



Magna.com CMS User Guide

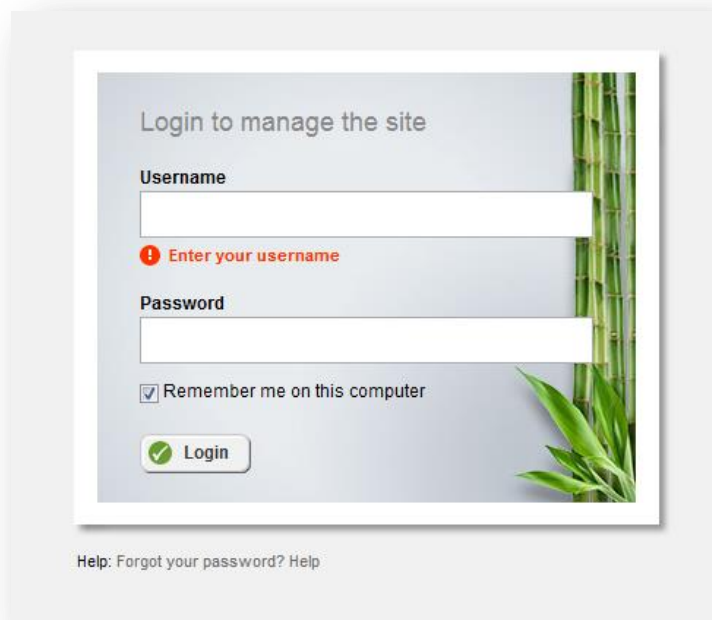
Sitefinity

1 Table of Contents

2	Logging into the Sitefinity CMS	2
3	Getting started	3
4	Managing images and documents.....	4
4.1	Add a new image library.....	5
4.2	Edit an existing image gallery / library	7
4.3	Image galleries in other languages.....	8
5	Managing pages.....	9
5.1	Create a new page.....	9
5.2	Adding content to a page	12
5.3	Adding a banner to a page	13
5.4	Adding an image gallery to a page	14
6	Creating language variations	16
6.1	Creating pages in other languages	16
6.2	Editing pages in other languages	17
6.3	Edit an existing page	18
7	Publishing a page.....	19

2 Logging into the Sitefinity CMS

To edit the live website, start by logging into Sitefinity at sitefinity.magna.com/sitefinity. Use the username and password provided to you to log in. For training purposes, a separate training site is available at beta.magna.com/sitefinity. Changes made to this site will not appear on the live website. Please note: special access must be granted to access the beta site. Please contact magnasupport@highroad.com.

A screenshot of the Sitefinity CMS login interface. The form is titled "Login to manage the site" and is set against a light blue background with a bamboo plant graphic on the right. It contains two input fields: "Username" and "Password". Below the Username field is a red error message: "Enter your username". Below the Password field is a checkbox labeled "Remember me on this computer". At the bottom of the form is a green "Login" button with a checkmark icon. Below the form, there is a link: "Help: Forgot your password? Help".

Login to manage the site

Username

Enter your username

Password

☒ Remember me on this computer

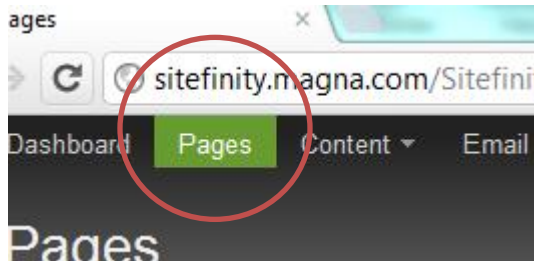
Login

Help: Forgot your password? Help

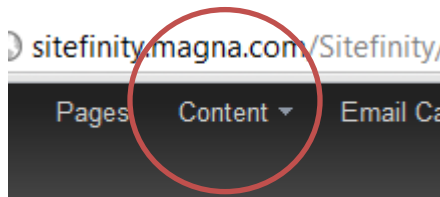
While all browsers are supported by Sitefinity, all CMS platforms have difficulty keeping up with changing browser technology and you may encounter small bugs. We recommend using Google Chrome for Sitefinity.

3 Getting started

As a content author and approver, there are two primary areas of the CMS that you will work in. “Pages” is where you can see the navigation structure of the site and add and edit pages:



“Content” is where you upload and manage all content assets, like photos and documents:

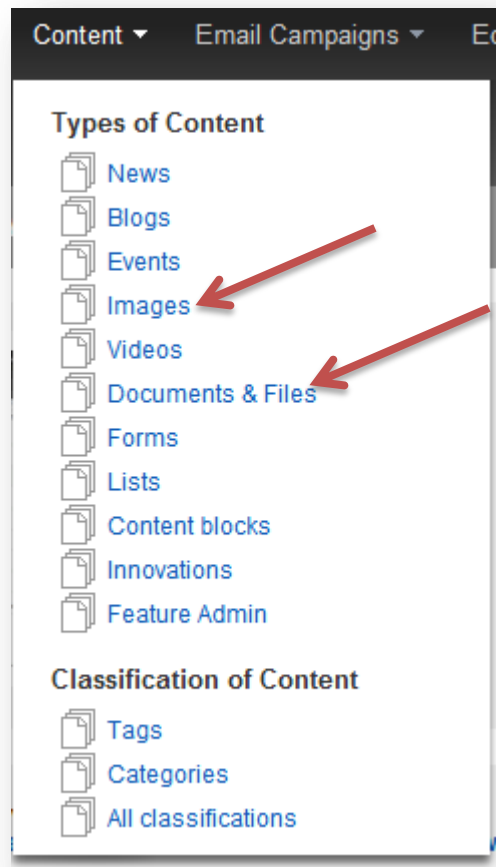


Depending on your level of access, you may only see the functions and areas of the CMS that you require.

Before you start creating a page, we recommend that you first take the time to upload all of the required photo and document assets. Creating and editing pages is much easier if all of the assets are already stored in the system.

4 Managing images and documents

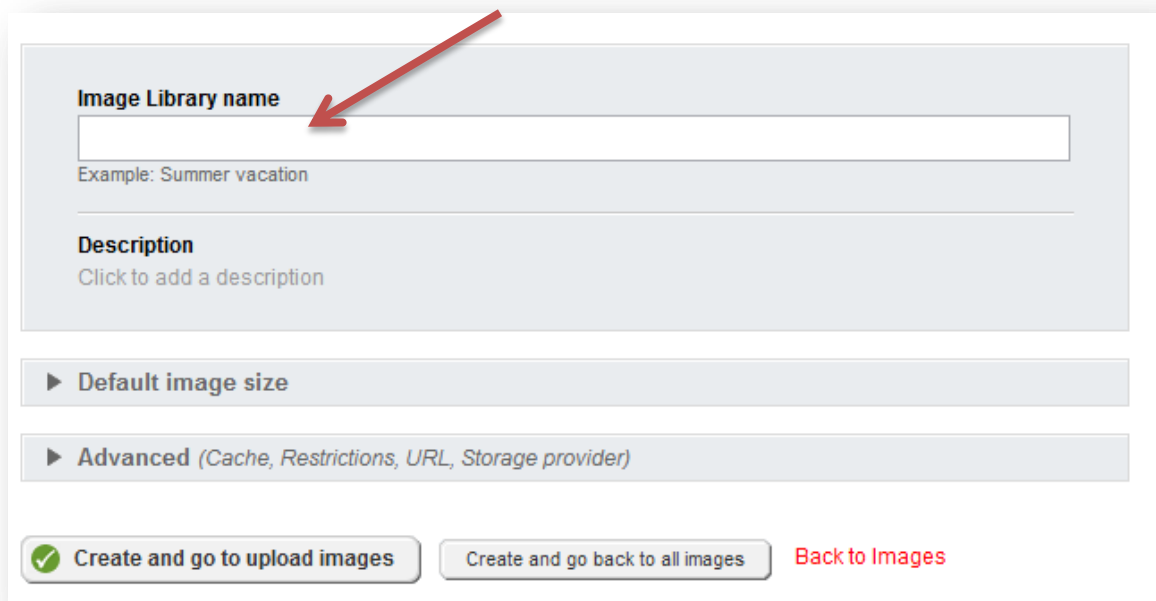
From the main Sitefinity toolbar, select “Content” and from the drop down, select “Images” or “Documents & Files”.



4.1 Add a new image library

From the toolbar, select “Create an image library”.

1. Add your library name. (Note: this name will not appear on this site, it will just allow you to search and edit your library.)
2. Enter a description to help make your library easy to find.
3. Select “Create and go to upload images”.



The screenshot shows a form for creating a new image library. It has a light gray background with white input fields. A red arrow points to the 'Image Library name' field. Below it is an example text 'Example: Summer vacation'. The 'Description' field has a placeholder 'Click to add a description'. There are two expandable sections: 'Default image size' and 'Advanced (Cache, Restrictions, URL, Storage provider)'. At the bottom, there are three buttons: a green checkmark button 'Create and go to upload images', a gray button 'Create and go back to all images', and a red text link 'Back to Images'.

Image Library name

Example: Summer vacation

Description

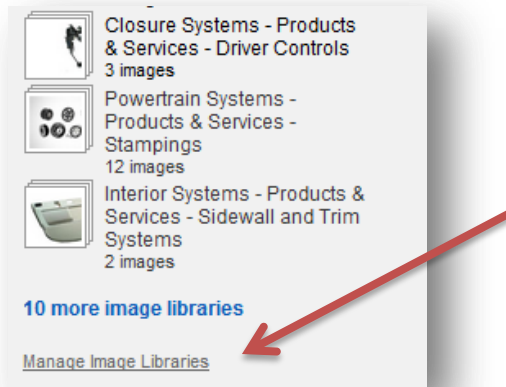
Click to add a description

► Default image size

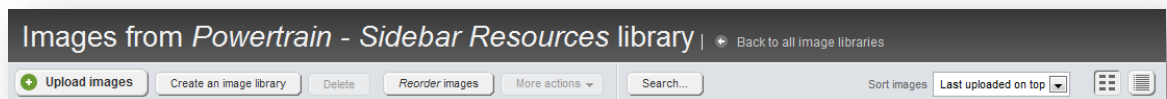
► Advanced (Cache, Restrictions, URL, Storage provider)

✓ Create and go to upload images Create and go back to all images [Back to Images](#)

4. From the right –hand toolbar, select “Manage Image Libraries” to add your uploaded images to your newly created image library.

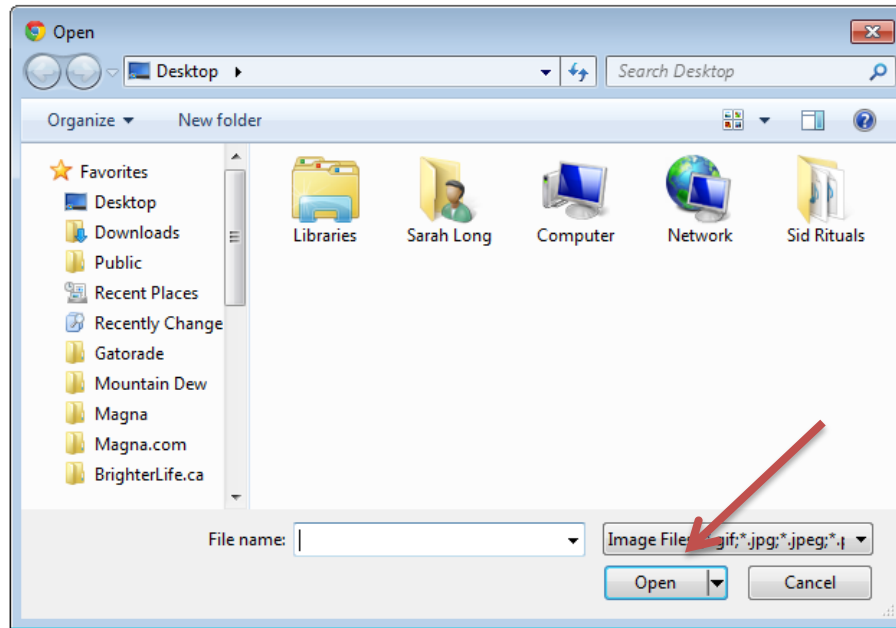


5. Find your image library and choose “Upload images in this library”. This option will open your desktop’s Picture folder for you to choose multiple images to upload.



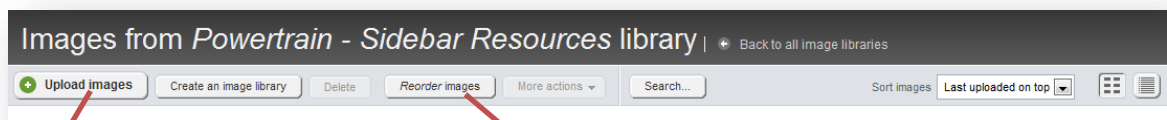
Note: Hold the “Shift” key down and with your mouse, select multiple pictures.

6. Select your images for upload and hit “Open”.



4.2 Edit an existing image gallery / library

1. From the right –hand toolbar, select “Manage Image Libraries” to edit an existing image library.
2. Choose the library you wish to edit, by selecting the thumbnail image of the library.
3. From the toolbar, select which action you would like to complete for your library.



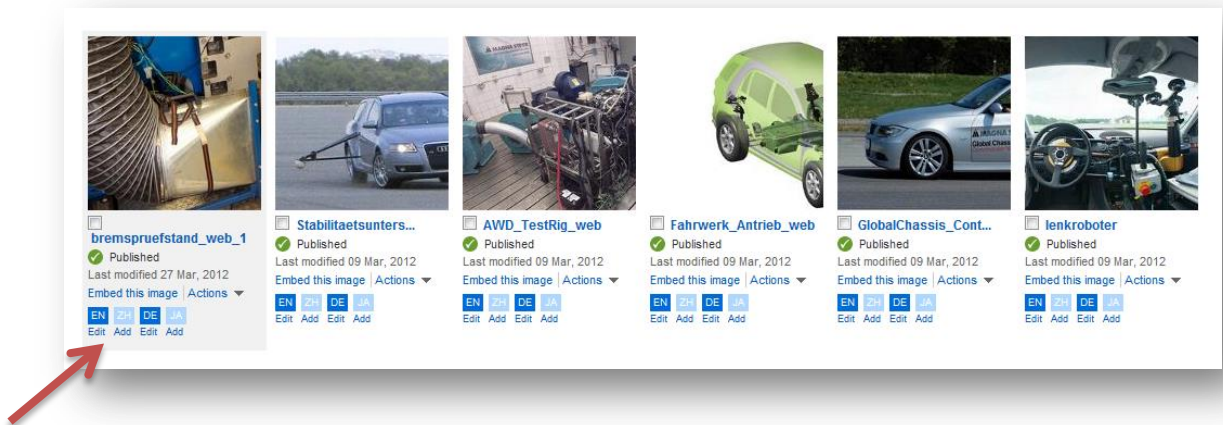
Upload new images from computer

Choose which order the pictures will appear in the gallery

4.3 Image galleries in other languages

You do not need to create multiple versions of the same image gallery. However, if you would like to edit the language of the image gallery captions, you will need to do this on a per image basis.

1. Select the image gallery you wish to edit, by choosing “Manage Image Libraries”, as described in 4.1: Add a new image gallery/ library.
2. Once in your image gallery you can add or edit each individual image with the other language options. This will allow you to add an image to a gallery in another language or edit the image caption in another language.

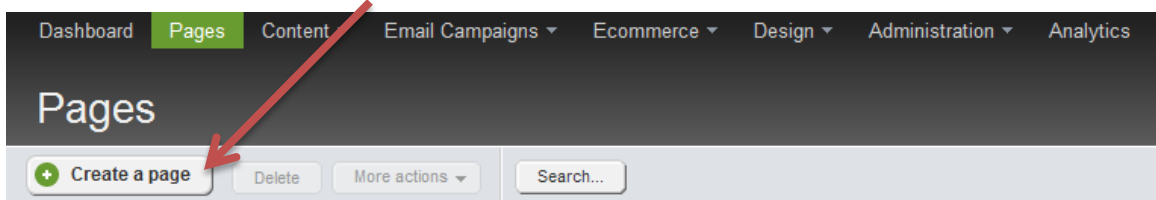


5 Managing pages

Once you are logged in, you will be able to create, edit and manage the sections of Magna.com that you have permissions and author capabilities.

5.1 Create a new page

Under “Pages”, select “Create a page” from the toolbar menu in the top left corner.

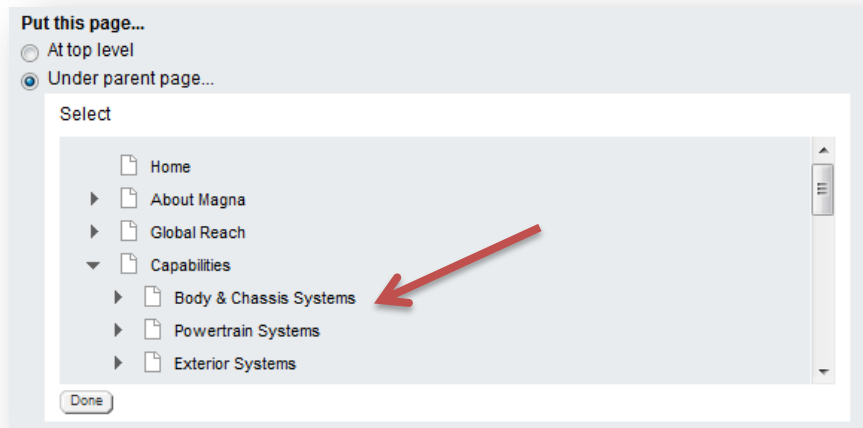


Once you’ve select this, you will be required to fill out the information about your new page.

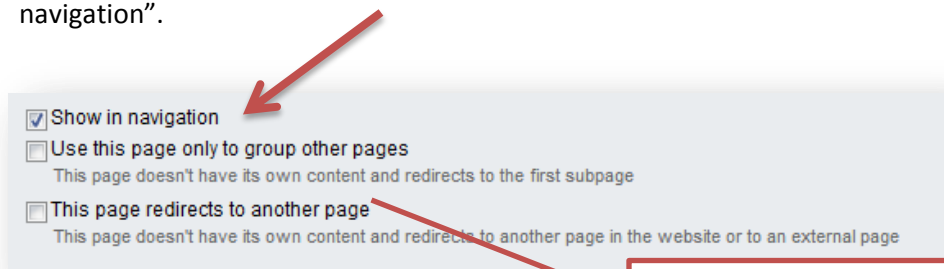
1. Select a name for your page that will be the URL, displayed in the navigation and as the heading of your new page.

A screenshot of the 'Create a page' form. It has three main sections: 'Name', 'Put this page...', and 'URL'. The 'Name' section has a text input field containing 'Magna Test Page' and a note 'Displayed in navigation. Example: About Us'. The 'Put this page...' section has two radio buttons: 'At top level' (selected) and 'Under parent page...'. The 'URL' section has a text input field containing '/ magna-test-page' and a 'Change' button. A red arrow points to the 'URL' input field.

2. Select where this page will appear in the site by choosing “Under parent page”. Highlight where you would like to put your new page and click “Done”.



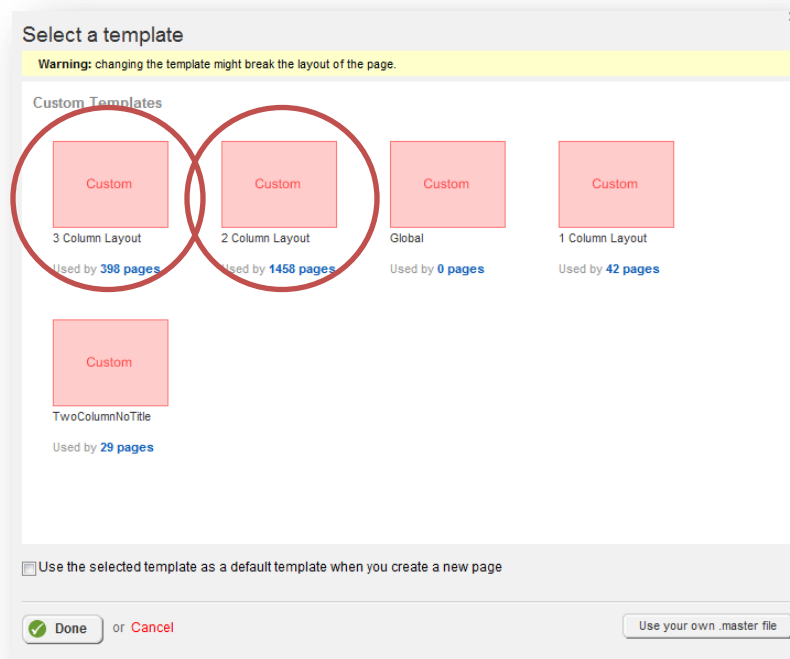
3. If you would not like your page to appear in the navigation, unselect “Show in navigation”.



These are developer options you will not need to use these when creating your page.

4. Create a page from an existing template structure, by selecting “Use template”. You will have the option to choose from 5 template types –choose the type you would like and select “Done”.

Note: The column types that are used in the Capabilities sections are listed below with examples. You will only need to choose from these 2 column types.



Column Examples

Two column: <http://www.magna.com/capabilities/interior-systems/innovation-technology/multi-shot-technology>

Three column: <http://www.magna.com/capabilities/powertrain-systems>

5. Add descriptions and keywords to optimize your page for search.

6. Select “Create and go to add content”.

5.2 Adding content to a page

From the template you selected choose which content type you would like on your page, from the list of content widgets in the side toolbar.

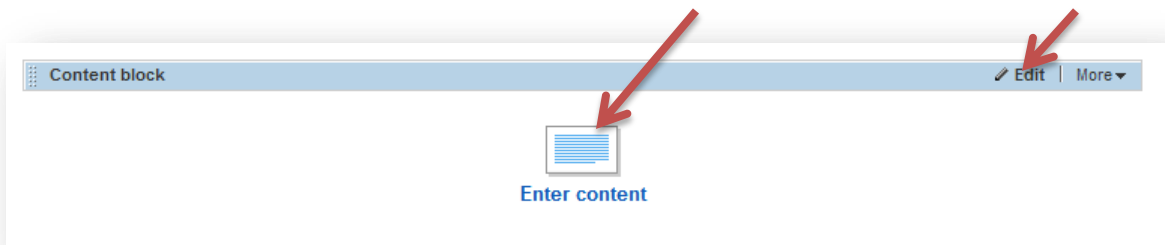
For a banner, select “Image” from the widget toolbar, and drag this over to the pre-defined banner area.

For text, select “Content block” from the widget toolbar, and drag this over to the pre-defined area where you would like the content to live.

For an image gallery, drag this widget over to the pre-defined area where you would like the gallery to live.

Note: The other widgets, are rarely used on Magna.com. If you would like to add one of these features, please check with Lorna McNeill as this may require some development and design implementation.

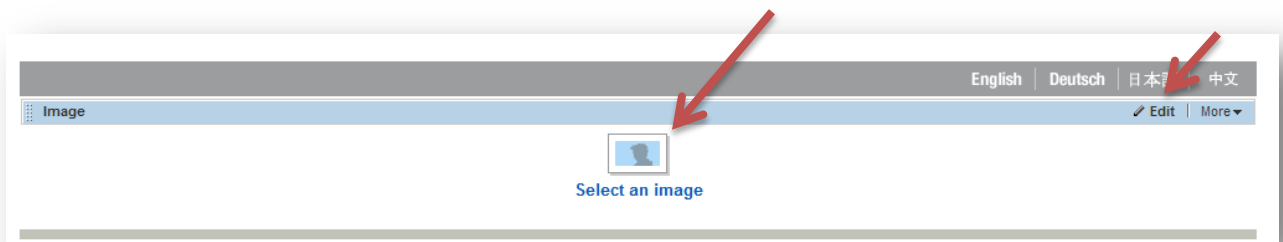
After you have dragged the widget to a pre-defined area, enter content by clicking “Enter content” or “Edit”. This process also applies to other widget types.



5.3 Adding a banner to a page

Drag and drop the “Image” widget over to a pre-defined banner area and choose “Select an image” or “Edit”.

Insert an image from your computer or an existing image uploaded to a Sitefinity image library.
(See also Managing Image Galleries)



5.4 Adding an image gallery to a page

Drag and drop the “Image gallery” widget over to the pre-defined area. All image galleries will automatically upload to this page.

1. Choose “Edit” to narrow which image gallery you want displayed. (See also Managing Image Galleries).

The screenshot shows the 'Image Gallery' settings dialog. It has two tabs: 'Images' (selected) and 'Settings'. Under 'Which images to display?', there are three radio buttons: 'All published images' (selected), 'From selected image library...', and 'Upload new images...'. A callout box points to 'From selected image library...' with the text 'Choose from an already existing image gallery'. Another callout box points to 'Upload new images...' with the text 'Create a new image gallery'. Below this is a section 'Narrow selection (by category, tag, date)' with a right-pointing triangle icon. Under 'Sort images', there is a dropdown menu currently showing 'Last published on top'. A callout box points to this dropdown with the text 'Choose “As they are ordered in image gallery” from drop down menu'. At the bottom, there are 'Save' and 'Cancel' buttons. The 'Save' button has a green checkmark icon.

Image Gallery

Images Settings

Which images to display?

- ☒ All published images
- ☐ From selected image library...
- ☐ Upload new images...

► Narrow selection (by category, tag, date)

Sort images

Last published on top ▼

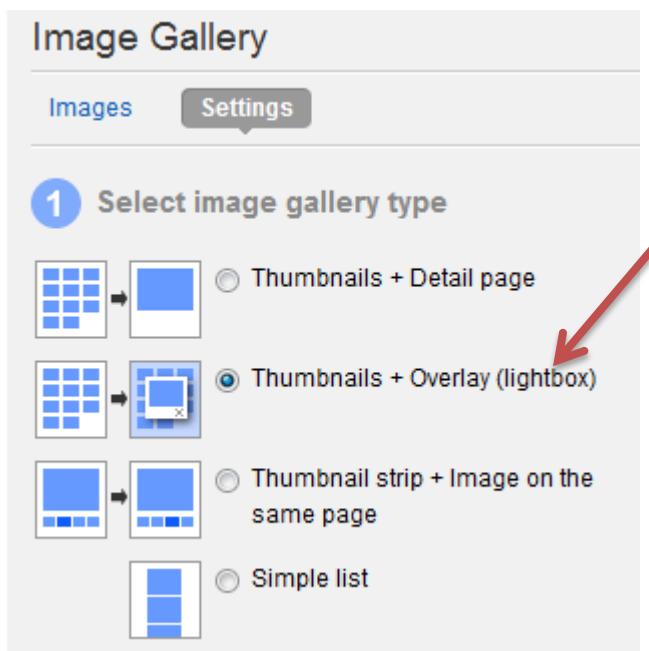
Save or Cancel

Choose from an already existing image gallery

Create a new image gallery

Choose “As they are ordered in image gallery” from drop down menu

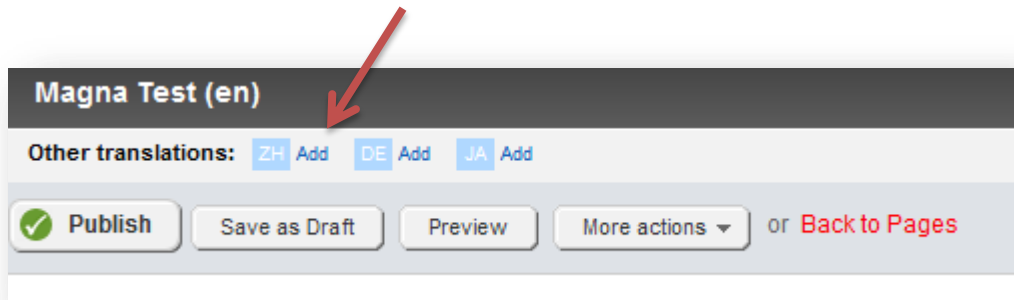
2. From the “settings” tab, be sure to select the “thumbnails + overlay (lightbox)” gallery type:



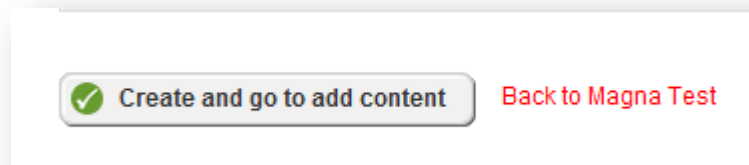
6 Creating language variations

6.1 Creating pages in other languages

After you've created your page in English, you have the option to add other translations. You will find this option in the top toolbar, when you are in editing or creating your page mode.

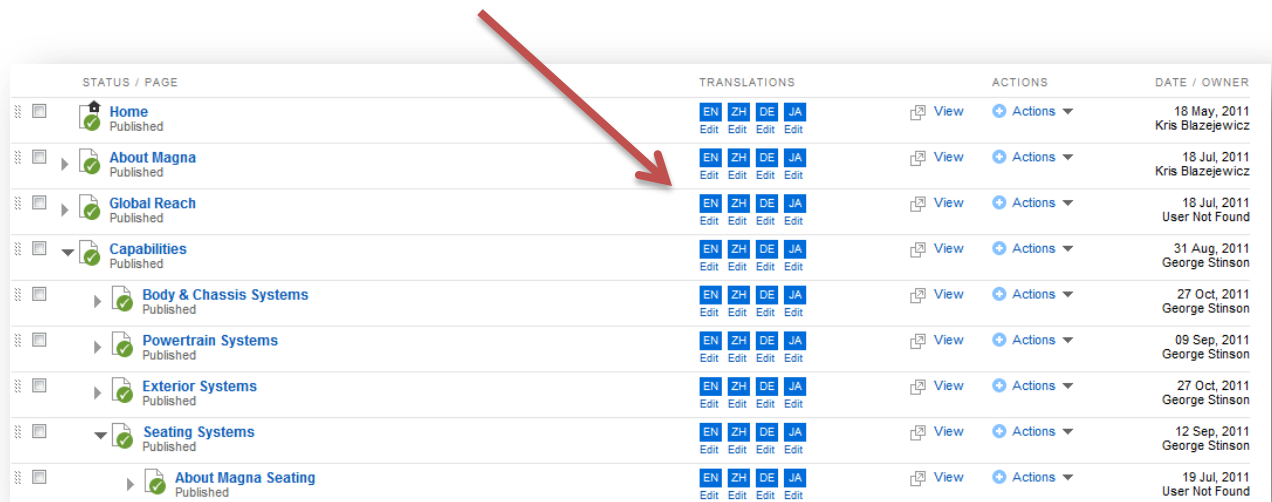


1. Selecting “Add” in the other languages, will bring you directly to the beginning steps of creating a new page.
2. Fill out the page information in the corresponding language and select “Create and go to add content” or “Back to...” –which will take you back to your page in English.



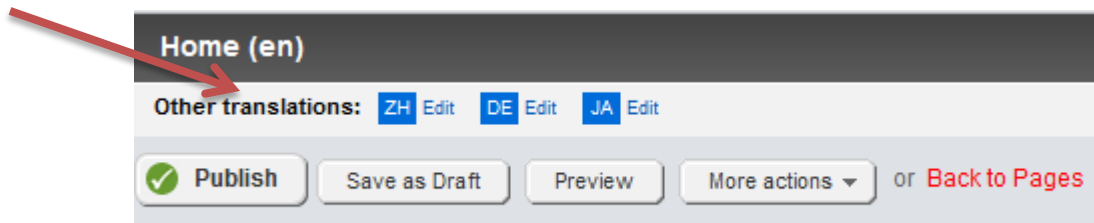
6.2 Editing pages in other languages

To edit a page in another language, choose from the “Translations” column from the main “Pages” view.



STATUS / PAGE		TRANSLATIONS				ACTIONS	DATE / OWNER
...	Home Published	Edit	Edit	Edit	Edit	View Actions ▼	18 May, 2011 Kris Blazejewicz
...	About Magna Published	Edit	Edit	Edit	Edit	View Actions ▼	18 Jul, 2011 Kris Blazejewicz
...	Global Reach Published	Edit	Edit	Edit	Edit	View Actions ▼	18 Jul, 2011 User Not Found
...	Capabilities Published	Edit	Edit	Edit	Edit	View Actions ▼	31 Aug, 2011 George Stinson
...	Body & Chassis Systems Published	Edit	Edit	Edit	Edit	View Actions ▼	27 Oct, 2011 George Stinson
...	Powertrain Systems Published	Edit	Edit	Edit	Edit	View Actions ▼	09 Sep, 2011 George Stinson
...	Exterior Systems Published	Edit	Edit	Edit	Edit	View Actions ▼	27 Oct, 2011 George Stinson
...	Seating Systems Published	Edit	Edit	Edit	Edit	View Actions ▼	12 Sep, 2011 George Stinson
...	About Magna Seating Published	Edit	Edit	Edit	Edit	View Actions ▼	19 Jul, 2011 User Not Found

Alternatively, you can choose to edit another language page while you are in page edit mode. You can find this option from the top toolbar, when you are editing a page.

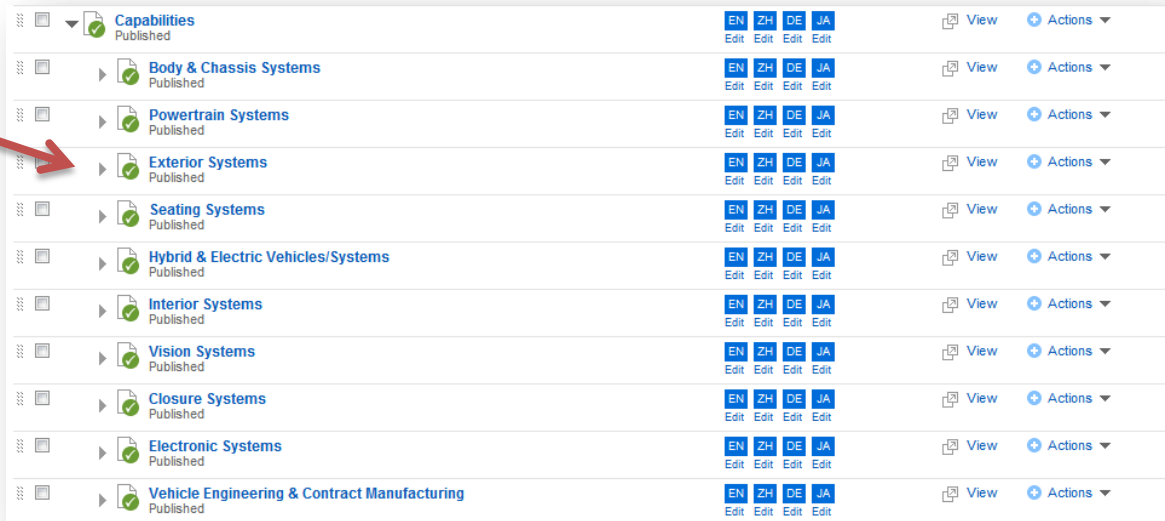


Note: You can make text changes in other language pages, but adding or deleting widgets from a page is synced with all language versions.

You cannot change the layout or widgets of a page, without affecting the other language versions.

6.3 Edit an existing page

Select your group's page that you would like to edit, from "Capabilities" list. Use the arrows to select lower level pages for editing.

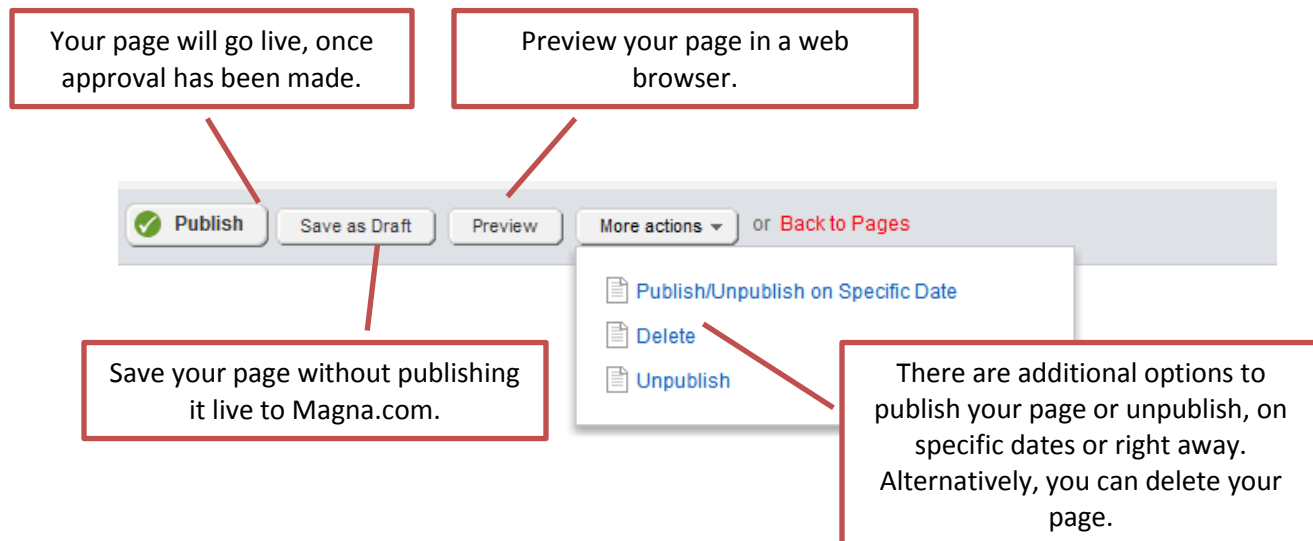


Once your page is selected, you can edit the page following the same steps as adding content, images etc. to a new page. Add or edit content blocks, images, image galleries and banners.

7 Publishing a page

The last step is to publish your page. Once you have reviewed the page in “Preview” mode, you can “Publish” your page.

An email notification will be sent to Lorna O’Connor who will approve the change and your page will be live.



Note: Any actions to publish, unpublish or delete a page will need to be repeated in all language versions.