

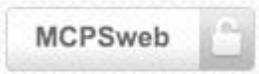
MCPS Web Publishing System (Tron) Training

How to Edit a Web Page

In this document:

- A. How to log in; How to choose an area to edit
- B. The publishing menu
- C. How to preview your changes
- D. How to publish your changes
- E. How to save your changes to publish at a later time

A. How to log in; How to choose an area to edit

1. Go to any page on your site.	
2. Click on the MCPS Web icon at the bottom of the page.	
<p>3. The login pop-up window appears. Enter your webmaster user name and password.</p> <p>4. Click “login” or hit the enter key</p>	

5. The areas you can edit will have a dot  in the upper left-hand corner.

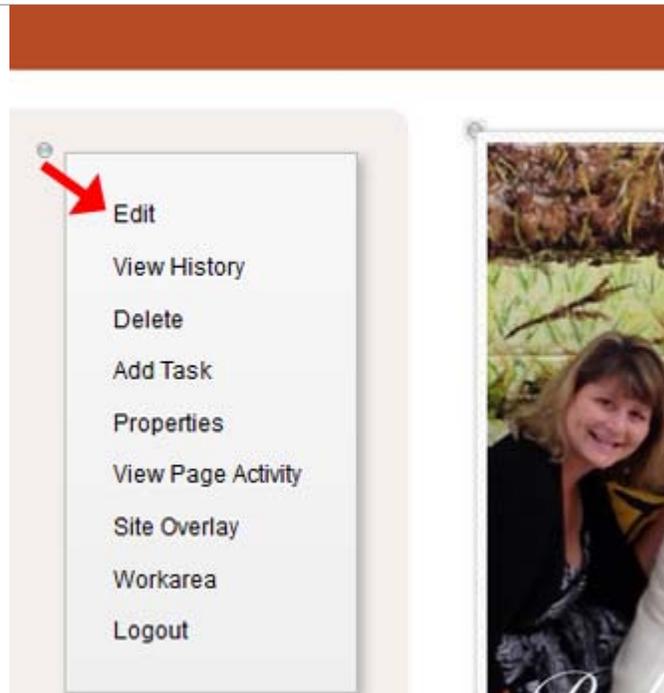
Also, five buttons will appear in the lower left of the page: Logout, Workarea, Preview, Make a Page, and Update Slideshow.

See *Working with Content* for more information about the different type of content on your web pages.

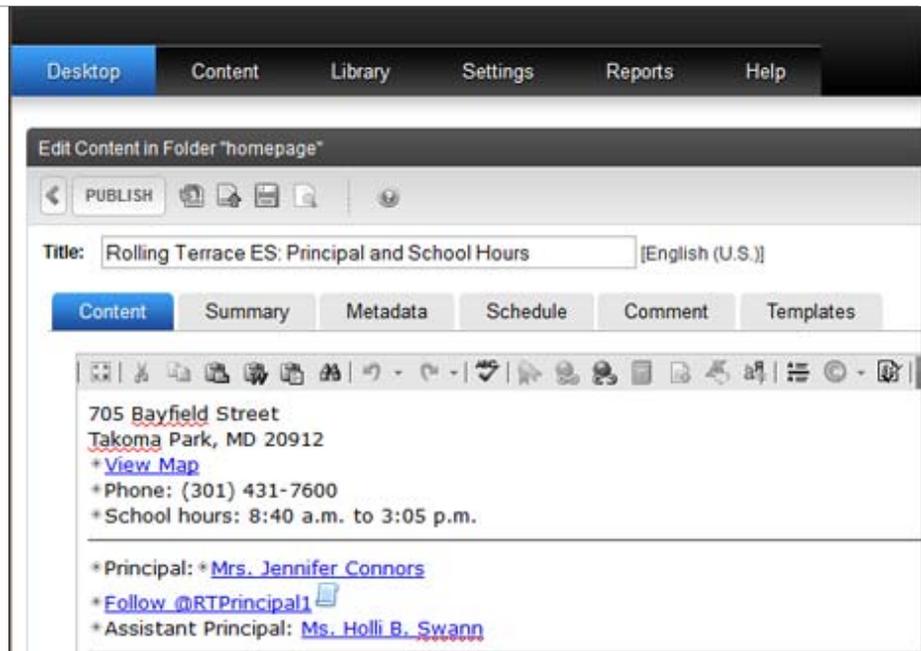


6. To edit an area, hover over the dot  and the Edit menu appears

7. Click on the Edit link



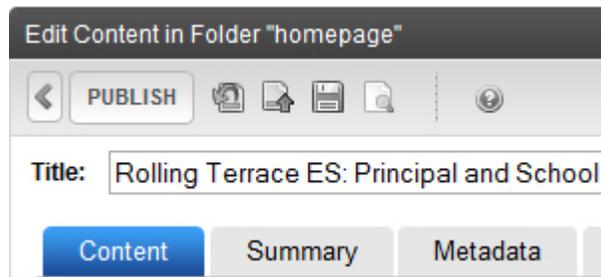
8. The content *work area* will then appear in a new browser window.



9. You can now edit the text and/or images in the content *work area*. See *Working with Content* for details about editing specific types of content.

B. The publishing menu

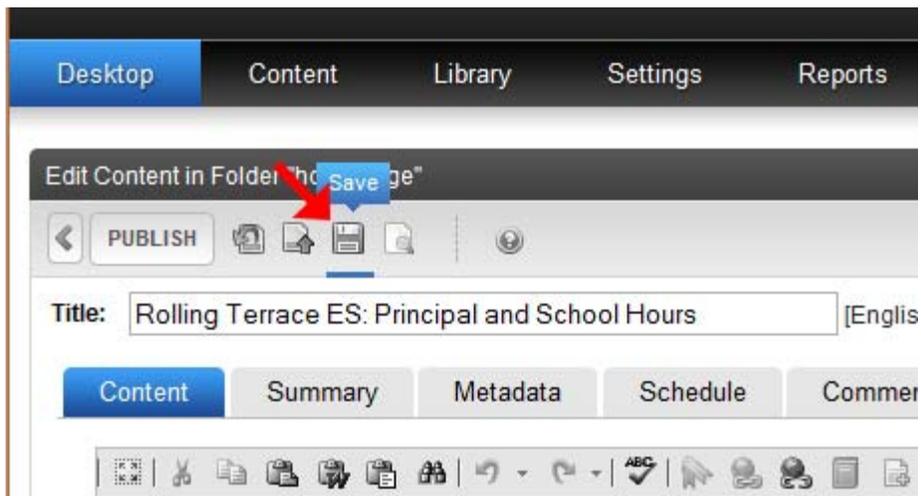
There are seven icons in the publish menu. Their functions are summarized here. Read further for more information on publish, check in, and save.



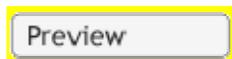
-  **Publish** means that your changes are live on your site immediately
-  **Check in** means you want to save your changes, but not publish yet. See “How to save your changes to publish at a later time” later in this document.
-  **Save** means your changes will be saved as you go along, but if you cancel out of the content block, your changes will not be saved. This is good for previewing. See “C. How to preview your changes” later in this document
-  **Preview** is not used in the *workarea*
-  **Cancel** means you want to exit the *workarea* and don’t want to save anything you just did, but the content block will remain checked out to you so no one else can edit it.
-  **Undo Checkout** means you don’t want to save anything you just did, and undo the checkout of the content block so it is available for others to edit.
-  **Help** takes you to the help information provided by the software vendor, Ektron.

C. How to preview your changes

1. In the content *work area* click the Save icon. 



2. Go back to your web page, click the Preview option at the bottom of the page.



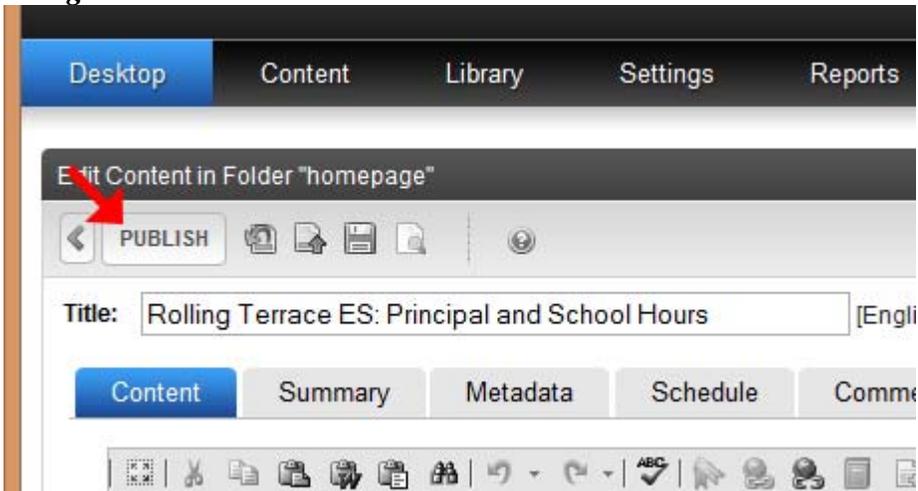
3. Your page will show your changes. The dots will disappear. Your changes have not been published yet.

4. To return to edit mode, click on Exit Preview.

Exit Preview

D. How to publish your changes

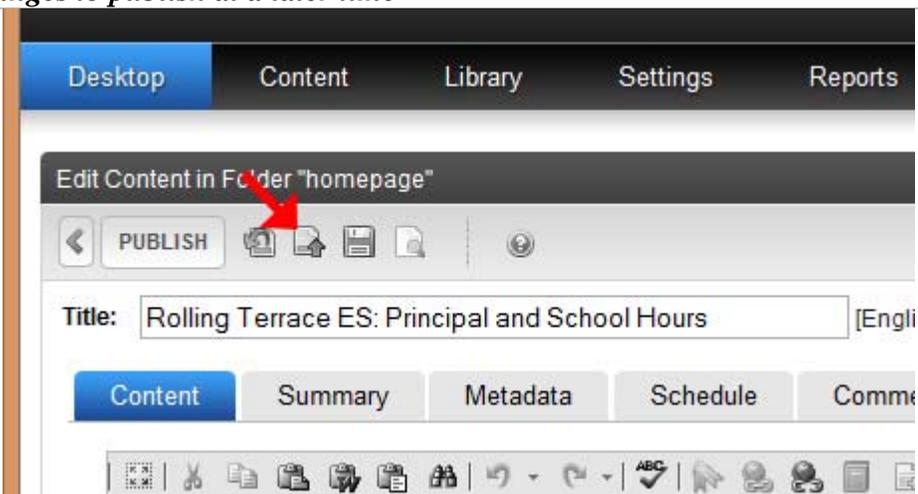
1. In the content work area click the Publish icon.



2. If the work area doesn't close, close it.
3. Your changes now appear on your web page.

D. How to save your changes to publish at a later time

1. In the content work area, click the check-in icon.



2. If the work area doesn't close, close it.
3. Your changes will be saved. You will need to click the edit icon to open that content block in order to publish your changes.