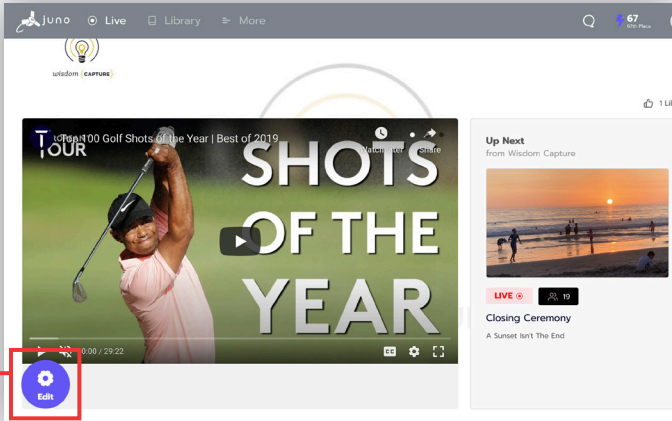# POSTERS - FRONT END EDITOR TRAINING NOTES
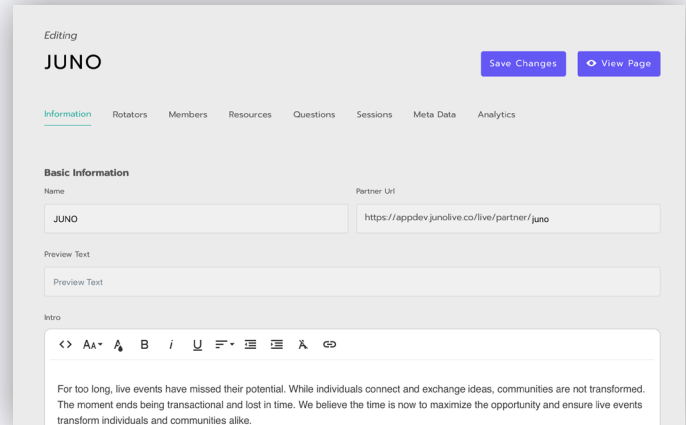
STEP 1
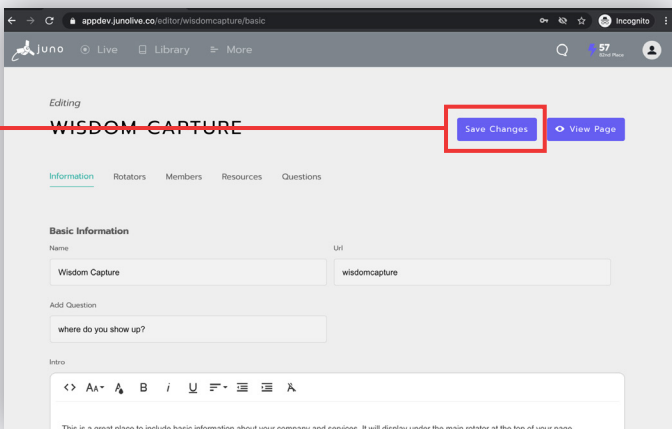

From your Poster page, click the purple edit button
it's a circular gear icon at the bottom left of the screen

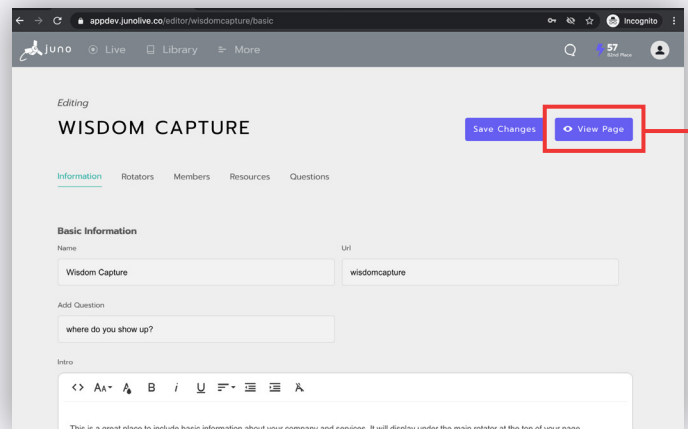**STEP 2.1**

Here is our Poster editing main page

STEP 2.2

SAVE CHANGES button will publish your edits to your live site. None of your changes will be applied until you hit that button - so don't click away from the page without saving, or your work will be lost and changes will not be made to the page attendees will see.
When all else fails - hit the save button.

STEP 2.3
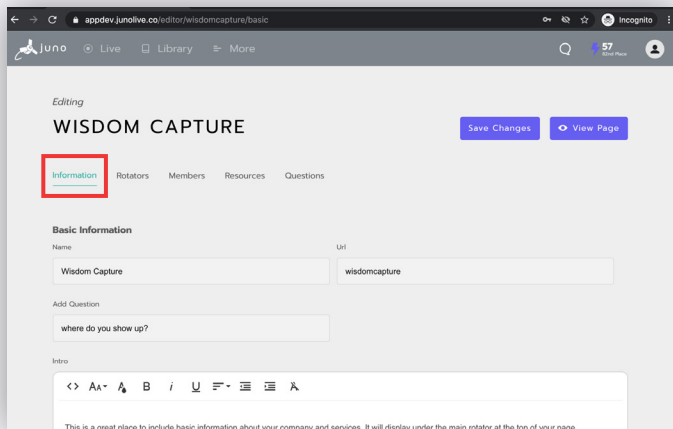

VIEW PAGE button will take you to the live site that attendees can see. Make sure to ONLY hit this button AFTER you have clicked Save Changes. Otherwise, you may lose any changes you have made to your website.
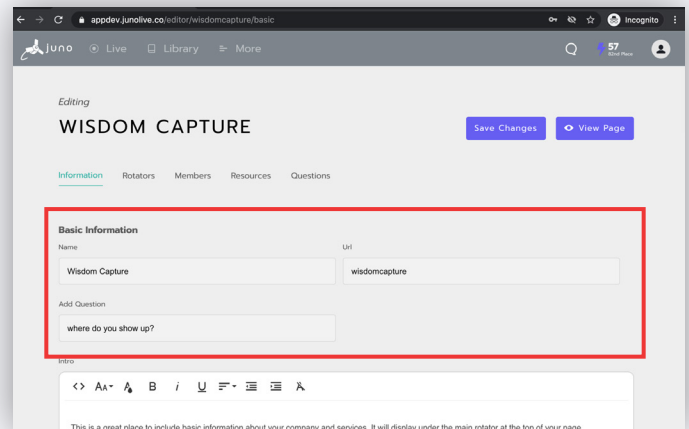
POSTERS - FRONT END EDITOR TRAINING NOTES

STEP 3.1 **INFORMATION TAB**

This section is for all the general information that will be included on this poster page.
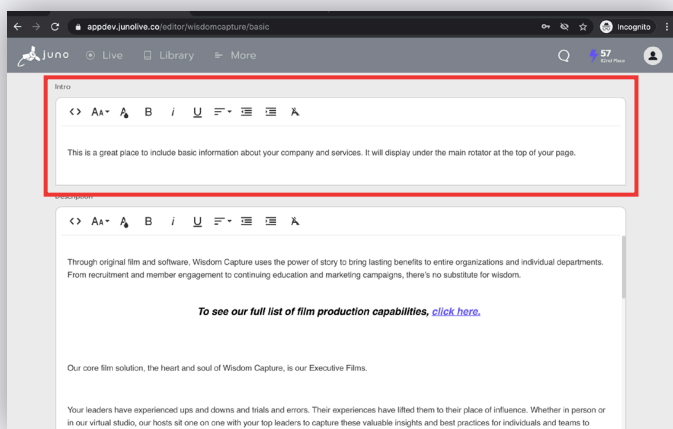
STEP 3.2 **BASIC INFORMATION**

Basic Information includes:
Name: Company Name
URL: Company Website

STEP 3.3 **TEXT BASED DESCRIPTION/BIO**

Editor controls include:

- <> html source code
- A- font color
- I - italics
- Decrease Indent
- Clear all formatting

- Aa - font size
- B - Bold
- Font Alignment
- Increase Indent
- U - underlined

Text is independently editable - so you are free to make the text your own!
Once you've edited the text and it's complete - scroll to the top of the website, and choose the purple
Save Changes button { }

Intro section
This text will populate below the main rotator of the page. It's a great section to include your company's bio and any information about your services you would like attendees to learn about your company.

POSTERS - FRONT END EDITOR TRAINING NOTES

STEP 3.4   **INTERACTIVE DESCRIPTION - INCLUDING POLLS/QUESTIONS**

Description: This section will populate towards the bottom of the page. It's a great place for you to add any poll questions you'd like attendees to interact with, or to post additional info graphic and videos. Have additional text information you'd like attendees to read through - this section is a great place for that article to exist. Think of this section as your oyster, and make it your own!

Editor controls include:

- <> html source code
- Font Alignment
- Aa - font size
- Decrease Indent
- A- font color
- Increase Indent
- B - Bold
- Clear all formatting
- I - italics
- U - underlined

In this section you also have the ability to include additional elements:

- Image
- Numbered List
- Bulleted List
- Insert Question

Description

<> Aa▾ A B *i* U ≡▾ ≡ ≡ A̶

Through original film and software, Wisdom Capture uses the power of story to bring lasting benefits to entire organizations and individual departments. From recruitment and member engagement to continuing education and marketing campaigns, there's no substitute for wisdom.

To see our full list of film production capabilities, click here.

\+

Our core film solution, the heart and soul of Wisdom Capture, is our Executive Films.

To add these elements - have your cursor in the line you'd like the element to appear. On the left of the Description editor box, you will see a Plus button appear for that line. Click the plus button and select the element you would like to insert.

To insert an image:
- Make sure your cursor is selecting the line you'd like the image to be inserted
- Click the Plus button on the left side of the editor section
- Click the Image button { }
- Select the image from your computer **- click open**
- Your image should appear in the description box - you can format using the formatting tools at the top of the description section.
- Scroll to the top of the page and click the **"Save Changes"** button.
- Choose the "View Page" button and you can see the image populated on the live page.

To Insert a numbered list:
- Make sure your cursor is selecting the line you'd like the image to be inserted
- Click the Plus button on the left side of the editor section
- Click the Numbered List button { }
- **A1.** Will populate on that line in the editor and you are free to type in the text you'd like for the list. Hit enter and the next number will appear.
- Scroll to the top of the page and click the **"Save Changes"** button.
- Choose the **"View Page"** button and you can see the numbered list populated on the live page.

POSTERS - FRONT END
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To Insert a bulleted list:

- Make sure your cursor is selecting the line you'd like the image to be inserted
- Click the Plus button on the left side of the editor section
- Click the Unnumbered List button { }
- A bullet will populate on that line in the editor and you are free to type in the text you'd like for the list.
- Hit enter and the next number will appear.
- Scroll to the top of the page and click the **"Save Changes"** button.
- Choose the **"View Page"** button and you can see the bulleted list populated on the live page.

To Insert a question:

- Make sure your cursor is selecting the line you'd like the image to be inserted
- Click the Plus button on the left side of the editor section
- Click the Question button { }
- Questions you have added in the Question tab will show up in this box. - **If you haven't added any questions yet, you will need to do so using the questions tab at the top of the page.** { }
- Select the question you would like to add and you will see ***question:name*** appear in the description editor.
- Scroll to the top of the page and click the **"Save Changes"** button.
- Choose the **"View Page"** button and you can see the question populated on the live page.

STEP 3.5   **IMAGES SECTION**
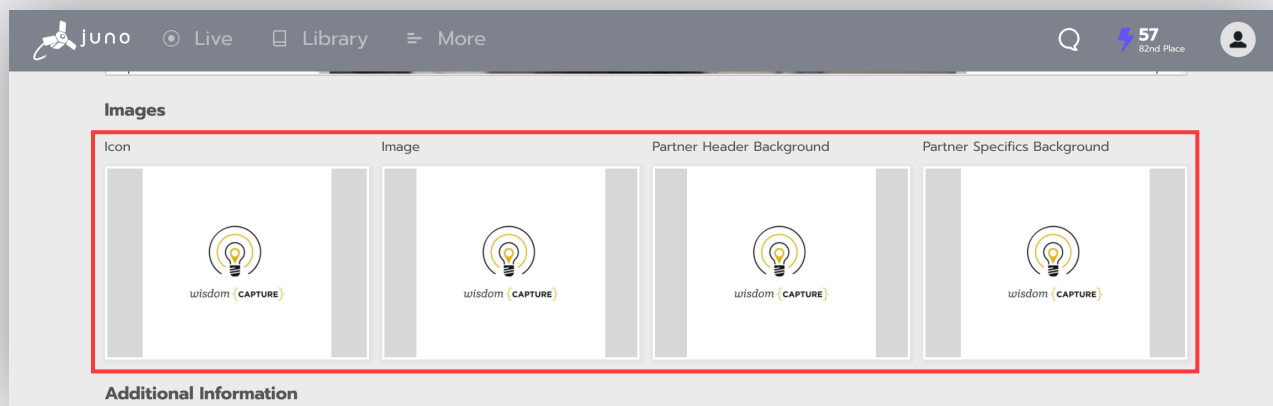
Icon - will appear at the top left of the poster website

Image - will appear in the list view

Poster Header Background - will appear as the header image at the top of the poster page

Poster Specific Background - will appear behind the Don't Miss & Resources section under the team member section

POSTERS - FRONT END EDITOR TRAINING NOTES

STEP 3.6   **ADDITIONAL INFORMATION SECTION**

Instagram: include the full URL for the account you'd like to link to
ex: https://www.instagram.com/juno.live/

Facebook: include the full URL
Ex: https://www.facebook.com/crowdhubapps/

Twitter: include the full URL
Ex: https://twitter.com/crowdhubapps

Website: include company URL
Ex: https://www.junolive.co

Email: Include the email contact you would like attendees to email
Ex: marjorie@junolive.co

Address: Company mailing address
123 Important St. Cambridge, MA 01238

Actions each of these options have a slider on the left side. If the button is on the left and gray {} then the action is turned OFF. If the button is on the right and green {} then the action is turned ON.

STEP 3.7   **ACTIONS / STATUS /TAGS SECTION**

Allow Complete - will show a button at the bottom of your poster page which will allow an attendee to select to receive the points associated with viewing your poster page. These points will increase each attendees leaderboard standing.

Allow Favorite - this will add a thumbs up icon on the top right corner of your poster page. {} to give users the opportunity to like your page.

Allow Comments - will show a comment section at the bottom of your poster page. Attendees can interact publicly with your content here. Comments are public and can be viewed by all attendees who visit your poster page.

Allow Download - did you include resource documents under the resource tab? Great! Make sure you've turned on this slider, so that attendees can download those files.

Status Active Slider - This slider MUST be green for your website to be live for attendees to view. If this slider is gray {} then your poster page is not live and attendees will not be able to view your content.

Tags: Select tags that apply to your company. These interests will be searchable for the attendee and will give your company more visibility throughout the conference website.

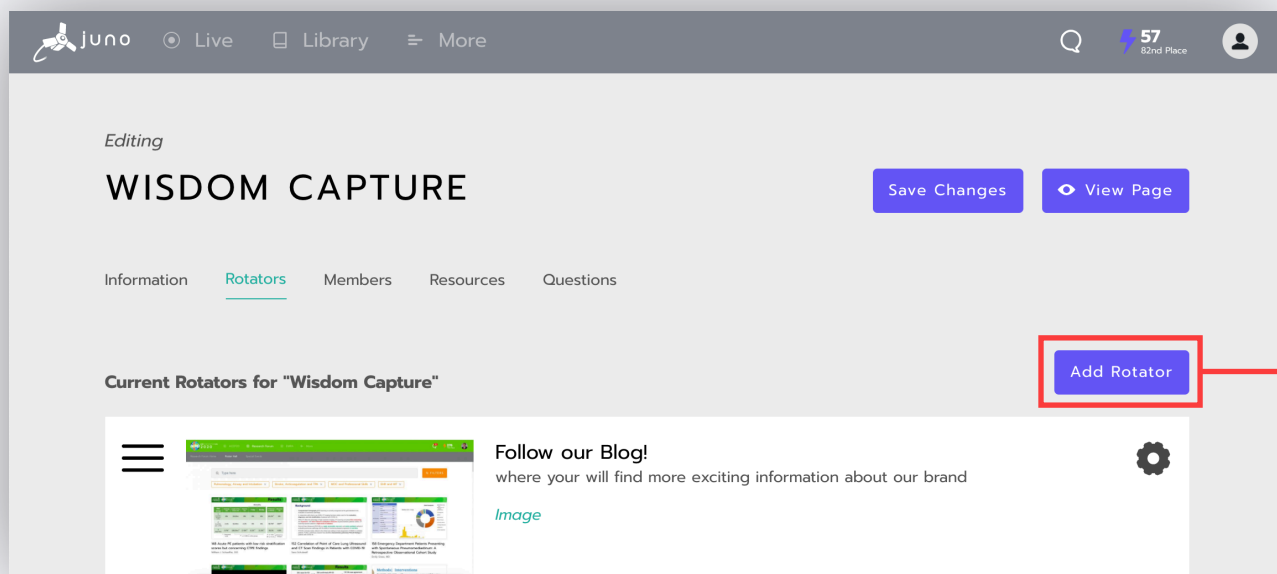# POSTERS - FRONT END EDITOR TRAINING NOTES

STEP 4.1 **ROTATORS TAB**
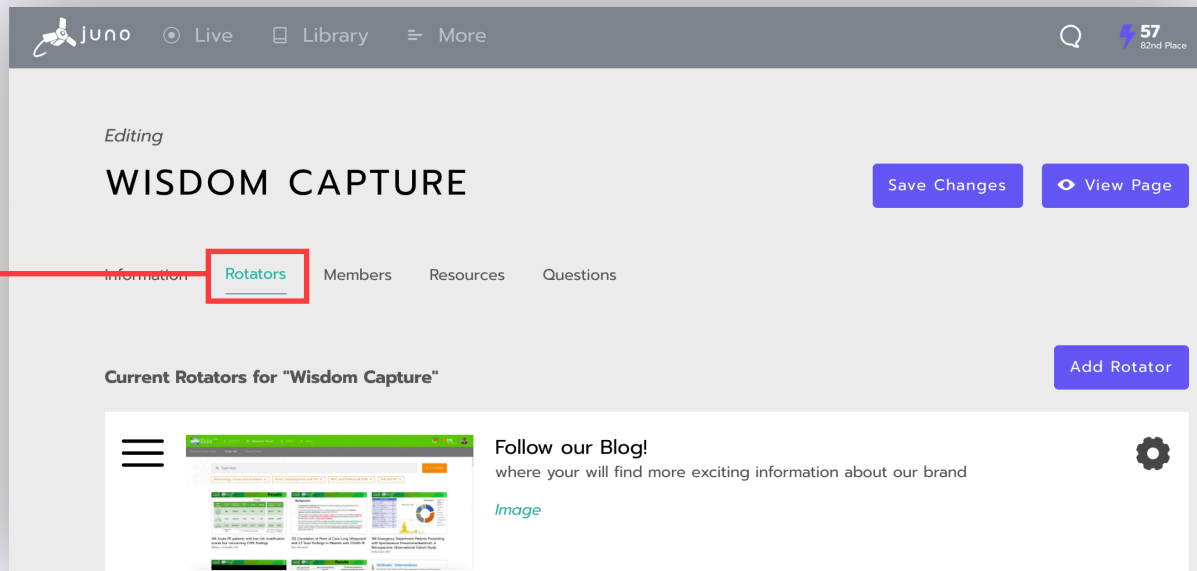
This content will appear one at a time and will scroll through at the top of your poster page.
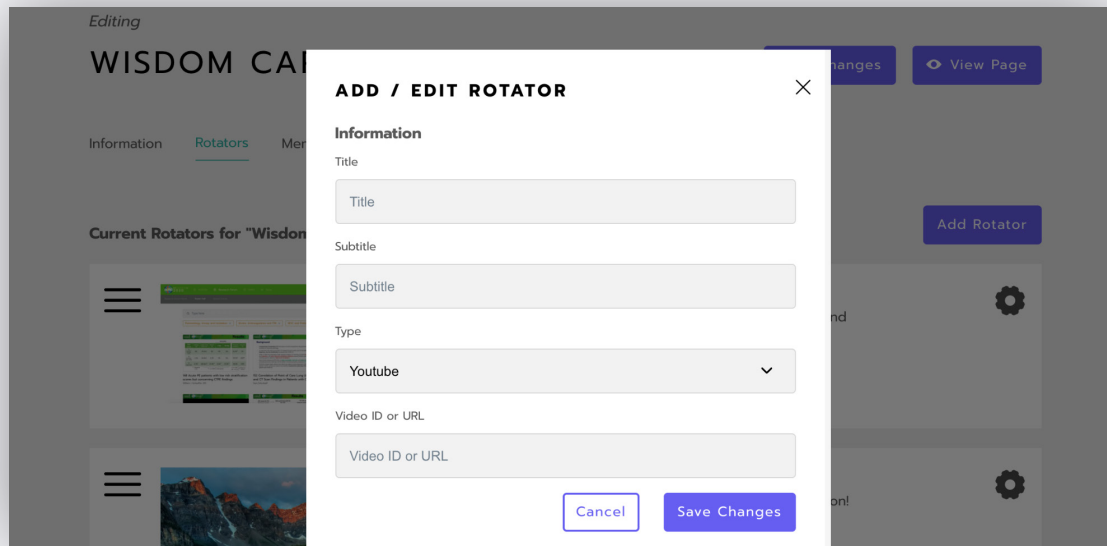
STEP 4.2

To add content to your rotator - select the purple **"Add Rotator"** button on the right side of the screen

POSTERS - FRONT END
EDITOR TRAINING NOTES

INFORMATION

This will pull up a secondary "Add/ Edit Rotator" Screen

Title - Text will appear directly below the rotator, and will change as the content rotates through.

Type - Content type you would like to include in your rotator

Image:

- Drop down option box, select image.
- Gray Box will appear below **{ }**
- Click anywhere in the gray box to open file browser.
- Select image you would like to include.
- Click OPEN.
- Redirect URL below **{ }** is where you can add a URL to the image, so the attendee can click through to another website with your content.
- Choose **"Save Changes"** to add this content to your rotator.

Youtube:

- Include Video ID or URL of content you would like to include• Click the Plus button on the left side
- of the editor section.
- Video ID is the character sequence after the = in the URL{} - **o7zqouVuFZY**
- URL is the video's URL. **Ex:** https://www.youtube.com/watch?v=o7zqouVuFZY
- Choose **"Save Changes"** to add this content to your rotator.
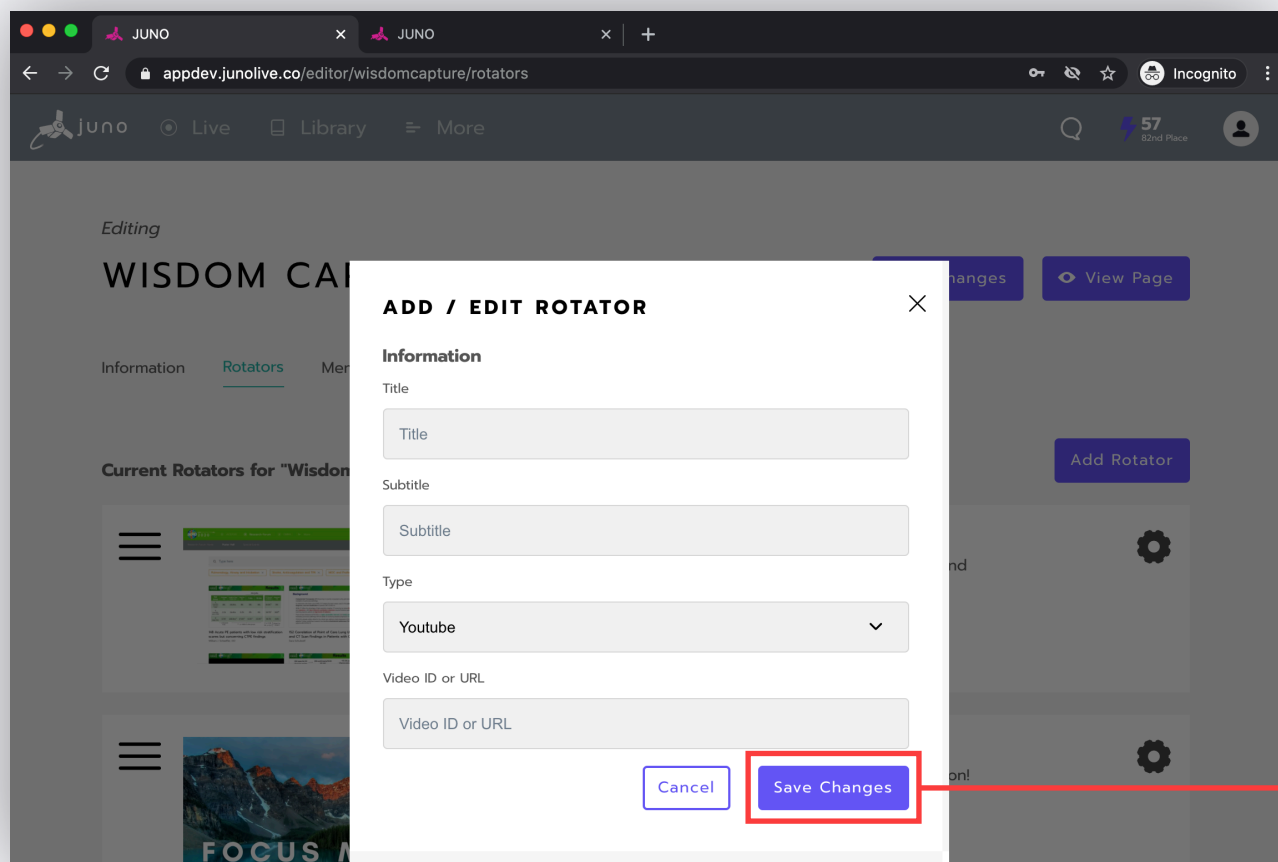
POSTERS - FRONT END EDITOR TRAINING NOTES

Vimeo:

- Video ID is the number sequence after the / in the URL - **457051968**
- **Video URL is:** https://vimeo.com/channels/staffpicks/457051968
- Choose **"Save Changes"** to add this content to your rotator.

Wistia:

- Video ID is the character sequence after the / in the URL - **talking-too-loud**
- **Video URL is:** https://wistia.com/series/talking-too-loud
- Choose "Save Changes" to add this content to your rotator.

To publish any content you have included here - select "Save Changes" at the top Right of the Poster Editor page.

# POSTERS - FRONT END EDITOR TRAINING NOTES
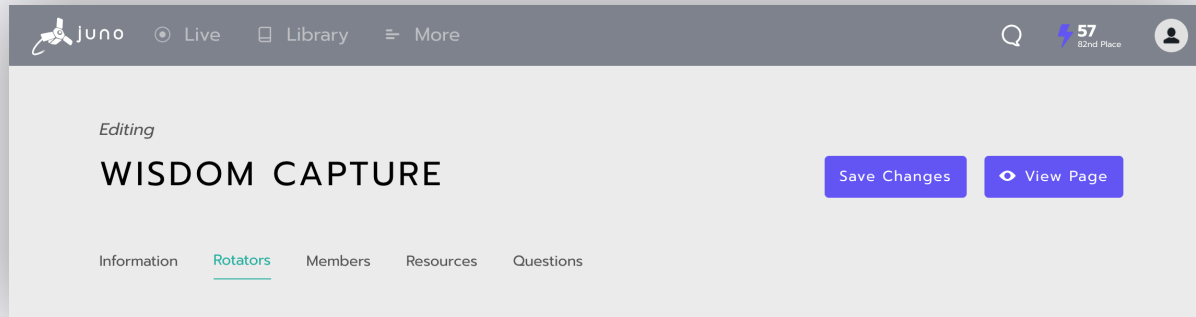
Now the content is saved to your Current Rotator list, but not to the main page. **REMEMBER** to click the purple **"Save Changes"** at the top right of the editor to save all changes to the Poster page. If not, all your work will be lost and you will need to re-upload content.

Once Saved, Click "View Page" to see the live Poster Page that all attendees can see.
- If your rotator content is not appearing here, there was an issue with your content upload.
- Select the editor button at the bottom left of the poster page to go back to the Poster Editor section and re-upload your content. **Do not forget to hit the save Changes button**, or your content will not be saved, or uploaded to your live site.

**STEP 4.4** **CURRENT ROTATORS FOR "POSTER"**
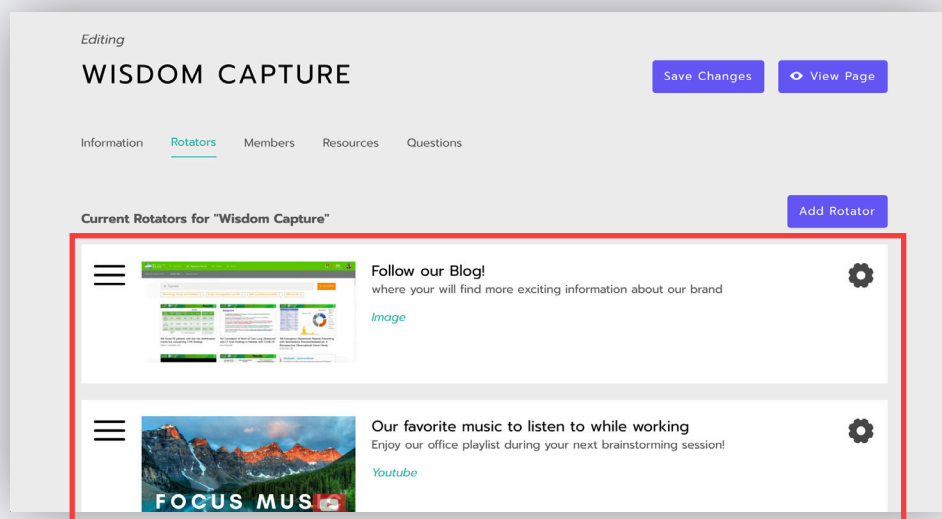
- Content published to your website will appear under here.
- You will see a thumbnail of the images/ videos you have included.
  - If you do not see a thumbnail, you have not successfully uploaded the content to your rotator.
  - Choose the **"Add Rotator"** button to select your content again.
- On the Left side of the thumbnail you will see three lines {}. Click and hold this icon to reorder your content for your rotator.
- On the right side of the thumbnail you will see a gear icon {}. Click this button to make any edits to this content.

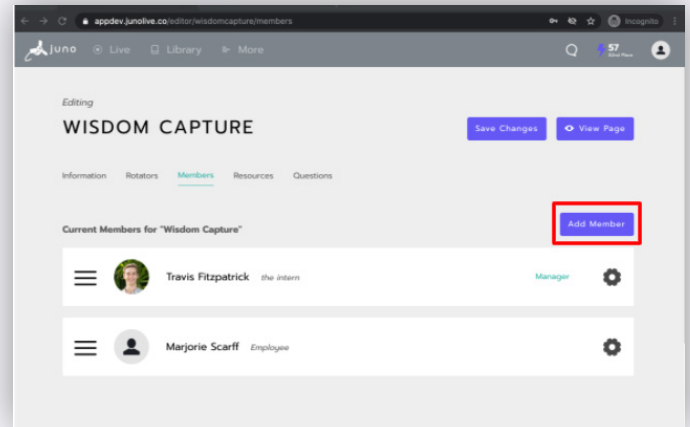# POSTERS - FRONT END EDITOR TRAINING NOTES

STEP 5.1   COMPANY REPRESENTATIVE TAB
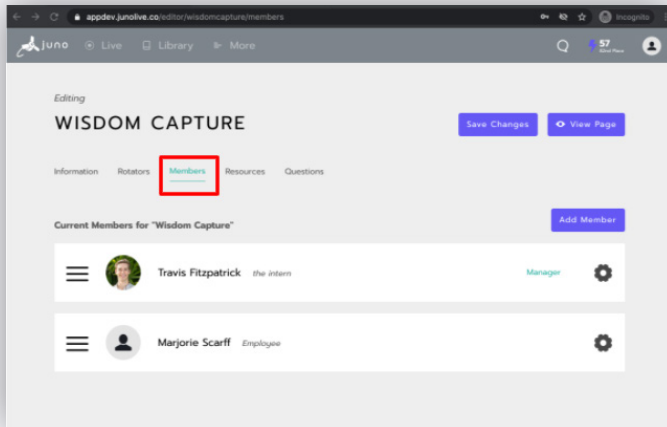
Here is where you can add other employees who you'd like to highlight on your website. These members will be who attendees can reach out to schedule time to speak with during the conference.
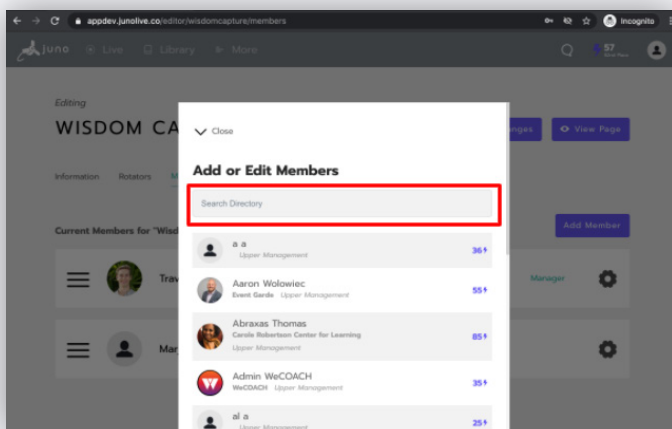
STEP 5.2

To add a member:
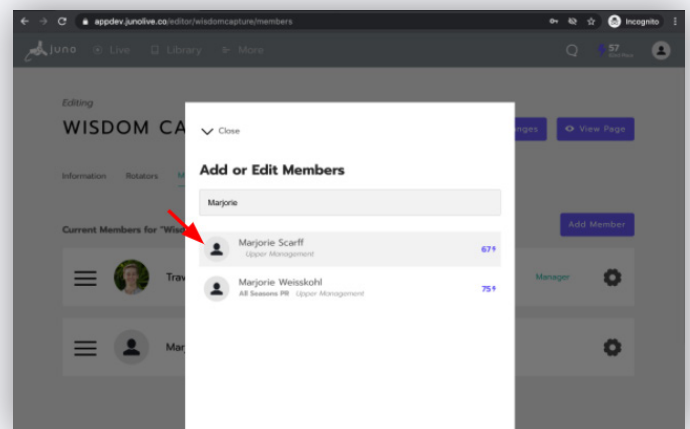• Choose the purple **"Add Member"** button on the right side of the page.

STEP 5.3

Type their name in the search directory field at the top of the secondary window.

Note: Employees MUST be an active member of this conference with a log in. If you cannot find a member, make sure they have registered for the conference.
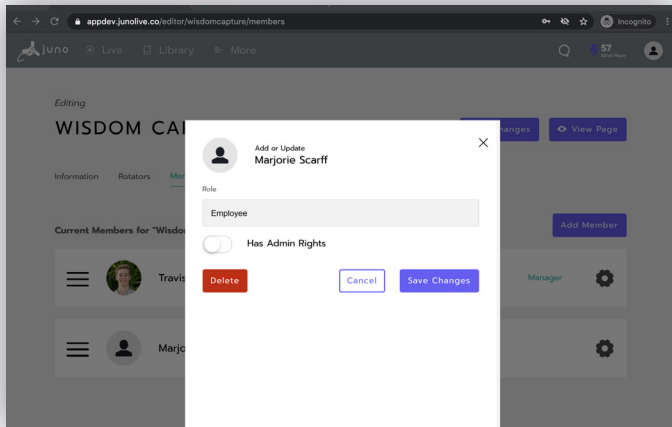
STEP 5.4

Click on the name of the member you would like to add.
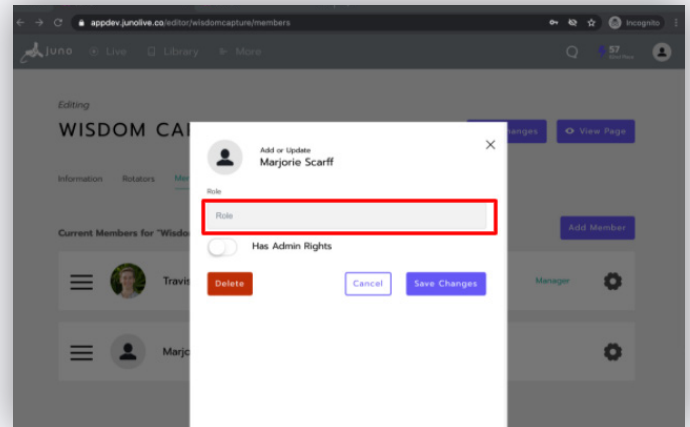
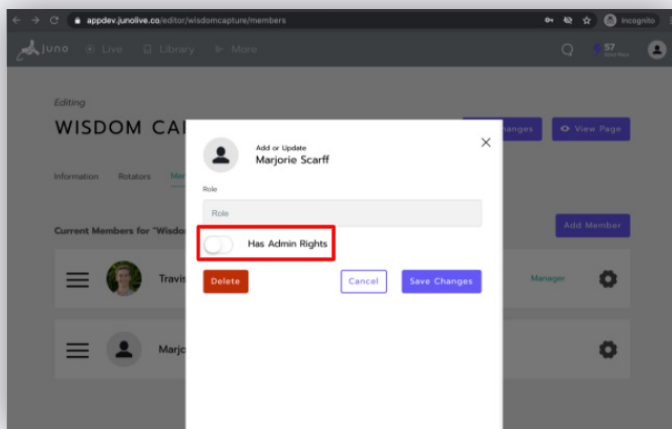# POSTERS - FRONT END EDITOR TRAINING NOTES

STEP 5.5

This will bring up their name card.
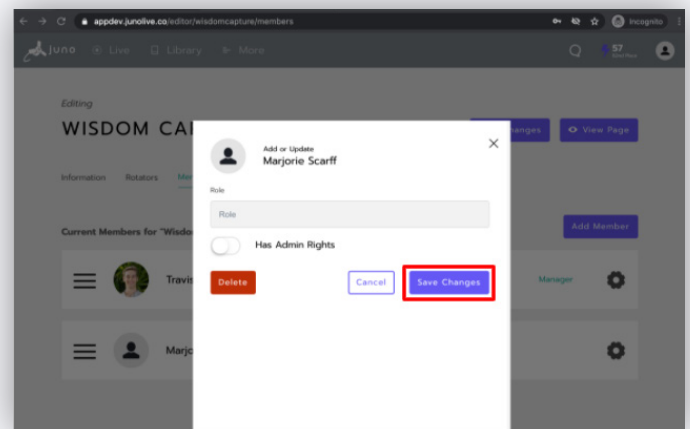
STEP 5.6   **INFORMATION TAB**

Type in the role you would like listed under their name on the Poster Page.

STEP 5.7

If you'd like this member to have admin rights and be allowed to edit the Poster Page, click the button.
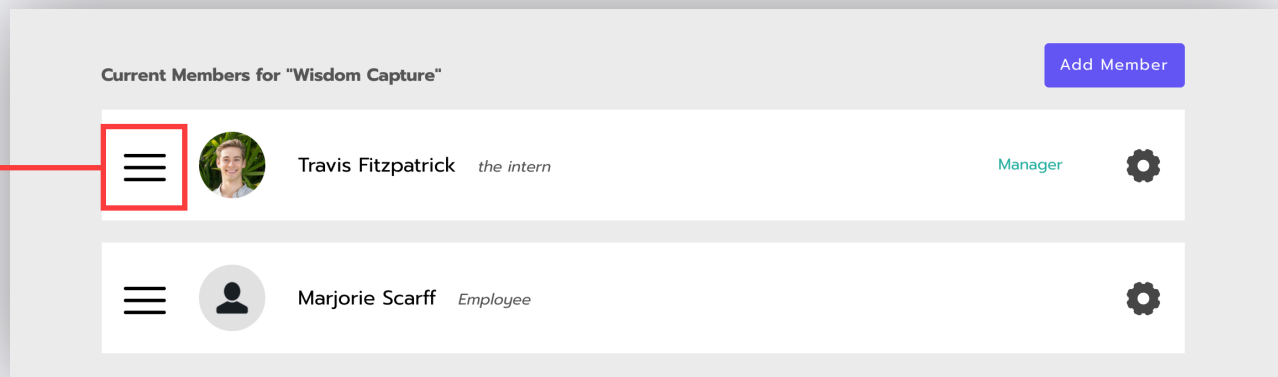
STEP 5.8

Click **"Save Changes"** to add this member to your Poster Page.

POSTERS - FRONT END EDITOR TRAINING NOTES

STEP 5.9

Current Members for "Wisdom Capture"   Add Member

Travis Fitzpatrick   *the intern*   Manager

Marjorie Scarff   *Employee*

Current Members for "Sponsor/ Poster Name"

• Here is where all the members linked to your poster page will display

• The order the members are listed in is the order they will display on your poster page

• The top member in this list in the editor view will display the member on the left of the page.

• The bottom member in this list in the editor view will display the member on the right of the live page.
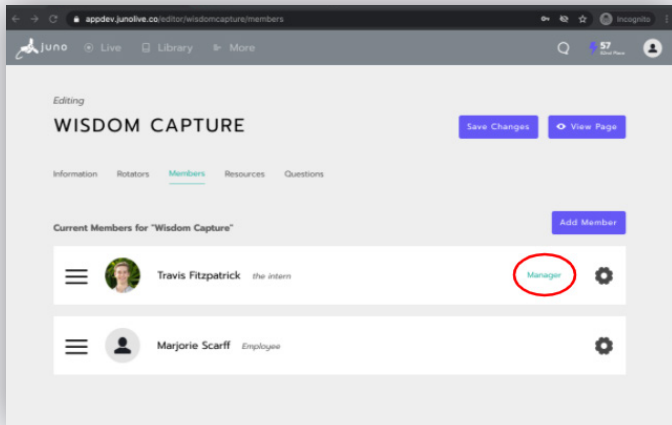
To reorder this list, click the three line icon on the left and drag member to the location on the list you'd like them to display.

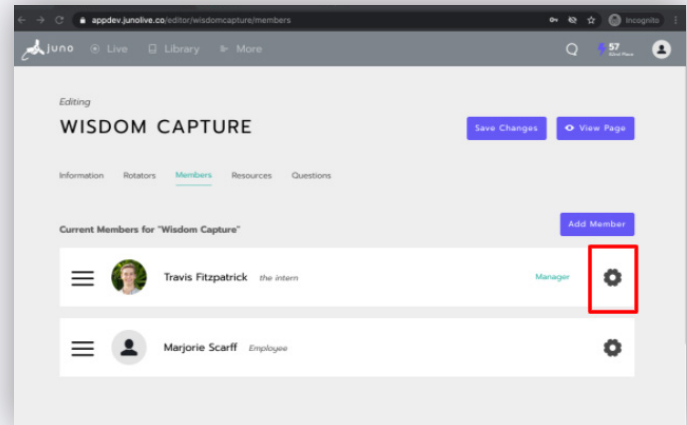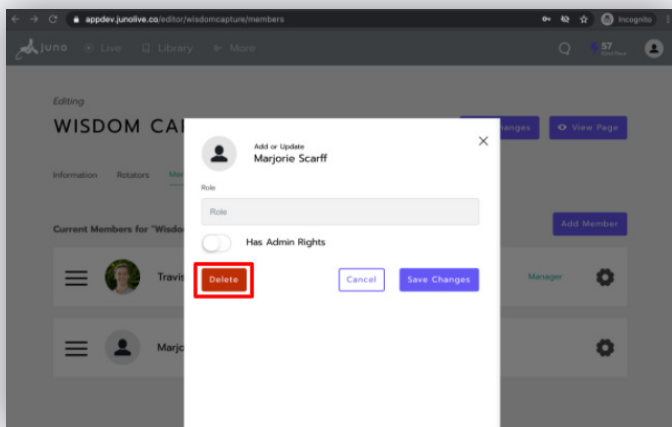# POSTERS - FRONT END EDITOR TRAINING NOTES

STEP 5.10

If this member is the manager of the poster page, that will be in green on the right side of their information card.
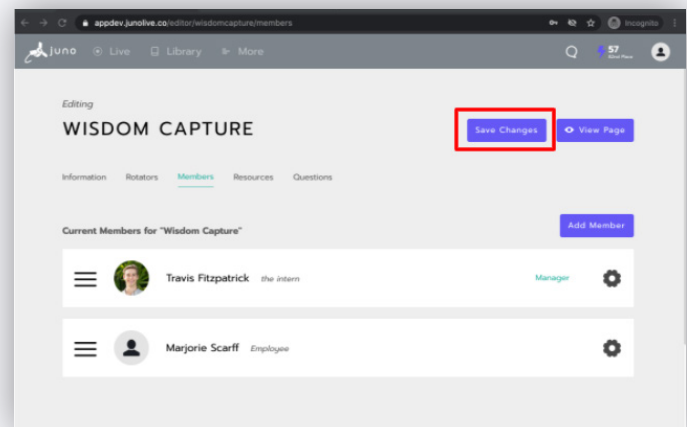
STEP 5.11

On the right side of their information card, you will see a gear icon - Select this if you would like to edit the information.

STEP 5.12

You can also delete members from being listed on your poster page here.
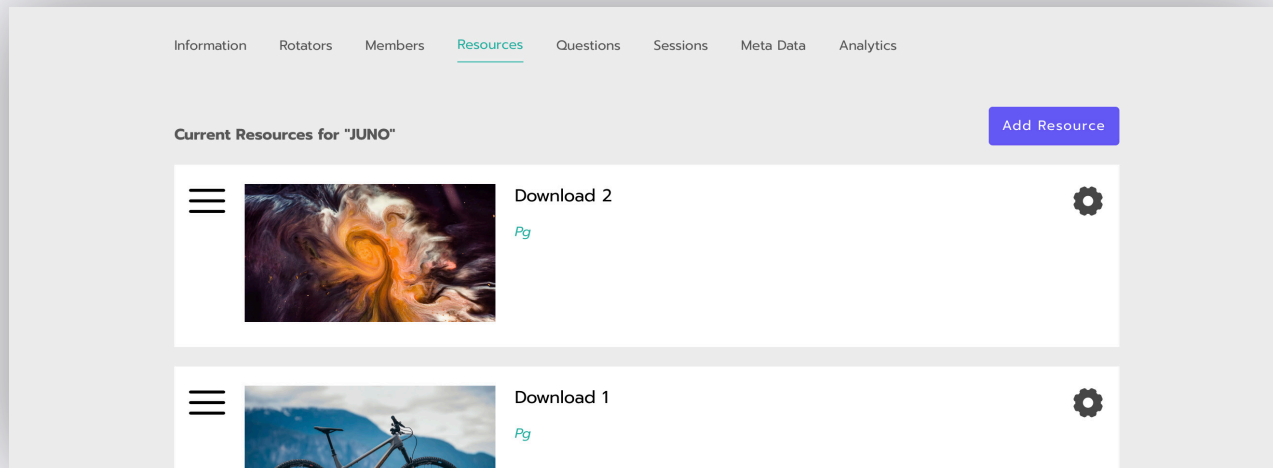
STEP 5.13

After any change made, remember to Click the purple "Save Changes" button at the top right of the Editor page to save this change to your Poster Page.
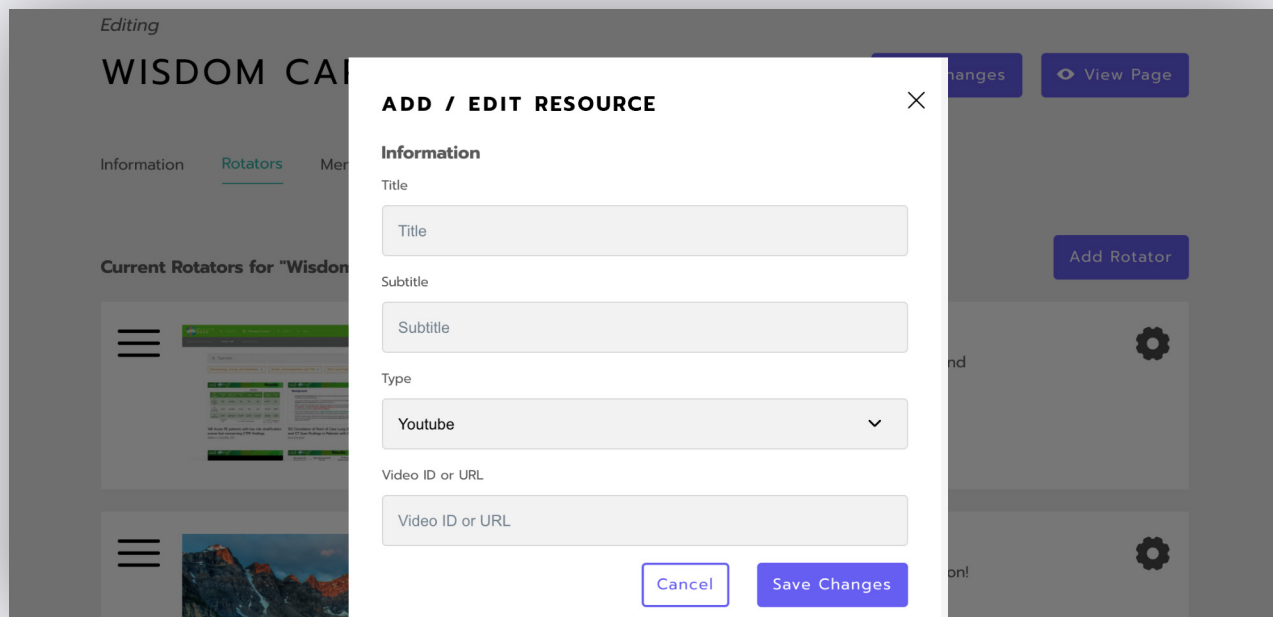
STEP 6.1   **RESOURCES TAB**

This tab is where you will upload any content you would like to make available to attendees for download from your Poster page. **IMPORTANT: if you wish you have content available for download, the "Allow Download" Action under the Information tab MUST be Active (slider green {})**

STEP 6.2

To add a Resource, click the purple "Add Resource" button

- This will bring up the **"Add/ Edit Resource"** Pop Up { }
- **Title Field:** Will be the name displayed as the document caption on the Poster page
- **File/URL Field:**
  - If you are sharing content that can be downloaded via URL, input that URL into the text field.
  - If you would like to share content as a file for the attendee to download, choose the purple

POSTERS - FRONT END EDITOR TRAINING NOTES

- **"Upload File"** button.
- This will open your computer's local file dialogue box. Browse here for the file you would like to share, select it, and then click open.
- Select image you would like to include.
- **Acceptable files include:** .doc, .pdf, ,jpg, .png,

- **Image Field:**
  - Here is where you can add a thumbnail of the content file you are sharing. This image will be displayed on the active site attendees will see. { }
  - If no image is added in this field, the thumbnail visible to the attendee on your live site will be a gray box with the caption below showing the file name { }

- Once you have given this content a title, uploaded the content file, and included a thumbnail image - choose the purple "Save Changes" Button.
  - **Title Field:** Will be the name displayed as the document caption on the Poster page
- **You should now see the content included in the list of Current Resources for "Sponsor/ Poster"** { }
  - If no thumbnail is displayed on the left, no image is connected with this resource file and will not be displayed on your active Poster page.
  - If you would like an image displayed as a thumbnail, choose the gear icon {} on the right side of the window > scroll to the bottom of the Add/Edit dialogue box > click Add Your Image and search for the image file you would like to include >select Open and you should see the image displayed in the box within the Add/ Edit dialog box.
  - Select Purple "Save Changes" button. {}
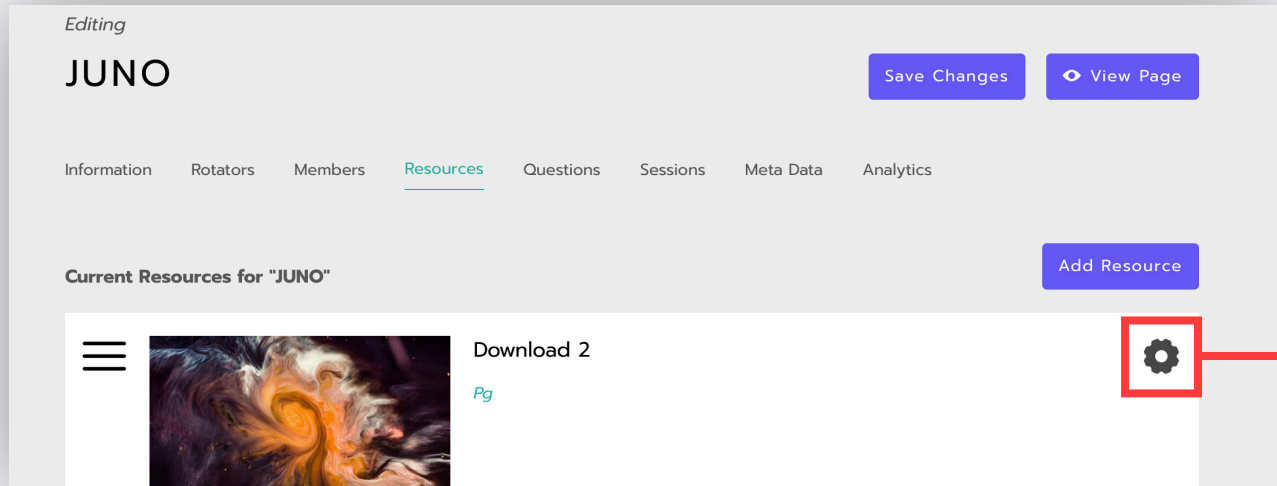 - You should now see the image thumbnail displayed in the left of the content title in the list of resources.

STEP 6.3

Editing

WISDOM CAPTURE

Save Changes | 👁 View Page

Information | Rotators | Members | Resources | Questions

Current Resources for "Wisdom Capture"

Add Resource

How to Document to Fix Everything
For Attendees, We Move the World to Fix Your Issues

Png

⚙

Click the purple **"Save Changes"** button at the top right of the editor page to save this change to your Poster Page and publish the content to your active Poster page visible to attendees

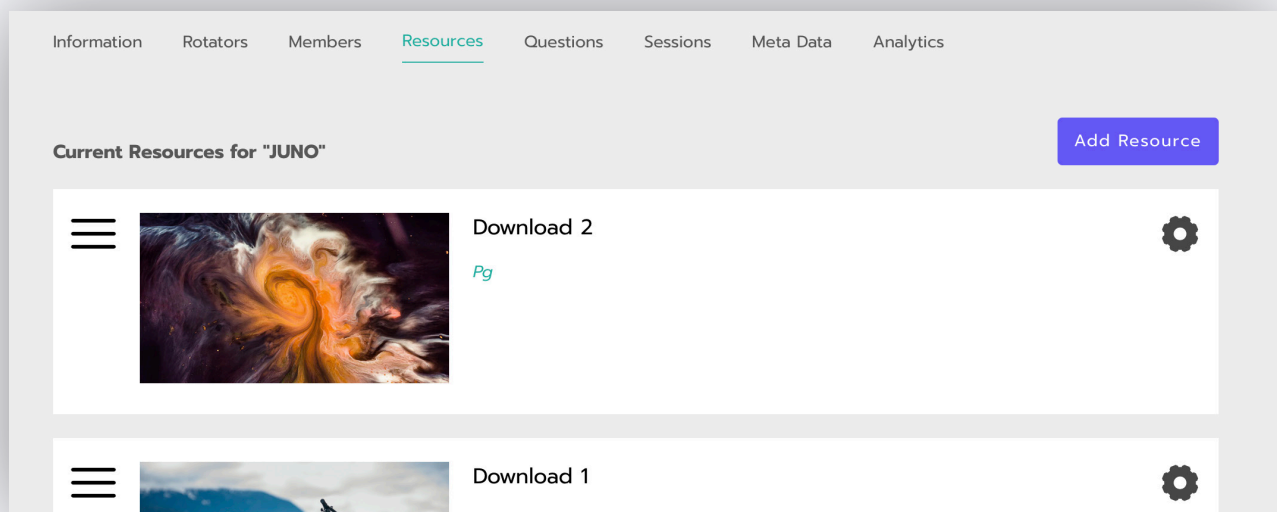# POSTERS - FRONT END EDITOR TRAINING NOTES

STEP 6.4

Editing

JUNO

Save Changes   👁 View Page

Information   Rotators   Members   **Resources**   Questions   Sessions   Meta Data   Analytics

Current Resources for "JUNO"   Add Resource

☰   Download 2

Pg   ⚙

To delete a Resource File:

• Select the gray Gear icon on the right side of the content file you wish to delete

• Scroll to the bottom of the "add/ Edit Resource" dialogue box and find the RED "Delete" button on the bottom left.

• Click the **"Delete"** Button { }

• The content should no longer be listed as in the Current Resources list in this editor view. The content file has been permanently deleted within the editor.

STEP 6.5

Information   Rotators   Members   **Resources**   Questions   Sessions   Meta Data   Analytics

Current Resources for "JUNO"   Add Resource

☰   Download 2

Pg   ⚙

☰   Download 1

⚙

After any change made, remember to Click the purple "Save Changes" button at the top right of the Editor page to save this change to your Poster Page.
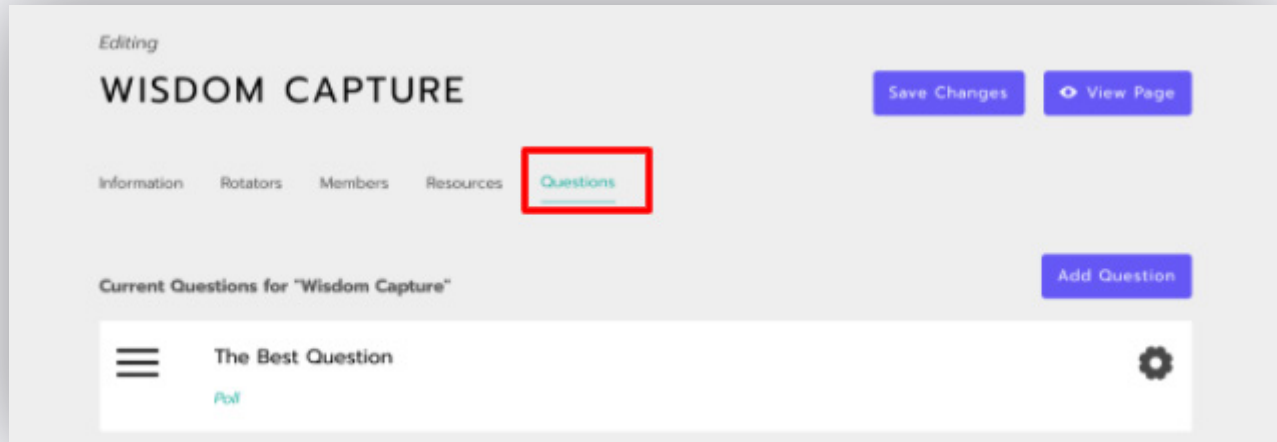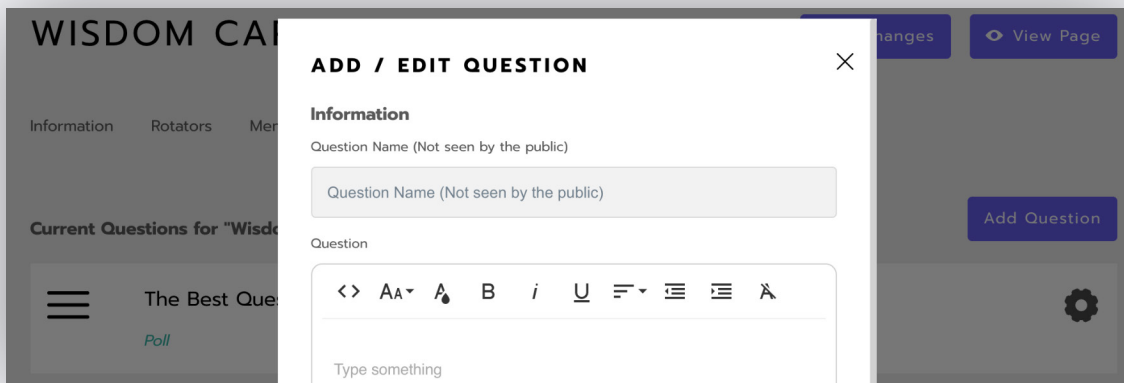
QUESTIONS TAB

This is the tab where you can upload poll questions you would like to display Poll questions have points associated with the answers for attendees to increase their standing on the leaderboard.

Adding poll questions to your Poster page can help drive attendee traffic to your page.

To add a question

- • Select the purple "Add Question" button on the right side of the screen.


• This will open the "Add/ Edit Question" dialogue box

POSTERS - FRONT END EDITOR TRAINING NOTES

STEP 7.2

- **Question Name (Not Seen by Public)** - this will be the name that is displayed in the list of Current

- Questions for **"Poster"** in the editor page. This name is not public; it is just to help you organize your questions if you wish to include more than one question on your Poster page.

  - HOT TIP - you could add one question for each day of the conference to continue to drive attendee traffic to your page to offer more ways for attendees to gain more points and drive up their standings on the leaderboard.
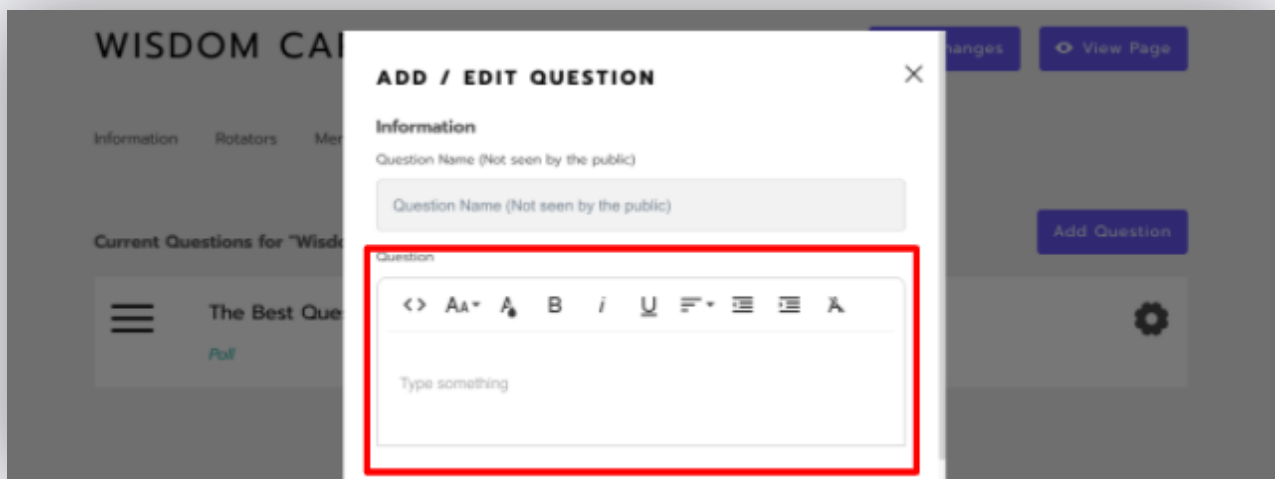
Question Editor

• This is where you will add the text of the question.

Editor controls include:

- • <> html source code
- • Aa - font size
- • A- font color
- • B - Bold
- • I - italics
- • Font Alignment
- • Decrease Indent
- • Increase Indent
- • Clear all formatting
- • U - underlined

POSTERS - FRONT END EDITOR TRAINING NOTES

STEP 7.3

Once you've added in the question text, Scroll down the dialogue box to find the "Question Type Field"

　• Options here include:

Question Type

✓ Multiple Choice
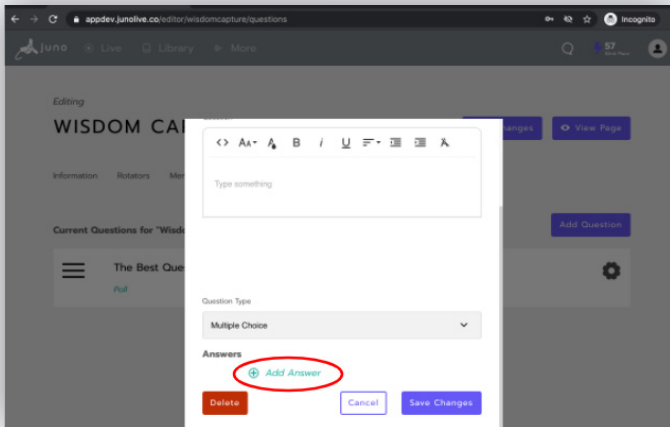Poll
Select Many
Fill In The Blank
Order
Rating

asf X

⊕ Add Answer

Delete   Cancel   Save Changes
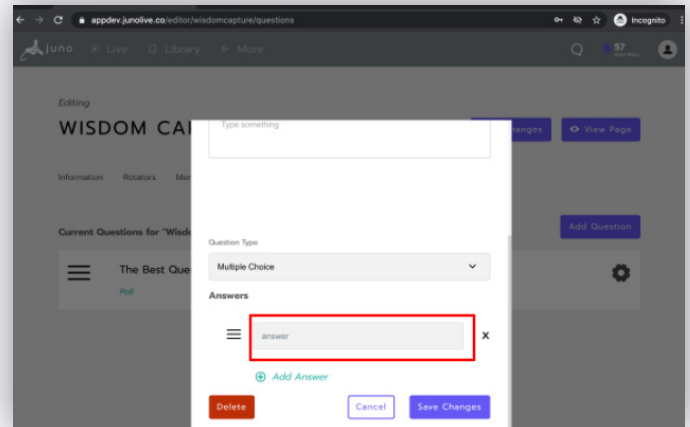
POSTERS - FRONT END
EDITOR TRAINING NOTES

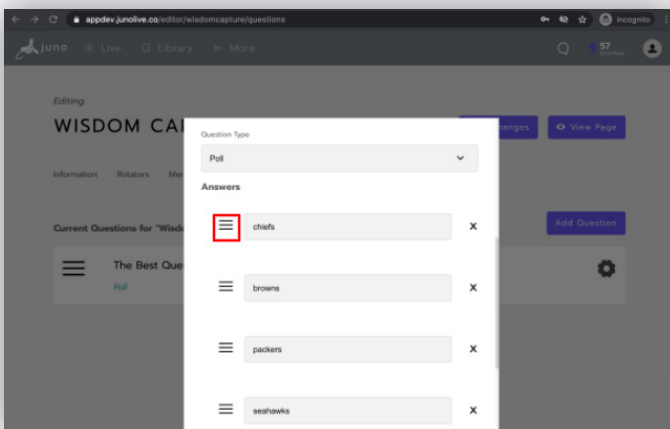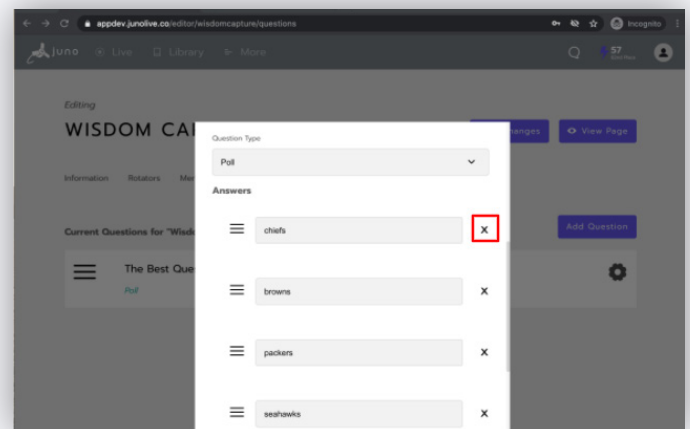To add Answers for attendees to choose from - **click the green Add Answer field.**

Type text of the answer.

Choose Add Answer field for each additional answer option you would like to include.

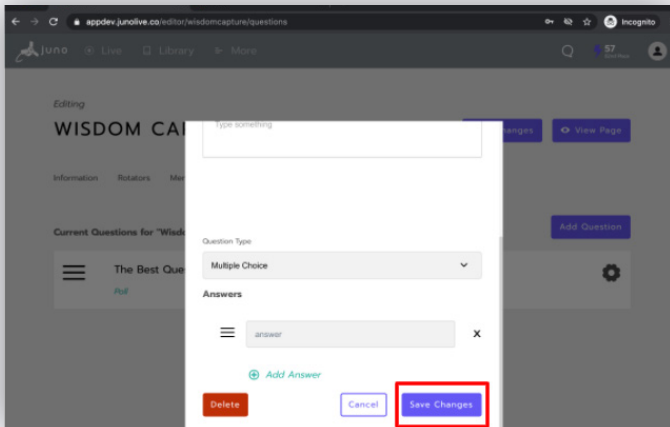You can re-order the answers by clicking the three line icon on the left.

You can delete an answer field by clicking the X on the right hand side.
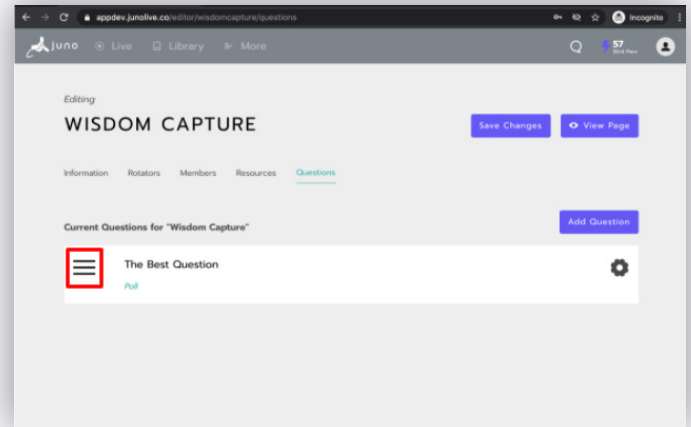
POSTERS - FRONT END EDITOR TRAINING NOTES

To include this question, click the purple **"Save Changes"** button on the bottom right of the dialog box.
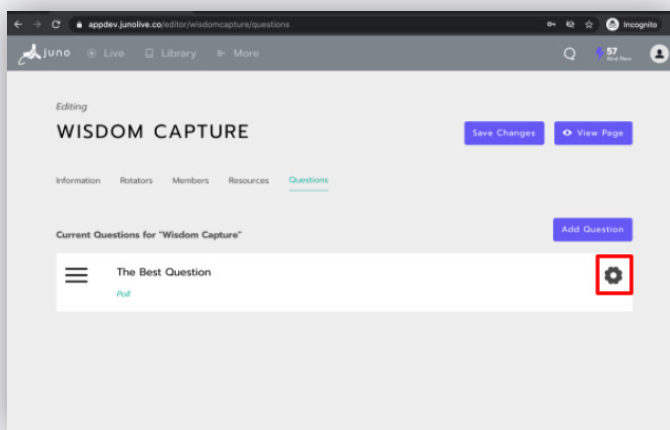
You should now see your question in the list of **"Current Questions for Poster".**

You are able to reorder the list of answer options by clicking the three line icon on the left of each answer { }

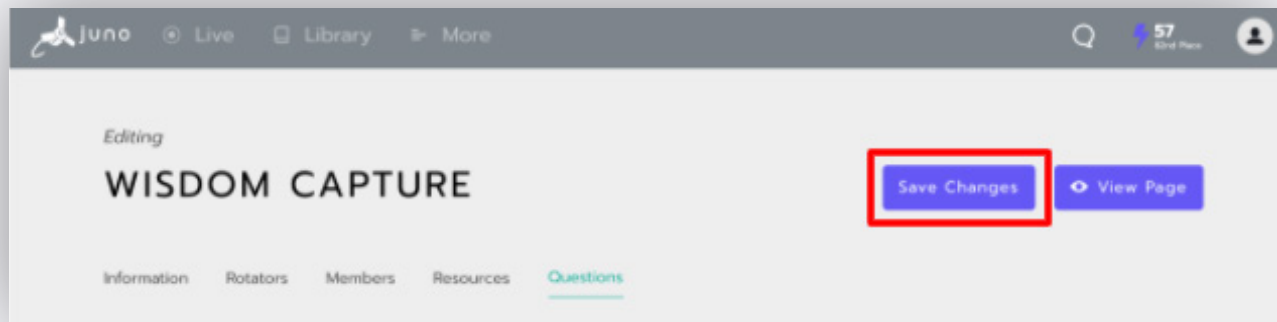• This order is only internal usage - the order of the lists will not be public

You can edit the question and answer text information for any question by clicking the gear icon.
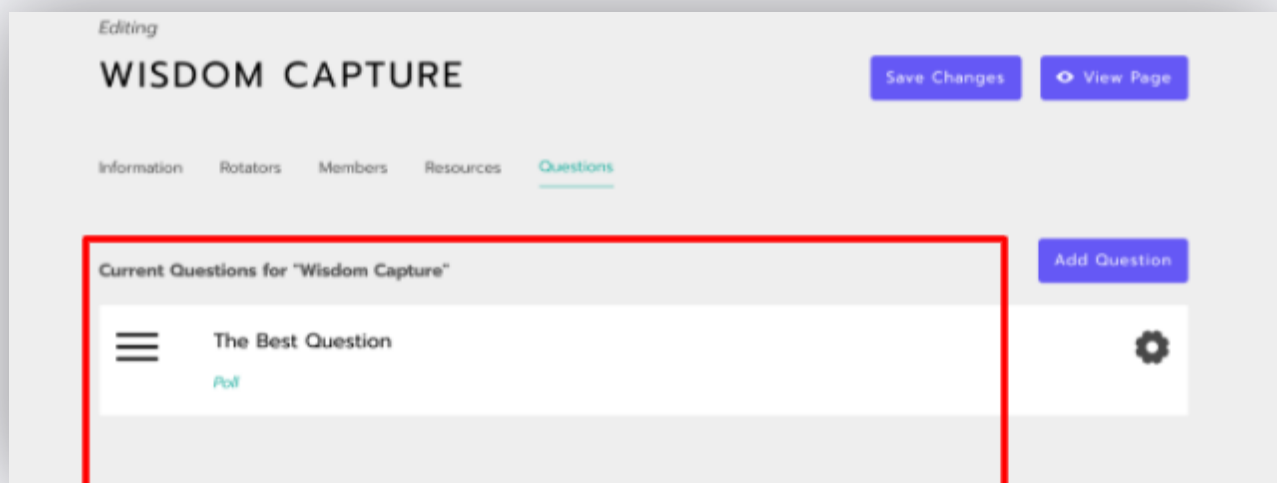
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POSTERS - FRONT END EDITOR TRAINING NOTES

- Then click the save button of the Poster Editor page to publish your changes to the live page.

- If you do not click the Poster Editor Page's save button, your changes will not be saved, and you will have to redo your work.
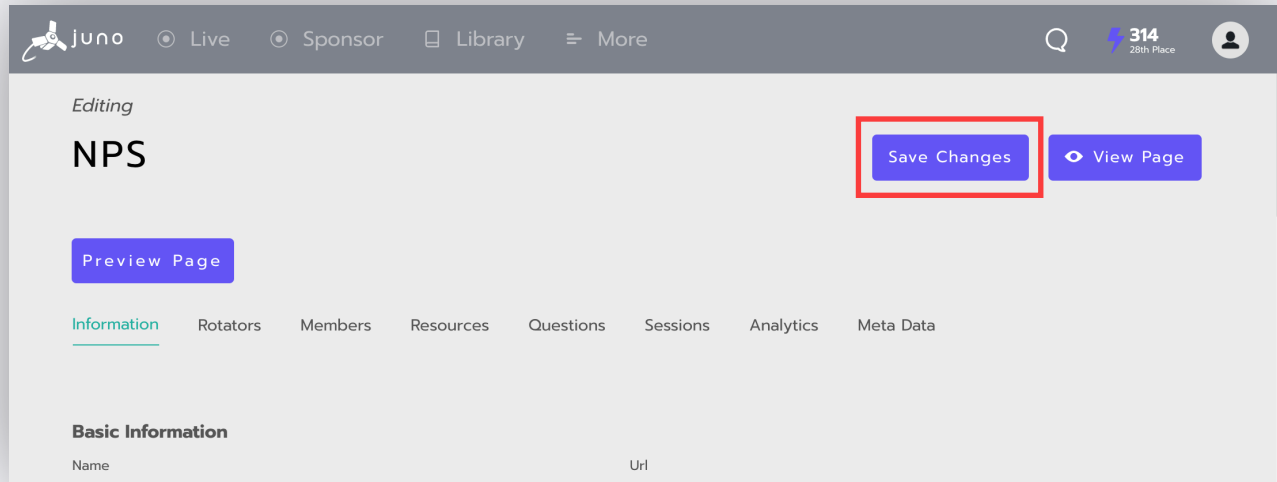
Once you have a question added in the current list under the Question tab - you will need to include it in the Information Tab. For those steps see above in the Information Tab Section of this How To guide.
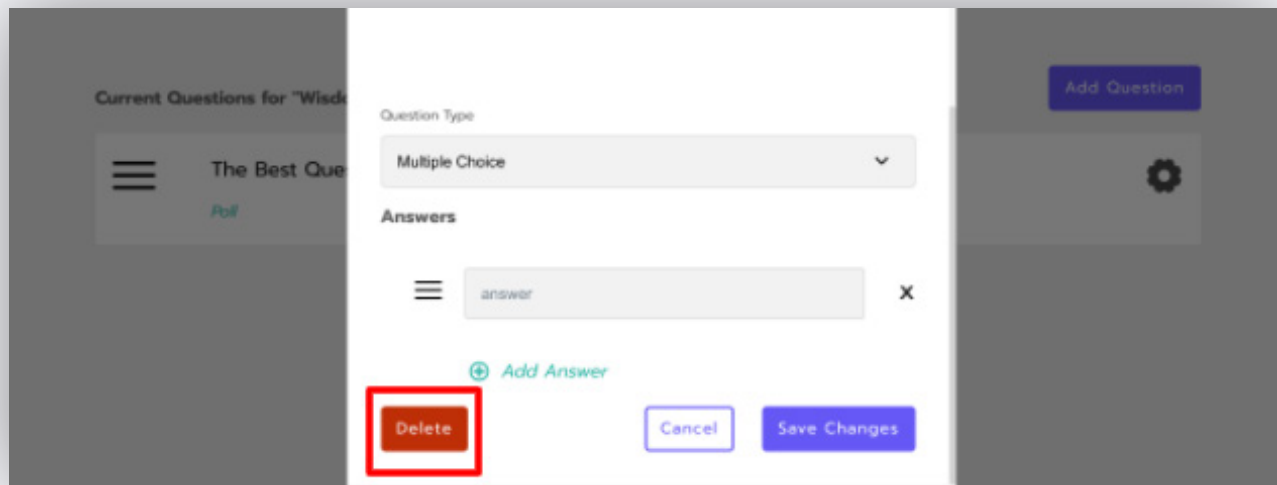
POSTERS - FRONT END EDITOR TRAINING NOTES

Once the question is added in the information tab Click the purple **"Save Changes"** button at the top right pof the editor window to publish it to the active **"Poster"** page for attendees to view.

To Delete a Question:

- Select the gray Gear icon on the right side of the question you wish to delete { }

- Scroll to the bottom of the "Add/ Edit Question" dialogue box and find the RED "Delete" button on

- the bottom left.

- The content should no longer be listed as in the Current Questions list in this editor view. The question has been permanently deleted within the editor.
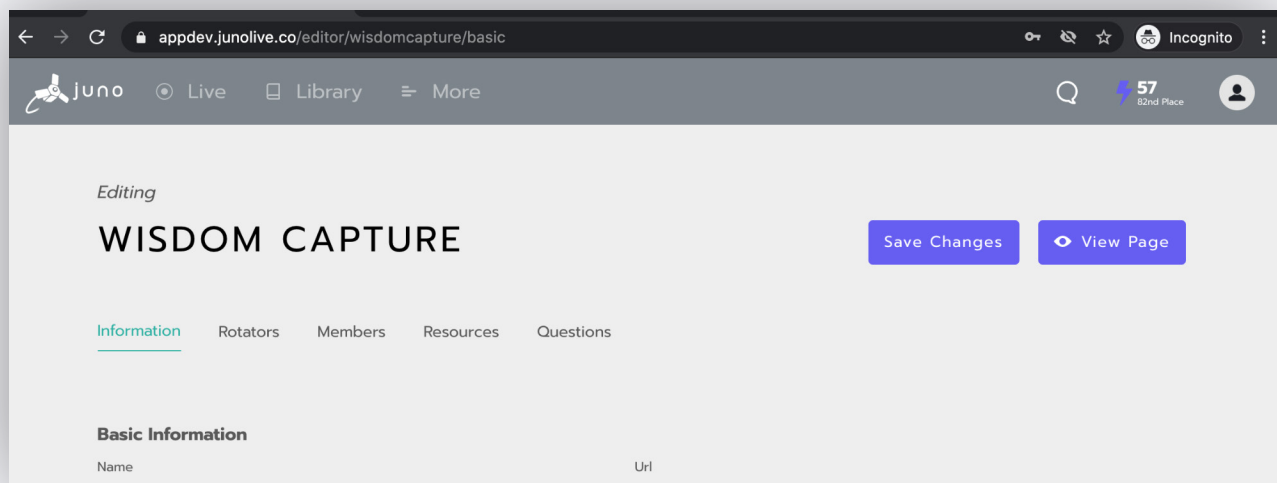
POSTERS - FRONT END
EDITOR TRAINING NOTES

- In the Information Tab - you will need to scroll down to the Description Editor and delete the question here as well.

- Highlight ***question:title*** in the Description Editor field and hit [DELETE] on your keyboard.
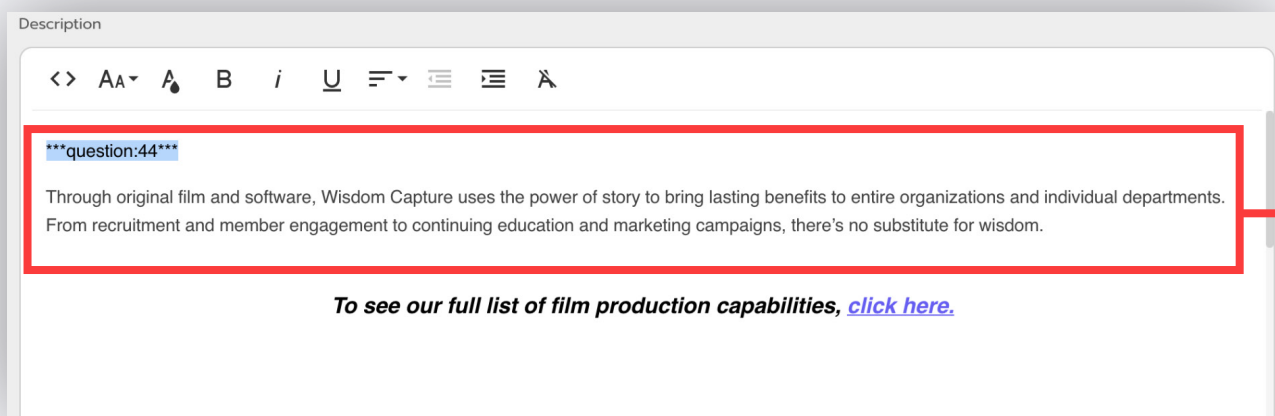
STEP 7.15

Once the question is added in the information tab Click the purple **"Save Changes"** button at the top right of the editor window to publish it to the active **"Poster"** page for attendees to view.