

Monthly Orientation

Content Editors



Presented By:

Maria Magouirk
Senior Software Trainer

Zoom Event ID: 824 0207 5052

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

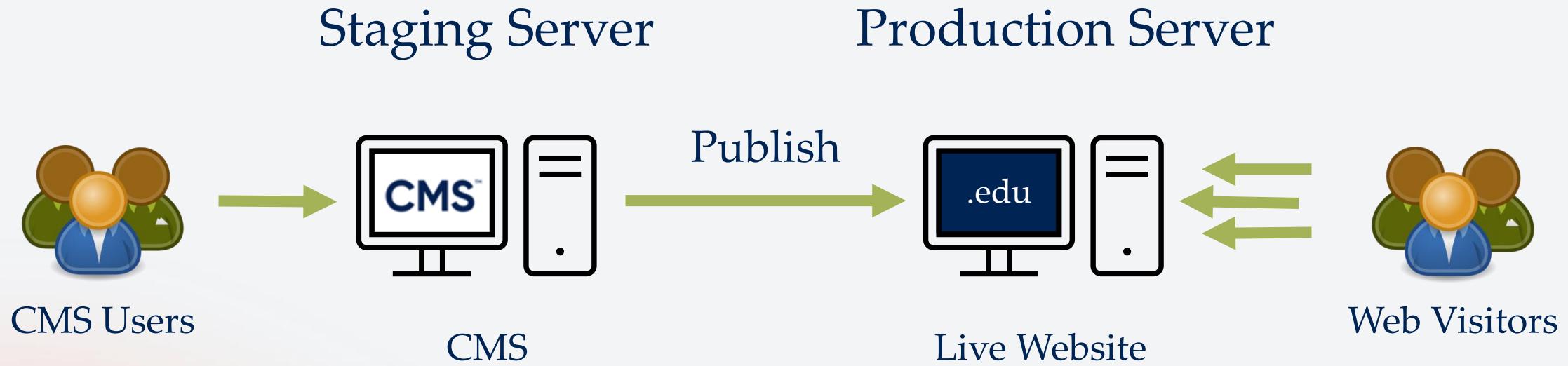


Please complete
our **survey** after
the webinar

Agenda

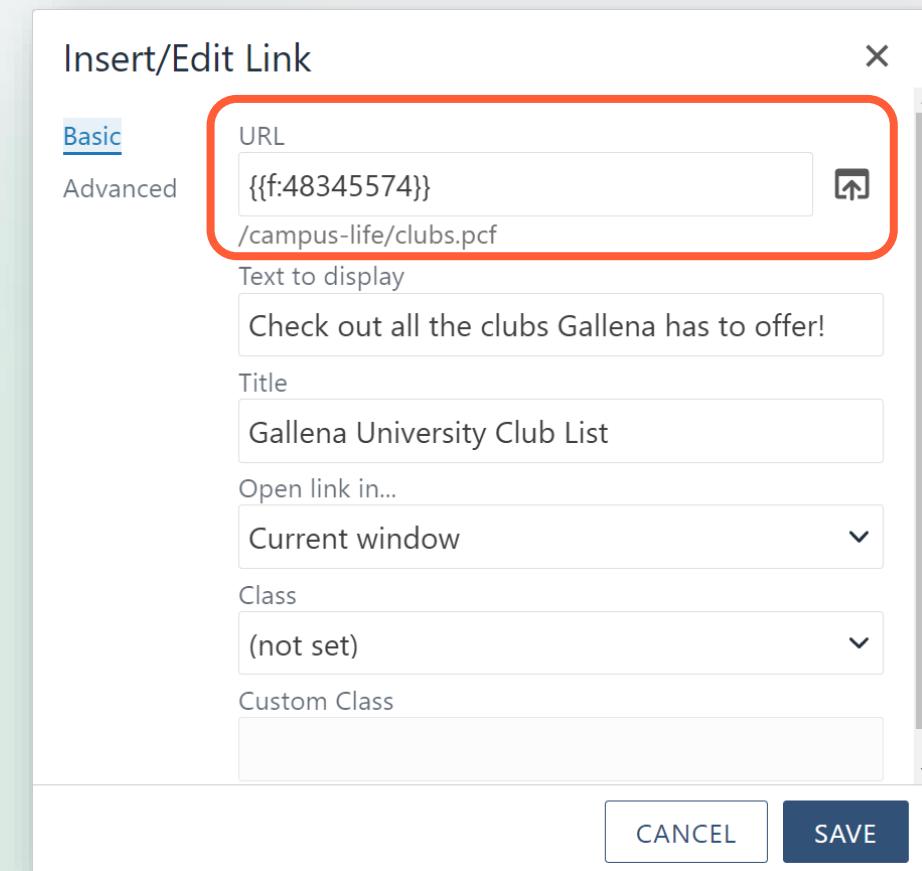
- Overview of CMS
- Logging into CMS
- Interface Overview
- Basic Page Editing
- Creating New Content
- Uploading Content
- Q&A

CMS' STRUCTURE



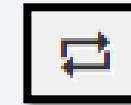
EDITING TOOLS – DEPENDENCY MANAGER

- 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 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

modern®
campus

LET'S SEE IT!

modern[®]
campus

Questions?

Our Next Monthly Orientation – **Content Editor Edition**
will be held on

Friday, February 13th

10:00 AM – Noon PST

Thank You!

training@moderncampus.com

support.moderncampus.com

Other Upcoming Trainings:

Tuesday, January 27th

Links to Success in the CMS: Anchors & Links

We will dive into all things links. From standard hyperlinks and buttons, to anchors and mailtos. We will also review the dependency manager.

Thursday, February 5th

Monthly Workshop

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