

How to add a new page:

Creating new page using “Clone Content”

The easiest way to add a new page to a current program area is to go to one of the current pages in that program area and select “Clone content” (there is a later step where you have to assign the Editorial Section, which sets who has editing rights to it). It eliminates this step, b/c when you clone it, Editorial rights are already set!

How to clear cache for updated downloadable documents and images on dese.mo.gov

Please submit a helpdesk ticket using the following categories:

- Category: Web
- Subcategory: Website - Update Existing

Note: The documents/images will update within four or less hours (without a ticket submitted) so you do not need to submit a ticket if the update is not urgent.

IN CASE OF AN EXTREMELY URGENT UPDATE NEEDED AFTER 5 p.m. - please contact 573-526-7385 and let them know that they need to contact the Web Team to do a Cloudflare cache update, including details.

 Webinars

 Web Applications

Editorial Section

Communications

- **Clone content**

Change the title appropriately and then remove all content from the Body area. Then begin adding your content to the new page.

The screenshot shows a Drupal web editor interface. At the top, there is a navigation bar with 'Home', 'Menu', 'Shortcuts', and 'Lainie'. Below this is a secondary navigation bar with 'Dashboard', 'Content', 'Structure', 'People', 'Configuration', 'Reports', and 'Help'. The main content area is titled 'Clone of Web Communications & Training' and includes buttons for 'VIEW', 'EDIT', 'REVISIONS', and 'PANELIZER'. A yellow banner indicates 'Workbench Access: Communications'. On the left, there are sections for 'Page Content', 'Images', and 'Categorization'. The main editing area has a 'Title' field containing 'Clone of Web Communications & Training' and a 'Body' field with a rich text editor. The body text includes: 'This will be our Web Communications and Training spot for our web publisher and web maintainers.', 'Drupal login page: https://dese.mo.gov/user', 'How to clear cache for updated downloadable documents and images on dese.mo.gov', and 'Please submit a helpdesk ticket using the following categories:' followed by a bulleted list: 'Category: Web' and 'Subcategory: Website - Update Existing'. Below the editor, there is a 'Text format' dropdown set to 'Full HTML' and a link for 'More information about text formats'.

Creating New Page Using Content - Add Page

Go to Content – Add content – Basic Page (Panelized)

Add a Title, then begin creating your content in the Body area.

Before you save, you will also assign it an “Editorial Section”. The editorial sections are how you control who edits or publishes on particular portions of the site (similar to how we lock down permissions in Contribute) It’s a list of offices and their associated programs. Some smaller office areas will simply have the Office name listed. Some larger office areas have been broken down into various program areas. Pick the most appropriate option.

The screenshot displays a web management interface with two main sections: 'Editorial Options' and 'Editorial Section'. The 'Editorial Options' section on the left contains several sub-sections: 'Menu settings' (Web Commun. & Training), 'Revision information' (No revision), 'URL path settings' (Automatic alias), 'URL redirects' (No redirects), 'Node Class settings', 'Authoring information' (By Istrange on 2014-04-22 14:50:00 -0500), and 'Publishing options' (Published). The 'Editorial Section' section on the right is a dropdown menu currently showing 'Communications'. Below the dropdown is a scrollable list of categories including: Adult Learning and Rehabilitation Services, Adult Education & Learning, Veterans Education, Vocational Rehabilitation, College & Career Readiness, Assessment, Career Education, Curriculum, Guidance, Commissioner, Communications (highlighted), Data Systems Management, Early & Extended Learning, Educator Quality, Financial and Administrative Services, Finance, Transportation, Governance, Human Resources, School Foods, Governmental Affairs, and Quality Schools. At the bottom of the interface are three buttons: 'Save', 'Preview', and 'Delete'.

Assigning a page to a Program's Menu

One other step we will get into in a separate document is assigning the Menu Settings for the page. The Menu Settings will basically associate the page with a certain section of the site (for example Curriculum) and then with adjusting the menu settings, you can have it display or not display in that programs sidebar menu.