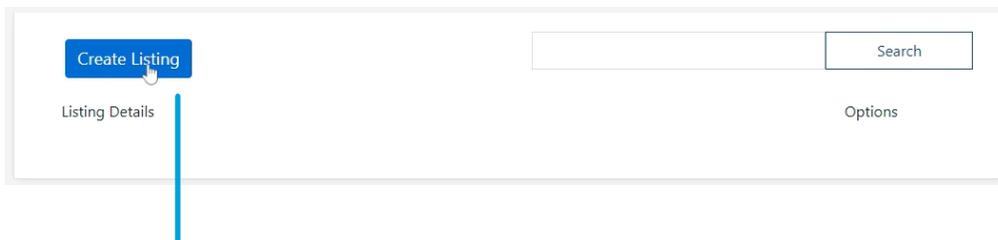
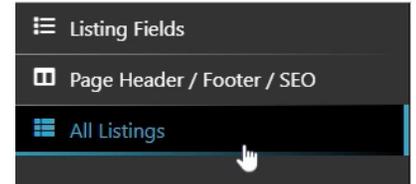
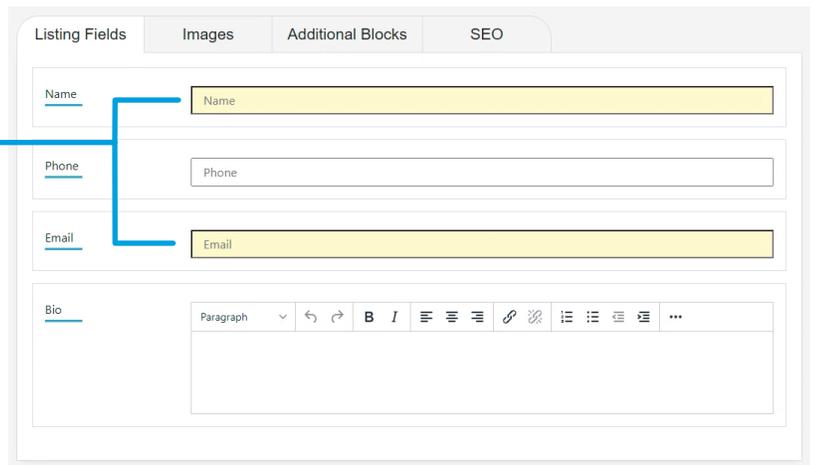


This is a walkthrough on editing your directory.

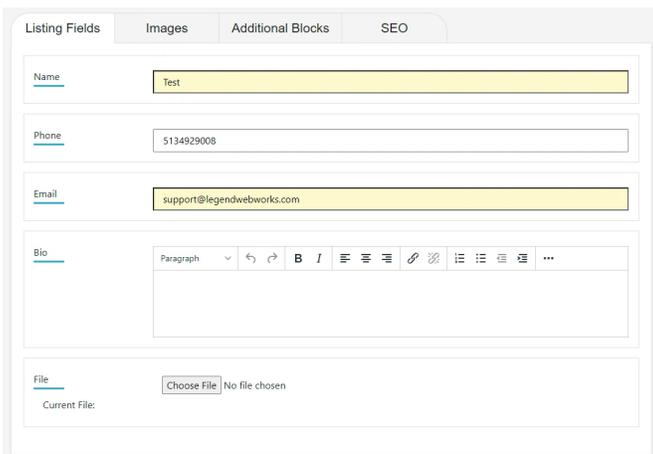
1. To view your listings in your directory module, you will select "All Listings" in the black dashboard.



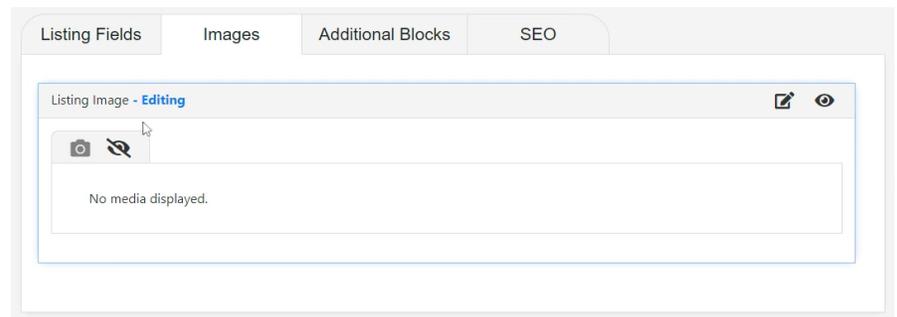
2. To create a new listing, click "Create Listing". This will bring you to all the listed fields. All yellow fields are required.



3. We will then fill out each field box with its coordinating information. If you have a paragraph section, you will have a formatted text block. You can use any of the tools at the top to format your text just like you would in a normal text block.



4. The next tab is where you can add images to your listing. Begin by selecting the pencil icon to edit and then select the camera icon to upload an image from your device.

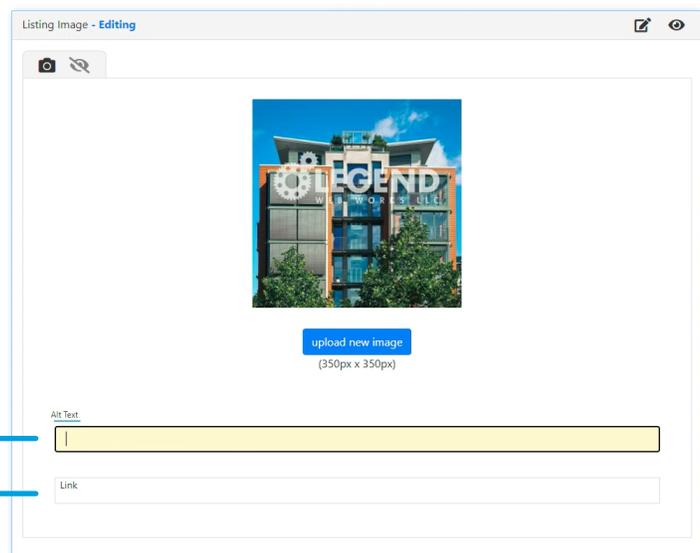


5. When you select an image to upload, the cropper tool will appear. Here, you can adjust the image to fit the required dimensions. Any part of the image in the greyed out area will not appear.

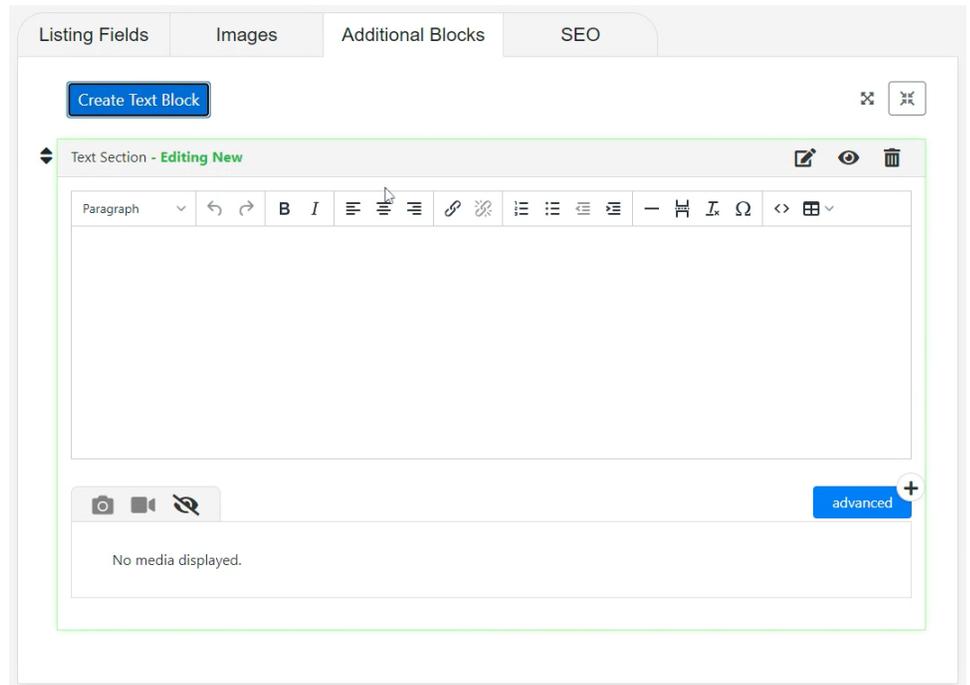


6. You will then be required to fill out the Alt Text box. Here, you will input a brief description of what the image is of or what is happening in the image. This is important for ADA compliancy. If someone is using a screen reader because they have a visual impairment, the Alt Text will help them understand what is happening in your image.

7. You can insert a hyperlink in the link box as well. Doing this will redirect a site visitor to the link when they click on the image on your website.



8. The third tab is for additional text blocks. If you would like to add additional text, select "Create Text Block" and a text block will appear.



9. Finally, the last tab is for SEO. This is where you can fill out any SEO information about your listing.

