

## How to Create or Edit a Section Front Page

1. On the Dashboard select the Page Creation Rule:
  - a. Create a Section Front
    - i. If you do not see this wizard listed it means you don't have permissions set make this sort of page. Please contact Tony if you need to be able to make this pagetype.
2. If you already have a section front created skip to step 4 on how to edit your page
3. Give it a name for the page. (enter)
4. **In the Edit tab fill in the following fields for a Section Front:**
  - a. **Title** – title that appears at the top of your page
  - b. **Abstract** – brief one or two sentence summary that tells what the page is about, this will be used by search engines and will not appear on the page
  - c. **Body copy** – area to put your information may contain text, links, tables, etc. Can paste from word or other documents
  - d. **Linkable Image Components** – click pick to choose from a list of readymade buttons that will appear on the right side of the page. If you would like a button made that is not in the list please email Angie to request a custom button to be made for you
  - e. **News and Events** – pick the category of news & events to show up on your section front. For example if it is the Current Students Section Front you will want to pick the Current Students category so when article are made and use that category they will appear on that section front.
  - f. **Left Column group** – in the Left Column Component List click on the pick button to choose from readymade green buttons to show up in the left column. If you would like a button made that is not in the list please email Angie to request a custom button to be made for you
  - g. **Featured Links** – this list of links you can set up that will appear in the left column, Featured Links title can be changed. Click on the plus sign to add more links or minus sign to take away a link.
    - i. **Internal link** for linking to pages within our site, you can drag & drop from the site tree on the left or type the first 3 letters of the page to pick from pages that match
    - ii. **External link** to other websites you need to click on the drop down arrow to give it a title that will appear on the page and check off the box to open in a new window
    - iii. **Document link** for linking to documents you have previously uploaded to the website
5. To publish to the website:
  - a. Click on the Advance button on the top toolbar
  - b. Click Ready to Publish
  - c. Choose yourself from the list to Publish to the website