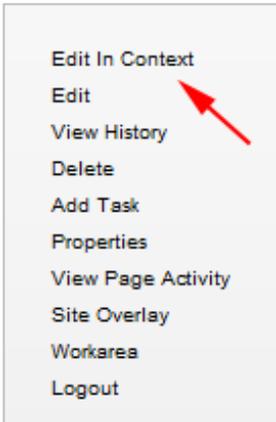


# EKTRON 8.6 Upgrade : Editing Content

## Choosing an edit mode

When you hover your cursor over one of the silver access points, a dropdown list should appear. There are many different options, but only two that you will ever use: **edit in context** and **edit**:

**Edit in context:** this is the “easy editing” option. In this mode, you make your changes right in the page. In this mode, you can:



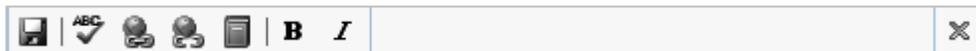
1. Edit text, including **bolding** and *italicizing*
2. Edit links
3. Add a photo

**Edit:** this is the “advanced editing” option, with many more text editing options than you get with “edit in context.” The content block will open in the **Ektron workarea** in a new window. The text and images appear in a WYSIWYG (“what you see is what you get”) editor, similar to Word.

We suggest that you **stick to the easy editing option** (edit in context), unless you can’t make your change with the available editing options.

## Edit in context mode (easy editing)

Once you’ve selected **Edit in context**, the page will refresh to display the editing options at the top of the content block:



These options include:

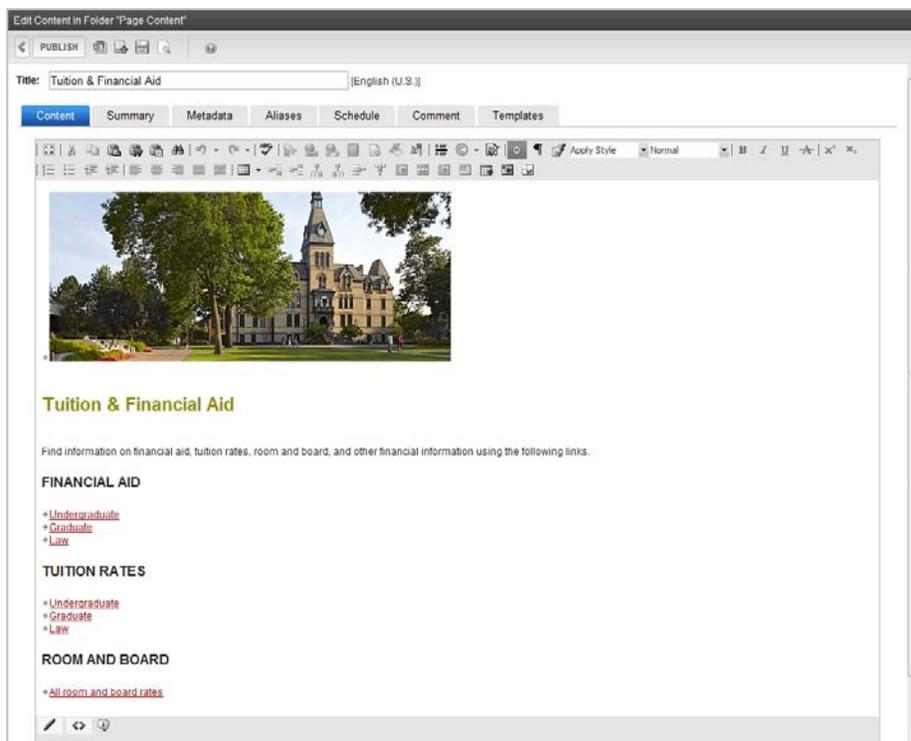


Your editing options in context are limited. You can add or change text, make or break a link, upload and add an image, and bold or italicize text. Any other changes will need to be made in the workarea by choosing **edit mode**.

## Edit mode (advanced editing)

When you hover over the **silver access point** and choose **Edit**, you'll have access to more text editing options than you get with **Edit in context**.

The content block will open in the **Ektron workarea** in a new window. The text and images appear in a WYSIWYG ("what you see is what you get") editor, similar to Word:



## Saving your changes

At the top of the page, you'll see a gray toolbar with the following buttons:



This is how you will save your changes once you've made them. There are three important buttons:

**Publish** (  ) will save your changes and close the window. You will be redirected to your page, which will refresh and display the changes you have made. **When you Publish, your changes will go live within ten minutes or less.**

**Save** (  ) will simply save your changes but not close the window. Save regularly to prevent loss of data.

**Cancel** (  ) will cancel any changes you have not saved and close the window.

You will also see several orange tabs underneath the gray toolbar. You should always work in the Content tab:



### The WYSIWYG editor

To make edits in the advanced editing mode in Ektron, you will use the WYSIWYG (What You See Is What You Get) blue toolbar:



There are many more buttons here than you will generally ever need or want to use. The important buttons for you to locate are, from left to right:

- |   |  |
|---|--|
|  <b>Spellchecker</b>     |  <b>B Bold</b>          |
|  <b>Insert Link</b>      |  <b>I Italic</b>        |
|  <b>Remove Link</b>      |  <b>Numbered List</b>   |
|  <b>Add Font Color</b> |  <b>Bulleted List</b> |
|  <b>Add Header</b>     |  |

### Questions?

[webservices@hamline.edu](mailto:webservices@hamline.edu)