

Quick Training for Editing Your Site in KP4

Generally, editing a secondary page in KP4 isn't much different from editing in the previous version, but here are some guides in case you can't find what you need.

How to find what you're looking for

- Follow the URL path to find the page in Cascade
- For example, <http://history.richmond.edu/major-minor/lectures.html> lives in Cascade under the:
 - **history** site
 - **major-minor** folder
 - **lectures** page

*You may see a "kp3" version of your site in Cascade as well (for example, **kp3-history**), but this is just an archived copy of the old version for reference. These will eventually be deleted.*

Editing a secondary page in Cascade

In KP4, the content regions in Cascade will be automatically collapsed when you view the page in "edit" mode. If you need to edit the **main text region of the page**, click the "Body Copy" section to expand it and make your edits in the page content region.



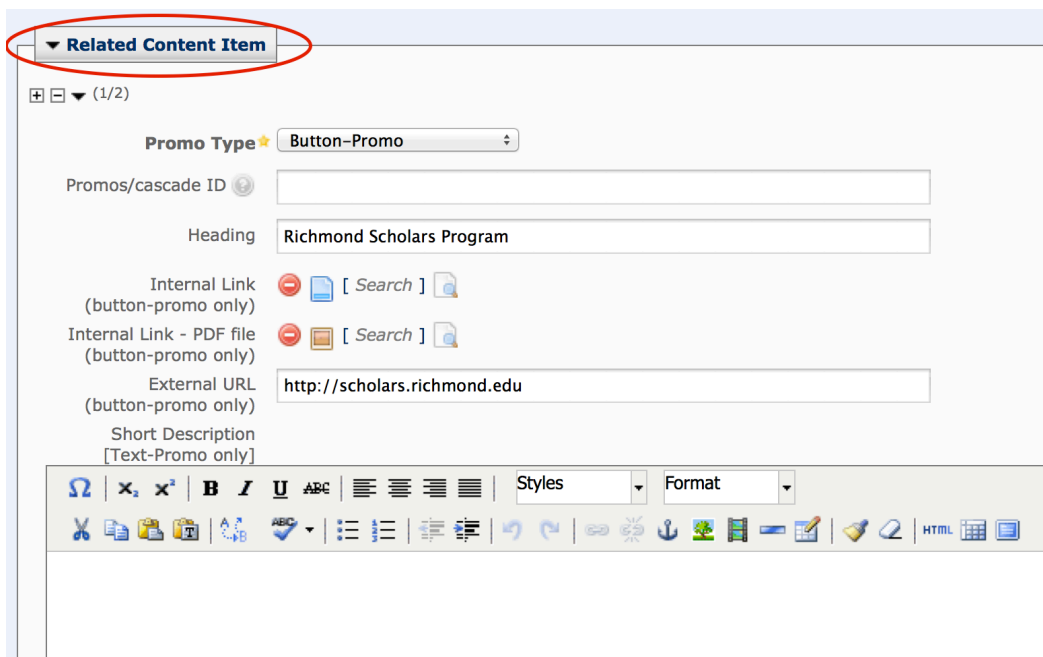
Creating or editing text/button promos

In KP4, these are found under the “Related Content Item” sections. Click to expand the items you need and edit them as you always have.



The screenshot shows the KP4 interface for editing a page titled "/major-minor/lectures". The interface includes a top navigation bar with buttons for "View", "Edit", "Move/Rename", "Copy", and "More". Below this is a tabbed interface with "Content", "Metadata", "System", and "Outputs" tabs. The "Content" tab is active, showing a section titled "KP4-SECONDARY-PAGE-DD". Under this section, there are three expandable items: "Body Copy", "Related Content Item" (which is circled in red), and "Related Content Widget Block/Common Block". At the bottom of the page, there are three buttons: "Submit", "Save Draft", and "Cancel".

Once expanded, the fields are the same. To create a new item, click the “+” button, or click the “-” to delete an item.



The screenshot shows the edit form for a "Related Content Item". The title "Related Content Item" is circled in red. The form includes a "Promo Type" dropdown menu set to "Button-Promo". Below this are several input fields: "Promos/cascade ID" (empty), "Heading" (containing "Richmond Scholars Program"), "Internal Link (button-promo only)" (with a search icon and a document icon), "Internal Link - PDF file (button-promo only)" (with a search icon and a PDF icon), "External URL" (containing "http://scholars.richmond.edu"), and "Short Description [Text-Promo only]" (empty). At the bottom of the form is a rich text editor toolbar with various icons for text formatting, alignment, and linking.

There are some new types of promos that require some work with Web Services or University Communications, but the two most common (button and text) are still available:

▼ **Related Content Item**

⊕ ⊖ ▼ (1/2)

Promo Type ★

- Button-Promo
- Text-Promo
- Data-Promo
- Stack
- Event Publicity
- Notification Box
- Single-Brightcove-Video

Promos/cascade ID ⓘ

Heading

Internal Link
(button-promo only)

Internal Link - PDF file
(button-promo only)

External URL
(button-promo only)

Short Description

[Search]

Editing subnavigation

By default, pages will display the folder's subnavigation (which now appears on the left side of the page):



To be sure a page appears in the subnavigation, it needs a **display name** in the page's **metadata**. To edit the metadata, click **Edit>Metadata** in the blue toolbar. Then give the page a display name:

[/major-minor/lectures](#)

View **Edit** **Move/Rename** **Copy** **Publish** **More**

Content **Metadata** System Outputs

User Metadata

Display Name

Title

Summary

Teaser

Keywords

Custom Metadata

EXCLUDE-FROM-HORIZONTAL-MENU Yes

EXCLUDE-FROM-SUBNAV Yes