means this new basic page will appear as its own link on your menu.

- You can set the parent item to another one of your menu tabs to create a subpage within your menu. (See how the president's message page is a subpage within the 'Our leadership' parent page.)

https://www.acc.com/node/add/page

Manage m.colby Subscription active (expires 2019/9/17)

Content

Text format: Full HTML

Add Text Editor to Page Content Builder

CONTENT BUILDER (FULL-WIDTH)

Add Text Editor (Full Width) to Content Builder (Full-width)

Save as: Draft

Schedule a status change

Save Preview

Browse available tokens.

▼ BASIC TAGS

Simple meta tags.

Page title

[current-page:title] | [site:name]

The text to display in the title bar of a visitor's web browser when they view this page. This meta tag may also be used as the title of the page when a visitor bookmarks or favorites this page, or as the page title in a search engine result. It is common to append [site.name] to the end of this, so the site's name is automatically added. It is recommended that the title is no greater than 55 – 65 characters long, including spaces.

Description

A brief and concise summary of the page's content, preferably 320 characters or less. The description meta tag may be used by search engines to display a snippet about the page in search results.

Abstract

A brief and concise summary of the page's content, preferably 150 characters or less. Where as the description meta tag may be used by search engines to display a snippet about the page in search results, the abstract tag may be used to archive a summary about the page. This meta

- Important for search engine optimization is the meta tags tab.
- Here you will need to provide a short description of the page you are creating so the page will be easily found when searching on google.

https://www.acc.com/node/add/page

Manage m.colby Subscription active (expires 2019/9/17)

Content

Text format: Full HTML

Add Text Editor to Page Content Builder

CONTENT BUILDER (FULL-WIDTH)

Add Text Editor (Full Width) to Content Builder (Full-width)

Save as: Draft

Schedule a status change

Save Preview

▼ BASIC TAGS

Simple meta tags.

Page title

[current-page:title] | [site:name]

The text to display in the title bar of a visitor's web browser when they view this page. This meta tag may also be used as the title of the page when a visitor bookmarks or favorites this page, or as the page title in a search engine result. It is common to append [site.name] to the end of this, so the site's name is automatically added. It is recommended that the title is no greater than 55 – 65 characters long, including spaces.

Description

A brief and concise summary of the page's content, preferably 320 characters or less. The description meta tag may be used by search engines to display a snippet about the page in search results.

Abstract

A brief and concise summary of the page's content, preferably 150 characters or less. Where as the description meta tag may be used by search engines to display a snippet about the page in search results, the abstract tag may be used to archive a summary about the page. This meta tag is no longer supported by major search engines.

Keywords

Add Text Editor

Add Column Row

Add Announcement Feed

Add Card Row

Add Chapters Map

Add Aggregator Feed

Add Event Feed

Add Icon Row

Add Expandable Content Group

Add Page Intro

Add Quote Row

Add Sponsor Row

Add Tabs Group

Add Chapter Leadership

Add Event List

Add Flickr Feed

Add News Feed Featured

Add Twitter – Most Recent Tweet

Add Restricted Content

- Here is the list of content builders you can add to your page, though you will primarily be using text editors and column rows.

The screenshot shows the ACC website editor interface. The browser address bar displays <https://www.acc.com/node/add/page>. The user is logged in as m.colby, and the subscription is active (expires 2019/9/17). The editor shows a 'Column Row' with a 'Text Editor' widget selected. The 'COLUMN CONTENT' field is highlighted, and a context menu is open with the 'Remove' button circled in red. The right sidebar contains meta tags for 'Description', 'Abstract', and 'Keywords', along with an 'ADVANCED' section for meta tags.

- Column rows are great for adding images to your page.
- To do this remove the default text editor that comes with the column row.

The screenshot shows the ACC website editor interface. The browser address bar displays <https://www.acc.com/node/add/page>. The user is logged in as m.colby, and the subscription is active (expires 2019/9/17). The editor shows a 'Column Row' with a 'Text Editor' widget selected. The 'COLUMN CONTENT' field is highlighted, and a context menu is open with the 'Add Image' option highlighted with a red box. The right sidebar contains meta tags for 'Description', 'Abstract', and 'Keywords', along with an 'ADVANCED' section for meta tags.

- Next, add a new 'image card' to add an image to your page.

Column Width *
Auto

COLUMN CONTENT *

+ Image Collapse

▼ IMAGE *
Select Image(s)

You can select one file.

PREVIEW	FILENAME	METADATA	OPERATIONS	ORDER
No files yet				

Add Card to Column Content

Add Column

Add Text Editor to Page Content Builder

CONTENT BUILDER (FULL-WIDTH)

Abstract

A brief and concise summary of the page's content, preferably 150 characters or less. Where as the description meta tag may be used by search engines to display a snippet about the page in search results, the abstract tag may be used to archive a summary about the page. This meta tag is *no longer* supported by major search engines.

Keywords

A comma-separated list of keywords about the page. This meta tag is *no longer* supported by most search engines.

▼ ADVANCED

Meta tags that might not be needed by many sites.

Geographical place name

A location's formal name.

Geographical position

Geo-spatial information in 'latitude; longitude' format, e.g. '50.167958; -97.133185'; see [Wikipedia](#) for details.

Geographical region


A location's two-letter international country code, with an optional two-letter region, e.g. 'US-NH' for New Hampshire in the USA.


- Select an image from the content library.


Select Image(s)


Library **Upload**

Keywords Filter




Cantor Colburn LLP
www.cantorcolburn.com





CONTENT BUILDER (FULL-WIDTH)

A location's two-letter international country code, with an optional two-letter region, e.g. 'US-NH' for New Hampshire in the USA.

- Or upload a new image.
- You can edit the width of your columns, add more columns, and have text that goes in your columns as well.

Creating a chapter Ad (Scrolling)

The screenshot shows a web browser window with the URL https://www.acc.com/node/add/chapter_ad. The page title is 'Create Chapter Ad | Association'. The form contains the following elements:

- Title:** A text input field.
- Chapter:** A dropdown menu with 'Chapter' selected, highlighted by a red box.
- IMAGE:** A section with a 'Select Image(s)' button and a table for file management. The table has columns: PREVIEW, FILENAME, METADATA, OPERATIONS, and ORDER. Below the table, it says 'No files yet'.
- Display DATE RANGE:** Two date input fields labeled 'Start date' and 'End date', both with the format 'mm-dd-yyyy'.
- Duration:** A text input field containing the number '6'.
- Published:** A checkbox that is checked.
- Buttons:** 'Save' and 'Preview' buttons at the bottom left.
- Revision log message:** A large text area on the right side.
- Authoring Information:** A section with 'Last saved: Not saved yet', 'Author: m.colby', and 'Revision log message'.
- Promotion Options:** A section with expandable options.

- To create a scrolling chapter ad, hover over the content button and navigate to 'chapter ad'.
- Input all the relevant information and **be extra sure** to manually input the name of your chapter in the chapter text box.
- Select the logo from the media library, set the display date range, set the duration in seconds that the ad will scroll for, and hit save with the published box checked to put the ad on your chapter homepage.

Creating Events

Create Event | Association of Co... x +

https://www.acc.com/node/add/event

Manage m.colby Subscription active (expires 2019/9/17)

Content

Create Event

Home » Node » Add content

Title *

START DATE/TIME *

mm/dd/yyyy --:--:--

END DATE/TIME

mm/dd/yyyy --:--:--

Time Zone

Eastern Daylight Time

Delivery Type

- None -

LINK

URL

Start typing the title of a piece of content to select it. You can also enter an internal path such as `./node/add` or an external URL such as `http://example.com`. Enter `<front>` to link to the front page.

Link text

If more details about this event will be located on another site, enter the link to the details.

Last saved: Not saved yet
Author: m.colby
Revision log message

Briefly describe the changes you have made.

AUTHORING INFORMATION

PROMOTION OPTIONS

CHAPTERS

Show row weights

Type here to search

11:47 AM 3/19/2019

- Enter the relevant event information: title, date and time, time zone, and add a registration URL to have a registration button on your event page. (link text will almost always be 'Register')

CHAPTERS

+ [text box]

Add another item

City

[text box]

Country

United States

ZIP Code

[text box]

NETWORKS

+ [text box]

Add another item

INTEREST AREAS

+ [text box]

Add another item

Member Cost

[text box]

Non-Member Cost

[text box]

is CLE

Type here to search

11:47 AM 3/19/2019

- **Very important:** Manually input the name of your chapter in the chapter text box.
- Enter the city, country, and zip code where the event will take place.

- Ignore the following boxes: Networks, interest areas, directions, notes, speakers, and program summary.

The screenshot shows a web browser window with the URL <https://www.acc.com/node/add/event>. The page is titled 'Create Event | Association of Co...' and shows a user profile for 'm.colby' with a 'Subscription active (expires 2019/9/17)' status. The form includes several input fields: 'Non-Member Cost', 'Is CLE', 'CLE Category', 'CLE State', and 'CLE Count'. Below these are two sections: 'SPONSOR LOGO' and 'SPONSOR LINK'. The 'SPONSOR LOGO' section has a 'Select image(s)' button and a table with columns for 'PREVIEW', 'FILENAME', 'METADATA', 'OPERATIONS', and 'ORDER'. The 'SPONSOR LINK' section has a 'URL' field and a 'Link text' field. The Windows taskbar at the bottom shows the time as 11:47 AM on 3/19/2019.

- Input cost and CLE information and add a sponsor logo to your event page.

The screenshot shows the same web browser window, but the form has progressed to the 'Location' and 'Directions' sections. The 'Location' section has a 'Text format' dropdown set to 'Full HTML' and a 'Location' input field. Below it is a 'Location HTML' section with a rich text editor toolbar. The 'Directions' section also has a 'Text format' dropdown set to 'Full HTML' and a 'Directions' input field with a rich text editor toolbar. The Windows taskbar at the bottom shows the time as 11:47 AM on 3/19/2019.

- Add the location the event will be taking place here.
- Copy and paste the same location info in both of these boxes.

The screenshot shows the 'Create Event' form in the ACC system. The 'Body' text area is highlighted with a red box. The form includes a 'Text format' dropdown set to 'Full HTML', a rich text editor toolbar, and a 'Notes' section below.

- Put **ALL** relevant event information in the body box. Program summaries, speaker info, sponsor language, any extra details. The only things that do not need to go in the body box are location, date, and time.

The screenshot shows the 'Create Event' form in the ACC system. The form is filled out with contact information and a program summary. The 'Program Summary' text area is highlighted with a red box.

- Input your information or the organizers information here.

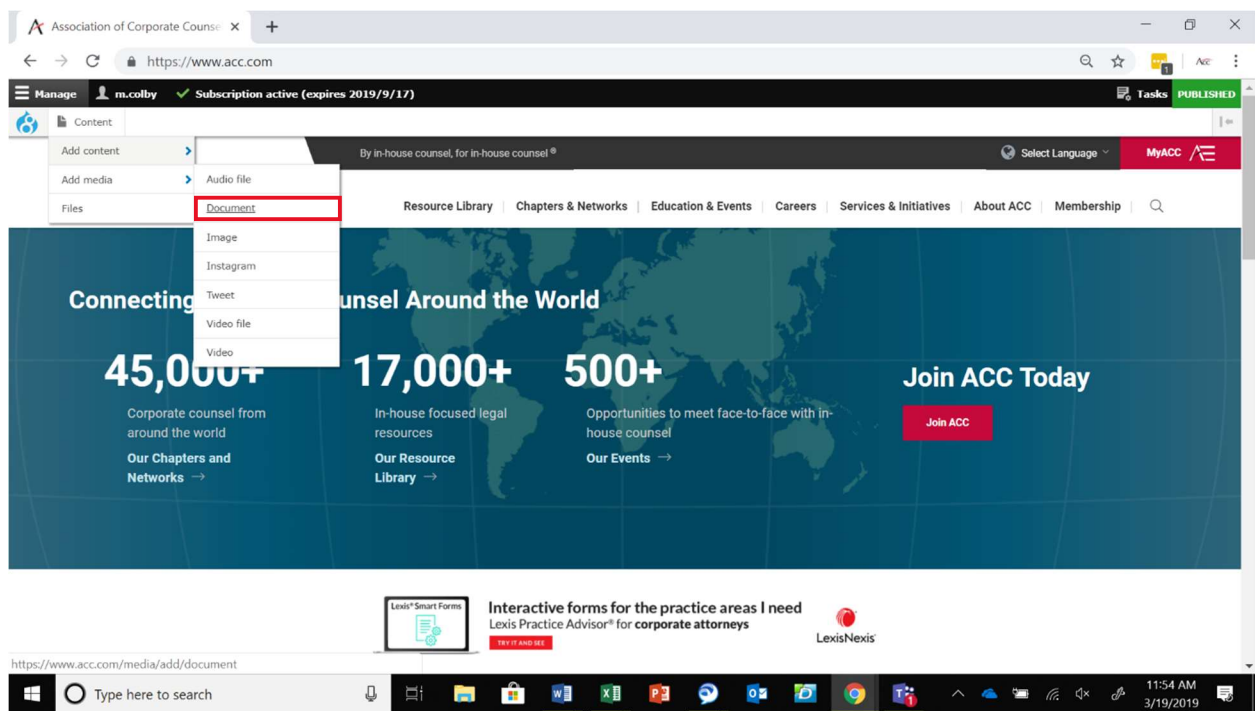
The screenshot shows the 'Create Event' form in the ACC system. The 'Published' checkbox is checked and circled in red. The 'Save' button is located below the checkbox. The form includes fields for 'Program Title', 'Program Summary' (with a rich text editor), 'Text format' (set to 'Full HTML'), 'Event Source' (set to 'None'), and 'Source'.

- Most of you will not need to add any source details for the time being, so you can leave this blank.
- To save the event and make sure it is on your event page, click save and make sure the published box is checked.

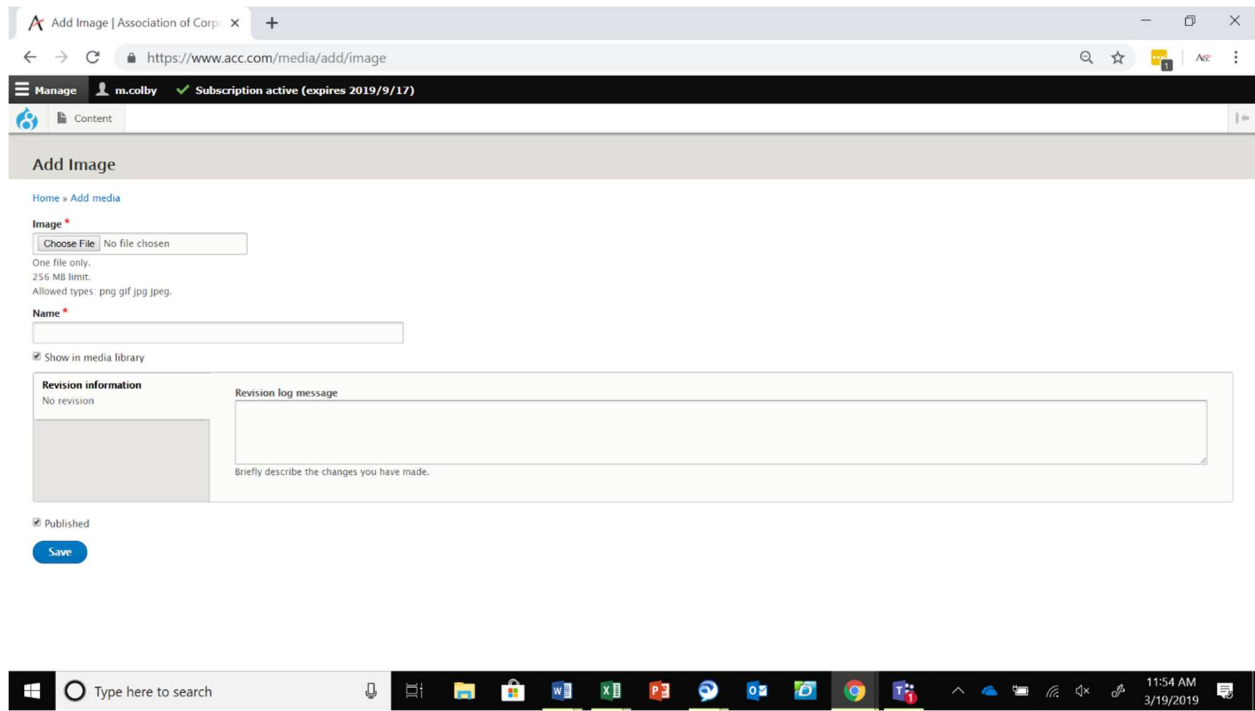
The screenshot shows the event page for the '2019 Annual Conference and Meeting of Members - SAVE THE DATE'. The event details are: May 16, 2019 | 9:00 AM - May 17, 2019 | 1:00 PM Central Daylight Time. The location is The Osthoff Resort, 101 Osthoff Avenue, Elkhart Lake, WI 53020. The 'Edit' button in the right-hand menu is highlighted with a red box. The page also features a 'Globalization Partners' advertisement.

- You can also edit your event by going to the event page itself and clicking on the green published button.

Adding program material and direct links to internal documents



- To add and link program materials to your pages, hover over content and navigate to the document option.



- Choose your file from your HDD, name it accordingly, and save it to the media library.

The screenshot shows a web browser window with the URL <https://www.acc.com/media/add/document>. The page title is "Add Document". The user is logged in as "m.colby" with a "Subscription active (expires 2019/9/17)". The document being added is "NEOH_Q1_2019_rev3.pdf". The "Name" field contains "NEOH newsletter Q1". The "Show in media library" checkbox is checked. The "Revision information" section shows "No revision" and a "Revision log message" field. The "Published" checkbox is checked. A "Save" button is at the bottom.

- Next we want the internal link for this pdf.

The screenshot shows the "Media" page in the ACC system. The URL is <https://www.acc.com/admin/content/media>. The page shows a green notification box: "Document: [NEOH newsletter Q1](#) has been created." Below this, there are filters for "Published" (set to "Any"), "Name", "Media type" (set to "Any"), and "Sort by" (set to "Newest first"). There is also an "Action" dropdown set to "Delete media" and an "Apply to selected items" button. A grid of media items is displayed, including logos for Cantor Colburn LLP, Cowan Liebowitz & Latman, Tarter Krinsky & Drogin, and Cadwalader, Wickersham & Taft. The URL <https://www.acc.com/media/document/7461> is visible at the bottom.

- Click on the link you just created in the green box (see screenshot).

NEOH newsletter Q1 | Association of Corporate Counsel

https://www.acc.com/media/document/7461

Manage m.colby Subscription active (expires 2019/9/17)

By in-house counsel, for in-house counsel

Acc Association of Corporate Counsel

Resource Library | Chapters & Networks | Education & Events | Careers | Services & Initiatives | About ACC | Membership

NEOH newsletter Q1

Tue, 03/19/2019 - 11:54
m.colby

Document
NEOH_Q1_2019_rev3.pdf

Explore ACC

https://www.acc.com/sites/default/files/2019-03/NEOH_Q1_2019_rev3.pdf

- Click on the red pdf link.

NEOH_Q1_2019_rev3.pdf

https://www.acc.com/sites/default/files/2019-03/NEOH_Q1_2019_rev3.pdf

Inside IQ2019

1. Top 5 Legal Tech Trends to Watch in 2019
2. ACC News
3. Wave of Salary History Bans Continues as Ninth Circuit Overturns Equal Pay Act Precedent
4. All in the family: Lawyers in Love
5. NEO Chapter News
6. Upcoming Events
7. Board Members and Contacts

ACC Association of Corporate Counsel
NORTHEAST OHIO

FOCUS

President's Message
Jeffrey Lauderdale

FBO

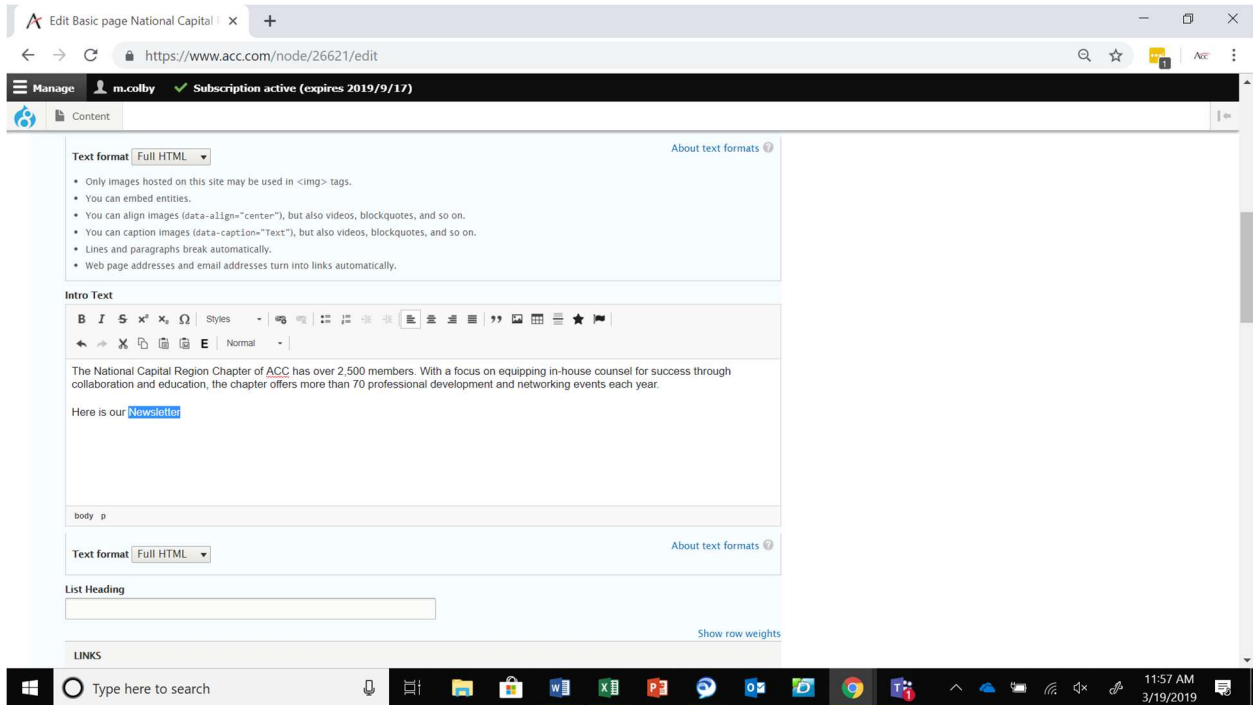
Dear Northeast Ohio Chapter Members:
On behalf of the 2019 ACC NEO Board of Directors, I wish our members, sponsors and friends a very happy new year. And to those who are new to our chapter, welcome!

Once again, we'd like to recognize our 2018 sponsors for supporting our Chapter's social and educational programming:

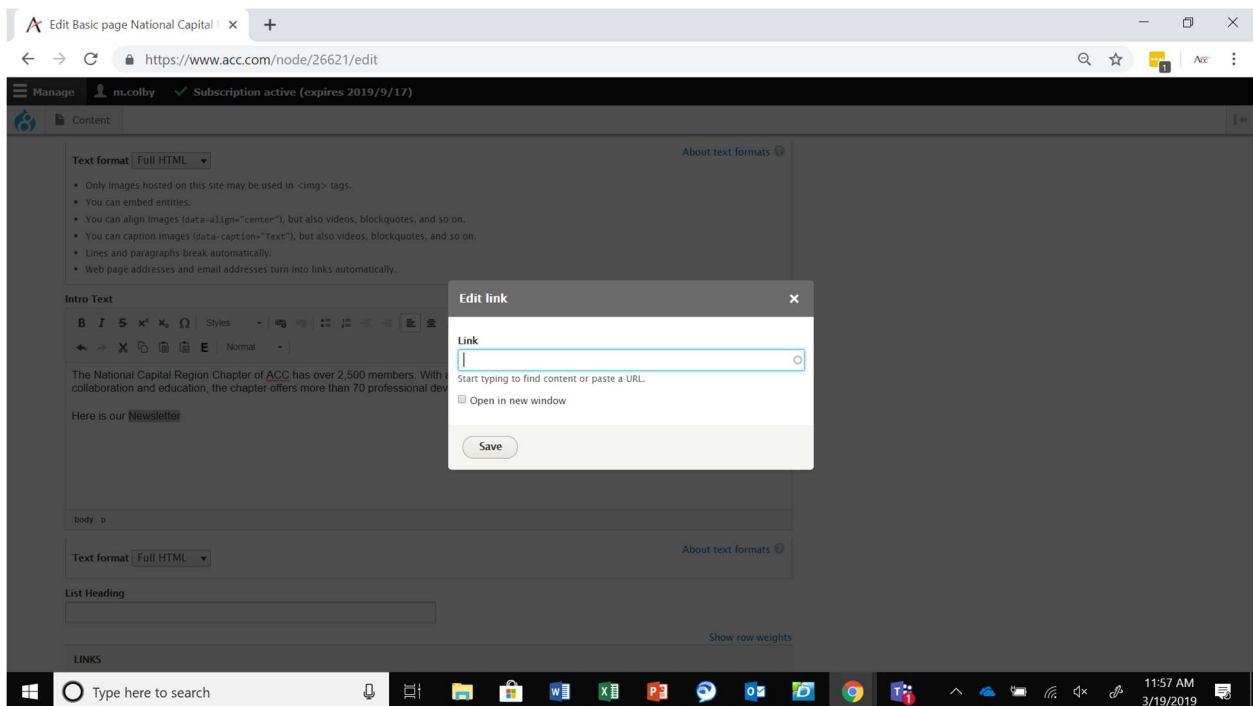
Signature Plus
Frantz Ward
Jackson Lewis

www.acc.com/chapters/neh/

- Copy and paste this URL, this is what you will hyperlink to on the page you want the program materials to appear.



- Navigate to the editing page of the page you want to add the document to.
- Create the language you want the hyperlink to display.



- Then create a hyperlink in the appropriate place and paste the link you just copied here.

Editing your sponsor page

Sponsors | Association of Corporate Counsel

https://www.acc.com/chapters-networks/chapters/houston/sponsors

Manage m.colby Subscription active (expires 2019/9/17) Tasks PUBLISHED

By in-house counsel, for in-house counsel® Select Language MyACC

Resource Library | Chapters & Networks | Education & Events | Careers | Services & Initiatives | About ACC | Membership

Chapters & Networks | Chapters | Houston

Sponsors

Explore the sponsors of ACC Houston

2019 Sponsors

MARQUEE GOLF/SPA SPONSOR - Sponsor Spotlight

BOYAR MILLER
ATTORNEYS AT LAW

Houston

- Annual Golf Spa Event
- Benefits of Membership
- Career Advancement
- Chapter Leadership
- Committees

Type here to search

12:03 PM 3/19/2019

- To edit the language on your sponsor page or to change a sponsor logo navigate to your specific sponsor page.

Sponsors | Association of Corporate Counsel

https://www.acc.com/chapters-networks/chapters/houston/sponsors

Manage m.colby Subscription active (expires 2019/9/17) Tasks PUBLISHED

Content

McKenzie.

MONTHLY CHAPTER MEETING SPONSORS -

January, February, March, April

HUNTON ANDREWS KURTH haynesboone KIRKLAND & ELLIS BRACEWELL

May, June, July, August

Akin Gump STRAUSS HAUER & FELD LLP VORYS FRAGOMEN WORLDWIDE KILPATRICK TOWNSEND

September, October, November

New Members

- Photo Gallery
- Policies
- Practice Groups
- Pro Bono
- Program Materials
- Scholarships
- Sponsors
- StarChapter Online Registration
- Women In-House

Business Education for in-house Counsel

ACC Institute

Type here to search

12:03 PM 3/19/2019

- These rows of logos are called sponsor rows, they are a type of content builder that easily organizes sponsor logos.

Sponsors | Association of Corporate Counsel

https://www.acc.com/chapters-networks/chapters/houston/sponsors

Manage m.colby Subscription active (expires 2019/9/17)

By in-house counsel, for in-house counsel

Select Language MyACC

Tasks PUBLISHED

Authorized by m.colby 19 hours ago

Edit content

Show revisions

History

Delete content

Create New Draft

Archive

Use custom log message

Houston

Annual Golf Spa Event

Benefits of Membership

Career Advancement

Chapter Leadership

Committees

2019 Sponsors

MARQUEE GOLF/SPA SPONSOR - Sponsor Spotlight

BOYAR MILLER

https://www.acc.com/node/43341/edit

Type here to search

12:03 PM 3/19/2019

- Click on the green published button and select the edit content option.

Edit Basic page Sponsors | Association of Corporate Counsel

https://www.acc.com/node/43341/edit

Manage m.colby Subscription active (expires 2019/9/17)

Content

Text Editor 2019 Sponsors MARQUEE GOLF/SPA SPONSOR - Edit

Sponsor Row Collapse Show row weights

SPONSORS*

Sponsor Remove

SPONSOR LOGO*

You can select up to 1 files (0 left).

Show row weights

PREVIEW	FILENAME	METADATA	OPERATIONS
	Boyar Miller.jpg	Alternative text <input type="text"/>	Remove

Show row weights

SPONSOR LINK*

URL*

Start typing the title of a piece of content to select it. You can also enter an internal path such as `./node/add` or an external URL such as `http://example.com`. Enter `<front>` to link to the front page.

URL

Type here to search

12:04 PM 3/19/2019

- Navigate to the specific row you want to edit and select remove in the blue sponsor logo box.
- Then select the new logo you want to upload/choose from.
- Finally, always remember to save the changes you made.

Miscellaneous

The screenshot shows a web browser window displaying the 'Content' management interface. A dropdown menu is open, listing various content types such as 'Basic Page (Member Restricted)', 'Basic page', 'Book page', 'Chapter', 'Chapter Ad', 'Chapter News', 'Collections Media', 'Event', 'Full-Width Page', 'Happening Now Component', and 'Language'. Below the menu, there are filters for 'Title' and 'Moderation state'. A red circle highlights the 'Filter' button. The main content area displays a table with columns for 'TITLE', 'CONTENT TYPE', 'AUTHOR', 'UPDATED', 'MODERATION STATE', and 'OPERATIONS'. The table lists three items: 'Managing High Volume Contracts on a Budget', 'Program Materials', and 'Turner Padgett Social Event'.

TITLE	CONTENT TYPE	AUTHOR	UPDATED	MODERATION STATE	OPERATIONS
Managing High Volume Contracts on a Budget	Event	Mark Vitek (not verified)	03/19/2019 - 12:09	N/A	Edit
Program Materials	Basic page	eneenan	03/19/2019 - 10:39	published	Edit
Turner Padgett Social Event	Event	mdabrowski	03/19/2019 - 10:35	N/A	Edit

- If you click on the content button the site will take you to the content library itself. This is a catalogue of all the content everyone has uploaded to the site.
- Here you can find content you have saved but not published by sorting by content type, or by inputting the title of your content.
- This way you can work on things far in advance, save it, and wait to publish until you need to.

The screenshot shows the 'Image Sizes' page in the Content management interface. The page displays a table with columns for 'Type', 'Size (W x H)', and 'High DPI'. The table lists various image types and their dimensions. A note at the bottom indicates that sizes marked with an asterisk are flexible in height.

Type	Size (W x H)	High DPI
Page Banner	1500 x 450	N/A
Billboard	1300 x 700	N/A
Card	500 x 330*	1000 x 660*
Featured Event	670 x 450	1340 x 900
Resource Grid	400 x 300	800 x 600
Quote	300 x 300	600 x 600
Staff Profile	300 x 300	600 x 600
Mega Menu Callout	300 x 200	N/A
Sidebar Images	280 x X*	560 x X*

* - sizes marked with an asterisk are flexible IN HEIGHT. The recommended height is listed.

- This is the site guide for the new website: <https://www.acc.com/site-guide>
- Here you can find helpful information and SOPs for adding content to the website.
- The page displayed in this screenshot is the image specifications page.
- See also: <https://www.acc.com/media/document/7481>,
<https://www.acc.com/media/videofile/7496>