

Creating a New Section

Overview

Creating a new section creates a new content-based directory. The new section template contains all of the necessary files to make pages within the new directory render correctly. Creating a new folder does not create new default files. The **New Folder** option should be used for binary file management (e.g. the organization of PDF or image files), and **New Section** should be used for pages. New sections should be created from the desired location within the folder structure, and a new section can be used as a main content area or as a subdirectory. Not all users have the authority to create new sections.

The New Section template will differ depending on the implementation, so the onscreen items can include a wide variety of fields in the **New Section** modal. Typically, when users create a new section, the following elements are available:

- **Directory Name:** Defines the name of the section (folder) that is being created. This name will be used in the file navigation and the page URL, so make sure to use appropriate naming conventions.
- **Page Title:** The friendly name of the index page that will be created inside the new section.
- **Description:** Add a short meta description of the index page.
- **Add Navigation Item:** Determines whether the system will place a link to the new index page in the navigation file that will be created inside the new section.

New Page

Folder Information

Directory Name

Enter the directory name that will be visible in OU Campus and in the URL. No special characters or spaces.

Index Page Setup

Page Title

Enter the page title. This will also be displayed in the breadcrumb for the section.

Description

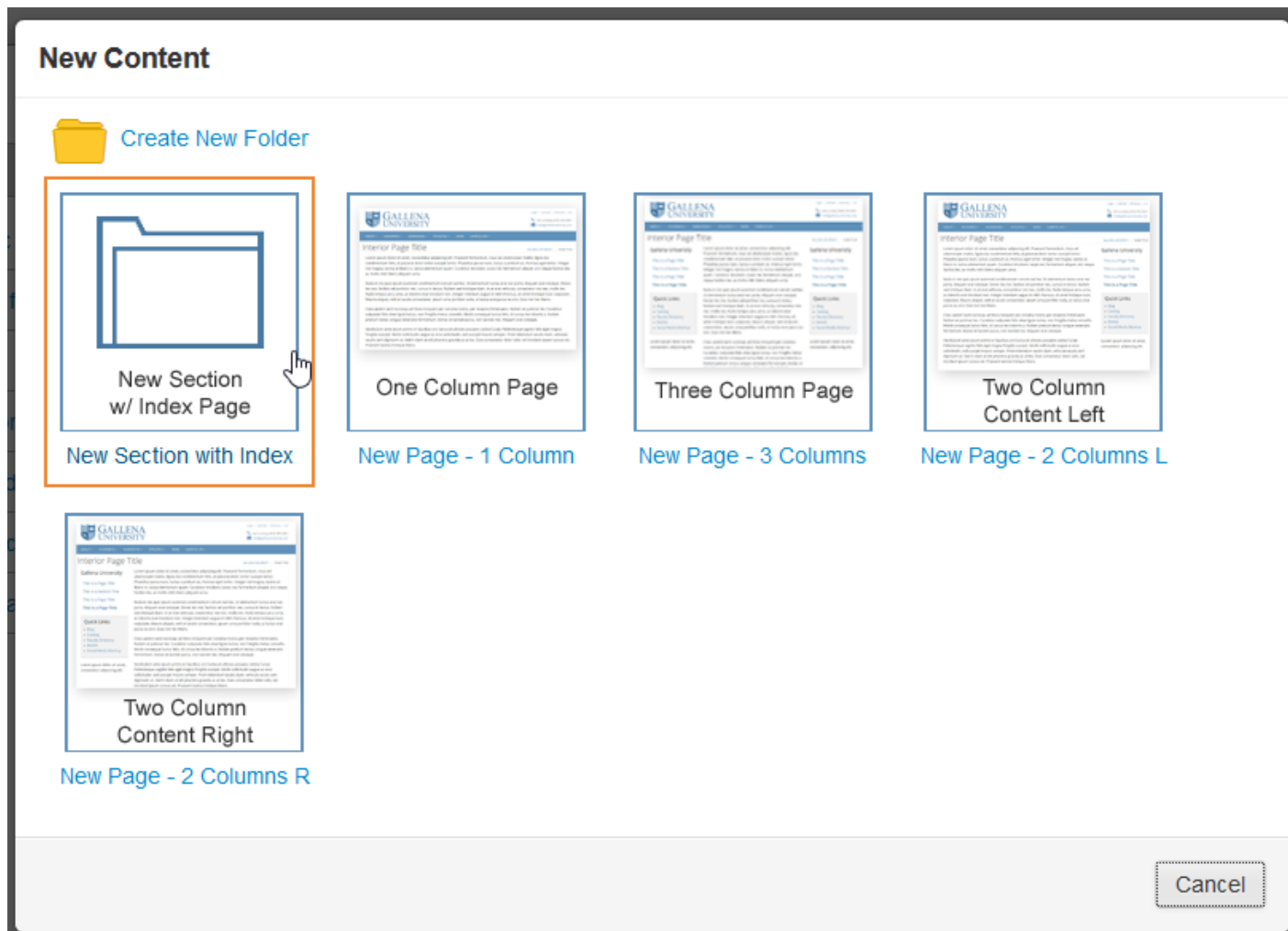
Enter a short description of the page, to be displayed by search engines.

Add Navigation Item

Specify if this page should be added to the current directory's navigation automatically.

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A new section can be created from the Pages list view by using the **New** button, or the drop-down menu. The **New** button and the drop-down menu look slightly different but can both be used to create a new section.



When creating a new section, the supporting files and the section's home or index page are often created automatically. The difference between creating a new folder and creating a new section is that when creating a new section, the template can be configured to create the supporting files and initial pages as well. Creating a new *folder* does not create new default files. The **New Folder** option should be used for binary file management (e.g. the organization of PDF or image files), and **New Section** should be used for pages.

To create a new section:

1. Navigate to the directory where the new section will be created by selecting **Content > Pages** from the global navigation bar.
2. Click the **New** button from within the folder structure, or use the drop-down menu.
3. Select **New Section**. Do not create a new directory by using **New Folder**. If **New Section** is unavailable, contact an administrator.
4. Fill out the necessary fields in the **New Section** modal.
5. Click **Create**.

Creating a New Section Video

Creating a New Section in OU Campus from OU Campus Training on Vimeo.

Note: If you are creating a new section using a template designated for RSS use (e.g. a "News Section" template), you must go into its access settings **after** the section is created to assign the RSS feed.