

## Secondary Pages

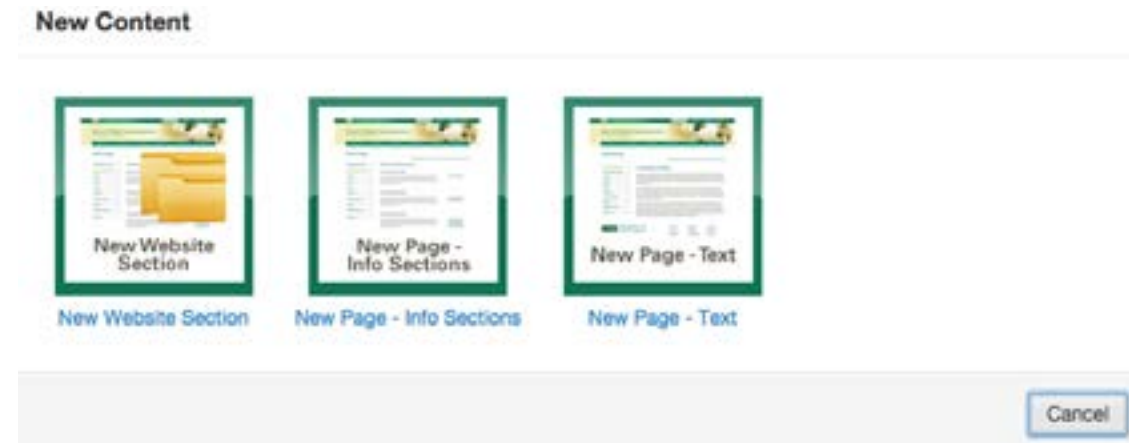
The system is configured with templates, which are utilized to create new sections and pages. These templates allow for the pages to be configured uniformly and have a consistent look and feel. The available templates will depend upon the structure created by the administrators.

To create a new section or page, click either the **New button or the arrow**. Clicking the arrow will provide a quick look at which templates are available, while clicking the New button will provide a larger view.

### Quick View



### Large View



The section template(s) will contain all of the necessary files to make the pages within the new directory render correctly.

Each selection will present its own properties, which must be completed in order for the page or directory to be configured. Complete the requested information.

**Important Note: Remember to keep the extension of .pcf when naming files. If this extension is changed, the page will not render properly. Header, footer, and styles will not be available.**

## Creating a New Website Section


1. Navigate to the directory that you would like to add a New Website Section to.
2. Click either the **New button** or the **arrow**.
3. Choose **New Website Section**.
4. Enter New Website Section Name. This will be the section that contains all of your secondary pages and will have its own side navigation. For example, on the main USF website, About USF is considered the “website section”; WebTools is the secondary page that lives in that section. Name your website section using all lowercase and separate words with dashes (i.e. about-usf). Remember, this text also becomes part of your URL.
5. Enter Section Title. This is the text that will display at the top of all the pages within this section and will automatically be used in the breadcrumbs.
6. Choose which page template you want to use for this page. You can select either an info section page or a text page.
7. Choose whether you want the new page to appear in the side navigation.
8. Click **Create**.


**New Page**

New Website Section Name   
*Enter the name of your website section. All lowercase. Separate words with dashes.*

Section Title   
*Enter the text that will display at the top of your webpage.*

Content Title   
*Usually found in the title bar for the browser window; also commonly used as default bookmark text.*

Choose Website Section    
Index Page Template *Choose a template for your index page.*

Add Page to Side Navigation?    
*Add the page to the side navigation file automatically.*