



## Checklist 12 - Getting Familiar With CMS (Content Management System)

Project Name: \_\_\_\_\_

Date: \_\_\_\_\_

Yes No

*A content management system is a software application that helps users in managing their databases more effectively, and it comes in various forms based on the content that is being produced. If you're not yet familiar with this term, don't worry, this checklist will give you an idea about what is CMS and how you can use it to manage your content:*

### CREATE MULTIPLE PAGES:

1 Your first goal is always to be on top and produce an engaging website, but you cannot do it without CMS, because it will help you in creating multiple pages on a website.

2 On these pages, you can add and manage content using just one software application, i.e., CMS.

3 You wouldn't need to design your website from scratch, as CMS offers pre-designed pages and themes.

### CREATE BLOGS:

4 If you want to create a more complex website containing blogs, then using CMS is the best option.

5 Just download any Content management system like WordPress, and start posting your blogs using it.

*Notes*



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You'll also be able to update your product pages regularly.

 

### PREVIEW AND TEST YOUR WEBSITE:

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With the help of CMS, you can preview your website with just one button click.

 

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After clicking the preview button, you can make any desired changes to your website.

 

### USE OPEN-SOURCE CMS:

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This type of CMS is easy and beneficial to use as it will allow the audience to contribute towards the development of the website as well, according to their taste.

 

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Moreover, this type of CMS is free to use so that no money would be spent.

 

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Such an open-source CMS is Joomla, which provides multi-lingual qualities to manage a website, and you can use it for free.

 

### USE BLOGGING CMS:

*Notes*

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If you're into creating visual content, especially images, then using a blogging CMS like Tumblr is the right choice.

 

13

By using such a content management system, you can upload your blogs with better quality pictures.

 

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You can also create GIFs and upload them on your blog using Tumblr.

 

### **TRANSFER YOURSELF TO FILE-BASED CMS:**

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Now, if you're not into using the database of your website for your content marketing, you can switch to file-based CMS.

 

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This type of CMS will be based on using and managing text documents, images and folders on a website.

 

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The Statamic is a user-friendly CMS that is file-based and provides you with client-friendly response panels.

 

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You wouldn't have to respond to each client on your own, once you set up file-based CMS.

 

*Notes*