

# Adding A Smart Form To An Ektron Website

1. Go to <http://staging.nv.gov>.

2. Select 'login'



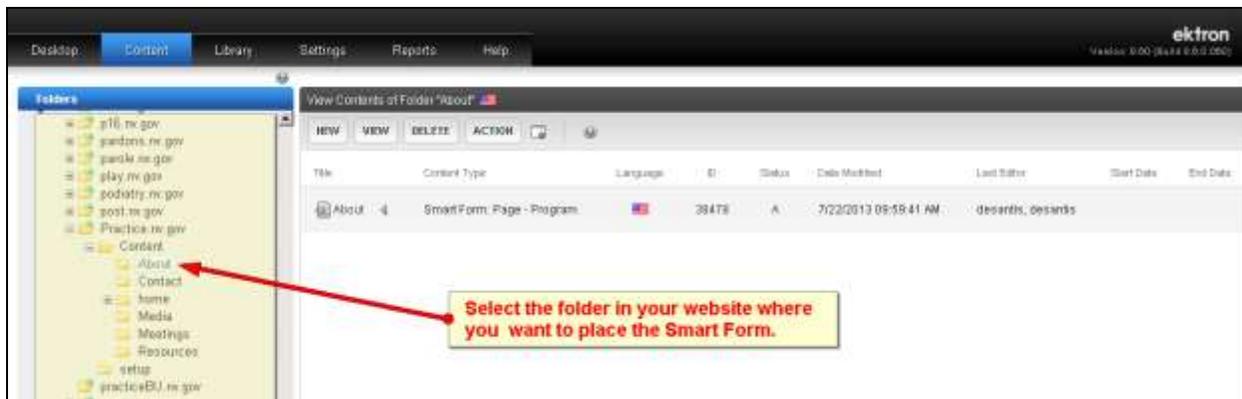
3. Log in using your email User ID and password.



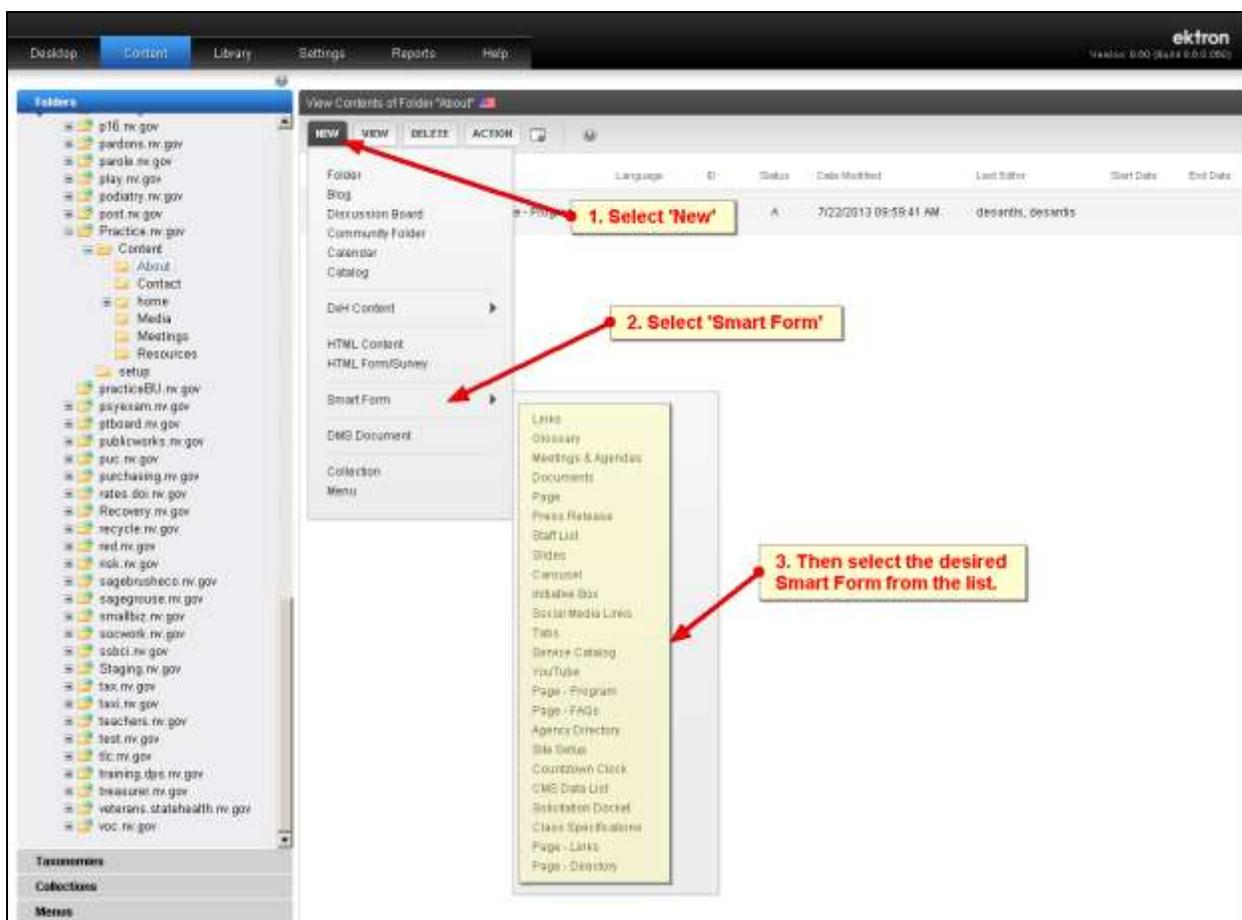
4. Select the 'workarea' button.



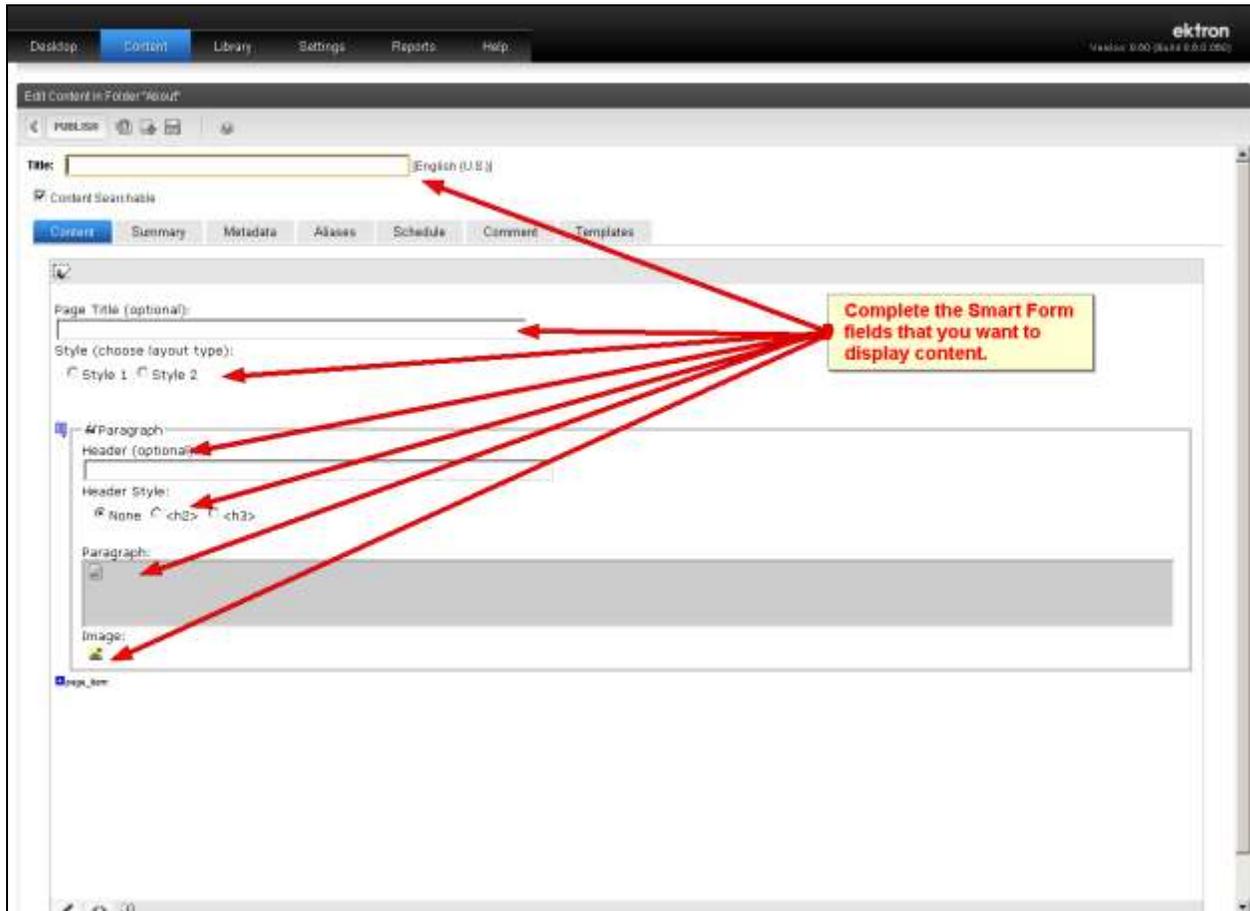
**5. In the Ektron workspace select the folder where you want to place the new Smart Form.**



**6. Select the desired Smart Form from the pull-down menu (see below).**



**7. Complete the page sections where you want content to appear. NOTE: Page shown is strictly for example. Content fields will be different for each Smart form and this step may not apply if you are using only 'metadata' to include content from other pages – see next step.**



**8. (Optional) Include any content from other pages by adding the pages to the 'metadata' content blocks. NOTE: Metadata blocks will vary depending on the Smart Form being used.**

The screenshot shows the 'Edit Content in Folder "About"' interface. The 'Metadata' tab is selected. The 'title' section has a 'Text' input field and a 'Default' button. The 'description' section has a large text area and a 'Default' button. The 'keywords' section has a 'Text' input field and a 'Default' button. A yellow callout box with red text says: "Complete any 'metadata' sections where you want content included from other pages." The 'Main Module:' field is visible at the bottom.

**9. (Optional) Assign a shorter name to the page to shorten the page URL address.**

The screenshot shows the 'Edit Content in Folder "About"' interface. The 'Alias' tab is selected. The 'Add Manual Alias' section has an 'Alias' input field and a 'Default' button. A yellow callout box with red text says: "(Optional) Select the 'Alias' tab and assign and short name for the page if the page name length is excessive." Red arrows point from the callout box to the 'Alias' tab and the 'Alias' input field.

**10. Publish the page. NOTE: The page will not be visible on the production site unless it is either included in the site menu or linked to from another page in your site.**

