

NYU Law – Web Help: Site Studio Manager

Site Studio Manager User Guide

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I. Section

1. Add New Section

The **Add New Section** mini window has two fields:

Label – This value is used by the left navigation menu. It will also become the **Section Label** in the **Edit the properties** section at the bottom of the Section tab.

URL – This value is displayed as part of the URL for the new page. It will also become the **URL Directory Name** in the Edit section. Modification of this value will not affect how other pages link to the new page. So you can change it to be shorter, easier to remember, i.e. user-friendlier.

Follow-up items of user actions:

None, i.e. there are no other follow-up actions that need to be performed as a result of user actions described above.

2. Remove a Section

You will be prompted for confirmation before the page is actually removed from the system.

Follow-up items of user actions:

Since the section name and its position in the site hierarchy are reflected in the titles of the data files used by the section/page, therefore removing a section may result in its children sections/pages having incorrect content titles in the content server.

You can remove the parent section name from the title of a data file using the following steps: go to the children sections/pages, right click on the Contributor icon for a content region, choose **Document Info** to open up the **Content Information** page, and then choose **Update** from the **Actions** dropdown list to remove the parent section name from the content title.

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3. Move a Section

Moving a section is not so intuitive, so take your time and closely follow the steps below:

- Select the section as the source section which you want to move to a different site location first;
- Click "**Move this section...**";
- In the next **Move Section** screen, select the section as the target section that you want to move the source selection to;
- Then check either **Before**, **After**, or **As child of** checkboxes on top of the screen to specify the relationship between the source and the target sections. For example, if you choose **Before**, this will move the source section before the target section in the site structure.
- Click **OK** to finish.

You may also need to move up the **Move Section** screen so the OK or Cancel button at the bottom will be displayed for you to click on. To move the screen, point your cursor to the top bar of the screen and then you can drag the screen to a different location on your computer desktop.

Follow-up items of user actions:

Since the section name and its position in the site hierarchy are reflected in the titles of the data files used by the section/page, therefore moving a section in the site hierarchy may require updates on content information of related data files.

You can accomplish this following the steps below: go to a section/page that relates to the moved section downstream, both in the old location and the new location of the moved section, right click on the Contributor icon of a content region, choose **Document Info** to open up the **Content Information** page, then choose **Update** from the **Actions** dropdown list to update the content title by either adding or removing the moved section name, and any other metadata fields that need to be updated.

4. Edit the properties of a section

The **Url Directory Name** field can be used to generate user-friendly URLs, i.e. shorter, easier to remember URLs.

The **Url Page Name** field can be edited after the new section is created. This value is the last segment of the URL to the page. If there is no value entered, the system will use the default value **index.htm**, that's why almost all of the NYU Law pages end with index.htm in their URLs.

You cannot modify the **Section ID** since this value is used for other pages to link to the section/page, so it needs to be kept unchanged once it is generated by the system.

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Follow-up items of user actions:

Since the content server is configured to use Node ID (i.e. Section ID) to populate links among sections/pages, changing Url Directory Name or Url Page Name will not break those links.

However, the bookmarks for those sections/pages will become invalid. And if you have ever given out the URLs containing the old text, you may want to inform your recipients of your changes.

II. Layout

You need to select a layout for the new section/page just created. Without a layout page, the system will display an error message when you navigate to the new page: "No primary URL for nodeId xxxx".

To select a layout page, click **Preview layout** dropdown list and choose one layout from the available options in the system. You can choose whatever is available, but the basic layout, used by 99% of the NYU Law pages, is **NYU Law Website - SS_LAYOUT_NYUL_CONTENT(SS_LAYOUT_NYUL_CONTENT)**, which appears on top of the list. After selecting a layout page, click **Apply** next to the dropdown list to finish.

If you want to change to another layout, remove the current layout first by clicking "**clear**" button on top of the **Layout** page, and then choose another layout.

Changing layout will not affect the layout pages used by the children sections/pages of the section involved.

Follow-up items of user actions:

If you change to a different layout page after the section/page has been populated, i.e. data files have been generated and assigned to different content regions on the page using the old layout page, the new page will become empty upon your choosing the new layout, but the data files used by the old page are intact in the system, so you can assign them to the content regions on the new layout page.

To find out what those data files are, copy the content IDs or titles prior to your change: right click on the Contributor icon for the content region involved, choose **Document Info** to get the **Content ID** or **Title** on **Content Information** page. Now you can change to a different layout. Then go to the empty page using the new layout, click on the Contributor icon for a content region, choose **Switch Content Region**, then **Choose → Existing...**, and then enter either **Title** in the quick search box on the top right corner or go to the advanced search page and enter **Content ID** there to search. You may find other search options that can help you location the files quickly.

III. Secondary Layout

About secondary pages:

"Each section in the site hierarchy should have a secondary page, if contributors will be adding new files (data files or native documents) to that part of the web site. The secondary page acts like a backdrop for these files and ultimately allows contributors to add more pages to the web site."

The available secondary layouts in the system are limited to two options, and the layout used by most NYU Law pages is **NYU Law Website - SS_LAYOUT_NYUL_CONTENT_SP(SS_LAYOUT_NYUL_CONTENT_SP)**. Choose this one for your secondary pages unless you have reasons for choosing the other layout.

The secondary layout page will be set up appropriately by the system if the section is created using the Manager.

If a section is NOT created by you using the Manager, adding a secondary layout to an existing section will NOT automatically set up the secondary page, and you need to contact PMO for help in such cases.

Please do not recreate the section using the Manager for the sake of automatic setup of the secondary layout page, because this will break links to this section after you have recreated it even though you keep the same section name: a new Section ID will be generated by the system when you recreate a section.

Follow-up items of user actions:
Same as those for the Layout tab.

IV. Misc

Once you open up the Manager interface by clicking "**manage site**", there is no easy way to collapse the interface short of getting out of the Contributor mode and get back again.