



MAGIC SQUARE SYSTEMS LIMITED

BTV - CMS v12.2 Guidance Sheet

Adding Mastheads to a Carousel (Articles)

2



www.magicsquaresystems.com

Magic Square Systems Limited

Company Number: 3680737

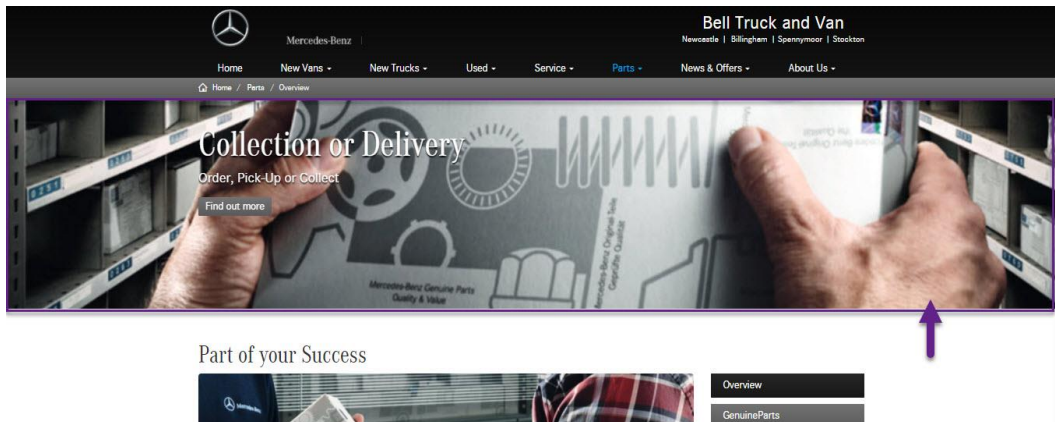
MARCH 2018



INTRODUCTION

The purpose of this document is to provide guidance to CMS Administrators of how to **Add a Masthead Article to a Carousel**.

MASTHEAD



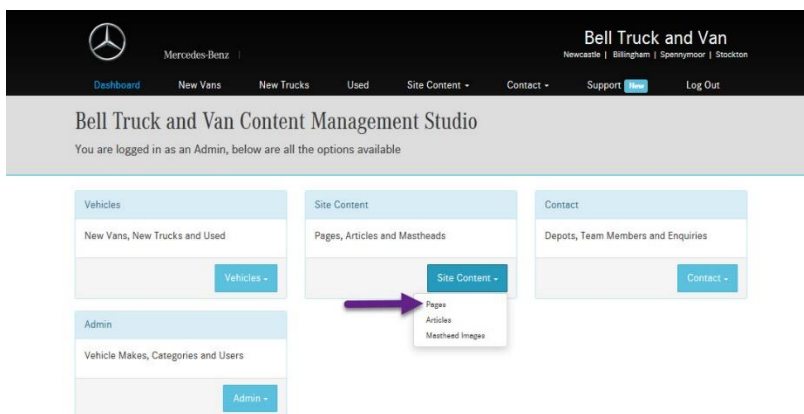
NOTE: Optimum Image Size = 1340px X 400px

DEFINITION: Article Format used as a large promotional image assigned to a specific any site Page(s). The Masthead can have a hyperlink to internal or external pages. It is also **optional** to have:

- Title and Subtitles
- Button for the hyperlink
- more than one to create a **Carousel** (Mastheads that change on a rotating cycle)

GUIDANCE

- Log in to CMS
- Using Site Content option listing > Select **Pages**

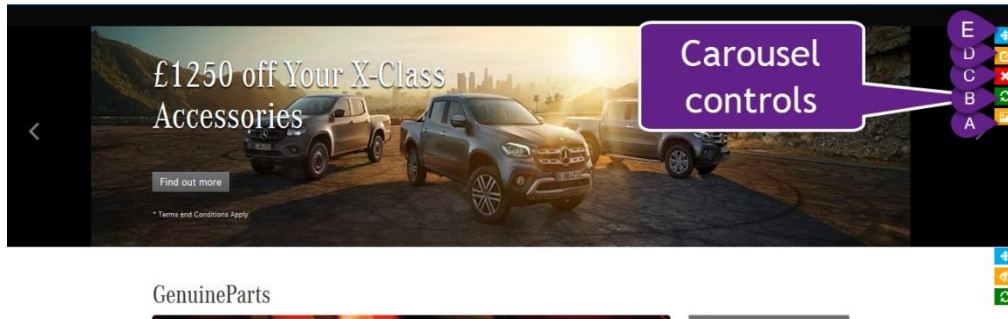


- Search Content Pages Listing for the **Page where the Masthead is used** and Click on Content (Blue button) on the required Page record.



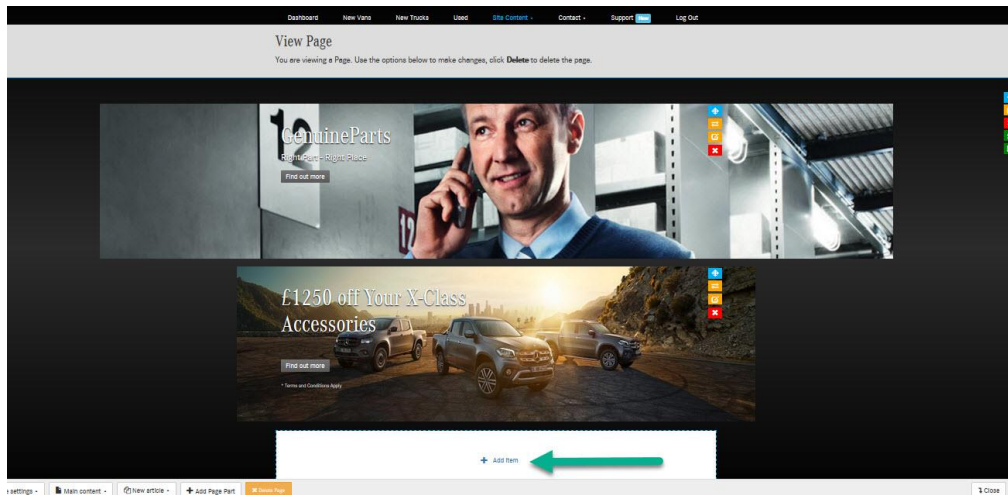
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4. Observe View Page – the example used here is a Carousel (has more than one Masthead) – see the Carousel Controls shown on the illustration below:



- A. Edit Carousel Mastheads
- B. Refresh
- C. Remove Carousel (NOTE: THIS WILL REMOVE THE CAROUSEL FEATURE!)
- D. Edit Carousel Properties
- E. Drag & Drop Carousel

5. Click on Button marked A (see above) to Edit Carousel Mastheads
6. To Add a Masthead – Click on the '+ Add Item' link at the bottom of the Mastheads as shown in the illustration below:



7. Observe the Select Masthead for Page Part listing > Search for the Required Masthead or scroll through listing > Select the Masthead(s) you require by Clicking on the Select Icon (top right hand corner of Masthead) as shown in the illustration below (overleaf):



Dashboard New Vans New Trucks Used Site Content - Contact - Support Log Out

Select Masthead for Page Part

Select the article you would like to include in your Page Part. If you cannot find a suitable article, click **New Article** to create a new one.

Please note: only articles that have been set to **Published** will be listed below. If you cannot find your article, go to [Articles Admin](#)

Title Article Type

NOTE: The Selected Masthead will be immediately added to the Carousel. To View Updated Carousel **Click on Carousel Control button A** see illustration below:

- Observe View Page – the example used here is a Carousel (has more than one Masthead) – see the Carousel Controls shown on the illustration below:

GenuineParts

F. **Edit Carousel Mastheads**

G. Refresh

H. Remove Carousel (NOTE: THIS WILL REMOVE THE CAROUSEL FEATURE!)

I. Edit Carousel Properties

J. Drag & Drop Carousel

- To **Re-Order** Mastheads **and/or Remove** a Masthead refer to appropriate Guidance Sheet(s).



10. Click Close button (bottom right hand corner).

ends.