

Technical Library Tutorial

The technical library is accessed via CMS > Blog

SEF is the abbreviation for 'search engine friendly'.

Access to create/edit Technical Library category.

NOTE: Check that a category has not already been created for the document you are uploading before creating a new one.

1. Click 'Manage Categories'

List Blog Articles

[Create Blog Article](#) [Manage Categories](#) [Manage Tags](#)

Marketplace Selection: Butler Technik | View: Show All | Search: Enter text to search

Title	Category
Heater Fuel Tank Pick-up Instructions	Fuel Tank Pick-up Instructions
Eberspacher Handiwash Miniwash commercial vehicle wash station technical brochure	Eberspacher Useful Information

2. Click 'Create Category'.

List Article Categories

[Create category](#) [Manage articles](#)

Save order | Marketplace Selection: Butler Technik

Title	Handle
Campervan	CAMPERVAN

3. Add the category title

- Select a parent category. The parent category should be relevant to the category you are creating. For example, if the files you are uploading are for Eberspacher Air Heaters select that as your parent category.

- Add a handle. The handle will form part of the URL so should be SEF. Words to be separated by a hyphen (-). SAVE CATEGORY

Edit CMS Category

* Marketplace Selection: Butler Technik

Category Settings

Title: Tutorial Category

Display Order: 0

Parent Category: Technical Library

Handle: TUTORIAL-CATEGORY

[Save category](#)

4. Drag the newly created category to the desired position. This will

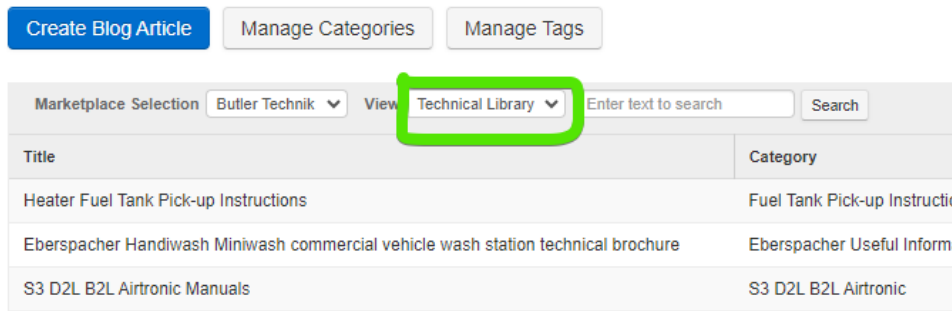
Access/Create 'Document Groups' to upload document.

The download library uses 'Articles' to group documents. We will use the term 'Document Group'. **NOTE:** Check that a Document Group has not already been created for the document you are uploading before creating a new Group. If a Document Group already exists for your file navigate to that group and add a new file. See notes in Step

'Go to CMS > Blog

1. Select 'Technical Library' from the dropdown.

List Blog Articles

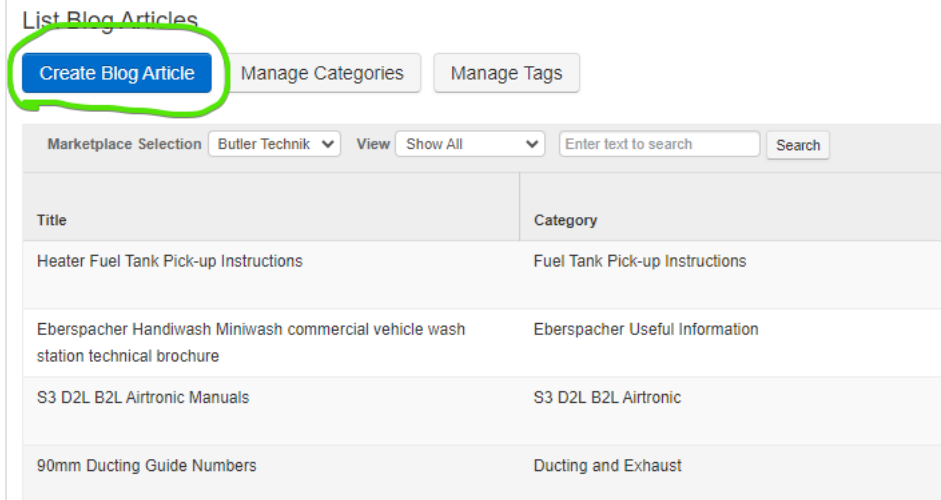


Buttons: Create Blog Article, Manage Categories, Manage Tags

Marketplace Selection: Butler Technik | View: Technical Library | Search: Enter text to search

Title	Category
Heater Fuel Tank Pick-up Instructions	Fuel Tank Pick-up Instructio
Eberspacher Handiwash Miniwash commercial vehicle wash station technical brochure	Eberspacher Useful Inform
S3 D2L B2L Airtronic Manuals	S3 D2L B2L Airtronic

2. Click Create Blog Article



List Blog Articles

Buttons: Create Blog Article, Manage Categories, Manage Tags

Marketplace Selection: Butler Technik | View: Show All | Search: Enter text to search

Title	Category
Heater Fuel Tank Pick-up Instructions	Fuel Tank Pick-up Instructions
Eberspacher Handiwash Miniwash commercial vehicle wash station technical brochure	Eberspacher Useful Information
S3 D2L B2L Airtronic Manuals	S3 D2L B2L Airtronic
90mm Ducting Guide Numbers	Ducting and Exhaust

3. Select Technical Library from dropdown and insert SEF title. The title will form part of the URL. **Keep in mind when creating the title that multiple files could be added to this group.** Click Create



Create an article

* Type: Technical Library

* Title: Technical Library Tutorial

Buttons: Create, Close

4. You now see your 'Document Group'. Click the pen icon to edit.

Marketplace Selection Butler Technik View Show All Enter text to search Search	
Title	Category
Technical Library Tutorial	
Heater Fuel Tank Pick-up Instructions	Fuel Tank Pick-up Instructions

5. Click 'Change Template' and select 'Technical Library' and 'Confirm Change'.

General and SEF

Publishing information

Content

Edit Content Preview

Change template Show history Publish draft Discard the draft Saved

Content Template

Technical Library Confirm change

Content

6. You will now see the file upload page. Go to the 'General & SEF Tab on the left. Select the appropriate category and add Meta details as required. **NOTE: The meta details relate to the 'Document Group', not to individual files.**

* General and SEF

General

Marketplace Selection
Butler Technik

Article Type
Technical Library


Categories


- Tutorial Category
- Campervan
- Chinese Heaters
- Controllers
- Eberspacher
- Espar
- General
- Installation
- Marine

Tags


Make your page Search Engine Friendly

Article Title
Technical Library Tutorials

Article URL 
/techlibrary/2024/07/18/technical-library-tutorial/BA

Meta Title  Characters: 26 (Min: 8 Max: 60)
Technical Library Tutorial

Meta Keywords

Meta Description  Characters: 0 (Min: 20 Max: 155)

If you are ready to publish the Document Group select 'Publish Immediately' and Save Changes. You can do this before or after you have uploaded files.

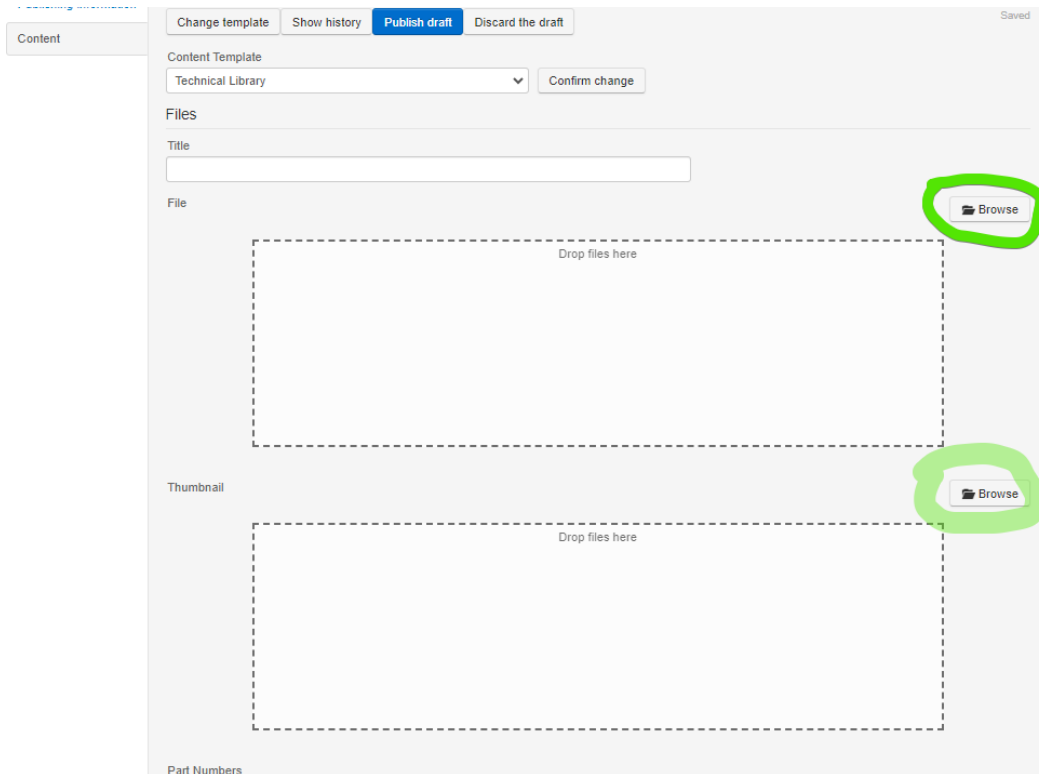
Publishing Schedule

This CMS Article will be:

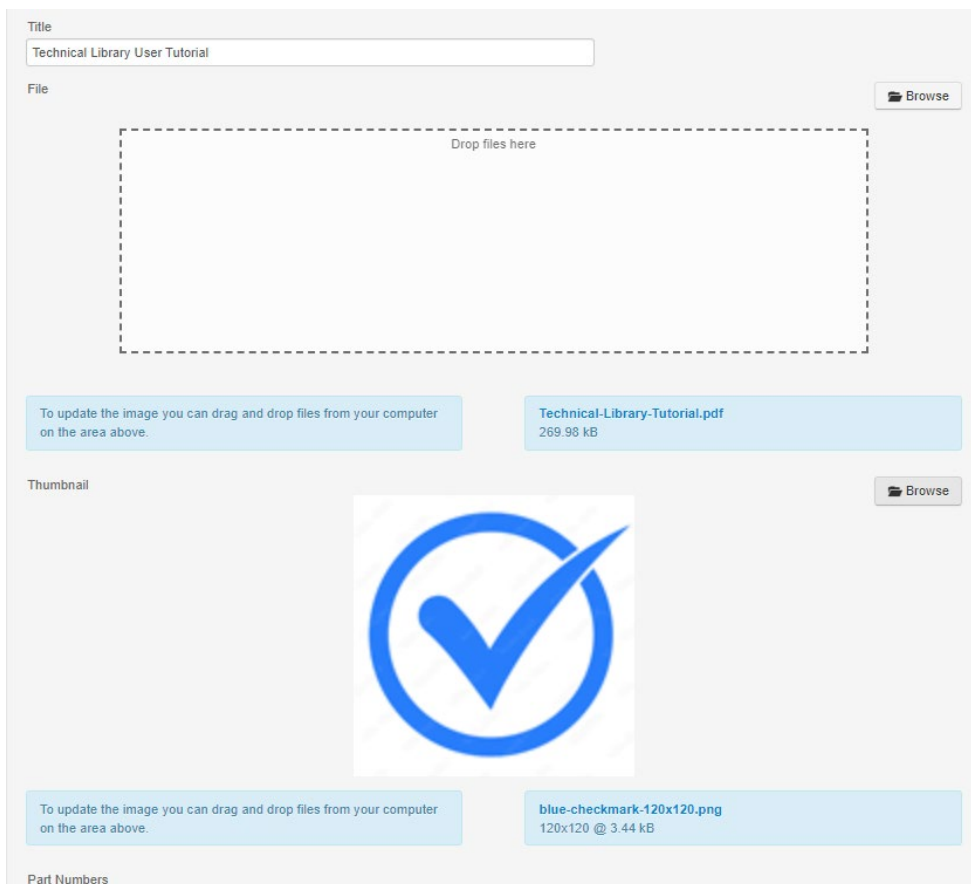
- unpublished for now
- published immediately
- linked to an event
- published between

[Save changes](#)

7. Go to the 'Content' tab on the left to see the file upload section. Add a SEF title for your file and browse or drop file for upload. Browse or drop 120px x 120px PNG thumbnail image for upload.

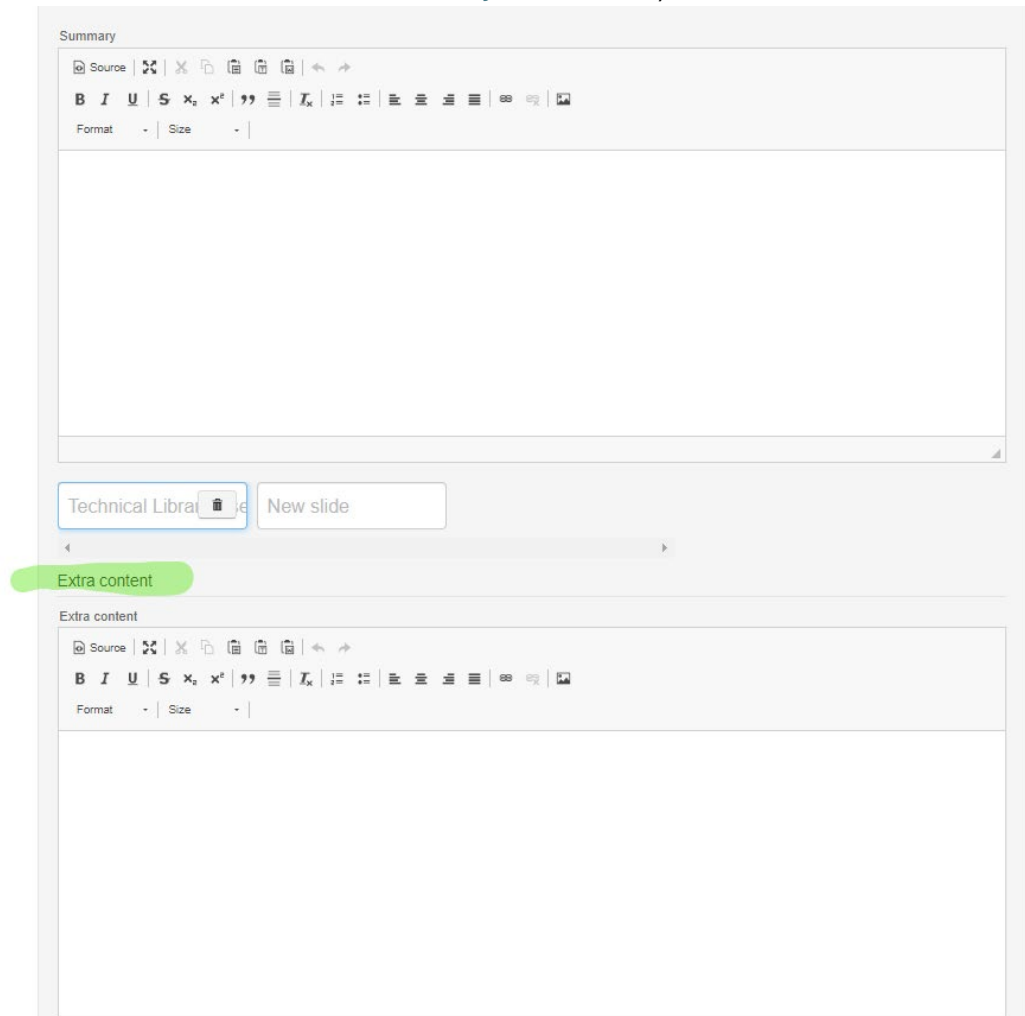


You should now see the file and the icon as below.



8. Scroll down and you will see a summary and extra content text area. The summary is not required for the technical library. The extra content will show below the files on the frontend of the technical library, See the D2 Airtronic group for an example (

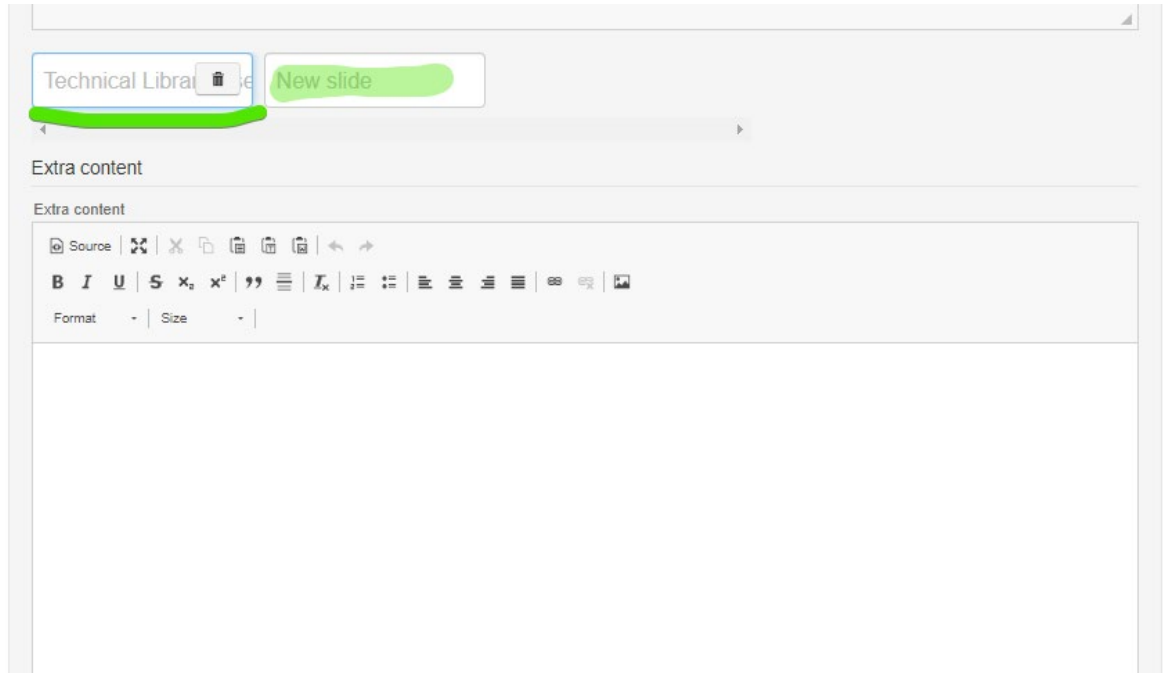
<https://www.butlertechnik.com/technical-library/d2-airtronic>).



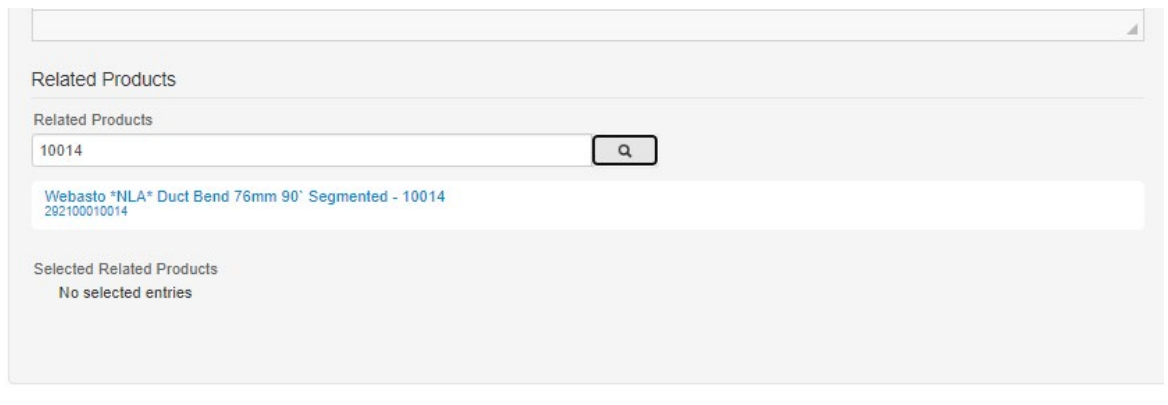
9. Between 'Extra Content' and 'Summary' text areas you will see a row of 'Slides'. The first slide will be the file you have just uploaded.
 - To upload the next file, select 'New Slide' and scroll back up the page to add the title, upload the file and the thumbnail as per step 7 above. Repeat this until you have all files uploaded.

NOTE: You also use this method to upload new documents to existing 'Document Groups'. If you need to update an existing file, select the slide for that file and then

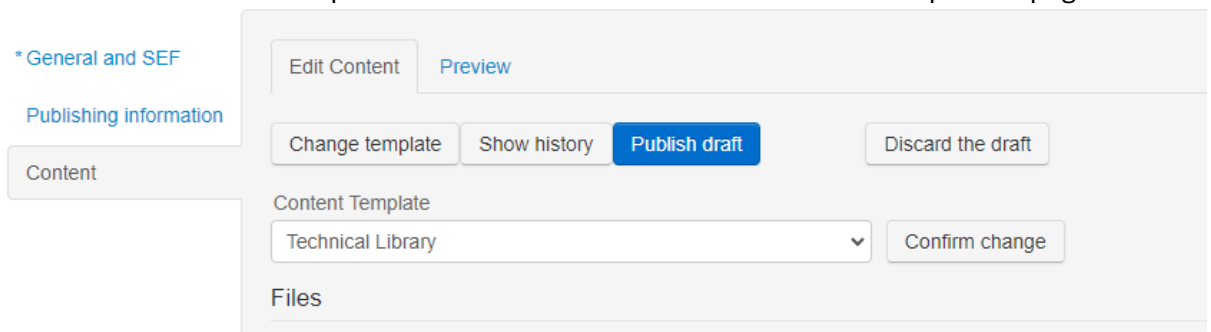
upload the new file.



10. To connect documents a product's download tab it is necessary to add related products. Select the file slide and go to the related products section found below the extra content. Search by part number to find the relevant product and then add the presented product/s. More than one product can be added.



11. When all files have been uploaded click the 'Publish Draft' button at the top of the page.



12. If you have not already published the 'Document Group' go to the 'General & SEF' tab and the select the publishing option and Save Changes. This will normally be 'Publish Immediately'.

Publishing Schedule

This CMS Article will be:

- unpublished for now
- published immediately
- linked to an event
- published between

[Save changes](#)