Template Name: Welcome Page 4

Intended Use: Main home page.

Here is a sample of the default home page you’ll receive when you request a SOM MOSS site. The large image on this page is 948 x 230 pixels.

The copy in the three text content regions should be concise and highlight information within your site. These are fixed regions and will not expand beyond these establish sizes. Please note: the left hand column of this template is one solid region to allow for additional flexibility. The other home page template (on page two of this guide) has three separate regions in the left hand column.

The right hand region uses the home page tabs format. The tabs on the home page can only contain up to four tabs. You should provide a link to more information for content each item.

This example also highlights an information box that can be found in the reusable content library in the following location: Reusable Content/Content Design Elements/Information Boxes/Contact Info (short). It’s a generic template, so you’ll need to tailor the information in the box to meet your specific needs.

Caveats:

- This is a fixed region template. The copy in the three text content regions should be concise and highlight information within your site. The white text regions are fixed and will not expand beyond these establish sizes, so content will need to be concise. If you put more text into the content regions, the template will not look right.
- The middle region can be used for an image list or just text as in this example.
- This template can also have the sliding blocks between the image and the content as in the Welcome Page 4 (alternate) example below.
- Content within the tabs will display differently in Internet Explorer (IE) and Firefox. A common issue we’ve noticed is that content will fit into the content region when viewed in IE, but not when viewed in Firefox.
Template Name: Welcome Page 4 (alternate)

Intended Use: Complex main home page.

Here is a sample of the complex home page. If you’d like to use this design, please contact Michael G. Miller or Tyler Schultz and they will get the initial page set up for you.

A few additional features on this home page are:

- **Blue sliding blocks** – This feature is intended to highlight four main sections or themes of your site. When the user passes over the block, it will slide up and an arrow will appear. The blocks have hyperlinks on them for users to obtain additional information. These are great for highlighting your core missions or main categories of your site.

- **How may we help you?** – This feature helps specific user groups (audiences) locate information on your site. First you’ll define your users, then you’ll select the most relevant information on your site and add links to it. For example, the SOM home page has a Student category with links to student pages such as financial aid and admissions. This feature can be used on other pages of your site and was designed for the smaller side columns of a page.

- **Image List** – This feature is a great way to highlight sections of your site. It should be updated frequently to keep your home page looking fresh. It is designed to have three items in the list and a short description about each. The descriptions should not be longer than four lines of text. The image size for this icon list is 117 x 83 pixels.

Caveats:

- The additional elements on this home page will require more advanced HTML and coding skills. Some elements like the image list can be edited with the text editor, but others can only be edited with the HTML source editor like the sliding blocks and the How may we help you features.

- This is a fixed region page. You only have a short amount of space to add content to the page. It was designed this way to give users short chunks of information about a lot of different sections of your site. Once they find something they like, they can link to additional information.
**Template Name:** UCD Section Home 1

**Intended Use:** *Introduce a section of your site.*

Here is a sample of a landing page for each section within your website. This template uses the 2 column layout with a large image across the top. This 2 column grid template should be used on section landing pages and other introductory pages within the site.

The information below the main image can be text or a mixture of text and images. If you use the Image List on this page, there should be no more than one line of text for the header, and no more than 3 lines of text for the content. On the page pictured, there is a call-to-action box. The image in the call-to-action is 200x74 pixels. The main image is 712x230 pixels.

The global navigation is located along the top of every page. You are limited on the number of links and the length of the text in each link. You do not want the global navigation to wrap on two lines, it was not designed to work this way and will not look good. The general rule of thumb is that seven links fit across the top, but it depends on the character length of each link.

The local navigation is located along the left hand side of all the pages except for the two home page options. It is intended to provide users with links to more information about each main section of the site. You can only have two levels in the navigation hierarchy (i.e., you can have a main heading like Admissions and then one indented level of links like the Applying or Financial Aid links in this example).

**Caveats:**

- The Image List was specifically designed for this template. If you choose to use it in another template you may encounter issues when it is displayed in browsers other than Internet Explorer, such as Firefox. The Image List is located in the reusable content library in the following location: Reusable Content/Schools and Colleges/SOM/Top Level. Please note: this Image List is different than the one available for the home page.
**Template Name:** Department Home (Local Navigation)

**Intended Use:** Introduce a sub-section of your site.

Here is a sample of a landing page for each sub-section within your website. You can also use this for a section landing page.

The main image on this page is the same size as the main image on a section home page, which is 712x230 pixels. The difference between this template and the section home is the availability of an additional editable region on the right hand side of the main content region. The region allows you to place content, images, tables, tabs, etc. next to the main content. The region is 200 pixels wide and will run as long as the page.

This page has a good example of the headline and sub-headline. The headline is Verdana Bold font, 16 pixels high, and the color is Hex code #355D83. The sub-headline is Verdana Bold font, 11 pixels high, and the color is Hex code #355D83.

The search feature is located at the top of every SOM page. It’s located in the header. The search can be refined by changing the default search scope to only search your site, the page the user is on, all of the University, and may other locations. Click the drop-down arrow next to the first box and become familiar with the additional options users can use to refine their search scope. **HINT:** you can set the default search scope in your Site Setting menu by clicking on the Custom Search Scope under the Your UCD Site Settings heading. Consider setting the default search scope to just your site to help users locate information within your site.
Template Name: Content Page 1

Intended Use: Content page within your site.

This template should be used for pages deeper within the site. The 3 column template allows for more information boxes to be presented and more specific information about a particular topic.

Please balance the information boxes on the right and left columns (do not have all information on one column). The information boxes should only have information relevant to the page that it is on. Ideally each information box should not have over 12 lines of text.

This page has an image placeholder which is designed for images 206x156 pixels in dimension. You do not need to use an image. If the image placeholder is blank, the text will simply flow over the location where the image would be located.

On this page, the School of Medicine used an information box that Facilities Management developed for their site. It’s a great way to reuse standardized information across the University. This specific information box is located in the reusable content library in the following location: Reusable Content/Administrative Departments/Facilities Management/Parking – Anschutz.
Template Name: UCD Content Page 2

Intended Use: Content page within your site.

Use this template when you need to have a lot of content on the page. It still allows for some calls-to-action in the left hand column, but it is intended to serve as a main content page.

Here is a sample of a 2 column template that is not a landing page. This layout allows more space for general information than a three column template. This version of a 2 column page cannot contain any free floating images in the body text area, unless the images are contained in highlight boxes. Headers cannot extend beyond 2 lines of text.

The image on this page is the same size as the image on the three column template. It’s 206x156 pixels. You’ll also notice an additional element on this page that is called the Accordion Web Part. It is a great way of rolling up large amounts information into a short space. By default, all the content section items are closed. In this example, you’ll notice that one content section is opened simply by clicking on a heading. We have two sizes of Accordion Web Parts. For the two column template, use the 670 pixels wide web part, for the three column use the 440 pixels wide web part.

Caveats:

- The Image List will appear correctly on this page in Internet Explorer, but not in Firefox. It was not designed for the interior content pages.
- Notice the use of bullets on this page. They are a great way summarize information and present it to the user in manageable chunks.
- The Accordion Web Part loads on the page with all the rows closed, it does not open any of the items until the heading is clicked by the user.
- The Accordion Web Part is similar to the tabs template in that it hides content.
- Content within the Accordion Web Part does not print unless one of the rows is opened by the user.
- The Accordion Web Part cannot be edited in the text editor. It must be edited in the HTML source editor.
Template Name: UCD Tabs Template

Intended Use: Organizing similar information on a single page.

The tabbed section on a 2 column template cannot exceed 5 tabs. This is a great template for displaying faculty bio information. Use the image placeholder for the faculty member’s picture, use the headline/sub-headline for their name and credentials, use the text region for the standard set of information every faculty member will have, and use the tabs for additional information about the faculty member, such as publications, awards, etc. It’s a great way to make a really long faculty bio page much shorter by organizing information into tabs.

Caveats:

- There is a character limit of 25 characters per tab name.
- Tab pages can be used to summarize or preview information with hyperlinks to funnel users to more information.
- Tab pages can also be used to turn a really long page into a shorter page with content residing within the tabs rather than running down the page.
- When using tabs, make sure the first tab contains the most important information you wish to present.
- Tabs hide content, so be aware that some users might miss information on tabs that are not displayed when the page loads.
- Even though the content in the tabs is hidden on the page, multiple tab content will show up if the page is printed.
- Use the tabs template when you need to use the tab feature. There are a few other options for tabs (i.e., there is reusable content tab format and a Tab Web Part), but the School of Medicine only supports the tabs template. It is much easier to use than either of the other options.
**SITE Template Name:** Public Web Forms

**Intended Use:** Collect information from anonymous users via an online form.

To use this form you’ll need to create a Public Web Form sub-site. This web form is intended to collect information from online users. It is not a standard page template, it is a site template. It comes with two pages and can only have two pages on the entire form site. One page is used to collect information (the image to the right is an example of the standard contact information form) and the other page is the confirmation page telling users their form has been submitted.

This form is great for collecting feedback on your site or registering for conferences/meetings. These are just two common examples. The Public Web Form site templates are very versatile and should meet most of your online forms needs.

**Caveats:**

- Users do not need to be logged into the system to fill out this form.
- This form is an anonymous access form, meaning that when a user submits the form no user specific information is collected by default. Specific user information is only collected if you choose to add those fields to the form.
- All the information collected from this form is stored in a SharePoint list called Responses within the Public Web Form site.
- In order to add text above the form, you’ll need to add a Content Editor Web Part to the page.
- You cannot add additional pages to the form sub-site. It was intentionally built to only have two pages, the form page and the confirmation page.
- You can fully customize the input fields of the form. This is just an example of the default form.
- You can set alerts on the SharePoint list to send emails every time someone submits a form or you can set custom workflows on the SharePoint list to automate routine tasks.

**Note:** You’ll need to add a CEWP to the page.
School of Medicine Template Style Guide

Headers

H1  Verdana, 25pt, Bold, hex: #000000

H2  Verdana, 20pt, Bold, hex: #355D83

H3  Verdana, 14pt, Bold, hex: #355D83

H4  Verdana, 16pt, hex: #355D83

H5  Verdana 16pt, hex: #872434

H6  Verdana, 16pt, Bold, hex: #872434

This is what it will look like.

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