

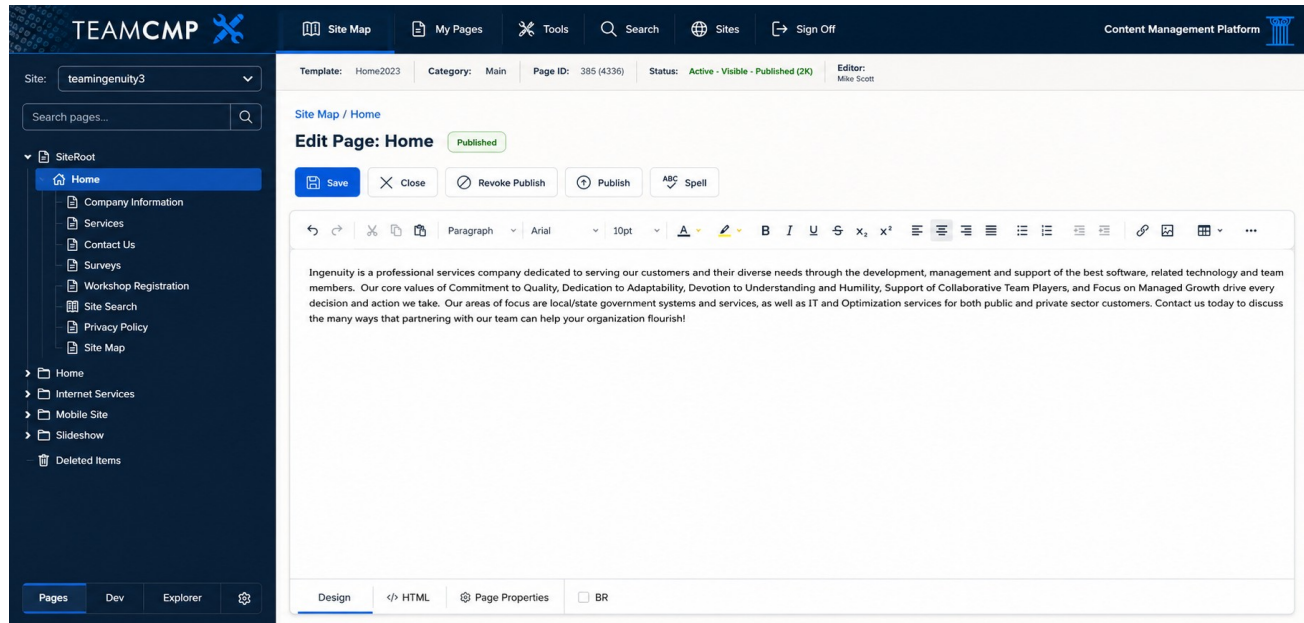
TEAMCMP 2026 UPDATE

TeamCMP Quick Guide

A concise reference for everyday page editing and site management

Last updated: July 28, 2026

The workspace at a glance



The redesigned workspace keeps the Site Map and editor familiar while making status, actions, and navigation clearer.

Four areas you will use most

Area	Purpose
Top navigation	Open Site Map, My Pages, Tools, Search, Sites, and Sign Off. Options vary by permission.
Site Map	Find pages in the hierarchy, search page names, and open page actions.
Page status and actions	Review the selected page, status, editor, and actions such as Save, Publish, or Revoke Publish.
Editing area	Work in Design, HTML, Page Properties, or page-type-specific application controls.

Permission note: If an option in this guide is not visible, your account may not have access to it.

SECTION 1

Working with pages

The Site Map represents the website as a hierarchy. Select a page once to open it; double-click a content page to edit it. Right-click a page for the actions available to your account.

Recognize page types

Type	Use
Content	A normal editable page, such as department information, policies, or contact content.
Application	Structured or repeating records, such as news, calendars, directories, or document lists.
Form	Information submitted by visitors, such as contact, registration, or request forms.
Link	A navigation item pointing to another page, a document, or an external service.

Create and organize pages

1. **Select the intended parent page.** New pages are normally created beneath it.
2. **Choose the page type** from the creation controls or Site Map context menu.
3. **Enter the page name** and required settings, then save.
4. **Preview and publish** the new page according to your site's workflow.

Common Site Map actions

- **Edit** - select the page, choose Edit, or double-click the page.
- **Move** - place the page before, after, or beneath another page. Confirm the intended parent before finishing.
- **Hide** - remove the page from normal navigation. The page can still be reached by its direct address.
- **Delete** - move the page to Deleted Items. Deleting a parent can also affect its child pages.
- **Restore** - return a deleted page, then review its location and status before republishing.
- **Categorize** - change a page's category/template or application instance; it does not change the Site Map position.

Find a page: Use Search pages above the Site Map for a quick page-name match. My Pages helps locate drafts, approval items, active pages, and prior versions.

Application pages

Select an application page once to open its administrative screen. Depending on the application, use Add, Edit, Hide/Show, or Delete to manage individual news items, events, links, documents, or other records.

SECTION 2

Editing content

Open a content page from the Site Map and use Design mode for normal editing. Save before making a major change, and preview the result before publishing.

Design and HTML modes

Mode	Use it for
Design	Visual editing with familiar formatting, list, link, image, table, undo, and redo controls.
HTML	Source editing for experienced users. The visual toolbar is hidden because its controls do not apply in this mode.
Page Properties	Page name, title, category/template, visibility, publish dates, search/social fields, and other behavior.

HTML cleanup: In HTML mode, press Ctrl+Enter to clean up and indent the markup. The note above the editor provides the same reminder.

Formatting essentials

- Use the paragraph selector for real headings and normal paragraphs; do not imitate headings with font size alone.
- Use bold and italic sparingly, and avoid underlining text that is not a link.
- Use Paste from Word or Remove Formatting for unwanted styling; Remove Formatting also cleans and indents the resulting HTML. Use Undo/Redo for normal changes.

Paragraphs and line breaks

Enter begins a paragraph; Shift+Enter inserts a line break within the same thought. The BR option controls Enter-key behavior, but normal paragraphs are usually best for structure and accessibility.

Links and images

- **Links** - select meaningful words, choose the Link tool, then select an internal page, document, image, or complete https:// address.
- **Images** - place the cursor, choose the Image tool, and select or upload the image. Add useful alternative text and preview at phone size.
- **Resize/Crop** - preserve the aspect ratio, avoid enlarging small images, and keep a suitable original whenever possible.

Tables and spelling: Use tables only for real row-and-column data. Use Spell to review text, but check names, agencies, and local terms yourself.

SECTION 3

Save, preview, and publish

TeamCMP keeps a working draft separate from the live page. The actions shown depend on the page's status and your permissions.

Action	What it does
Save	Stores the current draft; it does not necessarily make the change public.
Close	Exits the editor. Save first if you want to keep the current changes.
Preview	Shows representative phone, tablet, and desktop layouts before publication.
Publish	Makes an approved version active, or sends it through the site's approval workflow.
Revoke Publish	Removes the current published state and restores an appropriate prior version when available.

Before you publish

- Confirm the page name, main heading, and browser title are accurate.
- Check dates, contact details, office information, spelling, links, and downloads.
- Check images for sharpness, size, and useful alternative text.
- Preview phone, tablet, and desktop sizes; watch for horizontal scrolling.
- Verify the public page after publication.

Quick troubleshooting

Problem	First checks
An action is missing	Confirm the correct page is selected and that your account has the required privilege or Work Group access.
A page cannot be edited	Another editor may hold the lock, or you may be viewing a prior version instead of the current item.
Formatting looks wrong	Use Remove Formatting, inspect HTML only if qualified, and preview at several sizes.
A change is not public	Check Save/Publish status, approval, Hidden, and publish/expire dates. Clear the TeamCMP cache if authorized, then refresh the public page.

Support

Before contacting support, record the website name, page name, Page ID, exact error message, and the action that produced the problem. Include a screenshot when helpful, but never include a password.

Ingenuity Web Support: websupport@teamingenuity.com | (205) 263-1560