Topaz

Adding Folders and Pages
Log Into Topaz

Enter your CUA user name and password, then click “Continue”
Log Into Topaz

Select the site to be modified and click “Go”
Adding Folders

Click “Create a New Folder”
Name the Folder

Type the name of the folder and click "Create Folder"
Add a Page

Click "Create a New Page"
Add a Page

Name the Page
Page name cannot include any special characters (except for a hyphen)

Choose the Layout and click “Create Page”
Add a Page

The page can be renamed by clicking “Rename”
Rename a Page

The “Rename Page” box
Rename a Page

Type the new page name and click “Rename File”
Rename a Page

Click "Properties" to change other page options.
Page Properties

Enter a new title, or choose a different layout

Click “Create Page” when finished
Page Properties

Confirmation message

Click “Up to Parent”
Returned to Main Site
Delete a Page

Locate the page to be deleted. In this case, the page is in the example folder.
Delete a Page

This is the view inside the “example folder”

Click “Delete”
Delete a Page

A message box appears asking to confirm the deletion, click “Delete File”
Confirmation Message

For more information contact Rosalia Webb at webba@cua.edu