Creating a New Page in OU Campus

After you are logged in, click the Content tab and browse to the folder where your new page belongs.

Click +NEW in the right hand corner of the frame.

When creating new pages you will want to select Universal Page

Here are the fields you need to be concerned about:

- **Filename**: Just enter the name of page link you want. OU Campus will add the extension automatically.
- **Title**: Appears in the blue bar of you browser and in search results.
- **Heading**: Appears at the top of you page in large type.
- **Breadcrumb**: One or two words for the trail of links that appears about the page.
- **Meta Description**: A brief summary of you page that appears in search engine. Usually the first paragraph of the page is enough. You can leave it blank and add something later if you like.
- **Meta Keywords**: These are just words that describe your page. (Examples: Georgia Health Sciences University, GHSU, Medical College of Georgia, College of Medicine) You can leave it blank for now.
• **Add navigation item:** If you select yes OU campus will automatically add a link to the page in the IE menu (_sidenav.inc)

Click the Create button when you are finished

When the page is created you will need to click the edit button at the top of the page then select the area that you want to work on. This version is set up to allow you to work on multiple areas of a page.
After the editor just like the one on our previous OU Campus instance.

The properties button at the top of the page allow you to change the metadata that you entered earlier, turn the banner/header image on or off or disable the breadcrumbs and headers.
Page Title

Title: Index

Configuration Parameters

Page Elements

Breadcrumb: 
  ○ Yes
  ○ No

Breadcrumb Title: 

Display/Heading: 
  ○ Yes
  ○ No

Heading: 

Banner Type: None

Layout and Style

Page Layout: 3 Column (Default)

Toolbar Style: Black

Right Column Elements

Local Search: 〇