

March 25, 2025

Training Tuesday

Content Editor Best Practices

Presented by:

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A BIT OF “HOUSEKEEPING”

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



Use the **Q&A** for questions. Feel free to ask during the presentation



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



Please complete our **survey** after the webinar



Overview

1. Editing Tips and Best Practices
2. Handy CMS Editing Tools
3. Collaboration Tools
4. Useful Reports
5. Commonly Asked Questions
6. Q&A



Goals & Audience

Goal of this Training Tuesday:

Go beyond the basics of what we cover in Monthly Orientation and review how to use the CMS to your advantage to meet your goals, keep your content up-to-date, accessible, and SEO friendly.

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New Users

You will learn something new today, but I would recommend watching or attending a Monthly Orientation



Experienced Content Editors

You will learn something beyond what is covered in Monthly Orientation



Administrators

You *may* learn something new, or you can use this webinar to help train your content editors



Everyone

Feel free to share any tips and tricks you have picked up in your experience with the CMS

LET'S SEE IT

Commonly Asked Questions

How do I know what user level I am?

- To view your user level, click your **user profile** (name and icon) in the Main menu and click **Settings > Restrictions**

Why isn't the image that I uploaded displaying properly?

- If an image isn't appearing, it's likely because it **wasn't published** after uploading
- To fix this, navigate to **Content > Pages** to locate the image file and publish it

Why are words like last names and acronyms being flagged in the spell check?

- Right-click on the word, click **+Add to Dictionary**, and spell check no longer counts it as misspelled
- If you don't have the ability to add words to the dictionary, reach out to your administrator

Commonly Asked Questions

I was working on a page and my browser crashed, can I get my work back?

- Click the **Restore Last Draft**  icon to restore changes made in the past twenty minutes

Why did I receive a message saying “You do not have the proper permissions to read this page” when I tried to log-in with the DirectEdit link?

- You do not have access to the page you are trying to edit
- Go to **Content > Pages** to go to the pages view

I tried to publish a page, but instead of being able to publish, a “Submit” button shows. Why can't I publish the file?

- If **Submit** appears instead of **Publish**, you don't have publishing permissions and must submit the content to another user for approval
- An approver is assigned at the user, page, or folder level
- To request publishing access, ask an administrator to add you to the **Bypass Approval group** or remove the approver requirement

Recommended Webinars and Resources

- Past Training Tuesdays
(<https://support.moderncampus.com/cms/webcasts/training-tuesday.html>)
 - Leveraging Versions and Scheduled Actions – February 2025
 - Introduction to Accessibility for Content Editors – July 2024
 - Inspector Gadgets: How to Use Gadgets in Modern Campus CMS – October 2023
- Resources Mentioned in Webinar
 - Keyboard Shortcuts (<https://support.moderncampus.com/cms/pages-files/edit/wysiwyg/>)
 - Hemingway Editor (<https://hemingwayapp.com/>)
 - External Links: In or Out (<https://www.digitala11y.com/external-links-in-or-out/>)

Q&A

Other Questions?

- Email us at training@moderncampus.com
- Visit our [support site](https://support.moderncampus.com/cms/) (https://support.moderncampus.com/cms/)
- View all past [Training Tuesdays](https://support.moderncampus.com/cms/webcasts/training-tuesday.html) (https://support.moderncampus.com/cms/webcasts/training-tuesday.html)

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The next Training Tuesday will be on

April 29th

Unique User Utilization

Registration is now open!

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campus™

Thank You

Learn more:

- 🌐 moderncampus.com
- in [/moderncampus](https://www.linkedin.com/company/moderncampus)
- 📺 [@moderncampus7963](https://www.youtube.com/channel/UC...)

