NOVUS 4.5 CMS

http://pds.hccfl.edu/pds
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Introduction & Purpose

NovusCMS is a content management system (CMS) which empowers Hillsborough Community College (HCC) faculty and staff to create, publish, and edit web pages quickly and easily, without technical knowledge or expertise in web programming. NovusCMS uses standard artistic design templates to ensure that the HCC website maintains a consistent look and feel throughout, in order to ensure the college’s public identity is maintained.

This manual provides faculty and staff with the necessary instructions to utilize NovusCMS to create, publish, and edit their web pages.

Learner Objectives

Upon completion of this program, the learner will be able to:

- Access NovusCMS
- Navigate between the Content and Media Library of NovusCMS
- Navigate through the user’s web pages and media files
- Create new web pages
- Add/change content of web pages
- Use the text editor to change the text characteristics
- Add media to web pages
- Format media within web pages
- Create tables to help organize information on web pages
- Create hyperlinks within web pages
- Add links to parent web page
- Set properties for web pages
- Publish web pages
- Add/Delete media within the Media Library
Accessing NovusCMS

Users will need to log in to NovusCMS in order to access the application.

To access Novus CMS:
Open your browser and go to [http://www.hccfl.edu/cms/login.aspx](http://www.hccfl.edu/cms/login.aspx)

Or

- Open your browser and go to [http://hccfl.edu](http://hccfl.edu)
- Click on the **Resources For** drop down menu located on the left pane of the page
- Select either the **Faculty** or **Staff** link
- From the **Links to Other Services** section click on the **Login for NovusCMS**

To **login** to Novus CMS:

1. **Click** in the **Username** field box
2. Type your **Username**
3. **Click** or use the **Tab** key to move the cursor to the **Password** field box
4. Type your **Password**
5. Hit **Enter** or click the **Login** button

*Password & Username are case sensitive*
NovusCMS Main Screen Overview

Upon logging in, the NovusCMS workspace window will appear. It is essential to understand the screen structure described below:

1. This is the **Content** section of the application. All of your web pages will appear here upon logging in to the application, so you can select these and make edits.

2. This is your **Sections** navigation area of the application. You can click on the icons here to navigate between your Content and Media libraries. The folders above in the **Content** section will change based upon your selection of **Content** or **Media**.

3. This is your **Editing** window. Here you will be able to view, edit, and change the properties of your web pages and media files. This is your editing workspace.
Creating a New Web Page

To create a new web page:

1\textsuperscript{st} Be certain your \textbf{Content} is selected in the navigation section, so your web pages will appear above.

2\textsuperscript{nd} Click the \textbf{Create} button at the top left of the screen.

3\textsuperscript{rd} The \textbf{Create Content} dialogue window will appear:

4\textsuperscript{th} Click on the location you would like the page to appear. Click the “+” to expand the subpages.

5\textsuperscript{th} Click the \textbf{Continue} button once it becomes enabled after a location is selected.

6\textsuperscript{th} Type a name for your web page in the \textbf{Name} field box.

7\textsuperscript{th} Single click the \textbf{Create} button to finish creating the new web page.
Editing Web Pages

Accessing a Web Page to Edit

If you just created a brand new page, the page will be available on the right in the editing window.

However, to see the page listed in the content tree view on the left, you must first refresh the Content window by selecting the Content button in the Section navigation pane. This will update the hierarchy in the Content section to list the new web page you added.

To open pages for editing that were previously created, you will need to:

- Single click the “+” to expand the subpage hierarchy to find the page you would like to edit.

- Single click the page you would like to edit. It will highlight, and the page will load in the editing area of the screen on the right. (See below)

- New pages will be blank unless you are utilizing a template to create the page. (See Templates section)

- The editing area of the screen is now composed of these primary components:
  - The Content & Properties top tabs
  - The Editor toolbar
  - The Editing window
Editor Toolbar

- One thing to note about NovusCMS is that there are not as many options as with a complex word processing application such as Microsoft Word®.

- The Editor toolbar will be on the right of the screen across the top, above the web page you will be editing.

- If you hover the cursor over any icon on the Editor toolbar, the cursor changes to a hand symbol, and the name of the icon appears.

- The Editor toolbar is shown below:

- The small arrows on the right and left of the toolbar are used to scroll through icons not displayed on the current screen. If there are additional icons to the right or left, the toolbar will automatically scroll when you hover the mouse over that arrow.

- The following three (3) pages provide the functions of all the buttons on the toolbar.
<table>
<thead>
<tr>
<th>Icon</th>
<th>Function &amp; Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Save Icon" /></td>
<td><strong>Save</strong>: Saves changes you make. If you do not save, you will lose your changes if you exit the system or navigate away from the page. There is not an “auto save” feature in NovusCMS.</td>
</tr>
<tr>
<td><img src="image" alt="Save and Publish Icon" /></td>
<td><strong>Save and Publish</strong>: Used by Editors to save and publish a final web page.</td>
</tr>
<tr>
<td><img src="image" alt="Preview Icon" /></td>
<td><strong>Preview</strong>: Launches a browser window to preview how the current web page will look when published.</td>
</tr>
<tr>
<td><img src="image" alt="HTMLEditor Icon" /></td>
<td><strong>HTMLEditor</strong>: Used by advanced users to add HTML tags for more control over the content and appearance of the web page.</td>
</tr>
<tr>
<td><img src="image" alt="Font Style Selector Icon" /></td>
<td><strong>Font Style Selector</strong>: This drop-down is populated with fonts approved by Web Services. Highlight text in the editor window and choose a style from the drop-down list to update the font style.</td>
</tr>
<tr>
<td><img src="image" alt="Show Styles Icon" /></td>
<td><strong>Show Styles</strong>: Displays non-printing characters on the screen.</td>
</tr>
<tr>
<td><img src="image" alt="Check Spelling Icon" /></td>
<td><strong>Check Spelling</strong>: Looks for misspelled words and gives the option to add unknown words to the user’s dictionary.</td>
</tr>
<tr>
<td><img src="image" alt="Bold Icon" /></td>
<td><strong>Bold</strong>: Changes the text style to <strong>bold</strong> by either selecting existing text and clicking this button, or click this button and begin typing new text. To remove the bold formatting from text, highlight the text and click this button.</td>
</tr>
<tr>
<td><img src="image" alt="Italics Icon" /></td>
<td><strong>Italics</strong>: Changes text format to <strong>italics</strong> by either selecting existing text and clicking this button, or click this button and begin typing new text. To remove the italics formatting from text, highlight the text and click this button.</td>
</tr>
<tr>
<td>Icon</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>-------------</td>
</tr>
<tr>
<td><img src="image" alt="Headline Icon" /></td>
<td>Displays the dialogue box for a <strong>graphic headline</strong>.</td>
</tr>
<tr>
<td><img src="image" alt="Align Left Icon" /></td>
<td><strong>Align Text Left</strong>: Aligns the text or picture to the left of the page.</td>
</tr>
<tr>
<td><img src="image" alt="Align Center Icon" /></td>
<td><strong>Align Text Center</strong>: Aligns the text or picture to the center of the page.</td>
</tr>
<tr>
<td><img src="image" alt="Align Right Icon" /></td>
<td><strong>Align Text Right</strong>: Aligns the text or picture to the right of the page.</td>
</tr>
<tr>
<td><img src="image" alt="Bullets Icon" /></td>
<td><strong>Bullets On/Off</strong>: Use this button to turn on bullets for lines of text, or remove existing bullets by selecting the text and then clicking this button.</td>
</tr>
<tr>
<td><img src="image" alt="Number List Icon" /></td>
<td><strong>Numbered List</strong>: Use this button to turn on numbering for a list, or remove existing numbering by selecting the text and then clicking this button.</td>
</tr>
<tr>
<td><img src="image" alt="Indent Left Icon" /></td>
<td><strong>Indent Left</strong>: Shifts/indents the text to the left. Clicking multiple times will shift the text further left.</td>
</tr>
<tr>
<td><img src="image" alt="Indent Right Icon" /></td>
<td><strong>Indent Right</strong>: Shifts/indents the text to the right. Clicking multiple times will shift the text further right.</td>
</tr>
<tr>
<td><img src="image" alt="Insert Link Icon" /></td>
<td><strong>Insert Link</strong>: Opens the dialogue box to insert a hyperlink into your page. You can select either text or pictures to assign as hyperlinks. You can set up hyperlinks to lead to an internal web page, an external website, or to send to an email address.</td>
</tr>
<tr>
<td><img src="image" alt="Anchor Point Icon" /></td>
<td><strong>Insert Local Link (Anchor Point)</strong>: An Anchor Point is used to jump to a specific line in your web page. You will use this button to define the name and location of the anchor point. The location of the anchor point will be the current location of your cursor. <em>(See Insert Local Link section for detailed instructions)</em></td>
</tr>
<tr>
<td>Icon</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>-------------</td>
</tr>
<tr>
<td><img src="image" alt="Insert Picture" /></td>
<td><strong>Insert Picture:</strong> Opens the dialogue box to insert a picture from your media files. You will also be able to add new media using this dialogue box.</td>
</tr>
<tr>
<td><img src="image" alt="Insert Macro" /></td>
<td><strong>Insert Macro:</strong> Used by <em>advanced users</em> to gain more control over the content, appearance, and special functions of the web page.</td>
</tr>
<tr>
<td><img src="image" alt="Insert Table" /></td>
<td><strong>Insert Table:</strong> Opens the dialogue box to insert a table into the web page. This dialogue box will allow you to define the size, design, and layout styles of the table.</td>
</tr>
<tr>
<td><img src="image" alt="Insert Form Field" /></td>
<td><strong>Insert Form Field:</strong> Opens the dialogue box to insert form fields such as check boxes, drop-down lists, or text entry fields in order to receive information entered by a web page user.</td>
</tr>
<tr>
<td><img src="image" alt="Toolbar Scroll Right" /></td>
<td><strong>Toolbar Scroll Right:</strong> Hover the mouse here to scroll to additional icons on the right side of the toolbar.</td>
</tr>
<tr>
<td><img src="image" alt="Toolbar Scroll Left" /></td>
<td><strong>Toolbar Scroll Left:</strong> Hover the mouse here to scroll to additional icons on the left side of the toolbar.</td>
</tr>
</tbody>
</table>
Adding & Formatting Text

There are two (2) primary ways to add text to your web page using NovusCMS:

1. Adding text to a web page is as simple as clicking in the Editing window to place the cursor where you want to type text. Then begin typing.

2. You can also copy and paste text from other documents, such as a Microsoft Word document, by following these steps:

   1st Select text from your source document
   2nd Copy the text using the Cntrl + C keyboard command
   3rd Go to NovusCMS, and put your cursor in the Editing window
   4th Past the text using the Cntrl + V keyboard command
   5th The Paste dialogue window will appear
   6th Select the “remove formatting” option (This is highly recommended.)
   7th Select the OK button

Here are a few pointers about adding and formatting the text you add to your web page:

Choosing a Font Size and Color

- Choices of font styles is limited in NovusCMS.
- NovusCMS is preloaded with HCC approved font styles, colors, types, and sizes.
These approved styles are accessed by highlighting the text you want to format, and then use the **Choose style** drop-down on the editor toolbar at the top of the page.

These style formats are defined by the type of text you are using in your web page. (e.g. Paragraph Headings, SubHeadings, etc.)

You can make any text **bold** or **italics**, but you may not be able to remove the **bold** from text which was assigned with a specific style format. For example, you cannot use the **bold** button to remove bold formatting from a Paragraph Heading. To remove the bold, you would need to delete the text and retype it, or change it to another approved style by highlighting the text and using the **Choose style** drop-down.

**Aligning Text**

You can align already existing text by placing your cursor on the same line as the text or by highlighting the text and selecting the desired alignment icon on the editor toolbar at the top of the page.

You can right-click (and release) in the blank area of your **Editing** window **before you begin typing** in order to set the alignment for the text you are about to type. You would then left-click in the pop-up menu to choose your alignment preference.

**Indenting Text**

You can use the indent icons on the editor toolbar at the top of the page **either** before or after you type text.

Make sure the cursor is on the same line as the text you want to indent.

You can press the indent button many times to indent further in either direction.

Similarly, you can reverse an indent by selecting the opposite indent button.
Adding/Editing Hyperlinks and Email Addresses

It is often necessary to direct users and students to other websites within HCC or to external resources. In addition, you may want to allow viewers to have the ability to email your or your department. Common tools within NovusCMS allow you to quickly create functioning hyperlinks and email addresses within your web page.

To add a hyperlink or email address to a web page:

- Add text in the Editing window that you would like to become the hyperlink on your web page (*this is not necessarily the address for the hyperlink*).
- Highlight this text using the mouse.
- Choose the Insert Link icon from the toolbar.
- The following dialogue window will appear:

  ![Insert Link Dialogue Window]

  - Open in new window?
  - Link
  - Internal link:
  - Content: Hillsborough Community College
  - Media: Department Home Page

- After completing the Insert Link dialogue window, select OK.
- Save the page, from the Editing window.
- Use the Preview icon to preview the web page and test the hyperlink (if previewing an email address, clicking the link will open a local email message window.)

If this is an external website, an email address, or an anchor point, enter the address in this field. (See next section for more about Anchor points.)

Click the “Yes” box if you want a new window to open when the user opens this hyperlink.

If this is an internal web page or media file, choose the appropriate top tab, Content or Media. Then, select the internal file/page the hyperlink will open from the hierarchy.
To edit an existing hyperlink or email address:

- Right-click (and release) on the existing hyperlink text in the Editing window.

- The pop-up menu will appear.

- Select (left-click) the Edit Link option.

- This will open the Insert Link dialogue window (see previous page).

- Make any necessary changes within this window, and select OK.

Adding Local Links (Anchor Points)

An Anchor Point is used to jump to a specific line in your web page. This is commonly used for a table of contents or FAQs; where a link at the top of your page jumps to a line on the same page. Follow these steps to create an Anchor Point:

- In the Editing window, place your cursor at the location you would like to set the Anchor Point (the location the user will jump to).

- Click the Insert Anchor Point icon to define the name and location of the anchor point.

- The Insert local link dialogue window appears:

  - Type the name of the Anchor Point. (Do not use spaces or special characters.)

  - Next you will select the text that will link to that Anchor Point, and choose the Insert Link icon from the toolbar.

  - Type the # symbol followed by the name of the Anchor Point in the address field.

  - Select OK

  - Save the page, from the Editing window.

  - Use the Preview icon to preview the web page and test the hyperlink to the Anchor Point.
Inserting Media in a Web Page

Once you have added your media to your media library (see Maintaining Media section), you are able to use these files or images in the content of your web page.

Add a picture/image to your web page by following these five (5) steps:

1st Open the content page for the web page in the Editing window

2nd Select the Insert Picture icon.

3rd Single-click an image file from the hierarchy.

4th Type a Title for the picture (optional).

5th Select the Insert Picture button.

Within your web page, you can create a link to any file in your media library by following these three (3) steps

1st Choose the Insert Link icon from the toolbar.

2nd Once in the Insert Link dialogue window, click the Media top tab to see the files available in your library.

3rd Click the OK button at the top right of the dialogue window.

Note: You can also create a new media file to add to your library on this dialogue window.
Creating Tables

Utilizing tables in web pages can be very beneficial by providing a structure which helps keep the text and media on a page organized and visually appealing to the user.

Anytime you have an open web content page in the Editing window you can add a table to the page by clicking on the Insert Table icon.

The Insert table dialogue window appears:

The size of table is simply defined by the number of rows and number of columns. Select the dimensions of the table here.

The layout of the table is established by the fields you see here.

The default table border is “0”, and a border will not be visible to the user. If you want the user to see the table borders, then increase the number. The bigger the number, the thicker the visible borders.

Once you complete the Insert table dialogue window, select the Insert button to go back to the Editing window to add text or media to the new table.
Adding and Editing Text within Tables

The Editing window will display the table and its borders. Adding text is as easy as clicking in any cell of the table and typing text.

- Text formatting in tables is the same as formatting any other text in the content page. This includes alignment, styles, indenting, etc.
- A specialized table menu is available if you right click anywhere in the table in the Editing window.
- This menu allows you to set alignment of text quickly, insert additional rows or columns, remove rows, along with several other functions.
- Left click on any of the options in this pop-up window to select one of these functions.

Adding Media within Tables

Placing pictures inside a table can help tremendously with alignment and organization of images, especially if you want specific text to appear to the right or left of an image.

- Inserting images in tables is the same as adding an image outside a table.
- In the Editing window simply click in the table to place your cursor in the cell of the table where you would like the image to appear.
- Select the Insert Picture icon, and follow the same steps described in the Inserting Media section above.
Previewing Content

The Editing window displays a very different view of the web page than what a user will see once the page is published. For this reason, it is important to preview the page as you make changes, and especially before publishing the page.

- You must save changes in order to see any additions or modifications in the preview window.
  - It is highly recommended to use the Save icon often when editing a web page, as there is no “auto save” feature in NovusCMS.
- Select the Preview icon on the toolbar, and a browser window will open to display the page as a user would see it.
- The body of the web page preview or the actual published web page will have links on the left side of the page for navigation.
- Navigation links will be actual page names, and they will only be visible after a web page is Published. (see Publishing section)
Defining Properties of Web Pages

Once you have previewed your web page, it is good to check and set certain properties for your page before publishing.

- To access the properties of a page, select the **Properties** top tab when the page is open in the **Editing** window.

![Properties Tab](image)

**Page Name**

The page **Name** is the name that will display in the hierarchy in the left navigation window and in the left navigation of the published web as a link. (see previous page)

- Change the page name at any time by typing in the **Name** field

- This area of the **Properties** page also displays who created the page and when.
Publish and Removal Dates

Publishing is typically a very simple step using NovusCMS. However, the options in the Properties page allows you to have the flexibility to choose more advanced options for publishing, such as publish and removal dates.

<table>
<thead>
<tr>
<th>Publication</th>
<th>Last published: 13/04/2008 15:05:32</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
<td>Unpublish</td>
</tr>
<tr>
<td>Template</td>
<td>Content - Internal Page</td>
</tr>
<tr>
<td>Last edited</td>
<td>2008-04-01 15:05</td>
</tr>
<tr>
<td>Publish at</td>
<td>No date chosen</td>
</tr>
<tr>
<td>Remove at</td>
<td>No date chosen</td>
</tr>
</tbody>
</table>

- **Unpublish**: Once a web page is published, you will need to select the Unpublish button to

- **Template**: HCC has predetermined templates for different types of web pages, and these control the general format of any page. Choosing a template is based upon the type of information displayed on the page.

- **Publish at**: This field allows you to schedule a web page to be published on a specific date. This is a helpful feature if you create course web pages ahead of time, but might not want to allow users/students to access these until the semester starts.

- **Remove at**: This field allows you to schedule a web page to be made unavailable at a specific date. Again, this is a great tool to be sure old web pages are not available to users/students after the close of a semester.

  - Select the **Calendar** icon to pull up a calendar to easily set dates in NovusCMS.
  
  - Select the “**Clear Date**” link to clear a date in the corresponding field.
**Establishing Page Link Location**

Prior to publishing a page for the first time, you will want to know where users can find the web page once it is published. The bottom portion of the Properties page provides this information.

- The address to the page is displayed in the following area of the screen:

<table>
<thead>
<tr>
<th>Link to document</th>
<th>Alternative Links</th>
</tr>
</thead>
</table>

- In order for the page name to appear as a link in the left navigation area of a published page, the Yes radio button must be selected.

- Once you set the desired page properties, be sure to **Save**.

**Organizing Page Links**

The hierarchy of pages in the navigation window determines which pages are parents and which are children. All links under another page in the CMS navigation window are children. A published parent web page will display links to all published children pages in the order which they appear on the hierarchy.

You can sort the order of the children pages by:

- Right click the **Parent** page name in the hierarchy to display a pop-up menu

- Left click the **Sort** option.
• The **Sort** dialogue window will appear.

• Select a page name.

• Use the **Up** and **Down** buttons to rearrange the page names/links.

• **Save** the changes.

---

**Publishing**

Publishing a web page is the final step to make it viewable to users/students. There are two (2) quick ways to publish a web page.

1\(^{st}\) Click the **Save and Publish** icon on the Editor toolbar.

Or

2\(^{nd}\) Right click on on the page name in the left hierarchy in the **Navigation** window. This pop-up window will appear:

• Left click on **Publish**.

NovusCMS will display a message screen indicating the page was **successfully published!**
Adding and Maintaining Media Files

Web pages can be much more exciting with pictures, graphics, and other media files. Adding media or external files, such as class syllabuses, test rubrics, etc., to your page involves maintaining the NovusCMS Media section.

Maintaining and Accessing the Library

- To access the Media section of NovusCMS, select the Media icon in the navigation section of the window.
- The hierarchy of folders above the navigation area of the screen changes from web content pages to media content files.
- You can single-click any one of these files, and the file and properties of this media file will load on the right side of the page.

Adding Files

- You can add new media files by either:
  - Clicking the Create button at the top left of the screen. *(With this first option, you will be prompted with a dialogue window asking “where do you want to create the new media”.)*
  - Or
  - Right-clicking the folder where you would like to add the file, and select Create.
Continuing to add a media file:

- After choosing to **Create** a media file in your library, the **Create Media** dialogue window will appear.

![Create Media Dialogue Window](http://novuscms.novusolutions.com/Cre.png)

- Choose the Media Type in the first drop-down box. There are three (3) choices of Media Types:

  1. **Folder:** Folders can be added to your library to help organize your media files in the navigation hierarchy.

  2. **Image:** Images need added to a folder in your library in order to insert these later in a web page.

  3. **File:** Files need to be added to a folder in your library in order to insert these or link these to a web page later.

- If adding a folder, it will appear in the hierarchy on the left after you refresh by selecting the parent folder or the **Media** button in the navigation section.
If adding a File or an Image, the right (Editing) window will load with the file or image information and properties. It will look similar to the following:

- Upload the file or image from your personal drives by hitting the **Browse** Button.
- You must click the **Save** button to successfully add the file to your media library.
- Additional Tip: Under the **Properties** top tab, you can find the date the media was added, and you can change the name of the media file.

**Removing Files**

If you are no longer using a media file in any of your web pages, it is suggested that you remove these files to free up space and to keep your media library organized.

- In the Media files hierarchy on the left of the screen, right click on the file to delete.
- A pop-up menu will appear with several options.
- To delete, left click on the **Delete** menu option.