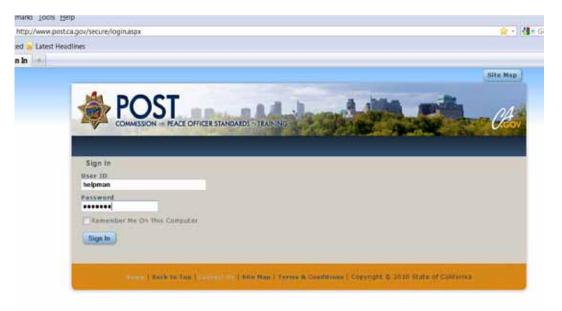
How to Edit Content on the CMS

1. Login to the Content Management System (CMS) with your normal POST credentials.



2. Navigate to the page you want to edit.



3. Click on the pencil icon (shown above).

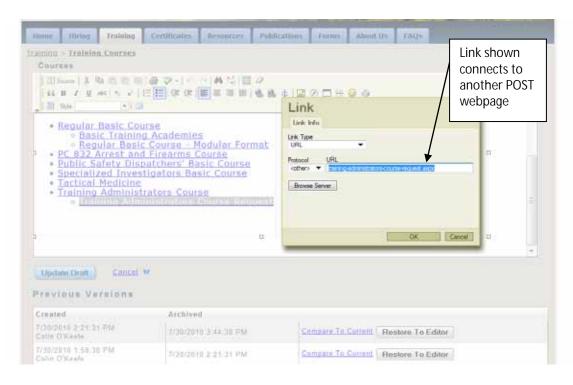


4. This opens your editor. It looks similar to a word document to input/edit content in.

Guidelines for editing content:

- If pasting text into editor from anywhere (i.e.: Word) paste as plain text only.
- Paste all text using the 'Paste as Plain Text' icon box.
- Quick paste in 'Plain Text' dialogue box is CTRL+V.
- To press ENTER to move to the next line hold down 'SHIFT' & hit ENTER at the same time. This will prohibit additional spacing that may previously be added by only hitting the ENTER key. le: for bulleted lists.
- If you need to insert a photo; please send the photo and request to WebRequest. (For the time being.)
- Do not underline any text; this is left for hyperlinks only.
- Do not indent twice, it causes a block quotes; only click the indent icon once.
- Please spell check.
- If you make a mistake use the 'Undo' icon in the toolbar.
- Keep with the consistent look & feel of all the POST pages.
- Please do not use the 'Source' (HTML) code to insert content without proper training.

- To hyperlink text, highlight the text, while highlighted click the hyperlink icon shown above (globe). (See screen print below for example of dialogue box)
 - If it connects to an outside website insert: www.website.com
 - If it should connect to another POST Website Page, note the change/update and send the request to WebRequest.

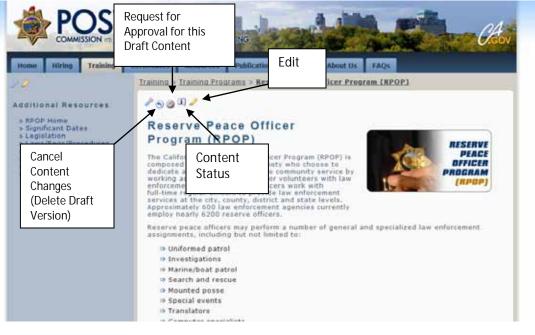


- If it needs to link to an email address change the 'Link Type' to 'E-Mail'. Use this email template example to fill out your template, always put a 'Message Subject' like below: "From the POST Website Regarding ______", you fill in the blank, using proper capitalization of the topic in reference.
- To unlink text, highlight it, right click, and select 'Remove Link'.

	Link Info	Link Info
N A	Link Type E-Mail 🛛 🔻	Link Type E-Mail
1	E-Mail Address	E-Mail Address
÷	Message Subject	PostMaster@post.ca.gov
1		Message Subject
9	Message Body	From the POST Website Regarding Training Administrators Course
		Message Body
1		
	OK	

5. When finished with edits/updates click 'Update Draft'.

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If you update draft & realize it is not correct, use the Previous Versions to Compare to Current & Restore and earlier Version to Editor. Finish restoring by clicking on Update Draft Again.

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**All content page updates/edits will be routed through the Web Unit for final approval and live update. For additional edits required (or documents that need to be attached) please send an e-mail to WebRequest (with any attachments). If you have questions at any point feel free to contact either Daria Rowert at (916) 227-4848 or Elayne Arterburn at (916) 227-4894.