



MAGIC SQUARE SYSTEMS LIMITED

# BTV - CMS v12.2 Guidance Sheet

## Ordering Mastheads (Articles)



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

**Magic Square Systems Limited**

Company Number: 3680737

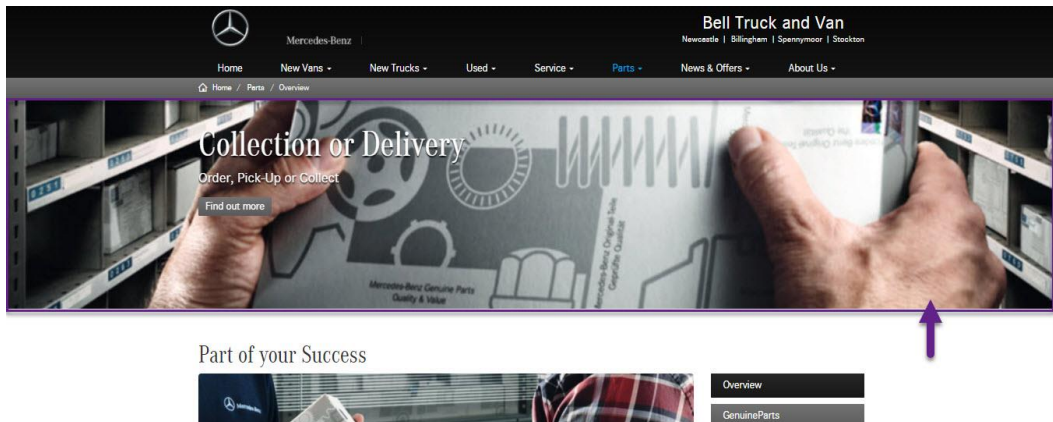
**MARCH 2018**



## INTRODUCTION

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

## MASTHEAD



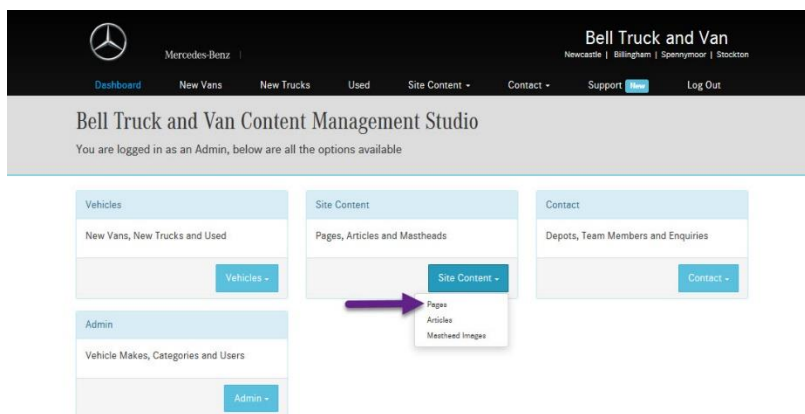
**NOTE: Optimum Image Size = 1340px X 400px**

**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**

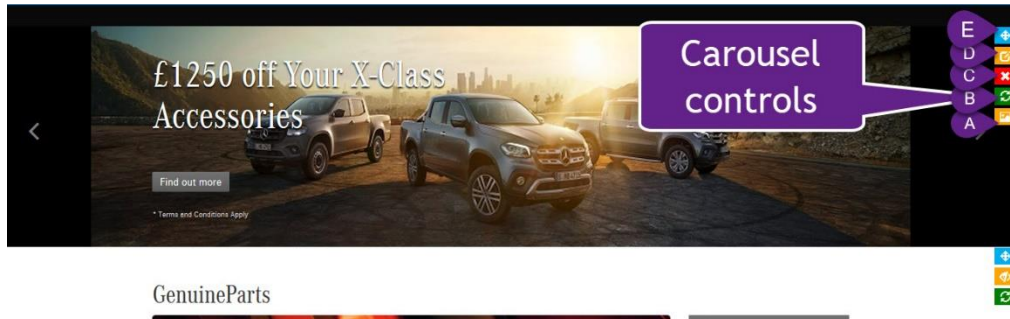


- Search Content Pages Listing for the **Page where the Masthead is used** and Click on Content (Blue button) on the required Page record.



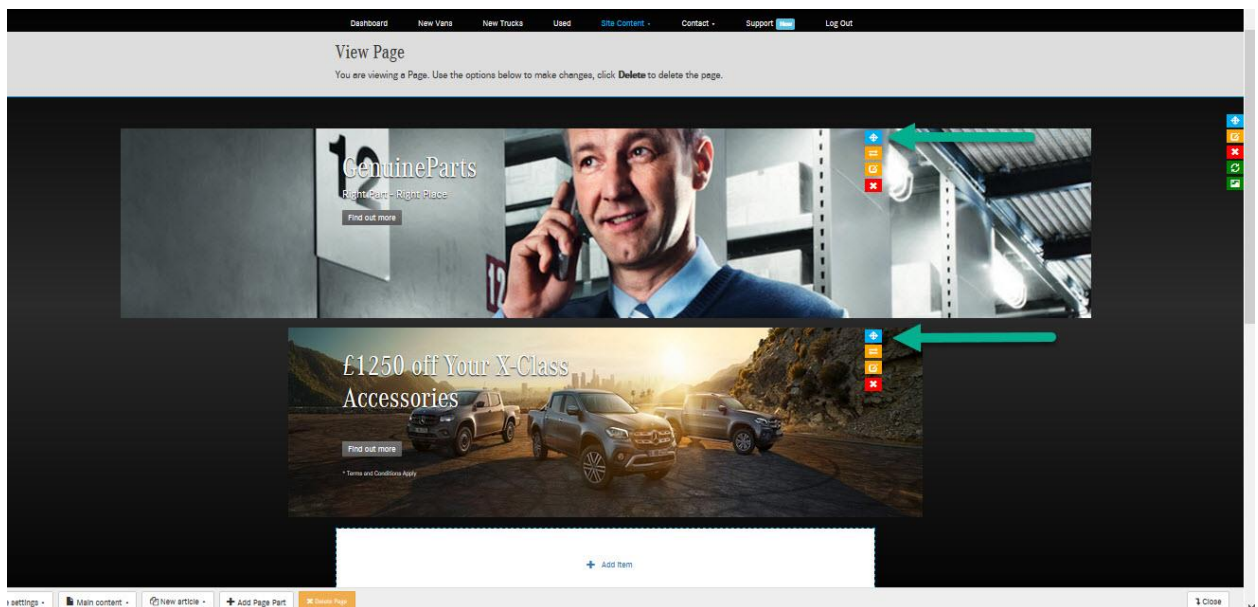
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4. Observe View Page – the example used here is a Carousel (has more than one Masthead) – see the Carousel Controls shown on the illustration below:



- 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 Order a Masthead – Click on the Blue Button(s) (arrowed) on the Masthead(s) you want to Order and Drag & Drop to position as shown on the illustration below:



NOTE: The Masthead will be re-Ordered by this action there is no Update button!

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

ends.