

Tips & Reminders for Gather Content

1

Staging area for web content

- » Gather Content is the platform for staging content in one location ahead of the transition to the content management system, Sitefinity.

2

Getting started

- » Go to the Gather Content site, login, click the Overview tab to see your dashboard, click the Content tab to select a page to edit.

3

Navigating and back button

- » Use the back-arrow button within Gather Content's navigation bar to go backwards in the platform.
- » Refrain from using the browser's back button for navigation within Gather Content.

4

Editor toolbar

- » Similar to Microsoft Word's editor.
- » Hyperlink and comment buttons most frequently used.
- » Font style and size is automatically selected for adding content. No need to change the font format.
- » There is not a spellcheck button. The browser's spellcheck feature may underline in red misspelled words. It is critical to proof content.

5

Adding content

- » To add content, select the page to edit, begin typing in the text box.
- » No need to know code to add content. Code is behind the scenes in the cascading style sheets.
- » Gather Content autosaves content.
- » The word and character count for text boxes are suggested. Use keywords.

6

Adding collaborators (assignees)

- » In the top right navigation bar, click on the person icon to add a collaborator to the page.
- » If the person doesn't appear in the search, contact the digital team at: wendl1l@cmich.edu to have them added.

7

Revision and comment history

- » View the revision and comment history of a page by clicking on the 3 vertical dots menu in the top right navigation bar.

8

Change page status

- » After content has been added, and edits made, the next step is to change the page status.
- » On the top center of the page is the status indicator, hover over it, from the drop-down menu, select the next step, then click Mark as Complete.
- » The page will automatically update the status and notify the next reviewer in the workflow.