

NWL ACP website publisher user guide

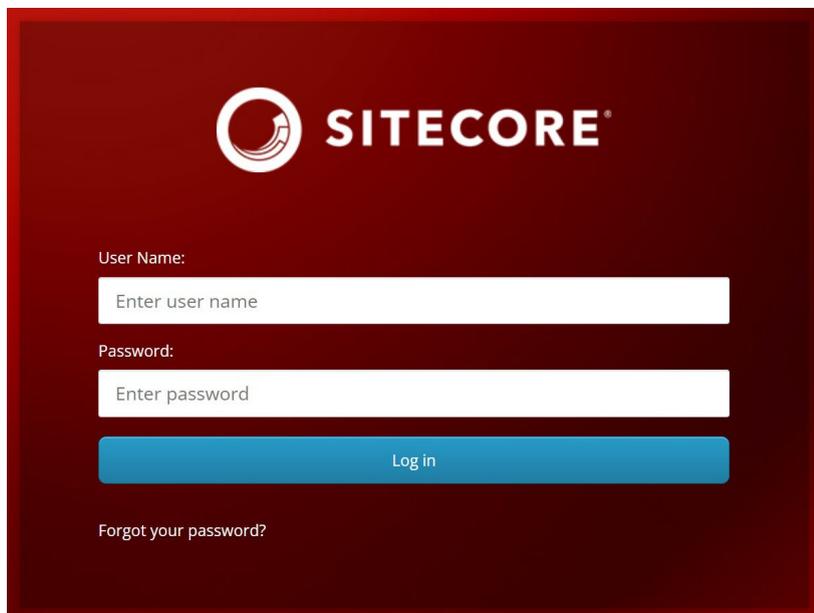
Always use the latest version of Chrome

Login to the CMS with your username and password

<https://cms.imperial.nhs.uk/sitecore/login>

Username always has to start with

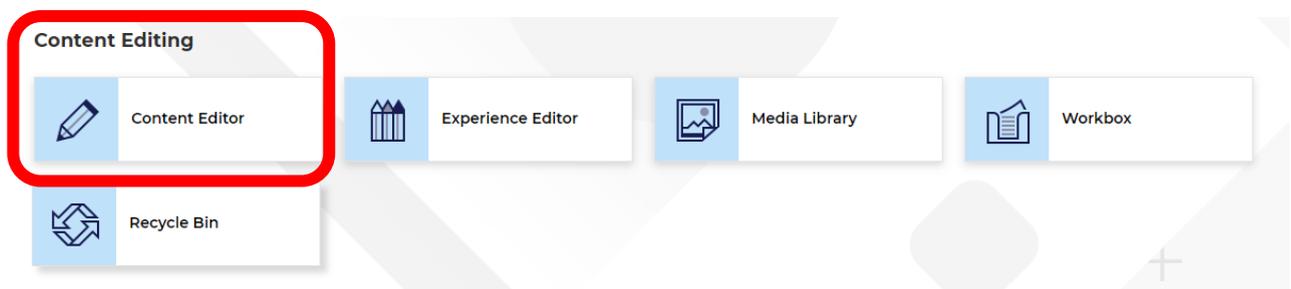
sitecore\



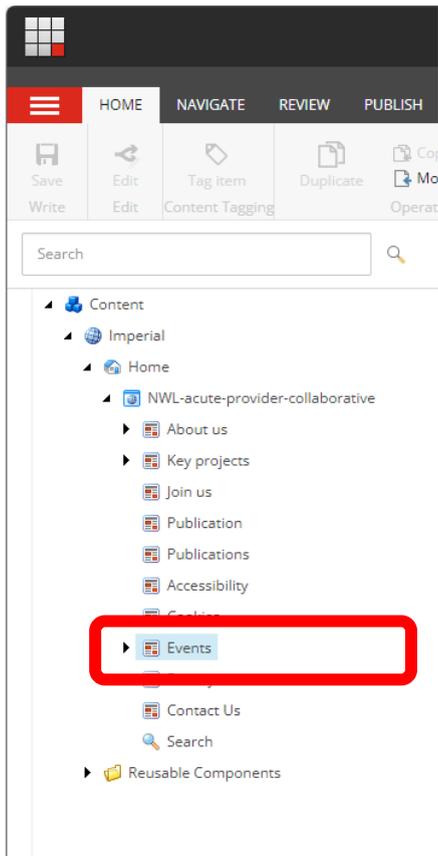
Adding events

<https://www.nwl-acute-provider-collaborative.nhs.uk/events>

1. Click on Content Editor



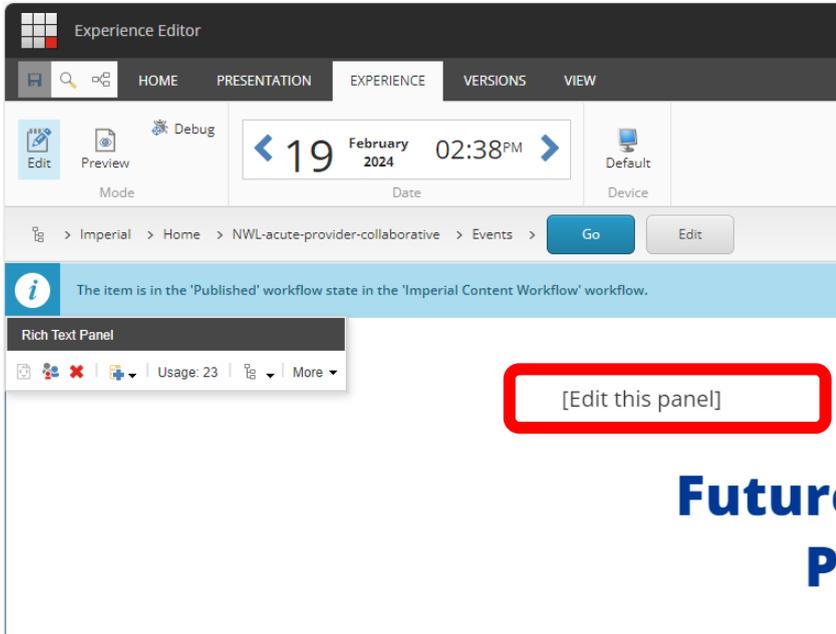
2. When the content editor has loaded, navigate using on the drop-down arrows until you reach Events, then click on it



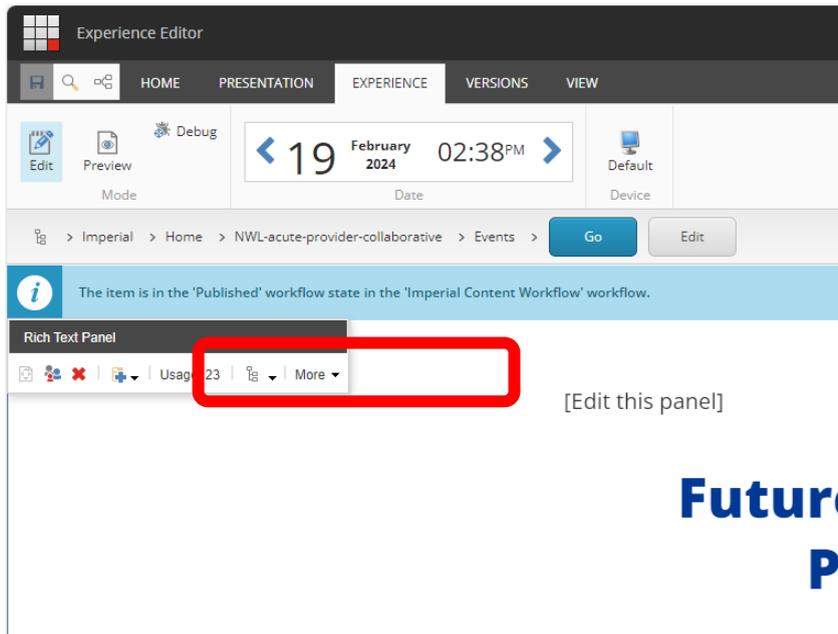
3. Click on the Experience Editor



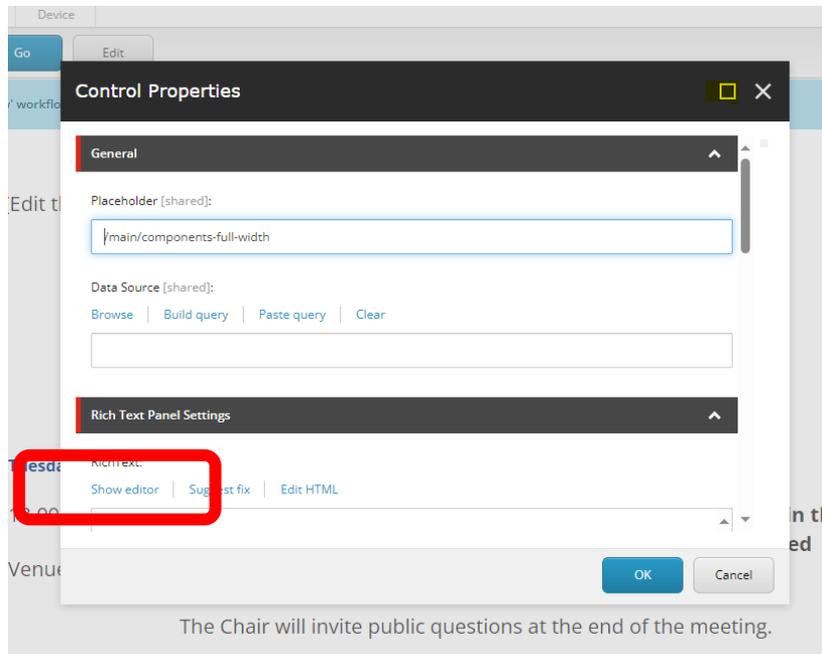
4. Click on [Edit this panel]



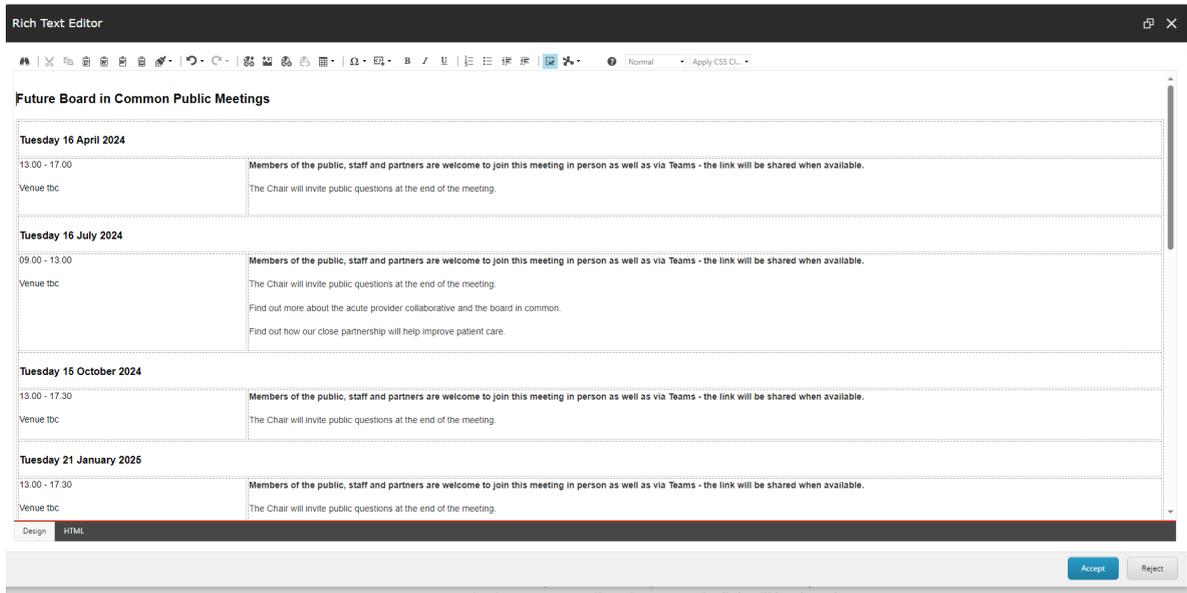
5. When the Rich text panel window appear, click on more and then select Edit Component properties:



6. When the Control Properties pop-up appears, click Show editor to make it full screen:



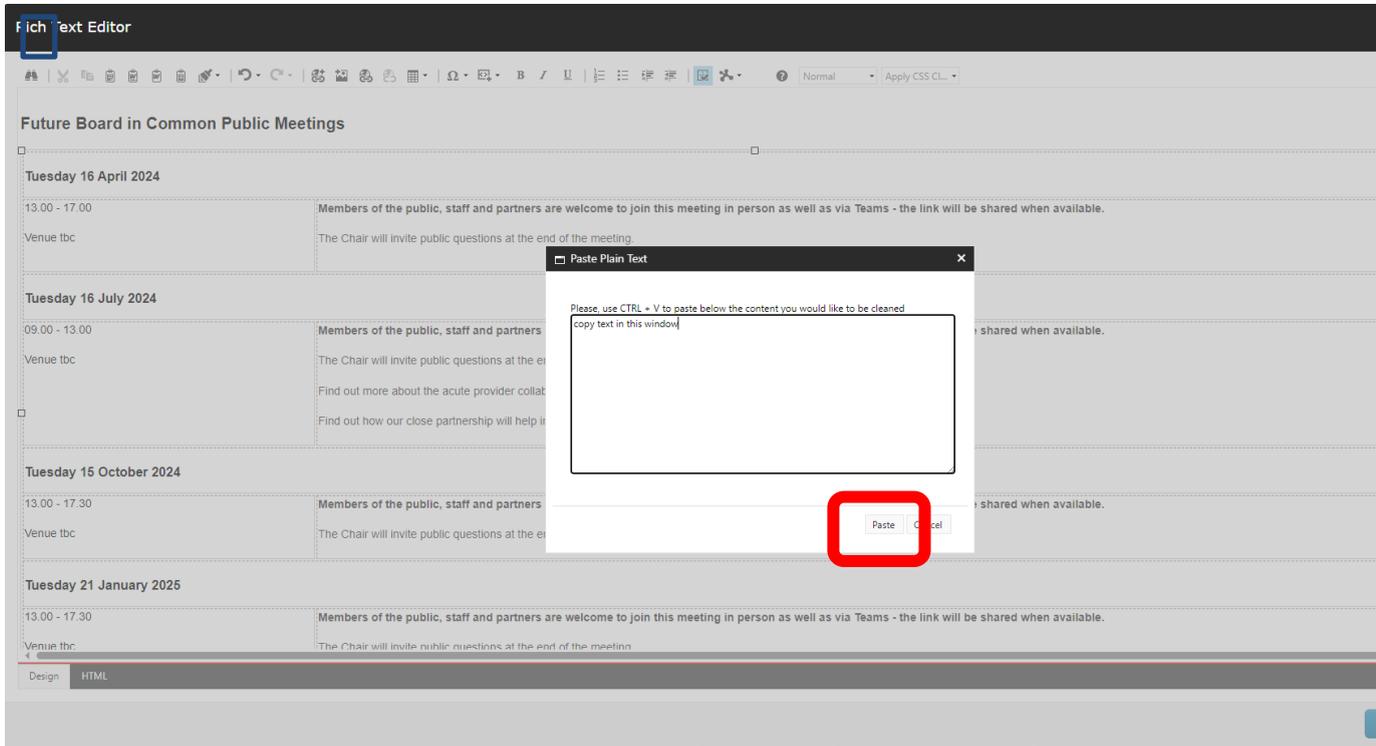
7. You can add text to the Rich Text Editor window by typing it in:



7b. If you want to paste text from a Word document or something else, you must strip out its formatting first. Click the brush icon in the top menu bar:



7b.1 Click the 'paste plain text' button and paste your text into the 'paste plain text' box. When finished, click 'paste'.



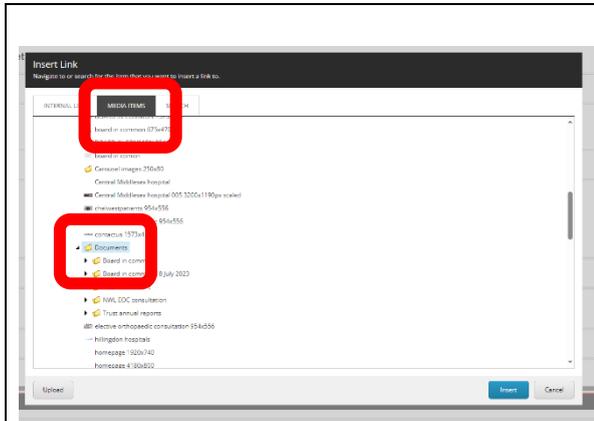
The rich text editor has some functionality similar to a Word document so you can make text bold, insert bullet points, insert external links, and insert internal links (links from other areas of the website/Sitecore)

Inserting internal links

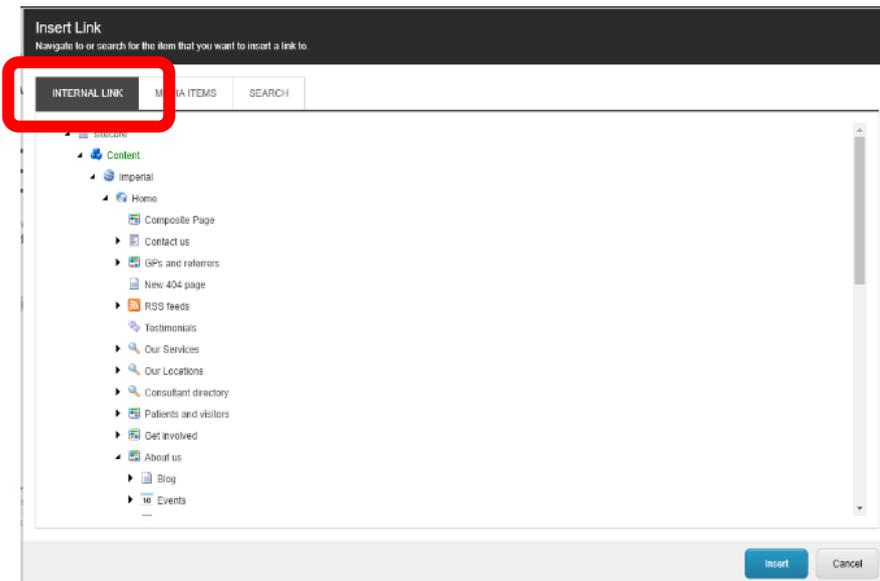
1. To insert a link from your page to another page or document on the website, you need to have published the document or page first or know where it is in the library. Highlight the text you want to be a hyperlink and click on 'insert Sitecore Link':



2. For adding documents, click on Media Items and look for your document in the content tree and then click on insert.



2.a For adding a link to another page, do the same using the internal link tab.



Adding external links

1. To insert an external link or an email address, highlight the text you want to be a hyperlink and click on hyperlink manager”:



Insert the link in the URL box, choose New Window in the Target drop down and click on OK. Your link will show on the editor.

Adding an email address

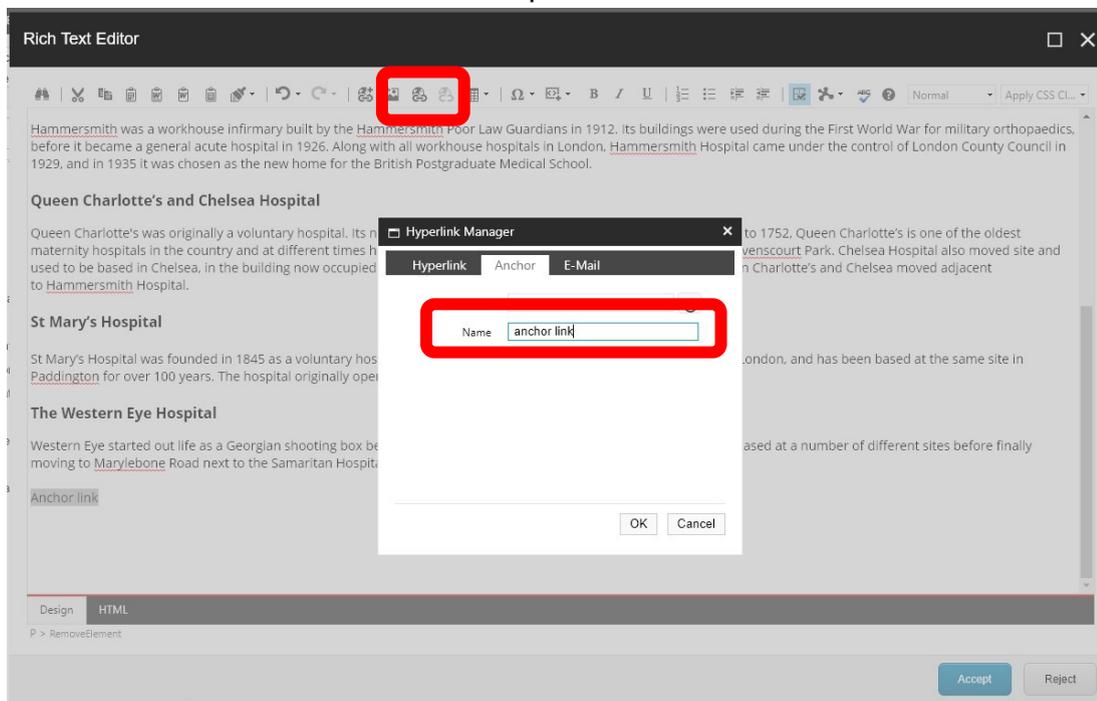


1. To add an email address, click on the URL box and then select the e-mail tab and type in the email next to address. You can also include a subject; this will automatically fill in the subject of the email when clicked.

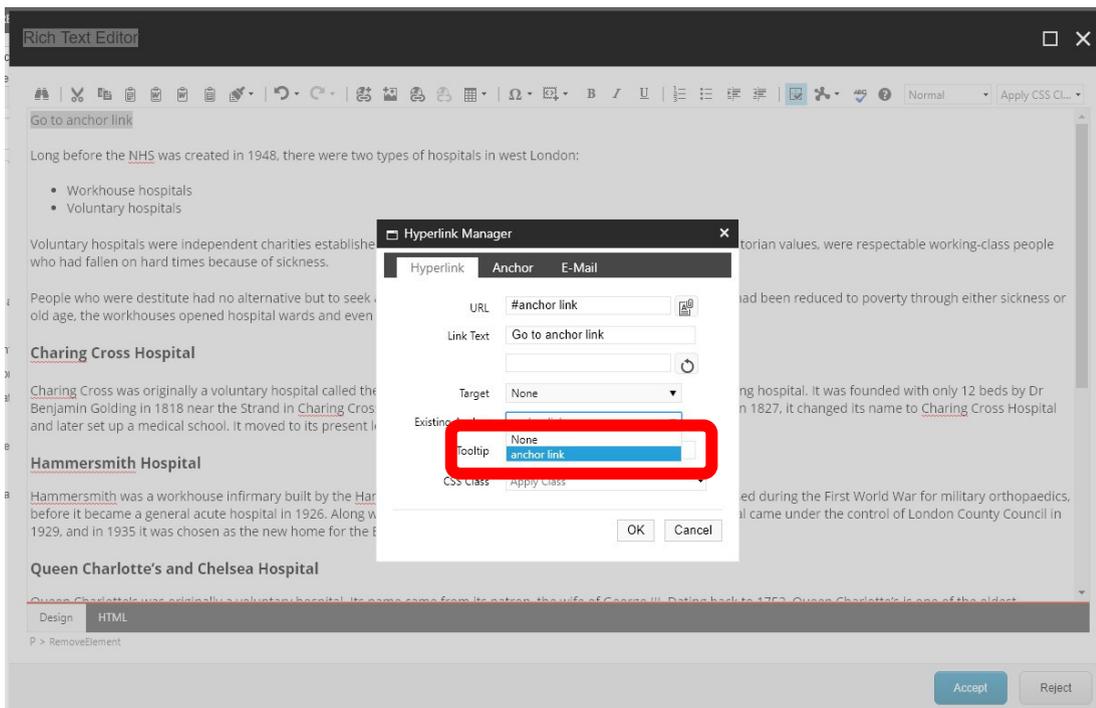
Adding anchors

1. Highlight the text you want to be an anchor, click on hyperlink manager then on the anchor tab, give a name to the anchor (one word) and click on 'OK'.

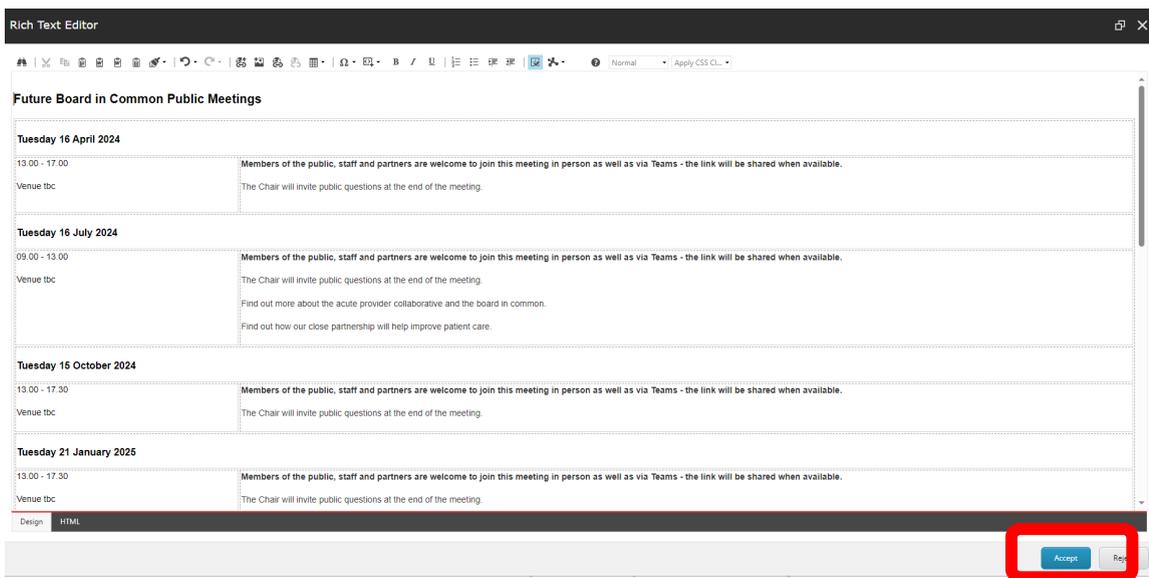
Your anchor will now shown in pink.



2. To call the anchor, highlight the text you want to go to the anchor and click on hyperlink manager, select existing anchor and click on 'OK' to save.



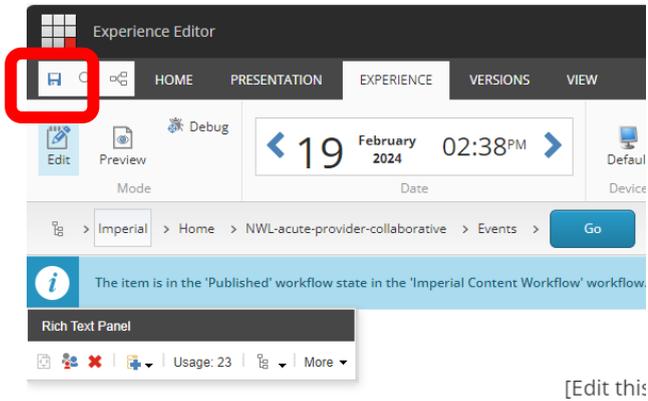
3. Once you have completed your changes, click on the 'accept' button to close the rich text editor.



3. Click on Ok

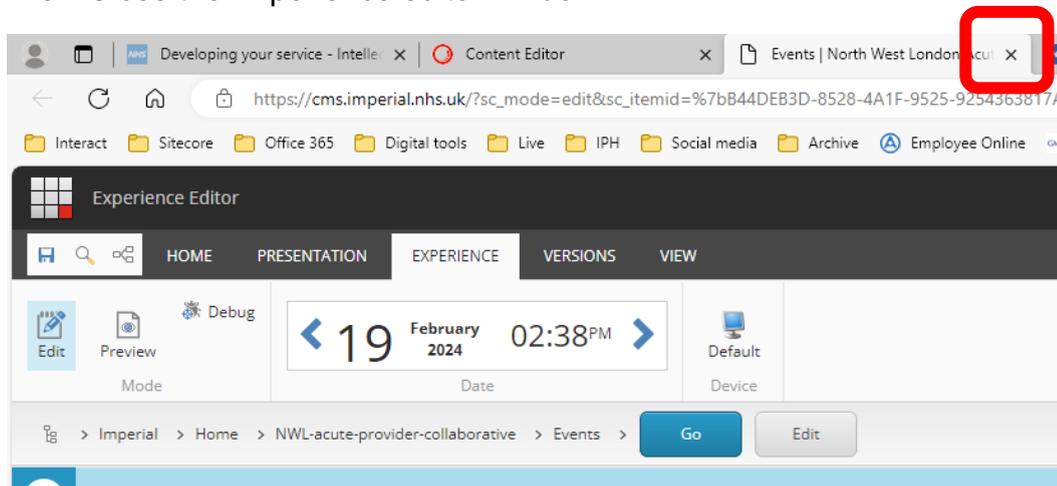


4. Finally, click on save

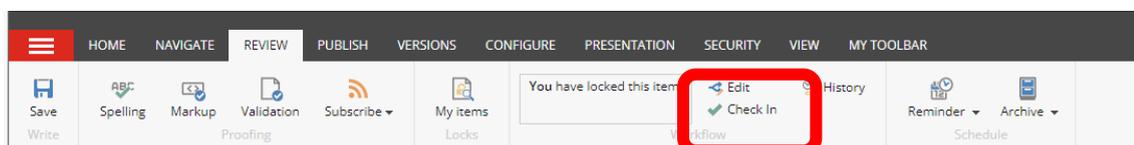


Please note that Sitecore will time out after half an hour of it not being used – be sure to save your changes frequently.

5. Close the Experience editor window

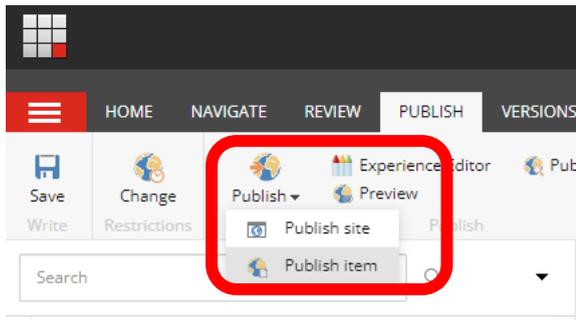


6. Once all the content has been inputted go to the review tab and click on 'check in'



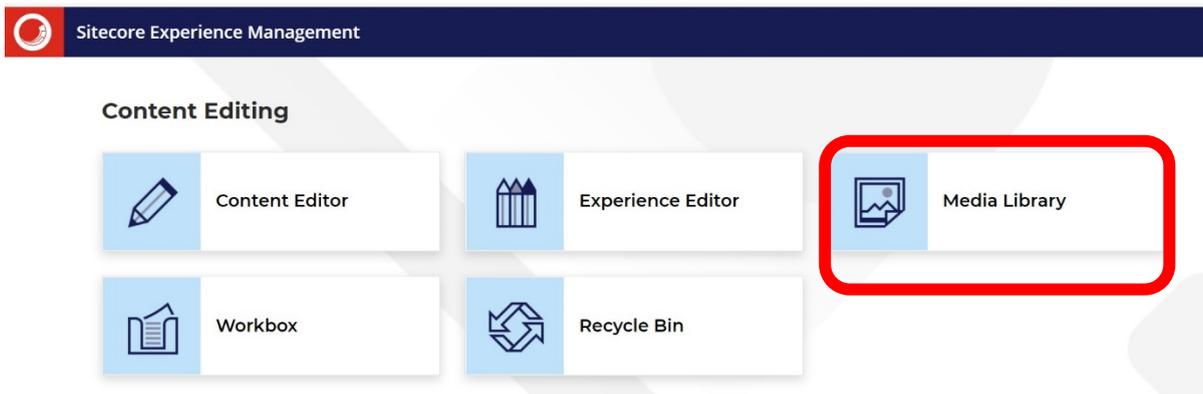
Publishing content pages

1. On the publish icon click on the little triangle and then on Publish item
2. Make sure that Publishing targets Internet and Staging are ticked and click on publish



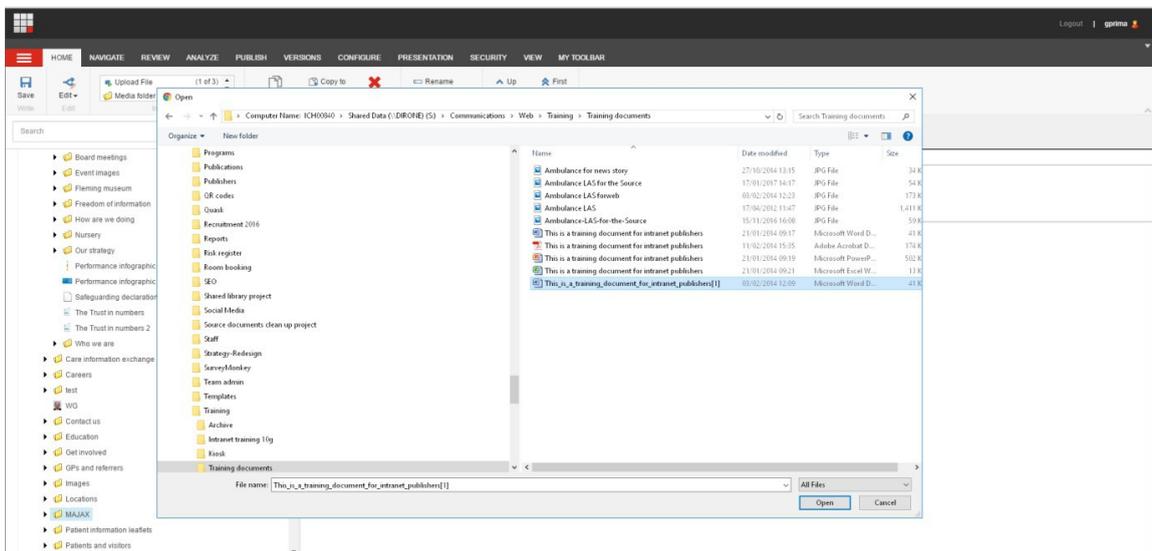
Publishing documents

1. To add a document click on the 'Media library' tab

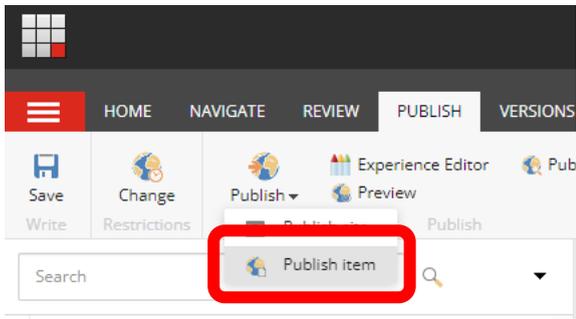


2. Select the most appropriate folder in the site tree you are publishing the document for.

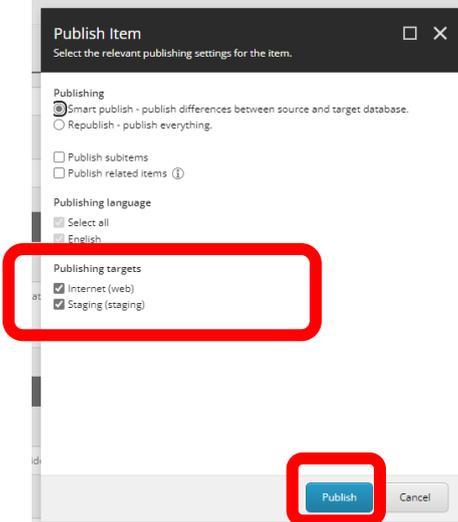
3. Select your document:



4. Then click on 'upload'
5. When you are finished, click 'save':
6. On the publish icon click on the little triangle and then on Publish item

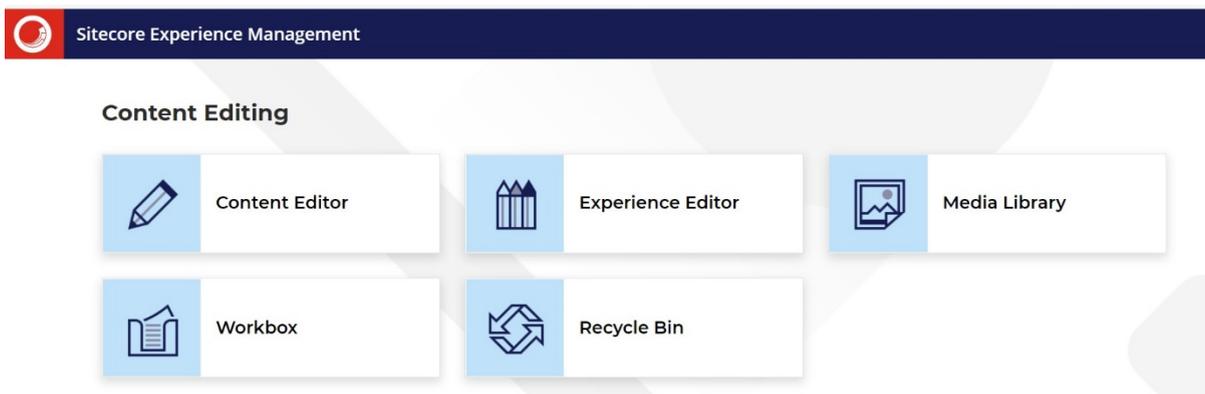


7. Make sure that Publishing targets Internet and Staging are ticked and click on publish

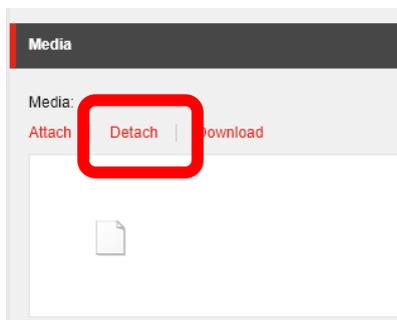


Replacing a document

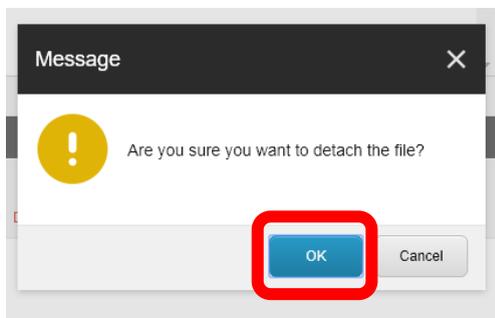
1. On the media library, search for the document you want to replace:



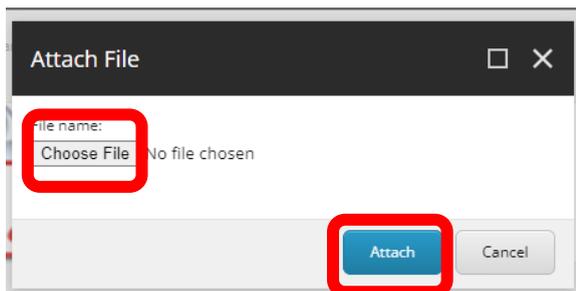
2. Go to the media dropdown and click on 'Detach'



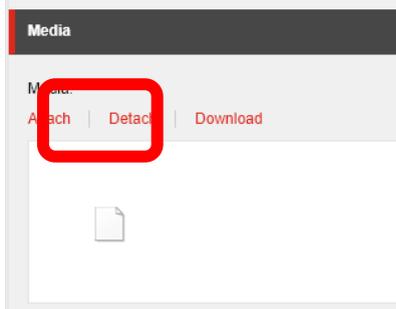
3. Click OK on this message:



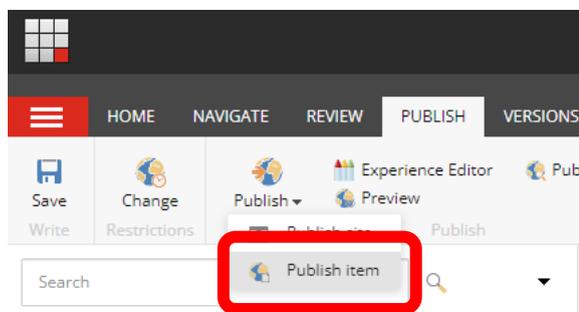
4. Choose file and attach.



5. Click on Attach straight after



6. On the publish icon click on the little triangle and then on Publish item



7. The system does not keep records of previous documents, so if you replace a document then the previous version is gone.