You will notice that once you log in, CommonSpot generates a menu across the top of the editing workspace.

Editing your website’s pages will require using this menu. The small semi-transparent icon only appears in the top right corner during the initial log in.

To edit another page on your site, simply select the page you wish to work on using the site’s left navigation. Once you are viewing the page, select View from along the menu at the top of the screen.

Select Work on this Page (My Changes) or Work on this Page (All Changes).

Selecting (My Changes) allows you to edit the page and continue making changes you were working on before. (All Changes) will give you access to changes other contributors are making to the page as well.

It may require you to take ownership from another contributor who is currently working on the page. (See Taking Ownership on page 4 for more information.)

Select the element tool for the area of the page you wish to edit. From the dropdown menu, select Text.
EDITING, SAVING, AND PUBLISHING TEXT

Select the element tool for the area of the page you wish to edit. From the dropdown menu, select Text.

When the pop-up window appears, make changes within the Formatted Text Block. You will notice that you have rich text editing options such as bold, italics, underline, text justification, etc.

STOP! If you copy and paste text from Word into the Formatted Text Block, you may be bringing in code from the program that will make text behave strangely on your website. There are two options you can use to avoid this:

1) Copy and paste the text into Notepad (a program on your computer under Accessories). Then copy and paste the text from Notepad into the Formatted Text Block.

2) Use the Clean HTML feature in the formatted Text Block menu. Select “Clean Word Markup” from the dropdown menu.

Select Save in the Formatted Text Block window.

A yellow arrow will appear in the upper left corner of the Element. Click it.
A dropdown menu will appear. Select Submit or Submit Page to send changes to the CTC communications coordinator for approval. If you must make multiple changes to a page, wait until you have implemented all of your changes, then select Submit Page to notify the communications coordinator of all changes in one email.

A pop-up window will appear allowing you to Submit Change for Publication.

Stop! Make sure the box next to “Send approvers notification email” is checked. If not, the CTC communications coordinator will not be notified of your change.

Select Submit. Your changes have been sent and will be reviewed and approved the following morning.
TAKING OWNERSHIP OF A PAGE

If this is the case, the element tool icon will appear purple.

Click the purple icon and select Text.

The Take Ownership pop-up window will appear

Select Take Ownership at the bottom. You may wish to check the box to Notify Original Owner if they are unaware you will be making changes. Continue editing as discussed under the preceding section Editing, Saving, and Publishing Text.

Handout Revised by Kirstin Olmstead
Enrollment Management