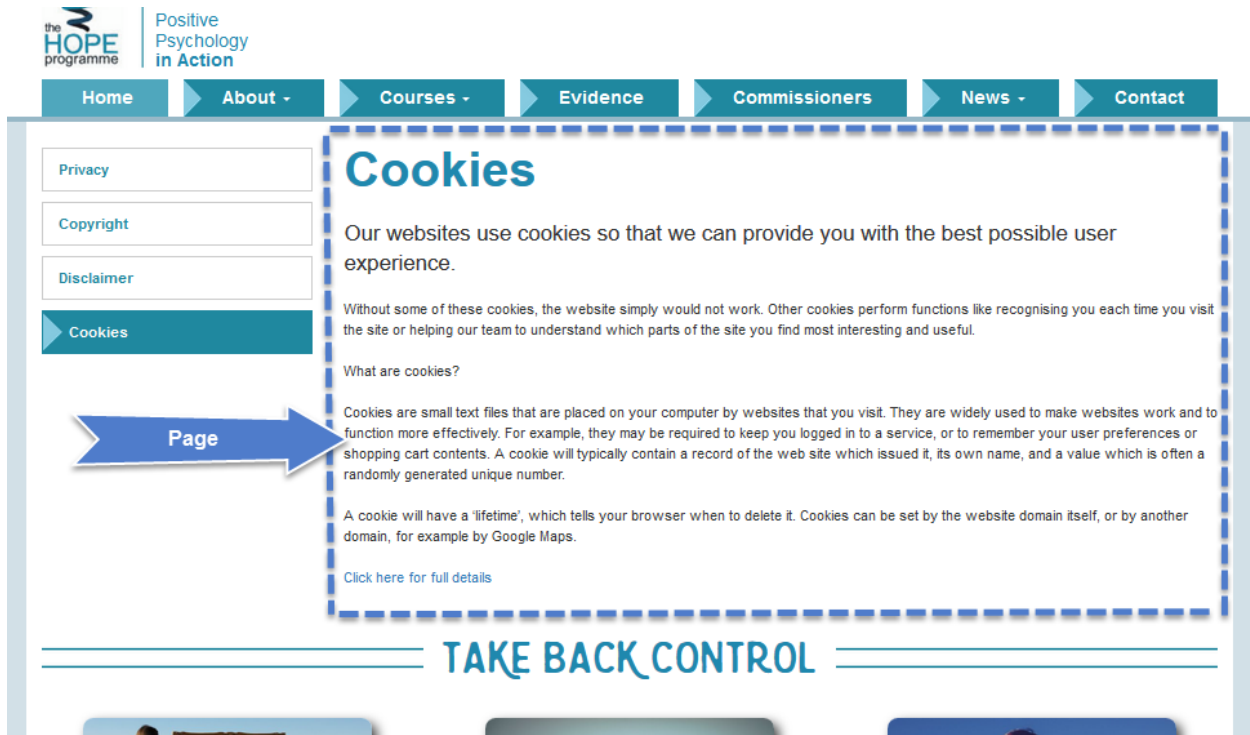


8. USING THE CMS – CREATING PAGES

The purpose of this section is to provide guidance for creating a new page. The guidance provided is a step by step guide but is augmented with a video tutorial.

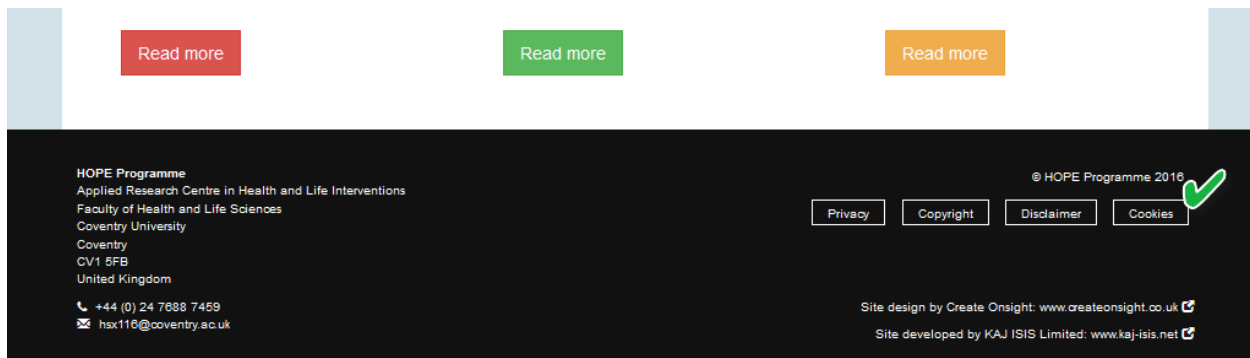
EXAMPLE PAGE

The example web page is **Legal/Cookie** as shown below:



Page to be Created – Page Area is Identified

This Cookies Page is actually an element of the Legal so in creating the Page the system is also creating Navigation Button (on the Footer). Refer to the Diagram below:



Footer showing the Navigation Button

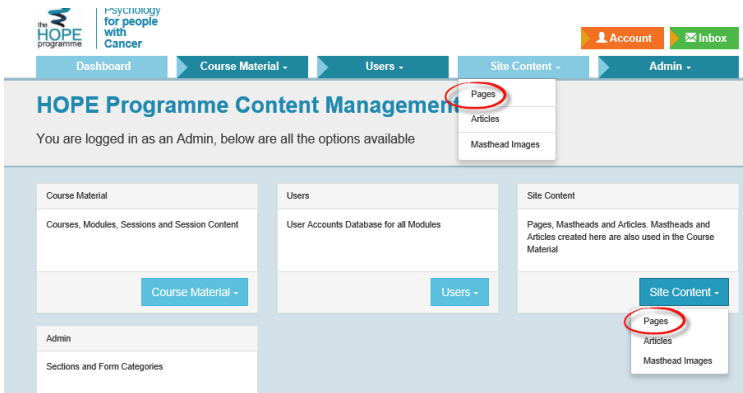
For definition of **Page, Footer, Navigation** – refer to Section 3. **Definitions.**

TUTORIAL OBJECTIVE

To Create Page in Legal Area and gain experience in creating Pages that can be utilized in any Area and/or Section.

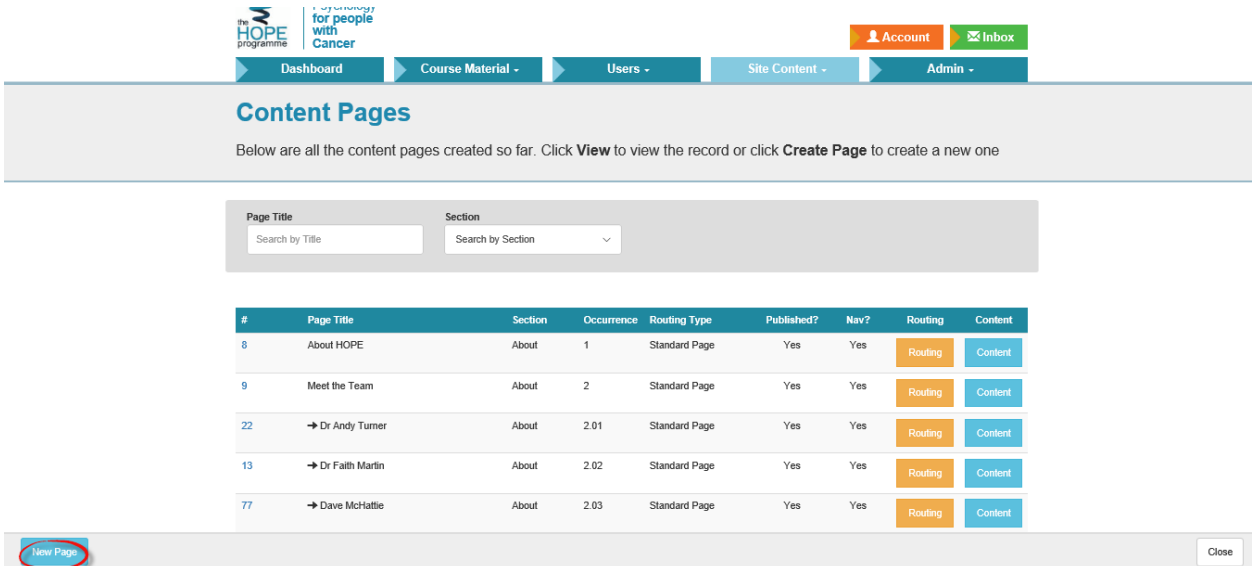
TUTORIAL GUIDANCE

- A. Log in to CMS (Administrators Only)
- B. Select Pages option from the Navigation Bar or Site Content panel as shown below:



CMS Landing Page – Select Pages Option from Site Content

- C. This action will produce a list of **Content Pages** - refer to diagram below:



Content Page Listing

- D. Click on New Page Button (see diagram above).

E. The action of D. will link to the Create a Page Routing Form

Create a Page Routing Form

F. Complete the Routing Form fields as indicated below:

Routing Form

1. Insert the Page Title
 2. Select the Legal Section (as this is the related area)
 3. Select Standard Page
 4. Check The Publish Page checkbox
 5. Click Create New Page
- G. A new **Page** is created and observe there is **default content** inserted as a start point for the administrator rather than to generate a blank area. This approach is found to accelerate the **Page** creation process. The content layout is important as it contain a format that includes a highlight first paragraph for summaries, body text and a quote. This content template format was agreed at the design stage as it was considered to be the common **Page** format that would be used throughout the website. The rationale is once the page is created it is then modified with required content.

Edit Page Content

Modify the details below and **Update** to apply changes to the Page content

Cookies

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“LOREM IPSUM DOLOR SIT AMET, CONSECTETUR ADIPISCING ELIT. SUSPENDISSE DICTUM NISL ET SEM ALIQUET HENDRERIT. QUISQUE MAXIMUS”

— JOE BLOGGS

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Update Page Content

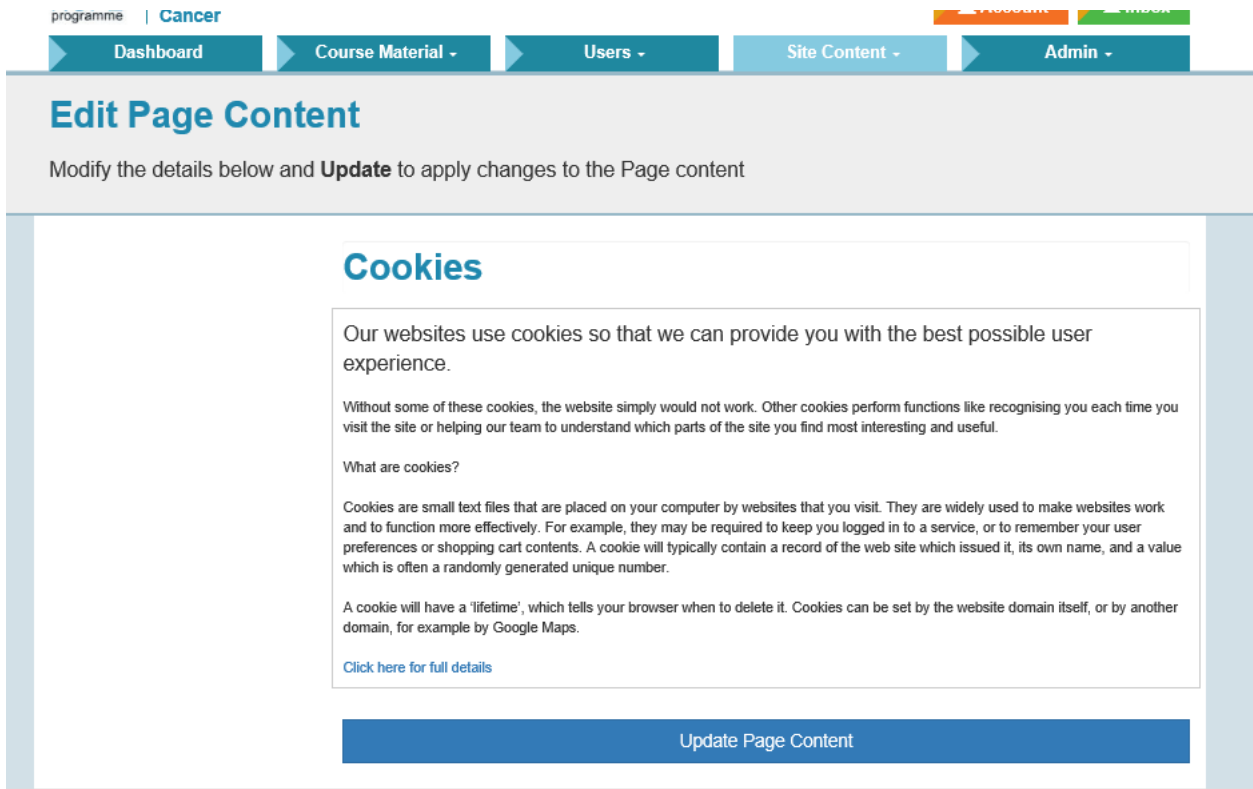
Default Page Content

- H. Click **Update Page Content** button to save **Page**.

- I. Use the Editing Facility (Refer to Section 8. **Maintaining Pages**) to add the required Page Content.

TIPS FOR ADDING CONTENT

- J. It is useful to prepare your content prior to Page Creation so that you can Cut and Paste into Main Description Field. Any Text should be copied firstly, into Notepad to ensure that all the formatting is removed. It is not recommended to Cut and Paste text from **MS WORD** or other similar products directly into the **Page Content** field.



Edit Default Page to Produce Required Page

- K. On completion of Editing Click Update Page Content Button to save Page Content.

ASSOCIATED NOTES & REFERENCES

- Refer to CMS – Maintaining Pages
- Refer to CMS – Creating Text Links
- Refer to CMS – Creating Images
- Refer to Creating Text Links for Documents
- Refer to CMS – Creating Image Links to Documents

ends.