



MAGIC SQUARE SYSTEMS LIMITED

# BTV - CMS v12.2 Guidance Sheet

## Create Mastheads (Articles)



[www.magicsquaresystems.com](http://www.magicsquaresystems.com)

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## INTRODUCTION

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

This guidance sheet can also be used for:

- Editing Masthead Text – refer to Step 6.
- Include 'Find Out More' Button – refer to Step 4.
- Updating the Masthead Image – refer to Step 6.

## MASTHEAD



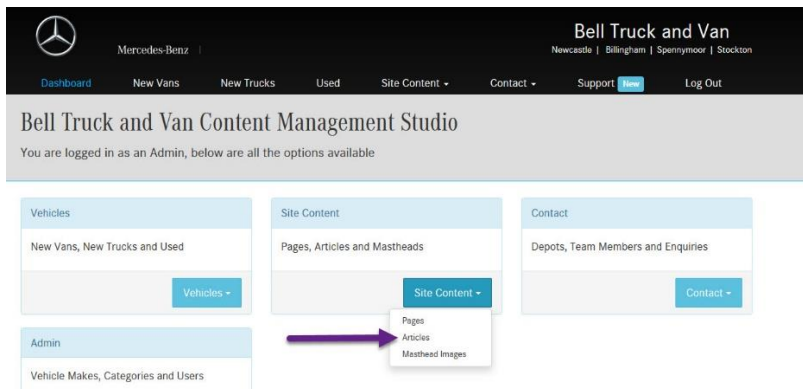
**NOTE: Optimum Image Size = 1340px X 400px**

**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:

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

## GUIDANCE

1. Log in to CMS
2. Using Site Content option listing > Select **Articles**





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3. Observe Articles Listing – Click on **New Article** (Blue Button – bottom left hand corner) > **Select Page Element Item** from the option listing – as shown on the illustration below:

4. Complete the Articles Details Form by:
  - A. Enter - Title of the Masthead
  - B. Select Article Format - Masthead
  - C. Select – Destination Page (where when Clicked the link applies)
  - D. Select – if you require a Button (optional)
  - E. Click to load into Preview Window
  - F. Observe when E. is Clicked the default Masthead will be created



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5. Scroll down to Observe Preview Window (F) and Note the default Masthead ready for Editing and also as the Checkbox is Checked the Button is rendered for Link.

The screenshot displays the configuration interface for a masthead. The top section contains a form with the following fields:

- URL:** /pages/news-offers/1250-off-your-x-class-accessories
- Category\*:** I.e. Latest News
- Action\*:** I.e. Click
- Label\*:** I.e. PM Announces General Election
- Value:** I.e. 42

A checkbox labeled "Render link as a button?" is checked and circled in purple. Below the form is a "Preview Window" showing a sample masthead with a car image, the text "Sample Masthead", and a "Find out more" button. A purple arrow points to the button, and a purple circle with the letter "F" is next to the car image. A "Create Article" button is at the bottom right of the preview window.

6. To Edit Masthead – Click into area with text to gain access to Text Editor to Modify default text. Also to Change Image Click on default Image and Upload replacement image .

## NOTES:

- I. **Optimum Image Size = 1340px X 400px**
- II. Remove width and height in image properties
- III. Masthead properties can be updated (edited from Carousel Controls)
- IV. If III. is utilized it will update the Masthead in all Carousels where used

7. Click Create Article to complete process

ends.