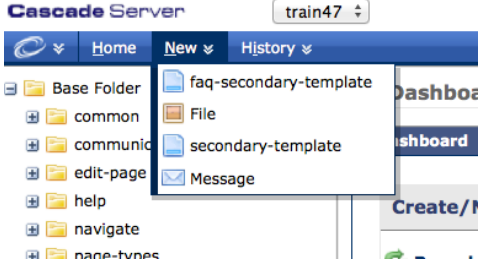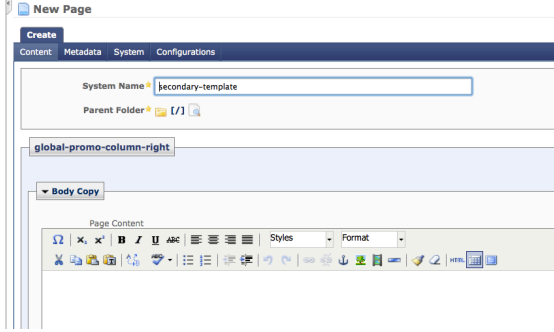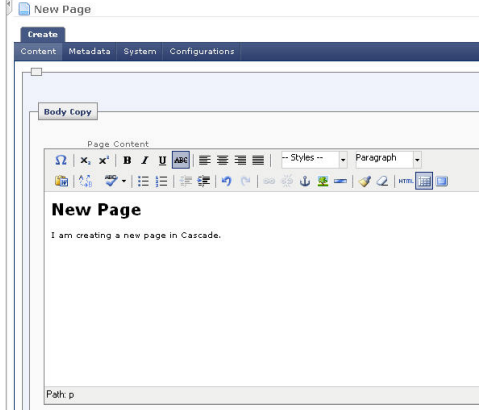# Tech-Tips

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.** **Note**: *If you would like to create an FAQ page, select the FAQ Secondary Template.*	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 *Body Copy* using the WYSIWYG.	

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Sub-navigation

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

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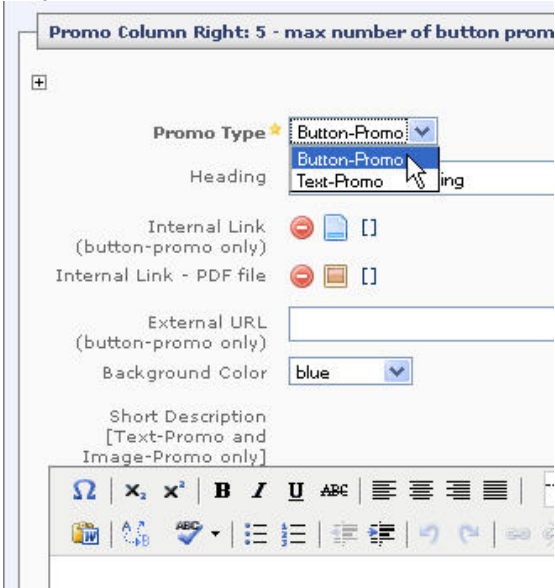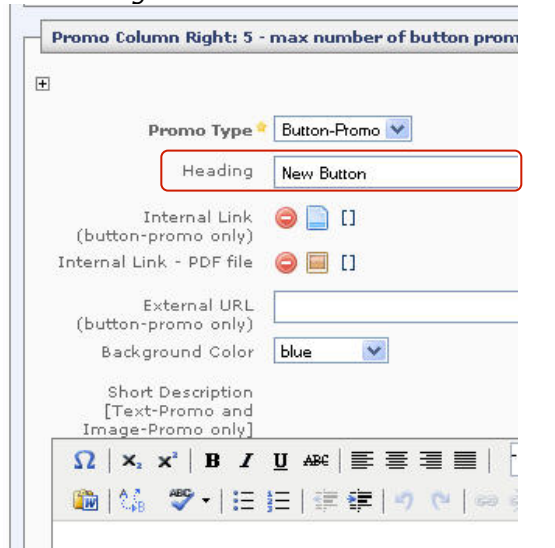

Promo Items

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…".
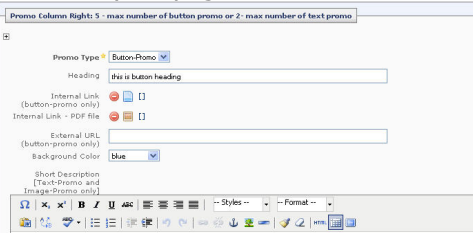
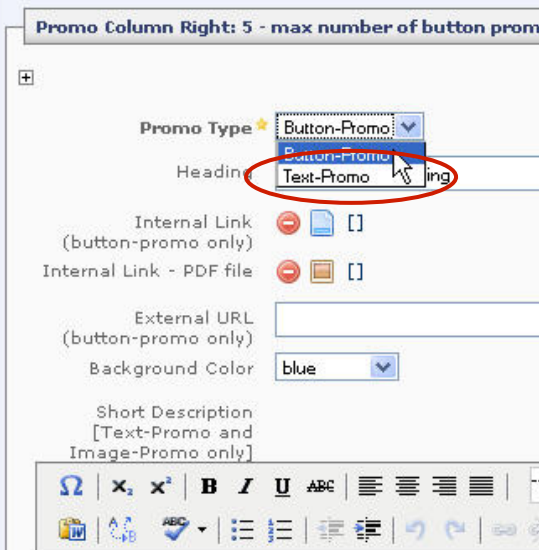| Step	Action	Result
1	While in Edit mode, scroll down to the Promo section of your page. 	

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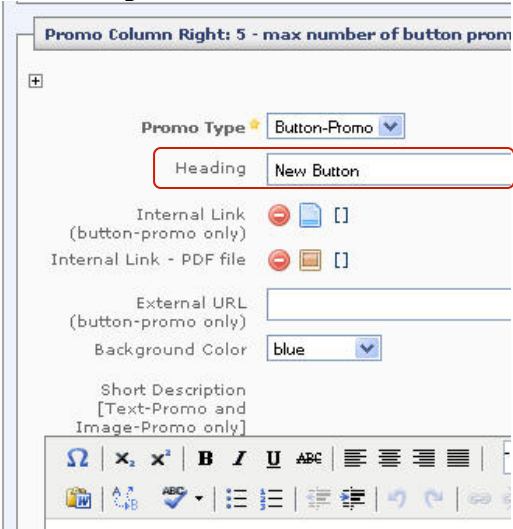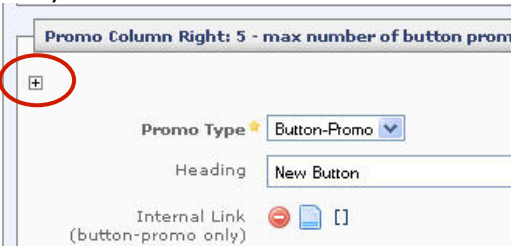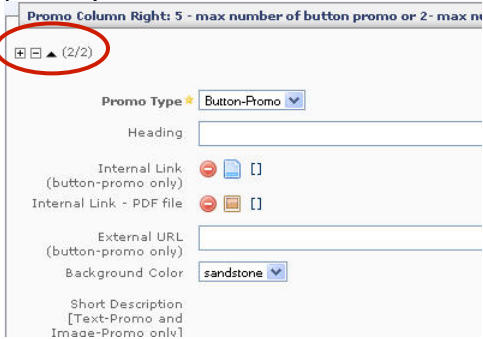| Step	Action	Result
2	Select **Button-Promo** from the *Promo Type* drop-down list.	
3	Enter the text to be displayed on the button in the *Heading* text area.	

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Step	Action	Result
4	**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.*	
5	You may add additional promos by clicking the '**+**' symbol. Promo Column Right: 5 - max number of button prom... Promo Type: Button-Promo 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 n... (2/2) Promo Type: Button-Promo Heading: Internal Link (button-promo only) Internal Link - PDF file External URL (button-promo only) Background Color: sandstone Short Description [Text-Promo and Image-Promo only] *Note*: *To reorder your 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.	
2	Select **Text-Promo** from the *Promo Type* drop-down list.	

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3	Enter the text to be displayed on the button in the *Heading* text area.	
4	Use the WYSIWYG to enter the text to be displayed in the right margin. You may insert hyperlinks if you choose.	
5	You may add additional promos by clicking the '**+**' symbol. 	A new promo item will be added; displaying '(promo number/total promos)'. **Note**: *To reorder your promo items use the black up/down arrows to the right of the '+/-' buttons. The '-' will delete a promo item.*