



MAGIC SQUARE SYSTEMS LIMITED

BTV - CMS v12.2 Guidance Sheet

Modifying Image – Person Profile (Articles)

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www.magicsquaresystems.com

Magic Square Systems Limited

Company Number: 3680737

MARCH 2018



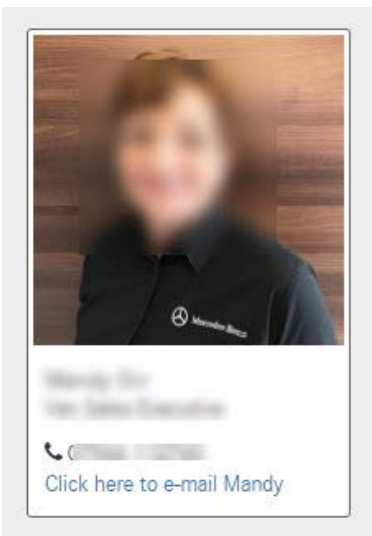
INTRODUCTION

The purpose of this document is to provide guidance to CMS Administrators of how to **Modify** an **Image** on a **Person Profile Article**.

INTRODUCTION

The purpose of this document is to provide guidance to CMS Administrators of how to **Create Person Profile Article**.

PERSON PROFILE

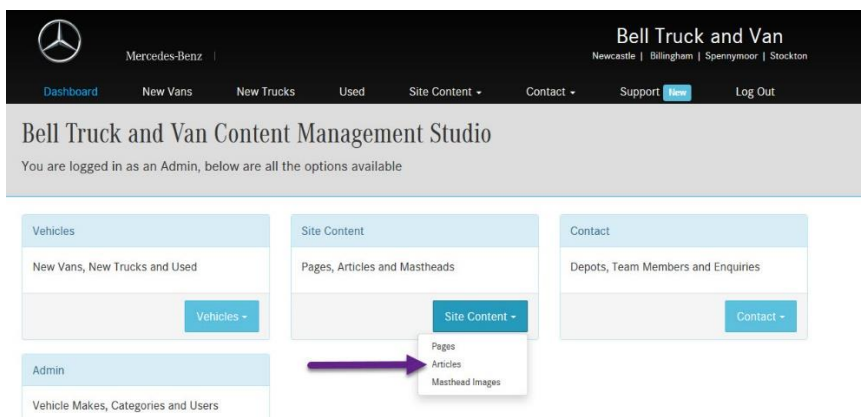


NOTE: Optimum Image Size = 370px X 370px

DEFINITION: Article Format used in **Meet the Team** comprises of image, and text (contact details) and hyperlink (Email).

GUIDANCE

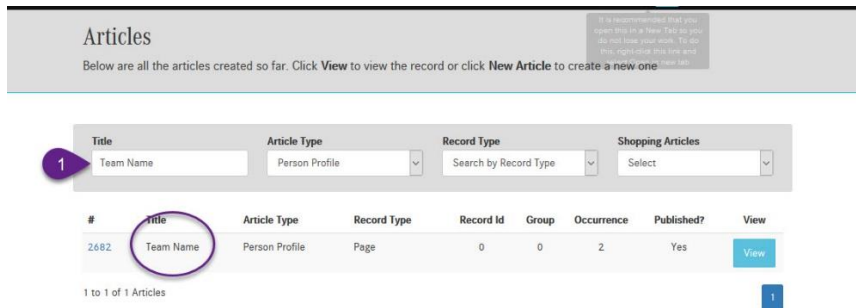
1. Log in to CMS
2. Using Site Content option listing > Select **Articles**



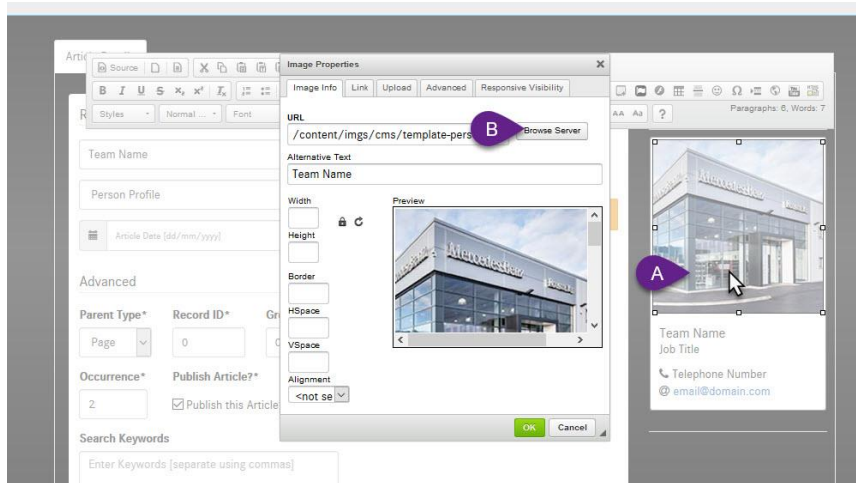


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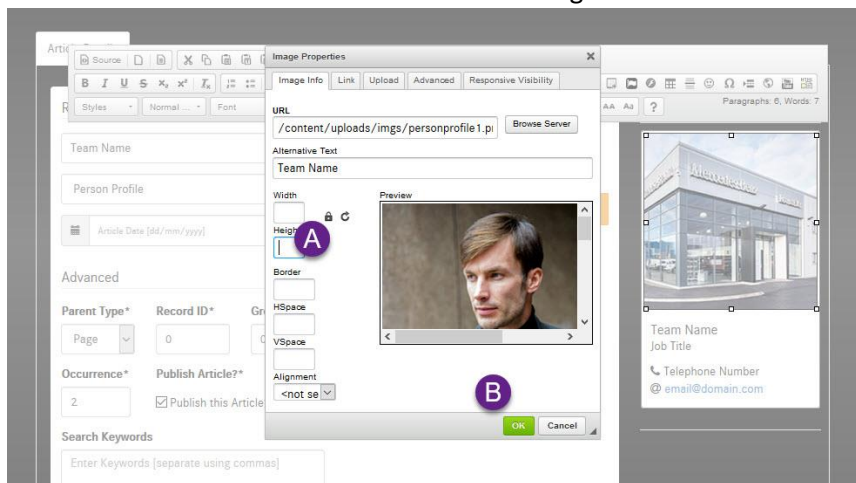
3. Search Article Listing for Team Name (for this example!) Click on View (Blue button)



4. Observe View Article Page - Click on Edit Article (Button – bottom left hand corner) Click on Image (A) and Click on Browse Server (B)



5. **If the Image has already been uploaded** - Select the Image from Library listing or Click **Browse Button** from Upload a document form and Select the Image (**NOTE: 370px X 370px**) from local PC. After the Image has been Uploaded > Select from Library Listing this action will return to the Window as shown below with the Selected image:



IMPORTANT NOTE: remove the Width and Height sizes as shown at (A) and Click OK (B)



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6. Click Update Article (Grey Button – bottom left hand corner of Form)
7. Observe View Article Page
 - A. Click Close to complete Update process > return to Article Listing
 - B. Click Edit Article to Modify (if required) > return to 8.

View Article - Team Name

You are currently viewing a Article. Click [Edit Article](#) to make changes or [Delete Article](#) to delete it.

Lorem ipsum dolor sit amet

This is a dummy page, the articles you are working on or viewing appear on the right

Sed molestie, neque a lobortis scelerisque, lectus nulla molestie lorem, quis finibus leo leo a turpis. Vivamus lectus rhoncus ipsum, et varius mi trucidunt vitae. Suspendisse id malesuada odio, ut trucidunt quam. Etiam et commodo nisi, accumsan rhoncus dolor. Suspendisse a tortor id lacus varius lacina. Nunc interdum, enim at vestibulum accumsan, lectus metus condimentum lectus, ut convallis sapien tortor a lectus. Etiam ornare est ligula, quis posuere lacus pulvinar in. Suspendisse at nunc eget mi aliquam eleifend. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos.

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Team Name
Job Title
Telephone Number
email@domain.com

[Edit Article](#) [Update Article](#) [Close](#)

ends.