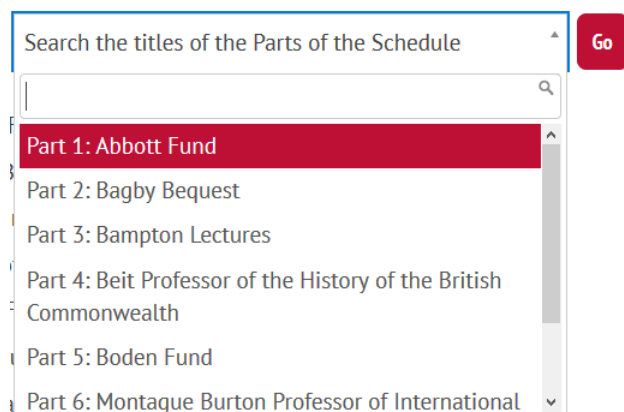


## Using UAS Mosaic templates – Dropdown list widget

### 1. Overview

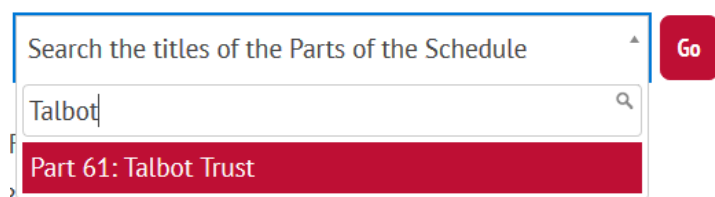
This widget is used to create a dropdown list of content, from which the user can select the page they wish to visit next (note that having clicked on the page they must also click the 'Go' button to follow the link).



It performs a similar function to a set of cards in a grid or listing, however it takes up less space (and is therefore could be used in Region 3), and may be far easier for the user to navigate. It is also an alternative to a list of text links in a WYSIWYG, and may be quicker and easier to build and maintain.

A further advantage is that the user can use a text field above the list to search within the title of the pages, thereby making it easier to find content than reading through all options in a grid or a list written in a WYSIWYG. Note, however, that the search only looks at the page title in the listing, and not in the content of the page.

In this example, the user wants to read the Part on the Talbot Trust, but can't remember which number it is so can't go quickly to it. Rather than reading through all 70 options (which they would have to do with a grid or links listed in a WYSIWYG), they can type 'Talbot' in the box and a link to the relevant Part is given.



### 2. Using the widget on your page

There are no standard templates which include the dropdown list widget. If you wish to use it in Region 2, contact the project team as they will need to build a specific template for you (and can therefore position it in the most suitable place on the page). Note that if you want to include it on an existing page, you may need to rebuild the page using a new template.

If you wish to use it in Region 3, you can put it in a piece of reusable content, and can therefore add it to your pages (whether new or existing) without needing a bespoke template.

### 3. Building your list

#### 3a. Adding content to the list

The list is populated by filtered, selected, or static content (in the same way you would with a grid).

##### Content source \*

Filtered - Existing content is displayed based on selected content type and taxonomy term choices

Selected - Individual content items are specified

Static - Items that are constructed within the widget by adding text and images

- Filtered – Existing content is displayed based on selected content type and taxonomy term choices.
  - By selecting specific taxonomy terms, you populate the list with links to pages which have been tagged with your selected terms. The terms you use to filter the content are selected further down the page. For a full explanation of taxonomies, and how to set them up on your site, see [UAS Mosaic - Taxonomies](#)
- Selected – Individual content items are specified
  - You populate the list with links to pages by specifying the exact pages to use. This may be advantageous over filtered content as it may allow greater specificity if many terms are being used.
- Static – Items that are constructed within the widget by adding text and links (although images are referenced on the page, none are used)
  - As the description indicates, this does not use existing content, and fresh content is created. This may be used when there are no existing pages to use, or greater flexibility is needed in how the pages are listed/titled.

Whichever option you pick will determine the options you are given in the next section.

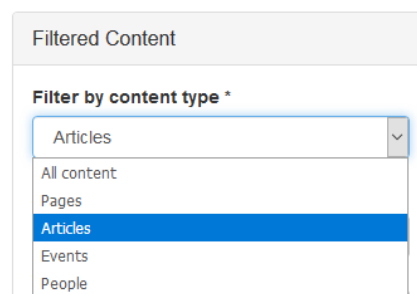
You can switch between options if your method of populating the list changes.

You cannot mix your methods – i.e. you cannot use Filtered content and then add some additional static items. If you cannot create your full list using Filtered or Selected content, then you must build all links using Static content.

##### 3a(i). Filtered content

**Note** – Using filtered content relies on having established taxonomies for the content on your site. Do not start to build pages with filtered content until you have taxonomy terms set up. For guidance see [UAS Mosaic - Taxonomies](#).

- Firstly you indicate the content type you want to show in your list. (You don't have to choose a content type if you want to select all content types with a specific taxonomy.)



Filtered Content

Filter by content type \*

Articles

All content

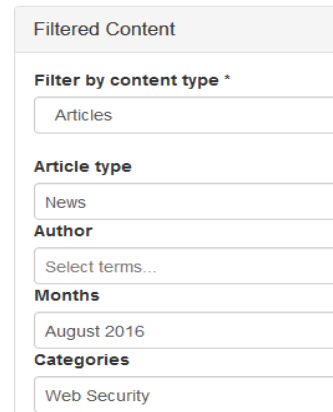
Pages

Articles

Events

People

- You then can filter what content appears in your list by selecting from each taxonomy the terms you want to include. You do not have to select a term for each taxonomy – you can leave it as ‘select terms’ and the content will not be filtered based on that taxonomy.
- For content to appear it must be tagged with terms fitting the criteria of all taxonomies. In the adjacent example the list will include news articles tagged as being both created in August 2016 AND about web security, but by any author. It will not show articles about web security tagged as being from other months, or articles from August 2016 tagged as being about something other than web security.



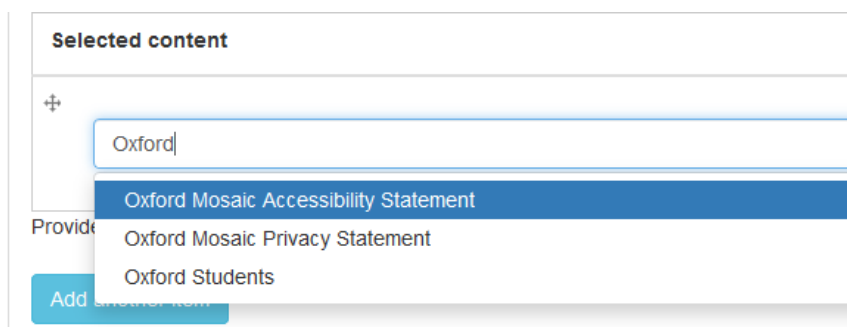
The screenshot shows a 'Filtered Content' form with the following sections:

- Filter by content type \***: A dropdown menu with 'Articles' selected.
- Article type**: A dropdown menu with 'News' selected.
- Author**: A dropdown menu with 'Select terms...' selected.
- Months**: A dropdown menu with 'August 2016' selected.
- Categories**: A dropdown menu with 'Web Security' selected.

### 3a(ii). Selected content

‘Selected’ content is another way of selecting what content populates your list. Rather than using the taxonomies to filter the content, you name the specific pages you want included.

- Start to enter the required page title and, as you type, possible options appear from which you can select the page you want.
- To add more content, click ‘add another item’ and repeat the process.



The screenshot shows a 'Selected content' form with a search input field containing 'Oxford'. A dropdown menu is open, showing the following options:

- Oxford Mosaic Accessibility Statement
- Oxford Mosaic Privacy Statement
- Oxford Students

Below the search field, there is a blue 'Add' button.

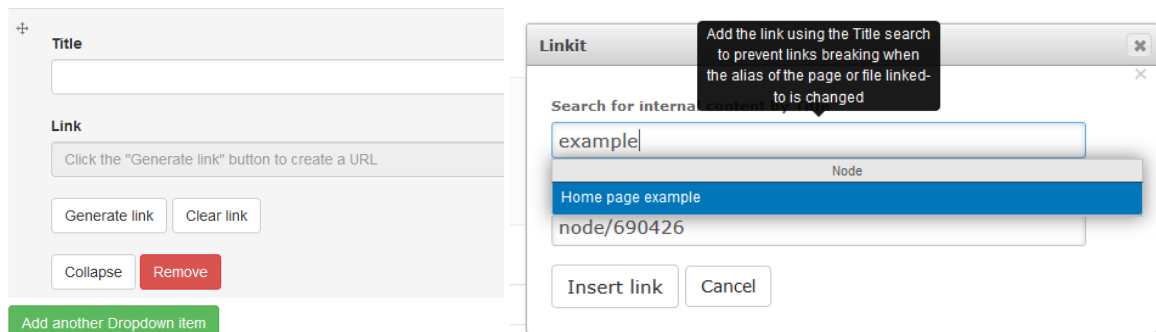
### 3a(iii). Static content

In the static content option you state the text you wish to appear in the list, and specify the page to which it should link. Although this may be more time consuming, filtered and selected content will always use the exact page title, whereas creating the list from scratch allows greater flexibility in what text is displayed. For example, you can include alternative titles for the same content, and therefore have multiple entries in the list which link to the same page (e.g. you could list all EU member countries separately, but link to the same all-encompassing information page from each of them).

To add an item to the list:

- Put in the Title field the text you wish to appear in your list
- Click in the Link box
  - If you are linking to a page in the same site, type part of the title in the top box and select the page to which you wish to link. This gives the node reference, which should always be used to help ensure links do not break if page aliases change. Click insert link
  - If you are linking to an external page, type/paste the URL in the bottom field

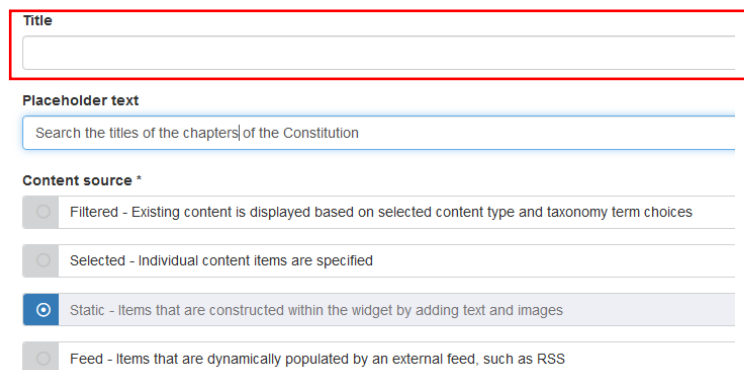
- To to change or update the link, click 'Clear link' and repeat the above process
- To add another item to the list, click the green 'Add another Dropdown item' button



### 3b. Other fields

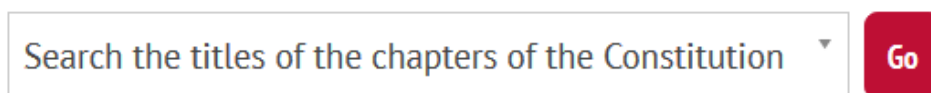
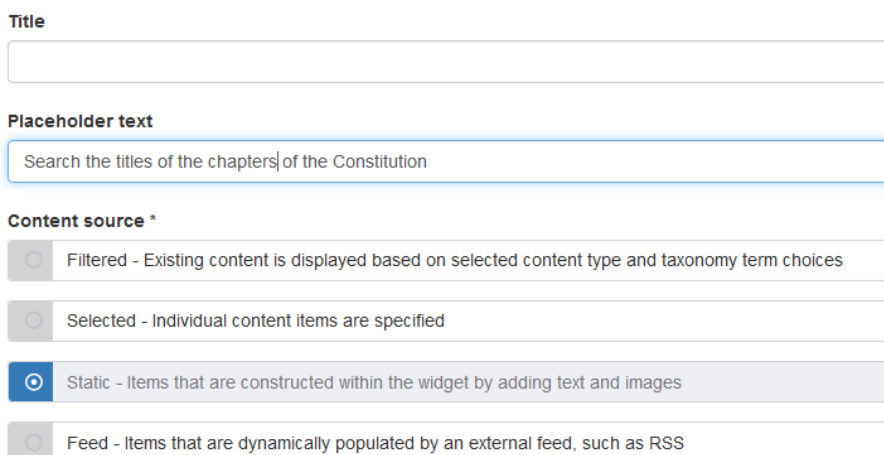
#### 3b(i). Title

The title field at the top of the widget editing area should be left empty.



#### 3b(ii). Placeholder text

The Placeholder text is displayed in the field in which the user will type to search the list. When giving this text ensure you indicate the content in the list (is it chapter titles, country names, etc) and do not use wording which could imply they are searching the page content – remember they are only searching the text in the list.



**Important note** – the placeholder text does not appear above the list when viewed on a mobile. It is therefore important that you also put a sentence in a WYSIWYG immediately above the dropdown list which explains the list’s purpose/content.

*3b(iii). Layout options*

Whether you use the top and bottom margin, and the alignment of the widget, will be affected by where you are using the widget, so you should judge accordingly.

The display width should be Narrow when the widget is used in Region 2, and Standard when it is used in Region 3.

The image shows a configuration panel titled "Layout options". It contains several sections with radio button controls:

- Top margin:** A radio button with an 'x' icon, currently unselected.
- Bottom margin:** A radio button with a checkmark icon, currently selected.
- Align dropdown \*:** Three radio button options: "Left" (unselected), "Centre" (selected), and "Right" (unselected).
- Display width \*:** Three radio button options: "Full Width" (unselected), "Standard" (unselected), and "Narrow" (selected). The "Narrow" option is highlighted with a red rectangular box.