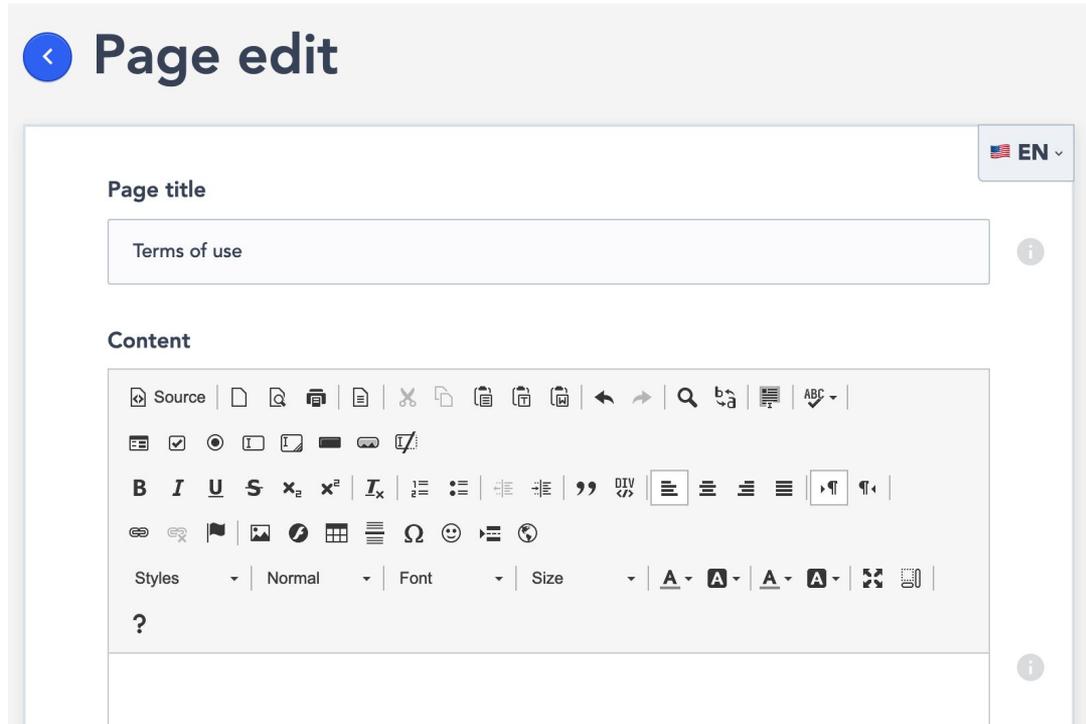


How to manage the content of internal pages

sec:nd

- The content manager tool within your back office is rich in features that will allow you to create and edit your platform's internal pages.
- The three main features which you can start exploring are presented in this document:
 - how to add images
 - how to add videos
 - how to link websites and files

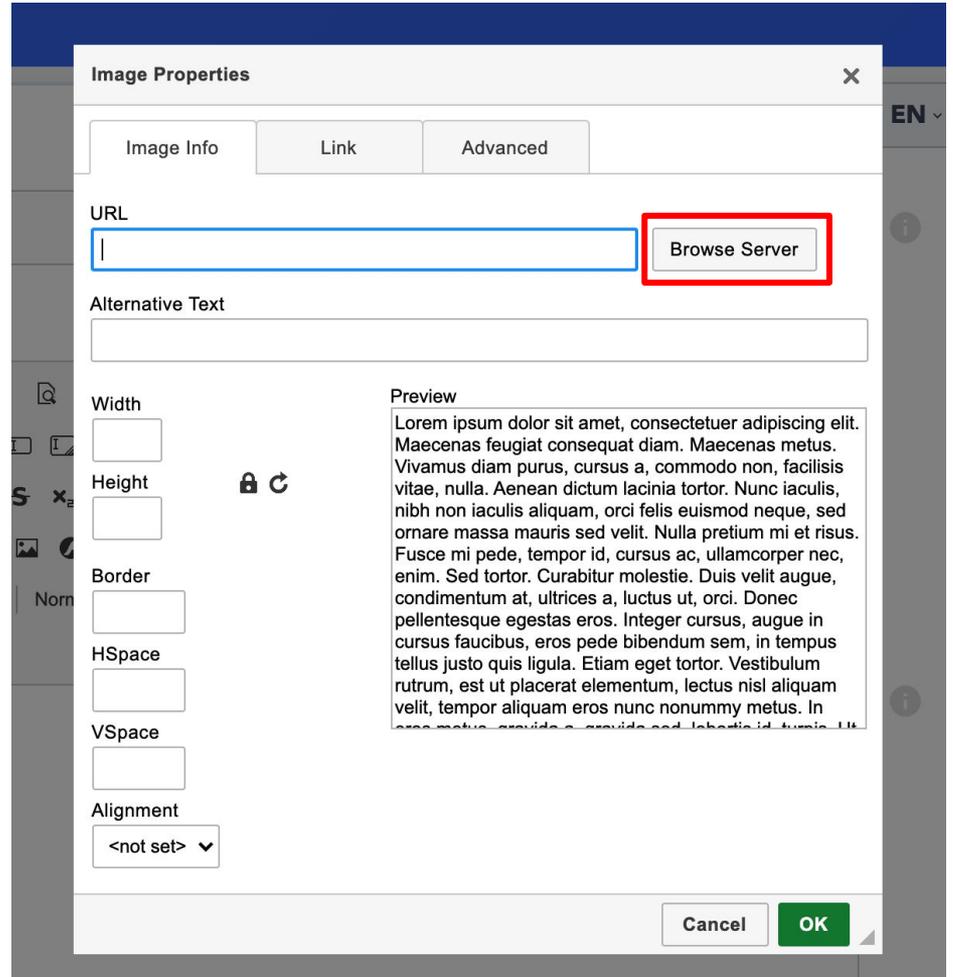


How to add images

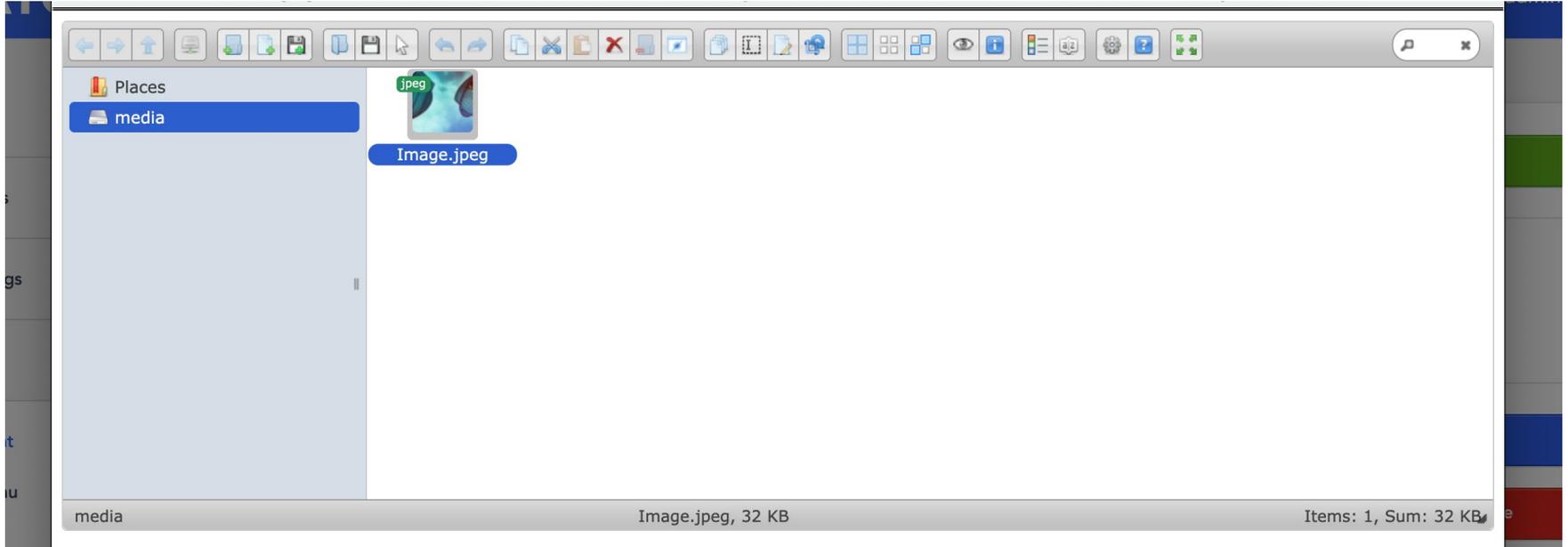
- Go to the internal page and click on the image icon

The screenshot displays a user interface for editing a page. At the top right, there is a language selector showing "EN" with a dropdown arrow. Below this, the "Page title" section contains a text input field with the text "Terms of use". Underneath the title field is the "Content" section, which features a rich text editor toolbar. A red arrow points to the "Image" icon in the toolbar, which is highlighted with a red square. The toolbar includes various icons for text formatting (bold, italic, underline, strikethrough), alignment, lists, and other editing functions. Below the toolbar, there are dropdown menus for "Styles" (set to "Normal"), "Font", and "Size", followed by color selection tools. The main content area below the toolbar is currently empty.

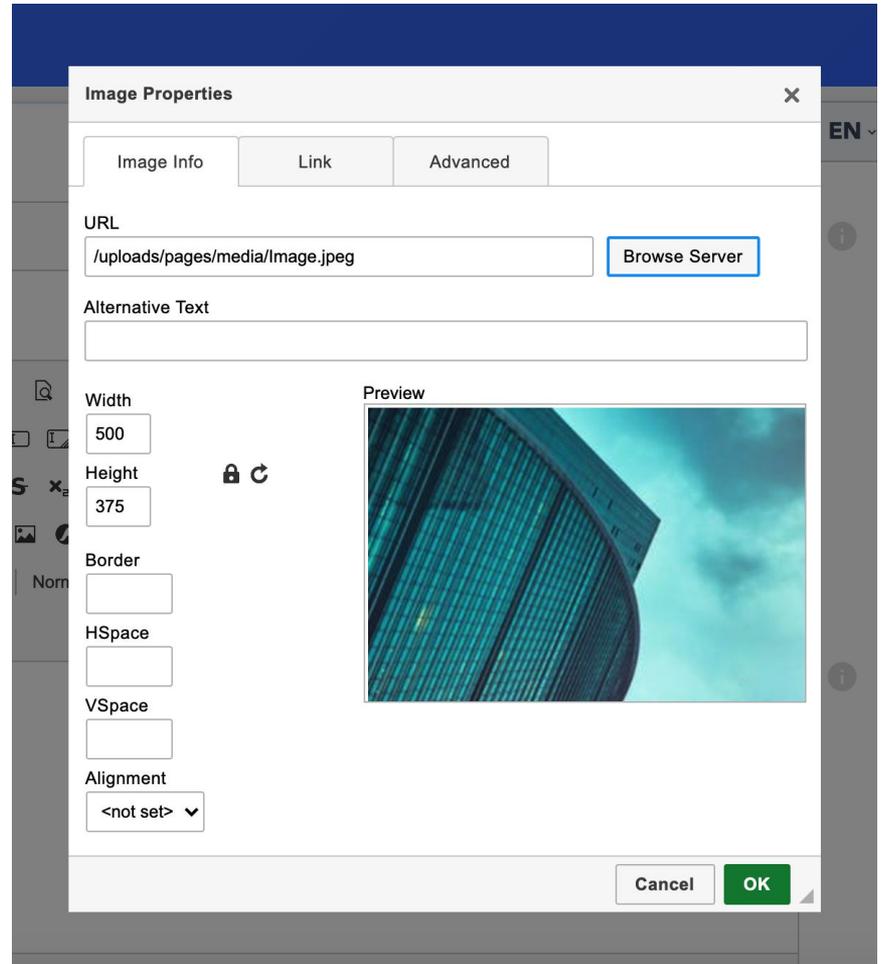
- If you already have the image in image file format, click on 'Browse Server'



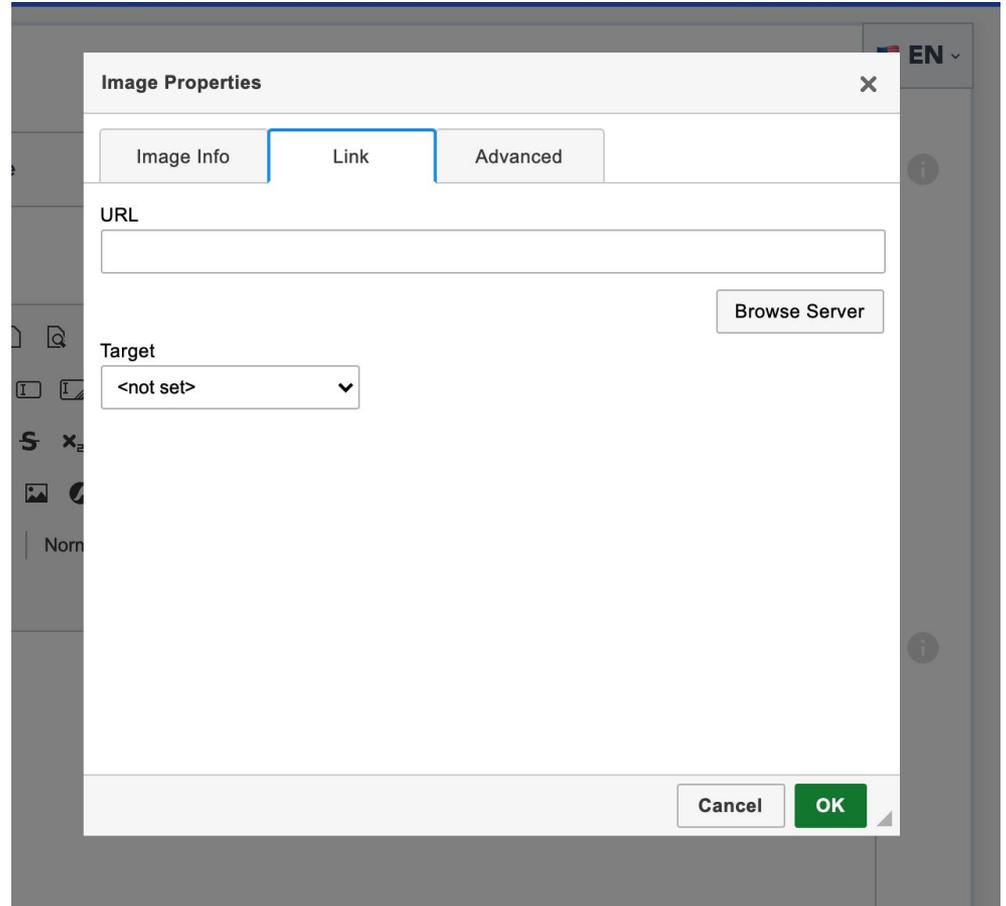
- Drag and drop the image in the folder and select it by double clicking on it to go back to the image properties.



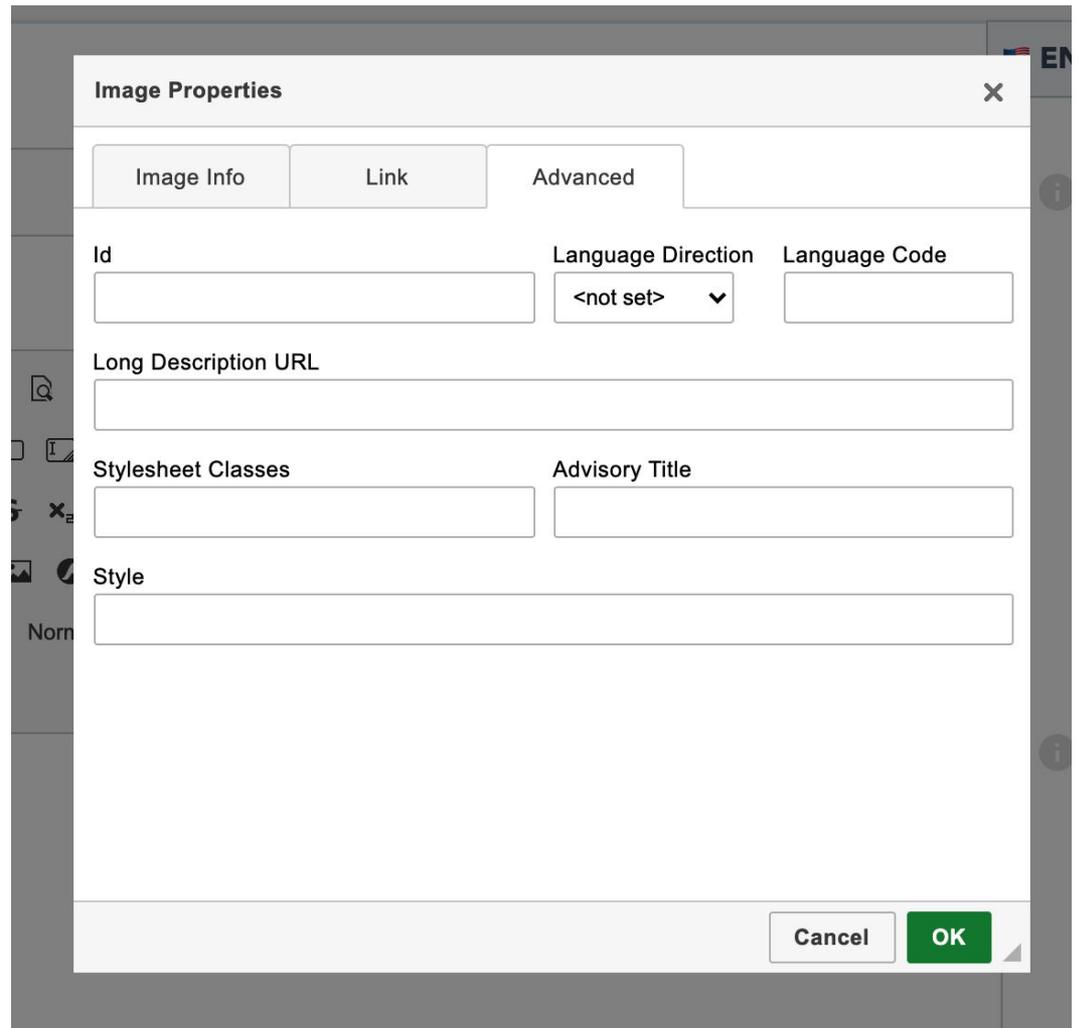
- The image's dimensions can be modified using the 'Width' and 'Height' fields.
- The 'lock' icon controls the aspect ratio. If you click on it you will be able to resize the width and height independently of each other.
- The alignment can be set using the provided drop down menu



- To link a URL to the image, input it in the appropriate field within the 'Link' tab.
- To link a file, click on 'Browse Server'. The process is the same as the one seen [here](#).
- The target can be defined using the 'Target' drop down menu. It will determine if the linked website or file will open in the same page or in a new one.



- Within the 'Advanced' tab you can input an 'Advisory Title' which will be displayed when you hover over the image in the front end.



The image shows a screenshot of a web application interface with a dialog box titled "Image Properties". The dialog has three tabs: "Image Info", "Link", and "Advanced". The "Advanced" tab is selected. The dialog contains several input fields and a dropdown menu:

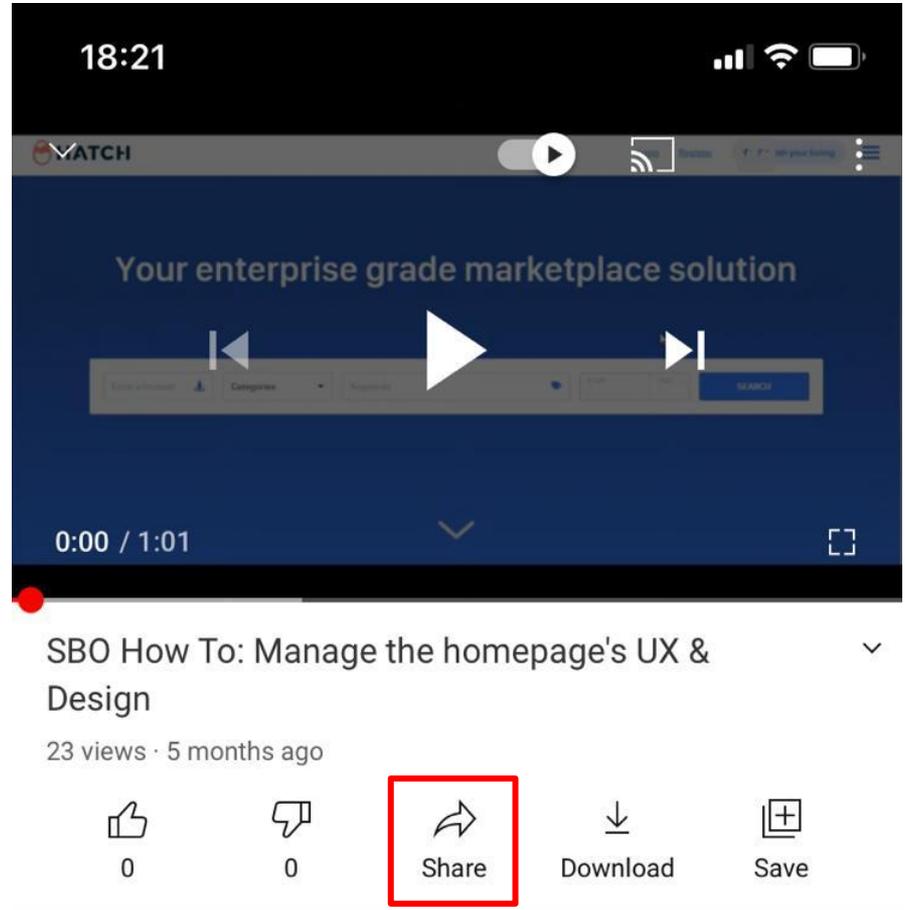
- Id**: A text input field.
- Language Direction**: A dropdown menu with the value "<not set>" and a downward arrow.
- Language Code**: A text input field.
- Long Description URL**: A text input field.
- Stylesheet Classes**: A text input field.
- Advisory Title**: A text input field.
- Style**: A text input field.

At the bottom right of the dialog, there are two buttons: "Cancel" and "OK". The "OK" button is highlighted in green.

How to add videos

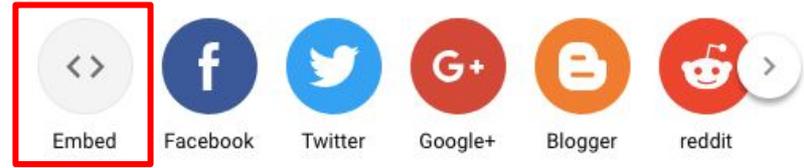
sec:nd

- A YouTube video needs to be embedded using the code provided by YouTube
- In order to access that code, go to the video and click on the 'Share' button displayed under it.



- Once there, click on 'Embed'.
- Copy the code, as you will need to paste it in your back office

Share a link



https://youtu.be/_kUWuN-gWrE

[COPY](#)

A screenshot of a video player interface. The video title is "SBO How To: Manage the homepage's UX & De...". The video player shows a play button and a progress bar. An "Intégrer la vidéo" (Embed video) dialog box is open, displaying the following HTML code:

```
<iframe width="560" height="315" src="https://www.youtube.com/embed/5H Xexl4c4r0" frameborder="0" allow="accelerometer; autoplay; clipboard-write; encrypted-media; gyroscope; picture-in-picture" allowfullscreen></iframe>
```

Below the code, there is a checkbox labeled "Démarrer à 0:00" and a "COPIER" button.

- Go to your page and click on 'Source' to view your page's source code
- Paste the code you retrieved from Youtube in the content area

Page title

Terms of use

Content

Source

```
<iframe width="560" height="315" src="https://www.youtube.com/embed/5HXex14c4r0"
frameborder="0" allow="accelerometer; autoplay; clipboard-write; encrypted-media;
gyroscope; picture-in-picture" allowfullscreen></iframe>
```

How to link a website or file

sec:nd

- To link a URL, input it in the appropriate field within the 'Link Info' tab.
- To link a file, click on 'Browse Server'. The process is the same as the one seen [here](#) to add an image.

Link [X]

Link Info Target Advanced

Display Text

Click to access document

Link Type

URL [v]

Protocol [http:// v] URL [|]

Browse Server

Cancel OK