Page Types

Learn how to use the Page Types section of the Website Configuration Tool to configure the options for your Home page, About page, and Landing pages.

Use the Page Types configurations to edit the contents and set options for key pages of your website, including your Home Page, About Page and collection Landing Pages. You also have the option to replace key pages with custom pages.

Page Types configurations work with Home Page and About Page for Global Settings, and work with Landing Pages for Collection-level Settings.

Home Page

The Home Page refers to the main entry page for your website. It describes your website and provides access to all of your collections. By default, it is linked from the main navigation (header hamburger menu and footer menu).

Note: Global Settings only.

This configuration enables you to:

- Edit the site title and home page text (a description of the site).
- Choose how to display the collection list on the home page.
- Choose to display an image on your home page.
- Override the default Home Page and use another page by specifying a URL.
- Upload a custom html file to be used as the home page.

Configure Home Page

1. From the Website Configuration Tool, select the Global Settings tab.
2. From the left-side menu, select Page Types > Home Page.
3. In the Site Title box, edit the text. This title displays in the browser title bar and will be used when someone bookmarks your page.
4. The Override Global Home Page setting allows you to specify a URL to be used as your home page. If this option is selected, all configurations below will be void.
5. Display Collection List on Homepage is selected by default. If you do not want the list of collections to show on your home page, deselect this option.
6. Select the Number of Collection Cards per page from the dropdown menu.
7. In the Homepage Text box, enter and edit content.
   - The contents may optionally include HTML.
   - You can insert important information here, such as news about your Library or feature a collection.
8. If you wish to display a splash image on the home page, choose **Upload a custom image** in the **Image preferences for this site's homepage** section. Click **browse** to upload an image.
   - For accessibility, add alt text for the custom splash image using the **Custom alt text for the home page image** box.

9. You can also use custom HTML page as your home page. Check **Upload custom html** in the **HTML preferences for this site's home page** section and an upload box will appear for you to upload a custom HTML. See [Create a custom page](https://help.oclc.org/Metadata_Services/CONTENTdm/Website_Configuration_Tool/070Page_types) for correct syntax and other requirements.

10. Click **Save**, then choose to **Preview** or **Publish**.

### About Page

The About Page is the default about page for your website. It can describe your organization and website. By default, it is also linked from the main navigation (header hamburger menu and footer menu).

**Note:** Global Settings only.

### Configure About Page

1. From the [Website Configuration Tool](https://help.oclc.org/Metadata_Services/CONTENTdm/Website_Configuration_Tool/070Page_types), select the **Global Settings** tab.
2. From the left-side menu, select **Page Types > About Page**.
3. In the **About Page Title** box, edit the text. This title displays in the browser title bar and below the header on your About page.
4. In the **About Page Contents box**, enter and edit content.
   - The contents may optionally include HTML.
   - You can insert images and links and specify fonts and background color using the editor.
   - If you have HTML code you created using another editor to paste into this editor or if you want to edit in the code view, click the **HTML** button.

### Landing Pages

The collection landing page refers to the main entry page for a collection. It describes and provides access to items in the collection. It is linked to from the collection list on the Home page and from the collection name breadcrumb when viewing items in the collection.

**Note:** Collection-level Settings only.

The configuration enables you to:

- Edit the collection card on the home page representing the collection.
- Edit the collection title and page text on the collection landing page.
Choose to display an image on the collection landing page.

Override the default Collection Landing Page and use another page for the collection landing page by specifying a URL.

Upload a custom html file to be used as the collection landing page.

Note: For images you upload on these pages, we strongly recommend you make an effort to optimize them and keep the file sizes small, as larger images will increase page load time. We recommend keeping the size below 500KB.

Configure Collection Landing Pages

1. From the Website Configuration Tool, select the Collection-level Settings tab.
2. From the left-side menu, select Page Types > Landing Pages.

The first 3 configs are for collection cards on the home page.

3. In the Collection Title on Home Page box, edit the text. By default, the Collection Title on Home Page duplicates the Collection Landing Page Title below.
   ◦ If the Collection List on Home Page is enabled, this title displays in the collection card on the home page which describes the collection. You may want to create a shorter title here for display on the Home Page that fits well on mobile sized screens.

4. In the Collection Summary on Home Page box, enter and edit content. By default, the Collection Summary on Home Page duplicates the Collection Landing Page Text below.
   Caution: This content cannot include HTML, even though the editor gives you the ability. All HTML will be removed.

5. Each collection card on the Home page has a representative thumbnail. You can choose to use Random thumbnail or Upload a custom image in the Image preferences for this collection on the home page section. Click browse to upload an image.

The following configs are for Collection Landing Pages.

6. The Override landing page with an external link setting allows you to specify a URL to be used as your landing page. If this option is selected, then all configurations below will be void.

7. In the Collection Landing Page Title box, edit the text. The title displays in the browser title bar and below the header on your Collection Landing page.

8. In the Collection Landing Page Text box, enter and edit content. This text displays below the Collection Landing Page Title.
   ◦ The contents may optionally include HTML.
   ◦ Note that you can insert images and links and specify fonts and background color using the editor.
   ◦ If you have HTML code you created using another editor to paste into this editor or if you want to edit in the code view, click the HTML button.

9. If you wish to display a splash image on the collection landing page, choose Upload a custom image in the Image preferences for this collection's landing page section. Click browse to upload an image.
   ◦ For accessibility, add alt text for the custom splash image using the Custom alt text for landing page image box.

10. By default, a Browse button appears on the Collection Landing page. The Browse button allows the users to browse all items in the collection. To remove this button from the Collection Landing page, deselect Enable.
To customize the text of the Browse button, edit the text in the **Browse button text** box.

11. Suggested Topics are enabled by default. Suggested Topics are predefined queries that can guide end users in their research and help them discover materials in your digital collections.
   - To add suggested topics to the collection landing page, click **add suggested topic**, and add the **Link Label** and **URL** for that topic.

12. You can also use custom HTML page as your home page. Select **Upload custom html** in the **HTML preferences for this collection's landing page** section. Upload a custom HTML in the **Custom html** box. See [Create a custom page](#) for correct syntax and other requirements.

13. Click **Save**, then choose to **Preview** or **Publish**.