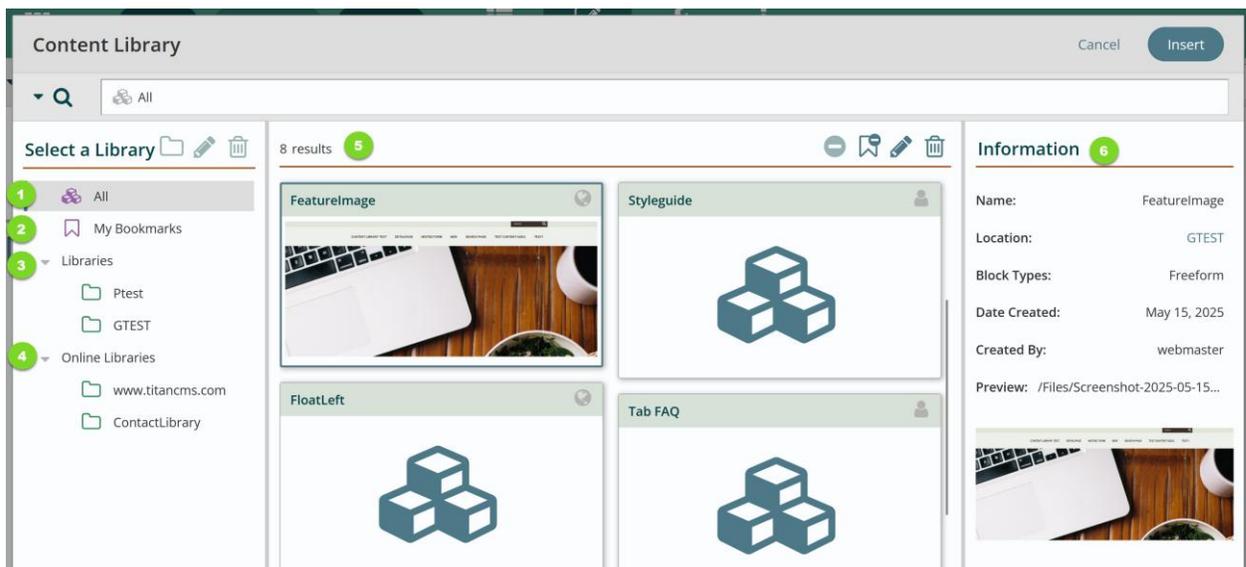


Content Library

The Content Library allows users to easily reuse content across their sites. It also allows users to create templates for other users to follow, allowing them to confidently delegate content management.

Titan CMS 7.5 enhances the usability of the Content Library, which has quickly become one of our most utilized tools for originating content. It also provides greater flexibility and efficiency in organizing content.

[This overview of the Titan CMS 7.5 enhancements](#) is meant for bringing users already familiar with the old Content Library up to date.

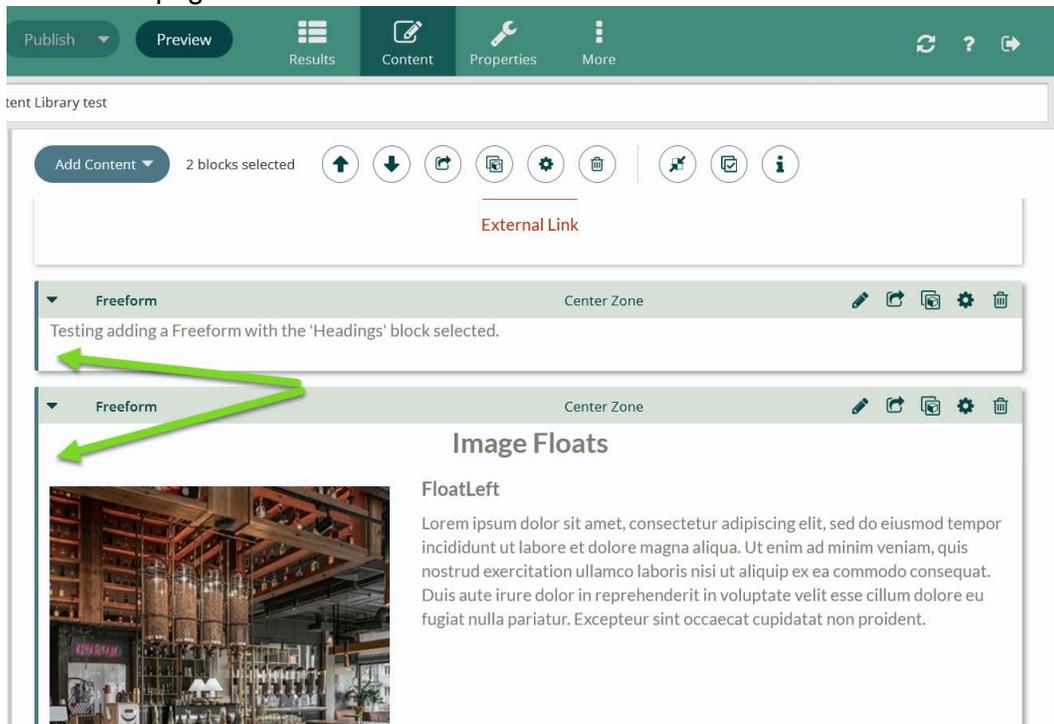


1. **All:** all global and personal Content Library entries will show.
2. **My bookmarks:** Content you have bookmarked will show up here. It will also show up in the add content menu.
3. **Libraries:** You can sort blocks into different libraries for easy selection.
4. **Online libraries:** This is the formerly Online Templates now called Online Libraries. It is made up of example content by our Northwoods Front End Development team. It can be used if your Theme has been created using the Titan CMS framework.
5. **Content pane:** All results display here.
6. **Information:** Information about the block or block sets. Click on any content template to read a description of the content, as well as a list of what kind(s) of blocks are used in the template

7. **Search and filter:** Filter using the dropdown menu next to the search icon, or type in the search bar to search within the results.

Add Block(s) to the Content Library

1. Open the page that contains the block(s) you want to add to your Content Library.
2. Select the block or group of blocks you want to save. Grouping multiple blocks as one item in your content library is an immense time saver, and the only way to add multiple blocks to a page at once.



3. Click the Share to Content Library button in the block action bar.



4. The Share to Content Library screen will appear. Enter a name and description for the block(s) that will be meaningful to all the users.

Share to Content Library Cancel Done

Name
Demo Content

Description
These blocks can be inserted into any page.

Created By
webmaster

Owner

Global Personal

Supported Themes

ReFlex

Create a Preview Image

Use the Titan CMS Page Preview to download a snapshot image of these blocks on the current page.

You can then upload that image into Titan and use the Image Editor to crop and resize the snapshot for use as a Preview Image.

Open Page Preview

Preview Image

Path Size Browse

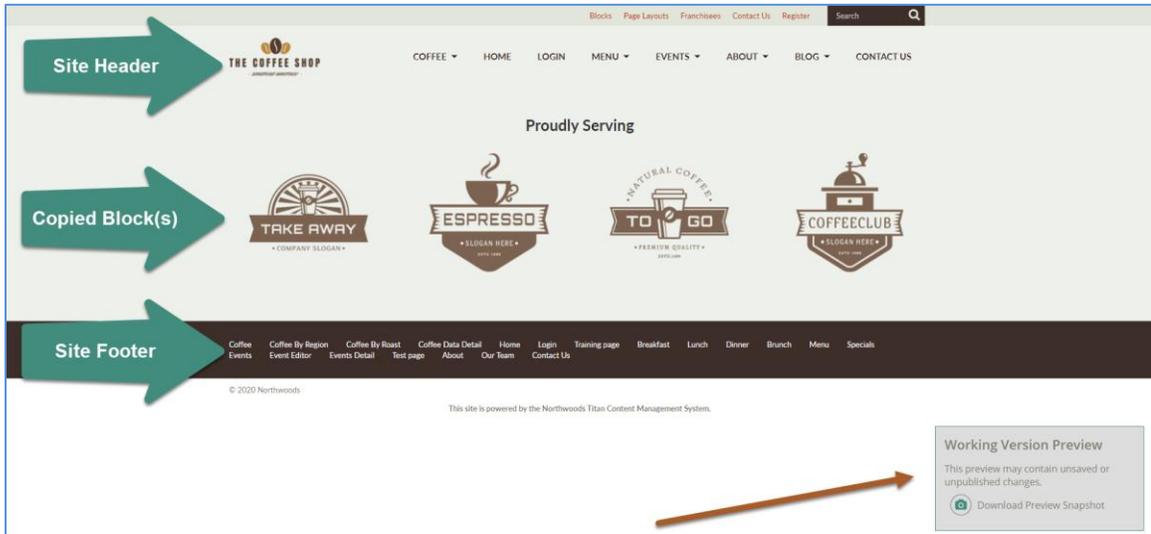
5. The Created By field will autofill with your username. You may update this if desired.

Created By
webmaster

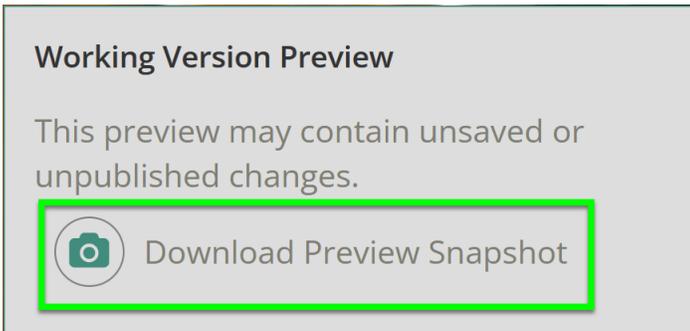
6. The Supported Themes field shows all available themes on your site. Select all Themes that can support proper styling of this Content Library entry. This information will be used for contextual filtering.
7. Create a Preview Image. Preview images are helpful to easily identify saved blocks in your content library later. Click the **Open Page Preview** button.

Open Page Preview

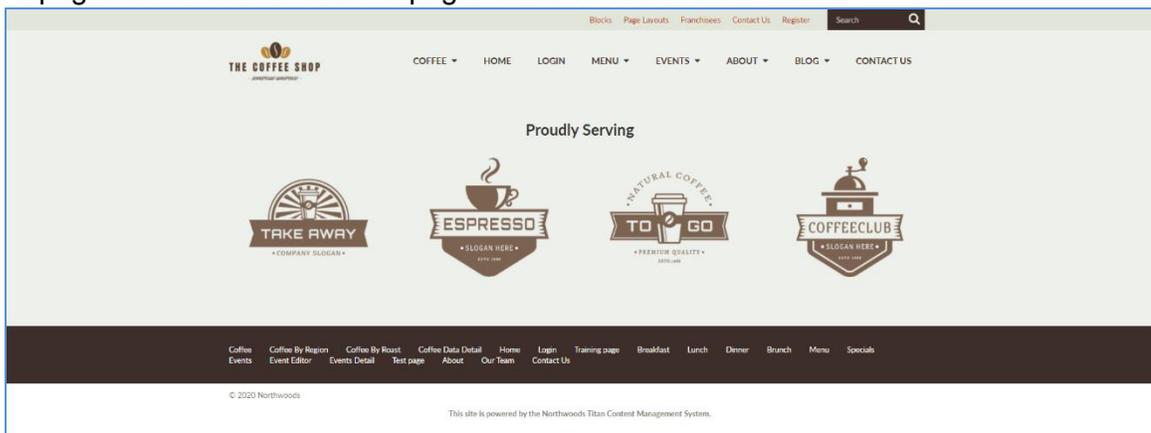
- A new tab will open in your browser with a preview of your selected block(s), along with your site's header and footer.



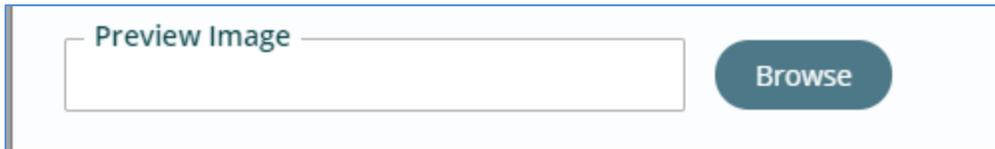
- Click the Download Preview Screenshot in the bottom right corner.



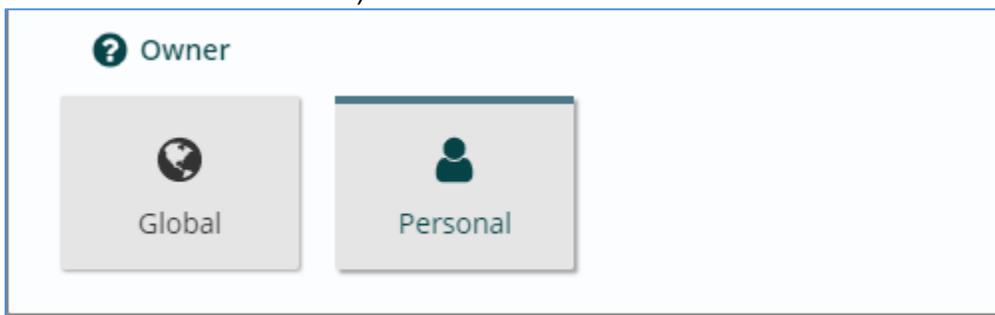
- A .png screenshot of the entire page will download:



- Close the preview tab.
- Back in the workstation, click the browse button to select a preview image for your copied block(s):



13. Use the content explorer to select the image. Be sure to select the full-size image and not a smaller size.
14. Click **Done**.
15. Select if the block(s) will be added to your Global (everyone with workstation access to modify content will be able to add this content to their pages) or Personal (only you will have access to this content) Content Libraries.



16. Click done.

Bookmarks

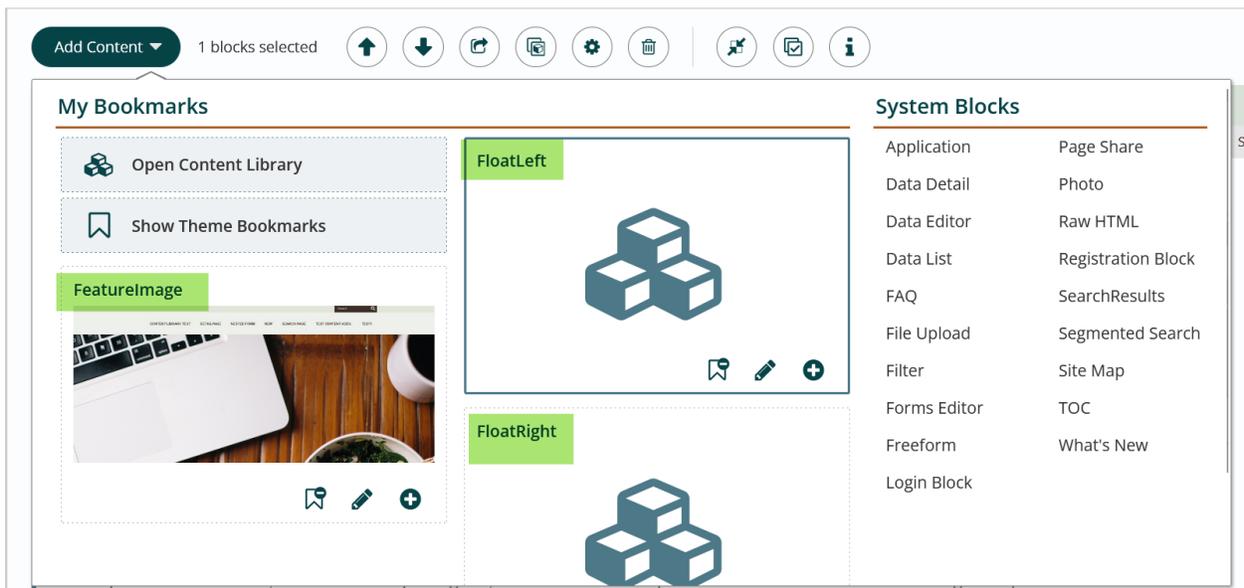
Bookmarks make your most used content easy to access quickly. Bookmarked content appears in the Add Content menu so you can add it to the page without opening the content library.

My Bookmarks is now your go-to spot for quick selection of content from the Content Library

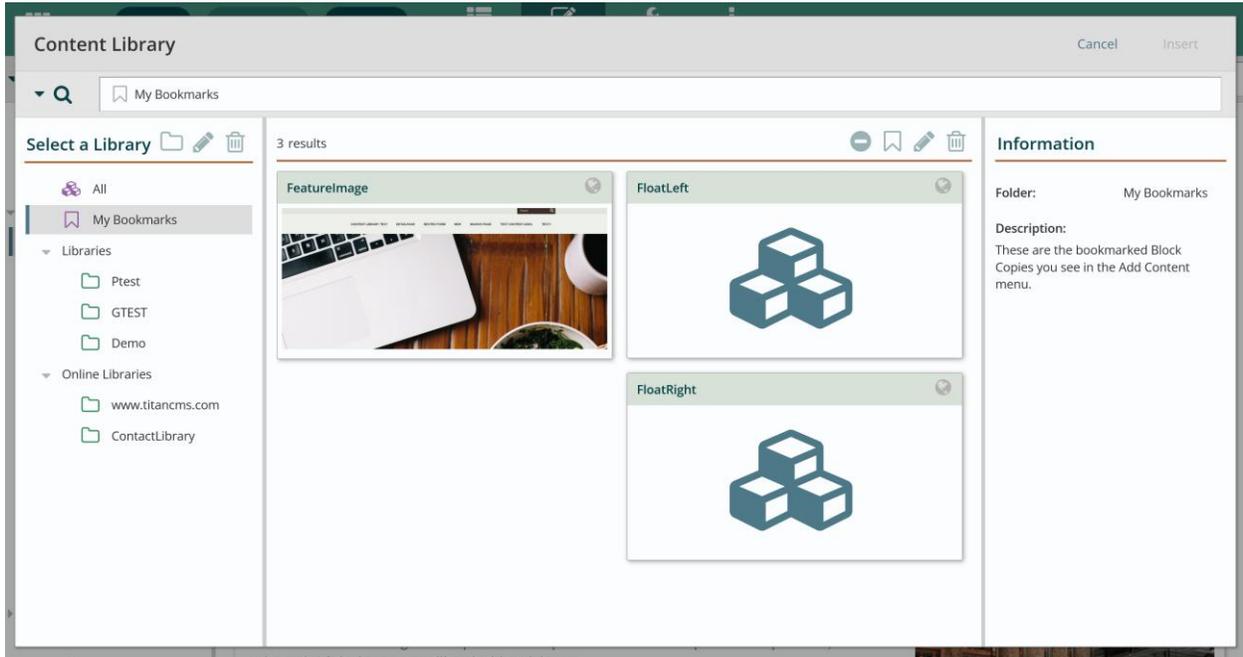
System Blocks appear on the right of the dialog box

Open Content Library this opens the Content Library allowing you to view all entries

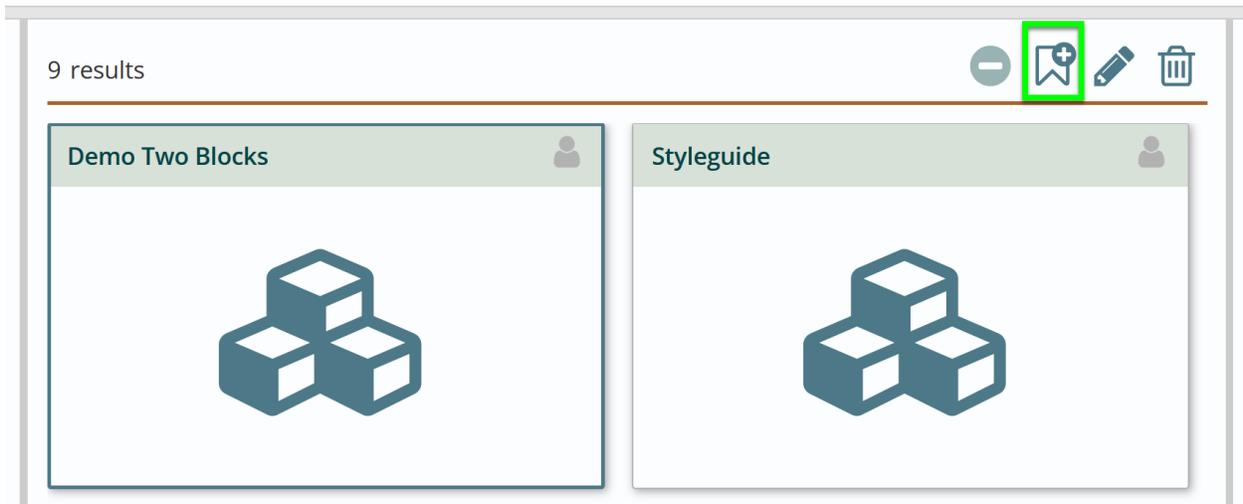
Show All/Theme Bookmarks this toggles between bookmarks you can create; it defaults to **All Bookmarks** and toggles to just **Theme Bookmarks**.



To see a complete list of all bookmarks, open the Content Library and go to My Bookmarks.



To add or remove content from bookmarks, select the item from results pane. If it is not bookmarked the add bookmark button will show in the buttons.



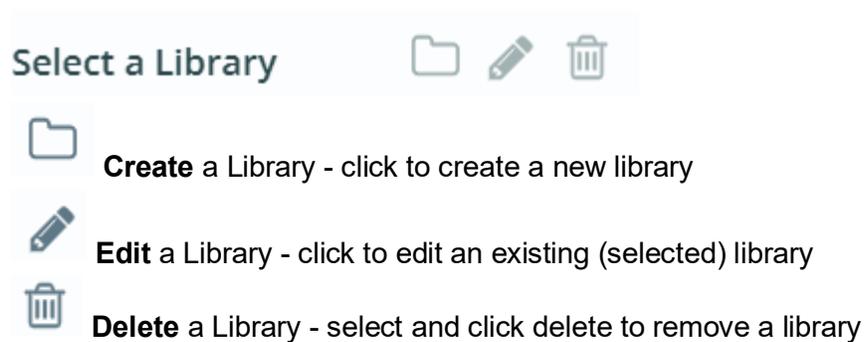
If an entry is already bookmarked, the button will be remove bookmark.



Bookmarks are personal and only save for the user creating them.

Working With Libraries

Libraries allow for user-driven organization, offering users the ability to create and arrange Library Folders for organizing Block Copies using a drag and drop interface.



In center content view you will see block library icons denoting:

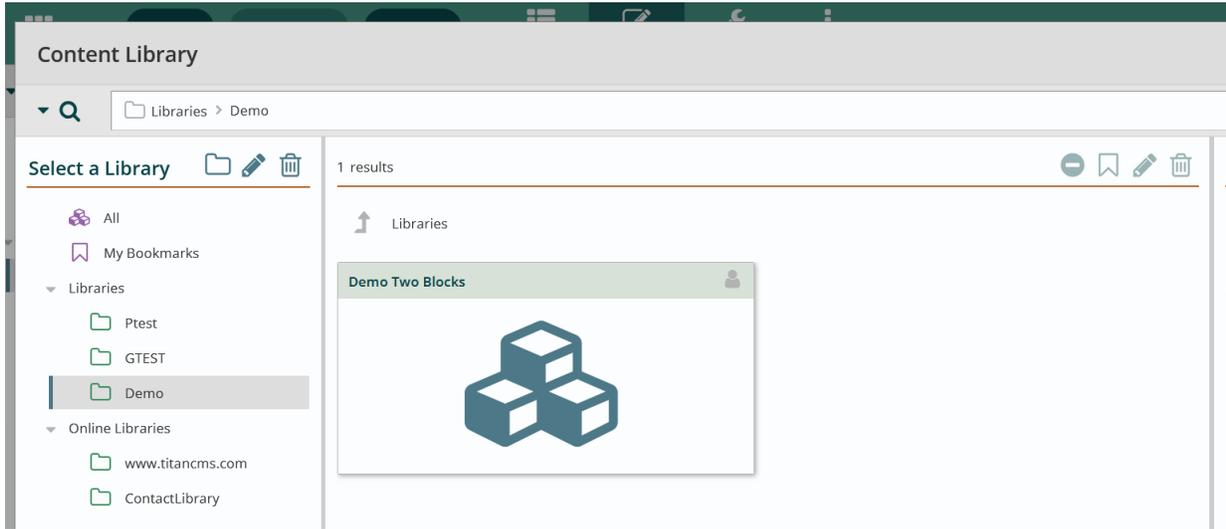
1.  Personal - this denotes it is just for you
2.  Global - this denotes it is global for everyone

To add an entry to a library:

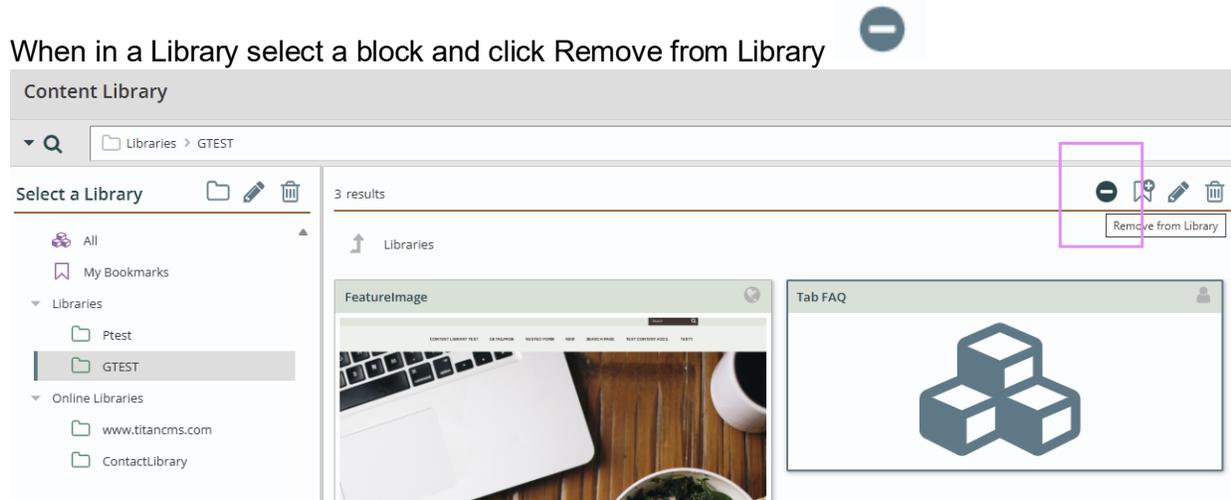
In the All library, select the entry.

Drag the entry into the desired library folder.

It will show in that library.



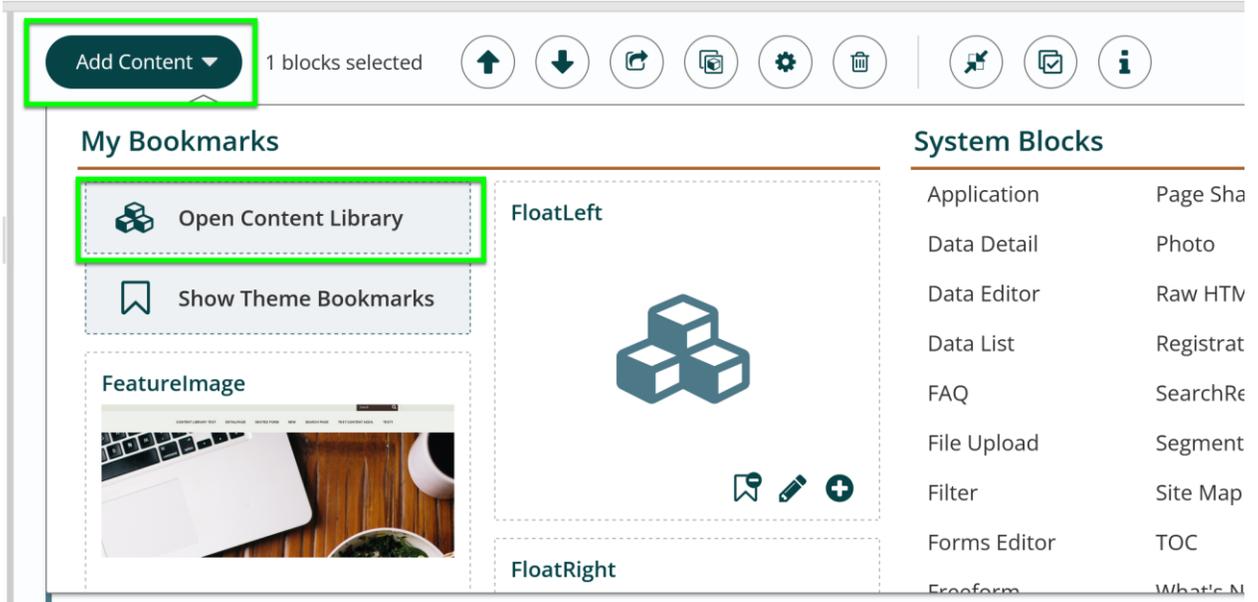
To remove an entry from the Library:



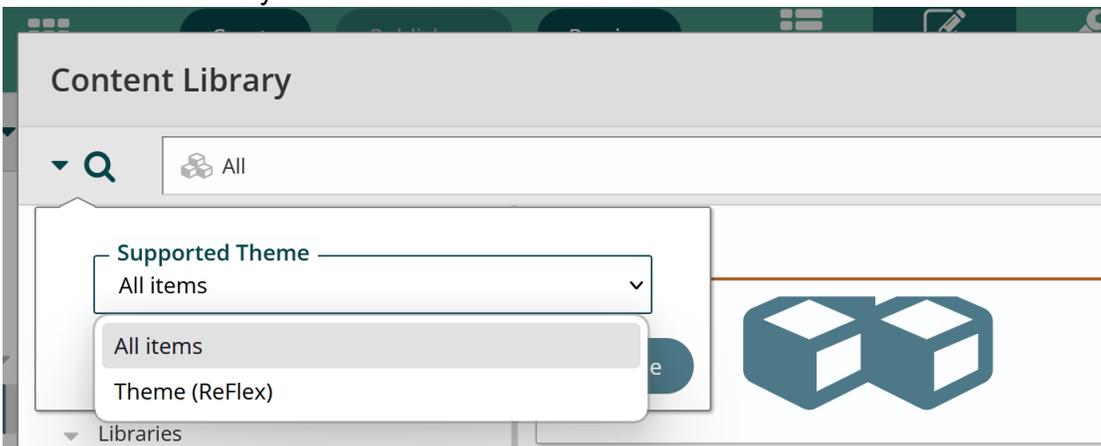
Add Content From The Content Library To A Page

1. Open a page.
2. Click the **Add Content** button.

- Click to open the Content Library.



- Select the desired library: all, my bookmarks, a user-created library, or online libraries.
- To narrow results down, open the magnifying glass. Open the supported theme menu, select which theme you would like to show blocks for.



- You can also search for Content Library entries by name using the search bar.

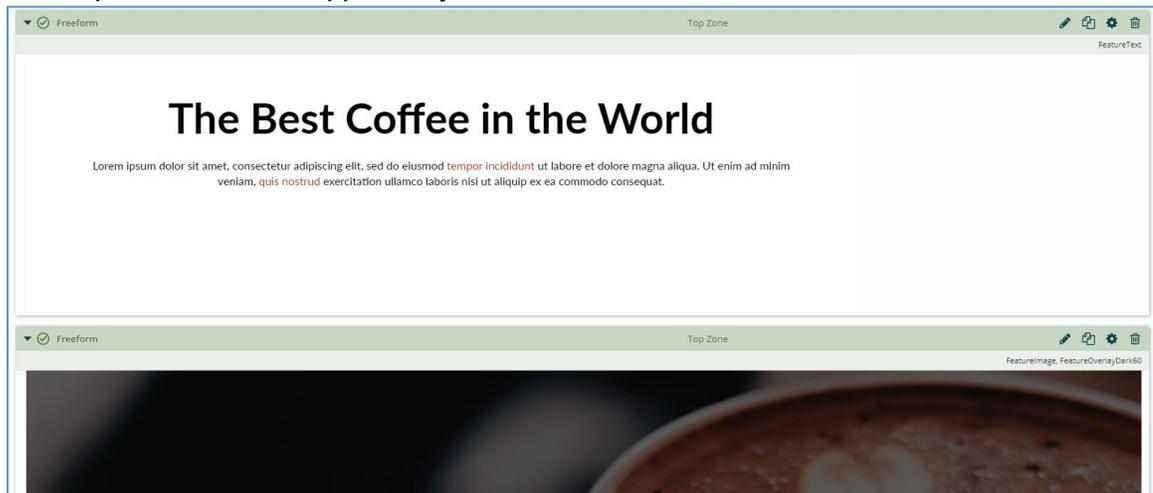


- Click to select the desired entry.

8. Click the insert button:



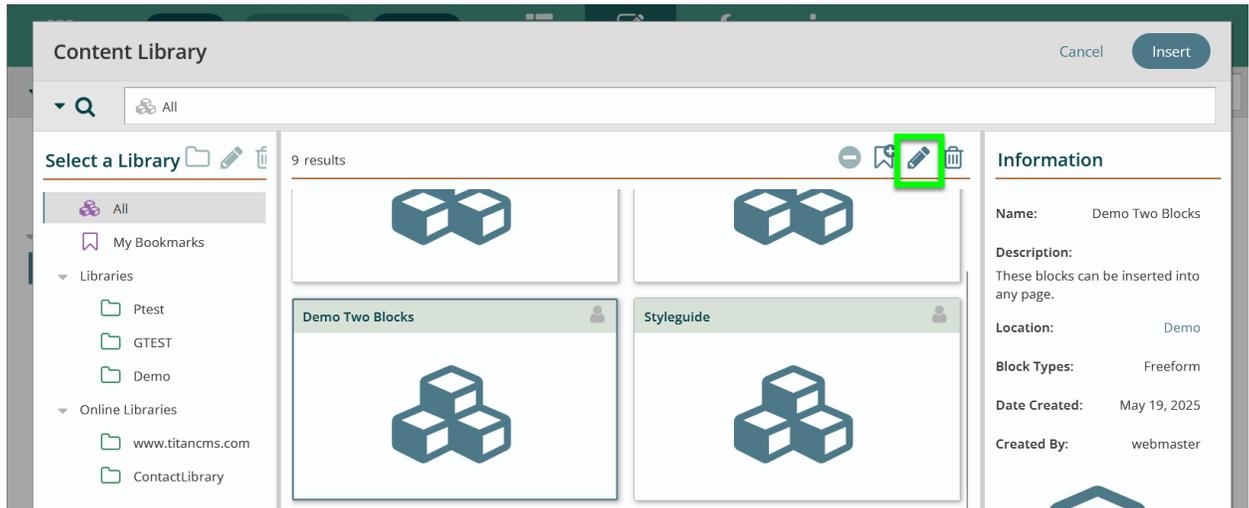
8. The copied content will appear in your edit screen.



9. Make any content adjustments needed and publish the page.

Modify An Item In The Content Library

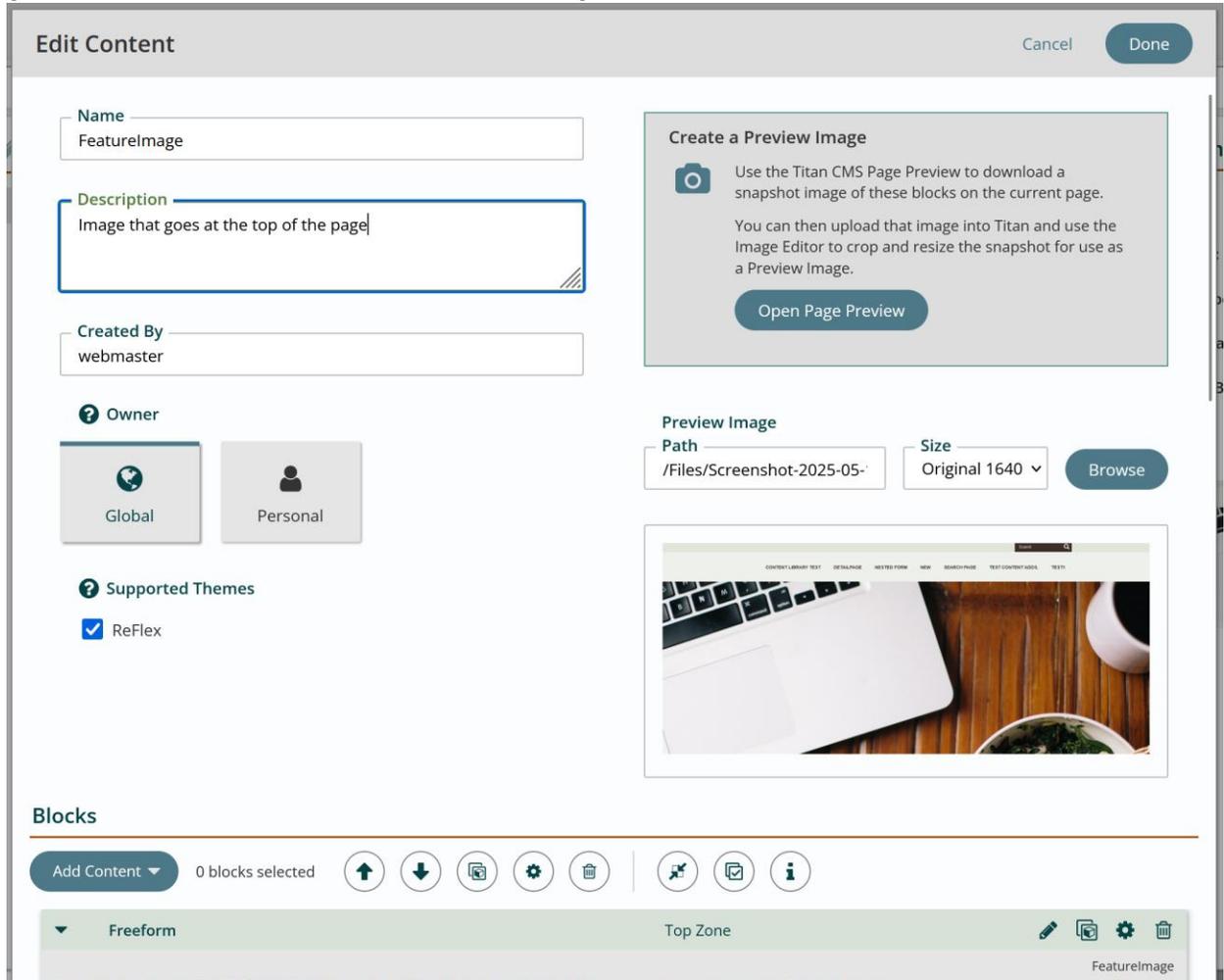
1. Go to any page and open the Content Library.
2. Click on a content item to select it.



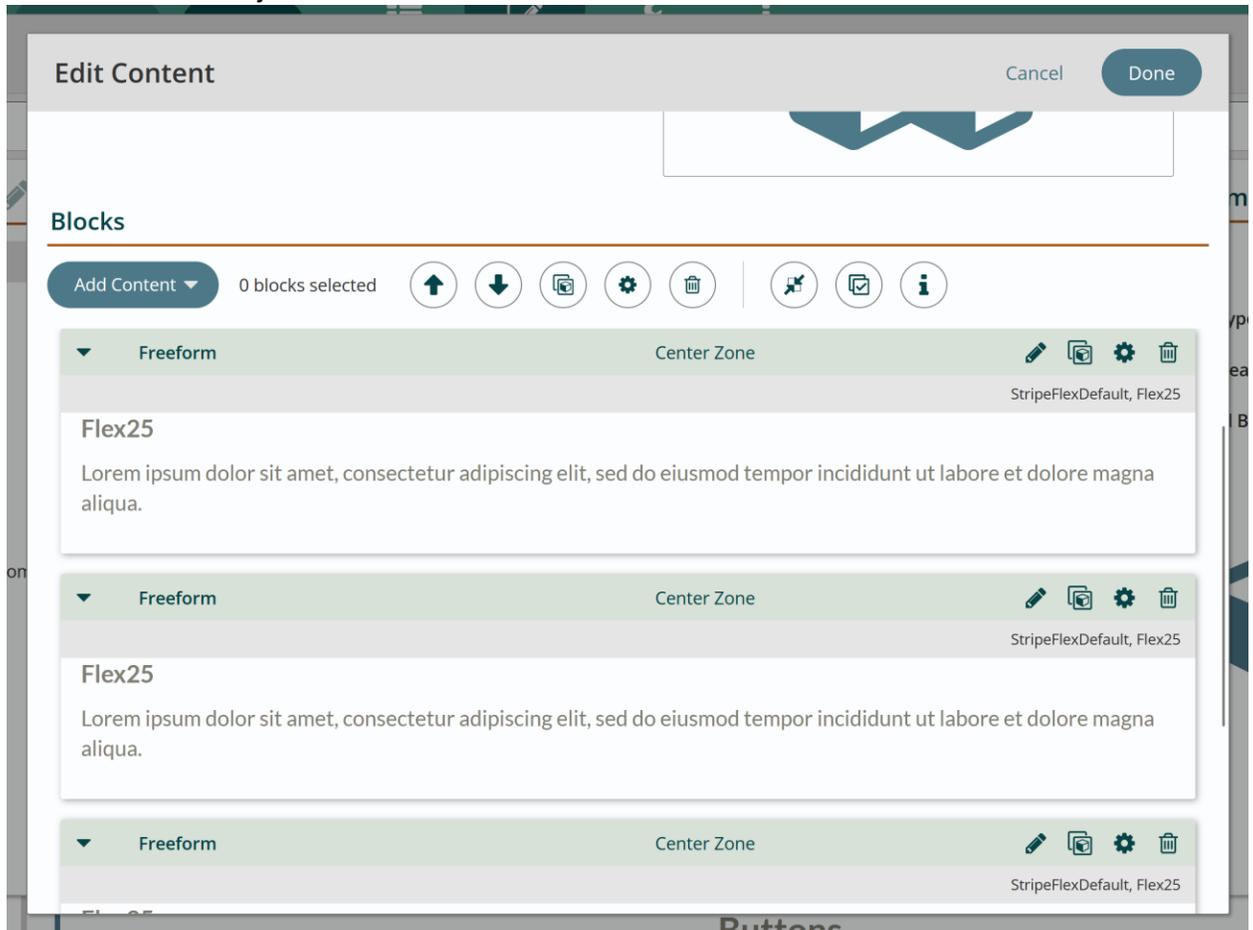
3. Click the edit content item button.



4. On the Edit Content screen, you can update the name, description, creator, whether it's global or personal, supported themes, the page preview, and the actual template.



5. Blocks within the content template can be edited as usual. Content, block styles and zones can all be adjusted. Blocks can also be deleted.



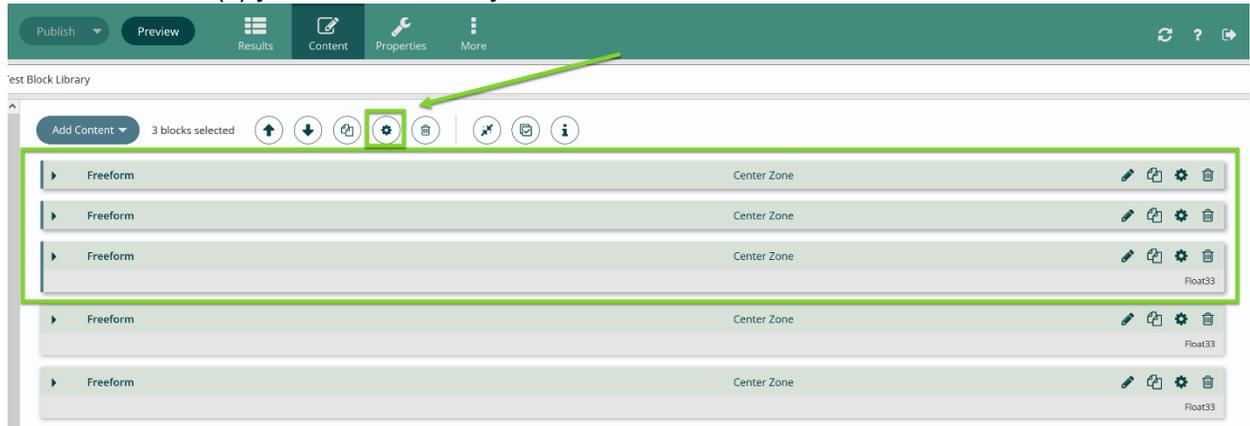
6. Click Done to save.

Related Information

The following topics can be helpful for managing multiple blocks at once.

Multi-tag and Edit Block Attributes

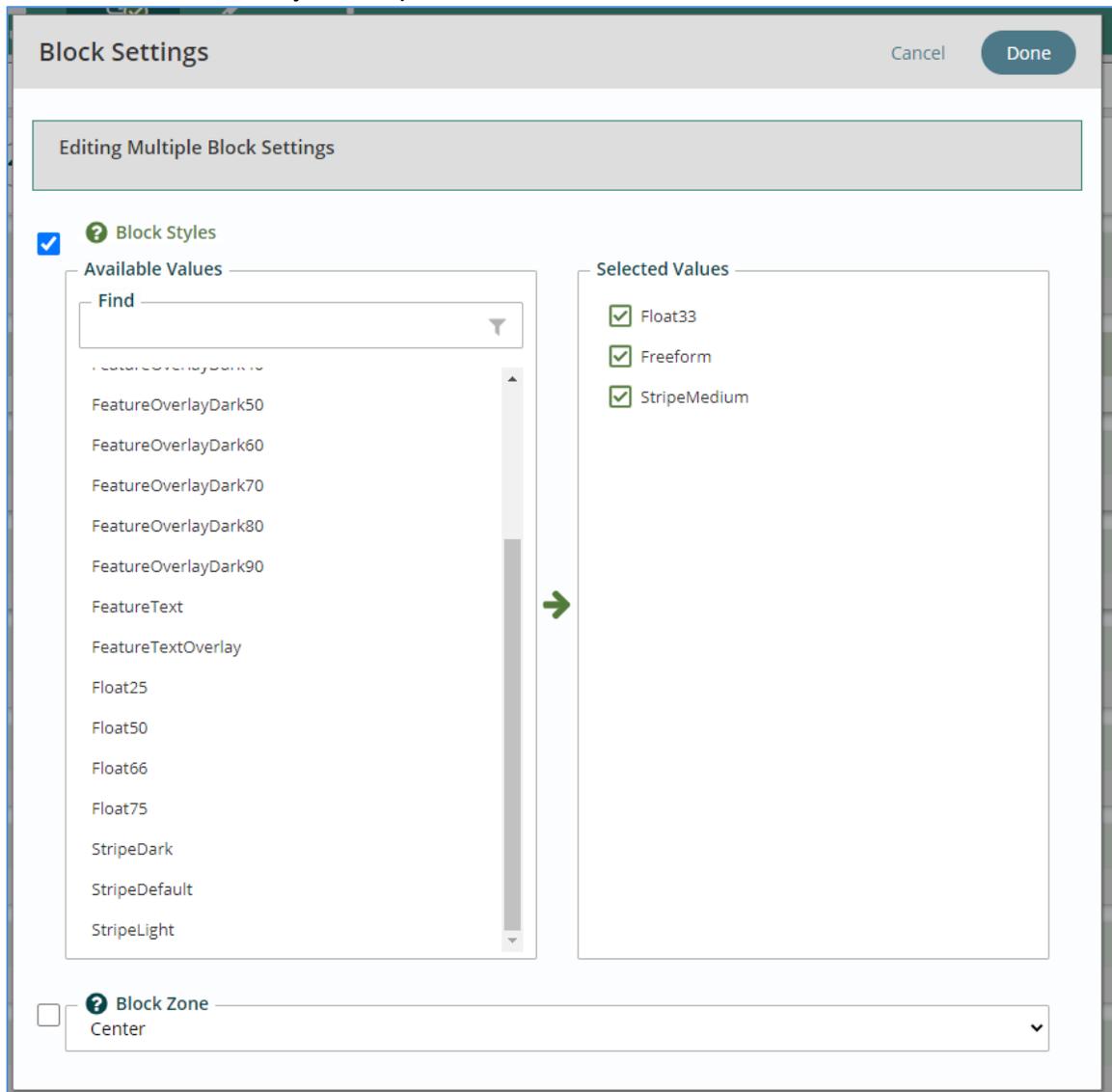
1. Select the block(s) you'd like to modify.



2. Click the settings button in the block action bar.



3. Add or remove block styles or update block zones as desired.



4. Click done.

Block Action Buttons

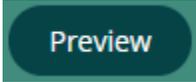


Block action buttons are buttons that allow you to take a variety of actions with a block or multiple blocks.

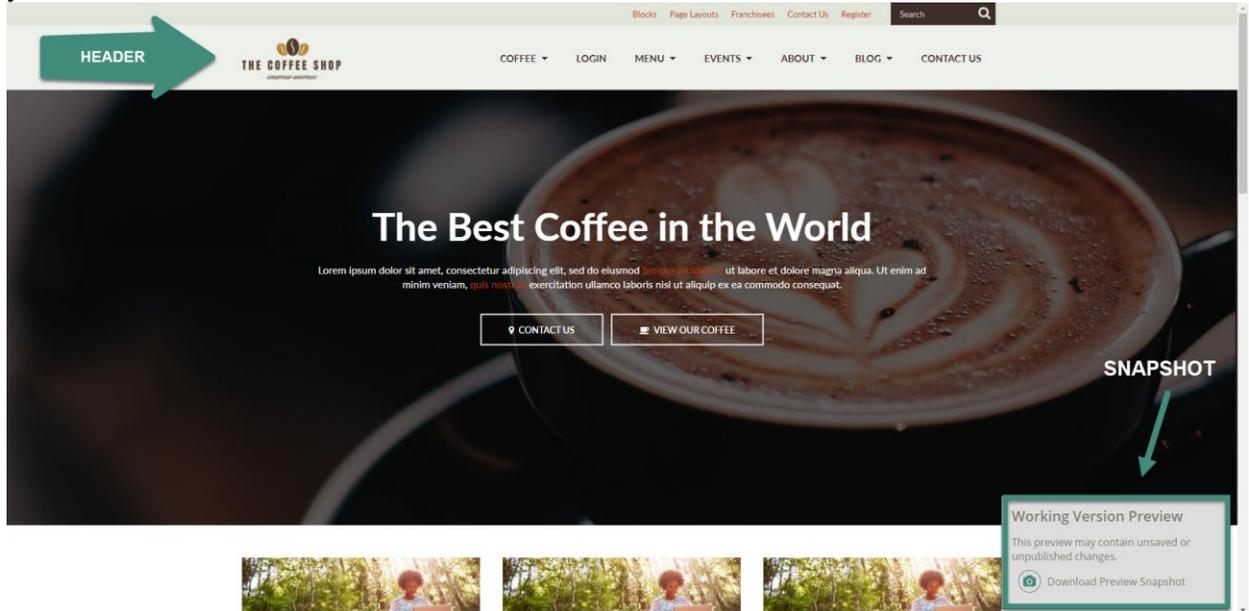
ICON	DESCRIPTION
	Select a block or multiple blocks and use the arrow buttons to move them vertically on your page.
	Share - New ; select block(s) add to the Content Library (previously called Copy)
	Duplicate - New ; select block(s) and use to immediately adding same block(s) to current page
	Select a block or multiple blocks and click the settings button to adjust block styles and zone selections.
	Select a block or multiple blocks and click the delete button to delete the selected block(s).
	Use the collapse/expand button to collapse or expand all the blocks on the page.
	The select button will select all blocks on the page so that you can modify them all at the same time.
	The info button will display the block styles for all blocks on the page.

Download Page Preview

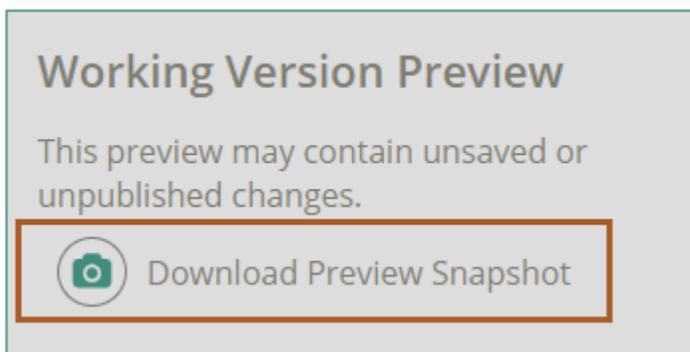
1. Navigate to a page in your Nav Tree.
2. Open it and click the preview button in the App Ribbon.



3. A new tab will open in your browser with a preview of your selected block(s), along with your site's header and footer.



4. Click the Download Preview Screenshot in the bottom right corner.



5. A .png screenshot of the entire page will download:

