# **Tech-Tips**

## Creating a New Page

As you continue with your site, you will have the need to create new pages. This Tech-Tip will take you through the necessary steps in order to create a new page. You can create a page by using a variety of templates:

- Secondary template
- FAQ secondary template

Sections: Body Copy | Sub-Navigation | Adding Promo Items

### **Body Copy**

Step	Action	Result
1	Select (or click on) the folder where you would like the page to live.	This will ultimately result in the page URL. For example, if you are clicked on the biology folder your page URL will be biology.richmond.edu/newpagename.html
2	From the Cascade main menu, select New   secondary-template. Cascade Server train47 ÷ Home New * History * Base Folder Garge common Garge common Garg	The New Page window will display in edit mode in the right pane.
		Be sure to enter your new page name in the system name box.
3	Enter your content in the <i>Body Copy</i> using the WYSIWYG.	New Page         Contant         Body copy         Page Content         Q ×, ×' B J I I I I I I I I I I I I I I I I I I



# Tech-Tips

### Sub-navigation

If you have access to this section, you will have the option (Yes or No) to display sub-navigation.

✓ Sub Navigation	
+ Sub Navigation	
Do you want to a	udd 💿 No 🔾 Yes
sub-navigatio	
Index Blo	ock 🛛 🤤 🚱 [_Assets:_internal-original/blocks/index/parent folders with children sub navigation] 📄
sub-navigatio	Image: Standard S

If you do not have access to this section, you will only see the section heading, 'Sub-navigation'.



#### **Promo Items**

Optional promo items are displayed on the right margin of the page. If you choose not to display any promo items, delete the example text from the Heading text area. You may have a maximum of five promo items.

#### Adding a Button Promo

A button promo appears as a blue button with white text on the right margin of your webpage. These buttons are used to highlight related content. Think of it as, "If you are reading this page, you may also be interested in...".

Step	Action	Result
<b>Step</b> 1	Action While in Edit mode, scroll down to the Promo section of your page.	Result





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<b>Step</b> 2	Action Select Button-Promo from the Promo Type	Result		4 <b>\</b>
	drop-down list. Promo Column Right: 5 - max number of button prom Promo Type Button-Promo Button-Promo Text-Promo Internal Link (button-promo only) Internal Link - PDF file External URL (button-promo only) Background Color Bue Short Description [Text-Promo and Image-Promo only] 1 ★ ★ B I U ABC 1 ↓ ABC 1 ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓			
3	Enter the text to be displayed on the button in the Heading text area. Promo Column Right: 5 - max number of button prom Promo Type Button-Promo Heading New Button Internal Link (button-promo only) Internal Link - PDF file External URL (button-promo only) Background Color Short Description [Text-Promo and Image-Promo only] Ω   ×, x <sup>2</sup>   B I U APE   = = = =   []			





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Step 4	Action         Choosing your link type: Your button can link to a page within your site (internal link), a PDF file within your site or an external website address:         Internal Link: Click the blue browse icon, select your page and click Insert.         Internal Link – Link Pdf File: Click the orange browse icon, select your PDF file and click Insert         External URL: enter the complete URL in the text area (i.e., http://www.richmond.edu).         Note: It may be helpful to navigate to the webpage, copy and paste the URL from the address bar.	Result
5	You may add additional promos by clicking the '+' symbol. Promo Column Right: 5 - max number of button prom Promo Type Button-Promo M Heading New Button Internal Link © [] (button-promo only)	A new promo item will be added; displaying '(2/2)'. Promo Column Right: 5 - max number of button promo or 2 - max number of 2 - max number of button promo or 2 - max number of button promo or 2 - max number of button promo only number of button promo items use the black up/down arrows to the right of the '+/-' buttons. The '-' will delete a promo item.

#### Adding a Text Promo

A text promo appears on the right margin with a gray background. This is freeform text you can input. Examples of existing text promos include: mission statements, hours of operation or interesting yet related fact.





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Step	Action	Result	
1	While in Edit mode, scroll down to the Promo section of your page.		<b>*</b>
	Promo Column Right: 5 - max number of button promo or 2 - max number of text promo		
	B Promo Type ® Euton Romo V		
	Heading the is boom having Totemai Link Tote		
	Internal Link - POP file (Lintary survey a link) (Badgeound Cole Max W		J
	Short Description [Taxt-Promo and [mag-Promo only]		
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2	Select <b>Text-Promo</b> from the <i>Promo Type</i>		
	drop-down list.		
	Promo Column Right: 5 - max number of button prom		
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	Promo Type 🔶 Button-Ptomo 💉		
	Headin Text-Promo Sing		
	Internal Link 🙆 📄 []		
	(button-promo only)		
	External URL (button-promo only)		
	Background Color blue		
	Short Description [Text-Promo and		
	Image-Promo only]		
	$\Omega \mid x_{i} \mid x_{i} \mid B \mid I \mid \underline{n} \mid vec \mid \Xi \equiv \Xi \equiv   \Box$		
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Enter the text to be displayed on the button in the <i>Heading</i> text area.	
Promo Type ● Button-Promo ▼ Heading New Button Internal Link ♀ DE file ♀ □ [] External URL (button-promo only) Background Color blue ▼ Short Description [Text-Promo and Image-Promo only] Ω   × <sub>x</sub> × <sup>a</sup>   B I U ABE   ≡ ≡ ≡   []	
Use the WYSIWYG to enter the text to be displayed in the right margin. You may insert	
hyperlinks if you choose. You may add additional promos by clicking the '+' symbol. Promo Column Right: 5 - max number of button prom Promo Type Button-Promo V Heading New Button Internal Link O I I (button-promo only)	A new promo item will be added; displaying '(promo number/total promos)'. Promo Column Right: 5 - max number of button promo or 2- max number (2/2) Promo Type & Button-Promo V Heading Internal Link @ [] External URL (button-promo only) Internal URL (button-promo only) Background Color Short Description [Text-Promo and]

