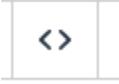# GUIDELINES FOR MAKING A NH COS SUB PAGE DIRECTORY TEMPLATE

Version (230420)

Based on a Read Only COS SUBPAGE MASTER from NH WebMaster

- [Contact Bob](#) to get Page updated in Webmaster Spreadsheet. Will also assign Page Name for design.
- Login to COS and open Dashboard/CB/Content/Pages
- Click to Add A Page
- Enter title with format: NH PAGE NAME.
- Type TEST in body of page.

- Click on Source Code icon and confirm HTML code is there.

  o

  Source Code

  `<p>TEST</p>`

- Save page. This will make a URL to be used by future web page links.
- Check DIRECT URL in left side bar.

  DIRECT URL

  ventionofstates.com/nh-training-page   EDIT

  o Can click on Edit for easier reading. **DO NOT CHANGE IT**

  Changes Saved Successfully! Preview changes

- Go to top of page in blue bar and Preview Changes.
- Page will open in browser. Confirm Title, and sidebars, header, and footer are showing.
- Close browser tab and return to Page Editor.
- Delete "TEST", and use Source code button to confirm the area is blank.
- Open COS_SubPage_Master_230416.htm file in a **Text Editor** program. Opening in an editor that does formatting will damage the code
- In Windows system use NotePad, or Mac systems use TextEdit. . (Contact Bob for TextPad, an excellent Windows text editor program).Copy the whole document code from this file onto the Clipboard and Paste the Clipboard into Source Code Window. Verify the code is there (hundreds

of lines):

Source Code

```
<main class="single-article">
<div class="layout-two-column wrapper">
<article>
<div class="article-content overflow">
<p style="text-align: center;"><img src="https://content.stagecos.com/co
alt="" width="720" height="86" /></p>
<p style="text-align: center;">       
```

- Click Save to keep the Source Code.
- Move to Editor region and scroll thru Editor Window to confirm code is working. You will see the working area for designing tools.
- Click Save at bottom right of screen, and at the top of screen click on the blue link to Preview

  Changes Saved Successfully! Preview changes

  changes.
- Next we will make changes to some default values. There are only three values to modify from the defaults: DISPLAY, EXPIRATION and SUPPRESS SIDEBAR.

SETTING	VALUE	ACTION
DISPLAY (Make it centered)	**YES**	**ADD CHECKMARK**
PARENT PAGE(OPTIONAL)	blank	DO NOT CHANGE
HIGH PRIORITY	blank	DO NOT CHANGE
GEO PERMISSIONS	blank	DO NOT CHANGE
ROLE PERMISSIONS	blank	DO NOT CHANGE
Can leave blank.."Requires Login" can prevent access. Top level Directory should be open to many. Lower levels will frequently be limited to certain roles. From outside COS. Design Pages with COS security in mind. Higher Roles inherit lower Roles.		
REQUIRES LOGIN TO ACCESS	blank	DO NOT CHANGE
EXPIRATION	**NO**	**REMOVE CHECKMARK**
Remove checkmark, else will expire in seven days.		
CATEGORY	blank	DO NOT CHANGE
Can leave blank. Do not select Parent Page. See the Category List that follows this chart.		
PUBLISH DATE	Auto filled	DO NOT CHANGE
SUPPRESS SIDEBAR	**YES**	**ADD CHECKMARK**
ADD CHECKMARK to get full width of page. Hides National links on right side.		
DIRECT URL	Auto filled	DO NOT CHANGE
o **(**Save the URL for links)		
CHANGE AUTHOR	Auto filled	DO NOT CHANGE
should be your name and COS ID (First Last (#0000000).		
CREDIT AUTHOR	blank	DO NOT CHANGE
FEATURED IMAGE	Auto filled	DO NOT CHANGE
o (I need to get more info)		

Here is a list of Categories:

Solution
Surge Article
Spread the Word
Resources-Video
Opposition
Administrative
documents
Endorsements
Objections
Endorsements/Objections
Parent Pge
Volunteer Resources
Coalitions
Grassroots Library
FAQ
Hottest
Technical Resources
Blog
Process
Debate

- Click Save and Preview Changes.
- [Contact Bob](#) and get Page updated in WebMaster Spreadsheet.
- At this time, the finished page should be Reviewed. Pages with Parent links will be identified.(Future guidelines to follow)
- PUBLISH page and put link on Parent page. Get authors from spreadsheet.

This Word document was made from an original text file: S:\My Drive\COS\Web Page\Bob\Make COS Sub Page_YYMMDD.txt.

References supporting htm master file from S:\My Drive\COS\Web Page\Bob\COS_SubPage_Master_YYMMDD.txt.

References supporting spreadsheet from S:\My Drive\COS\Web Page\Bob\Web Page Directory.xlsx