Mugo FAQs – Content Structure vs. Media Library

Are you looking at Mugo trying to do something and wondering if you should start in the Content Structure or the Media Library? Here's an overview of where to go for different tasks.

Content Structure:

- Edit your home page to update your hours or insert elements like a book list or banner
- Create or edit an event (and a registration form)
- Create or edit a news post
- Create or edit a book list – or find a book list we've sent out to you
    - Note that although you create and edit the book list in the Book List folder, you need to go to the home page editing area to insert it into your home page (or into a webpage if you're inserting it there).
- Create or edit webpages on your website

Media Library

- Create or edit an announcement banner
- Create or edit banners – or find a banner we've sent out to you
    - Note that although you create and edit the banners here, you need to go to the home page editing area in the Content Structure to insert it into your home page.
- Create or edit featured cards – or find featured cards we've sent to you
- Create or edit fun facts
- Upload images or files to their respective areas to use elsewhere on the site (but you can also just upload these directly onto the webpages where they're appearing, and they'll be stored over here).
- Edit the menu structure of your site to control what appears in your menus