

# Monthly Orientation

## Content Editors



**Presented By:**

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Senior Software Trainer

Zoom Event ID: **811 2286 2995**

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



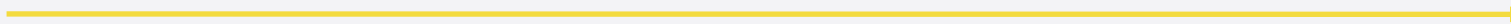
Use the **Q&A** for questions and the chat for general comments



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



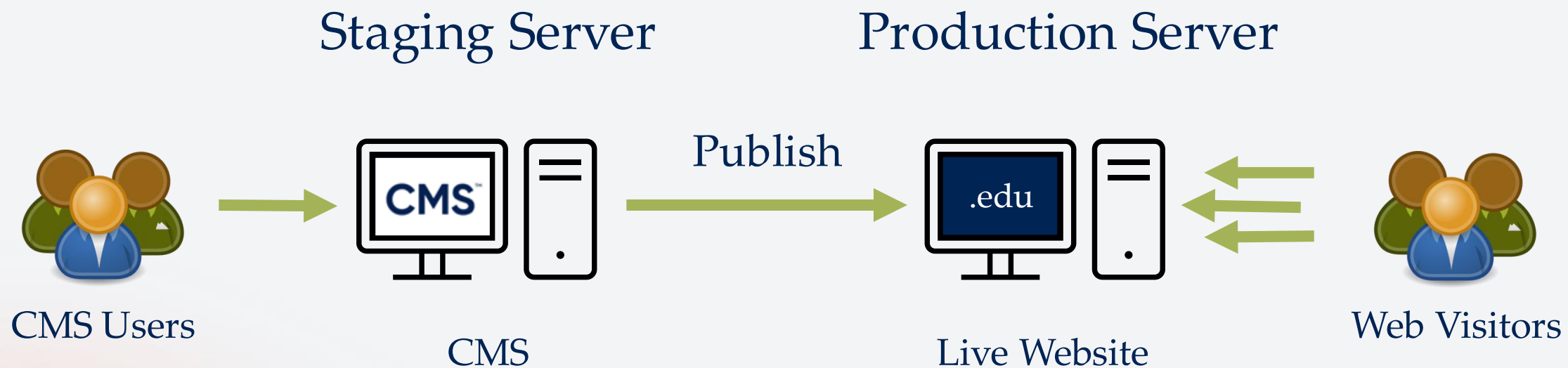
Please complete our **survey** after the webinar



# 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

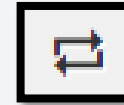
(not set)

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, June 12<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, May 26<sup>th</sup>

### **SEO Basics in Modern Campus CMS**

You'll learn what matters for search visibility and how to apply it in your day-to-day work. We'll review key concepts, walk through practical examples, and highlight tools and features that support SEO.

Thursday, June 4<sup>th</sup>

### **Monthly Workshop**

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