



BIG MEDIUM 2

THE COMPLETE GUIDE

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Chapter 4

The Page Types

There are several types of pages that you can manage with Big Medium’s page editor:

Article pages	Text-focused pages featuring your site’s original content
Section pages	The front pages of your site sections and subsections
Links	Links to web pages; these are typically external links, located outside of your site
Document downloads	Links to document files that your visitors can download and use on their own computers
Podcasts	Links to audio/video files to which your visitors can subscribe and enjoy like an online radio or TV show

The previous chapter explored editing article pages in detail; the other page types are similar to article pages, but each has special variations. Let’s explore those now.

Section pages

Every Big Medium site has one or more *sections*, the content categories that organize the site. When visitors click on the main navigation links of your site, they are taken to the front page of the section whose link they clicked. This is the *section page*. Every section of the site has a section page.

Think of sections as containers for pages and even of other sections (called *subsections*). For medium to large sites, section pages are typically used to display links to pages that are assigned to the section, like a table of contents. Newspaper sites, for example, might have a “Sports” section; browsing to that section would display the Sports section page with links to the latest articles assigned to that section. There might be sport-specific subsections assigned to the Sports section, allowing visitors to drill down to the “Football,” “Golf,” or “Basketball” sections. The section pages of these subsections would in turn display links to the sport-specific pages assigned to those sections.

Section pages can stand on their own, too, and might not have any pages assigned to them. Smaller brochure sites, for example, often have a handful of one-page sections (*e.g.*, “Services,” “About Us,” and “Contact Us”) that contain no links, only a single page of text and images.

The homepage is a section page, too. The homepage, or front page of the site, works just like the other sections of a site, except that it highlights the latest links from the entire site. Just as the Sports section in our newspaper example is the container for all of the articles about sports, the homepage is the container for the entire site; it can be used to highlight the latest links from all sections of the site.

The page editor allows you to add and edit text, images and other design elements for these section pages. This works the same way as editing article pages, except that section pages do not offer the following options, which article pages enjoy:

- **Section assignment.** You cannot change the section to which a section page is assigned.
- **Related links.** Section pages do not have related links.
- **Page preferences.** Section pages do not have slug names or the link options that article pages have.
- **Publication info.** Section pages are always published, so no publication options are offered. Accounts with webmaster or administrator privileges can deactivate sections, however; see the [“Editing section properties”](#) section of *Chapter 7: Sections and Content Categories*.



How do I add or delete a section page?

Only editors with webmaster or administrator privileges can add or delete site sections. This can be done by choosing the “Layout>Section Structure” menu option from the Big Medium control panel; that screen allows you to add, remove and rearrange the site’s sections.

Big Medium creates a section page automatically when a new section page is added and, likewise, removes the section page when a section is deleted.

For more info, see [Chapter 7: Sections and Content Categories](#).

About section names and section page titles

Like an article page, a section page has its own page title. By default, the *section page title* is the same as the *section name*, the name of the section/category for which the section page is the cover page. But it doesn’t have to be that way. For example, when you first create a website, the *section name* for the homepage section is “Home,” but the *page title* for the homepage is “Welcome to [Site Name].”

What’s the difference? The section name is the name that appears in the site’s navigation and in the page editor when you’re assigning pages to a section. It’s the name of the section itself.

The page title, by contrast, is the headline/title for the section page only. So, in the case of the homepage, “Home” is the name of the section, but the headline of the homepage (the section page for the “Home” section) is “Welcome to Acme Widgets, Inc.”

When a section page has a page title that is different than the section name, the edit menu shows you both names: “Home (Welcome to Acme Widgets, Inc.)”

Links

Use a link page to add a link to a page outside of your website. Big Medium adds the link to the homepage and the appropriate section pages, just like it would with any other page type. You can choose to have this link point directly to the destination URL or to a *detail page*, where you can offer some text about the link—a review, product description or other commentary—along with the actual link to the destination URL.

Editing a link page is very similar to editing an article page, except that the “Page Content” panel is replaced by the “Link” panel, where you enter the link title and the link URL. You’ll also find a new panel named “Link Detail Page.”

The “Link” panel

Link title

As with the page title for article pages, the link title is used as the link text on the homepage, main section pages and anywhere else a link to this item appears on the site. It’s also the headline/title for the link’s detail page.

Add/edit link

To add the destination link information for a new link page, click “Add link” to display the edit form. If you’re editing an existing link page, you can bring up the edit form by clicking the “Edit” link in the link’s edit box.



Figure 4.1. The link edit form

Link text. This is used as the text of the link on the link detail page only; if you choose the “Link directly to the URL” option in the “Link Destination” field, then this text is not used at all, and the text from the “Link Title” field is the only link text that your visitors will see.

Link URL. The URL of the destination web page.

Link destination. When Big Medium creates links for this item, you can have those links point directly to the URL or to a *detail page* where you can offer your own commentary about the destination link before visitors click through to the destination URL. If you choose to point links directly to the URL, visitors will never see the detail page; Big Medium will direct them straight to the destination page.

New window. Choose whether you would like Big Medium to open a new browser window for this link URL.

The “Link Detail Page” panel

Like the “Page Content” panel for article pages, the “Link Detail Page” panel is where you enter the text to appear on the detail/commentary page for the link. The detail page features the destination link at the top of the page, followed by the text, images, documents, media files, pullquotes and related links that you enter in the link page’s edit screen.

Document downloads

Document download pages are very similar to link pages except that they point to document files instead of external URLs. This lets you provide your visitors with any type of document file, including PDFs, Microsoft Word documents, zip files, you name it. In addition, the document will be included as an enclosure in your [RSS news feeds](#) for visitors who subscribe to your site’s feeds and who have feed readers capable of downloading files.

As with link pages, you can choose to link directly to the document file or to a detail page where you can provide commentary or instructions along with the download. Like the link edit page, the document download edit page has two special edit panels, “The Document” and “Document’s Detail Page.”

The Document

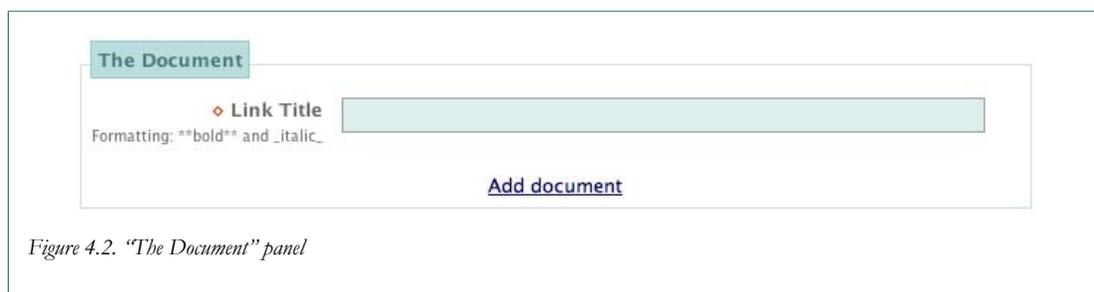


Figure 4.2. “The Document” panel

Link title

This works exactly as described above for link pages: The link title is used as the link text on the homepage, main section pages and anywhere else a link to this item appears on the site. It's also the headline/title for the document download's detail page.

Add/edit document

To attach the document to a new document download page, click the “Add document” link to display the edit form. If you're editing an existing document download page, you can bring up the edit form by clicking the “Edit” link in the document's edit box.



Figure 4.3. The document edit form

Attaching the document works just like adding a document from the “Images & Media” panel. You can upload a new document or select an existing document from the library. You can also make changes to an existing document by clicking the “Edit” link in the document's edit box; this lets you update the document title or replace the file with a new file.



Editing a document updates other pages linking to the document

If you make changes to a document, the changes that you make to the item will be made on any other pages that link to the document, too. When you change an item in the library, the change ripples across all the pages that share it.

The “Document's Detail Page” panel

The “Document's Detail Page” panel is where you enter the text to appear on the detail/commentary page for the download. The detail page features the link to the document at the top of the page, followed by the text, media, pullquotes and related links that you enter in the edit screen.

Podcasts

Podcasts are nearly identical to document downloads, except that they're specially tailored for audio/video files, and these media files are added to your site's podcast feed, if you offer one, to allow visitors to download and play them on their personal media players (iPods, phones, mp3 players, personal computers, etc.). This means that your visitors can watch or listen to your media presentations on your site or subscribe to them via podcast feed.

Adding and editing podcasts works just like adding and editing documents. Enter the title and add/edit the audio/video file in the "Podcast" panel, and enter the text for your podcast detail page (for show notes or other commentary) in the "Podcast Detail Page & Show Notes" panel.



Can Big Medium help me record my podcasts?

Sorry, no. Big Medium's job here is to make it easy to distribute your audio and video content, but alas, it doesn't help you to record or create those media files. You'll need hardware and software outside of Big Medium to record and edit your podcasts. Once you have a completed media file—a mp3 file, for example—you can upload it to Big Medium as part of a podcast page.