

## 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.

The diagram illustrates the structure of a content page template. It is divided into several sections:

- Content page - tabs** (labeled A): A red-bordered box at the top left containing the text "Content page - tabs".
- Further text including key words** (labeled B): A red-bordered box below the tabs section containing the text "Further text including key words".
- Optional WYSIWYG area**: A red-bordered box containing the text "Optional WYSIWYG area. You can use this to explain or summarise the tabbed content to your users. Leave empty if not needed." Below this text are three tabs labeled "TAB TITLE 1", "TAB TITLE 2", and "TAB TITLE 3".
- Region 2**: A red-bordered box containing placeholder text: "Lorem ipsum id etiam class ultricies habitasse purus sodales morbi elit, libero eget placerat dui tincidunt class porta consectetur conubia nulla aliquam sociosqu augue fringilla curabitur arcu nunc sed massa aenean id sollicitudin pharetra." and "Per velit erat porta pretium senectus diam, praesent cras ut nec tristique et dapibus, enim pulvinar gravida libero curae conubia pulvinar congue aptent tellus habitant curabitur dui nulla elit dictumst etiam."
- Region 3**: A red-bordered box containing a "Call to action" section with the text "Use this WYSIWYG to display the login button for a system, or a button to register for an event." and a red button labeled "UPPERCASE >". Below this is a "Contact us" section with the text "Display contact details for your department or team here".

#### 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.

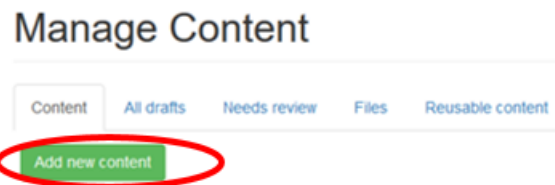
## 2. Content page – text

### 2.a Creating a page from a template

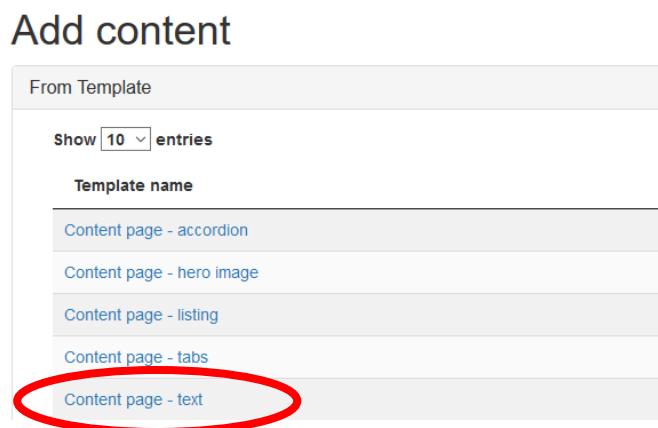
Go to manage content:



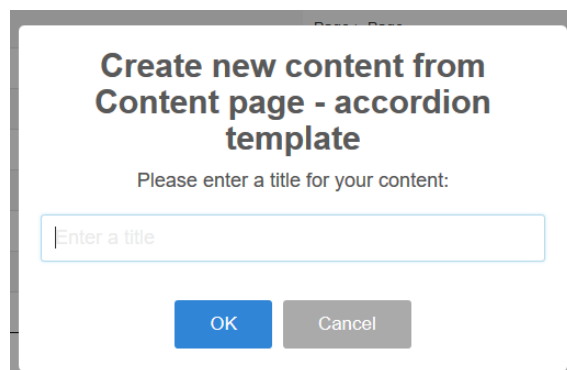
Click 'Add new content' from the 'Content' tab:



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



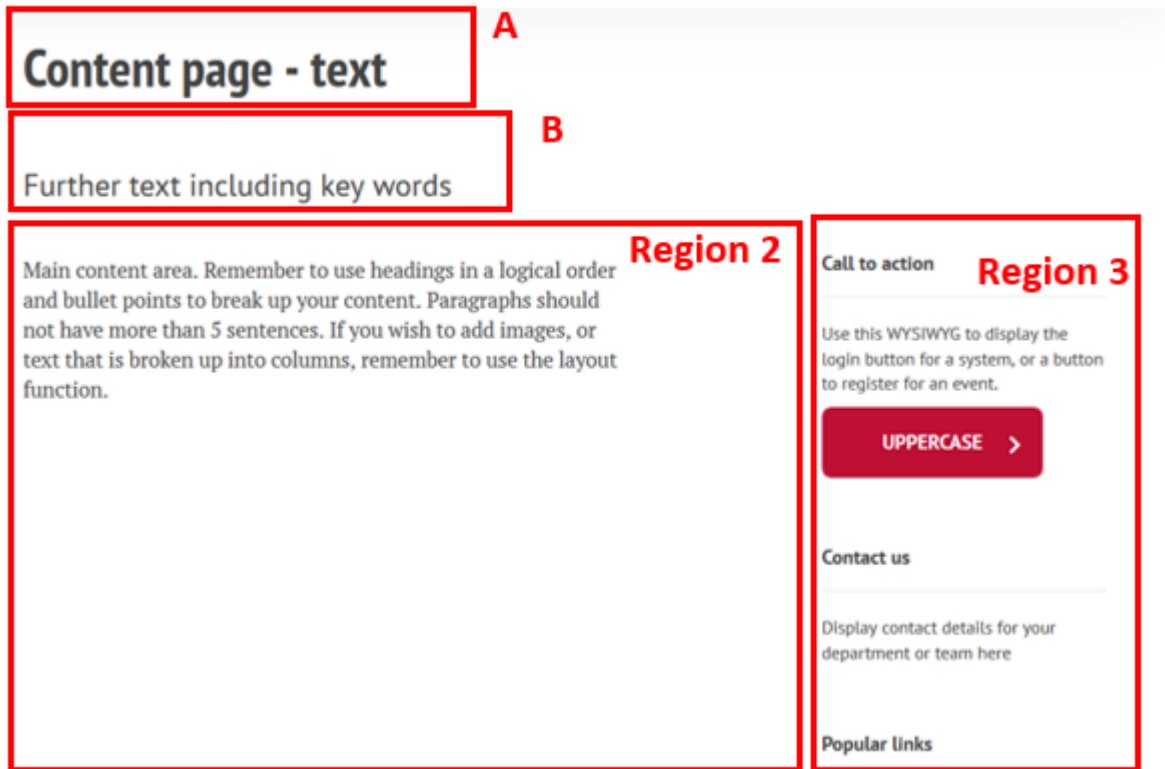
Give your new content a title and click OK. See [the guidance on page naming](#).



### 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).

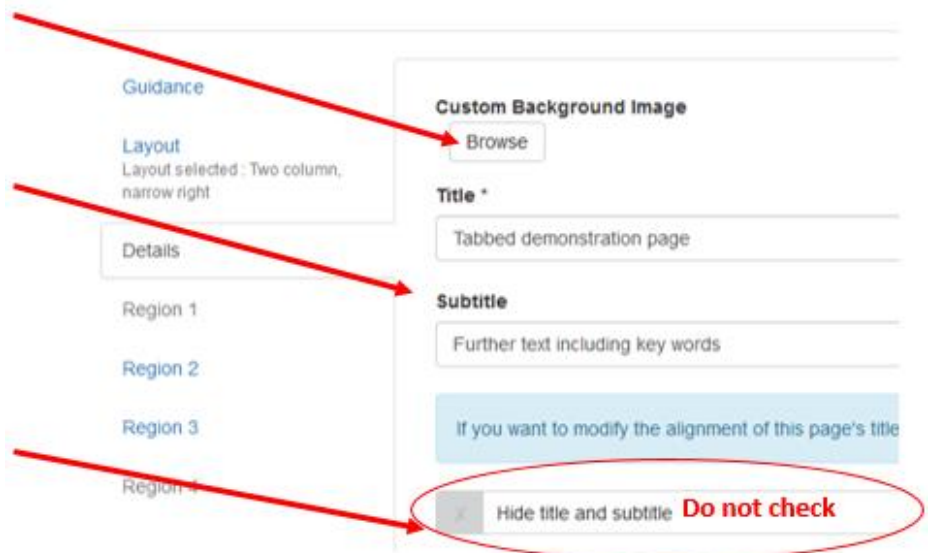


### 2bi. Details

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

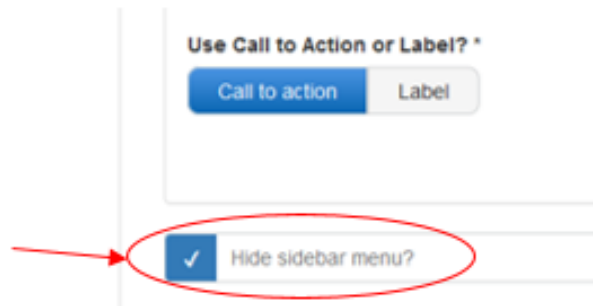
B – Subtitle. Should be edited via the details tab. All pages should have a subtitle (except homepages). Subtitles **should not** end with a full stop.

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.

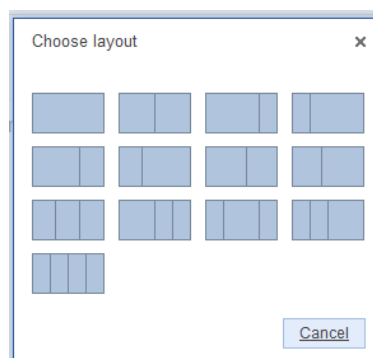
- When using the WYSIWYG widget you should:
  - Leave the title blank.
  - Use the menu at the top to assist you in ensuring you present your information in a user-centric way. Paragraphs should not have more than 5 sentences.
  - Consider use of formatting and styles; to create headings etc.
  - Use 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.



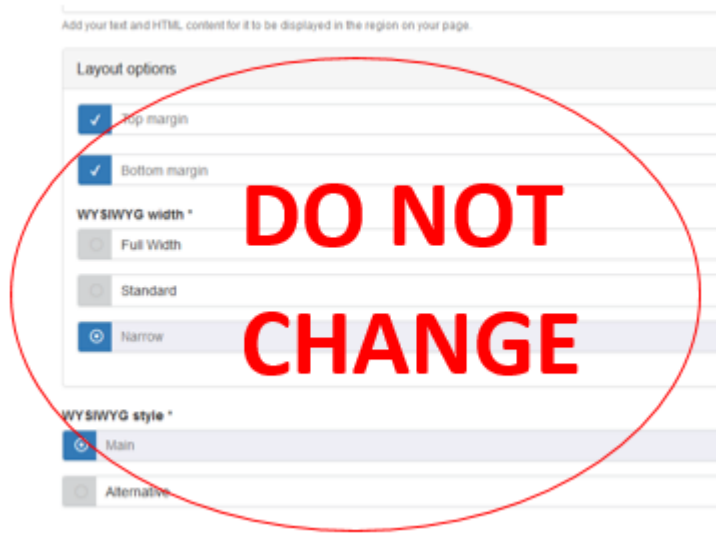
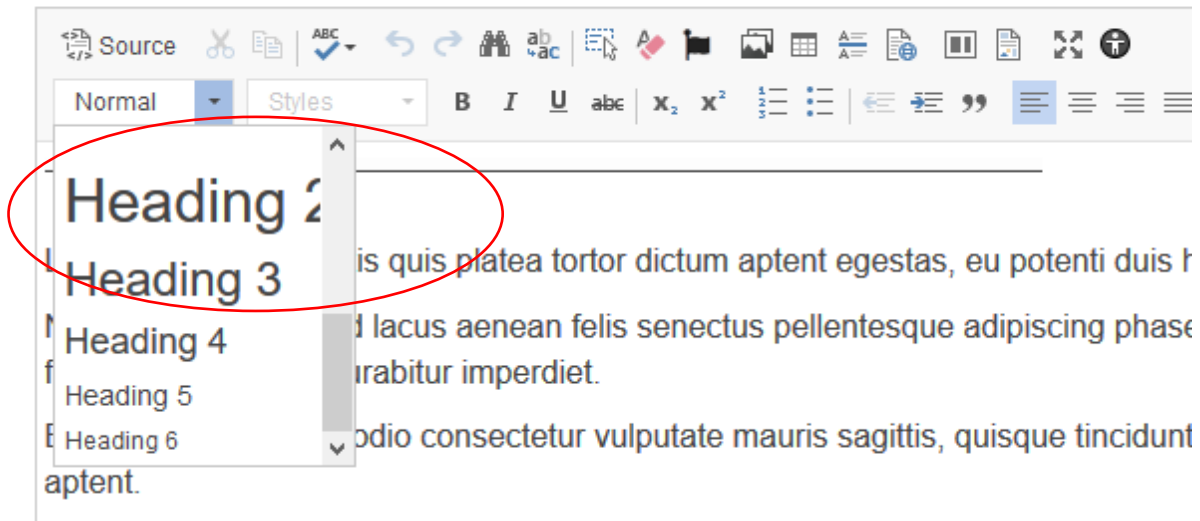
A - Layouts – this enables you to divide the area in to columns of different widths.

B - Numbered lists

C - Bulleted lists

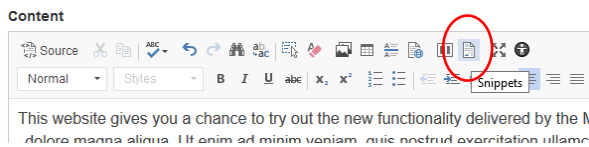


### Content

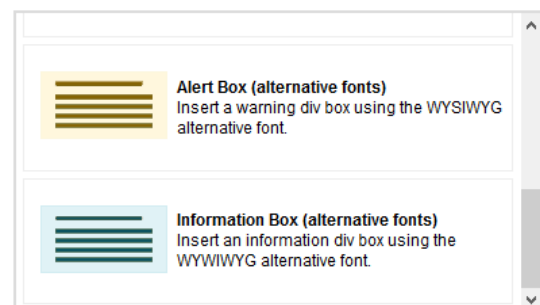


If you wish to include info and/or alert boxes, these can be included in the main WYSIWYG using the snippet tool. **You should use the version which says '(alternative fonts)'.**

They should be used sparingly and for 'emphasis' not 'decoration'.



Please select the snippet to open in the editor



Replace all existing content with this new item?

### List styles

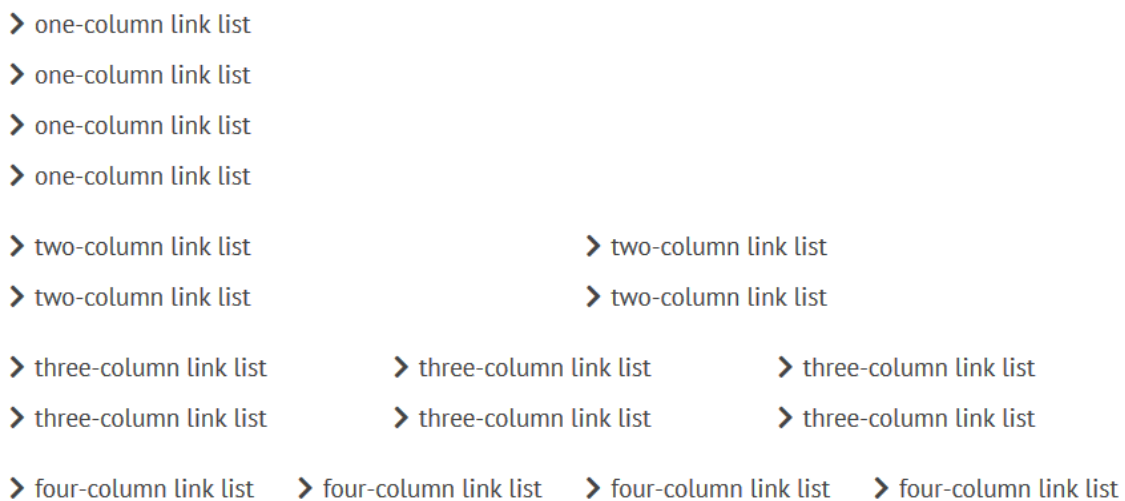
A list style can be more responsive than plain text on different screen sizes so should be used whenever it is appropriate.

A number of different styles of list can be produced:



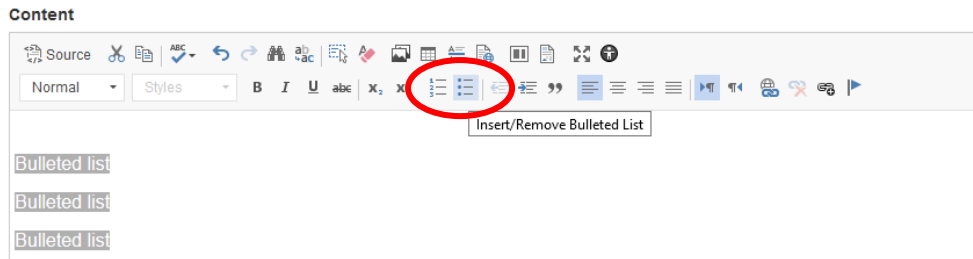
- Using a bullet-less list allows you to create a list using icons in place of bullet points. See [below](#) for information on inserting icons, though note this should only be used when there is a specific user-case, and not just for decoration.
- The circled numbered list is intended to show distinct steps in a process. It is not designed for larger or 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:

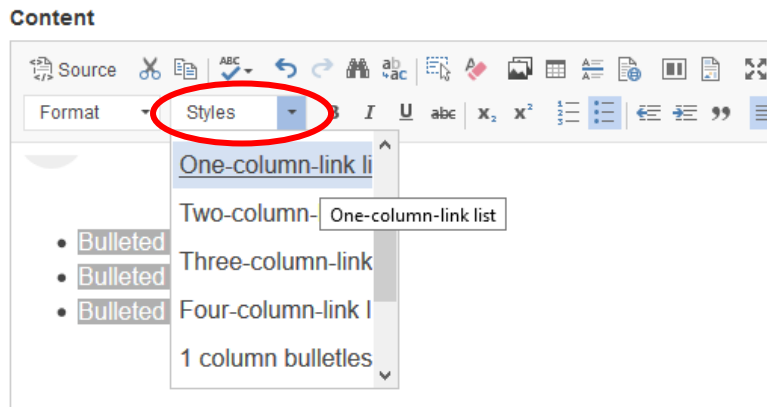


### Creating ‘bulleted-style’ lists

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:

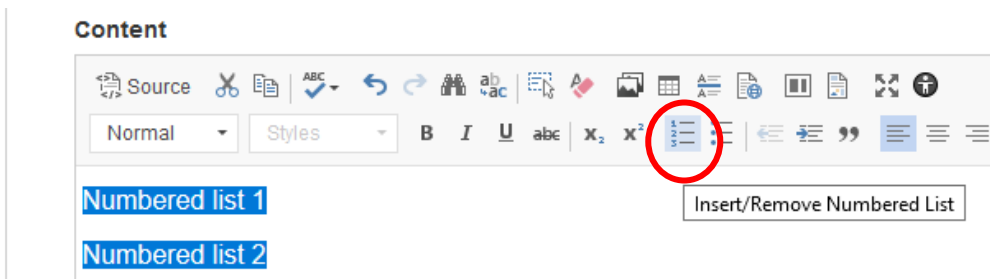


To change to a different style of list, with the list still highlighted, select the required list style from the Styles menu:

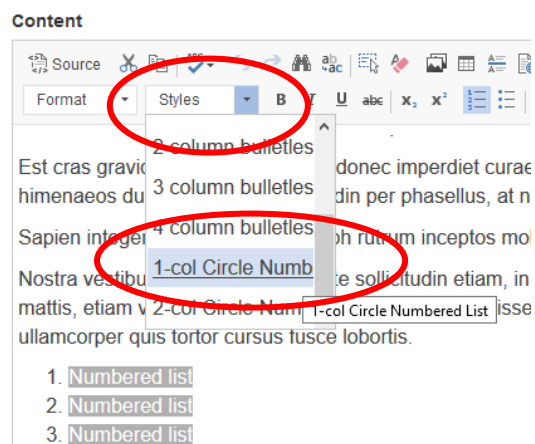


#### Creating numbered lists

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.



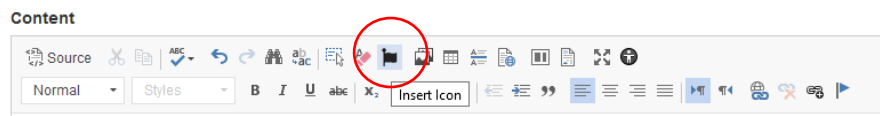
### Selecting the number of columns

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.

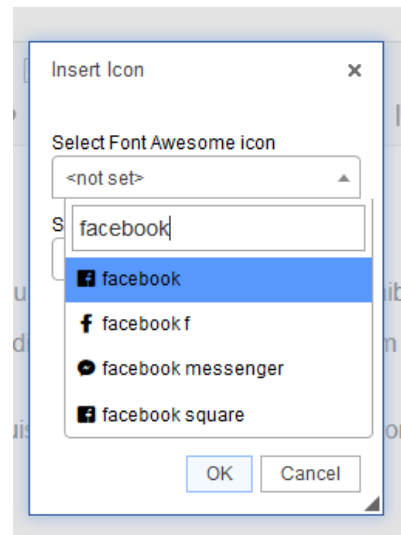
### Inserting icons

Icons from the Font Awesome collection can be added in to 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](#).