# modern® campus

# **Monthly Orientation**

## Content Editors

**Presented By:**

Jordan Zeier
Software Trainer

Zoom Event ID: 849 1614 2253

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"

modern campus

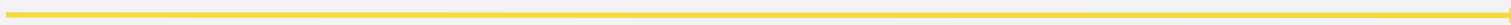This webinar is being **recorded** and will be available on our support site

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
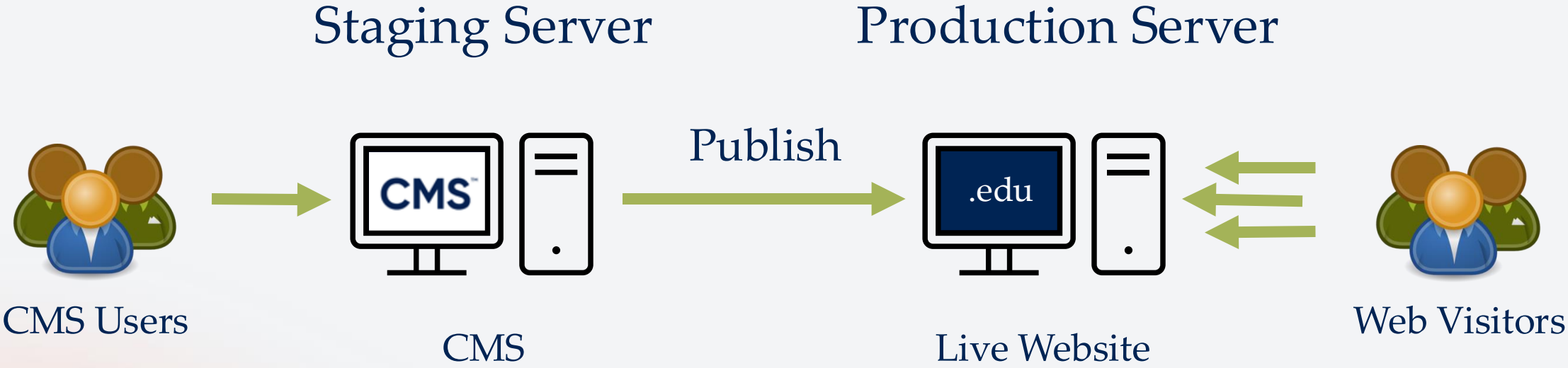
Please complete our **survey** after the webinar

# Agenda

- Overview of CMS

- Logging into CMS

- Interface Overview

- Basic Page Editing

- Creating New Content

- Uploading Content

- Q&A

# CMS' STRUCTURE

Staging Server          Production Server

CMS Users          CMS          Publish          .edu          Live Website          Web Visitors

# 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
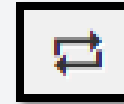
# REUSABLE CONTENT

## 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 <u>reuse structure/styling</u>, but keep <u>content unique</u>

- 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 <u>structure/styling</u>, but keep <u>content unique</u>

- 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 – **Administrator Edition**
will be held on

Friday, December 12th

10:00 AM – Noon PST

# Thank You!

training@moderncampus.com

support.moderncampus.com

Other Upcoming Trainings:

Tuesday, November 25th

**XSLing in the MC Code**

We'll explore the various uses of XSL in the CMS. From common, interior, and other template xsl to transformations with snippets and components, we will dive into how XSL is leveraged throughout sites on the CMS.

Thursday, December 4th

**Monthly Workshop**

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