TITLE / BODY FIELD Editing Guide

Description
The majority of the pages in sitecore will contain a **Title** and a **Body** section. The steps below will guide you through adding and editing content to be displayed in this section that utilize the **WYSIWYG (What You See Is What You Get)** along with inserting hyperlinks and e-mail addresses.

In this Section

- [Editing the Title and Body Section](#)
- [Inserting Hyperlinks to External Websites Outside of Chicago Booth](#)
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**Field: Title (see screenshot)**

| Title: Braintree among several Chicago Booth-tied businesses snapped up over past year |

**Field: Content (see screenshot)**

<table>
<thead>
<tr>
<th>Show Editor • Suggest Pix • Edit Html</th>
</tr>
</thead>
</table>

It has been a big year for start-ups with ties to the University of Chicago Booth School of Business.

Eight student businesses built and developed with guidance and resources from Chicago Booth’s Polsky Center for Entrepreneurship and Innovation have been involved in mergers and acquisitions this year, the most recent of which was last week’s $800 million acquisition of Braintree by PayPal.

On September 26, eBay, the parent company of PayPal, announced it was acquiring Braintree, which helps process

**Click on “show editor” (see screenshot)**

The WYSIWYG will appear allowing you to enter a content related to this section.

**PLEASE NOTE:** It is highly recommend not to copy and paste from Microsoft Word directly into the content area due to formatting errors that are known to happen.

Once opened, you may either use the editor available within sitecore to freely type in your content, or you can copy and paste already existing content into this section by following the steps below:

Select and copy the existing content you wish to paste into your webpage from a document such as word, rtf or pdf.

Using the WYSIWYG click on the icon “*Paste from Word, strip font*” located in the toolbar (see screenshot)
Copy and paste your content into the “Paste from Word, strip font” section (see screenshot)
Be sure to remove any spacing between paragraphs. (see screenshot for example)

Click on “paste” to confirm

Once you have confirmed your entry, highlight each paragraph one by one.

While highlighted, select the dropdown menu next to the dropdown selection labeled “Apply CSS” and select normal. (see screenshot)

By doing so, this will enclose the text you just pasted from Microsoft Word and or any other Rich Text Document inside of paragraphs for formatting consistency within the template you are using.

Repeat the above steps for each paragraph.

Press the accept button to confirm
INSERTING HYPERLINKS TO EXTERNAL WEBSITES OUTSIDE OF CHICAGO BOOTH

Highlight the area of text you wish to link to an outside website or internal link while in the show editor mode. (see screenshot)

While the text is highlighted, click on the hyperlink manager icon (see screenshot)

The hyperlink manager window will appear (see screenshot)
In this window, type the web address that you wish to link the area of text to in the URL field. **Please note:** It is recommended to copy and paste the url from the actual website to avoid any errors and or potentially posting a broken links.

In the target section, click on the drop down menu and select “new window”. By selecting new window, this will open the website in a new browser window when someone clicks on the link, therefore leaving your page in the background.

**Please note:** It is recommended to always target your hyperlinks to new windows when linking to a website outside of Chicago Booth, or an Internal Booth site that has a different look and feel from the default template in which you are using.

Once done, press ok to confirm your changes.

**Repeat the steps above for additional hyperlinks**

**LINKING TO AN EXISTING PAGE INSIDE OF SITECORE**

While the area of text is highlighted click on the “**insert sitecore link**” icon in the WYSIWYG (see screenshot)

![Sitecore Link Icon](image)

At Chicago Booth, we teach students to solve complex business problems using the conceptual tools of

The “**insert a link**” window will open

Navigate to the sitecore page you wish to link, select it and press the link button to confirm

![Sitecore Page List](image)

Repeat the above steps if linking to other pages inside of sitecore.
MODIFYING A HYPERLINK

Inside of the WYSIWYG, highlight the link you wish to edit. While highlighted, click on the hyperlink manager icon.

Inside of the hyperlink manager icon window, edit the web address inside of the url field and or copy and paste, or enter the new one.

Press ok to confirm.

Accept your changes and save.

REMOVE LINKS

There may also come a time that you may need to remove a link. To do so, highlight the area of text you wish to remove the hyperlink. While highlighted, click on the remove link icon in the show editor tool bar. (see screenshot)

LINKING TO AN EMAIL ADDRESS

Highlight the section in your content you wish to link to an email. (see screenshot)

Click on the “Hyperlink Manager Icon”
In the hyperlink manager icon window select the “E-mail” tab and enter the email address you wish to link to in the address field (see screenshot)

Press the **OK** button to confirm your changes

Press **Accept** in the content area

Save early, save often