

Navigating and updating content properties

Contents

Contents	1
Before you begin.....	2
1.0 Main editing interface.....	3
2.0 Page	4
2.1 Basic Information	4
2.2 Content properties (Pages).....	7
3.0 Block	13
3.1 Basic information	13
3.2 Content properties (Blocks)	14
4.0 Asset.....	16
4.1 Basic Information	16



Before you begin...

Make sure you are in the All Properties editing view when working on a content item. This view allows the user to update the editable fields addressed in this guide.

1.0 Main editing interface

The content editing interface presents all properties of a content item.

The navigation 'breadcrumb' is displayed under main editing buttons and above the name of the item.

Basic information is displayed in the grey panel at the top.

Content properties is displayed in the Content page panel.



The fields displayed in the panels will differ slightly between Pages, Blocks and Assets.

The screenshot shows the Optimizely CMS interface. At the top, there's a dark blue header with the Optimizely logo and 'CMS' dropdown. Below the header, a navigation breadcrumb is visible: 'Homepage > Individuals > Recreational fishing > West Coast demersal scalefish resource'. The main editing area is divided into a grey top panel for basic information and a white bottom panel for content properties. The grey panel includes fields for 'Name' (with a red asterisk and help icon), 'Visible to' (set to 'Everyone' with a 'Manage' link), 'Name in URL' (with a help icon and a 'Change' link), 'Simple address' (with a help icon and a 'Change' link), 'ID, Type' (set to '8803, Information Page'), and a 'Tools' dropdown. There's also a 'Display in navigation' checkbox which is checked. The 'Categories' section shows 'Fishing an...' with a plus icon to add more. The white panel has tabs for 'Content', 'Header', 'Page Settings', 'SEO', and 'Settings'. The 'Content' tab is active, showing a 'Main Content' section with a list of content types that can be added, including Accordion, Alert Card, Alert Cards List, Button, Callout, Categorised Links, Contact Card, Contact List, Container, Content Recommendations Block, Call To Action, Digital Library App, Document List, Example App, Sheep Pregnancy Scanning App, Sheep Flock Calculator App, Crop Sequence Calculator App, Events Search, External Document, Heading, HTML, Form container, Icon Cards, Image Block, Image Lift Out, Latest News, Block, Page Card, Quote, Sitemap, News Search, RSS Feed, Search Box, Site Search, Tabs, Text, Video, Video Lift Out, Feed Cost Calculator, Deferred Grazing Calculator, Irrigation Calculator, Annual Feed Budget, Seed Rate Calculator, Supplementary Feeding Calculator, Strip Grazing Calculator, My Economic Tool, Nutrient Calculator, Western Australian Organism, and MyPaddock.

2.0 Page

2.1 Basic Information

Basic information for Page items includes:

Property	Description	#
Name	Displays the name used when the page was created. This name is used in the site navigation, page title (on the site and in the page tree structure), and the breadcrumb. Note: If the name is changed here, it will change throughout the site.	1
Name in URL	Displays the page URL. The URL is automatically created based on the page's name and its place in the navigation.	2
Simple address	The <i>Simple address</i> field is used to specify the path from the root of your website.	3
Display in navigation	Yes or No option. Deselect this option to hide this page from site navigation and automatically generated cards.	4
Categories	The Categories field is used to add categories to forms, guides, news articles and products. Categories reflect overarching topics of DPIRD's content.	5
Visible to	The <i>Visible to</i> field is used to set access rights for the page. This can only be changed by administrators.	6
Languages	The <i>Languages</i> field is for information only and not editable. Shows available languages for the content.	7
ID, Type	Shows the unique ID set by the system and the type of content page (determined when page is created).	8
Tools	Language Settings – Change language of the page from those available. Currently the site only uses English. Manage Expiration and Archiving – It is best practice to expire pages (not to delete). The page default is set to never expire – the editor/admin must change this to the appropriate date under Expiry date and nominate archive location under Archive to . Before expiring any page, it's important to check and fix any content linking to the page. Permanently Mark as Being Edited – Tick (✓) toggle. As soon as you start to edit content, the content is marked as <i>currently being edited</i> notifying other editors to avoid version conflicts.	9 9B 9C

2.1 Basic Information cont...

+

View

Preview

Options

Homepage > Individuals > Recreational fishing >

West Coast demersal scalefish resource

1

Name *

West Coast demersal scalefish resource

2

Name in URL

west-coast-demersal-scalefis...

Change

3

Simple address

Change

4

☒ Display in navigation

5

Categories

Fishing an... X

+

6

Visible to

Everyone

Manage

7

Languages

en

8

ID, Type

8603, Information Page

9

Tools

Language Settings

Manage Expiration and Archiving

Permanently Mark as Being Edited

2.1 Basic Information cont...

9B

Manage Expiration and Archiving

This content never expires

Expire date ?

▼

[Now](#)

Archive to ?

Drop content here or

Select Page

The page or its contents are used in the following places. To avoid errors on the site, make sure that the content is not used anywhere.

3 links in total [Refresh list](#)

▼

 West Coast demersal...

Cancel

Save

9C

Language Settings

Manage Expiration and Archiving

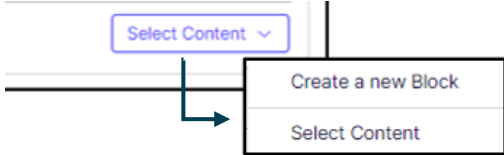
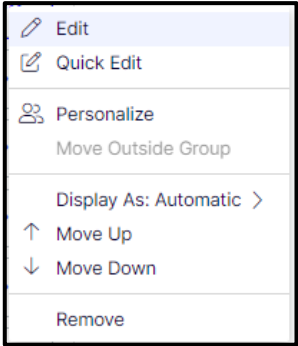
✓ Permanently Mark as Being Edited

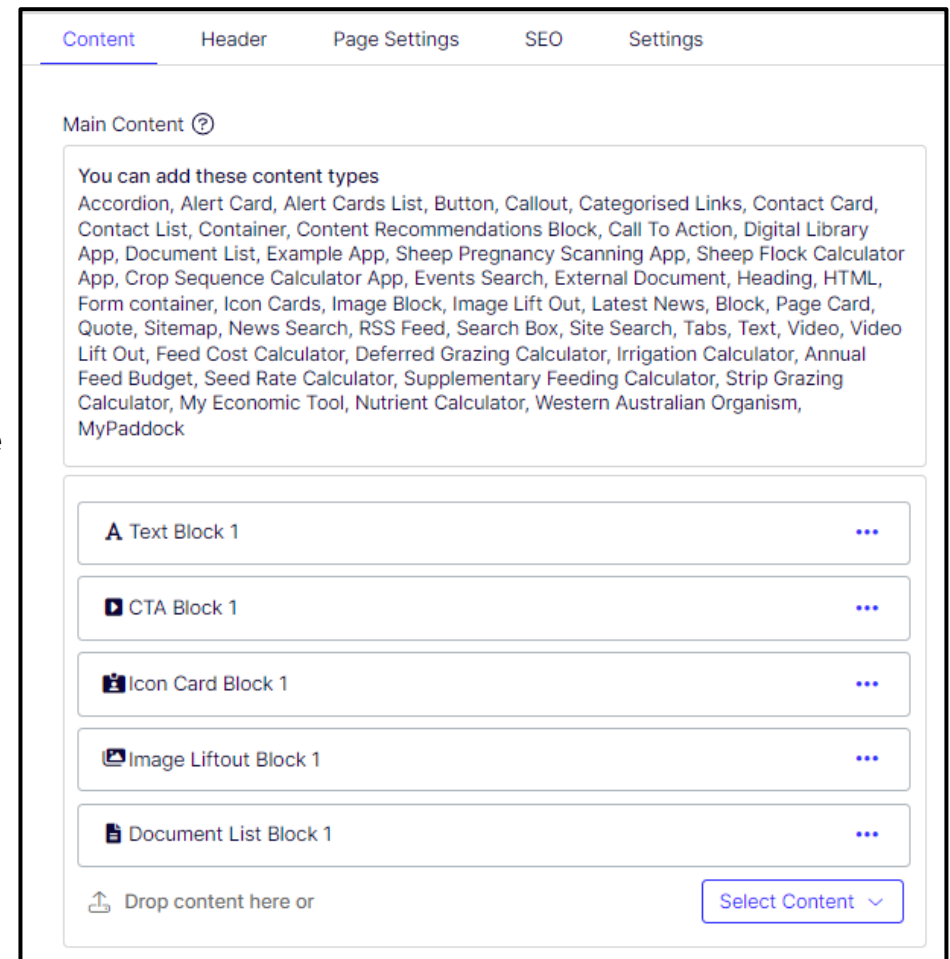
2.2 Content properties (Pages)

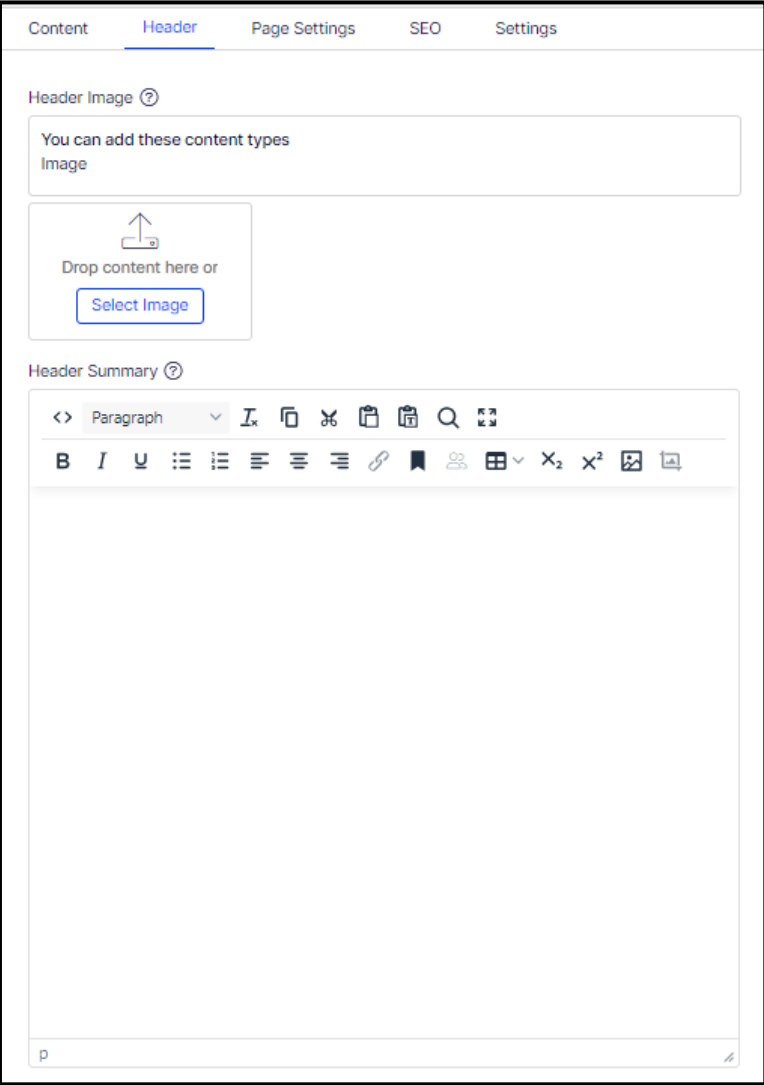
Content properties for pages are organised under 5 tabs:

1. Content
2. Header
3. Page Settings
4. SEO (Search Engine Optimisation)
5. Settings

Each contains fields for the editor or administrator to edit to configure/update a page.

Property	Description
Content	The Content tab contains properties for entering the main content when editing a page in CMS. The ability to add content blocks in the Main content area will depend on access rights and page type. ➤ Add a block by pressing the 'Select Content' button > Create a new Block  ➤ Edit/remove/move (in order) block by toggling the Display menu options button  and choosing your action: 



Property	Description	
Header	Editable fields to populate the header feature on website pages. Header Image An image representing the page, used in contexts such as page cards, search results, listings etc. ➤ Select an image by pressing the Select an Image button. Header Summary Text displayed in the page header banner.	

Property	Description
Page Settings	Editable fields including: Theme style Choice of DPIRD's three (3) brand colours: - Green - Blue - Red Page Summary Text displayed in the page cards. Page Image Image representing the page in context such as search or page cards. ➤ Select an image by pressing the Select an Image button. Redirect Page Specify where the page should redirect. ➤ Go to page redirect options by pressing the 'Add Link Button

The screenshot shows the 'Page Settings' tab selected in a navigation bar with other tabs: 'Content', 'Header', 'Page Settings', 'SEO', and 'Settings'. The main content area includes:

- Theme Style**: A dropdown menu currently set to 'Default'.
- Page Summary**: A large, empty text input field.
- Page Image**: A section with the text 'You can add these content types' and 'Image'. Below this is a box with an upload icon, the text 'Drop content here or', and a 'Select Image' button.
- Redirect Page**: A section with an upload icon, the text 'Drop content here or', and an 'Add Link' button.

Property

Description

SEO (Search Engine Optimisation)



SEO is the process used to optimize a website's technical configuration, content relevance and link popularity so pages become easily findable, more relevant, and popular towards user search queries, resulting in better search engine rankings.

Search Engine Indexing settings

Configure if and how page is indexed by search engines.

Meta Title

Title in search engine results.

Meta Keywords

Words and phrases to help search engines better understand what the page is about.

- Press the 'Add' button  to add words and phrases

Meta Description

A summary of what the page is about, presented to user in search engine results or shared page.

Meta Image

Image to appear if sharing page via social media.

- Add Image by dropping content in the field or pressing the 'Select Image' button.

Content

Header

Page Settings

SEO

Settings

Search Engine Indexing ⓘ

Enabled ☒

Change frequency

Weekly

▼

Change frequency – Indicate how often the page is updated.

Priority

Medium (0.5)

▼

Priority – Page importance relative to other pages on the site. Scale from 0 to 1 - low (0) to high (1)

Meta Title ⓘ

Meta Keywords ⓘ

+

Meta Description ⓘ

Meta Image ⓘ

You can add these content types

Image

↑

Drop content here or

Select Image

Property	Description
Settings	The Settings tab contains built-in properties for managing publication dates, sort order and shortcuts. ➤ Dates are automatically generated as per editor/admin action. These can be changed. ➤ Sort subpages defines the order in which the 'children' of the page will be displayed in the content tree. ➤ Sort index If pages are sorted by index (as above in Sort subpages), child pages will be sorted from lowest to highest index values. ➤ Shortcut defines link type to another content item.

Content
Header
Page Settings
SEO
Settings

Published ⓘ
Mar 22, 12:02 PM [Change](#)

Created * ⓘ
Mar 22, 12:02 PM [Change](#)

Modified ⓘ
Mar 22, 12:02 PM

☐ Update modified date ⓘ

Sort subpages ⓘ
According to creation date (latest first) ▼

Sort index ⓘ
100 ▲▼

Shortcut ⓘ
No shortcut [Manage](#)

3.0 Block

3.1 Basic information

Basic information for blocks includes:

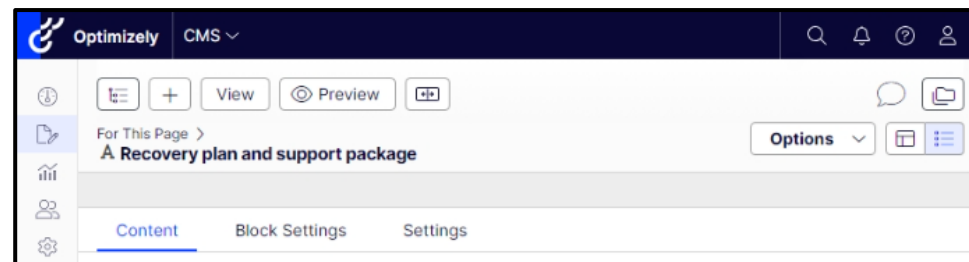
Property	Description	#
Name	Name of content to be used in content menus and editing areas	1
Visible to	The <i>Visible to</i> field is used to set access rights for block. This can only be changed by administrators.	2
Languages	The <i>Languages</i> field is for information only and not editable. Shows available languages for the content.	3
ID, Type	Shows the unique ID set by the system and the type of content page (determined when page is created).	4
Tools	Manage Expiration and Archiving – As in 2.1 Permanently Mark as Being Edited – Tick (✓) toggle. As in 2.1	5

The screenshot shows the configuration interface for a block titled "A Recovery plan and support package". At the top, there are buttons for "View", "Preview", and a toggle for "For This Page". The main configuration area is divided into two columns. The left column contains a "Name" field (labeled 1) with the value "Recovery plan and support package". The right column contains three fields: "Visible to" (labeled 2) with the value "Everyone", "Languages" (labeled 3) with the value "en", and "ID, Type" (labeled 4) with the value "8757, Text". At the bottom right, there is a "Tools" dropdown menu (labeled 5) with a downward arrow. A tooltip is visible over the "Tools" menu, showing the following options: "Language Settings", "Manage Expiration and Archiving", and "Permanently Mark as Being Edited".

3.2 Content properties (Blocks)

Similar to the Pages layout, content properties for Blocks are organised under 3 tabs:

1. Content
2. Block Settings
3. Settings



Property	Description
Content	Editable fields in under the Content tab will be different depending on the content block. Required fields are signified with a red asterisk (*).

(See the examples of the Text, Button and Document List blocks and their different configurable fields).

Content Block Settings Settings

Text

Rich Text Content

<> Heading 3 Bold Italic Underline List Link Unlink Image Video Table

What can I record using FishCATCHWA™?

Using the FishCATCHWA™ tool, you can:

- record your demersal catch quickly and easily
- get insights on your demersal catch
- provide real-time data and directly contribute to the science.

The voluntary digital reporting tool is only for recording key demersal scalefish species caught within the [West Coast bioregion](#), including:

- pink snapper
- WA dhufish
- baldchin groper
- breaksea cod.

h3

Content

Block Settings

Settings

Button

Text ⓘ

Download on the App Store

Button Icon ⓘ

Arrow right ▾

Link ⓘ



https://apps.apple.com/au/app/servicewa/id1599181775

...

☐ Open in new window ⓘ

Content

Block Settings

Settings

Document List

Title Style ?

Title ?

Recreational fishing information

Documents Blocks ?

You can add these content types

Document, External Document

With the following exceptions

Form elements

Rec fishing guide

...

Drop content here or

Select Content

Link ?

Drop content here or

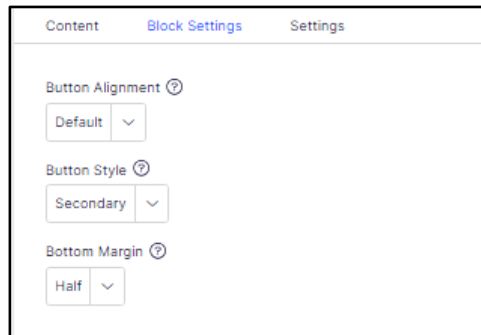
Add Link

Property

Description

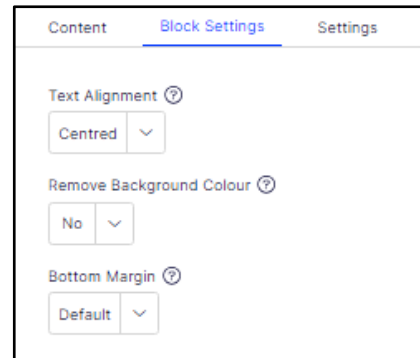
Block Settings

As above, editable fields in under Block Settings tab will be different depending on the content block (see examples).



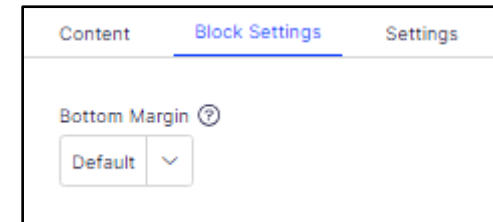
The screenshot shows the 'Block Settings' tab for a 'Button' block. It contains three settings: 'Button Alignment' with a 'Default' dropdown, 'Button Style' with a 'Secondary' dropdown, and 'Bottom Margin' with a 'Half' dropdown. Each setting has a help icon (question mark in a circle).

Button



The screenshot shows the 'Block Settings' tab for a 'Call to Action' block. It contains three settings: 'Text Alignment' with a 'Centred' dropdown, 'Remove Background Colour' with a 'No' dropdown, and 'Bottom Margin' with a 'Default' dropdown. Each setting has a help icon (question mark in a circle).

Call to Action



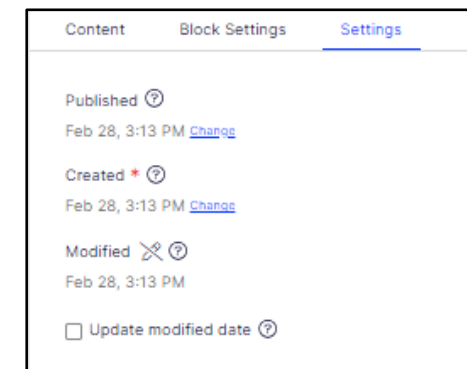
The screenshot shows the 'Block Settings' tab for a 'Document List' block. It contains one setting: 'Bottom Margin' with a 'Default' dropdown. It has a help icon (question mark in a circle).

Document List

➤ Click for  drop-down menu for block setting options

Settings

The Settings tab contains built-in properties for managing dates.



The screenshot shows the 'Settings' tab. It displays 'Published' and 'Created' dates as 'Feb 28, 3:13 PM' with 'Change' links. The 'Modified' date is also 'Feb 28, 3:13 PM'. There is a checkbox for 'Update modified date'.



Refer to the [DPIRD User Guide - Content Blocks](#) for detailed guidance on how to edit content block fields.

Visit the [Blocks landing page](#) to view block components displayed in the website environment.

4.0 Asset

Assets - viewed in the Asset tree panel - includes Blocks, Media (documents, images and videos) and Forms.

4.1 Basic Information

Basic information for Assets includes:

Property	Description	#
Name	Name of content to be used in content menus and editing areas.	1
Name in URL	For Documents and Image Displays the page URL. The URL is automatically created based on the asset's name.	2
Visible to	The <i>Visible to</i> field is used to set access rights for asset. This can only be changed by administrators.	3
Languages	The <i>Languages</i> field is for information only and not editable. Shows available languages for the content.	4
ID, Type	Shows the unique ID set by the system and the type of content page (determined when page is created).	5

Tools

Manage Expiration and Archiving – As in 2.1

6

Permanently Mark as Being Edited – Tick (✓) toggle. As in 2.1

1 Name * ⓘ
Weed-Seed-Wizard-card.jpg

2 Name in URL ⓘ
weed-seed-wizard-card.jpg [Change](#)

3 Visible to
Everyone [Manage](#)

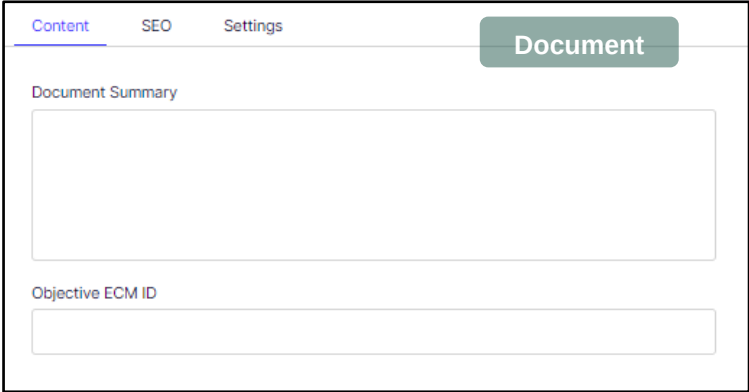
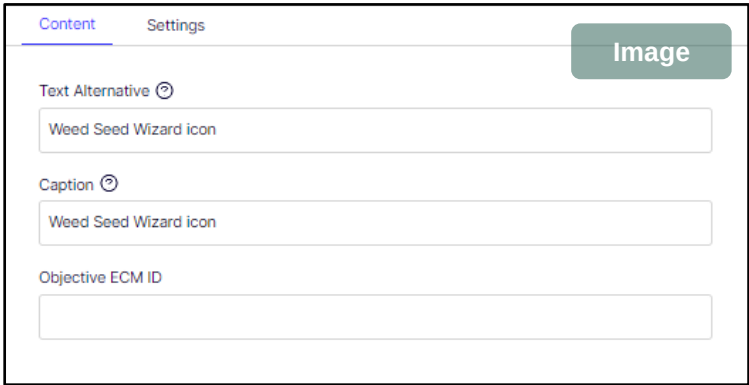
4 Languages

5 ID, Type
7593, Image

6 Tools ▾

- Language Settings
- Manage Expiration and Archiving
- Permanently Mark as Being Edited

4.2 Content Properties (Assets)

Property	Description
Content	Editable fields in under the Content tab will be different depending on the asset type. Document ➤ Document Summary – Provide a summary of the document for other CMS users. ➤ Objective ECM ID – Provide as per record keeping policy  Images/Videos ➤ Text Alternative is descriptive text which conveys the meaning and context of a visual item in a digital setting. Provide for accessibility. ➤ Caption – Provide accompanying text for rendered image. ➤ Objective ECM ID – Provide as per record keeping policy 

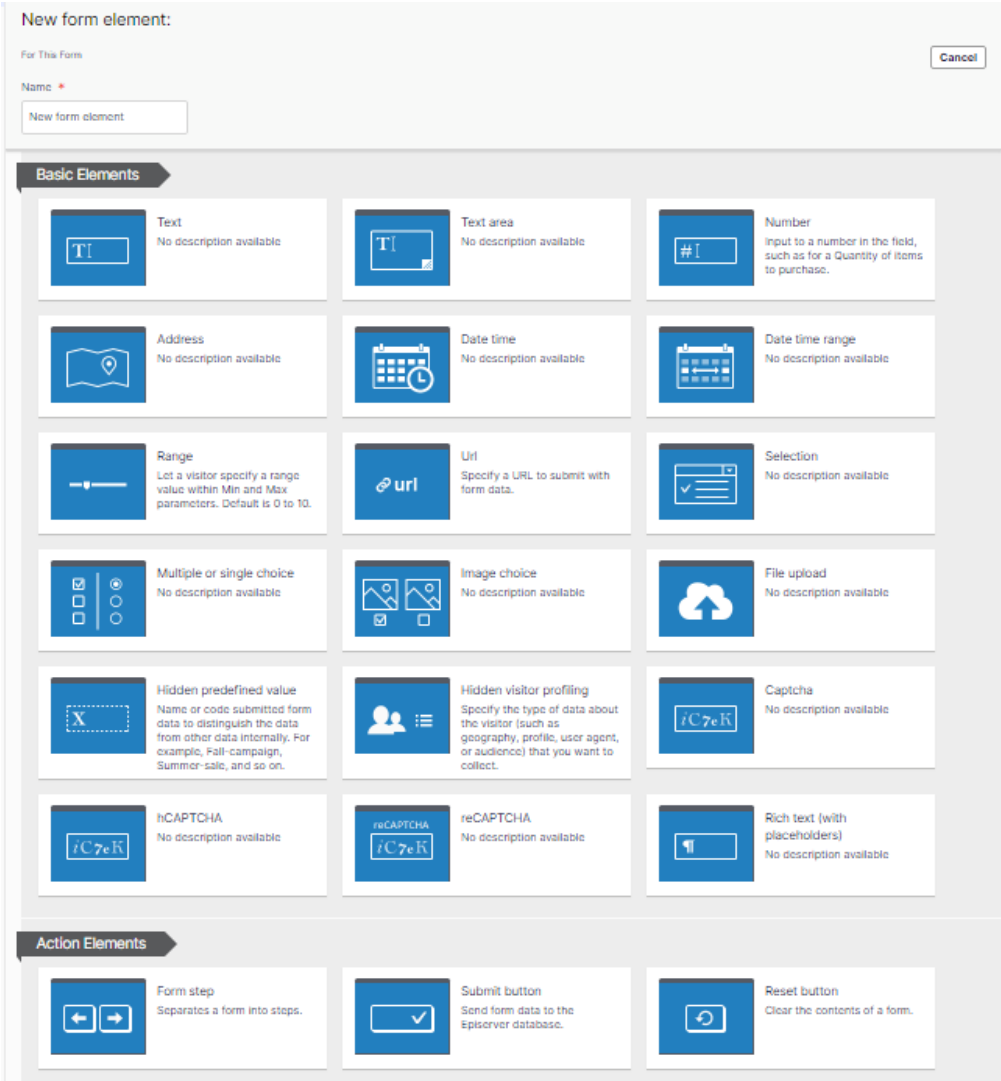
Forms

Configure form content under the fields, ensuring you have provided text for Confirmation message and considered technical aspects of the form (i.e. navigation options and API connections)

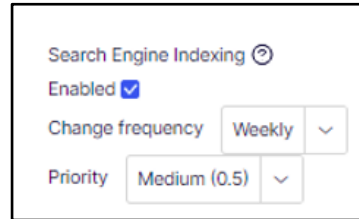
The image displays three overlapping screenshots of the Optimizely Forms configuration interface. The leftmost screenshot shows the 'Content' tab with fields for 'Form title' (Current aquaculture applications), 'Description', a checkbox for 'Show a summary confirmation message after submission', 'Confirmation message', and 'Reset Confirmation message'. The middle screenshot shows the 'Display message after form submission (not displayed if redirecting)' section with a rich text editor and a list of checkboxes for submission settings: 'Allow anonymous submissions', 'Allow multiple submissions from the same IP/cookie', 'Show navigation bar if the form has multiple steps', 'Allow access to form data through the service API', and 'Initial Form Focus'. The rightmost screenshot shows the 'Form elements' section with a list of elements: 'First Name', 'Last Name', 'Email', 'New form element', and 'Submit', each with a three-dot menu icon. A 'Create A New Element' button is at the bottom right.

See [Optimizely Forms – Support Help Center](#) or [Optimizely Forms - Developer's guide](#) for further guidance on creating forms.

4.2 Content Properties (Assets)

Property	Description
	➤ Add a Form Element by clicking Create A New Element button Create A New Element and choosing from the New form element menu.  See Optimizely Forms – Support Help Center or Optimizely Forms - Developer's guide for further guidance on creating forms. 

4.2 Content Properties (Assets)

Property	Description
Settings	The Settings tab contains built-in properties for managing dates. Forms only options include to metadata, data storage and submissions. ➤ See above or DPIRD User Guide - Content Blocks > Forms for detailed guidance on how to configure Forms.
SEO	Document only Search Engine Indexing settings Configure if and how the asset is indexed by search engines. ➤ Change frequency – Indicate how often the asset will be updated. ➤ Priority – Asset importance relative to other assets on the site. Scale from 0 to 1 - low (0) to high (1) 
Retention policy	Form only Configure retention of partial and finalised submissions in the database. ➤ Choose from Default, Custom or Forever options 