

Page Details

Page Details Overview

Under the *Details* tab you may enter important data about the page you are authoring. Each of the labels contains helpful text. Hold your cursor over the label for tips on how to enter appropriate content.

The screenshot displays the QuantumCMS 4.1 interface for editing a 'News' page. The top navigation bar includes 'DASHBOARD', 'SETTINGS', 'REPORTS', 'COMMERCE', 'ADMIN', 'HELP', and 'LOG OUT'. The left sidebar shows a site tree with 'Home' and 'News' folders. The main content area has tabs for 'Details', 'Preview', 'Content', 'Marketing', and 'Child Pages'. The 'Details' tab is selected, showing the following fields and options:

- Title:** News
- URL Alias:** News
- Navigation Text:** News
- Summary:** A general summary of the page to be used as the abstract in search results and in the navigation.
- Template:** News Index
- Release Date:** 9/5/2007
- Publish Date:** (empty)
- Unpublish Date:** (empty)
- Published
- Appears in Site Navigation
- Appears in Site Search
- Requires SSL

Title

This is the title of the page as it appears at the top of the page content, and in the title bar of the web browser. It needs to convey what the page is without being too verbose. Remember, the title is what appears in a search result listing when using Google or another search engine.

URL Alias

This is the address of your page. If someone bookmarks your page, or emails the link to someone else, the text you put in this field will be the final part of the address. Overall, your address should make sense when read without context, and should mimic the breadcrumb trail on your site. Use keywords, but be as brief as possible. Search engines also pay attention to the words in your page address.

Navigation Text

This allows you to have different text appear in the navigation than the title of the page. For example, your page title might be "About Our Company," but you may only want it to appear as "About" in your navigation. This text should be brief and unique enough to convey the content of the page when taken in the context of the overall site and the page linking it.

Summary

Use this space to enter a 255 character description of your page. Use your keywords, describe the page, but be brief. This text is used as the abstract for search results and also within the navigation of the site as “tool-tips.”

Template

Your site may be configured to use different templates. This is where you can change them on each page.

Release Date

The release date is automatically set to the current date when creating a new page. This date is used exclusively by certain *Templates* to display a date associated with the page. For example, pages in News Index views often display and are sorted by this date.

Publish Date

Enter a date and/or time here to publish the page at that time.

Unpublish Date

Enter a date and/or time here to unpublish the page at that time.

Published

Check this box to publish the page, uncheck it to unpublish the page. Be sure to hit the **Save** button to commit the change.

Appears in Site Navigation

Uncheck this box to keep the page from appearing in the site navigation. This may be used to let someone preview a published page without allowing the general public to easily find the page.

Appears in Site Search

Check this box to allow this page to appear in *internal* search results. Uncheck it to prevent the page from appearing. This only affects the search feature of the web site, not an external search engine, such as Google.

Marketing Details Overview

The screenshot displays the QuantumCMS 4.1 interface for editing a News item. The left sidebar shows a site tree for 'Smith & Smith, LLC'. The top navigation bar includes 'DASHBOARD', 'SETTINGS', 'REPORTS', 'COMMERCE', 'ADMIN', 'HELP', and 'LOG OUT'. The main content area is titled 'News' and shows a breadcrumb trail of '/News'. Below the breadcrumb is a toolbar with 'Save', 'Delete', 'Add Document', 'Properties', and 'Exit' buttons. The 'Marketing' tab is selected, revealing several metadata fields: 'Meta Author', 'Meta Expires', 'Meta Copyright', 'Meta Description', 'Meta Keywords', and 'Hidden Keywords'. An 'Advanced' button is located below the 'Meta Keywords' field.

Meta Author

Use this field to credit the author of the page. This information will not appear in the page content, but will appear in the page's source code.

Meta Expires

Use this field to tell search engines when the page content will expire. Format the date as follows: day, dd mm yyyy.

Meta Copyright

Use this field to add copyright information for the page content. This information will not appear in the page content, but will appear in the page's source code.

Meta Description

Use this field to add a short summary of the page content. This information will not appear in the page content, but will appear in the page's source code. Some search engines will use this as the excerpt for the page in their search results. If you do not fill out this field, the *Summary* text will be used instead.

Meta Keywords

Use this to enter keywords that describe the page content. This information will not appear in the page content, but will appear in the page's source code. Please note: Meta keywords were formerly used by search engines to help rank web sites, but the vast majority of search engines (including Google and Bing) no longer use Meta keywords in their ranking algorithms.

Custom Meta Tags

You may add additional Meta tags to the page by clicking the **Advanced** button. Please see our “Custom Meta Tags” post on the QuantumCMS Community for more information.

Hidden Keywords

These keywords will not appear in the page content or the source code; they will only appear in the database. The internal site search will factor in these keywords when producing search results. Use this to enter common misspellings or alternate spellings of important page content.