

# Monthly Orientation; Content Editors



Presented by:  
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Zoom Event ID: **869 6543 1381**

Audio will be heard on your computer speakers.

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Webcast will start at the top of the hour.

# A BIT OF “HOUSEKEEPING”

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



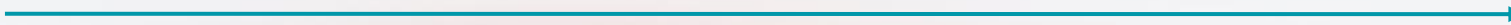
Use the **Q&A** for questions – no need to wait until the end



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



Please complete our **survey** after the webinar



# Agenda

1. Overview of CMS
2. Logging into CMS
3. Interface Overview
4. Basic Page Editing
5. Creating New Content
6. Uploading Content
7. Q&A



# CMS' STRUCTURE

Staging Server

Production Server



# 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

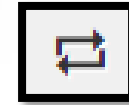
Class  
(not set)

Custom Class

CANCEL SAVE

# REUSABLE CONTENT

## Assets



- 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



LET'S SEE IT! 

Questions ?

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

**Friday, June 13<sup>th</sup>**

10:00 AM – Noon PST

# Modern Campus Annual User Conference 2025

- Did you know Modern Campus has an Annual User Conference?!
- This October our Customers will come together in Chicago for 4 days of learning, collaboration, networking, and inspiration.
- October 7 - 10, 2025
- Register Now!
- [userconference.moderncampus.com](https://userconference.moderncampus.com)

# Thank You!

[training@moderncampus.com](mailto:training@moderncampus.com)

[support.moderncampus.com](https://support.moderncampus.com)

## Other Upcoming Trainings:

Tuesday, June 24<sup>th</sup>

### **CMS Website Search: Setup Overview**

In this Training Tuesday, we will introduce the CMS Website Search module - touring the configuration in the CMS and the common settings used in a Search Profile. This is the first of two sessions.

Thursday, July 3<sup>rd</sup>

### **Monthly Workshop**

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