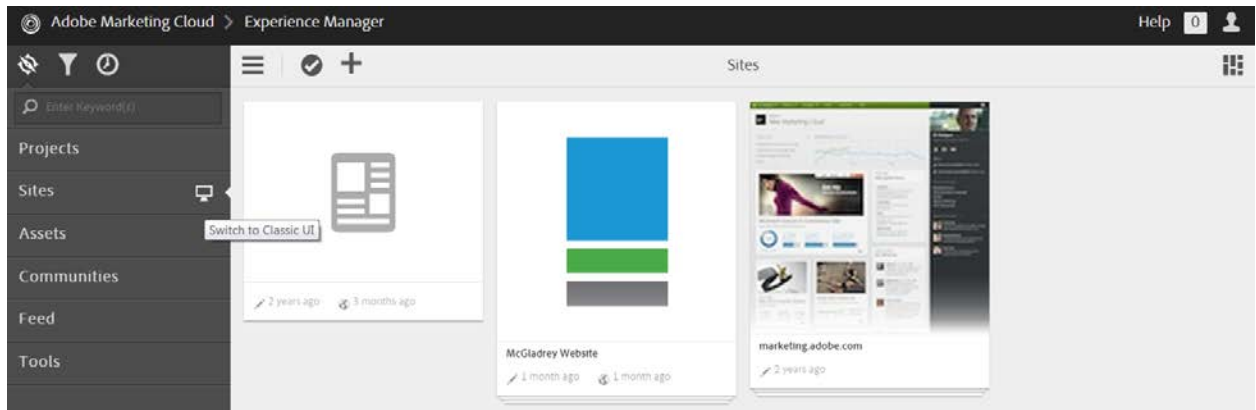
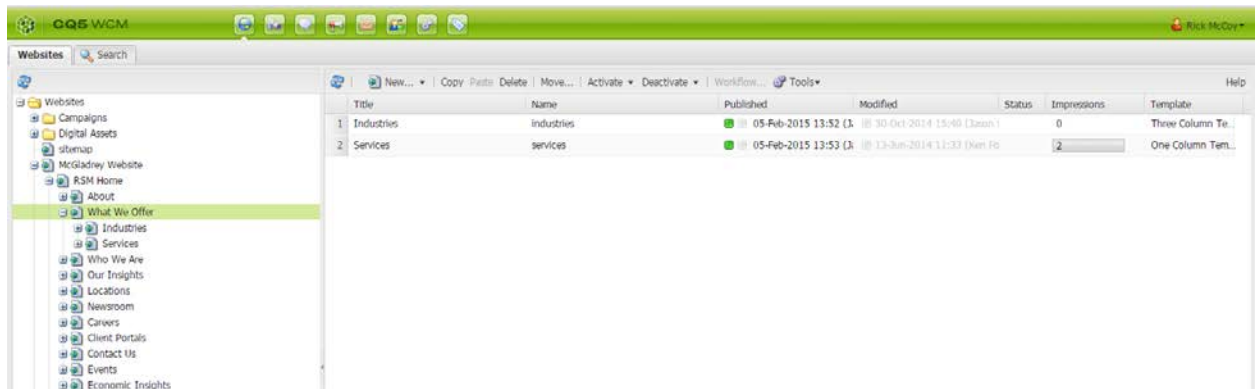


Using AEM to Make Web Page Content Changes

1. Log into [Adobe Experience Manager](#) using your network credentials.
2. From the *Web Content Manager (WCM) Touch UI* view, select *Sites* in the left navigation bar, and then click the monitor icon when it appears.



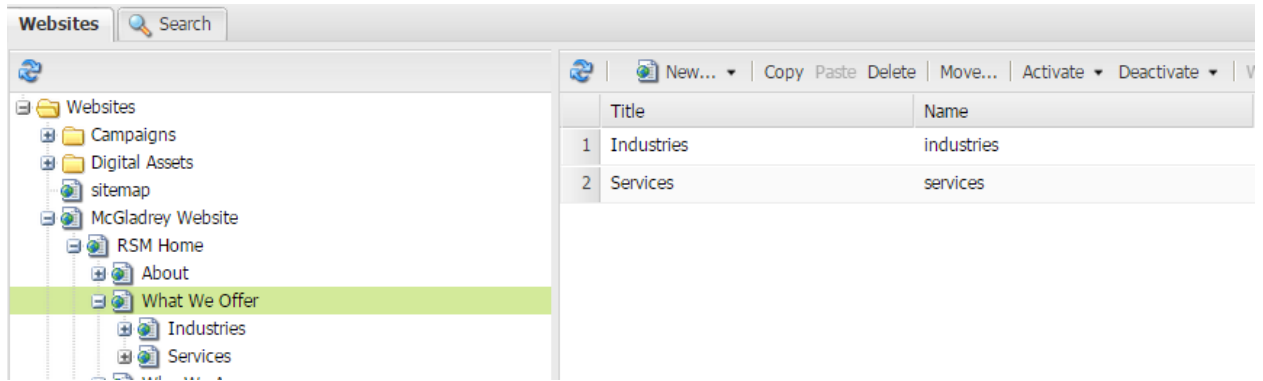
3. This will open the WCM **Classic** view in a new window.



4. Select *McGladrey Website > RSM Home* in the left navigation tree to see all content for the web site. Your permission settings will only allow you to edit pages within your designated area, however you can link to other pages as well.

NOTE: clicking the plus (+) sign will show the folder's content in the left navigation tree, while clicking the page icon or name will show the folder's content in both the left navigation tree and the right WCM display table.

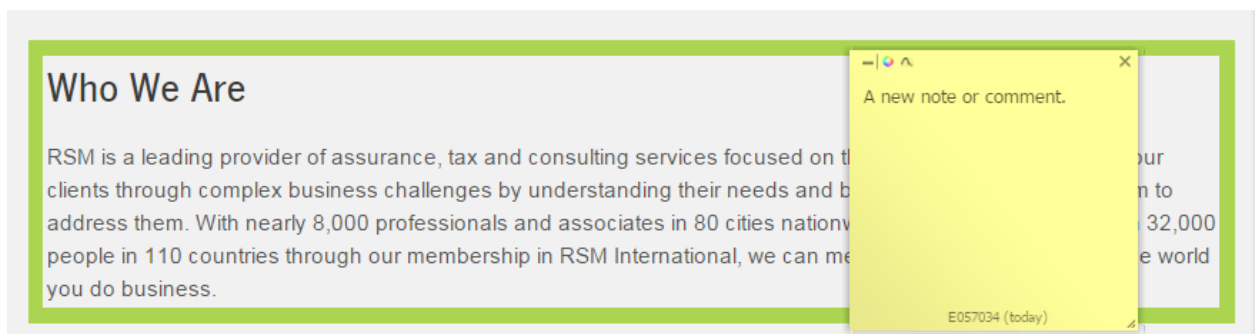
5. Select *What We Offer* to see **Service** and **Industry** content.




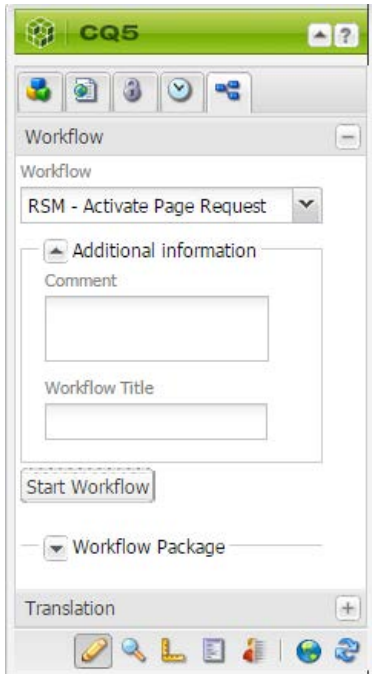
- Continue selecting from within the Services or Industries folders to locate your desired content, then open a particular page from the WCM table by right-clicking the page and choosing *Edit* or double-clicking the page *Name*.

NOTE: to quickly find a particular page, select the Search tab above the left navigation tree, then paste or type the page name without the .html extension and press Enter. You can also search on the page title.

- Make any applicable changes to the page properties, metadata, or content. You do not have to save the page before closing it. All changes are automatically saved when you close an editing window and will be shown as *Modified* in the WCM table.
- Use [annotations](#) to place colored notes on the page for others to view. Right-click on any page component (areas surrounded by a green box) and choose *Annotate*. Icons at the top enable you to minimize the annotation, change its color, add a sketch graphic, or delete it. Your name or EID and the current date is automatically added across the bottom. This is the preferred method to exchange comments with Digital Media.



- When your edits are complete, click on the [Workflow](#) icon  in the [Sidekick](#) to start a workflow page activation request for Digital Media.



10. Select *RSM – Activate Page Request* from the *Workflow* drop list.
11. Click the *Additional information* down arrow. In the *Comment* field, type a message to Digital Media (optional). In the *Workflow Title* field, indicate whether this page activation is for an internal **Review** or a **Final** live published page.
12. Click *Start Workflow*.

NOTE: remember to check your email or AEM Inbox for notifications and responses from Digital Media regarding the status of your request.