Editing Text in an Existing Web Page and Publish Page

1. Navigate to the web page to be edited.
2. Click on the © 2009 at the bottom left of the page to login.
3. Login with your ECom user name and password.
4. Click on the edit button above the area to be edited.
5. Make the necessary changes similar to using word processing software.
6. Click the save button after changes are complete.
7. The page will be redirected to a preview pane where changes can be reviewed for accuracy.
8. From the preview page there are several options depending on the user access.

**Option 1**

a. If there are additional changes, click on the edit button and the page will revert back to the edit page.
b. Repeat steps 4, 5, & 6.

**Option 2**

a. If there are no additional changes and the page is ready to publish, click on publish now.
b. The page will redirect to a page that will ask if the page is ready for publishing. Please enter a brief description of the changes made. Click the publish button.
c. The page will redirect to a page confirming publication and will give options for viewing the published page: view in this frame, view in this window, or view in new window.

**Option 3**

a. If the user does not have access to publish a page, after saving the changes, the page will redirect to the preview page where changes can be reviewed.
b. If there are no additional changes and the page is ready for approval, click on send for approval.
c. A message box will appear and the To: field will default to the administrator set up for each user. Be sure to check Send external email so the message will also be received by the administrator in their email as well as their OU dashboard.
d. After the message is sent, the page will redirect to a page confirming the message was sent.