Publishing Manual for CSU.org on SharePoint 2019

Contents
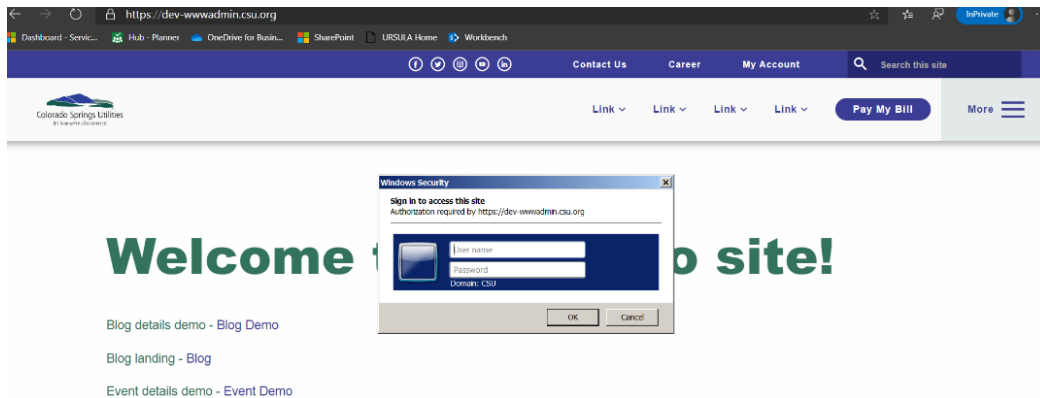
Logging in and Ribbon Use

Logging In

To log in to the site as a content contributor, you will need to use the "admin" URL (https://www**admin**.csu.org/Pages/Forms/AllItems.aspx). Using this URL will bring up a login panel where you can enter your credentials:

After entering your credentials, you will need to refresh the page to get the ribbon and admin links to appear:
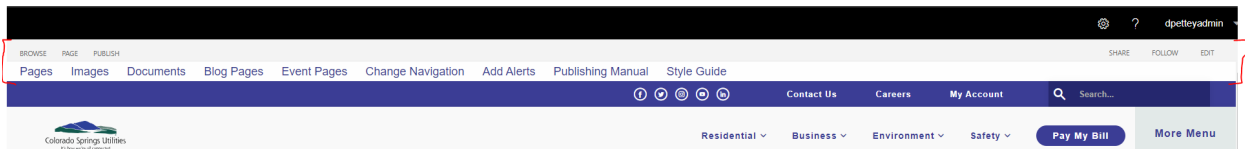
Cog Menu

The top bar contains the cog on the upper-right corner, there are two options that matter for content contribution—Edit Page and Add a page:
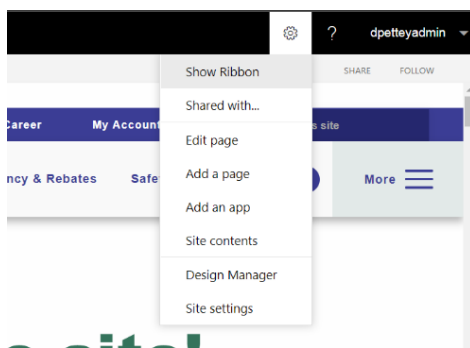
- Edit page – this will check out the current page you are on (unless already checked out by you) and set the page into edit mode. In this mode you can add/remove web parts and update currently existing web parts.

- Add a page – this will add a Blank Page to the site (into the Pages library). Do not use this option if you are looking to add a Blog or Event to the site, but you can use this option for any other page content.

Content Contributor Links

There is a band of Content Contributor links just below the top black band that contain a set of useful links:

Pages   Images   Documents   Blog Pages   Event Pages   Change Navigation   Add Alerts   Publishing Manual   Style Guide

- Pages – this link opens the Pages library where you can navigate to other pages, check them out for editing, or add in new pages. See the Pages section of this document for more information.
- Images – this link opens the Images library where you can upload new images to be used on the site. This is also helpful for getting image URLs for updating metadata for pages or web parts.
- Documents – pdfs, excel sheets, and other documents of this type are stored here. This library is also helpful for getting URLs for the document items for updating metadata for web parts.
- Blog Pages – Blog pages are added to the Pages library inside the Blog folder. Use this link to go directly to that folder. See the Pages section of this document for more information.
- Event Pages - Event pages are added to the Pages library inside the Events folder. Use this link to go directly to that folder. See the Pages section of this document for more information.
- Change Navigation – the navigation links of the header are controlled by the NavigationLinks list. This link will open that list. See the Navigation section of this document for more information.
- Add Alerts – Alerts can be added using the Alerts list. This link will open that list. See the Alerts section of this document for more information.
- Publishing Manual – this is a link to this document. This document is in the Site Collection Documents library that will only be accessible to internal employees and should not be used for any other CSU.org content.
- Style Guide – styles defined for the site. Particularly useful is the recommended image sizes at the bottom of the guide.

Pages

Adding a Blank Page

Blank pages are used for 95% of the content on the site. The only items that do not use a blank page are Blog entries and Event entries. See those sections below for more info. All pages for CSU.org are stored in the Pages Library.

You can add a new blank page using the Cog Menu (upper right corner->Add a Page) or by going to the Pages library (use the Pages link at the top left side of the page), go to the Files tab and select New Document:
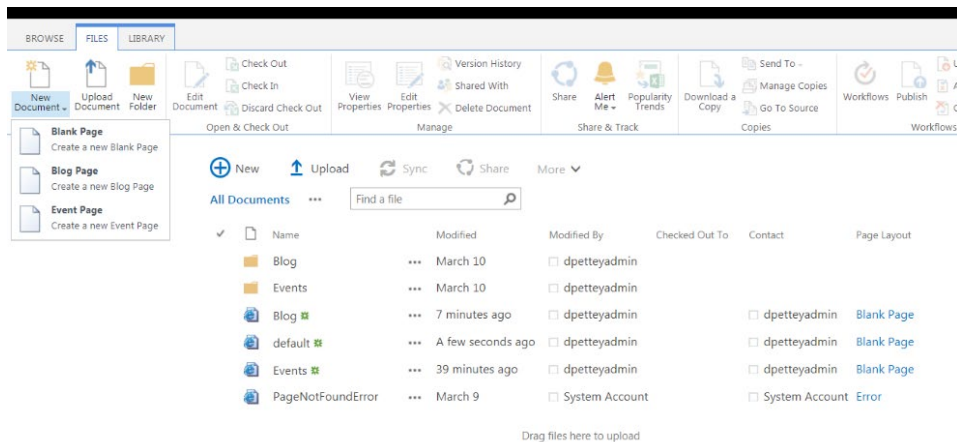
Notice you have three options: Blank Page, Blog Page, and Event Page. Blog entries should be created in the Blog folder of the Pages library and Event pages should be created in the Events folder of the library. If you accidentally create one of those types of pages outside of its folder, simple drag the item into the appropriate folder.

When you create a new page, you will get a screen to enter in Title, Description, and URL Name. It is recommended to use a shortened version of the Title for the URL name and to remove spaces. You may also change the Page Layout here:

Setting Properties (Metadata)

There is additional metadata for the page that is not available on the create new page. After creating the page, you can click on the ellipses next to the page name, click on the second ellipses next to the word Share, and then click on Properties:

Clicking on Properties will allow you to set Article Type and Site Section metadata fields.

*NOTE – Blog and Event pages have more required fields that are used by multiple web parts and must be filled out. See those sections for more information.

Checking in and Publishing

You can use the ellipses next to the page name to get to the Check in option under Advanced:

Pages will not be visible to the public until they have been checked in AND a major version published. Clicking Check In will open this screen:

Do not select the Major version option until the page content is ready for external user consumption. Checking in and Publishing is also possible from the page itself when it is in Edit Mode. See the Editing Pages section for more information.

Adding a Blog Page

Navigate to the Blog folder in the Pages library (Or use the Blog Pages link in the Content Contributor Links band):
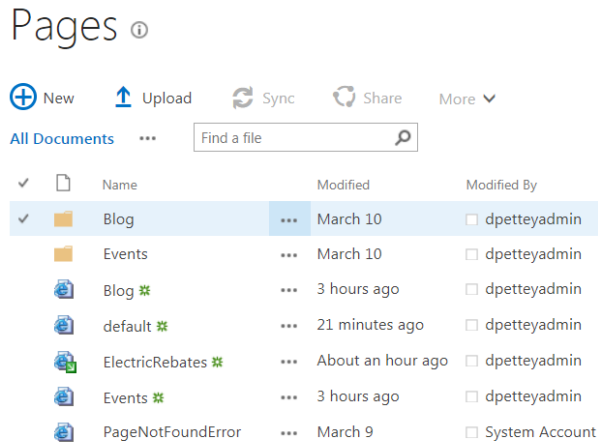
Once there, you can select New Document from the Files tab and select Blog Page:
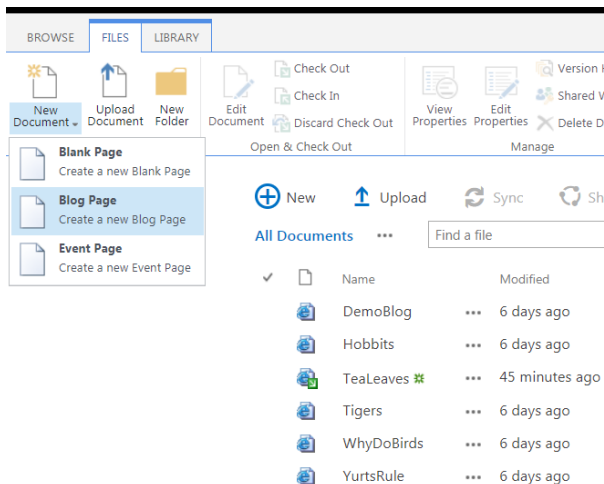
The create new blog page form will only require the Title field and URL name. For URL name, the preference is to use a shortened version of the title with spaces removed:

Please note that all required properties are NOT included on the create new blog page form. You must edit the properties of the page to fill these out. Some of the properties of the page will be used by the Blog web part to build the look and feel of your blog.

Next to the name of your blog page, click the ellipses, then click the ellipses on the popup pane next to the word SHARE, then click on Properties:
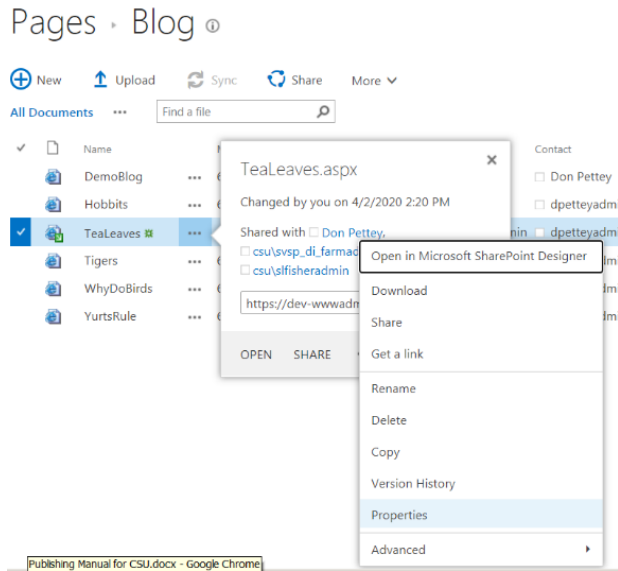
The Title, Short Description, Preview Image, Blog Author, and Blog Date fields will be used by various web parts and are required.

Short Description and Preview Image are not used by the Blog web part, but are used by the Recent Blogs web part and the Blog Landing web part.

Once the properties are entered, you can click on the page name to navigate directly to the page and start editing content. You must add in additional content on the page, check the page in, and publish a major version before your blog will be visible to the public. See the Editing Pages section for more information.

Adding an Event Page

Navigate to the Events folder in the Pages library (or use the Event Pages link in the Content Contributor Links band):
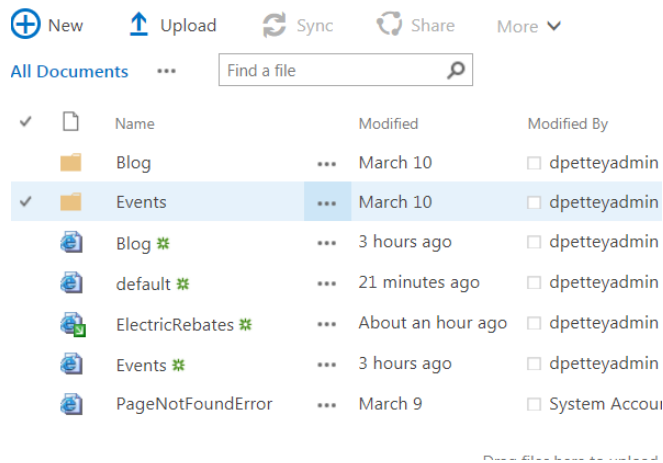
Once there, you can select New Document from the Files tab and select Event Page:
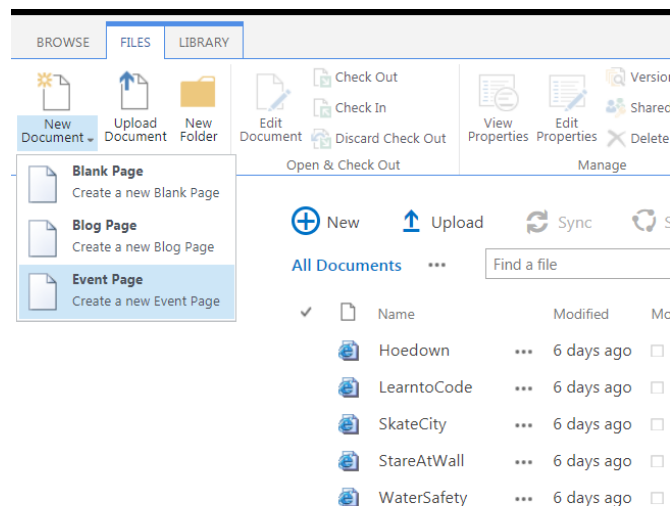
The create new event page form will only require the Title field and URL name. For URL name, the preference is to use a shortened version of the title with spaces removed:

Create Page

Page Title and Description

Enter a URL name, title, and description for this page.

Title:

> Lunch Hour Jam

Description:

URL Name:

Pages/Events/ | LunchHourJam | .aspx

Page Layout

Select a page layout to control how the page will be displayed.

> (Blank Page) Blank Page
> (Blog Page) Blank Blog Page
> (Event Page) Blank Event Page

Please note that all required properties are NOT included on the create new event page form. You must edit the properties of the page to fill these out. Some of the properties of the page will be used by the Event web part to build the look and feel of your event.

Next to the name of your event page, click the ellipses, then click the ellipses on the popup pane next to the word SHARE, then click on Properties:

✓	📄	Name			Contact
	📄	Hoedown	•••		☐ dpetteyadmin
	📄	LearntoCode	•••		☐ dpetteyadmin
✓	📄	LunchHourJam ❈	•••		
	📄	SkateCity	•••		
	📄	StareAtWall	•••		
	📄	WaterSafety	•••		

LunchHourJam.aspx   ✕

Changed by you on 4/2/2020 3:32 PM

Shared with ☐ Don Pettey,
☐ csu\svsp_di_farmadm
☐ csu\slfisheradmin

https://dev-wwwadm

OPEN   SHARE   ••

- Open in Microsoft SharePoint Designer
- Download
- Share
- Get a link
- Rename
- Delete
- Copy
- Version History
- **Properties**
- Advanced   ▸
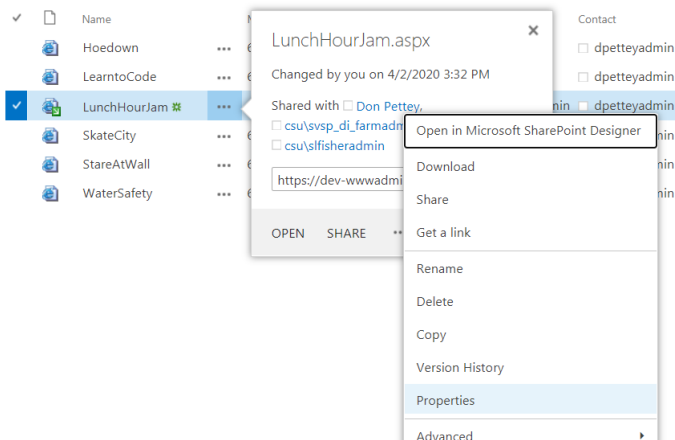
The Title, Short Description, Preview Image, Event Location, and Event Date fields will be used by various web parts and are required.

Short Description is not used by the Events web part, but it is used by the Upcoming Events web part and the Event Landing web part.

Content Type	Event Page ▾
	Use only for Events.

Name *   LunchHourJam   .aspx

Title *   Lunch Hour Jam

Map Location   https://goo.gl/maps/EcYBWE1tC4P4LRJn7
This is a link built using Google Maps

Event Date *   10/23/2020   ▦   12 PM ▾   00 ▾
Date and time of the event

Event Location *   Utilities Service Center, 1st Floor
121 Tejon
Colorado Springs, CO

Event location - either an address or some description

Site Section *   Home;

Utility Tags   Customer Service;

Short Description *   Come and join us for a jam session! Bring your guitar, drums, any
instrument you want.

Preview Image *   Type the Web address: (Click here to test)
https://q-wwwadmin.csu.org/PublishingImages/LunchJam.png
Type the description:
Lunch Hour Jam
Picture used in Recent Blogs/Upcoming Events web parts and Blog/Events Landing
pages

Enterprise Keywords
Enterprise Keywords are shared with other users and applications to allow for ease
of search and filtering, as well as metadata consistency and reuse

Map Location can be generated using Google Maps. When you have the correct location, click on the Share button and copy the link for sharing:
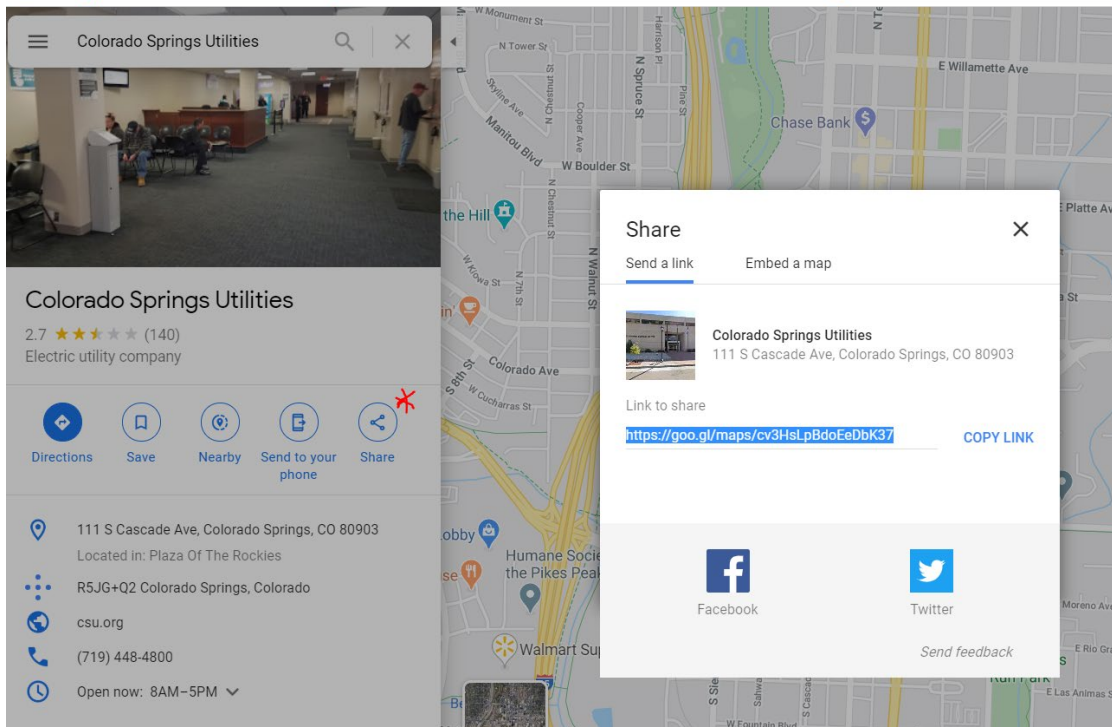
Once the properties are entered, you can click on the page name to navigate directly to the page and start editing content. You must add in additional content on the page, check the page in, and publish a major version before your event will be visible to the public. See the Editing Pages section for more information.

Editing Pages

Checking out for Edit

To edit a page, you must first check it out (unless it is already checked out). Go to the Pages library, find your page, and look at the icon on the left. A green arrow on top of the page icon means that it is checked out:

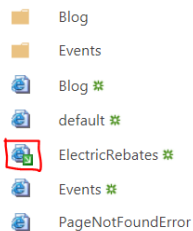If not checked out, then you will need to click the ellipses next to the page name, click the second ellipses in the popup window that opens (next to the word SHARE at the bottom), and then click the Advance option to get the Check In option.
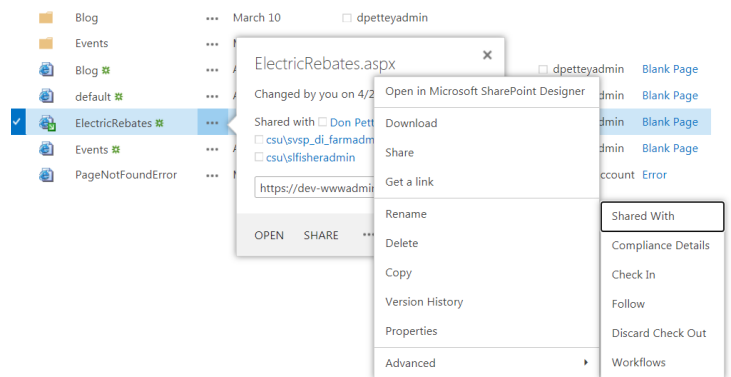
Please note that if someone else already has the page checked out, you should get them to check the page in. It is possible to discard their check out, but this will throw away any work that they have done so far.

Change Page to Edit Mode

Once the page is checked out to you, you can now edit the page. Navigate to the page by clicking on the page name (if you are in the Pages library). On the page, you will see an Edit link in the upper right corner. You can also use the Cog Menu at the very upper right and select Edit Page in there.
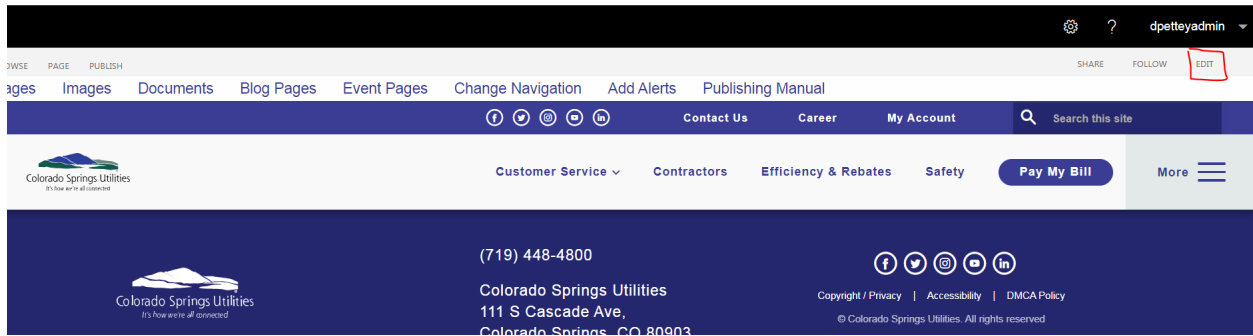
Click Edit to set the page into Edit Mode:
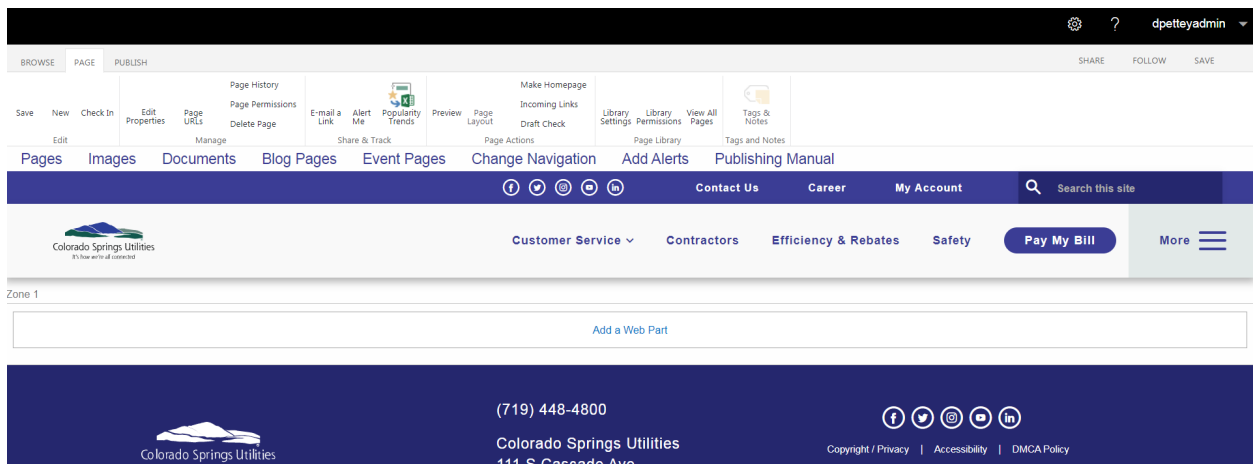
Now you can add web parts to the page by clicking the Add a Web Part link in the middle or you can edit existing web parts on the page. See the Editing Web Parts section for more information.

Add Web Part to page

NOTE: Web parts add to the top of the page. If you know the set of web parts you will have on your new page, then add them from the bottom up to avoid the extra step of having to configure the Zone Index (web part property pane) for each item to rearrange their order.

Click the Add a Web Part link in the top middle box of the content area of your page (the page must be in Edit Mode):
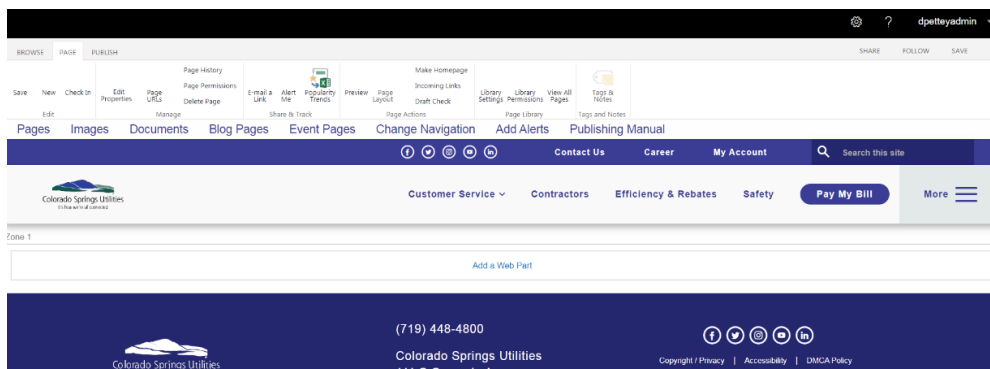
The web part selection area will open. The only web parts that have the proper styling are in the "ALERT – USE THESE WebParts" section. For entering in just text, use the WYSIWYG web part. Pick the web part you want and click the Add button toward the bottom right. This will add your web part to the page. There is only one zone to add web parts and all web parts will just stack one after the other (no side by side web parts).

Editing Web Parts

Setting Page to Edit Mode

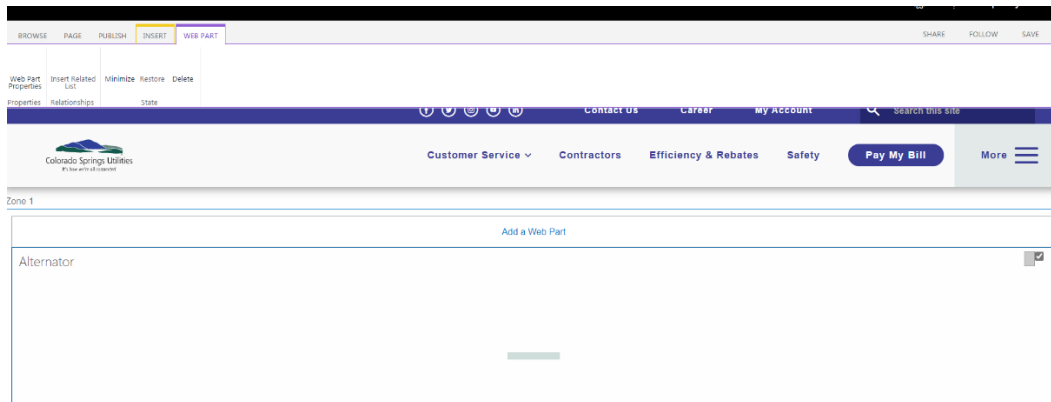To edit a web part, you need to set it to edit mode. This is done two ways. The first way is to check the box that will appear if you move your pointer to the upper-right side of the web part area and then selecting Web Part Properties from the WEB PART tab at the top of the page:

The second way is by clicking the gray box that is also in the upper-right corner and selecting the Edit Web Part option:
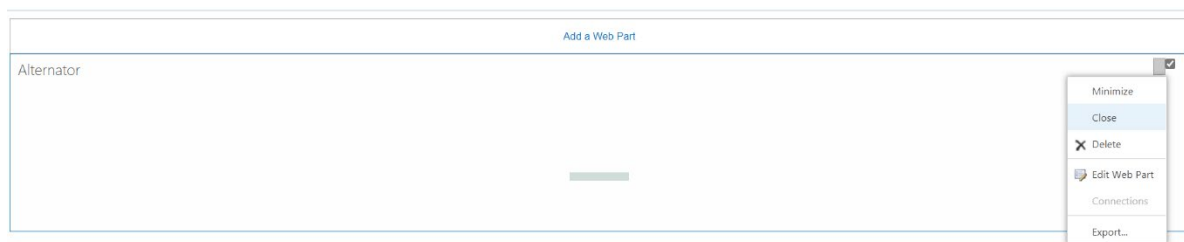
This will open the web part property Pane. Note that if you have several web parts on the page, the web part property pane is always in the upper right of the page so you may need to scroll up to use it.

NOTE – some web parts require JavaScript code to run to properly display. When the web part is in Edit mode, this JavaScript code isn't always accessible, and the web part might look incorrect. Exiting Edit mode should resolve the issue.

SEE THE WEBPARTS SECTION FOR MORE DETAILS

Navigation

The header contains a section of link areas and the More menu (on the very right side) that are configured using the NavigationLinks list. In the picture below, the Customer Service, Contractors, Efficiency & Rebates, and Safety links are managed in that list as is the dropdown menu when you hover over More:

To change the links in these sections, go to the NavigationLinks list by using the Change Navigation link in the Content Contributor Link band toward the top of the page:

Menu1, Menu2, Menu3, and Menu4 represent the four menu areas to the left of the More menu (with Menu4 being the closest to the More menu). You can have a single link for that area by adding one item or you can create a dropdown for one of those menus by adding a first item with no URL (note Customer Service item for Menu1):

Menu1 has the first item with no URL and then two more links after that (NOTE! Use relative links and not full URLs so /Pages/Outages.aspx rather than https://www.csu.org/Pages/Outages.aspx). Menu2,

Menu3, and Menu4 in the picture above have only one item so all three are single links without a dropdown menu.

Alerts

Alerts can be added to the site and will only appear between the date/times set for the Alert item. Go to the Alerts list to put in an Alert. You can use the Add Alerts link in the Content Contributor Link band to go to the list:

Alerts will show up in the header between the Active From and Active To times specified in your Alert item:

You

A single link in the Alert text can be added by wrapping the word to be linked with <link: and :> (For example, "We are experiencing many outages due to the <link:storm:> at this time.") The url for the link is added to the Link Url column. In the picture above, you can see that Utilities in the Title column is wrapped with <link: and :> and then the Link URL column has a URL to Google. An alert will only be seen on the initial landing page:
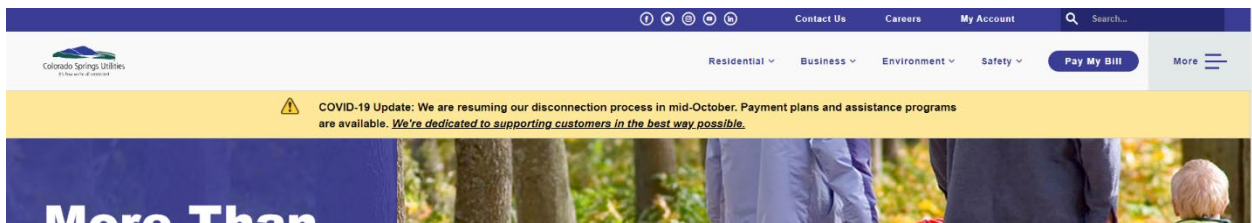
The standard is to start the message with one or two words with a semi-colon and then the message like, "Alert: This is an alert…" or "Update: We are doing things.." or "COVID-19 Update: We are giving…"

Adding/Removing Content Contributors

Content contributor access is managed through an Active Directory group called G_A_SP_Internet_ContentAdmin. Access is managed through the Directory->Administration pages by the owners of the G_A_SP_Internet_ContentAdmin group.

Webparts

There are 23 custom webparts available for use for building content in the site. 22 of the web parts are located in the "ALERT – USE THESE WebParts" section of the Add Web Parts pane (see image below). These are the only webparts that should be used for page content for external user consumption.
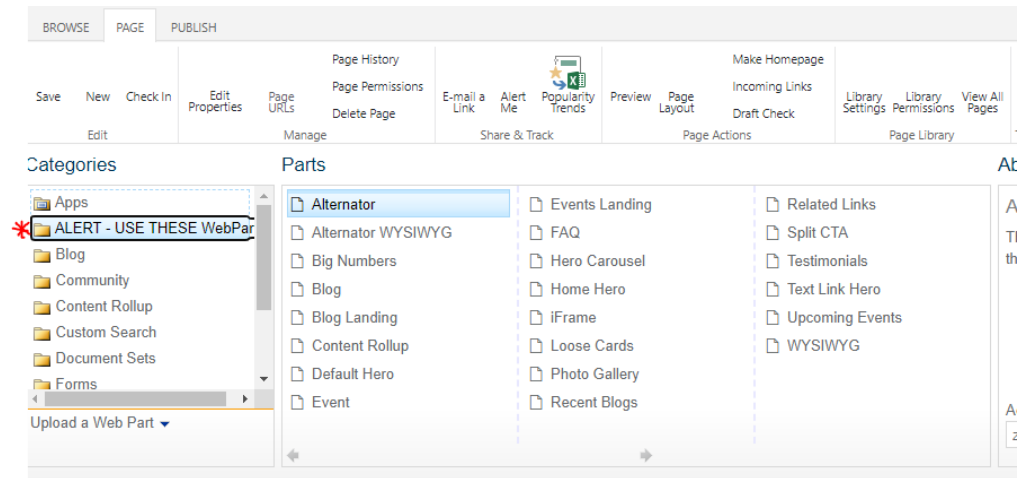
First Webpart Configuration Steps

After adding a webpart to a page, you can edit it by selecting the gray box in the upper-right corner of the webpart area and selecting "Edit Web Part":
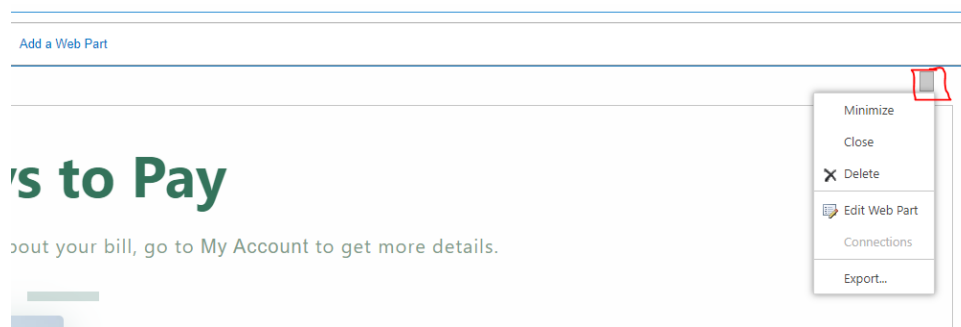
Once in edit mode, you'll see the webpart property panel:
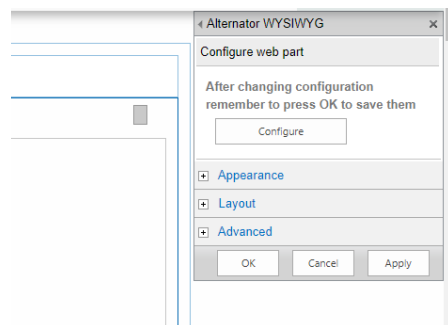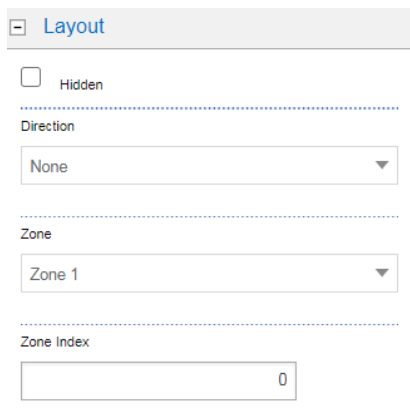
Expand the Appearance area and scroll to the bottom where you will see Chrome Type. **This needs to be set to None for all web parts!** Doing this will hide the SharePoint header to the web part:
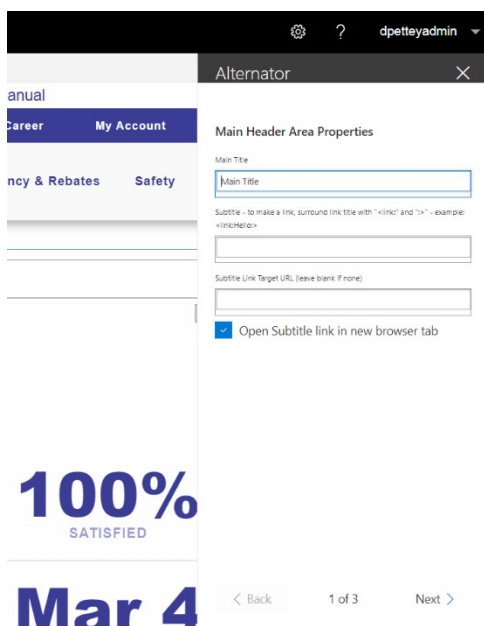
The Layout area contains the Zone Index property. This is important if you have multiple web parts on the page. For each web part, you can set this property with numbering that orders the web parts 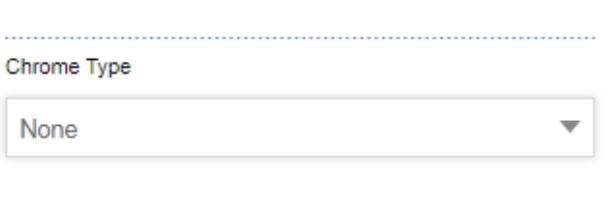from the top of the page (lowest number so starting with 0) to the bottom of the page. If you set the index number to the same number as another web part, SharePoint will try to figure out what you meant and reorder the web part numbers for you.

The third piece that is important for content contributors is the Configure button. This button will open the "Modern experience web part property pane." This property pane will be used to configure almost all the customize web parts you will be using. Click the Configure button to open the pane:

There is an X at the upper right for closing the panel after you enter in the properties for the specific web part. Some web parts property panels have multiple pages and when they do, you will see back/next links at the bottom. After filling out all the options, click the x button. **NOTE!** – you must also click the OK or the Apply button to save the configurations you put into the Configure button property pane.

The most important part of the web part property pane is the OK and Apply button—you must click one of them to save any edits you have made to your web part. Failure to click these buttons will result in your work in the webpart not being saved.

Configure Panes

The main configuration of the webparts occurs after clicking the Configure button at the top of the property pane. All webparts have at least one Configure pane and many have 2 or 3. Here's the Alternator WYSIWYG panes (it has three):
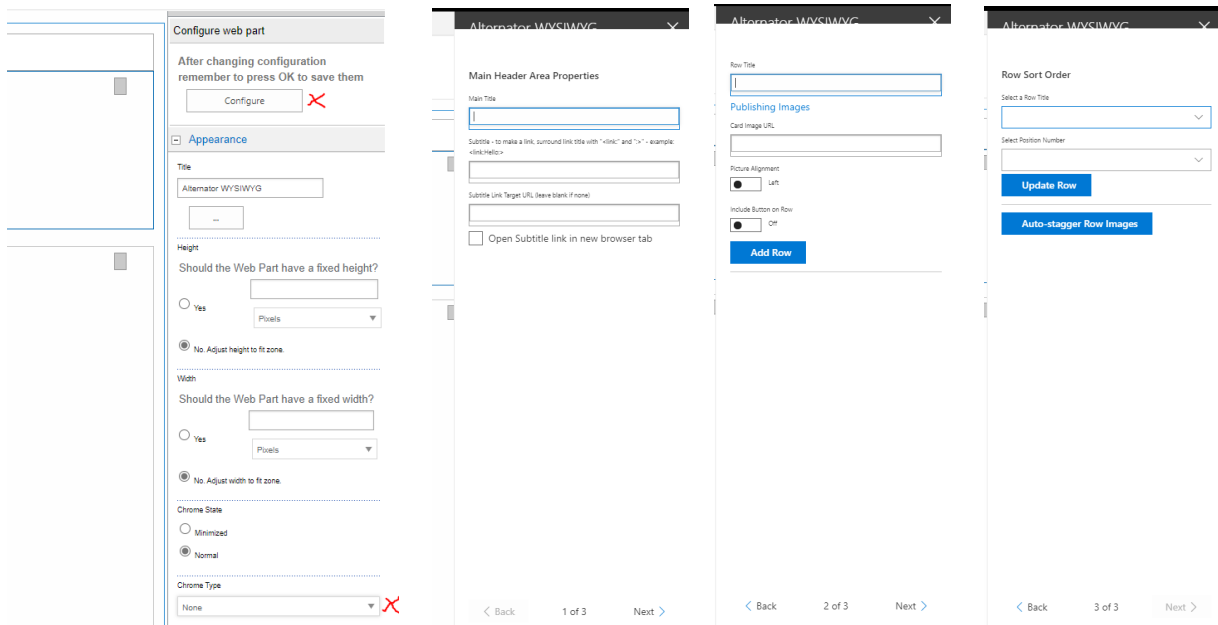
Usually the first configure pane contains the main title and subtitle for the web part. As you type into these fields, you should see the text update on the webpart itself to the left:
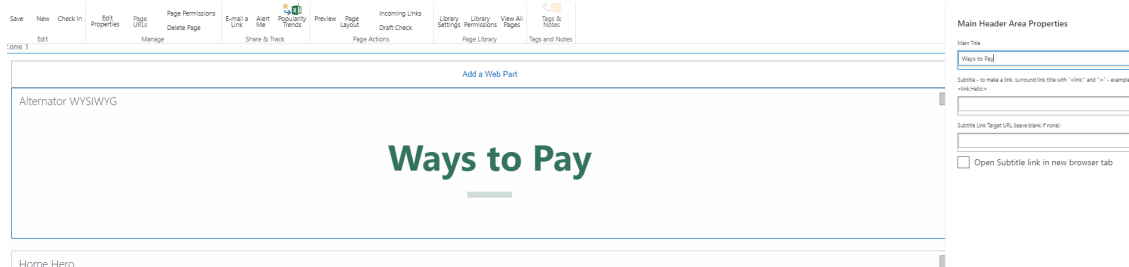
Subtitle Links

Some subtitles allows for a single hyperlink to be added. Enclose the text to be linked by "<link:" and ":>" to turn the text in between into a link. For example, "*There are lots of ways to pay. Not sure about your bill, go to <link:My Account:> to get more details.*" You then would enter in a URL for the My Account link and click the "Open Subtitle link in new browser tab" option if you that's the behavior you want.
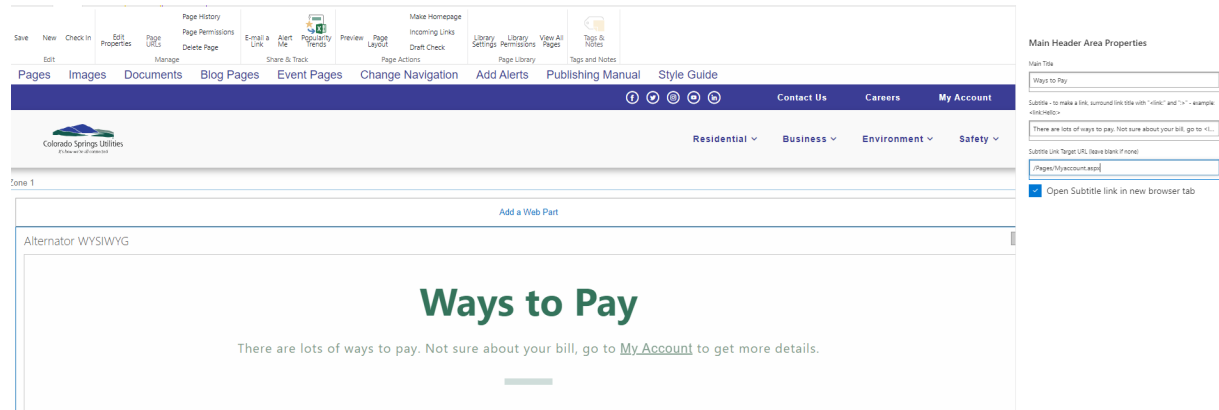
Adding Repeating Sections (Rows/Cards/Slides/Links)

Often the second configuration pane allows you to add in the repeating sections to the webpart like rows (alternators), cards (loose cards or split CTA), slides (testimonials or photo gallery), links (text link hero), or other repeating type content.
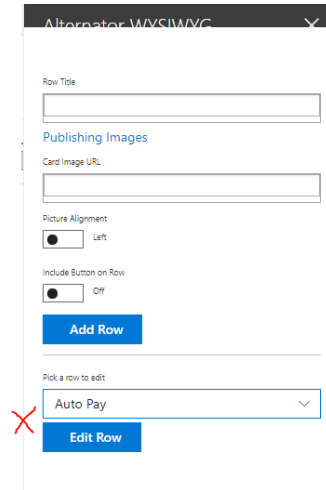
The configure pane for these will have the properties you can set for the object and then an Add Object button (Add Row, Add Card, Add Slide, etc.) at the bottom:
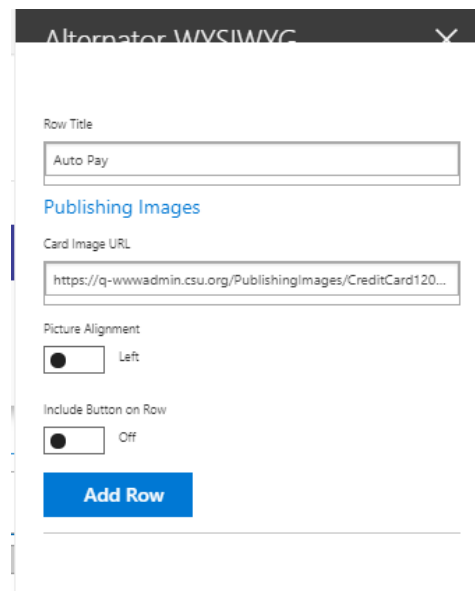
When you click the Add Object button, it will add the object to the webpart and you will be able to see it on your left (in the sample above, the Add Row button will add a row to the alternator).

Editing Repeating Sections (Rows/Cards/Slides/Links)

You can add another object or edit the one you just created. Editing an existing object can be done by selecting the object in the drop down at the bottom of the configuration pane and clicking the Edit Object button (the sample below has a Row so the Edit Row button):
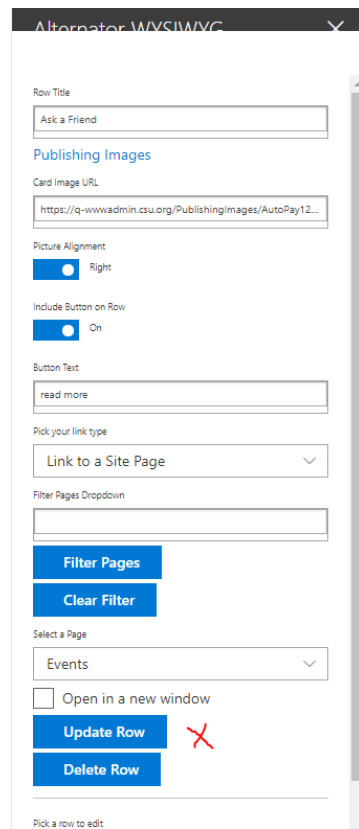
After editing the object, you need to click the Update Object (sample has Update Row) button in order for those changes to be saved. You also have a Delete Object button for when you want to remove one of the repeating sections from the webpart:

Include Button on Object

You can add a button to a row/card by selecting the Include Button option:

You can select a Document link (link to document in the Documents library), an external link (a URL not on csu.org), or a Site Page link (to get a drop down list of Pages published to the Pages list). The standard for external links not on CSU.org is to open them in a new window so you would select that option. The "Link to Site Pages" option will add drop down of all site pages as well as a Filter Pages option. The filter allows you to put in a partial word and hit the "Filter Pages" button to filter down the number of site pages in the drop down list. The "Clear Filter" button resets this:

The Link to a Document option will produce an empty input field for you to paste in the URL. It will also include a Link that will open the Documents library up in another window:
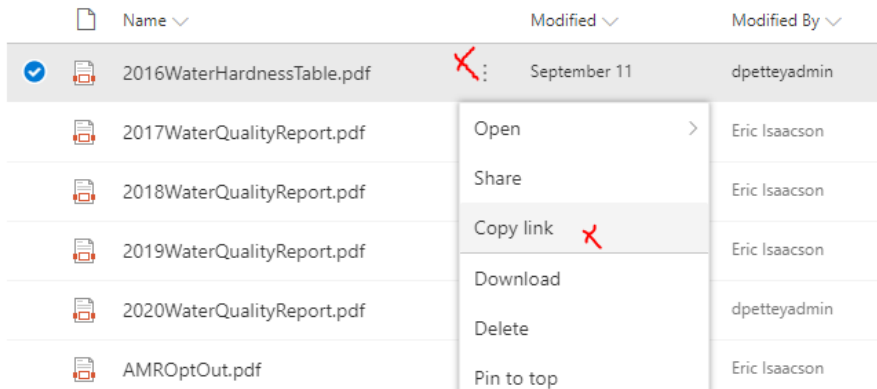
You can find the document in the library, hover over the item and click on the vertical elipses, then select copy link to get the link URL:

Sorting and Other Functionality on Configure Pane

Some webparts have a third configure pane that allows for sorting or other similar functionality. For example, if the 8 cards you have added to Loose Cards are not in the right order, you would go to this section and start rearranging. Typically, you would select the object, select the position number you want, and then click the Update Object button. Here's an alternator example:
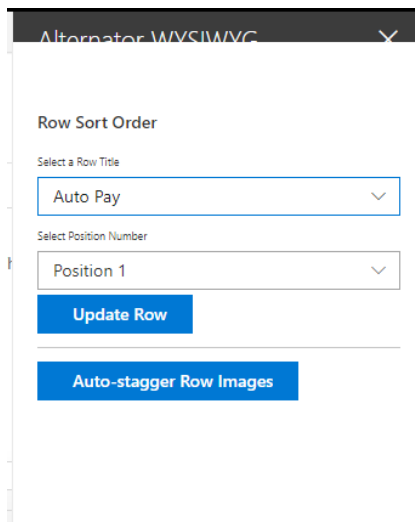
There may be other functionality based on the needs of the webpart. For example, Alternators have the Auto-stagger Row Images button that automatically staggers the images from left to right and so on to make resorting of the rows easier.

Web Parts with Rich Text Editing Areas

Four web parts (Alternator_WYSIWYG, WYSIWYG, Blog, and Event) have a Rich Text Editing area in the web part area. Both the WYSIWYG and Blog web parts come with additional options that can be

configured in the Web Part Property Pane. The Rich Text Editor allows for editing only when the web part is in edit mode:
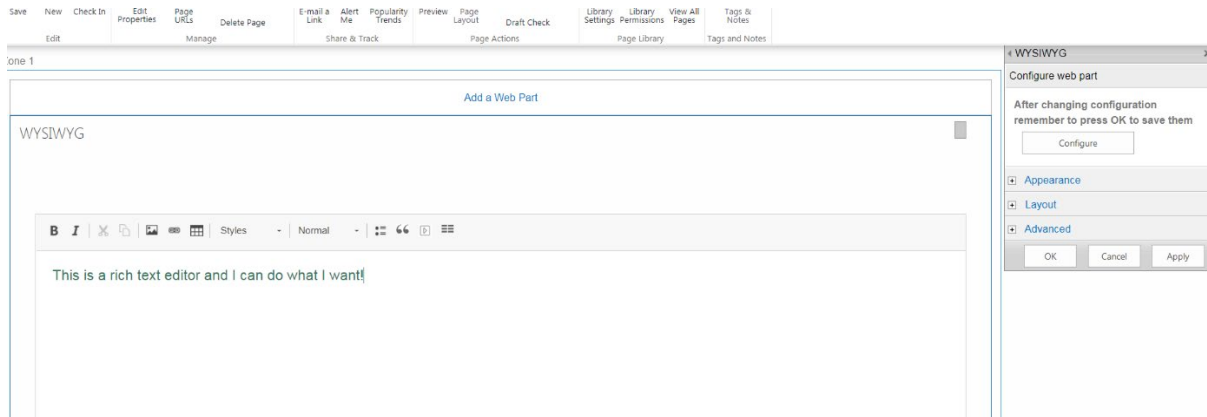
Not in web part edit mode:
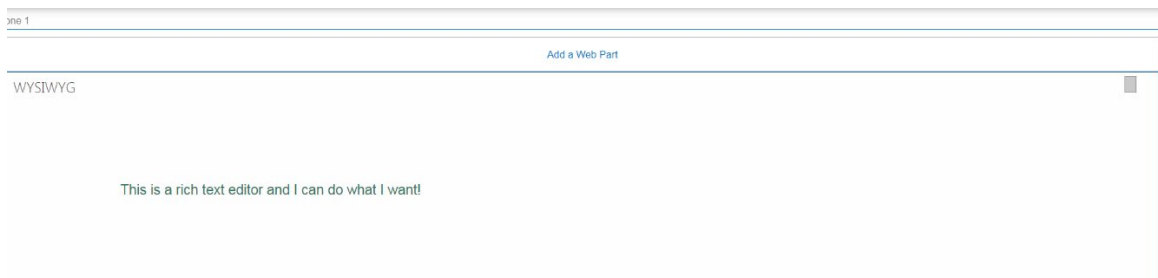
REMEMBER! – any text you add or update in the Rich Text Editor will **NOT** be saved unless you hit the OK or Apply button in the web part property pane to the upper right.

The Rich Text Editor includes styling options, insert of images/links/tables, adding lists, blockquotes, videos, and link blocks:
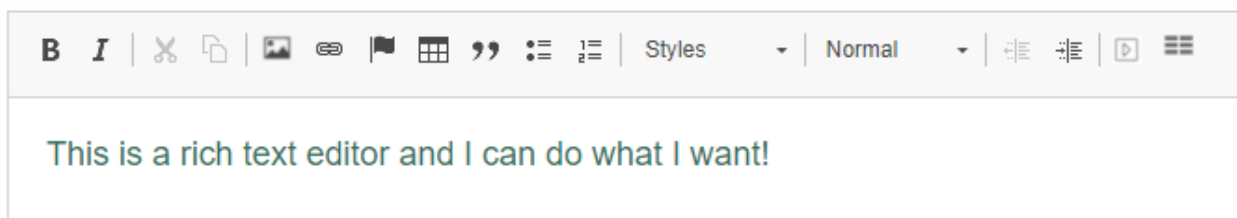
NOTE - styling for the Rich Text Editor comes from different style sheets when it is in edit mode vs when it is in read mode. Every effort was made to match the styles, but there may be slight differences.

Rich Text Editor

NOTE: Please remember that you MUST click the OK or Apply button on the web part property pane in order to save any content added to the Rich Text Editor! If you type your article, add pictures, add blockquotes, cool stuff, then hit the Save button for the page without hitting the OK or Apply button in

the web part property pane, your article will not be saved. The web part property pane holds all the data for the web part including RTE content.

Only the Alternator_WYSIWYG, WYSIWYG, Blog, and Event web parts have the Rich Text Editor component included in them. Once you add one of those web parts to the page, you will need to set the web part to edit mode before you will see the RTE. Here is the web part first added to the page and not in edit mode:
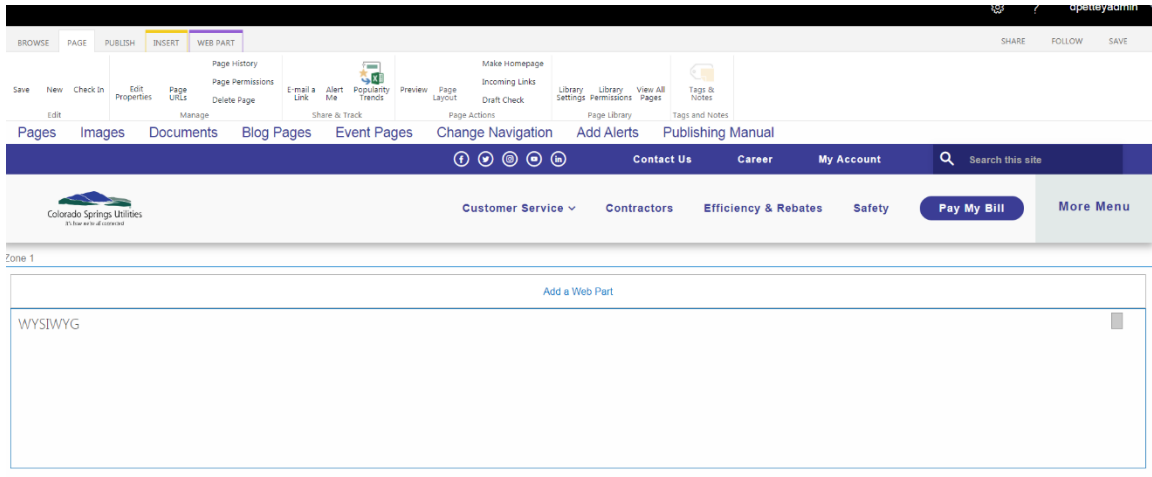
WYSIWYG web part in edit mode, RTE appears and can be used:
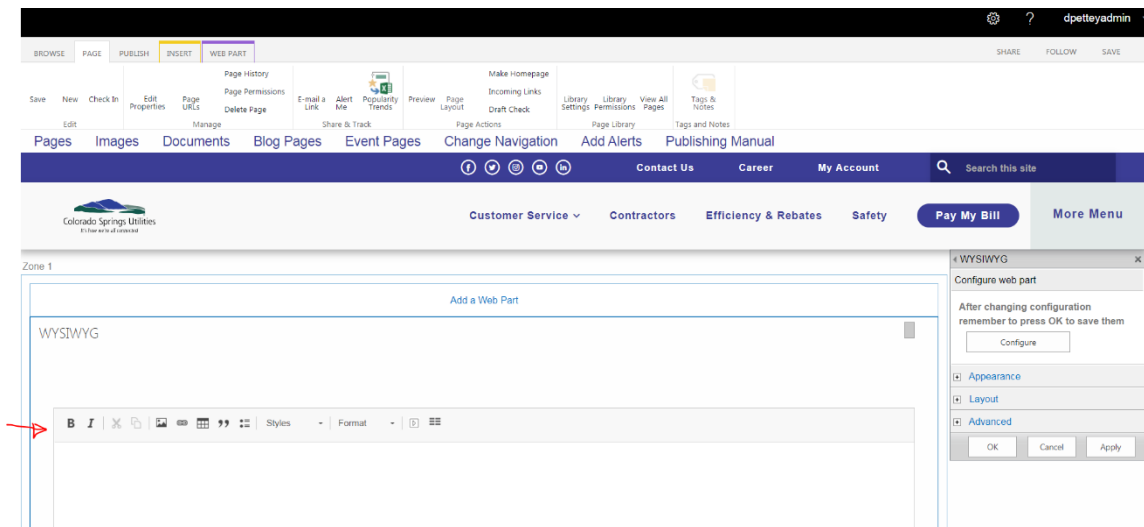
Rich Text Editor Toolbar:
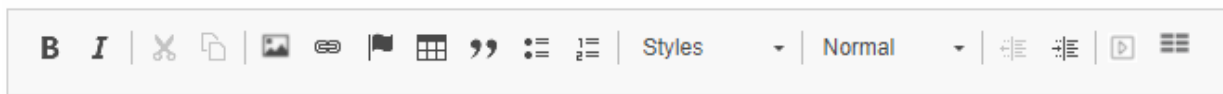
The RTE toolbar is configured to provide components that match the approved styling/look-and-feel of CSU.org. Adding html tags to your content will likely result in them being stripped out once in read mode.
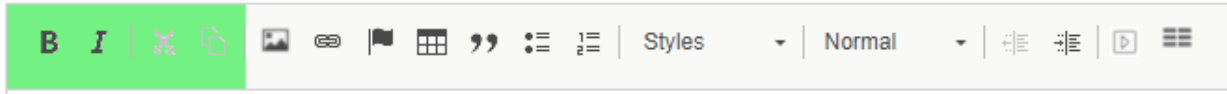
The first section (pictured above) provides bolding, italicizing, cutting, and pasting options. These behave the same as one would find in Word or other similar word processing programs.
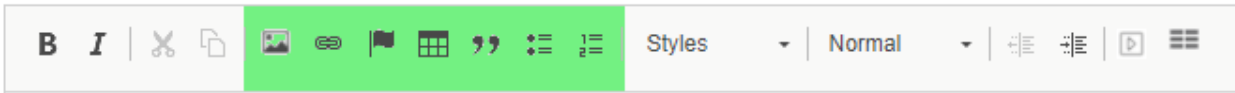
The second section (pictured above) provides (from left to right): image inserting, hyperlinking, anchor inserting, inserting a table, inserting a blockquote, inserting a bulleted list, and inserting a numbered list.

Inserting an Image

Click the Image Insert button (⊞) to open the image properties window. It will default with standard formatting options and a temp picture using a relative url:
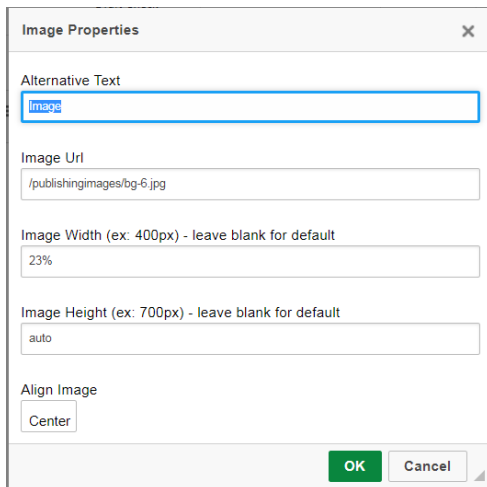
Make sure to include an alternative text (WCAG compliance requirement), a relative URL (images should be in the Publishingimages library), width, and height. The default width is 23% and default height is auto (meaning it'll scale height based on what the width is set to). If you want to change the sizing, make sure to include either the unit type (like px for pixel or % for percentage) in the text field. Left and Right alignment will have text wrap to the side of the image while Center alignment will push the text down below the image.

Once the image is inserted, you may edit the properties again by RIGHT-CLICKING on the image and selecting Edit Properties. Right-clicking will also give you the option of copying, pasting, and cutting the image.
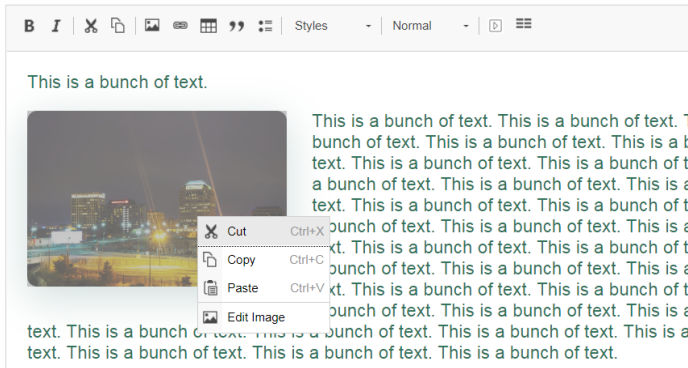
Inserting a Hyperlink

Click the Link (⬭) button to insert a link. You can highlight a word in your text and then click the link button to change that specific word into a link or click where you want your link. Clicking will open the Link dialog:
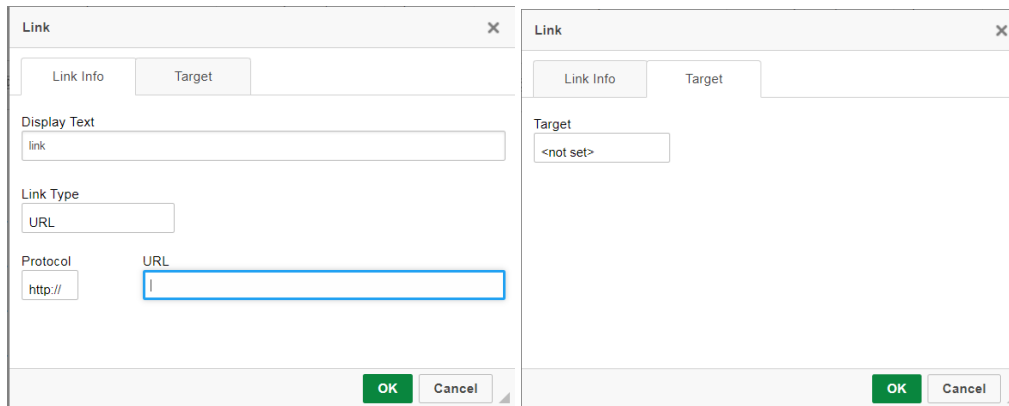
You can create email, phone, anchor or regular URL links as well as set the target to open in a new window (in the Target tab) or open in the current window (option of <not set>). Connecting to an anchor requires that you already added the anchor to the page. If you are creating a link to another page or document on CSU.org, you can use a relative link by picking the "Other" option for the Protocol:

Note: The link will be underlined when the web part is in Edit mode. Outside of edit mode, the link will assume the standard CSU.org formatting for a link. To edit or unlink a link, right click on the link to see link options menu:
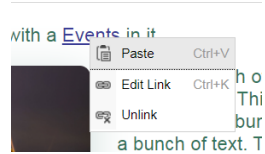
Inserting an Anchor

First put the cursor at the part of the page where you want an anchor. Then you click on the anchor (⚑) button to open the Anchor dialog. You will be prompted to give the anchor a name which you will use in the Link dialog for creating the link. The anchor looks like this on the page:

It will appear in the middle of the page and the name can be updated by double-clicking on the circle.

Inserting a Table

Click on the table (⊞) button to open the Table Properties dialog:

Note: the first time you add a table, you can specify the number of Rows and Columns in the table. After that, you must right click the table to add in new rows and columns using other options rather than Table Properties (see below). In Table Properties you can pick a header row for your table (which creates a dark background with white text) and also align the table to the right, left, or center. When aligned to the right or left, text will wrap around the table to the side:

At the time of creating this manual, the "Border – not in use" option is on the table property dialog (the product doesn't provide configuration to remove it). This option will not affect the look and feel of the table (standard formatting will be applied over this option) so it does not matter what's put into this field.

After creating your table, right click on the table to change its properties:

The menu from right-clicking provides the ability to insert new rows and columns, delete the table, merge/split cells and open the original Table Properties dialog (for changing alignment). The Cell Properties option (put cursor in the cell you want to change and then right click to get to Cell Properties) allows you to justify your text in the cell:

Inserting a Blockquote

Click the Blockquote (") button to create a blank blockquote or click into a sentence and then click the Blockquote button to change that sentence into a blockquote.

> *"Life is like a box of chocolates"*

Click enter twice to get out of the blockquote (your cursor needs to be at the end of the sentence). Clicking Enter once:

> *"Life is like a box of chocolates"*

Clicking Enter the second time and you're out:

> *"Life is like a box of chocolates"*

Click into the blockquote text to edit your blockquote. You can also select all the text and then hit the backspace button twice to fully delete it or you can click on the Blockquote button to unblockquote a blockquote.

Inserting a List

Click the list (≔) button to insert a list or select items and click the button to turn them into a list. Use the backspace or delete buttons to remove the list items. To exit the list, hit the Enter button twice.

- Item one
- Item two
- Item three

Using the numbered list icon (ⅈ≣) will give you a numbered list instead of a bulleted one.

Styles Menu
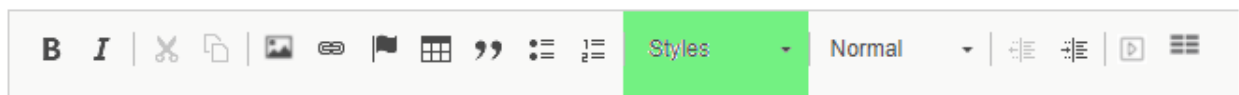
The Styles menu allows you to insert specialty type fonts (big, small, highlighted, among others).

Format Menu
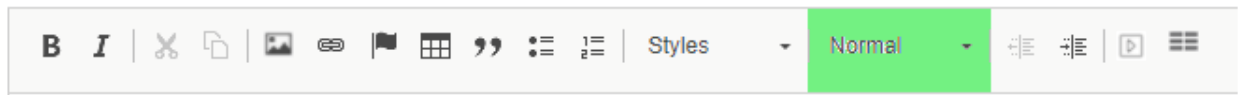
The format menu (picture above will have Format if the cursor is not on any text) allows you to specify Normal, which is the default text font and color, or one of five headings (header 1 to 5). Header 1 is for main page titles and the rest of the headers get progressively smaller. You can select text and pick a header type or click inside the text to change the header type.

Indenting, Widget Menu – Video and Linkblock
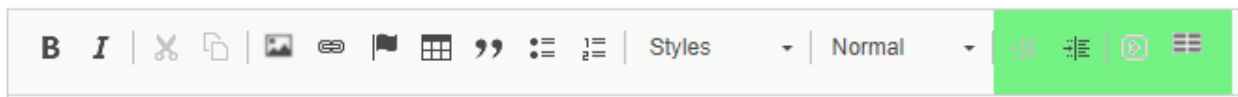
You can indent text (or un-indent indented text) using these buttons:

You can add Videos to the page or Linkblocks using the last menu (far right) on the RTE toolbar. These options are called widgets and work slightly differently from the other options on the toolbar. The main difference is that instead of right-clicking an object to edit it, you will DOUBLE-CLICK the object (video or linkblock) to open the properties dialog. Right-clicking vs double-clicking is a key thing to remember.

Inserting a Video

Click the Add Video ( ) button to open the Video properties dialog. In there you can set a video title, video subtitle, the video image url (this is the image users see while the video is not playing), the video url (need to pull a code from YouTube to put into the default url), and the video width and height (you must include a size unit like percentage or pixel). The default sizing is standard for the video, but you can remove it to have the video fill in the screen space (left to right) – with no sizing, the video will resize more seamlessly based on device:

NOTE: Once your video has been added, you will need to DOUBLE-CLICK on the video to open its property dialog. This is a key difference between Video and Linkblock controls and the other controls which require a right-click.

You must use YouTube embed links for this to work. YouTube will not allow their videos to be added to iFrames (which we are doing on our site) unless the embed version of the link is used. Here's an example YouTube embed link:

https://www.youtube.com/embed/U_-IlWNAjuU

Notice the /embed/ piece to the URL. Images for video should be sized the same as the Video and the standard is to have a video image added. The default sizing for RTE-added videos is 590px by 320px. Blog web parts have a video option outside of the RTE component with a sizing of 560px by 315px.

The look of the Video will be different in edit mode from when the web part is in read mode. Here it is in edit mode (not so nice):
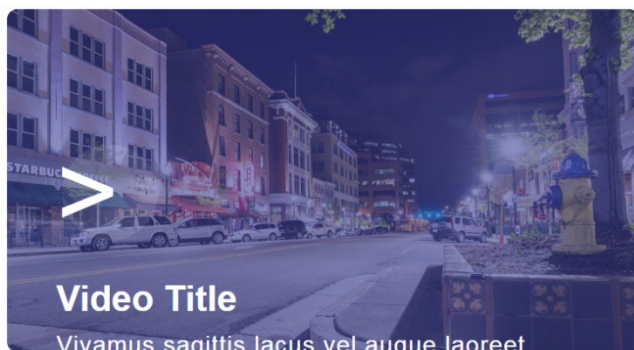
Here it is in read mode (nice!):
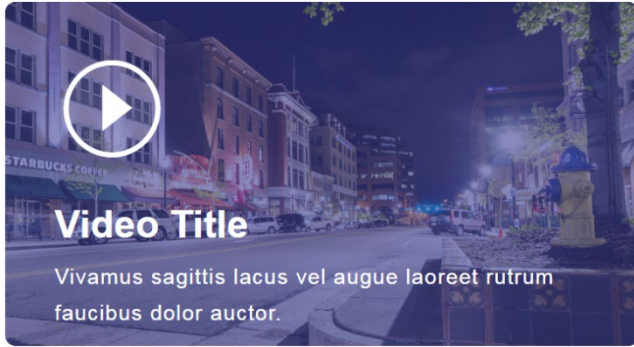
The play button, title and subtitle will float to the bottom of the video image area. Remember to click OK or Apply on the web part property pane (right side of page) to switch out of edit mode or else your changes will not be saved.

To delete a Video, click on it once, so that you see the edges highlighted, and hit the delete or backspace button:
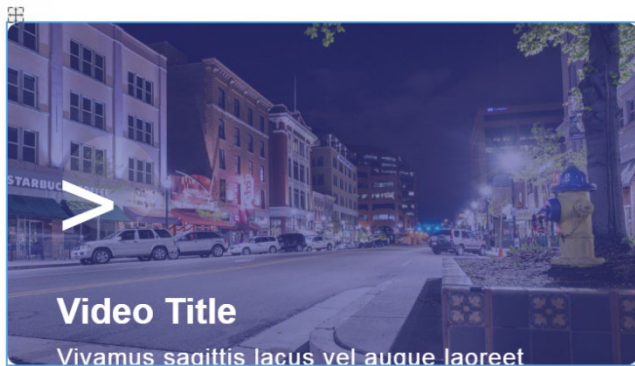
Inserting a LinkBlock

Linkblocks are a block of four links that have a styled look and feel to them. You can stack them onto a page (two linkblocks right after each other will move next to each other if there's room on the screen). Here are two linkblocks added to the page:

Click the Insert a Linkblock (⊞) button to open the Linkblock dialog:

Link Block Properties ✕

Override default Width of 50% (include unit like 400px or 25%)

50%

Link Text - 1

Cursus Etiam Rex

Link Url - 1

#

Link Alt Text - 1

Link One

Link Open in New Window - 1

Same Window

Link Text - Two

Consectetur Tellus

Link Url - Two

#

This is a long form with a single overall style (Override default width) and up to four links to configure. Leaving the "Link Text – #" box empty will keep that link from being added (works for links 2, 3 and 4-- Link 1 will always be added). Text will wrap around a linkblocks, but keep in mind that linkblocks are styled to take up half the total left-to-right space:

This can be changed by updating the Override default width to a new value (must include units like percentage or pixel). Also note that sizing of the linkblock and spacing look different in edit mode versus read mode.

In edit mode, two or more linkblocks will stack on top of each other (horizontally), but will move next to each other in read mode (assuming enough space on the screen from left-to-right).

Edit mode – linkblocks stack:

Read mode – linkblocks will fit next to each other:

When adding a linkblock, text after the linkblock will wrap to the side of it. If you don't want this and you add an even number linkblocks, just leave the text next to the linkblock:

For not having wrapping text and having an odd number of linkblocks, you will need to hit enter about 5 times to move the text down part of the length of one linkblock:

In read mode with 5 returns provided for the text:

Specific Webpart Information

Alternator and Alternator WYSIWYG

This component features an image and some copy in a 2-column format. Even and odd rows automatically alternate the left and right column arrangement on desktop. Rows where the image is taller than the copy are automatically vertically centered. This component can live anywhere on a page but should not be the first component.

The only difference between the Alternator and Alternator WYSIWYG webparts is that the body content for the Alternator is a single input field with no rich text editor features while the Alternator WYSIWYG has a rich text editor control for the body content. For the Alternator WYSIWYG, the row to the left will hold the Rich Text Editor where you can update your body content:

Big Numbers

The big numbers component features a heading and some copy on the left hand side and a grid of stylized numbers on the right side with labels. This component can live anywhere on a page, but should not be the first component.

Blog and Event Webparts

The Blog webpart should only be added to pages using the Blog Page type and located in the Blog folder in the Pages list. Some of the contents populated onto the webpart are pulled from the Page properties (Blog Author, Blog Date, Blog Title). This web part includes a Rich Text Editor with an option to add either a Video or a set of pictures to the left side.

The Event webpart should only be added to pages using the Event Page type and located in the Events folder in the Pages list. Some of the contents populated onto the webpart are pulled from the Page properties (Event Date, Event Location, Map Location). This web part includes a Rich Text Editor.

Blog Landing and Events Landing

The Blog Landing and Events Landing webparts were built specifically for the Blogs page and the Events page only. These create the landing places for users to see all blog or events and shouldn't be added to any other pages.

Content Rollup

This webpart can be used to display a list of links to documents or pages that is pulled based on metadata tags (like Utility Tags or Site Section). These are more dynamic in nature since new documents or pages added with the selected metadata tag will show automatically.

Default Hero

Large high-quality image with descriptive header text and a CTA button that links to an internal page. The default hero component is designed to live at the top of a page but can exist anywhere. A button is optional and you can include a link within your subtitle. It's designed for only a single image.
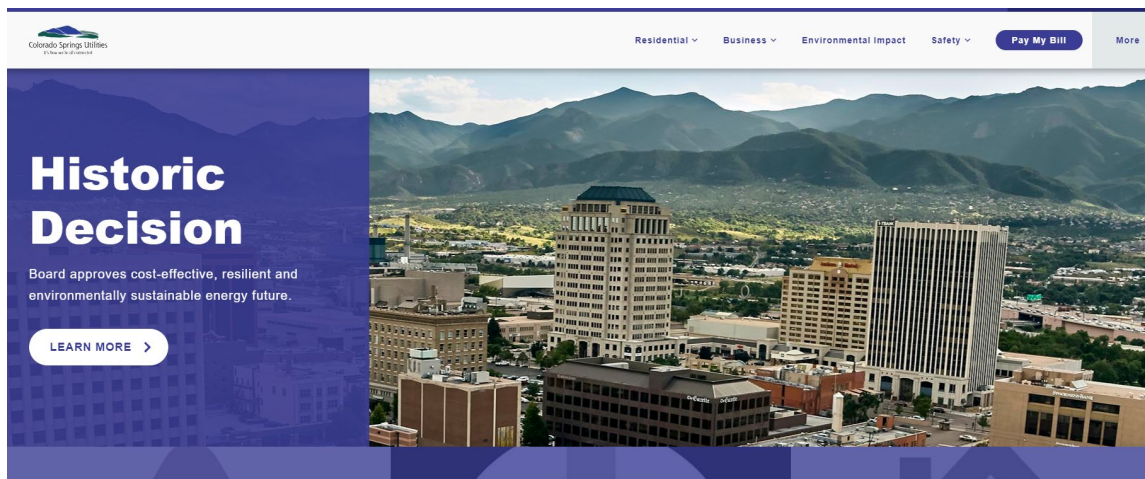
FAQ

Allows you to add question and answers in a FAQ format:

Questions?

> **How long are my marks good?**

> **What do I do if I dig up my marks?**
>
> If your location marks get destroyed during your digging project, you must cease all digging and call 8-1-1 to request re-marks.

> **Do I need to be home to have utility locations performed?**

> **Is there a charge?**

> **What if I am just running stakes in the ground?**

Home Hero

The home hero component features an image slider with a left side overlay containing an h1 tag, p tag and CTA button. The Title and Subtitle stay and do not slide. The images underneath will slide. This component is designed to live at the top of a page but can exist anywhere. Any number of slides can be added but limit the number of slides to keep page load time at a minimum. Each slide requires 2 images, one for a regular screen (laptop) and another for mobile devices. Regular screen images are full width so should be high resolution with ~2000px width being recommended. The mobile version needs to be 600x400 in size. Button is optional.
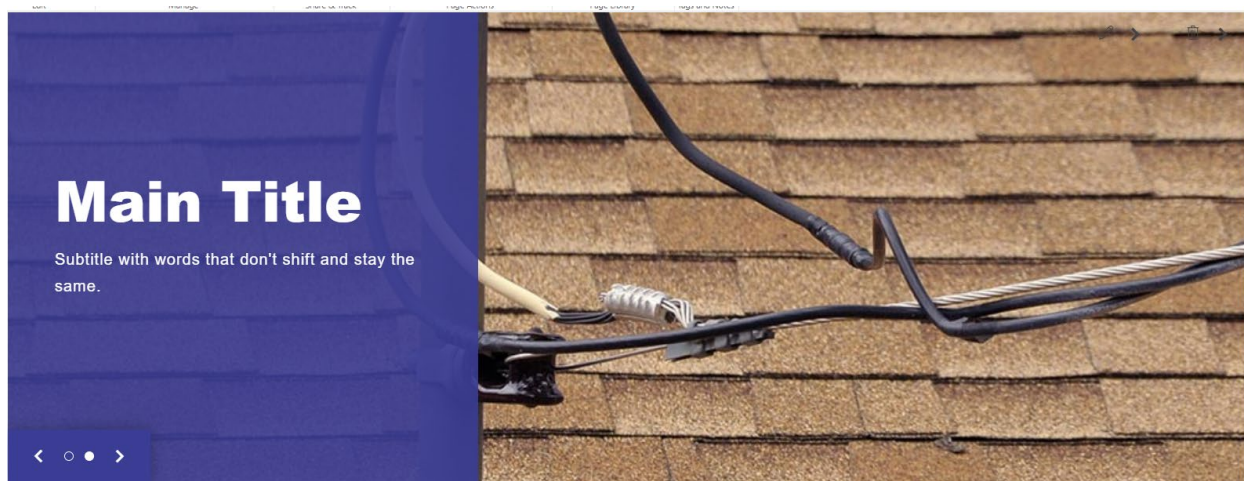

Hero Carousel

This webpart is similar to the Home Hero webpart except that a title/subtitle/button are added for each slide so that the text can change with the picture.

iFrame

The iFrame webpart allows you to add another website page within a frame on a page. Keep in mind that other domains (Microsoft.com, Nintex.com, etc.) may be blocked due to content security policies. If

you find that the content will not show, you will need to work with an IT administrator to get that resolved.

You can add a main title to the top with a subtitle to the upper-right. Below the iFrame, you can add a CTA button on the left and then additional links on the right:
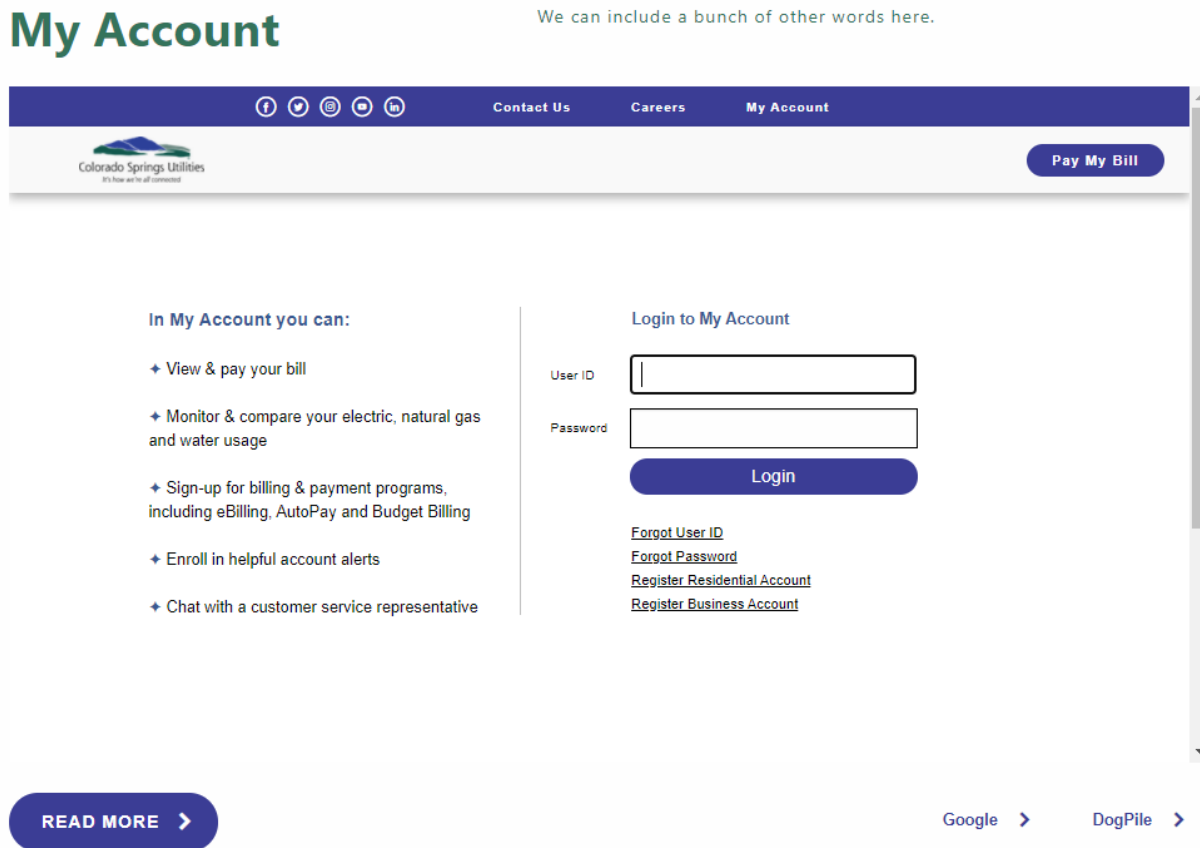
Loose Cards

This component features rows of cards with optional images. Rows can have 6, 5, 4, 3, or 2 cards in them (6 or 5 cards may get crowded). This component can live anywhere on a page but should not be the first component. Cards can have optional images (above header) and optional buttons.

Photo Gallery

The photo gallery component features a heading, subheading and an images slider with thumbnails. This component can live anywhere on a page but should not be the first component. The images in the slider max out at 1040px but they should be scaled up to support retina devices. ~2400px width is recommended but not required. Limit the number of high res images to prevent long page loads.

NOTE! You cannot have more than one photo gallery on the same page. If there is more than one, the photo gallery next/previous links will no longer work.

Split CTA

A grid of Call-To-Action (CTA) cards that link to internal pages for users to take action, like paying their utility bill. This component is designed to go anywhere on a page but should not be the first component. An optional icon can be added above the header. An optional background image can be added as well as an optional button. There are three items in a row and there isn't a limit on the number of rows.

Testimonials

The testimonials component features a title and sub-title as well as a slider with an image and copy. This component can live anywhere on a page but should not be the first component. The slider can have any many slides as desired.

Text Link Hero

The text link hero component features an h2 tag, h2 tag, and a list of secondary CTA button links. This component is designed to live at the top of a page but can exist anywhere.

Recent Blogs and Upcoming Events

By default, the Recent Blogs webpart will pull all Blogs (Blog Pages in the Blog folder of the pages list) that have been published starting from the most recent and going backwards. It is possible to configure the webpart to filter based on a metadata tag (Utility Tags or Site Section) if you wish to see all blogs that relate to a specific topic.

Upcoming Events works the same way as the Recent Blogs webpart except that it pulls all Event Pages in the Events folder. It also shows items in reverse order with the most recent upcoming item first.

WYSIWYG

You can choose to have an image at the top of a WYSIWYG part and/or have related links next to the text area. The WYSIWYG component features styles typography elements h1-h5, p tags, lists, blockquotes, anchors, a video with overlay, and inline images. This component can be used anywhere on a page including the first component on a page.