

Angus CMS

User Guide

Table of Contents

1. The Toolbar: Editor's guide information about the toolbar.

1.1. [Composer](#)

1.2. [SEO](#)

1.3. [Location](#)

1.4. [Versions](#)

1.5. [Mobile Preview](#)

1.6. [Delete Page](#)

2. Adding Pages: How to add pages to your site

3. Blocks: How to add blocks to your site

3.1. [Add Block](#)

3.2. [Add Layout](#)

3.3. [Background](#)

3.4. [Clipboard](#)

4. Versions: Built-in Version Control for your content.

Please note that we will be continuing to add content to this documentation.

1. The Toolbar

The editing toolbar appears across the top of your pages when you're logged in to your site.

Everything on the left has to do with the current page you're on:

- The Pencil icon puts this page in and out of edit mode.
- The Gear icon takes you to the settings for this page.
- The Plus icon lets you add items to this page.

Everything on the right lets you do things with your whole site:

- The Pages icon lets you add a new page to your site. It also lets you see the tree of pages that make up your site and any drafts that have not yet been approved.
- The Sliders icon brings up the site dashboard where you can control settings for your whole

Page Settings

- **Composer** - This is a form based interface for managing content on this page. Not every page type has a composer template.
- **SEO** - All the SEO fields for this page in one easy to find spot.
- **Location** - Move or copy this page around your site tree. Also control any redirects that point to this page.
- **Permissions** - Control who can see this page.
- **Versions** - A complete list of who changed what on this page and when.
- **Mobile Preview** - Use the this when you're in active development and want to perfect how your site looks like on specific mobile devices
- **Delete Page** - Remove this page from your website.

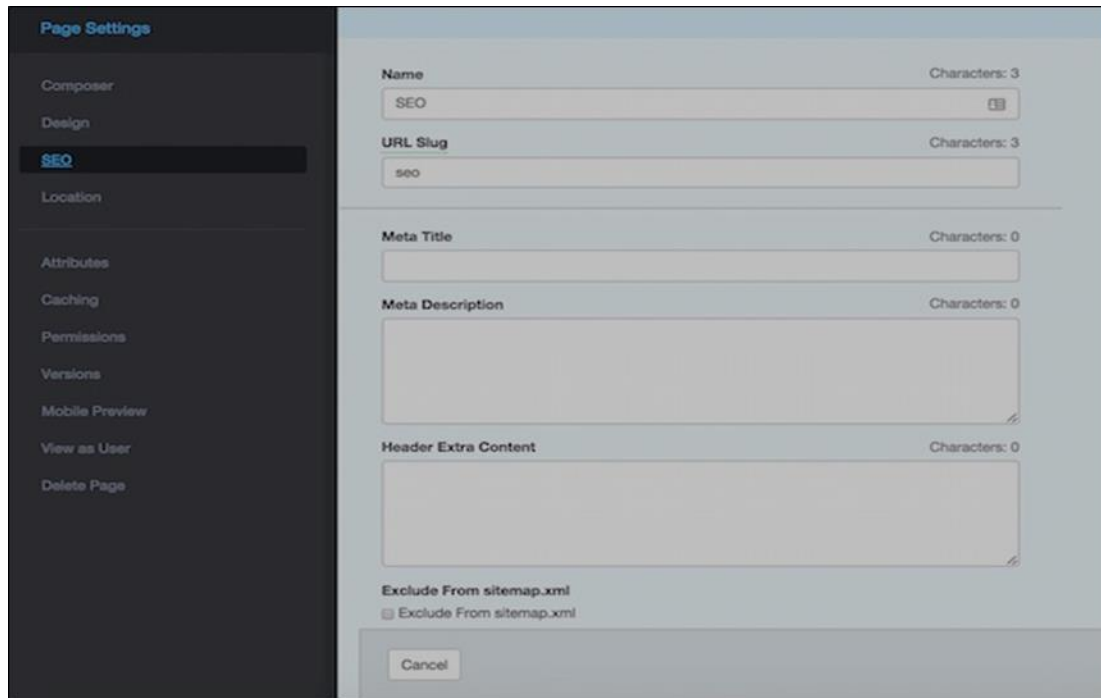
1.1 Composer

The screenshot shows a web interface titled "Composer - Empty Page". It contains several input fields and buttons. The fields are: "Page Name" (a single-line text input), "Description" (a multi-line text area), "URL Slug" (a single-line text input), "Page Template" (a dropdown menu currently showing "Full"), and "Page Location" (a button labeled "Select Page"). At the bottom, there are four buttons: "Discard Draft" (red), "Save and Exit" (light gray), "Edit Mode" (green), and "Publish" (blue).

- Page Name - Used in navigations and your site map, this is the default name for the page.
- Description - This short description is used for your meta description field and the page list navigation.
- URL Slug - This is the URL which this page will show up under. You can set additional ones up from the location page settings.
- Page Template - This controls the layout of the page, change it to get different block areas.
- Page Location - Your whole site is a tree, this lets you choose where this page lives within the tree.

1.2 SEO

The SEO Tab in settings brings important page specific SEO attributes together into one place for quick editing. You should also check out Bulk SEO in the dashboard for changing these values across many pages at once.



The screenshot shows the 'Page Settings' interface with the 'SEO' tab selected in the left sidebar. The main content area contains several input fields for SEO attributes:

- Name:** A text field containing 'SEO' with a character count of 3.
- URL Slug:** A text field containing 'seo' with a character count of 3.
- Meta Title:** An empty text field with a character count of 0.
- Meta Description:** A larger empty text area with a character count of 0.
- Header Extra Content:** A larger empty text area with a character count of 0.
- Exclude From sitemap.xml:** A checkbox labeled 'Exclude From sitemap.xml' which is currently unchecked.

A 'Cancel' button is located at the bottom of the form.

- **URL Slug** - This is the human readable vanity URL for this page. Instead of `yoursite.com/index.php?cID=1341`, the URL Slug lets you have `yoursite.com/about_us`.
- **Meta Title** - This field what is displayed along with your site name in the top of any browser, and is the linked title from google or other search engines.
- **Meta Description** - Search engines typically display this under the linked title for your page.
- **Meta Keywords** - Some search engines search this to determine what the page is about. Put a comma separated list of words here that don't repeat too much.
- **Header Extra Content** - Anything else you need to add to the HEAD section of your page can go here. For example, google webmaster tools have a special meta tag you can add to your home page to validate ownership, if you cut and paste the whole tag here it should show up in source.
- **Exclude from Sitemap.xml** - If your Jobs (dashboard) are running correctly your site will generate a `sitemap.xml` file that describes all the important pages in your site for search engines. If this page isn't important you can exclude it from the list here.

Some of these settings may be editable from Location or Attributes as well, the SEO Tab just gives you a single place to go to for all page level SEO settings.

1.3 Location

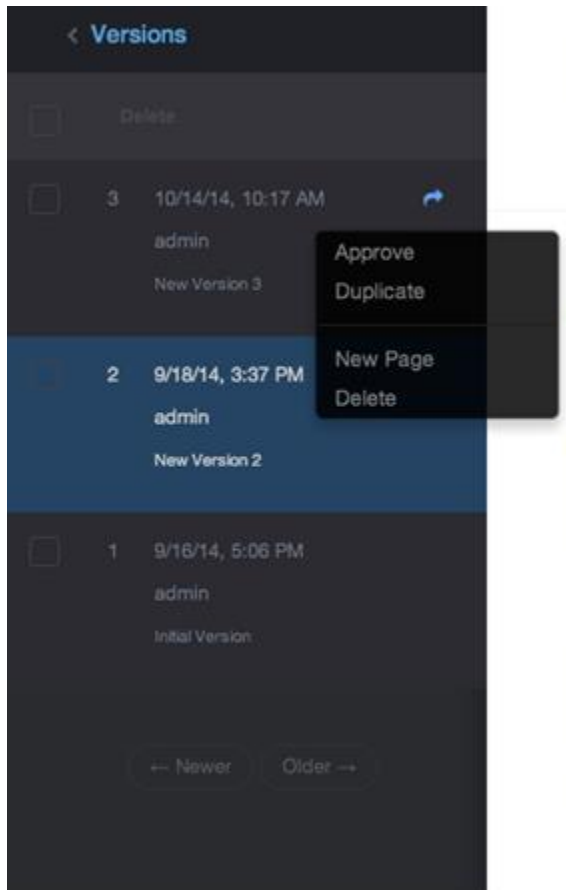
This settings tab lets you control where the current page lives in your web site. You can change the location of a page within the hierarchy of your site either when you create the page or after it has been created.

The screenshot shows a web interface for managing page location. At the top, the tab is titled 'Location' with a help icon. Below the title, a question asks 'Where does this page live on the site?'. A breadcrumb path 'Home / Contact' is displayed. A 'Choose Location' button is present. The next section, 'URLs to this Page', has two tabs: 'Canonical' and 'Path'. The 'Path' tab is active, showing a text input field with '/contact'. To the left of the input are two radio buttons, with the second one selected. An 'Add URL' button is to the right. A note states: 'Note: Additional page paths are not versioned. They will be available immediately.' At the bottom, there are 'Cancel' and 'Save Changes' buttons.

- **Choose Location** - Just like your computer's folder system, the program manages your site with a tree where every page lives below another page (except for home which is the root of your tree). Clicking Choose Location lets you change the parent page of this current page we're editing.
- **URLs to this Page** – The program will 301 redirect traffic that comes to different URLs to a single correct (canonical) URL. This is good for search engines which do not like the same content appearing at two different URLs.
- **Add URL** - if you do want an alternative URL to point to this page, add it here and visitors to these URLs will be automatically redirected to the canonical. This is a great tool for popular pages or seasonal promotions that might be buried in the site but need a short URL for marketing purposes.

1.4 Versions

When you make changes to the blocks on a page, those changes are saved as a new version when you leave edit mode. You can see all the versions of a page by putting it in Edit Mode and then clicking Versions:



Only one version of a page is "active" at any given point, it is the blue one in the list. This is the version of the page that will be served to the general public.

If you have made changes and saved them with Preview My Edits instead of Publish My Edits, you will see the most current version (New version 3 above) when logged in as an editor, but someone without editing rights to this page will see the active version (New Version 2 above).

Select two versions to compare side-by-side by using the check boxes on the left.

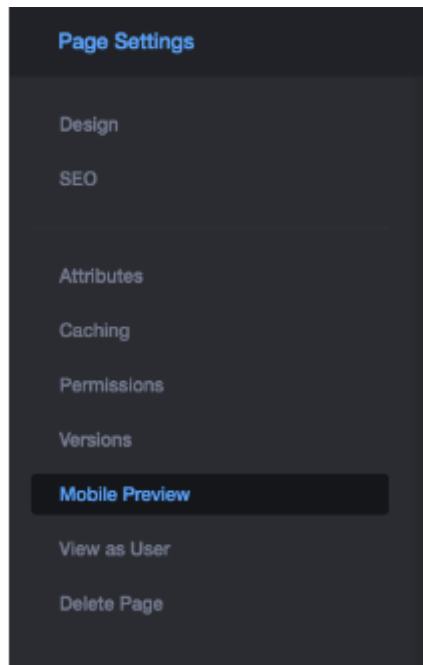
To roll back to an earlier version, click the arrow on the right when you roll over a row and choose Approve from the popup.

Duplicate will create a new version based on the one you pick. New Page will create a completely new page in your Drafts based on this version. These tools make it easy to leave an approved version of a page up while you work on what the page should look like in the future.

Delete removes the version and cannot be un-done! It's generally fine to leave old versions around, but if you've got hundreds or thousands of them they can slow down the editing experience. There is a automated Job in your dashboard that will remove everything but the 10 most recent versions from every page in your site.

1.5 Mobile Preview

Mobile Preview is a quick and easy way to test your responsive website. This tool will help you deliver great mobile experience to you customers.



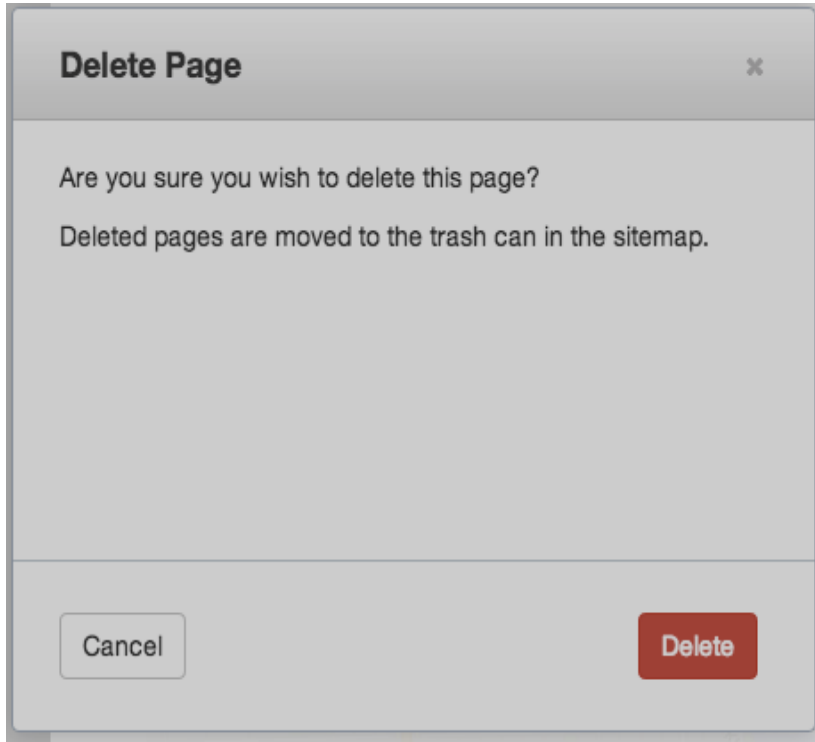
Quickly preview your responsive website designs at the dimensions they will be seen on popular mobile devices.

Includes presets for iOS (iPhone, iPad, Samsung Galaxy).

From Page Settings, **Mobile Preview**

- Devices section shows all the mobile devices that can be viewed on the page. Click on a phone size to see the different mobile devices
 - The Tablet section lets you choose to view it how it would be viewed on an iPad.
 - You can use the rotate screen button to view the horizontal view
- Exit Preview will bring you back to the page settings

1.6 Delete Page



An overlay asks you to confirm that you want to delete that page.

Note: If you accidentally delete a page you can restore it.

Go to Dashboard > Sitemap.

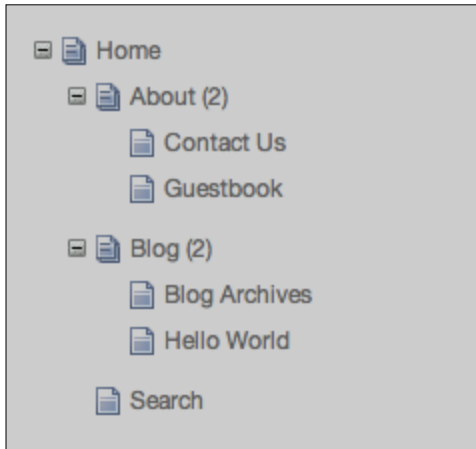
Check the box to include system pages in sitemap

Open the Trash Can.

Drag the page back to where it should live in the tree.

2. Adding Pages

Your whole site is organized in a tree. You can see what your site's architecture looks like by going to the Dashboard > Sitemap:



To add a page, click the Pages icon in your main tool bar.

The top section of this tab shows the page types that are available for the current editor to add.

Click Empty Page and you are instantly taken to a new page in edit mode and you can start dragging blocks wherever you want them.

Click a page type like Job Posting or Portfolio Project and you will be instantly taken to Composer for a new page of that type so you can quickly enter the required meta data.

When you're ready to publish your page, make sure you've given it a name and a parent from the Settings > Composer tab.

At the bottom of the pages tab you'll see a drafts section. This lists all the pages you've been working on but have not yet picked a location and published.

3. Blocks

What is a Block?

A block is some content or functionality you can edit from within a page. These are the actual building blocks that go together to make the pages of your site. There are many types of blocks. Your install comes with some basic blocks including the Content block, Survey, Conversations, Image Slider, etc.

All your in-context editing is performed by dragging Blocks into Block Areas. These areas hold the content and functionality blocks that make up your web pages.

- Add Layout let you chop block areas into smaller columns.
- Edit Area Design lets you override the CSS for this part of the page.

If you have a layout defined by your theme, you will have two more options:

- Edit Container Layout allows you to modify the area's layout according to the predefined grid system's units.
- Save layout as preset saves the modifications as a preset for use on other areas.

3.1 Add Block

All your in-context editing is performed in Block Areas. These areas hold the content and functionality blocks that make up your web pages.

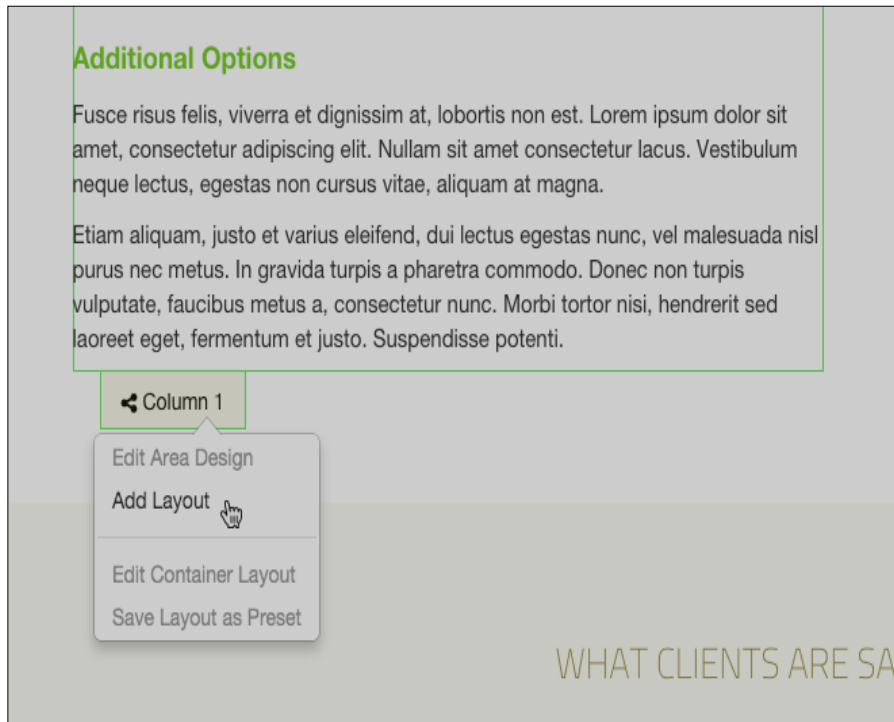
1. Click "+" from the edit bar menu. This will pop out the blocks pane from the left
2. Find the block you'd like to add from the list of all available types
3. Then drag that block onto an available block area. It will glow green indicating it is ready to receive:

The block that you select will then present you with a form. This form allows you to personalize the block to your site and situation. When you have everything the way you want, click add and the block will appear on the page. Some blocks have additional preferences that can be changed in the dashboard.

3.2 Add Layout

Layouts are a quick tool for chopping one block area into smaller block areas. We do not recommend you use them for site design or lots of pixel perfect design concerns. They're really a band-aid solution to the "Oh, I'd love to have a survey next to this paragraph of text" problem.

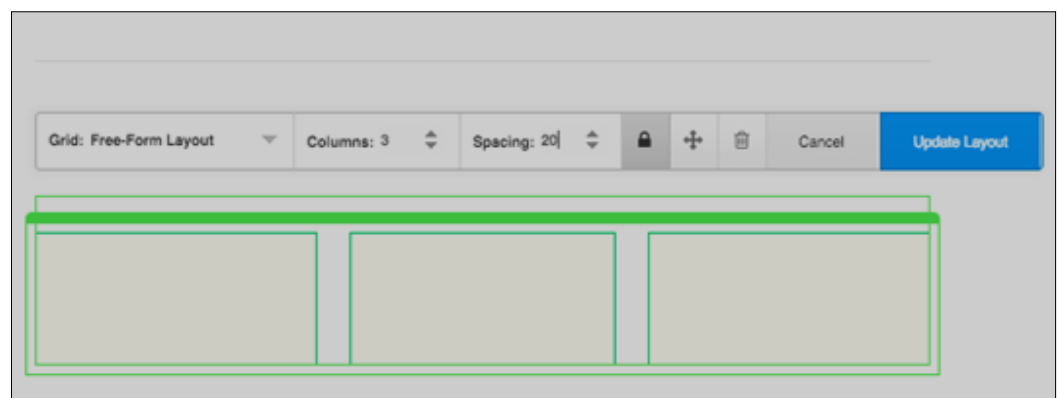
To divide a block area, click the label for the block area and pick "Add Layout".



Some installs may have the layouts feature disabled, in that case, please ask to have your site re-enabled.

After clicking the "Add Layout" button a popup will appear:

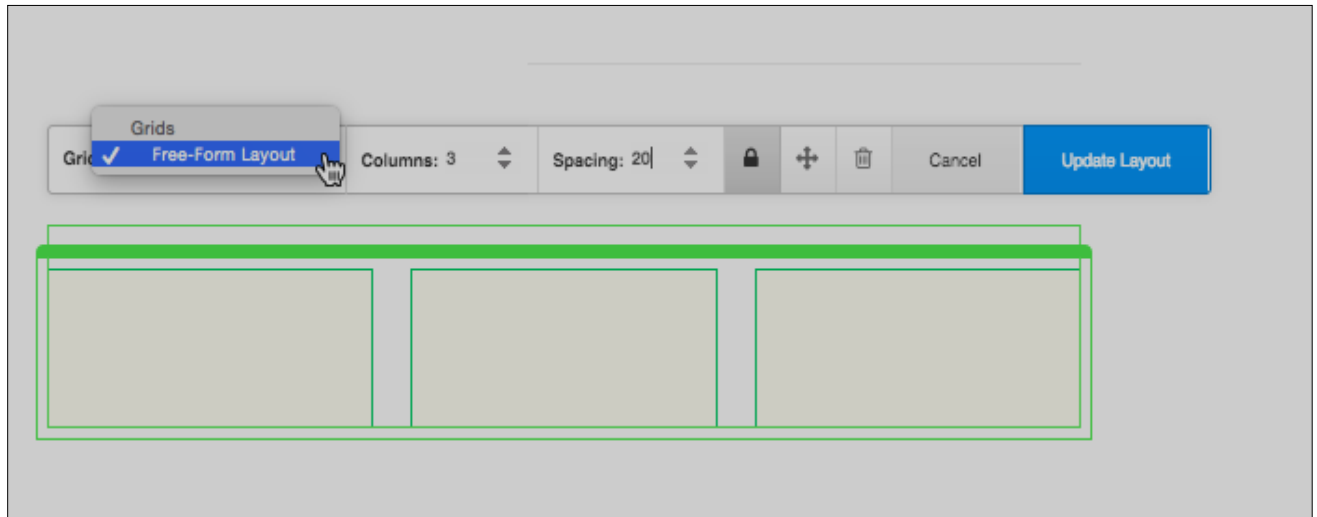
Here you can adjust how many columns and rows your layout has, and the padding space between the columns.



If you did not check the "Lock Widths" checkbox then you can drag the sliders to change the width of the columns once you've created the layout. If you do pick lock widths, you can enter a pixel amount for the columns.

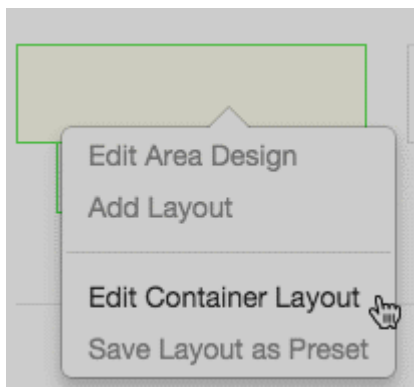
If your theme has a grid framework registered, such as Twitter Bootstrap, you may be able to choose a grid framework to format your layouts.

This helps layouts to appear uniform with the greater site. If one is not available, the default is "Free-Form Layout".



You can save any settings as a Layout Preset where you can select it from the dropdown menu that appears when clicking on a layout, and it will populate the settings.

This is handy if you find yourself using the same layout on many pages. (Although that is often a sign that you need a new Page Template!)



From the page in edit mode, you can click on the layout cells and select "Edit Container Layout" to edit the settings of your layout.

You can also lock layouts and change the sort order of the layout.

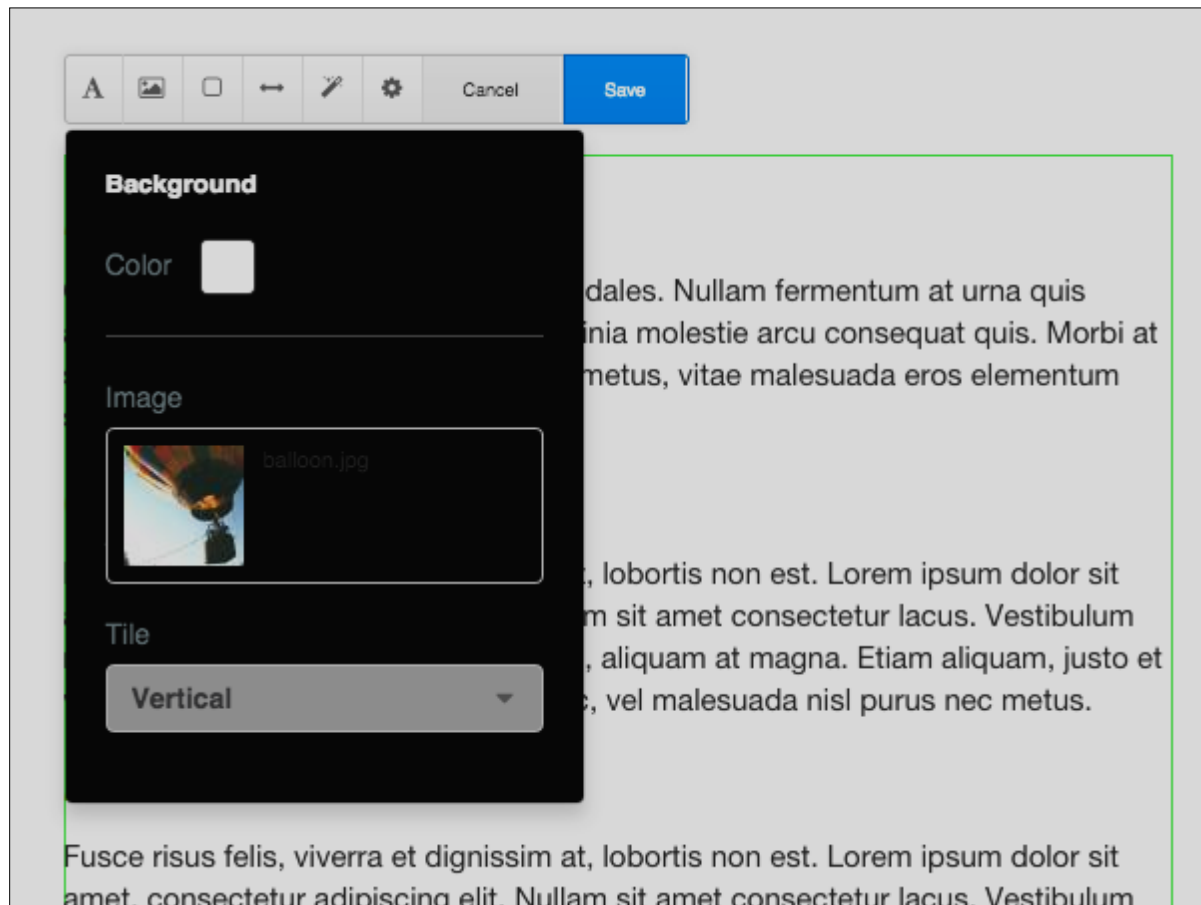
3.3 Background

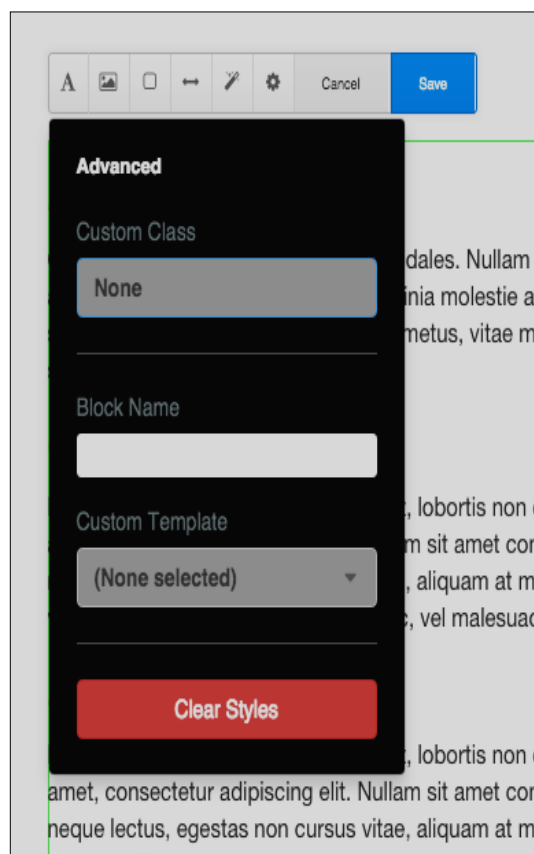
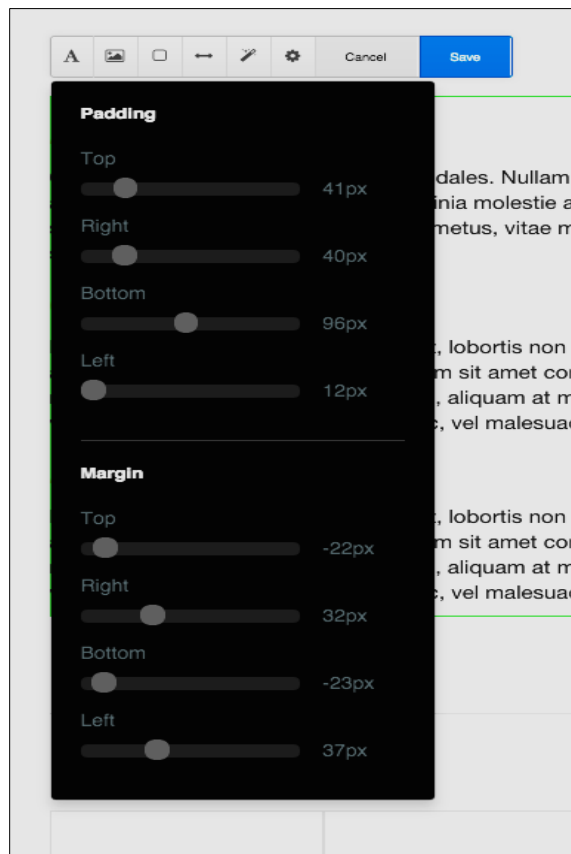
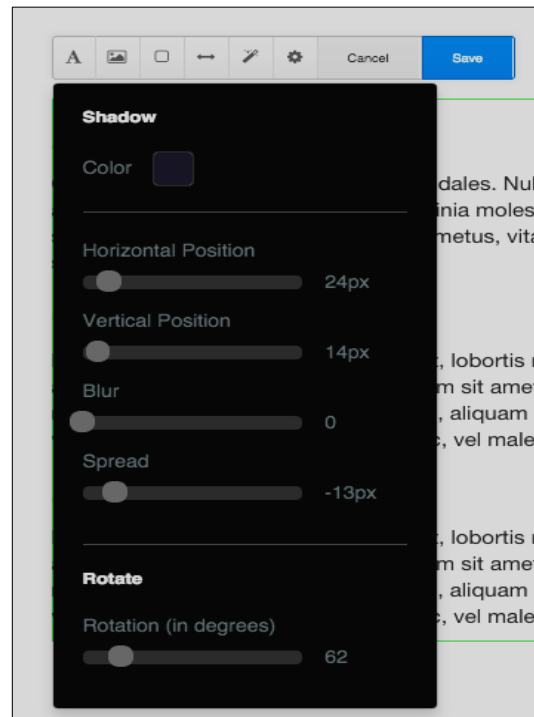
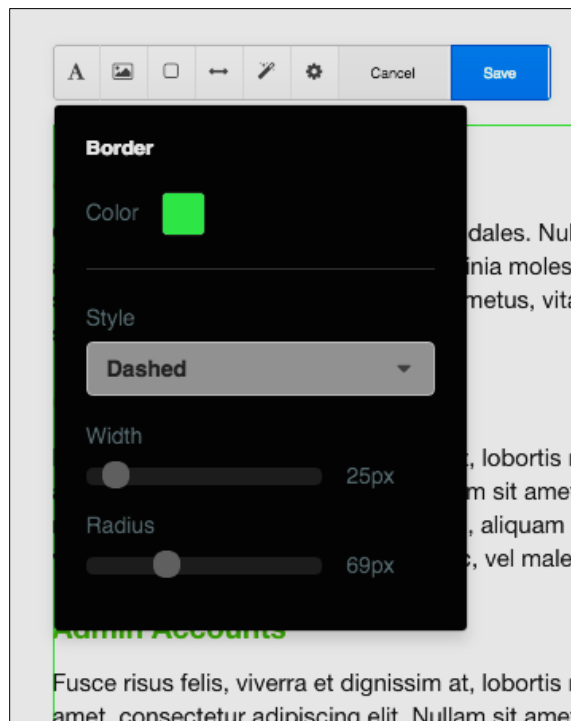
Let's you change the design of the background of your block. The integrated color picker allows you to select a background color.

If you select an image it will display on top of the background color. You can then choose if you want it to repeat Horizontally (across the top of the block), Vertically (down the left side of the block), All (covering the whole block), or None (only display once anchored in the top left of the block).

If you decide to change your background to a different image click the thumbnail of the image, and choose a new file.

Something to be aware of is that if you select a large image for your background *it will not be resized* to fit the block automatically. Any part of the image that does not fit the block will be hidden





3.4 Clipboard

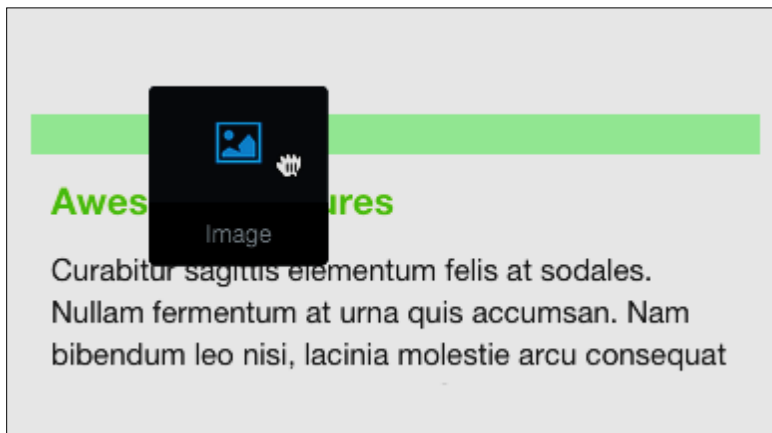
The Clipboard is a simple way to copy existing Blocks and paste them around a site

Adding a block to your Clipboard

Put your page in Edit mode, click on the block you would like to copy to your clipboard, click Copy to Clipboard.

Placing a Block from the Clipboard

Put the page in edit mode. Open the block add pane by clicking the plus sign on the top bar. Click the downward arrow next to the word "Blocks" and select "Clipboard".



This brings up a list of all your clipboard items for you to pick from. You can drag these blocks out of the panel into an area.

You can delete any of them by clicking "Delete" next to the block name. You will see a preview of the block below its name:

4. Versions

What is a Version?

Hate it when the article you are working on is lost or overwritten or that one time your content gets “mysteriously” modified, and you have no clue who did it?

This is when content versioning comes in handy.

When you make changes to the blocks on a page, those changes are saved as a new version when you leave edit mode. You can see all the versions of a page by clicking settings and then clicking Versions:

You can then choose which version to show, and also delete any versions you no longer need.

