Sitecore Web CMS V 8.0

User Guide

Douglas College
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Produced by the Marketing and Communications Office

Contents

1.0 An introduction to Sitecore

Sitecore is a professional-grade web Content Management System (CMS) used for Douglas College's website. It allows users to edit pages, upload files, and add links their section of the Douglas College website, regardless of skill level.

The following guide will explain Sitecore's features and interfaces, as well as provide step-by-step instructions on how to complete common tasks within Sitecore. It is meant as a reference to be used once you have received in-person training. All new users of Sitecore must undergo in-person training. If you would like to receive training, or have had already had training and would like a refresher, please fill out the [Account and Training Request Form](#).

1.1 System requirements

To use Sitecore, please ensure you have **one of the following** web browsers installed on your computer:

- Internet Explorer 7 or more recent
- Mozilla Firefox 3.6 or more recent
- Google Chrome 5 or more recent

If you do not have one of these browsers installed, or have an outdated version of one of these browsers, please contact CEIT's Help Desk (helpdesk@douglascollege.ca) and have them install one of the above browsers before attempting to use Sitecore. **If you use an out-of-date browser with Sitecore, the CMS will work incorrectly and you may not have access to all its functionality, including publishing pages and images.**

If you are unsure which version of a browser you have installed on your computer, you can check using the following instructions:

Internet Explorer

1. Open Internet Explorer
2. On the Main Menu bar, click **Help.**
3. In the Help menu, click **About Internet Explorer.**

The number listed beside 'Version' is the version of Internet Explorer installed on your computer.

Mozilla Firefox

1. Open Mozilla Firefox
2. On the Main Menu bar, click **Help.**
3. In the Help menu, click **About Firefox.**

The number listed below the word 'Firefox' is the version of Firefox installed on your computer.

Google Chrome

1. Open Google Chrome
2. To the far right of the address bar, click the icon with 3 horizontal bars (≡) to open the menu.
3. In the menu that appears, click **About Google Chrome**.

The version number listed beside 'Version' is the version of Google Chrome installed on your computer.

2.0 Get started

Sitecore uses the same log in credentials as your Windows Account. If you are unable to log in to Sitecore with this account, contact webmaster@douglascollege.ca to ensure that your account has the correct permissions to use Sitecore.

2.1 Log in to Sitecore

1. In your Web browser, open https://authoring.douglascollege.ca/sitecore/login

2. In the **User Name** text field, enter your Douglas College login id (do not include @douglascollege.ca at the end)
3. In the **Password** field, enter your Douglas College password.

4. Once you have logged in, you will see the Sitecore Experience Platform:
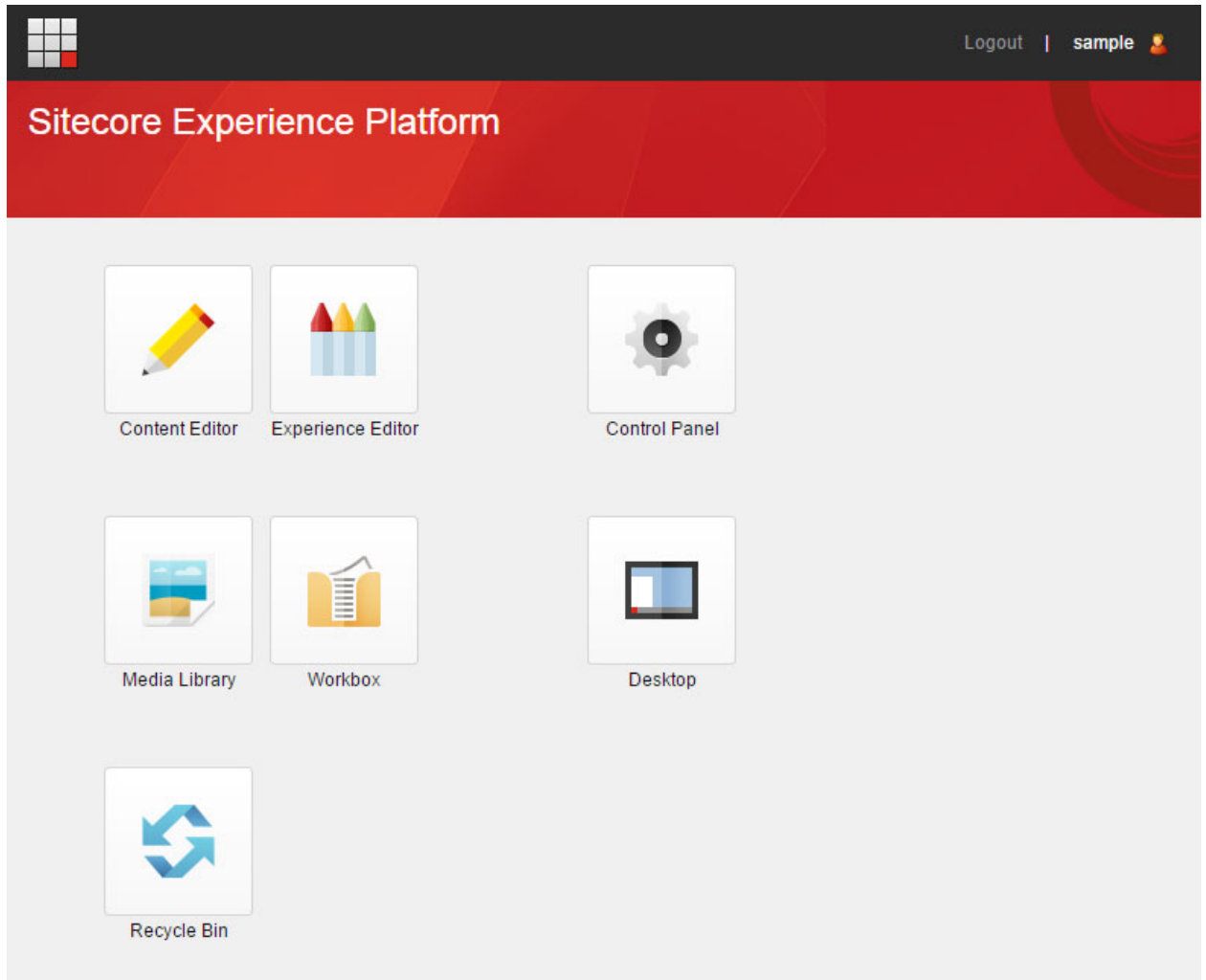
5. Select the **Experience Editor** (formerly known as the Page Editor) icon to select the Experience Editor User Interface.
Note: The majority of this guide will focus on using the Experience Editor Interface, the most user-friendly of the options available. The *Advanced Concepts User Guide* discusses the Content Editor interface. We will talk briefly about Sitecore's different interfaces in Section 3.0.)

2.2 Log out of Sitecore

In the upper right corner of the screen, click the Logout button.
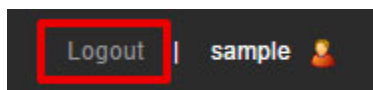
This will return you to the Login screen.

3.0 Sitecore's interfaces

Sitecore features multiple interfaces in which to edit the same content. This allows users who are less comfortable with computers and web sites to use simpler, more streamlined interfaces, and users who require more functionality to use more powerful (but more complicated) interfaces.

There are five different interface options available: Desktop, Content Editor, Experience Editor, Media Library and Workbox. **Do not use the Desktop or Workbox options**.

3.1 The Experience Editor interface

Most users within Douglas College will only need to use the Experience Editor (formerly known as the Page Editor). This is the least complex of the interfaces available, and allows you to edit the content in-place in the web site's layout, seeing how the site will actually look as you edit content.

3.1.1 Open the Experience Editor interface

1. On the Sitecore Experience Platform, you will see the following options:
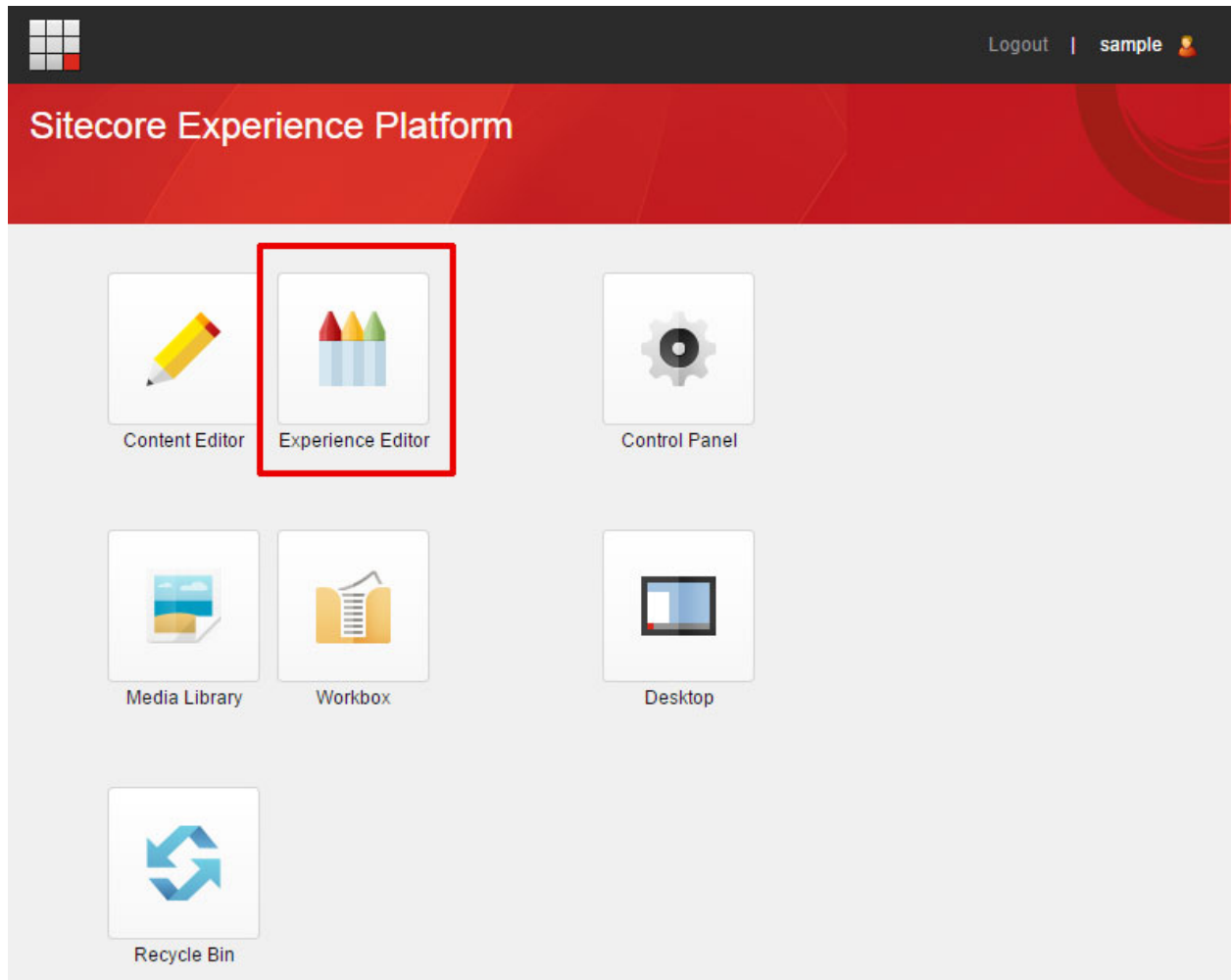
2. Click the **Experience Editor** button.

If you are having trouble logging in to Sitecore, see section **2.1: Log in to Sitecore**.

3.1.2 Basic functions

From wherever you are in Sitecore, you can click the Launchpad icon in the upper left of the screen to be returned to the Sitecore Experience Platform screen:
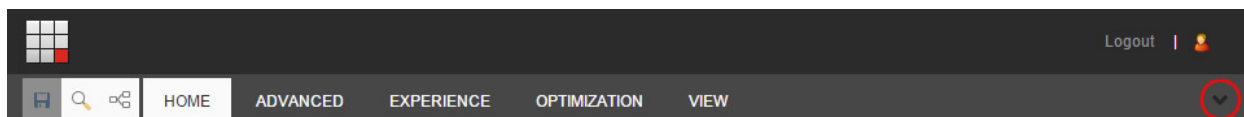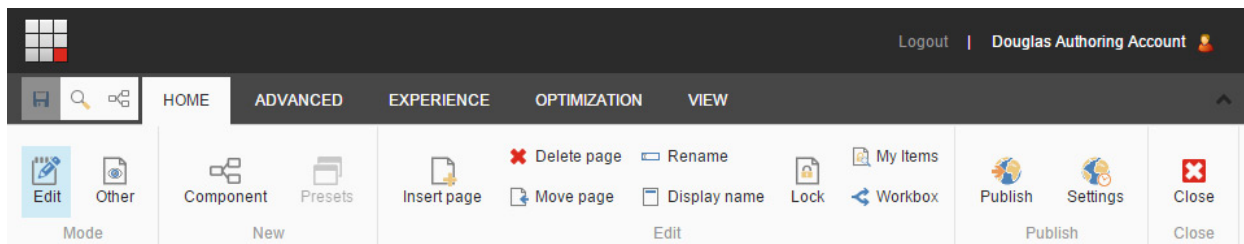
The interface appears as a bar at the top of each page.

Before we continue to explain the interface, click the **Arrow** icon on the right hand of the Experience Editor. This will fully expand the interface and show the editing options:

For the most part, the only tab you will need to use is the **Home** tab. For now, ignore the other three.

Save: The diskette icon ( ) saves any changes you make to the page.

Edit: When this button is selected, it allows you to edit the page's content. Links in the content become un-clickable when using the Edit button. You can only have the Edit button selected if the Preview button is de-selected. Editing allows you to add, remove, or format text, add images and more. Section **5.0 Editing Pages** covers all the different things you can do on a web page in detail.

Preview: Found by clicking the **Other** button, previews the page's content without any editing boxes. Using the Preview button also allows you to navigate through the site via page links as you would normally. You can only have the Preview button if the Edit button is de-selected.

> **Note:** When using the Preview button, the other functions in the Experience Editor (for example, Component, or Delete Page) become grayed out and unusable. If you wish to use these functions, you must select the **Edit** button.

Insert page: Creates a child page for the page currently displaying. Note that creating and deleting pages is at the discretion of the MCO web team, therefore these buttons are unavailable to users. If you need a new page or need to remove a page, email webmaster@douglascollege.ca.

Delete page: Deletes the page currently displaying. Note that creating and deleting pages is at the discretion of the MCO web team, therefore these buttons are unavailable to users. If you need a new page or need to remove a page, email webmaster@douglascollege.ca.

Move page: Moves the page to a new location in the CMS. Note that moving pages is at the discretion of the MCO web team, therefore these buttons are unavailable to users. If you need to move a page, email webmaster@douglascollege.ca.

Lock: Locks or unlocks a page for editing. When you edit a page, you automatically lock the page, preventing other people from editing it until you have published the changes you made.

My items: Displays a list of items currently locked by you.

Close: Closes the Experience Editor.

Log out: Logs you out of Sitecore and returns you to the Login screen.

3.2 The Content Editor interface

As mentioned above, most users will want to use the Experience Editor Interface for editing content. However, Sitecore's Content Editor Interface allows you to perform more advanced page tasks, like rearranging the order of pages within your site, inputting meta keywords for Search Engine Optimization (SEO) and more.

We **only** recommend those who are extremely comfortable with Sitecore and creating web pages use the Content Editor Interface. **If you are unsure whether you should be using the Content Editor Interface, do *not* use it.**

3.2.1 Open the Content Editor interface

1. Click the Launchpad icon in the upper left of the screen. This will return you to the Sitecore Experience Platform screen.

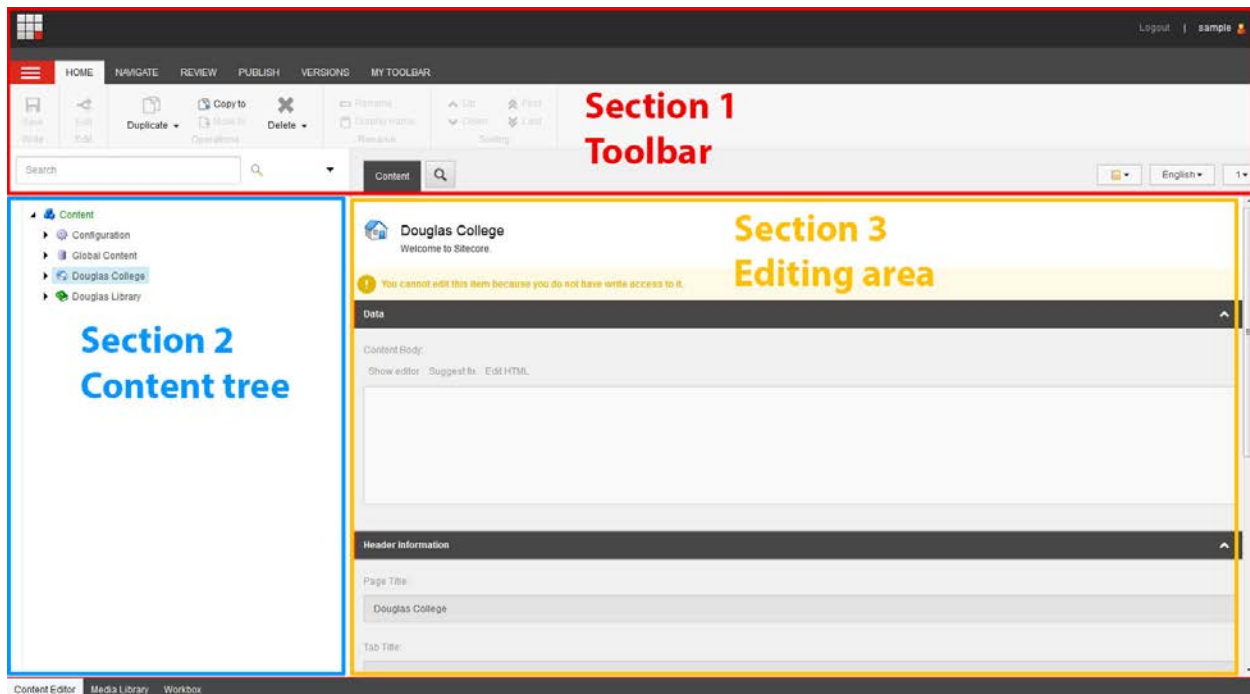2. Click the **Content Editor** button.

For more information about using the Content Editor, refer to the *Advanced Concepts User Guide*.

If you are having trouble logging in to Sitecore, see section **2.1: Log in to Sitecore**.

3.2.2 Introduction to the Content Editor

The Content Editor interface consists of three main sections:

Section 1: The Toolbar

The toolbar contains similar functions to the Experience Editor, but offers more advanced functionality. The toolbar is a tabbed interface – clicking the headings (Home, Navigate, Review, Analyze, Publish, Versions, Presentation and My Toolbar) switches between groups of functions. The major and most frequently used functions are listed below.

Section 2: The Content tree

The content tree displays the full site tree of the Douglas College site. While you can view all files within the site and link to any page, you will only be able to edit, save, publish and move sections you have permission to edit.

If you right click on a page in the Content Tree, a right-click menu provides functionality such as Copy and Sort.

Section 3: The Editing area

The Editing area displays the fields and editable areas for a page. The fields are grayed out until you click the **Edit** button, allowing you to edit the content in the fields as required.

4.0 Basic functions in the Experience Editor

The availability of the functions described below is subject to your account permissions. You will only be able to edit pages if your account has the appropriate permissions. If you require permission to edit a page, fill out the [Account and Training Request Form](#).

4.1 Edit a page

Editing a page lets you change, add and delete content on a page.

1. In the Experience Editor interface, on any tab, click the **Edit** button to enable editing, and then click on the content you wish to edit.

For more on editing, see the next section, **5.0 Editing Pages**.

4.2 Preview a page

Previewing a page lets you view what your page would look like without publishing it publically for all to see.

1. In the Experience Editor Interface, on any tab, click the **Other** button, and select **Preview** from the drop down menu to preview your content.

4.3 Save changes

When you edit content, you must save your changes. Saving is different from publishing: you can save content without publishing it to keep your changes private and continue working on them at a later date, for example. It's a good idea to save often if you are working on multiple changes.

1. In the Experience Editor Interface, on any tab, click the diskette icon (🖫) to save your changes.

4.4 Publish changes

After editing content, you need to Publish those changes to douglascollege.ca.

1. Navigate to the page you have made changes to and which you want to publish.
2. Ensuring that the Experience Editor interface is maximized (either by clicking the arrow on the upper right hand of the interface, or any of the tab headers, such as **Home**), locate the blue bar which sits below the interface's tabs:
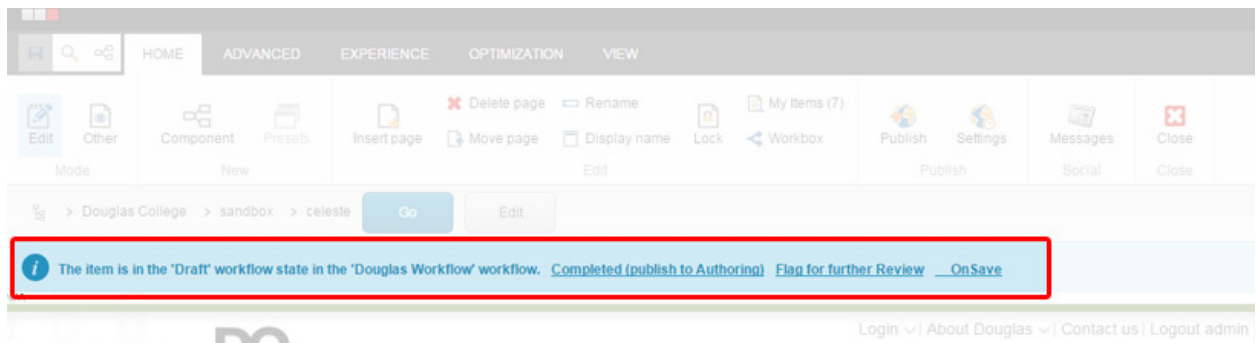
3. Click either **Republish (to Authoring)** or **Completed (Publish to Authoring).**
4. After the page reloads, click **Immediate Publish (to Production)**.

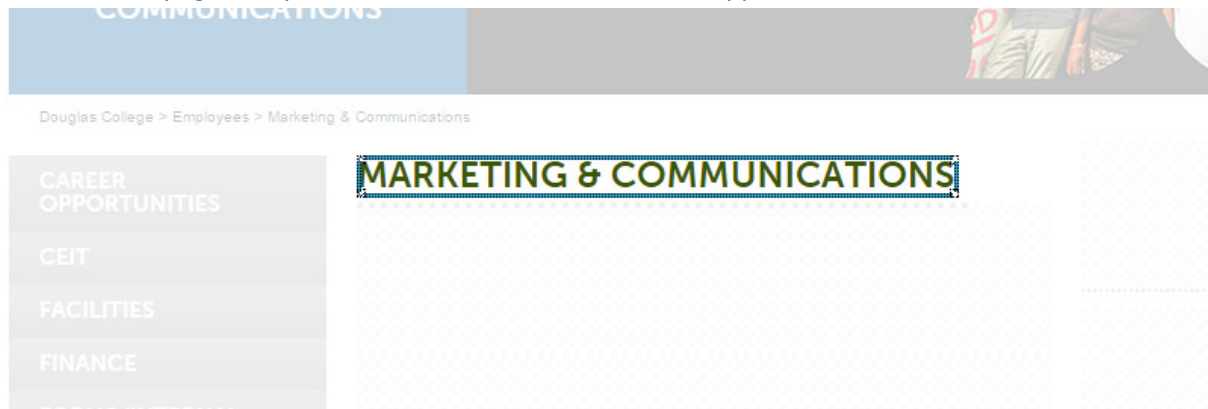## 5.0 Editing pages in the Experience Editor

When using the Experience Editor interface (formerly known as the Page Editor), editing occurs within the structure of the page itself, allowing you to preview changes as you make them, and reducing the confusion that seeing a site's "back end" can cause.

> **Note:** Before editing any page, please ensure that you have the **Edit** button selected on the far left of the Experience Editor Interface. You will not be able to edit pages if this button is not selected.
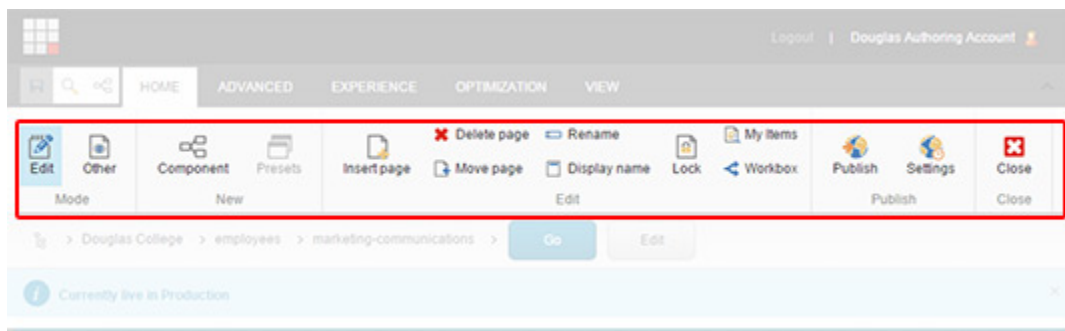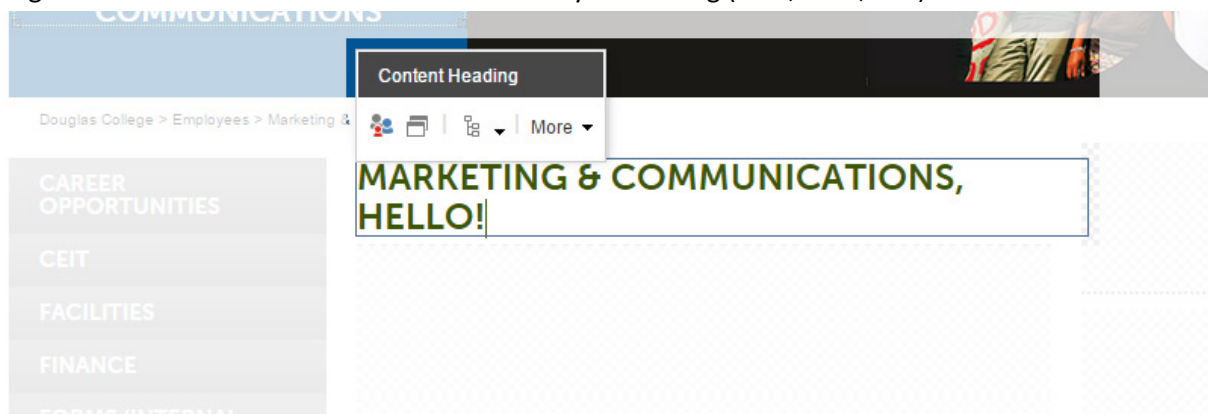
5.1 Edit a page title

1. Mouse over the page title you want to edit. A blue line should appear around the text.


2. Click inside the box.
3. Change the title text as needed. You cannot use any formatting (bold, italic, etc.) on title text.

   In the Experience Editor, click the **diskette icon** (🖫) to **Save** your changes.

5. If needed, publish your changes.
6. Ensuring that the Experience Editor Interface is maximized (either by clicking the arrow on the upper right hand of the interface, or any of the tab headers, such as **Home**), locate the blue bar which sits below the interface's tabs:
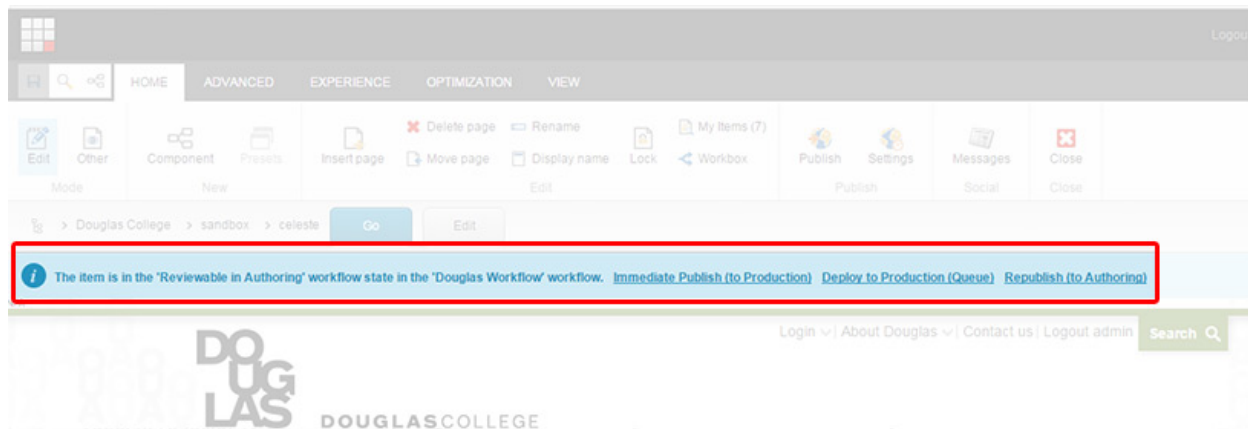
7. Click either **Republish (to Authoring)** or **Completed (Publish to Authoring).**

8. After the page reloads, click **Immediate Publish (to Production)**.

Note: if you change a page's title text, the text you see in the left-hand menu and overall douglascollege.ca menu will change as well.

5.2 The Rich Text Editor

For your web page's main content, Sitecore provides a Rich Text Editor. The Rich Text Editor allows you to do common word processing tasks, like bolding or italicizing text, adding tables, using headers, or adding images or links to pdf files to the main content of your page.

5.2.1 Edit text using the Rich Text Editor

1. Click the section of text you want to edit. A solid line should appear around it, and a set of basic text editing controls should appear above it.
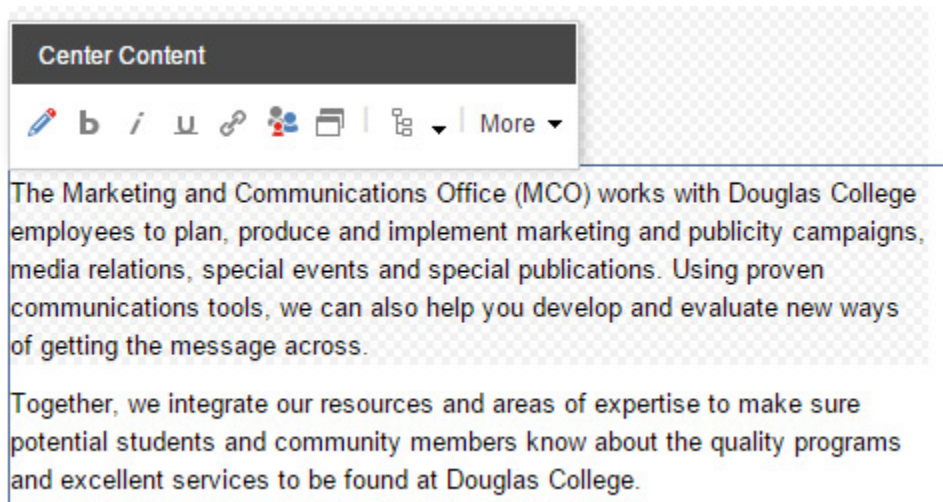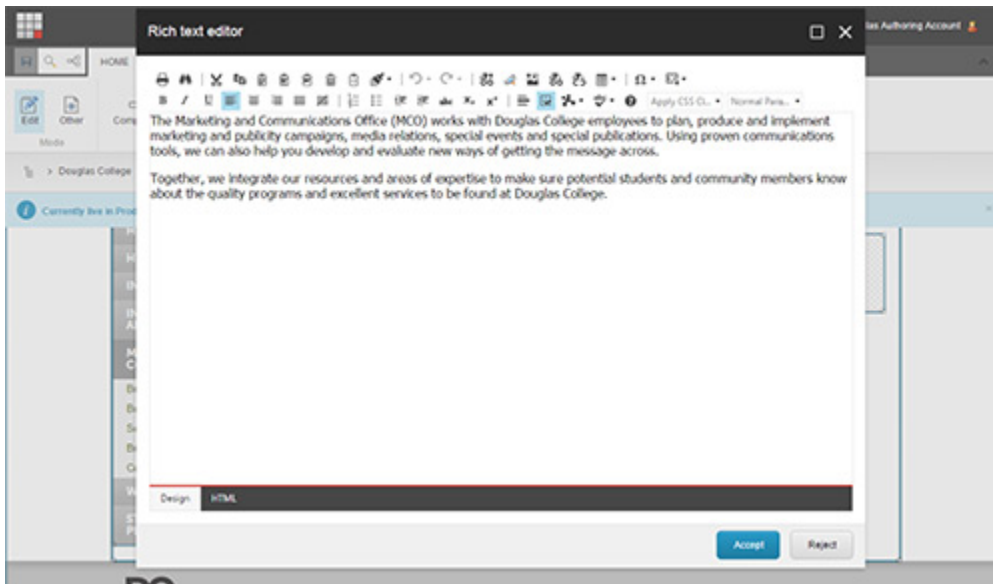

Note: If you have not previously entered content for your page, a line of text reading **[No text in field]** will be on your page. Click this instead.

2. Click the small pen icon in the upper left, labeled **Edit the text.**
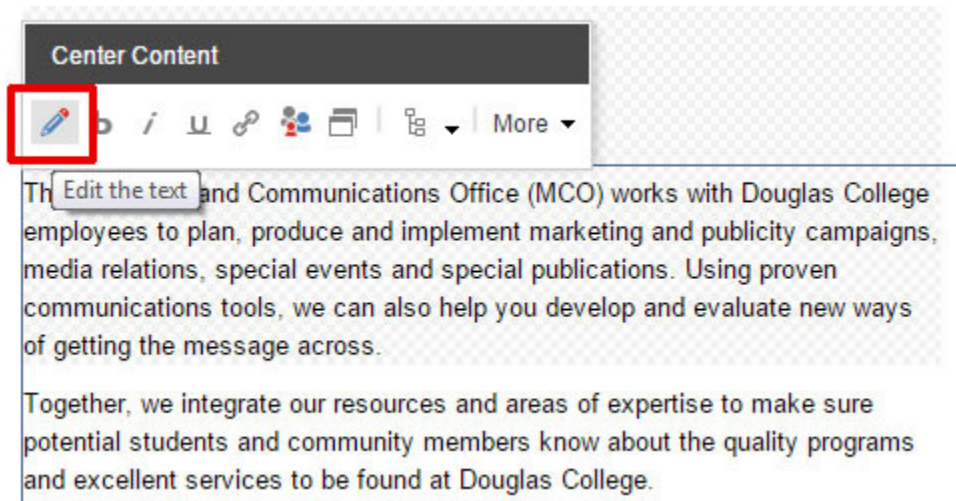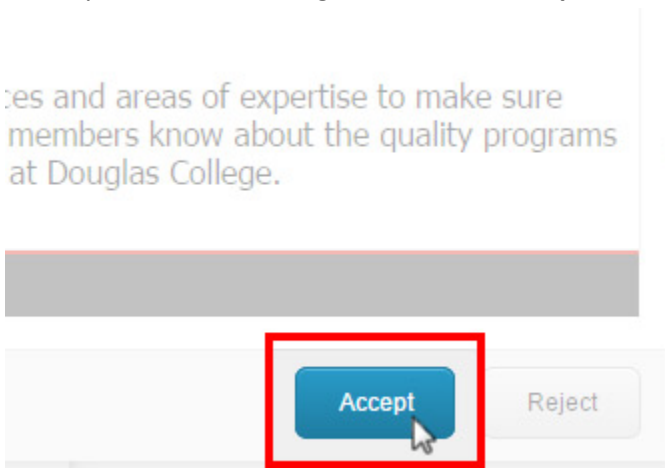
3. An editing window will overlay the website:

Your text will be displayed inside, as well as a row of icons allowing you to perform editing functions. We'll be going over specific functions in the next few sections.

4. Add or remove text as needed.

5. When you are done editing text, click the **Accept** button in the lower left of the Rich Text Editor.


6. After you click **Accept**, the Rich Text Editor window will disappear and you will be able to preview your text changes on the page.

7. Click the diskette icon (🖫) to save your changes.

8. If needed, publish your changes.

9. Ensuring that the Experience Editor Interface is maximized (either by clicking the arrow on the upper right hand of the interface, or any of the tab headers, such as **Home**), locate the blue bar which sits below the interface's tabs:
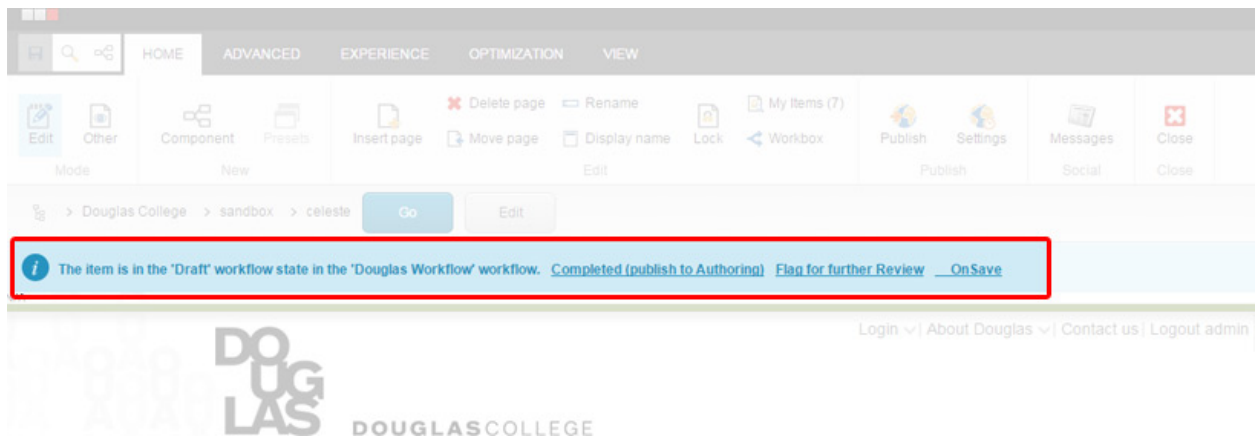
10. Click either **Republish (to Authoring)** or **Completed (Publish to Authoring).**
11. After the page reloads, click **Immediate Publish (to Production)**.

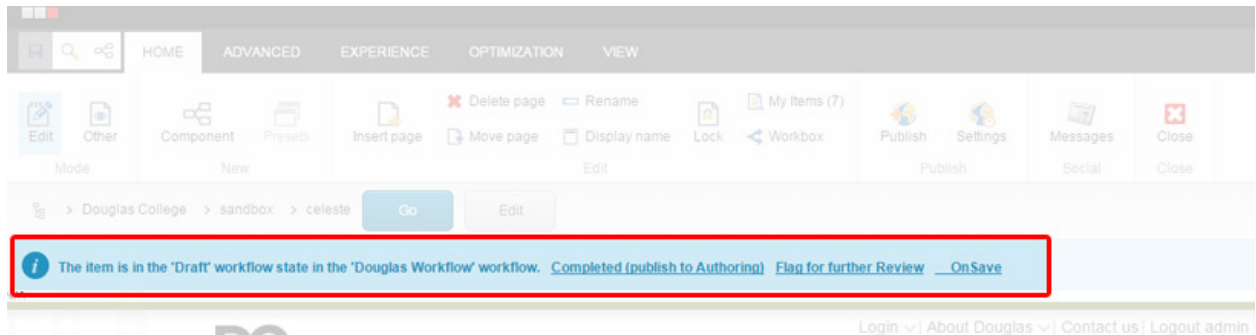### 5.2.2 Format text (bold, italics, justification, and more)

1. Open the Rich Text Editor. If you are unsure how to do this, see Section **5.2.1 Edit text in the Rich Text Editor.**
2. Highlight the line or section of text you want to update.
3. Click the button for the formatting you want to do on your text selection from the toolbar above the text editing area:
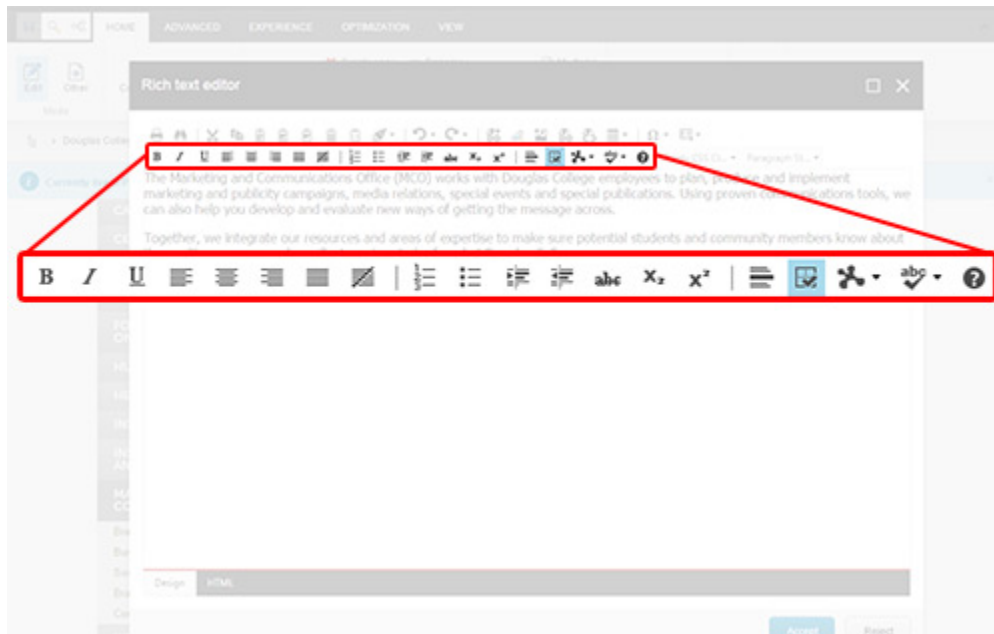
From left to right, the text formatting functions available are:
- **Bold:** Bolds a selection of text.
- **Italics**: Italicizes a selection of text.
- **Underline:** Underlines a selection of text.
- **Align left:** Aligns a line or paragraph of text to the left.

- **Align center**: Centers a line or paragraph of text.
- **Align right:** Aligns a line or paragraph of text to the right.
- **Justify**: Justifies a line or paragraph of text.
- **Remove alignment**: Removes any of the above alignments from a line or paragraph of text.
- **Numbered list**: Creates a numbered list.
- **Bullet list:** Creates a bulleted list.
- **Indent**: Indents a line or paragraph of text.
- **Outdent**: Outdents (moves left) a line or paragraph of text.
- **Strikethrough:** puts a line through a selection of text.
- **Subscript**: Moves the selected text into the subscript line. Useful for math or science notation.
- **Superscript:** Moves the selected text into the super script line. Useful for math or science applications.
- **Module Manager**: Provides advanced functionality for those comfortable editing HTML. For the most part, you will not need to use this function.
- **Spellcheck:** Checks spelling in the entered text.
- **Help:** Provides a basic description of all the functions available in the Rich Text Editor.

4. Make the formatting change you want to make.
5. When you are done editing text, click the **Accept** button in the lower left of the Rich Text Editor.
6. After you click **Accept**, the Rich Text Editor window will disappear and you will be able to preview your changes on the page.
7. If needed, click the diskette icon (🖫) to save your changes.
8. If needed, publish your changes.
9. Ensuring that the Experience Editor interface is maximized (either by clicking the arrow on the upper right hand of the interface, or any of the tab headers, such as **Home**), locate the blue bar which sits below the interface's tabs:

10. Click either **Republish (to Authoring)** or **Completed (Publish to Authoring).**
11. After the page reloads, click **Immediate Publish (to Production)**.

5.3 Create a table

1. Open the Rich Text Editor. If you are unsure how to do this, see Section **5.2.1 Edit Text in the Rich Text Editor.**
2. Inside the text editing area, place your cursor where want the table to be placed.
3. On the toolbar above the text editing area, click the **Insert Table** button:
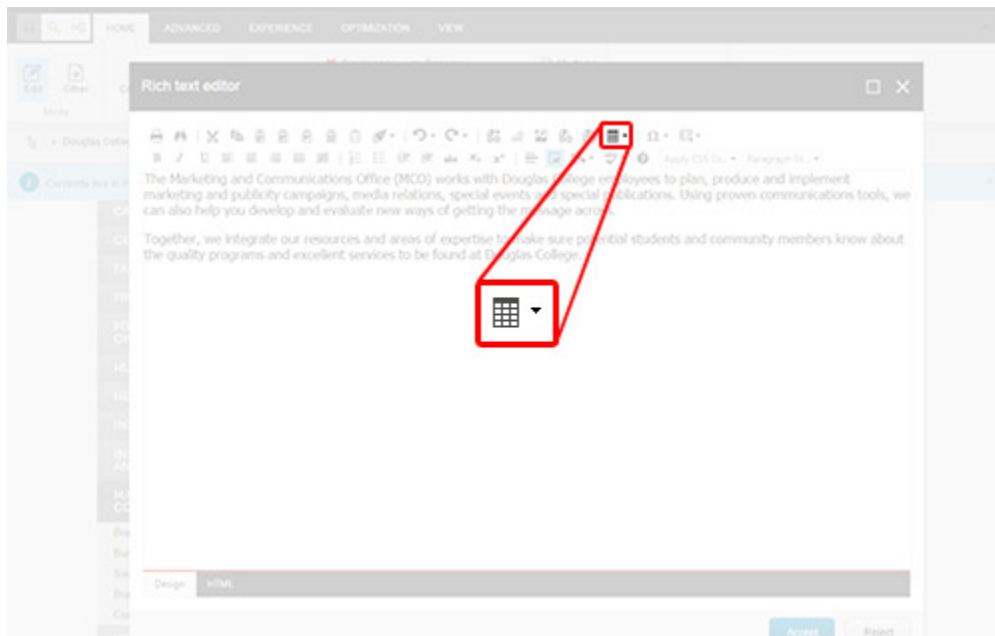
4. When you click this button, a grid will open below it:

5. Dragging in the cells area of the **Insert Table** dropdown will allow you to create a table with a set number of rows and columns in it.
   - If you want more control over the table, clicking on the **Table Wizard** button allows you to choose the exact number of rows and columns you want, to add column or row spans, and to edit various table and cell properties, including selecting cell padding and spacing, and add CSS styles.

- You can also use the buttons at the bottom of the **Insert Table** dropdown menu to insert and remove rows and columns, combine and split table cells, and to access a table's properties.

6. When you have decided the number of cells you want in your table, simply click your mouse. A table with empty cells will appear in the text area:


7. You can now fill the cells of the table as you would normally, by placing your cursor inside of each cell and entering text.
   - If you are using the Table Wizard, click **OK** to return to the Rich Text Editor.
8. After you click **Accept**, the Rich Text Editor window will disappear and you will be able to preview your table on the page.
9. If needed, click the diskette icon (⊟) to save your changes.
10. If needed, publish your changes.
11. Ensuring that the Page Editor interface is maximized (either by clicking the arrow on the upper right hand of the interface, or any of the tab headers, such as **Home**), locate the blue bar which sits below the interface's tabs:
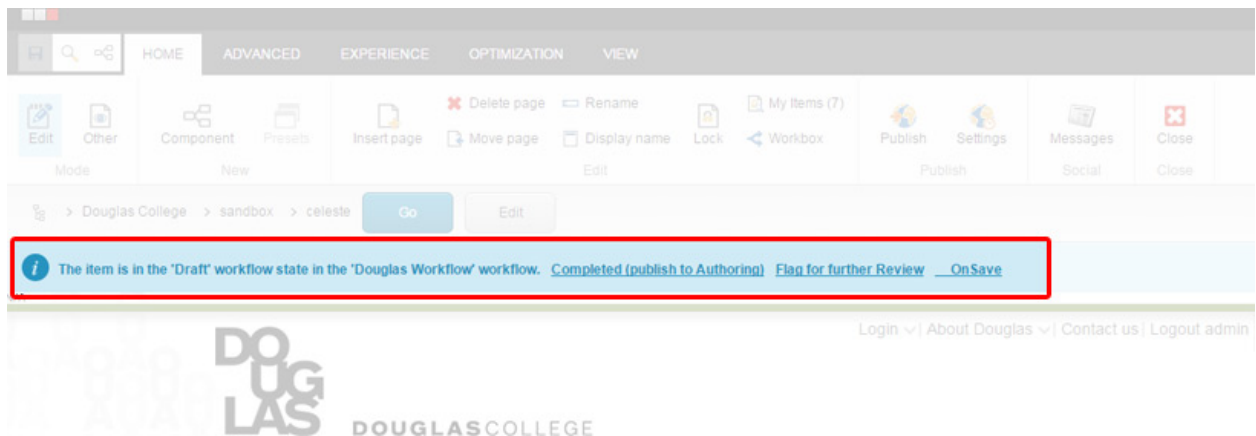
12. Click either **Republish (to Authoring)** or **Completed (Publish to Authoring).** After the page reloads, click **Immediate Publish (to Production)**.

## 5.3.2 Add or remove table columns and rows

1. In the Rich Text Editor, **Right Click** on the table you want to edit. A menu will appear:
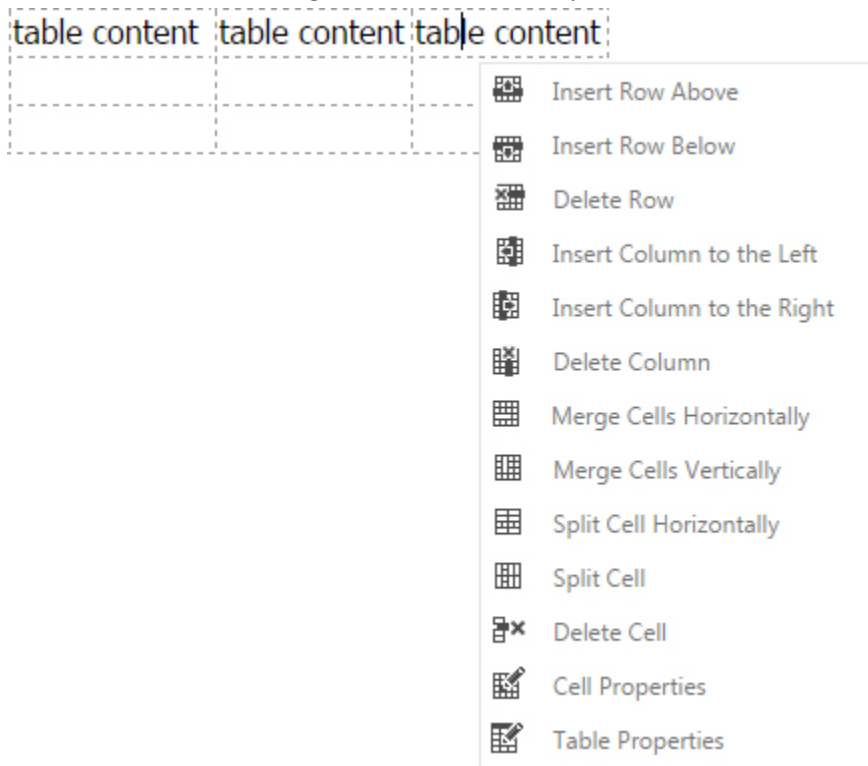
2. From the menu, click the function you want to perform. Note that **Table Properties** opens the Table Wizard, which allows you more advanced control over your table, if you require it.
3. Select the option you require from the menu to add, remove, insert, merge or split cells and rows in the table.
4. After you click **Accept**, the Rich Text Editor window will disappear and you will be able to preview your table on the page.

5. If needed, click the diskette icon (🖫) to save your changes.
6. If needed, publish your changes.
7. Ensuring that the Experience Editor Interface is maximized (either by clicking the arrow on the upper right hand of the interface, or any of the tab headers, such as **Home**), locate the blue bar which sits below the interface's tabs:
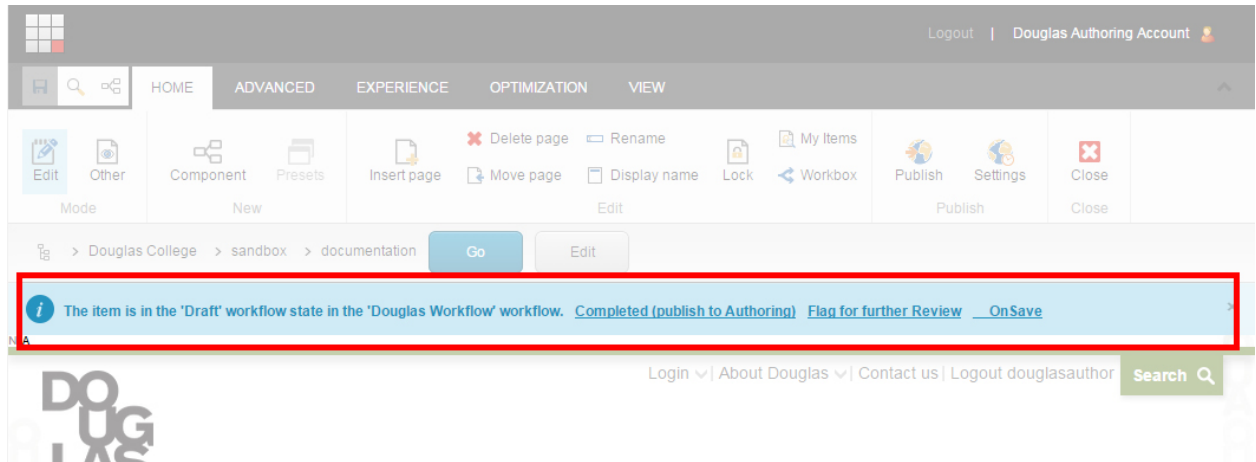
8. Click either **Republish (to Authoring)** or **Completed (Publish to Authoring).** After the page reloads, click **Immediate Publish (to Production)**.

5.4 Create a link

A link is a section of text which, when clicked goes from one page to another, or from a page to a file or document.

In Sitecore, there are two classifications of links. **Internal** links link to files or pages within Sitecore – documents you've uploaded, or other pages on the Douglas College website. **External** links link to content outside of Sitecore, such as Google, a Youtube video or another website.

5.4.1 Create an internal link

1. Open the Rich Text Editor. If you are unsure how to do this, see Section **5.2.1 Edit text in the Rich Text Editor.**
2. Highlight the section of text you wish to link. If you do not highlight any text, the link will not be created properly.

3. Click the **Insert Sitecore Link** button:
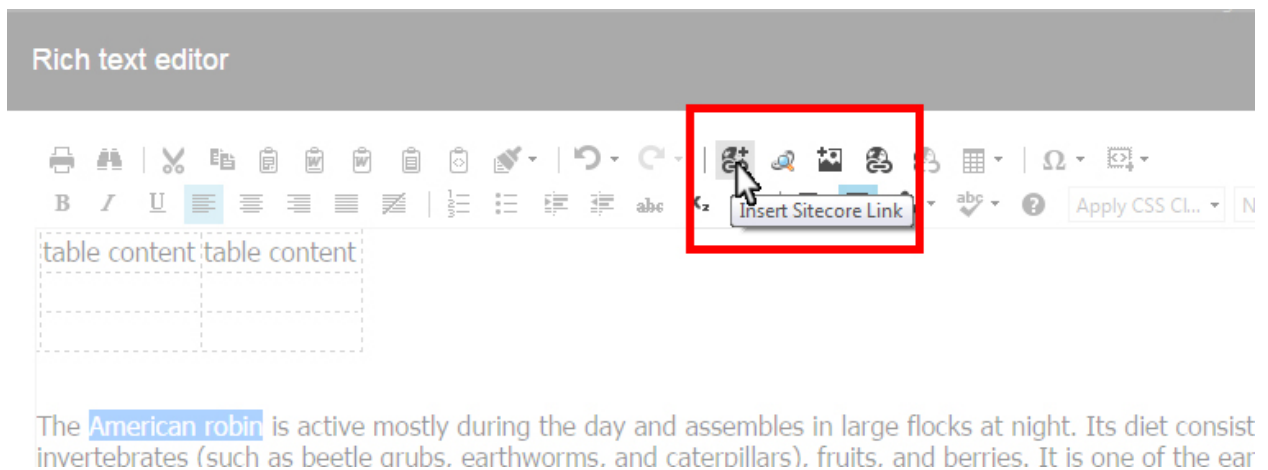
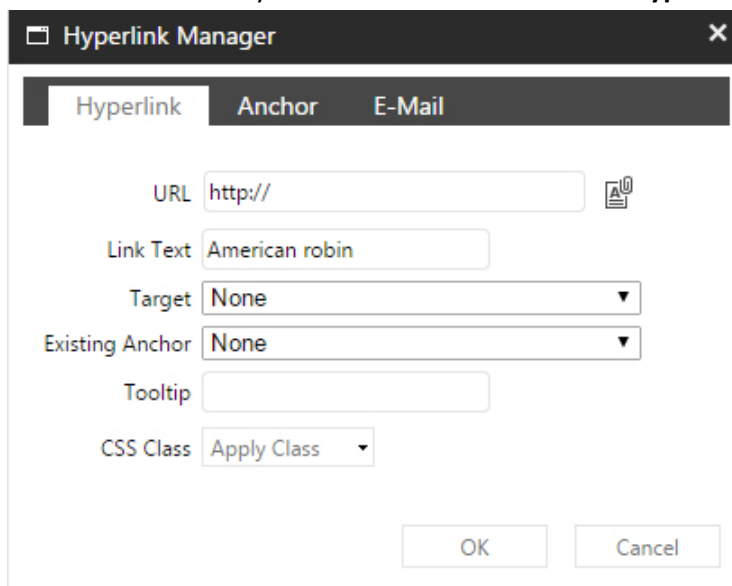4. A window displaying the douglascollege.ca Content Tree will overlay the Rich Text Editor. In this window, navigate to the page you wish you link to by clicking the small arrows beside each section as needed.
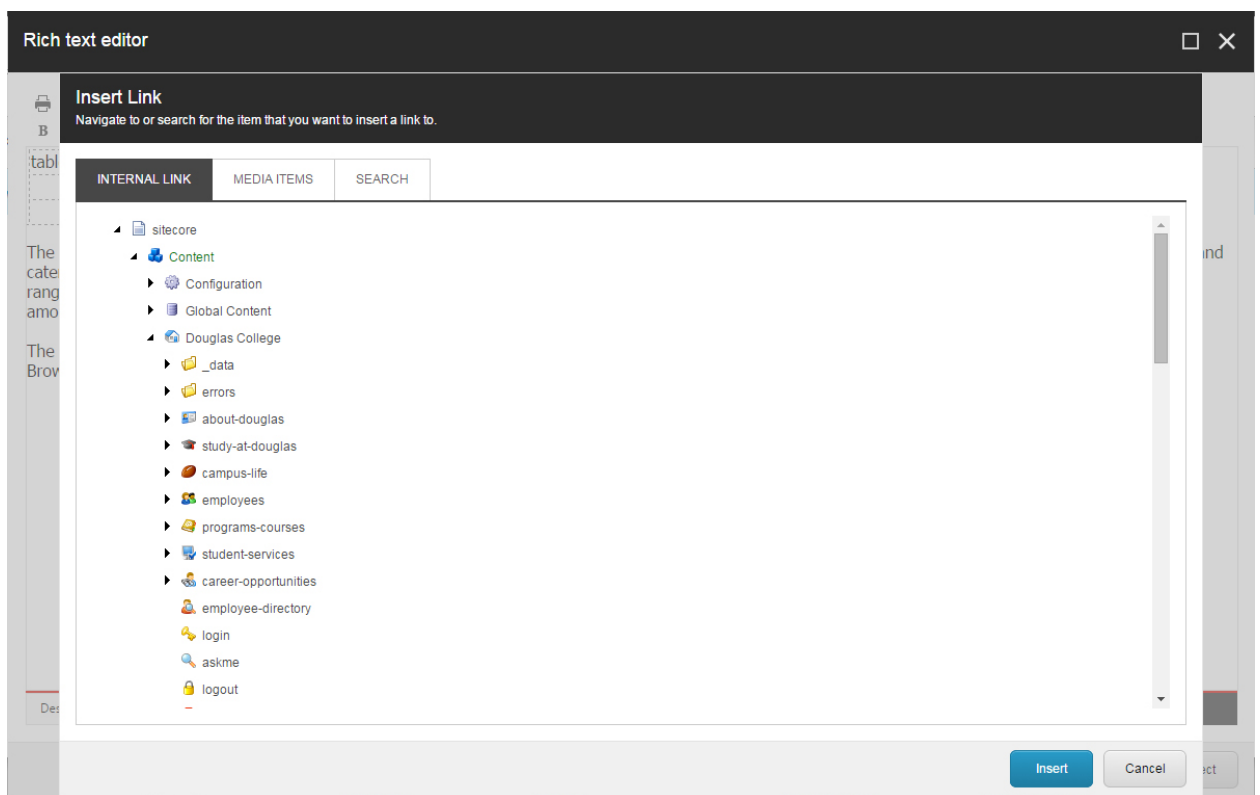
Note: You can also link to PDFs and images this way by navigating to their location in the Media Library. Click the **Media Items** tab to navigate the Media Library, or click **Search** to find the page or file you are looking for.

5. When you find the page or media item you want to link to, Click the **Insert** button at the bottom left of the window.

6. After you click **Insert**, you will be able to see your link displayed in the Rich Text Editor, to ensure that the proper words are linked.

7. When you are done editing, click the **Accept** button in the lower left of the Rich Text Editor.

8. After you click **Accept**, the Rich Text Editor window will disappear and you will be able to preview your text changes on the page.

9. If needed, click the diskette icon (🖫) to save your changes.

10. If needed, publish your changes.

11. Ensuring that the Experience Editor interface is maximized (either by clicking the arrow on the upper right hand of the interface, or any of the tab headers, such as **Home**), locate the blue bar which sits below the interface's tabs:
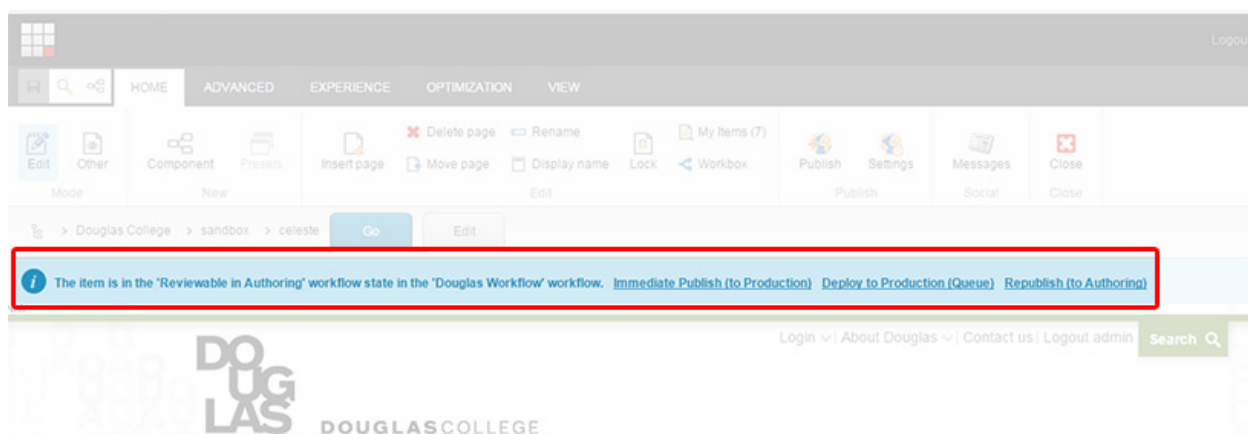
12. Click either **Republish (to Authoring)** or **Completed (Publish to Authoring).** After the page reloads, click **Immediate Publish (to Production)**.

5.4.2. Create an external link

1. Open the Rich Text Editor. If you are unsure how to do this, see Section **5.2.1 Edit text in the Rich Text Editor.**

2. Highlight the section of text you wish to link. If you do not highlight any text, the link will not be created properly.

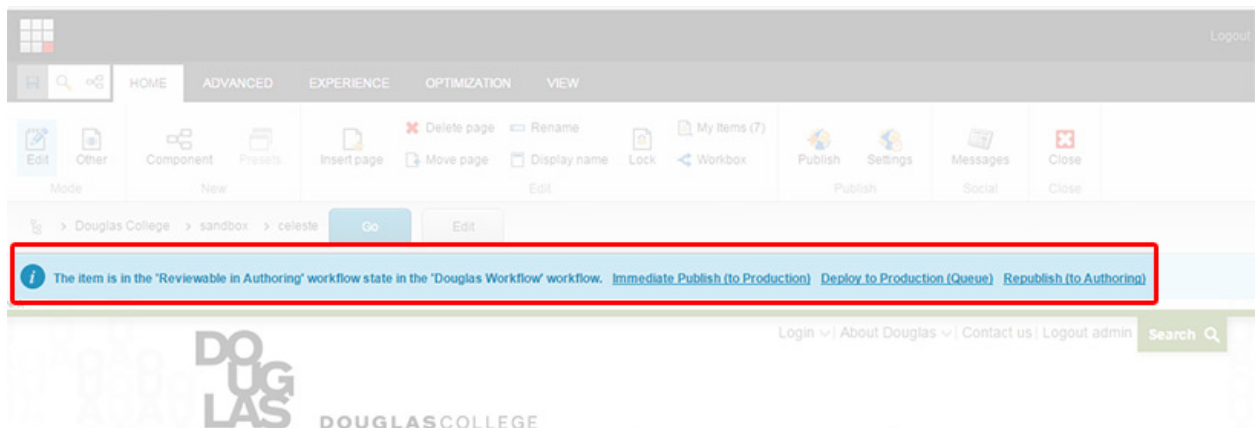3. Click the **Hyperlink Manager** button:
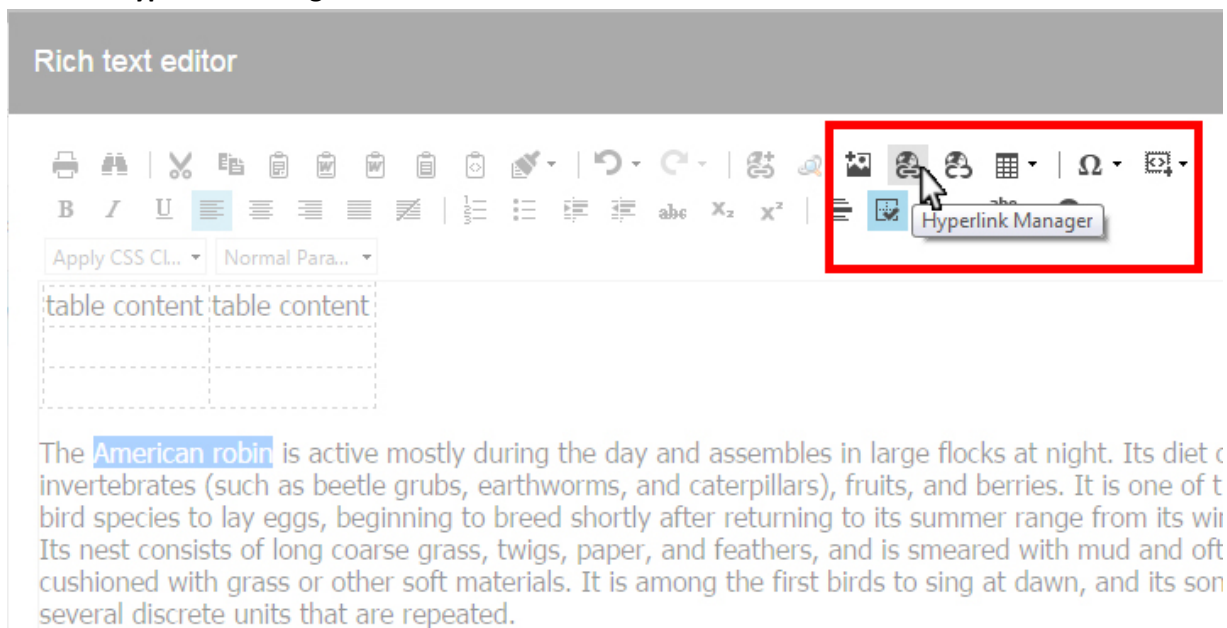
4. A window will overlay the Rich Text Editor titled the **Hyperlink Manager**:

5. In the **URL** field, enter the URL (web page address) of the site you wish to link to.
6. In the **Target** drop-down, select **New Window** to open the link in a new window.
7. Click **OK.**
8. After you click **OK**, you will be able to see your link displayed in the Rich Text Editor, to ensure that the proper words are linked.
9. When you are done editing, click the **Accept** button in the lower left of the Rich Text Editor.
10. After you click **Accept**, the Rich Text Editor window will disappear and you will be able to preview your text changes on the page.
11. If needed, click the diskette icon (🖫) to save your changes.
12. If needed, publish your changes.

13. Ensuring that the Page Editor interface is maximized (either by clicking the arrow on the upper right hand of the interface, or any of the tab headers, such as **Home**), locate the blue bar which sits below the interface's tabs:
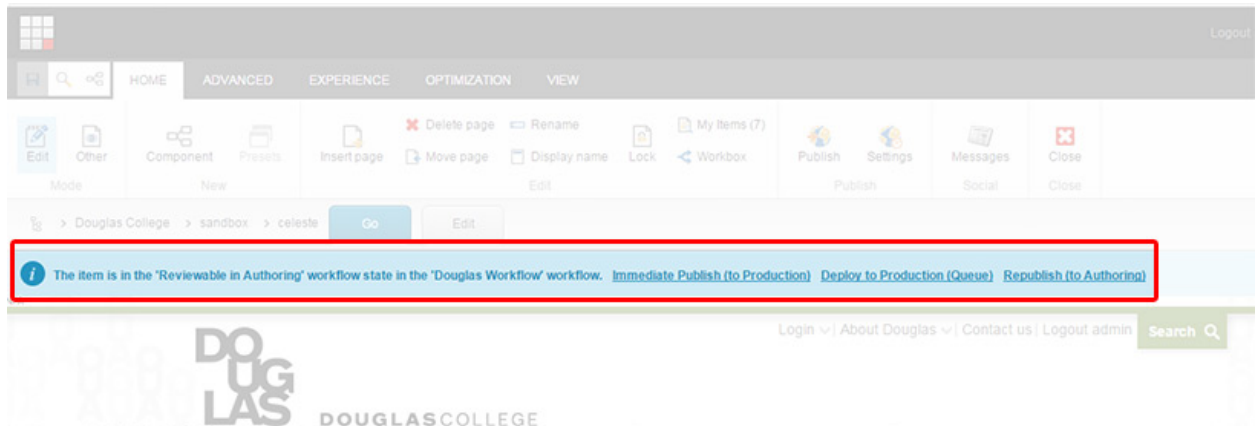

14. Click either **Republish (to Authoring)** or **Completed (Publish to Authoring).** After the page reloads, click **Immediate Publish (to Production)**.
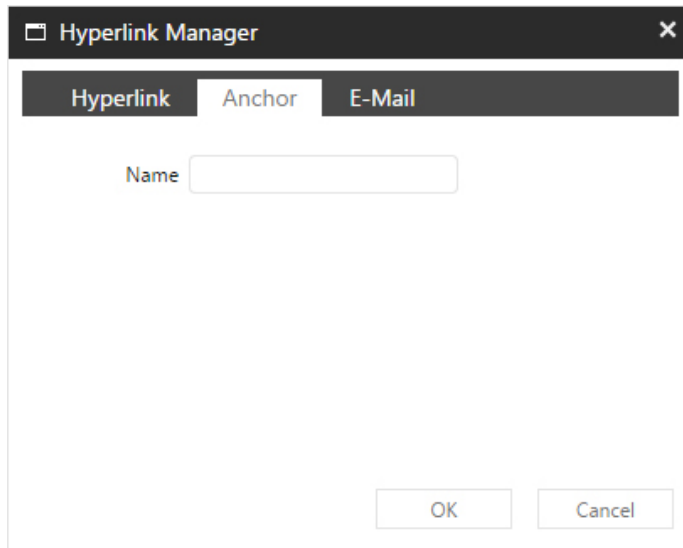
5.4.3 Create an email link

1. Open the Rich Text Editor. If you are unsure how to do this, see Section **5.2.1 Edit Text in the Rich Text Editor.**
2. Highlight the section of text you wish to link. If you do not highlight any text, the link will not be created properly.
3. Click the **Hyperlink Manager** button.
4. A window will overlay the Rich Text Editor. In this window, click the **E-mail** tab, to see the following:

5. In the **Address** field, enter the email address you wish to link to.
6. If required, in the **Subject** field enter the subject line that the email should be sent with.
7. Click **OK.**

8. When you are done editing, click the **Accept** button in the lower left of the Rich Text Editor.

9. After you click **Accept**, the Rich Text Editor window will disappear and you will be able to preview your text changes on the page.

10. If needed, click the diskette icon (💾) to save your changes.

11. If needed, publish your changes.

12. Ensuring that the Page Editor Interface is maximized (either by clicking the arrow on the upper right hand of the interface, or any of the tab headers, such as **Home**), locate the blue bar which sits below the interface's tabs:

13. Click either **Republish (to Authoring)** or **Completed (Publish to Authoring).** After the page reloads, click **Immediate Publish (to Production)**.

5.4.4 Create an Anchor link

Anchor links are links within pages which allow you to jump between content on a page or pages. They are helpful for long pages, or pages where there are many subheadings. Creating an anchor link requires 2 steps:

- creating the anchor,
- then creating the link that will link to it.

In general it's advisable to break up content into smaller pages when possible, as opposed to anchor links. If you need a page created for you, please contact webmaster@douglascollege.ca.
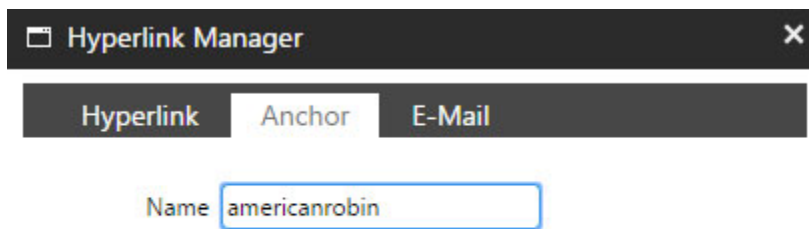
1. Open the Rich Text Editor. If you are unsure how to do this, see Section **5.2.1 Edit text in the Rich Text Editor.**

2. Highlight the section of text you wish to use as an anchor. A best practice for creating anchors is to use section headings within a page as anchors.

3. Click the **Hyperlink Manager** button. 🔗

4. A window will overlay the Rich Text Editor. In this window, click the **Anchor** tab, to see the following:
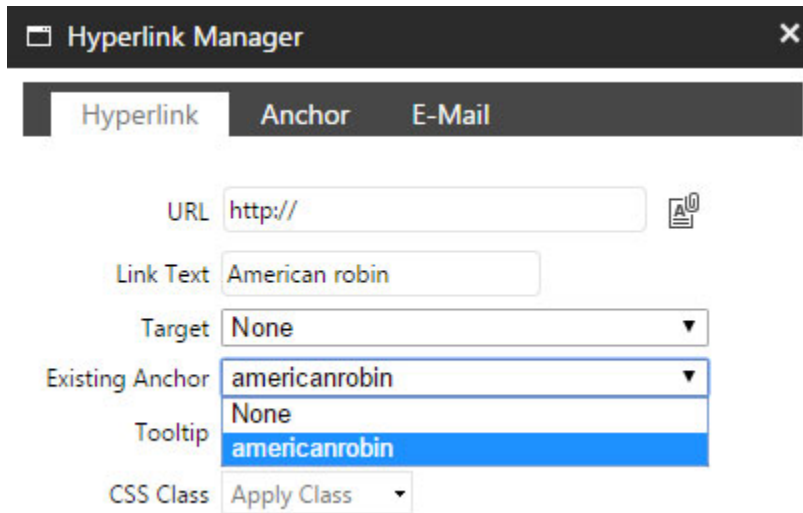

5. In the **Name** field, type the name of the anchor. An anchor name should be all lower-case letters, with no spaces or special characters (such as . , ; : ' ").


6. Click **OK.**
7. Highlight the section of text you wish to link to that anchor. This should be a different selection than the anchor itself.
8. Click the **Hyperlink Manager** button:

9. A window will overlay the Rich Text Editor:

10. In the **Existing Anchor** drop-down, select the name of the anchor you created in step 5.
14. Click **OK.**
15. When you are done editing, click the **Accept** button in the lower left of the Rich Text Editor.
16. After you click **Accept**, the Rich Text Editor window will disappear and you will be able to preview your text changes on the page.
17. If needed, click the diskette icon (🖫) to save your changes.
18. If needed, publish your changes.
19. Ensuring that the Page Editor interface is maximized (either by clicking the arrow on the upper right hand of the interface, or any of the tab headers, such as **Home**), locate the blue bar which sits below the interface's tabs:
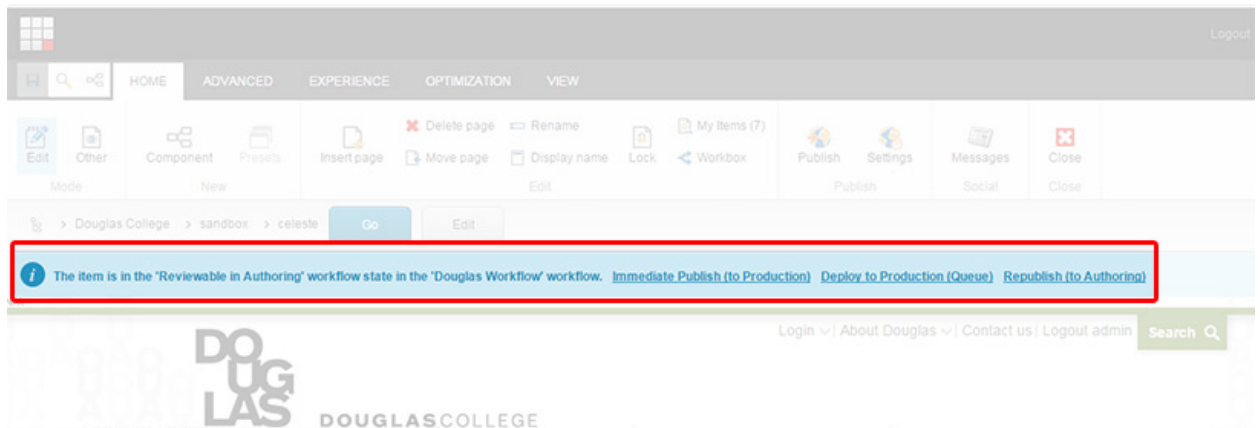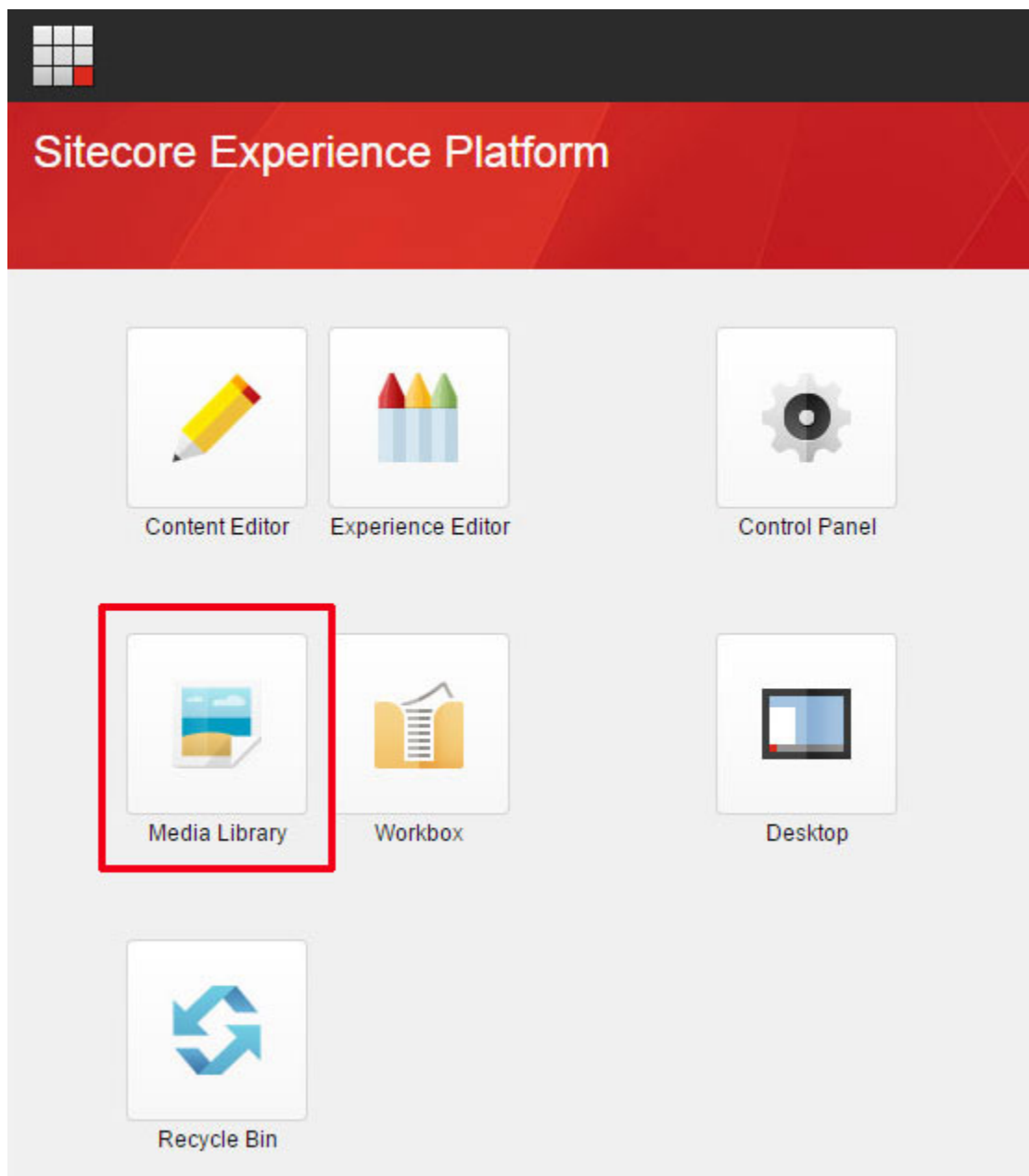

20. Click either **Republish (to Authoring)** or **Completed (Publish to Authoring).** After the page reloads, click **Immediate Publish (to Production)**.

5.5 Media library/images and files

Images and files are stored in the Media Library. To access the Media Library, click the Launchpad icon located in the upper left of every screen:


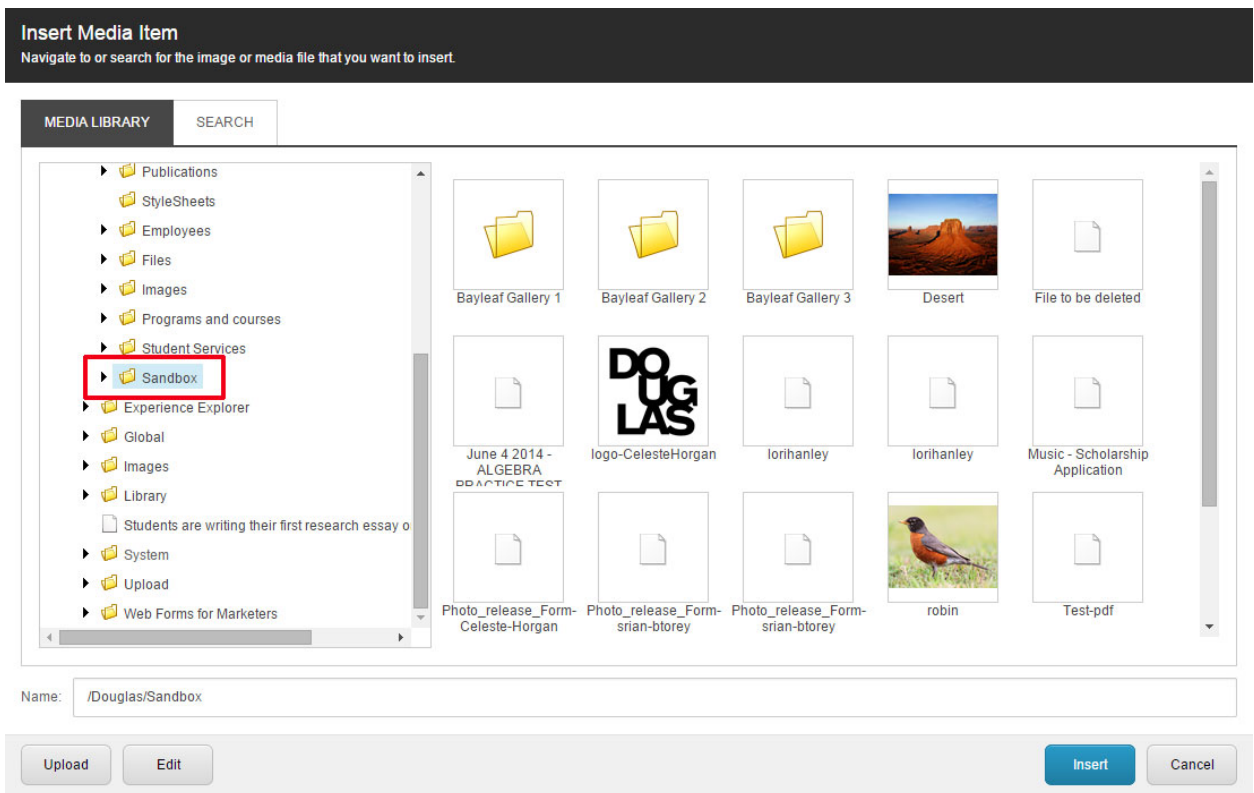Then click on the Media Library button:

5.5.1 Upload an image to the Media Library and insert onto a page while using the Experience Editor

1. Open the Rich Text Editor. If you are unsure how to do this, see Section **5.2.1 Edit text in the Rich Text Editor.**

2. Inside the text editing area, place your cursor where you want the image to be placed.

3. On the toolbar above the text editing area, click the **Insert Sitecore Media** button:
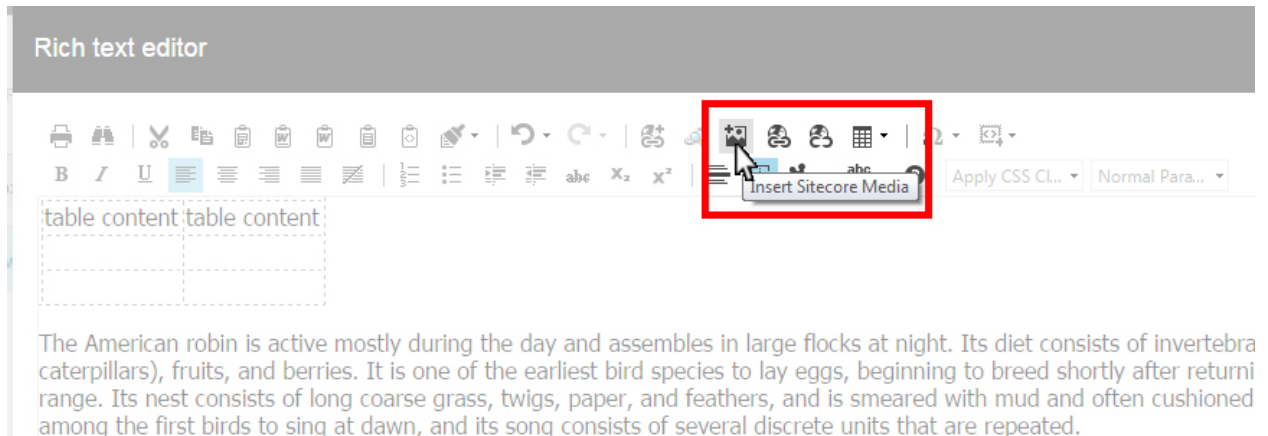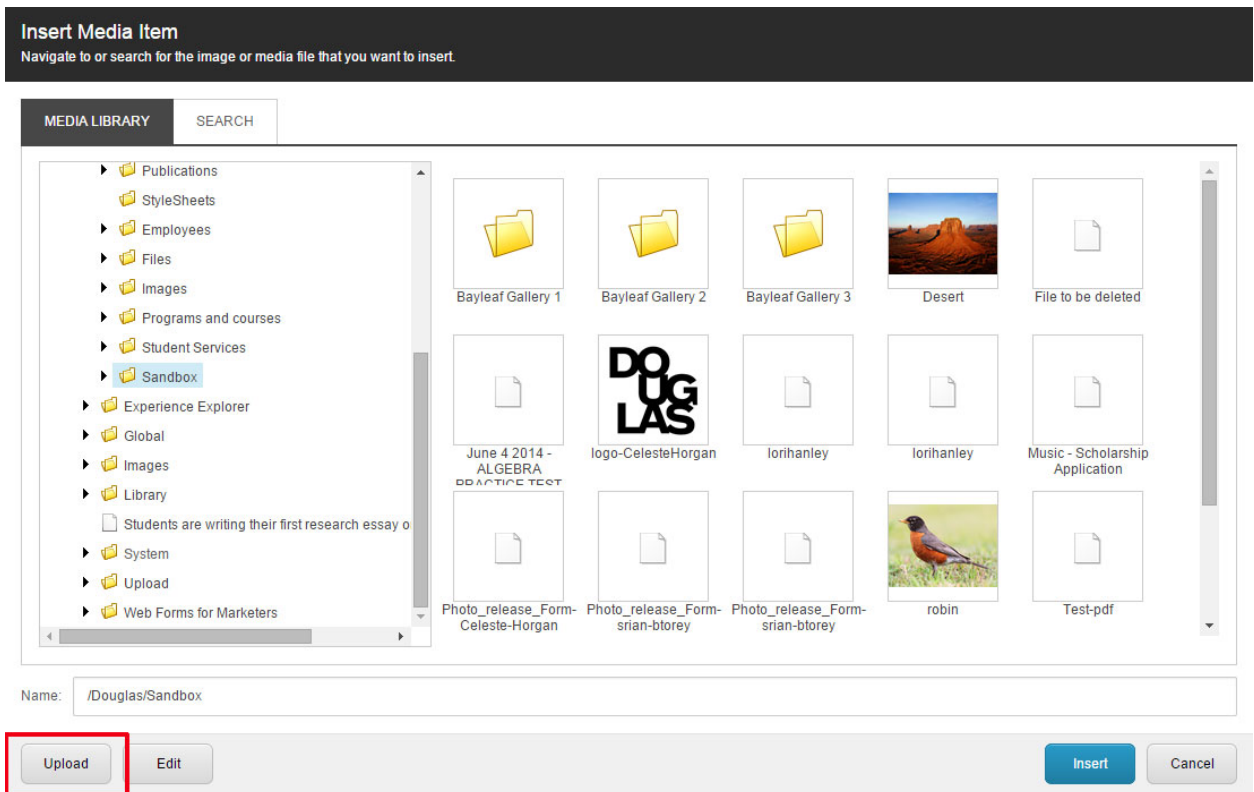

4. A window will overlay the Rich Text Editor. In this window, use the content tree on the left-hand side to navigate to and select your folder in the Media Library. This is the folder that the image will be uploaded into.

   Note: All Media Library folders correspond with sections of the website. For example, if you work for Human Resources and update the HR pages of the website, you have access to the Human Resources folder and its corresponding sub items. If you are unsure of which folders in the Media Library you have access to, please contact webmaster@douglascollege.ca.
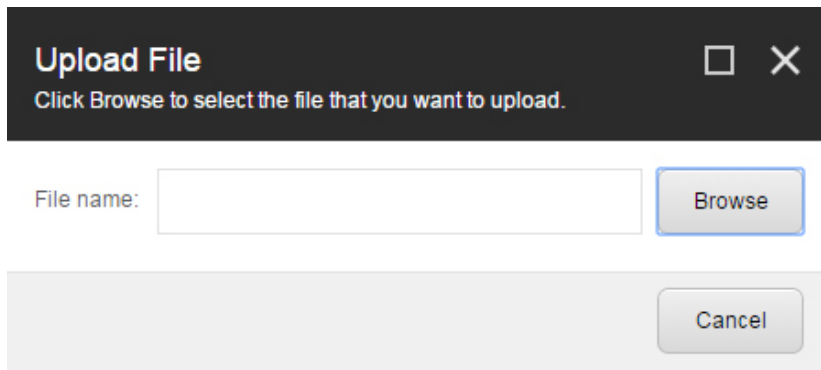
5. Click the **Upload** button on the bottom left of the window:

Note: if you have already uploaded your image, navigate to it in the Media Library, and proceed directly to step 11.

6. A window will once again overlay the Rich Text editor. In this window, use the **Browse** button to navigate to the location on your computer where the file you want to upload is stored.


7. Once you have selected your file, the upload process will begin automatically. When it finishes, you will be presented with the following screen:
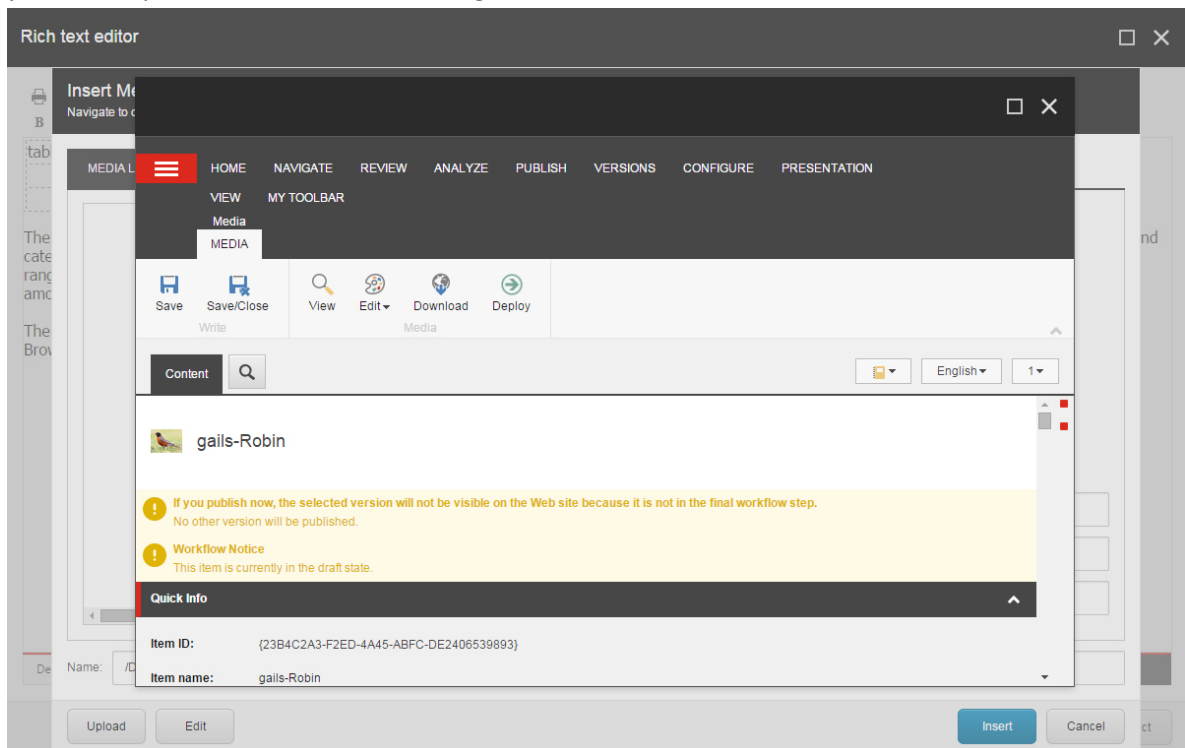
8. On this screen, navigate to the **Review** tab, and click **Completed (Publish to Authoring)**
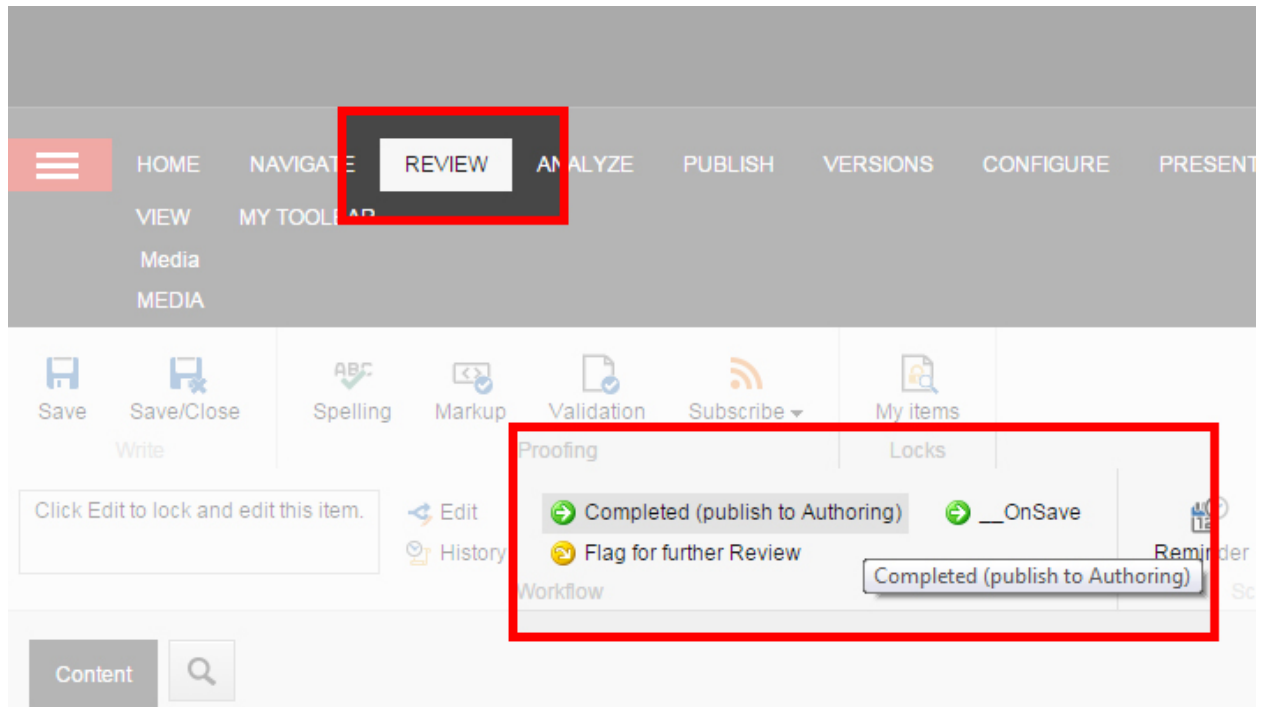

9. You will be prompted to enter a comment, if desired.
10. The tab will reload after hitting **Completed (Publish to Authoring)**. Now, click **Immediate Publish (to Production)**.
11. Click **Insert** to insert the image into the page.
12. After you click **Accept**, the Rich Text Editor window will disappear and you will be able to preview your text changes on the page.
13. If needed, click the diskette icon (🖫) to save your changes.
14. If needed, publish your changes.
15. Ensuring that the Page Editor Interface is maximized (either by clicking the arrow on the upper right hand of the interface, or any of the tab headers, such as **Home**), locate the blue bar which sits below the interface's tabs:
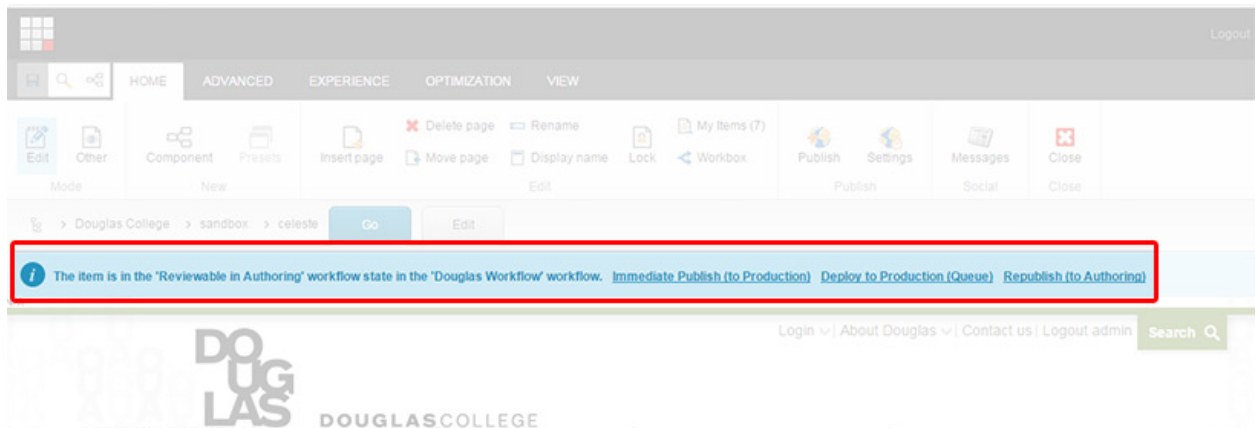
16. Click either **Republish (to Authoring)** or **Completed (Publish to Authoring).** After the page reloads, click **Immediate Publish (to Production)**.

5.5.2 Delete an image

1. In the Media Library, navigate to the image you want to delete.
2. Right click the image, and select **Delete**. You will be asked to confirm the deletion:
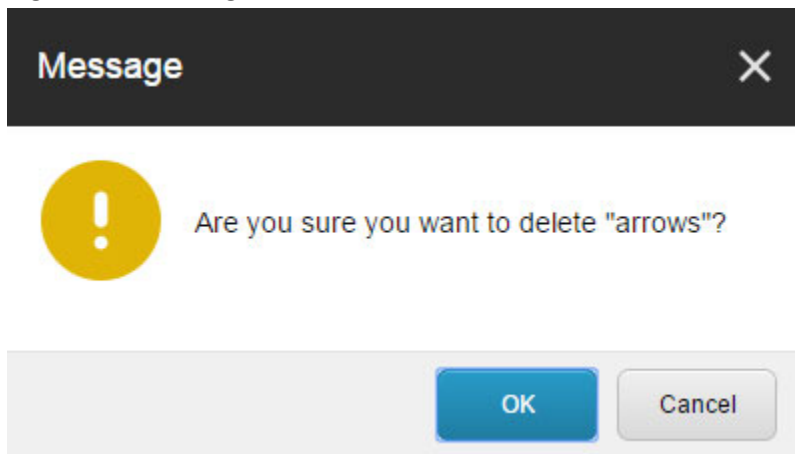

3. Click **OK**.

Note: If you need to restore deleted items, you can go to the Recycle Bin and restore it. See more about the Recycle Bin in section 5.7 Recycle Bin.

5.5.3 Add Alt text to an image

Alt text is the line of text which appears in a yellow box when you hover over an image on the internet for a short period of time. It is meant to describe the image to people who suffer from vision loss or low vision.

1. Open the Rich Text Editor. If you are unsure how to do this, see Section **5.2.1 Edit text in the Rich Text Editor.**
2. Inside the text editing area, right-click the image you wish to add alt text to, and select **Properties…**
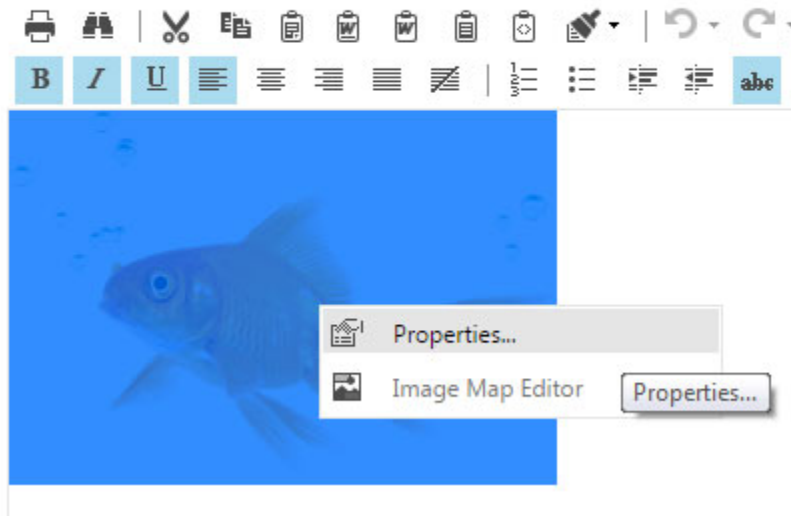
3. In the text field labeled **Alt text**, enter a description of the image. For example, if you have an image of the Douglas College logo, its description might be "Douglas College logo."

4. Click **OK.**
5. When you are done editing, click the **Accept** button in the lower left of the Rich Text Editor.

6. After you click **Accept**, the Rich Text Editor window will disappear and you will be able to preview your text changes on the page.

7. If needed, click the diskette icon () to save your changes.

8. If needed, publish your changes.

9. Ensuring that the Page Editor Interface is maximized (either by clicking the arrow on the upper right hand of the interface, or any of the tab headers, such as **Home**), locate the blue bar which sits below the interface's tabs:
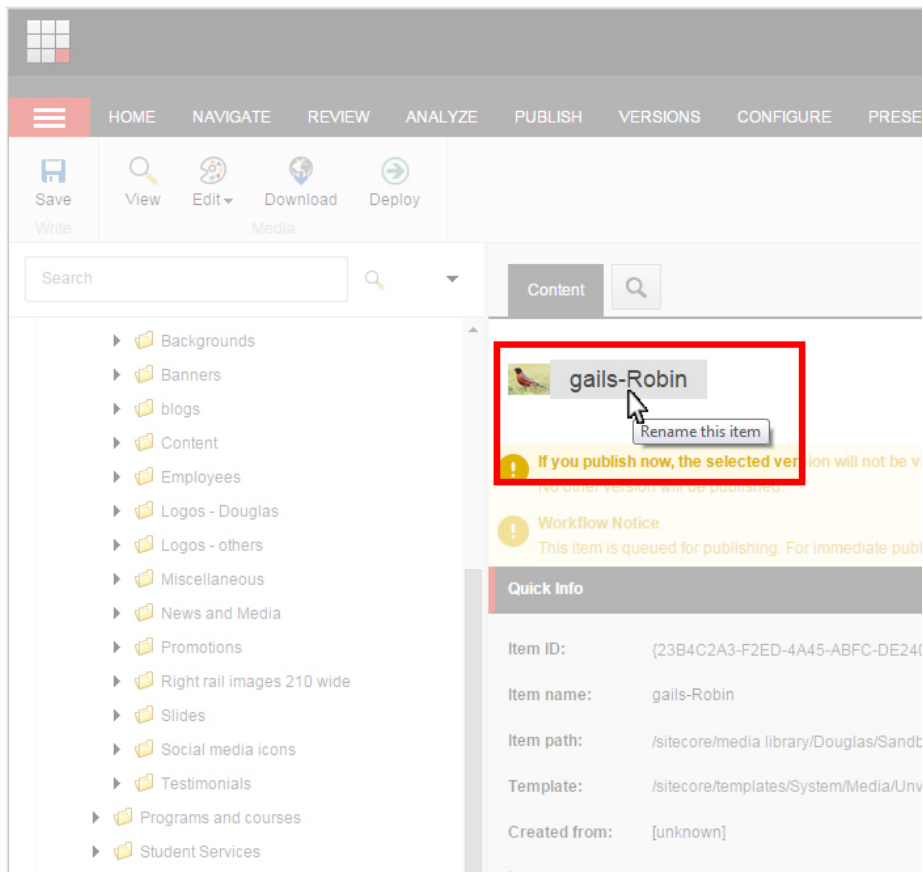

10. Click either **Republish (to Authoring)** or **Completed (Publish to Authoring).** After the page reloads, click **Immediate Publish (to Production)**.

5.5.4 Change a file name

1. In the Media Library, navigate to the image you want to change, and select it in the left-hand Content Tree menu.

2. In the right hand section of the Media Library, hover over the file's name and click it:

3. In the popup that appears, enter your new file name in the **Enter a new name for the item** text field.

4. Click **Ok.**

5. In the toolbar, click the **Save** button.

6. If needed, click the diskette icon (💾) to save your changes.

7. If needed, publish your changes.

8. Ensuring that the Page Editor interface is maximized (either by clicking the arrow on the upper right hand of the interface, or any of the tab headers, such as **Home**), locate the blue bar which sits below the interface's tabs:
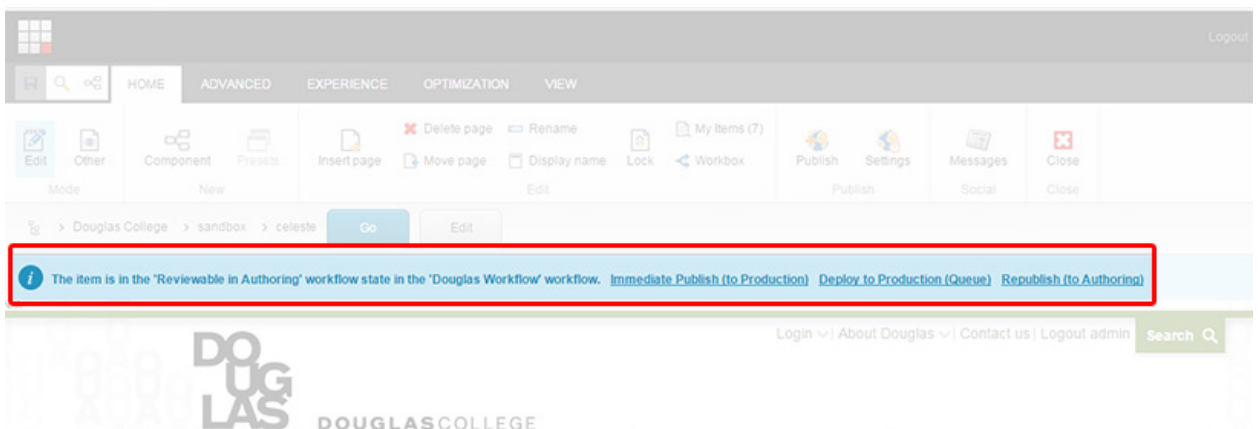
9. Click either **Republish (to Authoring)** or **Completed (Publish to Authoring).** After the page reloads, click **Immediate Publish (to Production)**.

5.5.5 Uploading and linking to PDFs and documents

The **Insert Sitecore Media** function only works with image files. To upload or create a link to a PDF file, word document, or excel spreadsheet (or similar), highlight the text you want to make a link, and use the **Insert Sitecore Link** function.

1. Open the Rich Text Editor. If you are unsure how to do this, see Section **5.2.1 Edit text in the Rich Text Editor.**
2. Inside the text editing area, highlight the section of text that you want to be the link.
3. On the toolbar above the text editing area, click the **Insert Sitecore Media** button:
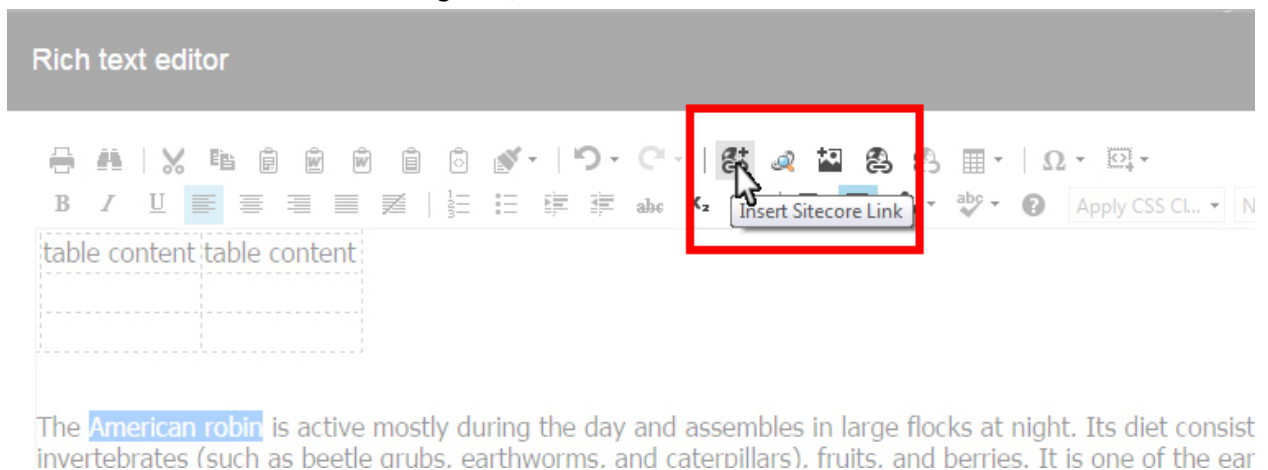
4. In the window that pops up, select the **Media Items** tab.
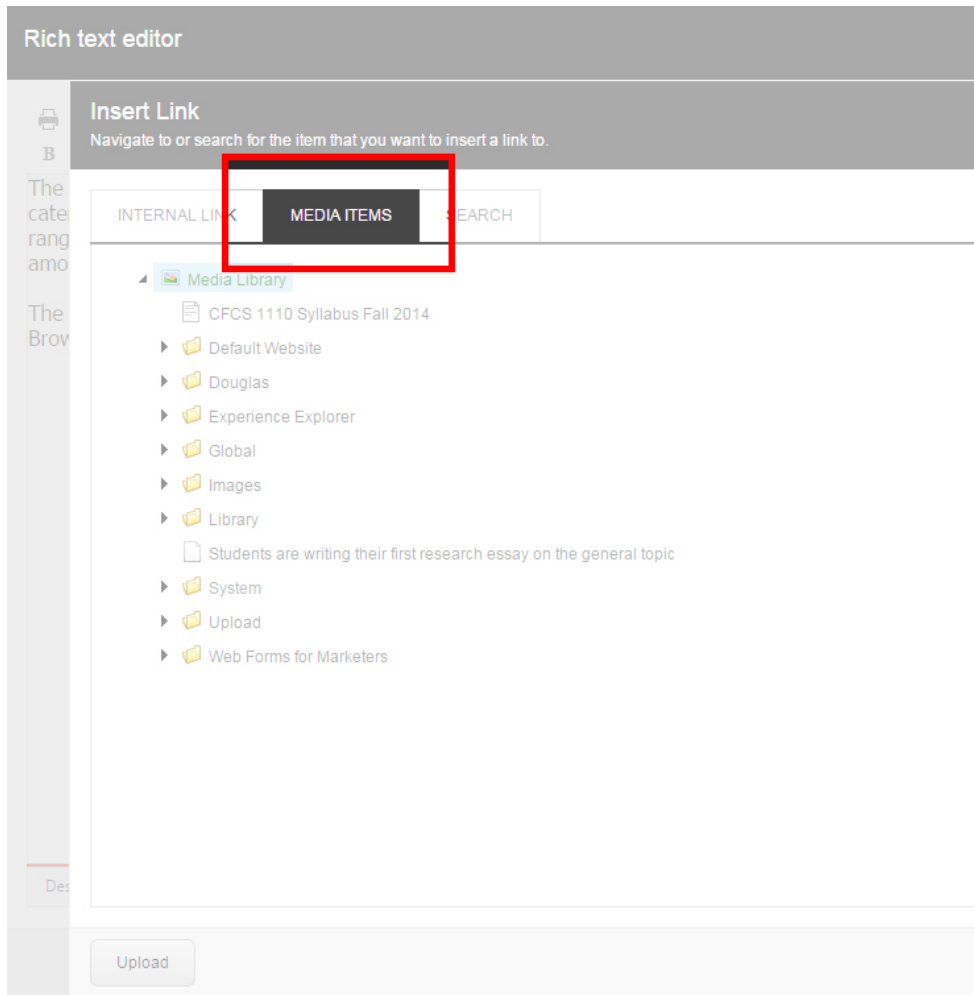
5. Navigate to the folder you wish to upload to, and click that folders **Name** (as in, the actual text) that you wish to upload to. The background of the folder name should appear blue:
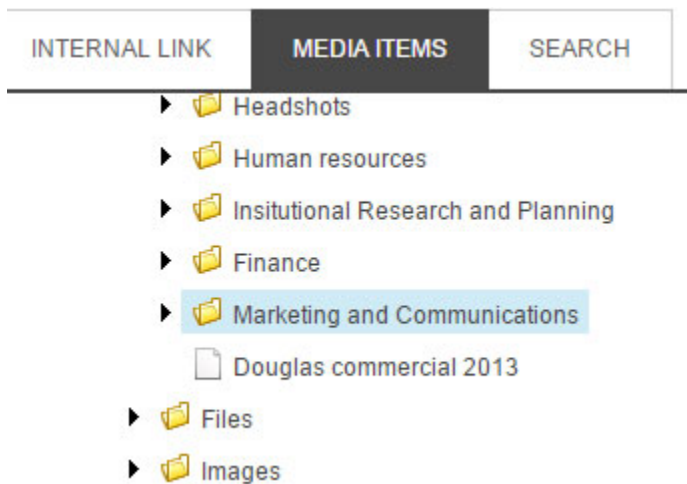
Note that the Upload button will appear as grayed out if you do not have permissions to upload to that folder. The folders that you have permissions to upload to correspond to the pages you have permissions to edit.

6. In the lower left corner of the Media Items tab, click the **Upload** button:
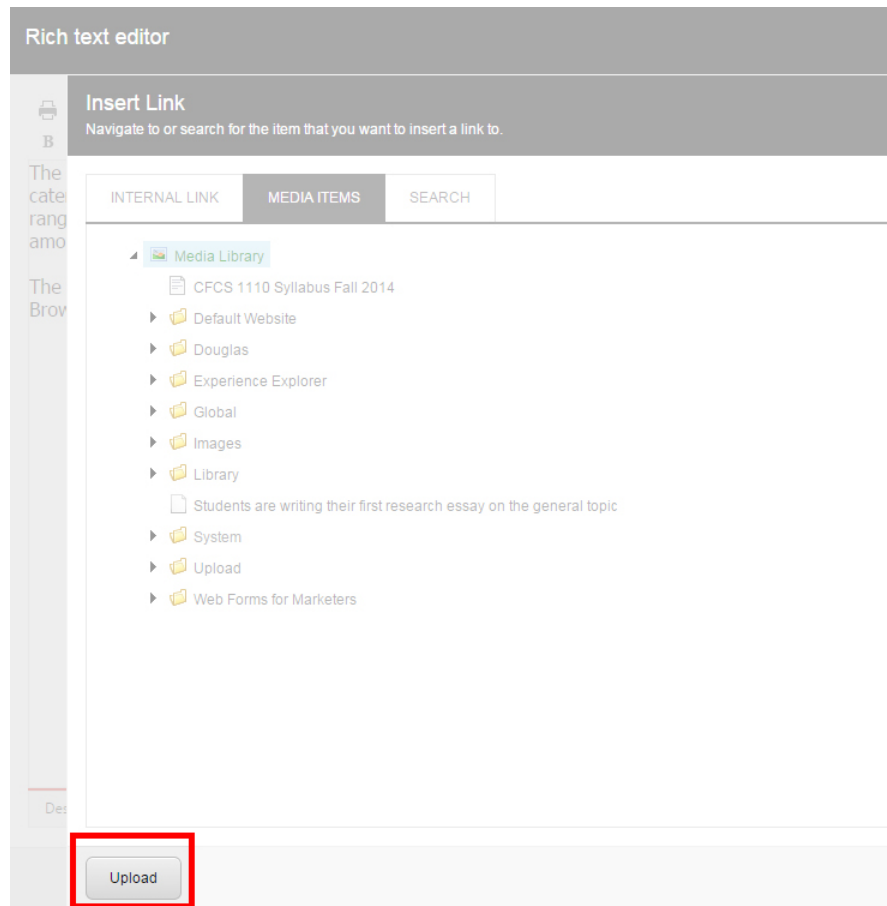
7. A window will once again overlay the Rich Text editor. In this window, use the **Browse** button to navigate to the location on your computer where the file you want to upload is stored.
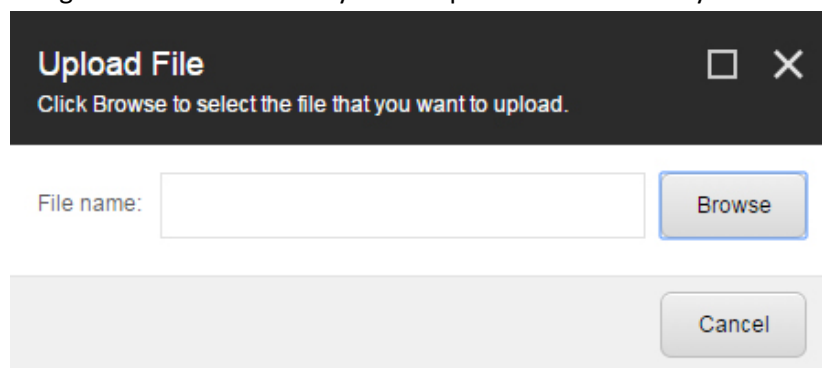
8. Once you have selected your file, the upload process will begin automatically. When it finishes, you will be presented with the following screen:
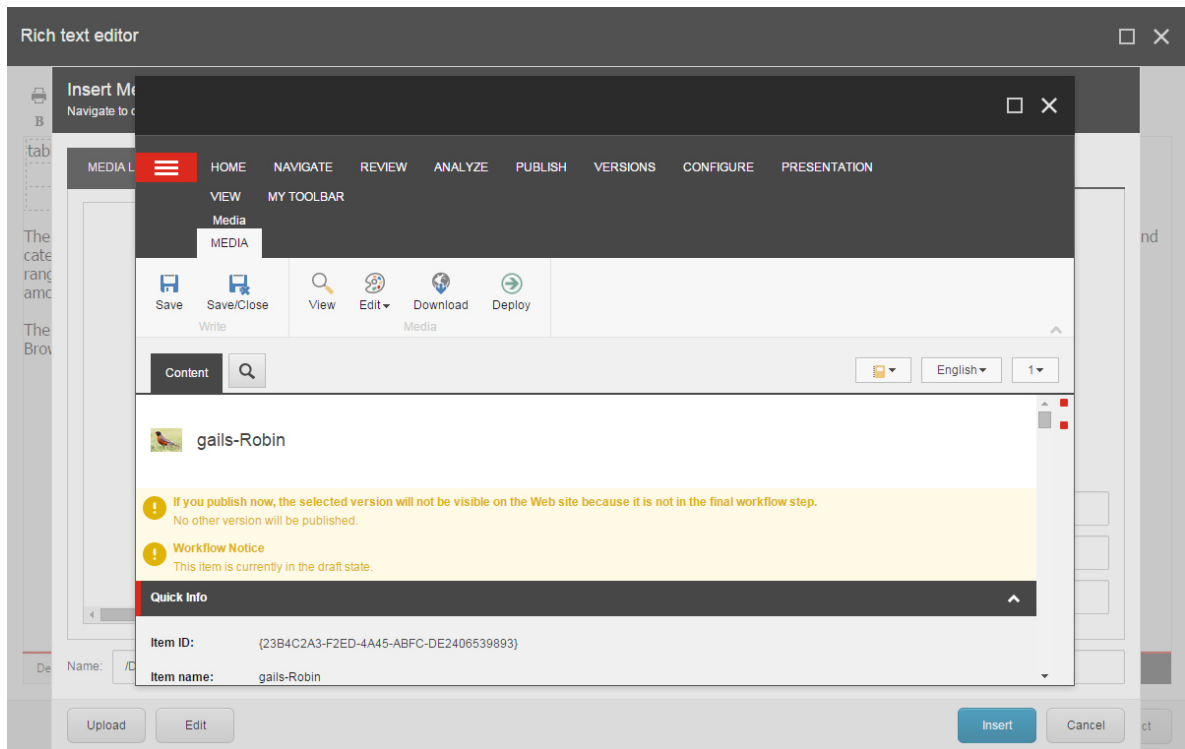
9. On this screen, navigate to the **Review** tab, and click **Completed (Publish to Authoring)**
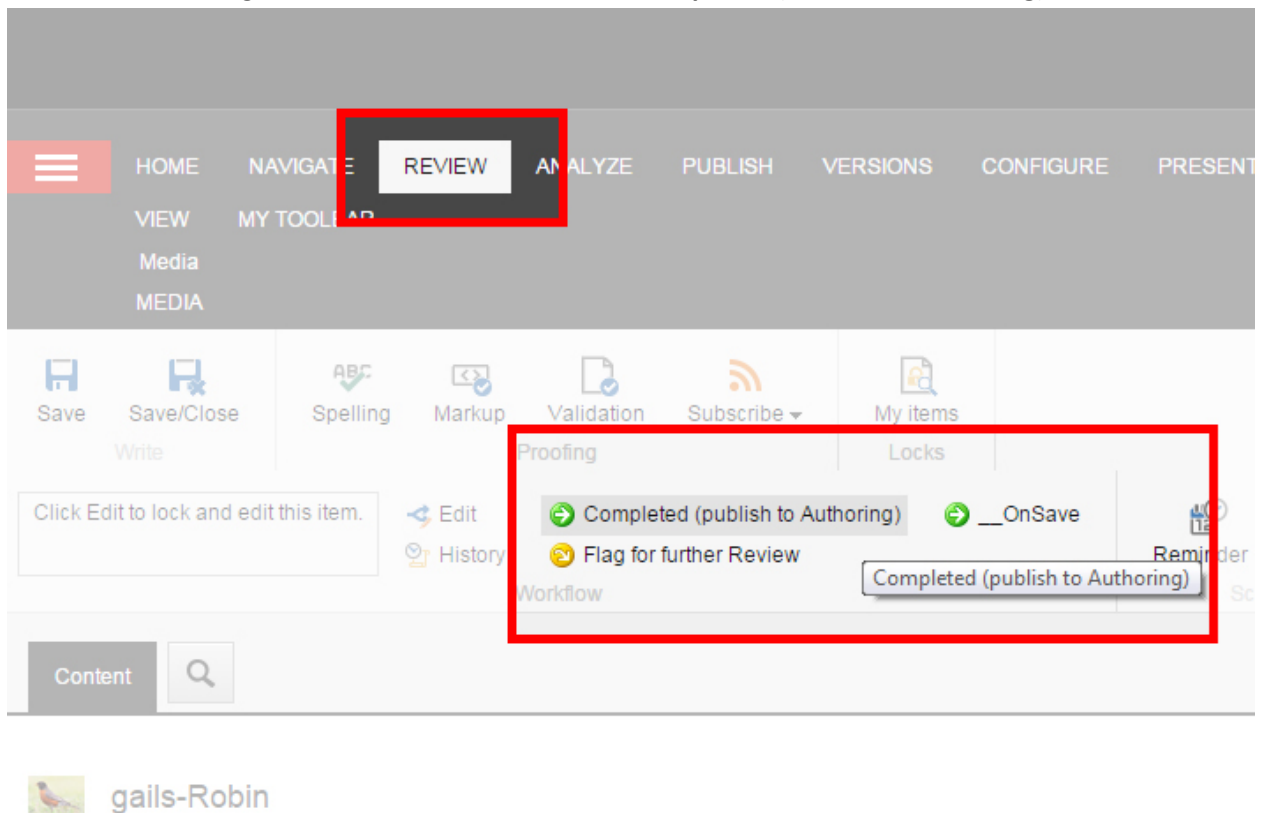
10. The tab will reload after hitting **Completed (Publish to Authoring)**. Click **Immediate Publish (to Production)**. Click the close button (x) on the upper right of this window (Note: not your browser's window, but the window which overlays the rich text editor displayed above).

11. In the Media Items folder, navigate to the file you just uploaded, and select it by clicking its Name and highlighting it in blue.

12. When you've selected a file, click **Link** in the lower right of this screen.
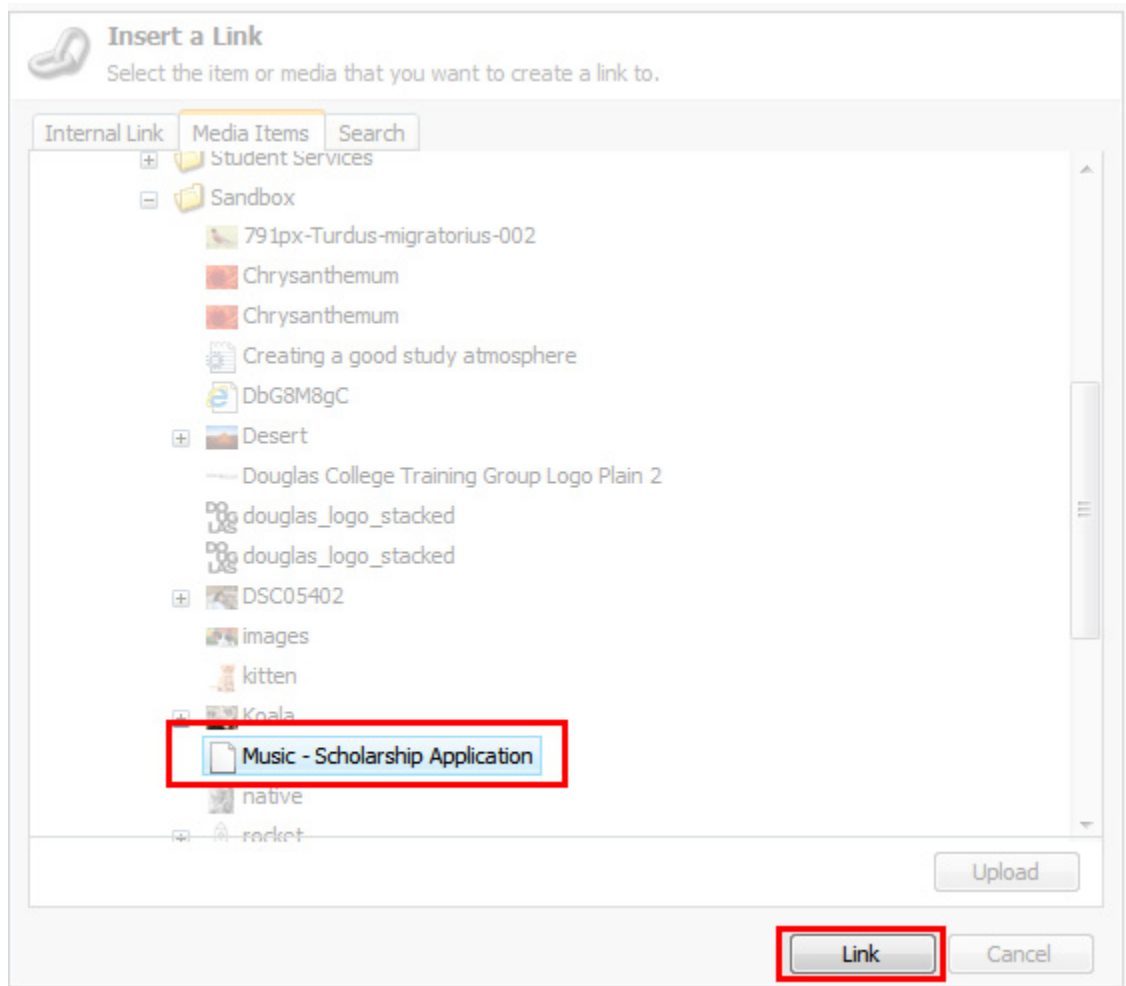
13. When you are done editing, click the **Accept** button in the lower left of the Rich Text Editor.

14. After you click **Accept**, the Rich Text Editor window will disappear and you will be able to preview your text changes on the page.

15. If needed, click the diskette icon (💾) to save your changes.

16. Click either **Republish (to Authoring)** or **Completed (Publish to Authoring).** After the page reloads, click **Immediate Publish (to Production)**.

6.0 CSS styles and headers

CSS (**C**ascading **S**tyle **S**heet) styles are styles which you can use to change the look and spacing of text and other elements of your content. You can use CSS Styles to change the alignment of an image, table padding, and more. There are a variety of CSS styles built into the Douglas College Sitecore system that

you can apply to content, and all are applied in the same way, regardless of whether that content is a table or an image or plain text.

6.1 Apply a CSS Style

1. Open the Rich Text Editor. If you are unsure how to do this, see Section **5.2.1 Edit text in the Rich Text Editor.**
2. Inside the rich text area, select or highlight the text or image you want to apply a CSS style to. If you are applying a CSS class to a table, right click the table and select **Table Properties** to apply the class.
3. In the **Apply CSS Class** drop-down menu, select the CSS class you want to apply.
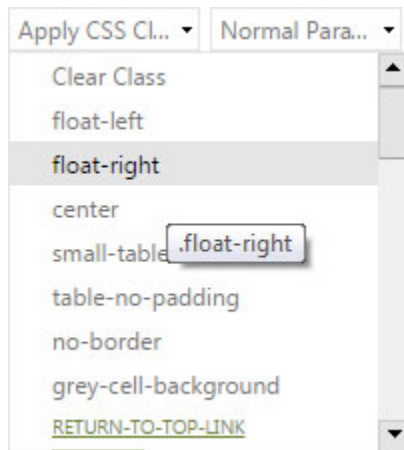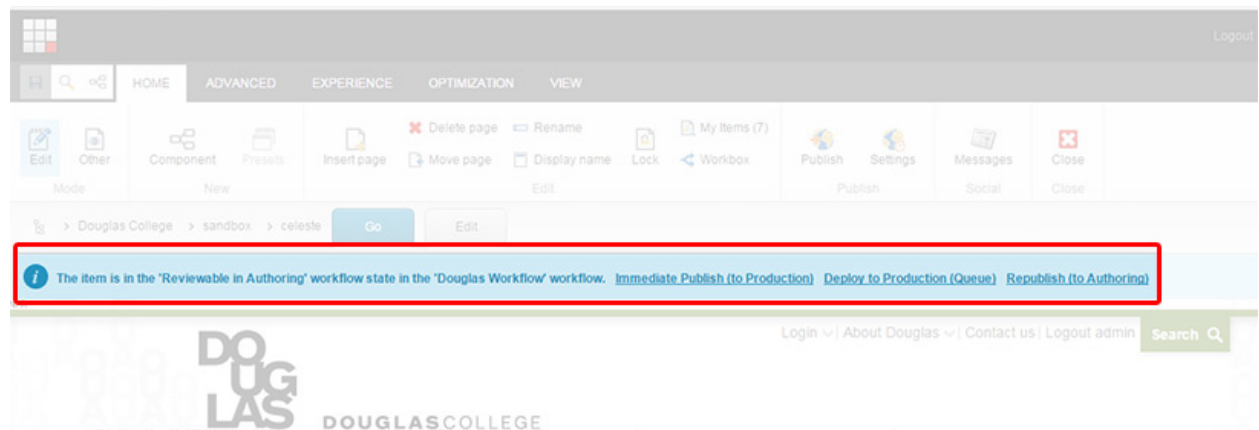
The next section in this guide lists the effects of a CSS class.
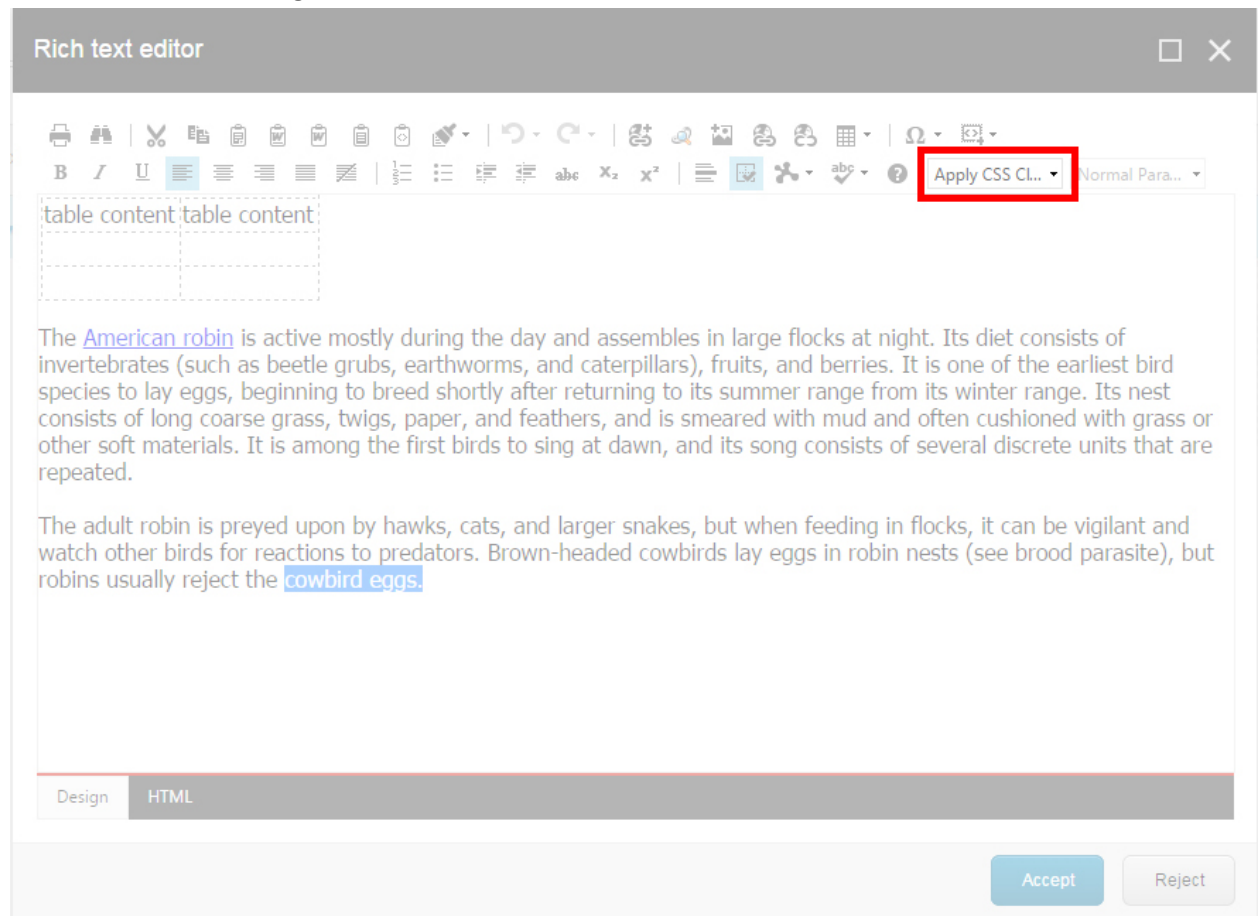
Note: Some CSS classes only work with certain types of content.

4. When you are done, click the **Accept** button in the lower left of the Rich Text Editor.
5. After you click **Accept**, the Rich Text Editor window will disappear and you will be able to preview your text changes on the page.
6. If needed, click the diskette icon (📷) to save your changes.
7. If needed, publish your changes.
8. Ensuring that the Page Editor interface is maximized (either by clicking the arrow on the upper right hand of the interface, or any of the tab headers, such as **Home**), locate the blue bar which

sits below the interface's tabs:

9. Click either **Republish (to Authoring)** or **Completed (Publish to Authoring).** After the page reloads, click **Immediate Publish (to Production)**.

6.2 CSS Styles available

There are a number of CSS styles available in Sitecore for you to use on your content.

float-left:	aligns an image to the left, wrapping the main body content to the right and below of the image. **Images only**.
float-right:	aligns an image to the right, wrapping the main body content to the left and below of the image. **Images only**.
center:	centers an image. **Images only.**
table-no-padding:	removes cell padding from a table. **Tables only.**
no-border:	removes the borders from a table. **Tables only.**
grey-cell-background:	makes the background of a table cell gray. **Tables only.**
return-to-top-link:	formats a links' text to all-caps in a smaller typeface and right-aligns the link. **Use for "return to top" or "top" links only. Only works on linked text.**
button:	formats a links' text to have a green background, which changes upon hovering over it with a mouse. **Only works on linked text.**
caption:	formats the selected text to fit as a caption for an image immediately preceding it. **Text only.**
lower-alpha-list:	changes the numbering or bullet points beside a list to lower alphabetic characters (a, b, c…) **Bulleted or numbered lists only.**
left-side-75:	changes the width of a paragraph to 75% of the overall width. **Paragraphs of text only.**

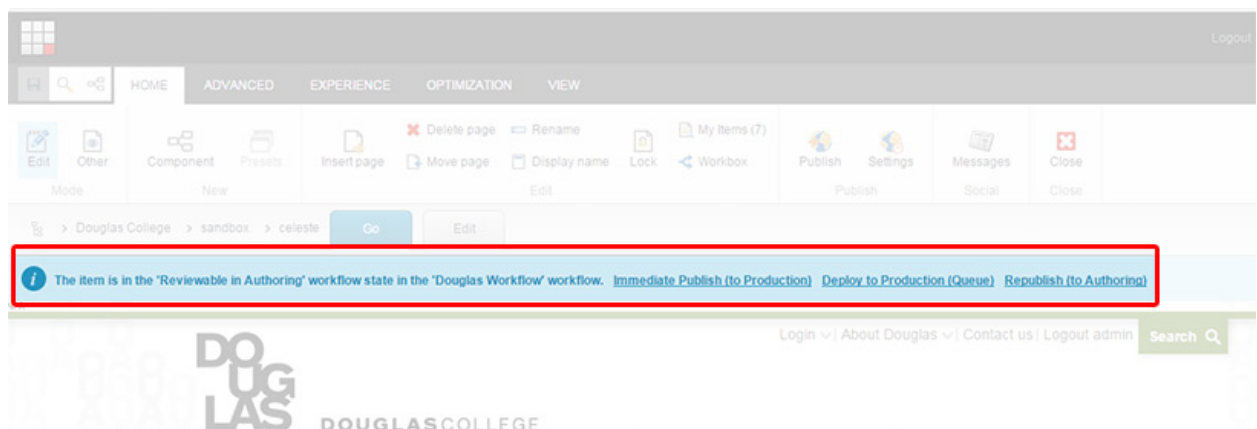| right-side-25:	changes the width of a paragraph to 25% of the overall width. **Paragraphs of text only.**

6.3 Headers

You can apply Heading levels 3 through 5 to your content in Sitecore. Heading level 1 is automatically generated for the page title, and Heading level 2 is used for page sub-titles when needed.

When using headers, be sure to use them in order whenever possible – a sub-section of a heading 3 should use a heading 4, not a heading 5. Good use of headers assists those with limited vision using screen reading technology to navigate the website more efficiently.

6.4 Apply a header

Sitecore allows you to apply 3 levels of header and sub-headers to text.

1. Open the Rich Text Editor. If you are unsure how to do this, see Section **5.2.1 Edit text in the Rich Text Editor.**
2. Inside the rich text area, select or highlight the text or image you want to make a header.
3. In the **Paragraph Style** drop-down menu, select the header you want to apply.
4. When you are done, click the **Accept** button in the lower left of the Rich Text Editor.
5. After you click **Accept**, the Rich Text Editor window will disappear and you will be able to preview your text changes on the page.
6. If needed, click the diskette icon (🖫) to save your changes.
7. If needed, publish your changes.
8. Ensuring that the Page Editor interface is maximized (either by clicking the arrow on the upper right hand of the interface, or any of the tab headers, such as **Home**), locate the blue bar which sits below the interface's tabs:

9. Click either **Republish (to Authoring)** or **Completed (Publish to Authoring).** After the page reloads, click **Immediate Publish (to Production)**.

7.0 Recycle Bin

The Recycle Bin is used to hold deleted items, such as images, pages and files. If you delete a file, either by accident or otherwise, use the Recycle Bin to get it back.
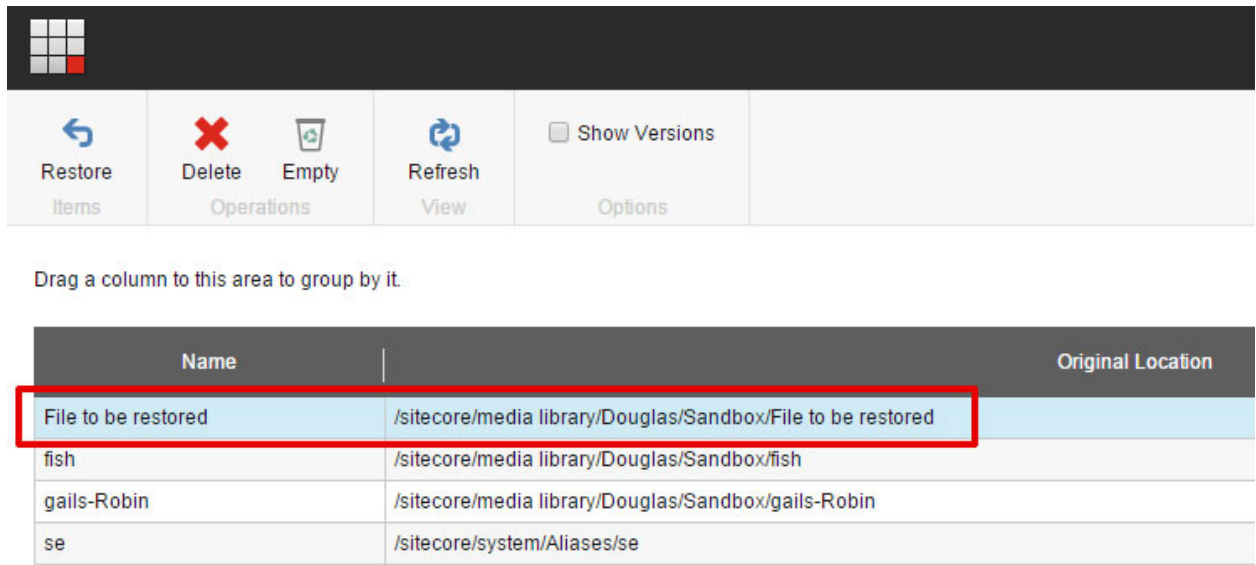
7.1 Restore deleted items

1. Click the Launchpad icon in the upper left of the screen. This will return you to the Sitecore Experience Platform screen.

2. Navigate to the Recycle Bin by clicking on the Recycle Bin button in the Sitecore Experience Platform.
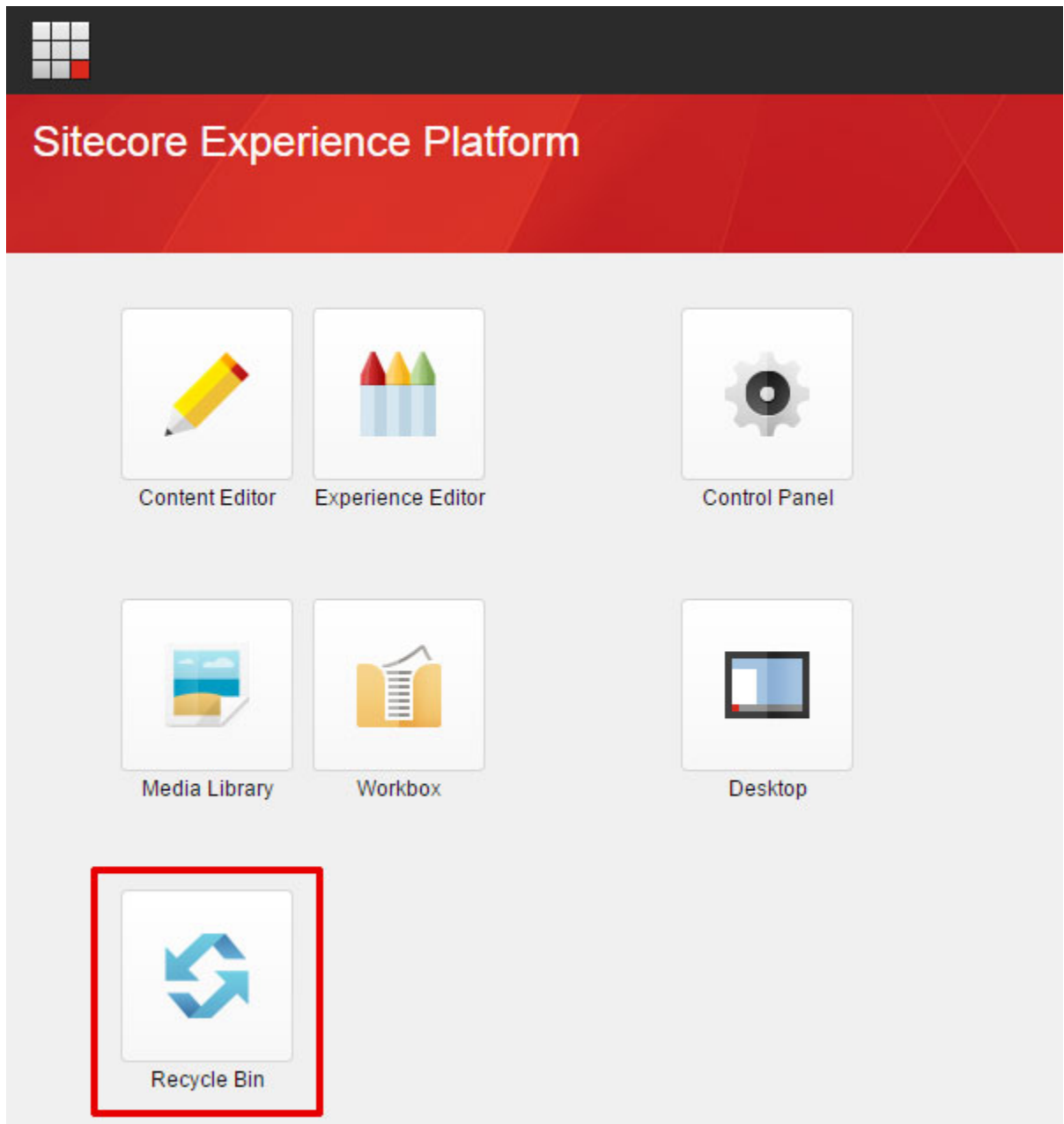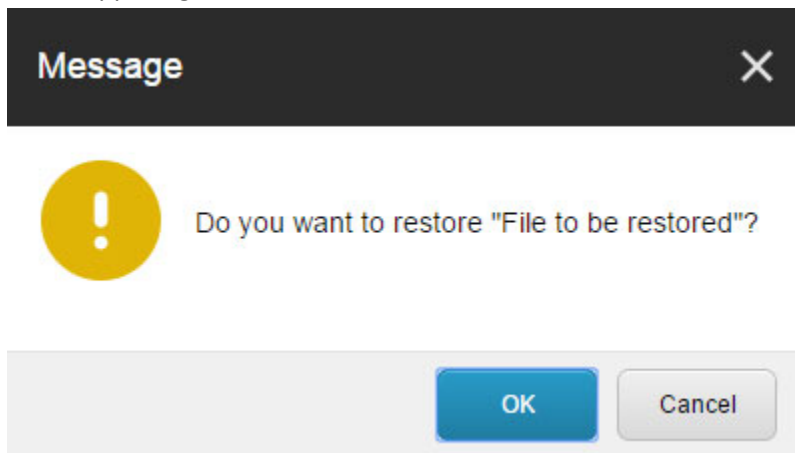
3. In the list of files, find the file you wish to restore, and select it.

4. In the upper right, click the Restore button. You will be asked to confirm the action:

5. Click OK. Your file will be restored to its original location and will be ready to use.