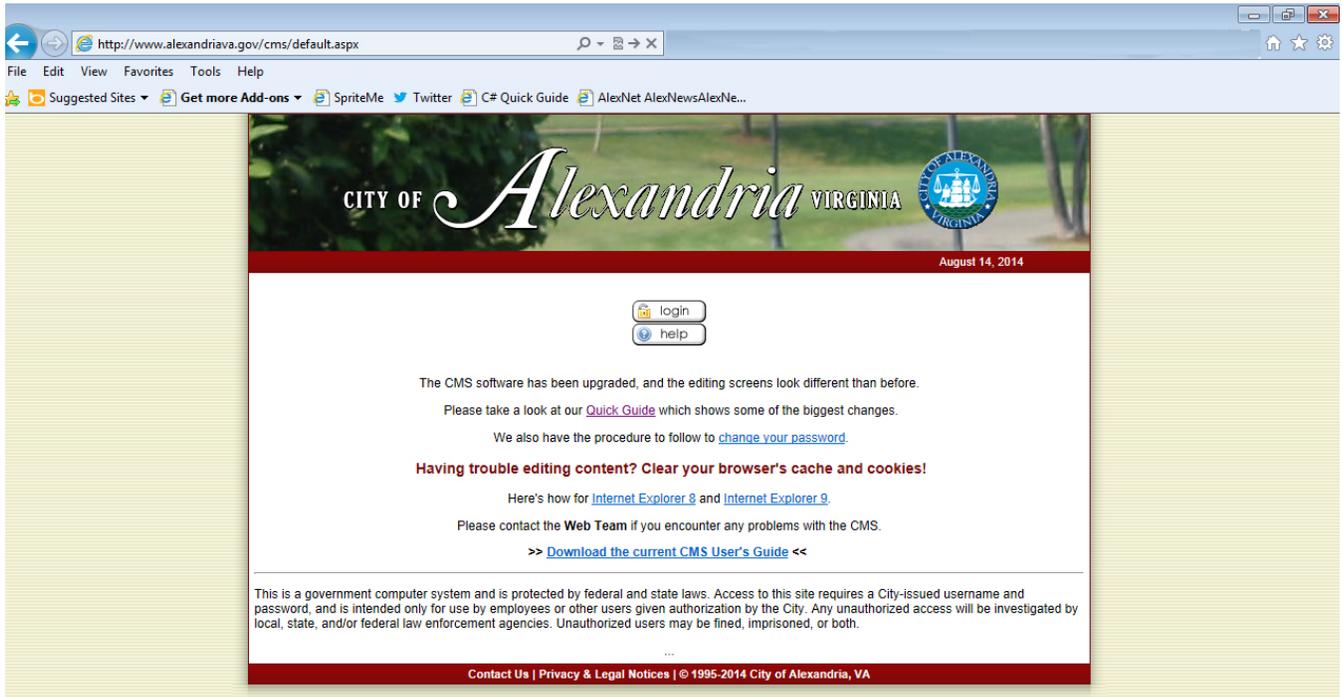
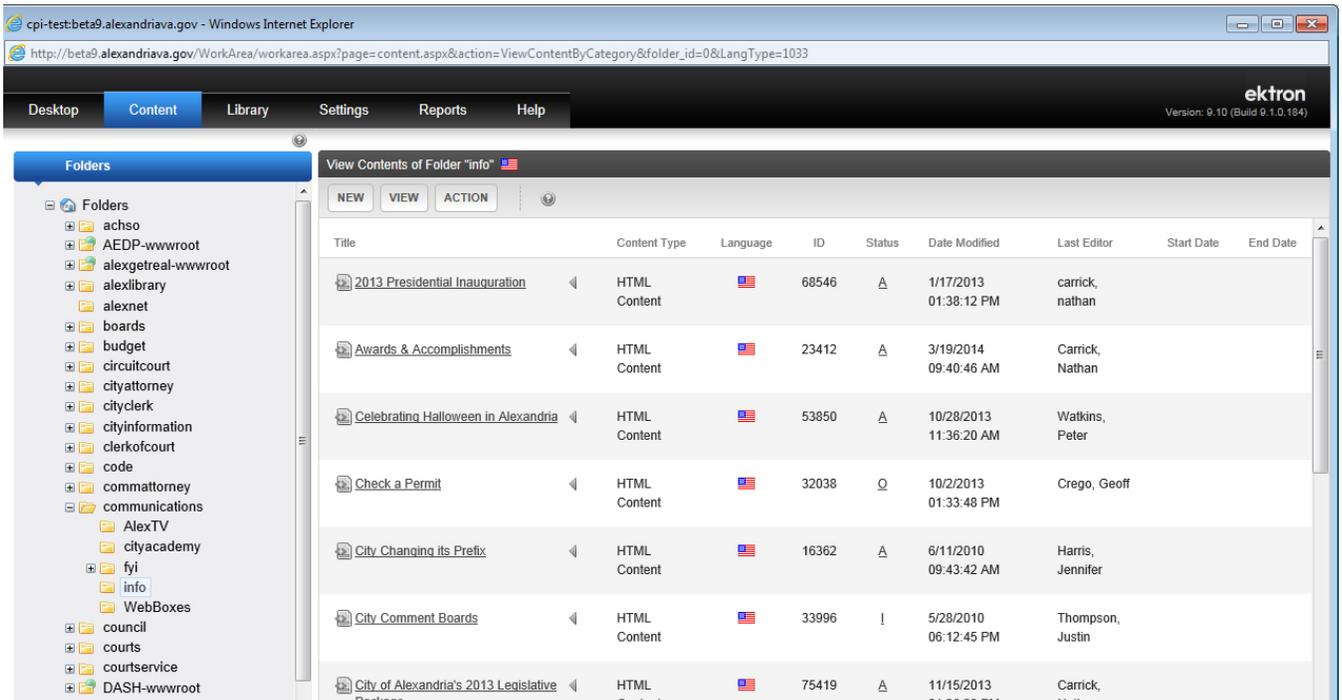


# Quick Guide to CMS Version 9.10

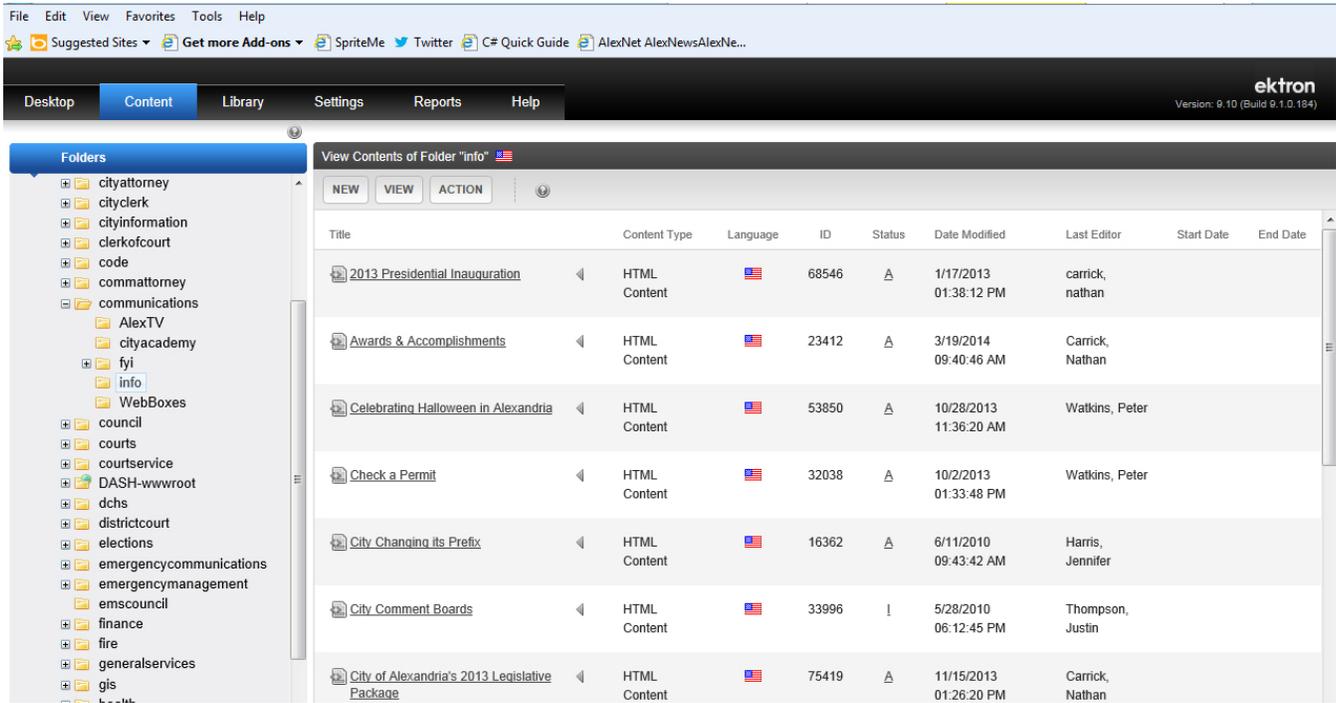
## 1. Login Page - <http://www.alexandriava.gov/cms>



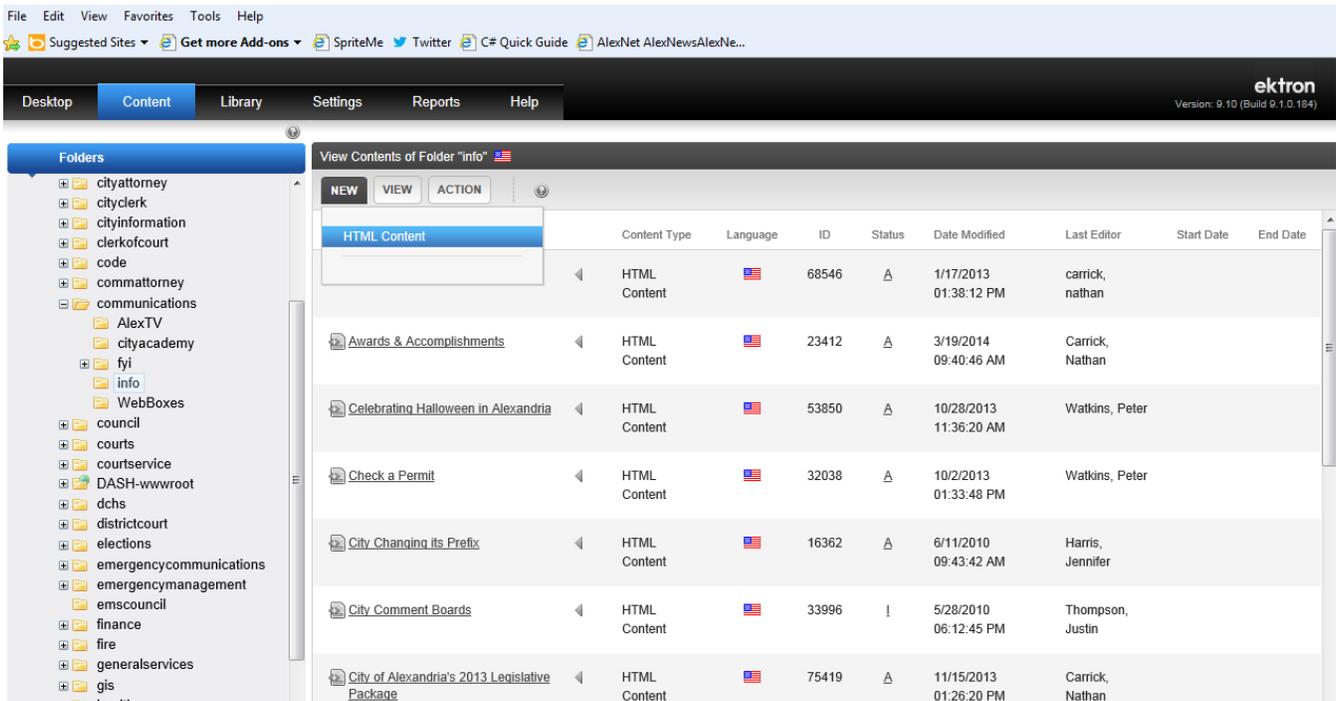
## 2. Workarea with tabs for content, library, settings, etc.



### 3. Content Tab



### 4. Create new content by clicking -> New -> HTML content



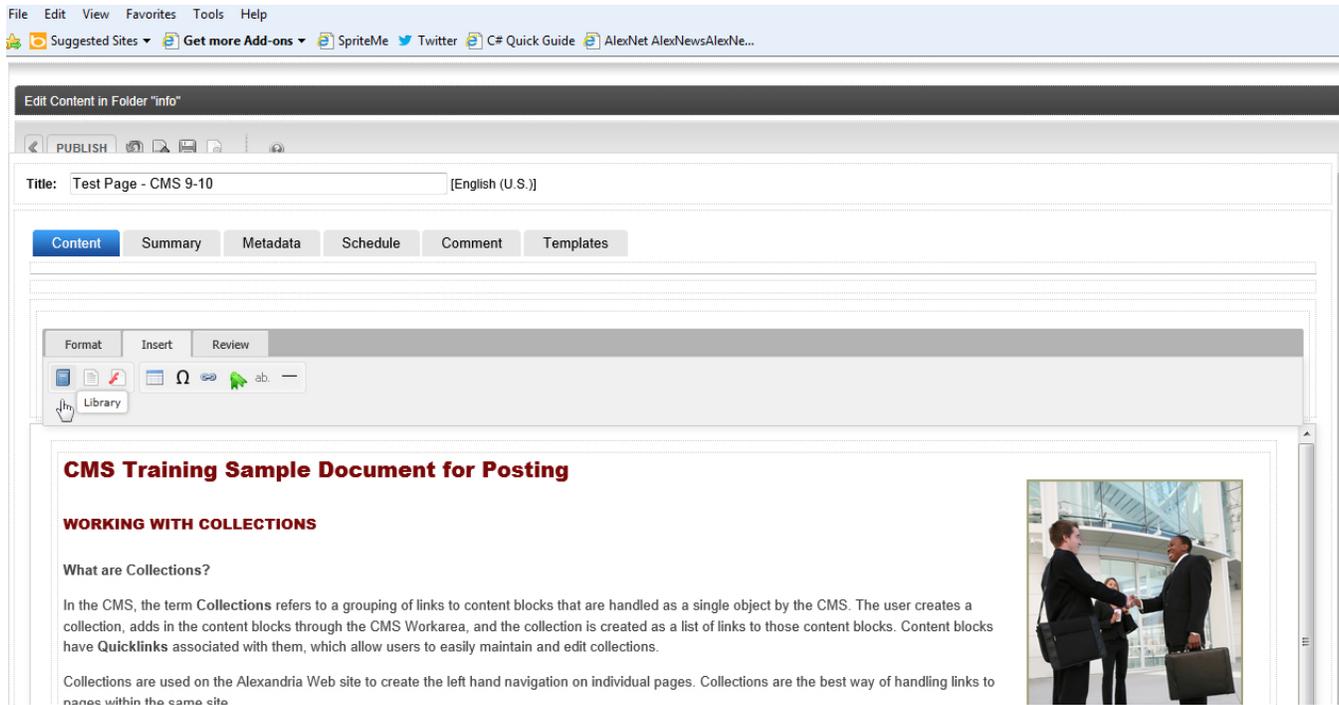
## 5. New content area with the publish, check in, save and cancel buttons

SAVE  
CHECK IN  
UNDO CHECK OUT  
PUBLISH  
CANCEL

## 6. Library tab showing images

Title	ID	Date Modified	Filename
<a href="#">2013 Presidential Inauguration image</a> 	68544 2013 Presidential Inauguration image	1/8/2013 12:00:45 PM	/uploadedImages/communications/info/2013PresidentialInauguration.j
<a href="#">balloon testing</a> 	67664	12/7/2012 4:50:30 PM	/uploadedImages/communications/info/BalloonTesting.jpg
<a href="#">Carlyle House image</a> 	53568 Carlyle House image	10/18/2011 10:59:51 AM	/uploadedImages/communications/info/Carlyle House web 09202011.
<a href="#">City Seal image</a> 	53566	10/19/2011 10:58:00 AM	/uploadedImages/communications/info/cityseal10182011.tif

## 7. To use library items (images, files, quicklinks, etc.) - select the Insert tab, click the library button.



The screenshot shows a web browser window with the address bar displaying "Edit Content in Folder 'info'". The browser's address bar contains "Title: Test Page - CMS 9-10 [English (U.S.)]". Below the address bar, there are several tabs: "Content", "Summary", "Metadata", "Schedule", "Comment", and "Templates". The "Content" tab is selected. Below the tabs, there is a toolbar with three main sections: "Format", "Insert", and "Review". The "Insert" tab is selected, and the "Library" button is highlighted with a mouse cursor. The main content area displays the following text:

### CMS Training Sample Document for Posting

#### WORKING WITH COLLECTIONS

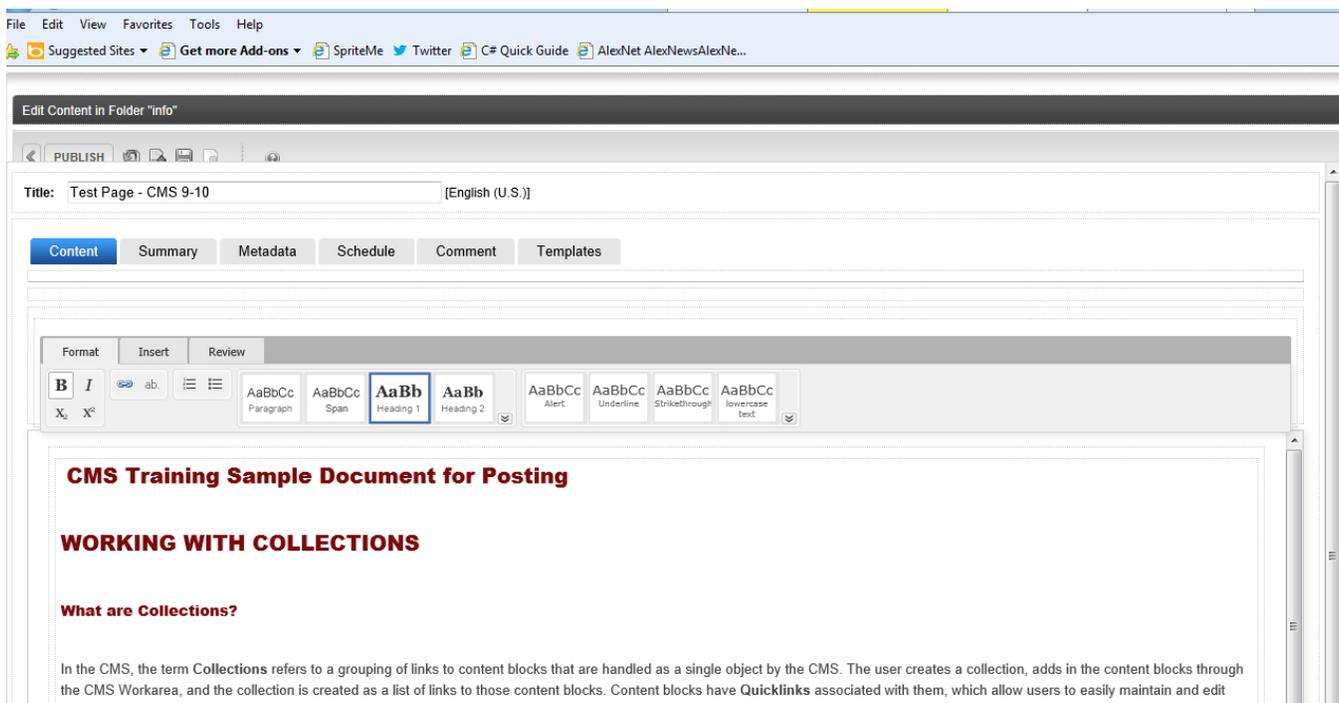
**What are Collections?**

In the CMS, the term Collections refers to a grouping of links to content blocks that are handled as a single object by the CMS. The user creates a collection, adds in the content blocks through the CMS Workarea, and the collection is created as a list of links to those content blocks. Content blocks have Quicklinks associated with them, which allow users to easily maintain and edit collections.

Collections are used on the Alexandria Web site to create the left hand navigation on individual pages. Collections are the best way of handling links to pages within the same site.



## 8. To add text on your page, either type it or copy/paste from a Word document.



The screenshot shows the same CMS editor interface as in the previous image. The browser's address bar still displays "Edit Content in Folder 'info'" and "Title: Test Page - CMS 9-10 [English (U.S.)]". The "Content" tab is selected. Below the tabs, there is a toolbar with three main sections: "Format", "Insert", and "Review". The "Format" tab is selected, and the "Heading 1" button is highlighted with a blue border. The main content area displays the following text:

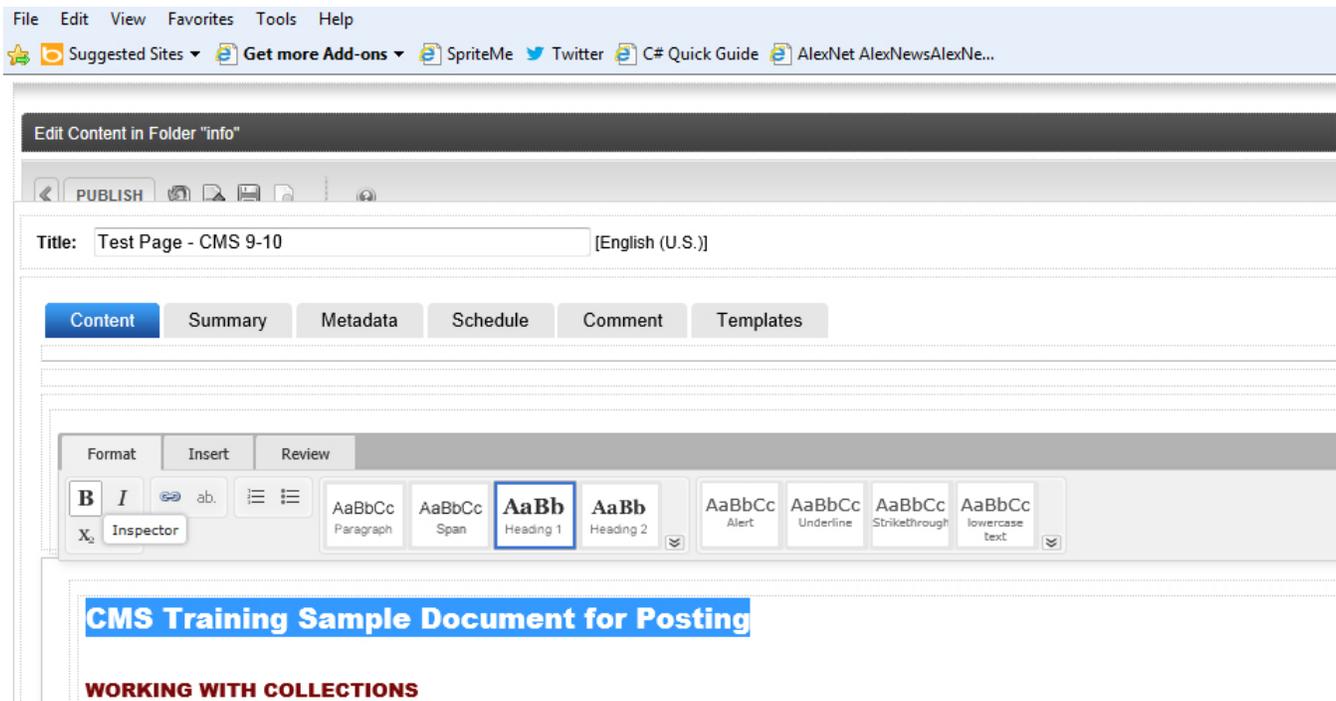
### CMS Training Sample Document for Posting

#### WORKING WITH COLLECTIONS

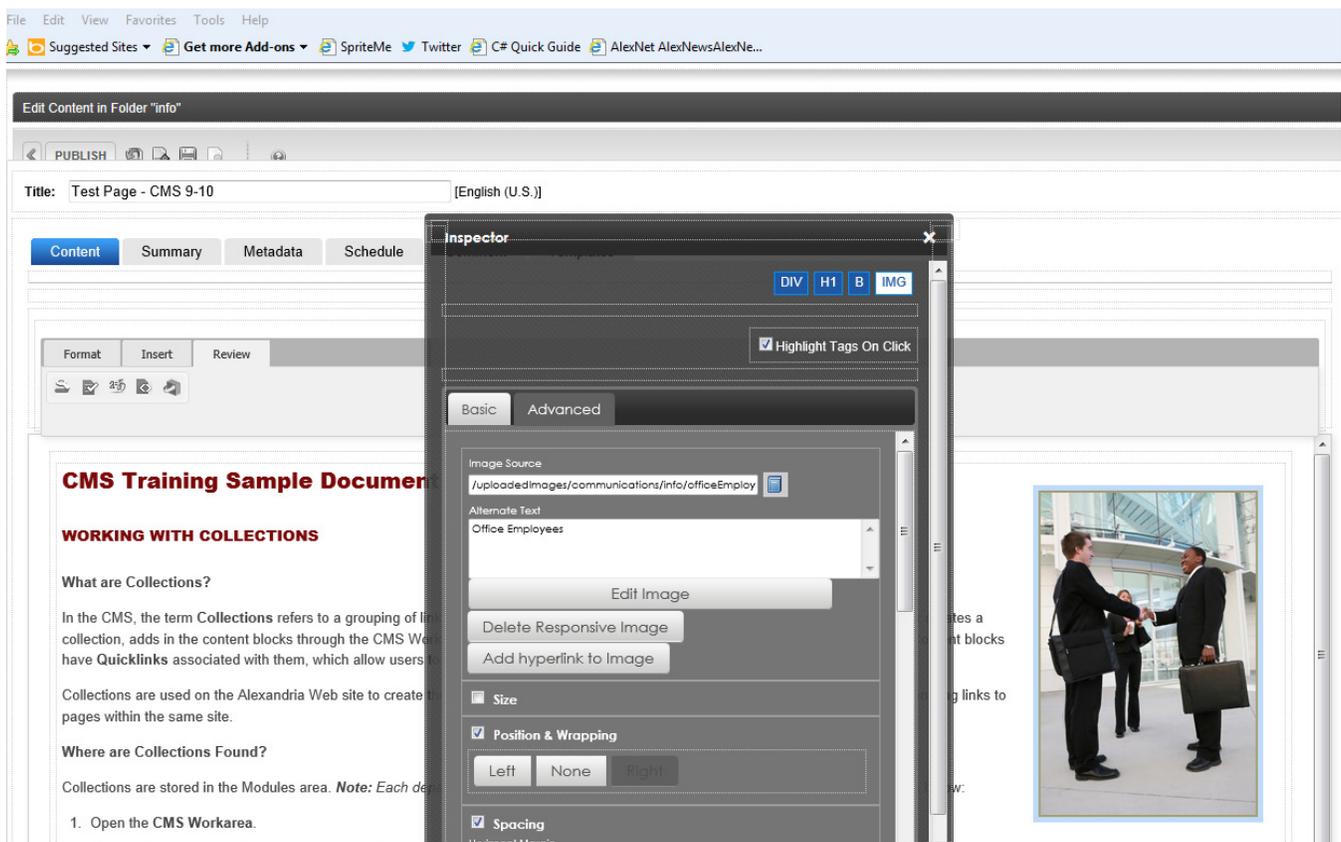
**What are Collections?**

In the CMS, the term Collections refers to a grouping of links to content blocks that are handled as a single object by the CMS. The user creates a collection, adds in the content blocks through the CMS Workarea, and the collection is created as a list of links to those content blocks. Content blocks have Quicklinks associated with them, which allow users to easily maintain and edit

9. To format the text, highlight the text and use the formatting buttons.



10. To set the image properties (ie. position, border, horizontal/vertical space) - go to Review tab, open the inspector (Review tab -> leftmost button), double click the image.



## 11. Editing Content Using the Silver Access Point

*Communications & Public Information*

Page updated Aug 27, 2014 10:38 AM

**Silver Access Point**

**Edit**

- Edit In Context
- Edit**
- View History
- Properties
- Workarea
- Logout

Public Information serves as the primary source of City information for the community, through various digital platforms.

The Office of Communications and the Office of Citizen Assistance formed the new Office of Communications, providing our community to information, services and solutions. The unification brings together the organizational culture of customer service and enhance our current community engagement.

**Media**

The goal of the City's social media activities is to engage the community in various digital platforms, resulting in rapidly increasing numbers. The objective is to strengthen City responsiveness and transparency about City events, programs, services, emergencies and more. The information will be shared through various digital platforms.

[Find us on Facebook](#) [Follow us on Twitter](#) [Watch us on YouTube](#)

Conveniently update content directly from the website (after logging in). Whenever you see a silver access point on a piece of content that means that you can edit the content by clicking the silver dot. The fly-out menu offers the following options.

**Please contact Web Team  
(web.team@alexandriava.gov)  
if you encounter any issues with  
the CMS.**