Procedure to edit class webpage ….

1. Navigate to the page you wish to edit – for example: http://www.princeton.edu/ssp/63-2-tiger-cub/library
2. Replace "www" with "www-dept-edit"
3. Hit return
4. At the bottom of the page (after it reloads) will be a link in red entitled "Enter edit mode"
5. Click on that link
6. A new pop up box will appear and you will be asked to enter your LDAP username and password – I have added all of the class members as "ssp-editors" so you should be able to gain access
7. After thinking a little bit, the browser should come back with a new version with a banner at the top that includes things like "New" (as in new page), "Edit", "Delete", "Publish" (grayed out), and "Revert"
8. Mouse over the content listings in the middle of the page (for example, one of the file names)
9. You should see a link pop up with the name "Edit" – click on it
10. After a few moments you will be in the edit mode – if you want to add a new file, click on the "insert" link at the bottom of the last entry and a list of possible actions will appear – to add a new file, click on "File" – to add a textbox, click on "Text & Picture" – etc.
11. If you clicked on "File" an editable box will appear – add a Display name if you like, and then click on "Browse & Upload" to add a new "File Source" – in this case a "File Browser" pop up will appear – click on "Choose File" – a list of files on your computer will appear – select the one you want – after selecting it, click on the "Upload" button – wait – may take some time – when done, the file name in the top of the "File Browser" will disappear (goes back to "No File Chosen", and your selected file will be in the table of files. Click on the file that you just uploaded, and it will send you back to the editor page with the filename in the "File Source" box.
12. When all looks right, click the green check symbol in the upper right of the item you are adding.
13. Go to the top right and click "Save Page" – wait a few moments for a reload
14. Find the "Publish" symbol in the middle top of the page and click on it. You then need to click on the "Publish Page" box on the top right. Then you may click on the "Exit" box to finish the session.
15. You need to check that the page you edited actually gets published – this takes anywhere from 1 minute to a half an hour. The way to check is to enter the original webpage address (the page you were working on without the "-dept-edit" piece). Keep refreshing the page you edited until the change appears. Once it appears, others will be able to see it.
16. It is very important to make sure that your publishing actually happens. Since we have many editors, a partially published page will snarl up the systems in the Roxen system so that others may not be able to "publish"
17. Good luck.