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Monthly Orientation

Content Editors

Presented By:

Jordan Zeier
Senior Software Trainer

Zoom Event ID: 827 2152 5675

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

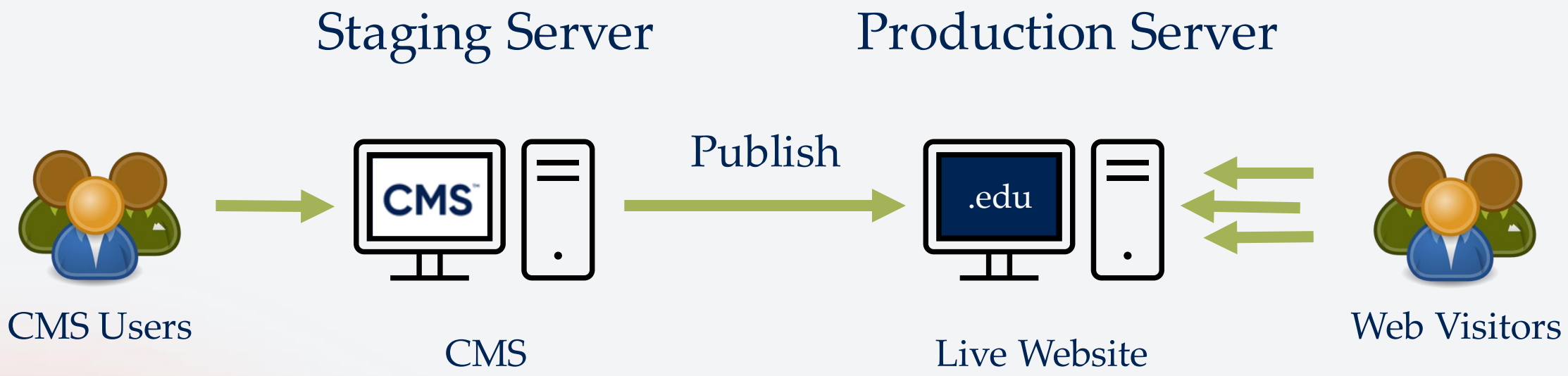
I am working in a sandbox, but you can **follow along** in your own instance

Please complete our **survey** after the webinar

Agenda

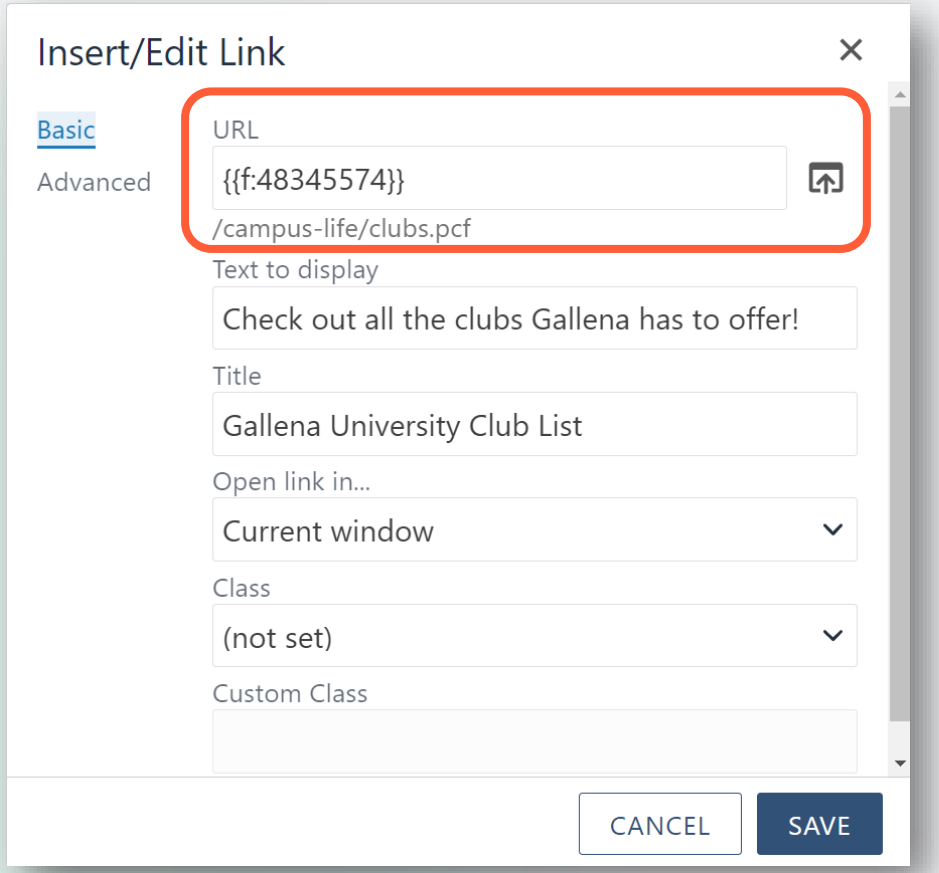
- Overview of CMS
- Logging into CMS
- Interface Overview
- Basic Page Editing
- Creating New Content
- Uploading Content
- Q&A

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



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, March 13th

10:00 AM – Noon PST

Thank You!

training@moderncampus.com

support.moderncampus.com

Other Upcoming Trainings:

Tuesday, February 24th

CMS Page Checks: Ensuring Content Quality

Using page checks like Spelling, Accessibility, W3C, and Link checks to ensure accurate and accessible content. Review how Admins can add conditions for these checks, and the affect they have on content editors.

Thursday, March 5th

Monthly Workshop

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