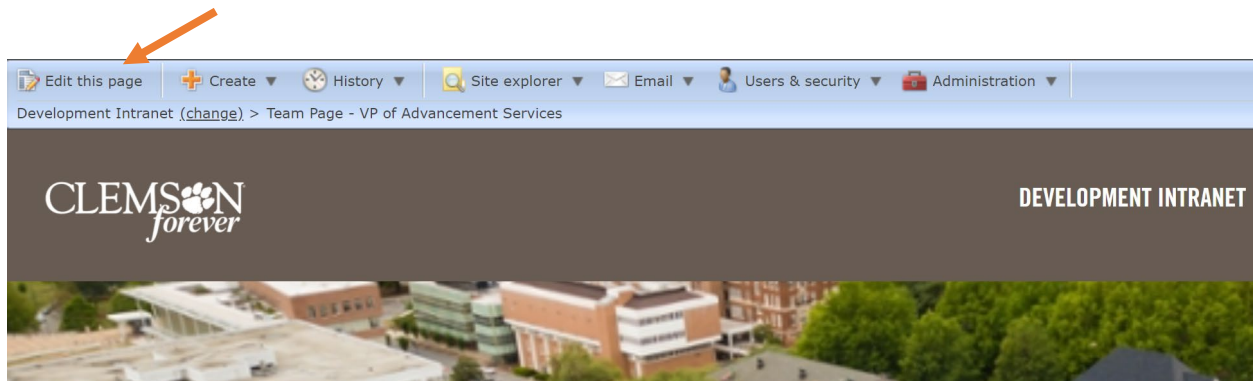# How to Edit a Page on BBIS

***Please hit save consistently because BBIS does have a time out timer.**

1. Once you have logged in. You will scroll to the top of the page. In the blue ribbon, at the top you will click on **Edit this Page**.

| Edit this page | Create ▼ | History ▼ | Site explorer ▼ | Email ▼ | Users & security ▼ | Administration ▼ |

Development Intranet (change) > Team Page - VP of Advancement Services

DEVELOPMENT INTRANET

2. In Edit mode, you can scroll down the template to view the parts on the page. Each section is called parts.
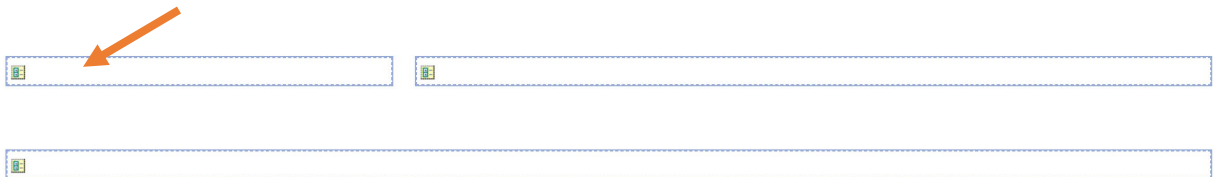
3. On your template, you have the ability to edit each part on the page. To edit your parts, you will hit the page part design button in the top corner of your part you are trying to edit.

VP of Advancement Services

RESOURCES:

- Clemson Naming Standards

- DART Event Request Form

- Development Marketing Toolkit

4. When you click on the design wheel, a menu will appear. Where you will click on the **Edit button.**
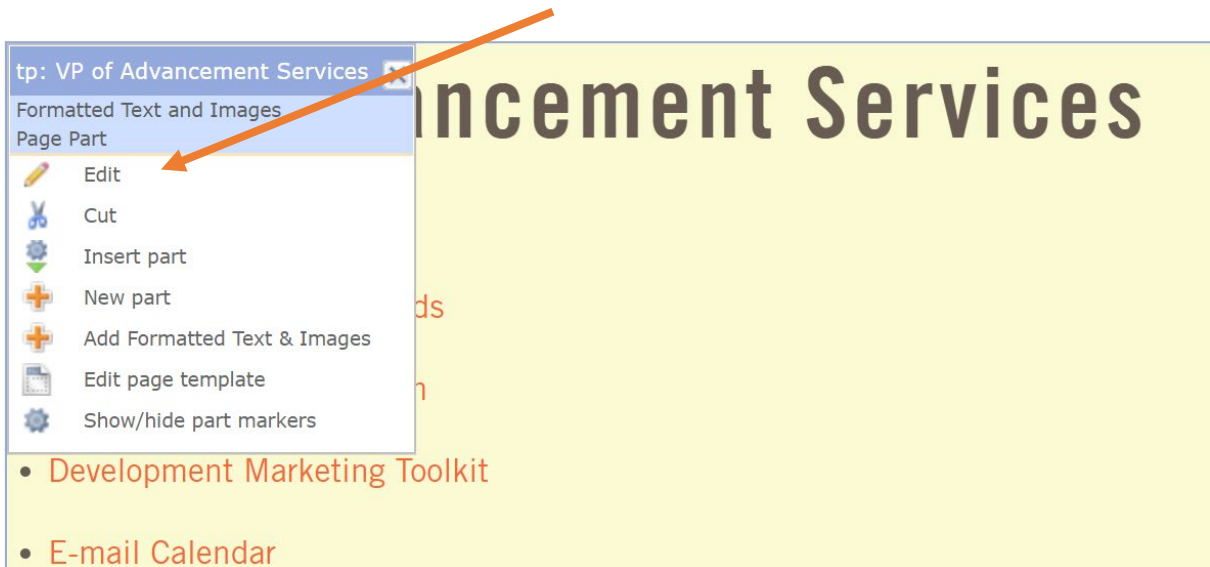
5. When you hit the **edit button**, the design text box for the part will appear. Where you are now, able to add your content and begin editing your page. When you have completed editing you part you will **hit SAVE** button at the bottom of the page.

   ***Please Note: BBIS HAS THE ABILITY TO TIMEOUT REGULARLY. So please, hit Save consistently.
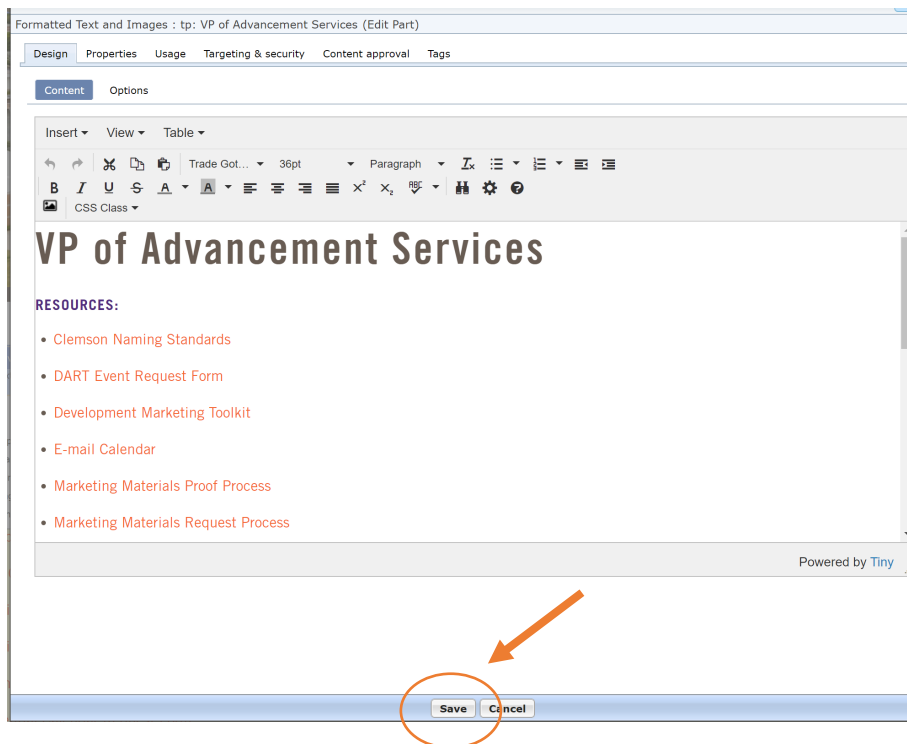
Linking a Document: Adding a Document

To link a Document. You must first have the document uploaded in the Document Library first.

1. You will begin by navigating to the **File Repository Page.**
2. Click on the File Repository by Team.

EXAMPLE OF A FILE TEMPLATE

- Sample Procedure

FILE REPOSITORY BY TEAM

Only users with pre-approved access can upload/edit files in these 'Document Hoppers'.

Reminder: REPLACE documents so that the web address remains the same.

- Advancement Services
- Alumni Relations
- Annual Giving
- Corporate Foundation Relations
- CUF Policies & Procedures

3. Click on **Add a Document.**

CADENCE

OPEN ISSUES | PROCESSES BY TEAM | FILE REPOSITORIES | DATA GOVERNANCE

Add document

Name	Owner	Date		
Business Glossary Guide This is a quick guide for Data Stewards on managing the Business Glossary.	Noemi C. Wee	2/22/2022 11:23:26 AM	Edit	Delete

4. State the **name of your document** with a **brief description**, **Click** on **Choose File** to locate the location of the file. When file explorer opens you click on your file to upload. Click Open. Then File Explorer will close. The file will appear you your BBIS Page and proceed to Upload on the bottom of the page.

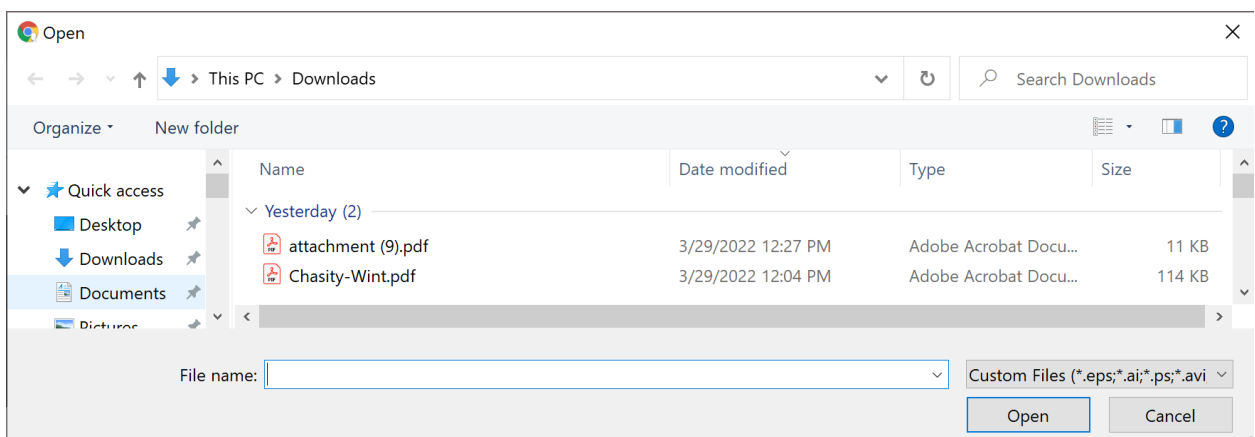OPEN ISSUES | PROCESSES BY TEAM | FILE REPOSITORIES | DATA GOVERNANCE

* Name:

Description:

* File:
Choose File   No file chosen

UPLOAD   CANCEL

5. When **file explorer** opens, Click on your file to upload. **Click Open**. Then File Explorer will close.

6. The file will appear on your BBIS Page and proceed to **Upload** on the bottom of the page.
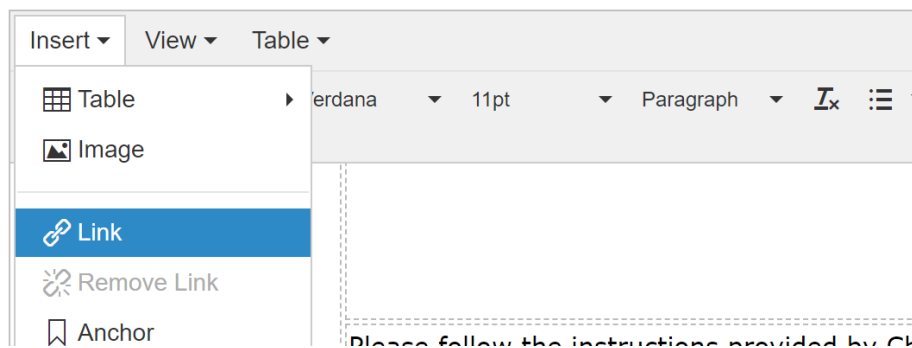
* File:

Choose File | sprater.pdf

UPLOAD   CANCEL

Linking to the page

1. Once you have completed adding your documents to the file repository. You will navigate to the webpage you are needing to update.

2. Follow Steps 1-4. On editing your page.

3. When you have are in editing mode to hyperlink a page. You will click on **Insert**. **Scroll down** to **Link.**

4. **A**. A box will appear where you will link the document path in the box and **click insert.**

5. **B.** If it is a hyperlink to a **html, Choose Create other type of link. W**here you can attach a HTML link or email for example.
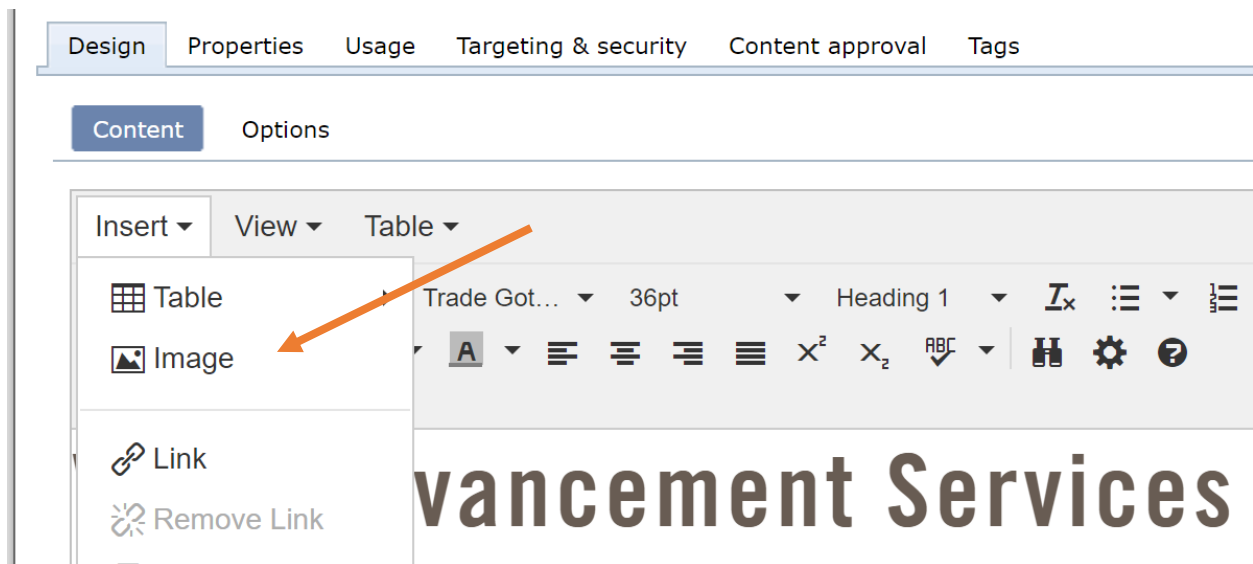

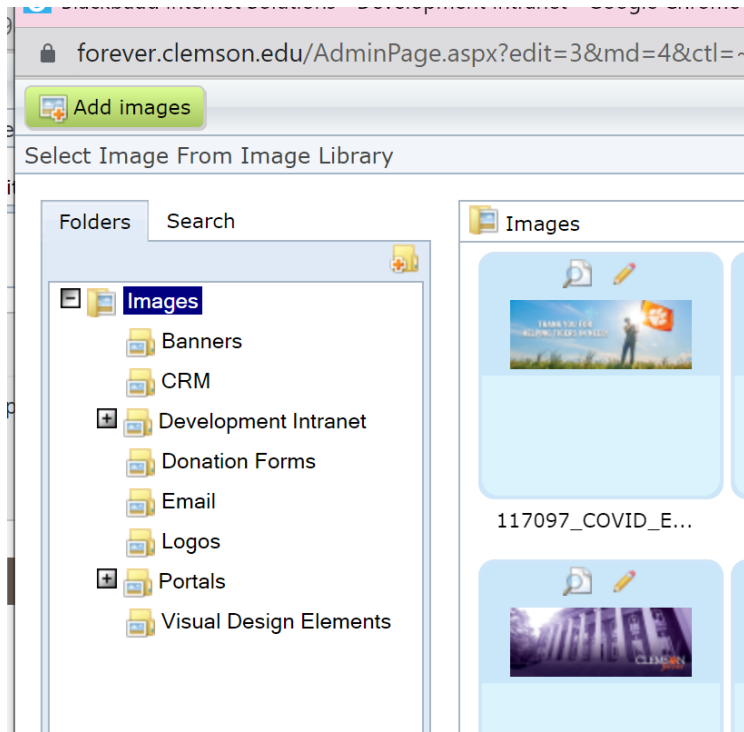6. **Once completed, hit Save.**

Adding Images: To add an image to your part. You will click on the Insert dropdown.
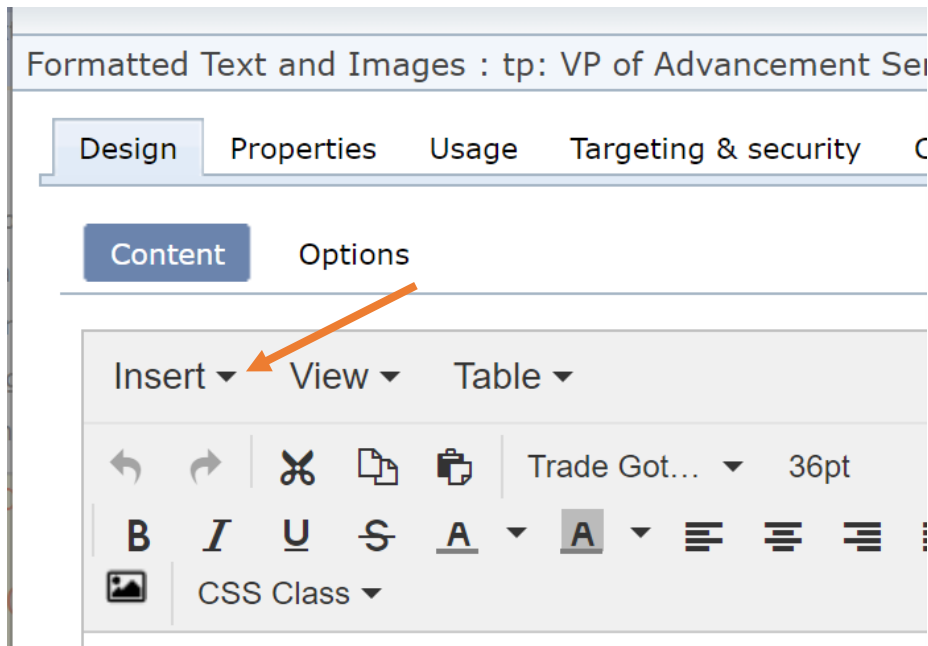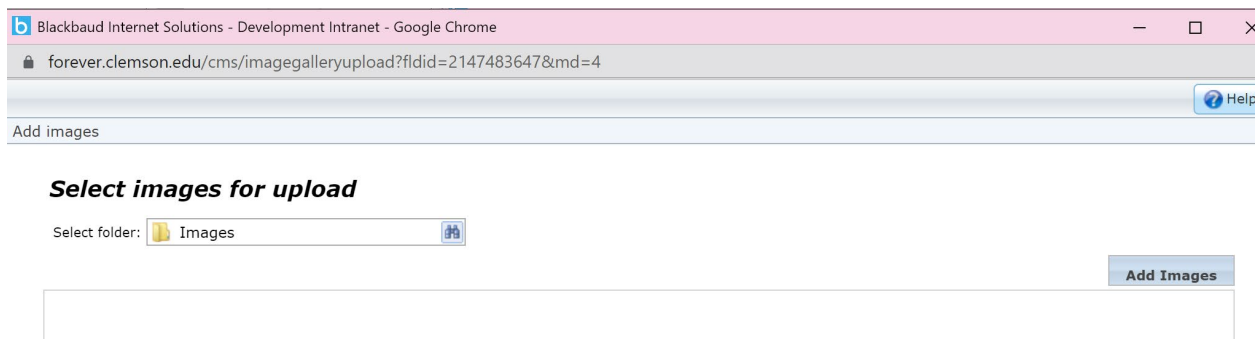

2. Once you hit insert, a new box will appear. You will scroll down, and hit the **Images**.

3. You will hit the **Add Images button**.

3. You will click on **add images** button on your right. Select images you would like to upload.

4. You will name the image you are trying to upload. Once you have named your image. In the **search tab**, you will search for image by that name. **Click Next**, on the image and insert at the bottom on the page.

Folders	Search	Images
Name or tag: _All or partial_ **Image ID:** **Type of image:** All ⌄ **Approval status:** All ⌄ **Image owner:** **Site:** 🌐 Development Intranet 🔍 [Search] [Clear]		117097_COVID_E... 13675_PennantPr... 160343_CGS_Em... 170296_Headerfor...

5. Insert your image, hit next at the bottom of the page to continue. You will name your image. Once image has been saved you will go to the search tab and enter the name of you image you would like to insert and hit the **insert button**.

183 images meet selected criteria

[**Insert**] [**Cancel**]