ARTICLES – YOUTUBE - ADDING

INTRODUCTION

This document provides guidance for CMS Administrators to <u>CREATE an Article</u> in a YouTube Format and add to a Page as a <u>MENU ITEM</u> and/or <u>FOOTER ITEM</u>.

SCOPE

The YouTube Article can be used as a Menu Item and Footer Item

EXAMPLE – MENU ITEM



Example Article – YouTube Format (Menu Item)

EXAMPLE – FOOTER ITEM



Example Article – YouTube Format (Footer Item)

DEFINITION

A YouTube format Article when created has a <u>default</u> YouTube Video embedded and then Edited to replace the <u>default</u> with the required YouTube video. When played the video will run in the assigned window or can be set full screen using a control on the interface as shown in the guidance.

GUIDANCE

CREATE an Article YouTube

1. Login to CMS

2. Observe Dashboard, Select Articles from Site Content (see below)

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CMS – Dashboard

3. Click New Article > Select Menu Item (see below)

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- 4. Complete the Article Form by:
 - a. Type Title
 - b. Select YouTube Format
 - c. Click Load Article into Preview Window
 - d. Observe default Video loaded into Preview Window
 - e. Click Create Article

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Article Details Form

5. Locate the Article created from Article Listing & Click View (refer to diagram below)



6. Click Edit Article button (see diagram below)



Article Edit View

7. Observe Edit Article Window – Click on Video (in Preview Window)

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Article Edit Window

8. Observe IFrame Properties form

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IFrame Properties Form

 In another Browser Window, go to <u>www.youtube.com</u> and locate required Video. Click on Share (A) and Click on Embed (B)



Obtaining the Required URL

10. Refer to the diagram below – having Clicked on A and B, Copy the URL as shown in C



Obtaining the Required URL

- 11. Paste the URL into the IFrame Properties Form (8. A) NOTE include //
- 12. Click OK
- 13. Click Update Article

Adding to Page as a MENU ITEM

14. Select Page for Adding Menu Item Click on appropriate Content button

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	16	Privacy Policy	Legal	2	Standard Page	Yes	Yes	Routing	Content		
	17	Legal Notice	Legal	3	Standard Page	Yes	Yes	Routing	Content		
	18	Terms and Conditions	Legal	4	Standard Page	Yes	Yes	Routing	Content		
	86	Home Page Carousel	Legal	5	Standard Page	No	No	Routing	Content		
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15. Click on Edit Page Features and Select Menu Items

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Validity and Application Privacy Policy Nothing herein contained is intended by the Company to negate or limit any right in law which cannot lawfully be so negated or limited and if it should be held by a court or other competent jurisdiction that any of these terms and conditions has that effect, then part or parts shall be severed from the remainder which shall continue in full trumbeal Article Privacy Policy Legal Notice Legal Notice Arterie and effect. e and effect. Ster Map Turnbeal Article hese Terms and Conditions. Ster Map					
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Edit Page Features

16. Observe Menu Items Layout Page, Click on Add Image



Menu Items Layout Page

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- 17. Select the appropriate Article from YouTube Video category in the listing

Selecting appropriate Article

18. Observe result of selection



Menu Items Layout Page

19. Check on Public Page

Adding to Page as a FOOTER ITEM

- 20. Click Close to return to View Page
- 21. Click on Edit Page Features and Select Footer (of Menu Articles)



22. Observe Footer (of Menu Items) Layout Page. Click Add Image button.

Terms And Conditions - Footer (of Menu Items) Below are all of the Items that appear on this Page. Click Add Item to add a record into the listing. Change the order of the Items by dragging up and down.	
0 Records	

Footer (of Menu Items) Layout Page

23. Select the appropriate Article from YouTube Video category in the listing



Select appropriate YouTube Video Article

24. Observe Result

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Result Footer (of Menu Items)

25. Check on Public Page

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