



Setting Up Custom Page Types

Creating Custom Page Types

Our system allows you to create custom page types, which you can then use along with the standard page types available to you. Custom page types allow you to provide pre-designed templates for your end-users.

For example, on a district site, the Instructional Department may want to have a logo displayed on all their staff pages. This can be done by creating a Custom Page Type which has the logo within it. The staff members can create new pages based on this page type.



CREATING CUSTOM PAGE TYPES

In order to understand the purpose of creating Custom Pages let us consider the following scenarios. **Scenario A:** The principal of a high school wants his sports coaches to have a pre-designed page which comes with a sports banner. Every page the coach adds needs to have the banner at the top of the page. Let us see how the webmaster would do this.

STEPS

He starts off with creating a content page by going to **Page -> Content Space Page**.

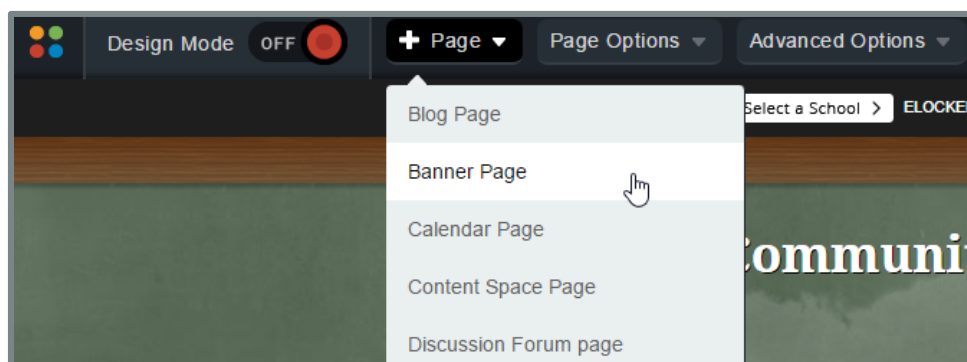
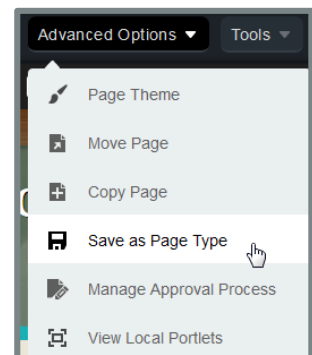
He then gives a name for this page and then adds a banner portlet and configures it on the page.

From the **Advanced Options** tab, he clicks on **Save as Page Type**.

Finally, he types in the **Page Type** name and clicks the **Save** button.

The new Page Type will now be available along with the standard page types on the **Page** menu.

Now, the coach can add Banner Pages to the Sports section. Each page will automatically contain the banner.



NOTABLE POINTS

You can save any standard page as a new Page Type. The contents of the original page will automatically be available on new pages created from this page type.

You can create a Custom Page containing several sections and then save this page as a new page type. Any new pages which are created will automatically contain these sections.

Custom page types are always based on the standard page types. There are no limits to the number of page types you can create.

Scenario B: The Instructional Technology Director at a district wants all her staff to be able to create a section of pages automatically. This is similar to how Teacher Pages work, where when you add a teacher page, 5 pages get created automatically.

So, let's say each instructional staff needs a Main Profile Page as well as 3 sub-pages, a Contact Form, a Resources Page, and Scheduling Page. Let us see how the District Webmaster goes about doing this.

STEPS

She first creates a simple content page by going to **Page -> Content Space Page**.

She then gives a name for this page and publishes the page with some default content.

Now, she creates the three sub-pages. Contact Form will use a Form Page, the Resources Page will use a Document Container Page and the Scheduling Page will use a Calendar Page.

She then goes to the main page and then saves this page as a new page type by going to the **Advanced Options** tab and choosing **Save as Page Type**.

Result: When a new page is created of this page type, this page will automatically contain the 3 sub-pages below it.

NOTABLE POINTS

A main page type can be a page which has other page types as sub-pages (similar to a Teacher Page).

There are no limits to the number of sub-pages within a main page type.