

BTV - CMS v12.2 Guidance Sheet Removing Masthead (Articles)



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INTRODUCTION

The purpose of this document is to provide guidance to CMS Administrators of how to **Remove** 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:

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

GUIDANCE

- 1. Log in to CMS
- 2. Using Site Content option listing > Select Pages

Mercedes-Benz		Bell Truck and Van
Dashboard New Vans	New Trucks Used Site Content	t - Contact - Support 🔤 Log Out
Bell Truck and Van Content Management Studio You are logged in as an Admin, below are all the options available		
Vehicles	Site Content	Contact
New Vans, New Trucks and Used	Pages, Articles and Mastheads	Depots, Team Members and Enquiries
Vehicle	s - Site (Contact +
Admin	Pagas Articles Mestheed	Imgae
Vehicle Makes, Categories and Users		
Admi	n -	

3. Search Content Pages Listing for the **Page** <u>where the Masthead is used</u> and Click on Content (Blue button) on the required Page record.



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. <u>To Remove a Masthead</u> Click on the 'X' Button on the Masthead you want to Remove shown on the illustration below:



NOTE: The Masthead will be removed by this action there is no Update button

ALSO NOTE: This action will only Remove the Masthead from the Carousel it will NOT delete it!

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

ends.