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Digital Communications Team - Digital@rhul.ac.uk
Basic Content

This template and its structure are designed to serve as detailed content pages. The ideal use of this template is for content-heavy pages, primarily for pages that would sit at the quaternary level of navigation and have a need to display a lot of text and embedded media content types.

This template’s main capability is displaying common content elements such as; text, embedded media - images & video, tabular data, lists, link lists, accordions (expandable content areas). Alongside the common content elements listed, this template also has the capacity to provide space for related content tags, call to action (CTA) with imagery, Document download CTA buttons, Basic CTA buttons.

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1. Page name
Every page must have a page name, the page URL (website address) is generated automatically from this name.

In our example we’ve used ‘Example Basic Content Page Name’ which has created the website address /example-basic-content-page-name/.

*Figure 1 Page name CMS entry*

/example-basic-content-page-name/

*Figure 2 Page name automatically generated URL*
2. Page title

The page title appears in the grey bar at the top of the page alongside the search icon. The page title should provide some context for the content.

Note: If a page title is not entered then the ‘Page name’ (Section 1) will be used as the title.
3. **Hero**

Hero’s can contain both images with titles or plain titles. To select an image, click on the ‘Select image’ button under ‘Add a new Hero’. Images are selected via the ‘Select media’ overlay shown in figure 7 which allows searching and browsing of the Backoffice Media section.

Note: On an image hero, if no title is entered into the ‘Title’ box then the ‘Page title’ (Section 2) is used automatically – this appears over the top of the image as shown in figure 8.

![Hero CMS entry](Image)

**Add a new Hero**

[Add Blank] or [Select Image]

![Hero CMS entry, add a new item](Image)
Figure 7 Hero CMS entry, Select Image overlay

Figure 8 Hero as rendered
4. Summary bar

Three pairs of label and description are available to add summary information to the content page. The locations of the label and description are fixed.

![Figure 9 Summary bar CMS entry](image)

![Figure 10 Summary bar as rendered](image)
5. Department call to action

Select a department from the dropdown list, the list is populated automatically by the departments listed in the Research and Teaching section of the site.

![Department call to action CMS entry](image1)

*Figure 11 Department call to action CMS entry*

![Department call to action as rendered](image2)

*Figure 12 Department call to action as rendered*
6. Contact call to action

Select a contact from the dropdown list and set the title that should be displayed for the contact card. For example, course contact, event contact etc. The contact headings list is defined in the CMS by the Digital Team (digital@royalholloway.ac.uk). The list of contacts is automatically populated by the contacts listed in the Global Data section of the site – administered by the Digital Team (digital@royalholloway.ac.uk).

a. Call to action heading

![Contact Heading](image1)

*Figure 13 Contact call to action heading CMS entry*

b. Call to action item

![Contact](image2)

*Figure 14 Contact call to action heading as rendered*

![Course Contact CTA](image3)

*Figure 15 Call to action item CMS entry*

![Contact Dr John Smith](image4)

*Figure 16 Call to action as rendered*
7. Location call to action
Select a location from the dropdown list, the list is populated automatically by the locations listed in the Global Data section of the site – administered by the Digital Team (digital@rhul.ac.uk).

<table>
<thead>
<tr>
<th>Location CTA</th>
<th>Filter:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Right hand CTA bar location</td>
<td>Founder's Building</td>
</tr>
</tbody>
</table>

*Figure 17 Location call to action CMS entry*

![Founder's Building](image)

*Figure 18 Location call to action as rendered*
8. Subtitle
The H2 title for the page.

Subtitle
H3 title appears above the introductory paragraph

Figure 19 Subtitle CMS entry

Page Subtitle

Figure 20 Subtitle as rendered
9. Introduction Paragraph

A pre-formatted introductory paragraph.

Figure 21 Introduction paragraph CMS entry


Figure 22 Introduction paragraph as rendered
10. **Body**

The body copy uses a rich text editor to facilitate basic style and formatting including tables for displaying data.

---

**The standard** Lorem Ipsum passage, used since the 1500s

"Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum."

**Section 1.10.32 of "de Finibus Bonorum et Malorum", written by Cicero in 45 BC**

"Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt. Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit, sed quia non numquam eius modi tempora incidunt ut labore et dolore magnam aliquam quaerat voluptatem. Ut enim ad minima veniam, quis nostrum exercitationem ullam corporis suscipit laboriosam, nisi ut aliquid ex ea commodi consequatur? Quis autem vel eum iure reprehenderit qui in ea voluptate velit esse quam nihil molestiae consequatur, vel illum qui dolorem eum fugiat quo voluptas nulla pariatur?"

1914 translation by H. Rackham

---

"Lorum ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum."

**Section 1.10.32 of "de Finibus Bonorum et Malorum", written by Cicero in 45 BC**

"Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt. Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit, sed quia non numquam eius modi tempora incidunt ut labore et dolore magnam aliquam quaerat voluptatem. Ut enim ad minima veniam, quis nostrum exercitationem ullam corporis suscipit laboriosam, nisi ut aliquid ex ea commodi consequatur? Quis autem vel eum iure reprehenderit qui in ea voluptate velit esse quam nihil molestiae consequatur, vel illum qui dolorem eum fugiat quo voluptas nulla pariatur?"

1914 translation by H. Rackham
11. Accordion

Any number of items can be added to an accordion, including additional titles to provide visual separation.

The body of an accordion uses the rich text editor to facilitate basic style and formatting including tables for displaying data.

Figure 25 Accordion CMS entry

Figure 26 Accordion CMS entry, second title

Figure 27 Accordion CMS entry, add another item
## The Accordion Title 1

<table>
<thead>
<tr>
<th>Accordion Item Title 1</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accordion Item Title 2</td>
<td>Description</td>
</tr>
<tr>
<td>Accordion Item Title 3</td>
<td>Description</td>
</tr>
<tr>
<td>Accordion Item Title 4</td>
<td>Description</td>
</tr>
</tbody>
</table>

## The Accordion Title 2

<table>
<thead>
<tr>
<th>Accordion Item Title 1</th>
<th>Description</th>
</tr>
</thead>
</table>

*Figure 28 Accordion as rendered*
12. Video

Basic content pages can have an embedded video. The embed link is automatically generated when you add either a Youtube Video ID, Youtube Playlist ID, or Vimeo Video ID.

Departments related to the video can be selected from the dropdown list and added to the video tags by clicking the ‘add’ button.

Figure 29 Youtube single video ID

Figure 30 Youtube playlist ID

Figure 31 Vimeo single video ID

Figure 32 Video CMS entry
13. **Image**

Basic content pages can have an embedded image. An optional image description can also be provided using the Image description field.

(a. **Image item**

![Image](image.png)

*Figure 34 Image item CMS entry*

(b. **Image description**

<table>
<thead>
<tr>
<th>Image Description</th>
<th>Scientist performing experiment</th>
</tr>
</thead>
</table>

*Figure 36 Image description CMS entry*

Scientist performing experiment

*Figure 37 Image description as rendered*
14. Image call to action

Select up to 4 teasers to appear as call to action items, each item will display an image, title and have a link to help the user navigate to related content.

The teaser content pick list is automatically populated with content that can be linked to the current page. Clicking ‘add’ on an item in the pick list will add it to the currently selected call to action list if there is space – remembering that we can only display up to 4 items. The ‘remove’ link in the bottom right hand corner of a teaser item will remove it from the selected call to actions list.

If an external call to action is required, then the ‘Add Blank’ button allows you to customise the information that is rendered.

![Image call to action CMS entry](image-url)

*Figure 38 Image call to action CMS entry*
Teaser content pick list:

Add Blank
Filter content

<table>
<thead>
<tr>
<th>Title</th>
<th>URL</th>
<th>Last Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example Page</td>
<td>/about-us/more/example-basic-content-page-name/</td>
<td>add 2019-01-01 08:30:30</td>
</tr>
</tbody>
</table>

Figure 39 Image call to action, add a new call to action

Figure 40 Image call to action as rendered
15. Downloads
Select items from the list that should be displayed as download buttons, the downloads list is automatically populated from the items listed in the Media, Downloads section of the CMS.

<table>
<thead>
<tr>
<th>Downloads</th>
<th>Please select up to 2 items</th>
<th>Name</th>
<th>Filename</th>
<th>Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Filter:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prospectus 2017</td>
<td></td>
<td>ugprospectus2017.pdf</td>
<td>13.06MB</td>
<td></td>
</tr>
<tr>
<td>Prospectus 2016</td>
<td></td>
<td>ugprospectus2016.pdf</td>
<td>13.06MB</td>
<td></td>
</tr>
</tbody>
</table>

Figure 41 Downloads CMS entry

Figure 42 Downloads as rendered
16. Text link call to action

Select up to 4 teasers to appear as call to action text links, each item will display a title and have a link to help the user navigate to related content.

The teaser content pick list is automatically populated with content that can be linked to the current page. Clicking ‘add’ on an item in the pick list will add it to the currently selected call to action list if there is space – remembering that we can only display up to 4 items. The ‘remove’ link in the bottom right hand corner of a teaser item will remove it from the selected call to actions list.

If an external call to action is required, then the ‘Add Blank’ button allows you to customise the information that is rendered.

Figure 43 Text link call to action CMS entry

Teaser content pick list:

Add Blank
Filter content

<table>
<thead>
<tr>
<th>Title</th>
<th>URL</th>
<th>Last Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example Page</td>
<td>/about-us/move/example-content-page-name/</td>
<td>2018-06-18T08:30:38</td>
</tr>
</tbody>
</table>

Figure 44 Text link call to action CMS entry, add a new call to action

Figure 45 Text link call to action as rendered
17. Related departments

A related topics tag list can be added to the content by selecting one or more departments in this list.

The tag links to the department homepage.

**Related Departments**

Departments to populate the related topics list

- Biological Sciences and Stuff
- Classics
- Computer Science
- Drama & Theatre
- Earth Sciences
- Economics
- English
- Geography
- History
- Management
- Mathematics
- Media Arts
- Music
- Physics
- Psychology
- Social Work

*Figure 46 Related departments CMS entry*

**Related topics**

- Drama & Theatre
- Mathematics

*Figure 47 Related departments as rendered*
Academic Department
This template and its structure serve as department landing pages. Its purpose is to surface engaging and useful information to help users get to the content they need to complete their tasks quickly and easily.

This template’s main capability is to collate content from the pages within each department or school.

Contents
Academic Department ........................................................................................................... 1
Overview ................................................................................................................................. 2
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2. Page title ............................................................................................................................. 4
3. Main feature ......................................................................................................................... 5
4. Sub feature .......................................................................................................................... 7
5. Call to action title ............................................................................................................... 9
6. Call to action strapline ....................................................................................................... 10
7. Call to action ...................................................................................................................... 11
8. Spotlight ............................................................................................................................ 13
9. Contact list page ............................................................................................................... 15
10. Social media links ............................................................................................................ 16
11. Facts and stats .................................................................................................................. 17
12. Related courses ............................................................................................................... 18
13. More title .......................................................................................................................... 19
14. More call to action ............................................................................................................ 20
Overview

2. Title

3. Main feature

4. Sub feature

6. Call to action strapline

5. Call to action title

7. Call to action

8. Spotlight

9. Contact list page

10. Social media links

11. Facts and stats

12. Related Courses

13. More title

14. More call to action
1. Page name

Every page must have a page name, the page URL (website address) is automatically generated from this name.

The name of an Academic Department page should only be changed by the Digital Team (digital@royalholloway.ac.uk).
2. **Page title**

The page title appears in the grey bar at the top of the page alongside the search icon. The page title should provide some context for the content.

Note: If a page title is not entered then the ‘Page name’ (Section 1) will be used as the title.

<table>
<thead>
<tr>
<th><strong>Title</strong></th>
<th>Biological Sciences</th>
</tr>
</thead>
</table>

*Figure 1 Page title CMS entry*

*Figure 2 Page title as rendered*
### Main feature

The main feature is used to showcase the department, you must select 3 pages to appear in the carousel. Each feature item will show an image, title, description and link to the source page.

The feature content pick list is automatically populated with content that can be linked to the current page. Clicking ‘add’ on an item in the pick list will add it to the currently selected call to action list if there is space – remembering that we can only display 3 items. The ‘remove’ link in the bottom right hand corner of a feature item will remove it from the selected feature list.

If an external call to action is required, then the ‘Add Blank’ button allows you to customise the information that is rendered.

---

*Figure 3 Main feature CMS entry*
Feature content pick list:

<table>
<thead>
<tr>
<th>Title</th>
<th>URL</th>
<th>Category</th>
<th>Type</th>
<th>Last Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example Feature</td>
<td>/about-us/our-history/another-example-test/</td>
<td>general</td>
<td>Feature add</td>
<td>2018-06-19T13:37:08</td>
</tr>
</tbody>
</table>

*Figure 4 Main feature CMS entry, add a new item*

*Figure 5 Main feature as rendered*
4. Sub feature

The sub feature provides an additional 2 opportunities to guide the user around the department, showcasing the latest news, articles or other content. Each sub feature will show a title, description and link to the source page.

The feature content pick list is automatically populated with content that can be linked to the current page. Clicking ‘add’ on an item in the pick list will add it to the currently selected call to action list if there is space – remembering that we can only display up to 2 items. The ‘remove’ link in the bottom right hand corner of a feature item will remove it from the selected feature list.

If an external call to action is required, then the ‘Add Blank’ button allows you to customise the information that is rendered.
Feature content pick list:

<table>
<thead>
<tr>
<th>Title</th>
<th>URL</th>
<th>Category</th>
<th>Type</th>
<th>Last Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example Feature</td>
<td>/about-us/our-history/another-example-text/</td>
<td>general</td>
<td>Feature</td>
<td>add</td>
</tr>
</tbody>
</table>

Figure 7 Sub feature CMS entry, add a new item

- **Biological Sciences Feature**
  - Date: 24 January 2018
  - A longer description of the department

- **Example Feature**
  - Date: 21 February 2018
  - And the description text

Figure 8 Sub feature as rendered
**5. Call to action title**

<table>
<thead>
<tr>
<th>CTA Title</th>
<th>Welcome to the department of Biological Sciences</th>
</tr>
</thead>
</table>

*Figure 9 Call to action CMS entry*

Welcome to the department of Biological Sciences

*Figure 10 Call to action title as rendered*
6. Call to action strapline

Figure 11 Call to action strapline CMS entry

Figure 12 Call to action strapline as rendered
7. Call to action

Select 4 teasers to appear as call to action items, each item will display an image, title and have a link to help the user navigate to related content.

The teaser content pick list is automatically populated with content that can be linked to the current page. Clicking ‘add’ on an item in the pick list will add it to the currently selected call to action list if there is space – remembering that we can only display 4 items. The ‘remove’ link in the bottom right hand corner of a teaser item will remove it from the selected call to actions list.

If an external call to action is required, then the ‘Add Blank’ button allows you to customise the information that is rendered.

![Figure 13 Call to action CMS entry](image)

Teaser content pick list:

![Figure 14 Call to action CMS entry, add a new item](image)
Figure 15 Call to action as rendered
8. **Spotlight**

The spotlight can be used to highlight a member of staff, story or some other content. It can contain either an image or a video alongside the name, quote and subject’s title.

A spotlight item can link to a content page using the Spotlight content link (figure 25).

- **Figure 16** Spotlight title CMS entry
- **Figure 17** Spotlight name CMS entry
- **Figure 18** Spotlight quote CMS entry
- **Figure 19** Spotlight image CMS entry
- **Figure 20** Spotlight video CMS entry

Clicking on the ‘add video’ button (figure 20) adds a new video to the spotlight, the video can be a YouTube video, YouTube playlist or Vimeo video. The embed link is automatically generated when you add either a Youtube Video ID (figure 21), Youtube Playlist ID (figure 22), or Vimeo Video ID (figure 23).

**Note:** the related departments selection (figure 24) is not used on the Academic Department landing page.

- **Figure 21** Youtube single video ID
Figure 22 Youtube playlist ID

https://www.youtube.com/watch?v=5FZswhUbjzo&list=PLOnEoatbflsk54AD7mc0alvUuwq7LCTSP

Figure 23 Vimeo single video ID

https://vimeo.com/260076723

Figure 24 Spotlight video CMS entry, adding a video

Figure 25 Spotlight content link

Figure 26 Spotlight with image as rendered

Staff Profile

Dr John Smith

9. Contact list page

An academic department landing page can have a link to a departmental contact list, use this link to select the contact list page from the Backoffice content tree.

Note that contact pages all use a single global source for contacts which is managed by the Digital Team (digital@royalholloway.ac.uk), the link from an academic department automatically filters the global list for contacts assigned to current department. For example, a contact list link from the Biological Sciences department will automatically filter the global contact list, showing only contacts associated with the Biological Sciences department.

Figure 27 Contact list page link CMS entry

Figure 28 Contact list page link as rendered
10. Social media links

An academic department can use the social media links to provide direct links to their social media pages. Facebook, Twitter and Instagram links are all available.

**Facebook URL**
- Link to the department Facebook page
  - [https://en-gb.facebook.com/rhulbiosoc/](https://en-gb.facebook.com/rhulbiosoc/)

*Figure 29 Facebook URL CMS entry*

**Twitter URL**
- Link to the department Twitter page
  - [https://twitter.com/RHUlbioSci](https://twitter.com/RHUlbioSci)

*Figure 30 Twitter URL CMS entry*

**Instagram URL**
- Link to the department Instagram page
  - 

*Figure 31 Instagram URL CMS entry*

*Figure 32 Social media links as rendered with Twitter and Facebook*
11. Facts and stats

This component displays key facts and statistics for a department. Highlighting and solidifying a departments reputation.

<table>
<thead>
<tr>
<th>Stat</th>
<th>Description</th>
<th>Source</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>92%</td>
<td>of our graduates are employed</td>
<td>Source: DLHE, 2017</td>
<td>remove</td>
</tr>
<tr>
<td>76%</td>
<td>of Biological Sciences research</td>
<td>Source: REF, 2014</td>
<td>remove</td>
</tr>
<tr>
<td>93%</td>
<td>overall student satisfaction.</td>
<td>Source: NSS, 2017</td>
<td>remove</td>
</tr>
</tbody>
</table>

Figure 33 Facts and stats CMS entry

92% of our graduates are employed or go on to further study within six months of graduating.

Source: Source: DLHE, 2017

Figure 34 Facts and stats as rendered
12. Related courses

Courses belonging to the current department are automatically displayed on the Academic Department landing page. There is no CMS fields for this.

Find your course

Figure 35 Related courses as rendered
13. More title

**More Title**
Title for more content module
E.g. More

*Figure 36 More title CMS entry*

More about Biological Sciences

*Figure 37 More title as rendered*
Select 4 teasers to appear as call to action items, each item will display an image, title and have a link to help the user navigate to related content.

The teaser content pick list is automatically populated with content that can be linked to the current page. Clicking 'add' on an item in the pick list will add it to the currently selected call to action list if there is space – remembering that we can only display 4 items. The 'remove' link in the bottom right hand corner of a teaser item will remove it from the selected call to actions list.

If an external call to action is required, then the 'Add Blank' button allows you to customise the information that is rendered.

**Figure 38 More call to action CMS entry**

**Figure 39 More call to action CMS entry, add a new item**
Figure 40 More call to action as rendered
Contact Cards

Contents
Contact Cards .................................................................................................................................. 1
Overview........................................................................................................................................ 2
Contact directory ............................................................................................................................ 3
Select a contact ................................................................................................................................ 4
Create a contact ............................................................................................................................... 5
Overview

Contacts are stored in the Content section of the Backoffice under the Data folder (see figure 1), contacts are managed by the Digital Team (digital@royalholloway.ac.uk).

Figure 1 Backoffice Content section, contacts data folder
Contact directory

Each Academic Department can have a contact directory, the directory will pull from the global contacts list, filtered by contacts associated with the department.

The contact directory will show the contact's name & description and allow the user to email the contact.

Figure 2 Academic department contact list
Select a contact

Contact cards can be used on several different types of page, for example Basic Content pages.

![Course Contact CTA](#)

Right hand CTA bar contact

Filter: 

Dr John Smith

*Figure 3 Contact dropdown box on Basic Content page*

Once added to the global contact list a contact will appear in the dropdown box shown in figure 3. The dropdown list can be filtered by typing into the Filter box (also shown in figure 3).
Create a contact

Contacts are managed globally by the Digital Team (digital@royalholloway.ac.uk).
To create a new contact:

1. Navigate to the Contacts folder inside the Data folder.

2. Click on the three dots (…) on the right-hand side.

3. Click on ‘Course Contact’ in the Create overlay menu
4. This should open the new contact page

![Image of contact page input fields]

5. First complete the contact’s name, this is displayed everywhere that the contact is displayed. In the contact directory, contacts are ordered alphabetically by last name. The last name is automatically found in the name field as the last word in the field.

![Image of name field]

*Figure 7 Create a new contact page*

*Figure 8 New contact name field*
6. The contact image is optional, click on the image picker to select one from the Media library.

![Image Picker]

*Figure 9 New contact image field*

7. Enter the contact’s email address, this will be used to allow website users to email the contact.

![Email Address]

*Figure 10 New contact email address field*

8. The description field can be used to add more details about the contact such as their position. It also allows hyperlinks to be created by highlighting the link text and pressing the link button.

![Description Field]

*Figure 11 New contact description field*

9. A contact can have a primary department, selected from the department dropdown list. Contacts can be filtered by this department.

![Department Dropdown]

*Figure 12 New contact primary department field*

10. A contact can also have multiple additional departments, selected from the checkbox list. Contacts can be filtered by these departments.

![Additional Departments]

*Figure 13 New contact additional departments field*
Images

Contents
Images .................................................................................................................................................. 1
Overview .................................................................................................................................................. 2
Finding an image ...................................................................................................................................... 3
  Search from the media section .............................................................................................................. 3
  Search from the image picker .............................................................................................................. 5
Adding an image ....................................................................................................................................... 7
Overview

Images are managed in the ‘Media’ section of the Umbraco Backoffice.

*Figure 1* Backoffice Media section
Finding an image

**Search from the media section**

Images are shared across the website, so before adding a new image you should first search to see if it’s already been added by someone else.

There is an image library in ‘Content’, this image library is structured similarly to the content tree.

For departments, your images will be under ‘Content/Image library/research and teaching images/department images/XXXX department.

For other pages, your folders will be under the heading your content sits with E.G. content about the Library is under ‘About Us images’, images for volunteering are under ‘Student life images/Being a student’ and so on.

The naming convention for images is:

Description of what’s in the image – Page its first published on (Department if applicable)

*e.g. green tomato on the vine - plant molecular sciences (biological sciences)*

You can search for an image in the Media section directly by typing your search query into the Backoffice search box.

![Backoffice search box](image-url)
Note that this box will search for content and media items, the media results are presented underneath the content ones, as seen in figure 3.
Search from the image picker

The media library can be searched directly from the image picker – for example when selecting a new Hero image.

Figure 4 Select media overlay

Typing into the ‘Type to search’ box automatically retrieves matching images as seen in figure 5.
Figure 5 Select media overlay, search results
Adding an image

Images should be added directly to the Backoffice Media section as shown in figure 1.

There is an image library in ‘Content’, this image library is structured similarly to the content tree.
For departments, your images will be under ‘Content/Image library/research and teaching images/department images/XXXX department.
For other pages, your folders will be under the heading your content sits with E.G. content about the Library is under ‘About Us images’, images for volunteering are under ‘Student life images/Being a student’ and so on.

The naming convention for images is:
Description of what’s in the image – Page its first published on (Department if applicable)
e.g. green tomato on the vine - plant molecular sciences (biological sciences)

To add a new image:
1. Navigate to the appropriate Media section folder
2. Click on the 3 ‘…’ next to the folder name

![Backoffice Media folder menu button](image)

*Figure 7 Backoffice Media folder menu button*

3. Select ‘Image’ from the ‘Create’ menu

![Create overlay menu](image)

*Figure 8 Create overlay menu*
4. You should see the new image screen

![Image of the new image screen]

Figure 9 New image screen

5. Enter a name into the ‘Enter a name’ field, this will be used as alternative text for screen readers so please make it descriptive.

![Image of the new image screen with a highlighted text field]

Figure 10 New image screen
6. Either drag-and-drop your image file (please see image spec document for technical requirements) onto the ‘Click to upload’ box or click on the ‘Click to upload’ box.

![Image Upload Screen]

*Figure 11* New image screen
7. Once you have selected your image click on the ‘Save’ button in the bottom right hand corner.

8. Note that your image will automatically be resized to 1376x774 and made to conform to a 16:9 aspect ratio which could result in cropping. More details on the resizing can be found in the image spec document.
## Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documents</td>
<td>1</td>
</tr>
<tr>
<td>Overview</td>
<td>2</td>
</tr>
<tr>
<td>Finding a document</td>
<td>3</td>
</tr>
<tr>
<td>Search from the media section</td>
<td>3</td>
</tr>
<tr>
<td>Search from the link picker</td>
<td>5</td>
</tr>
<tr>
<td>Adding a document</td>
<td>6</td>
</tr>
</tbody>
</table>
Documents are managed in the ‘Media’ section of the Umbraco Backoffice

Figure 1 Backoffice Media section
Finding a document

**Search from the media section**

Documents are shared across the website, so before adding a new one you should first search to see if it’s already been added by someone else.

There is a document library in ‘Content’, this library is structured similarly to the content tree. For departments, your documents will be under ‘Content/Documents/research and teaching documents/department documents/XXXX department.

For other pages, your folders will be under the heading your content sits with E.G. content about the Library is under ‘About Us documents’, documents for volunteering are under ‘Student life documents/Being a student’ and so on.

The naming convention for PDFs is:
Name of document including year – section document sits under
E.g. *Sports facilities hire prices – about us sports facilities*

You can search for a document in the Media section directly by typing your search query into the Backoffice search box.

![Figure 2 Backoffice search box](image)

Note that this box will search for content and media items, the media results are presented underneath the content ones, as seen in figure 3.
Figure 3 Search results
Search from the link picker

The media library can be searched directly from the image picker – for example linking from the Body copy.

Typing into the ‘Type to search’ box automatically retrieves matching images as seen in figure 5.

Figure 4 Select media overlay

Figure 5 Select link overlay, Select media search results
Adding a document

Documents should be added directly to the Backoffice Media section as shown in figure 1.

There is a document library in 'Content', this library is structured similarly to the content tree. For departments, your documents will be under ‘Content/Documents/research and teaching documents/department documents/XXXX department. For other pages, your folders will be under the heading your content sits with E.G. content about the Library is under ‘About Us documents’, documents for volunteering are under ‘Student life documents/Being a student’ and so on.

The naming convention for PDFs is:
Name of document including year – section document sits under e.g. *Sports facilities hire prices – about us sports facilities*

To add a new document:

1. Navigate to the appropriate Media section folder

![Backoffice Media folder selection](image_url)
2. Click on the 3 ‘…’ next to the folder name

![Backoffice Media folder menu button](image)

*Figure 7 Backoffice Media folder menu button*
3. Select ‘File’ from the ‘Create’ menu

Create

Create an item under About Us News Images

- File
- Folder
- Image
- Restricted Folder
  A folder to contain files that are only viewable by people on the university's network

Figure 8 Create overlay menu

4. You should see the new file screen

Figure 9 New file screen
5. Enter a name into the ‘Enter a name’ field

![New file screen](image1)

6. Click on the ‘Choose file’ button

![New file screen](image2)
7. Select your file from the ‘Open’ dialog box and click on the ‘Open’ button.

![Open file dialog](image_url)

**Figure 12** Open file dialog

8. Once you have selected your document click on the ‘Save’ button in the bottom right hand corner.

![New file screen](image_url)

**Figure 13** New file screen
Event feeds
Event feeds are based on the image index page template and allow you to display a chronological list of events (based on the end date).

By default, any event pages that are children of an event feed page (which have been ticked as being eligible as teasers) will appear on the event feed page in chronological order. It is possible to change the source folder for an event feed if required, for example to serve the same events in two different departments. It’s also possible to manually select the items that appear in the list.

Contents
Event feeds........................................................................................................................................... 1
   Overview......................................................................................................................................... 2
   1. Page name .................................................................................................................................. 3
   2. Page title..................................................................................................................................... 4
   3. Subtitle ....................................................................................................................................... 5
   4. Introduction Paragraph .............................................................................................................. 6
   5. Body ........................................................................................................................................... 7
   6. Events ........................................................................................................................................ 8
Overview

Subtitle

Find out about all the latest events taking place at Royal Holloway.

Events

Heritage Open Day • 09 Sep 2018
Royal Holloway, University of London, welcomes the public to explore its spectacular Grade I Listed Founder’s Building, Picture Gallery, Chapel and extensive grounds.

Digital Forest • 24 Apr - 14 Jul 2018
Digital Forest is a new installation by multimedia artist Mike Fitzgerald part of an ongoing collaboration between the artist and cognitive scientist Professor Polly Atkinson.

An evening with physics and music • 04 Jun 2018
On the occasion of 50th consecutive Condensed Matter Physics in the City conference, Royal Holloway hosts the premiere of music from The USA to internationally acclaimed academis in physics and music.

Festival of History • 03 Jan 2019
Royal Holloway, University of London invites you to join us for the second Festival of History.

Magna Carta Lecture • 02 Jan 2019
Royal Holloway is delighted to welcome Dr Femi Mogbeyin to give the annual Magna Carta Lecture, speaking about two recent books: Death in 10 Minutes on the Death of Stephen Lawrence and Why the World Matters.

Play Festival 2018 • 20 - 31 May 2018
After a year’s break, the annual Play Festival returns in 2018 with the theme ‘The Arts of Democracy’.
1. Page name

Every page must have a page name, the page URL (website address) is generated automatically from this name.

In our example we’ve used ‘Example Events List Page’ which has created the website address /example-events-list-page/.

Figure 1 Page name CMS entry

/example-events-list-page/

Figure 2 Page name automatically generated URL
2. Page title

The page title appears in the grey bar at the top of the page alongside the search icon. The page title should provide some context for the content.

Note: If a page title is not entered then the ‘Page name’ (Section 1) will be used as the title.

Figure 3 Page title CMS entry

Figure 4 Page title as rendered
3. Subtitle

The H2 title for the page.

Subtitle

Subtitle appears above the introductory paragraph

*Figure 5* Subtitle CMS entry

Subtitle

*Figure 6* Subtitle as rendered
4. Introduction Paragraph

A pre-formatted introductory paragraph.

Find out about all the latest events taking place at Royal Holloway

Figure 7 Introduction paragraph CMS entry

Figure 8 Introduction paragraph as rendered
5. **Body**

The body copy uses a rich text editor to facilitate basic style and formatting including tables for displaying data.

![Image of a table and text](image-url)

**Figure 9 Body CMS entry**


**Figure 10 Body as rendered**

6. Events

The article listing is the main function of this page.

By default, any event pages that are children of an events feed page (which have been ticked as being eligible as teasers) will appear on the events feed page in chronological order (by end date). It is possible to change the source folder for a events feed if required by selecting an alternate parent node (figure 11), for example to serve the same events in two different departments.

It’s also possible to manually select the items that appear in the list, to do this you would need to tick the ‘Manual List’ checkbox (figure 12), then add events in the ‘List Items’ section (figures 13 & 14).

You can control the number of results to show per page by adjusting the number in the ‘Results per page’ field (figure 15), note that this defaults to 10 and has a minimum of 10.
Figure 14 Add another manual event article

**Teaser content pick list:**

<table>
<thead>
<tr>
<th>Title</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example News</td>
<td>/about-us/example-news-page/example-news-article-4/</td>
</tr>
<tr>
<td>Sample Research Article</td>
<td>/about-us/example-news-page/sample-news-article-5/</td>
</tr>
<tr>
<td>Example Page</td>
<td>/about-us/more/example-bask-content-page-name/</td>
</tr>
<tr>
<td>Listening To Silent Movies short form</td>
<td>/about-us/events/listening-to-silent-movies/</td>
</tr>
<tr>
<td>Example News</td>
<td>/about-us/news/example-news-article-3/</td>
</tr>
<tr>
<td>Example News</td>
<td>/about-us/news/example-news-article-2/</td>
</tr>
<tr>
<td>Example News</td>
<td>/about-us/news/example-news-article-1/</td>
</tr>
<tr>
<td>Dummy Event Shortform</td>
<td>/about-us/events/dummy-event/</td>
</tr>
<tr>
<td>Asphrine Test</td>
<td>/studying-here/asphrine/</td>
</tr>
</tbody>
</table>

Figure 15 Specify the number of results to show per page

Results Per Page

Default to 10
Figure 16 Events list as rendered

Heritage Open Day
09 Sep 2018
Royal Holloway, University of London, welcomes the public to explore its spectacular Grade I Listed Founder's Building, Picture Gallery, Chapel and extensive grounds.

Digital Forest
24 Apr - 14 Jul 2018
Digital Forest, a new installation by media artist Madi Boyd forms part of an ongoing collaboration between the artist and cognitive scientist Professor Polly Dalton.

An evening with physics and music
14 Jun 2018
On the occasion of 9th consecutive Condensed Matter Physics conference, Royal Holloway has the pleasure to invite from the US two internationally acclaimed academics in physics and music.

Festival of History
03 Jun 2018
Royal Holloway, University of London invites you to join us for the second Festival of History.

Magna Carta Lecture
03 Jun 2018
Royal Holloway are delighted to welcome Dr Fern Riddell to give the annual Magna Carta Lecture, speaking about her new book Death in 10 minutes on the life of suffragette arsonist Kitty Marion.

Play! Festival 2018
29 - 31 May 2018
After a year’s break, the annual Play! Festival returns in 2018 with the theme ‘The Arts of Democracy’.
News feeds
News feeds are based on the image index page template and allow you to display a chronological list of news articles.

By default, any news pages that are children of a news feed page (which have been ticked as being eligible as teasers) will appear on the news feed page in chronological order. It is possible to change the source folder for a news feed if required, for example to serve the same news in two different departments. It’s also possible to manually select the items that appear in the list.

Contents
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  2. Page title ............................................................................................................................ 4
  3. Subtitle ............................................................................................................................... 5
  4. Introduction Paragraph ....................................................................................................... 6
  5. Body ...................................................................................................................................... 7
  6. News Articles ....................................................................................................................... 8
Overview

Subtitle

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean molestu

Introduction Paragraph

Body

News Articles

World’s First UK and Pan-European bee research to start • 19 Jun 2018
A professor at Royal Holloway, University of London will be leading a

Sir David Attenborough presents some of our research • 21 Mar 2018
The episodes of Natural Curiosities, presented by Sir David Attenborough

True or not? Why the need for evidence-based answers is more important than ever? • 8 Mar 2018
Every second we are bombarded with claims and counter-claims on every

Infectious disease in honeybees linked to honeybee health • 28 Feb 2019
Scientists from Royal Holloway, University of London have shown for the first
time that viruses that are harmful to honeybees are also present in healthy
honeybees.

A step closer to bee-friendly crops, researchers optimise bread bears for bees • 25 Feb 2018
Scientists from Royal Holloway and the University of Cambridge have
taken a step in our understanding of how to optimise bread bears to increase bee

Using Twitter to discover how language changes • 16 Feb 2018
Scientists at Royal Holloway, University of London, have tracked more than

New evidence suggests a role for Curcumin and related compounds in the treatment of cancer and Alzheimer’s disease • 20 Jan 2018
It has long been believed that curcumin, a compound found in turmeric, can help reduce symptoms of Alzheimer’s disease and improve cognitive function.

Ants sacrifice their colony mates as parts of a deadly disinfection • 05 Jan 2018
New research from the Royal Holloway, University of London has found that individual ants sacrifice their colony mates as part of a deadly disinfection.

New breakthrough could help gardeners achieve speed-sowing success • 06 Dec 2017
Researchers from Royal Holloway, University of London, and the University of Southampton have found that common fungi could hold the key to help gardeners achieve speed-sowing success.

Bee scientists welcome pesticides ban support • 11 Feb 2017
The decision by the Environment Secretary, Michael Gove, that the UK government will support further restrictions across the EU on the use of neonicotinoids, a family of pesticides, is warmly welcomed by bee scientists.
1. Page name

Every page must have a page name, the page URL (website address) is generated automatically from this name.

In our example we've used ‘Example News List Page’ which has created the website address /example-news-list-page/.

Figure 1 Page name CMS entry

/example-news-list-page/

Figure 2 Page name automatically generated URL
2. **Page title**

The page title appears in the grey bar at the top of the page alongside the search icon. The page title should provide some context for the content.

Note: If a page title is not entered then the ‘Page name’ (Section 1) will be used as the title.

![Figure 3 Page title CMS entry](image)

![Figure 4 Page title as rendered](image)
3. Subtitle

The H2 title for the page.

<table>
<thead>
<tr>
<th>Subtitle</th>
</tr>
</thead>
<tbody>
<tr>
<td>H3 Title appears above the introductory paragraph</td>
</tr>
</tbody>
</table>

*Figure 5 Subtitle CMS entry*

Subtitle

*Figure 6 Subtitle as rendered*
4. Introduction Paragraph

A pre-formatted introductory paragraph.


Figure 7 Introduction paragraph CMS entry

Figure 8 Introduction paragraph as rendered
5. Body

The body copy uses a rich text editor to facilitate basic style and formatting including tables for displaying data.

![Table example](image)

**Figure 9 Body CMS entry**


**Figure 10 Body as rendered**
6. News Articles

The article listing is the main function of this page.

By default, any news pages that are children of a news feed page (which have been ticked as being eligible as teasers) will appear on the news feed page in chronological order. It is possible to change the source folder for a news feed if required by selecting an alternate parent node (figure 11), for example to serve the same news in two different departments.

It’s also possible to manually select the items that appear in the list, to do this you would need to tick the ‘Manual List’ checkbox (figure 12), then add news articles in the ‘List Items’ section (figures 13 & 14).

You can control the number of results to show per page by adjusting the number in the ‘Results per page’ field (figure 15), note that this defaults to 10 and has a minimum of 10.

![Figure 11 Specify a alternate parent node](image)

![Figure 12 Manually select the news articles to appear in the list](image)

![Figure 13 Manual list items](image)
Teaser content pick list:

<table>
<thead>
<tr>
<th>Title</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example News</td>
<td>/about-us/example-news-page/example-news-article-4/</td>
</tr>
<tr>
<td>Sample Research Article</td>
<td>/about-us/example-news-page/sample-news-article-5/</td>
</tr>
<tr>
<td>Example Page</td>
<td>/about-us/more/example-basic-content-page-name/</td>
</tr>
<tr>
<td>Listening To Silent Movies short form</td>
<td>/about-us/events/listening-to-silent-movies/</td>
</tr>
<tr>
<td>Example News</td>
<td>/about-us/news/example-news-article-3/</td>
</tr>
<tr>
<td>Example News</td>
<td>/about-us/news/example-news-article-2/</td>
</tr>
<tr>
<td>Example News</td>
<td>/about-us/news/example-news-article-1/</td>
</tr>
<tr>
<td>Dummy Event Shortform</td>
<td>/about-us/events/dummy-event/</td>
</tr>
<tr>
<td>Asphine Test</td>
<td>/studying-here/asphine/</td>
</tr>
</tbody>
</table>

**Figure 14** Add another manual news article

The tag links to the department homepage.

**Figure 15** Specify the number of results to show per page
World’s First UK and Pan-European bee research to start • 19 Jun 2018

A professor at Royal Holloway, University of London will be leading a world-first study into the effects of agrochemicals on bees across the UK and Europe.

Sir David Attenborough presents some of our research • 21 Mar 2018

Two episodes of Natural Curiosities, presented by Sir David Attenborough who came to Royal Holloway to film some of our research in the School of Biological Sciences, are due to be broadcast on BBC 2.

True or not? Why the need for evidence-based answers is more important than ever • 08 Mar 2018

Every second we are bombarded with claims and counter-claims on every possible topic from climate change to cancer treatments.

Infectious disease in hoverflies linked to honeybee health • 28 Feb 2018

Scientists from Royal Holloway, Oxford University and Cornell University have shown for the first time that viruses that are harmful to honeybees are also present in hoverfly pollinators.

A step closer to bee friendly crops: researchers optimise broad beans for bees • 21 Feb 2018

Scientists from Royal Holloway and the University of Cambridge have been taking part in an experiment to optimise broad beans to increase bee visitation rates.

Using Twitter to discover how language changes • 15 Feb 2018

Scientists at Royal Holloway, University of London, have studied more than 200 million Twitter messages to try and unravel the mystery of how language evolves and spreads.

New evidence suggests a role for Curcumin and related compounds in the treatment of cancer and Alzheimer’s disease • 29 Jan 2018

It has long been believed that curcumin, has medicinal properties, but problems with its bioavailability and a lack of understanding of how it works have complicated its use.

Ants sacrifice their colony mates as parts of a deadly disinfection • 09 Jan 2018

New research from the IST Austria, in collaboration with Royal Holloway and the University of Würzburg, has found that Lasius neglectus ants sacrifice ill ants to protect their colony from infection.

New breakthrough could help gardeners achieve seed sowing success • 01 Dec 2017

Researchers from Royal Holloway, University of London, and the University of Osnabrück in Germany have found that common fungi could hold the key to help so-called hard seeds germinate.

Bee scientists welcome pesticide ban support • 11 Nov 2017

The decision by the Environment Secretary, Michael Gove that the UK government will support further restrictions across the EU on the use of neonicotinoids, is warmly welcomed by bee scientists.

Figure 16 News articles as rendered
Navigation Components
This guide gives an overview of the various navigation components available. Not every navigation component will be available for use on every page, please look at the range of components available when creating a page then refer to this guide to see their intended implementation.

Contents
Navigation Components.............................................................................................................. 1
1. Feature Carousel .................................................................................................................. 2
2. Feature Boxes ....................................................................................................................... 4
3. Image call to action ............................................................................................................... 6
4. Text call to action ................................................................................................................ 8
5. More call to action ............................................................................................................... 10
6. Image index ......................................................................................................................... 12
7. Card index ......................................................................................................................... 16
8. Text index .......................................................................................................................... 19
9. Spotlight ............................................................................................................................. 21
10. Explore Royal Holloway .................................................................................................... 23
11. Tabs .................................................................................................................................... 25
1. Feature Carousel

The feature carousel is used to showcase section content, driving users deeper into a section. The number of pages that can appear in the carousel varies by template. Each feature item will show an image, title, description and link to the source page.

The feature content pick list is automatically populated with content that can be linked to the current page. Clicking ‘add’ on an item in the pick list will add it to the currently selected call to action list if there is space. The ‘remove’ link in the bottom right hand corner of a feature item will remove it from the selected feature list.

If an external call to action is required, then the ‘Add Blank’ button allows you to customise the information that is rendered.

Figure 1 Main feature CMS entry
Feature content pick list:

- Add Blank
- Filter content

<table>
<thead>
<tr>
<th>Title</th>
<th>URL</th>
<th>Category</th>
<th>Type</th>
<th>Last Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example Feature</td>
<td>/about-us/our-history/another-example-test/</td>
<td>general</td>
<td>Feature</td>
<td>add 2018-06-19T13:37:08</td>
</tr>
</tbody>
</table>

*Figure 2 Main feature CMS entry, add a new item*

![Image of a flower and bee]

**World's First UK and Pan-European bee research to start**

A professor at Royal Holloway, University of London will be leading a world-first study into the effects of agrochemicals on bees across the UK and Europe.

*Figure 3 Main feature as rendered*
2. Feature Boxes

The sub feature boxes appear below a feature carousel and provide an additional opportunity to guide the user around a section. They are used to showcase the latest news, articles or other content. Each sub feature will show a title, description and link to the source page.

The feature content pick list is automatically populated with content that can be linked to the current page. Clicking ‘add’ on an item in the pick list will add it to the currently selected call to action list if there is space. The ‘remove’ link in the bottom right hand corner of a feature item will remove it from the selected feature list.

If an external call to action is required, then the ‘Add Blank’ button allows you to customise the information that is rendered.

![Figure 4 Sub feature CMS entry](image-url)
### Figure 5 Sub feature CMS entry, add a new item

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>WADT’18</td>
<td>We are organising the 24th International Workshop on Algebraic Development Techniques, July 2–5.</td>
</tr>
<tr>
<td>PODC’18</td>
<td>We are organising the 37th ACM Symposium on Principles of Distributed Computing, July 23–27.</td>
</tr>
</tbody>
</table>

### Figure 6 Sub feature as rendered
Image call to actions should be used to provide contextual navigation to help users navigate around a section. They should surface relevant, related content that is appropriate for a user viewing that page.

Image call to actions come in several different configurations on different template pages, the CMS entry fields are the same regardless of the way the call to actions are rendered, but the number of items allowed/required will vary.

Each item will display an image, title and have a link to help the user navigate to related content.

The teaser content pick list is automatically populated with content that can be linked to the current page. Clicking ‘add’ on an item in the pick list will add it to the currently selected call to action list if there is space. The ‘remove’ link in the bottom right hand corner of a teaser item will remove it from the selected call to actions list.

If an external call to action is required, then the ‘Add Blank’ button allows you to customise the information that is rendered.

![Image call to action CMS entry](image.png)

*Figure 7 Image call to action CMS entry*
Teaser content pick list:

<table>
<thead>
<tr>
<th>Title</th>
<th>URL</th>
<th>List Updated</th>
<th>Add/Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example Page</td>
<td>/about-us/more/example-basic-content-name/</td>
<td>add 2019-06-18T08:30:38</td>
<td></td>
</tr>
</tbody>
</table>

Figure 8 Image call to action, add a new call to action

![Financial support](image1.png)

![How to pay your fees](image2.png)

Figure 9 Example 2 image item call to action (tier 2 landing page)

![Facts and figures](image3.png)

Discover more about the university we are today, and our vision for our future.

![Our history](image4.png)

Royal Holloway began as two pioneering colleges for the education of women in the 19th century, and their spirit lives on today.

![Governance and strategy](image5.png)

Discover who's managing and leading Royal Holloway and what we want to look like by 2020.

Figure 10 Example 3 image item call to action (tier 2 landing page)

![Example Page](image6.png)

![Example News](image7.png)

![Example Page](image8.png)

![Some title](image9.png)

Figure 11 Example 4 image item call to action (basic content)
4. Text call to action

Text call to actions should be used to provide contextual navigation to help users navigate around a section. They should surface relevant, related content that is appropriate for a user viewing that page.

Select up to 4 teasers to appear as call to action text links, each item will display a title and have a link to help the user navigate to related content.

The teaser content pick list is automatically populated with content that can be linked to the current page. Clicking ‘add’ on an item in the pick list will add it to the currently selected call to action list if there is space – remembering that we can only display up to 4 items. The ‘remove’ link in the bottom right hand corner of a teaser item will remove it from the selected call to actions list.

If an external call to action is required, then the ‘Add Blank’ button allows you to customise the information that is rendered.

Figure 12 Text link call to action CMS entry

Figure 13 Text link call to action CMS entry, add a new call to action
Figure 14 Text link call to action as rendered
5. **More call to action**

Pages will either have the ‘Explore Royal Holloway’ (Section 10) or a ‘More’ module at the foot of the page.

A ‘More’ module allows the page author to select 4 pieces of related content that the user viewing their page may be interested in.

Each item will display an image, title and have a link to help the user navigate to related content.

The teaser content pick list is automatically populated with content that can be linked to the current page. Clicking ‘add’ on an item in the pick list will add it to the currently selected call to action list if there is space – remembering that we can only display 4 items. The ‘remove’ link in the bottom right hand corner of a teaser item will remove it from the selected call to actions list.

If an external call to action is required, then the ‘Add Blank’ button allows you to customise the information that is rendered.

![Figure 15 More call to action CMS entry](image-url)
Teaser content pick list:

Add Bank
Filter content

![Image of call to action CMS entry, add a new item](image16)

**Figure 16 More call to action CMS entry, add a new item**

![Image of call to action as rendered](image17)

**Figure 17 More call to action as rendered**
6. Image index

Image indexes should be used to display collections of news articles, events or research articles. The items are listed in chronological order and paginated depending on the 'Results Per Page' number.

By default, any pages that are children of an image index page (which have been ticked as being eligible as teasers) will appear on the image index page in chronological order. It is possible to change the source folder if required, for example to serve the same news feed in two different departments. It’s also possible to manually select the items that appear in the list.

![Image index parent node CMS entry](Image index parent node CMS entry)

![Image index manual list CMS entry](Image index manual list CMS entry)
Figure 20 Image index manual list CMS entry

14 of 0

Teaser content pick list:

Add Blank
Filter content

<table>
<thead>
<tr>
<th>Title</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example News</td>
<td>/about-us/example-news-page/example-news-article-4/</td>
</tr>
<tr>
<td>Sample Research Article</td>
<td>/about-us/example-news-page/sample-news-article-5/</td>
</tr>
<tr>
<td>Example Page</td>
<td>/about-us/more/example-basic-content-page-name/</td>
</tr>
<tr>
<td>Listening To Silent Movies short form</td>
<td>/about-us/events/listening-to-silent-movies/</td>
</tr>
<tr>
<td>Example News</td>
<td>/about-us/news/example-news-article-3/</td>
</tr>
<tr>
<td>Example News</td>
<td>/about-us/news/example-news-article-2/</td>
</tr>
<tr>
<td>Example News</td>
<td>/about-us/news/example-news-article-1/</td>
</tr>
<tr>
<td>Dummy Event Shortform</td>
<td>/about-us/events/dummy-event/</td>
</tr>
<tr>
<td>Apache Test</td>
<td>/studying-here/apache/</td>
</tr>
</tbody>
</table>

Figure 21 Image index manual list CMS entry, add a new item

Figure 22 Image index results per page CMS entry
Heritage Open Day ›
09 Sep 2018
Royal Holloway, University of London, welcomes the public to explore its spectacular Grade I Listed Founder’s Building, Picture Gallery, Chapel and extensive grounds.

Digital Forest ›
24 Apr - 14 Jul 2018
Digital Forest, a new installation by media artist Madi Boyd forms part of an ongoing collaboration between the artist and cognitive scientist Professor Polly Dalton.

An evening with physics and music ›
14 Jun 2018
On the occasion of 9th consecutive Condensed Matter Physics in the City conference, Royal Holloway has the pleasure to invite from the US two internationally acclaimed academics in physics and music.

Festival of History ›
03 Jun 2018
Royal Holloway, University of London invites you to join us for the second Festival of History.

Magna Carta Lecture ›
03 Jun 2018
Royal Holloway are delighted to welcome Dr Fern Riddell to give the annual Magna Carta Lecture, speaking about her new book Death in 10 minutes on the life of suffragette arsonist Kitty Marion.

Play! Festival 2018 ›
29 - 31 May 2018
After a year’s break, the annual Play! Festival returns in 2018 with the theme ‘The Arts of Democracy’.

Figure 23 Image index used for events index as rendered
World’s First UK and Pan-European bee research to start • 19 Jun 2018
A professor at Royal Holloway, University of London will be leading a world-first study into the effects of agrochemicals on bees across the UK and Europe.

Sir David Attenborough presents some of our research • 21 Mar 2018
Two episodes of Natural Curiosities, presented by Sir David Attenborough, who came to Royal Holloway to film some of our research in the School of Biological Sciences, are due to be broadcast on BBC 2.

True or not? Why the need for evidence-based answers is more important than ever • 08 Mar 2018
Every second we are bombarded with claims and counter-claims on every possible topic from climate change to cancer treatments.

Infectious disease in hoverflies linked to honeybee health • 28 Feb 2018
Scientists from Royal Holloway, Oxford University and Cornell University have shown for the first time that viruses that are harmful to honeybees are also present in hoverfly pollinators.

A step closer to bee-friendly crops: researchers optimise broad beans for bees • 21 Feb 2018
Scientists from Royal Holloway and the University of Cambridge have been taking part in an experiment to optimise broad beans to increase bee visitation rates.

Using Twitter to discover how language changes • 15 Feb 2018
Scientists at Royal Holloway, University of London, have studied more than 200 million Twitter messages to try and unravel the mystery of how language evolves and spreads.

New evidence suggests a role for Curcumin and related compounds in the treatment of cancer and Alzheimer’s disease • 29 Jan 2018
It has long been believed that curcumin, has medicinal properties, but problems with its bioavailability and a lack of understanding of how it works have complicated its use.

Ants sacrifice their colony mates as parts of a deadly disinfection • 09 Jan 2018
New research from the IST Austria, in collaboration with Royal Holloway and the University of Würzburg, has found that Lasius neglectus ants sacrifice ill ants to protect their colony from infection.

New breakthrough could help gardeners achieve seed sowing success • 01 Dec 2017
Researchers from Royal Holloway, University of London, and the University of Osnabrück in Germany have found that common fungi could hold the key to help so-called hard seeds germinate.

Bee scientists welcome pesticide ban support • 11 Nov 2017
The decision by the Environment Secretary, Michael Gove that the UK government will support further restrictions across the EU on the use of neonicotinoids, is warmly welcomed by bee scientists.
7. Card index

Card indexes should be used to display collections of contacts, departments or locations. The items are listed in alphabetical order and paginated depending on the ‘Results Per Page’ number. Note: contacts are alphabetically ordered based on the last name automatically found in the ‘Name’ field.

By default, any pages that are children of a card index page will appear on the card index page. It is possible to change the source folder if required, for example to use the global contacts source for multiple department contact lists.

Parent Node
Leave blank to list the children of the current page

<table>
<thead>
<tr>
<th>Results Per Page</th>
<th>10</th>
</tr>
</thead>
</table>

*Figure 25 Card index CMS entry*
Figure 26 Card index department listing as rendered
Figure 27 Card index contact listing as rendered
8. Text index

Text indexes should be used to display collections of links. The items are listed in alphabetical order and paginated depending on the 'Results Per Page' number.

By default, any pages that are children of an image index will appear on the image index page in alphabetical order. It is possible to change the source folder if required using the ‘Parent Node’ field. It's also possible to manually enter items to create a list.

Figure 28 Text index CMS entry, alternate source node

Figure 29 Text index CMS entry, use manual list checkbox

```
<table>
<thead>
<tr>
<th>Title</th>
<th>Link</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>Centre for Algorithms and Applications</td>
<td><a href="https://pure.royalholloway.ac.uk/portal/en/organisations/c">https://pure.royalholloway.ac.uk/portal/en/organisations/c</a></td>
<td>remove</td>
</tr>
<tr>
<td>Centre for Biomedical Sciences</td>
<td><a href="https://pure.royalholloway.ac.uk/portal/en/organisations/c">https://pure.royalholloway.ac.uk/portal/en/organisations/c</a></td>
<td>remove</td>
</tr>
<tr>
<td>Centre for Contemporary British Theatre</td>
<td><a href="https://pure.royalholloway.ac.uk/portal/en/organisations/c">https://pure.royalholloway.ac.uk/portal/en/organisations/c</a></td>
<td>remove</td>
</tr>
<tr>
<td>Centre for Distributed and Global Computing</td>
<td><a href="https://pure.royalholloway.ac.uk/portal/en/organisations/c">https://pure.royalholloway.ac.uk/portal/en/organisations/c</a></td>
<td>remove</td>
</tr>
<tr>
<td>Centre for Ecology, Evolution and Behaviour</td>
<td><a href="https://pure.royalholloway.ac.uk/portal/en/organisations/c">https://pure.royalholloway.ac.uk/portal/en/organisations/c</a></td>
<td>remove</td>
</tr>
<tr>
<td>Centre for European Politics</td>
<td><a href="https://pure.royalholloway.ac.uk/portal/en/organisations/c">https://pure.royalholloway.ac.uk/portal/en/organisations/c</a></td>
<td>remove</td>
</tr>
<tr>
<td>Centre for Islamic and West Asian Studies</td>
<td><a href="https://pure.royalholloway.ac.uk/portal/en/organisations/c">https://pure.royalholloway.ac.uk/portal/en/organisations/c</a></td>
<td>remove</td>
</tr>
<tr>
<td>Centre for Oratory and Rhetoric</td>
<td><a href="https://pure.royalholloway.ac.uk/portal/en/organisations/c">https://pure.royalholloway.ac.uk/portal/en/organisations/c</a></td>
<td>remove</td>
</tr>
<tr>
<td>Centre for Politics in Africa, Asia and the Middle East</td>
<td><a href="https://pure.royalholloway.ac.uk/portal/en/organisations/c">https://pure.royalholloway.ac.uk/portal/en/organisations/c</a></td>
<td>remove</td>
</tr>
<tr>
<td>Centre for Quaternary Research</td>
<td><a href="https://pure.royalholloway.ac.uk/portal/en/organisations/c">https://pure.royalholloway.ac.uk/portal/en/organisations/c</a></td>
<td>remove</td>
</tr>
</tbody>
</table>
```

Figure 30 Text index CMS entry, manually enetered list items

Figure 31 Text index CMS entry results per page
<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
<th>K</th>
<th>L</th>
<th>M</th>
<th>N</th>
<th>O</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>Q</td>
<td>R</td>
<td>S</td>
<td>T</td>
<td>U</td>
<td>V</td>
<td>W</td>
<td>X</td>
<td>Y</td>
<td>Z</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Displaying 1 to 10 of 37

Centre for Algorithms and Applications
Centre for Biomedical Sciences
Centre for Contemporary British Theatre
Centre for Distributed and Global Computing
Centre for Ecology, Evolution and Behaviour
Centre for European Politics
Centre for Islamic and West Asian Studies
Centre for Oratory and Rhetoric
Centre for Politics in Africa, Asia and the Middle East
Centre for Quaternary Research

Figure 32 Text index as rendered
9. Spotlight

The spotlight can be used to highlight a member of staff, story or some other content. It can contain either an image or a video alongside the name, quote and subject’s title.

A spotlight item can link to a content page using the Spotlight content link (figure 42).

![Spotlight Title CMS entry](image1)

**Figure 33 Spotlight title CMS entry**

![Spotlight Name CMS entry](image2)

**Figure 34 Spotlight name CMS entry**

![Spotlight Quote CMS entry](image3)

**Figure 35 Spotlight quote CMS entry**

![Spotlight Image CMS entry](image4)

**Figure 36 Spotlight image CMS entry**

![Spotlight Video CMS entry](image5)

**Figure 37 Spotlight video CMS entry**

Clicking on the ‘add video’ button (figure 20) adds a new video to the spotlight, the video can be a YouTube video, YouTube playlist or Vimeo video. The embed link is automatically generated when you add either a Youtube Video ID (figure 38), Youtube Playlist ID (figure 39), or Vimeo Video ID (figure 40).

Note: the related departments selection (figure 41) are not displayed in the spotlight.

![Video URL](https://www.youtube.com/watch?v=egHLK-cqPes)

**Figure 38 Youtube single video ID**
Figure 39 Youtube playlist ID

https://www.youtube.com/watch?v=5FZswhUbjzo&list=PL0NeatbfIsks4AD7mc0alvUuwq7LCTSP

Figure 40 Vimeo single video ID

https://vimeo.com/260076723

Figure 41 Spotlight video CMS entry, adding a video

Video
Up to 1 video

Please select up to 1 item

Embed link

https://www.youtube.com/embed/CdMUJvHbXF4?autoplay=0

Youtube Video Youtube Playlist Vimeo
CdMUJvHbXF4

Departments

• History • remove
• Social Work • remove

add video

Figure 42 Spotlight content link

Spotlight Content Link

Link to related spotlight page

About Us
//research-and-teaching/departments/biological-sciences/about-us/

Remove

Figure 43 Spotlight with video as rendered
10. Explore Royal Holloway

Pages will either have the ‘Explore Royal Holloway’ or a ‘More’ (Section 5) module at the foot of the page.

The ‘Explore Royal Holloway’ module is configured by the Digital Team (digital@royalholloway.ac.uk). It allows them to select from several layouts (see figure 45) and select featured content to populate that layout.

As this module appears on most pages the content should be updated regularly and appeal to a broad audience.

Each item will display an image, title and have a link to help the user navigate to related content.

The Explore module can be found in the Global components folder under the Content section of the Backoffice (see figure 44).

The content pick list is automatically populated with content from that site pillar, for example the ‘Studying Here’ explore tab should only contain content from the ‘Studying Here’ pillar of the site.

To add content to the explore module, click on the ‘Assign to item’ slot number in the content pick list (figure 46). This will add that content to the layout slot specified (slots are numbered from left to right, for example a layout of two small, one big will contain 3 slots: Slot 1 will be the left hand small item, slot 2 will be the central small item & slot 3 will be the right hand big item).

![Figure 44 Explore module CMS location](image)

![Figure 45 Explore module, Student Life CMS entry](image)
Filter content

<table>
<thead>
<tr>
<th>URL</th>
<th>Category</th>
<th>Type</th>
<th>Assign to item</th>
<th>Last Updated</th>
</tr>
</thead>
</table>

*Figure 46 Explore module CMS entry, assign to item*

*Figure 47 Explore module as rendered with 4 small items layout*
11. Tabs

Tier 2 landing pages have a flexible tab module that allows you to add any number of tabs to the page. Note: when a single tab is used, the tab framework is not rendered (see figure 53).

Each tab has a title, sub title, introduction paragraph and body copy. A tab can also have an unlimited number of teasers added to it which can be used to provide navigation to subpages.

Figure 48 Tabs CMS entry, main tab information

Figure 49 Tabs CMS entry, tab teasers
Teaser content pick list:

Add Blank
Filter content

<table>
<thead>
<tr>
<th>Title</th>
<th>URL</th>
<th>Last Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example Page</td>
<td>/about-us/more/example-basic-content-page-name/</td>
<td>add 2018-06-18T11:57:38</td>
</tr>
</tbody>
</table>

*Figure 50* Tabs CMS entry, add a new teaser to a tab

*Figure 51* Tabs CMS entry, add a new tab

<table>
<thead>
<tr>
<th>Undergraduate</th>
<th>Postgraduate</th>
<th>Research degree</th>
</tr>
</thead>
</table>

See how to apply, find out about entry requirements and find your course.

You can apply to study at Royal Holloway online through UCAS.

Find your course •
Search our wide range of courses and find the one that’s right for you

How to apply to be an undergraduate •
Find out all you need to know about applying to study as an undergraduate student at Royal Holloway

Entry requirements for an undergraduate •
Find out all you need to know about entry requirements to study as an undergraduate at Royal Holloway.

Clearing and adjustment •
Find out all you need to know about applying to study at Royal Holloway through clearing and adjustment.

Undergraduate offers •
Find out all you need to know about undergraduate offers to study at Royal Holloway.

Chat with our students •
Our students are here to help answer any of your questions about life here at Royal Holloway.

*Figure 52* A Tier 2 landing page with 3 tabs as rendered
Figure 53 A Tier 2 landing page with a single tab as rendered
Tier 2 Landing

This template and its structure serve as a secondary landing page where needed. Its purpose is to surface engaging and useful information to help users get to the content they need to complete their tasks quickly and easily.

This template’s main capability is to collate content from within a section, beneath the secondary navigation level. Recommendation is to use this page sparingly to ensure structural continuity throughout site.

Contents

Tier 2 Landing ...................................................................................................................... 1
Overview ............................................................................................................................ 2

1. Page name .................................................................................................................... 3
2. Page title ....................................................................................................................... 4
3. Hero ............................................................................................................................... 5
4. Subtitle ........................................................................................................................... 7
5. Introduction Paragraph ............................................................................................... 8
6. Body ............................................................................................................................... 9
7. Tabs ............................................................................................................................... 10
8. Large image call to action .......................................................................................... 12
9. Small image call to action .......................................................................................... 14
Overview

2. Title

3. Hero

4. Subtitle

5. Introduction Paragraph

6. Body

7. Tabs

8. Large image call to action

9. Small image call to action
1. Page name

Every page must have a page name, the page URL (website address) is generated automatically from this name. In our example we’ve used ‘Example Tier 2 Landing’ which has created the website address /example-tier-2-landing/.

![Figure 1 Page name CMS entry](image)

/example-tier-2-landing/

![Figure 2 Page name automatically generated URL](image)
2. Page title

The page title appears in the grey bar at the top of the page alongside the search icon. The page title should provide some context for the content.

<table>
<thead>
<tr>
<th>Title</th>
<th>Tier 2 Landing Page</th>
</tr>
</thead>
</table>

*Figure 3 Page title CMS entry*

*Figure 4 Page title as rendered*
3. **Hero**

Hero’s can contain both images with titles or plain titles. To select an image, click on the ‘Select image’ button under ‘Add a new Hero’. On an image hero, if no title is entered into the ‘Title’ box then the ‘Page title’ is used automatically – this appears over the top of the image as shown in figure 8.

![Figure 5 Hero CMS entry](image)

**Add a new Hero**

- Add Blank
- Select Image

![Figure 6 Hero CMS entry, add a new item](image)

**Select media**

![Figure 7 Hero CMS entry, Select Image overlay](image)
4. Subtitle

The H2 title for the page.

Subtitle

Page Subtitle

Figure 9 Subtitle CMS entry

Page Subtitle

Figure 10 Subtitle as rendered
5. Introduction Paragraph

A pre-formatted introductory paragraph.

![Introduction Paragraph](image1)

**Figure 11 Introduction paragraph CMS entry**


**Figure 12 Introduction paragraph as rendered**
6. Body

The body copy uses a rich text editor to facilitate basic style and formatting including tables for displaying data.

**The standard** Lorem Ipsum passage, used since the 1500s

"Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum."

Section 1.10.32 of "de Finibus Bonorum et Malorum", written by Cicero in 45 BC

"Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugitt, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt. Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit, sed quia non numquam eius modi tempora incidunt ut labore et dolore magnam aliquam quaerat voluptatem. Ut enim ad minima veniam, quis nostrum exercitationem ullam corporis suscipit laboriosam, nisi ut aliquid ex ea commodi consequatur? Quis autem vel eum iure reprehenderit qui in ea voluptate velit esse quam nihil molestiae consequatur, vel illum qui dolorem eum fugiat quo voluptas nulla pariatur?"

1914 translation by H. Rackham

---

Figure 13 Body CMS entry

---

The **standard** Lorem Ipsum passage, used since the 1500s

"Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum."

Section 1.10.32 of "de Finibus Bonorum et Malorum", written by Cicero in 45 BC

"Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugitt, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt. Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit, sed quia non numquam eius modi tempora incidunt ut labore et dolore magnam aliquam quaerat voluptatem. Ut enim ad minima veniam, quis nostrum exercitationem ullam corporis suscipit laboriosam, nisi ut aliquid ex ea commodi consequatur? Quis autem vel eum iure reprehenderit qui in ea voluptate velit esse quam nihil molestiae consequatur, vel illum qui dolorem eum fugiat quo voluptas nulla pariatur?"

1914 translation by H. Rackham

---

Figure 14 Body as rendered
7. Tabs

The main functionality of this page template is the flexible tab module, this module allows you to add any number of tabs to the page. Each tab has a title, sub title, introduction paragraph and body copy. A tab can also have an unlimited number of teasers added to it which can be used to provide navigation to subpages.

![Figure 15 Tabs CMS entry, main tab information](image)

![Figure 16 Tabs CMS entry, tab teasers](image)
Teaser content pick list:

Add Blank
Filter content

<table>
<thead>
<tr>
<th>Title</th>
<th>URL</th>
<th>Last Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example Page</td>
<td>/about-us/more/example-basic-content-page-name/add</td>
<td>2018-06-18T11:57:38</td>
</tr>
</tbody>
</table>

Figure 17 Tabs CMS entry, add a new teaser to a tab

Add Tab

Figure 18 Tabs CMS entry, add a new tab

<table>
<thead>
<tr>
<th>Tab 1 title</th>
<th>Tab 2 title</th>
</tr>
</thead>
</table>

Subtitle 1

Integer et nulla quis purus rhoncus malesuada ac nec quam. Nunc et magna sit amet ex semper porttitor luctus vel nulla.


Applying Test •
Some info about applying

Example Page •
Shortform

Example Page •
Shortform

Figure 19 Tabs as rendered
8. Large image call to action

Select up to 2 teasers to appear as call to action items, each item will display an image, title and have a link to help the user navigate to related content. The teaser content pick list is automatically populated with content that can be linked to the current page. Clicking ‘add’ on an item in the pick list will add it to the currently selected call to action list if there is space – remembering that we can only display up to 2 items. The ‘remove’ link in the bottom right hand corner of a teaser item will remove it from the selected call to actions list.

If an external call to action is required, then the ‘Add Blank’ button allows you to customise the information that is rendered.

![Teaser content pick list](image)

**Figure 20 Large image call to action CMS entry**

**Teaser content pick list:**

<table>
<thead>
<tr>
<th>Add Blank</th>
<th>Filter content</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title</th>
<th>URL</th>
<th>Last Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example Page</td>
<td>/about-us/more/example-basic-content-page-name/</td>
<td>2018-06-18T11:57:38</td>
</tr>
</tbody>
</table>

**Figure 21 Large image call to action CMS entry, add another teaser**
Figure 22 Large image call to action as rendered
9. Small image call to action

Select up to 3 teasers to appear as call to action items, each item will display an image, title and have a link to help the user navigate to related content. The teaser content pick list is automatically populated with content that can be linked to the current page. Clicking ‘add’ on an item in the pick list will add it to the currently selected call to action list if there is space – remembering that we can only display up to 3 items. The ‘remove’ link in the bottom right hand corner of a teaser item will remove it from the selected call to actions list.

If an external call to action is required, then the ‘Add Blank’ button allows you to customise the information that is rendered.

**Figure 23 Small image call to action CMS entry**

**Teaser content pick list:**

<table>
<thead>
<tr>
<th>Title</th>
<th>URL</th>
<th>Last Updated</th>
<th>Add Blank</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example Page</td>
<td>/about-us/more/example-basic-content-page-name/</td>
<td>2018-06-18T11:57:38</td>
<td>Add</td>
</tr>
</tbody>
</table>

**Figure 24 Small image call to action CMS entry, add another teaser**
Figure 25 Small image call to action as rendered