



# WordPress User Guide

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# 1. Introduction

WordPress is a Content Management System (CMS) that allows content contributors to easily create, update, manage and publish website content. It is widely regarded as one of the easiest and most user-friendly content management systems with many similarities to typical word processing programs.

This is your guide that outlines basic content editing processes.

**Note:** Some websites have content contribution roles set up according to workflow functions, that can enable them to either 'Publish' content or 'Make Revision' to gain approval prior to being published.

## 1.1 Web design guidelines

Curtin websites are created according to the University's design guidelines. This includes the way content is written, and the way it appears. Site editors and publishers are encouraged to browse through Curtin's websites to gain an understanding on how design elements and webpage building blocks (or page modules) are used, as well as to familiarise themselves with our web writing and style guides available on the Web Toolkit page:

<http://web.curtin.edu.au/>

## 1.2 Access & login

Once you obtain your role as a content contributor, you will be able to use your staff login credentials to access the website you wish to edit.

Once you are logged in, you will be able to see a black or grey bar that appears at the top of your web page. This bar is called the Admin or Action Bar and it is an easy-to-access toolbar with a few shortcuts to WordPress Dashboard or to edit a page.

If you can see the 'Edit Page' button, your content contribution access is enabled. If you can't see this button, you will not be able to modify the page.

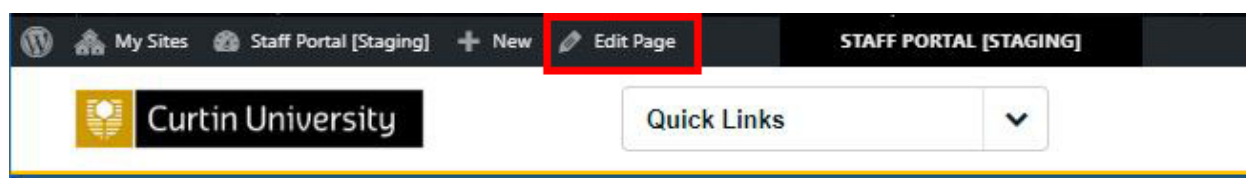


Figure 1.1 – WordPress Admin Bar

# 2. Home page

Figure 2.1 demonstrates editable areas on Curtin's Future Students website. All pages within the CMS are made up of various elements and content blocks also known as page modules. Access to a home page is usually restricted to site editors.

The image shows a screenshot of the Curtin Future Students website home page with several red annotations pointing to specific elements:

- Search module:** A search bar at the top with the text "Find a course, unit or MOOC" and a "SEARCH" button.
- 'Spotlights' page module with custom images, text and a call button:** A row of four spotlight cards: "Scholarships, financial assistance and fees", "Other admission pathways", "Years 10-12", and "Curtin life". Each card has a custom image, a title, a short paragraph of text, and a "FIND OUT MORE" button.
- Editable text:** A card titled "Aboriginal and Torres Strait Islander students" with a paragraph of text and a "FIND OUT MORE" button.
- Call to action button:** A card titled "Regional study" with a paragraph of text and a "FIND OUT MORE" button.

Figure 2.1: Home page elements of [futurestudents.curtin.edu.au](http://futurestudents.curtin.edu.au)

# 3. Gateway pages

A gateway, or a landing page is a top-level page of a site section. This is an overview page that uses page modules with functionalities such as links to child pages, course search, social media feeds or content promotion. These pages are usually just used for Level 1 or Level 2 gateway pages that showcase and surface relevant content from a site section. Like the home page, these pages are restricted to site editors.

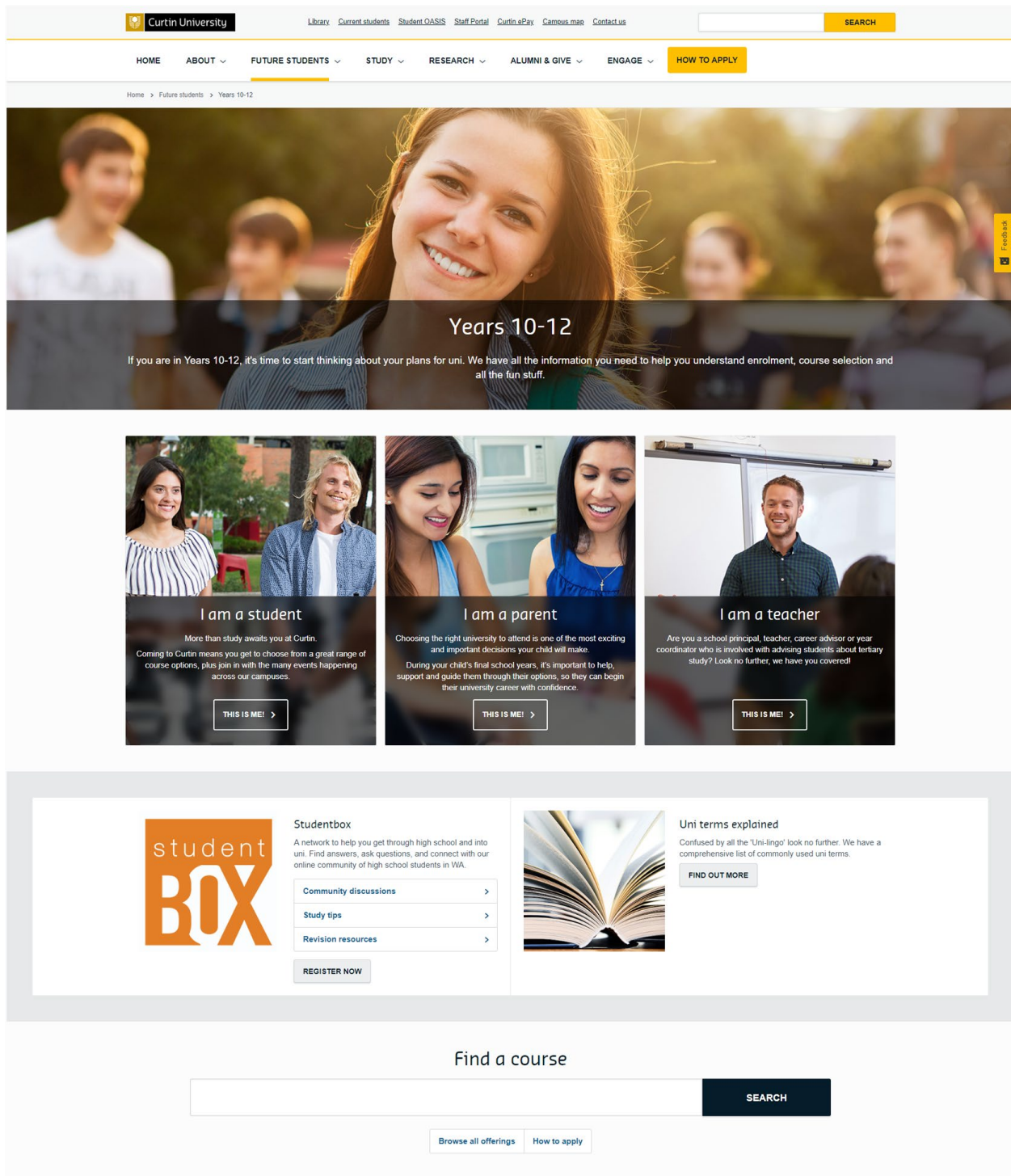


Figure 3.1: Landing page demonstrating elements of [futurestudents.curtin.edu.au](http://futurestudents.curtin.edu.au) – first half of the page.

**FEATURED STORY**

## First scholarship winner hopes to follow in Julia Gillard's footsteps

One of Western Australia's brightest high school graduates is the inaugural recipient of the Julia Gillard Women in Leadership Scholarship to study at Curtin University.

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### Why choose Curtin

At Curtin we have globally recognised courses and extensive industry connections. You'll be immersed in technology-rich environments and inspired by innovation, creativity and high-impact research.

[CLICK TO READ MORE...](#)

● ● ● ● ●

Visit our online support centre for questions on offerings, admission criteria, bridging and enabling courses. Anything Curtin course related, we can answer it.

### Curtin Connect Future Students

Contact hours: Monday to Thursday 8.30 am – 4.30 pm and Friday from 10.00 am – 4.30 pm (excluding public holidays)  
Phone: 1300 222 888

[Support for Australia and New Zealand Students >](#)

### International Student Services

Contact hours: Monday to Friday from 8.00 am – 5.00 pm (excluding public holidays)  
Phone: 1300 222 888 (select options 2-2-1) or +61 8 9266 5888 (if calling from overseas)

[Support for International Students >](#)

Figure 3.2: Landing page elements of futurestudents.curtin.edu.au – bottom half of the page.

# 4. Standard pages

## 4.1 Main content, navigation and sidebars

Figure 4.1 shows the location of main menu, section navigation, main content area and the right sidebar. The most important information must be displayed in the main content area marked in red.

The sidebar, shown in blue, should be related to the main content, but not of primary importance. Items such as **Related links** are displayed here.

The main menu is displayed on the top of the page (magenta). On hover, the menu will reveal the second level of navigation (see Figure 4.2). The full hierarchical menu is available through the section navigation displayed on the left of the page. This area is used to priorities the most used/most important pages within that section.

**Note:** You can opt to hide the left navigation depending on each section's design requirements.

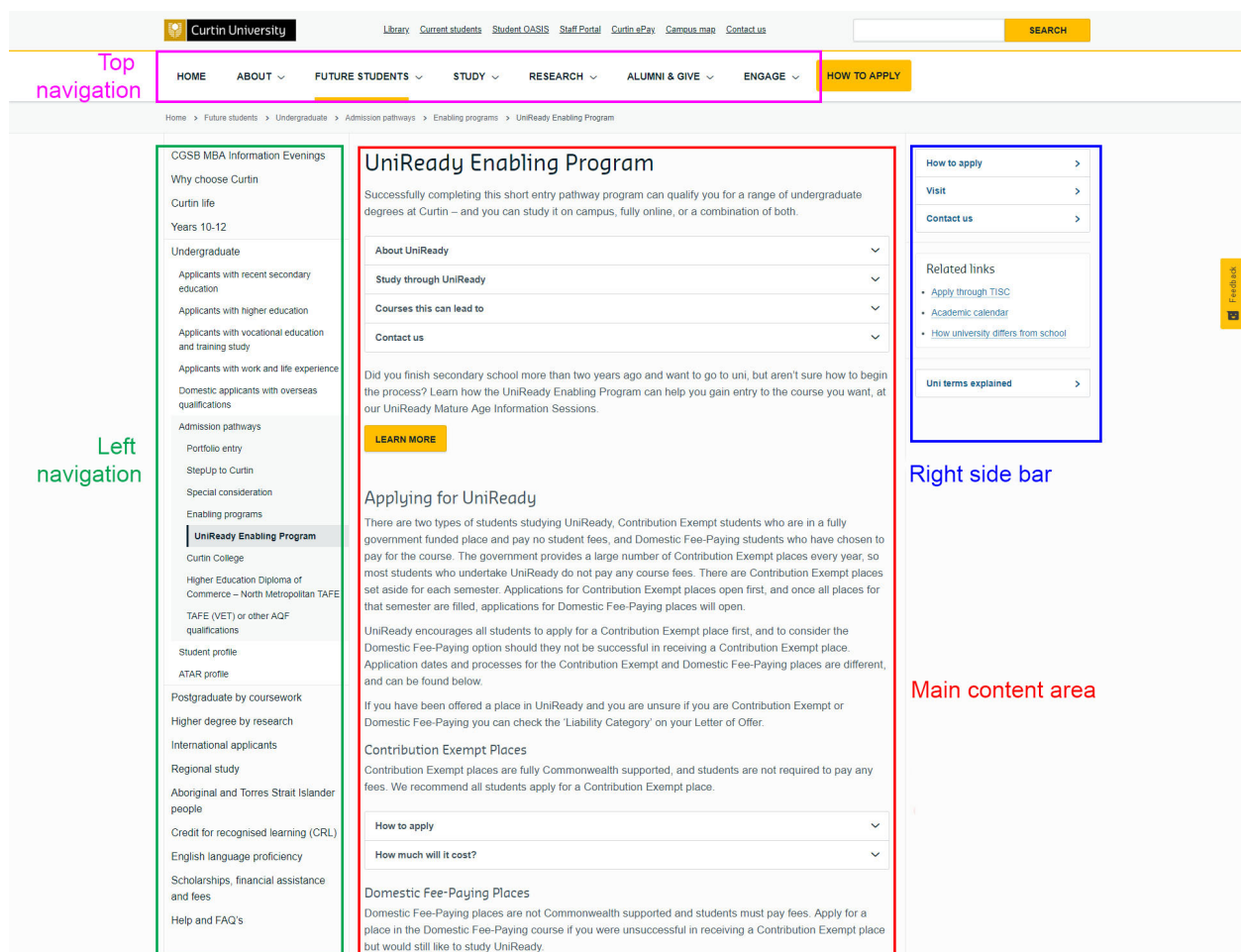


Figure 4.1: Location of main and additional content (red) and secondary content (blue) areas

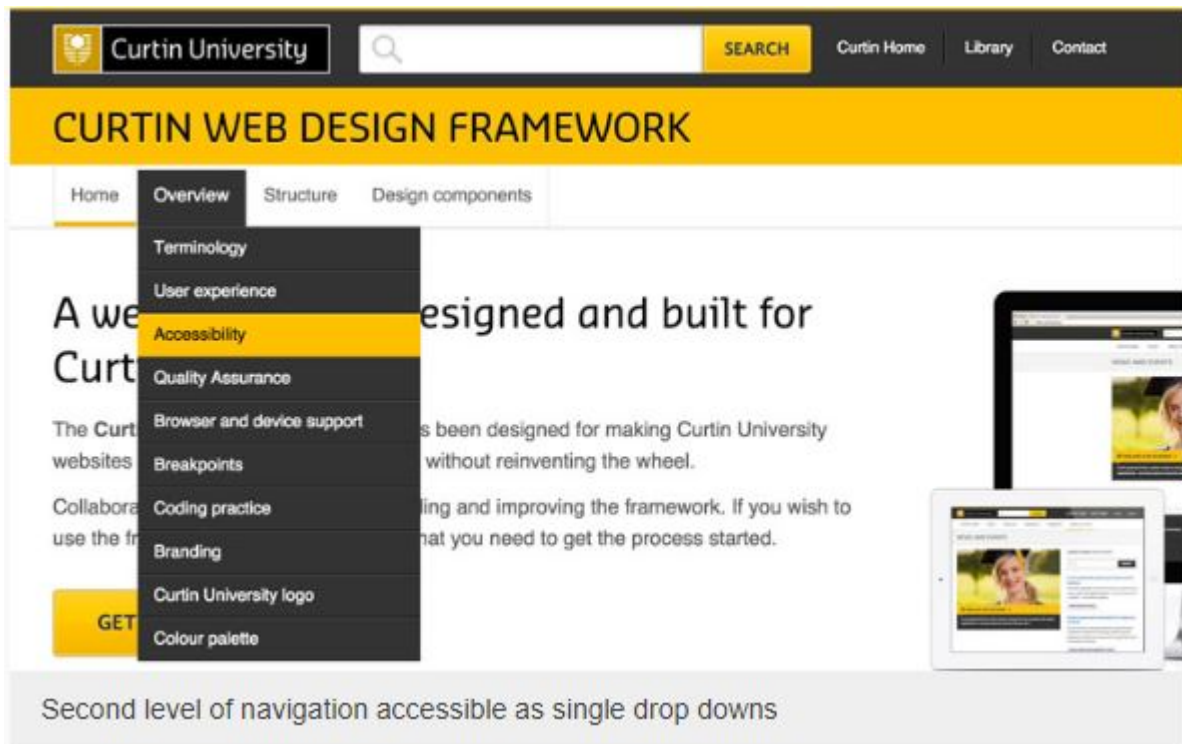


Figure 4.2 Top navigation / main menu revealing succeeding second level child pages

## 4.2 Section navigation

The section navigation is related specifically to the section of the website displayed in the section title.

On the desktop and landscape tablet it is situated on the left side of a content page by default; on a mobile and portrait tablet view it is collapsed into an expandable menu accessible via the 'hamburger' icon positioned next to the section title.

The section navigation expands three levels on all screens. This decision has been made to reduce the complexity of hierarchical menus and allow for content to be simplified for easy reading on all screens.

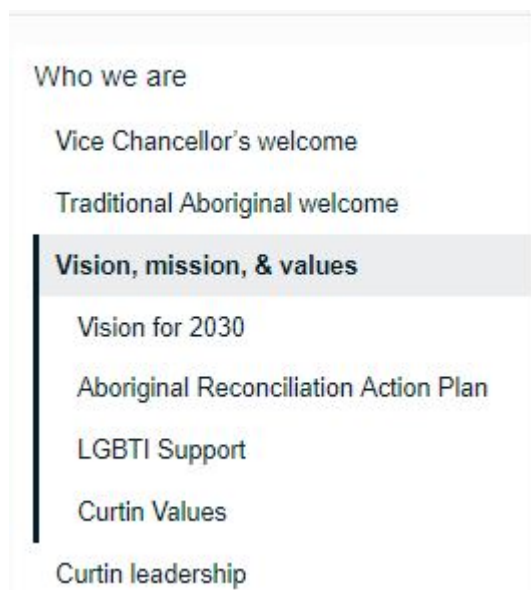


Figure 4.3 Left navigation

# 5. The WordPress Dashboard

The Dashboard is the main administration home page which is essentially the ‘back-end’ of the website.

Figure 5.1 below shows all the areas available for a site content editor:

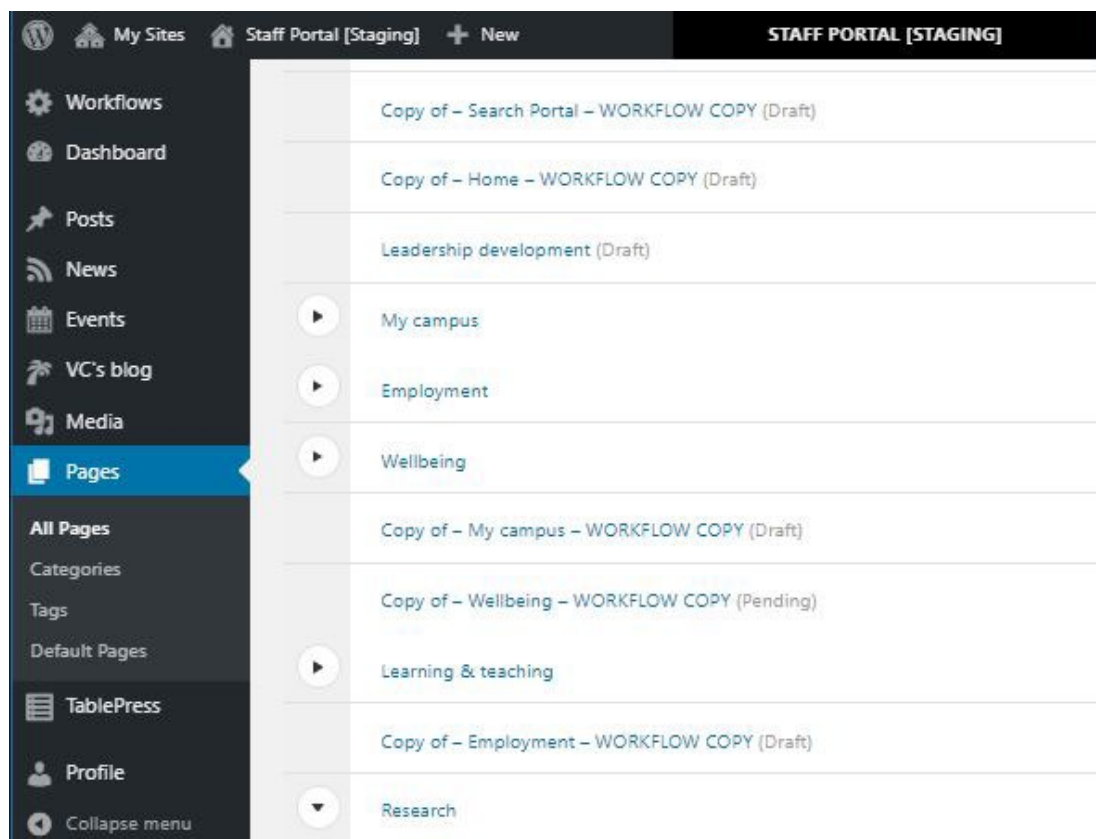


Figure 5.1 WordPress Dashboard and page tree

## Media Library

The Media Library is where all images and documents are stored. Content editors are able to browse through the Media Library in order to edit as well as update any files that have been stored there.

## Pages

The Pages section is where all website pages are created and updated.

When you select *All Pages* from your menu, you will be able to see the structure of your website (Figure 5.1). You can edit pages from this view, and you can choose to view pages according to a selected category. This view mirrors your site’s navigation and hierarchy.

**Note:** If you click on a page you don’t have editing access to, this page will simply reload. If you have access, you will be taken to the selected page’s editing view.

# 6. Editing a page

Below are the content elements of a standard web page. This includes the areas to input / edit your title, web page text, add page or sidebar modules, show banners and add media and attachments.

## 6.1 Page options

In the editing window, you will see a **Page Options** area you can expand or shrink depending on the sections where you would like to work (See *Figure 6.1* for expanded view, or *Figure 6.4* when shrunk).

This section contains four tabs where you can control sidebar and heading content:

- Heading
- Other options
- Banner
- Sidebars

### Heading

Heading tab allows you to update title, optional header content and header links (*Figure 6.1*). You can add / change banner overlay colour for banner images and videos (see background colour in *Figure 6.1*).

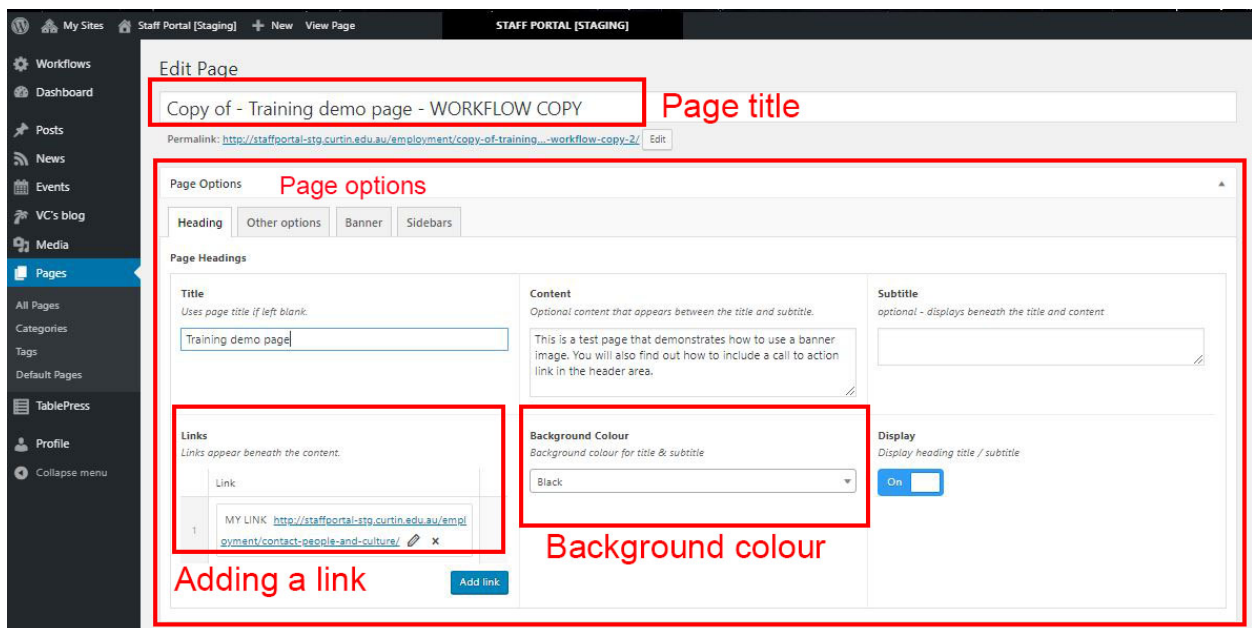


Figure 6.1 Heading tab

## Banner

Banner tab allows you to add / update your page banner. You can select to use an image or call-to-action (CTA) items.

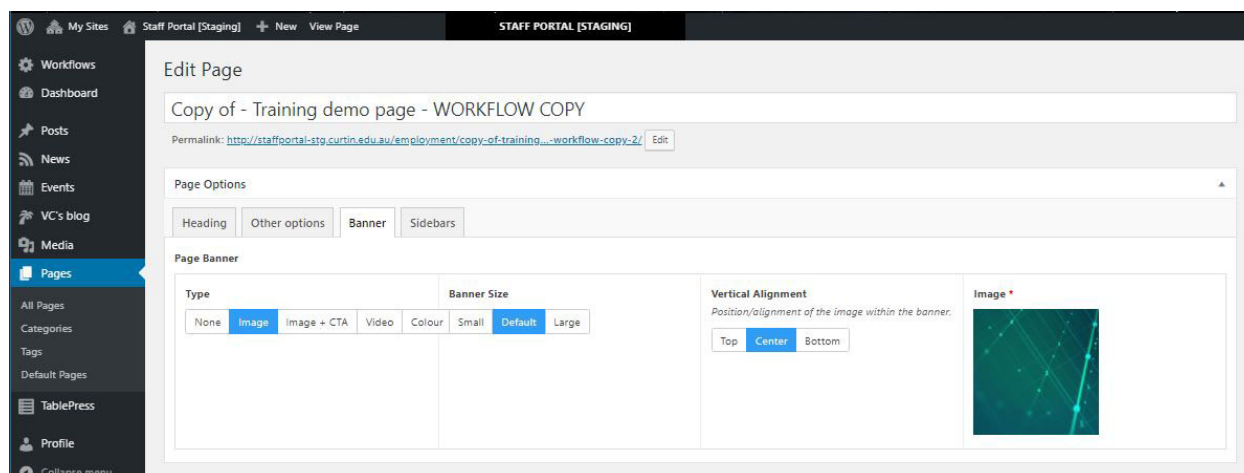


Figure 6.2 Banner tab

## Sidebars

Sidebars tab allows you to edit the following:

- Show/hide left sidebar
- Show/hide right sidebar
- Show/hide page navigation in the left sidebar
- Apply to children – enabling this function ensures that all child pages inherit **all** parent page options. This could be useful if you would like for all child pages to:
  - display a content box with same information in the right sidebar
  - opt to hide left navigation

**Note:** if you would like to have one of these elements to appear differently on one of the child pages, do not enable this function.

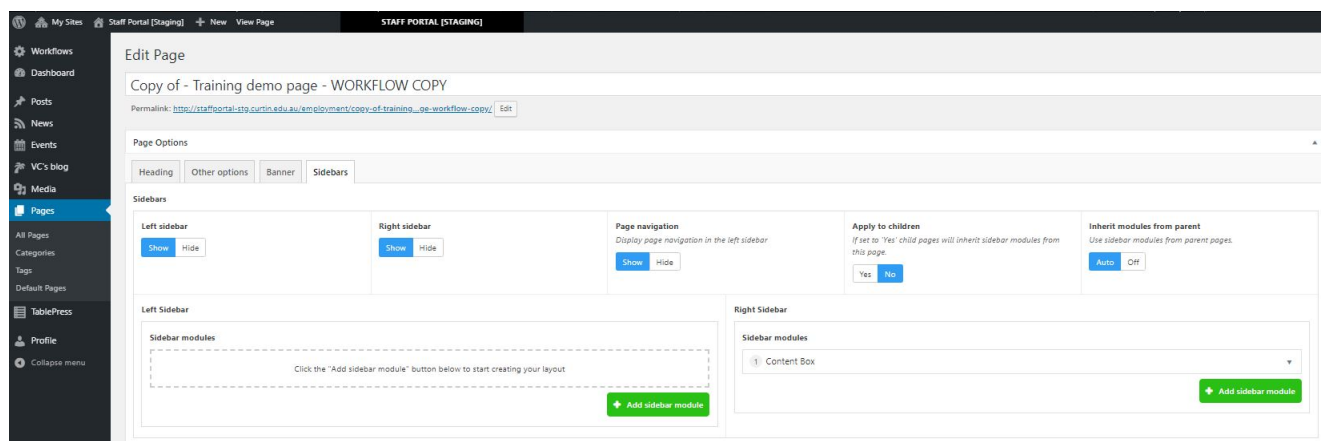


Figure 6.3 Sidebar tab

## 6.2 Categories, Tags, Page Attributes and Featured Image

**Note:** These features are restricted to some site editor roles, and are located on the right-hand side.

### 6.2.1 Categories and tags

**Categories** are used for broad grouping of posts. Think of these as general topics that can help identify your post, and can help improve your site's search engine optimisation (SEO). These can be used to group news, events or forums. Categories are hierarchical.

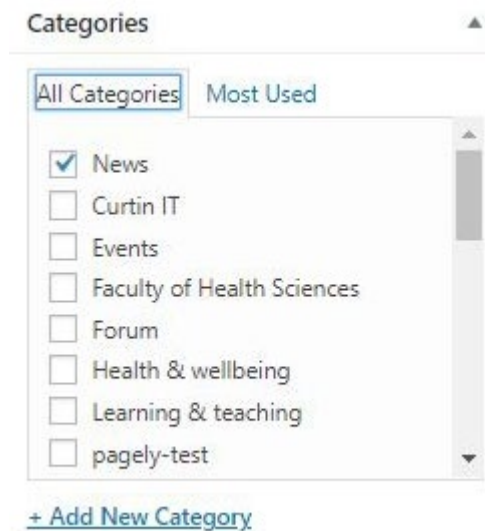


Figure 6.4 Categories

**Tags** are meant to describe specific details of your posts. Think of these as your site's index words. They are micro-data that you can use to micro-categorise your content and can improve your site's SEO. Tags are not hierarchical.

You can refer to the online [WordPress beginners guide](#) for more information about categories and tags.

### 6.2.2 Page attributes

You can determine the parent of your page in the Page Attributes area, as well as the order it appears in the navigation.

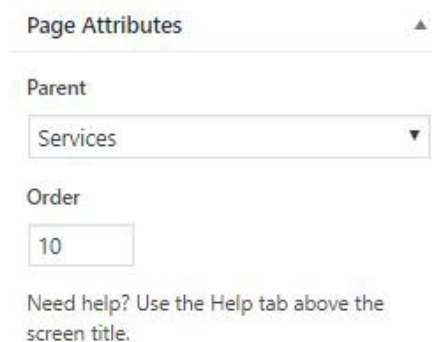
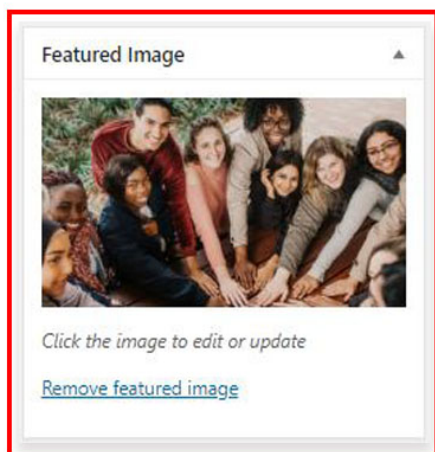


Figure 6.5 Page attributes


### 6.2.3 Featured image

Featured image is used to identify your page, when listed. These are particularly useful when listing news and events items on the web page.




News [All news](#)


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 **2019 Curtin Learning and Teaching Grant recipients**  
Monday, 10 December 2018 Learning & teaching, News  
Twenty learning and teaching projects to be funded in 2019.


---

 **Curtin community helps women in need**  
Monday, 10 December 2018 News  
Through the generosity of many Curtin staff, essential goodies have been donated to the Share the Dignity 2018 campaign.

---

 **Update on staff and alumni giving 2018**  
Monday, 10 December 2018 News  
University Advancement is pleased to provide an update on the Alumni Annual Appeal and staff giving program, Give to Change.

---

 **Share an Aussie Christmas Day**  
Monday, 10 December 2018 News

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
 **External Review of Academic Governance**  
Monday, 10 December 2018 News  
Outcomes of the External Review of Academic Governance.

Figure 6.6 Using featured image

## 6.2 Editor modes and toolbars

The Editor is also known as the WYSIWYG (What you see is what you get) page module. There are two editing modes available, depending on which you are most comfortable with:

- Visual Editor
- Text Editor

### Visual Editor mode

This is a default mode and looks very similar to a word processor. The Visual Editor icons (widgets) allow you to format text, change font alignment, insert bulleted and numbered lists, create tables, add media and links. The editor toolbar contains all the formatting elements that you need.

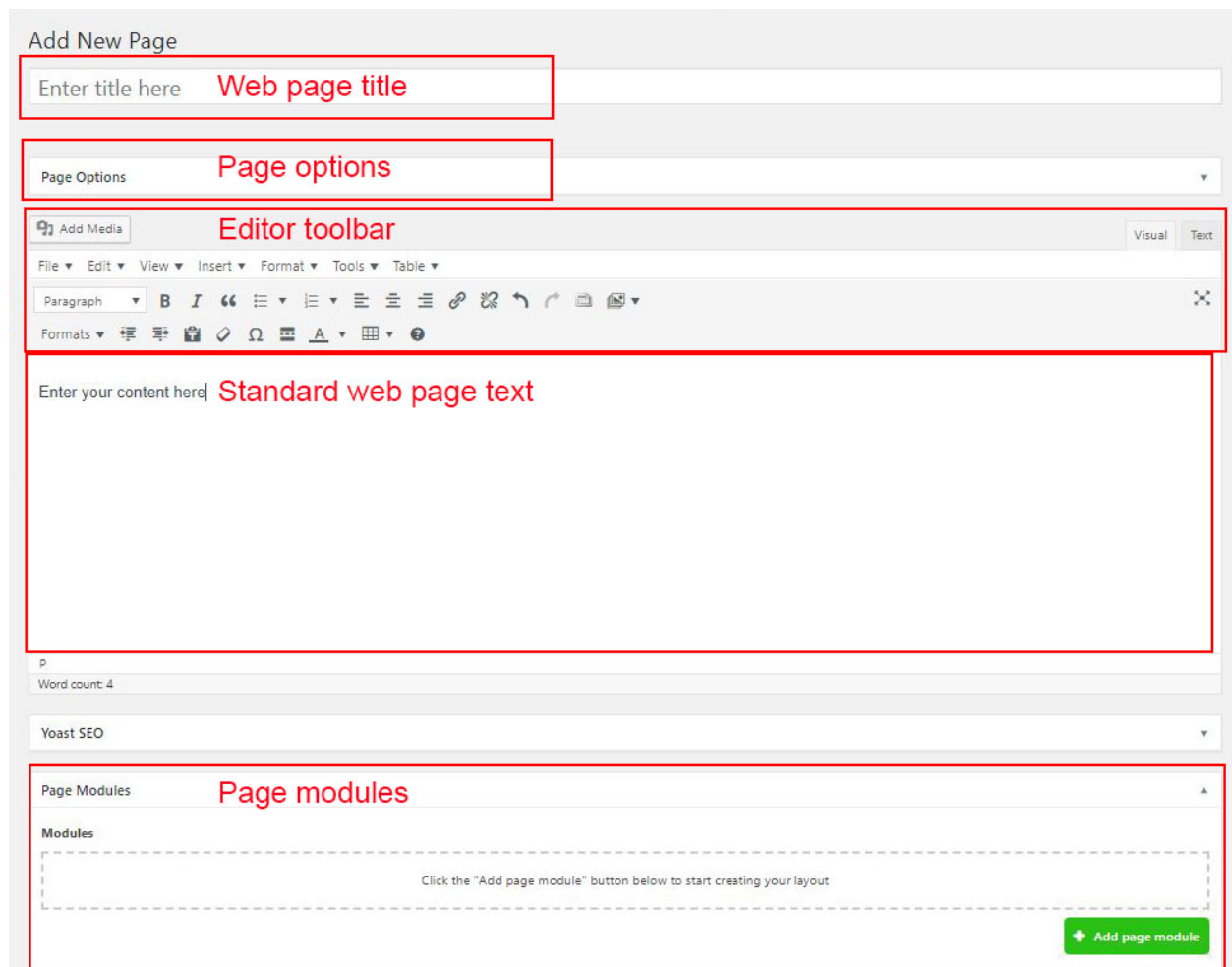


Figure 6.7 WordPress Editor

### Text Editor mode

The Text Editor has fewer options, but allows you to write your posts in HTML. This editing mode is aimed at users who are comfortable working with mark-up language. When you need to add a different font style, or paste in code from an outside source, you can use the Text Editor.

### Switching Editors

Switching between the visual and text editing modes is easy. Just use the tabs directly above the right side of the editing area.

You can find out about benefits and implications of switching between the editors in the [WordPress manual](#).

## 6.3 Editor toolbar options

The Visual Editor toolbar contains options to add media, perform formatting functions, draw tables, add links, emails or anchors. Most formatting widgets (bold / italic text, lists, links, etc) are visible in the toolbar (see *Figure 6.8*). If you can't locate the widget you would like to use, try checking under 'Insert' or 'Format' menu functions (see *Figure 6.9*). The top menu replicates all widget functions.

**Note:** *The appearance of widgets is customised according to the WordPress theme updates performed by admin, and can be subject to minor changes.*

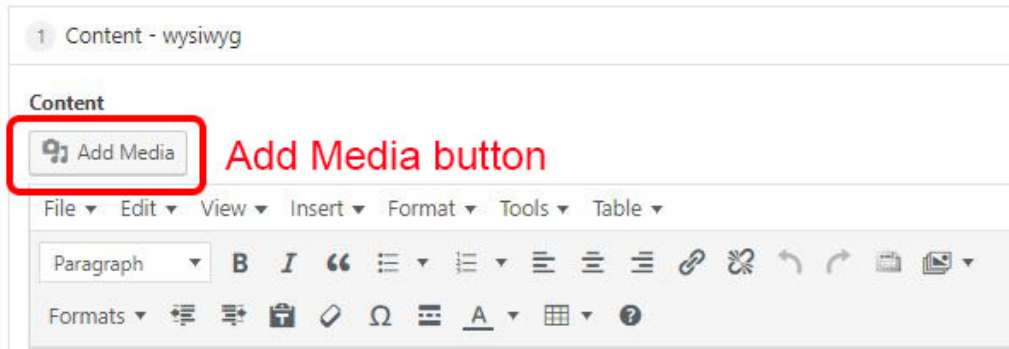


Figure 6.8 Visual Editor toolbar

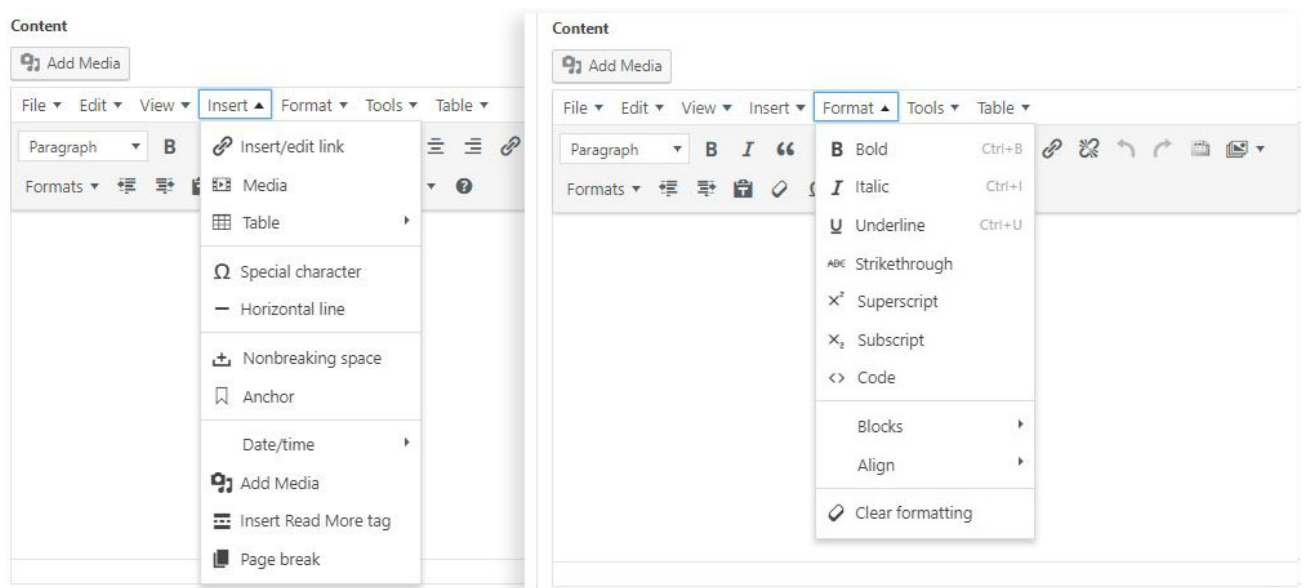


Figure 6.9 Visual Editor menu

### 6.3.1 Add Media

Use the 'Add Media' button to insert documents and images from the Media Library (see *Figure 6.8*), or upload new media attachments from your computer.

When you click on 'Add Media', the Media Library will open in a new window. You can select an existing image / document from an already existing repository or alternatively upload a file from your computer (see *Figures 6.10 and 6.11*). Once selected, click on 'Insert into page' button at the bottom-right of the page. You will now be able to see the image or document in your editor. Click on 'Publish' to update your page with the latest changes.

**Note:** click on 'Make revision' button to submit to workflow if unable to publish.

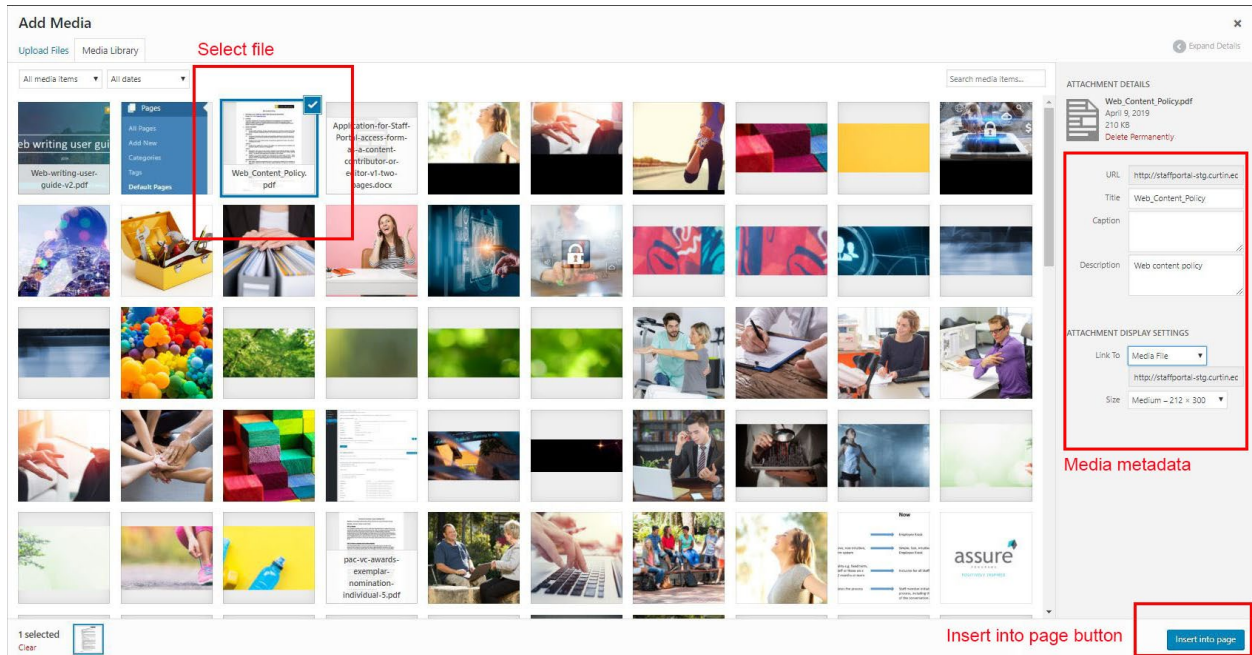


Figure 6.10 Media Library

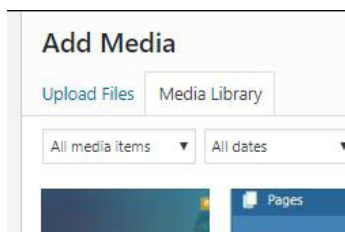


Figure 6.11 Media Library close up

## 6.3.2 Media metadata

On the right side of the Media Library window, you can see the media metadata including:

- The URL
- Title
- Caption
- Alt text
- Description

### **The URL**

You can use this URL link to copy and paste anywhere in the editor if you choose to do so. This link can be useful if you are creating call to action buttons, or related links that require a link to download a pdf document for example.

### **Title**

The title is the only attachment detail required by WordPress. Title defaults to the name of the original file but should be changed to a descriptive title that makes sense to you and your team. Think about being able to search for this item in a few months. Which words would you use?

### **Caption**

The caption is the text that is displayed underneath the image. You don't have to use captions unless you are attaching an image representing people or events you would like your readers to know about.

### **Alt Text**

The Alt Text is mandatory for images on the web, but is often overlooked. The alt attribute is the text that displays when an image does not load. The general rule is to describe these images to your readers who can't see them.

You can find out more about [effective use of "Alt text,"](#) or in Curtin style guides.

### **Description**

The purpose of this field is to add descriptive text that will be stored as post content for the attachment post. That means if someone lands on the attachment post page for the image they will see the long description.

### 6.3.3 Adding videos

You can add videos by copying and pasting youtube URL into the editor. Once you press enter, you will be able to see the video in line with text.

Another way of adding videos is by using a Video Panel page module which will allow you to include text adjacent to the video content with an ability to include a link (see Page Modules section on how to work with page modules).

## 2018 winners announced!


<p>Congratulations to the <a href="#">2018 winners</a> who were announced at an awards presentation ceremony attended by 400 staff on 8 November 2018.</p> <p>The VC's Excellence Awards for Professional Staff were established in 2015 to recognise the significant contribution that professional staff make towards achieving Curtin's vision. These awards have been developed to complement the existing Vice-Chancellor Awards for Research and Teaching staff.</p> <p>The Professional Staff Awards celebrate individuals and teams who have performed above and beyond the normal requirements of their position and have demonstrated a commitment to innovation, collaboration, leadership or service whilst embracing our shared values.</p>	<p>Nominate for the VC's Excellence Awards for Professional Sta... ➔</p> 
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Figure 6.12 Video Panel page module

### 6.3.3 Paragraph Menu

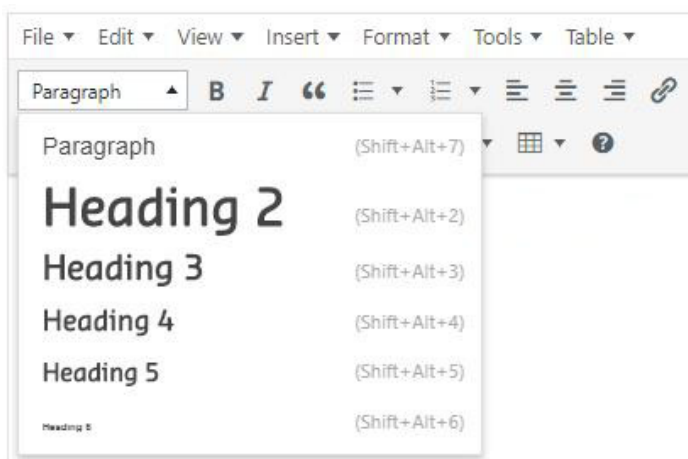


Figure 6.13 Paragraph Menu

The paragraph menu is used to format the web page text based on the styles used by the current WordPress theme. Subheadings within the website content need to be formatted in line with proper semantic HTML.

#### What is proper semantic HTML?

Headings, paragraphs, lists and links are all important structural elements of web pages. Their main purpose is to help readers interpret what the text on a web page is about, in other words, to define its semantic function.

Web pages that are properly structured are not only easier to scan, they are also more accessible for visually impaired and blind users using assistive technology. Screen readers can jump from heading to heading helping users navigate web page content. Search engines also give greater weighting to keywords within headings.

Utilising the correct H1, H2, H3 headers in order will help your page perform better.

#### Considerations about headers

Avoid linking to other content or pages using headers – a heading should define the content below it not link to other content. Avoiding to do so will confuse you and your readers.

Avoid using headers for text that you want to emphasise, such as block quotes.

### 6.3.4 Formatting options

For formatting options in the Visual Editor, and various editing toolbar functions, see table in *Figure 6.14*. You will find that most functions resemble those in MS Word.

**Note:** Unlike in MS Word, you can't use 'tab' on your keyboard to increase or decrease indentations. Pressing a 'tab' bar in WordPress will navigate from one button or editing function to another.

















Symbol	Function	Keyboard shortcut
	Bold text	Ctrl + B
	Italic text	Ctrl + I
	Block quote	Shift + Alt + Q
	Bulleted list / numbered list	
	Text alignment options	Shift + Alt + L (align left) Shift + Alt + C (align centre) Shift + Alt + R (align right)
	Insert / edit link	
	Remove link	Shift + Alt + S
	Undo / redo	Ctrl + Z (undo) Ctrl + Y (redo)
	Increase / decrease indent	
	Paste as plain text	
	Clear formatting	
	Special characters	
	Insert read more tag	Shift + Alt + T
	Text colour	
	Keyboard shortcuts	Shift + Alt + H
	Table	

Figure 6.14 Formatting options as seen in the Visual Editor

## Adding links

To insert or edit links, select text you wish to turn into a link, click on 'Insert/edit link' button. You have an option to paste external URL or search for a page within your WordPress website. Once you have finished, click 'Enter' to apply the changes (see *Figure 6.15*)

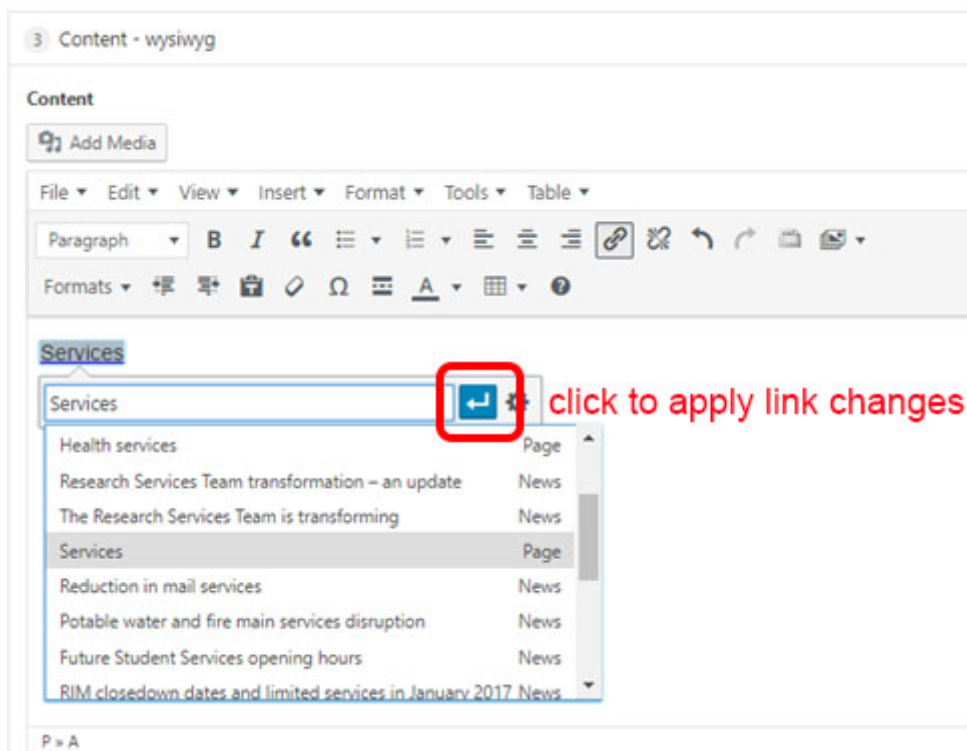


Figure 6.15 Add and apply link changes

**Note:** There is an optional settings button adjacent to 'Enter' if you wish to open the link options in a new window.

## Adding email

To add an email address, type in the full email address, select the text and click on 'Insert/edit link' button. WordPress will automatically convert it into an email link, adding the necessary code for you.

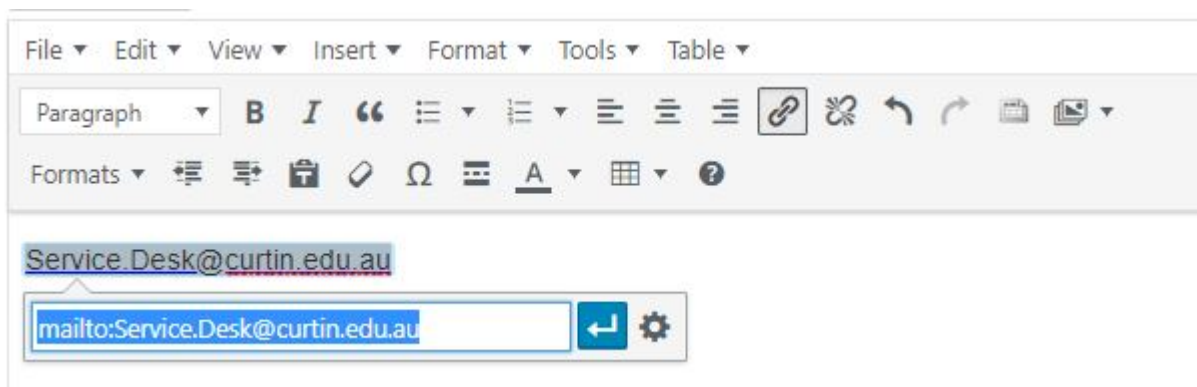


Figure 6.16 Adding e-mail

## Creating anchors

Anchors can be a useful tool to direct your readers to a particular point in the page, such as a subheading for example. To create anchors, follow the steps from this example:

1. Given that the highlighted area in *Figure 6.18* is the chosen location for your anchor, place the cursor before the first word. Click on 'Insert > Anchor point' from the editor's menu. You will be prompted to name your Anchor ID (see *Figure 6.17*). In this example, Anchor ID is a word 'third'. You will notice an anchor icon appearing in this location.
2. Next, select the text which you would like to link to the anchor, click on 'Insert/edit link' widget, and copy and paste the URL from the page you are currently on. Add your anchor ID name ('third') following a /#:

`https://yourUrl/#third`

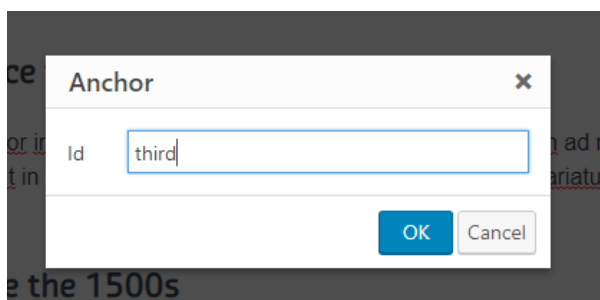


Figure 6.17 Naming your Anchor ID

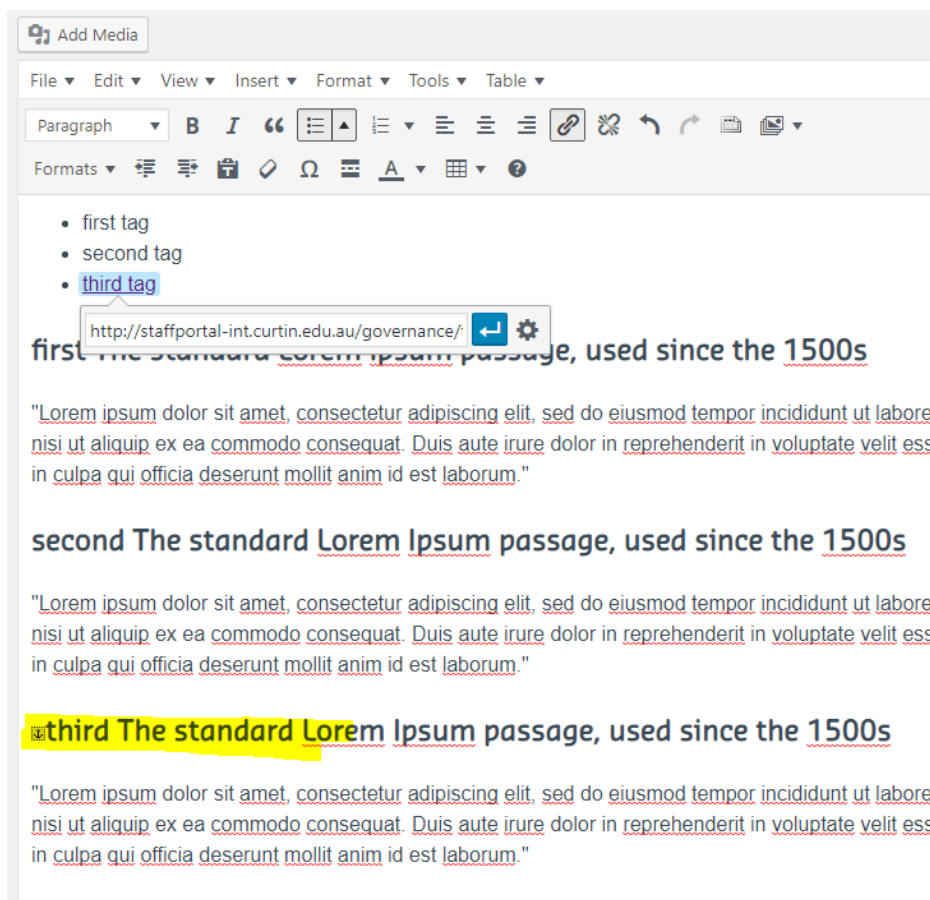


Figure 6.18 Placing Anchor

## Creating buttons

To create a button, you will first need to create a link. Select the linked text, and click on 'Formats' from the toolbar. You will have an option to select a button type from the list.

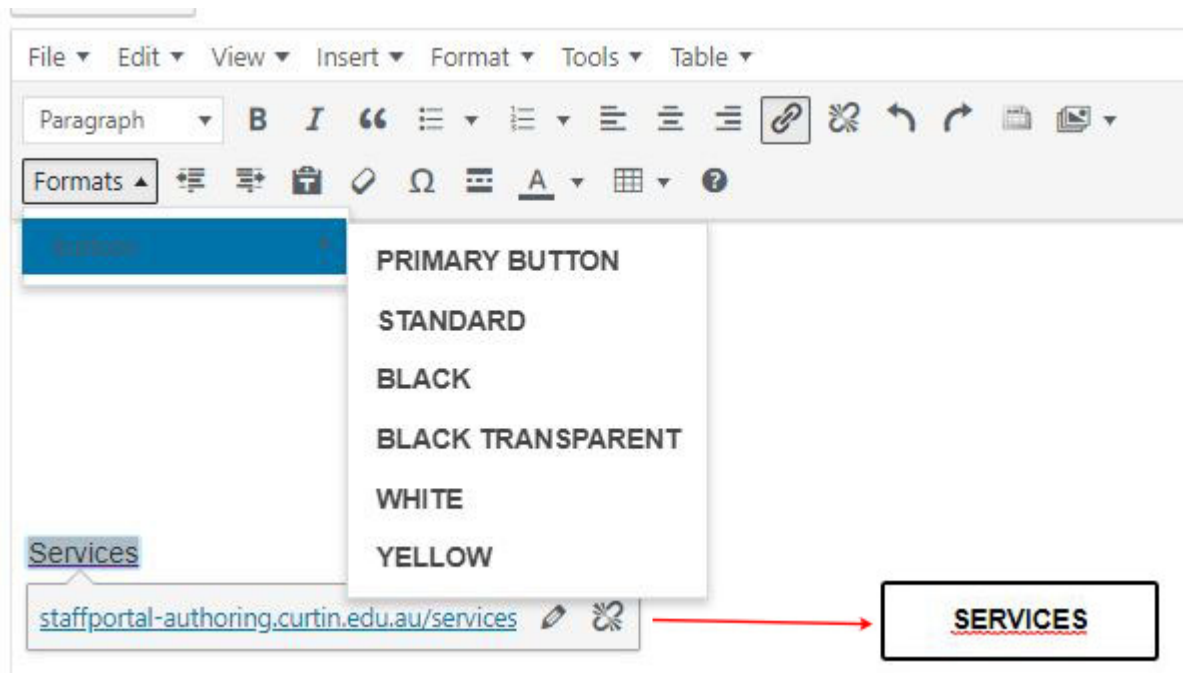


Figure 6.19 Creating a button (black transparent type)

## Creating tables

To create a table, select Table function from the toolbar. You will have an option to select the amount of rows and columns you need (similarly to the way you can create the tables in MS Word). You can control the table properties from the Table's menu. There are options to control the table as a whole, or to individually look at properties of each column, row or a cell.

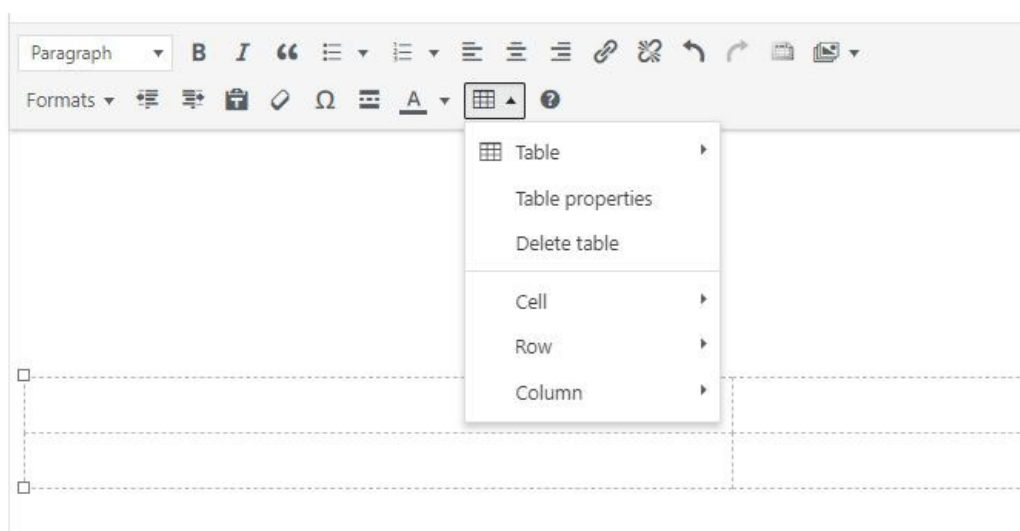


Figure 6.20 Creating table menu

To change the shading and border type of the entire table, select 'Table properties' and choose 'Advanced' tab. If you would like to change shading of a single cell or a row, select either cell or row properties from the menu.

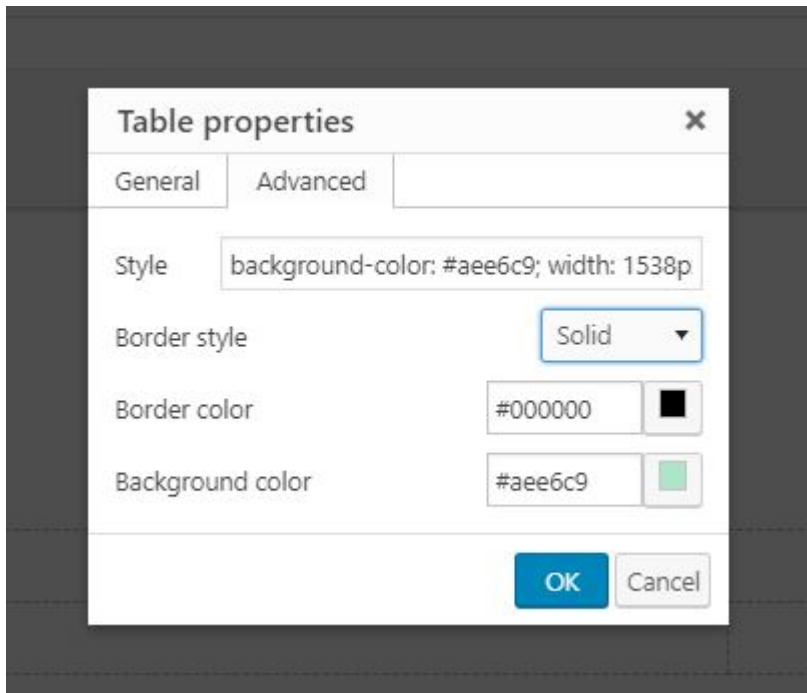


Figure 6.21 Table properties

# 7. Page modules

Page modules are content blocks that can be added to your web page. To add a page module, click on the green 'Add page module' button located in the bottom-right corner beneath the Editor. When you click on this button, a menu will appear displaying different modules available to be added to your page.

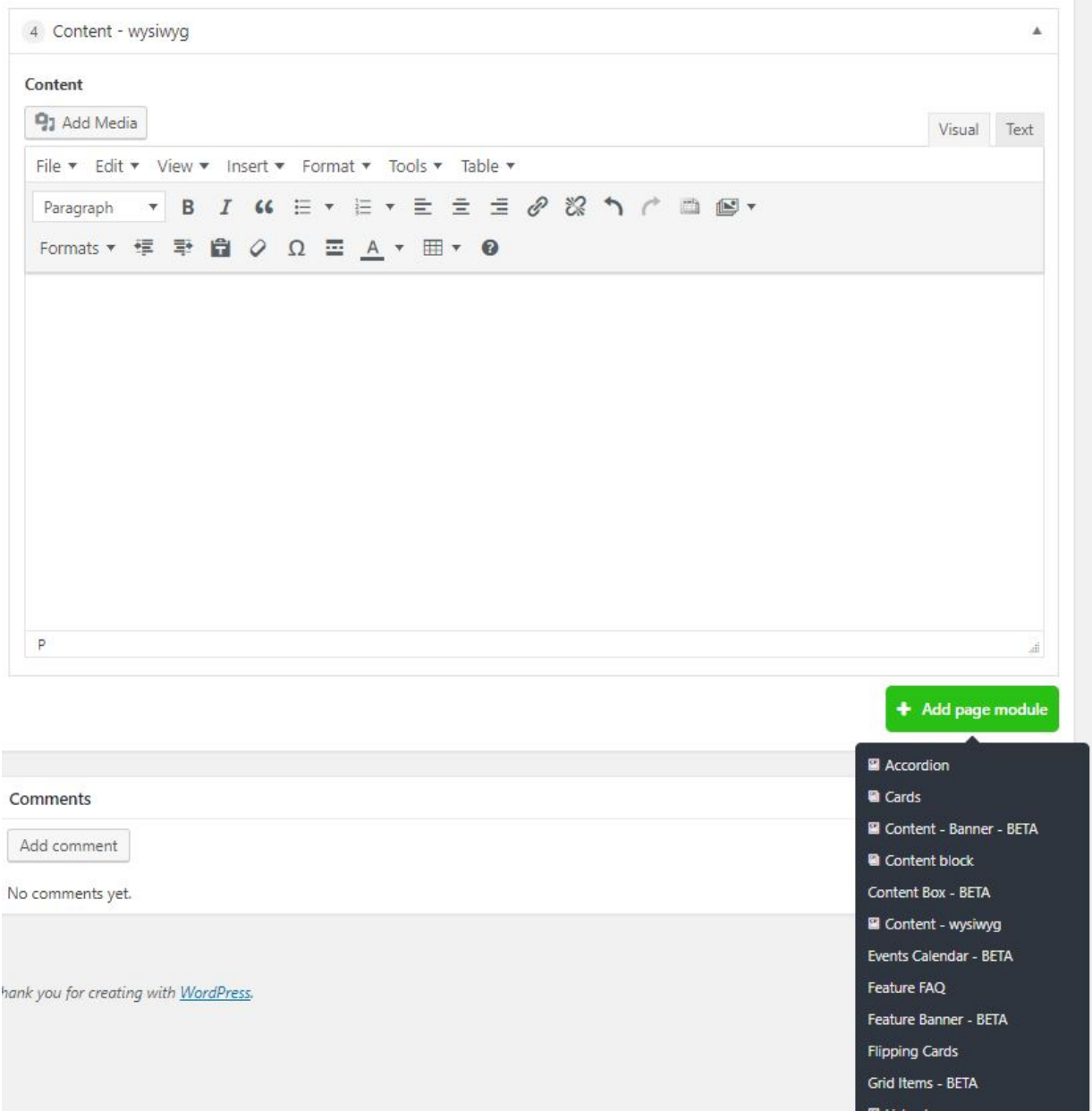


Figure 7.1 Page module menu

You will find that some modules are marked with a preview icon, while some are marked with words 'BETA'. If you can see the preview, you can safely assume that the Page module can be used, whilst the once marked 'BETA' means that the administrators are reviewing them. The Page modules are subject to minor changes/improvements as the WordPress base theme is updated. This means that you might notice some interface appearance changes, however, you will not be losing data.

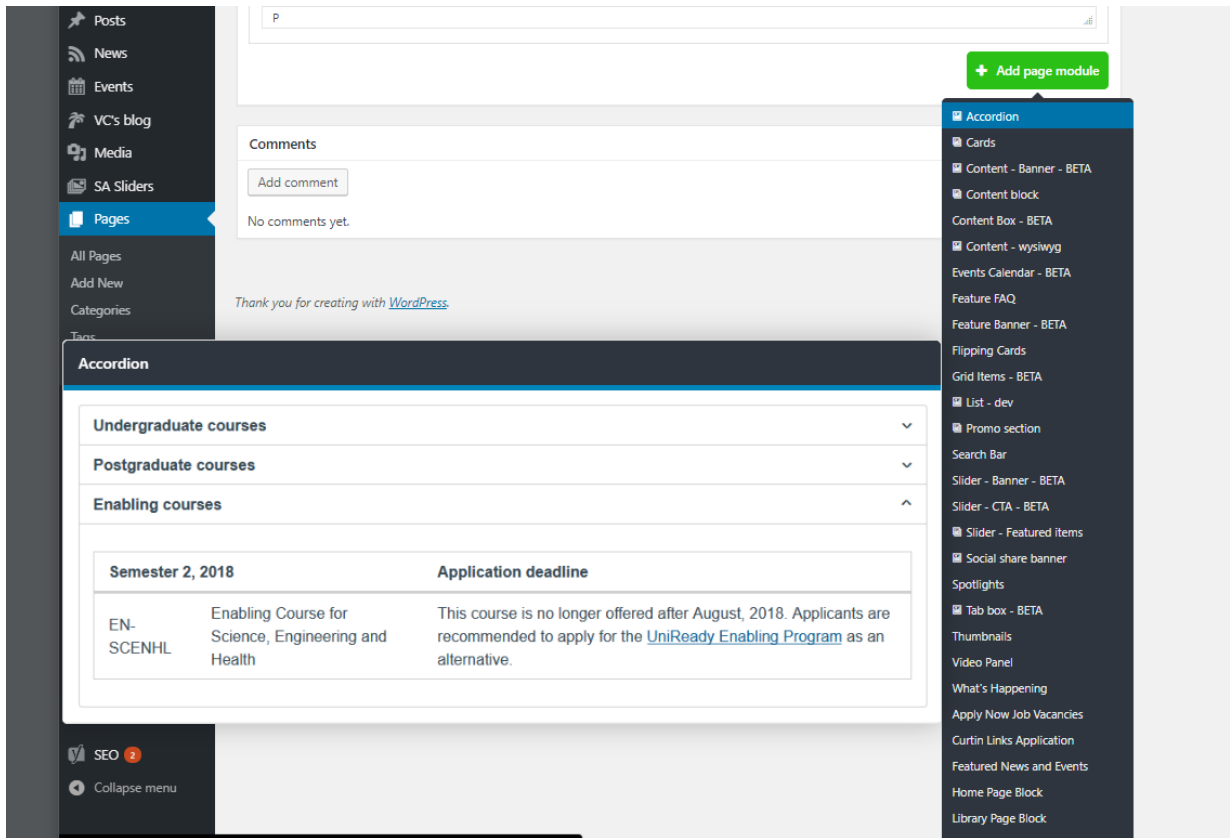


Figure 7.2 Page module preview

Most page modules utilise similar editing configurations consisting of two tabs. The first tab would always epitomise the module you are working with (e.g. Accordion), whilst the second includes its options:

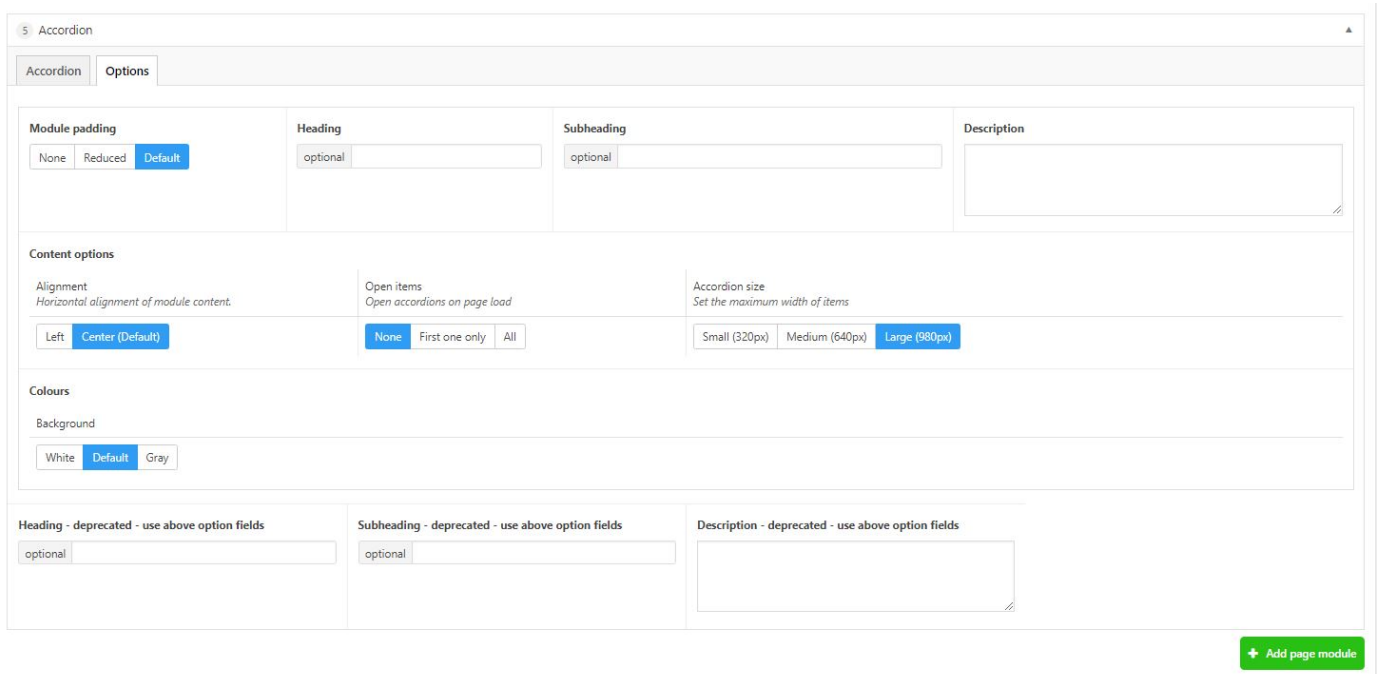


Figure 7.3

The most common option features include functions such as:

- Module padding – you can choose between three states (none, default, reduced)
- Heading and /or subheading – to appear specifically above the module

- Description – you can use description text only if you use the heading, which will then appear directly beneath.
- Content alignment – left or centre (default)
- Background colour (white, default, grey) – this colour determines the colour of the border surrounding the module you are applying.

Once you have added a few page modules, you can swap their location, and you can choose to delete them if you don't like them.

Once you have made all changes to your page, click 'Publish' or 'Make revision' (depending on your content contribution role).

## 7.1 Accordions

The Accordion is used to list multiple items, which can then be expanded out to display additional information. An accordion can be used to compress content on a long page to reduce scrolling.

Accordions are designed for situations where you have a lot of content but are limited in space on page. Also, they can be used to reduce navigation depth.

Where possible, avoid overusing accordions. Users tend to avoid browsing them so make sure if you have to use them that they are clearly labelled.

To add to accordion, select 'Add item' and enter in the item heading and content. You can repeat this process for additional items (See *Figure 7.5*)

**Accordion**

**Undergraduate courses** ▼

**Postgraduate courses** ▼

**Enabling courses** ▲

	Semester 2, 2018	Application deadline
EN-SCENHL	Enabling Course for Science, Engineering and Health	This course is no longer offered after August, 2018. Applicants are recommended to apply for the <a href="#">UniReady Enabling Program</a> as an alternative.

Figure 7.4 Accordion

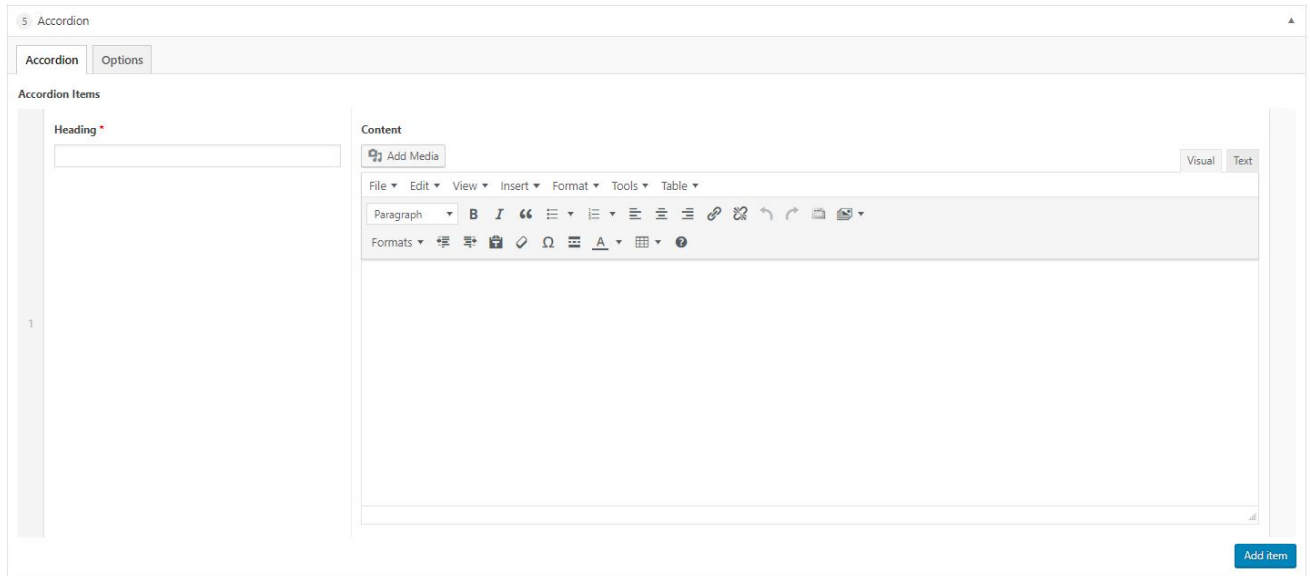


Figure 7.5 Adding accordion items

The areas marked with a red asterisk are mandatory fields. If you leave these areas unpopulated, you will not be able to validate your page, and you will be prompted to revise.

## 7.2 Content Box

Content boxes are commonly used for related links in the side bar, or they can be used as a part of main text for housing buttons, or emphasising text areas. In the example below, 'Related links' text is inserted as a heading in the options tab.

The links are inserted by selecting 'Add content to box' button, and then selecting 'Links'.

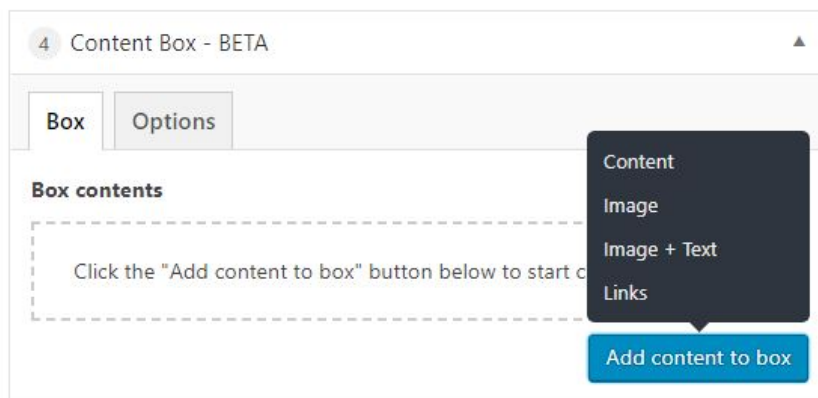


Figure 7.6 Content Box

## 7.3 Content – wysiwyg

This is an alternative name for the Editor, which can be added after you add other modules to the page.

## 7.4 Link lists

You can create link lists in several ways. The easiest way is to create lists directly in the editor via bullet points and inserting links into selected sections of the text. Second is by creating them in the Content Box (see section 7.2). Third is via List page module:

### List page module

The list page module enables you to show document type icons (e.g. pdf, xls, doc). This way of listing linked attachments can enable your users to quickly locate the documents, whilst being able to distinguish between file types.

To create a list, click on 'Add page module' and select 'List' from the menu. You can opt to add multiple items and lists. To insert links to document attachments click on the 'Select Link' button.

4 List - dev

Lists Options

List

**Icon toggle**  
Show/select icons?  
 Yes  
No

**Title**  
Use this if starting a new section

**Heading**

**Description**

**List items**

Icon	Link	Suffix Add additional information for this item e.g. - [filesize]
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Toggle  
Use automatic file detection, or specify an icon to use.

Figure 7.7. Lists page module

You will be prompted to insert URL. The list you are able to choose from represents pages internal to your website. If you would like to use document links, paste the document URL you can obtain from the Media Library (see section 6.3.1 and 6.3.2 about Media Library and Media metadata that explain how to obtain this URL).

Link Text is the interactive text that will appear on the page (see *Figure 7.9*).

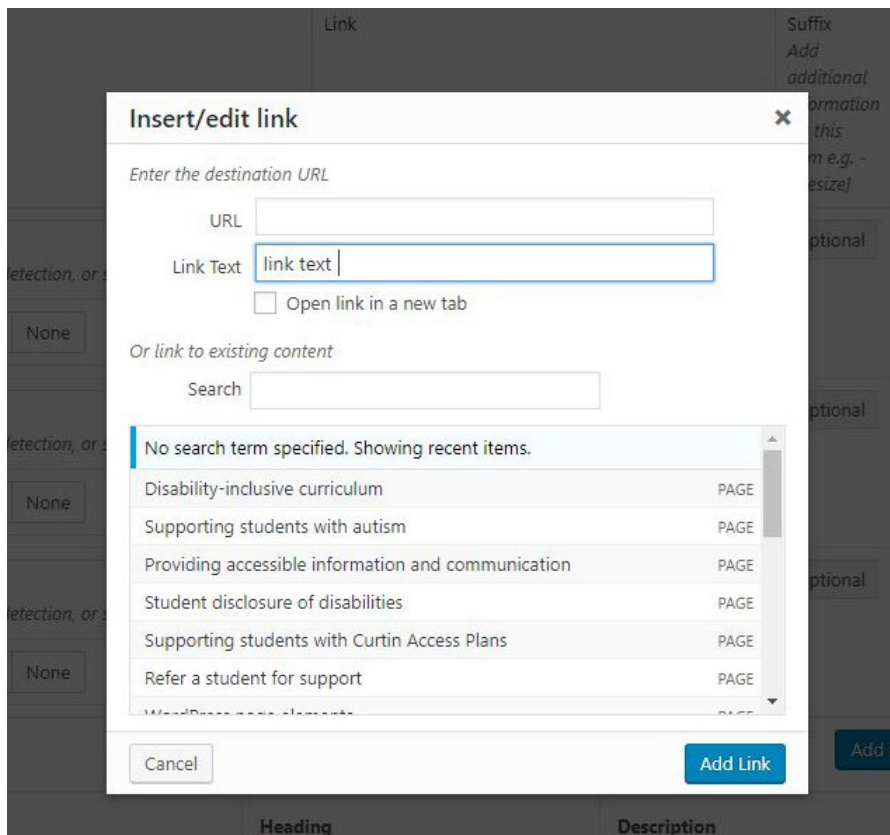


Figure 7.8

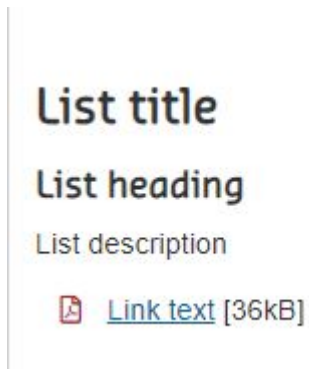


Figure 7.9

# 8. Publishing updates

Once a page is complete and ready to be published, click on 'Update' on the right-hand side of the page. The content on this web page is now live and viewable to anyone.

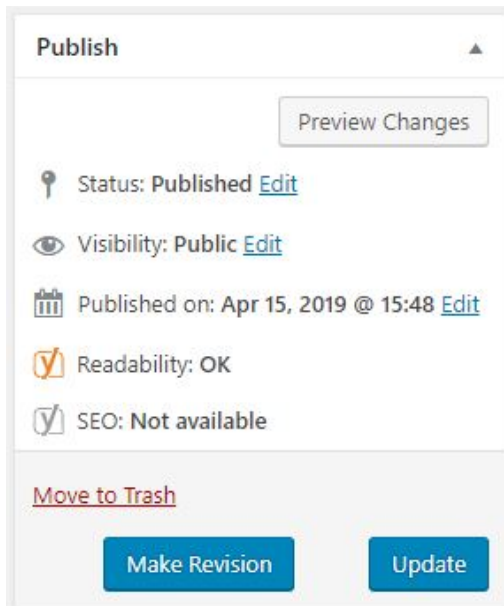


Figure 8.1

To save (but not publish) the content, change the visibility option to 'Private' in the right-hand menu above the Publish button.

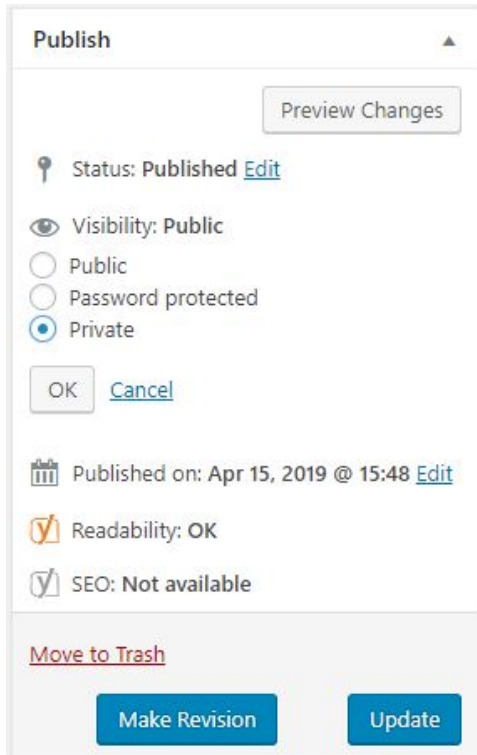


Figure 8.2

## 8.1 Making revisions

For authoring roles that cannot directly publish content, you will be prompted to make a revision once you decide to edit a page (see Figure 8.3). This means that all changes that you make to a page will be submitted for approval.

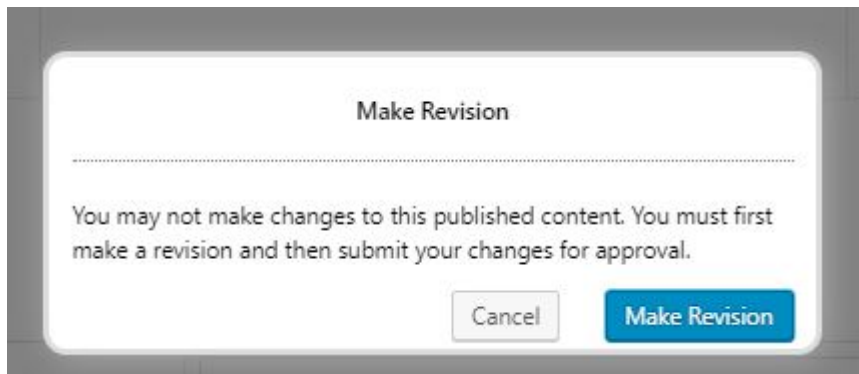


Figure 8.3 Make a revision window

If there are pre-existing revisions made to the page, you will be prompted to create either a new revision or to work on the existing one. It is recommended that you select to work on the existing revision. When you opt to create a new one, you will be taken to a blank page

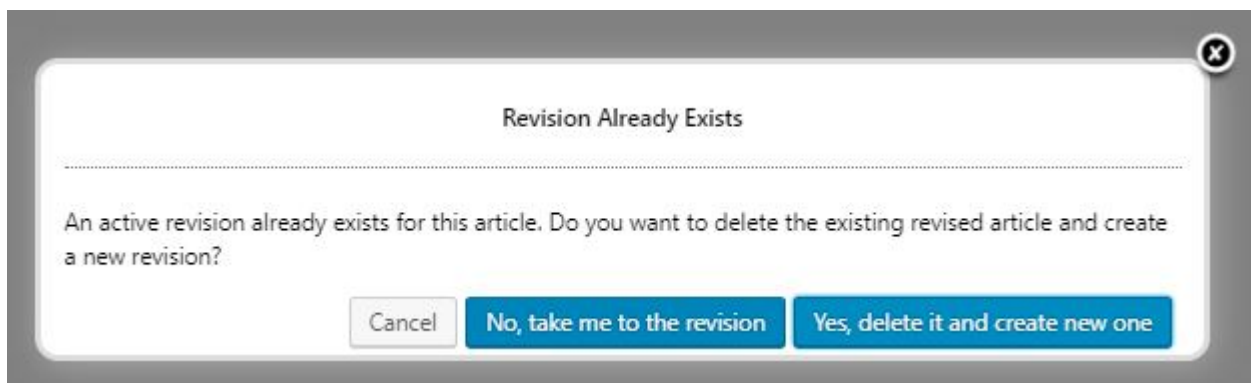


Figure 8.4

Once you enter into the page, you will notice that the title of your page will indicate that it is a Workflow Copy.

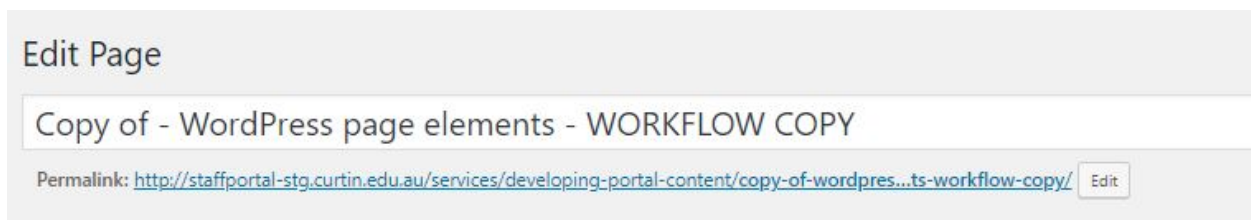


Figure 8.5

When you are ready to submit a workflow, click 'Submit to Workflow' button on the right side of the page.

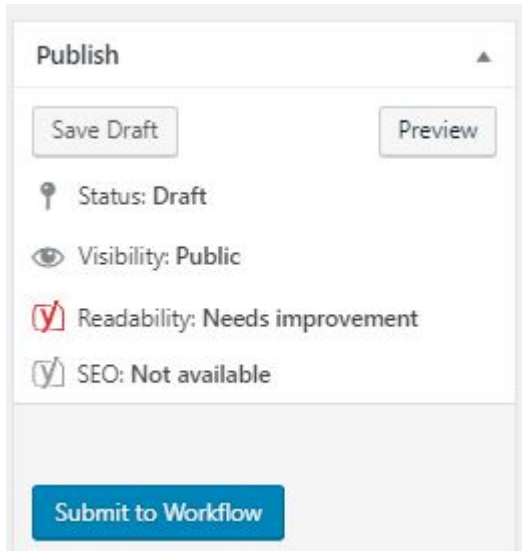


Figure 8.6

You will be prompted with a window asking you to nominate a Publisher, whose name you can select from a list of available ones. These lists are useful in case that there are more than one publishers in your area.

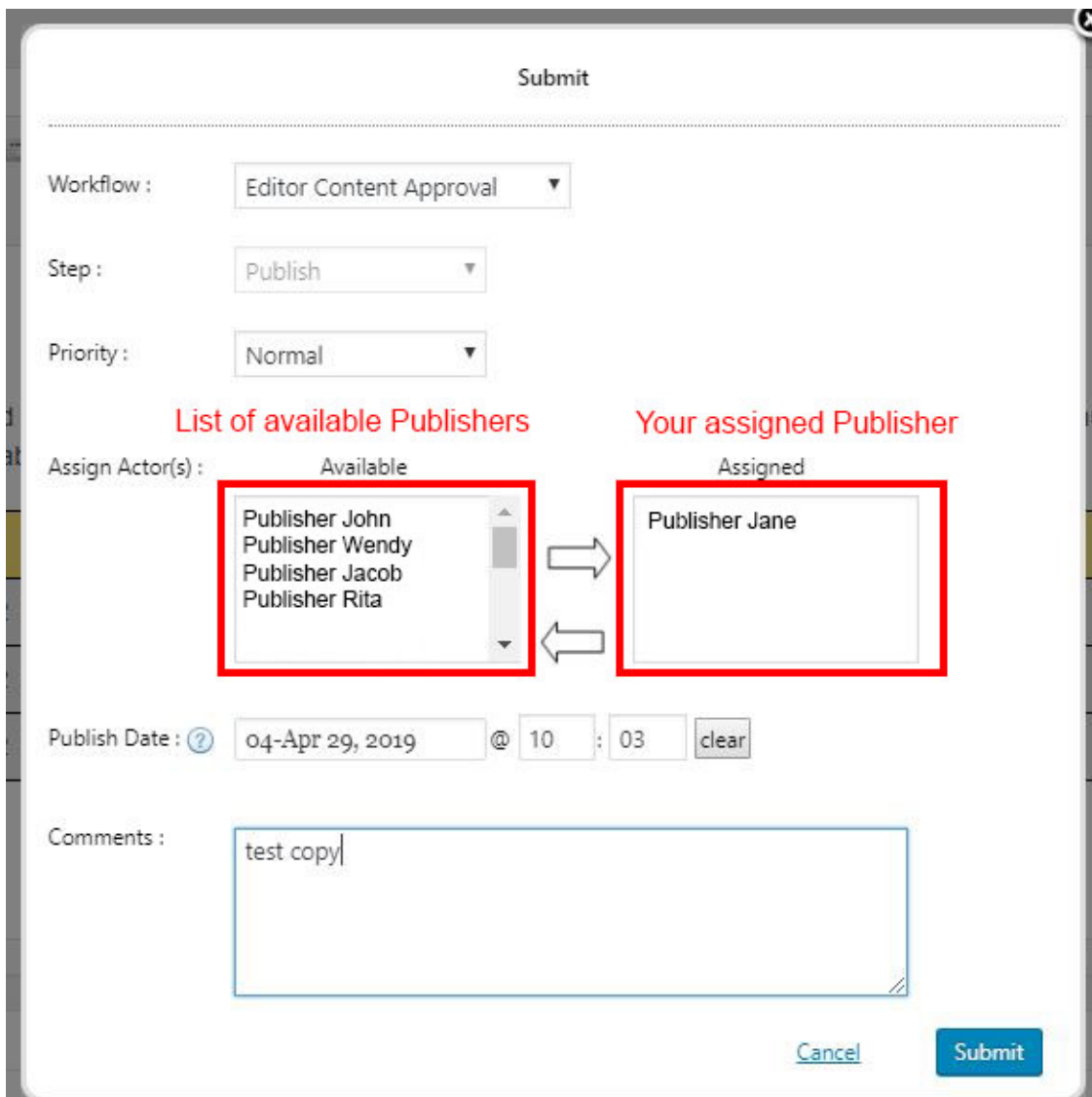


Figure 8.7

You can locate your workflow submissions in the Pages section on your Dashboard, which state the submission progress (i.e. pending, draft or approved).

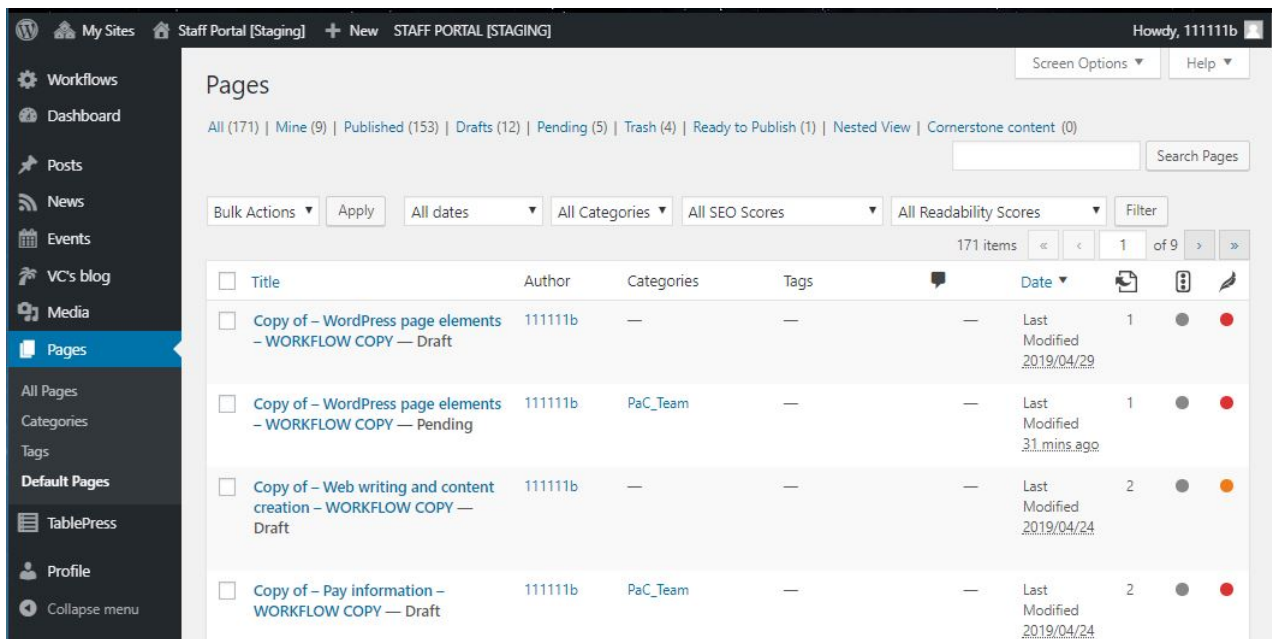


Figure 8.8

## 8.2 Approving workflows

Content contributors who have nominated Publisher roles have the ability to approve workflows submitted by Editors.

You can check for pending submissions in Dashboard. If there are outstanding tasks, you will see a highlighted number next to the 'Workflows' button on the left hand side of the window.

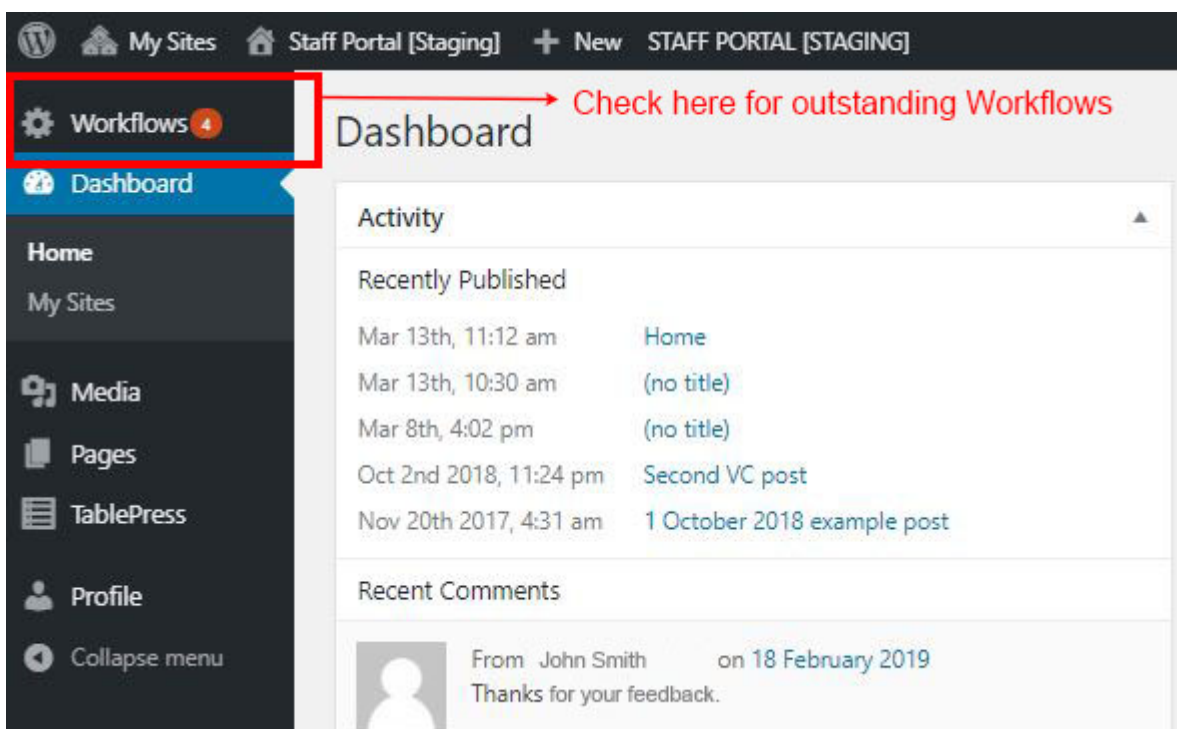


Figure 8.9

Hovering a mouse over a selected list item will reveal options to take one of the following actions on a pending workflow:

- **Edit** – you can make changes before signing off
- **View** – you can view a live version of the workflow submission
- **Sign off** – you can choose to approve (publish) or reassign the workflow
- **Reassign** – you can reassign to another Publisher
- **Abort Workflow**
- **View History** – you can view revisions' history

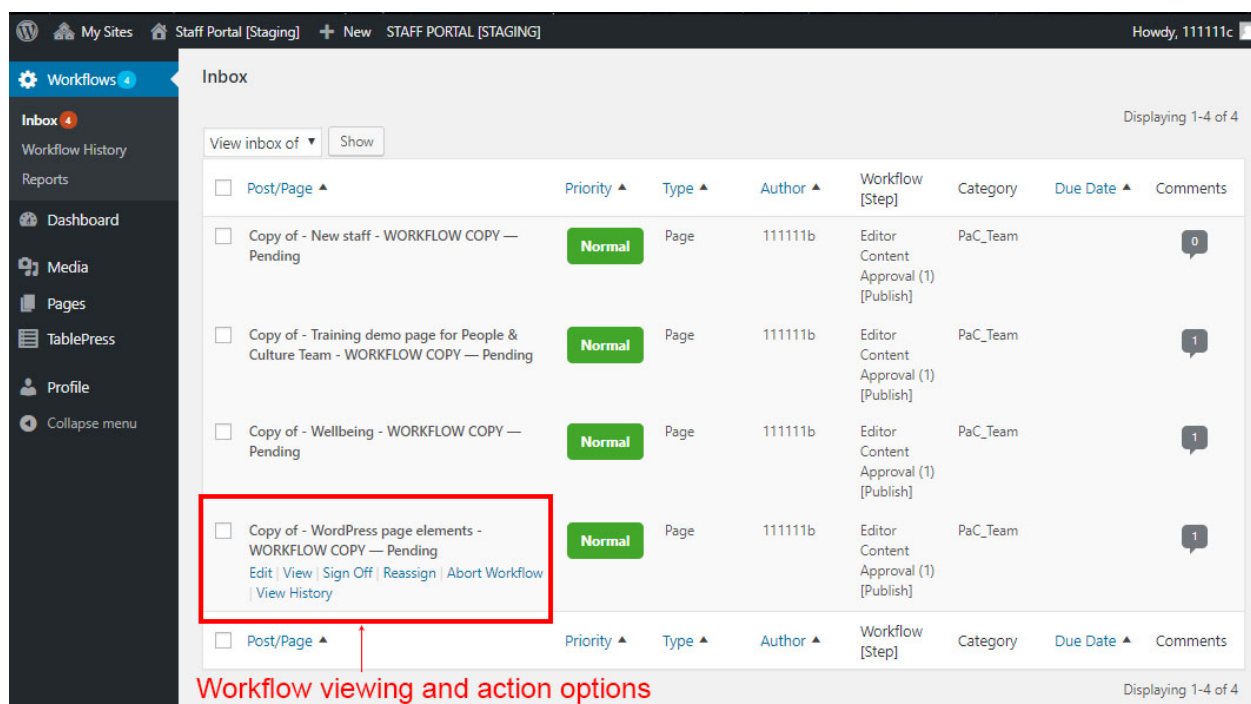


Figure 8.10

## 8.2.1 Signing off a Workflow

Signing off a Workflow will prompt you to make a decision to either complete a workflow or take further action, marked as 'Unable to complete'.

### Complete

Completing a Workflow is a final step of your approval. Signing off will integrate revised article content into the original (published) page. This action will take place immediately or on the scheduled date / time.

The approved Workflow will now appear in the Workflow History (located beneath the Inbox), with a result marked as 'Workflow Completed'.



Figure 8.11

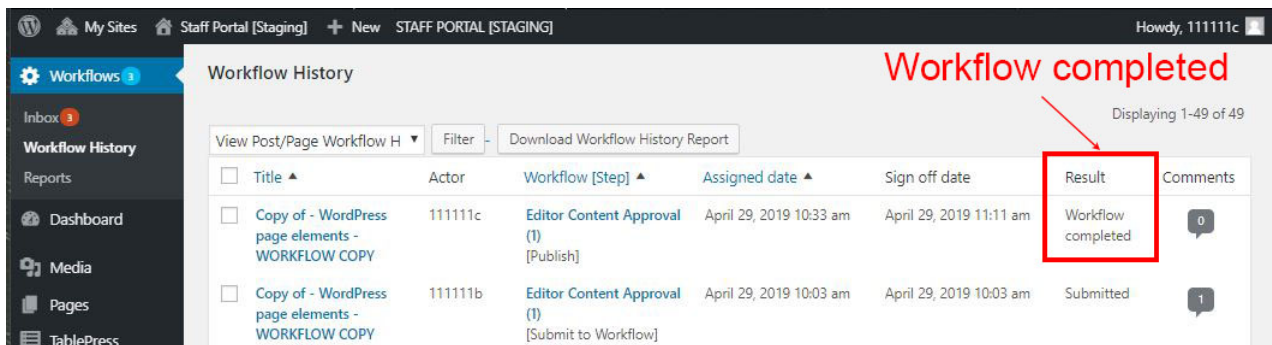


Figure 8.12

### Unable to complete

If you don't want to approve the changes you can reassign the Workflow by selecting 'Unable to Complete.' You can choose to reassign back to the author of the post, or to someone else (See Figure 8.7 – you will be prompted with the same options, with the Action marked as 'Unable to Complete')

### Workflow Abort

If you abort a workflow, you will be prompted to submit a comment. Once aborted, the post author will receive an email with the page details and options to contact the administrator for further questions.

# 9. Simultaneous editing

If another user is already working on a page, you will be notified, and prompted to either take over, preview the page or work on another page.

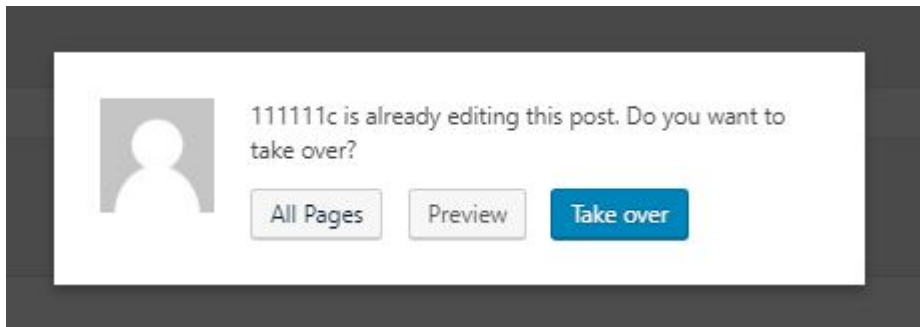


Figure 9.1

