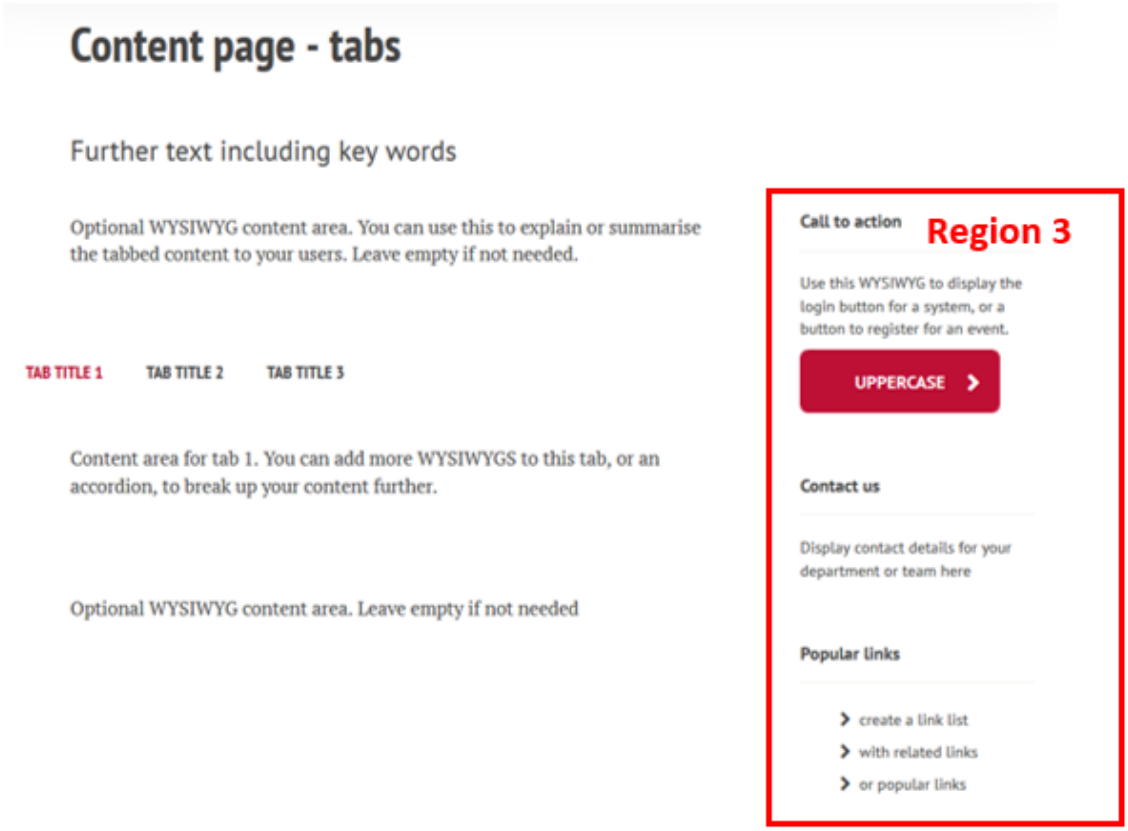
Using UAS Mosaic templates – using Region 3

1. About Region 3

Region 3 is the right column which is included on most webpages made using the templates which have been created:



On most templates the content of the region is created by completing up to four widgets:

Three ‘WYSIWYG content area’ widgets

One ‘Reusable content’ widget. This is blank in the screenshot as the place-holding content in the template is intentionally blank. This is discussed in more detail here.

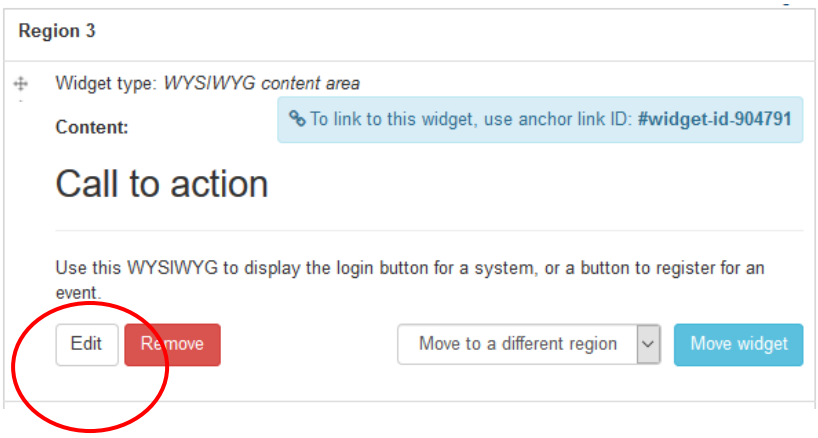
2. General information on the three WYSIWYG areas

It is not compulsory that the three WYSIWYG areas are used for the content given in the template.

You may also be providing some of the content via the Reusable content option (see this [this information on Reusable content]).

If you are not providing any of the content you should delete everything from the relevant WYSIWYG content area and leave it blank. Once it is blank the widget will not be shown, and the lower widgets will be displayed higher up the page so there won't be any empty space. **The widget should not be deleted.**

- In most instances the WYSIWYG areas will be collapsed when the page is opened, so to change the content you should click 'edit':



Do not use the title field at the top of each WYSIWYG editing area:

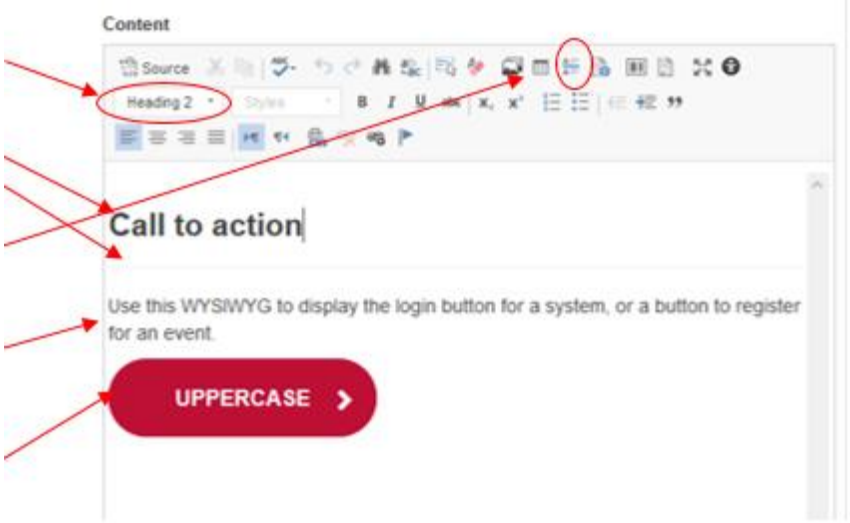
- **When editing these WYSIWYG areas you should maintain the layout style which has been set up the template:**

A heading using the style 'heading 2' from the format options.

A horizontal line, added using the 'insert horizontal line' option, to separate the heading and the text below it.

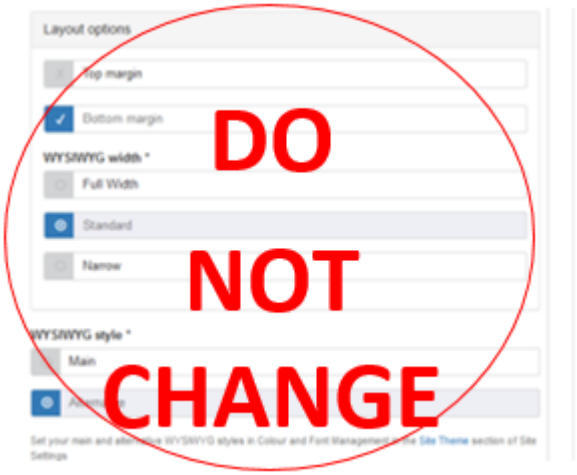
Normal text.

A call to action button, **with text in upper case**.



- 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.

At the foot of each WYSIWYG widget are layout options – do not change these (ensure the WYSIWYG style is 'alternative'):



3. The 'Call to Action' WYSIWYG

You should use this section to provide a call to action, for example downloading a document, or booking to attend an event.

- If you do not want any calls to action at the top of the right column, delete all the content from the WYSIWYG and that section will not appear. You do not need to delete the widget.
- You should leave the title for the WYSIWYG blank. The heading, if needed, should be included within the WYSIWYG.

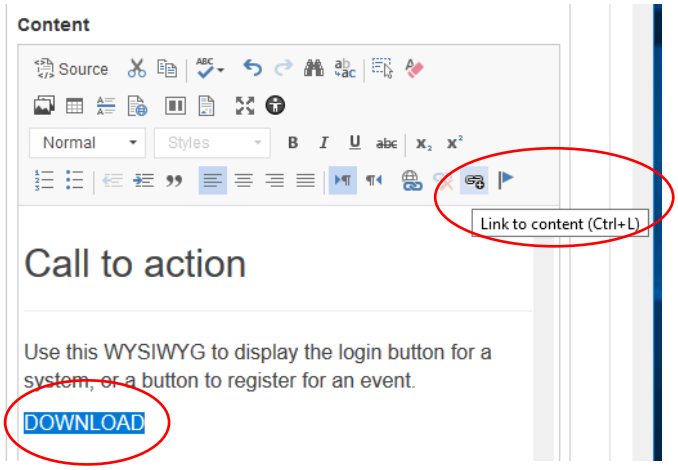
- You should replace the words 'Call to action' with a suitable heading for the content of the section – not the call to action itself.
- You should replace the word UPPERCASE in the red button with the call to action.
- For example, the heading could be the form or document name – e.g. 'Contract Proforma' – and the call to action button could be named 'DOWNLOAD'.

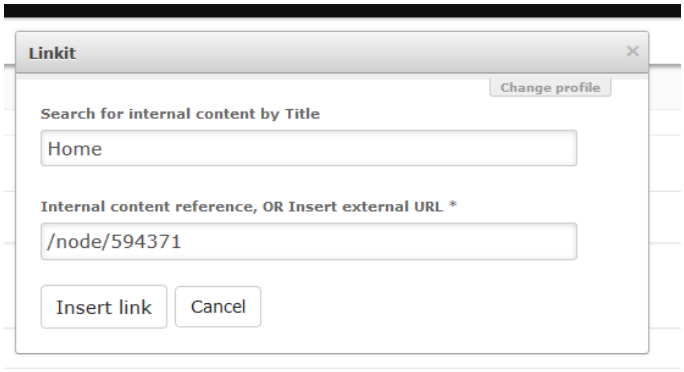
This section is not the same as any 'calls to action' which appear on any grids or lists in Region 2 of the page. Those are created through other parts of the editing process and are different from these calls to action.

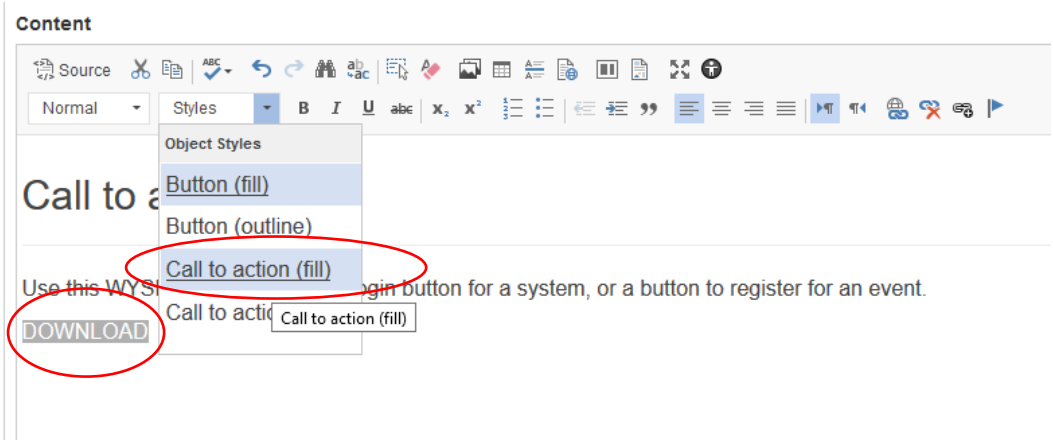
To (re)create the call to action button:

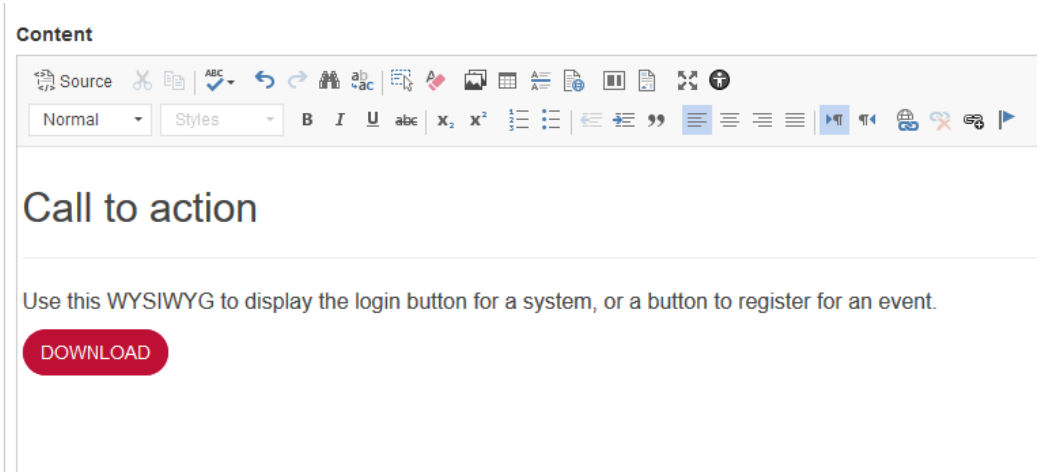
- Type the text you want to have in the button, making sure to use upper case.
- Select the text and click the link icon.
- Give the link for the page – if linking within your site use the top box to link by page title node, rather than the URL alias.
- With the text still highlighted, select 'call to action (fill)'.

V.3 Updated 12/12/19

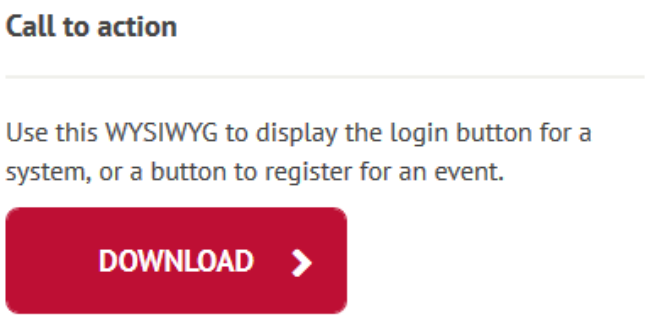








Note that the button may display differently in the WYSIWYG to how it will display on the webpage – the published page will look like this:



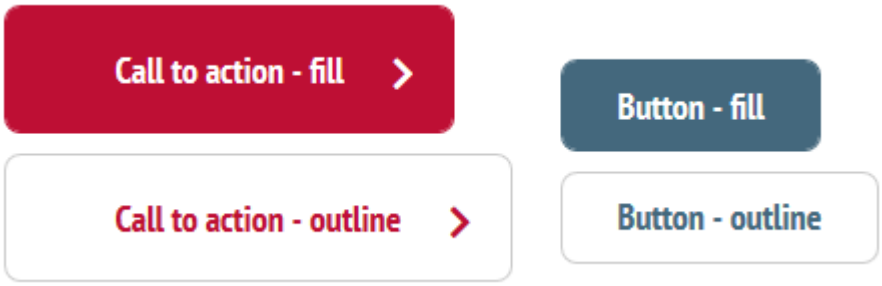
3a. Button styles

For main Calls to Action you should use the 'Call to action (Fill)' style which creates a solid red button.

When you have a few buttons which could/should be clicked, to emphasise one over another, or to reduce the visual impact of having numerous red buttons, an outline option should be used for the 'secondary' buttons – 'Call to Action (Outline)'.

For buttons to log-in to systems, use the teal, 'Button (Fill)', option.

For secondary log-in actions, use the teal outlined option, 'Button (Outline)'



4. The 'Contact us' WYSIWYG

You should use this WYSIWYG to give contact details for the department or team, and may be unique to the page, or to a set of pages, so it relates to the content and is most relevant to the user.

You should change the heading 'Contact us' to something more appropriate if necessary – 'Contact the X team', or 'Contact the Y Department'.

- If you do not want any contact details to appear in this section, delete all the content from the WYSIWYG and that section will not appear. You do not need to delete the widget.
- You should leave the title for the WYSIWYG blank. The heading, if needed, should be included within the WYSIWYG.

An alternative way of providing this information is through the reusable content (see this section).

5. The 'Popular links' WYSIWYG

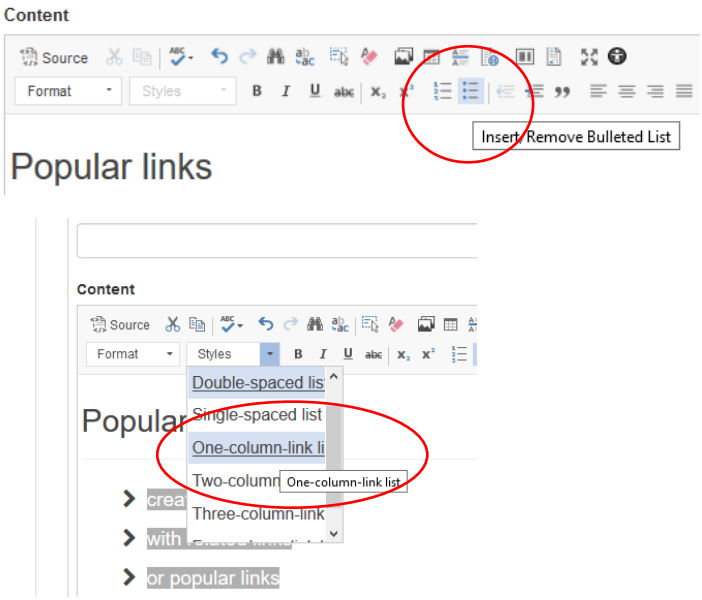
You should use this WYSIWYG to give links which may be useful to the user. 'Popular links' is a heading which can be changed, if appropriate, to give a clearer description of the links.

- If you do not want any links to appear in this section, delete all the content from the WYSIWYG and that section will not appear. You do not need to delete the widget.
- You should leave the title for the WYSIWYG blank. The heading, if needed, should be included within the WYSIWYG.

An alternative way of providing this information is through the reusable content (see this section).

To (re)create the list style which uses arrows, rather than bullet points:

> Click the 'insert/remove bulleted list' button
> Create your list using bullet points
> Highlight the text in the list, and from the styles list select 'one-column-link List'

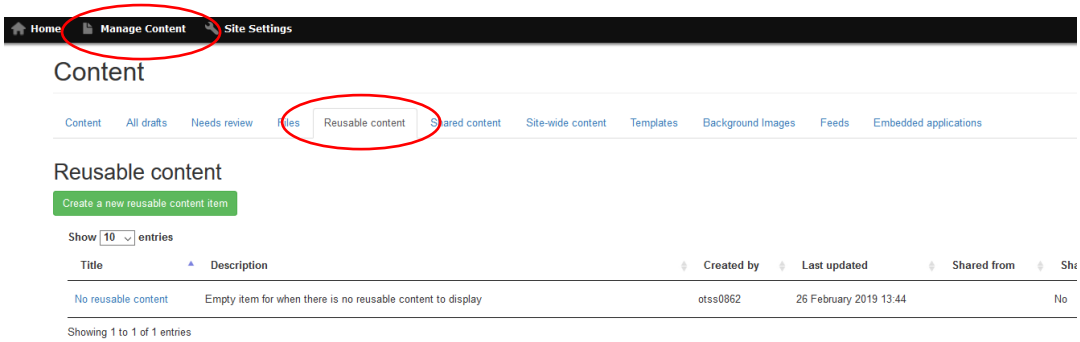


6. The Reusable Content widget

When building your site you may wish to have the same content appear in Region 3 on many different pages. As a time-saving exercise you can set up the content as 'reusable content', and use this widget to bring that content into this column of the page.

Note that this is different to content which would automatically appear on every page (for example in the footer).

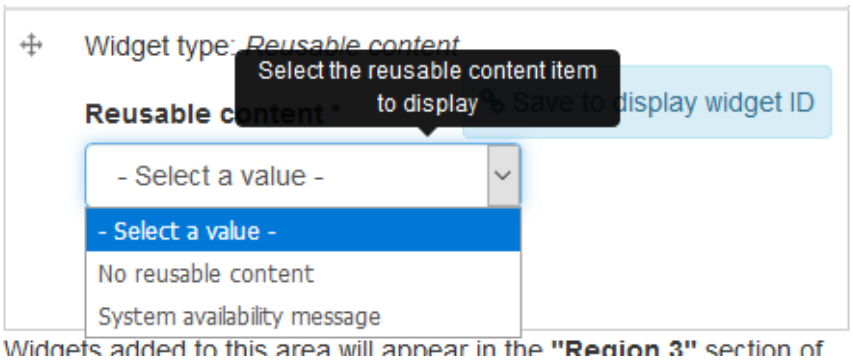
Any 'reusable content' which is to be available for inclusion should be set up via the 'manage content' page of the site:



An empty 'reusable content' has already been created for use when no other reusable content is wanted, or available, and it is that which is used in the templates as a placeholder.

More information on creating reusable content is available in [this guidance document].

Any reusable content which is available for use in Region 3 via the widget will be shown in the dropdown menu within the widget area:



- From the list, select the reusable content you want to appear at the foot of Region 3. If you do not want any reusable content to be used, select the 'no reusable content' option. The section will then be blank.

You should ensure that information added via the reusable content is not repeated in one of the other Region 3 WYSIWYGs. If it is then you should either edit what you have included in the WYSIWYG higher up the page (or if necessary remove it completely, leaving the WYSIWYG blank), or set up alternative reusable content.