

## Update your content when and where you want.

### What is a Content Management System?

A Content Management System, or CMS, is an application that runs behind-the-scenes attached to your website. The application allows you to login and edit the content that exists on your site. This application requires no web programming experience. Simply type in your new content - or better yet - paste your content from Microsoft Word or other application. The content will instantly appear on your website.

The CMS is a valuable tool to help you keep your content current. Your users will visit more frequently if they know your content is fresh.

At KNOWLEDGE GUARD, we understand the importance of an eye-catching web presence and our designers are among the best in the industry. Our recently completed designs are available viewing at [www.KnowledgeGuard.com](http://www.KnowledgeGuard.com).

A breathtaking design will get their attention, but to keep today's web users coming back demands functional, up-to-date site content. KNOWLEDGE GUARD provides a full range of content management products to help meet that need.

### Quick Tip:

After you have edited your content, check the website to see if your layout is correct.

## QUICK STEPS TO EDITING YOUR CONTENT

- 1 Go to <http://cms.knowledgeguard.net>
- 2 Login using your supplied username, password and domain (figure 1.0)
- 3 Click "MANAGE" in the box that says "CONTENT" on the left side (figure 1.1)
- 4 Click on the appropriate section, i.e. "Editable Blog Regions" (figure 1.2)
- 5 Click on a page to edit
- 6 Scroll down to the editing area under the pages (figure 1.3)
- 7 Type in or edit your content
- 8 When you are finished, click "update item"

## NOTES:

In Step #4, you may only have one option. Some sites are only configured to support "editable blog regions"

After logging in, you may be presented with a "User Management" option. If you see this box, you have been deemed a user or system administrator.

Permissions in the CMS are based on the user. For example, if John Smith in the administration office can only see one or two items, then John Smith only has permission to edit those items.

If your website has numerous editable entries, and your list of pages is long, you'll have to scroll down to the edit area as stated in step #6.

Be sure you always log out after updating your content or users. If you leave the system logged in, a person could potentially compromise the system and your website.

User permissions are set at KnowledgeGuard. If you need assistance granting a user different or new rights, please contact us at 856-309-1177.

The Location and Description text boxes should not be changed. These are in place to help you find the pages when your list gets long.

The CMS uses a WYSIWYG (What you see is what you get) editor. If you have content prewritten in, lets say, a Microsoft Word document, you can copy and paste the content into the WYSIWYG window. Your tables, font styles and list items will remain intact. The CMS does NOT support image pasting at this time.

CMS Login Screen

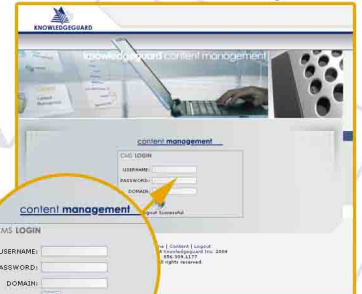


figure 1.0



figure 1.1



figure 1.2

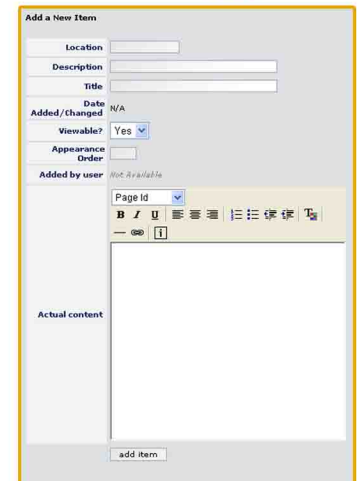


figure 1.3



**CMS**  
content management system