**Accessing Colorado Encyclopedia Submissions**

Section Editors will receive an email from the Editorial Assistant indicating that articles have been submitted for their review. Per the *Colorado Encyclopedia* text workflow, Section Editors will download the article and add the captions and titles for associated media to the document.

**Steps**

1. Log in to Colorado Encyclopedia account
2. Scroll to bottom of page, click “All Article Submissions”
3. Scroll to the Submission you wish to review, then click “view” (second column from right)
4. Click on the link under “Article File” to download the Word document; this is the initial draft of the article you will be working with.
5. Make sure the article is open.
6. After you have downloaded the article file, scroll down to the “Media” section.
7. Under “Media,” click the underlined title of the media file (in green text) to view captions and titles.
8. Bring up the article in Word; copy and paste the media title and caption into the end of the document.
9. Click the “Back” button on your browser to return to the list of media files; repeat step 8 for as many media files as are included in the submission (max 5).
10. Begin editing the article, media title, and captions.

**Editing Categories and Adding Keywords**

1. Begin at step 3 above. Then Click the “Edit” tab.
2. Scroll down to see all editable fields for the submission, including “Theme,” “Person,” “Place,” etc. Select all that apply to the article.
3. Add keywords (words relevant to the article, but not necessarily included, that can be entered into a search box to find the article) in the “Keywords” box below “Things.”