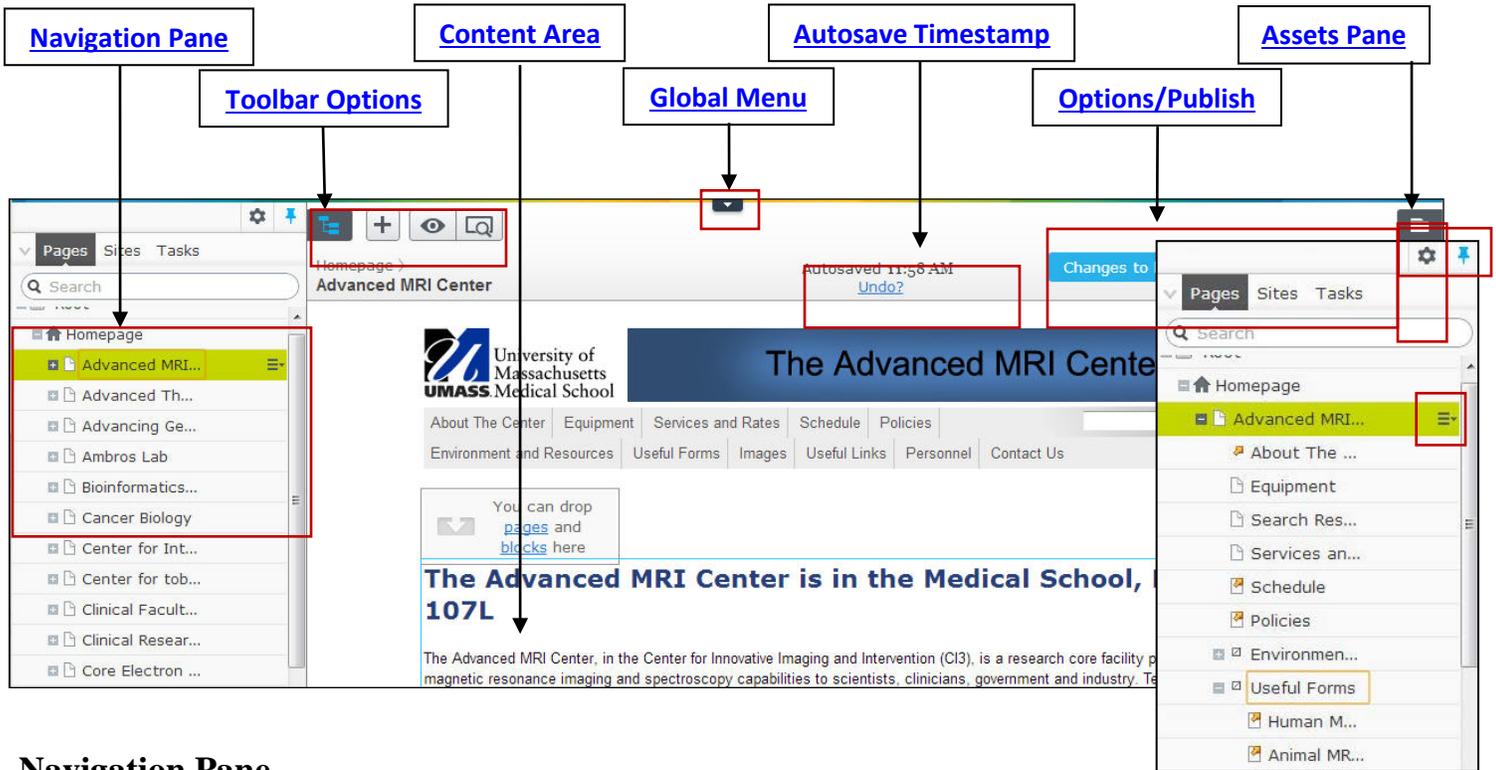# EpiServer Content Management System

Interface and Functionality

This document outlines the EPiSERVER interface with a short description of each feature. If you find some functionality is not working it may be due to the type of access you have been granted or the function has not been activated.

Navigation Pane   **Content Area**   **Autosave Timestamp**   **Assets Pane**

Toolbar Options   **Global Menu**   **Options/Publish**

Navigation Pane

All sites are listed alphabetically and show the pages of the website as a tree structure.

Navigation Pane settings: Select either to add or rearrange gadgets on the pane.
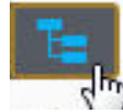

Pin Navigation Pane settings: If you have expanded the pane, click to save your settings to the next time you log in to the website.
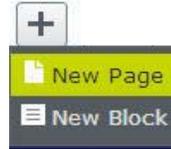

When a page is highlighted click on the icon to the right of the page title for these options: Add new page, copy, cut, or move to trash.

Toolbar Options

- ➢ **Show Navigation Pane**: Click to expand the pane to the default width. You can then drag to expand the pane to the size you want.

- ➢ Click plus sign to add a new page or block.
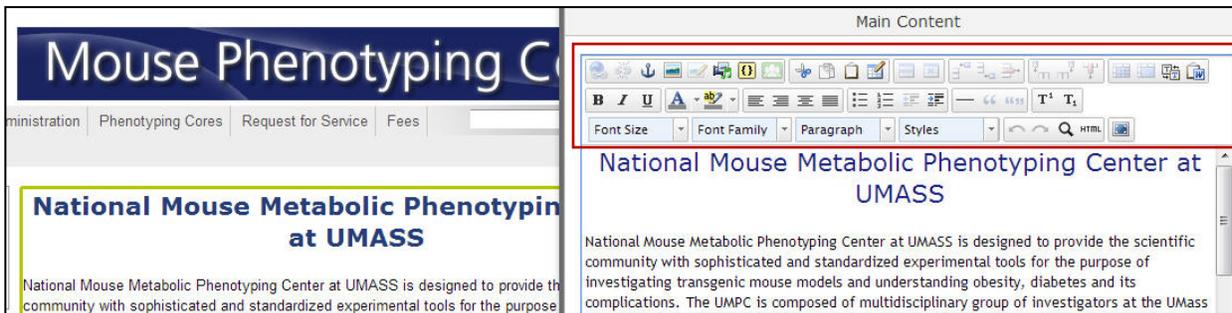
- ➢ Click to toggle view settings.

- ➢ Click to preview page. Click again return to edit mode.

Content Area

The **Content Area** shows the current page. It can also be a specific area on a web page for adding content through drag-and-drop operations. Clicking on a specific area will open the content in the HTML Editor.
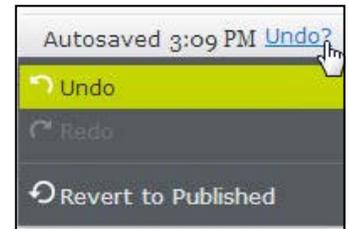
Global Menu

This very small icon is located at the top center of the interface. The Global Menu is automatically minimized; pull it down again by clicking the arrow.
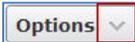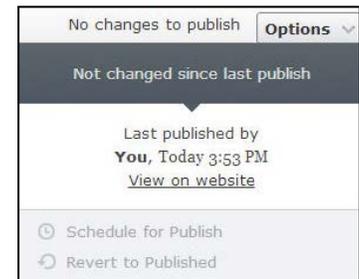
Autosave Timestamp

When you are working with a page, you can see it being saved through the Autosave function with a system-generated timestamp. Click **Undo?** to select the following options:

➢ **Undo** to discard your changes on the page you are editing.

➢ **Redo** if you discarded your changes through Undo and want to take them back.

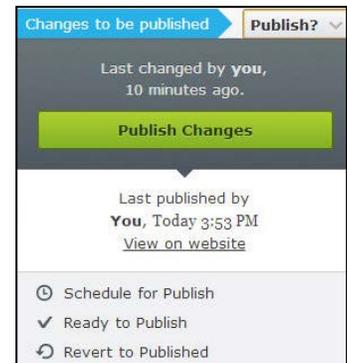➢ **Revert to Published** to take back the latest published version.

Options/Publish Button

The [Options ⌄] button appears in the top right corner of the page until you change anything on the page. Click the chevron for more information.

The [Publish? ⌄] button appears when you change any of the content on the page. Click the chevron for more options.

Assets Pane/Forms Editing

Assets Pane contains blocks, files, calendar events and other tools for customization.

The **Forms Editing** view has a set of tabs already set up for each page type and block type in a standard installation. Here you can access all editorial functions and properties in a forms view.