New Content

New Content Overview

Content can created and managed within the Pages list view of the CMS. By navigating to **Content > Pages**, a user with the proper authority may create new pages, sections, folders, and other types of content. 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 depend upon the structure created by the administrators. For more information about setting up templates, please see:

Templates

The templates available for creating new content are dependent upon the implementation and the access settings as configured. Templates are specific to the institution, and examples given may vary from new page to new page, as well as from institution to institution. Note that the template choices below are examples and may not be the same template options offered by the institution, and do not include every conceivable template. Also, different sets of templates may be available in different folders.

New Folder vs New Section

The difference between creating a new folder and creating a new section is that when creating a new section the template can be configured to create new pages as well. The basic New folder tool generally should not be used to create new directories that will contain web pages, as the support files are not created when selecting the New Folder checkbox. This will lead to error message as the supporting pages needed by the XSLs will not be available. The most common use of the New Folder checkbox is when users need a directory to contain images, PDFs, Word docs, or other non-web page files. For this reason, it is generally recommended to use template groups to allow administrators to repress the ability to have empty folders created in directories, as often times users can become confused between the basic (built-in) New Folder tool and new section templates (which create folders and files).
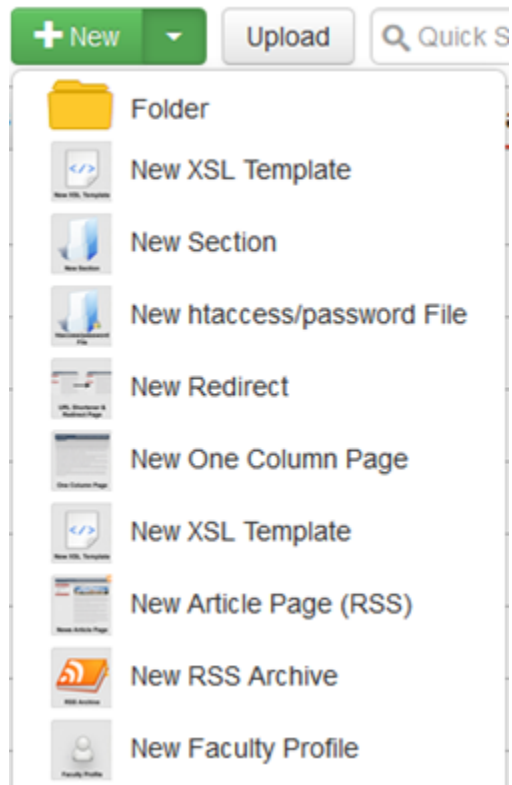
Creating New Content

New pages and directories can be created by clicking the New button or the drop-down indicator next to New from within the folder structure.
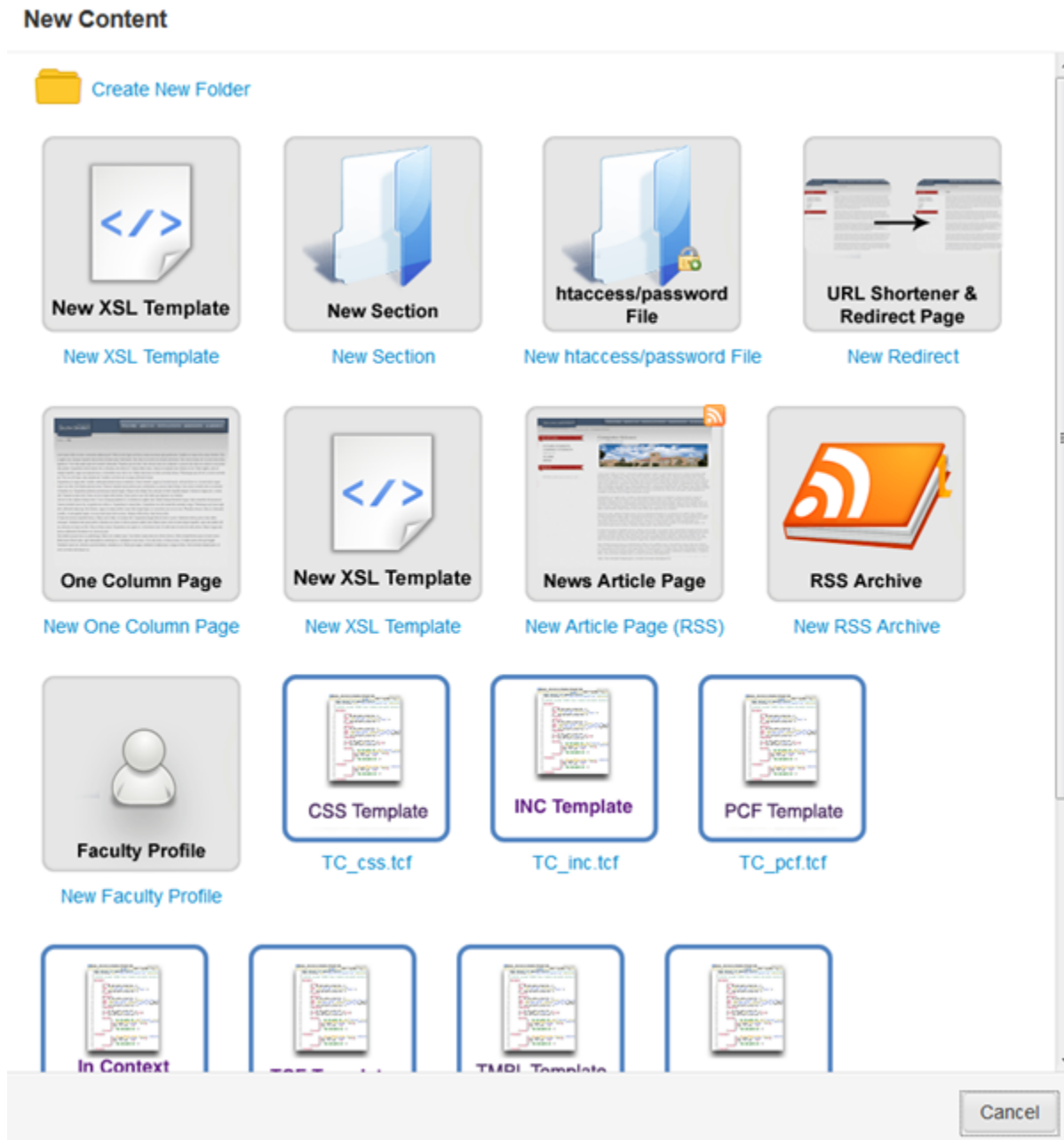

Similar options are available between clicking the New button and clicking the drop-down indicator. Note that the option to create a folder is unavailable when the New button is used, and that the user is navigated away from the directory structure to a new screen.

Example of New Content Options from Drop-Down

Example of New Content Dialog

New Content

Create New Folder

New XSL Template	New Section	htaccess/password File	URL Shortener & Redirect Page
New XSL Template	New Section	New htaccess/password File	New Redirect

One Column Page	New XSL Template	News Article Page	RSS Archive
New One Column Page	New XSL Template	New Article Page (RSS)	New RSS Archive

Faculty Profile	CSS Template	INC Template	PCF Template
New Faculty Profile	TC_css.tcf	TC_inc.tcf	TC_pcf.tcf

In Context	TCF Template	TMPL Template	

Cancel

An implementation will typically include at a minimum:

- Create a **New Folder**. Folders are for binary files and are not the same as creating a new directory. A folder can be created to contain binary files, such as images and PDFs. A folder can only be created from the drop-down indicator, and not from clicking the New button.
- Create a **New Section**. The New Section option creates a new content-based directory. The new section template will contain all of the necessary files to make the pages within the new directory render correctly.

When creating a new section, navigate to the parent directory where the new section will be contained. If **New Section** does not appear, contact the administrator.

- Create a **New Page**. A new page can be created by clicking on the appropriate template for the type of page. Note that administrators can restrict the type of templates available for the directory, and that users may not have a choice in template type.

UT Tyler Support

UT Tyler Web Communications Support: uttyler.edu/web/

UT Tyler OU Campus support: uttyler.edu/oucampus/

Contacting the UT Tyler Web Team: web@uttyler.edu