Creating Pages, Articles Events & Polls
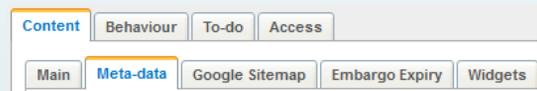
Index:

Content Pages

To create a content page you will need to choose create in your pages tree and select Content Page from the dropdown and click the go button, your page will be created and opened.

Content > Main

This page contains the main content for your new content page, Fill in the page Name, the navigation label(The Name that will appear in the main menu), choose the review date(This will be the date that you want the page to be active from) and add the content for your page(Text, Images and videos, anything you would like your visitors to see on this page.)

Content > Meta-Data

This is the part of your page that search engines will see, it's always best to make sure that this page is well looked after. Guidelines for best performance can be found on the One Suffolk website, under the help with creating your website page.

The URL is the address that is used to access your page, Title is the main descriptor for your site, this will show up in search engine, search results. The description will show up in search engine results underneath your title take a look at guidelines to learn more. The keywords block is something that search engines no longer use so it's not necessary to add any keywords. Custom meta-tags are for advanced users of the site, and are rarely used.

Content > Google Sitemap
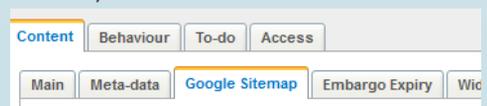
The google sitemap page controls how important the selected page is, 1 being very important(Usually for Home Page), and 10 being the least important.

Content Pages

Content > Embargo Expiry

This controls the date and time range that your page will be active for, unless this is necessary we recommend leaving blank.

Content > Widgets

See the widgets user guide on the One Suffolk, help with creating your website page.

Content > Category

This will allow you to choose a category for the page you can select as many as you would like to, but this is usually not necessary for content pages, it is a feature that is more catered to Events and Blog Articles.
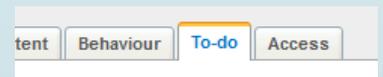
Content > Location

This section will allow you to assign a location to the current page, this is usually used when a google maps frame is needed on the page.

Behaviour
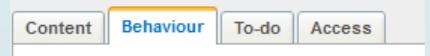
This section allows you to change the page type, the page location in the menu, choose a parent page, show in menu's, show in search, allow comments.

To-Do

Create notes for the pages, this section will not be published to the site.

Access

This is where you will choose how your website will be seen. The best settings are "Anyone Can View This Page", and Anyone that can log into the CMS can edit this page.

Security Access

There may be scenarios where you want to give people access to edit certain pages within your website.

To do this follow the step by step instructions below.

- ➨ Go to Security along the top
- ➨ Under Security Groups along the left hand side click Create and give your group a name in the Group Name box
- ➨ Click Save
- ➨ Click on the group you have just created and click Add Member
- ➨ Complete the First Name, Surname, Email Address, Password & Confirm Password fields and then click Save
- ➨ Click on Pages
- ➨ Click on the Page you want to secure
- ➨ Click on the Access tab and under "Who can edit this page" click "only these people" and select the box of the group you created in point 4.
- ➨ Click Save and Publish

Article Holder Page

To create a Article holder page you will need to choose create in your pages tree and select Blog Holder from the dropdown and click the go button, your page will be created and opened.

Content > Main

This page contains the name and navigation label for your blog holder page, and lets you decide how many articles to show. Fill in the page Name, the navigation label(The Name that will appear in the main menu), choose the review date(This will be the date that you want the page to be active from) and choose the amount of articles that you would like to display on each page.

Content > Meta-Data

This is the part of your page that search engines will see, it's always best to make sure that this page is well looked after. Guidelines for best performance can be found on the One Suffolk website, under the help with creating your website page.

The URL is the address that is used to access your page, Title is the main descriptor for your site, this will show up in search engine, search results. The description will show up in search engine results underneath your title take a look at guidelines to learn more. The keywords block is something that search engines no longer use so it's not necessary to add any keywords. Custom meta-tags are for advanced users of the site, and are rarely used.
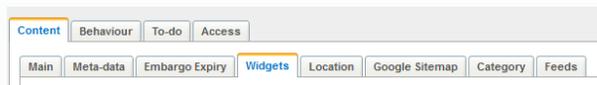
Content > Embargo Expiry

This controls the date and time range that your page will be active for, unless this is necessary we recommend leaving blank.

Article Holder Page

Content > Widgets

See the widgets user guide on the One Suffolk, help with creating your website page.

Content > Location

This section will allow you to assign a location to the current page, this is usually used when a google maps frame is needed on the page.

Content > Google Sitemap

The google sitemap page controls how important the selected page is, 1 being very important(Usually for Home Page), and 10 being the least important.

Content > Category

This will allow you to choose a category for the page you can select as many as you would like to, but this is usually not necessary for Blog Holder Pages, it is a feature that is more catered to Events and Blog Articles.

Content >Feeds

This will allow you to add one or multiple RSS feeds to your page, you will need to enter the URL for the Feed and A name. The RSS Feed will be formatted to be look like other content on your site.

Behaviour

Same as Content Pages

To-Do

Same as Content pages

Access

Same as Content pages

Articles

To create an Article you will first need to choose a holder page, then click create in your pages tree and select Blog Article from the drop-down menu and click the go button, your Article will be created and opened.

Content > Main

This page contains the content for your article. Fill in the page Name, the navigation label(The Name that will appear in the main menu), choose the review date(This will be the date that you want the page to be active from), the published Date(the date that you would like to show as published on the article.), Choose the Author for your article, give your article some tags(Always a good practice, as it creates an easy way for users to navigate through the articles on your website.) and give some content to your article(Text, Images or videos).

Content > Meta-Data

This is the part of your page that search engines will see, it's always best to make sure that this page is well looked after. Guidelines for best performance can be found on the One Suffolk website, under the help with creating your website page.

The URL is the address that is used to access your page, Title is the main descriptor for your site, this will show up in search engine, search results. The description will show up in search engine results underneath your title take a look at guidelines to learn more. The keywords block is something that search engines no longer use so it's not necessary to add any keywords. Custom meta-tags are for advanced users of the site, and are rarely used.

Articles

Content > Embargo Expiry

Same as Content Pages

Content > Widgets

Same as content pages

Content > Category

This area will allow you to choose and add categories to your articles to make them more searchable within your website.

Content > Location

This section will allow you to assign a location to the current article, this is usually used when a google maps frame is needed on the article.

Content > Google Sitemap

The google sitemap page controls how important the selected article is, 1 being very important(Usually for Home Page), and 10 being the least important.

Content > Image

This section will allow you to create a cover image for your article, its good for everything to have a cover image, good for your visitors to see some imagery, good for search engines because they like images. You can choose to either upload a new image or add an existing one from your library.
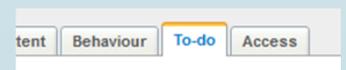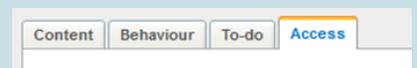
Behaviour

Same as Content Pages

To-Do

Same as Content pages

Access

Same as Content pages

Event Holder Page

To create an Event holder page you will need to choose create in your pages tree and select Event Holder from the dropdown menu and click the go button, your event holder page will be created and opened.

Content > Main

This page contains the name and navigation label for your Event holder page, and lets you decide how many events to show. Fill in the page Name, the navigation label(The Name that will appear in the main menu), choose the review date(This will be the date that you want the page to be active from) and choose the amount of events that you would like to display on each page.

Content > Meta-Data

This is the part of your page that search engines will see, it's always best to make sure that this page is well looked after. Guidelines for best performance can be found on the One Suffolk website, under the help with creating your website page.

The URL is the address that is used to access your article , Title is the main descriptor for your article, this will show up in search engine, search results. The description will show up in search engine results underneath your title take a look at the guidelines to learn more. The keywords block is something that search engines no longer use so it's not necessary to add any keywords. Custom meta-tags are for advanced users of the site, and are rarely used.
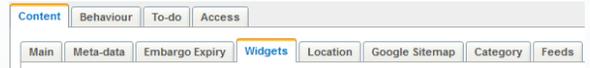
Content > Embargo Expiry

This controls the date and time range that your page will be active for, unless this is necessary we recommend leaving blank.
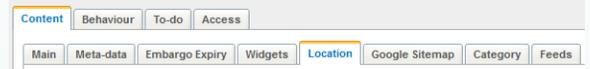
Event Holder Page

Content > Widgets

Same as content pages.

Content > Location

This section will allow you to assign a location to the current Event Holder Page, this is usually used when a google maps frame is needed on the Event holder page.

Content > Google Sitemap

The google sitemap page controls how important the selected Event Holder Page is, 1 being very important(Usually for Home Page), and 10 being the least important.

Content > Category

This will allow you to choose a category for the Event Holder Page you can select as many as you would like to, but this is usually not necessary for Event Holder Pages, it is a feature that is more catered to Events and Blog Articles.
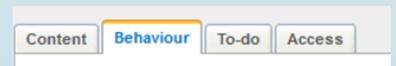
Content >Feeds

This will allow you to add one or multiple RSS feeds to your Event Holder Page, you will need to enter the URL for the Feed and a name. The RSS Feed will be formatted to be look like other content on your site.
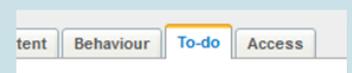
Behaviour

Same as Content Pages

To-Do

Same as Content pages

Access

Same as Content pages

Events

To create a new event you will need to select your event holder page choose create in your pages tree and select Event Page from the dropdown menu and click the go button, your event page will be created and opened.

Content > Main

This page contains the content for your event. Fill in the page Name, the navigation label(The Name that will appear in the main menu), choose the review date(This will be the date that you want the event to be active from. Choose the author for your event, give your event some tags(Always a good practice, as it creates an easy way for users to navigate through the events on your website.) and give some content to your event(Text, Images or videos).

Content > Meta-Data

This is the part of your page that search engines will see, it's always best to make sure that this page is well looked after. Guidelines for best performance can be found on the One Suffolk website, under the help with creating your website page.

The URL is the address that is used to access your page, Title is the main descriptor for your site, this will show up in search engine, search results. The description will show up in search engine results underneath your title take a look at guidelines to learn more. The keywords block is something that search engines no longer use so it's not necessary to add any keywords. Custom meta-tags are for advanced users of the site, and are rarely used.

Content > Embargo Expiry

This controls the date and time range that your event will be active for, unless this is necessary we recommend leaving blank.

Events

Content > Widgets

Same as content pages.

Content > Location

This section will allow you to assign a location to the current Event Holder Page, this is usually used when a google maps frame is needed on the Event holder page.

Content > Google Sitemap

The google sitemap page controls how important the selected Event Holder Page is, 1 being very important(Usually for Home Page), and 10 being the least important.

Content > Event Details

This is where you will put the details for your event, the date and time that your event starts and ends.

Content > Category

This area will allow you to choose and add categories to your events to make them more searchable within your website.

Behaviour

Same as Content Pages

To-Do

Same as Content pages
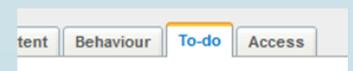
Access

Same as Content pages

Polls

To create a new poll you will need to navigate to polls in the top menu.

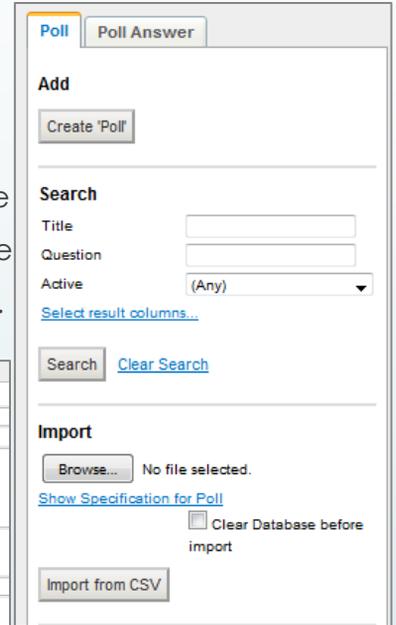| Pages | Files & Images | Reports | Security | Comments | Polls | Help |

By clicking search without any search criteria you will be able to see a list of all the polls on your website.

To create a new poll you will click the create Poll button, a new window will pop up where you will need to fill in the details for your poll.

You will have to fill in the following details:

1. The poll title
2. The Question that you would like to ask your visitors
3. And you will need to tick the active box
4. Then specify the amount of hours in between each vote the user needs to wait.

Click Add in the bottom right corner.

Then you will need to add answers for your poll to do this you will need to go to the poll answer Tab, this is where you can and an answer and view the amount of votes the answer had.
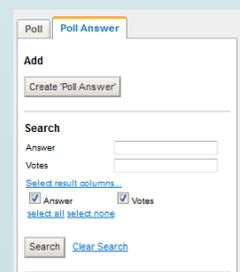
For your poll to show up on your website you will need to add a poll widget to one or more pages on your website. You can learn how to do this by reading the widget user guides on the One Suffolk Help With Creating your Website Page