

Common Savvy Tasks

Editing pages on your site.

1. Open a web browser (Internet Explorer or Firefox)
2. Login to Savvy: <http://www.mnstate.edu/login.cfm>
3. Browse to your website or enter you url in the address bar.
 - a. Go to the page you want to edit
4. Click on the blue box in the area that you want to edit and click 'edit'
5. Make the changes that you want and click 'save now'
6. It will bring you back to the page you just made the edits on. To make it live you need to publish your content. The box that was blue is now a yellow color, click on it and go to 'action' and then click 'publish page' or 'publish object'.

Uploading a document to link on your site.

1. Follow above steps to #4.
2. Type the text you want to link and then highlight it or if the text is already on the page just highlight the text.
3. On the toolbar there is a button that looks like a world with a chain and if you hover over it should say 'Link'.
4. Click on it
5. On the bottom of your editing screen a box should appear that says 'Link Properties'.
6. One of the boxes in the 'Link Properties' says 'Link: http://' next to that box there is a little folder icon, click on it.
7. Your Remote File Explorer window is going to open
8. On the left-hand side you will see all of the folders under the paralegal folder
9. Highlight the 'classes' folder
10. On the right-hand side you will see all of the documents under the 'classes' folder.
11. Also on the right-hand side at the bottom you should see either an 'upload' or a 'browse' box.
 - a. Click on the 'Browse' or 'Upload' box
 - b. You will then have a new window open up which allows you to choose a document from your hard drive.
 - c. Find your document on your hard drive and click on it and then click 'open'.
 - d. You will then see a button that says 'Upload' click it. It will upload your document into the folder you had selected and it should be highlighted. Then simply click the 'Insert' button.
12. Make the changes that you want and click 'save now'
13. It will bring you back to the page you just made the edits on. To make it live you need to publish your content. The box that was blue is now a yellow color, click on it and go to 'action' and then click 'publish page' or 'publish object'.

