NYU Law –Web Help: How to Edit

TOPICS:

Editing Basics
Standard Styling

About this document

The NYU School of Law Website can be easily updated. This document describes how you can:

a. Edit existing text including basic word processing options like bold, italics, cut/paste/copy, numbered and bulleted lists, Spell-check, etc.
b. Add hyperlinks to content
c. Paste new information from a Word Document using Notepad
d. Submit your changes

Requirements

Be Sure to

a. Use Internet Explorer Version 7 or 8.

b. Have your Stellent Account Information.

c. Have Oracle Site Studio Contributor installed on your PC computer.

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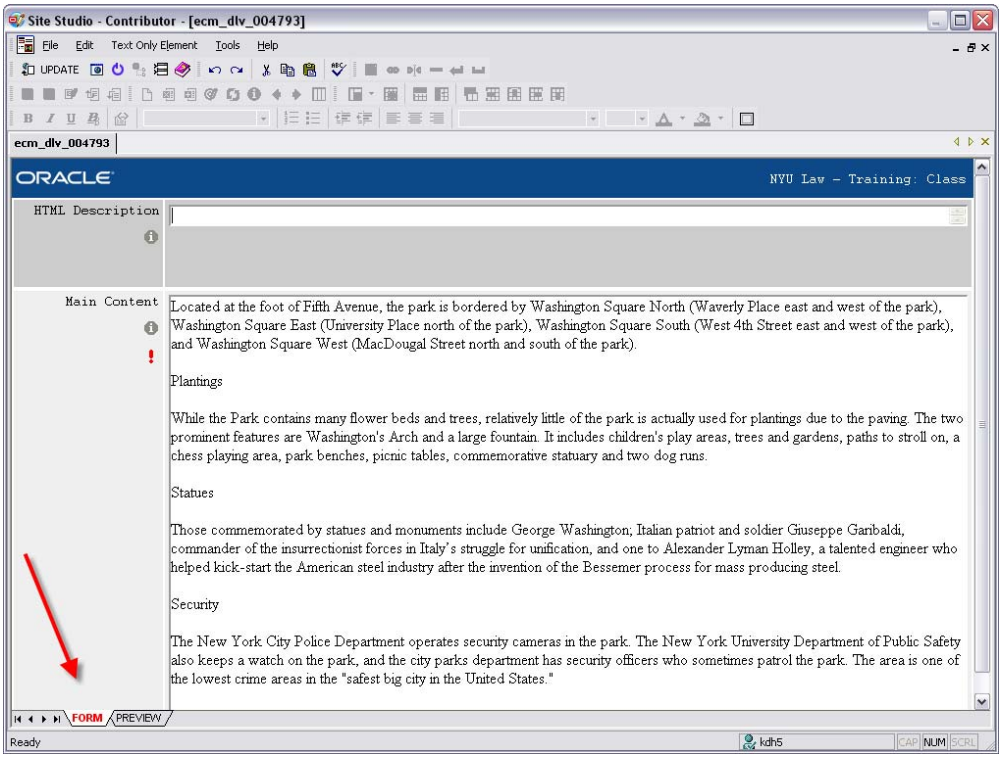
To Use the Stellent Contributor Software to Edit Webpages

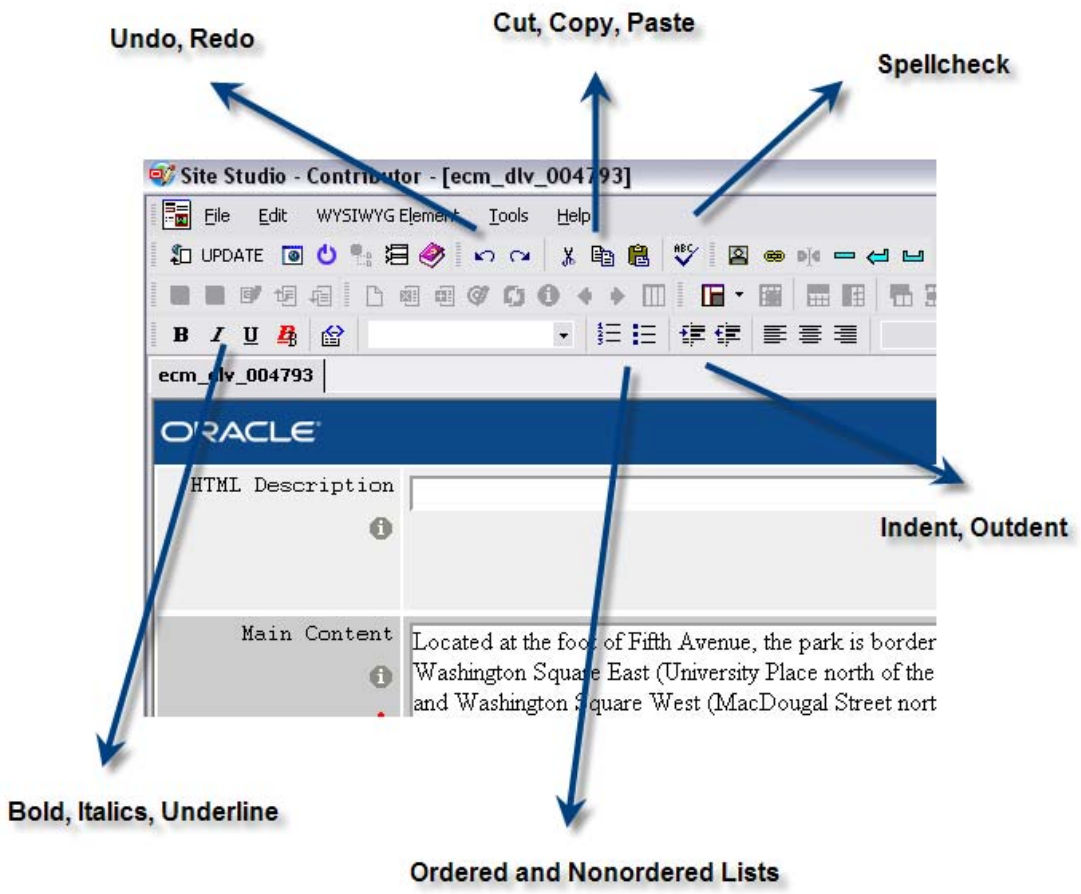
1. Enter Contributor Mode (Ctrl-Shift-F5) to manage your page.

	Contributor mode is indicated by Oracle Contributor Mode Hover Box in upper right-hand corner.
	You can manage which part of the page to edit by choosing a specific edit icon.

2. Click on main content contributor icon to launch editor mode. Here you can toggle between the Form screen, where you can enter, edit, and format information and the Preview screen, where you can see how the formatted page looks.



Basic editing is available in the form editor screen. Enter text, highlight specific areas and apply standard formatting.

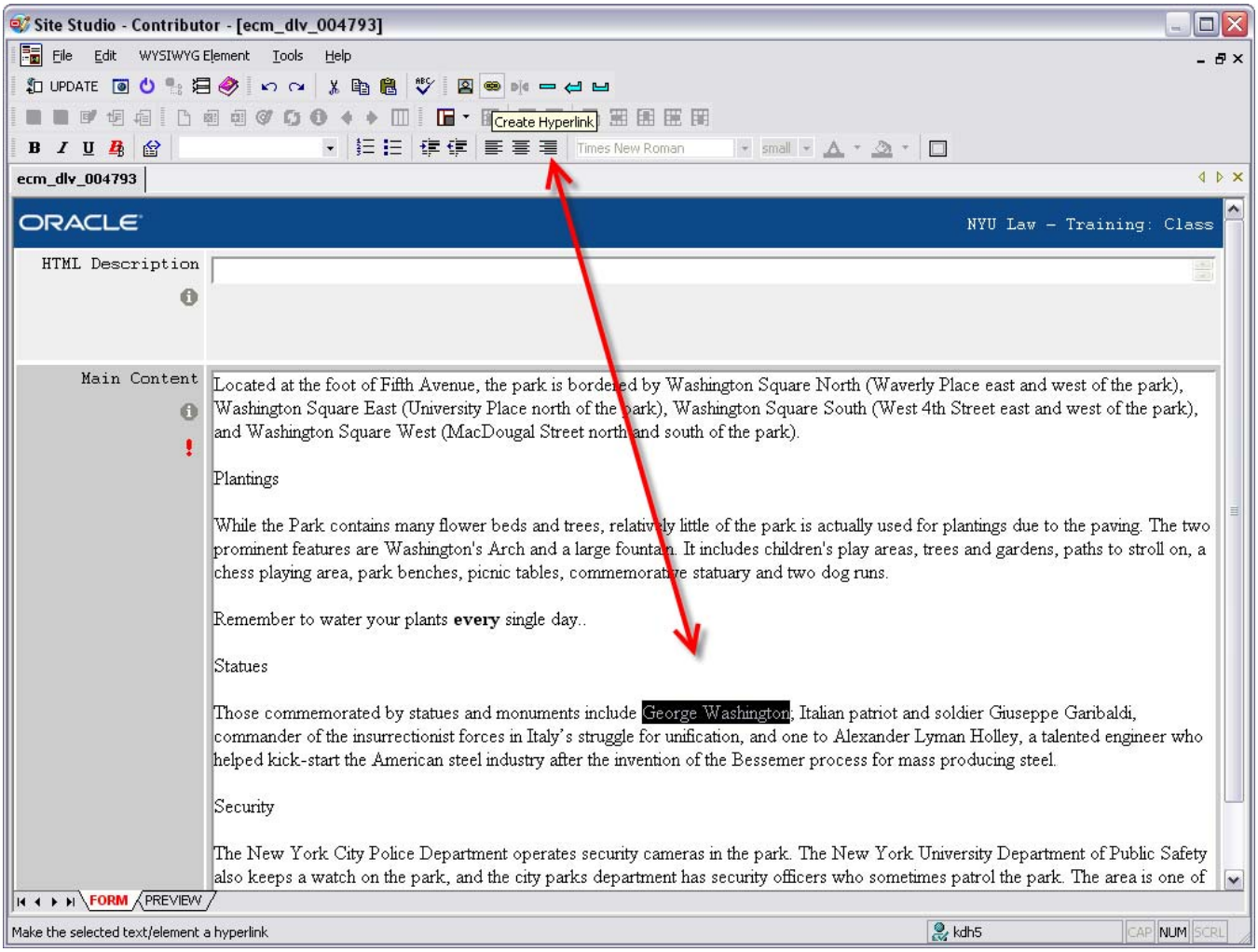


3. All changes and additions can be previewed as many times as needed by clicking on "Preview" tab at bottom left-hand corner of editor page.

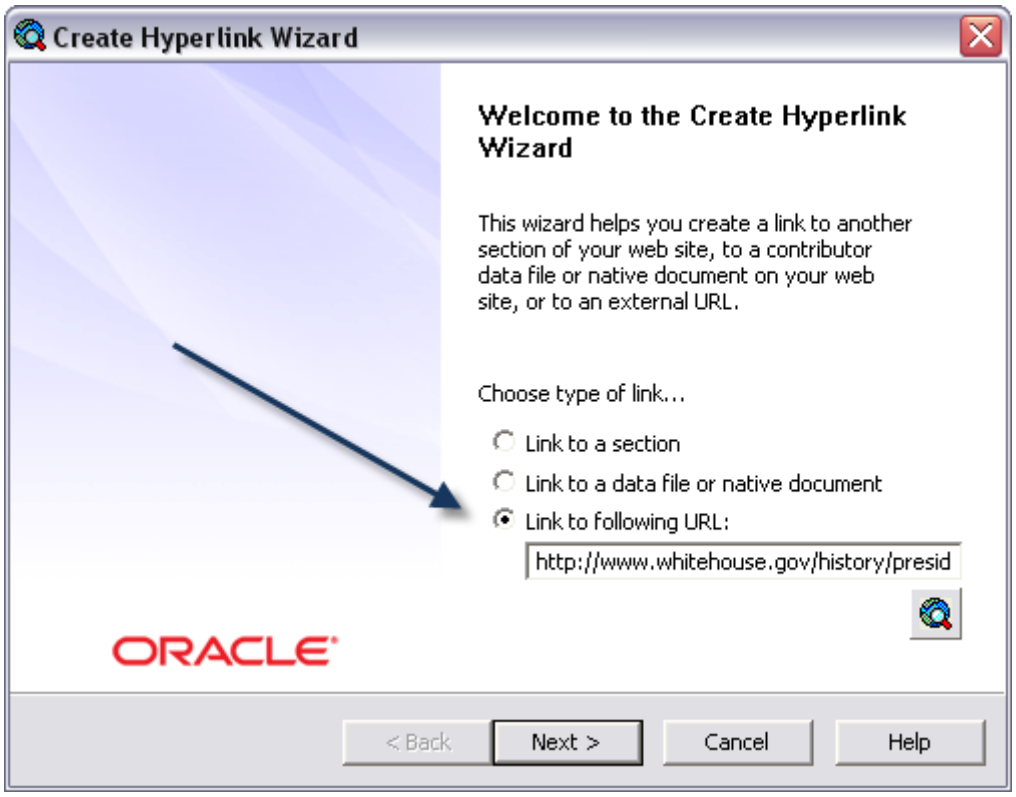
Preview mode will show your content exactly how it will appear on the website. Toggle back and forth between Form and Preview tabs before submitting your work as much as necessary.

4. Hyperlinks can easily be added to your page.

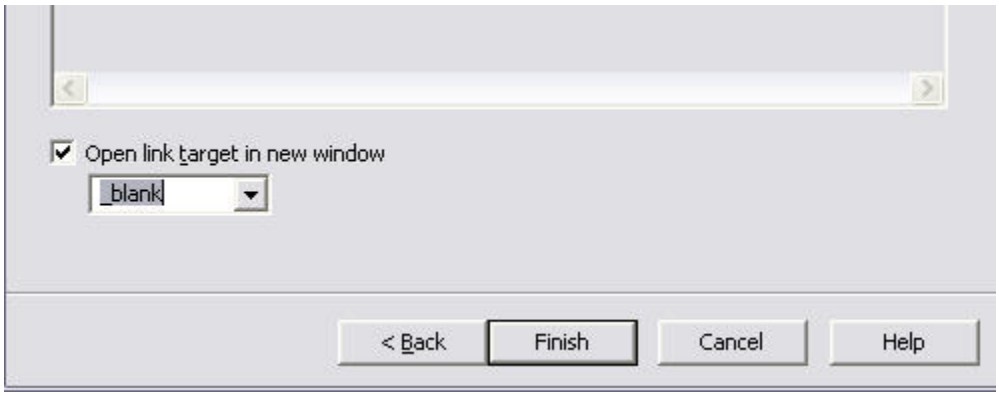
a. Highlight the text you would like to add a link to and select the hyperlink icon from the toolbar.



b. A create hyperlink wizard screen will launch. In a separate browser screen, find the page you want to link to. Copy and paste the URL into the "Link to following URL" field.

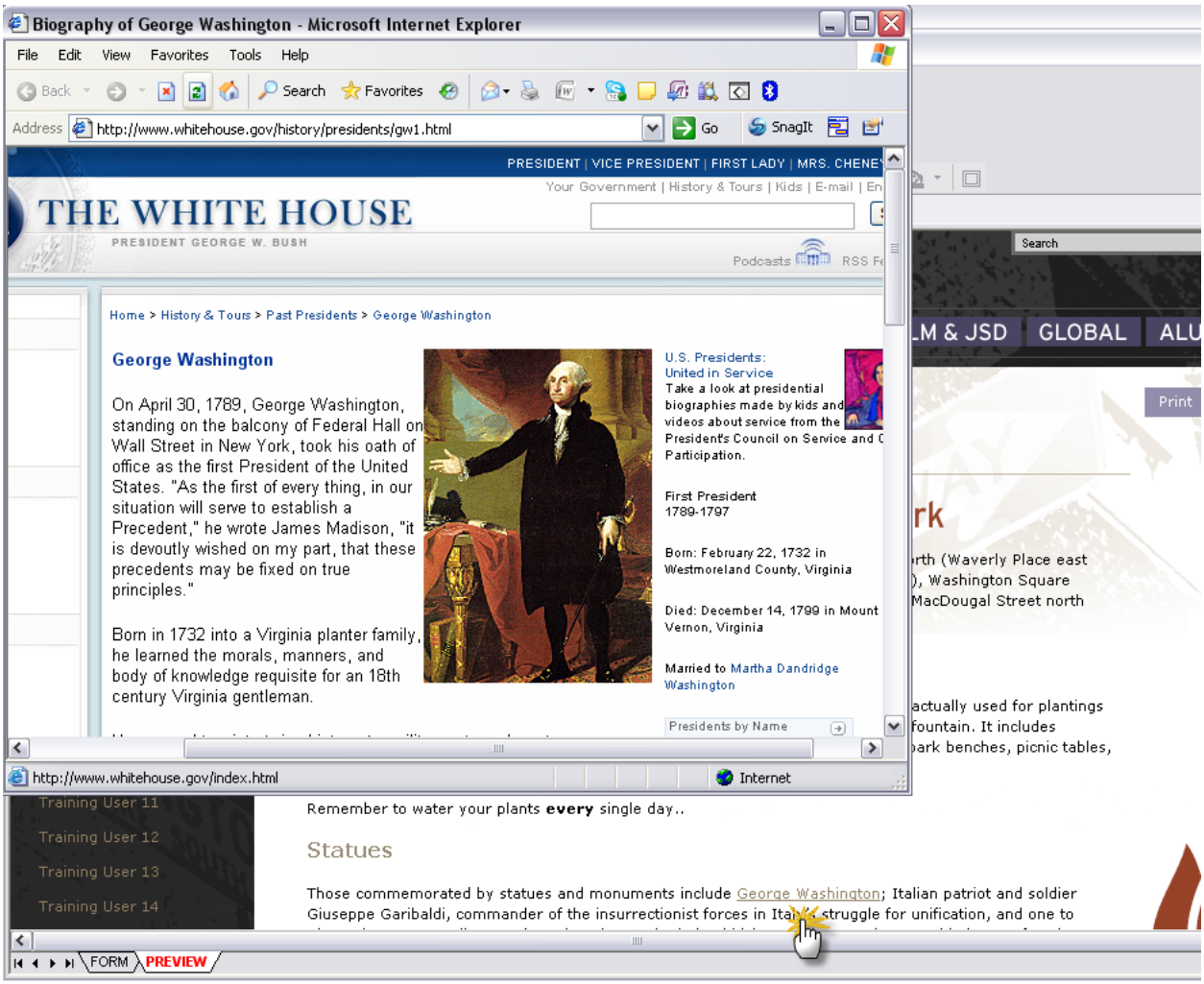


c. If you want a separate window to open when the link is selected, check the "open link target in new window" checkbox and select the "_blank" from the dropdown box in the confirmation window.

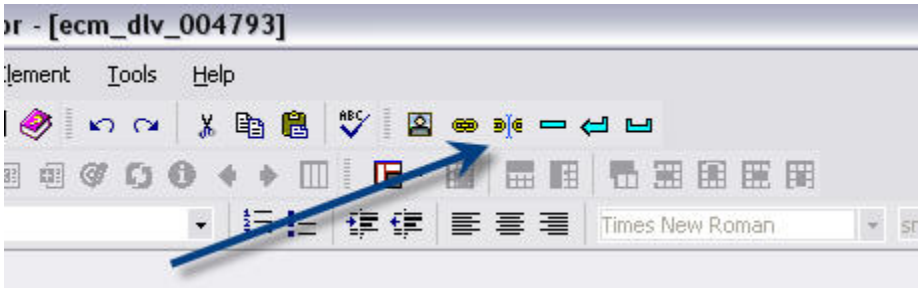


d. Choose "Finish" and you will see the highlighted area underlined in the form screen.

e. Links are instantly operable in the preview screen.

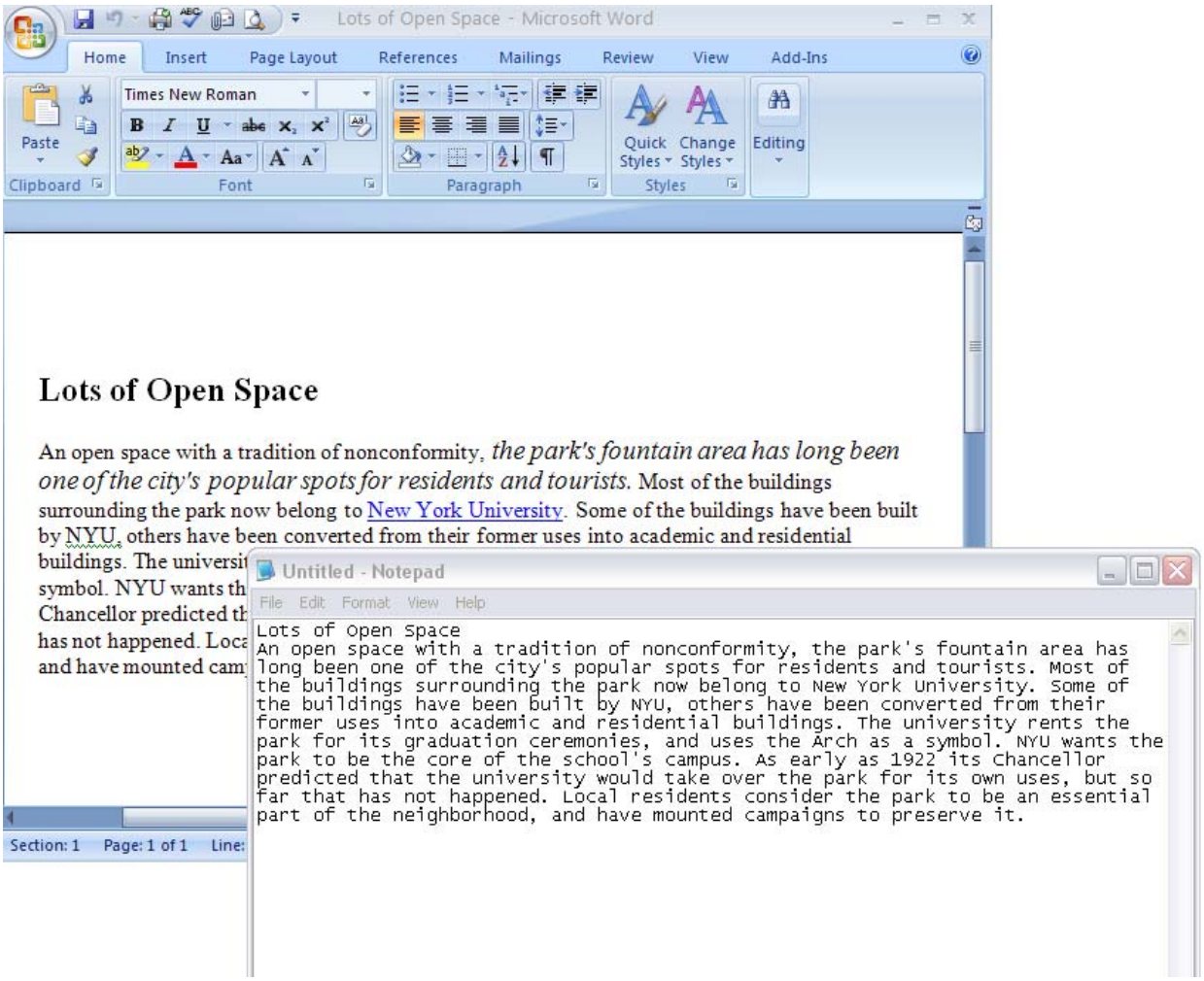


a. To remove a link, highlight the text in the form screen and select the "remove hyperlink" icon.



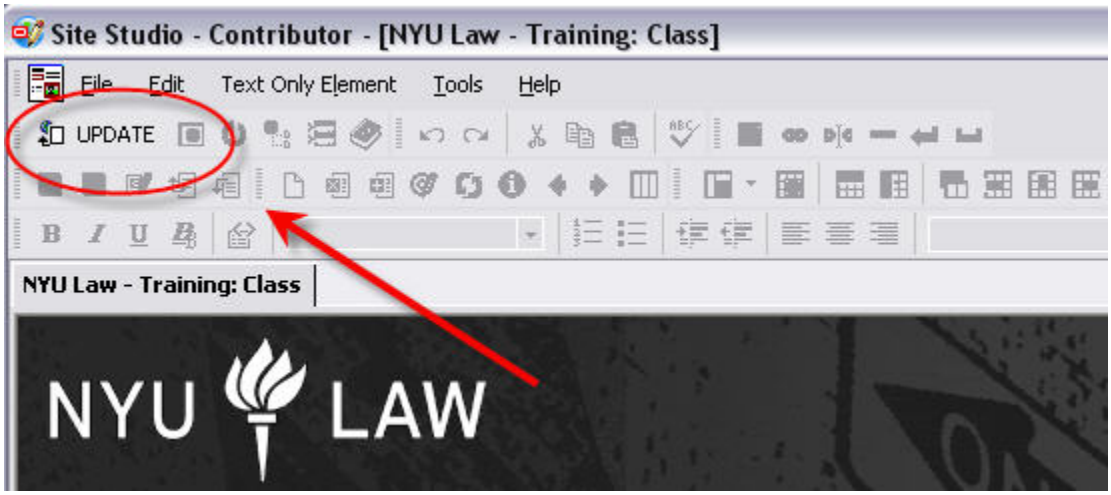
5. Adding text from an MS Word Document

IMPORTANT! Any text being pasted into the editor screen from an outside word document must first be pasted into notepad and then into the editor. All text being copied into the editor must be free of any formatting. All formatting must be done using the Oracle Site Studio Contributor. Pasting text into Notepad strips it of any formatting it might have.



Finding Notepad: Start Menu>All programs>Accessories>Notepad
Hint: The first time you access notepad, you will want to turn on “wordwrap”.

6. **Once you have completed your editing, press the "UPDATE" button in the upper left hand corner of the screen.**



After you successfully update your page, you will return to the section of the website you were just editing and remain in contributor mode. If you do not see your changes immediately, please manually refresh the screen by selecting that icon in your toolbar.

7. **To exit contributor mode, press the Ctrl-Shift-F5 keyboard combination.**

Important! Close your browser window when done.