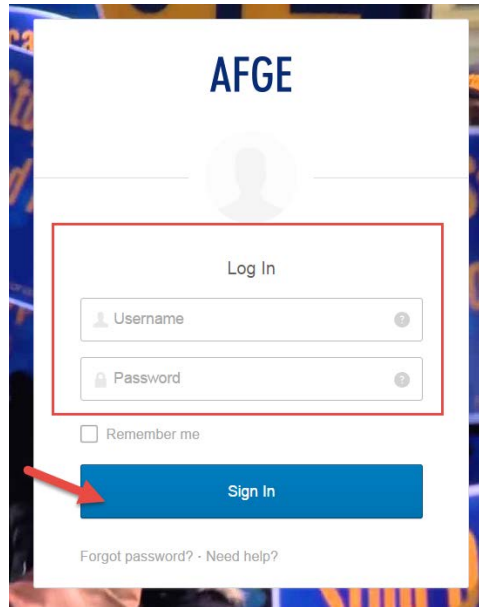


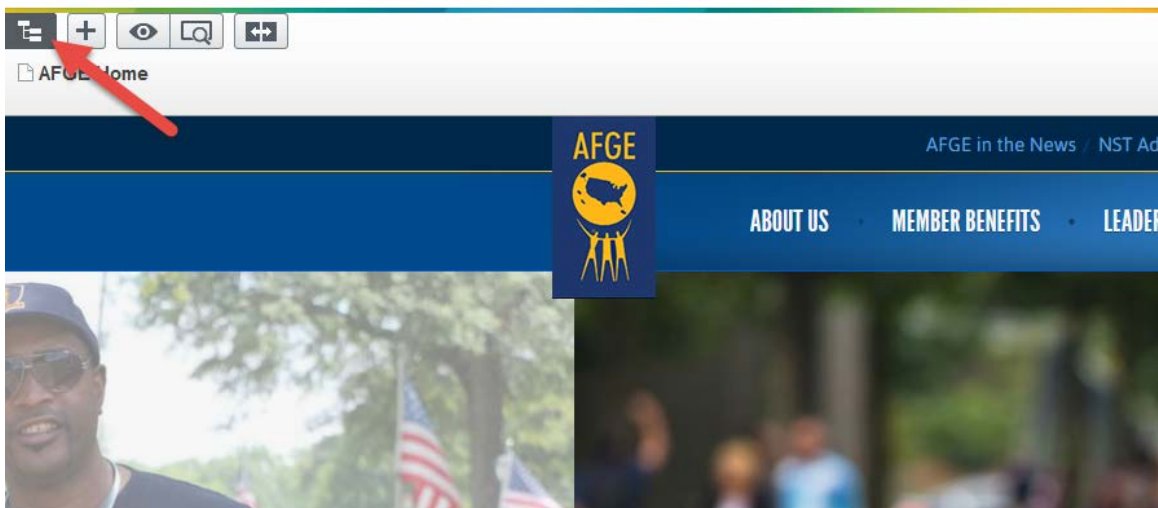
## Login and Setting up Your Workspace

1. Click the link provided to you by email and enter your AFGE.org username and password. Then click sign in.

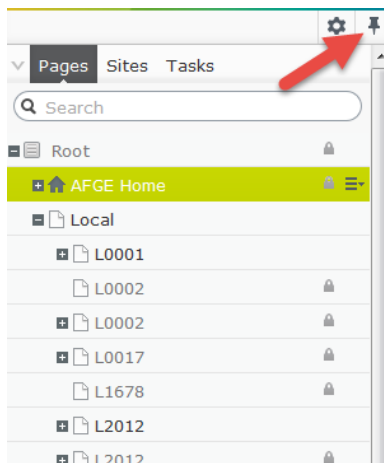


2. Review the resources on the Login page and then click "Microsite Login". You should be taken directly to your local's folder in the Content Management System.

**When you login you will see a screen similar to the one below:**



## Left-hand Navigation Pane



1. Click the “Navigation Pane” button to show the pages in your website.

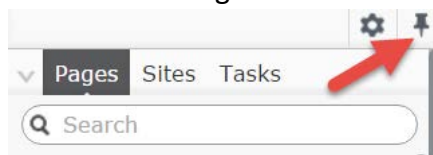


The Navigation Pane will open. Look for your local number.

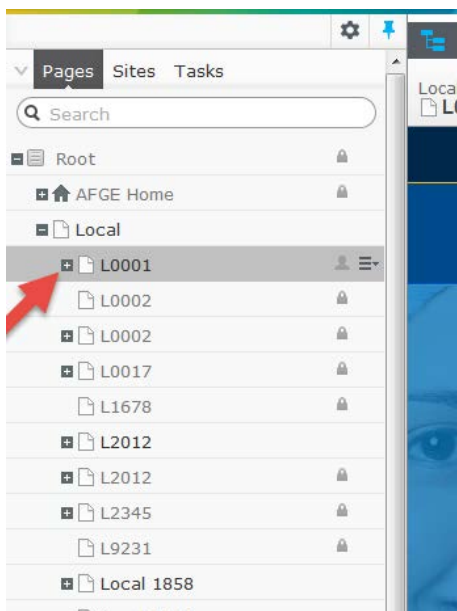
- Navigation pane to the left shows the pages of the website as a tree structure. Navigation pane button opens the navigation pane to default width.
- You can then drag to expand the pane to the size you want, and **pin it with the pane pin button** so it will remain open.

2. Next click the **Pin Pane button** as pictured:

- This button makes the navigation and asset pane permanently display.




If your local’s folder isn’t already open in the Navigation Pane on the left:

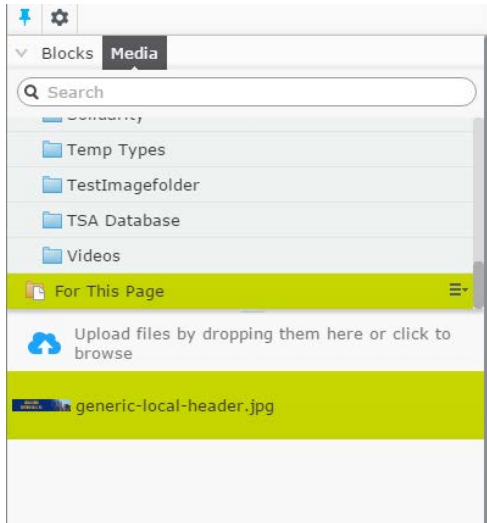


- Find your local’s number in the list
- Click the “+” button next to your local’s number to show all the pages in your site

## Right-hand Assets Pane

Click the  button on the top right to show the Assets Pane.

Contains the Media and Blocks folder structures by default. Drag and drop items from the assets pane into the content you are currently working on.

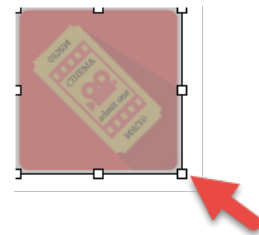


### To upload an image into the website:

1. Locate the image you would like to use on your computer and drag it into the bottom part of the Assets pane where it says "Upload files by dropping them here or click to browse".

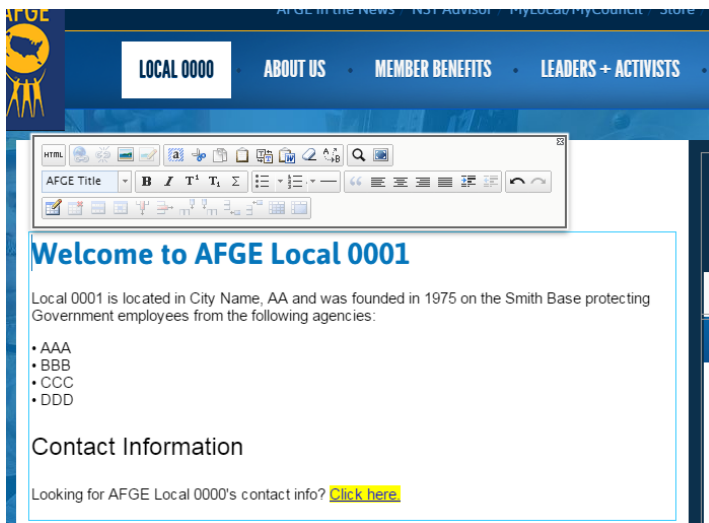
2. Drag the image you'd like to use into the content editor.

3. If you click and drag the photo by the bottom right corner and hold the "Shift" key the photo won't be distorted.



## How to Edit Pages

In the Navigation Pane on the left single click the page you want to edit, then click the area you want to edit and the content controls will appear, as seen below:



The editing box is very similar to how Microsoft Word works.

1. Click where you would like to type in the blue box.

2. To change the color or style of the text copy the text and choose a style from the styles drop down.

[Click here for explanations for each](#)

[button.](#)

- [Creating Links](#)
- [Formatting Text](#)
- [Adding Images to the Text Area](#)

## Creating a New Page

While you have the Homepage of your Microsite selected (L0001 for example), click the + button and select “New Page”. Name it and click “Standard Page”.

Edit the page using the processes detailed in the previous sections and publish.

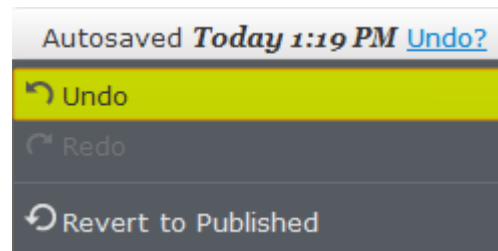
## Editing Blocks

Some pages may contain blocks, but for the most part you won’t need to edit them. If you need help with editing a block email [post@afge.org](mailto:post@afge.org).

## Saving and Publishing Content

### Using Autosave

When you are working with a page, you can see it being automatically saved through the autosave function with a system-generated timestamp.

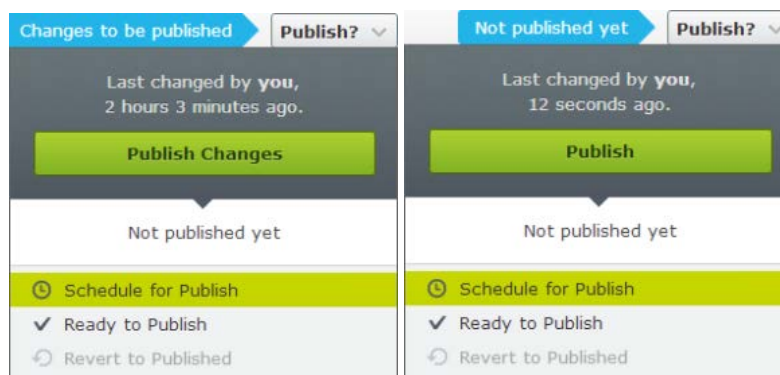


Click **Undo?** to select any of the following options:

- **Undo** to discard your changes on the content you are editing. If you are editing with the flyout pane open, click **Done** and then **Undo**.
- **Redo** if you discarded your changes through **Undo** and want to take them back again.
- **Revert to Published** to take back the latest published version.

### Publishing a page

Publishing provides different options depending on which specific context you are working in. Clicking the Publish/Options button expands a drop-down menu containing several options as seen below.



Under the publishing button you can see information about when and by whom the page was last changed and saved. Clicking **View on website** will take you to view the current published page as your visitors see it.

**Depending on your access rights, you have the following options:**

- **Publish.** To use this option you need to have access rights for publishing of pages. When you are done and select **Publish**, the button disappears and your changes are immediately visible to visitors. Successful publishing is confirmed by an action feedback and the page is set to **Published** version status.
- **Ready to Publish.** Use this option if you want to send the page for review to prepare it for publishing. This is most often used when you do not have access rights to publish information. Instead the page can be assigned to another person with access rights to approve pages before they are published. When you are done and select **Ready to Publish**, the page will be submitted for approval and available for publishing by someone with publishing access rights. Even if you are authorized to publish information, you may want someone to review the page. You cannot make any changes on a page ready to publish. Once a page is set to as ready to publish, the following options are available:
  - **Withdraw and Edit.** If you are an editor without publishing rights, select this option if you have sent a page for review but want to take it back for further editing.

