Working in Direct Edit Mode

- 1. First, be sure that you are logged into the Wheaton College portal (portal.wheaton.edu).
- 2. Go to the Wheaton College website in your browser, and navigate to the page you want to edit.
- 3. Scroll down to the bottom of that page and find the copyright date in the lower left corner.
- 4. Click on the copyright date.



5. You will see the content areas of the page are outlined in a dotted line and if you put your cursor over that area the background color will change to blue and you will see a row of icons appear on the top right edge. This means that you have successfully entered Direct Edit mode.



6. After making changes to text in the Direct Edit mode then click on the floppy disk icon that now appears in the upper right corner. This is the equivalent of "Save Changes" in regular editing mode.

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O							The	Office of	Christia	n Outre	ach (OC	O) is dedi	ated to o	fferin	g the Wh	eaton Coll	lege	
Preview							com	munity o	opportun	ities to l	earn thro	ugh servio	e. All seve	en mi	nistries pa	artner witl	h	
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Edit mode							acad	lemics th	rough se	rvice.								
Edit mode																		
							Spe	cifically, C	Global U	rban Per	spectives	provides	opportun	ities,	both duri	ng the sun	nmer a	nd
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Exit direct edit							cent	ers locall	y and arc	ound the	world. I	hrough G	JP, Whea	ton s	tudents a	re given th	ie	
							opp	ortunity t	to immei	rse them	selves in	U.S. cities	such as C	hicag	o and Me	mphis as v	well as	

- 7. It is important to remember to approve this change for going "live". It is equivalent to the "Save and Approve button in the other interface.
- 8. The approval function is done by clicking on the check mark icon in the row of icons at the top of the content module.



9. If you are unable to access the part of the page you need to edit in this Direct Edit mode, you can click on the "Edit Content" icon (pencil and a square) and...

АРР	REQUEST INFO VISIT	GIVING ATHLETICS NEWS EVENTS INFO
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tings		
	Menu	
nueue		+ INSERT CONTENT
		Greetings from Wheaton College! We are writing to introduce you to the Oriect Ch. Pend
		Outreach, and more specifically, the Global Urban Perspectives (GUP) program that your
cs		son/daughter may be serving with this summer.
		The Office of Christian Octave de (OCO) is dedicated by efficient de Wilcoten College
w		and once of Christian Outreach (OCO) is dedicated to onering the wheaton Conege
		international and national organizations, along with faculty and staff across departments an
		disciplines, to offer students unique opportunities to learn by combining their faith and
		academics through service.
de		
		Specifically, Global Urban Perspectives provides opportunities, both during the summer an
		school year, for students to learn more about urban society and issues flowing out of urban
t edit		centers locally and around the world. Through GUP, Wheaton students are given the

10. ...then you will have the full editing interface that you would see in the Site Structure.

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		If you have any questions about the following tutorial material, or a question about the Wheaton College website, please contact Les Barker at xSS10 or the Web Team at The WebBarbaston.adu		

Updated February 9, 2021