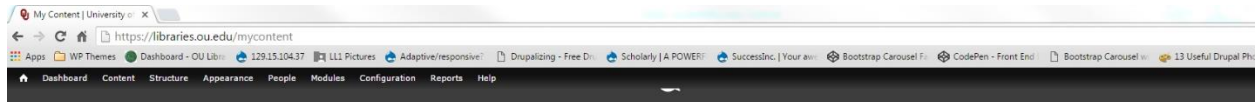


Adding a New Page

First, determine what kind of page you need to add. Is it a Service, Location, Policy, etc.? Once you decide, go to <https://libraries.ou.edu/mycontent>. This will bring you to your dashboard. Click on the name of the type of content you want to add. For this example, **Service** will be chosen.



MY CONTENT

Welcome, Caitlin Corbett

Add New Content:

• **Service**

Other Tools

E-Resource Problem Report

My Locations & Units

You have no locations or units to manage.

In Progress

Drafts

[Paragraphs Showcase Page](#)

Waiting on Approval

[edit](#)

Nothing waiting on approval.

Action Items

My Content

Too many results? Use the [Advanced Search](#) screen.

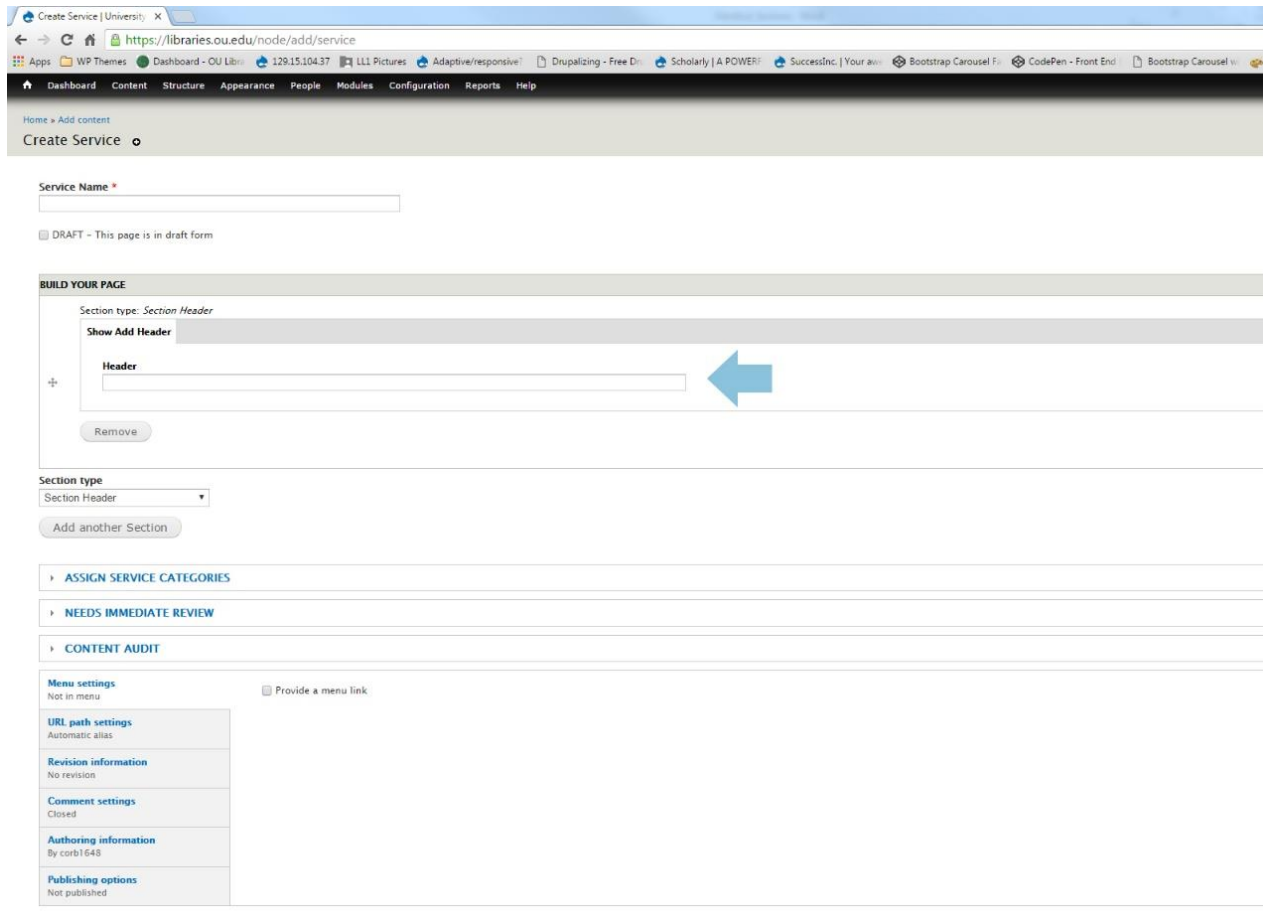
Page Title	Content Type	Revised	
Other Libraries	Basic page	05/10/2016	edit
122nd Government Documents Founding Day	Event	08/13/2015	edit
Proxy Authorization	Service	04/01/2016	edit

The next page should feature blank fields. You will see the title field, a checkbox to indicate “Draft” form, controls for adding Sections, and various options housed under the tabs below.

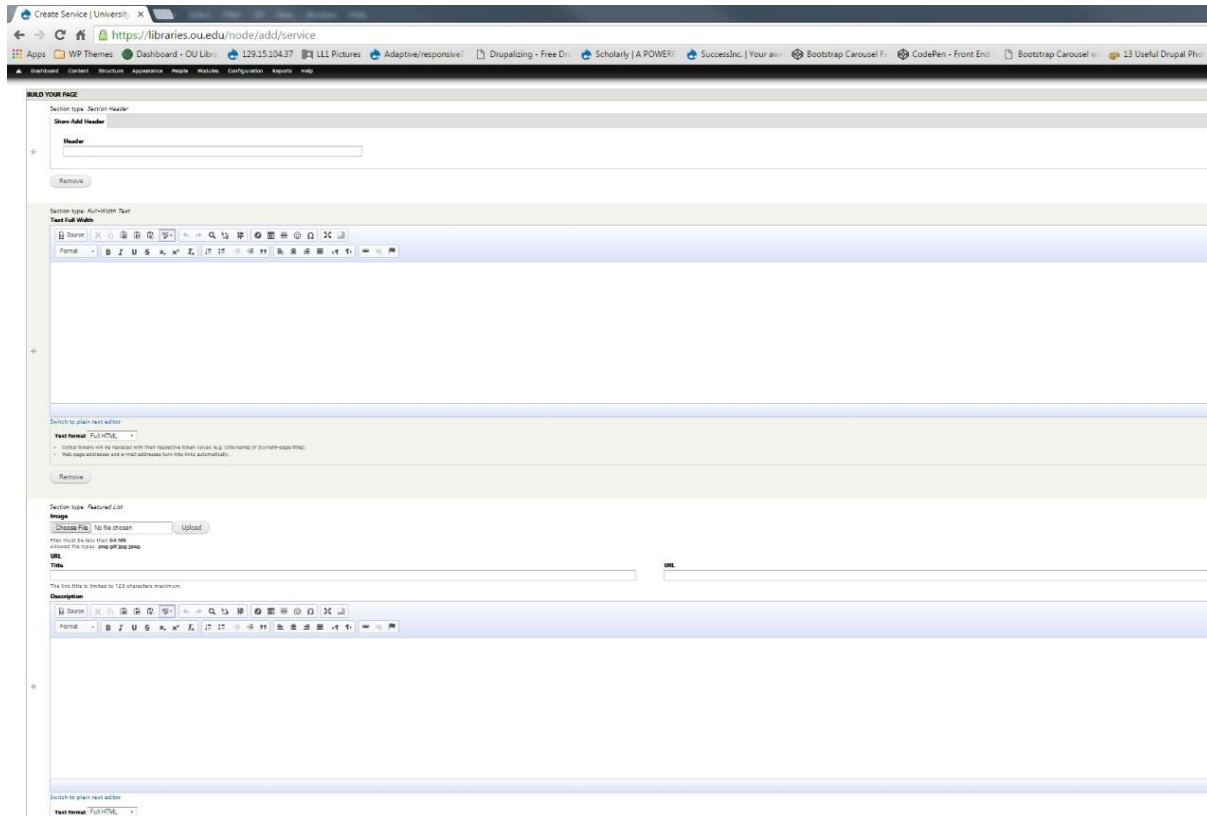
The screenshot shows a web browser window with the URL <https://libraries.ou.edu/node/add/service>. The page is titled "Create Service | University" and is part of a "Build Your Page" interface. At the top, there is a navigation bar with tabs for "Dashboard", "Content", "Structure", "Appearance", "People", "Modules", "Configuration", "Reports", and "Help". Below the navigation bar, a message states: "No Sections added yet. Select a Section type and press the button below to add one." The "Section type" is currently set to "Section Header", and there is an "Add new Section" button. The main content area is divided into several sections:

- ASSIGN SERVICE CATEGORIES:** A list of checkboxes for "Undergraduate Services", "Graduate Student Services", "Faculty & Staff Services", "Visitor & Alumni Services", and "Distance Education".
- NEEDS IMMEDIATE REVIEW:** A checkbox for "Admin has flagged this content for immediate review" with a note: "Uncheck this box once you have reviewed the content and made edits as necessary." Below this is a text area labeled "Please address the following admin comments in your review:".
- CONTENT AUDIT:** A checkbox for "The system has flagged this for annual review". Below this is a "Content Maintainer" text field and a "LAST AUDIT DATE" section with a "Date" field and an example "E.g., 06/16/2016".
- Menu settings:** A checkbox for "Provide a menu link" and a "Not in menu" text field.

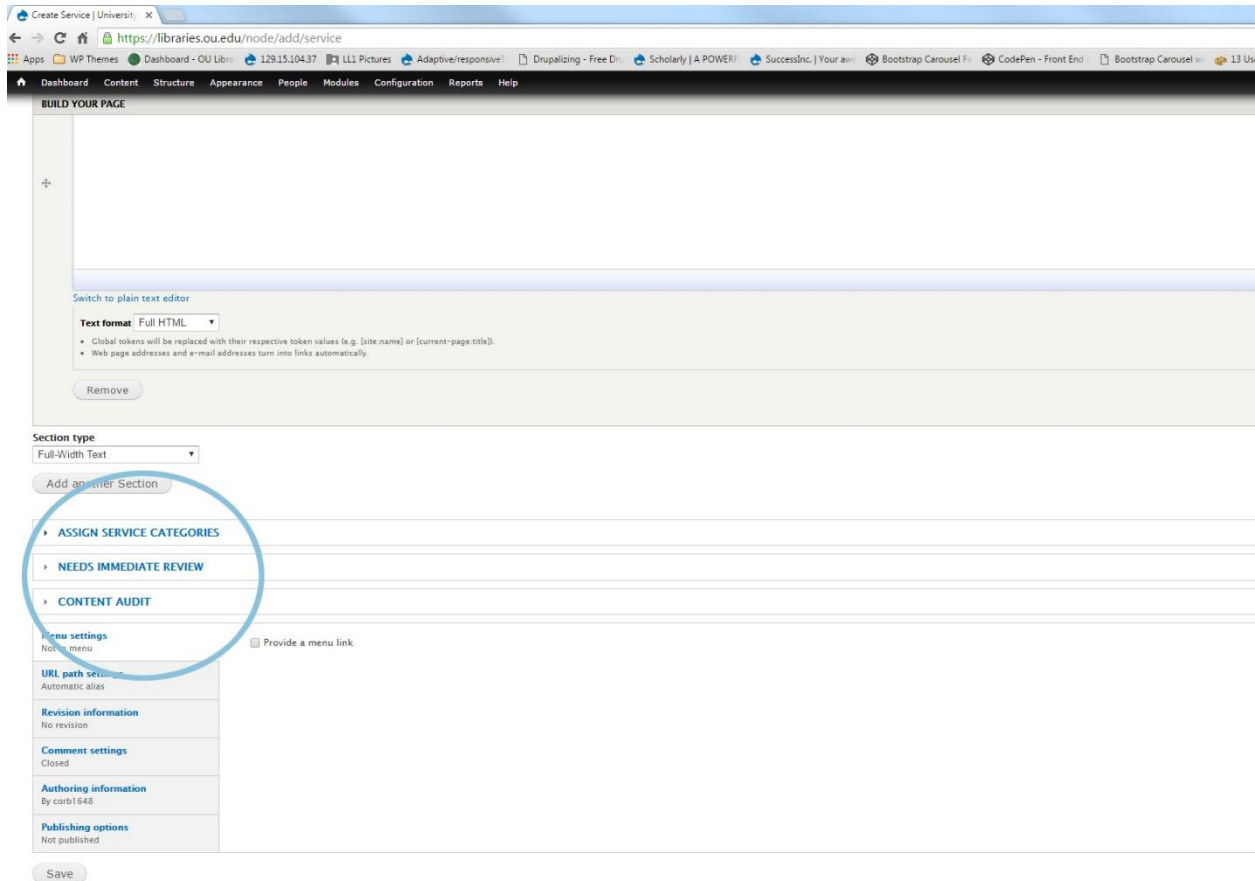
In order to enter your content, you will need to begin by adding the Sections required. You might choose to start with a Section header. Select it from the dropdown menu labeled **Section type**. Then click **Add new Section**. This produces the field for you to input your desired Header.



Please note that you can, if you like, choose all necessary Section types before editing them. You can also then drag and drop them to place them in the desired order.



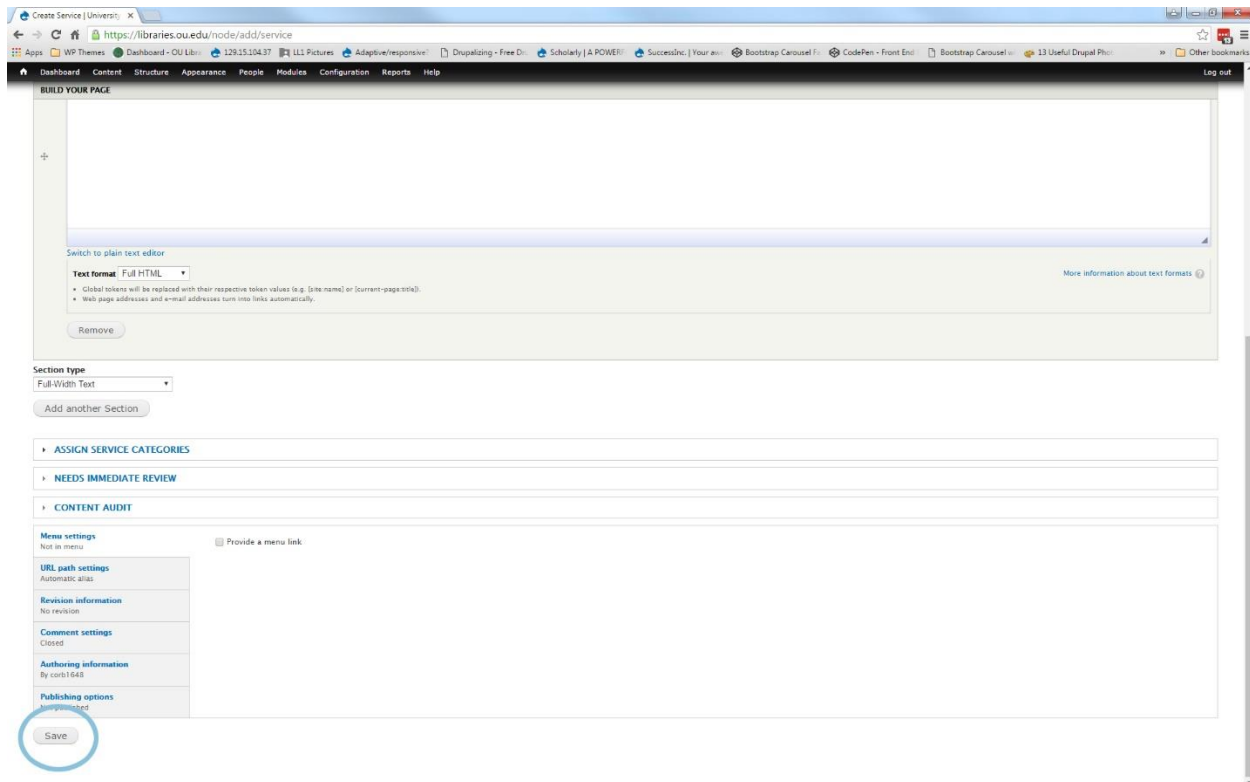
Don't forget the **tabs** below the Sections area as well. In this example, for a Service page, you will need to set which categories this particular item belongs to (ie. Faculty/Staff, Visitor, etc.)



The Content Administrator will flag the page upon initial submission for review, so you should **NOT** check the box or worry about this “Needs Immediate Review” tab when adding a new page.

Under the “Content Audit” tab, you DO need to put in your name as the content maintainer for this new page. You should also enter the date of the page’s creation in the date field under “Last Audit Date”.

Once you finish adding all of the Sections and content needed, then scroll down and click **Save**. It will not be published immediately, so you will be able to make edits before it is live on the site, subject to approval.



Key Things to Remember:

- Most editing experiences will be easy; basic components like a Section Header and Full-Width Text will be sufficient
- However, for those dealing with more complex material such as migrated blog content, it is even more important to understand each of the Sections and how they work
- Locations pages are essentially *index* pages; they feature links out to existing pages
- Always make sure to add **alt text for images**; this is critical for people who use screen readers to be able to explore our sites