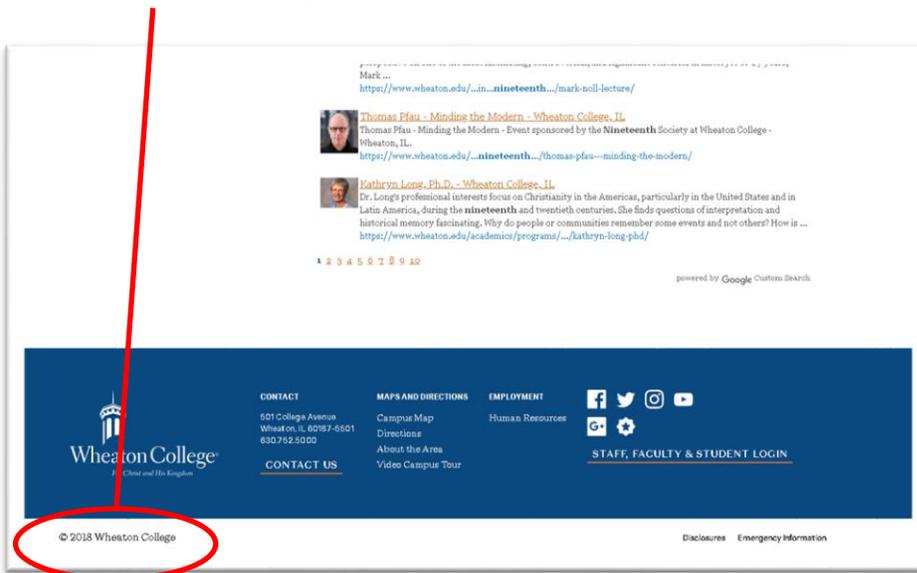
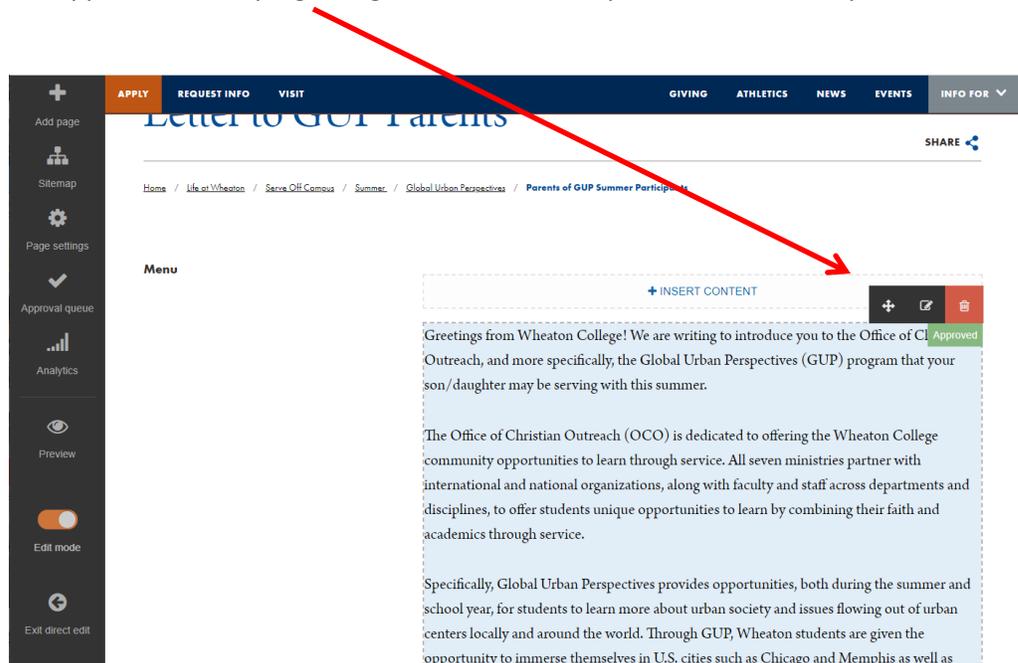


# Working in Direct Edit Mode

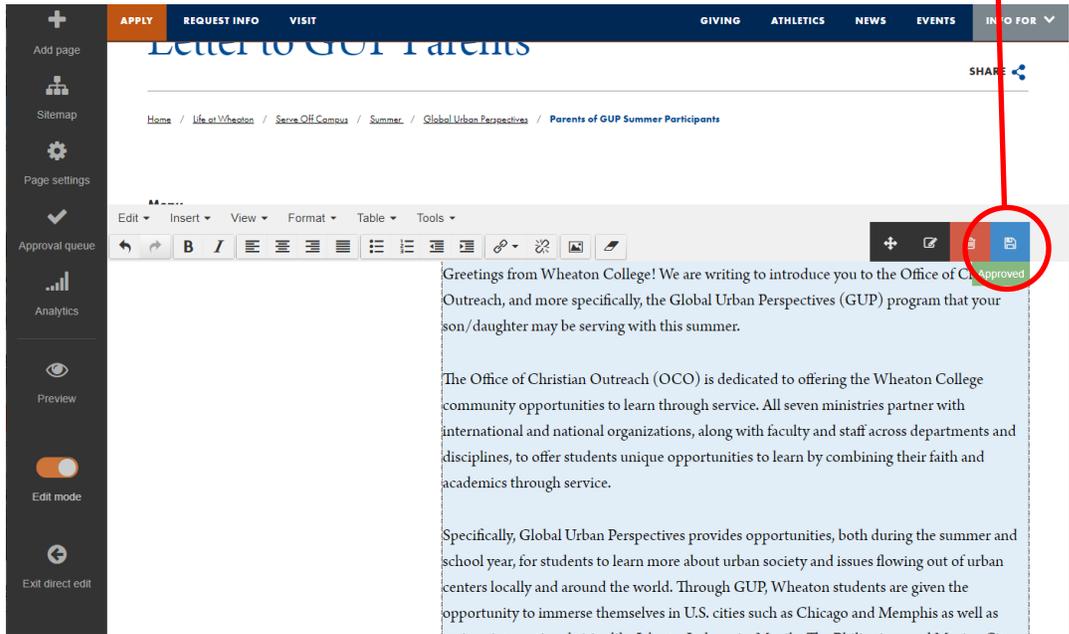
1. First, be sure that you are logged into the Wheaton College portal (portal.wheaton.edu).
2. Go to the Wheaton College website in your browser, and navigate to the page you want to edit.
3. Scroll down to the bottom of that page and find the copyright date in the lower left corner.
4. Click on the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

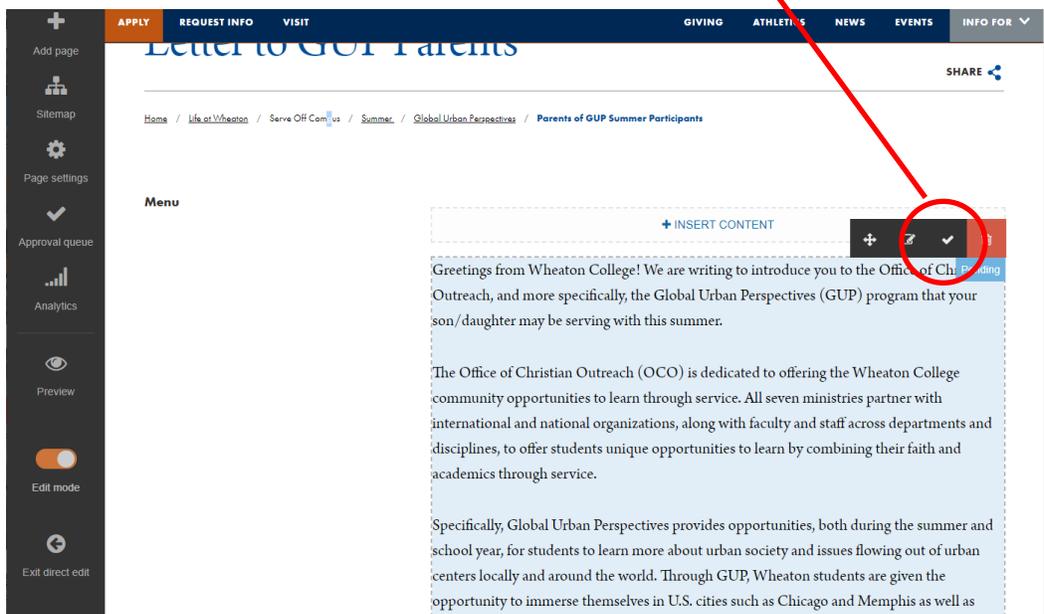


6. After making changes to text in the Direct Edit mode then click on the floppy disk icon that now appears in the upper right corner. This is the equivalent of “Save Changes” in regular editing mode.

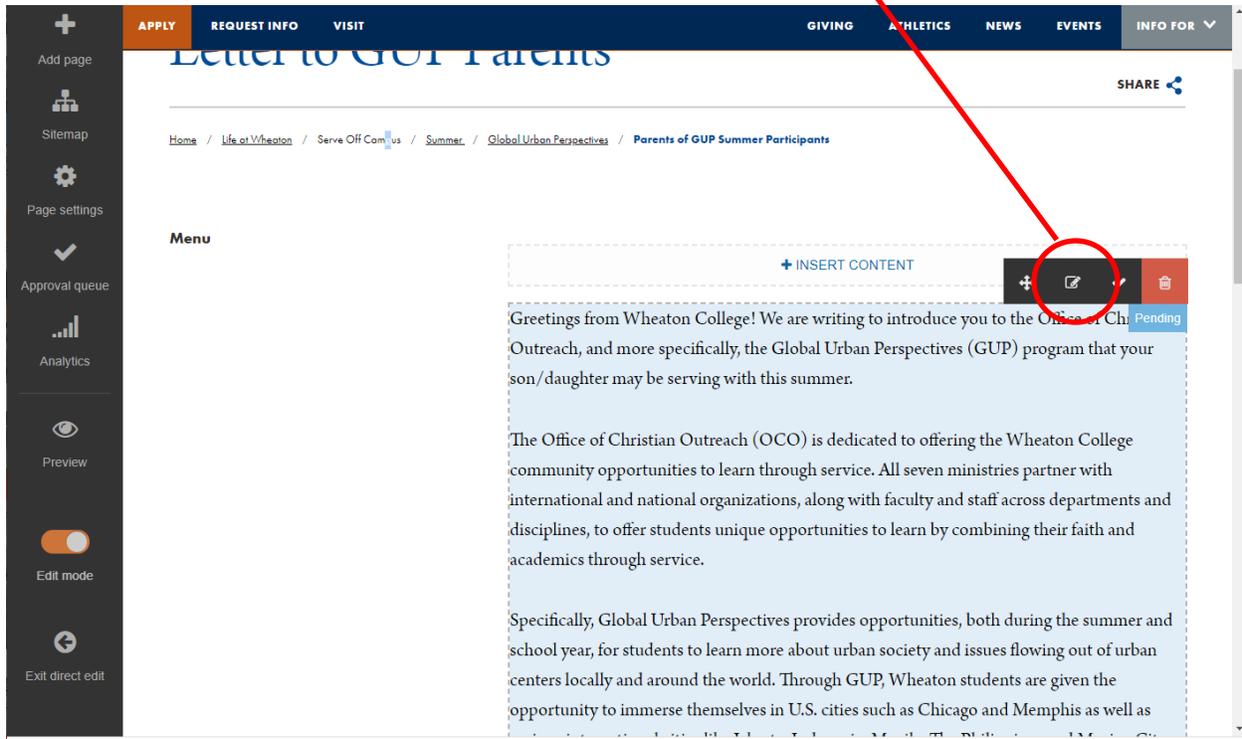


7. It is important to remember to approve this change for going “live”. It is equivalent to the “Save and Approve button in the other interface.

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...



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

