

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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Updating/Editing a Location

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

The screenshot displays a web page layout for a library. On the left is a dark sidebar with navigation options: Contents, Edit, View, Add new..., State: Published, Display, Manage portlets, 09/13/2024 4:29:39 PM, and Sharing. The main content area features a 'TeachingBooks for Libraries' logo, an 'Upcoming Events' section with three entries (Christmas, New Year's Day, Memorial Day), and a 'News' section with an 'Example News Item'. A 'Ploud Features' section lists editing tools, events, news, portlets, and presentation options. Below this is a 'Get started and login' section with a 'Log in' button and a 'Let's Get started!' link. On the right, a 'MY ACCOUNT' button is visible above a 'Your Library Location' portlet. This portlet shows a photo of a library building, the address '4118 FANNIN ST, Houston, TX 77004', phone numbers '(123) 123-4567', and hours of operation: Monday - Friday 9:00 Am - 6:00 PM, Saturday 11:00 Am - 5:00 PM, and Sunday - Closed. A black arrow points to the 'Your Location' link within the portlet.

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

The screenshot shows a web editor interface for a library site. On the left is a dark sidebar with navigation options: Contents, Edit, View, Add new..., State: Published, Display, Manage portlets, 09/13/2024 4:29:39 PM, and Sharing. The main content area is divided into several sections:

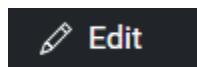
- Events:** A calendar showing dates 25 DEC, 01 JAN, and 26 MAY, each with a '12:00 AM' time slot and a link to 'Library Closed'.
- News:** A section titled 'News' with a link to 'Example News Item' dated 'Apr 03, 2024'.
- Get started and login:** A central section with a 'Log in' button and the text 'Let's Get started!'.
- Your Location:** A sidebar on the right containing a photo of a building, a 'Your Location' link, address (4118 FANNIN ST, Houston, TX 77004), phone numbers ((123) 123-4567), and hours of operation (Monday-Friday 9:00 Am - 6:00 PM, Saturday 11:00 Am - 5:00 PM, Sunday - Closed).

At the bottom, there are sections for 'Location' (with a text input field), 'Useful Links' (with a 'Contact Us' link), and a footer with the 'Institute of Museum and Library Services' logo and text.

If you do not have this portlet, you can find another way to get to the location at the bottom of this tutorial (link below)

[Other Ways to get to the Location Items .](#)

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



This screenshot shows the live website version of the library's 'Your Location' page. The left sidebar is dark and contains the same navigation options as the editor view. A white arrow points to the 'Edit' button in the sidebar. The main content area includes:

- Free Resources:** Logos for 'Missouri DIGITAL HERITAGE' and 'TeachingBooks for Libraries'.
- Upcoming Events:** A calendar with the same dates as the editor view.
- Your Location:** A large section with a photo of the building, contact information (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), and a MAP showing the location on a street map.
- Search for Library Materials:** A sidebar on the right with buttons for 'LIBRARY CATALOG' and 'MY ACCOUNT'.
- Your Library Location:** A smaller sidebar on the right with a photo, a 'Your Location' link, address, and 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.

Main Branch

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

Free Resources

Missouri DIGITAL HERITAGE

TeachingBooks[®] for Libraries

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...

Jefferson Hulbert

- 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

POWERED BY TINY

text/html

Description

(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

Section Label in bold

PO Box Information

- 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.

State: **Published**

Actions

Manage portlets

09/17/2024 9:37:36 AM

Sharing

Jefferson Hulbert

Mailing address
PO BOX #####, Houston, TX, 77004

text/html

Description

Insert Table

Insert image Paragraph 12pt

a cool library for cool people

text/html

Library image

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

View

State: **Published**

Actions

Manage portlets

09/17/2024 10:05:17 AM

Sharing

Jefferson Hulbert

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

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

Mailing address
PO BOX #####, Houston, TX, 77004

Description
a cool library for cool people

MAP
4118 Fannin St
4118 Fannin St, Houston, TX 77004

Your Location **Main Branch**

[Your Location](#)

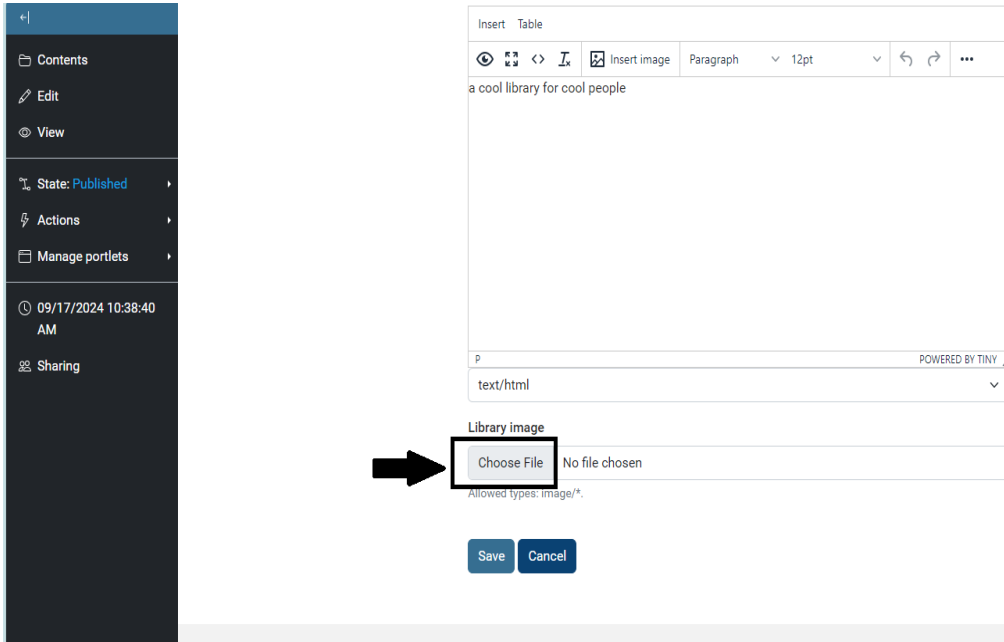
Address
4118 FANNIN ST, Houston, TX 77004

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

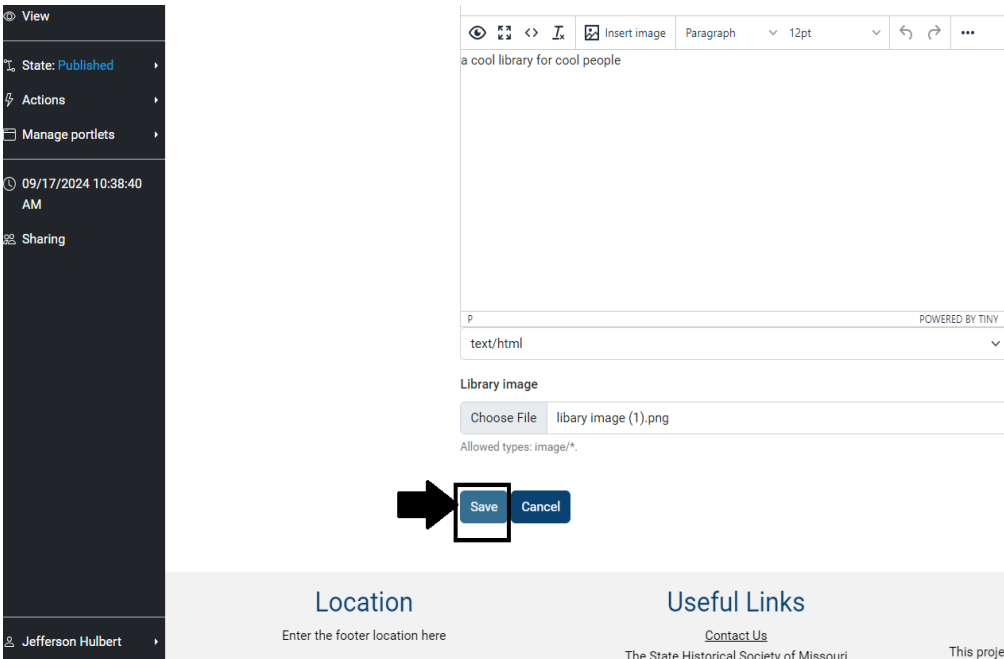
Mailing address
PO BOX #####, Houston, TX, 77004

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 CMS editor interface. On the left is a dark sidebar with navigation options: Contents, Edit, View, State: Published, Actions, Manage portlets, a timestamp (09/17/2024 10:38:40 AM), and Sharing. The main editor area contains a text block with the content "a cool library for cool people". Below the text is a "Library image" section with a "Choose File" button and the text "No file chosen". A black arrow points to the "Choose File" button. Below this section are "Save" and "Cancel" buttons.

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



The screenshot shows the same CMS editor interface as above. The "Library image" section now displays a "Choose File" button and the filename "library image (1).png". A black arrow points to the "Save" button. Below the editor is a footer with three sections: "Location" with the text "Enter the footer location here", "Useful Links" with a "Contact Us" link and "The State Historical Society of Missouri", and a logo for the "Institute of Museum and Library Services" with the text "This project is supported by the Institute of Museum and Library Services".

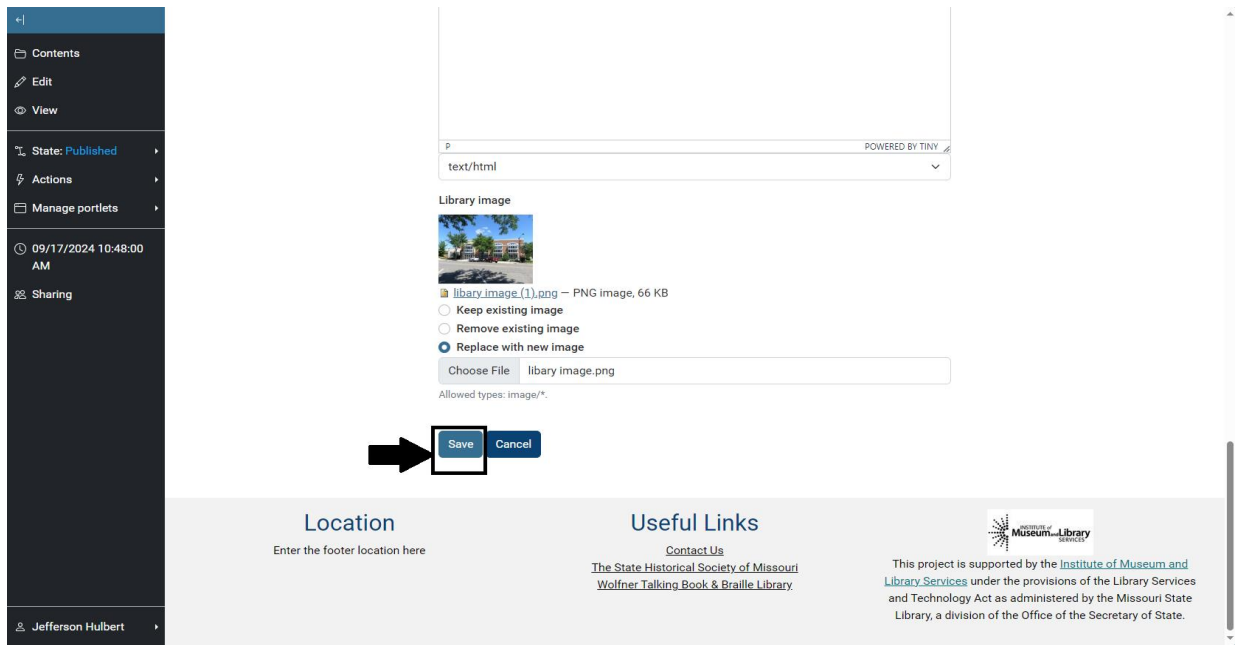
10. When there is already a photo in place, you will be presented with 3 options.

The screenshot shows a web editor interface. On the left is a dark sidebar with navigation options: View, State: Published, Actions, Manage portlets, a timestamp (09/17/2024 10:48:00 AM), Sharing, and the user name Jefferson Hulbert. The main content area features a 'Library image' section with a preview of a building. Below the preview, the file name 'library_image(1).png - PNG image, 66 KB' is shown. Three radio buttons are present: 'Keep existing image' (selected), 'Remove existing image', and 'Replace with new image'. A 'Choose File' button is next to the text 'No file chosen'. Below this is the text 'Allowed types: image/*'. At the bottom of the image management section are 'Save' and 'Cancel' buttons. The footer contains three columns: 'Location' with the text 'Enter the footer location here', 'Useful Links' with links for 'Contact Us', 'The State Historical Society of Missouri', and 'Wolfner Talking Book & Braille Library', and a logo for 'Missouri State University Museum & Library Services' with supporting text.

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.

This screenshot is identical to the previous one, but the 'Replace with new image' radio button is now selected, and a black arrow points to it from the left. The 'Keep existing image' radio button is now unselected. The rest of the interface, including the sidebar and footer, remains the same.

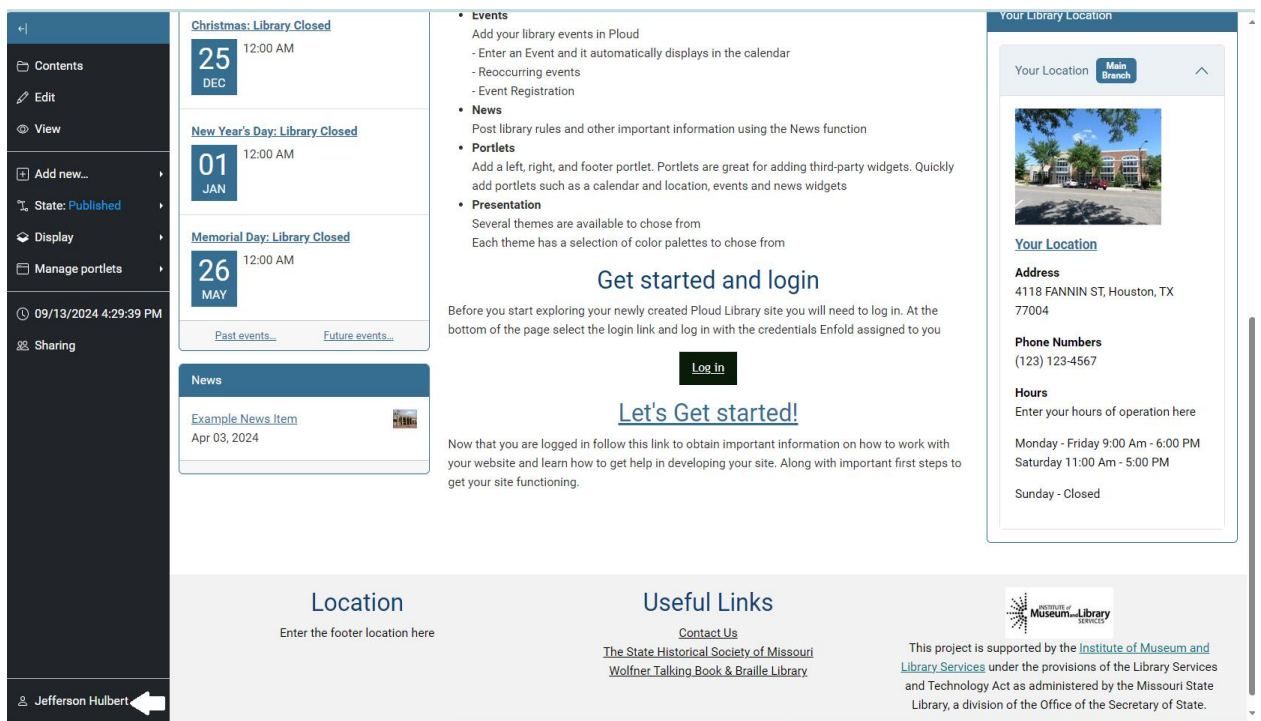
12. This will enable the choose file button. You can use this button to upload an image from your device. Then click save. This will change the photo for that library location.



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. On the left, a sidebar contains a menu with 'Root Folder Contents' highlighted by a white arrow. The main content area displays a form for editing a page. The form includes fields for 'Fax number', 'Email' (libraryEmail@mysite.com), 'Hours' (Monday - Friday 9:00 Am - 6:00 PM, Saturday 11:00 Am - 5:00 PM, Sunday - Closed), and 'Mailing address' (PO BOX #####, Houston, TX, 77004). A 'Description' field at the bottom contains the text 'a cool library for cool people'.

16. Once there, you will want to navigate to Our Locations & Hours.

[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 interface displaying a list of site folders. The list has columns for 'Title', 'Last modified', 'Publication date', 'Review state', and 'Actions'. The 'Our Locations & Hours' folder is highlighted with a black arrow. The folder is marked as 'Excluded from navigation'.

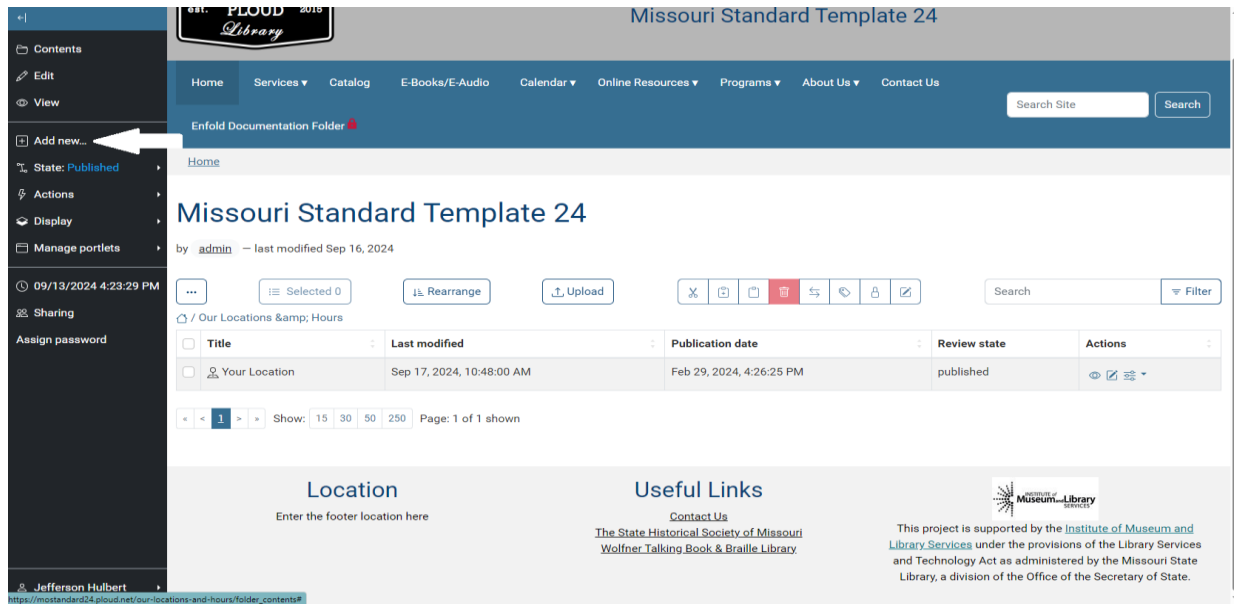
Title	Last modified	Publication date	Review state	Actions
Site Assets Excluded from navigation	Feb 29, 2024, 11:21:34 AM		published	ⓘ ⚙️
Services	Mar 19, 2024, 1:28:00 PM	Mar 7, 2024, 3:34:52 PM	published	ⓘ ⚙️
Catalog	Mar 20, 2024, 10:40:09 AM	Mar 19, 2024, 1:06:38 PM	published	ⓘ ⚙️
E-Books/E-Audio	Sep 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	ⓘ ⚙️

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

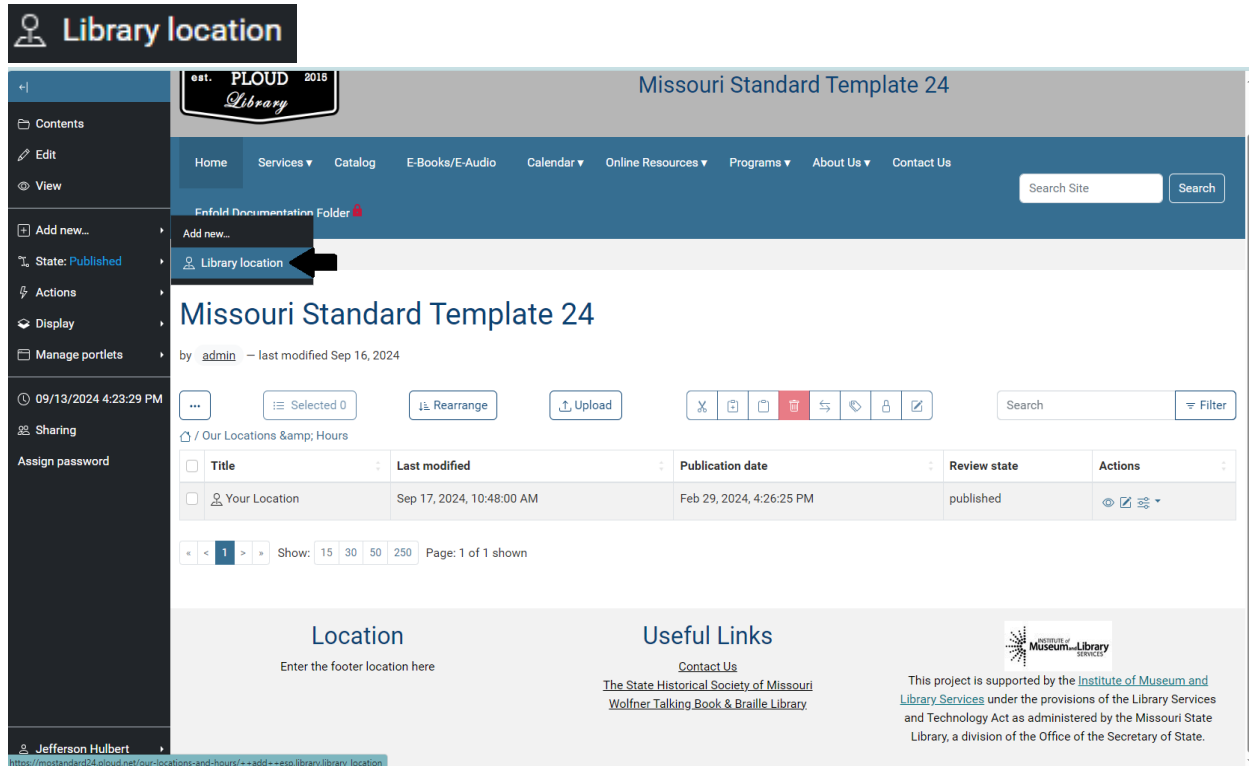
[Our Locations & Hours](#)

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

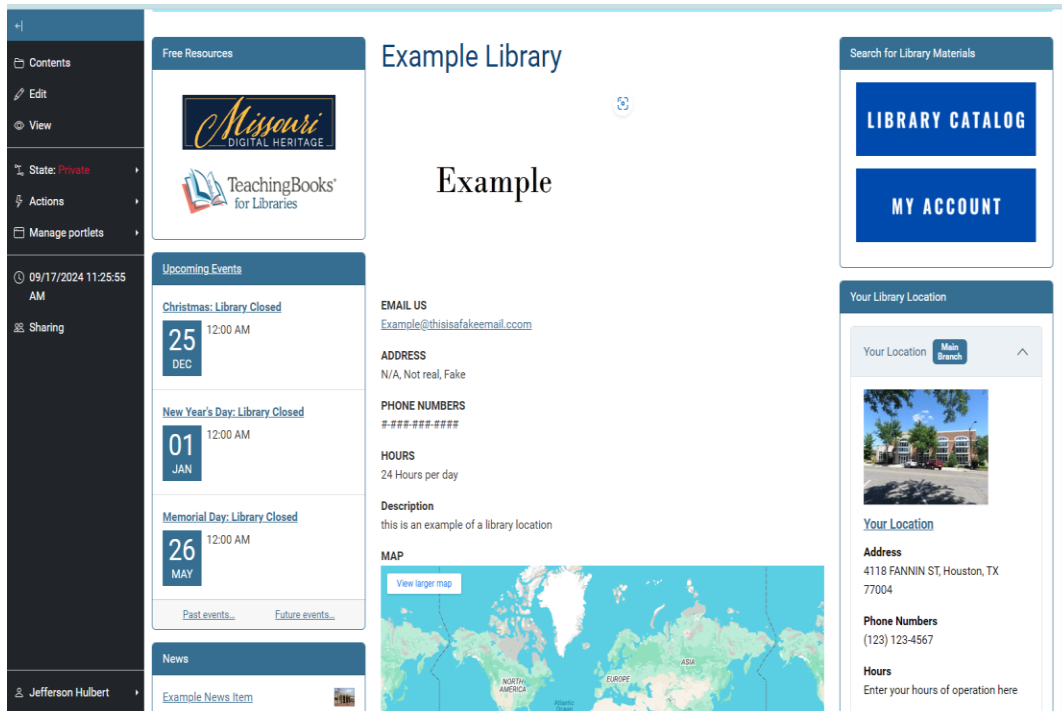
top below the view. 



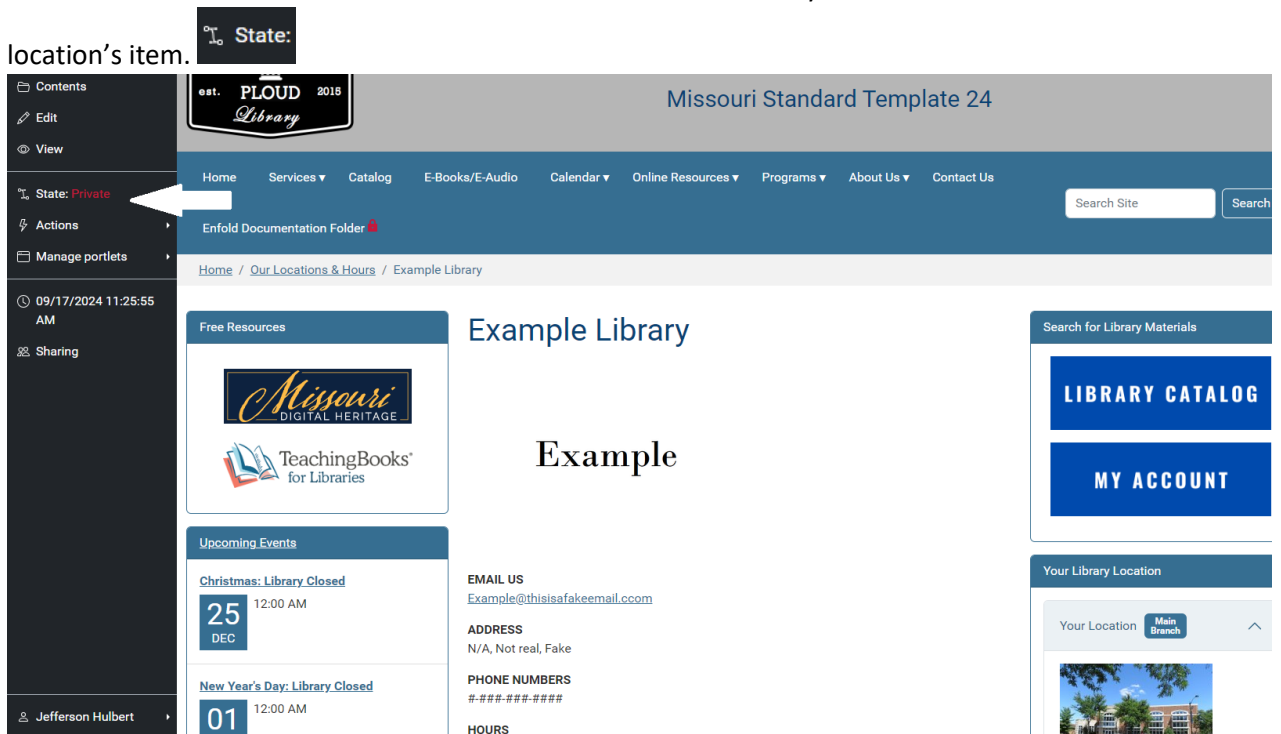
19. Select this button, then select library location (it will change color when you hover over it).



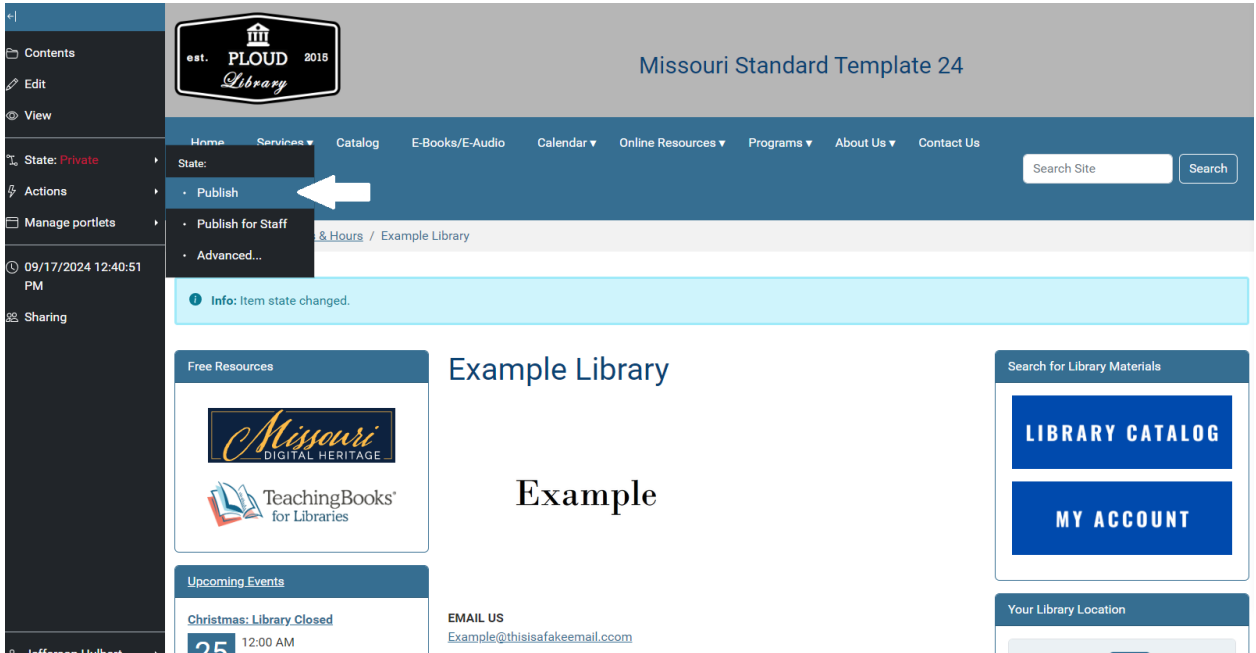
20. Once here, you will be able to fill out the location information, following the same guidelines as editing the location information [described above](#). Select save, and this will create a new location item.



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.

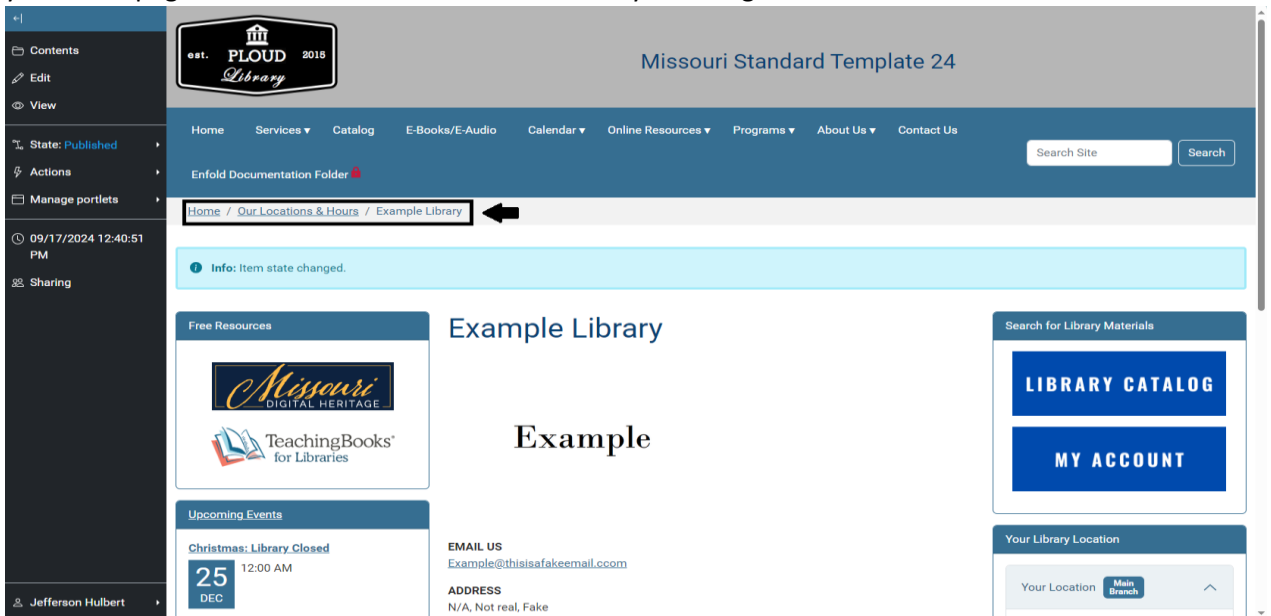


22. Change the state from private to published by selecting the state button, then selecting publish from the menu.

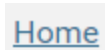


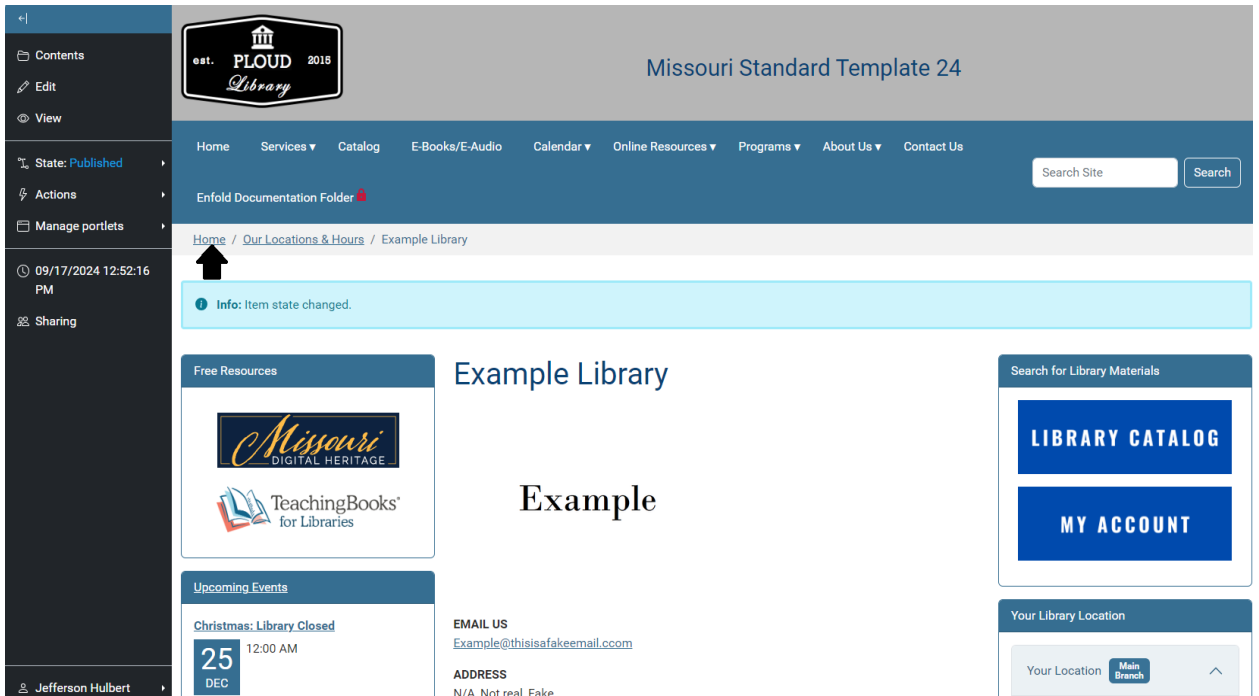
Displaying a Location on Your Portlet

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.

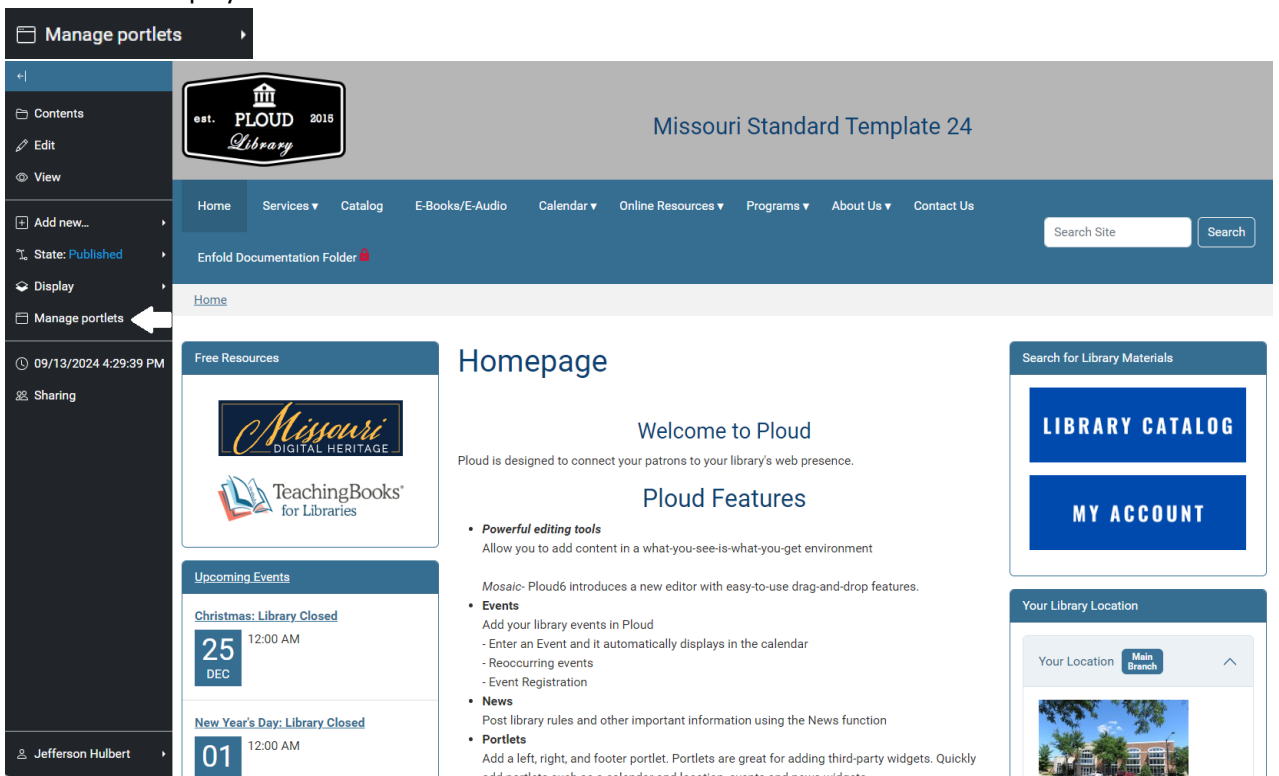


24. Select Home to go back to the homepage.





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 columns portlets

Missouri Standard Template 24

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

Search Site Search

Enfold Documentation Folder

Home

Manage portlets

- All...
- Footer
- Left column
- Right column

Upcoming Events

Christmas: Library Closed

25 DEC 12:00 AM

New Year's Day: Library Closed

Jefferson Hulbert

Missouri Digital Heritage

TeachingBooks for Libraries

Homepage

Welcome to Ploud

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
- Mosaic-** Ploud6 introduces a new editor with easy-to-use drag-and-drop features.
- Events**
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

Search for Library Materials

LIBRARY CATALOG

MY ACCOUNT

Your Library Location

Your Location Main Branch

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

Missouri Standard Template 24

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

Search Site Search

Enfold Documentation Folder

Home

Manage portlets

- All...
- Footer
- Left column
- Right column

Upcoming Events

Memorial Day: Library Closed

26 MAY 12:00 AM

Example News Item

Apr 03, 2024

Jefferson Hulbert

Missouri Digital Heritage

TeachingBooks for Libraries

Welcome to Ploud

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
- Mosaic-** Ploud6 introduces a new editor with easy-to-use drag-and-drop features.
- Events**
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.

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
(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

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 is a search bar with the text "Search Site" and a "Search" button. Below the search bar, the page title is "Manage portlets for 'Missouri Standard Template 24'". There is a "Return" link and a dropdown menu labeled "Other portlet managers...". The main content area is titled "Manage Right Column Portlets" and includes an "Add portlet..." dropdown. Underneath, there are two sections for "Portlets assigned here": "Search for Library Materials" and "Your Library Location", each with a "Hide" button and a close icon. At the bottom, there are "Block/unblock portlets" settings for "Parent portlets" (set to "Do not block") and "Group portlets" (set to "Use parent settings"). A user profile for "Jefferson Hulbert" is visible in the bottom left corner.

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

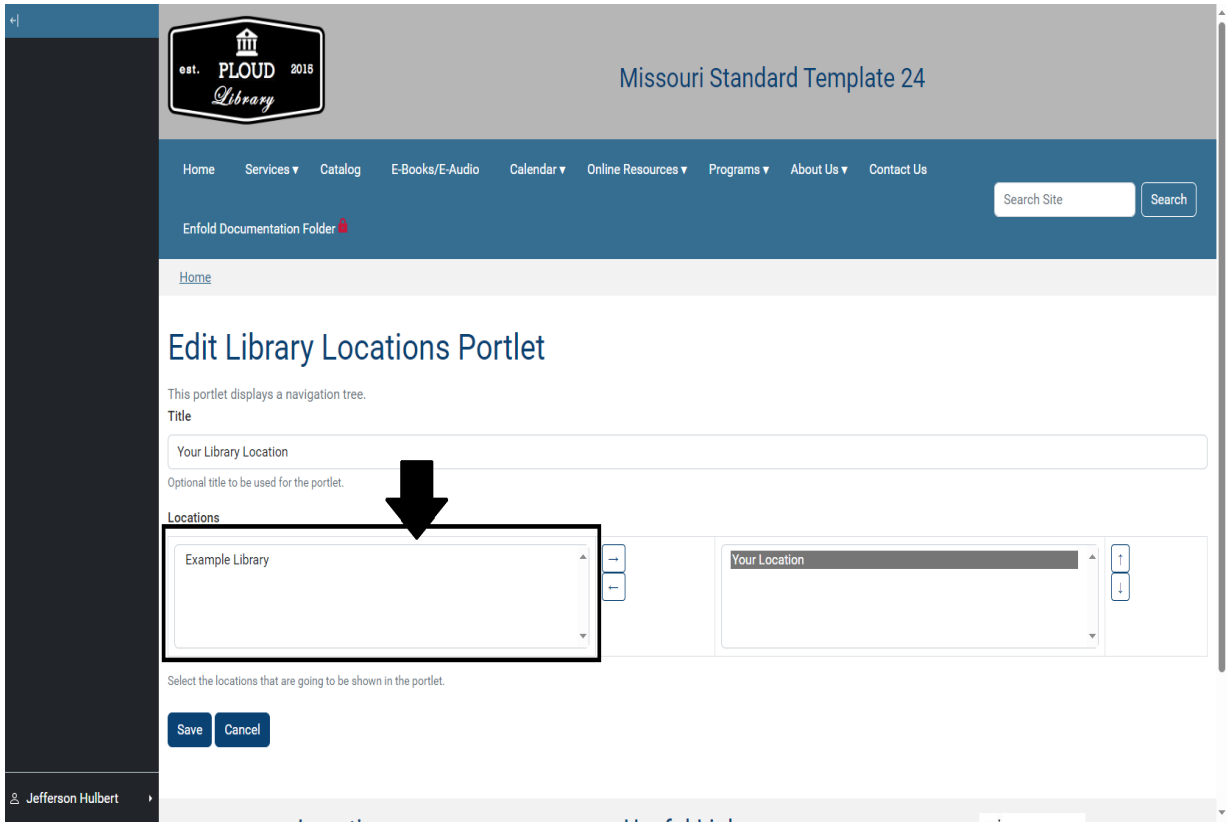
The screenshot shows the same web interface as in the previous image, but with a different layout. The top navigation bar includes a logo for "PLOUD Library" (est. 2018) and a menu with items: Home, Services, Catalog, E-Books/E-Audio, Calendar, Online Resources, Programs, About Us, and Contact Us. The main content area is titled "Manage portlets for 'Missouri Standard Template 24'" and is divided into three columns. The left column is titled "Manage Left Column Portlets" and contains three portlets: "Free Resources", "Search for Library Materials", and "Calendar", each with "Show" and "Hide" buttons. The middle column contains a "Return" link and explanatory 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 right column is titled "Manage Right Column Portlets" and contains two portlets: "Search for Library Materials" and "Your Library Location", each with "Hide" and "Show" buttons. The "Block/unblock portlets" settings are visible at the bottom right, with "Parent portlets" set to "Do not block". A user profile for "Jefferson Hulbert" is visible in the bottom left corner.


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

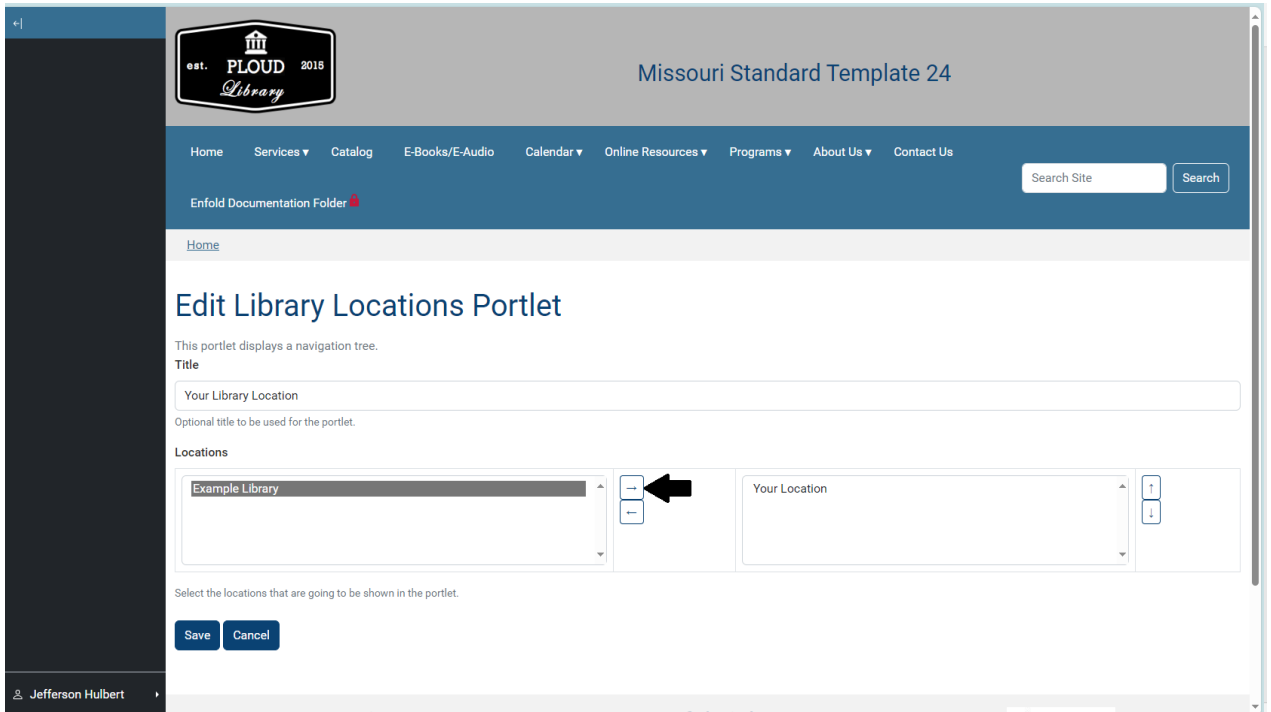
The screenshot shows the 'Manage portlets for "Missouri Standard Template 24"' page. At the top, there is a search bar and a 'Search' button. Below the search bar, the page title is 'Manage portlets for "Missouri Standard Template 24"'. There is a 'Return' link and a dropdown menu for 'Other portlet managers...'. The main content area is titled 'plone.rightcolumn Manage Right Column Portlets'. It features an 'Add portlet...' dropdown menu. Below this, there are two sections for 'Portlets assigned here'. The first section is 'Search for Library Materials' with a 'Hide' button. The second section is 'Your Library Location', which is highlighted with a white arrow and has an 'Add' button and a 'Hide' button. At the bottom, there are sections for 'Block/unblock portlets', '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.

The screenshot shows the 'Manage portlets for "Missouri Standard Template 24"' page. At the top, there is a logo for 'PLOUD Library est. 2018' and a navigation menu with items like 'Home', 'Services', 'Catalog', 'E-Books/E-Audio', 'Calendar', 'Online Resources', 'Programs', 'About Us', and 'Contact Us'. There is a search bar and a 'Search' button. Below the search bar, the page title is 'Manage portlets for "Missouri Standard Template 24"'. There is a 'Return' link. The main content area is divided into three columns. The left column is titled 'Manage Left Column Portlets' and has an 'Add portlet...' dropdown menu. Below this, there are three sections for 'Portlets assigned here': 'Free Resources', 'Search for Library Materials', and 'Calendar'. The middle column contains text explaining that portlet columns will first display portlets explicitly assigned in this context and provides instructions on how to move, delete, or edit them. It also mentions that portlets can be blocked or unblocked using drop-down boxes. The right column is titled 'Manage Right Column Portlets' and has an 'Add portlet...' dropdown menu. Below this, there are two sections for 'Portlets assigned here': 'Search for Library Materials' and 'Your Library Location', which is highlighted with a white arrow and has an 'Add' button and a 'Hide' button. At the bottom, there are sections for 'Block/unblock portlets', 'Parent portlets' (set to 'Do not block'), and 'Group portlets'. The user's name 'Jefferson Hulbert' is visible in the bottom left corner.

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

Search Site Search

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

Jefferson Hulbert

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

Past events... Future events...

News

Example News Item

Apr 03, 2024

Mosaic-Ploud6 introduces a new editor with easy-to-use drag-and-drop features.

- Events**
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.

Your Library Location

Your Location Main Branch

Example Library

Example

Example Library

Address
N/A, Not real, Fake

Phone Numbers
#####

Hours
24 Hours per day

Location

Enter the footer location here

Useful Links

Contact Us

The State Historical Society of Missouri
Wolfner Talking Book & Braille Library

INSTITUTE of MUSEUM and LIBRARY SERVICES

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.

Jefferson Hulbert

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.



A screenshot of a web application interface. At the top, there is a logo for 'PLOUD Library' (est. 2015) and the text 'Missouri Standard Template 24'. Below this is a navigation menu with items like Home, Services, Catalog, E-Books/E-Audio, Calendar, Online Resources, Programs, About Us, and Contact Us. A search bar is on the right. The main content area is titled 'Edit Library Locations Portlet'. It includes a 'Title' field with the text 'Your Library Location' and an 'Optional title' field. Below these is a 'Locations' section with two lists. The left list is empty, and the right list contains 'Your Location' and 'Example Library'. To the right of the right list are up and down arrow buttons, with black arrows pointing to them. Below the lists is a 'Save' and 'Cancel' button. At the bottom left, the user's name 'Jefferson Hulbert' is visible.

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.



A screenshot of the same web application interface as above. In this view, a black arrow points to the left-pointing arrow button located between the two location lists in the 'Locations' section. The rest of the interface, including the header, navigation menu, and form fields, is identical to the previous screenshot.

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.

The screenshot displays a website administration interface. On the left is a dark sidebar with a menu. The 'Root Folder Contents' option is highlighted with a white arrow. The main content area shows a 'News' portlet with an 'Example News Item' dated 'Apr 03, 2024'. Below the news portlet is a 'Jefferson Hulbert' user menu with options like 'Site Analytics', 'Configure an emergency message', 'Theme Changer', 'Get help', 'Preferences', 'Site Setup', 'Root Folder Contents', 'Site configurations', and 'Log out'. To the right of the sidebar, there are several form fields: 'Fax number', 'Email' (with 'libraryEmail@mysite.com'), 'Hours' (with a text area containing 'Monday - Friday 9:00 Am - 6:00 PM', 'Saturday 11:00 Am - 5:00 PM', and 'Sunday - Closed'), 'Mailing address' (with 'PO BOX #####, Houston, TX, 77004'), and 'Description' (with 'a cool library for cool people'). A 'POWERED BY TINY' logo is visible in the bottom right of the form area.

2. 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.

[Our Locations & Hours](#)

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	
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	

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

Enfold Documentation Folder

Home

Missouri Standard Template 24

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

Selected 0 Rearrange Upload

Our Locations & Hours

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	

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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4. Then, you'll be able to follow the steps for editing the location from there (starting back at Step 3 link below).

[the steps for editing the location](#)