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Introduction
The Girl Scouts of America has implemented a new Content Management System (CMS) that is the foundation for the web content for the 100+ councils in North America. This document is to serve as a reference guide to the Council Authors & Approvers / Reviewers to provide instructional information on the Adobe Experience Manager (AEM) CQ5 Web Platform.

Scope
This document will cover the following:
- Users/Groups and Permissions
- Website Layout and elements
- Accessing the site & navigation
- The Sidekick
- Scaffolding
- Page Footer
- Tagging
- Digital Asset Manager (DAM)
I. User Roles & Authorization
As with most automated systems the user’s role within the application determines their access that can be take action on specific areas within the system. For example, a user can be authorized to read or update a specific page.

In this section we want to familiarize the reader with the user administration GSA’s has employed in CQ. It describes what permissions are assigned to which Groups and the type of actions that can be taken by individuals in those groups.

1.0 - User & Group
The primary purpose for creating user groups in CQ is to help simplify the ongoing maintenance and administration as well as support a sustainable management process.

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>User</td>
<td>Each user account in CQ is unique and holds basic information to authenticate against repository as well as to which group that user has been assigned.</td>
</tr>
<tr>
<td>Group</td>
<td>A group is a collection of users and/or other groups. A change in the permissions/privileges assigned to a group is automatically applied to all users in that group. Groups are used to simplify permission management for set of users.</td>
</tr>
</tbody>
</table>

1.1 - GSA Groups
Girl Scout’s has created four user groups or roles. The following table lists the active user groups with a brief description.

<table>
<thead>
<tr>
<th>GSA Groups</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Council Reviewer / Approver</td>
<td>Group receives Approval Workflow emails for content activation requests from Council Authors. Additionally they have also have read, modify, create and delete permissions.</td>
</tr>
<tr>
<td>Council Author</td>
<td>Group responsible for content editing, permissions to read, modify and create.</td>
</tr>
</tbody>
</table>
1.2 - GSA Permissions

Group permission’s defines what action/s a user is allowed to perform on a page (resource). Permission can be either ‘allow’ or ‘deny’. Listed below are the GS National and Council permissions:

1.2.1 National Content Analyst Permissions

<table>
<thead>
<tr>
<th>Actions</th>
<th>Read</th>
<th>Modify</th>
<th>Create</th>
<th>Delete</th>
<th>Activate/Deactivate</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Council Sites</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>All DAM Resources</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Ads</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Contacts</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Events</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>News</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Scaffolding</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tagging</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

1.2.2 Council Approver / Reviewer Permissions

<table>
<thead>
<tr>
<th>Actions</th>
<th>Read</th>
<th>Modify</th>
<th>Create</th>
<th>Delete</th>
<th>Activate/Deactivate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Council Site / Pages</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>National /Council DAM Resources</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Ads</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Contacts</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Events</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>News</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Tagging</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

1.2.3 Council Author Permissions

<table>
<thead>
<tr>
<th>Actions</th>
<th>Read</th>
<th>Modify</th>
<th>Create</th>
<th>Delete</th>
<th>Activate/Deactivate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Council Site / Pages</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DAM Resources</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Ads</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Contacts</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Events</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>
### 1.3 - Author Actions

Next we look at a list of the different action types themselves:

<table>
<thead>
<tr>
<th>Actions</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Read</td>
<td>The user is allowed to:</td>
</tr>
<tr>
<td></td>
<td>• Read the page and any child pages.</td>
</tr>
<tr>
<td>Modify</td>
<td>The user can:</td>
</tr>
<tr>
<td></td>
<td>• Modify existing content on the page and on any child pages</td>
</tr>
<tr>
<td></td>
<td>• Create new paragraphs on the page or on any child page</td>
</tr>
<tr>
<td>Create</td>
<td>The user can:</td>
</tr>
<tr>
<td></td>
<td>• Create a new page or child pages</td>
</tr>
<tr>
<td>Delete</td>
<td>The user can:</td>
</tr>
<tr>
<td></td>
<td>• Delete existing paragraphs on the page or on any child page</td>
</tr>
<tr>
<td></td>
<td>• Delete existing paragraphs on the page and on any child pages</td>
</tr>
<tr>
<td>Activate/ Deactivate</td>
<td>The user can:</td>
</tr>
<tr>
<td></td>
<td>• Replicate content to another environment (for example, the Publish environment).</td>
</tr>
<tr>
<td></td>
<td>• The privilege is also applied to any child pages.</td>
</tr>
</tbody>
</table>

### II. Web Page Foundations

#### 2.0 – Web Page Layout

Each web page in the CMS is designed with a number of common elements, as shown below.
2.1 – Web Page Elements
It’s important for authors & approvers to become familiar the standard web page elements that are being used to construct the Girl Scout site.

**Header:** This section includes the logo and the top navigation. It should not be altered and must appear on all pages of the site.

**Main Navigation:** The navigation tabs connects users with the most important sections of the site and gives them a sense of where they are and where they can go. It should not be altered and must appear on all pages of the site.

**Utility Navigation:** Utility or often referred to as 'secondary' navigation is for content groups that is of secondary interest to the user.

**Breadcrumbs:** Show the path taken from the homepage to the current page. Breadcrumbs are automatically generated when creating a new page and are dependent on the node (i.e. folder) structure.

**Center Content:** holds the main editorial content of the page. Text, images and other content may be added to this area.
**Left/ Right Rail:** This is a menu of links within a page’s content area. These links should relate to the specific content of the page that they fall on. Components can be dynamic so that the latest information is pulled in automatically based on tags.

**Footer:** information section at the bottom of a page, containing essential links, contact information, and copyright and privacy policy information. It must appear on the bottom of every page of a site and be consistent throughout.

### III. Login & Web Platform Content

#### 3.0 - Login

To login, navigate to [http://author-girlscouts-prod.adobecqms.net](http://author-girlscouts-prod.adobecqms.net). You will be forwarded to AEM portal. Enter your username and password:

![Welcome to Adobe Experience Manager](image)

To make future access to your site easier, select Add Bookmark in your browser.

After login, the CQ5 Welcome Page is presented. There are two methods for accessing content for editing. The first option provides you with the Classic CQ UI for access to site content. From here, you will also be able to create new pages.

On the left tab, mouse over the right-hand side of the Projects section to display a computer logo and click it to start the Classic UI window, as shown below:

![Adobe Marketing Cloud](image)
3.1 - Classic UI / Context Editor Navigation

1. Navigating from the ‘Projects’ tab in Adobe Experience Manager, click on the “Girl Scouts USA” project container:

2. Clicking on the container will redirect you to the Girls Scouts Project page, where you have the options to open the Site or Assets containers.
### 3.2 - Websites Console Navigation

The Websites console, also known as the Site Admin console provides access all the pages in your website; create, edit, and delete pages; start a workflow; activate and deactivate pages; restore pages; check external links; and access your user inbox.

1. Navigate to the Websites Link to open the Site Admin console.

2. The Site Admin’s left panel displays your pages in the Girl Scouts Website. The pages are organized into a tree structure. For ease of navigation, sections can be expanded (+) or collapsed (-) as required to show child pages. A single click in the Websites tab on an expanded page (-) opens the Admin details of the page/s in the right window:
The Site Admin’s display provides key details about the current status of highlighted page primarily for Council Approvers / Reviewers actions. The following describes the information layout:

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>The title that appears on the page</td>
</tr>
<tr>
<td>Name</td>
<td>The name CQ refers to the page</td>
</tr>
<tr>
<td>Published</td>
<td>Indicates whether the page has been published and provides the publication date and time.</td>
</tr>
<tr>
<td>Modified</td>
<td>Indicates whether the page has been modified and provides the modification date and time. In order to save any modifications, you must activate the page.</td>
</tr>
<tr>
<td>Status</td>
<td>Indicates the current status of the page, such as whether the page is part of a workflow or whether a page is currently locked.</td>
</tr>
<tr>
<td>Impressions</td>
<td>Shows the activity on a page in number of hits.</td>
</tr>
<tr>
<td>Template</td>
<td>Indicates the template that a page is based on.</td>
</tr>
</tbody>
</table>

3. From the Explorer Tree with the Websites tab expanded, double clicking on any page opens that page on a new browser window for viewing or editing. The next image provides an example of double clicking on ‘Our Mission’ and the new browser screen opened for editing:
3.3 – Editing a Page Content

There are two primary ways to view or edit your web content: using the Classic UI or the Context Editor. In the next two sections we will provide a brief look at both methods.

3.3.1 – Site Admin View

1. Open the Websites console at the CQ5 Welcome Console:
2. Under the Girl Scouts USA English Page, Double click on a page or any subsequent page. Below is an example of a sample explorer tree navigation: Girl Scouts USA > Girl Scouts USA English > About Girl Scouts > Our Mission.

3. With the new browser screen open you are now ready to edit the page. The left panel is known as the Content Finder Panel holds stored Digital Assets that can be used in to editing the page. The Contextual Menu is the center content for the page. A small floating window known as ‘Sidekick’ is displayed and used by authors to insert a new component on the page. Please see the Sidekick section to view the components available to Girl Scout authors.
3.3.2 – Content Finder Panel

The content finder is used for including a digital asset in the page. The example below shows how a photo can be included as a component in a page:

3.3.3 – WYSIWYG Editor

Select your center content then right-click to expose the WYSIWYG (‘What You See Is What You Get’) editor for the Contextual Menu. This allows authors to add, copy / paste or type using the editor. The Rich Text Editor is a basic building block for inputting textual content into CQ. It forms the basis of various components, including: Text, Text Image & Table.

This is a standard editor the options are evident. Mousing over the icons in the WYSIWYG tray will reveal the names of the editing functions. The options and descriptions are found in the table below:

<table>
<thead>
<tr>
<th><strong>WYSIWYG Options</strong></th>
<th><strong>Description</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Character Formats</td>
<td>Allows formatting to characters you have selected (highlighted); Bold, Italic, Underline, Subscript, Superscript</td>
</tr>
<tr>
<td>Feature</td>
<td>Description</td>
</tr>
<tr>
<td>------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Predefined Styles and Formats</td>
<td>Your installation can include predefined styles and formats. These are available with the Style and Format drop down lists and can be applied to text that you have selected.</td>
</tr>
<tr>
<td>Paste</td>
<td>Paste as Text: Strips all styles and formatting to paste only the plain text. Paste as Word: This pastes the content as HTML.</td>
</tr>
<tr>
<td>Undo, Redo</td>
<td>CO keeps a record of your last 50 actions in the current component, held in chronological order. These actions can be undone (and then redone) in strict order, if required.</td>
</tr>
<tr>
<td>Alignment</td>
<td>Text can be either left, center or right aligned.</td>
</tr>
<tr>
<td>Indentation</td>
<td>The indentation of a paragraph can be increased, or decreased. The selected paragraph will be indented, any new text entered will retain the current level of indentation.</td>
</tr>
<tr>
<td>Lists</td>
<td>Both bulleted and numbered lists can be created within your text. Either select the list type and start typing or highlight the text to be converted; in both cases a line-feed will start a new list item.</td>
</tr>
<tr>
<td>Links</td>
<td>A link to an URL (either within your website or an external location) is generated by highlighting the required text. A dialog will allow you to specify the target URL.</td>
</tr>
<tr>
<td>Anchors</td>
<td>An anchor can be created anywhere within the text by either positioning the cursor, or selecting some text. Then click on the Anchor icon to open the dialog.</td>
</tr>
<tr>
<td>Find and Replace</td>
<td>CO provides both a Find and a Replace (find and replace) function.</td>
</tr>
<tr>
<td>Images</td>
<td>Images can be dragged from the content finder to add them to the text.</td>
</tr>
<tr>
<td>Spelling Checker</td>
<td>The spelling checker will check all the text in the current component. Any incorrect spellings will be highlighted.</td>
</tr>
<tr>
<td>Tables</td>
<td>Tables are available from within the Text component and as a Table component.</td>
</tr>
<tr>
<td>Special Characters</td>
<td>Special characters can be made available to your rich text editor; these might vary according to your installation.</td>
</tr>
<tr>
<td>Source Editing Mode</td>
<td>The source editing mode allows you to see and edit the underlying HTML of the component</td>
</tr>
<tr>
<td>In-place Editing Mode</td>
<td>In addition to the dialog based Rich Text Editing mode, CO also provides an In-place Editing mode, which allows direct editing of the text as it is displayed in the layout of the page.</td>
</tr>
</tbody>
</table>
3.3.4 – Sidekick

The screenshot below shows an example for using the Sidekick tool. Here the author is dragging the title component under the Sidekick’s General Tab into the middle of the page, where the component box is located. A new title is displayed in the location of the component. Right-click the component to edit, delete or copy the title:

IV. Sidekick Tool

The Sidekick is a small box that appears in the authoring mode. It is a CQ tool used by authors to switch modes while interacting with their content. It can perform a number of functions. The modes include edit, preview, design, scaffolding and reload.

4.0 Sidekick Modes

The row of icons at the bottom of the Sidekick are used to switch modes for working with the pages:

<table>
<thead>
<tr>
<th>Mode</th>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit</td>
<td><img src="edit_icon.png" alt="Edit Icon" /></td>
<td>This is the default mode and allows you to edit the page, adding or deleting components and making other changes.</td>
</tr>
<tr>
<td>Preview</td>
<td><img src="preview_icon.png" alt="Preview Icon" /></td>
<td>The This mode allows you to preview the page as if it were appearing on your website in its final form. Again the sidekick is minimized.</td>
</tr>
<tr>
<td>Design</td>
<td><img src="design_icon.png" alt="Design Icon" /></td>
<td>In this mode, the sidekick is minimized and you have the possibility to edit the design of the page.</td>
</tr>
<tr>
<td>Scaffolding</td>
<td><img src="scaffolding_icon.png" alt="Scaffolding Icon" /></td>
<td>Indicates whether the page has been modified and provides the modification date and time. In order to save any modifications, you must activate the page.</td>
</tr>
<tr>
<td>Websites</td>
<td><img src="websites_icon.png" alt="Websites Icon" /></td>
<td>Opens the Web Site Admin view</td>
</tr>
<tr>
<td>Reload</td>
<td><img src="reload_icon.png" alt="Reload Icon" /></td>
<td>Indicates the current status of the page, such as whether the page is part of a workflow or whether a page is currently locked.</td>
</tr>
</tbody>
</table>
When you open your webpage, the Sidekick usually appears on the right side. Normally you will mostly be using the first two tabs: Components and Page options.

4.1 - Components tab

Components are containers for specific types of content you can add to your page. The components tab allows you to pull or add components to your page. Later sections of this Guide go into detail about various components. One example, by adding the video component, you can place a video element on the page. Girl Scouts has created custom components that provide comprehensive functionality for the Council’s website authors.

When working with any components, you can add them either by double-clicking Drag components or assets here or dragging and dropping the component from the sidekick onto the page. The following table lists Girl Scout’s components that are available from within the Sidekick.

<table>
<thead>
<tr>
<th>Component</th>
<th>Description</th>
<th>Best Practices</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact List</td>
<td>Editing or creating Council</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Contact list data.</td>
<td></td>
</tr>
<tr>
<td>Embedded HTML</td>
<td>Inserting small snippets of code</td>
<td>Best used for embedding either an</td>
</tr>
<tr>
<td></td>
<td>for unique functionality.</td>
<td>online form or a digital book.</td>
</tr>
<tr>
<td>Event</td>
<td>Option to add an event.</td>
<td></td>
</tr>
<tr>
<td>Event Calendar</td>
<td>Option to add an event to the</td>
<td></td>
</tr>
<tr>
<td></td>
<td>calendar.</td>
<td></td>
</tr>
<tr>
<td>Event Search Facets</td>
<td>Insert a faceted search event</td>
<td></td>
</tr>
<tr>
<td></td>
<td>field on the page.</td>
<td></td>
</tr>
<tr>
<td>Event Search List</td>
<td>Insert a search event field on</td>
<td></td>
</tr>
<tr>
<td></td>
<td>the page.</td>
<td></td>
</tr>
<tr>
<td>Events List</td>
<td>Allows the display a list of</td>
<td></td>
</tr>
<tr>
<td></td>
<td>pages or links.</td>
<td></td>
</tr>
<tr>
<td>Eyebrow Navigation</td>
<td>Option to add information to the</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Eyebrow Navigation.</td>
<td></td>
</tr>
<tr>
<td>Feature Short Story</td>
<td>Provides the functionality to</td>
<td></td>
</tr>
<tr>
<td></td>
<td>display feature or hero story.</td>
<td></td>
</tr>
<tr>
<td>Component</td>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>-------------------------</td>
<td>-------------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Footer Navigation</td>
<td>Option to add information to the Footer Navigation.</td>
<td></td>
</tr>
<tr>
<td>Forms Documents Search</td>
<td>Insert a forms document field to search on the site.</td>
<td></td>
</tr>
<tr>
<td>Frequently Access Forms</td>
<td>Provides the functionality to display frequently accessed forms.</td>
<td></td>
</tr>
<tr>
<td>Global Navigation</td>
<td>Insert a global navigation field on the page.</td>
<td></td>
</tr>
<tr>
<td>Grid System</td>
<td>Component can be reused with different style-sheets and make implementing changes across browsers and mobile devices easier. Frequently used with text and image component.</td>
<td></td>
</tr>
<tr>
<td>Hero Banner</td>
<td>Provides the functionality to add banner to hero.</td>
<td></td>
</tr>
<tr>
<td>Image</td>
<td>To include an image on the page. Primary use is for interior hero images.</td>
<td></td>
</tr>
<tr>
<td>News List</td>
<td>Option to add a news list item.</td>
<td></td>
</tr>
<tr>
<td>Row</td>
<td>Option to add a new row. Primary use with a new text component.</td>
<td></td>
</tr>
<tr>
<td>Search</td>
<td>A search dialog with related search functionality.</td>
<td></td>
</tr>
<tr>
<td>Search Box</td>
<td>Option to add a search box.</td>
<td></td>
</tr>
<tr>
<td>Text</td>
<td>To include text on the page. Frequently used to center an image, by dragging in the image and then using the rich text editor to center.</td>
<td></td>
</tr>
<tr>
<td>Text &amp; Image</td>
<td>To include text &amp; an image on the page.</td>
<td></td>
</tr>
<tr>
<td>Title</td>
<td>Adds titles to the page.</td>
<td></td>
</tr>
<tr>
<td>Video</td>
<td>Adds video to the page. The National Team recommends using either YouTube and or Vimeo video players.</td>
<td></td>
</tr>
</tbody>
</table>
4.2 - Page Tab Controls

This is where you will find a majority of page-level controls over the opened page. Page Properties has the controls that you will need to be familiar with as you construct your pages. Click on the Page icon in the top navigation of the Sidekick display the options. The options available to GS authors here are:

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Page Properties</td>
<td>This option is vital in managing/ editing your page's key pieces of information. Options include: Title, SEO title, Tags/Keywords, Hide Nav, More Titles / Description, Time and Vanity URL.</td>
</tr>
<tr>
<td>Create Child Page</td>
<td>Add new child page.</td>
</tr>
<tr>
<td>Delete Page</td>
<td>Delete current page (Note: Only reviewers/approvers have this capability).</td>
</tr>
<tr>
<td>Activate Page</td>
<td>Is the action of activating a page makes it visible to the outside world. Initiates a Workflow, which sends an email to Council Approver/ Reviewer group to review new content to insure that proper conventions and web standards are in place prior to adding.</td>
</tr>
<tr>
<td>Deactivate Page</td>
<td>Deactivates or removes pages from the website. Deactivating also initiates the Workflow to the Council Approver / Reviewer group to complete the request.</td>
</tr>
<tr>
<td>Show References</td>
<td>See what other pages refer to content in current page before changing or deleting the page.</td>
</tr>
</tbody>
</table>

4.3 - Basic Tab in Page Properties:
The page properties are where authors and approvers can control key properties for their page. Within page properties there are two groupings basic and advanced. The Basic options here include:

<table>
<thead>
<tr>
<th>Page Properties Options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Allows editing the HTML title of the webpage</td>
</tr>
<tr>
<td>SEO Title</td>
<td>Allows the SEO title of the webpage</td>
</tr>
</tbody>
</table>
A sample of Page Properties with the basic tab selected is shown above.

**4.3.1 - Implementing a Vanity URL using Page Properties**

1. Select a page of which you want to create a vanity URL. Open the sidekick and Open the Page Properties Window in the second tab of the sidekick:
2. In the Basic tab, open the “Vanity URL” section and type the path of the Vanity URL.
   - The URL should be in the following format: /content/"council"/"vanity name"
   - Check the “Redirect Vanity URL box if you want the page to redirect to the actual URL of the page.
   - Click OK:

3. Next test the URL to ensure that the Vanity URL is working properly:

   idobecqms.net/content/gateway/aboutcouncil

4.4 – Advanced Tab in Page Properties

In the Advanced Tab the single option is used by GS authors is ‘Redirect’. This option allows author's to add Redirects to pages. For example, if you want to redirect a page to another webpage, simply enter the website address in the Redirect to field.
A sample of Page Properties with the advanced tab selected is shown above.

4.6 – Workflow Tab

Workflows facilitate the process of preparing a web page for posting to the live site. Workflow controls the order of the steps that have to be performed on a page. There are two (2) workflow options available on the sidekick:

- Girl Scouts Authoring Approval Workflow
- Girl Scouts Preview Workflow

4.6.1 - Council Workflow Process

1. Author logs onto AEM and selects a page to run a workflow on. The author opens the sidekick and clicks on the Workflow Tab.

2. The author selects the Approval Rollout Workflow. The author enters a label for the workflow and any comments. The starts the workflow

3. The page is locked and cannot be unlocked until the workflow is completed.
4. The page’s changes are pushed to the preview instance, which allows changes on content to be seen before it is published to the publishing instance.

5. An email is sent to a Council Approver / Reviewer, which notifies him/her that the page has been submitted under workflow and that it must be approved or rejected.

6. The reviewer can view the author’s changes to the page on preview or authoring. The reviewer opens the sidekick on the page where the workflow is initiated. The reviewer chooses to either approve or reject the page and submits comments about the reason for the decision.

7. If the page is rejected, the page’s changes are not published. The author is notified of the rejection and the page is unlocked. The workflow completes. At this point, the Reviewer can edit the page and address the issues to make the changes themselves. The Reviewer must either Accept or Reject the edits to complete the workflow to unlock the page for further edits.

8. If the page is approved, the page’s changes are published. The author is notified of the approval and the page is unlocked. The workflow completes.

4.6.2 - Activation Vs. Workflow

Activation is a CQ capability that allows a reviewer/author to publish Assets, Pages and any other GS Content. Activation has the same function as an Approval workflow, as it allows for the publishing of content onto the preview and publishing instance. However, Activation bypasses the approval process (emails, interaction between author and reviewer) and allows the user to publish content directly and quickly.

Currently, Activation is only allowed for particular elements of a GS Council Site:

- Council News Elements
- Council Events Elements
- Council Assets (including but not limited to Forms and Documents, images, icons)
- Council Contact Elements
- Council Tags (Event categories, etc.)

Authors and Reviewers have the limited capability to activate GS content and materials. Reviewers have the added permission to directly activate content pages, such as the homepage. Authors are not able to directly activate website pages that feature viewable content and must use the Approval workflow to do so.

**NOTE:** It is strongly recommended for both authors and reviewers to submit any proposed changes to a News or Event page to the GS Approval Workflow. Activation is a function that should be used carefully, especially on pages that feature live, viewable content.
V. Scaffolding

Sometimes you may need to create a set of pages that share the same structure but have differing content. With scaffolding you can use a form (a scaffold) to easily create pages based on a specified structure. Using scaffolding allows authors to save time, because using the standard CQ interface, you would need to create each page, then drag the appropriate components onto the page and fill each of the pages individually.

5.0 - Training Videos Available on DXP Support Site
The National Support team has created a support website that has a treasure trove of documentation for authors. The URL link to access the site is: http://dxp.girlscouts.org/

On support website there are short video’s to help authors with visualizing many of the Scaffolding operation steps. This training guide provides a note for the scaffolding items that have a support videos available on the support website.

5.1 - Creating a Page through Scaffolding
1. To enter the scaffolding options, enter the URL: http://author-girlscouts-prod.adobecqms.net/miscadmin#/etc/scaffolding/gateway and enter your login. You should be in the Tools section of the CQ5 Admin Console after successful login:

2. On the folders sidebar, double click on the scaffolding option you want to create a page for (Tools > Default Page Scaffolding > gateway > ...). For example, the Events scaffolding page will be opened:
3. Enter any required information for the page, including any image components, path data, metadata, etc. Click Create at the bottom of the scaffolding page to reveal a link at the top of the page that will forward you to your newly created scaffolding page.

5.2 - Ad Page Scaffolding

1. Enter a title and image for the Ad:

2. Add Text for the Advertisement and a link. Click Create:

3. At the top of the page, a link to the ad page will be created. Click on it to be forwarded to the Ad Page:
5.2.1 - Creating Ads/Right Rails
1. Go to your home page and click on the website icon (global)
2. Once in the website view, navigate to the top of the page and select the tools icon (gears)
3. Go to your folder and double click ads
4. Enter in Title, Image, and direct the URL path or enter in external URL
5. Hit Create
6. Navigate to the top of the page and click the ad URL
7. Once on the ad page, click “activate” on your sidekick

**NOTE: Training video is available for this item on DXP website.**

5.2.2 Editing Ads/Right Rails
1. Go to your home page and click on the website icon (global)
2. Select the “ad page” folder
3. Double click the ad you would like to edit
4. Once on the ad page, right click and hit edit
5. Make the desired edits to the ad form
6. Hit update
7. Hit “activate” on the sidekick

5.3 - Event Page Scaffolding
1. Add information about the event. A title, start date and Text are required for your event.

2. Click Create. A link to the newly-generated event will appear at the top of the page:
3. Click the link to view your event page to confirm your change.

5.3.1 - Accessing both Single and Multiple Events in Scaffolding

1. Select website view (global icon)
2. Select tools icon (7th one at the top of the page)
3. Select, default page scaffolding
4. Select events, and double click

5.3.2 - Entering New Event Data

1. Enter title
2. Enter start & end date
3. Enter start & end time
4. Region (if applicable)
5. Location
6. Address
7. Event Description (detailed version)
   A: Enter search description (max 2 sentences)
   B: Enter in Color (example: #00AAE5)
   C: Enter registration link (example: eBiz)
   D: Tag (Category & Program Level NOTE: REMOVE “CATEGORY” TAG AND “PROGRAM LEVEL” TAG BEFORE HITING CREATE)
E: Drag in photo (if applicable, if no photo is loaded events displayed on the homepage will default to show a green arrow icon.)

NOTE: Training video is available for this item on DXP website.

5.3.3 - Editing an Existing Event
1. From the Events List Page select the event you wish to edit.
2. Select the scaffolding paper icon.
3. Make any edits to the event form.
4. Hit “update” at the bottom of the page.
5. Scroll to the top of the page, and click on the event URL.
6. Once on the event page, select the second tab (page) on the sidekick.
7. Select “activate”.

NOTE: Training video is available for this item on DXP website.

5.3.4 - Activating an Event
1. Once the event form is completed, click “create” at the bottom of the page.
2. Scroll to the top of the page and click on the event URL.
3. Once on the event page, select the second tab (page) on the sidekick.
4. Select “activate”.

NOTE: Training video is available for this item on DXP website.

5.3.5 Activating Multiple Events
1. Once the event form is completed, click “create” at the bottom of the page.
2. An event URL will appear at the top of the page, the event form will be cleared out and ready to populate content again.
3. Repeat steps from slides 2 and 3 until you have entered in all desired events.
4. Return to the tab titled “CQ TOOLS | Events” and select the website icon (globe).
5. Navigate to your council folder, and select the “events repository” folder.
6. Select the year where your events occur
7. Highlight all non-activated events and hit “activate” (located at the top of the page).

5.3.6 - Deleting an Event (APPROVERS / REVIEWER PERMISSIONS ONLY)
1. In sidekick, select website view (global icon)
2. Navigate to your council folder, and select the “events repository” folder.
3. Highlight the event you wish to delete
4. Click the “deactivate” button.
5. Click the “delete” button.

NOTE: Training video is available for this item on DXP website.

5.4 - News Page Scaffolding
1. Enter any required information about the News Page including, Title, Date, Text, Description, External News URL, and Image. Click Create:
2. A link to the newly-created News Page will be created. Click on it to view the News Page:

5.4.1 - Accessing News scaffolding
1. Go to your home page and click on the website icon (global)
2. Once in the website view, navigate to the top of the page and select the tools icon (gears)
3. Go to your folder and double click News

*NOTE: Training video is available for this item on DXP website.*

5.4.2 - News Data Entry
1. Type in the Title
2. Type in the Date
3. Copy and paste the article into the Text section
4. Enter in description field (recommendation: max 2 sentences)
5. Drag in an image (if applicable)
6. Hit create

*NOTE: Training video is available for this item on DXP website.*

5.4.3 – Activating a News Story
1. Scroll to the top of the page and click on the news URL
2. Once on the news article page, navigate to the page tab on your sidekick
3. Hit activate

5.4.4 - Editing a News Story
1. Go to your News page
2. Click the news article you would like to edit
3. Once on the desired news page, select the scaffolding icon (paper) on your sidekick
4. Make any edits to the news form
5. Hit update

*NOTE: Training video is available for this item on DXP website.*

5.5 - Contact Scaffolding
1. Enter the required information about a Contact by adding Name, Title, Phone Number, Email and Team. Click Create:
2. The Contact Scaffolding will not generate a link to a non-visible page. To view the newly-created contact, navigate to http://author-girlscouts-prod.adobecqms.net/content/gateway/en/about-our-council/contact-us/staff-directory-.html:

Sales

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Doe</td>
<td>Mr.</td>
<td>555-555-5555</td>
<td></td>
</tr>
</tbody>
</table>

5.5.1 - Accessing Contacts
1. Go to your main site and select the website icon (globe icon)
2. Select the tools icon (gears) at the top of the page
3. Go to your folder and double click contact

NOTE: Training video is available for this item on DXP website.

5.5.2 - Entering Contact data
1. Fill in Name field
2. Fill in the person’s title
3. Fill in their phone number
4. Fill in their team (example: department or service unit)
5. Hit Create

5.5.3 - Activating a Contact
1. Return to the tab titled “CQ TOOLS|Events” and select the website icon (globe).
2. Go to your folder and click on the + button next to Contacts
3. Find desired contact
4. Highlight the contact
5. Hit activate

NOTE: Training video is available for this item on DXP website.
5.5.4 - Editing a Contact
1. Go to your home page and click on the website icon (global)
2. Go to your folder and click on the + button next to Contacts
3. Find desired contact
4. Double click
5. Once back on the site, navigate to the sidekick and select the scaffolding icon (paper)
6. Edit the desired field in the contact form
7. Hit update

NOTE: Training video is available for this item on DXP website.

5.6 Forms

5.6.1 - Uploading a Form Asset
1. Go to your main site and select the website icon (global icon)
2. Select the Digital Assets (DAM) icon (the camera icon)
3. Go to your council folder and select “Forms and Documents”
4. Select “New” at the top of the page. Browse your computer to find the file that you would like to upload.
5. Hit the upload button

NOTE 1: Training video is available for this item on DXP website.
NOTE 2: The file will upload to the last page of files

5.6.2 - Form Data Entry
1. Enter the Title
2. Enter the PDF Title
3. Enter a 1 sentence description of the form
4. Select the tags you wish to use

5.6.3 - Activating Forms
1. Hit the save button at the bottom of the page
2. Go back to the digital assets tab
3. Highlight the form and hit “activate”

5.6.4 - Editing a Form
1. Go to your main site and select the website icon (global icon)
2. Select the Digital Assets (DAM) icon (the camera icon)
3. Go to your council folder and select “Forms and Documents”
4. Double click on the file you would like to edit
5. Edit the fields you would like to edit
6. Go back to the digital assets tab
7. Highlight form and hit “activate”

NOTE: Training video is available for this item on DXP website.

5.6.5 - Deleting a Form (APPROVERS / REVIEWER PERMISSIONS ONLY)
1. Go to your main site and select the website icon (global icon)
2. Select the Digital Assets (DAM) icon (the camera icon)
3. Go to your council folder and select “Forms and Documents”
4. Select on the file you would like to edit
5. Select deactivate
6. Select delete

**NOTE: Training video is available for this item on DXP website.**

### 5.7 Web Forms

*Note: If you want form to appear in the advanced search for forms, create your forms as child pages in the Forms section.*

#### 5.7.1 – Web Form Basics

1: Click on the Girl Scouts Form tab in the sidekick
2: Drag in the form component
3: Drag in the text field component
4: Right click and select “Edit”

a. **TITLE AND TEXT (1st tab)**
   i. **Element Name**—must be **distinct** to each component and cannot be repeated; include dashes to separate words (example: girl-name). This is what appears when councils receive data.
   ii. **Title**—this is what will appear on the form; you have the option to hide
   iii. **Description**—this appears under the text field if desired
   iv. **Prefix**—appears in front of the field (ex: $)

* All additional components must be placed between “Start of Form” and “End of Form” (above)

#### 5.7.2 – Web Form Constraints

1: Select the Constraints tab
2: Check the “required field”
3: Put in required message
   a. Option to require information for submission
   b. Constraints:
      i) Currency Amount (xx.00)
      ii) Date (MM/DD/YY)
      iii) Phone Number as (xxx)xxx-xxxx
      iv) Email/Numeric/Year

#### 5.7.3 – List of Web Form Constraints

1. **Currency Amount: xx.00**
2. **Date:** MM/DD/YY
3. **Email:** xxxx@xxx.xxx (extension = .org, .com, etc.) --> let’s try not to use this one since it causes issues
4. **Email No Whitespace:** xxxxx@xxx.xxx (extension = .org, .com, etc.)
5. **Event Basics Constraint:** ?
6. **Numeric No Whitespace:** ?5555555555
7. **Phone Number:** (555)555-5555 ?
8. Year: 5555
9. Year: This is the validation number for credit cards (CCV) = this is between 3 and 5 numeric characters

5.7.4 – Useful Web Form Components

1: Drag in Address Component
   a. Built in Name, Address, City, Zip, etc...
2: Drag in the Checkbox Group Component
   a. Users can select multiple values
   b. TITLE AND TEXT (1st tab)
      i. Value=Title (ex: thin-mint=Thin Mint)
3: Drag in the Dropdown List Component
   a. Users can select only 1 item
   b. Identical set up to Checkbox Group component
4: Drag in Credit Card Details Component
   a. Users can enter information securely
   b. Does not currently connect to PayPal

5.7.5 – Web Form Calculations

1: Drag in the text fields for the information you need (example: “Number of girls,” “Price per event”)

2: When entering the value names for each field, include underscores INSTEAD of dashes (so as to not confuse the dash for a subtraction sign)
   a. Number_of_girls
   b. Price_per_event

3: Drag in the “Calculation Field” component
   a. edit the element name, constraints, etc.

4: In the Expression tab, type in the expression with the value names of the fields you want to compute
   a. Number_of_girls*price_per_event

5: Test the function

5.7.6 – Web Form Data Storage

Option 1: Data Repository

1: Go to your form and hit “Edit”
2: Click on the Advanced tab
3: In the Action Type field, select “Store Content” from the drop down menu
4: Hit Okay

**Option 2: E-mailed Data**

1: Go to your form and hit “Edit”
2: Click on the Advanced tab
3: In the Action Type field, select “Mail” from the drop down menu
4: Click the arrow next to Action Configuration
5: In the From field list a generic e-mail that does not need to exist so the person receiving the e-mail with the data knows this is an email with form data
   
   Ex: noreply@kansasgirlscouts.org
6: In the Mailto field put the e-mail address for the person that will receive the e-mail
7: In the Subject field put the name of the form

**5.7.7 – Web Form “Thank You” page**

1: Go to the Page Properties Page in the sidekick
2: Create a child page
3: Create a Thank you page
4: Go to the Page Properties tab and hide the page in navigation
5: Hit Edit on your form and direct the path to the page you just created.

**VI. Page Footer Edits**

For the best results when editing your page footer the National Support team recommends only editing using a FireFox browser with the CQ5 ACM platform.

**6.1 Adding Social Media Icons to Footer**

The following steps describe how to add a social media icon to the page footer:

1. Navigate to the homepage you wish to edit and double click the footer at the bottom of the page:

   ![Footer Image]

2. A dialog will open. Navigate to the Social Media Icons tab:

   ![Social Media Icons Tab Image]
3. Add a new item to add a social media icon and its associated link. In URL, add the external link you wish the icon to link to and in Icon Path add the path of the icon image:

4. Click OK and inspect that the changes were made correctly.
   NOTE: If the image skews the footer, try refreshing the page:

6.2 - Terms & Conditions

VII. Don’t Forgot About Tagging

Tags are a quick and easy method of classifying content within your website. In technical terms, a tag is a piece of metadata assigned to a content node within CQ (usually a page). You can also think of them as keywords or labels that you attach to a page to help you find it again.

The next sections describe adding a new tag and applying an existing tag to your page or document.

7.1 - Creating a Tag
1. In sidekick, select website view (global icon)
2. Navigate to the “tagging” tab.
3. Select your Council’s folder.
4. Double click which tag folder you would like to edit. (categories= events tags)
5. Click the “new” button at the top of the page.
6. Enter in the required fields (title and name) 
7. Select “create” 
8. Highlight tag and “activate”.

7.2 – Tagging Nomenclature

*Please follow the text guidelines as shown in the chart below.

<table>
<thead>
<tr>
<th>Title</th>
<th>Relative Path</th>
</tr>
</thead>
<tbody>
<tr>
<td>Categories</td>
<td>categories</td>
</tr>
<tr>
<td>Forms &amp; Documents</td>
<td>forms_documents</td>
</tr>
<tr>
<td>Program Level</td>
<td>program-level</td>
</tr>
</tbody>
</table>
7.3 - Attaching a Tag to an Existing Digital Asset

1. Navigate to the DAM:

![DAM interface screenshot]

2. Select an asset to apply a tag to. Upload an asset if it is not present in the DAM as described in section 8.1:

![Asset list screenshot]

3. Open the tags section to select a tag:
4. Open the girlscouts tab:

5. Under the tab, expand the folder that contains the desired tag:

6. Select a tag. It will be added to the Asset:
7. View the tag and click Save:

VIII. Digital Asset Manager (DAM)

CQ DAM (Digital Asset Management) is a digital asset management tool that is fully integrated with the CQ platform and enables your enterprise to share and distribute digital assets. Users across an organization can manage, store, and access images, videos, documents, audio clips, and rich media such as Flash files for use on the web, in print, and for digital distribution.
8.0 – DAM Navigation
The Digital Assets console lets you import and manage digital. This console is also referred to as the CQ5 DAM (Digital Asset Management) console.

1. In the CQ5 Welcome Page, click on the Digital Assets link to enter the DAM console:

2. Expand the “girlscouts-shared” folder and expand the en (English) folder. Clicking on any of the child folders will display assets in the main window:

8.1 - Uploading Assets to the DAM

1. Navigate to the DAM console and expand the girlscouts-shared folder:
2. Choose a subfolder under the girlscouts-shared folder that you want to upload an asset to. For example, an image can be uploaded to the girlscouts-shared > en > news > 2014 folder.

   - Click the New button and select New File:

   - Browse to the location on your local machine to where your asset is located to upload the file. Click upload:
The asset should appear in your main window for the folder chosen:

8.2 - Activating Assets in the DAM
Before a new image/document can be used on a web page, it must be activated in the DAM. This process will make the image/document available via the Content Finder

1. Navigate to the Digital Assets link to open the Site Admin.

2. Use the Content Tree to select the item(s) you wish to activate, then select “Activate” option on header bar.

3. Once the indicator becomes green, the item will be available in the “Content Finder” and can be added to the content on web pages.
## 1.0 - Frequently Used Content Management System (CMS) Terminology

While you are working with Adobe’s CQ you will come across a number of new terms and concepts that are important to have some basic understanding. Please review and familiarize yourself with the items listed below.

<table>
<thead>
<tr>
<th>Page Properties Options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activate</td>
<td>In CQ5, if you want to publish a page, you have to activate it. A new version of your page is created each time a page is activated.</td>
</tr>
<tr>
<td>AEM</td>
<td>Adobe Experience Management – Adobe’s new name for CQ.</td>
</tr>
<tr>
<td>Author</td>
<td>The person associated with a web site who has permissions to edit and publish pages.</td>
</tr>
<tr>
<td>Author Instance</td>
<td>This is the CMS environment where you perform tasks such as creating webpages, uploading documents and images, etc. The URL of the authoring instance will always start with www-author.</td>
</tr>
<tr>
<td>Browser Window Title</td>
<td>The information line that is displayed in the browser window. Search engines use this line in conjunction with other elements on your page to assess your page relevancy.</td>
</tr>
<tr>
<td>Components</td>
<td>Drag-able pieces of functionality, building blocks of content with specific functionality. When you create a page, you can add content to the page using components.</td>
</tr>
<tr>
<td>Content Finder</td>
<td>The left pane available when you are editing a page in CQ.</td>
</tr>
<tr>
<td>Contextual Menu</td>
<td>Contextual Menu: The functionality accessible by right clicking on an element/component to reveal options specific to that object, (EDIT, DELETE, etc.).</td>
</tr>
<tr>
<td>DAM</td>
<td>An acronym for Digital Assets Manager, which is the location that CQ uses to store images/files, and documents. These artifacts are uploaded to the DAM to allow them to be linked to your pages.</td>
</tr>
<tr>
<td>Deactivate</td>
<td>The action of removing a page from the live server. In CQ it is referred to as ‘deactivate’.</td>
</tr>
<tr>
<td>Description</td>
<td>Meta-tag information used by search engines. Typically, a few sentences that describes the nature or objective of that page.</td>
</tr>
<tr>
<td>Explorer Tree</td>
<td>The left pane on the WCM, operates similar to a standard directory and is where you move pages per the site structure, which in turn, creates your left navigation.</td>
</tr>
<tr>
<td>Keywords</td>
<td>Keywords: Meta-tag information used by search engines which are succinct words, or short phrases, that indicate what the page is about, separated by commas.</td>
</tr>
<tr>
<td>Left Navigation</td>
<td>Left Navigation: Is the ‘spine’ of your site that a visitor will use to find key information navigation.</td>
</tr>
<tr>
<td><strong>Landing Page</strong></td>
<td>Landing page: a page where website visitors arrive at after clicking on a link, which presents all information that is relevant to that section.</td>
</tr>
<tr>
<td><strong>Name</strong></td>
<td>Name: As you create a new page via the WCM, this is the actual filename of the page and this is as it will appear in the URL. Use natural language with hyphens between words. If you leave the field empty, CQ will use the Title as the filename. Search engines weigh filenames to assess the page topic in order to give the page relevancy for search. DO NOT USE special characters when naming new pages.</td>
</tr>
<tr>
<td><strong>Page Assets</strong></td>
<td>Page Assets: In regard to activating a page, page assets are the additional elements, (not text), that are available on the page such as images, documents, and unpublished web pages.</td>
</tr>
<tr>
<td><strong>Page/Detail Pane</strong></td>
<td>The right pane on the WCM, which shows you the web pages per the selected directory from the Explorer Tree.</td>
</tr>
<tr>
<td><strong>Page Title</strong></td>
<td>The major heading, tied to search access for a page. This can be changed via the Page Properties.</td>
</tr>
<tr>
<td><strong>Publish Instance</strong></td>
<td>This is your live website, such as girlscouts.org.</td>
</tr>
<tr>
<td><strong>Redirect</strong></td>
<td>An alternative path to another web page added to an existing web page.</td>
</tr>
<tr>
<td><strong>Secondary Navigation</strong></td>
<td>AKA ‘horizontal’ navigation (or eyebrow) that is supplemental to the left navigation that is directly under the page head.</td>
</tr>
<tr>
<td><strong>Sidekick</strong></td>
<td>Is a floating, rectangular window that appears on the page that contains a collection of components and functionality necessary to build and maintain your web pages.</td>
</tr>
<tr>
<td><strong>Status (Page)</strong></td>
<td>Via the Page/Detail pane of the WCM, this is the state of a page in terms of whether it’s been published (to www) or not.</td>
</tr>
<tr>
<td><strong>Tagging</strong></td>
<td>Short names or phrases that you can use to classify and annotate pieces of content making it easier to find and organize them.</td>
</tr>
<tr>
<td><strong>Templates</strong></td>
<td>Defines the structure of content on a page, including the design, font types and other properties. Templates are comprised of components and can be applied to newly created pages.</td>
</tr>
<tr>
<td><strong>Title</strong></td>
<td>Title: when you create a new page, this is the browser page title that appears as part of the browser window. Search engines weigh the title to assess and assign the content relevancy ranking.</td>
</tr>
<tr>
<td><strong>URL</strong></td>
<td>Universal Resource Locator, aka web address, the path that you type into the browser address bar to go to a web site – typically starts with ‘http:’ or ‘https:’</td>
</tr>
<tr>
<td><strong>Vanity URL</strong></td>
<td>A shorter path that is a redirect to where the page physically resides on a web site. A pseudo URL that is not a page, but when entered into a browser address bar, the web site (server) will automatically forward to another URL (typically, a physical page where the content is actually located on the site).</td>
</tr>
<tr>
<td><strong>WCM</strong></td>
<td>Acronym for Website Content Manager. The screen displayed after you click the Websites Console from the Welcome screen. This is where you manage your overall site structure including, adding/deleting/ordering site pages.</td>
</tr>
<tr>
<td><strong>Workflow</strong></td>
<td>A process by which upon an author’s page activation request triggers a CQ email is sent to the Council’s Reviewer / Approvers to activate the changes.</td>
</tr>
<tr>
<td><strong>WYSIWYG</strong></td>
<td>An acronym for ‘what you see is what you get’ text editor</td>
</tr>
</tbody>
</table>