Sitecore Basics: Quick Guidelines

LOGIN/USER INTERFACE TIPS

- Login: http://webedit.drexel.edu/sitecore/
- Public View: http://webedit.drexel.edu/SITENAME/
- Choose the Desktop interface on the login screen.
- Right click in the left-most white portion of the content tree to view: Locked Items & Workflow State.
- Notice the search box at the top of the content tree panel
- Use the spell checker in the WYSIWYG editor.

ADDITIONAL RESOURCES/SUPPORT

- IRT support pages: http://drexel.edu/irt/web/departmental/
- V1 Sitecore Gallery: http://webedit.drexel.edu/test/gallery/
- V2 Sitecore Gallery: https://webedit.drexel.edu/galleryV2/
- Contact websupport@drexel.edu for any questions.

CONTENT EDITOR INTERFACE: GETTING STARTED

Login Sitecore > Select Content Editor
In Content Tree > Find SITENAME

CREATE A PAGE

- Right Click (directory where new item will be created) > Click Insert > Basic Page or Press Release
- Name the new item (as the Page Title would be). This populates the Page Title, Menu Title, & Breadcrumb
- To move the location of the new item, select Home Tab > Select Up or Down Arrows or **ALT** + **Drag** (easier).
- The filename should not have spaces so right click on item > rename (with no spaces).
- Save

EDIT A PAGE (BASIC)

- Click on page to highlight it > Select Lock and Edit
- Scroll down to any field to edit it > Select Show Editor (opens WYSIWYG) or double click rich text field
- To populate an image field, click **Browse** above the image field to access the Media Library.
- Note these fields when creating new pages:
    - **Identity Fields** (title fields)
        - Page Title - appears as title in Web browser
        - Menu Title – Menu title
        - Breadcrumb: appears under nav bar as navigation aid.
    - **Headline & Body** – are rich text fields (uses the WYSIWYG editor)
        - Headline – title of page
        - Body – contains body text of page
- Save (on all tabs on top ribbon).

Sitecore Basics: Quick Guidelines

INSERTING IMAGES (WITHIN CONTENT EDITOR'S WYSIWYG)

- Open Insert Media Item Window > Find Image
- Click Image > Add Alt Text if Needed
- Click Insert > Right Click on Image within Editor to Edit Image Properties

ADDING SITECORE LINKS

- Highlight Text in Editor > Select Insert Sitecore Link in Top Ribbon
- Select Internal Link (Sitecore Page) or Media Items (Files: PDFs, PPTs, docs, flash, etc) > Link

FINISHED EDITING/READY TO PUBLISH LIVE

- Review > Display to see your updates
- Review > Select Spelling and/or Markup to check your updates.
- Review > Approve for Publication to Publish page live.

MEDIA LIBRARY INTERFACE (IMAGES/FILES)

OPEN MEDIA LIBRARY

- The Media Library tab is in the lower left corner of Sitecore interface.
- Also be accessed on the top right corner drop down arrow.

UPLOADING IMAGES OR FILES TO MEDIA LIBRARY

- Upload Images: Media Library > Images > SITENAME > subfolders.
- Upload Files (PDFs, PPTs, docs, flash, videos): Media Library > Files > SITENAME > subfolders.
- Click folder where you want the image to be uploaded into.
- On right panel, click "**Upload Files (Advanced)**" [Preferred over "Upload File"].
- Click "**Browse**" to search your computer for files.
- In the file select dialog box, choose a file (image or zip) to upload, then click "**Open**."
- Click "**Browse**" to get more files; click "**Upload**" when finished.
- In uploading a zip file, check the box for "**Unpack ZIP Archives**;" do not check "**Upload as Files**."

NOTES ON ZIPPED FOLDERS

- If you zip bare files, those files will appear in the media library, but no new folders will be created.
- If you zip folder or subfolders, that folder structure will be recreated in the media library.

NOTES ON ALL NEW FILES

- After uploading images, be sure to enter the alt text attribute (single space " " for decorative images).
- After uploading, be sure to publish using the "**Approve for Publication**" function.
- Images/Files will appear in editor but not show live when unpublished.