Blog/News Quick Guide

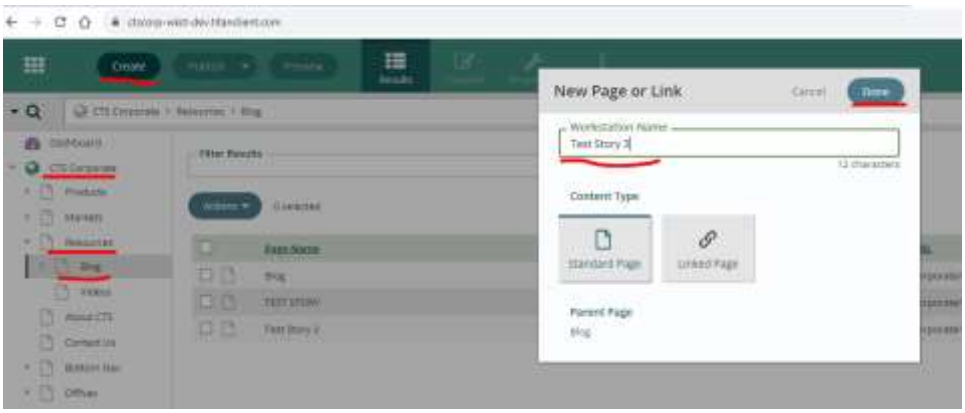
This document will walk a content manager through the process of creating a new blog/news article in Titan CMS for the ctscorp.com site.

Things to have ready

- Written content
- Image selection
- Sort Order date
- Understanding of how you would like the story to be tagged

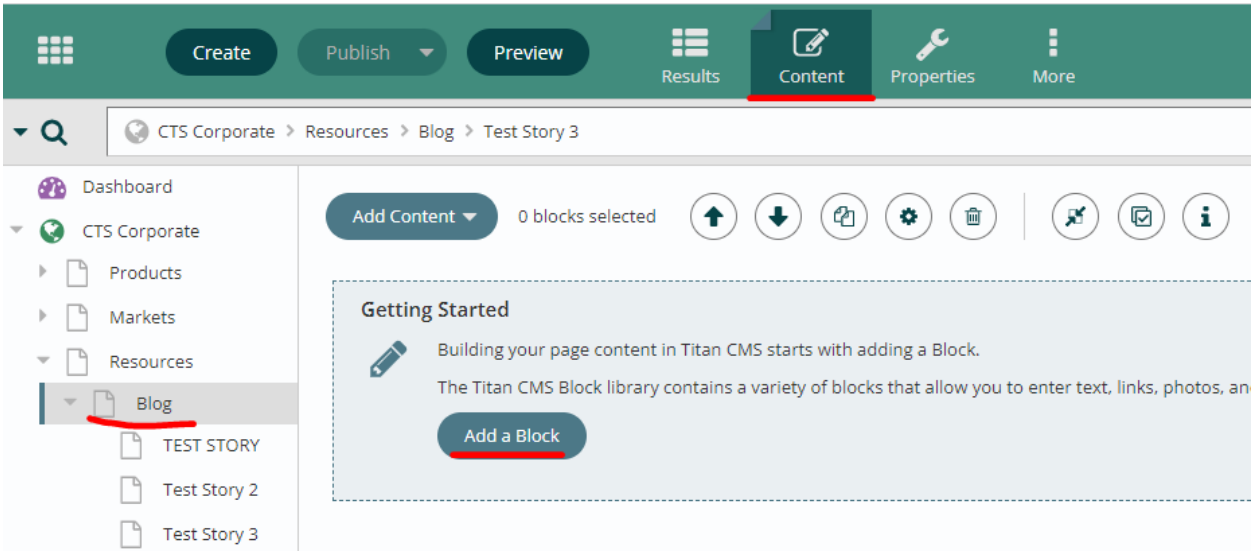
Creating the Page Shell

- Log into your Titan CMS workstation
- In your site map, locate the CTS Corporate globe. Click on the arrow on the left to open the site map.
- Locate Resources in the site map. Click on the arrow on the left to open the Resources section of the site.
- Click on Blog. This inidicates to the system that you want Blog to be the parent page.
- In the Page Tools, click on Create.
- In the pop-up, enter the name of the blog or news story in the Workstation Field. This will also become your Blog/New page name and title. The content type is set for Standard Page.
- Click DONE.

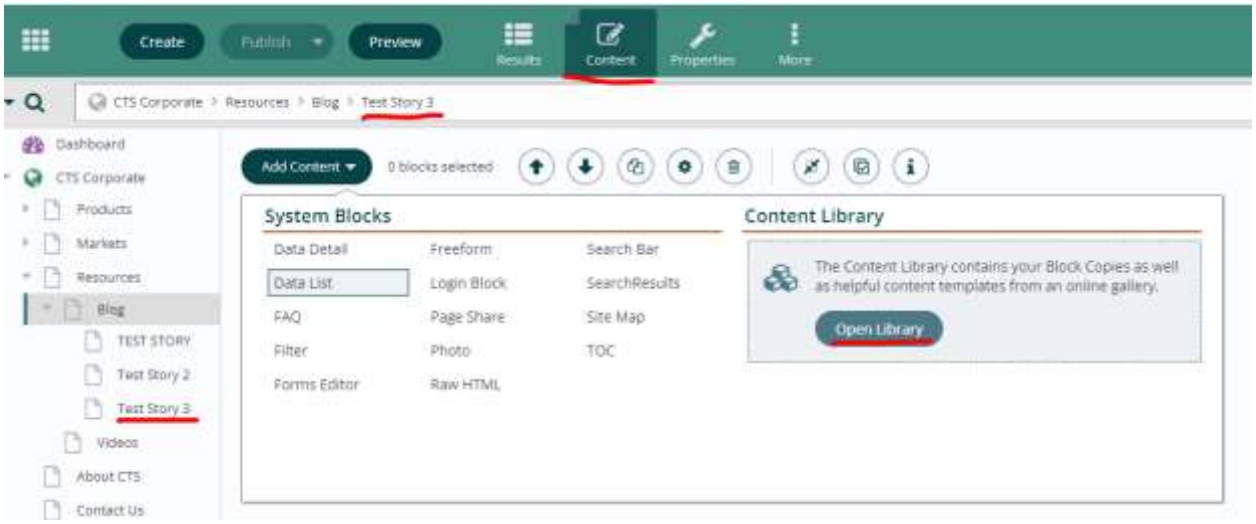


Creating the Content

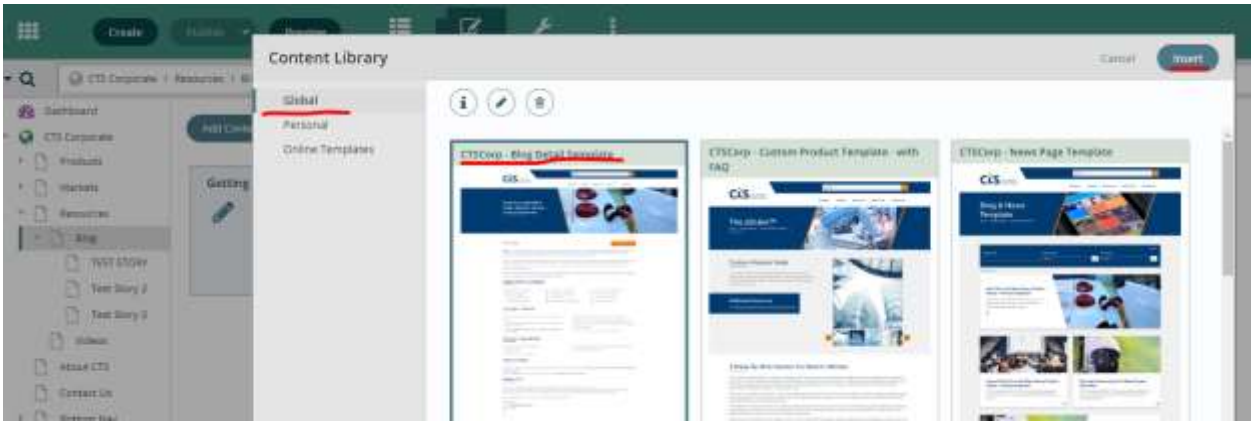
- Click on the new blog page that you created from the Results view.
- Go into editing mode by either: 1) double-clicking on the Page Name in the Results view, or 2) click on the Content tab in the Page Tools ribbon or 3) in the Action menu, select Edit. All the options will get you to the same editing window.
- In the editing window, click on Add a Block.



- From the Add a Block view, you will see System Blocks and Content Library. Under Content Library, click on Open Library.



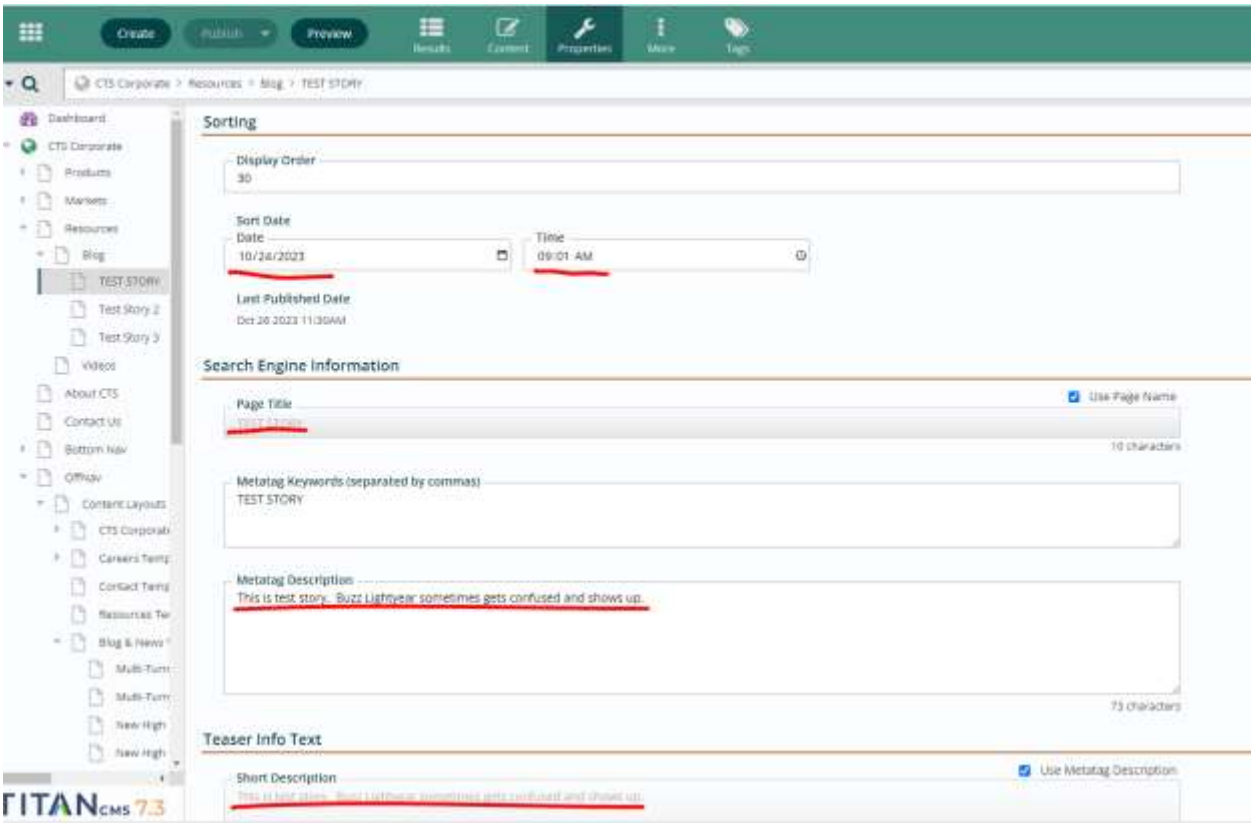
- When you click on Open Library, you will be taken into the Content Library.
- In the Content Library, select the CTSCorp – Blog Detail Template by clicking on it.
- Click INSERT. This will drop the template onto the new blog page.

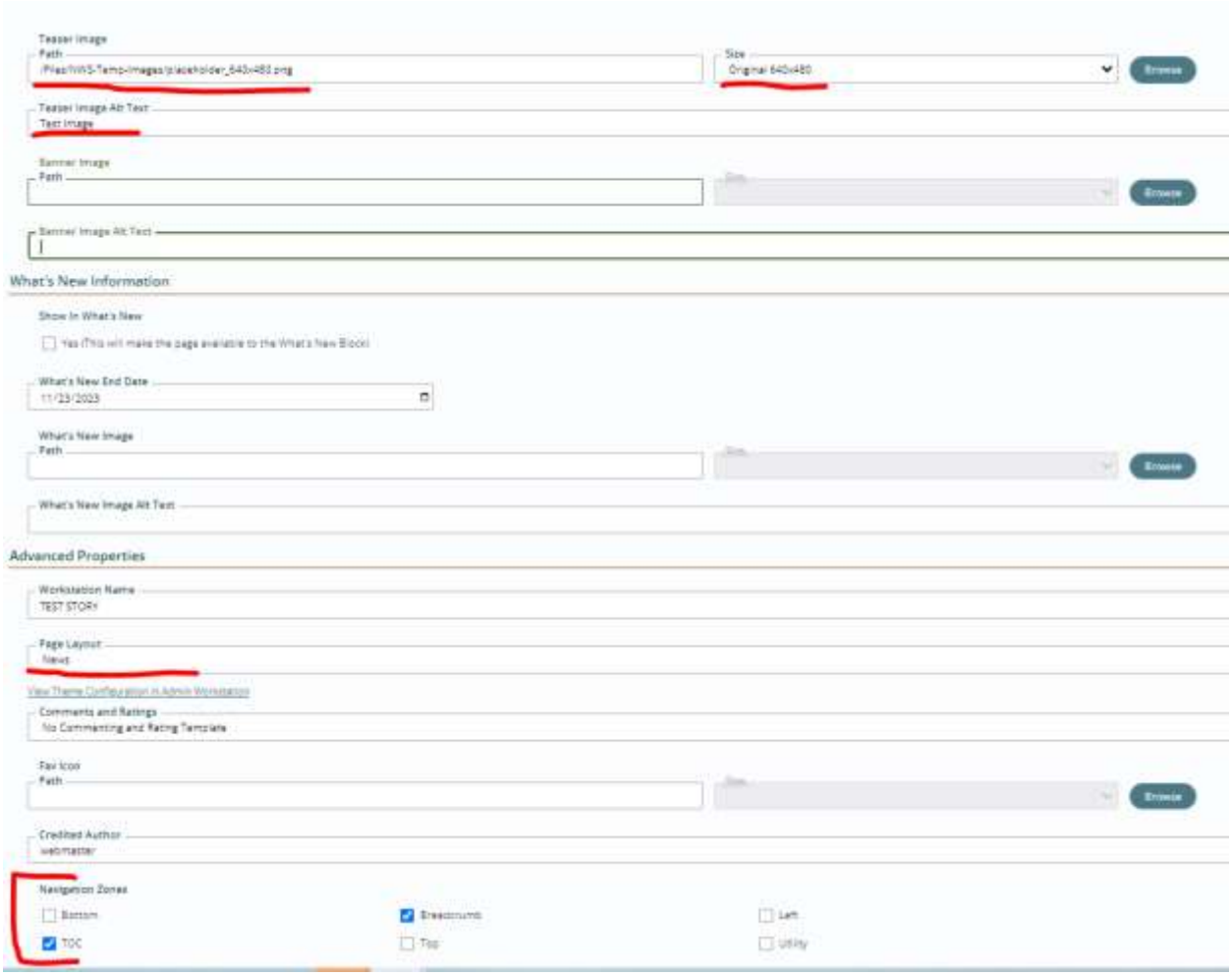


- Go through the Content tab and edit the content in the template so it matches your new blog.

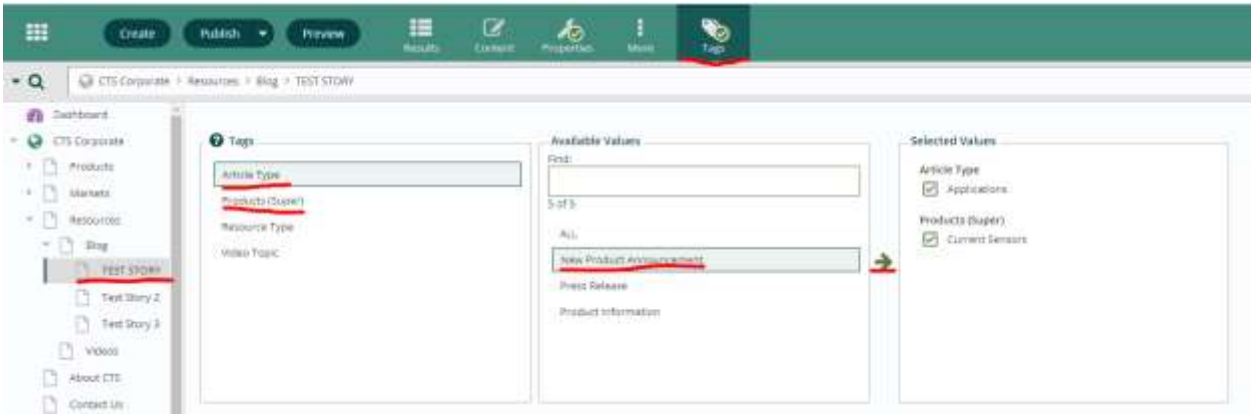
Updating the Properties

- In the Page Tools ribbon, click on Properties
- Fields to review:
    - Sort Date – have this be the date and time the story is always linked to.
    - Page Title – this is what search engines may pick up
    - Metatag Description – this is what search engines may pick up
    - Short Description – this is what will show on the listing page. Can be the same as the Metatag Description.
    - Teaser Image – this is what will show on the listing page.
    - Teaser Image Alt text
    - Page Layout – should be set to News
    - Navigation Zones – should be to TOC and Breadcrumb


Create
Publish
Preview
Results
Content
Properties
More
Tags
CTS Corporate > Resources > Blog > TEST STORY
Dashboard
CTS Corporate
Products
Markets
Resources
Blog
TEST STORY
Test Story 2
Test Story 3
Videos
About CTS
Contact Us
Bottom Nav
Offnav
Content Layouts
CTS Corporate
Careers Temp
Contact Temp
Resources Te
Blog & News
Multi-Turn
Multi-Turn
New High
New High
TITAN CMS 7.3
Sorting
Display Order
30
Sort Date
Date
10/24/2023
Time
09:01 AM
Last Published Date
Oct 26 2023 11:30AM
Search Engine Information
Page Title
Use Page Name
10 characters
Metatag Keywords (separated by commas)
TEST STORY
Metatag Description
This is test story. Buzz Lightyear sometimes gets confused and shows up.
73 characters
Teaser Info Text
Short Description
Use Metatag Description


Teaser Image
Path
Size
Original 640x480
Browse
Teaser Image Alt Text
Test Image
Banner Image
Path
Browse
Banner Image Alt Text
What's New Information
Show In What's New
What's New End Date
11/23/2023
What's New Image
Path
Browse
What's New Image Alt Text
Advanced Properties
Workstation Name
TEST STORY
Page Layout
News
Comments and Ratings
No Commenting and Rating Template
Fav Icon
Path
Browse
Credited Author
webmaster
Navigation Zones
Bottom
Breadcrumb
Left
TOC
Top
Utility

Tagging the Blog/News article

- In the Page Tools ribbon, click on MORE
- Under the MORE options, select TAGS. This will pin TAGS to your Page Tools ribbon.

- Click TAGS to add tagging to your articles. Tagging will allow a user to filter the blogs/news on the Blog Listing page.
- In the TAGS window, you will select tags from:
    - Article Type
    - Products (Super)
- You may select as many tags as are applicable for the blog article. To select a tag,
    - Under Tags, select the category you would like to apply.
    - The Available Values (the middle box) will populate with the options available.
    - From the Available Values, select the tag(s) you would like to apply by clicking on them.
    - Click the Right Arrow once selections have been made from the Available Values.
- Click PUBLISH once all tags have been selected.