

NYU Law –Web Help: Creating New Data Files

TOPICS:

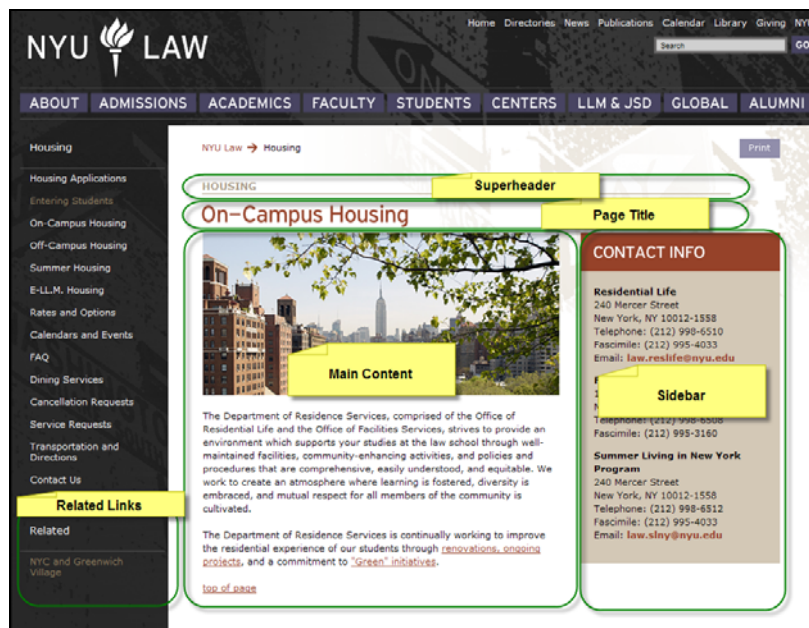
Creating Data Files in Order to Edit and Manage Web Content
Utilizing Existing Data Files



In order to add and edit content in a contributor region that doesn't yet have content in it (e.g., a sidebar or related links), you must first create a new data file. This file stores the content (text, links, formatting, etc.) that you want to show up in that region. See Page 4 to know when to use an existing data file.

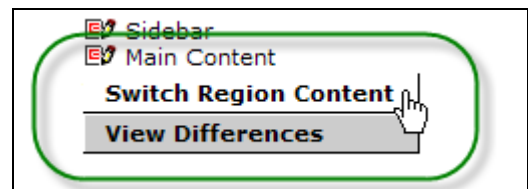
Remember, the five main contribution regions are:

1. superheader
2. page title
3. sidebar
4. main content
5. related links



Some examples of when you would need to create these data files are 1) when you create a new page from the Site Studio Manager or 2) if you'd like to use previously unused regions on your page, such as a sidebar or related links.

You will know when a contributor region needs a new data file created when you right-click on a contributor icon and only see two options, "Switch Region Content" and "View Differences".

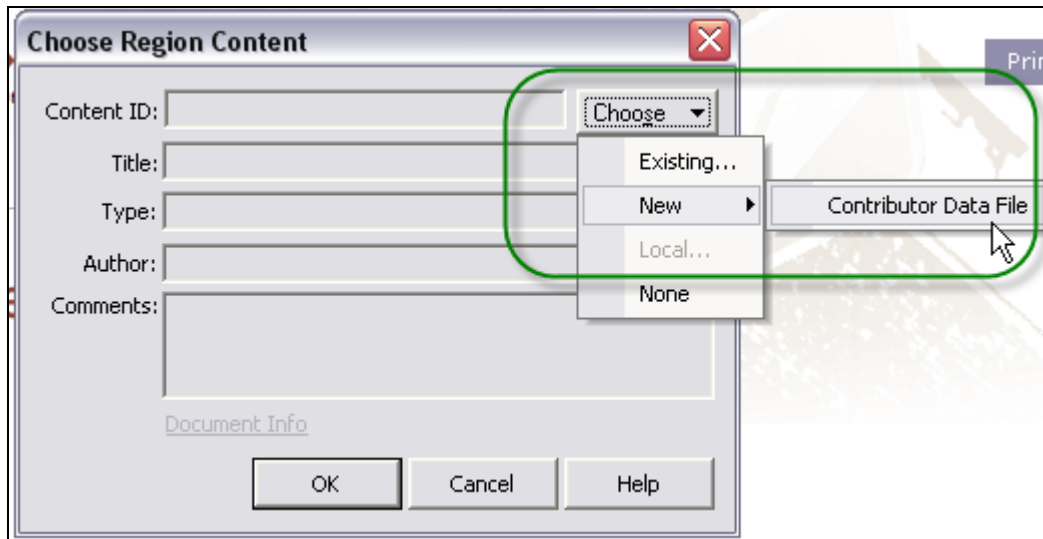


- **Creating Data Files** Page 2
- **Utilizing Existing Data Files** Page 4

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To Create a New Data File:

1. Right-click on the contributor icon (👤) you wish to define and select “Switch Region Content”.
2. The “Choose Region Content” window will render.
“Choose” > “New” > “Contributor Data File”.



3. The Content Server Dialog window will render. You only need to complete the “Title” and “Folder” fields in the Assign Info Form.

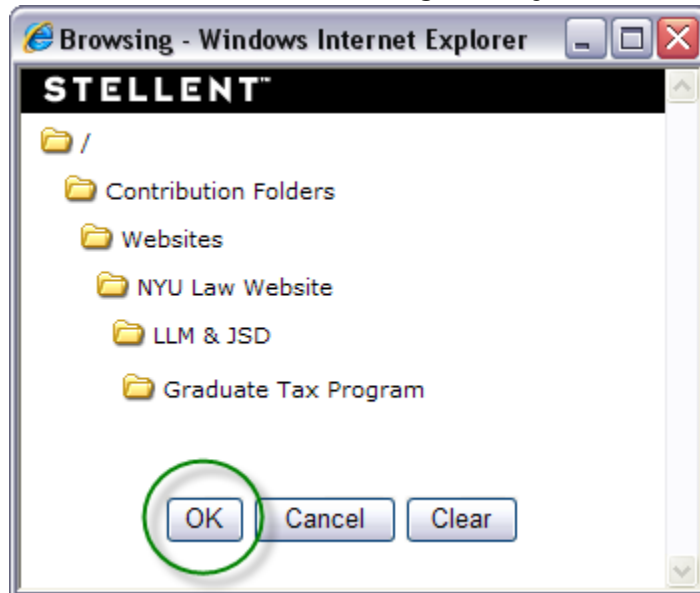


- a) Remember to follow the appropriate naming convention for your section. You will only replace the capital letters in the Title field and leave the rest. This example would be:

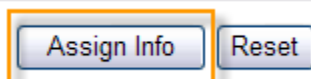
NYU Law Website – Graduate Tax Program –Lunch Lecture Series – 2006-07 Schedule – Main Content

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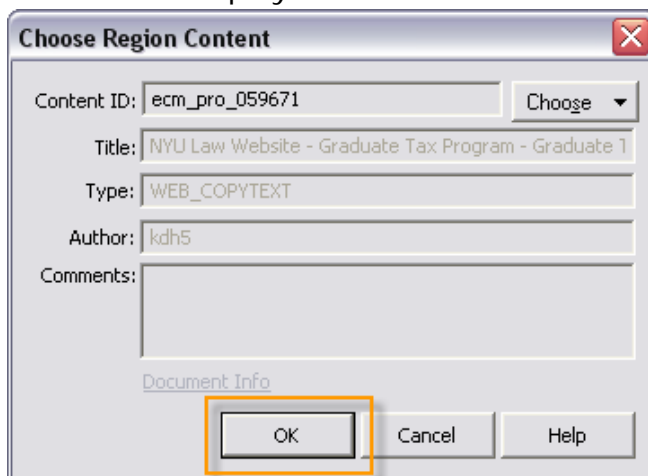
- b) ALWAYS store any new file in the appropriate folder for your section. Click on the “Browse” button to navigate to your folder.




4. Scroll to the bottom of the page and click on the “Assign Info” button to complete this action.



5. You will return to the “Choose Region Content” window with the new file information displayed. Click on “OK”.



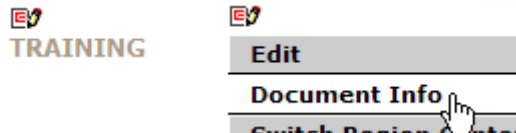
6. Manually refresh your page hitting the F5 key or by clicking this icon: 
7. Right-click on the contributor icon again. You should have the “Edit” option at the top of the menu. Proceed with your editing.

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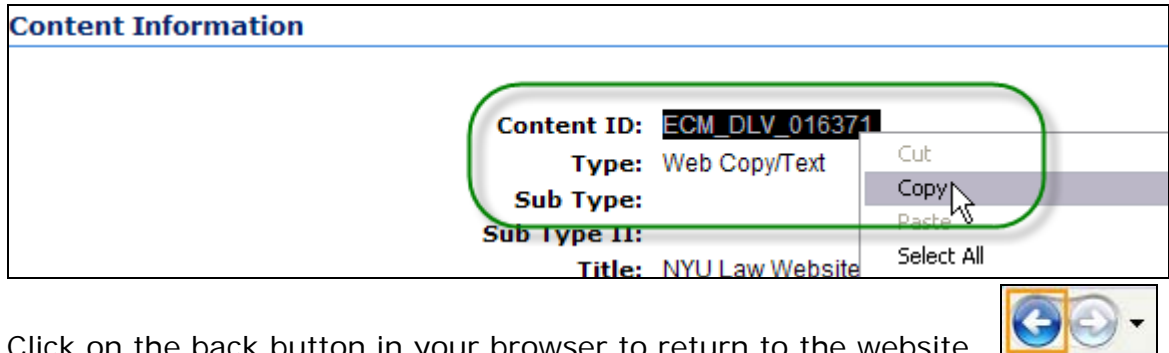
Superheaders are a perfect example of when to utilize an existing contributor data file in the content server instead of creating a new file from scratch. You can reuse the same superheader data file on every page in your section of the website.

To Utilize an Existing Data File:

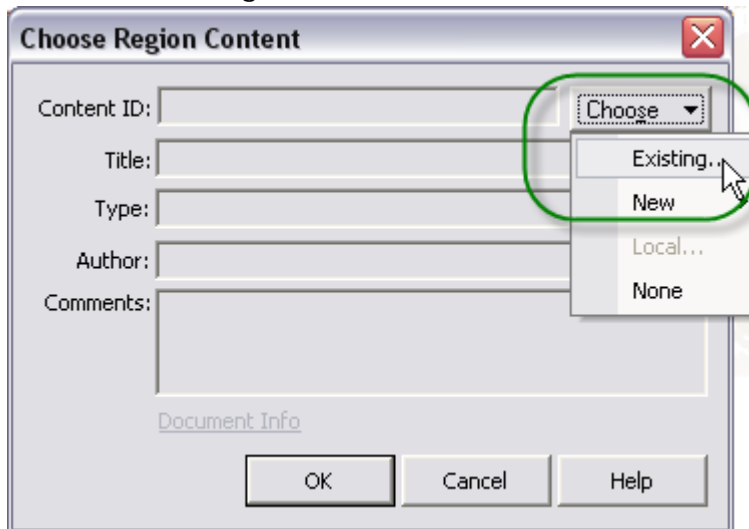
1. While in Contributor mode, navigate to the file you would like to associate with your contributor region. You can determine the exact content ID of that file by right-clicking on the contributor icon and choosing "Document Info".



2. By choosing "Document Info", the complete file information will display for that particular file. Note the content ID by highlighting and copying the entire string of data.

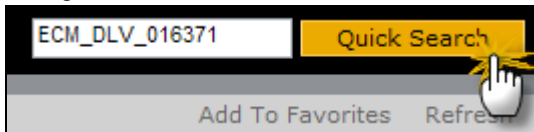


3. Click on the back button in your browser to return to the website.
4. Now navigate to your page that you want to associate this existing data file with. Right-click on the contributor icon (E) you wish to define and select "Switch Region Content".
5. The "Choose Region Content" window will render. "Choose" > "Existing"

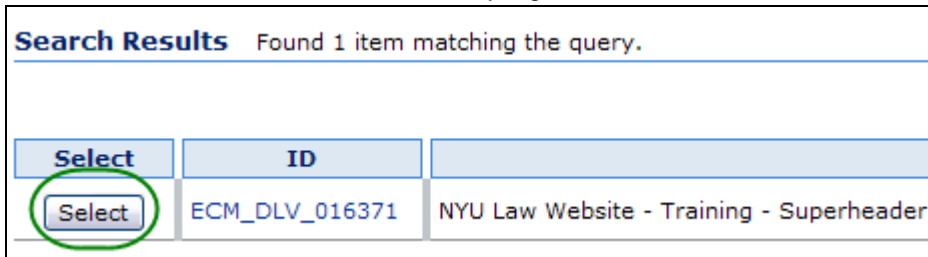


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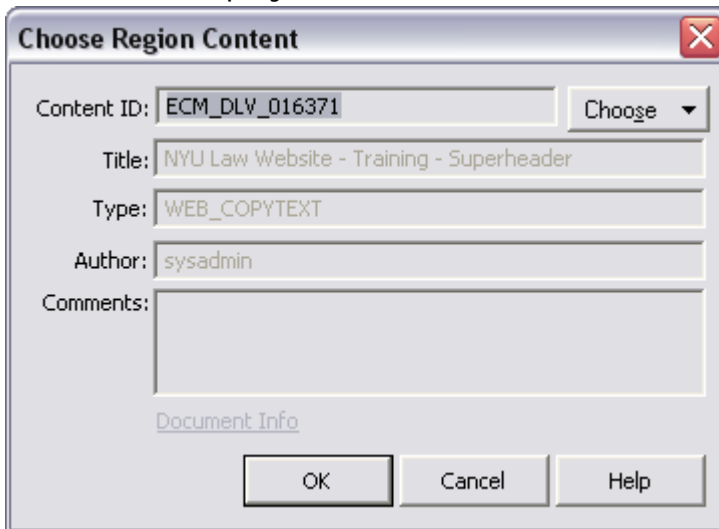
6. The Content Server Dialog window will render. Perform a “Quick Search” for the existing file by pasting the Content ID directly into the field and clicking the yellow “Quick Search” button.



7. Once the search results have displayed, click on the “Select” button.



8. You will return to the “Choose Region Content” window with the existing file information displayed. Click on “OK”.



8. Manually refresh your page. 
9. You will see the content from the existing data file displayed on your page.

