Content Library

Jennifer M - 2021-01-16 - Global Features

The Content Library is where you can create content, such as a blog post or news announcement for use on your site(s).

To access the Content Library, go to the ESP Websites Admin tab. Then, click on Global Features and click on Content Library from the dropdown.

In the Content Library section, all previously created content will be available, as well as the option to view ASI Content. Clicking on the View ASI Content checkbox will open content created by ASI for use on your site! You can use the content as is or make a copy and make changes.

Content Library ⓘ

Library	Edit Content

☐ Show ASI Content

Library Items

Title	Categories	Markets	Level	Actions
Ten Items to Promote Br…			Company	Edit View More ▾
Tips For A Healthier Wor…			Company	Edit View More ▾

Search: [   ]   Show 10 ▾ entries

`<<` `<` `1` `>` `>>`   Showing 1 to 2 of 2 entries

[Add New Content]

What would you like to do in the Content Library?

Create New Content

To create new content for use on your site(s), select Content Library from the Global Features either click on the Add New Content tab or click on the Add New Content button.

Content Library ⓘ

Library   ~~Add New Content~~

☐ Show ASI Content

Library Items

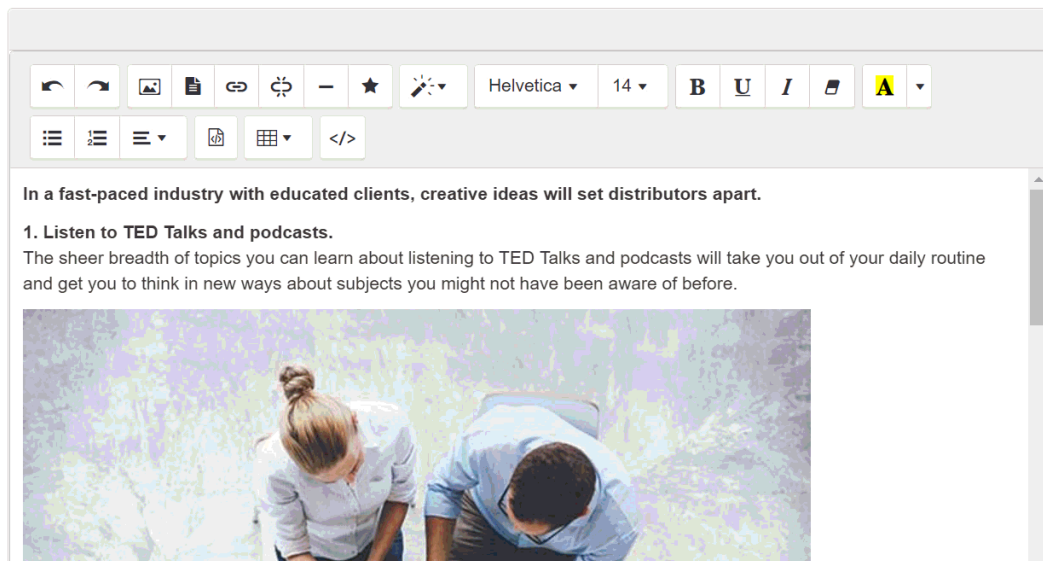Search: [   ]   Show [10 ▾] entries

No data found

[Add New Content]

After you've clicked the "Add New Content" button or button, you can begin entering information. The editor will open in a "WYSIWYG" format, meaning What You See Is What You Get. This means that you can add images and content directly in this window and edit how it looks using the available options. If you are familiar with HTML code, you can use the code editor option to update content as well.

Library   Add New Content

In a fast-paced industry with educated clients, creative ideas will set distributors apart.

1. Listen to TED Talks and podcasts.
The sheer breadth of topics you can learn about listening to TED Talks and podcasts will take you out of your daily routine and get you to think in new ways about subjects you might not have been aware of before.

Once you've finished configuring the content, you will need to set the properties. In the Properties box, there are two required fields: Title and Release Date. You also have the option to select a Category, Market, and Level if desired.

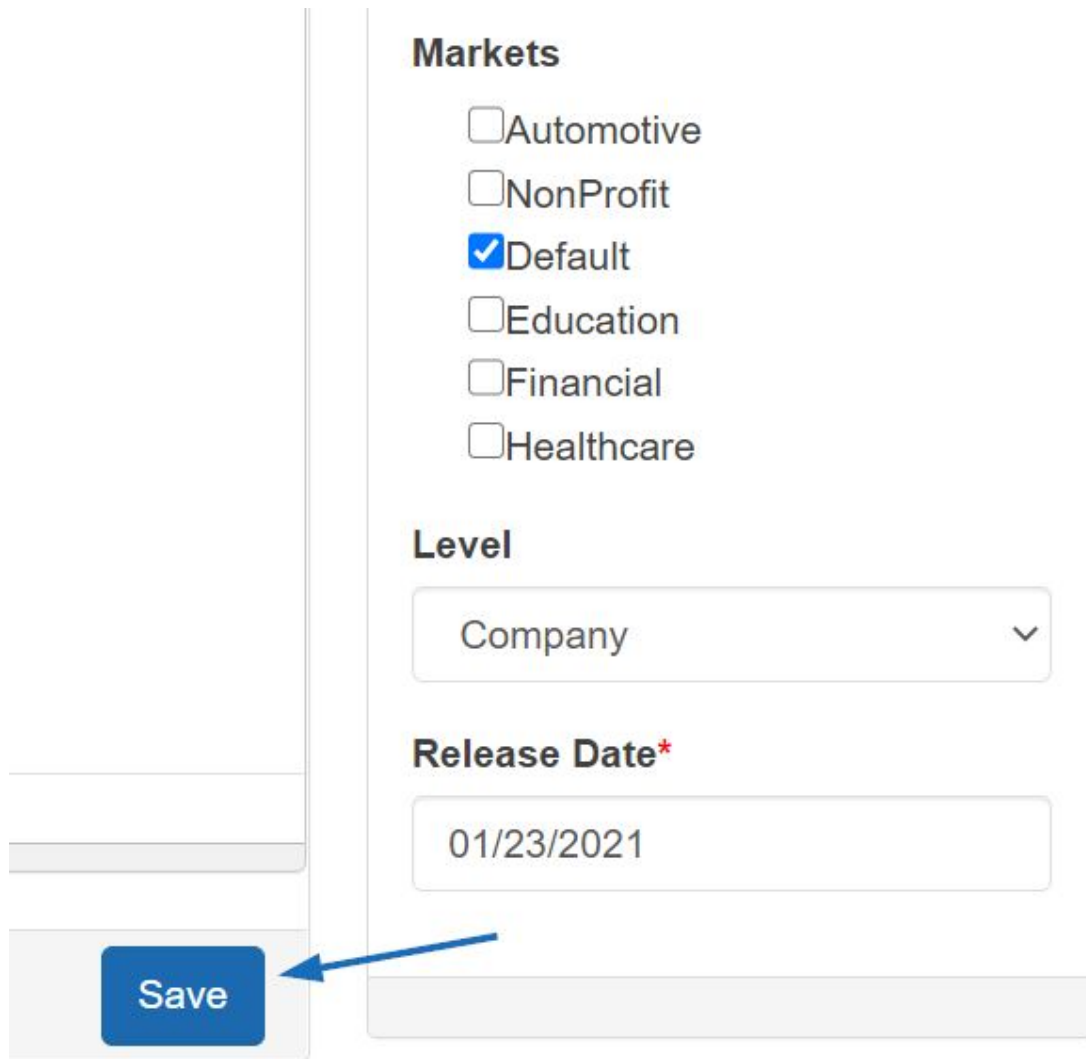When you are finished, click on the Save button.

The content will saved in the Content Library and available for use on your site(s). You can use content on its own page or as a menu item in navigation toolbar.

Edit Existing Content

All previously created content will be listed in the Content Library. In this area, you can edit just the Properties or the content itself. Clicking on Edit in the Actions column will open the Properties. You can update the information in the Properties box and then click on the Save Properties button when you are finished.

If you want to update the content itself, click on the View button. This will open both the

content and properties.

Library Items

When you are finished making changes to the Content, click on the Save button at the bottom of the editor. If you updated the Properties, click on the Save Properties button.

Copy Existing Content

All previously created content will be listed in the Content Library. In this area, you create a duplicate by clicking on the More dropdown and selecting Copy.

Library Items

This will open both the content and properties. When you are finished making changes to the Content, click on the Save button at the bottom of the editor. When you update the Properties, be sure to enter a unique title and then click on the Save Properties button.

Delete Existing Content

To delete content, click on the More dropdown and select Delete.

Library Items

A notification will prompt you to confirm that you would like to delete this content. Click on Yes. The content will be deleted.

Note: Deleting content is a permanent action and it cannot be undone.

Apply Content as a Page

To apply your content to your site, expand the Pages & Menus by clicking on the plus button and then click on the Advanced Page Manager link.

Use Content in a Site Menu

To apply your content to your site, expand the Pages & Menus by clicking on the plus button and then click on the Advanced Site Menu/Navigation link.