

govAccess/vision CMS: Page Template Hacks

Have you ever opened the Configurations drop down, visited Page Templates, and wondered " why are there so many templates called Basic Page (copy)"? You are not alone! Super Users in the CMS have the power to add widgets to pages, but often overlook the process to change the Page Template name. This can cause confusion when your CMS users are making an attempt to build new pages and choosing the perfect page template. Technical Trainer and Content Strategy Specialist - Brian Pope has some great tips that you can use to fix the template problem with a few pro tip hacks you can implement immediately.

Objective of training:

1. Learn how to build a Page Template from scratch
2. Learn how to add widgets to a page that already exists and properly change the name of the Page Template
3. Learn the tips to rename Page Templates in the system
4. See Brian's "Hacks" to build a Blank Template- (Ready to customize at the page level)

Build a Page Template from scratch-

1. Go to Configurations drop down-> Select Page Templates
2. Select the green button ADD PAGE TEMPLATE
3. Build the initial details of your Page Template-
 - a. Name your new template
 - b. Select the layout (number of columns of your choice)
 - c. Which Content Groups will be able to use it
 - d. Describe your new template so others know what widgets are on the template/ what is the purpose of the template
4. Select the green button SAVE AND CONFIGURE WIDGETS
5. Add widgets to your page template and PUBLISH- now you can build a new page with your new page template

Add widgets to a page that already exists and properly change the name of the Page Template-

1. Locate the page that you want to add a new widget to, then in the Action Menu of that page select Edit Design
2. On the left side of the page there is a tool bar with icons, select the Widget Library icon that looks like 3 bullet points
3. Drag the first widget you want into the page, when released an orange box will appear in the center of the screen select the grey link "Rename Page Template"
4. Rename the page template and give it a thorough description
5. Add more widgets to the page and PUBLISH

How to rename a Page Template if you missed the chance with the orange box-

1. Go to Configurations drop down-> Select Page Templates
2. Find the Page Template you want to rename, in the Action Menu select Edit Information
3. Change the name of your Page Template and give it a good description

Tips to rename Page Templates in the system

- If the page template will only be used for 1 page- rename the Page Template with Z- Name of page and remove the check marks for all unnecessary Content Groups
 - Example- City Council Meetings Page Template = Z- City Council Meetings Template
 - Why? This drops the template to the bottom of the alphabetized list of templates and out of your view and other Content Groups no longer can accidentally use it
- If the Template is going to be used by many Content Groups- Give the Page Template an easy to understand name that also has a Special Character in the title to raise it up Alphabetically
 - Example- Standard Interior Page with Accordion widget and Image Buttons = __Standard Interior Page with Accordion widget and Image Buttons
 - Why- It tells the CMS user what widgets are on the page, so they know what they are building

Brian's "Hacks" to build a Blank Template- (Ready to customize at the page level)

- Build a "Blank" Page Template for every Page Layout

- This will allow you to start building a Page in the Pages Component and drag the widgets to the page and begin setting the page up right away.

HOW:

1. Go to Configurations drop down-> Select Page Templates
2. Select the green button ADD PAGE TEMPLATE
3. Build the initial details of your Page Template-
 - a. Name your new template (__Blank Page- 1 Column Layout)
 - b. Select the layout (number of columns of your choice)
 - c. Which Content Groups will be able to use it
 - d. Describe your new template so others know what widgets are on the template/ what is the purpose of the template
4. Select the green button SAVE AND CONFIGURE WIDGETS
 - a. Do not add widgets to the page template- Select PUBLISH
5. Do this for all Layouts
6. Build a Page in the Pages Component that uses each Page Template you created, name the Page using the Page Template Name, and Expire the page- then select PUBLISH

Now you can build a new page and add widgets to that page as seen in the directions from section- Add widgets to a page that already exists and properly change the name of the Page Template.