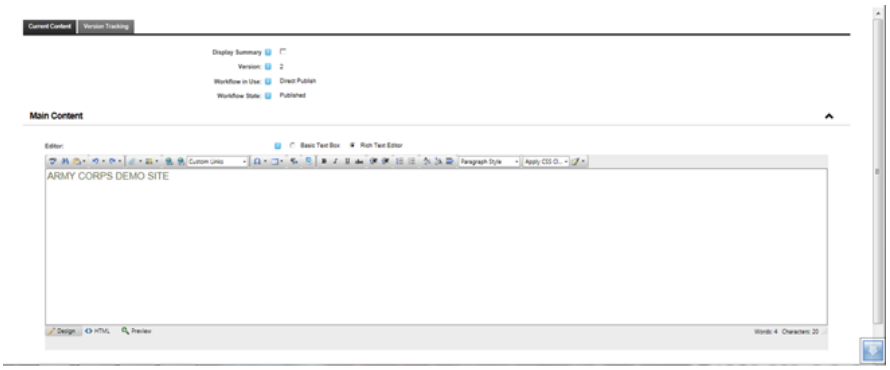
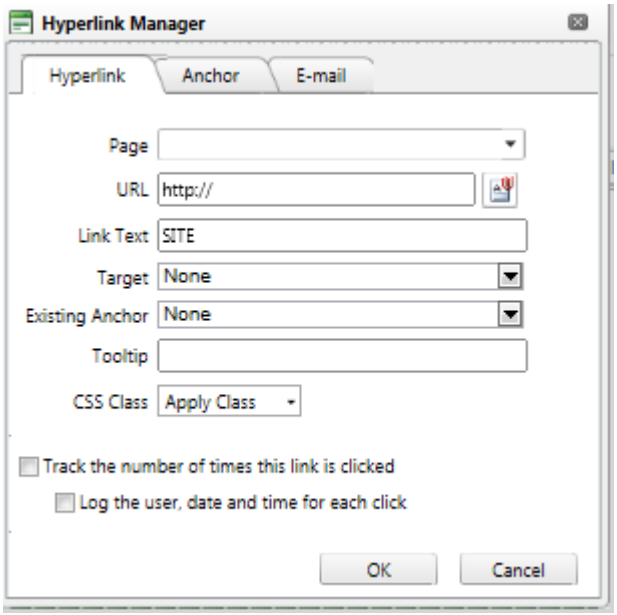
AFPIMS: HTML Pro Basic - Marines

Adding Content to an HTML Pro Module



1. Navigate to a page that has an empty HTML Pro Module.
2. Click the "Edit Content" button on the right hand side.
3. Make sure you are on the "Current Content" tab.
4. Use either "Design" mode or "HTML" mode to edit text.
    a. If you are not familiar with HTML, use "Design" mode.

To Create Links



1. Select the text you want to be a link.
2. On the toolbar, click "Hyperlink Manager."
3. Under the "Hyperlink tab," insert a title in the "Page" box.
4. In the "Tooltip" box, enter a description that will be visible when hovering over the link.
5. Enter the link into the "URL" field.
6. Click "Ok."

To Create an Email Link

1. Use the "Email" tab at the top of the Hyperlink Manager.
2. Enter the recipient's name in the "Email" box.
3. Enter a subject line in the "Subject" box.
4. Click "Ok."

How To Insert Media as a Link

1. Click the "Edit Content" button.
2. Select text you would like to turn into a file link.
3. Click on the arrow next to the "Insert Media" Icon.
4. Click on "Document Manager."

5. Select the document you want to link to.
6. In the “Tooltip” box, insert text you want to be visible when hovering over the image.
7. Click “Insert.”

To Insert Media Directly Into the Text

1. Click on the “Insert Media” button.
2. Select an image to upload.
3. Click “Properties” to adjust where the media will appear on the page.
4. Click “Insert.”
5. Click “Save.”