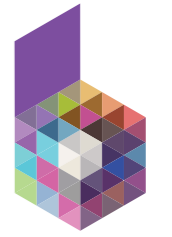




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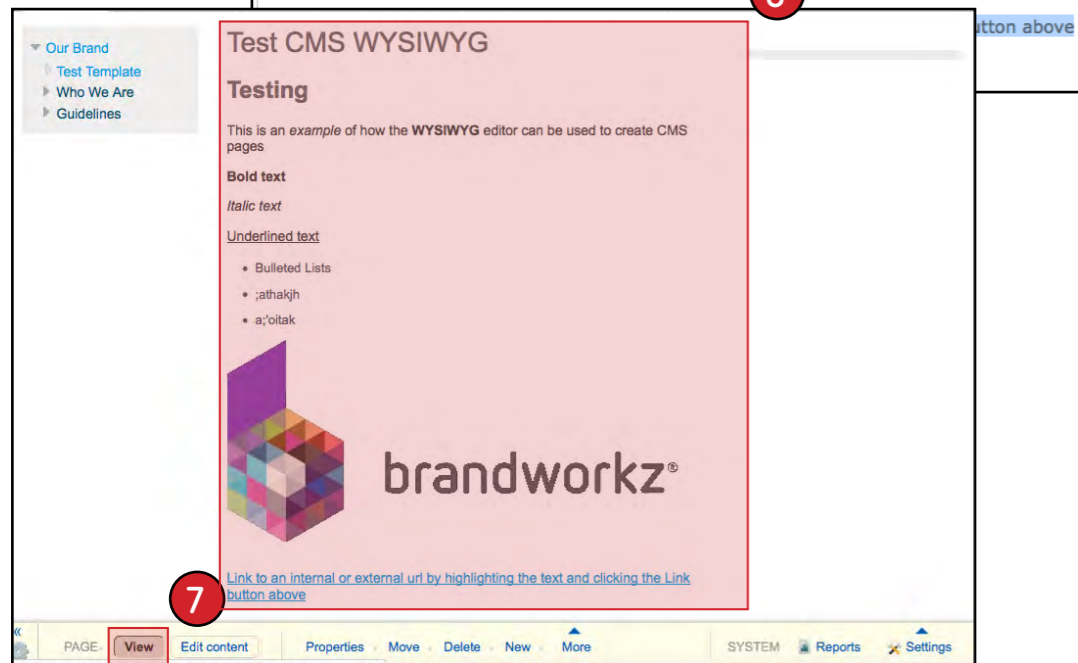
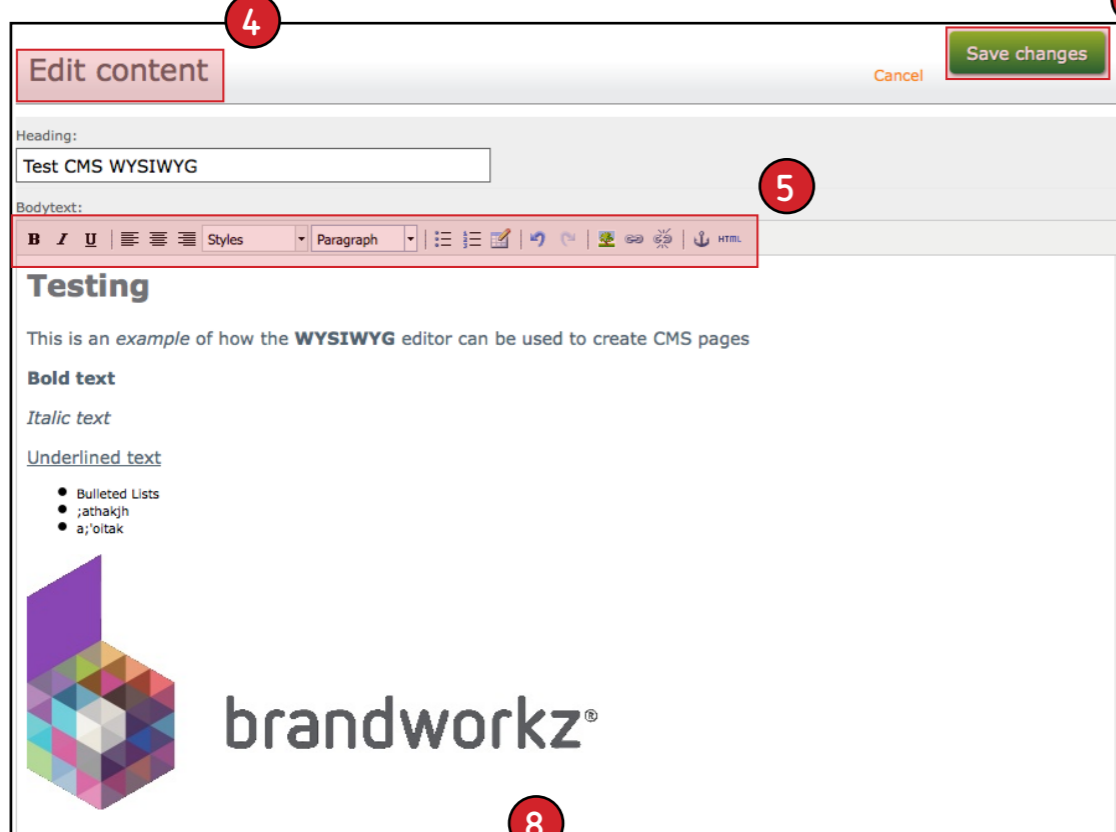
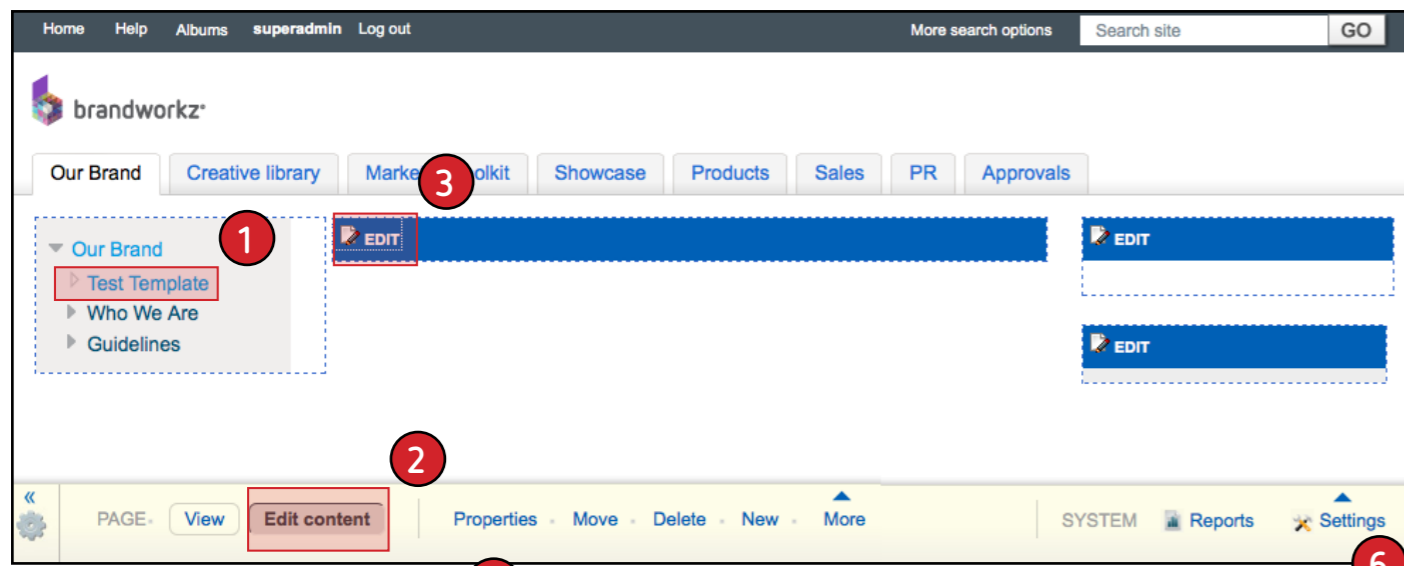
brandworkz®

System Admin Training Materials

Chapter 2: CMS

This is part of the Brand Intelligence/CMS function of Brandworkz.
Here you will be working within templated folders.

This chapter would be used by all users who
are responsible to creation and
maintenance of the site



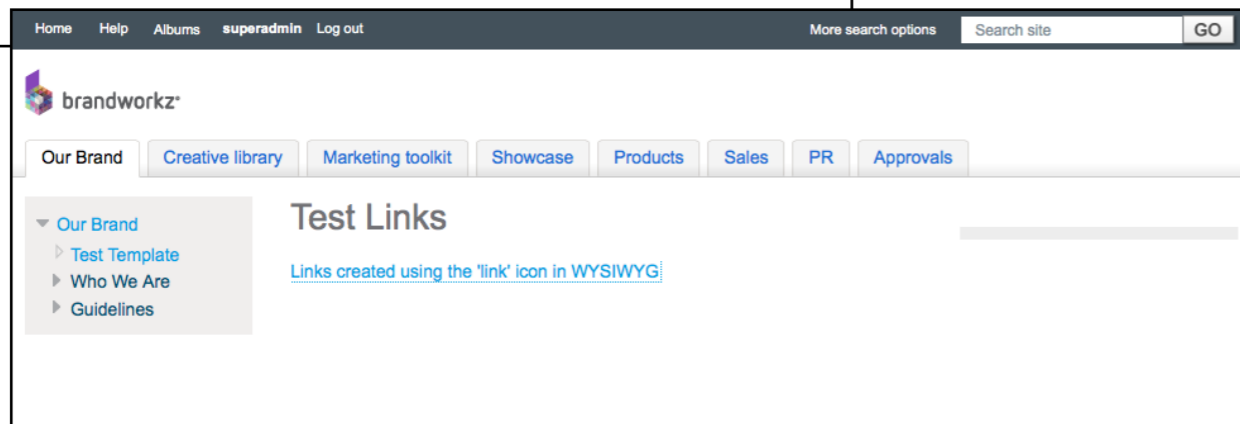
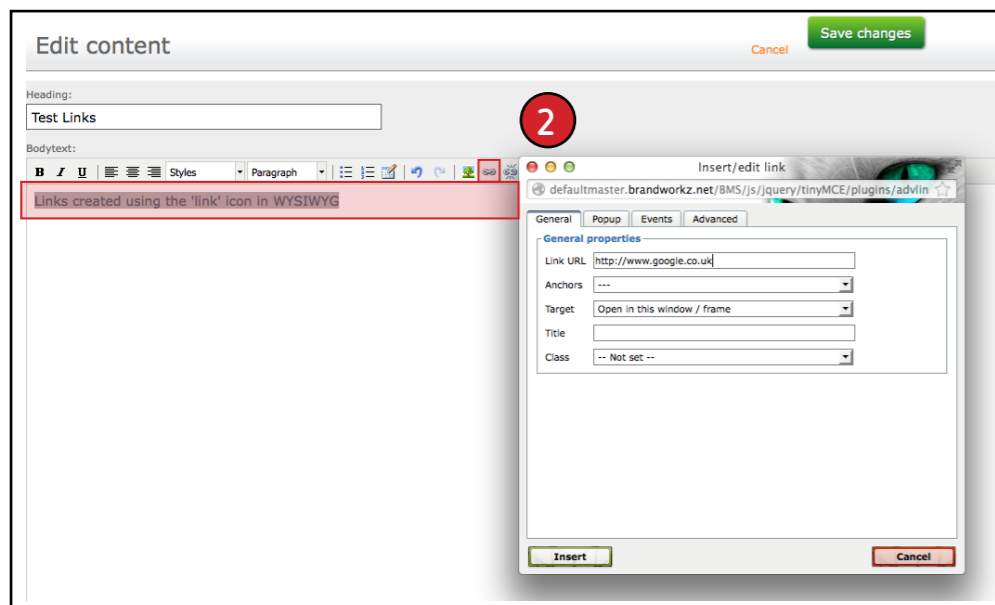
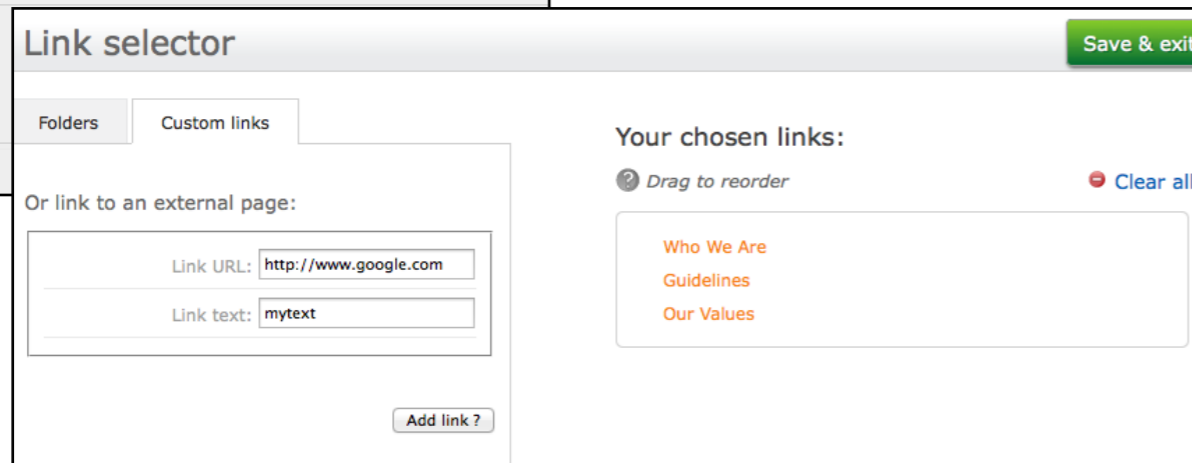
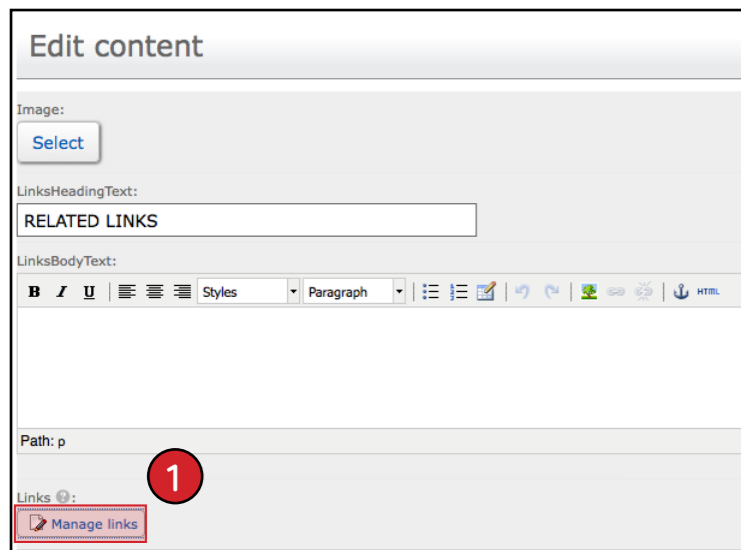
CMS

Editable text areas

Here is where you update your CMS pages. Once you have created your pages and applied a template you need to edit the content. Depending on what templates have been applied different areas will be available to you to edit.

Exercise – Edit text field

- 1 Navigate to the page you wish to edit.
- 2 Click on 'edit content' in the admin bar at the bottom of the page.
- 3 Areas you can edit will be highlighted in blue and display the word edit. Click on edit of the area you wish to update.
- 4 The WYSIWYG editor will open. You can either type directly into the editor or paste text into it. Please note: If using the paste option the text must be plain text and not already formatted.
- 5 Once you have your text in the editor you can format it using the WYSIWYG tool bar. The functions on the tool bar are standard text formatting functions similar to those used in MS Word.
- 6 Click 'Save changes'.
- 7 To view your page as the end user will see it click view in the bottom admin bar. If you notice a mistake or wish to change the formatting click on edit content to return to the edit screen.
- 8 Observe that the text has changed.

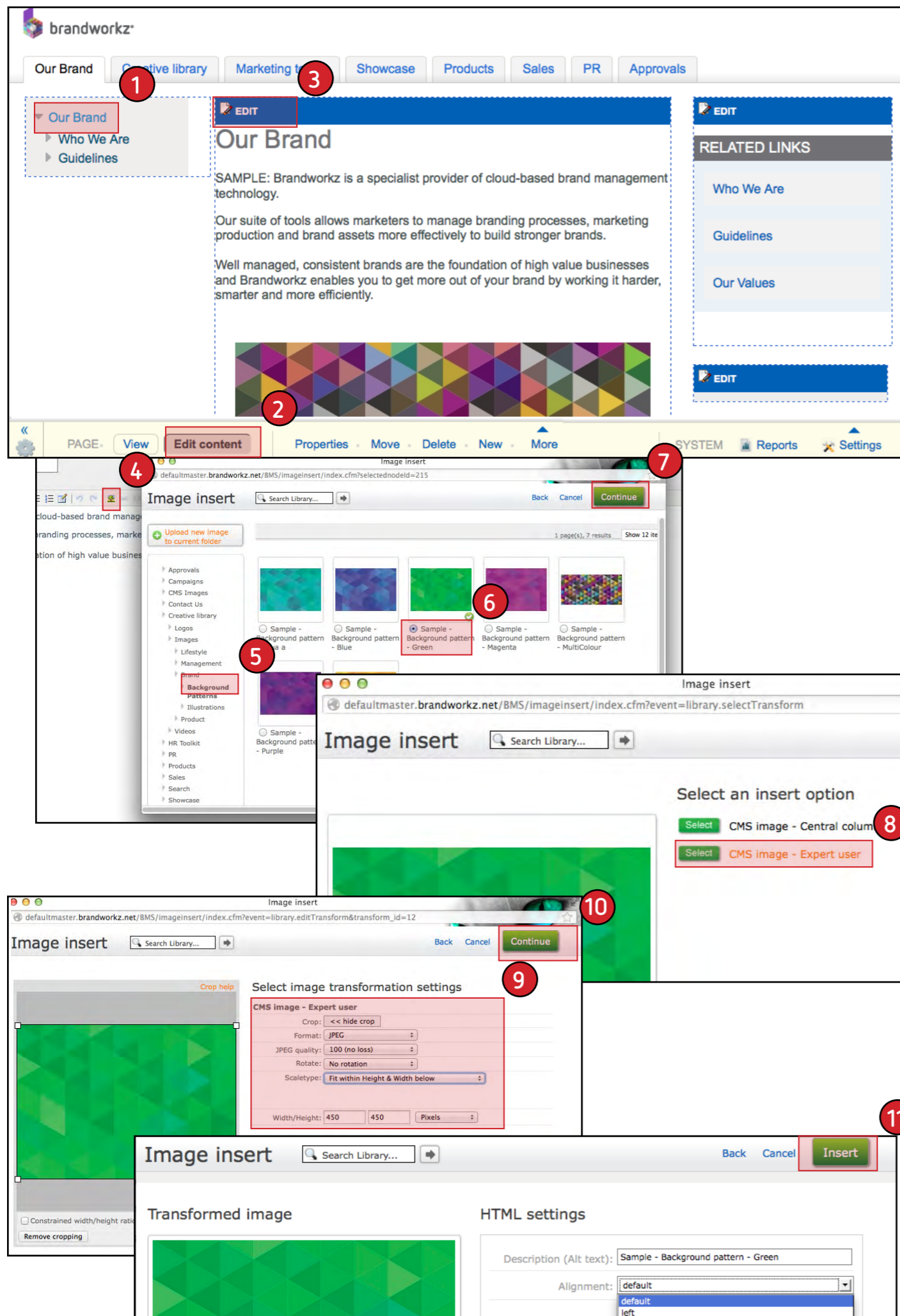


Working with links within the Edit Content WYSIWYG editor

There are two ways of inserting links. On templates with pre defined link areas, you will see the manage links option. If the template you have chosen does not have this option or you wish to create additional links you can do this by highlighting the text you want to be a link and use the WYSIWYG editor.

- 1 **Managed Links:** Click the manage links option to open the editor. You can choose to link to other folders/pages on the site by using the folders tab and selecting the area to link to in the navigation tree. Alternatively click the custom links tab to link to external sites.
- 2 **Additional Links:** Highlight the text you would like to make a link and click the image of a link icon in the WYSIWYG bar. In the pop up window insert the URL you wish to link to and set any other parameters you wish to use.

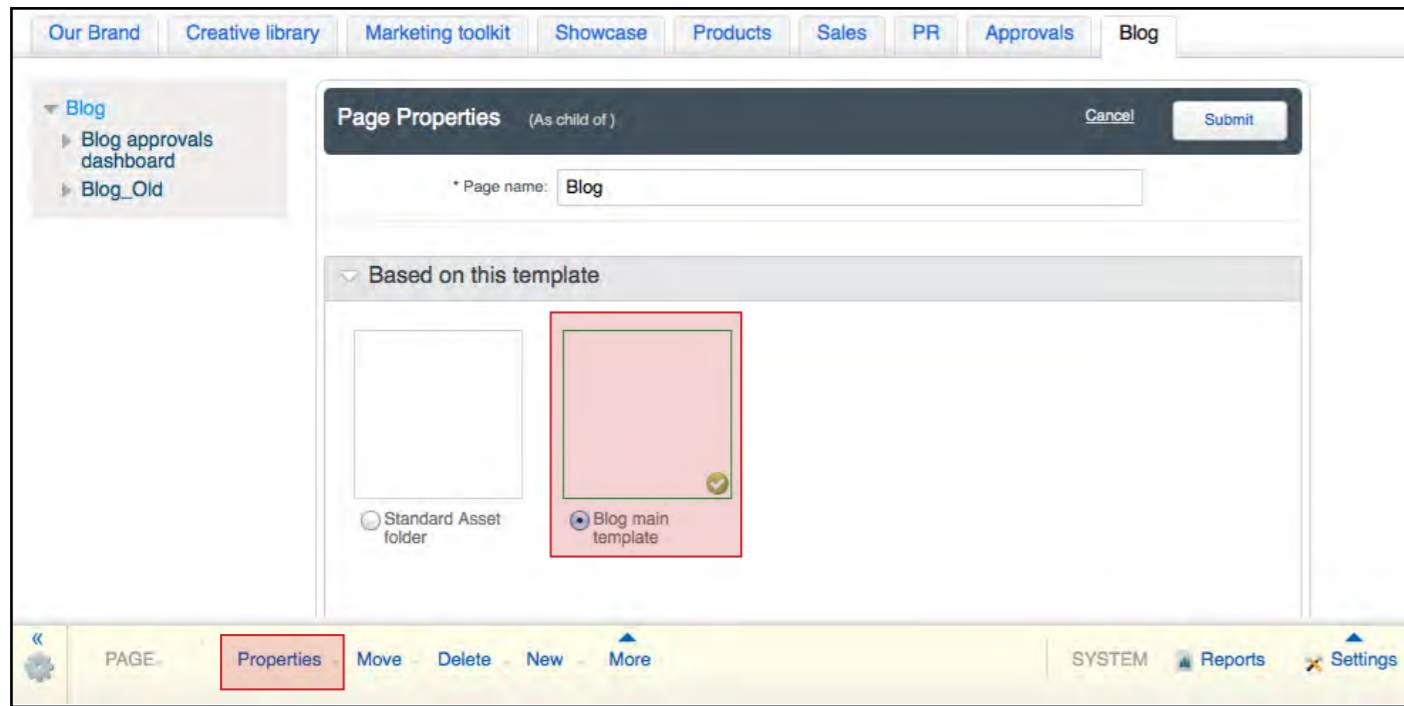
Users without permission to view a folder would not see a link to the forbidden folder.



Editable image fields

Exercise – Insert image

- 1 Navigate to page you wish to edit the image on.
- 2 Click 'Edit Content' in the bottom navigation bar to enter the edit screen.
- 3 Areas you can edit will be highlighted in blue and display the word edit. Click on edit of the area you wish to modify.
- 4 To insert an image click on the green tree icon in the WYSIWYG bar. The insert image pop up window will appear.
- 5 If the image you want to use is already on the site, navigate to it using the left hand tree navigation. Alternatively you can choose to upload an image from here using the upload image button.
- 6 Once you have located/uploaded the image you want to use select it by ticking the radio button.
- 7 Click 'continue'.
- 8 Select an insert option from the list.
- 9 Depending on which insert option you choose you may be able to further adapt your image by adjusting the width, height, crop etc.
- 10 Click continue.
- 11 Click 'Insert',



Blog

Any page can be turned into a Blog by selecting the 'Blog Main Template' in the properties area.

Blog Main Landing Page

1 Blog Action Bar

The Blog Action Bar is only available to the system admin for managing the blog, creating a post and archiving posts.

2 Posts

The post overview shows the title of the post, who created it and some teaser copy. Clicking anywhere on the picture will take you into that post.

3 Tags and Categories

Clicking on any Tag or Category will filter and display only posts that have been tagged with this option.

1


[+ Create post](#)
[Edit](#)
[Manage Comments](#)
[Manage Blog](#)
[View archive](#)
[Subscribe](#)

[Back to blog listing](#)
[Previous](#)
[Next](#)

jl test post 1

Posted by Super Admin on 11 Mar 2014

1 comments



this is the content


See also

[Campaigns](#)

[CMS Images](#)

2

Comments

 Super Admin March 11, 2014
 Comment 1 [Reply](#)

[Add comment](#)

Tags

Tag 1 , Tag , 1 , tag 2 , tag 3 , tag 4 , Mujeeb , Mohammed , test , fdsd , jltag1

Categories

Category 1 , Category 2 , cat 1 , cat 2 , cat 3 , cat 4 , Brandworkz , Cup , test , test , jlcategory1

You are subscribed to this post

Get notified when a new comment or update is made on this post only

[Unsubscribe from post](#)

Blog Post Page

1 Action Bar within a post

Your system rights will dictate which buttons are available in the Action Bar

Create post: allows the user to create a new blog post

Edit: allows the user to edit the information of an existing post

Archive: Archives the current post

Delete: Deletes the post

Manage comments: Allow comments to be deleted

Manage blog: take the user to the system config of the blog

View archive: Shows all archived posts

2 Comments

The comments feature allows the user to add comments as well as reply to another users comment.

[+ Create post](#) [Manage Blog](#) [View archive](#) [Subscribe](#)

Step 1 Add a blog post Step 2 Blog post approval

Create post

Title *:

Content *:

B I U | | Styles Paragraph

The content of the post can in placed here. The CMS allows the user to insert images, hyperlinks, tables and lists. The user is able to format this text using the wysiwyg.

Path: p

Teaser *:

Featured Image:

Related links heading:

Related links:

Create blog post

Pressing the 'Create Post' button will take the user into the post template

The fields that are displayed in the template are very self-explanatory and will be very similar to the other CMS pages that are found on the site

Once all of the fields have been completed the user will then need to press the publish button.

If posts have been set to go through the workflow the post will require approval before it will appear on the blog listing page