

How to Create a Detail Page with 3 Columns for Links

1. On the Dashboard select the page creation wizard:
 - a. Create a Detail Page with up to 3 Columns for Links
 - 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.
 - b. Can also click the **New button >Page** and then in the dropdown pick the Detail Page with up to 3 Columns for Links
2. Give it a name for the page. (enter)

****At any time you can click the Preview Tab to view & save your page so far.*

3. In the Edit tab fill in the following fields for a Detail Page:

- a. **Title** – title that appears at the top of your page
- b. **Abstract** – brief one 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. **Right Aligned Image** – click on the Browse button to select a picture that has already been uploaded to a folder in the Content Management System (CMS).
- e. **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.

****If you put information in both the Right Aligned Image & Linkable Images, only the Linkable images will show.*

- f. **Body Links** – these are links that show horizontally below your body copy content.
 - 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.

****Click on the plus sign to add more links or minus sign to take away a link.*

****If it is an External or Document Link make sure to fill in the Link Name in the box below and set to open in a new window.*

- g. **Center Column Links Group** – This is where you get your 3 columns for links. You don't need to use all three columns if you don't need to you can use 1, 2, or 3 columns.

****The Columns will not show up unless you have both the heading & at least one link below it with a link name.*

- i. **Left links heading, Center Links Heading, Right Links Heading** – Give your column a heading name that goes at the top to explain what is in that list of links. (Choose Internal, External or Document link)
- h. **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 Tony to request a custom button to be made for you
- i. **Featured Links** – this list of links you can set up that will appear in the left column, Featured Links title can be changed. (Choose Internal, External or Document Link)

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4. To publish to the website:
 - a. Click on the **Advance in Workflow** button on the top toolbar
 - b. Click **Skip Review and Publish** to send the page to publish if you have the publish permission. Choose yourself and the page will be set to publish at the next automated publish. If you do not have permission to publish, then click **Send for Review** and follow the instructions below.
 - c. Choose your editor from the list to review or send back to you for revisions.
 - d. If you are an editor you can pick yourself and then **Advance to Ready for Publish**.
 - e. The editor can also select **Send for Revisions** with a note what needs to be changed and select the Author that advanced the page.

****After selecting **Ready for Publish** make sure to assign the page back to the original owner so they may make changes in the future if needed.*