# Creating a New Page

## When to use it

Create a new page when adding new content that does not logically fit on another currently existing page. New pages can be created in subfolders of your website. To create a new folder, please contact Marketing Communications.

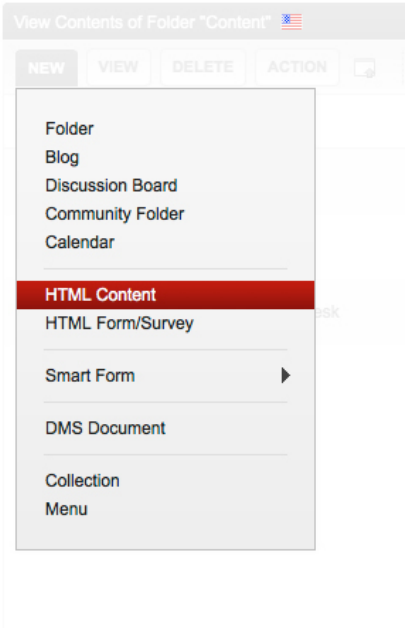
## Best Practices for Use

- A Page is a Layout with Content added.
- Layout and Content should not be added to the base folders, only to subfolders.
- Layouts and Content must be added in corresponding subfolders. This is to make your website easier to manage, easier to update and easier to navigate.
- Alias should include lowercase letters, numbers and dashes only. Do not use underscores, periods or other special characters.
- Each of these phases may be completed at different times. In many instances, it is better to add the content and layout, then share the URL among your team for review and feedback before adding it to the menu.
- Do not create a page for future content or "Under Construction" pages.

## Instructions

### Phase I: Create Content

1. Log into Ektron CMS and open the Workarea.
2. In the Navigation Pane, navigate to your website's Content folder.
3. Navigate to the subfolder in which the new Content will be placed. Choose a subfolder that contains similar content. This will match its position on the navigation menu and affect its URL. *For advice on which folder to choose, please contact Marketing Communications at webteam@seattleu.edu.*
4. Click "New" then select "HTML Content".

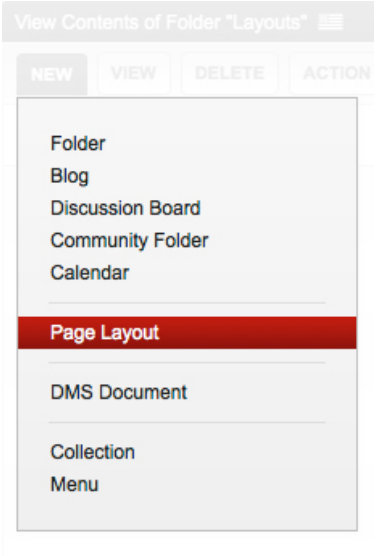


5. In the **Title** field, type the name of the content, taking care to use proper capitalization and spelling. Tiles should be brief but descriptive.
   *Example 1: Upcoming Events*
   *Example 2: Rudy the Redhawk Scholarship Application*

6. Add text and headings in accordance with the Web Content Guidelines.
7. Click Publish.

## Phase II: Create a Layout

8. In the Navigation Pane, navigate to your website's Layout folder.
9. Navigate to the subfolder in which the new Layout will be placed. The subfolder should match the location of the Content.
10. Click "New" then select "Page Layout".




11. Click the image of the type of layout most suitable for the content. The most commonly used Layout is "3col."
12. Click Next.
13. In the **Title** field, type the name of the Layout. It should match the name of the Content exactly.

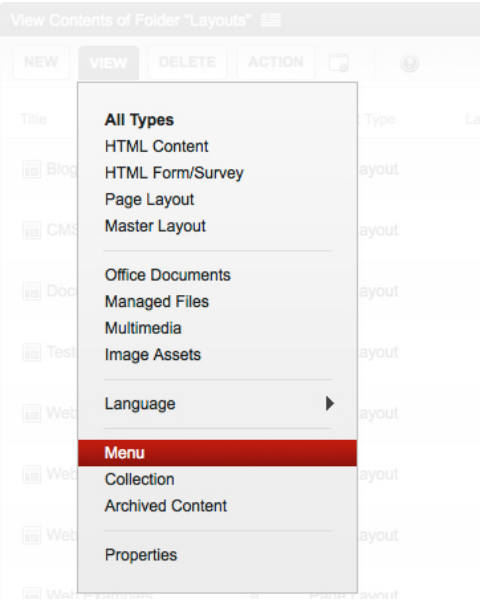
14. In the **Alias** Field, type the URL of the page beginning with the alias of your site's homepage, then each subfolder alias in descending order, then the alias for the new page. Include a forward slash between each. Omit a leading slash.
    *Example 1: department/section/my-new-page*
    *Example 2: oit/software/outlook/calendar*
15. In the dropdown box to the right of the alias field, select "/".
16. Review the alias and confirm that it matches the rest of your website.

17. Click Next.
18. Click Finish.
19. After a few seconds, a dialog box will appear. Click "OK". The new layout will open in a new window.
20. Click the red arrow in the upper right corner of the window.

21. Click the double-triangles to expand the toolbar.
22. Click and drag the “Content Block” icon to the center dropzone on the layout. An empty Content Block Control will appear in the dropzone.
23. Click the pencil icon.
24. In the popup box, navigate to your website’s Content folder.
25. Navigate to the folder in which the content was placed in step 3.
26. Find the title of the content to be added and click to highlight it. Click Save.
27. Click File > Publish.

## Phase III: Add to site navigation menu

28. In the Workarea, navigate to your websites Layouts folder.
29. Click View, then select “Menu”.




30. Click the title of the menu listed.
31. Click on the titles of submenus as required to get to the folder that matches the location of the content and layout.
32. When in the proper submenu, click “Add Items”.
33. Click “Content Item” then click “Next…”
34. Click on the titles of folders as required to get to the folder that matches the location of the layout.
35. After finding the layout, click the checkbox next to the layout title.
36. Click “Add”. The page will be added to the bottom of the submenu.
37. To reorder the menu, click on the blue double-arrow.
38. Click on the title of the page and use the gray directional arrows to raise or lower it in the menu. When finished, click “Update”.
39. In your browser, navigate to the new page using the site navigation menu. Confirm that it is highlighted by a large red arrow on the menu.
40. Confirm that the page title and content conform the Web Content Guidelines.