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.”
Click Add Content and select New Content:

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!
3. Enter the script
   
   `<h1 class="academicDepartmentName"> Department of Nursing</h1>`

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

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
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.

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:

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

Click on Add content, Select Add New Widget, Select Web Page Settings, and Remove web page title.
For more information please contact

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