

# Ektron Website Quick Reference

## Creating a New Content Block Using Smart Forms

In the Workarea click on the folder that you want to create a new content block in.

The screenshot shows the Ektron Workarea interface. On the left is a 'Folders' pane with a tree view of the website structure. The 'content' folder is expanded, showing sub-folders like 'About', 'Boards', 'Community', etc. The 'HCQC' folder is highlighted. A red arrow points to this folder with the text 'Click on folder in this area'. On the right is the 'View Contents of Folder "HCQC"' pane, which displays a table of content items.

| Title                    | Content Type                  | Language | ID    |
|--------------------------|-------------------------------|----------|-------|
| ServiceProviderResources | Smart Form: NDA: Page-Program | US       | 94573 |
| HCQC-Photo               | HTML Content                  | US       | 94580 |
| HCQC-Home(2)             | Smart Form: NDA: Page-Program | US       | 94572 |
| HCQC-Home                | Smart Form: NDA: Page-Program | US       | 94530 |
| CitizenResources         | Smart Form: NDA: Page-Program | US       | 94571 |

Click on the "NEW" button on the right side of your screen.

This screenshot is similar to the previous one, but the 'NEW' button in the 'View Contents of Folder "HCQC"' pane is highlighted with a red arrow. The table of content items is visible but partially obscured by the arrow.

Next, choose the SMART FORM option.

The screenshot shows a 'NEW' dropdown menu in a content management system. The menu is open, displaying various content types. A red arrow points to the 'Smart Form' option. A secondary dropdown menu is open from 'Smart Form', listing numerous content types. The main menu also shows other options like 'Folder', 'Blog', 'Discussion Board', 'Community Folder', 'Calendar', 'Catalog', 'DxH Content', 'HTML Content', 'HTML Form/Survey', 'DMS Document', 'Collection', and 'Menu'. The secondary menu lists options such as 'Links', 'Glossary', 'Meetings & Agendas', 'Documents', 'Page', 'Press Release', 'Staff List', 'Slides', 'Carousel', 'Initiative Box', 'Social Media Links', 'Tabs', 'Service Catalog', 'YouTube', 'Page - Program', 'Page - FAQs', 'Agency Directory', 'Site Setup', 'Countdown Clock', 'Database Setup 2', 'CMS Data List', 'Purchasing: Solicitation Smart', 'Class Specifications', 'Page - Links', 'Page - Directory', 'NDA: Page-Program', and 'Page\_v3'.

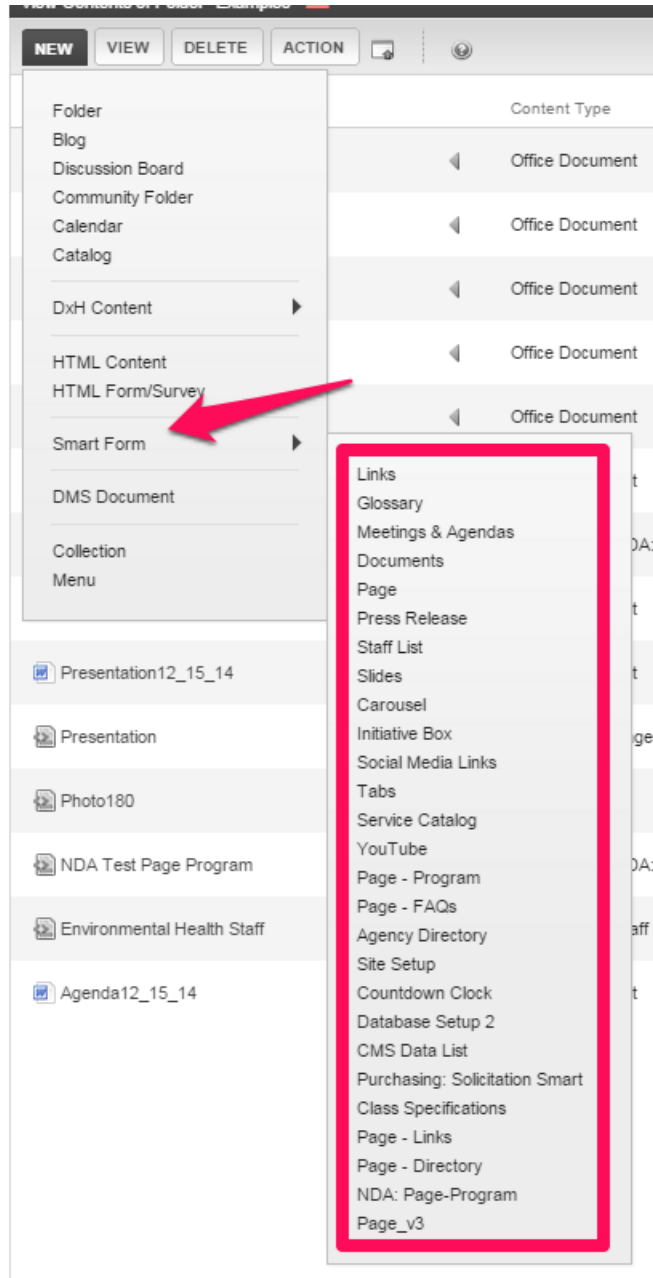
| Content Type     | Content Type    |
|------------------|-----------------|
| Folder           |                 |
| Blog             |                 |
| Discussion Board | Office Document |
| Community Folder |                 |
| Calendar         | Office Document |
| Catalog          |                 |
| DxH Content      | Office Document |
| HTML Content     |                 |
| HTML Form/Survey | Office Document |
| Smart Form       | Office Document |
| DMS Document     |                 |
| Collection       |                 |
| Menu             |                 |

- Links
- Glossary
- Meetings & Agendas
- Documents
- Page
- Press Release
- Staff List
- Slides
- Carousel
- Initiative Box
- Social Media Links
- Tabs
- Service Catalog
- YouTube
- Page - Program
- Page - FAQs
- Agency Directory
- Site Setup
- Countdown Clock
- Database Setup 2
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- Page\_v3

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## Add Content to a Smart Form

Then choose the appropriate smart form from the list options.



Note: To see examples of the smart forms listed above, please go to: [http://agency.nv.gov/Pages/Pages\\_Smart\\_Forms/](http://agency.nv.gov/Pages/Pages_Smart_Forms/)