

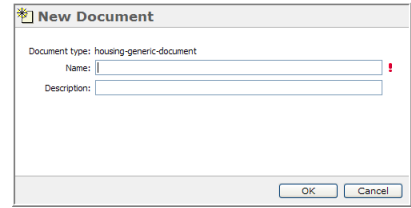
CREATE A NEW TOPIC (USED IN THE RIGHT SIDEBAR)

1. Select the topics folder.



2. Click **New Document**.

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

A dialog box titled "New Document" with a document icon. It contains a "Document type" field set to "housing-generic-document", a "Name:" text input field, and a "Description:" text input field. At the bottom are "OK" and "Cancel" buttons.

4. Enter a description of the Document.

5. Click OK.

6. Enter the Metadata for the page:

a. Click  **Metadata** and complete the form:

i) Name: Prefilled from previous window.

ii) Description: Prefilled from previous window.

iii) Start date: Leave blank

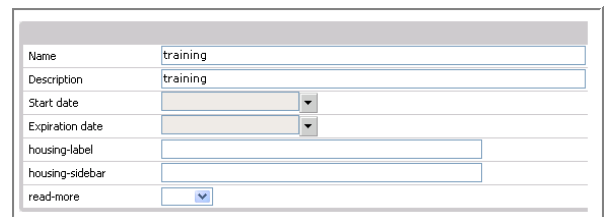
iv) Expiration date: Leave blank

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 item 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.

A form with several fields: "Name" (text input, value: "training"), "Description" (text input, value: "training"), "Start date" (dropdown menu), "Expiration date" (dropdown menu), "housing-label" (text input), "housing-sidebar" (text input), and "read-more" (checkbox, checked).

7. Enter the Title for the Topic.

8. Enter the teaser text for the sidebar.

9. Enter the image for the sidebar (must be 145 pixels wide).

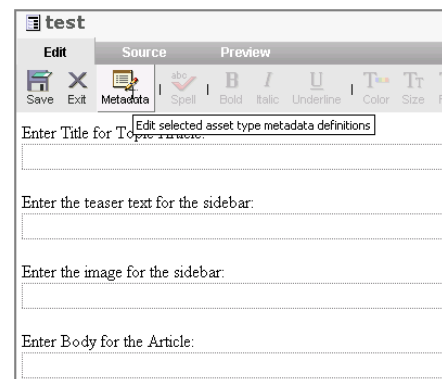
10. Enter Body for the Article (only applies if Read-more is yes)



11. Click **Save**.


12. Preview the page

a. Click the  **Preview** tab.

A dialog box titled "test" with tabs for "Edit", "Source", and "Preview". The "Preview" tab is active. It contains a toolbar with icons for Save, Exit, Metadata, Spell, Bold, Italic, Underline, Color, Size, and Font. Below the toolbar are four text input fields: "Enter Title for Topic", "Enter the teaser text for the sidebar:", "Enter the image for the sidebar:", and "Enter Body for the Article:". A small tooltip "Edit selected asset type metadata definitions" is visible over the "Metadata" icon.

13. Close the editor



- a. From the Toolbar, click  .

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