

# Monthly Orientation; Content Editors



Presented by:

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Zoom Event ID: **839 1224 8309**

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.

# Agenda

1. Overview of CMS
2. Logging into CMS
3. Interface Overview
4. Basic Page Editing
5. Creating New Content
6. Uploading Content
7. Q&A



# CMS' STRUCTURE

Staging Server

Production Server

3



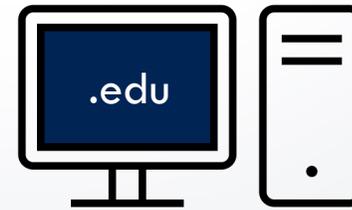
CMS Users



CMS



Publish



Live Website



Web Visitors

# EDITING TOOLS – DEPENDENCY MANAGER

- Every page and file in the 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
- Five types:
  - Web Content
  - Plain Text
  - Source Code
  - Image Gallery
  - Forms

# 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

LET'S SEE IT!

Questions?

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

**Friday, March 8<sup>th</sup>**

10:00 AM – Noon PST

# Thank You!

[training@moderncampus.com](mailto:training@moderncampus.com)

[support.moderncampus.com](https://support.moderncampus.com)

## Other Upcoming Trainings:

Tuesday, February 27<sup>th</sup>

### **Troubleshooting with Dev Tools for All CMS Users**

Review ways of editing and  
troubleshooting using  
developer tools with the  
CMS.

Thursday, March 7<sup>th</sup>

### **Monthly Workshop**

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