

**Sitecore Login**

<https://sitecore.uidaho.edu/sitecore/login/default.aspx>

sitecore

## Welcome to University of Idaho Sitecore

User name:

Password:

Remember me

Login

[Forgot Your Password](#) [Change Password](#)

[Options](#)

License Holder: University of Idaho  
License ID: 20080331213515

Sitecore.NET 6.2.0 (rev. 091012)

### Browser Notes

You are using Internet Explorer 7.  
Sitecore supports all user interfaces for this browser.

Your username and password are your standard e-mail login credentials.

It is recommended that you bookmark this site.

Your Coordinator establishes your permission areas so you will be able to see the entire Sitecore tree – but only have editing access to those areas as designated by your Coordinator.

Questions? Ask your Coordinator!

# Sitecore Web Author Ribbon

## What matters most (noted with a O)

(noted with a O)

- Save
- Edit
- Sorting
- View
- Rename
- Display Name
- Spelling
- Links
- Preview
- History
- Mark to Delete
- Mark to Publish
- Mark to Unpublish

## What you can ignore (noted with X)

- Open
- Back/Forward
- Up
- Subitems
- Home
- Favorites
- Check In
- Markup
- Validation
- Subscribe

### "Rename"

Whatever rename you give is what will appear in the url of content pages. No symbols, punctuation or characters.

### "Mark to Delete"

Shortcut to the same action you find under "Edit"

### "Preview"

You must be on a content page to Preview your work

### "Spelling"

Shortcut for use in content editor for spellcheck

### Saving your Work

### "Edit" pulldown

Mark to Publish  
Mark to Delete  
Mark to Unpublish

### "Links"

Allows you to see all of the links inside a given site and where it originated in case you want to find and use elsewhere



"Sorting" pages, links, contact info inside the tree (alpha by display name)

View section – allows you to see the entire tree or just your permission areas. Best to keep "Content Tree" only checked.

### "History"

Allows you to see previous versions of the site/object

### "Display Name"

Display name is how the page/object will appear in the tree and on the page. You can use symbols and punctuation.

## Sitecore Tree

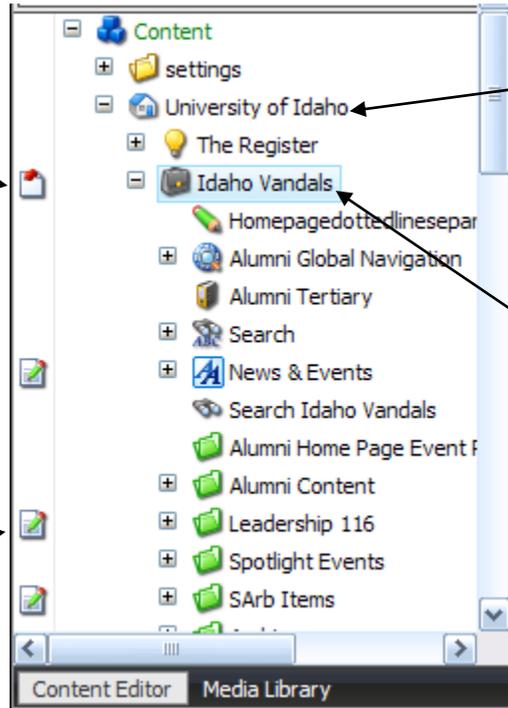
The Sitecore Tree is where all sites, content and objects are housed for Uidaho Web pages.

### “Mark to Publish State”

Icon represents that the Author has saved and marked to publish/delete and an e-mail has been sent to the Coordinator

### “Unpublished State”

Icon represents that the Coordinator needs to “Publish” the item in order for the latest version to be visible. The unpublished state is often intentional if the site is not ready to be live.



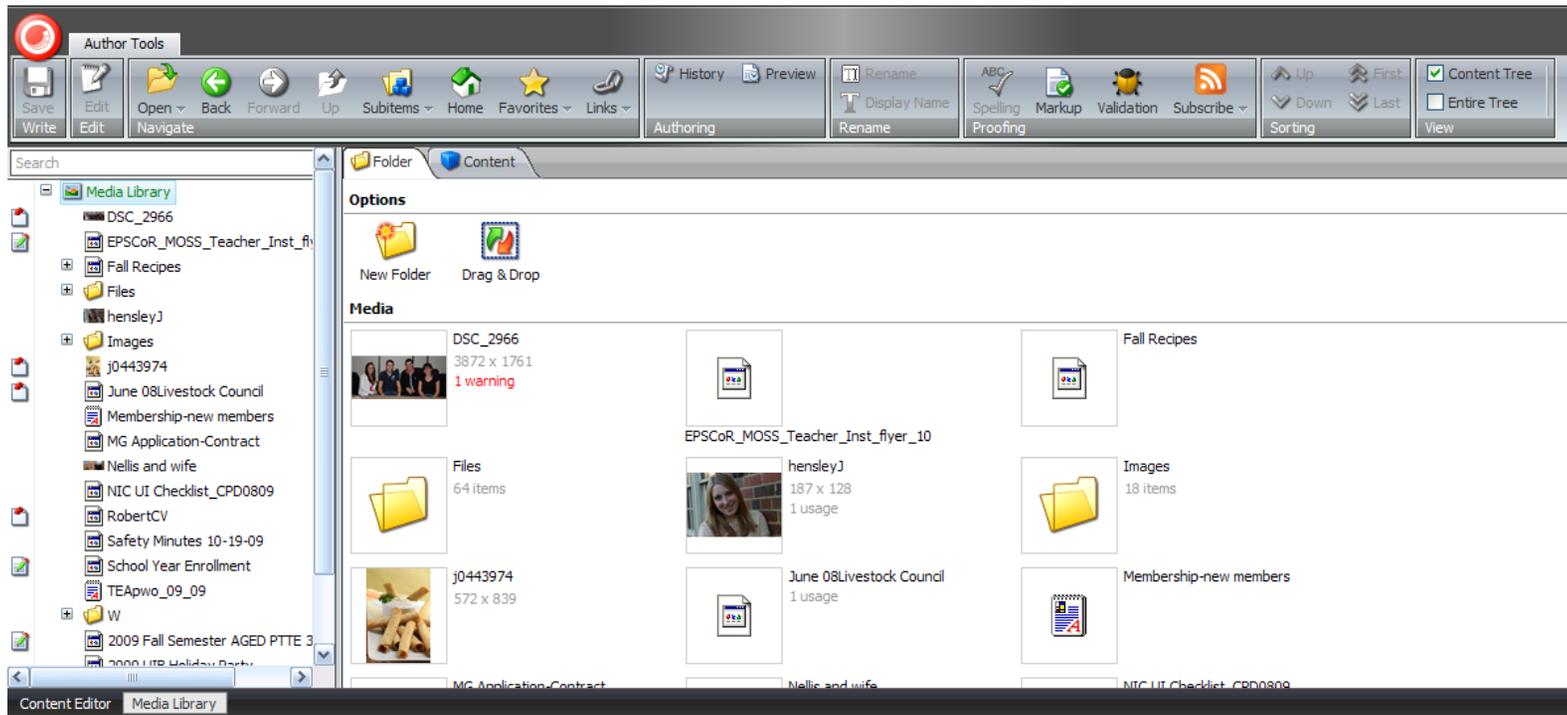
### “University of Idaho”

Icon represents that everything that falls under it is under the uidaho.edu/\_\_\_\_\_

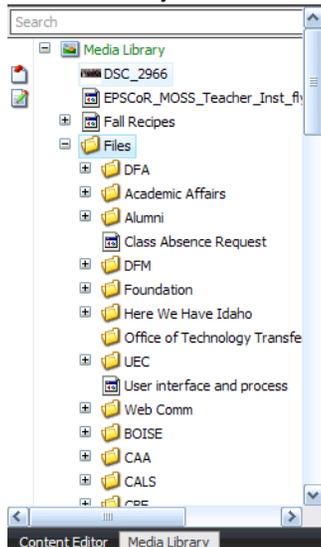
### “Template Icon”

Icons vary depending on the template but the “parent” icon represents the top level of the site. In this case it is uidaho.edu/idahovandals

# Media Library



## Media Library "Files" Tree



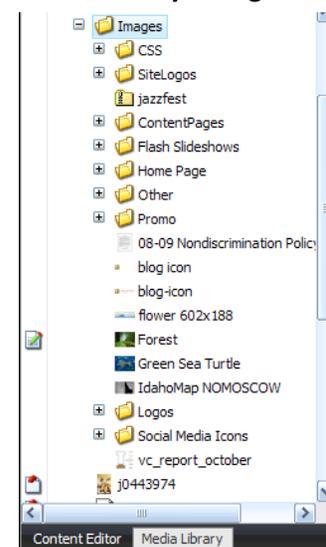
**"Files"** are where all documents are stored including pdf's, .docs, .doc, .xls and Zip files. When uploading to the Media Library, please point to the appropriate folder so the document is stored in the proper place.

Questions?? Ask Your Coordinator

**"Images"** are where all photos are stored. All **MUST BE** in jpeg format unless a gif is warranted. When uploading to the Media Library, please point to the appropriate folder so the document is stored in the proper place.

Questions?? Ask Your Coordinator

## Media Library "Images" Tree



## Sitecore Icons

### ► Web Author Permission Areas

#### Contact

-  Contact Us Page
-  Contact Information

#### Content Pages

-  Microsite
-  ParentPage
-  Sub Page
-  Index Page
-  Program Site Calendar
-  RichText
-  Program Site Content Page
-  Program Site Degree Information Page
-  Program Site People Page
-  Program Site Scholarship Page
-  Program Site Index Page

#### Action Item Objects

-  ActionItem
-  ActionItemLink

#### Promo Objects

-  HomePage Promo116
-  HomePage Promo138
-  Button Promo
-  ImagePromo602x188
-  Promo116
-  Promo187
-  Promo225
-  Promo313-313
-  Spotlight Promo List
-  SpotlightPromo

#### Link Objects

-  Link
-  ListofLinks
-  RelatedLinks

#### Profile Objects

-  Future Students Profile Page

#### Slideshow Objects

-  Program Site Slideshow
-  Slideshow
-  Feature Flash Slide
-  Feature Flash Slideshow
-  Small Flash Feature Slide
-  Small Flash Feature Slideshow

#### Other Objects

-  Content Folder
-  Dotted Line Separator