

UBE Umbraco: Using the Common Page's Content tab

If you're creating a new Common Page, read ["Adding a Common Page"](#) first.

If you are updating an existing Common Page, understanding how to create one below will help you update an existing one.

Creating a new Common Page

Click the "Content" tab at the top of the Main Panel.

nb: as you make changes to a page, you can click "Save" or "Save and publish" to save your work as often as you like or you could save once when you have made all your changes. With the latter, of course, you run the risk that something goes wrong, like your Internet connection breaking, and you would then lose all the changes you have made since the last save.

At the top of the Main Panel is a check box labelled "Hide from the navigation bar". Checking this will prevent the page from being accessed from the website's navigation bar. You might want to check this box until your new page is complete. If you would like to review your progress on the page meanwhile, please see "Preview and Save a page".

There are a few grey rectangles on the page. All of them, except one, have a vertical dotted line dividing the rectangle into two parts of 2:1 or 3:1 or similar.

The grey box without a dotted line will create a layout that is the full width of the page. The grey boxes with dotted lines will create a layout of two sub-pages. On a desktop, the content of the two sub-pages is displayed side-by-side; on a smartphone, the content of the sub-pages is displayed one above the other. Unless you want to do this, always click the grey rectangle without a vertical dotted line.

Click the grey rectangle. To layout the content of the page, it is constructed of 12 equal sub-columns, which you can combine to make columns of different widths on the page. For example, selecting "12col" will create one column that is the full width of the page; or selecting "6col6col" will create two columns of equal width; or selecting "8col4col" will create two columns with the left-hand column twice as wide as the right-hand column. Click the Layout of your choice.

The page now displays the columns in the Layout you have chosen. If you hover over them, a dotted box is displayed around the columns. The name of the Layout you have chosen is in the top left-hand corner of the dotted box. Outside the right-hand top corner of the dotted box are some icons. Hover over the top one, a dustbin, and "Delete" is displayed. If you would like to delete this Layout and all its contents, click the dustbin and confirm with "Yes".

The Layout shows a Cell for each of the Columns in the Layout. Within each Cell it says "To start, click the + below and start your first Element". When you click "+", there are up to four Elements:

1. **Headline**

The formatting of the Headline (size, weight, colour, style) is set at design time and provides a consistent headline to be used across the website. Simply type your headline and Preview your changes and the save them.

2. **Rich Text Editor (RTE)**

The RTE allows to enter content (text, links, media) and format it to your own style. Please see ["Rich Text Editor"](#) for full details.

UBE Umbraco: Using the Common Page's Content tab

3. Image

Clicking the "Image" Element opens a panel on the right-hand side, which displays the folders that you are authorised to access in the Media Section. Browse inside the folders by clicking the icon in the middle of a grey square (not "Select" across the bottom of a grey square) to locate the image file you need and then click it. **It is then important that you complete the "Alternative text" field.** This is the text that is read out to website visitors who have impaired eye-sight to describe the image. Furthermore, if this field is not completed, your website will get a black mark for not meeting the [Web Content Accessibility Guidelines](#).

For more information on managing images, please see "[All about Images](#)" in the Media Help Section.

4. Macro

Many procedures, called Macros, are available to simplify managing the content of the website, whilst managing the presentation of the content on a web page for you. The Macro itself is added to the Common Page where you would like to display the content and the content is added to Child Pages of a Macro Parent Page. Clicking this Element opens a panel in which you can display a list of Macros. UBE can advise which ones are available for you to use. See the help section on Macros for more information.

Please note

When you have added an Element in a Cell, you can add another Element below it by clicking the "+" immediately below the Element you've just added.

If you want to change the order of the Elements in a Cell, hover over the Element you would like to move. A dotted box displays around this Element with some icons immediately outside the dotted box's top right-hand corner. Click and drag the "Move" icon (a crosshairs symbol) up or down the page until a grey rectangle appears in the correct position of the Element you are moving. Release the mouse. Don't forget to save your changes.

You can add more than one Layout to a page. For example, you might use 12col to put a headline across the top of a page with 6col6col below it and a different Layout below that.

You might need to add space between Elements within a Cell or between Layouts. There is a "Spacer" Macro to use of this. Please see the Macro Help Section for more details.

The order in which Cells are displayed on a desktop is different to the order on a mobile device, like a Smartphone. To help you layout a page so its correct on desktop as well as smartphone go to "How Cells display on different Devices".