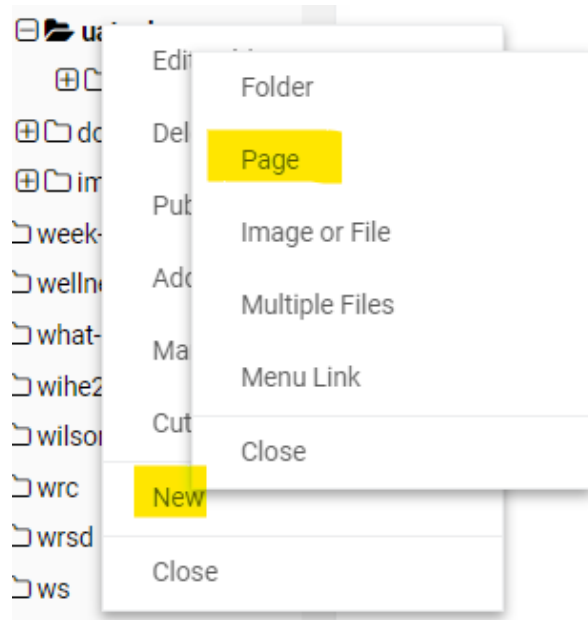


Create a new page

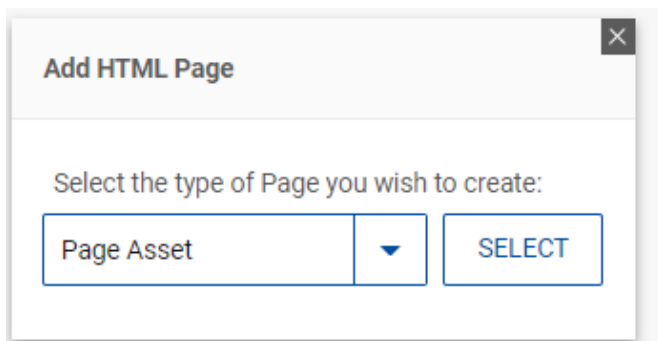
Pages in dotCMS display text, images, links, and embedded video to visitors to the UA website. We use templates and themes to maintain a consistent design across our site and many of the elements on the pages will show automatically based on these design choices.

To get started with a new page, log into dotCMS and use the Website | Browser to navigate to the folder where you want the page to “live”.

Right-click on the Folder and choose New | Page



On the Add HTML Page screen, make sure Page Asset is selected, then click Select



On the Page Asset screen, you'll have several required fields to fill in to create your new page:

Page Asset

CONTENT

ADVANCE PROPERTIES

PERMISSIONS

HISTORY

Title *

Host or Folder *

www.uakron.edu/webteam/

▼

Url *

Cache TTL *

3600

Template *

▼

The Title identifies your page and will show in the browser's title bar when visiting the page.

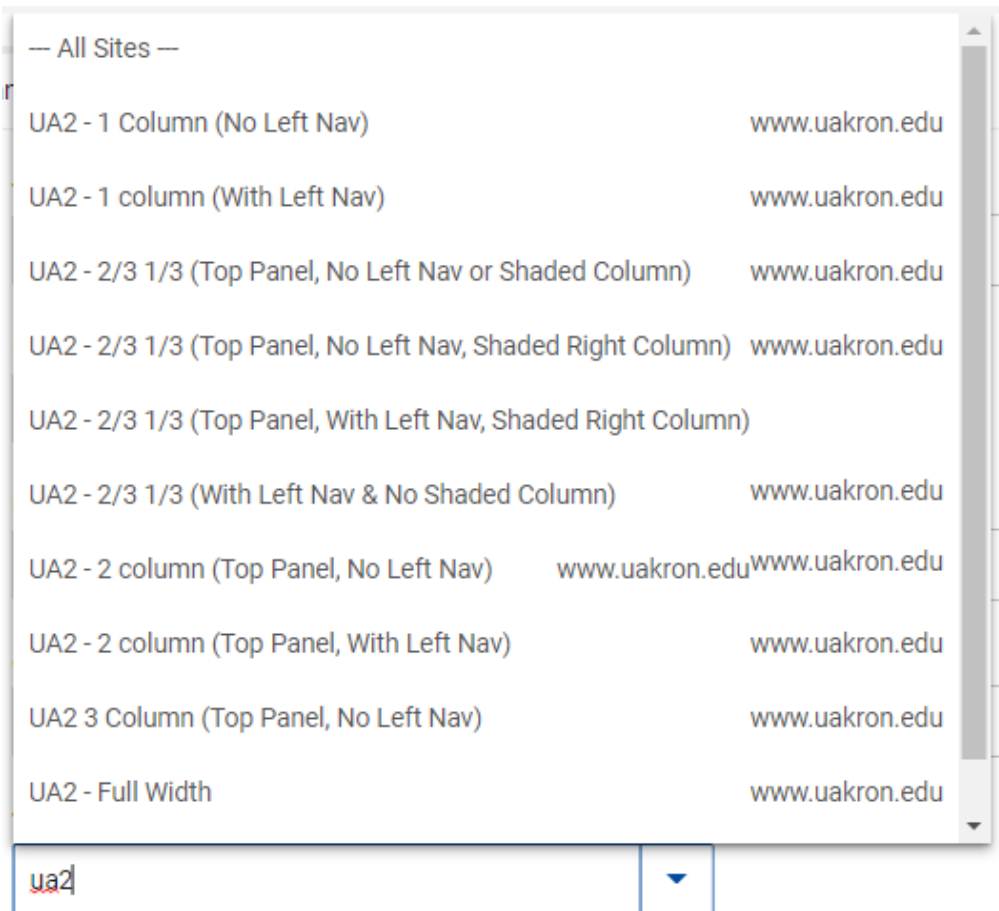
The Host or Folder was pre-selected when you right-clicked on the folder

Once the title is completed, clicking in the URL field will automatically fill in the address for the page. If your page is updated frequently, you can drop the Cache TTL as low as 15 to more quickly reflect your changes.

Notes:

1. Any spaces or special characters in the Title will be turned into "-" in the URL.
2. The Title should be a simple, but clear description of the content on the page or the function.
3. The primary/first page in the folder should have a URL of ***index.dot***

The Template defines the layout of the page. In the template box, type in UA2 to see a list of our current series of templates.



— All Sites —	
UA2 - 1 Column (No Left Nav)	www.uakron.edu
UA2 - 1 column (With Left Nav)	www.uakron.edu
UA2 - 2/3 1/3 (Top Panel, No Left Nav or Shaded Column)	www.uakron.edu
UA2 - 2/3 1/3 (Top Panel, No Left Nav, Shaded Right Column)	www.uakron.edu
UA2 - 2/3 1/3 (Top Panel, With Left Nav, Shaded Right Column)	
UA2 - 2/3 1/3 (With Left Nav & No Shaded Column)	www.uakron.edu
UA2 - 2 column (Top Panel, No Left Nav)	www.uakron.eduwww.uakron.edu
UA2 - 2 column (Top Panel, With Left Nav)	www.uakron.edu
UA2 3 Column (Top Panel, No Left Nav)	www.uakron.edu
UA2 - Full Width	www.uakron.edu

ua2

Select your Template, then choose Save or Save/Publish to create your page. You'll be taken to a preview mode of the page with the header and footer added - and can then switch to edit mode.