



AEM Touch UI

Quick reference

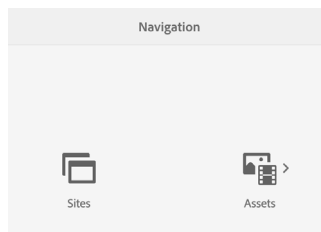
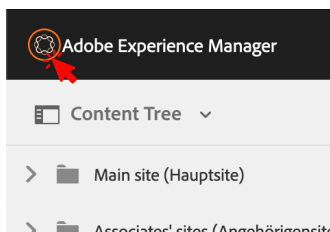
CC web team

Site manager overview

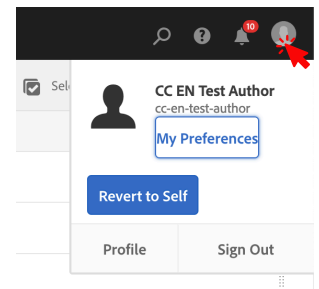
The **Site manager** provides an overview of your website's structure. The **Content tree** view in the left pane, along with the right pane **List view** displaying the subcontent of the selected item, is the best view to use. The menu options displayed at any time depend

on whether a folder or a page is selected in the left pane or one or a combination in the right pane is selected. The following screenshots are an indicator of where to find menu items in general but may differ based on your selection.

The Adobe logo will open the navigation overlay to switch back and forth between the Sites and Asset manager windows.



Your language setting can be changed in the My preferences menu item in the profile menu in the top right of the manager.



Create menu dropdown for page creation and version management

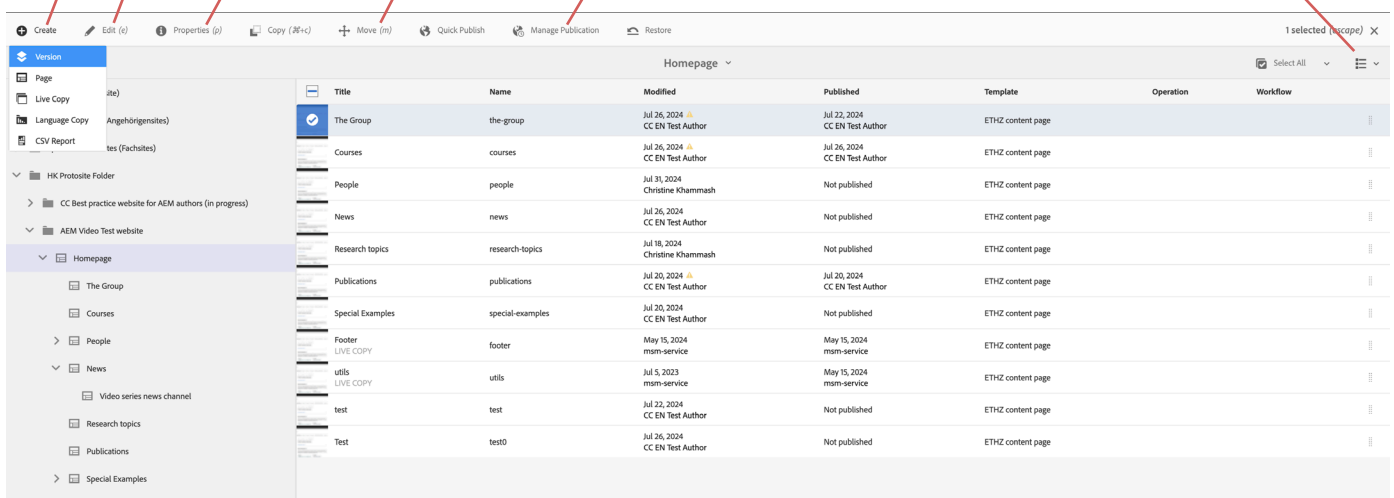
Open page in page editor

Open page properties

Edit a page URL and/or move a page(s)

To unpublish a page(s) or set delayed publish/unpublish date (delete menu item will only appear if a page is unpublished)

Right pane view settings (List is recommended)



General AEM information:

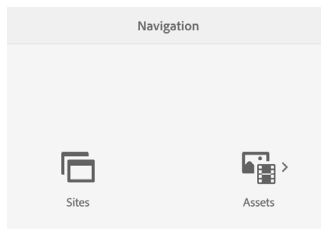
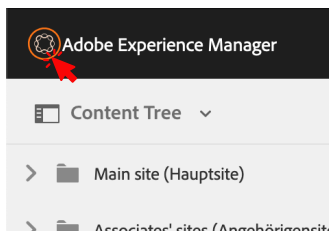
- To add editors for a website, send a ticket to servicedesk@id.ethz.ch and provide the **website name** and the name and **ETH username** of the new editor.
- **Page versions** are only kept in the system for 90 days. If a page has not been edited in a long time, it is recommended to create a version before editing the page again or there may not be a version to revert to after a change is made.
- See the **AEM Touch manual** for component and further system information.
- Regular **Q&A sessions** on Zoom are offered weekly. Dates and times can be found in the online manual.
- If technical issues are encountered, please send a ticket to the Service Desk at servicedesk@id.ethz.ch

Asset manager overview

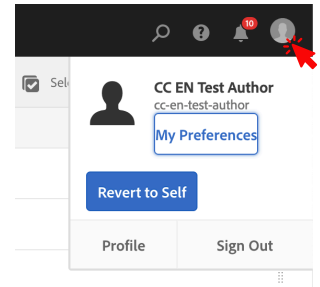
The **Asset manager** is where your website image and document files are stored. The **Content tree** view in the left pane, along with the right pane **List view** displaying the files and folders of the selected tree folder, is the best view to use. The menu options displayed at

any time depend on whether a folder in the left tree is selected or a file, folder or combination is selected in the right pane. The following screenshots are an indicator of where to find menu items in general but may differ based on your selection.

The Adobe logo will open the navigation overlay to switch back and forth between the Sites and Asset manager windows.



Your language setting can be changed in the My preferences menu item in the profile menu in the top right of the manager.



Version management can be found under Create

To manage image metadata

To crop or rotate an image (globally applied)

To annotate an image

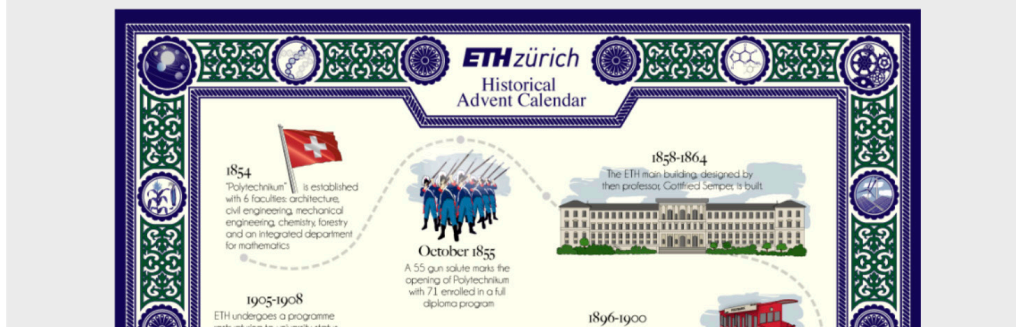
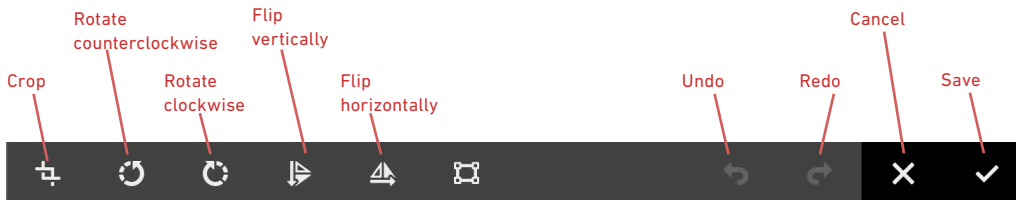
To rename an asset filename or move an asset

To unpublish assets or set delayed publish/unpublish date (delete menu item will only appear if an asset is deactivated)

Right pane view settings (List is recommended)

Name	Title	Type	Dimensions	Size	Modified	Published	Brand Portal
test-file1.png	PNG image	IMAGE	1000 x 1414	704.8 KB	Jul 20, 2024, 2:05:44 PM CC EN Test Author	Jul 20, 2024, 2:41:54 PM CC EN Test Author	Not published
test-file2.png	PNG image	IMAGE	3201 x 3200	1276 KB	Jul 20, 2024, 2:06:19 PM CC EN Test Author	Aug 7, 2019, 2:39:30 PM Christine Khammash	Not published
eth_brief_A4_en.docx	Word document file	TEMPLATE		45.8 KB	Jul 20, 2024, 2:07:01 PM CC EN Test Author	Mar 22, 2020, 1:24:16 PM Christine Khammash	Not published
test-pic3.JPG	JPG image	IMAGE	2000 x 1500	576.7 KB	Jul 20, 2024, 2:07:38 PM CC EN Test Author	Mar 22, 2020, 1:24:16 PM Christine Khammash	Not published
eth_uzh_brief_A4_en.docx	Word document file	TEMPLATE		61.1 KB	Jul 20, 2024, 2:07:01 PM CC EN Test Author	Mar 22, 2020, 1:24:16 PM Christine Khammash	Not published
sneakpeekit-browser-copy.pdf	PDF document	DOCUMENT		50.5 KB	Jul 20, 2024, 2:07:58 PM CC EN Test Author	Mar 22, 2020, 1:27:01 PM Christine Khammash	Not published

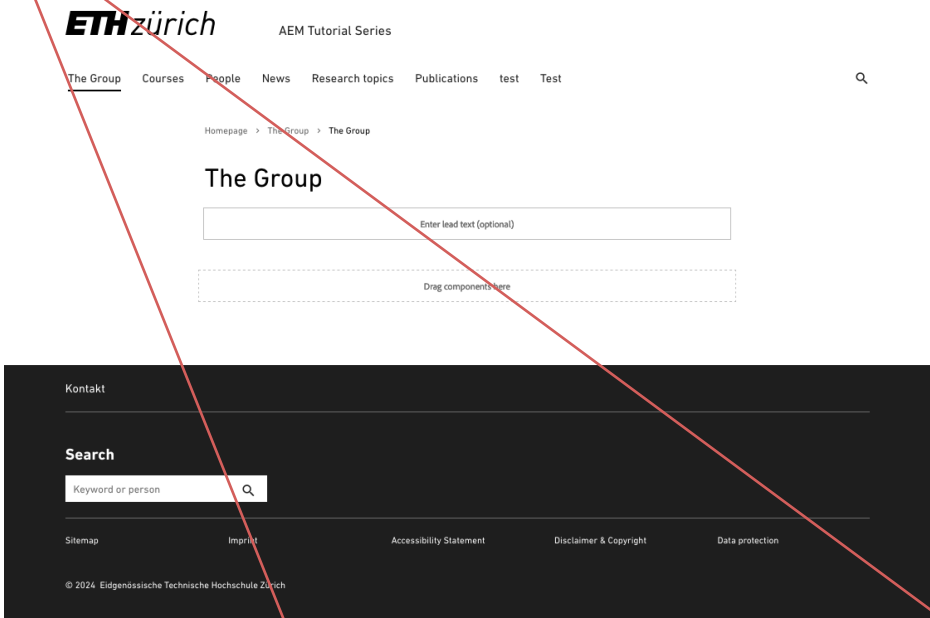
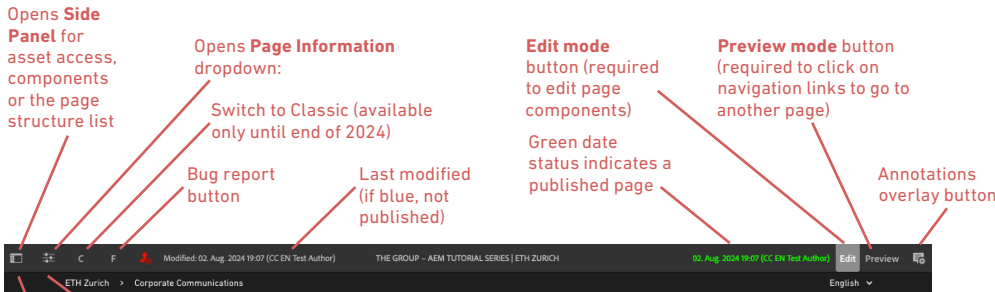
Edit image overlay



Page editor overview

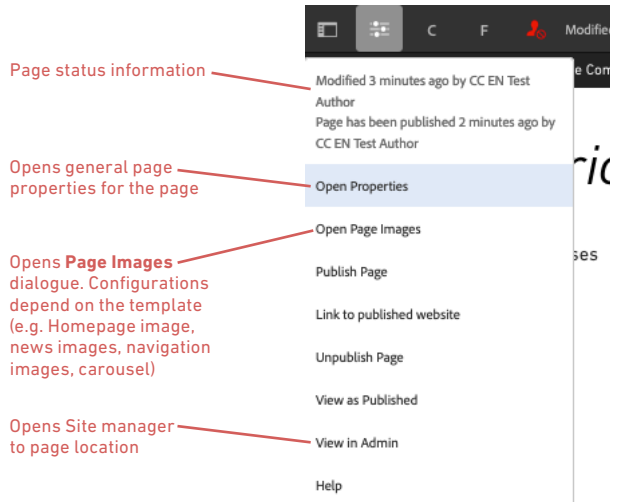
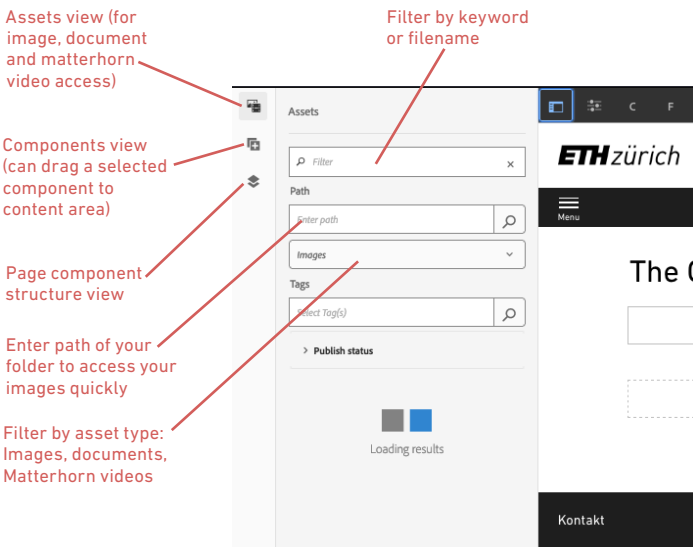
To open a page in the **Page editor** view, select the page in the **Site manager** and then click on the **Edit** button in the main menu. The

Page editor is where you will add text and image content to your page using the available components in the system.



Side panel

Page information dropdown



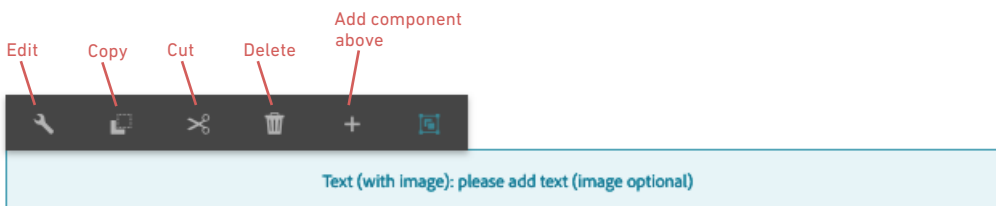
Component dialogue overview

To add a component on a page, click in the **Drag components here** area and click on the **+** menu icon. The Add component dialogue will open to allow the selection of a component to add the page. The

most common are at the top of the dialogue followed by all others in alphabetical order. It is also possible to search for a component in the freetext search field.

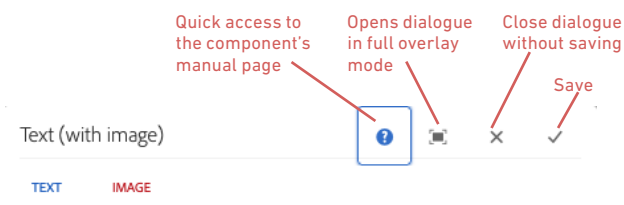


Click on a components placeholder area to display the base component menu items.



Clicking on the **Edit** menu item will open the component dialogue. In the top right are the standard component menu items. Each component will have different configuration fields depending on

its function. See the online manual for how to use specific components and their configuration fields.



Tips:

- Click and hold to drag a component to a new location if within viewport.
- Use the **Cut** menu item to copy/cut and paste a component from one place to another if scrolling is involved.
- To copy and paste a component from one page to another, you must use the same browser window. Select the component to copy, click on **Copy**, then click on the **Preview** button in the top right of the page editor, navigate to your page, click **Edit**, click in the content area and then the **Paste** menu button.
- Using the Touch UI will offer some additional components on some page templates. These components cannot be edited in the Classic UI.
- Not all components are available on all templates. Check the Components page in the manual for availability by template.
- Data displays of components that rely on external databases cannot be changed in AEM. These include the Events calendar, Course catalogue, Person list, Job portal, Publications list, Building location, Daylight, SiRoP and Academic calendar.

