University of Idaho

Sitecore "Editor" Walk Thru & Highlights

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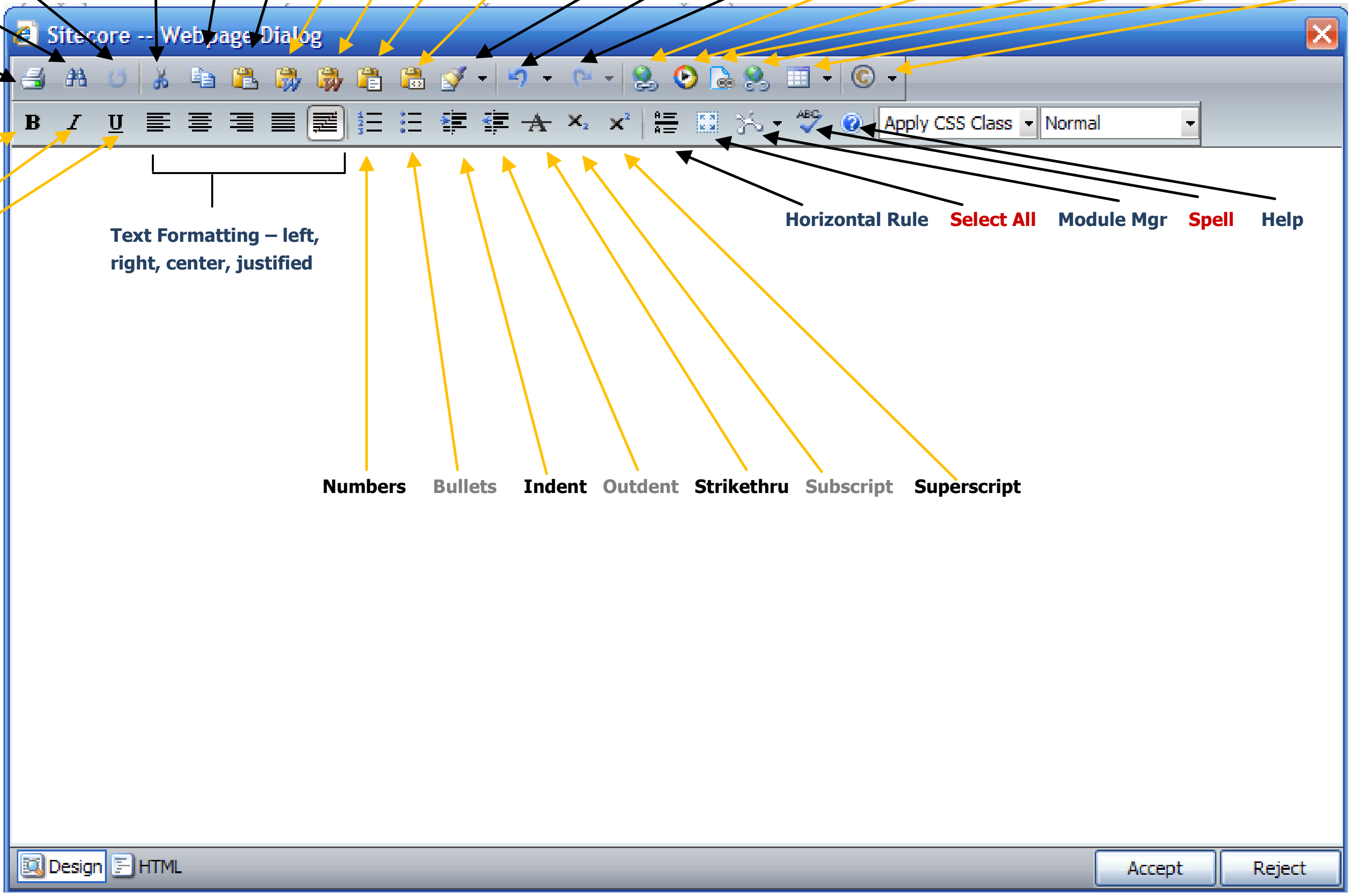
The Sitecore Editor will come up when you access any text-based object including Microsites, Pages, Subpages and Rich Text. It's interface is similar to Microsoft Word.

Bringing in copied text… 1) Use the "brown W" icon if you want to paste text where you are preserving hyperlinks or a table and 2) Use the right click > "Paste Plain Text" if you are pasting in text that you do not need to preserve hyperlinks or formatting. Never do a straight "paste" as it will bring in the fonts and formatting from the document you copied from.



Print **Find/Replace** **Repeat Last Command** **Cut** **Copy** **Paste**

Paste from Word

Brown W

Paste Plain Text

Paste as Html

Format Stripper

Undo

Redo

Sitecore Link **Media Link** **External Link** **Break Link** **Table** **Symbol**

Bold

Italic

Underline

Text Formatting – left, right, center, justified

Numbers **Bullets** **Indent** **Outdent** **Strikethru** **Subscript** **Superscript**

Horizontal Rule **Select All** **Module Mgr** **Spell** **Help**

Apply CSS
This is where the pull out quotes – small and large is housed in the pull down

Normal
This is where style options for headers are housed.

Design
This is the standard view so you can see your formatting as you edit.

HTML
Use this view if you want to see the html code.

Accept
Click Accept when you are done with your edits. Then go to Save in the ribbon.

Reject
Click this if you want to preserve the previous version.