



MAGIC SQUARE SYSTEMS LIMITED

ICTV - CMS v09.4 Guidance Sheet

News Articles Image Link (Articles/Pages)

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www.magicsquaresystems.com

Magic Square Systems Limited

Company Number: 3680737

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INTRODUCTION

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

NEWS ITEM

A News Item is part of the Latest News area. The News Item comprises of three elements:

- a. News Item Standard Page
- b. News Item Landing Article
- c. News Item Image Link Article

a. News Item Standard Page – Parent Page with Content

The screenshot shows a news item on a dark-themed website. At the top left, there is a title "The New V6 X-Class" in a light blue box. Below the title is a large image of a silver Mercedes-Benz X-Class van parked on a wet surface at night. To the right of the image is a vertical navigation menu with links: "Van Offers", "Truck Offers", "Service Offers", "Parts Offers", and "Latest News" (highlighted in blue). Below the menu is a "Contact Us" button with a white telephone icon. Below the image is a text block with the following content:

World premiere: Mercedes-Benz Vans presents the X-Class with six-cylinder engine and permanent all-wheel drive.

At the Geneva Motor Show in early March, the Mercedes-Benz X-Class with a powerful six-cylinder engine and 4MATIC permanent all-wheel drive will celebrate its world premiere.

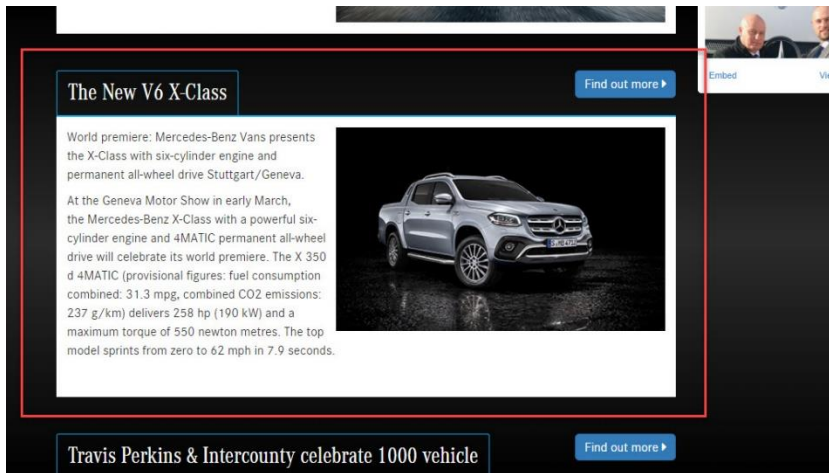
Stuttgart/Geneva. At the Geneva Motor Show in early March, the Mercedes-Benz X-Class with a powerful six-cylinder engine and 4MATIC permanent all-wheel drive will celebrate its world premiere. The X 350 d 4MATIC (provisional figures: fuel consumption combined: 31.3 mpg, combined CO2 emissions: 237 g/km) delivers 258 hp (190 kW) and a maximum torque of 550 newton metres. The top model sprints from zero to 62 mph in 7.9 seconds. The permanent all-wheel drive of the X 350 d 4MATIC ensures a high level of driving stability and dynamism under a wide range of conditions – including wet and wintry roads.

As standard the X 350 d 4MATIC is equipped with the 7-speed automatic transmission 7G-TRONIC PLUS with steering wheel shift paddles and the ECO start/stop function. The DYNAMIC SELECT transmission mode switch for individual driving pleasure is also included as standard. This top-of-the-line model will be available in Europe from mid-2018.

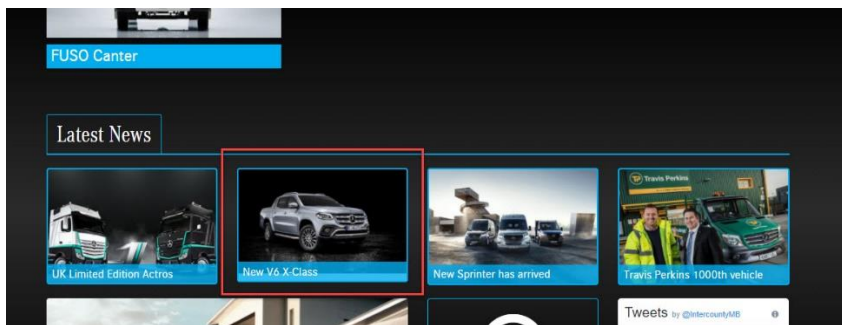
The performance of the X-Class is not only thrilling off-road, but also on the road. The wide track, the long wheelbase and the sophisticated design of the comfort suspension with a double wishbone front axle, the multi-link rear axle with a rigid section and coil springs at both axles ensure plenty of on-road driving pleasure and driving dynamics – with no compromises when off-road.



b. News Item Landing Article – Appears in the Latest News Section Items Listing



c. News Item Image Link – appears in the Latest News Feature on Home Page



GUIDANCE

1. Log in to CMS
 - Create News Item Standard Page (a.)**
2. Using Site Content option listing > Select **Pages**
3. Click on **New Page** (button bottom left hand corner)
4. Complete the Routing Details Form (see overleaf) with:
 - A. Type **News Item Title**
 - B. Select **Standard Page**
 - C. Select **News & Offers** Option
 - D. Click **Show in Navigation**
 - E. Select **Level 2 Sub Menu**
 - F. Select **Latest News**
 - G. Click **Publish Page**
 - H. Click **Create Page**



Routing Details

Page Details

Page Title* **A**
News Item

Section* **C**
News & Offers

Navigation and Menu Options

Show in Navigation? **D**

Page Type* **E**
 Level 1 - Main Menu Level 2 - Sub Menu

Main Menu Option **F**
Latest News

Occurrence*
5.31

Routing Details

Type **B**
 Standard Page Custom Page
 Hyperlink Placeholder

Route Value (optional)

The page URL's generated by the system are complex and difficult to remember. A Route Value is a friendly title you assign to replace these complex page URL's making it easier to remember and share. If you are unsure about what to enter here leave the field blank and a route value will be generated for you after you click Create Record

Advanced

Menu Title
News Item

Use this if you would like the menu link text to be different from the page title

Publish Page* **G**
Publish this page?

H


Create Page

5. Edit Content (for this example!) Click on Update Page Content (Blue button)

Edit Page Content





Modify the details below and Update to apply changes to the Page content

News Item



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Sub Heading 1	Sub Heading 2	Sub Heading 3	Sub Heading 4
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Update Page Content

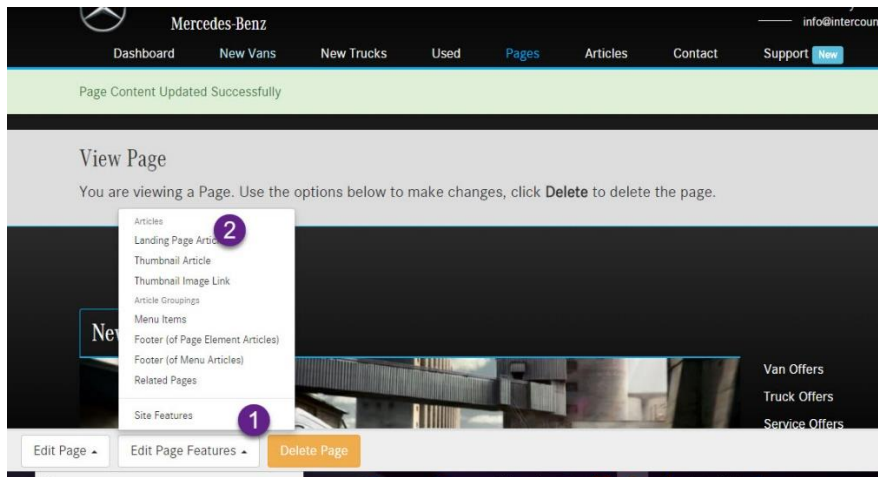
Edit Content – text and Update Image.



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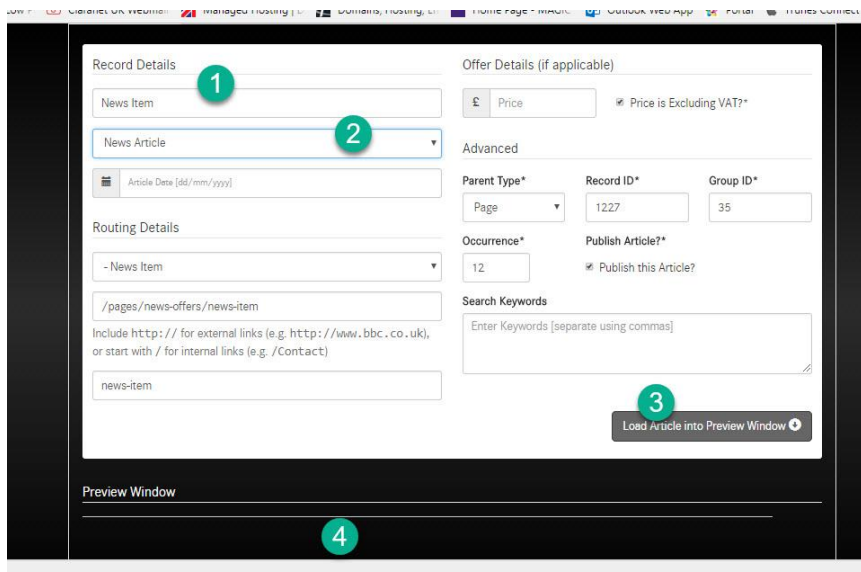
Create a News Item Landing Article (b.)

6. Click on **Edit Page Features** button (1) and Select **Landing Page Article** (2).



7. Complete the **Records Details** Form as follows:

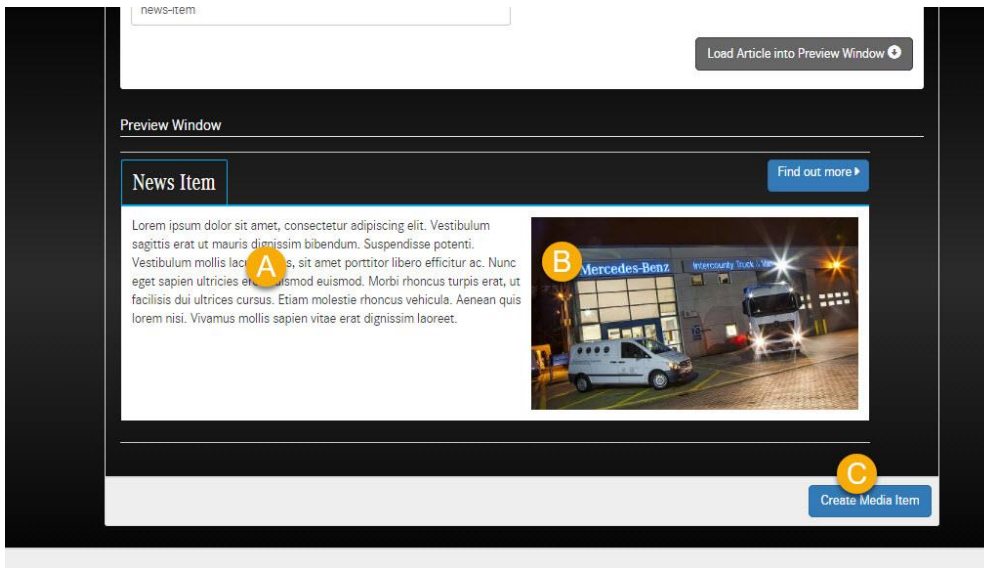
1. Enter the **News Item Title**
2. Select **News Item Format**
3. Click **Load Article into Preview Window**.





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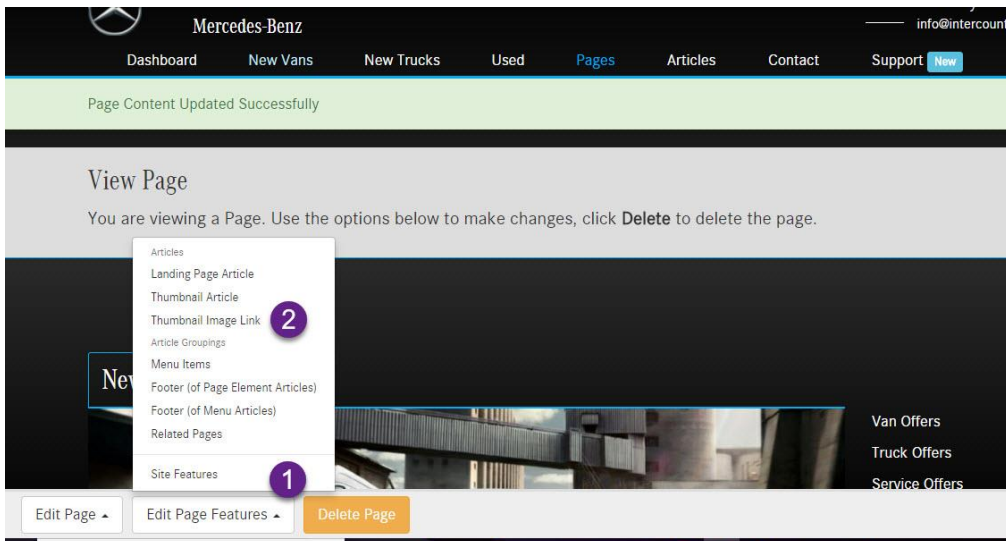
8. Edit News Item Landing Article in the Preview Window – Content (text (A) and Image (B)) as diagram:



Click **Create Media Item**.

Create News Item Image Link (c.) for Home Page

9. Click on Edit Page Features button (1) (as 6. above) and Select Thumbnail Image Link (2) as shown below:





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10. Complete the Image Link Details Form as follows:

- A. News Item Image Link Title
- B. Select Image Link
- C. Select Today's Date from Calendar
- D. Click Load Article into Preview Window
- E. Edit Image Link – replace Default Image
- F. Click Create Media Item

The screenshot shows the 'Image Link Details' form. It is divided into several sections: 'Record Details', 'Offer Details (if applicable)', 'Routing Details', 'Advanced', and 'Search Keywords'. Annotations A-F are placed on the form to indicate the steps: A is on the 'News Item Article' text field; B is on the 'Image Link' dropdown menu; C is on the date field showing '20/03/2018'; D is on the 'Load Article into Preview Window' button; E is on the image in the 'Preview Window' section; and F is on the 'Create Image Link' button at the bottom right.

When applying the date in C the CMS will display the top four (4) News Items on Home Page (ie. Latest first!

ends.