Creating content using UAS Mosaic templates – overview and

1. Overview

Your UAS Mosaic website is made up of a series of content pages which will be accessed via
the website navigation, a landing page or the homepage. These content pages are built
using templates. See the guidance on this page about templates.

1a. Content page template structure

The structure of a content page template is pre-determined so all you have to do is

- Choose the appropriate template.
- Add the necessary content in the relevant areas of the page.

The basic structure of the each template page is the same (see below).

- A and B are contained within Details
- In the main page there 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.)

Regardless of which template you select, you will need to fill in information under Details,
and in Region 2 and Region 3.

1b. Widgets

- The content in Regions 2 and 3 is built using elements called ‘widgets’.
- There is a range of widgets available and each template contains a variety of these.
- In some template WYSIWYG regions are included in case you need them – if you don’t
then remove the holding text contained within it (and ensure you don’t leave any empty
line) and that widget will not display on the page.
- If you leave some other widgets empty they will still display – such as tabs or accordions
– so always ensure you are using the correct template before you start building the page.
2. Content page – text
2a. Creating a page from a template

Go to manage content:

Click ‘Add new content’ from the ‘Content’ tab:

Click ‘Content page – text’ from the menu of template names:

Give your new content a title and click OK. See the guidance on page naming.

2b. Editing the page

The basic structure of the ‘content page – text’ template page is the same as other templates (see below).

- A and B are contained within Details (see below).
- In the main page there 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.)
2bi. 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.

2b(i). Region 2
Region 2 is constructed of one WYSIWYG content area in to which you should put the content of your page. If you want to organise your content using features such as tabs or accordions, then separate templates have been created for this.

- When using the WYSIWYG widget 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 etc.
  - Use lists. Different styles are available by first selecting a numbered list (B) or bulleted list (C) – see the section on list styles below for more details.
  - 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.
  - DO NOT change the layout options at the bottom of the page.

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

B - Numbered lists

C - Bulleted lists
If you wish to include info and/or alert boxes, these can be included in the main WYSIWYG using the snippet tool. **You should use the version which says ‘(alternative fonts)’**.

They should be used sparingly and for ‘emphasis’ not ‘decoration’.
List styles
A list style can be more responsive than plain text on different screen sizes so should be used whenever it is appropriate.

A number of different styles of list can be produced:

- Using a bullet-less list allows you to create a list using icons in place of bullet points. See below for information on inserting icons, though note this should only be used when there is a specific user-case, and not just for decoration.
- The circled numbered list is intended to show distinct steps in a process. It is not designed for larger blocks of text – those should use a ‘normal’ numbered list. Due to its intended purpose, links respond slightly differently, and it should not be used when making a link from only part of the sentence – link from the whole heading/sentence, or use a normal numbered list.

Depending on the style of list you choose, there will be the option to put your lists in to one, two, three or four columns, as shown below:

Creating ‘bulleted-style’ lists
To create any of the list styles which use a bullet (rather than a number) – and this includes the bullet-less list – create your list text, highlight the content, and then click the bulleted list icon in the WYSIWYG toolbar:
To change to a different style of list, with the list still highlighted, select the required list style from the Styles menu:

Creating numbered lists
To create either of the numbered list styles, create your list text, highlight the content, and then click the numbered list icon in the WYSIWYG toolbar:

To change to the circled numbered list style, with the list still highlighted, select ‘1-col Circle Numbered List’ from the Styles menu.
Selecting the number of columns
When selecting the list style you can choose how many columns you want your list to be. Note that your list will display in the way considered to be most effective for the number of entries in your list.

Inserting icons
Icons from the Font Awesome collection can be added into your text in the following way:

- Position your cursor at the point in the text where you want to add the icon
- Click on the flag in the menu above the WYSIWYG, called ‘Insert icon’

- Click in the field below ‘Select Font Awesome icon’
- Either scroll through the icons or type to search within the collection
- Select the icon you want
- Change the icon size if necessary – it is likely that you will want to use ‘match text size’, but you may need to adjust this depending on the context or the icon chosen
- Click OK and the icon will be inserted where the cursor was positioned

Use icons only to add further information, as it is against the UAS style to use them for ‘decoration’ when it adds nothing to the user-experience – for example an envelope icon next to an email address, or phone icon next to a telephone number, is unnecessary.

2b(ii). Region 3
Editing Region 3 is covered in the document on editing the right hand column.