

Location Portlet Tutorial on Ploud Websites

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Special Thanks to Nora Wesselman, the Enfold team and their knowledge base

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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.

Updating/Editing a Location

1. Find the Location Portlet. In the example template, it is located with the right portlets.

TeachingBooks[®] for Libraries

Ploud is designed to connect your patrons to your library's web presence.

Ploud Features

- **Powerful editing tools**
Allow you to add content in a what-you-see-is-what-you-get environment
- **Events**
Mosaic- Ploud6 introduces a new editor with easy-to-use drag-and-drop features.
Add your library events in Ploud
- Enter an Event and it automatically displays in the calendar
- Recurring events
- Event Registration
- **News**
Post library rules and other important information using the News function
- **Portlets**
Add a left, right, and footer portlet. Portlets are great for adding third-party widgets. Quickly add portlets such as a calendar and location, events and news widgets
- **Presentation**
Several themes are available to choose from
Each theme has a selection of color palettes to choose from

Get started and login

Before you start exploring your newly created Ploud Library site you will need to log in. At the bottom of the page select the login link and log in with the credentials Enfold assigned to you

[Log In](#)

Let's Get started!

Now that you are logged in follow this link to obtain important information on how to work with your website and learn how to get help in developing your site. Along with important first steps to get your site functioning.

MY ACCOUNT

Your Library Location

Your Location **Main Branch**

Your Location

Address
4118 FANNIN ST, Houston, TX 77004

Phone Numbers
(123) 123-4567

Hours
Enter your hours of operation here
Monday - Friday 9:00 Am - 6:00 PM
Saturday 11:00 Am - 5:00 PM
Sunday - Closed

2. Select the link. In Ploud 6, this should be your library name.

Christmas: [Library Closed](#)

25 DEC 12:00 AM

New Year's Day: [Library Closed](#)

01 JAN 12:00 AM

Memorial Day: [Library Closed](#)

26 MAY 12:00 AM

[Past events...](#) [Future events...](#)

News

[Example News Item](#)

Apr 03, 2024

Events
Add your library events in Ploud
- Enter an Event and it automatically displays in the calendar
- Reoccurring events
- Event Registration

News
Post library rules and other important information using the News function

Portlets
Add a left, right, and footer portlet. Portlets are great for adding third-party widgets. Quickly add portlets such as a calendar and location, events and news widgets

Presentation
Several themes are available to chose from
Each theme has a selection of color palettes to chose from

Get started and login

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Your Library Location

Your Location [Main Branch](#)



[Your Location](#)

Address
4118 FANNIN ST, Houston, TX 77004

Phone Numbers
(123) 123-4567

Hours
Enter your hours of operation here

Monday - Friday 9:00 Am - 6:00 PM
Saturday 11:00 Am - 5:00 PM
Sunday - Closed

Location
Enter the footer location here

Useful Links
[Contact Us](#)
[The State Historical Society of Missouri](#)

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If you do not have this portlet, you can find another way to get to the location at the bottom of this tutorial in the [Other Ways to get to the Location Items](#) section.

3. Once you're at the location item, you will want to select the edit button located on the left side of the screen.

Enfold Documentation Folder

[Home](#) / [Our Locations & Hours](#) / [Your Location](#)

Free Resources





Upcoming Events

Christmas: [Library Closed](#)

25 DEC 12:00 AM

New Year's Day: [Library Closed](#)

01 JAN 12:00 AM

Memorial Day: [Library Closed](#)

26 MAY 12:00 AM

[Past events...](#) [Future events...](#)

Your Location



EMAIL US
libraryEmail@mysite.com

ADDRESS
4118 FANNIN ST, Houston, TX 77004

PHONE NUMBERS
(123) 123-4567

HOURS
Enter your hours of operation here

Monday - Friday 9:00 Am - 6:00 PM
Saturday 11:00 Am - 5:00 PM
Sunday - Closed

Description
Add a description here

MAP



Search for Library Materials

[LIBRARY CATALOG](#)

[MY ACCOUNT](#)

Your Library Location

Your Location [Main Branch](#)



[Your Location](#)

Address
4118 FANNIN ST, Houston, TX 77004

Phone Numbers

- You will then be brought to the menu where you can make your changes. The main branch checkbox allows you to designate this library as your main library. This is useful if your library has multiple branches. This is located in the middle of the screen underneath the library name.

Home / Our Locations & Hours / Your Location

Edit Library location

Default Categorization Ownership Settings

Library name *

Your Location

☒ Main Branch

Address

4118 FANNIN ST

Address Line 2

City

Houston

State

TX

Zip Code

77004

Phone number

(123) 123-4567

Search for Library Materials

LIBRARY CATALOG

MY ACCOUNT

Your Library Location

Your Location Main Branch

Your Location

Address

4118 FANNIN ST, Houston, TX 77004

Phone Number

- If you have a PO box, we recommend that you do not put this in either address bar. Instead, we recommend making space in your Hours text box after all of your hour information. Make the section label **bold** and then put in your PO box information underneath it.

News

Example News Item

Apr 03, 2024

Fax number

Email

libraryEmail@mysite.com

Hours

Insert Table

Enter your hours of operation here

Monday - Friday 9:00 Am - 6:00 PM

Saturday 11:00 Am - 5:00 PM

Sunday - Closed

Mailing address

PO BOX ####, Houston, TX, 77004

Section Label in bold

PO Box Information

(123) 123-4567

Hours

Enter your hours of operation here

Monday - Friday 9:00 Am - 6:00 PM

Saturday 11:00 Am - 5:00 PM

Sunday - Closed

Mailing address

PO BOX ####, Houston, TX, 77004

POWERED BY TINY

text/html

Description

6. Beneath the hours text box is a section for a description. This can be any information you believe would be useful for your patrons to know, such as where to park, accessibility entrances, etc.

The screenshot shows a sidebar on the left with options: State: Published, Actions, Manage portlets, a clock icon with '09/17/2024 9:37:36 AM', Sharing, and a user profile 'Jefferson Hulbert'. The main content area has a 'Mailing address' field with 'PO BOX #####, Houston, TX, 77004'. Below it is a 'Description' field, highlighted with a black box and an arrow. The description field contains the text 'a cool library for cool people' and has a rich text editor toolbar above it. The bottom of the form shows a 'Library image' field with a placeholder image.

7. This will not show up on your portlet; however, it will show up on the location section.

The screenshot shows a sidebar on the left with options: View, State: Published, Actions, Manage portlets, a clock icon with '09/17/2024 10:05:17 AM', Sharing, and a user profile 'Jefferson Hulbert'. The main content area is divided into sections: '25 DEC' with 'New Year's Day: Library Closed', '01 JAN' with 'Memorial Day: Library Closed', and '26 MAY' with 'Future events...'. Below these is a 'News' section with 'Example News Item' dated 'Apr 03, 2024'. The 'MAP' section shows a map of Houston with a red pin at '4118 Fannin St'. To the right of the map is a 'Your Location' section with a photo of the library building, a link 'Your Location', and the address '4118 FANNIN ST, Houston, TX 77004'. The 'Description' field is highlighted with a black box and an arrow, with a note 'Shows up here'. Another arrow points to the 'Mailing address' field with the note 'Does not show up on this portlet'.

8. You may want to include an image of your library. This can be extremely helpful to people who have not visited this location before. If you have not uploaded a picture in this section or deleted it without adding in a new photo, there will be a choose file button. This will allow you to choose a file from your device to use as your library image.

The screenshot shows a sidebar on the left with options: Contents, Edit, View, State: Published, Actions, Manage portlets, a timestamp 09/17/2024 10:38:40 AM, and Sharing. The main content area features a TinyMCE editor with a toolbar (Insert, Table, Bold, Italic, Underline, Insert image, Paragraph, 12pt, Undo, Redo, More) and the text 'a cool library for cool people'. Below the editor is a 'Library image' section containing a 'Choose File' button (highlighted with a black arrow), the text 'No file chosen', and 'Allowed types: image/*'. At the bottom are 'Save' and 'Cancel' buttons.

9. Once you have your desired photo, select save and it will add it to the location.

This screenshot shows the same interface as the previous one, but the 'Library image' section now displays 'Choose File' and 'library image (1).png'. The 'Save' button in the bottom right is highlighted with a black arrow. The footer of the page includes a 'Location' section with the text 'Enter the footer location here', a 'Useful Links' section with 'Contact Us' and 'The State Historical Society of Missouri', and a footer note stating 'This project is supported by the Institute of Museum and Library Services' with a logo.

10. When there is already a photo in place, you will be presented with 3 options.

View

State: Published

Actions

Manage portlets

09/17/2024 10:48:00 AM

Sharing

Jefferson Hulbert

Powered by TINY

text/html

Library image

library image (1).png – PNG image, 66 KB

☒ Keep existing image

☐ Remove existing image

☐ Replace with new image

Choose File No file chosen

Allowed types: image/*.

Save Cancel

Location

Enter the footer location here

Useful Links

[Contact Us](#)

[The State Historical Society of Missouri](#)

[Wolfner Talking Book & Braille Library](#)



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11. Keep existing image will make no changes to the photo, Remove existing image will delete it and Replace with new image, which allows you to change the photo with a new one. If you want to change the photo, select the replace with new image radio button.

Contents

Edit

View

State: Published

Actions

Manage portlets

09/17/2024 10:48:00 AM

Sharing

Jefferson Hulbert

Powered by TINY

text/html

Library image

library image (1).png – PNG image, 66 KB

☐ Keep existing image

☐ Remove existing image

☒ Replace with new image

Choose File No file chosen

Allowed types: image/*.

Save Cancel

Location

Enter the footer location here

Useful Links

[Contact Us](#)

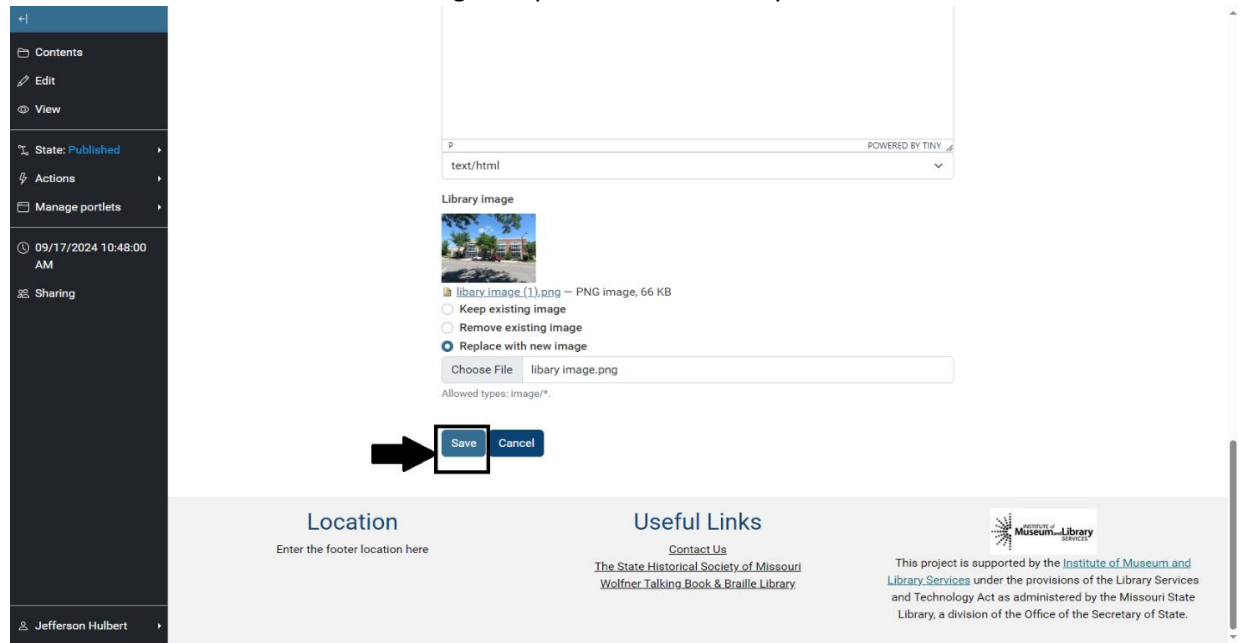
[The State Historical Society of Missouri](#)

[Wolfner Talking Book & Braille Library](#)



This project is supported by the [Institute of Museum and Library 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.

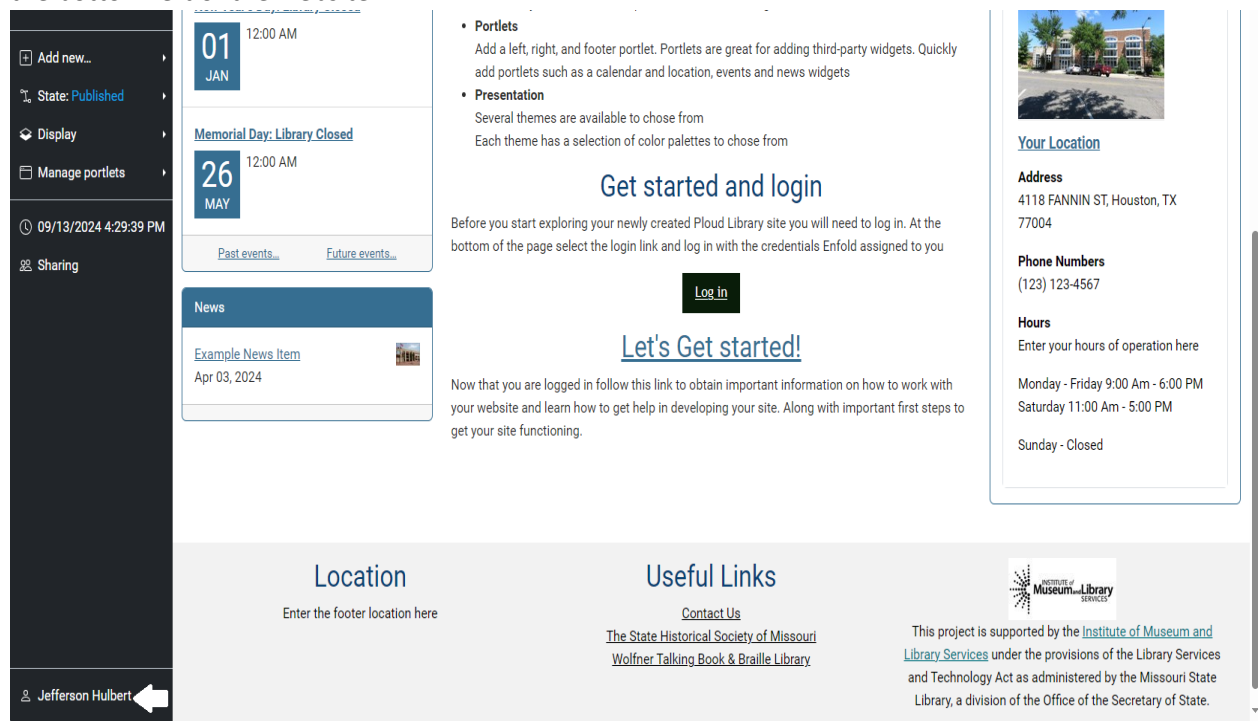
12. This will enable the choose file button. You can use this button to upload an image from your device. Then click save. This will change the photo for that library location.



13. Remember to save every time you make a change so that no information gets lost.

Adding a Location

14. To add a location rather than change an existing one, first select your admin button located near the bottom left of the website.



15. From here, you will want to navigate to the root folder content.

The screenshot shows a CMS interface with a dark sidebar on the left. The sidebar contains a 'Contents' menu, a 'State: Published' indicator, 'Actions', 'Manage portlets', a clock showing '09/17/2024 9:37:36 AM', 'Sharing', and a user profile for 'Jefferson Hulbert'. A secondary menu is open, listing options like 'Site Analytics', 'Configure an emergency message', 'Theme Changer', 'Get help', 'Preferences', 'Site Setup', 'Root Folder Contents' (highlighted with a white arrow), 'Site configurations', and 'Log out'. The main content area displays a 'News' item titled 'Example News Item' dated 'Apr 03, 2024'. Below this, there are form fields for 'Fax number', 'Email' (libraryEmail@mysite.com), 'Hours' (with a text editor containing operating hours), 'Mailing address' (PO BOX ####, Houston, TX, 77004), and 'Description' (a cool library for cool people). A right-hand panel shows contact information: '(123) 123-4567', 'Hours', and 'Mailing address'.

16. Once there, you will want to navigate to Our Locations & Hours. The exact location may vary depending on how you set up your site, but as an example, it is located here on the standard template.

The screenshot shows a CMS file manager interface. At the top, it says 'by admin - last modified Sep 16, 2024'. Below this are buttons for 'Selected 0', 'Rearrange', 'Upload', and a toolbar with icons for various actions. A search bar and a 'Filter' button are on the right. The main area is a table listing folders:

☐	Title	Last modified	Publication date	Review state	Actions
☐	Site Assets Excluded from navigation	Feb 29, 2024, 11:21:34 AM		published	
☐	Services	Mar 19, 2024, 1:28:00 PM	Mar 7, 2024, 3:34:52 PM	published	
☐	Catalog	Mar 20, 2024, 10:40:09 AM	Mar 19, 2024, 1:06:38 PM	published	
☐	E-Books/E-Audio	Sep 16, 2024, 3:59:48 PM	Mar 19, 2024, 1:08:13 PM	published	
☐	Calendar	Aug 22, 2024, 11:24:37 AM	Feb 29, 2024, 12:31:27 PM	published	
☐	Online Resources	Mar 28, 2024, 2:05:38 PM	Mar 5, 2024, 3:10:17 PM	published	
☐	Programs	Sep 5, 2024, 4:17:00 PM	Mar 19, 2024, 1:55:39 PM	published	
☐	About Us	Mar 4, 2024, 4:24:34 PM	Mar 4, 2024, 3:35:42 PM	published	
☐	Contact Us	Mar 1, 2024, 1:10:40 PM	Mar 1, 2024, 1:08:50 PM	published	
☐	Our Locations & Hours Excluded from navigation	Sep 13, 2024, 4:23:29 PM		published	
☐	Enfold Documentation Folder	Apr 2, 2024, 12:32:30 PM		private	

A black arrow points to the 'Our Locations & Hours' folder, which is highlighted with a black box.

17. Select Our Locations & Hours text to get to the Our Locations and Hours section.

[Our Locations & Hours](#)

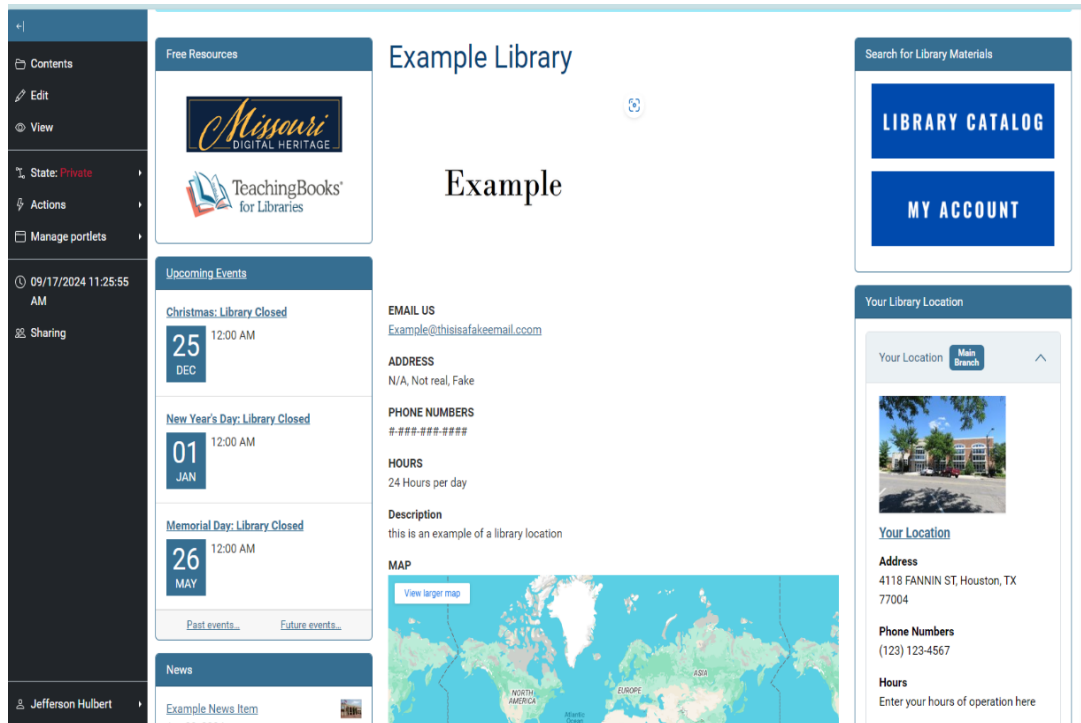
18. Once here, look towards the left of the screen. Here you will see an add new button near the top below the view.

The screenshot shows the Missouri Standard Template 24 website. On the left sidebar, the 'Add new...' button is highlighted with a white arrow. The main content area displays a table with columns: Title, Last modified, Publication date, Review state, and Actions. The table contains one row with the title 'Your Location'. Below the table, there is a 'Location' section with a text input field and a 'Useful Links' section with links to 'Contact Us', 'The State Historical Society of Missouri', and 'Wolfner Talking Book & Braille Library'. The footer includes the Missouri State Library logo and a statement of support from the Institute of Museum and Library Services.

19. Select this button; then select library location (it will change color when you hover over it).

The screenshot shows the Missouri Standard Template 24 website. On the left sidebar, the 'Add new...' button is highlighted. In the main content area, the 'Add new...' button is highlighted with a black arrow. The main content area displays a table with columns: Title, Last modified, Publication date, Review state, and Actions. The table contains one row with the title 'Your Location'. Below the table, there is a 'Location' section with a text input field and a 'Useful Links' section with links to 'Contact Us', 'The State Historical Society of Missouri', and 'Wolfner Talking Book & Braille Library'. The footer includes the Missouri State Library logo and a statement of support from the Institute of Museum and Library Services.

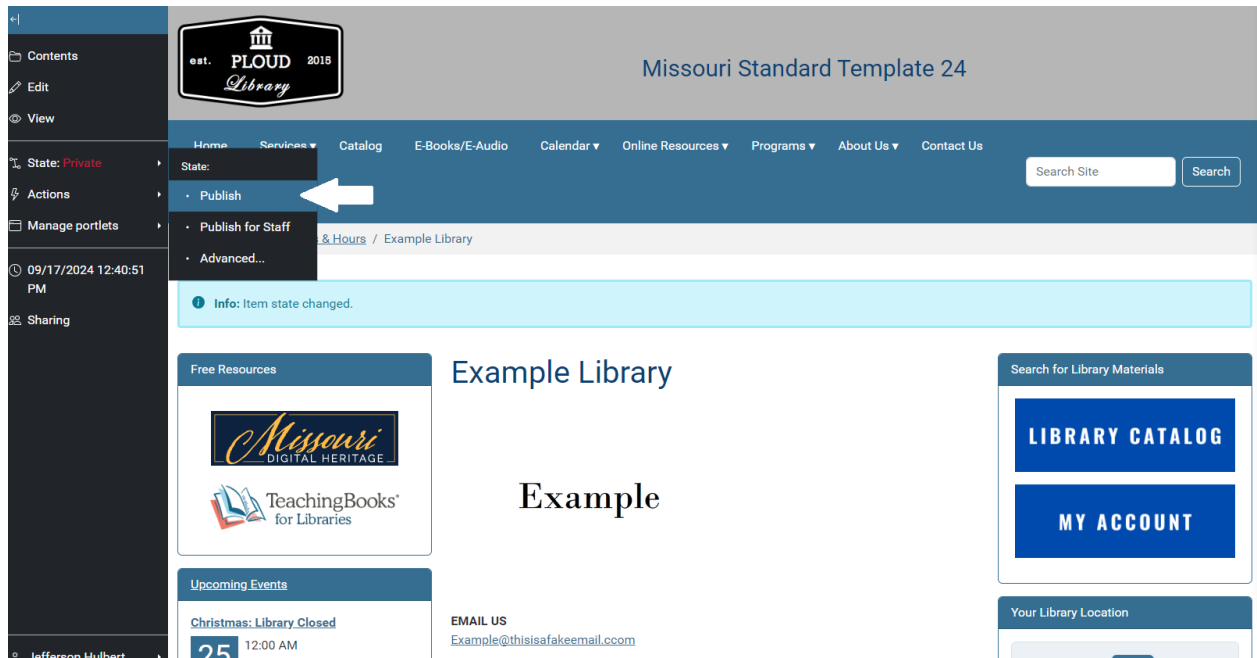
20. Once here, you will be able to fill out the location information, following the same guidelines as editing the location information described above. Select save, and this will create a new location item.



21. Once the item is ready, you will need to change its state to publish. To change its state, you will need to locate the state button on the left side of the screen while you still are on the new location's item.

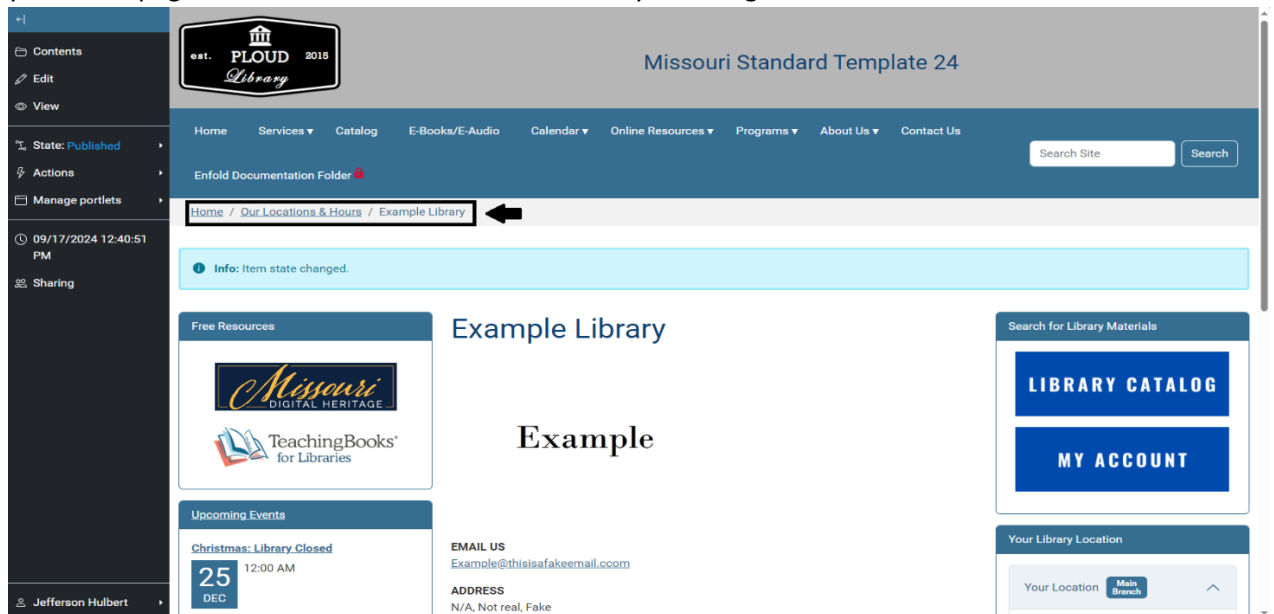


22. Change the state from private to published by selecting the state button, then selecting publish from the menu.

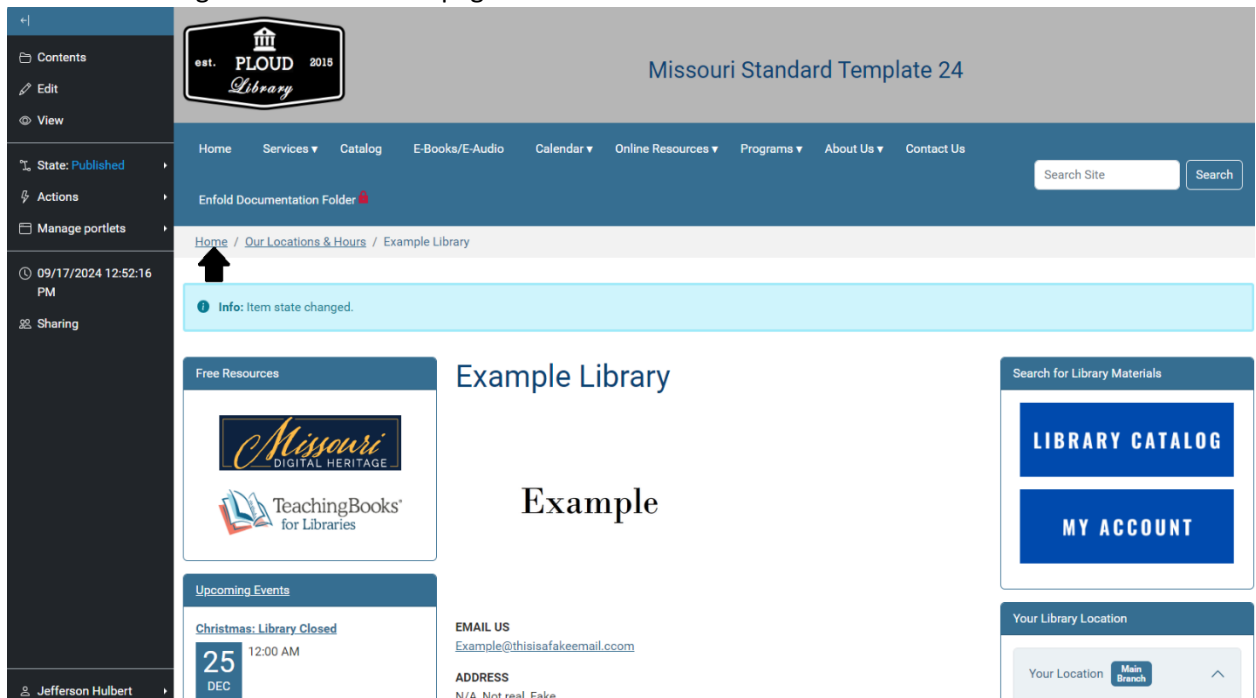


Displaying a Location on Your Portlet

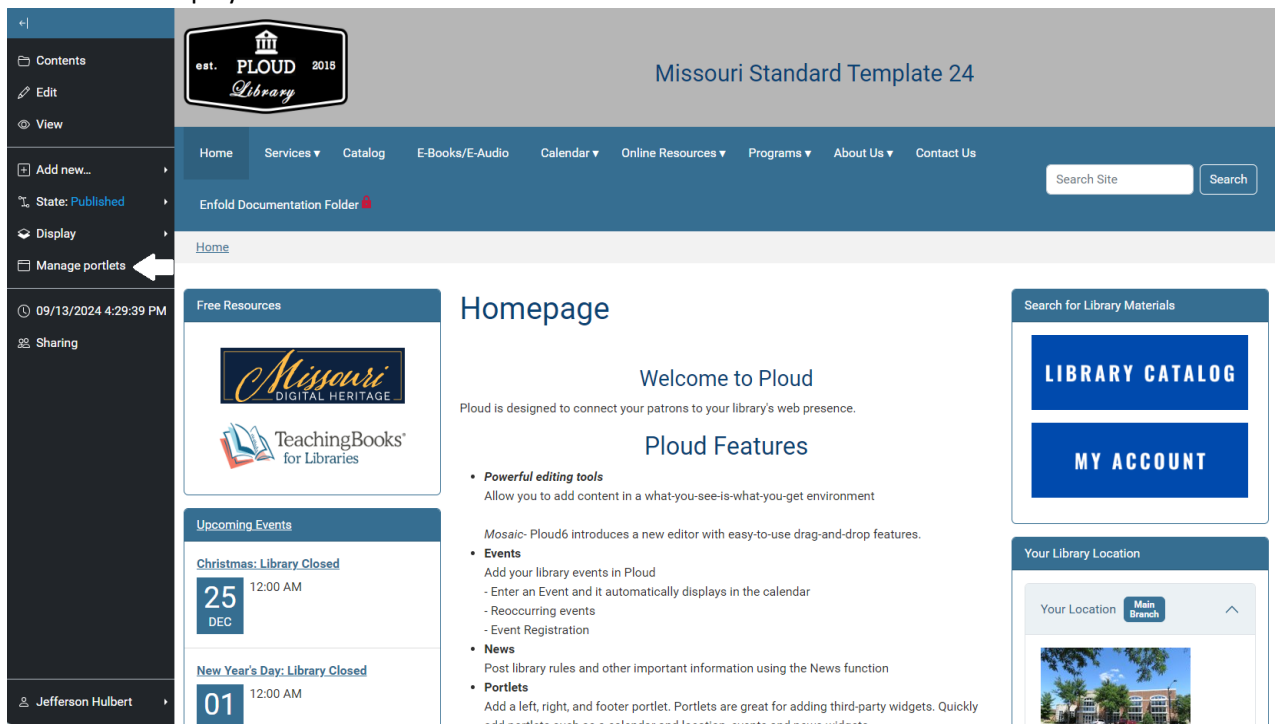
23. If you want this location to be displayed on your portlet, the easiest way to do this is to go to your homepage. Use the breadcrumb located under your navigation bar.



24. Select Home to go back to the homepage.



25. From here, you will need to select manage portlets located on the left side of the screen underneath Display.



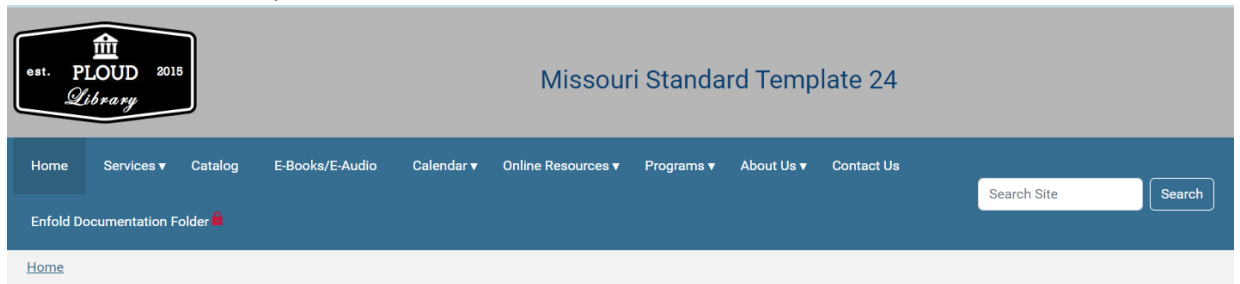
26. The option you select depends on where your location portlet is. In the standard template, it is with the right column's portlets.

The screenshot shows the Missouri Standard Template 24 homepage. On the left, a dark sidebar contains a 'Manage portlets' menu. This menu is open, displaying options: 'All...', 'Footer', 'Left column', and 'Right column'. The 'Right column' option is highlighted with a white arrow. The main content area features a header with the 'Missouri Standard Template 24' title and a navigation bar. Below the header, the 'Homepage' section includes a 'Welcome to Ploud' message and a 'Ploud Features' list. On the right side, there are three portlets: 'Search for Library Materials' (containing 'LIBRARY CATALOG' and 'MY ACCOUNT' buttons), 'Your Library Location' (with a 'Main Branch' button and a location image), and 'Upcoming Events' (listing 'Christmas: Library Closed' and 'New Year's Day: Library Closed').

If you are unsure which column your portlet is, you also can select all.

This screenshot shows the same Missouri Standard Template 24 homepage, but with the 'All...' option selected in the 'Manage portlets' menu. The 'All...' option is highlighted with a white arrow. The main content area remains the same, but the 'Upcoming Events' portlet now displays 'Memorial Day: Library Closed' for May 26th. The 'Your Library Location' portlet shows a larger image of the library building. The 'Search for Library Materials' portlet is still present on the right. The 'Log In' button is visible in the 'Get started and login' section.

With either selection, you will see an info box in the middle of the screen.



Manage portlets for "Homepage"

Other portlet managers... ▾

[Return](#)

Info

You are managing the portlets of the default view of a container. If you wanted to manage the portlets of the container itself, [go here](#).

plone.rightcolumn Manage Right Column Portlets



Add portlet... ▾

Block/unblock portlets

Parent portlets:

Do not block ▾

[Search for Library Materials](#)

27. To ensure you are making the changes on the right level, select the [go here](#) option inside this blue box.

Info

You are managing the portlets of the default view of a container. If you wanted to manage the portlets of the container itself, [go here](#).



28. This will bring you to one of two menus. This is the menu for the right portlets.

The screenshot shows a web interface for managing portlets. At the top, there's a search bar with 'Search Site' and a 'Search' button. Below the search bar, the page title is 'Manage portlets for "Missouri Standard Template 24"'. There's a 'Return' link and a dropdown menu for 'Other portlet managers...'. The main section is titled 'Manage Right Column Portlets'. It features an 'Add portlet...' dropdown menu. Below this, there's a section 'Portlets assigned here' with two portlets: 'Search for Library Materials' and 'Your Library Location'. Each portlet has a 'Hide' button and a close button (x). At the bottom, there's a 'Block/unblock portlets' section with two dropdown menus: 'Parent portlets:' (set to 'Do not block') and 'Group portlets:' (set to 'Use parent settings'). The user's name 'Jefferson Hulbert' is visible in the bottom left corner.

29. If you selected all, it will look like this.

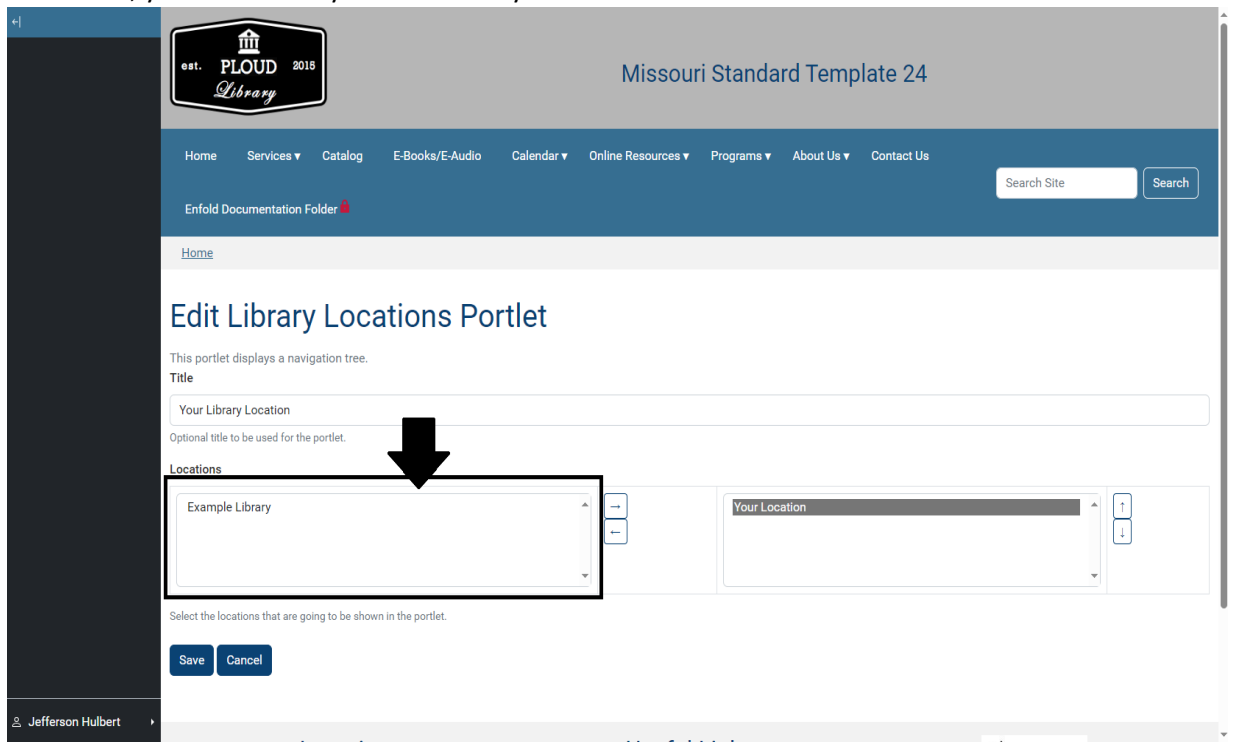
The screenshot shows a web interface for managing portlets across three columns. The top navigation bar includes a logo for 'PLOUD Library' (est. 2018) and a title 'Missouri Standard Template 24'. The navigation menu includes 'Home', 'Services', 'Catalog', 'E-Books/E-Audio', 'Calendar', 'Online Resources', 'Programs', 'About Us', and 'Contact Us'. There's a search bar with 'Search Site' and a 'Search' button. The main section is titled 'Manage portlets for "Missouri Standard Template 24"'. It features a 'Return' link and a dropdown menu for 'Add portlet...'. The interface is divided into three columns: 'Manage Left Column Portlets', 'Manage portlets for "Missouri Standard Template 24"', and 'Manage Right Column Portlets'. Each column has an 'Add portlet...' dropdown menu. The 'Manage Left Column Portlets' column shows three portlets: 'Free Resources', 'Search for Library Materials', and 'Calendar'. Each portlet has a 'Hide' button and a close button (x). The 'Manage portlets for "Missouri Standard Template 24"' column contains instructional text: 'The portlet columns will first display portlets explicitly assigned in this context. Use the buttons on each portlet to move them up or down, delete or edit them. To add a new portlet, use the drop-down list at the top of the column. If you wish to block or unblock certain categories of portlets, you can do so using the drop-down boxes. Portlets that are included by these categories are shown below the selection box.' The 'Manage Right Column Portlets' column shows three portlets: 'Search for Library Materials', 'Your Library Location', and 'Block/unblock portlets'. Each portlet has a 'Hide' button and a close button (x). At the bottom, there's a 'Block/unblock portlets' section with two dropdown menus: 'Parent portlets:' (set to 'Do not block') and 'Group portlets:' (set to 'Use parent settings'). The user's name 'Jefferson Hulbert' is visible in the bottom left corner.

30. In either menu, you will want to select the Your Library Location text.

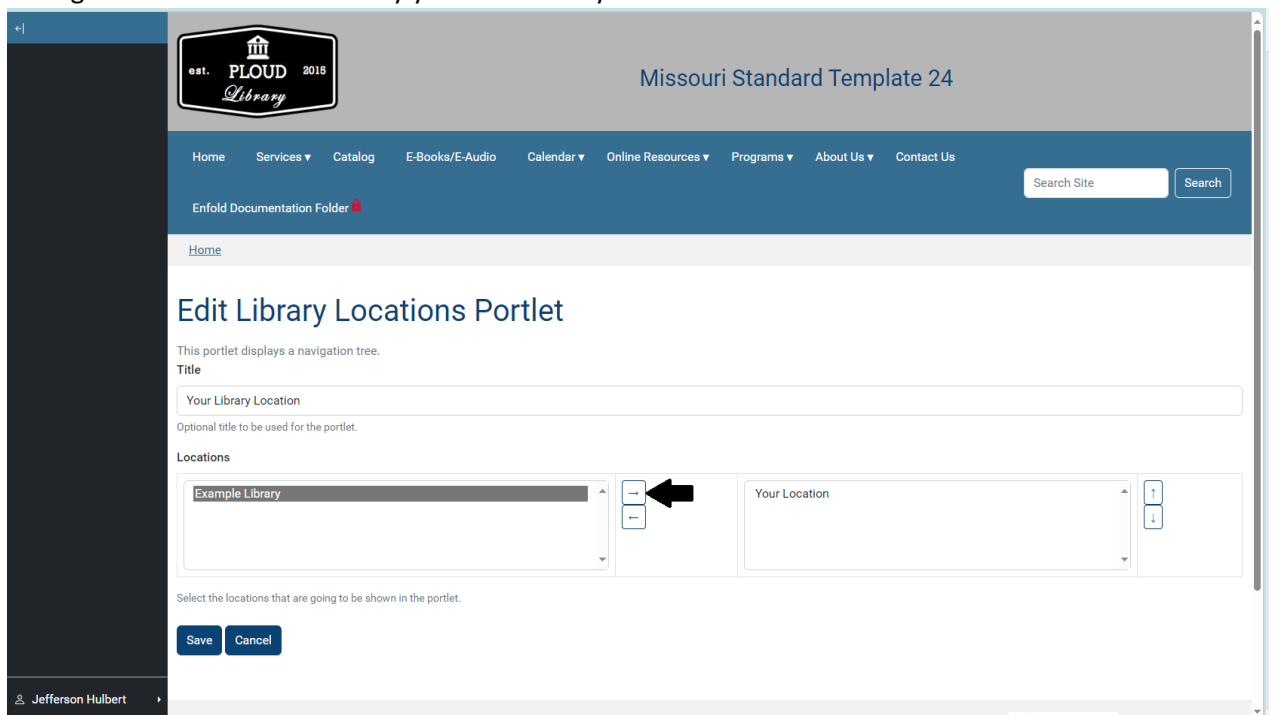
This screenshot shows the 'Manage portlets for "Missouri Standard Template 24"' interface. The page has a dark blue header with 'Enfold Documentation Folder' and a search bar. A sidebar on the left shows the user 'Jefferson Hulbert'. The main content area has a title 'Manage portlets for "Missouri Standard Template 24"' and a 'Return' link. Below the title is a section 'plone.rightcolumn Manage Right Column Portlets'. It includes an 'Add portlet...' dropdown, a section 'Portlets assigned here' with two portlets: 'Search for Library Materials' and 'Your Library Location'. The 'Your Library Location' portlet is highlighted with a white arrow. Below this is a 'Block/unblock portlets' section with 'Parent portlets' set to 'Do not block' and 'Group portlets' set to 'Use parent settings'.

This screenshot shows the 'Missouri Standard Template 24' website. The header features the 'PLOUD Library' logo (est. 2015) and a navigation menu with links: Home, Services, Catalog, E-Books/E-Audio, Calendar, Online Resources, Programs, About Us, and Contact Us. A search bar is also present. The main content area is divided into three columns. The left column is titled 'Manage Left Column Portlets' and shows 'Free Resources', 'Search for Library Materials', and 'Calendar' portlets. The middle column is titled 'Manage portlets for "Missouri Standard Template 24"' and contains explanatory text about portlet management. The right column is titled 'Manage Right Column Portlets' and shows 'Search for Library Materials' and 'Your Library Location' portlets. The 'Your Library Location' portlet is highlighted with a white arrow. The 'Block/unblock portlets' section at the bottom right shows 'Parent portlets' set to 'Do not block'.

31. Once here, you should see your new library location on the left side in the middle.



32. To import it into the portlet, you'll need to select the location you want to add and then select the right arrow button located by your new library location.



33. Select save.

Missouri Standard Template 24

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

Enfold Documentation Folder

Home

Edit Library Locations Portlet

This portlet displays a navigation tree.

Title

Your Library Location

Optional title to be used for the portlet.

Locations

Select the locations that are going to be shown in the portlet.

Save Cancel

34. Go back to the homepage to check if your library location has been added.

Upcoming Events

Christmas: Library Closed

25 DEC 12:00 AM

New Year's Day: Library Closed

01 JAN 12:00 AM

Memorial Day: Library Closed

26 MAY 12:00 AM

News

Example News Item

Apr 03, 2024

Log in

Let's Get started!

Location

Enter the footer location here

Useful Links

Contact Us

The State Historical Society of Missouri

Wolfner Talking Book & Braille Library

Example Library

Address

N/A, Not real, Fake

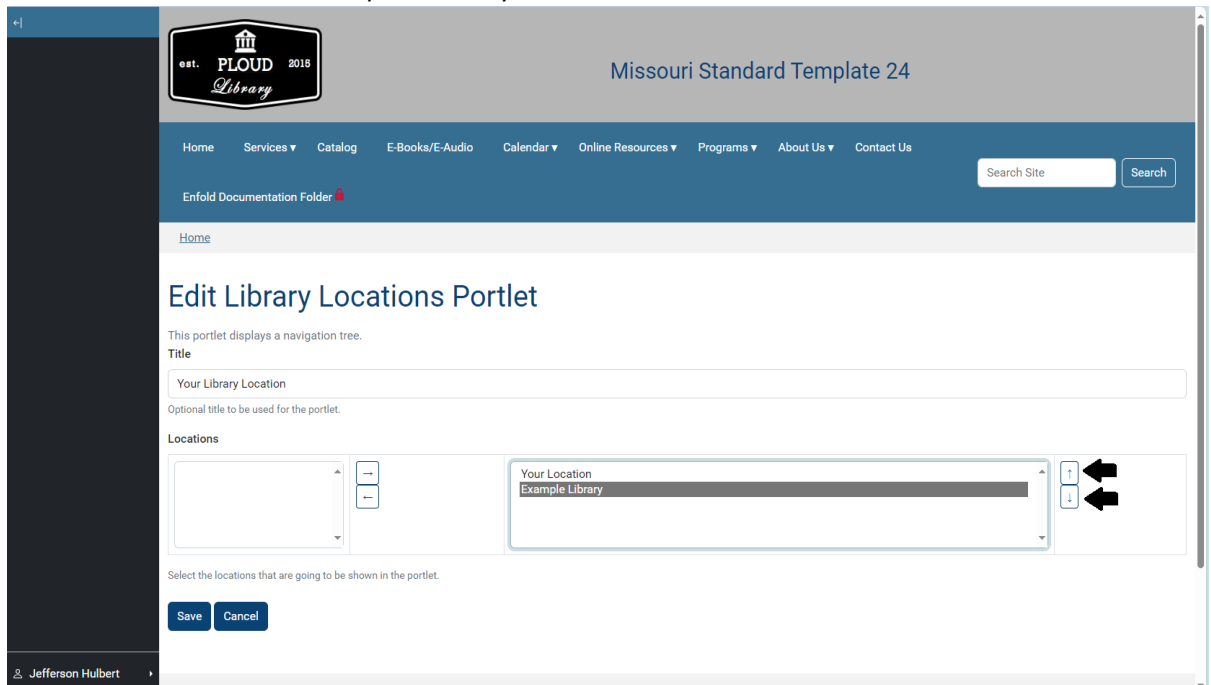
Phone Numbers

#####

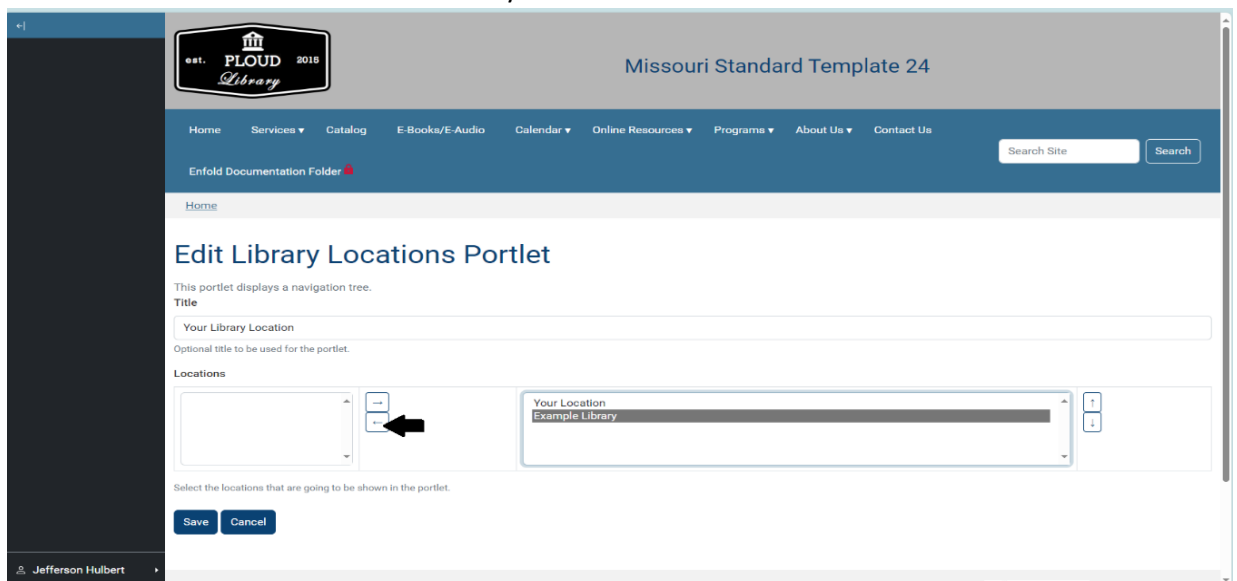
Hours

24 Hours per day

35. You can also reorder the library locations if you like to do so. Go back to the Manage Portlets menu (steps 23-31). Select the library location on the right side and then select either up arrow or down arrow relative to the placement you want on the list.



36. If you want to remove a location from your portlet, you can select it from the list and then select the left arrow button near the box that says locations.



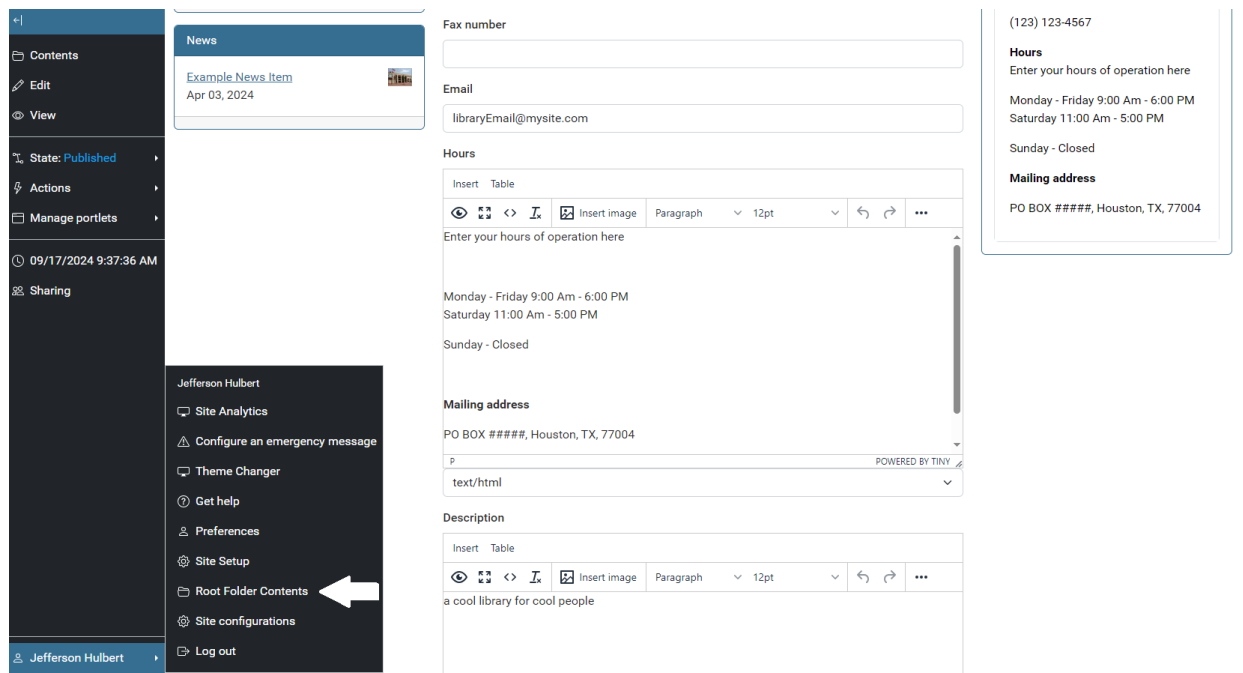
37. Click Save once done.

Things to Note

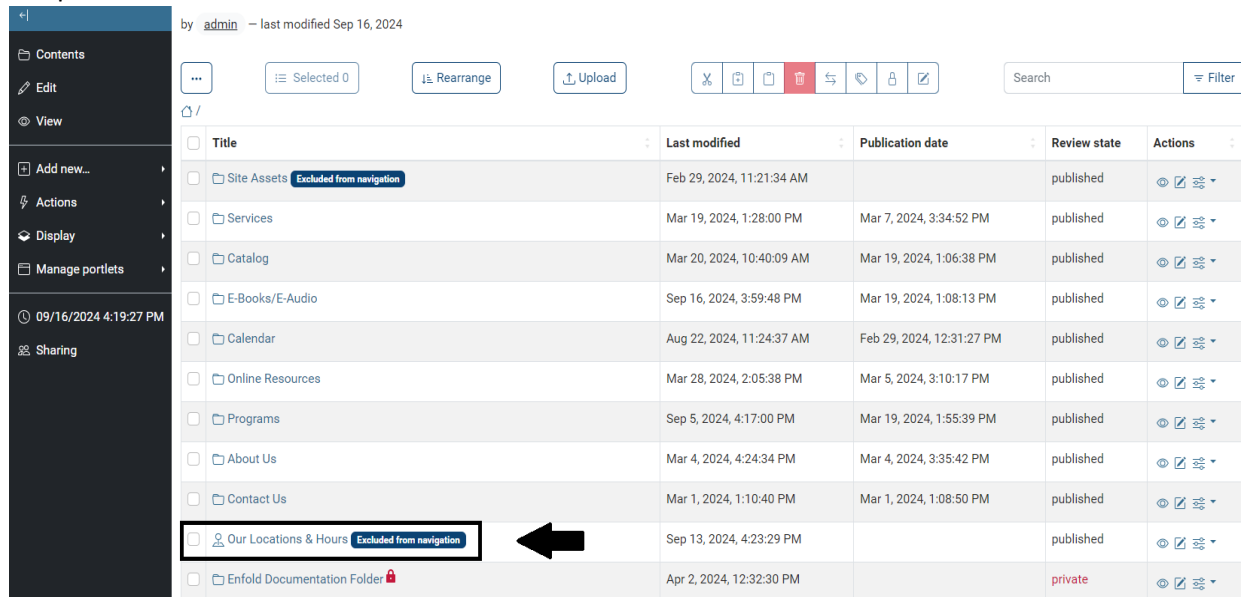
38. Remember after every change you make, select save to ensure you don't lose anything.
39. If you want to completely remove a library location and are not comfortable with removing the block on deletion yourself, please contact the Missouri State Library or Enfold.
40. The email field also will not show up in the portlet, but it will show up in the location item.
41. This tutorial was designed with using a desktop screen in mind. Thus, it might be more difficult to follow along using a mobile device to make these edits.

Other Ways to Get to the Location Items

1. If you do not have this portlet on your page, you can still find these items by going to your Reset Folder Contents. This is located in your admin menu on the bottom left of the website.



- Once there, you will want to navigate to Our Locations & Hours. The exact location may vary depending on you set up your site, but as an example, it is located here on the standard template.

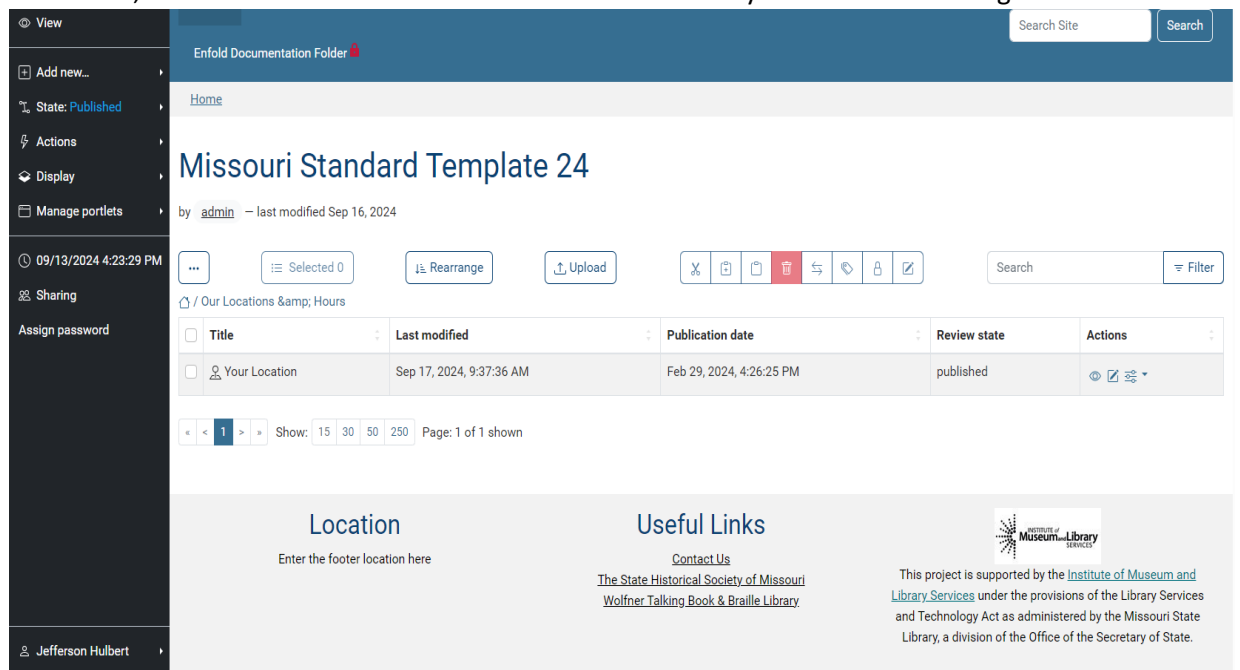


by [admin](#) — last modified Sep 16, 2024

Selected 0 | Rearrange | Upload

Title	Last modified	Publication date	Review state	Actions
Site Assets Excluded from navigation	Feb 29, 2024, 11:21:34 AM		published	View Edit Delete
Services	Mar 19, 2024, 1:28:00 PM	Mar 7, 2024, 3:34:52 PM	published	View Edit Delete
Catalog	Mar 20, 2024, 10:40:09 AM	Mar 19, 2024, 1:06:38 PM	published	View Edit Delete
E-Books/E-Audio	Sep 16, 2024, 3:59:48 PM	Mar 19, 2024, 1:08:13 PM	published	View Edit Delete
Calendar	Aug 22, 2024, 11:24:37 AM	Feb 29, 2024, 12:31:27 PM	published	View Edit Delete
Online Resources	Mar 28, 2024, 2:05:38 PM	Mar 5, 2024, 3:10:17 PM	published	View Edit Delete
Programs	Sep 5, 2024, 4:17:00 PM	Mar 19, 2024, 1:55:39 PM	published	View Edit Delete
About Us	Mar 4, 2024, 4:24:34 PM	Mar 4, 2024, 3:35:42 PM	published	View Edit Delete
Contact Us	Mar 1, 2024, 1:10:40 PM	Mar 1, 2024, 1:08:50 PM	published	View Edit Delete
Our Locations & Hours Excluded from navigation	Sep 13, 2024, 4:23:29 PM		published	View Edit Delete
Enfold Documentation Folder Private	Apr 2, 2024, 12:32:30 PM		private	View Edit Delete

- From here, there will be a list of locations. Select the location you want to edit using its text.



Enfold Documentation Folder **Private**

Home

Missouri Standard Template 24

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Selected 0 | Rearrange | Upload

Title	Last modified	Publication date	Review state	Actions
Your Location	Sep 17, 2024, 9:37:36 AM	Feb 29, 2024, 4:26:25 PM	published	View Edit Delete

« < 1 > » Show: 15 30 50 250 Page: 1 of 1 shown

Location

Enter the footer location here

Useful Links

[Contact Us](#)
[The State Historical Society of Missouri](#)
[Wolfner Talking Book & Braille Library](#)



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Jefferson Hulbert

- Then, you'll be able to follow the steps for editing the location from there (starting back at [Step 3 in the Updating/Editing a Location section linked here](#)).