


Section Footers

Last Modified on 09/02/2022 9:00 am PDT

So you've reached the bottom of the page and you're beginning to wonder what it's all worth — does anybody really scroll that far down into the abyss? Though it may seem surprising, website user trends indicate that many people go directly to the footer when they are looking for contact information, hours, location, social media accounts, or newsletter subscriptions.

To help standardize the footer across the university, a Section Footer file (named `SectionFooter.html`) contains contact information for each department. To update this file properly, there are a few key steps to follow.

 **HEAD'S UP:** Due to the higher level of impact that this file has on a department's content, the Section Footer can only be edited by `SectionAdmin` users (or higher) within a section. [Contact Us](#) for assistance.



Instructional Video

Watch this 2-minute tutorial for an initial overview of footers, or scroll below to see complete written instructions.

*Note: Click

best view.



icon for

How to Create a Section Footer

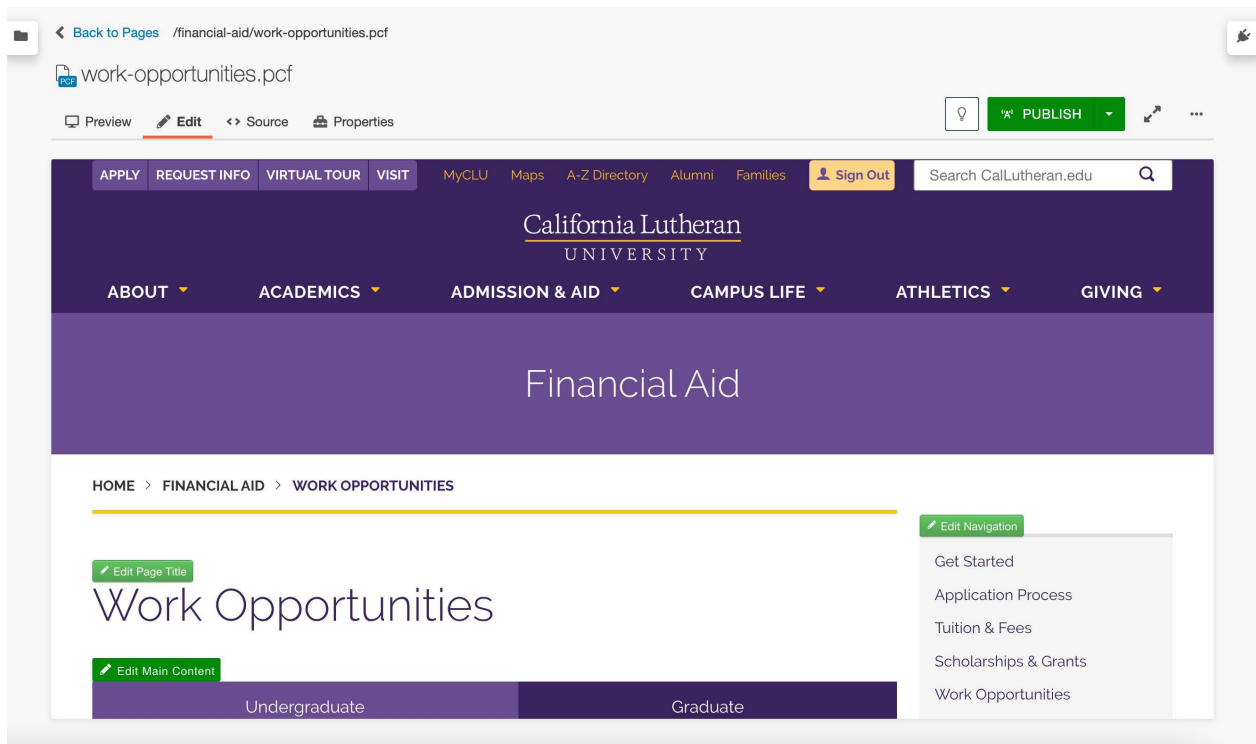
When your section of the CalLutheran.edu website is initially set up, a Section Footer file can be created by the Global Admin user who configures your pages. If your section of the website does not currently have a footer and you would like to have one, please [Contact Us](#) for this request.

How to Edit a Section Footer

Occasionally, you may need to update your Section Footer when information changes. It is important to emphasize that the content within the Section Footer file should primarily be the *contact information* for your unit (e.g., phone number, email address, campus location, mailing address, hours, social media). If you are looking to add other types of information, please consider using [Navigation Files](#) or [Section Sidebars](#) instead.

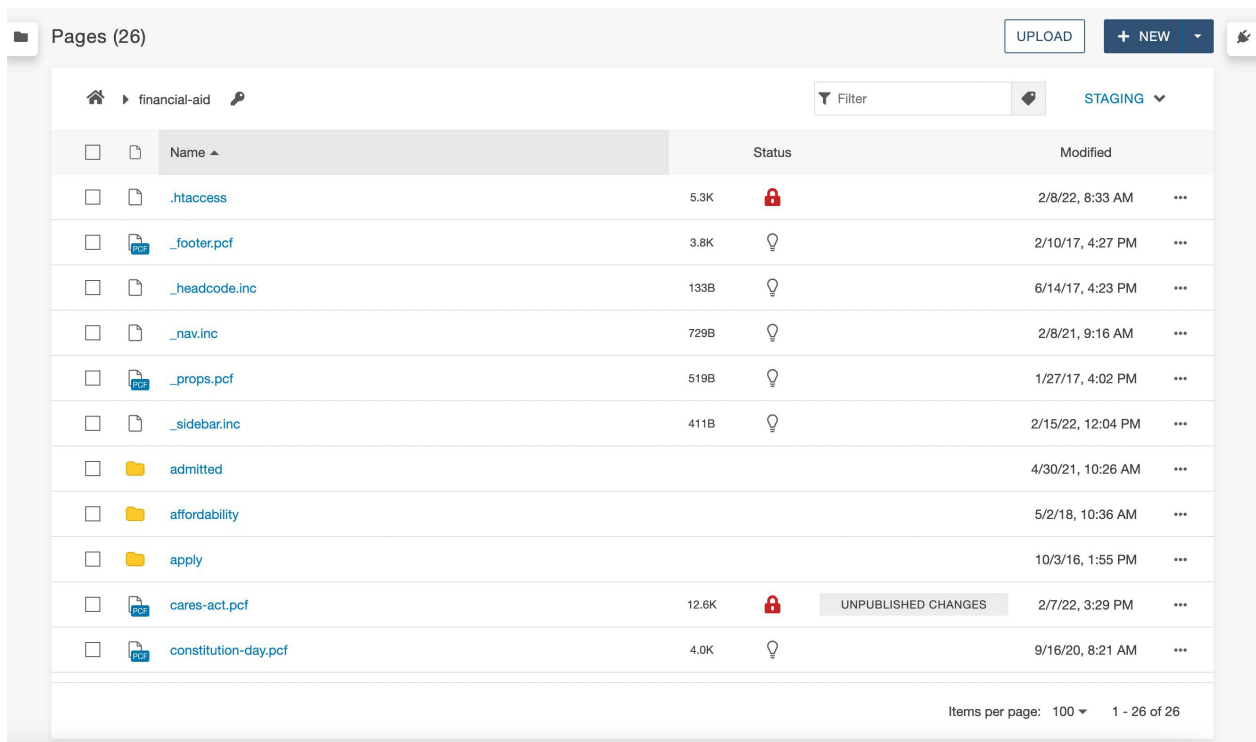
1. Go to the Landing Page for the Section

While you are [Editing a Page](#), click the [Back to Pages](#) link in the upper left corner to navigate back to the root menu item of the section's Landing Page, as seen in the example below.



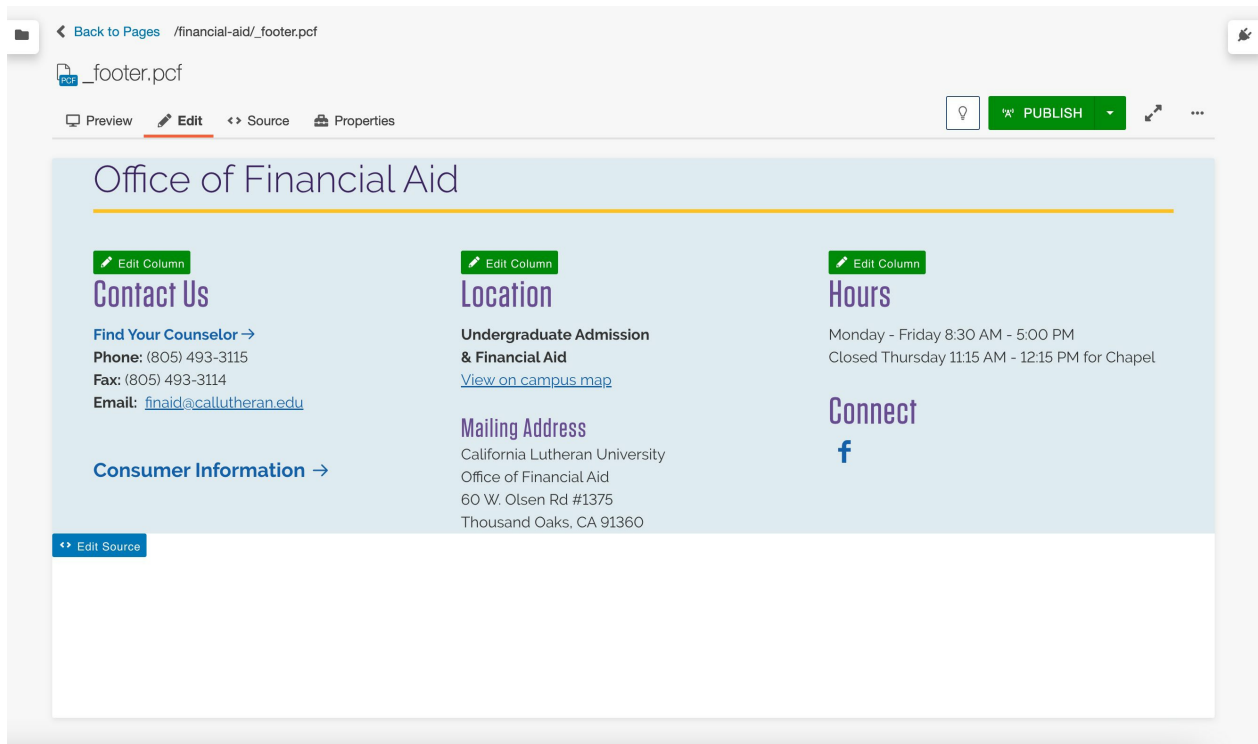
2. Open the Section Footer file

From the root menu item of the section's Landing Page, find the Section Footer file (named [_footer.pcf](#)). Click this file to open it, as seen in the example below.



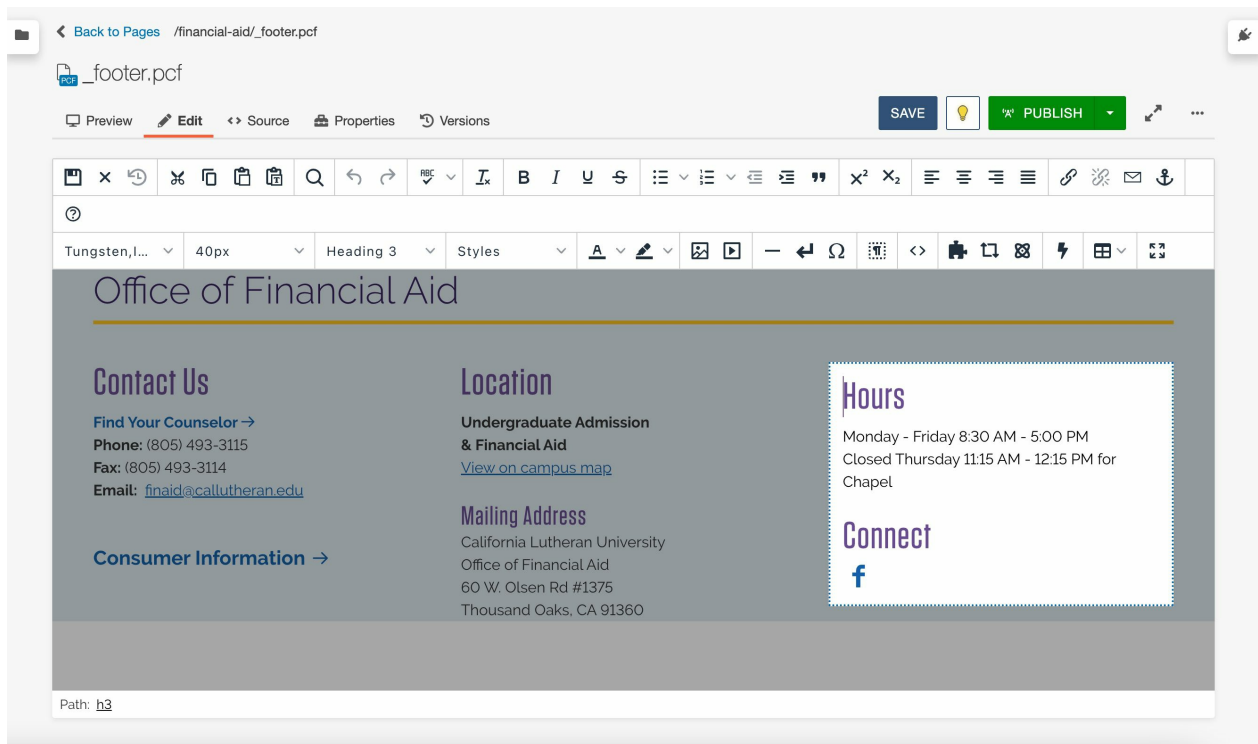
3. Click the Button to Edit Column

Once you have opened the Section Footer file, click the **Edit Column** button that corresponds with the area of content you want to edit, as seen in the example below.



4. Edit the Content

At this point, the Section Footer file is automatically "checked out" to you and you are able to edit the content within each column. Make the necessary edits, as seen in the example below.



5. Save and Publish

To update the CalLutheran.edu website with your edits, click the **SAVE** button and **PUBLISH** button. (Note that the desktop AND mobile versions will look good, as long as you maintain the column structure of the Section Footer file.) See the example below for the finished product.

Office of Financial Aid

Contact Us

[Find Your Counselor →](#)
Phone: (805) 493-3115
Fax: (805) 493-3114
Email: fnaid@callutheran.edu

[Consumer Information →](#)

Location

Undergraduate Admission & Financial Aid
[View on campus map](#)

Mailing Address

California Lutheran University
Office of Financial Aid
60 W. Olsen Rd #1375
Thousand Oaks, CA 91360

Hours

Monday - Friday 8:30 AM - 5:00 PM
Closed Thursday 11:15 AM - 12:15 PM for Chapel

Connect



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