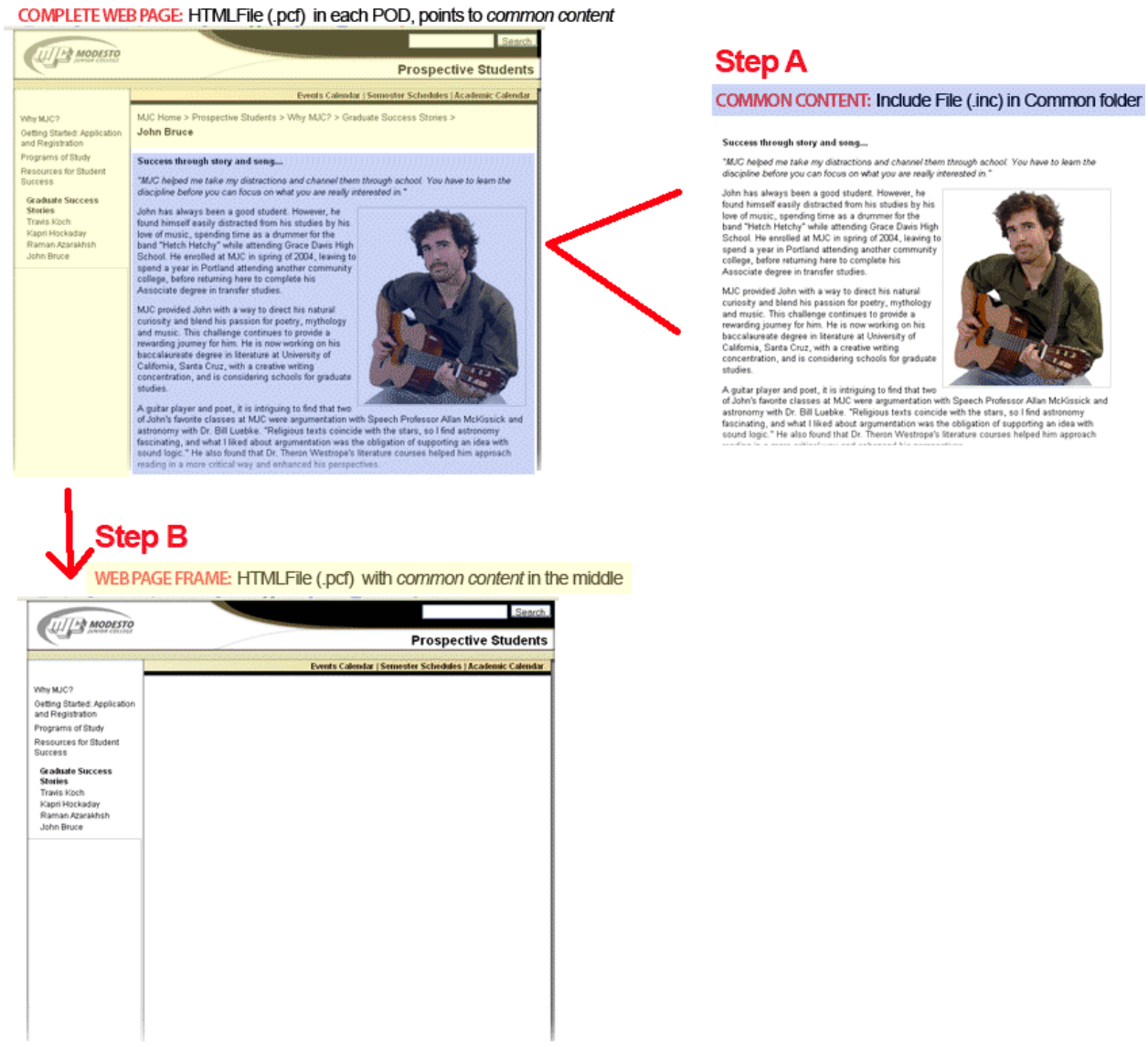
Creating a new page – Common Content

What is Common Content? If your new page will show up in more than one place on the web site, it will need to be created as ***Common Content***. For example: Taylor White's student testimonial may need to show up in several PODS:

1. ***High School Students*** > Why MJC After High School? > Student Success Stories
2. ***Prospective Students*** > Why MJC? > Graduate Success Stories
3. ***Current Students*** > Degrees and Programs > Graduate Testimonials

To avoid editing this page three times if there is a change in the future, it needs to be created as a Common Content page which holds the bulk of the information so that you can make one edit in one location rather than logging in to each page in each POD.

A Common Content page is composed of two sections, as in diagram below:



Step A: First, create your Common Content include file (.inc) in the "/common" folder

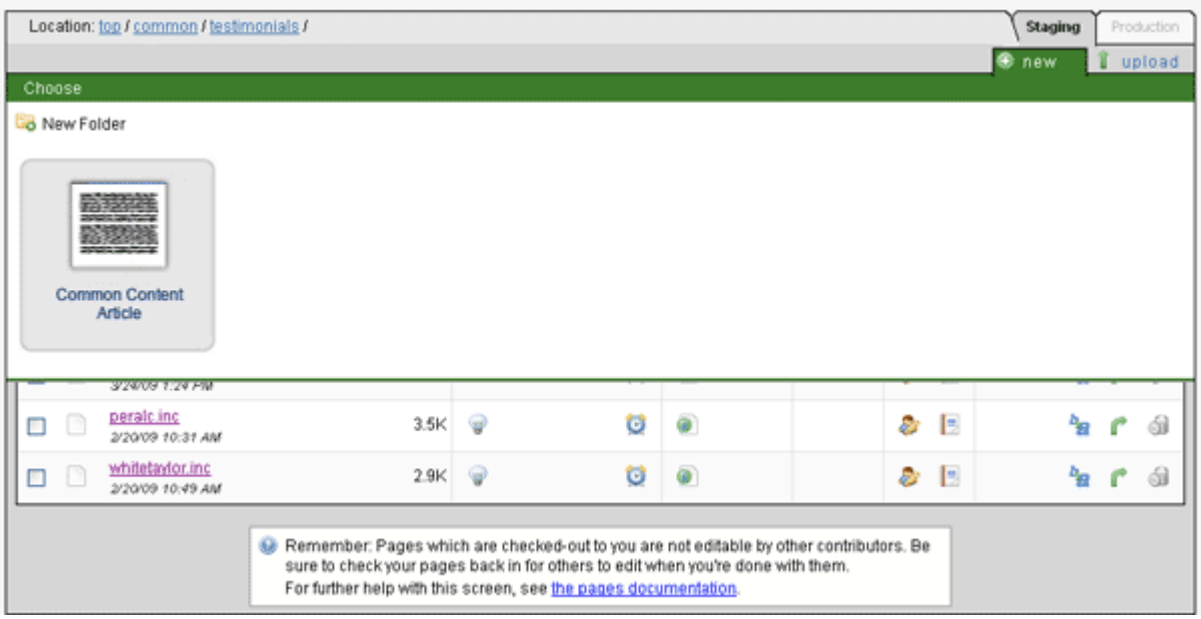
1. Navigate to a web page that is similar to type and location to the one you want to create. In our example, we would navigate to another student's testimonial detail page in the Prospective Students POD. Click on the **`Last Update`** link at the bottom of the web page to login to OmniUpdate.

2. Find the folder where similar include files are saved. In our example, other student testimonials are saved in this location: /common/testimonials/. Common Content include files are always in the "common" folder at the root.

   You may need to click on the green arrow to expand the panes so you can see the directory structure of the web site.

3. Once you are in the correct folder in OmniUpdate, click on the new button to create a new page. You may need to click on the green arrow until you expand the panes completely.

4. Select the only template that should be available to you: "Common Content Article."



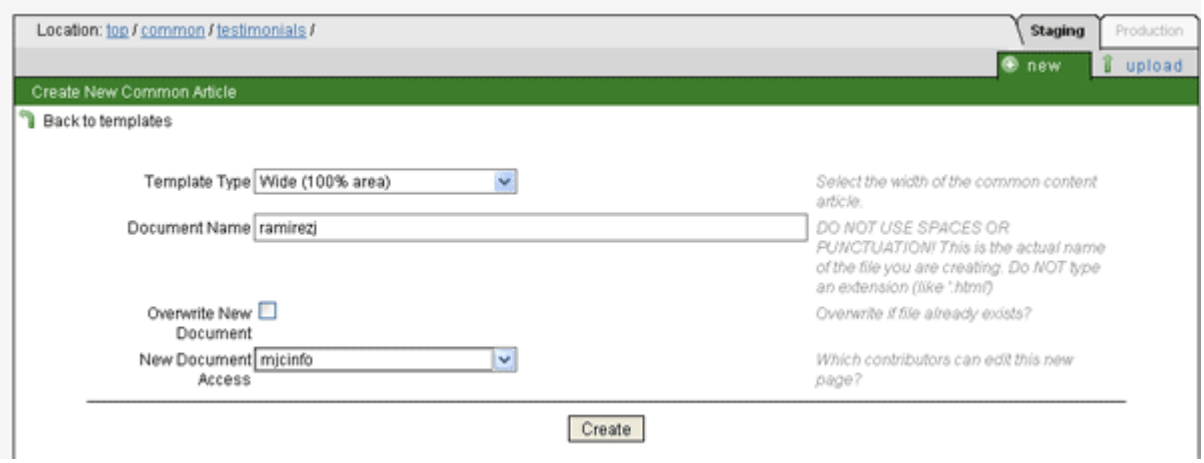
5. Complete the fields as below:

   Template Type: Wide (100% area)

   Document Name: no punctuations, capitalizations, spaces or files extensions. This is the file name, such as "ramirezj" for our example.

   New Document Access: Choose your OmniUpdate editor group.

   In this example, we will be creating a new page for Jennifer Ramirez.



6. Once you create the page, click on the edit button

to add content.

7. Copy and paste the content into the area, making sure you first copy into a Notepad file to strip the text of formatting that might be carried over from your Word file. If using the FireFox browser to edit in OmniUpdate, this step is built into OU.

8. When you are done, click on the save icon .

9. Then click on Publish Now.

And, again, click on Publish button.

Now you have created your Common Content include file. It is time to create the web page that will hold this content.

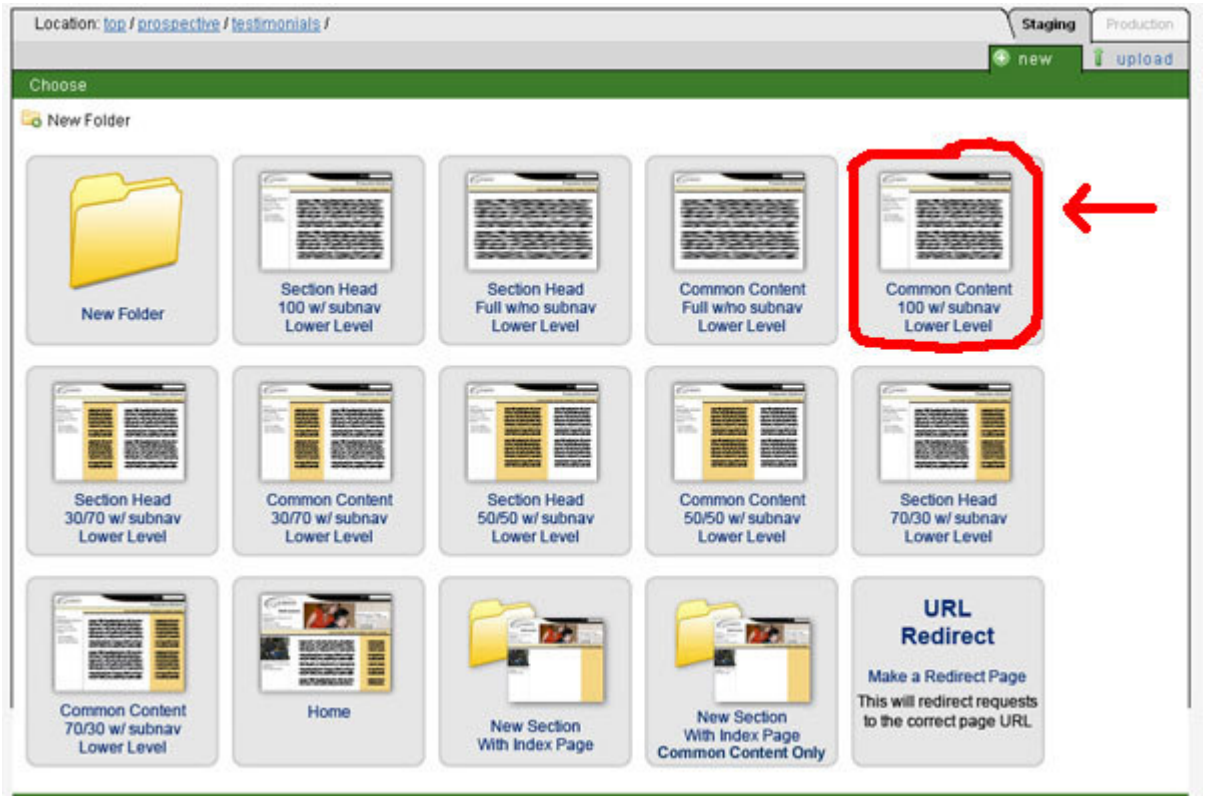
Step B. Second, create the web page that will hold this Common Content (.pcf in OmniUpdate and .html when published to the Web)

1. Navigate to a web page that is similar to type and location to the one you want to create. In our example, we would navigate to another student's testimonial page. Click on the **`Last Update`** link at the bottom of the web page to login to OmniUpdate.
   It might be easier if you navigate via the web site than via the directory structure in OmniUpdate.

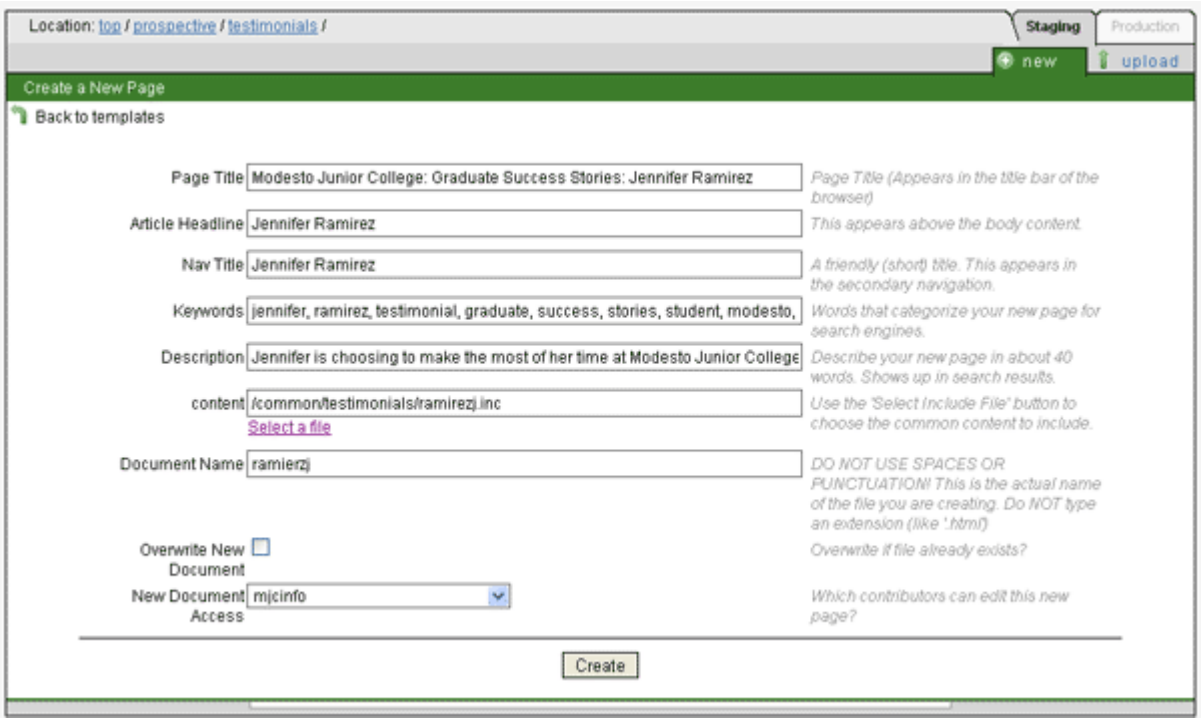
2. Click on the green arrow twice to fully expand the panes until you see the new button to create a new page.

3. Click on the new button .

4. Now you will have several templates from which to choose. You must choose one with "common content" in the description. In our example, we will be selecting the "Common Content 100 w/ subnav Lower Level" template as in the screenshot below:



5. Complete the fields as below:



6. When you arrive at the Select a File option, you will be prompted to choose an include file. Select the file that we created in Step A, our common content file for Jennifer Ramirez which holds the article and picture of our student. In our example, the file is located in /common/testimonials/ramirezj.inc

7. Click the Create button.

8. Click on Publish Now

, and again the Publish button.

9. View the web page to check your work.

10. ***Repeat Step B to create other web pages that will reuse this common content.*** Perhaps you want Jennifer Ramirez's testimonial to show up in the High School Students and Current Student PODS as well.