

Logging In

Navigate to <http://ewwebcm01/sitecore>

Click **Options**, and select either the **Content Editor** or **Page Editor** interface.

Login using Windows E_COFS authentication.

Check-In All of Your Items

Within the Content Editor, navigate to the ribbon and select the "Review" tab.

Click the "My Items" button to view the items you have locked.

Manually unlock specific items using the checkboxes, or click the "Unlock All" button.

Upload Media Files

In the **Media Library**, select a destination folder.

In the right-hand pane, within **Options**, click **Upload Files (Advanced)**.

In the dialog box, hold the CTRL key as you select multiple files.

*Always add **Alternate Text** to each image you upload.*

Click **Upload**.

Workflow (CLECU)

Create new version of the item.

Lock the version.

Edit and Save the item.

Check for grammar, spelling, and validation errors.

Unlock the item.

/Depending on your role, once the item has been edited and is unlocked it will either be immediately published or it will be sent for approval./

Archive An Item - Schedule Publishing

In the content tree, navigate to the item you want to archive.

On the **Review** tab, in the **Schedule** group, click **Archive** then **Archive Item Now**.

Restore item in **Sitecore Desktop**, Start button then **All Applications**, **Archive**.

Automatically archive:

In Content Editor, on the **Review** tab, in the **Schedule** group, click **Archive**, then **Set Archive Date**.

Set the **Date and Time** and **Version**.

Edit a Simple Text Field in Page Editor

Navigate to the item you want to edit.

Click on a simple text field to edit.

Edit text directly on the page.

Click the **Save** button to record your changes!

Edit a Rich Text Field in Page Editor

Select a rich text field and Sitecore displays a floating toolbar with several options.

Either edit text directly on the page or in the **Rich Text Editor (RTE)**.

Editing directly on the page:

Click the line where you want to type and start typing.

Add bold, Italics, links, and images into the item.

Save your changes.

*Editing in the **Rich Text Editor (RTE)**:*

Click the **Edit Text** button to edit in the RTE.

Insert links, photos, symbols as needed.

Click **Accept** to save your changes.

Note: The **Rich Text Editor** gives you access to more functionality than inline editing.

Add New Items in the Page Editor

Navigate to the page you want to edit.

Click the **Edit** button at the top of the page.

On the ribbon, click **Insert Page** to open the **Insert Page** dialog box.

Select the type of item you want to insert and name it in the **Item Name** field.

Click **Insert** to create the new section.

Preview Pages in the Page Editor

Navigate to the **Mode Group** in the ribbon (under the Home tab) and click **Preview**.

On the **Experience Tab** select preview parameters.

Navigate the Site in the Page Editor

Hold the Ctrl key and left-click a link with the mouse.

Create a New Item in the Content Editor

Open the **Content Editor**.

In the Navigation Tree, click Corporate/Home/ and the department/section you'd like to add an item to.

Right-Click on the section and select **Insert - Page** from the popup menu.

In the Content

You must remember to unlock items once you are done with them so that other users can edit them.

Editing an Item in Content Editor

Pasting Content from MS Word:

Copy the text in MS Word.

Select the item you want to edit and open the **RTE**.

Click the **Paste Word** button. All of the fonts, sizes, and formatting will be removed.

Working with Internal Links:

Select the image or text that you want to be a link.



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Editing an Item in Content Editor (cont)

Click **Insert Sitecore Link** button.

Select **Internal Link** tab and select the item to link to.

Alternatively, select the **Media Items** tab to select a graphic or other media item.

Click **Link** to create the link.

Working with External Links:

Click **Insert Link** button.

In the **Hyperlink Manager** dialog box, enter information about the website.

Click **OK**.

Setting Reminders in Content Editor

In the Content Editor, in the **Review** tab, in the **Schedule** group, click **Reminder**.

In the resulting list, select **Set Reminder**.

In the **Set Reminder Wizard**, click **Next**.

Enter text that you want to be sent, then click **Next**.

In the **Date and Recipients** dialog box, enter date and time, recipients (by email addresses), and click **Set**.

Click **Finish**.

Verify reminders by going to the **Review** tab, in the **Schedule** group, and click **Reminder**.

Currently, you can only create one reminder. In order to write a second reminder, you must overwrite the first.



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