OIT Web Services | CommonSpot Help Guide

Guide to Creating a New Page

http://www.ohio.edu

This guide will cover how to create pages in CommonSpot v6.2.

Step 1) Go to the **Subsite Administration** for the site where you want to create the page. Do this by following this example: author.oit.ohio.edu/ **subsite**/admin.cfm (This tutorial will work in the **/demo0/brad/** subsite.)

Step 2) Click the **New** menu button at the top of the **Subsite Administration** interface and choose the **Page…** button.

Step 3) Find and click the subsite where you want to create the page and click **Next**.

Step 4) Use the template gallery to pick a **category** where your template is saved and then click next **Next.**

Step 5) Find your template in the list, click on it to **hightlight it**, and then click **Next**.

Step 6) Fill in the **Create New Page** form.

Create New Page Form Details (see the guide linked here for more information on this screen):

- **Name** - the value you enter here will become the page's file name, ending with a .cfm file name extension
- **Title** - The title of the page, used within CommonSpot. This value can apear in breadcrumbs, page indexes and other built-in CommonSpot elements.
- **Title Bar Caption** - The title to appear in the browser title bar. This value is also populates the <head> tag of the resulting HTML document. Normally, the Title and the Title Bar Caption should be the same.
- **Description** - Provide a brief summary of the page's content. The value here is populates the <meta> description tag in the resulting HTML document.
- **Category** – Choose a category that could be used for finding this page later from within CommonSpot.

Step 7) Click **Next.**

Step 8) If you see the **custom properties prompt**, accept the default settings and click **Save**.

If you followed the directions correctly, your browser will navigate to your newly created page.