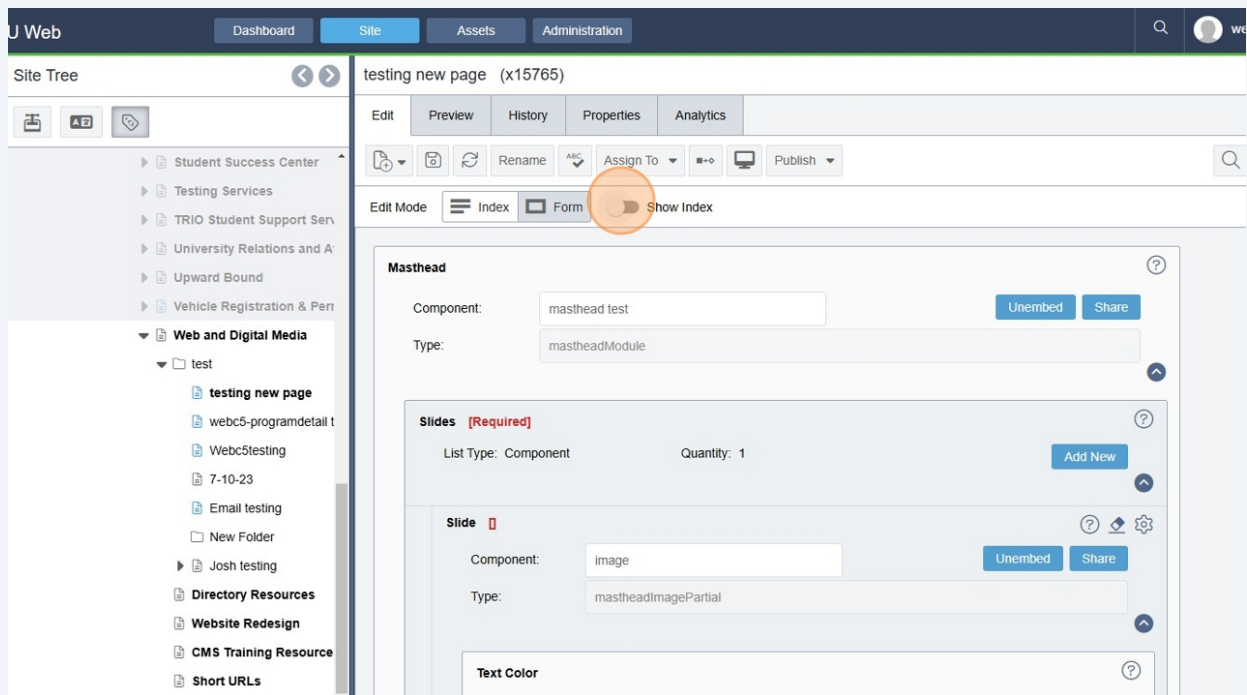


Required Fields Checklist

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.

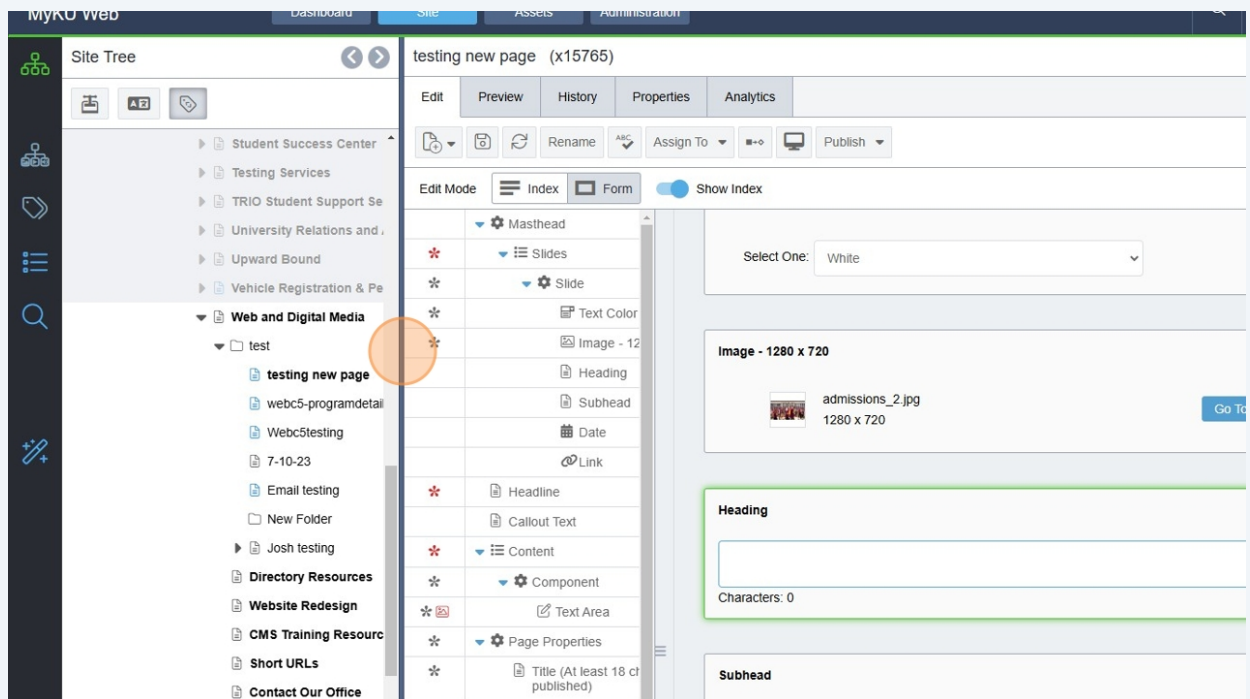
1 On the page you want to review, open the Edit Tab.

Toggle **Show Index** on.



2

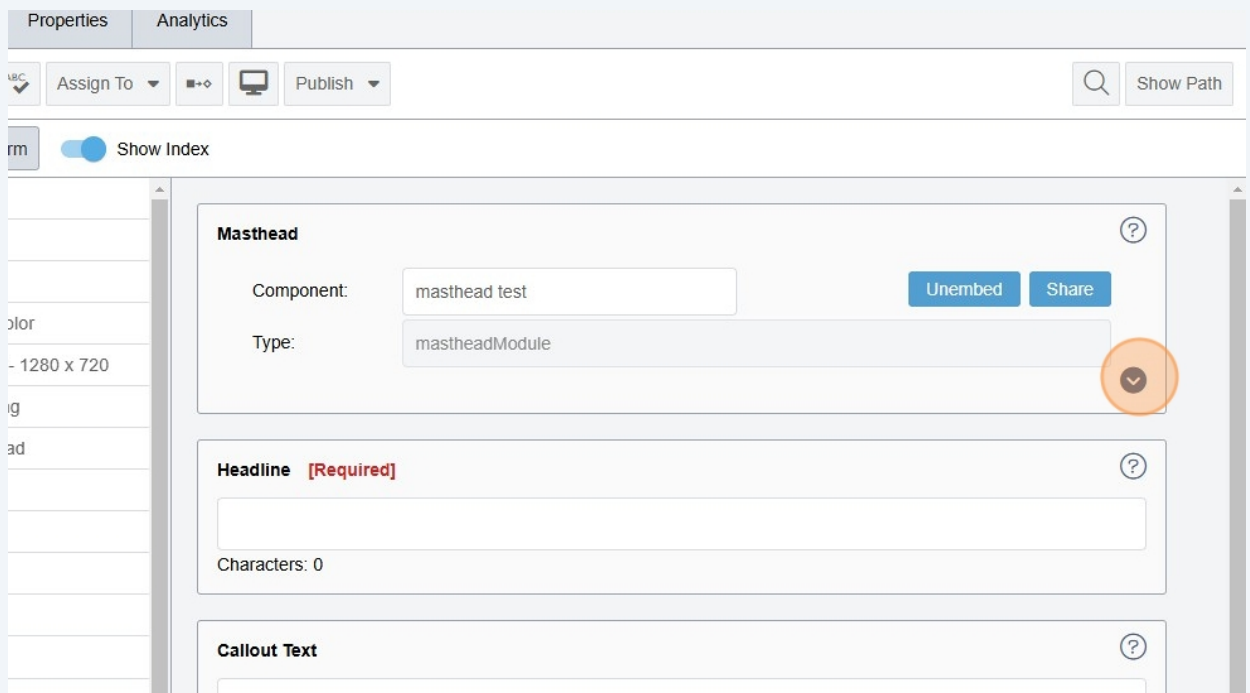
In the Index, review the fields. You can see each element on the page. The ones with an asterisk are required.



3

Areas to check

Look at the following fields for commonly missed required elements. Note, there is red text visible where items are required. This text will disappear on some elements once populated.



4

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

the Slide field, if populated, is required. Also required here is the Image – 1280 x 720 field.

Slide

Component: image Unembed Share

Type: mastheadImagePartial

Text Color

Select One: White

Image - 1280 x 720

admissions_2.jpg
1280 x 720

Go To Select

5 Headline: The headline field is required.

The screenshot shows a form editor interface. At the top, there is a header bar with a green border and a white button labeled 'Add...'. Below this, the 'Headline' field is highlighted with a light gray background. It has a label 'Headline' followed by a red '[Required]' tag and a question mark icon. The text input is empty, and an orange circle is placed in the center of the input field. Below the input, it says 'Characters: 0'. Underneath the 'Headline' field is the 'Callout Text' field, which also has a question mark icon and an empty input with 'Characters: 0' below it. At the bottom, there is a partially visible 'Section Control' field with a question mark icon.

6 Content

There must be at least one content field, and each content field will have required elements.

The screenshot shows a form editor interface with several fields. The 'Callout Text' field is at the top, with a question mark icon and an empty input with 'Characters: 0' below it. Below it is the 'Content' field, which has a label 'Content' followed by a red '[Required]' tag and a question mark icon. It also shows 'List Type: Component' and 'Quantity: 1'. To the right of the 'Content' field is a gray 'Add New' button and an orange circle with a downward arrow. Below the 'Content' field is the 'Page Properties' field, which has a question mark icon and a 'Component' dropdown menu currently set to 'Embedded Component'. At the bottom is the 'Section Control' field with a question mark icon.

7

Page Properties

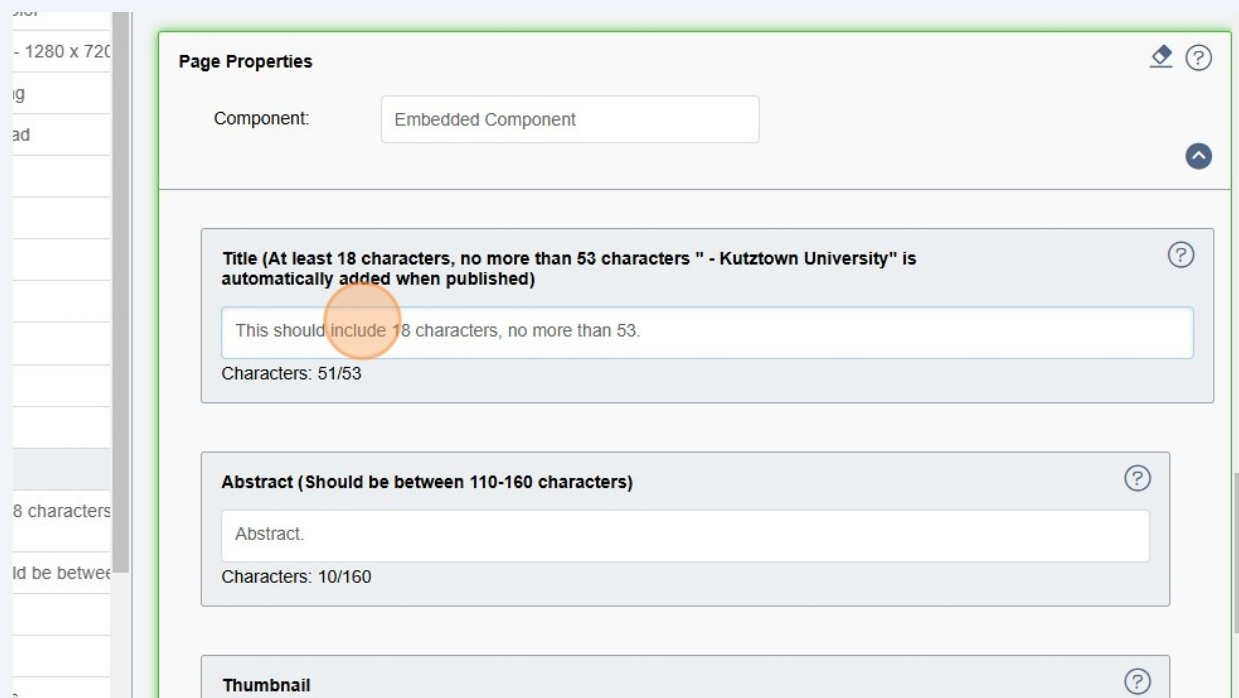
There are required fields (with required character minimums/limits)

The screenshot displays a web editor interface. At the top, a text area contains the letter 'P', with a character count of 16 and the text '16 WORDS POWERED BY TINY'. Below this, a sidebar contains two panels. The 'Page Properties' panel has a 'Component' dropdown menu set to 'Embedded Component' and a blue circular button with a downward arrow. The 'Section Control' panel has a 'Component' dropdown menu set to 'Web and digital media Section Control (', and three blue buttons labeled 'Select', 'Go To', and 'Embed'. A bottom toolbar is partially visible.

8

Page Properties Requirements (note character counter under each field to assist with counting characters).

Title: is required and must be at least 18 characters, no more than 53. " - Kutztown University" is automatically added when published.



The screenshot shows the 'Page Properties' form with the 'Component' set to 'Embedded Component'. The 'Title' field is highlighted with an orange circle. The title text is 'This should include 18 characters, no more than 53.' and the character count is 51/53. The 'Abstract' field is also visible with the text 'Abstract.' and a character count of 10/160. The 'Thumbnail' field is at the bottom.

Page Properties

Component: Embedded Component

Title (At least 18 characters, no more than 53 characters " - Kutztown University" is automatically added when published)

This should include 18 characters, no more than 53.

Characters: 51/53

Abstract (Should be between 110-160 characters)

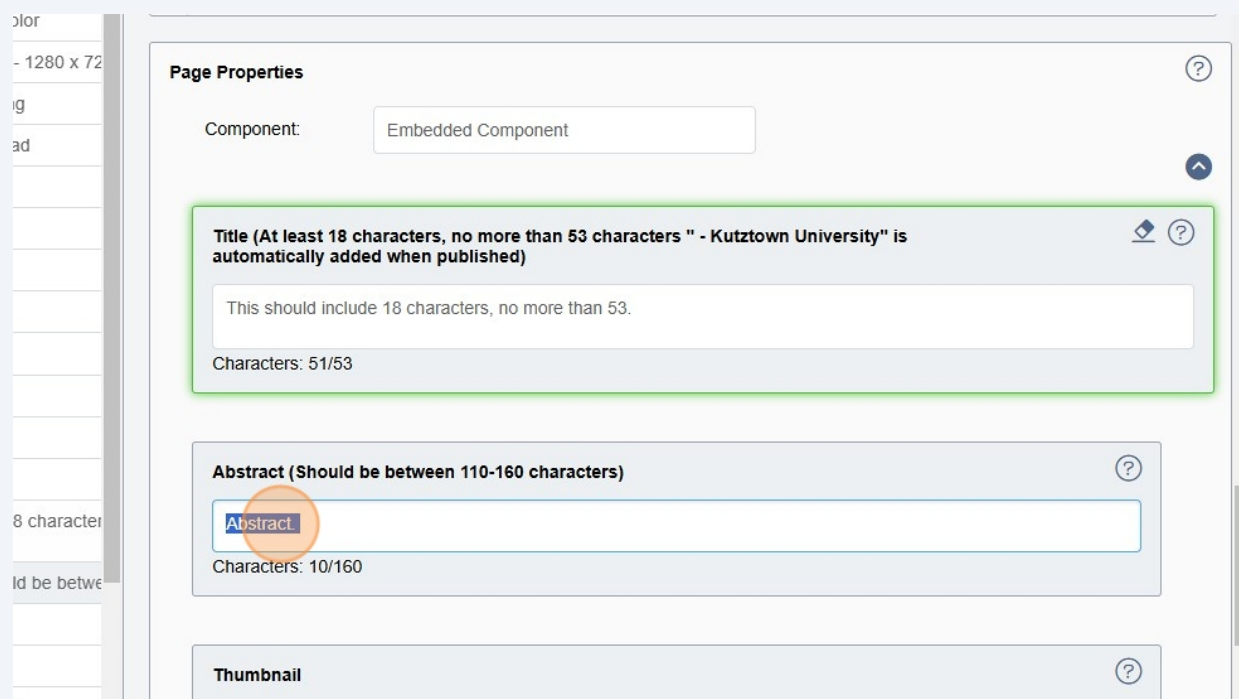
Abstract.

Characters: 10/160

Thumbnail

9

Abstract: is required and must be between 110-160 characters.



The screenshot shows the 'Page Properties' form with the 'Component' set to 'Embedded Component'. The 'Title' field is highlighted with a green box. The title text is 'This should include 18 characters, no more than 53.' and the character count is 51/53. The 'Abstract' field is highlighted with an orange circle. The abstract text is 'Abstract.' and the character count is 10/160. The 'Thumbnail' field is at the bottom.

Page Properties

Component: Embedded Component

Title (At least 18 characters, no more than 53 characters " - Kutztown University" is automatically added when published)

This should include 18 characters, no more than 53.

Characters: 51/53

Abstract (Should be between 110-160 characters)

Abstract.

Characters: 10/160

Thumbnail

10 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

The screenshot shows a web form with three main sections:

- BodyIncludes**: A text input field that is currently empty. Below the field, it says "Characters: 0".
- Section Control**: A section with a dropdown menu labeled "Component:" showing "Web and digital media Section Control (". To the right of the dropdown are three buttons: "Select", "Go To", and "Embed". An orange circle highlights the "Select" button.
- ViewName**: A text input field containing the text "generalContentPage".

On the left side of the form, there is a vertical list of items, some of which are partially visible: "8 characters", "ld be between", "s", and "ription".

11 Removing A Content Component

When you have an extra component or slide field you want to get rid of, click the gear on the far right.

List Type: Component Quantity: 2 [Add New](#)

Component	Component	Type	Unembed	Share	Settings
Component	text	htmlArea	Unembed	Share	
Component	text	htmlArea	Unembed		

Page Properties

Component: Embedded Component

12 This will bring up the plus minus icons. Click minus to remove the field.

List Type: Component Quantity: 2 [Add New](#)

Component	Component	Type	Unembed	Share	Settings
Component	text	htmlArea	Unembed	Share	
Component	text	htmlArea	Unembed		

Page Properties

Component: Embedded Component