

USING THE CMS – MAINTAINING PAGES

The purpose of this section is to provide guidance for maintaining or updating an existing page. The guidance provided is a step by step guide but is augmented with a video tutorial.

EXAMPLE PAGE

The example web page is **Legal/Copyright** as shown below:

The screenshot shows the 'Copyright' page on the HOPE website. At the top, there is a navigation menu with links for Home, About, Courses, Evidence, Commissioners, News, and Contact. A 'Log In' button is located in the top right corner. The main content area is titled 'Copyright' and contains an 'Important Legal Notice'. A blue arrow labeled 'page' points to this main content area. The page also features a sidebar with links to Privacy, Copyright, and Disclaimer. At the bottom, there are three columns with images and text: 'SHARE STORIES', 'GET ADVICE', and 'BE INSPIRED'.

Copyright

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SHARE STORIES

I am a cancer patient who is receiving treatment from a very caring NHS Trust. The illness has taken many twists and turns over a ten year period. Over time I have developed strategies for coping that

GET ADVICE

The HOPE website is a rich repository of advice that over time has been offered by cancer patients, clinicians, carers and patient partners. When you have an user account this will be readily available to

BE INSPIRED

Our content comes from a rich source of contributors and you will find contributions inspiring and we sincerely hope that you will also offer your own knowledge, guidance and/or experiences to share with

Page to be Maintained/Updated – Page Area is Identified

For definition of Page – refer to Section 3. Definitions.

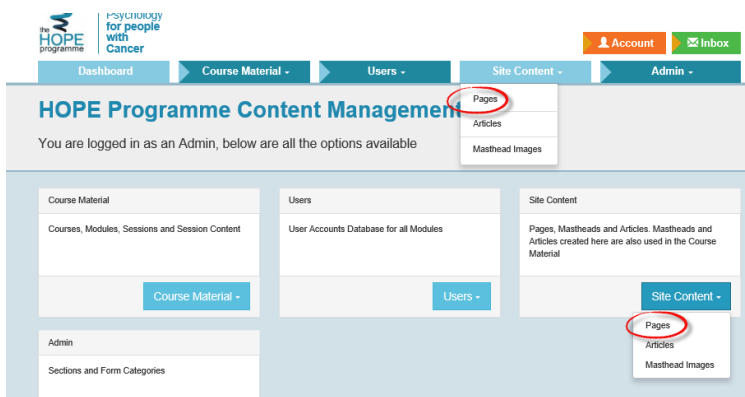
TUTORIAL OBJECTIVE

To Update the Page area by changing the text in the boundary area by:

1. All Copyright statements to be made **Bold**
2. Reference statement relating site content add **Coventry University**

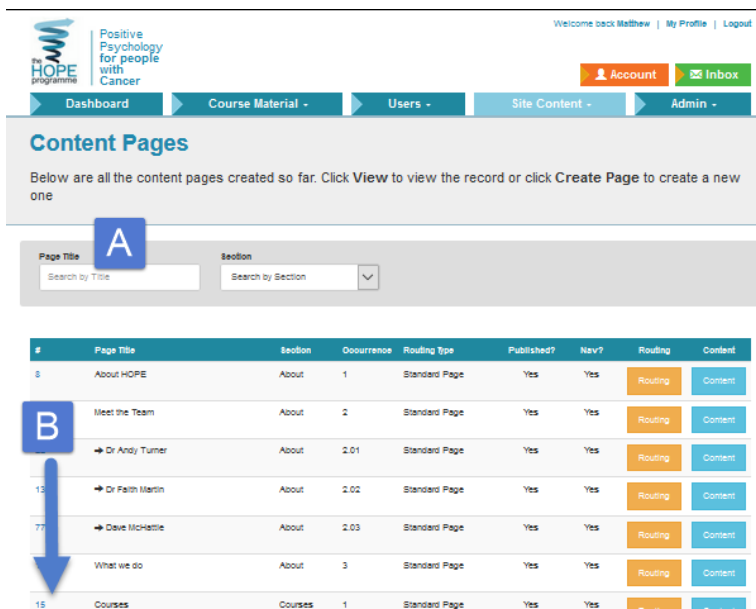
TUTORIAL GUIDANCE

- A. Log in to CMS (Administrators Only)
- B. Select Pages option from the Navigation Bar or Site Content panel as shown below:



CMS Landing Page – Select Pages Option from Site Content

- C. This action will produce a list of **Content Pages**. To find the Copyright Page to Maintain use the Search Field **Page Title 'A'** or scroll down the **List 'B'** – refer to diagram below:



Content Page Listing

D. When the **Copyright Page** is located, Click on **Content** button:

Dashboard Course Material Users Site Content Admin

Content Pages

Below are all the content pages created so far. Click **View** to view the record or click **Create Page** to create a new one

Page Title: Section: Search by Section

#	Page Title	Section	Occurrence	Routing Type	Published?	Nav?	Routing	Content
6	Copyright	Legal	2	Standard Page	Yes	Yes	Routing	Content

1 to 1 of 1 Pages

Locating and accessing the Page Content

E. Observe the View Page, it is a simulation of the Page on public view – this is to give the administrator an idea of what the Page content will look like whilst editing. Note also the four (4) Control Buttons (A., B., C. and D.) that are used to create, organize and manage content.

Positive Psychology for people with Cancer

Welcome back Matthew | My Profile | Logout

Account Inbox

Dashboard Course Material Users Site Content Admin

View Page

You are viewing a Page. Use the options below to make changes, click **Delete** to delete the page.

Privacy

Copyright

Disclaimer

Copyright

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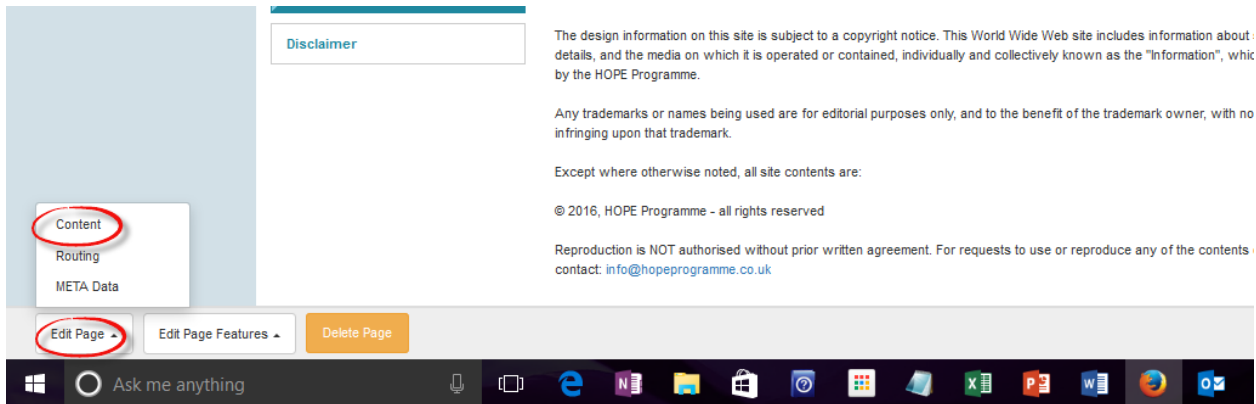
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A Edit Page B Edit Page Features C Delete Page D Close

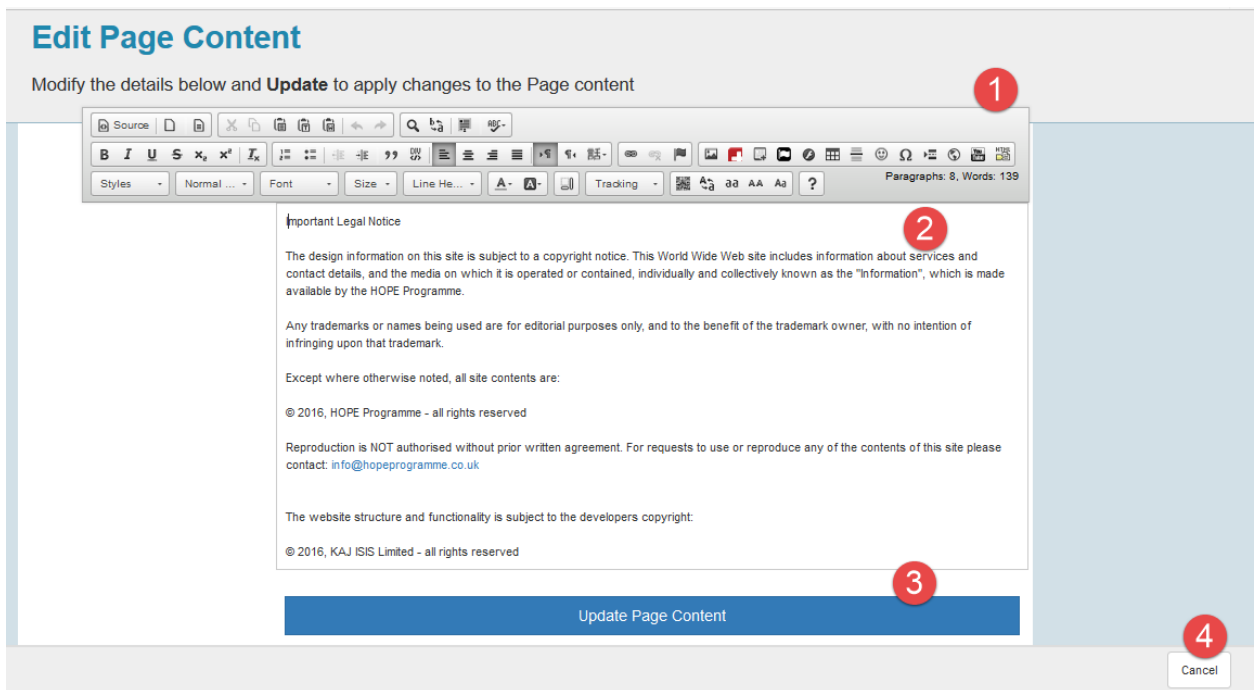
View Page with Control Buttons

- F. To Edit the Page Content Click on Edit Page (A.) and Select Content option. Refer to diagram below:



Edit Page Using Controls

- G. Observe the Page mode changes to Edit Page Content mode and the Control Buttons on bottom bar change – see 3. And 4., Click into the Text Box area marked 2. And the Editing Facility 1. Appears. Refer to the diagram below:



Page Content in Edit Mode

- H. Use the Editing Facility (1.) to make the necessary updates to the Page Content – text editing is similar to using one of the office products (MS-WORD) by highlighting the words and selecting the function from the Editor.
- I. On completion of edits Click Update Page Content (3.) this will in turn update the Page. If you do not undertake this action the changes will not be saved and your changes will be lost.

- J. **IMPORTANT NOTE** – avoid using the font related functions shown in the diagram as it deviates from the stylesheets and will make the content inconsistent. It will also impact on the responsiveness of the Page content in some mobile devices.

Review the details below and **Update** to apply changes to the Page content



ASSOCIATED NOTES & REFERENCES

- There is a Video Tutorial of this step by step guide available at:
- Refer to CMS – Creating Text Links
- Refer to CMS – Creating Images
- Refer to Creating Text Links for Documents
- Refer to CMS – Creating Image Links to Documents

ends.