

GZCMS: 5 Things You Should Be Able to Do

GZCMS: 5 Things You Should Be Able to Do

1. Edit Existing Content
2. Create a New Page
3. Add/Edit New Menu Items
4. Work with Media (Images, Videos, PDF's)
5. Edit Header/Footer

1. Edit Existing Content

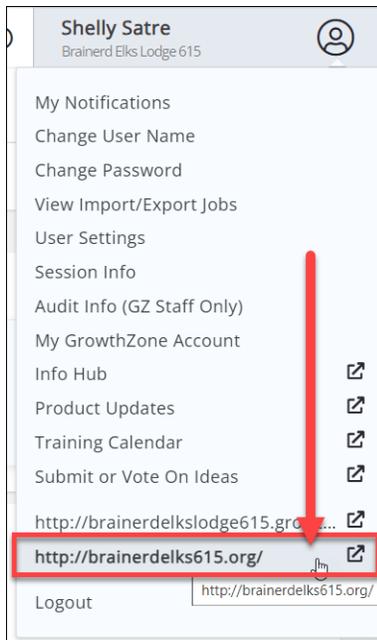
Keeping your website up to date is imperative to ensure visitors recognize your site as a source of information. From the outset, our web developers have created a visually pleasing and current website, it is now in your hands to ensure it stays current!



1. Edit Existing Content

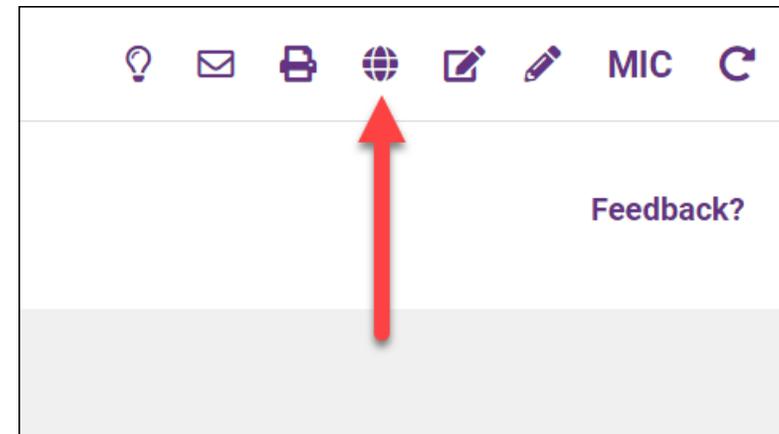
GrowthZone:

Click the link to your site in the staff options dropdown menu



ChamberMaster:

Click the globe icon in your header bar



1. Edit Existing Content



The screenshot shows the GrowthZone CMS interface. The top navigation bar includes the GrowthZone CMS logo, user name 'Cheris Sandbox', and various tools like 'Customize', 'New', 'Edit SEO', 'Delete Cache', and 'Page Editor'. The 'Page Editor' dropdown menu is open, showing options for 'Home', 'Footer', and 'FOOTER'. A red arrow points to the 'Page Editor' button. The main content area displays a 'DONATE NOW' button with the text 'YOUR HELP IS NEEDED GO ONLINE & GIVE' and 'Click to Donate'. Below the button is a paragraph of text: 'Businesses across our community are being negatively affected by the economic effects of COVID-19A and need your support! These are our friends and neighbors, and we believe it's important we help them confront the economic challenges they face. Green Valley Chamber has created A Small Business Relief Fund to help! Our goal is to help our neighborhood small businesses maintain their livelihood, and continue to foster a vibrant community during these difficult times. Donate today!'.

- **NOTE:** Public Module Pages are not editable in this manner

1. Edit Existing Content

- When in Page Editor mode, hovering over the different areas of your page will “box” the items providing understanding of the area you are editing.
- Most websites are laid out in columns that span the width of the visitor’s computer screen and rows that span the length
- A wrench icon will tell you what type of content you are working with, and allows you to edit content



1. Edit Existing Content

By understanding the content items on your existing pages, you will easily be able to keep your pages fresh and updated:

- **Text:** The easiest of all, and the easiest to change, simply highlight over the existing text and type in your new text
- **HTML:** If you have HTML code rather than text, you will simply be able to add new code
- **Content Slider:** Show slides with text, call to action links, photos, or videos. Use buttons or arrows or both, to advance to the next slide. Best practice is replacing images to determine the size of the original image(s) and use image of same proportions

1...Edit Existing Content

By understanding the content items on your existing pages, you will easily be able to keep your pages fresh and updated:

- **Gallery:** Image galleries are a great way to share groups of pictures on your WordPress site. Best Practice: replace images with images of the same proportions
- **Call to Action:** A call to action (CTA) is a prompt on a website that tells the user to take some specified action. A call to action is typically written as a command or action phrase, such as “Sign Up” or “Donate Now” and generally takes the form of a button or hyperlink
- **Icon Group:** The Icon Group Module inserts a **group** of **icons** and uniformly spaces them. You can add a link to each icon and adjust the spacing between them

1. Edit Existing Content

Anatomy of a content item – when working with content, you will find a variety of tabs for formatting the content, in general the following will be available

- **General:** On the general tab you will most likely configure the actual content. For example, when adding an image you will add the image on this tab or when adding text, this is where you will find the text
- **Style:** On the style tab, you will be able to format the “container” for your content item, for example colors or fonts
- **Advanced:** On the advanced tab you will find additional configuration options, such as spacing, visibility, and more

2. Add Pages

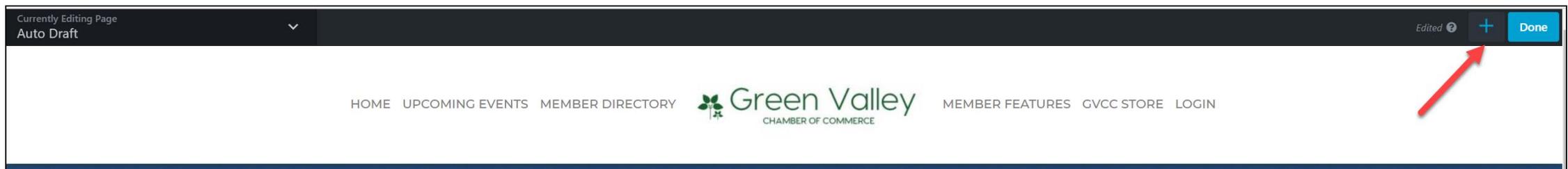
Best Practice...

- If there is a lot of content on your page, do a rough design prior to jumping into the software
- Break up the content on your page by using columns and rows

Video: [How to Add a New Page and Add to Menu](#)

2. Add Pages

1. Dashboard > Pages > Add New
2. Add Title – the title will display on the page, as well as be used in the URL to the page
3. Select Launch Page Editor – this option allows you to easily drag and drop content onto your page
4. Select a Layout for your page, or you can simply drag and drop content onto your page by clicking the + in the header bar



2. Add Pages

See examples of page layouts:

- Gallery: Image galleries are the best way to showcase your pictures on your sites
- Column
 - Two: A page that contains two columns. A two-column layout is the most popular.
 - Three Column: A page that includes three columns
 - Sidebar: Sidebars can improve your page website navigation and open up valuable space for additional, attention-grabbing content. The sidebar is a necessary element many times for navigation or to offer a reader a simple, convenient way to find information on your website

2. Add Pages

Team Templates – use these to provide just the right information about your board members, your staff or other public groups. While these templates are “team” templates, they can be used in any way needed.

- Biography: This option provides a two column, multi-row layout for adding photos, and text, as in the case of providing bio information about your board of directors
- Portrait: Use this option to display photos, and contact information. For example, this theme could be used for displaying your staff or other groups
- Round: Similar to Portrait, with rounded images

3. Create a Menu Item

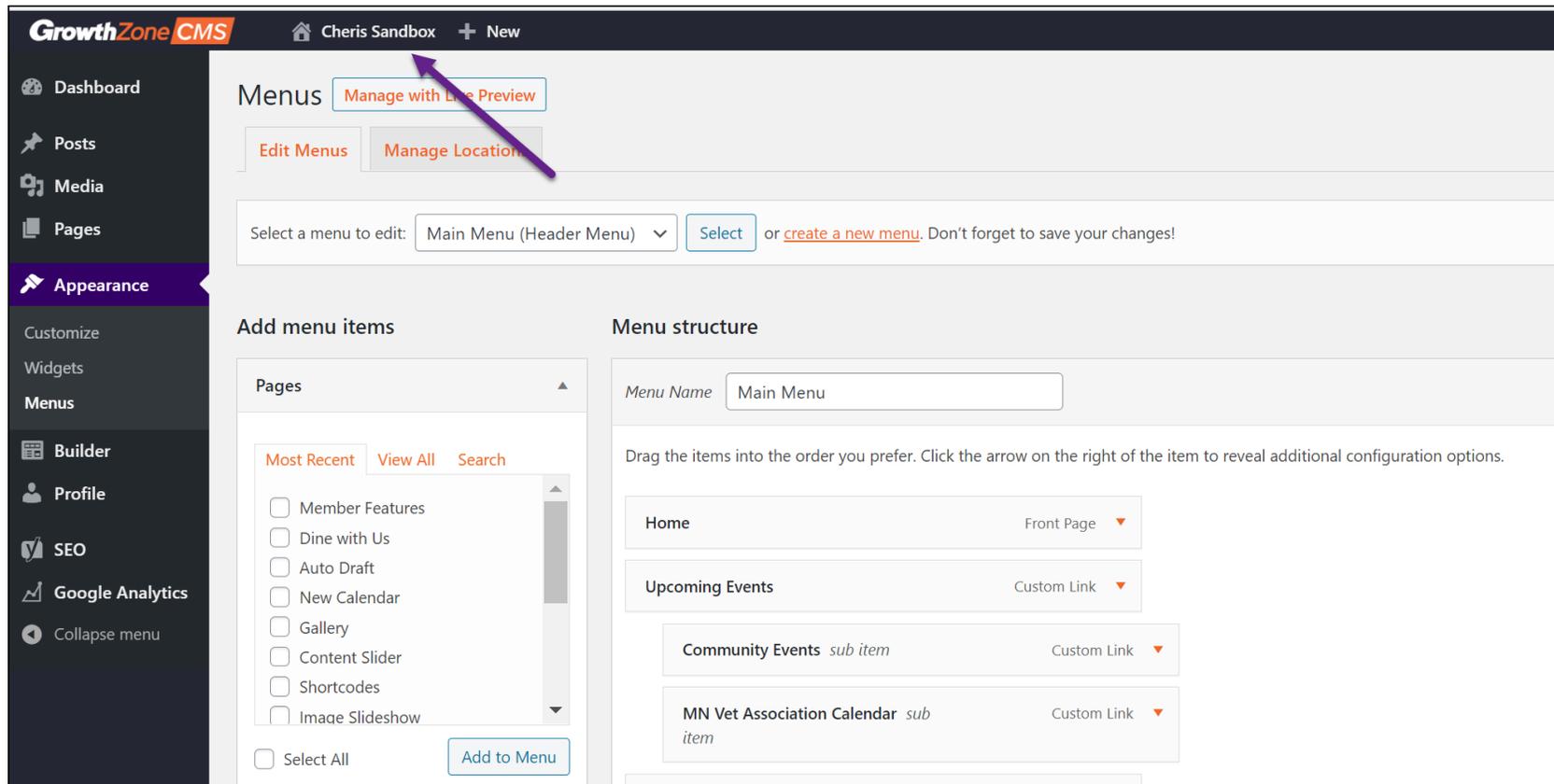
Your menu is the gateway to your website, it should be simple and intuitive!

Best Practices:

- Limit the number of top level menu items to 7 or less
- Ensure menu titles are as descriptive as possible
- Your website navigation structure should allow someone to land on any page on your site and find what they need within 3 clicks
- If you do need a large number of menu items, mega menus are recommended

3. Create/Edit your Navigation Menu

- Click the name of your website, and select Menus



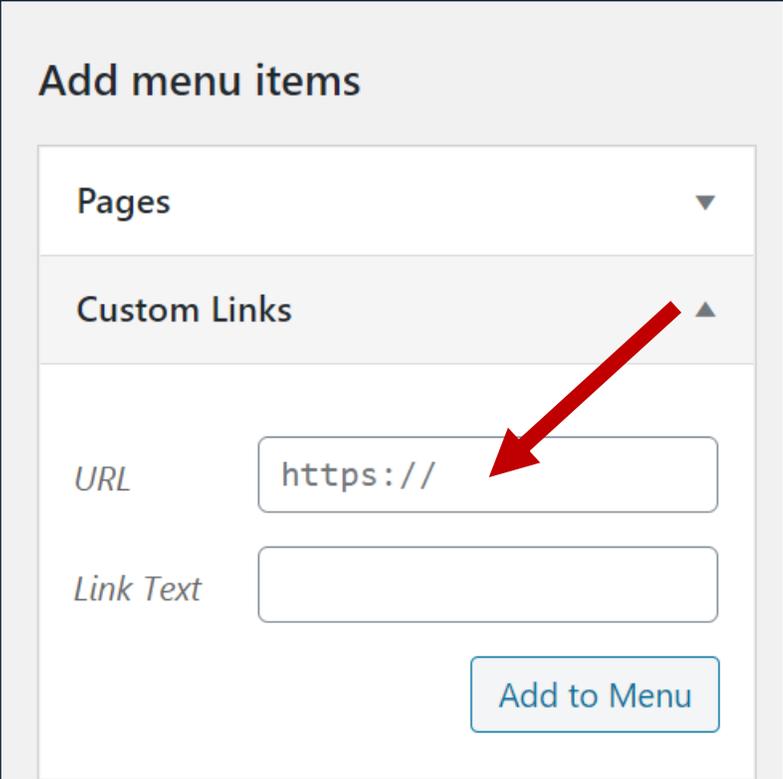
The screenshot displays the GrowthZone CMS interface for managing navigation menus. The top navigation bar shows the site name 'Cheris Sandbox' and a '+ New' button. The left sidebar contains various menu items, with 'Appearance' highlighted. The main content area is titled 'Menus' and includes buttons for 'Manage with Live Preview', 'Edit Menu', and 'Manage Location'. Below these buttons, there is a dropdown menu for selecting a menu to edit, currently set to 'Main Menu (Header Menu)', and a 'Select' button. A note indicates that users should not forget to save their changes. The interface is divided into two main sections: 'Add menu items' and 'Menu structure'. The 'Add menu items' section shows a list of pages with checkboxes, including 'Member Features', 'Dine with Us', 'Auto Draft', 'New Calendar', 'Gallery', 'Content Slider', 'Shortcodes', and 'Image Slideshow'. The 'Menu structure' section shows the 'Main Menu' with items like 'Home', 'Upcoming Events', 'Community Events', and 'MN Vet Association Calendar' arranged in a hierarchical structure. A purple arrow points to the 'Cheris Sandbox' site name in the top navigation bar.

3. Create/Edit your Navigation Menu

Any pages that you have created which are not currently in the menu structure are available to add to your menu

Additionally, you can add custom links—this can be useful in pointing to GrowthZone modules, pdfs, or external pages

Video: [Working With Menus, Dropdowns, and Links](#)



Add menu items

Pages ▼

Custom Links ▲

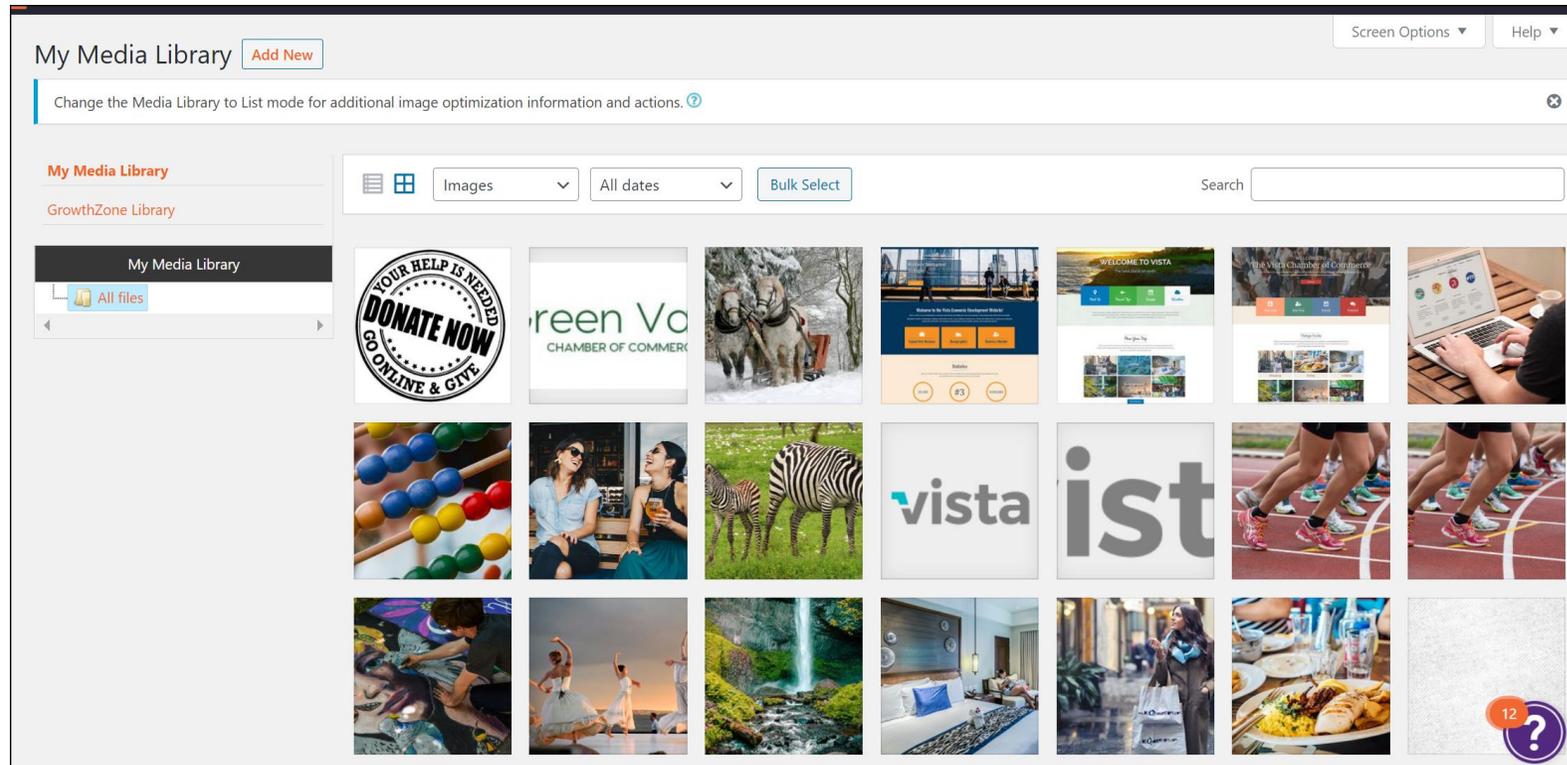
URL

Link Text

Add to Menu

4. Work with Media

Media is used to manage user uploads, such as images, audio, video, and other files



4. Work with Media - Images

- When adding images to your pages you will be able to select existing from the media library, or add a new image
- Image files should not exceed 5 MB
- Include Alternative Text
 - If the image doesn't load
 - If someone is viewing via a screen reader
 - SEO
- Edit and resize images prior to importing
- If you are replacing existing images on your website, for best results, import images of the same size (click edit image on an existing image to view dimensions)

SCALE IMAGE ?

Original dimensions 800 × 600

New dimensions:

×

Scale

IMAGE CROP ?

Aspect ratio:

:

Selection:

×

THUMBNAIL SETTINGS ?



Current thumbnail

Apply changes to:

4. Work with Media – Document Files

File name: Membership-2019.docx
File type: application/vnd.openxmlformats-officedocument.wordprocessingml.document
Uploaded on: November 24, 2020
File size: 636 KB

Title

Caption

Description

Uploaded By Cheri Petterson

Copy Link

Custom Link

[View attachment page](#) | [Edit more details](#) | [Delete Permanently](#)

You can also use the media library to store PDF's and other documents.

This process will generate the links needed to add to menus, or embed in your pages

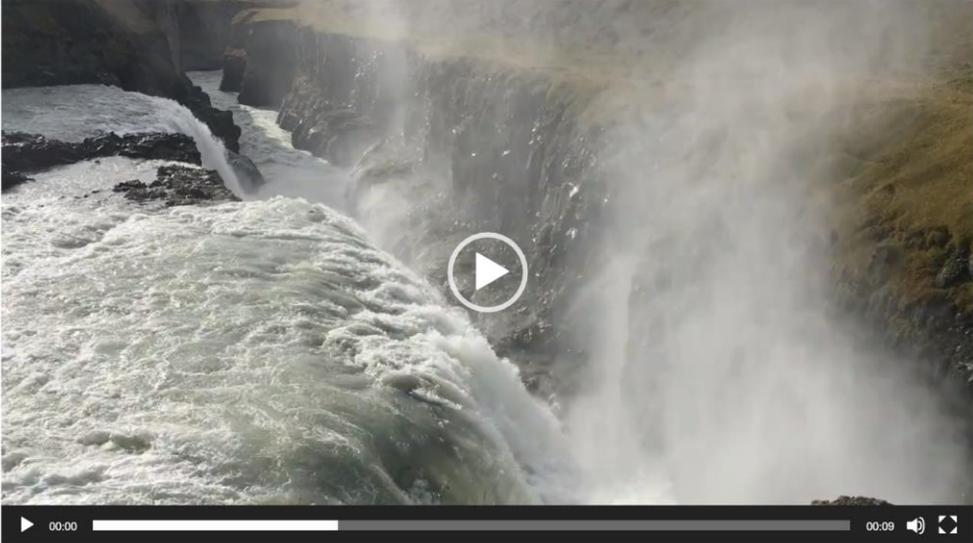
The limit is 20 MB

4. Work with Media

Videos may also be stored in Media. MP4 format is recommended

NOTE: For video files larger than 20 MB, we recommend utilizing a video hosting service (i.e. YouTube or Vimeo)

Attachment Details



File name: Waterfall-6998.mp4
File type: video/mp4
Uploaded on: July 10, 2018
File size: 3 MB
Length: 0:10

Title:

Caption:

Description:

Uploaded By: Destiny Vadnais

Copy Link:

Custom Link:

[View attachment page](#) | [Edit more details](#) | [Delete Permanently](#)

5. Edit Page Header/Footer

- The header and footer are key elements of a website. Typically, they contain links to important pages on your site that visitors will often want to visit. It is important that these areas are used to their full potential, rather than being an
 - The header is the first thing that people will see when they land on your site. It sets the tone for the whole site
 - The footer of a website is just as important as the header, as it is the last chance for you to grab a visitor's attention and encourage them to complete an action

More Resources

See a variety of short videos
and tutorials on the
[GZCMS Training Resources](#)
website

Questions?

Training and Support

Customer Service Hours:

Phone: 7 a.m. – 5 p.m. CT (Monday, Tuesday, Thursday, and Friday)

800.825.9171, Option 4, then Option 2

Chat: 7 a.m. – 6:45 p.m. CT (Monday, Tuesday, and Thursday)

7 a.m. – 4:45 p.m. CT (Friday)

Online Support Documentation: [GrowthZone Knowledge Base](#) »

Online Training Calendar: [Training Event Calendar](#) »

Live Chat: [GrowthZone Support Portal \(chat on far right\)](#) »