Snippet Exercise Step by Step

**STEP 1:** Navigate directly to your webpage and find the copyright symbol in the bottom of the screen.

Go to the page you wish to edit. Click the copyright symbol in the footer.
Step 2: choose UA Division of Ag

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Step 3: Enter Active Directory password (NOT your Banner password)

Step 4: Edit your page

Choose which section you wish to edit by clicking the green 'edit' button. Make sure to save your work as you go.

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Step 5: In the WYSIWYG editor, put your cursor in the area where you want the snippet to appear. Then choose the ‘Insert Snippet’ Icon:

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Step 7: Choose the category and Snippet. You can choose any one of them and they will appear in a preview window as shown below. For this practice, we will choose ‘Content Pages (Images)’ as the category and ‘Full width image + text block’ as the snippet.

Step 8: Click ‘Insert’. The Snippet with the stock language and sample photo will appear on your page where you had your cursor placed.

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Step 9: Edit the snippet with YOUR content. Let’s begin with editing the IMAGE.

a. Click the photo. It should turn RED. Then select the ‘insert image’ button.

b. The pop up window should appear. First, DELETE the image path in the ‘Image URL’ field. Then select the ‘browse’ icon.
c. Once the new pop up window appears you can upload your image from your computer since, most likely, your image is not uploaded to the server yet. The important thing to do at this step is to ensure that your image is uploaded to YOUR image folder on the server. See below to find out how to find your folder.
d. Now that you have found the correct folder to add an image to, click ‘upload’.

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2. In order to view the “edit image properties”, click the arrow button in the top left area of the screen to minimize the left navigation.

3. Click ‘resize’ and then type in a pixel width 150 pixels or smaller.

   **NOTE:** the image size CAN be bigger. However you need to ensure that the text in the snippet is LONG ENOUGH to match the width and height of the image. So if you have a short sentence and a large photo, some of the ‘image+text block’ snippets won’t display correctly.
I recommend clicking ‘save as’ in order to save your image as a revised version of your original image. Make sure to use keywords in your image title, such as “Yell County 4H Fair.jpg” or “FCS strong women class.jpg”. Also, make sure to add the .jpg or .png file extension when you type in your new file name.
4. Click the blue ‘insert’ button after you click ‘save’.
5. Fill in the description and title fields! Be descriptive. Do not skip this step. This is for accessibility and keyword searches.

6. Click ‘Update’. You should see your image now on the page in the editor. NOTE that the image in the WYSIWYG editor may look different than the image you see in Preview mode.

7. Click save.

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Editing the text in a Snippet.

1. Follow the same steps that you follow to edit copy on a page. Make sure the page is checked out (yellow light bulb) then click ‘edit’

2. Click the green ‘edit’ button above the snippet you want to change the text in.

3. Highlight the text you want to change. Start typing.

4. NOTE if you want to paste in copy from WORD, please use the button noted below:
5. Once completed with your text updates click the ‘save’ icon in the top left corner.