

Announce Ease

Getting Started



CME Websites • {Code Media Essentials}
724-523-3001 • www.cmewebsites.com • info@cmewebsites.com

Log In

- ▶ Go to ae.cmewebsites.com
- ▶ Enter the Username and Password
- ▶ If you don't have your username or password, contact us.

Account Login

Username:

Password:

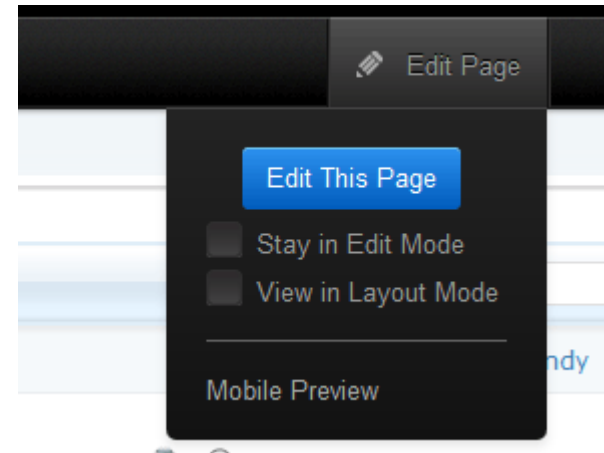
Login

Remember Login

Reset Password

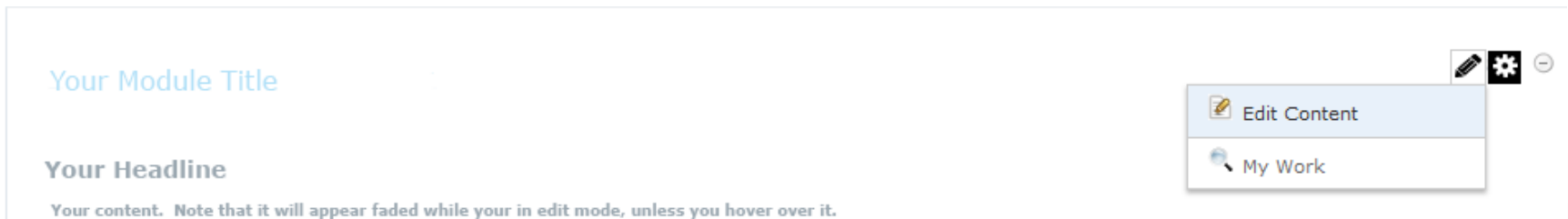
Edit Page Button

- ▶ Navigate to your page or pages in the menu.
- ▶ Once you are on the page you want to edit, click the Edit Page button in the top right corner in the black bar at the top.
- ▶ Click the blue Edit This Page button.



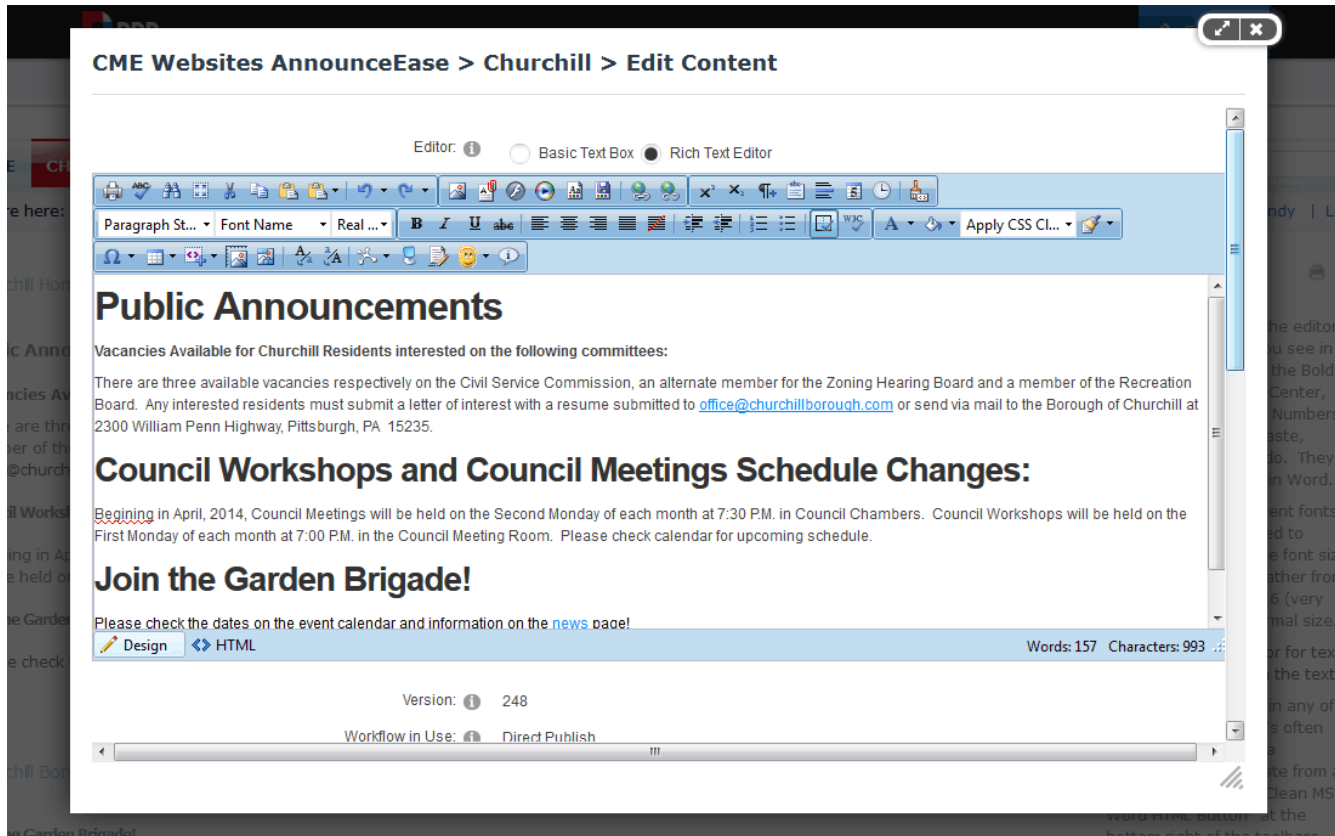
Editing

- ▶ While in Edit Mode, each editable block will have a Pencil Icon and a Gear Icon.
- ▶ To Edit, click the Pencil Icon and then Choose Edit Content.



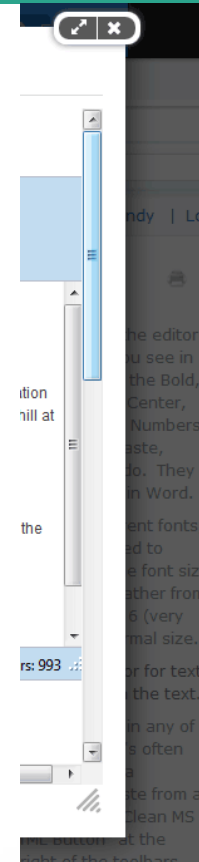
The Editor

- ▶ The editor is just like what you're used to – and similar to MS Word. Make any desired changes.



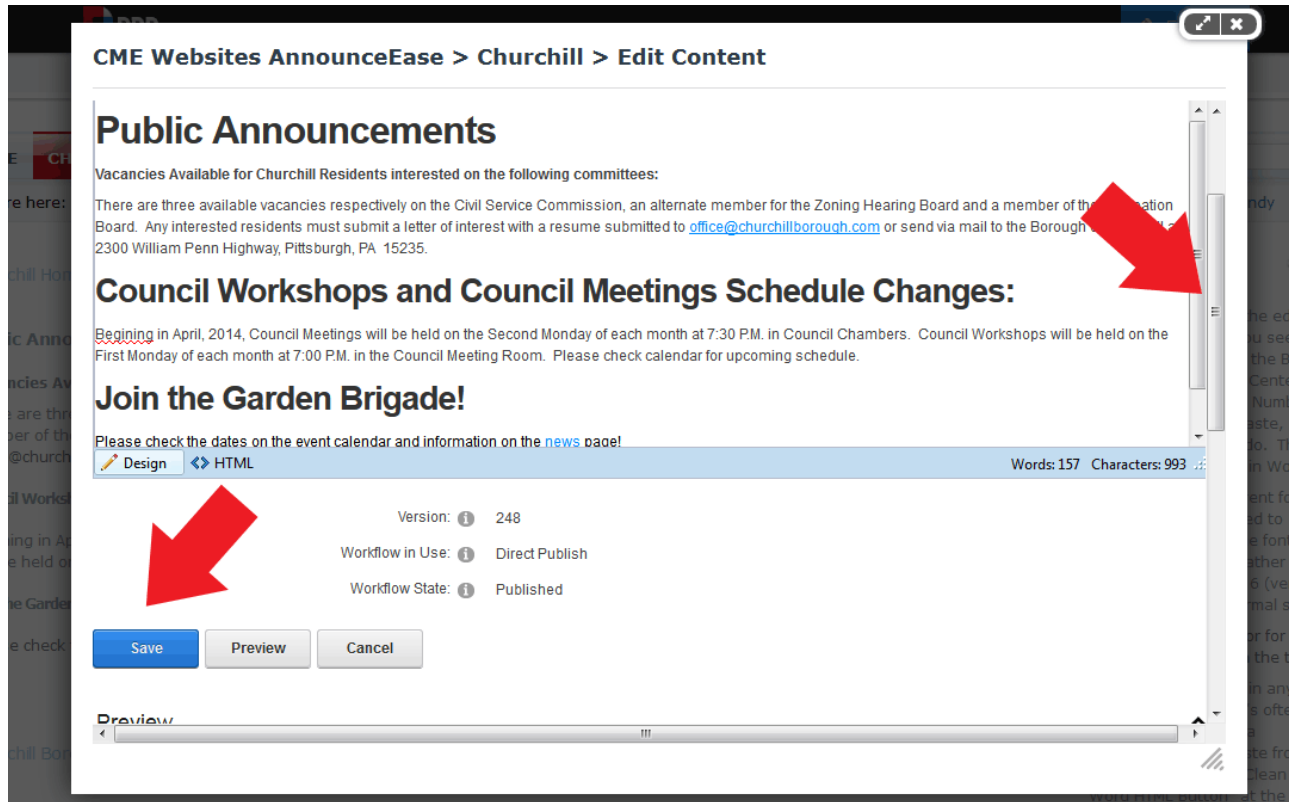
The Editor

- ▶ Note that it appears in a pop up box.
- ▶ Use the arrow in the corner to move the box
- ▶ Use the X in the corner to close ***without saving.***
- ▶ There may be two scroll bars.
 - The inner scroll bar scrolls inside your editable block.
 - The outer scroll bar scrolls the entire pop up window.



Saving Changes

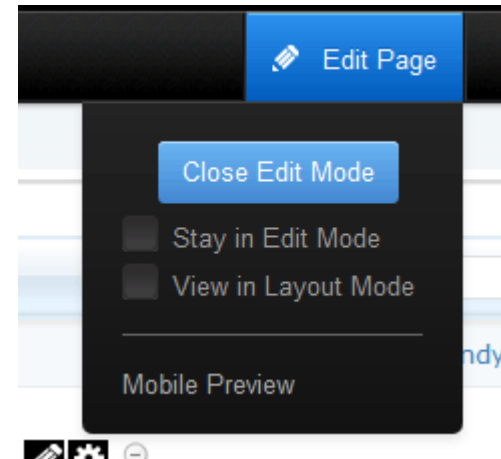
- ▶ Use the outer scroll bar to scroll down to the Save Button, just below our editable area.



The screenshot shows a web editor interface for editing content. The breadcrumb navigation at the top reads "CME Websites AnnounceEase > Churchill > Edit Content". The main content area is titled "Public Announcements" and contains text about vacancies and council meetings. A red arrow points to the outer scroll bar on the right side of the editor. Below the content area, there is a status bar with "Design" and "HTML" tabs, and a word/character count: "Words: 157 Characters: 993". Below the status bar, there are three buttons: "Save", "Preview", and "Cancel". A second red arrow points to the "Save" button. The interface also shows version and workflow information: "Version: 248", "Workflow in Use: Direct Publish", and "Workflow State: Published".

Leaving Edit Mode

- ▶ Note that when you're in edit mode, elements of the page are faded.
- ▶ Click Edit Page in the black bar and Close Edit Mode to go back to normal view.



Check Your Website

- ▶ Once you save your changes, check your website to make sure everything is correct.