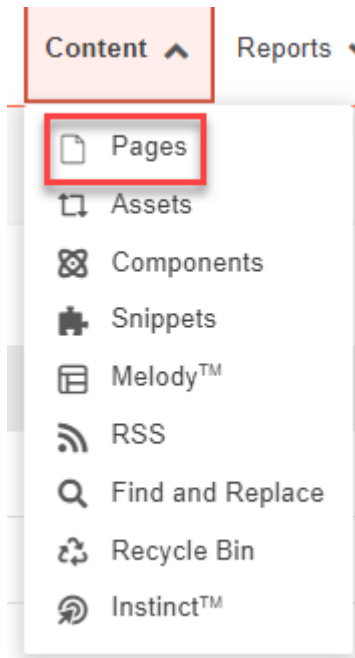


Links and Images to Webpage

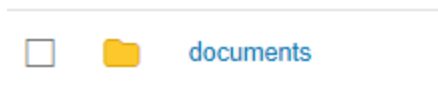
Upload and Link Documents

1. Login to the page to be edited
2. Click **Content** -> **Pages**



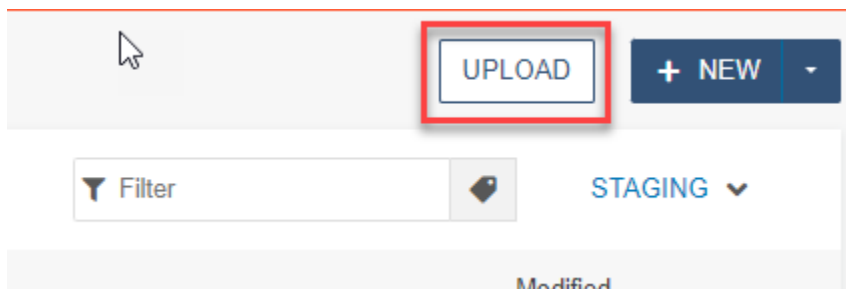
Upload Documents in Document Folder

1. Upload **documents** to the **document** folder



2. Click **documents** folder

3. Upload **documents** by clicking the **UPLOAD** button



4. **drag files from desktop** or click the **ADD** button to upload documents

Upload to /training/new-section/documents

Type Upload Files Edit and Upload Image Import Zip File

Access Group (Inherit Existing) ▼


Overwrite Existing

Files **+ ADD** or drag files from desktop


Filename	Size	Status
2020 COVID 19 - Quick Reference Guide.pdf	97.8K	Invalid filename

Filename	Size	Status
2020 COVID 19 - Quick Reference Guide.pdf	97.8K	RENAME

Filename	Size	Status
2020-covid19-quick-reference-guide.pdf	97.8K	

5. Filename is invalid if it contains **capital letters** or **spaces**
6. **Rename** the document by clicking the **More Actions** icon  and type in new name (do not delete e.g., **.pdf**, **.docx**, etc.)
7. Check **Overwrite Existing** if replacing a document with the same name
Overwrite Existing
8. Click START UPLOAD

Link document

1. Login to the page to be edited
2. Check the page out by clicking on the **light bulb** (located to the left of **Submit** button) 
3. Click the **Edit** Button




4. Click the **green buttons** to edit (the button may look different but they all have a pencil icon similar to the ones below)



5. **Highlight** the text to be linked
 - Insurance matters relating to community associations, and
 - Management and maintenance.


After completing this class, everything you need to know to obtain your CAM license.

6. Click the **link** icon 

7. Click the **URL** button

Insert/Edit Link ✕

Basic
Advanced

URL 

Text to display

Title

Open link in...
Current window ▾



Class
(not set) ▾


Custom Class


8. Find the document uploaded previously


📍 Sites ▶ redesign-2022 ▶ training ▶ continuing-education-courses ▶ documents


Filter by tag

Filter by name  

 documents

 40-hour-live-fire-flyer.pdf

 ce-registration-form-rev-01-2022.pdf

 **fl_cam_info.pdf**


9. Click **INSERT**

Insert/Edit Link ✕

Basic

Advanced

URL



/training/continuing-education-courses/documents/fl_cam_info.pdf

Text to display

Title

Open link in...

Current window ▾

Class

(not set) ▾

Custom Class

10. **SAVE** Link

Preview link

[After completing this class, everything you need to know to obtain your CAM license.](#)

Upload Documents While on Webpage

1. Login to the page to be edited

2. Check the page out by clicking on the **light bulb** (located to the left of **Submit** button)



3. Click the **Edit** Button




4. Click the **green buttons** to edit (the button may look different but they all have a pencil icon similar to the ones below)



5. **Highlight** text to be linked


Please complete the **adjunct application** and check

6. Click the **link** icon 

7. Click the **URL** button

Insert/Edit Link ✕

Basic
Advanced

URL 

Text to display

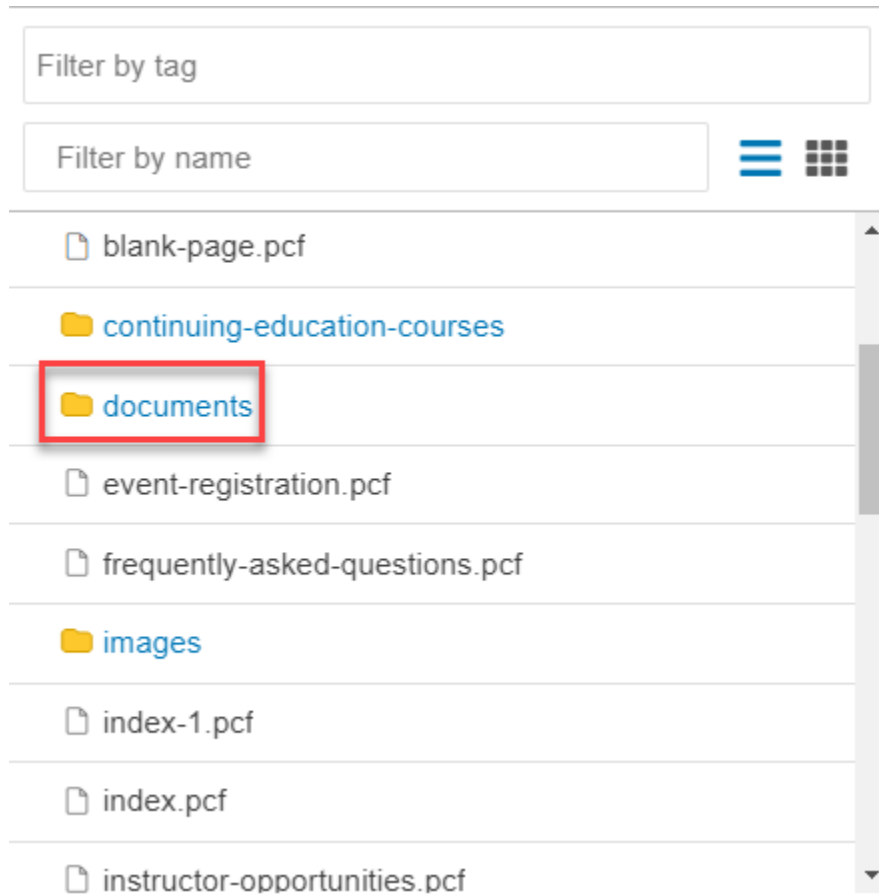
Title

Open link in...
 ▼

Class
 ▼

Custom Class

8. Click **documents** Folder



9. **UPLOAD** document



10. **drag files from desktop** or click the **ADD** button to upload documents

Upload to /training/new-section/documents


Type Upload Files Edit and Upload Image Import Zip File


Access Group (Inherit Existing) ▼

Overwrite Existing

Files or drag files from desktop

11. Filename is invalid if it contains **capital letters** or **spaces**

12. If **Invalid Filename**, **Rename** the document by clicking the **More Actions** icon  and type in new name (do not delete e.g., **.pdf**, **.docx**, etc.)

Filename	Size	Status
Adjunct Employment Packet.pdf	10.0M	Invalid filename
Filename	Size	Status
Adjunct Employment Packet.pdf	10.0M	 RENAME
Filename	Size	Status
adjunct-employment-packet.pdf	10.0M	

13. Check **Overwrite Existing** if replacing a document with the same name

Overwrite Existing


14. Click START UPLOAD

15. INSERT link

16. **SAVE** link

Insert/Edit Link ✕

Basic
Advanced

URL 

/training/documents/adjunct-employment-packet.pdf

Text to display

Title

Open link in... ▾

Class ▾

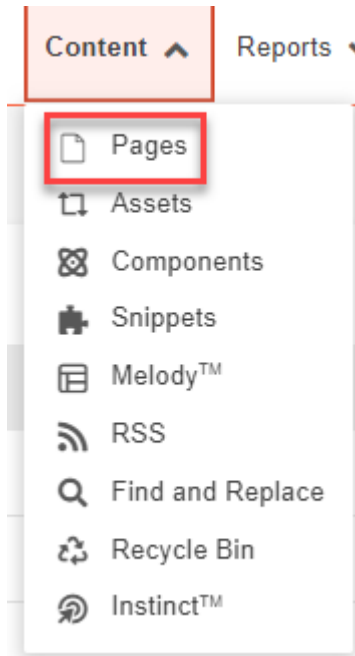
Custom Class

17. Preview **Link**

Please complete the [adjunct application](#)

Upload Links and Images

1. Login to the page to be edited
2. Click **Content** -> **Pages**



Upload an Image to Images folder

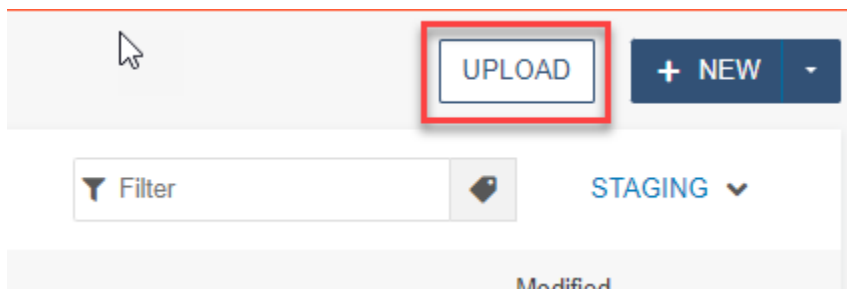
(Images will not show up on webpage until Published)

1. Upload images to the **images** folder



2. Click **images** folder

3. Upload **images** by clicking the **UPLOAD** button




4. **drag files from desktop** or click the **ADD** button to add images

Filename	Size	Status
GCSC-Logo-White.png	139K	Invalid filename

Filename	Size	Status
GCSC-Logo-White.png	139K	RENAME

Filename	Size	Status
gcsc-logo-white.png	139K	

5. If **Invalid Filename**, **Rename** the document by clicking the **More Actions** icon  and type in new name (do not delete e.g., **.png**, **.jpg**, etc.)

6. Check **Overwrite Existing** if replacing a document with the same name

Overwrite Existing

7. Click **START UPLOAD**

Add image to webpage

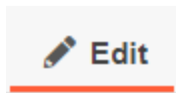
(Images will not show up on webpage until Published)

1. Login to the page to be edited

2. Check the page out by clicking on the **light bulb** (located to the left of **Submit** button)



3. Click the **Edit** Button



4. Click the **green buttons** to edit (the button may look different but they all have a pencil icon similar to the ones below)



5. Put cursor where you want the image

6. Click the **image** icon 

7. Find the **image** uploaded previously

The screenshot shows a dialog box titled "Insert/Edit Image" with a close button (X) in the top right corner. On the left, there are two tabs: "General" (selected) and "Advanced". The "Source" field contains the text "{{f:56350801}}". Below it, the path "/training/images/gcsc-logo-white.png" is displayed. The "Alternative description" field is highlighted with a red border and contains the text "Image of Gulf Coast State College Logo". Below this is the "Image title" field, which is empty. The "Width" field contains "400" and the "Height" field contains "202". There is a lock icon to the right of the height field. The "Class" dropdown menu is set to "(not set)". Below it is the "Custom Class" field, which is empty. At the bottom, there is an "ID" field, which is empty. At the bottom right, there are two buttons: "CANCEL" and "SAVE".

8. Enter a detailed **Alternative description** (**VERY IMPORTANT**: Alt text is required. It must be a detailed description of the image. **This is required for ADA compliance**)
9. Save **image**

10. Preview **image**



This course serves as the 18-hour required educ (CAM) license. Students will learn and understand responsibilities, and standards of conduct.

Upload Images While on Webpage

1. Login to the page to be edited

2. Check the page out by clicking on the **light bulb** (located to the left of **Submit** button)



3. Click the **Edit** Button



4. Click the **green buttons** to edit (the button may look different but they all have a pencil icon similar to the ones below)




5. Place cursor on the appropriate place on the webpage
6. Click the **image** icon 

7. Click **URL** button


Insert/Edit Image ✕


General
Advanced

Source 

Alternative description

Image title

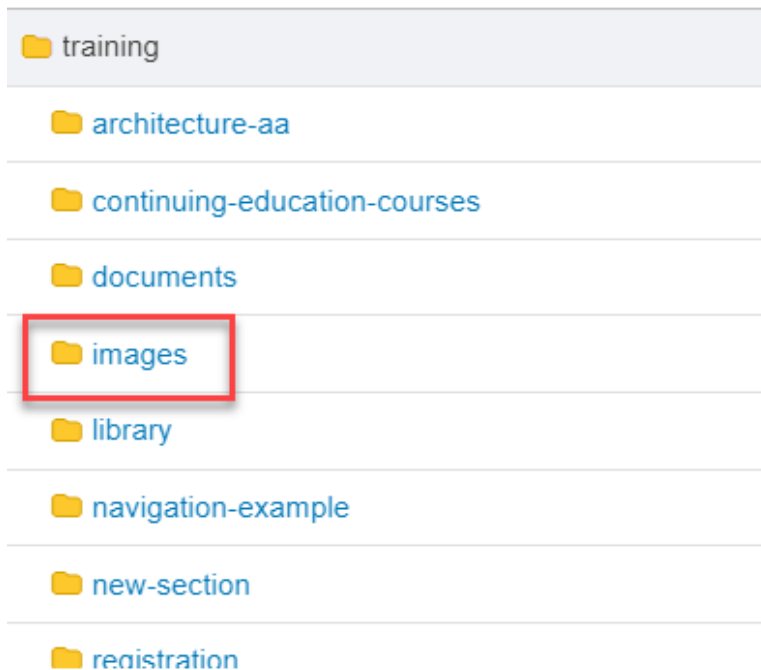
Width Height 

Class 

Custom Class

ID


8. Click **images** folder




9. Click **UPLOAD** button



10. **drag files from desktop** or click the **ADD** button to add images

11. If **Invalid Filename, Rename** the document by clicking the **More Actions** icon  and type in new name (do not delete e.g., **.png, .jpg**, etc.)

Filename	Size	Status
GCSC-Logo-White.png	139K	Invalid filename

Filename	Size	Status
GCSC-Logo-White.png	139K	 RENAME

Filename	Size	Status
gcsc-logo-white.png	139K	

12. Check **Overwrite Existing** if replacing a document with the same name

Overwrite Existing

13. Click START UPLOAD

14. **INSERT** image

15. Enter a detailed **Alternative description** (**VERY IMPORTANT**: Alt text is required. It must be a detailed description of the image. **This is required for ADA compliance**)


16. Save **image**

17. Preview **image**



This course serves as the 18-hour required educ (CAM) license. Students will learn and understand responsibilities, and standards of conduct.

Optional: Advanced Insert/Edit Image

1. Click the **image** icon 
2. Click **Advanced**

Insert/Edit Image ×

General **Advanced**


Alignment
(not set) ▼

Vertical space Horizontal space

Border width Border style Select... ▼

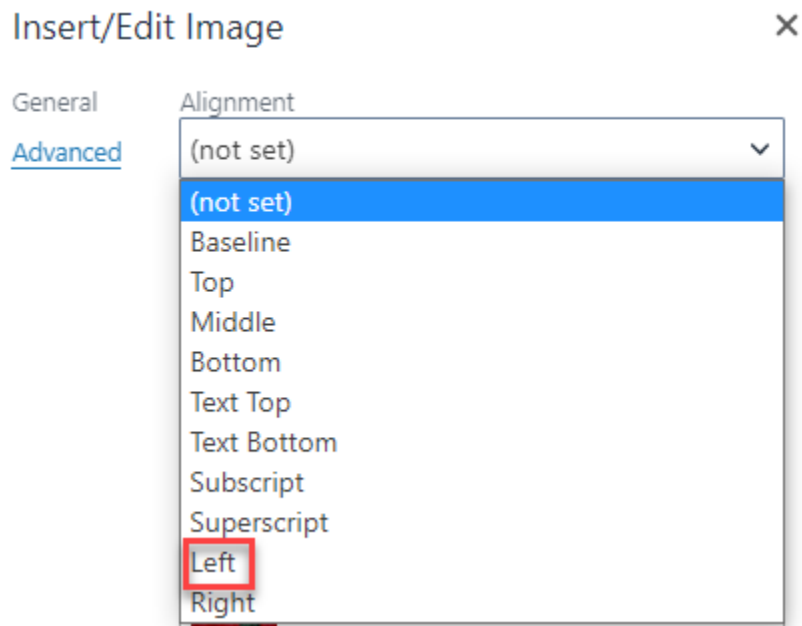
Style

Style Preview



Lorem ipsum dolor sit amet, consec tetur adipis cing elit, sed do eius mod tempor incid idunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nost rud exerci tation ullamco laboris nisi ut ali quip ex ea com modo con sequat. Duis aute irure dolor.

3. Select an **Alignment**



4. Insert **Vertical, Horizontal space, Border width** and **Border style**

Insert/Edit Image✕

General

[Advanced](#)

Alignment

Left▼

Vertical space

10

Horizontal space

10

Border width

1


Border style

Solid▼

Style

float: left; border-width: 1px; border-style: solid; i

Style Preview



Lorem ipsum dolor sit amet, consec tetur adipis cing elit, sed do eius mod tempor incid idunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nost rud exerci tation ullamco laboris nisi ut ali quip ex ea com modo con sequat. Duis aute irure dolor.

CANCEL

SAVE

5. Save **image**

6. Preview **image**



This course serves as the 18-hour required education to obtain a Florida Community Association Manager (CAM) license. Students will learn and understand the Florida CAM licensing requirements, CAM responsibilities, and standards of conduct.

A Florida CAM license is required when managing an association of more than 10 units and/or has an annual budget in excess of \$100,000. Types of properties that hire

CAM license holders are mobile home parks, planned unit developments, homeowners association, cooperatives, timeshares, condominiums, or other residential units with authorization to impose a fee that may become a lien on the parcel. **Two textbooks and one workbook included.**