



# Monthly Orientation; Content Editors



Presented by:  
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Software Trainer

Zoom Event ID: **894 7653 7324**

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Webcast will start at the top of the hour.

# AGENDA

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Overview of CMS

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Logging into CMS

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Interface Overview

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Basic Page Editing

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Creating New Content

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Uploading Content

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Q&A

2

# CMS' STRUCTURE

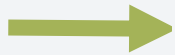
Staging Server

Production Server

3

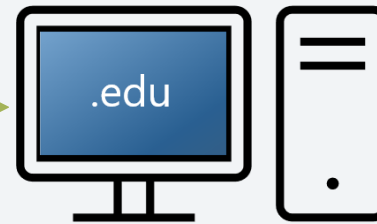
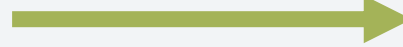


CMS Users

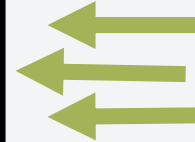


CMS

Publish



Live Website



Web Visitors

# EDITING TOOLS – DEPENDENCY MANAGER

- Every page and file in the 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

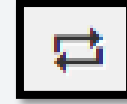
Class  
(not set)

Custom Class

CANCEL SAVE

# REUSABLE CONTENT

## Assets



- When you want to reuse content and structure/styling
- Not customizable on page
- Pages update automatically
- Five types:
  - Web Content
  - Plain Text
  - Source Code
  - Form
  - Image Gallery

# REUSABLE CONTENT

## Snippets



- 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



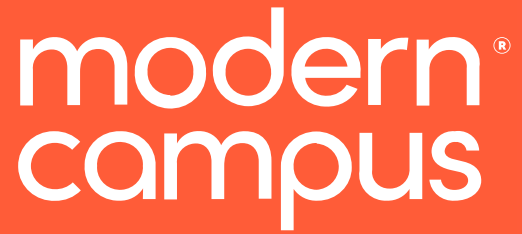
- When you want to reuse structure/styling, but keep content unique
- Uses form fields to prompt for content
- Customize content on each page
- Changes to the Component's base code **WILL** be reflected across all pages with the Component

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LET'S SEE IT!







Our Next Monthly Orientation – **Content Editor Edition**

will be held on

**Friday, November 10<sup>th</sup>**

10:00 AM – Noon PST



# The Modern Campus Advantage **Starts Here**



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Acalog<sup>®</sup>  
Curriculog<sup>®</sup>  
Register<sup>®</sup>  
Section<sup>®</sup>  
Pathways<sup>®</sup>

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# Thank You

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