



MAGIC SQUARE SYSTEMS LIMITED

BTV - CMS v12.2 Guidance Sheet

Removing Masthead (Articles)



www.magicsquaresystems.com

Magic Square Systems Limited

Company Number: 3680737

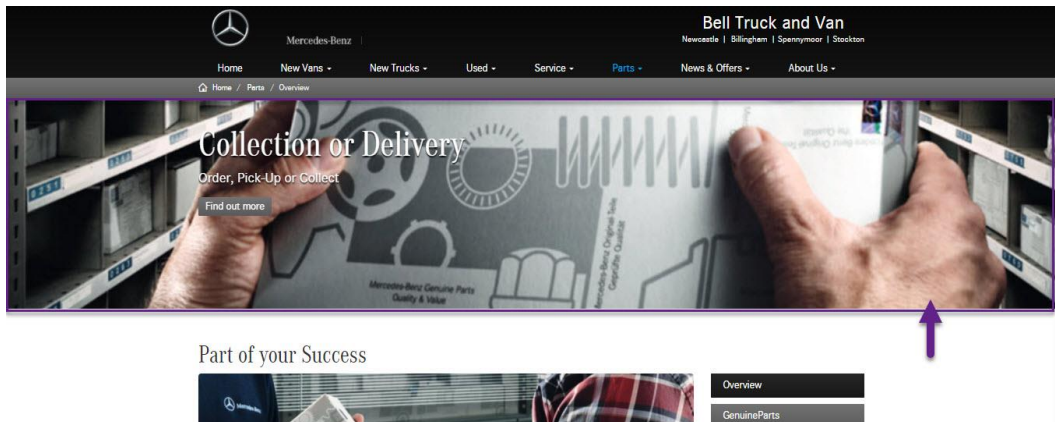
MARCH 2018



INTRODUCTION

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

MASTHEAD



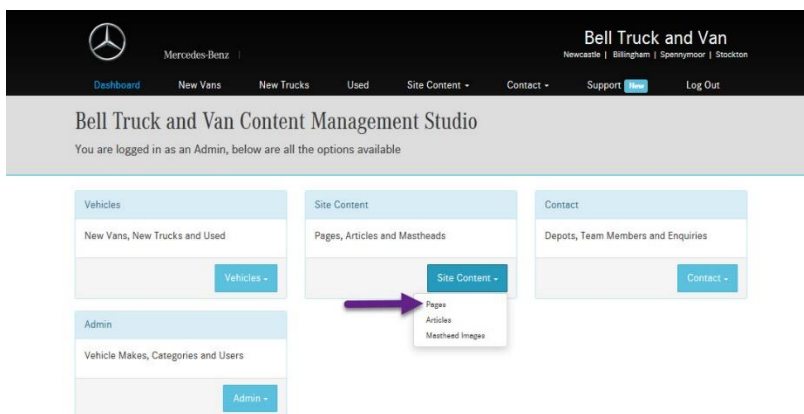
NOTE: Optimum Image Size = 1340px X 400px

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:

- 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**

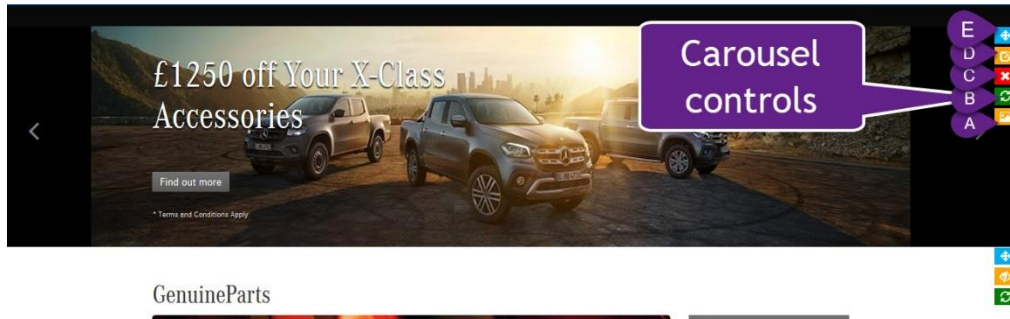


- Search Content Pages Listing for the **Page where the Masthead is used** and Click on Content (Blue button) on the required Page record.



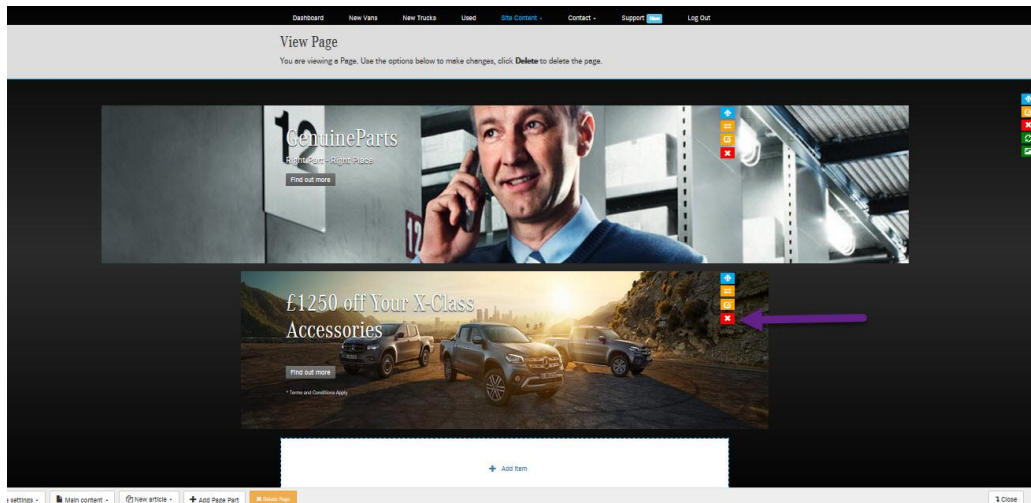
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4. Observe View Page – the example used here is a Carousel (has more than one Masthead) – see the Carousel Controls shown on the illustration below:



- 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 Remove a Masthead – 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.