**CMS Tips and Tricks**

1. **Drag components** instead of using the Pick dialog

   Any place where you can pick a component, you can also drag a component. This can be faster sometimes.

2. **Quick page copying** with Ctrl+Drag

   If you drag a page onto another page while pressing the Ctrl key, a copy of the dragged page will appear in that location. This is a very fast way to copy pages.

   Since the New>Page process can be slow, if you’re building a site with more than a few pages you can create a blank template page, and then use Ctrl+Drag to create copies of the template page, and quickly put your site architecture in place.

   **Caution**: All child pages are also copied. Don’t copy pages with more than a few child pages. If you copy a page with lots of content underneath it, it can freeze your computer making all those copies.

3. **Single line break**: Shift+Enter

4. **Quick internal linking**: Drag+Drop

   To quickly link to another CMS page, highlight the text to be hyperlinked and drag and drop the target page onto the selected text.

5. **Easy link icons** using classes

   When inserting a link, choose a class (see handout) and an icon will be automatically inserted for you. This is much faster than inserting the icon as a separate image.

6. **Aligning images** (and other things) with CSS

   Aligning images with text is a common task. Using the CSS “float” and “margin” properties, text can flow smoothly around images. In the image Appearance tab, setting the Style to “float:right;margin-left:10px” will align your image to the right of the text and let the text flow around it.
7. Table formatting

Tables can be formatted in any number of ways through the CMS interface. We'll explore table, row, and cell properties.

8. Anchor links

To link to a specific point on a web page (a technique often used in tall pages, i.e. FAQ pages), there are two steps: first, create an anchor link at the point you want to link to, and second, link to that point.

9. Campus map links

You can link to specific locations on the campus map. For more information, see:
http://www.pacific.edu/x29804.xml