



**Sitecore**

**Your Content Management System**

# Training Manual

# Sitecore Training

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# Sitecore Training

## Section 1 Getting Started

### 1.1 Installing the registry editor

1.1.1 If you have administrative rights on your computer

1.1.1.1 Unzip the file.

1.1.1.2 Double-click on the registry editor.

1.1.2 If you do not have administrative rights, use the [Tech Services Request Form](#) to request installation.

### 1.2 Finding the login link

1.2.1 Go to [www.craftonhills.edu](http://www.craftonhills.edu).

1.2.2 Click on the copyright symbol at the bottom of the page.

[New Students](#) | [Admissions and Records](#) | [Courses and Programs](#) | [Student Resources](#)  
[Faculty and Staff](#) | [Community](#) | [About CHC](#) | [Accreditation](#) | [Contact Us](#)

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## 1.3 Logging In

1.3.1 Under Options, select Desktop

1.3.2 Log in using your district user name and password.

sitecore

# Welcome to Sitecore

User name:

Password:

Remember me

[Forgot Your Password](#) [Change Password](#)

### Options

User Interface:

## 1.4 Desktop & Content Editor: Differences

1.4.1 The Desktop contains the Content Editor, but also other useful features, such as the Recycle Bin

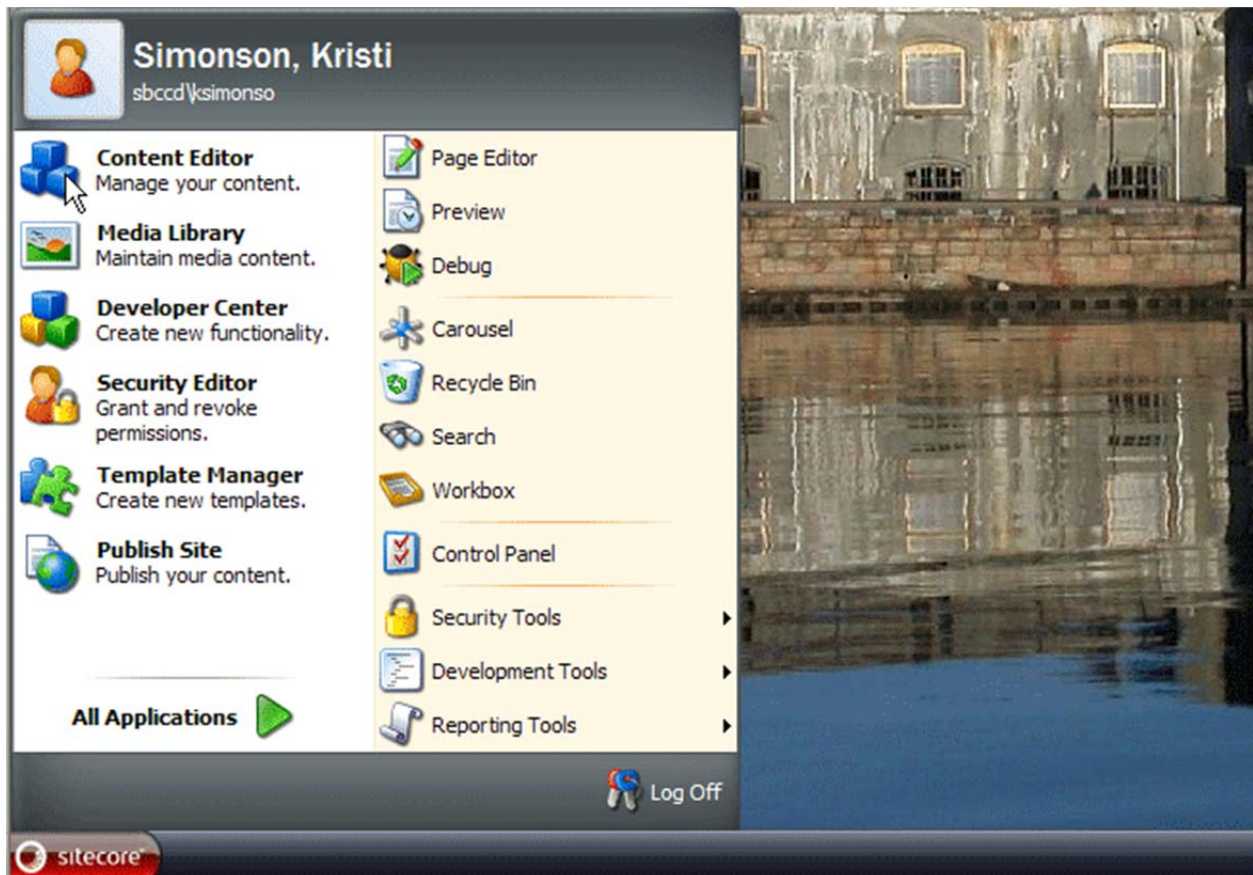
1.4.2 The Recycle Bin is useful in the event you accidentally delete an item.

## Section 2 The Content Editor

### 2.1 Opening the Content Editor

2.1.1 Click on the Sitecore icon in the lower left.

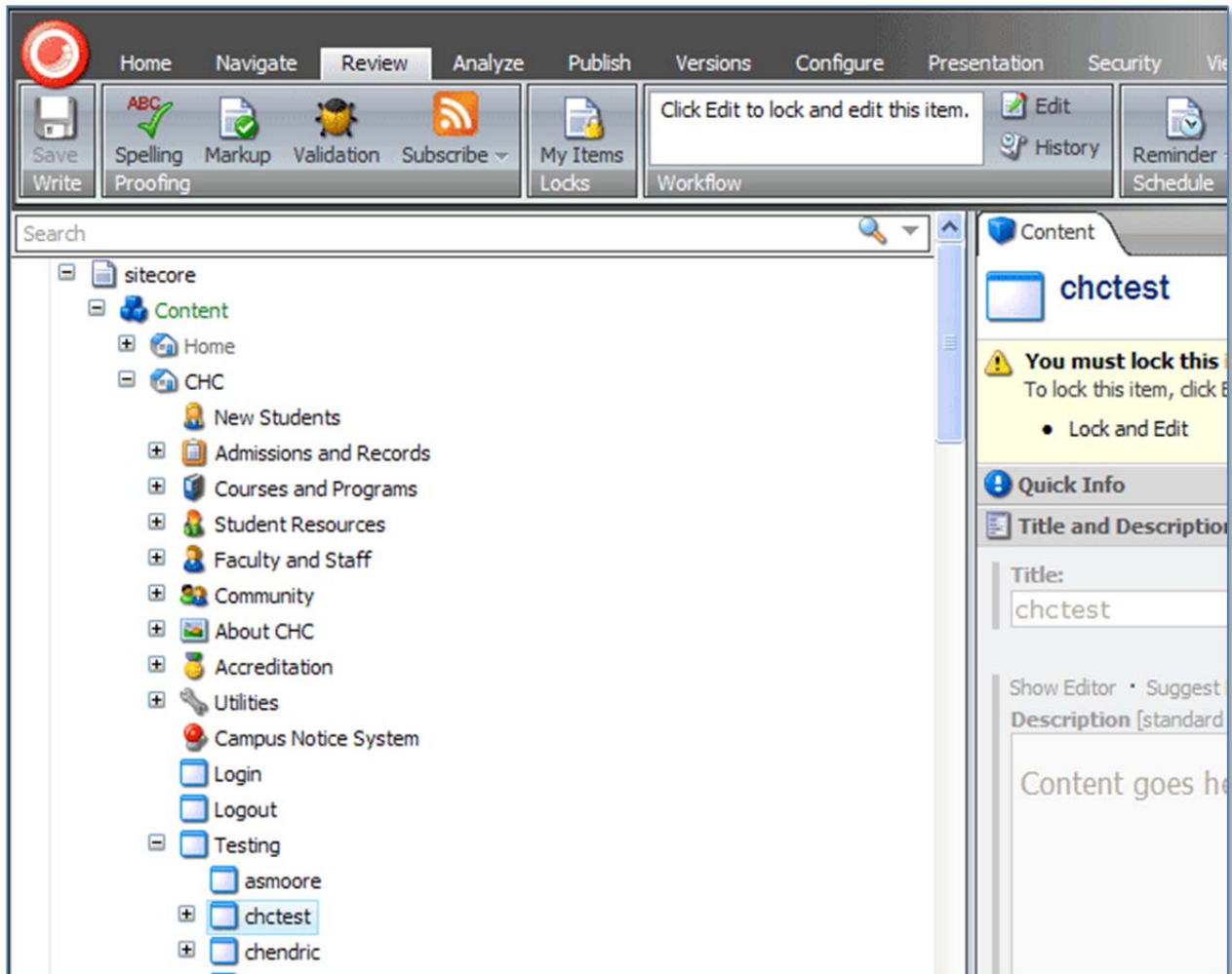
2.1.2 Select the Content Editor from the menu.



## 2.2 Finding your Site/Pages in Sitecore

2.2.1 In the left-hand pane, navigate to sitecore > Content > CHC and locate your pages.

2.2.2 Click on the item you wish to edit.

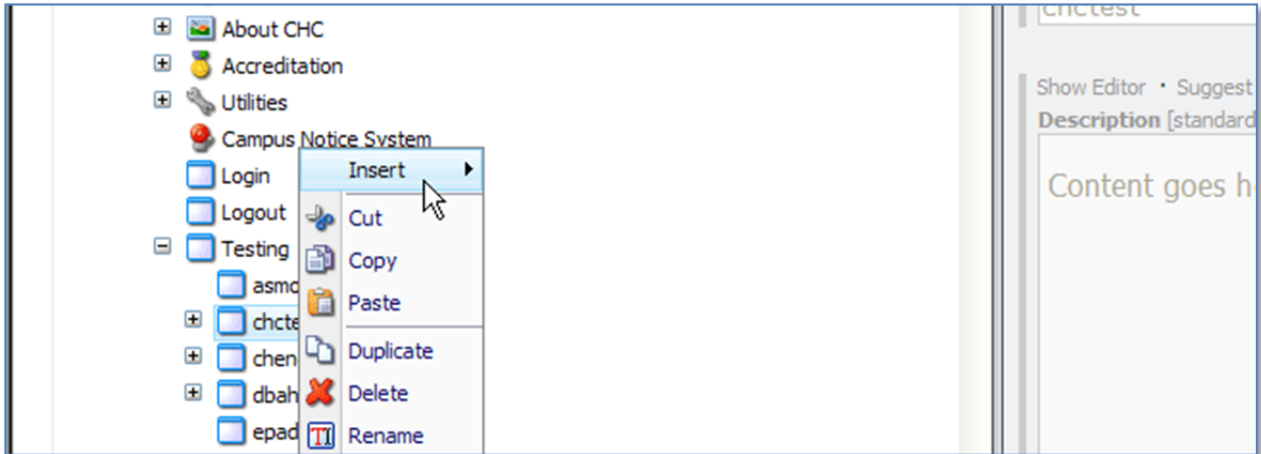




## 2.3 Creating an Item/Page

2.3.1 Right-click on the item you wish to store your new item/page under.

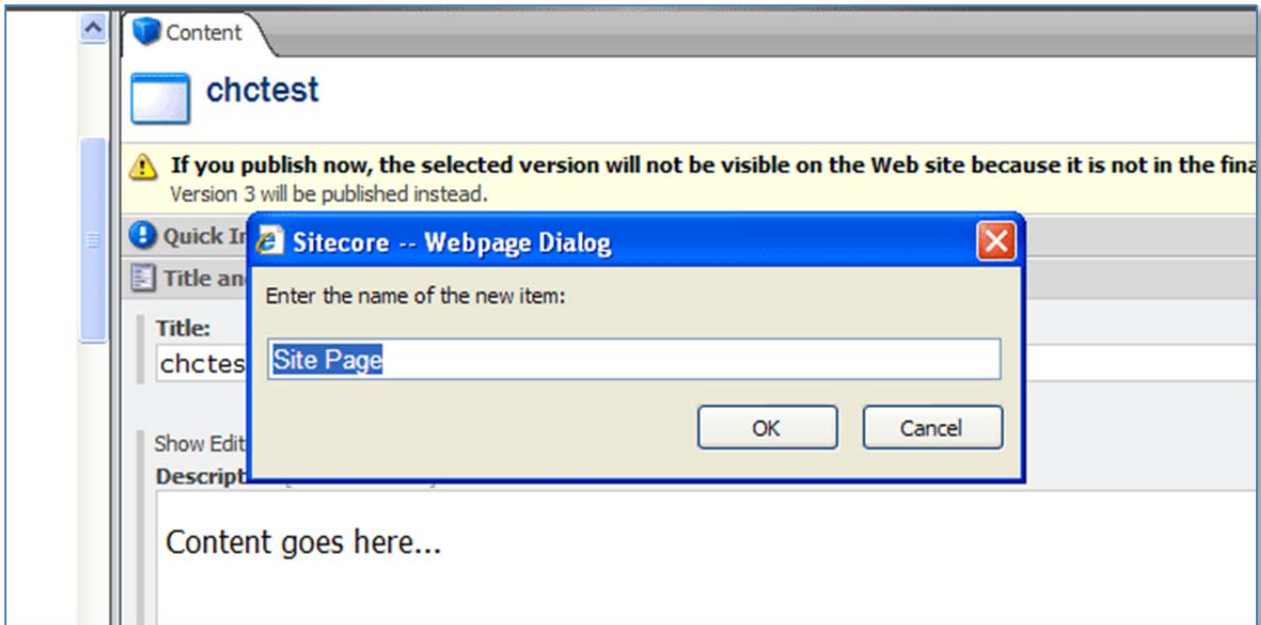
2.3.2 Select Insert



2.3.3 Select Site Page.

2.3.4 Enter a name for the page.

2.3.5 Do not use "&" in your page name.





2.3.5.1 The page name you enter is used in three places. When a page is first created, these three will match by default, but you can change them as desired.

2.3.5.1.1 The URL – The name you enter is what people will see in the URL of the page, with underscores replacing spaces. To change this name, you must right-click on the item and use the Rename feature.

2.3.5.1.2 The Title – This appears above the main content of the page in the red area on the Crafton web site. This can be changed in the Title field.

2.3.5.1.3 The Menu Title – This is the name that appears if your page is shown in the left hand menu on the CHC web site. It is also what is displayed in the Site Map. This can be changed in the Menu Title field.

## 2.4 Saving an Item

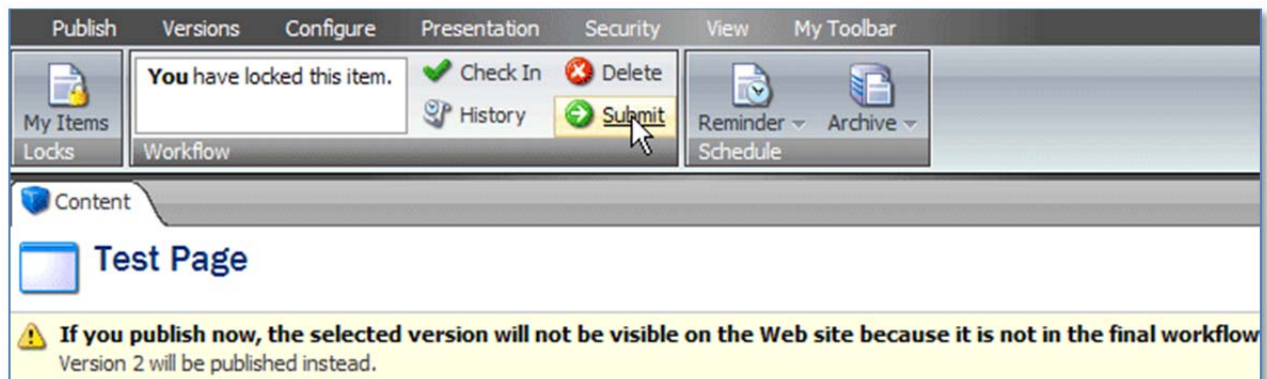
2.4.1 Click on the Save icon on the upper left (visible from the Home tab).

## 2.5 Posting an Item/Page (Workflow)

2.5.1 Select the Review tab at the top of the page.

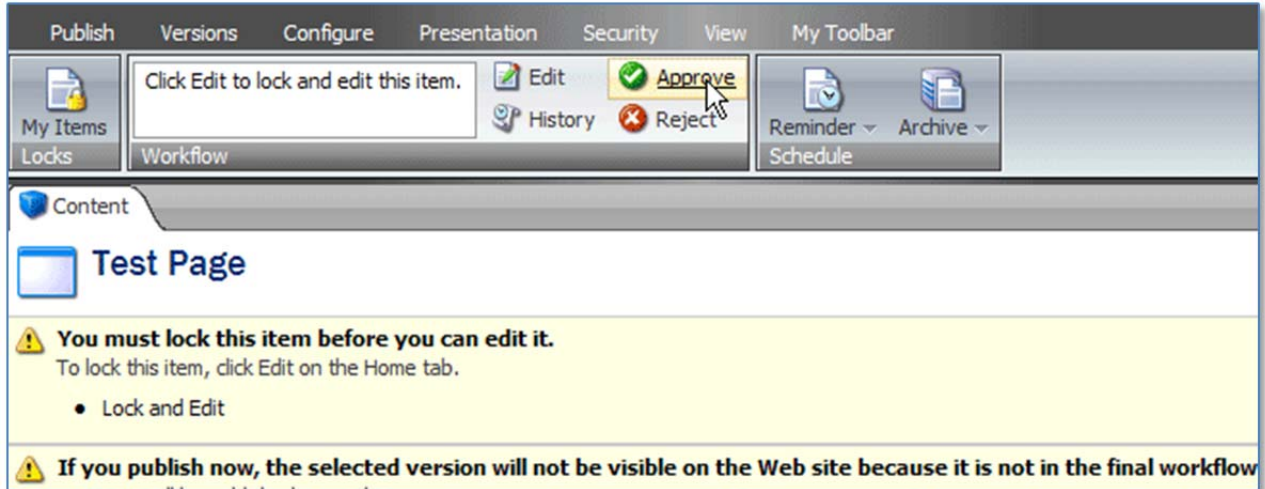
2.5.2 Select Submit.

2.5.3 A popup will allow you to enter an optional comment. When finished, choose OK.



2.5.4 Select Approve.

2.5.5 A popup will allow you to enter an optional comment. When finished, choose OK.



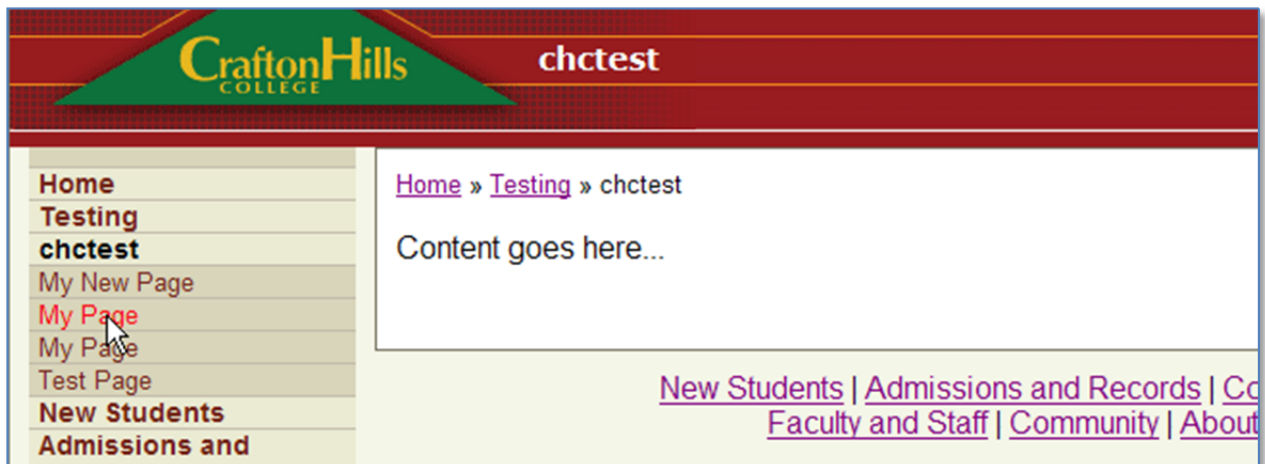
2.5.6 Your updates should now be live.

## 2.6 Viewing Your Work

2.6.1 Go to [www.craftonhills.edu/Testing](http://www.craftonhills.edu/Testing).

2.6.2 Click on your username.

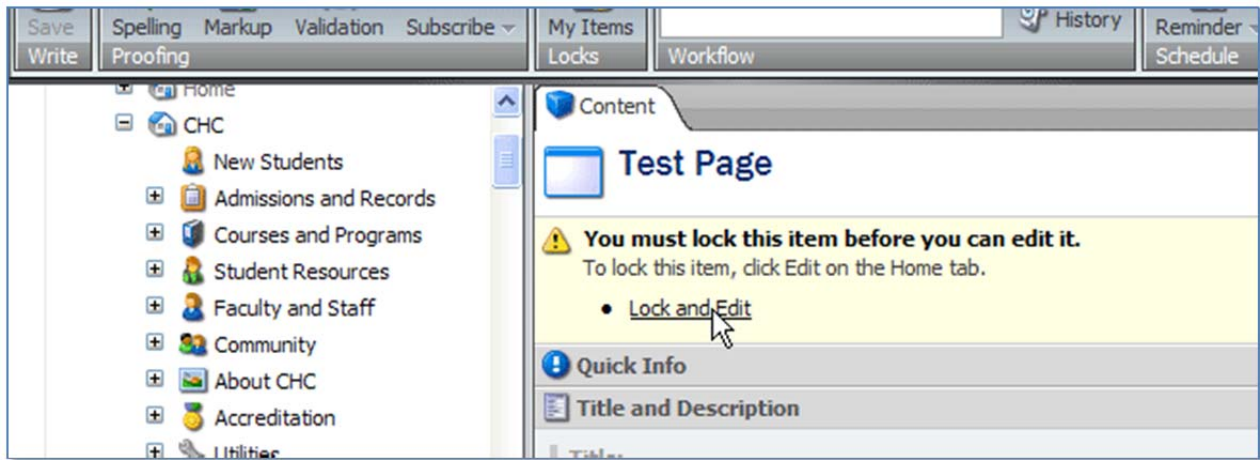
2.6.3 Use the left hand menu to locate your pages (The Testing menu will only show pages one level deep.).



## 2.7 Editing your page

2.7.1 In the left-hand pane, Navigate to the page you want and select it.

2.7.2 In the right-hand pane, choose Lock and Edit (You don't need to do this if you have just created the page and not yet published it.).



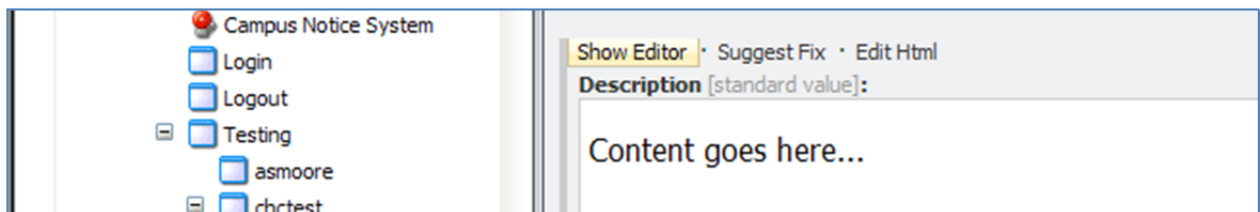
### 2.7.3 Fields for an Item/Page

#### 2.7.3.1 Editing Text fields

2.7.3.1.1 Edit the Title and other text fields by typing directly into the textbox.

#### 2.7.3.2 Editing HTML/Rich Text Fields

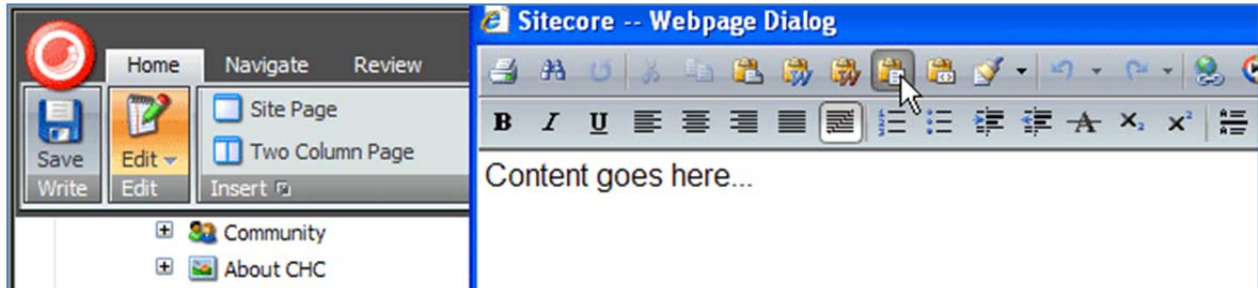
2.7.3.2.1 To edit the Description, click on Show Editor or double-click on the Editor.



## 2.8 Entering Text

2.8.1 You can type directly into the Editor.

2.8.2 You can paste text into the Editor. We recommend using the Paste Plain Text option.



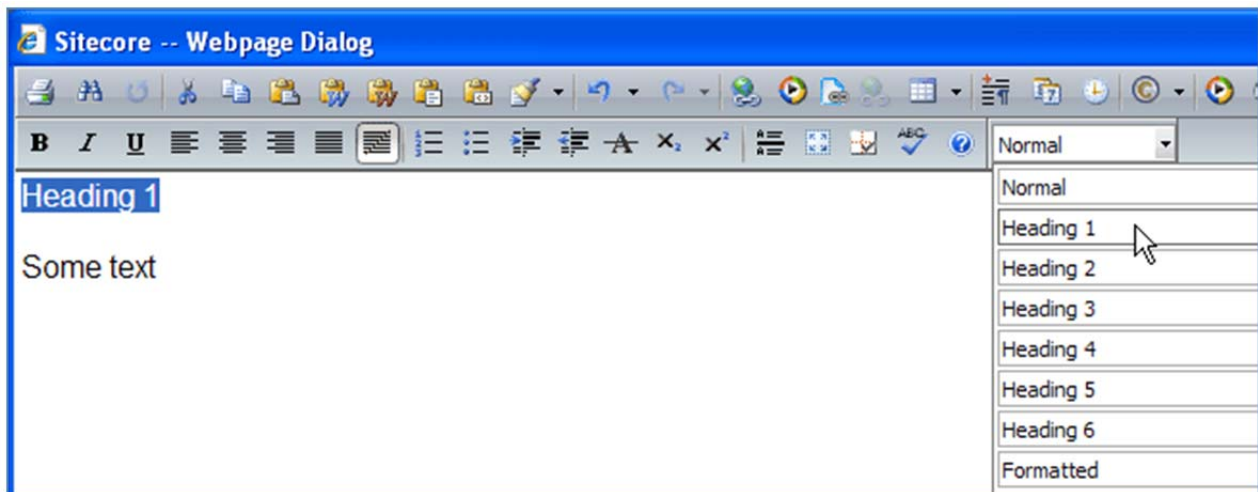
## 2.9 Formatting Text

2.9.1 Headings

2.9.1.1 You can use the dropdown menu to the right to format headings.

2.9.1.1.1 Highlight the heading.

2.9.1.1.2 Use the dropdown to select the heading level.



2.9.1.2 Think of headings like an outline, as below (using Headings will not cause indenting.):

**Heading 1**

**Heading 2**

**Heading 3**

**Heading 3**

**Heading 2**

**Heading 3**

2.9.1.3 Just as in an outline, headings should not jump from Heading 1 to Heading 3.

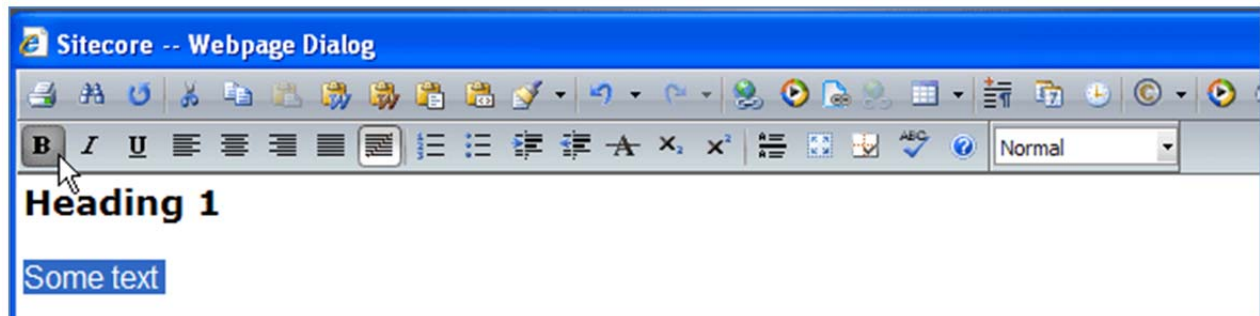
2.9.1.4 Items of equal weight should use the same heading level.

2.9.1.5 Headings should not be used to make text “look” a certain way. They are an organizational hierarchy.

## 2.9.2 Bold and Italic

2.9.2.1 Highlight the text.

2.9.2.2 Click on the **B** or *I* icon.

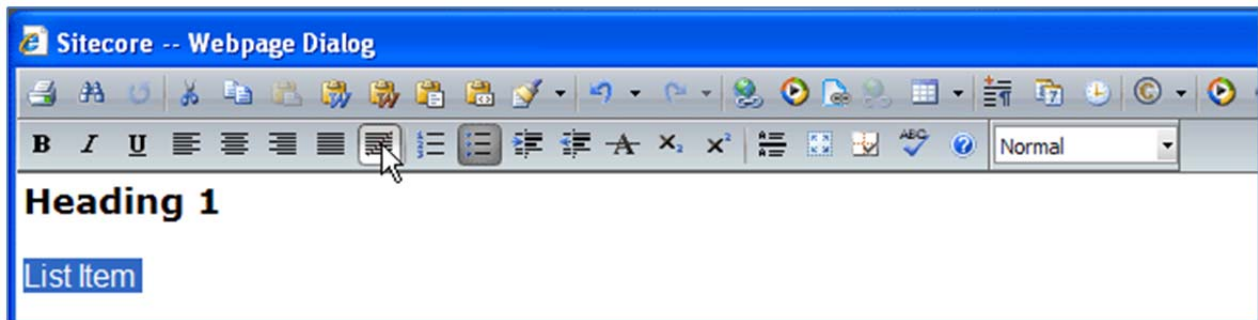


## 2.9.3 Lists

2.9.3.1 Type in some text.

2.9.3.2 Select the item by highlighting the text or clicking the cursor in the text.

2.9.3.3 Click on the Bullet List icon.



2.9.3.4 Hit Enter.

2.9.3.5 Type your next item.

2.9.3.6 You can also highlight several lines of text and click on the Bullet List icon to turn pre-entered items into a list.

## 2.10 Linking to other pages

### 2.10.1 Internal Links

2.10.1.1 Type the text you want to appear as a link.

2.10.1.2 Highlight the text.

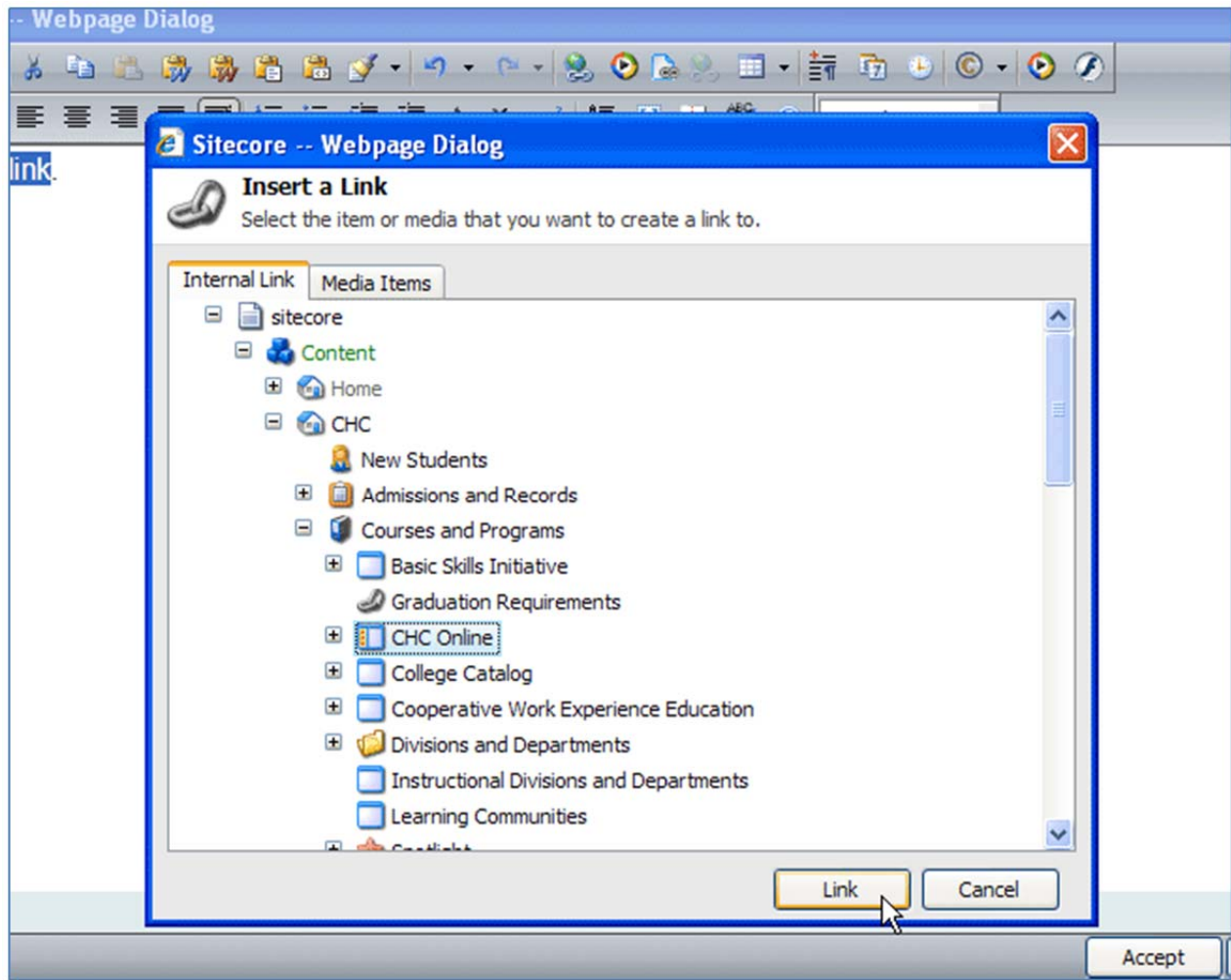
2.10.1.3 Select InsertSitecoreLink.



2.10.1.4 Navigate to the page you want to link to.

2.10.1.5 Select the page so that it is highlighted blue.

2.10.1.6 Click Link.



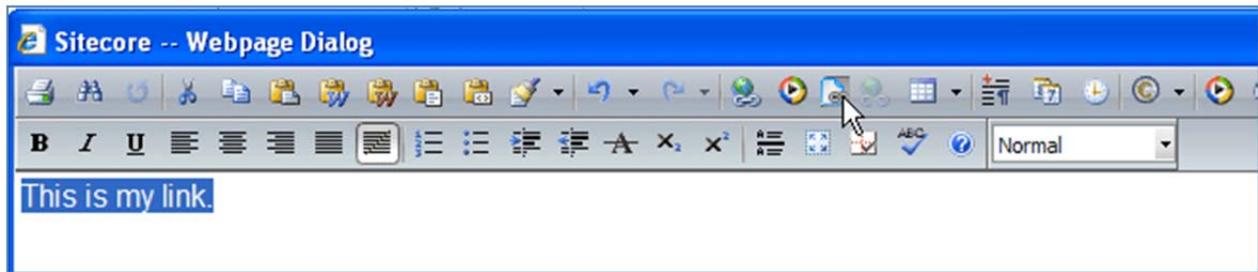


## 2.10.2 External Links

2.10.2.1 Type the text you want to appear as a link.

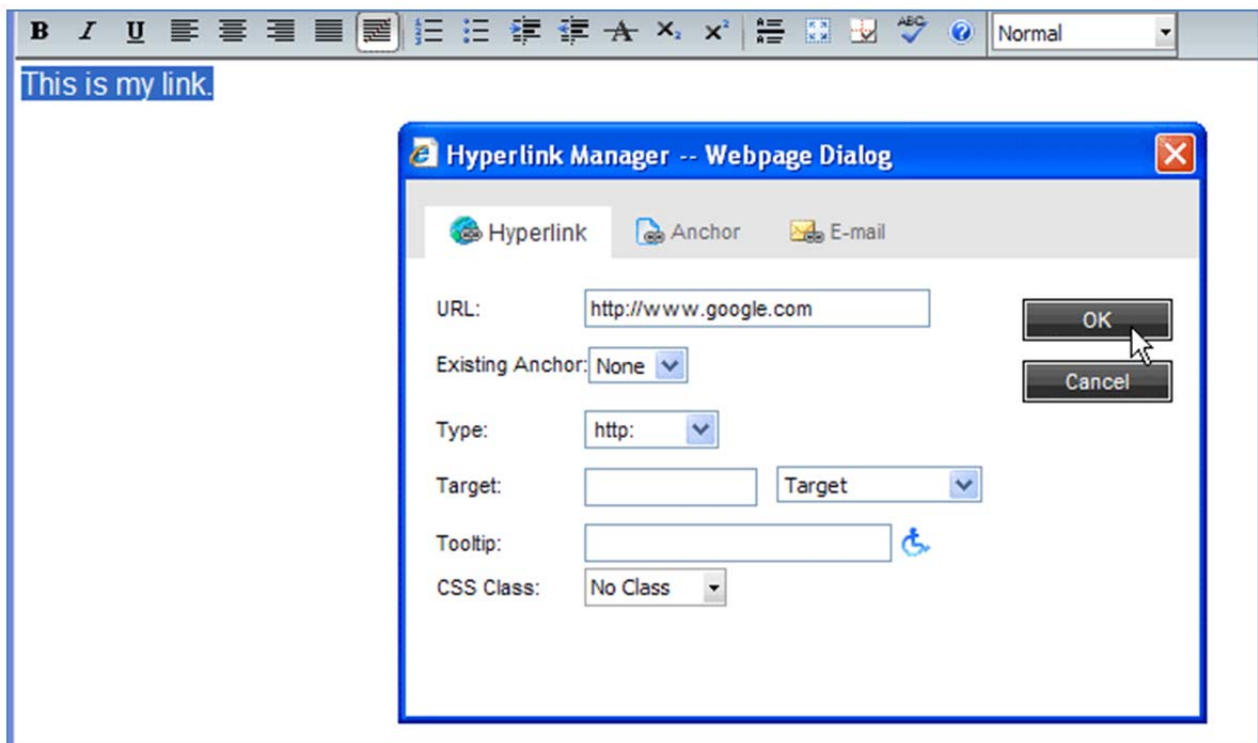
2.10.2.2 Highlight the text.

2.10.2.3 Select Hyperlink Manager.



2.10.2.4 Enter the URL of the site you want to link to.

2.10.2.5 Click OK.



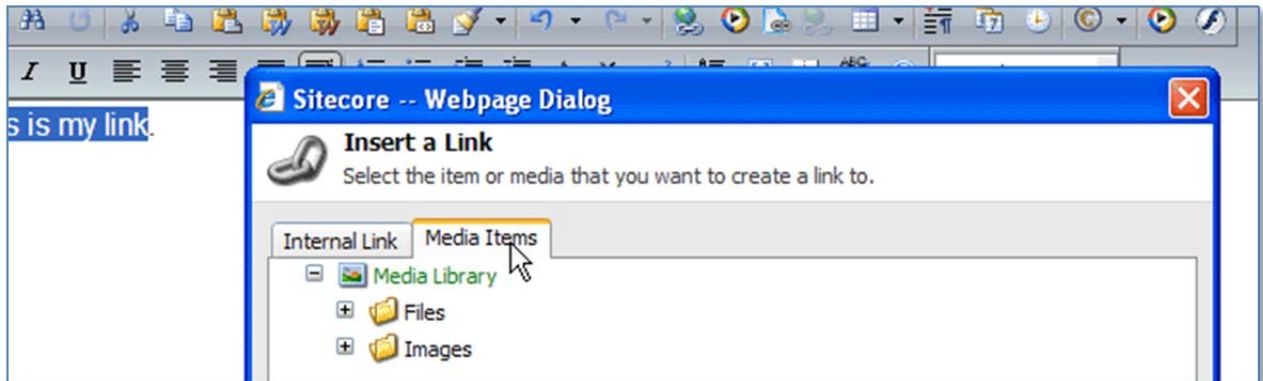
## 2.11 Uploading & Linking to Files

2.11.1 Type the text you want to appear as a link.

2.11.2 Highlight the text.

2.11.3 Select InsertSitecoreLink.

2.11.4 In the Insert a Link dialog, select the Media Items tab.

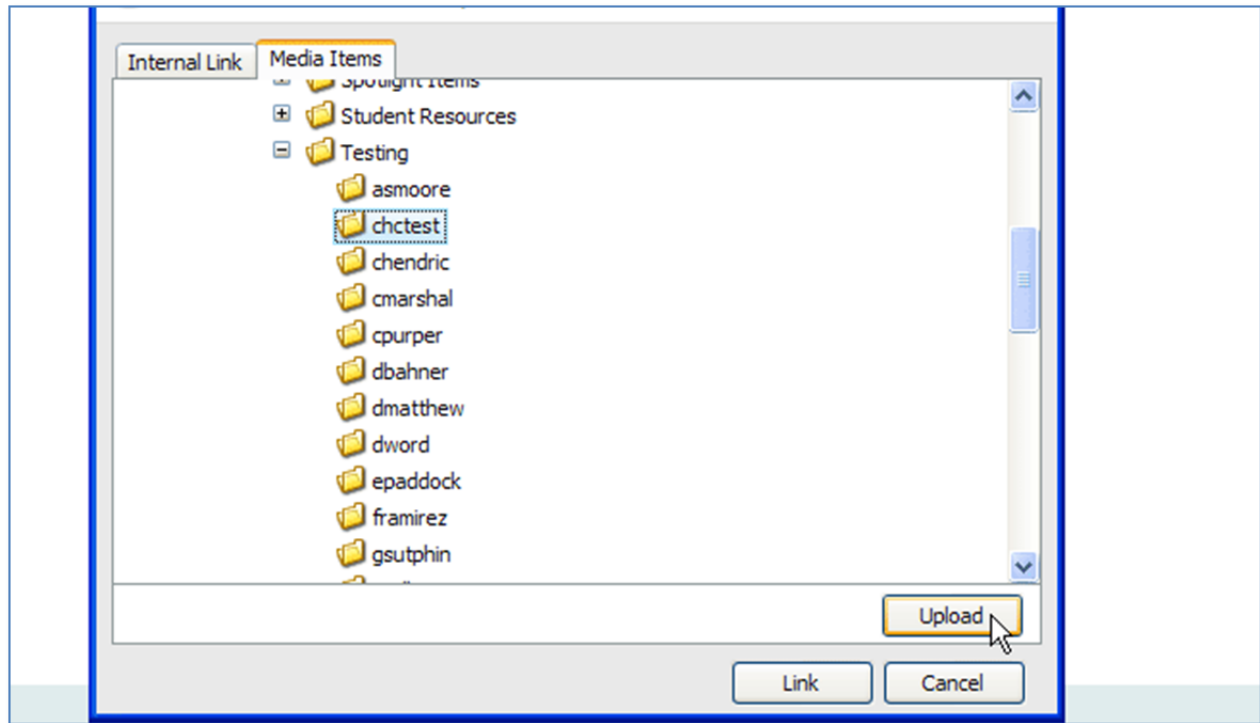


2.11.4.1 Navigate to the folder in which you want to upload an item.

2.11.4.2 Click on the folder to highlight it.

Note: If you do not highlight the folder, your upload may end up in the top Files or Images folder and you will be unable to move or delete it.

2.11.4.3 Click on the Upload button.



2.11.4.4 Browse for your file and click OK.

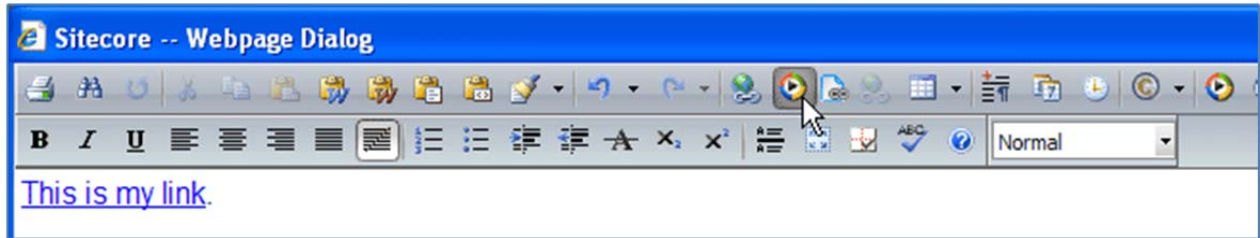
2.11.4.5 A dialog will appear showing the file information.

2.11.4.6 Close the dialog. Then select Link.

## 2.12 Adding/Editing Pictures (including Resize)

### 2.12.1 Adding an Image

#### 2.12.1.1 Click on InsertSitecoreMedia.



2.12.1.2 Navigate to the image you wish to display, or follow the steps above for linking to files to upload an image to your folder.

2.12.1.3 Click on your image.

2.12.1.4 Enter Alternative text if the image does not already have some.

2.12.1.4.1 If the image contains text or information, duplicate it in the Alternative Text field.

2.12.1.4.2 If the image is purely decorative, enter a space in the Alternative Text field.

2.12.1.4.3 Enter the width and height at which you want the image to display. The image will scale proportionately.

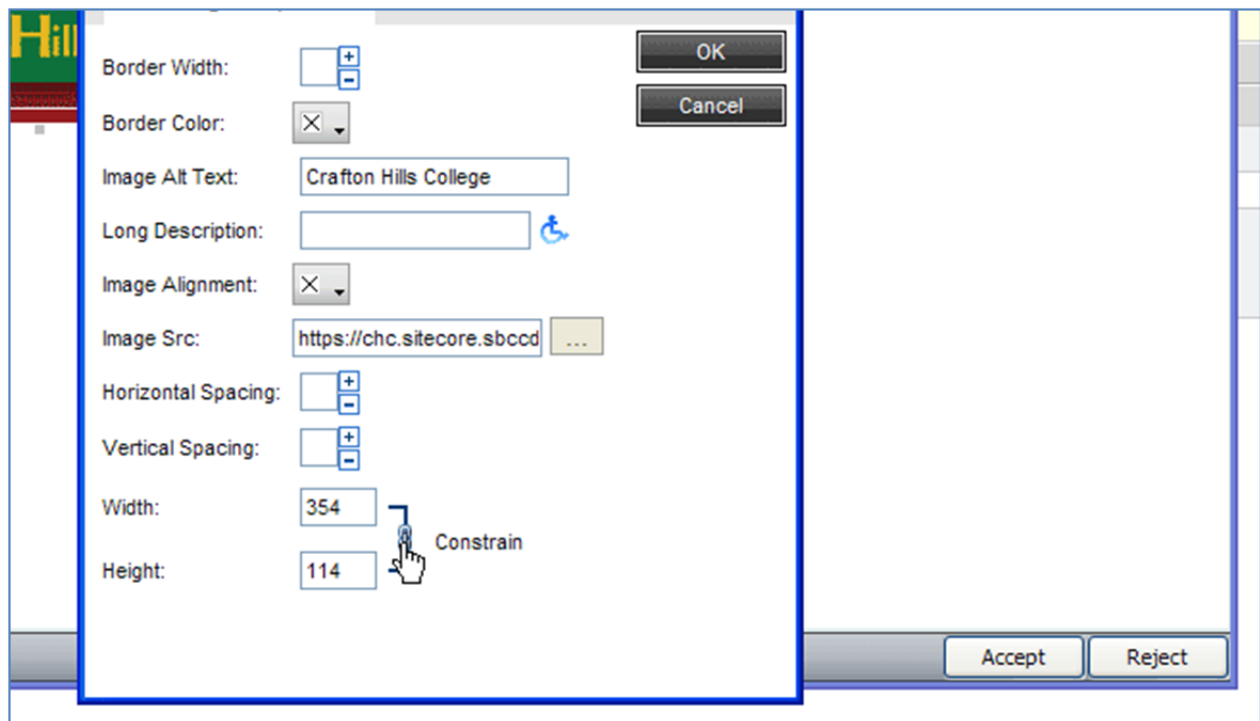
2.12.1.5 Click Insert.

## 2.12.2 Editing an image

2.12.2.1 Right-click on the image and choose Set Image Properties.

2.12.2.2 In the Image Properties dialog, you can set the Image Alt Text, align an image, and adjust its height and width.

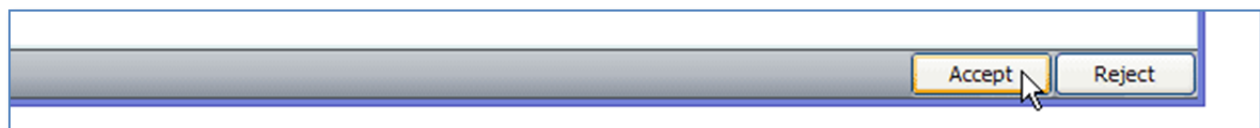
2.12.2.3 Before adjusting height and width, make sure to choose the Constrain option so the image will not become distorted.



2.12.2.4 Click OK.

## 2.13 Accepting your work

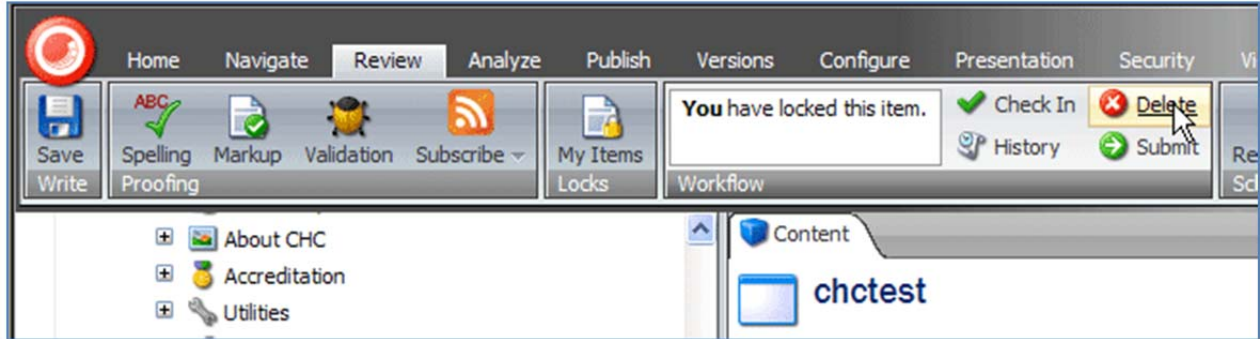
2.13.1 When you are finished using the Editor, choose Accept.



## 2.14 Deleting an Item/Page

2.14.1 Select the Review tab at the top of the page.

2.14.2 Select Delete.



2.14.3 A popup will allow you to enter an optional comment. When finished, choose OK.

2.14.4 Select Approve.

## 2.15 Non-page Items

2.15.1 If you need any of the following, please contact Kristi for setup and a brief tutorial.

2.15.1.1 FAQs

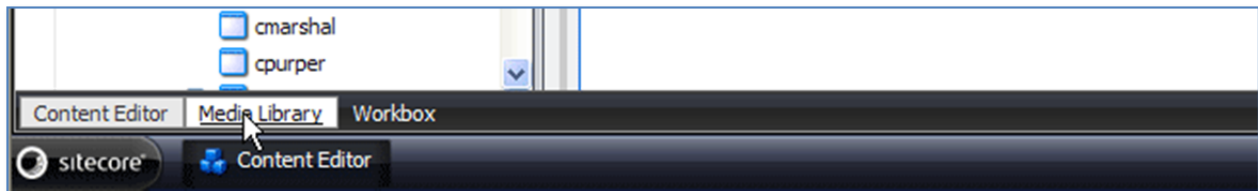
2.15.1.2 File Lists – used for lists of agendas and minutes, for example

2.15.1.3 Spotlight Items

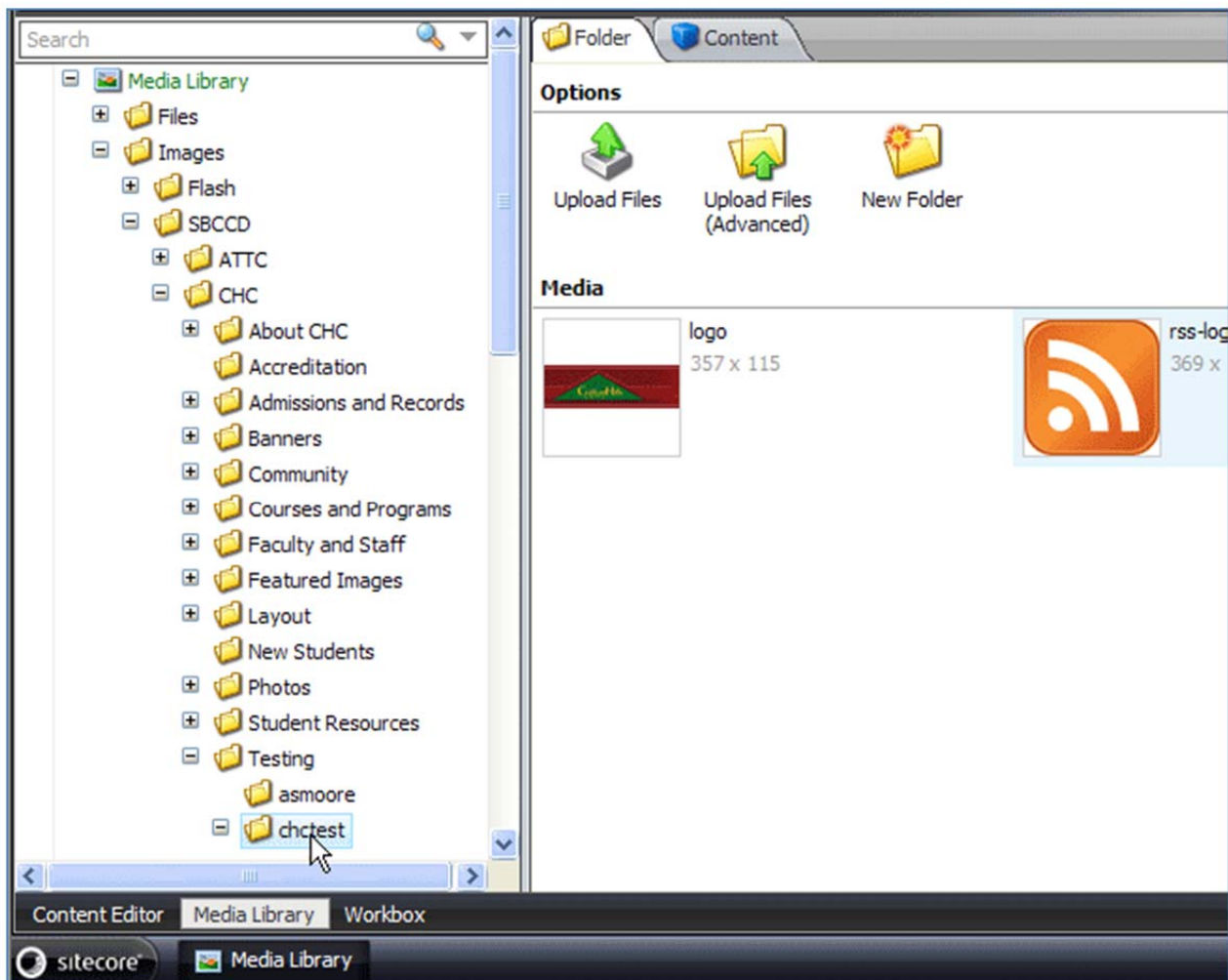
## Section 3 Media Library

### 3.1 Uploading Images

3.1.1 Select Media Library from the menu on the lower left.



3.1.2 Navigate to the folder you wish to work in.





3.1.3 Select Upload Files (Advanced).

3.1.4 Browse for the image or images you wish to upload.

3.1.5 To select more than one image, hold down the CTRL key while selecting.

3.1.6 Click OK.

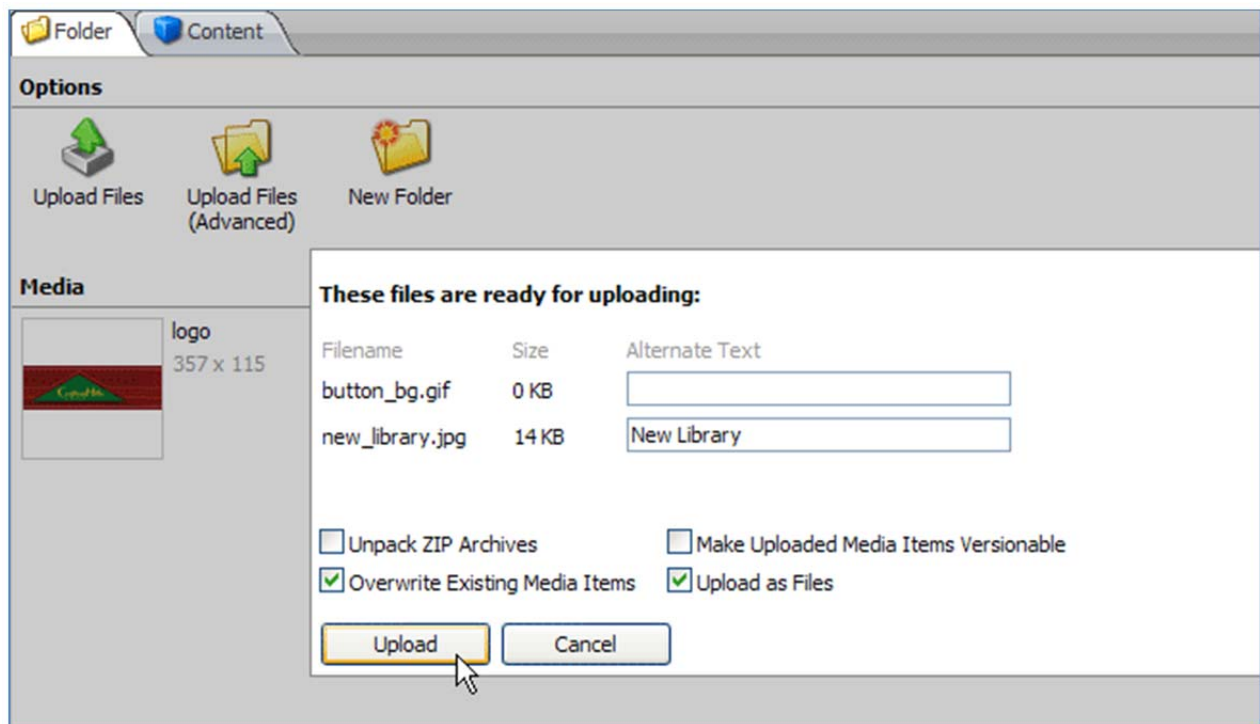
3.1.7 Enter Alternative Text for each image in the upload dialog.

3.1.7.1 If the image contains text or information, duplicate it in the Alternative Text field.

3.1.7.2 If the image is purely decorative, enter a space in the Alternative Text field.

3.1.8 If you want to replace an existing file with a new file with an identical filename, check Overwrite Existing Media Items.

3.1.9 Click Upload.



## Section 4 The Workbox

### 4.1 Submit an item

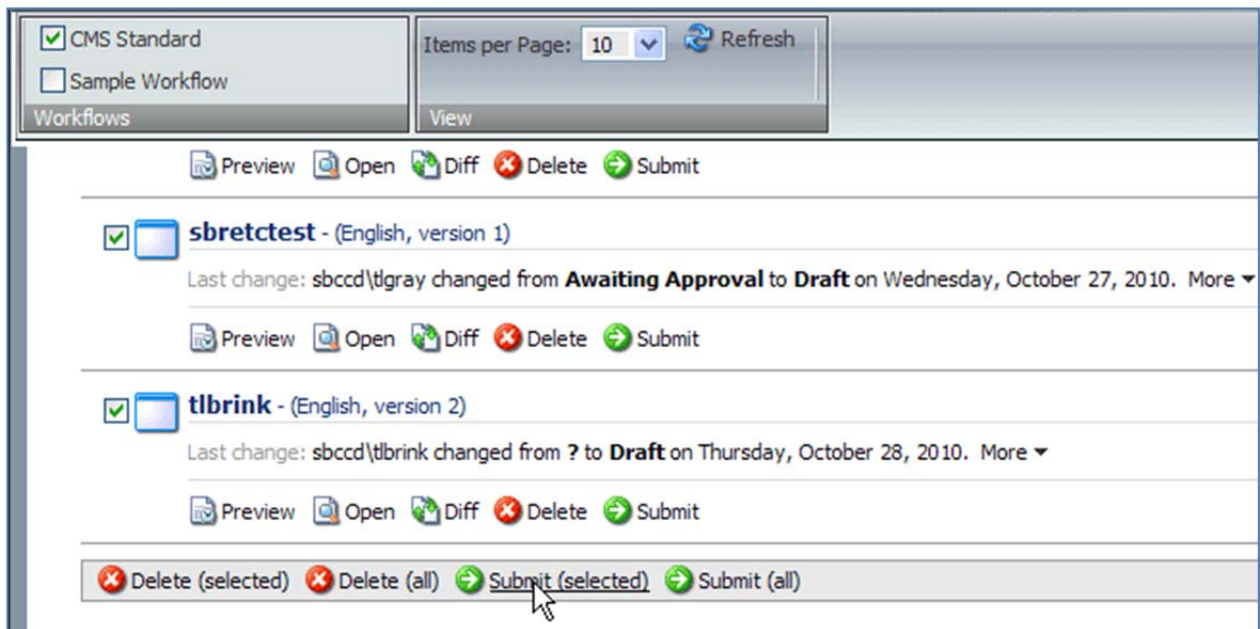
4.1.1 Select Workbox from the menu at the lower left.



4.1.2 To submit a single item for approval, click on Submit below the item.

### 4.2 Submit Multiple Items

4.2.1 To submit multiple items for approval, checkmark the items you wish to submit, then click Submit (selected).



4.2.2 You can also choose Submit (all) to submit all items for approval.

## 4.3 Approving Items and Approving Items for Deletion

4.3.1 Approving items in the Workbox works in the same way as submitting them.

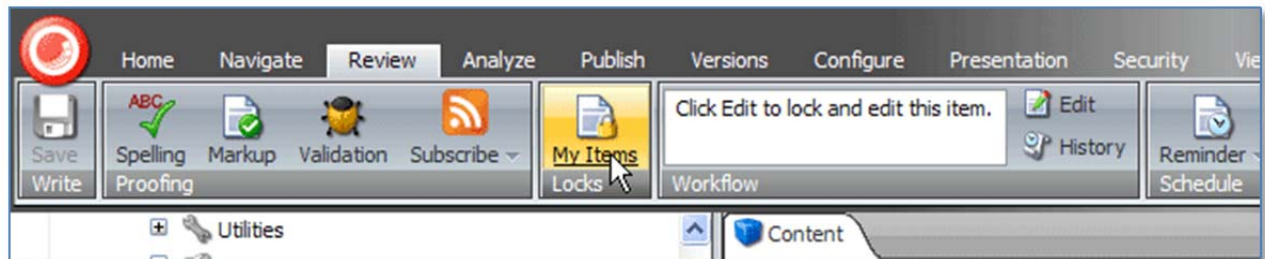
## Section 5 My Items (Locks)

Sometimes you will work on an item and forget to check it back in when you have finished. This makes it impossible for others to work on the item. It is therefore a good idea to check your items frequently to make sure you have not locked something and forgotten it.

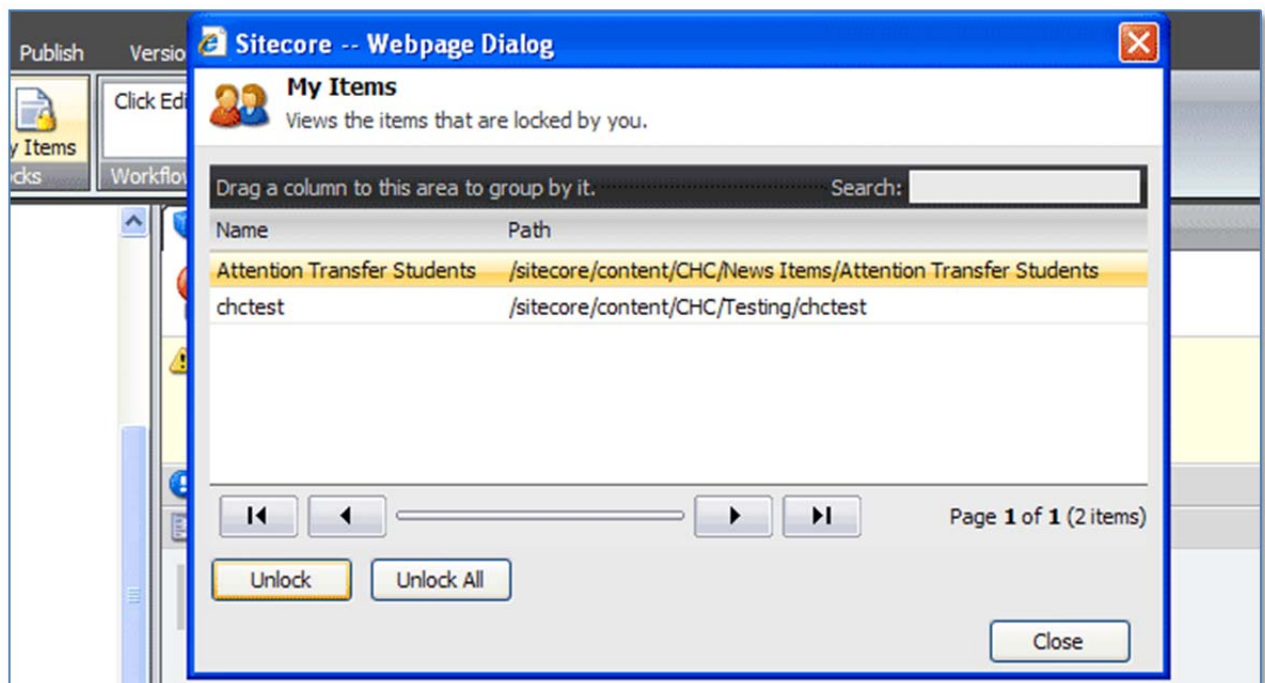
### 5.1 Unlocking Items

5.1.1 In the Content Editor, click on the Review Tab.

5.1.2 Click on My Items.



5.1.3 Select items to unlock individually and choose Unlock, or select Unlock All.

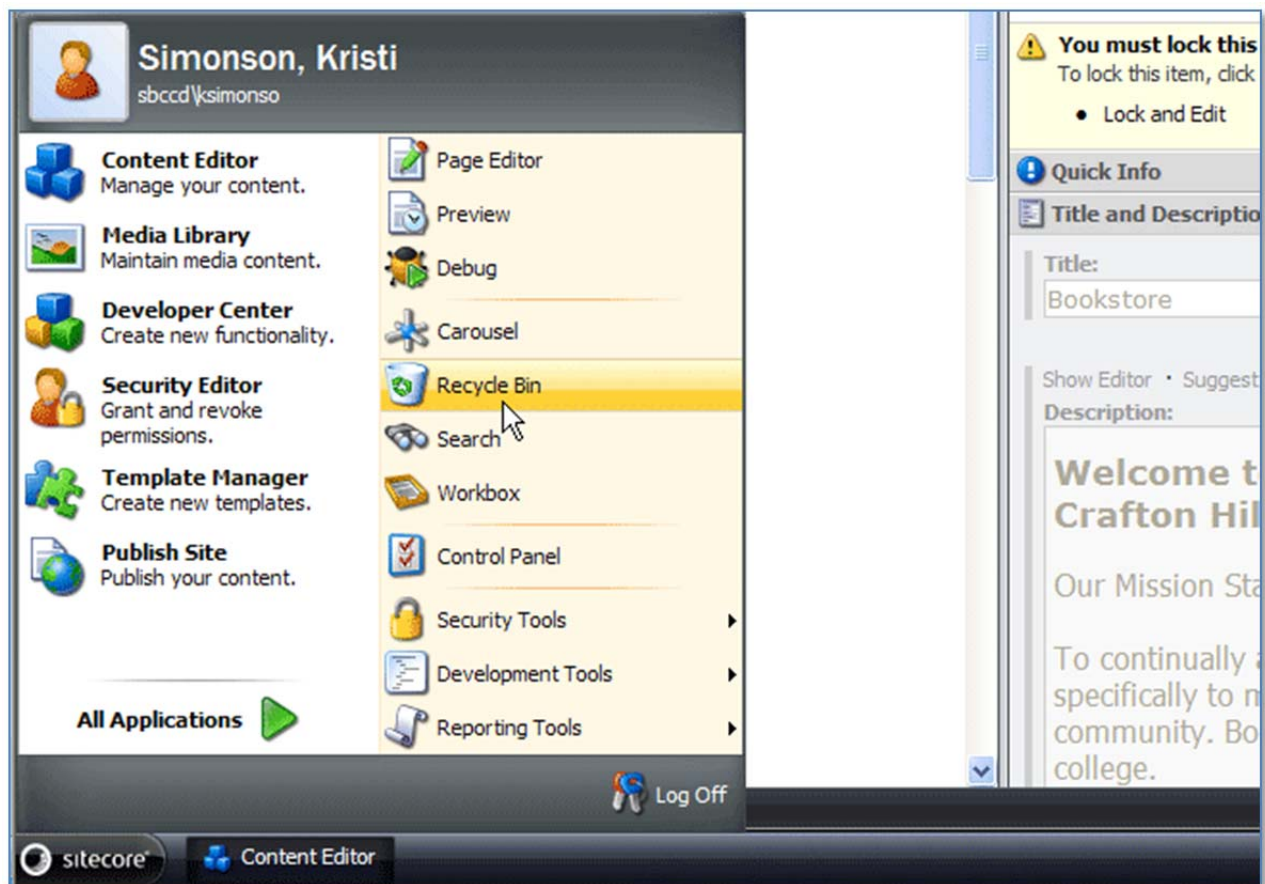


## Section 6 The Recycle Bin

### 6.1 Restoring a Deleted Item

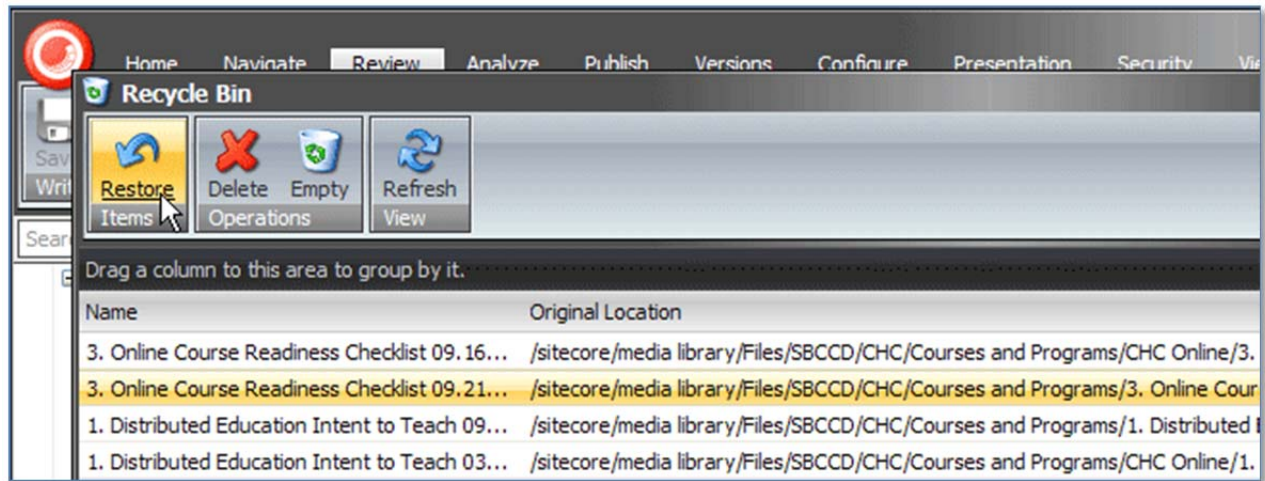
6.1.1 Click on “sitecore” in the lower left hand corner.

6.1.2 Select the Recycle Bin.



6.1.3 Click on the item you wish to restore.

6.1.4 Click Restore at the top left.



## Section 7 Common Issues with Sitecore

### 7.1 An item will not update, or does not appear on the site

7.1.1 Try a Hard Refresh (if the item shows up present but does not update)

7.1.1.1 Navigate to the item

7.1.1.2 Hit Ctrl + F5

7.1.2 Try submitting and approving the item again (if the item will not update or does not show up).

### 7.2 Known Bugs

7.2.1 The Editor will not allow nested lists.

7.2.2 Ampersands (&) in file and folder names tend to cause problems.

## Section 8 Technical Support

8.1 If you require further assistance, please contact Kristi Simonson at extension 3568.