

GCSC Website

Website Editing Instructions

New Pages

New Section

1. Click the **NEW** button at the right top of the screen



3. Add Form Information Folder Information

2	Folder Name	shark-lover
		Enter the directory name that will be visible in OU Campus and in the URL. No special characters or spaces.
	Section Title	Shark Lover
		Enter a friendly name for the section's title and/or breadcrumb.

- a. **Folder Name** Enter the directory name that will be visible in OU Campus and in the URL. No special characters or spaces.
- b. Section Title Enter a friendly name for the section's title and/or breadcrumb.

4. Add General Page Setup

General Page Setup

Page Title	A Boy and His Sharks
	Required Field. Enter the page title. This will also be displayed by search engines as well as the web browser window.
Description	William Oliver Davis loves sharks
	Important. Enter a short description of the page, to be displayed by search engines.
Tags	× sharks × boy
	Choose Tags to be added to the page. These can be updated in page properties to add more later.
Keywords	sharks, hammer head, great white

Add keywords to describe key topics on your page. (For limited SEO purposes.)

- a. **Page Title** Required Field. Enter the page title. This will also be displayed by search engines as well as the web browser window.
- b. **Description** Important. Enter a short description of the page, to be displayed by search engines.
- c. **Tags** Choose Tags to be added to the page. These can be updated in page properties to add more later.
- d. **Keywords** Add keywords to describe key topics on your page. (For limited SEO purposes)
- 5. Add File Configuration

File Configuration

Add Navigation Item	Yes	~
	Specify if a link to this page should be added to the navigation. Note that both files need to be published after creation.	

a. Add Navigation Item - Specify if a link to this page should be added to the navigation. Note that both files need to be published after creation.

6. Add Index Page Options

Index Page Options

Overwrite Existing	□ If selected, this file will overwrite any existing file of the same name in the same location.	
Access Group	training Specify the group with rights to edit this file.	~

- a. **Overwrite Existing** If selected, this file will overwrite any existing file of the same name in the same location.
- b. Access Group Specify the group with rights to edit this file.
- 7. Create New Section
- 8. The section Shark Lover contains the following files:
 - a. _nav.ounav right navigation for the Shark Lover section
 - b. _props.pcf title & breadcrumb properties for Shark Lover section. Can be edited
 - c. documents storage for documents
 - d. images storage for images
 - e. index.pcf homepage for section
- 9. The Page Title for this the section is A Boy and His Sharks for the new section Shark Lover



a. Click Properties



b. You will only need to edit:

i.	Page Layout (required	l, defaults to 2 Column with side nav)
	Page Layout O	Fullwidth
	0	2 Column
	٢	2 Column with side nav
	Plea	se select layout type for page.
ii.	Banner Image and Ba	nner Image Alt Text (optional)
	Custom Settings	
	Page Heading	A Boy and His Sharks
		Please enter the page heading.
	Breadcrumb	A Boy and His Sharks
		Please enter the breadcrumb text. This is not used on index pages.
	Page Layout	O Fullwidth
		O 2 Column
		2 Column with side nav
		Please select layout type for page.
	Banner Image	{{f:56408561}}
		Path: /training/shark-lover/images/shark-banner.jpeg Please select banner image. If no image is selected, default banner will display.
	Banner Image Alt Text	Gold Fish with a shark fin strapped to it
		Please enter alt text for banner image.

iii. Save **Properties**

iv. Preview Banner Image



11. Click the **Edit** button to edit the section **Shark Lover**



- 12. Add content
- 13. Save A Boy and His Sharks
- 14. Submit **A Boy and His Sharks**

New Interior Page

1. Click the **NEW** button at the right top of the screen



2. Click the New Section button



3. Add General Page Setup information General Page Setup

Page Title	Great White Sharks
	Required Field. Enter the page title. This will also be displayed by search engines as well as the web browser window.
Description	William Oliver Davis is fascinated with Great White sharks
	Important. Enter a short description of the page, to be displayed by search engines.
Tags	× sharks) × great white
	Choose Tags to be added to the page. These can be updated in page properties to add more later.
Keywords	sharks, great white, seals

Add keywords to describe key topics on your page. (For limited SEO purposes.)

- a. **Page Title** Required Field. Enter the page title. This will also be displayed by search engines as well as the web browser window.
- b. **Description** Important. Enter a short description of the page, to be displayed by search engines.
- c. **Tags** Choose Tags to be added to the page. These can be updated in page properties to add more later.
- d. **Keywords** Add keywords to describe key topics on the page. (For limited SEO purposes.)

4. File Configuration

File Configuration

	Add Navigation Item	Yes	~
\Im		Specify if a link to this page should be added to the navigation. Note that both files need to be published after creation.	
	Filename	great-white	
		Enter a filename using only lowercase letters, underscores, or dashes	
a.	Add Navigation – Sp	ecify if a link to this page should be added to the navigation. Note	
	that both files need	to be published after creation.	

b. Filename – Enter a filename using only lowercase letters, underscores, or dashes.

5. Interior Page Options

Interior	Page	Options
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Overwrite Existing	If selected, this file will overwrite any existing file of the same name in the same location.	
Access Group	training	~

Specify the group with rights to edit this file.

- a. **Overwrite Existing** If selected, this file will overwrite any existing file of the same name in the same location.
- b. Access Group Specify the group with rights to edit this file.
- 6. Create Interior Page
- 7. Edit **Properties**
 - a. Click Properties



- b. You will only need to edit:
 - i. Page Layout (required, defaults to 2 Column with side nav)

Page Layout	○ Fullwidth
	O 2 Column
	2 Column with side nav
	Please select layout type for page.

ii. Banner Image and Banner Image Alt Text (optional) Custom Settings

Page Heading	Great White Sharks		
2	Please enter the page heading.		
Breadcrumb	Great White Sharks		
	Please enter the breadcrumb text. This is not used on index pages.		
Page Layout	O Fullwidth		
	O 2 Column		
	2 Column with side nav		
	Please select layout type for page.		
Banner Image	/training/shark-lover/images/great-white.jpeg	2	CLEAR
	Please select banner image. If no image is selected, default banner will display.		
Banner Image Alt Text	Great White shark following a gold fish		
	Please enter alt text for banner image.		

- iii. Save Properties
- 8. Preview Banner Image



9. Click the Edit button to edit the interior page Great White Sharks



- 10. Add content
- 11. Save Great White Sharks
- 12. Submit Great White Sharks

Create a second page using the instructions above

1. Enter Title and Metadata information

Title and Metadata

Title	Hammer Head
Description	William Oliver Davis' favorite shark is a Hammer Head
Keywords	shark, hammer head
Tags	(x hammer head) (x sharks)

2. Enter **Custom Settings** information Custom Settings

Page Heading	Hammer Head		
	Please enter the page heading.		
Breadcrumb	Hammer Head		
	Please enter the breadcrumb text. This is not used on index pages.		
Page Layout	○ Fullwidth		
	O 2 Column		
	2 Column with side nav		
	Please select layout type for page.		
Banner Image	{{f:56412091}}		CLEAR
	Path: /training/shark-lover/images/hammer-head.jpeg Please select banner image. If no image is selected, default banner will disp	lay.	
Banner Image Alt Text	Hammer Head shark		
	Please enter alt text for banner image.		

3. Save Properties

4. Preview Banner image



Right Navigation _nav.ounav

- 1. Click _nav.ounav
- 2. New Interior pages are automatically added to the _nav.ounav file

Navigation Links

+ ADD NEW

面

- Great White Sharks
- Hammer Head

3. Webpages can be added to the Navigation Links

a. Click + ADD NEW

+ ADD NEW

- b. Navigation Link #1
 - i. Enter Link Setting
 - ii. Enter Text To Display

Text To Display

Types of Sharks

- iii. URL Options (pdf saved in the documents folder)
 - Link To File
 - O Link To External Source

File



Where do sharks live?

ii. URL Options

a) Link to External Source

Link To External Source

External URL

https://www.sharksider.com/where-do-sharks-live/

2. View Navigation Links on _nav.ounav

	Navigation Links	+ ADD NEW
	Great White Sharks	Ē
	Hammer Head	Ē
	Where do sharks live?	Ē
	Types of Sharks	Ē
3.	Save _nav.ounav	

4. Submit _nav.ounav

5. Preview right navigation as a result of _nav.ounav



6. Preview Interior Page



A BOY AND HIS SHARKS

William Oliver Davis is a 3 year old boy who loves sharks. He has many types of toy sharks and can identify them all. Some of his favorites are:

Hammer Head Shark

Great White Shark

Black Tip Shark

Whale Shark

Basking Shark

IN THIS SECTION

Great White Sharks ④ Hammer Head ④ Where do sharks live? ④ Types of Sharks ⊖