

# Editing a Contributor Page

Every Contributor Page is based on a single [template](#).

- The CMS has been designed so that the editable content sections are laid out in roughly the same location they will be displayed in the final published Contributor Page.
- Every section except the logo section offers a set of formatting and content options.
- Images can be added to your Contributor Page but note that the only image which can be hosted by Research Data Australia (RDA) for your Contributor Page is your logo. All other images must be hosted at a publicly accessible location on the web (e.g. Dropbox).

## Opening a Contributor Page to edit

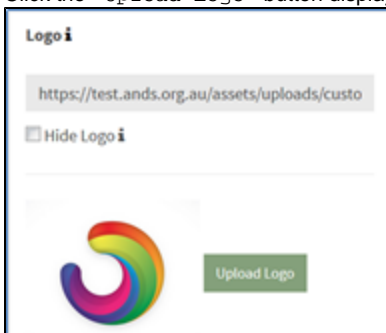
1. Access the CMS using the instructions in the [Accessing the Contributor Page CMS](#) section.
2. From the CMS menu select the Contributor Page you wish to edit (note most data source administrators will only see one page listed).
3. You will be presented with the editable form for the selected Contributor Page.

## Adding a logo

- Logos can be uploaded to RDA or hosted at a publicly accessible location on the web (e.g. your server or Dropbox).
- Logos should ideally be:
  - medium resolution
  - vertically stacked square (other orientations can be used but these will be resized to fit a square display area)
  - of supported formats: png, jpg or gif
  - of maximum file size 500KB

### Uploading:

1. Click the 'Upload Logo' button displayed in the Logo section.



2. A local file dialog box will be displayed.
3. Navigate to and select the required image on your local machine.

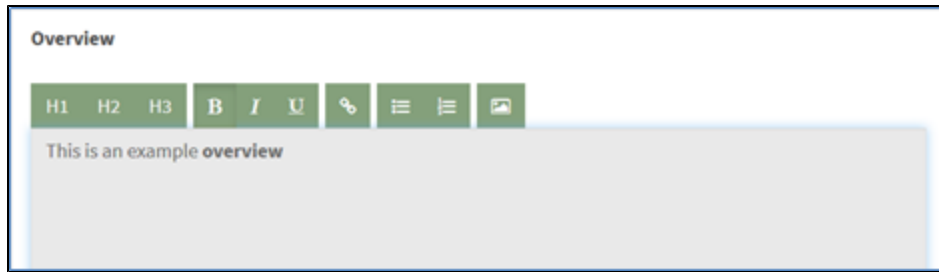
The image will be uploaded to the Research Data Australia server, displayed in the editor, and the URL field updated with the file's location on the server.

4. Click the 'Save' button at the top of the page to save your changes.

### Hosting:

1. Enter the publically accessible address of where your logo image is hosted into the 'Logo URL' field.
2. Click the 'Save' button at the top of the page to save your changes. If the image is publicly accessible it should display in the editor within a few seconds.

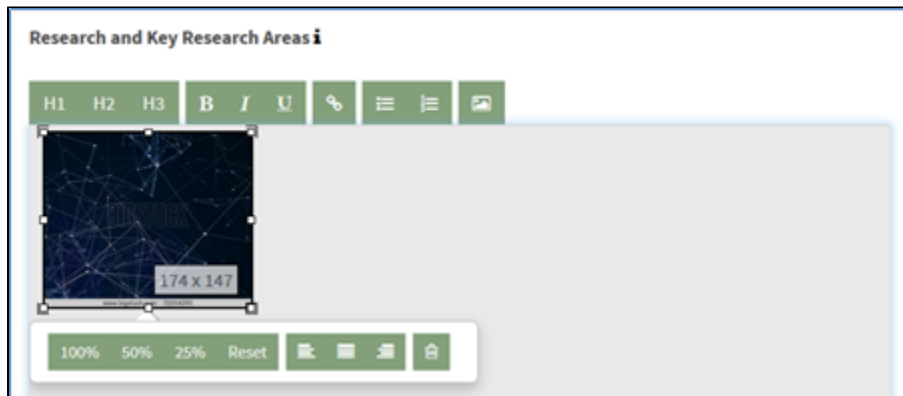
## Adding text content




To add text to a content section:

1. Click in the text area of the applicable section and start typing. Some of the sections are provided with an information 'i' which will display content tips on mouseover.
2. To format text with a formatting option select the text first using your mouse then select the desired formatting option.
3. Click the 'Save' button at the top of the page to save your changes.

## Adding images



To add images to a section:

1. Click the image option  associated with the section you would like to place the image in. You will be presented with a popout where you can enter the publicly accessible location of the image.
2. Enter the URL and click 'Ok'. After a second or two the image will be visible in the content section.
3. You can then drag the image around to change its placement.
4. Clicking once on the image will bring up the resizing controls and formatting options for the image.

If the image is large you may need to scroll down a little in the section to see the controls.

5. Clicking anywhere outside of the image area will apply any formatting changes and hide the options.
6. Click the 'Save' button at the top of the page to save your changes.

## More information

- [Accessing the Contributor Page CMS](#)
- [Contributor Page template](#)
- [Editing a Contributor Page](#)