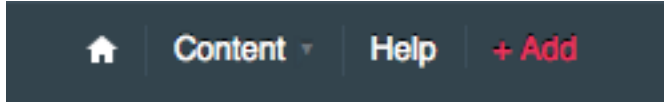


Website Administration Manual, Part One
Guide to Adding and Editing Content, by Channel

Log in at: curry.virginia.edu/currySys/
Open the “Content” menu from the top toolbar.



To add a new entry, click “Publish” from this menu, and select the appropriate channel (e.g., “Area of Study”).

To edit an existing entry, click “Edit” from this menu. This will take you to the “Edit Channel Entries” page, where you can search for the entry you want to edit. (*Note:* If you don’t have permission to edit something, it will not show up.) Click the title of the entry to edit.

“New entry” forms and “edit entry” forms are the same except that “edit entry” forms already have data entered into them (the data of the existing entry).

Fields Used in Multiple Channels

Title

Widget: Text Field

The title.

URL Title

Widget: Text Field

Automatically generated from the title.

The last section of the URL for the entry, which is based on the title, without capitalization or punctuation, and with hyphens replacing the spaces. (*Example:* the title “Seed Funding” automatically generates the URL title “seed-funding”.) The URL title is automatically generated (you don’t have to enter one), but you can override it. If you do override the URL title, use only letters, numbers, and hyphens.

The URL title must be unique; if you override the URL title with a URL title used by another entry, a number will be added to the end to make the URL title unique.

Body

Widget: Text Area

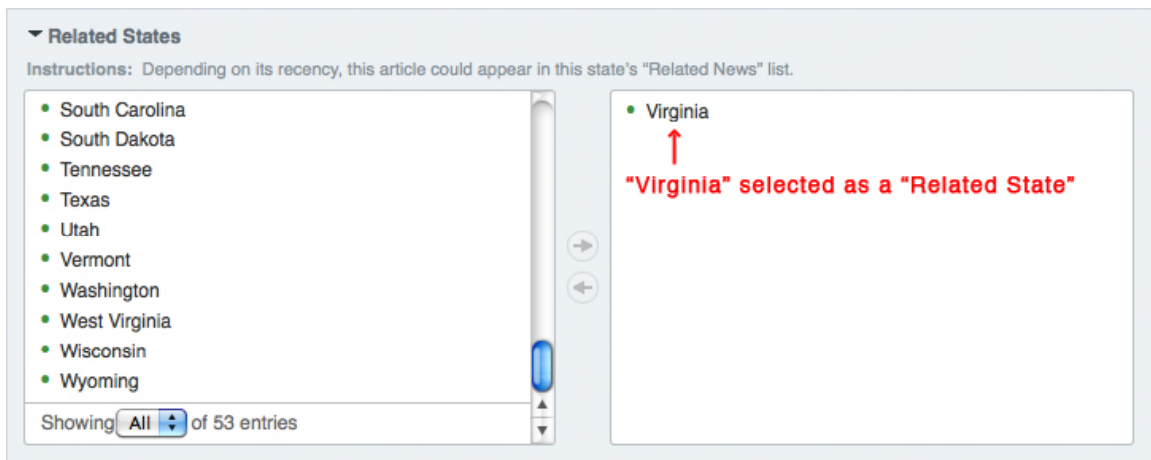
Most of the content goes here. (Informally, often called the “full text.”)

Associated Employees
Related Areas of Study
Related Teacher Education Units
Related Advanced Studies Units
Related Research Centers
Widget: Drop Panes

Related Labs
Related Projects
Related States
Related Countries

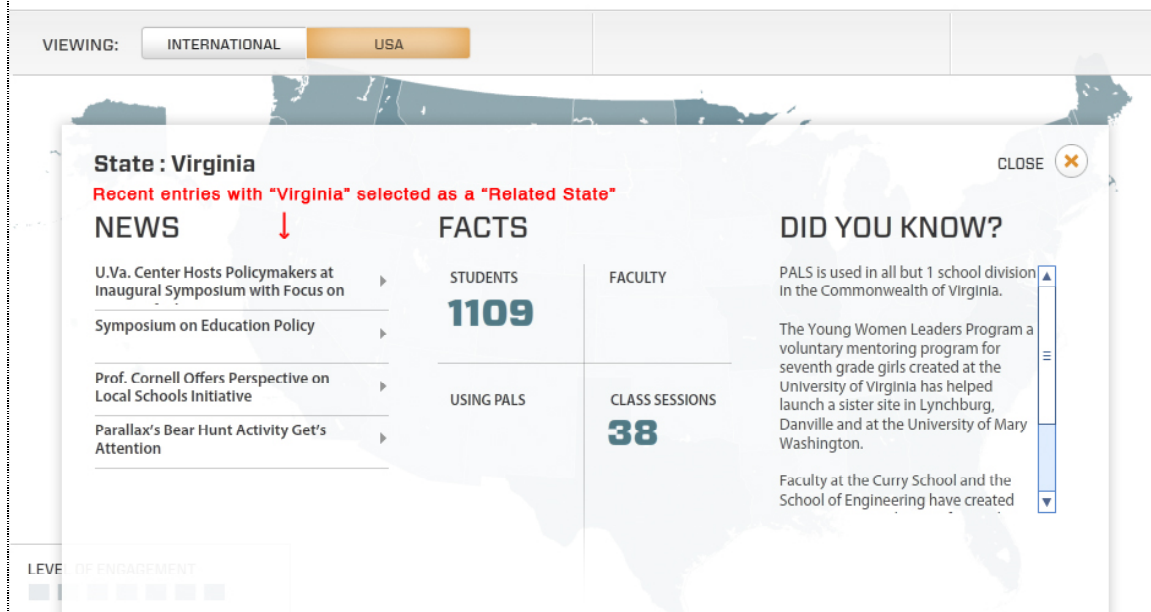
These fields determine what this entry is related to—that is, in which “Related News” lists it will appear (for employees, research centers, states, etc.). (Newer entries in each list will eventually displace it so that it longer appears.) You can select multiple employees, multiple states, etc. See *Drop Panes* in *A Guide to Widgets* for instructions for using the widget.

Example: Related States



Global Engagement

To be successful global citizens, workers, and leaders, American students will need to be knowledgeable about the world, be able to communicate in other languages, and be informed and active about decisions and problems that impact the global community. This statement from the 2008 NEA National Summit on Raising Global Awareness in US Public Schools is reflected in Curry's growing participation with international partners.



Feature in the front page gallery?

Widget: Drop-down menu (not in Guide to Widgets)

▼ **Feature in the front page gallery?**

Instructions: As long as you include a feature image, this article will appear in the front page feature gallery when this value is "yes."

No ▾

If you include a *Front Feature Image* (see below), and select “yes,” this entry will appear in the feature gallery on the front page. Note that every entry in the gallery has a feature image.



Front Page Feature Gallery

Front Feature Image

Widget: File Prompt

▼ **Front Feature Image**

Instructions: Upload an image here if this article will be featured on the front page.

Image size is 240 x 240 pixels. Anything larger will be scaled down, keeping in mind that smaller images load faster & exceptionally large images could potentially overload the site.

[Add File](#)

Upload an image here if this entry will be featured on the front page. The image should be a square, 240 pixels by 240 pixels (the size of the images in the feature gallery on the home page). For best results, use an image editor like Photoshop to crop and resize the image before uploading.

Sub-pages

Widget: Table

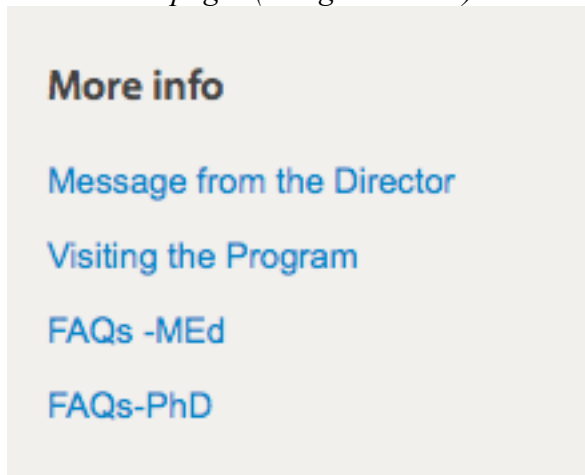
▼ Sub-pages		
	Title	Link
1	Message from the Director	/academics/areas-of-study/speech-pathology-audiology/message-from-the-director
2	Visiting the Program	/academics/areas-of-study/speech-pathology-audiology/visiting-the-program
3	FAQs -MEd	/academics/degrees/m.ed.-in-speech-language-pathology/faqs-m.ed.-in-speech-language-pathology
4	FAQs-PhD	/academics/areas-of-study/speech-pathology-audiology/faqs-ph.d.-in-speech-language-pathology

(+)

This allows you to provide links to sub-pages. (*Note:* These sub-pages must already exist; you are only creating links to them.) In each row of the table, type the title of the sub-page in the left column, and the URL of the sub-page in the right column. To add an additional row (in order to add an additional link to a sub-page), click the “+” button at the bottom left.

(*Note:* For links within this website, exclude the base URL (“http://curry.virginia.edu”) and just include the path — e.g., /path/to/other/page. The slash at the beginning is very important.)

Links to sub-pages (in right sidebar):



Academic Unit

Unit Description

Widget: Text Area

A description of this academic unit. Appears at the top of the entry, without a heading.

Program Life

Professional Associations

Accrediting Bodies

Widget: Text Area

Each of these text segments appears under a matching heading—e.g., text entered into “Program Life” appears under a “Program Life” heading. (The heading does not appear if there is no text.)

The screenshot displays a side-by-side comparison of a website editor and its live preview. On the left, the editor shows four text widgets, each with a heading and a text area. The 'Professional Associations' widget is empty and labeled '(empty: does not appear)'. On the right, the live preview shows the same content rendered on a website. Red arrows indicate the mapping between the editor widgets and the live preview content.

Unit Description
 Instructions: A description of this academic unit.
 The Curry School of Education's nationally ranked teacher education programs lead to a master's degree and licensure/endorsement. Undergraduates complete a five-year curriculum leading to the simultaneous awarding of two degrees sponsored cooperatively by the College of Arts and Sciences and the Curry School of Education.

Program Life
 The University of Virginia offers a five-year dual-degree (BA/MT or BS/MT) Teacher Education Program, planned and operated cooperatively by the College of Arts and Sciences and the Curry School of Education.

Professional Associations
 (empty: does not appear)

Accrediting Bodies
 The Curry Teacher Education Program is nationally accredited through the Teacher Education Accreditation Council (TEAC: <http://www.teac.org/>) and is an approved program of the Commonwealth of Virginia

Teacher Education
 The Curry School of Education's nationally ranked teacher education programs lead to a master's degree and licensure/endorsement. Undergraduates complete a five-year curriculum leading to the simultaneous awarding of two degrees sponsored cooperatively by the College of Arts and Sciences and the Curry School of Education. The program provides a foundation in the liberal arts, content area preparation, and professional study in education. Students earn a B.A. or B.S. degree from the College and an M.T. from the Curry School of Education. Students majoring in Health and Physical Education earn both a BSED and an MT through the Curry School.

Program Life
BA/MT
 The University of Virginia offers a five-year dual-degree (BA/MT or BS/MT) Teacher Education Program, planned and operated cooperatively by the College of Arts and Sciences and the Curry School of Education. Students apply for admission by February 15 of their second year of enrollment at the University. Areas of concentration leading to licensure/endorsement include: Early Childhood Special Education (birth through age 5); Elementary Education (preK-6); Special Education (preK-12) with a concurrent endorsement in either elementary education, a secondary education content area, or ESOL; Health and Physical Education (preK-12); or Secondary Education (6-12 in English, foreign language, mathematics, science, or social studies). All secondary areas require an undergraduate major in the content in which the students is seeking endorsement. At the end of five years, students receive both their undergraduate and graduate degrees.

PG/MT
 The Postgraduate Master of Teaching (PGMT) program is designed for individuals who have at least an undergraduate degree and are interested in the profession of teaching. Applicants apply for and focus on one area: Early Childhood Special Education (birth through age 5); Elementary Education (preK-6); Special Education with an emphasis in elementary education, a secondary education content area, or ESOL; Health and Physical Education; or Secondary Education (English, foreign language, mathematics, science, or social studies). Those interested in Secondary Education must have the equivalent of a major in the content area they wish to teach. Entry to the program is for fall only. The application deadline is February 15.

Accrediting Bodies:
Accreditation
 The Curry Teacher Education Program is nationally accredited through the Teacher Education Accreditation Council (TEAC: <http://www.teac.org/>) and is an approved program of the Commonwealth of Virginia (<http://www.doe.virginia.gov/>)

Contact:
 Director of Teacher Education: Dr. Sandra Cohen (sbc7v@virginia.edu)
 Field Placement Coordinator: Dr. Ruth Ferree (r2c@virginia.edu)
 Teacher Education Office: Donna Fisher (dnf2z@virginia.edu)

Academic Unit: Unit Description (no heading), Program Life, Professional Associations, and Accrediting Bodies

Area of Study

Program Life

Widget: Text Area

A description of this area of study. Appears at the top of the entry, without a heading.

Note: Email addresses are not permitted in this field. They will break the page.

Story Body

Widget: Text Area

Story of a current student or alumnus/alumna of this area of study.

Story Image

Widget: File Prompt

Upload an image to illustrate the *Story Body* (see above), if any. We recommend the image be no wider than 250 pixels. For best results, use an image editor like Photoshop to crop and resize the image before uploading.

Overview [*appears under “Program Overview”*]

Research Affiliations

Associations

Widget: Text Area

Each of these text segments appears under a matching heading—e.g., text entered into “Research Affiliations” appears under a “Research Affiliations” heading. (The heading does not appear if there is no text.)

Accreditations

Widget: Text Area

Appears in the right sidebar, under an “Accreditations” heading.

Article

Teaser

Widget: Text Area

Short text (1-3 sentences) enticing a reader to view the entry.

Footnotes

Widget: Text Area

Notes that appear at the bottom of the entry.

Country**ISO Code**

Widget: Text Field

Enter the two-letter country code for this country (e.g., United Kingdom: GB, United States: US). You can find the complete list of codes at the following web page:
http://www.iso.org/iso/english_country_names_and_code_elements

Number of Students

Widget: Text Field

Enter number of students in this country.

Number of Projects

Widget: Text Field

Enter number of projects in this country.

Literacy Rate

Widget: Text Field

Enter this country's literacy rate. You can find it at the following web page:
<https://www.cia.gov/library/publications/the-world-factbook/fields/2103.html>

Population

Widget: Text Field

Enter this country's population. You can find it at the following web page:
<https://www.cia.gov/library/publications/the-world-factbook/fields/2119.html>

Custom

Widget: Table (single column)

Enter short facts (maximum of 4) about Curry as it relates to this country. Enter each fact in a separate row. To add a row, click the “+” button at the bottom left.

Degree (Academic Track)**Title**

Widget: Text Field

The title.

URL Title

Widget: Text Field

Automatically generated from the title.

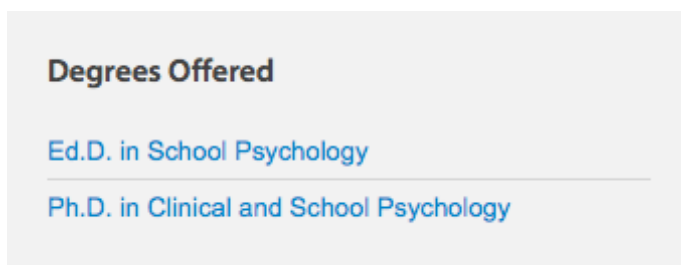
The last section of the URL for the entry, which is based on the title, without capitalization or punctuation, and with hyphens replacing the spaces. (*Example:* the title “Seed Funding” automatically generates the URL title “seed-funding”.) The URL title is automatically generated (you don’t have to enter one), but you can override it. If you do override the URL title, use only letters, numbers, and hyphens.

The URL title must be unique; if you override the URL title with a URL title used by another entry, a number will be added to the end to make the URL title unique.

Related Areas of Study

Widget: Drop Panes

Select the Areas of Study that pertain to this degree. That Area of Study will list all degrees associated in this way. (See *Drop Panes* in *A Guide to Widgets* for instructions for using the widget.)

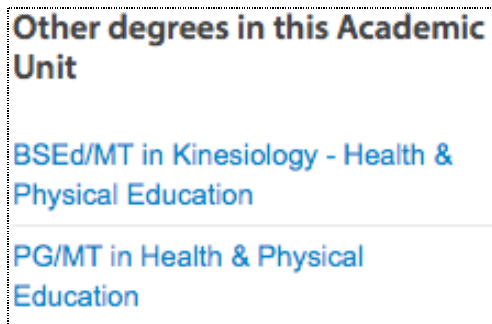


Degrees listed on a page for an Area of Study

Related Teacher Education Units**Related Advanced Studies Units**

Widget: Drop Panes

These fields determine which academic units which pertain to this degree. That academic unit will list all degrees associated in this way. (See *Drop Panes* in *A Guide to Widgets* for instructions for using the widget.)



Degrees listed on a page for an academic unit

Degree Type

Widget: Drop-down menu (not in Guide to Widgets)

Select the type of degree.

Important: If this is not included, links to this degree will be broken.

Degree Description

Widget: Text Area

A description of this Degree (Academic Track).

Program Life

Widget: Text Area

A description of program life.

Emphases

Prerequisites and Admissions Requirements

Application Deadline

Degree Requirements

Funding Opportunities

Semester of Entry

Length of Study

Part-time / Full-time

Sample Jobs

Widget: Text Area

Each of these text segments appear in an “accordion” section under a matching heading. (It is called an accordion because the sections grow and shrink when clicked.) If the text is empty, no heading will appear.

Sample Course Overview: Introduction*Widget: Text Area*

This text appears under the “Sample Course Overview” accordion heading, along with *Sample Course Overview: Table* (below). Do not list courses here; list them in *Sample Course Overview: Table*. This text should introduce the list of courses.

Sample Course Overview: Table*Widget: Table*

This enables you to create a table of courses. The three columns could represent, for example: season, course name and number, and credit hours. The rows and columns will appear just as you enter them. To add additional rows, click the “+” button at the bottom left.

Contact Information*Widget: Table*

For each row, enter information for a single contact person: name, email, office number, and phone number in their respective columns. To add additional rows, click the “+” button at the bottom left.

Associated Employees*Widget: Drop Panes*

This field determines which employees will be listed under “Associated Employees” on the page for this degree. (See *Drop Panes* in *A Guide to Widgets* for instructions for using the widget.)

Associated Employees
Martin E. Block
Barbara Ann Boyce
Susan Breeden
Jay Hertel
Luke E. Kelly
Ethan N. Saliba
Susan F. Saliba
Arthur L. Weltman

Employees listed on a page for a degree

Media Photos

Gallery Description

Widget: Text Area

This description appears in search results. See *Text Area* in *A Guide to Widgets* for instructions for using the widget.

Gallery Teaser

Widget: File Prompt

Gallery Teaser

Instructions: Required width is 460 pixels. Recommended height is 275 pixels.

[Add File](#)

This image is used in two sizes: full-size (exactly 460 pixels wide, and about 275 pixels high) or shrunk to a thumbnail size. Submit the full-size image, and the thumbnail will be automatically generated. For best results in making the full-size image, use an image editor like Photoshop to crop and resize the image before uploading.

The screenshot displays a gallery widget interface. At the top, there is a header for "Gallery Teaser" with instructions: "Required width is 460 pixels. Recommended height is 275 pixels." and a link to "Add File". Below this, two examples of gallery teasers are shown. The first is a large image of three young women smiling at a tailgate event. The image is labeled "Gallery Teaser image (full size)" with a red arrow pointing to it. Below the image is the text "Homecoming Tailgate 2010" and a button that says "VIEW PHOTOS" with a camera icon. The second example is a smaller image of four men in suits sitting at a table during a symposium. This image is labeled "Gallery Teaser image (thumbnail size)" with a red arrow pointing to it. To the right of the thumbnail image is a camera icon and the date "10/15/10". Below the thumbnail image is the text "Symposium on Education Policy".

Gallery Photos

Widget: Table (with File Prompt)

Gallery Photos

Instructions: Note: Images must be at least 400 pixels high!

	Title	Image	Caption
	This is the images alt tag (which aids in SEO & accessibility) & title tag (which further describes the image and appears on hover).	Images need to be at least 400 pixels high. Widths will be adjusted automatically, but for visual consistency & for the image resizing to work, all images need to be 400pixels or higher.	
1		+ Add Image	

+

This field allows you to upload the images that appear inside the gallery of the Media Photos entry. For each image, you will need to create a new row of the table by clicking the “+” button at the bottom left.

Actually, each row of the table is a set of three fields: the *Image*, the image’s *Title*, and the image’s *Caption*. You can see how the Title and Caption are used in the labeled picture below.

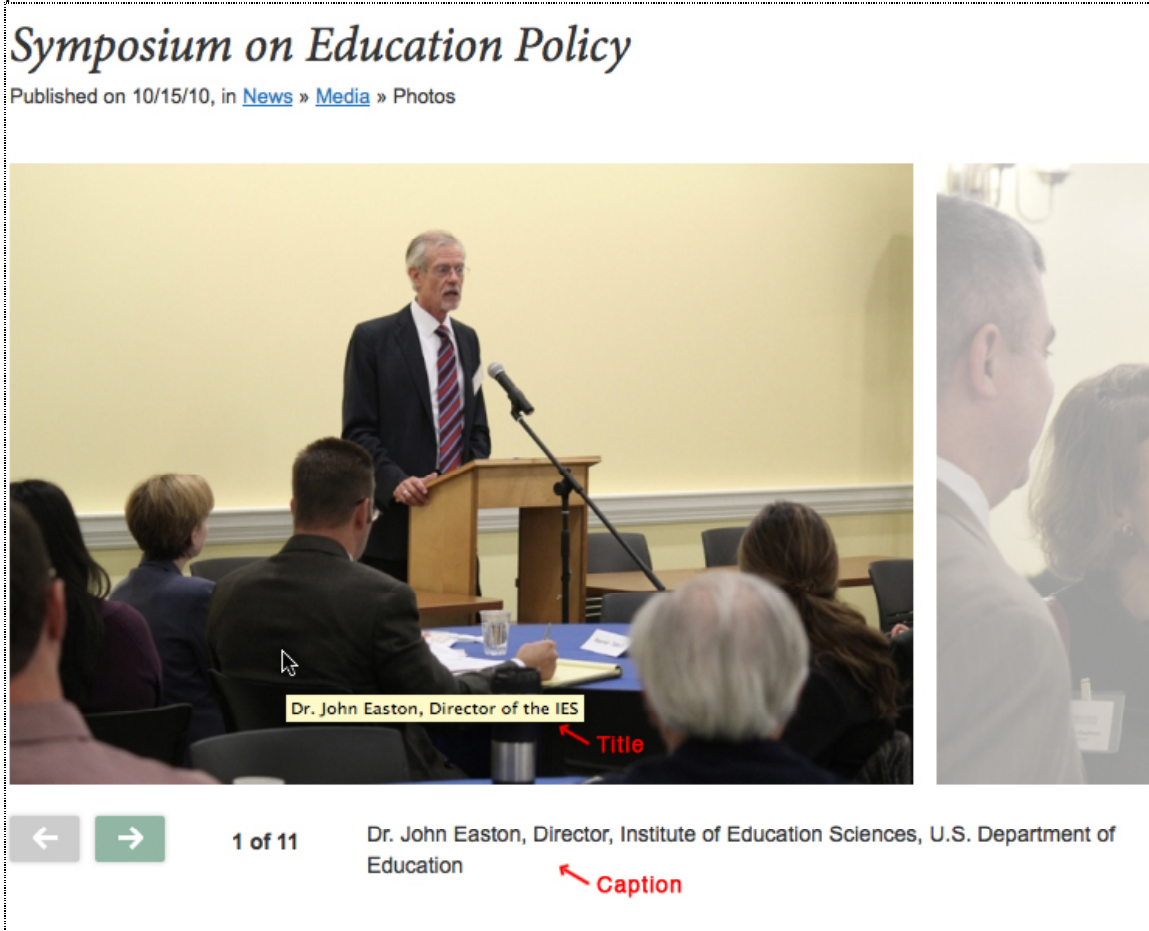


Image: This is a *File Prompt* field that will allow you to upload an image file. Make sure each image is at least 400 pixels high.

Title: The very short description that is shown when your mouse hovers over the image. (The same text is used as alt text, which allows search engines to identify what the image is about.)

Caption: The slightly longer description that is shown beneath the image.

Media Video

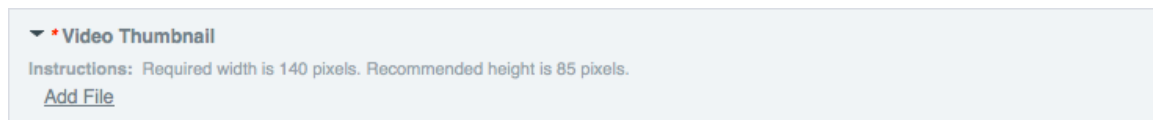
Video Description

Widget: Text Area

This appears in search results as well as on the Video entry page.

Video Thumbnail

Widget: File Prompt



This thumbnail image is used as a preview. It must be 140 pixels wide and 85 pixels high. For best results, use an image editor like Photoshop to crop and resize the image before uploading.



Youtube Link

Widget: Text Field

Paste in the youtube video URL from your address bar.
e.g., <http://www.youtube.com/watch?v=7C0AGv5qnJ0>

News Update

Body (additional instructions)

Widget: Text Area

Only the first 240 characters of the body will be displayed under “Recent News”—everything after that will be replaced by a “read more” link, which will link to a page showing the complete text of the body.

Important: Check the lists of latest news when the news update is published to see if and where the text of this news update is cut off. If a link is cut in half (e.g., if the text “can be found here” is linked, and is cut off after “can”), the trimmed link may cause errors in some browsers. If a link has been trimmed, edit the body until either all of the link is displayed in the trimmed text, or none of it.

Full text	Trimmed text
<p>Friday</p> <p>am in the Grand Hall, Bavaro Hall this and her biography can be found here.</p>	<p>10/18/10</p> <p>Curry's Education Research Lectureship Series welcomes Sue Dynarski at 11am in the Grand Hall, Bavaro Hall this Friday, October 22.</p> <p>The abstract for her lecture, <i>Who Benefits from KIPP?</i>, and her</p> <p>Trimmed link may cause errors → can . read more.</p>

Project**Title**

Widget: Text Field

The title.

URL Title

Widget: Text Field

Automatically generated from the title.

The last section of the URL for the entry, which is based on the title, without capitalization or punctuation, and with hyphens replacing the spaces. (*Example:* the title “Seed Funding” automatically generates the URL title “seed-funding”.) The URL title is automatically generated (you don’t have to enter one), but you can override it. If you do override the URL title, use only letters, numbers, and hyphens.

The URL title must be unique; if you override the URL title with a URL title used by another entry, a number will be added to the end to make the URL title unique.

Summary

Widget: Text Area

A summary of this project.

Website Link

Widget: Text Field

URL for outside project. Use the following format:
<http://www.responsiveclassroom.org> (make sure to include the “http://”)

Contact Information

Widget: Text Area

Contact information for this project.

Associated Research Centers

Widget: Drop Panes

Research Centers associated with this project. This project will be listed in the “Research Projects” sub-section of the associated Research Center.

Associated Employees

Widget: Drop Panes

Employees associated with this project. Associated employees are listed in the right sidebar on the Project page.

Sub-pages

Widget: Table

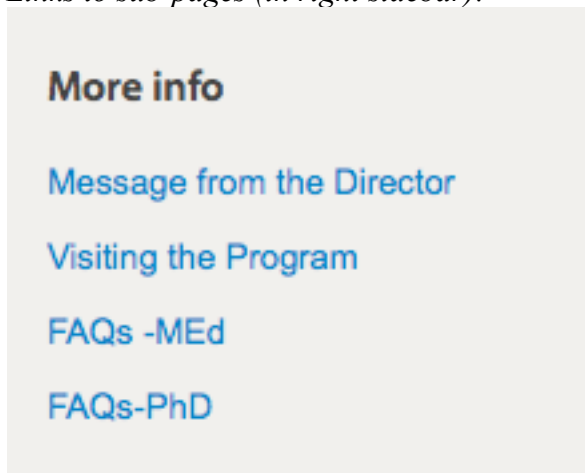
▼ Sub-pages		
	Title	Link
1	Message from the Director	/academics/areas-of-study/speech-pathology-audiology/message-from-the-director
2	Visiting the Program	/academics/areas-of-study/speech-pathology-audiology/visiting-the-program
3	FAQs -MEd	/academics/degrees/m.ed.-in-speech-language-pathology/faqs-m.ed.-in-speech-language-pathology
4	FAQs-PhD	/academics/areas-of-study/speech-pathology-audiology/faqs-ph.d.-in-speech-language-pathology

(+)

This allows you to provide links to sub-pages. (*Note:* These sub-pages must already exist; you are only creating links to them.) In each row of the table, type the title of the sub-page in the left column, and the URL of the sub-page in the right column. To add an additional row (in order to add an additional link to a sub-page), click the “+” button at the bottom left.

(*Note:* For links within this website, exclude the base URL (“http://curry.virginia.edu”) and just include the path — e.g., /path/to/other/page. The slash at the beginning is very important.)

Links to sub-pages (in right sidebar):



Research Center

Title

Widget: Text Field

The title.

URL Title

Widget: Text Field

Automatically generated from the title.

The last section of the URL for the entry, which is based on the title, without capitalization or punctuation, and with hyphens replacing the spaces. (*Example:* the title “Seed Funding” automatically generates the URL title “seed-funding”.) The URL title is automatically generated (you don’t have to enter one), but you can override it. If you do override the URL title, use only letters, numbers, and hyphens.

The URL title must be unique; if you override the URL title with a URL title used by another entry, a number will be added to the end to make the URL title unique.

Abbreviation

Widget: Text Field

If this Research Center has an abbreviation it is known by, enter it here.

Description

Widget: Text Area

A few sentences that briefly describe this Research Center.

Goals / Mission / Overview

Widget: Text Area

Include the Goals, Mission, and Overview of this Research Center here.

Contact Information

Widget: Text Area

Include contact information for this center.

Events*Widget: Table*

Add events to this center, putting the event title, link, and details in the matching columns. (*Note:* These events will only appear on the Center’s page. They will not show up on the Curry calendar.) To add additional rows, click the “+” button at the bottom left.

Conferences*Widget: Table*

Add conferences for this center, putting the conference name, link, and details in the matching columns. To add additional rows, click the “+” button at the bottom left.

Partners*Widget: Table*

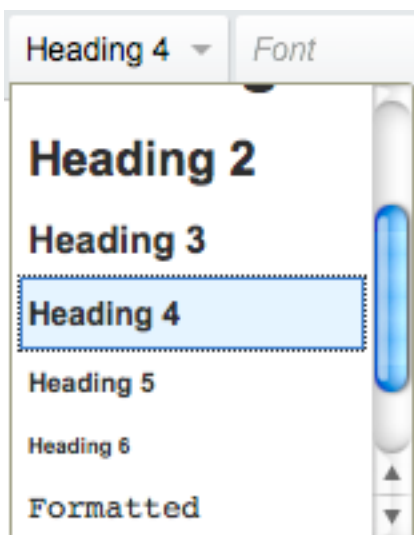
Add the center’s partners, putting the partner name, link, and description in the matching columns. To add additional rows, click the “+” button at the bottom left.

Non Directory People*Widget: Text Area*

This field will show up near the “associated employees”. Use this field to list people related to this center, but are NOT in the employee directory.

*Format:***Center Students:** [change format to “Heading 4”]

- Pam Palmer [make this a link—see instructions for *Text Area* widget]
- Tommy Thompson [make this a link—see instructions for *Text Area* widget]



To change format to “Heading 4”

Publications & Resources

Widget: Text Area

Write a few paragraphs linking to publications & resources produced by this center.

Associated Employees

Widget: Drop Panes

Employees associated with this Research Center.

Project Listing Introduction

Widget: Text Area

Write a paragraph or two that will introduce the dynamic listing of projects.

Sub-pages

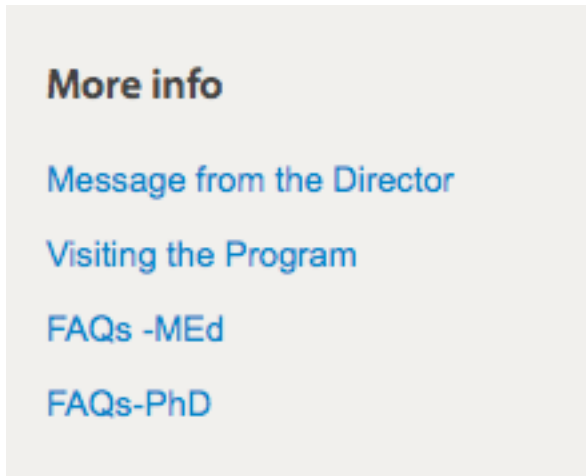
Widget: Table

▼ Sub-pages		
	Title	Link
1	Message from the Director	/academics/areas-of-study/speech-pathology-audiology/message-from-the-director
2	Visiting the Program	/academics/areas-of-study/speech-pathology-audiology/visiting-the-program
3	FAQs -MEd	/academics/degrees/m.ed.-in-speech-language-pathology/faqs-m.ed.-in-speech-language-pathology
4	FAQs-PhD	/academics/areas-of-study/speech-pathology-audiology/faqs-ph.d.-in-speech-language-pathology

(+)

This allows you to provide links to sub-pages. (*Note:* These sub-pages must already exist; you are only creating links to them.) In each row of the table, type the title of the sub-page in the left column, and the URL of the sub-page in the right column. To add an additional row (in order to add an additional link to a sub-page), click the “+” button at the bottom left.

(*Note:* For links within this website, exclude the base URL (“http://curry.virginia.edu”) and just include the path — e.g., /path/to/other/page. The slash at the beginning is very important.)



Links to sub-pages (in right sidebar)

Resource

Note: There are many advantages to using a Resource entry instead of merely uploading a file or linking to another website.

- (1) If you link to a Resource, you can update it in one place, instead of updating links all over your site every time you edit a file, or every time another website changes.
- (2) You have a central location for describing the resource.
- (3) It is easier for search engines to find a Resource with a description, than a file or link.

Title

Widget: Text Field

The title.

URL Title

Widget: Text Field

Automatically generated from the title.

The last section of the URL for the entry, which is based on the title, without capitalization or punctuation, and with hyphens replacing the spaces. (*Example:* the title “Seed Funding” automatically generates the URL title “seed-funding”.) The URL title is automatically generated (you don’t have to enter one), but you can override it. If you do override the URL title, use only letters, numbers, and hyphens.

The URL title must be unique; if you override the URL title with a URL title used by another entry, a number will be added to the end to make the URL title unique.

Author(s)

Widget: Table (single column)

Type one author’s name on each row. To add additional rows, click the “+” button at the bottom left.

Summary

Widget: Text Area

A few sentences (at most a paragraph) describing the resource. This field shows up in search results.

Document / File(s)

Widget: Table (with File Prompt)

For each row of the table, upload a file and give it an understandable name. To add additional rows, click the “+” button at the bottom left.

Resource Link

Widget: Table

In each row, add a URL to link to resource(s). To add additional rows, click the “+” button at the bottom left.

Body

Widget: Text Area

Include an excerpt from the resource, instructions for how to use the resource, or potentially a more in-depth description of the resource.

Associated Employees**Associated Research Centers**

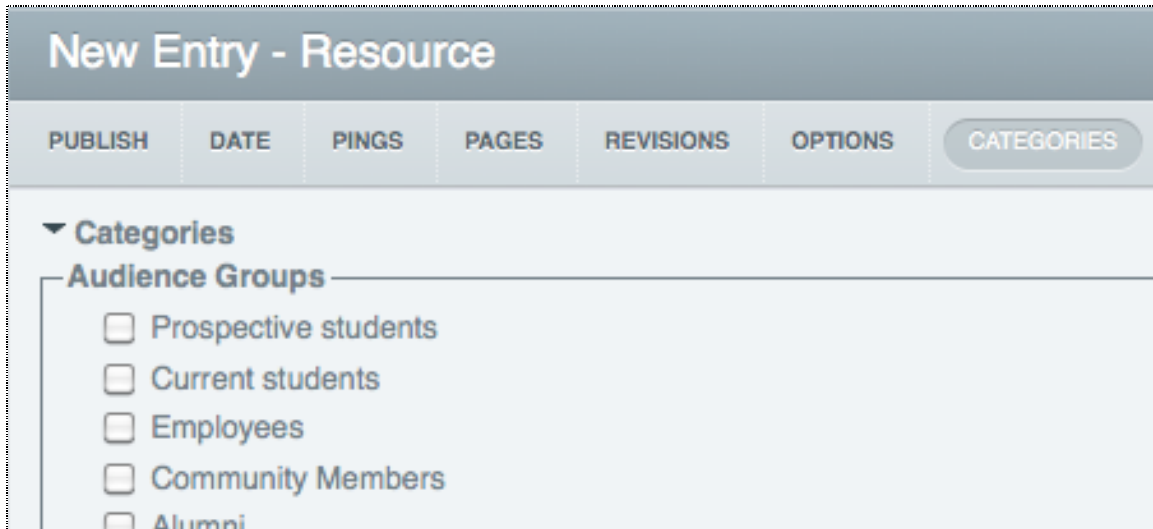
Widget: Drop Panes

Associate employees/Research Centers. This resource will show up on that employee’s/center’s profile.

These fields determine what this entry is related to—that is, in which “Related News” lists it will appear. (Newer entries in each list will eventually displace it so that it longer appears.) You can select multiple employees, multiple Research Centers, etc.

IMPORTANT (Categories Tab): Categories

Widget: Checkboxes (not in Guide to Widgets)



The screenshot shows a web interface for creating a new resource entry. At the top, there is a header "New Entry - Resource". Below the header is a navigation bar with tabs: PUBLISH, DATE, PINGS, PAGES, REVISIONS, OPTIONS, and CATEGORIES. The CATEGORIES tab is selected and highlighted. Below the navigation bar, there is a section titled "Categories" with a dropdown arrow. Underneath, the "Audience Groups" section is expanded, showing a list of checkboxes for "Prospective students", "Current students", "Employees", "Community Members", and "Alumni".

Important: Click on the “Categories” tab to view the “Categories” field.

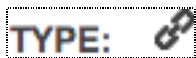
Audience Groups

Resource Functions

Who is this resource for? What is this resource’s function? People searching for resources can search by audience and function, so it is important to select all relevant categories.

Resource Types

Indicate the format of the resource: text document, link, audio, video, or presentation. Resources are marked with their type.



After editing “Categories,” click on the “Publish” tab to return to the main part of the “edit entry” form.

Static Page**IMPORTANT (Pages Tab): Pages URI***Widget: Text Field*

The screenshot shows the 'Edit Entry - Static Page' interface. At the top, there is a header bar with the title 'Edit Entry - Static Page'. Below this is a navigation bar with several tabs: PUBLISH, DATE, PINGS, PAGES (which is highlighted), REVISIONS, OPTIONS, and CATEGORIES. The main content area is divided into sections. The first section is 'Pages URI', which contains a text input field with the value '/about/diversity-at-curry'. The second section is 'Template', which contains a dropdown menu with 'index' selected.

Important: Click on the “Pages” tab to view the “Pages URI” field. Unless you change this from the default value, the page’s URL will be a number.

How to choose a URL:

- (1) The first segment must be an existing URL on the site, such as “/about”. *Note:* begin with a slash (/).
- (2) The second segment, after another slash (/), should be based on the title of the page, using only lowercase letters, numbers, and hyphens. (For example, if the title is “Diversity at Curry”, the last segment should be “diversity-at-curry”).

In this case, you would enter “/about/diversity-at-curry” into this field.

After editing “Pages URI,” click on the “Publish” tab to return to the main part of the “edit entry” form.

Title*Widget: Text Field*

The title.

URL Title*Widget: Text Field*

The *Pages URI* field (see above) will override this field; you can ignore it for Static Pages.

Header*Widget: Text Area*

Only one sentence or short paragraph is recommended. This header appears between the title and the body.

Body*Widget: Text Area*

Most of the content goes here. (Informally, often called the “full text.”)

Sidebar*Widget: Text Area*

This text appears in the sidebar.

Sub-pages*Widget: Table*

▼ Sub-pages		
	Title	Link
1	Message from the Director	/academics/areas-of-study/speech-pathology-audiology/message-from-the-director
2	Visiting the Program	/academics/areas-of-study/speech-pathology-audiology/visiting-the-program
3	FAQs -MEd	/academics/degrees/m.ed.-in-speech-language-pathology/faqs-m.ed.-in-speech-language-pathology
4	FAQs-PhD	/academics/areas-of-study/speech-pathology-audiology/faqs-ph.d.-in-speech-language-pathology

(+)

This allows you to provide links to sub-pages. (*Note:* These sub-pages must already exist; you are only creating links to them.) In each row of the table, type the title of the sub-page in the left column, and the URL of the sub-page in the right column. To add an additional row (in order to add an additional link to a sub-page), click the “+” button at the bottom left.

(*Note:* For links within this website, exclude the base URL (“http://curry.virginia.edu”) and just include the path — e.g., /path/to/other/page. The slash at the beginning is very important.)

Links to sub-pages (in right sidebar):

More info

[Message from the Director](#)

[Visiting the Program](#)

[FAQs -MEd](#)

[FAQs-PhD](#)