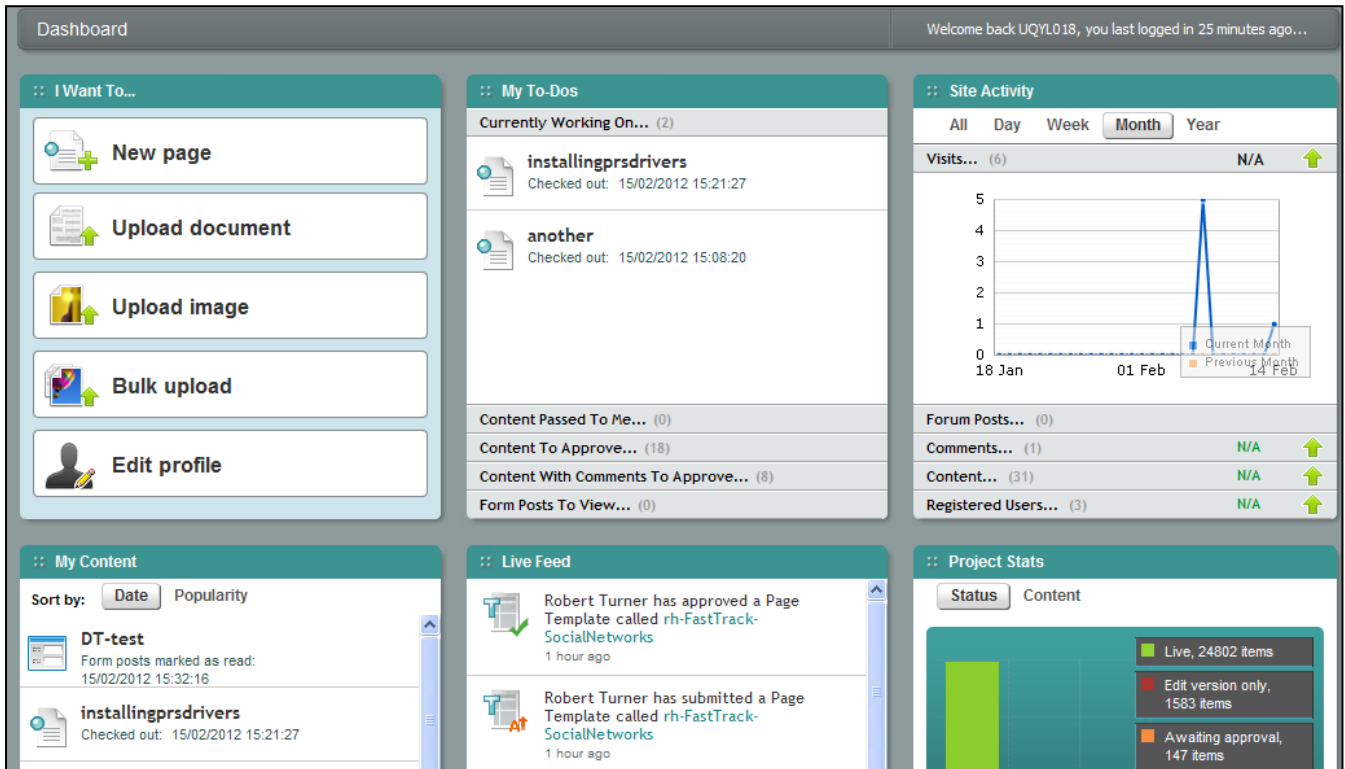


Contensis updates for version R7

Dashboard

New functionality here gives shortcuts to your content:



The 'I want to...' box means you can upload content or create a new page from this screen.

My To Dos – this is a useful shortcut to the pages you are currently working on. Hover over the page to see the options.

'My Content' links to content you have recently worked on.

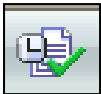
Top bar

The 'Quick Search' in the topbar means you can search for your content, or look for another webpage, PDF, etc. that you want to link to.

There are some new icons in the top bar. Hover over each icon in Contensis to see what these do:



New icons include a link to content awaiting your approval:



Also, for those using the new Form Builder in Contensis, the Form Posts icon:




Uploading a document

When you upload a new document (PDF, Word, etc.) you now have the option to submit & approve the document as soon as it has been uploaded (you need to do this for the document to appear on the live website):

CREATE NEW CONTENT IN WWW > BOLIVIAMUSICIP > DOCUMENTS > PDF


Wizard Steps


- Create Content Type
- Upload File
- Specify Content Information
- Content Confirmation


 **Your PDF Document was uploaded successfully**

Submit Your Document For Approval

Add a message (optional)

 [Edit the newly created PDF](#)

 [Create another PDF](#)

 [Create other content types](#)


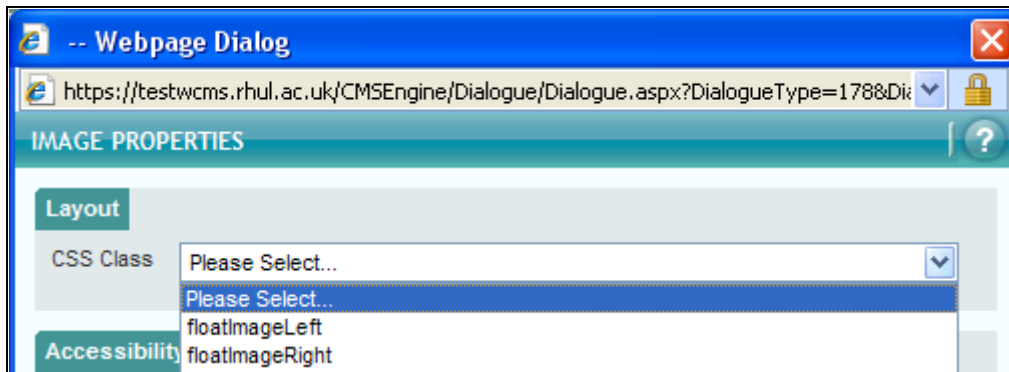
 [Return to my Dashboard](#)

Image properties

When you right-click on an image in a page and select ‘Image properties’, the alignment and spacing options have been replaced by the CSS classes – ‘float image left’ and ‘float image right’, which automatically add space around the image:



Forms builder

You can now build your own web forms in Contensis – please see the separate instructions.