

www.acs.org

Introduction to the CMS

Communiqué (CQ5) Adobe Experience Manager (AEM)

Web Strategy and Operations

July 2017

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Introduction

In this workshop, you'll learn how to use Adobe Experience Manager (AEM) to create, edit, and publish content to www.acs.org. It's designed to help new content authors get familiar with the application and perform the most common tasks. Refer to the online user's guide for more detailed information on how to use advanced features.

What is a CMS, and why are there so many acronyms?

A Web Content Management System (WCMS or CMS) is a web application for managing and publishing large websites. When ACS originally purchased the CMS, it was called Day Communiqué (CQ5). Adobe recently bought the application and is changing the name to Adobe Experience Manager (AEM). This workshop uses the generic acronym CMS, but you may hear your colleagues say CQ5 or AEM when making requests.

CMS Websites

CMS Help: www.acs.org/webhelp

This website includes the CMS User's Guide and information on web topics like email, analytics, SEO, and more.

CMS Training: www.acs.org/cmstraining

A mock version of the CMS where you can learn and practice editing web content.

CMS: www.acs.org/cms

The live CMS for editing content on the acs.org website.

Operating Systems

- Windows
- Mac

Browsers

- Firefox (Recommended)
- Chrome

Login & Password

- Contact your CMS Reviewer to activate your account.
- Use your LDAP username and password to log in.

CMS Interface

CMS Welcome Page



Websites (Website Admin):

Edit and organize web pages. In the CMS, the term page means web page.

Digital Assets (DAM Admin):

Store documents (PDF, PPT, etc.) and images.

Inbox:

Manage workflow requests.

Websites Admin

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		4 Page 1	of 2 P PI	01		-			Items 1 - 30 o	

Information Architecture (IA)

The ACS website is organized into a hierarchy of related topics, not by the ACS organization chart. You may share web pages and site sections with other departments.

Websites Tree

- List of websites and web pages.
- Use the **plus icon (+)** to expand or the **minus icon (-)** to collapse sections.

Parent Pages and Child Pages

- Parent pages have plus icons (+) next to them.
- Use the plus icon (+) to see related child pages.

Page Information List

- Open web pages: Double-click on a page title.
- View page options: Right-click on a page title.

DAM Admin

Directory Tree			ssets List		Act	ions Menu	Dar	
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Digital Assets 🔍 Search					/			
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e Dokes	16.6.1	Page 1 of 3 P Pi	0					items 1 - 15 c

- Store images and documents, like PDFs, Word Documents, and PowerPoint.
- Do not upload audio or video files into the DAM! Use YouTube, Vimeo, SoundCloud, or AudioVideoWeb.

CMS Global Navigation



Finding acs.org Web Pages and DAM Assets

Websites Tree: Use the ACS tree. DAM: Use the acsorg tree.

Important! Do not use the Digital Assets tree in the Websites Admin!

Content Page

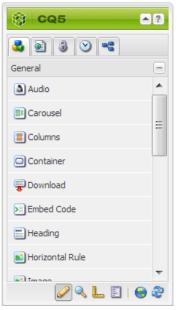
Content I	t Fine	der	Component	Sidekick	
	100 P	Laurie Test Pages	uze_Test_Pages -> Community Outreach Community Outreach	-) cas al	
e carousel-sk		Community Outreach Chemistry Week Chemists Celebrate Earth Day Volunteer with Kds & Chemistry Get the Microphone	National Chemistry Week 2012 Nanotechnology: The smallest Bif Idea in Science Oct 21-27	Ceneral Ceneral Convert Conve	200%
carousel-si		Volunteer with Kids & Chemistry2 Funding & Awards Molecule of the Week Insurance	Promote chemistry in your communit Volunteer individually or with your Local Section. We provide et to promote chemistry in your community, from gaining media school visits.	Connect Content Conte	
		Grid Test Global Challenges/Chemistry Solutions	Column Configuration Edit Annotatio Cut. Copy Finite New Delet		U A

Content Finder: Search for images and documents in the DAM Admin.

Components: Boxes that allow you to add and arrange content on a web page, like text, images, video, etc.

Sidekick: Tools to edit web content, enter metadata, start a workflow, and take other actions on a webpage.

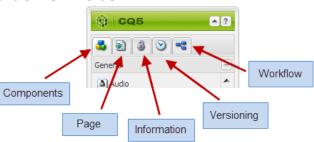
Sidekick







Sidekick Tabs



Components: Add content, like images, text, and video.

Page: Access page properties, lock a page, or view references.

Information: View who has modified or published a webpage.

Versioning: Create and restore page versions. The CMS creates versions automatically when a page is published. All versions are deleted after 90 days.

Workflow: All content is required to go through workflow before it is published to the website.

1. Contributor \rightarrow 2. CMS Reviewer \rightarrow 3. WSO \rightarrow Published

Content submitted into workflow is approved, rejected, or canceled.

Sidekick Modes



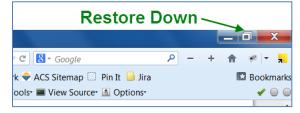
Mobile Web & Accessibility

Mobile Web

Webpages will look different when viewed on a tablet or smartphone.

Test Pages for Mobile Devices

1. Use the **Restore Down** button to release the browser window from full-screen view.



2. Adjust the width of the web browser by clicking and dragging the window's right edge.



3. Make the window narrow to trigger the tablet and smartphone layouts.



Accessibility

Make web pages accessible to users with disabilities.

- Vision
- Hearing
- Motor skills (Movement)
- Cognitive

Other Benefits

- Future-proof your content. Accessible content is more likely to be comparable with future technologies.
- Improve SEO Performance. Search Engines and Search Engine Optimization (SEO) use any of the same techniques to find keywords.
- Better User Experience (UX). Accessible design is more user-friendly and benefits all users, not just people with disabilities.

What Needs to be Accessible?

Web content includes web pages, PDFs, Word documents, infographics, videos, MP3s, interactive games, etc. Anything you want to be on the website should be accessible.

What Makes Web Content Accessible?

There is a lot that goes into making a web page accessible. Developers have coded many accessibility features into the CMS. Using the CMS as designed will make your content more accessible. However, there are some additional steps content authors need to do:

- Write descriptive text alt text for images.
- Include captions in videos.
- Organize web page content with headings and sub-headings.
- Apply text styles and formatting correctly.
- Arrange simple, clean layouts that include extra white space around content.
- Write descriptive page titles and headings.
- Write descriptive links; don't use "click here."

Using Components

Components are content building blocks; use them to add and arrange content on your webpage. Each component contains a specific content type, like text, images, and video.

Highlight Components

Hover over a component. (light green box)

	Drag components or assets here
CODE More about this molecule comprehensive source for	from CAS, the most authoritative and chemical information.
ring structure, it is more reactive a was discovered by A. Freund in 18 and synthesized it by treating 1.3-	The tractor periodecine events executed or is stand even ad explosive than other saturated hydrocarbons. It Si the same year he proposed the correct structure dibromopropane with sodium. For a while, here has the size frame and there are not and the stand of the stand frame and the stand framework.

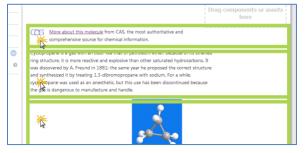
Select Components

Click once to select the component.

(dark green box)



Multiple Select: Hold the **SHIFT** key, then select each component.



Move Components

Select a component. Then, select the dark green border and drag it to the new location.



Purple Bounding boxes:

Indicates where you can place a component.

Molecule of the Week	
Column Configuration E Annotate Cut Copy Pone Hew Deate	

Fixed Components:

Indicates a component that can't be moved.



Cut and Copy

Right-click on a component and choose **Copy** or **Cut** from the menu.

Cyclopropane is a gas with an o ring structure, it is more reactive was discovered by A. Freund in	Edit Annotate	troleum ether. Because of its straine an other saturated hydrocarbons. It ear he proposed the correct structur
and synthesized it by treating 1, cyclopropane was used as an an the gas is dangerous to manufa	Cut Cos	e with sodium. For a while, use has been discontinued because
About MOTW	Delete	

Paste

Select a component, then right-click and choose **Paste** from the menu.



The content is pasted above the selected component.

Edit Components

Double-click on a component to edit it.

Or right-click on a component and choose **Edit** from the menu.

Cyclopropane		
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	Paste	ents or assets here
	Delete	

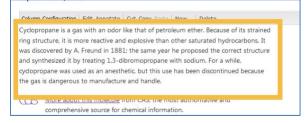
Add Components

Select a component from the **Sidekick** and drag it onto the page.



Inline Editing

Select the component, then click on it again. When the box turns orange, you can edit the text. Not available on all components.



Delete Components

Select a component, then right-click and choose **Delete** from the menu.

12/17/2012	Edit	
	Annotate	onents or assets here
	Cut	
Cyclopropane is	Сору	pr like that of petroleum ether. Because of its strained
ring structure, it	Paste	and explosive than other saturated hydrocarbons. It
was discovered	Deleten	881; the same year he proposed the correct structure
and synthesized	41	-dibromopropane with sodium. For a while,
cyclopropane w	New	sthetic, but this use has been discontinued because

Dynamic List Components

Components containing lists generated by metadata and tags have a gray edit bar. **Note!** These components may cause the webpage to refresh while you are editing it.

Add Metadata Tags: Select the Edit button to add metadata tags.



Move the Component: Select the edit bar and drag it to its new location.



View More Options: Select the **down arrow** to view more options.



Delete: Use the Delete button.



Add or Delete a Web Page

Add a Webpage

All users can add new web pages as needed.

- 1. In the **Websites Admin**, select a parent page. The new page will be a child of this parent.
- 2. Select the **New** Button.

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🗉 💽 ACS		Title	Name	Published
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ACS_Style_Guide ACS_Extures	2	CQ5 Intro old	cq5-intro-2	

- 3. In the **Create Page** window, fill in the following fields:
 - **Title** (Default Title): Make the title short and descriptive. It appears in the Websites Tree.
 - Name:

A shorter version of the title. It is the file name and appears in the URL.

- All lowercase.
- No spaces. Use dashes instead.
- No special Characters.
- **Template:** Choose the Basic Template. Only use the other templates when instructed by WSO or your CMS Reviewer.

Delete a Web Page

Email a request to your CMS Reviewer or <u>updates@acs.org</u>.

Move a Web Page

Email a request to your CMS Reviewer or <u>updates@acs.org</u>.

Copy & Paste a Web Page

- 1. In the **Sidekick**, open the **Pages** tab and select **Copy**. You can only copy/paste individual pages.
- 2. Choose a location for the page and give the page a new name.
- 3. After you copy the webpage, go to the **Page Properties** of the **new page** and change the **Title**. Remove the word "copy" from the title.

Transition Templates: Only CMS developers can copy and paste a webpage created with a Transition template.

Email <u>updates@acs.org</u> and request to switch the template from a Transition to a Basic.

Rename a Web Page

Renaming a web page changes the page file name and URL.

Email a request to your CMS Reviewer or <u>updates@acs.org.</u>

Template Settings

To adjust template settings, go to the **Page Properties**, open the **Advanced Tab**, and expand the **Layout and Design** section.

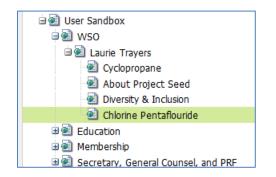
- Article Layout: Four pre-defined layouts are available. You can customize these layouts with the Column Component.
- Allow Full Width: By default, all text will only span 3/4th of the page width. Tick this box to force text to fill the entire width of the page.

Article Layout	2 Columns: Left-Side Navigation	~
Allow Full Width		
Hide Breadcrumb		
Hide From Breadcrumb		

Titles, Headings, and Names

Title

- The default Title is listed in the Websites Tree.
- Used as the default name, title, or label in other areas of the CMS, including:
 - Left Navigation
 - o Social Media
 - o Title
 - o Dynamic Lists
 - o Heading 1



Name

The file or path name in the URL.

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Page Title

The title is the official HTML Metadata title. It appears in the browser Title bar and Tab. Social media platforms use this title when sharing the page. If no Page Title is provided, the default Title is used.

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Most Visited	📙 Cms 🗖 backend ✦ All docs 📙 CQ5 🔖 Jira & Confluence 실 Reacti	vate ঌ Content in A

Heading 1 (Title Component):

Every webpage automatically includes a Heading 1 (Title Component). The default Heading 1 is the same as the Title.



Change Titles and Names

Change the Title (Default Title)

 In the Sidekick, open the Pages Tab (second tab). Then, select the Page Properties.

- CQ5	•?
30	
Page Properties	
Create Child Page	
Control Doctor	

2. In the **Basic Tab**, the **Title** field is the default title.

Page Properties of / conte	nt/training/en/users/lst99/chlorine-pentaflouride	×
Basic Advanced	Image Cloud Services Blueprint Live Copy	
Title	Chlorine Pentaflouride	
Displayed Date		
Tags/Keywords	×	
Hide in Navigation		Ξ

Change the Heading 1 (Title Component)

1. Double-click on the **Title Component** to edit it.



2. Enter a new **Title** or leave the field blank to use the default title.

Title Compone	ent	
Title	Molecule of the Week	
	Leave empty to use the page title.	
		Help OIK Cancel

Change the Page Title

1. In the **Sidekick**, open the **Pages Tab** (second tab). Then select the **Page Properties**.



- 2. In the **Basic Tab**, expand the **More Titles** and **Descriptions** section.
- 3. In the Page Title field, enter a new title.

Basic	Advanced	Image	Cloud Services	Blueprint	Live Copy	
Title		Chlori	ine Pentafluoride			
Displ	ayed Date			2		
Tags	/Keywords				*	
Hide	in Navigation					
Show	w Discussion					
Hide	Sharebar) Sł	low			
) Hi	de			
		() De	efault			
		Only a	ffects footer			
	More Titles and	Descripti	on			1
	a Title		ine Pentaflouride -	Molecule of	the Week	
Hide	Page Title					
	ation Title					
Subt	-					

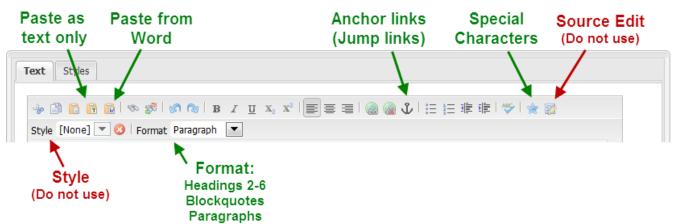
Change the Name (File Name)

Send a request to your CMS Reviewer. **Note!** Changing a URL can impact search engine results and analytics data.

ecule of the Week - Clori ×	+
9/cq5-intro1/clorine-pentaflou	uride.html
a & Confluence ┛ Reactivate	Content in ACS I

Text Component

Text Component Formatting Bar



Copy Paste

- **CTRL + V:** Works for most copy and paste actions.
- **Paste as text Only:** (Recommended) You may need to reformat all content after pasting.
- **Paste from Word:** Use to copy and paste from Word Documents.

Copy and Paste Tips

- **HTML Formatting:** Webpages use HTML code to format text.
 - HTML has minimal formatting options, such as bold, italic, and links.
 - The CMS will remove some of the formatting when you paste the text.
- Numbered and Bulleted Lists: Sometimes, the formatting is changed. You may have to reformat lists after pasting them.
- Check links: Copying and pasting can change the URL. Verify all links after pasting them.

Source Edit

Use it to fix minor code errors, not to write code! You can only use basic HTML tags. Do not use tag attributes, CSS, or scripts.

Headings

- Heading Component: For headings that span the entire width of the page.
- **Text Component:** Select a heading level from the Format dropdown box.

Lists



- Use the indent buttons to create sub-lusts.
- You can combine bulleted and numbered lists.
- Limit sub-lists to two levels deep, maximum.
 Limit sub-lists to two levels deep, maximum.

Images

Add an Image

You can add images to the **Image Component** or the **Text and Image Component**. There are two ways to upload an image.

Upload images to a component: Upload images into the component when you only plan to use the image on one page.

Drop an image or click to ut
Text Image Advanced Image Properties Styles

Upload images to the DAM: Upload images to the DAM when you plan to use the image on multiple pages.

- When you update an image in the DAM, all web pages that use the image will also update.
- You can select images in the Content Finder and drag them into components.



Image Properties

The **Image Component** and the **Text and Image** Component have an **Advance Image Properties** tab. The most used properties are:

- Alt text: Needed for accessibility. Add a brief description of the image. (A few words or a phrase.)
- Link to: Make the image a hyperlink. (Linked images must have alt text).
- **Image caption/credit:** Set an image width to restrain the width of a caption or credit.
- Image Size: Set a custom width and height. If you only set one dimension, the other will scale proportionately.

Image Tab

The **Image Component** and the **Text and Image** Component have an **Image** tab for cropping and rotating the image. Use Clear to remove the image.

🔛 Map ኳ Crop 🕲 Rotate | 🏷 Clear | 🕒

- **Replace an image:** Use Clear to remove the image.
- **Image Map:** Do not use the Image Map feature.

Image Requirements

Crop and resize images before you upload them.

- Maximum image width: 1000 px.
- File Format: JPG, PNG, GIF (No animated GIF files).

Downloadable Images

You can store high-resolution images in the DAM when providing files for news, marketing, or education.

Image Compression

JPG Files:

- The CMS automatically compresses JPG files.
- Uploading high-quality JPGs will prevent blur; 1 MB maximum.

PNG and GIF Files:

- The CMS does not compress PNG or GIF image files.
- Set the resolution to 72 dpi or 96 dpi.
- Reduce the file size as small as possible; a maximum of 50 KB is ideal.

Links

Never copy and paste URLs from the live acs.org website. The CMS can't track them when you move, rename, or delete pages. WSO doesn't assist in fixing broken links caused by incorrect formatting.

Link to a page in the CMS

1. Select the link text and then the **Hyperlink** button in the edit bar.

🕺 🍘 🐚	B <i>I</i> <u>U</u> ▼	x, x ² E = = A A E = # # *
		Hyperlink Create or modify a hyperlink.

2. In the **Link to** field, use the **Search Box** to find your page.

Hyperlink	$\overline{\mathbf{x}}$
Link to	Drop files or pages from the Content Find
Title	

3. Select a page in the Websites Tree.



Note! Folder icons in the **Websites Tree** represent web pages except for the Digital Assets folder.

Link to a document in the DAM

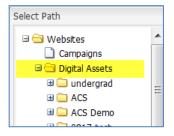
1. Select the link text and then the **Hyperlink** button in the edit bar.



2. In the **Link to** field, use the **Search Box** to find your page.

Hyperlink	
Link to	Drop files or pages from the Content Find
Title	

3. Open the **Digital Assets** folder and find the document in the tree.



Other Link Settings

- **Title:** In some browsers, the title will appear as a "tooltip."
- **Open in New Window:** Use sparingly; too many open windows can confuse users.
- Link goes to protected content: Add a security icon to inform users that the link points to members-only content.
 Important! This does not mean your content is secure! It is just the icon.

Link to	/content/dam/acsorg/things-to-do/ice-c 🔎
	Drop files or pages from the Content Finder
Title	
	Used as title attribute on the link.
	Open in new window
	Link goes to protected content

mailto: Links

- 1. Select the email address and then the **Hyperlink** button in the edit bar.
- In the Link to the field, type "mailto:" followed by the email address. Example: mailto:motw@acs.org

Hyperlink	
Link to	mailto:division@acs.org
	Drop files or pages from the Content Finder
Title	
	Used as title attribute on the link.

Link to an External Website

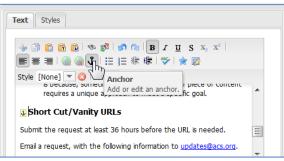
- 1. Select the link text and then the **Hyperlink** button in the edit bar.
- 2. In the **Link to** field, enter the full URL. Include the http://www.

yperlink	
Link to	http://www.cas.org/motw/cyclopropane
	Drop files or pages from the Content Finder
Title	
	Used as title attribute on the link,

Anchor Links (Jump links)

First: Create a Named Anchor

1. Place the cursor at the beginning of the destination text and then select the **Anchor** button in the edit bar.



2. Name the anchor. It must be lowercase, with no spaces, and not begin with a number.

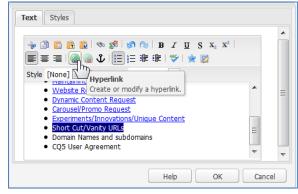
nchor		
Name	shortcuturl	
	Leave empty to remove anchor.	

Vanity URLs (Shortcut URLs)

- Send an email to <u>updates@acs.org</u> to request a vanity URL.
- Provide the following information:
 - The Vanity URL.
 Example: <u>www.acs.org/ncw</u>
 - The URL the Vanity URL will point to.

Second: Create the Jump Link

3. Select the link text and then the **Hyperlink** button.



4. Enter a hash mark (#) followed by the anchor **Name**. For example, #introduction

lyperlink	
Link to	#shortcuturl
	Drop files or pages from the Content Finder
Title	
	Used as title attribute on the link.

Best Practices:

- Links to vanity URLs can't be tracked for analytics.
- Vanity URLs are for webpages, not documents (PDF, Word, etc.)

Tables

- Keep Tables simple! They are easier to maintain.
- Click on the table to activate the table formatting bar.
- Don't use tables to create page layouts. Use Column Component instead.

Table Properties

Apply to the entire table.



Width: The recommended table width is 100%. Other width percentages do not work consistently.

Style: Choose a pre-defined color and border design combination. All styles have a table width of 100%.

Caption: A title that identifies a specific table. Each table should have a unique title.

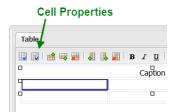
If the Caption disappears, Use a **Heading Component** instead. Place it directly above the table.

Summary: An accessibility feature for visually impaired users. Briefly explain the purpose of the table. The summary is not displayed on the webpage. Only a screen reader can access it.

Table properties	5	×
Width	100%	
Style	[None]	×
Caption		
Summary		

Cell Properties

Apply to a cell, column, or row.



Width (%): Not recommended. Cell width percentages do not work consistently.

Horizontal and Vertical Align: You can combine a horizontal alignment left, right, or center with a vertical alignment top, middle, or bottom.

Cell types

- **Data** Default type. Use for most cell content.
- Header The entire top row or first column of every table should contain Header Cell Types.

Apply to...: For applying consistent formatting to an entire row or column of Header Cell Types.

Cell properties		×
Width(%)		
Horizontal align	[None]	~
Vertical align	[None]	~
Cell type	[Change to]	~
Apply to	Single cell	
	Entire row	
	Entire column	

Columns

Column Component helps you arrange and align content in your page layout.

Borders: Add borders to the top, bottom, and inside edges of the column.

Top Inside Bottom	Borders		- And a start of the start of t	
ОК Салсе	Тор	Inside	Bottom	
			OK Can	cel

Nested Columns: Don't place **Column Components** inside other columns. Nested columns may cause error messages when editing the page. **Keep page layouts simple.** Most pages should not have more than two columns.

Accessibility: Columns will cause accessibility problems when not formatted correctly.

Test pages in the mobile web view to help find problems. Content must make sense when read from top to bottom and left to right.

Containers

Use the Container Component to highlight content or group-related pieces of content.

Format Container Component Headings

- 1. Add a Heading Component to the container. Place it at the top of the container.
- 2. Format the heading as a **Heading 2** and choose a **Style Preset**.

Style Preset	No style	Heading Style 1	Heading Style 2	Heading Style 3
	Heading	Heading	Heading	Heading
	Style 4	Style 5	Style 6	Style 7

What are Digital Assets?

Assets is another term used to define files stored in the DAM.

Types of DAM Assets

- **Documents** like PDF, • PowerPoint, Word, Excel, InDesign, EPS, PostScript, etc.
- Images like JPG, GIF, PNG, • TIFF, PDF, etc.

Audio and Video

- Do not upload audio or video • to the DAM!
- Use YouTube, Vimeo, or • Brightcove.

DAM Admin

Open the DAM

Select the Camera button in the CMS Global Navigation bar.

Note! Don't use the Digital Assets folder in the Websites Tree! This folder does not work the same as the DAM Admin.

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8	Digital Assets v Copy Paste
🖻 🚖 Websites	Name
Campaigns	1 cyclopropane
	2 project-seed
💷 🔄 undergrad	3 list-request
🗉 💽 ACS_Style_Guide	4 about-project-seed

Directory Tree		Ass	ets List		Actio	ons Menu	Bar		
CQ5 DAM		. 🖬 🖃 🖻 🖬	7					🔒 Laurie Tra	aye
igital Assets 🔍 Search									
9	2 🗅	New Copy Paste Delete	Move Activate 🕶 D	eactivate 🝷 Workflow 💞 Too	ols -				ŀ
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policies publications									
III F	14 4 1	Page 1 of 3 🕨 🕅 🖉						Items 1 - 15	5 o

[•]View more assets

Viewing DAM Assets

Left Panel		Metadata	R	ight Pa	anel Tabs
CQ5 DAM					🔒 Laurie
tal Assets 🔍 Search meg-a-mol	e.jpg ×			Renditions	Versions Reference
	Tible Description Tags Creator Contributor Language Copyright Copyright Comer Usage Terms	Ļ	M	1.0 Versio	
ame meg-a-mole.jpg 28 13 KB odfled 17-Feb-2013 13-40 mensions 192 x 250 Download	Expires Created With				
Edt.			Save Reset	2	Create

Left Panel: View the asset and asset details.

Metadata: A **Title** and a **Description** is required.

Right Panel Tabs:

- **References:** View all the pages in the CMS that link to this asset.
- The **Renditions** and **Versions** are not used.

Add an Asset to the DAM

1. Select a folder

	11
🖻 🚍 training	4
🖃 🚍 users	
🖃 🔂 lst99	
Cq5_intro	
🗀 jf	
🗀 txt00	
🗄 🧰 American Chemical Society	
	111

2. Select the **New** button in the **DAM Actions** menu.

② □ New ··· · Copy Paste	D
Name	

3. In the **Upload Assets Window**, locate your file on your computer and select the **Upload** button.

oad Assets		×
Upload to:/dam/user-sandbox/wso/laurie-trayers		
	Browse	
cq5-quickstart.pdf	Clear	
Upload	Cancel	J

You can upload more than one file at a time. Use these **File Naming Conventions**:

- All lower case
- No spaces. Use dashes instead.
- No special Characters
- A file extension (.jpg, .pdf, .pptx, etc.)

Replace a DAM Asset.

Important! When replacing an existing file in the DAM, the new and existing files must have the same file name.

1. Select the **New** button in the **DAM Actions menu.**



- 2. In the **Upload Assets Window**, locate your file on your computer and select the **Upload** button.
- 3. When prompted, choose **Yes** to replace the asset.

ə.

Workflow

3-Step Workflow:

Contributor \rightarrow CMS Reviewer \rightarrow WSO \rightarrow Website

Locked Webpages: Unlock web pages before starting a workflow. Locked pages can't be published. WSO and CMS Reviewer can't unlock web pages.

Email: The CMS sends you notification emails for content that is submitted, rejected, published, or canceled.

Inbox: You can approve, reject, and cancel content in workflow.

Start A Workflow

1. There are two ways to start a workflow.

From the Sidekick:

Open the **Workflow Tab** and select the **Start Workflow** button.

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3 2 3 2	
Workflow	Ξ
Workflow	
Activate (3-Step)	~
- Additional information -	-
Start Workflow	
─ 💌 Workflow'Package ──	-

From the DAM Admin:

1. Select an asset from the list.

2. Select the workflow button in the **DAM Actions** menu.

🍣 🗟 New ▾ Copy Paste Delete Move Activate ▾ Deactivate ▾ Workflow 🍟 💞					
*	Title	Name	Published		
1	About ACS	aboutacs	🔳 🔲 23-May-2013 16:		
2	History	history	🔲 🗏 23-May-2013 16:		
3	Strategic Plan	strategicolan	23-May-2013 16		

- 2. Choose a workflow from the dropdown menu.
 - Activate (3-step): For Contributors whose content is first approved by their CMS Reviewer.
 - Activate (2-step): For Reviewers whose content is approved by WSO.
 - **Reject:** WSO and workflow Reviewers can reject content. Rejections send content back one step in workflow.
 - **Cancel:** Anyone can cancel a workflow if the content is at their step in the workflow.
- Additional Information (Optional).In the Sidekick, expand the Additional Information section:
 - **Comment:** These comments will appear in the CMS email sent to the CMS Reviewer.
 - Workflow Title: Add a label to identify the content for a specific project. Example: "CCED 2018 Launch."
 - Scheduled Date: Set a web page or DAM asset to go live at a specific date and time. The content can be approved early and go live at the scheduled date and time.

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Workflow	
Workflow	
Activate (3 Step)	
Additional information Comment Added a new image and changed the Page Title Workflow Title Books and References Pr Scheduled 06/10/14	III
8:00 AM	
Start Workflow	Ŧ
Translation	+
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