**CMU Websites**
How-to Guide

Locating Editing Options

Editing pages in CMU's enhanced websites works very similarly to how it did before, so if you are familiar with the editing process, you only need to know where to look to find the usual editing options. Note that there are also new features that you can use to restrict access to your website to only those with a CMU Global ID. That is covered in the "Securing Your Website" guide.

Because it is now possible to secure your website to internal CMU visitors, it is no longer necessary to sync your pages between CMU's internal and external web environments. By extension, this has simplified the approval process, so you might notice that your office's web approvers only need to approve one version of each page.

This guide is not intended to cover all of the editing processes in CMU's websites. Instead, it is meant to assist editors familiar with the editing process locate the tools available to them.

Site Actions

You may notice initially that the Site Action menu appears to be missing. Don't worry, we've just replaced it with an easy-to-identify "gear" icon. While you're logged in, you can still find that menu at the top-left of any site that you have access to edit. Clicking the gear icon will display the options available to you.
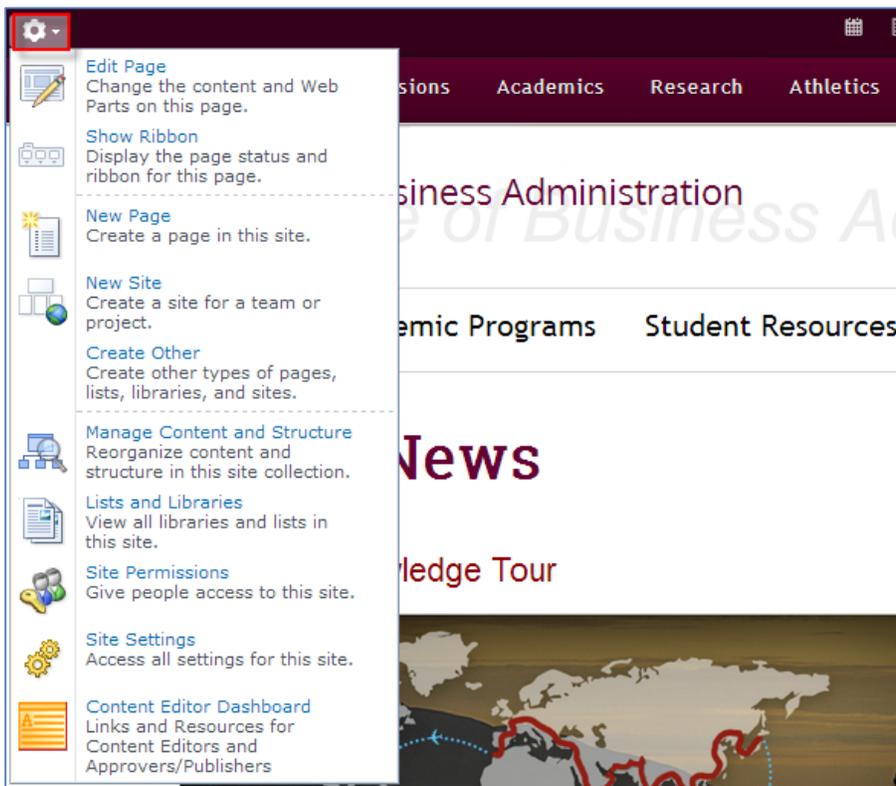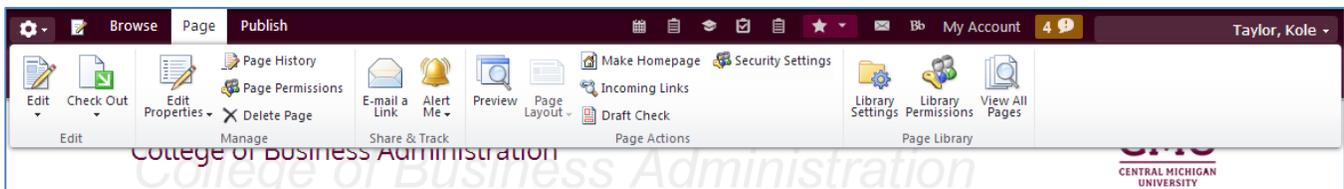
Showing the Ribbon

In many cases, the Ribbon will be hidden by default, so you may need to enable it to find some of your editing options. Doing so is a simple matter of choosing Show Ribbon in the Site Actions menu.
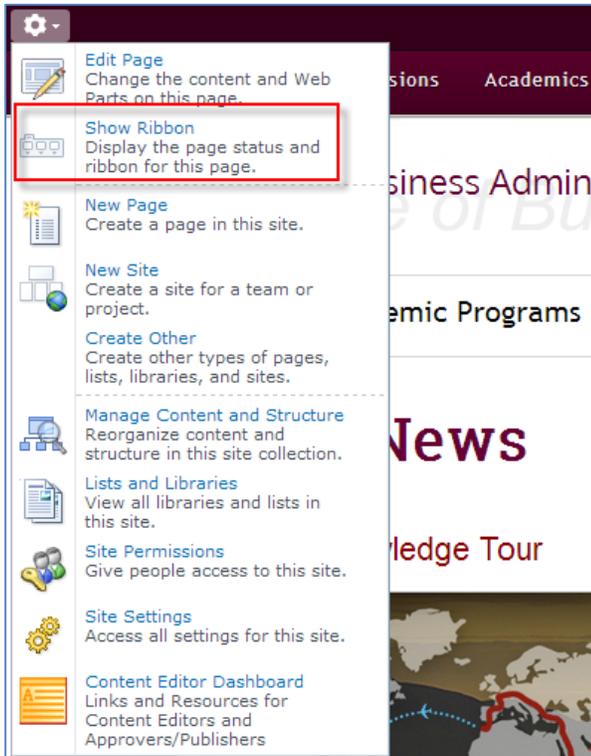
After showing the Ribbon, the Browse, Page, and Publish tabs will appear. Click any of these to display each tab's options.

Note that the Ribbon will pop-over contents near the top of the page. If you wish to minimize it, simply click the Browse tab.