Using UAS Mosaic templates – content page tabs

1. Creating a page from a template
   Go to manage content:
   Click ‘Add new content’ from the ‘Content’ tab:
   Click ‘Content page – tabs’ from the menu of template names:
   Give your new content a title and click OK.
   See the guidance on page naming.

2. Editing the page
   The basic structure of the content page tabs template page is the same as other templates (see below).
   - A and B are contained within Details (see overleaf).
   - 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.)
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.
3. Region 2
Region 2 is constructed of 3 widgets.

- Widgets appear in your editing page in the same order as they will appear on your webpage so the content page tabs template includes a WYSIWYG widget, followed by an advanced tabbed content widget and then another WYSIWYG widget.
- It can be confusing editing the advanced tabbed widget because you need a widget within a tab in order to add content to it. In the example below, there is a WYSIWYG widget (in green) within a tab (blue) within the advanced tabbed content widget (red).
3a. Using the WYSIWYG areas above and below your tabs

- If you do not want to use the WYSIWYG widget above or below your tabs you should delete the placeholder 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
  - **DO NOT** change the layout options at the bottom of the page.

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

B - Numbered lists

C - Bulleted lists
3b. Adding content to tabs

- Leave the title box at the top of the advanced tabbed content widget blank. Adding a title here may be confusing for site visitors – the title positioning is seen in A below:
• Insert the title for your first tab into the first Tab title field.

The ‘Font awesome class’ box should be left empty.

In ‘Tab title’, TAB TITLE 1 should be replaced with the title for the tab. **Note: the tab title should be UPPERCASE.**

• The template is set up with a WYSIWYG content widget within the tab but you can change this, or add further widgets, if required.

• Leave the widget title blank. The content of the tab is already titled via the tab title entered in the step above, so an additional title would be superfluous.

• Do not change the Layout Options and WYSIWYG style options at the foot of the widget.

• Use ‘collapse’ to hide widgets you are not currently editing. This makes navigation around the editing page easier, and reduces the likelihood of you editing the wrong widget.

• The ‘remove’ button in this area is to remove the WYSIWYG widget from within your tab. Be careful not to click on this accidentally, thereby deleting content within your tab.

• You can have the option to add additional widgets to your tab. These can by WYSIWYG or other widgets.

• The ‘remove’ button at the bottom deletes the whole tab (not its contents). This may be necessary to do if you have created too many tabs prior to adding content. Note that you can reorder the tabs, so there is no need to delete the first one and recreate it at the end – it can be moved.
You can then move on to Tab 2, and repeat the steps above, and likewise for Tab 3:

3c. Adding more tabs

- The content page tabs template is set up with three tabs. If you need to add more tabs, click ‘Add another tab’ which you can find between the final tab and the layout options for the advanced tabbed content widget:

- Once you have added another tab, and set up the tab title, you will need to add a widget so that content can be included in that tab. Choose the appropriate widget from the drop-down in the ‘Widget type’ menu, and click ‘Add new widget’:

- Then complete the add content as outlined above.
• Ensure that the layout settings for the WYSIWYG widget are the same for all of your tabs – these should replicate the settings for the WYSIWYG widget in the previous three tabs. **The top and bottom should be checked and the width should be standard** (it is the tab widget which is narrow, not the WYSIWYG within the tab).

• There is no limit to the number of tabs you can include on a page but a maximum of approximately 5 is recommended. You need to see how your information looks on the page.

• When building your content page with tabs, make sure you save your content regularly. Saving your work collapses completed tabs, thereby speeding up the process of adding additional tabs and widgets.

• Do not change the layout options for the advanced tabs widget.

3d. Changing the order of the tabs

• To change the order of your tabs click ‘Show row weights’. At the top of the area for each tab is a figure within a drop down menu. The smaller the number, the earlier in the list it will appear. Negative numbers are shown before zero. Be careful to distinguish between the order of the tabs on your page and the order of the widgets within those tabs.

4. Region 3

Editing Region 3 is covered in the document on editing the right hand column.