

# Adding New Databases to the A to Z Database List

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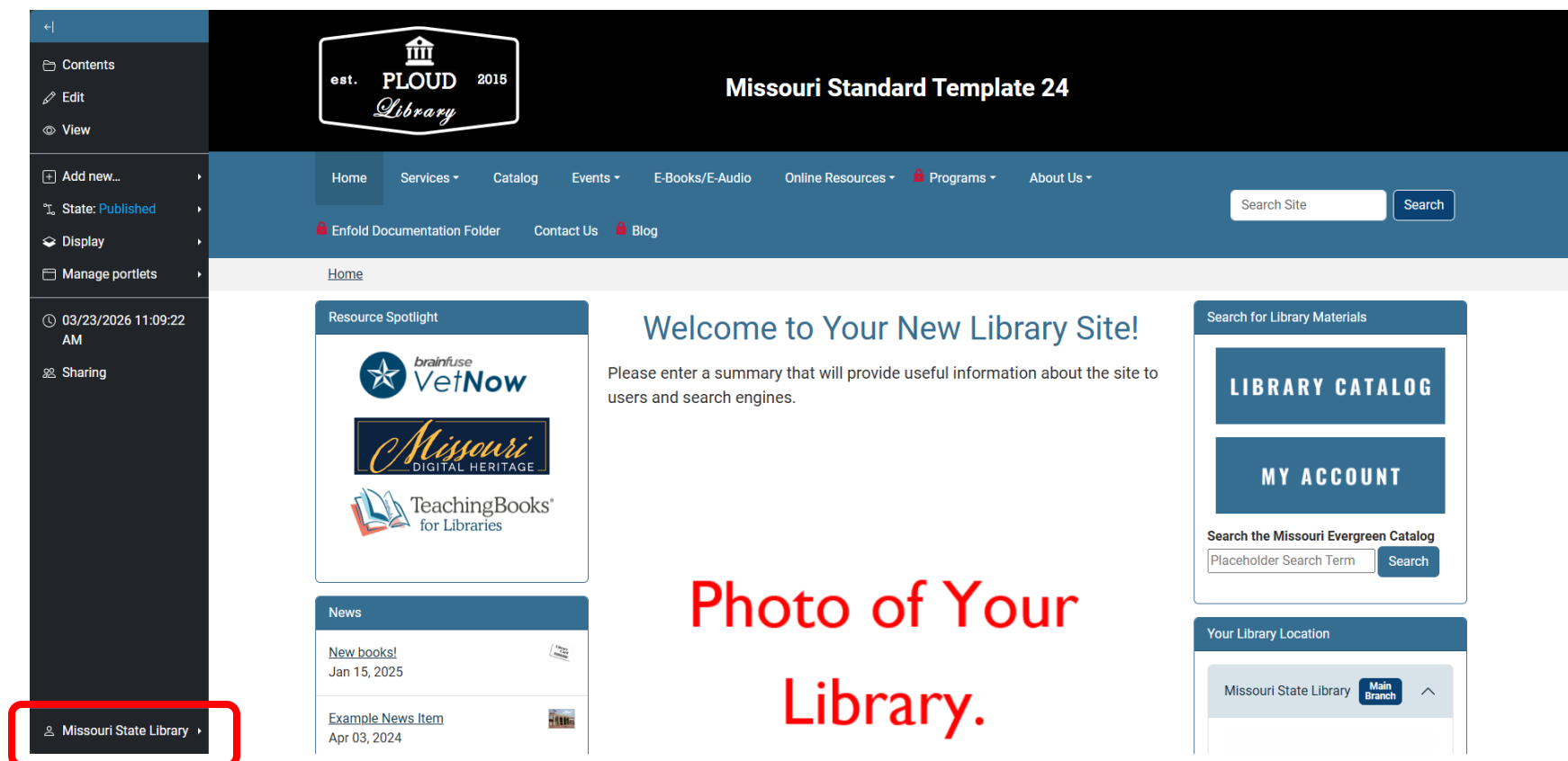


This project is supported by the Institute of Museum and Library Services under the provisions of the Library Services and Technology Act as administered by the Missouri State Library, a division of the Office of the Secretary of State.

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## Upload the Product Button Image to the Site Assets Folder

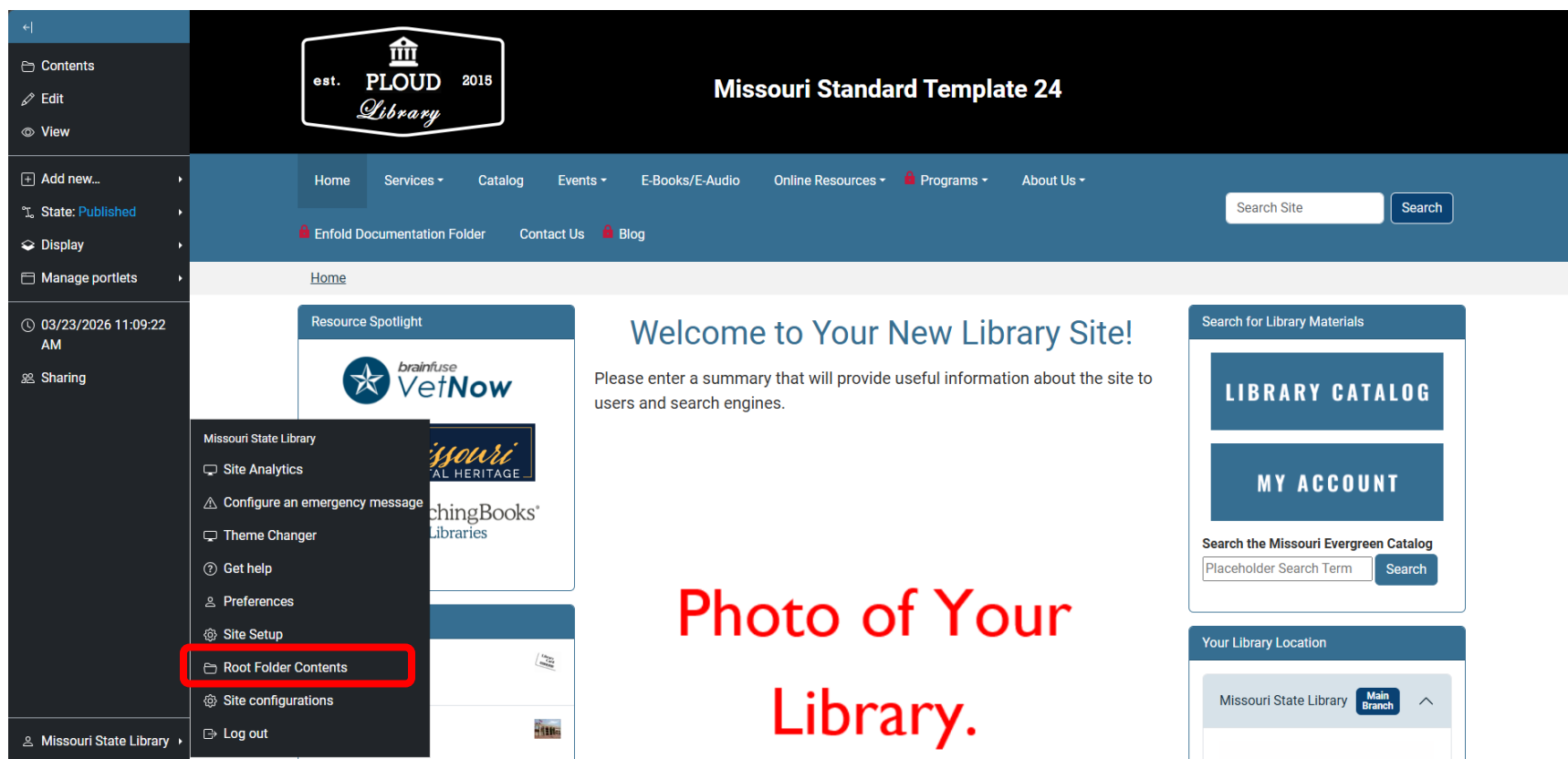
1. Go to the home page of your site and click on your name in the bottom lefthand corner.



The screenshot shows a web browser displaying a library website template. The page has a dark blue header with the logo "est. PLOUD 2018 Library" and the title "Missouri Standard Template 24". Below the header is a navigation menu with links: Home, Services, Catalog, Events, E-Books/E-Audio, Online Resources, Programs, and About Us. A search bar is located on the right side of the header. The main content area features a "Resource Spotlight" section with logos for brainfuse VetNow, Missouri Digital Heritage, and TeachingBooks for Libraries. A "Welcome to Your New Library Site!" message is displayed in the center, followed by a red text overlay that reads "Photo of Your Library." To the right, there is a "Search for Library Materials" section with a "LIBRARY CATALOG" button and a "MY ACCOUNT" button. Below that is a "Search the Missouri Evergreen Catalog" section with a search bar and a "Search" button. At the bottom right, there is a "Your Library Location" section with a dropdown menu showing "Missouri State Library" and "Main Branch". In the bottom left corner, a dark sidebar contains a list of items, with "Missouri State Library" highlighted by a red rectangular box.

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## 2. Click Root Folder Contents in the pop-up menu



The screenshot shows a web dashboard for a library website. At the top, there is a logo for "PLOUD Library" (established 2015) and the title "Missouri Standard Template 24". Below the logo is a navigation menu with items: Home, Services, Catalog, Events, E-Books/E-Audio, Online Resources, Programs, and About Us. A search bar is located on the right side of the navigation menu.

A left-hand sidebar contains various management options: Contents, Edit, View, Add new..., State: Published, Display, Manage portlets, a clock showing "03/23/2026 11:09:22 AM", and Sharing. A pop-up menu is open over the sidebar, listing several options: Site Analytics, Configure an emergency message, Theme Changer, Get help, Preferences, Site Setup, **Root Folder Contents** (highlighted with a red box), Site configurations, and Log out.

The main content area features a "Welcome to Your New Library Site!" message with a sub-header "Resource Spotlight" and a "VetNow" logo. Below the welcome message is a text prompt: "Please enter a summary that will provide useful information about the site to users and search engines." To the right, there is a "Search for Library Materials" section with a "LIBRARY CATALOG" button, a "MY ACCOUNT" button, and a search input field labeled "Placeholder Search Term" with a "Search" button. Below that is a "Your Library Location" section showing "Missouri State Library" and a "Main Branch" button.

Large red text is overlaid on the center of the page, reading "Photo of Your Library."

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## 3. Go to the Site Assets folder.

The screenshot shows the Missouri Standard Template 24 website interface. The header includes the Missouri State Library logo (est. 2015) and the title 'Missouri Standard Template 24'. The navigation menu includes Home, Services, Catalog, Events, E-Books/E-Audio, Online Resources, Programs, and About Us. A search bar is located in the top right corner. The main content area displays the title 'Missouri Standard Template 24' and the author 'admin' with a last modified date of 'Mar 06, 2026'. Below this, there is a table of site assets. The 'Site Assets' folder is highlighted with a red box and labeled 'Excluded from navigation'. The table lists various folders and their details.

Title	Last modified	Publication date	Review state	Actions
Site Assets <span>Excluded from navigation</span>	Sep 23, 2024, 11:40:01 AM		published	
Services	Jan 15, 2025, 8:53:18 AM	Mar 7, 2024, 3:34:52 PM	published	
Catalog	Dec 30, 2024, 10:26:42 AM	Mar 19, 2024, 1:06:38 PM	published	
Events	Mar 19, 2025, 12:49:45 PM	Feb 26, 2025, 1:28:00 PM	published	
E-Books/E-Audio	Sep 16, 2024, 3:59:48 PM	Mar 19, 2024, 1:08:13 PM	published	
Online Resources	Feb 19, 2025, 3:41:35 PM	Mar 5, 2024, 3:10:17 PM	published	

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4. Then, select the Images folder.

The screenshot shows the Missouri Standard Template 24 website interface. The page title is "Missouri Standard Template 24". The header includes the PLOUD Library logo (est. 2015) and navigation links: Home, Services, Catalog, Events, E-Books/E-Audio, Online Resources, Programs, and About Us. A search bar is located in the top right corner.

The main content area displays a table of site assets. The table has the following columns: Title, Last modified, Publication date, Review state, and Actions. The "Images" folder is highlighted with a red box.

Title	Last modified	Publication date	Review state	Actions
Images	Mar 12, 2026, 8:19:19 AM		published	
Files	Jan 8, 2025, 3:33:50 PM		published	

At the bottom of the page, there are sections for "Location" (with a text input field) and "Useful Links" (with a "Contact Us" link). The Missouri State Library logo is also visible in the bottom right corner.

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## 5. Select the Upload button.

The screenshot shows the Missouri Standard Template 24 library interface. The top navigation bar includes links for Home, Services, Catalog, Events, E-Books/E-Audio, Online Resources, Programs, and About Us. A search bar is located on the right. The main content area displays the title "Missouri Standard Template 24" and the user "admin" who last modified it on Mar 06, 2026. Below this, there is a toolbar with several icons and buttons. The "Upload" button is highlighted with a red box. Below the toolbar, there is a table of site assets.

<input type="checkbox"/>	Title	Last modified	Publication date	Review state	Actions
<input type="checkbox"/>	_0e50d439-e7bd-4ba7-ac2b-8113ae813260.jpeg	Mar 8, 2024, 2:08:47 PM			
<input type="checkbox"/>	Actions-menu-define-action.png	Mar 1, 2024, 3:40:32 PM			
<input type="checkbox"/>	cookie-the-pom-gySMaocSdqs-unsplash.jpeg	Mar 1, 2024, 11:49:59 AM			
<input type="checkbox"/>	Data Base Logos	Dec 20, 2024, 2:19:05 PM	Mar 5, 2024, 3:22:00 PM	published	
<input type="checkbox"/>	Facebook_Logo_128x128.png	Mar 1, 2024, 11:50:00 AM			

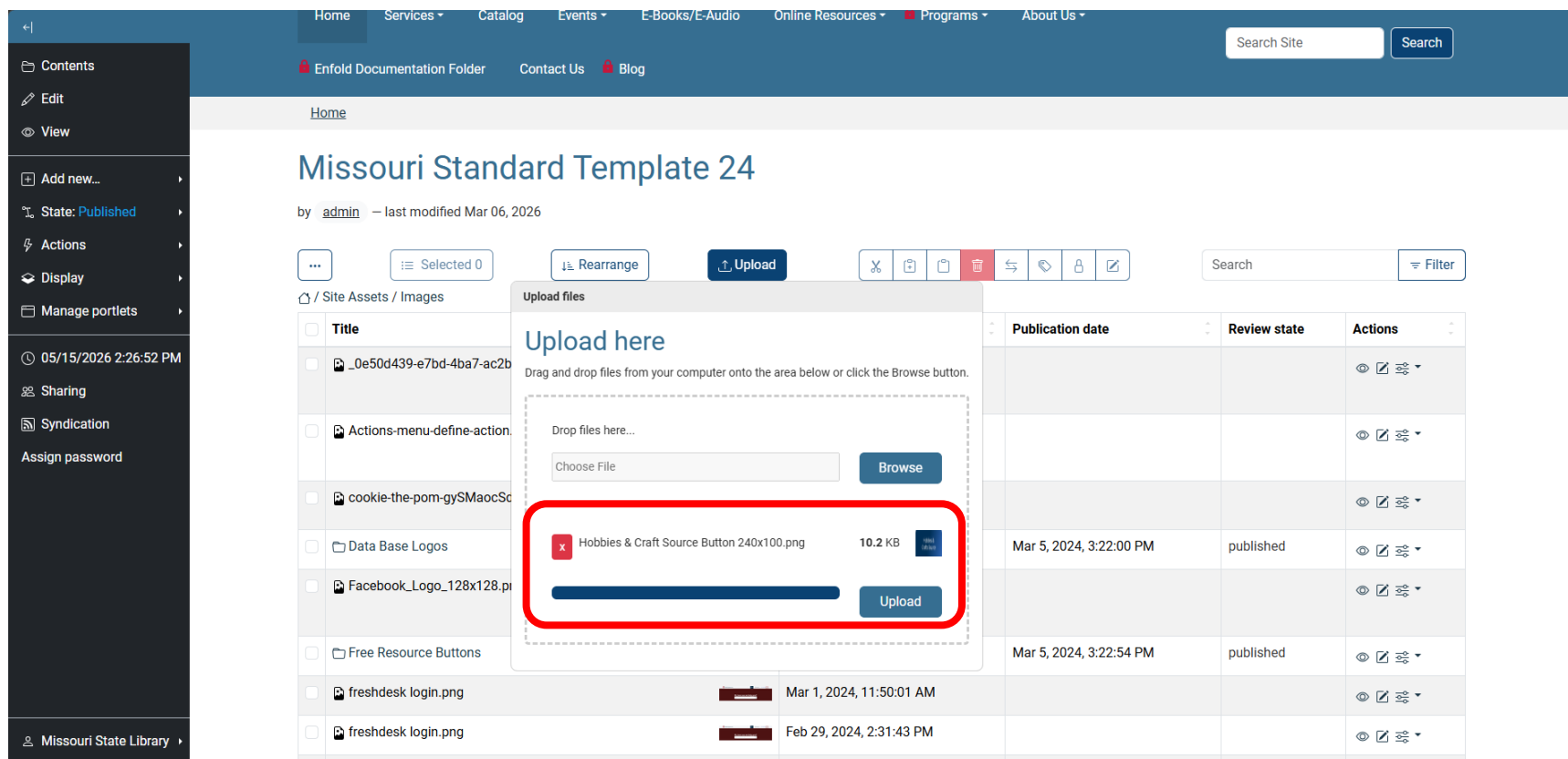
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6. In the Upload here pop-up menu, either Browse your files to find the database button image or drag and drop it into the pop-up menu.

The screenshot displays a content management system interface. At the top, there is a navigation bar with links for Home, Services, Catalog, Events, E-Books/E-Audio, Online Resources, Programs, and About Us. A search bar is located on the right. Below the navigation bar, there is a sidebar on the left with options like Contents, Edit, View, Add new..., State: Published, Actions, Display, Manage portlets, and Missouri State Library. The main content area shows a page titled "Missouri Standard Template 24" by admin, last modified on Mar 06, 2026. Below the title, there is a toolbar with buttons for actions like Upload, Rearrange, and a search bar. A pop-up menu titled "Upload files" is open, showing a "Upload here" area with a "Drop files here..." instruction, a "Choose File" input, a "Browse" button, and an "Upload" button. In the background, a table lists files with columns for Title, Publication date, Review state, and Actions.

Title	Publication date	Review state	Actions
_0e50d439-e7bd-4ba7-ac2b			👁️ 🗑️ 🔄
Actions-menu-define-action.			👁️ 🗑️ 🔄
cookie-the-pom-gySMaocSc			👁️ 🗑️ 🔄
Data Base Logos			👁️ 🗑️ 🔄
Facebook_Logo_128x128.p			👁️ 🗑️ 🔄
Free Resource Buttons	Sep 23, 2024, 1:24:21 PM	Mar 5, 2024, 3:22:54 PM	published 👁️ 🗑️ 🔄
freshdesk login.png	Mar 1, 2024, 11:50:01 AM		👁️ 🗑️ 🔄
freshdesk login.png	Feb 29, 2024, 2:31:43 PM		👁️ 🗑️ 🔄

7. Once you select or drop your image(s), they will appear under the Choose File section. Select the Upload button.



The screenshot displays a content management system interface. At the top, there is a navigation menu with links for Home, Services, Catalog, Events, E-Books/E-Audio, Online Resources, Programs, and About Us. A search bar is located in the top right corner. Below the navigation menu, there is a sidebar on the left with options like Contents, Edit, View, Add new..., State: Published, Actions, Display, Manage portlets, and Missouri State Library. The main content area shows a page titled "Missouri Standard Template 24" by admin, last modified on Mar 06, 2026. Below the title, there is a toolbar with buttons for "Selected 0", "Rearrange", and "Upload". A table of site assets is visible, with columns for Title, Publication date, Review state, and Actions. An "Upload files" dialog box is open in the center, showing a "Choose File" button and an "Upload" button. A file named "Hobbies & Craft Source Button 240x100.png" (10.2 KB) is shown in the dialog box, and the "Upload" button is highlighted with a red rectangle.

Title	Publication date	Review state	Actions
_0e50d439-e7bd-4ba7-ac2b			View Edit
Actions-menu-define-action.			View Edit
cookie-the-pom-gySMaocSc			View Edit
Data Base Logos			View Edit
Facebook_Logo_128x128.p			View Edit
Free Resource Buttons			View Edit
freshdesk login.png	Mar 1, 2024, 11:50:01 AM		View Edit
freshdesk login.png	Feb 29, 2024, 2:31:43 PM		View Edit
	Mar 5, 2024, 3:22:00 PM	published	View Edit
	Mar 5, 2024, 3:22:54 PM	published	View Edit

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8. Once they are uploaded to the site, the Upload button and the images you uploaded will disappear from under the Choose File section.

The screenshot shows a content management system interface. At the top, there is a navigation bar with links for Home, Services, Catalog, Events, E-Books/E-Audio, Online Resources, Programs, and About Us. A search bar is located on the right. Below the navigation bar, there is a sidebar on the left with options like Contents, Edit, View, Add new..., State: Published, Actions, Display, Manage portlets, and Missouri State Library. The main content area displays a page titled "Missouri Standard Template 24" by admin, last modified Mar 06, 2026. Below the title, there is an "Upload files" dialog box with the text "Upload here" and "Drag and drop files from your computer onto the area below or click the Browse button." The dialog box contains a "Choose File" input and a "Browse" button. Below the dialog box, there is a table with columns for Title, Publication date, Review state, and Actions. The table contains several rows of file entries, including "Facebook\_Logo\_128x128.png" and "freshdesk login.png".

Title	Publication date	Review state	Actions
_0e50d439-e7bd-4ba7-ac2b			👁️ 🗑️ ⚙️
Actions-menu-define-action.			👁️ 🗑️ ⚙️
cookie-the-pom-gySMaocSc			👁️ 🗑️ ⚙️
Data Base Logos			👁️ 🗑️ ⚙️
Facebook_Logo_128x128.png	Mar 1, 2024, 11:50:00 AM		👁️ 🗑️ ⚙️
Free Resource Buttons	Sep 23, 2024, 1:24:21 PM	Mar 5, 2024, 3:22:54 PM	published 👁️ 🗑️ ⚙️
freshdesk login.png	Mar 1, 2024, 11:50:01 AM		👁️ 🗑️ ⚙️
freshdesk login.png	Feb 29, 2024, 2:31:43 PM		👁️ 🗑️ ⚙️

- Your image will automatically go to the end of the list, so once it has uploaded, check the last page of the Images folder to find it.

- ←
- Contents
- Edit
- View
- Add new...
- State: Published
- Actions
- Display
- Manage portlets
- 05/11/2026 4:09:49 PM
- Sharing
- Syndication
- Assign password
- Missouri State Library

## Missouri Standard Template 24








by admin — last modified Mar 06, 2026

Selected 0
Rearrange
Upload

✂ 📄 🗑 ↶ 🔍 🔒 📄

Filter

Site Assets / Images

	Title		Last modified	Publication date	Review state	Actions
<input type="checkbox"/>	Exploring Race in Society Vertical Logo.png		Dec 20, 2024, 9:21:13 AM			<a href="#">👁</a> <a href="#">📄</a> <a href="#">⋮</a>
<input type="checkbox"/>	Untitled.png		Jan 31, 2025, 3:38:19 PM			<a href="#">👁</a> <a href="#">📄</a> <a href="#">⋮</a>
<input type="checkbox"/>	myacctbuttonoswaldboldfont.png		Feb 20, 2025, 5:24:24 PM			<a href="#">👁</a> <a href="#">📄</a> <a href="#">⋮</a>
<input type="checkbox"/>	librarycatalogbutton (1).png		Mar 5, 2025, 5:29:15 PM			<a href="#">👁</a> <a href="#">📄</a> <a href="#">⋮</a>
<input type="checkbox"/>	_MOSL_PurpleCodeAndGoMice.jpg		Jan 23, 2026, 3:48:17 PM			<a href="#">👁</a> <a href="#">📄</a> <a href="#">⋮</a>
<input type="checkbox"/>	Photo of Your Library.PNG		Mar 12, 2026, 8:19:19 AM			<a href="#">👁</a> <a href="#">📄</a> <a href="#">⋮</a>
<input type="checkbox"/>	Hobbies & Craft Source Button 240x100.png		May 11, 2026, 4:09:49 PM			<a href="#">👁</a> <a href="#">📄</a> <a href="#">⋮</a>

« < 1 2 3 4 5 > »
Show: 15 30 50 250
Page: 5 of 5 shown

### Location


Enter your location here.

### Useful Links

[Contact Us](#)

[The State Historical Society of Missouri](#)

[Wolfner Talking Book & Braille Library](#)



This project is supported by the [Institute of Museum and Library](#)

## Navigate to Edit the A to Z Database List Page

1. Through your navigation bar, go to the A to Z Database List page.

The screenshot shows the Missouri Standard Template 24 website. The navigation bar includes links for Home, Services, Catalog, Events, E-Books/E-Audio, Online Resources, Programs, and About Us. A search bar is located on the right. The main content area displays the title "Missouri Standard Template 24" and a list of site assets. A red box highlights the "A to Z List" link in the navigation bar.

Navigation Bar:





















- Home
- Services
- Catalog
- Events
- E-Books/E-Audio
- Online Resources
- Programs
- About Us

Main Content:

### Missouri Standard Template 24

by [admin](#) — last modified Mar 06, 2026

Site Assets / Images

Title	Last modified	Publication date	Review state	Actions
 _0e50d439-e7bd-4ba7-ac2b-8113ae813260.jpeg	Mar 8, 2024, 2:08:47 PM			  
 Actions-menu-define-action.png	Mar 1, 2024, 3:40:32 PM			  
 cookie-the-pom-gySmaocSdqs-unsplash.jpeg	Mar 1, 2024, 11:49:59 AM			  
 Data Base Logos	Dec 20, 2024, 2:19:05 PM	Mar 5, 2024, 3:22:00 PM	published	  
 Facebook_Logo_128x128.png	Mar 1, 2024, 11:50:00 AM			  

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2. Once on the page, select the Edit button.

The screenshot displays the Missouri Standard Template 24 website interface. On the left, a dark sidebar contains navigation options: 'Contents', 'Edit' (highlighted with a red box), 'View', 'State: Published', 'Actions', 'Display', 'Manage portlets', a clock icon with '05/04/2026 2:06:02 PM', 'Sharing', and 'Missouri State Library'. The main header features the 'est. PLOUD 2018 Library' logo and the title 'Missouri Standard Template 24'. Below the header is a blue navigation bar with links for 'Home', 'Services', 'Catalog', 'Events', 'E-Books/E-Audio', 'Online Resources', 'Programs', and 'About Us'. A search bar is located on the right side of this bar. The main content area shows a breadcrumb trail: 'Home / Online Resources / A to Z List / A to Z List Horizontal Buttons'. The central article is titled 'A to Z List Horizontal Buttons' and includes a description: 'A sortable table of major library databases ordered alphabetically. The buttons are displayed horizontally.' Below the text is a search bar and a 'Show 10 entries' dropdown. A table titled 'A to Z Databases' is partially visible, showing a button for 'Academic Search™ Elite'. The right sidebar contains sections for 'Search for Library Materials' with 'LIBRARY CATALOG' and 'MY ACCOUNT' buttons, and 'Your Library Location' with a 'Main Branch' button.

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- This will bring you to the editing page for the A to Z Database. For this tutorial, we will focus our attention on the Text box to add new databases.

The screenshot displays the editing interface for a library website. On the left is a dark sidebar with navigation options like 'Contents', 'Edit', 'View', and 'State: Published'. The main header features a 'Library' logo and a navigation menu with items like 'Home', 'Services', 'Catalog', 'Events', 'E-Books/E-Audio', 'Online Resources', 'Programs', and 'About Us'. A search bar is located in the top right.

The central content area is titled 'Edit Page' and includes tabs for 'Default', 'Settings', 'Categorization', 'Dates', 'Ownership', and 'Layout'. The 'Title' field contains 'A to Z List Horizontal Buttons'. The 'Summary' field contains the text: 'A sortable table of major library databases ordered alphabetically. The buttons are displayed horizontally. Used in item listings and search results.' Below this is a 'Text' editor with a rich text toolbar and a preview window. The preview shows a section titled 'A to Z Databases' containing a button for 'Academic Search™ Elite'.

Surrounding the central editor are several content blocks: 'Resource Spotlight' with logos for 'brainfuse VetNow', 'Missouri DIGITAL HERITAGE', and 'TeachingBooks® for Libraries'; 'News' with items like 'New books!' and 'Example News Item'; 'Upcoming Events'; 'Search for Library Materials' with 'LIBRARY CATALOG' and 'MY ACCOUNT' buttons; and 'Your Library Location' with 'Missouri State Library Main Branch' and 'Photo of Your Library'.

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## Add New Rows to the A to Z Database List Page

- To add more rows to the table, place your cursor in the table. Your cursor placement helps determine where a new row will be added. If you have a sortable table, you can add a new row anywhere as long as the new row is added under the header row. In our example, we're adding a new row under the last cell in the table. To start adding a new row, go to the Table button in the toolbar.

The screenshot shows the Missouri State Library website interface. On the left is a navigation sidebar with options like Contents, Edit, View, State: Private, Actions, Display, Manage portlets, and a sharing section. The main content area features the Missouri Digital Heritage logo, a calendar for March 2026, and an 'Upcoming Events' section listing Memorial Day, Independence Day, and Labor Day as library closures. The 'A to Z Databases List' page is visible, showing a title 'A to Z Databases List', a summary 'A List of Databases Sorted Alphabetically', and a text block containing a table. A red box highlights the 'Table' button in the text editor toolbar. The table in the text block has the following structure:

SU	MO	TU	WE	TH	FR	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Below the table, the LearningExpress Library logo and text are visible. The right sidebar contains a 'LIBRARY CATALOG' section with a search bar and a 'MY ACCOUNT' section. At the bottom right, there is a 'Your Library Location' section with a 'Main Branch' button and a 'Photo of Your Library' placeholder.

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2. Then, go to Row in the dropdown menu.

<|  
 Contents  
 Edit  
 View  
 State: Private  
 Actions  
 Display  
 Manage portlets  
 03/30/2026 12:57:48 PM  
 Sharing  
 Missouri State Library

« MARCH 2026 »

SU	MO	TU	WE	TH	FR	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

**Upcoming Events**

**Memorial Day: Library Closed**  
 25 MAY 12:00 AM

**Independence Day: Library Closed**  
 04 JUL 12:00 AM

**Labor Day: Library Closed**  
 07 12:00 AM

Title: A to Z Databases List

Summary: A List of Databases Sorted Alphabetically

Used in item listings and search results.

Text

Insert Table

Table properties

Delete table

Cell

**Row**

Column

newspapers, and full-text transcripts from television & radio news shows.

LearningExpress LIBRARY™

LearningExpress Library provides online academic and licensing practice tests including civil service, military, real estate, law enforcement, citizenship, TOEFL, and ESL. Also includes elementary, middle and high school basic skills improvement tests.

TABLE » TBODY » TR » TD » P » SPAN

POWERED BY TINY

text/html

Change Note

Enter a comment that describes the changes you made.

Save Cancel

**LIBRARY CATALOG**

**MY ACCOUNT**

Search catalog for... Search

**Your Library Location**

Your Location Main Branch

**Photo of Your Library.**

**Your Location**

**Address**  
 ### Street Number, City Name, State Initials #####

**Phone Numbers**  
 (123) 123-4567  
 123-123-1234

**Hours**  
 Enter your hours of operation here  
 Monday - Friday 9:00 Am - 6:00 PM

3. Then, select the Insert row after option to add new rows. Repeat as needed.

The screenshot displays a library catalog editor interface. On the left is a dark sidebar with navigation options: Contents, Edit, View, State: Private, Actions, Display, Manage portlets, a clock showing 03/30/2026 12:57:48 PM, Sharing, and Missouri State Library. The main content area is divided into several sections:

- Top Left:** Logos for "Missouri DIGITAL HERITAGE" and "TeachingBooks for Libraries".
- Calendar:** A calendar for MARCH 2026 with days of the week (SU, MO, TU, WE, TH, FR, SA) and dates (1-31).
- Upcoming Events:** A list of events:
  - Memorial Day: Library Closed** on 25 MAY at 12:00 AM.
  - Independence Day: Library Closed** on 04 JUL at 12:00 AM.
  - Labor Day: Library Closed** on 07 AUG at 12:00 AM.
- Table Editor:** A table titled "A to Z Databases List" with a summary "A List of Databases Sorted Alphabetically". A context menu is open over the table, with the "Insert row after" option highlighted in red. The menu also includes options like "Table properties", "Delete table", "Cell", "Row", "Column", "Delete row", "Row properties", "Cut row", "Copy row", "Paste row before", and "Paste row after".
- Right Side:** A "LIBRARY CATALOG" section with a "MY ACCOUNT" button and a search bar. Below it is a "Your Library Location" section with a "Main Branch" dropdown, a "Photo of Your Library" placeholder, and fields for "Your Location", "Address", "Phone Numbers", and "Hours".

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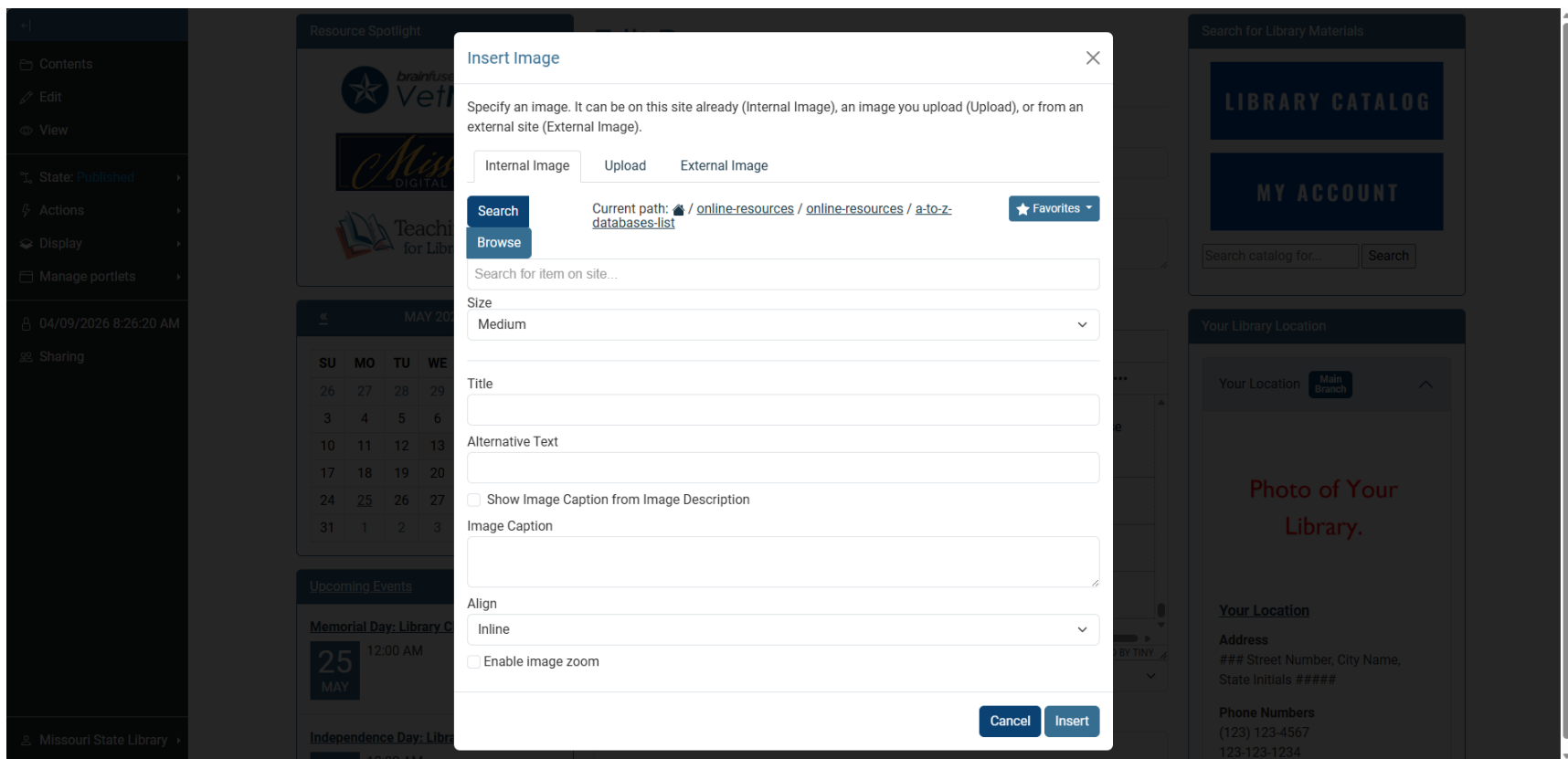
## Insert the Product Button Image to the A to Z Database List Page

1. With your cursor in one of the rows you added, you will select the Insert Image button.

The screenshot displays the 'Edit Page' interface for the 'A to Z Databases List' page. The page content includes a 'Resource Spotlight' section with logos for brainfuse VetNow, Missouri Digital Heritage, and TeachingBooks for Libraries. Below this is a calendar for May 2026, followed by an 'Upcoming Events' section listing 'Memorial Day: Library Closed' and 'Independence Day: Library Closed'. The main content area is a text editor with the title 'A to Z Databases List' and the summary 'A List of Databases Sorted Alphabetically'. The text editor shows the 'Insert image' button highlighted with a red box. To the right, there are two preview panels: 'Search for Library Materials' showing 'LIBRARY CATALOG' and 'MY ACCOUNT' buttons, and 'Your Library Location' showing a 'Main Branch' button and a 'Photo of Your Library' placeholder.

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2. This will pull up the Insert Image menu.



Go to the [Table of Contents](#)

3. We will need to use this menu to select our image. The easiest way to do that is to select the home icon.

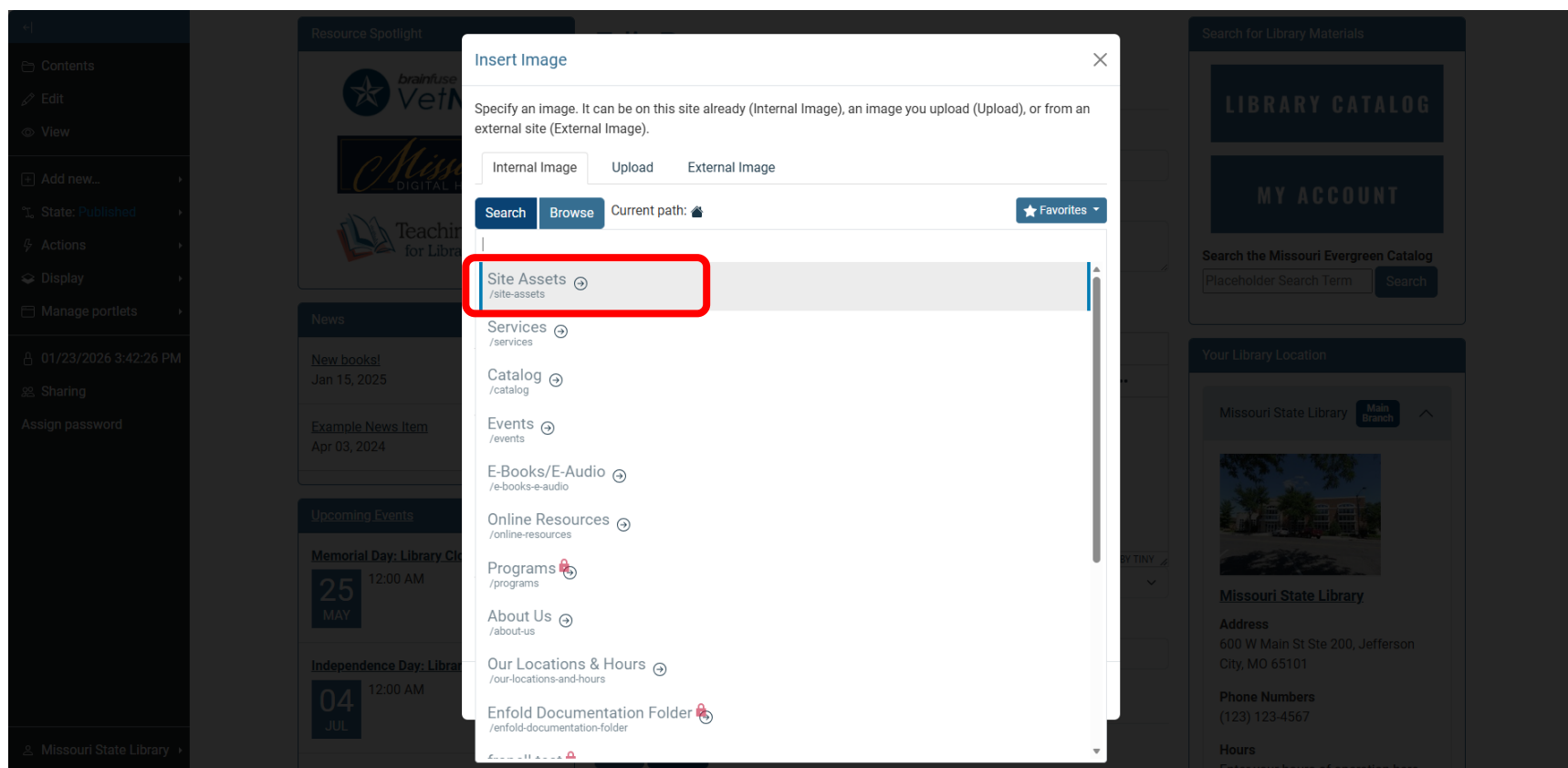
The screenshot shows a CMS interface with a dark sidebar on the left containing navigation options like 'Contents', 'Edit', 'View', 'State: Published', 'Actions', 'Display', 'Manage portlets', and 'Sharing'. The main content area is dimmed, showing a 'Resource Spotlight' with logos for 'brainfuse Vet', 'Missouri Digital', and 'Teacher for Librarians'. A calendar for May 2026 is visible, with '25 MAY' highlighted. An 'Upcoming Events' section lists 'Memorial Day: Library C' and 'Independence Day: Libr'. On the right, there's a 'Search for Library Materials' section with 'LIBRARY CATALOG' and 'MY ACCOUNT' buttons, and a 'Your Library Location' section with 'Main Branch' and 'Photo of Your Library'.

The 'Insert Image' dialog box is centered, with a close button (X) in the top right. It contains the following elements:

- Text: 'Specify an image. It can be on this site already (Internal Image), an image you upload (Upload), or from an external site (External Image).' and 'Current path: [online-resources / online-resources / a-to-z-databases-list](#)' (highlighted in red).
- Buttons: 'Search', 'Browse', 'Favorites', 'Cancel', and 'Insert'.
- Form fields: 'Search for item on site...', 'Size' (Medium), 'Title', 'Alternative Text', 'Image Caption', and 'Align' (Inline).
- Checkboxes: 'Show Image Caption from Image Description' and 'Enable image zoom'.

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4. This will pull up the main folders. From here, we select Site Assets' arrow.



The screenshot displays a CMS interface with a dark sidebar on the left and a main content area. A white 'Insert Image' dialog box is open in the center. The dialog has a title bar with a close button (X) and a subtitle: 'Specify an image. It can be on this site already (Internal Image), an image you upload (Upload), or from an external site (External Image)'. Below the subtitle are three tabs: 'Internal Image', 'Upload', and 'External Image'. Under the 'Internal Image' tab, there are 'Search' and 'Browse' buttons, and a 'Current path:' field with a folder icon. A scrollable list of site folders is shown below, with 'Site Assets' (path: /site-assets) highlighted by a red rectangular box. Other folders in the list include Services (/services), Catalog (/catalog), Events (/events), E-Books/E-Audio (/e-books-e-audio), Online Resources (/online-resources), Programs (/programs), About Us (/about-us), Our Locations & Hours (/our-locations-and-hours), and Enfold Documentation Folder (/enfold-documentation-folder). The background shows a 'Resource Spotlight' section with a 'brainAssess Vet' logo, a 'News' section with 'New books!' and 'Example News Item', and an 'Upcoming Events' section with 'Memorial Day: Library Cl' and 'Independence Day: Librar'.

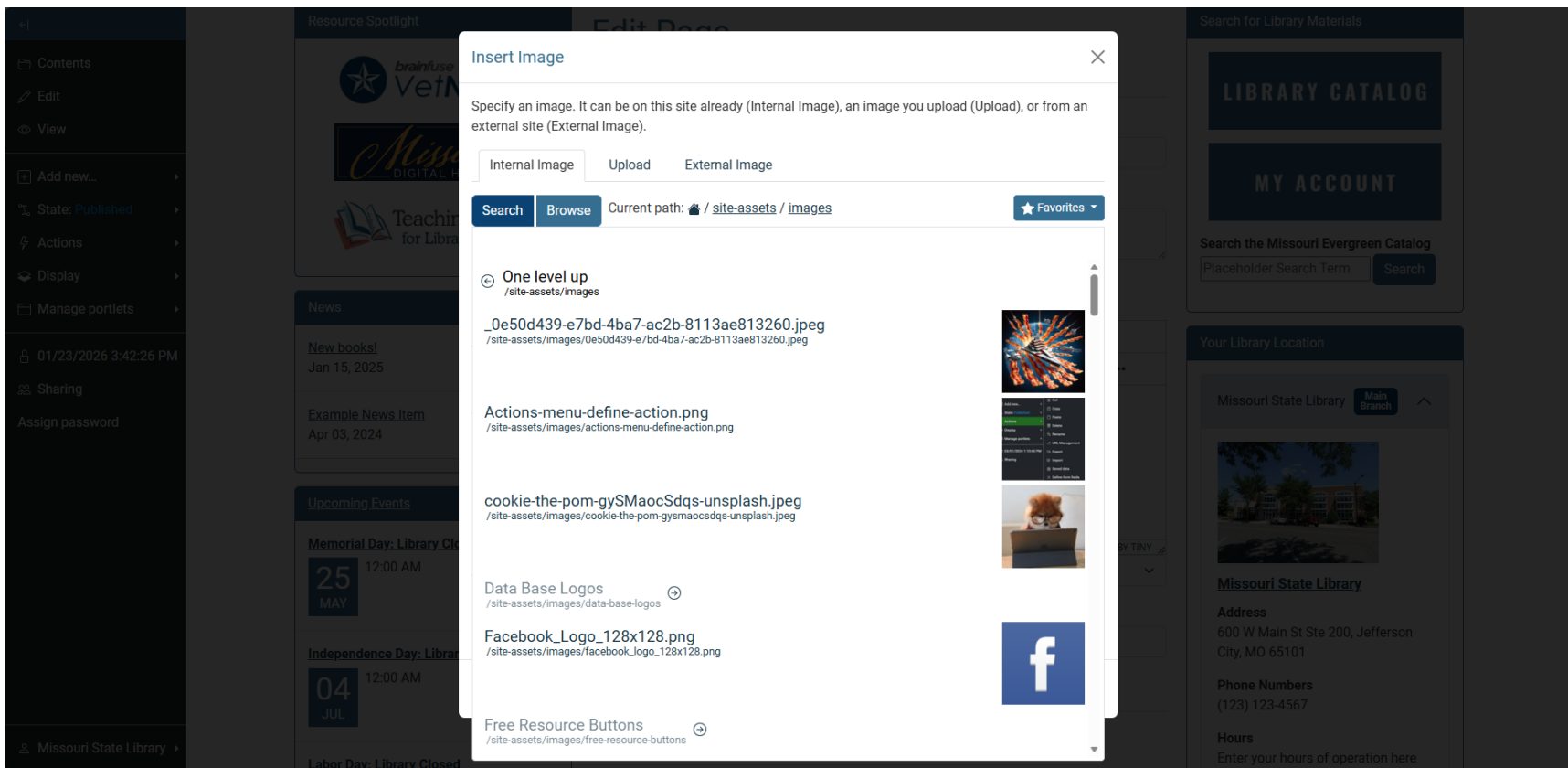
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5. Then, select Images' arrow.

The screenshot shows a CMS interface with a dark sidebar on the left and a main content area. A modal window titled "Insert Image" is open in the center. The modal has a close button (X) in the top right corner. Below the title, there is a text instruction: "Specify an image. It can be on this site already (Internal Image), an image you upload (Upload), or from an external site (External Image)." There are three tabs: "Internal Image", "Upload", and "External Image". The "Internal Image" tab is active. Below the tabs, there are "Search" and "Browse" buttons, and a "Current path" field showing "/site-assets". A "Favorites" button with a star icon is also present. A list of folders is shown below, with "One level up" and "Images" (path: "/site-assets/images") highlighted with a red box. Below the folder list, there are fields for "Alternative Text", "Image Caption", and "Align". There are also checkboxes for "Show Image Caption from Image Description" and "Enable image zoom". At the bottom right of the modal, there are "Cancel" and "Insert" buttons. The background shows a page editor with various sections like "Resource Spotlight", "News", and "Upcoming Events".

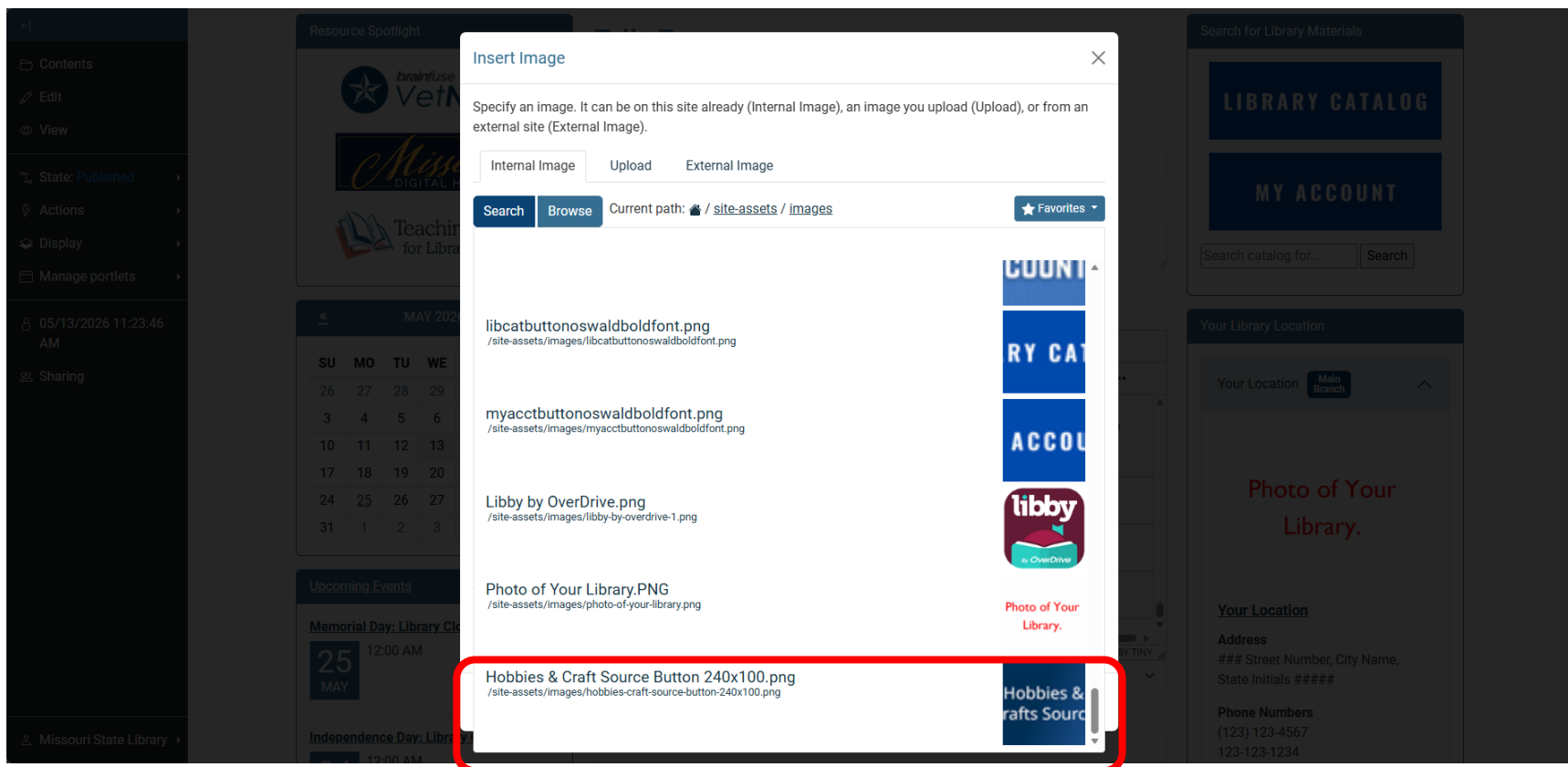
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6. Next, find and select the database Product Button image.



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We had to scroll down to the end of the list to select the Hobbies & Crafts Source image we uploaded in [Upload the Product Button Image to the Site Assets Folder](#) section of this tutorial.



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7. Once you select your image, you will be taken back to the Insert Image pop-up menu, and your chosen picture will appear under the Search and Browse buttons.

The screenshot shows a dark-themed CMS interface with a white 'Insert Image' pop-up window. The pop-up window has a close button (X) in the top right corner. Below the title, there is a text instruction: 'Specify an image. It can be on this site already (Internal Image), an image you upload (Upload), or from an external site (External Image)'. There are three tabs: 'Internal Image', 'Upload', and 'External Image'. The 'Browse' tab is active, showing a search bar with 'Current path: / site-assets / images' and a 'Favorites' dropdown. A search result is displayed: '\* Hobbies & Craft Source Button 240x100.png' with a thumbnail image of a blue button that says 'Hobbies & Crafts Source'. Below the search results, there are several form fields: 'Size' (set to 'Medium'), 'Title' (empty), 'Alternative Text' (empty), a checkbox for 'Show Image Caption from Image Description', 'Image Caption' (empty), 'Align' (set to 'Inline'), and a checkbox for 'Enable image zoom'. The background of the CMS interface is dimmed, showing a sidebar with navigation options like 'Contents', 'Edit', 'View', 'State: Published', 'Actions', 'Display', 'Manage portlets', a date '05/13/2026 11:23:46 AM', and 'Sharing'. The main content area includes a 'Resource Spotlight' with a 'brainfuse Vet' logo, a 'Missouri DIGITAL' logo, a 'Teacher for Libr' logo, a calendar for 'MAY 2026', and 'Upcoming Events' for 'Memorial Day: Library C' and 'Independence Day: Libr'.

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8. You can select a baseline size for your photo as either Large, Medium, or Small.

Size

Size

Size

- The Title section adds a description that will appear when a cursor hovers over the image. Otherwise, when a cursor hovers over an image, it will show the image's file name. For example, if we didn't add the title of "EBSCO Hobbies & Crafts Source," the name would appear as "Hobbies & Craft Source Button 240X100.png" when a cursor hovers over the image.

The screenshot shows a dark-themed CMS interface with a central 'Insert Image' dialog box. The dialog box has a title bar 'Insert Image' and a close button. Below the title bar, there is a text area with the instruction: 'Specify an image. It can be on this site already (Internal Image), an image you upload (Upload), or from an external site (External Image)'. There are three tabs: 'Internal Image', 'Upload', and 'External Image'. Below the tabs, there are 'Search' and 'Browse' buttons, and a 'Current path' field showing '/ site-assets / Images'. A 'Favorites' button is also present. A list of image files is shown, with the selected file being '\* Hobbies & Craft Source Button 240x100.png' with a thumbnail. Below the list, there is a 'Size' dropdown menu set to 'Medium'. The 'Title' field is highlighted with a red box and contains the text 'EBSCO Hobbies & Craft Source'. Below the title field is an 'Alternative Text' field, a checkbox for 'Show Image Caption from Image Description', an 'Image Caption' field, and an 'Align' dropdown menu set to 'Inline'. At the bottom, there is a checkbox for 'Enable image zoom'. The background shows a website editor with a sidebar on the left containing navigation options like 'Contents', 'Edit', 'View', 'State: Published', 'Actions', 'Display', and 'Manage portlets'. The main content area shows a 'Resource Spotlight' section with a calendar for May 2026 and 'Upcoming Events' for Memorial Day and Independence Day. On the right, there is a 'Search for Library Materials' section with a 'LIBRARY CATALOG' and 'MY ACCOUNT' button, and a 'Your Library Location' section with a 'Main Branch' button and a 'Photo of Your Library' placeholder.

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10. It is important to include alternative text (also called alt text) for ADA Compliance as this allows screen readers to describe the photo. Since these database Promotional Buttons are going to be linked to the database site, we will need to indicate it's a button in the alternative text by writing the database name followed by button and a period.
- a. Here are two helpful resources for writing alternative text with examples.
    - i. [“Authoring Meaningful Alternative Text” by Section508.gov](#)
    - ii. [“Write Helpful Alt Text to Describe Images” by Harvard University Information Technology Digital Accessibility Services](#)
  - b. In our example, the alternative text is “Hobbies & Crafts Source button.”

The screenshot displays a CMS interface with an 'Insert Image' dialog box. The dialog box is titled 'Insert Image' and has a close button (X) in the top right corner. It contains the following fields and options:

- Buttons: Internal Image, Upload, External Image
- Buttons: Search, Browse, Favorites (with a star icon)
- Current path: / site-assets / images
- Image list: \* Hobbies & Craft Source Button 240x100.png (with a thumbnail of the button)
- Size: Medium (dropdown menu)
- Title: EBSCO Hobbies & Crafts Source
- Alternative Text: Hobbies & Crafts Source button. (highlighted with a red box)
- Image Caption: (empty text area)
- Align: Inline (dropdown menu)
- Enable image zoom: (checkbox, unchecked)

The background page shows a sidebar with navigation options (Contents, Edit, View, State: Published, Actions, Display, Manage portlets) and a main content area with a 'Resource Spotlight' section featuring a 'Hobbies & Crafts Source' button. Below the button is a calendar for May 2026 and a 'Photo of Your Library' section.

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11. Once you are done, add the photo on the page by selecting the Insert button.

Specify an image. It can be on this site already (Internal Image), an image you upload (Upload), or from an external site (External Image).

Internal Image Upload External Image

Search Browse Current path: / site-assets / images Favorites

\* Hobbies & Craft Source Button 240x100.png  
/site-assets/images/hobbies-craft-source-button-240x100.png

Size  
Medium

Title  
EBSCO Hobbies & Crafts Source

Alternative Text  
Hobbies & Crafts Source button.

Show Image Caption from Image Description

Image Caption

Align  
Inline

Enable image zoom

Cancel Insert

Resource Spotlight

brainfuse  
Vet

Missouri  
DIGITAL

Teachi  
for Libr

05/13/2026 11:23:46 AM

Sharing

Missouri State Library

Upcoming Events

Memorial Day: Library C

25  
MAY

12:00 AM

Independence Day: Libr

Search for Library Materials

LIBRARY CATALOG

MY ACCOUNT

Search catalog for... Search

Your Library Location

Your Location Main Branch

Photo of Your Library.

Your Location

Address  
### Street Number, City Name,  
State Initials #####

Phone Numbers  
(123) 123-4567  
123-123-1234

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12. This is an example of what it might look like.

The screenshot displays a library website's administrative interface for editing a page. On the left, a dark sidebar contains navigation options: 'Contents', 'Edit', 'View', 'State: Published', 'Actions', 'Display', 'Manage portlets', a timestamp '05/13/2026 11:23:46 AM', 'Sharing', and 'Missouri State Library'. The main content area is divided into several sections:

- Resource Spotlight:** Features logos for 'brainfuse VetNow', 'Missouri DIGITAL HERITAGE', and 'TeachingBooks for Libraries'.
- Calendar:** A calendar for 'MAY 2026' with dates from 26 to 31.
- Upcoming Events:** Lists 'Memorial Day: Library Closed' on May 25 at 12:00 AM and 'Independence Day: Library Closed' on May 25 at 12:00 AM.
- Edit Page:** The central editing area with tabs for 'Default', 'Settings', 'Categorization', 'Dates', 'Ownership', and 'Layout'. It includes:
  - Title:** 'A to Z Databases List'
  - Summary:** 'A List of Databases Sorted Alphabetically'
  - Text:** A rich text editor containing a table with a blue header 'Elite' and text: 'Academic Search Elite offers core resources for scholarly information. The database contains more than 2,100 journals and over 1,700 peer-reviewed, full-text journals.' Below the text is a blue box labeled 'Hobbies & Crafts Source'.
- Search for Library Materials:** A section with 'LIBRARY CATALOG' and 'MY ACCOUNT' buttons, and a search input field with a 'Search' button.
- Your Library Location:** A section with a 'Main Branch' dropdown, a 'Photo of Your Library' placeholder, and fields for 'Address' (### Street Number, City Name, State Initials #####) and 'Phone Numbers' ((123) 123-4567, 123-123-1234).

13. Repeat as necessary in the other new rows for any other databases you are adding to your A to Z Database list table.

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## Insert the Link to the Product Button Image

1. Click on the Product Button image, so that a blue border appears around it.

The screenshot shows the 'Edit Page' interface for a library website. The page title is 'A to Z Database List' and the summary is 'A List of Databases Sorted Alphabetically'. The text area contains the following content:

Academic Search Elite offers core resources for scholarly information. The database contains more than 2,100 journals and over 1,700 peer-reviewed, full-text journals.

**Hobbies & Crafts Source**

The button 'Hobbies & Crafts Source' is highlighted with a red border. The interface also includes a sidebar with navigation options, a calendar for May 2026, and a search bar for library materials.

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2. Click the horizontal three dots in the Text tool bar.

The screenshot displays the 'Edit Page' interface for a library website. On the left is a dark sidebar with navigation options: Contents, Edit, View, State: Published, Actions, Display, Manage portlets, a timestamp (05/18/2026 9:22:48 AM), and Sharing. The main content area is titled 'Edit Page' and includes tabs for Default, Settings, Categorization, Dates, Ownership, and Layout. The 'Title' field contains 'A to Z Database List' and the 'Summary' field contains 'A List of Databases Sorted Alphabetically'. Below the summary is a note: 'Used in item listings and search results.' The 'Text' editor shows a paragraph about 'Academic Search Elite' and a blue box for 'Hobbies & Crafts Source'. A red box highlights the three-dot menu icon in the text editor's toolbar. On the right, there are three widget areas: 'Search for Library Materials' with 'LIBRARY CATALOG' and 'MY ACCOUNT' buttons; 'Your Library Location' with a 'Main Branch' dropdown and a 'Photo of Your Library' prompt; and a 'Your Location' section with fields for address and phone numbers.

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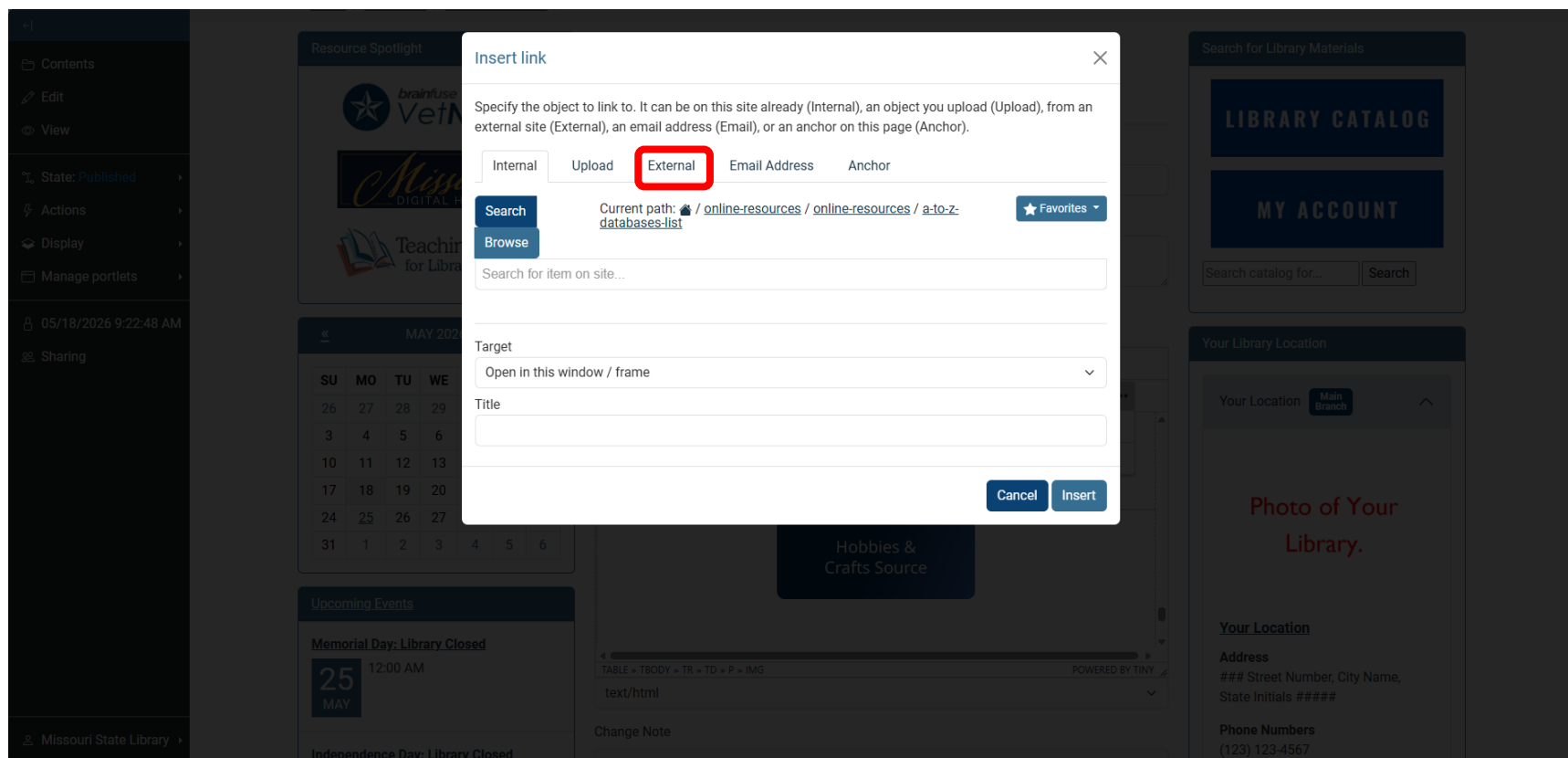
3. Select the Insert Link button, which looks like a chain link.

The screenshot displays a CMS 'Edit Page' interface. On the left is a dark sidebar with navigation options: Contents, Edit, View, State: Published, Actions, Display, Manage portlets, a timestamp (05/18/2026 9:22:48 AM), and Sharing. The main content area is divided into several sections:

- Resource Spotlight:** Contains logos for brainfuse VetNow, Missouri Digital Heritage, and TeachingBooks for Libraries.
- Calendar:** A calendar for MAY 2026 with dates 26 through 31.
- Upcoming Events:** Lists 'Memorial Day: Library Closed' on May 25 at 12:00 AM and 'Independence Day: Library Closed'.
- Edit Page:** The central editing area with tabs for Default, Settings, Categorization, Dates, Ownership, and Layout. It includes fields for Title ('A to Z Database List') and Summary ('A List of Databases Sorted Alphabetically'). Below these is a rich text editor with a toolbar containing an 'Insert Link' icon (a chain link) which is highlighted with a red square. The editor contains the text 'contains more than 2,100 journals and over 1,700 peer-reviewed, full-text journals.' and a blue button labeled 'Hobbies & Crafts Source'.
- Search for Library Materials:** A widget with 'LIBRARY CATALOG' and 'MY ACCOUNT' buttons, and a search input field.
- Your Library Location:** A widget showing 'Your Location' with a 'Main Branch' dropdown, a 'Photo of Your Library.' section, and fields for 'Your Location', 'Address', and 'Phone Numbers'.

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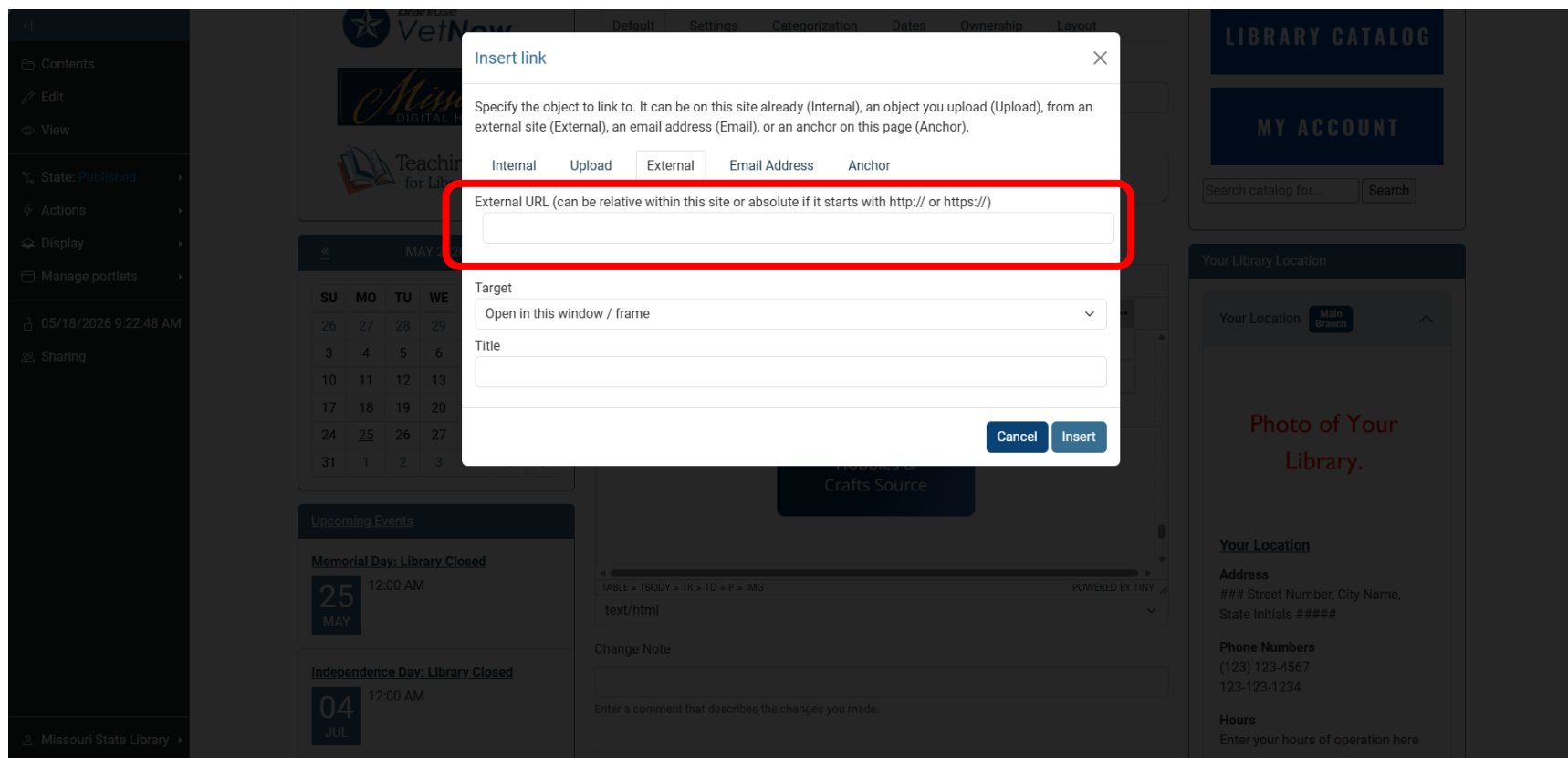
4. In the Insert link pop-up screen, select the External tab.



The screenshot shows a CMS interface with an "Insert link" pop-up window. The pop-up window has a title bar "Insert link" and a close button. Below the title bar, there is a text instruction: "Specify the object to link to. It can be on this site already (Internal), an object you upload (Upload), from an external site (External), an email address (Email), or an anchor on this page (Anchor)." Below this instruction are five tabs: "Internal", "Upload", "External", "Email Address", and "Anchor". The "External" tab is highlighted with a red box. Below the tabs, there is a "Search" button, a "Browse" button, and a "Favorites" button. The "Current path" is displayed as "/ online-resources / online-resources / a-to-z-databases-list". Below the buttons is a search input field with the placeholder text "Search for item on site...". Below the search field is a "Target" dropdown menu with the option "Open in this window / frame". Below the target menu is a "Title" input field. At the bottom of the pop-up window are "Cancel" and "Insert" buttons. The background of the screenshot shows a CMS dashboard with various sections: "Resource Spotlight" with a "brainfuse Vet" logo, a "Missouri Digital Library" logo, and a "Teacher for Librarians" logo; a calendar for May 2026; "Upcoming Events" including "Memorial Day: Library Closed" and "Independence Day: Library Closed"; a "Hobbies & Crafts Source" button; a "Search for Library Materials" section with a "LIBRARY CATALOG" button and a "MY ACCOUNT" button; and a "Your Library Location" section with a "Main Branch" button and a "Photo of Your Library" section.

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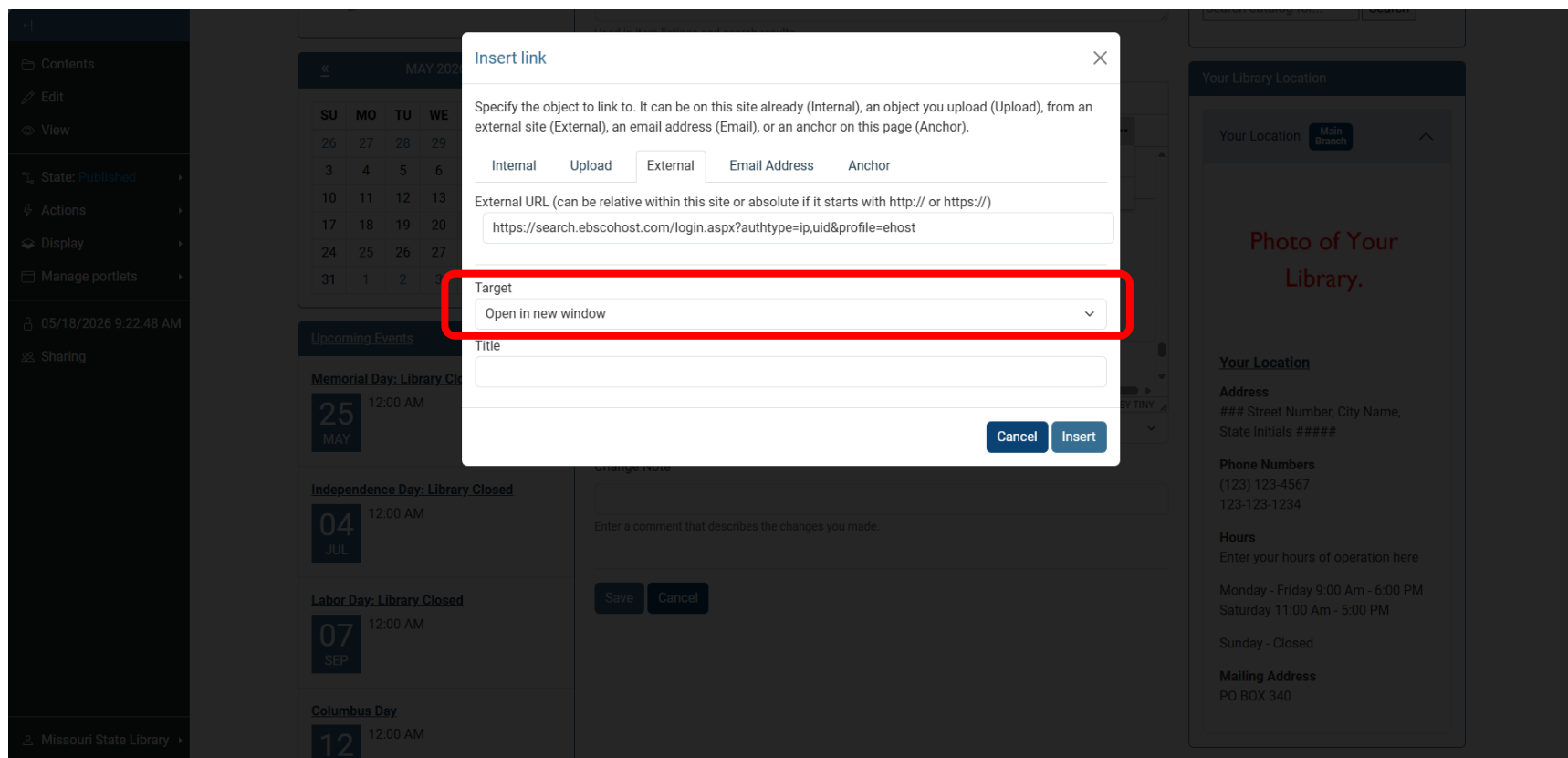
5. Type or copy and paste your site-specific link to the database in the External URL row.



The screenshot shows a web editor interface for a library website. A modal dialog titled "Insert link" is open, allowing the user to specify a link. The dialog has several tabs: "Internal", "Upload", "External", "Email Address", and "Anchor". The "External" tab is selected. Below the tabs, there is a text input field for the "External URL (can be relative within this site or absolute if it starts with http:// or https://)", which is highlighted with a red rectangular box. Below this field is a "Target" dropdown menu set to "Open in this window / frame" and a "Title" text input field. At the bottom right of the dialog are "Cancel" and "Insert" buttons. The background shows a dark-themed website editor with various sections like "LIBRARY CATALOG", "MY ACCOUNT", and "Upcoming Events".

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6. Since this is an external link, change the Target to “Open in new window.”



The screenshot displays a CMS interface with a dark sidebar on the left containing navigation options like 'Contents', 'Edit', 'View', 'State: Published', 'Actions', 'Display', and 'Manage portlets'. The main content area shows a calendar for May 2026 and a list of 'Upcoming Events' including Memorial Day, Independence Day, Labor Day, and Columbus Day. A 'Your Library Location' section is visible on the right. Overlaid on the interface is a white 'Insert link' dialog box. The dialog has a title bar with a close button (X). Below the title, it instructs the user to specify the object to link to, with options for Internal, Upload, External, Email Address, and Anchor. The 'External' tab is selected. A text field contains the URL 'https://search.ebscohost.com/login.aspx?authtype=ip,uid&profile=ehost'. Below the URL field is a 'Target' dropdown menu, which is highlighted with a red rectangular box and currently shows 'Open in new window'. There is also a 'Title' text field and 'Cancel' and 'Insert' buttons at the bottom of the dialog.

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7. In the Title text box, write “Go to [Database Name].” For our example, we wrote “Go to EBSCO Hobbies & Crafts Source.”

The screenshot displays a web editor interface. A modal dialog titled "Insert link" is centered on the screen. The dialog has a close button (X) in the top right corner. Below the title, there is a descriptive text: "Specify the object to link to. It can be on this site already (Internal), an object you upload (Upload), from an external site (External), an email address (Email), or an anchor on this page (Anchor)." Below this text are five tabs: "Internal", "Upload", "External", "Email Address", and "Anchor". The "External" tab is selected. Underneath the tabs, there is a text input field for the "External URL (can be relative within this site or absolute if it starts with http:// or https://)" containing the URL "https://search.ebscohost.com/login.aspx?authtype=ip,uid&profile=ehost". Below the URL field is a "Target" dropdown menu set to "Open in new window". At the bottom of the dialog, there is a "Title" text input field, which is highlighted with a red rectangular box and contains the text "Go to EBSCO Hobbies & Crafts Source.". To the right of the "Title" field are "Cancel" and "Insert" buttons. The background of the editor shows a calendar for May 2026, a sidebar with navigation options like "Contents", "Edit", "View", "State: Published", "Actions", "Display", and "Manage portlets", and a "Your Library Location" section with fields for "Address", "Phone Numbers", "Hours", and "Mailing Address".

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8. Select Insert to add the link to the image.

The screenshot shows a web editor interface with a dark sidebar on the left containing navigation options like 'Contents', 'Edit', 'View', 'State: Published', 'Actions', 'Display', and 'Manage portlets'. The main content area features a calendar for May 2026 and a section titled 'Upcoming Events' listing holidays like Memorial Day, Independence Day, Labor Day, and Columbus Day. A 'Your Library Location' section is visible on the right, containing fields for address, phone numbers, hours, and mailing address. An 'Insert link' dialog box is centered on the screen, with the 'External' tab selected. The dialog contains the following text: 'Specify the object to link to. It can be on this site already (Internal), an object you upload (Upload), from an external site (External), an email address (Email), or an anchor on this page (Anchor)'. Below this are tabs for 'Internal', 'Upload', 'External', 'Email Address', and 'Anchor'. The 'External URL' field contains 'https://search.ebscohost.com/login.aspx?authtype=ip,uid&profile=ehost'. The 'Target' dropdown is set to 'Open in new window'. The 'Title' field contains 'Go to EBSCO Hobbies & Crafts Source.'. At the bottom right of the dialog, the 'Insert' button is highlighted with a red box, and a 'Cancel' button is also visible.

9. Repeat as necessary for the Product Button images of other new databases you add.

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## Add a Database Description Under the Button and Save

1. In the same cell as the Product Button image in the A to Z Database List table, add a database description under the image. Use the Text tool bar to align your text, change the size, or color as needed to match your other entries. If you are copying and pasting a description, make sure to press CTRL, Shift, and V on the keyboard simultaneously to paste as plain text.

The screenshot displays a library catalog management interface. On the left is a dark sidebar with navigation options: Contents, Edit, View, State: Published, Actions, Display, Manage portlets, 05/18/2026 9:22:48 AM, and Sharing. The main content area is divided into several sections:

- Top Left:** Logos for VETNOW, Missouri Digital Heritage, and TeachingBooks for Libraries.
- Top Center:** A table editor with tabs for Default, Settings, Categorization, Dates, Ownership, and Layout. The title is "A to Z Databases List" and the summary is "A List of Databases Sorted Alphabetically".
- Top Right:** A "LIBRARY CATALOG" section with a "MY ACCOUNT" button and a search bar.
- Middle Left:** A calendar for MAY 2026 showing dates from 26 to 31.
- Middle Center:** A text editor window with a red border. It contains a blue button labeled "Hobbies & Crafts Source" and a paragraph of text: "Hobbies & Crafts Source is a do-it-yourself (DIY) database that offers creative ideas and detailed how-to instructions from full-text hobby and craft magazines, hobby profiles, recipes, and videos. Topics include a variety of popular hobbies and crafts, such as textiles, performing arts, baking, and more." The editor includes a toolbar with various formatting options.
- Middle Right:** A "Your Library Location" section with a "Main Branch" dropdown and a "Photo of Your Library." label.
- Bottom Left:** An "Upcoming Events" section listing "Memorial Day: Library Closed" on May 25 and "Independence Day: Library Closed" on July 04.
- Bottom Right:** A "Your Location" form with fields for Address, Phone Numbers, and Hours.

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2. Select Save for your new databases to appear in your A to Z Database List page.

The screenshot displays a library management interface. On the left is a dark sidebar with navigation options: Contents, Edit, View, State: Published, Actions, Display, Manage portlets, a timestamp (05/18/2026 9:22:48 AM), and Sharing. The main content area is divided into three sections. The top section shows a calendar for MAY 2026 with dates 26 through 31. The middle section, titled 'Upcoming Events', lists: Memorial Day: Library Closed (25 MAY, 12:00 AM), Independence Day: Library Closed (04 JUL, 12:00 AM), Labor Day: Library Closed (07 SEP, 12:00 AM), and Columbus Day (12, 12:00 AM). The bottom section is an editor for a database entry. It features a text area with a rich text editor toolbar (bold, italic, underline, link, unlink, insert image, paragraph, font size) and the text: 'Hobbies & Crafts Source is a do-it-yourself (DIY) database that offers creative ideas and detailed how-to instructions from full-text hobby and craft magazines, hobby profiles, recipes, and videos. Topics include a variety of popular hobbies and crafts, such as textiles, performing arts, baking, and more.' Below the text is a blue button labeled 'Home Improvement Source'. At the bottom of the editor, there is a 'Change Note' field and a 'Save' button highlighted with a red box, next to a 'Cancel' button. To the right of the editor is a preview of the 'Your Library Location' page, which includes a search bar, a 'Main Branch' button, a placeholder for a 'Photo of Your Library.', and fields for 'Your Location', 'Address', 'Phone Numbers', 'Hours', and 'Mailing Address'.

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