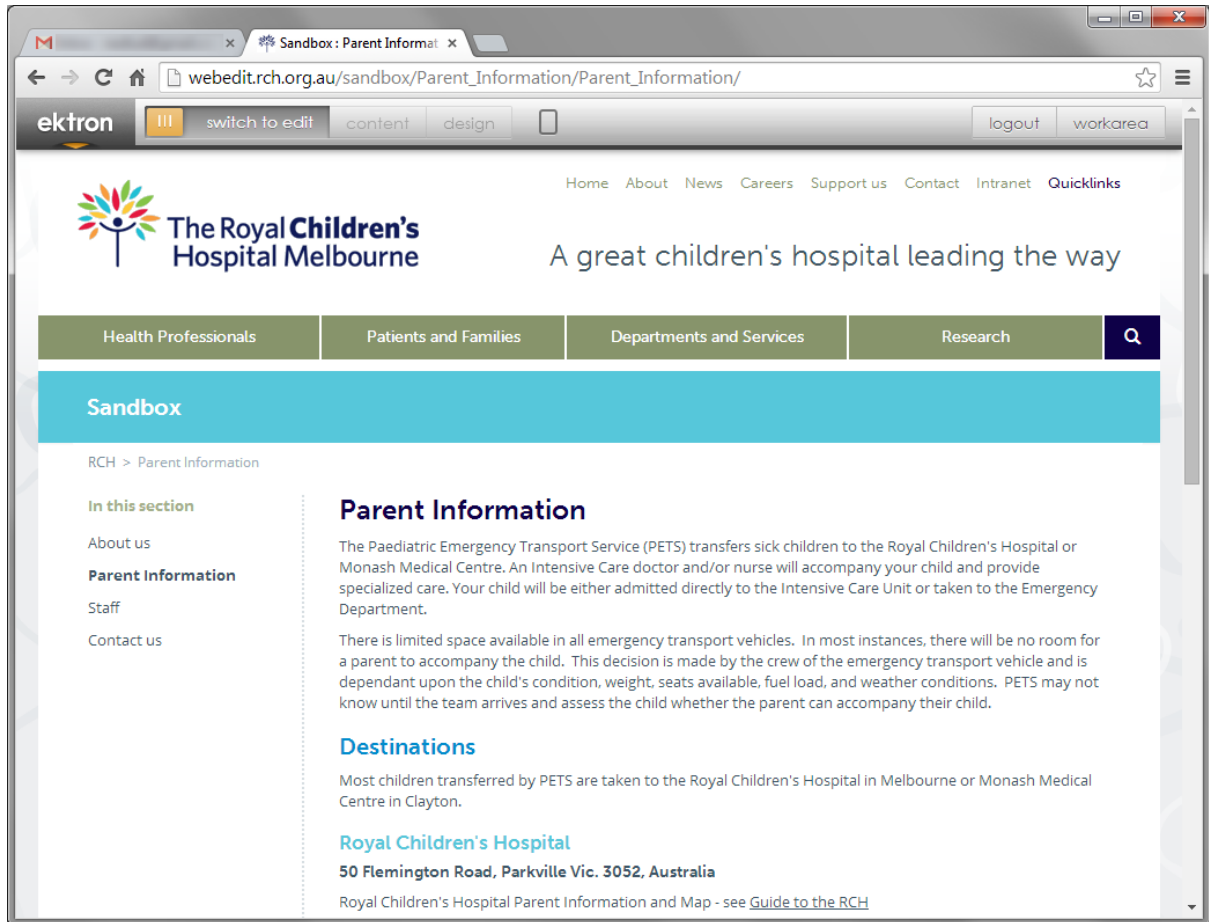# CMS Edit

- Assumes you are logged in (see CMS login)
- Assumes you are on the internal Webedit server (see CMS login)

Opening the editor

Browse to the page you want to edit. You should see a page that look something like the following…
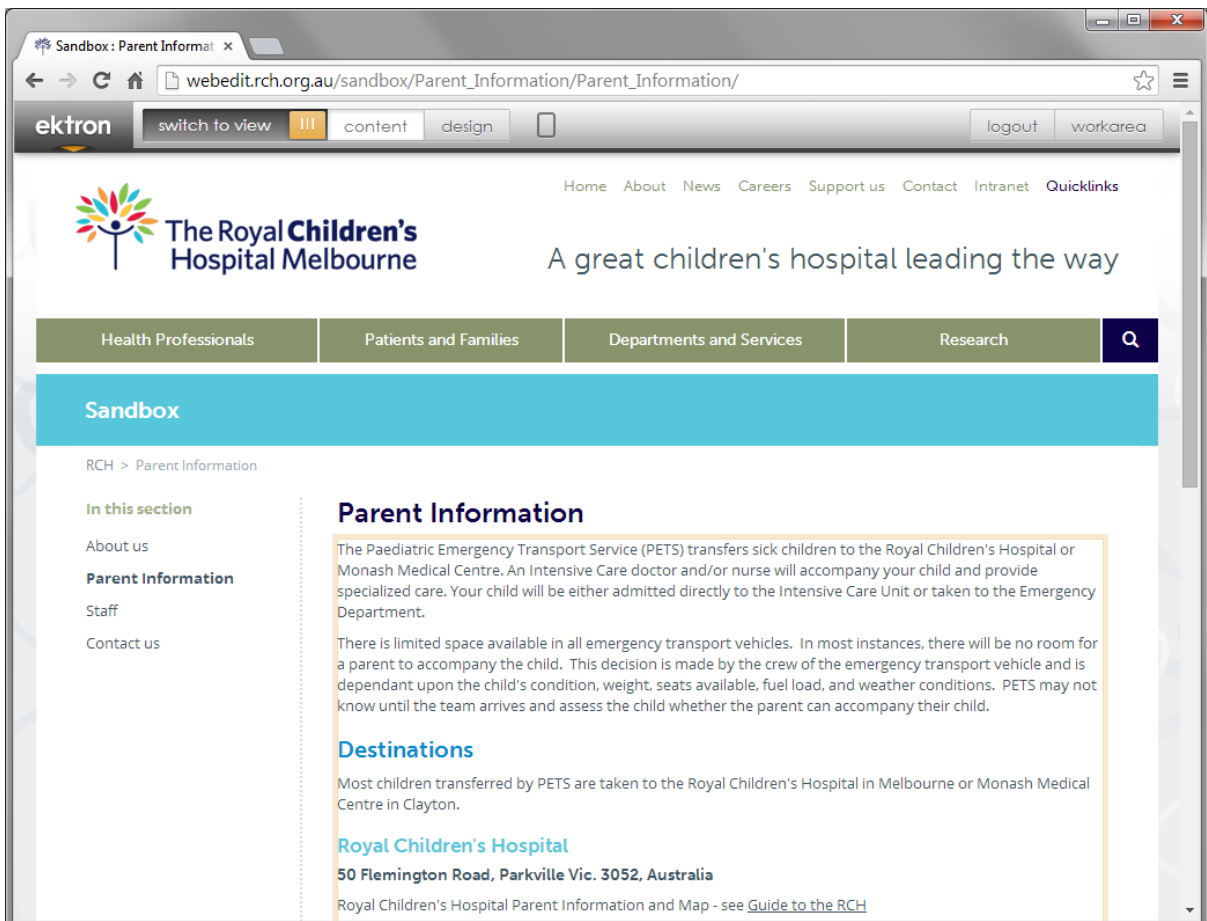

Note the "switch to edit" button in the top left corner.

To switch into edit mode, you need to click the "switch to edit" button.

Once you are in edit mode, the "content" button should be highlighted. You will also notice a yellow border around the content area of the page, like the one in the following picture…

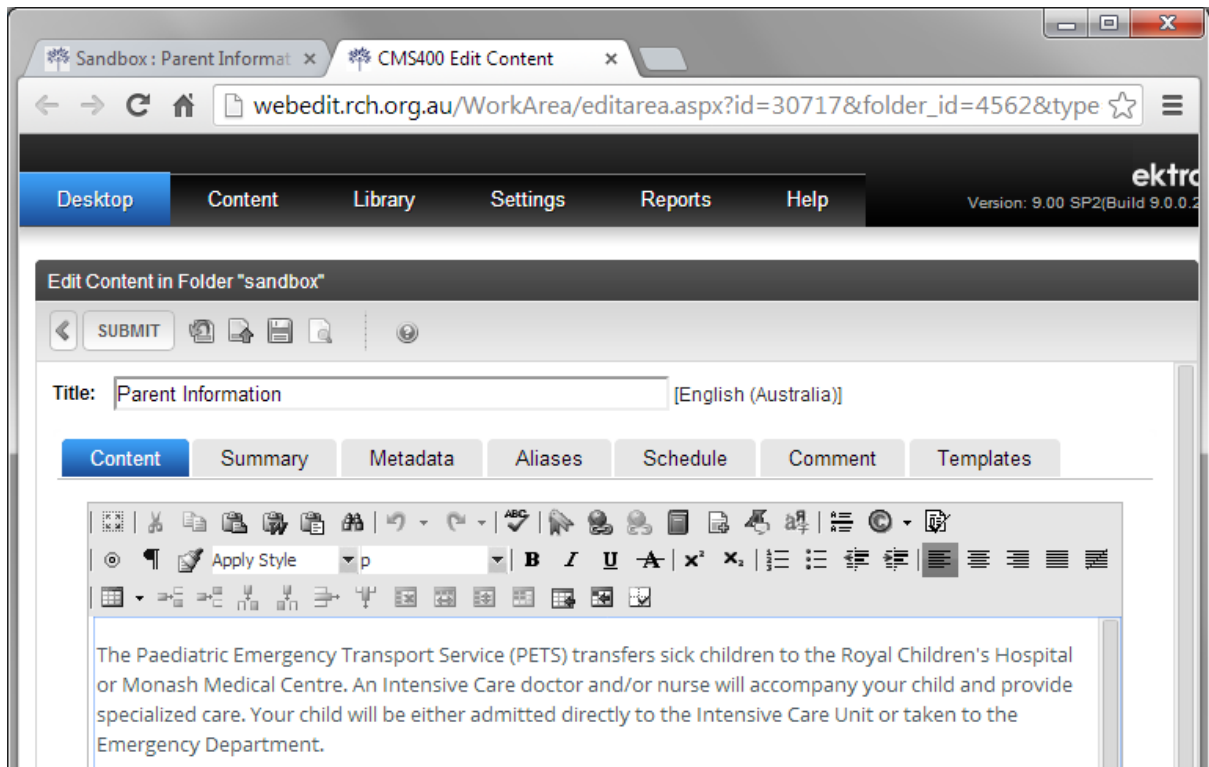If you hover your mouse over the content area, a button will appear in the top right corner of the content area…
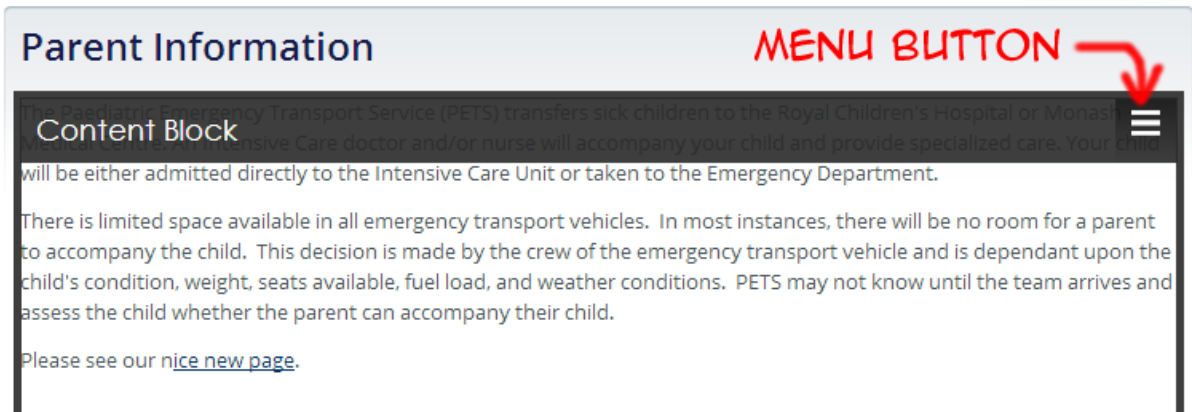
Clicking on this button will give you the menu options…
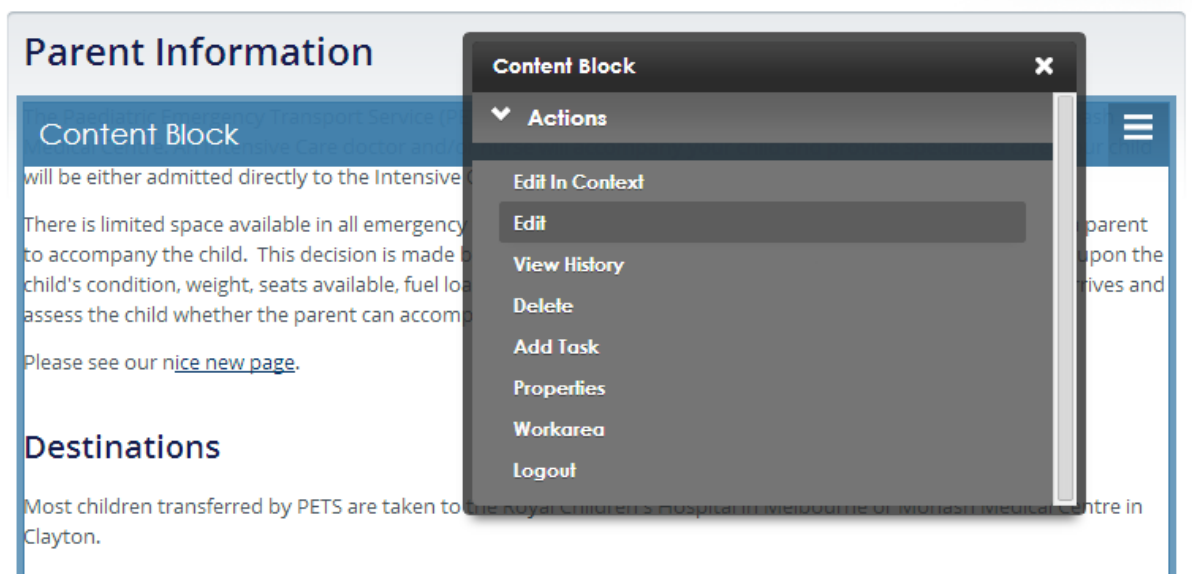
Once you click on the "Edit" button, the editor will open.

## Using the editor

The editor window should look like this…

Most of the formatting controls should be quite familiar if you have ever used Word.

If you need help linking documents, see the linking library files tutorial.

If you need help linking to other pages, see the linking tutorial.

Finishing up

Once you are done editing, you need to save your work. The best way to do this is to use the "Submit" button in the top left hand corner of the editor.
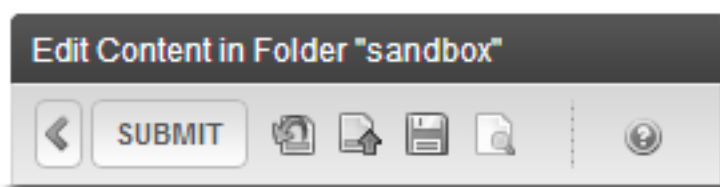
If you are a publisher, the button will say "Publish" instead of "Submit".

Once you click that button, your changes will be saved, the document checked in to the CMS, and the publisher notified of a change they need to approve.

If you are a publisher and you press the "publish" button, your changes will be saved, the document checked in to the CMS, and your changes automatically queued for the next hourly sync.

If you are not ready for your change to go live, as either an author or a publisher, you can use the "check in" button instead.

This will save your changes, and check the document back in, but **will not** cause your changes to be published, nor will it notify your publisher.