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CONTENT MANAGEMENT SYSTEM BRIEF

The Revize Web Content Management System enables clients to easily update and quickly deploy their Web Pages, improve management and control of their Web Sites, and reduce costs associated with development and ongoing maintenance.

BENEFITS OF CONTENT MANAGEMENT SYSTEM

The benefits of this content management system:

- Web Pages are kept up to date and current
- All Web Pages can be implemented with a consistent “look and feel”.
- Web Page changes can be reviewed and approved prior to publishing on the Web Site.
- Web Site development and maintenance costs fall dramatically
- Web Pages and Web Sites can be deployed much more quickly.

ROLE OF CONTENT MANAGER

- Ability to add, preview and update Web Pages using any standard browser (including remote activities)
- Ability to add new Web Pages using established page designs, and/or control the navigation paths of specific web pages
- Use Rich Text Editor which provides WORD-like editing capabilities
- “Spellchecker” content prior to publishing
- Ability to copy and paste content from WORD, websites, etc.
- Ability to update text, images, graphics, video, documents, PDFs, lists and links
- Ability to quickly and easily create phone/contact lists
- Ability to maintain departmental calendar
UPDATING PROCESS

Create/Edit Content:

- Go to any Browser (preferably Internet Explorer 7.0 version or higher)
- Go to Gaston College Website (www.gaston.edu)
- Go to the page you want to update or type in your url/website address
- Scroll to the bottom of page and click on “Login”
- Login using given username and password (all lowercase)
- Once logged in:
  - If you are changing existing content - click “Edit Center Area”
  - Make change to content and click “save”
  - Wait for “Publishing” to be completed and changes should appear on website
  - If you are creating a new page of content, please review “navigation menu” below
**Navigation/Menu:**

- After you log into the system.
- Use the GC menus and navigate to the web page where you want the navigation menu revised or created.
- Once you arrive:
  - Select the button “**Edit Left Nav**” (DO NOT EDIT TOP NAV).

  - The Menu Manager window will appear
  - **If your adding a new menu** select “**New Page**”

![Menu Manager Window](image-url)
The Link Manager window will pop up. Fill in the form as follows:

a. **Text Displayed for link** – The name that will appear on menu button

b. **Link Sequence Number** – Default is 1.00. If adding more than one menu button continue to place the number in sequence (i.e. 1.00, 2.00, 3.00 etc.)

c. **Select Type of Link from Choices below:**
   - If button not linking anywhere, select “none”
   - If button linking to an existing webpage, select “Existing Page…” and place the url in the blank
   - If button linking to another document (i.e. pdf, or doc), select “upload” and import the file
   - If button will create a new blank page, select “Create New Revize Web Page…”, keep “freeform” and your “filename” can remain the default unless it’s too long (so blank spaces but can use “_” to separate words.
     - Should page start new department, select “no” if asked to create a new folder.
     - Open Page in new window select “yes or no”
• **If you’re adding a submenu menu** select “New Page” under the specific menu button and proceed as above.

**Publish Content:**

• After editing content/navigation and completing the Link Manager form, select “Continue” to publish changes.
• Once “Publishing” is completed, select the “Exit” button to review your website changes.