Sections

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When a new department or unit requests a presence on the website — or when special projects arise that necessitate a new area of the website — a section must be created. Every section includes an _____ file (which is usually in the format of a Landing Page), a _____ file (which stores the Section Properties), a _____ file (for the section's navigation menu), and subfolders to store documents and images. These steps walk through the creation process.

> 😡 HEAD'S UP: Due to the higher level of impact that this action has on university content, a section can only be created by _____ users. Contact Us for assistance.

How to Create a Section

1. Use the section wizard to create the folder, _____ file, _____ file, _____ file, and subfolders to store documents and images.

2. Using available templates, create the section footer (_____ file) and sidebar include (_____ file). Then, publish everything. (Note: if these templates are not available, make sure that the _____ option for the folder is set to _____ instead of Interior.)

3. Update the Directory Variables [section-home, navigation-start, section-include-status (on/off) and section-include (if on)].

4. Check homepage to make sure all includes and settings are applied. Update _____ to change breadcrumb or hero text as needed.

5. Add homepage hero images (these are saved in the path of _____).

6. Create section end-user and admin group (e.g., SOM and SOM Admins).

7. Apply end-user group (e.g., SOM) recursively to folder through Access settings (same place as _____)

8. Apply admin group (e.g., SOM Admins) to _____, _____, _____, _____, and _____ files, as applicable. This step may be repeated when sub-sections are created.

9. Apply template group (Interior) recursively to folder through _____ settings.

10. Create an images and documents folder using the plain folder icon.

11. Update the default image path _____ to point to the local images folder (_____). This variable does not affect the _____ file chooser used for hero images.

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