

## New Template Quick Reference Guide

The following is a quick reference guide to the various section and content types that are used in Loyola's new template (the new template features a black band across the top containing a school/department/program's name in large white letters). Not all section and content types are available or appropriate for all users or situations.

### Section Types

#### **home\_top**

This holds the banner and large photo spanning three columns on the home page. The lead photo (also known as the secondary image) must be sized to 930px x 380px. Ideally, this should be changed frequently and should contain the most important and timely information you want to convey to your users. It could also be used as an area to tell the story of what's going on in your department, highlight successes, shine the light on key programs, etc. The photo/image in this area must be a high-quality image, and it must meet Loyola design standards.

If you'd like our design team to find a photo or produce a graphic for you, please use the Digital Artwork Request Form linked to on the T4 login page or visit it here: <https://loyolaumc.wufoo.com/forms/z7x1x7/>

The banner, which appears above the lead photo, should be used for special announcements and reminders. It can contain links, which should be bolded. You can also bold other words within the banner for emphasis.

#### **home\_center**

The home\_center is an alternate graphic to the home\_top, using a smaller area that spans the right two columns of the page. Because of the smaller lead image, this creates more balance with the rest of the content on the page, and has room for intro text. It may also be ideal for promoting a video or something that does not have a high-quality image associated with it.

#### **home\_news**

A list of news items displayed in the center column of your home page. The news items will be displayed in the order they are listed within this section in T4 (use the up and down arrows to rearrange).

#### **home\_left**

Content in this section will appear on the left side of your home page, below the home\_top content or next to the home\_center content and can be used to display a variety of content types.

**home\_right**

This will appear on the right side of your home page, below the home\_top or home\_center content and can be used to display a variety of content types.

**interior\_left**

This will appear in the left column of an interior page, below the navigation menu.

**right\_column**

The right column on an interior page, used to display a variety of content types. The right\_column is inherited by all all subsections, except for sections that contain their own unique right\_columns.

**Calendar**

Stores special coding for a site's calendar RSS feed. The calendar feed works only with the University Calendar (LUC.edu/calendar) and does not support feeds from Google Calendar or other external systems. A feed can be setup to pull events labeled for the whole university, or limit events to a specific department. Adding and removing individual events is done through the University Calendar system and not T4. Most users will not need to do anything with the Calendar section in T4 once it has been setup.

**site\_background**

The site background holds an image that displays as the background for the site. Background photos are shot in a particular style and meant to be somewhat abstract, and only high quality images can be used.

**site\_logo**

For sites in the new template, the site\_logo sets the URL and verbiage for the site's heading (in large white text next across the top) and subhead.

**Footer**

Contains the site's footer, which appears in the white box at the very bottom of the page. The footer can also contain Social Networking Links and Recruitment Links.

## Content Types

Please note: Not all content types are appropriate for all sites or all pages. To prevent display errors, only the content types you need for a particular section will be available.

**Academic Course** -- Used for pages that list of academic courses. Include the Course Number, Title, Credit Hours, Prerequisties, Description.

**Building Profile Inset** -- Primarily used for building profiles on the Residence Life site, this content allows an image (should be an exterior shot), a Headline (which should be the name of

the building), Address. Users should select the Campus from the drop down as well. The blurb should be a short fact, promo copy or a bulleted list of now more than three items.

**FAQ Box** -- Used in interior pages (and not home pages), the FAQ box starts sets off a list of frequently asked questions. The FAQ Box is simply a Name and Title. Users have the option of enclosing the list of FAQs in a Red Box. In the list of content within a section, the FAQ Box must appear above any FAQs on the page.

**FAQ** -- Frequently Asked Question content type. Requires a Question and an Answer. When the user first visits the page, only the list of Questions will appear as hyperlinked text. When the user clicks on a Question, the Answer will appear below.

**Feature Blog Post** -- Pulls information from a specific post in a Wordpress blog. Must give the content a Name (for system purposes), include a complete URL for the blog post, and select associated images from the media library.

**Feature Inset** -- Adds an gray inset box within the main body of a page. Users can add images, headings, subheadings and body copy.

**Feature Link** -- Allows you to post a photo, title, blurb and image that redirects to any internal or external web page. If this appears in home\_news, be sure to include the Label, which is small text above the headline. If this is in home\_top or home\_center, please include something in the Tab field as well (such as "Featured").

**Feature Multiple Links** -- Primarily used for sidebars, this allows T4 users to easily create a bulleted list of links by adding in the Title and URL for each link. Users can also set a Target for the linked page to open in -- either "Open New Page," which will create a new browser window when the end user clicks on the link, or "Do not open new page," which will display the page in the browser window that the user already has open.

**Feature Photo Gallery** -- The Feature Photo Gallery displays as a modal window and is usually embedded in sidebars. The Title, Blurb and Image will represent the gallery as a whole. The Unique Identifier will be used to associate other pieces of content that will be part of this gallery, so it is best to keep this simple enough to remember, but complex enough that someone else does not end up using the same one. For instance, a Unique Identifier of "loyola" would be a poor choice. However "loyola-weekend-2012" would be better.

**Feature Profile** -- Used for highlighting a person. This will appear as a modal window, which There are a number of fields representing different types of information you may want to include.

**Feature Story** -- Used for news articles, press releases, announcements, etc. Requires a short blurb. When the headline/link is clicked on, it opens to a page that contains the story in the Body.

**Feature Video** -- Displayed as a modal window, the Feature Video can be used throughout the site to highlight a video. The fields YouTube Video ID and IgNation ID# should contain the source video's ID, which can be found after the equal sign in the video's URL. For instance, in this video <http://www.youtube.com/watch?v=xZA9N05D8og>

The YouTube Video ID is: xZA9N05D8og

**Footer** -- This content type is used to display the school/department/program's name, address and contact information.

**Image** -- Can be used to display stand-alone images, including the background images; however, for most purposes, images can be inserted directly into other types content by using the Insert Media button in the Tiny MCE.

**Inset** -- An inset is a gray box that appears within the main column of an interior page.

**Page Content Only** -- The standard content type to be used for most web pages. The Sub-Heading will display on the front end of the site.

**Recruitment Links** -- Intended to be placed in right or left columns and/or in the footer throughout a site, Recruitment Links can display special buttons that read: Apply Now, Request Information, Give to Loyola, Contact Us and/or Visit Us. To activate a button, simply enter a destination URL or choose a section to link to for each button.

**Standard Copy** -- Used for articles, press releases, news items, etc. Allows for a headline, intro paragraph and body.

**Standard Copy Lead Photo** -- An image that displays images at full column width on pages. Photo Caption will display as an overlay along the bottom of the image. Please see the "Images" section for guidelines on image sizing. If this is used in a Photo Gallery, the Unique Identifier must match the Unique Identifier in the corresponding Feature Photo Gallery content.

**Social Networking Links** -- Intended to be placed in right or left columns and/or in the footer throughout the site, Social Networking Links are small icons that link to related social network sites, including Facebook, Twitter, YouTube, Flickr and LinkedIn. You can also set up links to the site's related news feeds and igNation category. There is a Calendar link as well, but this only works in the old template. See "Calendar" under Section Types for more information on how to display your site's calendar.

## Terminology

**Modal window** -- pop up over the current screen. Feature Profiles, Feature Video and Photo Galleries are examples of modal windows.

**SCC** -- See "Site Content Coordinators"

**Site Content Coordinators** -- Site content coordinators, or SCCs, are people throughout the university who have access to T4 and are responsible for updating and maintaining web content for a particular school, department or program. If you are reading this, chances are, you are a site content coordinator.

**Tiny MCE** -- When editing content, the Tiny MCE is a series of buttons that allow you to style your text. Tiny MCE buttons include bold, italics, bulleted lists, tables, etc.