

SITECORE: Edit / Change an existing PDF in a Program page.

1. You must first upload your PDF into the Sitecore Media Library. See directions regarding adding pictures, files, and documents to the Sitecore Media Library.
2. In the CNHP website, find where you would like to make a change.
 - a. The thread at the top will show you where to look in Sitecore.

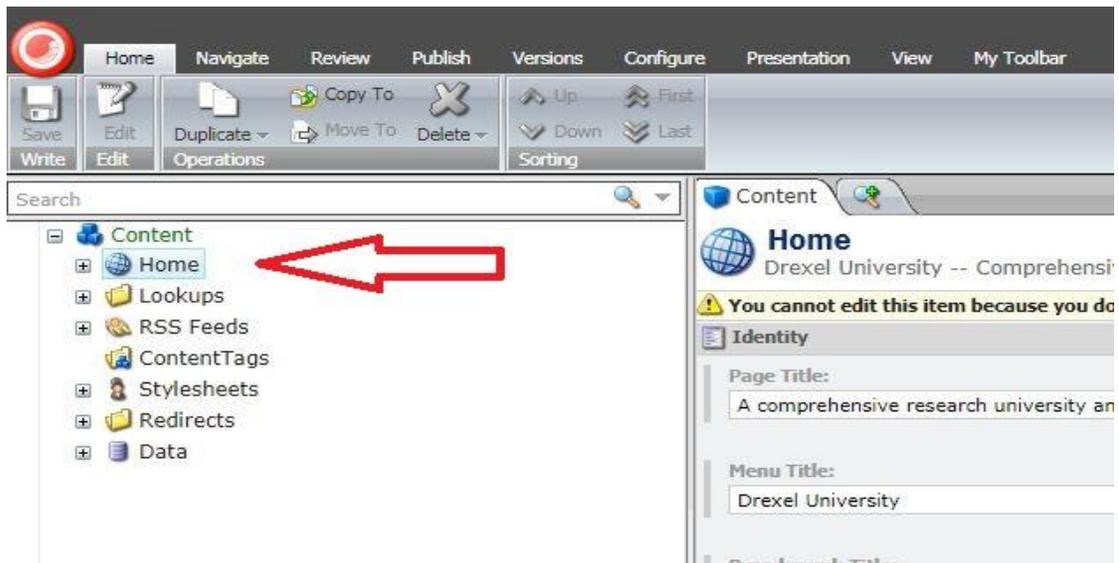
The screenshot shows the website for Drexel University College of Nursing and Health Professions. The navigation menu includes ACADEMICS, ADMISSIONS, RESEARCH, PRACTICES, FACULTY, and NEWS AND EVENTS. The breadcrumb trail is Home / Academics / Graduate / MFT in Family Therapy. The main content area is titled MASTER OF FAMILY THERAPY and has sub-tabs for PROGRAM, ADMISSIONS, CURRICULUM, ACCREDITATION, and OUTCOMES. The OUTCOMES tab is selected, showing the text: Student Achievement Criteria Data Disclosure: Graduation rates, national exam pass rate, and licensure rate can be found here.

3. Log into Sitecore: <https://webedit.drexel.edu/sitecore/login/>

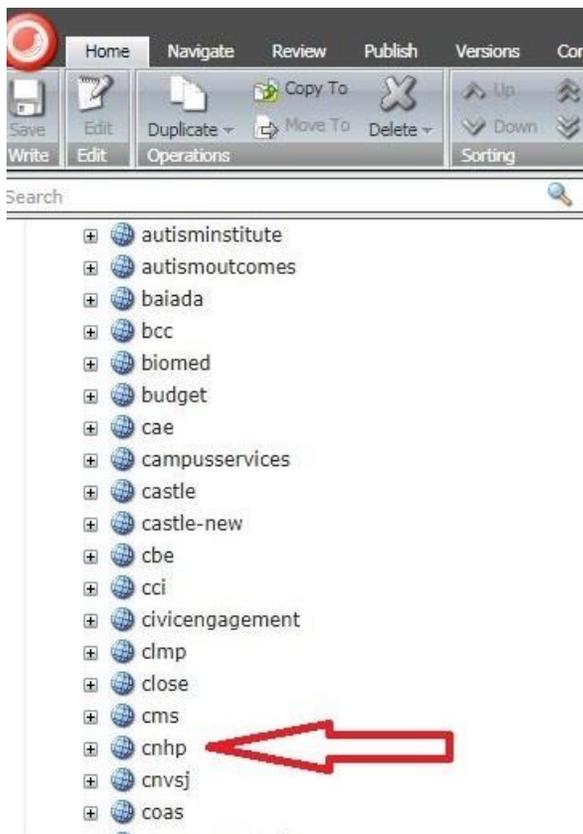
The screenshot shows the Sitecore login page. The page features the Sitecore logo and a 'Welcome to Sitecore' message. The login form includes fields for User Name (pmw56) and Password (masked with dots), a 'Remember me' checkbox, and a 'Login' button. Below the login form are links for 'Forgot Your Password' and 'Change Password'. The page also displays license information: License Holder: Drexel University, License ID: 20150330095633, and Sitecore.NET 7.5 (rev. 150212). There is also a 'Browser Notes' section with the text: Welcome to Sitecore CMS 7.5. You are running Google Chrome. Sitecore supports this browser.

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4. Open up "HOME" on the left column.

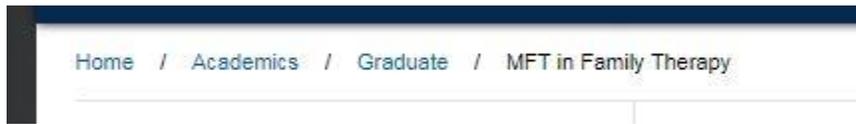


5. Find "CNHP"

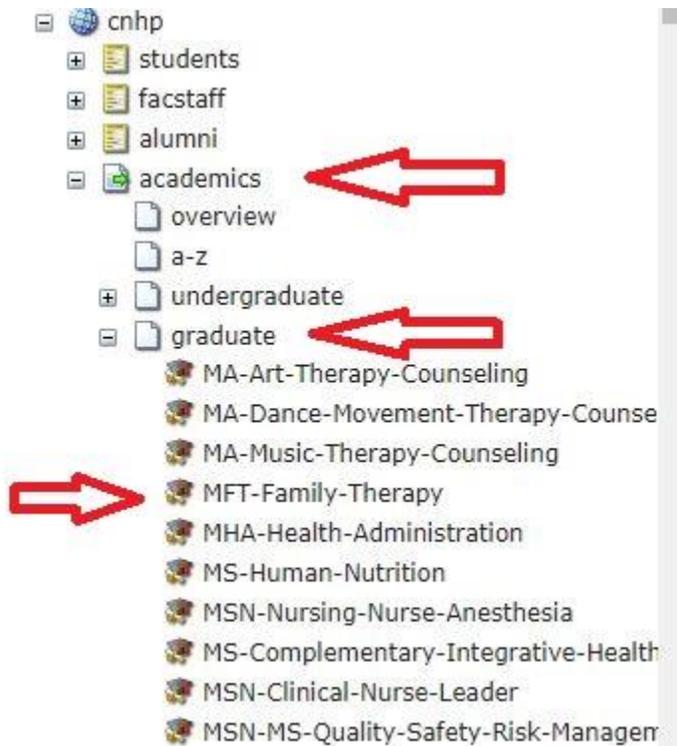


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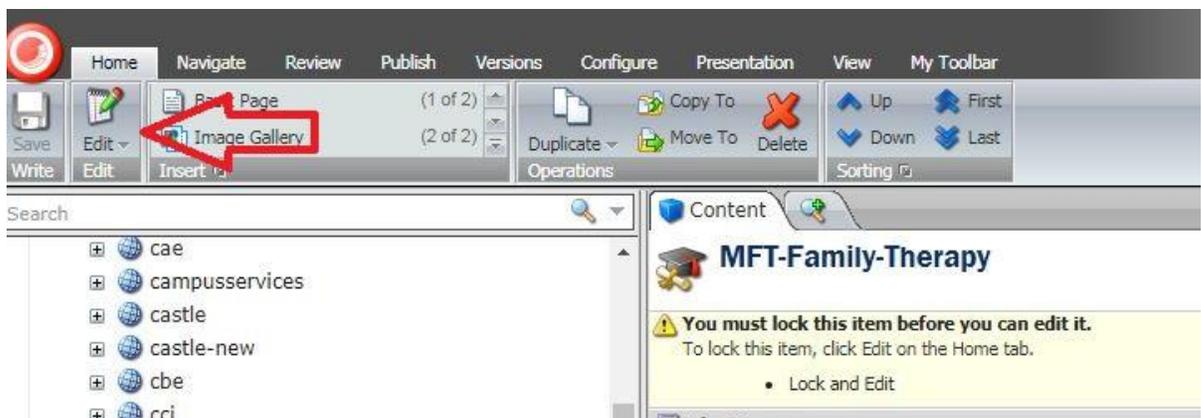
- Find the thread at the top of the CNHP website page. Home was CNHP.



Sitecore:

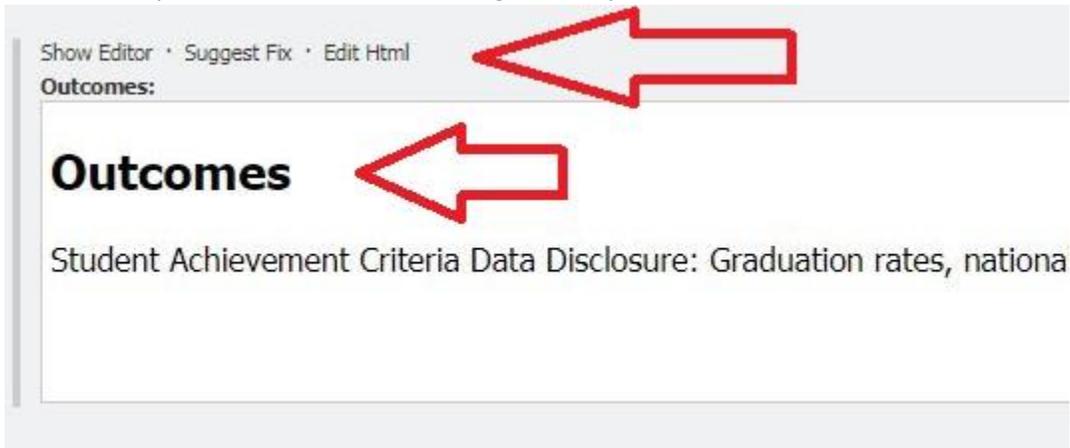


- Unlock page for editing.

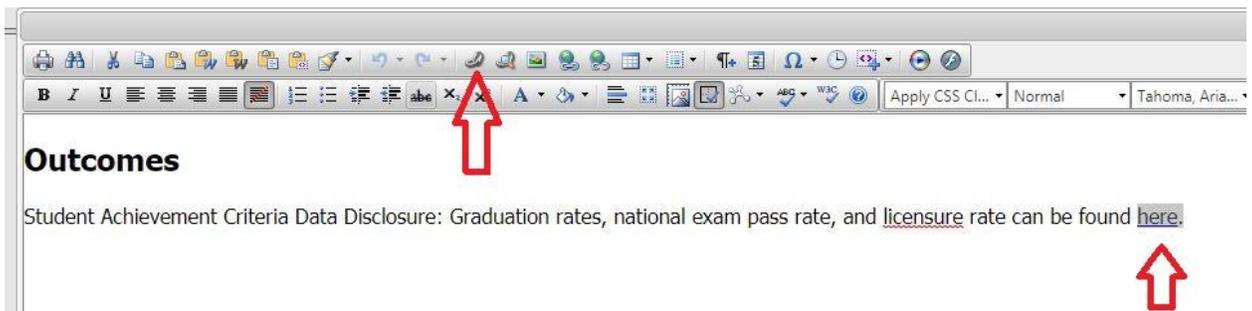


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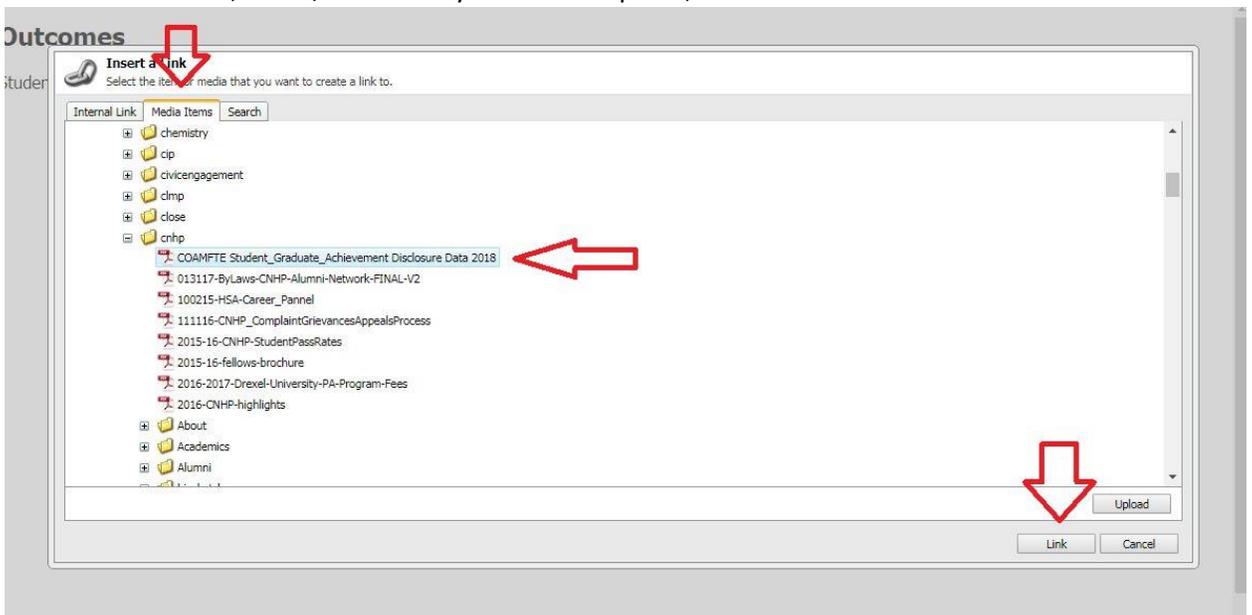
8. Find section you would like to make change in and press “Show Editor”



9. Highlight the word that is a hyperlink and press button for “Insert Sitecore Link”.

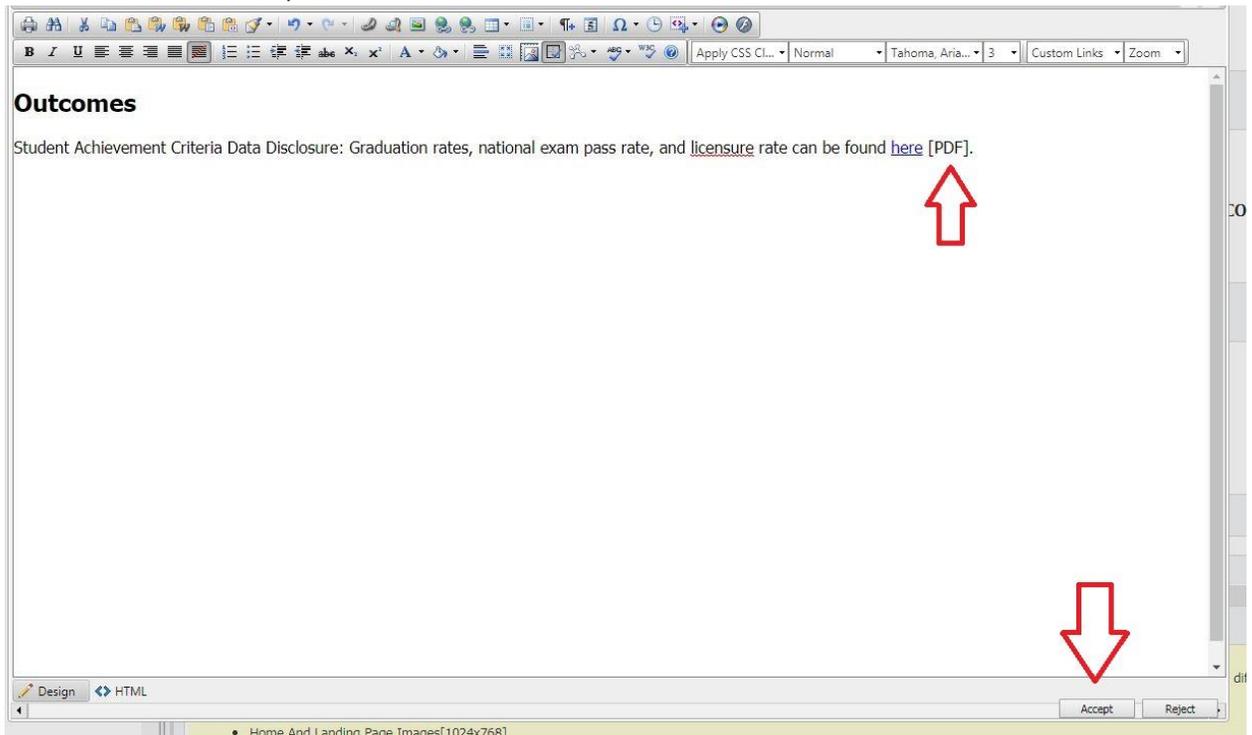


10. Select Media Items, CNHP, document you want to upload, then Link button.

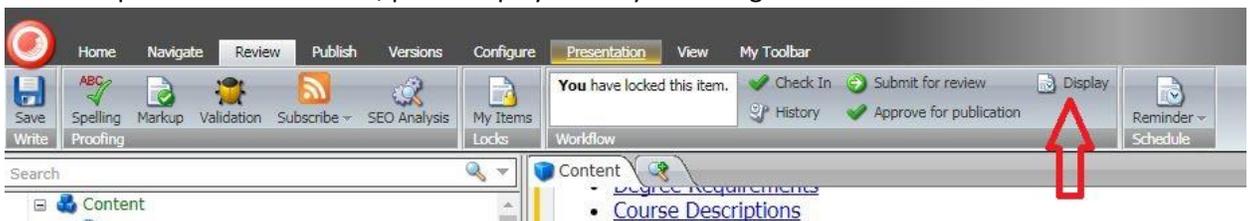


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11. Add text inside brackets indicating the type of document you have uploaded to the end of the sentence and then accept button.



12. On the top menu under Review, press Display to see your changes.



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13. In display setting, make sure changes are correct and link is working properly.

MASTER OF FAMILY THERAPY

PROGRAM **ADMISSIONS** **CURRICULUM** **ACCREDITATION** **OUTCOMES**

CLINICAL PRACTICE

OUTCOMES

Student Achievement Criteria Data Disclosure: Graduation rates, national exam pass rate, and licensure rate can be found [here \[PDF\]](#).

14. Save your Work and submit for review.

Home Navigate Review Publish Versions Configure Presentation View My Toolbar

Save Spelling Markup Validation Subscribe SEO Analysis My Items Locks Check In History Approve for publication Display Reminder Schedule

You have locked this item.

Workflow

Content

- Degree Requirements
- Course Descriptions

15. Fill in the comment box with your Drexel User ID / Department / Edit made description

webedit.drexel.edu says:

Enter a comment:

pmw56 - Dean's Office - CoFT - Student Achievement Disclosure Update

OK Cancel

rements
ptions
Schedule

16. Your change is submitted to MarCom for approval. Once approved, your changes will be live. This item is now locked again.