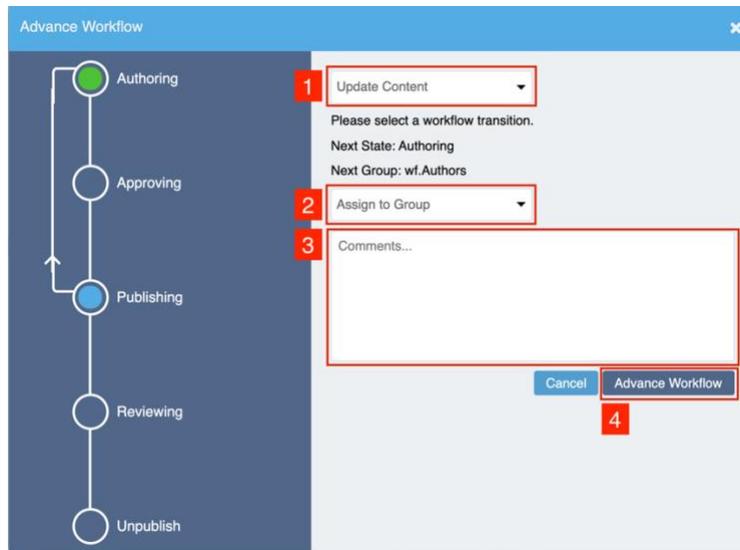


Editing a Page

- Once you've found your page, click on it in the site tree.
- Click the Workflow icon on the toolbar.

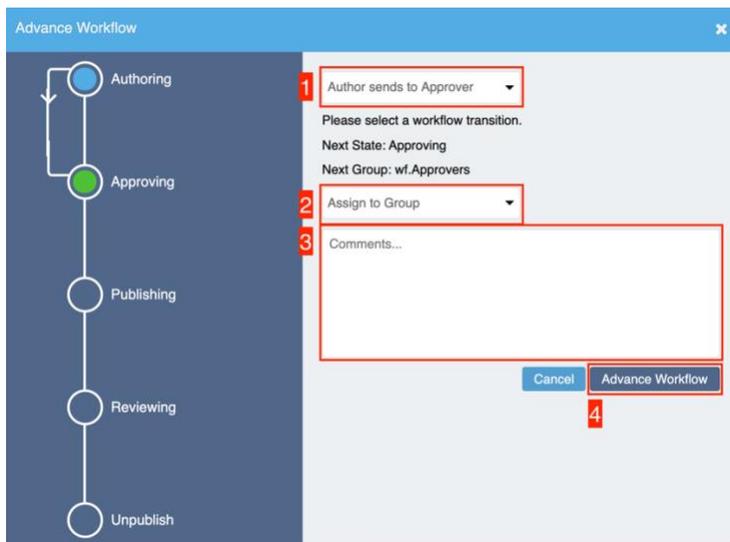


Workflow



1. Click top dropdown menu and select "Update Content," please note if you want to unpublish the page, you can select "Unpublish this page" from the same dropdown menu.
 2. Click "Assign to Group" dropdown and select your name from the menu.
 3. Click "Advance Workflow" to proceed in updating the page.
- Make sure you fill out all the "Required" fields.
 - Abstracts are really important to fill out with content that really describes briefly what is on your page. This helps with SEO, Search Engine Optimization. That is what helps users search the web and find your page
 - Make sure your images are the correct size and that you have filled out the alternate text for your photos.
 - Alternate text is just as important as your Abstracts. Alternate text is read by a computer reader to let someone with a disability know what the content of your photos are. We must fill these out because it's the law but also because it's the right thing to do. So, be brief but give details.
 - The Body Copy should have most of your content unless you are using components. Components such as accordions or card galleries or button lists will also contain your content.

- Make your edit where you need to on the page.
- Click the save icon on your tool bar. If it's highlighted that means you've made a change that the CMS has detected. If you have not made a change that it's detected it won't be highlighted and won't let you save. There's a work-around for that. Just delete something on your page like a letter or a space and save.
- Click the Preview tab at the top to see how your page will look once it's published. If it's good go back to Edit.
- When finished updating the page, click on "Workflow" in the tool bar.
 1. Click top dropdown menu and select "Author sends to Approver."
 2. Click the down arrow and select "Rebecca Thorpe" or "Ryan Barnes" from the next drop-down menu.
 3. Insert comments on what changes you made to the website. **[required]**
 4. Click "Advance Workflow" to proceed to reviewing stage.



- Our team will receive an email and review over the page. If all is well, we'll publish it and send you and email letting you know.
- If for some reason it needs to be changed, either we can make the change or we will send it back to you for additional edits. We will email you if we need further changes from you.
- After the page publishes, you will repeat the process to make further edits.

Additional notes: If you encounter an error on the page or cannot proceed, please contact Rebecca Thorpe and/or the Whitman web team for additional assistance.

If you do not see this button,  please assign the page to yourself.