

UAS Mosaic – News and Event items

1. Introduction

News and event pages are constructed in very similar ways and this document highlights where there are differences.

A news or event page is initially started in the same way as any other page – see [Creating the page](#) below.

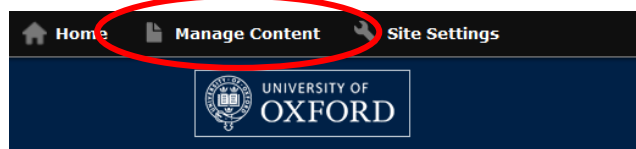
Each news or event page has two parts that need completing:

- detailed content displayed on the individual page for that news item or event
- summarised information that is displayed when that news item or event appears in a grid or listing with other news items or events

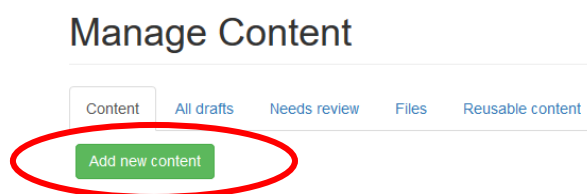
For more information see the [UAS Mosaic Manual – Listing and Landing pages](#).

2. Creating the page

Go to manage content:

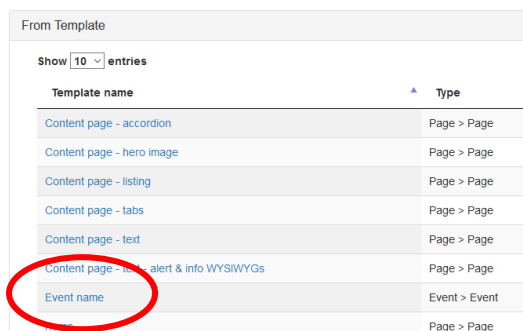


Click 'Add new content' from the 'Content' tab:

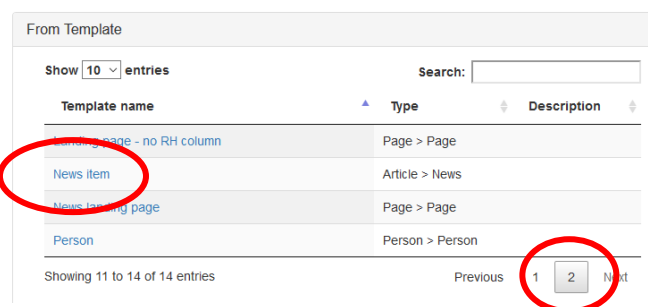


Click 'Event name' or 'News item' from the menu of template names. If necessary, move to the second page of templates to see these options:

Add content



Add content



Insert the title of the Event or the News article:

Create new content from News item template

Please enter a title for your content:

3. The content for the individual webpage

The content for the displayed webpage is taken from different parts of the editing area:

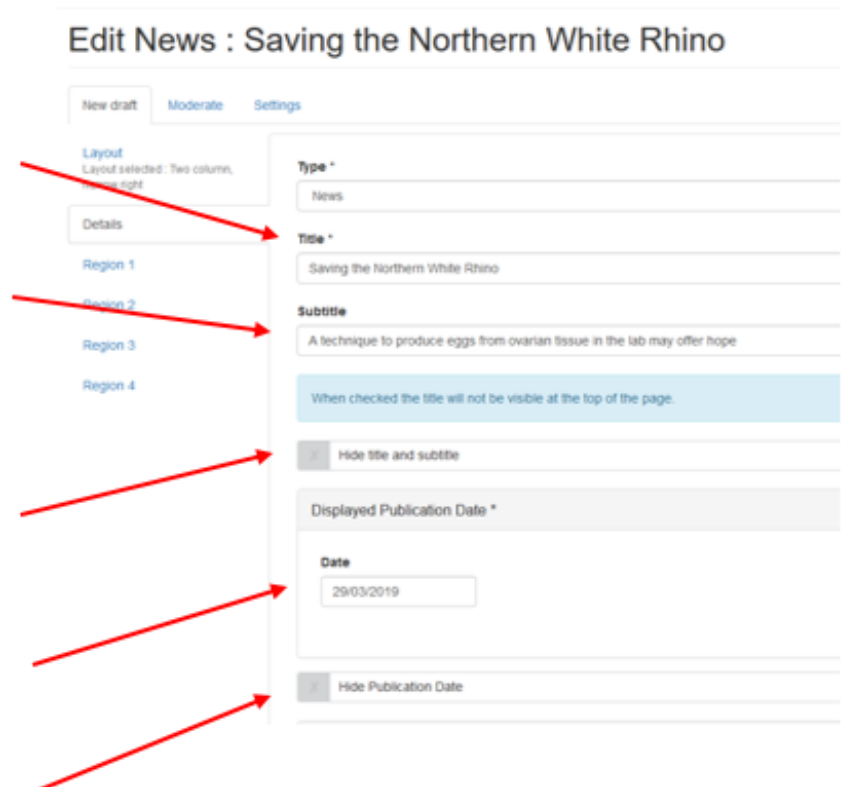


3a. Details tab

In the details tab you should set:

- the Title (initially set up when the page was created, this can be edited here),
- the subtitle. This should include key words which do not appear in the title. They will be picked up by search engines and also give greater context to the page for the user
- the title and subtitle should not be hidden
- the date of publication. This appears through a widget in Region 2. For articles this defaults to the date the page is created

The date of publication can be hidden, but note that selecting this will hide it on both the webpage and listing item.



Other parts of the details tab should also be completed, but relate to how the item is shown in a grid or listing – this is covered in the section [the content for the news item](#) below.

3a(i) – Event dates

The events page, rather than having a publication date, has an Event Date and Time section. This must be completed. Unlike on a news page, the date cannot be hidden.

You should display the end date and time so attendees know how long the event will last.

In addition, by completing the end date you can ensure events that have already passed are not advertised on your website provided you select current and future events to be listed.

View the refurbishments

An exclusive look at our new buildings

15 April 10:00 to 19 April 16:00

Join us for a tour of the newly refurbished college buildings. These thirty minute tours will

Alternatively, you can enter text which will be displayed – for example something which occurs on specific days, such as “Every Monday during Trinity term”.

Note - you still must give a start date to ensure the event is listed correctly – and likewise you should use an end date to ensure it is listed for the duration of the event.

View the refurbishments

An exclusive look at our new buildings

Every Monday during Trinity term

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3b. Region 2

Region 2 consists of two widgets, a Metadata widget, and a WYSIWYG widget.

3b(i). The Metadata widget

This widget is used to display on the page some of the content you have entered in the details tab. Do not remove or change this widget.

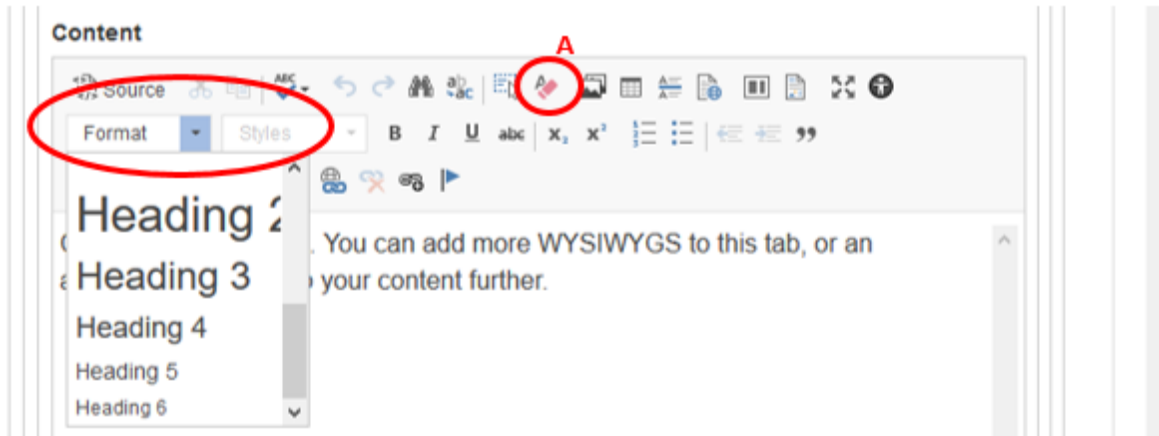
3b(ii). The WYSIWYG widget



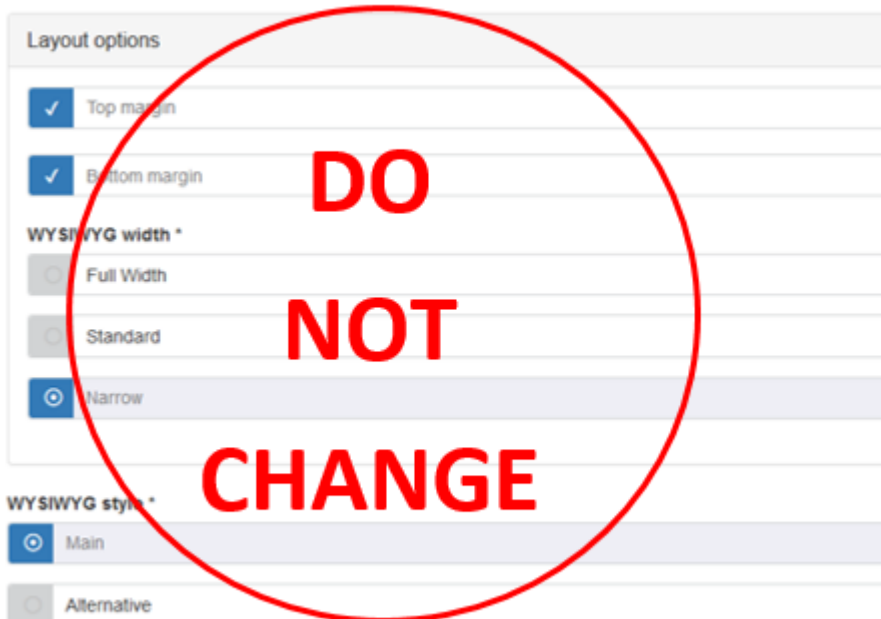
A research team at the University of Oxford has begun work to find a new way of saving the Northern White Rhino by using tissue taken from animal ovaries to produce potentially large numbers of eggs in a laboratory setting.

- You should leave the Title blank. If subheadings are required within the article, put them within the WYSIWYG and use the 'Headings' options in the Format menu.
- Put the complete article in the WYSIWYG area.
- If you require an accompanying picture to appear on the main article page, insert it in the WYSIWYG. The large (800 pixel) size is likely to be most appropriate, but be consistent across all pages of the same type. The picture set in the details section (to be used in a card) does not appear on the webpage. Different pictures can therefore be used.
- 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 A below)
- DO NOT change the layout options at the bottom of the page.

The screenshot displays the WYSIWYG editor for 'Region 2'. On the left sidebar, 'Region 2' is selected. The main editor area shows a 'Title' field, a 'Content' area with a rich text toolbar, and a preview of the article content including the rhino image and its caption.

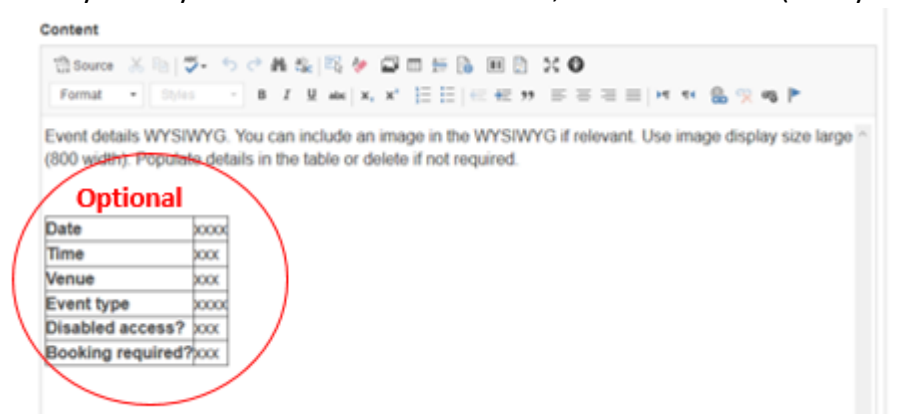


Add your text and HTML content for it to be displayed in the region on your page.



3b(iii): Event details table

A table has been built in the WYSIWYG on the event template. This suggests some details which you may wish to include as standard, but its inclusion (in any form) is optional



3c. Region 3

The first widget in Region 3 is the 'Share on social media widget'. This is covered [below](#).

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

Note – On the events template, one Region 3 widget is set up to provide links to more events which would be of interest to the user. This is optional, but if used you should ensure that the list is created using the 'one-column-link list' style.

3c(i). The Share on social media widget

Unless you have good reason, these options should not be changed – the Social media options are for the user to share the content on their accounts on these social media platforms, and is not affected by whether your section/department uses that platform.

The image shows a configuration panel for a 'Share on social media' widget. At the top, it says 'Widget type: Share on social media'. Below that is a 'Title' field. The main section is 'Social media options', which includes three checked checkboxes: 'Show Facebook share icon', 'Show Twitter share icon', and 'Show email share icon'. Below this is the 'Layout options' section, which includes three unchecked checkboxes: 'Top margin', 'Bottom margin', and 'Full width'. At the bottom is the 'Align items *' section, which includes three radio buttons: 'Left' (selected), 'Centre', and 'Right'.

4. The content for the grid/listing item

The listing item for an event or a news article can be put into a grid or listing by selecting the relevant taxonomy terms if using 'filtered content', or by choosing the relevant content page if using 'selected content'.

For more information see the guidance documents on [Taxonomies](#) and on [Listing and Landing pages](#).

All features of the item for when it appears in a grid/listing are created in the 'Details' tab.

4a. News listing item

The example below uses the item style *Tile. Without Rollover*. The same principles apply whichever item type you choose, however note that not all types display all the features discussed below.

The title and publication date of the article are set here (and both shown on the article's webpage), and are shown on the listing item, as below.

The subtitle is not shown on the listing item.



A screenshot of the 'Details' tab in a form. On the left, there are four tabs labeled 'Region 1', 'Region 2', 'Region 3', and 'Region 4'. The main form area contains the following fields: 'Title *' with the value 'Saving the Northern White Rhino'; 'Subtitle' with the value 'A technique to produce eggs from ovarian tissue in the lab may offer hope'; a blue box with the text 'When checked the title will not be visible at the top of the page.'; a 'Hide title and subtitle' button; 'Displayed Publication Date *' with a 'Date' field containing '29/03/2019'; and a 'Hide Publication Date' button. Red arrows from the text above point to the Title, Subtitle, and Date fields.

The publication date can be hidden, but note that choosing this option hides it on both the listing item and on the article's webpage.

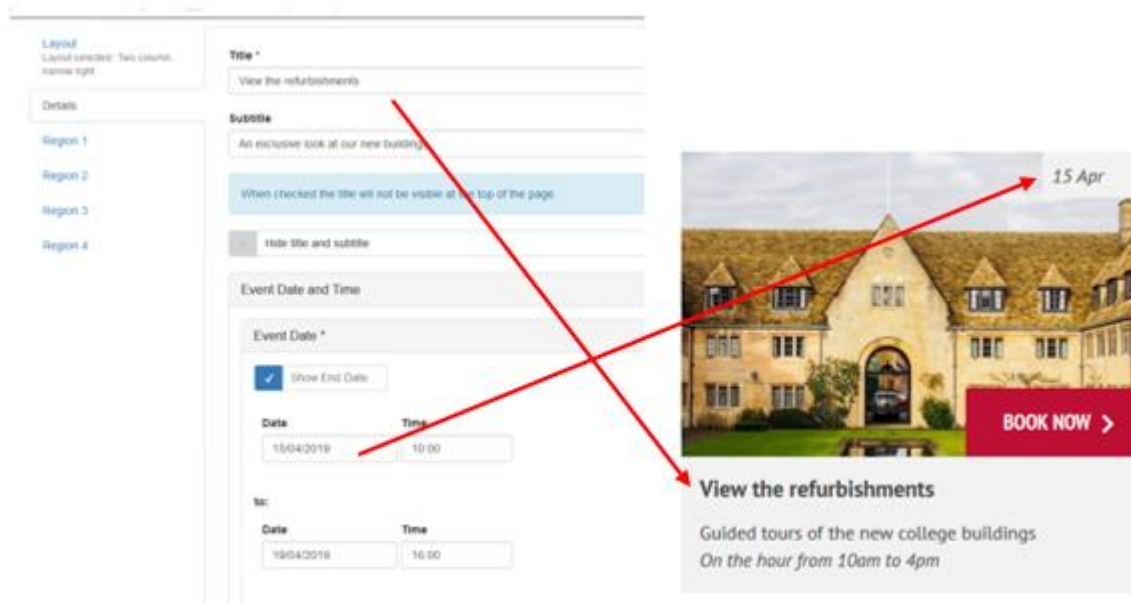
4b. Event items

The example below uses the item style *Tile. Without Rollover*. The same principles apply whichever item type you choose, however note that not all types display all the features discussed below.

All features of the item are created in the 'Details' tab.

The event title set in the details tab is the same title as appears on the event's webpage. The subtitle is not shown on the item.

As discussed [in section 3a\(i\)](#), it is possible to set a start and end date, and give a broader description of the date and time, however, only the start date is displayed on the listing item.



4c. Taxonomy terms on both page types

The next section allows the author to set the taxonomy terms which relate to the news article/event, and which may be used to filter whether or not a listing item for this article is created on specific pages.

- Taxonomy terms must be set up for the site as a whole before they can be applied to individual pages.
- Once set up they will be available to select in this section.

- For more guidance on setting up, and using, Taxonomies see [the guidance document on taxonomies](#)

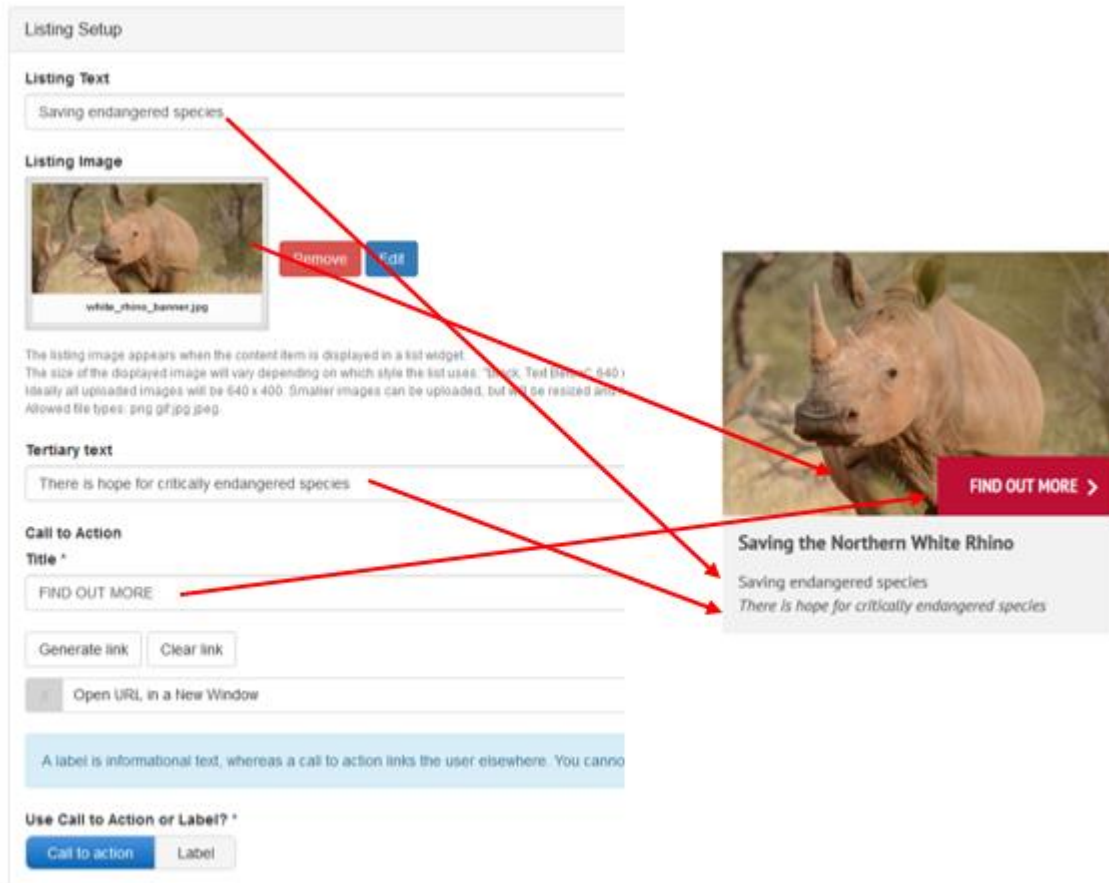
4d. Listing Setup on both page types

You should use the Listing Setup box to set:

- The Listing image

And it is optional to set

- the Listing Text
- Tertiary text
- a call to action or label



In the above example these boxes have been completed so you can see where they would appear and how they look. It is unlikely, however, that you would want to use them all every time:

- The title is compulsory, and adding listing text and tertiary text may provide too much additional content and create a cluttered, or repetitive, listing item. Using listing text only is sufficient. Tertiary text will be displayed in italic, and should only be used for additional, secondary information. Be sure to be consistent across all your listing items.
- Your use of a call to action or label may change depending whether it is an event or news, and whether any additional information or action is required.
 - The item itself is a link, so for a news article an additional link is not needed, and clicking to 'find out more' about the story is likely to be evident to the user even without the call to action.
 - A card acts as a link to the event information, but a call to action may be appropriate, for example if you wish to alert people to the need to reserve a place and encourage them to do so.
 - A label may be appropriate for an event if a call to action is not needed, but additional information would be helpful – for example if the event is free, or for staff only.
 - Calls to action are red, labels are blue.

- Note that you can only have a call to action or a label, and not both. You can include neither.
- **If using a call to action or label, ensure it is written in UPPERCASE characters.**



15 Apr

BOOK NOW >

View the refurbishments

Guided tours of the new college buildings
On the hour from 10am to 4pm

This card features a photograph of a large, historic stone building with a prominent arched entrance. A date label '15 Apr' is positioned in the top right corner. A red button with the text 'BOOK NOW >' is located in the bottom right of the image area. Below the image, the text 'View the refurbishments' is followed by 'Guided tours of the new college buildings' and 'On the hour from 10am to 4pm'.



15 Apr

FULLY BOOKED

View the refurbishments

Guided tours of the new college buildings
On the hour from 10am to 4pm

This card features the same photograph of the stone building as the first card. A date label '15 Apr' is in the top right corner. A dark blue label with the text 'FULLY BOOKED' is in the bottom right of the image area. Below the image, the text 'View the refurbishments' is followed by 'Guided tours of the new college buildings' and 'On the hour from 10am to 4pm'.