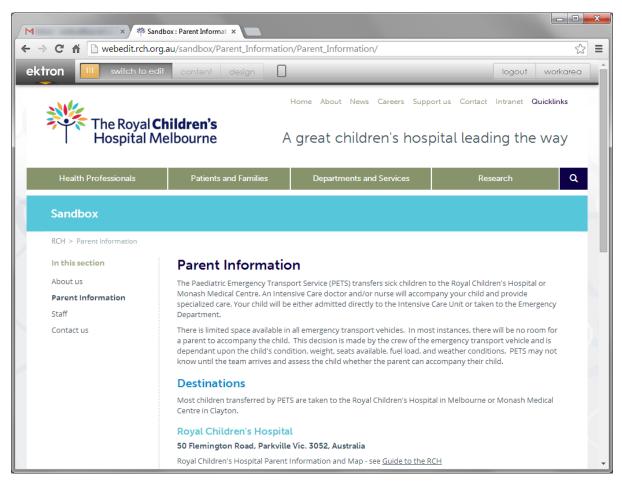
CMS Edit

- Assumes you are logged in (see <u>CMS login</u>)
- 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...

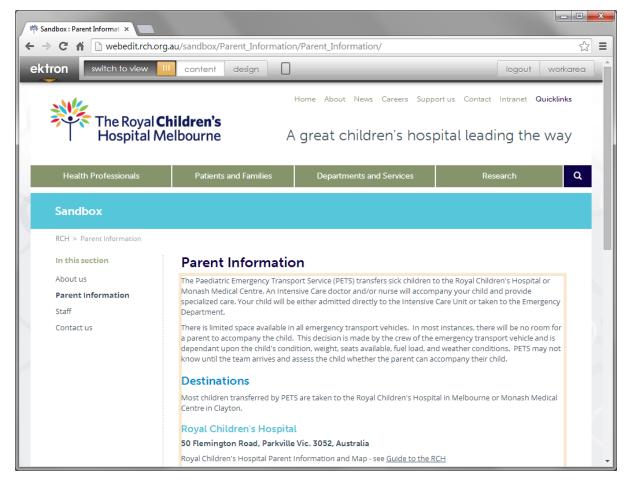


Note the "switch to edit" button in the top left corner.

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

🎋 Sandbox : Parent Informat 🗙 📃								
← → C n	webedit.rch.or	g.au /sandbox/P	arent_Inform					
ektron	III switch to ed	lit content	design					
		g.au/sandbox/P	arent Inform					
and the second se			_					
ektron	switch to view	Content	design					

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...

Parent Information

MENU BUTTON

Content Block

will be either admitted directly to the Intensive Care Unit or taken to the Emergency Department.

There is limited space available in all emergency transport vehicles. In most instances, there will be no room for a parent to accompany the child. This decision is made by the crew of the emergency transport vehicle and is dependant upon the child's condition, weight, seats available, fuel load, and weather conditions. PETS may not know until the team arrives and assess the child whether the parent can accompany their child.

Please see our n<u>ice new page</u>.

Clicking on this button will give you the menu options...

Parent Information	Content Block
Content Block	★ Actions
will be either admitted directly to the Intensive	Edit In Context
There is limited space available in all emergency	Edit
to accompany the child. This decision is made to child's condition, weight, seats available, fuel lo	View History upon the rives and
assess the child whether the parent can accom	Delete
Please see our n <u>ice new page</u> .	Add Task
	Properlies
Destinations	Workarea
Destinations	Logout
Most children transferred by PETS are taken to Clayton.	he Royal Children's nospital in Melodume of Monash Medical Contre in
clayton.	

Once you click on the "Edit" button, the editor will open.

Using the editor

The editor window should look like this...

🎋 Sandbox : Pa	arent Informat ×	🎋 CMS400 Ed	it Content	×			
- ⇒ C' :	🖍 🗋 webed	it.rch.org.au/\	WorkArea/ed	itarea.aspx?id	=30717&fold	er_id=4562&ty	/pe 🏠
Desktop	Content	Library	Settings	Reports	Help	Version: 9.00	ek SP2(Build 9.(
Edit Content in	Folder "sandbox"	_	_	_	_		
SUBMIT	12 B B G	Θ					
Title: Parent Information				[English (Australia)]			
Content	Summary	Metadata	Aliases	Schedule	Comment	Templates	
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	Apply Style				12 🗄 🛱 ≇	∎ ≅ ∃ ≣	
or Mona specialize		e. An Intensive	Care doctor an	nd/or nurse will a	accompany your	hildren's Hospita child and provide aken to the	

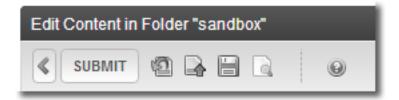
Most of the formatting controls should be quite familiar if you have ever used Word.

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.