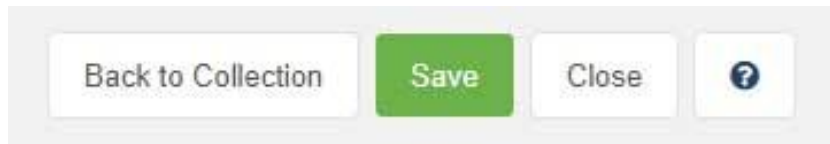


How to handle TVs in the MODX Environment

This is going to go over how to handle some of the common fields and tables you will encounter in adding or editing content on the site that require a bit more explanation to use.

Before we begin, one important thing to keep in mind as you are adding or editing content: It will not apply to the live site until you click the **green Save button** in the top right.



The button will look like the above, though the buttons beside it are subject to change.

You will also get an alert sometimes if you make a change or copy some content without saving the page, asking if you want to leave the page without saving. Which choice you make in response to it, is up to you.

Images

Whether in a table field or just displayed in the page of the manager, the image field will always provide the dimensions and what preferred image file type to use.

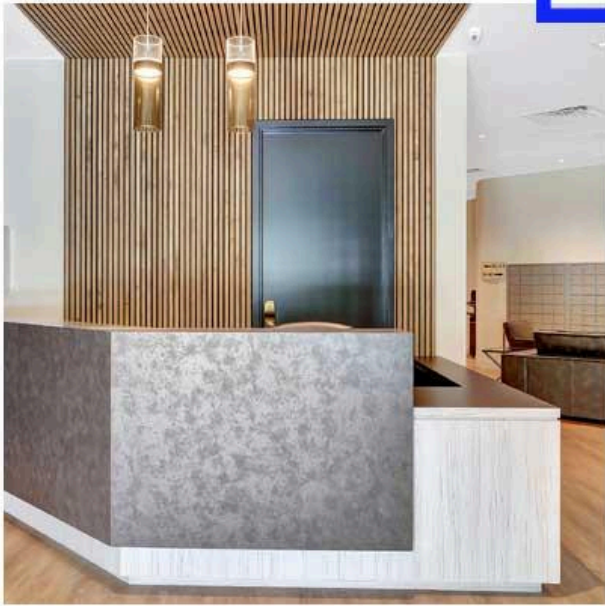
However, before you can upload images, there are a number of different rules you need to follow, to ensure that it works properly and doesn't negatively impact your site:

- 1.) Images cannot share file names with existing images in the site, because the first image will always take precedence over them, even if you have already deleted it.
- 2.) Remove all special characters in the file name and replace all spaces with hyphens (-), to ensure that the image does not break.
- 3.) Small images should, in general, be no larger than 300 kb and the large hero images should not be more than 600 kb. Make sure you are saving these images as the best web compressed versions, since they do impact loading speed for a page. Make sure the pixel density is no more than 72 pixels per square inch.

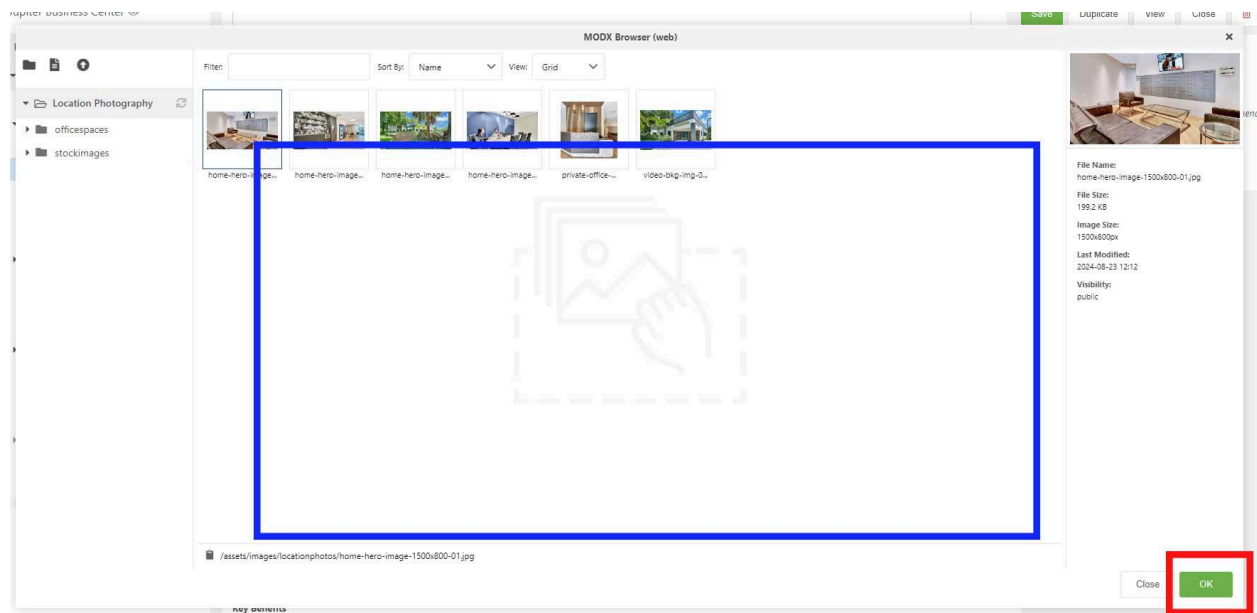
If you don't have a media editor program to make these images, I have uploaded a guide for using Squoosh to make web optimized images on the dashboard of your site.

Header 50% Image (1500px by 1500px) This image will be displayed alc

private-office-hero-image-1500x1500-01.jpg



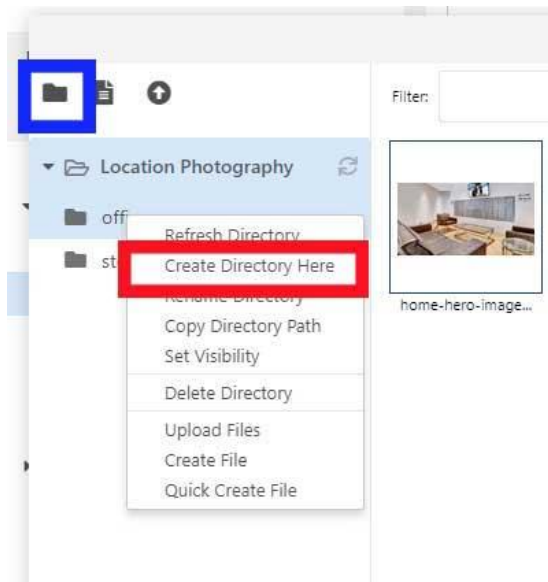
Once your image is ready for upload, at the desired image field, click the icon on the right, inside the field, as seen in a **blue box** above.



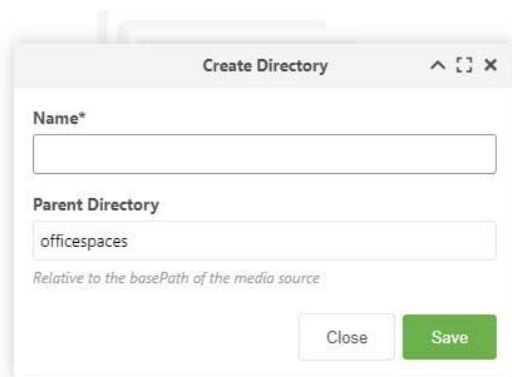
This will open the above pop-up. Make sure you are in the desired folder, which you can navigate to in the left-hand column of the pop-up.

If you want to create additional folders to help keep your images even more organized, here are the following steps you must perform:

1. Either click on the **folder icon button** in the top left corner of the media library pop-up in the **blue box**, or right click on the desired parent folder to open up the side menu and click the **Create Directory Here** item (**red box**).

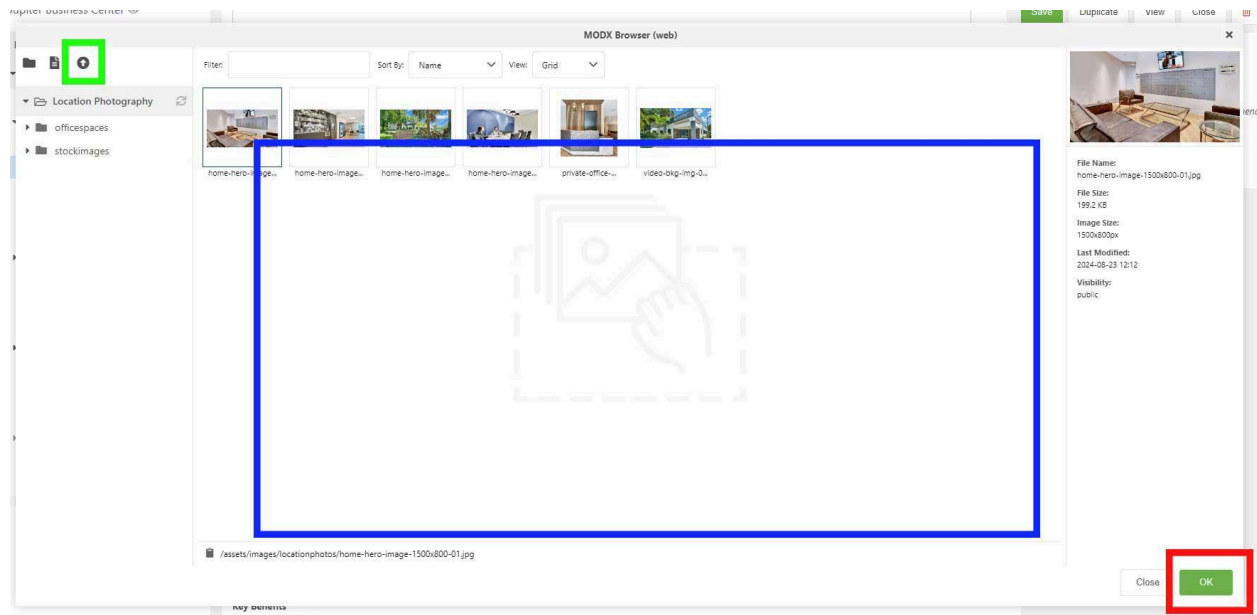


2. This will open another pop-up that will allow you to create another folder inside the main or selected parent folder.



Like with the image file names, the folder's name should have no spaces and no special characters allowed except for hyphens (-), which should take the place of where the spaces would go. Not following these instructions for the folder name will cause every image in the folder to break when it is selected for a field. And do not change the name of the folder once it is created, because that will also break the images on the site.

3. Click the **green Save Button** in the pop-up to create this new folder in the media library.



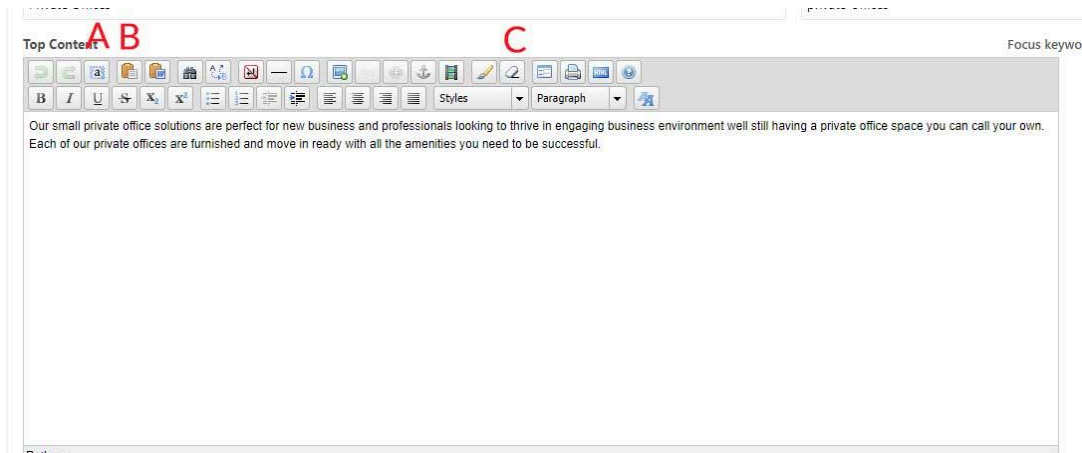
Once in the right folder, there are two ways to upload an image:

1. You can drag and drop the image you have from your computer into the area highlighted by the **blue box**
2. Or you can click on the **up arrow icon in the green box**, which will open a window to browse the files on your computer.

Once the image is uploaded, select it and then click the **green OK button** in the bottom right corner of the window, in the **red box**, to apply the selected image.

In order to apply this image to the live site, you need to click the **green Save button** in the top right corner group of buttons on the page.

RichText



Above is a screenshot of a richtext field, which is one of the finickiest fields and most prone to causing issues with content on the site.

Basically, it is very easy to accidentally add unwanted styling with the text you paste here, breaking the branding continuity of the site, mainly by copying and pasting content from another source (email, google docs, word doc, etc.) in there.

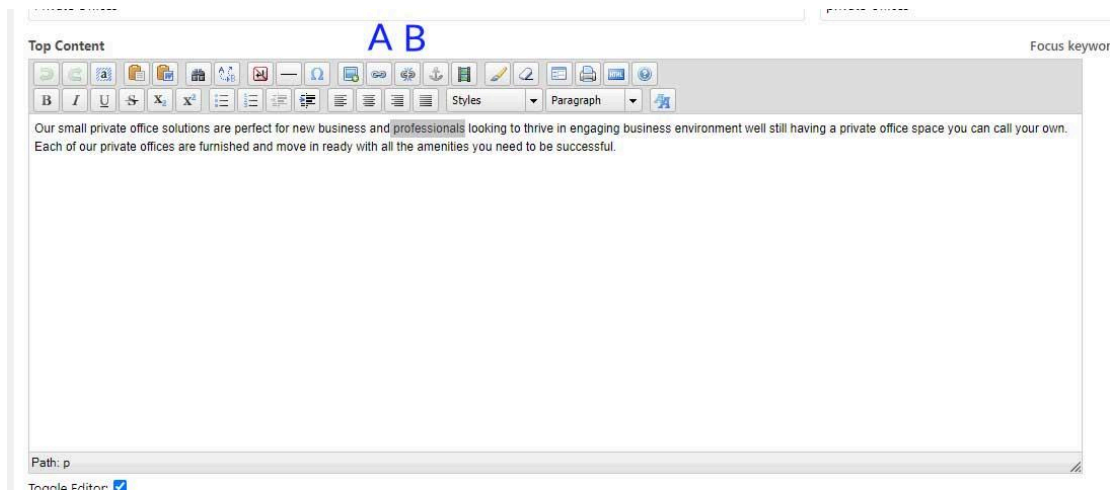
There are two ways of handling the copying and pasting content for this field to ensure that this styling overriding does not happen:

1. ***Preferred*** Click the **Paste as Plain Text button** under the **red B** to turn on the function that will turn all pasted text into plain text, which prevents unwanted stylings from being carried over from its origin source
2. Or paste the content in there, click the **Select All button** under the **red A** to have all text in the field selected, and then click the **Remove Formatting button** under the **red C** to remove all formatting and styling for it. This will also mean that any bolded and italicized text will be undone, so you will have to redo it yourself.

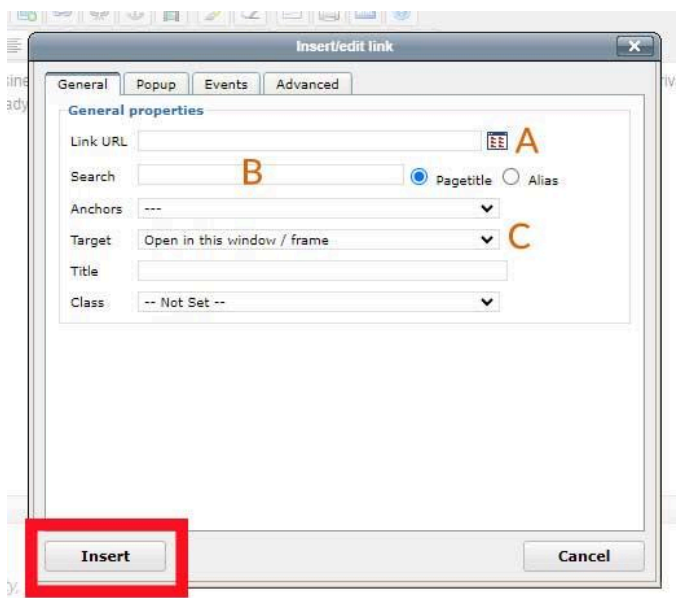
Another finickity thing about this field is that you more often than not have to use the keyboard commands in order to paste in content, versus the right clicking and using the opened side menu method to do it.

Now let's say you want to add a link to some of the content you are writing and/or editing in this field. Here are the following steps you will have to take:

1. Highlight the text you want to make into a link and click the **Insert/Edit Link button**, which has a **blue A** above it in the screenshot below:

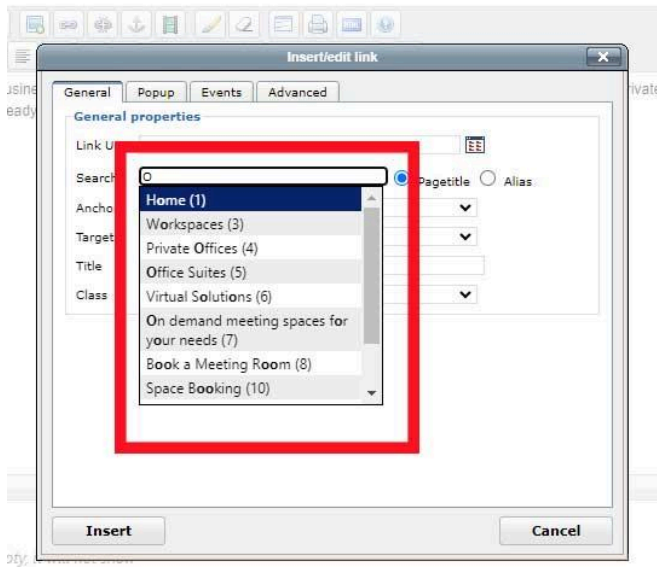


2. This will open a pop-up window, as seen below:

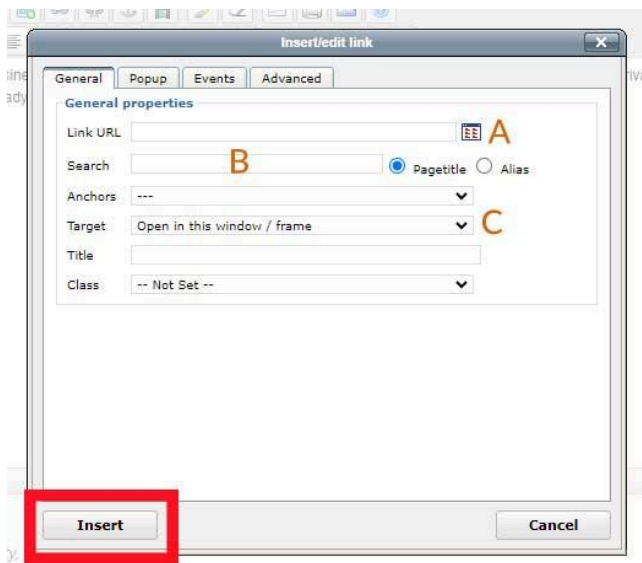


If you are adding an outside link, you will just paste the URL for it in the **Link URL** field with an **orange A** to the right of it.

If you want to link a page on the site, go to the **Search** field (**orange B**) and start typing in the page title for it. (Hint: the page title for pages is always displayed in the left hand menu of the dashboard/manager.)

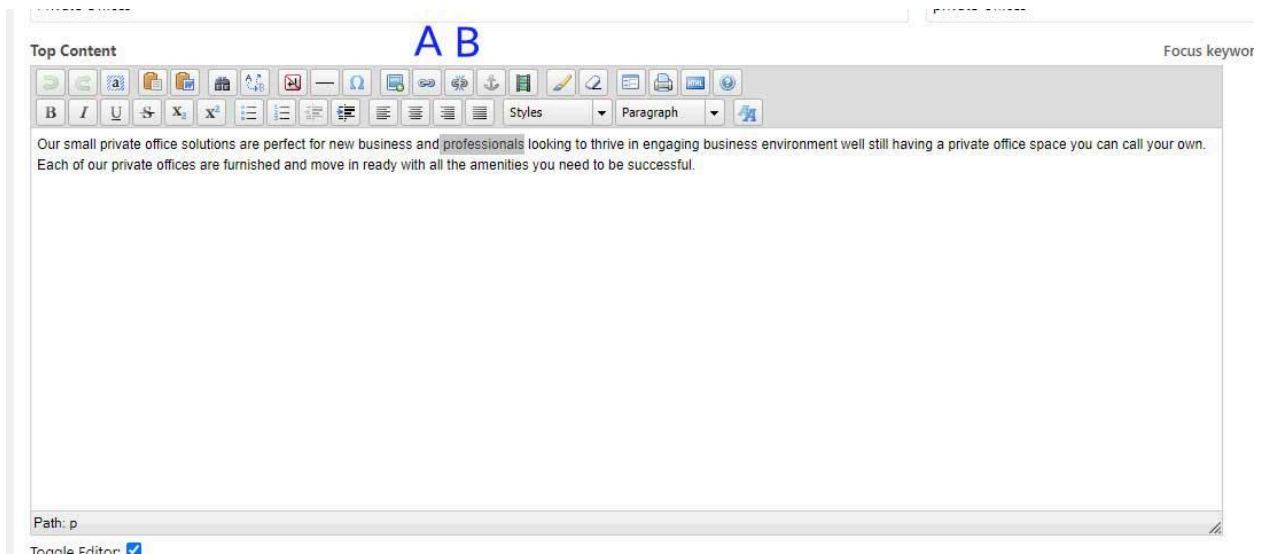


As you start typing in the page title of the onsite page you want to link to, a dropdown will appear with all of the existing pages on the site that correlates to what you typed. From this menu, simply click on the page you want to link to and the call for it will appear in the **Link URL (orange A)** field.



3. If the link is for an outside site, click on the **Target** field (orange C) and select **Open in New Window (_blank)**, which will share the link in a new tab when someone clicks on it within the site, that way they are not directed away from your site.
4. Lastly, click the **Insert** button in the red box to apply this link.

If you ever need to remove a link in this field for one reason or another, simply click on the linked text in the field, and then click the **Unlink button** under the **blue B**.



Lastly, there are two things about header text to keep in mind for this field:

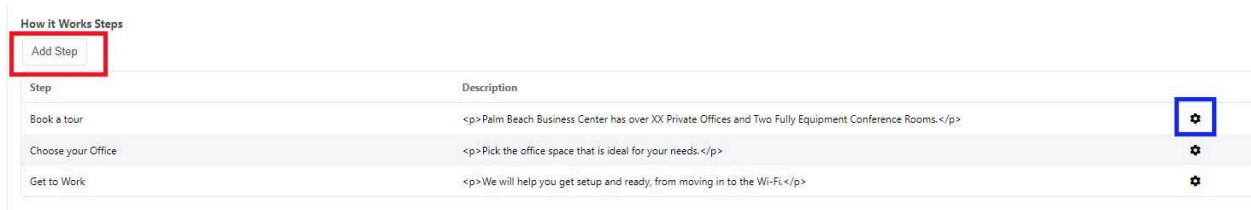
1. No Header 1 text, because it will already be set by the Title field of the page, because...
2. Accessibility guidelines require Header text to be displayed on a page in ascending order. For example, it must be Header 1 > Header 2 > Header 3 in terms of how it is displayed on the site, not Header 1 > Header 3 > Header 2.

Paragraph, lists, and tables can go in between these header text without any issue, as long as the header text maintains ascending order. You can also have it be Header 1 > Header 2 > Header 2 > Header 3, which still maintains the requirement that the header text be in ascending order.

Make sure to click the **green Save button** at the top right corner of this page in order to apply these changes, as seen in the very first image of this pdf.

Tables

There are table fields throughout the site, which exist for the generation of multiple groups of content fields together in a set manner and as an individual item.



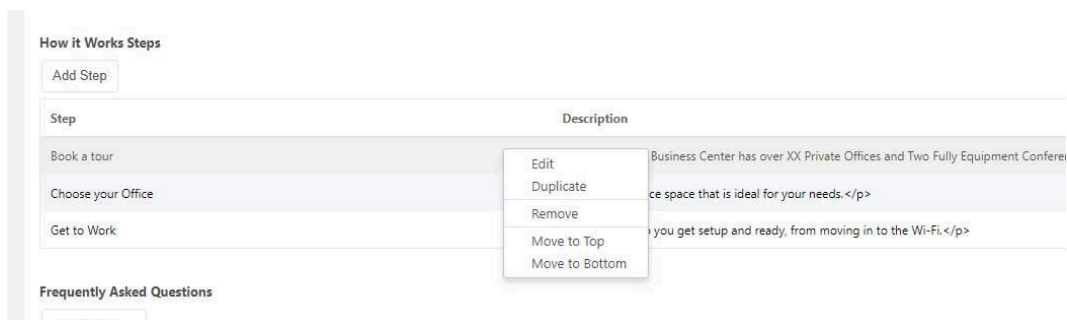
How it Works Steps		
Add Step		
Step	Description	
Book a tour	Palm Beach Business Center has over XX Private Offices and Two Fully Equipment Conference Rooms.	
Choose your Office	Pick the office space that is ideal for your needs.	
Get to Work	We will help you get setup and ready, from moving in to the Wi-Fi.	

It will look like the above, though the amount of columns shown does not mean that each table item will have the exact same amount of fields. We often only show the most relevant or most identifying fields, especially when there are optional fields within the table item.

Now the two important buttons here are:

1. the **add item button** (red box) right above the table that creates a new table item (the wording of the button will change from table to table),
2. and the **gear icon button** (blue box) to the far right in each table row that allows for you to edit, duplicate, and delete a table item.

Now sometimes, the **gear icon button** (blue box) is not there when you first enter a page, which means that if you want to edit or delete a table item, you will need to right click on the desired table item to open up a side menu, as shown below:



How it Works Steps		
Add Step		
Step	Description	
Book a tour	Business Center has over XX Private Offices and Two Fully Equipment Conferen	
Choose your Office	ce space that is ideal for your needs.</p>	
Get to Work	you get setup and ready, from moving in to the Wi-Fi.</p>	

Edit

Duplicate

Remove

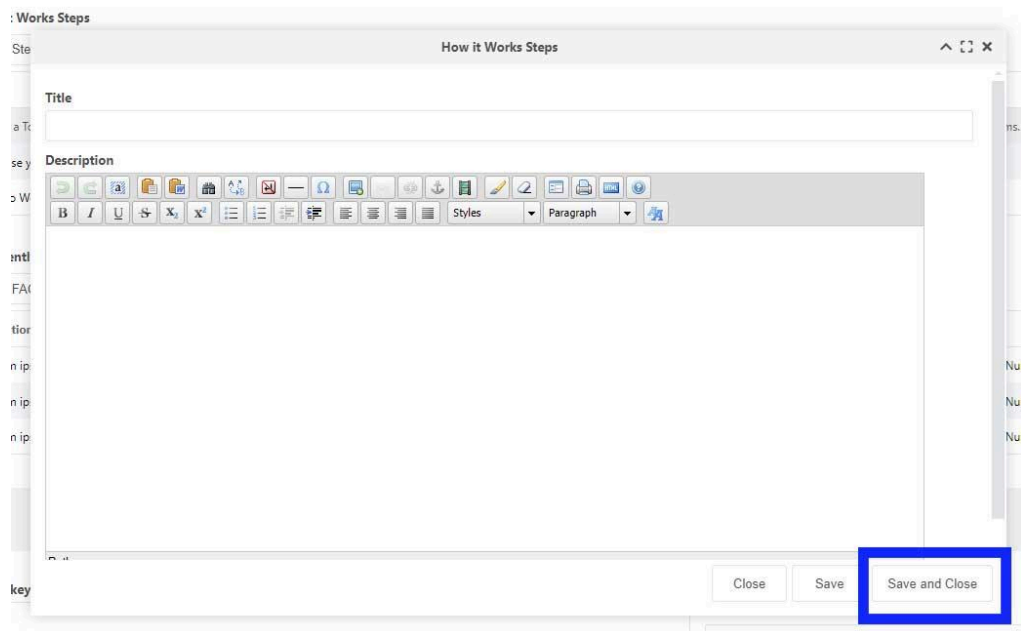
Move to Top

Move to Bottom

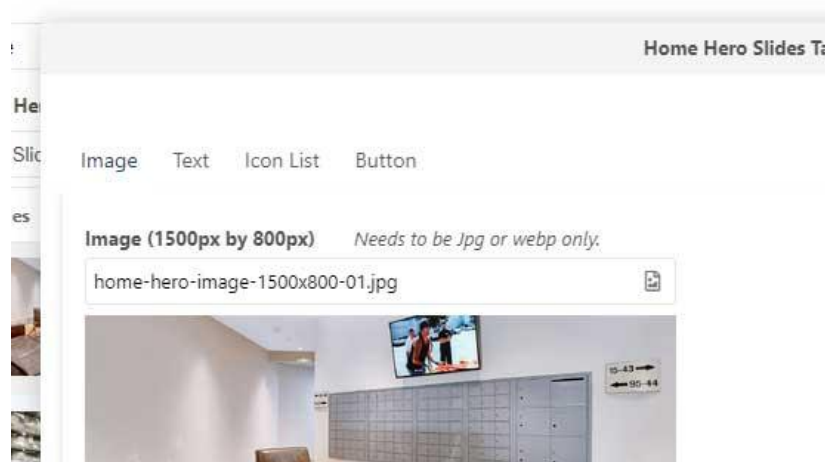
Frequently Asked Questions

ATTACH

But whether you are adding a table item or editing an existing one, a pop-up will appear for you to add/manage the content for it, as seen below:



Now, some table items will have a lot of fields that need to be filled, which we will have organized in tabs of content, as seen below:



As seen above, which tab is active is not always exactly clear, so sometimes you'll just have to click around to see which one is active, but it is advised to visit each tab and address every field there if it is not optional.

Once you have added or edited the content in this pop-up, click the **Save and Close** button as shown in the **blue box** in the image at the top of this page.

This will temporarily add this table item or save the edit you did to a table item, signified by the red triangle in the top left corner of the table cell for the row, as seen below:

How it Works Steps

Add Step

Step	Description
Book a Tour	<p>Palm Beach Bu
Choose your Office	<p>Pick the office
Get to Work	<p>We will help y

For added table items, all of the table cells of the newly added table item row will have this red triangle, while this will only appear in the cells that have been edited for an existing and edited table item. And if you have edited a field in a table item that doesn't show in this table column display, then no red triangle will show.

But these changes and additions will only be temporary until you click the **green Save button** in the top right corner of this page, which will permanently save them until you edit them again. If you accidentally delete a table item and have not saved yet, I suggest leaving the page without saving, which will ensure that the deleted table item is still there.

One last thing: if the table's output of content has not been set to randomize (by default it won't be, unless noted in the table's description to the right of the table's title), it will display the items in ascending order from top to bottom on the page.

You can change this order at any time by clicking and holding on a table row, dragging it up or down where you want it to be, and releasing it to set its place. Just make sure to click the **green Save Button** afterwards in order for it to apply.