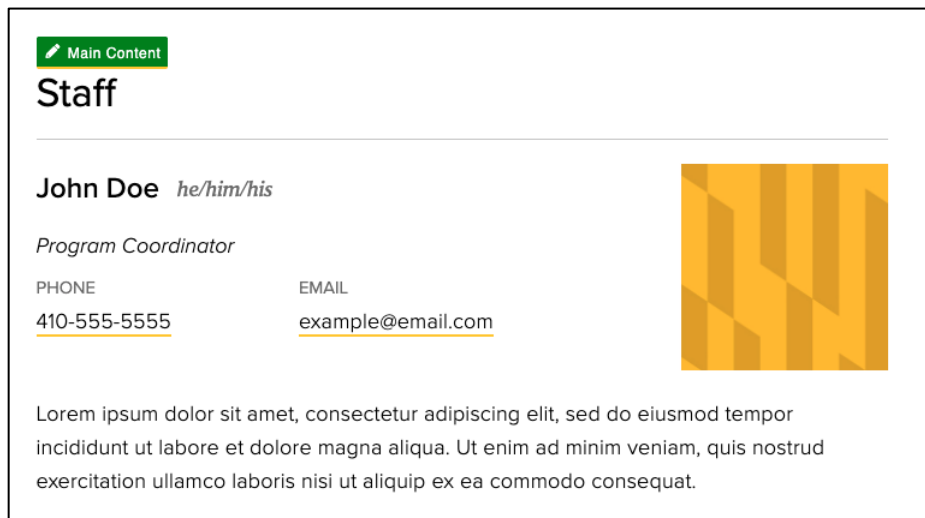
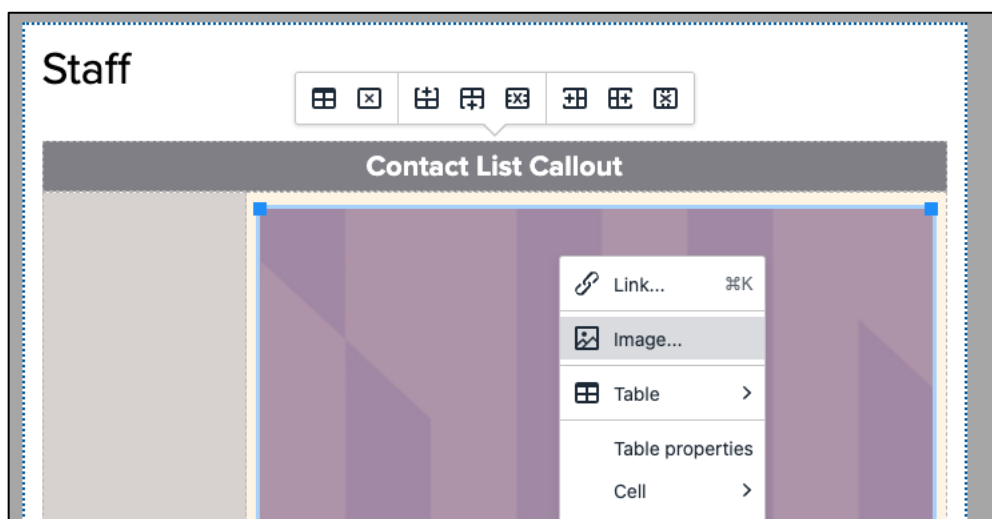


Updating a Staff Photo in a Contact List Callout Snippet

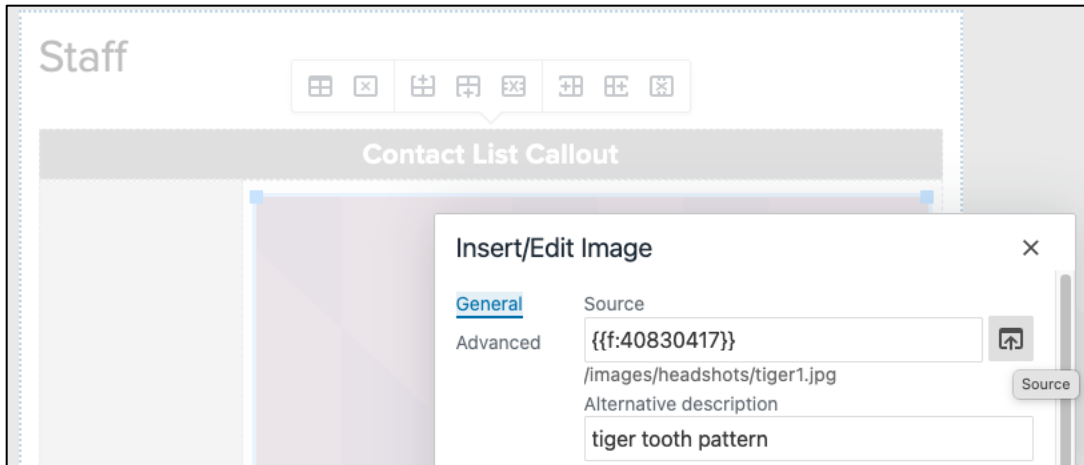
1. Using your Net ID, log into the webpage by clicking the “copyright symbol” found in the footer of the page.
2. Click the **green Main Content Region** button to open this editable region of the page:



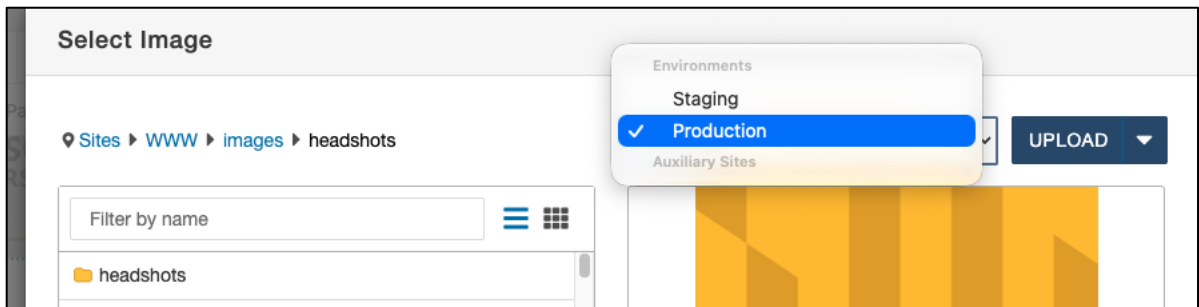
3. Right click on the “tiger tooth pattern” image within the **Contact List Snippet** and select the “Image” menu:



4. The **Insert/Edit Image Pop-Up window** will open revealing the **source field**, the **dependency tag/code**, and the **source finder icon** (the file with an arrow pointing upwards). Select the finder icon.



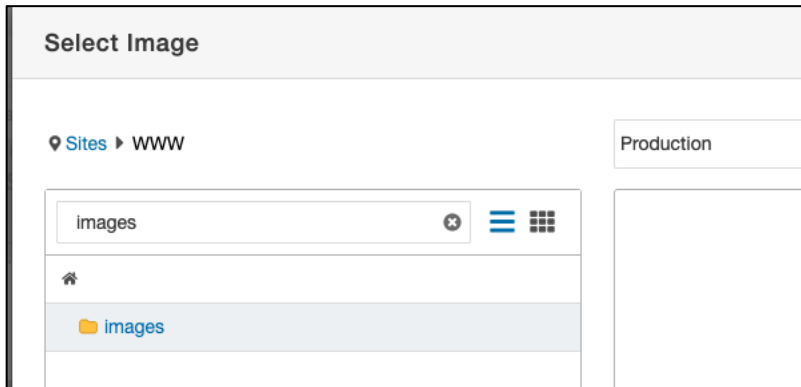
5. A **Select Image Pop-Up Window** will open. Now we begin the process of finding our new image. To see the full website, not just the areas of the site you have access to edit, make sure you change the environment server from **“Staging”** to **“Production.”**



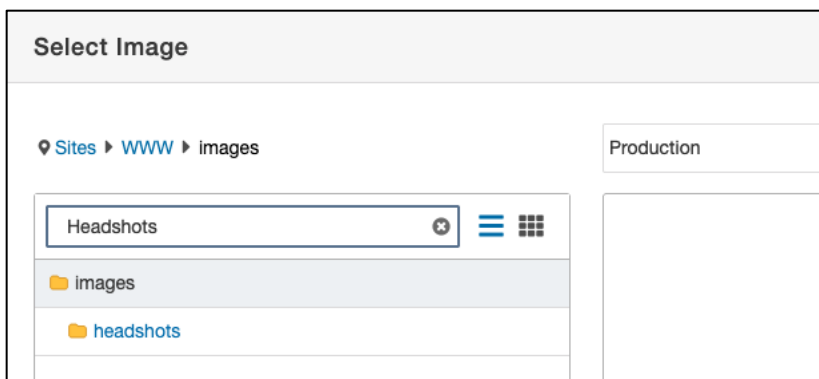
6. The **Sites Breadcrumb** (to the left of the Environments drop-down menu) shows where you are within the website. If this is not showing the **“Headshots”** folder, you will want to navigate to that folder. Navigate to the **“Headshots”** folder by first selecting **“WWW”**:



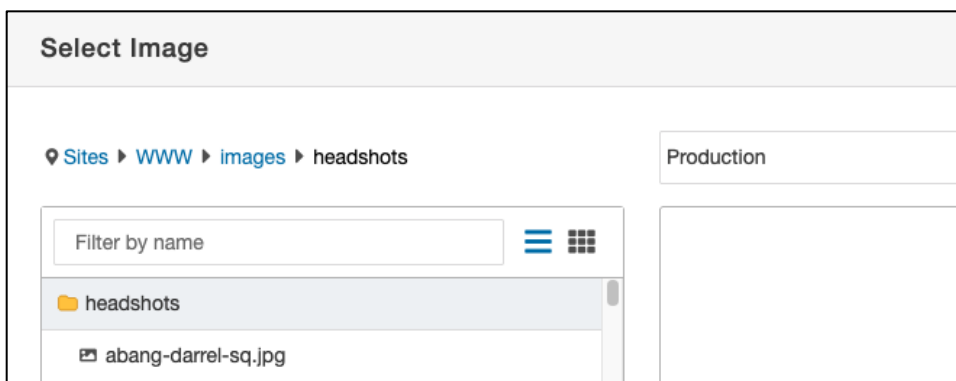
7. Use the filter search tool to find the “**Images**” folder:



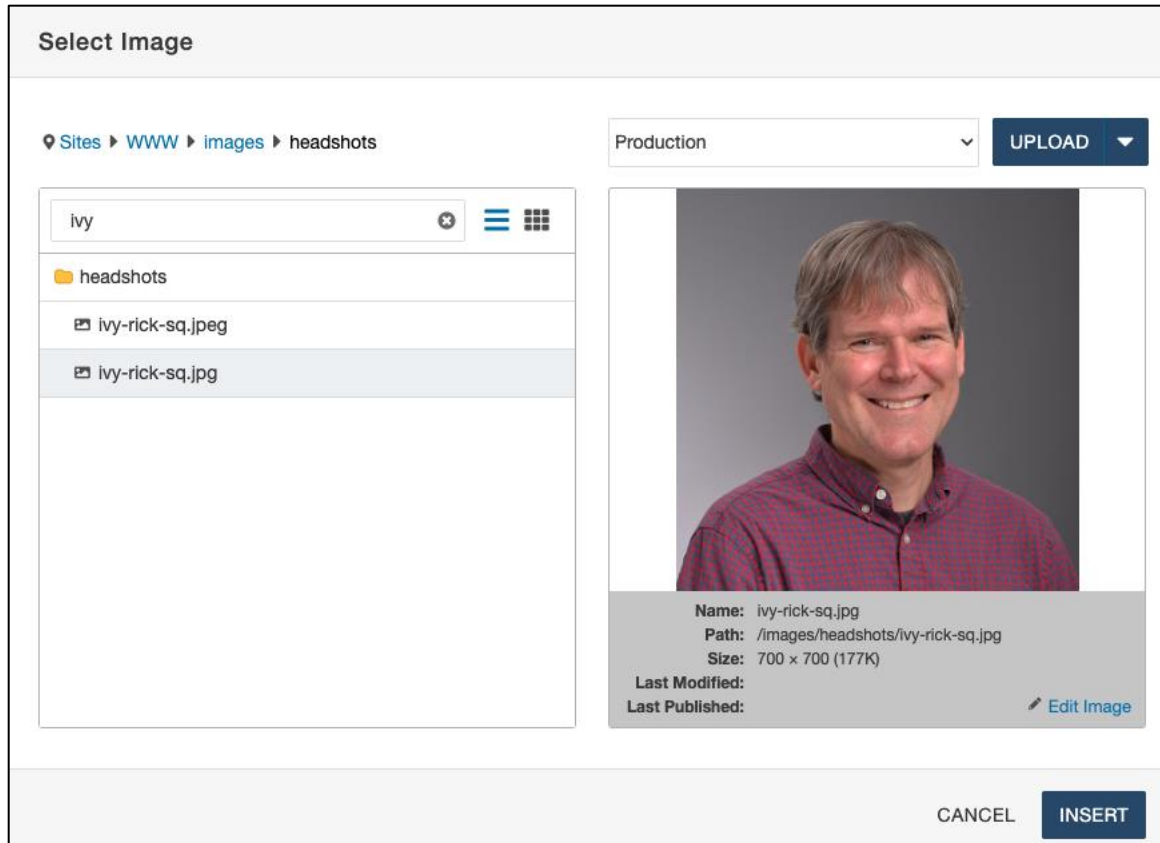
8. Select the **Images** folder by double clicking on it and use the same filter tool to search for the **Headshots** folder:



9. Double-click the Headshots folder to reveal all the images within. Note how the Sites breadcrumb shows you where you are within the CMS (similar to the way a URL shows this same information).



10. Use the same filter tool and search for the last name of the individual for whom you are looking. Once you have found that image, select it so it is shown in the preview pane, then click **Insert**.



Remember to add the name of the person as **Alternate Description text** and then click **Save** on the **Insert/Edit Image Window Pop-Up**. And then you can **Save and Exit** from the page region.