

CREATE A NEW TESTIMONIAL (USED IN THE RIGHT SIDEBAR)

1. Select the folder the new file will be stored in.



2. Click

3. Enter the file name. Use only lower case letters and do not use spaces.

4. Enter a description of the Document. (If the new document is in a folder that is used to generate left menu navigation, the Description text will display as the left navigation links)

5. Click OK.

6. Enter the Metadata for the page:



a. Click

i) Name: Prefilled from previous window.

ii) Description: Prefilled from previous window.

iii) Start date: Leave blank

iv) Expiration date: Leave blank

v) Housing-label: assign a name that the file will be referenced by. Do not include spaces. Lower case only.

vi) Housing-sidebar: Enter the name of the sidebar items that the full page should display.

vii) Read-more: If the sidebar should open to a full page item, select yes. If the sidebar item only displays on the sidebar, select No.

viii) Click OK.

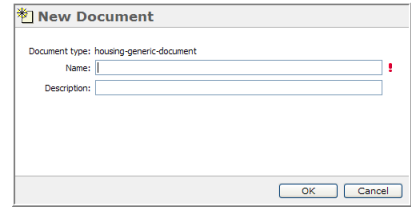
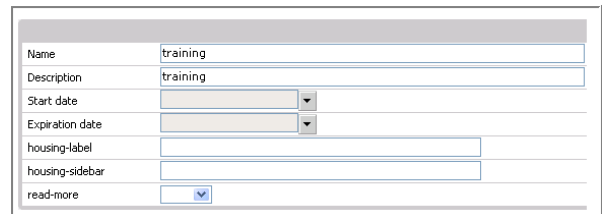
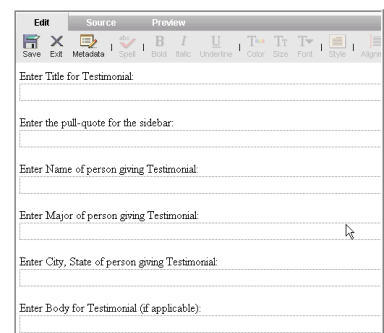
7. Enter the Title for the Testimonial.

8. Enter the pull-quote for the sidebar.

9. Enter the name of the person giving Testimonial.

10. Enter the City and State of the person giving testimonial.

11. Enter Body for the Testimonial (only applies if Read-more is yes)


A dialog box titled "New Document". It contains a "Document type" field with the value "housing-generic-document". Below it are two input fields: "Name:" and "Description:". At the bottom right are "OK" and "Cancel" buttons.A form with several fields. The "Name" field contains "training". The "Description" field contains "training". There are two dropdown menus for "Start date" and "Expiration date". Below these are two text input fields: "housing-label" and "housing-sidebar". At the bottom is a "read-more" field with a dropdown menu set to "Yes".A form with a toolbar at the top containing "Edit", "Source", "Preview", "Save", "Exit", "Metadata", "Bold", "Italic", "Underline", "Color", "Text", "Font", "Style", and "Align". Below the toolbar are several text input fields: "Enter Title for Testimonial:", "Enter the pull-quote for the sidebar:", "Enter Name of person giving Testimonial:", "Enter Major of person giving Testimonial:", "Enter City, State of person giving Testimonial:", and "Enter Body for Testimonial (if applicable):".

12. Click  .

13. Preview the page

a. Click the  tab.

14. Close the editor

a. From the Toolbar, click  .

15. **IMPORTANT:** A new sidebar topic must be entered by the UTS webteam into Collage before it can be used. When a new Testimonial is ready, send an email to webteam @du.edu and ask that the housing-label name be recorded. **THIS MUST HAPPEN BEFORE THE NEW TESTIMONIAL CAN BE USED ON A WEB PAGE!!**