

Sub-Sections

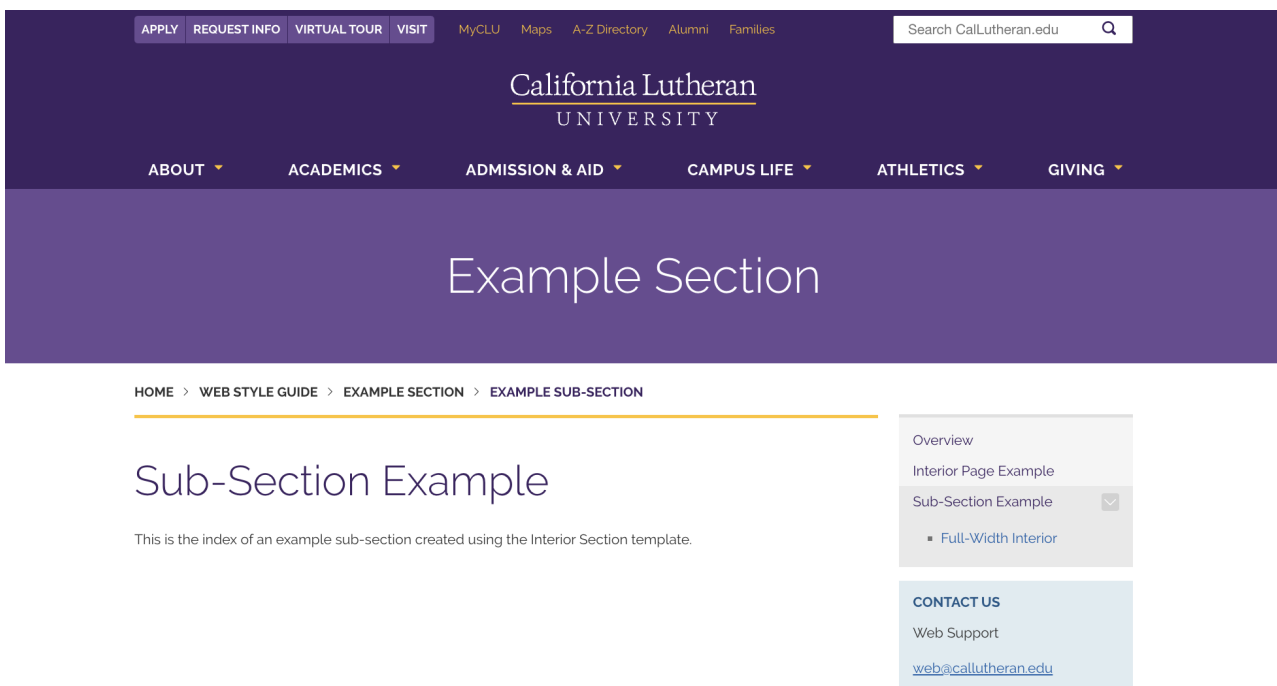
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When a section of the CalLutheran.edu website spans many pages, it can be useful to create a sub-section. Though it can be tempting to create a sub-section frequently, it should only be done when there are no other options to condense related content. 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 [System Administrators](#) 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.



The screenshot shows the top navigation of the CalLutheran.edu website. The header includes links for APPLY, REQUEST INFO, VIRTUAL TOUR, VISIT, MyCLU, Maps, A-Z Directory, Alumni, and Families, along with a search bar. The main navigation menu includes ABOUT, ACADEMICS, ADMISSION & AID, CAMPUS LIFE, ATHLETICS, and GIVING. Below the navigation is a large purple banner with the text "Example Section".

Below the banner, a breadcrumb trail reads: HOME > WEB STYLE GUIDE > EXAMPLE SECTION > EXAMPLE SUB-SECTION. The main content area features the title "Sub-Section Example" and a sub-header "This is the index of an example sub-section created using the Interior Section template." A right-hand sidebar contains a table of contents with "Sub-Section Example" selected, and a "CONTACT US" section with a "Web Support" link to web@callutheran.edu.

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

1. While you are [Editing a Page](#), click the [Back to Pages](#) link in the upper left corner of the page. Then, click the [+ NEW](#) button and choose the [Interior Section](#) option.
2. The sub-section name must be lower case, with dashes only (i.e., no spaces).
3. The sub-section name will pre-populate the [Section Properties](#) (named [Section Properties](#)) to become the [Section Properties](#).
4. The sub-section name 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. 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 Omni CMS).
6. 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) at the root of your section, often called the parent folder.
7. Select only when replacing an existing sub-section.
8. is set to "(Inherit from Parent)" by default. In most cases, this should be left as-is, but you may change this to your group if you would like to limit access from End-Users.
9. Once you select , the wizard will create a new folder containing three new files: file, file, and file.

See the below example of the window when completing each field:

Interior Section

Folder Information

Directory Name

Enter the directory name that will be visible in OU Campus and in the URL. No special characters or spaces.

Friendly Name

Enter a friendly name for the section breadcrumb. This will be displayed in the web page to site visitors.

General Page Setup

Page Title

Required Field. Enter the page title. This will also be displayed by search engines as well as the web browser window.

Description

Important. Enter a short description of the page, to be displayed by search engines.

File Configuration

Add Navigation Item

Specify if this page should be added to the navigation file automatically. Note that both files need to be published after creation.

Page Options

Overwrite Existing

If selected, this file will overwrite any existing file of the same name in the same location.

Access Group

Specify the group with rights to edit this file.