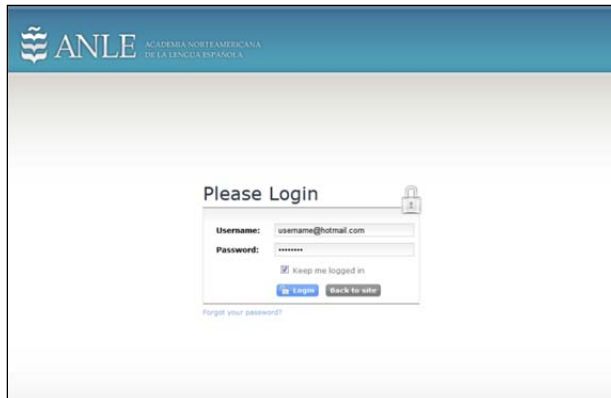


Editing Your ANLE Profile Page

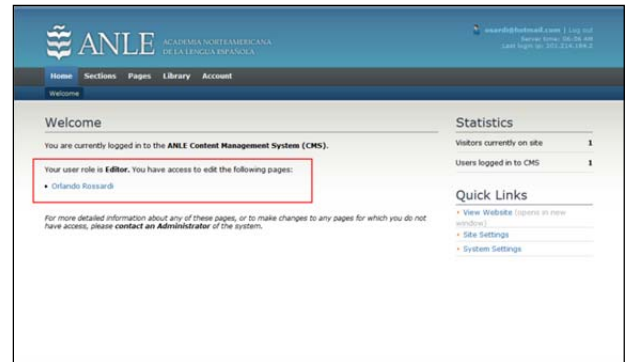
***Last update: Sept. 13, 2012**

Step 1 – Login



Go to: <http://www.anle.us/manage> to enter your profile page manager login screen. Be sure to enter your correct username and password, then press **Login**.

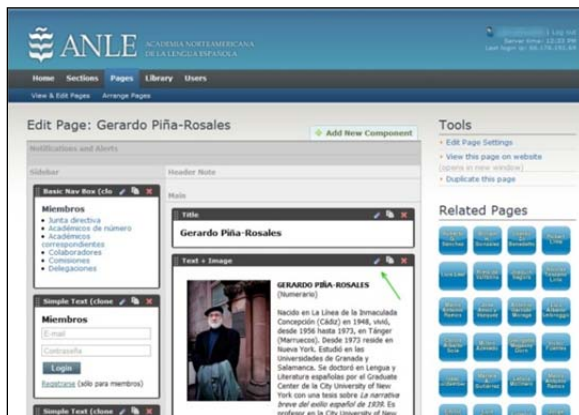
Step 2 – Access your profile





Click on your name to enter the profile page editor.

NOTE: If you have access to edit additional pages, they will be shown here. For the purposes of this manual, we will be editing only your own personal profile page.

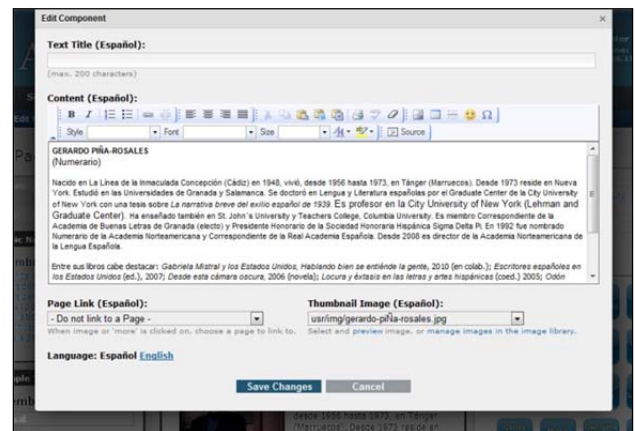
Step 3 – Edit the text on your profile



In order to edit your profile, click on the **Edit Component** icon () located on the top right-hand side of the **Text + Image** component. An editor will drop down from the top of the page.

TIP: You can edit the Title of the page as well – in this case, your name – click on the **Edit Component** icon () located on the top right-hand side of the **Title** component.

Step 4 – Use the Content editor



Inside the editor box, you will find a field entitled **Content** which shows the text that appears on your profile page. Make any changes you wish directly in this field. When finished, click **Save Changes**.

TIP: To add formatting, links or additional images, use the buttons above the field. To switch which language on the website that you are editing, use the links next to **Language**.

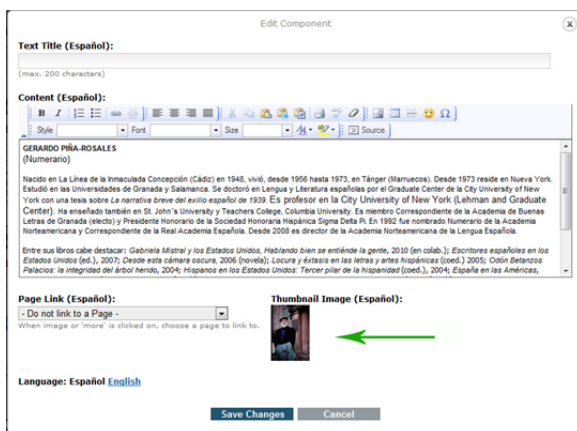
Changing a Profile Photo

In order to edit your profile photo you will need to re-enter the **Text + Image** component by clicking on the **Edit Component** icon (symbolized by a pencil) located on the top right-hand side of the **Text + Image** component:



Inside the **Edit Component** box you will find a thumbnail photograph of the profile image that appears on your profile page.

To change your profile photo, click on the photo located under the **Thumbnail Image** section on the bottom right-hand side of the **Edit Component** box:



The **Image Library** will now open as a separate page. Note that the **Edit Component** box still remained open on a separate tab on your browser:



Click on the **+Add New** tab. The selection at the top should remain as **Thumb**.

NOTE: The photo you are uploading must be between 100 and 250 pixels maximum width. If it is not, you must select an option from the **Resize image on upload to:** selection box.

Clicking on the **Choose File** button in the **Image Library** will allow you to upload a photo from your computer to your profile. A directory selection box will now open. Choose a new profile photo from your computer. Once you have chosen the correct photo click on the **Open** button, then click **Add New Image**.

Now that you have uploaded your new photo, scroll down to the bottom of the **Image Library** page (the page that you are on now) and click on the profile photo that you uploaded to the website. The photo should be at the last image at the bottom of the image library. Once you click on the new profile photo, the **Image Library** page will now close and the **Edit Component** box will now display your new profile photo.

To save your changes, click on **Save Changes** button on the bottom of the **Edit Component** box.

You can view your changes by clicking on [view this page on website](#) in the **Tools** bar located on the right-hand side of your profile editor:



Advanced Content Formatting

The tools that you can use to edit text within the **Edit Component** are shown as icons above the text editor:




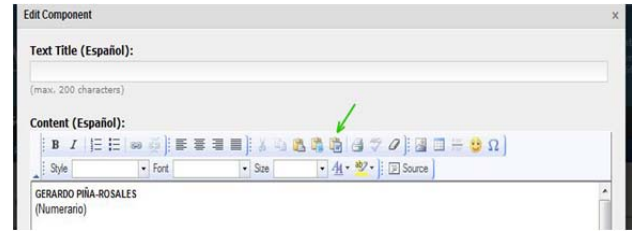
(Top row/from left to right) **Bold**, **Italic**, **Insert/Remove Numbered List**, **Insert/Remove Bulleted**, **Insert/Edit Link**, **Remove Link**, **Left Justify**, **Center Justify**, **Right Justify**, **Block Justify**, **List**, **Cut**, **Copy**, **Paste**, **Paste as plain text**, **Paste from Word**, **Print**, **Check Spelling**, **Remove Format**, **Insert/Edit Image**, **Insert/Edit Table**, **Insert Horizontal Line**, **Insert Smiley**, and **Insert Special Character**.

(Bottom row/from left to right) **File**, **Font**, **Size**, **Text Color**, **Background Color**, and **Source**.

IMPORTANT: You will NOT be using **Insert/Edit Image** icon to edit your profile photo, the correct way is explained in the paragraph entitled **Changing a Profile Photo**.

Inserting text from a Word document or plain text document

To cut/paste text from a Microsoft Word document, click on the **Paste from Word** toolbar icon ():



To cut/paste text from any other document type other than Microsoft Word, click on the **Paste as plain text** located just to the left of the **Paste from Word** icon.

A new **Paste from Word/Paste as plain text** box will appear (see screenshot below) and now you can copy (Ctrl+C) your text from your existing document and paste (Ctrl+V) it into the **Paste from Word/Paste as plain text** box. You can also choose to **Remove Font Face definitions** and **Remove Styles definitions**.



Once you have made your changes, click on the **OK** button to save.

Editing your profile for the English version of the website

In the **Edit Component** box, click on [English](#) to edit your profile for the English version of the website. To return to editing your profile for the Spanish version of the website, click on [Spanish](#).

Editing in HTML (advanced)

If you know HTML, you can edit your profile in HTML by clicking on the **SOURCE** icon. Toggle between HTML and the standard editor view by click the **SOURCE** icon again.