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Monthly Orientation

Content Editors



Presented By:

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Senior Software Trainer

Zoom Event ID: 834 8773 3826

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



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

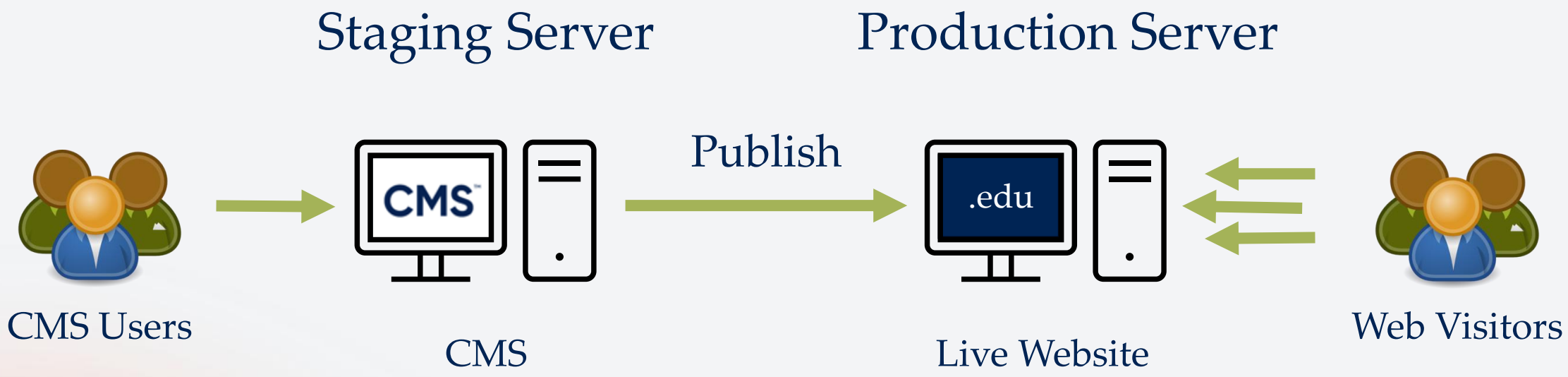


Please complete our **survey** after the webinar

Agenda

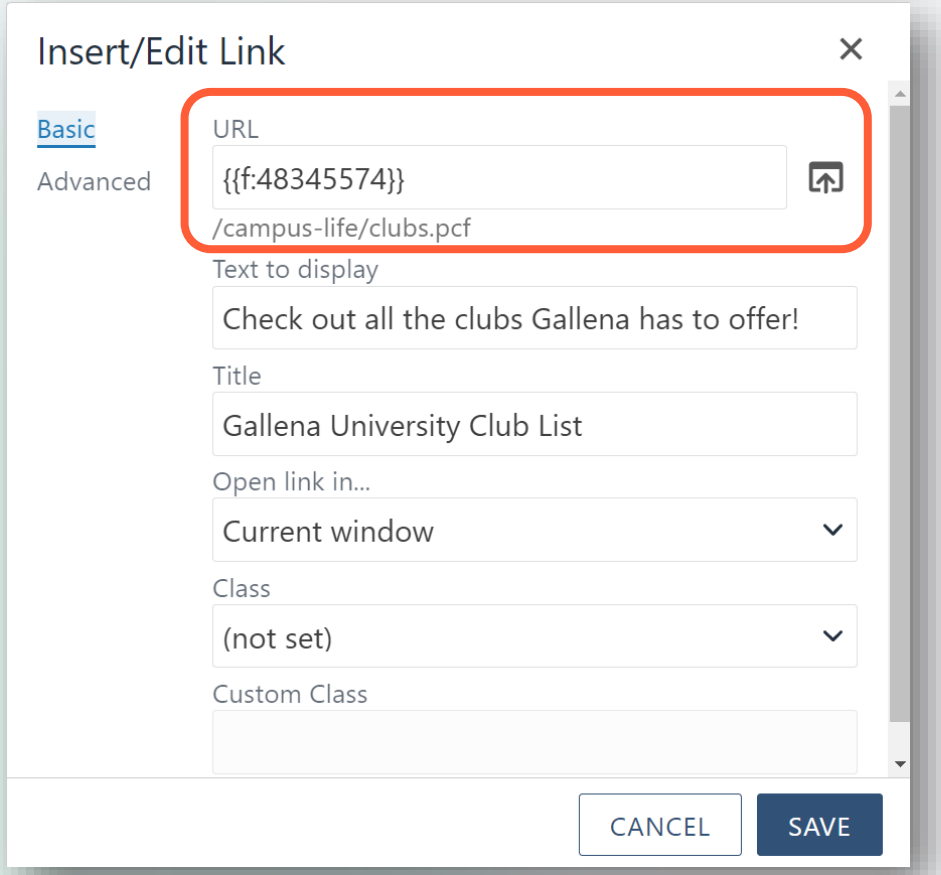
- Overview of CMS
- Logging into CMS
- Interface Overview
- Basic Page Editing
- Creating New Content
- Uploading Content
- Q&A

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

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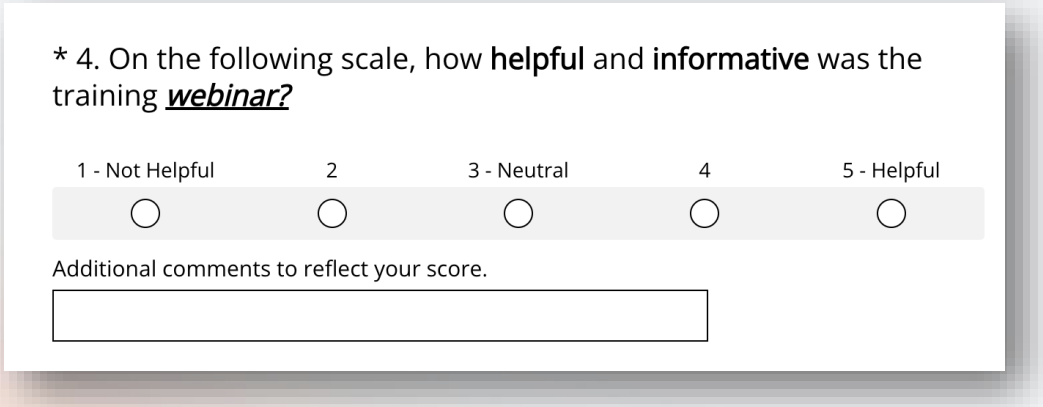
LET'S SEE IT!

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Questions?

Post-Webinar Survey

- 2 minutes
- We love knowing what you like or would like improved!



Scan for a two minute feedback survey

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

Friday, December 11th

10:00 AM – Noon PST

Modern Campus
Annual User Conference

March 2–5, 2027

The Hilton
500 E 4th St
Austin, TX 78701

User Conference

3.2.27–3.5.27 Austin, TX

Join us at the Hilton in Austin, Texas for our 2027 annual user conference! Learn about how your peers are scaling solutions to industry challenges, and how Modern Campus is evolving to meet the needs of our customers.

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Thank You!

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support.moderncampus.com

Other Upcoming Trainings:

Tuesday, November 24th

Using the New AI Features in Modern Campus CMS

In this Training Tuesday, we will talk about the setup and use of the new AI features in the CMS.

Thursday, December 3rd

Monthly Workshop

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