



Contentful for Content Authors

Nov 2022



What is Contentful?

Contentful is not a content management system (CMS).
Contentful is a **content platform**.

Contentful's system is **Content Infrastructure**, a system that decouples the back-end content from the front-end presentation layer and provides a framework for structuring and organizing content.



Here are some of the biggest benefits of using Contentful as a content author:

1. **Reusable content** - create, store, and update content all in one place and watch as it changes everywhere without copying/pasting
2. **Customizable** - tailor your experience to work for you by setting up custom widgets that integrate with the tools you already use
3. **Content moderation** - customize your workflow and approval processes for your team members with roles & permissions
4. **Independence** - add or change content without having to bug your development team
5. **Version control** - see earlier published versions of your content and roll back instantly
6. **Flexible localization** - easily manage country-specific or audience-specific text and images



Where CA will be working?

1.The Contentful Web App (aka web app) - This is where you will probably be working most of the time, especially if you need to create content that will be published on multiple channels.

2.Compose - This is a streamlined, flattened version of the Contentful web app that focuses on creating pages of content for more web-centric projects. Compose provides a simpler editorial experience for content authors than the web app.

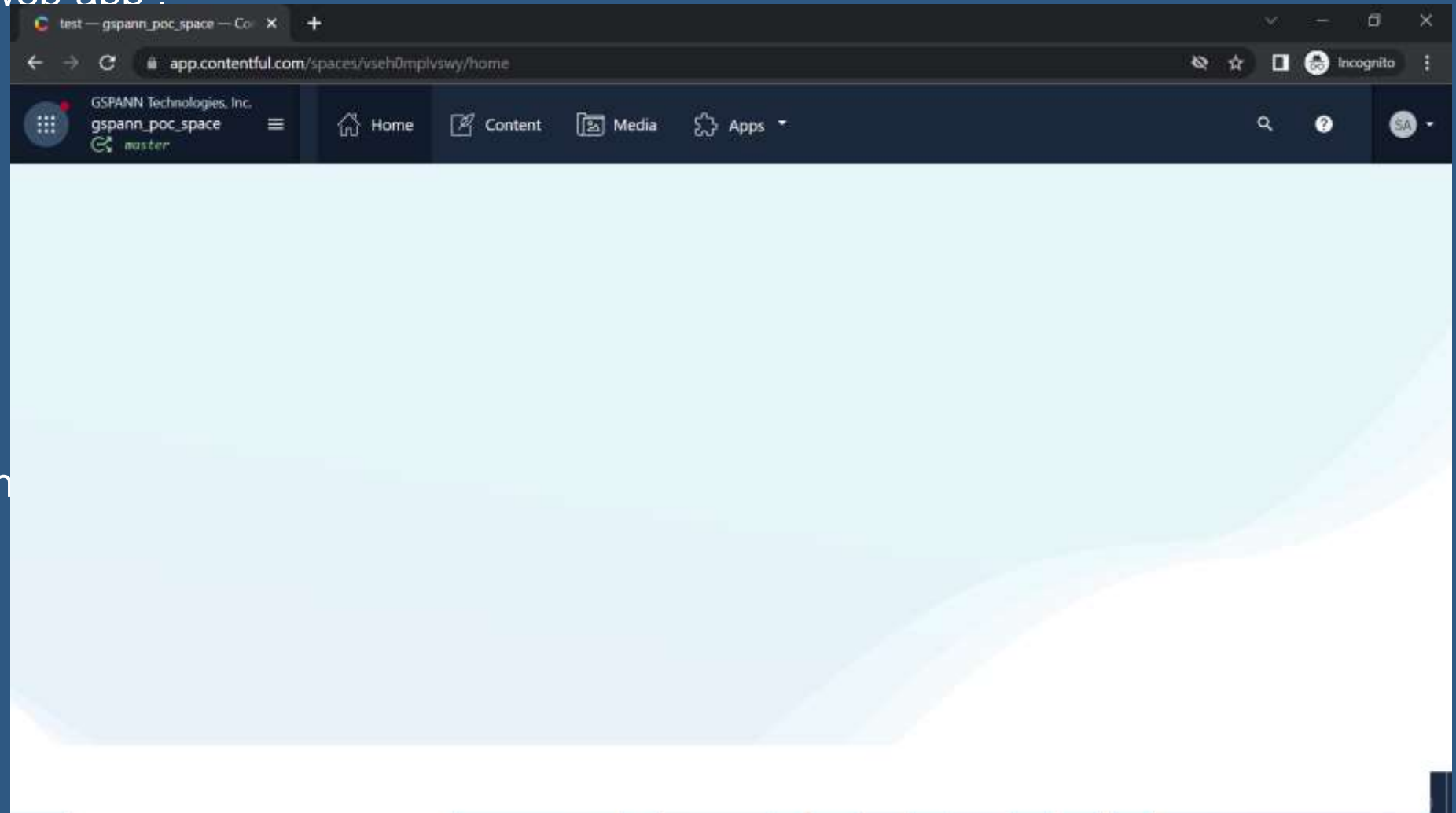
3.Launch - This is where you will manage, schedule, and track the bulk publishing of groups of content or individual pieces of content.



Intro to Contentful web app

Fields in Contentful web app :

- Home
- Left Navigation
- Content
- Media
- Apps
- User Setting (Right Navigation)





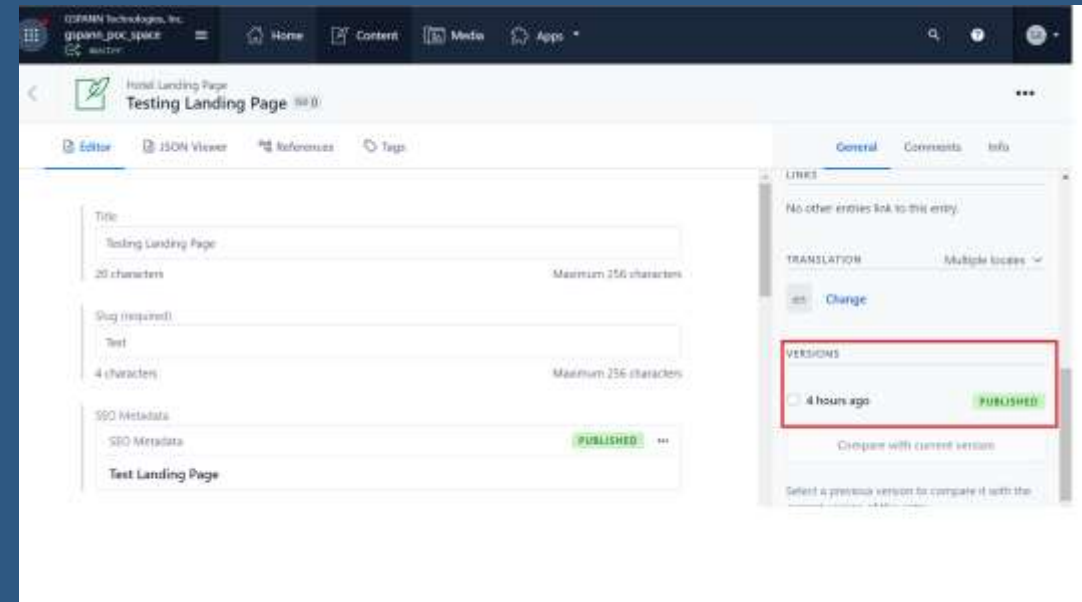
Creating and Editing Entries

1. Login to workspace with provided credentials
2. Go to → **Content** tab → for new entry click on **Add Entry**
3. Select the Content type from the list which you want to create like : Hero Image, Event, Text with Image, SEO Metadata etc..
4. <https://app.contentful.com/spaces/vseh0mplvswy/entries?id=fbMC2zVEx0yZvdbi&order.fieldId=updatedAt&order.direction=descending&displayedFieldIds=contentType&displayedFieldIds=updatedAt&displayedFieldIds=author>

Versioning entries and scheduling publishing

How to get previous of the entry :

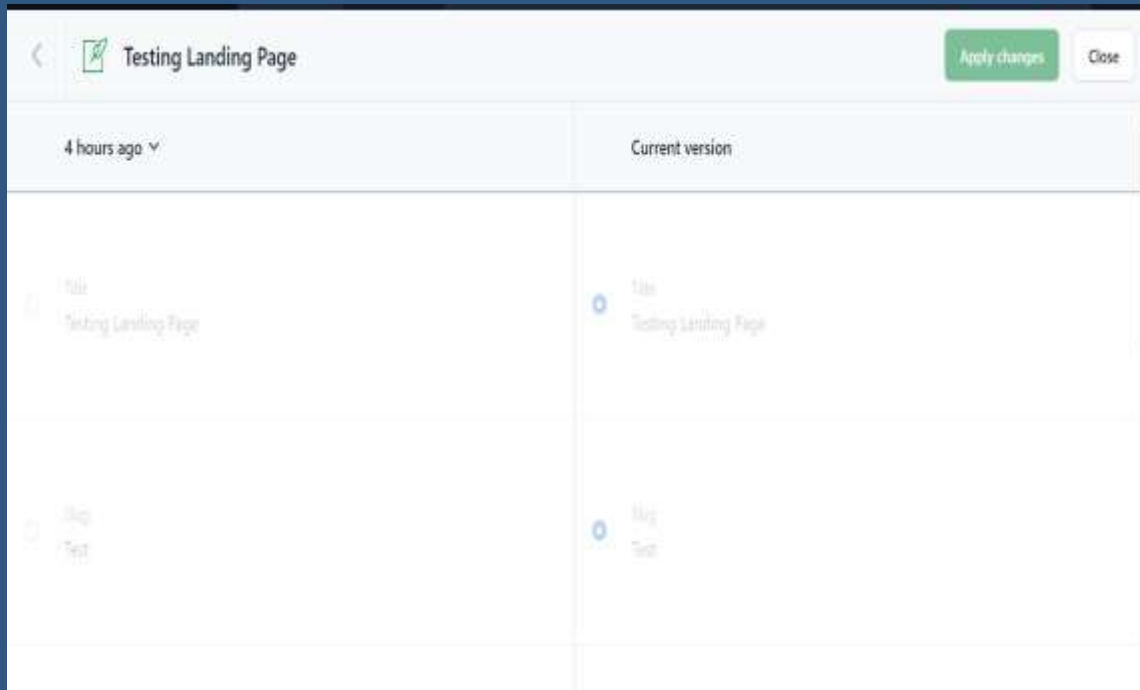
1. Go to particular page check with **Versions** section on right side
2. Select the **versions** you want revert.
3. Click on **Compare with current version**





4. It will show side by side current and selected Version for comparison.

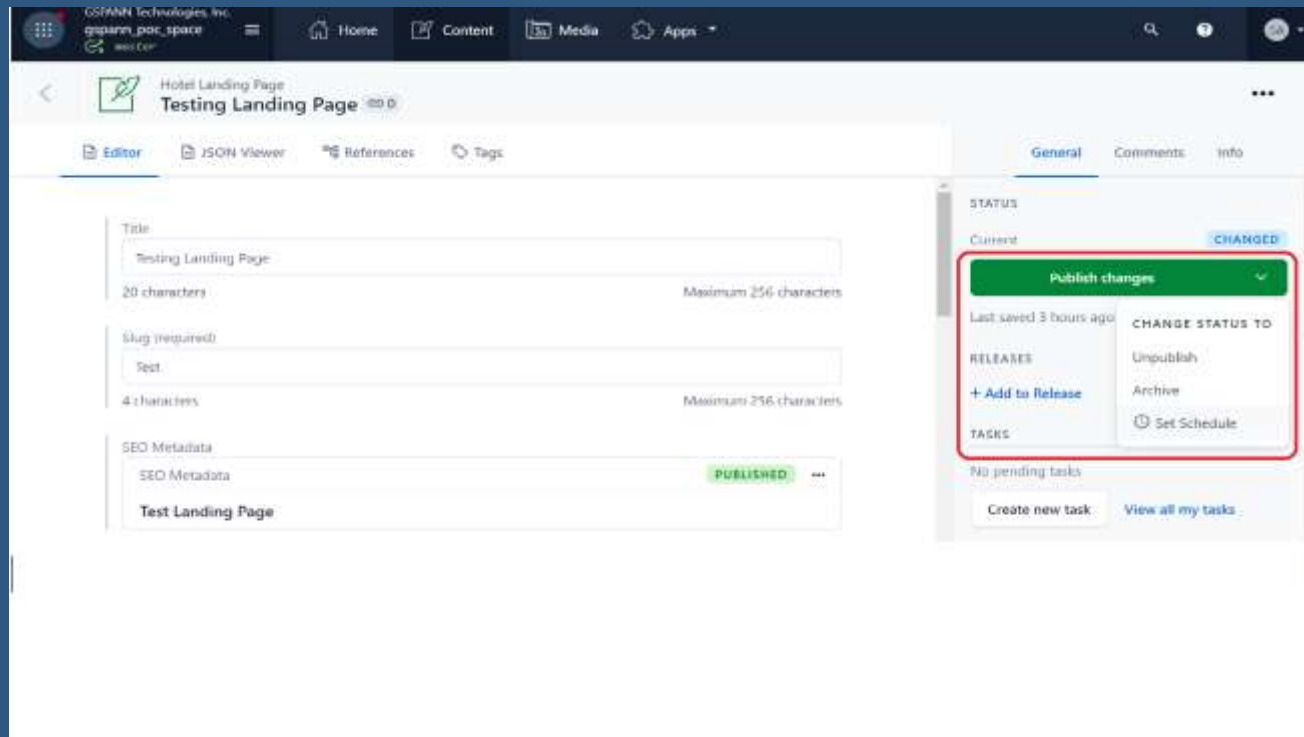
5. Click on **Apply Changes**.



Scheduled Publishing



1. Go to page you want to schedule
2. Right side navigation **Publish Changes** click on arrow
3. Click on **Set Schedule**




Set Schedule


Schedule (required)

☒ Publish ☐ Unpublish

Publish on (required) **Time**

02 Nov 2022  8:00 PM


Time zone

(UTC+05:30) - Asia/Calcutta 


Searching and filtering entries





Searching :






GSPANN Technologies, Inc.
gspann_poc_space
master

 Home


 Content


 Media


 Apps



SA

 Content


Content type **Any** Type to search for entries  Filter [Save as new view](#) [Add Entry](#)

 Orchestration


Get started with content orchestration

Share content and content models by connecting spaces.
[Learn more](#)

Contact your admin to select spaces for orchestration.


 Scheduled Content

152 entries found Usage: 215 / 1000000 entries and assets


<input type="checkbox"/>	Name	Content Type	Updated	Last Updated By	Status	
<input type="checkbox"/>	Testing Landing Page	Hotel Landing Page	Yesterday, 4:30 PM	viswanath telagamsetty	CHANGED	
<input type="checkbox"/>	Untitled	Hero Image	Yesterday, 2:49 PM	Me	DRAFT	
<input type="checkbox"/>	Test Landing Page	SEO Metadata	Yesterday, 2:49 PM	Me	PUBLISHED	
<input type="checkbox"/>	Test Hero Image	Hero Image	Yesterday, 2:47 PM	Me	PUBLISHED	
<input type="checkbox"/>	GSGJSJA	Home	Yesterday, 10:56 AM	Praveen praveen	DRAFT	





Filtering :






GSPANN Technologies, Inc.
gspann_poc_space
master

 Home


 Content


 Media


 Apps




SA


 Content

Content type **Any** Type to search for entries  Filter


Save as new view 

 Orchestration


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 Scheduled Content

Field	Content type	Description
updatedAt	All content types	Date an entry was last updated
createdAt	All content types	Date an entry was created
publishedAt	All content types	Date an entry was last published
firstPublishedAt	All content types	Date an entry was first published

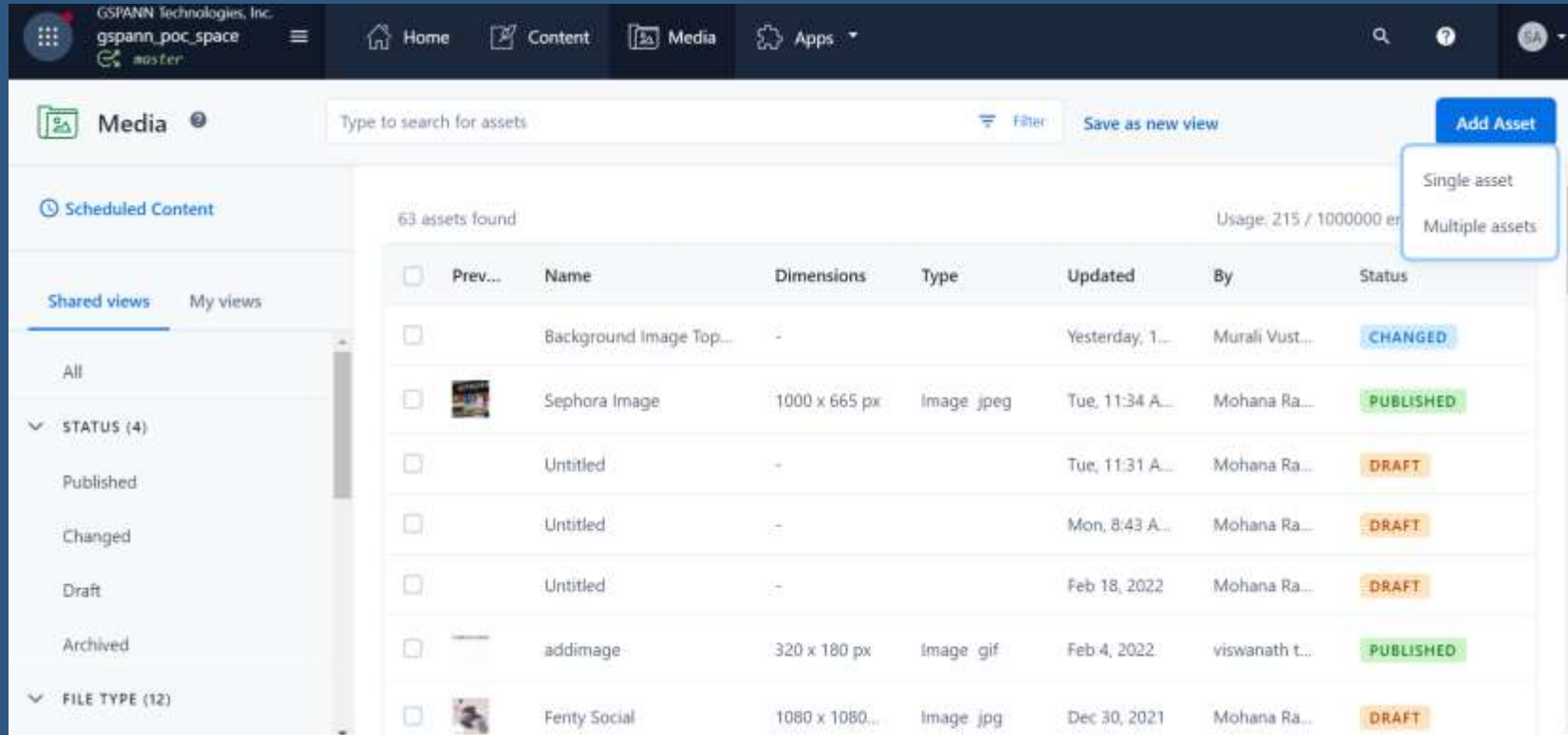
 Get more out of search. Here's [how search works](#). Pro-tip: wrap your query in quotes to match an exact phrase.

Usage: 215 / 1000000 entries and assets

Last Updated By	Status	
viswanath telagamsetty	CHANGED	
Me	DRAFT	
Me	PUBLISHED	
Me	PUBLISHED	

Creating and Editing assets

- We can create Single or Multiple assets.



The screenshot displays the GSPANN Media management interface. The top navigation bar includes links for Home, Content, Media, and Apps. The left sidebar shows filters for Scheduled Content, Shared views, My views, All, STATUS (4), and FILE TYPE (12). The main content area shows a list of 63 assets found, with a table displaying columns for Name, Dimensions, Type, Updated, By, and Status. A dropdown menu is open next to the 'Add Asset' button, showing options for 'Single asset' and 'Multiple assets'.

Prev...	Name	Dimensions	Type	Updated	By	Status
<input type="checkbox"/>	Background Image Top...	-		Yesterday, 1...	Murali Vust...	CHANGED
<input type="checkbox"/>	Sephora Image	1000 x 665 px	Image jpeg	Tue, 11:34 A...	Mohana Ra...	PUBLISHED
<input type="checkbox"/>	Untitled	-		Tue, 11:31 A...	Mohana Ra...	DRAFT
<input type="checkbox"/>	Untitled	-		Mon, 8:43 A...	Mohana Ra...	DRAFT
<input type="checkbox"/>	Untitled	-		Feb 18, 2022	Mohana Ra...	DRAFT
<input type="checkbox"/>	addimage	320 x 180 px	Image gif	Feb 4, 2022	viswanath t...	PUBLISHED
<input type="checkbox"/>	Fenty Social	1080 x 1080...	Image jpg	Dec 30, 2021	Mohana Ra...	DRAFT



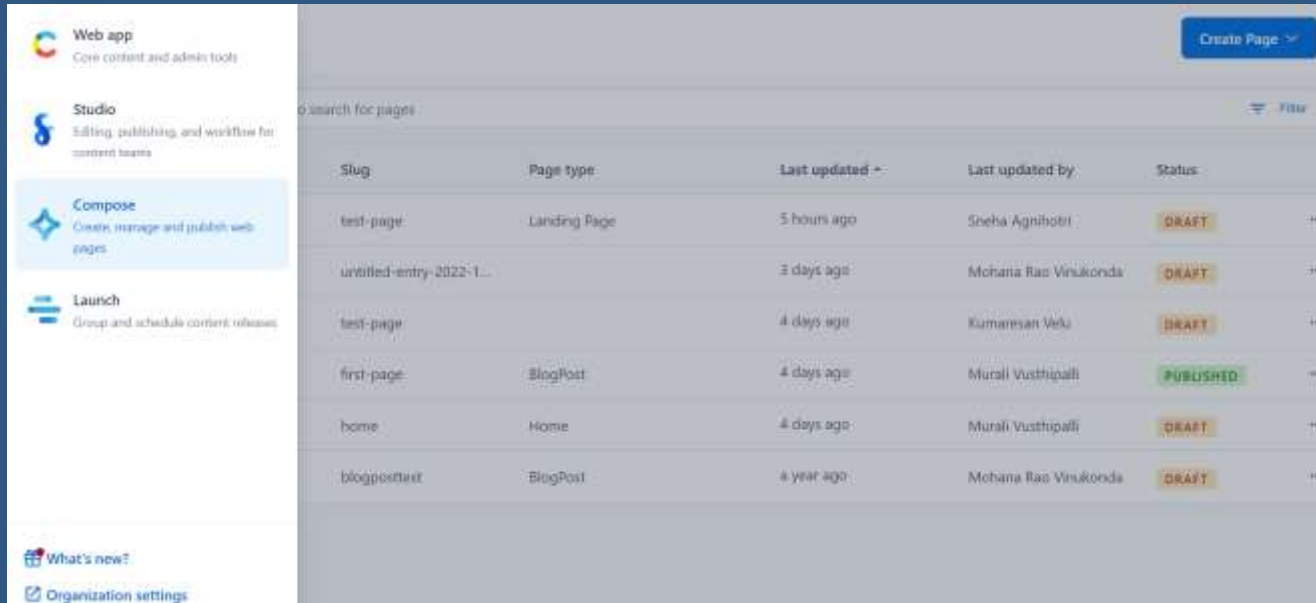
Localizing entries and assets

The screenshot displays the 'Asset Editor' interface for an 'Untitled' asset. The main editing area on the left contains three fields: 'Title' (0 characters), 'Description' (0 characters, with a maximum of 50,000 characters), and 'File (required)'. The right sidebar shows the 'General' tab with a 'Current' status and a 'DRAFT' label. It includes a 'Publish' button and a dropdown arrow. Below this, it shows 'Last saved a minute ago', 'RELEASES' with an '+ Add to Release' button, and 'LINKS' with the message 'No entries link to this asset'. At the bottom of the sidebar, a 'TRANSLATION' section is highlighted with a red box, showing 'Multiple locales' and a dropdown menu with 'en' selected and a 'Change' link.

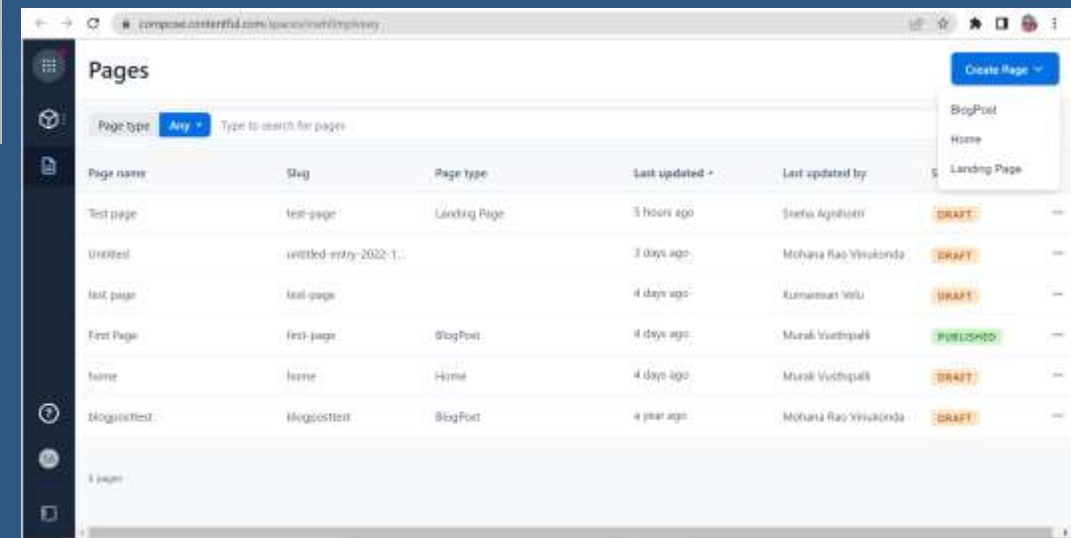


Creating Pages and Editing Pages

Click on Switch to apps(left navigation) → Select **Compose**



Click on **Create Page** for crating new pages





Calendar View

Click on Switch to → Launch → select **Calendar** from navigation

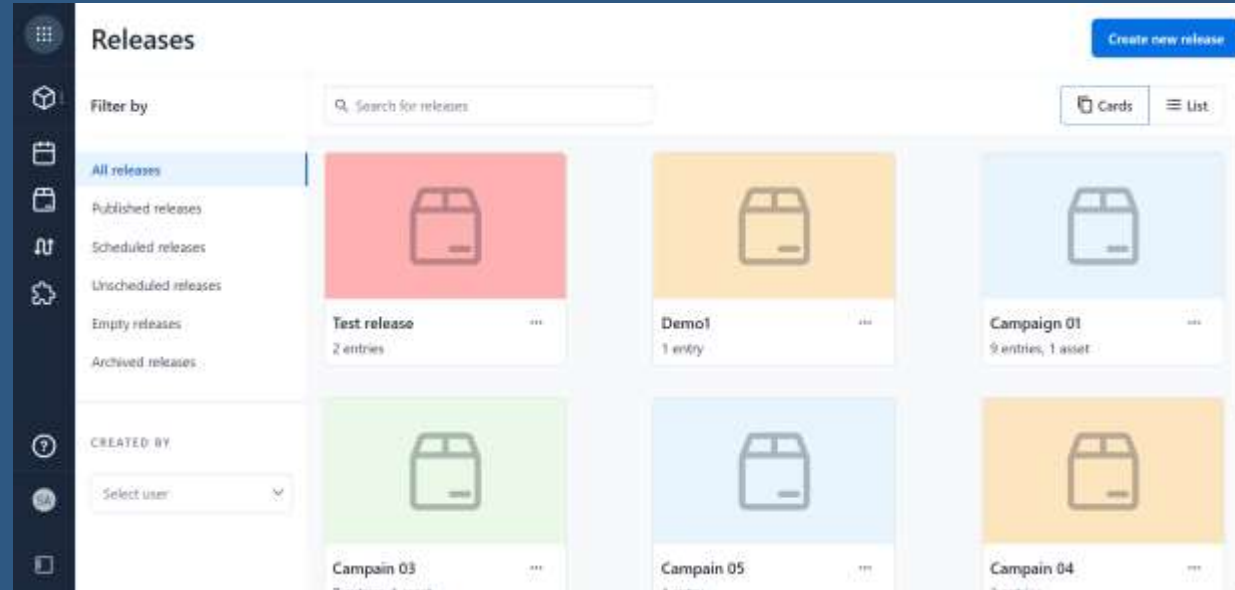
The screenshot displays the 'Calendar' view of a software interface. On the left, a vertical sidebar contains navigation icons. The main content area is divided into two sections. The top section shows a calendar for February 2021, with the 12th highlighted. Below the calendar is a 'FILTER BY TYPE' section with buttons for 'All', 'Releases', 'Single Entries', and 'Assets'. The bottom section lists events for February and March 2021.

Month	Date	Time	Event Title	Release Count	Asset Count	Status
FEBRUARY 2021	THU 11	04:30 PM	Customer Stories	3 Entries	0	PUBLISHED
	FRI 12	09:34 AM	Headshots	6 Assets	0	PUBLISHED
		01:40 PM	Lounge access - Premium fea...	1 topic-Product-feature	0	PUBLISHED
		08:00 PM	Card design - Classic card ...	1 topic-Product-feature	0	PUBLISH
MON 15	03:00 PM	Coin Corporate	3 Entries	0	PUBLISH	
MARCH 2021	MON 01	08:00 AM	Pricing page FAQ	1 component-Text-block	0	PUBLISH



Release

Click on Switch to → **Launch**



For creating new release click on
Creating new release → enter
New release name click on
Create Release

The screenshot shows a modal titled 'Create new release' with a close button (X) in the top right. It contains a text input field labeled 'Release name (required)'. Below the input field, there's a character count '0 / 256'. At the bottom, there are two buttons: 'Cancel' and 'Create Release'.



Workflow

For workflow in Contentful need to insatall Studio EAP.

Click on **Switch to→ Launch**

Workflow

Workflows

Promotions and Sales

Manage Workflows

Filter by

- My First Workflow
- Site configuration changes
- Legal terms
- Promotions and Sales**
- Assemble content
- Review content
- Ready to publish

Step	Entry	Status	Content Type	Last step change on	Workflow started on
Review content	The Art of Wabi-Sabi	CHANGED	Landing page	Wed, 19 Oct 2022 at 6:34 PM by Jonathan Miller	Thu, 20 Oct 2022 at 1:02 PM by Jonathan Miller
Assemble content	Hero banner overview	CHANGED	Landing page	Thu, 20 Oct 2022 at 12:18 PM by Jonathan Miller	Thu, 20 Oct 2022 at 12:18 PM by Jonathan Miller
Assemble content	Kids Black Friday Sale	DRAFT	Landing page	Wed, 19 Oct 2022 at 6:21 PM by Jonathan Miller	Wed, 19 Oct 2022 at 6:21 PM by Jonathan Miller
Ready to publish	Women's Black Friday Sale	DRAFT	Landing page	Fri, 14 Oct 2022 at 3:56 PM by Workflows App	Mon, 17 Oct 2022 at 3:13 PM by Andrew Martinez-Fonts
Ready to publish	Black Friday Sale	DRAFT	Landing page	Fri, 14 Oct 2022 at 11:38 AM by Andrew Martinez-Fonts	Fri, 14 Oct 2022 at 5:14 PM by Andrew Martinez-Fonts
Ready to publish	Black Friday	DRAFT	Nav Section (Promo) (L2)	Fri, 14 Oct 2022 at 11:38 AM by Andrew Martinez-Fonts	Fri, 14 Oct 2022 at 5:14 PM by Andrew Martinez-Fonts
Ready to publish	Men's Black Friday Sale	DRAFT	Landing page	Fri, 14 Oct 2022 at 4:49 PM by Workflows App	Fri, 14 Oct 2022 at 5:13 PM by Andrew Martinez-Fonts

1 - 7 of 7 items



Workflow

1. Open Studio.
2. On the left panel of the Studio dashboard, select the workflows tab.
3. In the Workflows dashboard, click **Manage Workflows** at the top right corner.
4. Click **Create a new Workflow** at the top right corner of the Workflows page.
5. In the “Workflow Details” sidebar, add a workflow name, description and Content Type.
6. Select the option on how to start your workflow: **manual or automatic**.
7. Click **Add step**, fill in the workflow step name, choose a color to indicate a visual separation between steps, and add description details.
8. To configure who can move the steps, click **Define who can Change step**.
9. To configure who can edit an entry or page in this step, click **Add a rule**.



Workflow

10. Click **Add an action** to notify colleagues or yourself through Slack or email, create a task when this step gets selected.
11. Click **Save** at top right corner.

[Workflow document](#)



THANK YOU