

## Using UAS Mosaic templates – content page listing and landing pages with information cards

### 1. Overview

The templates 'Content page – listing' and 'Landing page – information cards' are similar, but each has a slightly different purpose so you use different templates.

- Content page – listing: use this template when creating pages to display a simple list of content items in a way that is more visually interesting, and easier to navigate, than using only text.
- Landing page – information cards: use this template to create a high-level page that guides users deeper into a specific subset of content.

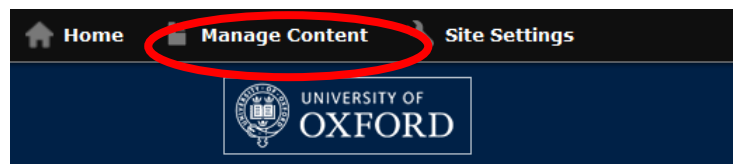
Building these pages is done in a similar way, so the processes described applies to both pages unless stated.

**Note 1** – The templates only include one grid. If you want to include more than one grid on any page ask us to create a new template for you. Unused grids will still display in some way on your page, so always use the right number of grids for the content you have.

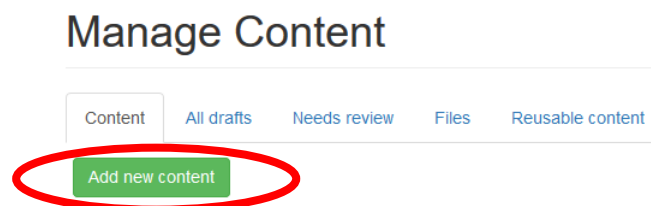
**Note 2** – Users can only filter content within each grid – i.e. if you split your content across two grids they cannot filter across both via a single option, and they would have to filter each grid separately.

### 2. Creating a page from a template

Go to manage content:



Click 'Add new content' from the 'Content' tab:



Click the relevant template from the menu of template names:

## Add content

From Template

Show  entries

Template name	Type
<a href="#">Content page - accordion</a>	Page > Page
<a href="#">Content page - listing</a>	Page > Page
<a href="#">Content page - tabs</a>	Page > Page
<a href="#">Content page - text</a>	Page > Page
<a href="#">Event name</a>	Event > Event
<a href="#">Home</a>	Page > Page
<a href="#">Landing page - information card</a>	Page > Page
<a href="#">News item</a>	Article > News
<a href="#">Person</a>	Person > Person

Showing 1 to 9 of 9 entries

Give your new content a title and click OK. See [the guidance on page naming](#).

### 3. Editing the page

The basic structure of the content page listing template page is the same as other templates (see below).

- A and B are contained within Details (see below).
- On the main page are two active regions – Region 2 and Region 3. (Regions 1 & 4 are unused and therefore greyed out on the editing page and cannot be selected.)

The diagram illustrates the layout of a content page listing template. It features a main content area with a title and a summary, and two active regions (Region 2 and Region 3) on the right side. Region 2 contains navigation links for Home, Oxford Mosaic Accessibility Statement, and Oxford Mosaic Privacy Statement. Region 3 contains contact information and popular links.

**A**

**Content page - listing**

**B**

Further text with keywords

Add a summary of what the listing below shows, or leave empty if not needed.

Home

Oxford Mosaic Accessibility Statement

**Region 2**

Oxford Mosaic Privacy Statement

Contact us **Region 3**

Display contact details for your department or team here

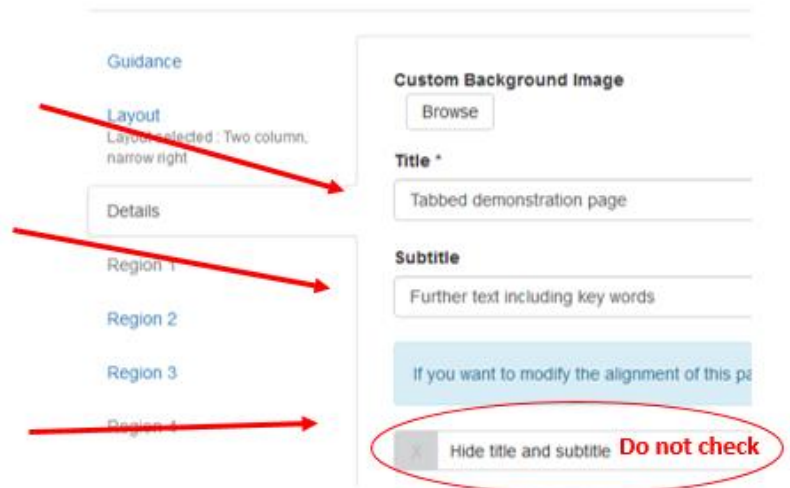
Popular links

### 3a. Details

A – Title. This is established when you started creating the page, but can be edited in the details tab.

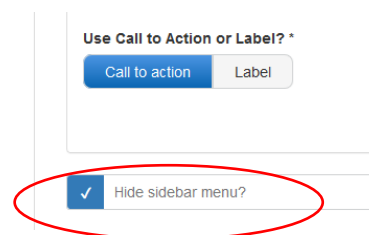
B – Subtitle. Should be edited via the details tab. All pages should have a subtitle (except homepages). Subtitles should not end with a full stop.

The title and subtitle should only be hidden on homepages.



In almost all situations the sidebar menu of the left of the page should only be used when you need to provide a link to level 4 content within this part of the site (only up to level 3 is displayed in the top menu), or from level 4 content back to higher level pages. This option should therefore be checked in most situations.

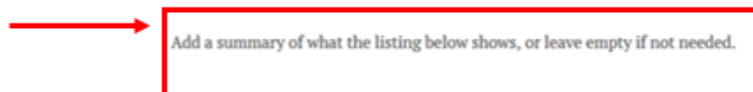
If you need to provide easy links to other pages, it is usually correct to put these in Region 3, rather than use a sidebar menu.



### 4. Region 2

Region 2 is constructed of two widgets

WYSIWYG content area



A grid of cards

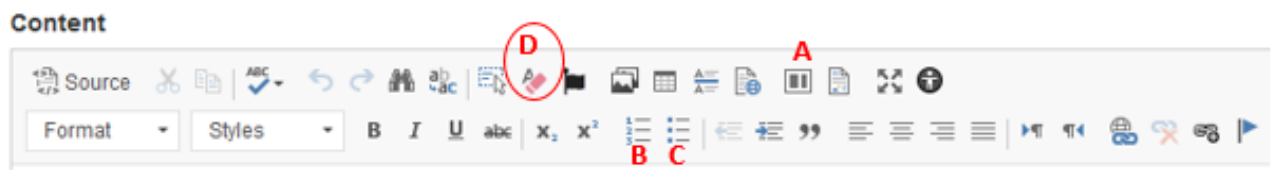


'Cards' is the term used for the individual rectangles of content which populate the grid or listing. Although there are a number of different layouts for the cards, and some look quite different to others, the grids/listings containing cards are created/edited in similar ways.

#### 4a. Using the WYSIWYG area above your grid

- If you do not want to use the WYSIWYG widget above your grid you should delete the place holder content within it, which will result in the widget not being displayed. The remaining page content will automatically reorganise to fill the gap left by the absent WYSIWYG widget. **Do not delete the WYSIWYG widget itself.**
- If you use the WYSIWYG widgets you should:
  - Leave the title blank.

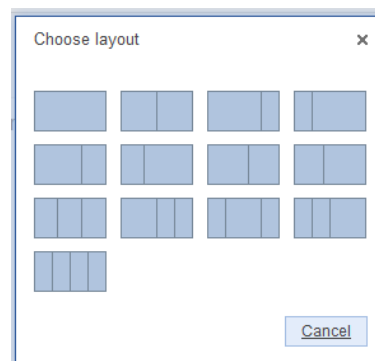
- Use the menu at the top to assist you in ensuring you present your information in a user-centric way. Paragraphs should not have more than 5 sentences.
- Consider use of formatting and styles, to create headings, and use lists. Different list styles are available by first selecting a numbered (B) or bulleted list (C). See [UAS Mosaic Manual - overview and content page \(text\)](#).
- If you copy and paste content from other sources it should be stripped of formatting either via the shortkey (ctrl+shift+v) or the button in the toolbar (labelled as D below).
- Refer to the [UAS web style guide](#) and [‘Writing for UAS websites’ guidance](#) to ensure the style and content of your writing is consistent with UAS standards.



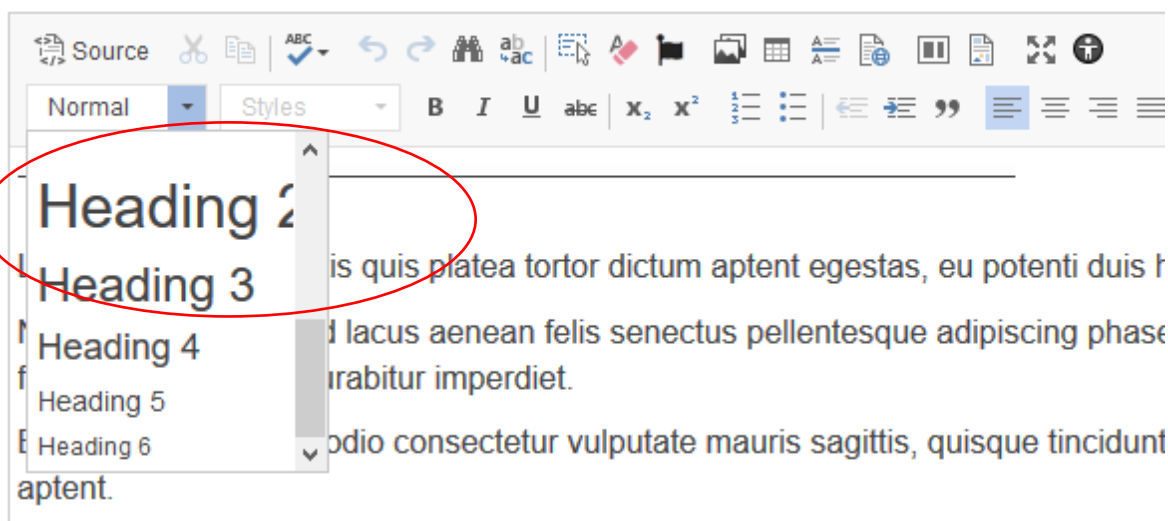
A - Layouts – this enables you to divide the area in to columns of different widths.

B - Numbered lists

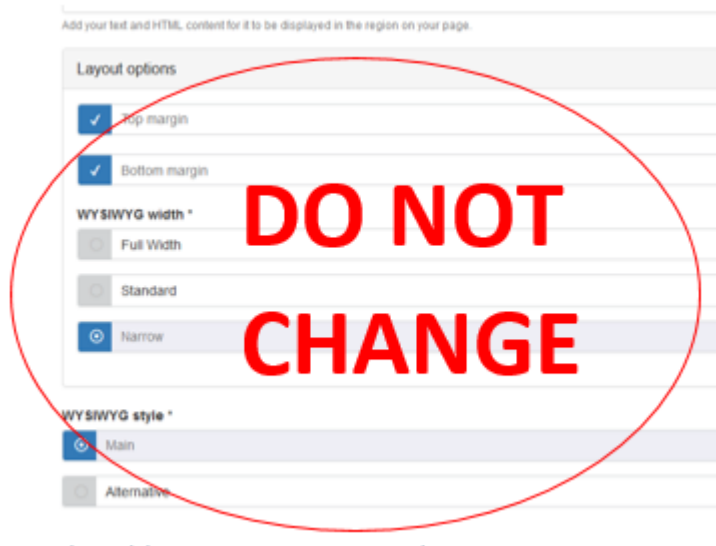
C - Bulleted lists



### Content



- DO NOT change the layout options at the bottom of the page.



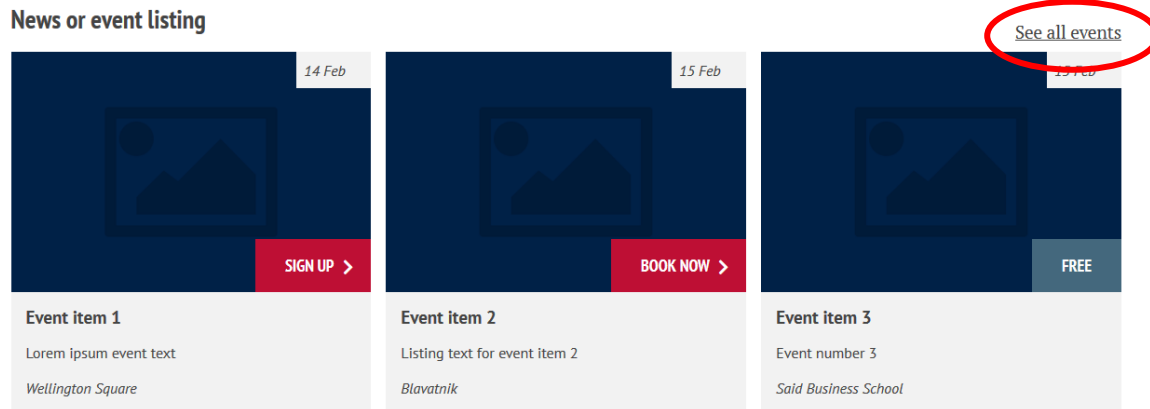
#### 4b. Adding content to grids

- Leave the title at the top of the grid blank. Also ignore the 'Add footer link' option.

The image shows a configuration panel for a widget. At the top, it says "Widget type: Grid" and "To link to this widget, use anchor link ID: #widget-id-903511". Below this is a section titled "Title" with an empty text input field. Below that is a section titled "Link" with a "Title" field, a "URL" field, and a "Generate link" button. There are also checkboxes for "Open URL in a New Window" and "Add footer link".

Using the 'Link' option enables you to insert a link **above** the list. You could use this to link to further content – for example to a page with all events listed if you have chosen to display only the next few on this page. See below for an example.

- In the 'Title' box enter the text you wish to appear ("See all events", for example).
- Then either click 'Generate link' or click in the grey URL box.
- In the resulting window which appears use the search option in the top field to find the page to which you want to link. Once the page is selected the correct node is included as the link in the bottom field.



The options in the next part of the page allow you to choose how your grid is populated:

**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 grid/listing with ‘cards’ with information taken from, and linking to, already created content. 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 Manual - Taxonomies](#).
- Selected – Individual content items are specified
  - You populate the grid/listing with ‘cards’ using information taken from, and linking to, already created content, but you specify the exact pages to use. This may be advantageous over filtered content as it may allow greater specificity if many terms are being used. In this instance taxonomy terms are not used to select content, but can be used to select how it is displayed (see [‘sorting options’](#)).
- Static – Items that are constructed within the widget by adding text and images
  - As the description indicates, this does not use existing content, and fresh content is created. This will most likely be used when there is no page already created from which the information can be drawn, and to which the card will link.

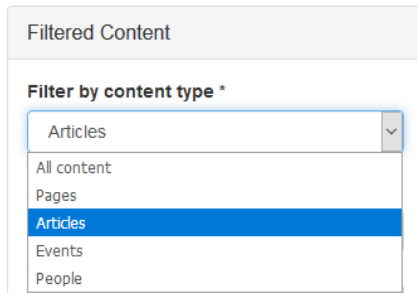
Whichever option you pick will determine the options you are given in the next section.

The templates are set up to default to the source you are more likely to use, however you can change this option on each page if you intend using a different source.

4b(i) Filtered content

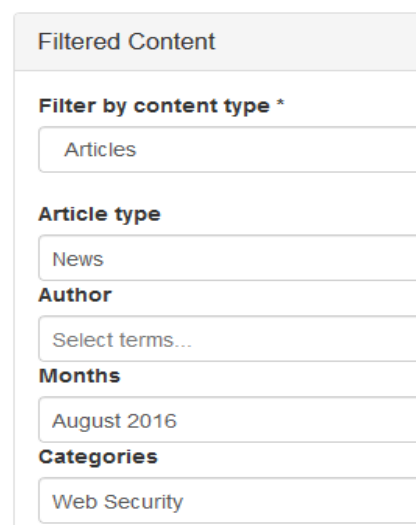
**Note** – Using filtered content relies on having established taxonomies for the content on your site. Do not start to build pages with filtered content until you have taxonomies terms set up. For guidance see [UAS Mosaic Manual - Taxonomies](#).

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



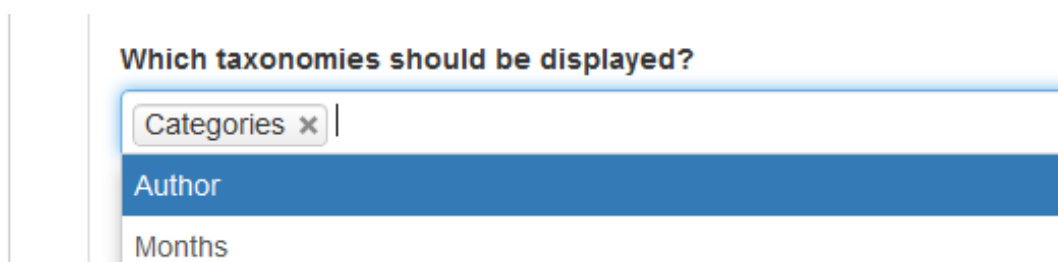
The screenshot shows a 'Filtered Content' panel. Under the heading 'Filter by content type \*', there is a dropdown menu. The menu is open, showing options: 'Articles', 'All content', 'Pages', 'Articles' (highlighted in blue), 'Events', and 'People'.

- You then can filter what content appears in your grid 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 page 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' panel with several filter sections: 'Filter by content type \*' (Articles), 'Article type' (News), 'Author' (Select terms...), 'Months' (August 2016), and 'Categories' (Web Security).

- To allow visitors to your website to filter the content for themselves, include the appropriate taxonomies in the 'Which taxonomies should be displayed?' box.



The screenshot shows a 'Which taxonomies should be displayed?' box. It contains a search bar with 'Categories' and a close button (x). Below the search bar, a dropdown menu is open, showing 'Author' (highlighted in blue) and 'Months'.

- You can select some, all, or none of these. If none are selected, the user will not be able to filter what content they can view.
- If any/all are selected, when the page is displayed the user will see drop down menus from which they can choose to filter the content based on any terms within the selected taxonomy(-ies). This means they can deviate from any terms you have previously selected, so if you only want them to see specific content you should not provide the option for users to filter content themselves.

The screenshot shows a filter interface with three dropdown menus: 'Author', 'Months', and 'Categories'. Each dropdown currently shows '-All-'. Below the 'Author' dropdown is a red 'Clear' button. To the right of the 'Categories' dropdown is a red 'Apply' button. The 'Months' dropdown is open, showing a list of months: '-All-', 'June 2016', 'August 2016', and 'September 2016'. The 'June 2016' option is highlighted in blue.

#### 4b(ii) Selected content

'Selected' content is another way of selecting what content populates your grid or 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 form titled 'Selected content'. Below the title is a text input field containing the word 'Oxford'. A dropdown menu is open below the input field, showing four options: 'Oxford Mosaic Accessibility Statement', 'Oxford Mosaic Privacy Statement', and 'Oxford Students'. The first option is highlighted in blue. Below the dropdown is a blue button labeled 'Add another item'.

#### 4b(iii) Sorting options

If you are using Filtered Content or Selected Content you can choose the order in which content is displayed. The default is the publication date, but you can sort by taxonomy terms.



Sorting options

**Sorting method \***

Default sort order (publication date)

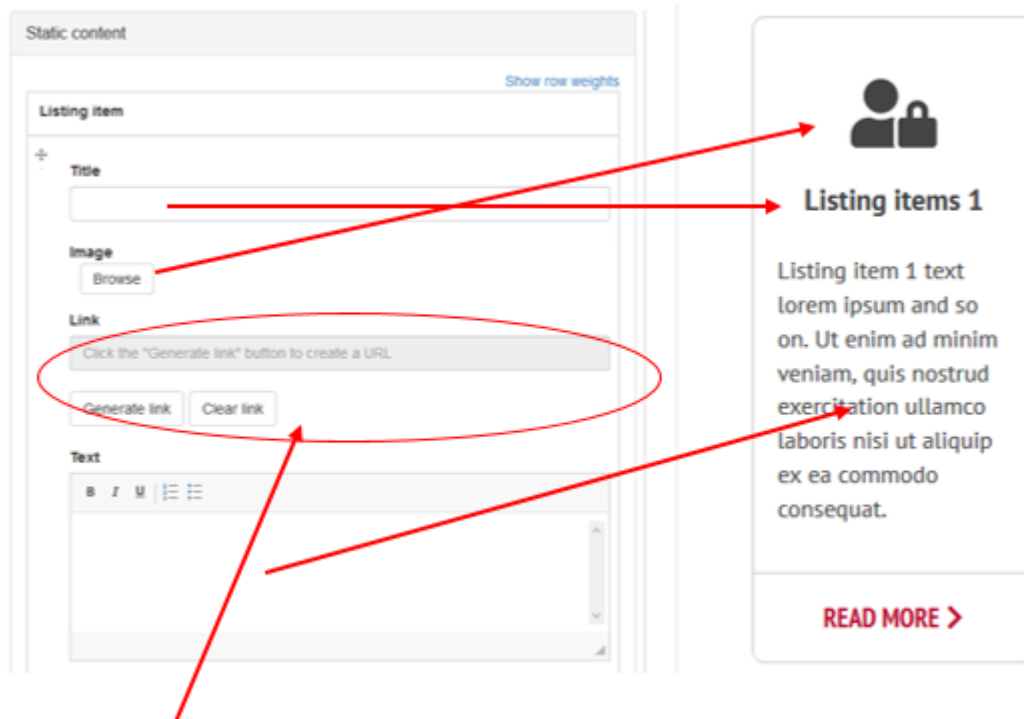
Custom taxonomy

Which taxonomy's terms do you want to sort by?

Categories

*4b(iv). Static content*

In the static content option you create on the editing page the card content which will be included in your grid or listing – you are not using content you have already created.



The 'Link' option is used to turn the whole card into a link. This excludes the 'call to action' part of the card, if one is included (see [this chapter of the current document](#)).

If you intend adding links to all cards, then you should probably instead be using 'filtered' or 'selected' content to populate your grid.

There might, however, be exceptions where one or two cards will link to existing content, and the remainder will not. If you need to add a link:

- Either click 'Generate link' or click in the grey URL box.
- In the resulting window which appears use the search option in the top field to find the page to which you wish to link. Once the page is selected the correct node is included as the link in the bottom field.

The next section of the screen relates to 'Calls to Action' – these are covered below.

When you have completed your card, and need to add another, click 'Add another item'.

Call to Action

Title \* URL

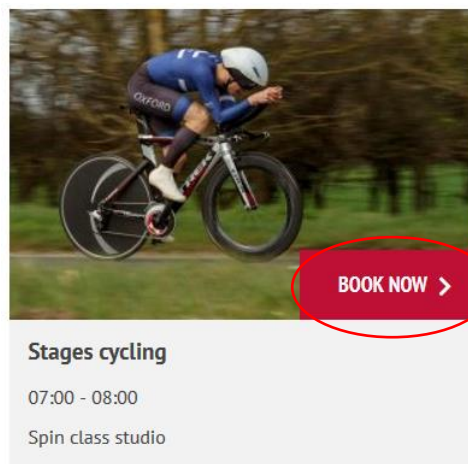
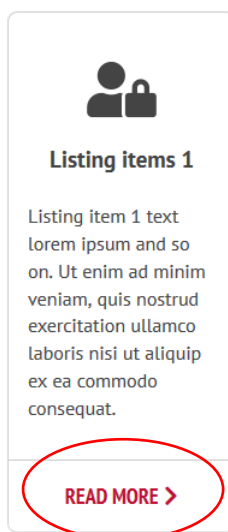
A label is informational text, whereas a call to action links the user elsewhere. You cannot use both simultaneously.

Use Call to Action or Label? \*

Call to action  Label

#### 4c. Calls to action

A call to action provides, on most cards, a text box or icon which acts as a link – note that not all card styles display a call to action. How the call to action appears varies across the styles. Examples include:



**Note** - If using 'Card – Icon Image' (the left of the images) a call to action should be used in all instances – this gives an optimal appearance for the card itself, and an inconsistent use of calls to action on these cards gives a poor visual effect.

Calls to action on other card styles can be considered optional.

To include a call to action:

- You should complete the 'Title' box with the text which you want to appear. This should be something meaningful, but it is best not to repeat the same call to action on every card – use 'read more', 'further details', 'more information', etc.
- **The call to action should be in UPPER CASE**
- Then either click 'Generate link' or click in the grey URL box.

- In the resulting window which appears use the search option in the top field to find the page to which you wish to link. Once the page is selected the correct node is included as the link in the bottom field. If linking to an external site, type it directly in to the bottom field.

**Call to Action**

**Title \***

**URL**

Open URL in a New Window

A label is informational text, whereas a call to action links the user elsewhere. You cannot use both simultaneously.

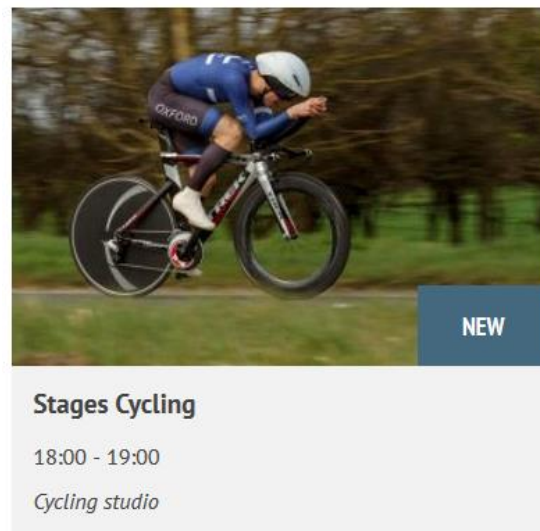
**Use Call to Action or Label? \***

#### 4c(i). Labels

An alternative to adding a 'call to action' is to include a label. These labels display in the same position as a call to action, but are coloured blue, not red, and do not create a link.

They are used to highlight a feature of the item you are including in the grid – for example if something is 'new', or 'fully booked' – and does not require the user to take any action.

These should not be used on 'Card – Icon Image', but could be used on, for example, Tile. Without Rollover.



They are added by typing the desired text in the 'Title' box – **they should be in UPPER CASE** - and clicking 'Label' beneath. The option to provide a URL will disappear.

**Label**

**Label text \***

NEW

A label is informational text, whereas a call to action links the user elsewhere. You cannot use both simultaneously.

**Use Call to Action or Label? \***

Call to action

Label

As noted on the screen when working with ‘calls to action’ and ‘labels’, they cannot be used simultaneously.

#### 4d. Selecting the layout of your grid

It is at this point that the building of your page will change depending on whether you are producing a ‘Content page – Listing’ or a ‘Landing page with information cards’.

Some aspects of the templates are set up so that your content is displayed in the grid in a way which best suits the style of page you are creating, but others have some flexibility.

##### 4d(i). For both page types

- You should exclude the current item (this ensures that regardless of how you use taxonomies to create the page, this page won’t appear in the grid, thus creating a link to itself).
- You can change the items per row to suit your content. Three or four per row are usually best from an aesthetic perspective. Consider also how many cards you will have in total – if you intend showing six then two rows of three will look better than a row of four, with a half row of only two beneath.

Exclude current item?

**Items per row**

3

**Items per page**

6

**Display pager (if needed) \***

No

Top margin

Bottom margin

Full width

Display content subtype?

Display listing text?

CAUTION: Enabling both Listing Text and Tertiary Text may

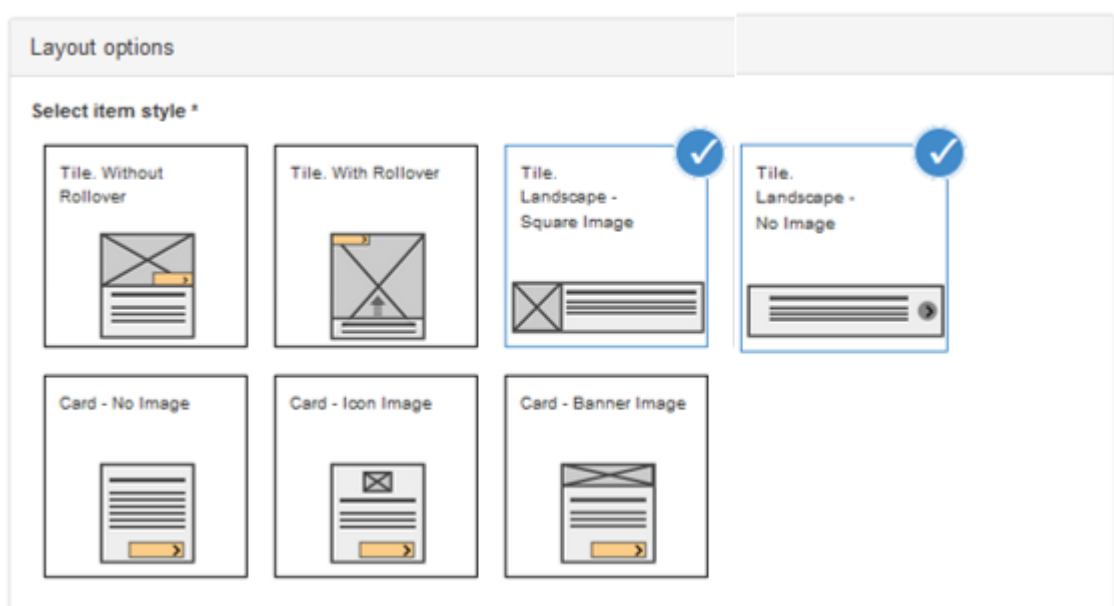
- You can change the number per page. This may be determined by how much content you have, or you can choose what looks best (this is more likely for the landing page

– in the content page you are more likely to prioritise making all the content available).

- Displaying the pager is optional. If checked, and there are more pages which meet the criteria to be shown than you have opted to show at any one time, then a button will be shown on the webpage to allow the user to move through the extra cards. If more cards would be available, but the pager option is not checked, then the number of cards will be restricted to the first X based on your sorting options (see [this chapter of the current document](#)).
- You should not change the margins or other settings.

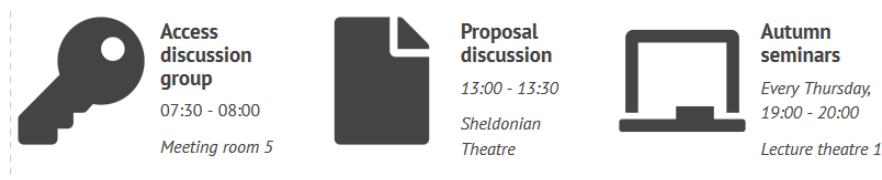
4d(ii). Content page - listing

For a simple listing page, you should choose the 'Tile Landscape – Square Image' or 'Tile Landscape – No Image' if suitable icons/images are not available, or they are not relevant.

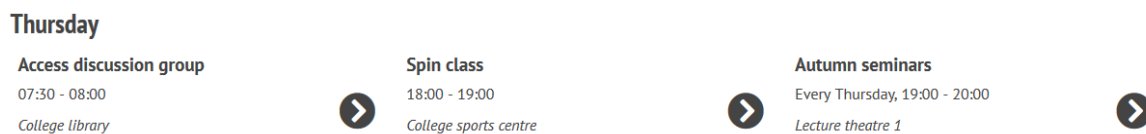


These two card styles look like this:

Tile Landscape – Square Image




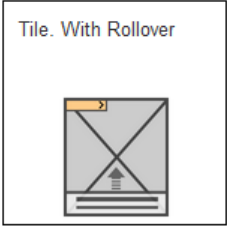
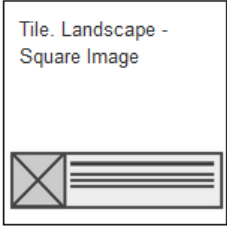

Tile Landscape – No Image



For pages where an image is important (for example if listing staff members), or on pages/sites which are 'visual' in nature, then the 'Tile. Without Rollover' is an appropriate choice. It looks like this:

Layout options

Select item style \*

<p>Tile. Without Rollover</p> 	<p>Tile. With Rollover</p> 	<p>Tile. Landscape - Square Image</p> 	<p>Tile. Landscape - No Image</p> 
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Aaron Mann  
Mosaic Builder



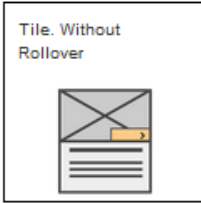



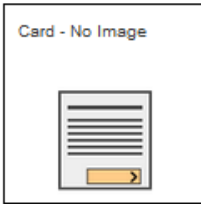
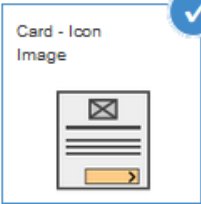

Anne Other  
Mosaic Builder

*4d(iii). Landing page with information cards layout*

For a landing page, you should choose the 'Card – Icon Image' style.

Layout options





Select item style \*

<p>Tile. Without Rollover</p> 	<p>Tile. With Rollover</p> 	<p>Tile. Landscape - Square Image</p> 	<p>Tile. Landscape - No Image</p> 
<p>Card - No Image</p> 	<p>Card - Icon Image</p> 	<p>Card - Banner Image</p> 	

This card style looks like this:

## Information Cards

[See all](#)

 <p><b>Listing items 1</b></p> <p>Listing item 1 text lorem ipsum and so on. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.</p> <p><b>READ MORE &gt;</b></p>	 <p><b>Listing items 2</b></p> <p>Listing items 2 text lorem ipsum and so forth. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.</p> <p><b>APPLY &gt;</b></p>	 <p><b>Listing item 3</b></p> <p>Listing item 3 text lorem ipsum and so on. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.</p> <p><b>FIND OUT MORE &gt;</b></p>	 <p><b>Listing item 4</b></p> <p>Listing item 4 text lorem ipsum and so on. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.</p> <p><b>READ MORE &gt;</b></p>
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## 5. Region 3

Editing Region 3 is covered in the document on [editing the right hand column](#).