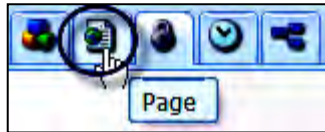


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## Templates: Comments and Cheat sheet

To create a new page in the CMS, enter Site Admin view (click the globe icon on the Sidekick or login screen), click the New button and choose New Page. Immediately, you must choose a template for your page and fill in Title Text, and, if you want, add a separate Page Title.

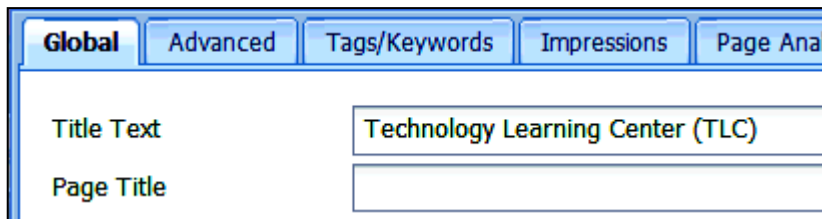


To change either of these fields later, click the Page tab at the top of the Sidekick and choose Page Properties.

### Title Text and Page Titles

If you enter Title Text (with no separate Page Title), it becomes:

- Text that appears in the bar across the top of the page
- The text that appears as the heading for the text on the page
- The name of the html page in the published web site. The file name generated from the page title follows the conventions for files in the CMS: Lower-case, no spaces or special characters except the dash (or underline).

A screenshot of the CMS 'Page Properties' form. The form has a blue header with tabs: 'Global', 'Advanced', 'Tags/Keywords', 'Impressions', and 'Page Anal'. Below the tabs, there are two input fields. The first field is labeled 'Title Text' and contains the text 'Technology Learning Center (TLC)'. The second field is labeled 'Page Title' and is empty.

Make the Title simple. It should clearly identify where the user is in the site: Foreign Languages Home page, for example, not Forlang-top, for example.

The Page Title is automatically generated from the title text if you don't enter anything in the Name box. If you enter a separate Page Title, it becomes the heading text on the page and the text that appears at the top of the final web page.

### Templates

General Comments: Several special-purpose templates appear in the template choices but are not suited for general use. These include:

- All the Campus templates
- The MyCCSF template
- The Library Homepage template
- The Community Template
- The Blog and Calendar templates are not currently functional.

Department Homepage Template: This template has a hard-wired left Navigation Bar based on the CCSF Sitemap—not a very flexible template. To get to sub-pages or pages outside your site, you can add the CCSF Link Arrow List Component in the right column or the body of the page to provide navigation. Or include links in your text.

Department 3 Column Template: This template features a built-in Left Navigation that will display all sub-pages (created in the Main site tree) and a Right column for additional information or links. A limitation: the left navigation only displays sub-pages if you start less than 4 levels down in the site hierarchy. This is the most flexible template.

Department 2 Column Template B: This template features a built-in Left Navigation that will display all sub-pages (created in the Main site tree). A limitation: the left navigation only displays sub-pages if you start less than 4 levels down in the site hierarchy.

Department 2 Column Template A: This template does not have a Left Navigation. To get to sub-pages or pages outside your site, you can add the CCSF Link Arrow List Component in the right column to provide navigation. And, of course, you can add links in the main column. Also, the automatically generated breadcrumbs provide a path back and the CCSF logo always leads to the home page of the site.

Generic 3 Column Template: This template features a built-in Left Navigation that will display all sub-pages (created in the Main site tree) and a Right column for additional information or links. A limitation: the left navigation only displays sub-pages if you start less than 4 levels down in the site hierarchy.

Generic 2 Column Template A or B: Same comments as Department versions.

## **Templates and Components**

Components are assigned to templates, or to individual pages. As of 10/7/2009, some newer components are not generally available. Consult the Component User Guide to see which components are permitted in individual templates. If you see one that is allowed and that you need, and you do not find it in the Sidekick, you can put in a request to a site administrator that the component be added. However, because of technical limitations in some templates, administrators may not always be able to comply with your request.

Current Admins are Joe Jah and Wendy Fong.