

Sub-Sections

Last Modified on 01/31/2025 10:22 am PST

When a section of the CalLutheran.edu website spans many pages, it can be useful to create a sub-section. Though it can be tempting to create a sub-section frequently, it should only be done when there are no other options to condense related content. Because a sub-section adds an extra level of navigation within a section, it increases the complexity of the user experience and should be used sparingly.

Head's Up: Due to the higher level of impact that this action has on university content, a sub-section can only be created by **Section Admin** users. [Contact Us](#) for assistance.

How to Create a Sub-Section

As seen in the example below, a sub-section organizes a group of common pages in the [Navigation](#) menu on the right side of the screen.

To create a sub-section, follow the below instructions:

1. While you are [Editing a Page](#), click the [Add Sub-Section](#) link in the upper left corner of the page. Then, click the [Add Sub-Section](#) button and choose the [Add Sub-Section](#) option.
2. **Directory Name** must be lower case, with dashes only (i.e., no spaces).
3. **Friendly Name** will pre-populate the [Section Properties](#) (named **_props.pcf**) to become the **Section Title**.
4. **Page Title** will display in the Heading 1 region of the page, directly below the breadcrumb. The title should be succinct and relevant to the page content (e.g., Creating a Sub-Section).
5. **Description** is for search engine optimization. A short description of the content on the page (e.g., How to create a new interior section on the Cal Lutheran website in Modern Campus CMS).
6. **Add Navigation Item** is set to "Yes" by default and should be left as-is. This will add a link to your new section to the [Navigation](#) file (named **_nav.inc**) at the root of your section, often called the parent folder.
7. Select **Overwrite Existing** only when replacing an existing sub-section.
8. **Access Group** is set to "(Inherit from Parent)" by default. In most cases, this should be left as-is, but you may change this to your **Section Admin** group if you would like to limit access from End-Users.
9. Once you select **Create**, the wizard will create a new folder containing three new files: **index.pcf** file, **_nav.inc** file, and **_props.pcf** file.

See the below example of the **Interior Section** window when completing each field:

[< Previous Article](#)

[Next Article >](#)
