

Page banners and labels

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



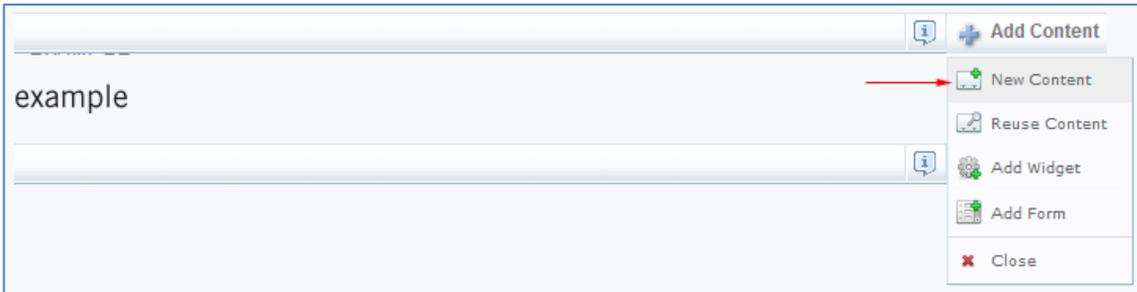
- I. Create new banner -- done very rarely
- II. Deploy banner – done whenever a page is created
- III. Create and edit page label
- IV. Delete the page label – done only when the banner and label are redundant

- 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.”

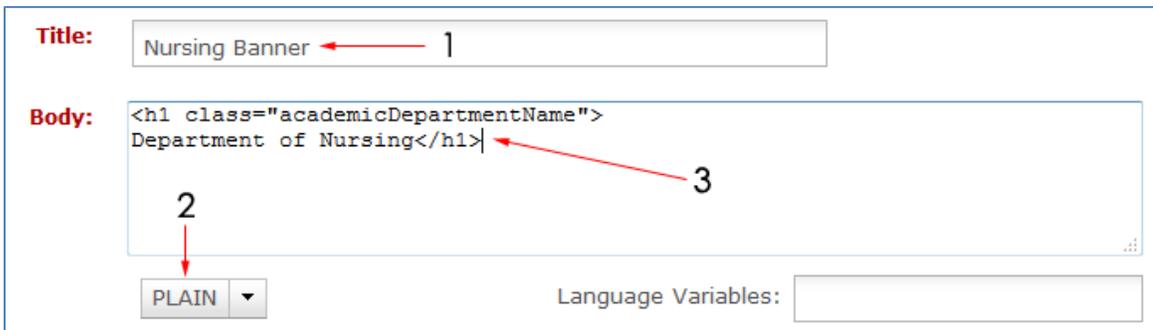


Click **Add Content** and select **New Content**:



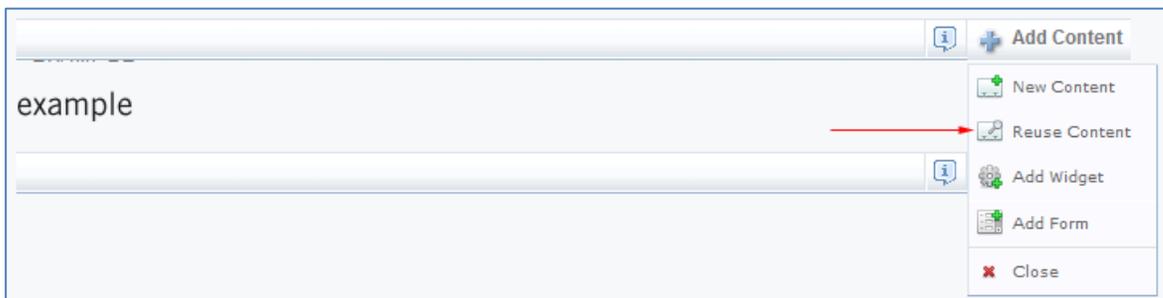
1. In the **Title** area enter a *new* title – make sure not to over-write an existing banner title!
2. Select **Text** from the tabs along the bottom. This will not work if you edit in the WYSIWYG tab!
3. Enter the script
`<h1 class="academic Department Name" Department of Nursing</h1>`

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.

Search: Web Page Content	
Host or Folder: <input type="text"/>	<input type="button" value="SELECT"/> Nursing Templates
Title: <input type="text" value="nursing"/>	<input type="button" value="SELECT"/> CA Careers In Nursing
Body: <input type="text"/>	<input type="button" value="SELECT"/> Graduate Nursing Department - Certificate Programs
CommentsCount: <input type="text"/>	<input type="button" value="SELECT"/> Graduate Admissions COSH Nursing side content
<input type="button" value="Search"/> <input type="button" value="Clear Search"/>	<input type="button" value="SELECT"/> nursing banner
	<input type="button" value="SELECT"/> VSEC Nursing Links
	<input type="button" value="SELECT"/> Nursing Web links
	<input type="button" value="SELECT"/> Advanced Nursing Traineeship Grant
	<input type="button" value="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:

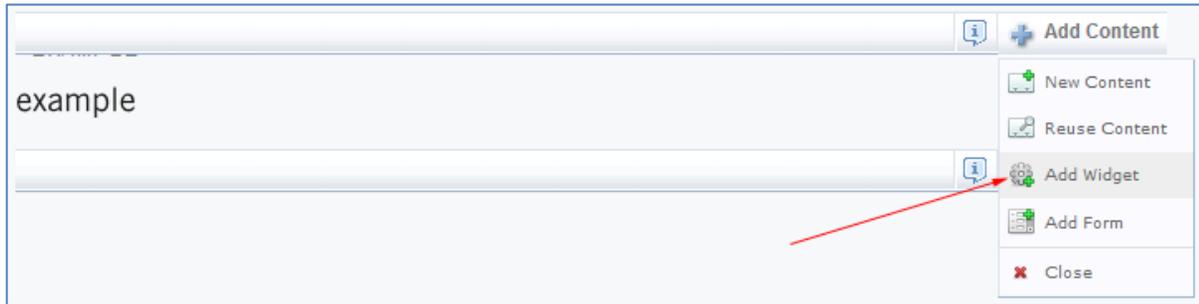
Basic Properties	Advanced Properties	Versions
Page/Menu Title: <input type="text" value="example"/>		
Folder: /irt/instructional-technology-101/		

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

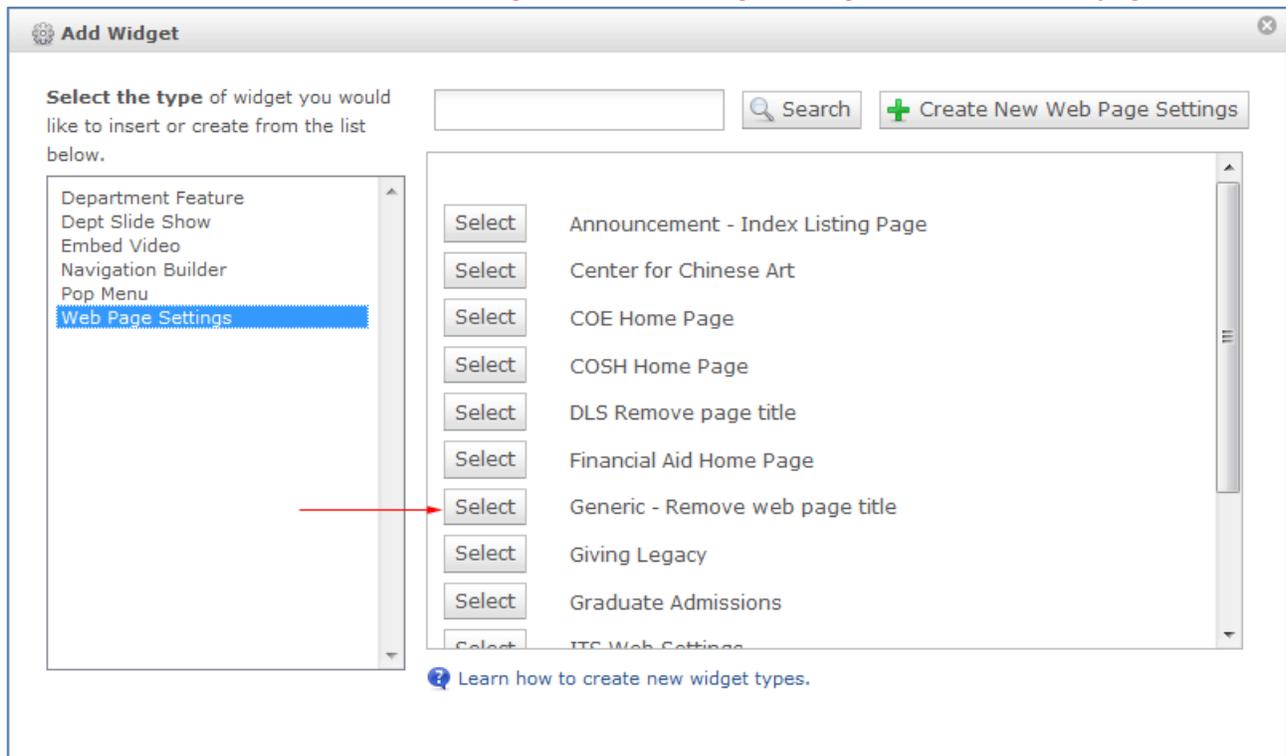
Basic Properties	Advanced Properties	Versions
Identity: b6cd63e7-2157-4a7e-8a36-dac833cf13ba		
Show on Menu: <input checked="" type="checkbox"/>		
Menu Sort Order: <input type="text" value="4"/>		
Friendly Name: <input type="text" value="example"/>		
<i>(can be used for SEO friendly page title)</i>		

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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