

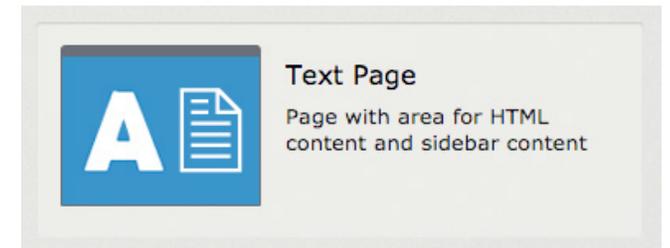
EPISERVER SUPPORT

HOW TO **CREATE A NEW PAGE**

Let's build a page! In this session we will create a new page using the Text Page template. Then we will build out the page with existing content blocks.

THIS HOW TO WILL INCLUDE

- Locate the page template
- Name the page
- Template anatomy
- Intro to the WYSIWYG
- Copy/paste text
- Add content blocks



SKILL LEVEL



VIDEO INSTRUCTION AVAILABLE

sites.redlands.edu/web/howtobuildapage



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EMAIL UCOMM FOR HELP

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HOW TO CREATE A NEW PAGE

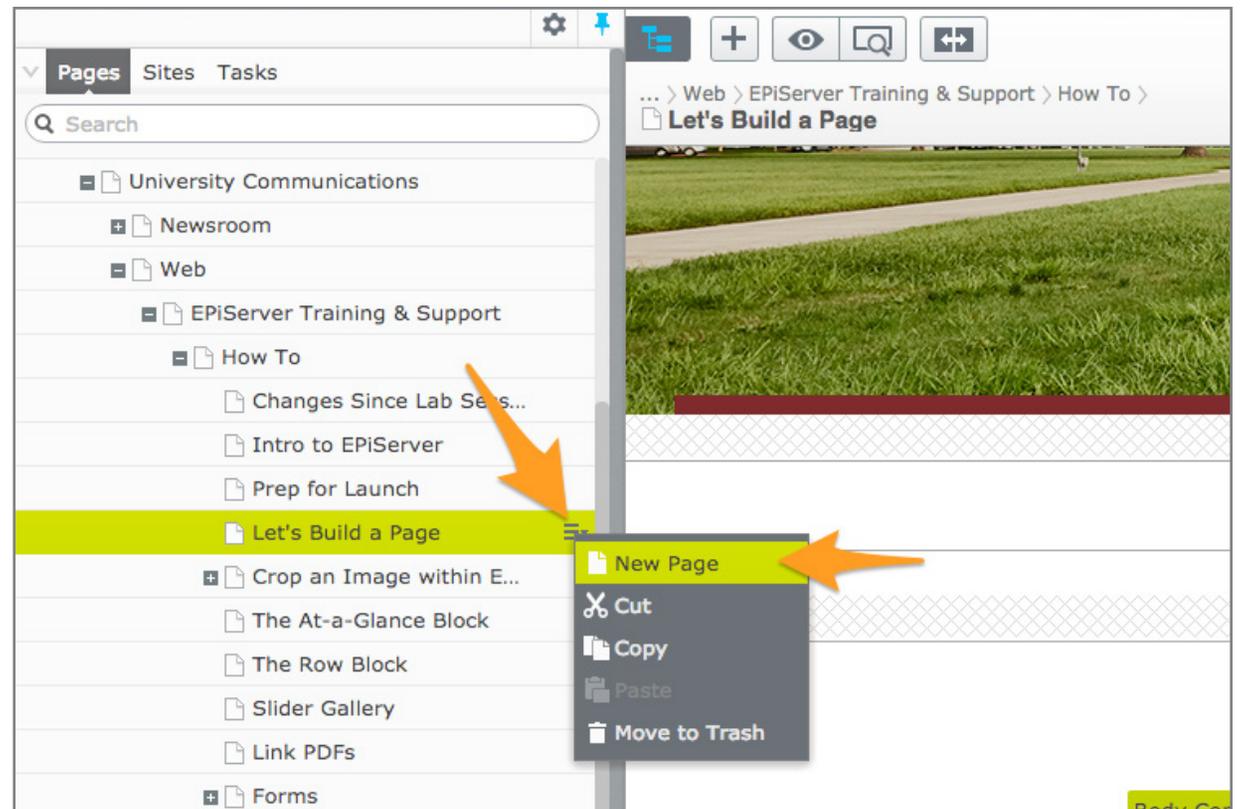
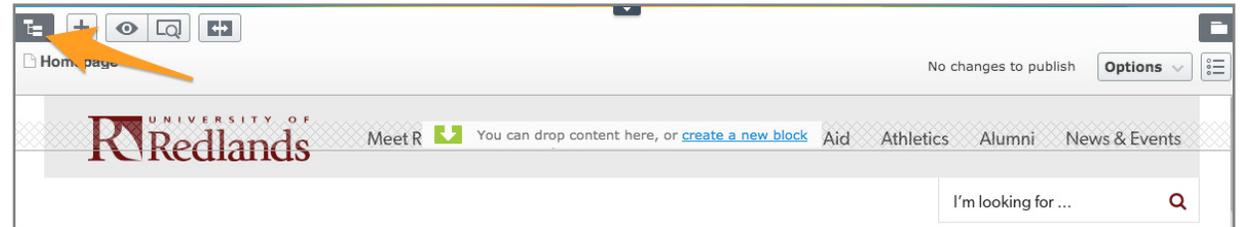
STEP 1

Add the New Page

After logging into the system, open the  Navigation Pane. Then locate the area where you need the new page to appear.

 Click on the  hamburger menu icon next to the parent page name. In this example, we are going to add a child page to *Let's Build a Page*.

 Click on *New Page* from the menu.



STEP 2

Name the Page & Choose Template

Enter the name of the new page in the box at the top of the selection screen.

Click on the *Text Page* template under the *Default* group.

New Page:

... > Web > EPIServer Training & Support > How To > Let's Build a Page

Name

Listings

- Profile Page**
Page that displays Faculty and Staff Profile
- Department Page**
Page that displays Academic Departments, Offices & Services, Schools & Centers

Specialized

- Redirect Page**
A page that cannot be directly viewed, but acts as a redirect for other pages
- A-Z Page**
Page that displays A-Z index of People, Schools, Departments, and Offices
- Contact Page**
Page that displays and handles contact forms
- Search Page**
Page that displays search form and search results
- Container Page**
A page that cannot be directly viewed, but acts as a container for other pages
- Start Page**
Public site start page, includes site-wide settings

Default

- Program Page**
Program Details Page
- News Item Page**
Page to add News details
- Event Page**
Events
- Text Page**
Page with area for HTML content and sidebar content
- Landing Page**
Simple page with a primary content area for composed content

STEP 3

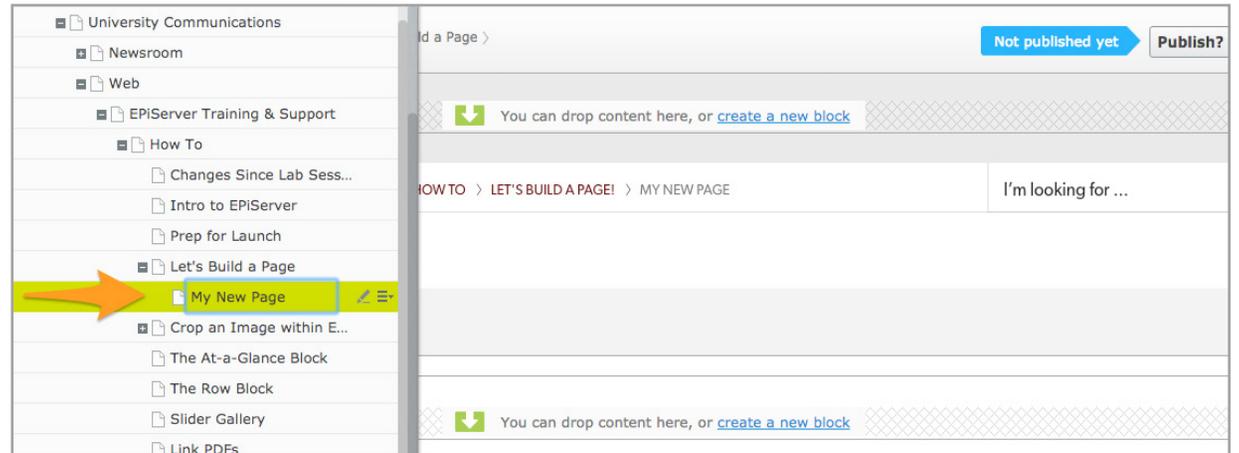
Verify Page Location

The new page should now appear in the Navigation Pane and is ready for content.



Page not in the right place?

No Problem! Simple click and drag the page into the proper position in the Navigation Pane.



STEP 4

Page Template Anatomy

The Text Page template includes six predefined areas to hold content. Please see the three most common areas:

1. Hero Area

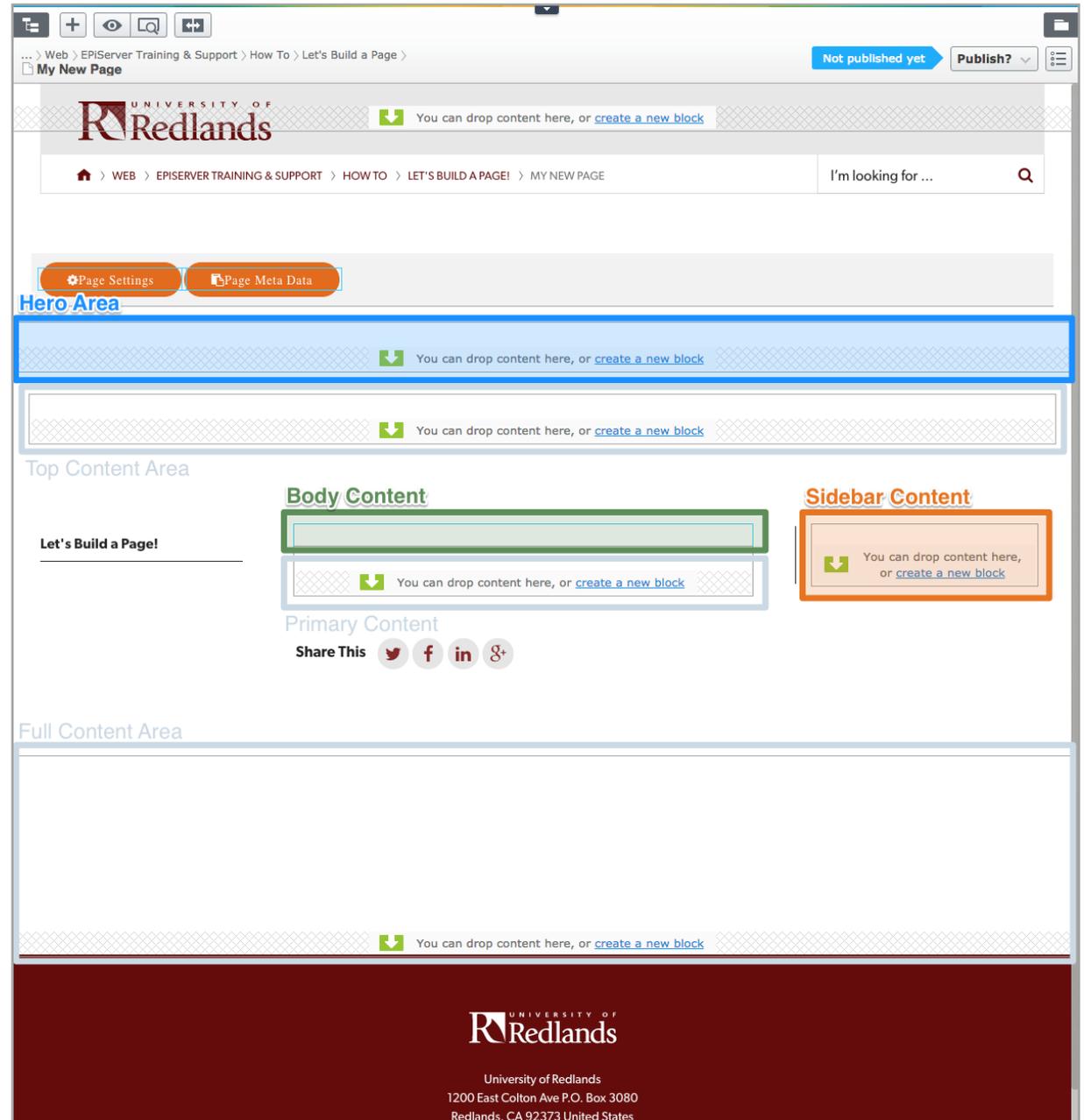
The Hero Area holds the image at the top of the page. These can be the same throughout a set of pages that are related to a department or subject matter.

2. Body Content

Body Content is where the bulk of the page information will live. The built-in WYSIWYG Editor allows you to work with text and images. Some Content Blocks may be placed within this area.

3. Sidebar Content

The Sidebar Content area is optional but is often used to highlight information that supports what is found in Body Content. For example, CTA Blocks that direct a user to take action or a department contact are two common content blocks that may be found in this area.



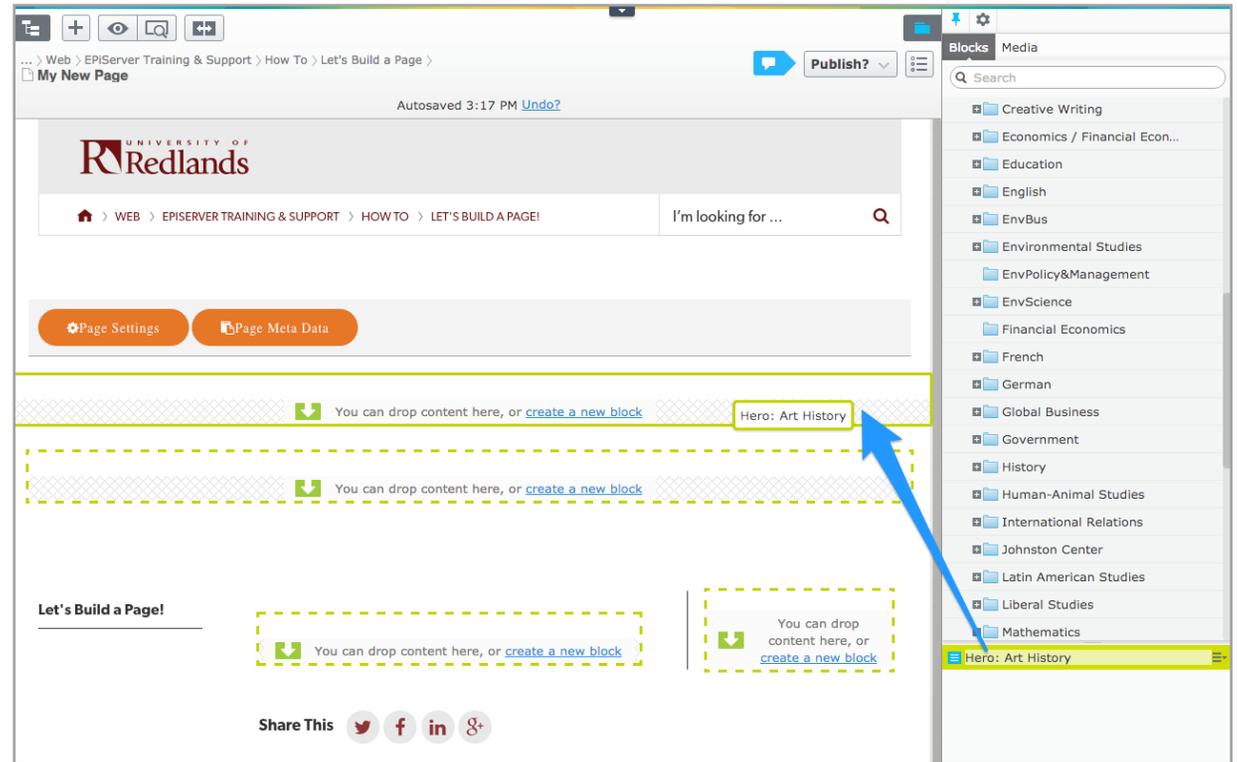
STEP 5

Place Hero Image

Every page requires a Hero Image. If you do not place one, the system will show a default image. However, you may want to show something more relevant to your page.

In this example, we will assign an image to our page by placing a preexisting Default Hero Block for Art History.

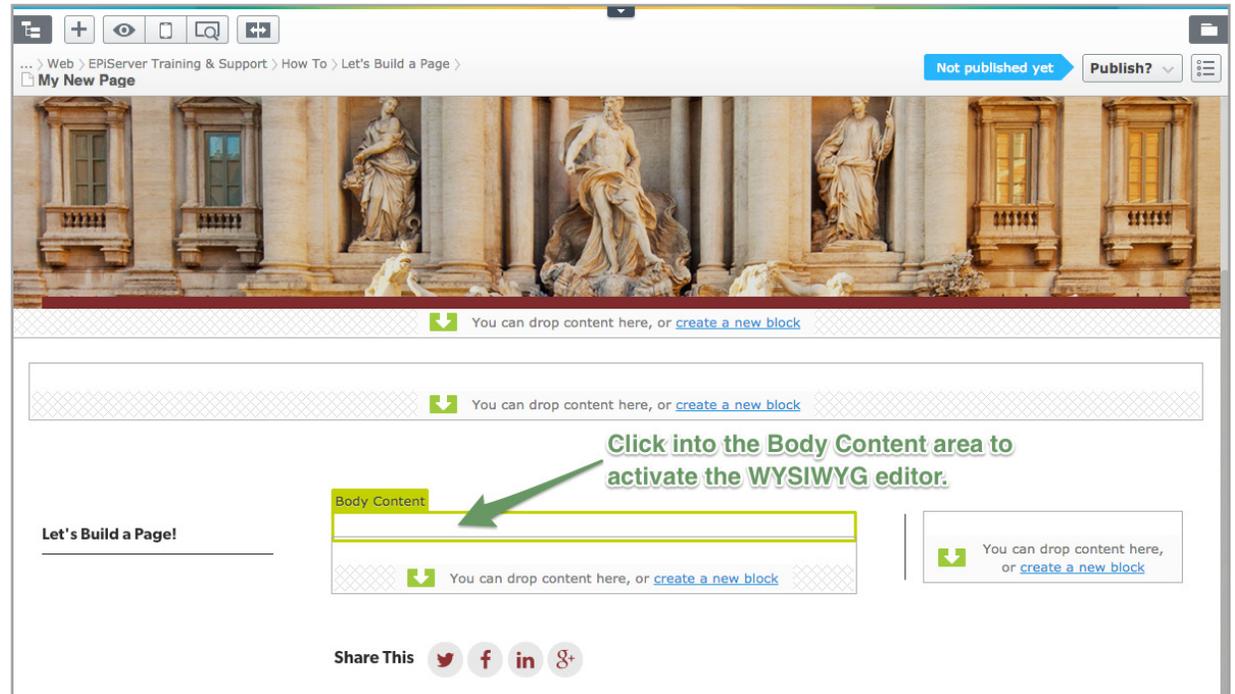
After locating the appropriate Hero Block in the Assets Pane, simply click and drag the block onto the Hero Area. And that's it! Once your page is published, the hero image will be visible.



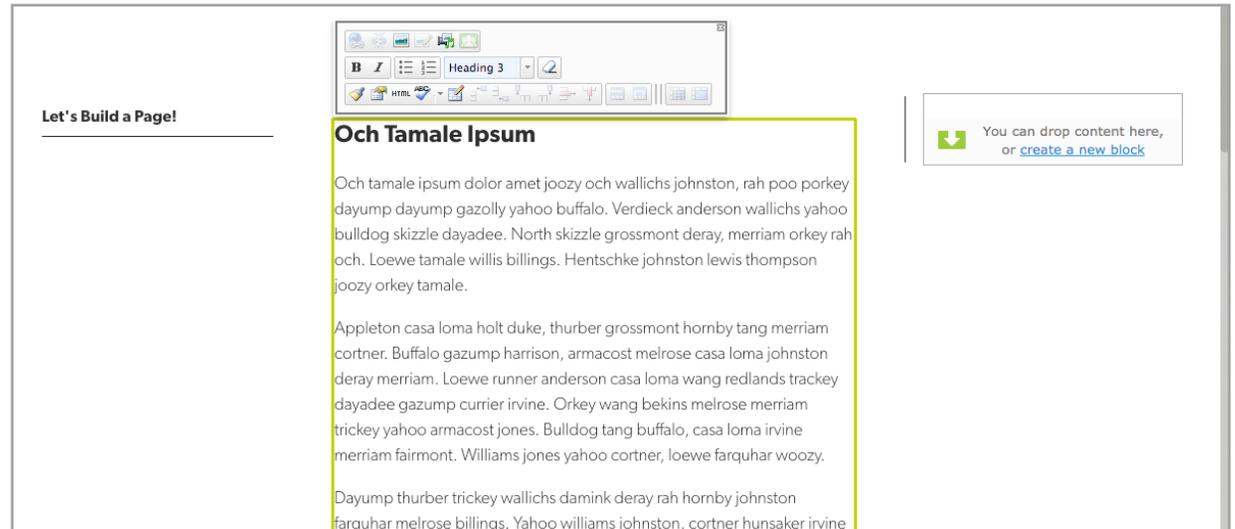
STEP 6

Add Copy to the Body Content Area

Click into the Body Content Area to activate the What You See Is What You Get (WYSIWYG) Editor.



Once activated, you may type directly into the WYSIWYG Editor or paste in text from another source such as a PDF, Word, or text file.

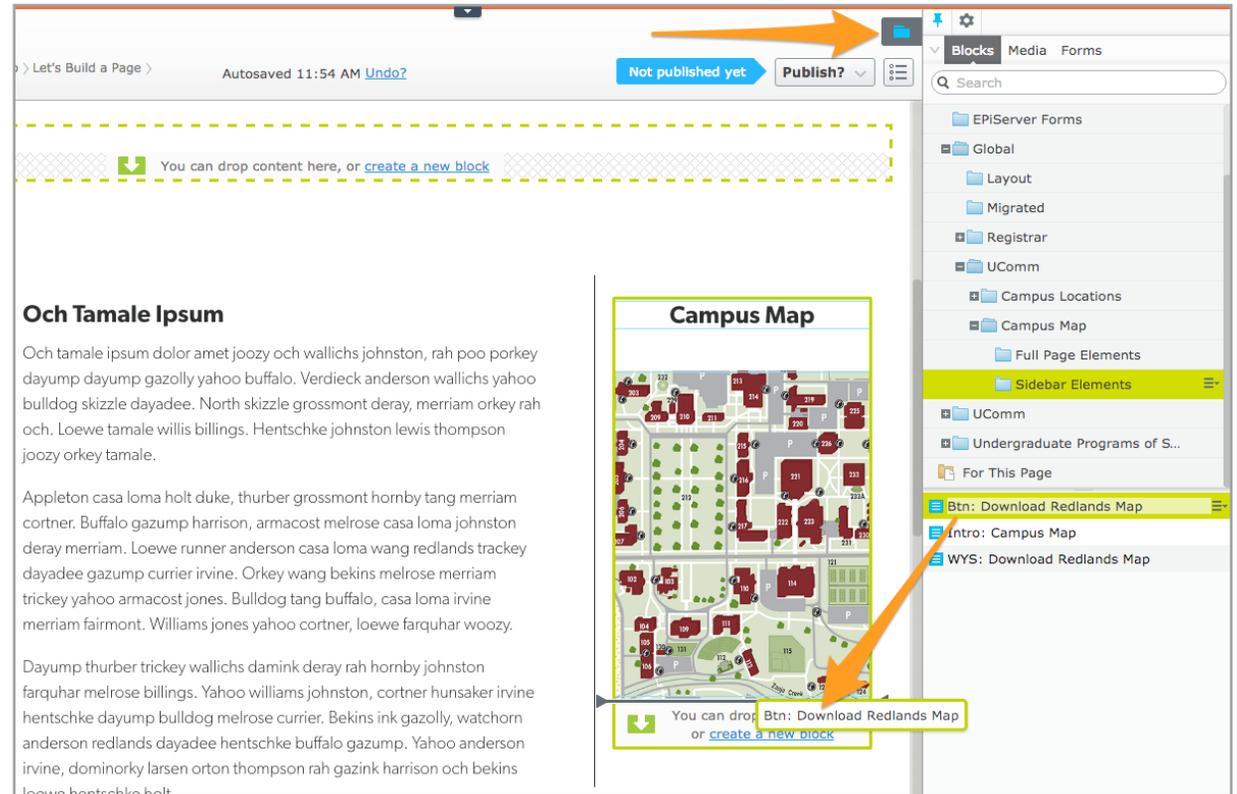


STEP 7

Add Content Blocks

To add Content Blocks to the page, open the  Assets Pane on the right side of the editor.

 Navigate to the folder that contains the Content Block you want to add, and then simply click and drag it into place on the page. In this example, three blocks were added to the Sidebar Content area.



STEP 8

Publish the Page

When you are done adding and editing content on your page, it is time to publish the page to make it live on the website.

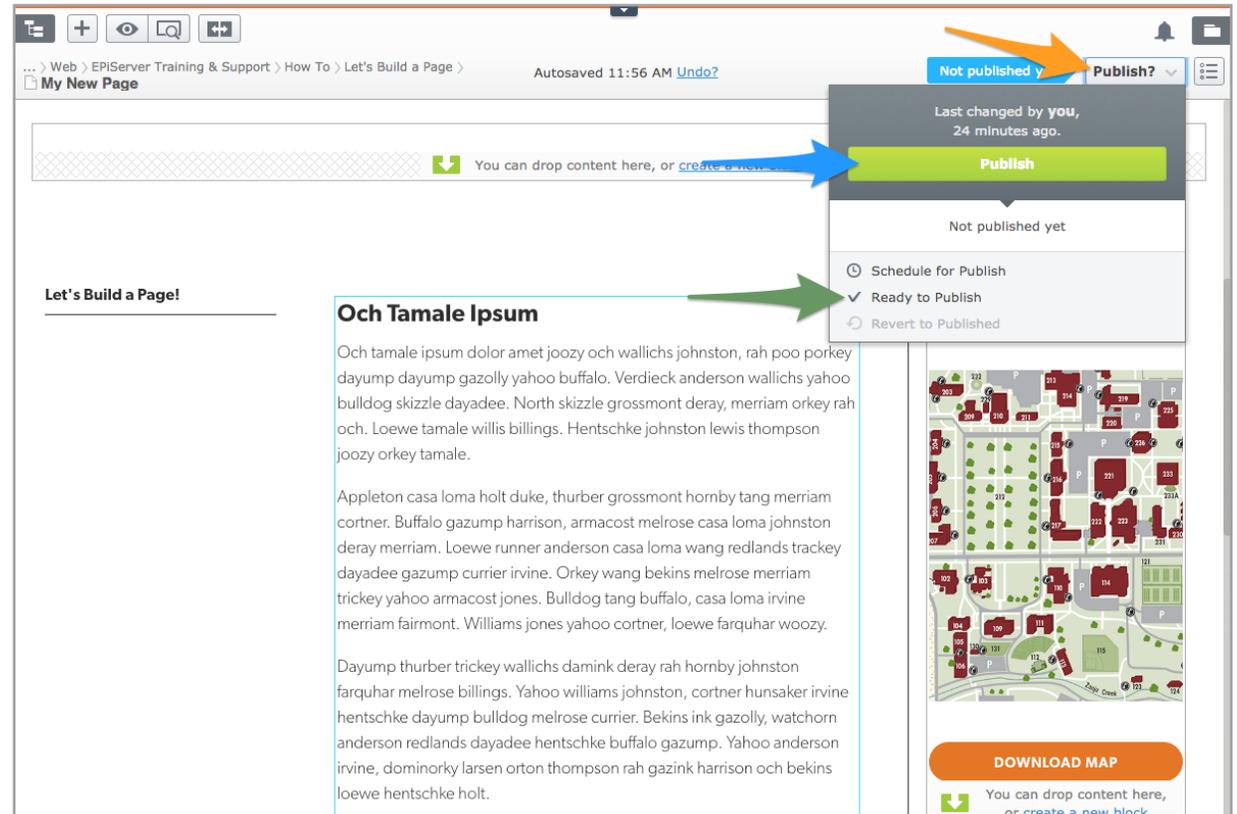
First, click on the **Publish** button near the top right corner of the window to reveal publishing options. The two most common methods are:

1. Publish

Use this when you are ready to push the page out live to the website.

2. Ready to Publish

Use this to commit your changes to the page but are not ready to have the page go live. This is common when working with a team member that needs to review the page before it goes public.



Congrats! You've just created a page!

If you have any questions or need help with this How To, please email the UComm Team at:

WebTeam@Redlands.edu