

Managing and maintaining a CMS website

Reference guide

Aims and Learning Objectives

The aim of this document is to provide guidance to University website managers and web content publishers on managing and maintaining a website using the University Content Management System (CMS).

After reading this guide you will be able to:

- understand how the CMS works;
- access your website in the CMS;
- change your CMS preferences;
- create and/or add new items (e.g. web pages, folders, images, etc);
- manage items (delete, move, rename, etc);
- edit web pages using 'edit-on Pro';
- edit, add and order navigation menu links;
- manage users *;
- restrict access to folders *.

* only applicable to users with Site Administrator role

Document information

This document is available on the web. To find this, go to www.bristol.ac.uk/it-services/learning/resources and in the **Keyword** box, type the document code given in brackets at the top of this page.

Related documentation

Other related documents available from the web:

Editing web content using 'edit-on Pro' – Reference guide

<http://www.bristol.ac.uk/it-services/learning/documentation/editonpro-1/editonpro-1r.pdf>



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Introduction

The University Web Content Management System (CMS) is a sophisticated tool for building, managing and maintaining University template-based websites through a single web-based interface. In the CMS you can easily create and edit web content using 'edit-on Pro', a Word-like web editor built into the CMS interface.

Some of the CMS features and benefits include:

- Easy-to-use interface for non-technical staff
- Easy content publishing via a Word-like WYSIWYG editor
- Flexible workflow management to ensure quality control
- Flexible user rights and roles to control access to relevant areas of the website
- Easy to enforce template and consistent look and feel
- Built-in web accessibility and standards compliance

Prerequisites

Basic computer skills (use of keyboard and mouse, file management, and so on), some word processing and web browsing experience.

Some experience of web page creation and HTML are useful but not essential.

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