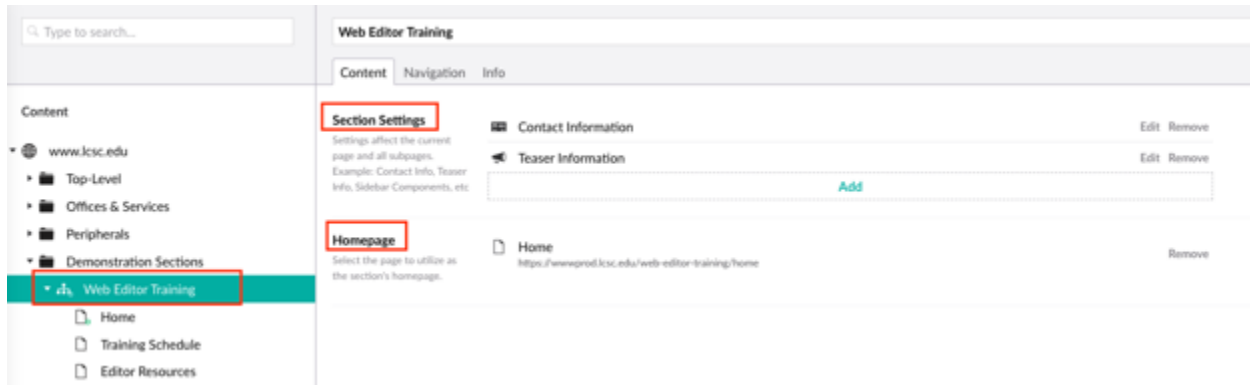


# Component Quick Reference Guide

## Site Level

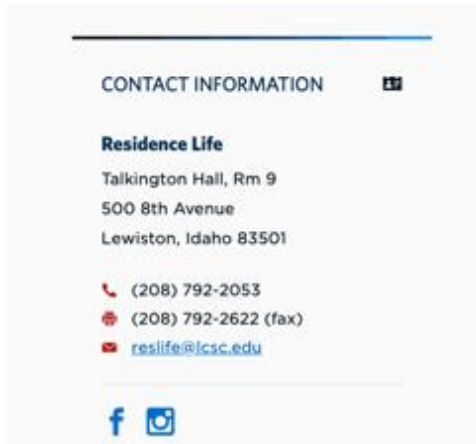
### Section Settings

Fill out the 'Contact Information' and 'Teaser Information' for the top site node. You will also want to make sure the Homepage is selected on this page. The contact and teaser info will propagate down to all your pages. If you have a page that needs different teaser or contact info, then fill out that information on that page.



### Contact Information

This information will be used to populate the directory. This will also be displayed on to the contact information block on the left side of your page.

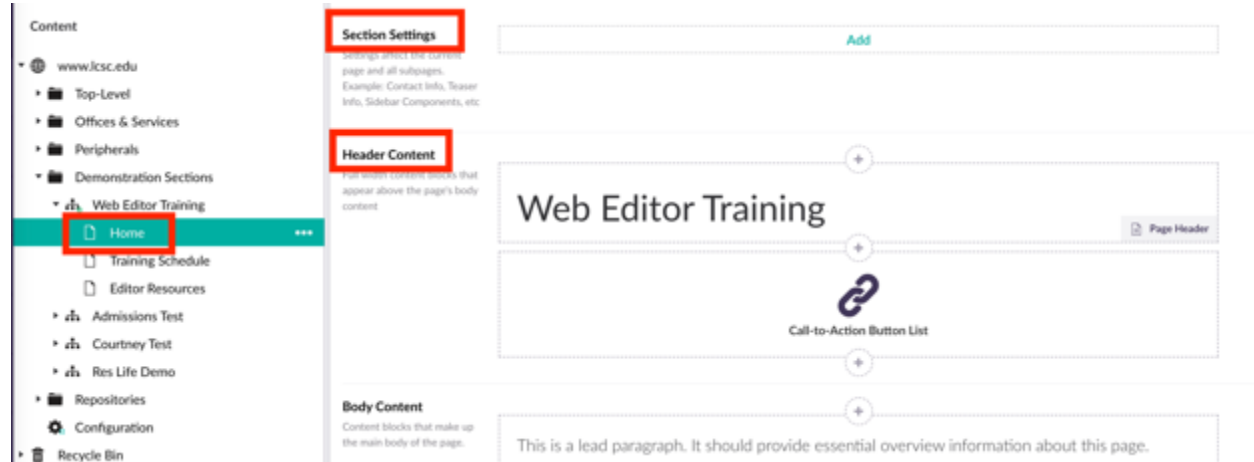


### Teaser Information

Information entered here will be used to feed the teaser list component used in the body content and post-body content. Fill out this information completely. See 'Teaser List' for additional information. You will not be able to preview this information on your page. It can only be viewed through a Teaser component.

## Page Level

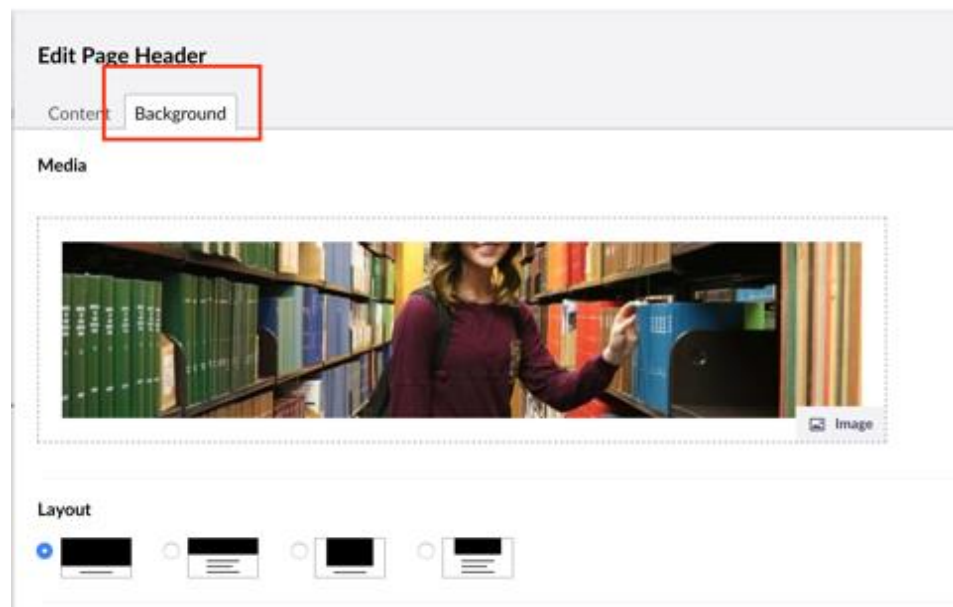
At the page level you also have the Section Settings section. Changes here will affect only the page and subpages.



## Header Content

### Page Header

Homepage Page Header should have the node name in the Page Header. If your page is labeled as Information Technology, then the Page Header should read as Information Technology. View more options for the Page Header on the Background tab.



The layout options allow you to change the image size for the Page Header. Homepages should always have the largest image (image on the far left). As you create subpages you will choose the other layout options. Your website should get less visually interesting as the user navigates down through the pages.




Capitalization for the Headers should use Title Case formatting:

### Title Case (Example)

The first word is always capitalized.      All principal words are capitalized.

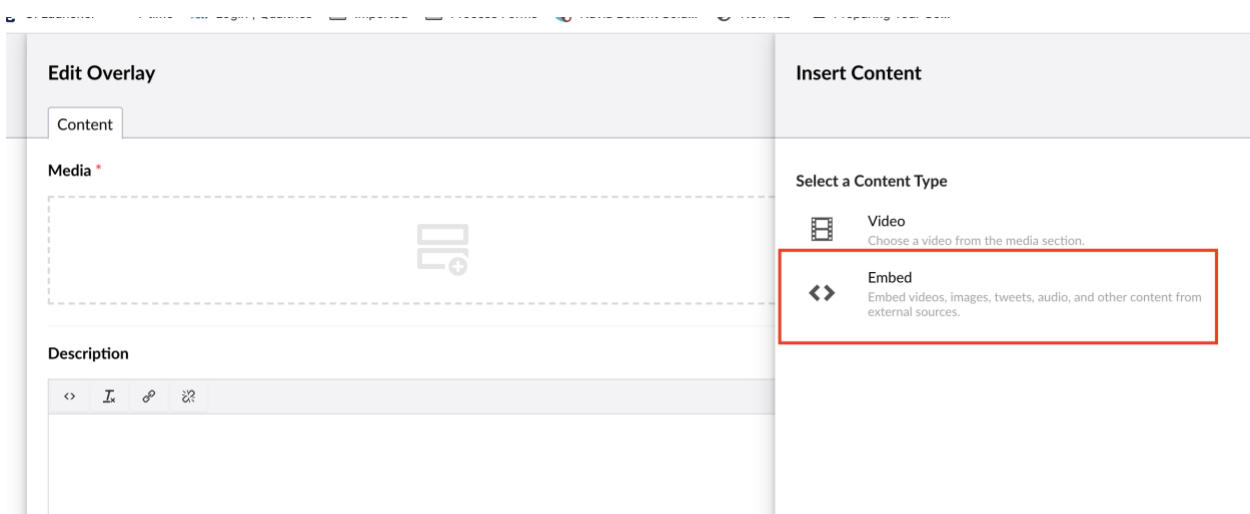
**The Last of the Mohicans**

Non-principal words (articles, prepositions, and conjunctions) are not capitalized.

articles	prepositions	conjunctions
 not capitalized	examples:  not capitalized	examples:  not capitalized

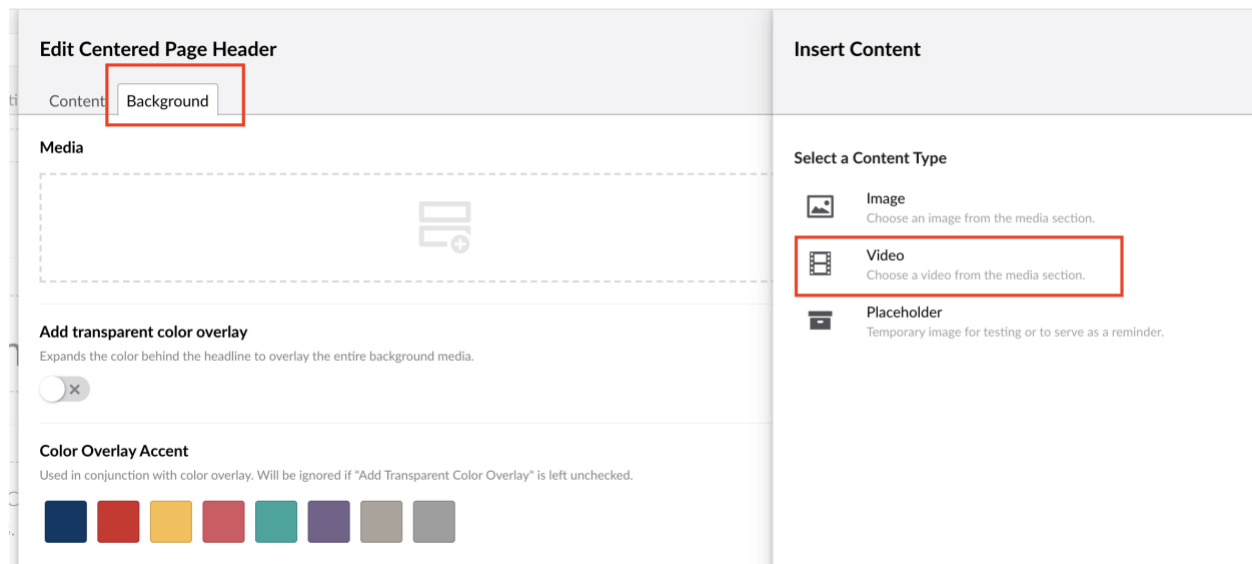
### Centered Page Header

This is similar to the Page Header listed above but also allows you to add a video overlay and/or a video in the background. When adding a video overlay you need to use the Embed option:



The screenshot shows a content editor interface with two main panels: 'Edit Overlay' on the left and 'Insert Content' on the right. The 'Edit Overlay' panel has a 'Content' tab, a 'Media' section with a dashed box and a plus icon, and a 'Description' section with a rich text editor toolbar. The 'Insert Content' panel has a 'Select a Content Type' section with two options: 'Video' (Choose a video from the media section.) and 'Embed' (Embed videos, images, tweets, audio, and other content from external sources.). The 'Embed' option is highlighted with a red box.

Since the overlay is on top of the page you still need to choose a background. You have the option to select a video or image. This video shouldn't include audio as it won't be audible within the header. Only Marketing-approved videos can be chosen.



## Call-To-Action Button List

A call to action (CTA) is a prompt on a website that tells the user to take some specified action. A call to action is typically written as a command or action phrase, such as 'Sign Up' or 'Buy Now' and generally takes the form of a button or hyperlink.

This component should only be used on the homepage.

## Body Content

### Heading

Headings help users, search engines, and screen readers read and understand text. For example, they act as signposts for the readers and make it easier for people to understand what a post or page is about. Headings also define which parts of your content are important and show how they're interconnected.

Don't choose your headers based on how they look. The H2-H6 should be used in accordance to the hierarchy of data. The Page Header on your page will always be an H1 (that is set by default). The first heading on your page will be an H2. Then the flow of it will depend on your content.

- H2: Why we think ballet shoes are awesome
  - H3: They don't just come in pink!
  - H3: They're good for more than just dancing
  - H3: They're not as expensive as you think

- H2: Where should you buy your ballet shoes?
  - H3: The 10 best ballet equipment websites
  - H3: Our favorite local dancing shops

### Lead Paragraph

A good lead is enticing. It beckons. It promises the reader their time will be well-spent and sets the tone and direction of the piece. All great content starts with a great lead. Should only be a few sentences.

Examples:

<https://www.hamilton.edu/after/find-your-future>

<https://www.hamilton.edu/about/just-the-facts>

<https://www.hamilton.edu/about/know-thyself>

<https://www.hamilton.edu/after/student-internship-news>

<https://wwwprod.lcsc.edu/res-life-demo/home>

### Rich Text

Used for creating paragraphs, links, and lists. Break up sections of text with the 'Heading' component.

### Media

Insert images and videos. These should be images that have purpose on your page. Not just something to help break up text or for imagery reasons.

### Embed

Embed videos, images, tweets from external sources.

### Teaser List

Promote a page or get visitors to jump off to other pages by adding a teaser. Promoting an existing page requires that the site editor of the page has filled out the 'Teaser Information' listed in 'the Section Settings'.

Each teaser should have the same look meaning that if one teaser has a description, then they all should. Description in teaser should be the same length (or as close as possible). People are skimming these teasers to find their jumping off point to the info they need.

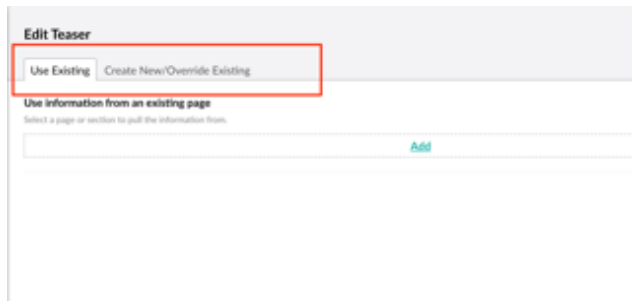
The screenshot shows a website management interface. On the left is a sidebar with a search bar and a list of site nodes. The 'Information Technology' node is highlighted in green, with a red arrow pointing to it. The main content area is titled 'Information Technology' and has tabs for 'Content', 'Navigation', and 'Info'. Under 'Section Settings', there are two sections: 'Contact Information' and 'Teaser Information', both highlighted with red boxes. Below these is a text input field with an 'Add' button. Further down is a 'Homepage' section with a 'Home' link and a 'Remove' button.

Teaser information entered on the top site node will cascade down through all the pages. If you want a different teaser on a specific page, then go to that page and fill out the teaser information.

Teasers added into the body content section look like this:

The image shows three examples of teasers on a website. Each teaser consists of a small image on the left and a text block on the right. The first is 'Find a place to live', the second is 'Sign up for a meal plan', and the third is 'Get involved in campus life'. Each has a title, a short paragraph of text, and a link.

When using teasers there are three options: Use Existing, Override Existing, or Create New



## Use Existing

If you want to tease/promote a page that is already created, then select the 'Use Existing' tab and choose the page from the tree. For example, Residence Life might want to add a teaser from Campus Recreation. If Res Life inserts the teaser but it shows up blank when previewing the page, it is because Campus Rec doesn't have their teaser filled out. Check the master list of editors and notify the Campus Rec editor that you want to tease their page.

## Override Existing

This tab is dual purposed. You can create a new teaser (described in the next section) or override parts of a teaser used from another page. Refer to the example listed in the 'Use Existing' section above to use an existing. If Campus Rec's teaser worded their description differently than what you want for your page, you would follow the steps in 'Use Existing' but then go to the 'Create New/Override Existing' tab and make the changes. This is an override. You can't add.

## Create New

Allows you full control to create your own teaser. It doesn't have to point to a specific page but instead can be a jumping off point to get visitors to most visited spots on your page. The example above is an example of creating your own teaser. The headers should be action-oriented and consistent. Your teaser can ask a question, but so should the other teasers in your list.

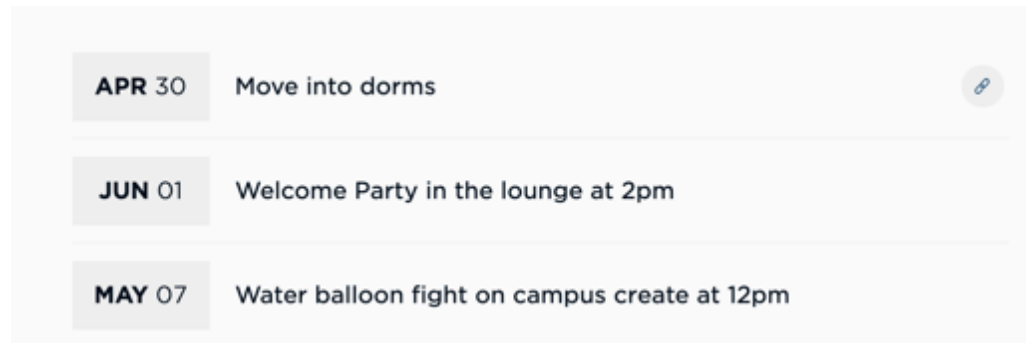
## Table

Used for numeric data. Not to be used for formatting content. Screen readers need to be able to read the information correctly.

## Date List

Create a list of dates with descriptions and optional links.

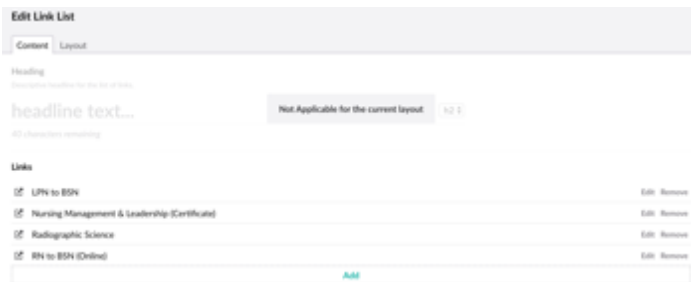
Do not capitalize word unless used in the official name of a program or event (such as Welcome Party).



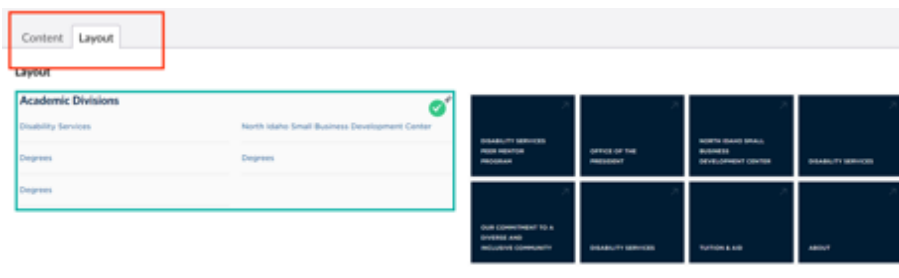
## Link List

Insert a formatted list of links. After adding links, you can rearrange them by dragging them to a different spot.

Headlines for Link list should use Title Case (described in the Page Header section) if it is five words or fewer. Longer sentences should use normal styling where only the first letter is capitalized.



Two formatting options:



## Collapsible panels

Use when users only need to see a subset of data at any given moment. FAQs are a good example of using collapsible panels. Do not use Collapsible panels to hide data.

Below is an example of a good use of panels. This is from another site (not LCSC).

## Collapsed:



## Need-based Grants

FEDERAL	<b>Pell Grant</b>	+
FEDERAL	<b>Supplemental Education Opportunity Grant (SEOG)</b>	+
STATE	<b>General Information</b>	+
STATE	<b>Pennsylvania Higher Education Assistance Agency (PHEAA) Grant</b>	+

Opened:

## Need-based Grants

FEDERAL	<b>Pell Grant</b>	×
	<ul style="list-style-type: none"><li>• Awarded to students with the highest federal financial aid eligibility.</li><li>• For 2019-20, awards range from \$650 to \$6,195.</li><li>• If you become Pell-eligible <b>after</b> we receive and review your tax and verification information, previously awarded Bucknell Need-based Grants are reduced dollar for dollar.</li></ul>	
FEDERAL	<b>Supplemental Education Opportunity Grant (SEOG)</b>	+
STATE	<b>General Information</b>	×
	<p>Many states provide funds for post-secondary education and many are transferable to out-of-state institutions, including those received by residents of AL, CT, DE, DC, MD, MA, NE, OH, RI, VT and WV. State grants awarded to residents of NY and NJ are not transferable to colleges and universities in PA. Students should apply to their state grant programs by filing the appropriate application form or by releasing the data to the state on the FAFSA. FAFSA instructions list the deadline dates for filing the form as a state grant application.</p>	

Tabbed panels

Tabbed panels are only able to be viewed on larger screens. Many phones and smaller screens will convert the tabbed panel view to collapsible as there isn't enough width to view it in tabbed panels.

Tab content should be related. The module tabs design pattern implies that there is a relationship between information displayed on each pane, therefore you should have content that can be logically grouped together.

## How to Print

There are two ways to submit jobs for printing from your own computer - Email or Upload.

Email your print job

Upload your print job

Log into your LCMail and send your document or picture file as an attachment to:

- warriorprint@lsc.edu for Black and White prints
- warriorprint\_color@lsc.edu for Color print

Your document is now in your [WarriorPrint Center](#). You can make changes to the document or you can proceed directly to a release station to print the job.

## Special

Academic Calendar

Used only by the Registrar's Office.

## Post-Body Content

**Section Settings**  
Settings affect the current page and all subpages.  
Example: Contact Info, Tester Info, Sidebar Components, etc.

**Header Content**  
Full width content blocks that appear above the page's body content.

**Body Content**  
Content blocks that make up the main body of the page.

**Post-Body Content**  
Full width content blocks that appear below the page's body content.

Components added here will span the full width of the page. Do not overuse these components. They are used to conclude your page or can be used to have people jump off to supplementary pages. If you are unsure whether to use one, error on the side of caution and don't put one on your page or ask the web team for help.

## Section Header

**Visit LC State**

We look forward to reopening campus so that you can experience our beautiful campus and exceptional facilities in person.

SCHEDULE YOUR VISIT



## Basic Components

All the components here are what you would find in the Body Content Section.

### Link List

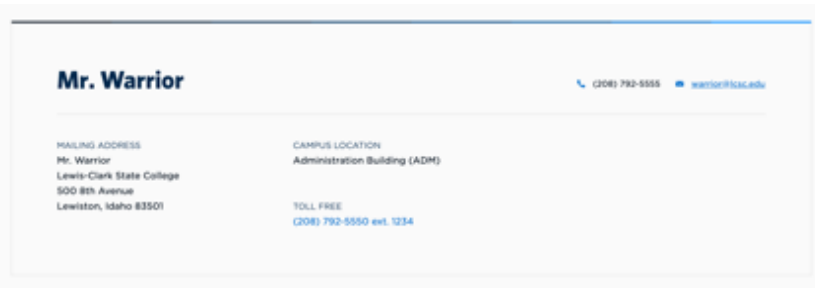
Same as the Body Content component.

### Call-to-Action Button List

Same as the Header Content component.

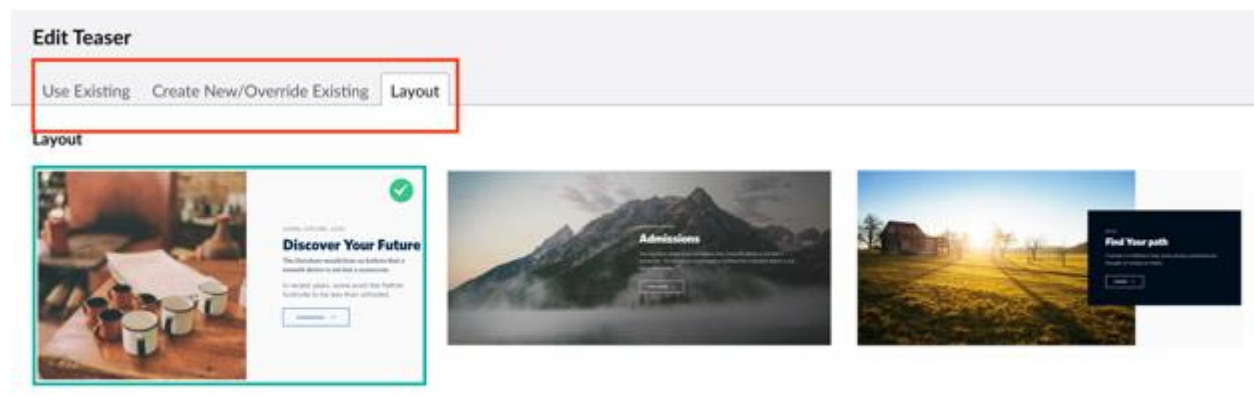
### Contact Information

Full width component that will be different than the contact that is listed on the right hand side of the page.



## Teaser

Same concept as Teaser List but only one will be displayed. Also includes different layout options.

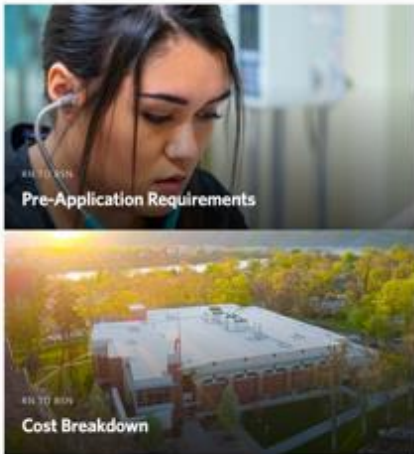


## Teaser List

Same as the Body Content component.

## Multi-Level Teaser

Presenting teasers in a hierarchy. The Parent Teaser contains the bulk of the information. The child teasers are related to the parent.



NURSING DEGREE

## Your path to a BSN Degree

Online education designed for working RNs

This track is for nurses who already have their RN license (or are currently in an Associate degree RN program) and wish to further their education by obtaining a Bachelor's degree in Nursing. This online program will expand your knowledge and skills beyond the clinical aspects of nursing.

[RN TO BSN](#)

### Edit Multi-Level Teaser

Content

#### Parent Teaser

[Add](#)

#### Child Teasers

[Add](#)

## Parent Teaser Info

**Lead-in Title**  
Add context to the Title by adding an accent, lead-in, category, or label.

Nursing Degree

---

**Title**  
Encourage readers to explore with a gripping headline. Approx. 25 characters.

**Your path to a BSN Degree** h2 ↕

15 characters remaining

---

**Subtitle**  
Support the Title by explaining more, focusing on the why, or encouraging action.

Online education designed for working RNs


---

**Description**  
Convey essential information, set the tone, and entice people to continue exploring this section. Approx. 150 characters.

This track is for nurses who already have their RN license (or are currently in an Associate degree RN program) and wish to further their education by obtaining a Bachelor's degree in Nursing. This online program will expand your knowledge and skills beyond the clinical aspects of nursing.

---


**Primary Link**  
If only one link is displayed, it will be this one.

 [RN to BSN](#) Edit Remove

## Child Teaser info

Primary link label doesn't show in the multi-level teaser. The picture will be clickable.

**Media**

 Image

---

**Lead-in Title**  
Add context to the Title by adding an accent, lead-in, category, or label.

RN to BSN

---


**Title**  
Encourage readers to explore with a gripping headline. Approx. 25 characters.

**Pre-Application Requirements** h2 ↕

12 characters remaining

---

**Primary Link**  
If only one link is displayed, it will be this one.

 [Do I qualify?](#)