

Monthly Orientation

Content Editors



Presented By:

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Senior Software Trainer

Zoom Event ID: 840 4362 3374

Audio will be heard on your computer speakers.

If you do not have working computer speakers,
call 1-408-638-0968.

Enter event number and attendee ID
or press # if no attendee ID.

Webcast will start at the top of the hour.

A BIT OF “HOUSEKEEPING”



This webinar is being **recorded** and will be available on our support site



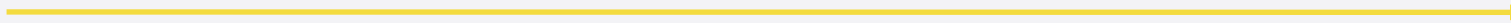
Use the **Q&A** for questions and the chat for general comments



I am working in a sandbox, but you can **follow along** in your own instance



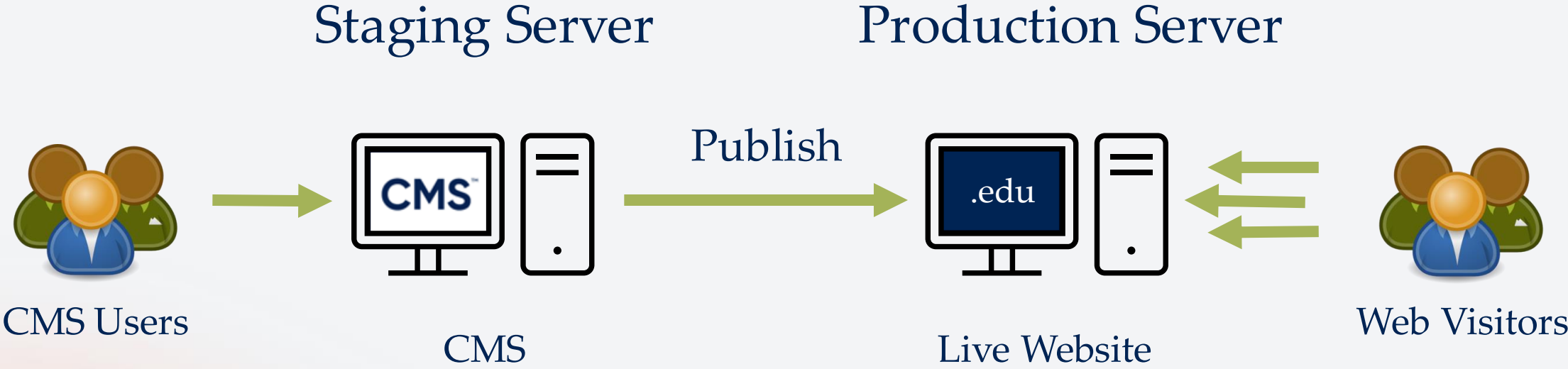
Please complete our **survey** after the webinar



Agenda

- Overview of CMS
- Logging into CMS
- Interface Overview
- Basic Page Editing
- Creating New Content
- Uploading Content
- Q&A

CMS' STRUCTURE



EDITING TOOLS – DEPENDENCY MANAGER

- Every page and file in CMS gets a unique ID number
 - “Dependency Tag”
- When making links, the CMS uses the ID number, not a URL
- Links to files get automatically updated when they move or are renamed
- Broken links will only come from deleted files

Insert/Edit Link

Basic
Advanced

URL
{{f:48345574}}
/campus-life/clubs.pcf

Text to display
Check out all the clubs Gallena has to offer!

Title
Gallena University Club List

Open link in...
Current window

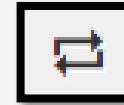
Class
(not set)

Custom Class

CANCEL SAVE

REUSABLE CONTENT

Assets



- Provide a single source of content for use on multiple pages
- When you want to reuse content and structure/styling
- Not customizable on page
- Pages update automatically
- Up to Four types:
 - Web Content
 - Plain Text
 - Source Code
 - Image Gallery

REUSABLE CONTENT

Snippets



- Insert predefined content into a page while editing and are often used for pieces of content with specific formatting
- When you want to reuse structure/styling, but keep content unique
- Customizable on page
- Changes to one page won't affect other pages
- Makes it easier to edit complex blocks of content in WYSIWYG

REUSABLE CONTENT

Components



- Gather information and adds it into complex design elements
- When you want to reuse structure/styling, but keep content unique
- Uses form fields to prompt for content
- Customize content on each page
- Changes to the Component's base code WILL be reflected across all pages with the Component

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LET'S SEE IT!

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Questions?

Our Next Monthly Orientation – **Administrator Edition**
will be held on

Friday, September 11th

10:00 AM – Noon PST

Thank You!

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support.moderncampus.com

Other Upcoming Trainings:

Tuesday, August 25th

Toolbars Deep Dive

In this Training Tuesday, we'll explore the Modern Campus CMS WYSIWYG toolbar, explain the purpose of its tools, demonstrate how and when to use them, and highlight lesser-known features. We'll also review how administrators can create and assign custom toolbars.

Thursday, September 3rd

Monthly Workshop

An open forum to discuss any topic related to the entire CMS product line.