

NYU Law –Web Help: Secondary Pages

TOPICS:

Assigning Secondary Layouts
How to add Secondary Pages

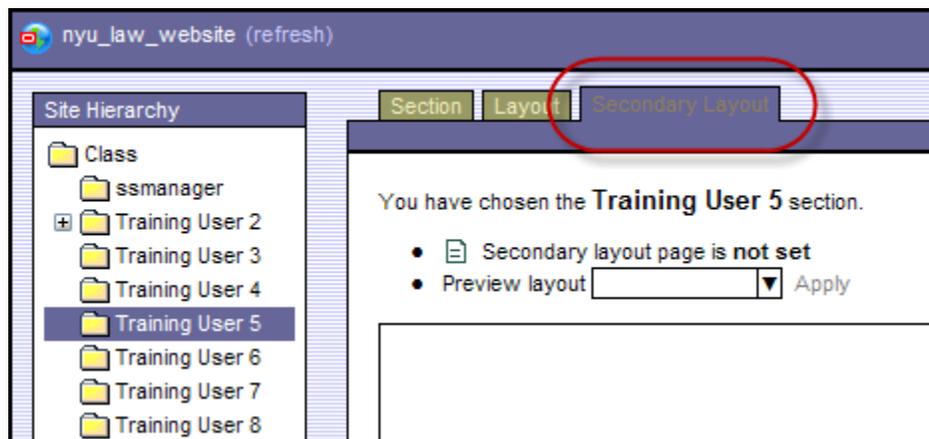


Links from a primary page to a new page are called secondary pages. This only applies to new pages created w/ manager. To set up older sections with secondary pages must go through PMO.

Assigning Secondary Layouts – Page 1
How to add Secondary Pages – Page 2
Colloquia Archiving - Page 4

Secondary pages can only be created if a template layout has been defined in the primary page. This can be done with Site Studio Manager.

1. In the primary page which you plan to add your secondary pages to, choose the third tab, "Secondary Layout," in Site Studio Manager.

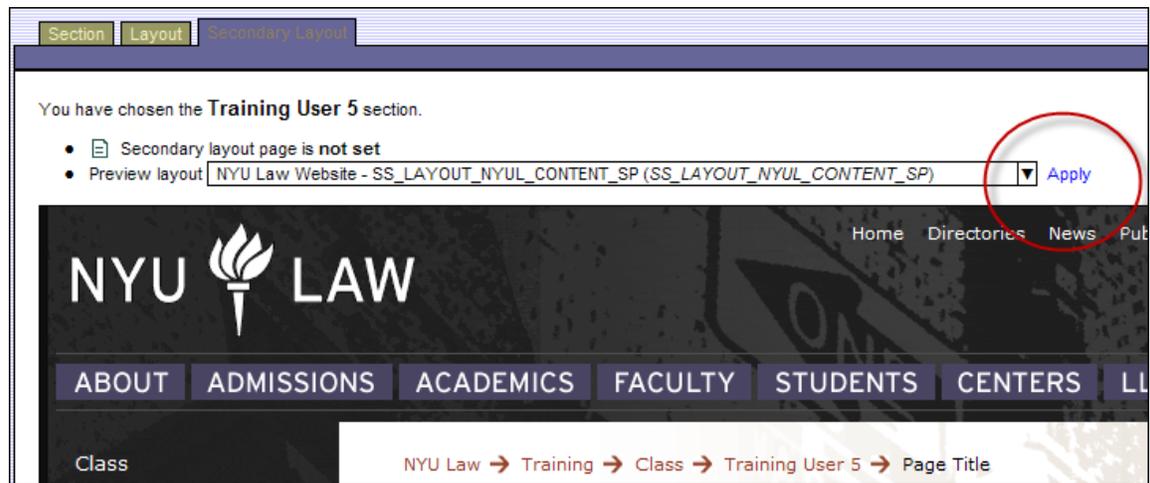


2. Apply a default layout by selecting the only option from the drop-down box.



NYU Law –Web Help: Secondary Pages

3. You must click on the “Apply” button to save the secondary layout for that page.



Now you can create your secondary pages.

Adding a Secondary Page

1. Within the body of your primary page, create text that will link to your secondary page. i.e. “previous colloquia papers”
 - a. Highlight the text and click on the “create hyperlink” icon.
 - b. “Link to a data file or native document.”
 - c. Choose a “New” “Contributor Data File”.
 - d. The Content Server Dialog Window will launch with the “Assign Info Form” screen.
2. On the Assign Info Form, complete the following fields:
 - a. Type = Web Copy/Text
 - b. Title = your page name, which will show as the last segment of the bread crumb navigation.
 - c. Browse = your departmental folder in which your files are stored.
 - d. Content ID = this will show in your URL. It can be the same as your title without spaces. You can eliminate them all together or put underscores between words. Ex: law.nyu.edu/colloquia/fall2009lectures

NYU Law –Web Help: Secondary Pages

Assign Info Form

Type: Web Copy/Text

Sub Type: [Dropdown]

Sub Type II: [Dropdown]

Title: Fall 2009 Lectures

Author: kdh5

Folder: /Contribution Folders/Websites/NYU Law [Browse...](#)

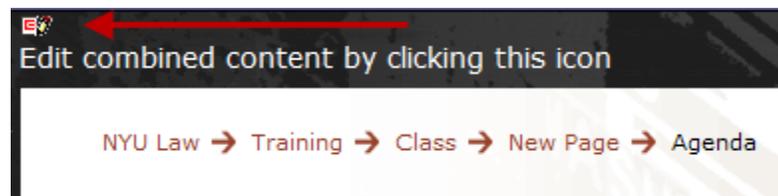
Security Group: Public

Account: nyu_law_website__academics__coll

Collaboration Project: [Field] [Modify Access...](#)

Content ID: Fall2009Lectures

3. Click on the "Assign Info" button on the bottom of your page.
4. You will return back to the hyperlink wizard. Click "Next".
5. "Use Web Site Section metadata" and click "Next".
6. Click "Finish" in the confirmation window.
7. "Update" the editor screen. 
8. Manually refresh your page  and launch your new link.
9. Click on the Contributor Icon to add a page title, main content and/or sidebar.

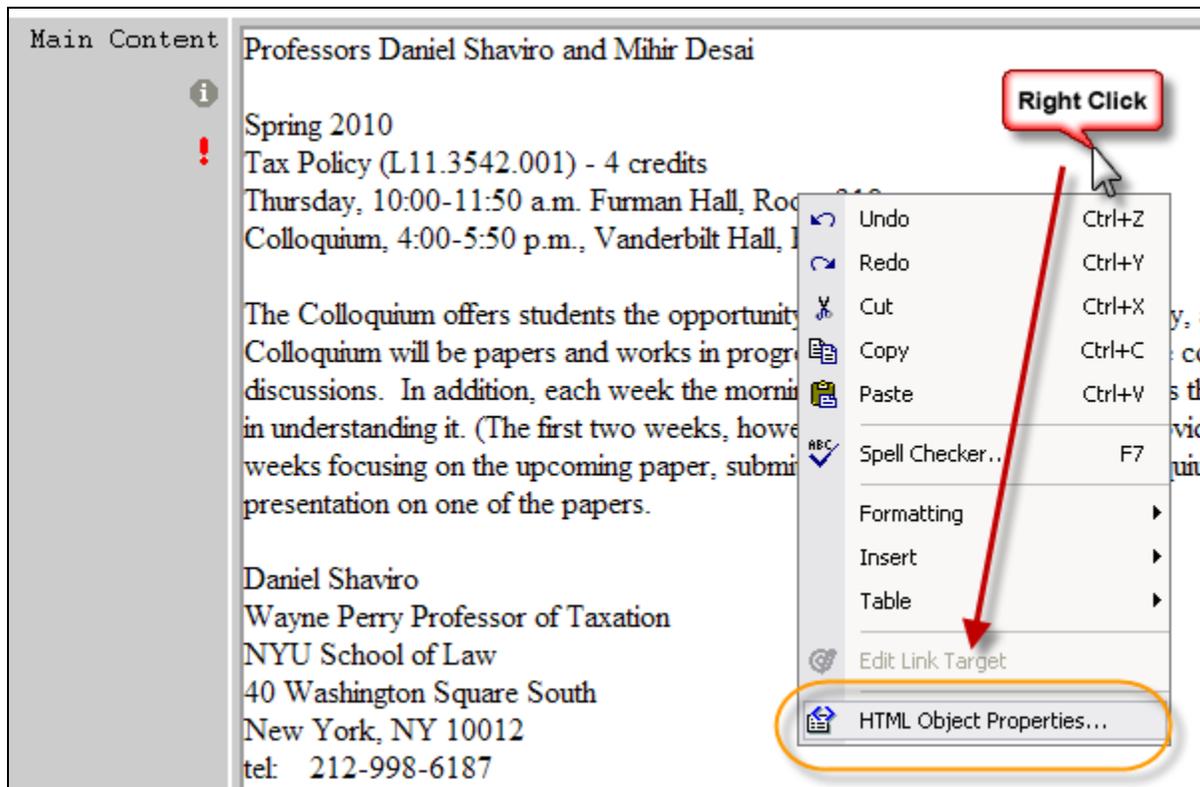


NYU Law –Web Help: Secondary Pages

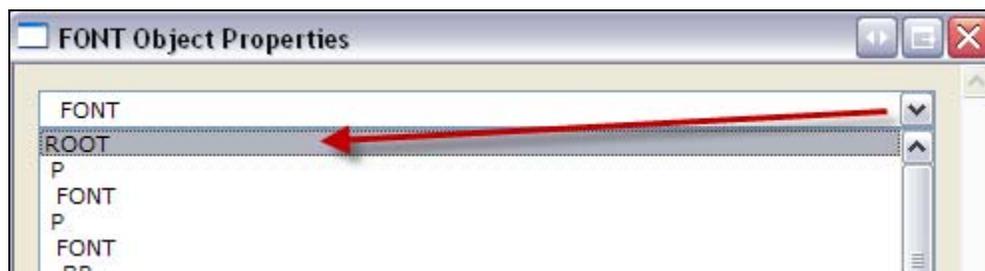
Archiving Colloquia Pages

To move content from last year's speakers and papers to a secondary page, you will need to copy the HTML from the main content region to the new secondary page's main content region. Once you have moved that content, you can add this current year's info to your main colloquium landing page.

1. In the editor screen, right click in the main content region and select "HTML Object Properties..." from the menu.

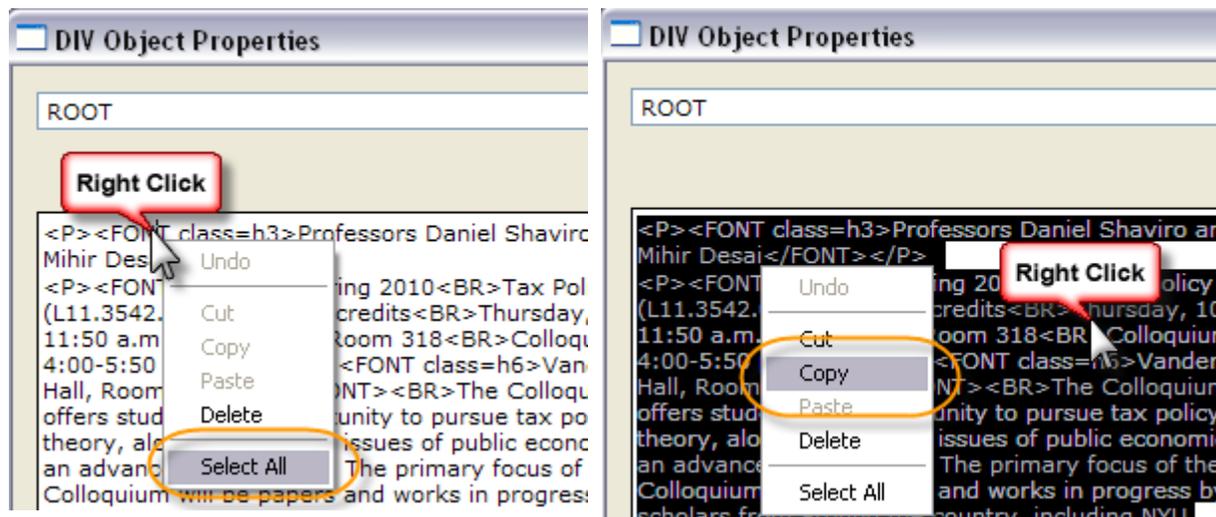


2. In the next window that opens, use the drop-down box in the first field to navigate to "ROOT".



NYU Law –Web Help: Secondary Pages

- Now select all and copy the html code in the main field of this window. You can use your keyboard shortcuts Ctrl-A (select all) and Ctrl-C (copy) or right click menus to do this. Be sure to click once inside the main field before using keyboard shortcuts.



- Close all windows and exit the editor. Access the “combined content” contribution icon on your newly created secondary page (click the link you just made to get to the new page). Like before, you will right-click and get to the “ROOT” window in the “HTML Object Properties...” window. (Steps 1-2 above)
- Paste the copied HTML content from step 3 into the ROOT window. If there is content in that window, you will be replacing it. You can accomplish this by “Selecting All” content and then “Pasting” on top of it.
- Click on the “OK” button.
- Preview your content in the “Preview” tab to test that the content is there in its entirety and that the links are still operable.
- “UPDATE” the page to save your changes.
- After you confirm that your copy is successfully added to the secondary page, you can then remove that content from your original page and add the new information that replaces it.