# ALES Wordpress Editor documentation

ALES Research websites

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# Web Tips and Guidelines

Process to launch your website

- 1. URL / Domain name acquired and linked to the development website
- 2. (if required) Privacy blocks / passwords enabled to hide development content from Internet
- 3. Custom modules integrated (Woo Commerce, Monaris, Forms, custom downloads, Maps, etc)
- 4. Website Editor accounts created from list of CCIDs provided by client. Non-CCID editors are possible, but not recommended.
- 5. Previously agreed launch content posted and reviewed by client
- 6. Google Analytics (if required) set up and tested
- 7. Client sign off on templates and design of website
- 8. Client trained in Wordpress content management system by ALES web team
- 9. (if required) Additional training provided for custom modules

#### What we provide

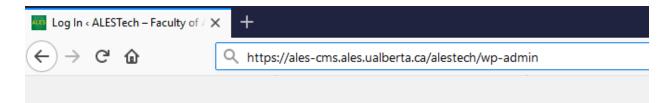
- Rotators, training, special modules, custom builds
- Shopping carts and storefronts, Forms, Maps and more
- Analytics account will automatically be created and reports sent to you
- Yoast (SEO tool) will be installed and activated
- News and Events tools are available additional training required
- Access to additional training videos for specific features are available
- Preset templates and <u>university approved colours</u> are offered\*
- Content writing tips and guidelines

\*other colours will be reviewed on a case-by-case basis

#### **Usability Tips**

- Limit global navigation items between 4 to 7 items
- Limit the number of child pages to an element between 5 and 9
- Prioritize content for mobile viewing (most important at top to least on bottom)
- Limit the number of images on a page
- Use horizontal images
- Resize images prior to uploading
- Come up with a naming convention for your images (simplify search of database)
- 1 idea per web page (to improve SEO)
- A rotator is good for a homepage however it is not an effective communication tool (initial image seen and subsequent images seldom seen)
- Use the default font and colour settings do not override with custom fonts. The U of A approved font *for websites* is installed on all wordpress sites
- Use built in headers as opposed to trying to adjust font sizes manually
- Rich text editor has subscript and other options built in use them!
- Consider your audience avoid acronyms and jargon
- U of A and/or ALES logo must be present on sites and positioning must follow U of A standards

## Login



Navigate to: https://ales-cms.ales.ualberta.ca/\*Your Site Here\*/wp-admin/

```
or the URL of your website + "/wp-admin"
```

(http://examplesite.ualberta.ca/wp-admin)

| Username or Email Address<br><b>brad.grier</b><br>Password | 9.     |
|--|--------|
| Remember Me  | Log In |
| Lost your password?  |        |

Enter your Username and Password.

## First.Last and your <u>ALES password</u>

(same one you use to log into your computer).

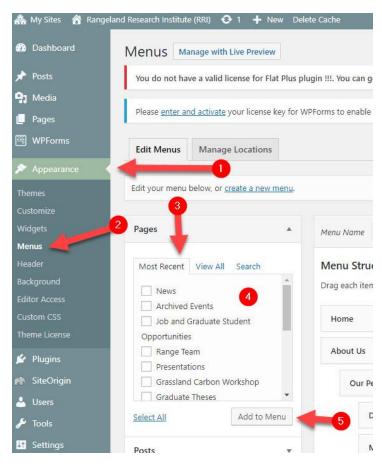
## Website Dashboard

| The provide the second |   |      |                               |                   |                |  |  |
|---|---|------|-------------------------------|-------------------|----------------|--|--|
| ← → ♂ ŵ   | (i) 🔒 https://ales-cms.ales.ualberta.ca/alestech/wp-ad  | min/ | 🛡 🏠 🔍 Search                  | 1                 | \ ⊡ ≡          |  |  |
| ሕ My Sites 🛛 🕆 ALESTech -   | Faculty of ALES Technical Res 🕂 New Delete Cache  |      |                               | Ho                | wdy, reguser 📃 |  |  |
| 🐼 Dashboard 🛛 🔸   | Dashboard   |      |                               | Screen Options 🔻  | Help 🔻         |  |  |
| Home<br>My Sites  | At a Glance   |      | Quick Draft                   |                   |                |  |  |
| <ul> <li>Posts</li> <li>Media</li> <li>Pages</li> <li>3</li> </ul>  | <ul> <li>12 Pages</li> <li>WordPress 4.9.4 running ALES-Education-Hub_Child theme.</li> <li>Akismet blocks spam from getting to your blog.<br/>There's nothing in your spam queue at the moment.</li> </ul> |      | Title<br>What's on your mind? |                   |                |  |  |
| <ul><li>Profile</li><li>Tools</li></ul>   | Activity  | •    | Save Draft                    |                   |                |  |  |
| ∧ MetaSlider  | ••  |      | WordPress Events and News     | s                 |                |  |  |
| <ul> <li>Collapse menu</li> </ul>   |   |      | Attend an upcoming event nea  | ar you. 🖉         |                |  |  |
| 2   |   |      | Meeting in the Bunker R       | Room at Saturday, | Mar 3, 2018    |  |  |

- 1. Logout and User Profile use this area to exit the website editing system or to change your user password.
- 2. Main site commands
- 3. Pages this is where you choose to edit or add new pages
- 4. Media all images and documents (jpg, gif, pdf, word, etc) are stored in this area

## Editing menu order or structure

- 1. Click on Appearance
- 2. Click on Menus
- 3. FInd the page in the list (pages)
- 4. Check the box and select the page



- 5. Click add to menu (it will show up at the bottom of the list on the right hand side (menu structure)
- 6. drag it to where you would like it to go
- 7. save menu
- 8. refresh your live site

| *           | Menu Name Main menu   |  |  | 0 |
|-------------|---|--|--|---|
| All Search  | Menu Structure<br>Drag each item into the order you prefer. Click | the arrow on the right of the item to reveal add | itional configuration options.   |   |
| e Student   | Home  | Page *   |  |   |
|             | About Us  | Page *   |  |   |
| n Workshop  | Our People sub item   | B Page *   | Once you've added the page<br>drag it to where you would<br>like it to go. Sub item will be<br>indicated |   |
| Add to Menu | Donors sub dem  | Page *   |  |   |
| •           | Mattheis Chair in Rangeland<br>Ecology and Management sub its     | Page ¥   |  |   |
| *           | Researchers sub-item  | Page *   |  |   |
| *           | Strategic Advisory Council sub its                                | em Page 🔻  |  |   |
| *           |   |  |  |   |
|             | Our Facilities sub-item   | Page *   |  |   |
|             | Mattheis Research Ranch sub-iter                                  | m Page 💌   |  |   |

## Add a new page

| and Dashboard « ALESTech - Faculty 🗙 🕴 🕂  |  |                         |     |                      |                         |  |  |
|---|--|-------------------------|-----|----------------------|-------------------------|--|--|
| ← → ♂ ŵ   | <ul> <li>a https://ales-cms.ales.ualberta.ca/alestech/wp-admin, ♥ ☆</li> <li>Q Search</li> <li>III II</li> </ul> |                         |     |                      |                         |  |  |
| 🙈 My Sites   ALESTech - Faculty of ALES Technical Res 🕂 New Delete Cache Howdy, reguser 🔟 |  |                         |     |                      |                         |  |  |
| 🚯 Dashboard   | Dashboard  | Post<br>Media           |     |                      | Screen Options 🔻 Help 🔻 |  |  |
| Home<br>My Sites  | At a Glance  | Page                    |     | Quick Draft          |                         |  |  |
| ▶ Posts     □ 12 Pages       ▶ WordPress 4.9.4 running ALES-                              |  | Education-Hub_Child the | ne. | Title                |                         |  |  |
| Media   |  |                         |     | What's on your mind? |                         |  |  |

## Move a page

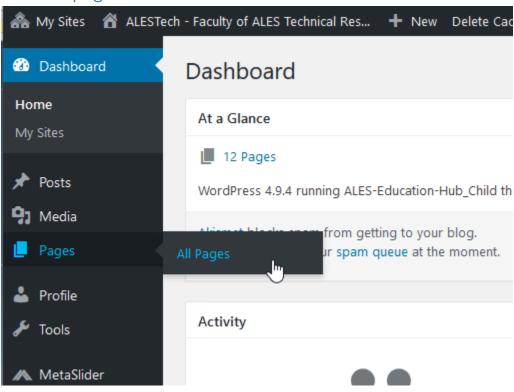
|       | Contact Us<br>Rename   View   Unpublish   Edit   Template   Move   Delete |
|-------|---|
| Pages | Move  |
|       |   |

Hover over the page to move. Click move. The page will now be highlighted with a yellow bar.

| Pa      | ages   | Status                 | Last<br>Modified  | Template            |         |
|---------|--|------------------------|-------------------|---------------------|---------|
|         | ALES Technical Resources and Support   | • Online<br>2018/01/16 | 2 hours ago       | Default<br>Template | Add New |
| Move    | Video & Web Conferencing<br>my page: After e Before II As a subpage d Caricelye   Relete | • Online<br>2018/01/16 |                   | Default<br>Template |         |
|         | ▼ ∎ Websites   | • Online<br>2018/01/16 | 1 hour ago        | Default<br>Template | Add New |
|         | Website Update / Change Request Form   | • Online<br>2018/01/16 | <u>1 min ago</u>  | Default<br>Template | Add New |
|         | Tutorials  | • Online<br>2018/01/16 | <u>1 hour ago</u> | Default<br>Template | Add New |
| You ha  | Contact Us<br>ave chosen to move this page (and its subpages) elsewhere Cancel           | • Online<br>2018/01/16 |                   | Default<br>Template |         |
| ]<br>Pa | ages   | Status                 | Last<br>Modified  | Template            |         |
| :       |  |                        |                   |                     |         |

Move your mouse pointer to the destination location for the new page. Click the appropriate button to insert the page after the destination page, before the destination page, or make it a subpage of the destination page.

NOTE: This does not add the page to the menu or navigation structure. Altering this page arrangement is only for your ease of use within the editing tools.



### Select a page to edit

| Dashboard   | Pages           |  |                        |                  |                     |                 |
|---|-----------------|--|------------------------|------------------|---------------------|-----------------|
| Posts   | <b>All</b> (12) | Online (12)   Offline (0)   Recent Pages |                        |                  |                     | Search Page     |
| 3 Media   | Bulk Actio      | ons 💌   Unselect All   Fold All          |                        |                  |                     | 0 Selected Item |
| Pages •   |                 | Pages                                    | Status                 | Last<br>Modified | Template            |                 |
| II Pages<br>Profile                                   |                 | ALES Technical Resources and Support     | • Online<br>2018/01/16 | 1 hour ago       | Default<br>Template | Add New         |
| Tools   |                 | Video & Web Conferencing                 | • Online<br>2018/01/16 | 2018/01/24       | Default<br>Template | Add New         |
| <ul> <li>MetaSlider</li> <li>Collapse menu</li> </ul> |                 | ▶ 🗓 Websites                             | • Online<br>2018/01/16 | 48 mins ago      | Default<br>Template | Add New         |
| Conapse menu  |                 | Tutorials                                | • Online<br>2018/01/16 | 48 mins ago      | Default<br>Template | Add New         |
|   |                 | Contact Us                               | • Online<br>2018/01/16 | 2 hours ago      | Default<br>Template | Add New         |
|   |                 | -<br>Pages                               | Status                 | Last<br>Modified | Template            |                 |

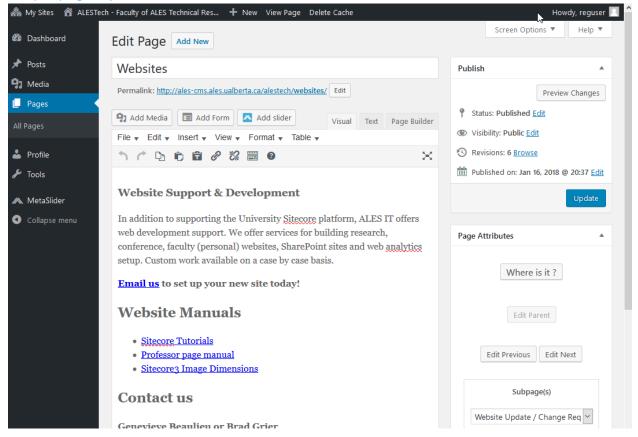
Hover over the page name and then click Edit when it appears.

|  |       | Contact Us<br>Rename   View   Unpublish   Edit   Template   Move   Delete | • Online<br>2018/01/16 | 2 hours ago      | Default<br>Template | Add New |
|--|-------|---|------------------------|------------------|---------------------|---------|
|  | Pages | Edit  | Status                 | Last<br>Modified | Template            |         |

## Edit a page

Depending how the page is set up, you will see one of two views.

#### Simple page layout



This edit interface is the common one used to edit both Simple and Modular pages.

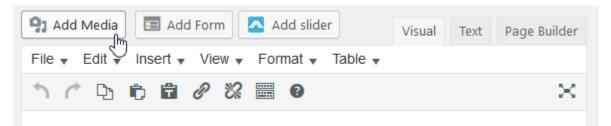
#### Editor Interface, Uploading and linking to Images and Documents

Add images and documents

#### Images

#### Uploading an image or document.

In the edit interface, move the cursor where you'd like the image to appear. Click the Add Media button.

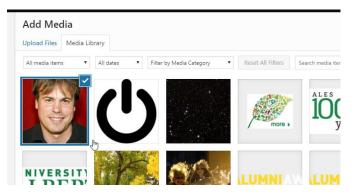


From the Add Media popup window, either drag-and-drop (from your desktop) the image/document or press the 'Select File' button and choose the image/document from your computer. The file will be uploaded to the Media Library.

| ALESTECT - Paculty    | of ACES reclinical Res T New View Page Delete Cache | Howay, reguser |
|-----------------------|---|----------------|
| Add Media             | Add Media   | ×              |
| Create Gallery        | Upload Files Media Library                          |                |
| Create Audio Playlist |   |                |
| Create Video Playlist |   |                |
| Featured Image        |   |                |
|                       |   |                |
| Insert from URL       |   |                |
| <u>e</u>              |   |                |
| ~                     |   |                |
| 0                     | Drop files anywhere to upload                       |                |
|                       | or  |                |
|                       | Select Files  |                |
|                       | Maximum upload file size: 6 MB.                     |                |
|                       | waximum upioad tile size: 0 MB.                     |                |
|                       |   |                |

#### Inserting an image

Once uploaded, the image will be preselected. It'll have a blue checkmark in the upper right corner.

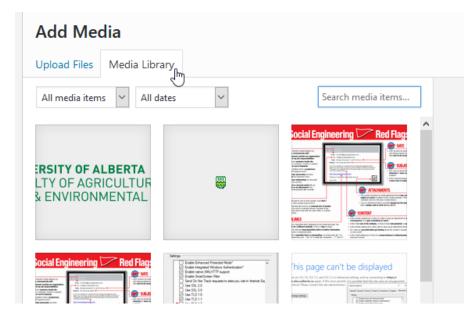


Press the blue 'Insert into page' button in the lower right to insert the image into the content.

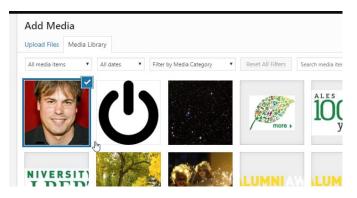
If you have an image already in the Media Library, press the Add Media button.



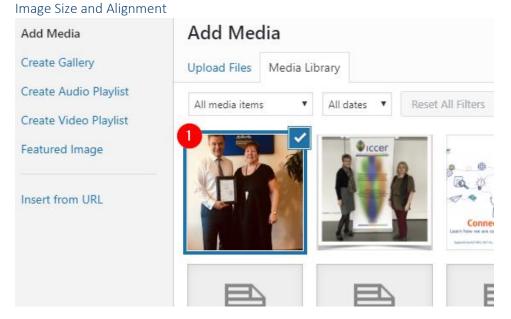
Select the Media Library tab (if it's not already selected). Then either scroll to your item or use the 'Search media items...' box to filter the presented options.



Once selected the image will have a blue checkmark in the upper right corner.



Press the blue 'Insert into page' button in the lower right to insert the image into the content.



Select the image.

| or<br>D1 | Characteristics_of_car<br>egivers_2010Dec_fina  | Required fields are marked *  |
|----------|---|---|
|          | I-1.pdf   | Media Categories  |
|          |   | No Media Categories found.  |
| Ja       | CareNetworksfactshe<br>et06May23FINAL-<br>1.pdf | ATTACHMENT DISPLAY SETTINGS<br>Alignment Left Link To None Size Thumbnail – 150 × 150 V |
|          |   | ₹   |
|          |   | 4<br>Insert into page   |

At the far right lower corner, select the image alignment.

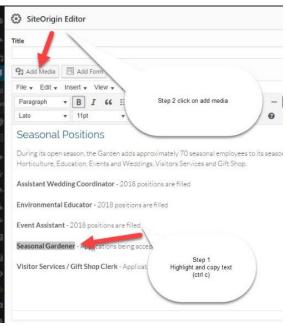
- (2) Left will put the image on the left side and text will wrap on the right.
- (3) Size will let you select from a few standard sizes.
- (4) Insert into page.

#### Documents

This description assumes the document has already been uploaded to the Media Library. See the first part of the Images section (above) to review the uploading instructions.

To link text to a PDF or Word doc:

- 1) Select the text that you want to be the link. Then copy the text (Ctrl+C)
- 2) Click the 'Add Media Button'



3) Select the Media Library tab (if it's not already selected). Then either scroll to your item or use the 'Search media items...' box to filter the presented options.

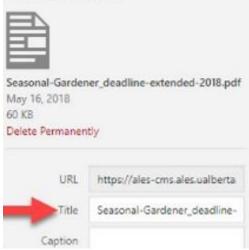
| Add Media  |   |                              |  |  |  |  |
|--|---|------------------------------|--|--|--|--|
| Upload Files Media Library                                       |   |                              |  |  |  |  |
| All media items V All dates                                      | ~ | Search media items           |  |  |  |  |
| <b>ERSITY OF ALBERTA</b><br>LTY OF AGRICULTUR<br>& ENVIRONMENTAL |   | <image/>                     |  |  |  |  |
|  |   | This page can't be displayed |  |  |  |  |

4) Click on the document. This will select it and put a blue box/check mark in the upper right corner of the selected document.



5) Then, go immediately to the 'Title' box in the attachment details section on the right.

ATTACHMENT DETAILS



Paste in the text you copied to your clipboard from step 1 above.

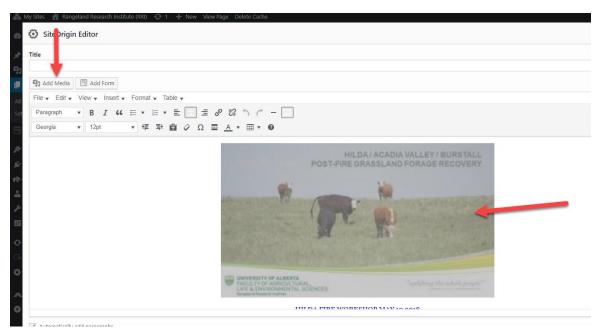
6) Then Press the blue 'Insert into page' button to complete linking your document to this content.



#### *Linking Images to Documents*

To have an image be a hyperlink that opens a related document.

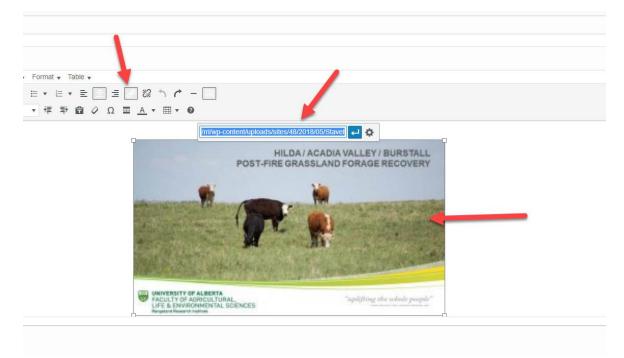
In the editor, click on the picture and click on add media, select the document.



Once you have selected the document, copy the URL (only keep from the /\*\*\*your site name here\*\*\*/wp-content/uploads/sites/48/2018/05/Stavely-Soil-Health-Field-Day.pdf) and exit this screen go back to your picture and click on it.

| Ipload Files Media L<br>All media items |                                       | t All Filters Search #                    | nedia items                       |                       |                      |                     |  | ATTACHMENT DETA  |
|---|---------------------------------------|---|-----------------------------------|-----------------------|----------------------|---------------------|--|--|
|   | Stavely-Soll-Health-<br>Field-Day.pdf | Onefour-Soil-<br>Heatth-Field-<br>Day.pdf | Oyen-Range-Field-<br>Day-2018.pdf | Soll Health Field Day | Sol Health Field Day | Range Field Da.<br> | SRM_Summer_Tour_<br>_agenda_May18_201<br>8-pdf | Stavely-Socilicath-Field-Daypdf<br>May 10, 2011<br>Delete Pervane ty<br>URL https://wis-ons.ales.ualberta. |
|   | Ē                                     |   |                                   |                       |                      | C_Workshop          |  | Title Stavely Soil Health Field Day<br>Caption   |

Then go back to the image on the page. Click on it. Click on the link option and a pop up will show up and paste the path into the field of the pop up and click the little arrow to apply it.



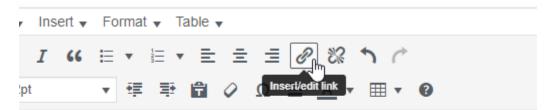
#### Linking to an Internal Page

To link text to another page on your website, you first highlight the text that will be the link.

| File 🖌 Edit 🖡 | Vie | w 🗸 Insert 🖌 Forma | t v Table v                |
|---------------|-----|--------------------|----------------------------|
| Paragraph     |     |                    |                            |
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we see genius. Because the ones who are crazy eno

Then click the **Insert Link** button to open up the **Add Link interface**.





Here's to the crazy ones. The <u>misfits</u>, the rebels. I differently. They're not fond of rules. You can que do is ignore them. Because they change things. The we see genius. Because the ones who are crazy en

Click on the Gear icon. This will open up the Link Options interface.

#### ∉ ₱ 🛱 ◊ Ω ឨ <u>Α</u>▼⊞▼ 🛛



Here's to the crazy ones. The misfits, the rebels. The troublemake differently. They're not fond of rules. You can quote them, disagr do is ignore them. Because they change things. They push the hu we see Paste URL or type to search ink the troublemake

| Insert/edit link  |               | × | 1          |
|---|---------------|---|------------|
| Enter the destination URL                               |               |   | es.        |
| URL   |               |   | b          |
| Link Text Because they change things                    |               |   | iay<br>e o |
| 2 Open link in a new tab                                |               |   |            |
| Or link to existing content                             |               |   |            |
| Search  |               |   |            |
| Search or use up and down arrow keys to select an item. |               | * |            |
| Test  | ENTRY         |   |            |
| Alternate Knov 4 bebase, Forums, and Wiki Themes        | KNOWLEDGEBASE |   |            |
| How to use the WP Knowledgebase                         | KNOWLEDGEBASE |   |            |
| Updating WordPress                                      | KNOWLEDGEBASE |   |            |
| Using the Power Button                                  | KNOWLEDGEBASE |   |            |
| Testing   | PAGE          |   |            |
| An Annalise Frank                                       | EUENE         | • |            |
| Cancel  | 5<br>Add Lin  | k |            |

- 1. This is the text that will be the link
- 2. Check this if you want the link to open in a new browser tab
- 3. If you have many pages and the page you're looking for is not displayed, type the title of the page or some text that appears within the page; the results will automatically be filtered to match what is typed.
- 4. The pages that match your search criteria (3). All pages if the search box is blank.
- 5. Press this to create the link.

#### Visual editor vs HTML editor

| Visual | Text | Page Builder |
|--------|------|--------------|
|        |      |              |
|        |      |              |

Visual is a What You See is What You Get editor (similar to Word or other online content editors). Text is a raw HTML text editor.

| Modular page layout      |  |
|--------------------------|--|
| Visual Tex: Page Builder | <ul> <li>Status: Publi</li> <li>Visibility: Pul</li> </ul> |
| ×                        | Published or   |
|                          |  |
|                          |  |
|                          | Hide Title?  |
|                          | Hide the title   |
|                          |  |

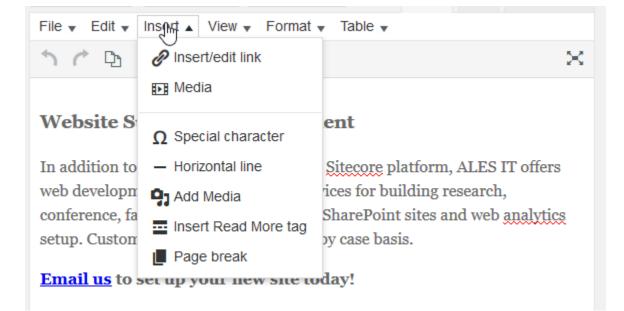
On a new page (or a page that is not currently using the Modular page layout) select the Page Builder tab in the upper right.

| 🚳 Dashboard                                 | Edit Page Add New   | Screen Options <b>▼</b> Help <b>▼</b>   |  |  |  |
|---|---|---|--|--|--|
| 🖈 Posts                                     | Contact Us  | Publish 🔺   |  |  |  |
| <ul> <li>9) Media</li> <li>Pages</li> </ul> | Permalink: http://ales-cms.ales.ualberta.ca/alestech/contact-us/  | Preview Changes   |  |  |  |
| All Pages                                   | Add Widget = Add Row I Layouts Add History C Live Editor Revert to Editor   | <ul> <li>Status: Published <u>Edit</u></li> <li>Visibility: Public <u>Edit</u></li> </ul> |  |  |  |
| 📥 Profile 🎤 Tools                           | SiteOrigin Editor   |   |  |  |  |
| ٨ MetaSlider                                | We are here to help General Hours Unless specified [below], all IT support staff hours are:   | Update  |  |  |  |
| <ul> <li>Collapse menu</li> </ul>           | Custom HTML         Custom HTML         Custom HTML         Custom HTML         System Analysts   | Page Attributes   |  |  |  |
|   | ×:  | Where is it ?   |  |  |  |
|   | Custom HTML         Custom HTML         Custom HTML         Custom HTML           AFNS & REES         HE & RenR Initial         Faculty Initial         University of | Edit Parent   |  |  |  |
|   | Word count: 222 Last edited by bgrier1 on February 21, 2018 at 8:22 pm  | Edit Previous Edit Next   |  |  |  |

| 🕽 Add Widget     | ■ Add Row      | Layouts           | History             | O Live      | Editor       | 🗜 Learn        |
|------------------|----------------|-------------------|---------------------|-------------|--------------|----------------|
|                  |                |                   |                     |             | Re           | evert to Edito |
|                  |                |                   |                     |             |              | \$             |
|                  |                |                   |                     |             |              |                |
| SiteOrigin Edit  |                |                   |                     |             |              |                |
| We are here to h | elp General Ho | ours Unless speci | fied [below], all l | T support s | taff hours a | re:            |
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| Custom HTML      |                | Custom H1         | ſML                 | Cust        | tom HTML     |                |
| Website Develop  | ment           | ALES eLearni      | ng                  | Syste       | em Analysts  |                |
|                  |                |                   |                     |             |              |                |
|                  |                |                   |                     |             |              | \$             |
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|                  | HE 8           | RenR Initial      | Faculty Initi       | al          | Univers      | ity of         |
| AFNS & REES      | THE C          |                   |                     |             |              |                |
| AFNS & REES      |                |                   |                     |             |              |                |

#### Editor Menus

| File 🗸           | Edit 🛓 Insert 👻 | View 🔻 | Format 🗸 Table 🗸  |
|------------------|-----------------|--------|---|
| 50               | S Undo          | Ctrl+Z | 🗃 🕘 🛛 🗙   |
|                  | / Redo          | Ctrl+Y |   |
| Web              | <b>X</b> Cut    | Ctrl+X | elopment  |
| In add           | ြာ Copy         | Ctrl+C | iversity Sitecore platform, ALES IT offers                                  |
| web de           | 🛱 Paste         | Ctrl+V | ffer services for building research,  |
| confer<br>setup. | Paste as text   |        | ebsites, SharePoint sites and web <u>analytics</u><br>a case by case basis. |
| <u>Emaí</u>      | Select all      | Ctrl+A | site today!   |



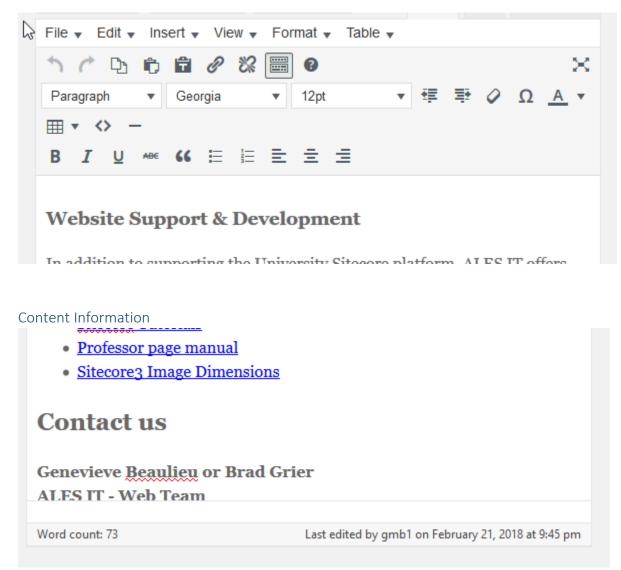
|   | 1040                                | in age builder                        |  |  |  |
|---|-------------------------------------|---------------------------------------|--|--|--|
| File 🗸 Edit 🖌 Insert 🗸 View 🗸                                   | Format                              |                                       |  |  |  |
| ጎ ሶ 🗅 🖨 🖨 🛠   | B Bold Ctrl+B                       | $\times$                              |  |  |  |
|   | I Italic Ctrl+l                     |                                       |  |  |  |
| Website Support & Dev   | Underline Ctrl+U                    |                                       |  |  |  |
|   | ♣ Strikethrough                     |                                       |  |  |  |
| In addition to supporting the U                                 | $\mathbf{x}^{z}$ Superscript        | I, ALES IT offers                     |  |  |  |
| web development support. We<br>conference, faculty (personal) v | $\mathbf{x}_{\mathbf{z}}$ Subscript | research,<br>and web <u>analytics</u> |  |  |  |
| setup. Custom work available o                                  | Formats •                           |                                       |  |  |  |
| Email us to set up your nev                                     |                                     |                                       |  |  |  |
| Website Manuals   | Clear formatting                    |                                       |  |  |  |

| File 🗸 Edit 🖌 Insert 🗸 View 🖌 Format 🗸   | Table 🔺          |             |
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| ጎ 🖒 🗅 🖨 🕯 🖉 🛱 🔞  | Table            | • ×         |
|  | Table properties |             |
| Website Support & Developme  | Delete table     |             |
| In addition to supporting the University $\S$  | Cell             | IT offers   |
| web development support. We offer service  | Row              | <b>,</b> h, |
| conference, faculty (personal) websites, Sl<br>setup. Custom work available on a case by | Column           | ) analytics |

#### Editor Toolbar Toggle



Shows or hides additional features of the editor.



At the bottom of the edit window. Displays last edit detail and current word count.

Screen Options
Howdy, reguser

At the top of the edit window is a tab labeled Screen Options. Clicking it reveals a dropdown that allows you to add or remove various edit components in the Edit Window.

| LESTech | Faculty of ALES Technical Res 🕂 New View Page Delete Cache  | Howdy, reguser 📃         |
|---------|---|--------------------------|
|         | Boxes<br>☑ Page Attributes ☑ Append Ninja Form ☑ Featured Image □ Revisions □ Custor<br>☑ Page Builder ☑ Theme Settings<br>Layout<br>○ 1 column | m Fields 🗌 Slug 🗌 Author |
|         | Edit Page Add New   | Screen Options 🔺         |
|         | Websites  | Publish 🔺                |
|         | Permalink: http://ales-cms.ales.ualberta.ca/alestech/websites/ Edit   | Preview Changes          |

#### Content Versions or Revisions

| Boxes  |                  |
|--|------------------|
| 모 Page Attributes 🗹 Append a Ninja Form 🗹 Featured Image 🏹 Revisions 🗆 Custom Fields [ | Slug 🗌 Author    |
| ☑ Page Builder ☑ Theme Settings  |                  |
| Layout   |                  |
| ○ 1 column   |                  |
| Additional settings  |                  |
| ☑ Enable full-height editor and distraction-free functionality.                        |                  |
|  | Screen Options 🔺 |

In the screen options, check the Revisions checkbox to enable viewing revisions. Here you can review previous versions of this content and, if necessary, revert back to a previous version.

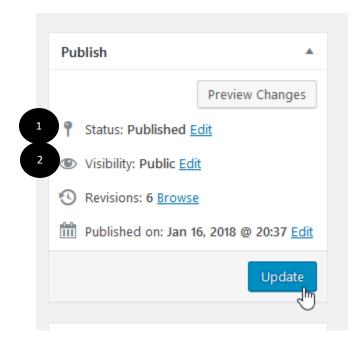
| Revisions  |  |
|--|--|
| gmb1, 4 hours ago (February 21, 2018 @ 18:26:07)   |  |
| gmb1, 5 hours ago ( <u>February 21, 2018 @ 18:12:36</u> )  |  |
| gmb1, 5 hours ago ( <u>February 21, 2018 @ 18:09:34</u> )  |  |
| R bgrier1, 4 weeks ago (January 24, 2018 @ 20:56:34)   |  |
| Discrete Strategy Str |  |
| bgrier1, 4 weeks ago (January 24, 2018 @ 20:53:52) [Autosave]  |  |
|  |  |

| Compare Revisions of " <u>Websites</u> "   | Help 🔻   |
|--|--|
|  | Compare any two revisions  |
| Previous   | • Next   |
| Revision by gmb1<br>5 hours ago (21 Feb @ 18:09)   | Restore This Revision  |
| Title  |  |
| Websites   | Websites   |
| Content  |  |
| <div></div>  | <div></div>  |
| <h3>Website Support &amp; Development</h3>   | <h3>Website Support &amp; Development</h3>   |
|  |  |
| <div></div>  | <div></div>  |
| In addition to supporting the University<br>Sitecore platform, ALES IT offers web<br>development support. We offer services for<br>building research, conference, faculty<br>(personal) websites, SharePoint sites and web<br>analytics setup. Custom work available on a<br>case by case basis. | In addition to supporting the University<br>Sitecore platform, ALES IT offers web<br>development support. We offer services for<br>building research, conference, faculty<br>(personal) websites, SharePoint sites and web<br>analytics setup. Custom work available on a<br>case by case basis. |
| Having a site built is a simple process that<br>requires very little time on your part.  |  |
| The steps involved are:  |  |
| <ul></ul>  |  |
| <li>A brief meeting to choose site template</li>   |  |
|  |  |

| Dashboard | Compare Revisions of "Websites" |
|-----------|---------------------------------|
| Posts     | <u>← Return to editor</u>       |
| ] Media   | Previous                        |
| Pages     | Frevious                        |

Once you've completed reviewing versions, the Return to editor link in the upper left corner will take you back to your content.

#### Publishing your content



- 1. Content can be in one of three states:
  - a. Published this content is public and on the Internet
  - b. Draft this content is not yet published
  - c. Pending Review this content is final content, but a website Author, Editor, or Administrator has to review it yet. They have the ability to publish this content.
- 2. You can also hide final or Published content by editing the visibility of the content.

## View your site

