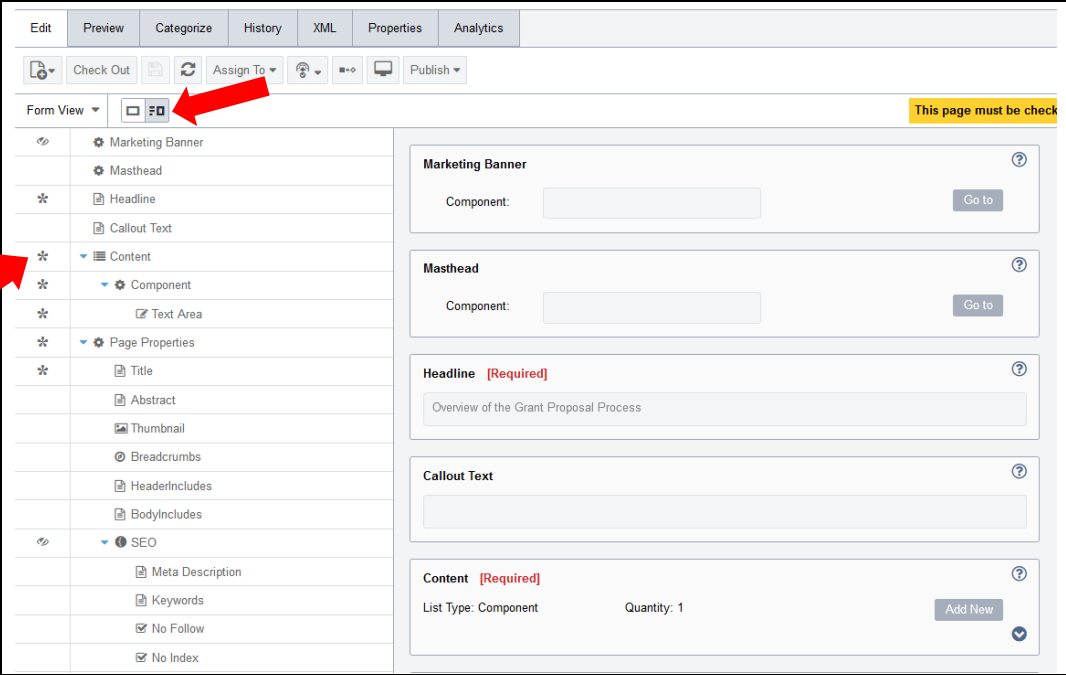


Required Fields to Publish a Page Checklist

Can't find what field is required to be able to publish a page? Here's a walkthrough of the usual suspects that you might be missing.

<p>View the Edit Tab</p> <p>Next to the Form View dropdown, select side by side</p> <p>You can see each element of the page. The ones with an asterisk are required.</p>	
<p>Areas to Check</p> <p>Look at the following fields to see where a required field may be blank.</p>	

Masthead

If you started to create a masthead, but didn't finish it, there are now required fields in this area.

In the masthead, the **Slide** field, if populated, is required. Also required here is the **Image – 1280 x720** field.

If either of these fields are populated, but you don't want a masthead, then click on the eraser in the **Masthead** field (this eraser will disappear when you are working in the slides below, so you have to click on masthead field for it to appear)

See removing a component below to get rid of an extra slide you no longer want.

The screenshot shows the 'Masthead' configuration panel. At the top, there are fields for 'Component' (set to 'Embedded Component') and 'Type' (set to 'mastheadModule'), along with 'Unembed' and 'Share' buttons. A red arrow points to the 'Share' button. Below this is a section titled 'Slides [Required]' with a list type of 'Component' and a quantity of '1'. An 'Add New' button is present. Inside the 'Slide' section, there are fields for 'Component' and 'Type' (set to 'mastheadImagePartial'), with an 'Unembed' button. A red arrow points to the 'Slides' section header. Below the slide fields, there is a 'Text Color [Required]' section with a dropdown menu currently set to 'White'. At the bottom, there is an 'Image - 1280 x 720 [Required]' section with an image selection icon, a text input field labeled 'Select an asset', and a 'Select' button. A red arrow points to this image field. The bottom of the panel features a 'Headline [Required]' section with a text input field.

Headline

The **Headline** field must be populated.

Content

There must be something in the content field

Component

In each **Component**, there must be something in that **component's content area**. In the example to the right, the text area is blank. This would not work. The same goes for any other component, such as an accordion, image container, etc.

To remove a component field, see **Removing a Component** below.

Content [Required]

List Type: Component

Quantity: 1

Add New

Component

Component:

Embedded Component

Unembed

Share

Type:

htmlArea

Text Area [Required]

Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾

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Words: 0

Page Properties

The **Title** in page properties is required. This title should be unique to our website. Don't just put "Faculty" it should be "Faculty - <your department>" (replacing <your department> with your department's name)

Abstract – while this field is not currently required, it is a good idea to fill this out with a narrative description of what can be found on the page, no more than 160 characters long.

Page Properties [Required]

Component:

Embedded Component

Title [Required]

Title

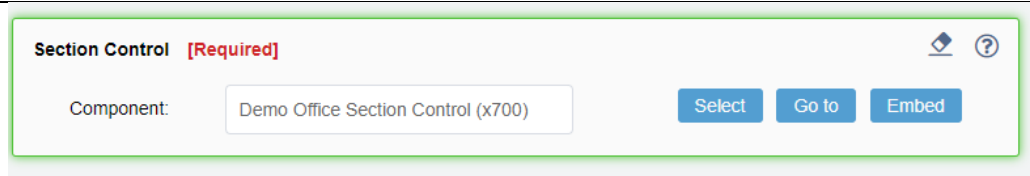
Abstract

Section Control

The **section control** is required.

However, you are not expected to put these on a page. **Do not embed a section control.**

Contact Josh Leiboff if a section control is not appearing on your page.



Removing a Component

When you have an extra component or slide field you want to get rid of, click the gear on the far right. This will bring up the plus minus icons. Click minus to remove the field.

