

# documentation



# Page banners and labels

# This document treats the subject of creating and deploying banners and page labels



- I. Create new banner -- done very rarely
- II. Deploy banner done whenever a page is created
- III. Create and edit page label
- IV. Delete the page label done only when the banner and label are redundant

#### I. Create new banner -- done very rarely

College and department banners have already been created and most editors won't need to create banners regularly – if ever. To start create and new html page. The illustration below depicts the content headers of the page labeled "Unwanted page label."

	🧵 🐳 Add Content
example	
	🤅 🤹 Add Content

# **Click Add Content and select New Content:**

(i)	👍 Add Content	
example	New Content	
	Reuse Content	
į	🙀 Add Widget	
	Add Form	
	X Close	

- 1. In the **Title** area enter a *new* title make sure not to over-write an existing banner title!
- 2. Select Text from the tabs along the bottom. This will not work if you edit in the WYSIWYG tab!
- Enter the script <h1 class="academic Department Name" Department of Nursing</h1>

Of course you'll want to enter your own banner text! Finish by selecting save/publish.

Title:	Nursing Banner - 1	
Body:	<h1 class="academicDepartmentName"> Department of Nursing</h1>	
	2 3	
	PLAIN ▼ Language Variables:	

## II. Deploy banner – done whenever a page is created

To deploy the banner return to the newly-created HTML page. Click on Add Content and select Reuse Content

	į)	👍 Add Content
example		📑 New Content
	-	Reuse Content
	į)	🙀 Add Widget
		📑 Add Form
		X Close

In the Title area of the Reuse Content interface enter all or part of the banner title for which you are searching. Click on the Select button next to the correct result.

Search: Web Page Content	SELECT	Nursing Templates
Search. Web Page Content	SELECT	CA Careers In Nursing
Host or Folder:	SELECT	Graduate Nursing Department - Certificate Programs
Title: nursing	SELECT	Graduate Admissions COSH Nursing side content
Body:	- SELECT	nursing banner
CommentsCount:	SELECT	VSEC Nursing Links
	SELECT	Nursing Web links
🔍 Search	SELECT	Advanced Nursing Traineeship Grant
	SELECT	Nursing Specific Scholarships

The result will be a banner on top, the label below

## III. Create and edit page label

This subject is also covered in the *Editing Files and Folders* document.

In the process of creating an HTML page the editor is asked to provide a page title – this is the label:

Basic Properties	Advanced Properties Versions		
	Page/Menu Title:	example	Vou mus
	Folder:	/irt/instructional-technology-101/	label on
			illustrate

You must use the same label on both the *Basic* tab, illustrated to the left, and the *Advanced* tab, illustrated below:

Basic Properties	Advanced Properties	Versions
		Identity: b6cd63e7-2157-4a7e-8a36-dac833cf13ba
	Show Meny So	r on Menu: ✔ Sort Order: 4
	Friend	ndly Name: example
		(can be used for SEO friendly page title)

# IV. Delete the page label – done only when the banner and label are redundant

A department root page it is likely to share an identical banner and label. Since redundancy doesn't make sense the editor can hide the label using *Add New Widget*.

	į	👍 Add Content
example		New Content
example		🛃 Reuse Content
	į	Add Widget
		Add Form
		X Close

## Click on Add content, Select Add New Widget, Select Web Page Settings, and Remove web page title.

⊕ Add Widget	$\odot$
Select the type of widget you would like to insert or create from the list below.	Neb Page Settings
Department Feature Select Announcement - Index Listing Page   Dept Slide Show Select Center for Chinese Art   Select COE Home Page   Select COSH Home Page   Select DLS Remove page title   Select Generic - Remove web page title   Select Giving Legacy   Select Graduate Admissions   Calect UC Web Cattings	
Eearn how to create new widget types.	

For more information please contact

Jae Kim <u>kimj@wpunj.edu</u> -- Atrium 109 -- 973.720.2937