

CMS Documentation

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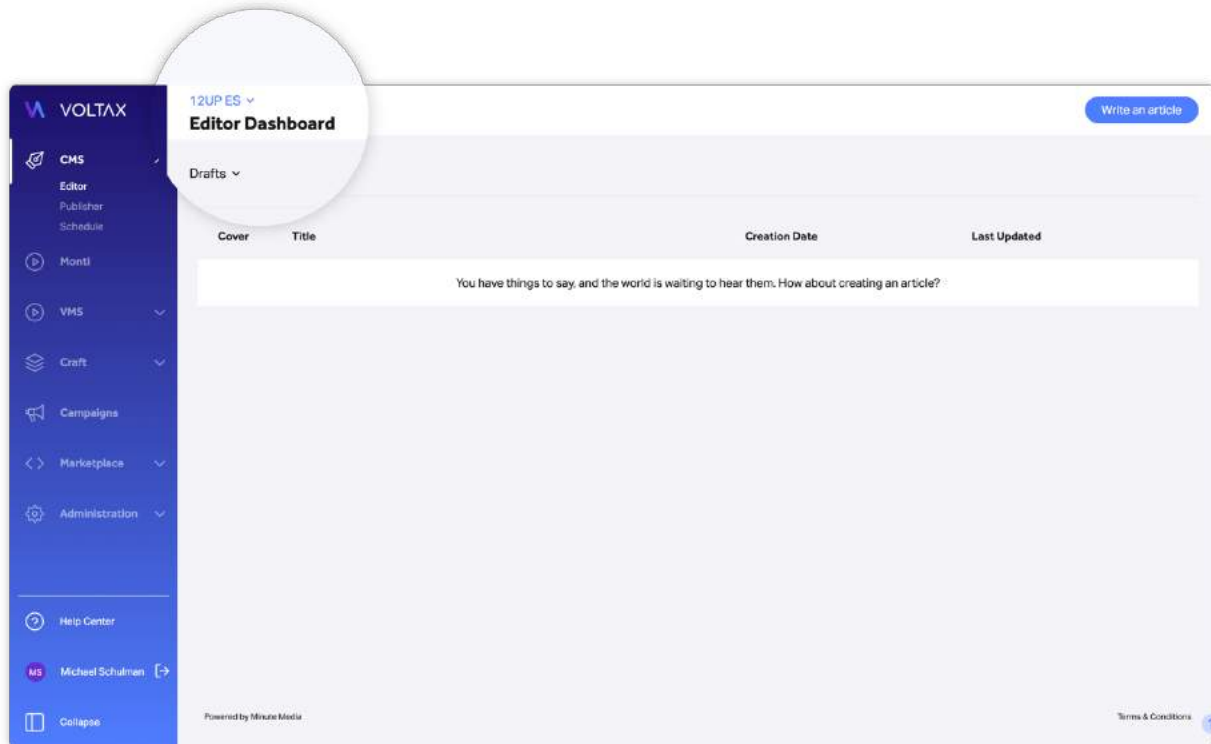
CMS Documentation

Editor

1. The *Editor's* table

1.1. Property and language

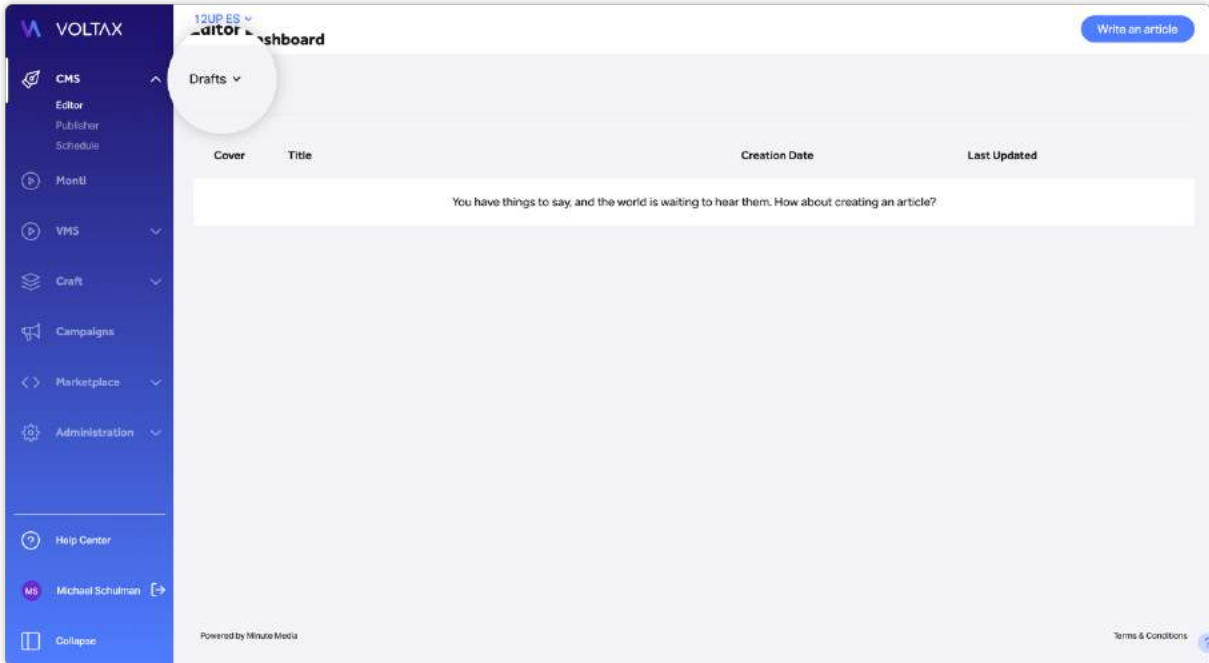
Before starting work on your article, ensure you choose the right property.



1.2. *Drafts* section

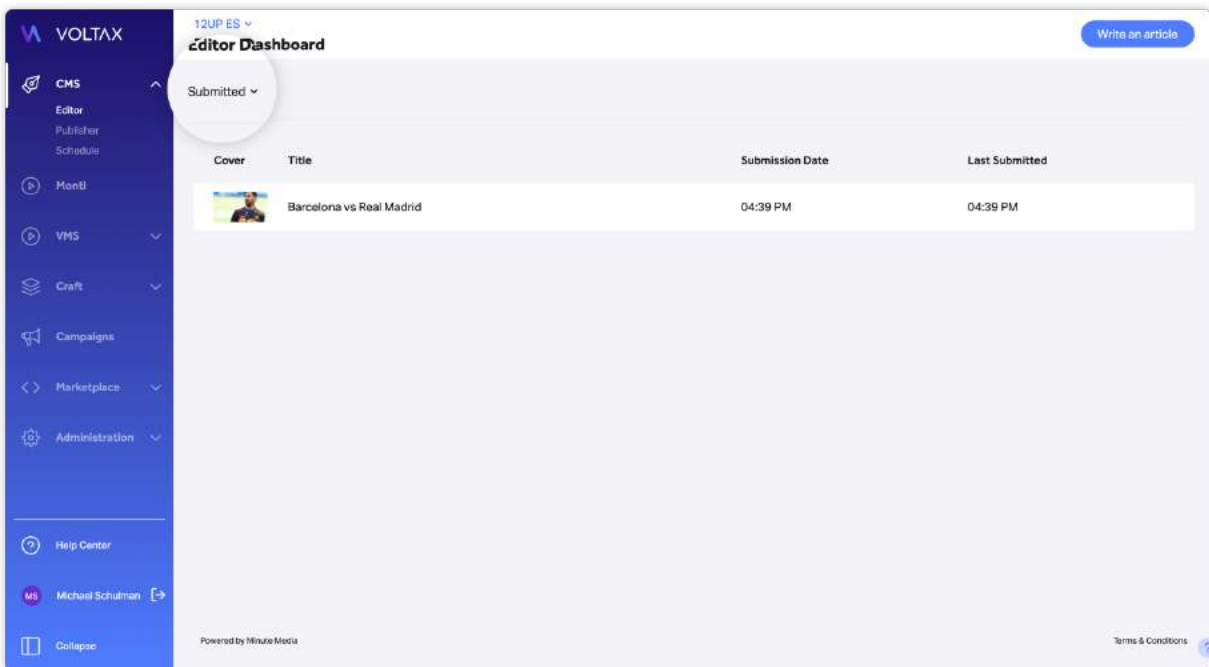
To take a break from writing an article, we introduced the *Draft* mode, which automatically saves your work and enables you to continue working on it later.

Note that every writer/editor can view **ONLY** their own drafts.



1.3. Submitted section

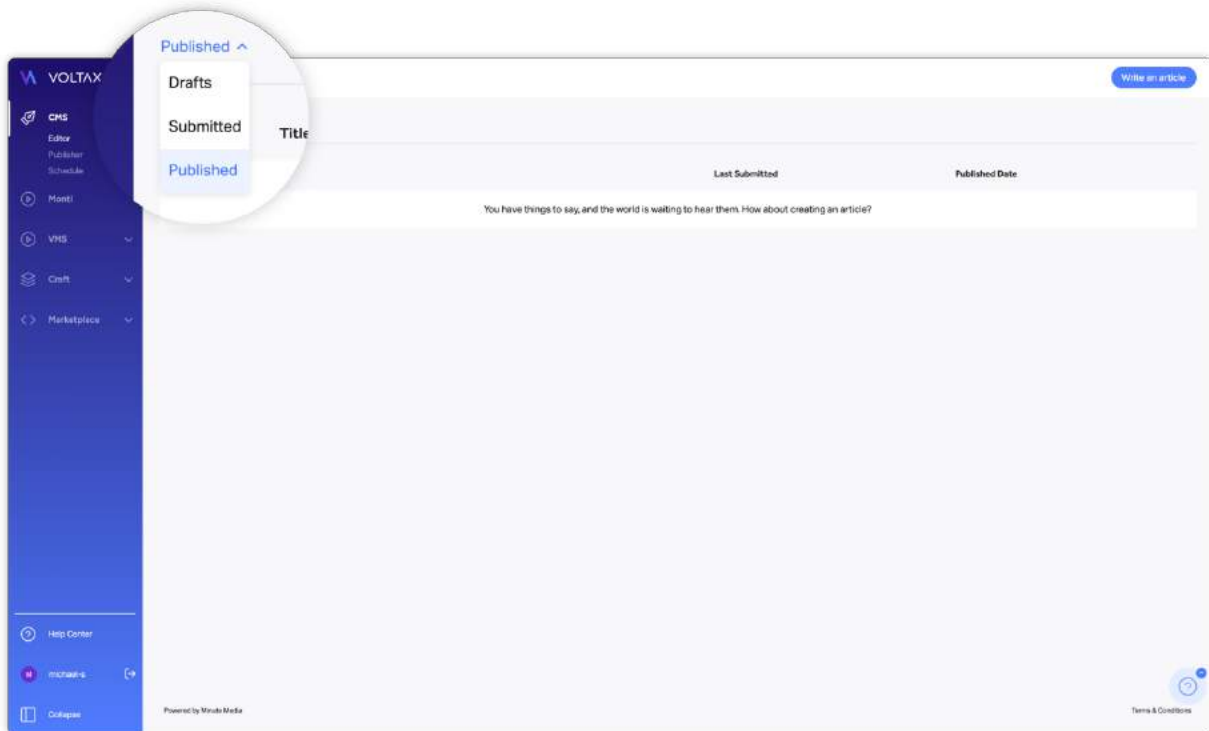
Switch to the *Submitted* section to review all the drafts you have already submitted. These submitted drafts will also appear within the *Publisher* for editorial review before publishing them. Note that every writer/editor can view **ONLY** his own submitted drafts.



1.4. **Published Section**

Voltax users with "Writer" permissions can now view their "Published" articles in the "Editor" table view.

To view your published articles, simply head to the "Editor" table and select the "Published" option in the drop-down above the table (see image below).

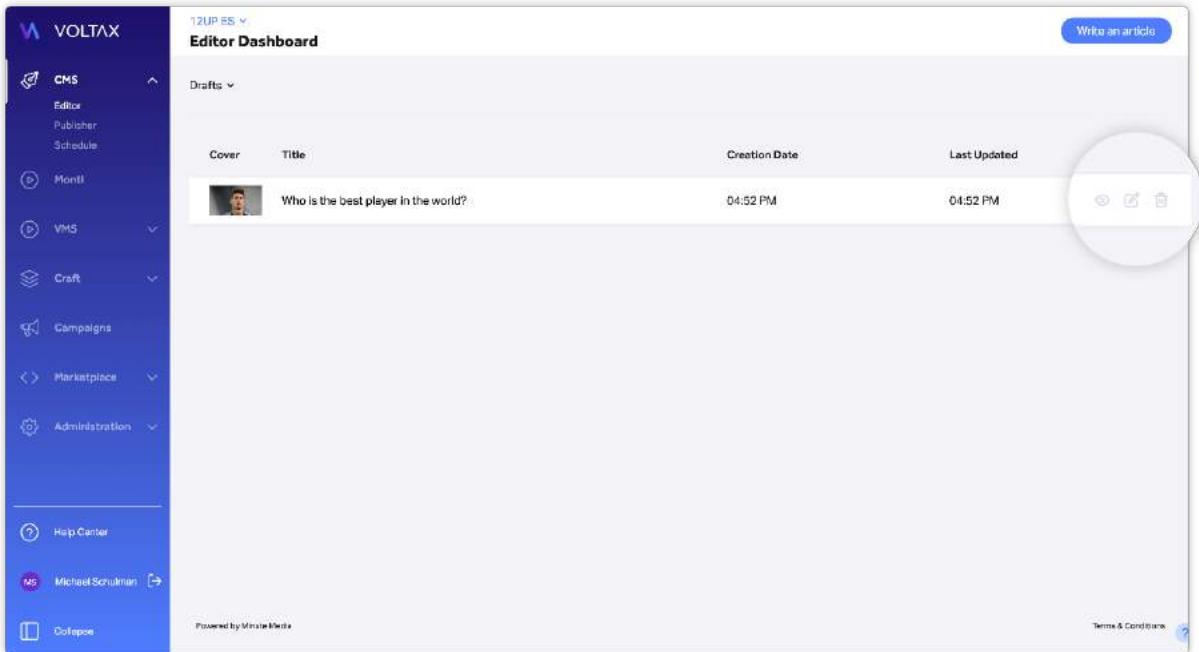


Note: Articles can't be edited in this section, only previewed.

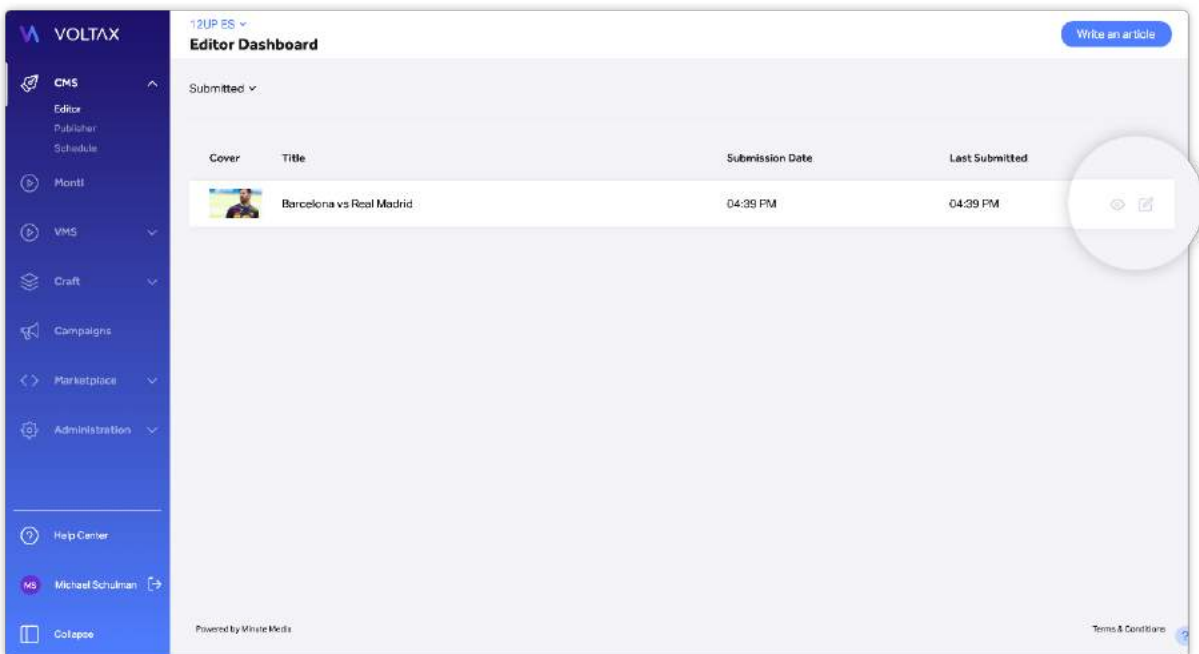
1.5. **Table actions**

The actions featured in the table view allows to perform the following:

- Drafts: Preview, Edit, and Delete.

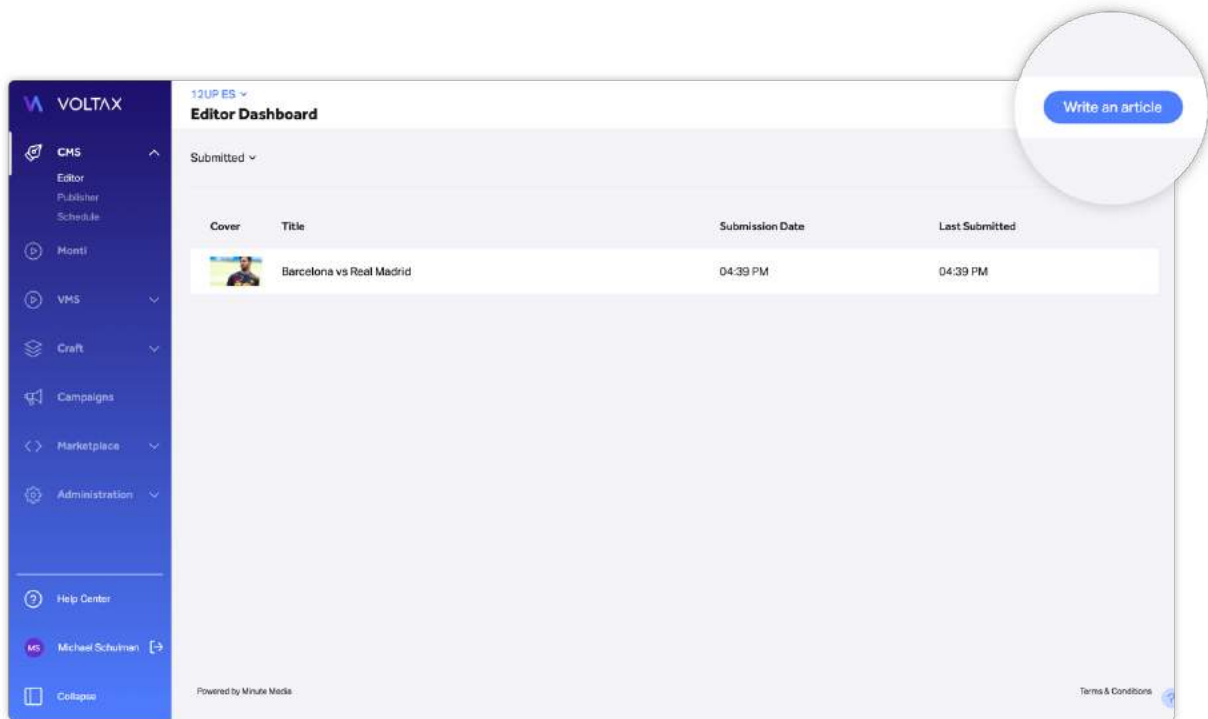


- Submitted: Preview and edit (submitted articles can only be deleted via the *Publisher*)



2. Writing a new article

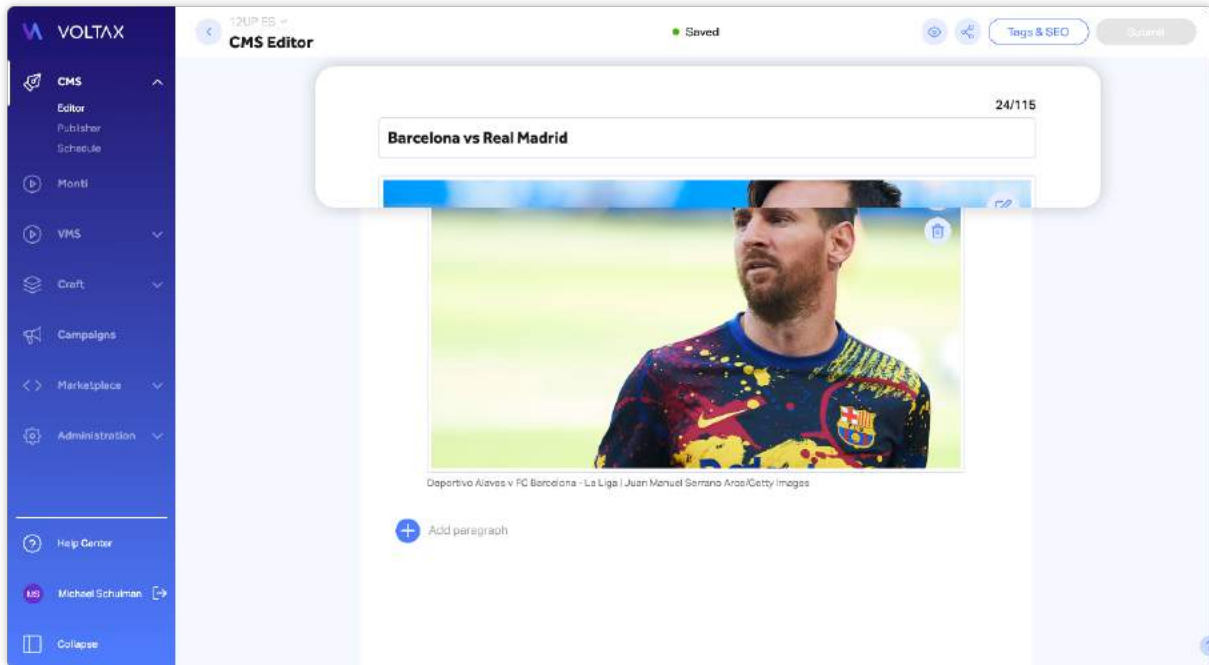
Click on *“Write an Article”* to start a new draft



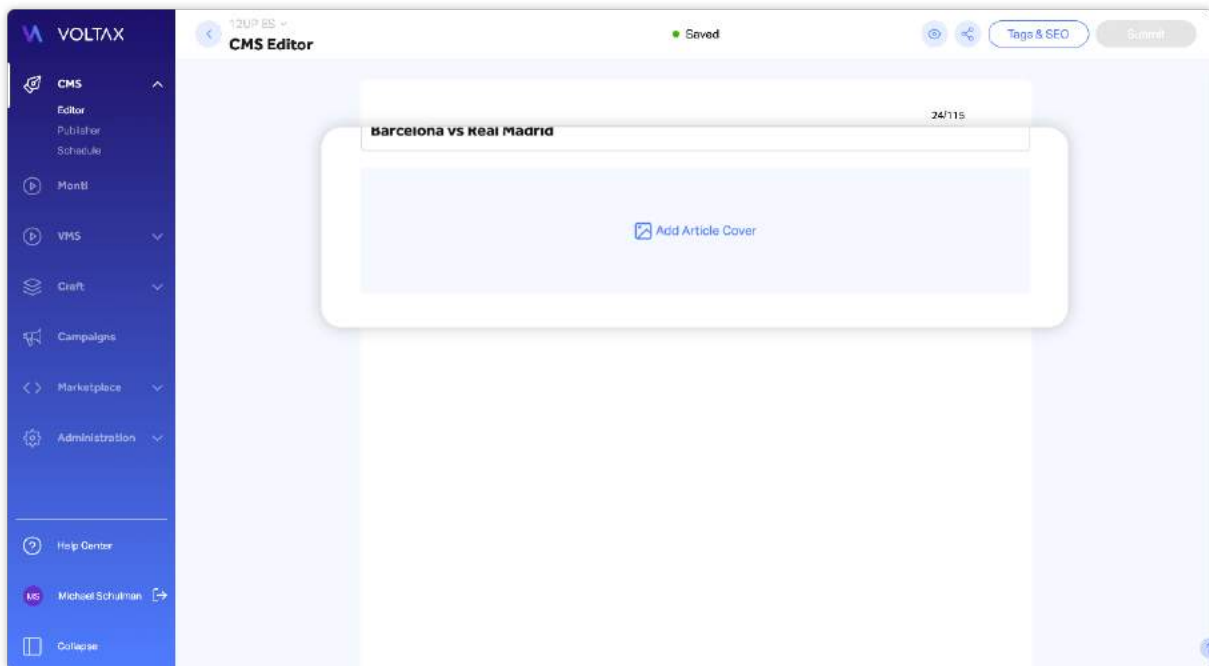
2.1. Title

Create a title for your article of no shorter than 10 characters and not exceeding 115 characters in length. Our character counter above the text input field will help you with that.

Note: The “Title” field is mandatory, and the draft can’t be submitted without it.



2.2. Cover image



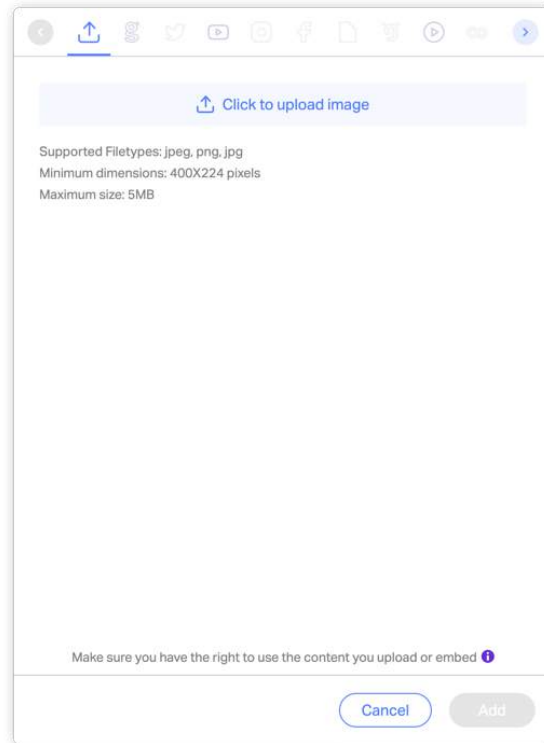
To add a cover image or video, press the picture icon in the middle of the cover frame, which will open the element panel, then select between the following options:

- Upload an image directly from your local computer

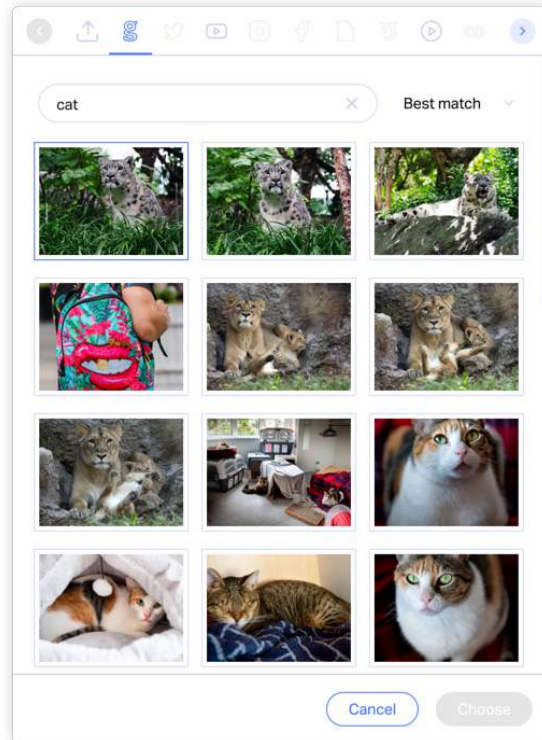
Supported File Types: jpeg, png, jpg

Minimum dimensions: 400X224 pixels

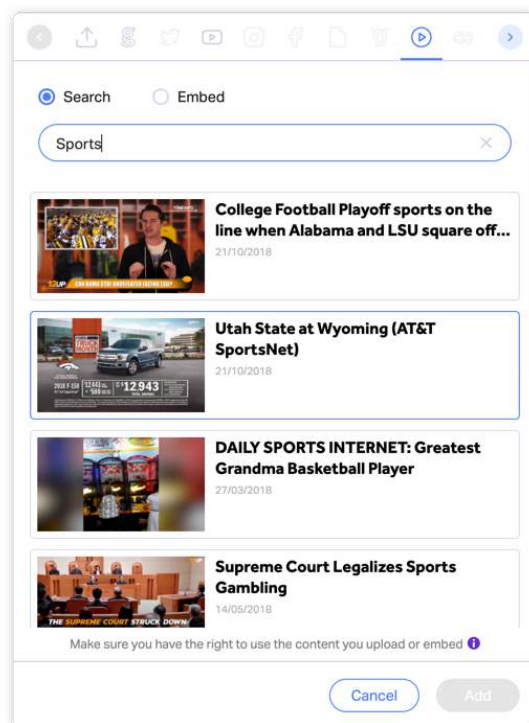
Maximum size: 5MB



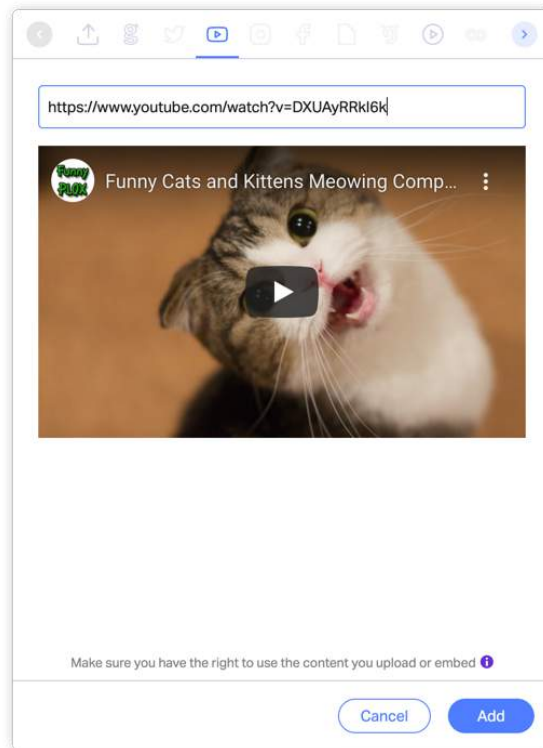
- Use one of the licensed images from Getty's library. (according to the licensing contract).



- Add a video from Voltax player's library by using a search term or by pasting the VMS embed code.



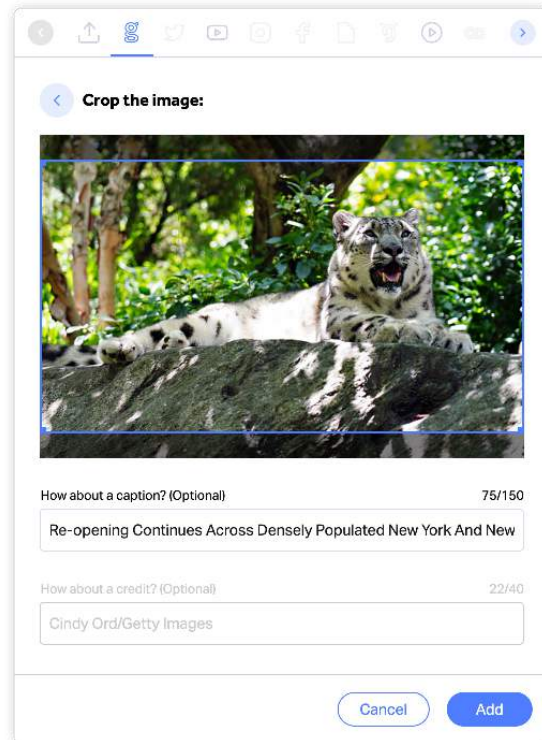
- Add a YouTube video by simply pasting the video's URL.



Note: The cover image is mandatory, and the draft can't be submitted without it.

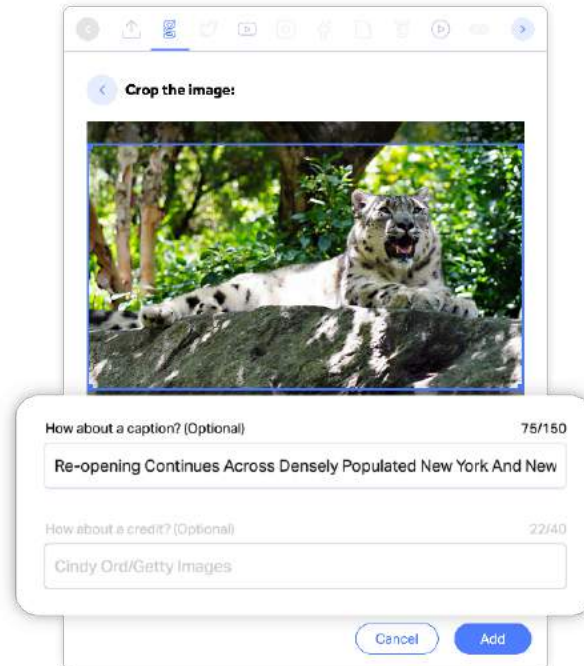
Cropping

Our cropping tool enables you to resize cover images while maintaining a 16:9 aspect ratio, as it ensures an optimal appearance throughout our platform.



Caption & Credit

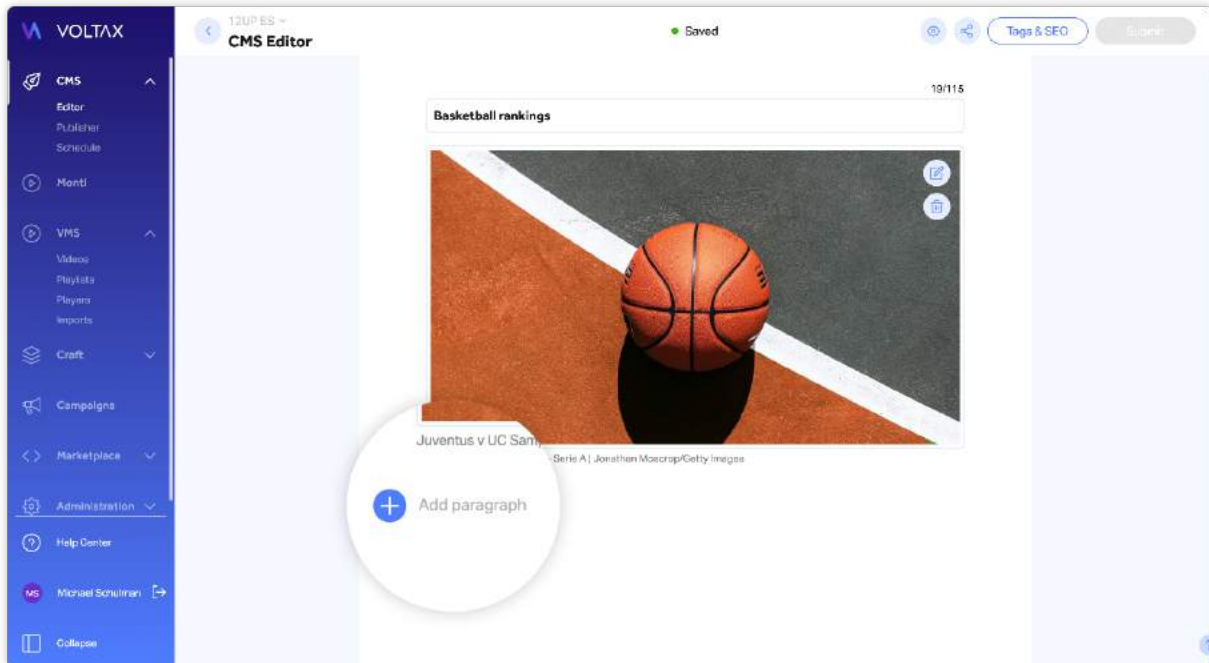
Once you finish cropping the image, we recommend adding a caption in order to boost the SEO search results (limited to 150 characters). Ensure you have the right to use the content you upload and add a "Credit" if necessary (limited to 40 characters).



2.3. Text block (paragraph)

To create a new text block, click on the "Add paragraph" next to the "Plus" (+) button and start typing. Once finished writing the paragraph, press the Enter key to create a new one.

After you start writing, select the text to apply the formatting, and the rich text editor menu (**RTE**) will appear.



Styling

Make the text **bold**, *italic*, or underlined. To boost productivity, we enabled the standard shortcuts for both Windows and IOS.

Bulleted & Numbered lists

To create an ordered list within the text block, you should select the relevant lines of text and click on the *Bulleted* or *Numbered list* icons in the RTE menu.

Headers

When creating section headings and subheadings for the title with H2 and H3 tags, remember that all text within the selected block will be formatted accordingly.

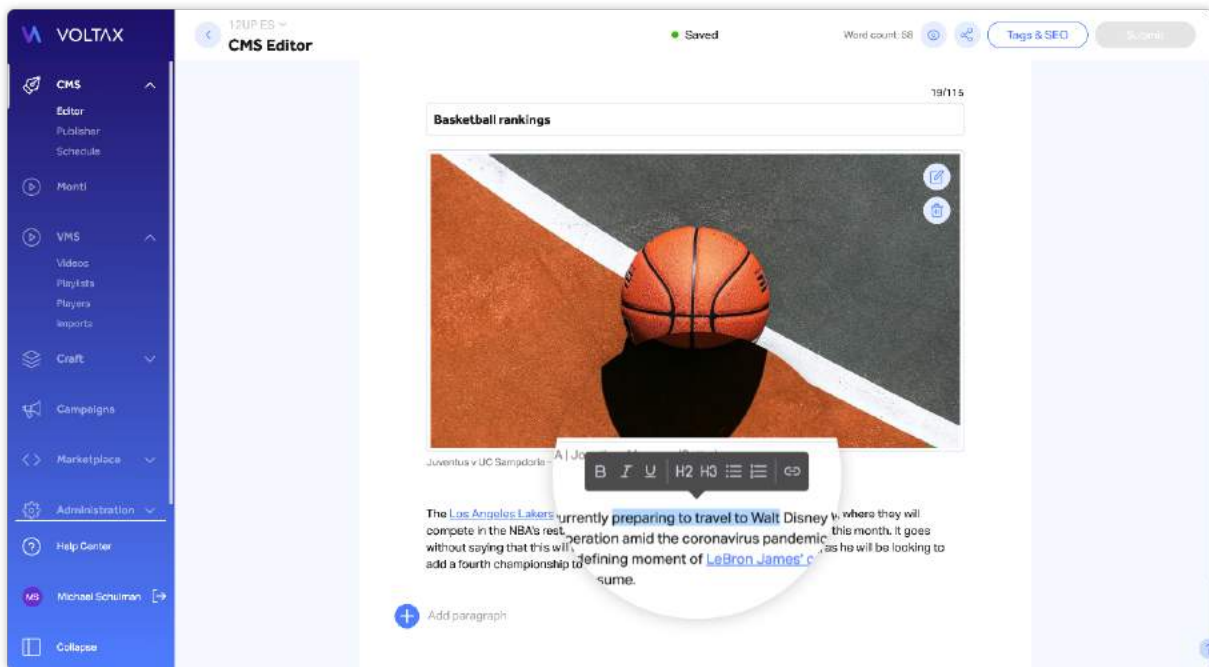
Tip: If you want to use both H2 and H3 titles, you should use them in two different text blocks.

Hyperlink

To add a hyperlink, select a word and click on the “link” icon in the RTE menu. Then insert or paste the desired URL and click enter. You can decide whether the hyperlink will open in a new tab by checking the first box. If you want to prohibit search engines from crawling this link, you should check the “no-follow” box.

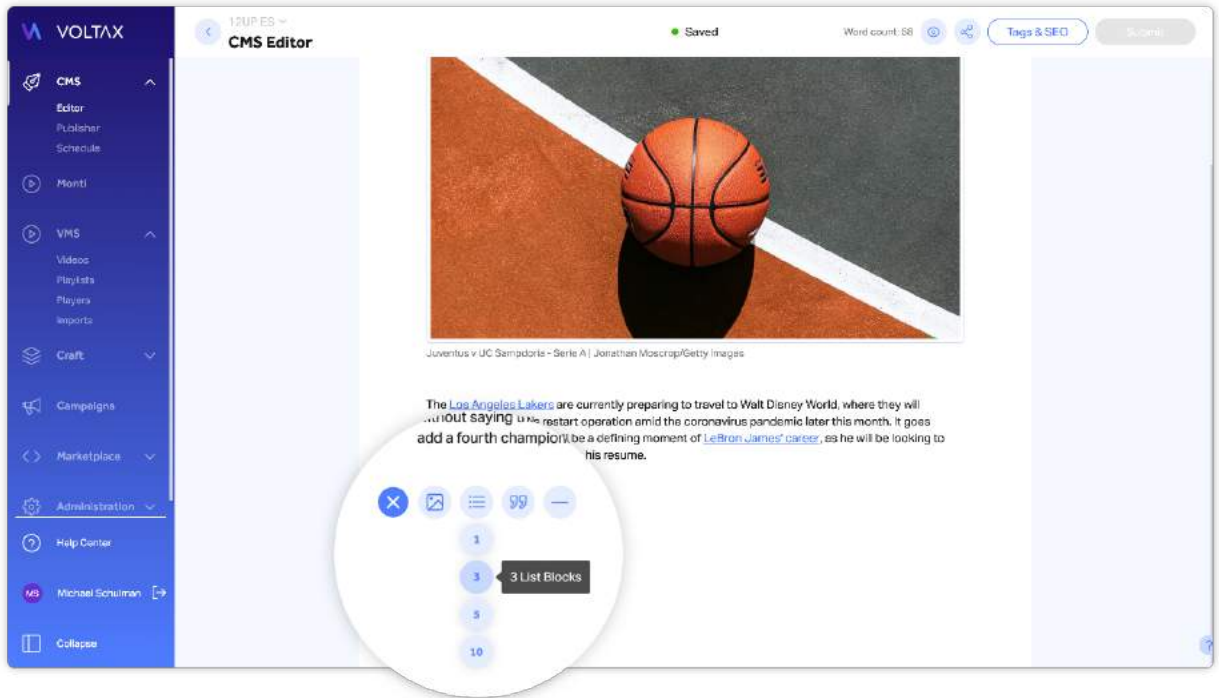
Tip #1: According to SEO guidelines, external hyperlinks within your articles (that lead to other domains) should be opened in a **new tab**, reducing your articles' bounce rate and improving viewability & traffic.

Tip #2: Check the “no-follow” box for external links added for commercial reasons or lead to unrelated content.



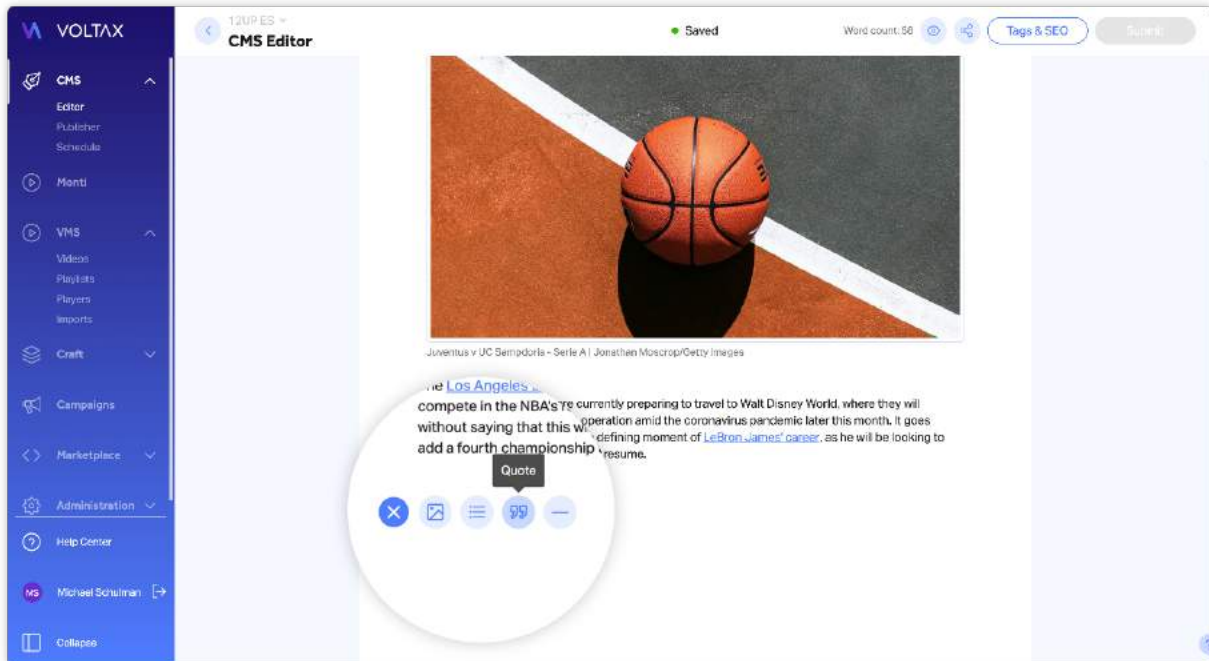
2.4. List block

Engage with your audience by creating listicles with our *List* block. For each of the listed block types, you can add the title, upload an image, and optionally add the body text. You can either upload an image directly from your computer or use an embed from our integrated providers (Ex. Twitter, Instagram, YouTube).



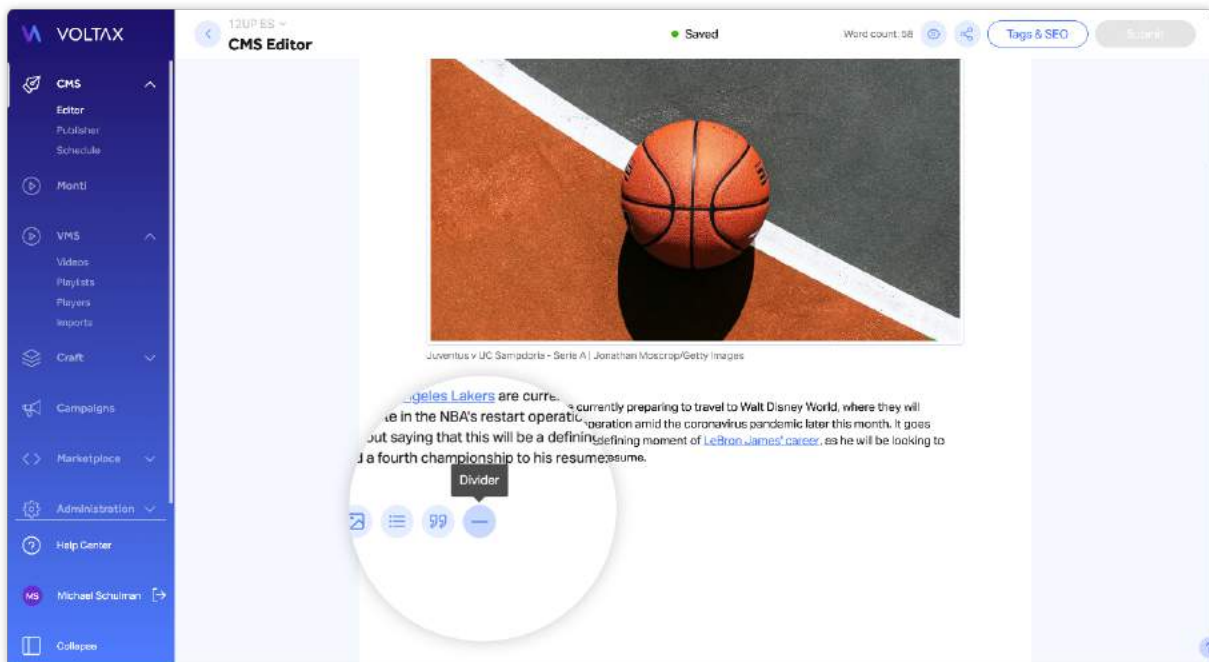
2.5. Quotation block

Use our blockquote tool for adding visuals to pull a quote out of the article's content or use it for quoting content from external sources. Do not forget to cite an author in the dedicated field below, whose name should not exceed 40 characters in length.



2.6. Divider block

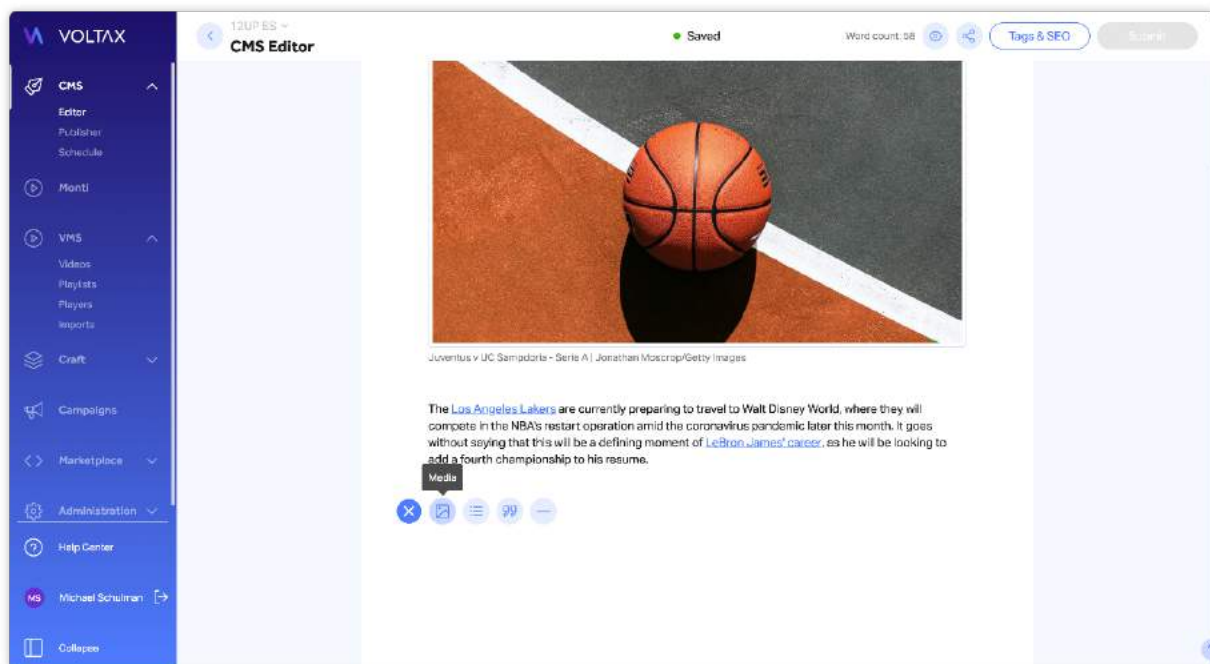
Visually separate the sections of your article with a divider. To add one, hover in between two blocks, click on the (+) button, and then click on the *Divider* icon within the RTE.



2.7. Media block

As media plays a crucial role in news gathering today, we have enabled various embedding options in our platform, including third-party video players and social media of all sorts. Follow the steps to add a media block:

1. Click on the (+) button either after the text block or in-between the paragraphs
2. Click on the “Media” icon within the RTE, which will open the element panel
3. Choose one of the available embed options.



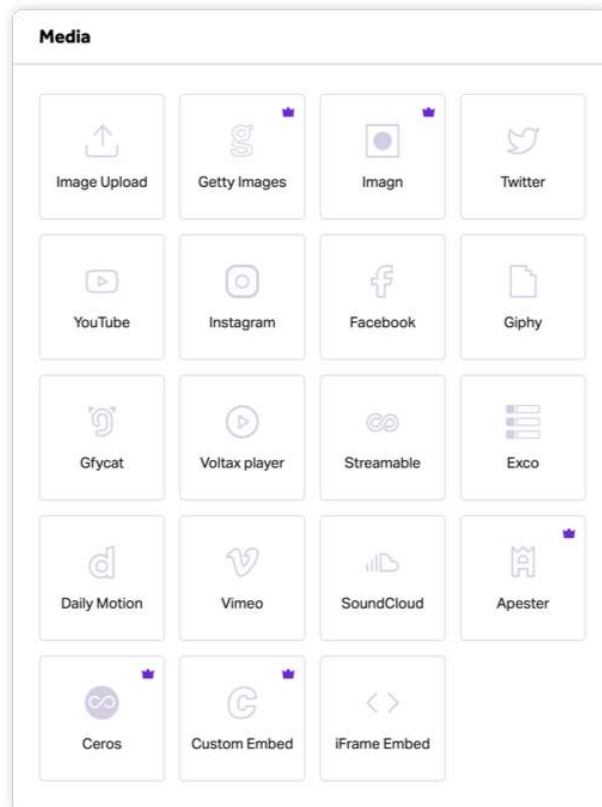
New Embeds Menu (Playground)

We have made it even easier to add images and embed media blocks within your articles.

We've replaced our previous embed "Carousel" (as seen below), with a new "Playground" that gives better access to the various embed types.

A “Crown” icon will now indicate the different premium/paid embeds that not all Voltax brands have access to, allowing you to see what’s available to you easily.

To view the new menu, follow these simple steps:



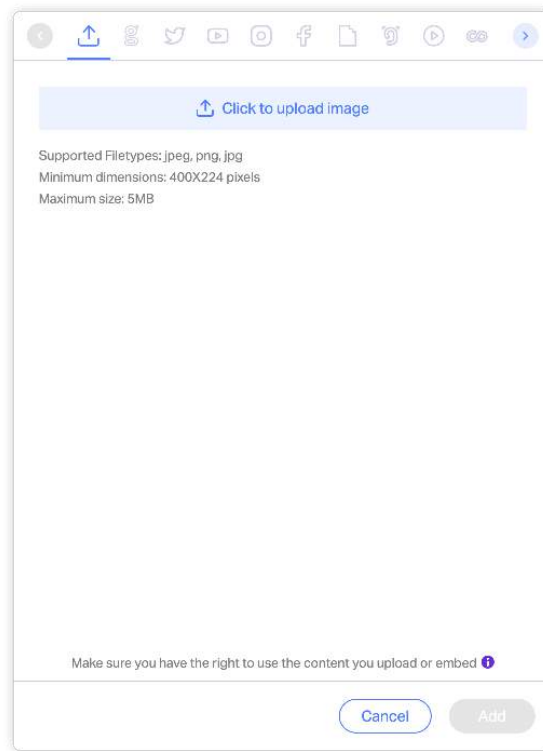
1. Click on "Write a new article" via the "Editor" table.
2. Click on the "Plus" sign and then click on the "Media" icon (for the cover image or "Media" embeds within the article).
3. Click on each item to embed it into your article.
4. Click on the "Back" button if you want to go back to the initial embeds menu.

Image upload

You can upload an image directly from your local computer. We support any of the following formats: jpg, jpeg, and png. To achieve high-quality published material, ensure your pictures have a minimum resolution of 400x224 px without exceeding 5MB in file size. Once uploaded, you can crop the image either horizontally or vertically by resizing it to the various ratios provided (3:4, 16:9, 1:1, 3:2, 2:3). Simply select the ratio and adjust the cropping until you are satisfied with the result.

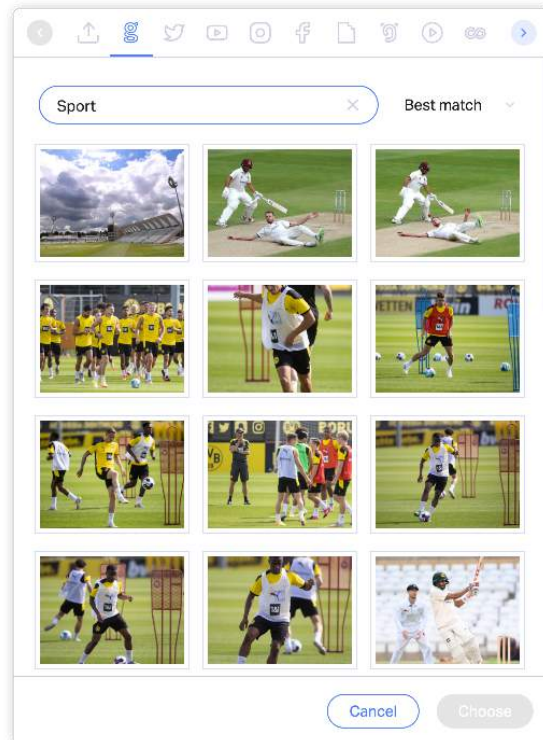
We recommend adding a caption in order to boost the SEO search results (limited to 150 characters). Ensure you have the right to use the content you

upload and add a “Credit” if necessary (limited to 150 characters). Once done, click on the *Add* button below to insert the image block to the article.



Getty Images embeds

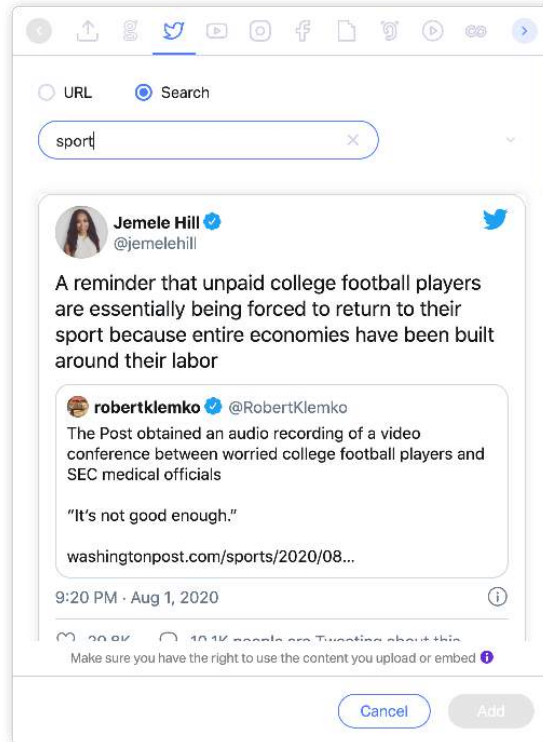
You can use any of the licensed images from Getty (according to the licensing contract). Use the free search bar to find the most relevant images for your article. By default, you will get the best matching result to your query. However, you can make the search more relevant to you by sorting it by newest, oldest, or most popular publications.



Twitter embeds

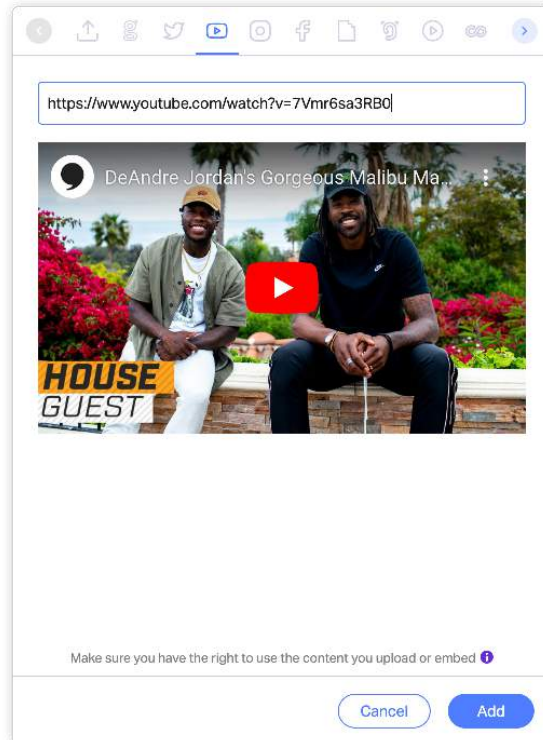
To add a Twitter post into your article, paste the copied tweet URL into the field. Alternatively, you can look up tweets directly from our platform by switching to the *Search* mode and sort results by the most popular and recent tweets, or look for a mix of those.

To place the tweet into your article, click on the *Add* button at the element panel's bottom. Note that you must click on the tweet before clicking on the *Add* button to add a searched tweet.



YouTube embeds

To add a YouTube video block into your article, click on the YouTube icon within the element panel and paste the video's URL into the dedicated field below. Then click on the *Add* button to place it into your article.



Instagram embeds

To add an Instagram post to your article, click on the Instagram icon within the element panel, paste the post's URL into the dedicated field below, and then click on the *Add* button to place it into your article.




Facebook embeds

To add a Facebook post to your article, click on the Facebook icon within the element panel, paste the post's URL into the dedicated field below, and then click on the *Add* button to place it into your article.

ossmagazine/photos/a.10150287971007365/10158529476292365



Mental Floss 
last Tuesday

Regarded as America's first great prizefighter, very little is known about Tom Molineaux's early life. The most common account, however, says that he was born a slave in Virginia sometime around 1784. The local plantation owners took amusement in pitting their enslaved people against each other in bare-knuckle boxing matches, and Molineaux showed a knack for the sport. One day, he won a match that earned his master a huge sum in bets, and was consequently granted his freedom.... [See More](#)

👍 17 🗨️ 2 📌 11

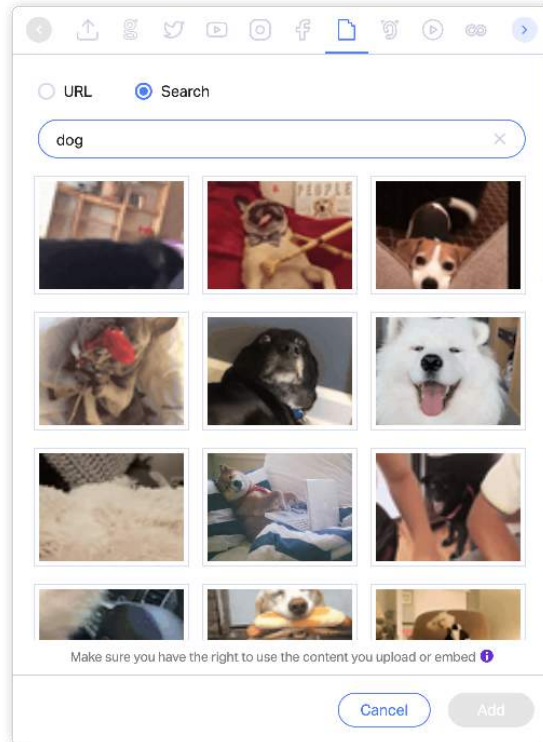
Make sure you have the right to use the content you upload or embed 

Cancel Add

Giphy embeds

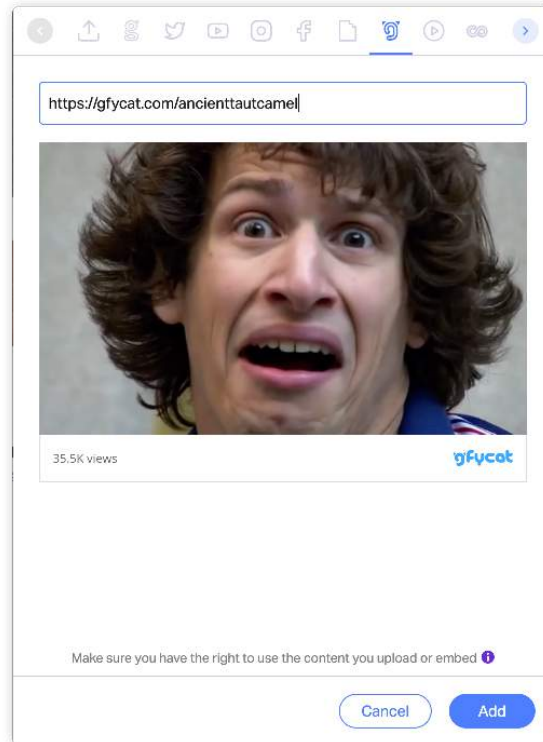
To add a GIF or an animated sticker from Giphy's database into your article, click on the Giphy icon within the element panel, paste a GIF's URL into the dedicated field below, and then click on the *Add* button to place it into your article.

You can also look up both GIFs and stickers by switching to the *Search* mode, typing a keyword, and clicking "enter." Note that to add a searched GIF, you must click on it before clicking on the *Add* button.



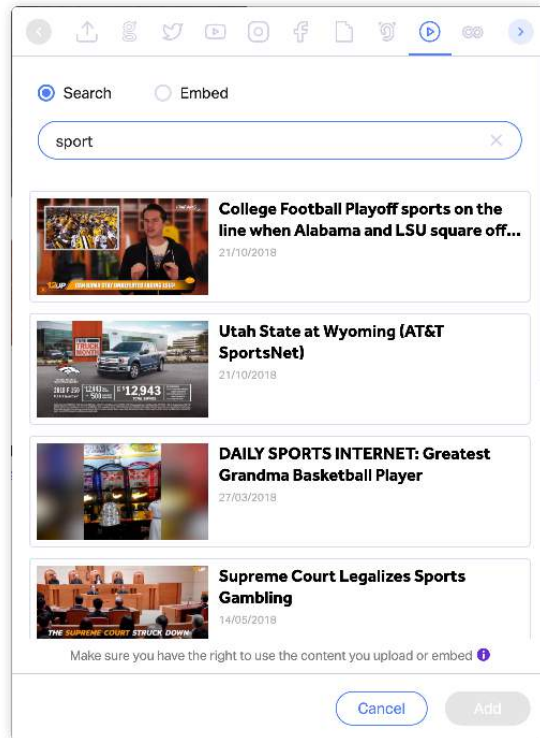
Gfycat embeds

To add a Gfycat embed to your article, click on the Gfycat icon within the element panel, paste a GIF's URL into the dedicated field below, and then click on the *Add* button to place it into your article.



Voltax Player embeds

To add a single video or a custom playlist from the Voltax player, click on the Voltax Player icon within the element panel and paste the iFrame embed code from the VMS into the dedicated field below. Then click on the *Add* button to place it into your article. Alternately, click on the “Search” button to find videos/playlists from the VMS.



Streamable embeds

To add a Streamable embed to your article, click on the Streamable icon within the element panel, paste the video's URL into the dedicated field below, and then click on the *Add* button to place it into your article.

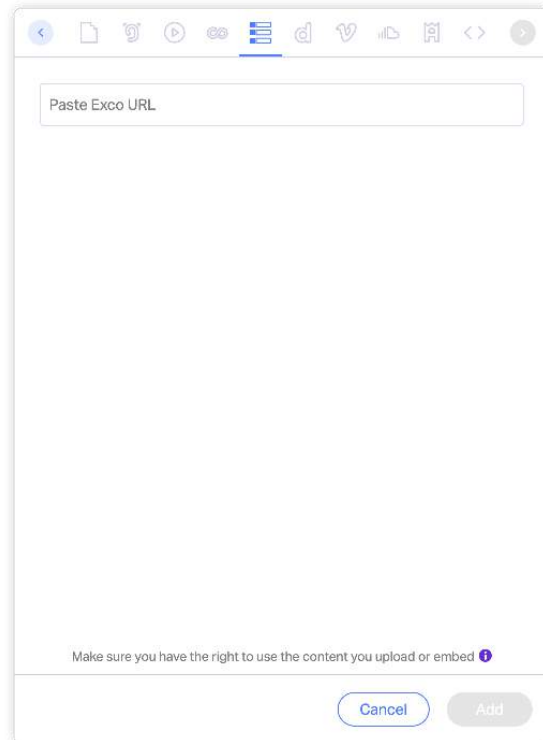
Paste Streamable URL

Make sure you have the right to use the content you upload or embed ⓘ

Cancel Add

Exco embeds (previously known as Playbuzz)

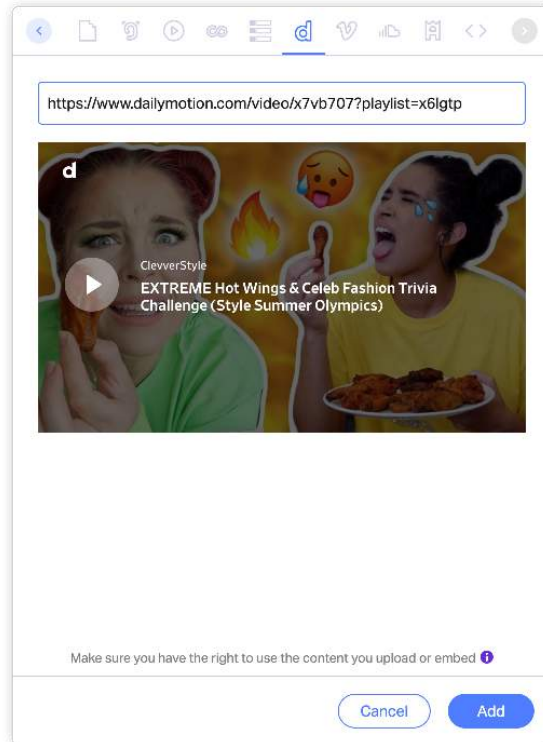
To add an Exco Embed to your article, click on the Exco icon within the element panel, paste its URL into the dedicated field below, and then click on the *Add* button to place it into your article.



The image shows a modal dialog box for adding a video embed. At the top, there is a toolbar with various icons including back, forward, refresh, and a menu icon. Below the toolbar is a text input field with the placeholder text "Paste Exco URL". At the bottom of the dialog, there is a small text warning: "Make sure you have the right to use the content you upload or embed" followed by an information icon. Below the warning are two buttons: "Cancel" and "Add".

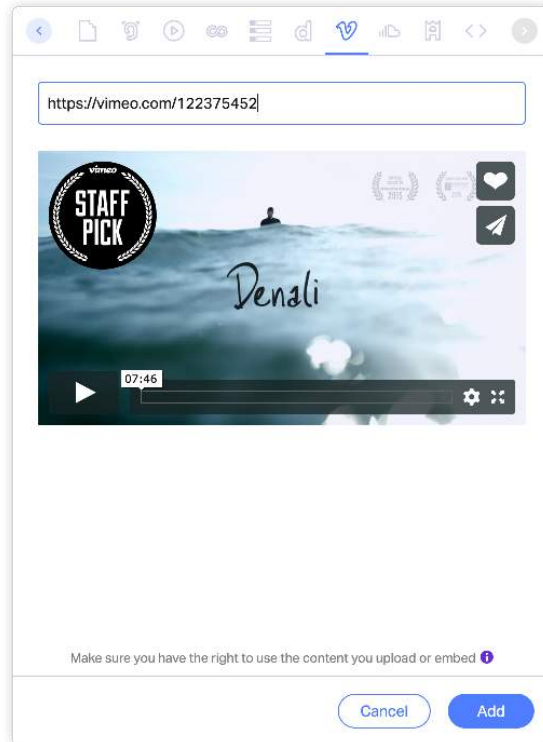
DailyMotion embeds

To add a DailyMotion video embed to your article, click on the DailyMotion icon within the element panel, paste the video's URL into the dedicated field below, and then click on the *Add* button to place it into your article.



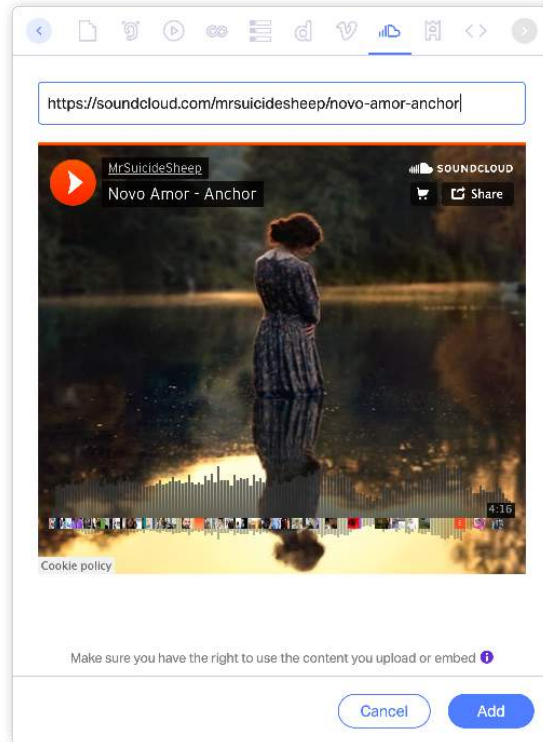
Vimeo embeds

To add a Vimeo video embed to your article, click on the Vimeo icon within the element panel, paste the video's URL into the dedicated field below, and then click on the *Add* button to place it into your article.



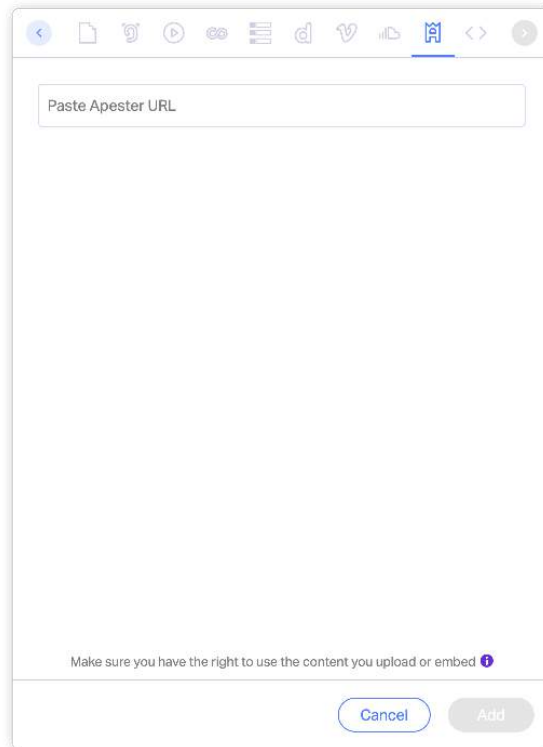
Soundcloud embeds

To add music tracks or playlists from the Soundcloud library to your article, click on the Soundcloud icon within the element panel, paste its URL into the dedicated field below, and then click on the *Add* button to place it into your article.



Apester embeds

To add an Apester embed to your article, click on the Apester icon within the element panel, paste its URL into the dedicated field below, and then click on the *Add* button to place it into your article (this relies on access to Apester's external platform).



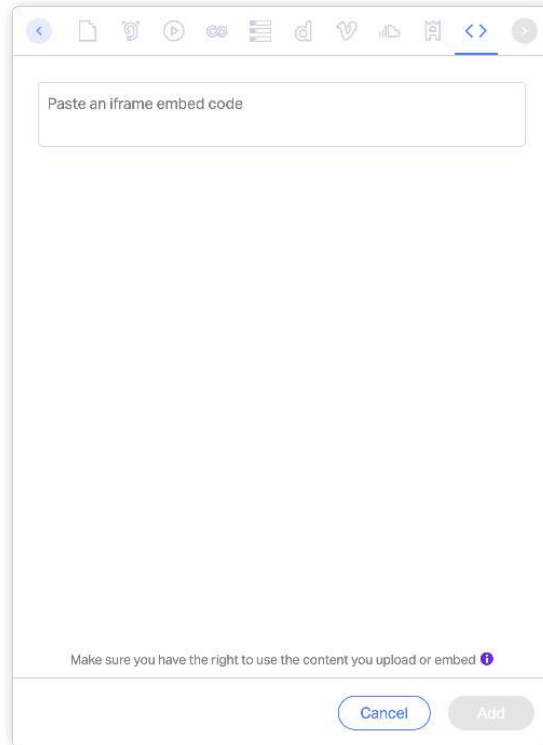
Ceros embeds

To add a Ceros embed to your article, click on the Ceros icon within the element panel, paste its URL into the dedicated field below, and then click on the *Add* button to place it into your article (this relies on access to Ceros’s external platform).

iFrame embeds

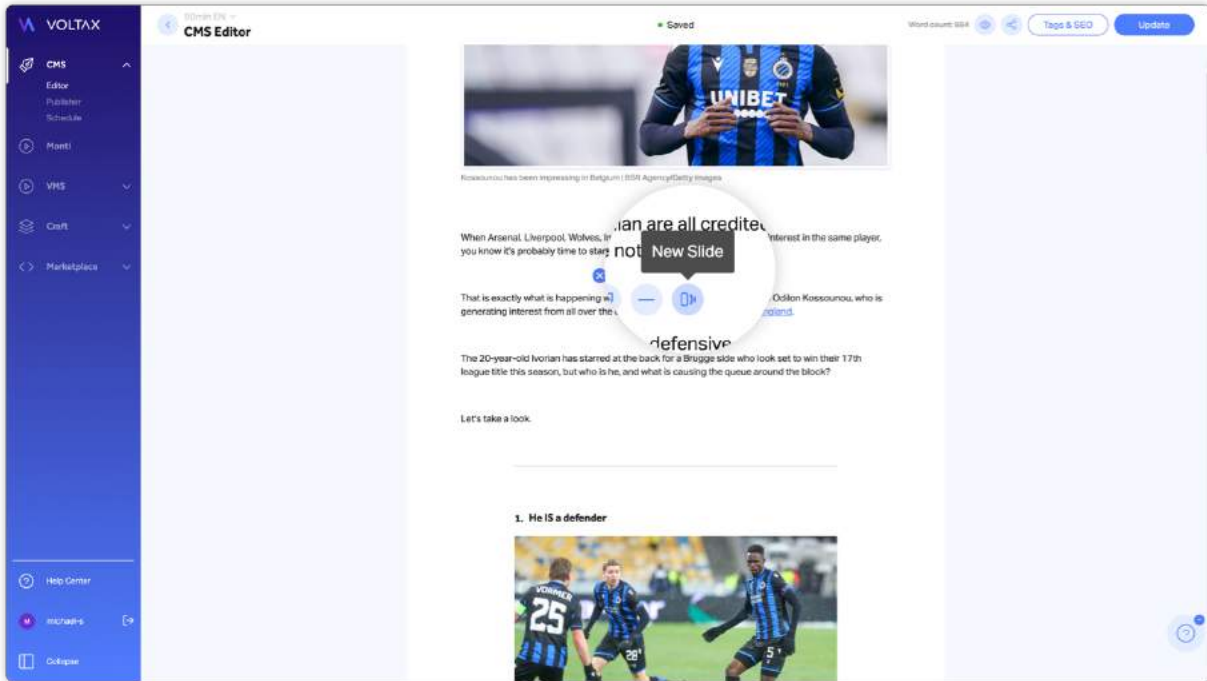
To add a different embed to your article that doesn’t appear within the list, click on the iFrame Embed icon within the element panel and paste its iFrame embed code into the dedicated field below. Click on the *Add* button to place it into your article.

Note that we only support <iFrame> embeds containing a “height” attribute, ensuring an optimal appearance throughout our platform.

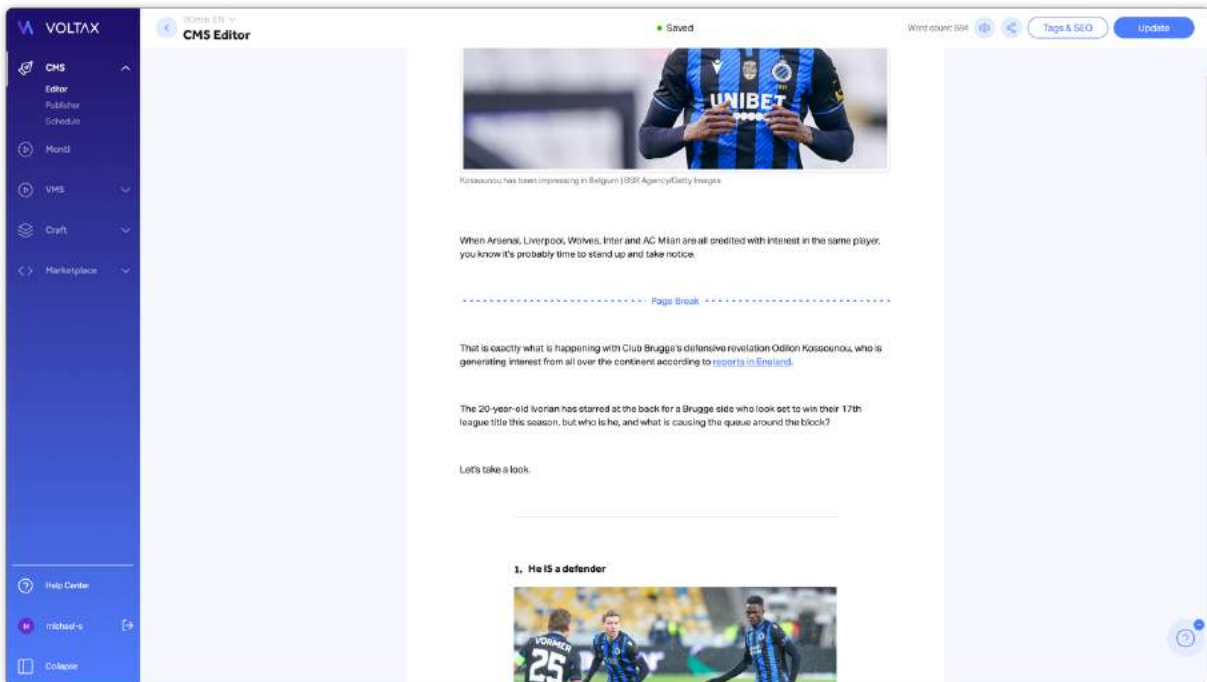


2.8. Slideshows

We now enable editors to create articles that are separated into several slides by adding a "Page Break" between them (within the Editor), called slideshows. The slideshow capability enables editorial teams on Voltax to enrich their readers' experience on the site.



Editorial teams can add any block type to each slide, such as paragraphs, H2/H3 titles, lists, images, media embeds, etc.



The first slide's URL is configured via the "Publisher" (same as today). Each of the next slide's URLs will be automatically generated with a slash (/) and the "Number of the slide" at the end of the first slide's URL.

To publish a new slideshow, follow these simple steps:

1. Click on "Write a new article" via the "Editor" table.
2. After adding a title, a cover image, and several paragraphs (for the 1st slide), click on the "Plus" sign and then click on the "New slide" icon.
3. Clicking on the "New slide" button will add a "Page Break" to the Editor, which will indicate where the previous slide ends and where the new one starts. (The "Page Break" will not be visible on the site's post-page)

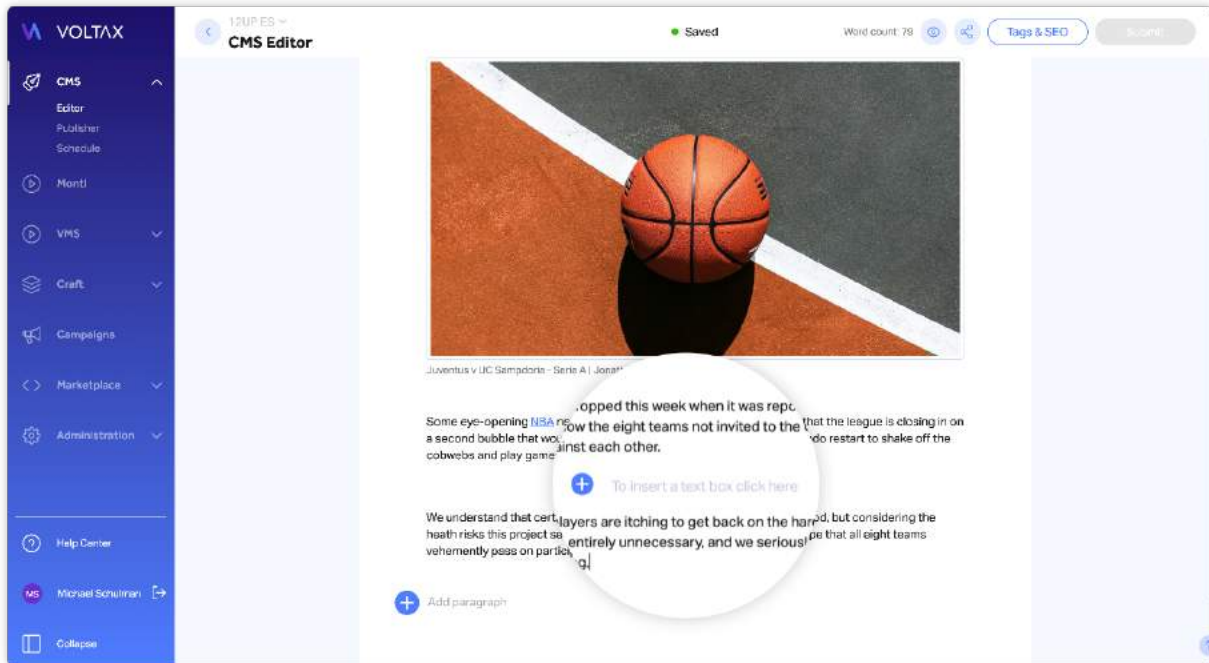
Tips:

1. If you add the "Page Break" before any of the other paragraphs/blocks, the first slide on the site will be empty (only the title and the cover image will appear)
2. If you add two "Page Break" blocks in a row, it'll result in an empty slide within the site.
3. In the 1st phase, you'll only be able to "Preview" the first slide.
4. Each "Page Break" block within the editor can be deleted or "reordered" (same as the rest of the blocks we currently support).
5. The article's title and cover image will be visible on top of each one of the slides.

3. Block actions

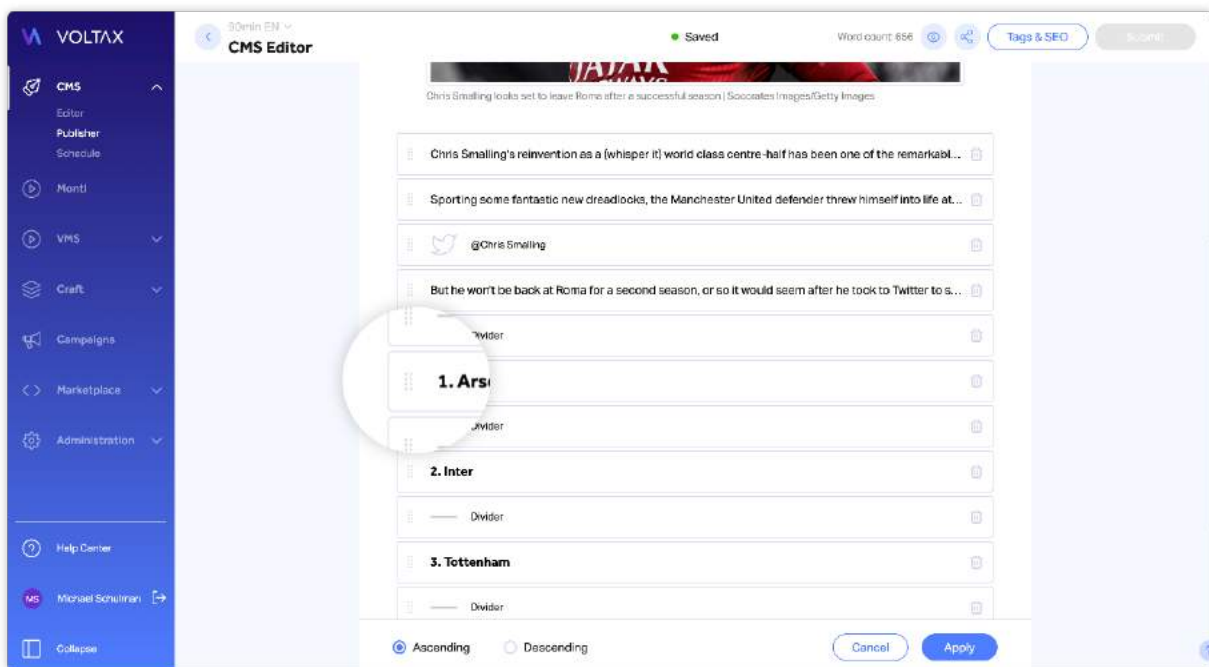
3.1. Adding new text blocks

Mouse-hovering between two existing text blocks will reveal the option to add a new block between them.



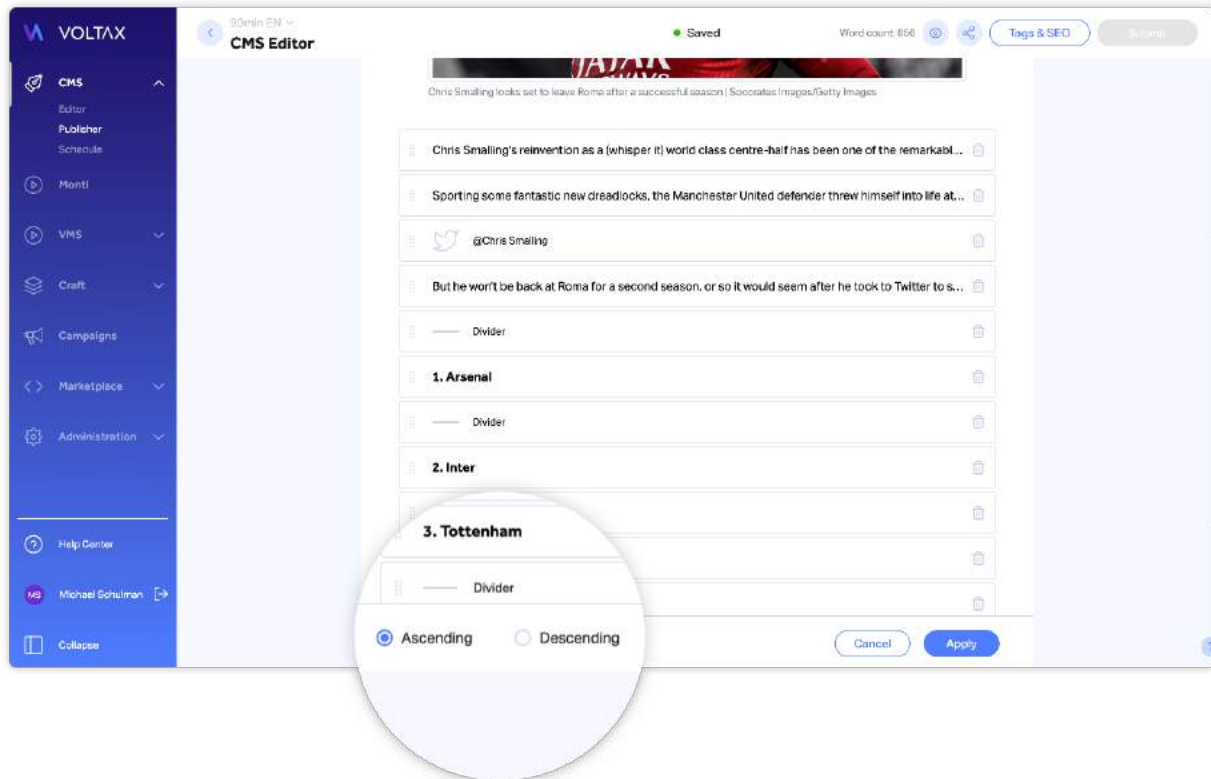
3.2. Reordering the content

To change the content arrangement, you should hover over any block, click on the dotted icon to the left of it, and enter the reordering menu. Easily drag & drop the blocks to sort them in any preferred sequence. When done, click on the *Apply* button below.



Ascending and Descending order

We also ensured that reordering the listicles' content is easy and does not require too much of your time. In case you have multiple list blocks, you can switch between ascending and descending modes in the reordering menu of the blocks.



3.3. Editing media blocks

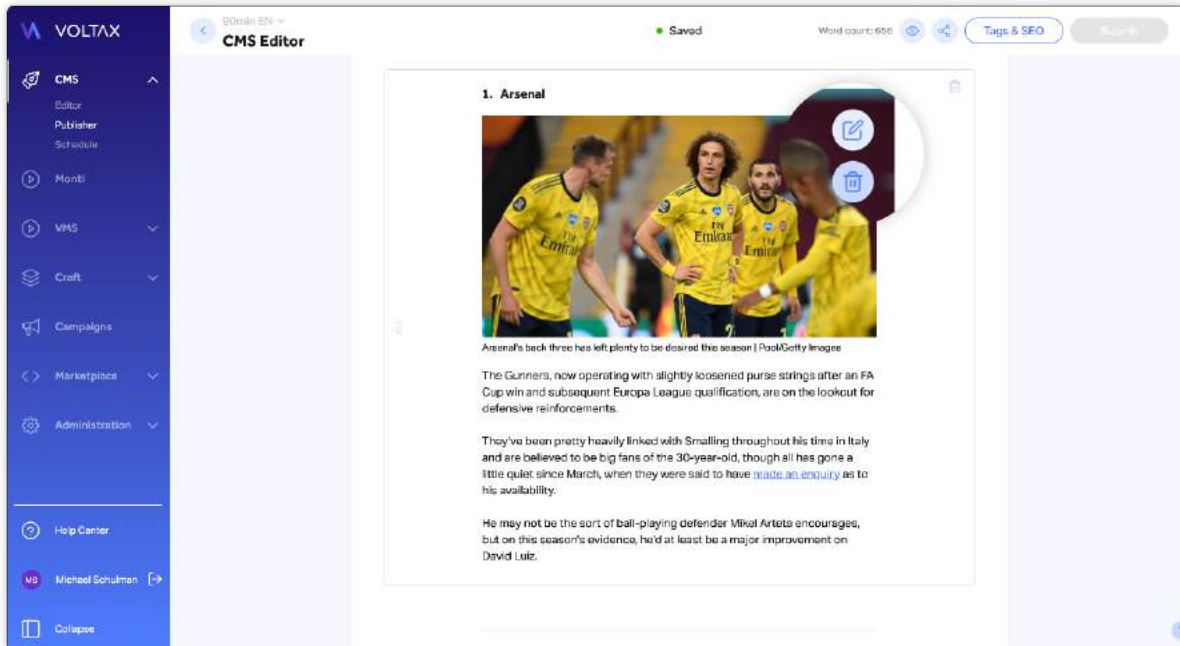
If you want to alter a media block, just hover over it and click on the editing icon. After you finish editing, make sure to click on the *Save* button to save your changes.

The screenshot displays the VOLTAX CMS Editor interface. On the left is a dark blue sidebar with navigation options: CMS (Editor, Publisher, Schedule), Month, VMS, Craft, Campaigns, Marketplace, Administration, Help Center, and a user profile for Michael Schullman. The main editor area shows a text block titled "1. Arsenal" containing an image of Arsenal players and three paragraphs of text. A circular pop-up menu is overlaid on the image, featuring a trashcan icon for deletion and a plus sign for additional actions. The top of the editor shows "30min EN", "CMS Editor", "Saved", "Wordcount: 656", and "Tags & SEO".

3.4. Deleting blocks

If you wish to delete any of the text blocks, hover over them and click on the trashcan icon to the right. Alternatively, you can do it while rearranging the content-disposition in the reordering menu.

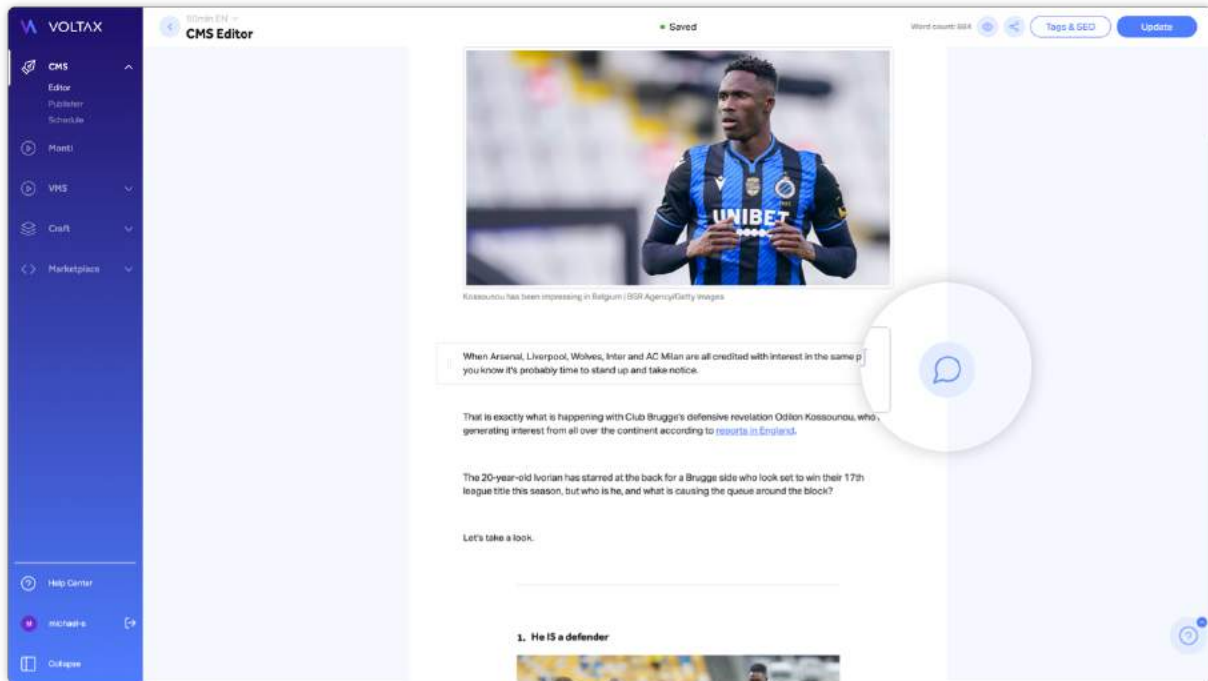
Note that you will have 5 seconds to *Undo* the deletion via the pop-up on the screen's top right side.



3.5. Editorial Commenting

Editors and writers can add comments within the Editor according to the following flow:

1. The editor enters the Publisher.
2. The editor chooses one of the submitted articles and clicks 'Edit.'
3. Click-on (or hover over) one of the blocks to reveal the "comment" icon.
4. Click on the icon to open the "commenting" box.
5. Add a comment into the input field and then click on the "comment" button (or press enter) to insert a new comment.
6. You can close the "commenting" box by clicking on the "X"
7. The "comment" icon will be anchored next to the relevant block, indicating the number of comments added.



Tips:

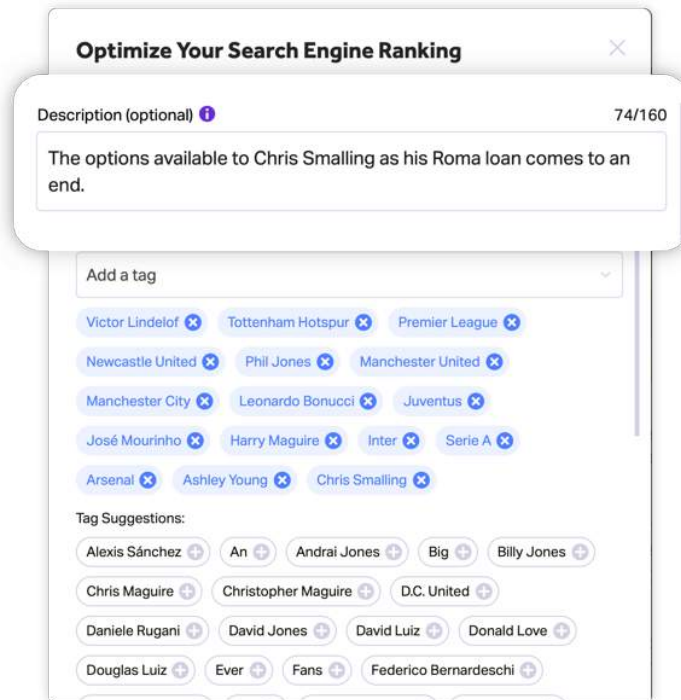
1. Writers can also use the commenting feature to add notes to themselves or the editors reviewing their articles.
2. If you want to add comments about the title itself or add general comments that will be used as feedback for the whole article, add comments **next to the title**.

4. Tags & SEO

4.1. SEO description

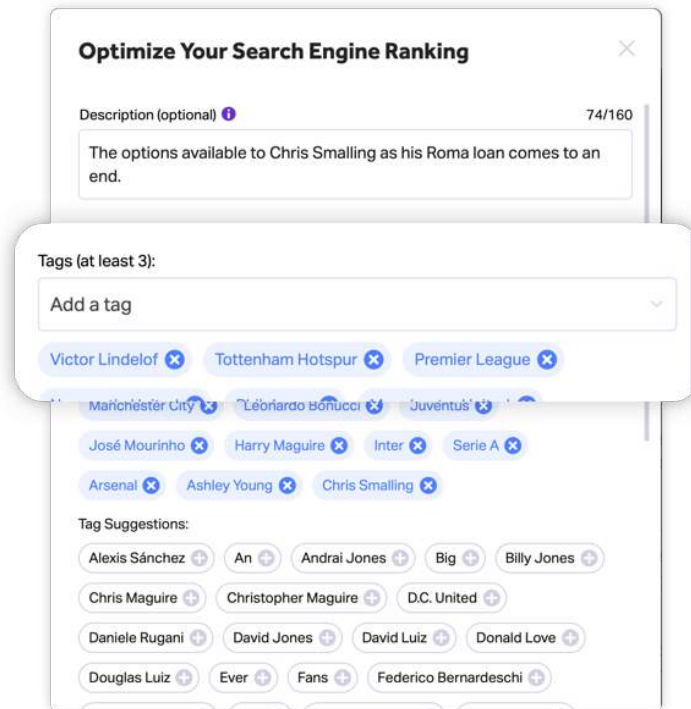
Add a brief summary of the article, including all the relevant keywords. Use it as a chance to maximize the visibility of your articles in search engine result pages (SERP), as the summary will appear below the page title as its SEO description. If you choose to leave this field empty, the article's first 160 characters will be used as the SEO description.

Note that the maximum length for the description is 160 characters.



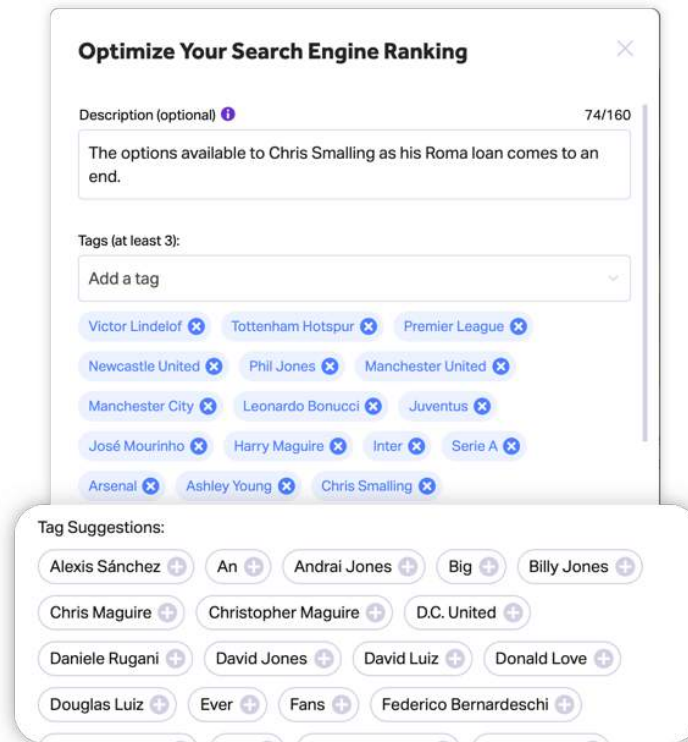
4.2. Adding tags

Before publishing your article, you must add at least three tags. Type in the most relevant keywords to your title, separating them with the *Enter* key. If the tag already exists in our system, it will be auto-completed as you type.



Tag suggestions

The tag suggestions tool will make your tag creation process much easier and faster. Our system is constantly scanning your article while you are writing it and comes up with a list of tags relevant to its content. Click on the (+) sign to add a tag from the suggested list and on (x) to delete a tag you don't want to use.

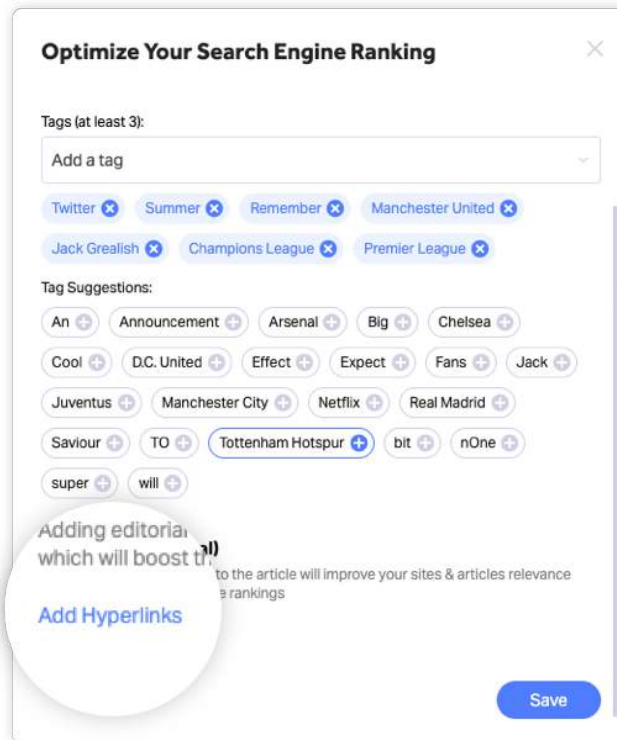


4.3. Hyperlink suggestions

This feature will help you add relevant hyperlinks to your articles according to their content. Adding hyperlinks will improve your site's internal linking and amp-up the articles' SEO ranking.

Add hyperlinks

After you finish writing your article, head to the *Tags & SEO* section and click on "Add Hyperlinks" at the bottom, which will open the "Hyperlinks" section to the left of the *Editor*.

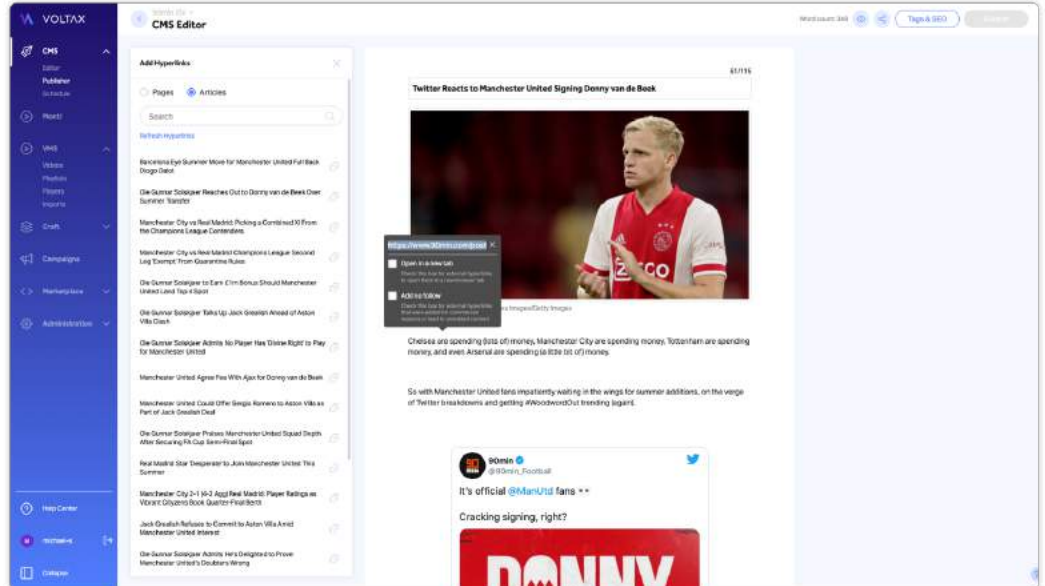


Page & Article suggestions

Select one relevant page or article and click on the "Copy URL" button next to it. Then select a word within the article, click on the "add link" button, and paste the URL you wish to add as a Hyperlink.

Note that you can always click on the "refresh" icon on top to update the results. Additionally, you can use the "search" bar to look for Pages and/or Articles in case the suggestions don't provide you with specific

results you desire to add.



5. Social sharing

After finishing writing your article, you can customize each article's social card's data (title, image, and description) as it appears when shared by your readers across the social networks. Simply enter the *Editor*, click on the "Social sharing" icon on top, and start editing.

The screenshot displays the VOLTAX CMS Editor interface. On the left is a dark blue sidebar with navigation options: CMS (Editor, Publisher, Schedule), Montl, VMS, Craft, Campaigns, and Marketplace. Below these are Help Center, a user profile for 'michael-s', and a Collapse button. The main editor area shows a 'CMS Editor' header with a 'Word count: 208' indicator. A circular callout highlights the top right corner, showing a 'Social Sharing' button and a 'Submit' button. The central content area features a social card preview with the title 'Tigres con nuevo caso de COVID previo a la Jornada 11', a photo of Tigres UANL players celebrating, and a description: 'El conjunto de Tigres UANL sufrirá una inesperada baja de cara a la siguiente fecha del Guard1anes 2020. Por primera vez en el torneo, Ricardo Ferretti iba a contar con plantel completo luego de recuperaciones de lesión, regresos tras sanción y dar negativo por COVID, pero es la última situación la que evitará que esto suceda.'

5.1. Data fields logic

The following logic will be used in case you leave any of the social card's fields empty:

Title - The article's title will be used.

Image - The article's cover image will be used.

Description - The article's first 160 characters will be used.

5.2. Social card preview

Once you fill in data within the social card fields, you'll be able to see the card's preview on top (it will update simultaneously with every change made).

Social Sharing ✕

If you want to use a different title, image, or description, add them here. If left empty, the article's title, cover image and first 160 characters will be used.

Social card preview 🔄 Use Article Data



Tigres tiene un nuevo caso de COVID previo a la Jornada 11

El conjunto de Tigres UANL sufrirá una inesperada baja de cara a la siguiente fecha del Guard1anes 2020. Por primera vez en el torneo, Ricardo Ferretti iba a co

Title 58/115

Tigres tiene un nuevo caso de COVID previo a la Jornada 11

Cancel Save

5.3. Use article data

Note that at any time, you can also click on the **Use Article Data** button to insert the data from the most recent version of your article into the fields accordingly. Clicking on it will override any data that already exists within the fields.

Social Sharing

If you want to use a different title, image, or description, add them here. If left empty, the article's title, cover image and first 160 characters will be used.

Social card preview [Use Article Data](#)



Tigres tiene un nuevo caso de COVID previo a la Jornada 11

El conjunto de Tigres UANL sufrirá una inesperada baja de cara a la siguiente fecha del Guard1anes 2020. Por primera vez en el torneo, Ricardo Ferretti iba a co

Title 58/115

Tigres tiene un nuevo caso de COVID previo a la Jornada 11

[Cancel](#) [Save](#)

Keep in mind: If you edit a post's title/image after it was already submitted or published, make sure to adjust the social sharing fields as well before re-submitting it.

6. Preview

To view your article's appearance before submitting it, you can click on the *Preview* button on the screen's top-right part. We provide mobile, tablet, and desktop previews for your article.



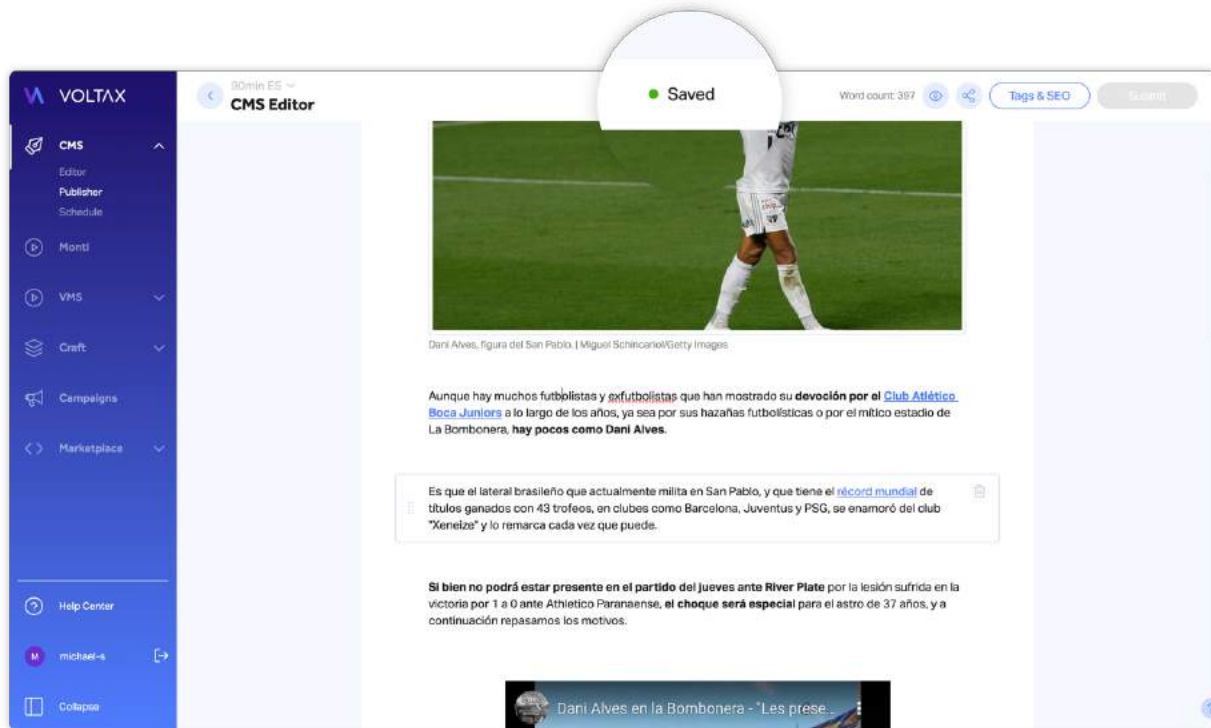
7. Word count

For your convenience, you can view your article's word count on top of the screen.



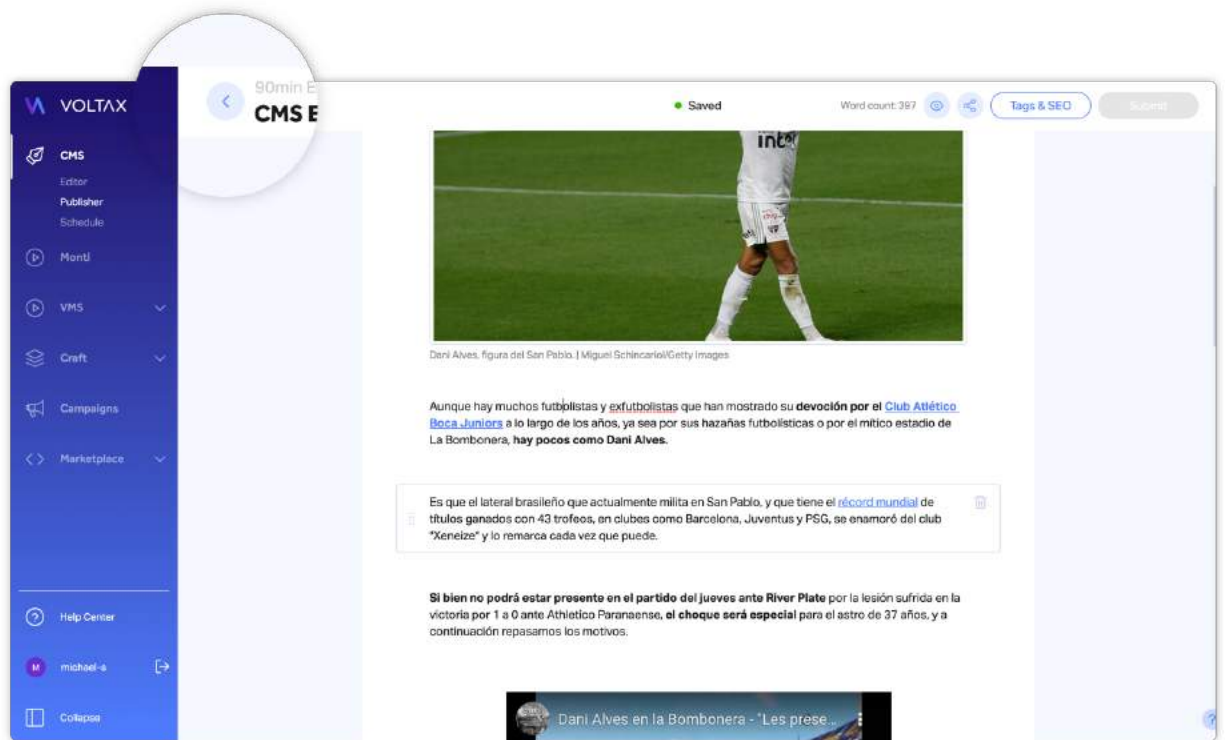
8. Saving mechanism

To make sure that none of your work goes to waste, we automatically save your content without you needing to lift a finger. We provide an indication on top of the Editor that your content has been “Saved.”



9. Back button

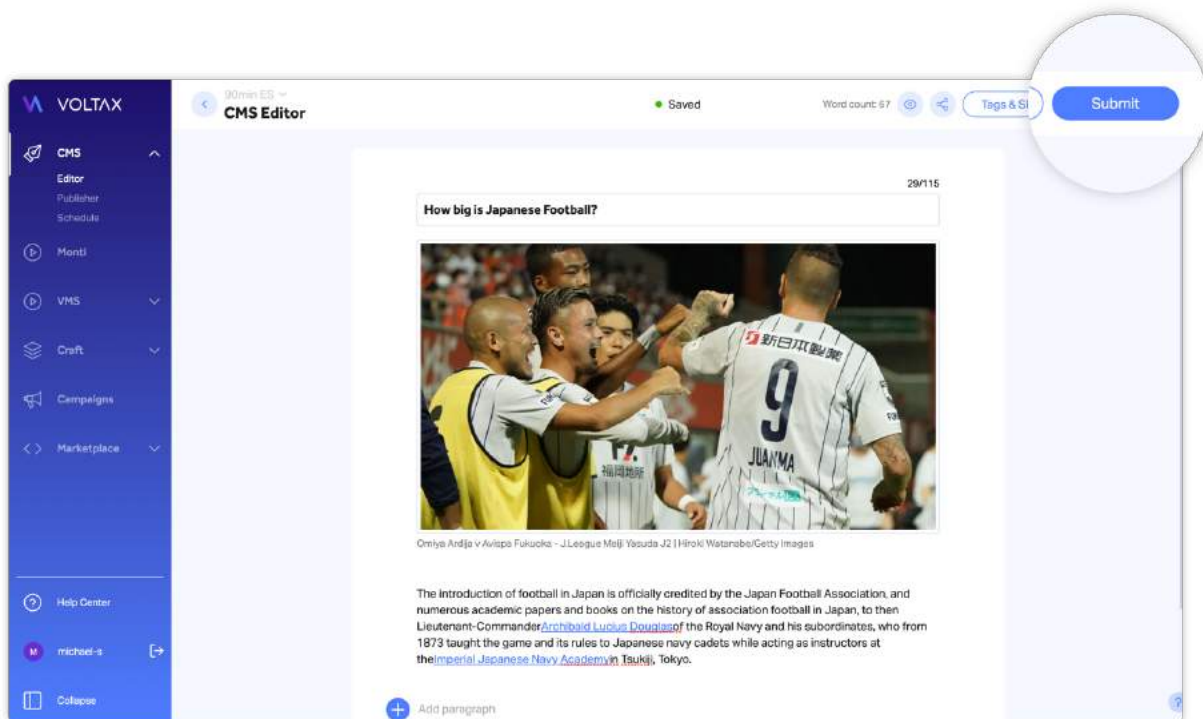
To help you navigate between the various screens within the CMS, you can click on the “Back” button to return to your previous screen.



10. Submit

Once you have finished writing your article’s draft, including the title, cover image, and at least three tags, you can click on the submit button for editorial review.

Note that the *Submit* button will be disabled if you have not filled in one of the mandatory fields. When mouse-hovering the disabled *Submit* button, you can check out which of the fields are missing.

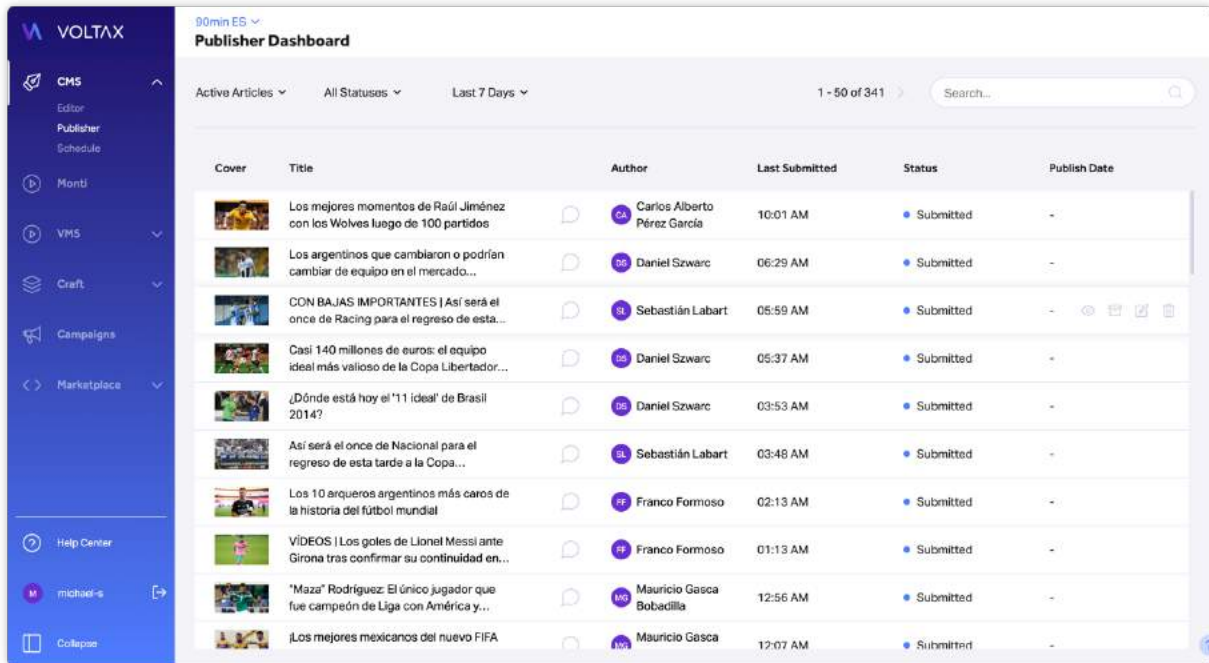


Publisher

11. The *Publisher's* table

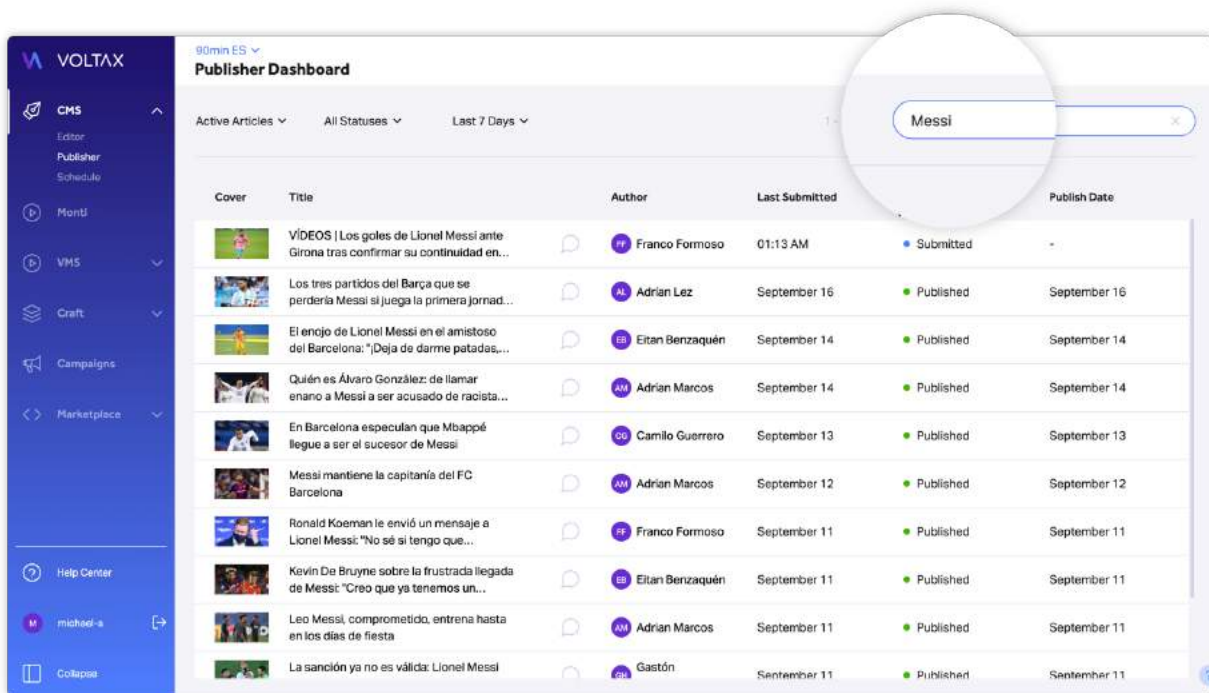
This table will present all articles that were submitted, scheduled, or published.

Note that only users with permission to access the *Publisher* will be able to view this.



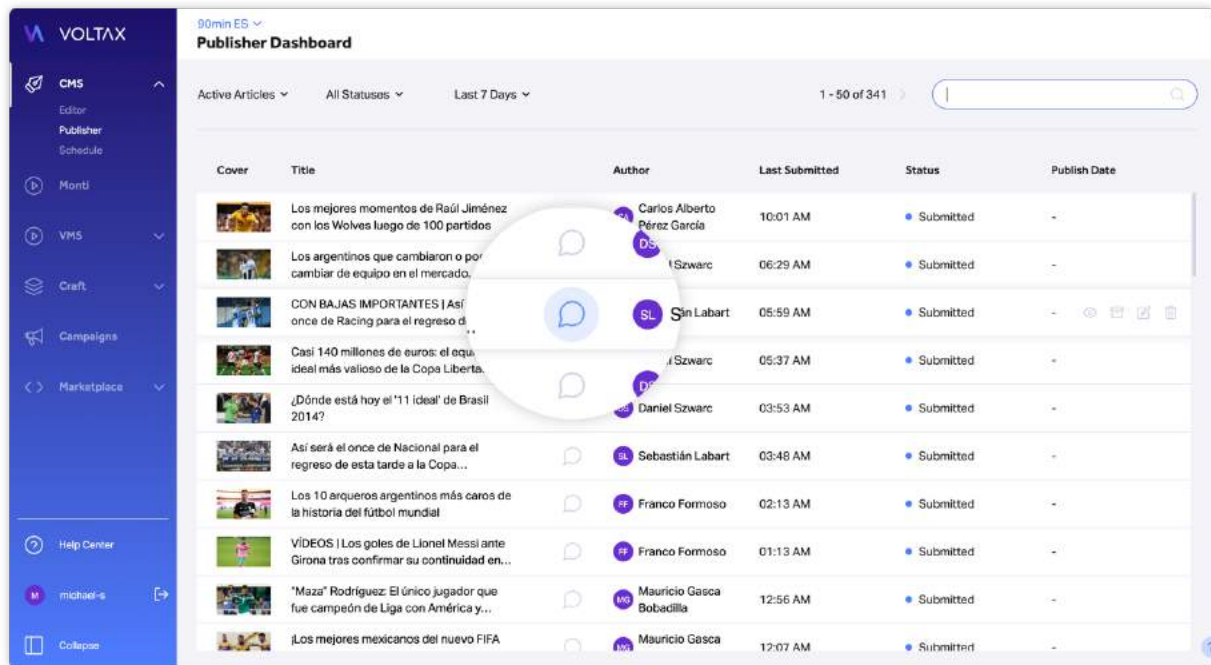
11.1. Searching articles

The search component enables you to find a specific article by its title. Simply insert a search term and click “enter.”



11.2. Adding comments

We enable adding comments to articles, in any status, for your preferences. You can provide feedback to an article, announce editorial ownership over it, or add any sort of remark. Furthermore, you can also add more than one comment to a single article, modify, or permanently delete it.



11.3. Preview

To view your article's appearance, you can click on the *Preview* button in the table. We provide mobile, tablet, and desktop previews for your article.

VOLTAX 90min ES
Publisher Dashboard

Active Articles ▾ All Statuses ▾ Last 7 Days ▾ 1 - 50 of 341 Search...

Cover	Title	Author	Last Submitted	Status	Publish Date
	Los mejores momentos de Raúl Jiménez con los Wolves luego de 100 partidos	Carlos Alberto Pérez García	10:01 AM	Submitted	-
	Los argentinos que cambiaron o podrían cambiar de equipo en el mercado...	Daniel Szwarc	06:29 AM	Submitted	-
	CON BAJAS IMPORTANTES Así será el once de Racing para el regreso de esta...	Sebastián Labart	05:59 AM	Submitted	-
	Casi 140 millones de euros: el equipo ideal más valioso de la Copa Libertador...	Daniel Szwarc	05:37 AM	Submitted	-
	¿Dónde está hoy el '11 ideal' de Brasil 2014?	Daniel Szwarc	03:53 AM	Submitted	-
	Así será el once de Nacional para el regreso de esta tarde a la Copa...	Sebastián Labart	03:48 AM	Submitted	-
	Los 10 arqueros argentinos más caros de la historia del fútbol mundial	Franco Formoso	02:13 AM	Submitted	-
	VÍDEOS Los goles de Lionel Messi ante Girona tras confirmar su continuidad en...	Franco Formoso	01:13 AM	Submitted	-
	"Maza" Rodríguez: El único jugador que fue campeón de Liga con América y...	Mauricio Gasca Bobadilla	12:56 AM	Submitted	-
	¡Los mejores mexicanos del nuevo FIFA	Mauricio Gasca	12:07 AM	Submitted	-

11.4. Editing an article

Click on the *Edit* button to modify an existing article. Alternatively, you can proceed with editing an article at the *Article Customisation* page.

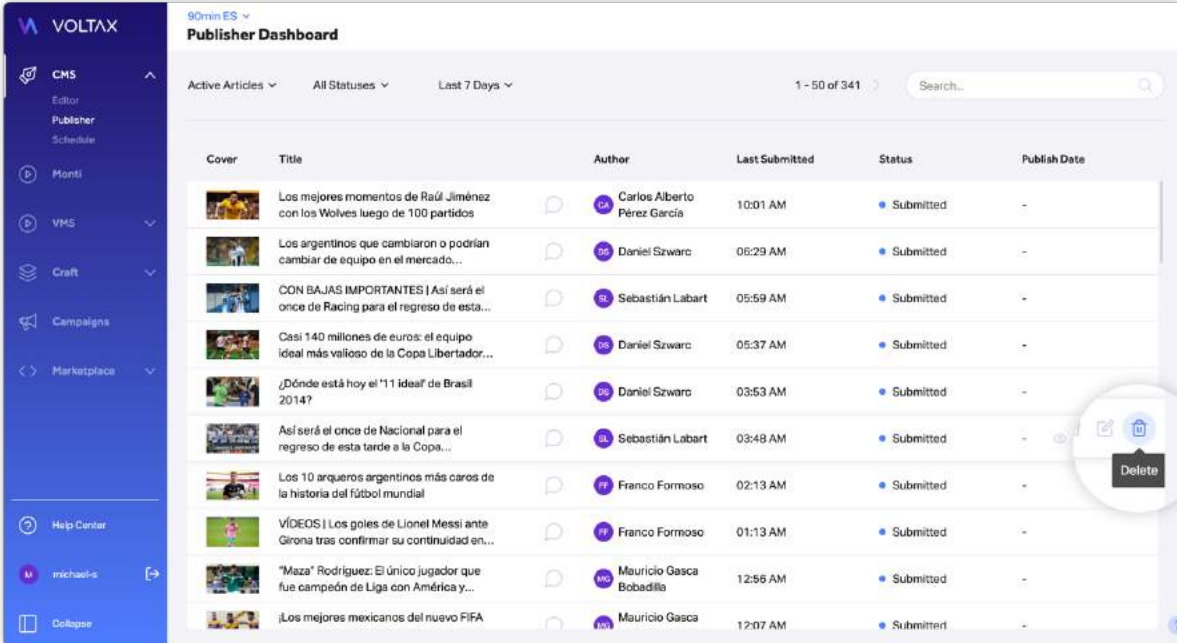
VOLTAX 90min ES
Publisher Dashboard

Active Articles ▾ All Statuses ▾ Last 7 Days ▾ 1 - 50 of 341 Search...

Cover	Title	Author	Last Submitted	Status	Publish Date
	Los mejores momentos de Raúl Jiménez con los Wolves luego de 100 partidos	Carlos Alberto Pérez García	10:01 AM	Submitted	-
	Los argentinos que cambiaron o podrían cambiar de equipo en el mercado...	Daniel Szwarc	06:29 AM	Submitted	-
	CON BAJAS IMPORTANTES Así será el once de Racing para el regreso de esta...	Sebastián Labart	05:59 AM	Submitted	-
	Casi 140 millones de euros: el equipo ideal más valioso de la Copa Libertador...	Daniel Szwarc	05:37 AM	Submitted	-
	¿Dónde está hoy el '11 ideal' de Brasil 2014?	Daniel Szwarc	03:53 AM	Submitted	-
	Así será el once de Nacional para el regreso de esta tarde a la Copa...	Sebastián Labart	03:48 AM	Submitted	-
	Los 10 arqueros argentinos más caros de la historia del fútbol mundial	Franco Formoso	02:13 AM	Submitted	-
	VÍDEOS Los goles de Lionel Messi ante Girona tras confirmar su continuidad en...	Franco Formoso	01:13 AM	Submitted	-
	"Maza" Rodríguez: El único jugador que fue campeón de Liga con América y...	Mauricio Gasca Bobadilla	12:56 AM	Submitted	-
	¡Los mejores mexicanos del nuevo FIFA	Mauricio Gasca	12:07 AM	Submitted	-

11.5. Deleting an article

Only users with an *Admin* role are able to delete articles from the system. Note that deleting will lead to removing an article permanently not only from the table but also from all published and scheduled destinations within your website.



The screenshot shows the VOLTAX Publisher Dashboard. The interface includes a left sidebar with navigation options like CMS, Editor, Publisher, Schedule, Home, VMS, Craft, Campaigns, Marketplace, Help Center, and a user profile for 'michael-s'. The main content area is titled 'Publisher Dashboard' and shows a table of articles. The table has columns for Cover, Title, Author, Last Submitted, Status, and Publish Date. A 'Delete' button is highlighted over the table.

Cover	Title	Author	Last Submitted	Status	Publish Date
	Los mejores momentos de Raúl Jiménez con los Wolves luego de 100 partidos	Carlos Alberto Pérez García	10:01 AM	Submitted	-
	Los argentinos que cambiaron o podrían cambiar de equipo en el mercado...	Daniel Szwarc	06:29 AM	Submitted	-
	CON BAJAS IMPORTANTES Así será el once de Racing para el regreso de esta...	Sebastián Labart	05:59 AM	Submitted	-
	Casi 140 millones de euros: el equipo ideal más valioso de la Copa Libertadores...	Daniel Szwarc	05:37 AM	Submitted	-
	¿Dónde está hoy el '11 ideal' de Brasil 2014?	Daniel Szwarc	03:53 AM	Submitted	-
	Así será el once de Nacional para el regreso de esta tarde a la Copa...	Sebastián Labart	03:48 AM	Submitted	-
	Los 10 arqueros argentinos más caros de la historia del fútbol mundial	Franco Formoso	02:13 AM	Submitted	-
	VÍDEOS Los goles de Lionel Messi ante Girona tras confirmar su continuidad en...	Franco Formoso	01:13 AM	Submitted	-
	"Maza" Rodríguez: El único jugador que fue campeón de Liga con América y...	Mauricio Gasca Bobadilla	12:56 AM	Submitted	-
	¡Los mejores mexicanos del nuevo FIFA	Mauricio Gasca	12:07 AM	Submitted	-

11.6. Archiving an article

Keep your table neat by archiving the articles you no longer review regularly. Archived articles remain published to the chosen destinations.

Publisher Dashboard

Active Articles | All Statuses | Last 7 Days | 1 - 50 of 341 | Search...

Cover	Title	Author	Last Submitted	Status	Publish Date
	Los mejores momentos de Raúl Jiménez con los Wolves luego de 100 partidos	Carlos Alberto Pérez García	10:01 AM	Submitted	-
	Los argentinos que cambiaron o podrían cambiar de equipo en el mercado...	Daniel Szwarc	06:29 AM	Submitted	-
	CON BAJAS IMPORTANTES Así será el once de Racing para el regreso de esta...	Sebastián Labart	05:59 AM	Submitted	-
	Casi 140 millones de euros: el equipo ideal más valioso de la Copa Libertador...	Daniel Szwarc	05:37 AM	Submitted	-
	¿Dónde está hoy el '11 ideal' de Brasil 2014?	Daniel Szwarc	03:53 AM	Submitted	-
	Así será el once de Nacional para el regreso de esta tarde a la Copa...	Sebastián Labart	03:48 AM	Submitted	-
	Los 10 arqueros argentinos más caros de la historia del fútbol mundial	Franco Formoso	02:13 AM	Submitted	-
	VÍDEOS Los goles de Lionel Messi ante Girona tras confirmar su continuidad en...	Franco Formoso	01:13 AM	Submitted	-
	"Maza" Rodríguez: El único jugador que fue campeón de Liga con América y...	Mauricio Gasca Bobadilla	12:56 AM	Submitted	-
	¡Los mejores mexicanos del nuevo FIFA	Mauricio Gasca	12:07 AM	Submitted	-

Archive

11.7. Unarchiving an article

First, to unarchive an article, make sure you filter the table for only *Archived* publications and consequently click on the *Unarchive* button next to the relevant article.

Publisher Dashboard

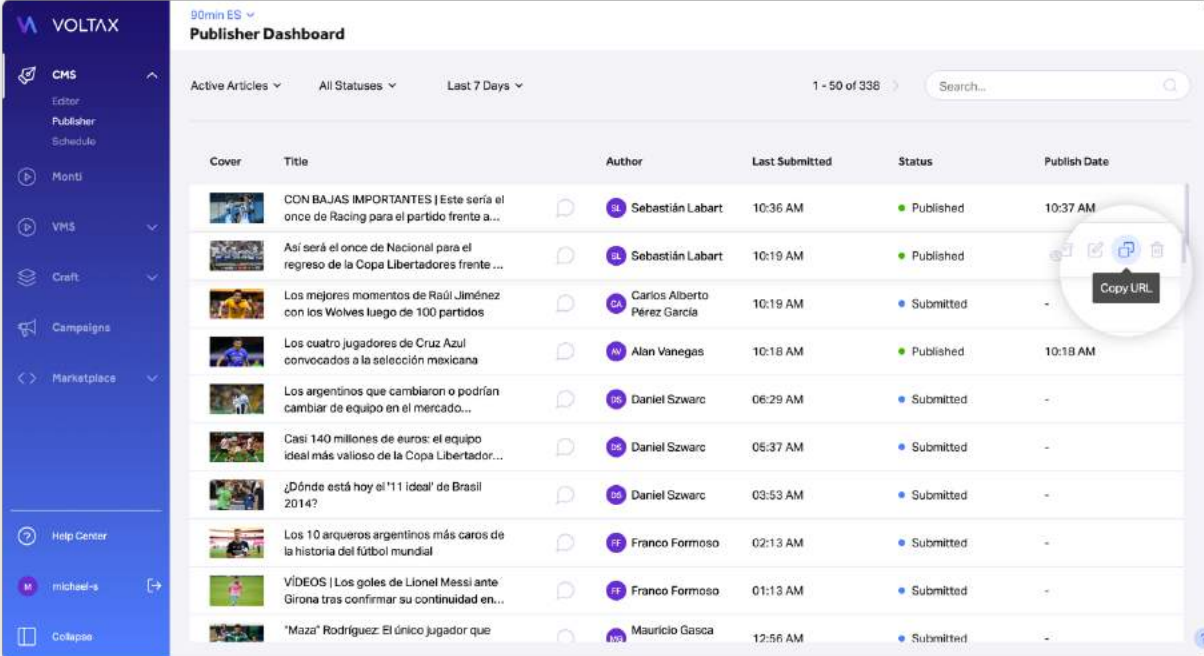
Archived Articles | All Statuses | Last 7 Days | 1 - 4 of 4 | Search...

Cover	Title	Author	Last Submitted	Status	Publish Date
	Los mejores momentos de Raúl Jiménez con los Wolves luego de 100 partidos	Carlos Alberto Pérez García	10:19 AM	Submitted	-
	La cesión de Serginho depende de la salida de Semedo	Cerardo Cardenas	September 16	Submitted	-
	Así marcha la tabla de goleos del Guard1anes 2020 tras 10 jornadas	Alan Vanegas	September 15	Published	September 15
	Gareth Bale se va y deja su '11' a una estrella mundial	Camilo Guerrero	September 10	Submitted	-

Unarchive

11.8. Copy URL

Easily view or share the published articles by copying their URLs.



The screenshot displays the VOLTAX Publisher Dashboard. On the left is a dark blue sidebar with navigation options: CMS (Editor, Publisher, Schedule), Montl, VMS, Craft, Campaigns, Marketplace, Help Center, and a user profile for 'micheel-s'. The main content area is titled 'Publisher Dashboard' and includes filters for 'Active Articles', 'All Statuses', and 'Last 7 Days'. A search bar is located at the top right. Below the filters is a table of articles with columns for Cover, Title, Author, Last Submitted, Status, and Publish Date. A callout bubble highlights the 'Copy URL' button on the right side of the table.

Cover	Title	Author	Last Submitted	Status	Publish Date
	CON BAJAS IMPORTANTES Este sería el once de Racing para el partido frente a...	Sebastián Labart	10:36 AM	Published	10:37 AM
	Así será el once de Nacional para el regreso de la Copa Libertadores frente...	Sebastián Labart	10:19 AM	Published	-
	Los mejores momentos de Raúl Jiménez con los Wolves luego de 100 partidos	Carlos Alberto Pérez García	10:19 AM	Submitted	-
	Los cuatro jugadores de Cruz Azul convocados a la selección mexicana	Alan Vanegas	10:18 AM	Published	10:18 AM
	Los argentinos que cambiaron o podrían cambiar de equipo en el mercado...	Daniel Szwarz	06:29 AM	Submitted	-
	Casi 140 millones de euros: el equipo ideal más valioso de la Copa Libertador...	Daniel Szwarz	05:37 AM	Submitted	-
	¿Dónde está hoy el '11 ideal' de Brasil 2014?	Daniel Szwarz	03:53 AM	Submitted	-
	Los 10 arqueros argentinos más caros de la historia del fútbol mundial	Franco Formoso	02:13 AM	Submitted	-
	VÍDEOS Los goles de Lionel Messi ante Girona tras confirmar su continuidad en...	Franco Formoso	01:13 AM	Submitted	-
	'Maza' Rodríguez: El único jugador que	Mauricio Gasca	12:56 AM	Submitted	-

11.9. Filtering articles

You can use filters to view all articles that are currently active or have already been archived. Also, you can filter articles by their status: *Submitted*, *Scheduled*, *Published*, or *Failed*. On top of that, you can filter articles by their last submission date. Note that more than one filter can be applied at once.

90min ES

Active Articles ▾ All Statuses ▾ Last 7 Days ▾

1 - 11 of 11

Messi

Cover	Title	Author	Last Submitted	Status	Publish Date
	VÍDEOS Los goles de Lionel Messi ante Girona tras confirmar su continuidad en...	Franco Formoso	01:13 AM	Submitted	-
	Los tres partidos del Barça que se perdería Messi si juega la primera Jornada...	Adrian Lez	September 16	Published	September 16
	El enojo de Lionel Messi en el amistoso del Barcelona: "Deja de darme patadas,..."	Eitan Benzaquén	September 14	Published	September 14
	Quién es Álvaro González: de llamar enano a Messi a ser acusado de racista...	Adrian Marcos	September 14	Published	September 14
	En Barcelona especulan que Mbappé llegue a ser el sucesor de Messi	Camilo Guerrero	September 13	Published	September 13
	Messi mantiene la capitania del FC Barcelona	Adrian Marcos	September 12	Published	September 12
	Ronald Koeman le envió un mensaje a Lionel Messi: "No sé si tengo que..."	Franco Formoso	September 11	Published	September 11
	Kevín De Bruyne sobre la frustrada llegada de Messi: "Creo que ya tenemos un..."	Eitan Benzaquén	September 11	Published	September 11
	Leo Messi, comprometido, entrena hasta en los días de fiesta	Adrian Marcos	September 11	Published	September 11
	La sanción ya no es válida: Lionel Messi	Gastón	September 11	Published	September 11

11.10. Customizing and publishing an article

To publish a submitted piece or modify an existing publication, click over the article within the table, and you will get redirected to the *Article Customization* screen.

90min ES

Publisher Dashboard

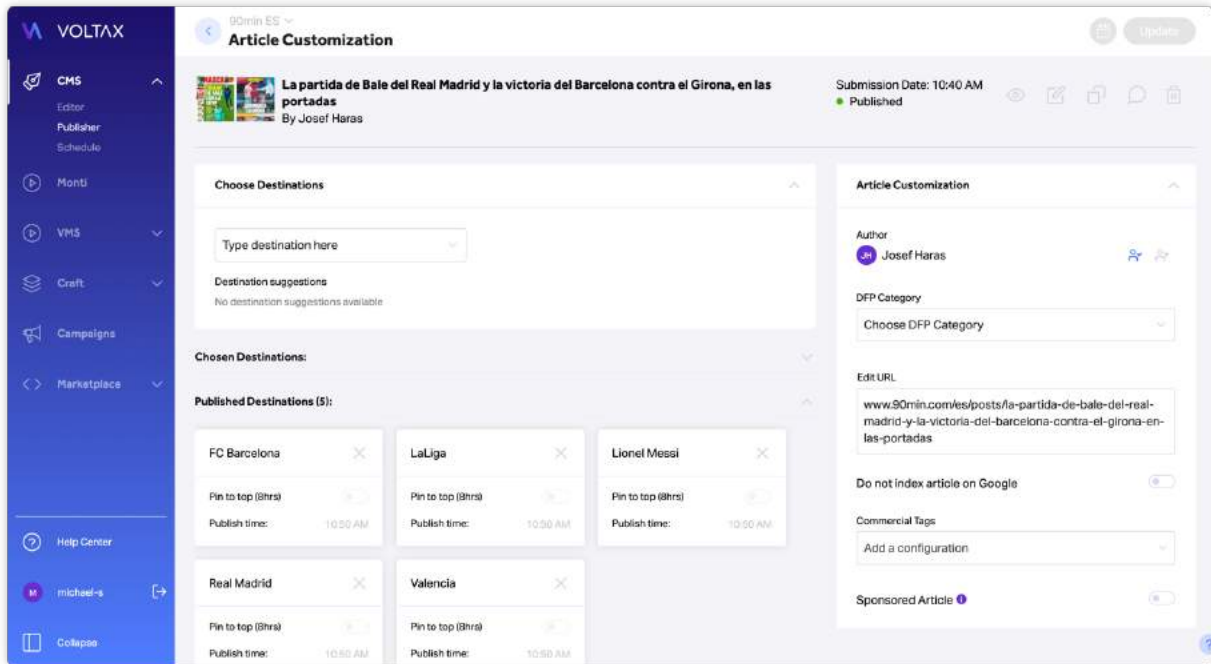
Active Articles ▾ All Statuses ▾ Last 7 Days ▾

1 - 50 of 341

Search...

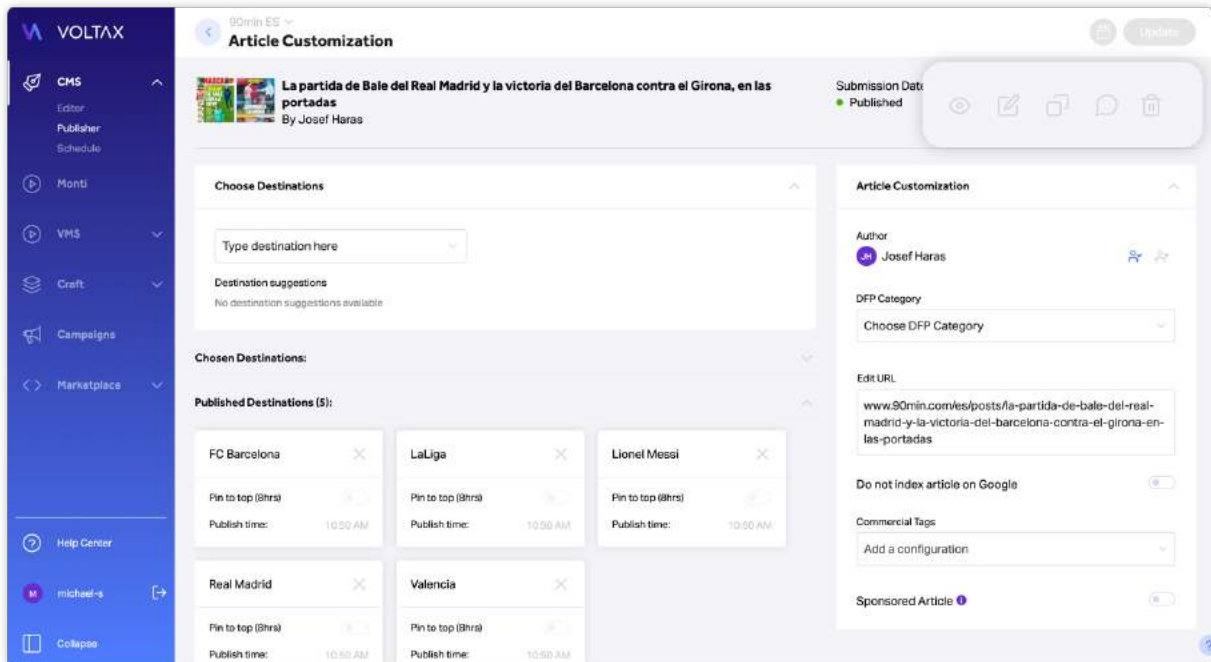
Cover	Title	Author	Last Submitted	Status	Publish Date
	Los mejores momentos de Raúl Jiménez con los Wolves luego de 100 partidos	Carlos Alberto Pérez García	10:01 AM	Submitted	-
	Los argentinos que cambiaron o podrían	Daniel Szwarc	06:29 AM	Submitted	-
	CON BAJAS IMPORTANTES Así será el once de Racing para el regreso de esta...	Sebastián Labart	05:59 AM	Submitted	-
	¿Qué 14 millones de euros: el equipo ideal más valioso de la Copa Libertadores...	Daniel Szwarc	05:37 AM	Submitted	-
	¿Dónde está hoy el '11 ideal' de Brasil 2014?	Daniel Szwarc	03:53 AM	Submitted	-
	Así será el once de Nacional para el regreso de esta tarde a la Copa...	Sebastián Labart	03:48 AM	Submitted	-
	Los 10 arqueros argentinos más caros de la historia del fútbol mundial	Franco Formoso	02:13 AM	Submitted	-
	VÍDEOS Los goles de Lionel Messi ante Girona tras confirmar su continuidad en...	Franco Formoso	01:13 AM	Submitted	-
	"Maza" Rodríguez: El único jugador que fue campeón de Liga con América y...	Mauricio Gasca Bobadilla	12:56 AM	Submitted	-
	Los mejores mexicanos del nuevo FIFA	Mauricio Gasca	12:07 AM	Submitted	-

12. Article Customization screen



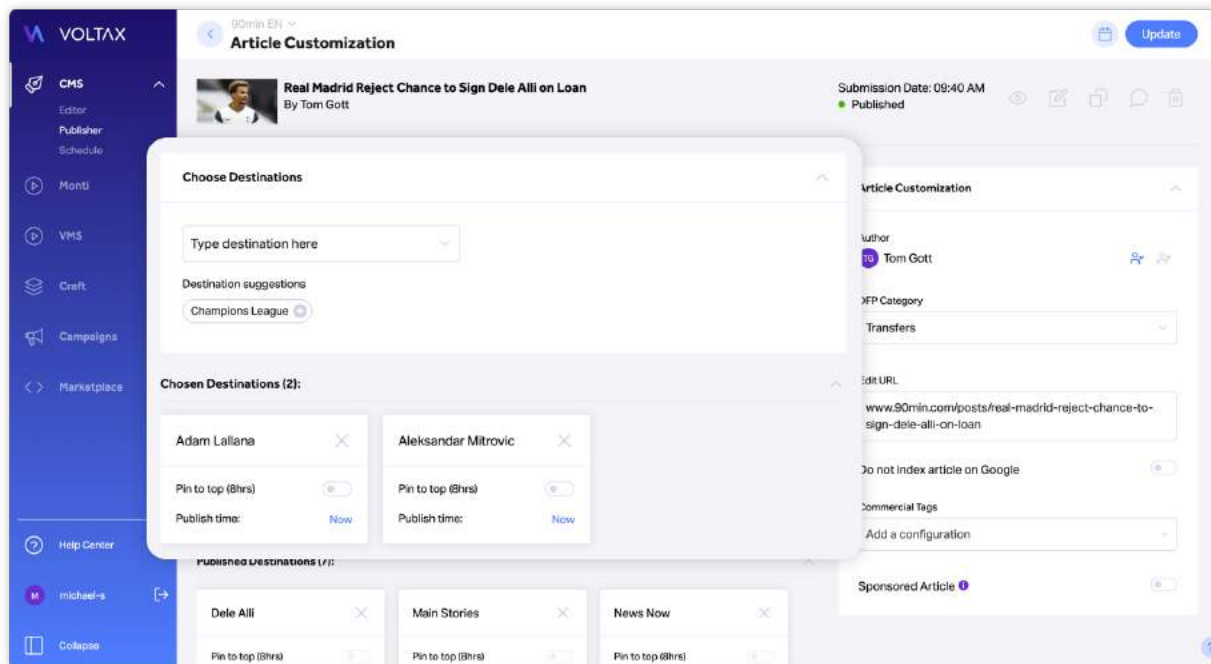
12.1. Article actions

At the top-right part of the Article Customization screen, from left to right, you can preview the article, edit it, add a comment, copy the URL, or delete it.



12.2. Choosing a destination

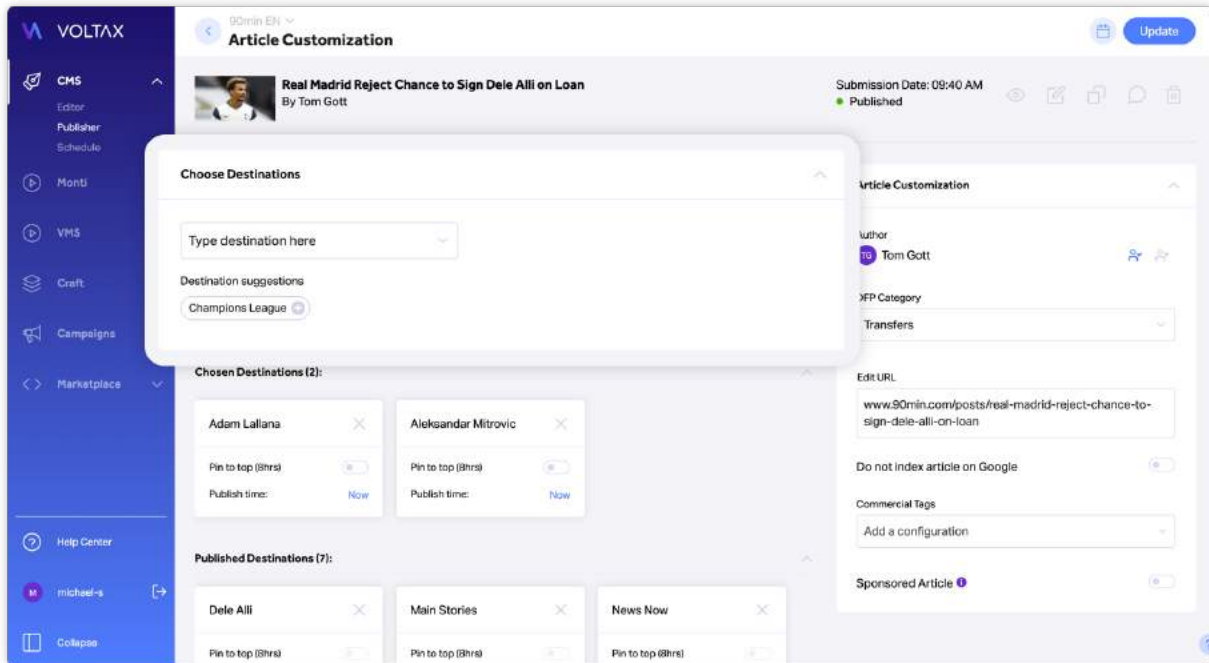
Decide which destination you want to publish your article by selecting single or multiple destinations from the dropdown menu. To remove the article from the chosen published destination, click on the **(x)** button. If the article has been already published and you consequently changed its destinations, don't forget to *Update* the articles' settings.



Destination suggestions

Featuring your articles into multiple feeds isn't always an easy task - here is where this feature comes into play. Within the *Article Customization* screen, we've integrated a destination suggestion functionality that will help you feature your articles faster into the desired destinations without relying on your memory.

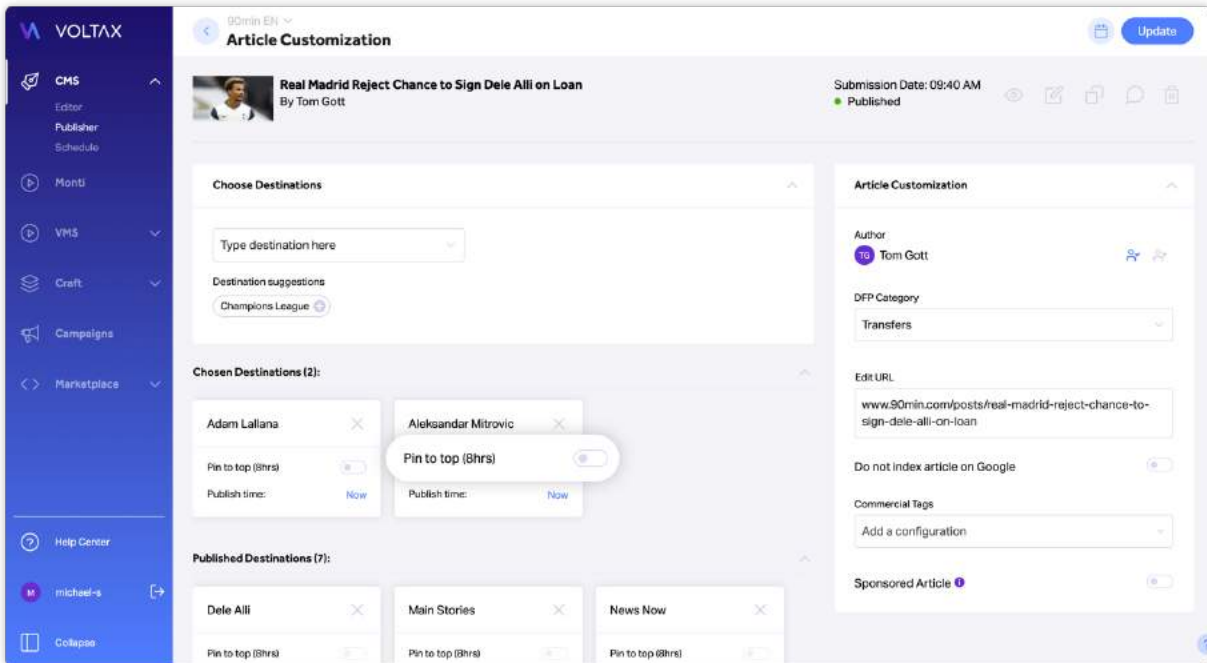
Our smart "recommender service" will offer you suggestions based on your article's content. You can add each destination by simply clicking on the "plus" icon.



Pin-to-top

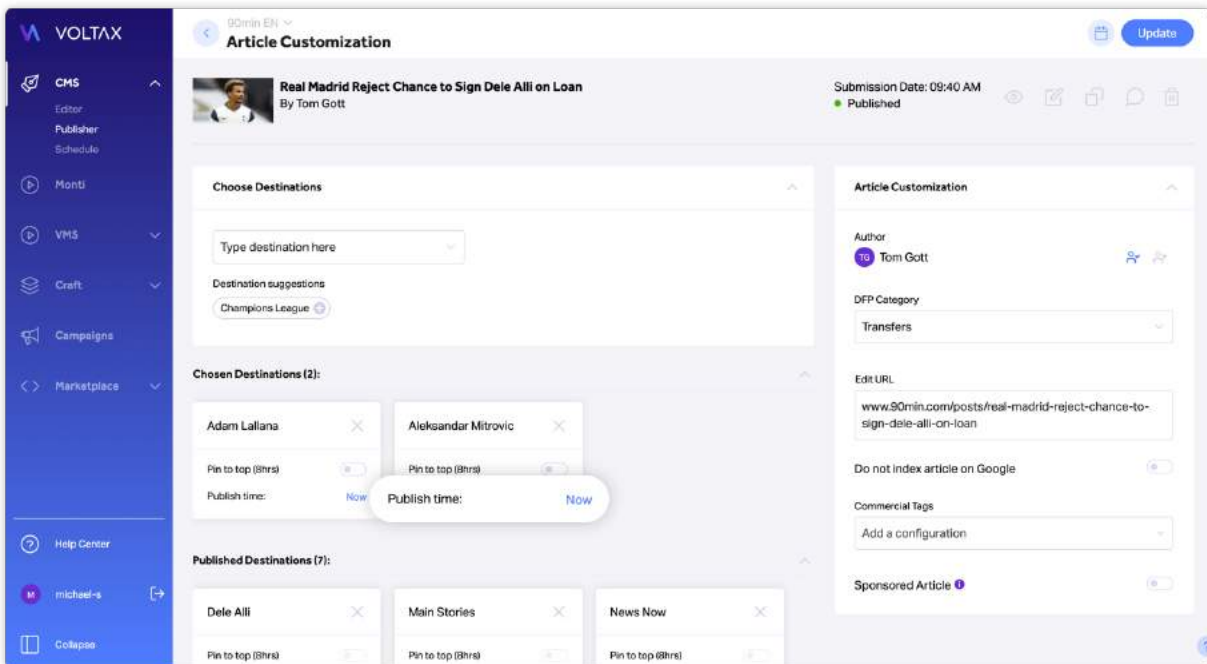
Give the article the best location of broader appeal by pinning it to the top of the selected destination for 8 hours. The article will be automatically uninned from the destination after 8 hours from the publishing time, or you can manually unpin it at any time.

Note that if more than one article has been pinned to the top within the same destination, the last modified article will be presented first.



Publish time

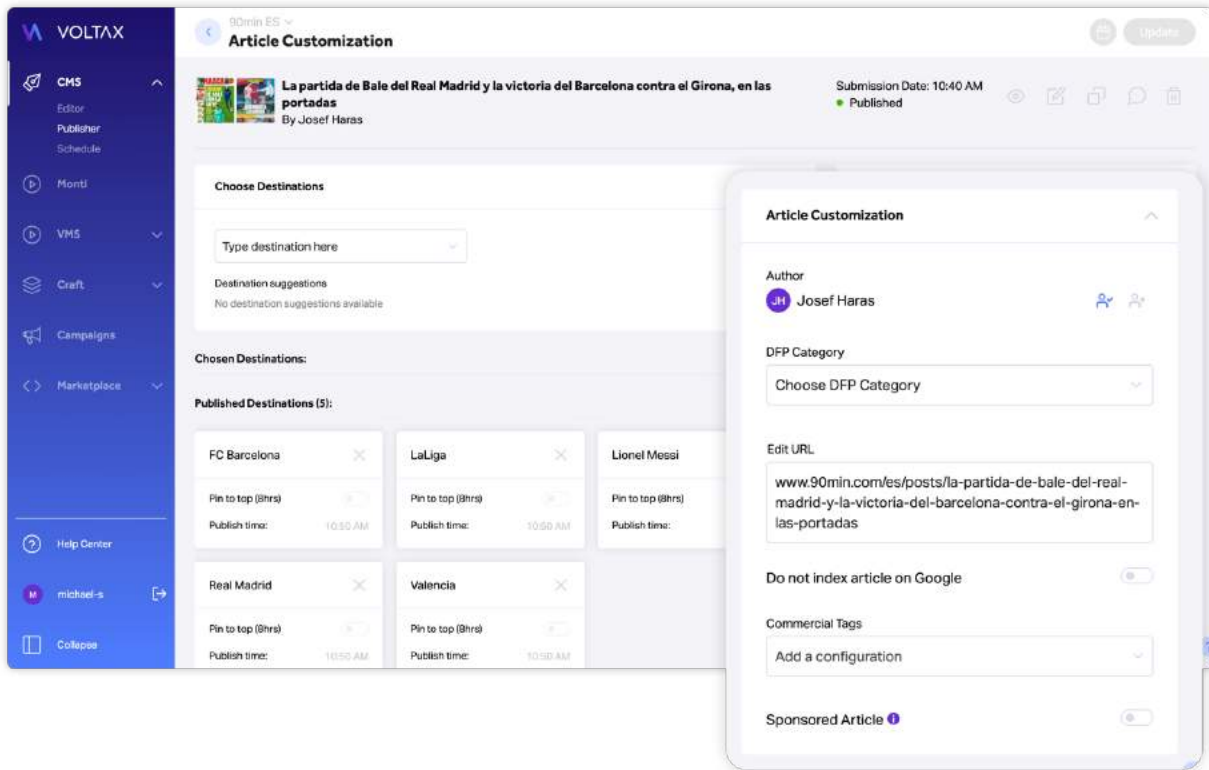
Decide if you want to publish an article now (by default) or schedule it for later. In this case, set the date and time according to your local time zone.



Re-feature articles

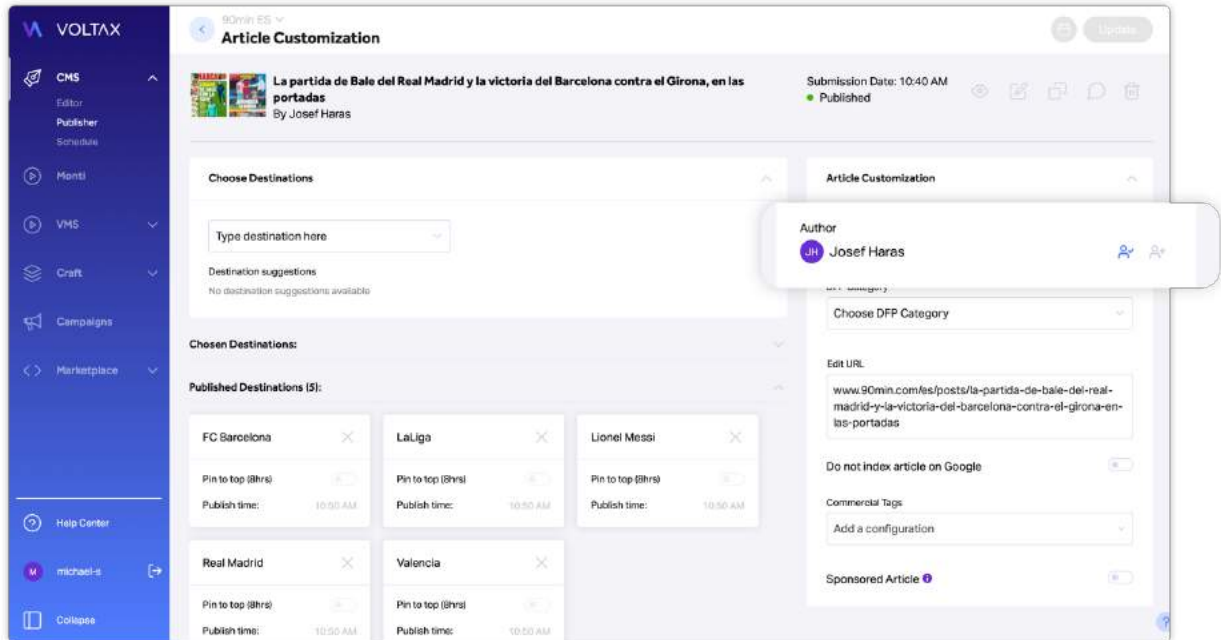
Republish your article to manipulate its order among other publications. To do so, you should remove an article from an existing destination, add the same destination again and click on the *Publish* button.

13. Article customization



13.1. Author credits

You can choose whether to acknowledge or hide the owner of the article by clicking the *Hide* button. You can also give three more authors credit by clicking on the *Add Author* button and searching for the relevant authors you would like to add.



13.2. Main Category

We have created a coupled category for every **existing** Feed page within your sites (The Category names were taken from the feed pages' names).

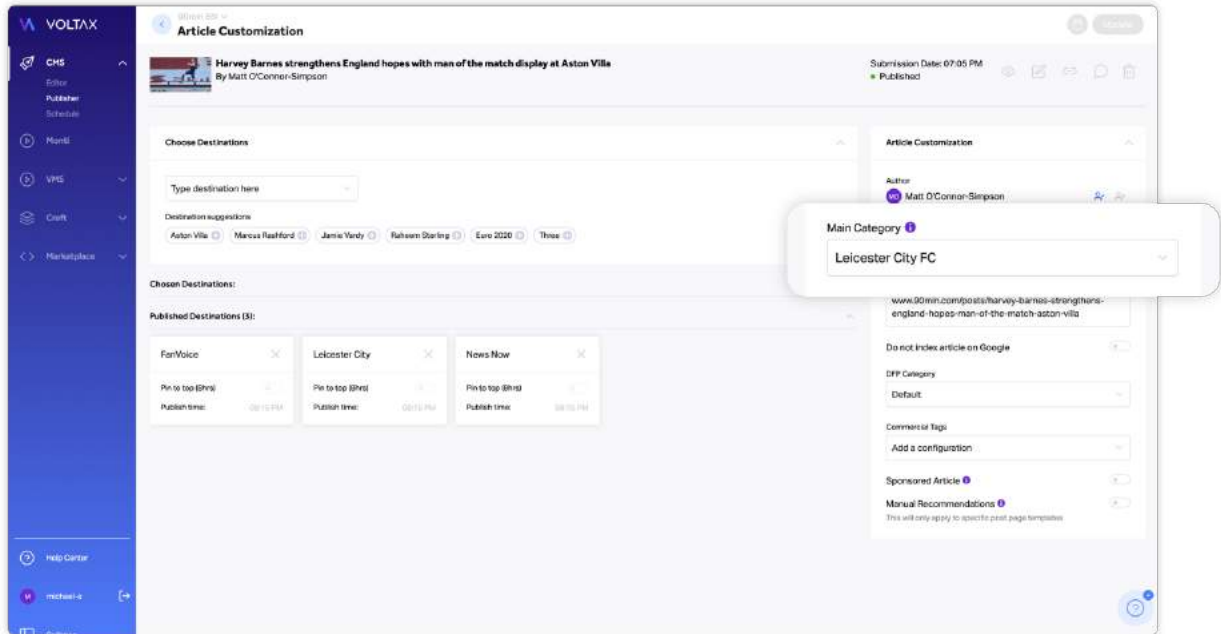
From now on, every new Feed page that you create will automatically create a coupled category (using the same name as you have used for the page upon its creation).

Any user with Craft permissions will be able to view the site's category list within a table view that will be nested under the new Craft section called "**Categories.**"

The category names will be presented on top of the Post-pages and used to label articles on your site.

The Post-pages' labels will be linked to their coupled feed page within your site and lead readers to them when clicked.

Before publishing an article, you will select its "Main Category" using the new dropdown - added to the top of the "Article Customization" side menu.

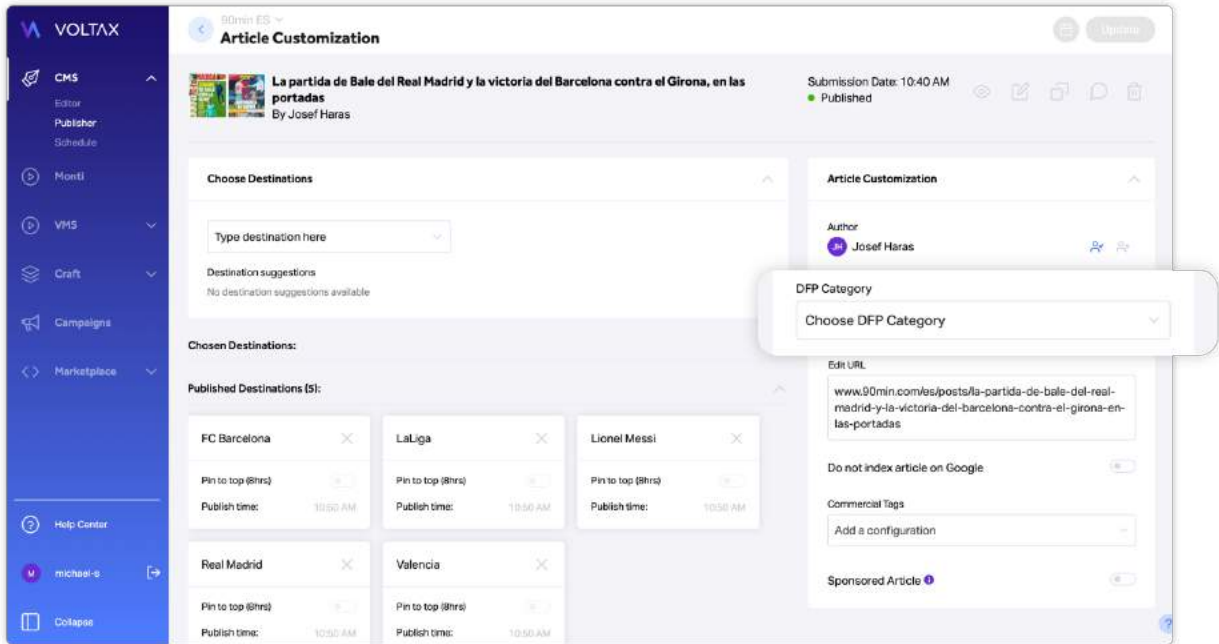


Important Notes:

1. The Category's names can be edited via Craft (by clicking on the "Edit" button on each item within the table) but can't be deleted.
2. Be aware that the "Main Category" is only used for labeling your articles on the site-side. **Make sure not to confuse it with the "DFP Category" that is used for targeting purposes.**
3. Selecting the article's main category isn't mandatory, yet it will help SEO by increasing your site's internal linking and your page's ranking in Google.
4. If you have Evergreen content already published to your sites, you can search for those articles via the publisher table, click on them, and add the relevant categories.

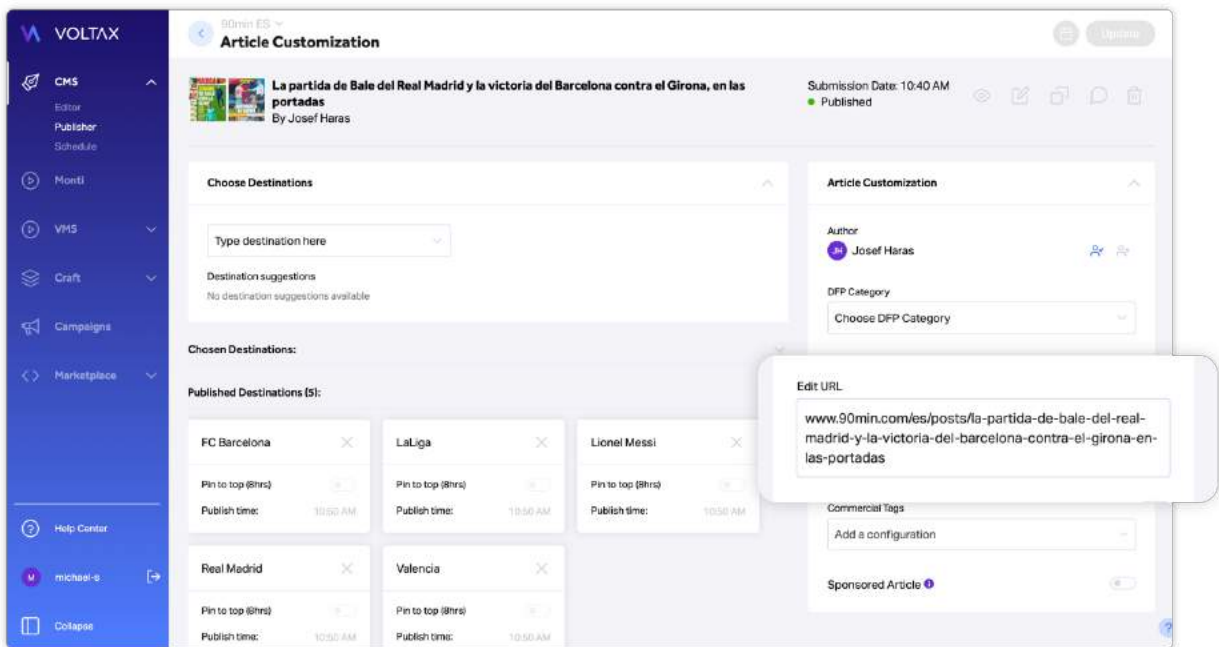
13.3. DFP Category

Target ad space on your article page more effectively by assigning a relevant DFP category to it.



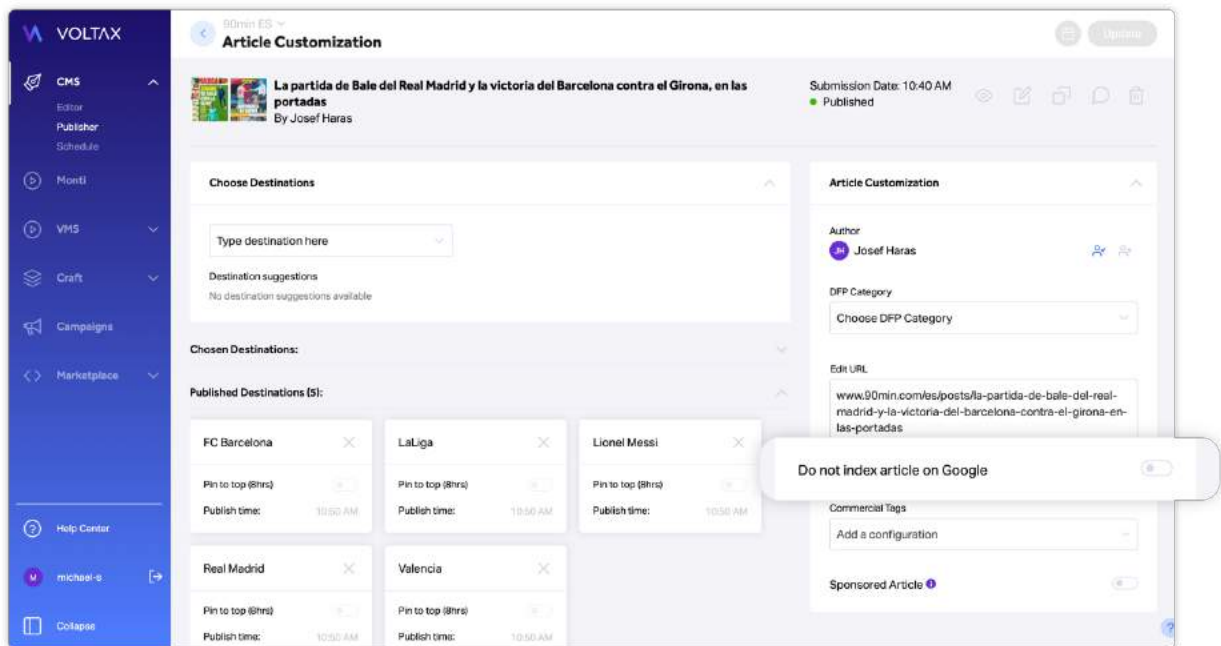
13.4. Editing the article's URL

Make the URL of an article more appealing by editing its ending. Note that only digits, Latin letters, underscores, and dashes are accepted in the URL. This part of the URL should not be less than 10 characters.



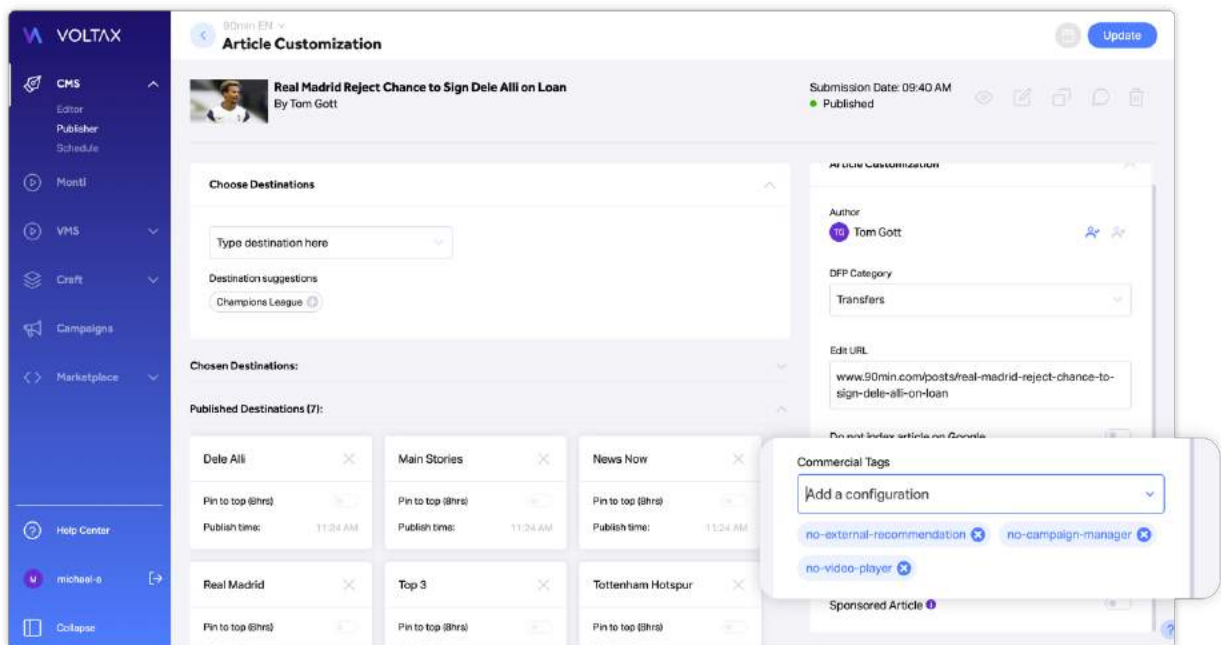
13.5. Deactivating Google Index

Turn on the Google index deactivation button if you do not wish for the article to appear within search results.



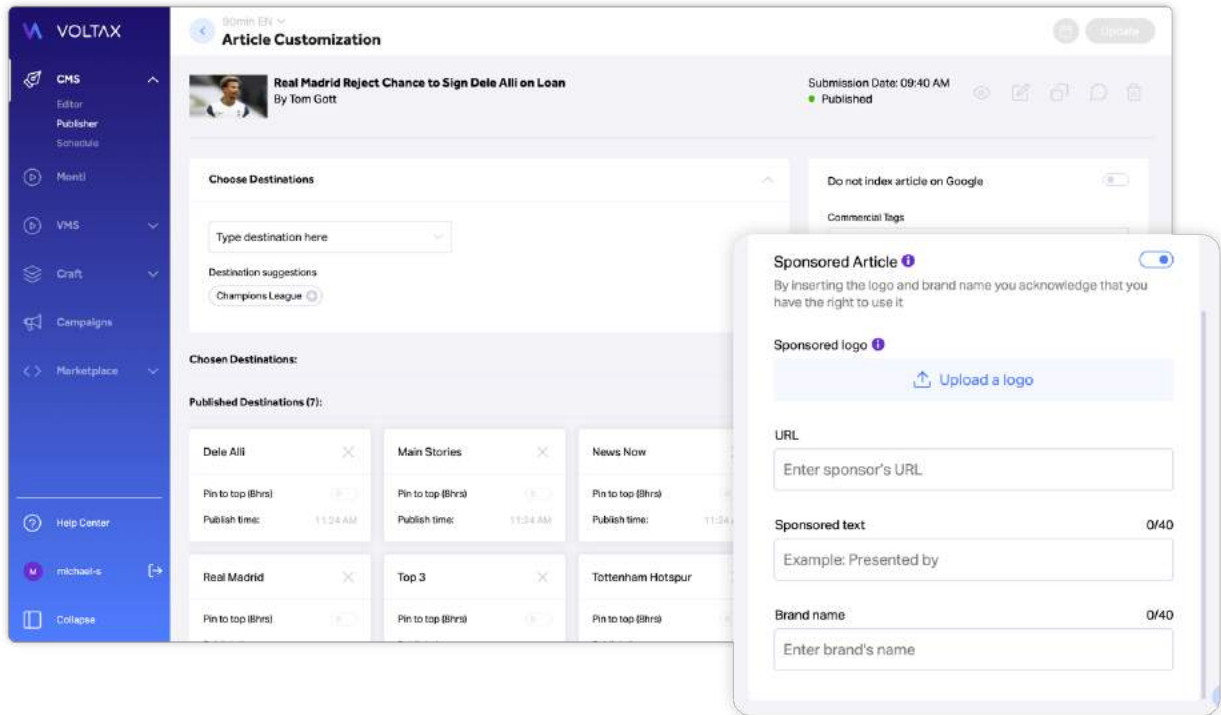
13.6. Commercial tags

Add commercial tags if you want certain ads not to be targeted to your article. Commercial tags are a useful tool for ensuring no irrelevant ads are running over your sponsored campaigns.



13.7. Sponsored article

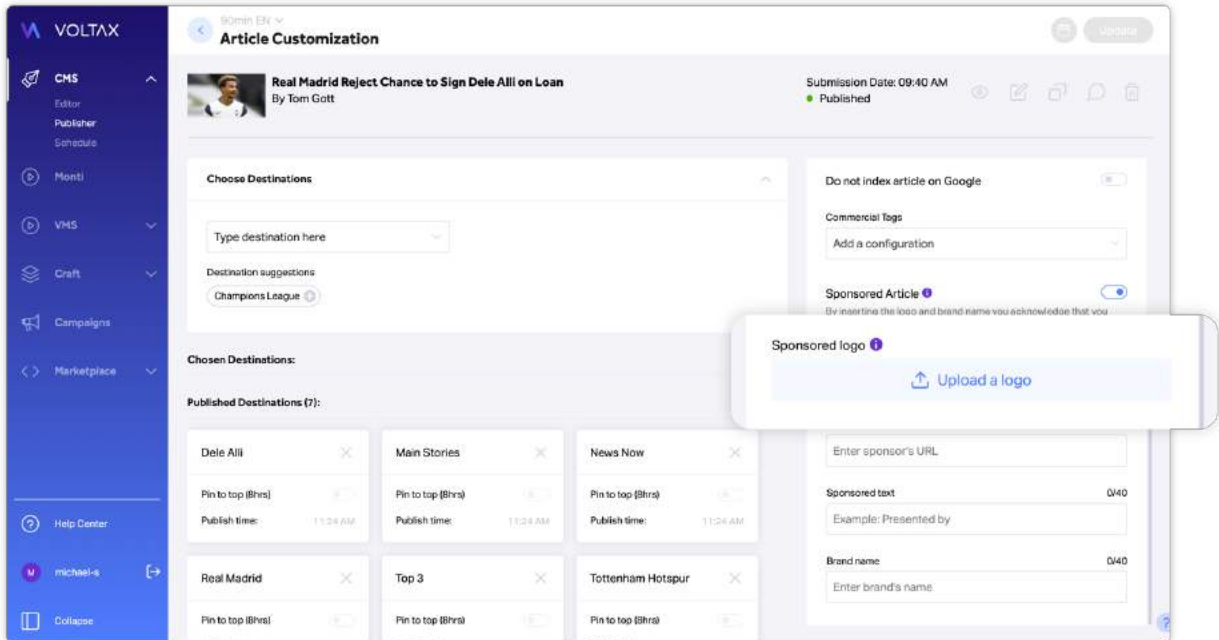
Within the Publisher, you can switch on the “Sponsored Article” toggle to add custom branding to an article. By inserting the logo and brand name, you acknowledge that you have the right to use it. The item will not show up on the post page if one or more fields are left empty.



Logo image

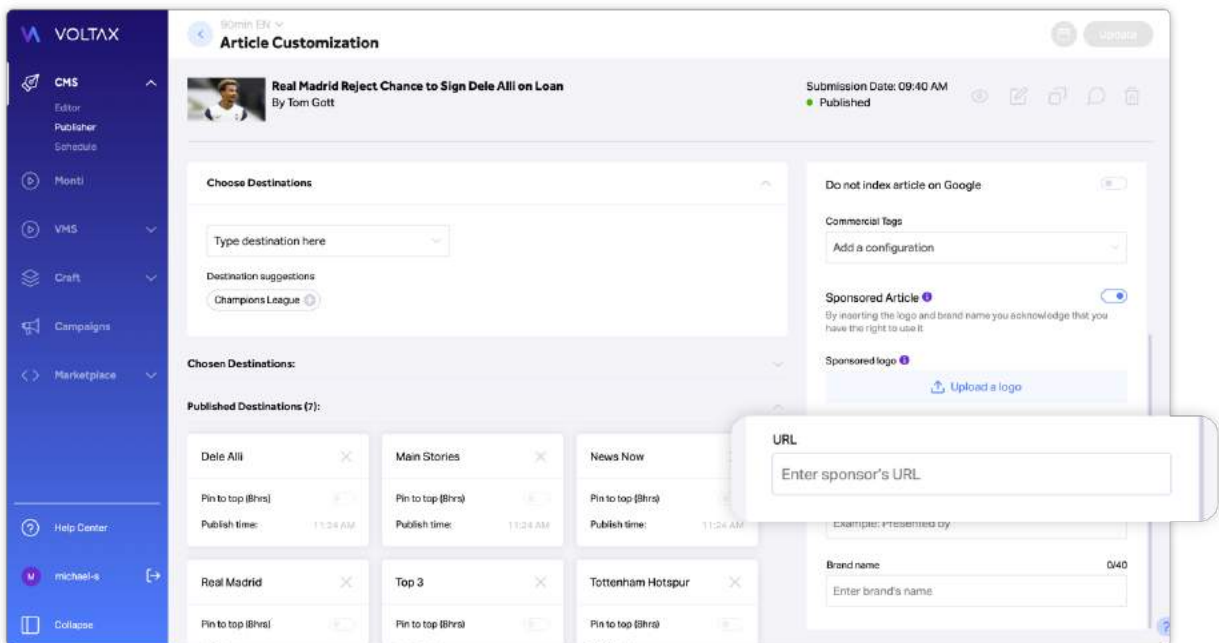
Upload the logo that will be used for the sponsored article. The logo file format must be SVG.

Note for the logo designers or providers: The logo SVG file must be monochromatic and without height & width params to look good on the site.



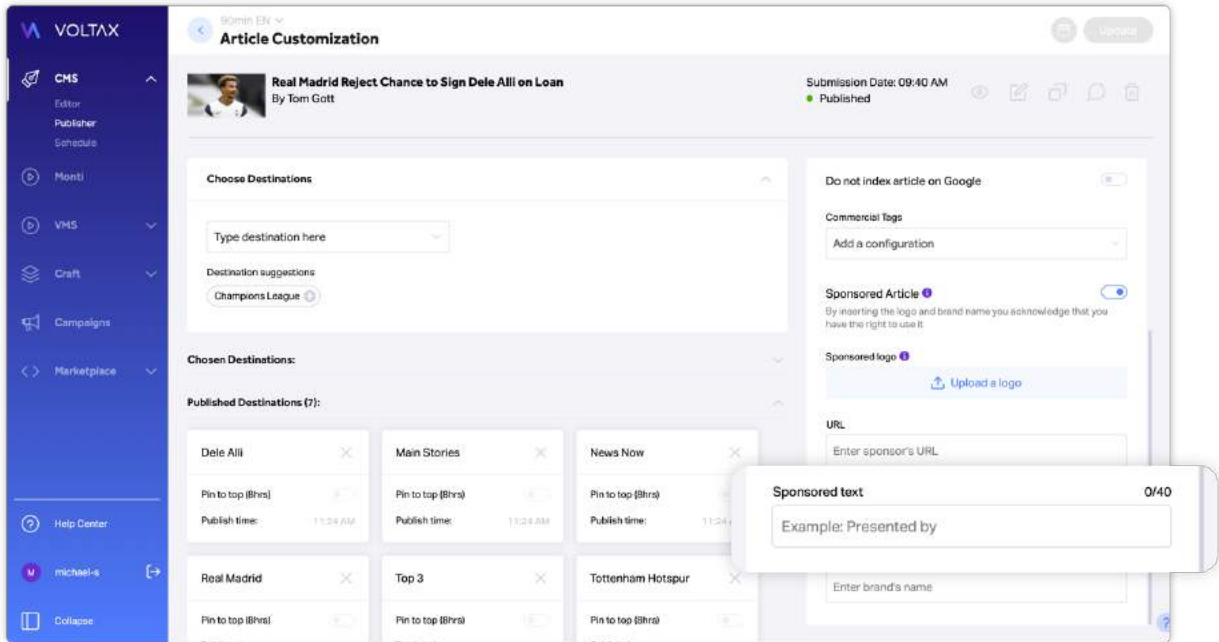
Logo URL

Add the URL to redirect the readers when clicking on the logo.



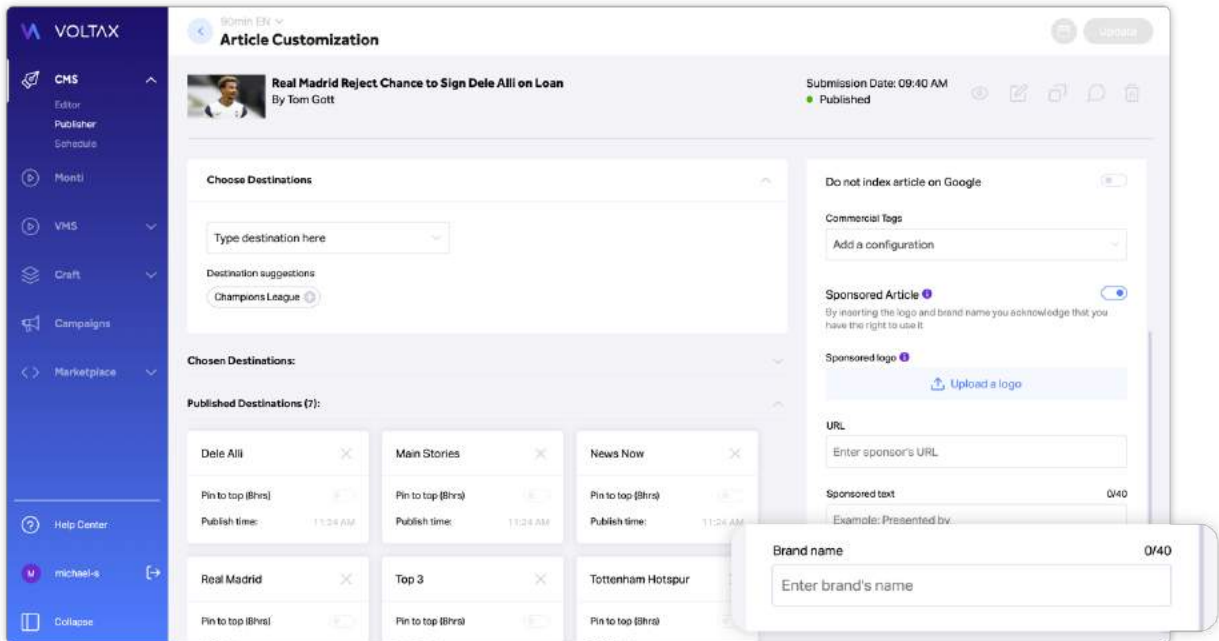
Sponsored text

Add the text which will be placed before the brand name. For example: "Presented By." The field is limited to a maximum of 40 characters.



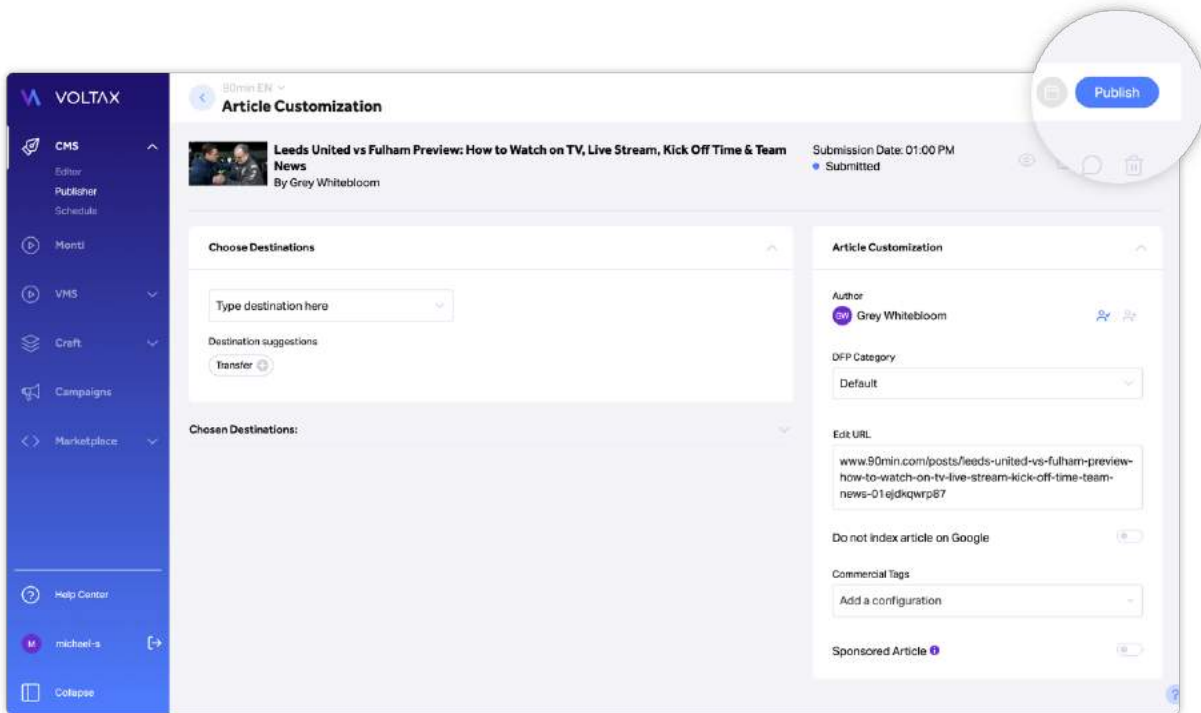
Brand name

Add here the brand name that provides the sponsorship. The field is limited to a maximum of 40 characters.



14. Publish

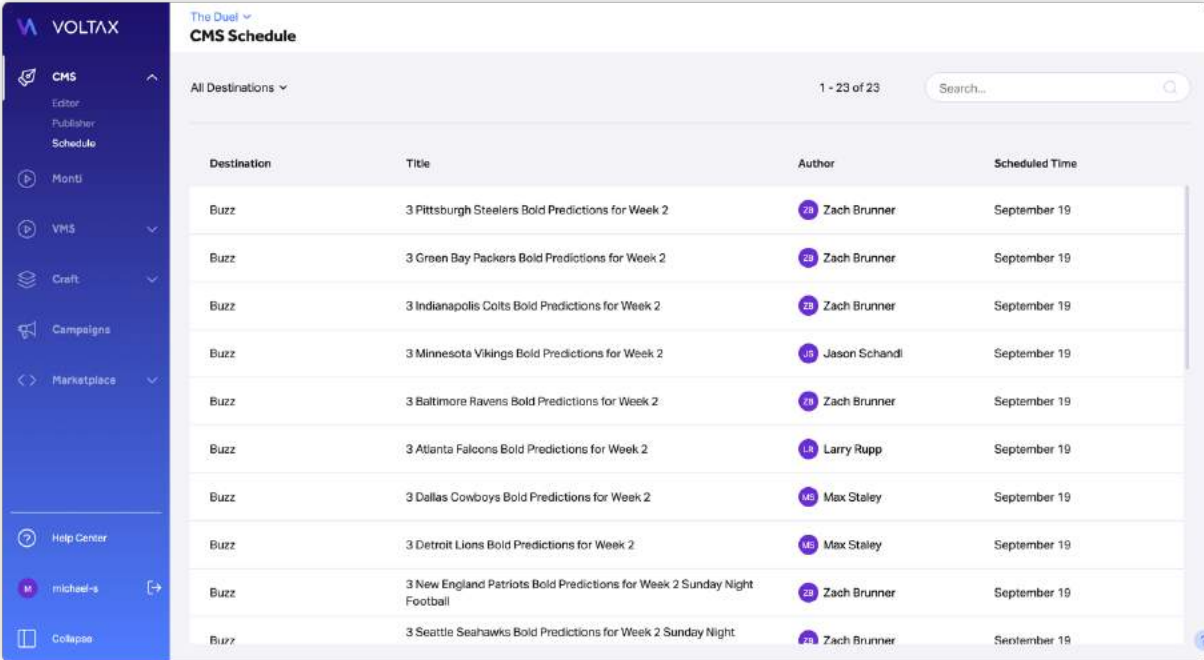
After you finish customizing your article and adding the relevant destinations, you can click on the *Publish* button for the article to go live on your website. Alternatively, you can schedule your article by clicking on the *Calendar* icon to the left of the *Publish* button.



Schedule

15. Schedule table

Overview of all the articles that are currently scheduled for future publication according to their various destinations.

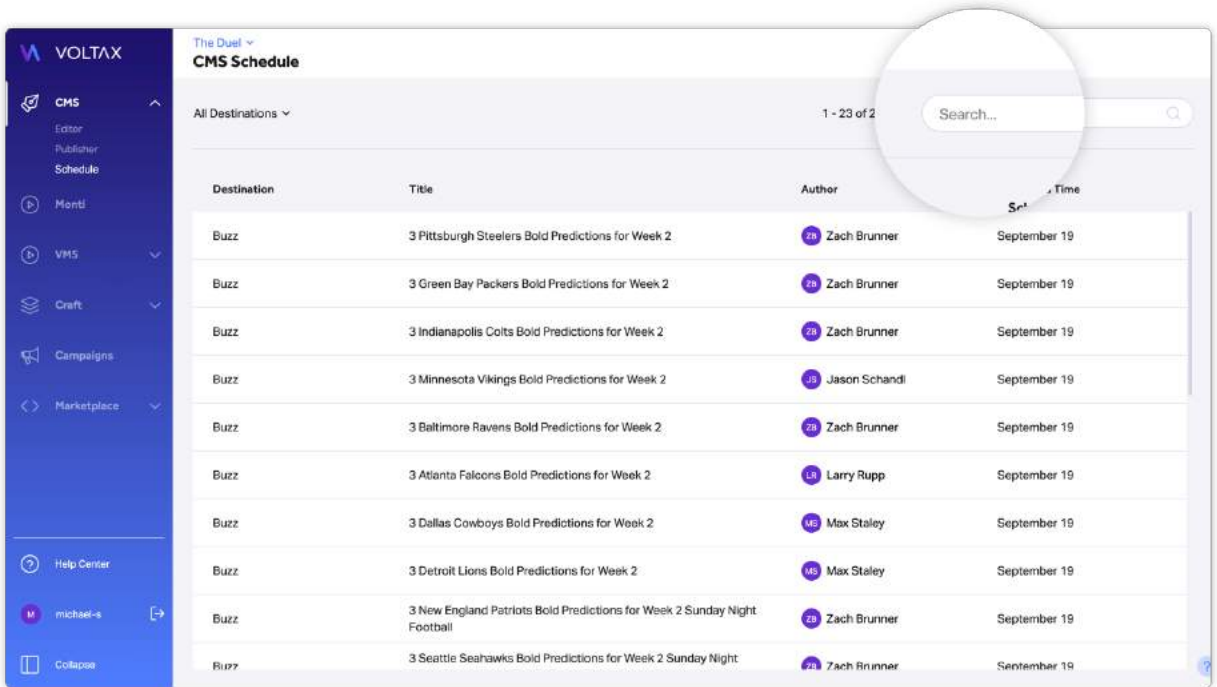


The screenshot displays the VOLTAX CMS interface. On the left is a dark blue sidebar with navigation options: CMS (Editor, Publisher, Schedule), Mondl, VMS, Craft, Campaigns, Marketplace, Help Center, and a user profile for 'michael-s'. The main content area is titled 'CMS Schedule' and shows a table of scheduled articles. The table has columns for Destination, Title, Author, and Scheduled Time. There are 11 rows of data, all scheduled for September 19. A search bar and a '1 - 23 of 23' indicator are visible at the top right of the table area.

Destination	Title	Author	Scheduled Time
Buzz	3 Pittsburgh Steelers Bold Predictions for Week 2	Zach Brunner	September 19
Buzz	3 Green Bay Packers Bold Predictions for Week 2	Zach Brunner	September 19
Buzz	3 Indianapolis Colts Bold Predictions for Week 2	Zach Brunner	September 19
Buzz	3 Minnesota Vikings Bold Predictions for Week 2	Jason Schandl	September 19
Buzz	3 Baltimore Ravens Bold Predictions for Week 2	Zach Brunner	September 19
Buzz	3 Atlanta Falcons Bold Predictions for Week 2	Larry Rupp	September 19
Buzz	3 Dallas Cowboys Bold Predictions for Week 2	Max Staley	September 19
Buzz	3 Detroit Lions Bold Predictions for Week 2	Max Staley	September 19
Buzz	3 New England Patriots Bold Predictions for Week 2 Sunday Night Football	Zach Brunner	September 19
Buzz	3 Seattle Seahawks Bold Predictions for Week 2 Sunday Night	Zach Brunner	September 19

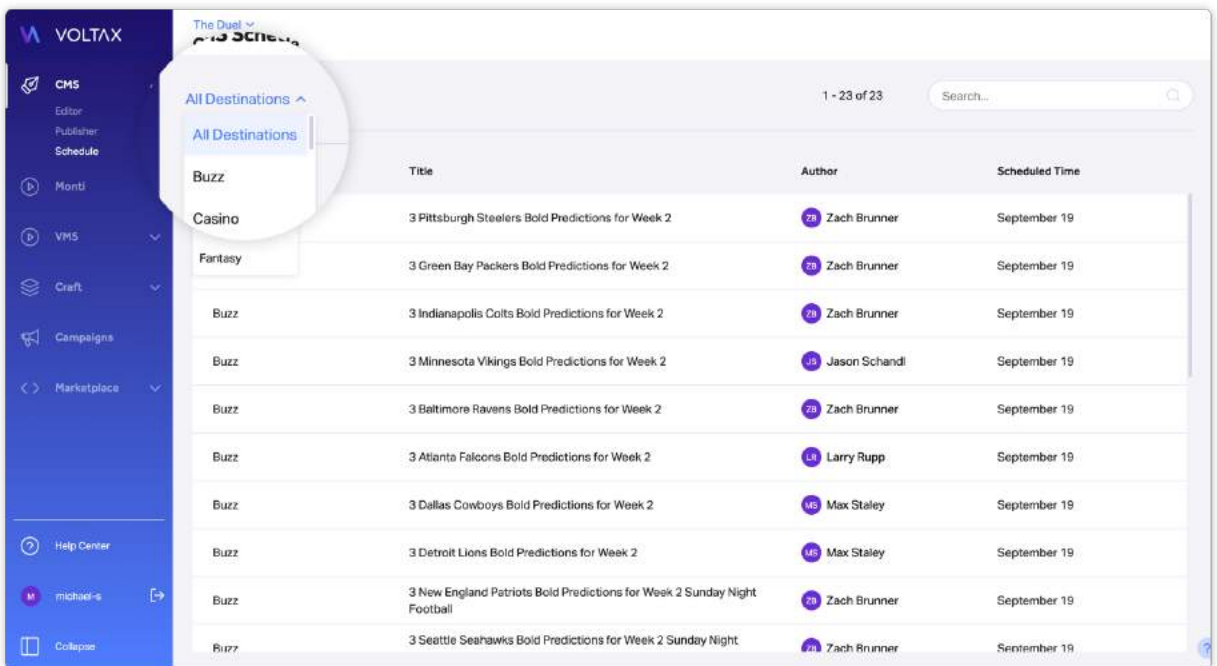
16. Searching articles

The search component enables you to find a specific article by its title. Simply insert a search term and click “enter.”



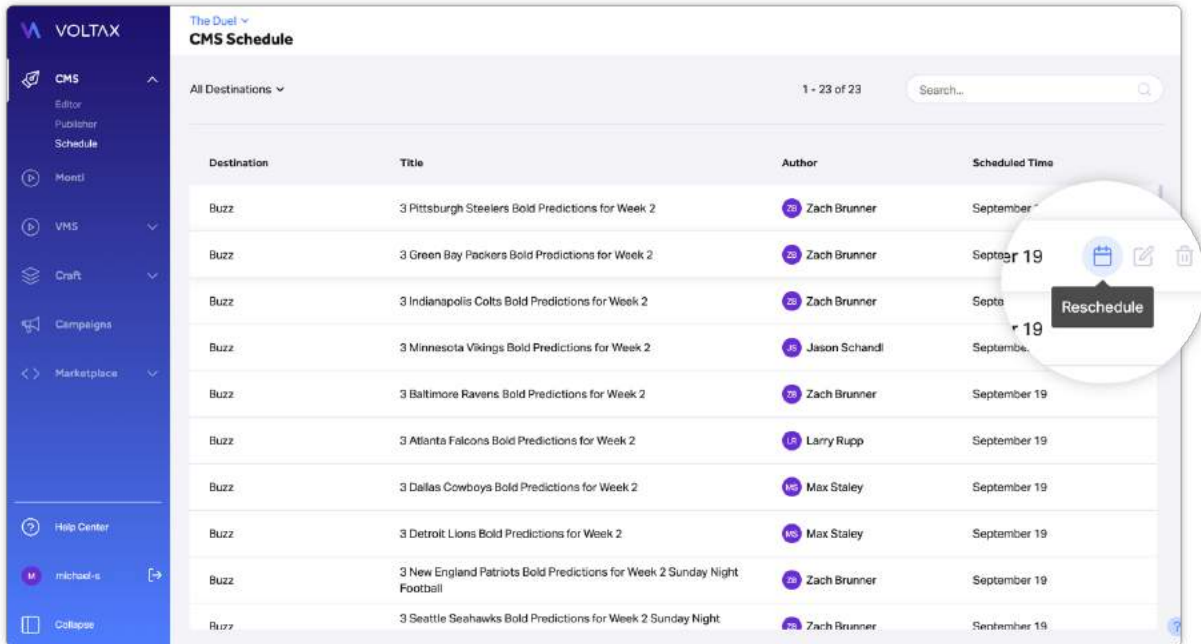
17. Filtering by destination

Use the filtering tool to review the scheduled articles for each destination.



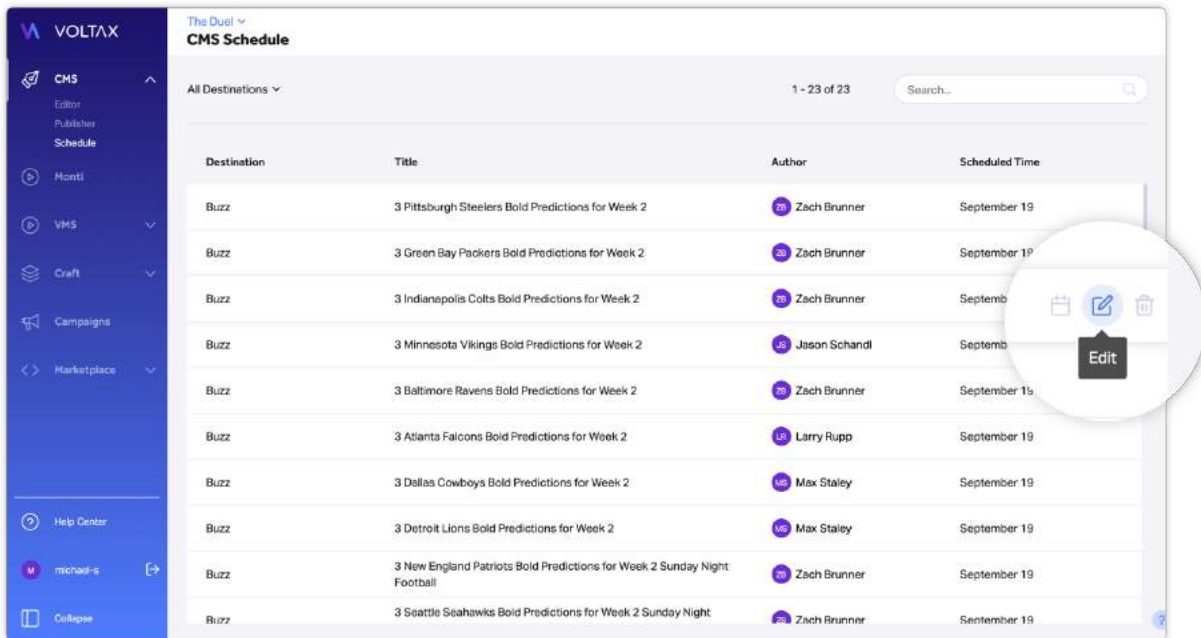
18. Rescheduling an article

Click on the *Reschedule* button to change your article publish date per destination.



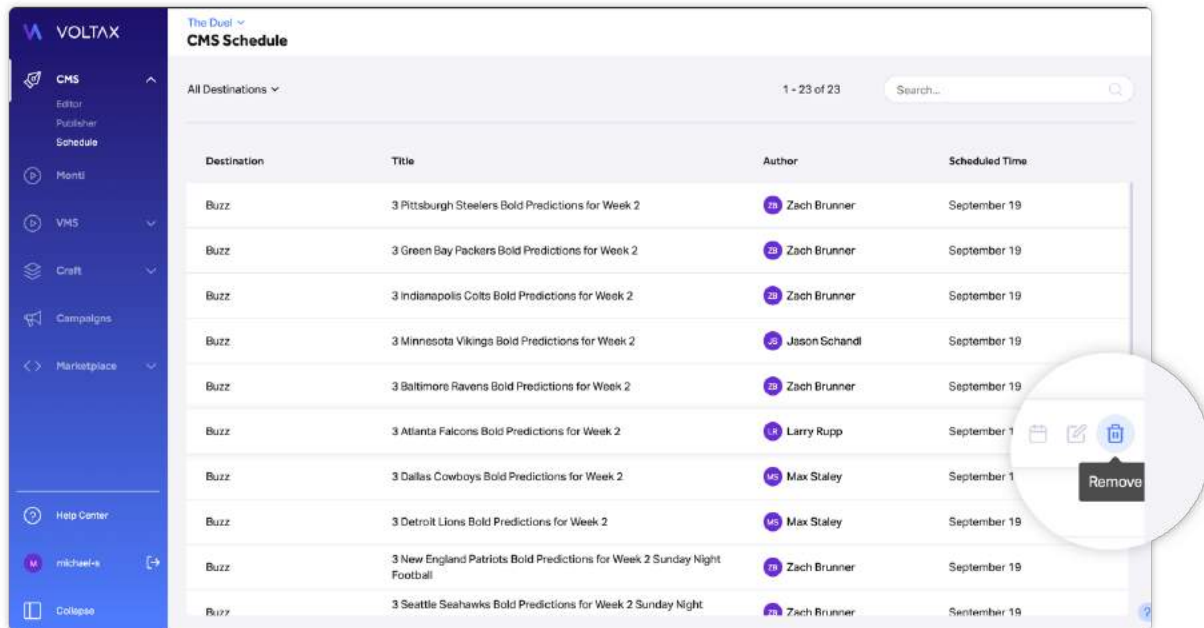
19. Editing an article

In case you wish to modify the publishing settings of your article. Quickly access the *Article Customisation* screen by clicking on the *Edit* icon to apply all the necessary changes (Ex. destinations, authors, etc.).



20. Deleting an article

You can prevent an article from being published into a specific destination by clicking on the *trashcan* button. Note that deleting will lead to removing an article from the specific scheduled destination and all the rest of the published and scheduled destinations.



Permissions and roles

Writer - Can access the *Editor* only

Editor - Can access the *Editor, Publisher, and Schedule*

Admin - Can access all CMS sections and delete articles