

Create New Pages

New Page:

1. Go to your dept. page
2. Login to WebGui
3. Turn on Admin
4. Under New Content, click on Page Layout
5. Give it a Title & Menu Title
 - a. The Title will show on the window & at the top of the page
 - b. The Menu Title will show in the breadcrumb links
6. If you want the URL to be something specific, type it into the URL field (ex: public_affairs)
 - a. If you do not care, leave it blank and WebGui will create one
7. Click Save

Left Menu:

1. Under New Content (in the WebGui left menu), click on Article
2. Give it a name and menu title.
3. You can give it a URL if you want, if not, it will automatically create one. I would recommend since it is just going to be the left menu, to let WebGui create the URL.
4. Click in the description field
5. Then in the box underneath it where it has cut, copy, paste, bold, italics, etc; click on the round bullets (first item in the second line of icons)
6. Type in all the menu choices (each one should have a bullet)
7. Click Save
8. This new article will be at the bottom of the page, click in the gray bar at the top of that article and drag it into the box on the left side of the page. The box will turn black when your mouse is in it, when this happens release the mouse and the article should stay in that spot and the menu styling will be applied.

Body Content:

1. Under New Content (in the WebGui left menu), click on Article
2. Give it a name and menu title.
3. You can give it a URL if you want, if not, it will automatically create one. I would recommend since it is just going to be the left menu, to let WebGui create the URL.
4. Click in the description field
5. Enter your information
 - a. If you have the info in a Word document, highlight whatever you want and press Ctrl + C on the keyboard
 - b. Go to the WebGui page and click on the Word icon
 - c. This will bring up a new window, press Ctrl + V on the keyboard to paste the text (Right-clicking with the mouse to paste will not work)
 - d. Click Insert
6. If you do not want the title to show:
 - a. Click on the Display tab

- b. On the option of Display the Title?, Choose No
7. Click Save

Contact Info:

1. Under New Content (in the WebGui left menu), click on Article
2. Give it a name and menu title.
3. You can give it a URL if you want, if not, it will automatically create one. I would recommend since it is just going to be the left menu, to let WebGui create the URL.
4. Click in the description field
5. Enter your information
 - a. If you want the email address, clickable follow these steps:
 - i. Highlight the email address
 - ii. Click on the Insert Link button (looks like a chain)
 - iii. In the Link URL enter the following: `mailto:emailaddress@cameron.edu`
 - iv. Change email address to the actual email address
 - b. To single space lines press Shift + Enter
6. Click Save
7. This new article will be at the bottom of the page, click in the gray bar at the top of that article and drag it into the box on the right side of the page. You will want the box in the yellow area. The box will turn black when your mouse is in it, when this happens release the mouse and the article should stay in that spot and the contact info styling will be applied.

Top/Right Random Pictures:

1. If you want to use the stock random pictures that we supply. You get to choose from the following:
 - a. Campus Scenes – Top
 - b. Campus Scenes – Right
 - c. FacStaff Pics – Top
 - d. FacStaff Pics – Right
 - e. Students – Top
 - f. Students – Right
2. Under New Content, scroll down until you see Packages
3. Click on whichever one you want
4. It will appear at the bottom of your page
5. Click in the gray bar at the top of that article and drag it to the correct position.
 - a. If you chose a top package, the drag it into the box at the top of the page
 - b. If you chose a right package, then drag it into the upper box on the right side of the page (the one without a yellow background).

Commit your changes:

1. Click on Version Tags
2. Click on Commit My Changes
3. Enter a description of the changes that you made
4. Click Save

Once your changes have been approved (or denied), you will receive an email stating whether they were approved or denied. If approved, the changes will be live. If denied, there will be a reason why and you will need to fix it and re-commit.