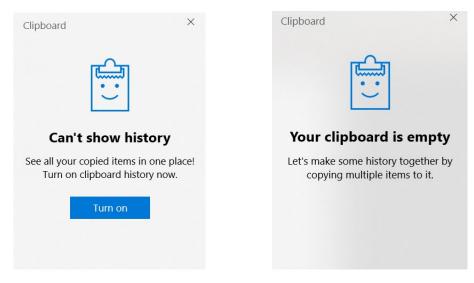




How to Upload Forms to Toro Auxiliary Partners Website Using Editor X



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 <u>auxiliarypartners.helpdesk@csudh.edu</u>

STEP 2: Once you have accepted the invite, sign into Editor X at <u>this link</u>.

Editor X				
	Email			
	jachernandez@csudh.edu		G	Continue with Google
	Password			
		 or	f	Continue with Facebook
	Remember me Forgot Password?			
			É	Continue with Apple
	Log In			Continue with SSO
		•		
	<u>Term</u> This site is protected by reCAPTCHA E	<u>s of Use</u> <u>Privacy Poli</u> Interprise. Google's <u>Pri</u>		<u>licy</u> and <u>Terms of Use</u> apply.

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

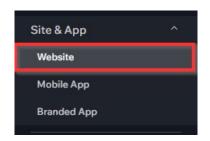
Editor X	iditor X CSUDH Auxiliary v Partner Dashboard Resources v Help v (Upgrade)				Q Search for	tools, apps, help & r	nore		
Home Activity		Here's yo	our latest site	and busiı	ness activity				🖉 Edit Site
Site & App Blog Subscriptions Contacts Communication	> > > 15 >	Analytics Your key stats Site sessions 1,650 + 12 47 today + 12 Updated yr 02	yesterday	Post views 1,213 ↓ 9 29 today • 6		Unique visitors 874 ↓ ox 41 today • 71 yesterday	~~~~	Clicks to Contact 21 ↑ 5% 0 today • 2 yesterday	View All Reports + Add Stats
Automations Marketing & SE Analytics & Rep Billing & Payme	oorts >	Latest blog		Create New	Google Ads	3	Site &	app Website Published on Jun 20,	Hide ^
Settings Apps Content Manag Developer Tools		Finand NTRALSOLA Mar 6	e Enterprise Codes Help	tion		vith a Google Ads campaign. ew Campaign	Branc	Continue setting up y people can download	Vix ss rour mobile app so lit from the App
		See All (26)			돌 Create and send emails	2	Manage S	Store and Google Play Continue Setup	
			There are no invoices to show. + Add New Invoice		Upcoming tasks		Facebo	ook & Instagram Ads	
		Decently of	tivo contacto		There are no + Add	tasks to show. New Task	Fi	nd more customers on Facebook + Create an Ad Campa	





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

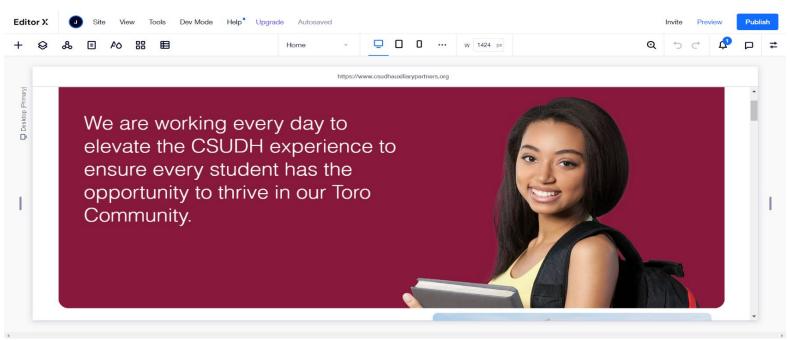


STEP 2: Click Edit Site

S	UDF	łΔu	xili:	arv
			~	



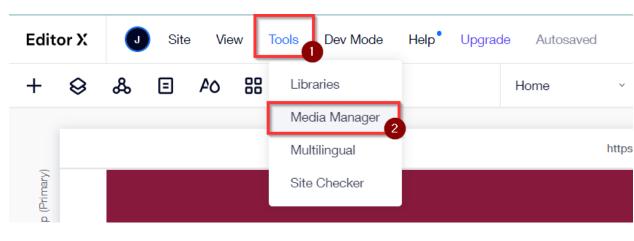
After clicking Edit Site, you will be presented with our TAP website homepage.





Choose Media Files





STEP 3: Click on Tools then Click on Media Manager

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

+ Upload Media Q Search for business, fashion, fitness & more... Media from Wix Home Choose from 1000s of stunning images. Filter by: Images V All Categories 🗸 Orientation 🗸 Color 🗸 MANAGE Site Files My Boards Trash EXPLORE Media from Wix Shutterstock 1.7 GB used out of 20.0 GB (1) WWWWWW AND AN ADVANCE Upgrade

5

? 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.

Q Search for busine	ss, fashion, fitness & more.
Site Files	
Test	TRANSPARENCY
	C Search for busine Site Files

Choose Media Files

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

+ Upload Media	Q Search for business, fashion, fitness & more					
	Site Files > Test					
Home						
MANAGE						
Site Files	(م					
My Boards						
Trash						
EXPLORE	Start adding your files					
	Drag and drop files or upload from your computer.					
Media from Wix	+ Upload Media					
Shutterstock						
1.7 GB used out of 20.0 GB (i)						





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.

	0	
=	Add to Board	>
.PDF	Rename	
	Preview	Space
test.pdf	Move to	
	Сору	Ctrl+C
	Cut	Ctrl+X
	Copy URL 2	
	Download	
	Move to Trash	
	Move to Trash	

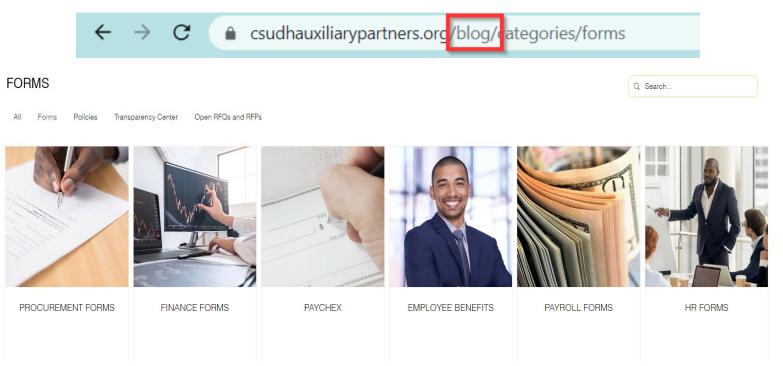




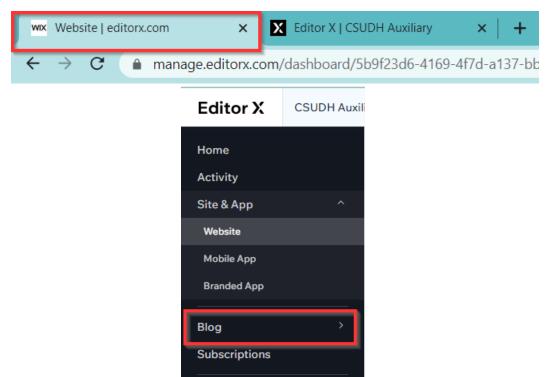
Replacing Documents in Blog Posts

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 <u>Replacing Documents Linked on Webpages</u> if your document does not reside in a Blog Post as shown below.



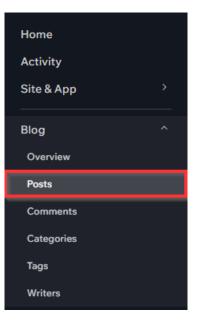
STEP 1: Navigate back to manage.editorx.com then Click on Blog



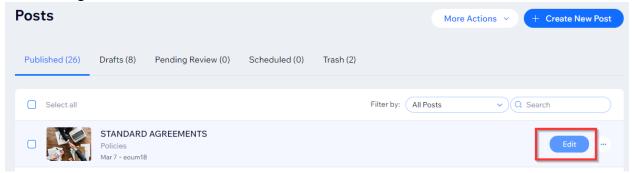




STEP 2: Click on Posts



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





Editor X Windows Edition

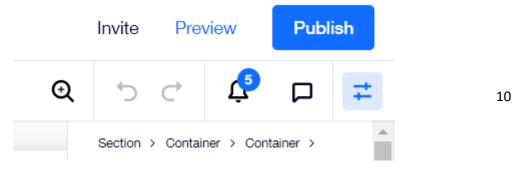


STEP 4: Click on the Link *b* button, paste in your previously <u>copied</u> Document URL then click Save. Hotkey: Ctrl + K

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

What do you want to	o link to?	Clipboard			
Web AddressSection	https://259033fe-074e-4052-9936-fe4e4f	https:// ···· www.csudhauxiliarypartners.org/post/ human-resources-policies			
	 Link opens in a new tab nofollow ① sponsored ① 	https://b69233eb-0620-40a4-968e b6f0914aa174.usrfiles.com/ugd/ b69233_cce1d25d70fb4f0b95f1fdd0a2			
		M890			
Remove Link	Cancel	Technology Render Technology			
		Tip: No more sending yourself email to share text between devices. <u>There's a better way.</u>			

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



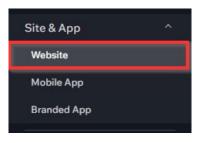




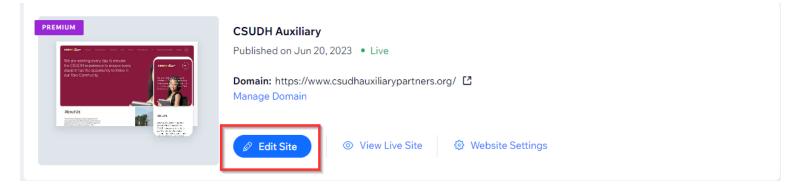
Replacing Documents Linked on Webpages be very careful while making modifications to the website

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 <u>Replacing Documents in Blog Posts</u> if your document is not linked directly on a webpage.

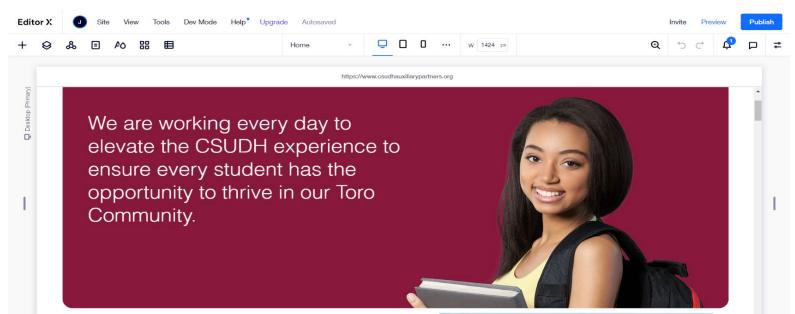
STEP 1: Navigate back to manage.editorx.com then, Click on **Site & App**, then Click on **Website**



STEP 2: Click Edit Site



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







Information Technology Page Help• Upgrade Autosaved Home Ō 2 Home vww.csudhauxil About Us Employment Veri... Professional Dev... every Contact Online Account I... le to Philanthropic Fo... tudent Student Clubs a... hrive Filming Search Results Human Resources Financial Services FAQs Procurement Sponsored Rese...

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

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.

Manage Pages

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,





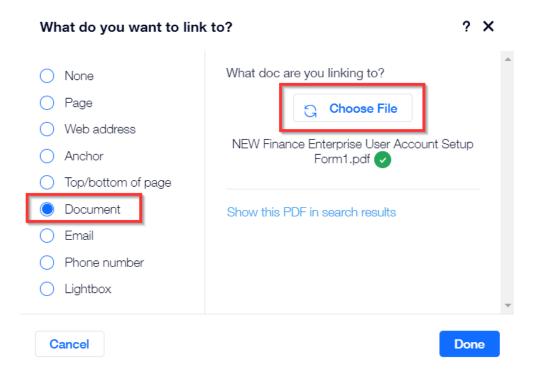


STEP 5: Click on the Button that needs the document swapped. This will bring up a menu box, Click on the Link *integral* icon.

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



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







Windows Edition

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 <u>Uploading Documents through Media</u> <u>Manager</u> if you have not uploaded your new file yet.

Site Files > Test



test.pdf

STEP 8: Click Done

