

## Documentation for Website CMS—Content Management System Part 2 of 4: Create a New Page

Welcome to the documentation on how to use the new Andrews University Content Management System (CMS) to manage your Andrews website.

In this tutorial, we will cover how to add new pages to your University website. We will cover two scenarios:

- A. Adding a Page in the Main Navigation
- B. Adding a Page in the Sub-navigation

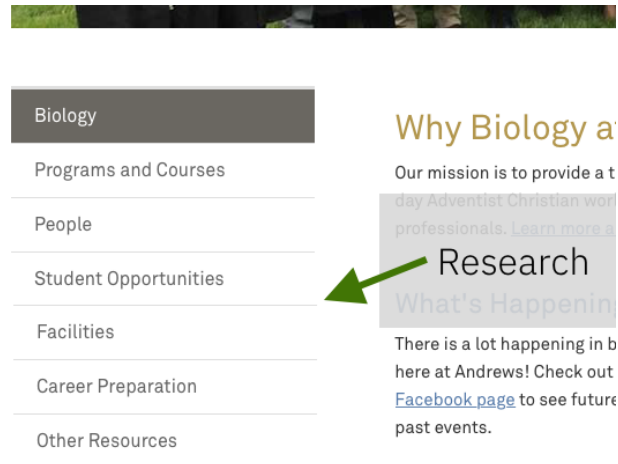
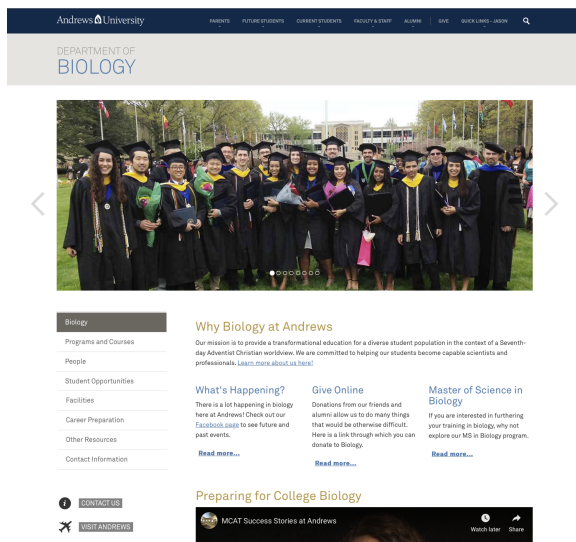
For the purposes of this tutorial, we will be using the Department of Biology website as an example. Following the same steps, you should be able to perform the same tasks on your University website.

### 1st Scenario: Adding a Page in the Main Navigation

When adding a new page to your website, you first must decide where in the site navigation it will go so that visitors to your site can find it.

Let's take a look at the Department of Biology site. You'll notice the main navigation of the site is on the left sidebar, and it includes pages such as About Us, Programs, Faculty and Contact Us.

Our goal in this first scenario is to add a page to this main navigation. We will add one called *Research* and place it between the *Faculty* and *Contact* pages.

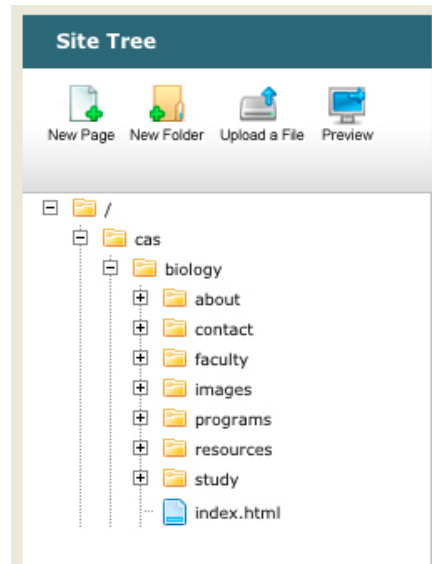


1. Open up a new browser tab and log into the new CMS. If you don't know how, we suggest you view that separate tutorial first. (For help on how to login and other introductory points, please read the [Introduction documentation](#))

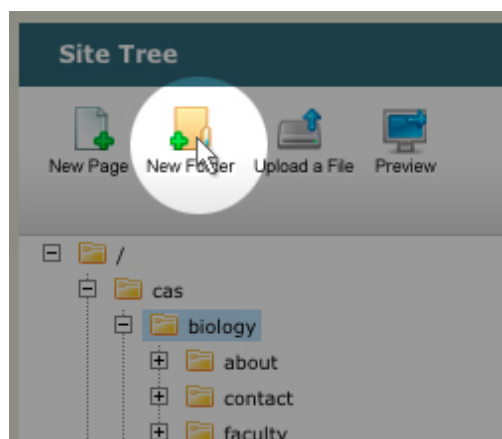
## Documentation for Website CMS—Content Management System Part 2 of 4: Create a New Page

---

2. Once logged into the CMS, you will see a tree of folders and files for your website on the left sidebar. In this example, we have access to the Department of Biology website.

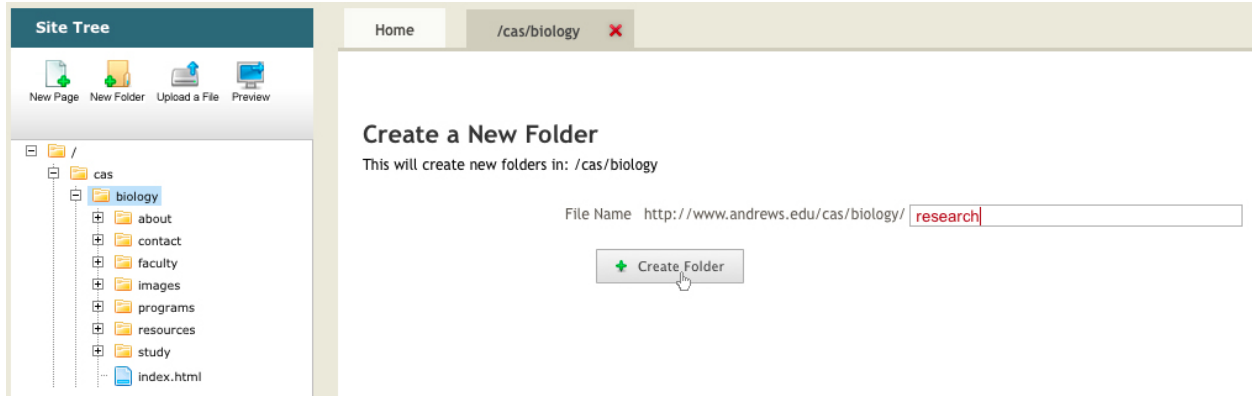


3. Double-click on the folder to open it. We can also open it by clicking on the "plus" symbol just left of the folder.
4. Within the Biology folder, we see several folders: About, Programs, Faculty and Contact.
5. You will notice that these folders reflect the same pages we saw on the public website: About, Programs, Faculty and Contact.
6. In order to add the new "Research" page, we need to create a new folder within the Biology folder.
7. Before creating the folder, we need to choose where that new folder will be added. In our example, we will select the "Biology" folder, and then click on "New Folder," located at the top of the site tree.

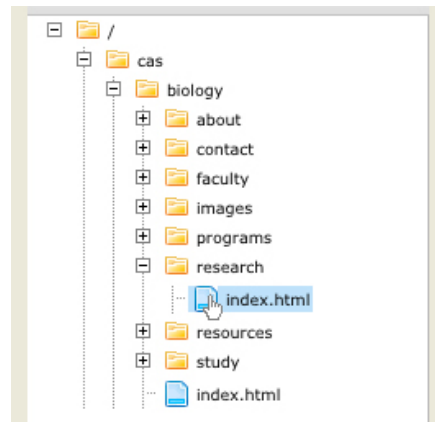


## Documentation for Website CMS—Content Management System Part 2 of 4: Create a New Page

8. Once we select the right folder and click on “New Folder,” a new tab window appears on the right, where we can give the folder a title. Enter “Research” and click “Create.” The site tree on the left then refreshes to include the new folder.



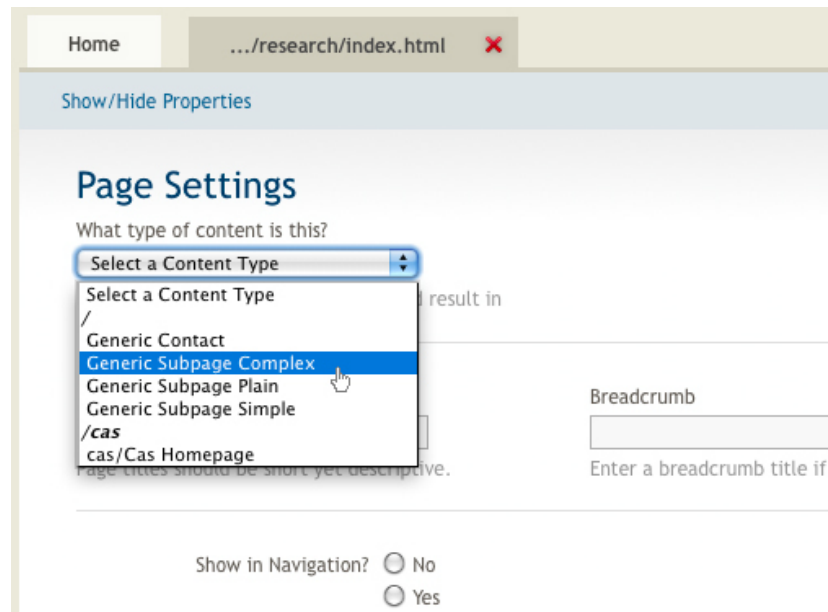
9. Double-click on the new “research” folder to open it, and you will notice an “index.html” file has been automatically created for you.



10. This index.html file is the basis for your new “Research” page in the main navigation. But before it will show up on your website, you need to edit the index.html file by adding a title and some content.
11. Double-click on “index.html” to open up its editing window on the right.
12. The first thing to choose is which *content type* the page will be from the provided drop-down menu. Most of the time, you will want to choose “Generic Subpage Complex.” Depending on which content types are associated with your particular website, you’ll see a generic subpage type, a faculty listing type, a contact page type, or possibly others.

## Documentation for Website CMS—Content Management System Part 2 of 4: Create a New Page

---



13. Once you have chosen a “Content Type,” you can choose a “Design template,” located next to the “Content type” field. In most cases, the design template will already be chosen for you. For the few times it is not, select a design template located within your site tree area. For our example, we will choose the design template called “cas/cas\_generic\_subpage.dt”, since the Department of Biology is located within “cas,” or College of Arts & Sciences.
14. Next, enter the title of the page. For this example, we’ll keep it simple and type in “Research.”
15. Below this is the filename title. This is what will show up in the web address bar. This is pre-filled for you based on the page title, but we recommend using one word for the filename, or as few words as possible. For example, if you were creating an “About Us” page, the recommended filename would be “about.” Another example would be a title of “Meet Our Staff” and keeping the filename to “staff.”

## Documentation for Website CMS—Content Management System Part 2 of 4: Create a New Page

16. Next to the title field is the Breadcrumb field. Breadcrumbs are helpful in knowing where you are within a website's structure. Most of the time, you can leave this field blank. One of the few times the field might be used is if you have a long page title and you want the breadcrumb to be a little shorter. For example, if your page title was "Research in the Department of Biology," you could shorten the breadcrumb trail to simply read "Research."

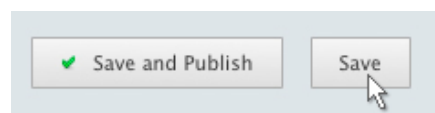
The screenshot shows a website page with a navigation menu on the left and a main content area on the right. The navigation menu includes links for Biology, Programs and Courses, People, Student Opportunities, Research (highlighted), and Facilities. The main content area has a breadcrumb trail: Home >> CAS >> Biology >> Research. Below the breadcrumb trail is the page title 'Research'. The main content area contains text about biology and a link to 'courses'.

18. The order of pages in the navigation is based on a numerical scale—higher numbers represent the top of the navigation, lower numbers the bottom of the navigation, and negative numbers can also be used. For example, if we want our "About" page to always be at the top of our navigation, it would be good to give it a navigation order number of 99. If we want our "Contact" page to always be at the bottom, we'll give it a -99. In the absence of numbers, the CMS will arrange pages in alphabetical order.

For our example, we want to place the "Research" page between the Faculty and Contact pages. To do so, the "Research" page navigation order number must be lower than the "Faculty" page but higher than the "Contact" page. A good way to do it might be to number the pages as follows:

Faculty: 30  
Research: 20  
Contact: 10

19. At this point, click on "Save" near the bottom of the window and wait for the window to refresh.



## Documentation for Website CMS—Content Management System Part 2 of 4: Create a New Page

20. Once it refreshes, enter the actual content for the page in the rich-text editor box. Most pages will have several options in the rich-text editor, such as inserting links and images, creating lists, etc. Please visit [www.andrews.edu/uc/services/web](http://www.andrews.edu/uc/services/web) for a collection of documentation and video tutorials on the rich-text editor to learn more about how to use these features.

**Page Content**

Research is a fundamental component of learning. Without research, learning is dry, dull, and uninspiring. But when students and teachers together explore the realities of the natural world, when they probe deeply, when they struggle to understand relationships and mechanisms, learning becomes exciting. So it is that students and faculty of Andrews Biology work together as a community of scholars to understand the natural world. And with discovery and understanding comes a need to share that with others through reports and publications.

The best way that we can show the intensity of research and the breadth of collaboration is to display a list of [publications and reports](#) that are generated from our laboratories and to show how that research is being supported through [funded grants](#).

We are committed to ongoing research and invite prospective students to join us in this excitement.

body p

Custom Stylesheet

21. Once you finish entering your content, click on “Save and Publish” to save your changes and publish them immediately to your website.

Andrews University

PARENTS FUTURE STUDENTS CURRENT STUDENTS FACULTY & STAFF ALUMNI GIVE QUICK LINKS - JASON

DEPARTMENT OF BIOLOGY

Biology

Programs and Courses

People

Student Opportunities

**Research**

Facilities

Career Preparation

Other Resources

Contact Information

**Research**

Biology is the study of life. In the classroom we learn what is already known, how it became known, and why it is relevant to us and our career path. But real biology is practiced rather than learned. This is why almost all of our biology [courses](#) at Andrews are accompanied by a lab in which the student can apply the things he or she has learned to real discovery. And this is why we actively encourage each student to get involved in research and discover something new outside of the classroom and in the real biological world.


Each of our faculty is actively engaged in biological discovery. The specialties of biology that are represented here are wide-ranging, encompassing everything from molecular biology to physiology and ecology. There is something for everyone to get involved in!


Included below are some representative student projects from the past few years. Many of our students have presented their work at meetings and have been coauthors on publications.

If you are interested in research, complete the [Undergraduate Research Application](#). This application form describes the opportunities and expectations of research and is the first step to getting involved in biological research here at Andrews University.

**Molecular and Cellular Biology**

[Peter Lyons](#), cellular and molecular biology  
Structure and function of metalloproteinases and implications in human disease

 Donn LaTour, 2018, "Critical Amino Acids for the Folding of Carboxypeptidase O"

 Linnea Burke, 2017, "Activity of Carboxypeptidase O in the Secretory Pathway of MDCK Cells"

[Marlene Murray](#), molecular biology

**CONTACT US**

**VISIT ANDREWS**

**APPLY ONLINE**

## Documentation for Website CMS—Content Management System

### Part 2 of 4: Create a New Page

---

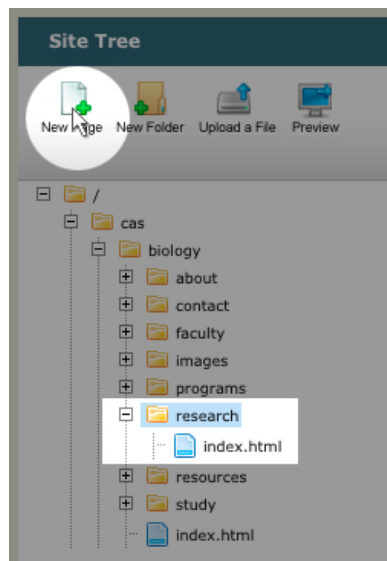
This brings us to the end of the first scenario on how to add new pages in the main navigation. We've successfully added a "Research" page on the Department of Biology's website navigation. On this page, we can give an overview of the research program of the department.

In our example, there is a lot of research information to share. Therefore, it would be a really long webpage. For both aesthetic and readability reasons, it would be wise to divide the research content into several subpages. For example, we could create two new pages, "Faculty Research" and "Student Research," and place them both under the "Research" section. Below is how to add a sub-navigation page to our website.

### **2nd Scenario: Adding a Page in the Sub-navigation**

In this new scenario, our goal is to add a "Faculty Research" page, and place it under the "Research" page.

1. Before creating the new "Faculty Research" page, we need to choose where that new page will be added. In our example, we will select the "Research" folder, and then click on "New Page," located at the top of the site tree.



2. A new tab window will appear on the right side, with a few fields to fill out. The first thing to choose is which *content type* the page will be. Most of the time, you will want to choose "Generic Subpage Complex." Depending on which content types are associated with your particular website, you'll see a generic subpage type, a faculty listing type, a contact page type and possibly others.
3. Next, enter the title of the page. For this example, type in "Faculty Research."

## Documentation for Website CMS—Content Management System Part 2 of 4: Create a New Page

---

- Below this is the filename title. This is what will show up in the web address bar. This is pre-filled for you based on the page title, but we recommend using one word for the filename, or as few words as possible. For example, if you were creating an "About Us" page, the recommended filename would be "about." Another example would be a title of "Meet Our Staff" and keeping the filename to "staff."

### Create a New Page

This will create a new file in: /cas/biology/research

Content Type

Title of Page

File Name .html

- Click on "Create Page" and wait for the page to refresh.
- You can then fill in the appropriate fields in the same way as you created the index.html page—using Design Template, Breadcrumb field, Navigation order, etc.
- Lastly, enter the actual content for the page in the rich-text editor box. Most pages will have several options in the rich-text editor, such as inserting links and images, creating lists, etc. Please visit [www.andrews.edu/services/uc/services/web](http://www.andrews.edu/services/uc/services/web) for a collection of documentation and video tutorials on the rich-text editor to learn more about how to use these features.

### Page Content

Research is a fundamental component of learning. Without research, learning is dry, dull, and uninspiring. But when students and teachers together explore the realities of the natural world, when they probe deeply, when they struggle to understand relationships and mechanisms, learning becomes exciting. So it is that students and faculty of Andrews Biology work together as a community of scholars to understand the natural world. And with discovery and understanding comes a need to share that with others through reports and publications.

The best way that we can show the intensity of research and the breadth of collaboration is to display a list of [publications and reports](#) that are generated from our laboratories and to show how that research is being supported through [funded grants](#).

We are committed to ongoing research and invite prospective students to join us in this excitement.

body p

Custom Stylesheet



## **Documentation for Website CMS—Content Management System**

### **Part 2 of 4: Create a New Page**

---

8. Once you finish entering your content, click on “Save and Publish” to save your changes and publish them immediately to your website.
9. You can also preview your changes by selecting the “Faculty Research” page in the site tree, right clicking on it and selecting “Preview” in the right-click menu. This will bring up a new browser window with a preview of your new page.

This brings us to the end of the tutorial on how to create new main navigation and sub-navigation pages for your site. Please refer to our other documentation to learn how to use the various functions of the rich-text editor for your pages, how to create photo galleries, and more.

These video tutorials and more documentation can be found by visiting:  
<https://www.andrews.edu/services/uc/services/web/cms-training>

Thank you!