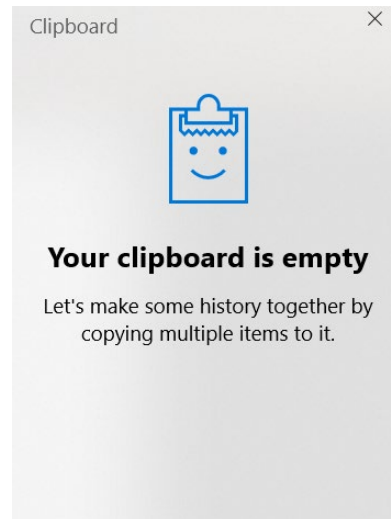
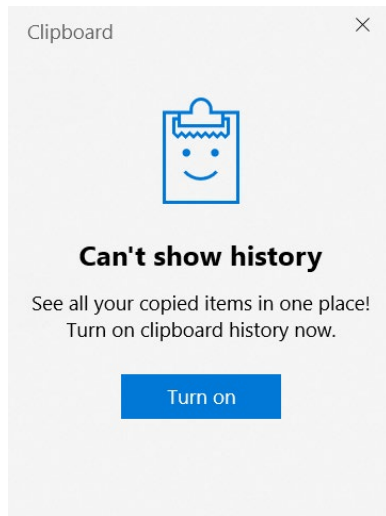


How to Upload Forms to Toro Auxiliary Partners Website Using Editor X

Pro Tip: Activate Clipboard History by pressing  + V

Although not necessary, I have found that having the ability to copy and paste multiple links very useful.



Navigation

[Signing In](#)

[Uploading Documents through Media Manager](#)

[Copying Uploaded Documents URL](#)

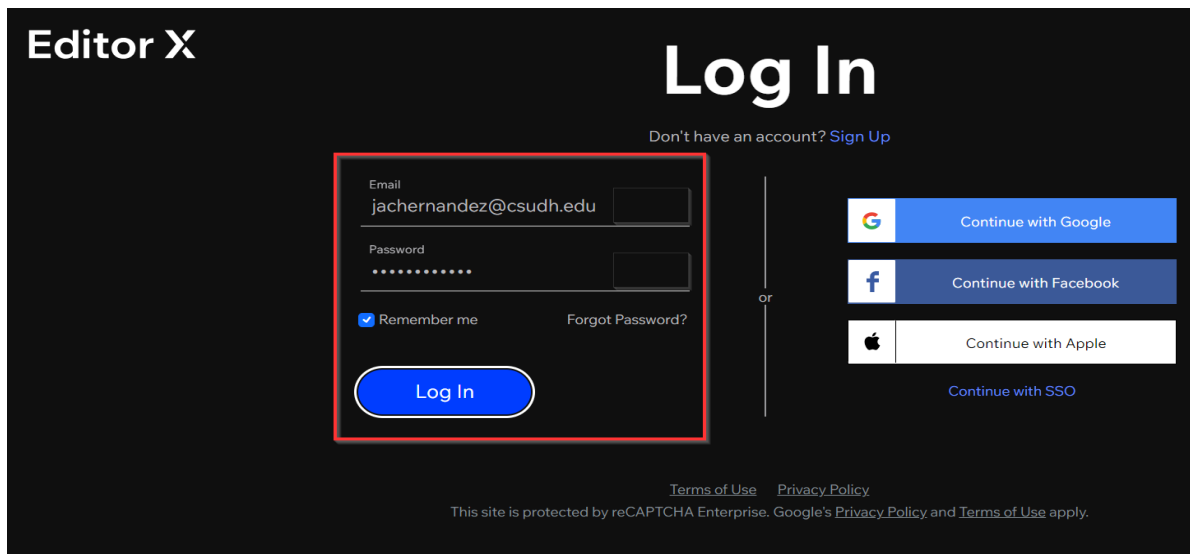
[Replacing Documents in Blog Posts](#)

[Replacing Documents Linked on Webpages](#)

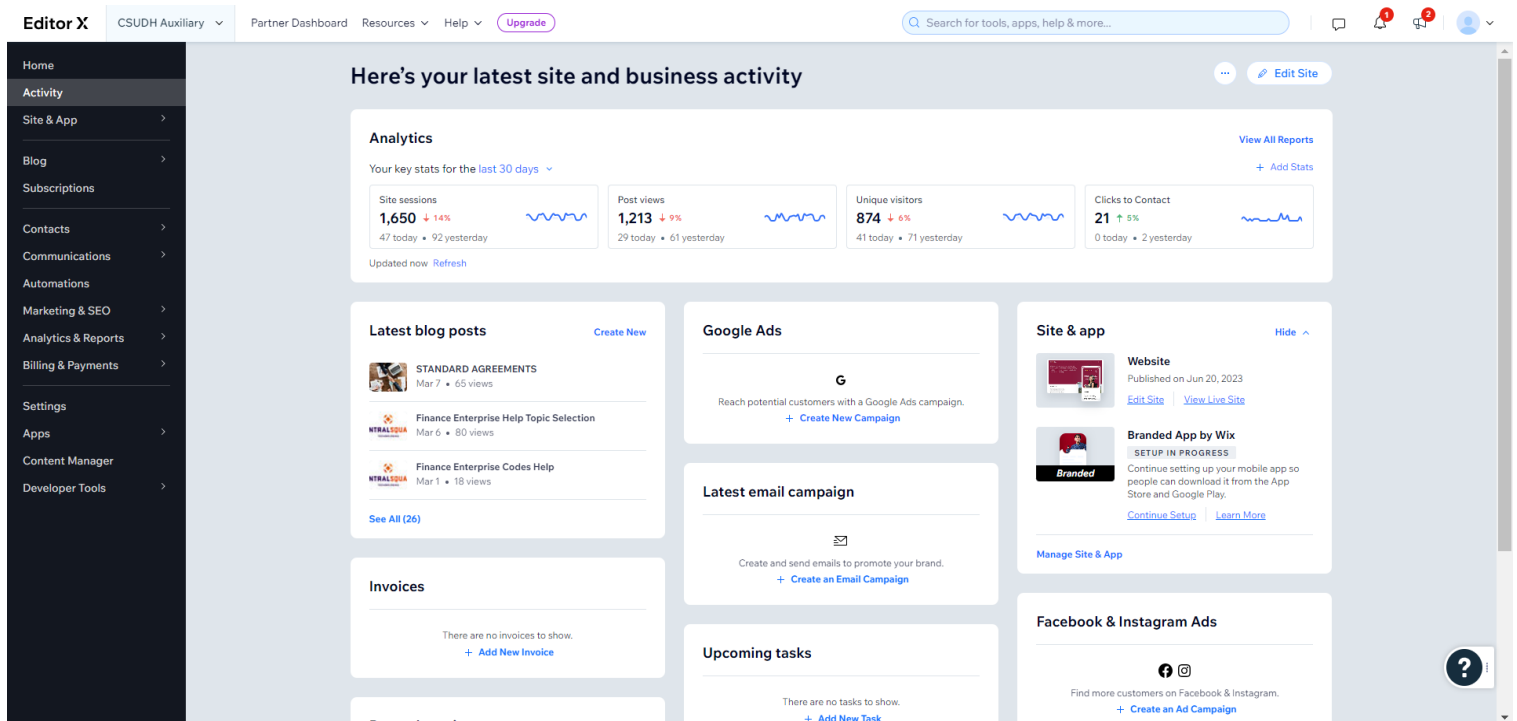
Signing In

STEP 1: Request to be added as a user to Editor X by sending an email to TAP IT at auxiliarypartners.helpdesk@csudh.edu

STEP 2: Once you have accepted the invite, sign into Editor X at [this link](#).



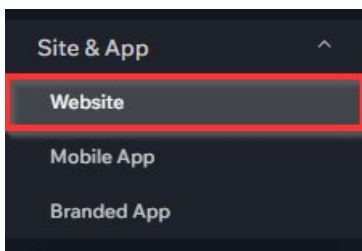
Once you have successfully signed into Editor X, you will be presented with this dashboard.



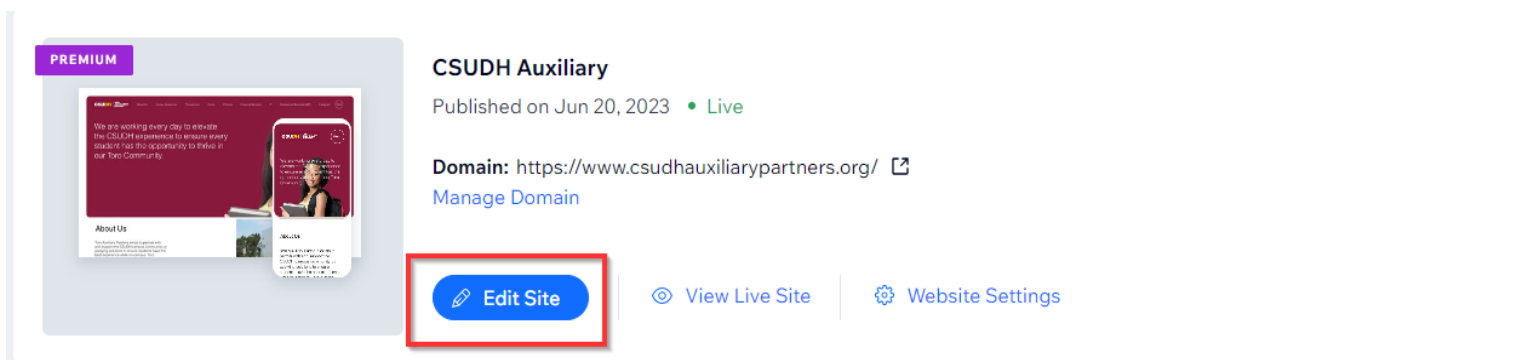
Uploading Documents through Media Manager

BE VERY CAREFUL WHILE MAKING MODIFICATIONS TO THE WEBSITE

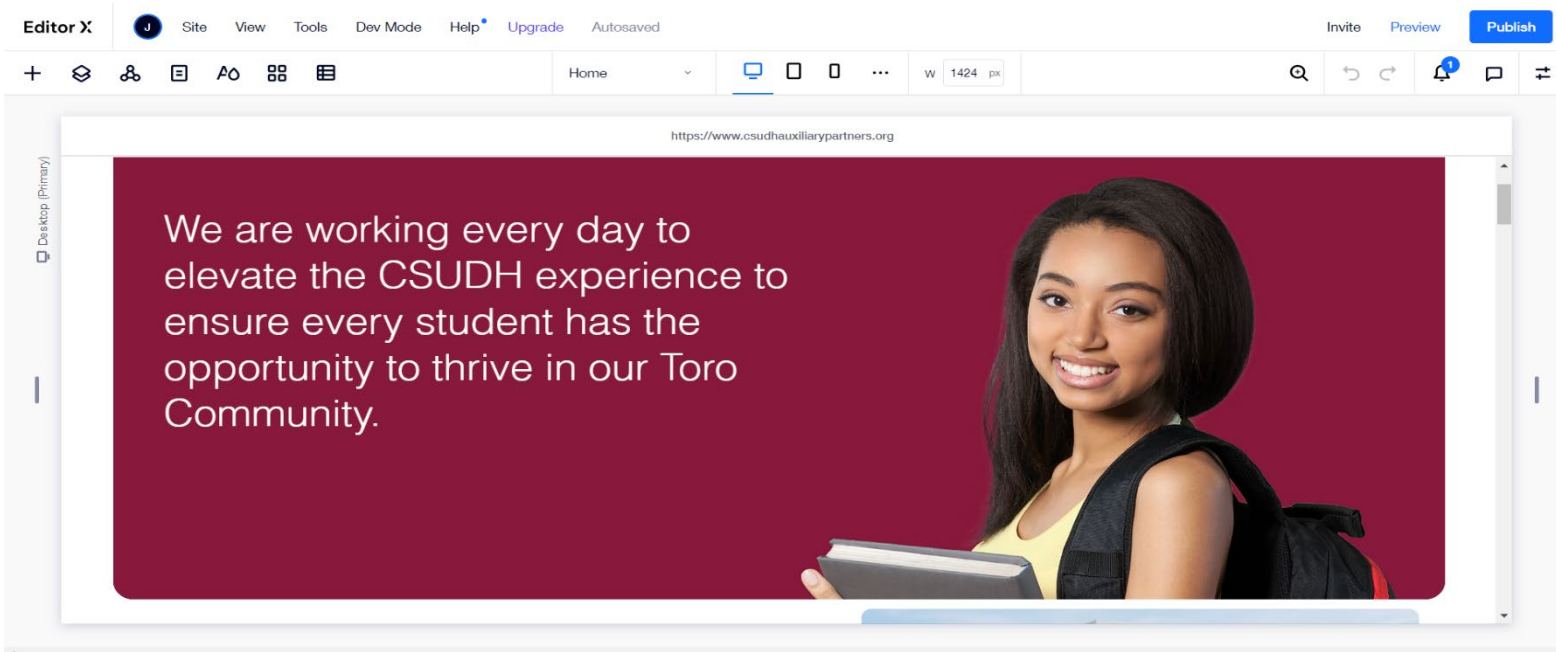
STEP 1: Navigate to the left-hand side, Click on **Site & App**, then Click on **Website**



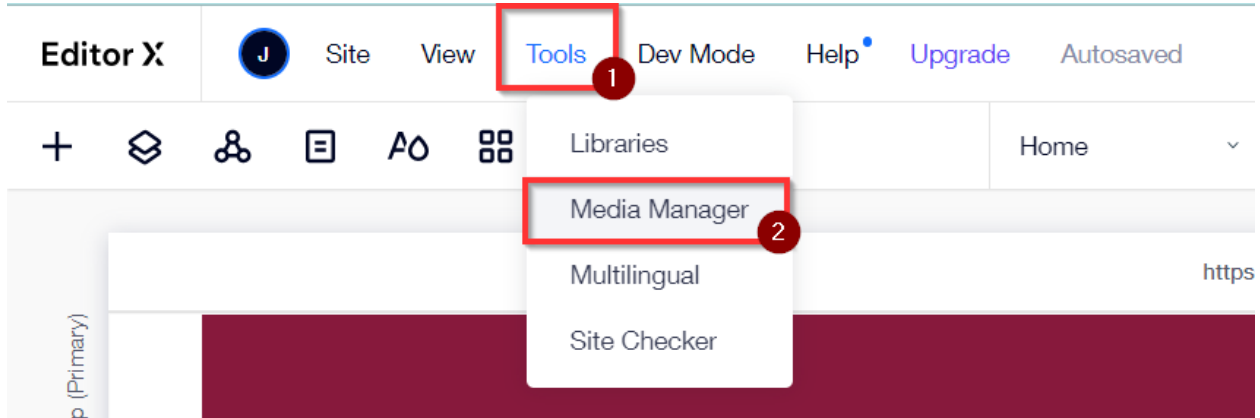
STEP 2: Click **Edit Site**



After clicking Edit Site, you will be presented with our TAP website homepage.



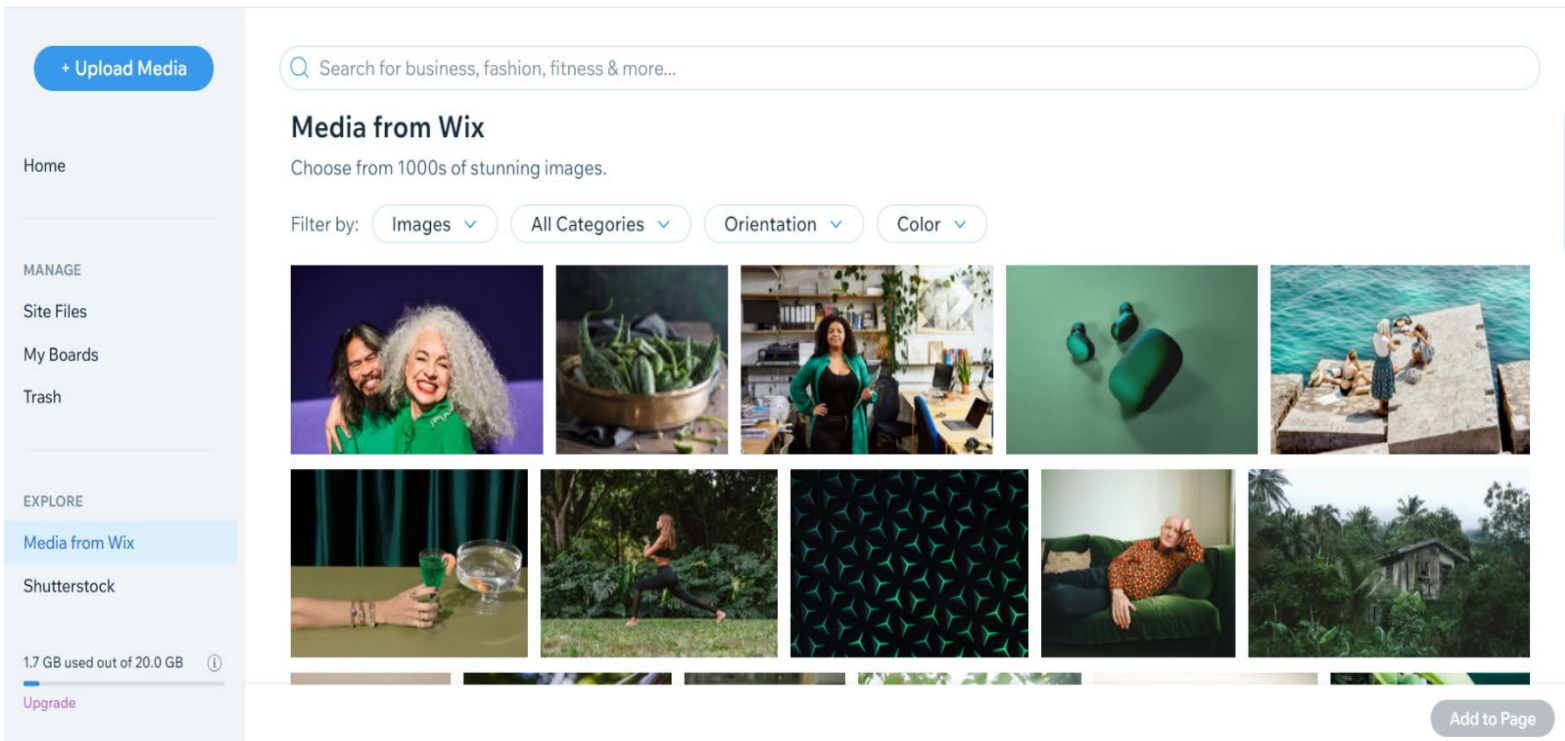
STEP 3: Click on **Tools** then Click on **Media Manager**



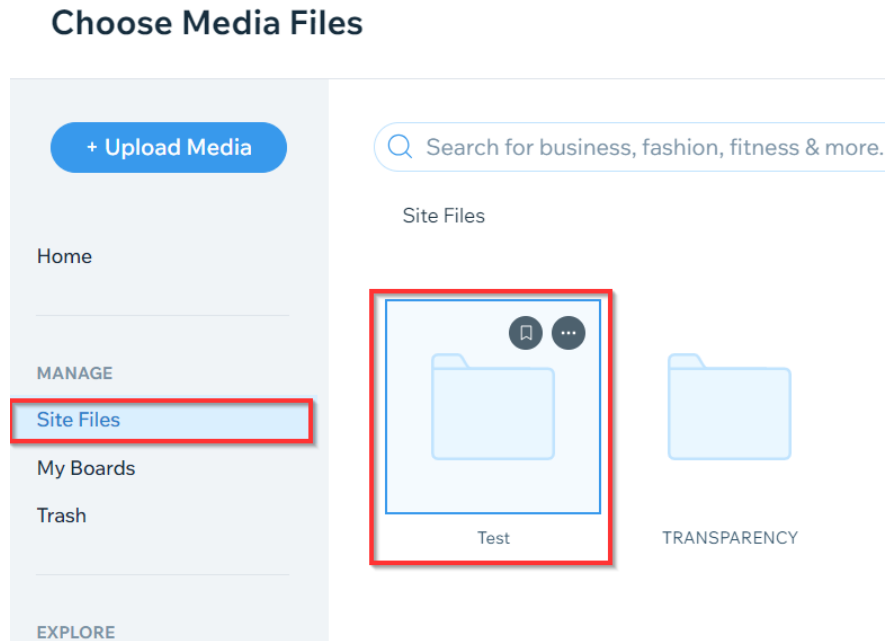
After clicking Media Manager, you will be presented with the Choose Media Files page.

Choose Media Files

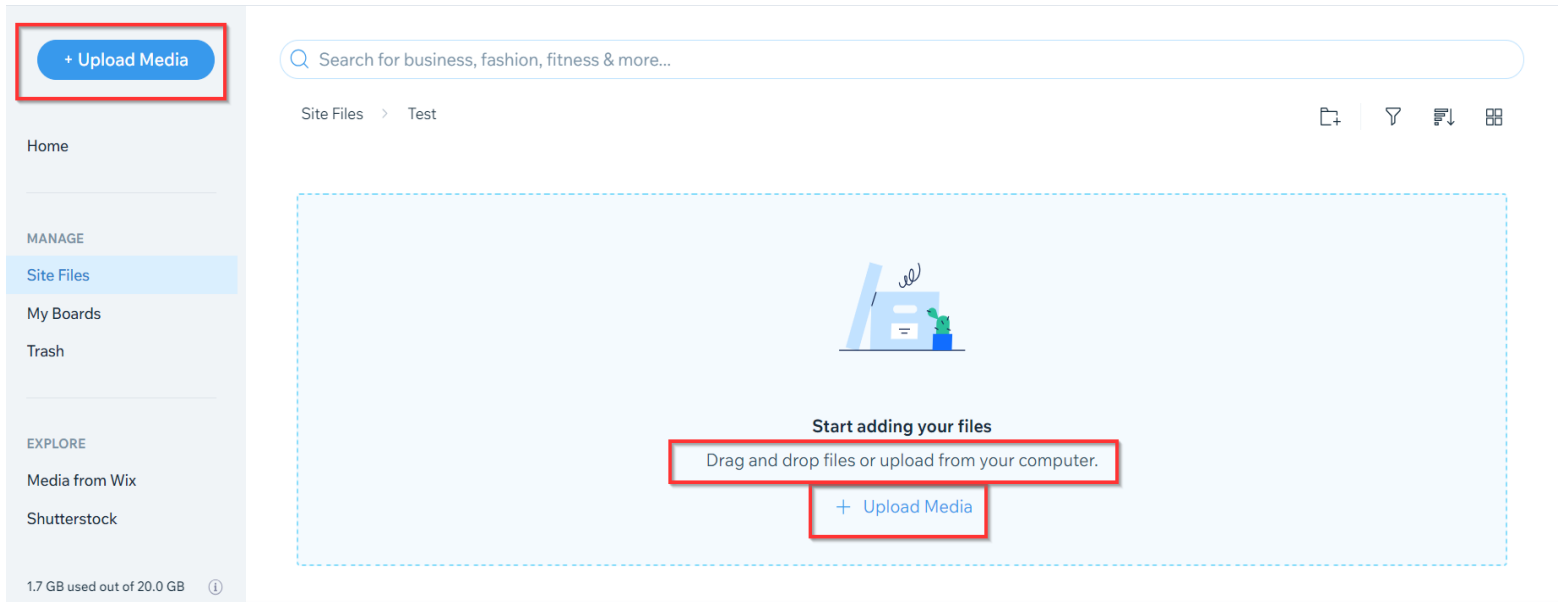
? X



STEP 3: Click on **Site Files** and navigate to the folder where you would like to upload your documents. For this example, I will be uploading documents to the **Test** folder.




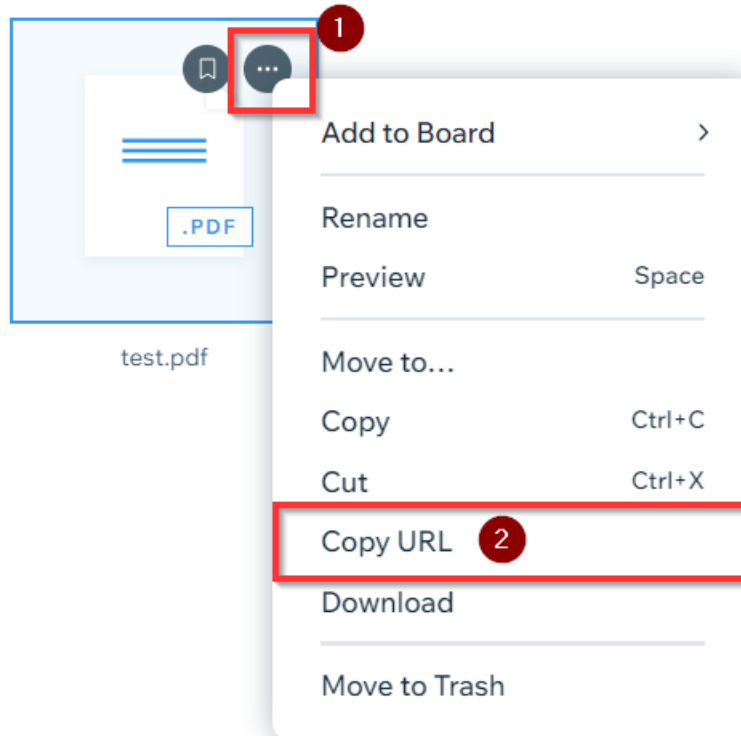
STEP 4: Click **Upload Media** or drag and drop your documents to the center of the page



Copying Uploaded Documents URL

BE VERY CAREFUL WHILE MAKING MODIFICATIONS TO THE WEBSITE

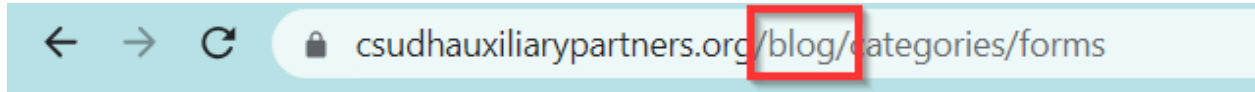
STEP 1: Hover over your uploaded file, then Click the  then Click **Copy URL**.



Replacing Documents in Blog Posts

BE VERY CAREFUL WHILE MAKING MODIFICATIONS TO THE WEBSITE

There are two different ways documents can be displayed on the TAP website. Either using Blog Posts or directly linked on the website. Please see [Replacing Documents Linked on Webpages](#) if your document does not reside in a Blog Post as shown below.

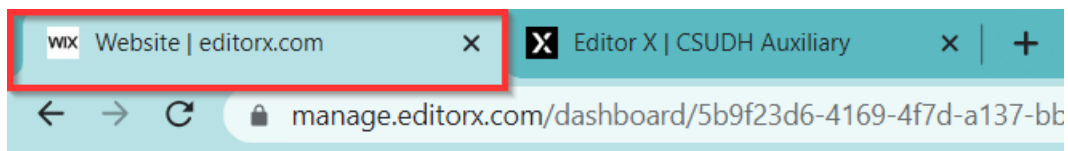


FORMS

All Forms Policies Transparency Center Open RFQs and RFPs

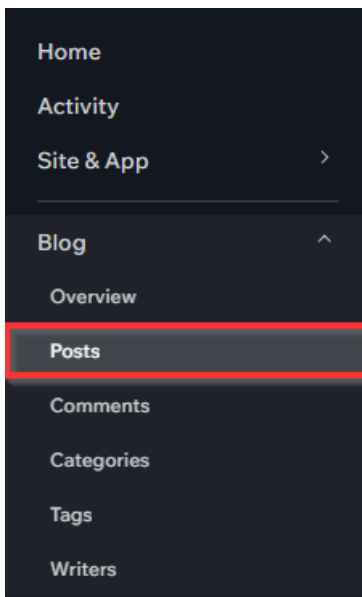
PROCUREMENT FORMS	FINANCE FORMS	PAYCHEX	EMPLOYEE BENEFITS	PAYROLL FORMS	HR FORMS

STEP 1: Navigate back to manage.editorx.com then Click on **Blog**

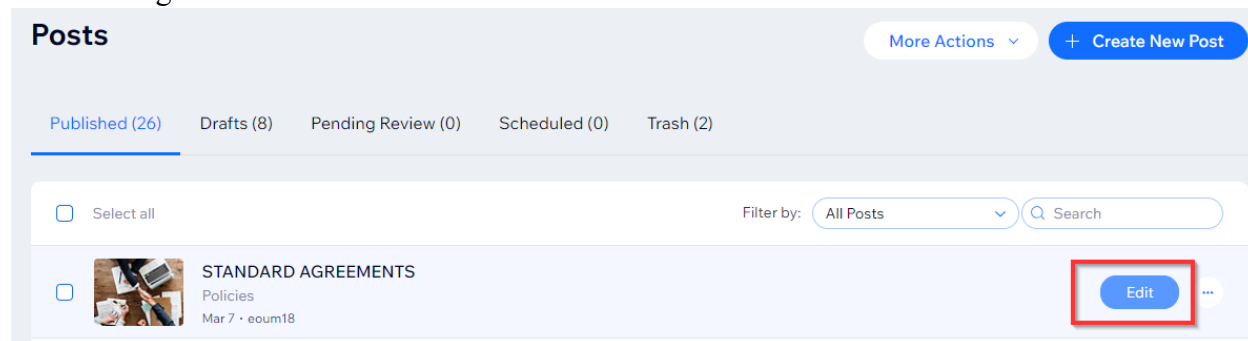


- Home
- Activity
- Site & App
- Website
- Mobile App
- Branded App
- Blog**
- Subscriptions

STEP 2: Click on Posts



STEP 2: Navigate to your desired **Blog Post** and Click **Edit**. For this example, I will be using Standard Agreements



STEP 3: Click on the link where you want to replace the document. You will notice that the **Link** button will change from a grey highlight to a blue highlight indicating you have selected a link.

Standard Agreements

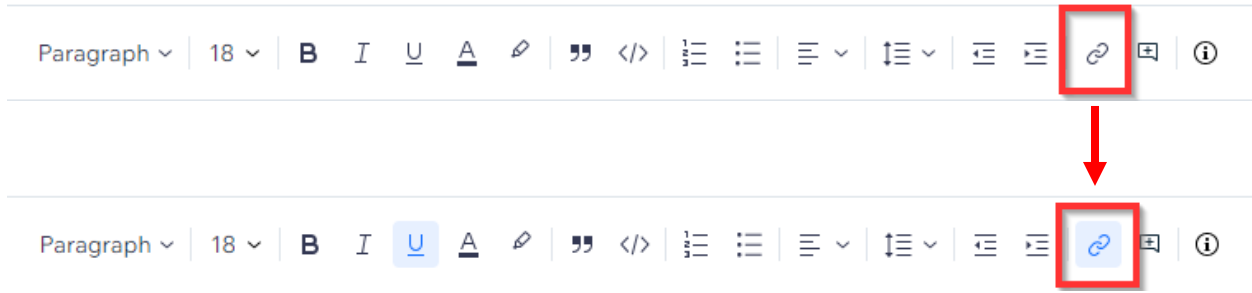
[Acceptance of Terms Independent Contractor Contracted Services Vendor Agreement](#)


[FAQ - Insurance Guide](#)


[Food Truck Agreement/Binding Contract](#) |

[Request to Waive Workers Comp. Ins.](#)

[Service Contract Agreements Guide](#)



STEP 4: Click on the **Link**  button, paste in your previously [copied](#) Document URL then click Save. **Hotkey: Ctrl + K**

As mentioned before, if you have Clipboard history on you will be able to press  + **V** to view what you have copied previously and select what you want to paste by clicking on the item.

What do you want to link to?

Web Address

Section

<https://259033fe-074e-4052-9936-fe4e4f>

Link opens in a new tab

nofollow ⓘ

sponsored ⓘ

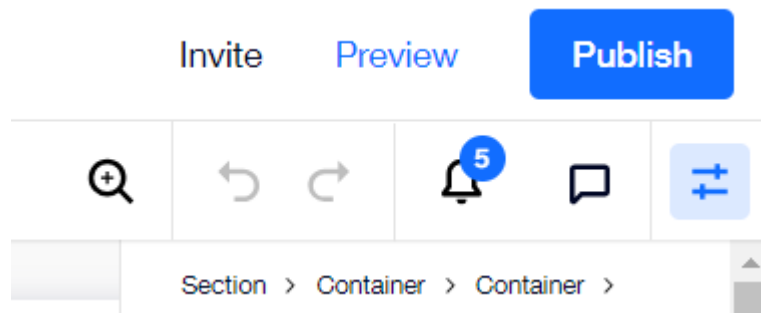
[Remove Link](#)
[Cancel](#)
[Save](#)

Clipboard

- <https://www.csudhauxiliarypartners.org/post/human-resources-policies>
- https://b69233eb-0620-40a4-968e-b6f0914aa174.usrfiles.com/ugd/b69233_cce1d25d70fb4f0b95f1fdd0a2
- [https://](#)
- [Microsoft Office Word document template \(Word 2010\) \(application/vnd.ms-word.template.macroenabled.12\)](#)

Tip: No more sending yourself email to share text between devices. [There's a better way.](#)

STEP 5: Once all changes have been made, Click Publish to make the changes live.

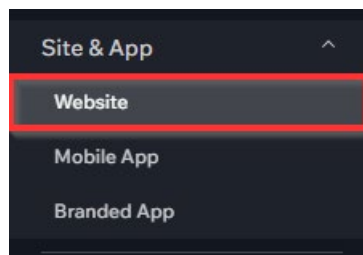


Replacing Documents Linked on Webpages

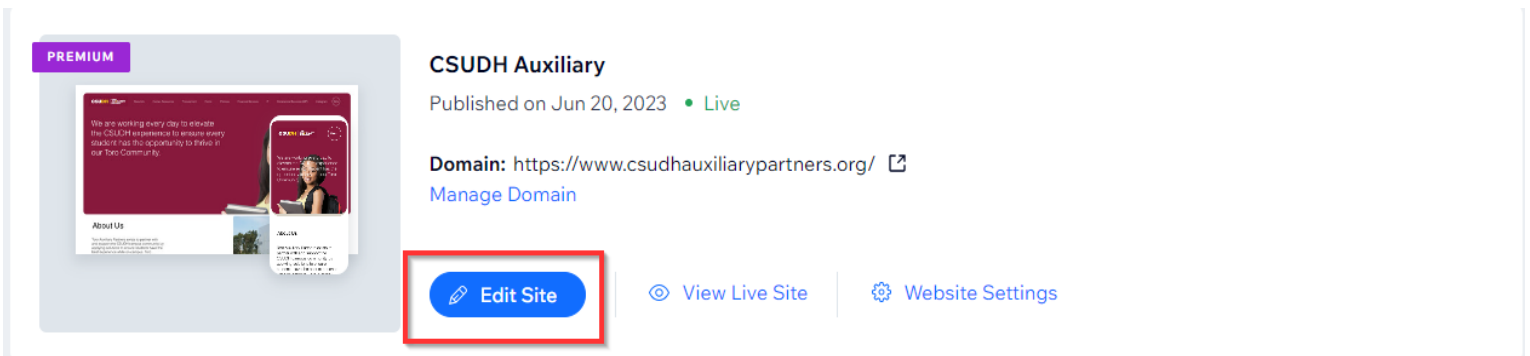
BE VERY CAREFUL WHILE MAKING MODIFICATIONS TO THE WEBSITE

There are two different ways documents can be displayed on the TAP website. Either using Blog Posts or directly linked on the website. Please see [Replacing Documents in Blog Posts](#) if your document is not linked directly on a webpage.

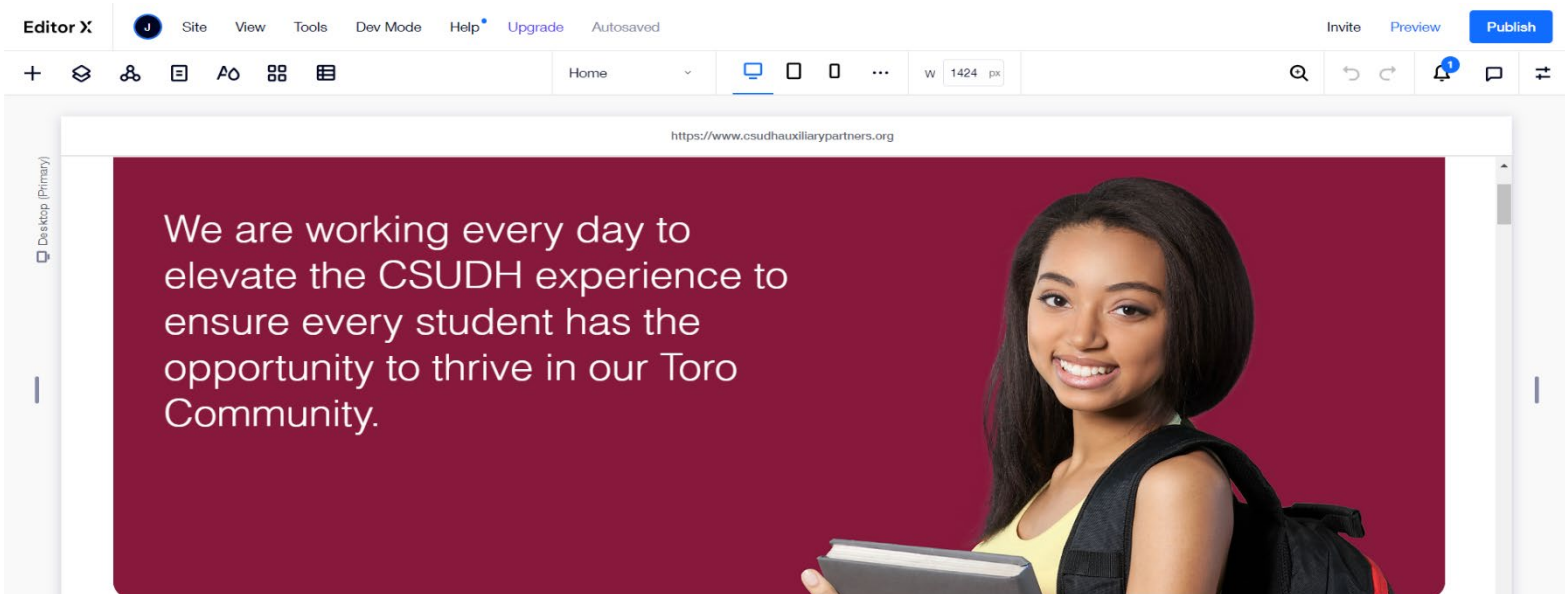
STEP 1: Navigate back to manage.editorx.com then, Click on **Site & App**, then Click on **Website**



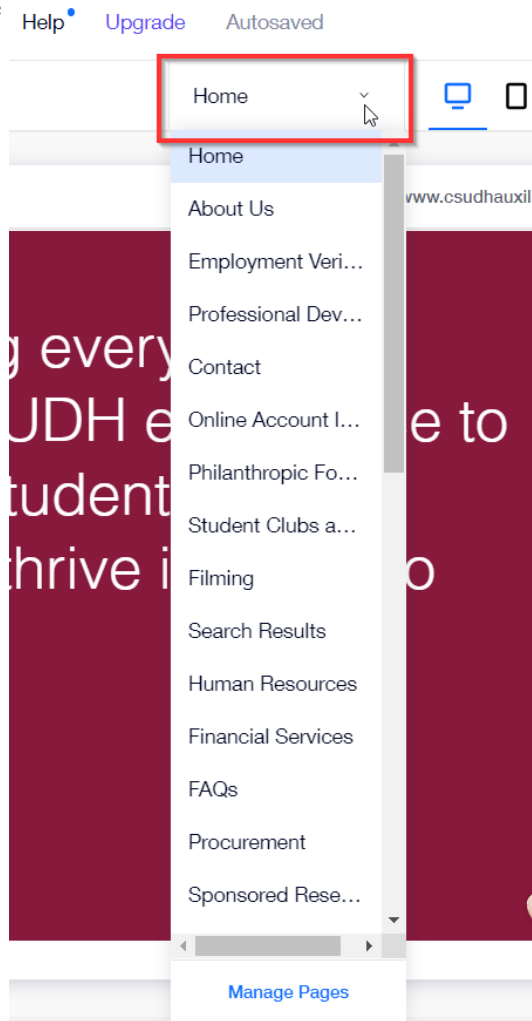
STEP 2: Click **Edit Site**



After clicking Edit Site, you will be presented with our TAP website homepage.



STEP 3: Click **Home** and navigate to your desired page. For this example, I will be using the Information Technology Page




STEP 4: Navigate to the button or linked document on the page that needs to be replaced. For this example, I will be using a “Button” that has a document linked.

ERP Assistance

The Toro Auxiliary Partners IT Department specializes in assistance with Central Square Finance Enterprise (FE). Please fill out the form below to request access to FE or to request access to accounts and submit to Jonathan Canton, Jcanton@csudh.edu, and Jacob Hernandez, Jachernandez@csudh.edu.

[FE User Request Form](#)

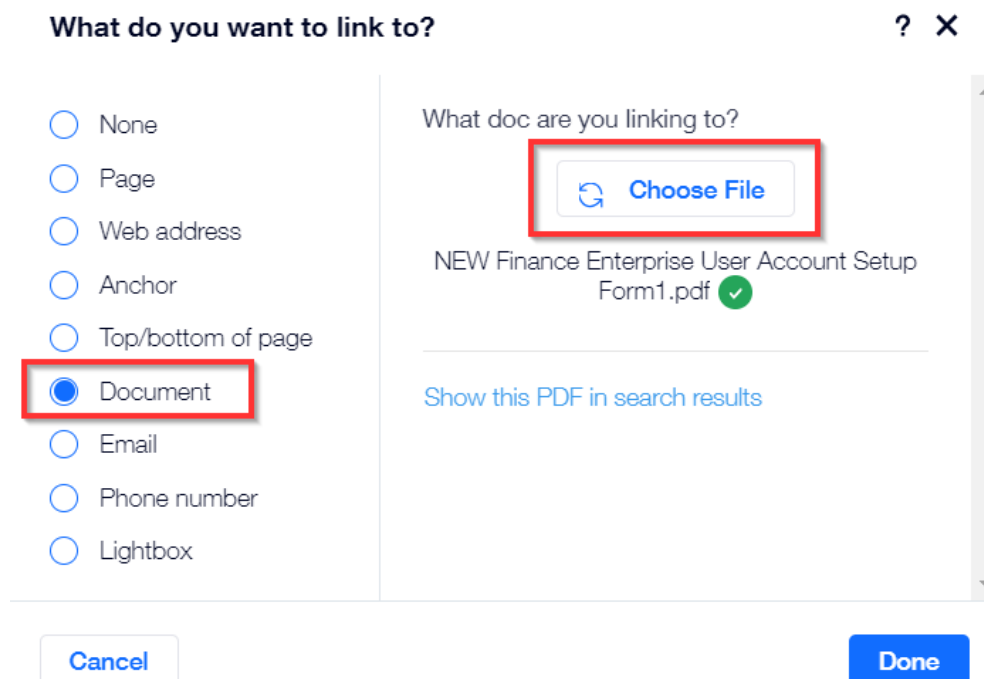
[FE Login Instructions](#)

STEP 5: Click on the Button that needs the document swapped. This will bring up a menu box, Click on the Link  icon.

Depending on the way the webpage was setup you may need to click on the button multiple times as it may lie within “Sections” and “Containers” on the webpage.

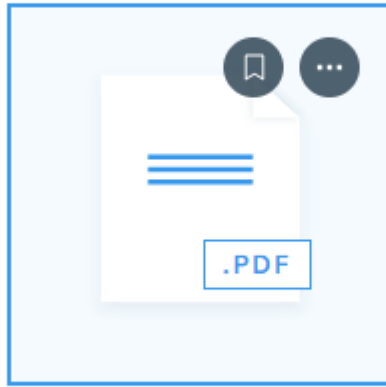


STEP 6: Ensure Document is selected, then Click on Choose File



STEP 7: Navigate to your previously uploaded document and double click on the new file that you want to replace the existing one. Please see [Uploading Documents through Media Manager](#) if you have not uploaded your new file yet.

Site Files > Test



test.pdf

STEP 8: Click Done

What do you want to link to? ? X

- None
- Page
- Web address
- Anchor
- Top/bottom of page
- Document
- Email
- Phone number
- Lightbox

What doc are you linking to?

test.pdf ✓

[Show this PDF in search results](#)

STEP 9: Once all changes have been made, Click Publish to make the changes live.

Invite Preview **Publish**

🔍 ↶ ↷ 🔔⁵ 💬 ⚙️

Section > Container > Container >