

Content Library

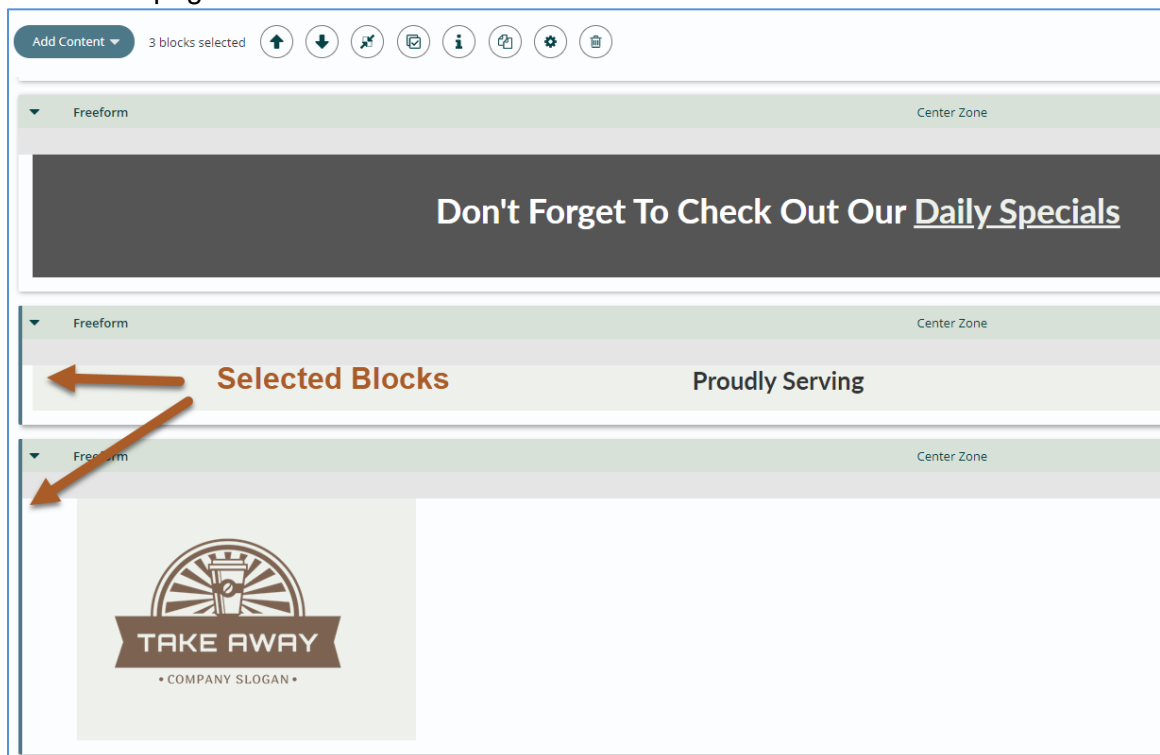
Overview

Titan CMS 7.2 brings the debut of a robust Content Library and additional content editing enhancements to the enterprise content management system.

Features include the ability to add multiple blocks as content templates, select multiple blocks and edit styles or zones, and the ability to download a snapshot of an entire page in the preview dialog.

Add Block(s) to the Content Library

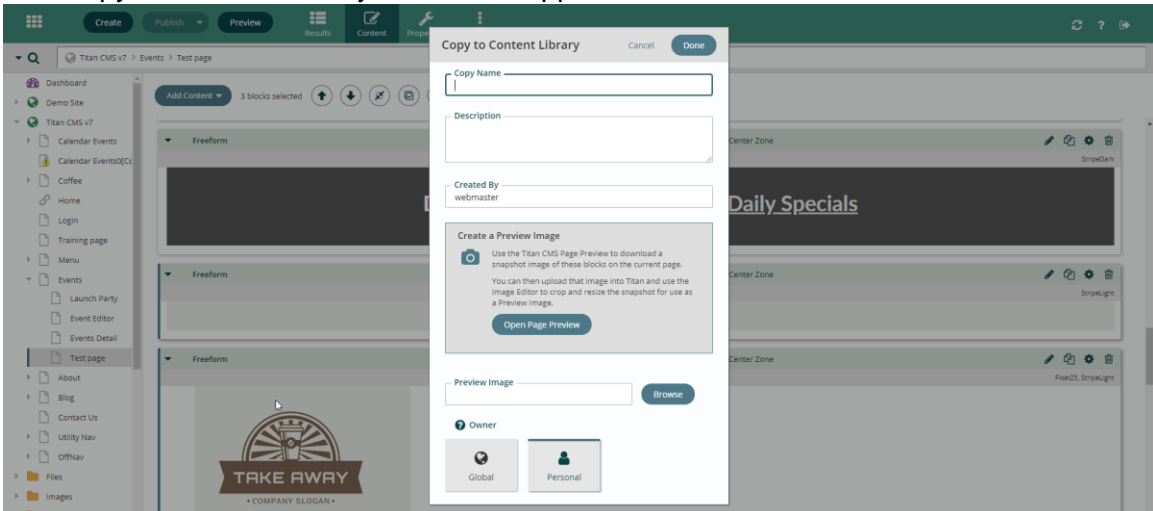
1. Open the page that contains the block(s) you want to add to your Content Library.
2. Select the block or group of blocks you want to save. Grouping multiple blocks as one item in your content library is an immense time saver, and the only way to add multiple blocks to a page at once.



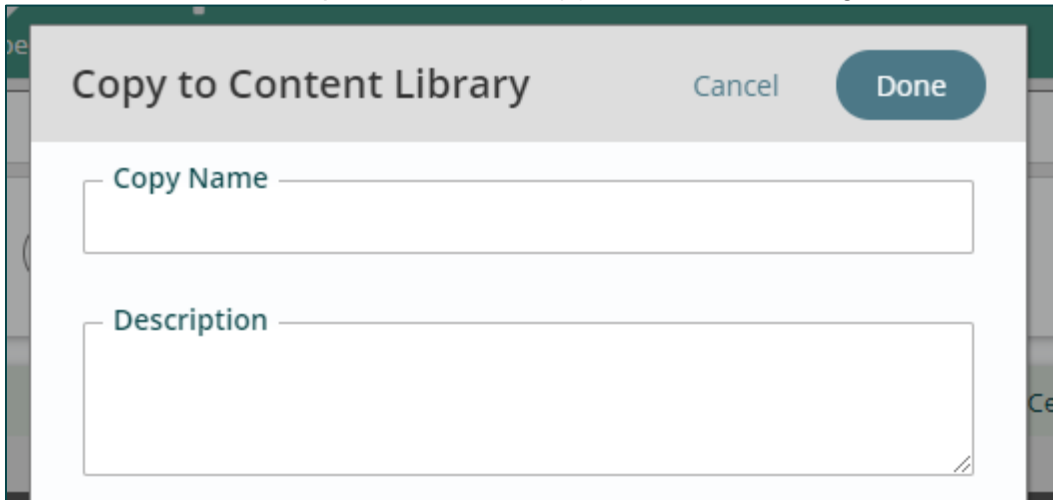
- Click the copy button in the block action bar.



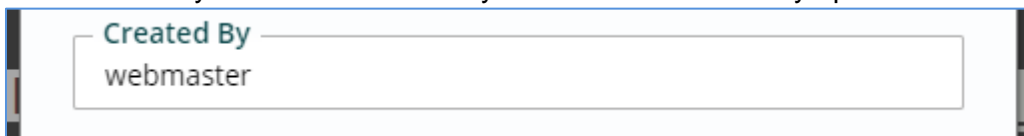
- The Copy to Content Library screen will appear.



- Enter a name and description for the block(s) that will be meaningful to all the users.



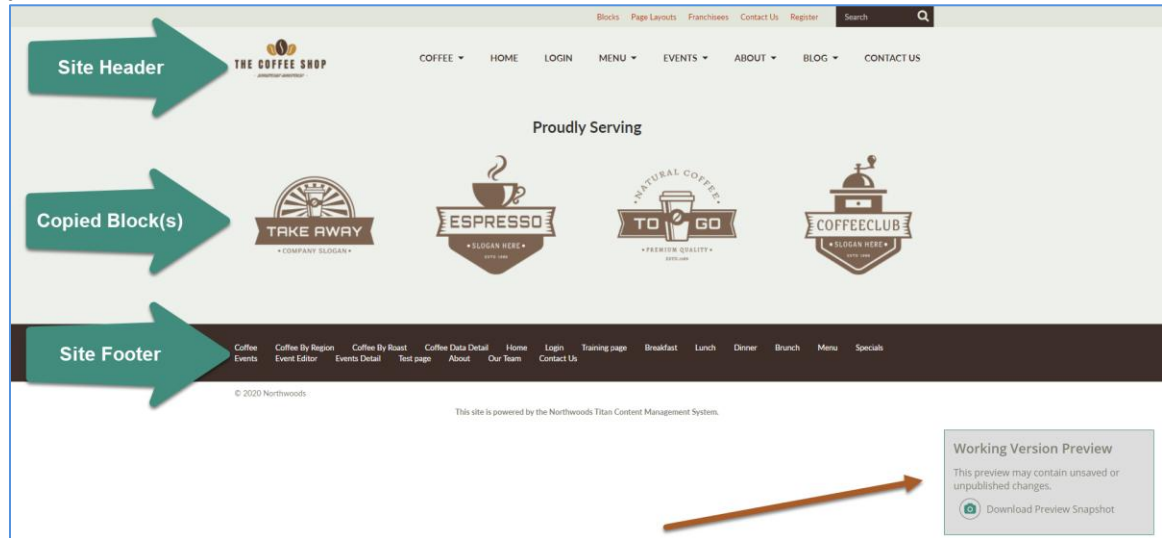
- The Created By field will autofill with your username. You may update this if desired.



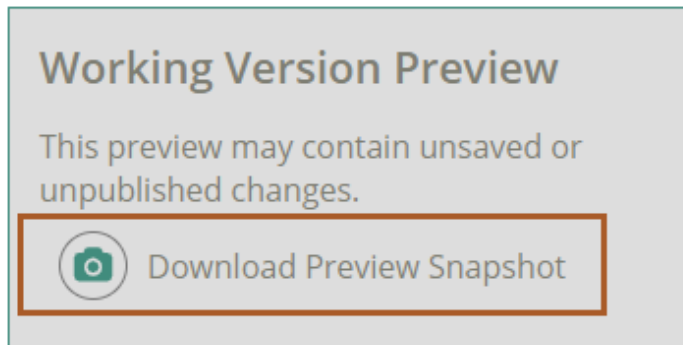
- Use the Titan CMS Page Preview to download a snapshot image of these blocks on the current page. Click the **Open Page Preview** button.



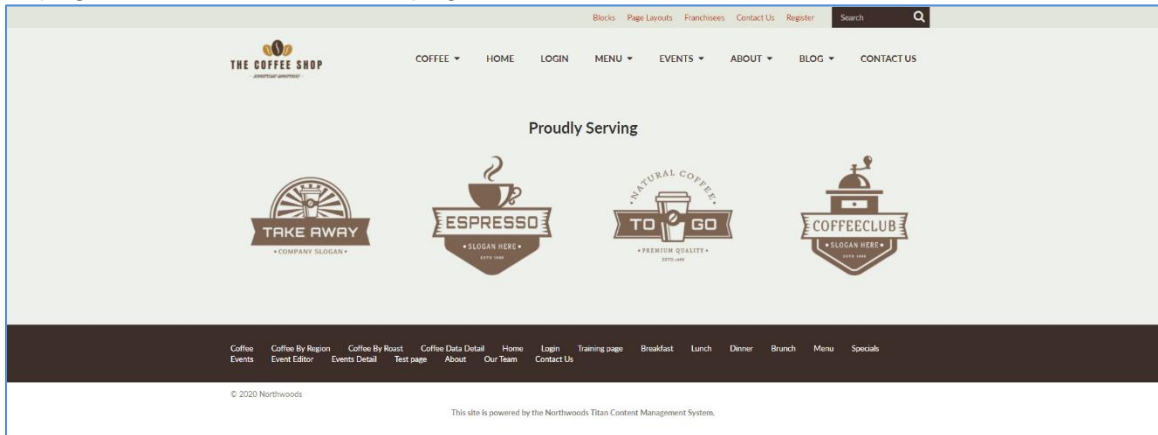
- A new tab will open in your browser with a preview of your selected block(s), along with your site's header and footer.



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

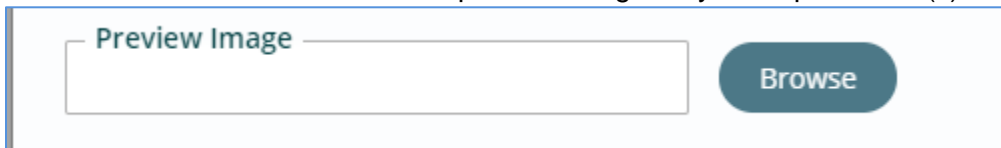


10. A .png screenshot of the entire page will download:



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

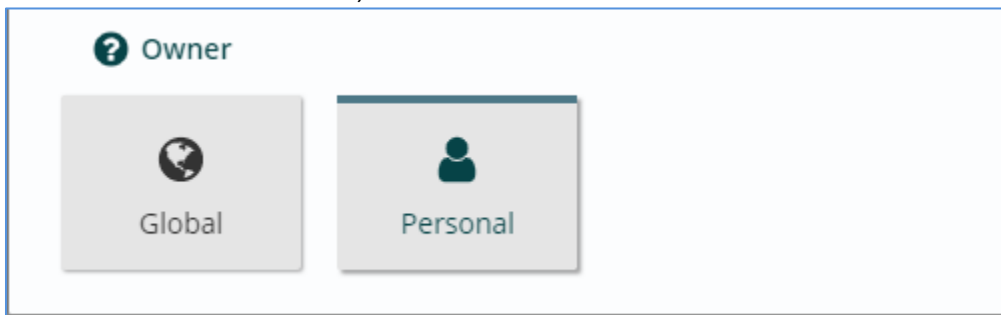
11. Click the browse button to select a preview image for your copied block(s):



12. Use the content explorer to select the image. Be sure to select the full-size image and not a smaller size.

13. Click **Done**.

14. 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.



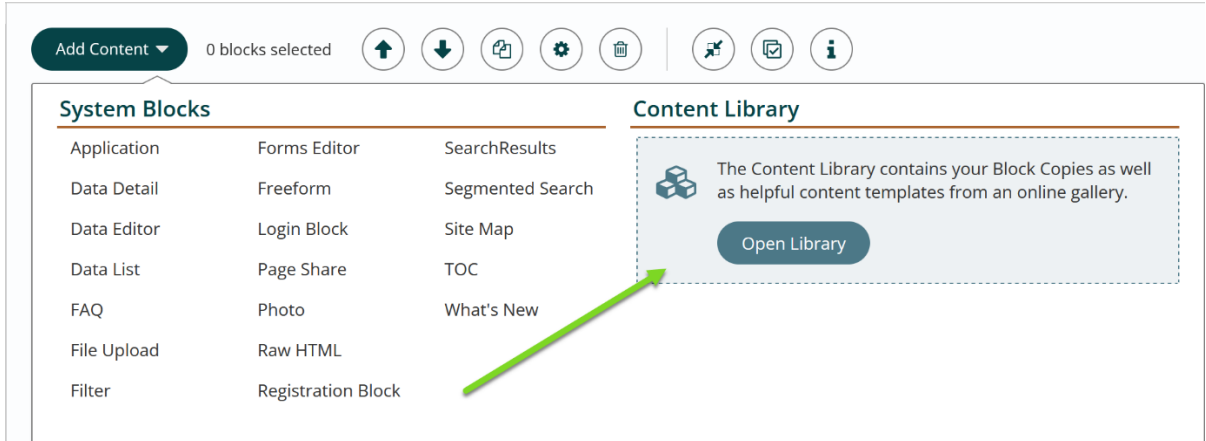
15. Click done.

Add Content From The Content Library To A Page

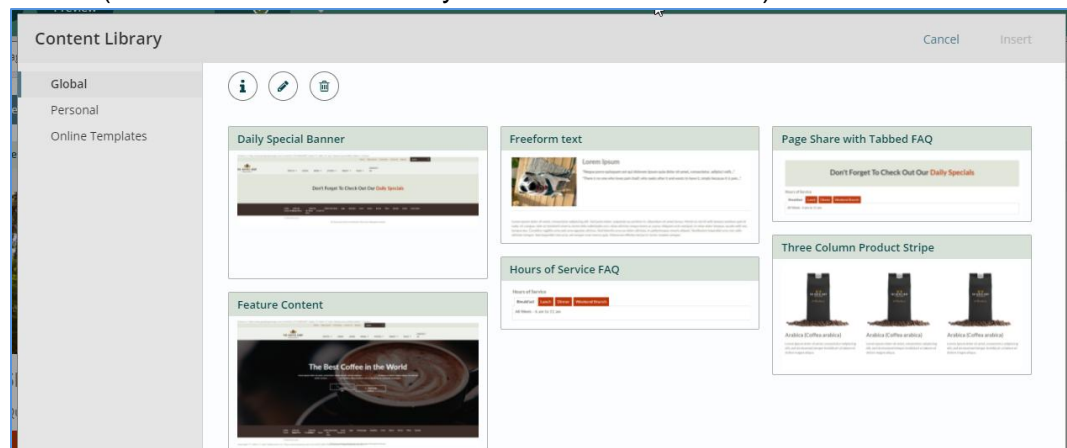
1. Open a page.
2. Click the **Add Content** button.



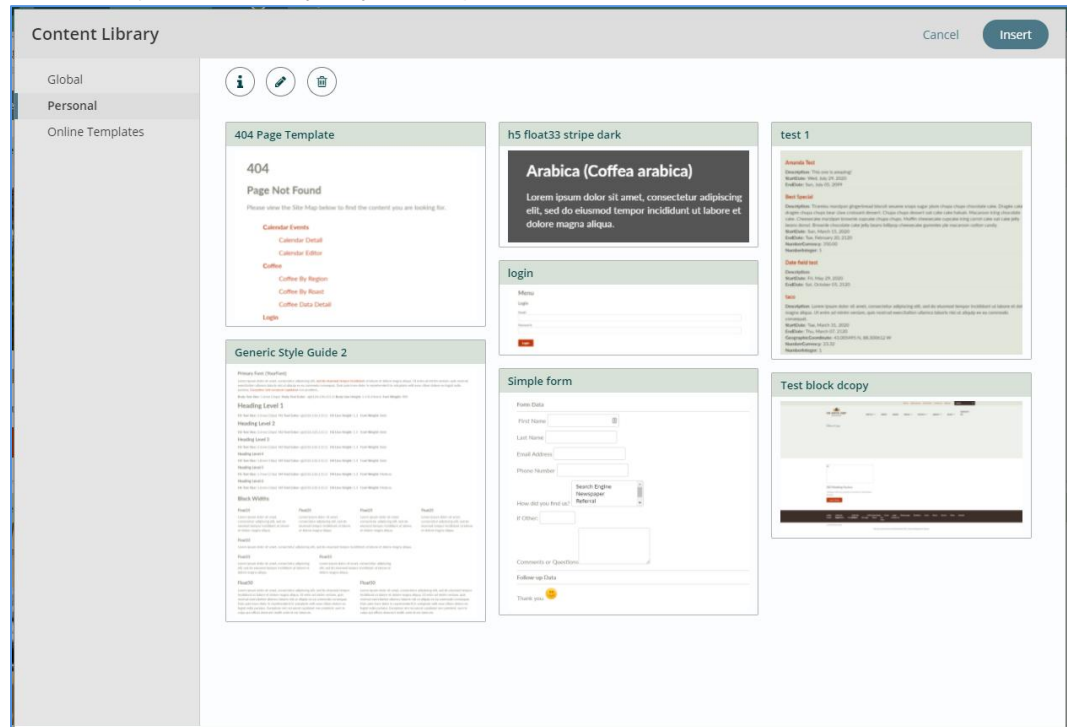
3. Click to open the Content Library.



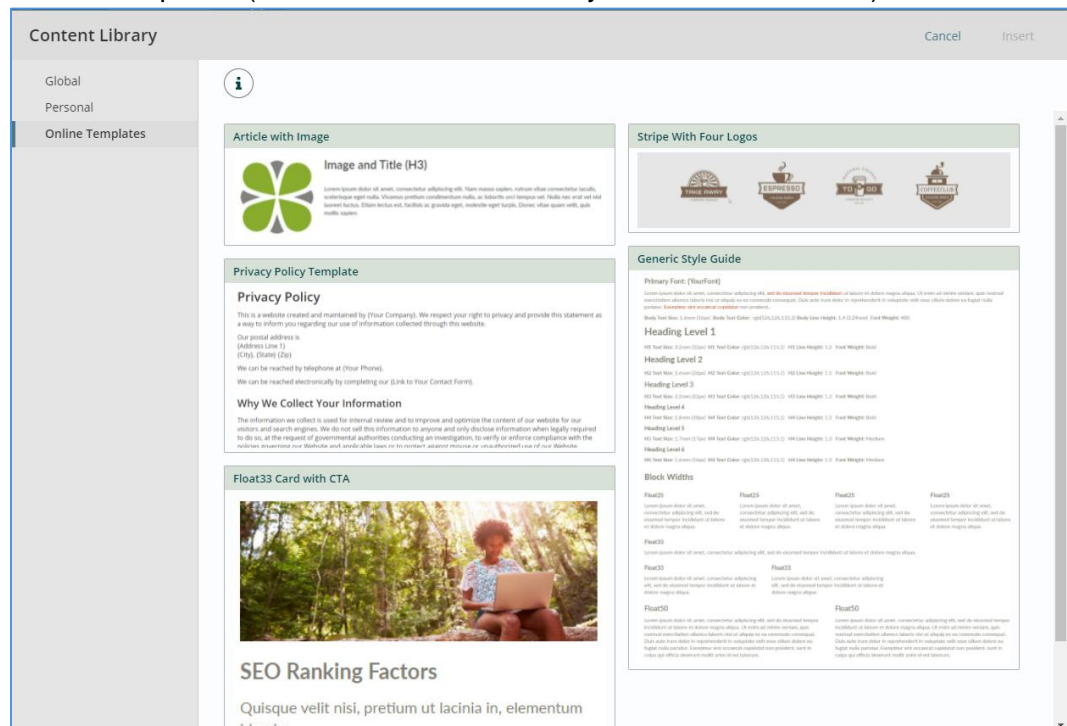
4. The Content Library picker will show the following content types:
 - a. Global (available to all authors in your Titan CMS instance).



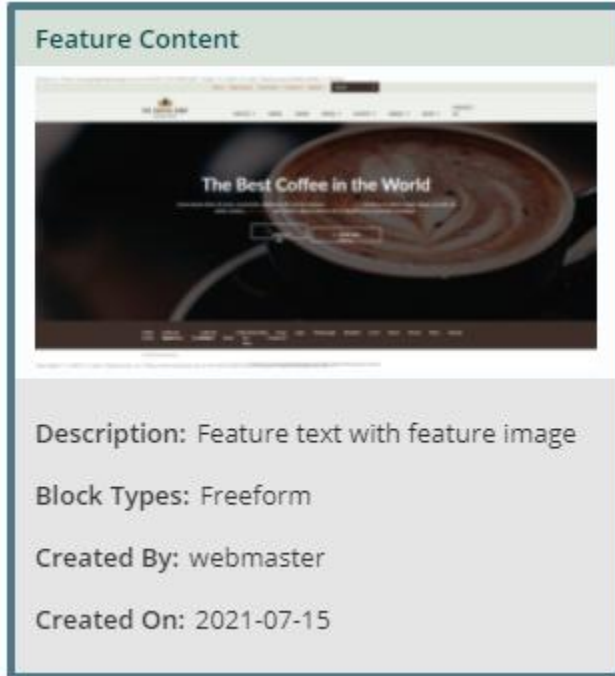
b. Personal (available only to yourself).



c. Online Templates (created and maintained by the Titan CMS team).



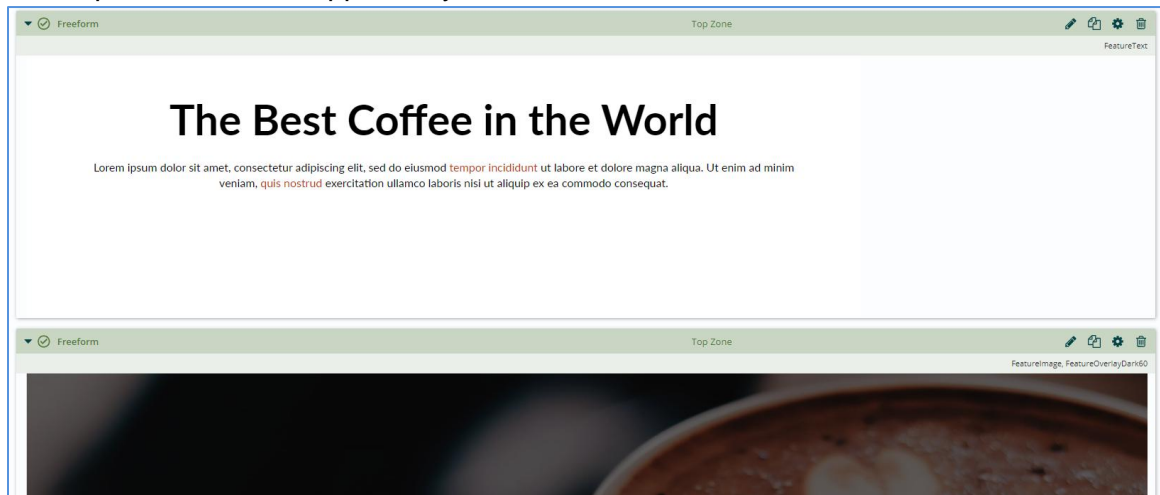
- Click on any content template to read a description of the content, as well as a list of what kind(s) of blocks are used in the template:



- Click insert button:



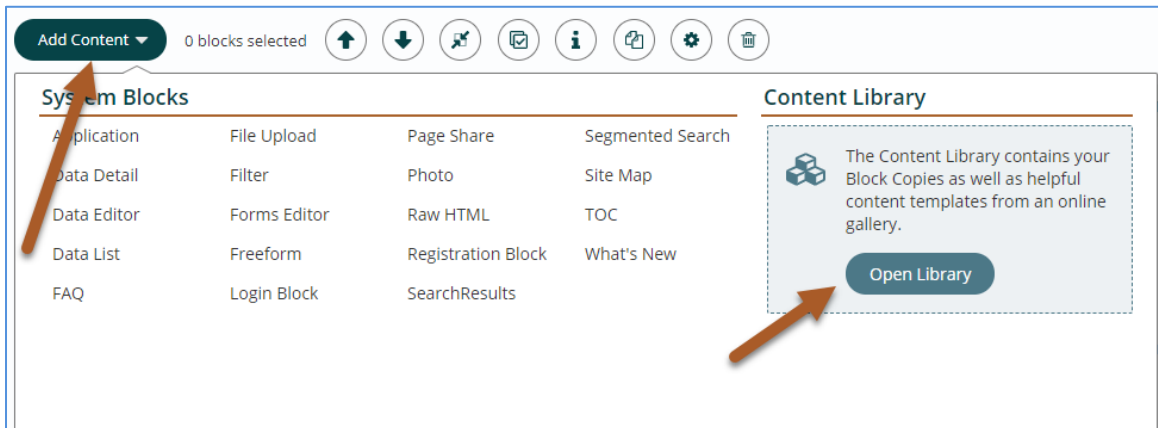
- The copied content will appear in your edit screen.



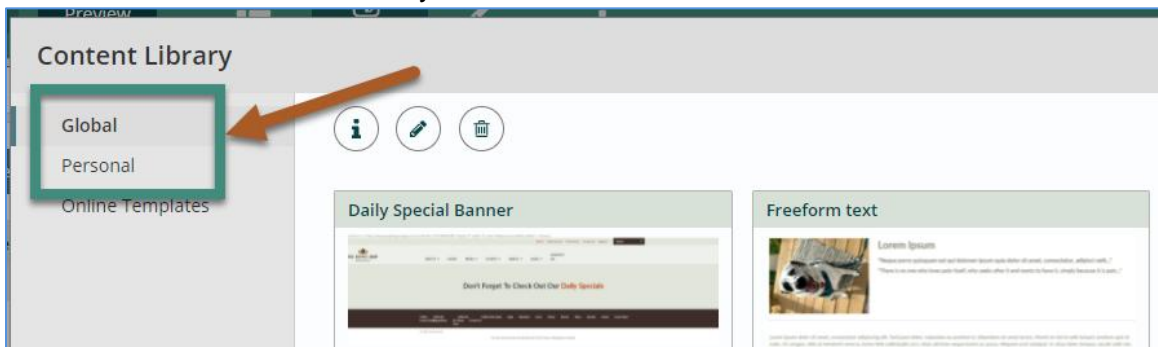
- Make any content adjustments needed and publish the page.

Modify An Item In The Content Library

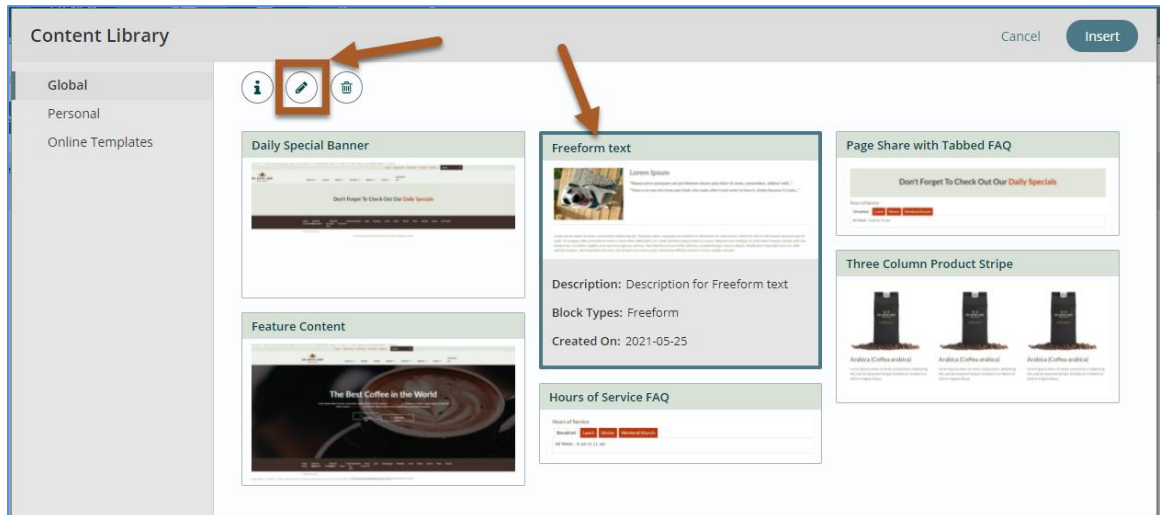
1. Open a page.
2. Click the Add Content Button.



3. Click Open Library.
4. Select Global or Personal Library.



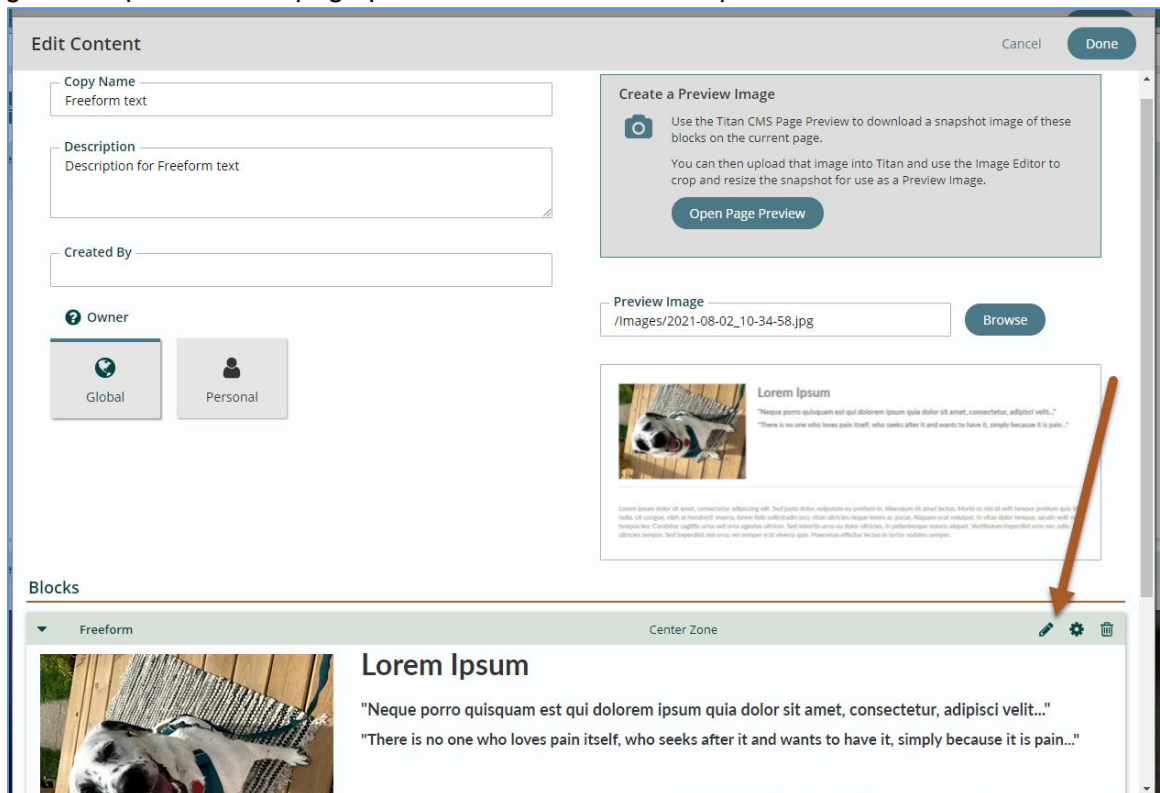
- Click on a content item to select it.



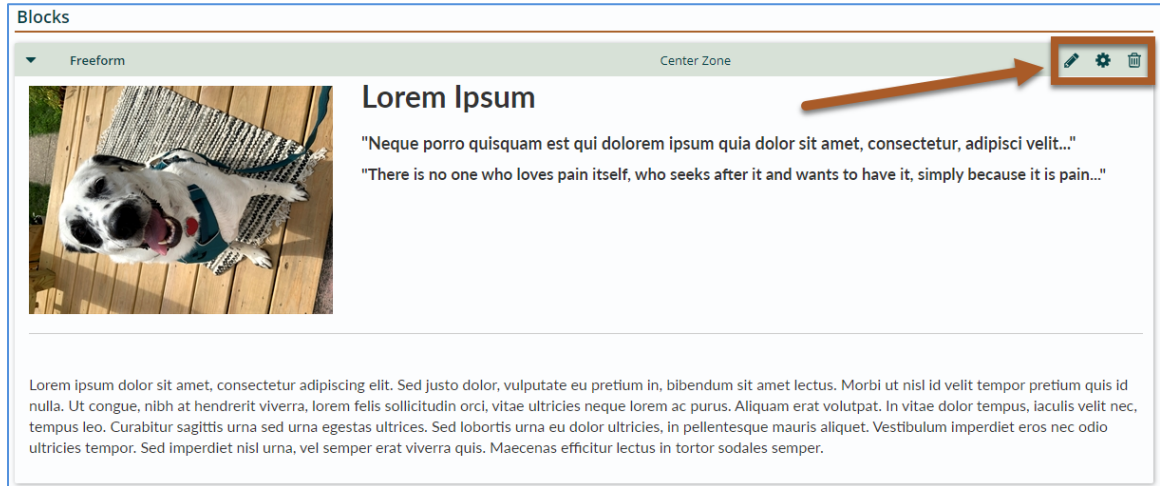
- Click the edit content item button.



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



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



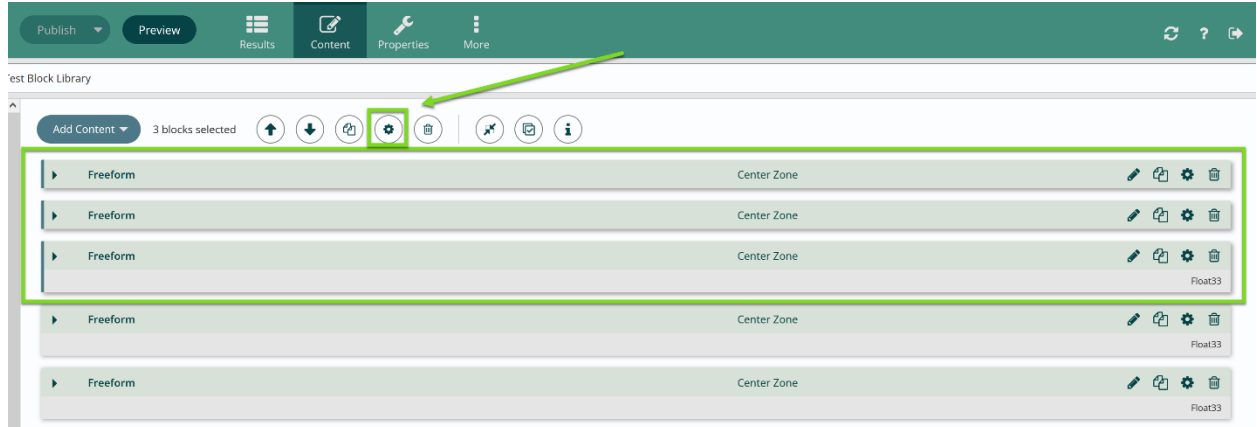
9. Click Done to save.

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.

Block Settings Cancel Done

Editing Multiple Block Settings

☒ **Block Styles**

Available Values

Find

- FeatureOverlayDark50
- FeatureOverlayDark60
- FeatureOverlayDark70
- FeatureOverlayDark80
- FeatureOverlayDark90
- FeatureText
- FeatureTextOverlay
- Float25
- Float50
- Float66
- Float75
- StripeDark
- StripeDefault
- StripeLight

Selected Values

- ☒ Float33
- ☒ Freeform
- ☒ StripeMedium

☐ **Block Zone**

Center

4. Click done.

Block Action Buttons

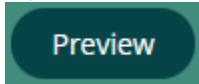


Block action buttons are buttons that allow you to take a variety of actions with a block or multiple blocks.

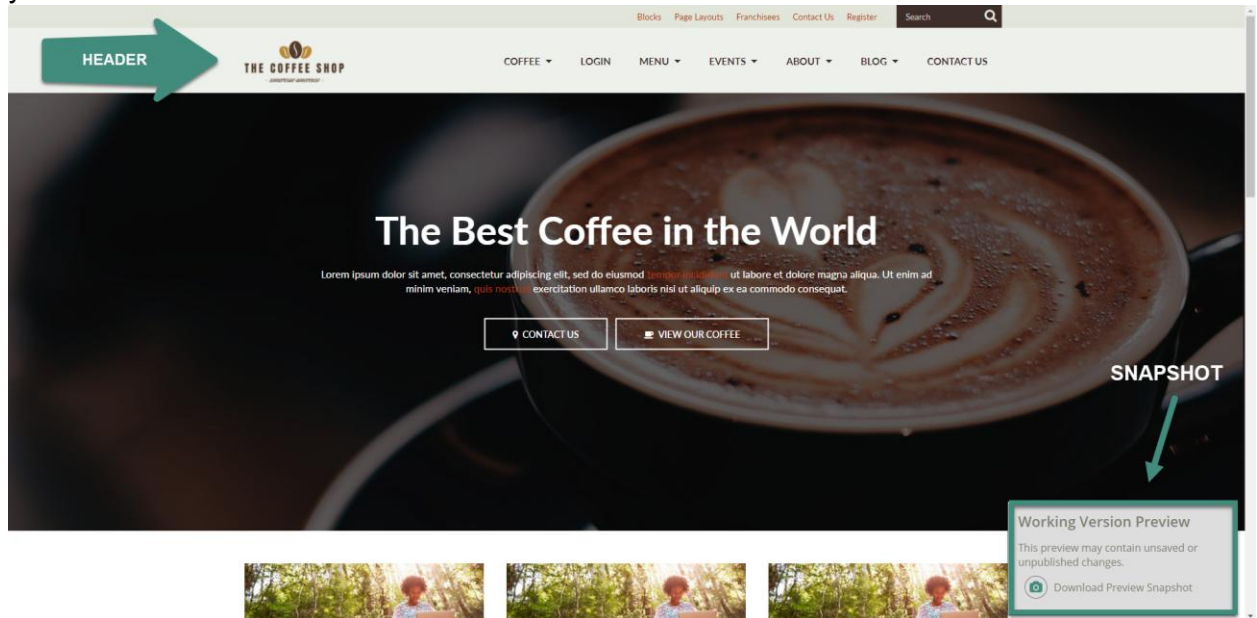
ICON	DESCRIPTION
	Select a block or multiple blocks and use the arrow buttons to move them vertically on your page.
	Select a block or multiple blocks and click the copy button to add the selected block(s) to your content library.
	Select a block or multiple blocks and click the settings button to adjust 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

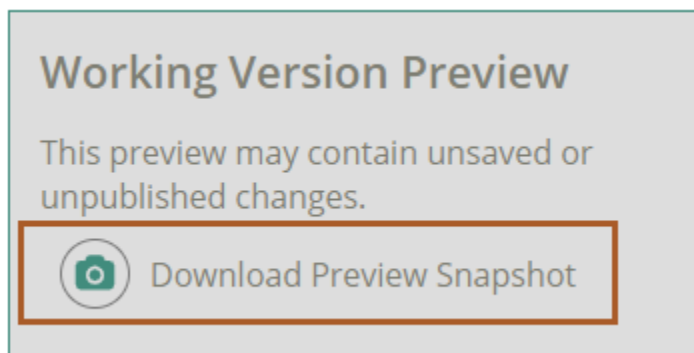
1. Navigate to a page in your Nav Tree.
2. Open it and click the preview button in the App Ribbon.



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:

