# Introduction to the Content Management System

Most website managers use a program called a content management system (or CMS) to make changes to their sites. It allows you to edit the pictures, text and other types of content on the website and lets you add new pages and sections to the site. This first section provides general tips on using the CMS for Tree Farm's website.

Logging into the CMS:

You will need to log into the CMS, so you have access to the tools to edit your webpage. To do this, go to www.treefarmsystem.org/cms and enter your CMS username and password. If you do not remember (or haven't received) your username and/or password, please contact operations@forestfoundation.org.

Below on the left, is a screen shot of the log in page for the CMS. On the right is an example of what the CMS looks like.
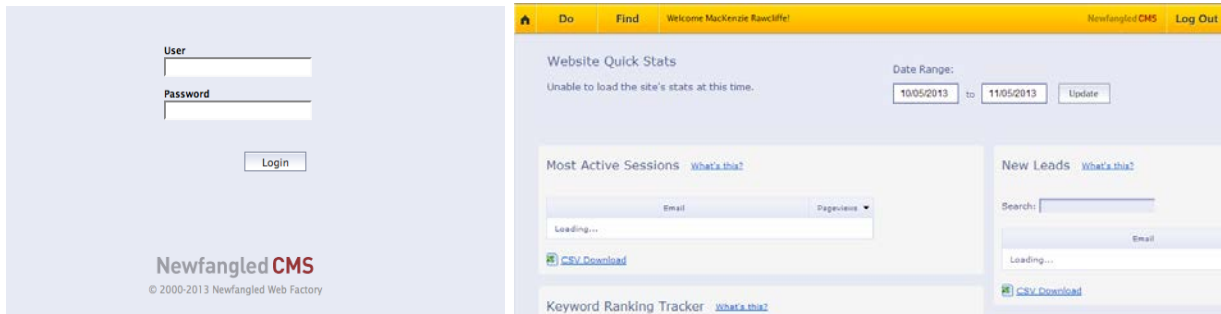

When you log in, you will automatically be taken to your state homepage on the Tree Farm site. If you need to get to the main CMS page, type www.treefarmsystem.org/cms into the address bar after you have logged in. It is easiest to edit your web pages from the live website, but sometimes you will need to go into the backend CMS.

Finding and Editing Your Content on the Tree Farm Site:

After you log into the CMS, you will be taken to your state homepage. Because you are logged in, there will be several green and yellow "CMS Edit" buttons on the page. Each edit button is on the top left hand corner of the content it will let you edit. Edit the whole page by using the topmost edit button.
**(If you do not see the buttons, press "Esc")**
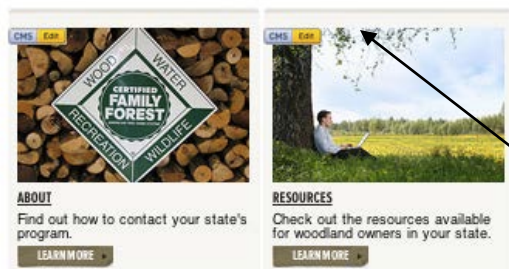
On "**live**" pages (pages that are visible to the public), the buttons are **yellow**. If the buttons are **green** then the pages are in "**preview.**" This

means that the pages are not visible to the public. They are only visible to people logged into the CMS.

Find the content that you'd like to edit and click on the CMS/Edit button. A drop down menu will appear with four options: Edit, Copy, Preview/Publish and Unpublish.

Warning: You SHOULD NOT use Copy or Unpublish. Both of these options are used only in rare circumstances and are difficult to undo.
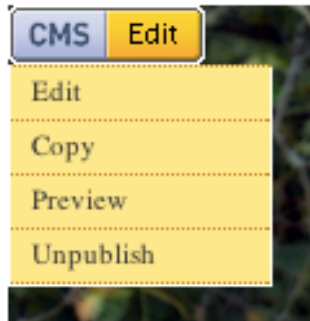
Edit: You will most often be using the edit button. When you click on edit, you will bring up the Content Editor, which allows to you add links, text, photos and other items to a page. A more indepth explanation of this editor is available in another training document.

Preview/Publish: You use this button to make the content you are working on visible or invisible to people visiting the website (instead of using unpublish). "Preview" mode will have a "publish" option on this menu and vice a versa. To make your page visible, select publish. If you want to hide a "live" page, select "preview."

Warning: Be careful about putting live pages on "preview." Other sites and Google searches may link to these pages. If a user clicks on a link to a "preview" page, they will get an error message. So try to make your edits in one sitting.

Working in the CMS – Do and Find Menus:

For the most part, you will find that working directly on the Tree Farm site and using the "Edit" button is the easiest way to edit your content.

However, you will use this view to create new content and sometimes to locate existing content. To the CMS, an event, news item and webpage are all types of content. You will be using this view in the training documents about News, Events and Awards.

Remember, to access the main CMS page go to: www.treefarmsystem.org/cms.
You will use the two buttons Do and Find.
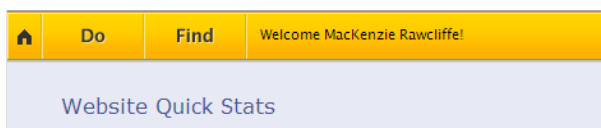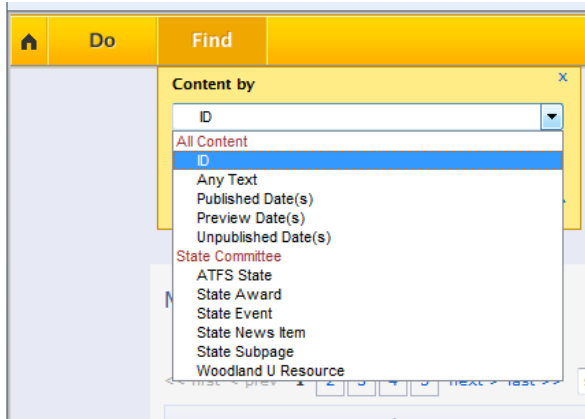
FIND: Using the "Find" menu is especially helpful when you have a lot of content to search.

Click on the "Find" menu, and a dropdown will appear. Select the kind of content you want to locate. Each piece of content has an ID number, but it is easier to search by the categories like State Award, State Event etc.

Once you find the content, click on it to bring up the Content Editor (explained in another instructional document). This is the same as when you edit pieces of content directly from the Tree Farm site. You just found it in a different way.

Please note: Selecting a type of content will bring up every entry of that kind of content for every state. Please be aware of what you select and how you label content when you make it.
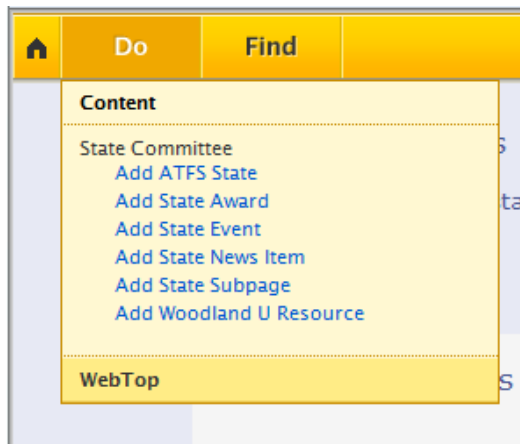
DO: The other State Tree Farm website guides will discuss in more detail how to add additional types of content.

In general, you will use the "Do" menu to add new content to your site. This ensures that the content you are adding looks correct and shows up in all the right places on the website.

When you click on it, a drop down menu of your content types appears. Each of these types has its own instruction document.