

UNIVERSITY OF WISCONSIN-RIVER FALLS

Division of Technology Services, Web Team

For campus website authors

Using the Pre-footer element in the CMS

A "pre-footer" is the office or department information that appears near the bottom of a web page. It sits above the UWRF web site footer information.

It can look like this:

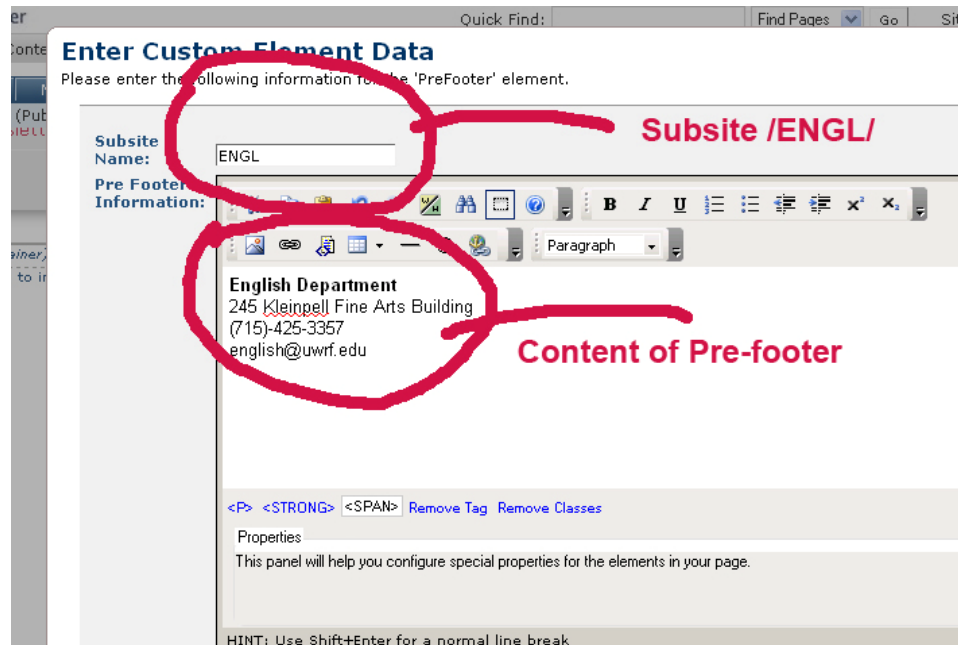
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How to apply a pre-footer across an entire subsite:

(The pre-footer information will reside on its own dedicated page)

1. Create a new page in the sub site. Name the page "prefooter "
2. In any available container, in the body of the page, insert the "**PreFooter**" element.
3. Open the element and Choose the **Data icon**.
4. In the **Subsite Name** field, type name of the subsite in which this page resides
Example: if the subsite is **www.uwrf.edu/ENGL/** then type "**ENGL**"



5. In the **PreFooter Information Field** text block, include the information you wish to have displayed at the bottom of each page. (The content will justify to the design of the page)
6. Save, Activate and Submit the page

Result: Every page in the subsite will contain the footer you published!

Things to know

- The PreFooter element should **only be used once** in any subsite. If it is used more than once anywhere in the subsite only the content of the oldest version will display.
- In author mode, authors will see which page the "pre-footer" is located. Page visitors will NOT see this.
- **How do I edit the information?** To edit the "pre-footer," open the page that hosts the prefooter element and follow steps 3 through 6 above.
- **What should I put in the footer?** Please limit the content to office location and contact information. Office hours can be included too.