Welcome

1. This tutorial covers how to use NOVUS templates to create new Web pages.
2. After logging in to NOVUS, users will see the Templates node at the bottom of the Content section.
3. Expanding the Templates node reveals a list of templates that are assigned to each HCC campus and/or department.
4. It is important for users not to modify or delete any of the templates.
5. Normally, users will choose a specific campus or department template, but in this tutorial, a NOVUS training template will be used instead.
6. Expanding the “Templates for NOVUS training” node reveals four templates, one of which is called Text and Image.
7. Perfect for creating a Web page with contact information, this template features a right-side image box with text wrapping around it.
8. To create a similar Web page, right click on the desired template node and select Copy.
9. In the Copy dialog box, select the node under which you would like to create the new page.
10. In this example, the top node will be selected.
11. Click OK; the next screen that appears confirms the copy.
12. To see the new Web page, minimize the Templates node, then right-click the destination node and select Reload Nodes.
13. The new page that appears under the destination node has the same name as the original template.
14. To change the name, highlight the new page node, then click on the Properties tab.

15. Change the contents of the Name textbox as desired, then click the Save icon.
16. To begin adding content to the new page, click on the Content tab.
17. The text formatting features in NOVUS are similar to those in Microsoft Word, so change the dummy text as desired.
18. To change font sizes and color, use the Styles drop-down menu.
19. To insert an image, delete the dummy text in the image box.
20. With the cursor still in the image box, scroll to and click on the Insert/Edit Image button on the toolbar.
21. In the dialog box that appears, select a previously uploaded image from the Media section, then click the Insert button.
22. Once the image appears, click Save, then click on the Preview button.
23. Close the preview window and make any additional changes before clicking on the Save and Publish icon on the toolbar.
24. The new page will now be live on HCC's Web site.
25. To finish, log out of NOVUS.
26. In this tutorial, you have learned how to create a new Web page from a template.
27. Thanks for watching!