

EPiSERVER Content Management System

Updating a Footer

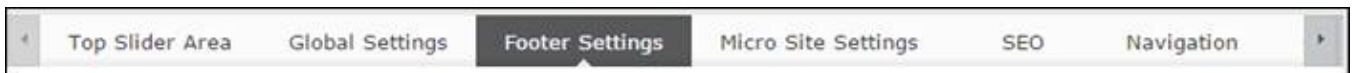
1. In the Navigation Pane, **Navigate** to the Microsite landing page.



2. **Open** the Forms Editing Pane.



3. **Select** the Footer Settings Tab.



4. In this area you can update the following:

Footer Section area: This area is automatically populated.

Footer Utility Area: Allows for you to add a link or document to the Footer section.

Footer Additional Text: This area allows for any content you would like associated with your footer.

Footer Department Text: Normally the Department Name will be in place here.

Footer Department Address: Address

Footer E-Mail Contact: Department Contact.

Footer Phone Contact Number: Phone Number associated to your department.

(Note: This information is viewed publicly)

The screenshot shows the 'Footer Settings' editing pane with the following sections:

- Footer Section Area:** A button labeled 'CCTS Footer Sectio...' with a close icon and a menu icon.
- Footer Utility Links:** A button labeled 'Click the button to edit'.
- Footer Additional Text:** A rich text editor containing the text: 'UMCCTS is part of the Clinical an... funded by the National Center fo... UL1TR000161) at the National Ins...'. Below the text is a 'Path: p » img' label.
- Footer Department Text:** A text input field containing 'Center for Clinical Translati'.
- Footer Department Address Text:** A text input field containing '55 Lake Ave North, Worcest'.
- Footer Email Contact:** A text input field containing 'Wanda.DePasquale@umass'.
- Footer Phone Contact Number:** An empty text input field.

5. Publish the Footer.

