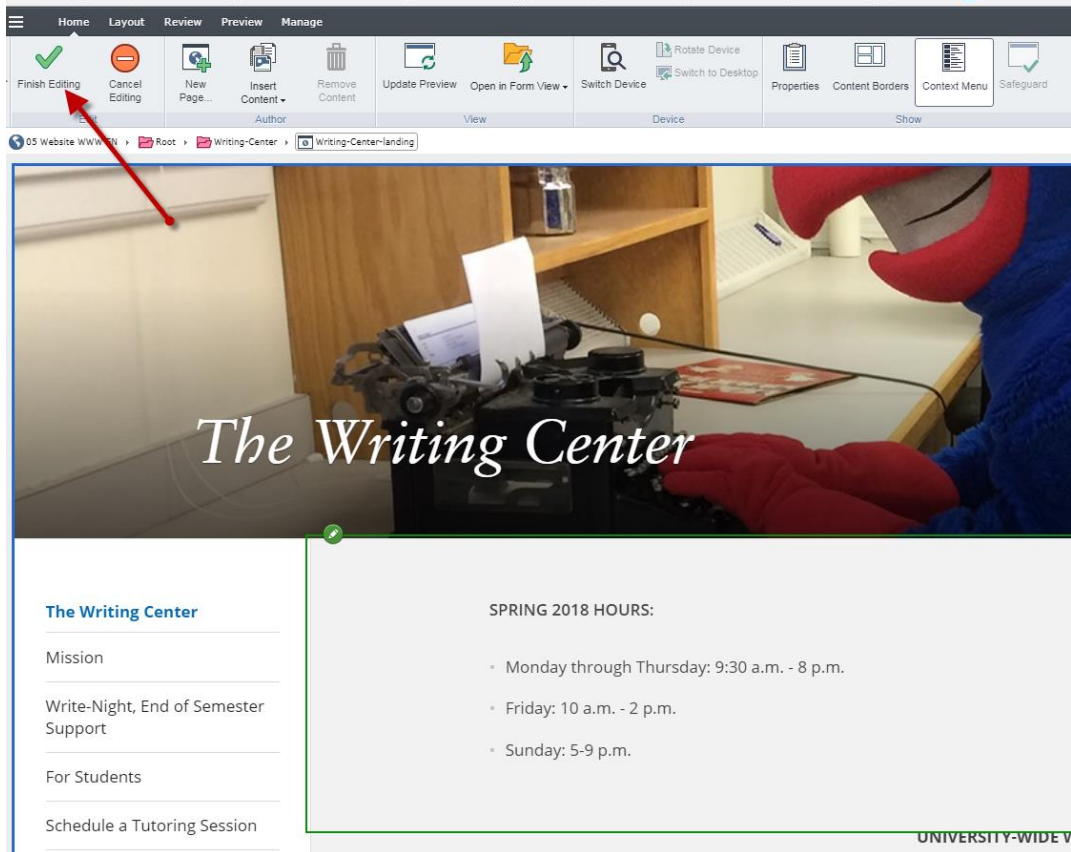
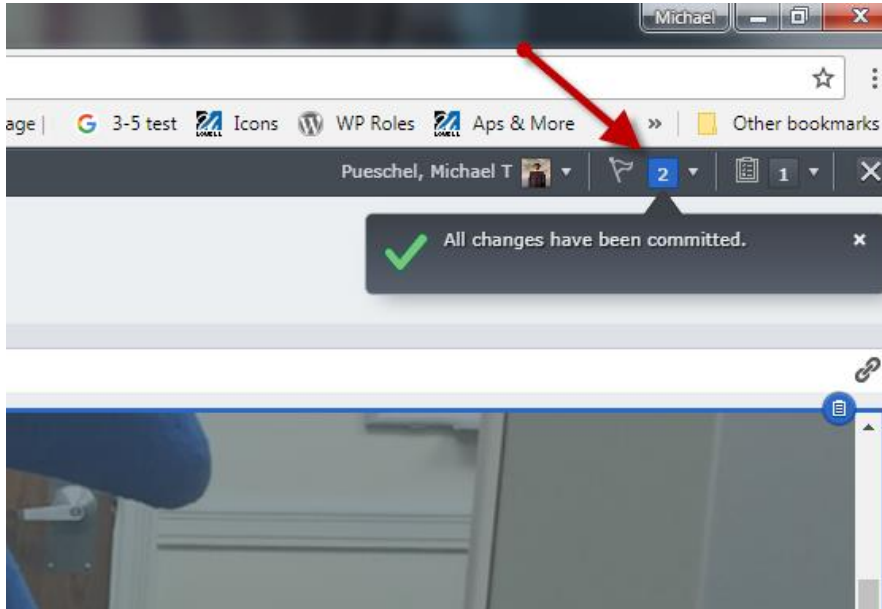


Submitting Your Edits For Publishing In Tridion Site Edit

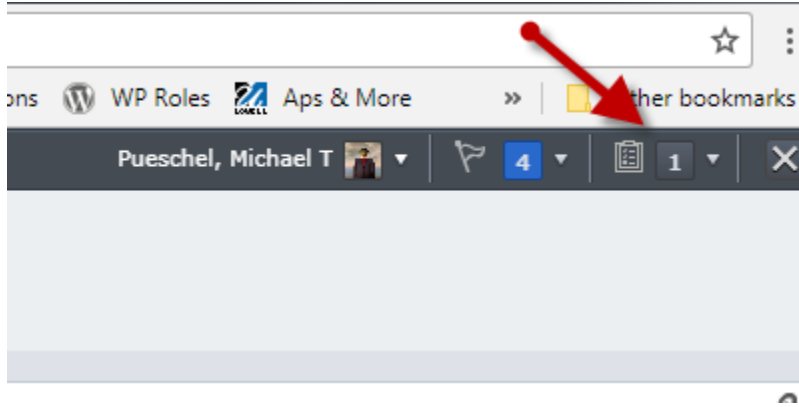
1. Once you've finished editing click the "Finish Editing with a Green checkmark" in the menu to the upper left.



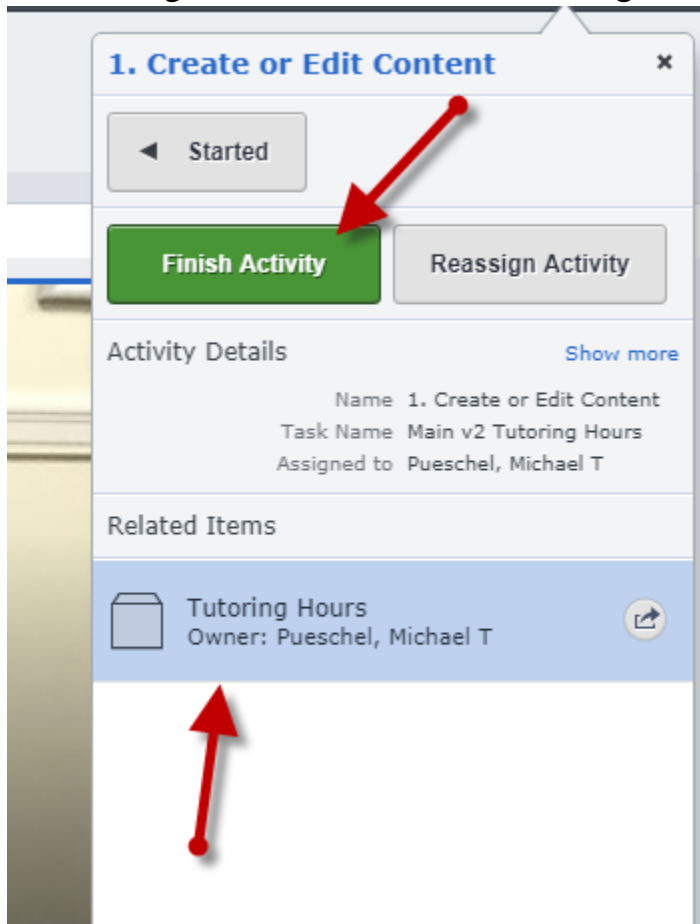
2. Next you should see a note that "all changes have been committed and see a number next to the flag in the upper right menu.



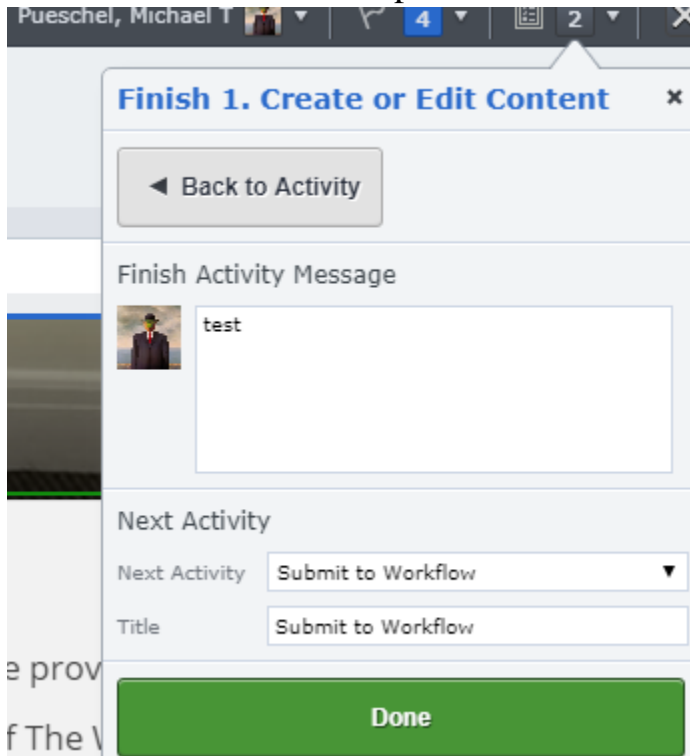
3. Next you should see a number next to the clipboard to the right of the flag in the menu.



4. Click on that number and you'll see a dropdown menu – Select the item you want to submit for publishing and you should see another menu. Click on the same item and it will turn light blue and then click on the green “Finish Activity” button.



- Next you will see a screen that gives you an option to write a note (Finish Activity Message) for those that will publish the edits. For example – please publish ASAP or please publish only to stage (preview) and not to the live website etc. Then select Submit to Workflow from the dropdown menu and click on the green “done” button.



That’s it. If you have any further issues with this process it might be best if you speak to Hichame, [Hichame Asrary@uml.edu](mailto:Hichame_Asrary@uml.edu)– or call him at 978-934-1873 as he is the expert in Site Edit and has a program where he can look at your desk top remotely.

Training manuals and more help can also be found here: <http://www.uml.edu/University-Relations/help/web-services/Tridion-Training/Training-manuals.aspx>

Training videos (with step-by-step directions) here: <https://www.uml.edu/University-Relations/help/web-services/Tridion-Training/Training-video.aspx>