

## Parts of a Webpage

The UNBC website is made of thousands of Webpages. If you would like to add a new page to your site then you will start by creating a Webpage. Here is an example of a standard Webpage:

### Section Heading

This is the Section under which this page lives.

### Menu

This is the menu for the Section shown above.

### Events/News Module

These items display events and news announcements relevant to your section. You will have the ability to create and edit these through **Event** and **News Item** content types.

### Our Alumni

Our Alumni feature alumni from this Section or department.



### Navigation

### Image Rotator

Many webpages have an image rotator at the top right hand corner.

### Webpage Title

In this example, "Department of Mathematics and Statistics" is the Title of this Webpage.

You will be able to edit or create this title in the **Title** field found in the edit mode.

*Note that this title will also determine the URL of this page.*

### Content

The content you create for your Webpage will show up in the area below the image rotator and to the right of the menu.

### Support UNBC

This button links to the Giving section where visitors can make a donation to UNBC.

### Apply Now

This button links to the Apply to UNBC section.

— Web Editors can edit and create this content.

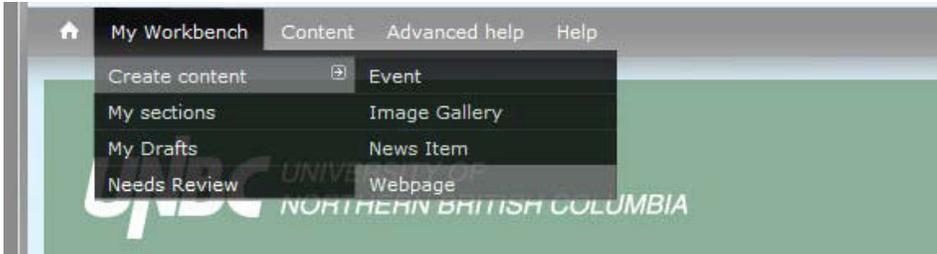
- - - This content is moderated by the Communications department. Changes can be requested through Livetime.

## How to Create a Webpage: Step-by-step

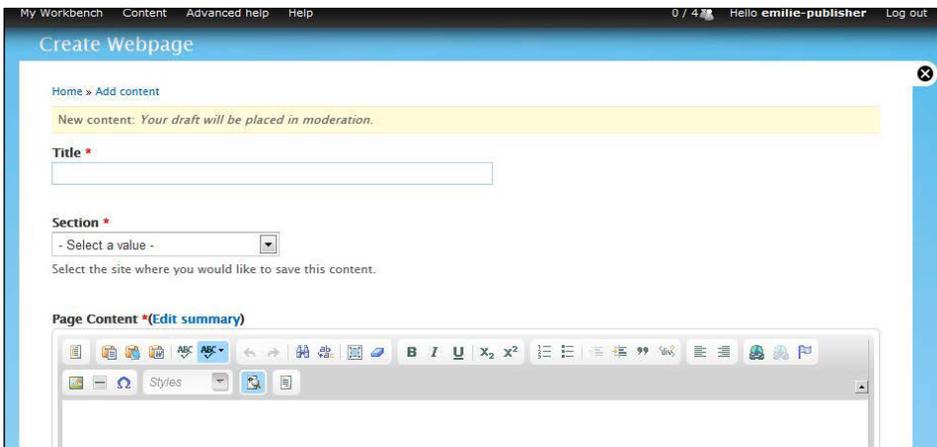
When logged in to Drupal, you can access the tools to create a new webpage from anywhere across the UNBC website through the black editor toolbar.

### Step 1: Open the “Create Webpage” Form

In the black toolbar at the top of the page, under My Workbench > under Create content > select Webpage



This brings you to the **Create Webpage** view. Here you will have a series of fields to fill out.



### Mandatory Fields

The fields marked with a red asterisk\* are mandatory, if the page is saved without filling in one of those fields then it will not save and will direct you to fill out the missing field.

### Step 2: Give your Webpage a title

The title will appear above the content & below the image rotator.



### Titles & URLs

The title will also define the URL for your new page. For example if your new page in the **Education** section is titled **Course Materials**, the URL for the page will be **unbc.ca/education/course-materials**.

### Step 3: Select your Section

Under the **Section** field, choose the site where your new webpage will belong.



### Sections

A webpage can only belong to one section of the UNBC website.

### Step 4: Create a Webpage Summary

Next to **Page Content**, click **Edit summary** to write the summary.



Once you click **Edit summary**, a field will appear where you can enter your Webpage's summary:



In this Google search, the Summary shows up below the title of the search result:



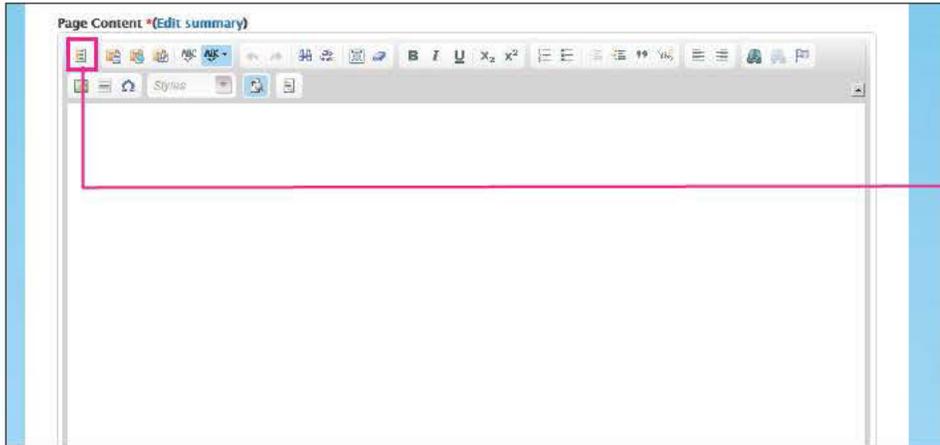
### Search Results

The summary will show up when your page is the result of a search on Google or the UNBC website.

*\*If no summary is defined, search results will display the first 25 or so words on your webpage by default.*

### Step 5: Add Content

The **Page Content** field is where you can edit and create content. You can select a template, add images and text, add links to webpages and documents, and much more. We will go into detail on the WYSIWYG editor in further documents.



### WYSIWYG Editor

The Page Content field uses a WYSIWYG editor for content creation.

WYSIWYG stands for **What You See Is What You Get**.

### Step 4a: Templates

The **Templates** tool is the most important tool in the WYSIWYG editor. **Anytime** that you add in content, it must be placed in a Template.

The **Inline Image** and **Document** fields allow you to upload images and documents to your webpage.



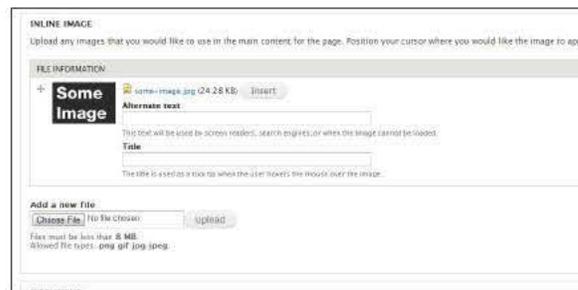
### Inline Images

Inline images are pictures included among the text and other content on your webpage. Accepted file type and size limits are indicated.

### Documents

Documents included in a webpage range from Word doc or PDF files, to spreadsheets, powerpoint presentations and more. Accepted file types and size limits are included.

Once you upload an image you will see a preview of that image along with fields for **Alternate text** and **Title**. It is very important to fill in these fields for accessibility. The option to upload more images appears below as **Add new file**.



Similarly, when uploading a document, the document's name appears with a field for its **Description**. You can also add new documents below.



The **Description** is the text that will be linked to the uploaded document.

### Step 6: Insert Keywords

**Keywords** are a series of single or multiple words that relate to your page specifically. They are useful because search engines like Google or the unbc.ca search field will use these words as hooks to find your content.

When entering keywords, separate them by using a comma. *For example, a page about careers in mathematics would write out their keywords like this: Math Careers, careers in mathematics, jobs, math jobs.*

### Keywords

To choose appropriate keywords, think of what a user might enter in the Google search bar to find your content. These entries are what your keywords should be.

If you need help identifying appropriate keywords, the Communications Office has a binder of data on hundreds of keywords used across the UNBC website.

### Step 7: Write a Revision Message

Enter a **Revision log message** to keep track of the changes you make when editing a draft. You will see this message if you choose to look back at older versions of a webpage.

### Step 8: Save

You can choose to save your Webpage as a **Draft**, **Published** or **Needs Review**. Under **Moderation State**, choose how you would like to save.

**Draft:** Webpage is saved but no changes will appear on website.

**Publish:** Webpage is saved and will publish to unbc.ca.

**Needs Review:** Saved as a draft and forwarded to supervisor to be approved.

Click **Save** to save your work and preview it.

**Moderation State**

### **Step 8: Add Page to Navigation**

To help web users find your new content, the last step is to include your page in site navigation.

Contact the Office of Communications to initiate this by submitting a Livetime request at **[support.unbc.ca](mailto:support.unbc.ca)**. Please include the URL for your new page in your request.

## How to Create a Webpage: Summary

Home > Add content:

New content: Your draft will be placed in moderation.

**Title \***

**Section \***  
- Select a value -  
Select the site where you would like to save this content.

**Page Content \*(Edit summary)**

Enter the main content for the page. This will appear under the page title.

**INLINE IMAGE**  
Upload any images that you would like to use in the main content for the page. Position your cursor where you would like the image to appear, then press the insert button to add the image into the main content.

**DOCUMENT**  
Upload any documents that you would like to use in the main content for the page. Position your cursor where you would like the document download link to appear, then press the insert button to add the download link into the main content.

**Keywords**  
Enter the keywords for the page. Separate keywords using commas. The keywords will be used by search engines to help find your content.

**Revision information**  
New revision

**Scheduling options**  
Not scheduled

**Revision log message**  
Created by emilie-publisher.

Provide an explanation of the changes you are making. This will help other authors understand your motivations.

**Moderation state**  
Current: Draft  
Set the moderation state for this content.

Save Preview

### Step 1: Give your Webpage a title

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The **Inline Image** and **Document** fields allow you to upload images and documents to your webpage.

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### Step 7: Save

You can choose to save your Webpage as a **Draft**, **Published** or **Needs Review**. Under **Moderation State**, choose how you would like to save.

Click **Save** to save your work and preview what it will look like.