

Monthly Orientation

Content Editors



Presented By:

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Software Trainer

Zoom Event ID: 862 3747 5267

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



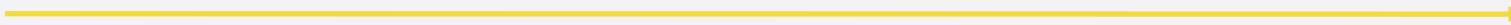
Use the **Q&A** for questions and the chat for general comments



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



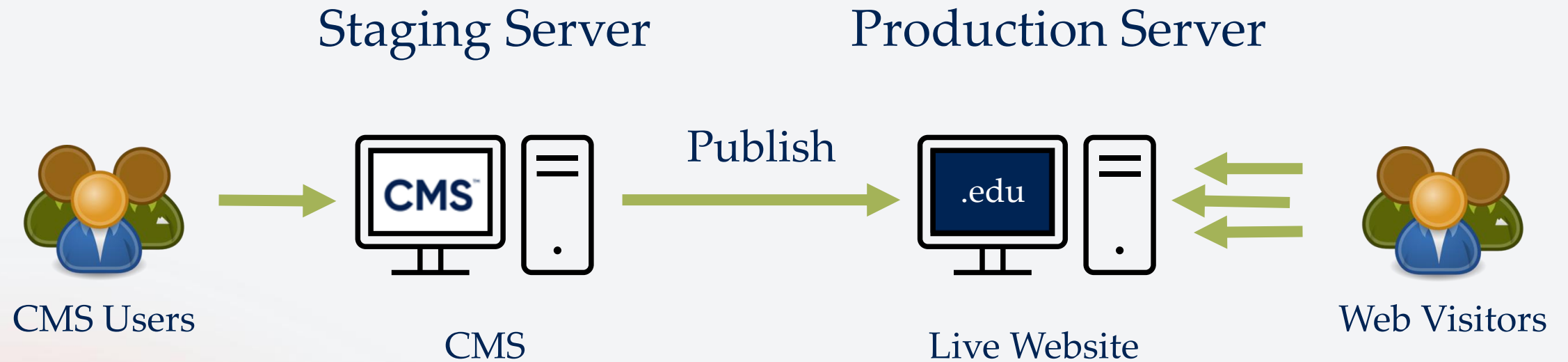
Please complete our **survey** after the webinar



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

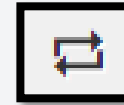
(not set)

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 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?

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

Friday, November 14th

10:00 AM – Noon PST

Thank You!

training@moderncampus.com

support.moderncampus.com

Other Upcoming Trainings:

Tuesday, October 28th

Supporting Your Editors with Documentation

We'll explore how clear, practical documentation can empower editors, reduce support requests, and maintain site quality and accessibility long after training

Thursday, November 6th

Monthly Workshop

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