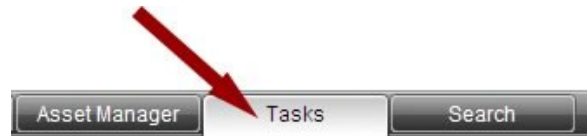
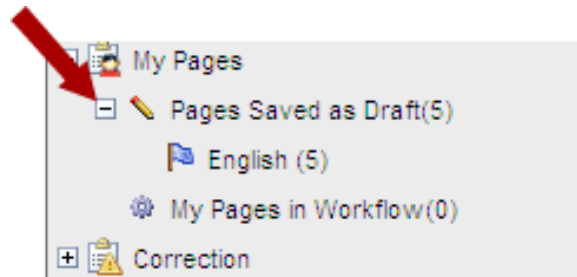


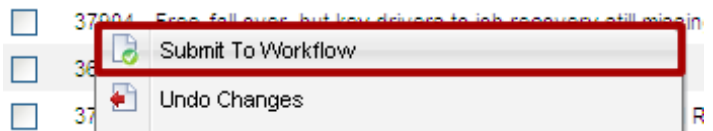
- Once a page has been edited and saved it will appear in the Pages Saved as Draft section of the Tasks tab
- When the editing has been completed and the changes need to appear on the live web site they must be submitted to Workflow
- To submit something to Workflow, click on the Tasks tab. You will know you are on the Tasks tab because the tab will appear lighter colored than the others and the left hand menu bar will change



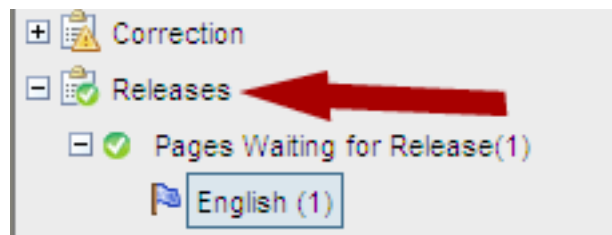
- Using the menu on the left, click on the + sign to the left of the link that says Pages Saved as Draft. This will open the Drafts list
- Once the list is open, click on the English link. When you do this a list of the pages you have Saved as Draft will appear on the right hand side



- To add a page to the Workflow, using the list of documents in the right hand area, right click on the document title and click Submit to Workflow in the menu that pops up
- If you want to submit more than one document to Workflow, click in the box to the left of all the documents you want to submit and then right click on a document title



- Once pages have been submitted to Workflow they must be released. To Release a page click on the + sign next to the Releases link on the right hand side. Next click on the + sign next to the Pages Waiting for Releases link. Now click on the English link. This will cause the titles of the pages waiting for release to show up on the right hand side



- Once the list of pages has shown up right click on the title of one and, in the menu that pops up, click on Release

