

# Page/File Properties

## General Properties

### General Properties

Page Name  
Coffee 1 6 characters

Page URL  
/Coffee.htm 2

URL Aliases  
(Note: takes effect immediately on save) 3 + - ↺

Start Date  
01/15/2020 4

End Date  
12/22/2119

Remove From Display  
 Hide (Note: takes effect immediately on save) 5

1. **Page Name** – When you created your page, you were prompted to enter a name. This is the name that will appear in the website navigation. This is editable. When you upload a file, the page name field refers to the file name.
2. **Page URL** – This will default to the path to your page. However, you may replace it with a short, user-friendly URL.
3. **URL Aliases** – Alternate URLs that will display this page. Used often for redirects of URLs. Aliases can be added manually. If you change the Page URL, upon publishing, it will save the previous URL as an alias.
4. **Start/End Dates** – The Start and End Dates determine the period of time when an approved page will display on the website. If you wish to keep the page on the site

indefinitely, enter an End Date far into the future. You can setup a page for future display and control its activation using the Start Date.

5. **Remove from Display** – The page will be hidden from display on the website if you check the Hide box. This change takes effect upon clicking the Save or Publish icon.

## Sorting

### Sorting

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Display Order 6

10

Sort Date

Date 7

01/15/2020

Time 7

01:55 PM

Last Published Date 8

Jun 1 2020 11:41AM

6. **Display Order** – This controls the display sequence of this page, as it appears in the left navigation and any center list block displays. It also will re-order the pages within the Titan CMS tree based upon the value assigned. If the Display Order is the same for all pages within a section, the pages will be sorted alphabetically by Display Name. It is recommended to assign values by 10 to be able to insert pages in-between when necessary.

7. **Sort Date & Time (optional):** Referenced on Data List blocks, Filter blocks and Segmented Search blocks (Filter and Data filter). To help control the sort order of your filter block or data list blocks displays, the sort will be ordered using the following: Sort Date, Last Published Date, Page Name and DocID.

*At the right is a sample sort order configuration found in Filter, Data List and Segmented Search blocks – Note how Sort Date and Last Published Date “Newest” and “Oldest” can be configured here.*

### Configure Sorting and Advanced Options

Select the default sort order for your results

- Last Published Date "Newest First"
- Last Published Date "Oldest First"
- Sort Date "Newest First"
- Sort Date "Oldest First"
- Alphabetical by Page Name
- Display Order Property
- Number of Views (based on Auditing)
- Average Rating

8. **Last Published Date** – Automatically updated when the item is published.

## Search Engine Info

Enter information here for better search engine results.

### Search Engine Information

Use Page Name

Page Title **9**  
Coffee 6 characters

Metatag Keywords (separated by commas) **10**  
Coffee

Metatag Description **11**  
  
0 characters

Additional Metatags, Scripts, CSS, etc. (in Page HEAD) **12**

9. **Page Title** - This is the title that appears in the browser tab
10. **Metatag Keywords** - Keywords used by users and search engines. These keywords or phrases should be separated by commas.
11. **Metatag Description** – This description will be used when search results are generated by a site-wide keyword search or an external search engine. It should be brief – one or two sentences describing the page’s content. Enter a unique description on every page, including the child pages with linked content.
12. **Additional Metatags, Scripts, CSS, etc. (In page HEAD)** –The “why” behind the field is to allow end users to put custom tags and code on a single page, rather than having to implement a new Page Layout for a one-off customization.

*Examples:*

- *Add an extra CSS file to support the design on one page*
- *Add a NOFOLLOW metatag to prevent search engines from indexing a single page*

- *Add a custom jQuery/javascript to add custom behaviors to a block*
- *Add a validation metatag to the home page only*  
*Add special analytics scripts to a single page*

## Teaser Info Text

This text is used for display purposes in TOC, Data List and/or Filter blocks.

### Teaser Info Text

**Short Description** 13  Use Metatag Description

This is a good Meta

19 characters

**Long Description** 14  Use Metatag Description

This is a good Meta

19 characters

**Teaser Image** 15

**Teaser Image Alt Text** 16

**Banner Image** 17

**Banner Image Alt Text** 18

**13. Short Teaser** - will be used to build a list block teaser display. This should be a brief description to interest the user to click on the link to the described page.

14. **Long Teaser** - will be used to build a list block teaser display. This should be a longer description to interest the user to click on the link to the described page.
15. **Teaser Image** – used when building a list block. You may optionally assign an image that will appear as a thumbnail (small size usually 80x80) next to the description on the page.
16. **Teaser Image Alt Text** – Optionally, text may be supplied that will appear when the mouse rolls-over the above image.
17. **Banner Image** - Would be used if the page had a banner image; not used on most sites
18. **Banner Image Alt Text** - would be used if the page had a banner image; not used on most sites.

## What's New Information

If you are planning to use the What's New block to display the latest content, then you will need to check the What's New box and set an expiration date.

### What's New Information

Show In What's New 19

Yes (This will make the page available to the What's New Block)

What's New End Date 20

03/16/2020

What's New Image 21

What's New Image Alt Text 22

19. **Show in What's New:** is the control for a given page, file, event or product, to allow it to display dynamically in the What's New Block until it's expiration date.
20. **What's New End Date** – This is the date the page will no longer be considered **new**.
21. **Image** – This may be used next to the description on the page that includes a What's New Block. The Image will appear as a thumbnail (80x80px).
22. **Image Alt Text** – This is the alt text for the image next to the description within the What's New Block.

# Advanced Properties

### Advanced Properties

Workstation Name  
Test Page Name **23**

Page Layout  
Home **24**

[View Theme Configuration in Admin Workstation](#)

Comments and Ratings  
No Commenting and Rating Template **25**

Fav Icon **26**

Credited Author  
webmaster **27**

Navigation Zones **28**

Bottom  Breadcrumb  
 Left  TOC  
 Top  Utility

Page Is SSL **29**

Yes  No

Caching Priority **30**

High  Medium  
 Low

Page Display **31**

Active Window  New Window

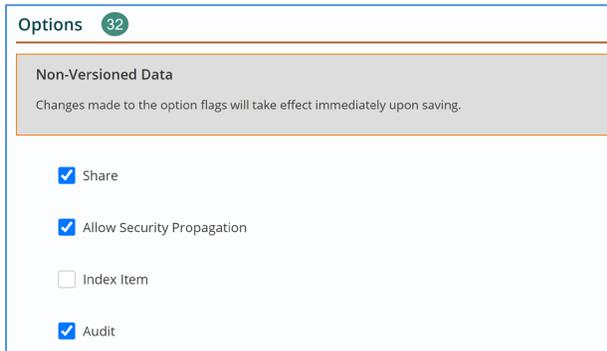
**23. Workstation name** – This is the name that appears in the navigation tree of the workstation. It is defaulted to the Page Name in the Titan CMS tree; however, it may be edited by changing the name here. This change will not impact the Page Name used on the website display.

**24. Page Layout** – These layouts define the structure of your pages. These are supplied with your Titan CMS installation.

**25. Comments & Ratings** – If comments and/or ratings templates are set up in Titan Administration, you can select the desired template to appear on this content page.

26. **Fav Icon** – A Fav icon can be specified at the page level (however, a global Fav icon can be specified in Titan Administration).
27. **Credited Author** – Titan will insert the user account that created the page. Informational use only.
28. **Navigation Zones** – Navigation zones control where the Page Name will appear on the website (based on customization): Bottom, Breadcrumb, Left, TOC, Top, Utility. Your site may have additional nav zones enabled.
29. **Page is SSL** – This value indicates if an SSL certificate is needed for this page  
Note: you must have a valid certificate for SSL to use this setting.
30. **Caching Priority**– This value controls the caching of the page. From a performance standpoint, if your site has more than 1000 pages, you may want to consider lowering the caching priority. High is the default.
31. **Page Display** – Indicates if page will open in an Active or New window on the website. Important for file pile files. Ensure that this parameter is set to open in a “New Window” on your files in the file pile.

## Options



Options 32

Non-Versioned Data  
Changes made to the option flags will take effect immediately upon saving.

Share

Allow Security Propagation

Index Item

Audit

32. **Options** – options for pages are as follows:
  - **Share** – When a new page is created, this box is checked. If checked, this page’s center content is available to other pages on the website(s).
  - **Allow Security Propagation** – uncheck this if you applied security to this page and you never want it to be overwritten using Multi-tag and Edit to propagate security changes to child pages.
  - **Index** – Uncheck this item on pages you do not want to show up in your site search results.
  - **Audit** – If checked, the application will track information on any user who lands on this page of the website. This change takes effect upon clicking the OK button and then the Save button. Auditing must be turned on at a site level for auditing to occur (Titan Administration).

# Custom Information

Custom Information 33

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Custom Navigation Data 1

Custom Navigation Data 2

Custom Navigation Data 3

Custom Data 1

Custom Data 2

Custom Data 3

**Non-Versioned Data**  
Changes made to Custom Document Data 4 and 5 take effect immediately upon saving.

Custom Data 4

Custom Data 5

**33. Custom Information** – This varies by site.