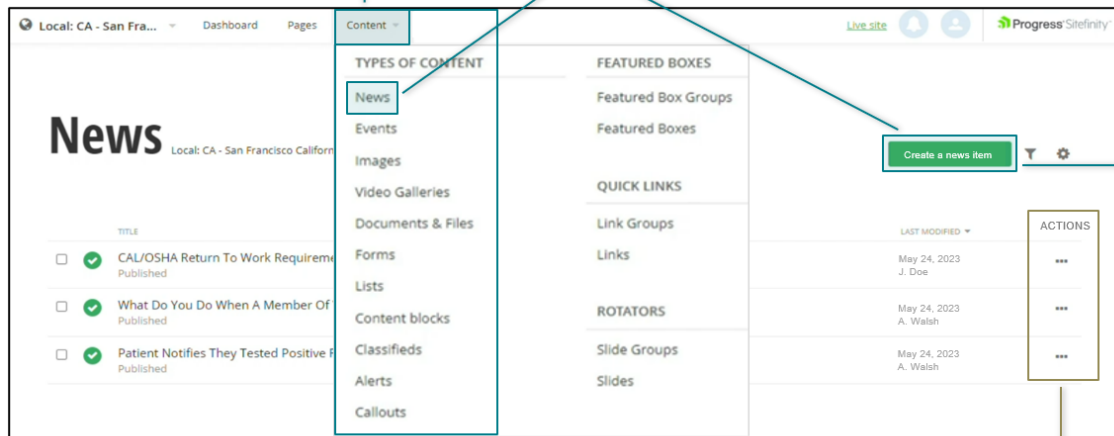


Access and manage all published, unpublished, and draft types of content via the Dashboard.

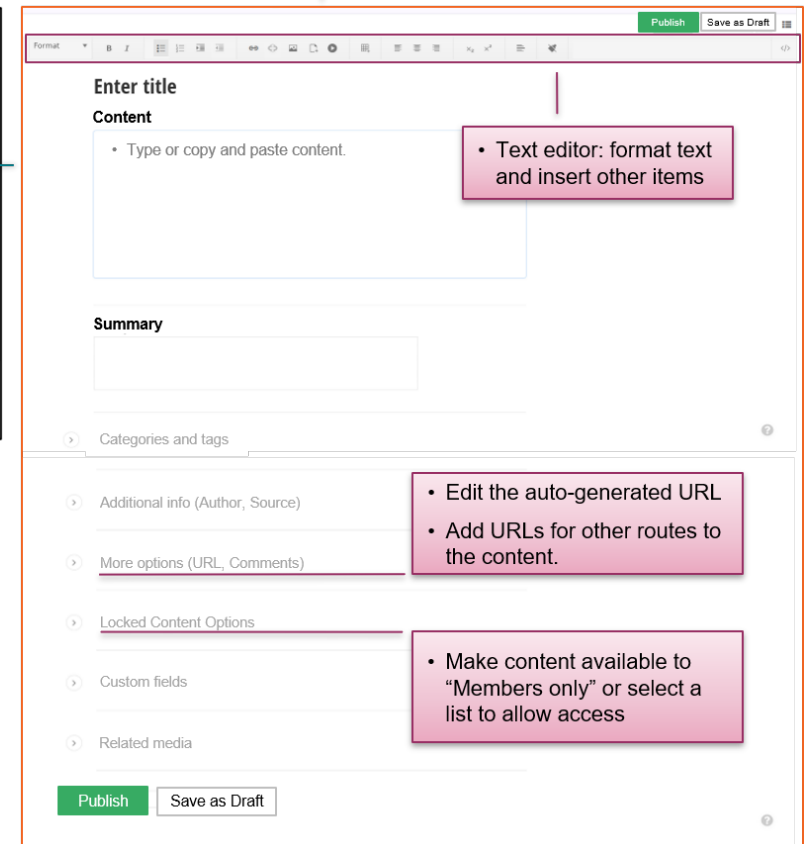
- Content dropdown includes all types of content items
- Select Content dropdown to view and edit all pages for the website
- Choose Content type and select Create button

1



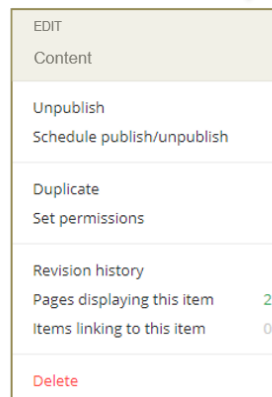
- Enter Content information
- Many Content types have similar input options

2



- Use the Actions menu to *edit* Content information (for most types of content)

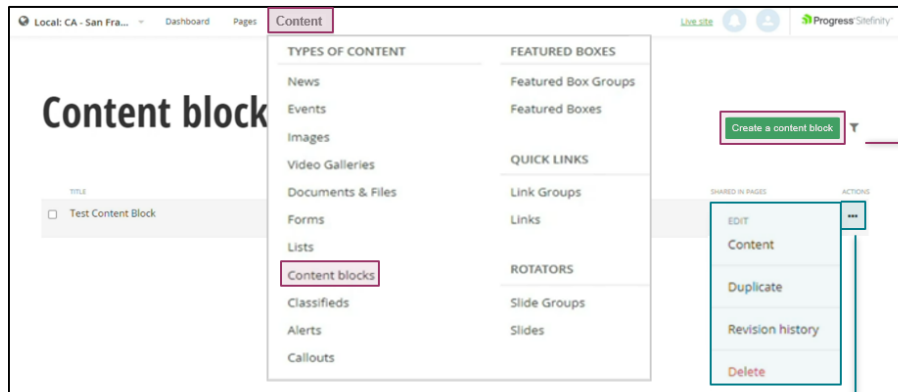
3



- Edit the auto-generated URL
- Add URLs for other routes to the content.

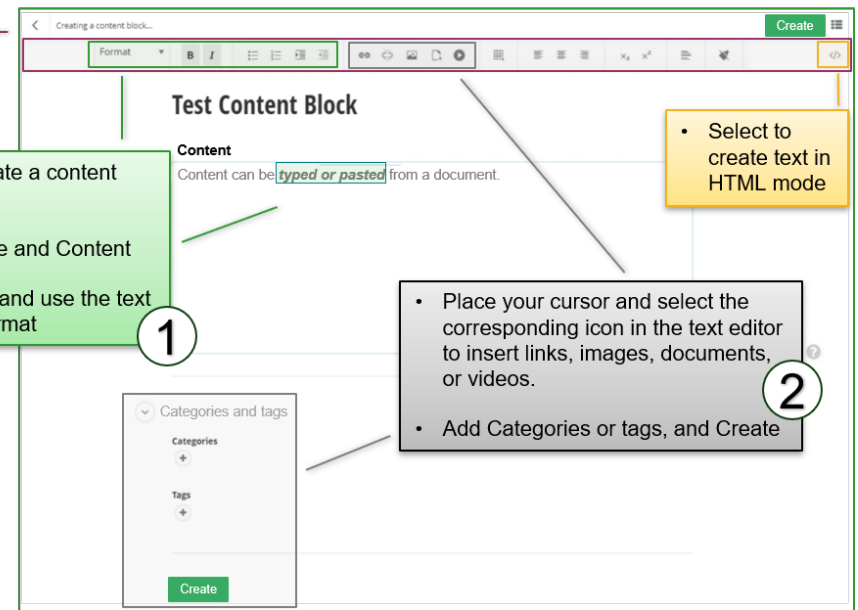
- Make content available to "Members only" or select a list to allow access

Content blocks display text, images, links, documents, and embedded media within widgets on web pages. They are useful for generic information used across multiple pages.



- Use the Actions button to adjust the content

3



- Select Create a content block
- Enter a Title and Content
- Select text and use the text editor to format

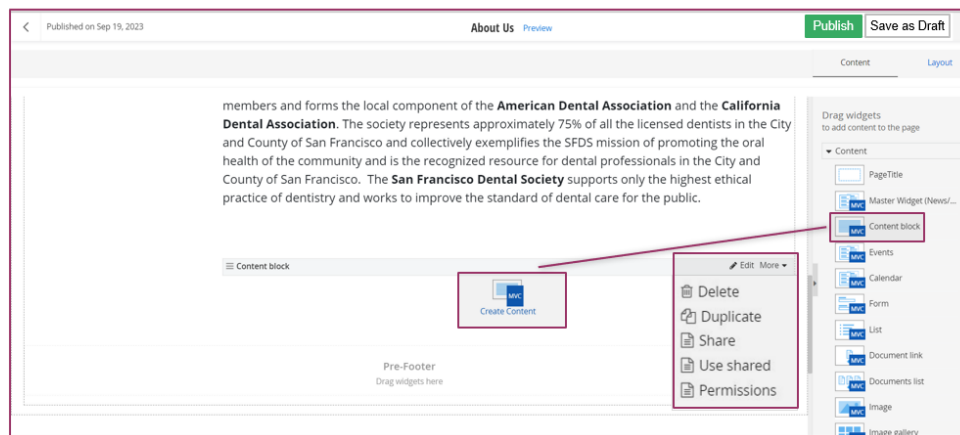
1

- Select to create text in HTML mode

- Place your cursor and select the corresponding icon in the text editor to insert links, images, documents, or videos.

- Add Categories or tags, and Create

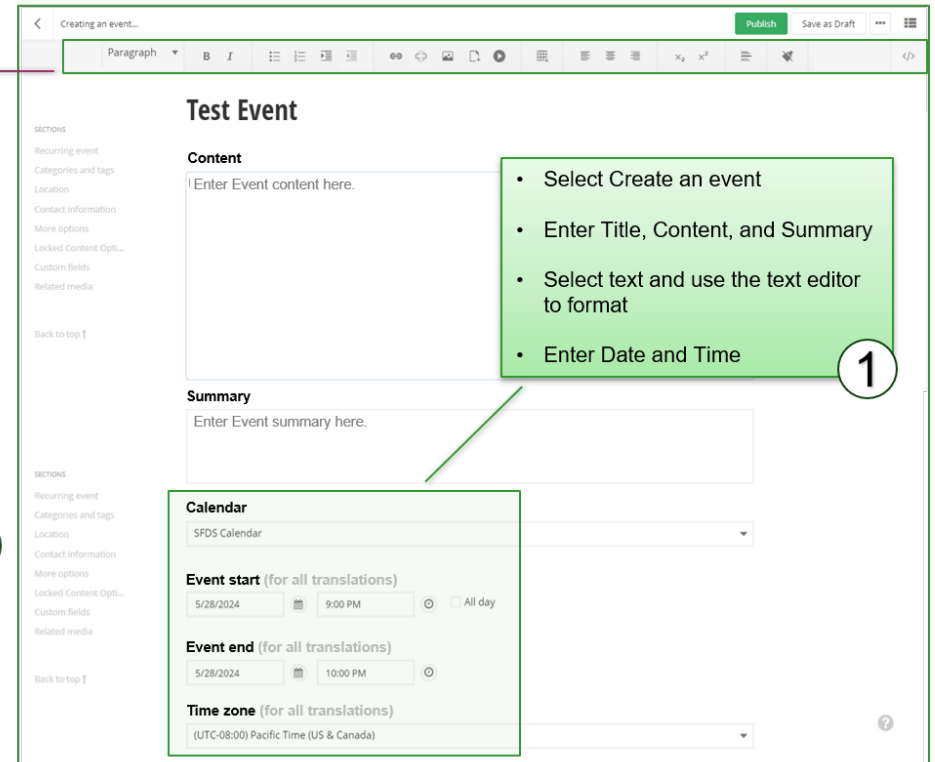
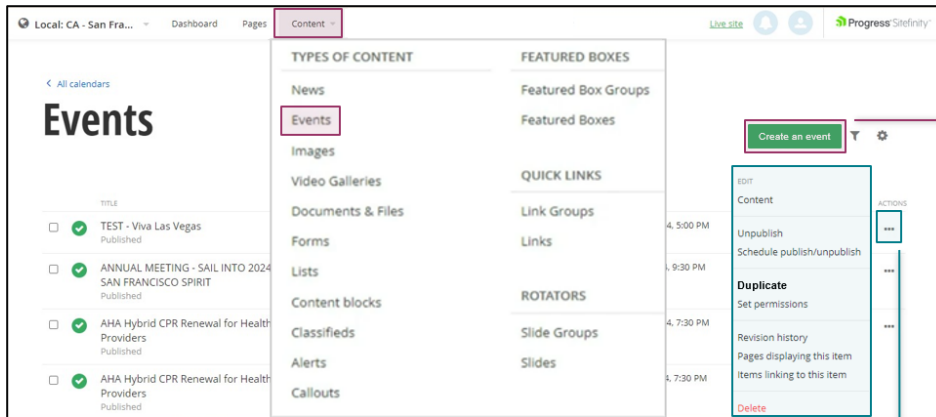
2



- To use a content block, drag the Content block widget onto the desired page, and select Create Content
- Select Edit or More to make changes or adjust settings

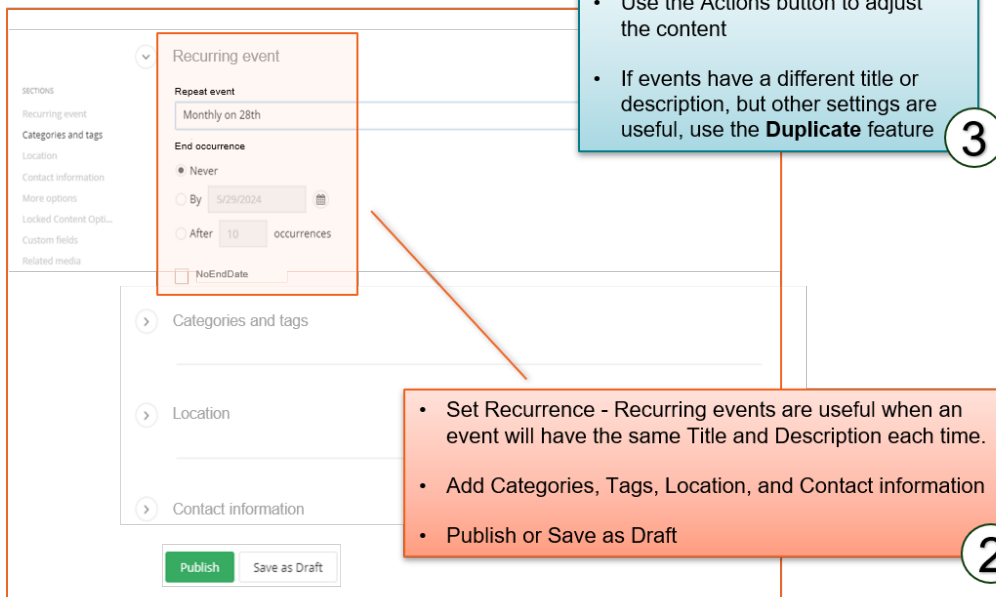
4

The Events page allows users to create and manage single or recurring events, and view their related information and actions.



- Select Create an event
- Enter Title, Content, and Summary
- Select text and use the text editor to format
- Enter Date and Time

1



- Use the Actions button to adjust the content
- If events have a different title or description, but other settings are useful, use the **Duplicate** feature

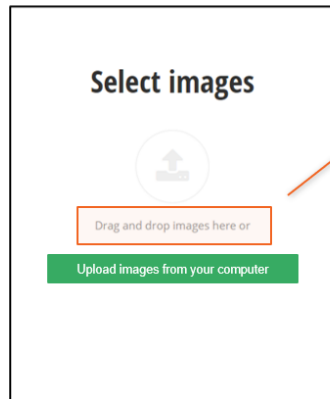
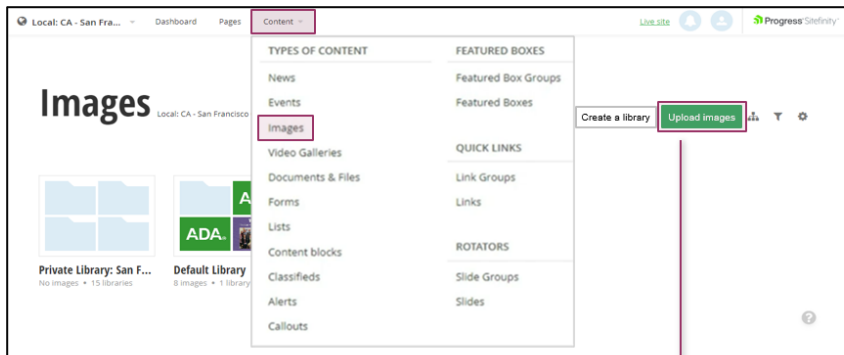
3

- Set Recurrence - Recurring events are useful when an event will have the same Title and Description each time.
- Add Categories, Tags, Location, and Contact information
- Publish or Save as Draft

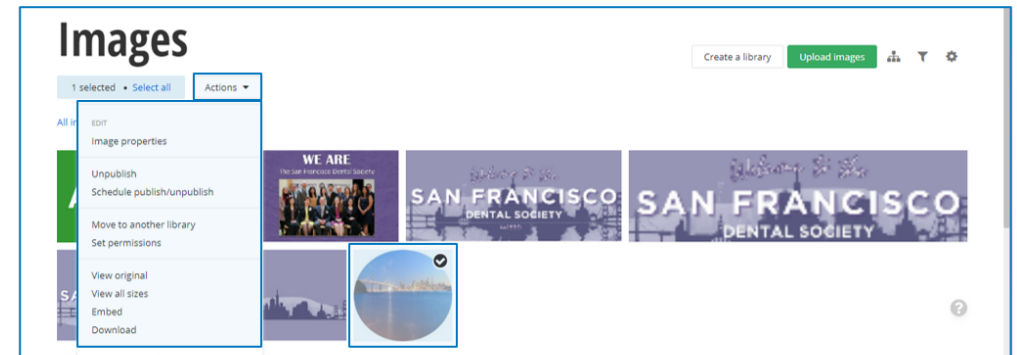
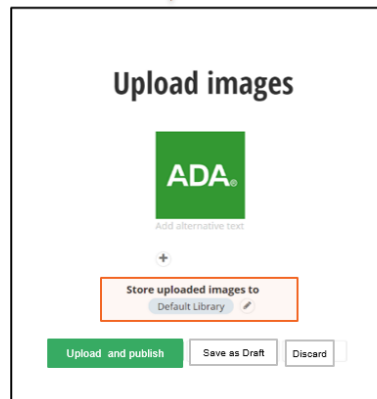
2

Images is where users can view all website libraries and images, create new libraries, and add and edit new images.

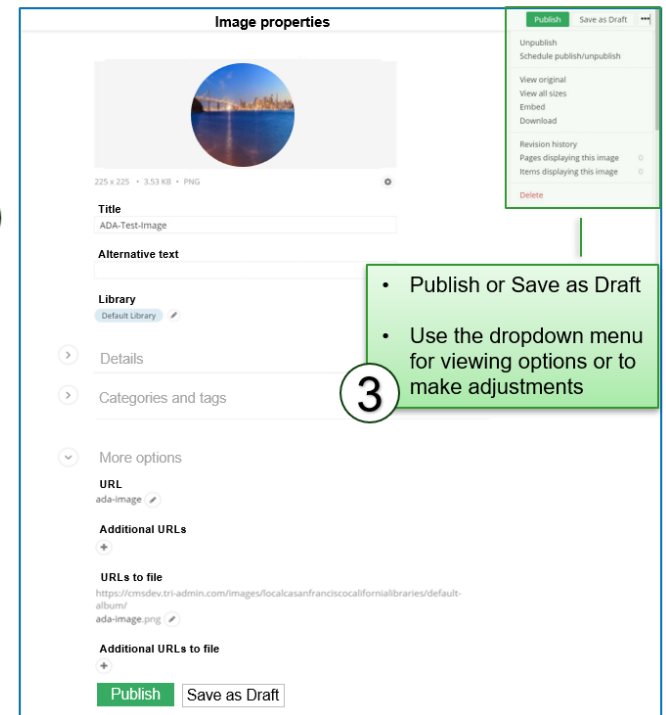
- Upload images



- 1
 - Select Upload images and Drag or select from computer
 - Choose Library then Upload and Publish, Save as Draft, or Discard.

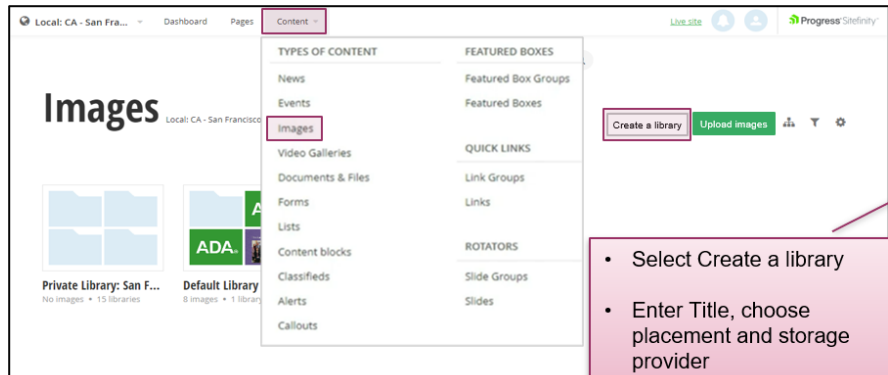


- 2
 - Choose an image within a library
 - Use the Actions menu to edit the image properties



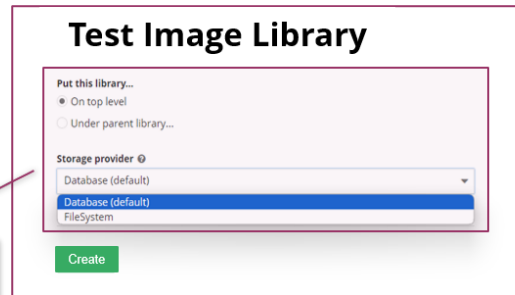
- 3
 - Publish or Save as Draft
 - Use the dropdown menu for viewing options or to make adjustments

- Create image libraries



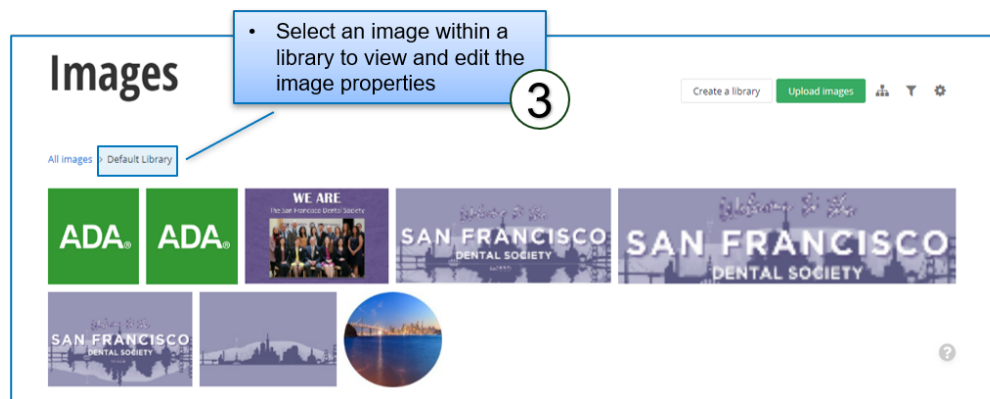
- Select Create a library
- Enter Title, choose placement and storage provider
- Select Create

1



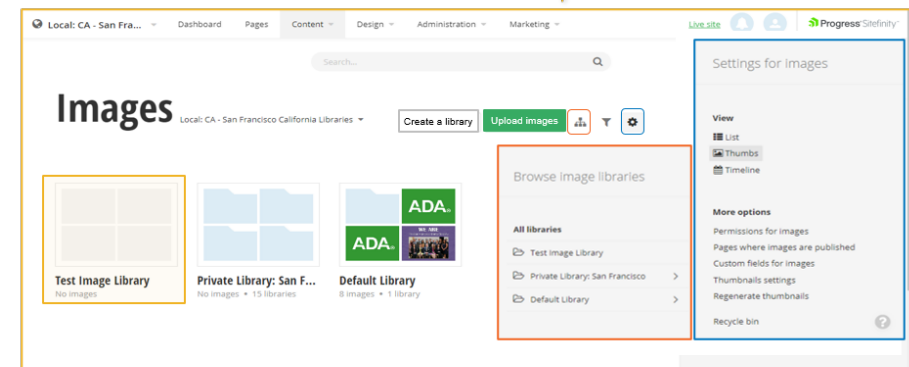
- Choose a library to view its contents
- Select  to browse all image libraries
- Select  to view display options

2

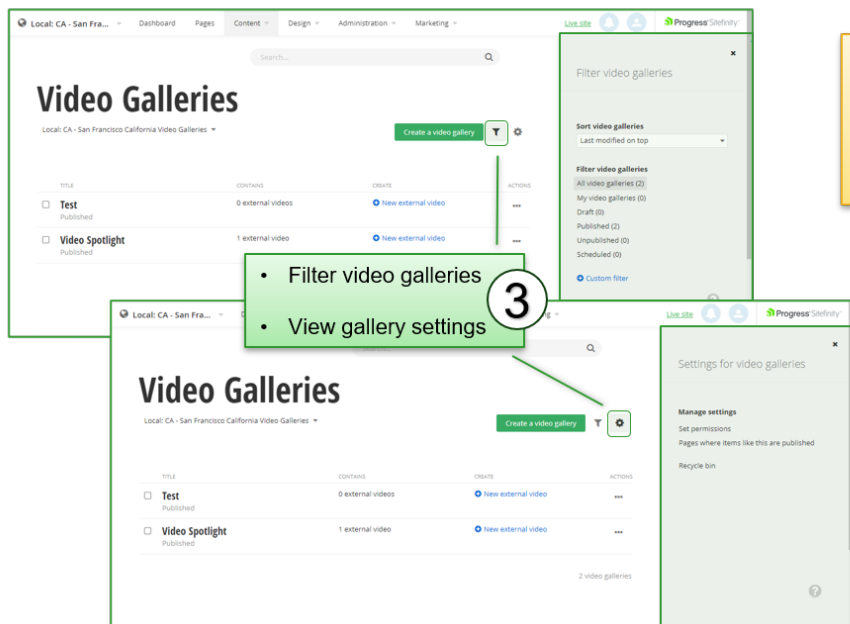
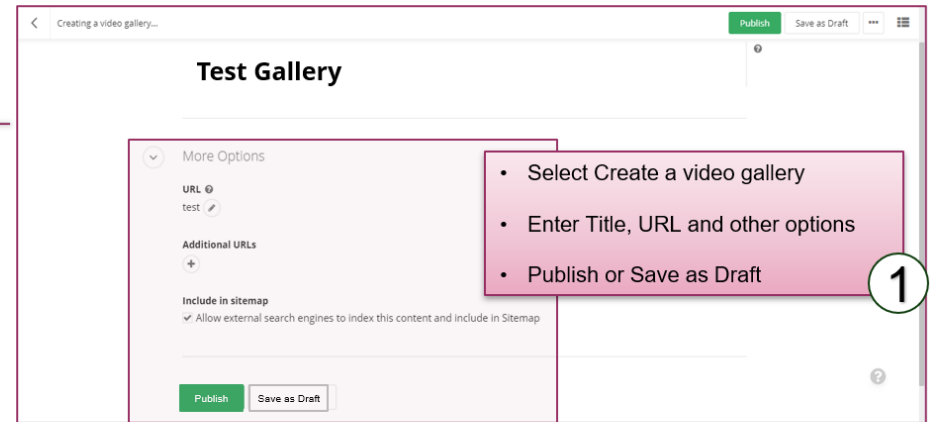
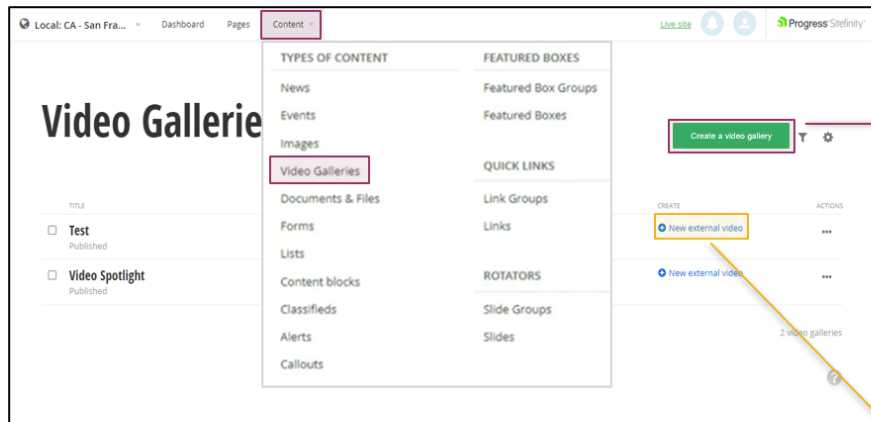


- Select an image within a library to view and edit the image properties

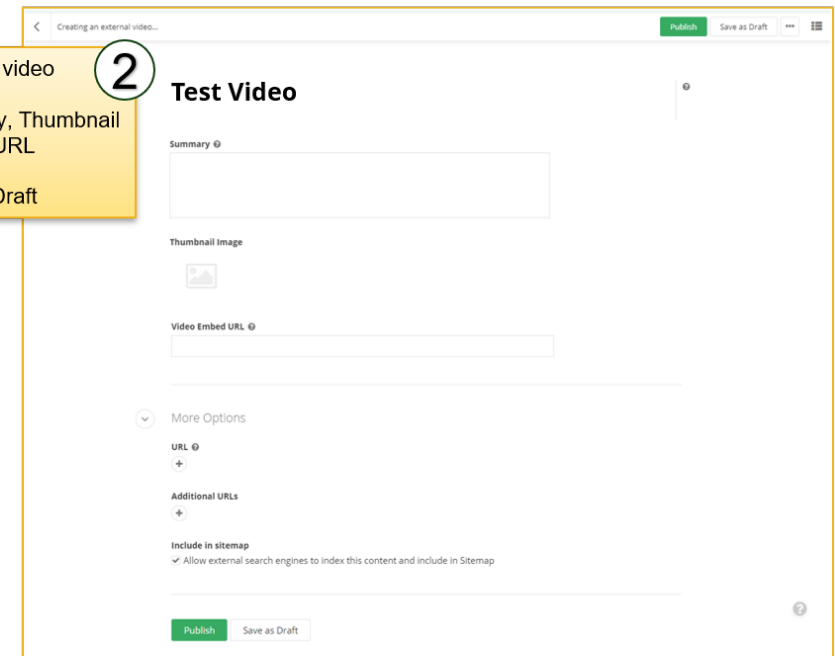
3



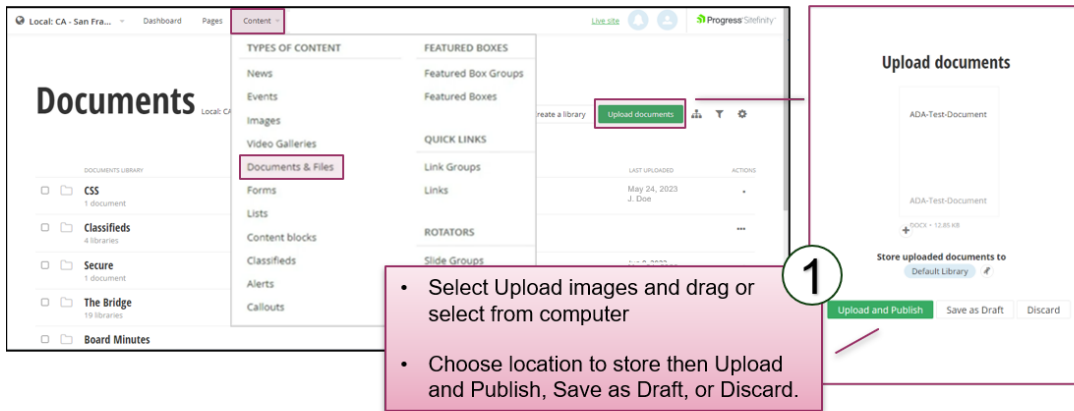
Video Galleries are used to manage videos and video libraries. Create a Video Gallery before adding videos to a site.



- Select New external video
- Enter Title, Summary, Thumbnail image, and Embed URL
- Publish or Save as Draft



Documents & Files is where users can create document libraries and manage all website documents and files.



Documents

Local: CA - San Francisco California

Dashboard Pages Content Design Administration

Types of Content: News, Events, Images, Video Galleries, Forms, Lists, Content blocks, Classifieds, Alerts, Callouts

Featured Boxes: Featured Box Groups, Featured Boxes

Quick Links: Link Groups, Links, Rotators

Documents Library: CSS (1 document), Classifieds (4 libraries), Secure (1 document), The Bridge (19 libraries), Board Minutes

Upload documents

ADA-Test-Document

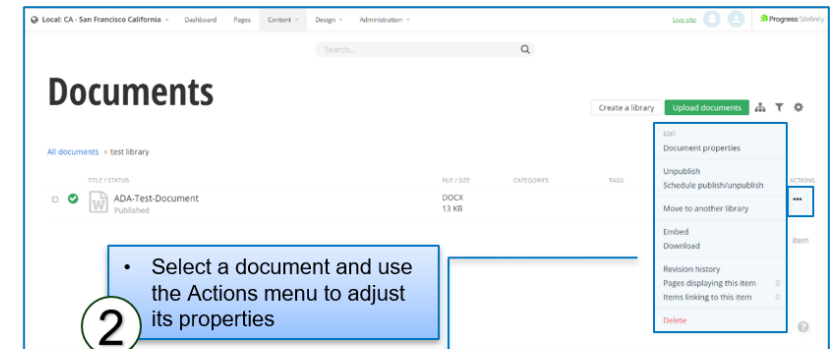
DOCK - 12.85 KB

Store uploaded documents to: Default Library

Upload and Publish, Save as Draft, Discard

1

- Select Upload images and drag or select from computer
- Choose location to store then Upload and Publish, Save as Draft, or Discard.



Documents

Local: CA - San Francisco California

Dashboard Pages Content Design Administration

Search

Create a library Upload documents

All documents > test library

ADA-Test-Document Published

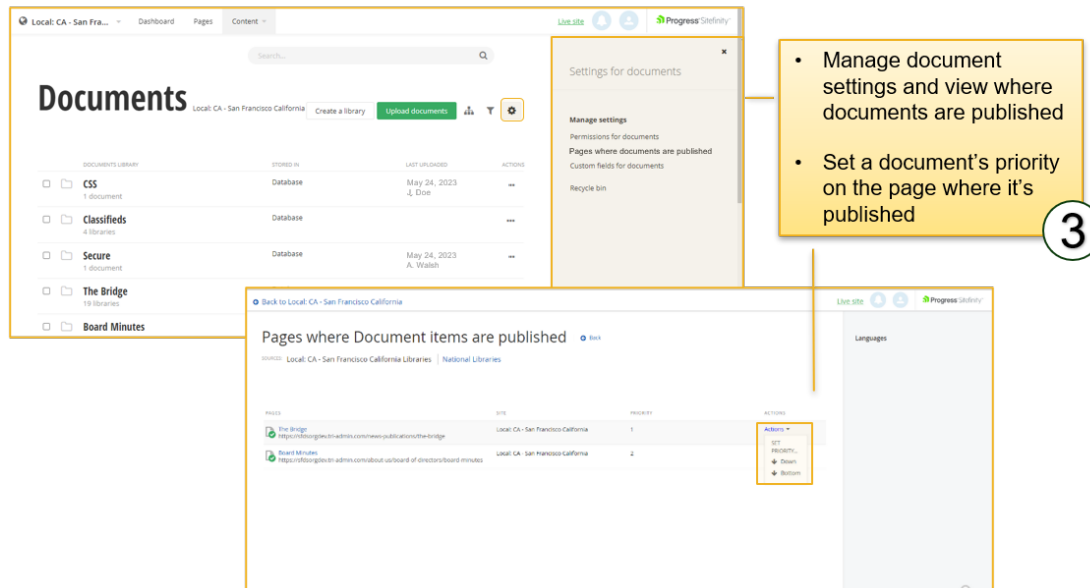
FILE / SIZE CATEGORIES TAGS

DOCK 13 KB

2

- Select a document and use the Actions menu to adjust its properties

Actions menu options: Edit Document properties, Unpublish, Schedule publish/unpublish, Move to another library, Embed, Download, Revision history, Pages displaying this item, Items linking to this item, Delete



Documents

Local: CA - San Francisco California

Dashboard Pages Content Design Administration

Search

Create a library Upload documents

Documents Library: CSS (1 document), Classifieds (4 libraries), Secure (1 document), The Bridge (19 libraries), Board Minutes

Settings for documents

Manage settings

Permissions for documents

Pages where documents are published

Custom fields for documents

Recycle bin

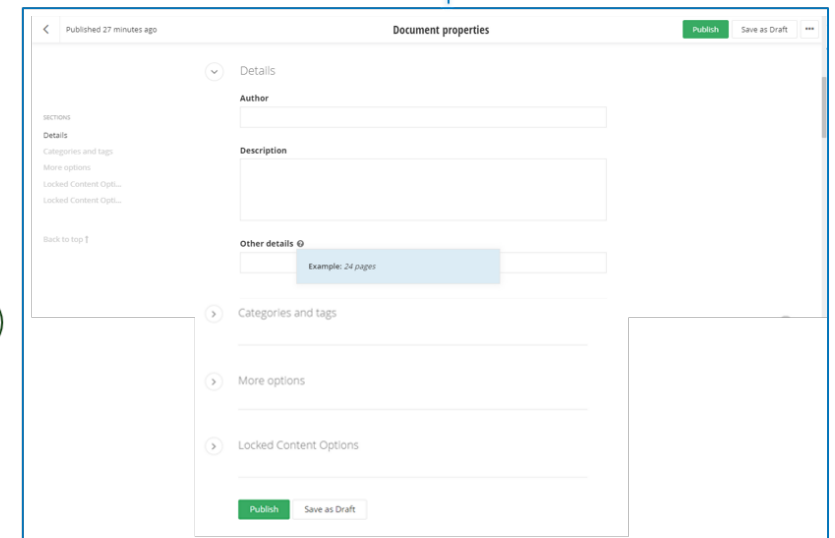
3

- Manage document settings and view where documents are published
- Set a document's priority on the page where it's published

Pages where Document items are published

Source: Local: CA - San Francisco California Libraries | National Libraries

Page	Site	Priority	Actions
The Bridge https://www.ada.org/en/about-us/news-publications/the-bridge	Local: CA - San Francisco California	1	Set Priority, Discard, Publish
Board Minutes https://www.ada.org/en/about-us/board-of-directors/board-minutes	Local: CA - San Francisco California	2	Set Priority, Discard, Publish



Document properties

Published 27 minutes ago

Publish Save as Draft

Details

Author

Description

Other details

Example: 24 pages

Categories and tags

More options

Locked Content Options

Publish Save as Draft

Forms are content widgets you can use on your website.

Local: CA - San Fra... Dashboard Pages Content Link site Progress Sitefinity

Forms

TYPE OF CONTENT

- News
- Events
- Images
- Video Galleries
- Documents & Files
- Forms
- Lists
- Content blocks
- Classifieds
- Alerts
- Callouts

FEATURED BOXES

- Featured Box Groups
- Featured Boxes

QUICK LINKS

Create a form

• Select Create a form and enter Title

• Adjust developer name if needed and select Create

1

Draft just now Test Form Preview Publish Save as Draft

Content Layout

Drag layout elements to divide the page in columns

Grid widgets

- FeaturedTableValueCo...
- grid-5x7
- grid-7x5
- container
- grid-12
- grid-2x3+2x3+2
- grid-3x3+3x3
- grid-3x4+3
- grid-3x9

• Drag layout elements and content widgets to design form

• Publish or Save as Draft

2

Draft 1 minute ago Test Form Preview Publish Save as Draft

Content

Drag form widgets to add fields to the form

- Page break
- Form navigation
- Multiple choice
- Checkboxes
- Paragraph text
- Dropdown list
- Email
- Section header
- Content block
- File upload
- Hidden field
- Google reCAPTCHA
- Submit button

• Use the Actions menu to manage properties and access other options

3

Form title and properties

Test Form

Restrictions

- ☐ One entry per IP
- ☐ One entry per user (if there is user registration)
- ☒ No restrictions (everyone can submit unlimited number of entries)

After submission users will...

- ☒ View a message
- ☐ Redirect to page...

Message

Thank you for filling out our form.

Notifications

Forms are not configured to send emails. [Learn how to configure sending emails](#) or ask your administrator for assistance.

Confirmation email

- ☐ Send email to form respondent

Notification email

- ☐ Send email notifications for responses

Advanced options

Web framework MVC

Name used in code (for developers) sf_test_form

Save changes Cancel

Create Lists for various purposes such as creating FAQs or showcasing marketing kits for potential sponsors.

1

- Select Create a list
- Enter Title, adjust URL if needed, and select Create

2

- On Lists screen select New list item beside chosen List
- Enter Title, Content, and other information
- Publish or Save as Draft

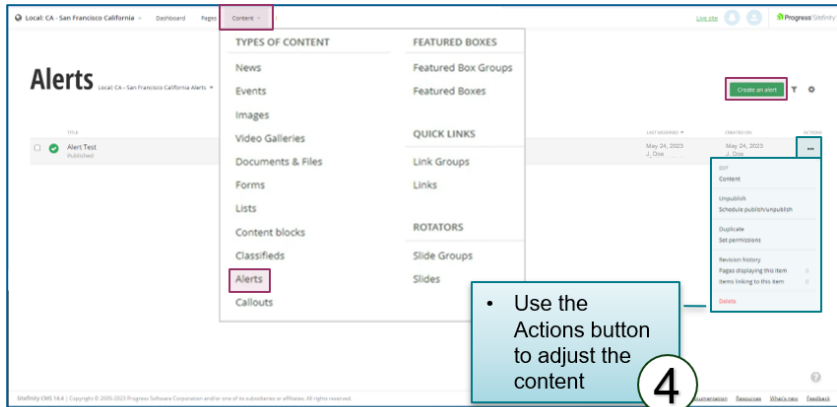
3

- Add published list to content by inserting a List widget
- Select Edit

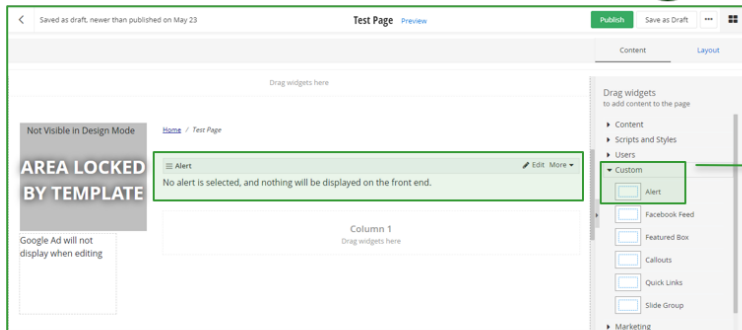
4

- Select a list
- Filter and sort to choose how to display the list
- Select a list template then Save changes

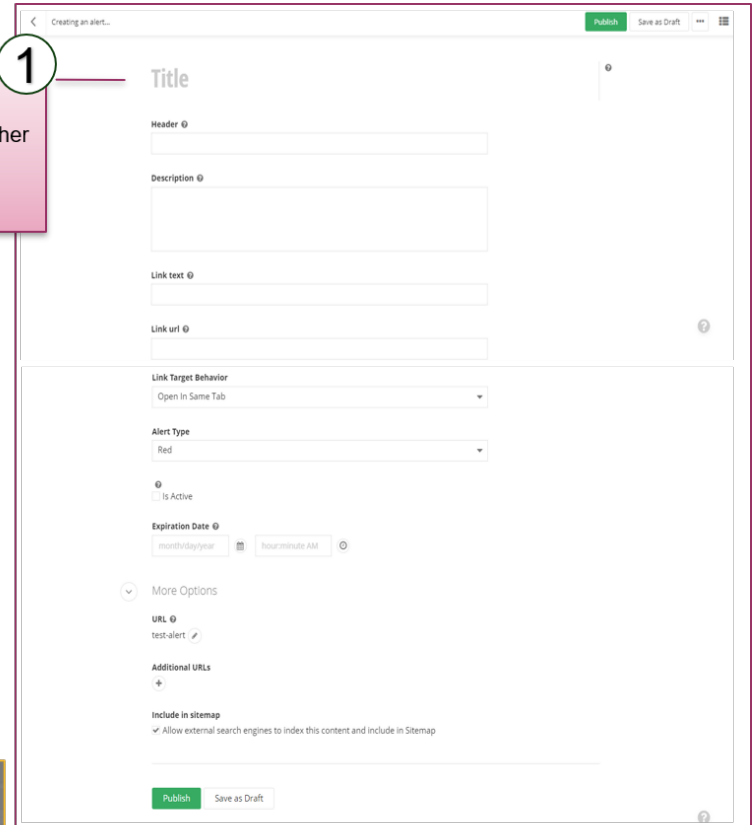
Alerts provide important information for users such as meeting reminders or cancellations.



- Select Create an alert
- Enter Title, Content, and other information
- Publish or Save as Draft



- Select Edit



- Select an Alert and Save
- Re-publish the page

