# Working with Content

# Index:

# Creating Content

**Before we begin**

Make sure you are in the "Pages" section on the Navigation Tabs.

**Creating a new page**

To create a new page, first decide where in the site you want your page to be. If you are creating a new "subpage," click on the parent page in the left-hand Contents Pane you would like to create the subpage in. If you want your site to be in the top level navigation for your site, you should click on the root of the site - the first item listed in the Contents Pane.

On the top of the Contents Pane, you will find a button marked "Create." Click it, and a drop-down menu will show up.
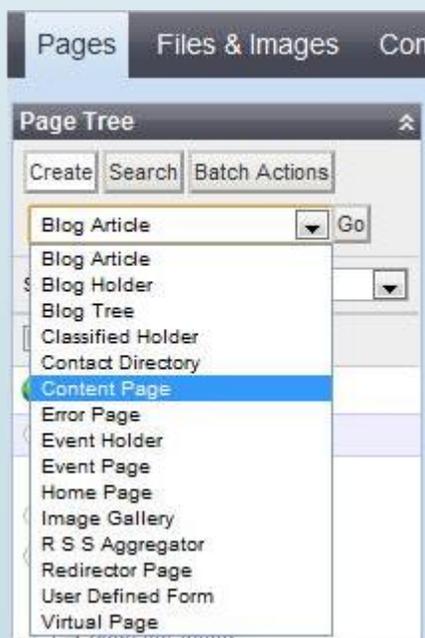
# Creating Content (Cont)

From the drop-down menu choose "Content Page," Then hit the "Go" button.

You will notice that a new page has been created, with the name of "New ContentPage." (You will also notice it's color, Yellow. Yellow pages are "new" and have never been published.)

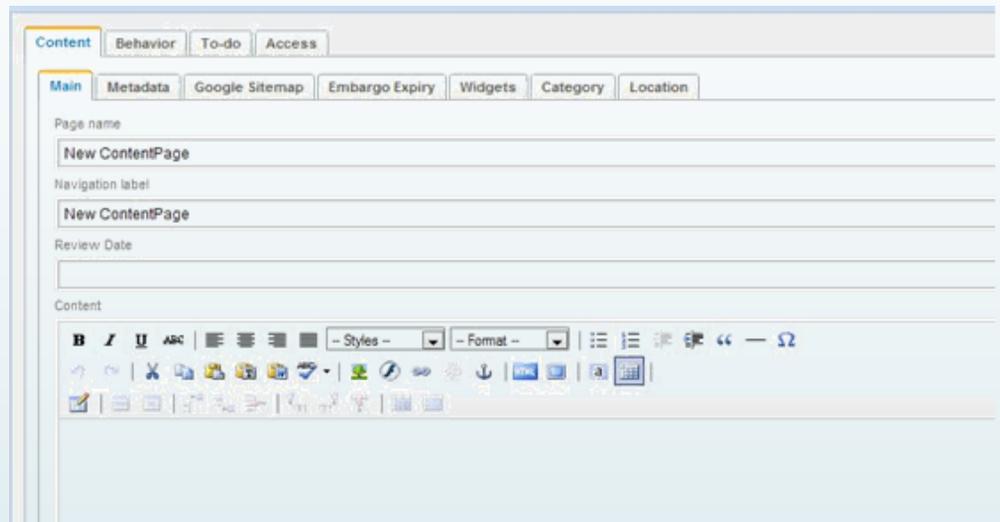Simply click on the new page in the content page to bring it up in the editing pane.

**Notes:**

Don't worry if you create your page in the "wrong" place. Pages can be moved and re-ordered easily, and we will cover that under "Managing Your Site."

# Writing Content

In the Editing Pane, to edit content, you want to click on the "Content" tab if it it not already selected, and then the "Main" page.

Here you will be presented with four forms.



The first is for the Page Name - this will define what the page will be known as in the CMS, but it will also be used to form the "default" navigation label and URL for the page, though both can be changed manually.

Below it, you will find the Navigation Label. This will define what the page will show up as when listed in site navigation on the public-facing front page of your site. If you fill in the Page Name first, it will automatically put the page name in the navigation label field. It is usually, but not always, a good idea to leave it the same. If you wish to change the navigation label but not the page name, you can do so here.

Finally, there is the Content box. This will contain the bulk of text to appear on your webpage. Type the text that will appear in the page on the Website. You may also feel free to use the formatting toolbar at the top of the content screen in order to format your page the way you would prefer.

# Formatting Content

This is the formatting toolbar:



Generally, most items in the formatting toolbar will behave much like they would in any word processor.

There are a few exceptions.

For example, the Styles drop-down box allows you to add certain styles to a page.

The Paragraph drop-down box allows you to choose a format for that paragraph in HTML code. Most typed paragraphs will be in the normal "paragraph" format, but there are also six levels of "headings."

Headings represent the outline organization of a document. H1 is generally considered the highest level of the document, while H6 is the lowest level. By using the "Heading" paragraph formats, it will automatically make all paragraphs marked with the same heading number the same format. And, if you want to change the style of your page at a later date, your web designer will only need to change the heading definitions in one place, rather than changing the format of multiple headings in your text individually. This can be a big timesaver!

The "Blockquote" button is used to offset text in what those in the newspaper industry call "pull-quotes." Simply highlight the text you want to offset, and press the blockquote button.

Finally, the "Insert Horizontal Ruler" button will insert a horizontal line on the page, and the "Insert Special Character" button, marked by the Greek Omega symbol, is used to insert special characters into the text. This is useful for foreign loanwords with special symbols, such as "resumé," proper names such as "François Mitterrand," an metal umlauts, such as "Mötley Crüe"

There is one other button that needs explanation. That is the button marked "HTML." If you want to go in and edit the source code of the page directly, pressing the HTML button will bring up the HTML source of the page. It is recommended that you only do this if you have a good knowledge of HTML formatting. This can be useful when you need to directly add some source code to a page, for example, when embedding YouTube videos.

# Formatting Content (cont)

**Notes:**

**Cutting & pasting from a Word Processor**

You may want to bring some text you have already written on a word processor, such as Microsoft Word into your page content.

Generally, you can paste any text from a "plain text editor" such as Notepad.exe on Windows systems, TextEdit.app on Macintosh systems, and gEdit on Ubuntu Linux, et al.

Pasting directly from most word processors or other application often inserts bits of "rich text" formatting code that usually doesn't work well with the HTML markup code used on Websites. SilverStripe offers two solutions to this problem.

The first is "Paste as Text." Paste As Text removes all formatting from copied text before adding it to the website.

The second is "Paste from Word," where SilverStripe takes the "rich text" formatting code from Microsoft Word, and translates that into HTML markup code. However, this only works with Microsoft Word, and not with other word processors such as OpenOffice.org, Word Perfect, or Apple Pages.

**Metadata - describing your content**

It's not just enough to create good content that informs your readers. You also need to let your readers find the content they're looking for. You can help your readers find your content by adding metadata. Metadata is page-specific blocks of text, normally hidden from general browsers, which search engines use to classify the page on the internet.

In the Editing Pane for the page you want to describe, under the "Content" tab, and next to the "Main" tab where you would edit text content for the body of the page is a tab marked "Metadata." In the Metadata tab, you can change the site URL, if you wish, to make it more SEO-friendly. You can also enter a description and keywords for your site. If your web manager has asked you to add any additional metadata, you can do so from this page as well.
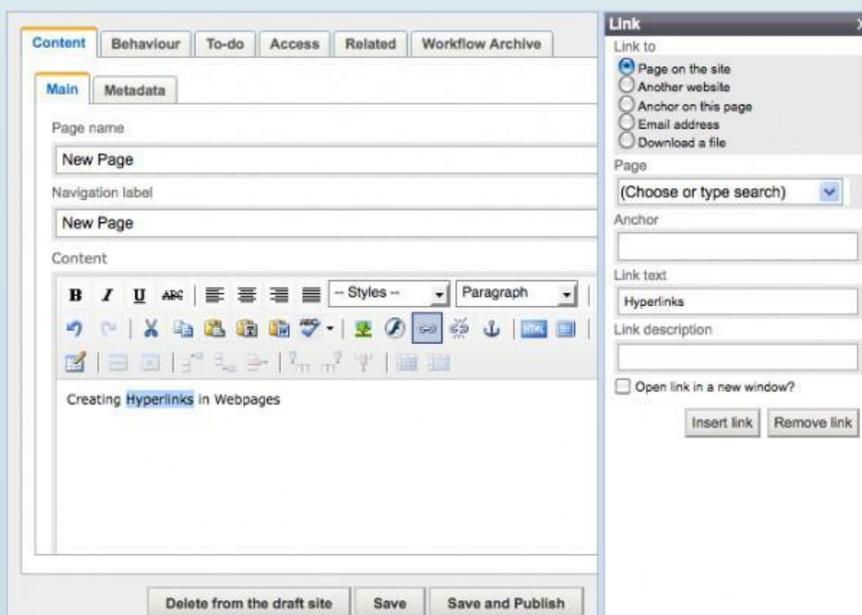
# Working with Links

**Creating hyperlinks in webpages**

To create a hyperlink in a webpage, highlight the text you wish to make a link in the Editing Pane, and press the "Insert Link" button on the toolbar. This will bring up the Link sidebar on the right side of the screen.

**Creating a link to another page on the site**

To link to another page on the site, choose "Page on the Site" from the list of options on the top of the Link sidebar. You can then select the page you want to link to from the drop-down box. Your "Link Text" should be automatically filled in with the highlighted text in the Editing Pane. Check "Open link in a new window" if you would like to have the link opened in a new window when the user clicks on it.

Finally, to insert the link, click the "Insert Link" button on the Link sidebar.

# Working with Links (cont)

**Creating a link to an external page**

To link to a page on another website, choose "Another Website" from the list of options on the top of the Link sidebar. You can then paste or type in the URL of the webpage you would like to link to in the "URL" field on the sidebar. Your "Link Text" should be automatically filled in with the highlighted text in the Editing Pane. Check "Open link in a new window" if you would like to have the link opened in a new window when the user clicks on it.

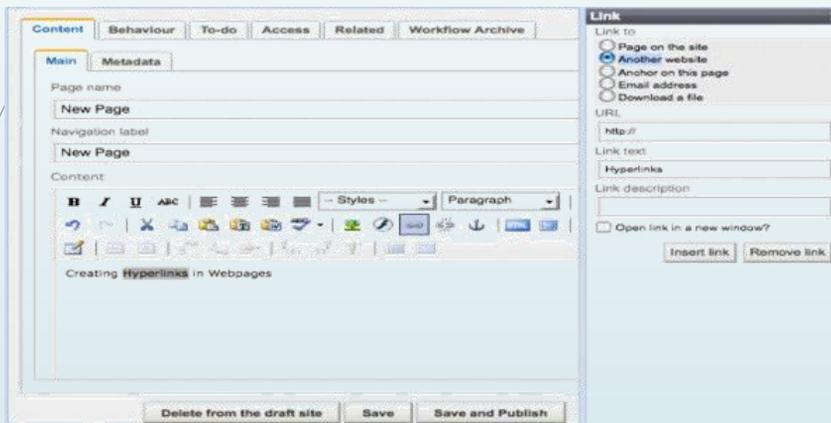Finally, to insert the link, click the "Insert Link" button on the Link sidebar.



**Notes:**

There are different processes for "internal" and "external" links because when pages on a SilverStripe installation are moved or deleted, the links in other pages on the site are automatically changed to the new pages location. This allows you to quickly move pages around without worry of breaking the site's structure or checking every page in the site for broken links.

If you enter in an internal link URL in the external link field, SilverStripe CMS is usually smart enough to change the link to an internal link.

# Working with Links (cont)

**Creating a link to an email address**

To link to an e-mail address, choose "Email Address" from the list of options on the top of the Link sidebar. You can then paste or type in the e-mail address that you would like to link to. Your "Link Text" should be automatically filled in with the highlighted text in the Editing Pane.

Finally, to insert the link, click the "Insert Link" button on the Link sidebar.
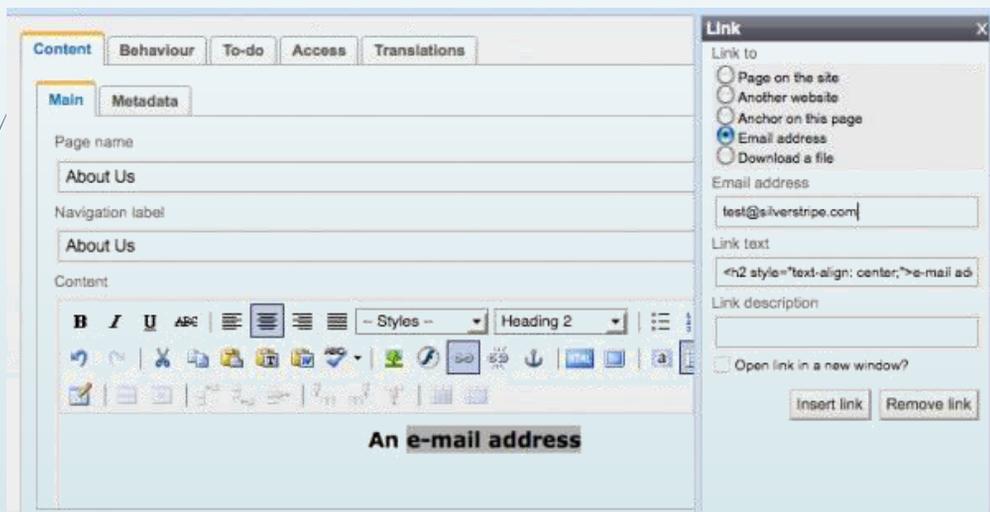
# Saving as Draft

**Saving your page as a draft**

To save your page as a draft, simply hit the "Save" button (not "Save and Publish," if it is available) on the bottom right hand corner of the Editing Pane. Saving your page as a draft allows you to preview the page on a "Draft Site" available to you and others who have access to the CMS, but does not publish the page to the live website.

| Delete from the draft site | Save | Save and Publish |

After you save your page as a draft, you can preview the page by clicking on "Draft Site" in the View Bar on the bottom left hand corner of the screen.

Page view: | CMS | Draft Site | Published Site

**Remember to save early and often.**

Publishing your page, or submitting your page for publication:

You can publish the page at any time by hitting the "Save and Publish" button. Once the "Save and Publish" button is pressed, that information will go out to the live web, so be careful that you are not publishing embarrassing typos, confidential information, or anything you would generally get rebuked by your organization's legal council for publishing.

| Delete from the draft site | Save | Save and Publish |

You can view the published site directly by clicking on "Published Site" in the View Bar on the bottom left hand corner of the screen.

Page view: | CMS | Draft Site | Published Site