

Documentation for Website CMS—Content Management System Part 2 of 4: Create a New Page

Welcome to the documentation on how to use the new Andrews University Content Management System (CMS) to manage your Andrews website.

In this tutorial, we will cover how to add new pages to your University website. We will cover two scenarios:

- A. Adding a Page in the Main Navigation
- B. Adding a Page in the Sub-navigation

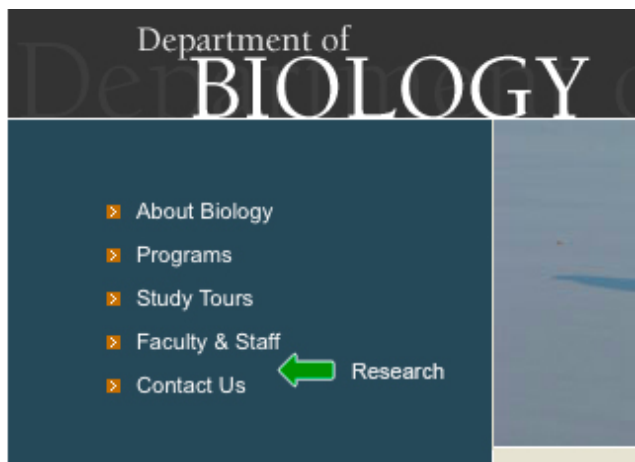
For the purposes of this tutorial, we will be using the Department of Biology website as an example. Following the same steps, you should be able to perform the same tasks on your University website.

1st Scenario: Adding a Page in the Main Navigation

When adding a new page to your website, you first must decide where in the site navigation it will go so that visitors to your site can find it.

Let's take a look at the Department of Biology site. You'll notice the main navigation of the site is on the left sidebar, and it includes pages such as About Us, Programs, Faculty and Contact Us.

Our goal in this first scenario is to add a page to this main navigation. We will add one called *Research* and place it between the *Faculty* and *Contact* pages.

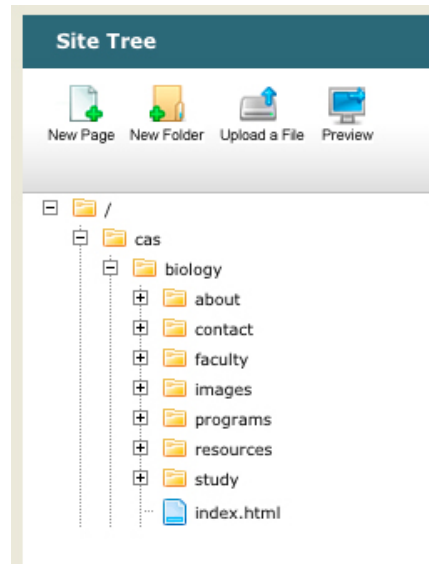


1. Open up a new browser tab and log into the new CMS. If you don't know how, we suggest you view that separate tutorial first. (For help on how to login and other introductory points, please read the [Introduction documentation](#))

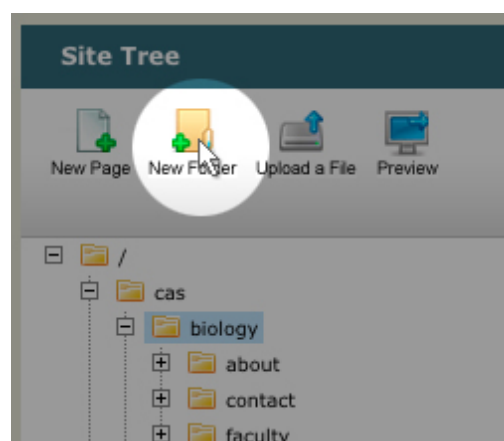
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2. Once logged into the CMS, you will see a tree of folders and files for your website on the left sidebar. In this example, we have access to the Department of Biology website.



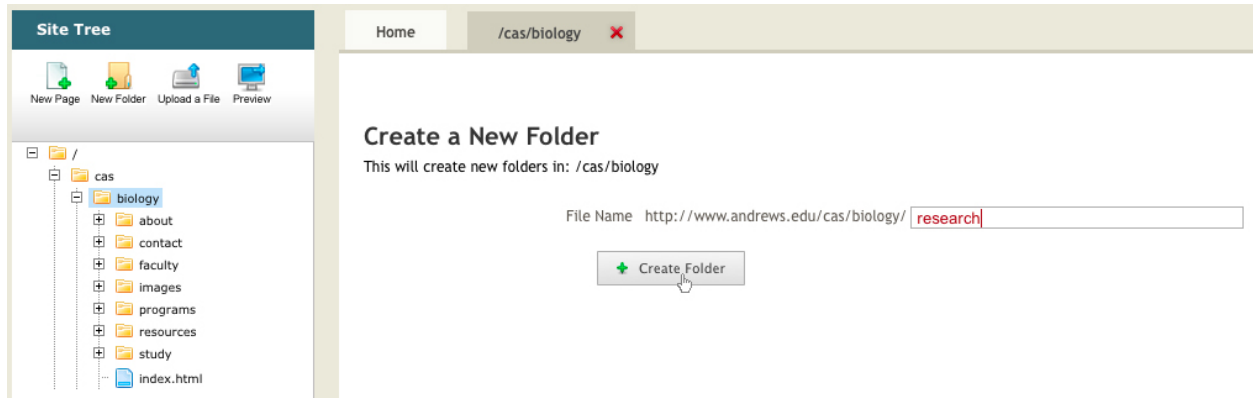
3. Double-click on the folder to open it. We can also open it by clicking on the "plus" symbol just left of the folder.
4. Within the Biology folder, we see several folders: About, Programs, Faculty and Contact.
5. You will notice that these folders reflect the same pages we saw on the public website: About, Programs, Faculty and Contact.
6. In order to add the new "Research" page, we need to create a new folder within the Biology folder.
7. Before creating the folder, we need to choose where that new folder will be added. In our example, we will select the "Biology" folder, and then click on "New Folder," located at the top of the site tree.



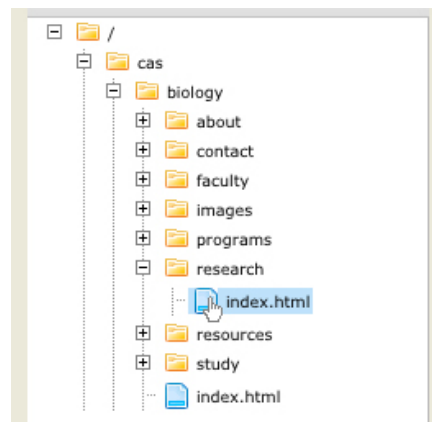
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8. Once we select the right folder and click on “New Folder,” a new tab window appears on the right, where we can give the folder a title. Enter “Research” and click “Create.” The site tree on the left then refreshes to include the new folder.



9. Double-click on the new “research” folder to open it, and you will notice an “index.html” file has been automatically created for you.



10. This index.html file is the basis for your new “Research” page in the main navigation. But before it will show up on your website, you need to edit the index.html file by adding a title and some content.
11. Double-click on “index.html” to open up its editing window on the right.
12. The first thing to choose is which *content type* the page will be from the provided drop-down menu. Most of the time, you will want to choose “Generic Subpage Complex.” Depending on which content types are associated with your particular website, you’ll see a generic subpage type, a faculty listing type, a contact page type, or possibly others.

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Home .../research/index.html

Show/Hide Properties

Page Settings

What type of content is this?

Select a Content Type

- Select a Content Type
- /
- Generic Contact
- Generic Subpage Complex
- Generic Subpage Plain
- Generic Subpage Simple
- /cas
- cas/Cas Homepage

result in

Breadcrumb

Enter a breadcrumb title if

Page titles should be short yet descriptive.

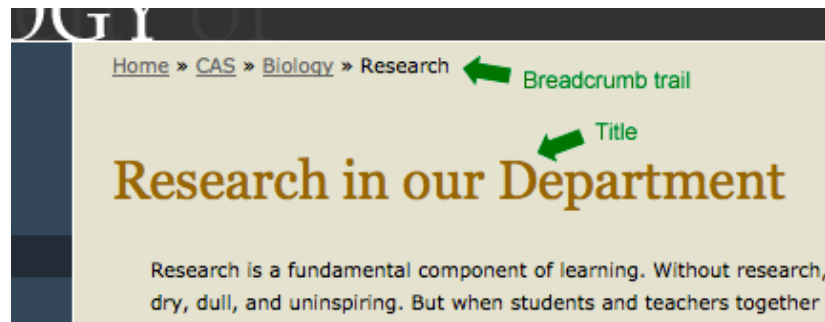
Show in Navigation? ☐ No ☐ Yes

13. Once you have chosen a "Content Type," you can choose a "Design template," located next to the "Content type" field. In most cases, the design template will already be chosen for you. For the few times it is not, select a design template located within your site tree area. For our example, we will choose the design template called "cas/cas_generic_subpage.dt", since the Department of Biology is located within "cas," or College of Arts & Sciences.
14. Next, enter the title of the page. For this example, we'll keep it simple and type in "Research."
15. Below this is the filename title. This is what will show up in the web address bar. This is pre-filled for you based on the page title, but we recommend using one word for the filename, or as few words as possible. For example, if you were creating an "About Us" page, the recommended filename would be "about." Another example would be a title of "Meet Our Staff" and keeping the filename to "staff."

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16. Next to the title field is the Breadcrumb field. Breadcrumbs are helpful in knowing where you are within a website's structure. Most of the time, you can leave this field blank. One of the few times the field might be used is if you have a long page title and you want the breadcrumb to be a little shorter. For example, if your page title was "Research in the Department of Biology," you could shorten the breadcrumb trail to simply read "Research."

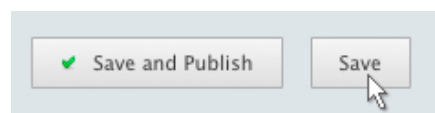


17. Next is choosing whether to show the page in the navigation. You will want to select "Yes" unless the folder you just created is not storing pages, but other things such as images, documents, etc.
18. The order of pages in the navigation is based on a numerical scale—higher numbers represent the top of the navigation, lower numbers the bottom of the navigation, and negative numbers can also be used. For example, if we want our "About" page to always be at the top of our navigation, it would be good to give it a navigation order number of 99. If we want our "Contact" page to always be at the bottom, we'll give it a -99. In the absence of numbers, the CMS will arrange pages in alphabetical order.

For our example, we want to place the "Research" page between the Faculty and Contact pages. To do so, the "Research" page navigation order number must be lower than the "Faculty" page but higher than the "Contact" page. A good way to do it might be to number the pages as follows:

Faculty: 30
Research: 20
Contact: 10

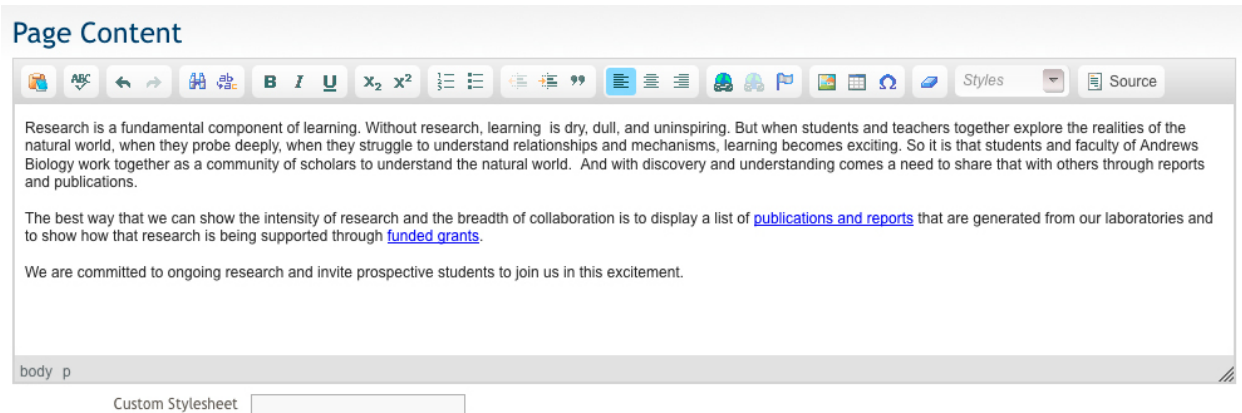
19. At this point, click on "Save" near the bottom of the window and wait for the window to refresh.



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20. Once it refreshes, enter the actual content for the page in the rich-text editor box. Most pages will have several options in the rich-text editor, such as inserting links and images, creating lists, etc. Please visit www.andrews.edu/imc for a collection of documentation and video tutorials on the rich-text editor to learn more about how to use these features.



21. Once you finish entering your content, click on “Save and Publish” to save your changes and publish them immediately to your website.



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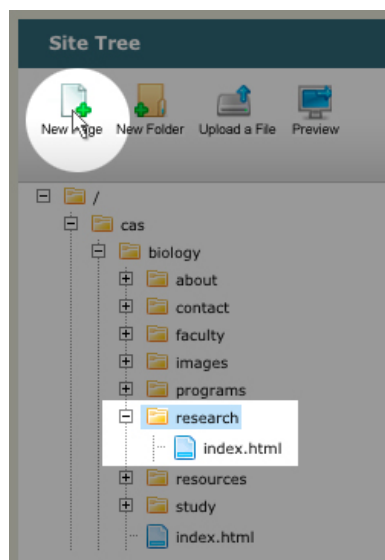
This brings us to the end of the first scenario on how to add new pages in the main navigation. We've successfully added a "Research" page on the Department of Biology's website navigation. On this page, we can give an overview of the research program of the department.

In our example, there is a lot of research information to share. Therefore, it would be a really long webpage. For both aesthetic and readability reasons, it would be wise to divide the research content into several subpages. For example, we could create two new pages, "Faculty Research" and "Student Research," and place them both under the "Research" section. Below is how to add a sub-navigation page to our website.

2nd Scenario: Adding a Page in the Sub-navigation

In this new scenario, our goal is to add a "Faculty Research" page, and place it under the "Research" page.

1. Before creating the new "Faculty Research" page, we need to choose where that new page will be added. In our example, we will select the "Research" folder, and then click on "New Page," located at the top of the site tree.



2. A new tab window will appear on the right side, with a few fields to fill out. The first thing to choose is which *content type* the page will be. Most of the time, you will want to choose "Generic Subpage Complex." Depending on which content types are associated with your particular website, you'll see a generic subpage type, a faculty listing type, a contact page type and possibly others.
3. Next, enter the title of the page. For this example, type in "Faculty Research."

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- Below this is the filename title. This is what will show up in the web address bar. This is pre-filled for you based on the page title, but we recommend using one word for the filename, or as few words as possible. For example, if you were creating an "About Us" page, the recommended filename would be "about." Another example would be a title of "Meet Our Staff" and keeping the filename to "staff."

Create a New Page

This will create a new file in: /cas/biology/research

Content Type

Title of Page

File Name .html

- Click on "Create Page" and wait for the page to refresh.
- You can then fill in the appropriate fields in the same way as you created the index.html page—using Design Template, Breadcrumb field, Navigation order, etc.
- Lastly, enter the actual content for the page in the rich-text editor box. Most pages will have several options in the rich-text editor, such as inserting links and images, creating lists, etc. Please visit www.andrews.edu/imc for a collection of documentation and video tutorials on the rich-text editor to learn more about how to use these features.

Page Content

Rich-text editor toolbar: ABC, undo, redo, bold, italic, underline, x₂, x², bulleted list, numbered list, link, unlink, image, table, link icon, Styles, Source.

Research is a fundamental component of learning. Without research, learning is dry, dull, and uninspiring. But when students and teachers together explore the realities of the natural world, when they probe deeply, when they struggle to understand relationships and mechanisms, learning becomes exciting. So it is that students and faculty of Andrews Biology work together as a community of scholars to understand the natural world. And with discovery and understanding comes a need to share that with others through reports and publications.

The best way that we can show the intensity of research and the breadth of collaboration is to display a list of [publications and reports](#) that are generated from our laboratories and to show how that research is being supported through [funded grants](#).

We are committed to ongoing research and invite prospective students to join us in this excitement.

body p

Custom Stylesheet

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8. Once you finish entering your content, click on "Save and Publish" to save your changes and publish them immediately to your website.
9. You can also preview your changes by selecting the "Faculty Research" page in the site tree, right clicking on it and selecting "Preview" in the right-click menu. This will bring up a new browser window with a preview of your new page.



This brings us to the end of the tutorial on how to create new main navigation and sub-navigation pages for your site. Please refer to our other documentation to learn how to use the various functions of the rich-text editor for your pages, how to create photo galleries, and more. These video tutorials and more documentation can be found by visiting:

www.andrews.edu/imc

Thank you!