



A Brand like a friend

you@web®

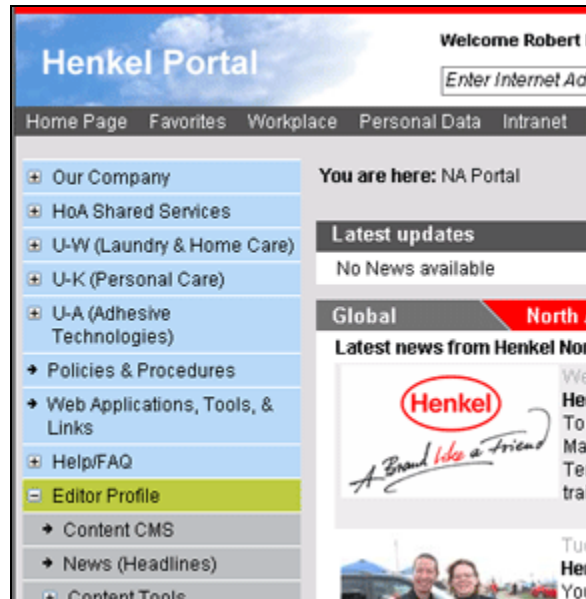
Henkel North American Intranet Content Manual
Published October 2009

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How to get to the Content Management Solution (you@web)

1. After logging into the Henkel NA Portal, use the navigation bar on the left side. Click the “+” in front of the green link “Editor Profile”.

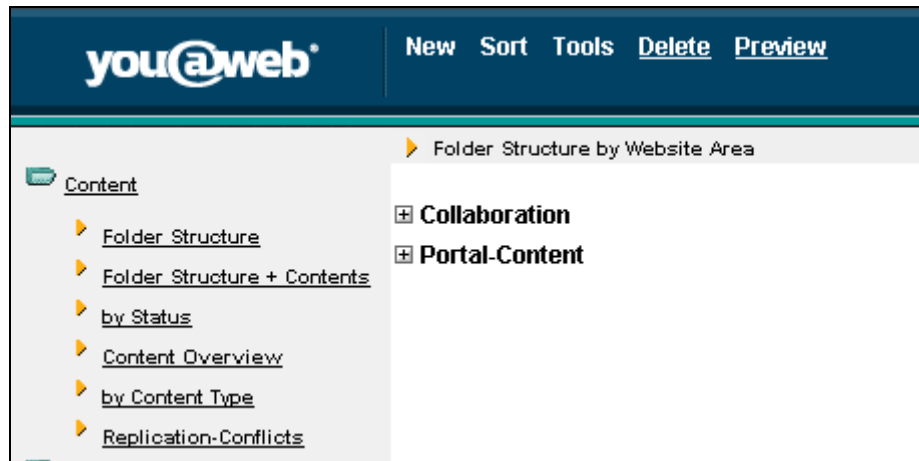


2. Click the “Content CMS” Link
3. A new screen will open with a blue banner and the “You@Web” logo in the upper left corner.



Finding your way around in You@Web

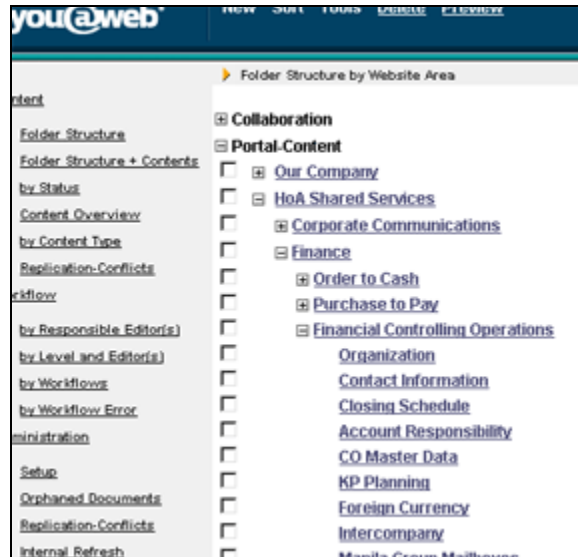
1. Once in You@Web, you will see a navigation on the left and one on the top. In the middle of the page will be to links, “Collaboration” and “Portal Content”. You will only EVER go to “Portal Content”.



2. When you click the “+”, the resulting expanding items will match the navigation on the live Intranet.

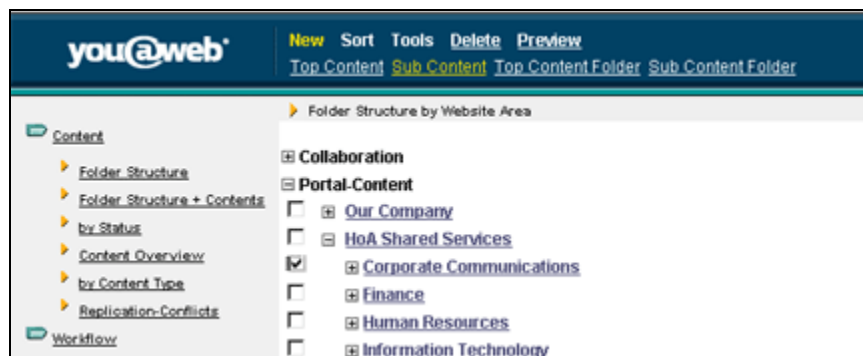


3. Use the “+” to drill into the content to find the page you want to edit or where you want to add a new page. You can use the “-“ to hide content levels.

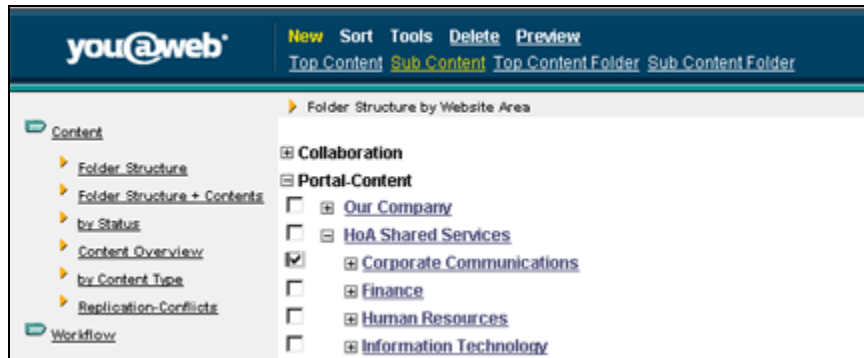


Adding new pages of content

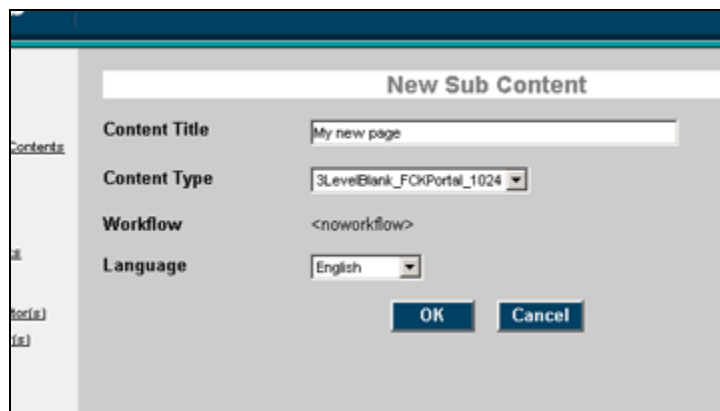
1. Navigate down to the page / area you want to add a link to. This link will be to the new page you want to create.
2. Check the box in front of the page you want the link added to. (E.g. by putting a “check” in the box in front of Corporate Communications, I would be creating a link in the Corporate Communications menu to the NEW page).



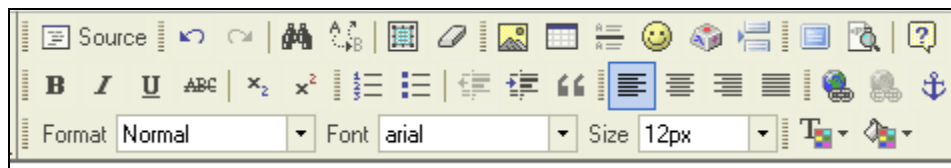
3. Go to the top navigation item and hover the mouse over the “New” link. A second menu bar will appear directly below the “New” Link.
4. From this second bar, click the link “Sub Content”. This will be the only option you will EVER use.

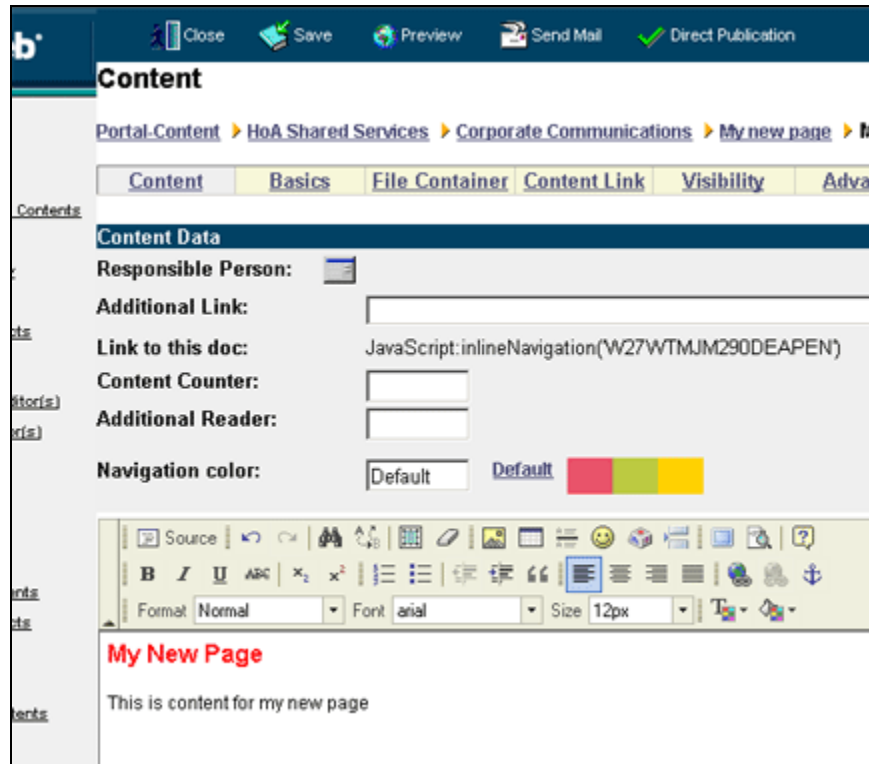


5. A new page will open that will allow you to add the text for the link that will appear in the menu.



6. Click "Ok" after entering the text you want for the link.
7. Another new page will open. This page allows text to be added. This is the text for the page. There are some standards for the look which are part of the Intranet Style Guide and Standards. For example, each page should have a title which is Red, 16px, and Bold. Use the format menu to control the look.



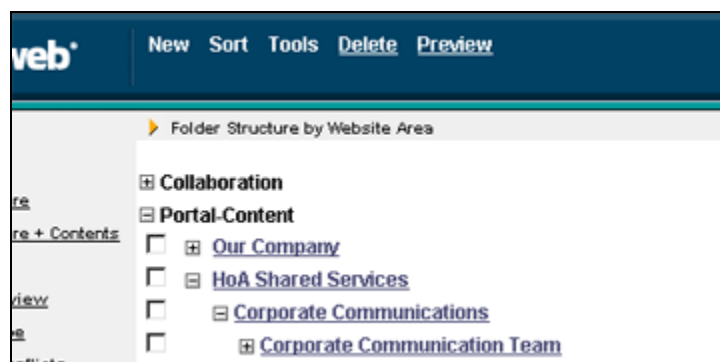


8. When you done adding content, click the “Direct Publication” link at the top of the page.

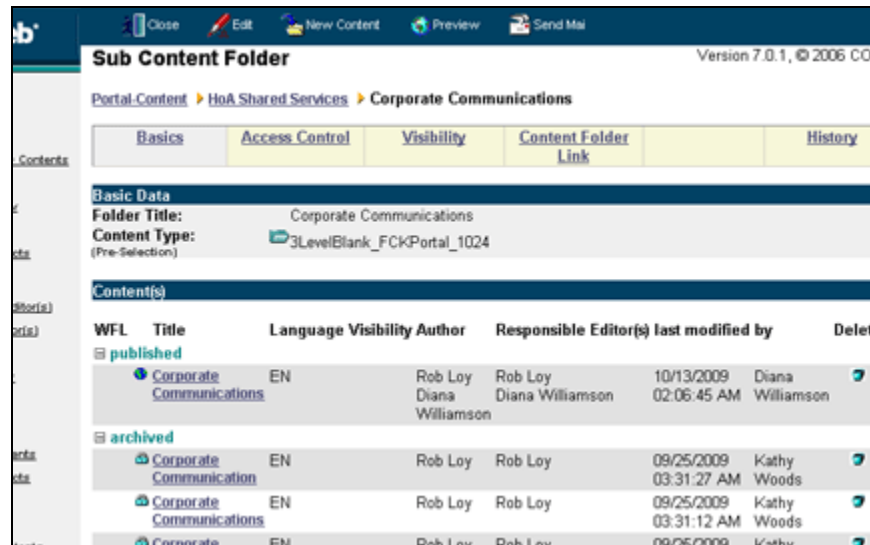


Editing existing pages of content

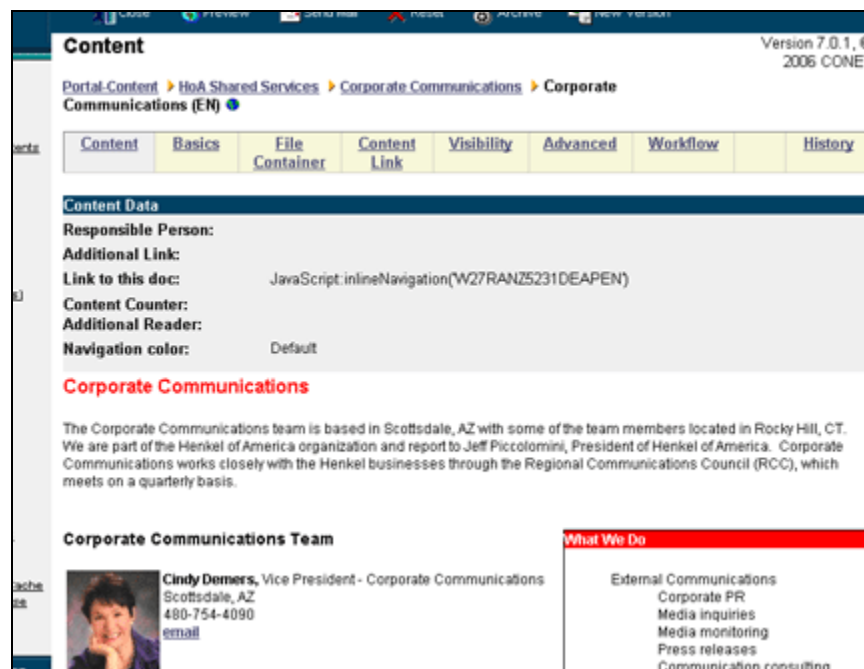
1. Navigate down to the page / area you want to edit a link to.
2. Click the name of the page you want to edit.



- A new screen will appear where the current “Published” page and any “Work in Progress” pages and “Archived” pages are also listed. Click the page version you want to edit. This is usually, the one page under “Published”. **WARNING: If there is no “Published” page, then that page is no visible to the people on the Intranet. Only Published pages are part of the navigation.**

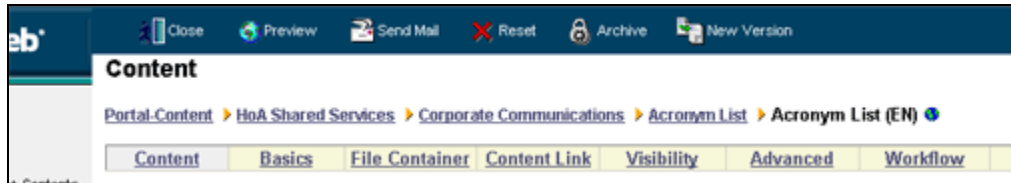


- A new page opens and you will be able to see the content of the page at the bottom.

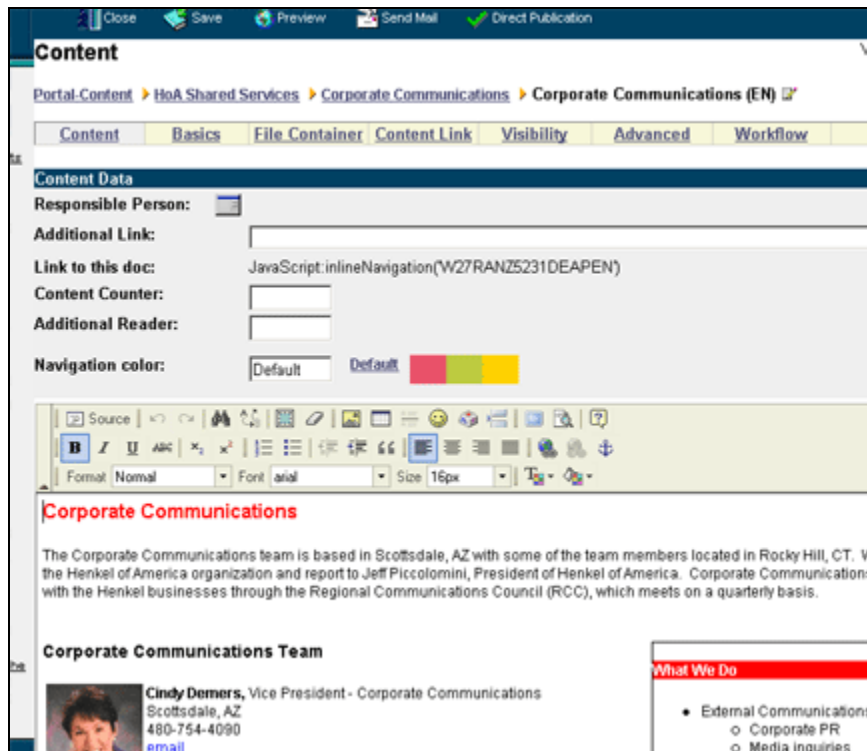


- You will have to unlock the page to edit the content. Use either “Edit”, “Reset” or “New Version”. Use “Edit” ONLY if you are working on a page you selected from

“Work in Progress” from step 3 above. If the change you are going to make is minor and you will republish the page within a few minutes, use “Reset”. For more substantial changes or when you need more than a few minutes, use “New Version”. “New Version” will create archived copies of the page so you can go back to previous versions if needed, “Reset” does not create version. **WARNING: When you chose to “Reset” page, the page will be unavailable on the Intranet until “Direct Publication” of the page.**



6. You will now be allowed to edit the page. There are some standards for the look which are part of the Intranet Style Guide and Standards.



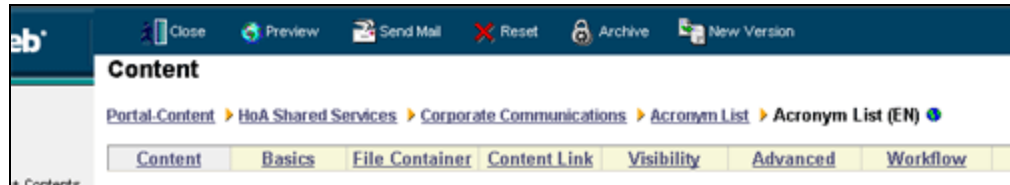
7. When you done editing content, click “Direct Publication” at the top of the page.



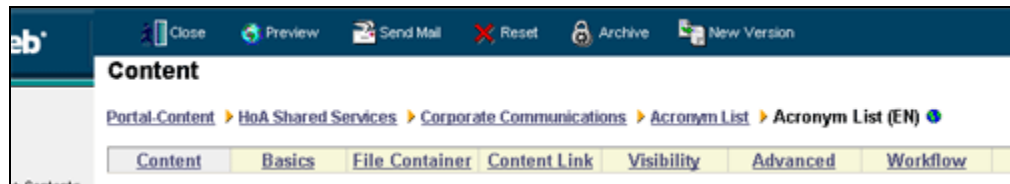
8. You might be warned that there is already content published. Just click “ok”.

Adding Files to the File Container

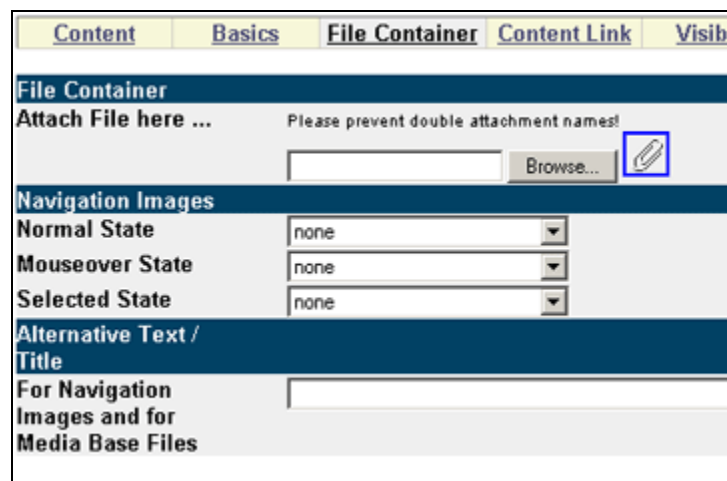
1. Navigate to a published page.
2. Get to edit mode, either “Reset” the page or “Create a new Version”.



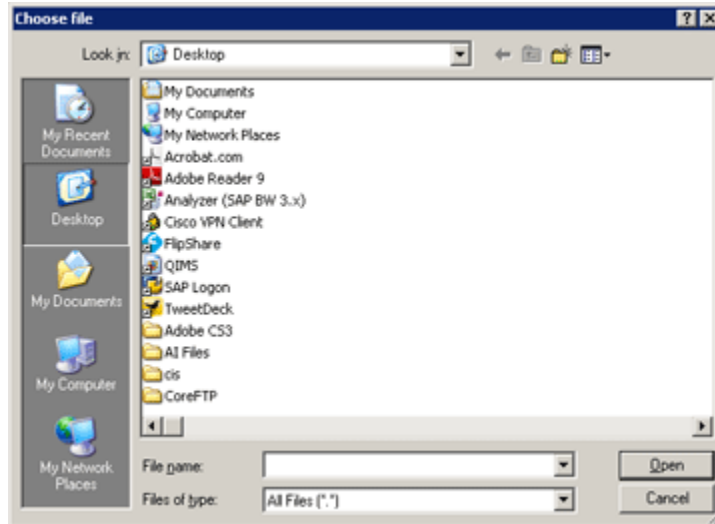
3. Click the “File Container” link from the You@Web navigation bar.



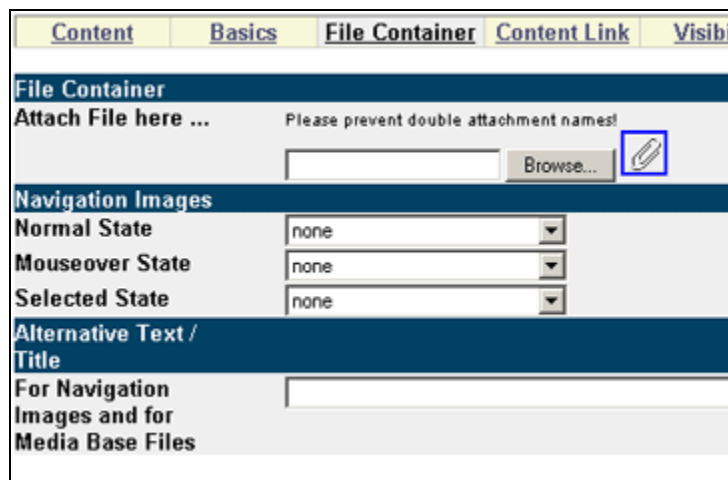
4. The page will add a few additional fields at the top of the page. The content area is still there just farther down on the screen, you might have scroll down to find it. You will need to use the “Browse” button in the “File Container” area.



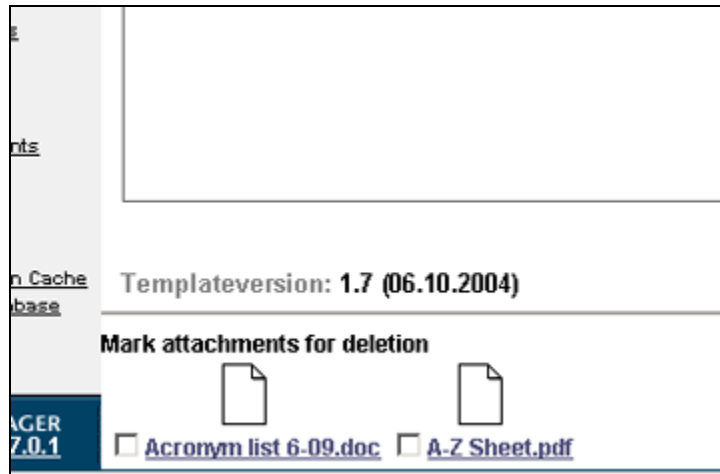
5. This will bring up a box that shows all the files on you local computer. You can browse your computer like you do normally from Windows. Find the file and select “Open”.



- When you get back to the You@Web screen, you will see the box in front of the “Browse” button is not populated with file information you are trying to upload. Click the Paperclip icon next to “Browse” to upload this file to the File Container.



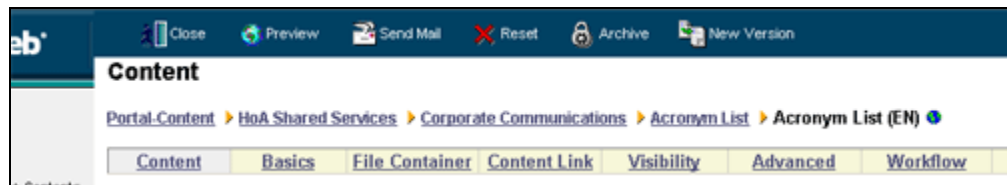
- You can scroll to the bottom of the page to see all the files currently attached to this page. You can also delete files from this area.



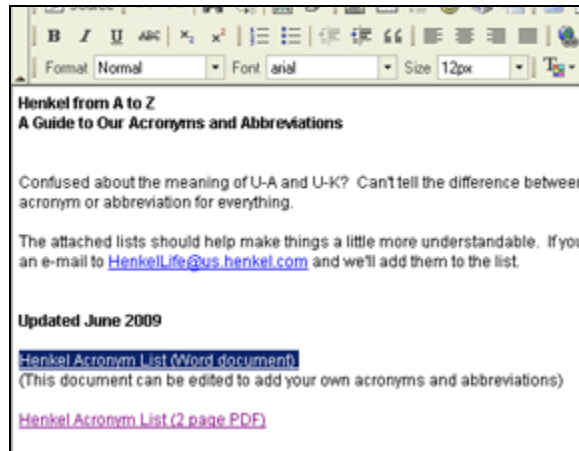
Creating Links

How to Link to Documents

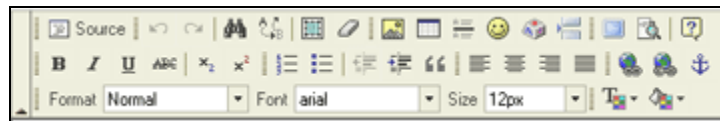
1. Navigate to a published page.
2. Get to edit mode, either “Reset” the page or “Create a new Version”.



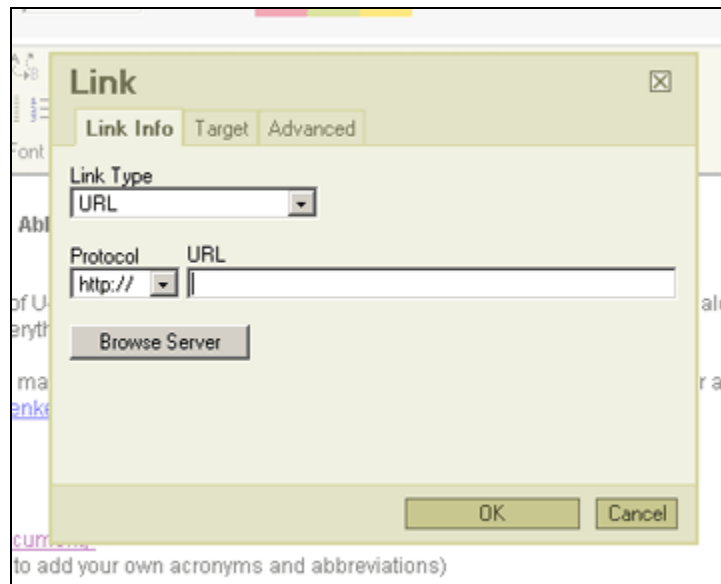
3. Upload any files (doc, pdf, xls, ppt, etc) that you want to make accessible from the page you are on. [see “Adding files to the file container”]
4. Type some text in the editor window that describes what the user will see when they click the link. Avoid text like “Click here” or “More Information”. Use text like “Travel Policy” or “Vacation Schedule for Scottsdale”.
5. Drag the mouse over the text or highlight the text you want to link.



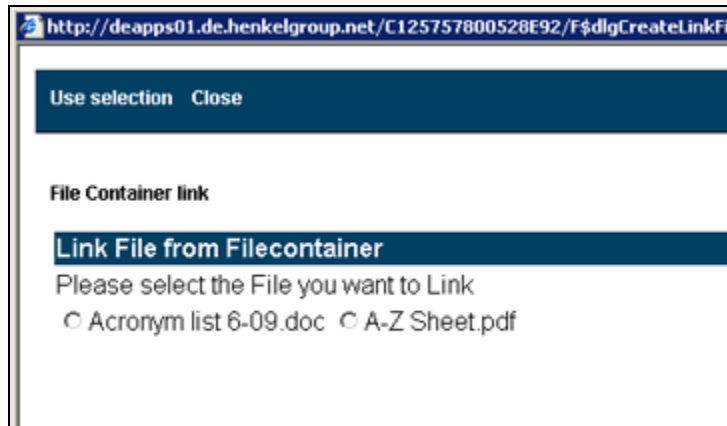
6. Click the “Globe with Chain” Icon from the Editor Bar.



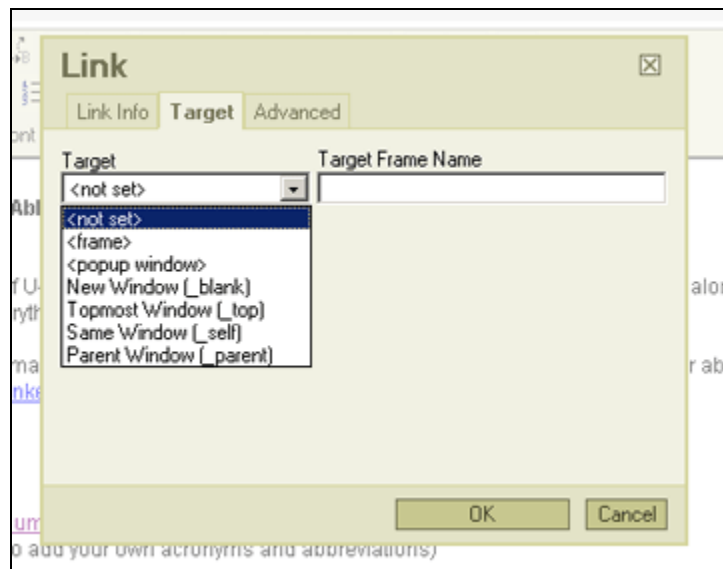
7. A Link Properties box will appear over the text editor screen.
8. For documents previously uploaded, you will find have to find the file on the server. Start by clicking the “Browse Server” button.



9. After clicking the “Browse Server” another pop-up screen will appear that lists all files you have previously uploaded. Select the one you want to link to and click “Use Selection”.



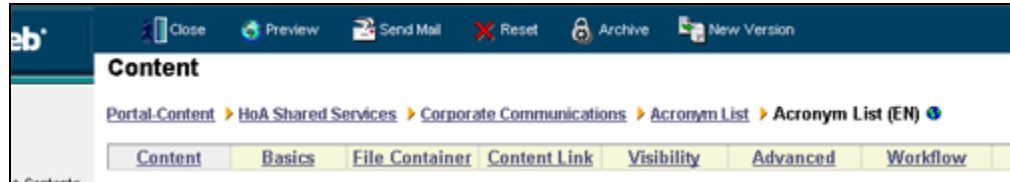
- When you get back to the “Link Properties” pop-up the URL will be populated with the document information, just click “OK” at the bottom of the box.



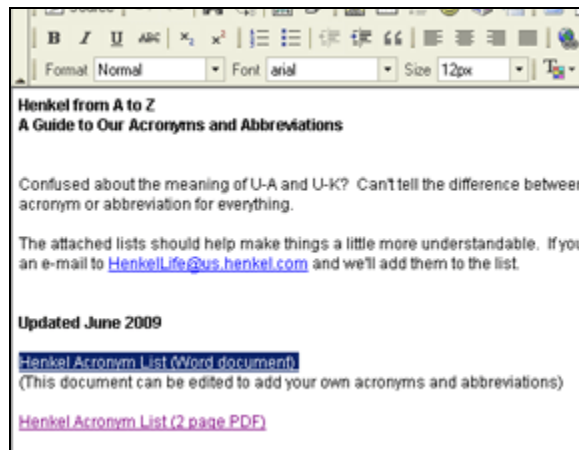
- Click “OK”.
- When the “Link” box closes after clicking “Ok”, you text in the editor should be blue (or purple) and underlined.

How to Link to External Pages

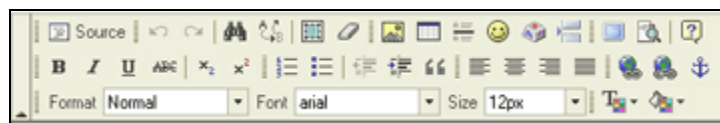
1. Navigate to a published page.
2. Get to edit mode, either “Reset” the page or “Create a new Version”.



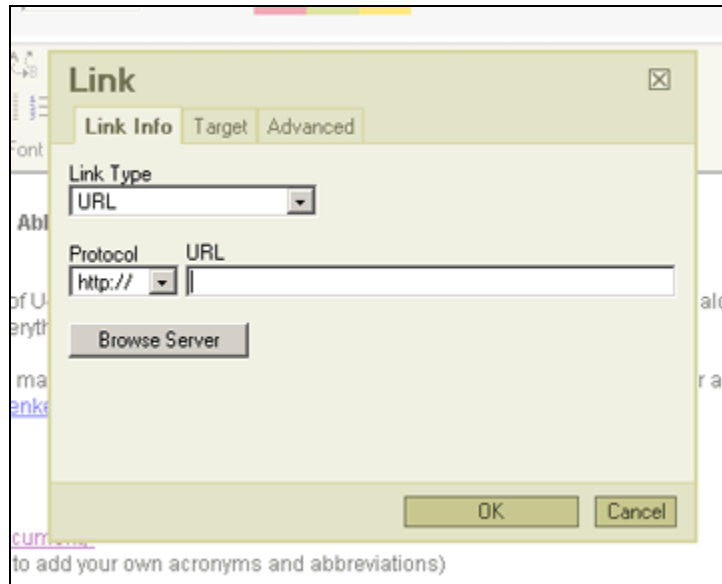
3. Type some text in the editor window that describes what the user will see when they click the link. Avoid text like “Click here” or “More Information”. Use text like “Travel Policy” or “Vacation Schedule for Scottsdale”.
4. Drag the mouse over the text or highlight the text you want to link.



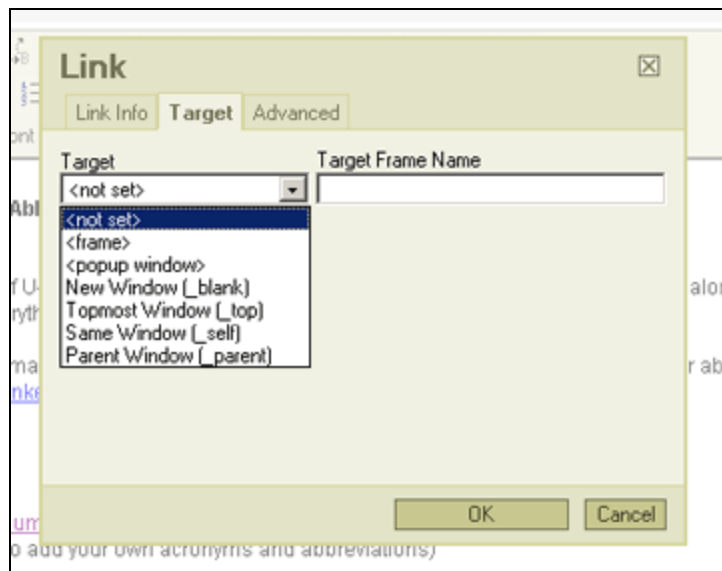
5. Click the “Globe with Chain” Icon from the Editor Bar.



6. A Link Properties box will appear over the text editor screen.
7. For external pages, pages on other websites, just type in the name of the link. For example: www.henkelna.com or www.henkelna.com/privacy into the URL field.



8. For any links that are not houses within the You@Web, you need to change how the page opens. All external links should open in a new browser. You do this by changing the “Target” to “New Window”.



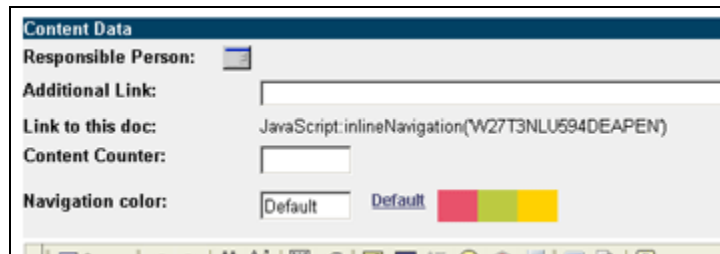
9. Click “OK”.



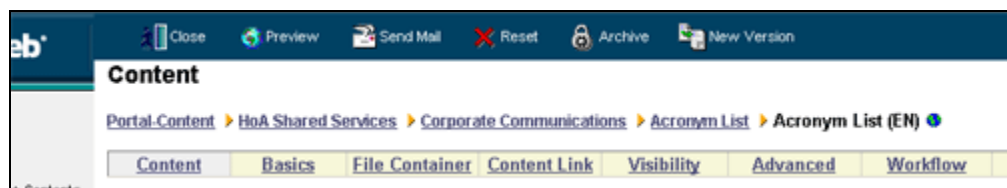
10. When the “Link” box closes after clicking “Ok”, you text in the editor should be blue (or purple) and underlined.

How to Link to Internal Pages

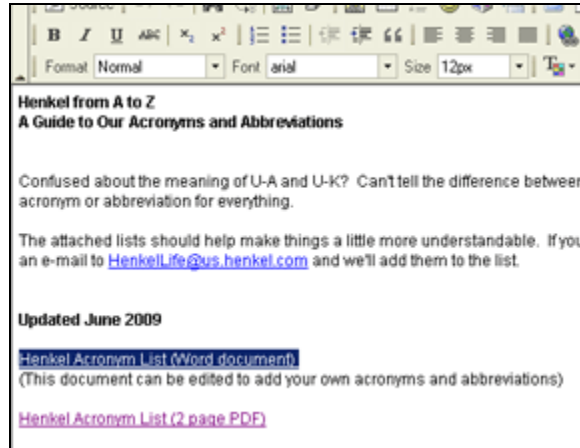
1. Navigate to the published page you want to link TO.
2. Copy (Ctrl+C) the “Link to this Doc” information.



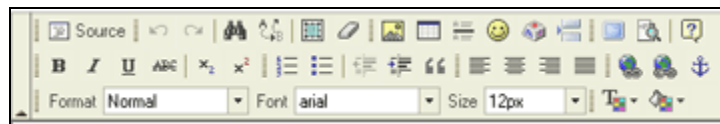
3. Navigate to the published page you want to link FROM.
4. Get to edit mode, either “Reset” the page or “Create a new Version”.



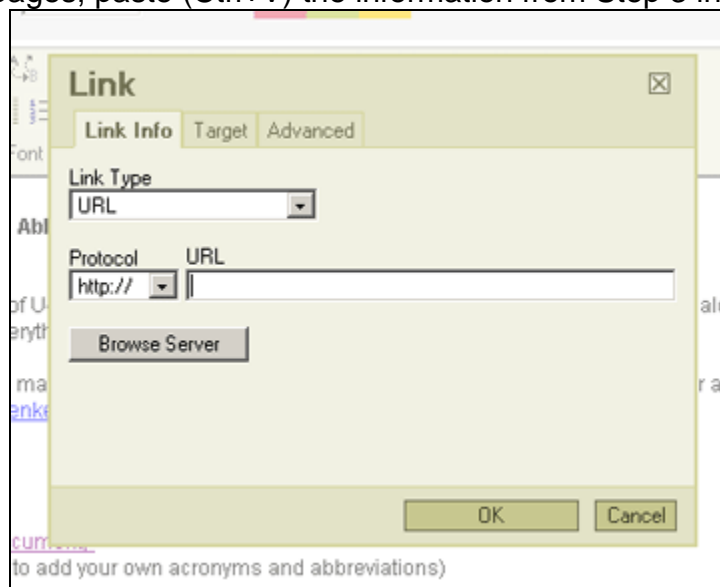
5. Type some text in the editor window that describes what the user will see when they click the link. Avoid text like “Click here” or “More Information”. Use text like “Travel Policy” or “Vacation Schedule for Scottsdale”.
6. Drag the mouse over the text or highlight the text you want to link.



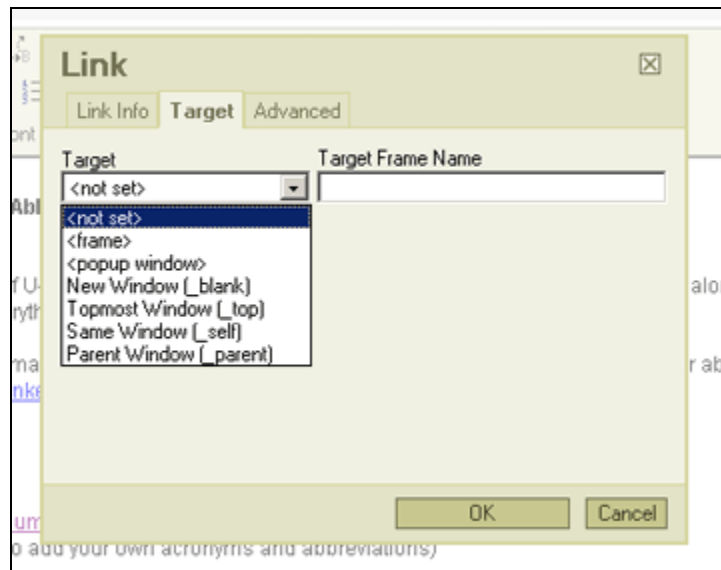
7. Click the “Globe with Chain” Icon from the Editor Bar.



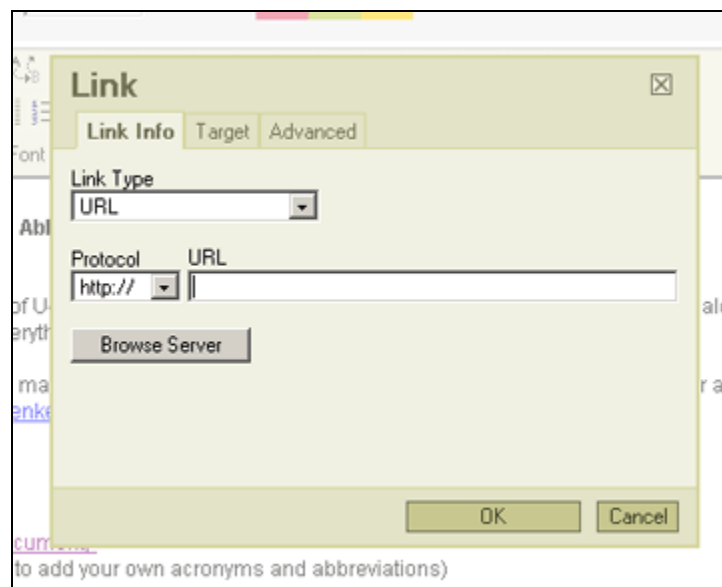
8. A Link Properties box will appear over the text editor screen.
9. For internal pages, paste (Ctrl+V) the information from Step 3 into the URL field.



- For any links that are not houses within the You@Web, you need to change how the page opens. All external links should open in a new browser. You do this by changing the “Target” to “New Window”.



- Click “OK”.



- When the “Link” box closes after clicking “Ok”, you text in the editor should be blue (or purple) and underlined.