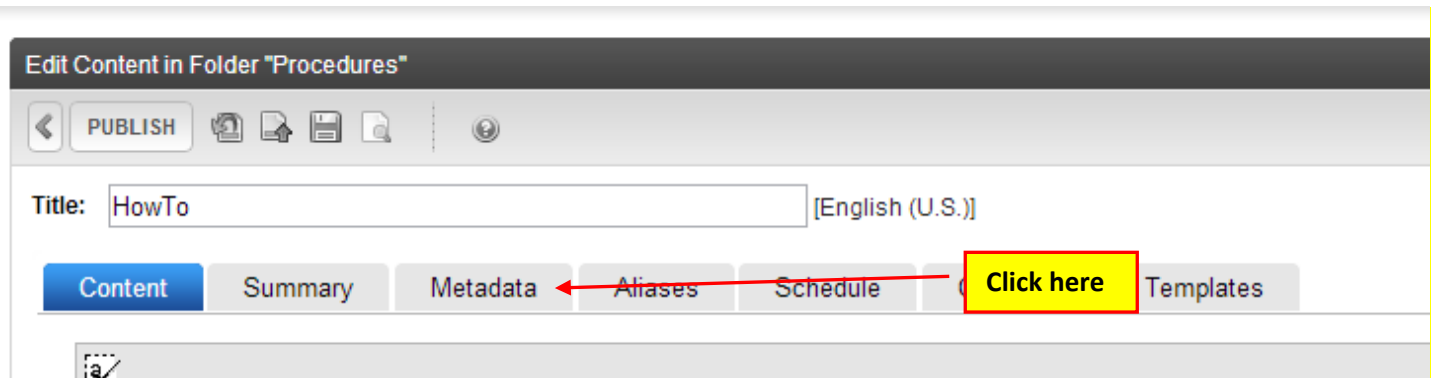


Ektron Procedures

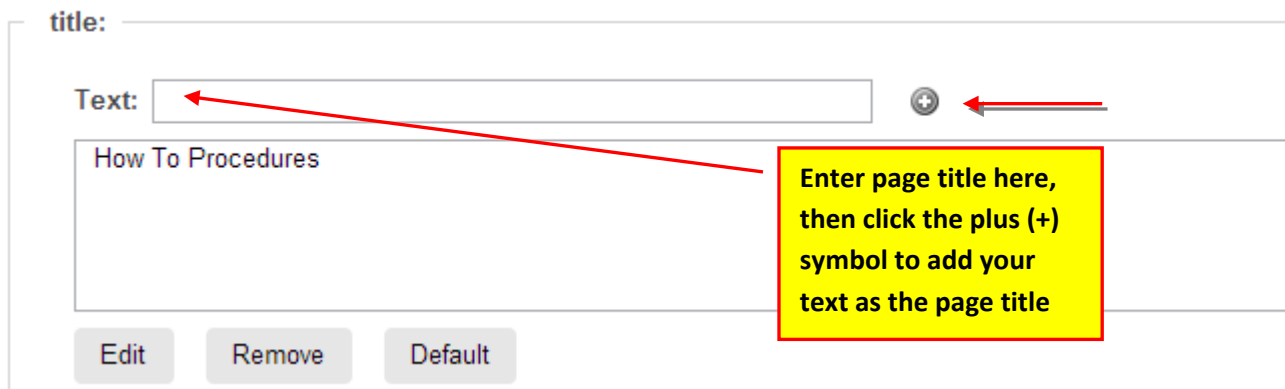
Metadata - How to set Page Title, Keywords & Page Description

We set the metadata with keywords that are related to the content of the page so it can be more easily found by search engines.

In a content block, click on the METADATA tab



In the TITLE area, click in the Text field and enter a page name.



In the KEYWORDS area, click in the Text field and enter no more 5 words or phrases.



In the DESCRIPTION area, add up to 5 phrases describing the page.

description: _____

How To Documentation
Procedures
Instructions

Enter each keyword or phrase

Default current character count: 44 (2000 max.)



DO NOT enter any data in any of the fields in the first section of the METADATA tab except those mentioned above.

Click the PUBLISH button.