



CMS Container { Quickstart Guide }

[v 3.0]

INTRODUCTION

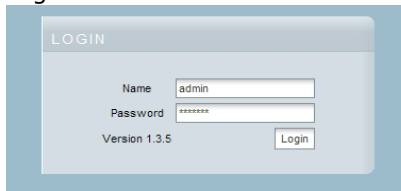
This guide will quickly get you up to speed with using the CMSc. It only covers the most important areas that you will need to create and maintain your website. If you need more in-depth information, refer to the other documents available at www.cmscontainer.org.

!Note This guide assumes that someone has already done most of the work of setting up the site and content channels. If this is not the case, you might want to read one of the other guides.

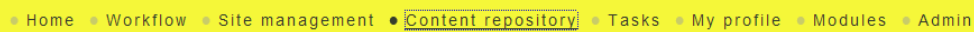
CONTENT

Creating content in the CMSc is fast and easy. It consists of the following steps:

1. Log in to the CMSc



2. Go to the **Content repository**



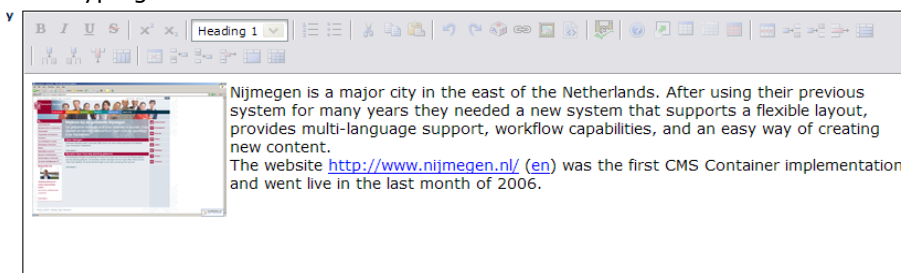
3. Click on the channel where you want to create the content (e.g. **People**)



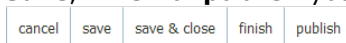
4. Select the type of content and click on **create**



5. Start typing!



6. **Save, finish** or **publish** your work



If you click on **publish**, then you are done. Just wait a few minutes and your content will be visible from the Internet. If you click on **save**, **save & close**, or **finish**, you will still need to publish your work. See the next section how to do this.

!Note If you do not see some of the buttons then you do not have the necessary rights to publish content. If you feel that you should, contact the administrator of your website.

WORKFLOW

After you have created your content, it is not automatically visible on the Internet. Instead, you have to publish it. This is done through the workflow.

!Note You need chief editor rights or higher to be allowed to publish content. If you do not have these rights and feel that you should, contact the administrator of your website.

1. Go to the **Workflow** through the upper menu

• Home • **Workflow** • Site management • Content repository • Tasks • My profile • Modules • Admin

2. Locate your content. Click on the categories in the **Status**-box. It is probably in the **Being edited** or **Finished** categories.

STATUS				
	Being edited	Finished	Approved	In publish queue
Content	17	0	0	0
Page	10	0	0	0
Channel	6	0	0	0

3. Select your content and click **finish**, **accept** or **publish** at the bottom of the page. This way, your content will enter the state **In publish queue**. When the content reaches the publish queue, it will be published after 1 or 2 minutes.

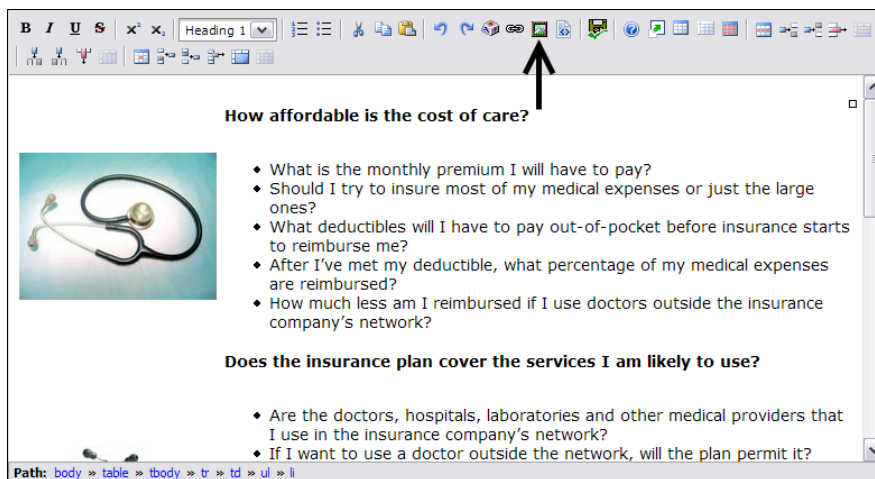
TITLE	REMARK	LAST MODIFIED BY	LAST MODIFIED ON	CHANNEL
<input checked="" type="checkbox"/> Car Insurance Coverage		admin	05 September 2007 10:28	Auto
<input type="checkbox"/> Insurance Company		admin	05 September 2007 11:01	Website

IMAGES

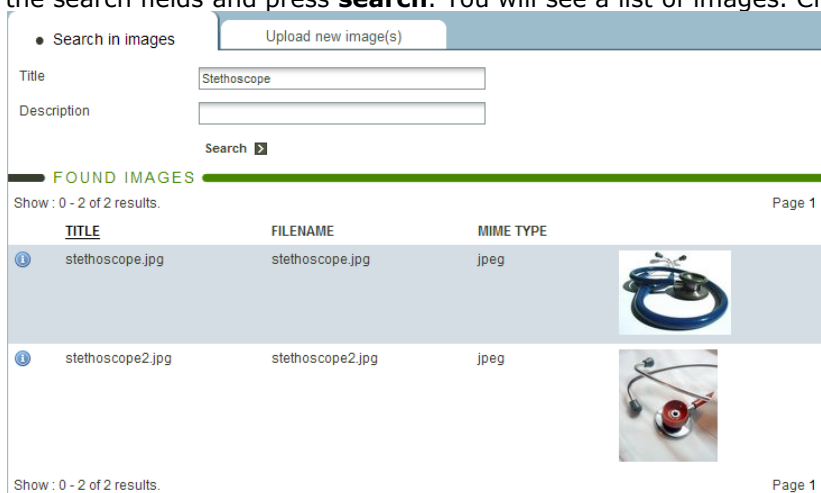
This section will guide you through adding an image to your content.

1. Find and open your content (follow steps 2 and 3 in the chapter "Content")
Go back to the channel where you have created the content. You should see a list of content in the channel. Click on your content to open it.
2. Press the **Insert image** button in the rich text editor.

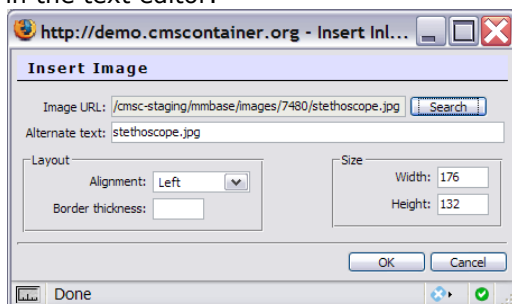
!Tip Place your mouse over a button and hold it still for several seconds and the name of the button will appear.



3. Find your image.
Click on the button **search** in the popup
4. You will see another popup that will allow you to search for your image. Enter relevant words in the search fields and press **search**. You will see a list of images. Click the one you want.



5. The previous popup will now contain the link to the image. Click **OK** and the picture will be placed in the text editor.



6. The picture is now inserted into the text. You can drag the picture with your mouse to place it anywhere you want. Again, **save, finish** or **publish** your work.