

# Dream, Design, Develop Newsletter

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## Dear Brandy,

Hope everyone is having a wonderful summer. It sure is flying by again. In this issue I thought I would discuss Content Management Systems (CMS). They are becoming more and more popular. Dream, Design, Develop has worked with a couple different CMS systems and I think all our customers should know they are available. I will also be discussing the importance of good posture while you work on your computer. If you are like me and spend hours a day in front of your computer, it's important to know a few tips to keep all those stiff muscles from acting up.



## Content Management System (CMS)

A CMS is designed to simplify the publication of Web content to Web sites, in particular, allowing content creators to submit content without requiring technical knowledge of website development and maintenance.

- Browser based - Users are able to update and maintain their content from any computer connected to the Internet.
- Designed for nontechnical users - People with average knowledge of word processing can create and maintain content.
- Configurable user access - Users are assigned permissions that allow them to access and approve content based on profile settings, which are managed by the site administrator.
- Consistent site design - Authored content is stored in a database separate from the site design so all pages are presented on the website with the same consistent look and feel.
- Content scheduling - Content is time-controlled with expiration dates set for automatic removal for such entries as events and job postings to keep the site current without requiring user intervention.
- Review and activation - Content and pages can be saved and activated later to allow for works in progress and editorial reviews and approvals.
- Template based - Easier to modify the layout of a website as you only have to modify the template at a single source instead of having to modify each single page to reflect the change.

A CMS is not for everyone. They cost more upfront to develop, they can hurt your search engine rankings, and they take time by the site owner to maintain and learn the system. However, if you plan on lots of updates, you feel comfortable learning a CMS system and you want to be in more control of your website content a CMS could be the ideal solution for you and your business.

## Healthy Computer Tips!

Spending long hours at your computer can cause injury or stiffness to your body. Here are some things to consider to avoid any bad habits.



- Take breaks every 30 minutes to an hour. Stretch, and walk around.
- As muscles tire, slouching, slumping, and other poor postures become more likely; this in turn puts extra pressure on the neck and back. In order to maintain a relaxed yet supported posture, change positions frequently. One way is to Move the trash away from your desk so you have to get up every once in a while.
- Use an exercise ball to sit on instead of a chair. Make sure the ball is tall enough your knees should be at a 90 degree angle.
- Keep your wrists straight while typing and while using a mouse or trackball. Avoid bending your wrists up, down, or to the sides.
- To promote comfortable leg postures, consider clearing away items from your legs to allow comfortable leg positions and movement. Feet should be flat on the floor or you may use a footrest if your feet do not rest comfortably.
- Sit up straight and align the ears, shoulders, and hips in one vertical line
- Also be aware of and avoid unbalanced postures such as crossing legs unevenly while sitting, leaning to one side, hunching the shoulders forward or tilting the head.
- Notice if your head is protruding forward to view the screen. Loosen your neck muscles and allow the head to balance atop a long spine. Check your shoulders to be sure they are not shrugged up to your ears.
- Position the computer screen so that you have to look straight ahead to see it. The screen should be 18 to 24 inches from your eyes.
- Make sure your thighs are parallel to the floor. You may have to adjust your chair height.

It's easy to spend hours a day in front of your computer and not realize what your body is doing. Try to pay attention to the above tips to keep your body as healthy as possible.

Sincerely,

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