

## Instructions for Creating List Pages

*List pages are Web pages you set up when you want a page with sortable columns on your Web site. Google™ offers three list templates plus a “Create your own” option for setting up a columnar page. This type of page is good for publishing lists for action items, chapter issues, or member information. (Please ensure any personal information is **only** published with your chapter’s and individual members’ express, written approval. See privacy suggestions at [www.iwla.org/webtips](http://www.iwla.org/webtips).)*

- 1) In editing mode, at the top of **any** of the current pages on your site, click the "New page (c)" icon (looks like a page with a + sign in it).
- 2) In “Name your page:” type in the name you want your page to be called, such as “Member List” or “Project Assignments.” (This text will show up both as the title on the upper left of the page and as the sidebar name if you choose to add your new page to the left-hand sidebar.)
- 3) Leave the radio button checked beside "Put page at the top level" if you intend for this to be a main page. Otherwise, check the second radio button beside the page you started on to make this a subpage or click “Choose a different location” to select another main page.
- 4) Select “List” from the “Select a template to use” dropdown menu.
- 5) Click the red “Create” button at the top.
- 6) You will now see a new page with four different options; three templates called “**Action Items**,” “**Issue List**,” and “**Unit Status**” plus a “**Create your own**” option. Unless otherwise indicated below, columns in these templates are text boxes that can be typed into.
  - a) **Action Items** - Use this template if you would like a preset template of columns with the titles “Owner,” “Description,” “Resolution,” and a check box column to mark an action “Complete.”
  - b) **Issue List** - Use this template if you would like a preset template of columns with the titles “Raised by,” “Owner,” “Priority” (with a 4-level dropdown menu to prioritize items; P1-P4), “Issue,” and “Resolution.”
  - c) **Unit Status** - Use this template if you would like a preset template of columns with the titles “Status,” “Owner,” “Feature,” and “Design” with a URL column. Note: Only URLs from your Web site can be entered using the URL option.
  - d) **Create your own** - This template can be used to set up and name your own columns, giving each one the option of either being a text, checkbox, date, dropdown, or URL content column.
- 7) Once you have decided which of the four templates you want to use, simply click the box that says “Use template” and a page on which you can begin to “Add items” using the selected template will appear. In the case of the “Create your own” template, the editing screen where you can begin creating and selecting attributes for your columns appears (also available by selecting “Customize this list” on the other three templates).
- 8) Blue highlighted text “New Column” will appear where you can type the name of your first column. Then simply select the type of column you want it to be from the dropdown menu under “Type.”
- 9) To add your next column, click “Add a column” under your list of columns, which will save your first column and give you a new “New Column” title box. Repeat for all the columns you wish to have.
- 10) To change the order of your columns on the page, use the up and down arrows that appear in a column title whenever you click on and highlight it in gray in this editing box.
- 11) When you are finished creating columns, you can select an initial way you’d like the information sorted on your page, then click the red “Save” button. Note you can sort by more than one column by choosing “Add another sort by.” You can sort by “Ascending” (A-Z) or “Descending” (Z-A).
- 12) Click the white “Add item” button to add information (records) to your columns. Just type the information beside the column names in the box that pops up and click “Save.”
- 13) As Webmaster, you can also add comments to the bottom of the page in the “Comments” box.
- 14) To add your new page to the sidebar, follow the instructions at [www.iwla.org/webtips](http://www.iwla.org/webtips).