

3- Pager — on Content Types Setup

Setting up Content Types for use in TCMS and Adobe InDesign

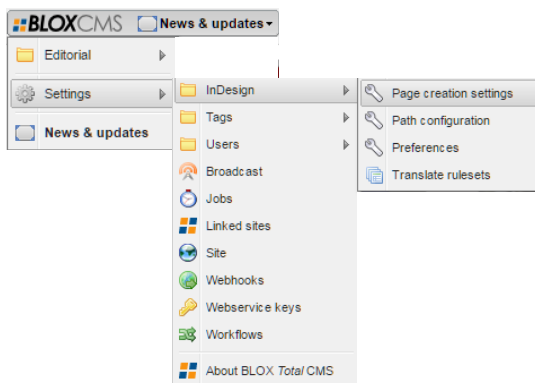
» CREATING THE CONTENT TYPES

Step 1

Open a Web browser and log into BLOX Total CMS.

Step 2

Select the BLOX CMS icon at the top-left, hover over Settings, hover over InDesign and choose Page creation settings.

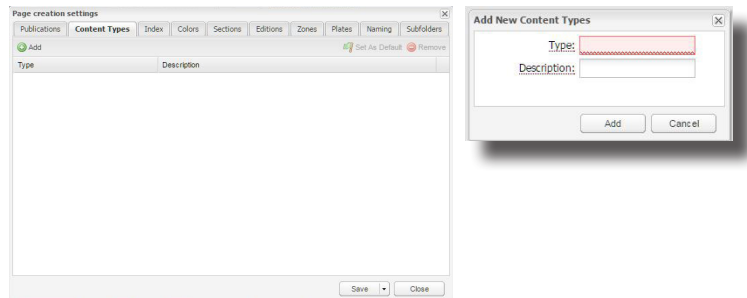


Step 3

Select the Content Types tab and click the Add button to create Content Types.

Step 4

Enter the Type and a Description. The type must be one word and all lowercase. It will not allow spaces. The Description can be upper or lowercase.



» APPLYING/REMOVING CONTENT TYPES

Step 1

Dummy the publication through the BLOX Total CMS ad support options. For example, one method is to click the BLOX Total CMS menu, hover over Documents, hover over Advertising and then click Create Edition from Edition file. The other option is to click the BLOX Total CMS menu, hover over Utilities and choose the AdForce IDF Creator option.

Step 2

Select the checkboxes next

to the pages to which you would like to associate or disassociate a Content Type.

Step 3

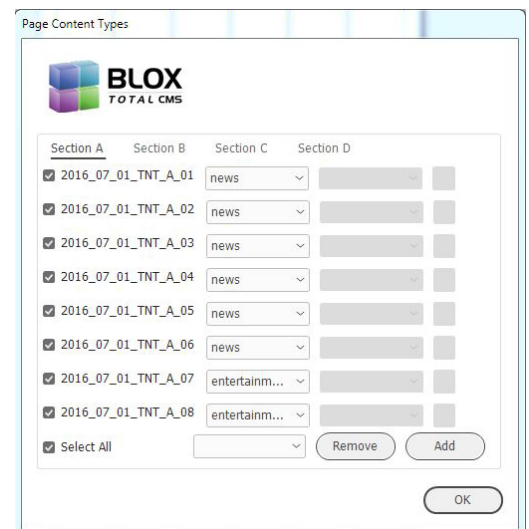
Using the drop-down menu to the right of the page name, select the Content Type you would like associated with the page, or remove from the page

Step 4

Click Add to apply the Content Type, or Remove to remove the Content Type.

Step 5

Click OK when finished.



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» APPLYING SNIPPETS BASED ON CONTENT TYPES

Step 1

In the Page Design snippet folder, create a folder for each pubcode. The folder name must match the pubcode exactly and is case-sensitive.

Step 2

Create snippets with names that match the names of Content Types and place them into the pubcode-named folder in the Page Design snippet folder.

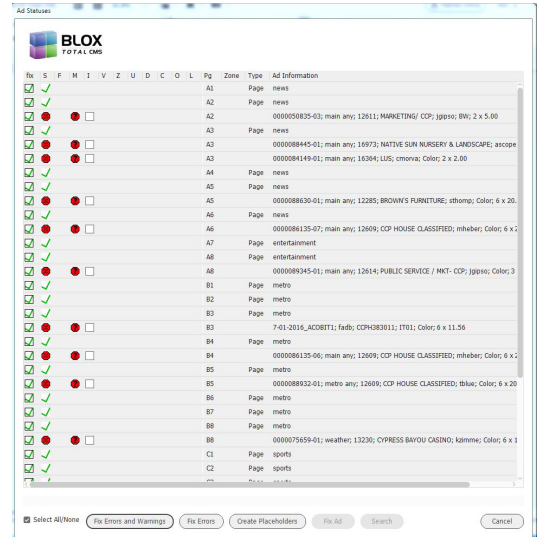
What to Expect

The Content Type is listed for each page in the Ad Statuses dialog box. Each snippet is then placed the first time Ad Statuses runs. If the snippet is removed, running Ad Statuses again will not replace the snippet.



Tip

THE names of the snippets must match the names of the Content Types, but they are not case-sensitive. The names of the pubcode folders in the snippets folder are case-sensitive.



» CHANGING THE CONTENT TYPE OF A PAGE

Step 1

With the page for which you want to change the Content Type active on the screen, select the BLOX Total CMS menu and hover over Page Content Types.

Content Types.

Step 3

Adjust the Content Type with the drop-down menus and click Remove or Add as necessary.

Step 2

Click Document Page

Step 4

Click OK.



» ADDING A CONTENT TYPE TO A PAGE

Step 1

Click the BLOX Total CMS menu.

Step 3

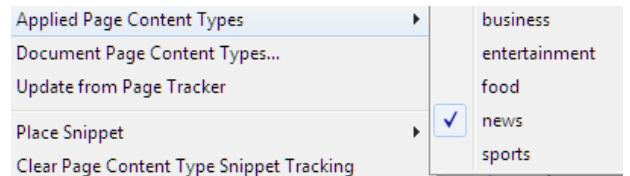
Hover over Applied Page Content Types.

Step 2

Hover over Page Content Types.

Step 4

Select the Content Type from the list.



» UPDATING CONTENT TYPES FROM PAGETRACKER

If a Content Type is applied through PageTracker, this option allows you to update that immediately on the page.

menu.

Step 2

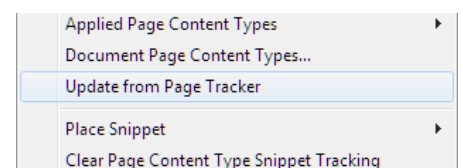
Hover over Page Content Types.

Step 3

Select Update from PageTracker.

Step 1

Click the BLOX Total CMS



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» MANUALLY APPLYING SNIPPETS BASED ON CONTENT TYPES

Step 1

Click the BLOX Total CMS menu.

Step 2

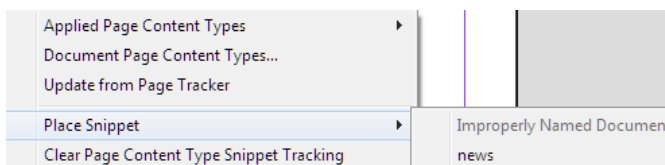
Hover over Page Content Types.

Step 3

Hover over Place Snippet.

Step 4

Select the Snippet from the list.



Tip SNIPPETS that live in the pubcode-named folders will Apply Content Types if they are applied to pages.

» CLEAR PAGE CONTENT TYPE SNIPPET TRACKING

This option allows you to clear the tracking of snippets associated with Content Types that have been placed on the page. When you change the Content Type of a page, the Ad Statuses will then allow the automatic placement of the new snippet.

Step 1

Click the BLOX menu.

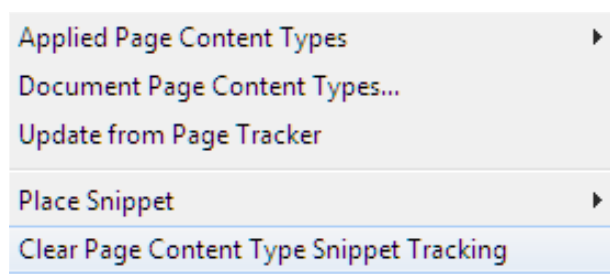
Step 2

Hover over Page

Content Types.

Step 3

Click Clear Page Content Type Snippet Tracking.



» ADDING CONTENT TYPES IN PAGE TRACKER

Step 1

Launch a Web browser and login to TCMS menu.

Step 2

Click the BLOX CMS menu at the top-left, hover over Editorial and select PageTracker.

Step 3

Search for the publication and page for which you would like to add a Content Type and open the page.

Step 4

Click the Content Types pane on the right.

Step 5

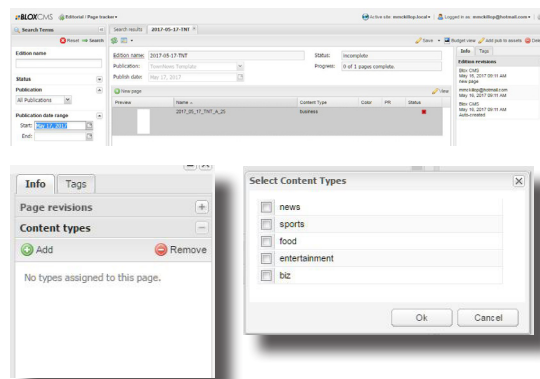
Click the Add button

Step 6

Select the Content Type and click OK.

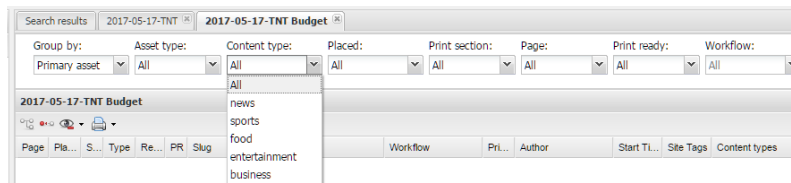
Step 7

Click Save or select the downward arrow on Save and choose Save and Close.



» BUDGET SEARCH BY CONTENT TYPES

Applying Content Types to pages allows you to search for assets that receive those Content Types because they were placed on pages with Content Types associated with them.



Tip CONTENT Types are recognized when PDFs upload to the Live eEdition. Section tags are applied to assets based on Content Types. The navigation bar would then organize the content based on those Content Types/Section tags.