



Create Web Experiences Using Adobe Experience Manager v6.x

student workbook



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Adobe Experience Manager Touch UI

Overview

This module introduces the Touch User Interface (UI) of Adobe Experience Manager, different consoles, and key interface elements of a page.

Objectives

By the end of this chapter, you will:

- List the key elements of Touch UI
- Explain various Touch UI consoles
- List the key interface elements of a page

Introduction to Touch UI

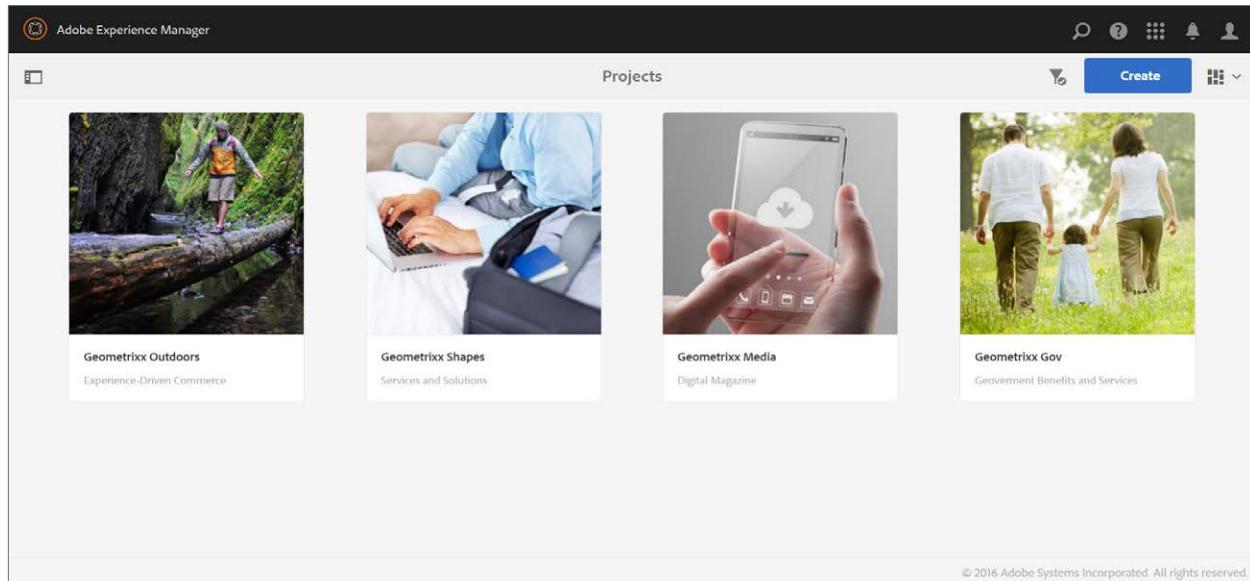
Adobe Experience Manager touch-optimized User Interface (UI) combines the advantages of web interface with the fluidity and responsiveness that is usually associated with desktop applications.

The interface allows you to use the following touch and mouse actions to perform various operations:

Touch UI Actions	Desktop UI Actions
Tap	Click
Touch-and-hold	Double-click
Swipe	Hover

Elements of Touch UI

Let's familiarize ourselves with the key areas of Touch UI. When you load the application, the **Projects** console displays first.



Welcome Screen

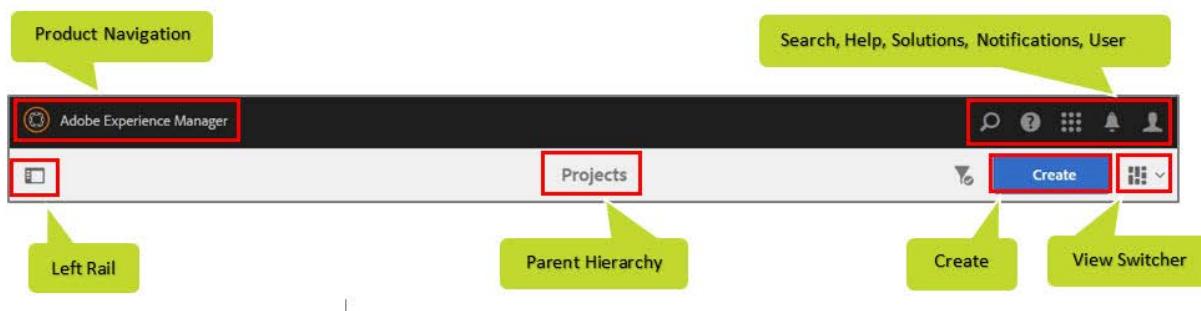
The key elements of Touch UI can be categorized into:

- Header bar
- Actions bar
- Left Rail

Header Bar

The header bar is at the top of the screen and contains the following, which are available globally:

- **Product Navigation** panel—to access other consoles
- **Search**—to look for and filter the content and tools
- **Help**—to access help resources
- **Solutions**—to integrate Adobe Experience Manager with other Adobe Marketing solutions
- **Notifications**—to indicate the alerts
- **User**—to set and manage preferences
- **Left Rail (Hamburger)**—to access additional capabilities related to content in the side panel
- **Parent Hierarchy**—to navigate towards the top of the hierarchy within a specific console
- **Create**—to create resources appropriate to the console
- **View Switcher**—to switch through different types of views



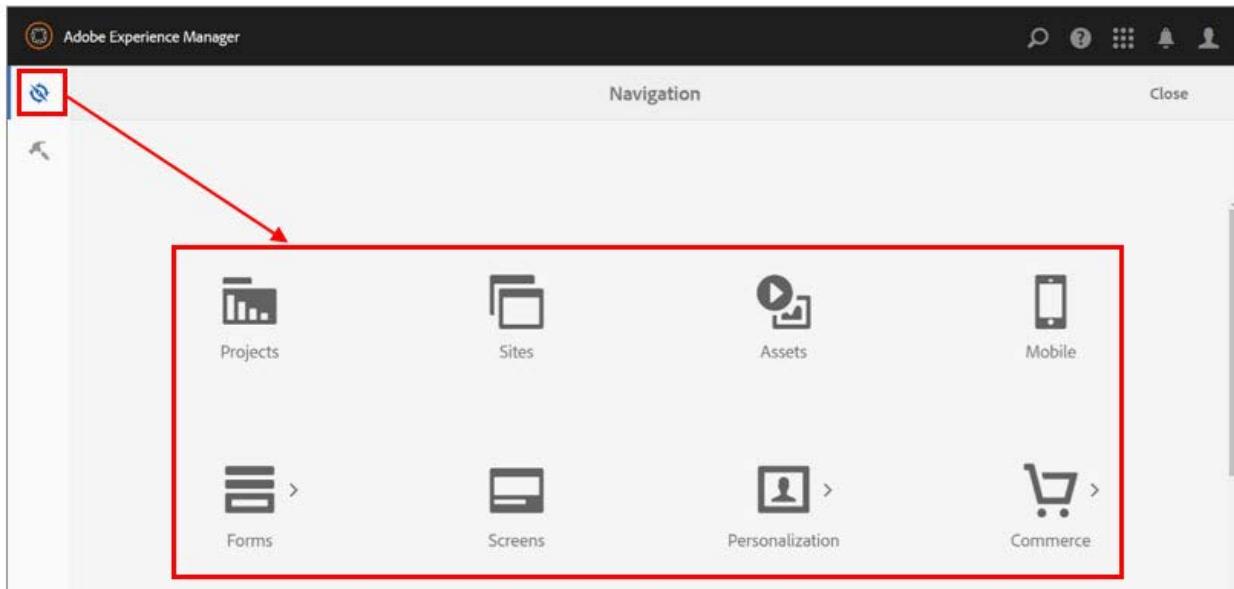
Components of the Header Bar

Let's look into key components of the Header bar in detail.

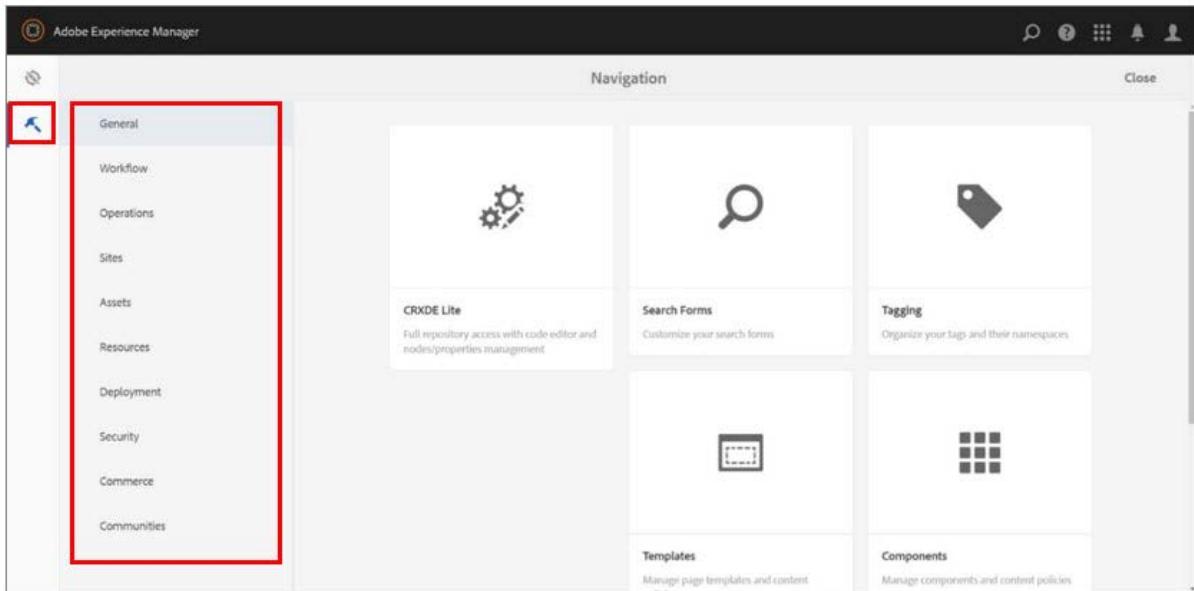
- **Product Navigation**—allows you to navigate between the consoles. To view all the consoles click the **Adobe Experience Manager** link.



- › Product Navigation contains two panels, one for **Navigation** to other consoles and the other is the **Tools** console.
- » **Navigation**—provides access to different consoles such as Projects, Sites, Assets, Mobile, and so on. If you want to return to the previous location click the Close button in the top right.



- » **Tools** console—helps you to administer websites, digital assets, and content repository.



- **Search**—provides a new unified search experience. It allows you to search across different modules (for example, Assets, Sites, and so forth) without switching between different consoles.
 - › By default, the search results are limited to your current location (for example, console and related resource type). The **Search** icon is available in the top-left of the Header bar.



TIP: You can also search for content in Adobe Experience Manager using the "/" key.

- **Search:**
 - › Improves the search experience by providing suggestions. For example, if you type **Tri** (without pressing the Enter key), you will get a list matching the letters or words you key in.

A screenshot of a search interface. At the top is a search bar with the placeholder 'Type to search ...'. Below the search bar is a list of suggestions starting with 'Tri'. The first suggestion, 'Go to Tools > Deployment > Distribution', is highlighted with a blue background. Other suggestions include 'Trina', 'Triangle', 'Triangle series', 'Triangle packshot', 'Triangle - scalene', 'Triangle - isoceles', 'Triangle - equilateral', and an email address 'Trina.dombrowski@geometrixx-media.com'. The entire list is enclosed in a red border.

If required, you can remove the location filter (select X on the filter you want removed) to search across all consoles/resource types.

- Provides a powerful search experience by providing hints about filter options (for example, Predicate suggestions). For example, if you type **Imag**, Adobe Experience Manager suggests that there is a File Type filter with value **Images** that can be used to narrow down the search result.

The screenshot shows a search interface with a red border around the search input field. The input field contains the text "Imag". Below the input field, there are two blue links: "Go to Tools > Assets > Image Profiles" and "Go to Tools > Assets > Image Presets". At the bottom of the interface, there is a text box containing the message: "This is an image of business woman with her hand up."

- Allows you to look:
 - for a specific keyword, path or tag.
 - filter according to resource specific criteria, such as modified dates, page status, file size, and so on.

The screenshot shows a search results interface titled "Activity". A red box highlights the "Location: Sites" button. A green callout bubble points to the "Rail icon" (represented by a grid icon) with the text "Click Rail icon to view Filter & Options". The search results show three items, each with a thumbnail, title, and details:

Thumbnail	Title	Details
	LIVE COPY Cuzco	2 years ago Not published
	LIVE COPY Halifax Winter	9 months ago Not published
	LIVE COPY Baffin Snow	9 months ago Not published

» define and use a saved search for future.

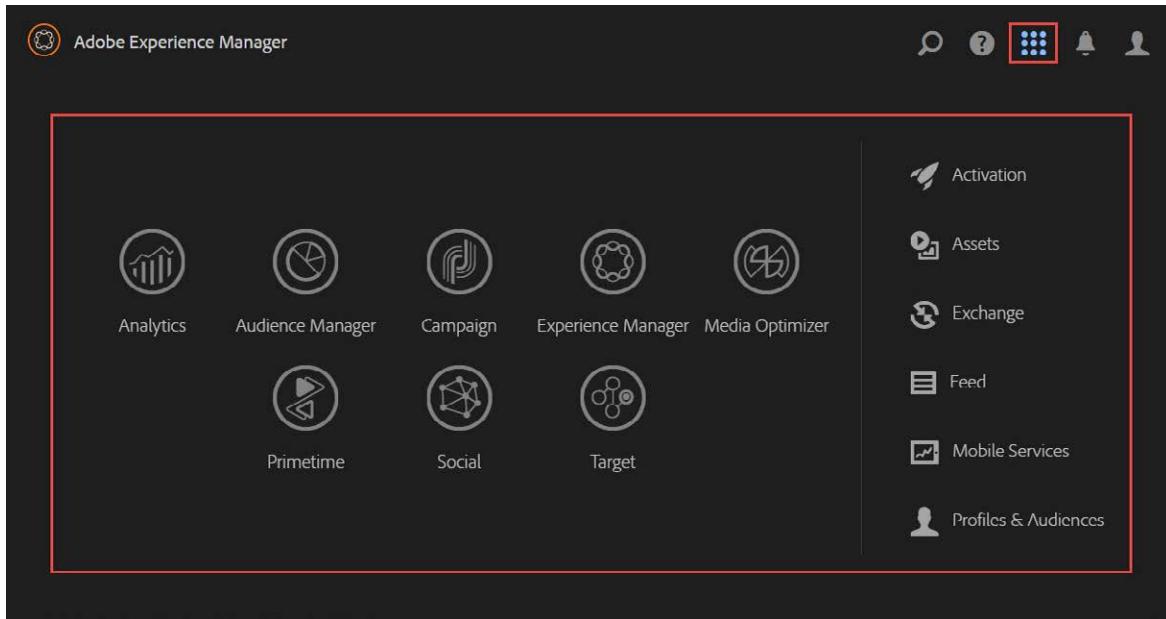
The screenshot shows the 'Activity' search interface. On the left, a sidebar titled 'Filters & Options' is highlighted with a red border. It contains fields for 'Saved Searches', 'Select Search Directory', 'Select Tag(s)', and three expandable sections: 'Modified Date', 'Publish Status', and 'LiveCopy Status'. At the bottom of this sidebar are 'Cancel' and 'Save' buttons. The main area is titled 'Search Results' and displays two search results. Each result card has a thumbnail icon, the title 'LIVE COPY', the name, and a timestamp indicating it was '2 years ago' or '9 months ago', and a status 'Not published'. Below the cards is a toolbar with icons for checkmark, edit, info, and more. A preview window at the bottom shows a website page titled 'geometrixx.com' with sections for 'Communities' and 'Events'.

 NOTE: When you are in Product Navigation, the **Search** icon is visible but you cannot search for content or resources.

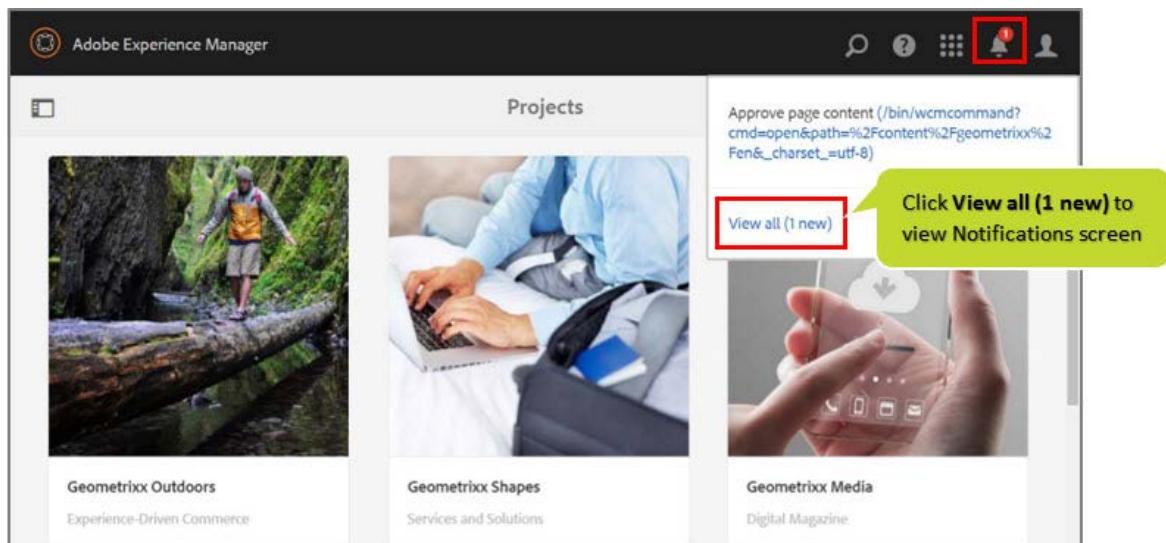
- **Help**—provides resources such as documentation, community, and forums.

The screenshot shows the Adobe Experience Manager interface with a navigation bar at the top. The 'Help' icon is highlighted with a red border. A dropdown menu labeled 'Help' is open, listing 'What's New', 'Documentation', 'Help Home', 'Community', and 'Customer Care'. The main content area is titled 'Projects' and features three cards: 'Geometrixx Outdoors' (Experience-Driven Commerce), 'Geometrixx Shapes' (Services and Solutions), and 'Geometrixx Media' (Digital Magazine). Each card has a thumbnail image and a brief description.

- **Solutions**—provides the link to seamlessly integrate different Adobe Marketing Cloud solutions.
 - › The Cloud consists of integrated applications to collect and unleash the power of customer insight to optimize customer acquisition, conversion, and retention efforts as well as the creation and distribution of content.



- **Notifications**—You can view and process notifications from different areas of Adobe Experience Manager. For example, notification about work items or tasks that represent actions that you need to take on page content.

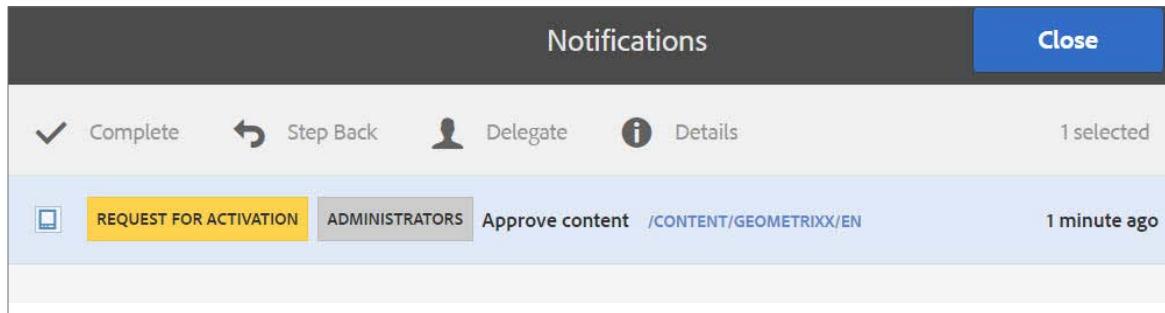


Notifications

Close

✓ Complete ↺ Step Back ⚙ Delegate ⓘ Details 1 selected

REQUEST FOR ACTIVATION ADMINISTRATORS Approve content /CONTENT/GEOMETRIXX/EN 1 minute ago



- **User**—gives you access to the following functionalities:
 - › Sign Out: To log off from the current session
 - › Impersonate as: To work on behalf of another user
 - › User Preferences (cogwheel icon): To configure user preferences for the instance

Adobe Experience Manager

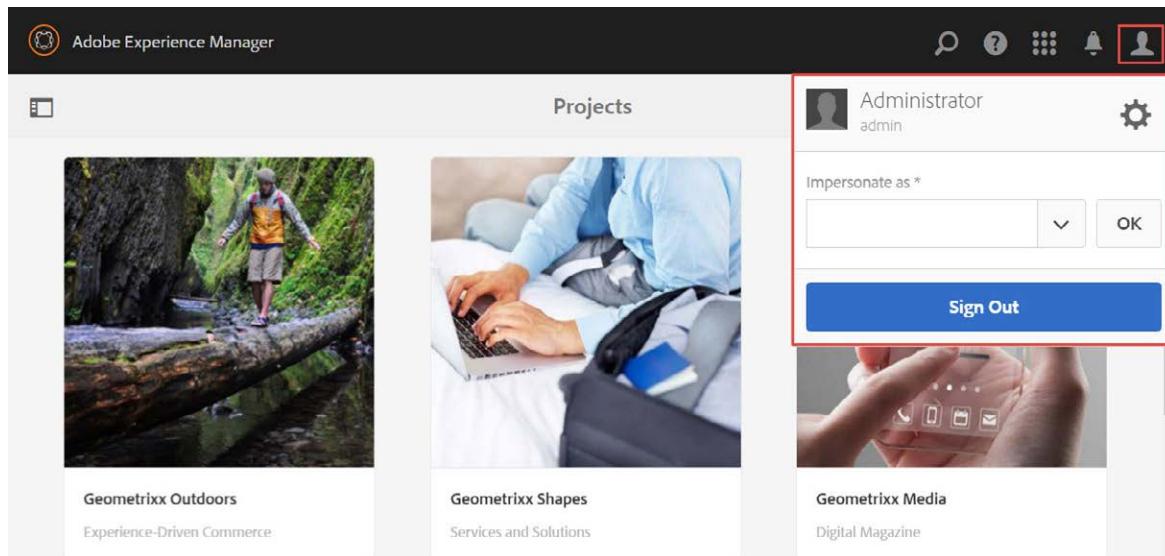
Projects

Administrator admin

Impersonate as *

OK

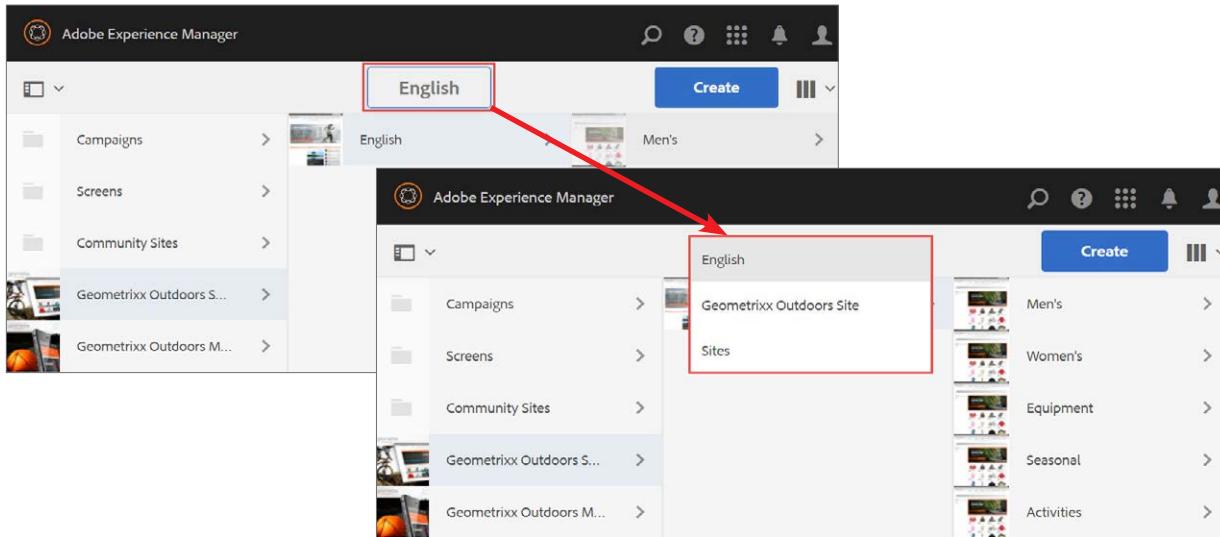
Sign Out



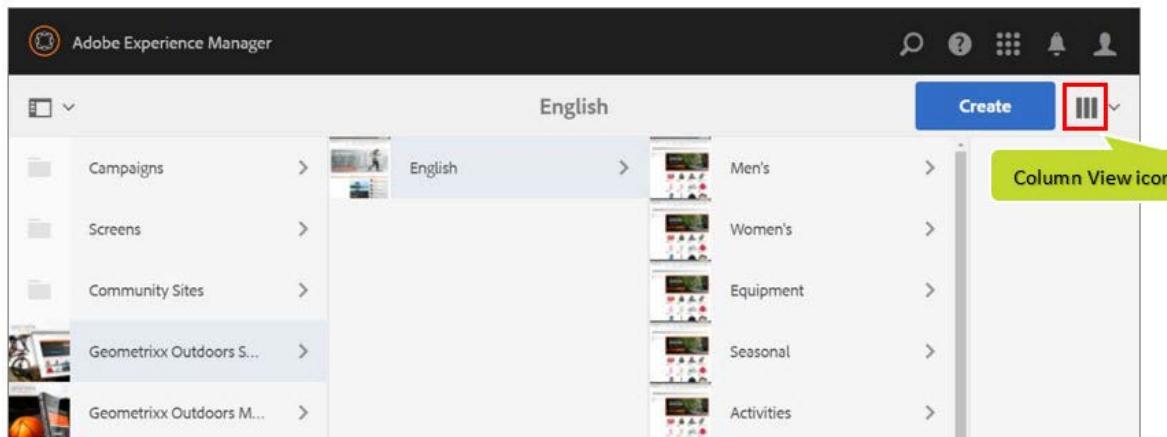
- User Preferences allows you to set :
 - › **Language:**
 - » The language to use for the UI of the authoring environment. Select the required language from the available list, it will be used for the UI.
 - › **Window Management:**
 - » You can select either, Multiple Windows (Default) the pages will be opened in a new window. In Single Window, the pages will open in the current window.
 - › **Show desktop actions for Assets:** Requires the Assets companion app or Create Cloud desktop app.
 - › **Authoring Mode:** Allows you to set the default UI mode to be used when authoring a page.
 - › **Enable Assets Home Page:** Available only if your system administrator has enabled Assets Home Page experience for the entire organization.

The image consists of two side-by-side screenshots. The left screenshot shows a user interface with a profile picture for 'Administrator' and the name 'admin'. Below it is a dropdown menu labeled 'Impersonate as *' with an 'OK' button. A red box highlights a gear icon. At the bottom is a large blue 'Sign Out' button. The right screenshot shows a 'User Preferences' dialog box. It contains sections for 'Language' (set to 'English'), 'Window Management' (set to 'Multiple Windows (Default)'), 'Authoring Mode' (with 'Touch-Optimized (Default)' selected), and 'Enable Assets Home Page' (unchecked). The dialog has 'Cancel' and 'Accept' buttons at the bottom.

- **Parent Hierarchy**—allows you to navigate within a specific console. For example, click the breadcrumbs to navigate through various levels of your website.



- **View Switcher**—You can view, navigate through, and select resources with any of the available views. You can select each of these views from the dropdown available at the top right.
 - › Touch UI has the following three views:
 - » **Column View**—lists information for the selected resource at the current level, including sibling and child resources. Depending on past navigation, it also lists parent resources. You can navigate up and down the tree by tapping/clicking on a resource name.



- » **Card View**—shows information cards for each item at the current level. You can navigate down the tree by tapping/clicking on cards or up again by using the breadcrumbs in the header.

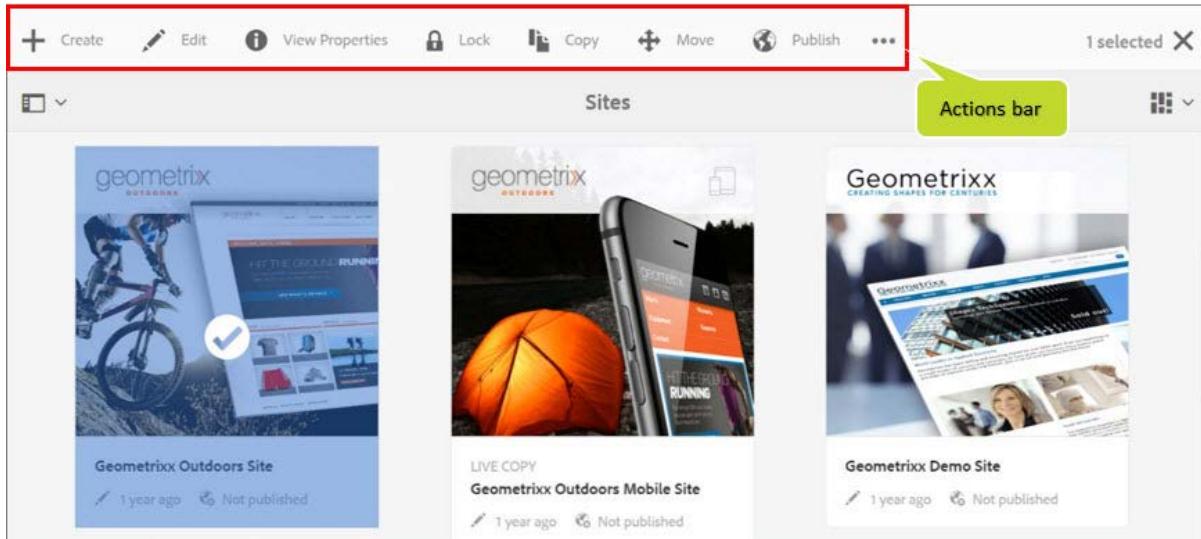
The screenshot shows the Adobe Experience Manager interface for 'Sites'. The header includes a search bar, help icon, grid icon, notifications, and user profile. A blue 'Create' button is on the right. Below the header, there are three cards representing different site resources. Each card has a thumbnail, the resource name, a 'LIVE COPY' button, and a timestamp ('1 year ago'). The 'Community Sites' card is currently selected. A green callout bubble highlights the 'Card View icon' in the top right corner of the header.

- » **List View**—lists information for each resource at the current level in the form of a tree. You can navigate through the tree by tapping/clicking on the resource name, up with the breadcrumbs.

The screenshot shows the Adobe Experience Manager interface for 'Sites' in List View. The header includes a search bar, help icon, grid icon, notifications, and user profile. A blue 'Create' button is on the right. Below the header is a table with three columns: 'Title', 'Modified', and 'Published'. The table lists five resources: 'Campaigns', 'Screens', 'Community Sites', 'Geometrixx Outdoors Site', and 'Geometrixx Outdoors Mobile Site'. Each row includes a thumbnail, the resource name, a timestamp ('1 year ago'), the author ('Administrator'), and the publication status ('Not published'). A green callout bubble highlights the 'List View icon' in the top right corner of the header.

Actions Bar

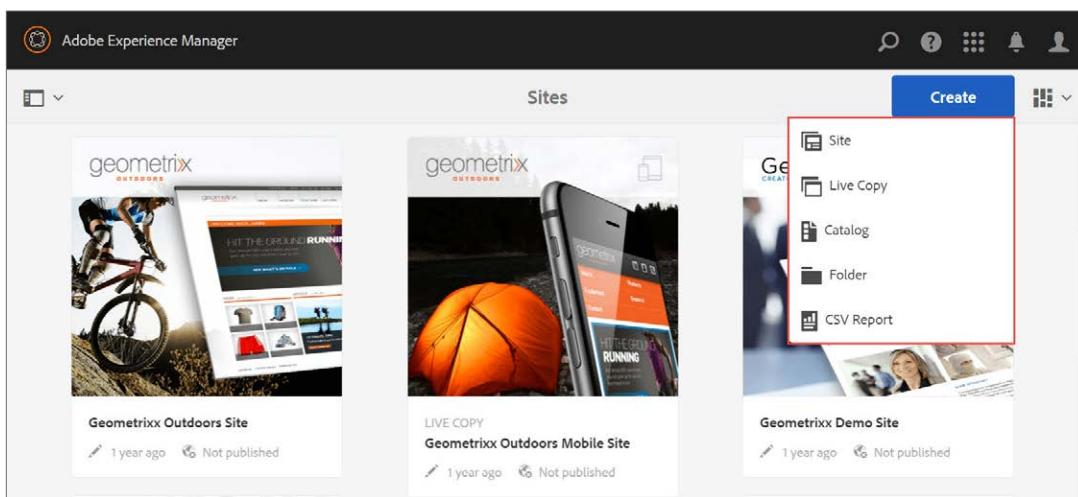
Within a console, different actions are available in the toolbar. Each action is represented as an icon associated with a label. The actions available depend on the console you are using, context, and selection mode.



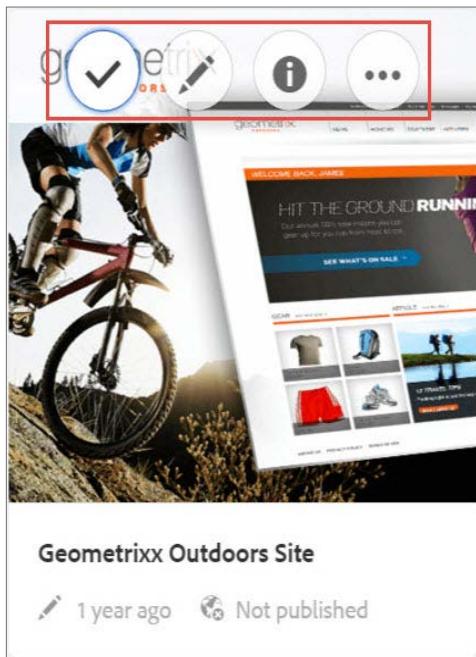
Components of Actions Bar

The key components of the actions bar include:

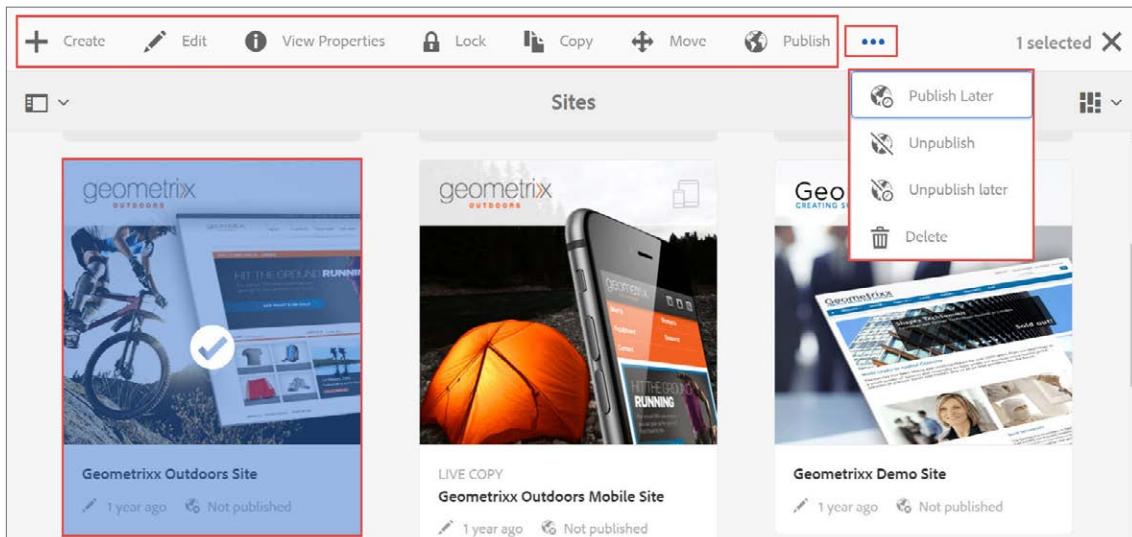
- **Create:** This button is the most frequently used and available in most consoles, such as Projects, Sites, Assets, and so on. Using this button, you can create a Page, Site, Live Copy, Launch, Catalog, Folder, and so on.



- **Quick Actions:** Few actions such as Select, Edit, View Properties, and More (Publish, Copy, and Move) are visible when you touch-and-hold or hover the resource in **Card View**.



- › **Select:** This icon is used to perform additional actions on the selected resource. In selection mode, when you select one or more resources (for example, a page or an asset), the icons in the toolbar change to reflect the actions available for the selected resource. Some of the actions include Edit, View Properties, Move, and so on.



Left Rail

The rail icon toggles to open and close the left navigation panel. The options presented depend on the current console. For example, in **Sites** console you can select **Content Only** (the default), the **Timeline**, **References**, or **Filters** side panel.

The screenshot shows the Adobe Experience Manager Sites console. The top bar displays the AEM logo and the title "Adobe Experience Manager". On the far left is the "Left Rail" icon, which is highlighted with a red box. Below it, the "Content Only" panel is also highlighted with a red box. This panel contains four items: "Timeline", "References", "Filter", and "Community Sites". To the right of this panel, the main content area is titled "Sites" and shows a table of three sites: "Geometrixx Outdoors Site", "Geometrixx Outdoors Mobile Site", and "Geometrixx Demo Site", each with their last modified date and administrator.

Components of Rail

Let's look into key components of Rail in detail.

- **Timeline:** Used to view and/or initiate events that occurred on the selected resource.

The screenshot shows the "Timeline" component of the Rail. It features a header with standard file operations: Create, Edit, View Properties, Lock, Copy, Move, and a selection counter "1 selected X". Below this is a dropdown menu set to "Timeline". The main area displays a list of recent events for a selected item named "Square". The events are:

- Page created 3 minutes ago by Administrator
- Page edited 2 minutes ago by Administrator
- Comment 1 minute ago by Administrator

A message box at the bottom asks "Does this cover all the services?". To the right, a preview window shows a live preview of the "Square" page, which is a landing page for services, featuring a large image of a snowboarder and several service offerings.

- › You can view events related to a selected item. For example, in the **Sites** console, select a page, and then click **Timeline**. You can then view all the event types of the selected page from the **Show All** dropdown in the side panel.

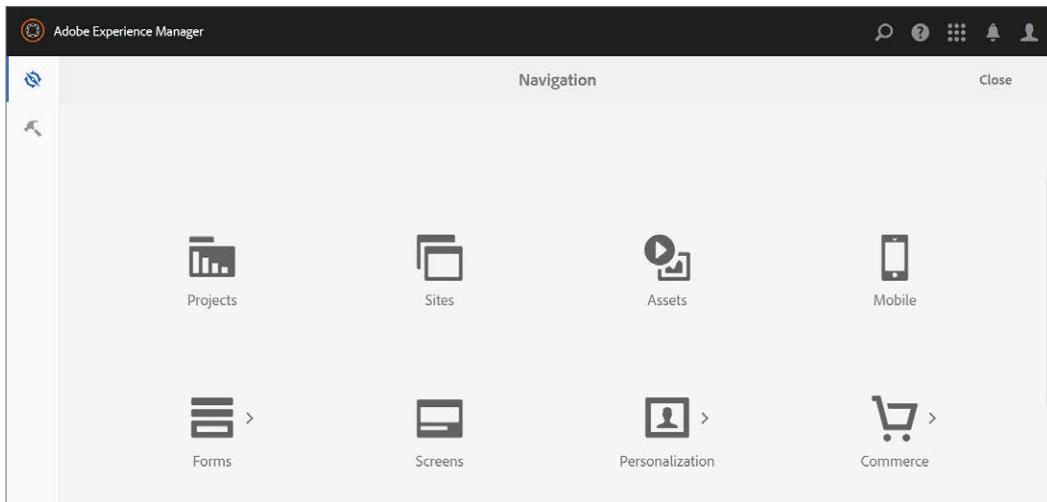
The screenshot shows the Adobe Experience Manager (AEM) Sites console interface. At the top, there are standard navigation icons: Create, Edit, View Properties, Lock, Copy, and a three-dot menu. To the right, it says "1 selected" with a delete icon. Below these are the main content and side panel areas. In the top-left of the content area, there's a "Timeline" dropdown with a green callout bubble pointing to it containing the text "Click Show All to view event types". The side panel on the left has a "Show All" dropdown also highlighted with a red border. Underneath it, a list of event types is visible: Comments, Annotations, Activities, Launches, and Versions. At the bottom of the side panel are "Comment" and "Comment" buttons. The main content area displays a preview of a page titled "Geometrixx" with various sections like "CONTENT", "Services", and "2 minutes ago / Not published".

- **References:** Shows all the connections of the selected resource. For example, in the **Sites** console select a page, and then click **References**. All the page references such as Source, Copies, Links, and Content References display in the side panel.

The screenshot shows the AEM Sites console interface again. At the top, there are standard navigation icons: Create, Edit, View Properties, Lock, Copy, Move, Publish, and a three-dot menu. To the right, it says "1 selected" with a delete icon. The main content area shows two pages: "Equipment" and "Hiking". Each page has a "LIVE COPY" section at the bottom. The side panel on the left is highlighted with a red border and lists "References", "SOURCE", "Copies", "CONTENT REFERENCES", and "Lent Content". Under "SOURCE", "Blueprint (1)" is listed. Under "Copies", "Launches (0)", "Live Copies (1)", and "Language Copies (1)" are listed. Under "CONTENT REFERENCES", "Borrowed Content (0)" and "Lent Content (0)" are listed.

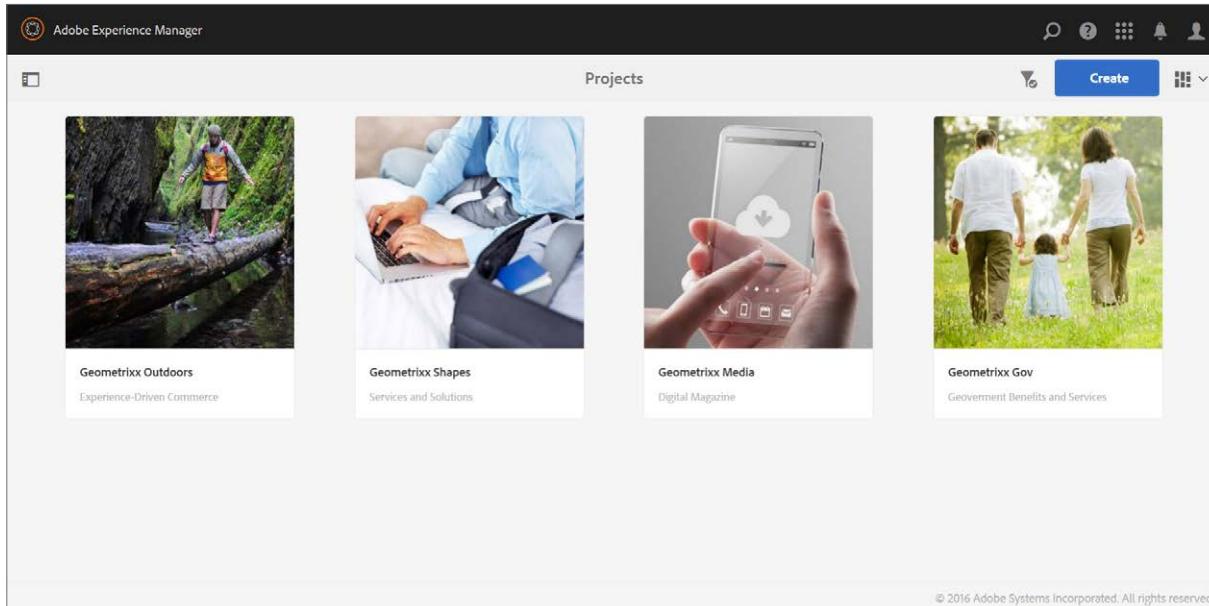
Consoles of Touch UI

The functionality of Adobe Experience Manager is made available through specialized consoles, which you can access from **Product Navigation**.



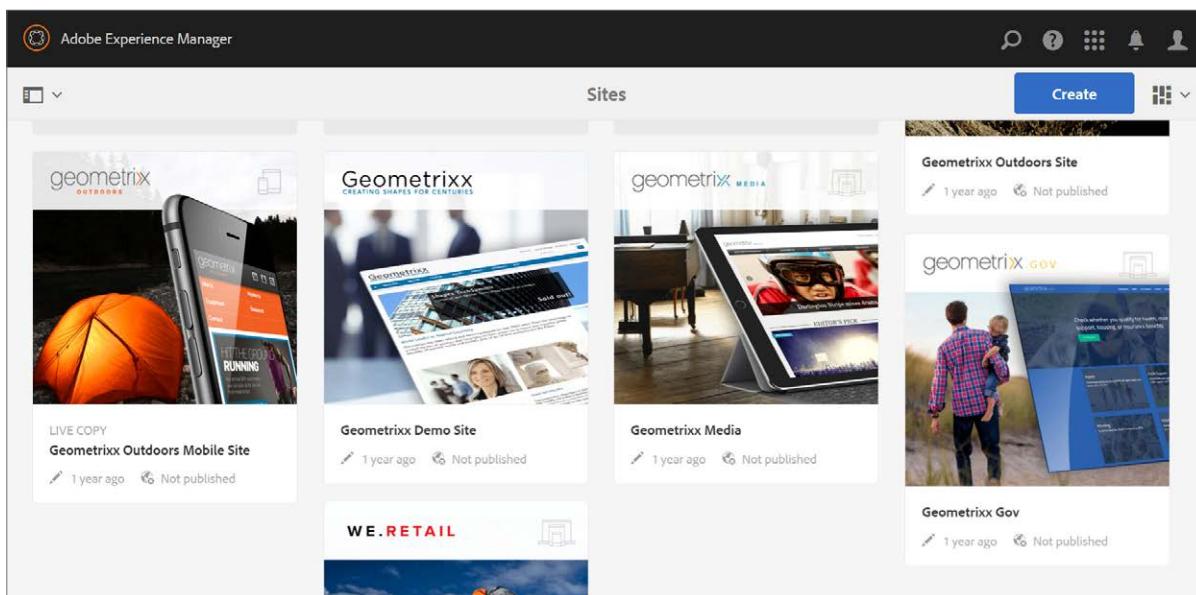
Projects

The Projects console gives you direct access to your projects. It is also called the Welcome screen for the Touch UI. In this console, you can create a project, associate resources, workflows, and tasks with the project, allowing you to work on a common goal.



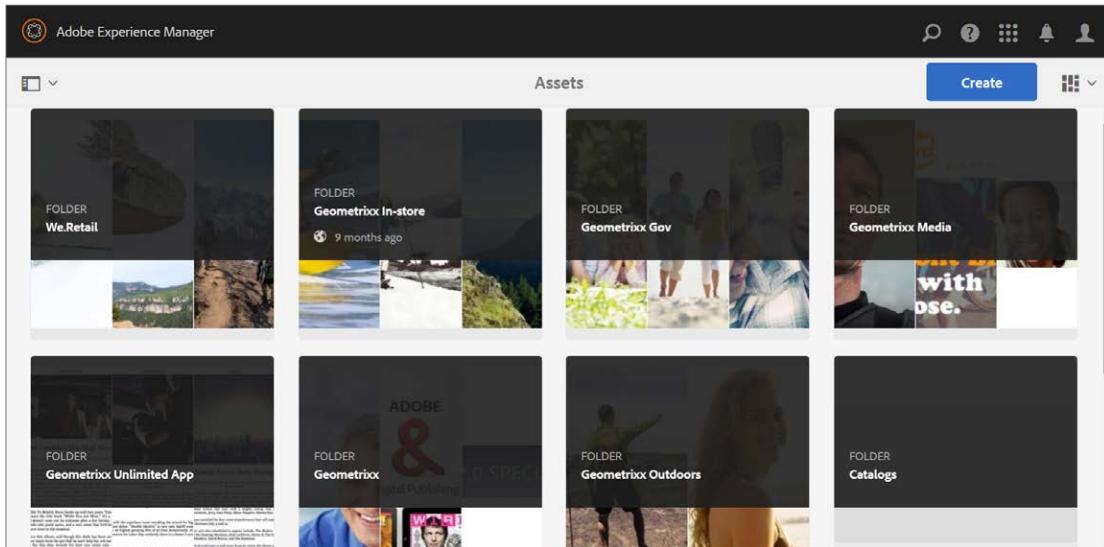
Sites

The Sites console lets you create, view, and manage websites running on your Adobe Experience Manager instance. Through this console, you can create, copy, move, and delete web pages, start workflows, and activate (publish) pages. You can also open a page for editing.



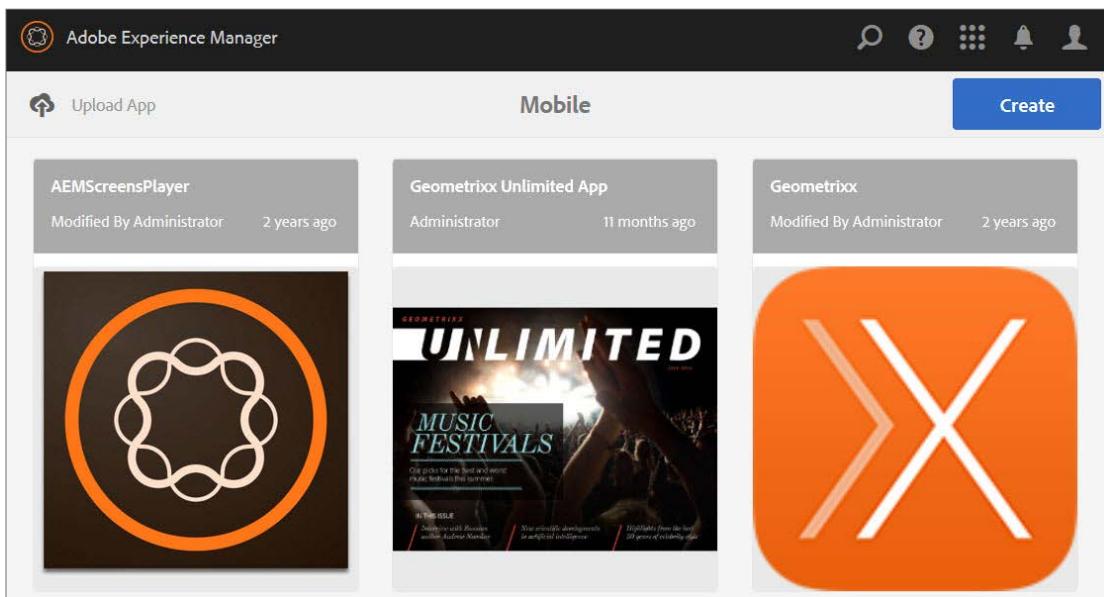
Assets

The Assets console lets you import and manage digital assets such as images, videos, documents, and audio files. These assets can then be used by any website running on the same Adobe Experience Manager instance.



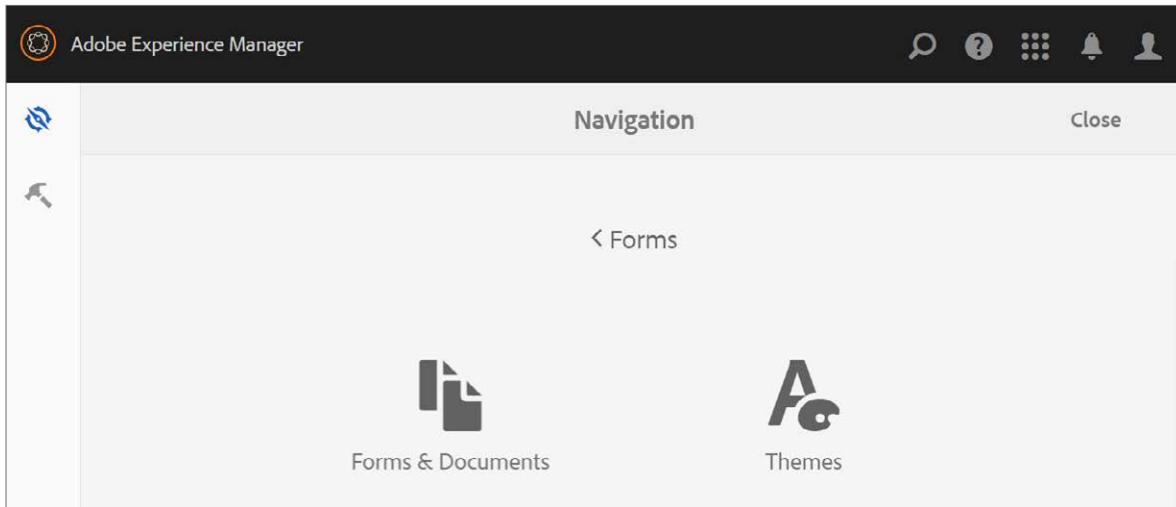
Mobile

The Mobile console allows you to manage your mobile applications. It allows you to develop sites for mobile devices and integrate your content into mobile applications.



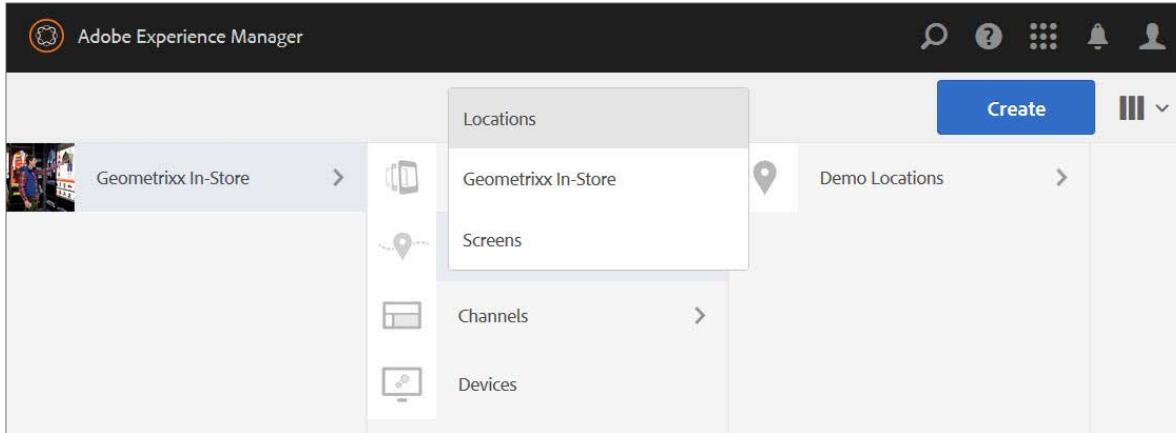
Forms

The Forms console allows you to create and manage adaptive forms. The capability of Adobe Experience Manager Forms allows the administrators and developers to manage forms and their assets.



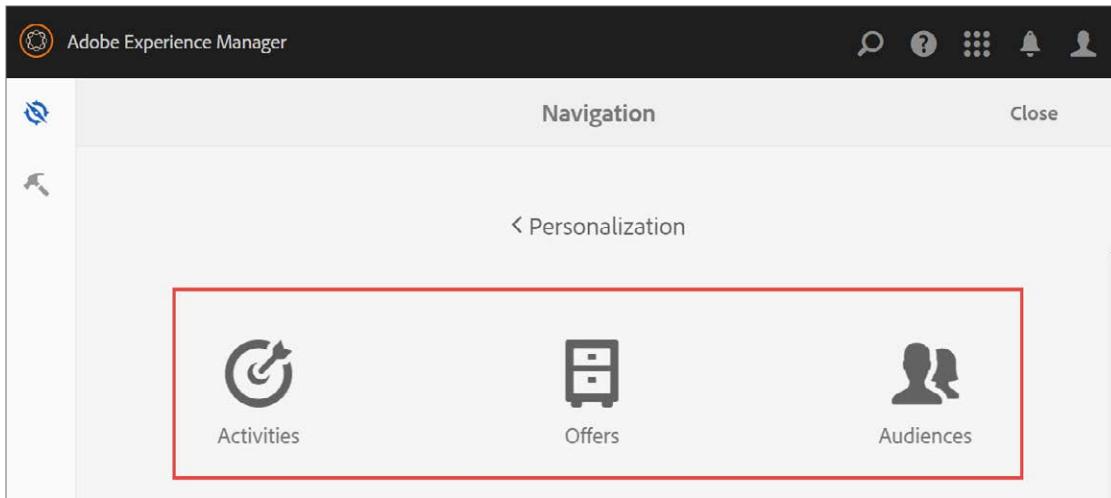
Screens

The Screens console allows you to manage all your customer-facing screens, of any size and in any location.



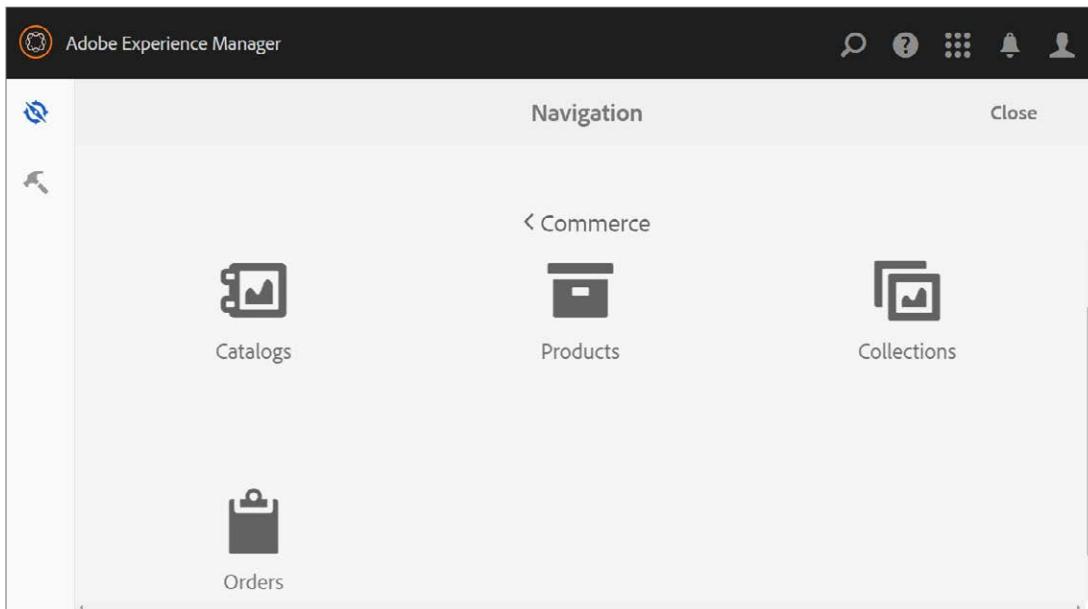
Personalization

The Personalization console provides a framework of tools for authoring targeted content and presenting personalized experiences.



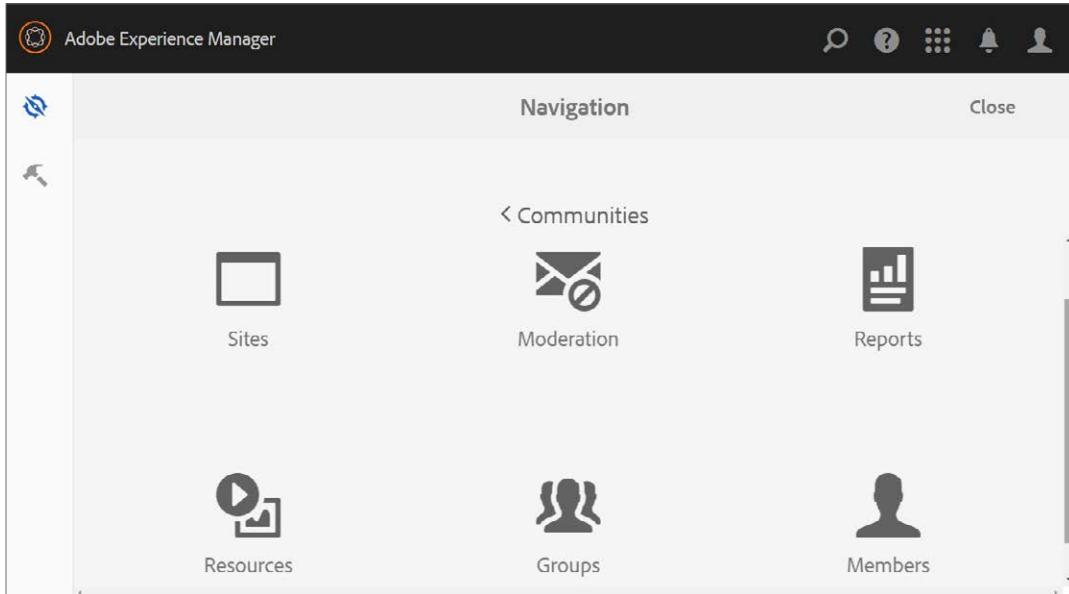
Commerce

The Commerce console allows you to manage products, product catalogs, and orders related to your commerce sites.



Communities

The Communities console allows you to manage and moderate your community forums.



Interface Elements of a Page

Adobe Experience Manager Pages are similar to web pages and can be created from the **Sites** console.

Let's look at the key interface elements of a page. When you open a page for editing within a site from the **Sites** console, you can view the following:

- Page toolbar
- Content frame



Page Toolbar

The page toolbar is at the top of the page. It holds the following information and options:

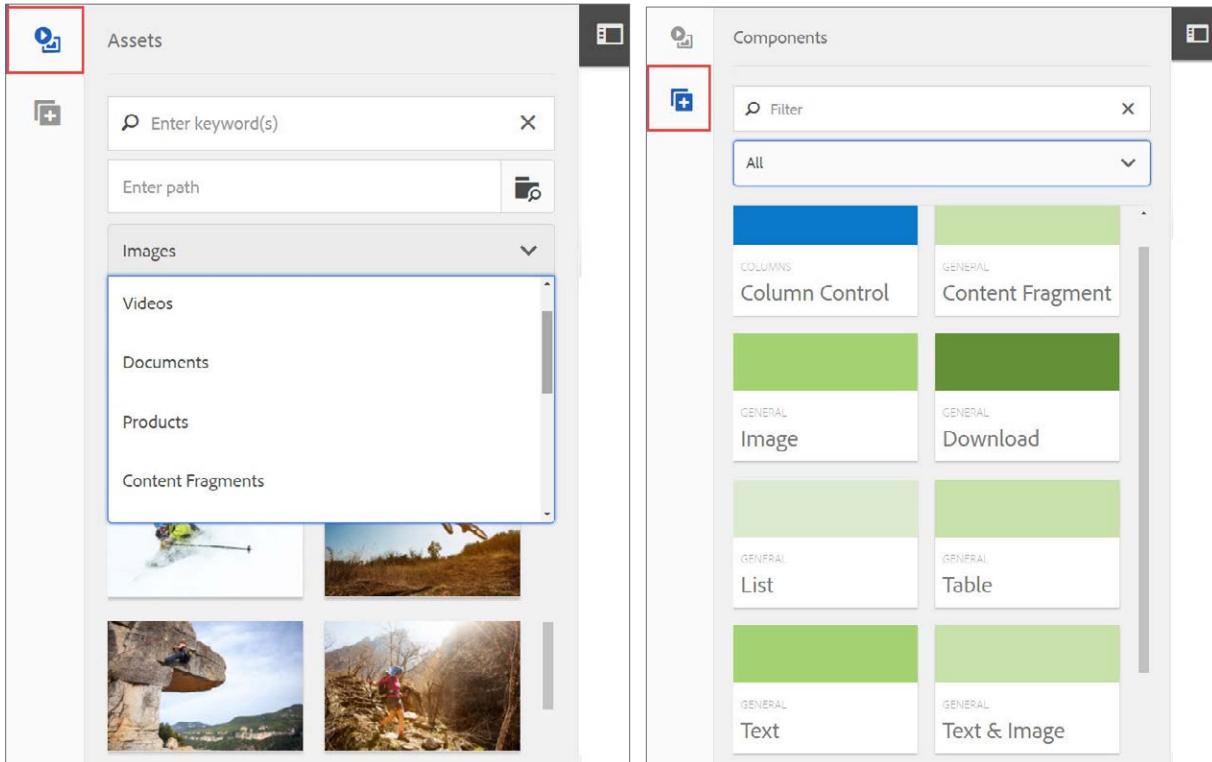
- Side Panel—holds assets and components browsers
- Page Information icon—gives information about the page and actions you can take on the page
- Emulator—simulates the environment in which an end-user will view the page, for example on a mobile device
- Title of the page
- Edit mode—which gives the list of modes available for a page
- Preview mode—which displays the page as it appears in Publish instance.
- Annotate mode—which allows you to add annotations to the page



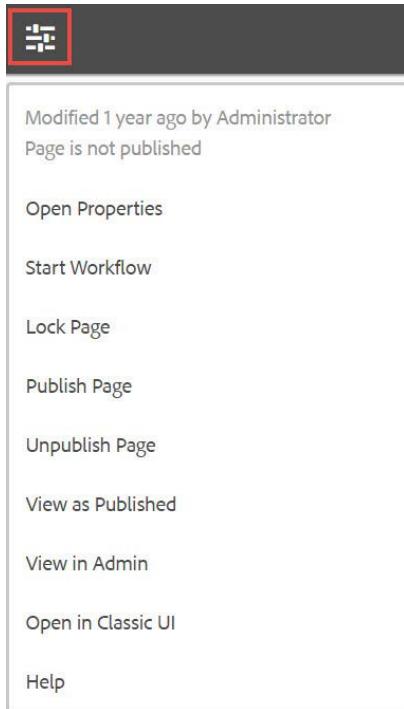
Components of the Page Toolbar

The components of the page toolbar are:

- **Side Panel**—consists of Assets (digital documents, images, videos, and audios) and Components (add various types of content to a page) browsers, which are visible when you open the page for editing.

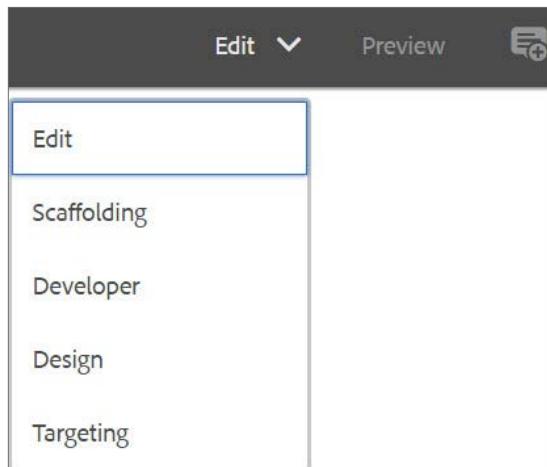


- **Page Information**—offers the following details about a page, which you can use while editing the page.



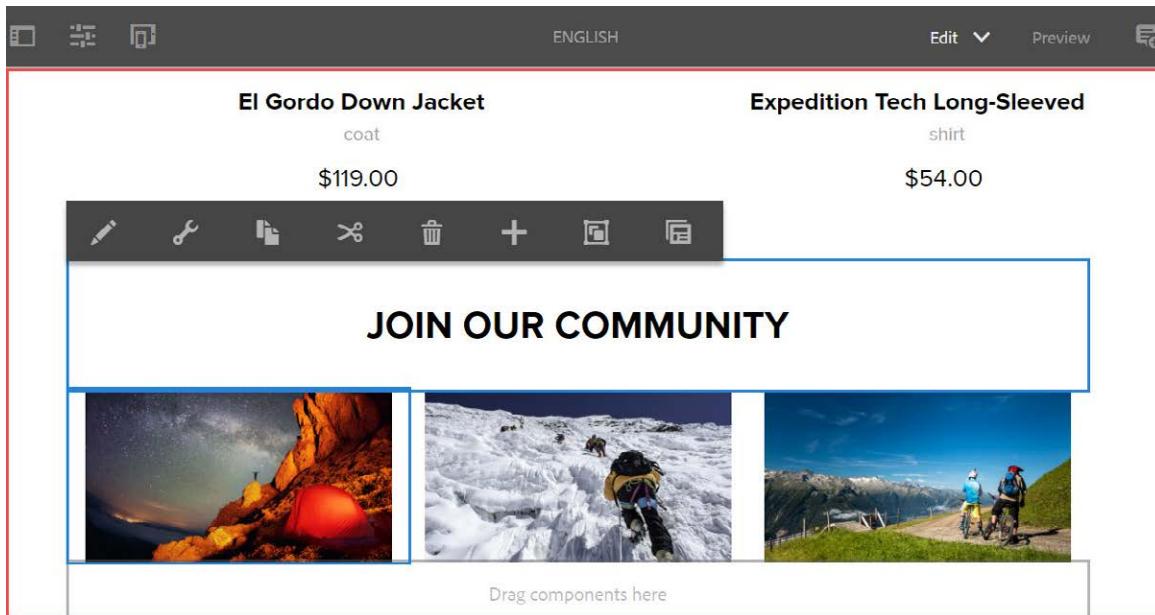
Page Information options	Description
Open Properties	Displays page properties
Start Workflow	Adds a current page to the workflow
Lock Page	Locks a page for editing
Publish Page	Publishes a page
Unpublish Page	Unpublishes a published page
View as Published	Displays the page as published
View in Admin	Displays a page in Sites console
Open in Classic UI	Opens a page in Classic UI
Help	Displays page authoring quick tour

- **Modes**—When you open a page for editing, click **Edit** from toolbar. You can view the following modes available for a page beside Edit (Preview and Annotate) and also from the drop-down.
 - › **Edit**: This mode allows you to edit the page and add or delete the components from the page.
 - › **Scaffolding**: This mode allows you to create a form with fields that define the structure of the page. You can use this as a template to create new pages.
 - › **Developer**: This mode allows you to test the functionality of the user interface.
 - › **Design**: This mode allows you to define the components that are available while editing a page.
 - › **Targeting**: This mode highlights how to use analytics and recommendations from various sources to create better content for your users.
 - › **Preview**: This mode displays the page as it appears in the Publish instance.
 - › **Annotate**: This mode allows you to annotate a page for the review and commenting process.

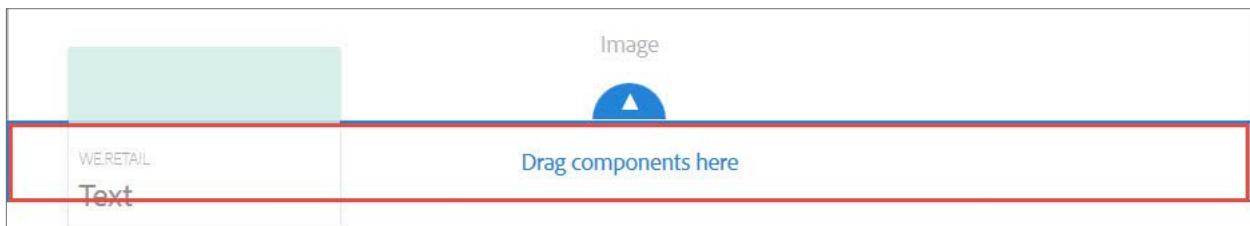


Content Frame

Content frame is in the right section of the window under the page toolbar. It renders page content and is completely independent of the editor.

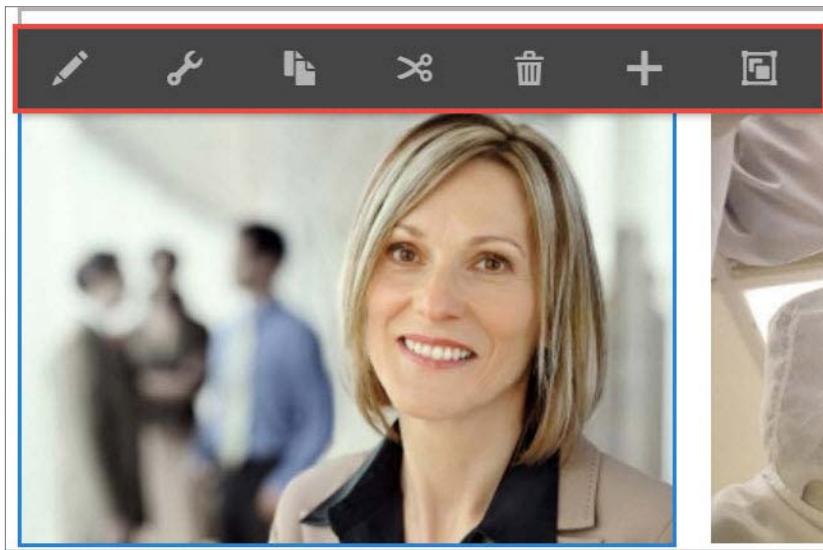


- **Component Placeholder:** This is an indicator (**Drag components here**) to show where a component will be positioned when you drop it - above the component you are currently hovering over.



- **Component Toolbar:**

- › Each component will reveal its toolbar when clicked (either once or with a slow double-click).
- › The toolbar contains the specific actions (copy, paste, open-editor, and so on) that are available for the components on the page.
- › Depending on the space available, the component toolbars are positioned at the top-, bottom-, and right-corner of the appropriate component.



- Component toolbar icons with labels

	Edit		Configure
	Copy		Help
	Cut		Done
	Group		Toggle Full screen
	Delete		Cancel
	Parent		
	Cancel Inheritance		

Summary

You should now be able to:

- List the key elements of Touch UI
- Explain various Touch UI consoles
- List the key interface elements of a page

Basic Authoring Skills

Overview

This module exposes you to use to the range of tools that Adobe Experience Manager provides for authoring content such as creating, editing, and deleting a page, adding assets, editing responsive page layout, performing actions on a page, and using workflows to complete business processes.

Objectives

By the end of this chapter, you will

- Define the terminologies used in Adobe Experience Manager
- Create pages from templates
- Add various components to a page
- Author responsive pages
- Define various page properties
- Edit page properties
- Organize and manage assets
- Use content fragments in a page
- Illustrate various options used in reorganizing the site structure
- Use various page options to preserve and increase the content value
- Explain different ways of collaborating in Adobe Experience Manager

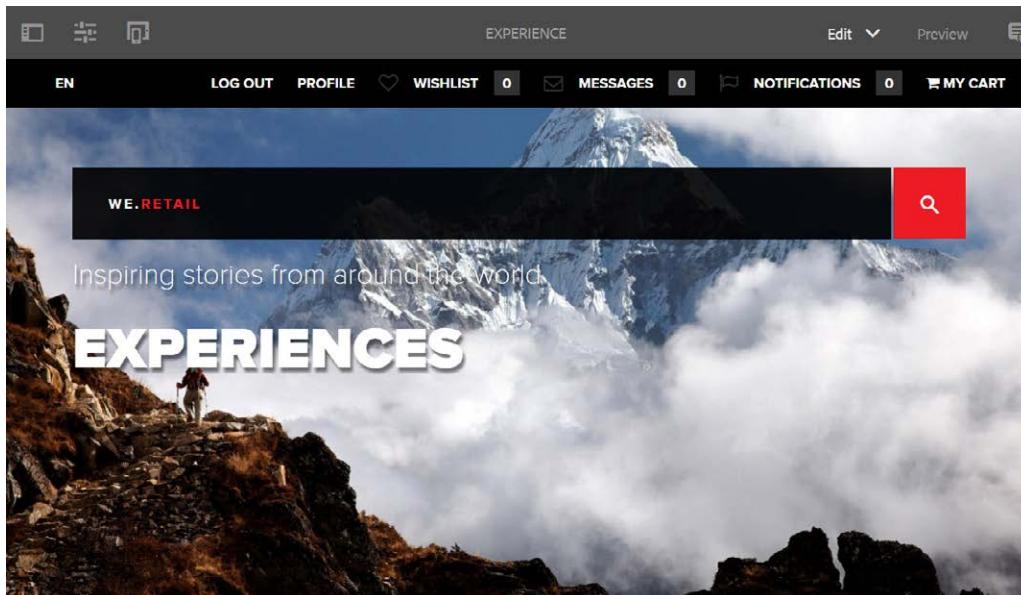
Introduction

Adobe Experience Manager helps you build a website and add content to it through pages. You can create a page based on a specific template, and add content to it using components.

Terminologies Used in Adobe Experience Manager

Page

- › A page in Adobe Experience Manager is similar to a web page, which contains text and specifications about where to place images or other multimedia files on a page.
- › In Adobe Experience Manager, you can create a page within a site using the Create button from the actions bar.

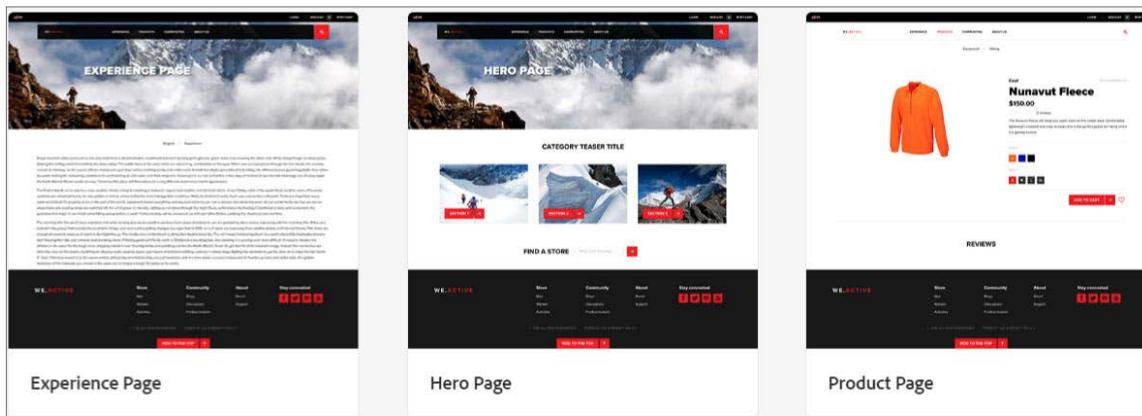


Template

In Adobe Experience Manager, you use a template to create a page. A template defines which components you can use within the selected scope. A template has the same structure as the page you will create, but does not have any actual content.

A template:

- defines which components you can use within a page.
- is built of components.

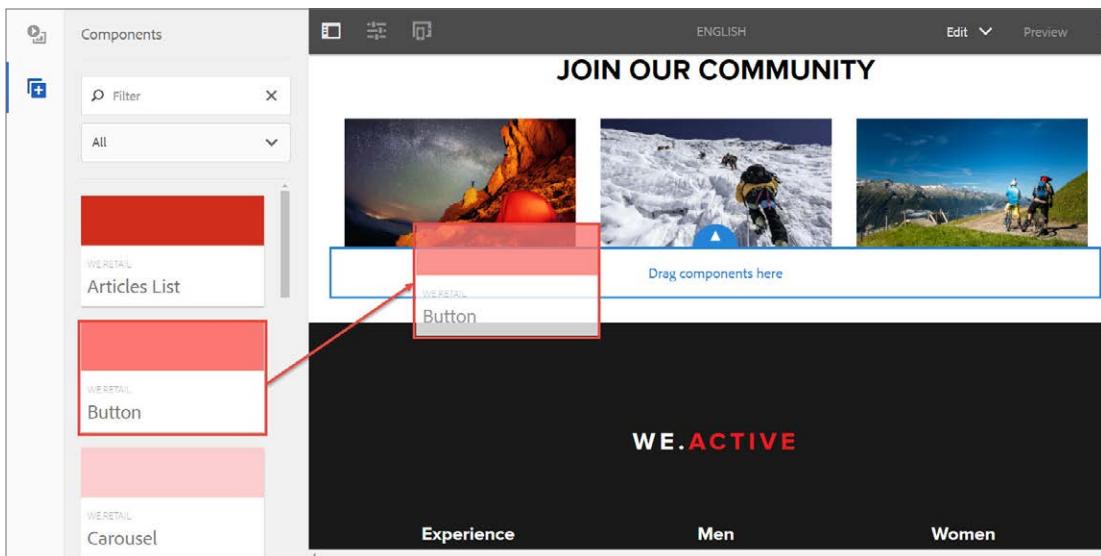


Components

Adobe Experience Manager provides components, which are used to add specific types of content to the page.

Components have the following features:

- Re-usable
- Developed as self-contained units within a repository
- Can contain other component
- Have a standardized user interface
- Use widgets – widgets are user interface elements that work across different browsers and allow the creation of desktop-grade UI experiences.



Components Console

The Components console:

- Accessed from **Tools > General > Components**.

- Allows you to browse through all components defined for your instance and view key information for each component.

The screenshot shows the Adobe Experience Manager (AEM) Components interface. The title bar at the top reads "Components". Below the title bar is a toolbar with icons for search, help, and user profile. The main area displays a grid of components, each represented by a colored card:

Category	Component Name
HIDDEN	AAM Segments Mapping trait (Deprecated)
.HIDDEN	Audience Manager Traits (Deprecated)
HIDDEN	AAM Segment (Deprecated)
COMMERCE	Abandoned Product Call To Action
JUNK	(empty)
HIDDEN	Audience Manager Segments (Deprecated)
CTA-LEAD-FORM	About

Creating Pages

To organize a website within Adobe Experience Manager, you must first create and name your content pages, which allows for easy accessibility.

Before you add content, you must create a page within a site. You can create pages using templates. Adobe Experience Manager now offers two basic types of templates:

1. Editable templates—Created and edited by Template authors/Super authors, and used by Page authors
2. Static templates—Defined and configured by Developers, and used by Page authors

 **NOTE:** When using a template to create a new page, there is no visible difference (to the page author) and no indication of the type of template being used.

The key fields used while creating a page:

- **Title:** This is displayed to the user in the console and is at the top of the content page when editing. This field is mandatory.
- **Name:** This is used to generate the URI (Uniform Resource Identifier). User input for this field is optional. If not specified, the name is derived from the title.
- **Template:** A list of templates available for use when generating the new page.

 **NOTE:** Only the following characters are allowed in the Name field: "a" through to "z", "A" through to "Z", "0" through to "9", _ (underscore), and - (hyphen/minus).

Creating a Page

To create a page within a site:

1. Navigate to **Sites** console and select a Site within which you want to create a page.
2. Click **Create > Page** from the actions bar.
3. Choose the desired template from the **Template** wizard, and then click **Next**.
4. In the **Properties** wizard, type desired **Name** and **Title**, and then click **Create**. A **Success** dialog box appears.
5. You can either click **Open** to view/edit the page or **Done** to navigate back to **Sites** console.

The screenshot shows the Adobe Experience Manager (AEM) interface. At the top, there's a navigation bar with the AEM logo, the text "Adobe Experience Manager", and various icons for search, help, and notifications. Below the navigation bar, the page title "English" is displayed, along with a "Create" button and a grid icon. The main content area shows two "LIVE COPY" entries for a page titled "HERO PAGE". Each entry includes a thumbnail preview of the page content, the page title, and a "FIND A STORE" button. Below each preview, the status "LIVE COPY" is shown, followed by the name of the copy ("Experience" and "Men"), the last edit time ("12 hours ago" and "2 months ago"), and a "Not published" status. The overall layout is clean and organized, typical of a digital asset management or content management system.

Editing Pages

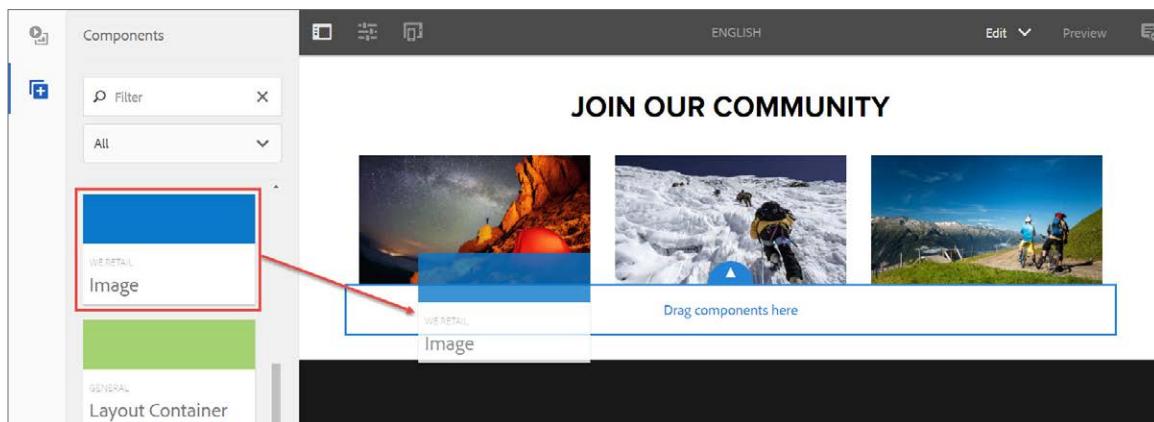
Once the page is created, you can edit the content of the page. Content is added using components, which you can drag and drop onto the page. You can add, edit, and delete components of the page.

Editing Paradigm

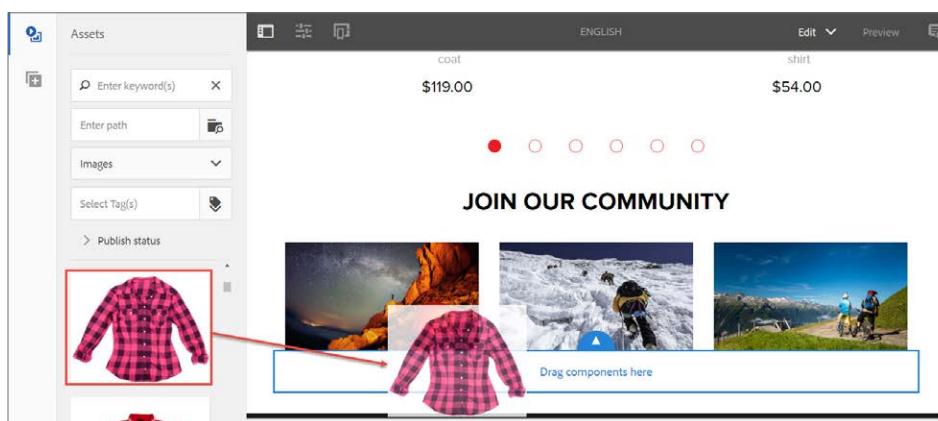
In Adobe Experience Manager, you can edit a page in the following ways:

Drag and Drop

You can drag components (such as Text, Image, and so forth) by dragging and dropping them onto the **Drag components here** area of the page.

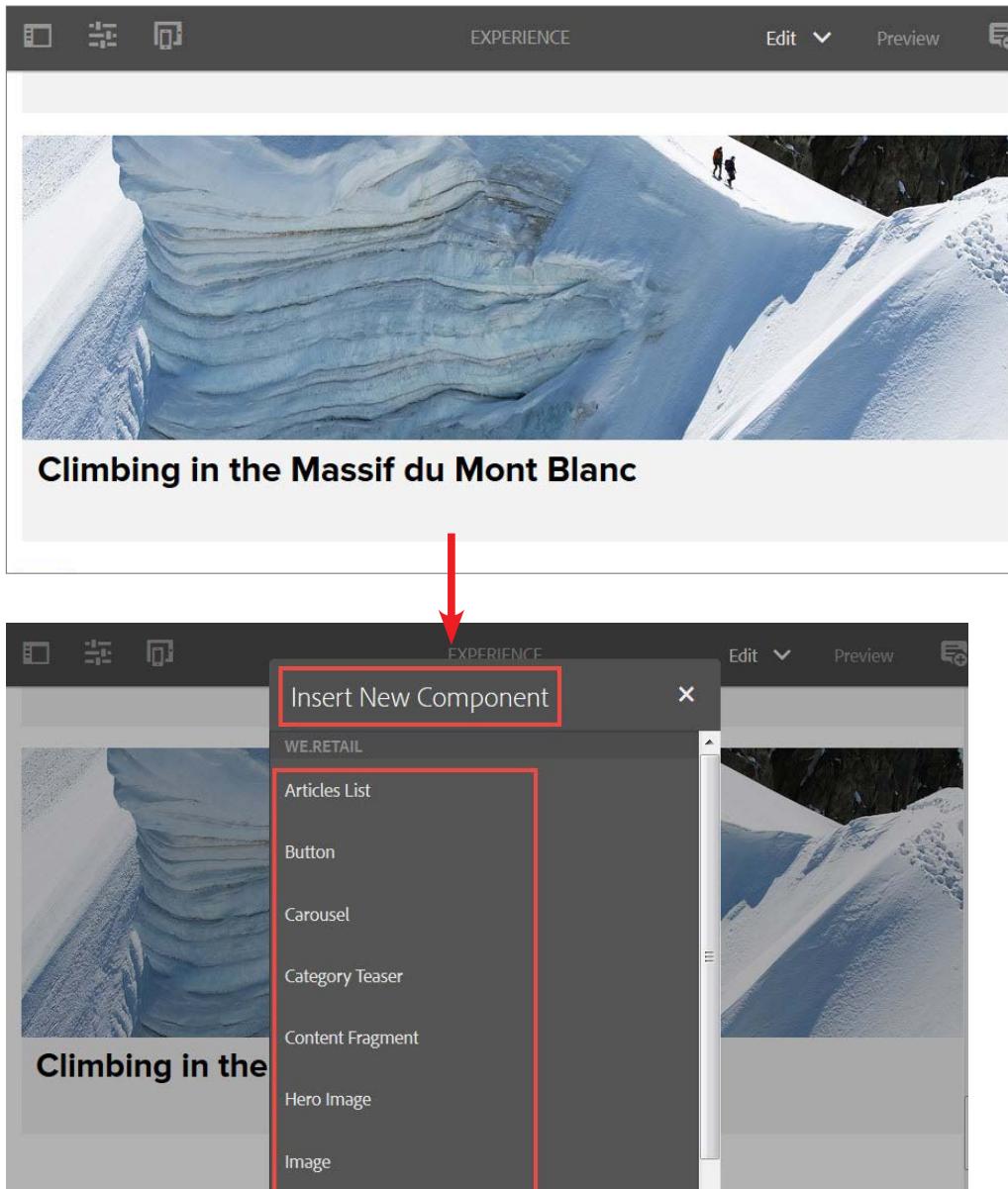


You can add an image to a page by dragging and dropping the image onto the **Drag components here** area.



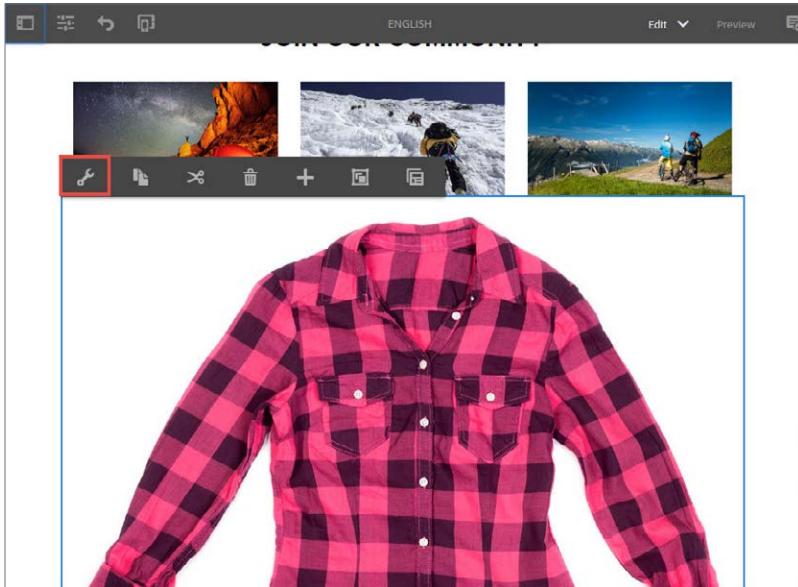
Double-click

You can also add a component by double-clicking the **Drag components here** area, and then selecting the desired component from **Insert New Component** dialog.



Edit the component

You can edit the characteristics of a component by selecting the component, and then clicking the **Configure** icon from the component toolbar. The Image dialog box opens with different options to edit the image.



Image

IMAGE ACCESSIBILITY

Image asset

Clear

Drop an asset here or [browse](#) for a file to upload.

Title

Link to

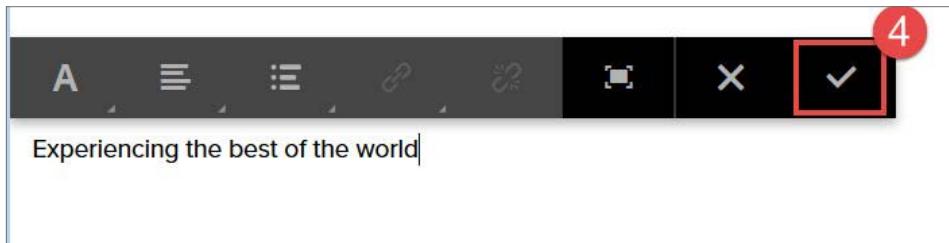
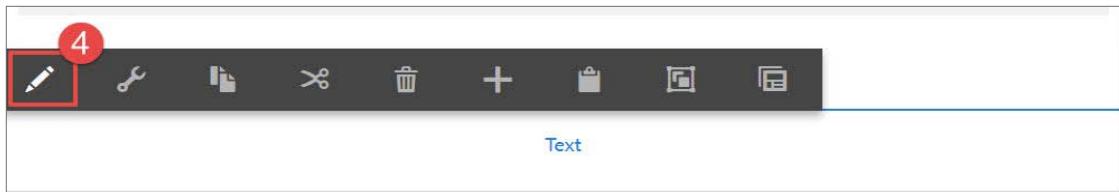
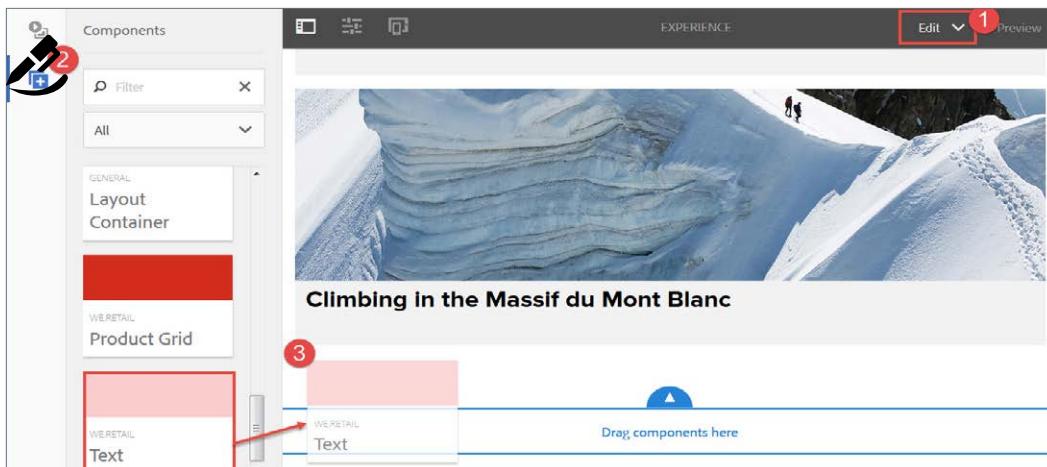
This screenshot shows the Adobe Experience Manager (AEM)富文本编辑器 (Rich Text Editor) interface. At the top, there's a toolbar with various icons. One icon, which looks like a wrench (representing configuration), is highlighted with a red box. Below the toolbar is a preview area showing a pink and black plaid shirt. At the bottom of the screen is the 'Image' dialog box. This dialog has tabs for 'IMAGE' and 'ACCESSIBILITY', with 'IMAGE' currently selected. It contains a section for 'Image asset' where the previously selected plaid shirt image is displayed. There are 'Clear' and 'Browse' buttons below it. A message says 'Drop an asset here or [browse](#) for a file to upload.' Below this are fields for 'Title' and 'Link to'.

Editing a Page

Now that you have created a page, let's see how to edit a page by adding content (text, image, and so on) to it.

To edit and insert a component in a page:

1. Make sure your page is in **Edit** mode.
2. Open the **Components** tab from the Side panel.
3. Drag a desired component onto the **Drag components here** area.
4. After you add a component, you can perform different actions on the component from the component toolbar.



Perform Task 1: Create and edit a page, from the Lab Activity section.

Authoring Responsive Pages

It is increasingly important that websites offer customized views across devices--desktops, tabs, and mobile. You can achieve this in two ways:

1. Adaptive:
The server response will change to adapt to a defined screen size.
 - a. Server-side device detection
 - b. Consequence: Different URLs for different devices
2. Responsive:
The design will fluidly change and respond to fit any screen size.
 - a. Client-side feature detection through media queries
 - b. Consequence: Same content delivered to all visitors

Responsive Design

Adobe Experience Manager enables you to create responsive sites that provide an optimal viewing experience for all visitors--across devices.

Responsive design provides:

- Easy reading and access to content
- Clear and easy navigation
- Minimum of resizing, panning, and scrolling across devices.



Making Content Responsive

There are two ways you can make the content responsive:

1. Traditional workflow
 - a. A designer "mocks" the different breakpoints
 - b. A developer implements the mocks the breakpoints for a specific template
 - c. The author picks that template and fills in the content
2. Responsive layout editing
 - a. The author fills in the content
 - b. The author can adapt the layout

Responsive Page Layout

Adobe Experience Manager allows you to add responsive layout for your pages by using the layout container component.

Adobe Experience Manager realizes responsive layout for your pages using a combination of mechanisms:

- Layout Container component—Provides a grid-paragraph system to allow you to add and position components within a responsive grid.
- Layouting Mode –Once the layout container is positioned on your page, you can use this mode to position content within the responsive grid.
- Emulator:
 - › Allows you to create and edit responsive websites that rearrange the layout according to device/window size by resizing components interactively.
 - › Allows the user to see how the content will render on different devices (for example, laptop or mobile phone).



 **Perform Task 2: Edit a responsive page, perform actions and preview the page in various emulators**, from the Lab Activity section.

Page Properties

Pages have properties and are categorized into the following groups:

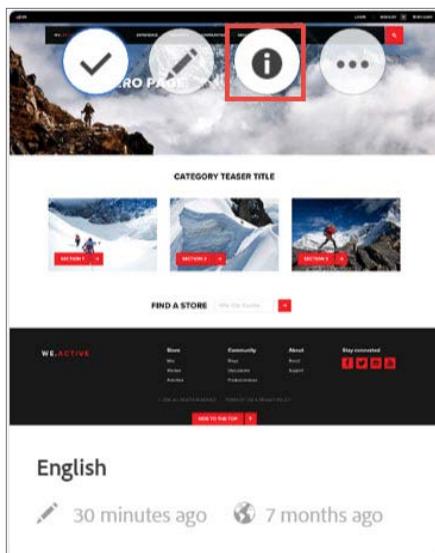
- Basic
- Advanced
- Thumbnail
- Cloud services
- Personalization
- Permissions

Advanced page properties include:

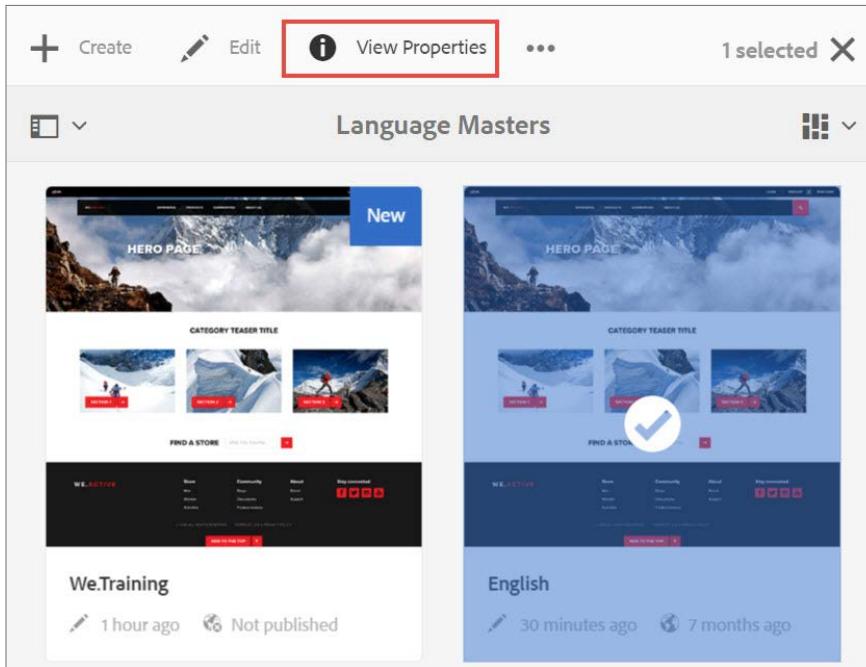
- Blueprint
- Live Copy
- Site Structure

You can view and edit the page properties using:

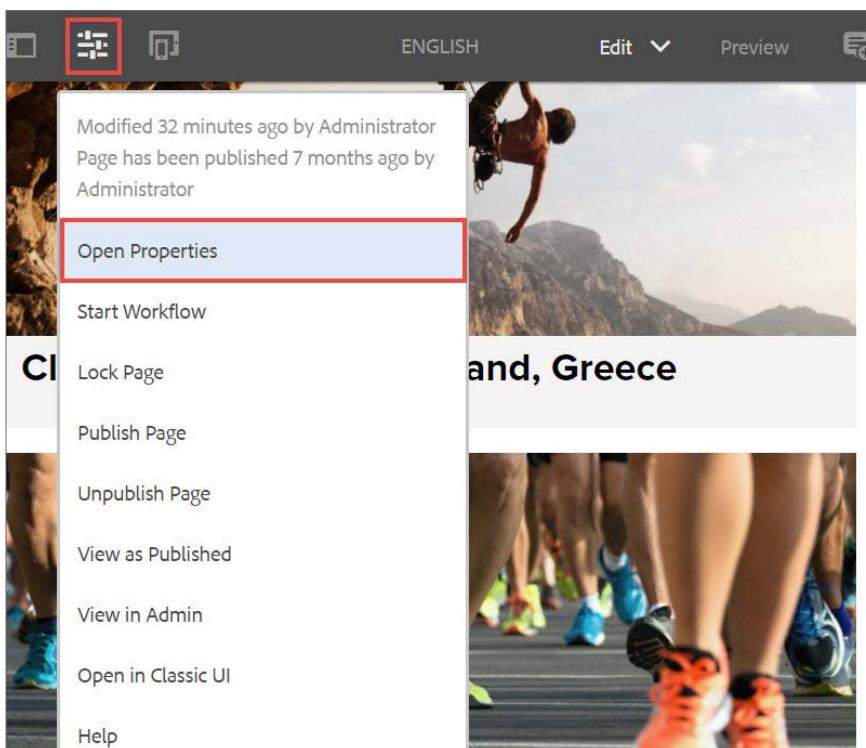
- Quick actions—In **Card View**, hover over a page, and then click **View Properties** from quick actions.



- Selection mode—In Card View, hover over a page and click **Select** from quick actions, and then click **View Properties** from actions bar.

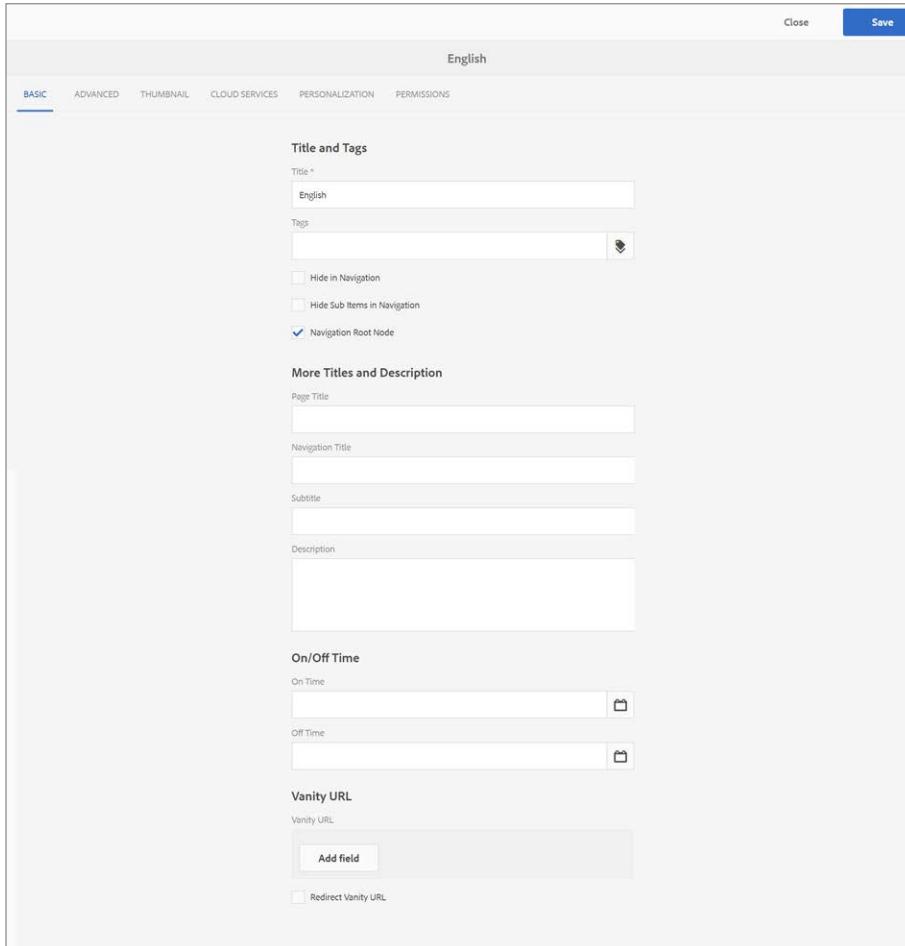


- Page Information—Open the page, click **Page Information** from the toolbar, and then click **Open Properties** from the drop-down.



Let's look at the different page properties using quick actions.

BASIC



The screenshot shows the 'BASIC' tab selected in the page properties dialog for an English page. The dialog is titled 'English'. At the top right are 'Close' and 'Save' buttons. Below the tabs are sections for 'Title and Tags', 'More Titles and Description', 'On/Off Time', and 'Vanity URL'. The 'Title and Tags' section contains fields for 'Title' (set to 'English'), 'Tags' (empty), and checkboxes for 'Hide in Navigation', 'Hide Sub Items in Navigation', and 'Navigation Root Node' (which is checked). The 'More Titles and Description' section includes fields for 'Page Title', 'Navigation Title', 'Subtitle', and 'Description'. The 'On/Off Time' section has fields for 'On Time' and 'Off Time'. The 'Vanity URL' section has a 'Vanity URL' field, an 'Add field' button, and a 'Redirect Vanity URL' checkbox.



NOTE: Title is a mandatory field.

Tab	Properties	Description
Basic	Title and Tags	
	Title	The title of the page seen in Sites card and other views
	Tags	To add or remove tags from the page
	Hide in Navigation	To indicate whether the page is shown or hidden in the page navigation
	More Titles and Description	
	Page Title	A title to be used on the page
	Navigation Title	To specify a separate title for use during navigation. If it is empty, the Title will be used
	Subtitle	A subtitle for use on the page
	Description	To describe the purpose of the page
	On/Off Time	
	On Time	The time at which the published page will be activated. When published, this page will be kept dormant until the specified time.
	Off Time	The time at which the published page will be deactivated
	Vanity URL	
	Vanity URL	To have a shorter and more expressive URL
	Redirect Vanity URL	To indicate whether you want the page to use the vanity URL



TIP: When adding a Vanity URL to a page, make sure the value is unique.

ADVANCED

The screenshot shows the 'ADVANCED' tab selected in the navigation bar. The 'Settings' section includes fields for Language, Redirect, Design, and Alias. The 'Templates Settings' section has an 'Allowed Templates' dropdown and an 'Add field' button. The 'Closed User Group' section includes checkboxes for Enabled and Login Page, a dropdown for Admitted Groups, an 'Add field' button, and a Realm input field. The 'Export' section includes an 'Export Configuration' dropdown and an 'Add field' button.

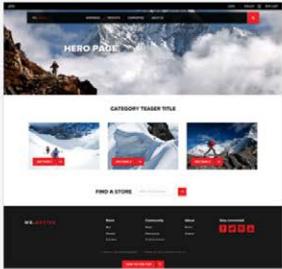
Tab	Properties	Description
	Settings	
Advanced	Language	The language of the page
	Redirect	Indicates the page to which the current page should automatically redirect
	Design	Indicates the design used for this page
	Alias	Specifies an alias used with this page
	Templates Settings	
	Allowed Templates	Define the list of templates that will be available within this sub-branch.
	CLOSED USER GROUP	
	Enabled	Enables (or disables) the use of Closed User Groups (CUGs)
	Login Page	The page used for logging in
	Admitted Groups	Groups eligible for logging in to the CUG
	Realm	The realm name for the CUG
	Export	
	Export Configuration	Specifies an export configuration

THUMBNAIL

Close Save

English

BASIC ADVANCED **THUMBNAIL** CLOUD SERVICES PERSONALIZATION PERMISSIONS



Generate Preview Upload Image

Tab	Properties	Description
Thumbnail	Generate Preview	Generate preview of the page used as a thumbnail.
	Upload Image	Upload an image to use as thumbnail.

CLOUD SERVICES

Close Save

English

BASIC ADVANCED THUMBNAIL **CLOUD SERVICES** PERSONALIZATION PERMISSIONS

Cloud Service Configurations

Add Configuration +

Dynamic Tag Management	i
Facebook Connect	i
Microsoft Translator	i
Translation Integration	i
Twitter Connect	i

Tab	Properties	Description
Cloud Services	Add Configuration	To provide the logic and structure for storing service configurations such as Microsoft Translator, Dynamic Tag Management, and so on

PERSONALIZATION

Close **Save**

English

BASIC ADVANCED THUMBNAIL CLOUD SERVICES PERSONALIZATION PERMISSIONS

Brand

Add Brand +

we.RETAIL

Geometrixx Outdoors

Tab	Properties	Description
Personalization	Brand	Select a Brand to specify a scope of Targeting

PERMISSIONS

Close **Save**

English

BASIC ADVANCED THUMBNAIL CLOUD SERVICES PERSONALIZATION PERMISSIONS

+ Add Permission Effective Permissions

New Permission

Select user or group

Browse page Publish/unpublish page
 Edit content Create sub-pages
 Delete page

Cancel **Add**

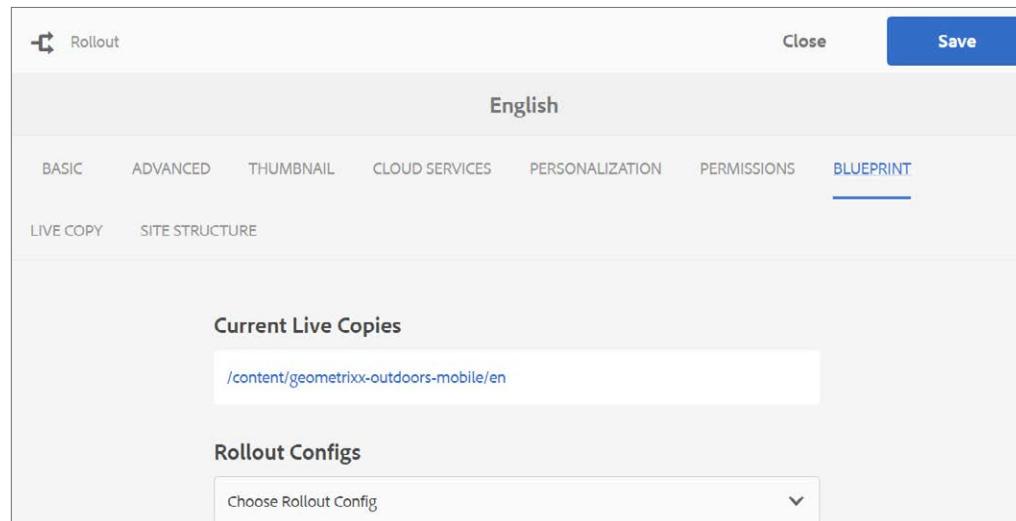
Tab	Properties	Description
Thumbnail	Add Permission	Allows for the addition of permissions for different users/user groups and also update or delete the permissions
	Effective Permissions	Shows the permissions available for the page

Advanced Properties

You can view BLUEPRINT and LIVE COPY properties, only if a site has Blueprint or Live Copy pages in it.

In Adobe Experience Manager, Multi Site Manager lets you create a site called Live Copy based on another site called Blueprint, when you want to have Multinational sites, multilingual sites, and Sites with different output channels.

BLUEPRINT



Tab	Properties	Description
Blueprint	Current Live Copies	Specifies the path of Live Copies associated with the Blueprint
	Rollout Configuration	Specifies the rollout configurations for the Blueprint

 **NOTE:** Blueprints let you push content changes to Live Copies. It provides a central location for administering the sites that use it as a source.

LIVE COPY

Synchronize Reset Suspend Detach Close Save

English

BASIC ADVANCED THUMBNAIL CLOUD SERVICES PERSONALIZATION PERMISSIONS BLUEPRINT **LIVE COPY** SITE STRUCTURE

Source
.../catalogs/geometrixx-outdoors/en/template-pages/catalog-page-template

Status

Suspended Live Copy	No
In Sync with Blueprint	Yes
Last Rollout Date	2 years ago
Last Rolled Out by	Administrator

Configuration

Live Copy Inheritance i

Inherit Rollout Configs from Parent

Choose Rollout Config ▼

X Catalog page content rollout config X Catalog page update rollout config

Tab	Properties	Description
Live Copy	Source	The source page of the live copy page
	Status	The synchronization status of the live copy
	Configuration	Whether the page is still subject to live copy inheritance The rollout configuration that the live copy uses, and whether the configuration is inherited from the parent page

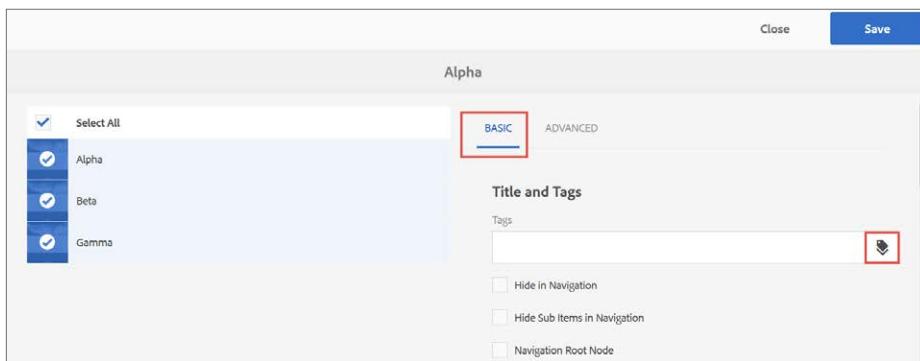
DID YOU KNOW: Live Copy status includes whether the live copy is up to date with the source, when the last synchronization occurred, and who performed the synchronization.

Editing Bulk Page Properties

Adobe Experience Manager helps you edit properties of multiple pages and assets using a special feature called Bulk editing.

In Bulk editing, you can:

- Select multiple pages and add common properties to all the pages.
- Update values in the fields available. The new values will be applied to all the selected pages.
- Append a new value or remove a common value. Fields that are common, but have different values across various pages, are marked with a special value (for example, the text <Mixed Entries>).



WARNING: You can only bulk edit pages that share the same resource type and are not part of a live copy.

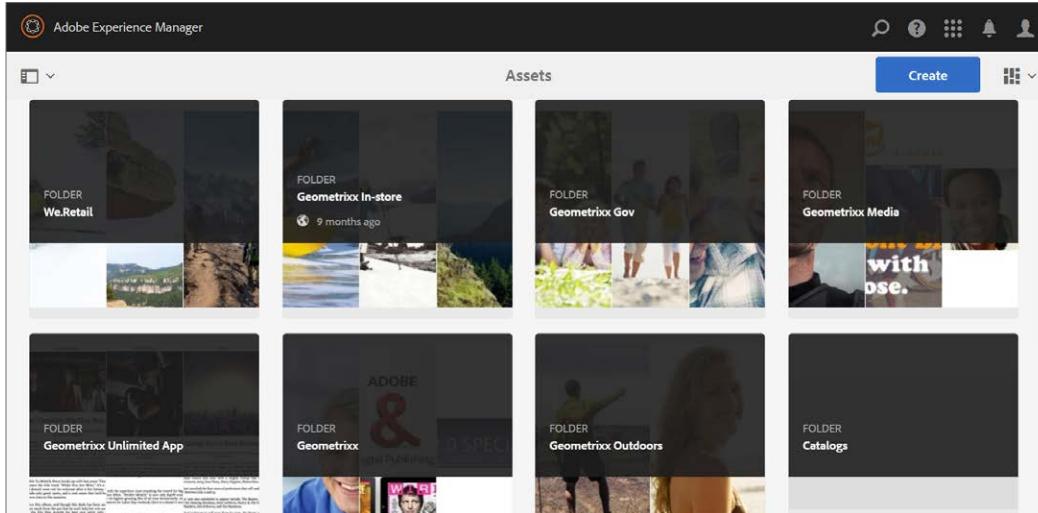


Perform **Task 3: Select multiple pages and add common properties to the pages**, from the Lab Activity section.

Organizing and Managing Assets

An asset is a digital document, image, video, or audio (or part thereof) that can have multiple renditions and can have sub-assets (for example, layers in a Photoshop file, slides in a Power Point file, pages in a PDF file, and files in a ZIP). An asset essentially includes a binary, metadata, renditions, and sub-assets.

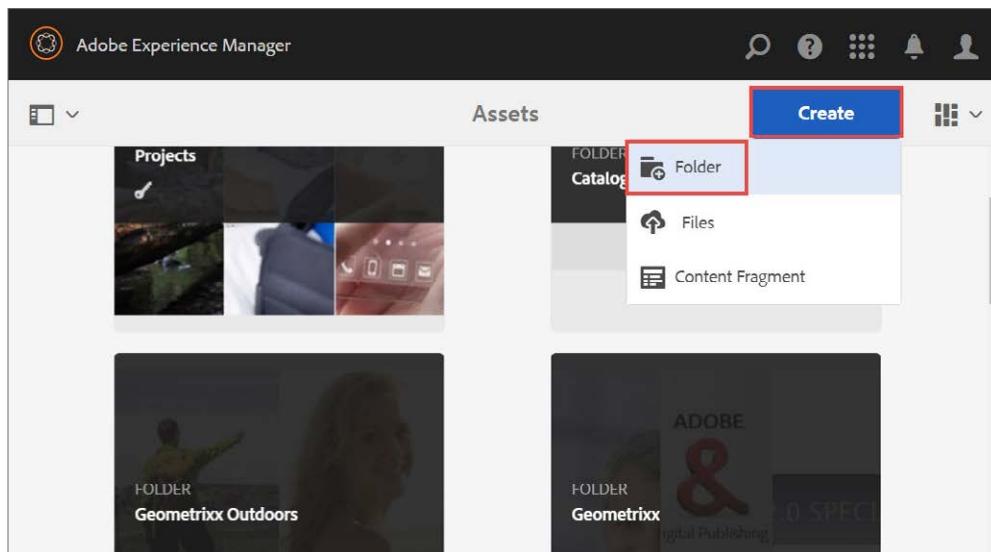
All the assets used in a website are grouped under the **Assets** console, which you can access from **Product Navigation**.



Organizing Assets

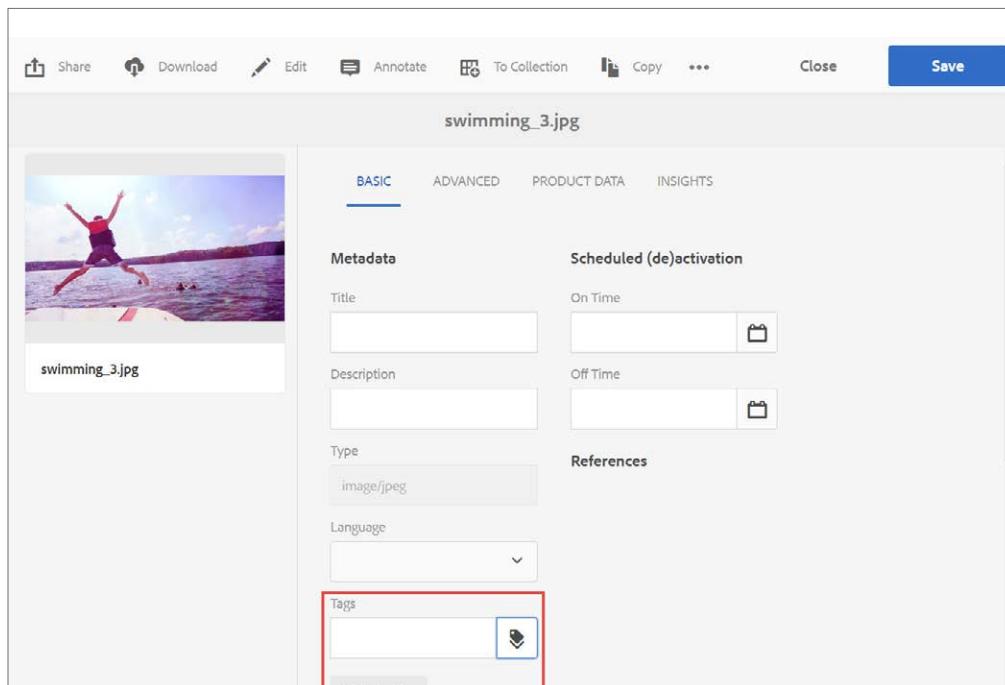
You can organize assets in:

- **Hierarchical** manner using folders to impose a consistent storage structure for your digital assets.
 - › The folder can be public or private.
 - › You can create, organize, and group asset folders--related to a specific task.
 - › You can create asset collections so that all project assets are available in one directory.
 - › Based on the privilege level you assign, users can perform various tasks on the folder (for example, view assets within the folder or edit the assets).



 **NOTE:** A private folder is accessible only to you. You can share your private folder to other users and assign different privileges to users.

- An **adhoc** manner, using tags.
 - › Users can edit tags in the Assets Editor where sub-assets, renditions, and metadata are displayed.



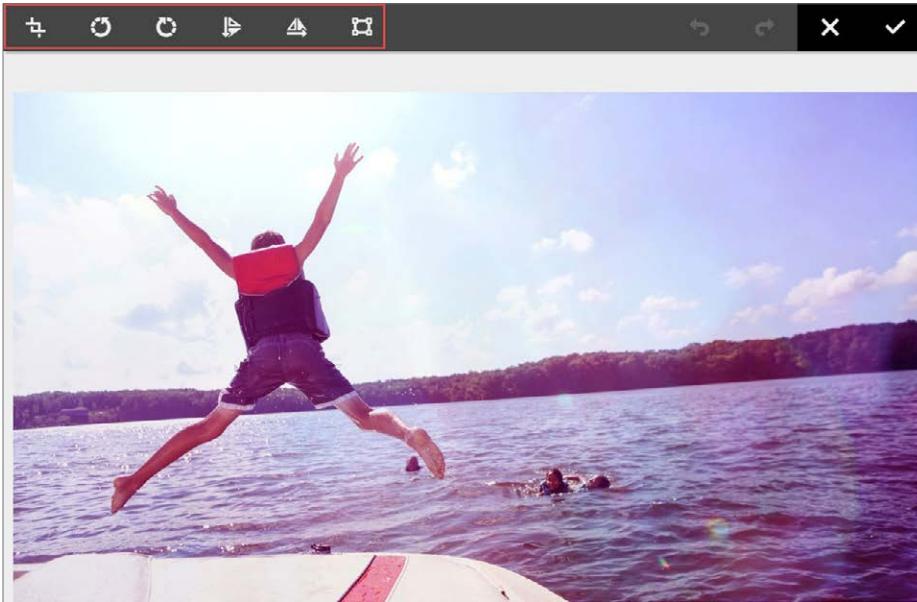
Editing an Asset

To view or edit an asset, select the asset using **Select** button, and then click **Edit** from the actions bar.

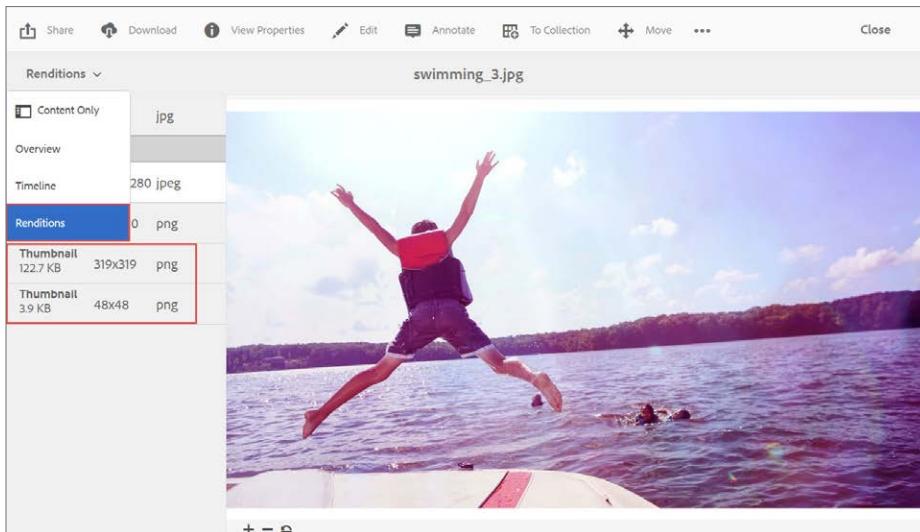
The screenshot shows the Assets Editor interface with three assets selected: 'swimming_3.jpg', 'swimming_2.jpg', and 'swimming_1.jpg'. The 'Edit' button in the actions bar is highlighted with a red box. The assets are listed with their names, file type (IMAGE), creation date ('1 day ago'), size ('1.2 MB', '2.5 MB', '1.5 MB'), and dimensions ('1920 x 1080'). A 'Dropzone' button is also visible.

You can edit assets using the Asset Editor, which has the following options:

- Resize images—you can crop, rotate, and flip an asset according to your needs.



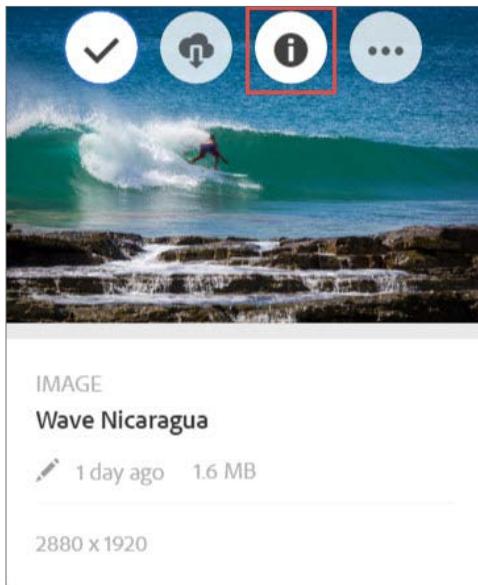
- View and upload renditions—you can create multiple views of an asset.



Editing Asset Properties

You can view and edit asset properties using:

- **Quick actions:** Hover the cursor over an asset and click View Properties from quick actions.



- **Selection mode**—select an asset and click **View Properties** from the actions bar.

A screenshot of the interface in selection mode. At the top, there is an actions bar with Share, Download, View Properties (which is highlighted with a red box), and a selection count of 1 selected. Below the actions bar, there is a search bar with the text "Surfing" and a dropzone button. The main area displays two assets: "Wave Nicaragua" and "Wave Huge". Each asset has a preview image, a checkmark icon, and a detailed card below it showing the asset type, name, date, file size, and dimensions. The "Wave Huge" card is partially visible on the right.

All the asset properties are categorized into:

BASIC

- Metadata:
 - › Is data about your assets
 - › Is the information that is extracted when the asset is uploaded
 - › Allows you to manage your assets more efficiently
 - › Is information about the asset such as:
 - » Name
 - » Description
 - » Type
 - » Tags assigned
 - » Date created
- Scheduled (deactivation)—allows you to specify the time when an asset is activated and deactivated. Once an asset is activated, it is visible to the website visitor.
- References—links to resources using a particular asset.

The screenshot shows the Adobe Experience Manager asset editor interface. At the top, there are various toolbar icons: Share, Download, Edit, Annotate, To Collection, Copy, Move, Publish, and Unpublish. Below the toolbar, the asset title "Wave Nicaragua" is displayed above a preview image of a surfer on a wave. The main content area is divided into several tabs: BASIC (which is selected and highlighted in blue), ADVANCED, PRODUCT DATA, and INSIGHTS. The BASIC tab contains sections for METADATA, SCHEDULED (deactivation), and REFERENCES. The METADATA section includes fields for Title (Wave Nicaragua), Description (Surfing in Nicaragua), Type (image/jpeg), Language, Tags, Created (05-11-2016 18:36), Creator Tool (Adobe Photoshop CC 2015), Width (2880), Height (1920), Person, and Location. The SCHEDULED (deactivation) section has fields for On Time and Off Time. The REFERENCES section shows two entries under Referenced By, both of which are linked to "Equipment".

ADVANCED

- License—provides details regarding creator, contributor, copyright owner, usage terms, and expiry date.
- Rating—specifies the rating assigned to an asset.

The screenshot shows the Adobe Experience Manager interface for editing an asset titled "Wave Nicaragua". At the top, there are several action buttons: Share, Download, Edit, Annotate, To Collection, Copy, Move, Publish, and Unpublish. Below the title, there are four tabs: BASIC, ADVANCED (which is selected), PRODUCT DATA, and INSIGHTS. On the left, there is a large thumbnail image of a surfer riding a wave, with the caption "Wave Nicaragua" below it. The ADVANCED tab contains fields for License (with fields for Creator, Contributor, Copyright, Copyright Owner, Usage Terms, and Expires) and Rating (with a "Your Rating" section showing five stars and a "Rating Breakdown" section with five categories and their counts). The ID field at the bottom contains the value "31159c37-731d-4a42-9ecc-fb79c5203".

PRODUCT DATA

- Specifies the product data details, if the asset is associated with any product.

The screenshot shows the Adobe Experience Manager interface for editing an asset titled "Wave Nicaragua". The top bar includes Share, Download, Edit, Annotate, To Collection, and a Save button. The title "Wave Nicaragua" is displayed above the tabs. The tabs are BASIC, ADVANCED, PRODUCT DATA (which is selected), and INSIGHTS. On the left, there is a thumbnail image of a surfer and the caption "Wave Nicaragua". The PRODUCT DATA tab displays a message stating, "This digital asset is not associated with any product, currently. Hence, no Product Data is available." There is also a "Save" button in the top right corner of the main content area.

INSIGHTS

- Displays rating scores for assets to indicate their popularity.

The screenshot shows the 'INSIGHTS' tab selected in the top navigation bar. On the left, there is a thumbnail image of a surfer riding a wave. Below the image, the asset name 'Wave Nicaragua' is displayed. The main content area is divided into sections: 'Score' (Usage: 0), 'Usage Statistics' (listing Solutions: Assets, Web & Mobile, Social, Email, all with Count: 0 and Last Used: Not Used), and 'Performance Statistics' (Asset Insight is not configured). A 'Save' button is located in the top right corner.

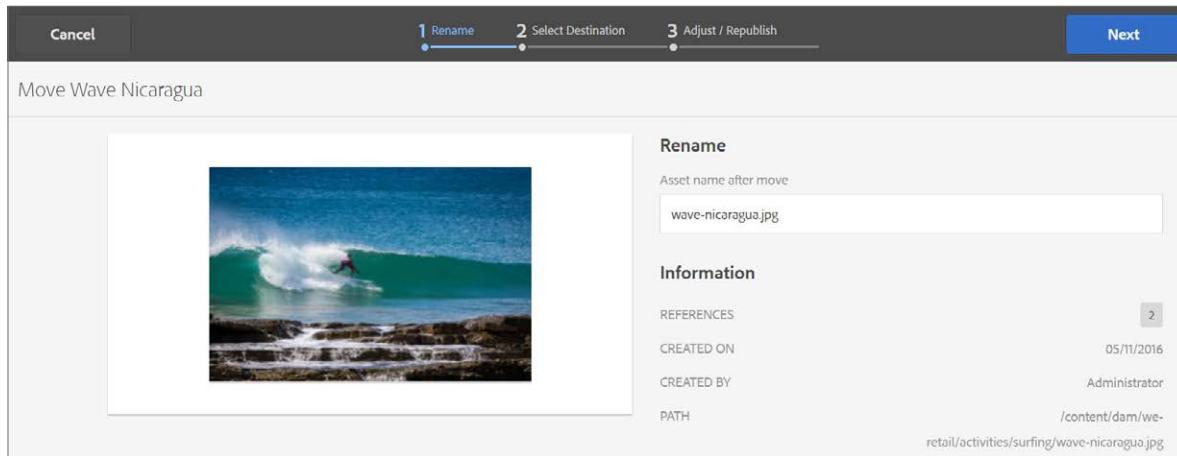
Additional Actions on Assets

You can perform the following actions on assets:

- Copy—Select an asset from the source folder; copy it and paste it into the destination folder.
- Delete: You can delete an unwanted asset from the folder.

The screenshot shows a list of assets under the folder 'Surfing'. Two assets are selected: 'Wave Nicaragua' and 'Wave Huge'. A context menu is open over the selected assets, displaying options: Annotate, To Collection, Copy (highlighted with a red box), Move, Publish, and Unpublish. Another asset, 'Wave Hug', is visible below the selected ones. The top navigation bar includes Share, Download, View Properties, Edit, and a three-dot menu. A status bar at the bottom indicates '1 selected'.

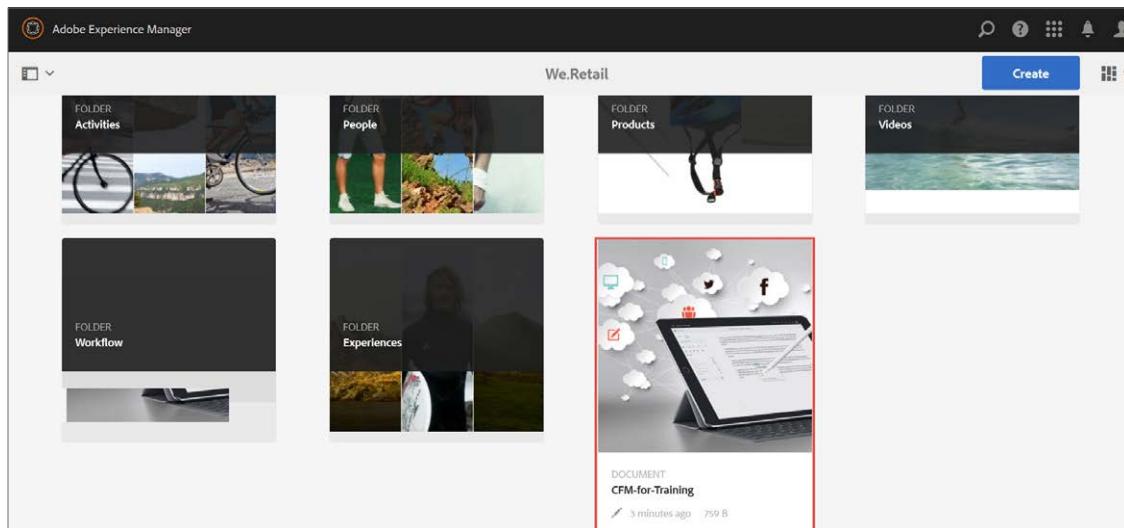
- Move and Rename: You can rename and move assets from one folder to another without creating a copy of the asset in the source folder.



 Perform **Task 4: Create a folder, upload assets, and perform additional actions on assets**, from the Lab Activity section.

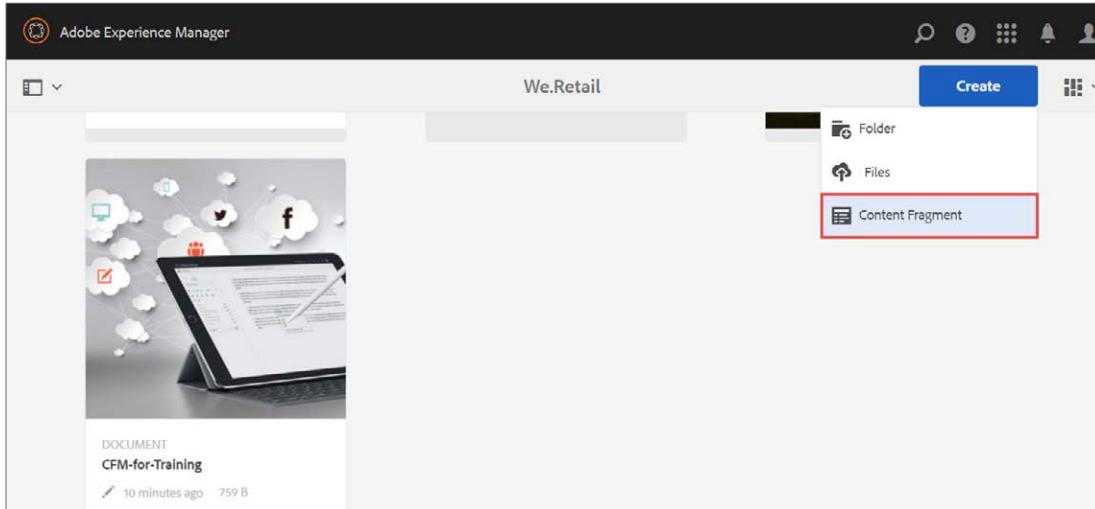
Content Fragments

Adobe Experience Manager content fragments allow you to design, create, curate and use page-independent content. They allow you to create channel-neutral content, together with (possibly channel-specific) variations. You can then use these fragments, and their variations, when authoring your content pages.

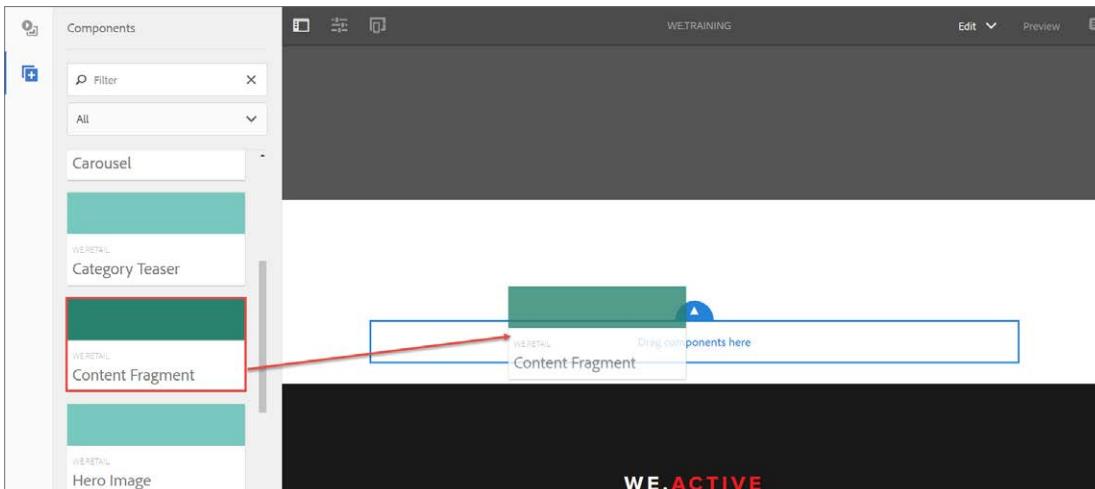


Content fragments are:

- Stored as Assets:
 - Content fragments (and their variations) can be created and maintained from the **Assets** console.



- Used in the page editor by means of the **Content Fragment** component (referencing component):
 - The Content Fragment component is available to page authors. It allows them to reference the required content fragment.



Content Types

Content Fragments are a content type that:

- Contains one or more:
 - › Text elements
 - › References to associated assets (for example, images, videos, other fragments)
- Are independent from the delivery mechanism (for example, page, channel).
- Are defined by a Fragment Template.

The screenshot shows the Adobe Experience Manager interface. At the top, there's a navigation bar with icons for search, help, and user profile. Below it, the main header says "Arctic Surfing In Lofoten - Main". On the left, a sidebar has tabs for "TOOLS" and "VARIATIONS", with "TOOLS" currently selected. A dropdown menu under "TOOLS" shows "Rich Text" (selected), "Plain Text", and "Markdown". To the right of the sidebar, the main content area displays a title "Aloha spirits in Northern Norway" and a subtitle "Text: Jacob Wester. Photos: Sofia Sjöberg". The main text reads:

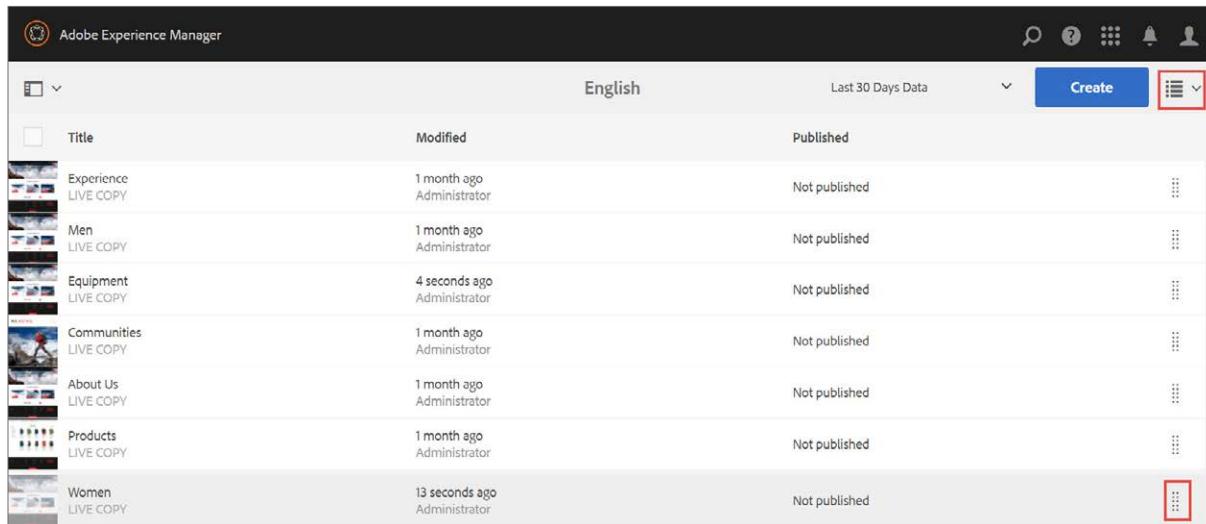
Steep mountain sides surround us, like wise trolls from a distant timeline, weathered and worn by long-gone glaciers, green moss now covering the black rock. White sheep forage on steep grass, defying the chilling winds funneled by the deep valley. The subtle hues of the arctic circle are welcoming, comfortable on the eyes. When rare sunrays pierce through the low clouds, the scenery reveals its vibrancy, as the waves reflect a translucent cyan blue before crashing loudly onto white sand. A small but playful groundswell is building, the offshore breeze grooming playful lines down the point, making for welcoming conditions for acclimatizing to cold water and thick neoprene. Knowing it is our last surf before a few days of hard wind, we take full advantage out of every ripple the North Atlantic Ocean sends our way. Tomorrow this place will have taken on a very different, much more hostile appearance.

Reorganizing Site Structure

Pages are part of an overall site structure that must be taken care of. Let's look at the different options through which we can reorganize the pages within site structure.

Reordering Pages

You can rearrange the pages within the site by dragging and dropping the page to the desired location using the right handlers in **List View**.

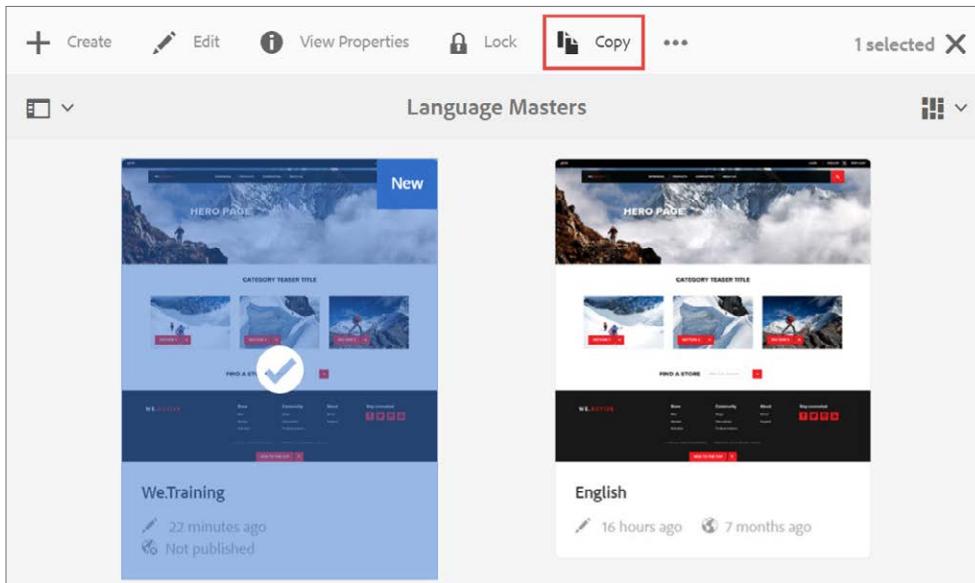


The screenshot shows the Adobe Experience Manager List View interface. The top navigation bar includes the AEM logo, 'Adobe Experience Manager', search, help, and user icons. The main area displays a table of pages in English, filtered by 'Last 30 Days Data'. The columns are 'Title', 'Modified', and 'Published'. Each row has a small icon, the page title, the last modified date, the user, and a status. On the far right of each row are three vertical dots and a red-bordered handle for dragging. The last row, 'Women', has its handle also highlighted with a red border.

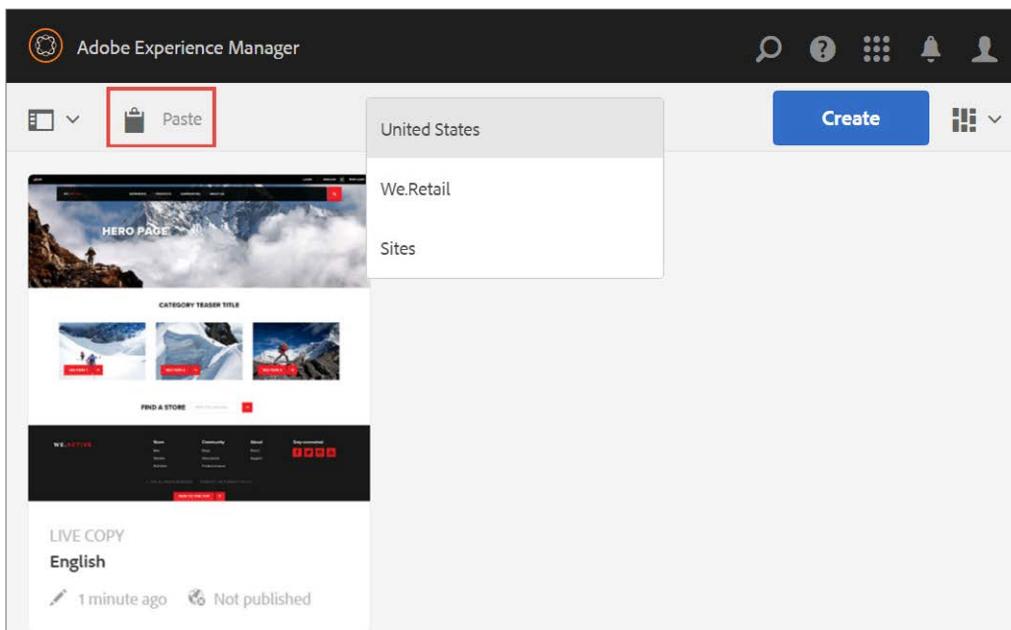
Title	Modified	Published
Experience LIVE COPY	1 month ago Administrator	Not published
Men LIVE COPY	1 month ago Administrator	Not published
Equipment LIVE COPY	4 seconds ago Administrator	Not published
Communities LIVE COPY	1 month ago Administrator	Not published
About Us LIVE COPY	1 month ago Administrator	Not published
Products LIVE COPY	1 month ago Administrator	Not published
Women LIVE COPY	13 seconds ago Administrator	Not published

Copying Pages

You can copy a page from the source and paste it anywhere within the parent's hierarchy but not in the root folder.



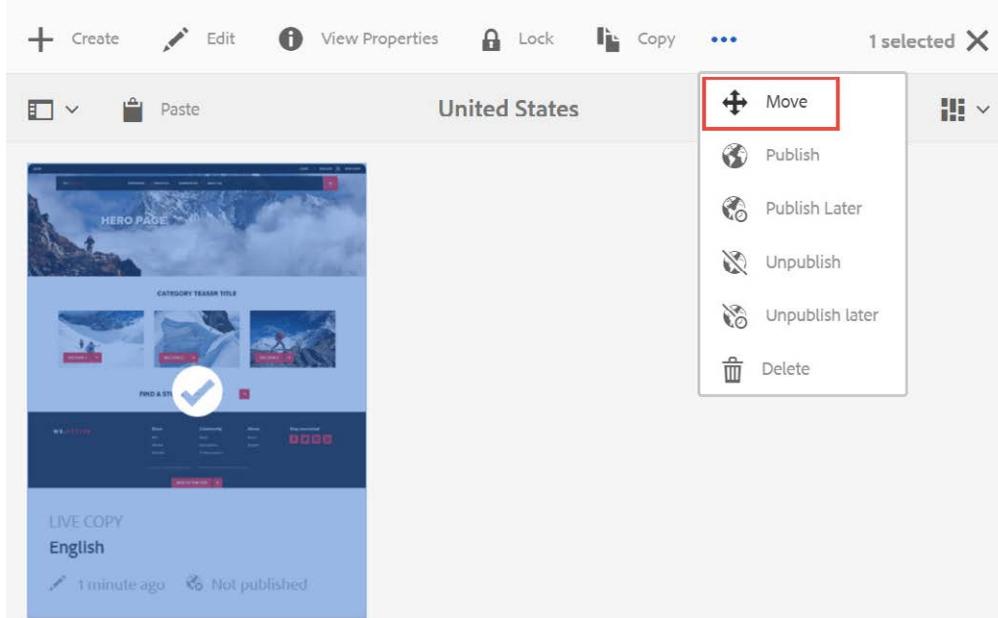
The screenshot shows the 'Language Masters' view in Adobe Experience Manager. At the top, there are buttons for 'Create', 'Edit', 'View Properties', 'Lock', 'Copy' (which is highlighted with a red box), and '...'. A status bar indicates '1 selected X'. Below the toolbar, there are two preview cards. The left card is for a page named 'New' and the right card is for the 'English' language version of the same page. Both cards show a preview of a website with a hero image and category teasers. The 'Copy' button in the toolbar is highlighted with a red box.



The screenshot shows the Adobe Experience Manager interface after a page has been copied. The 'Paste' button in the toolbar is highlighted with a red box. A dropdown menu is open, showing 'United States' and 'We.Retail' under the 'Sites' category. The main preview area shows the copied page 'LIVE COPY English' with its details: '1 minute ago' and 'Not published'. The 'Create' button is also visible in the toolbar.

Move and Rename Pages

You can move and rename a page using a same wizard. With this, you can move and rename at the same time. Adobe Experience Manager offers you the functionality to update any internal links that refer to the page being renamed/moved.

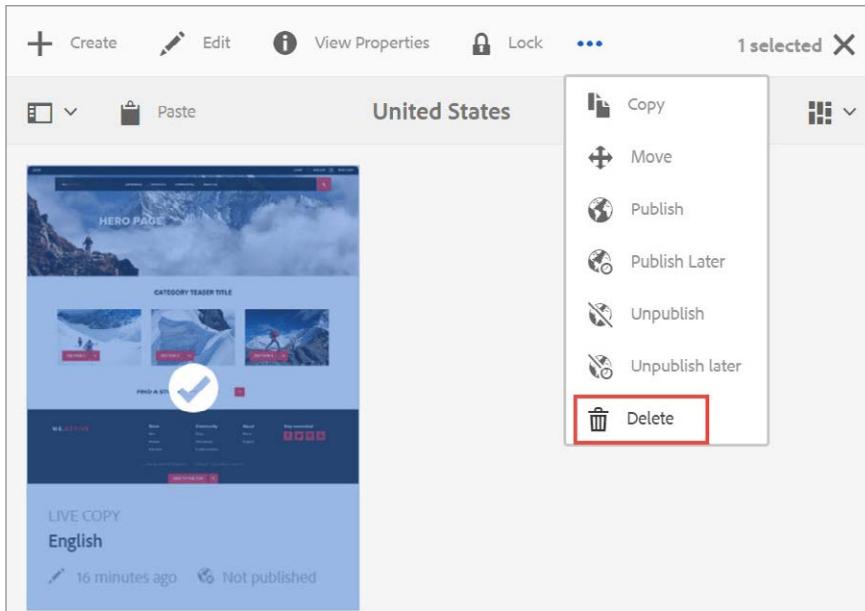


The screenshot shows the 'Move Page' dialog box. At the top, it says 'Move Page' with tabs for 'Rename', 'Select Destination', and 'Adjust / Republish'. There are 'Cancel' and 'Next' buttons. The 'Rename' tab is active, showing a preview of the page and fields for 'Page title after move' (set to 'English') and 'Page name after move' (set to 'en'). The 'Information' tab displays details: 'REFERENCING PAGES' (6), 'CREATED ON' (05/11/2016), 'CREATED BY' (Administrator), and 'PATH' (/content/wc-retail/us/en).

 **NOTE:** If you move the page to a location where a page with the same name already exists, the system will automatically generate a variation of the name.

Deleting Pages

You can delete a page, if you no longer need it in the site.



Perform Task 5: Reorder pages within the site structure and perform various operations on a page, from the Lab Activity section.

Adding Content Value through Page Options

Using Adobe Experience Manager, you can preserve the existing content by creating a version of a page.

Versioning

Versioning captures the state of a page at a specific point in time.

Adobe Experience Manager allows you to:

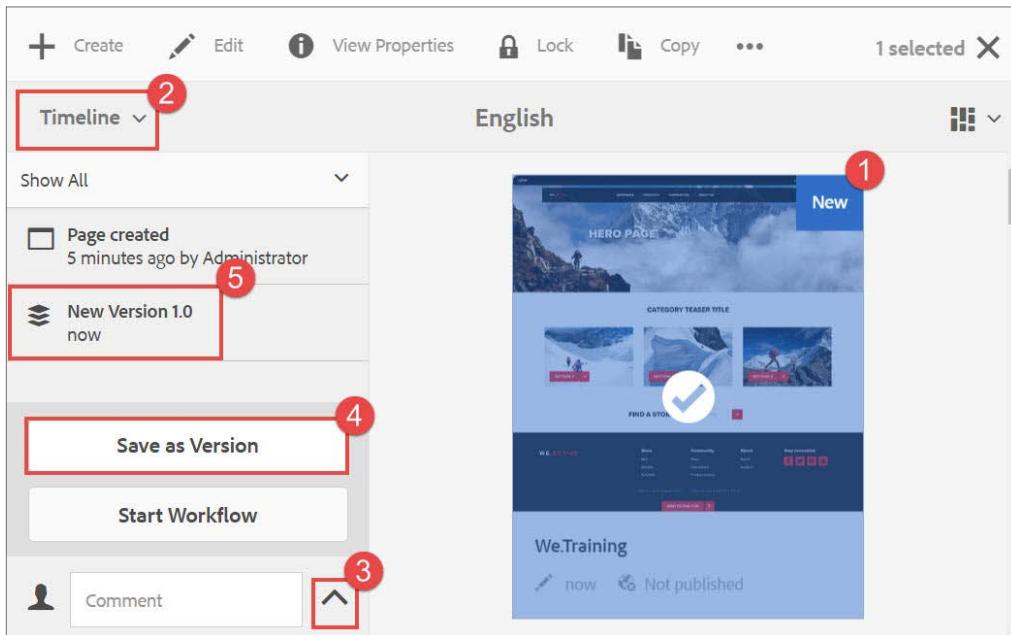
- create a version of a page.
- restore a page to a previous version.

The screenshot shows the AEM interface with the following elements:

- Top Bar:** Includes buttons for Create, Edit, View Properties, Lock, Copy, and a selection counter "1 selected X".
- Timeline Header:** Shows "Timeline" with a dropdown arrow and "English" language selection.
- Timeline List:** Displays a list of page versions:
 - "Page created" (5 minutes ago by Administrator)
 - "New Version 1.0" (now) - This item is highlighted with a red box.
- Action Buttons:** "Save as Version" and "Start Workflow" buttons.
- Page Preview:** A preview of the page content, which includes a hero image of a mountain, category teasers, and a footer section for "We.Training".
- Bottom Navigation:** "Comment" button and a small upward arrow icon.

To create a page version:

1. Select the page using the **Select** icon from quick actions.
2. Select the **Timeline** button from the left rail.
3. Click the arrow icon beside **Comment** box.
4. Click **Save as Version**.
5. Click **Create**. New Version 1.0 of the page will be created.



Perform **Task 6: Create a page version**, from the Lab Activity section.

Increasing the Content Value

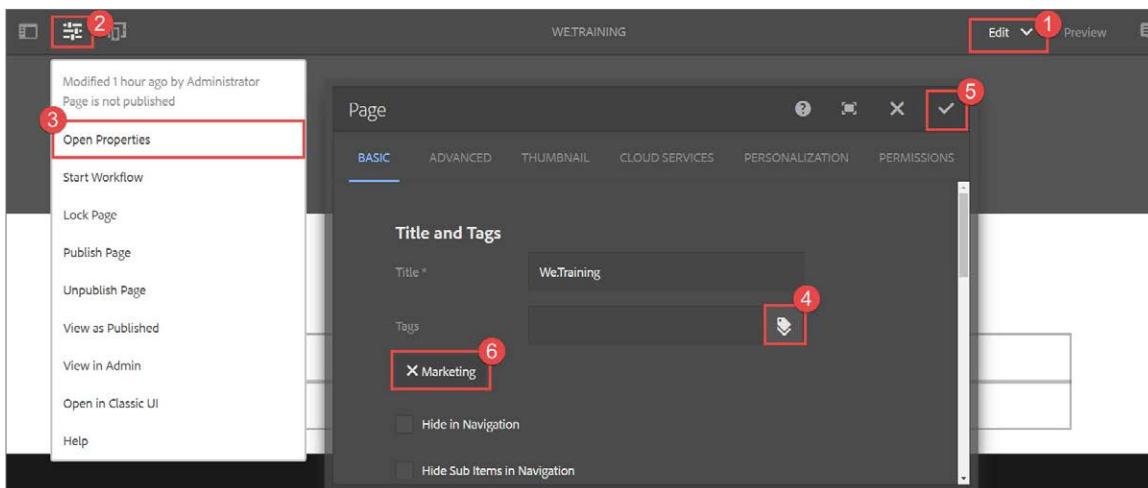
"Content is more valuable when available at the right moment to the right person in the right format." Adobe Experience Manager uses tags and search options to display the right content at the right moment.

Tagging a Page

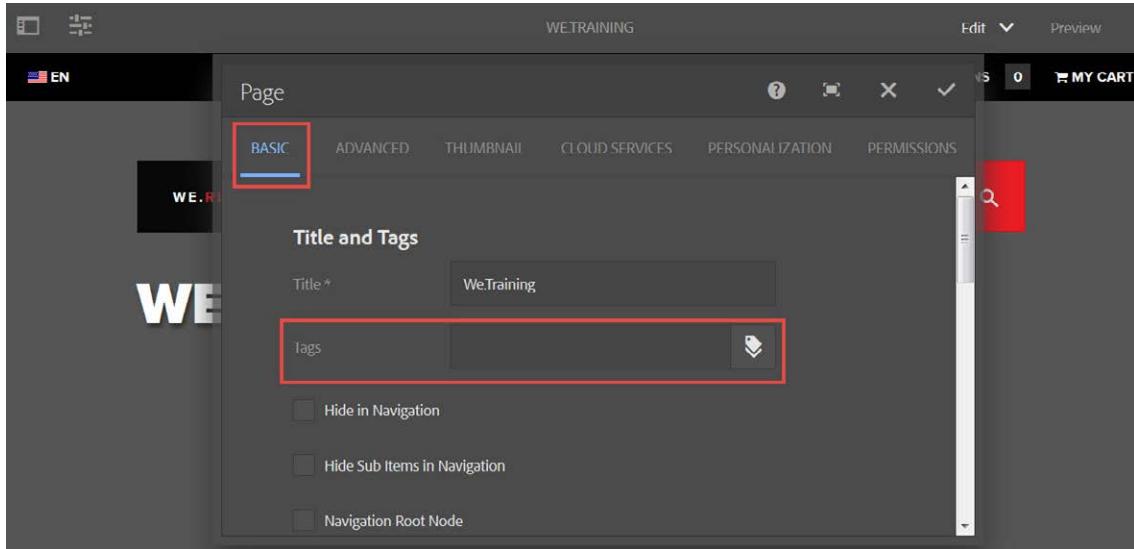
A tag is a piece of metadata assigned to a page or an asset. Tags are a quick and easy method of classifying content within your website.

To add tags to a page:

1. Open the page in **Edit** mode.
2. Click **Page Information** icon from the toolbar.
3. Select **Open Properties** from the drop-down. The **Page** dialog box appears. Ensure you are in the **BASIC** tab.



- Click **Browse** icon beside the **Tags** field. Select tags that you want associated with this page, and then click **Confirm**.
- Click **Done** from the **Page** dialog box.
- All the selected tags will get added to the page.



Search for a Page Using Tags and Save the Filter

Adobe Experience Manager gives a powerful search functionality with various options such as search through keywords, path, tags, modified date, and publish status. You can save this search to use it in the future, which helps in fast retrieval.



Perform Task 7: Add tags to a page, search based on a tag and save searches, from the Lab Activity section.

Working in Teams

Adobe Experience Manager has several features, which helps a team to collaborate:

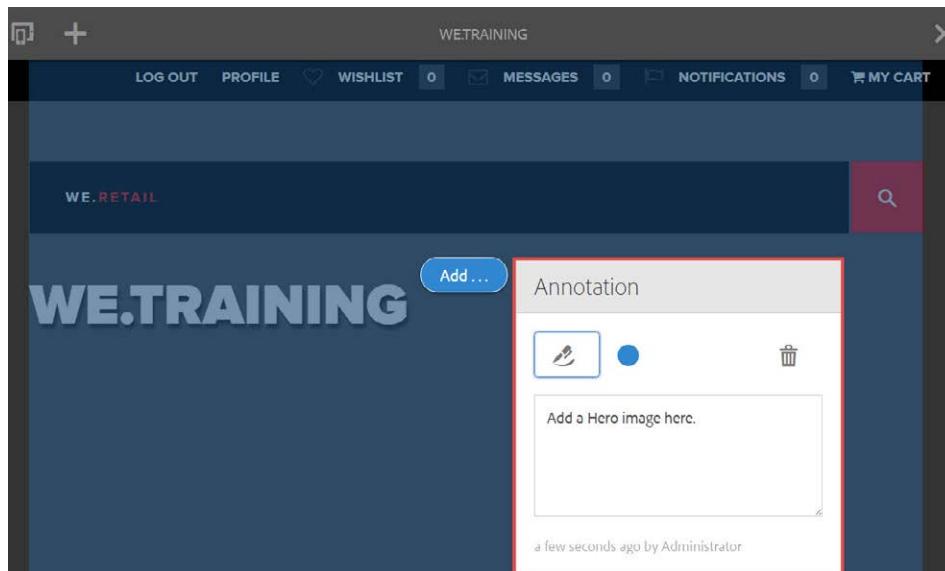
- Adding annotations
- Locking a page
- Creating workflows

Adding Annotations to a Page

Once authors add content to a page, it can be subject to discussions with other team members, prior to publishing the content, using the Annotations feature. Annotation solves the problem of page specific information flow, allows leaving messages to other authors within the context of the page.

An annotation in Adobe Experience Manager places a colored marker or sticky-note on a component of the page. The annotation feature allows you to add comments or questions for other authors and reviewers. In addition to text, you can add simple line graphics that you can position to highlight an area of the page.

You can add annotations to a page using the **Annotate** mode available from the page toolbar.



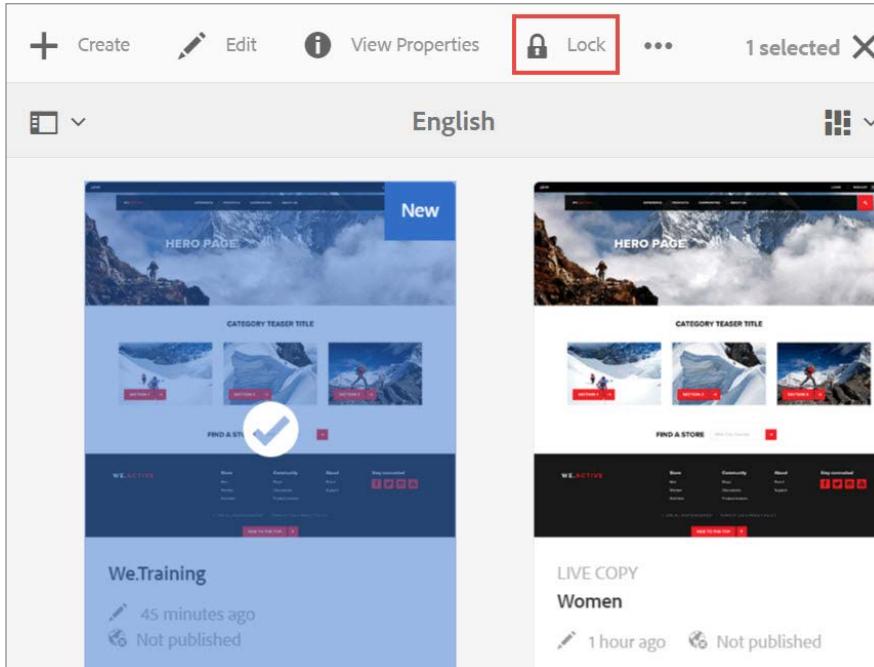
Perform **Task 8: Add annotations to a page**, from the Lab Activity section.

Locking and Unlocking a Page

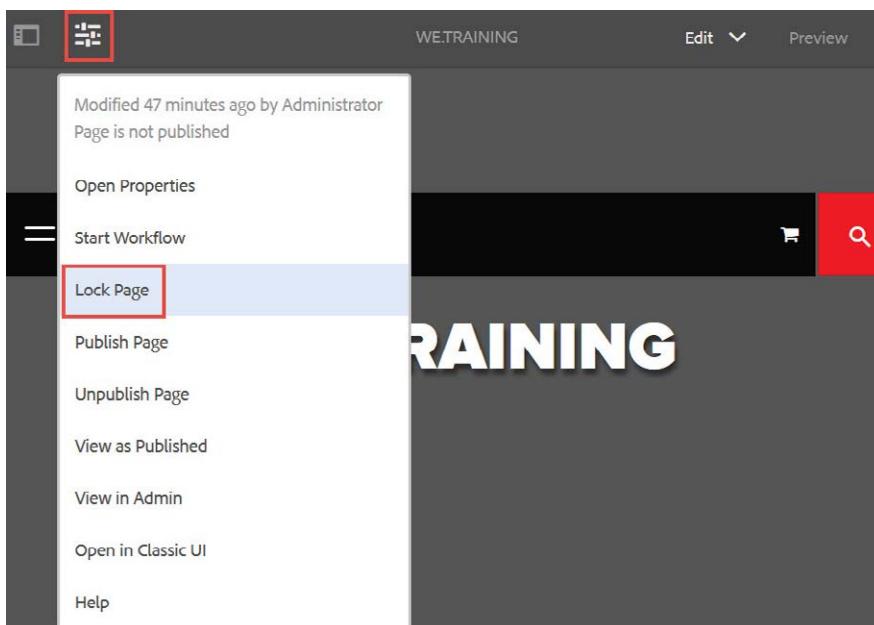
Adobe Experience Manager allows you to lock a page, which restricts other users from modifying the content. You can lock a page when you want to make multiple edits to one specific page, or when you need to freeze the page content.

You can lock a page from either:

- Selection mode—Select a page you want to lock, and then click **Lock** from the actions bar.



- Page Information—Open a page, click **Page Information** icon, and select **Lock Page** from the drop-down.

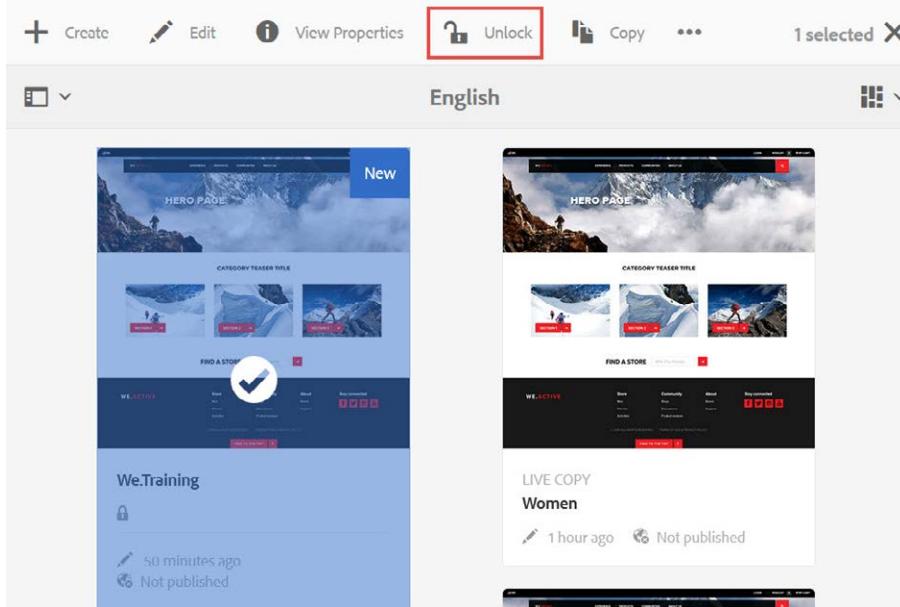


The only person who can unlock the page is:

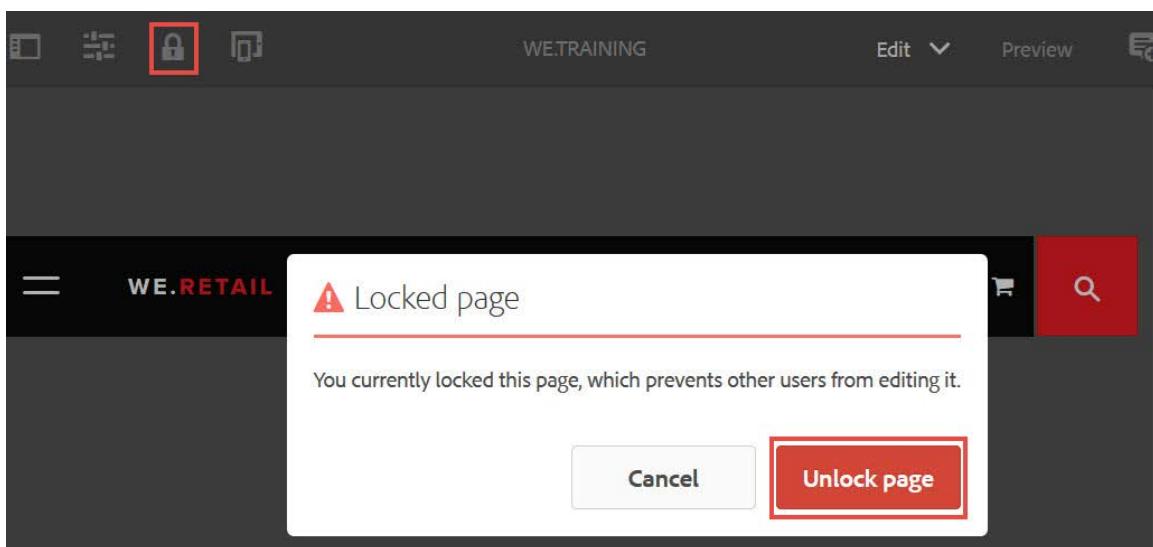
- The user who locked it.
- A user with administrator access.
- Any user who was granted impersonation rights.

You can unlock it from:

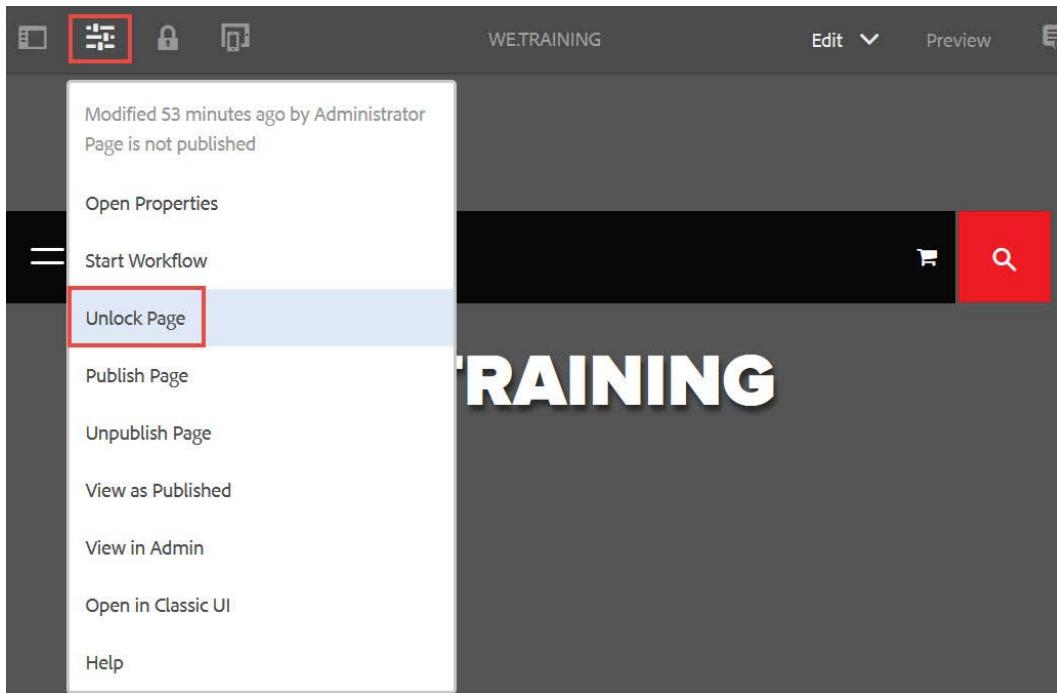
- Selection mode—Select a page that is locked and click **Unlock** from the actions bar.



- Page toolbar—Click **Locked page** icon from the toolbar, and then click **Unlock page** from the **Locked page** dialog box.



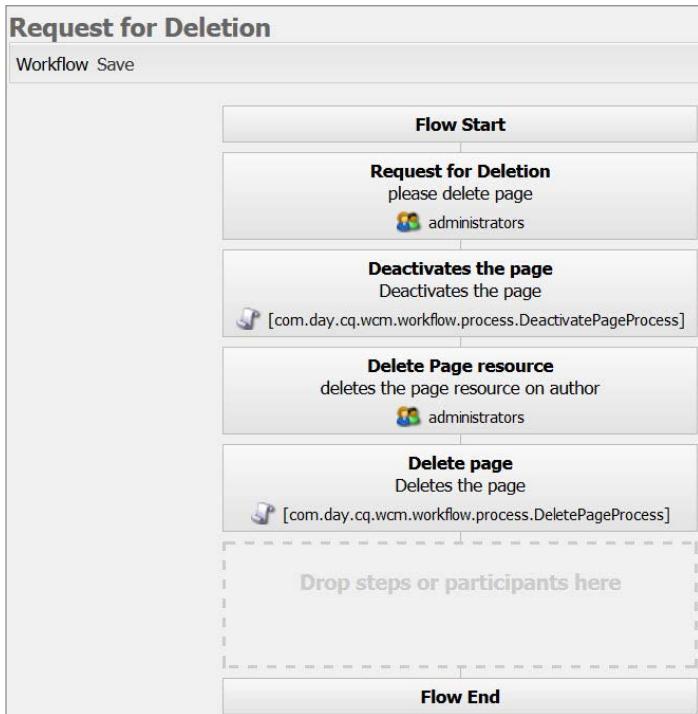
- Page Information—Click **Unlock page** icon from the **Page Information** drop-down.



Perform **Task 9: Lock and unlock a page**, from the Lab Activity section.

Implementing Business Processes

Workflows allow you to automate processes for managing resources and publishing content in your Adobe Experience Manager environment. Workflows are comprised of a series of steps, and each step performs a specific task.



For example, business processes for creating and publishing web pages include approval and sign-off tasks by various participants. You can model these processes using workflows and applying them to specific content.

Adobe Experience Manager has several workflow models out-of-the-box, but it also allows you to create a custom workflow model for your processes.

 Perform **Task 10: Use a workflow to automate the page publishing process**, from the Lab Activity section.

Publishing and Unpublishing Pages

Adobe Experience Manager allows you to publish one or more pages to the Publish environment, and also unpublish them.

You have options to publish and unpublish pages:

- Immediately—using **Publish** and **Unpublish** options.
- Schedule it for later—using **Publish later** and **Unpublish later** options.

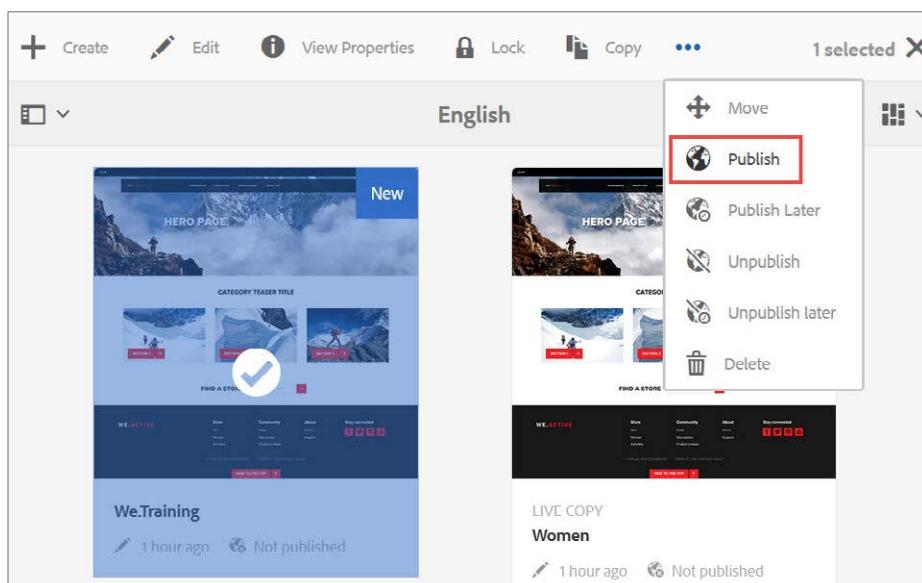
Publishing a Page

Publishing (or activating) a page will activate the page to your publish environment so it is available to visitors.

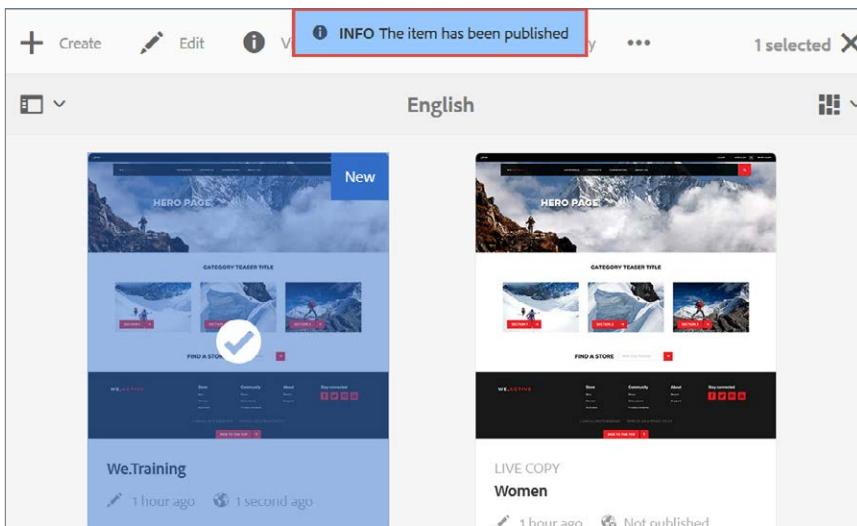
If you choose **Publish later**, it starts a workflow to publish a version of the page at the specified time.

Steps to publish a page:

1. Select the page you want to publish; you can either select **Publish** or **Publish later** from the drop-down.
2. Select **Publish** to publish the page immediately.



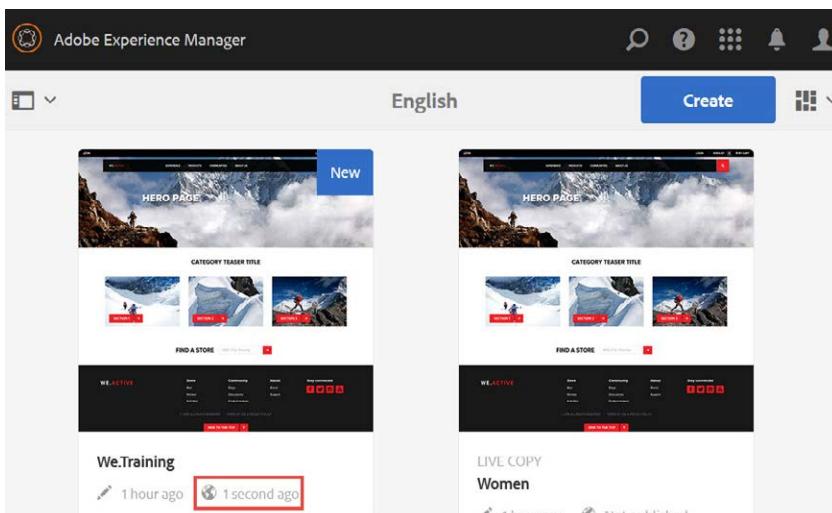
3. Depending on whether the page has references that need publishing:
 - a. The page will be published directly; if there are no references to be published.



- b. If the page has references that need publishing, these will be listed in the **Publish** wizard, where you can:
 - i. Specify which of the assets you want to publish together with the page, and then click **Publish** to complete the process.



4. If you see the page in **Card View**, an icon called now appears. If you mouse-hover, it says **1 second ago**, which means it is being **Published**.

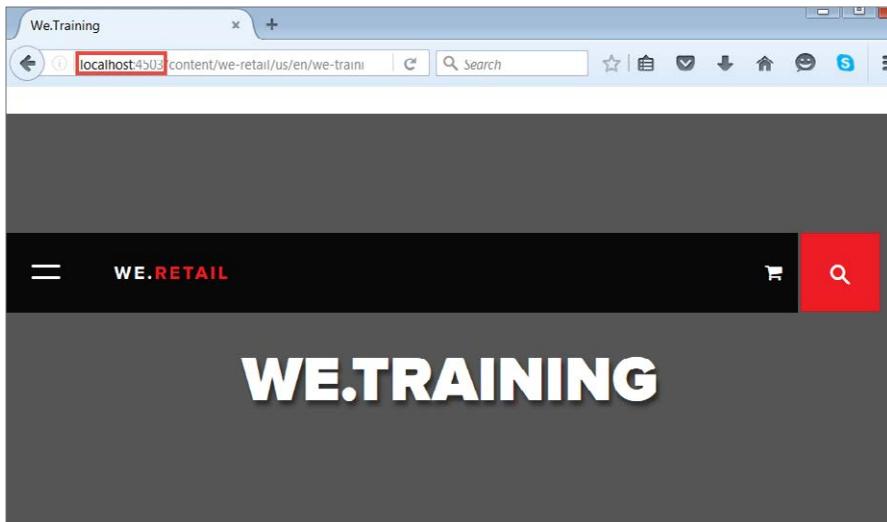


5. If you choose to publish a page later, you need to specify the date for activation. A workflow is started to publish the page at a specified time.



To view the published page, you need to have a Publish instance running on your machine.

1. Access the Publish instance.
2. Type the URL of the page in the address bar, which was published. In this case, `http://localhost:4503/content/we-retail/us/en/we-training.html`



Unpublishing a Page

Unpublishing (or deactivating) a page removes it from your publish environment so it is no longer available to the visitors.

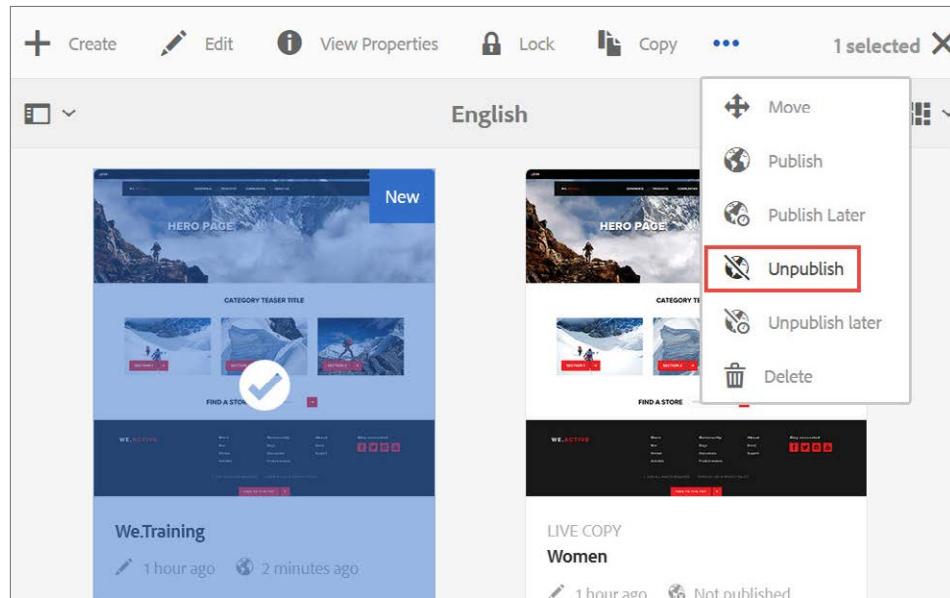
Similar to publish option, you can unpublish immediately or later. Deactivating later starts a workflow to unpublish a version of the page at a specific time.



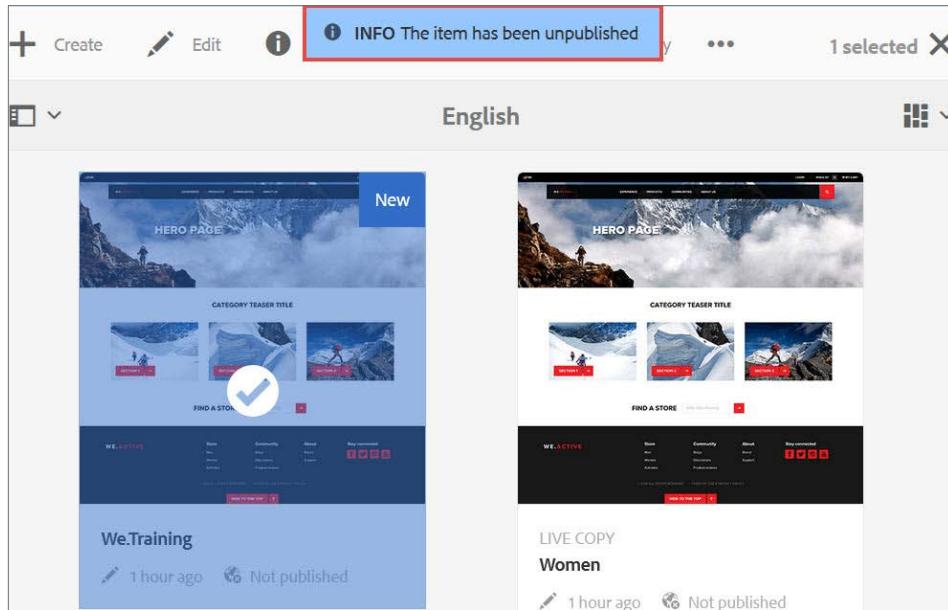
NOTE: Similar to pages, you can publish and unpublish assets.

Steps to unpublish a page:

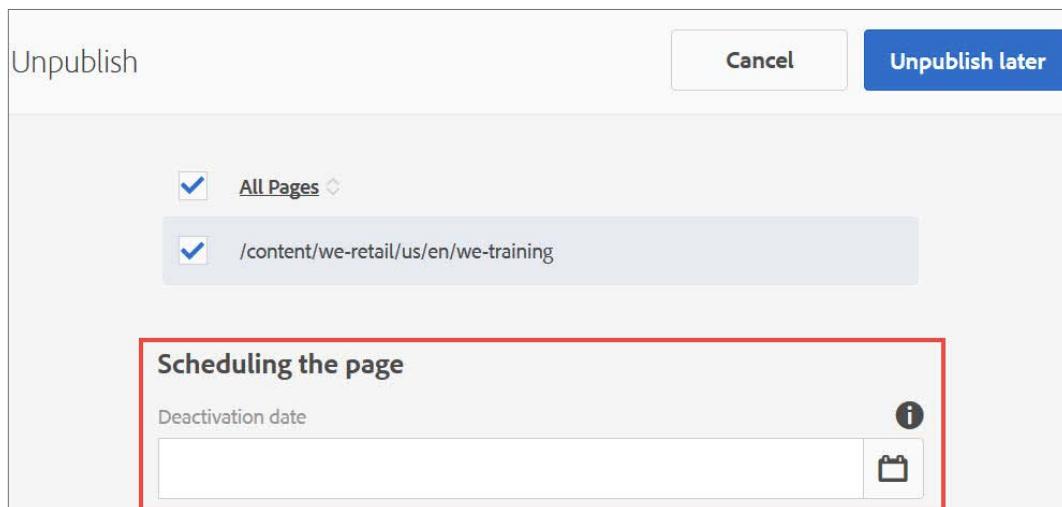
1. From the **Sites** console, use the selection mode to select the required page(s).
2. Select the **Unpublish** option from the actions bar.



The page is unpublished immediately.



3. If you select **Unpublish later**, it will ask you to specify a date for deactivation. A workflow is started.



If you want to cancel the publish/unpublish later selection, go to the **Workflow** console from **Tools** to terminate the corresponding workflow.

Lab Activity

Scenario

XYZ is an online shopping portal. Off late, their online traffic has increased, which in turn has led to an increase in the volume of both global and local content. After looking for a Web Content Management (WCM) system, they have decided to go ahead with Adobe Experience Manager. They want the WCM to:

- Have an intuitive and flexible site structure
- Support responsive and traditional web page design
- Help in maintaining and increasing the content value
- Coordinate and support team collaboration

Challenge

- Creating a distinct visual and user experience in Adobe Experience Manager without being limited to select few web page designs.
- Creating responsive web pages, which works on all device screen sizes, without compromising on readability and content flow.
- Editing properties of multiple pages to add common values to all the selected pages.
- Creating folders and uploading various assets and content fragments, and using them in web pages.
- Reorganizing the pages within the site structure through various page options available in Adobe Experience Manager.
- Creating page versions to retain the existing content value.
- Adding tags to pages and saving search results to display the right content to the visitor.
- Adding annotations to subject the content of web pages to discussion with other team members prior to publishing the content.
- Locking pages to restrict other authors from editing the created content.
- Starting a workflow to automate different processes.

Overview

To complete the challenge, you need to:

- Create and edit a page by including components
- Create and edit responsive pages
- Edit multiple page properties
- Create folders to organize assets, and use content fragments in pages
- Reorganize the site structure
- Create page versions to maintain the value of existing content
- Add tags and search functionality to pages to increase the content value
- Add annotations, locks, and workflows to coordinate and support team effort

Pre-requisites

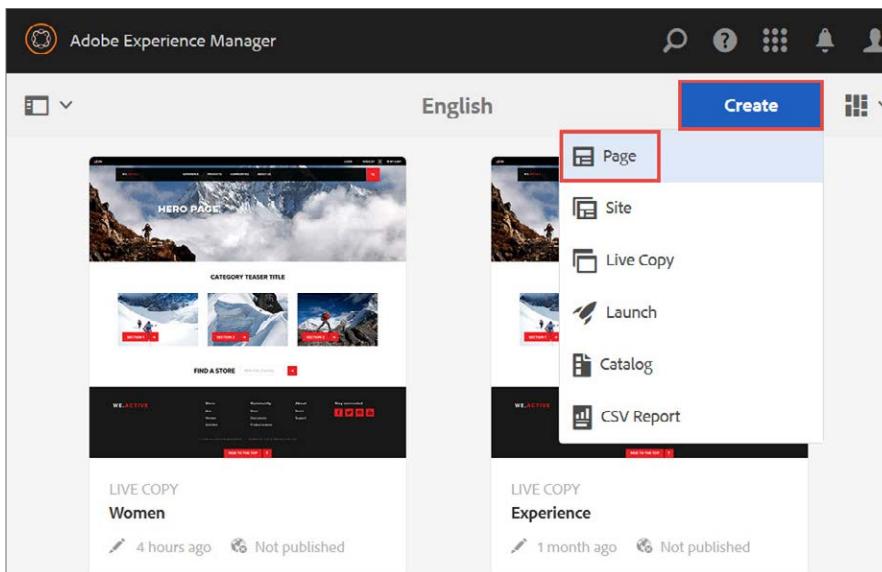
You should have performed the Adobe Experience Manager installation steps, and have running Author and Publish instances.

Steps

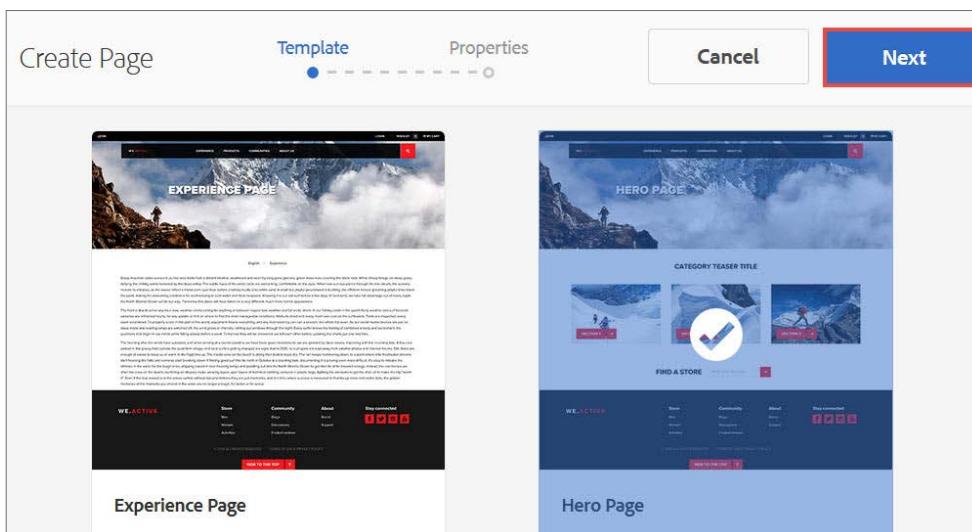
Task 1: Create and edit a page

To create a page:

1. Log in to Adobe Experience Manager.
2. From the **Sites** console, navigate to the location where you want to create the new page (for example, **We.Retail > United States > English**).
3. Under **English** page click **Create > Page** from the actions bar.



4. In the **Template wizard**, select the **Hero Page** template, and then click **Next** to proceed.

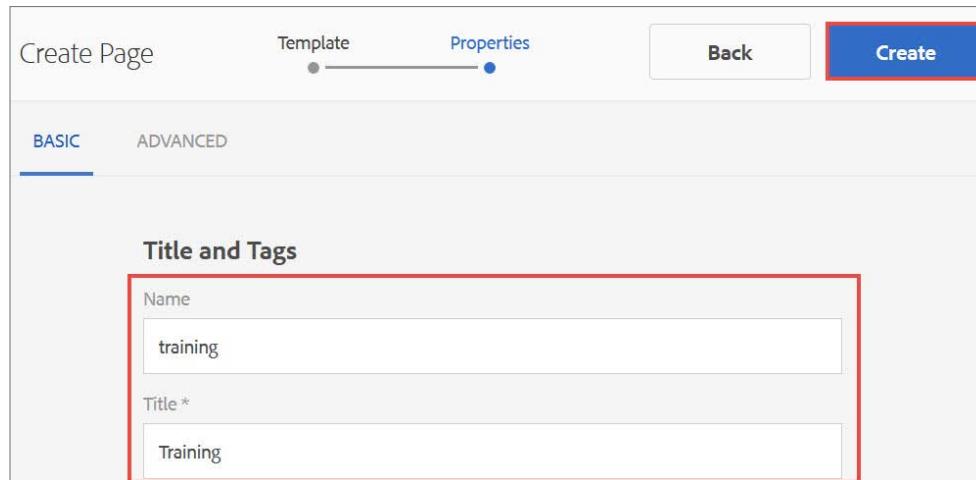


5. In **Properties** wizard, provide values for the following fields:

- a. **Name** – training_<username>
- b. **Title** – Training_<username>

 **NOTE:** It is important to create your page with a unique identifier so you can identify your page amongst those of your peers' pages being created in the same environment. It also important to use lowercase letters when creating the name of your page, as some web servers are case-sensitive.

6. Click **Create** to complete the process.



Create Page Template Properties

Back Create

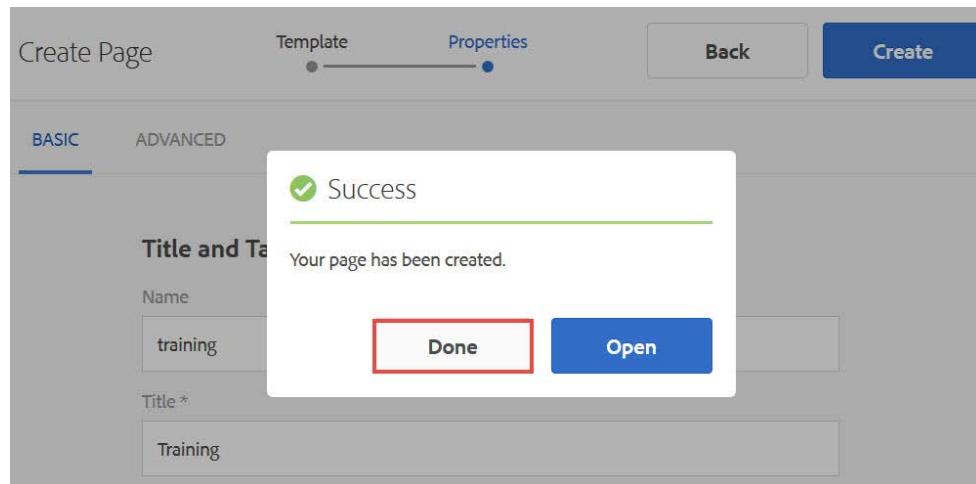
BASIC ADVANCED

Title and Tags

Name
training

Title *
Training

7. Click **Done** from the **Success** dialog box.



Create Page Template Properties

Back Create

BASIC ADVANCED

Title and Tags

Your page has been created.

Done Open

The new page will appear as a child of the **English** page under **We.Retail** site.

The screenshot shows the Adobe Experience Manager interface for the 'English' site. At the top, there's a navigation bar with icons for search, help, and user profile. Below it, a toolbar includes a 'Create' button. The main content area shows two pages side-by-side:

- New**: Labeled 'Training'. It has a red border around its preview. Below the preview, it says '23 seconds ago' and 'Not published'.
- LIVE COPY**: Labeled 'Women'. It also has a red border around its preview. Below the preview, it says '5 hours ago' and 'Not published'.

8. Now, follow Steps 3-7 and create three subpages for example, **Alpha_<username>**, **Beta_<username>**, and **Gamma_<username>** under **Training** page.

The screenshot shows the 'Training' page in the Adobe Experience Manager interface. The page title is 'Training'. Below it, three subpages are listed, each with a red border around its preview:

- Alpha**: Last updated '1 minute ago', status 'Not published'.
- Beta**: Last updated '32 seconds ago', status 'Not published'.
- Gamma**: Last updated '1 second ago', status 'Not published'.

Let's edit the page and add text and images to page using **Text** and **Image** components.
To add text and image to the page:

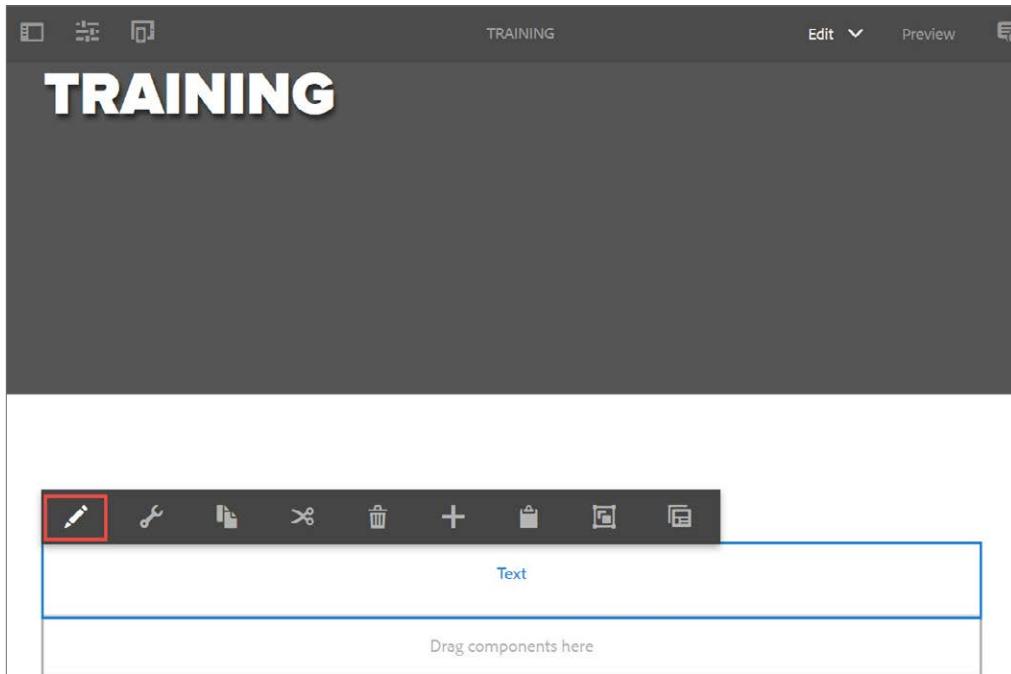
1. Select the page you just created using the selection mode and click **Edit** from the actions bar.

The screenshot shows the AEM interface with the 'Edit' button highlighted. It displays two versions of a 'HERO PAGE' template. The left version is labeled 'New' and the right version is labeled 'LIVE COPY'. Both versions show a preview of a landing page with a hero image, category teasers, and a navigation bar. Below the preview, the status is shown as 'Not published'.

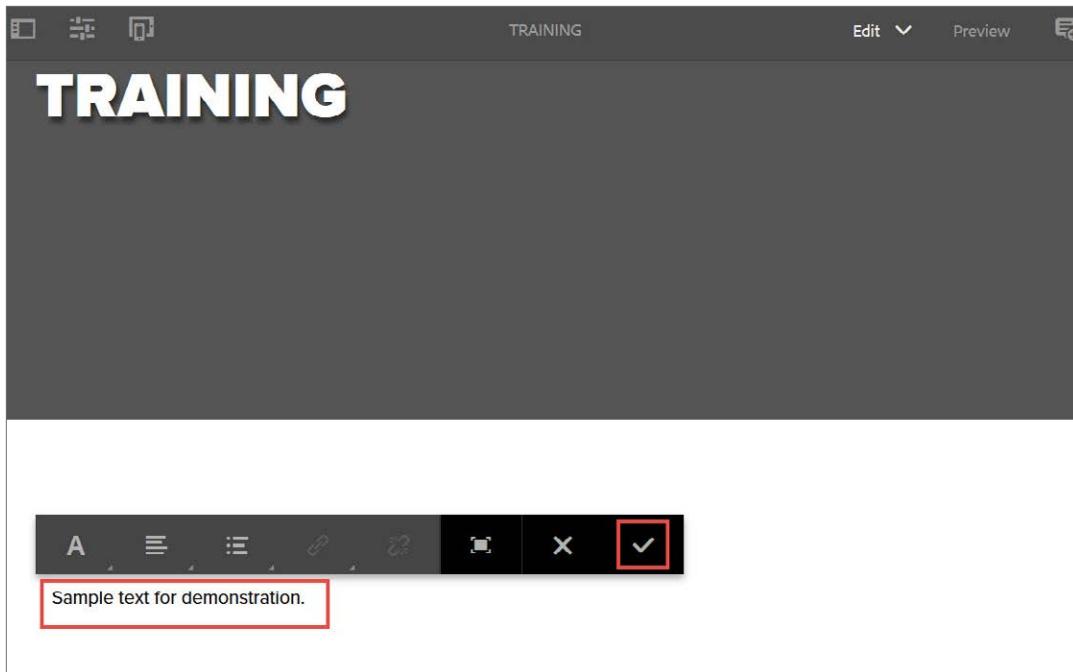
2. To add text to the page, first you need to add a **Text** component.
3. Click the **Side Panel** icon, search for **Text** component in the **Components** tab.
4. Drag and drop the **Text** component into the **Drag components here** area.

The screenshot shows the AEM Components panel on the left, where the 'Text' component is selected and highlighted with a red box. A red box also highlights the 'Side Panel' icon at the top of the panel. On the right, the page editor shows a large 'TRAINING' heading and a 'Drag components here' placeholder. A red box highlights the 'Text' component as it is being dragged from the Components panel into the page editor.

5. Select the **Text** component, and then click **Edit** (pencil icon) from the component toolbar.



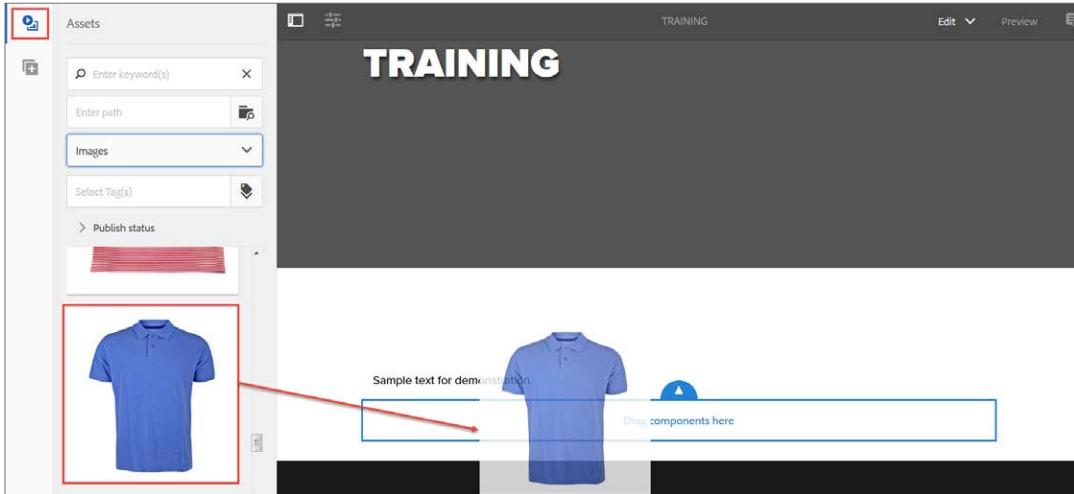
6. Add sample text and click **Done** (checkmark) to save the changes. The text is added to the page.



As discussed earlier, you can add images to the page without adding Image component.

To add an image:

7. Choose any image from the **Assets** tab and drag and drop the image onto **Drag components here**. The image is added to the page.





Task 2: Edit a responsive page, perform actions and preview the page in various emulators

Let's add Layout Container and other components to the responsive page, edit the responsive page layout, and view the page in different emulators.

To edit the responsive page layout:

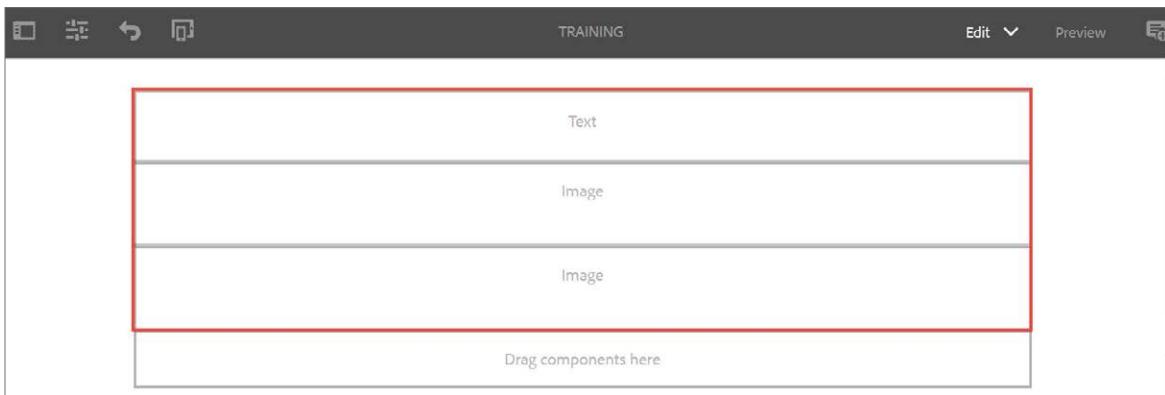
1. Open the **Training_<username>** page in **Edit** mode.
2. Search for **Layout Container** component from the **Components** browser, and then drag and drop it onto the page.

The screenshot shows the AEM authoring interface in 'Edit' mode. On the left, the 'Components' browser is open, displaying a list of components. A red box highlights the 'Layout Container' component under the 'GENERAL' category. A red arrow points from this highlighted component to its instance on the page. The page itself has a dark background with the text 'WE.ACTIVE'. At the bottom, there are navigation links for 'Women', 'Experience', and 'Men'.

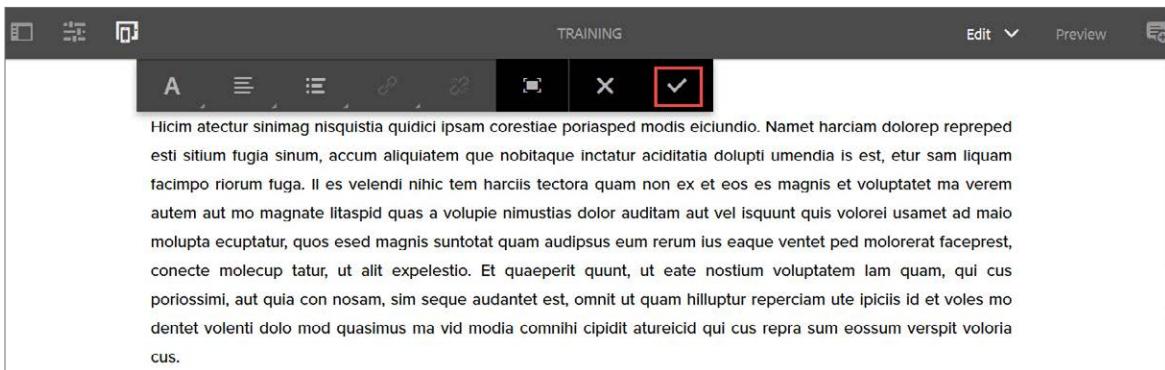
3. Add a **Text** component onto the **Layout Container** from **Insert New Component** dialog box.

The screenshot shows the 'Insert New Component' dialog box. The left pane lists various component types, and 'Text' is highlighted with a red box. The right pane shows a preview of the page with social media icons at the bottom. The overall interface is consistent with the one shown in the previous screenshot.

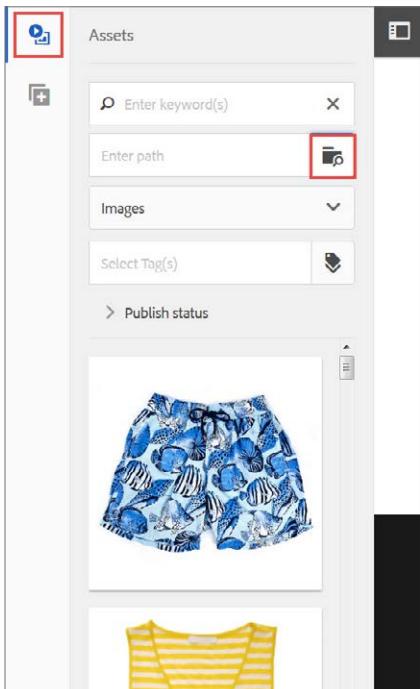
4. Similarly add two **Image** components below **Text** component and onto the **Layout Container**.



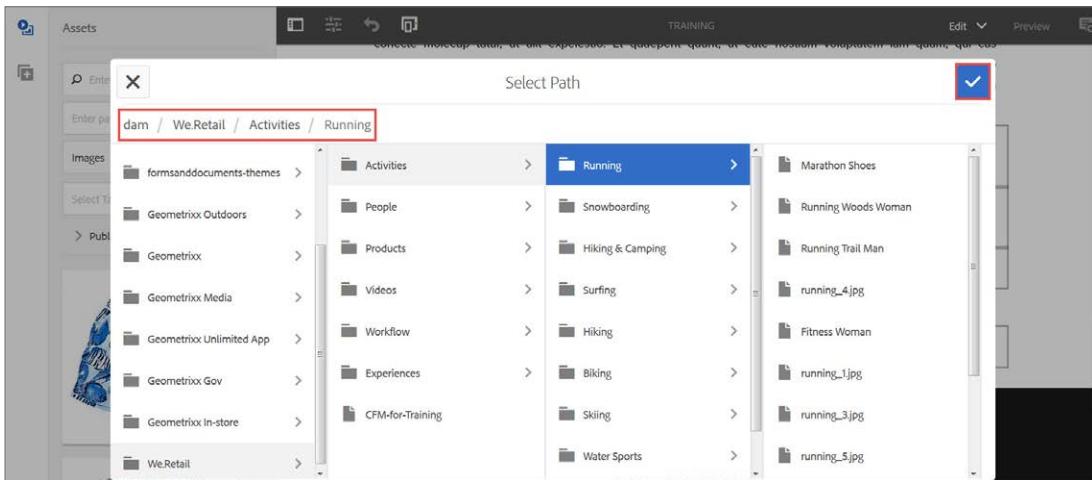
5. Click the **Text** component, and then click the **Edit** icon from the component toolbar.
6. Add several paragraphs of text into the **Text** component.



7. Click the **Assets** tab and click the **Browse** icon in the **Enter path** field.

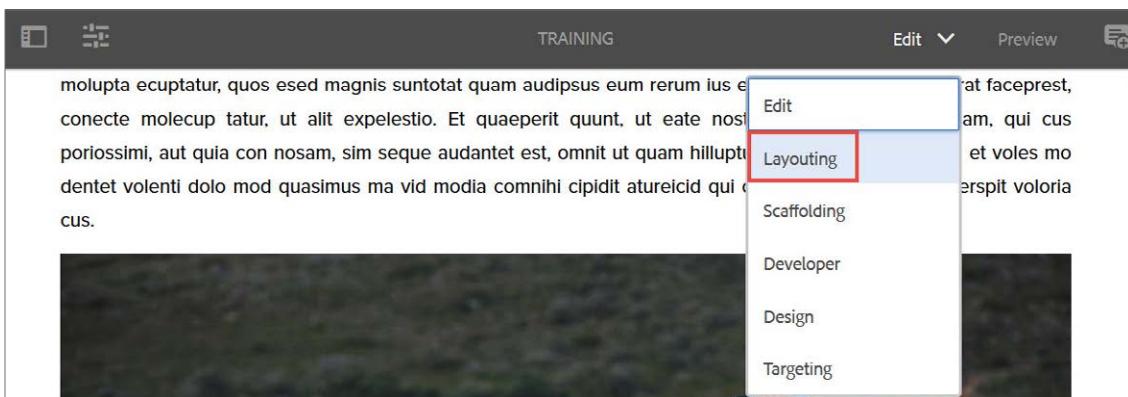


8. Select the path **dam / We.Retail / Activities / Running**, and then click **Confirm**. Images from this path appear in **Assets** browser.

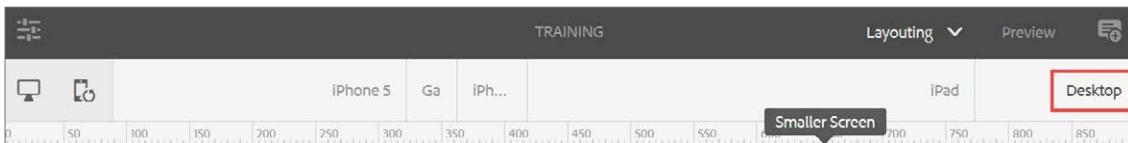


9. Drag and drop two desired images from the **Assets** onto each of the **Image** components within **Layout Container**.

10. Select **Layouting** from the **Edit** drop-down menu.

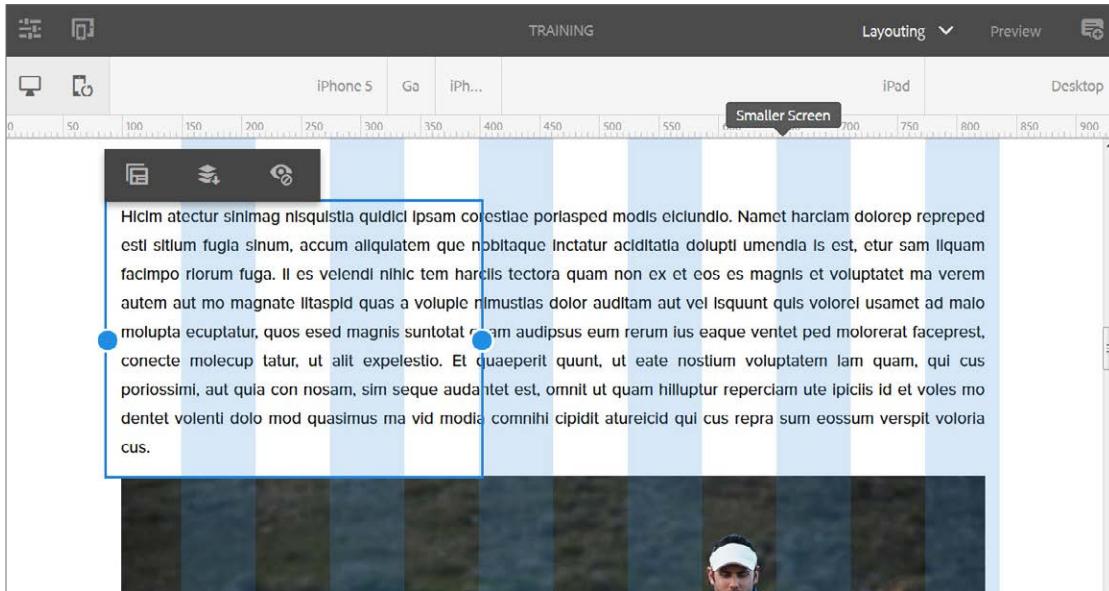


11. Select **Desktop** icon on the emulator toolbar.

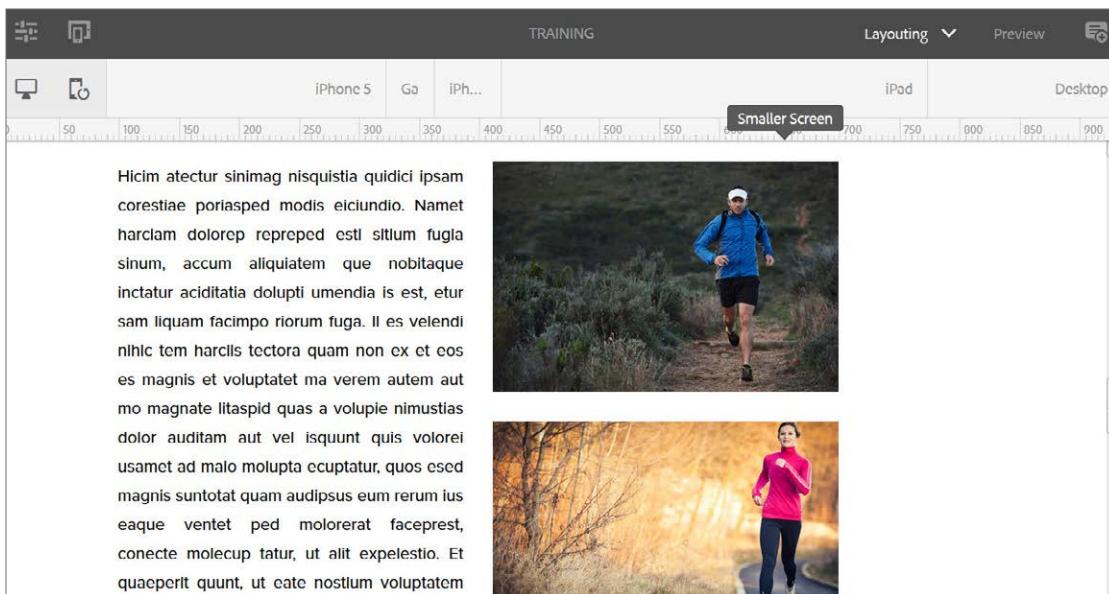


12. Click the **Text** component to select it.

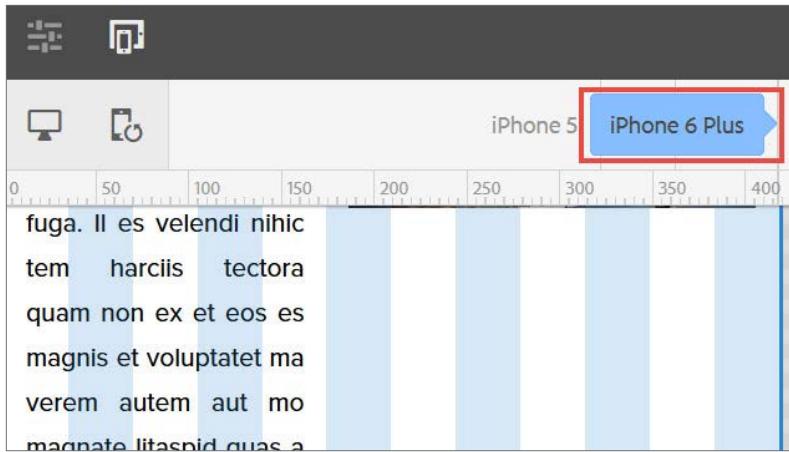
13. Use the blue dot to resize the component. Span the blue dots to occupy five columns. (Drag the blue handler towards the right of the component).



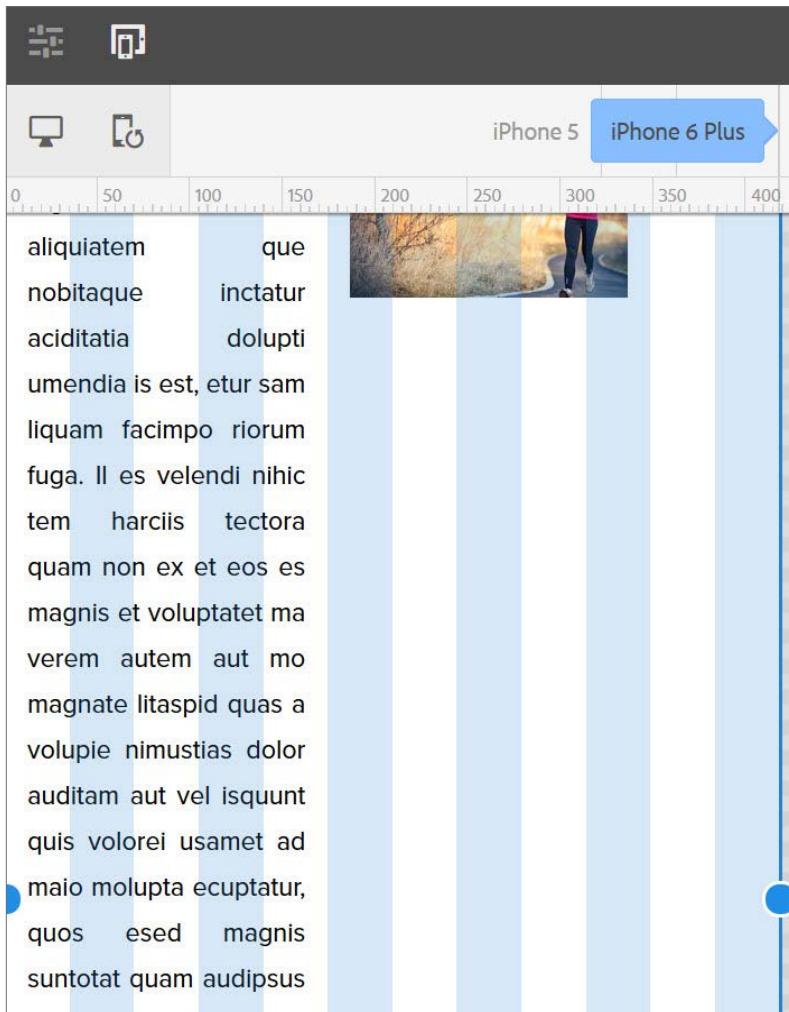
14. Scroll down and do the same for each of the two images. The text and images will rearrange themselves in the layout.



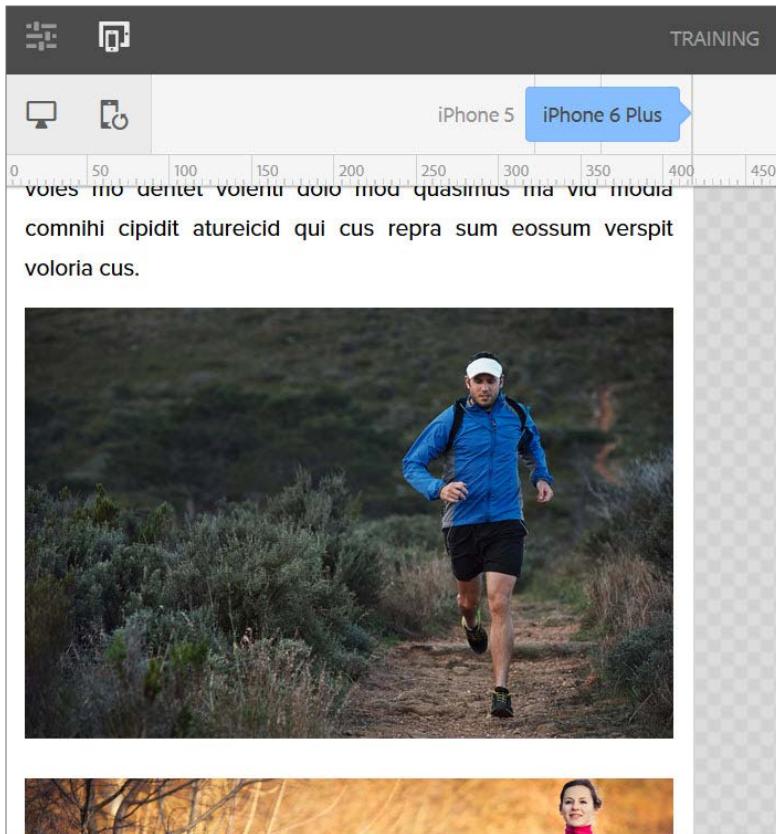
15. Select iPhone 6 Plus from the emulator toolbar to view how the page looks in iPhone 6 Plus.



16. In iPhone 6 Plus emulator, resize the Text Component to span twelve columns, to avoid squeezing the content within a page.

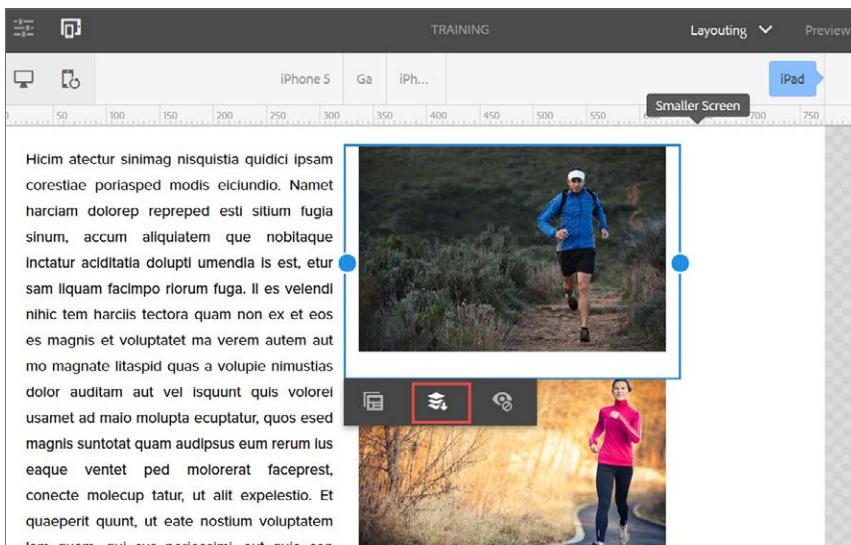


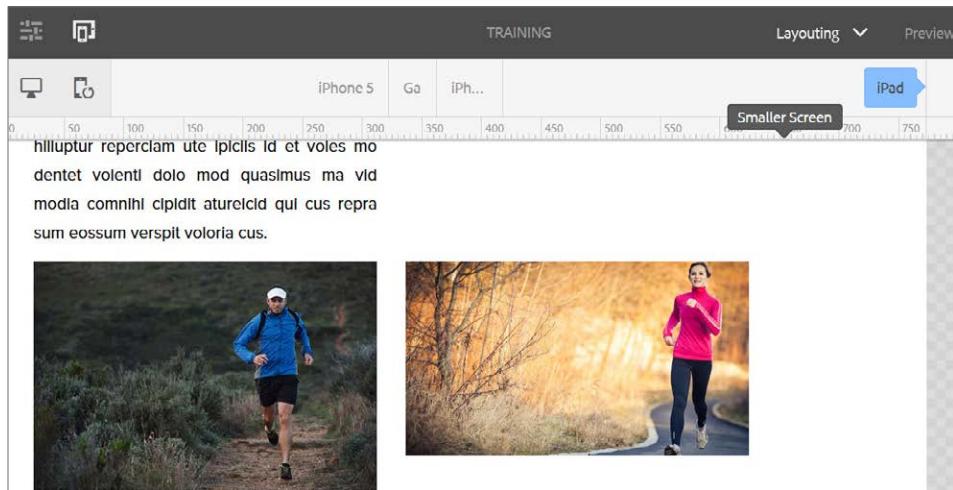
17. Do the same for images. Images will align themselves below the **Text** component.



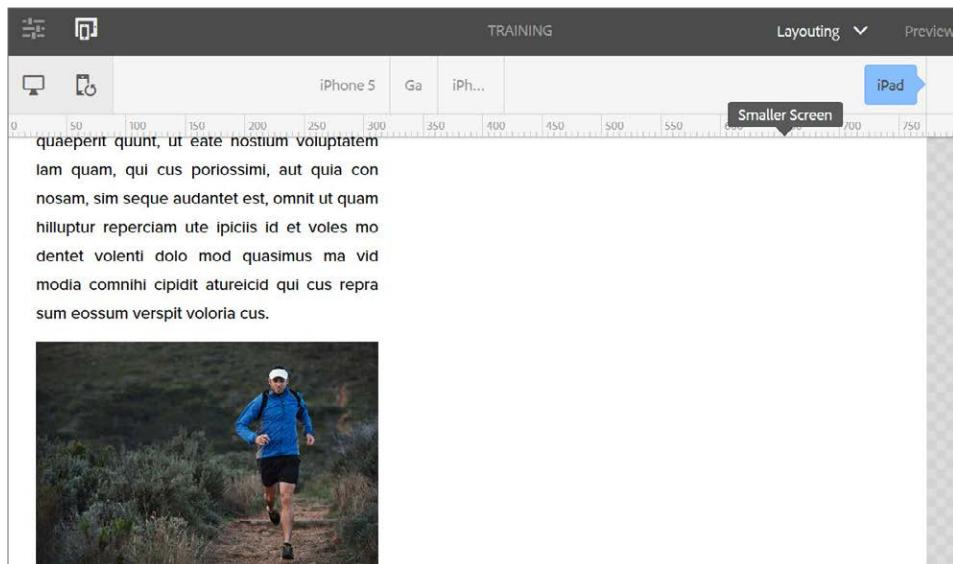
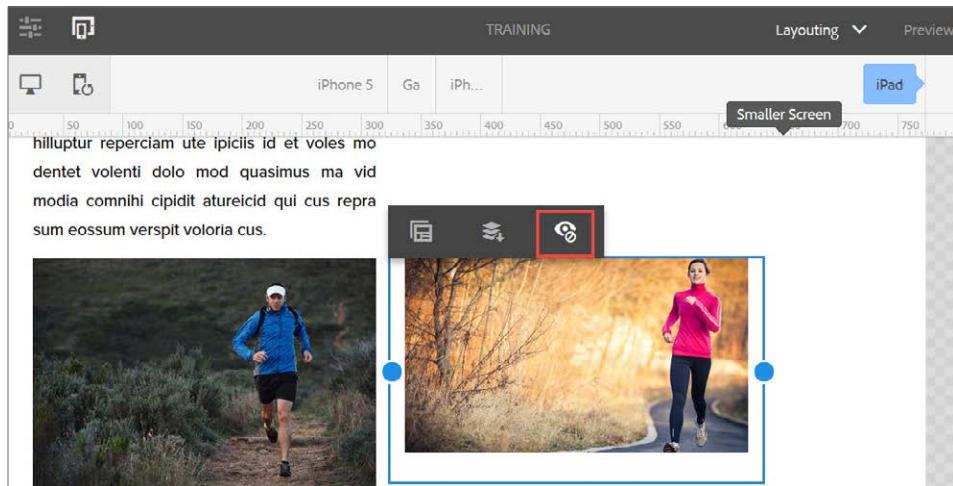
18. You can perform the following Layouting manipulations on a device group (Tablet):

- Float to new line**—Select **iPad** from the toolbar, select component, and click **Float to new line** icon. This moves the component to a new line within the layout, and prevents haphazard content flow.





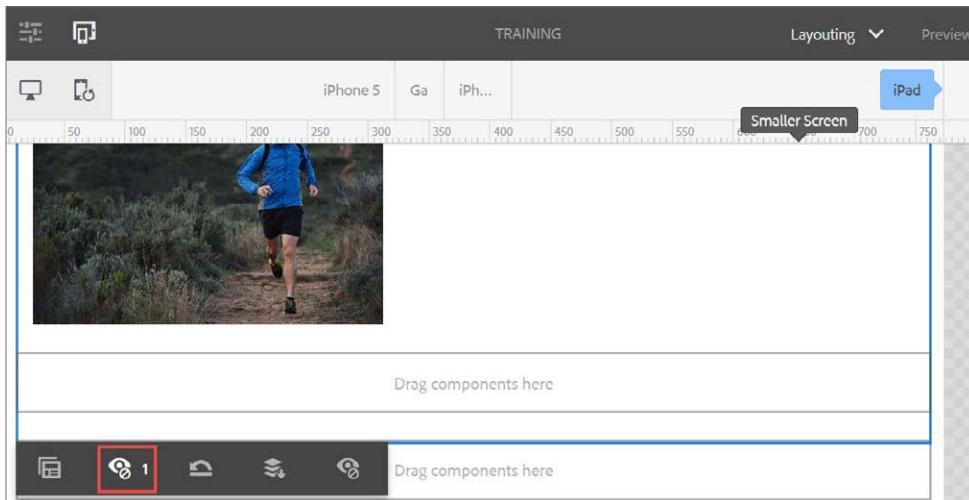
- b. Hide component**—Select a component and click **Hide component** to hide a component from the layout (Sometimes a piece of content does not work on a small screen).



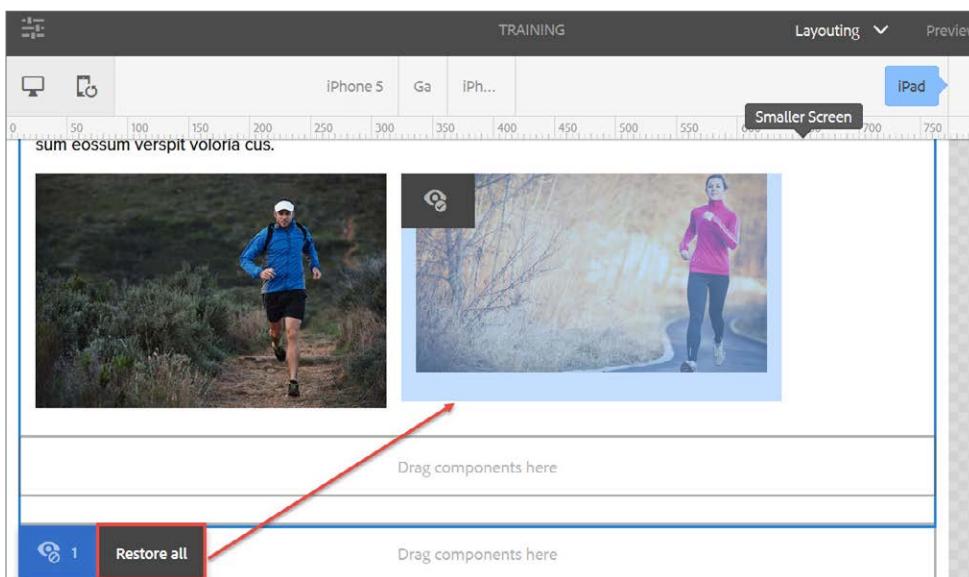
19. You can also restore all the hidden components within the layout.

To restore the hidden components in a layout:

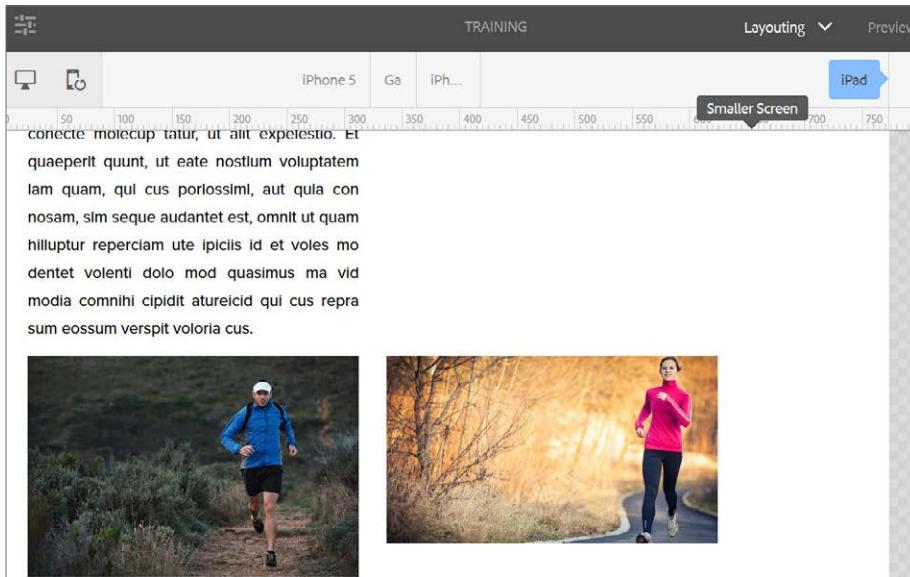
- i. Select the **Layout Container**, and then click **Show hidden components**. A toolbar opens.



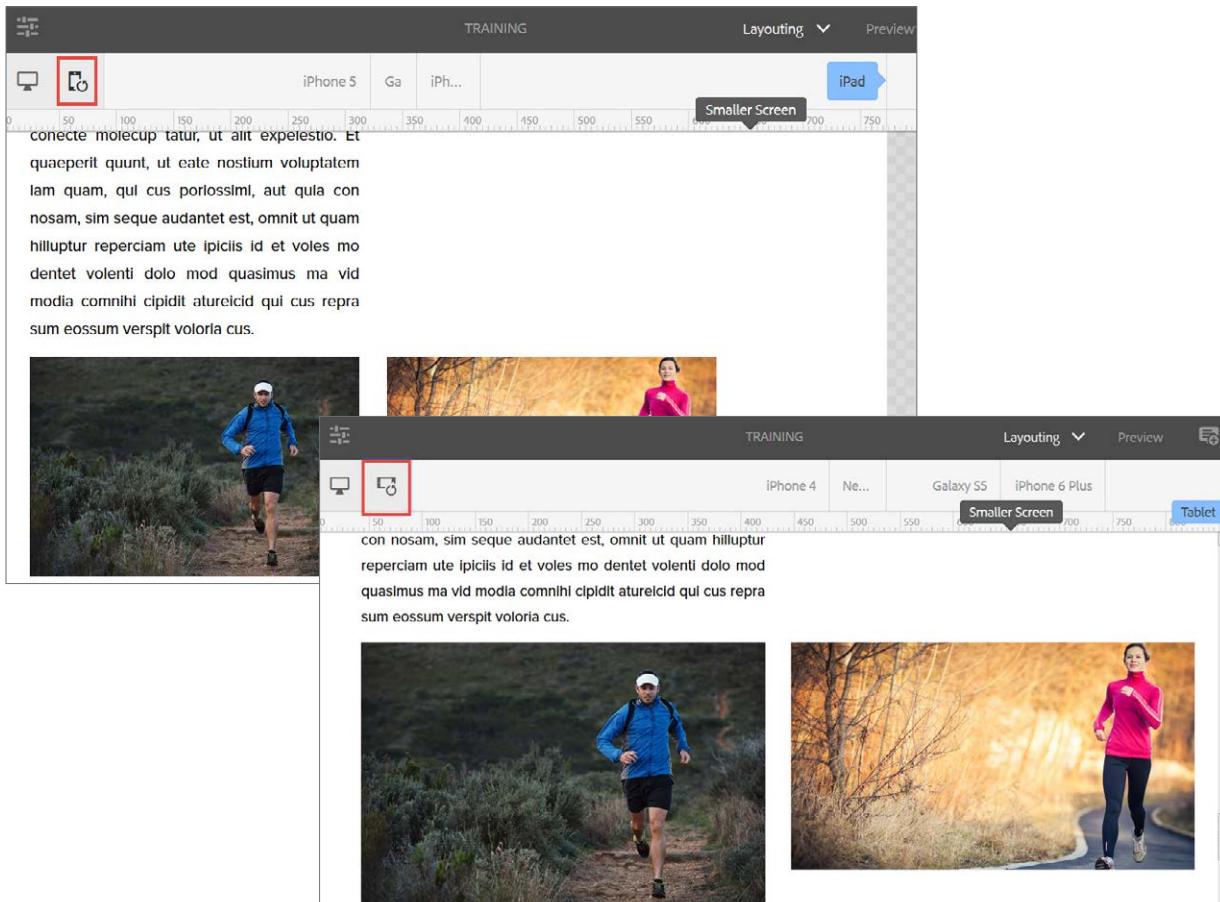
- ii. Click **Restore all** to view the hidden components in the layout.



All the hidden components will be visible within the layout.



c. **Rotate device**—you can rotate the emulator horizontally and vertically by clicking on **Rotate device**, to see how the page looks in different views (By default, the emulator is in vertical view).





Task 3: Select multiple pages and add common properties to the pages

To edit properties of multiple pages:

1. Navigate to **Sites > We.Retail > English > Training**.
2. Enter the selection mode by clicking the **Select** icon from quick actions, and then select **Alpha_<username>, Beta_<username>, and Gamma_<username>**. You can press Ctrl and click each thumbnail to multi-select.

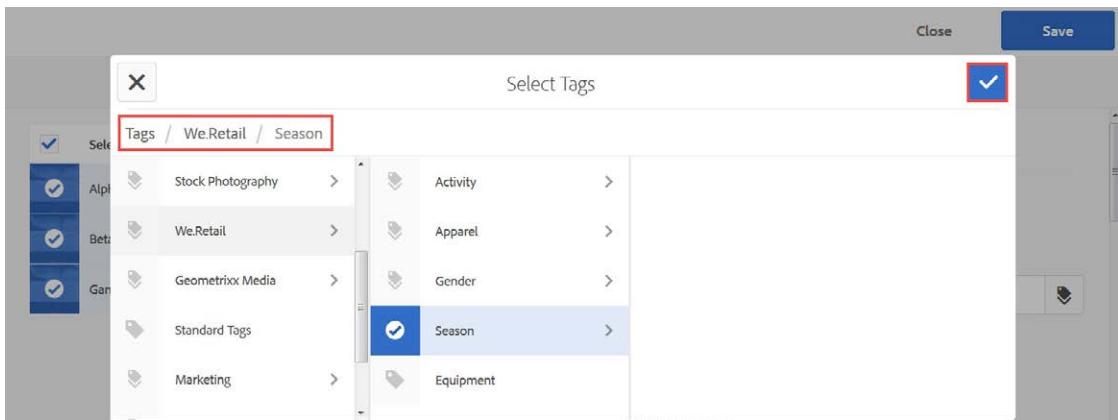
The screenshot shows the 'Training' folder in the AEM interface. Three pages named 'Alpha', 'Beta', and 'Gamma' are selected. The top navigation bar includes 'Create', 'Edit', 'View Properties' (which is highlighted with a red box), 'Copy', 'Publish', 'Publish Later', and a '3 selected' indicator. Below the navigation is a toolbar with icons for 'New', 'Edit', 'Delete', 'Preview', and 'Publish'. The main content area displays the three selected pages, each showing a preview and basic details like creation time and publication status.

3. Click **View Properties** from the actions bar. You will be in bulk editing mode.

Let's add a common property such as tags to all the selected pages. Ensure you are in **BASIC** tab.

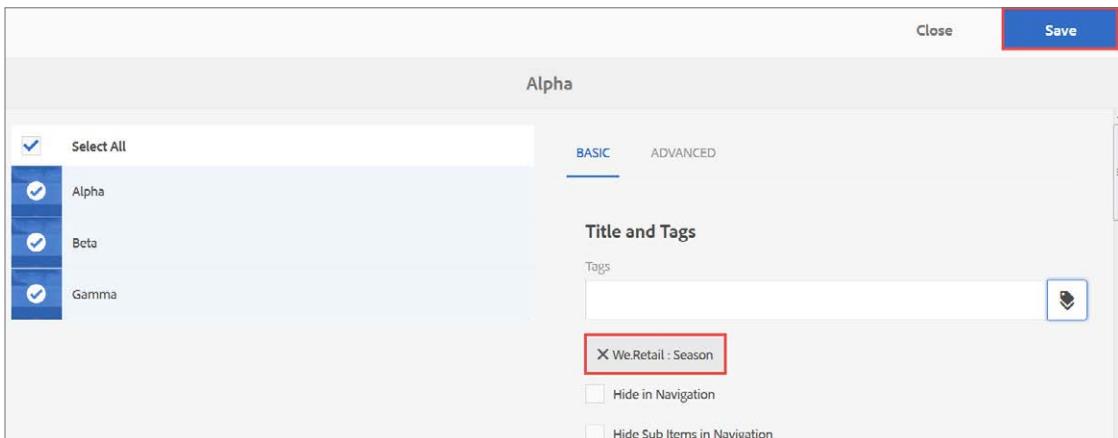
The screenshot shows the 'View Properties' dialog for the selected pages. The 'BASIC' tab is selected. On the left, there is a sidebar with a 'Select All' checkbox and individual checkboxes for 'Alpha', 'Beta', and 'Gamma', all of which are checked. On the right, under the 'Title and Tags' section, there is a 'Tags' input field containing a tag, and a small 'X' icon to its right, which is highlighted with a red box. There are also three checkboxes below the input field: 'Hide in Navigation', 'Hide Sub Items in Navigation', and 'Navigation Root Node'. At the bottom right of the dialog is a 'Save' button.

4. Click **Browse** to add tags under **Title and Tags**.



5. Select **We.Retail / Season** tag, and then click **Confirm**.

6. Click **Save** in the Properties screen. Notice **Season** tag is added to all the selected pages.

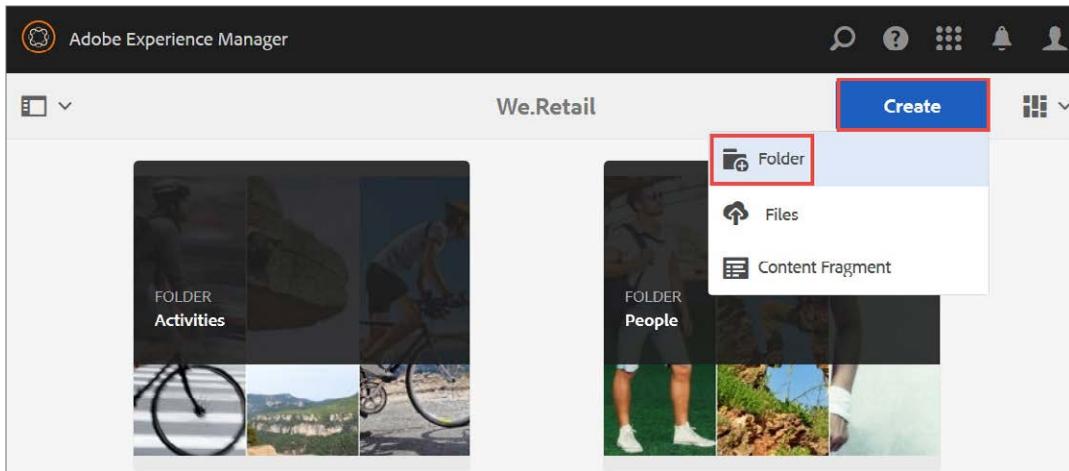




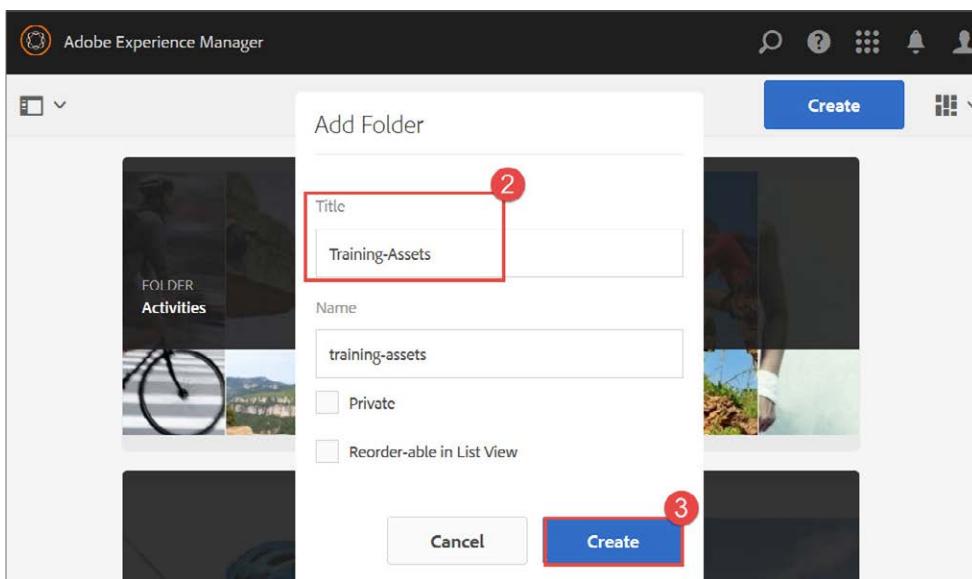
Task 4: Create a folder, upload assets, and perform additional actions on assets

To organize assets, let's create a folder:

1. Navigate to the **Assets > We.Retail**, and click **Create > Folder** from the actions bar.

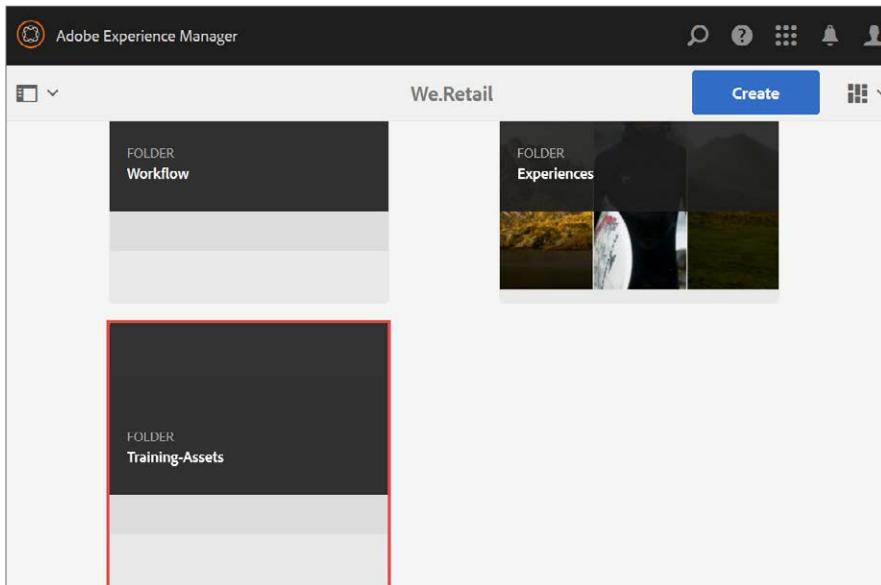


2. In the **Add Folder** dialog box, add **Title** to the folder (for example, **Training-Assets_<username>**). By default, Assets uses the **Title** as the **Name**.
3. Click **Create** to complete the process.



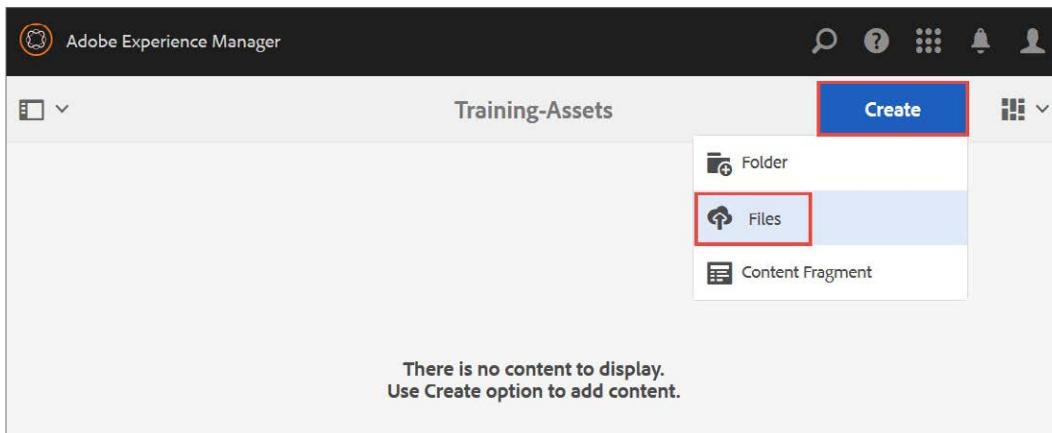
 **NOTE:** It is important to create your folder with a unique identifier so you can identify your folder amongst those of your peers being created in the same environment.

The new folder appears within **We.Retail** folder.

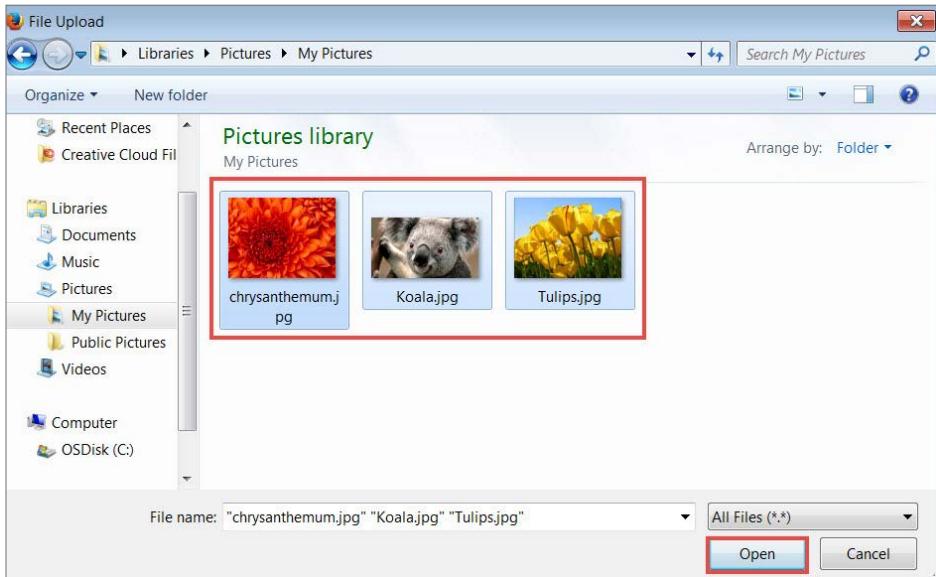


To upload new assets from your file system to the folder, which you just created:

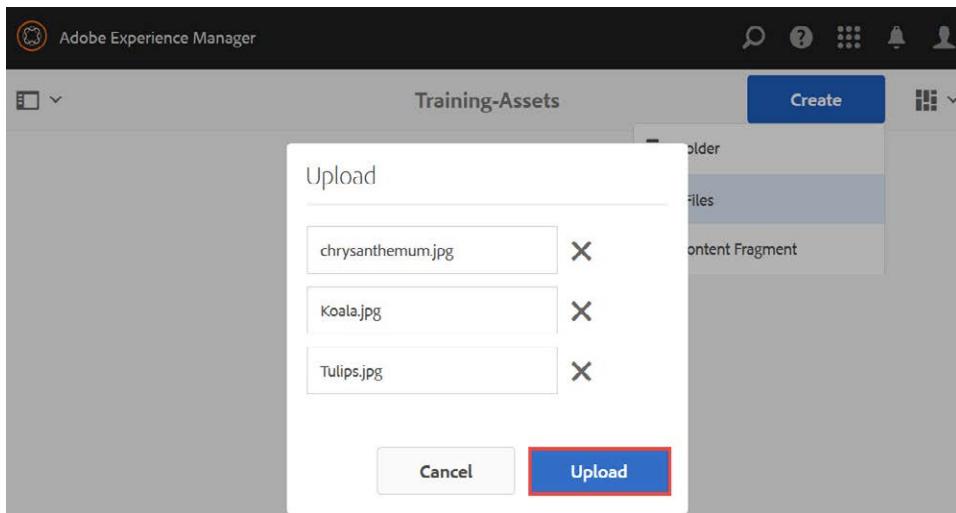
1. Click the **Training-Assets_<username>** folder to open it.
2. Click **Create > Files** from the actions bar. **File Upload** dialog box appears.



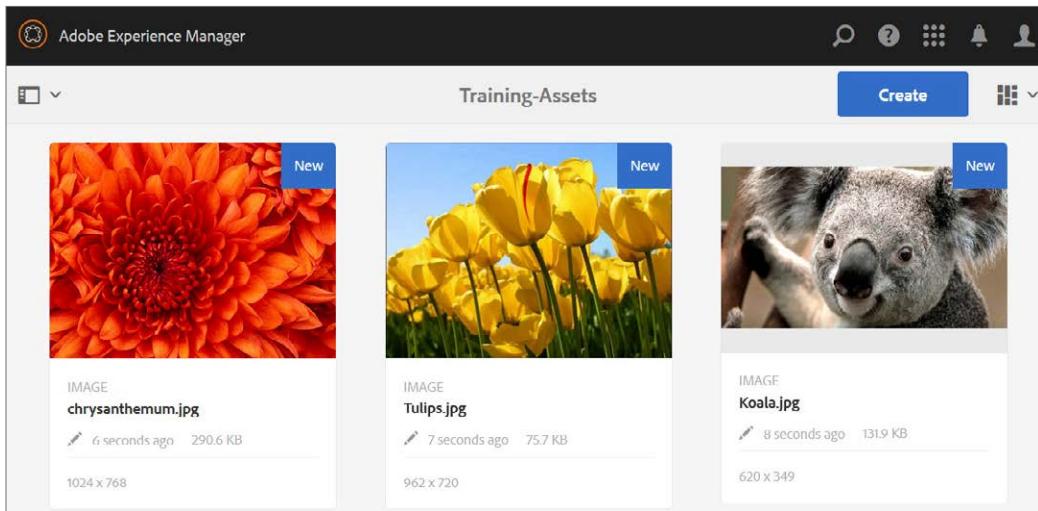
3. Select the images, you want to upload from the file system, and then click **Open**.



4. Click **Upload** from the **Upload** dialog box that opens.



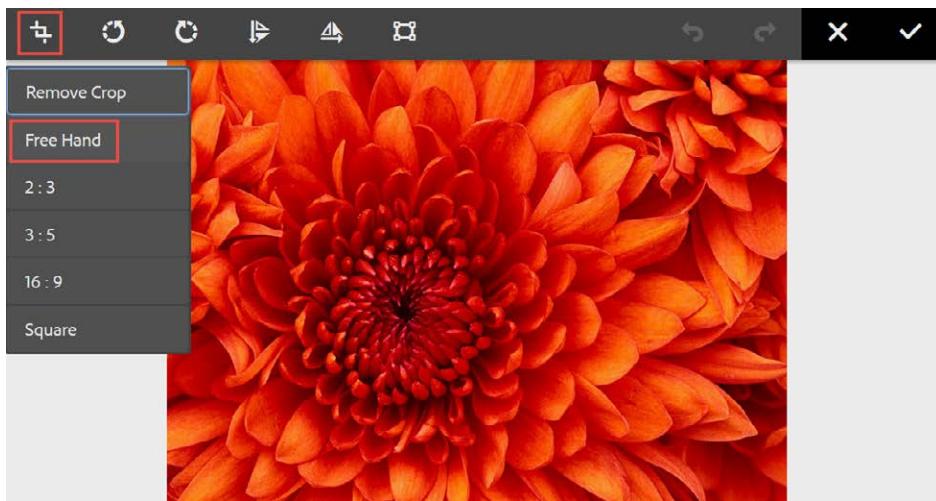
The images from your file system are added to the new folder, and can be used for the pages.



While using assets in pages, you may need to edit (crop, rotate, and flip) it according to the requirement.

To edit an asset:

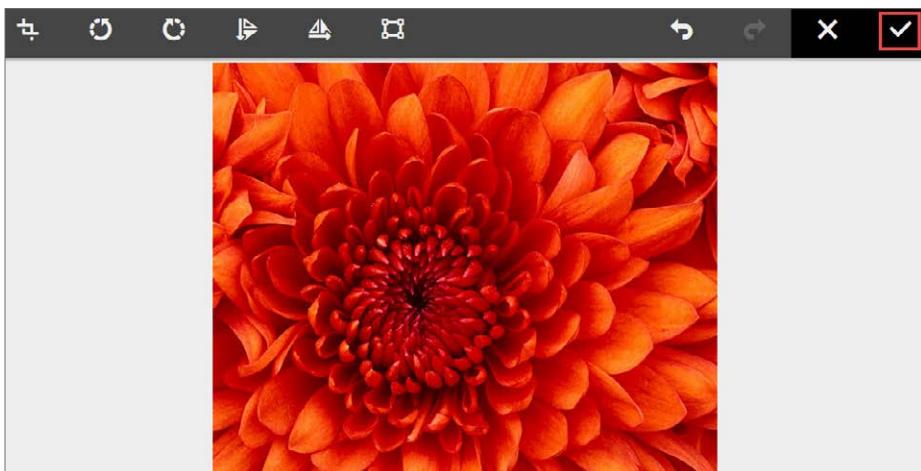
1. Navigate to the **Training-Assets_<username>** folder and click it to open.
2. Select the asset you want to edit, and then click **Edit** from actions bar. The Asset Editor with edit toolbar opens.
3. To crop the image, click the **Start Crop** icon, and then choose the **Free Hand** option from the drop-down menu



4. Drag and resize the pointers according to your requirement, and then click **Confirm** in the top-right corner (checkmark).



5. Click **Finish** to confirm the cropping.

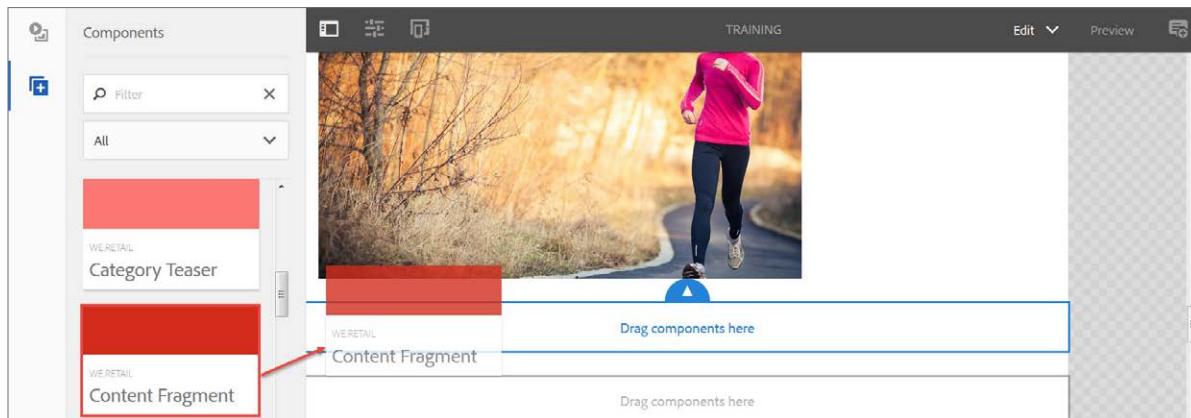


The **Training-Assets_<username>** folder is refreshed; you can view the cropped version of the image in the folder.

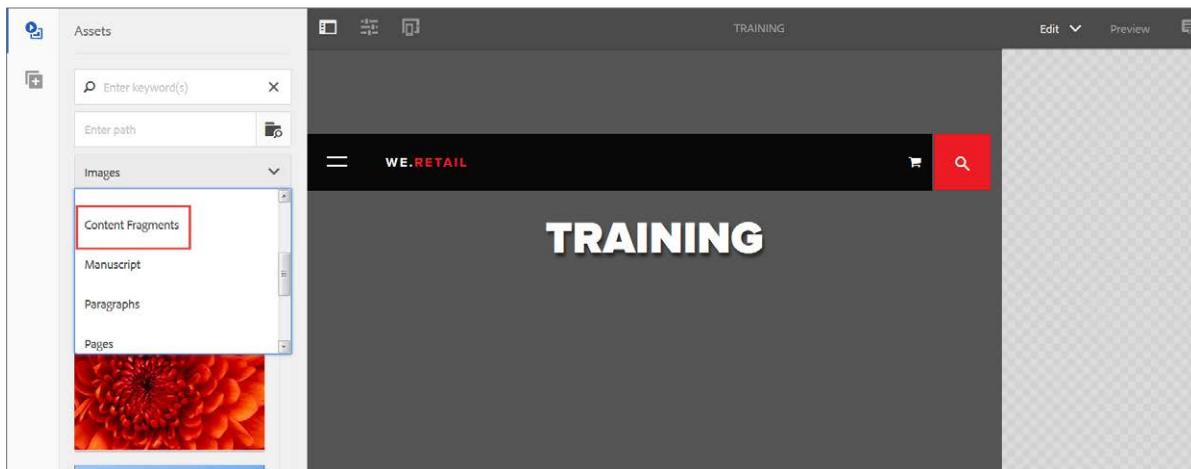
Now that you have uploaded new assets, let's go back to **Training_<username>** page, add content fragment and the new assets to the page.

To add content fragment and assets to the page:

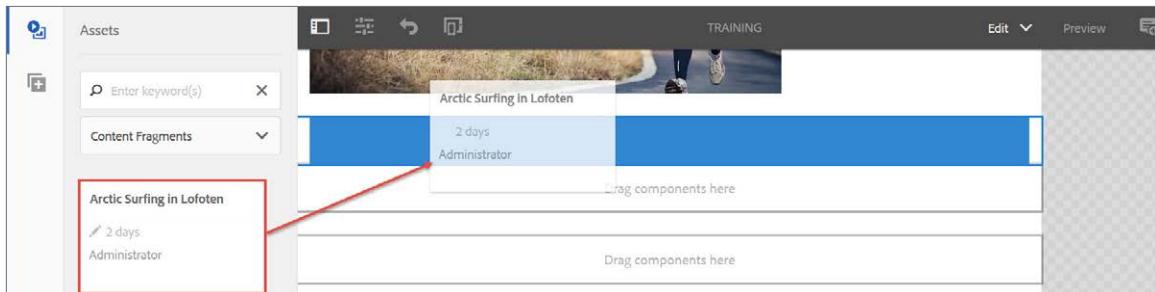
1. Navigate to **Sites > We.Retail > United States > English**. Open the **Training_<username>**. Make sure the page is opened in **Edit** mode (by verifying the Edit drop-down is in the upper-right corner).
2. Click **Side Panel > Components**, look for **Content Fragment** component, and then drag and drop it onto the page.



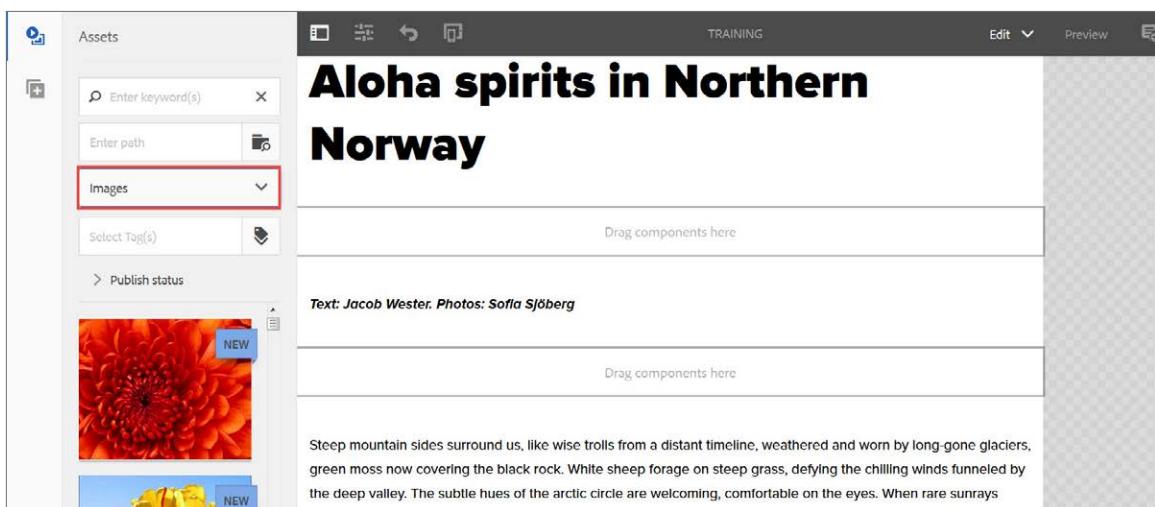
3. Click **Assets** browser, select **Content Fragment** from **Images** drop-down. All the available content fragments appear.



4. Drag and drop **Arctic Surfing in Lofoten** onto the **Content Fragment** component added to the page. The article will be added to the page.

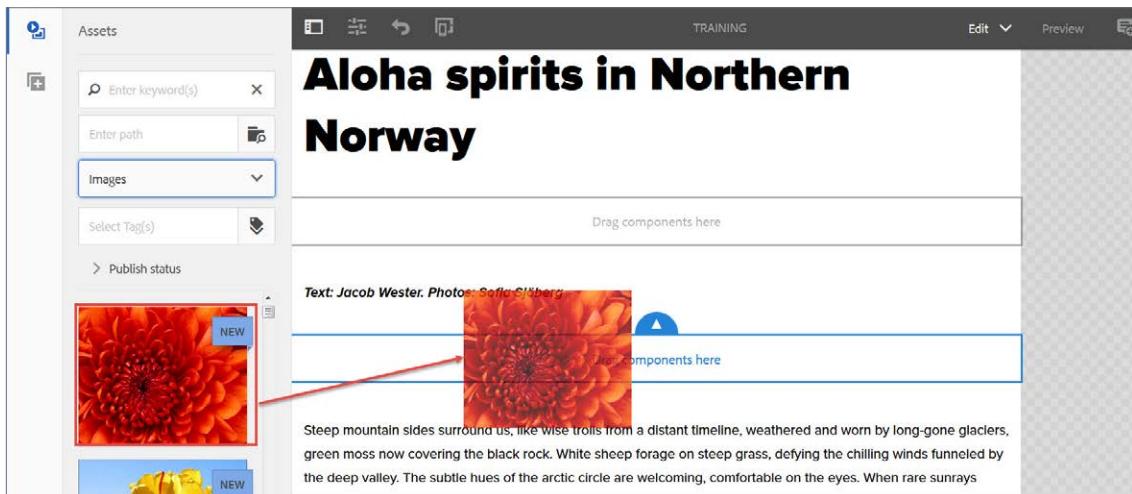


5. In **Assets** browser, select **Images** from the drop-down.



Now that you have added a Content Fragment, let's add new assets to it, which were uploaded from your file system.

6. Drag and drop an image onto the **Drag components here** area in the Content Fragment. The image will be added to the Content Fragment.



You now know how to add various assets such as Content Fragments and Images to pages.

Let's look at additional actions such as Copy, Move and Rename, Publish, Edit Asset Properties, Delete, and so on that can be performed on assets.

To edit asset properties:

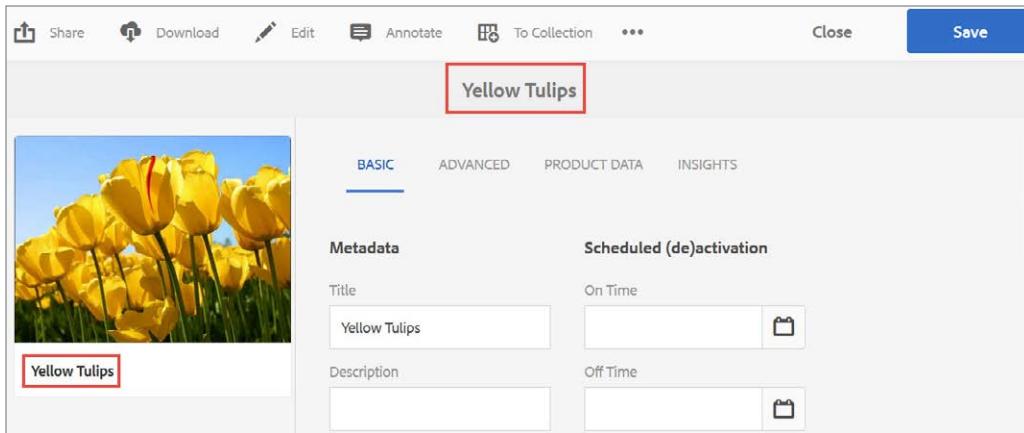
1. From the **Assets** console, open the **Training-Assets_<username>** > **We.Retail** folder and hover the cursor over one of the assets you want to edit.
2. Click the **View Properties** icon from quick actions.

The screenshot shows the Adobe Experience Manager Assets interface. It displays two images in a grid: a red chrysanthemum flower and a field of yellow tulips. Each image has a 'New' button in the top right corner. Below each image is a preview and some metadata. The yellow tulip image has a red box drawn around its 'View Properties' icon in the quick actions menu (the info icon with a red border).

3. Edit the Metadata from **BASIC** tab. Let's add a **Title** for this image. Give the desired **Title** for the image (for example, **Yellow Tulips_<username>**), and then click **Save**.

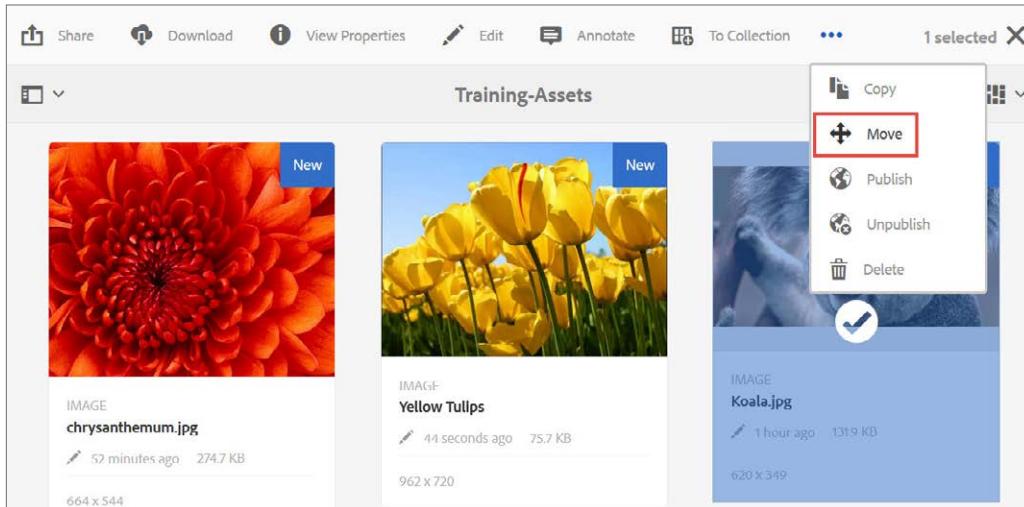
The screenshot shows the 'Tulips.jpg' asset properties dialog. The 'BASIC' tab is selected, indicated by a red box. The 'Title' field is also highlighted with a red box and contains the value 'Yellow Tulips'. The 'Save' button is highlighted with a red box. Other tabs like 'ADVANCED', 'PRODUCT DATA', and 'INSIGHTS' are visible. The left panel shows a thumbnail of the tulip image.

You will see the new title of the image.



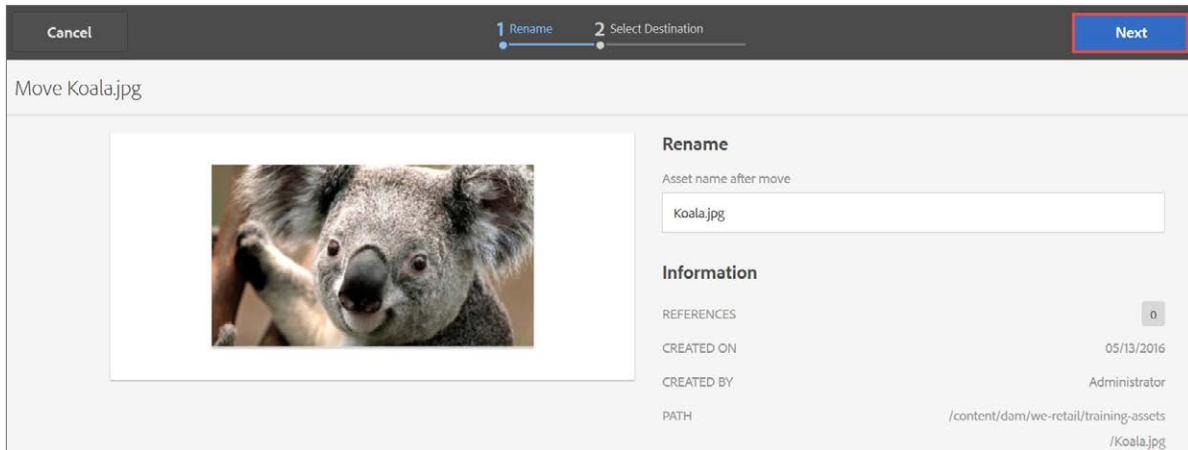
To move and rename an asset:

1. Select an asset, and then select **Move** from ...More drop-down.

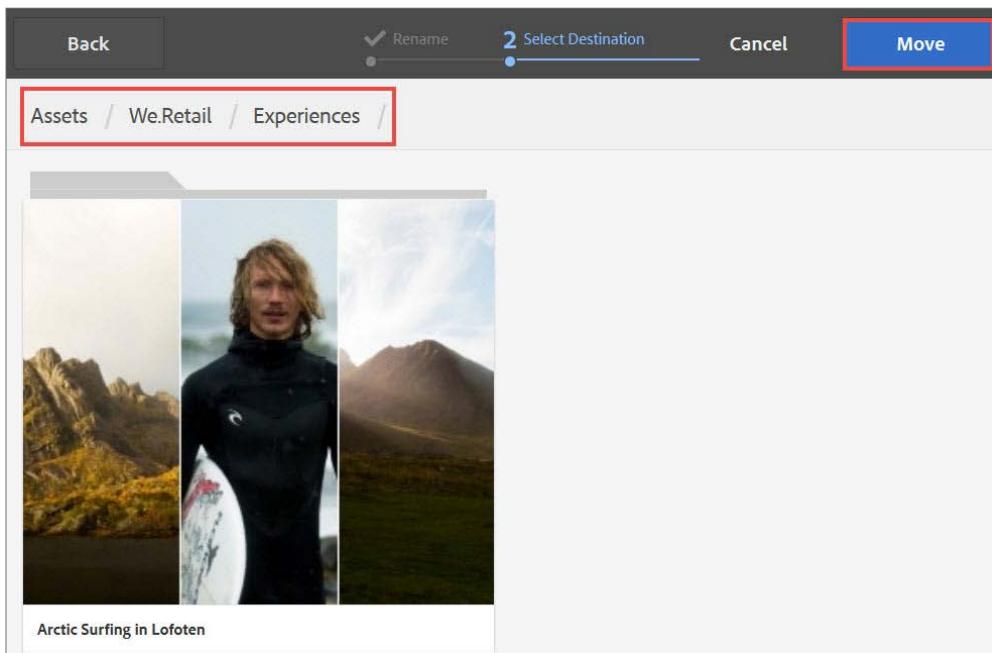


2. In **Rename** wizard, if you want to change the name of the asset. Let's retain the same name.

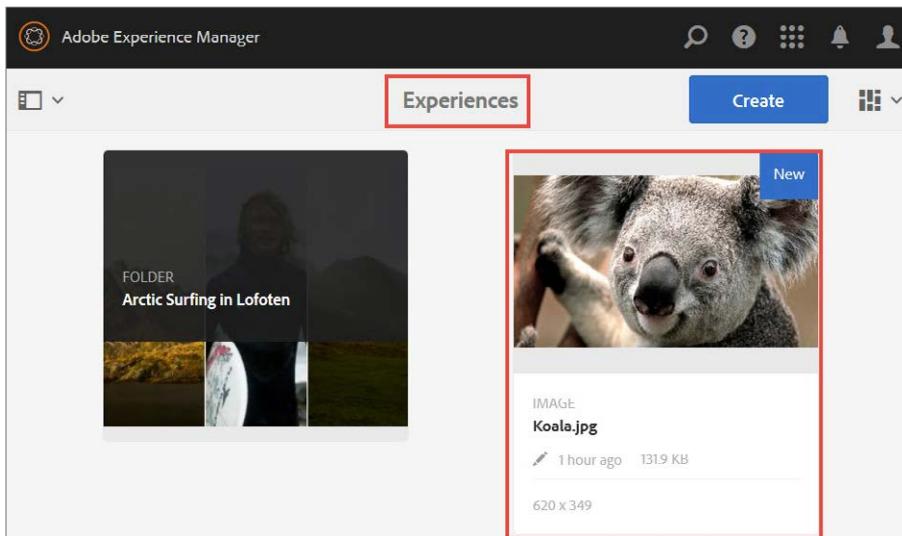
3. Click **Next** to select the destination folder.



4. Select the destination folder. For example, Assets / We.Retail / Experiences, and then click **Move**.

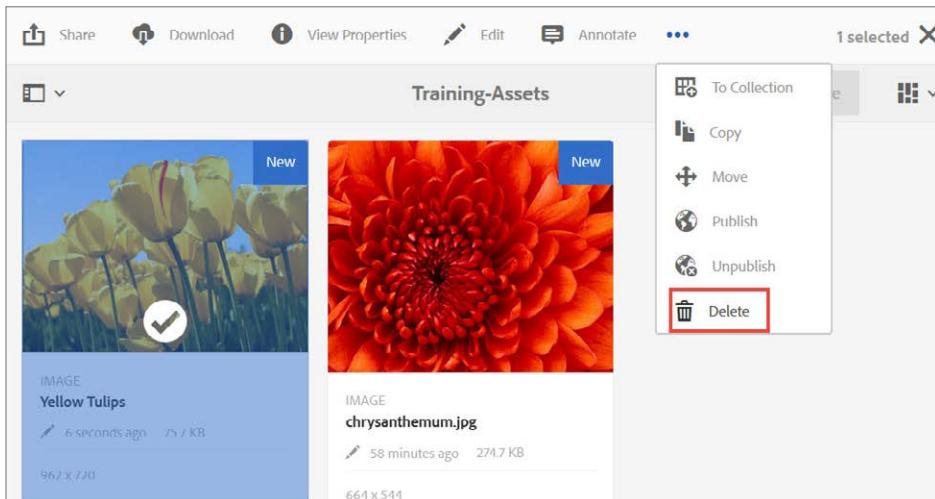


The asset is moved to the destination folder.

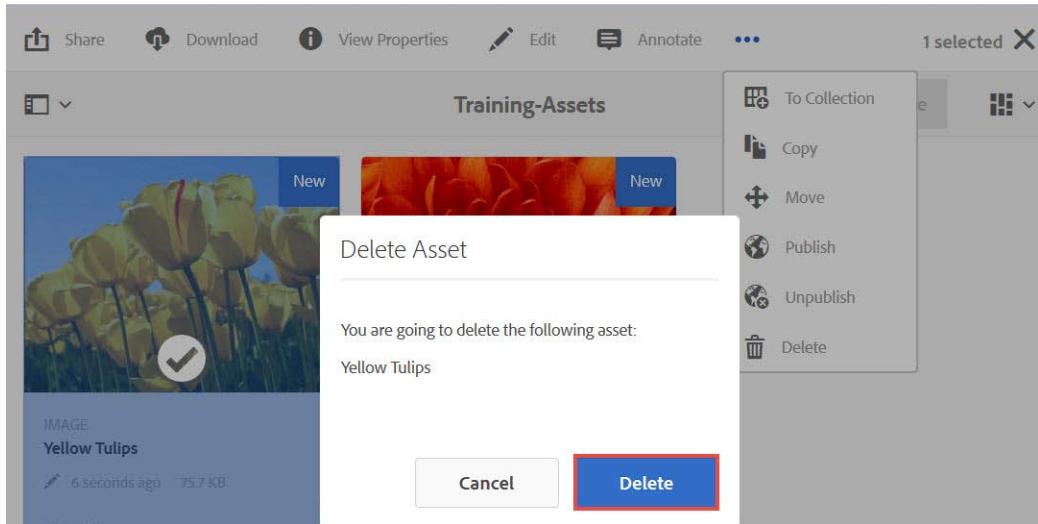


To delete an asset:

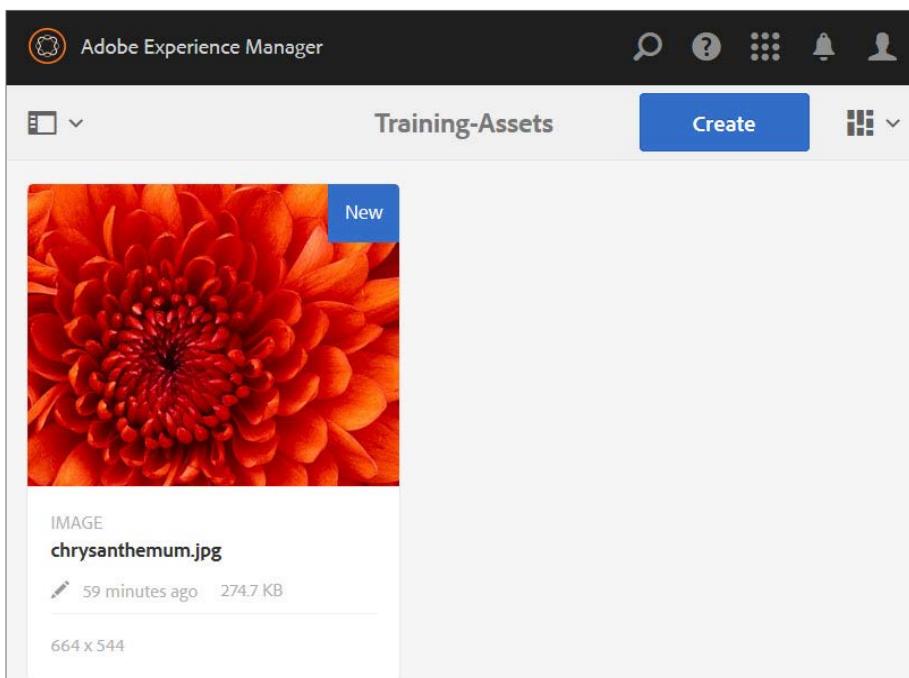
1. Select the asset you want to delete from the **Training-Assets_<username>** folder.
2. Select **Delete** from ...More drop-down.



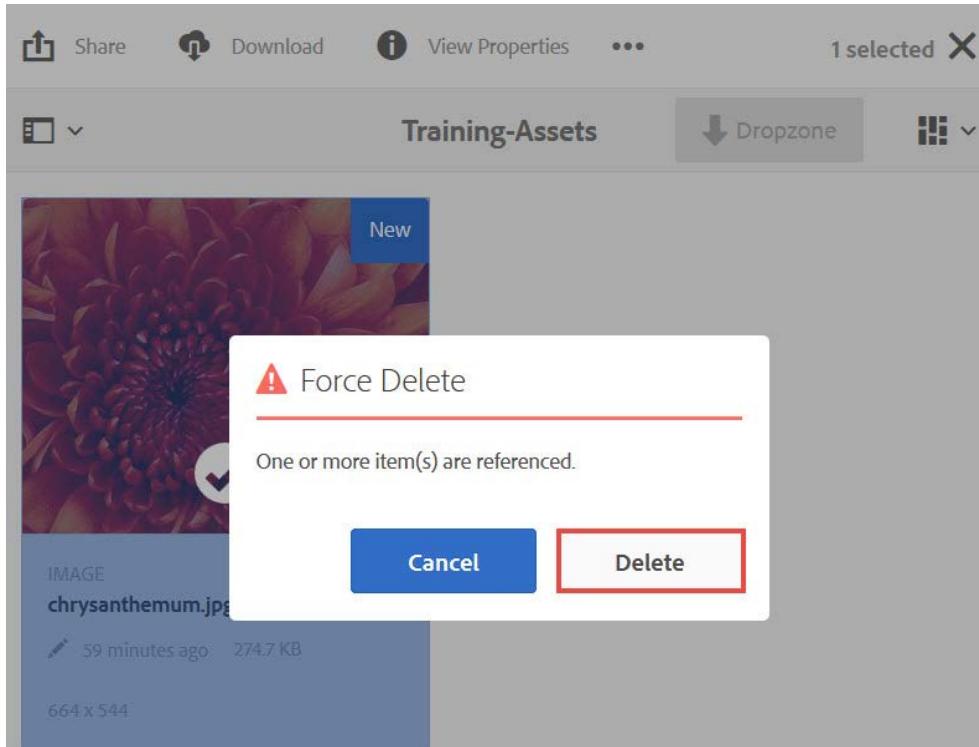
3. Click **Delete** in the **Delete Asset** dialog box.



The asset is deleted from the folder.



4. If you try to delete an asset having references, a **Force Delete** message box will inform you that **One or more item(s) are referenced**. Click **Delete** to delete the asset and its references.



5. Once you delete the asset, it will be deleted from the pages using the asset. For example, the asset, which was deleted was used in **Training_<username>** page. If you open the page, you will not be able to see the image anymore in the page.

A screenshot of the Adobe Experience Manager page editor. The top navigation bar includes icons for document, list, and search, followed by 'TRAINING' and 'Edit'. The main content area features a large heading 'Aloha spirits in Northern Norway'. Below the heading is a red-bordered placeholder box with the text 'Drag components here'. Further down the page, there is a section with the text 'Text: Jacob Wester. Photos: Sofia Sjöberg' and another red-bordered placeholder box with the text 'Drag components here'. At the bottom of the page, there is a paragraph of text: 'Steep mountain sides surround us, like wise trolls from a distant timeline, weathered and worn by long-gone glaciers, green moss now covering the black rock. White sheep forage on steep grass, defying the chilling winds funneled by'.



Task 5: Reorder pages within the site structure and perform various operations on a page

You can reorganize the pages and subpages within a site using Reorder option, and also perform actions such as Copy, Move and Rename, and Delete pages.

To reorder pages:

1. Open the **Training_<username>** page in **Preview** mode.
2. Hover over **TRAINING** in the header. You will view **Alpha**, **Beta**, and **Gamma** subpages respectively.

The screenshot shows a website header with a "Preview" button highlighted with a red box. Below the header, there's a navigation bar with links like LOG OUT, PROFILE, WISHLIST, MESSAGES, NOTIFICATIONS, and MY CART. The main content area has a "WE.RETAIL" logo and a "TRAINING" menu item, which is also highlighted with a red box. Below the main menu, there are three subpages: "Alpha", "Beta", and "Gamma", all of which are also highlighted with red boxes.

If you want to rearrange the order the subpages to **Beta_<username>**, **Gamma_<username>**, and **Alpha_<username>**.

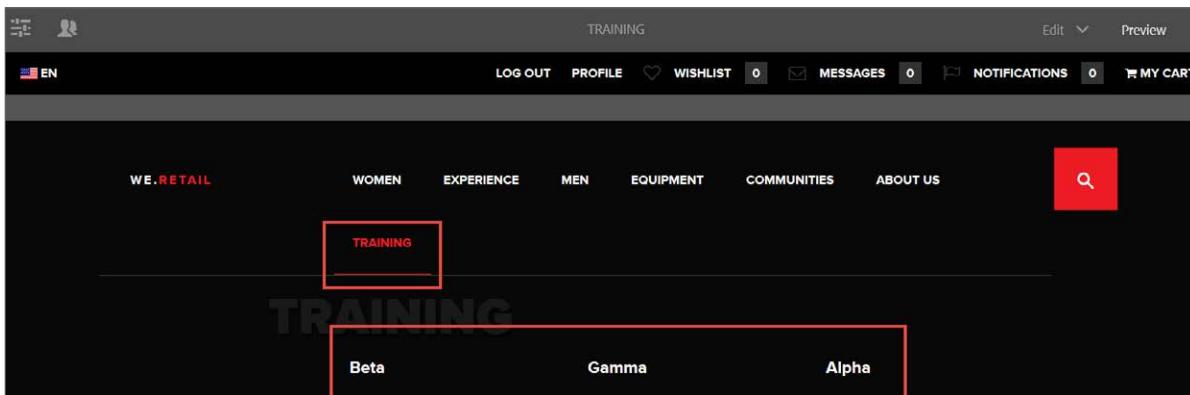
3. Navigate to **Sites** console > **We.Retail** > **United States** > **English** > **Training_<username>**.
4. Select **List View** from **View Switcher**. The pages appear in the form of a list.

The screenshot shows the Adobe Experience Manager Sites console. At the top, there's a header with the AEM logo, search, help, and user icons. Below the header, the title "Training" is displayed. On the right side, there are three buttons: "Create" (highlighted with a red box), "Column View", "Card View", and "List View" (highlighted with a red box). The main content area displays three cards representing the pages "Alpha", "Beta", and "Gamma". Each card shows a thumbnail, the page name, a "New" badge, a preview of the page content, and a footer with "WE.RETAIL" and other site navigation links. Below each card, there are small icons for edit, publish, and delete.

5. Click and hold the right handlers, and then drag and drop the **Alpha_<username>**. page below the **Gamma_<username>** page.

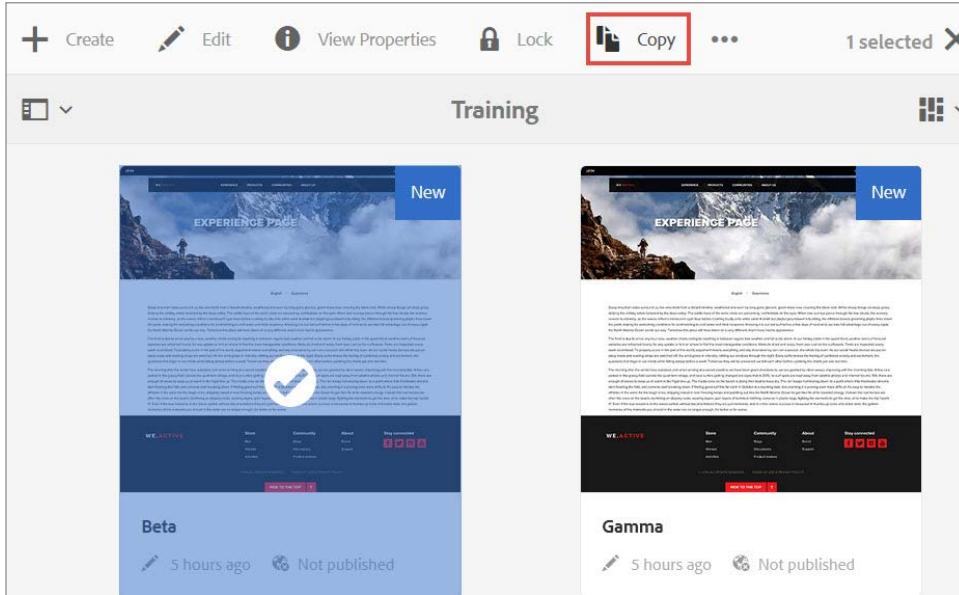
Title	Modified	Published	
Beta	5 hours ago Administrator	Not published	⋮
Gamma	5 hours ago Administrator	Not published	⋮
Alpha	5 hours ago Administrator	Not published	⋮

6. Open the **Training_<username>** in **Preview** mode, and then flow Step 2 to view the modified navigation.

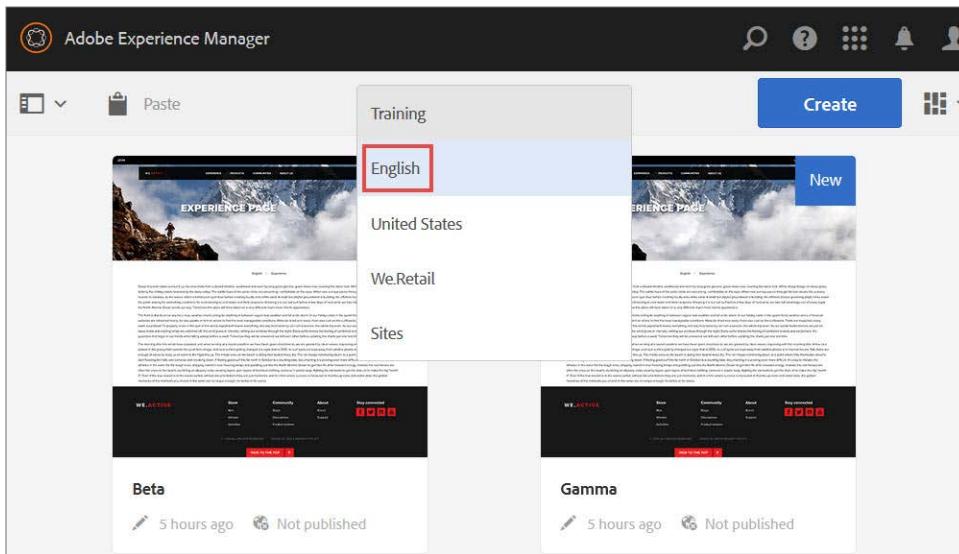


To copy a page:

1. Select the page you want to copy, click **Copy** from actions bar (for example, **Training_<username>** > **Beta_<username>**).



2. To navigate to the English page, select **English** from **Training_<username>** drop-down.



3. From **English**, navigate to **Experience** page, and then click **Paste**.

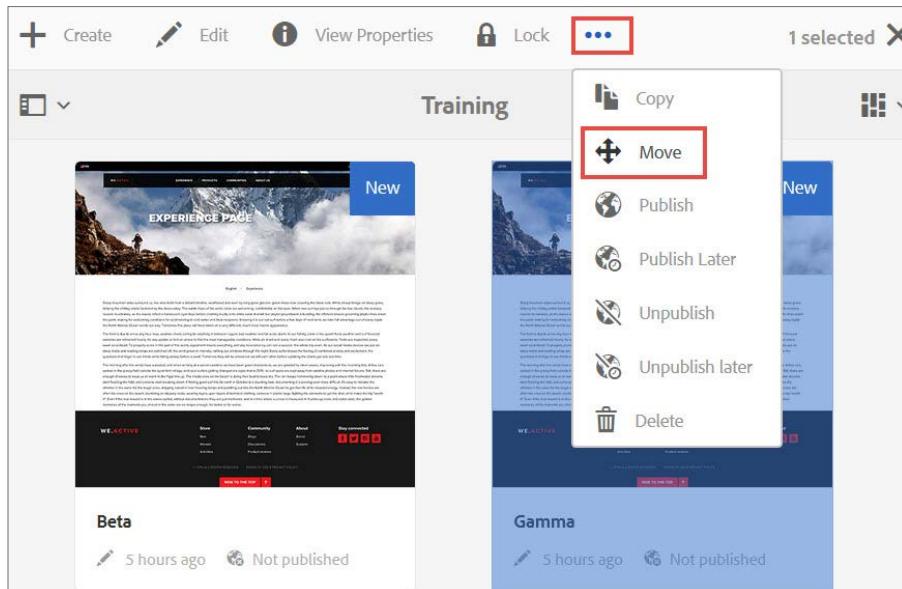
The screenshot shows the Adobe Experience Manager interface. The top navigation bar includes the 'Adobe Experience Manager' logo, search, help, notifications, and user profile icons. The main header has tabs for 'Experience' (which is highlighted with a red box) and 'Create'. Below the header, there's a toolbar with a 'Paste' button (also highlighted with a red box). The main content area displays three cards representing different experience pages. Each card includes a thumbnail image, the title, a 'LIVE COPY' button, the last update time (1 month ago), and a status (Not published). The titles are 'Arctic Surfing In Lofoten', 'Summit Success in the Himalayas', and 'Climbing on Kalymnos Island, Greece'.

Beta_<username> gets added as a subpage of Experience page.

The screenshot shows the Adobe Experience Manager interface, similar to the previous one but with a new subpage. The 'Experience' tab is selected. A red box highlights a subpage titled 'Beta' under the 'Arctic Surfing In Lofoten' card. This subpage has its own thumbnail, title, 'LIVE COPY' button, and status information ('now', 'Not published'). The other two cards remain the same as in the first screenshot.

To move and rename a page:

1. Navigate to the location and select a page for example, **Gamma_username**, which you want to move to a new location.
2. Click ...**More**, and then select **Move** from the drop-down.



3. The **Move** wizard opens with the following steps:
 - a. **Rename**: Specify the name you want the page to have after it is moved in **Page title after move** and **Page name after move** fields. Let's retain the same title and name, then click **Next** to continue.

A screenshot of the 'Move Page' wizard. The first step, 'Rename', is selected and highlighted with a red box. On the left, there's a preview of the 'Experience Page' with the title 'EXPERIENCE PAGE'. On the right, under the 'Rename' section, the 'Page title after move' field contains 'Gamma' and the 'Page name after move' field contains 'gamma'. Under the 'Information' section, it shows 'REFERENCING PAGES' (0), 'CREATED ON' (05/13/2016), 'CREATED BY' (Administrator), and 'PATH' (/content/we-retail/us/en/training/gamma).

b. Select Destination: Click the arrows beside a site and pages and select a page within which you want to move the page, and the click **Move**.

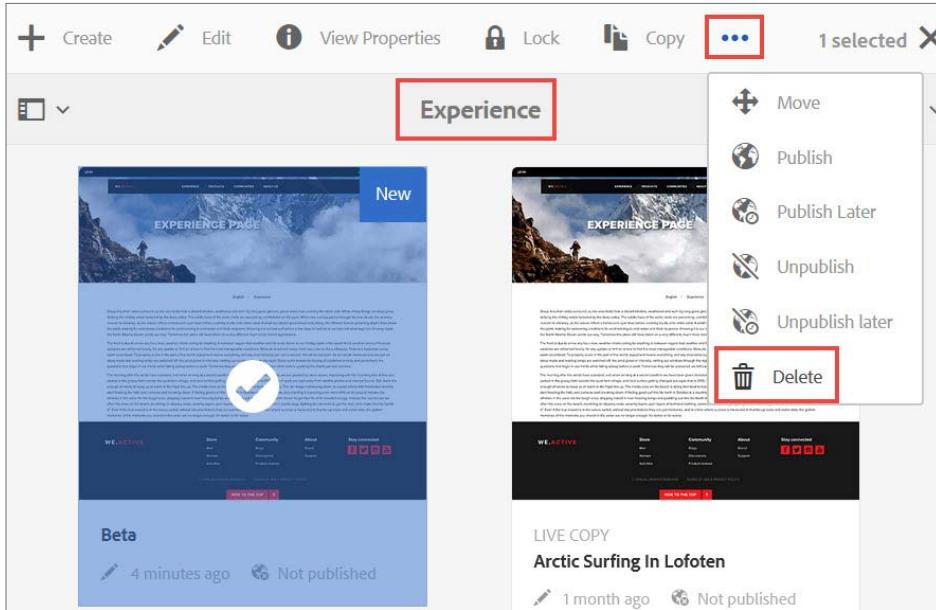
The screenshot shows the 'Move Page' interface in Adobe Experience Manager. At the top, there are buttons for 'Rename' and 'Select Destination' (which is highlighted with a red box), followed by 'Back' and 'Move'. The main area displays a breadcrumb navigation path: 'Campaigns' > 'Communities' > 'English' > 'Women'. To the right of this path is a sidebar with various category names: 'Experience', 'Men', 'Equipment', 'Communities', 'About Us', 'Products' (which is selected and highlighted with a red box), and 'Training'. Below the breadcrumb path, there is a list of other sites and pages, including 'Screens', 'Community Sites', and several Geometrix Outdoors-related pages.

The page is moved to the new location selected in the previous step.

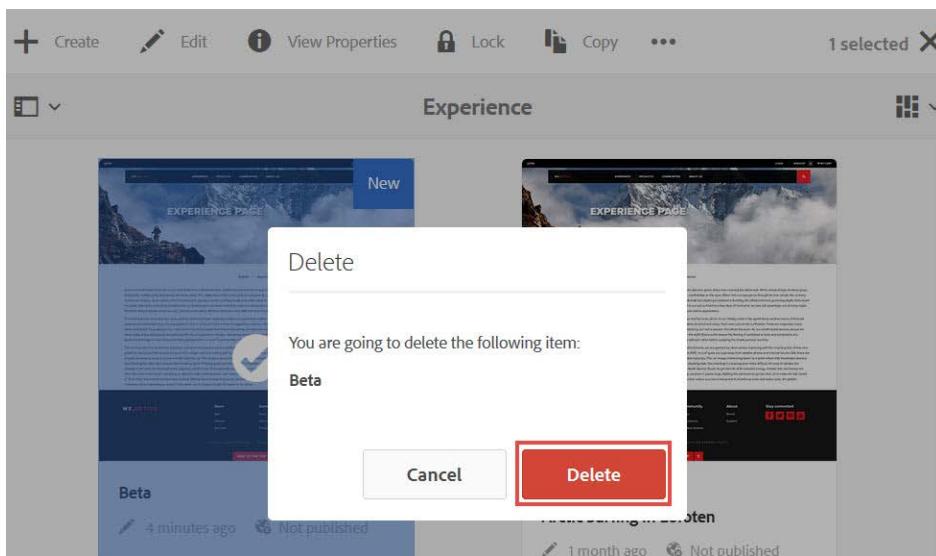
The screenshot shows the Adobe Experience Manager interface with two pages displayed side-by-side. The left page is titled 'Gamma' and is labeled 'New', with a red border around its preview. The right page is titled 'Men' and is labeled 'LIVE COPY', also with a red border around its preview. Both pages show their respective content and status (e.g., 'Not published'). The top navigation bar includes the Adobe Experience Manager logo, search, help, and user profile icons. The main navigation bar has 'Products' and 'Create' buttons.

To delete a page:

1. Select the **Beta_<username>** (from **English > Experiences**) you want to delete using the selection mode.
2. Click ...**More**, and then select **Delete** from the drop-down.



3. Click **Delete** in the confirmation dialog box.



If the page has no references, the page will be deleted.

The screenshot shows the Adobe Experience Manager interface. At the top, there's a navigation bar with icons for search, help, notifications, and user profile. Below the navigation is a toolbar with a 'Create' button and other icons. The main area is titled 'Experience' and contains two preview cards for 'EXPERIENCE PAGE'. The left card is for 'Arctic Surfing In Lofoten' and the right card is for 'Summit Success in the Himalayas'. Both cards show a thumbnail image of a person in a snowy mountainous environment, the title, a snippet of the page content, and a footer with navigation links and social sharing icons. Below each card, it says 'LIVE COPY' followed by the page title and a timestamp ('1 month ago'). The status 'Not published' is also visible. A red box highlights the 'Experience' tab in the toolbar.



Task 6: Create a page version

To create a page version:

1. From the **Sites** console, navigate to the **We.Retail > United States > English > Training_<username>**.
2. Select **Training_<username>**, and then click **Timeline** from the left rail drop-down.

The screenshot shows the Adobe Experience Manager (AEM) Sites console. At the top, there are navigation icons: Create, Edit, View Properties, Lock, Copy, and a three-dot menu. A status bar indicates "1 selected". In the top right, the language is set to "English". On the left, a sidebar has "Content Only" selected and "Timeline" highlighted with a red box. Below that are "References" and "Filter" options. The main content area shows a "New" page version and a "LIVE COPY Women" page version. Each version has a preview image and a list of recent changes. The "New" version was created 32 minutes ago and is not published. The "LIVE COPY Women" version was created 15 hours ago and is also not published.

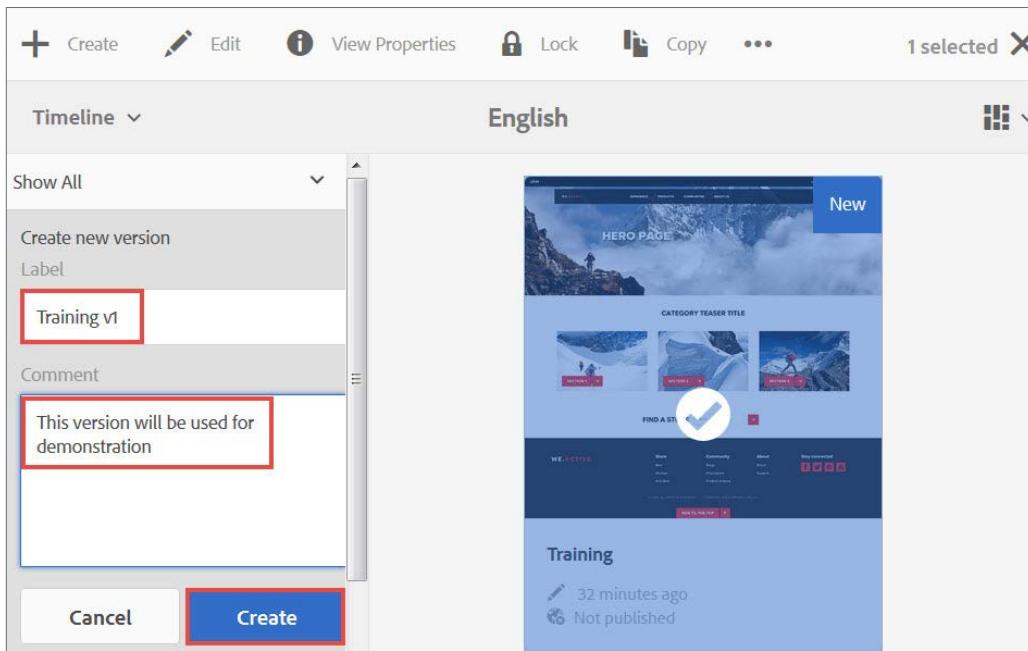
3. Click the arrowhead beside the **Comment** field to view the available options.
4. Select **Save as Version**.

The screenshot shows the Timeline view for the "Training" page. The left rail shows "Timeline" selected. The main area displays a list of recent actions:

- Delete (9 hours ago by Administrator)
- Page deleted (9 hours ago by Administrator)
- Page created (9 hours ago by Administrator)

A red box highlights the "Save as Version" button in the third item's context menu. A red circle labeled "4" is placed over this button. Below the list, there are "Start Workflow" and "Comment" buttons. A red box highlights the "Comment" button, and a red circle labeled "3" is placed over the upward arrow icon next to it. To the right, a preview of the "New" page version is shown.

5. You can also add a **Label** and **Comment** for this version, and then click **Create**.



A success message **Version successfully created** appears.

The screenshot shows the AEM authoring interface with the following details:

- Header:** Create, Edit, (i) SUCCESS Version successfully created (highlighted with a red border), ..., 1 selected, X.
- Timeline:** Shows a list of recent actions:
 - 9 hours ago by Administrator: Page created
 - 9 hours ago by Administrator: Page edited
 - Now: Training v1 (New Version 1.0)
- Content Preview:** A preview of the "Training" page version.
- Bottom Buttons:** Comment (highlighted with a red border).

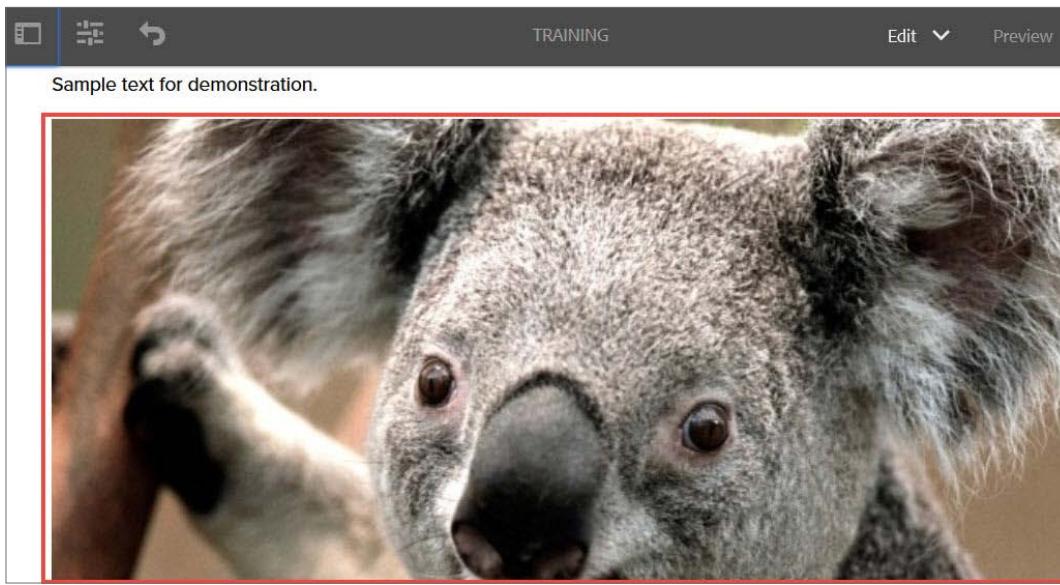
6. Open the **Training_<username>** in **Edit** mode.
7. Drag and drop a new image onto the existing **Image** component from the **Assets** browser of the **Side Panel**.

The screenshot shows the Adobe Experience Manager (AEM)富文本编辑器（Rich Text Editor）界面。左侧是一个资产浏览器，显示了一个考拉图像，带有“NEW”标签。右侧是编辑区，包含一个带有考拉头部的图像和文本“**Aloha spirits in Northern Norway**”。编辑区下方有一个提示：“Drag components here”。

8. Perform Step 2-4 to create a new version 1.1 of the page.

The screenshot shows the AEM Timeline interface. The top navigation bar includes “Create”, “Edit”, “View Properties”, “Lock”, “Copy”, “...”, “1 selected”, and a close button. The main area displays a timeline entry for “New Version 1.1” created “1 minute ago” by “Administrator”. Below this, there are buttons for “Revert to this Version” and “Show Differences”. Another entry for “Page edited” is shown “11 seconds ago” by “Administrator”. At the bottom, there is a “Comment” input field and a “Comment” button. On the right side, a preview of the page is displayed with the title “HERO PAGE” and “New” status.

The **New Version 1.1** has the new image, which you just added to the page in Step 7.



9. Click **New Version 1.0** from **Timeline** panel; you can view two options:
 - a. Revert to this version
 - b. Show Differences
10. Click **Revert to this Version** to retain the previous version 1.0 and override the changes of current version 1.1.

A screenshot of the AEM Timeline panel. The top bar shows standard file operations like 'Create', 'Edit', and 'View Properties'. The main area is titled 'Timeline' and shows the status of various pages: 'English' is 'New', 'Hero Page' is 'New', and 'Women' is a 'LIVE COPY'. On the left, a sidebar lists recent actions: '3 minutes ago by Administrator' (Page deleted), '3 minutes ago by Administrator' (New Version 1.0), and '2 minutes ago' (Revert to this Version). The 'Revert to this Version' option is highlighted with a red box. Below the timeline are sections for 'Comment' and 'Training'.

A success message **Version reverted** appears.

The screenshot shows the AEM interface with a green success message 'SUCCESS Version reverted' at the top. The timeline on the left lists four events: 'Page edited' 15 minutes ago, 'New Version 1.2' 15 minutes ago, 'Page restored' 1 second ago, and another 'Page edited' 1 second ago. The right side displays two versions of a page template, with the restored version showing a blue checkmark over the image area.

11. Open the **Training_<username>**, you will see the old image of previous version 1.0.

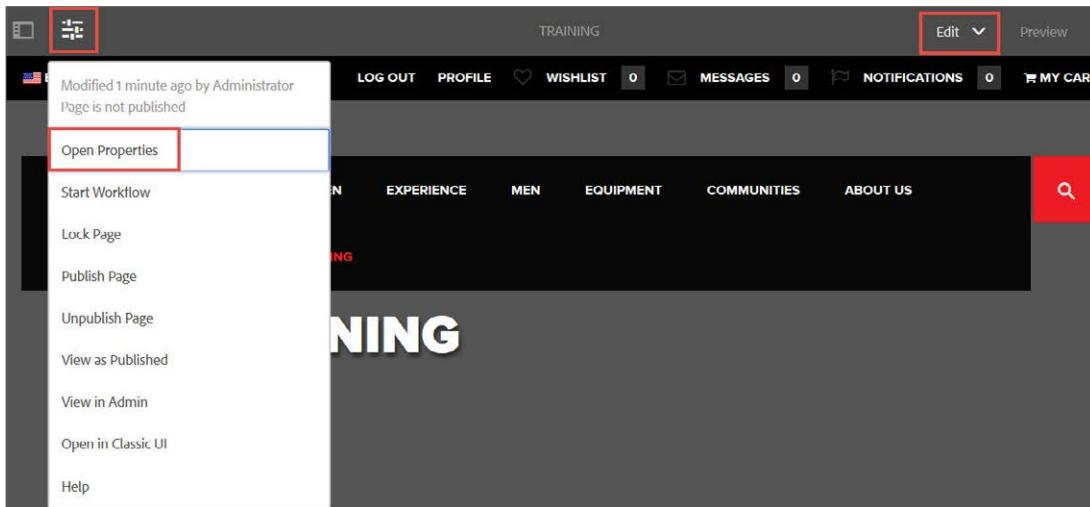
The screenshot shows the AEM preview interface for the 'TRAINING' page. It displays sample text and a blue polo shirt image. The blue shirt image is highlighted with a red box, indicating it is the old image from version 1.0.



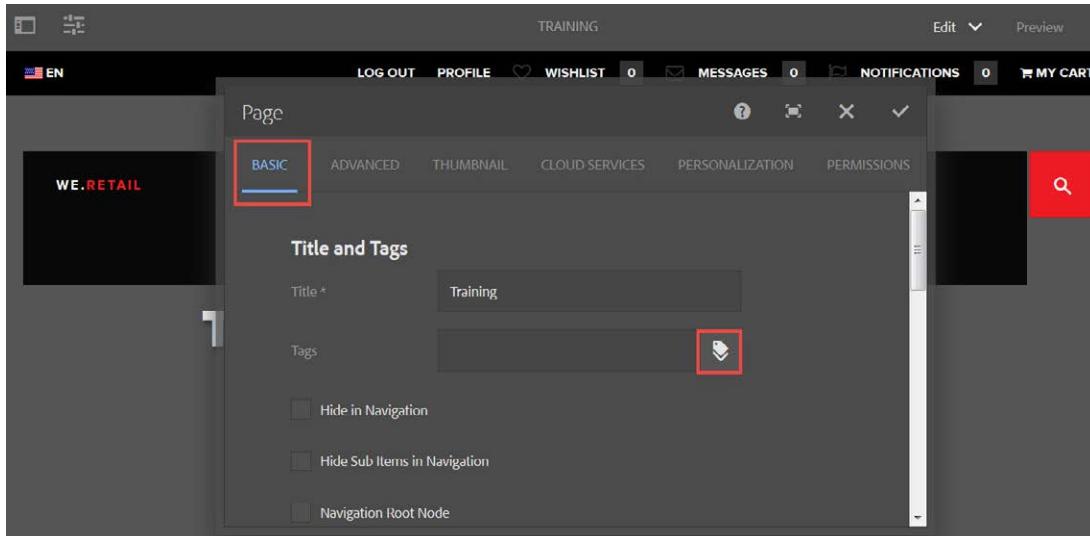
Task 7: Add tags to a page, search based on a tag and save searches

To add tags to a page:

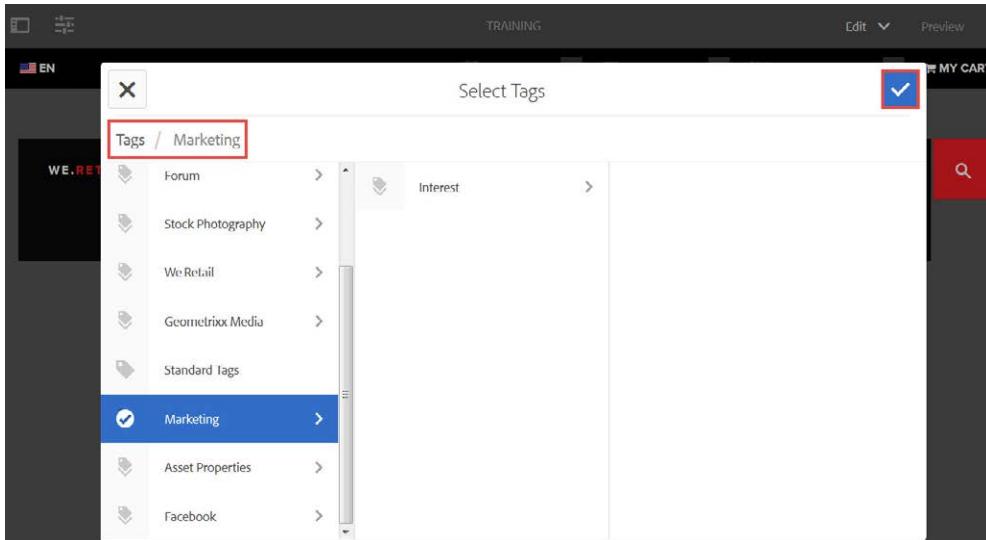
1. Open a page in **Edit** mode to add tags (for example, Training_<username>).
2. Click **Page Information** icon from the toolbar, and then select **Open Properties** from the drop-down.



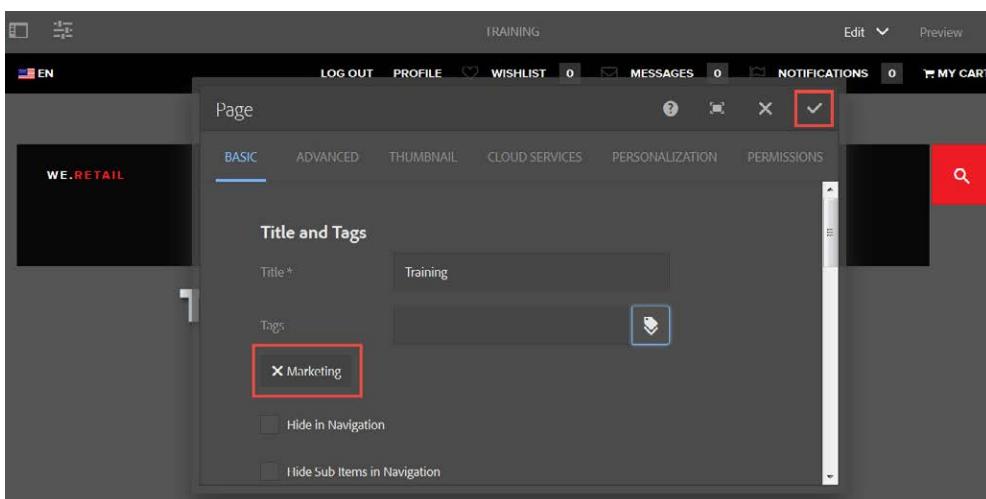
3. From the **BASIC** tab, add tags by clicking **Browse**.



4. In **Select Tags** dialog box, add **Marketing** tag, and then click **Confirm** (checkmark) in the top-right corner.

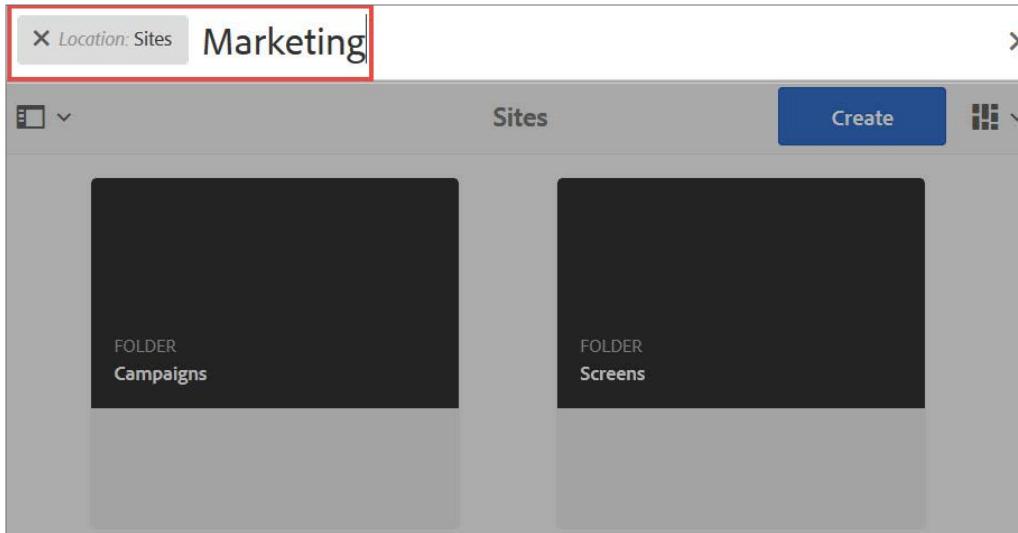


5. Click **Done** (checkmark) in the **Page** dialog box. The page refreshes. Open the page properties again, and notice the newly added **Marketing** tag.



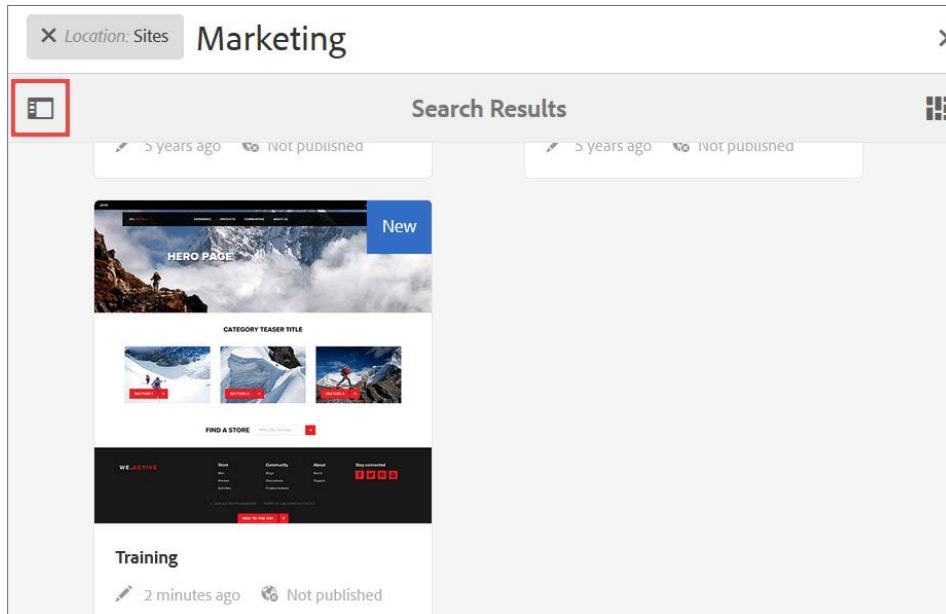
To search and save the search result:

1. From the **Sites** console, click **Search** from the actions bar, and then enter **Marketing**.



The screenshot shows the Adobe Experience Manager (AEM) Sites console. At the top, there is a search bar with the text "Marketing". Below the search bar, the word "Sites" is visible. There are two dark rectangular cards representing folder structures. The left card is labeled "FOLDER Campaigns" and the right card is labeled "FOLDER Screens". A red box highlights the search bar.

The pages that have Marketing as a word, tag, and so on will display. You can also see the **Training_<username>** page for which you added Marketing tag in the previous step. You can save this search result to use it in the future, which helps with quick retrieval.



The screenshot shows the "Search Results" interface within the AEM Sites console. The search bar at the top contains the text "Marketing". Below the search bar, the heading "Search Results" is displayed. Two search results are listed:

- The first result is a "HERO PAGE" titled "New". It features a thumbnail image of a person climbing a mountain, a category teaser title, and three smaller images below it.
- The second result is a "Training" page. It features a thumbnail image of a person climbing a mountain, a "FIND A STORE" section, and a footer with social media links.

Each result includes a timestamp (e.g., "5 years ago", "2 minutes ago") and a status indicator ("Not published"). A red box highlights the search bar.

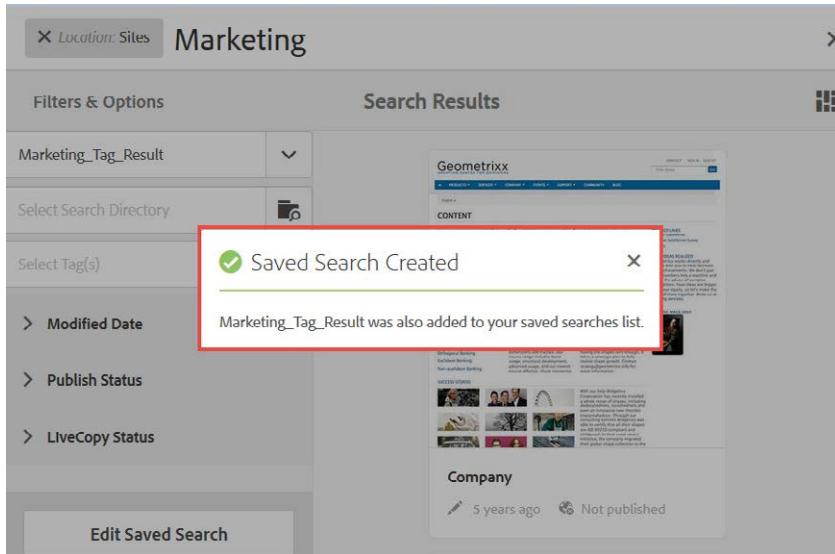
2. Click left rail icon, Filter & Options panel opens up, and then click **Save**.

The screenshot shows the 'Marketing' search results page. On the left, the 'Filters & Options' panel is open, displaying sections for 'Saved Searches', 'Select Search Directory', 'Select Tag(s)', and filter criteria for 'Modified Date', 'Publish Status', and 'LiveCopy Status'. At the bottom of this panel are 'Cancel' and 'Save' buttons, with 'Save' being highlighted by a red box. The main 'Search Results' area shows two items: a 'New' item titled 'HERO PAGE' and a 'Training' item. Each result includes a preview image, title, and status information (e.g., '5 years ago', 'Not published').

3. Name the filter (for example, **Marketing_Tag_Result**) in the **Name** field. The filter gets added to the **Saved Searches** list.

This screenshot shows the 'Filters & Options' panel with the 'Name' field populated with the value 'Marketing_Tag_Result'. The 'Save' button at the bottom of the panel is highlighted by a red box. The rest of the interface is identical to the previous screenshot, showing the 'Marketing' search results page with the 'HERO PAGE' and 'Training' items.

A success **Saved Search Created** dialog with the message **Marketing_Tag_Result was also added to your saved searches list** appears.



You can edit the saved search to add more filters or delete the saved search.

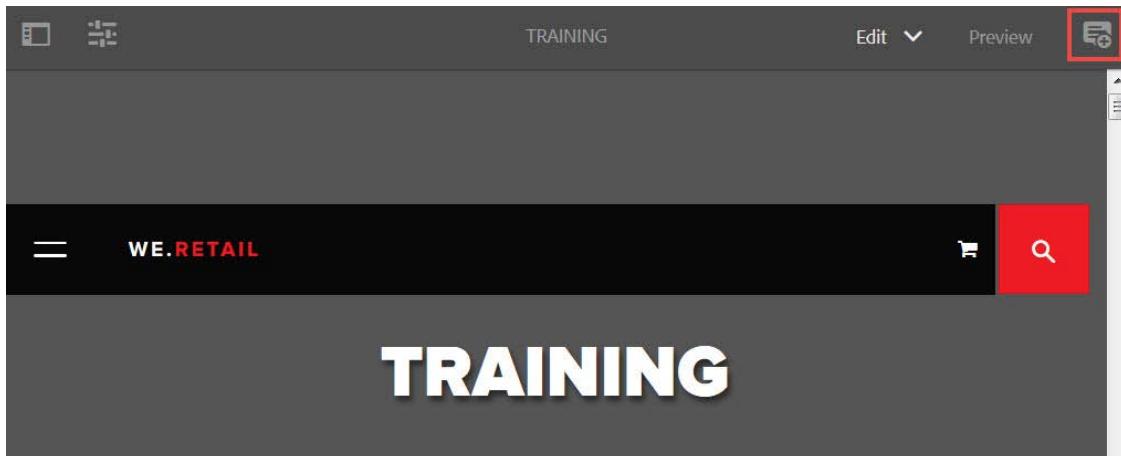
This screenshot illustrates the process of editing a saved search. It consists of three main sections. The top section shows the 'Marketing' search interface with the 'Marketing_Tag_Result' filter selected. The middle section shows the 'Edit Saved Search' dialog, which includes fields for 'Name' (set to 'Marketing_Tag_Result') and two buttons: 'Cancel' and 'Save'. The bottom section shows the resulting search results for the edited query, displaying a single search result for a 'HERO PAGE' with a timestamp of '11 minutes ago' and a status of 'Not published'. A red box highlights the 'Edit Saved Search' button in the middle section.



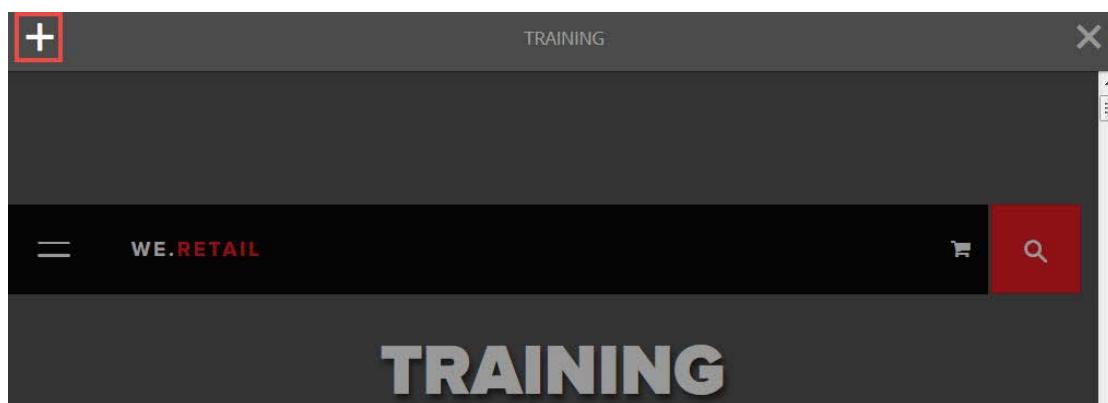
Task 8: Add annotations to a page

To add annotations to a page:

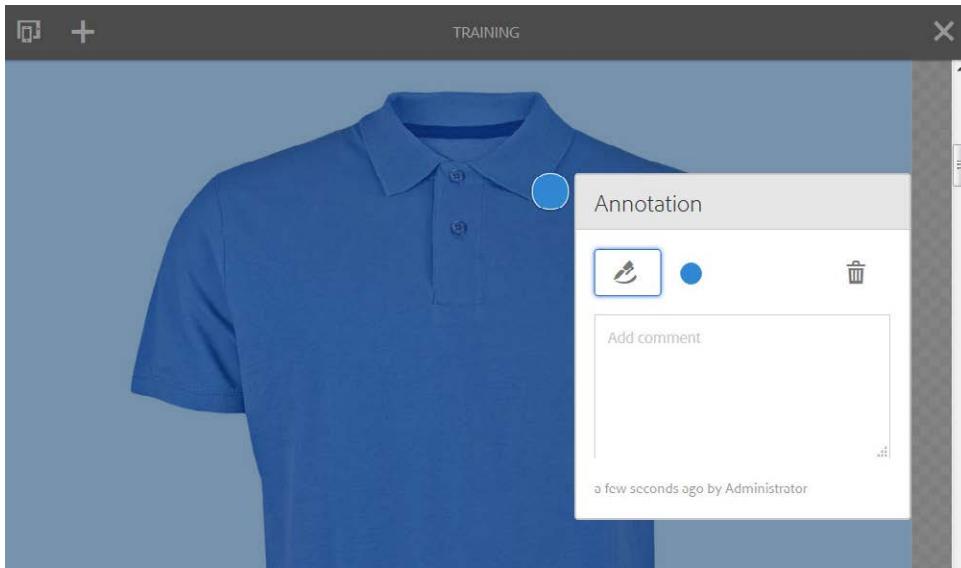
1. Open the page you want to add annotations to (for example, **Training_<username>**).
2. Click **Annotate** in the page toolbar to enter the annotation mode.



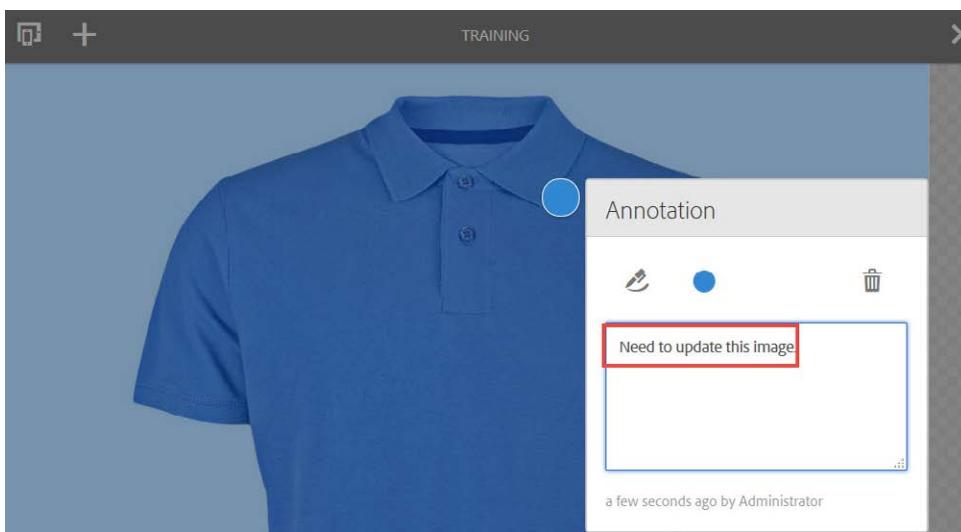
3. Click **Add annotation** (the plus icon) from the top-left corner to annotate a component.



4. Select a component you want to annotate. The **Annotation** dialog box appears.



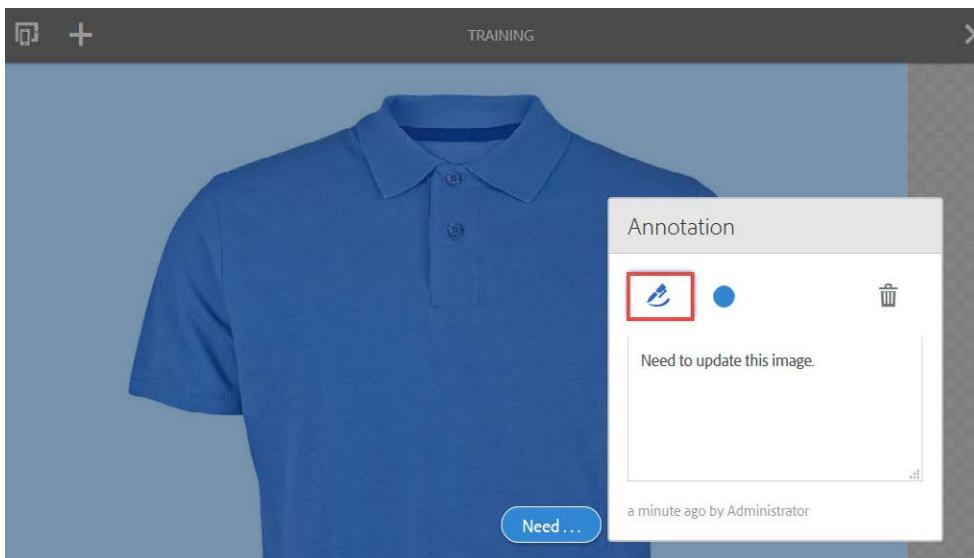
5. The **Annotation** dialog box allows you to:
- Add a comment**—Questions or comments for the author.



After adding comments, click anywhere on the page to minimize the dialog box-- an oval-shaped button with the first few letters of the comment. If you click the oval button, the dialog box maximizes.



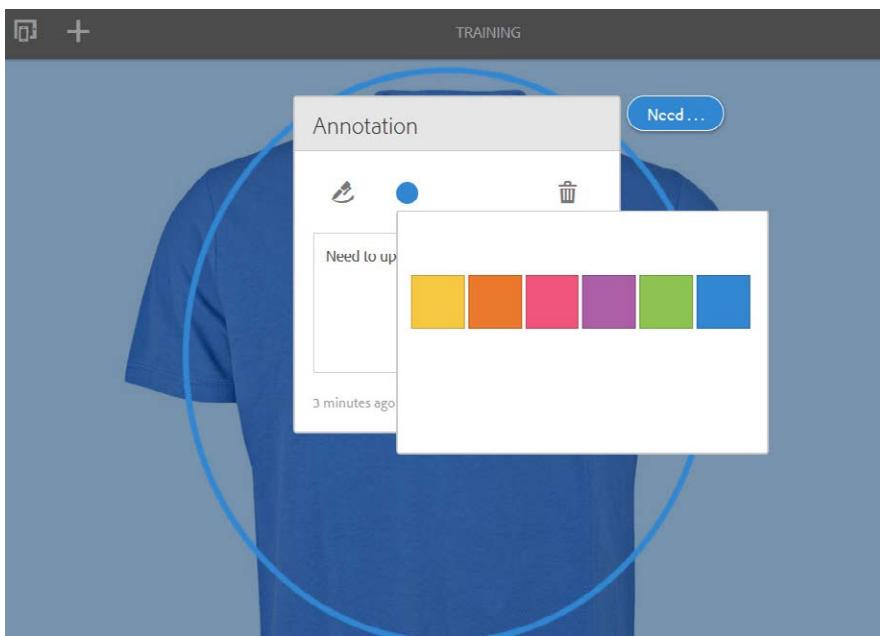
b. **Add sketch:** To highlight or add line graphics to the page.



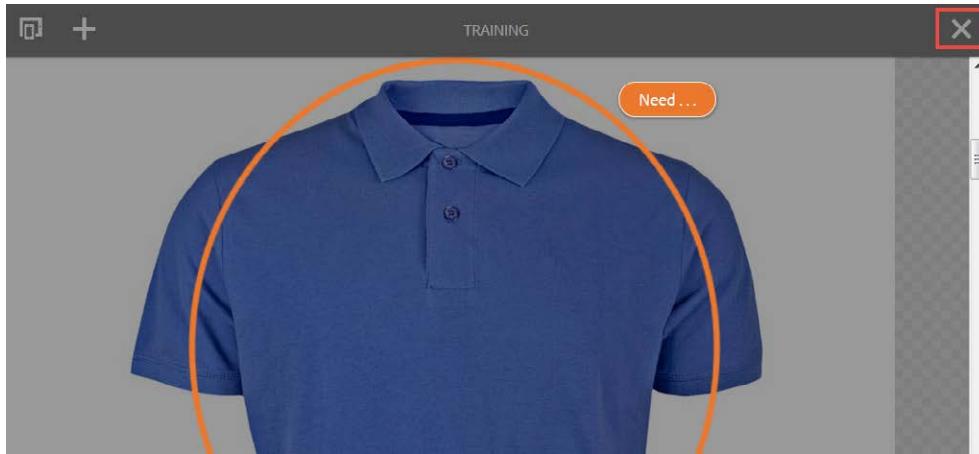
Using **Add sketch**, you can draw an arrow or highlight objects using oval or circular shapes.



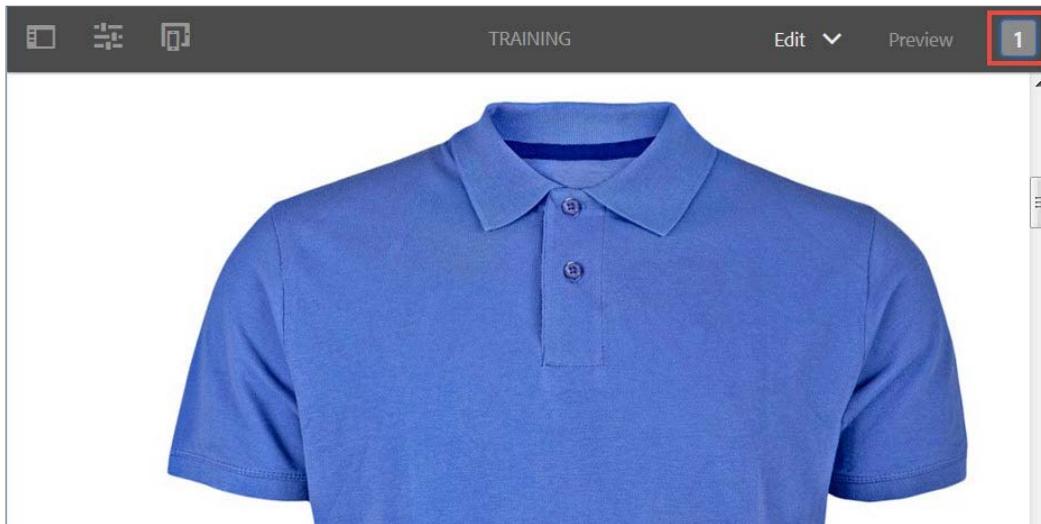
6. You have an option to change the color (for example, click orange color) of the annotations using the circular icon from the **Annotation** dialog box.



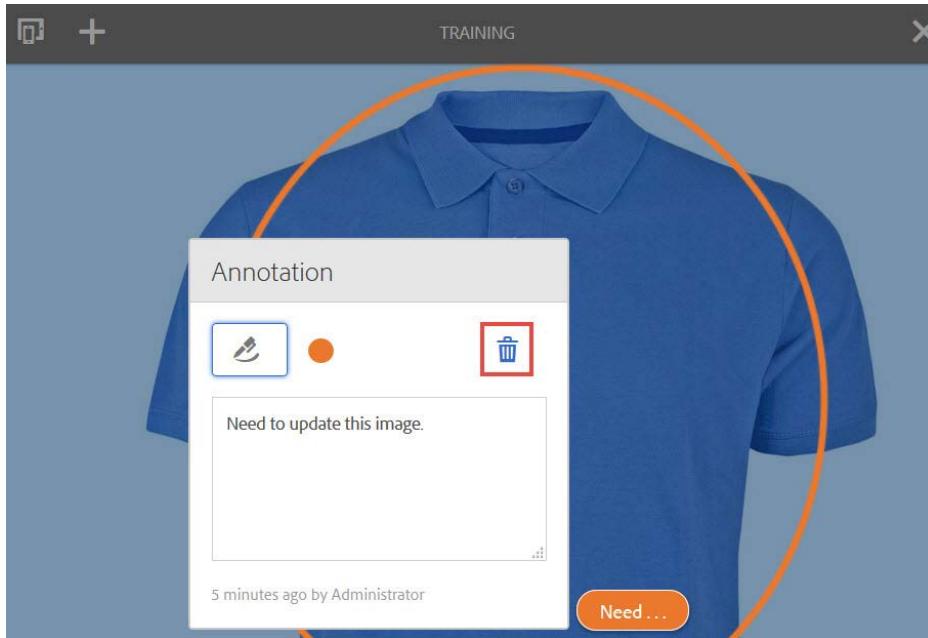
7. Click close (X) from the top-right corner to exit from the **Annotate** mode.



8. To view annotations on a page, click **Annotate** (which gives the count of annotations added to a page), and take action on the component of the page, which is annotated.



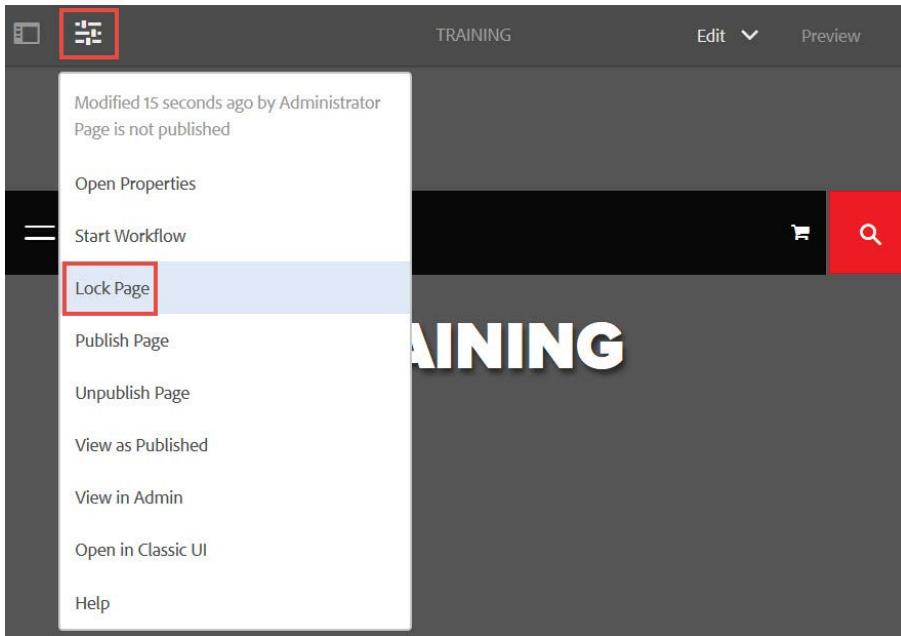
9. To delete annotations on a page, click **Delete annotation** (garbage can icon) from the **Annotation** dialog box. The selected annotation will be deleted from the page.



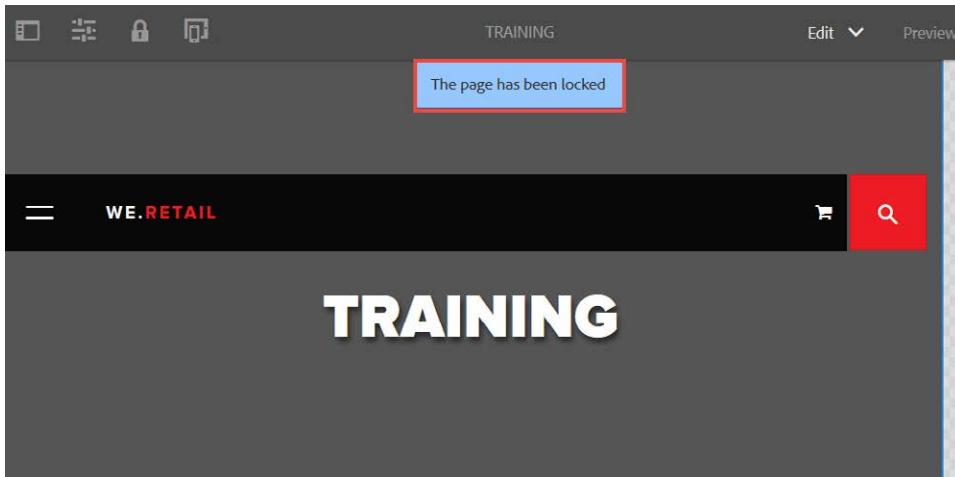
Task 9: Lock and unlock a page

To lock a page:

1. Open the page you want to lock (for example, **Training_<username>**).
2. Click **Page Information** icon from the page toolbar, and then select **Lock Page** from the drop-down.



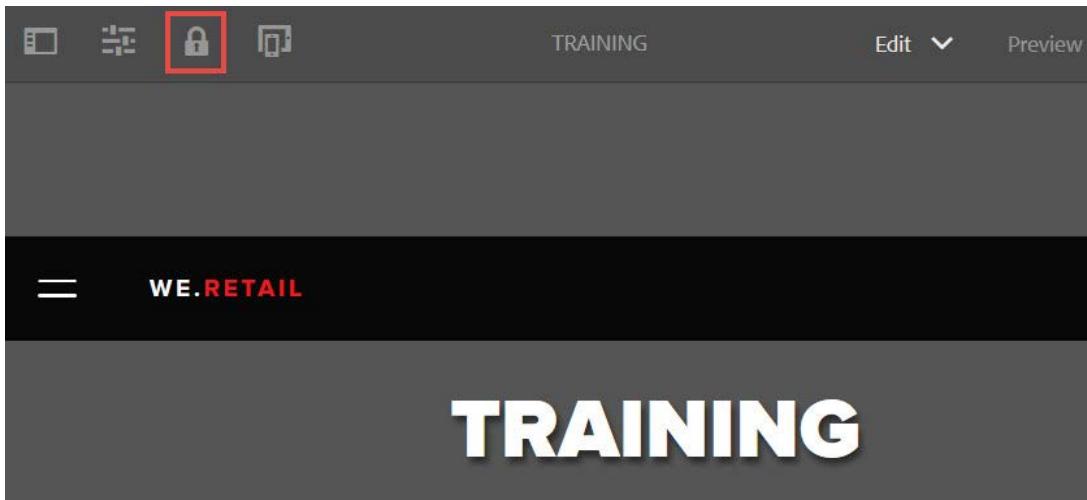
The **The page has been locked** message appears, indicating that you successfully locked the page.



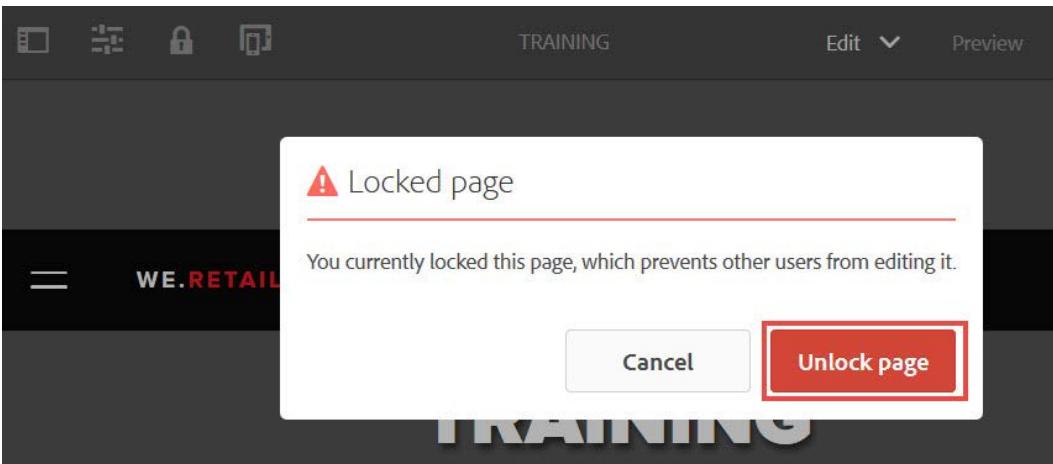
Once the page is locked, other users will not be able to edit this page. The users with administrator access and impersonation rights can unlock the page.

To unlock a page:

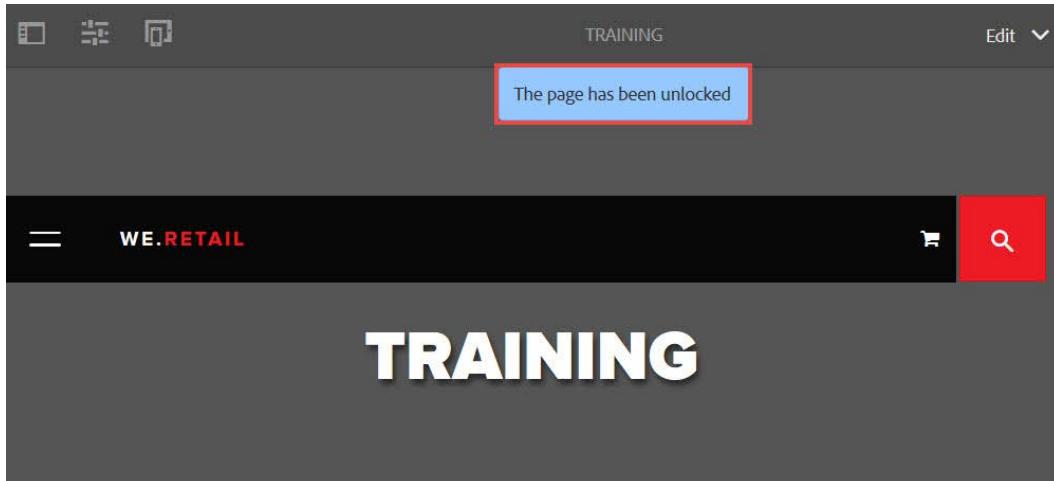
1. Open the page that is locked (for example, **Training_<username>**).
2. Click **Locked page** icon from the page toolbar.



3. Click **Unlock page** from the **Locked page** dialog box.



The page has been unlocked message appears indicating you successfully unlocked the page, and now any user can now access the page.

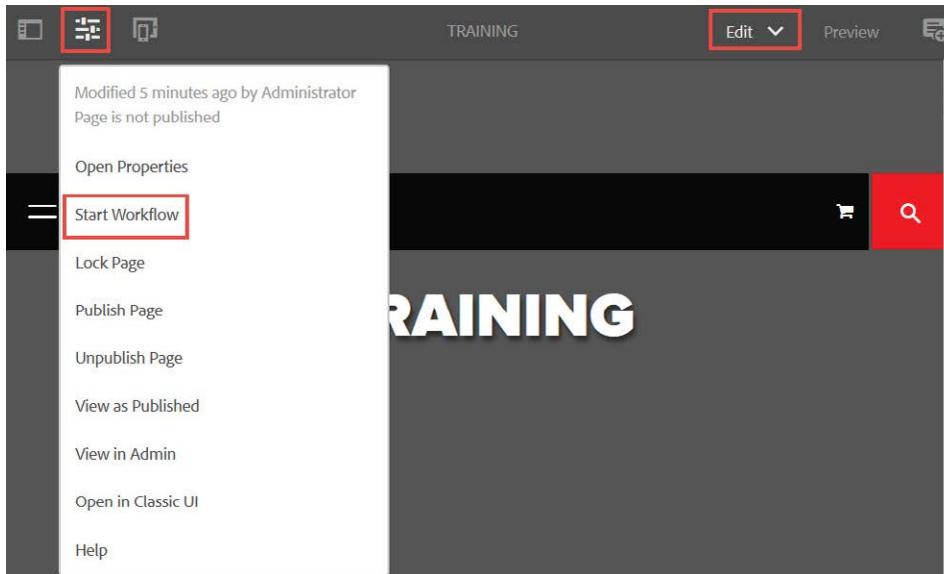




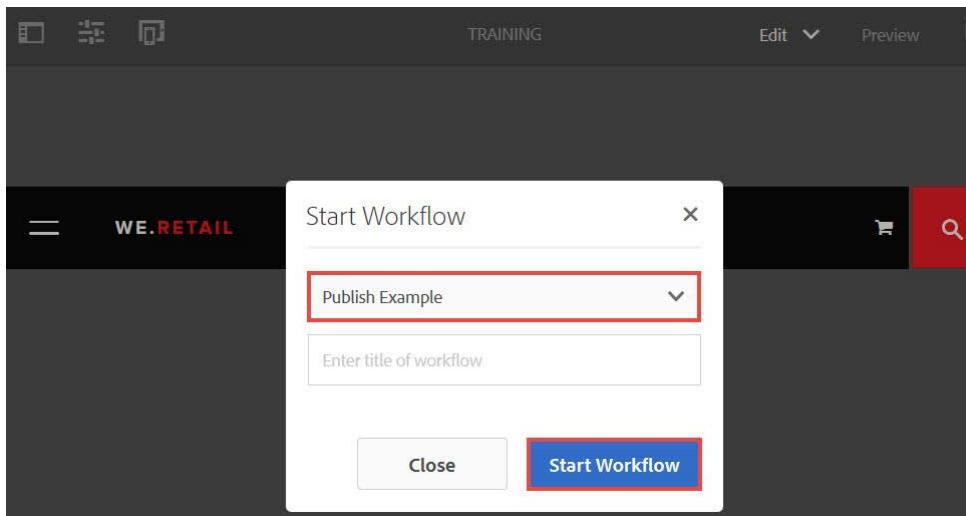
Task 10: Use a workflow to automate the page publishing process

To start and complete the workflow steps for automating Publish process are:

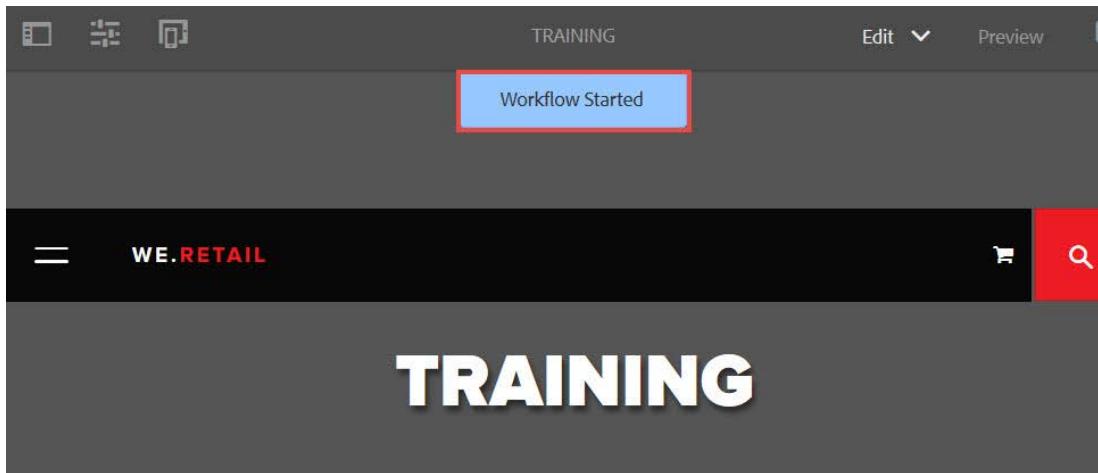
1. Open the **Training_<username>**.
2. Click the **Page Information** icon from the page toolbar, and then select **Start Workflow** from the drop-down. The **Start Workflow** dialog box opens.



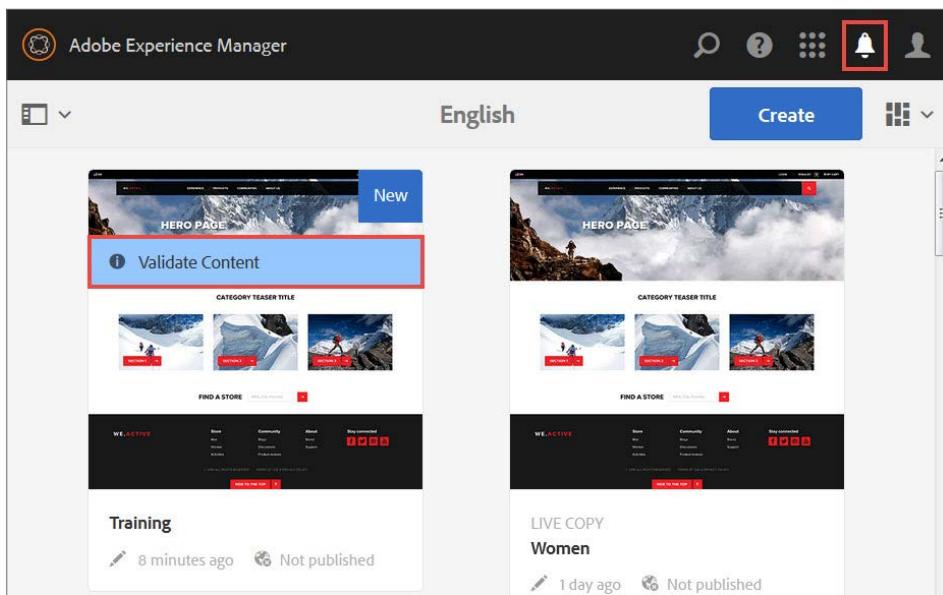
3. In the **Start Workflow** dialog box, select **Publish Example** model from **Select a Workflow Model** drop-down. You can also add a title for the workflow in **Enter title of workflow** field.
4. Click **Start Workflow**.



The **Workflow Started** message appears.



5. Navigate to the **Sites** console, click the **Notification** icon from the header bar. The **Notifications** screen appears with steps.



The **Publish Example** model has two steps:

- a. Validate Content – to validate the modified content.
- b. Publish Content – to publish the modified content.

6. Select **VALIDATE CONTENT** by clicking the corresponding checkbox. You can perform the following actions on the selected workflow item:
- Complete—to complete the workflow item.
 - Step Back—to go one step back in the workflow.
 - Delegate—to delegate the workflow item to another user or group.
 - Details—to display the workflow details such as Content Title, Start Time, and Description.

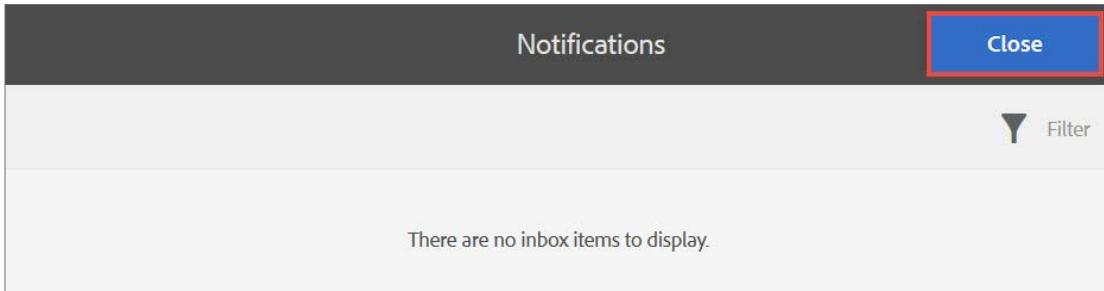
The screenshot shows a 'Notifications' panel with a single selected item. The item is for 'Validate Content' with the URL '/CONTENT/WE-RETAIL/US/EN/TRAINING'. It was performed 2 minutes ago. The 'Complete' action button is highlighted with a red box. Other buttons include 'Step Back', 'Delegate', and 'Details'. A 'Close' button is in the top right corner.

7. Click **Complete**. The workflow will direct to next step **Publish Content**, which publishes the page.

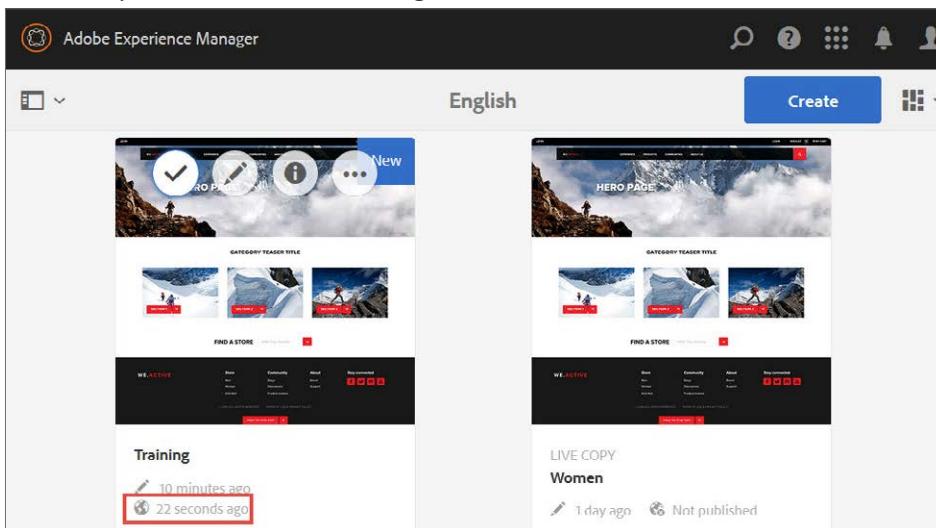
The screenshot shows a 'Complete Work Item' dialog for 'Validate Content'. It includes a 'Back' button, a 'Complete' button (which is also highlighted with a red box), and a 'Close' button. Below these are sections for 'Next Step' (set to 'Publish Content') and 'Comment' (with a placeholder for an optional comment). The title 'Complete Work Item' is centered above the content area.

You will see the There are no inbox items to display message, as there are no more workflow items.

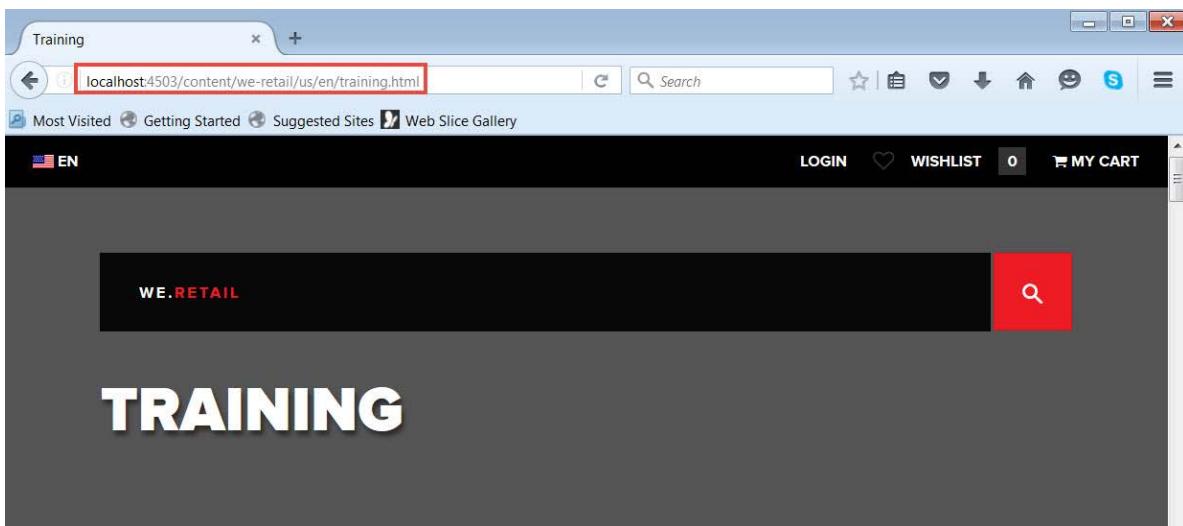
8. Click **Close** in the **Notifications** screen to take you back to the **Sites** console.



9. Navigate to **We.Retail > United States > English**, hover over **Training_<username>**, you will see published **22 seconds ago**.



You can now view **Training_<username>** page on your Publish instance.



Scenario Conclusion

By performing these tasks, you:

- Creating a distinct visual and user experience in Adobe Experience Manager without being limited to select few web page designs.
- Creating responsive web pages, which works on all device screen sizes, without compromising on readability and content flow.
- Editing properties of multiple pages to add common values to all the selected pages.
- Creating folders and uploading various assets and content fragments, and using them in web pages.
- Reorganizing the pages within the site structure through various page options available in Adobe Experience Manager.
- Creating page versions to retain the existing content value.
- Adding tags to pages and saving search results to display the right content to the visitor.
- Adding annotations to subject the content of web pages to discussion with other team members prior to publishing the content.
- Locking pages to restrict other authors from editing the created content.
- Starting a workflow to automate different processes.

Summary

You should now be able to:

- Define key terminologies used in Adobe Experience Manager
- Create pages from templates
- Add various components to a page
- Author responsive pages
- Define various page properties
- Edit page properties
- Organize and manage assets
- Use content fragments in a page
- Illustrate various options used in reorganizing the site structure
- Use various page options to preserve and increase the content value
- Explain various ways of collaborating in Adobe Experience Manager

Advanced Authoring Skills

Overview

This module lets you discover and use the special authoring features of Adobe Experience Manager, such as creating, editing, and using the workflows to automate business processes. In addition, this module includes creating and managing launches for future content releases, and creating namespaces and managing tags to enhance the search results.

Objectives

By the end of this chapter, you will

- Define the Template Editor
- Create and use editable templates in pages
- Explore the Design mode of pages
- Create and use Content Fragments in pages
- Define workflows
- List the interface elements of Workflow console
- Create and use a workflow to automate business processes
- Define launches
- Create and promote launches
- Create and promote nested launches
- List the interface elements of Projects console
- Create and manage projects
- List the interface elements of Tagging console
- Create and add tags to a namespace
- List the reasons to use tags in pages

Creating and Managing Templates

When creating a page you need to select a template; this will be used as the basis for creating the new page. The template defines the structure of the resultant page, any initial content and the components that can be used (design properties).

With the template editor, creating and maintaining templates is no longer a developer-only task. A power-author can be involved, too. Developers are still required to set up the environment, create client libraries, and create the components to be used. However, once these basics are in place, the author has the flexibility to create and configure templates without a development project or iteration.

Starting Points

Creating a new template requires collaboration; for this reason, the Role is indicated for each task. Depending on how your instance is configured, it might be useful to be aware that Adobe Experience Manager now provides two basic types of template. This does not impact how you actually use a template to create a page, but it does impact the type of template you can create and how a resultant page relates to its template.

Let's look at the following:

- Roles
- Editable versus Static Templates

Roles

Creating a new template (using the Templates console and the template editor) requires collaboration between:

- Admin:
 - › Creates a new folder for templates requires admin rights.
- Developer:
 - › Focuses on the technical/internal details; needs development environment experience.
 - › Provides the template author with some required information.
- Template Author:
 - › Specific authors that are members of the group `template-authors`, this allocates the required privileges and permissions.
 - › Can configure the use of components and other high level details. Needs:

- » Experience with some technical details; for example, using patterns when defining paths.
- » Technical information - from the developer.

Due to the nature of some tasks (such as creating a folder), a development environment is needed, and this requires knowledge/experience.

Template Types

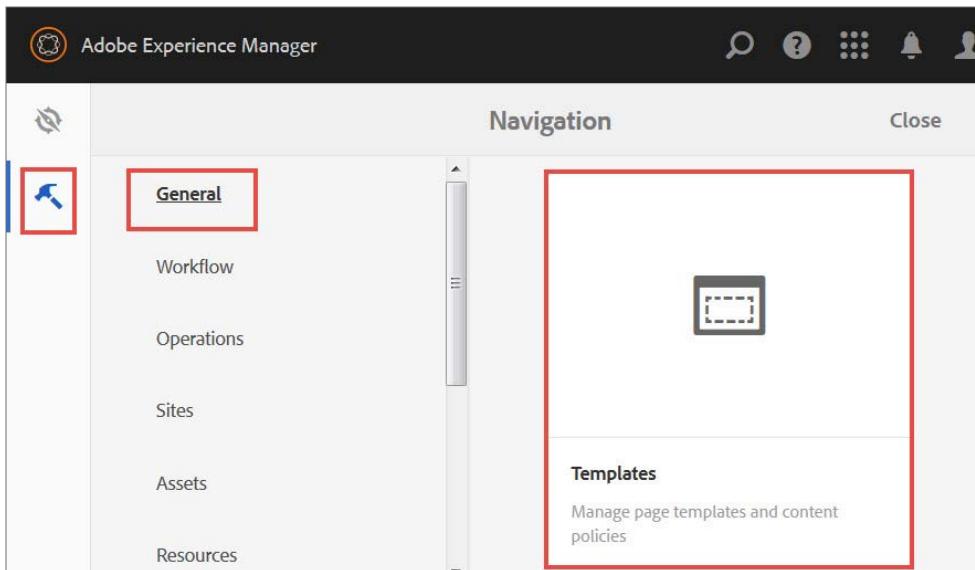
Adobe Experience Manager now offers two basic types of templates:

1. Editable Templates
2. Static Templates

Editable Templates	Static Templates
Created and edited by template authors	Defined and configured by developers
Allow you to define the structure, initial content, and content policies for pages	Have the same structure as the page. Use Design mode to persist design properties
Maintain a dynamic connection between the template and the pages	No dynamic connection with the page

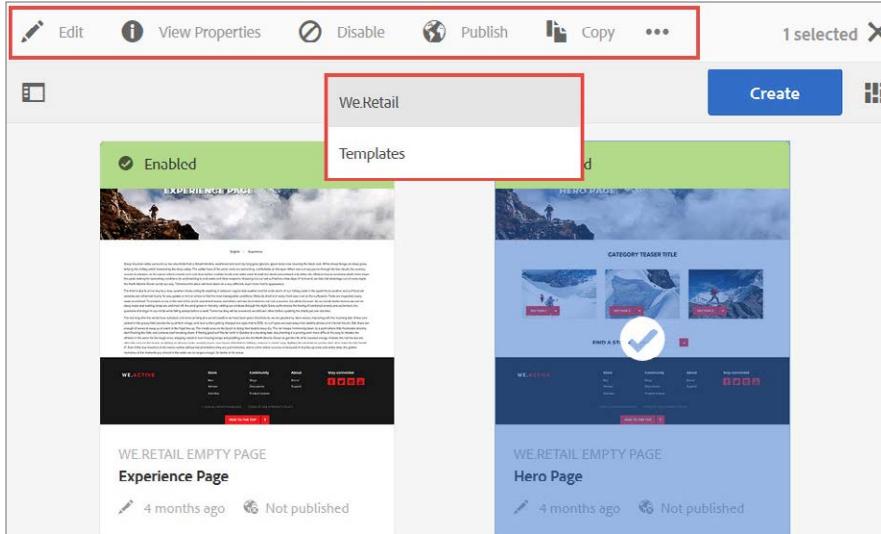
Templates Console

The Templates console is available from **Tools > General** section.



The Templates console allows your (template) authors to:

- Create a new template (either new or by copying an existing template).
- Manage the template lifecycle.



The screenshot shows the 'Templates' section of the AEM interface. At the top, there are buttons for 'Edit', 'View Properties', 'Disable', 'Publish', 'Copy', and a 'Create' button. Below this, a header bar says 'We.Retail' and has a 'Templates' tab which is highlighted with a red box. The main area displays two template cards. The first card is for an 'Experience Page' and the second for a 'Hero Page'. Both cards show preview images, titles, and status information (e.g., 'Enabled', 'Not published').

Template Editor

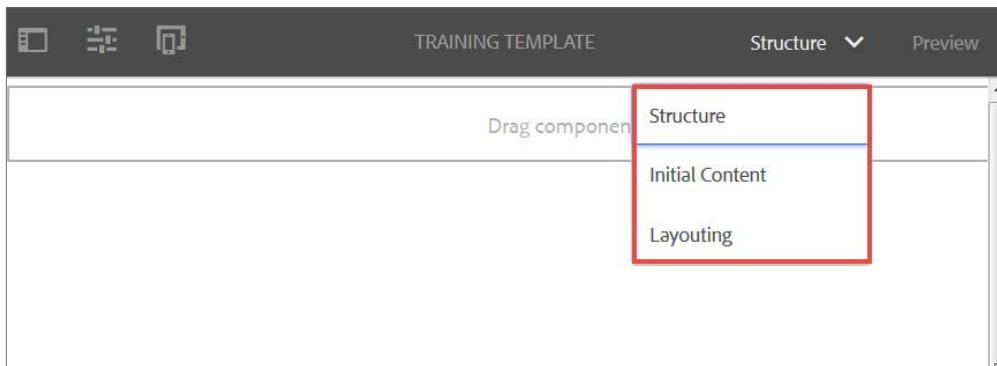
The template editor is available, allows your (template) authors to:

- Add (available) components to the template and position them on a responsive grid.
- Pre-configure the components.
- Define which components can be edited on the resultant pages (created from the template).
- Compose templates out of available components
- Position the components of the template on a responsive grid
- Define how resultant pages created from the templates can be edited
- Pre-configure the editable components
- Manage the lifecycle of the templates

Modes of Template Editor

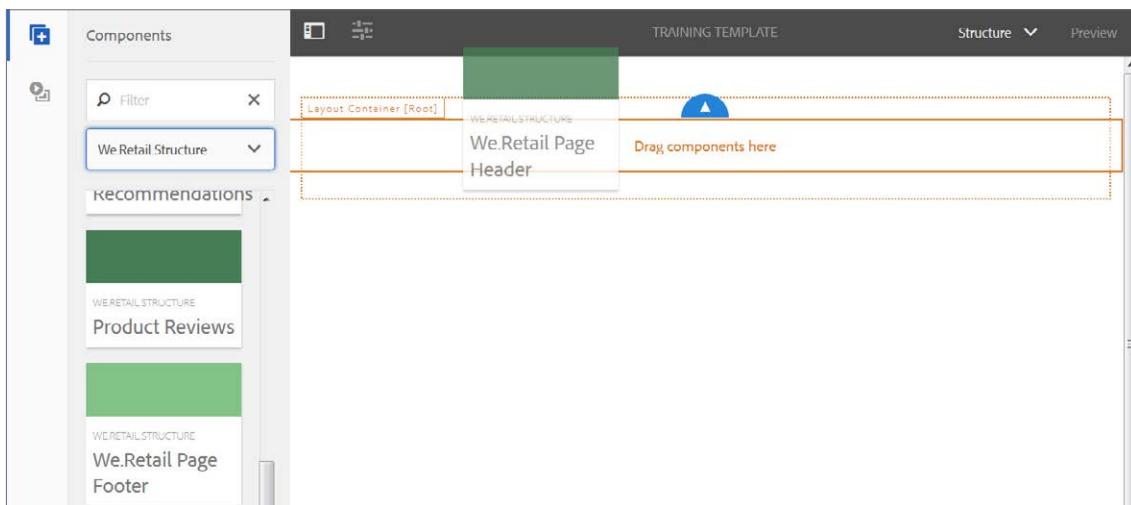
The Template Editor has the following three modes:

1. Structure
2. Initial Content
3. Layouting



Structure

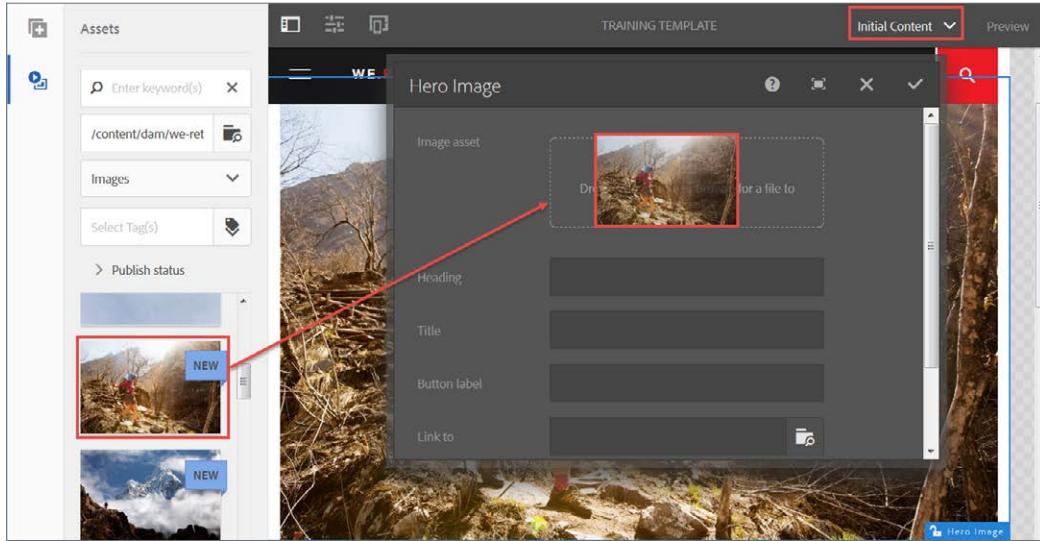
- Components added here cannot be moved/removed from resultant pages by the page authors. If you want page authors to be able to add and remove components to resultant pages, then you need to add a paragraph system to the template.
- When components are locked, you can add content; however, page authors cannot edit the components. You can unlock components to allow you to define Initial Content.



 NOTE: In structure mode, any components that are the parent of an unlocked component cannot be moved, cut, or deleted.

Initial Content

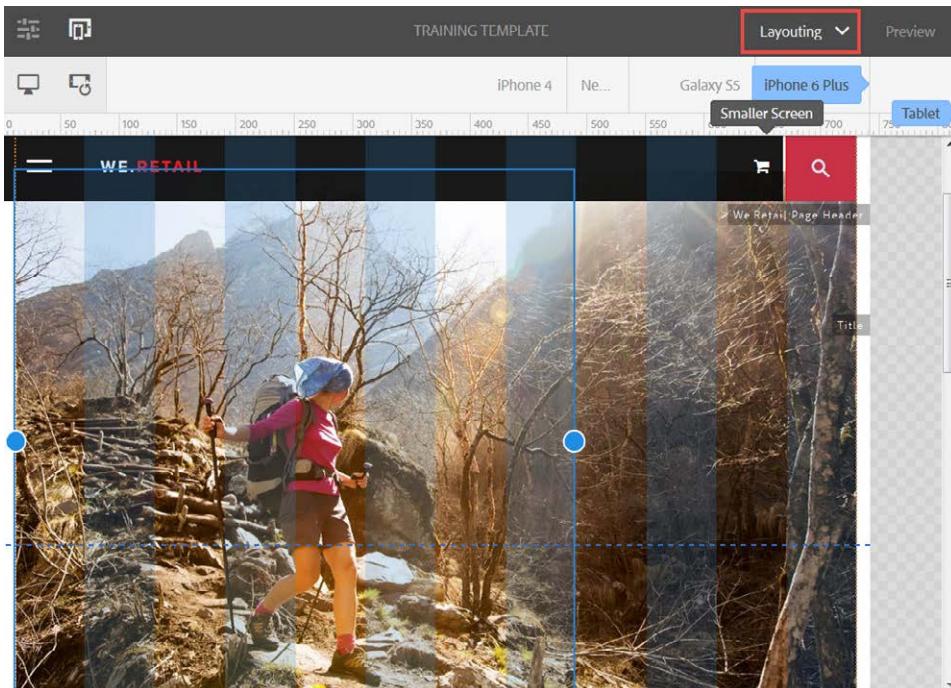
When a component has been unlocked, you can define the initial content that will be copied to the resultant page(s), created from the template. You can edit these unlocked components on the resultant page(s).



 NOTE: In the initial content mode (and on the resultant pages), you can delete any unlocked components that have an accessible parent (for example, components within a layout container).

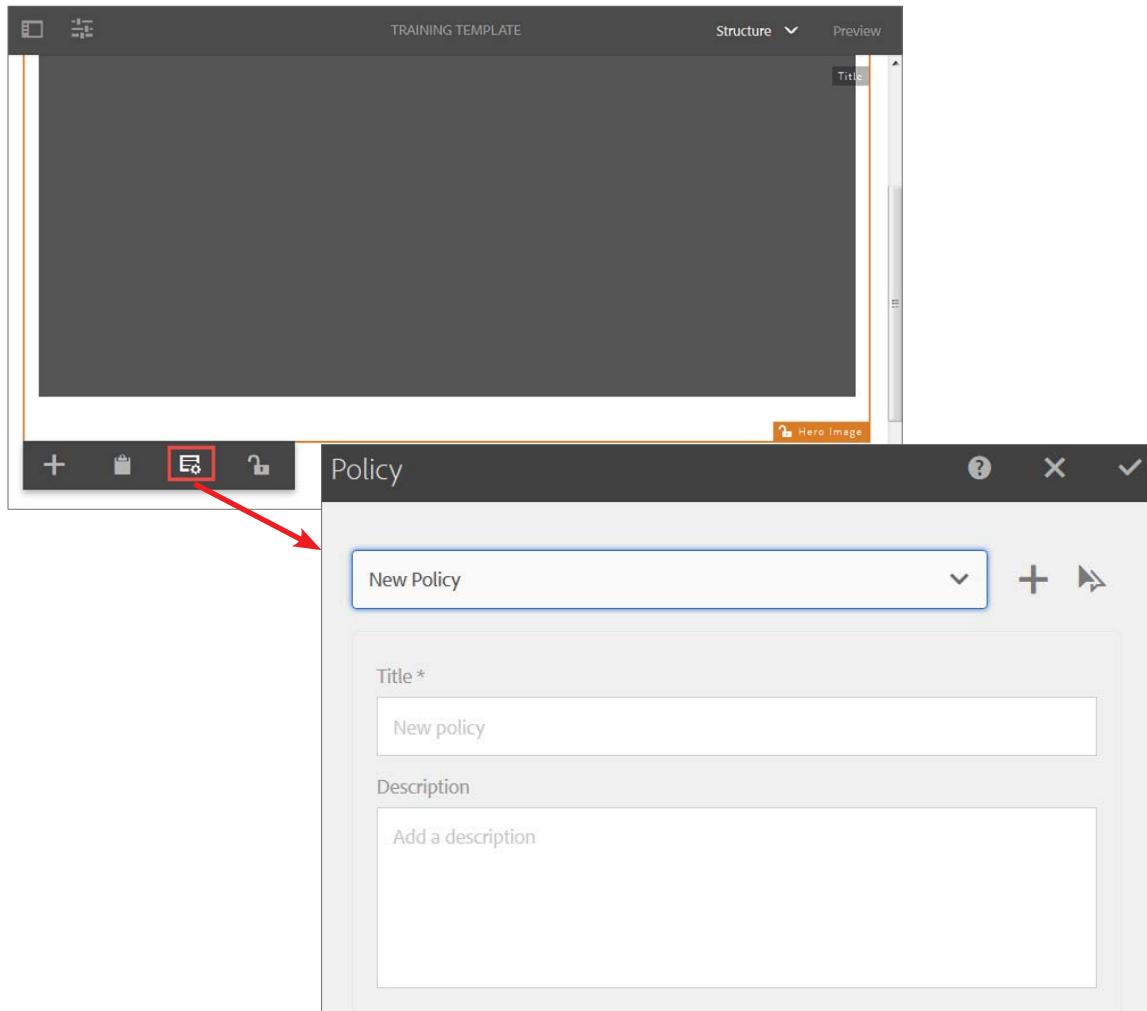
Layouting

Here you can predefine the template layout for the required device formats.



Content Policies

- Are used to connect the predefined page policies to a page. These page policies define the various design configurations.
- Some components come with a design configuration that allows you to preconfigure its behavior on the resultant page. The content policies allow you to assign such a configuration to the selected component.



Creating a New Editable Template

Steps to create a new editable template are:

1. Navigate to **Templates** console; from **General > Tools > Templates**.
2. If necessary, create a folder for the templates
3. Create a new template (empty at this stage) by clicking **Create**.
4. Select the template type then click **Next**. When you first create the template, the template will have **Draft** written in the upper-right.
5. If this is the first time you are creating a template, a tutorial displays, with information about the Template Editor. Click **Skip** then **Don't show again for this class**.
6. To make the template creation process easier, click **Toggle Side Panel** in the upper-left to display the Side Panel, which features the Components and Assets tabs. That way, you pick and choose the components you want to drag-and-drop onto the template.
7. If required, define additional properties for the template.
8. Edit the template to define the:
 - a. **Structure**: predefined content that cannot be changed on resultant pages.
 - b. **Initial Content**: predefined content that can be changed on resultant pages.
 - c. **Layouting**: for a range of devices.
9. On the page that contains your new template, click **Enable** to allow the template for use when creating a page. When the template is enable, the word, "Draft" changes to "Enabled," and if you are in the Card View, the top of the card changes from orange to green.
10. Allow the template for the required page or branch of your website.

Editing the Template

Let's see what else can be done with templates.

Change the Structure

Editing the template structure, and adding new components will be reflected on the pages that resulted from it.

Add Initial Content

It is also possible to define the initial content for a template, which will be copied over to newly-created pages.

Modify Content Policies

The content policy allows you to link to a design configuration. This allows you to reuse the same design configurations across different templates. It is a powerful concept, but also implies you need to be cautious when modifying content policies that might be used on other templates.

For example, If you change the list of allowed components on the layout container placeholder, this will affect the pages which will be created from the template.



NOTE: A content policy can also be assigned to the page component itself.

Best Practices

- Check the impact of changes to templates (that are enabled) on the pages created from that template
 - › Here's a list of the different operations that are possible on templates, and on how they affect the related pages:
 - » **Changes to the structure:** they apply to the pages immediately (of course, publication of the changed template is still needed for visitors to see the changes)
 - » **Changes to content policies and design configurations:** they apply to the affected pages immediately (likewise, publication of the changes is needed for visitors to see the changes)
 - » **Changes to the initial content:** they only apply to newly created pages
 - » **Changes to the layout:** depending on whether the modified component is part of structure or initial content, they apply immediately, or only on newly created pages
 - » **Locking or unlocking components of enabled templates:** this can have dangerous effects when a template isn't a draft anymore, meaning that existing pages can already use it. Typically, newly unlocked components will be missing on existing pages, and locking components that were editable will hide that content from being displayed on the pages.
 - Create your own folders for site-specific templates
 - Publish your templates from the Templates console



Perform Task 1: **Create, edit, and use a template to create a page**, from the Lab Activity section.

Exploring the Design Mode

When Adobe Experience Manager instance is installed out-of-the-box, a selection of components are immediately available in the Components browser.

In addition to these, various other components are also available. You can use Design mode to Enable/disable such components. When enabled and located on your page, you can then use the **Design** mode to configure aspects of the component design by editing the attribute parameters.

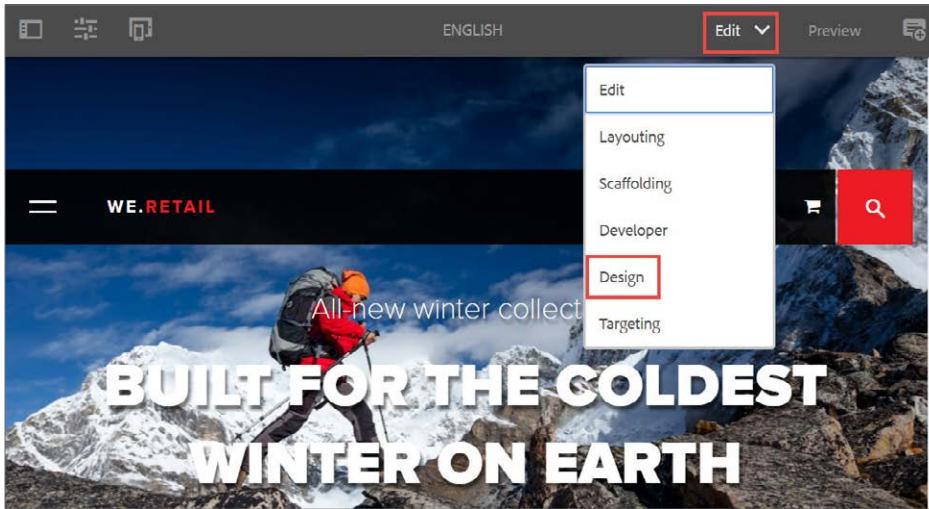


Enable or Disable Components

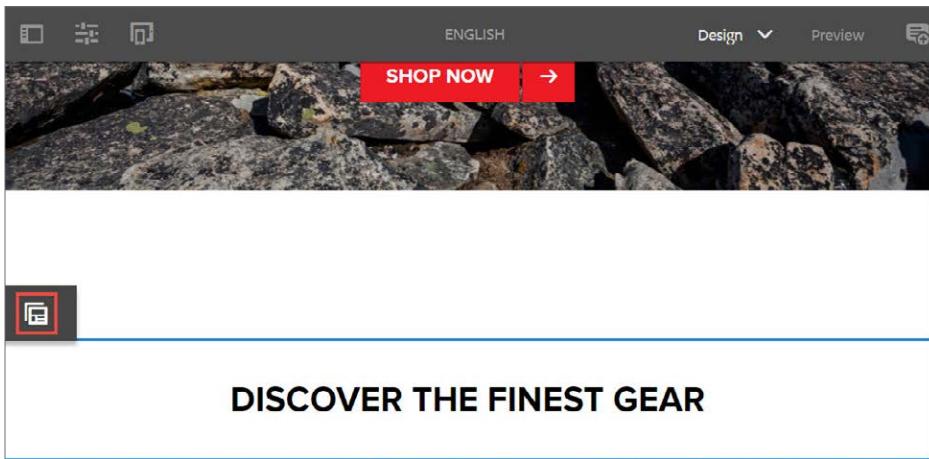
The process actually involves adding, or removing, the components allowed in the paragraph system for the page. The paragraph system (parsys) is a compound component that contains all other paragraph components. The paragraph system allows authors to add components of different types to a page as it contains all other paragraph components. Each paragraph type is represented as a component.

To either enable or disable a component:

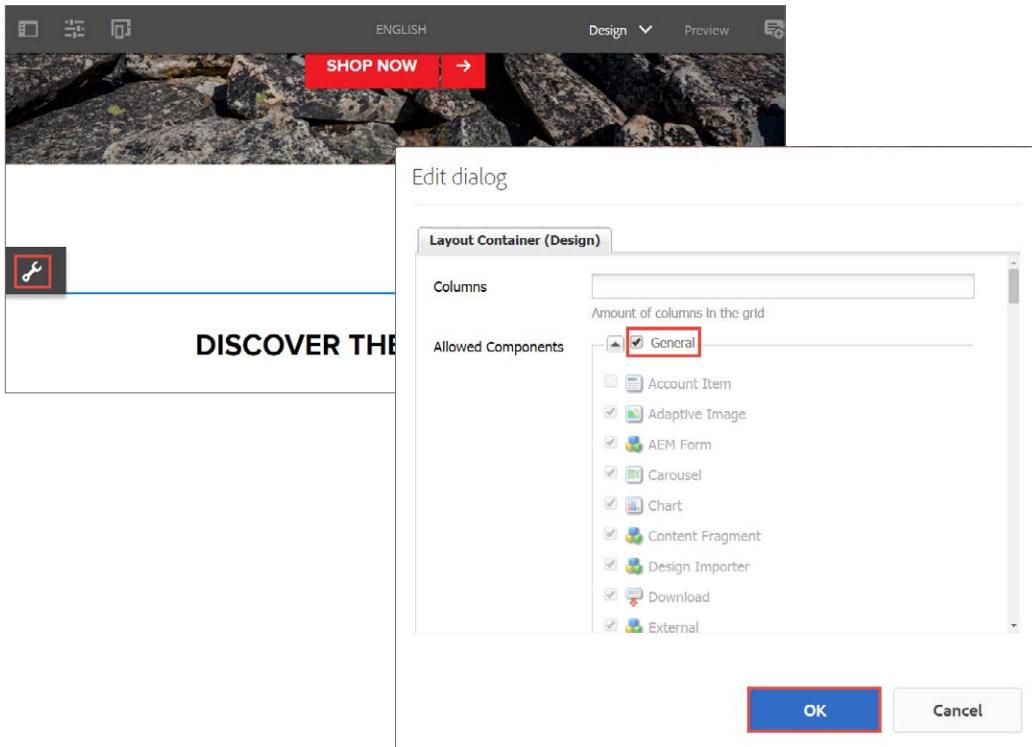
1. Open the page, and then select the **Design** mode from **Edit** drop-down.



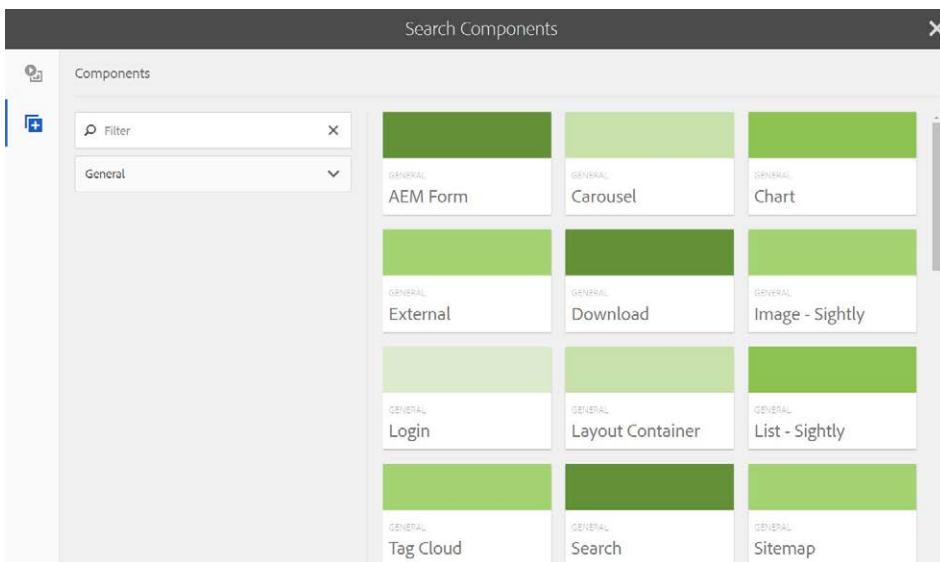
2. Click on a component (with a blue border):
3. Click the **Parent** icon, this will select the paragraph system containing the current component.



4. Click the **Configure** icon for the paragraph system.
5. Use the **Edit dialog** to define the components available in the components browser when editing the current page:
6. Select **OK** to save your configuration.



You define the configuration per page component. If child pages use the same template and/or page component (usually aligned), then the same configuration will be applied to the corresponding paragraph system.



Creating and Managing Content Fragments

Adobe Experience Manager (AEM) Content Fragments allow you to design, create, curate and use page-independent content.

The number of communication channels is increasing annually. However, you (probably) do not want to use exactly the same content for all channels - you need to optimize your content according to the specific channel.

With content fragments, you can:

- consider how to reach target audiences efficiently across channels
- create and manage channel-neutral editorial content (including for example, text, images, and video)
- build content pools for a range of channels
- design content variations for specific channels.

Content Fragments

- Stored as Assets
 - Content fragments (and their variations) can be created and maintained from the **Assets** console.
- Used in the page editor by means of the Content Fragment component (referencing component):
 - The **Content Fragment** component is available to page authors. It allows them to reference the required content fragment.
- Are content type that contain one or more:
 - Text elements
 - References to associated assets (for example, images, videos, and other fragments)
- Are independent from the delivery mechanism (for example, page or channel).
- Can contain variations of master elements to adjust fragment text according to the specific editorial or channel requirements.

- Have a hierarchical structure:
 - › Content fragment: parent node
 - › Elements: child nodes
- Are defined by a Fragment Template.

Components of Content Fragment

Content fragments are made up of:

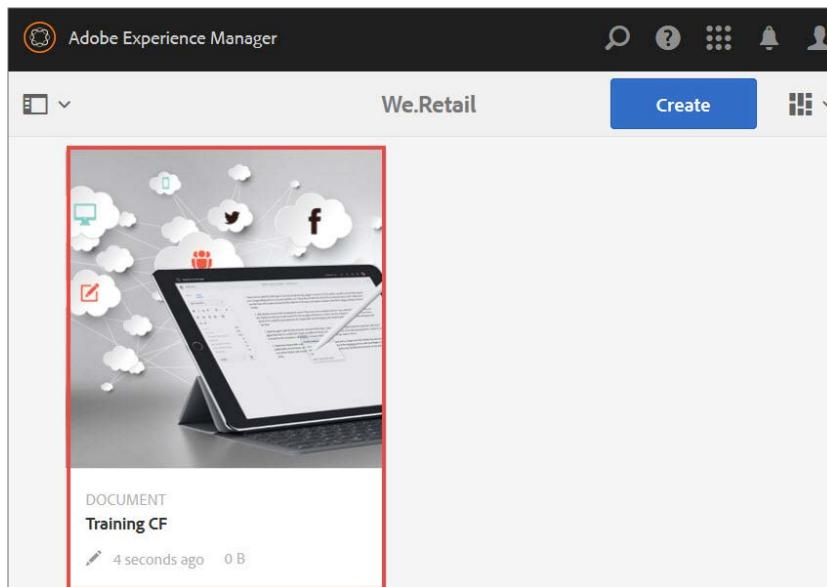
- Fragment Elements
 - › Text assets.
 - › Dedicated nodes in the repository, as child nodes of a fragment's parent node.
 - › Typically text, with unique functionality, design and layout, requiring unique components.
 - › Defined in the fragment template (cannot be defined when authoring the fragment, but can be selected for use).
- Variations
 - › Renditions of fragment text that are specific to editorial purpose; can be related to the channel but are not compulsory, but can also be for ad-hoc local modifications.
 - › Can be defined during fragment authoring or pre-defined in fragment templates.
 - › Stored in the fragment, to help avoid scattering of content copies.
- Fragment Paragraphs
 - › Blocks of text, within an element or variation, separated by vertical spaces (carriage return)
 - › In rich text mode, you can format a paragraph as a header, in which case it and the following paragraph belong together as one unit.
 - › Enable content control during page authoring,
- Fragment Metadata
 - › Use the Assets metadata schemas.
 - › Tags can be created when you create and author the fragment, or added later by editing the fragment properties.
- Associated Content
 - › This is content external to, but with editorial relevance for, a fragment. Typically images, videos, or other fragments.
 - › Associated to fragments via collections. Associated collections enable curation of content that is relevant to the fragment.
 - › Collections can be associated to fragments via templates, as default content, or by authors during fragment authoring.
- Fragment Template
 - › Defines the structure of a fragment (title, number of text elements, tag definitions, variations, and associated collections).

- › Template definitions require a title and one text element; everything else is optional. The template defines a minimal scope of the fragment and associated default content if applicable. Authors can later extend a fragment beyond what is defined in the template.
- › Does not define channels (at least not directly). It defines variations that can be used for channels. Channels themselves (delivery) are defined and controlled by components.
- Content Fragment Component
 - › Responsible for layout and delivery of a fragment (for example, channels).
 - › Fragments need one or more dedicated components to define layout and deliver some or all elements/variations and associated content.
 - › Dragging a fragment onto a page in authoring will automatically associate the required component.

Creating Content Fragments

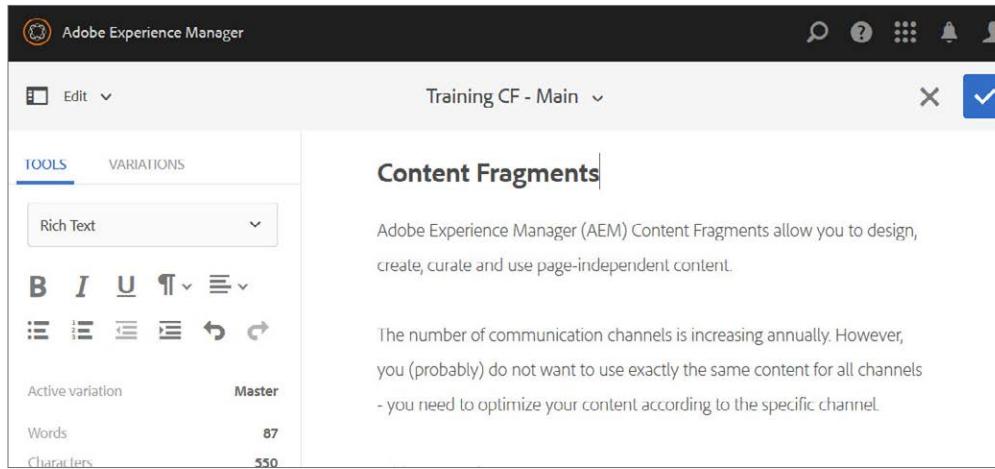
Steps to create content fragments are:

1. In the **Assets** console navigate to the required folder.
2. Select **Create**, then **Create Content Fragment**.
3. In the **Template** step, select the fragment type (for example, **Simple Fragment**) then click **Next**.
4. In the **Properties** step, specify the **Title**.
5. Select **Create** to complete the process. Your Assets folder now contains a new content fragment.



Editing Content Fragments

1. Use the **Assets** console to navigate to the location of your content fragment.
2. Click **Select** to select the content fragment, and then click **Edit** for to open the content fragment for editing.
3. In the fragment editor, you can add and format the content.



4. Click the **Variations** tab to create fragment variations. When you first create a content fragment, you have what's called the Master.

You can edit the fragment content (for the appropriate element and/or variation) using the following formats:

- Rich Text: allows you to format the content (Bold, Underline, Bullets, and so on).
- Plain Text: allows for rapid entry of content without formatting or markdown information.
- Markdown: allows you to format your text using markdown (Heading Notation, Paragraphs and Line Breaks, Links, Images, and so on)

The screenshot shows the AEM interface with the title 'Training CF - Main'. On the left, there's a sidebar titled 'TOOLS' with a dropdown menu set to 'Rich Text'. Below it are options for 'Plain Text' and 'Markdown'. To the right of the sidebar, there's a table with various metrics: Words (50), Characters (345), Characters (with spaces) (396), Sentences (9), Avg. Sentence (words) (6), Avg. Sentence (chars) (38), and Paragraphs (8). The main content area has a section titled 'Introduction' which contains text about content fragments being page-independent assets and allowing channel-neutral content with variations. Another section titled 'Components of Content Fragments' lists 'Fragments', 'Variations', and 'Elements' as components.

Actions on Content Fragments

You can perform different actions on content fragments, either directly, as quick actions, or from the toolbar (after selection):

- View Properties: Allows you to view and/or edit the metadata.
- Edit
- To Collection: Add the asset to a collection.
- Copy/Paste
- Move
- Publish/Unpublish
- Delete



Perform Task 2: Create, edit, and use content fragments in a page, from the Lab Activity section.

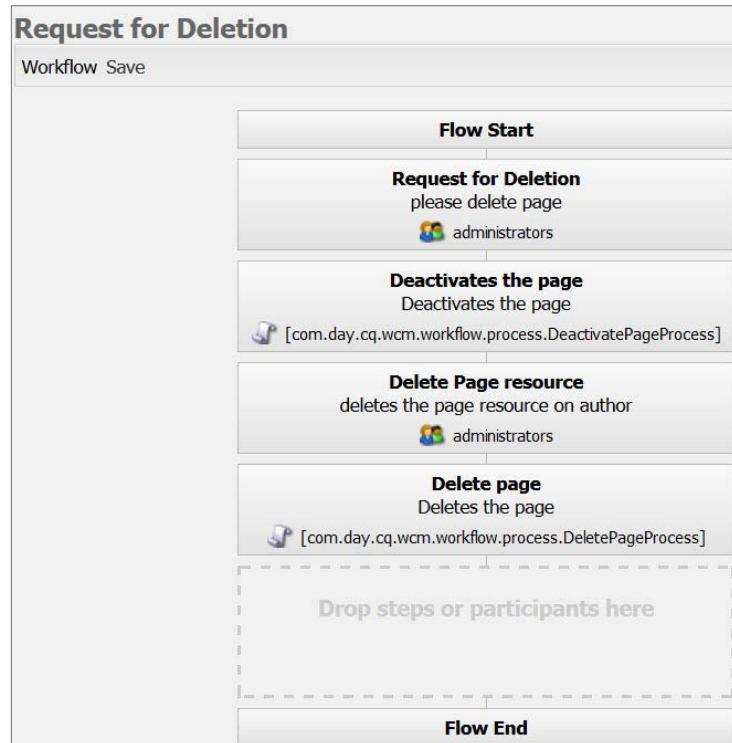
Creating and Managing Workflows

Workflows allow you to automate Adobe Experience Manager activities. A workflow consists of a series of steps completed in a specific order. Each step performs a distinct activity, such as activating a page or sending an email message. Workflows can interact with assets in the repository, user accounts, and services.

For example, a key application of Adobe Experience Manager is Web Content Management (WCM), which allows you to generate and publish pages to your website. This functionality is often subject to organizational processes, including steps such as approval and sign-off by participants. Workflows can represent these processes, which in turn can be defined within Adobe Experience Manager, and then applied to the appropriate content pages.

Many useful workflow models are provided in Adobe Experience Manager (out of the box). In addition, you can create and define any number of custom workflow models, tailored to the specific needs of your project using the Workflow console.

The following is a sample workflow used to delete a page in Adobe Experience Manager:



Workflow Objects

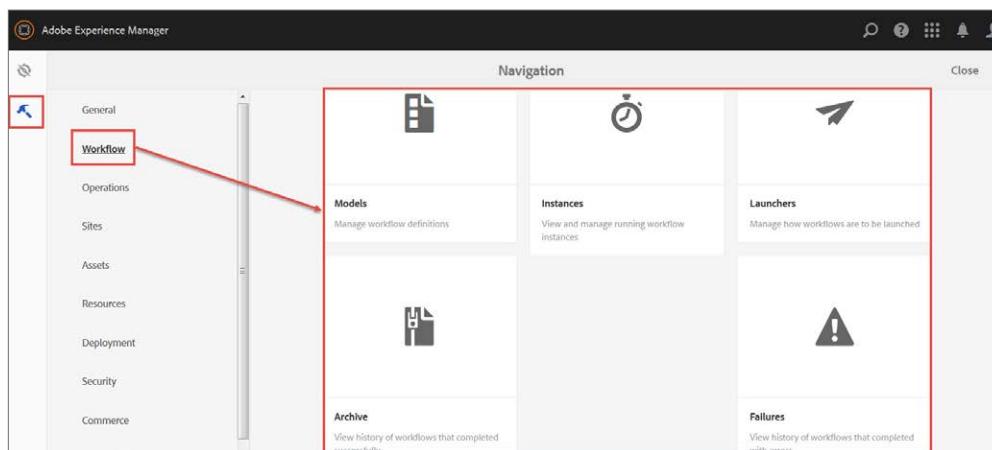
A workflow is associated with the following objects:

- Model—comprises nodes and transitions. The transitions connect the nodes and define the flow. The model always has a start node and an end node
- Steps—Workflow models consist of a series of different types that can be extended with scripts to provide the functionality and control you require.
- Transition—defines the link between two consecutive steps. You can apply rules to a transition.
- WorkItem—is an object that represents a task or action in the workflow system. A workflow instance can have more than one WorkItem at the same time.
- Payload—is an entity upon which a workflow instance acts. For example, a page in Adobe Experience Manager could be passed from step-to-step as a payload.
- Lifecycle—workflow begins when it is started, and ends when the end node is processed. You can apply the following actions on a workflow: terminate, suspend, resume, and restart. Completed and terminated instances are archived.
- Inbox—Users have their own workflow inbox in which the assigned WorkItems are accessible. The WorkItems are assigned either to a specific user itself or to the group to which the user belongs.

Workflow Console

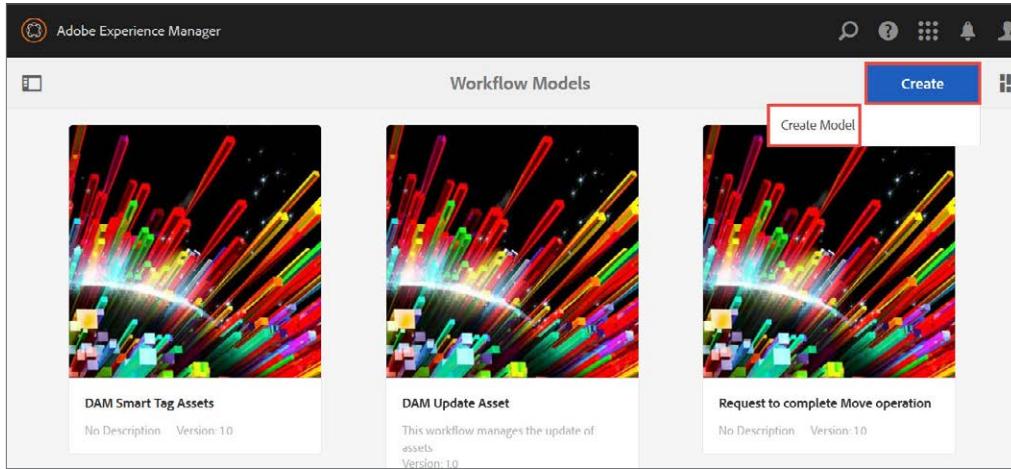
Adobe Experience Manager provides several tools and resources for creating workflow models, developing workflow steps, and for programmatically interacting with workflows.

The Workflow console is a centralized location for managing workflows. To access the Workflow console, from the rail, navigate to **Tools > Workflow**.

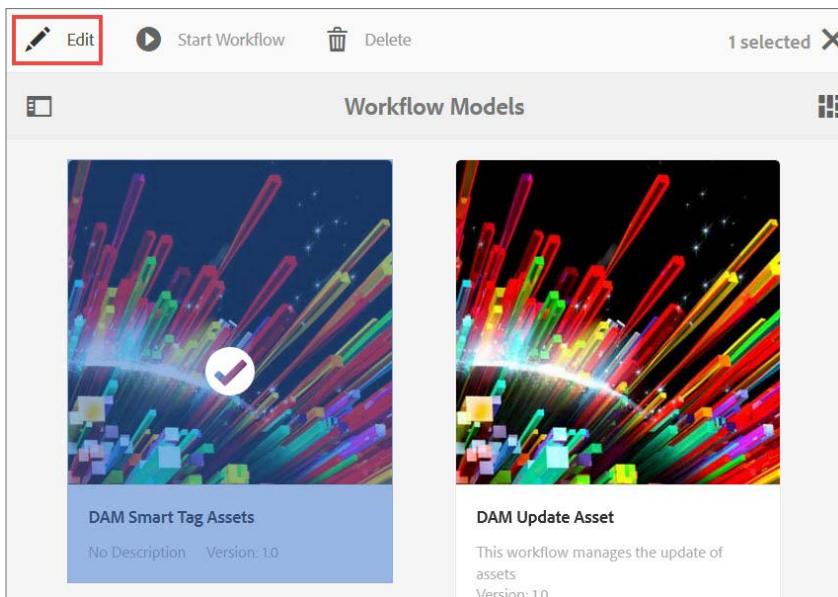


The Workflow console has the following options:

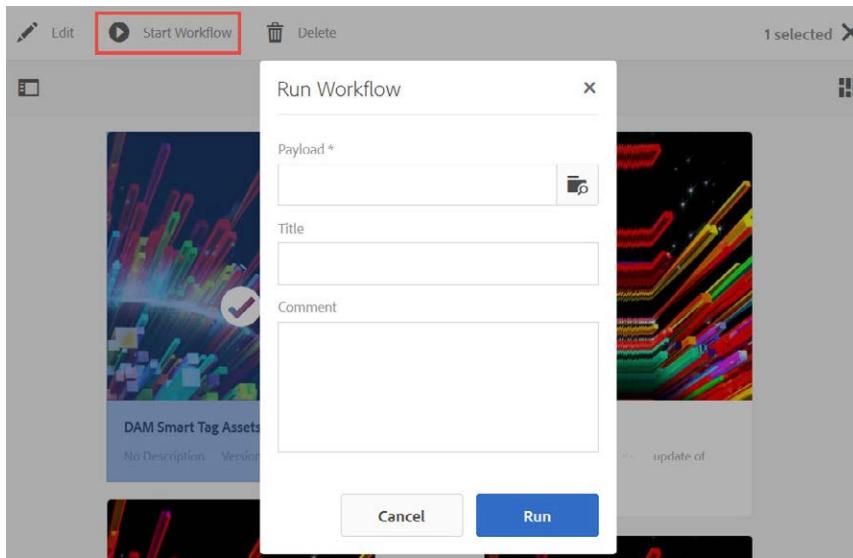
- Models: Allows you to create, edit, or delete workflow models.
 - a. Create workflow model



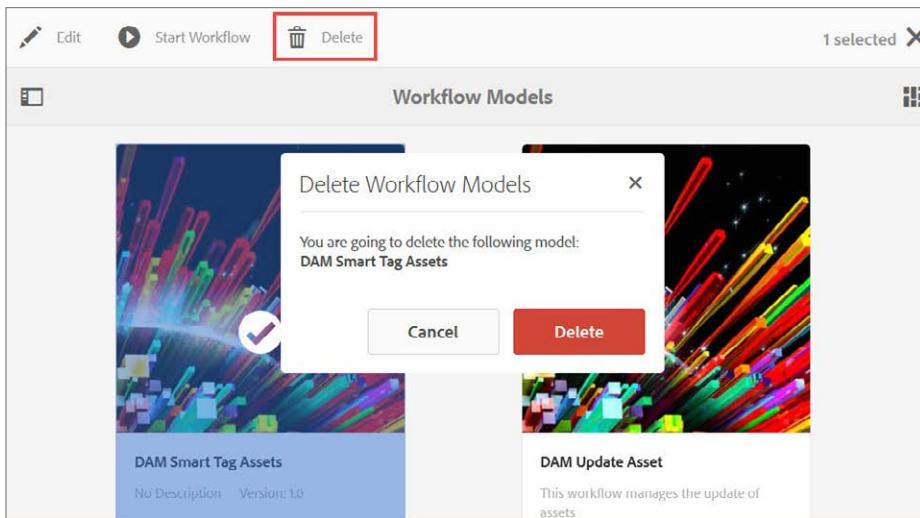
- b. Edit the workflow model: Select the desired model and click **Edit** from the toolbar. Allows you to edit the workflow steps.



c. Start Workflow: Allows you to add a payload and run the workflow instance.



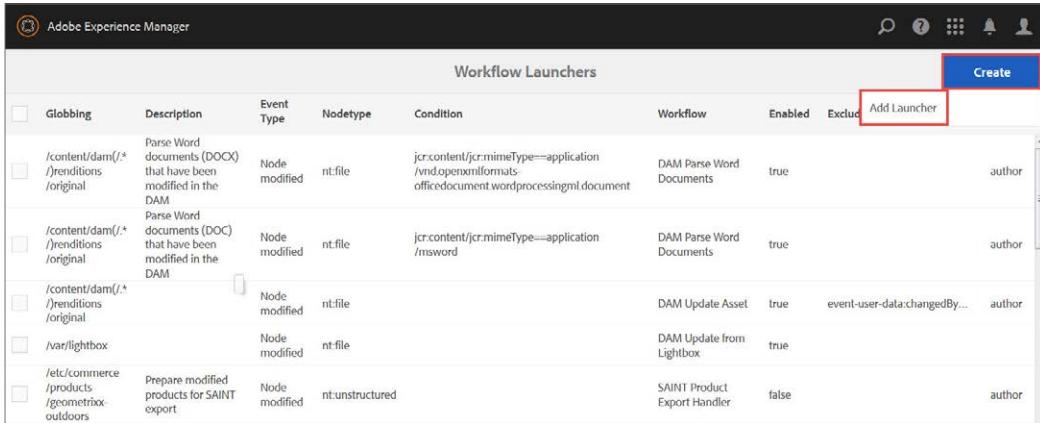
d. Delete: If you no longer need the workflow model, you can delete it.



- Instances: Display the details of active workflow instances. These instances are version-dependent.
 - Allows you to **Terminate**, **Suspend**, **Rename**, and **Open History** of the workflow instance.

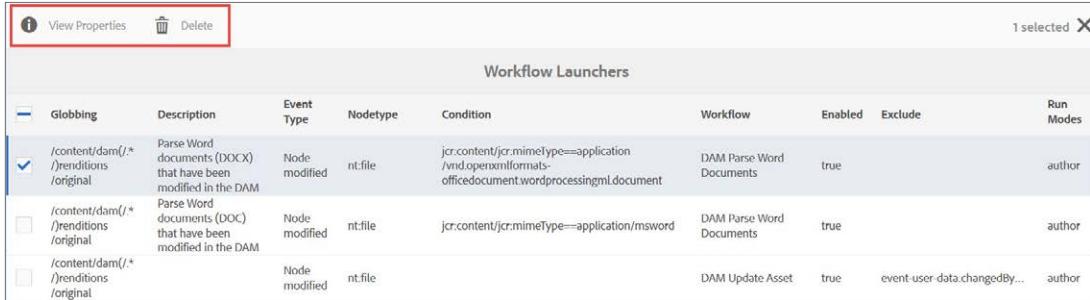
checkbox	Status	Initiator	Start Time	Model	Payload	Comment	Title	Version
<input checked="" type="checkbox"/>	RUNNING	admin	15-05-2016 12:05:39	DAM Smart Tag Assets	/content/we-retail/community/en/messaging			1.0

- Launcher: Allows you to define a workflow to launch if a specific event occurs in Adobe Experience Manager. You can also create new launchers.



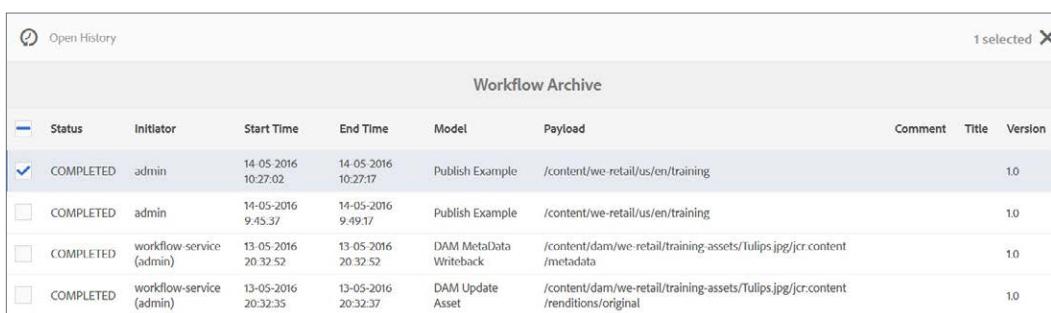
Workflow Launchers								
	Globbing	Description	Event Type	Nodetype	Condition	Workflow	Enabled	Exclude
<input type="checkbox"/>	/content/dam(/.* /renditions /original	parse Word documents (DOCX) that have been modified in the DAM	Node modified	nt:file	jcr:content/jcr:mimeType==application /vnd.openxmlformats-officedocument.wordprocessingml.document	DAM Parse Word Documents	true	
<input type="checkbox"/>	/content/dam(/.* /renditions /original	Parse Word documents (DOC) that have been modified in the DAM	Node modified	nt:file	jcr:content/jcr:mimeType==application /msword	DAM Parse Word Documents	true	
<input type="checkbox"/>	/content/dam(/.* /renditions /original		Node modified	nt:file		DAM Update Asset	true	event-user-data:changedBy...
<input type="checkbox"/>	/var/lightbox		Node modified	nt:file		DAM Update from Lightbox	true	
<input type="checkbox"/>	/etc/commerce /products /geometrixx-outdoors	prepare modified products for SAINT export	Node modified	nt:unstructured		SAINT Product Export Handler	false	

- › You can view and edit the workflow instance properties, and also delete Launchers if you don't need them.



Workflow Launchers								
	Globbing	Description	Event Type	Nodetype	Condition	Workflow	Enabled	Exclude
<input checked="" type="checkbox"/>	/content/dam(/.* /renditions /original	Parse Word documents (DOCX) that have been modified in the DAM	Node modified	nt:file	jcr:content/jcr:mimeType==application /vnd.openxmlformats-officedocument.wordprocessingml.document	DAM Parse Word Documents	true	
<input type="checkbox"/>	/content/dam(/.* /renditions /original	Parse Word documents (DOC) that have been modified in the DAM	Node modified	nt:file	jcr:content/jcr:mimeType==application/msword	DAM Parse Word Documents	true	
<input type="checkbox"/>	/content/dam(/.* /renditions /original		Node modified	nt:file		DAM Update Asset	true	event-user-data:changedBy...

- Archive: Lets you access details of workflow instances that are completed and terminated.
 - › You can view the history of the workflow instance by clicking **Open History**.



Workflow Archive									
	Status	Initiator	Start Time	End Time	Model	Payload	Comment	Title	Version
<input checked="" type="checkbox"/>	COMPLETED	admin	14-05-2016 10:27:02	14-05-2016 10:27:17	Publish Example	/content/we-retail/us/en/training			1.0
<input type="checkbox"/>	COMPLETED	admin	14-05-2016 9:45:37	14-05-2016 9:49:17	Publish Example	/content/we-retail/us/en/training			1.0
<input type="checkbox"/>	COMPLETED	workflow-service (admin)	13-05-2016 20:32:52	13-05-2016 20:32:52	DAM MetaData Writeback	/content/dam/we-retail/training-assets/Tulips.jpg/jcr:content /metadata			1.0
<input type="checkbox"/>	COMPLETED	workflow-service (admin)	13-05-2016 20:32:35	13-05-2016 20:32:37	DAM Update Asset	/content/dam/we-retail/training-assets/Tulips.jpg/jcr:content /renditions/original			1.0

- Failures: Lets you monitor and manage failed workflow instances.
 - › Provides **Terminate**, **Retry Step**, **Terminate and Retry** options to complete the workflow steps.

The screenshot shows a table titled "Workflow Failures" with the following data:

Status	Initiator	Start Time	Model	Payload	Comment	Title	Version
RUNNING	admin	15-05-2016 12:05:39	DAM Smart Tag Assets	/content/we-retail/community/en/messaging		1.0	

- › Allows you to view the failure details and history of the workflow instance.

The screenshot shows a table titled "Workflow Instance History" with the following data:

Status	Title	Initiator	Start Time	End Time	Action	Comment	Title	Version
Completed	Start	admin	14-05-2016 10:27:02	14-05-2016 10:27:02	NodeTransition		1.0	
Completed	Validate Content	admin	14-05-2016 10:27:02	14-05-2016 10:27:17	WorkflowCompleted		1.0	
Completed	Publish Content	workflow-service	14-05-2016 10:27:17	14-05-2016 10:27:17	WorkflowCompleted		1.0	

Workflow Model

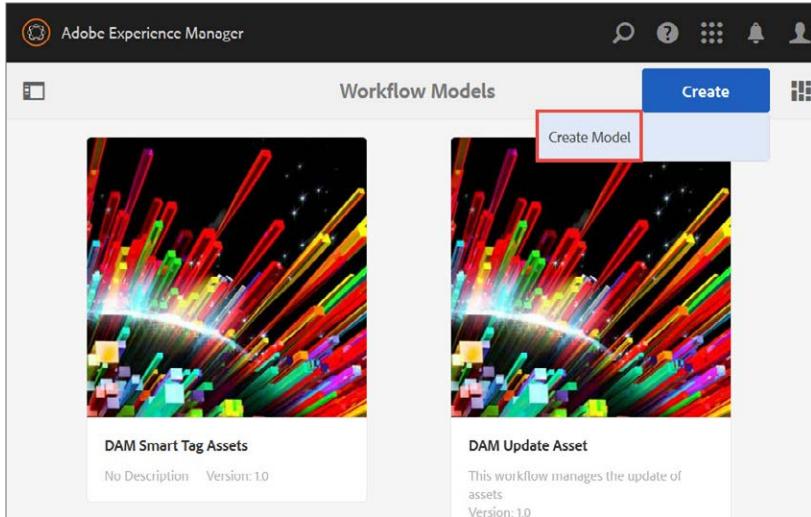
Based on your business requirement, you can create a workflow. You can also edit an existing workflow model to meet your requirement.

A workflow model includes a Flow Start and a Flow End step. These steps indicate the beginning and end of the workflow. All other steps are contained within these two steps.

Every new model created includes a sample participant step, which you can either edit or remove. You can add and configure additional steps as required.

Creating a Workflow Model

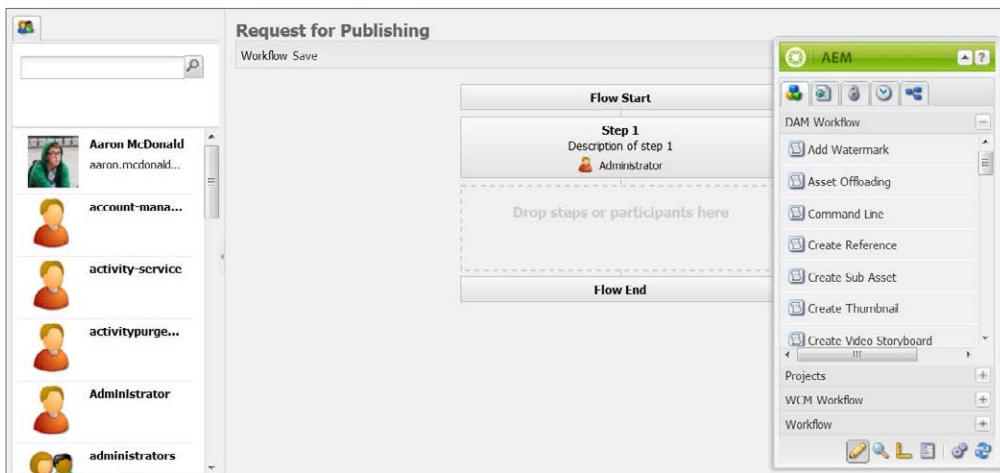
You can create a new workflow model from the **Tools > Workflow > Models > Create > Create Model**.



Editing a Workflow Model

When you create a new workflow, a skeleton workflow is created with the following minimum steps.

- Flow Start: A mandatory step to start the workflow. You cannot edit or delete this step.
- Step 1: A Participant step. You can edit or replace this step; you can also add more steps.
- Flow End: A mandatory step for every workflow. The End step terminates the workflow, or passes control back to the parent workflow in the case of a child (sub-) workflow.

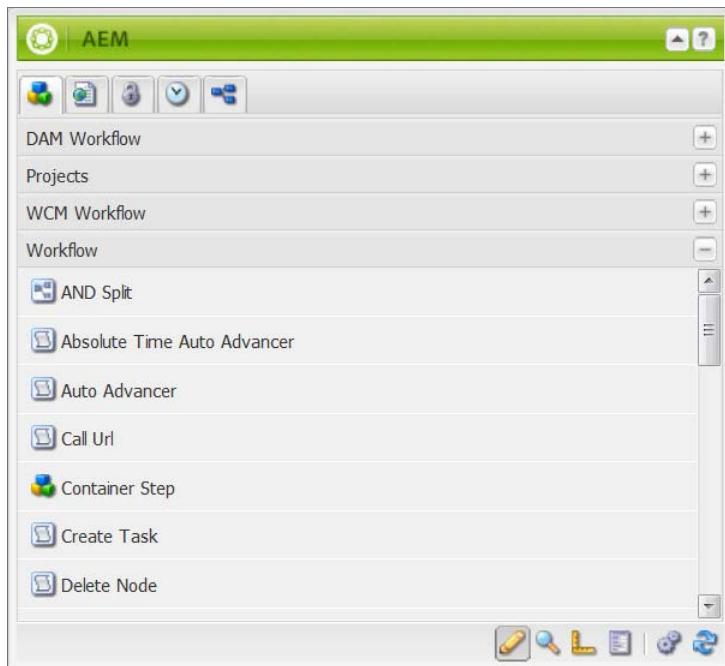


First let's look at what a workflow step is.

A workflow consists of one or more steps. Each step can contain any number of actions and associated conditions. For example, a step in a publish workflow may involve approval from an editor. Some steps may require manual intervention, while others may be automatic.

In Adobe Experience Manager, there are a number of steps available for workflows, such as:

- Participant step
- Process step
- Create Task
- Delete Node
- Dialog Participant step
- Dynamic Participant step
- Form Participant step



Two of the most commonly used workflow steps are the Participant step and the Process step.

Participant Step

- Participant step allows you to assign a step to a user or a group of users.
 - › If the workflow is assigned to just one user, then that particular user needs to complete the assigned task before the workflow can proceed to the next step.
 - › If the workflow is assigned to a group of users, then all the users need to complete the step.

- You can notify users of their required action through email. Also, if configured, the participants will receive an email notification when the workflow is completed or if the workflow is aborted.
- You can configure timeouts and timeout handlers for this step. Timeout is the period after which a step is timed out.

Process Step

- Process step has in-built processes that you can use:
 - Workflow control processes: These processes control the behavior of the workflow, and do not perform any action on content.
 - Basic processes: These processes perform simple tasks such as deleting a node or logging a debug message.
 - WCM processes: These processes perform WCM-related tasks such as activating a page and confirming registration.
- Versioning processes: These processes perform version-related tasks such as creating versions of the payload.
- DAM processes: These processes perform DAM (Digital Asset Management)-related tasks such as creating thumbnails, creating sub-assets, and extracting metadata.
- Collaboration Processes: These processes are related to the collaboration features of Adobe Experience Manager, such as social communities.

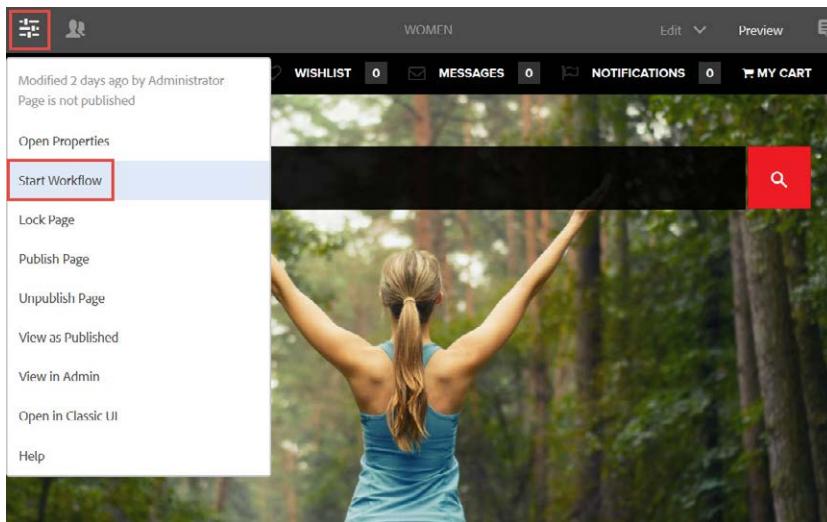
Using Workflows

After you define your workflow, you will want it to be used when managing your website. The following sections detail the different tasks involved in workflows.

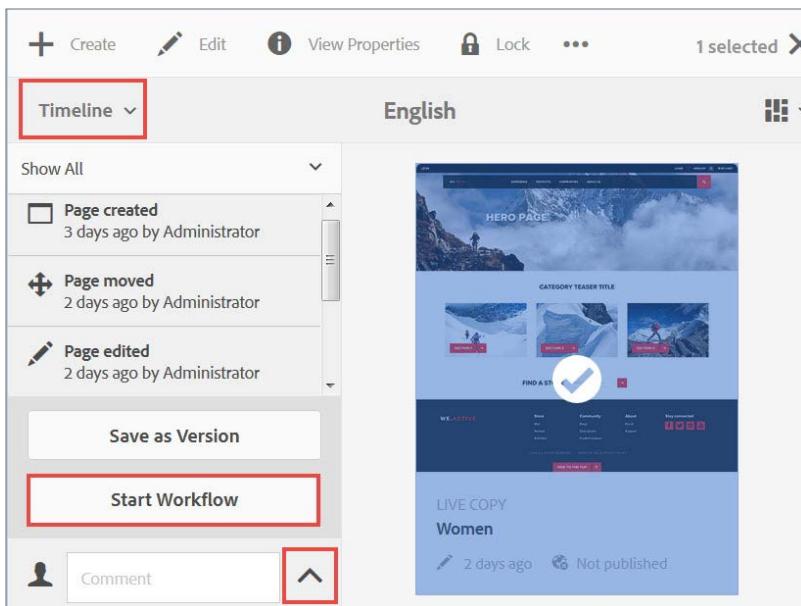
Starting Workflow for a Page

You can start the workflow using the following methods:

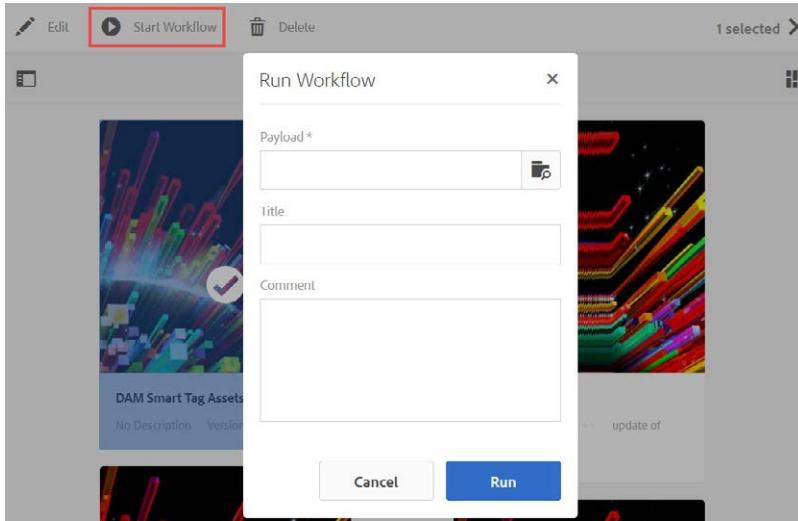
- **From the page:** You need to specify the workflow model to be run for the page.



- **Using Timeline:** Select the page and click left rail, and then **Timeline** from the drop-down. You need to specify the workflow model to be run for the page.



- **From the Workflow console:** You need to link a workflow to its payload. The payload (including pages, nodes, and resources) will then be subject to this instance of the workflow.



 **NOTE:** If the main copy of the workflow is updated after assigning the current version of the workflow to a page, then the changes will have no impact.

Taking Action on a Participant Step

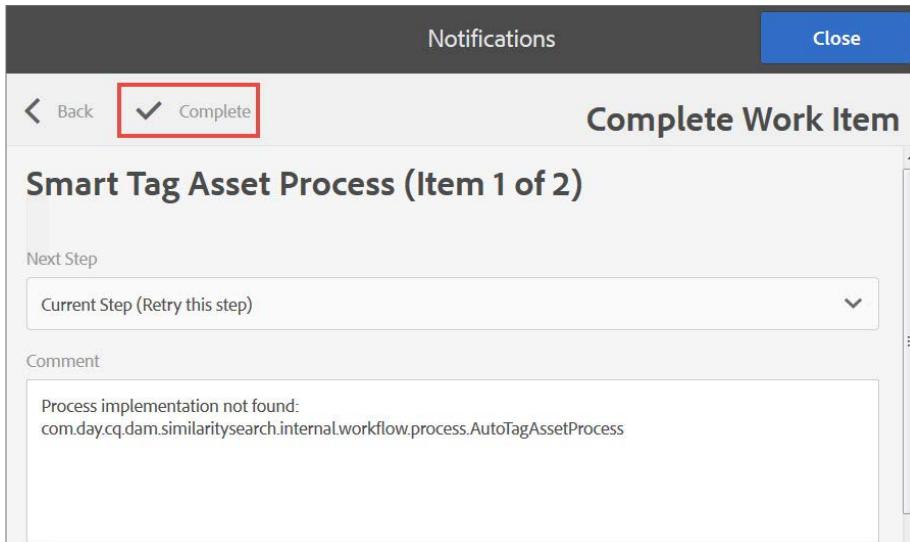
Any participant steps that you created will be assigned to a specific user or group, who will need to take action:

- **Complete**—to complete the selected workflow item.
- **Step Back**—the user can step back to repeat a section of the workflow.
- **Delegate**—you can delegate a task to a specific user, only if the task is assigned to a group of users.



Completing a Workflow

To complete the workflow, you need to can take action on each of the steps assigned to you, and then click **Complete**.



Perform **Task 3: Create, edit, and use a workflow model to automate the page publishing process**, from the Lab Activity section.

Creating and Managing Launches

Launches enable you to efficiently develop the content for a future release of one or more activated web pages.

When do you create launches?

A launch is created to changes ready for future publication while maintaining the current pages. After editing and updating your launch pages, you can promote them back to the source, and then activate the source pages (top-level). Promoting duplicates the launch content back to the source pages and can be done either manually or automatically (dependent on fields set when creating and editing the launch).

For example, the seasonal product pages of your online store are updated quarterly so the featured products align with the current season. To prepare for the next quarterly update, you can create a launch of the appropriate web pages. Throughout the quarter, the changes are accumulated in the launch copy. When the next quarter arrives, you promote the launch pages so that you can publish the source pages (holding the updated content).

Using Launches

Launches allow you to perform the following actions:

- Create a copy of your source pages
 - › The copy is your launch.
 - › The top-level source pages are known as Production.
- Promote and publish the content either manually or automatically

Manual	Automated
Promote launch content back to the target page when it is ready to be published.	Using the following fields/flags: Launch (Live) date Production Ready
Publish the content from the source pages.	If the Production Ready flag is set, the launch will be automatically promoted to the production pages on the specified Launch (Live) date. After the promotion, the production pages are automatically published. If no date is set, the flag will have no effect.

- Update your source and launch pages in parallel
 - › Changes to the source pages are automatically implemented in the launch copy (that is, the Live copy).
 - › Changes can be made to your launch copy without disrupting the automatic updates or the source pages.
- Create a nested launch—a launch within a launch
 - › The source is an existing launch.
 - › You can promote a nested launch to any target page; this can be a parent launch or the top-level source pages (Production).

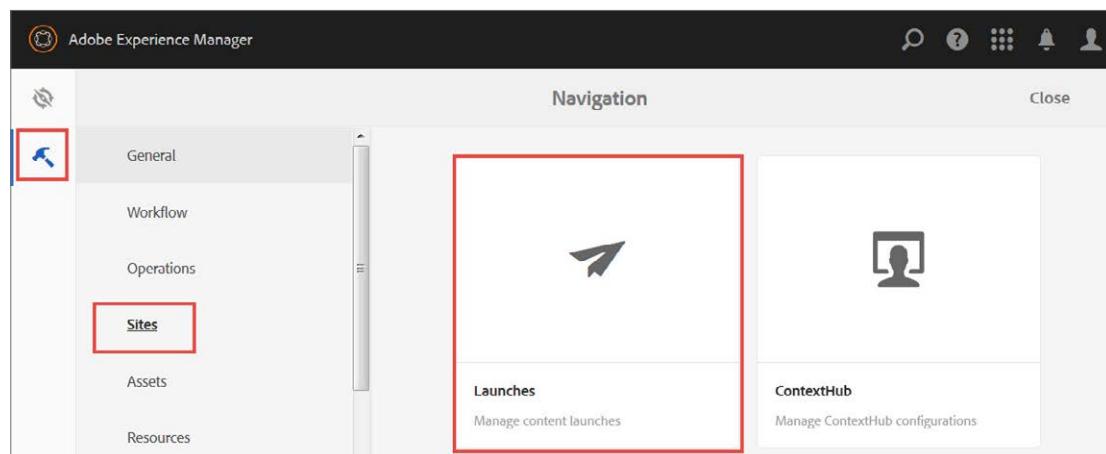
Accessing Launches

You can access launches and perform various actions on it from two ways:

- Launches console
- References - Sites console

Launches Console

The Launches console is available from **Tools > Sites** section.



From Launches console, you can:

- Create launches by selecting the source and specifying the properties to it.

The screenshot shows the 'AEM Sites | Launches' page. At the top right is a blue 'Create' button. Below it is a table with columns: Launch Title, Live Date, Production Ready, Source, Multi-Root, and Promoted. There is one entry: 'NewExp...' with a thumbnail, 'in sync with production', 'No' under Production Ready, 'Experience' under Source, 'No' under Multi-Root, and 'No' under Promoted.

- Perform actions such as **Edit**, **view Properties**, **Promote**, **Clone**, and **Delete** launches.

This screenshot shows the same 'AEM Sites | Launches' page as above, but with a single launch selected. The selected row has a blue background and a checked checkbox in the first column. The top navigation bar includes buttons for Edit, Properties, Promote, Clone, and Delete, with 'Edit' and 'Delete' highlighted with a red box. To the right of the table, it says '1 selected' with a delete icon.

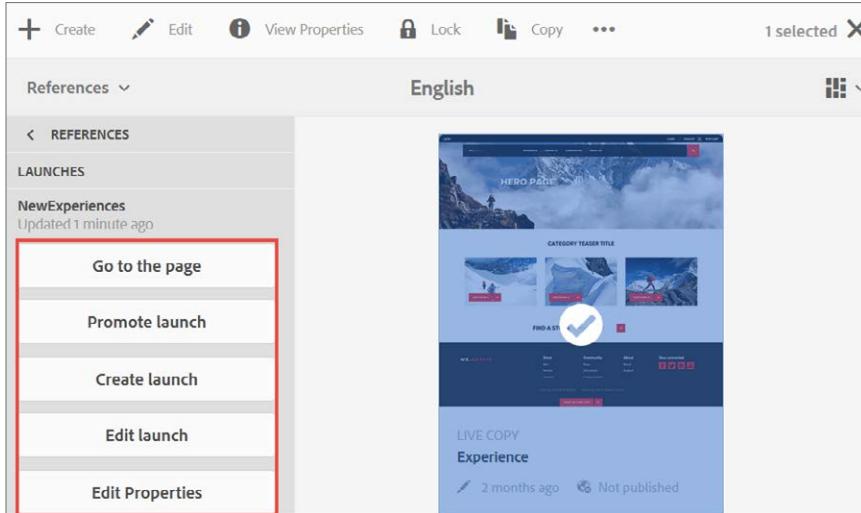
References - Sites console

From Sites console, you can:

- Create launches by selecting the source, and then clicking **Create > Launch**.

The screenshot shows the 'Sites' console interface. On the left is a sidebar with options: Workflow, Version, Page, Site, Live Copy, Launch (which is highlighted with a red box), Catalog, and CSV Report. Above the sidebar is a 'Create' button. The main area shows a preview of a 'HERO PAGE' with a 'LIVE COPY' status and 'Experience' source. The top navigation bar includes buttons for Edit, View Properties, Lock, Copy, and more, with 'Create' highlighted with a red box.

- View existing launches by selecting the source, select **References** from the left rail.
 - › From **References** panel, click **Launches (1)**, all the available launches appear.
 - › Click a launch for example, **NewExperience** to view various actions that can be performed on it.



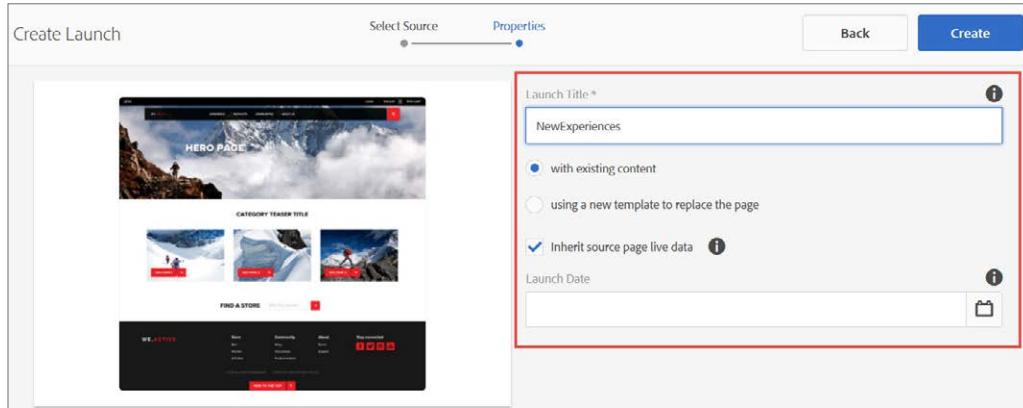
Creating Launches

Create a launch to enable the updating of a new version of existing web pages for future activation.

When you create a Launch, you have to specify the following properties:

- **Launch Title:** The name of the Launch. The name should be meaningful for authors.
- **with existing content:** The original content will be used to create the launch.
- **using a new template to replace the page:** You can choose a new template for your launch
- **Inherit source page live data:** Select this option to automatically update the content of launch pages when the source pages change. This option achieves this by making the launch a live copy. By default, this option is selected.

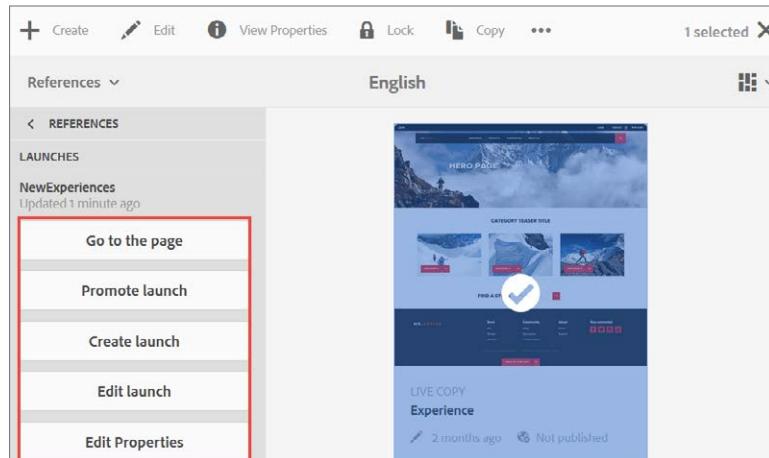
- **Launch Date:** The date and time when the launch copy is to be activated (dependent on the Production Ready flag; see Launches - the Order of Events).



Actions on Launches

When a launch is created for a page (or set of pages), you can perform the following actions on it:

- **Go to the page**—opens the page in a window and allows you to edit the launch
- **Promote launch**—moves/promotes the launch to the production version
- **Create launch**—allows you to create a nested launch
- **Edit launch**—allows you to edit the launch configuration
- **Edit Properties**—allows you to edit launch properties such as **Title**, **Launch Date**, and so on.



Promoting Launches

You need to promote launch pages to move the content back into the source (production) before publishing. When a launch page is promoted, the corresponding page of the source pages is replaced with the content of the promoted page. The following options are available when promoting a launch page:

- Whether to promote only the current page or the entire launch.
- Whether to promote the child pages of the current page.
- Whether to promote the full launch or only pages that have changed.

You can promote a launch from:

- **References**

The screenshot shows the AEM authoring interface. On the left, there's a sidebar with 'Create', 'Edit', 'View Properties', 'Lock', 'Copy', and 'Move' buttons. Below them are sections for 'REFERENCES' and 'LAUNCHES'. Under 'LAUNCHES', there's a card for 'NewExperiences' (Updated 22 minutes ago). To the right of the sidebar is a preview area showing a 'HERO PAGE' with a checkmark icon. At the bottom of the preview area, it says 'LIVE COPY Experience' and '5 minutes ago'. On the far left, a vertical toolbar has buttons for 'Go to the page', 'Promote launch' (which is highlighted with a red border), 'Create launch', 'Edit launch', and 'Edit Properties'.

- **Page Information**

- a. Click **Edit launch** from the drop-down you get after selecting a launch.
- b. Open the launch page, click **Page Information** icon, and you can select **Promote launch** from the drop-down to promote the page while editing it.

The image consists of two side-by-side screenshots of the Adobe Experience Manager (AEM) interface, illustrating the process of promoting a page.

Screenshot 1 (Top): This screenshot shows the 'Launches' section for a 'NewExperiences' item. The 'Edit Properties' button is highlighted with a red box. A modal window is open, displaying a preview of a 'HERO PAGE' with three small images below it. The 'Edit' button in the top right corner of the modal is also highlighted with a red circle.

Screenshot 2 (Bottom): This screenshot shows the same 'Launches' section after the page has been promoted. The 'Edit Properties' button is still present but no longer highlighted. The modal window now displays a preview of the same 'HERO PAGE' but with a checkmark icon overlaid on the edit button, indicating that the page is now promoted. The status bar at the bottom of the modal indicates '5 minutes ago' and 'Not published'.

Deleting Launches

If you no longer need a launch, you can delete it from the **Launches** console.

To delete a launch:

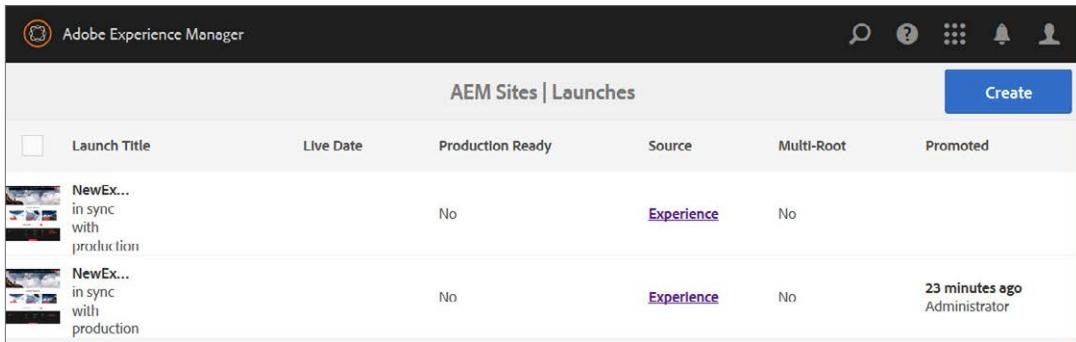
1. From **Tools**, navigate to **Sites > Launches** console. The Launches console with the list of launches appears.
2. Select the launch you want to delete, and then click **Delete** from the actions bar.

Launch Title	Live Date	Production Ready	Source	Multi-Root	Promoted
NewEn... in sync with production		No	English	No	
NewEx... in sync with production		No	Experience	No	
NewEx... in sync with production		No	Experience	No	21 minutes ago Administrator

3. Click **Delete** in the confirmation dialog box to delete the launch.

Launch Title	Live Date	Multi-Root	Promoted
NewEn... in sync with production		No	
NewEx... in sync with production		No	
NewEx... in sync with production		No	21 minutes ago Administrator

The deleted launch will no longer be available in the **Launches** console.



Launch Title	Live Date	Production Ready	Source	Multi-Root	Promoted
NewEx... in sync with production	No	Experience	No		
NewEx... in sync with production	No	Experience	No	23 minutes ago Administrator	



NOTE: The entire launch is deleted even if you have promoted only one page.



CAUTION: When deleting nested launches, you should delete lower levels first.



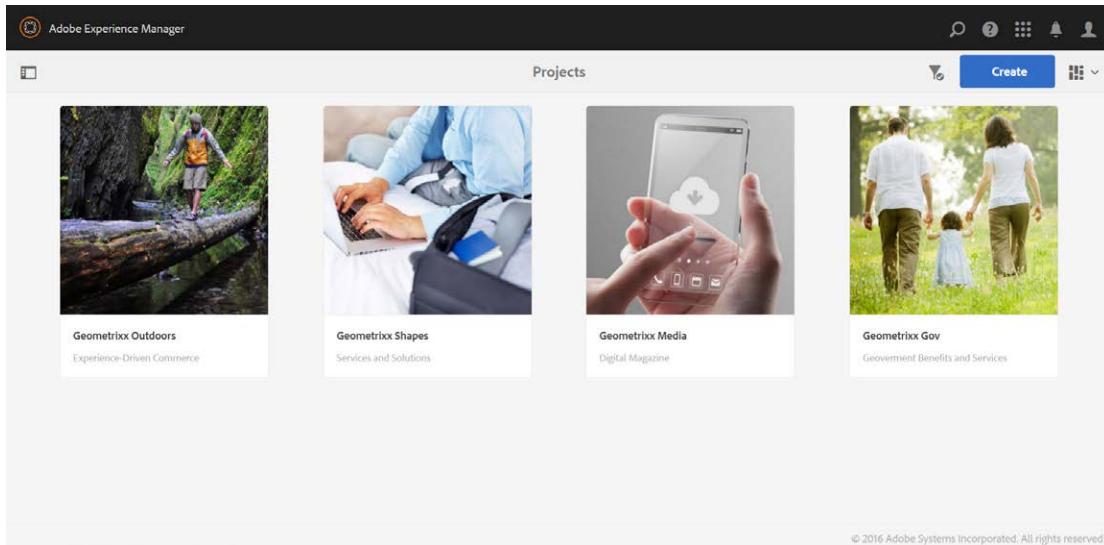
Perform **Task 4: Create, edit, and promote a launch**, from the Lab Activity section.

Creating and Managing Projects

Projects let you group resources into one entity. It gives a common, shared environment, which makes it easy to manage your projects. The types of resources you can associate with a project are referred to as Tiles in Adobe Experience Manager. Tiles may include project and team information, assets, workflows, and other types of information.

Projects Console

You access and manage your projects within Adobe Experience Manager using the **Projects** console, which appears when the application loads up. You can perform the following actions in the Projects console:



Project Tiles

When you open a project, it contains tiles such as Assets, Experiences, and so on. You can associate different types of information with your projects by adding elements called Tiles. This section provides information about tiles.

The Projects console allows you to associate the following tiles with your project. Click the project to view all its tiles. In a project, you can view Project Information, Assets, Experiences, Team, and Workflows tiles.

The screenshot shows the Adobe Experience Manager Projects console. At the top, there's a header bar with the AEM logo, search, help, and user icons. Below the header, the project title "Geometrixx Outdoors" is displayed. On the left, there's a sidebar with "Select" and "Add Tile" buttons. The main area is divided into several tiles:

- Assets (1)**: Shows one asset thumbnail of a person sitting on a log.
- Experiences (3)**: Lists three experiences: "Main Site" (with globe icon), "Mobile Site" (with globe icon), and "Mobile App" (with orange icon).
- Assets (13)**: Shows a grid of 13 asset thumbnails, including images of people and products like "stylish blouses".
- Workflows (0)**: Shows a placeholder "Add Work" button.
- The Team (4)**: Shows four team member profiles.

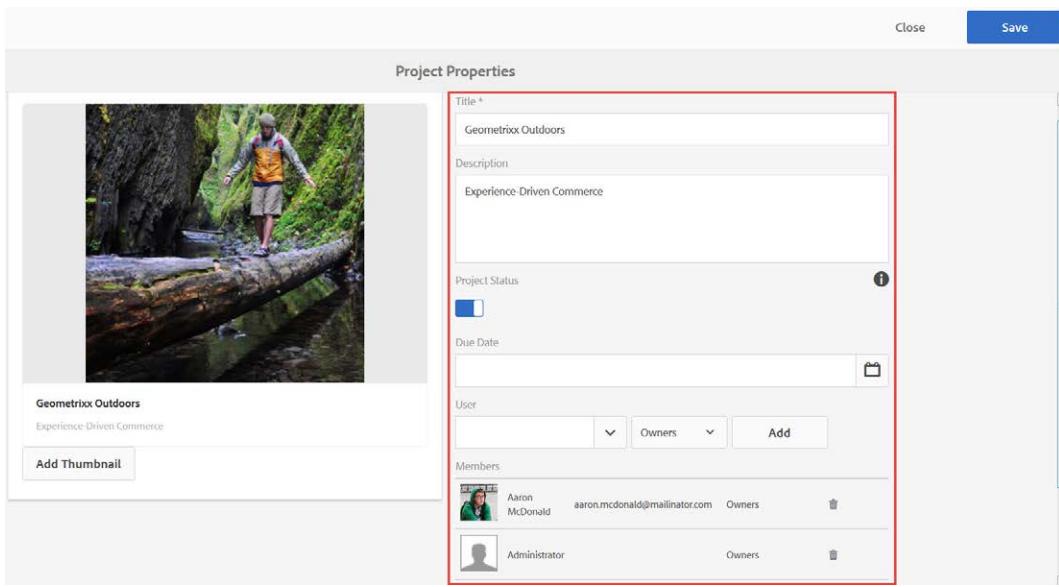
• Project Information

- › This tile has Project Title, Owner, and Description on it.

The screenshot shows the Adobe Experience Manager Projects list. At the top, there are buttons for "View Properties" (highlighted with a red box), "Delete Project", and a selection counter "1 selected X". The main area displays two project cards:

- Geometrixx Outdoors**: Description: "Experience-Driven Commerce". A checkmark icon is visible on the card.
- Geometrixx Shapes**: Description: "Services and Solutions".

a. Select **Geometrixx Outdoors**, and click **View Properties** to view and edit various properties.

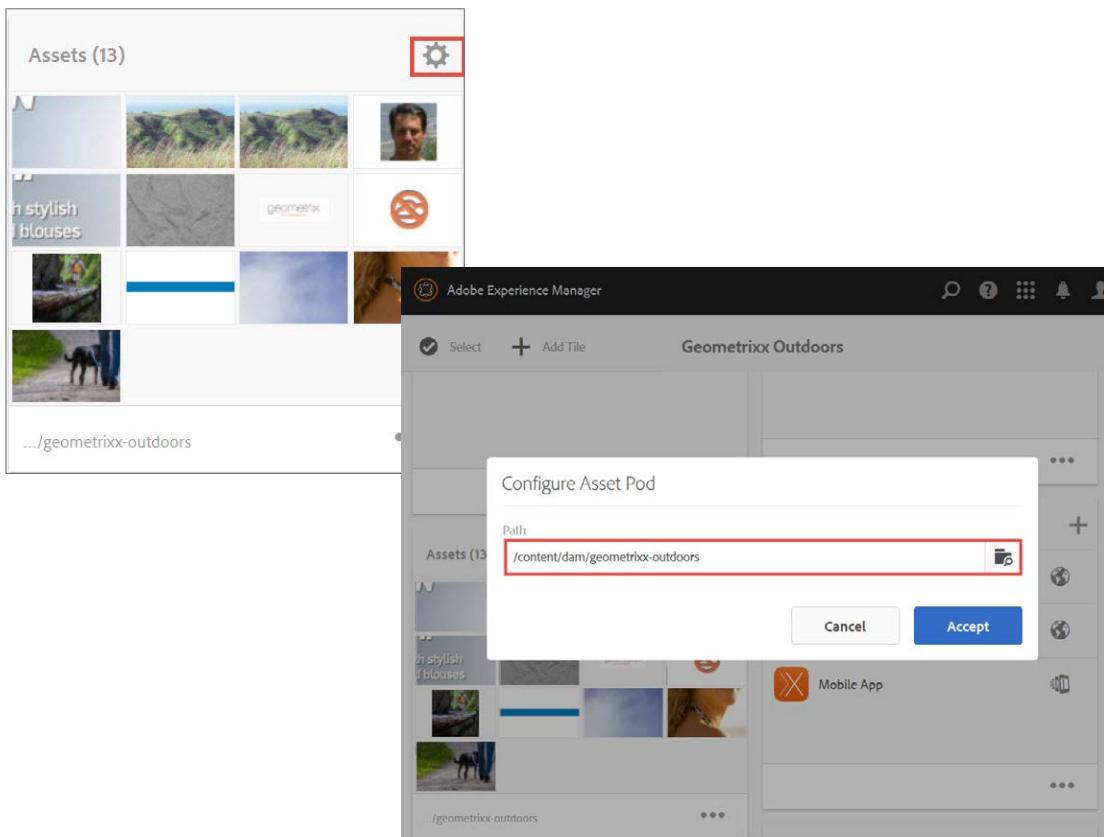


- **Assets**

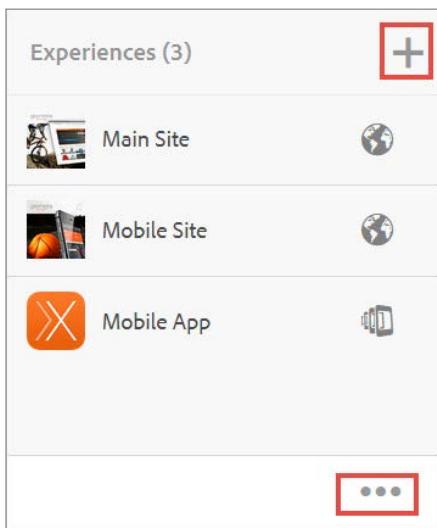
- › Lets you to save all the assets used for a particular project.
- a. Click ... on the **Assets** tile, the project folder in the **Assets** console appears, which contains all the assets used in that project.
- b. Click **Configure** (gear wheel icon) of the **Assets** tile to link it with other asset folders of the **Assets** console.

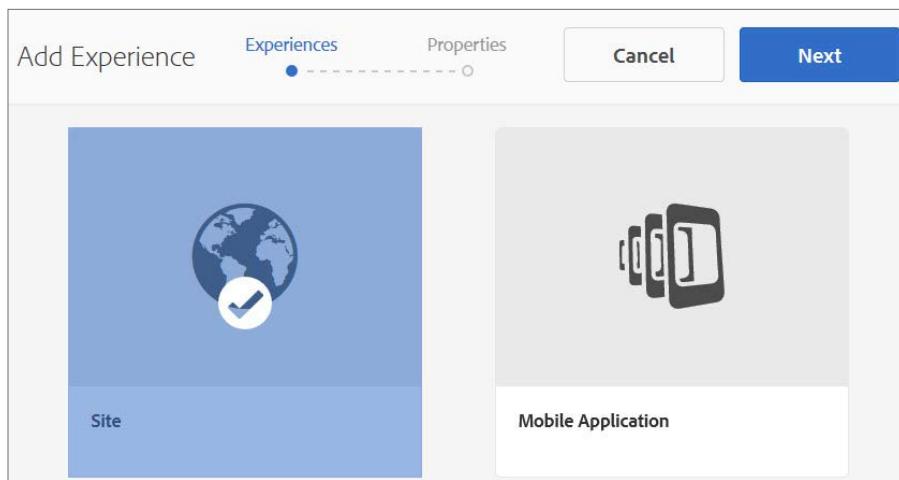
The screenshot shows the 'Assets (13)' console. On the left, there's a grid of asset thumbnails. In the center, a modal window displays the 'Geometrixx Outdoors' project folder with a single item labeled 'Assets'. At the bottom left of the main interface, there's a URL '.../geometrixx-outdoors' and a three-dot menu icon. The bottom navigation bar includes links for 'Activities', 'Brand', and 'Create'.

- **Experiences**—lets you add a Mobile app (supports various platforms), website, or digital publication to the project.



- To add more experiences to your project, click the + sign or click ... icon and then add an experience by selecting a type of experience.



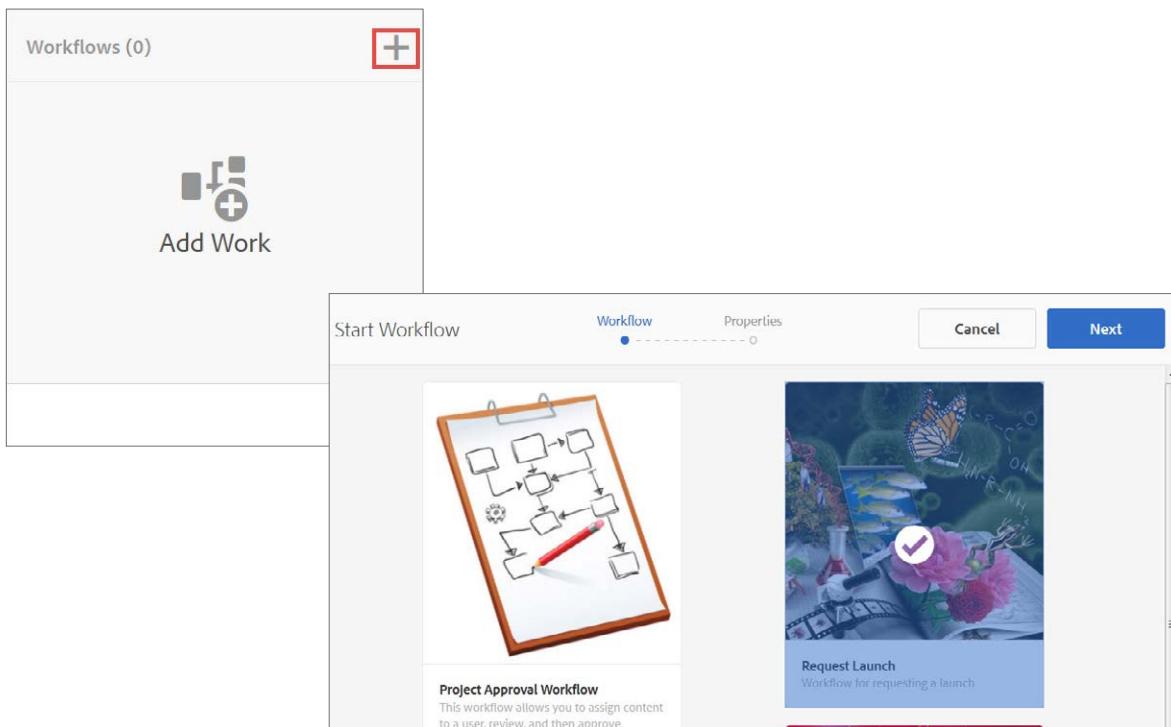


- Team—lets you specify the members of the project team.
 - a. Click ... to edit the name of the team member and assign the user role.

The screenshot shows the 'Project Team' dialog. At the top left is a preview area titled 'The Team (4)' showing four team members with their profile pictures. At the bottom left of this area is a red rectangular box highlighting three small dots (...). To the right of the preview area are 'Close' and 'Save' buttons. The main part of the dialog is titled 'Project Team' and contains sections for 'User' and 'Members'. The 'User' section has an 'Add' button. The 'Members' section lists four users with their names, email addresses, roles, and delete icons:

User	Members	Role	Action
Aaron McDonald aaron.mcdonald@mailinator.com Owners			
Administrator			
Andrew Schaeffer andrew.schaeffer@trashymail.com Editors			
Ashley Thompson ashley.thompson@spambob.com Observers			

- **Workflows** – lets you assign your project to follow certain workflows. If workflows are running, their status is displayed in the Workflows tile.
- a. Click the + icon or **Add Work** to assign a new workflow to the project. Depending on which project you choose, you have different workflows available.



- b. Click the ... icon to view and take action on the workflow steps.

The screenshot shows the 'Workflows' tile with the following details:

- Running**: 1 workflow (100% complete)
- Completed**: 0 workflows (0% complete)

Below the tile is a table titled 'Workflows' with the following data:

Work Name	Description	Started	Initiator	Status
Ad Copy	This workflow allows you to assign content to a user, review, and then approve.	May 17	Administrator	RUNNING

- Tasks—lets you monitor the status of any project-related tasks, including workflows.
 - a. Click ... icon to view all the tasks associated with the project.

The screenshot shows the 'Tasks' interface in Adobe Experience Manager. On the left, a summary card displays 'Tasks (0)' at the top, followed by a large green circle icon and '100%' indicating completion. Below this are two sections: 'Active' (0 tasks) and 'Completed' (0 tasks). A red box highlights the three-dot ellipsis icon located between the Active and Completed sections. To the right of the summary card is a table titled 'Tasks' with columns for 'Title' and 'Due Date'. A single task is listed: 'Ad Copy' (Icon: clipboard), with the note 'This workflow allows you to assign content to a user, ...'. Below the task is the text 'Task From Workflow launched by project'. The top navigation bar includes icons for search, help, grid, notifications, and user profile.

- b. Click the + icon to add a new task to the project.

The screenshot shows the 'Tasks' interface with the '+ Add Task' button highlighted by a red box. The main area displays a summary card with 'Tasks (0)', a green circle icon, and '100%'. Below this are 'Active' (0) and 'Completed' (0) sections. A red box highlights the three-dot ellipsis icon. To the right, a modal window titled 'Task Details' is open, containing fields for 'Title *' (with a placeholder 'Task Name'), 'Assign To *' (a dropdown menu), 'Content' (a rich-text editor), 'Description' (a large text area), 'Task Priority' (set to 'Medium'), and 'Due Date' (a date picker). At the bottom of the modal are 'Cancel' and 'Submit' buttons.

You can new tiles to a project by clicking **Add Tile** from the actions bar.

The screenshot shows the Adobe Experience Manager interface. At the top, there's a header with the AEM logo, user information, and a search bar. Below the header, the page title is "Geometrixx Outdoors". On the left, there's a sidebar with a user profile for "Administrator" and the text "Experience-Driven Commerce". The main content area has three sections: "Assets (1)" with one item, "Experiences (3)" with three items ("Main Site", "Mobile Site", "Mobile App"), and a "Select" button. A red box highlights the "Add Tile" button in the top right corner of the main content area. A modal window titled "Add Tile" is open in the center. It contains a grid of tiles labeled "Assets Assets Tile", "Asset Collection Asset Collection Tile", and "Translation Job Translation Tile". To the right of the grid, there are two sections: "Links Links Tile" (with "Geometrixx Demo Site" and "Geometrixx Outdoors Site") and "Translation Summary Shows translation project summary". At the bottom right of the modal are "Cancel" and "Submit" buttons.

Project Life Cycle

Project life cycle represents work items to be completed on the project. You can track the project by looking at the timeline of the project, which gives you every detail of the running project. You can review, analyze, and act according to the requirement.

You can perform the following actions using the Projects console:

- Create projects
- Add tiles, assets, and experiences to a project
- Assign a workflow to a project
- Add and complete tasks assigned to a project
- Make projects active or inactive

There are additional actions you can perform on projects. A few of them are described in the following section. Let's look into each of these actions in detail.

Creating a Project

You can create new projects from the **Projects** console. You can then add users to the projects as owners, editors, and observers.

The available projects are based on the project templates. Project templates are similar to Adobe Experience Manager page templates that are used to create new pages and sites. Project templates identify different types of projects and specify the user roles, workflows, and so on.

Adding tiles to a project

The project template indicates which tiles are available when a project is created. You can also add additional tiles to your project.

Editing tiles of a project

You can edit each tile of the project according to your needs. You can add links, assets, experiences, and workflows to the project.

Adding experiences to a project

Projects are often used to create or update content for various channels. Using the Experiences tile, the project members can access and maintain all the experiences—Site, Publication, and Mobile Application in one place.

Adding workflows to a project

Other important feature are the management of assignments and the control of processes related to a project. This is done using Workflows and Tasks tiles.

A project can have different processes throughout its lifetime. Adobe Experience Manager Projects uses the Adobe Experience Manager workflow engine to define and manage these processes. Based on the project configuration, the affected user is notified to complete a task in the project.

Completing tasks assigned to a project

The Tasks tile indicates the status of the project's tasks and to work on assignments. Workflow tasks are assigned based on the project's roles. This relates to the users you set up earlier.

The list includes assignments to the current user and to all other team members, and promotes project transparency. This differs from the Inbox, which just shows the current user's assignments and notifications.



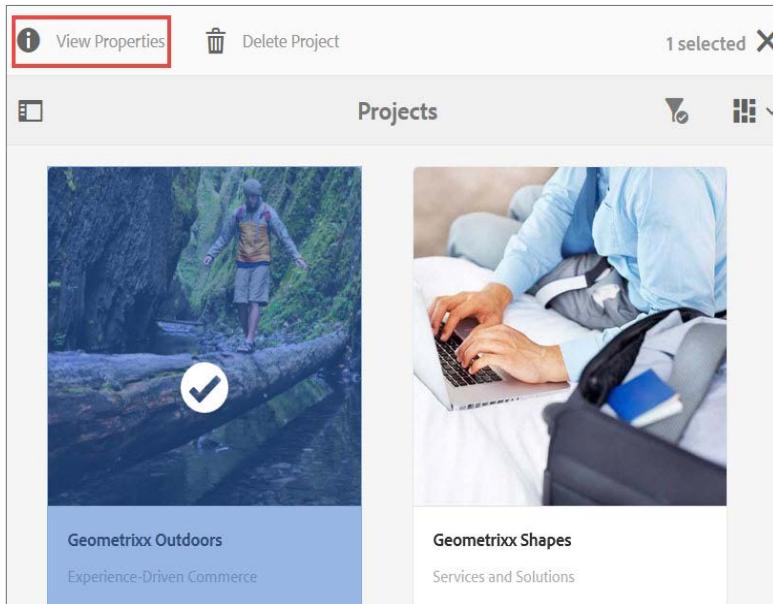
Perform Task 5: Create a project, add members, assign a workflow, and perform the tasks, from the Lab Activity section.

Making Projects Inactive

Projects can be active or inactive. When a project is complete, you can switch it to an inactive state so your UI does not look cluttered.

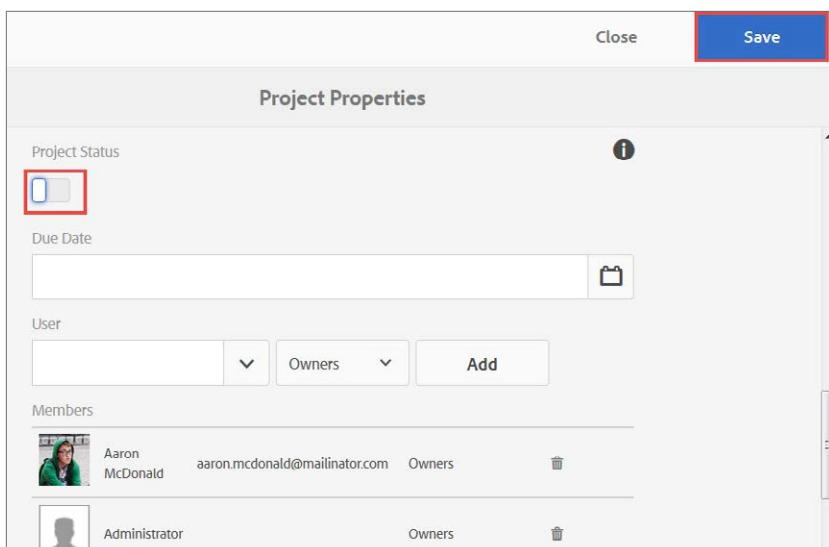
To make the project inactive:

1. Navigate to the **Projects** console.
2. Select the project you want to deactivate.
3. Click **View Properties** from the actions bar. The **Project Properties** screen appears.



The screenshot shows the 'Projects' console in Adobe Experience Manager. At the top, there are two buttons: 'View Properties' (highlighted with a red box) and 'Delete Project'. A status indicator '1 selected X' is also present. Below the header, there's a toolbar with icons for search, filter, and sort. Two project cards are displayed: 'Geometrixx Outdoors' (Thumbnail: person walking on logs; Description: Experience-Driven Commerce) and 'Geometrixx Shapes' (Thumbnail: person working on a laptop; Description: Services and Solutions).

4. In the **Project Properties** screen, below the **Project Status** title, click on the left side of the slider button to turn the status to **Inactive**.
5. Click **Save**. **Success! The form has been submitted successfully** message appears, and then click **Close**.



The screenshot shows the 'Project Properties' dialog box. At the top right are 'Close' and 'Save' buttons (highlighted with a red box). The main area is titled 'Project Properties' and contains several sections:

- Project Status:** A slider button with the 'In' icon highlighted with a red box.
- Due Date:** A date input field with a calendar icon.
- User:** A dropdown menu with 'Owners' and an 'Add' button.
- Members:** A table listing members:

Profile	Name	Email	Type	Action
	Aaron McDonald	aaron.mcdonald@mailinator.com	Owners	
	Administrator		Owners	

6. Navigate to the **Projects** console; notice that the inactive project is no longer in the list.

The screenshot shows the Adobe Experience Manager Projects console. At the top, there are navigation icons and a search bar. Below the header, the word "Projects" is displayed. A "Create" button is located on the right side of the header. The main area contains three project cards:

- Geometrixx Shapes**
Services and Solutions
- Geometrixx Media**
Digital Magazine
- Geometrixx Gov**
Government Benefits and Services

7. Click the **Toggle Active Projects** icon to see inactive projects. This shows inactive projects.

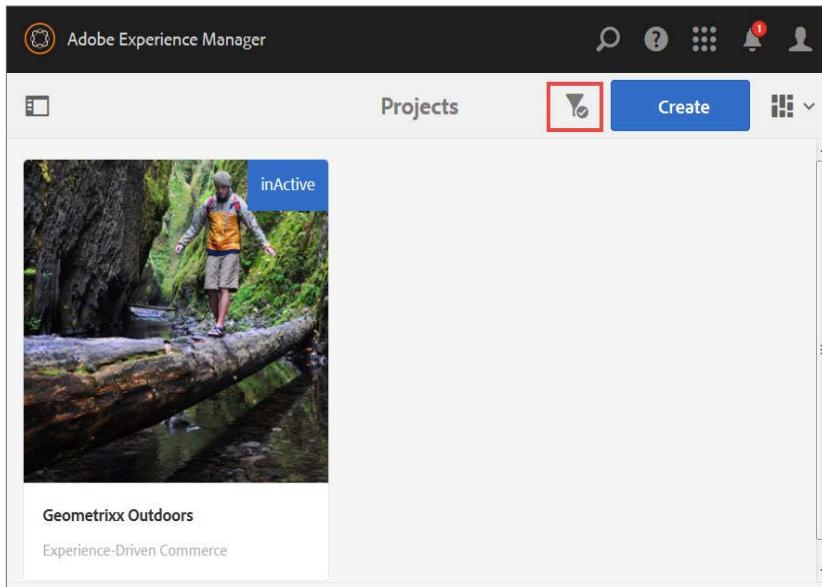
The screenshot shows the Adobe Experience Manager Projects console with the "Toggle Active Projects" icon highlighted by a red box. The main area displays one project card:

- Geometrixx Outdoors**
Experience-Driven Commerce

A small blue box labeled "inActive" is visible in the top left corner of the project card.

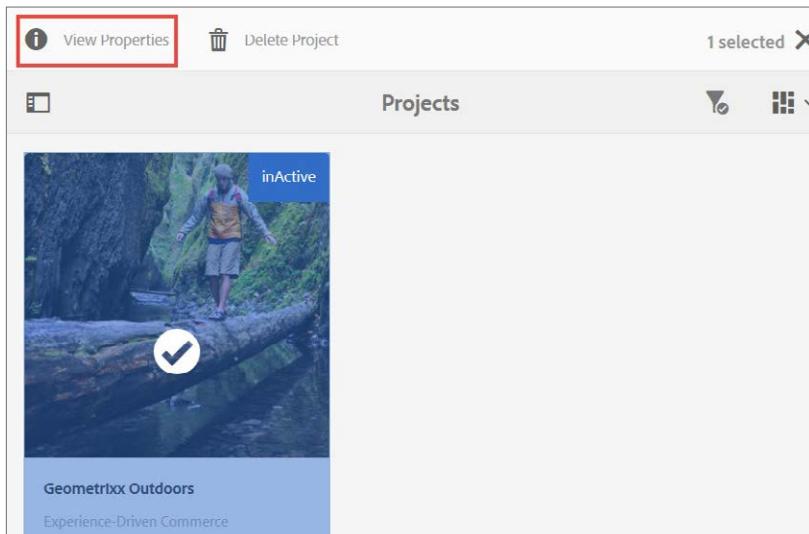
To activate the projects:

1. Ensure you are in **Projects** console, click **Toggle Active Projects** icon from the actions bar.



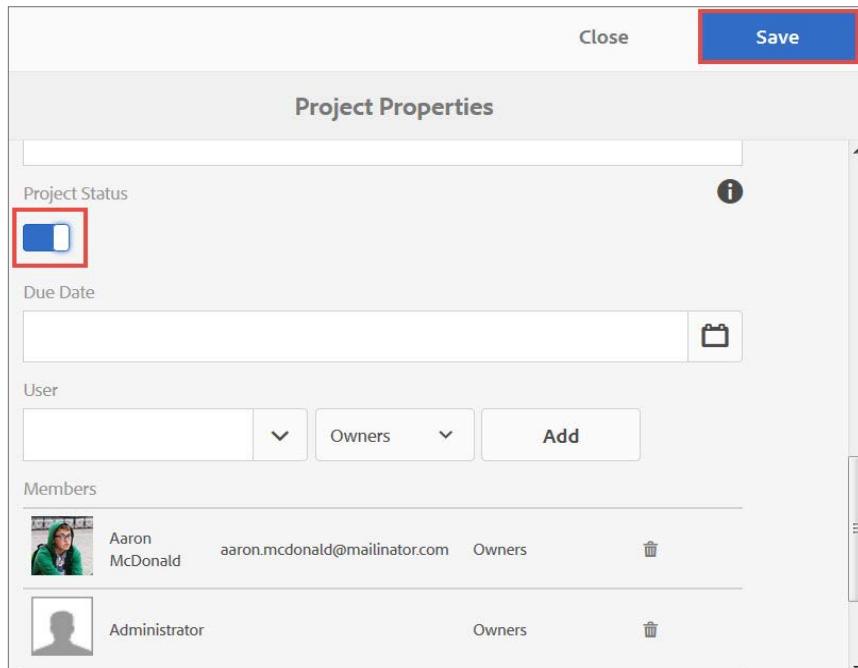
The screenshot shows the Adobe Experience Manager Projects console. At the top, there's a header with the AEM logo, search, help, and user icons. Below the header is a toolbar with 'Projects' (selected), 'Create' (blue button), and other navigation icons. The main area displays a single project card for 'Geometrixx Outdoors'. The card features a thumbnail image of a person walking on a log over water, the status 'inActive' in a blue box, and the project name 'Geometrixx Outdoors' with the subtitle 'Experience-Driven Commerce'. The 'Toggle Active Projects' icon (a bell-like icon) in the toolbar is highlighted with a red box.

2. Select the project that needs to be activated, and then click **View Properties**.



This screenshot shows the same project card for 'Geometrixx Outdoors' as the previous one, but with a white circle containing a black checkmark overlaid on the thumbnail image. In the top left corner of the toolbar, the 'View Properties' icon (info icon) is highlighted with a red box. The rest of the interface is identical to the first screenshot.

3. In **Project Properties** screen, below **Project Status** field, click on the right side of the slider button to change the status to **Active**.
4. Click **Save**. The **form has been submitted successfully** message appears, and then click **Close**.



Project Properties

Project Status

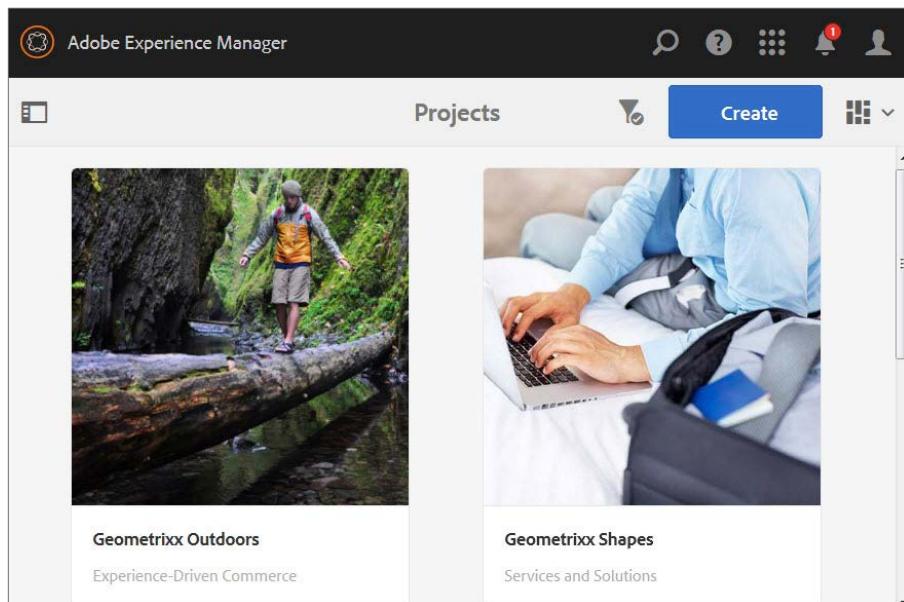
Due Date

User

Members

	Aaron McDonald	aaron.mcdonald@mailinator.com	Owners	
	Administrator		Owners	

5. Navigate to the **Projects** console; notice that the project is available in the list.



Projects

 Geometrixx Outdoors Experience-Driven Commerce	 Geometrixx Shapes Services and Solutions
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Managing the Taxonomy

Tags are a quick and easy method of classifying content within a website. Tags may be thought of as keywords or labels that you can attach to a page, an asset, or other content to maximize searches to find the related content.

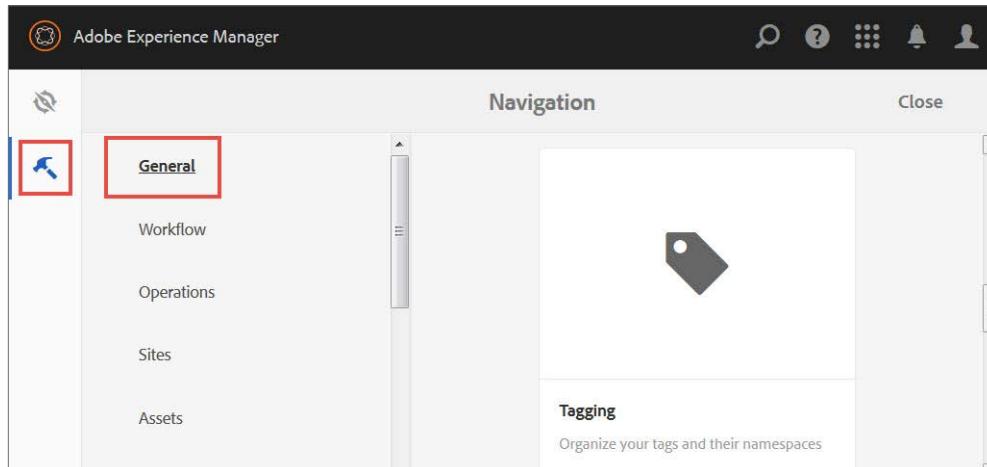
In Adobe Experience Manager, a tag can be a property of:

- a content node for a page.
- a metadata node for an asset.

Tagging Console

In Adobe Experience Manager, the Tagging console is used to create and manage tags and their taxonomies. One goal is to avoid many tags that are similar.

Tags are managed by grouping them into namespaces, reviewing usage of existing tags before creating new ones, and without disconnecting the tag from currently referenced content.



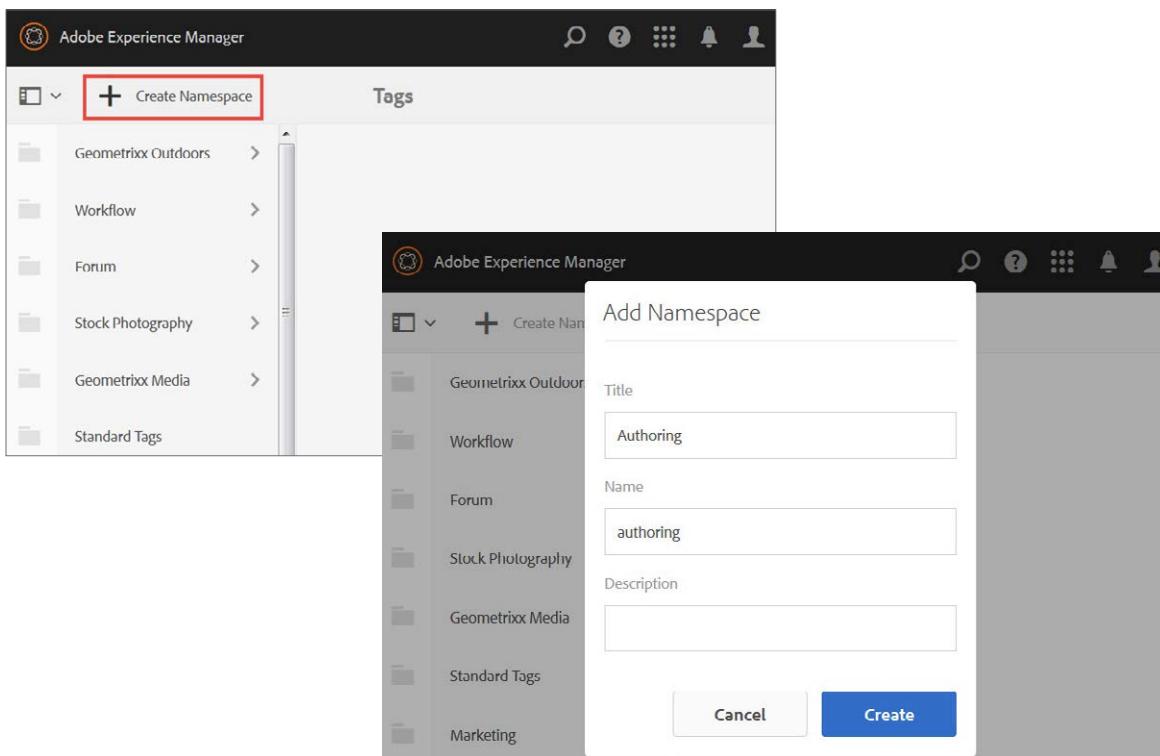
To access the Tagging console, from rail, select **Tools > General** section.

Tagging console allows you to:

- **Create Namespace**—for grouping all the tags. The namespace is itself a tag, and should not contain any sub-tags. However, to continue creating a taxonomy, you can create sub-tags, which in turn may be either lead tags or container tags.

To create namespaces:

1. Click **Create Namespace**.
2. Add a **Title** (required field), **Name** (auto-generated), and **Description** (if needed) for the namespace, and then click **Create**.



3. When you click the right arrow of a namespace, you will view a list of child tags.

The screenshot shows the Adobe Experience Manager Authoring interface. On the left, there is a sidebar with a list of namespaces: Geometrixx Outdoors, Workflow, Forum, Stock Photography, We.Retail, Geometrixx Media, Standard Tags, Marketing, and Authoring. The 'Authoring' namespace is currently selected. To the right of the sidebar, under the 'Authoring' namespace, are three child tags: Company, Student, and Author. A red box highlights the list of child tags.

Actions on Tags

You can perform the following on tags:

The screenshot shows the Adobe Experience Manager Tags interface. At the top, there is a toolbar with buttons for Create Tag, Edit, Move, Merge, Publish, and three dots. Below the toolbar, a message says '1 selected X'. In the main area, there is a table with a single row for the tag 'Geometrixx Outdoors'. The table columns are Name, Modified, and Modified By. The Name column shows 'geometrixx-outdoors', the Modified column shows '14 minutes ago', and the Modified By column shows 'Administrator'. To the left of the table, there is a checkbox next to 'Geometrixx Outdoors'. On the right side of the table, there is a red box highlighting two actions: 'Unpublish' and 'Delete'. Below the table, there is a button labeled 'Show Tag References'.

Let's look at each of the actions in detail.

- **Properties and References**

To view the **Properties** and **References** of a namespace:

- a. Select the **Namespace**, and then click the left rail. A drop-down with **Properties** and **References** appear.

The screenshot shows the 'Tags' list in the AEM interface. In the top-left corner, there is a 'Content Only' button with a dropdown arrow, which is highlighted with a red box. Below it, the 'Properties' and 'References' options are also highlighted with a red box. The main area displays a tag named 'geometrixx-outdoors' with its details: Name, Modified date (14 minutes ago), Modified By (Administrator), and a 'Show Tag References' button.

- i. Select **Properties**, to view information such as name, time of last edit, and number of references. This information displays in a column to the left of the tag columns.

This screenshot shows the 'Tags' list with the 'Properties' dropdown menu selected, indicated by a red box. The left rail displays the tag properties: NAME (geometrixx-outdoors), SHOW TAG REFERENCES (304), MODIFIED (15 hours ago), and MODIFIED BY (admin). The main area shows the tag 'Geometrixx Outdoors' with its details: Name, Modified date (15 hours ago), Modified By (Administrator), and a 'Show Tag References' button.

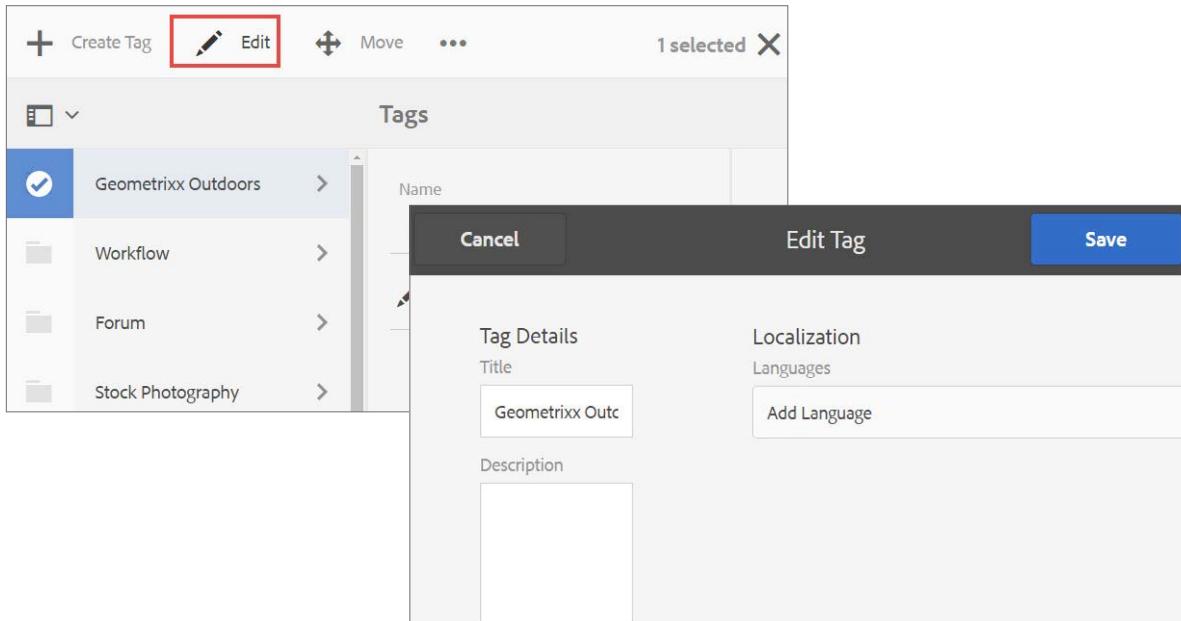
ii. Select **References** to identify when a tag has been applied. The initial display is a count of tags applied. By clicking the arrow to the right of the count, the reference names are listed.

The image consists of two side-by-side screenshots of the Adobe Experience Manager Tags interface. Both screenshots show a top navigation bar with 'Create Tag', 'Edit', 'Move', and a '1 selected' status. Below this, there are two tabs: 'References' (selected) and 'Tags'. Under 'References', a section titled 'TAG REFERENCES' shows 'Tag References (304)'. A red box highlights the 'References' tab and the 'Tag References (304)' item. In the second screenshot, a blue checkmark icon is next to 'Tag References (304)'. To the right, a list of tag references is shown, each with a red box around it. The references listed are: 'jola-summer-surfing', 'nairobi-runners-running', 'cuzco-hiking', 'whistler-snow-skling', and 'cajamara-biking'. To the right of these, another list of tags is shown: 'Geometrixx Outdoors', 'Workflow', 'Forum', 'Stock Photography', 'We.Retail', and 'Geometrixx Media'. Each item in this list has a red box around it.

- **Create Tag**—adds a child tag for the current tag. After you create a namespace, you can create tags in it to group them within the namespace.
 - a. Add a **Title** (required field), **Name** (auto-generated), and **Description** (if needed) for the tag, and then click **Create**.

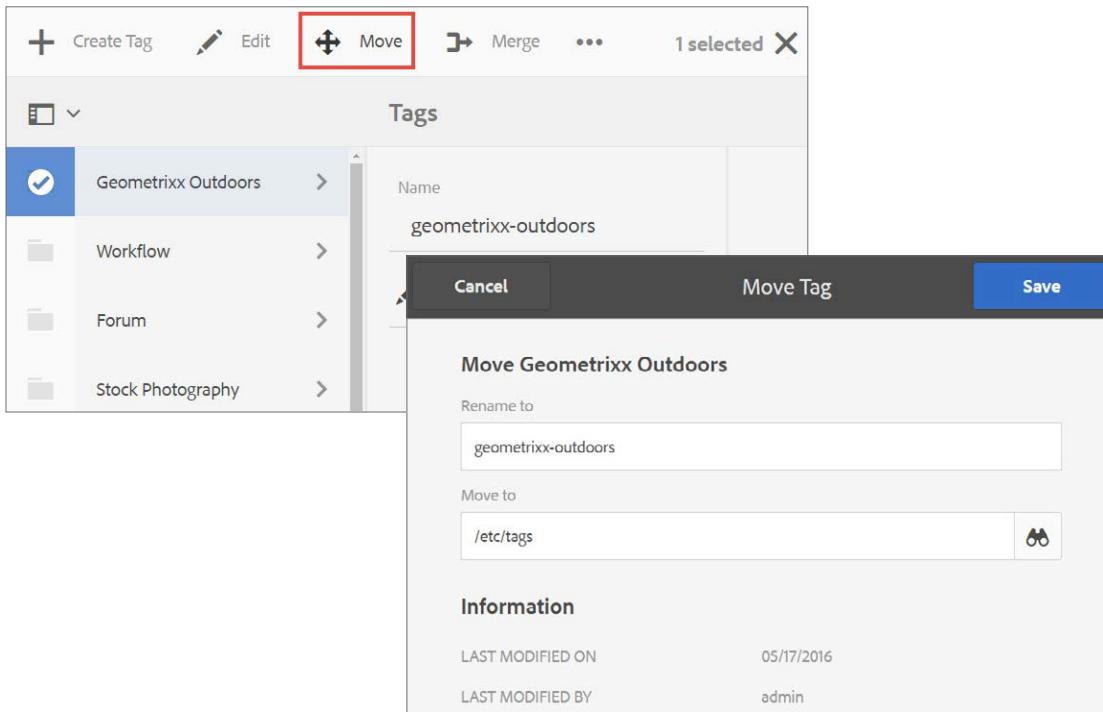
This screenshot shows the 'Tags' interface with a 'Create Tag' button highlighted by a red box. On the left, a tree view shows 'Geometrixx Outdoors' selected. A modal window titled 'Add Tag' is open in the center. Inside the modal, the 'Title' field contains 'Students' (highlighted by a red box). The 'Name' field contains 'students'. The 'Description' field is empty. At the bottom of the modal are 'Cancel' and 'Create' buttons, with 'Create' being highlighted by a red box.

- **Edit**—allows you to alter the **Title** and **Description**, and provide localizations of the **Title**.



- **Move**—allows Tag Administrators and Developers to clean up the taxonomy by moving the tag to a new location or renaming it. If the selected tag is a container tag, moving the tag will move all child tags as well.

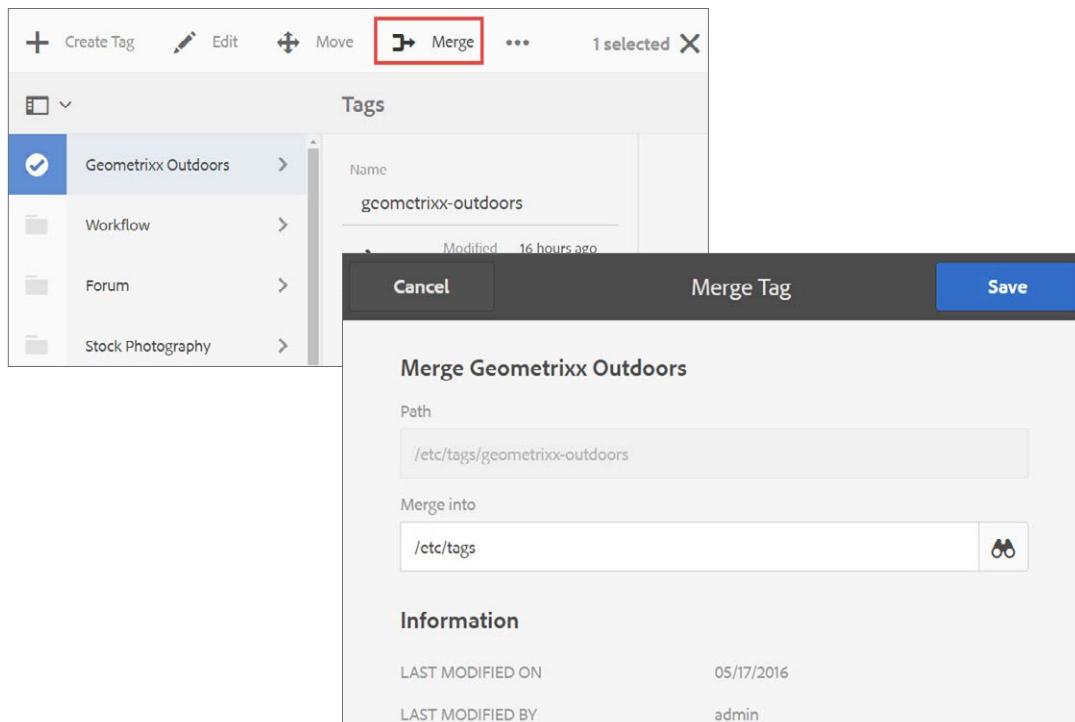
- In the **Move Tag** dialog box, you must specify the following values:
 - Rename to:** Initially, displays the current name of the tag. You can enter a new name.
 - Move to:** Browse to the new path.



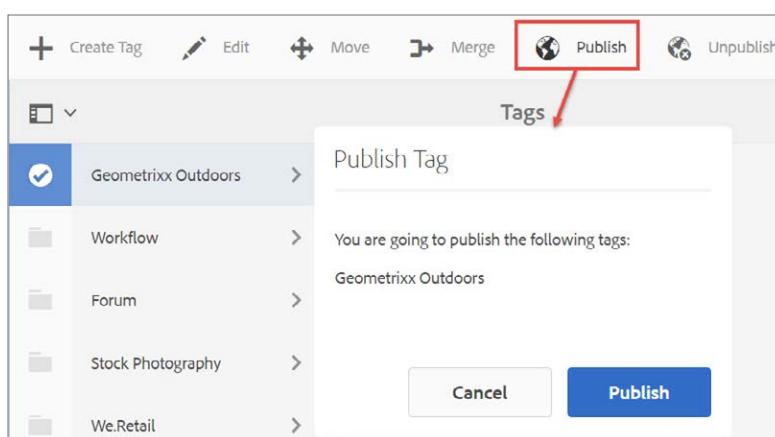


NOTE: It is recommended that authors be allowed only to edit the tag's title, not to move or rename tags.

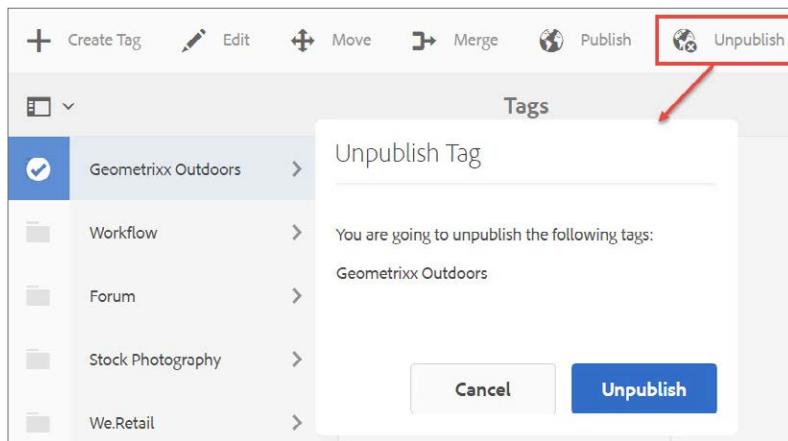
- **Merge**—used when a taxonomy has duplicates. When tag A is merged into tag B, all the pages tagged with tag A will be tagged with tag B and tag A is no longer available to authors.
 - › In **Merge Tag** dialog box, you need to specify the following values:
 - i. Path (read-only): The path of the tag selected to be merged into another tag.
 - ii. Merge into: Browse to select the path of the tag to merge into.



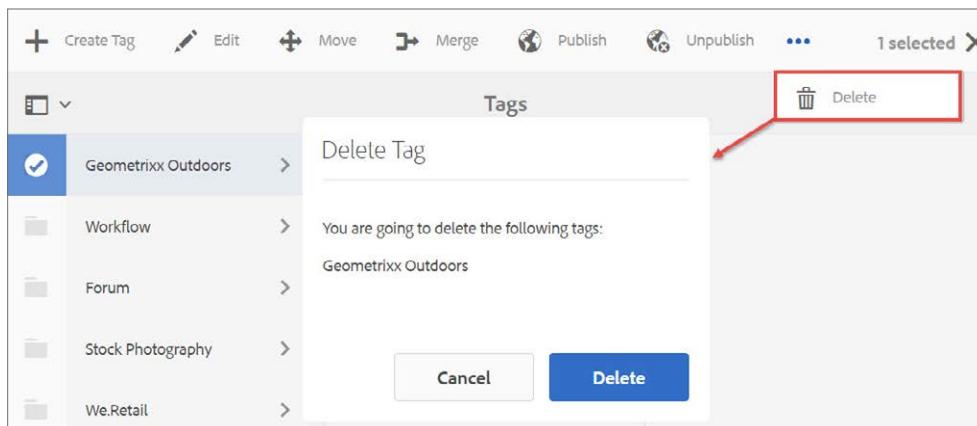
- **Publish**—activates the tag in the publish environment. Similar to page content, only the selected tag is published, regardless of whether it is a container tag or not.



- **Unpublish**—deactivates the tag in the author environment and removes it from the publish environment.
 - › If the selected tag is a container tag, all of its child tags will be deactivated in the author environment and removed from the publish environment.

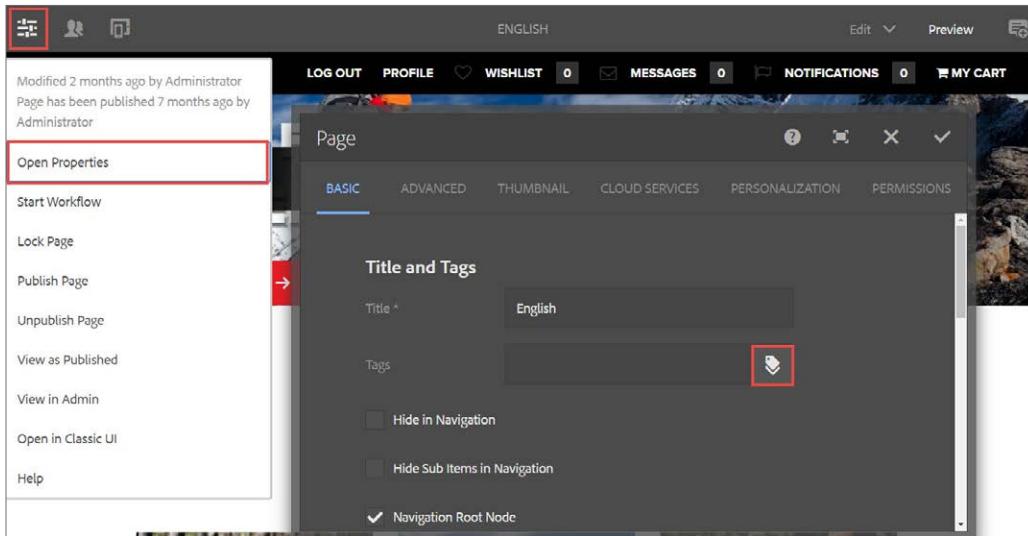


- **Delete**—to permanently remove the tag from the author environment.
 - › If the tag was published, it is also removed from the publish environment. If the selected tag is a container tag, all of its child tags will be removed as well.



Adding Tags to Pages

In the author environment, you may apply tags by accessing the page properties and entering one or more tags in the Tags/Keywords field. Adding tags to pages makes it easier to search for related content.



NOTE: When you use tags on your page, the Title property is displayed. The tag Name is the internal handler of the tag and may not include spaces or special characters.

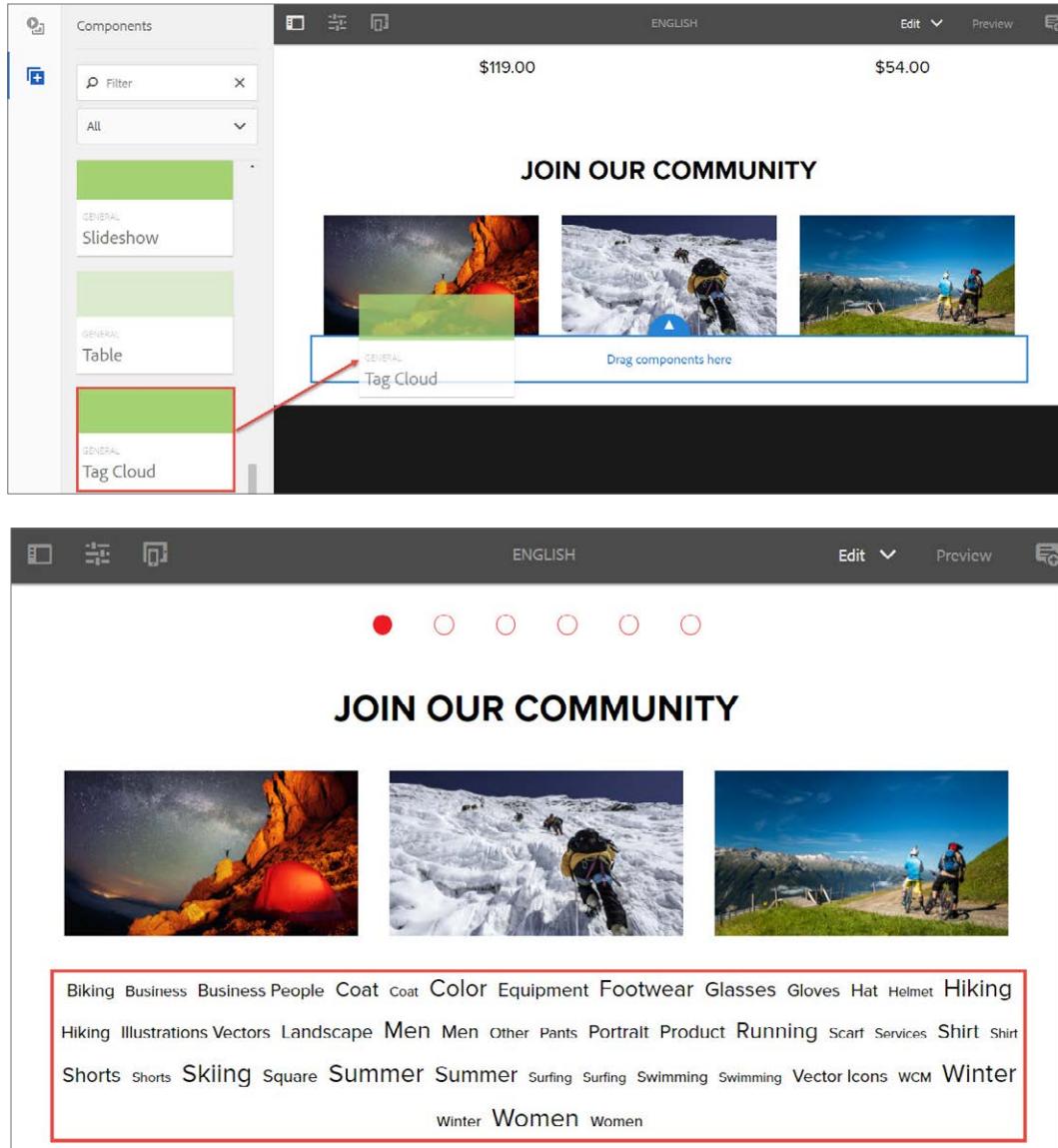


Perform **Task 6: Create a namespace, add tags, and apply tags to pages**, from the Lab Activity section.

Tag Cloud

Tag clouds show a “cloud” of tags, either for the current page, the entire website, or those most commonly accessed.

The size of different tags is based on the volume of user visits to the appropriate webpages.



Components

All

GENERAL Slideshow

GENERAL Table

GENERAL Tag Cloud

ENGLISH

Edit Preview

\$119.00 \$54.00

JOIN OUR COMMUNITY

Drag components here

Biking Business Business People Coat coat Color Equipment Footwear Glasses Gloves Hat Helmet Hiking Hiking Illustrations Vectors Landscape Men Men Other Pants Portrait Product Running Scarf Services Shirt Shirt Shorts Shorts Skiing Square Summer Summer Surfing Surfing Swimming Swimming Vector Icons wcm Winter Winter Women women

Modeling Tags

- Organization: Tags are powerful organizers. With the ability to create tags and sub-tags, it becomes possible to express entire taxonomic systems, covering terms, sub terms, and their relationships.
- Namespaces: You can create namespaces to sort and organize your tags. With namespaces, you can create categories of tags to make sure that tags that belong together are grouped together.
- Unique: The only restriction for newly created tags is they must be unique within a specific namespace.
- Accessibility: Authors and site visitors can apply tags. Regardless of their creator, all forms of tags are made available for selection, both when assigning to a page, and when searching.
- Targeted content: Tags are also used by the teaser component, which monitors a user's tag cloud to provide targeted content.
- Packaging: Tagging is an important aspect of your content; make sure to package tags with the pages that use them.
- Search: Tags improve your search experience. You can search for tags and content that has tags. The default search component in Adobe Experience Manager uses these mechanisms, so you can narrow the results down to those that are relevant.

Lab Activity

Scenario

XYZ organization caters to the Media and Entertainment industry. The organization is in the process of fine-tuning their Web Content Management (WCM) and wants to include organizational nuances and effective approval cycles.

5.2 Challenge

- Creating an editable template to have intuitive and flexible page structure
- Creating and using content fragments to optimize your content according to the specific channel.
- Creating an efficient workflow model reflecting the business processes.
- Developing content for future releases.
- Creating and managing projects in your WCM to ensure that the tasks in your project life cycle are completed as expected.
- Creating and managing tags to provide seamless search functionality embedded in the website.

Overview

To complete the challenge, you need to:

- Create an editable template
- Create a workflow model to automate the publishing process.
- Create launches to promote the content to the source before publishing.
- Create projects to build a team, give access to all the team members to resources, workflows and tasks, allowing them to work on a common goal.
- Create and manage tags to provide quick and easy method of classifying content within a website.

Pre-requisites

You should have performed the Adobe Experience Manager installation steps, and have running Author and Publish instances.

Steps



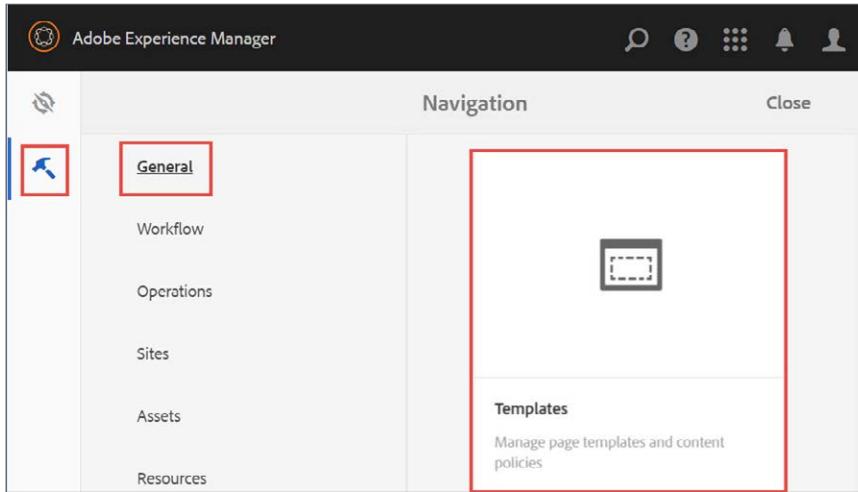
Task 1: Create, edit, and use a template to create a page

You will perform the following:

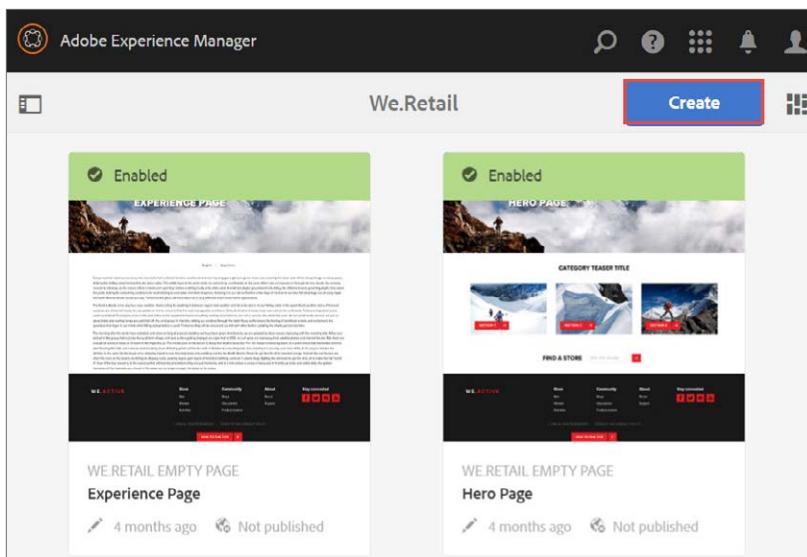
1. Creating a template with a page header and footer, a title and a paragraph system where page authors will be free to drop any allowed components.
2. Enabling the template, creating a new page using the enabled template, and editing the page.
3. Editing the template structure, and defining the initial content for the template.
4. Defining the responsive layout of the template.

To create a template:

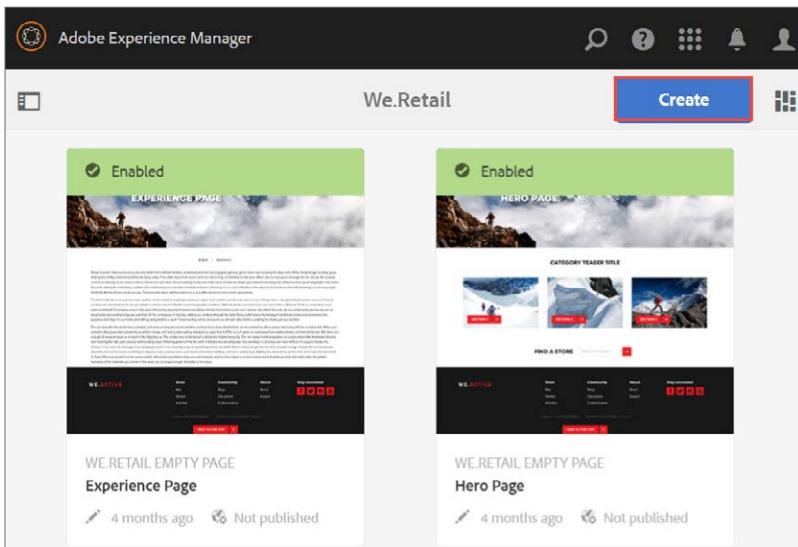
1. Navigate to the **Templates** console from **Tools > General** section.



2. Open the **We.Retail** folder where you'll see some existing templates.

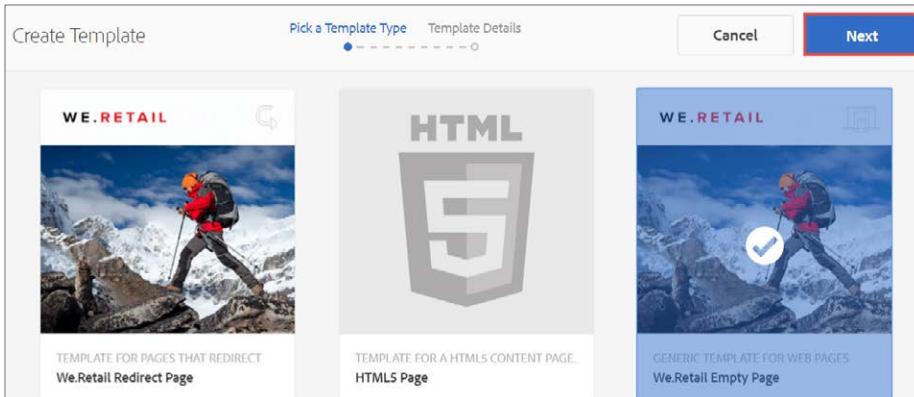


3. Click the **Create** button (on the top right).



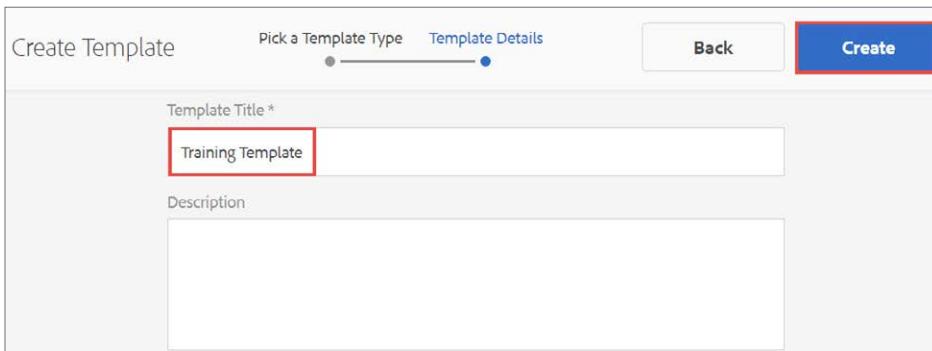
The screenshot shows the Adobe Experience Manager interface with the title 'We.Retail'. At the top right, there is a blue 'Create' button. Below it, two template cards are displayed side-by-side. The left card is titled 'WE.RETAIL EMPTY PAGE Experience Page' and the right card is titled 'WE.RETAIL EMPTY PAGE Hero Page'. Both cards show a preview of the template with placeholder text and images. The 'Enabled' status is indicated by a green checkmark icon.

4. Select the **We.Retail Empty Page** template and click **Next**.



The screenshot shows the 'Create Template' dialog. At the top, there are tabs for 'Pick a Template Type' and 'Template Details'. The 'Template Type' tab is active. Below it, three template options are shown in cards: 'WE.RETAIL Redirect Page' (image of a hiker), 'HTML5 Page' (image of the HTML5 logo), and 'WE.RETAIL Empty Page' (image of a hiker). The 'WE.RETAIL Empty Page' card is highlighted with a blue background. At the top right of the dialog, there is a 'Cancel' button and a 'Next' button, which is highlighted in red.

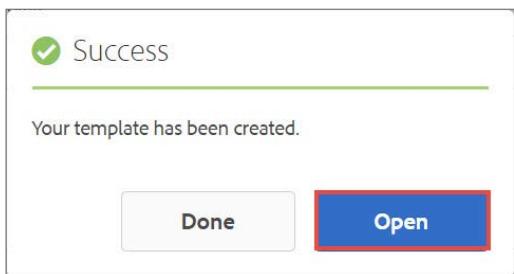
5. Enter **Training Template_<username>** as template Title and click **Create**.



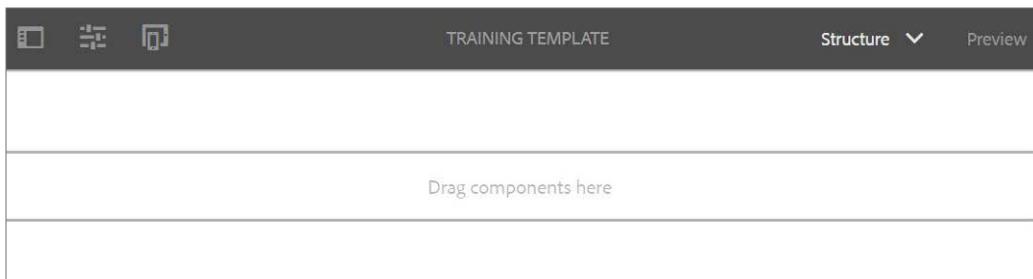
The screenshot shows the 'Create Template' dialog. At the top, there are tabs for 'Pick a Template Type' and 'Template Details'. The 'Template Details' tab is active. Below it, there is a 'Template Title' field containing the value 'Training Template', which is highlighted with a red border. There is also a 'Description' field below it. At the top right of the dialog, there is a 'Back' button and a 'Create' button, which is highlighted in red.

 **NOTE:** It is important to create your template with a unique identifier so you can identify your template amongst those of your peers' pages being created in the same environment.

6. Click **Open** from the **Success** message.



7. You now see a completely blank template, which we are going to fill to define how the pages created from it should be composed out of the available components.

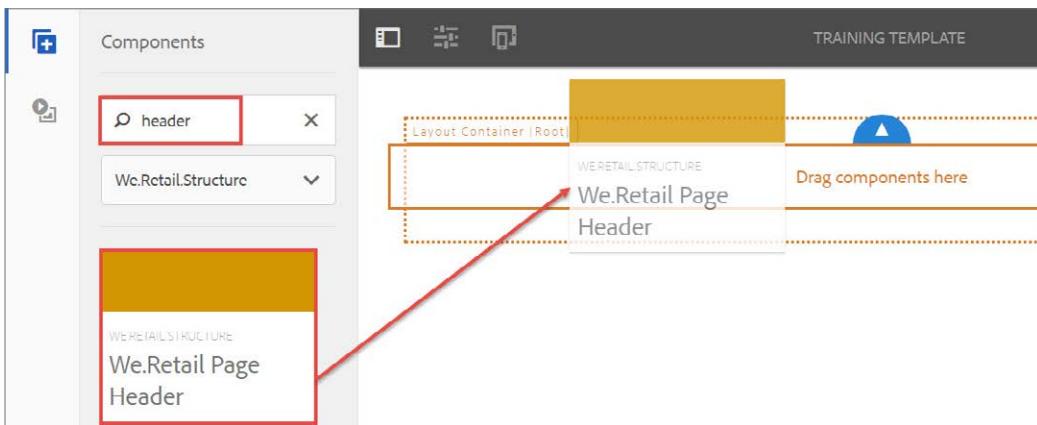


Let's add the page header and footer, and a title component.

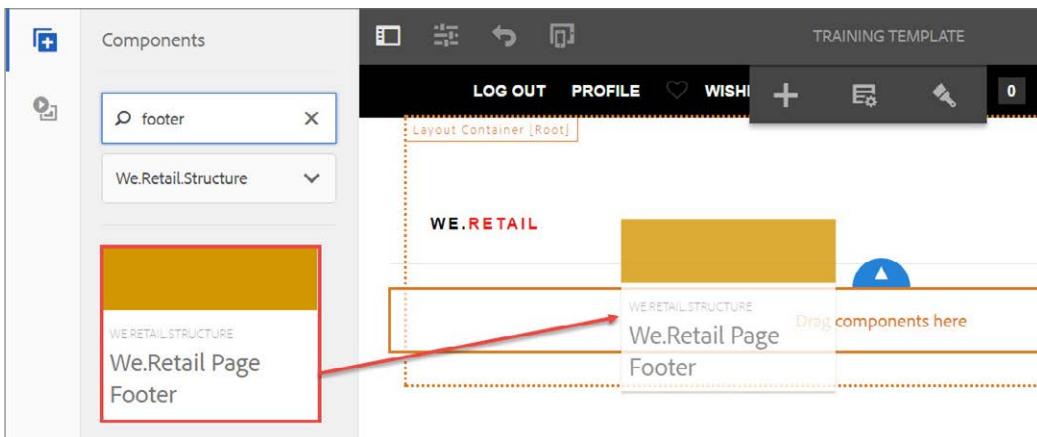
8. In Components browser, select **We.Retail.Structure** group from All drop-down.

A screenshot of a 'Components' browser interface. On the left is a sidebar with a '+' icon, a 'Components' tab (which is highlighted with a red box), and a dropdown menu labeled 'All' (also highlighted with a red box). The dropdown menu shows three options: 'All', 'We.Retail', and 'We.Retail.Structure' (which is highlighted with a blue box). To the right is the main workspace with a placeholder 'Drag components here'. The top bar is identical to the one in the previous screenshot.

9. Look for **We.Retail Page Header** component in Filter search field, and then drag and drop it onto the **Drag components here** placeholder.



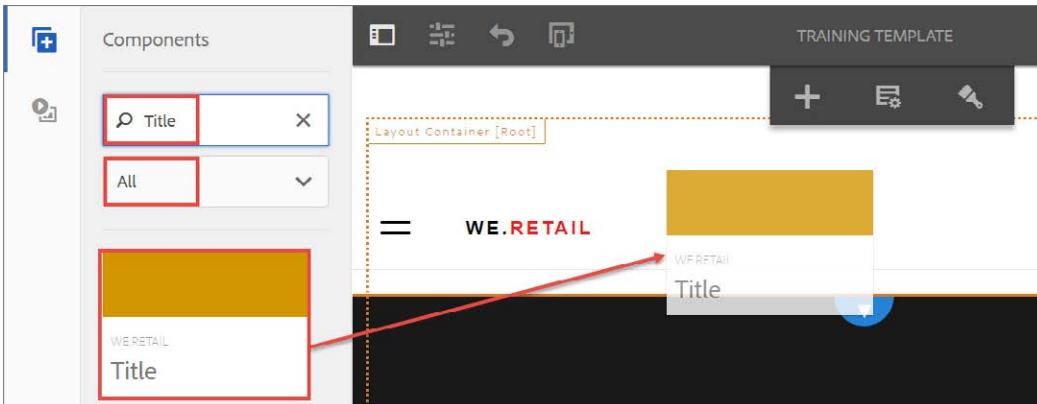
10. The same way, drag a **We.Retail Page Footer** component below the header.



11. Now change the component group drop-down back to **All**.

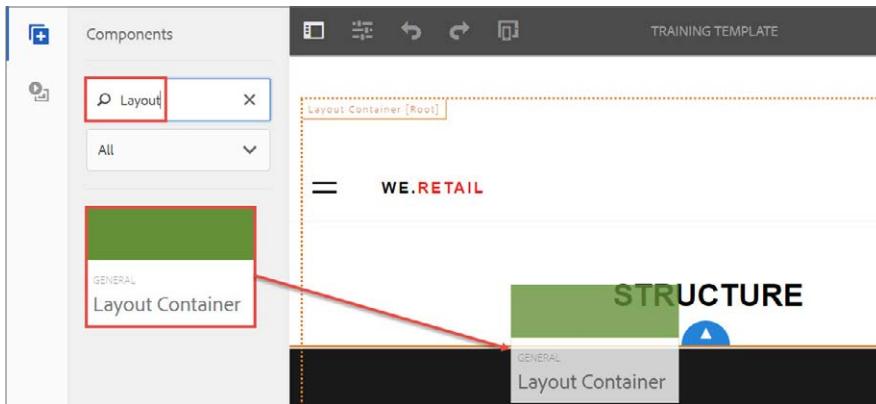
12. In the **Filter** search field type **Title** and hit **Enter**.

13. Drag the **Title** component between the previously added ones.

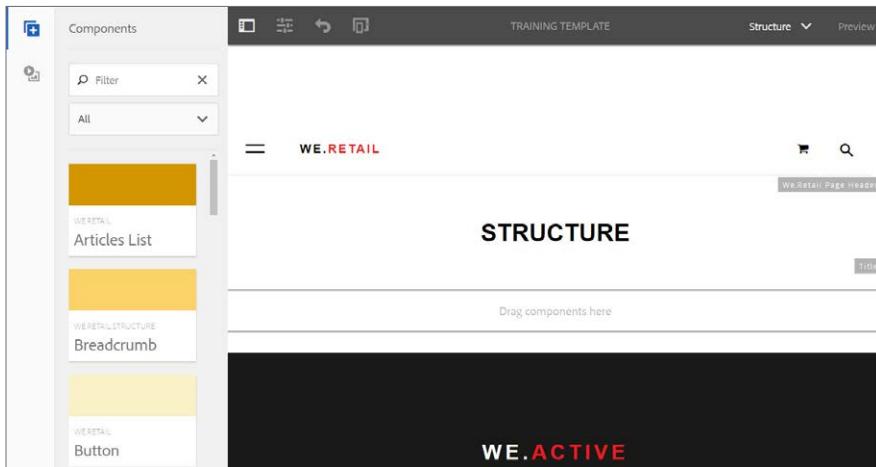


14. In search field, enter **Layout Container** and **Enter**.

15. Drag a **Layout Container** below the **Title**.



You should now have a template that looks as below:



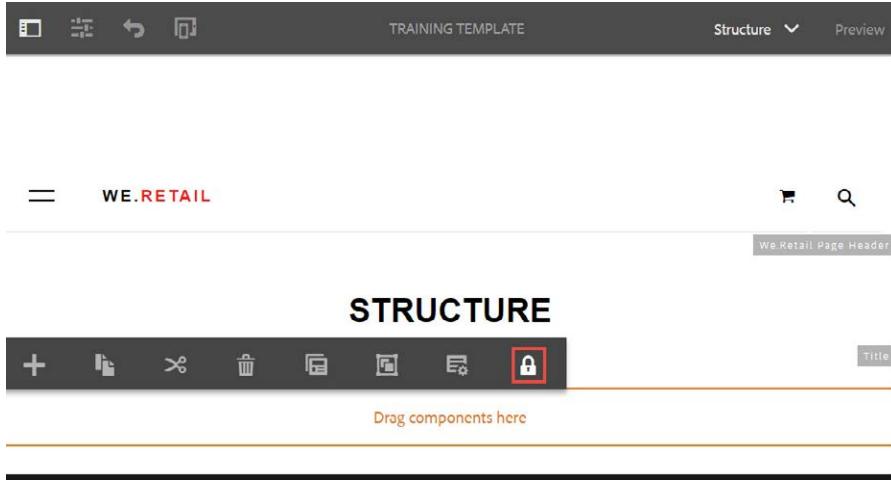
In the template that we created, we don't want the header and the footer to be editable on the resultant pages, because what they display should be determined by their own logic, like building the top-level navigation from the page tree.

Also the title component doesn't necessarily need to be editable, as it will (by default) display the page title. The layout container however needs to be made editable, or it will be a quite pointless in its current state.

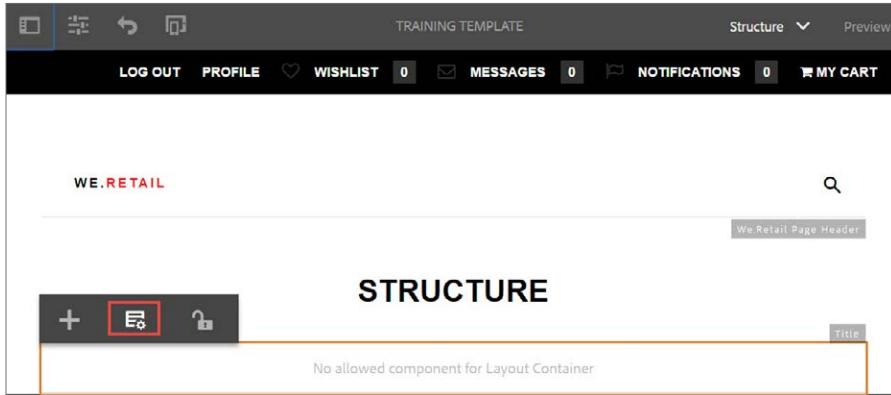
To do so, we will have to unlock it and assign a content policy, so that it has a list of allowed components for the resultant pages.

16. Select the **Layout Container** by clicking on its placeholder which is located below the **Title** component.

17. Click the **lock** icon on the toolbar to unlock it for the resultant pages.

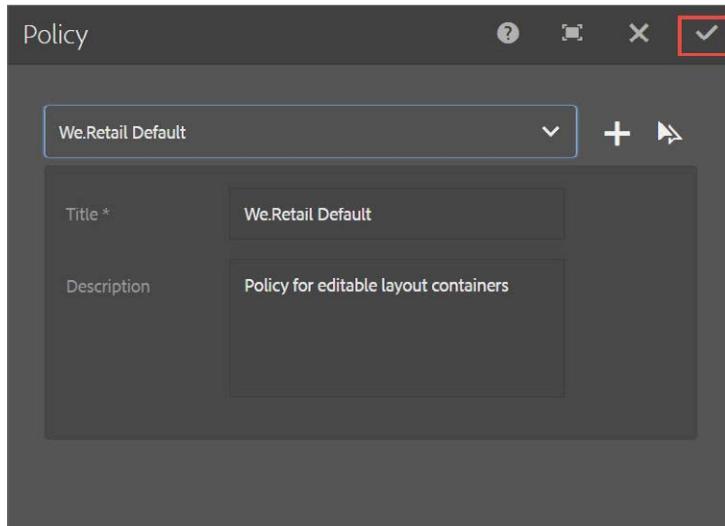


18. Still in the toolbar of the layout container, click the **Policy** icon.



19. In the **New Policy** drop-down select the **We.Retail Default** policy.

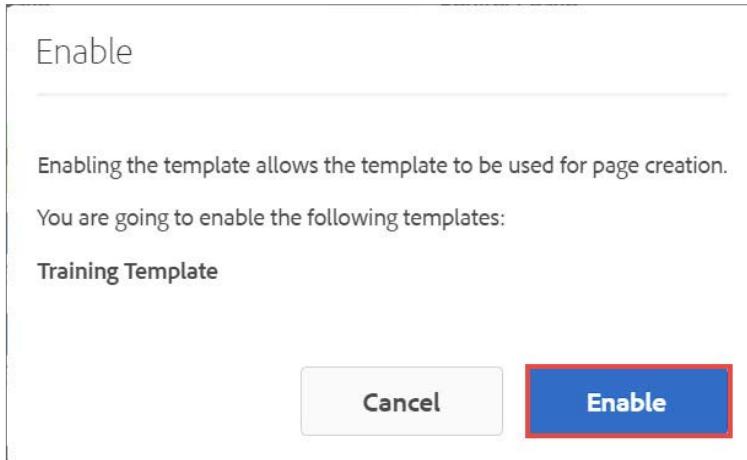
20. Validate by clicking the checkmark (on the top right of the popup dialog)



You just created a new template now let's use this template to create a page. We'll have to first enable the template, so that it is made available to create new pages from it.

21. Go back to the **We.Retail** folder of **Templates** console, where the list of available templates are displayed.

22. On the **Training Template_<username>** card, click on the three dots and click **Enable**. An Enable dialog opens.

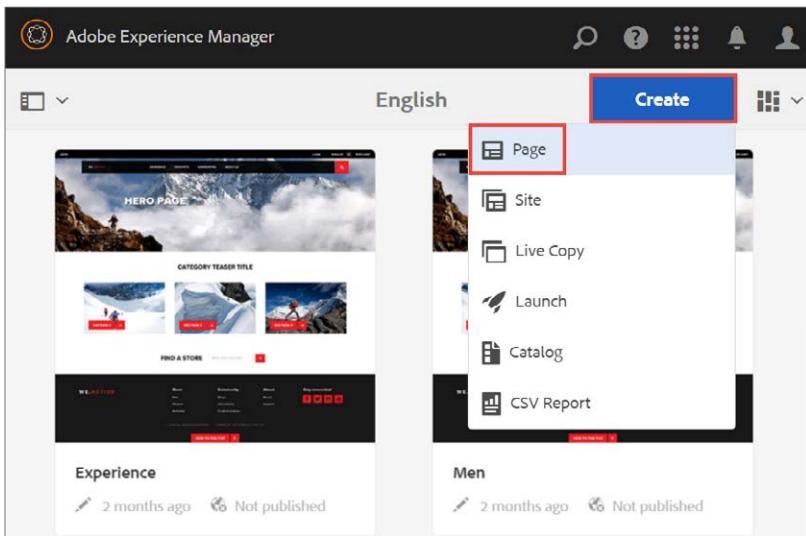


23. In the popup dialog, click **Enable**. Now let's create a page from that template.

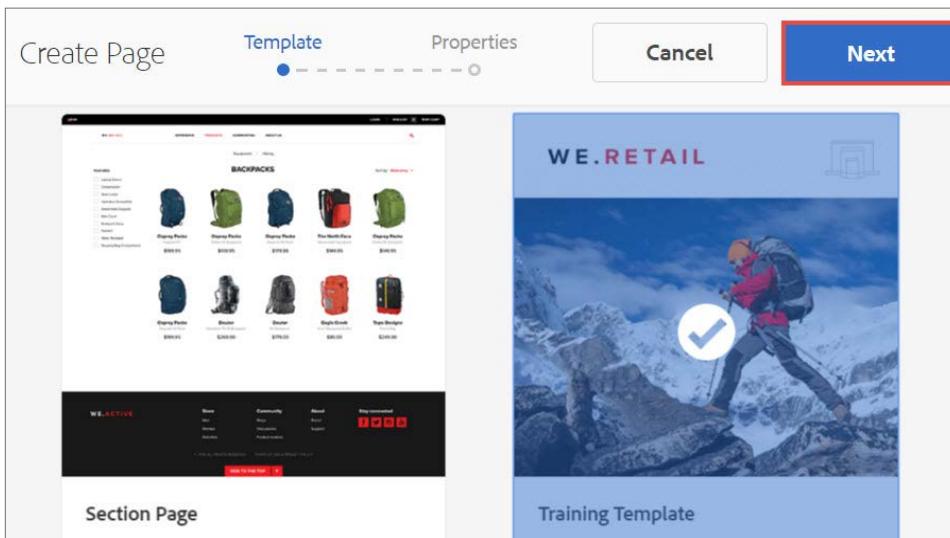
24. Navigate to **We.Retail > Language Masters > English**.

A screenshot of the Adobe Experience Manager interface. The top navigation bar shows "Adobe Experience Manager". Below it, a sidebar has "English" selected, indicated by a red box. The main content area displays two website preview cards: "Experience" and "Men". Both cards show a preview of a website with a hero image of a mountain and a "FIND A STORE" button. The "Experience" card was created 2 months ago and is not published. The "Men" card was also created 2 months ago and is not published.

25. Click **Create** and select **Page**.



26. Select the **Training Template_<username>** that we just enabled and click **Next**.



27. Enter Training Page_<username> as Title and click Create.

Create Page Template Properties Back **Create**

BASIC ADVANCED

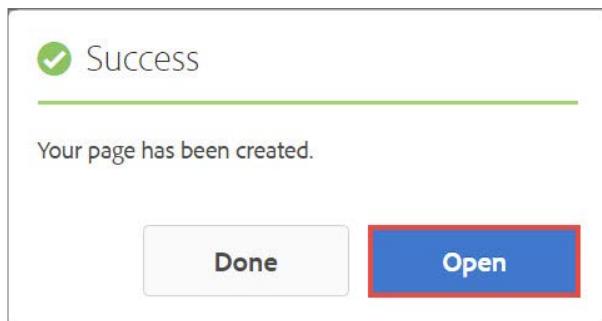
Title and Tags

Name

Title *

Training Page

28. On the Success message click Open.



The newly created page opens in a new tab, let's go ahead and edit it.

TRAINING PAGE

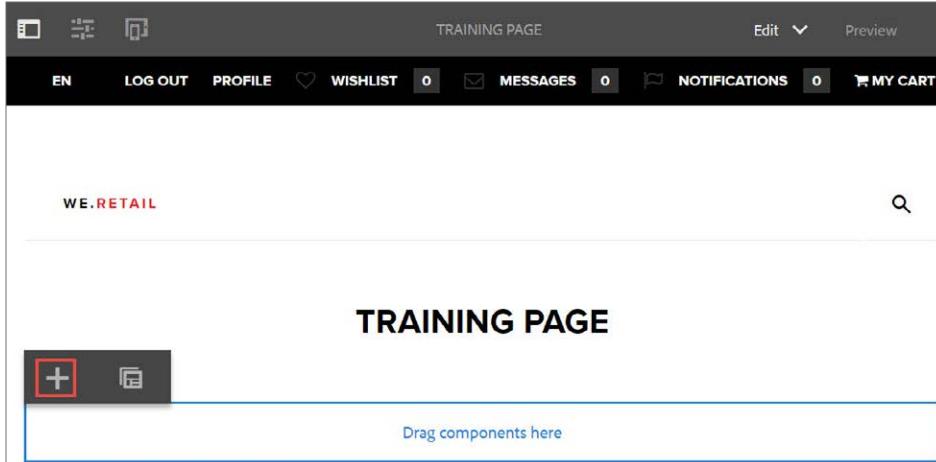
WE.RETAIL

Edit Preview

Drag components here

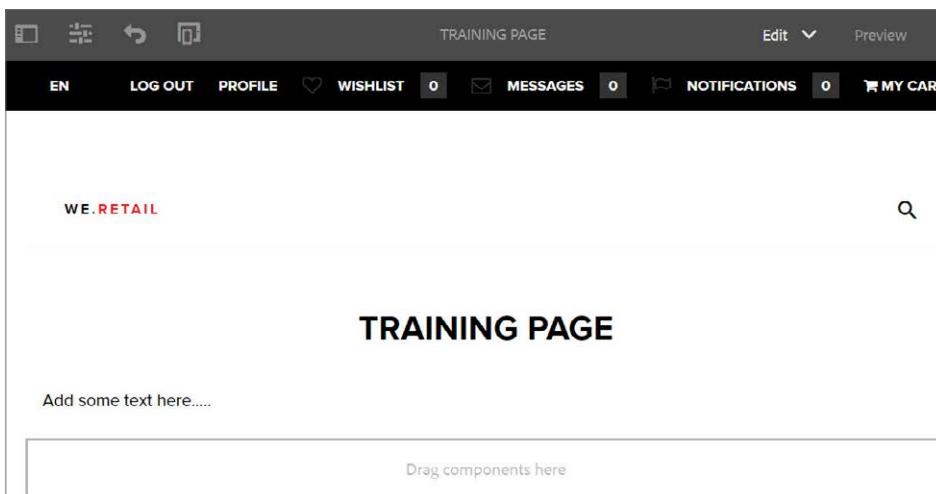
29. In the toolbar, click **Edit** in the top right.

30. See how none of the components in the template is editable, except for the **Layout Container**.



31. Select the placeholder of the **Layout Container** and click **+**.

32. Choose a **Text** component, select it, click the Edit icon, and type something.

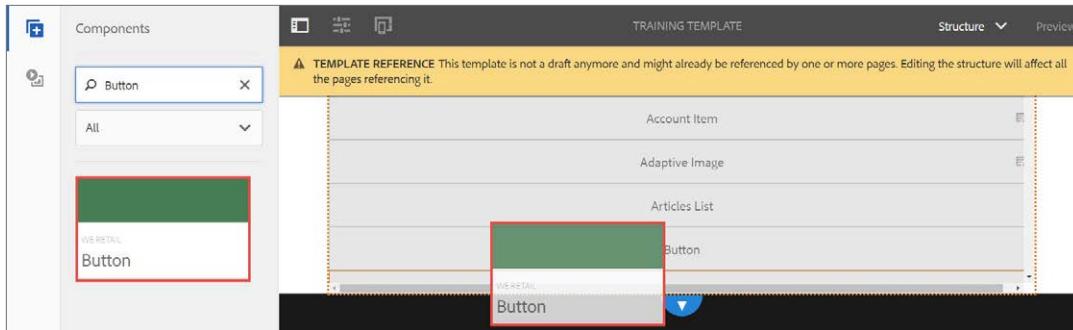


You should now have something that looks the following screenshot:

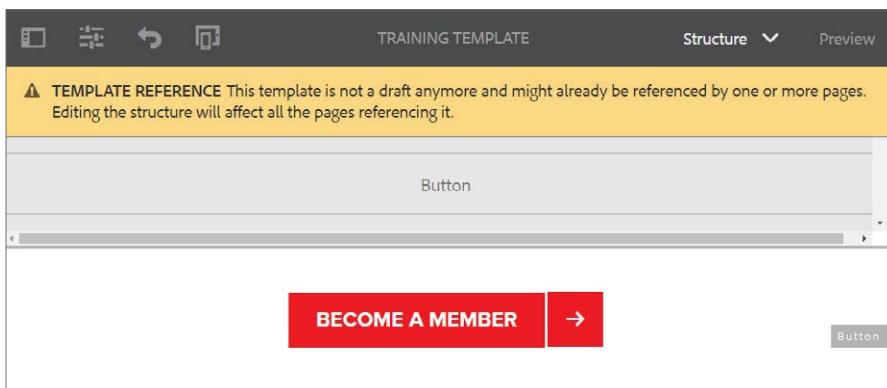
Let's see how editing the template structure will also be reflected on the pages that resulted from it.

33. Open the **Training Template_<username>** to edit it.

34. Drag and drop a **Button** component between the layout container and the page footer.



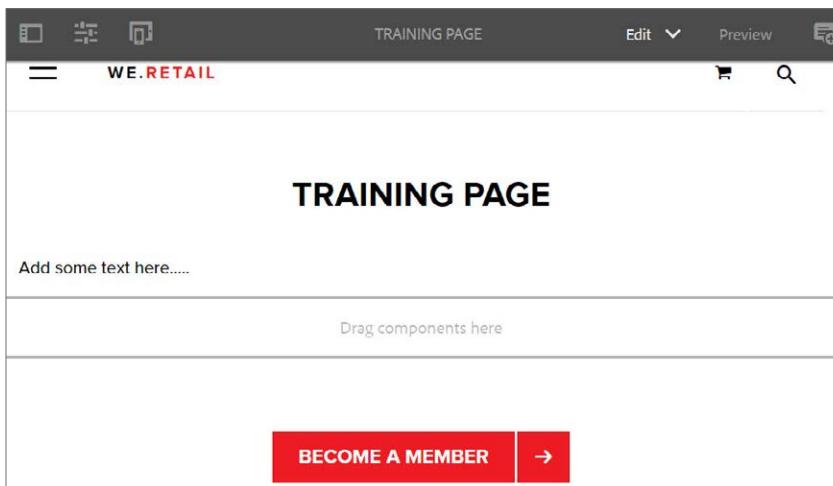
35. Select the added button component and click the **Configure** icon.



36. Enter a button label: **Become a member**.

As the changes are saved, let's see how the resultant page now looks.

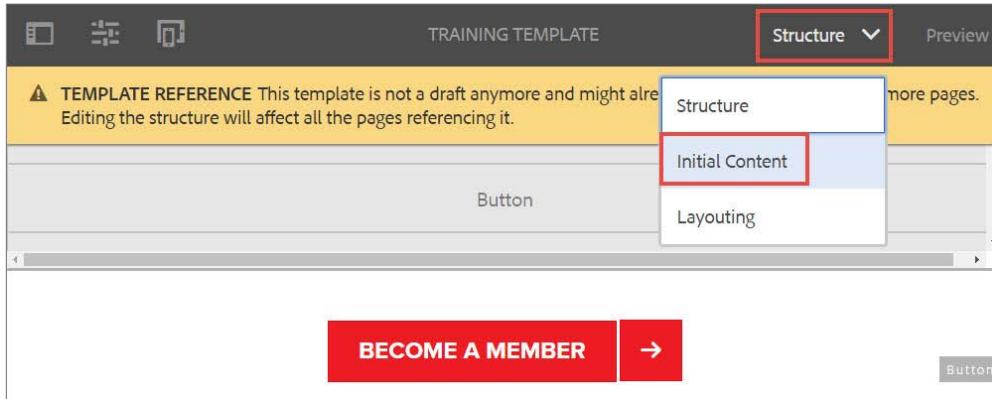
37. Open the **Training Page_<username>**. Reload the page in the browser.



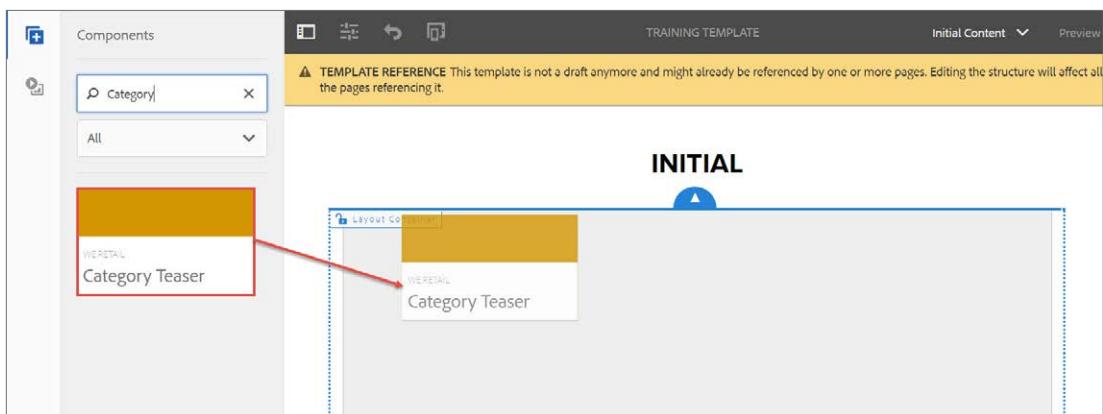
You can see that changes to the structure of a template affect all pages that use it. It is also possible to define initial content for a template, which will be copied over to newly created pages.

38. Open the **Training Template_<username>**.

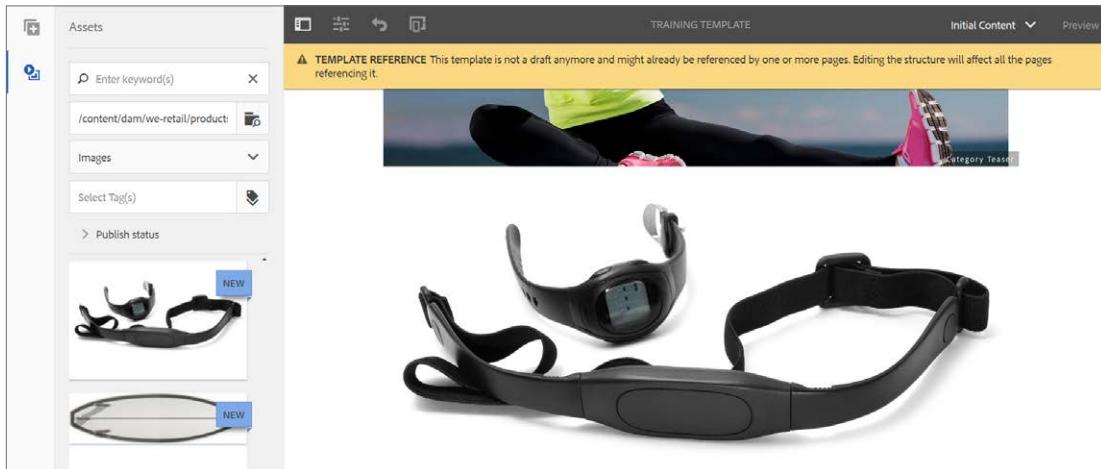
39. Switch to **Initial Content** mode by clicking on the down-arrow next to **Structure**.



40. Drag and drop three instances of **Category Teaser** to the **Layout Container**.

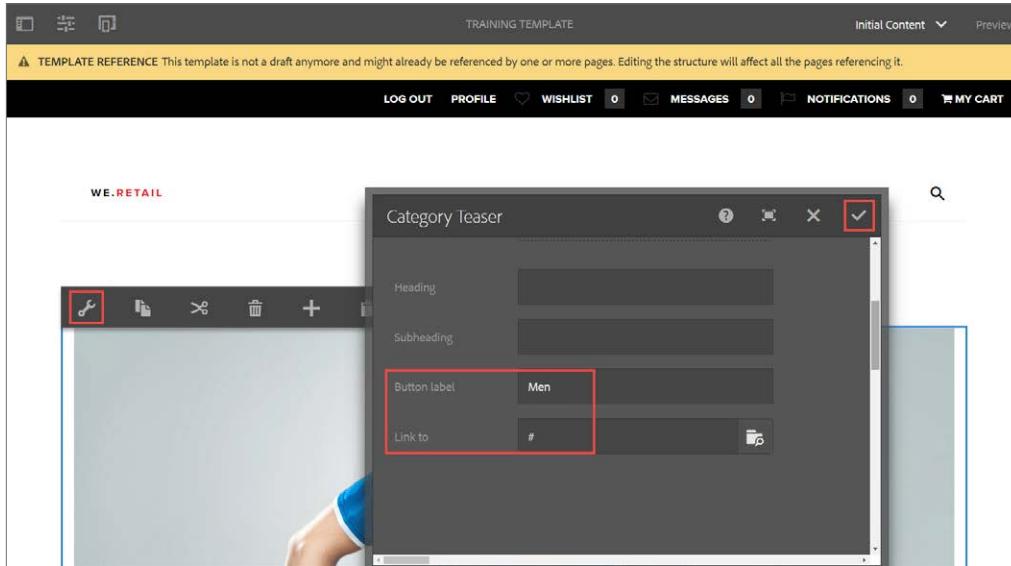


41. Drag and drop an image on each of the Category Teaser component.



42. Optionally, edit each category teaser by clicking the configure icon.

43. Give it a Button Label to make the label to appear; set "#" as dummy value for the link.



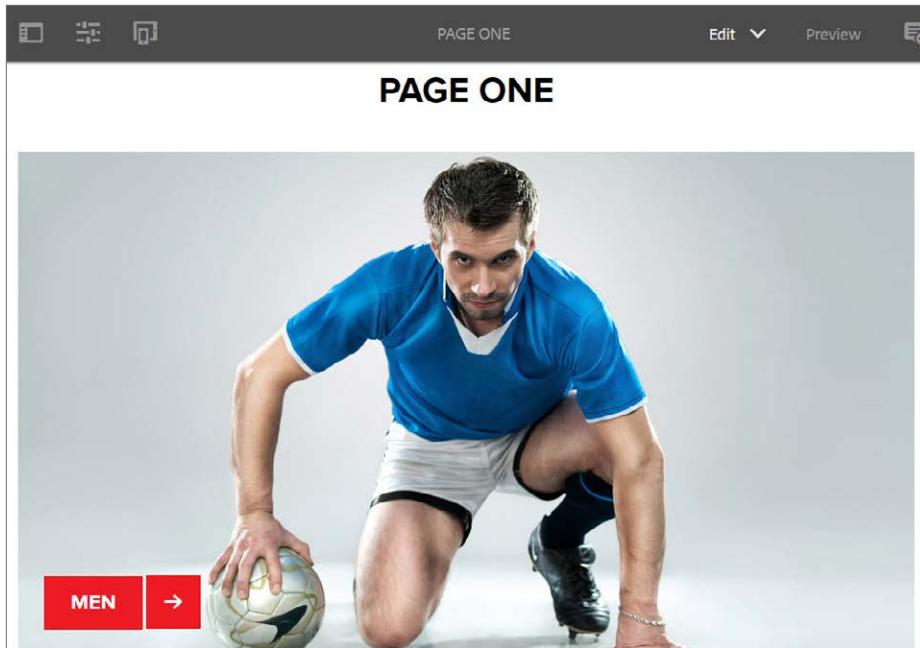
Let's see how a newly created page would now look.

44. Navigate under the **Training Page_<username>**, click **Create > Page**.

45. Select the **Training Template**, and then click **Next**.

46. Enter **Page One** as **Title**, and click **Create** and then **Open**.

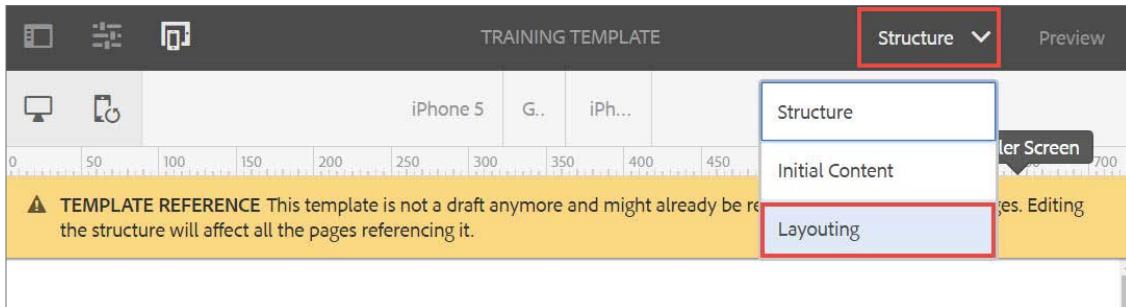
Notice that what we added to the initial content can be edited on the page.



Let's see how to improve the layouting of the template with the layout editor.

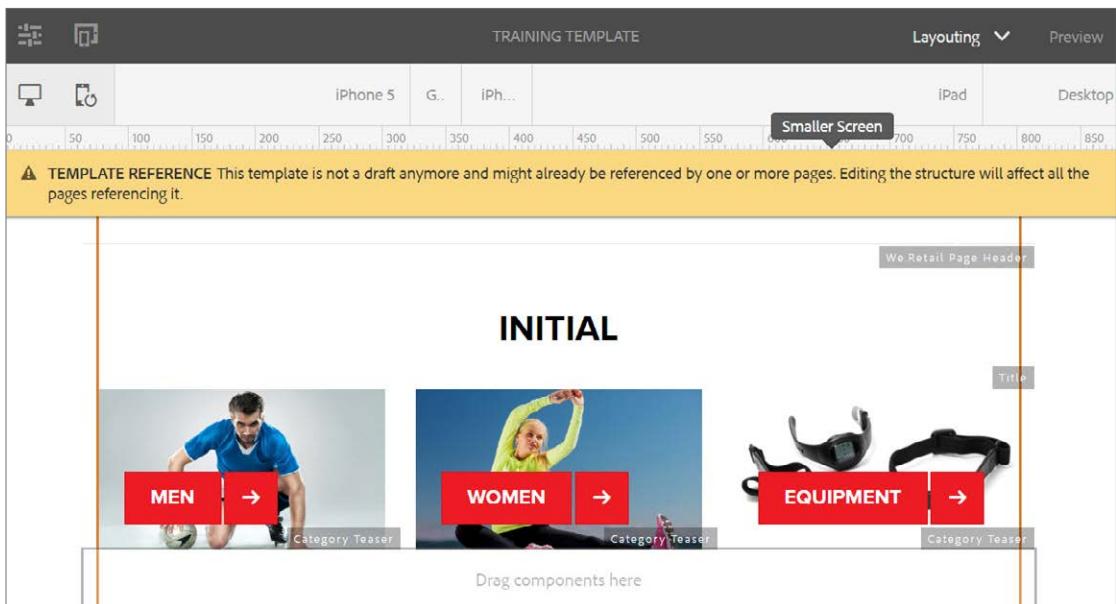
47. Open the **Training Template_<username>**.

48. Switch to **Layouting** mode by clicking on the down-arrow next to **Structure**.



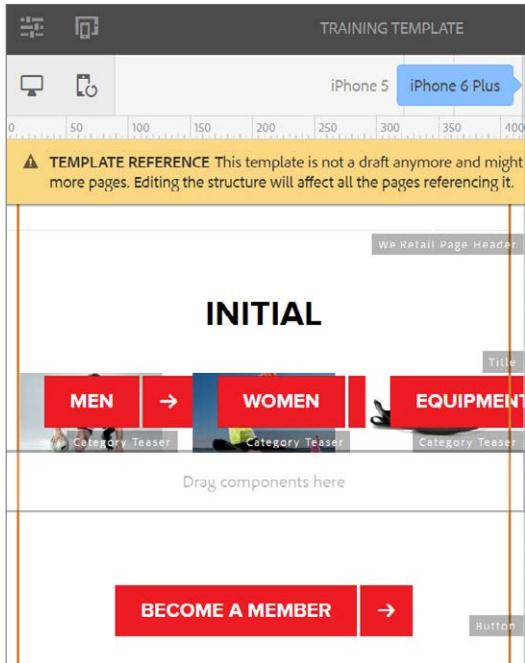
49. Select each of the **Category Teaser** components and drag their side handle to a third of the page.

The page should now look something like the following (also displaying the columns shown when dragging a handle):

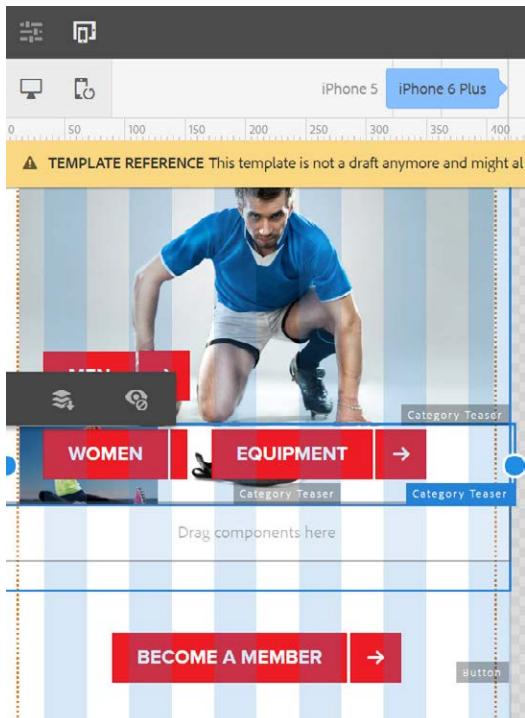


Previewing the template for iPhone clearly shows it needs to be aligned.

50. In the ruler of the mobile emulator (on the top), click on **iPhone**.

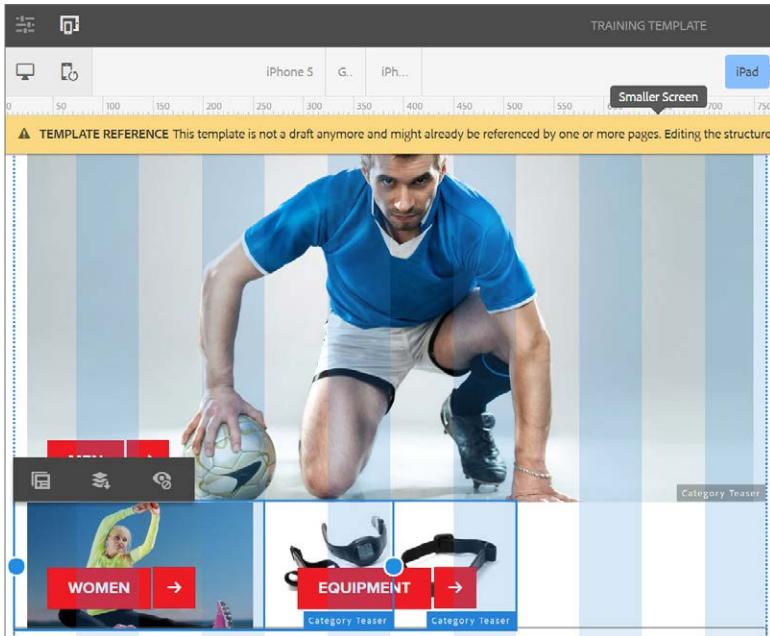


51. Select each of the category teasers and resize them to take the full width (12 columns).

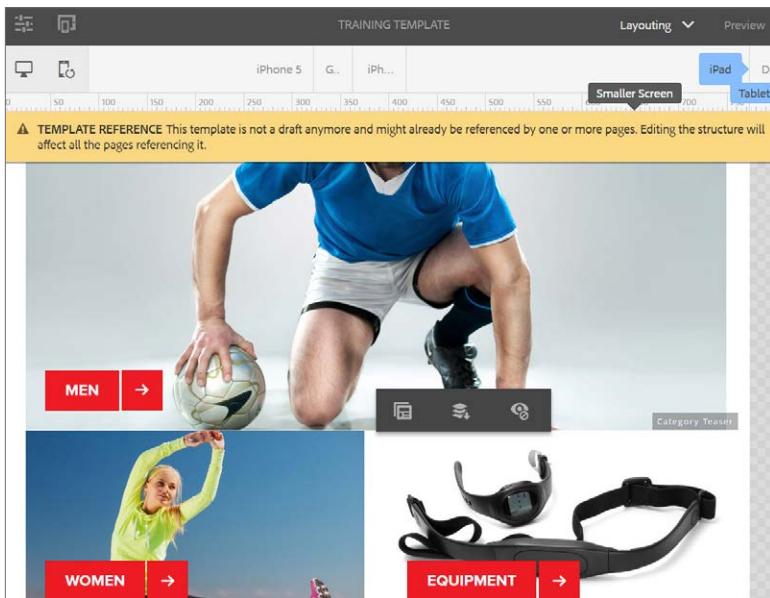


52. In the mobile emulator, now click on iPad.

53. For that breakpoint, take only the first category teaser and resize it to the full width (12 columns).



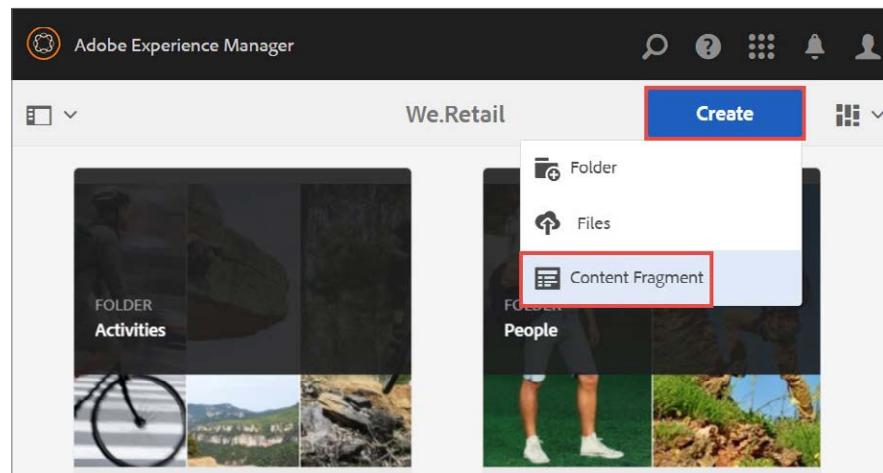
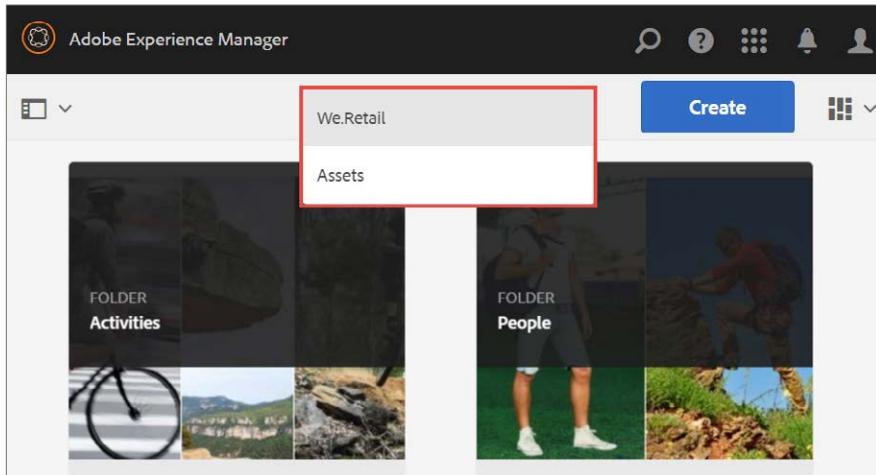
54. Take the next two category teasers and resize them to take the half width (6 columns).



Task 2: Create, edit, and use a content fragments in a page

To create content fragment:

1. In the **Assets** console navigate to the required folder, for example **We.Retail**.
2. Select **Create > Content Fragment** to open the wizard.



- In the **Template** step, select the fragment type, then proceed with **Next**.
- In the **Properties** step specify the Title as **Training CF_<username>**, and then click **Create**.

New Content Fragm.. Template — Properties Back **Create**

BASIC ADVANCED

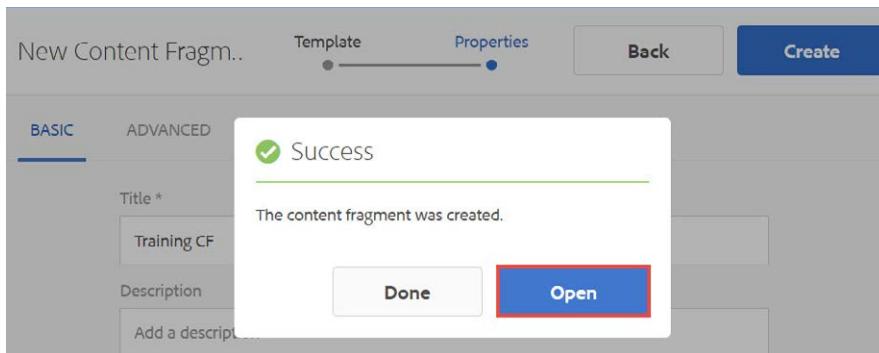
Title *

Training CF

Description

Add a description

- Open for editing the fragment.



To edit your fragment:

- Open the fragment for editing.

Adobe Experience Manager

Edit

Training CF - Main

Active variation	Master
Words	0
Characters	0
Characters (with spaces)	2
Sentences	0
Avg. Sentence (words)	0
Avg. Sentence (chars)	0
Paragraphs	1

7. Add several paragraphs of text on the fragment editor.

The screenshot shows the AEM Content Fragments editor interface. On the left, there's a toolbar with 'Edit' and 'Variations' tabs, and a dropdown menu set to 'Rich Text'. Below the toolbar is a rich text editor with bold, italic, underline, and list icons. To the right of the toolbar is a table of content statistics:

Active variation	Master
Words	50
Characters	345
Characters (with spaces)	396
Sentences	9
Avg. Sentence (words)	6
Avg. Sentence (chars)	38
Paragraphs	8

The main content area contains an 'Introduction' section with the following text:

Adobe Experience Manager (AEM) content fragments are created and managed as page-independent assets. They allow you to create channel-neutral content, together with (possibly channel-specific) variations. You can then use these fragments, and their variations, when authoring your content pages.

Below this, there are sections for 'Components of Content Fragments' and 'Content Fragments have:' which list 'Fragments', 'Variations', and 'Elements'.

8. Format the content using **Rich Text**, like Bold, add a bulleted list, and so on, and click the checkmark icon to save the changes. You will be taken back to **Assets > We.Retail** folder.

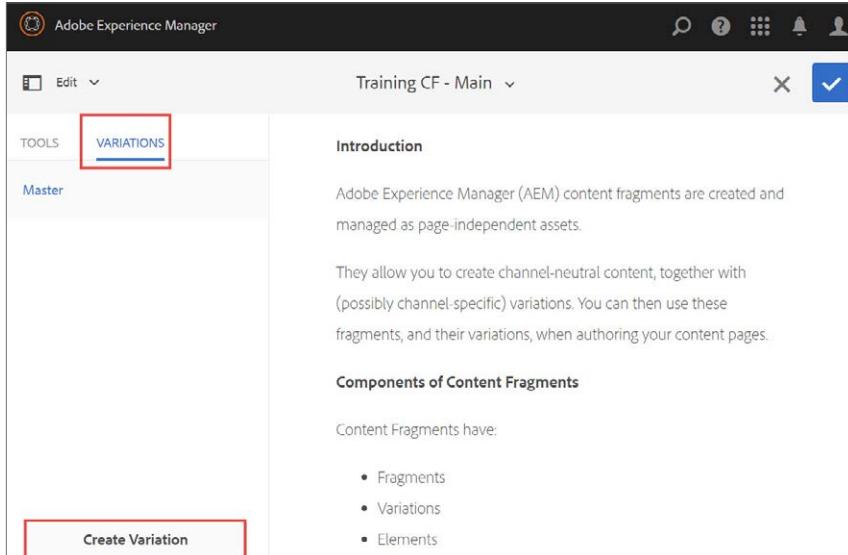
This screenshot shows the same AEM Content Fragments editor as the previous one, but with some changes. The 'Components of Content Fragments' section has been highlighted with a red box. Below it, the 'Content Fragments have:' section now contains a bulleted list:

- Fragments
- Variations
- Elements

The top right corner of the editor window has a blue checkmark icon with a red border, indicating that changes have been saved. The rest of the interface is identical to the first screenshot.

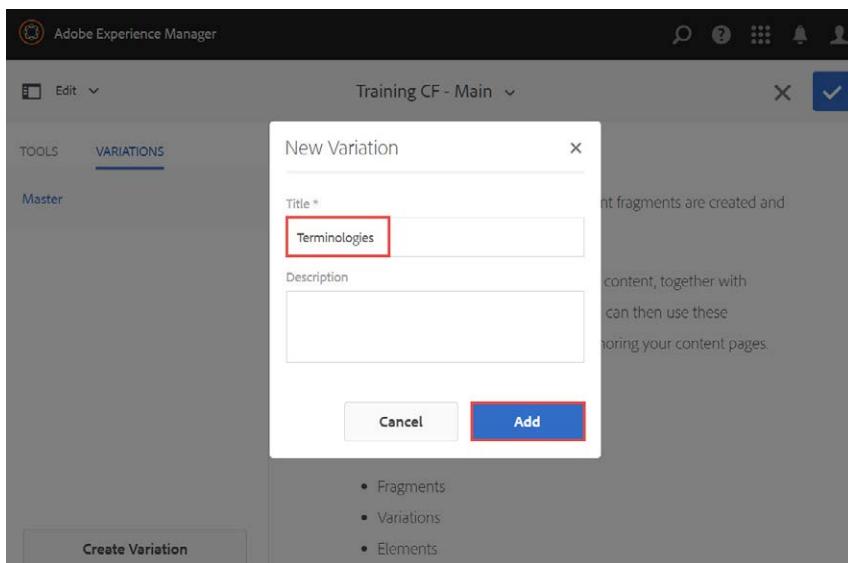
Create variation of the fragment, allows you to take the Master content and vary it according to purpose (if required).

9. Open Training CF_<username>, click VARIATIONS, and then click Create Variation.



The screenshot shows the Adobe Experience Manager interface for a content fragment named 'Training CF - Main'. The 'Variations' tab is highlighted with a red box. On the left, there's a sidebar with 'Master' and a 'Create Variation' button. The main content area contains sections like 'Introduction' and 'Components of Content Fragments', with a bulleted list of 'Fragments', 'Variations', and 'Elements'. A red box highlights the 'Create Variation' button at the bottom left of the content area.

10. Add a Title, and then click Add.



The screenshot shows the 'New Variation' dialog box over a darkened background of the 'Training CF - Main' page. The dialog has fields for 'Title *' (containing 'Terminologies') and 'Description'. At the bottom are 'Cancel' and 'Add' buttons, with 'Add' being highlighted by a red box. The background page shows the 'Variations' tab selected and the 'Create Variation' button.

11. You can make changes to the Master. For example; creating only the Components, and deleting other text, and then click the checkmark icon.

The screenshot shows the Adobe Experience Manager interface with the title "Training CF - Main". On the left, there's a sidebar with "TOOLS" and "VARIATIONS" tabs, where "VARIATIONS" is selected. Below it are "Master" and "Terminologies" sections. The main content area displays the text "Content Fragments have:" followed by a bulleted list:

- Fragments: allow you to design, curate, create, and use page-independent assets
- Variations: permutations of the master fragment
- Elements: individual semantic block of content defined in a fragment

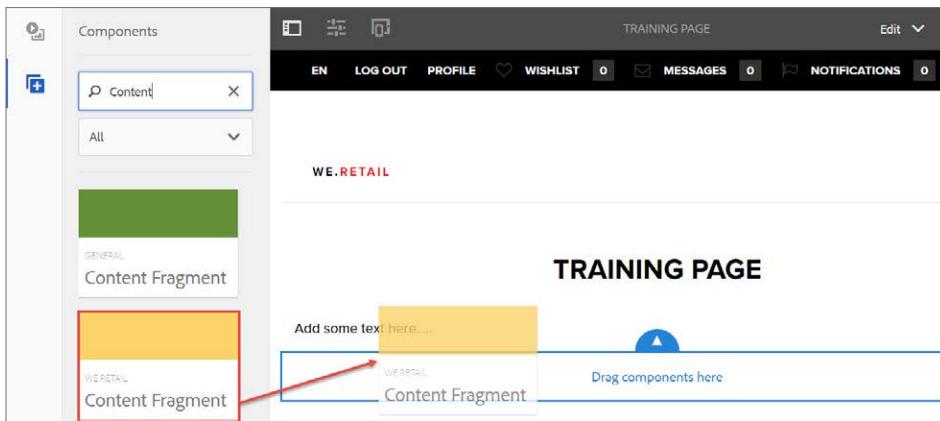
A red box highlights the checkmark icon in the top right corner of the window.

The content fragment and its variations are ready, so let's use it in a page.

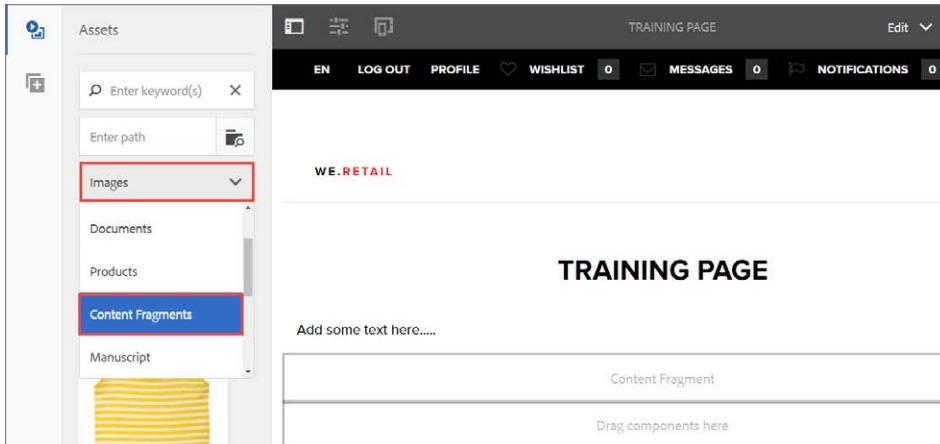
12. Navigate to **Training Page_<username>** and click **Edit**.

The screenshot shows the "Edit" view of a page titled "Training Page". The top bar includes "Create", "Edit" (which is highlighted with a red box), "View Properties", "Lock", and "Copy". The main content area shows a preview of the page with a "WE.RETAIL" logo and a person climbing a mountain. Below the preview, the page details are shown: "Training Page", "1 hour ago", and "Not published". To the right, a sidebar shows the "English" variation of the page, which includes "Language Masters", "We.Retail", and "Sites" sections. A red box highlights the "English" variation section. At the bottom, another variation is listed: "Experience", "2 months ago", and "Not published".

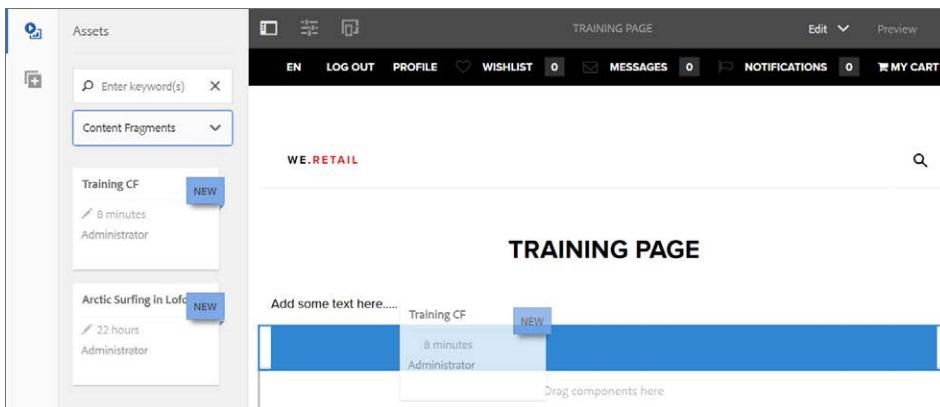
13. Drag and drop a **Content Fragment** component onto the page at the desired location.



14. Choose **Content Fragments** from Images drop-down, to view all the available content fragments.



15. Drag and drop **Training CF_<username>** onto the **Content Fragment** component on tha page.



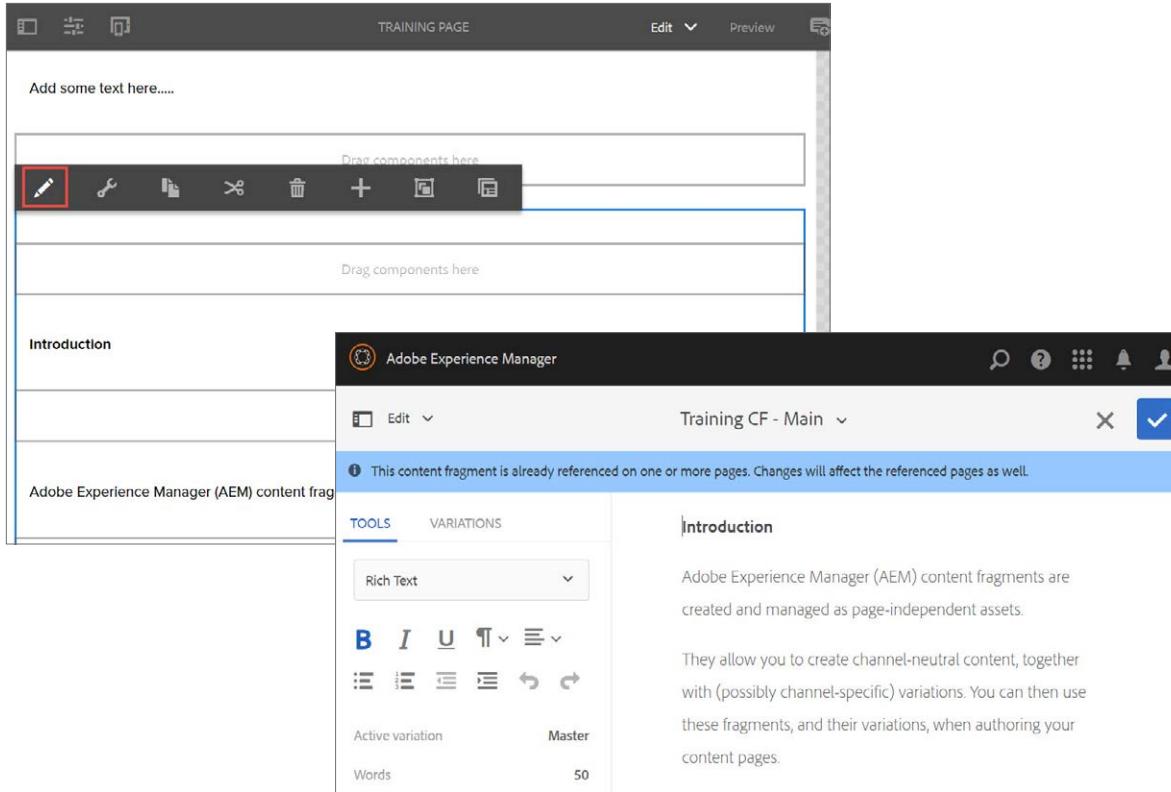
16. Open the page in **Preview** mode to view how the content fragments looks on the page.

The screenshot shows the AEM preview interface. At the top, there are icons for file operations (New, Open, Save, etc.), the title "TRAINING PAGE", and a toolbar with "Edit" and "Preview" buttons. The "Preview" button is highlighted with a red box. Below the toolbar, the page content is displayed. It starts with a section titled "Introduction". Under this section, there is a paragraph: "Adobe Experience Manager (AEM) content fragments are created and managed as page-independent assets. They allow you to create channel neutral content, together with (possibly channel specific) variations. You can then use these fragments, and their variations, when authoring your content pages." Further down, there is a section titled "Components of Content Fragments" with a bullet list: "Content Fragments have:" followed by "• Fragments", "• Variations", and "• Elements".

17. You add other components too within the content fragment.

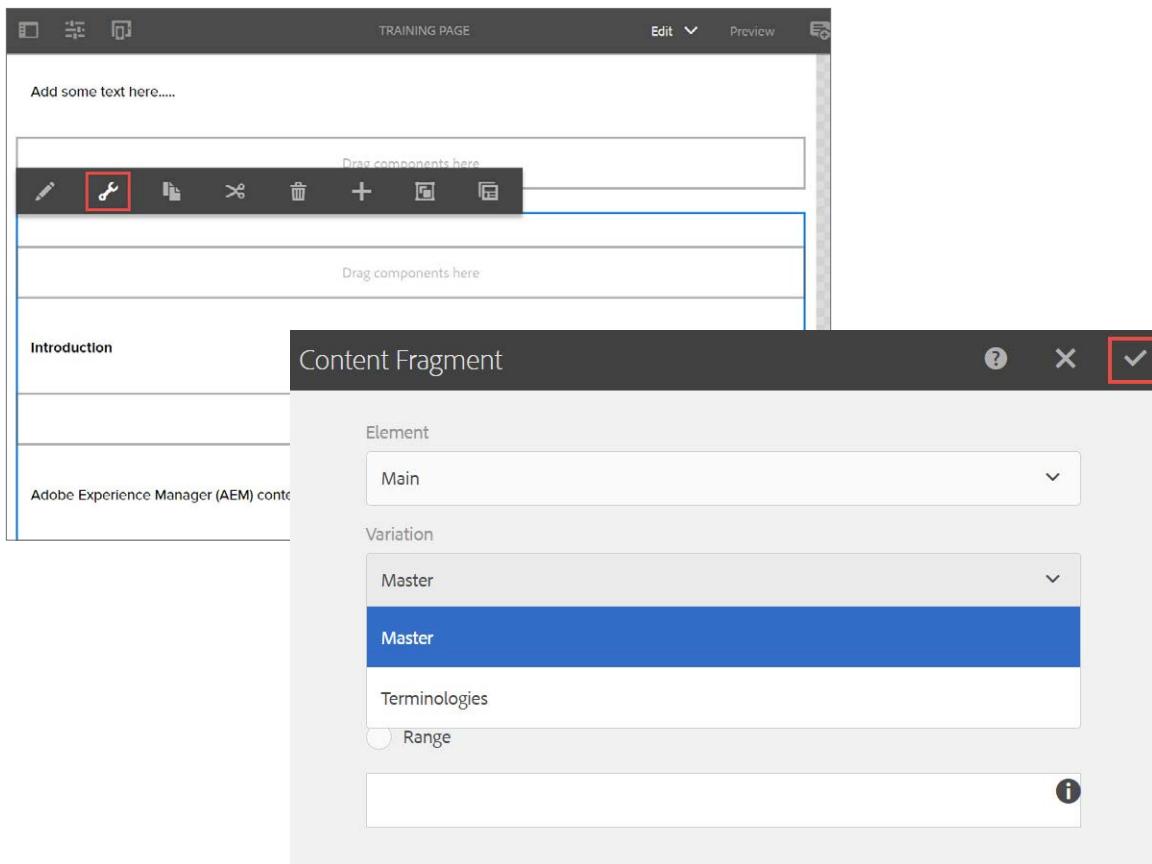
The screenshot shows the AEM preview interface with a focus on adding components. At the top, there are icons for file operations, the title "TRAINING PAGE", and a toolbar with "Edit" and "Preview" buttons. The "Preview" button is visible. The page content includes several "Drag components here" placeholder boxes. One such box is located above the "Introduction" section. Another large blue-bordered box surrounds the main content area where the first paragraph was displayed. Below this, there is another "Drag components here" box. The content itself consists of two paragraphs: "Adobe Experience Manager (AEM) content fragments are created and managed as page-independent assets." and "They allow you to create channel-neutral content, together with (possibly channel-specific) variations. You can then use these fragments, and their variations, when authoring your content pages."

18. To edit the content fragment, select the content fragment, and then click the **Edit** icon. The fragment editor opens in a new tab.



 **NOTE:** The content fragment is already references on one or more pages. Changes will affect the referenced pages as well message appears, while trying to edit a referenced content fragment.

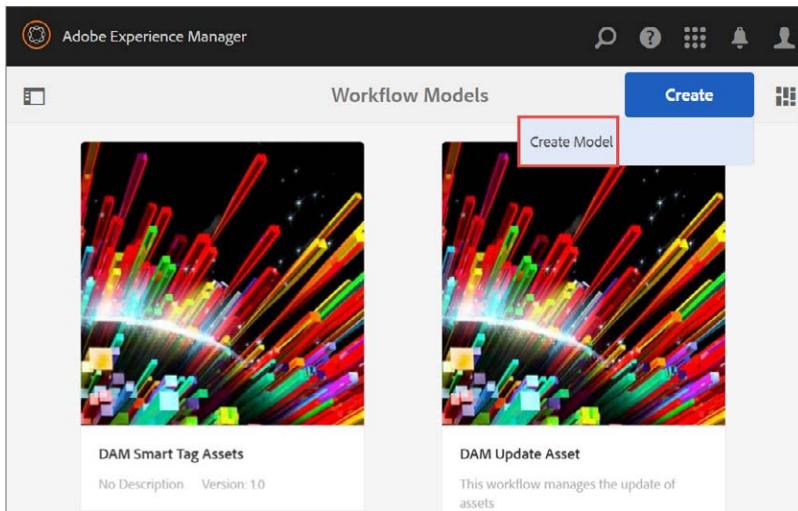
19. You can select the Variation of content fragment on your page, by clicking the **Configure** icon.



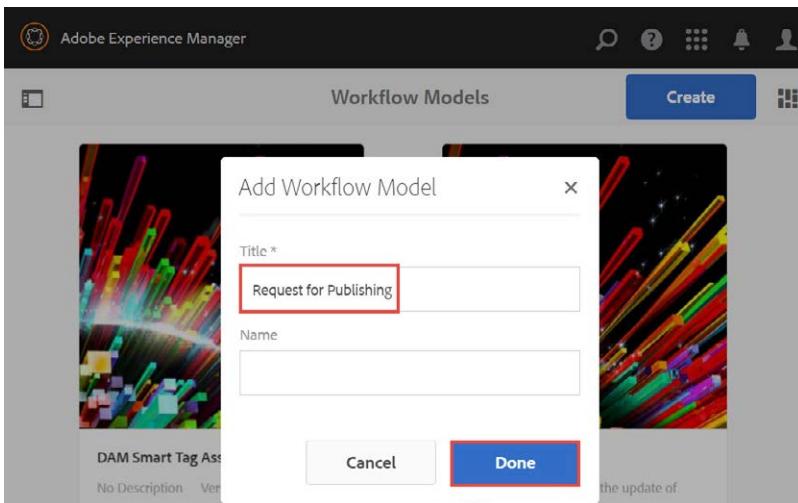
Task 3: Create, edit, and use a workflow model to automate the page publishing process

To create a workflow model:

1. Navigate to **Tools > Workflow > Models**.
2. Click **Create > Create Model** from the toolbar. The **Add Workflow Model** dialog opens.



3. Specify the **Title** of your workflow (for example, **Request for Publishing_<username>**).
4. Click **Done** to save and close the dialog. A new workflow is created in the **Models** tab. If you do not see your workflow right away, refresh your browser.



 **NOTE:** It is important to create your model with a unique identifier so you can identify your model amongst those of your peers' models being created in the same environment.
