

# Updating Saskatchewan.ca

**A Guide to using the Sitecore Content Management System**



# Table of Contents

<b>Getting Started</b> .....	<b>1</b>
Sitecore Account.....	1
Logging In.....	2
System Menu.....	2
<b>User Interface</b> .....	<b>3</b>
Ribbon .....	3
Content Tree .....	3
Content Area Loading Dock .....	4
<b>Lock and Edit</b> .....	<b>5</b>
Lock an Item .....	5
Unlock Multiple Items .....	5
<b>Contact List</b> .....	<b>6</b>
Add a Contact to a Page .....	6
<b>Add and Edit Page Content</b> .....	<b>7</b>
Add a New Page or Items to a Page .....	7
Edit a Page .....	7
Add and Edit Your Content.....	8
Add Internal or External Link.....	8
Add a Related Item.....	9
<b>Photography</b> .....	<b>10</b>
Composition .....	10
Tone.....	10
Image Asset .....	10
<b>Tables</b> .....	<b>11</b>
Data Light Table (under 2 columns/2 rows) .....	11
Data Heavy Table (over 8 columns/50 rows) .....	11



The Government of Saskatchewan uses the Sitecore Content Management System for Saskatchewan.ca. Sitecore has the following features:

- Easy to learn and create content;
- Browser-based user interface;
- Structure, organize, and version content;
- Separates “draft” from “live” content; and
- Scheduled publishing.

This section will help content editors navigate their way through Sitecore. There are helpful tips, resources, and step-by-step instructions on how to enter content into Sitecore.

The more you play around with all the Sitecore tools, the more you will learn and the better your pages will be.

## Getting Started

Sitecore is a browser-based application, which means you will not need any special software installed in your computer. The Digital Strategy and Operations team are the owners of Saskatchewan.ca. You will work with them to use Sitecore and to create and update content on Saskatchewan.ca.

Sitecore works best on one of the following supported browsers:

- Mozilla Firefox
- Google Chrome
- Apple Safari

## Sitecore Account

You will need a Sitecore user account to access the application. You can request an account through [csw@web@gov.sk.ca](mailto:csw@web@gov.sk.ca).

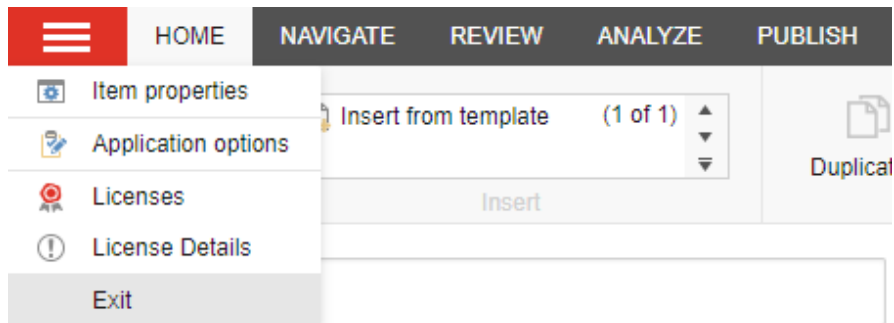
## Logging In

Enter the URL that you received from the Digital Strategy and Operations team into the address bar at the top of your page. The following screen will appear. Enter your Sitecore user name, password, and click **Log in**.



## System Menu

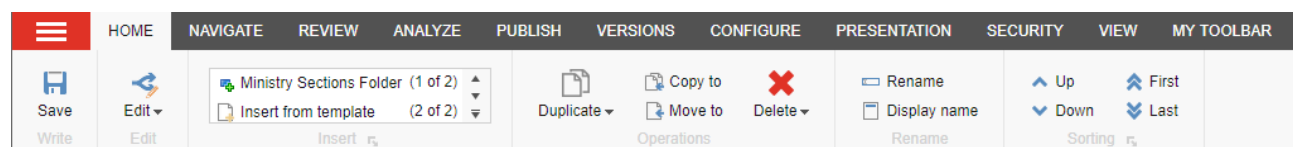
The system menu appears when you click on the red button with three white horizontal lines in the upper left corner of the content editor (next to the **Home** button). To close Sitecore you would click this button and then the exit link.



## User Interface

### Ribbon

On top of the content editor is the ribbon. The ribbon helps you quickly find commands that you need to complete a task. Command buttons are organized in logical groups called chunks. Chunks are collected in strips under tabs.



### Content Tree

When the content editor panel opens, you will see a list of files in the left-hand column. This is called the Content Tree, and it contains all the content on the website.

The Content Tree is a hierarchical list of folders and files. Its structure mirrors the navigation structure of the live website.

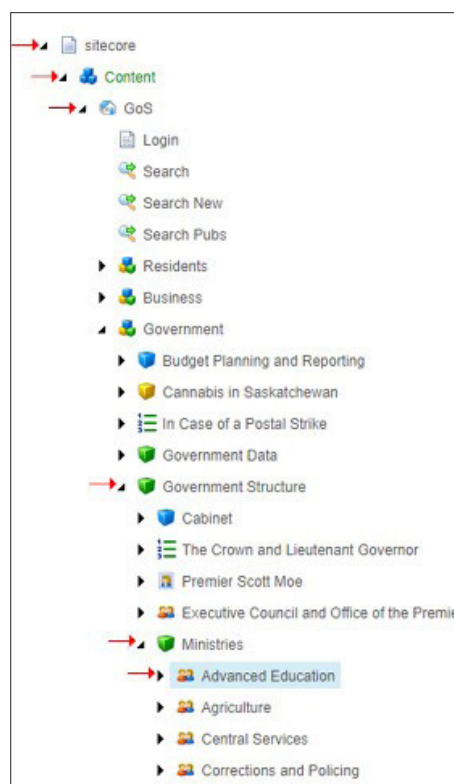
Explore the Content Tree's structure by clicking around.

- Expand the tree by clicking on the + beside each folder.
- Collapse the tree by clicking on the - beside each folder.

Individual web pages can be found by following the page URL and expanding the folders in the tree.

For example, the Ministry of Advanced Education,

<http://www.saskatchewan.ca/government/government-structure/ministries/advanced-education>.



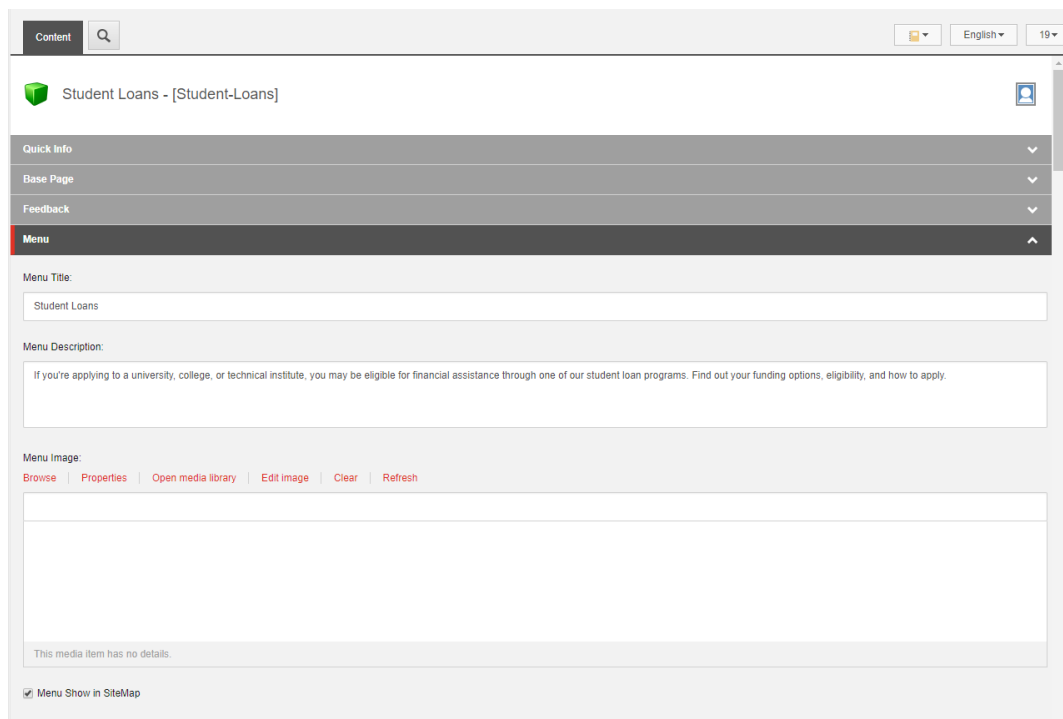
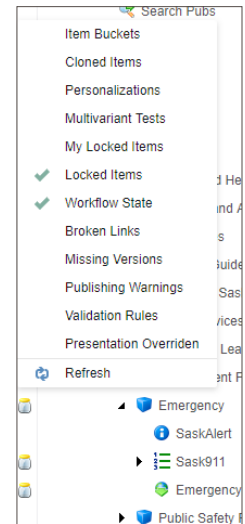
## Quick Action Bar

The Quick Action Bar runs down the left side of the Content Tree. You can use this to display useful information about the items in the Content Tree, such as which items are locked.

By right-clicking in the Quick Action Bar, you can choose which information you want displayed.

## Content Area Loading Dock

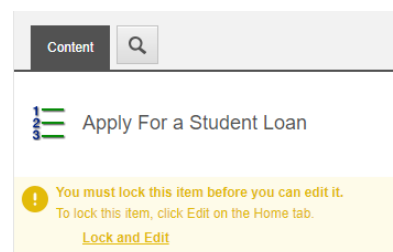
The content area loading dock is where you can edit an item. When you select an item in the Content Tree, the content area appears to the right. This section is used to edit any of the item's field values.





## Lock and Edit

When you work on an item in Sitecore, you must lock the item before you can edit, to prevent other users from editing the item at the same time. When you're finished editing the item, you must unlock the item and submit it through Workflow to ensure the item doesn't stay in "Draft Mode". Unlocking an item will also make it available to others users.



### Lock an Item

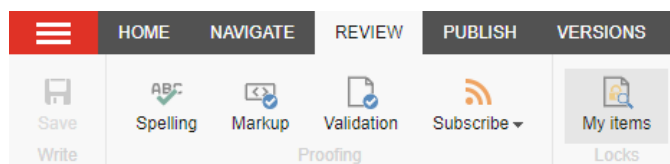
1. In the Content Editor, navigate to the page or item you want to edit.
2. On the **Home** tab, click **Edit** to lock the item; or
3. In the Content area, click **Lock and Edit** inside the yellow bar.

You can use the Quick Actions Bar to see which items you have locked by selecting **My Locked Items**.

### Unlock Multiple Items

If you have locked and edited numerous items, you can lose track of them. Sitecore keeps track of all the items that are locked. In this way, you can easily lock one or more items at the same time.

1. In the Content Editor, on the Review tab, in the Locks group, click **My Items**.
2. In the My Items dialog box, select the items that you want to unlock and click **Unlock**.
3. To unlock all items at the same time, click **Unlock All**.



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## Contact List

The Contact List is the first section in all templates. It allows you to select contact information from the GTDS and display it on the right-hand side of most pages, or the left-hand side of a left-navigation page.

### Add a Contact to a Page

- Using the GTDS tree under **Contact List GTDS Entities**, find the contact or branch you wish to post on the page:
  - Click the + sign to expand the list.
  - Click on the contact name or branch and click the left blue arrow to move the contact name in to the **Selected** window.
  - Multiple Org units and people can be listed in the selected panel.
  - To move the contact names, click the up and down arrows.
- The **Contact List Enabled** box must be checked to display the selected contact or branch on the page.

Contact List

Contact List Title [standard value]:  
Contact Us

Contact List GTDS Entities:

All

- Legislative Assembly
- Executive Council and Office of the Premier
- Independent Offices
- Courts
- Ministries
- Advanced Education
- Addresses
- Telephones

Selected

Student Services and Program Development Branch

Contact List CTA Link [standard value]:  
Insert link | Insert media link | Insert external link | Insert anchor | Insert email | Insert JavaScript | Follow | Clear  
/GoS/GovernmentDirectory

Contact List CTA Title [standard value]:  
View all contacts in the directory

Contact List Enabled [standard value]

Please note, Sitecore is automatically set up to display local phone numbers only. 1-800 numbers will not be displayed.

The Contact Us only needs to be checked for the first parent page of the site. Ensure that Contact Us isn't selected for any of the child pages.

Contact information is pulled from the Government Directory Telephone Service (GTDS). When the GTDS is updated the information is automatically changed on the website (24-hours after the update).

For changes to the Government Telephone Directory, you should contact the designated coordinator for your ministry. If the directory coordinator is not known, you can email [GTDSAdministratorContact@gov.sk.ca](mailto:GTDSAdministratorContact@gov.sk.ca) for assistance.

## Add and Edit Page Content

### Add a New Page or Items to a Page

All new pages must go through the recommendation process. As soon as your content is prepared, submit the proposal through [csweb@gov.sk.ca](mailto:csweb@gov.sk.ca). The Digital Strategy and Operations team will review your content and make recommendations about appropriate template format. Once the content has been approved, the Digital Strategy and Operations team will create the pages and you can begin populating the pages.

To add things such as a Related Item or filters to interactive maps or registries, a request must be made through [csweb@gov.sk.ca](mailto:csweb@gov.sk.ca).

### Edit a Page

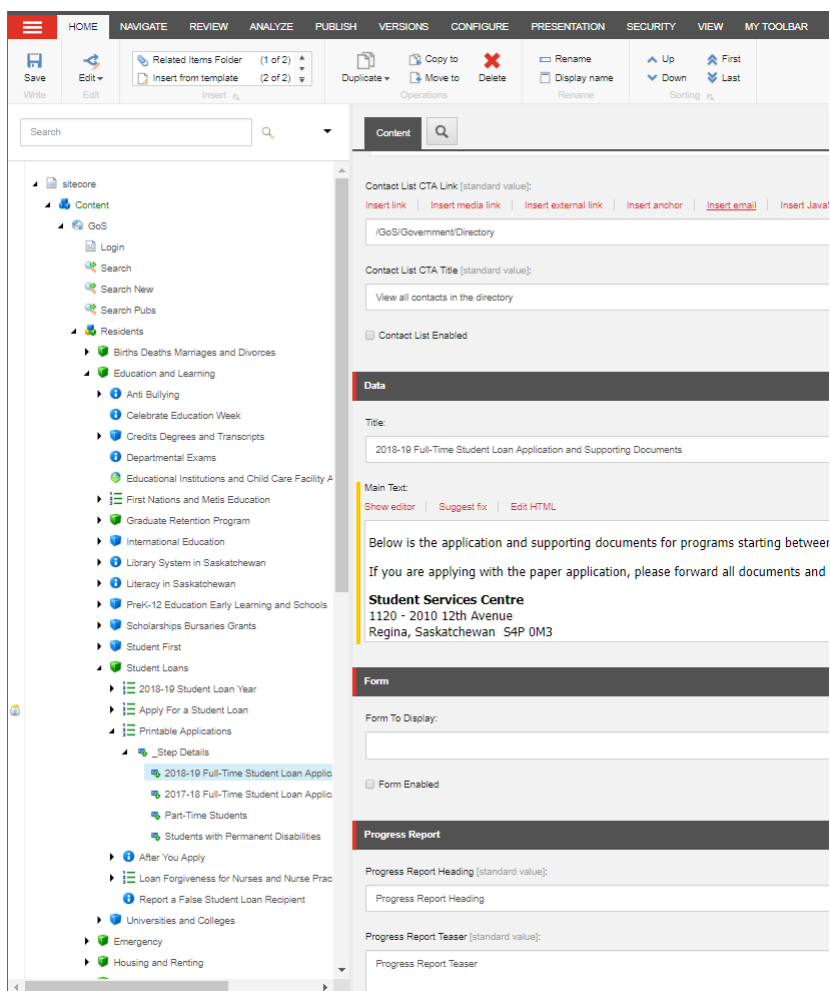
The Content Editor Loading Dock is where you will edit the content on your page, including:

- Contact list
- Menu title and description
- Page title and main text
- Meta data
- Rich Text Fragment
- Page analytics for Google Analytics

Things to remember:

- The section fields can be opened or closed by clicking on the arrows on the right-hand corner of each section.
- Validation errors and related tooltips are located to the left of any section:
  - Yellow means a warning.
  - Red means an error.

Save often to ensure you don't lose your work!



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## Add and Edit Your Content

The Main Text Editor has been designed to make loading and editing content easy.

When adding content to your page, you can open the editor by clicking **Show editor**. The Rich Text Editor box will open. You can type your content manually or copy and paste it from another source.

Importing content from Microsoft Word will cause text formatting problems in the HTML for Sitecore.

To avoid formatting problems, try these options:

- Use the **Paste from Word, strip font** option in the editor; or
- Use the **Paste Plain Text** option in the editor; or
- Copy and paste your Word text into Notepad to strip formatting and then copy that text and paste into your editor.

The best way to see if your content is causing HTML errors, is to change the view from **Design** to **HTML** at the bottom of the editor. Most paragraphs would look like this:

```
<p> Welcome to Saskatchewan.ca.</p>
```

Not this:

```
<p style="margin: 4.2pt 0in 6pt;"><strong>Welcome to Saskatchewan.ca.</strong></p>
```

## Add Internal or External Link

To add an internal link within Sitecore:

1. Highlight the text you want to link and use the **Insert Sitecore Link**.
2. Locate the page in the Content Tree.
3. Select the appropriate item and click **Link**.



To add an external link:

1. Highlight the text you want to link and use the **Hyperlink Manager**.
2. Type the external page into the URL box (ensure you keep “http://” in front of the URL) or switch to **E-mail** and insert the e-mail address into the Address box.
3. On Saskatchewan.ca, we don’t open new tabs for users. Keep **Target** and **Existing Anchor** as “None”.

## Add a Related Item

If you have a document or website link that is relevant to your content and you don't want to hyperlink within your text, you can request a Related Items Folder and Related Items.

Make sure **Related Items Enabled** is selected in the page's loading dock. You can also change the title (e.g. "You might be interested").

To edit the individual related items, you will need to select the item from the Content Tree. In the Related Item editor, you can change the Title, Description, Primary Source Link (can be internal or external), Primary Source Link Title, and the Asset Type. The default Asset Type is Image. To ensure the link displays properly, choose the appropriate link type.

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# Photography

## Composition

When choosing photography for Saskatchewan.ca, it's important to feature both people and scenery that can be identified with Saskatchewan. Look for iconic backdrops, even in urban environments.



## Tone

Focus on natural lighting in all seasons to show off the natural beauty of Saskatchewan. For people, look for natural, relaxed body language.



## Image Asset

When creating image assets for the site, there are only two sizes needed. The assets will be scaled in html to display at the appropriate size in each template. The only exceptions are featured story images on the homepage image.

Asset Size (pixels)	Item
1280 x 496	Homepage Main Featured Story
800 x 500	Right-rail Promotion
640 x 400	Homepage Promotion (Large or small)
	Content Image
	Right-rail Promotion
370 x 594	Homepage Promotion (Small)

## Tables

Tables on Saskatchewan.ca should be used when:

- You need to display numerical content, or
- Similar textual content is used for direct comparison purposes.

The content within a table on a Saskatchewan.ca page can be between 2 - 8 columns wide and 2 - 50 rows high. If your content is either too small or too big for these standards, it is recommended to use other ways to display your content.

A Table on Saskatchewan.ca is not for:

- Visually formatting content on a web page;
- Displaying data with only 1 column;
- Displaying data with only 1 row;
- Displaying data with over 8 columns; and
- Displaying data with over 50 rows.

### Data Light Table (under 2 columns/2 rows)

If you're displaying a small amount of tabular data on a web page, a better presentation might be to:

- Display the content as textual data such as an infographic; or
- Use bullet points to describe the content.

### Data Heavy Table (over 8 columns/50 rows)

If you're displaying a large amount of tabular data on a web page, a better presentation might be to:

- Split the data into smaller tables that fit into the table size guidelines for Saskatchewan.ca;
- Post the full data set as a document (PDF, excel, etc.) on Saskatchewan Publications. Highlight the important information or display a description of the data on Saskatchewan.ca and link to the document on Saskatchewan Publications.
- Build a searchable database that will allow users to filter and sort the available data.

# Updating Saskatchewan.ca

## A Guide to using the Sitecore Content Management System

For more information or specific questions please contact:

### **Digital Strategy and Operations**

[csweb@gov.sk.ca](mailto:csweb@gov.sk.ca)

Monday - Friday

8:00 a.m. - 5:00 p.m.