





University of Memphis













Microsite Implementation Guide

Microsite Structure

A newly created site will have a skeleton structure created with the files needed to configure a microsite and its subpages. This is the skeleton structure of a new microsite.

<input type="checkbox"/>		Name ▲
<input type="checkbox"/>		about
<input type="checkbox"/>		config
<input type="checkbox"/>		index.pcf

In the top level *config* directory are files that define content for the entire microsite.

<input type="checkbox"/>		Name		Status	Modified
<input type="checkbox"/>		buttons			4/3/15 9:03 AM
<input type="checkbox"/>		callout.pcf	2.9K		3/25/15 7:28 AM
<input type="checkbox"/>		sidebar_buttons.pcf	1.4K		3/25/15 6:50 AM
<input type="checkbox"/>		site_config.pcf	1.3K		4/3/15 10:25 AM
<input type="checkbox"/>		slideshow			3/31/15 12:17 PM
<input type="checkbox"/>		socialmedia.pcf	1.9K		4/3/15 10:05 AM
<input type="checkbox"/>		spotlight			3/25/15 9:13 AM

NOTE: To remove one of the sections from the microsite, rename the configuration file. The section will not be included in any rendered microsite pages.

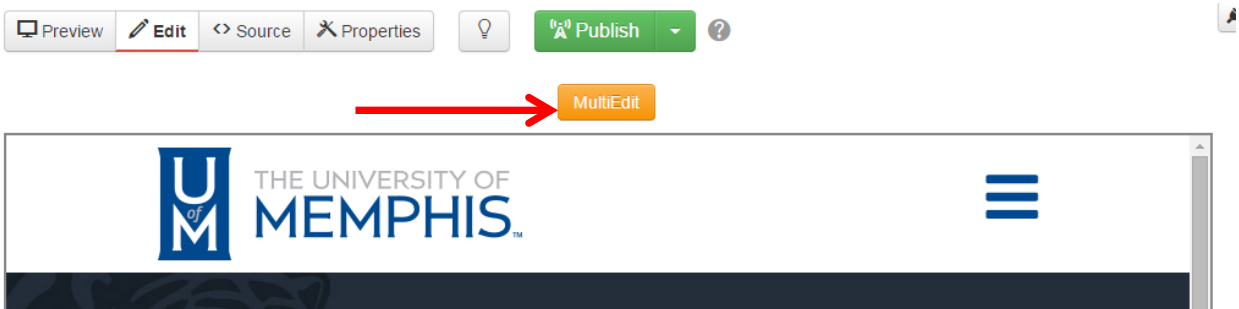
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Microsite Configuration Files

callout.pcf

This configuration file defines what the callout section for the microsite will contain. Text and links are defined in this file.

Click the MultiEdit button to start defining the callout section for the microsite.



This form is displayed when the MutliEdit button is clicked.

A screenshot of the 'MultiEdit Content' form. The form has a title bar 'MultiEdit Content' with a help icon. Below the title bar, there are three input fields, each with a red arrow pointing to its label: 'Callout1 Title', 'Callout1 Link', and 'Callout1 Text'. Each input field has a placeholder text 'Enter callout1.' below it. Above the input fields, there is a toolbar with a checkmark icon, a download icon, a lightbulb icon, a 'Publish' button, and a help icon.

In Callout Title, enter the title of the callout. The Callout Title will become a link in the callout section of the microsite pages. The Callout1 Link will define the destination URL for the callout.

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Callout Text should include a 7 to 10 word description of the Callout. This text should not render more than 2 lines.

There are up to 4 callouts on each microsite's page.

sidebar_buttons.pcf

In this section, the text and URL for buttons are configured. This form is displayed when the MutliEdit button is clicked.



Up to 2 buttons can be configured for microsites. Provide the button text and the destination URL for the button click event. Click Save.

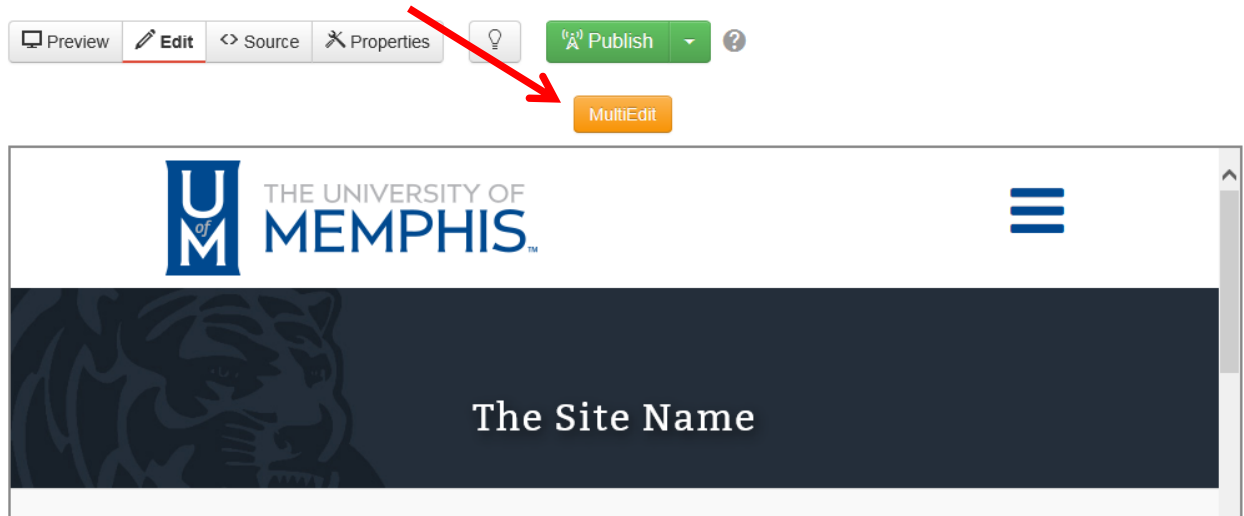
A screenshot of the 'MultiEdit Content' form. It has a title bar with a question mark icon. The form contains four input fields with labels and placeholder text: 'Calendar Button Text' (placeholder: 'KB Button1', instruction: 'Enter the text that will appear in the calendar button.'), 'Calendar Button Link' (placeholder: 'http://uofm.memphis.edu', instruction: 'Enter the link for the calendar button.'), 'Users Button Text' (placeholder: 'KB Button 2', instruction: 'Enter the text that will appear in the users button.'), and 'Users Button Link' (placeholder: 'http://uofm.memphis.edu', instruction: 'Enter the link for the users button.'). Two red arrows point to the 'Calendar Button Text' and 'Calendar Button Link' fields respectively.

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site_config.pcf

The site_config.pcf defines the Site Name, the site's Breadcrumb name, and the horizontal menu items that will be displayed at the top of each page in the microsite.

Click the MultiEdit button to modify the settings.



This form is displayed when the MultiEdit mode is clicked. Provide text for the Site Name, Breadcrumb, link text, and link destinations for the horizontal menu. This menu will be displayed on every page in the microsite.

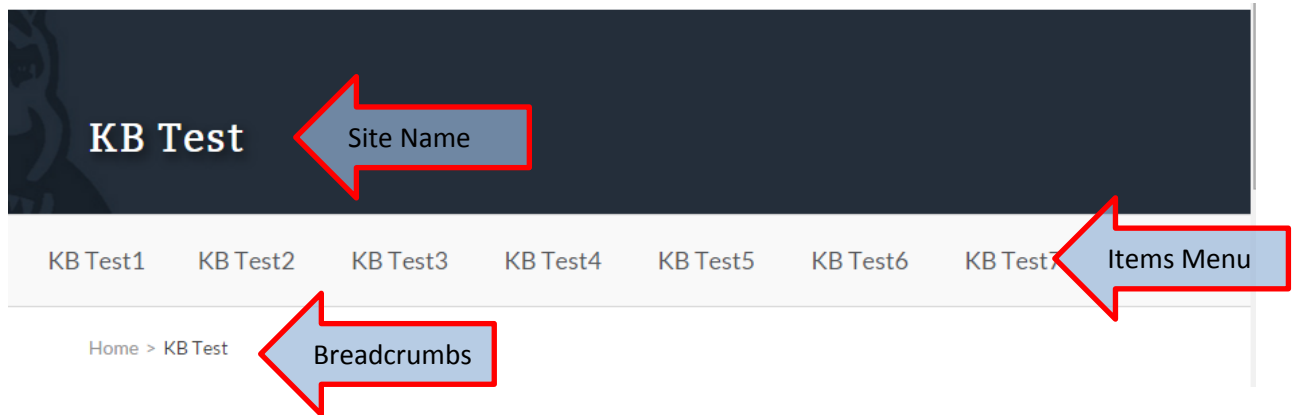
This screenshot shows the 'MultiEdit Content' form. It has three main input fields, each with a red arrow pointing to it from the left:

- Site Name:** A text input field containing 'The Site Name'. Below it is the placeholder text 'Enter the site name.'
- Breadcrumb:** A text input field containing 'Name'. Below it is the placeholder text 'Enter the breadcrumb for the site name.'
- Menu:** A rich text editor area. It contains a list of links:
 - [About](#)
 - [Programs](#)
 - [Faculty](#)
 - [Research](#)
 - [Alumni](#)
 - [Resources](#)
 - [News](#)Below the list is the path 'Path: ul > li > a' and the placeholder text 'Enter the site menu.'

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NOTE: The menu items should include the `` and `<a>` tags in a bulleted list to render correctly.

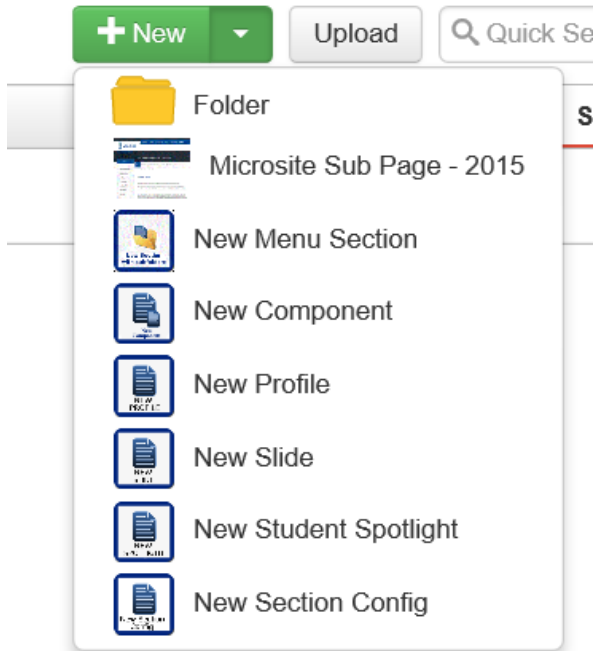
Here is an example of the Site Name, Breadcrumb, and Menu on a web page created from a `site_config.pcf` file.



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Slideshow configuration

To configure the slideshow for microsite homepages, configuration files will be created in the *slideshow* sub directory found in the *config* directory. Navigate to the *slideshow* directory and click on the *New* button. Click on *New Slide* to start the configuration form.



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This form is displayed when a new slideshow file is being created. Provide a Title and filename. Click *Create* to complete the *New Slide* process.

New Slide

Title

Slideshow 1

×

Required Field

New Page Options

Filename

slideshow-1.pcf

Provide a filename for this new page. Use only letters, numbers and underscores.

Overwrite Existing

☐

If selected, this file will overwrite any existing file of the same name in the same location.

Access Group

(Inherit from Parent)

▼


Specify the group with rights to edit this file.

Cancel

Create

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To finalize the slide configuration, *Edit* the slideshow pcf file. Click the *MultiEdit* button to display this form and complete the slide configuration.

MultiEdit Content 

Slide Overlay Text

Common Cents 1

Slide Image



Clear

Image Description

Add a description for the image

Slide Link Text

Slide Link URL

Cancel

Save

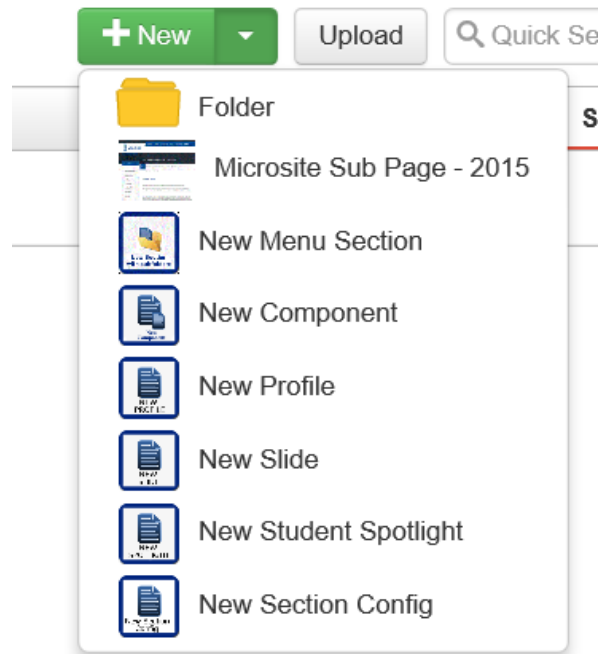
Enter requested information to configure the slide information and click *Save*. The Slide Overlay Text, Link Text, and Link URL are optional. A description for the image is not required but should be provided for ADA compliance.

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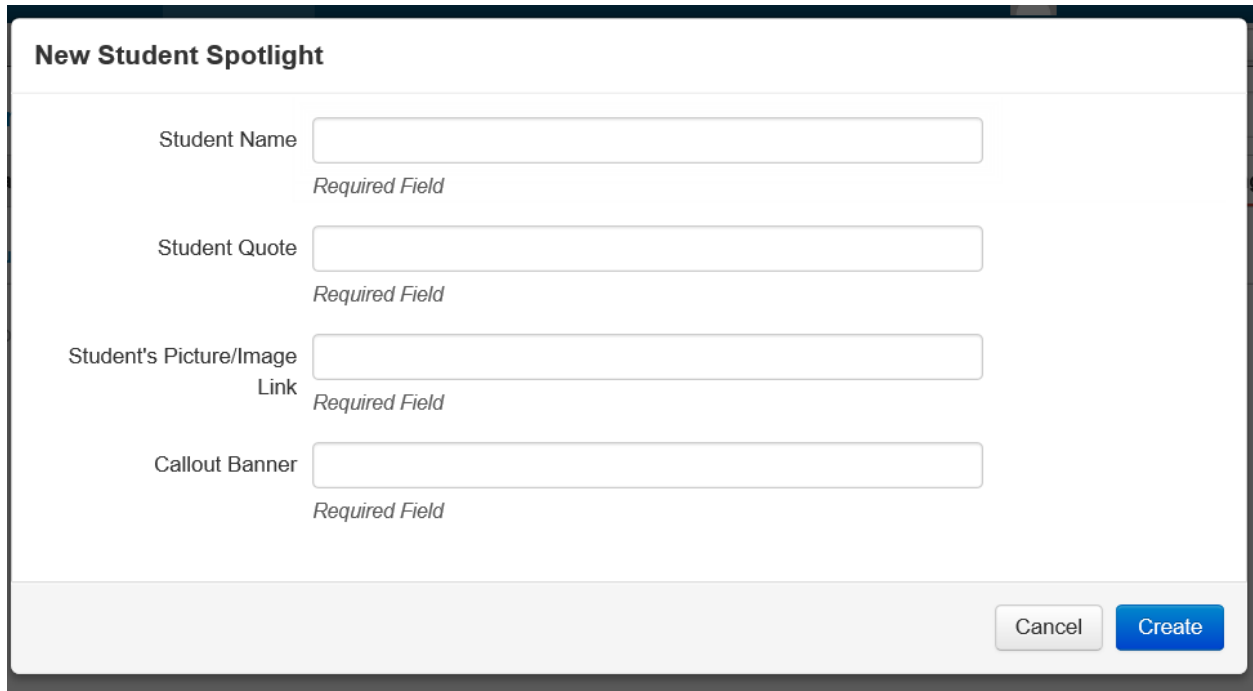
Student Spotlight configuration

To configure the student spotlight for microsite homepages, configuration files will be created in the *spotlight* sub directory found in the *config* directory. Navigate to the *spotlight* directory and click on the *New* button. Click on *New Student Spotlight* to start the configuration form.



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This is an example of the form that is used to configure a student spotlight. Multiple student spotlight files can be created in this folder. When more than one student spotlight file is published, a random student spotlight will be selected when the page is requested by a site visitor.



The form is titled "New Student Spotlight" and contains four required text input fields. Each field is labeled on the left, followed by the input box and the text "Required Field" below it. The fields are: "Student Name", "Student Quote", "Student's Picture/Image Link", and "Callout Banner". At the bottom right of the form are two buttons: "Cancel" and "Create".

New Student Spotlight	
Student Name	<input type="text"/>
	<i>Required Field</i>
Student Quote	<input type="text"/>
	<i>Required Field</i>
Student's Picture/Image Link	<input type="text"/>
	<i>Required Field</i>
Callout Banner	<input type="text"/>
	<i>Required Field</i>
<div>Cancel Create</div>	

Provide the requesting information about the student spotlight.

It is important that the photo be sizes correctly! 246X221 pixels is the required size.

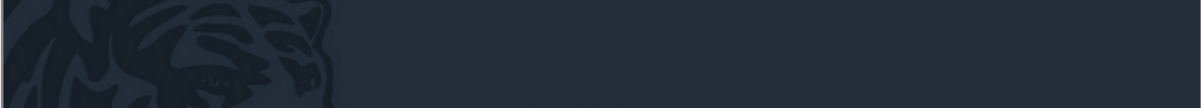


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socialmedia.pcf

This configuration file defines which social media icons are available for the microsite. Removing the link text will remove the corresponding button from the social media microsite content. Make sure to click Save when edits are completed.

PreviewEditSourcePropertiesLightbulbPublish?

MultiEdit



▼▲Publish?

MultiEdit Content

Social Media Sidebar

Title

Follow mytest Online

Enter the title for the social media bar.

Twitter Link

http://www.twitter.com

Enter the Twitter Link.

Facebook Link

http://www.facebook.com

Enter the FaceBook Link.

LinkedIn Link

http://www.linkedin.com

Enter the LinkedIn Link.

Instagram Link

http://www.instagram.com

Enter the Instagram Link.

Youtube Link

http://www.youtube.com

Enter the Youtube Channel Link.

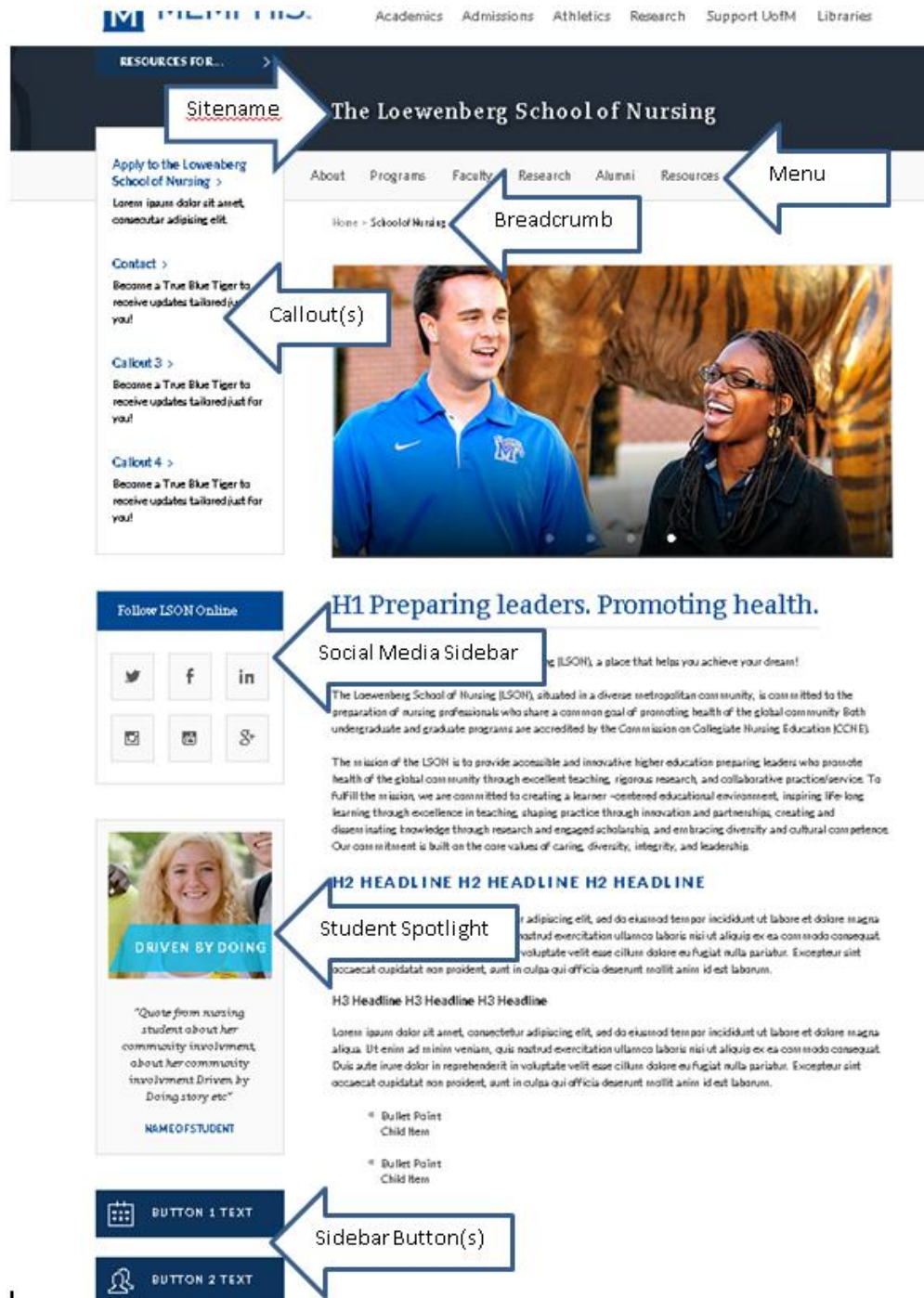
Google Plus Link

http://www.google.com

Enter the Google+ Link.

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Here is an image that represents where configurations items should be displayed on a published microsite landing (index) page.



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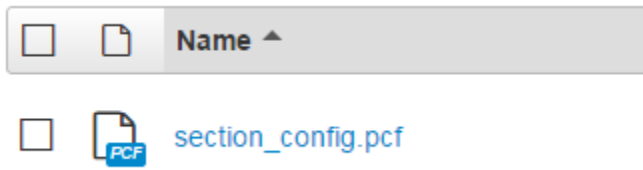
Microsite subpage configuration

On microsite subpages, a left navigation menu can be defined using a configuration file. The menu will be consistent for every page in the microsite's menu folder. Each horizontal menu item will have a corresponding folder in the microsite directory structure. In the menu item folder, a sub folder named config will contain configuration information about the pages in the menu item folder.

Menu options



In the config directory, there is a single file that is used to define the left navigation menu for all web pages in the directory.



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Menu configuration files

section_config.pcf

In the section_config.pcf file, the Breadcrumb, Menu title, and left menu Navigation is defined.

The screenshot shows the 'MultiEdit Content' window with three main configuration sections:

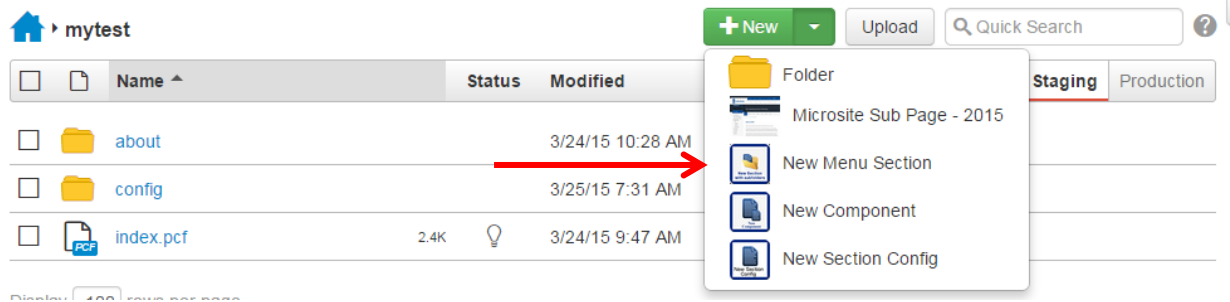
- Breadcrumb:** A text input field containing 'About'. Below it is the instruction: *Enter the breadcrumb for this section.*
- Nav Title:** A text input field containing 'About'. Below it is the instruction: *Enter the title for the section nav.*
- Section Nav:** A rich text editor area. It features a toolbar with icons for undo, redo, bold, italic, underline, link, unlink, list, and other formatting options. The editor content shows a bulleted list:
 - [Link](#)
 - [Nested Link](#)
 - [Menu Level 2](#)
 - [Menu Level 2](#)
 - [Menu Level 2](#)
 - [Menu Level 2](#)At the bottom of the editor, a path is displayed: `Path: ul » ul » li » a`. Below the editor is the instruction: *Enter the left nav menu for this section.*

For menus to function correctly they need to be and <a> tagged in a bulleted list. For toggle menus, indented bulleted lists will be interpreted as sub menus. The design supports one level of sub menus.

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Creating a new menu section

Navigate to the root of the microsite. Click the New button and select New Menu Section.



Similar to the site configuration, in the section_conf.pcf, the Breadcrumb, menu title (Nav Title), and menus (Section Nav) are defined. The Directory Name should be lowercase. Don't forget to click Create.

New Menu Section

Directory Name
Give your menu section a name. (lowercase)

Breadcrumb
Enter the breadcrumb for this section.

Nav Title
Enter the title for the section nav.

Section Nav

Path:
Populate the left nav section with some initial content.

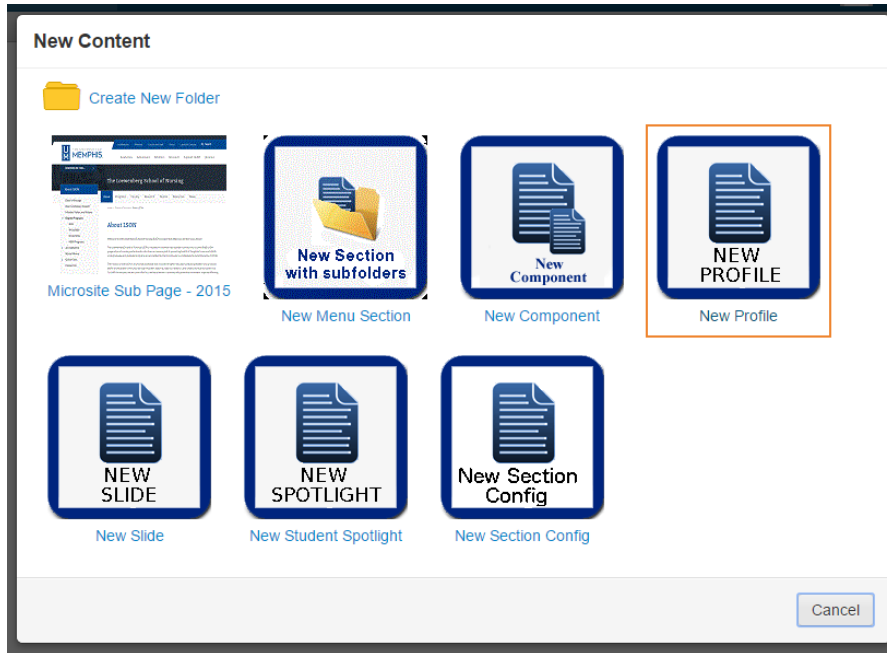
Page Title

University of Memphis
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Faculty/Staff Profile

Click New and select New Profile.



Provide page information: Page title and filename are required. Filename has an enforced naming convention.

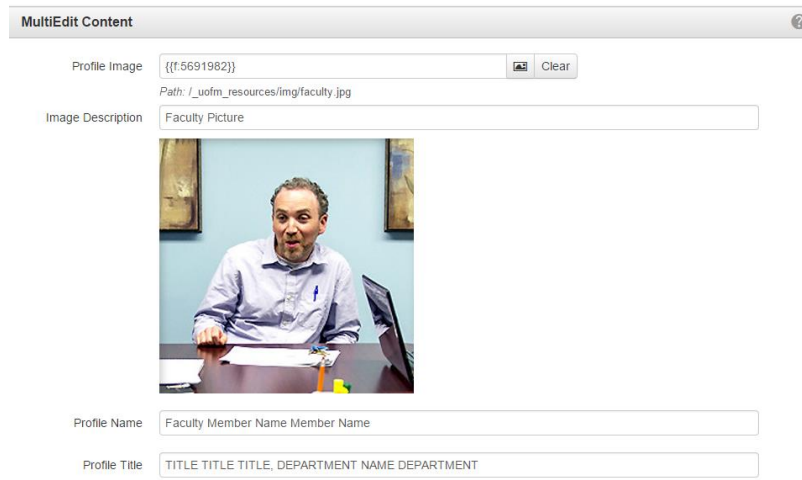
The 'New Profile' form contains the following fields and options:

- Page Title:** A text input field with the value 'Faculty Member Name'. Below the field is the text 'Required Field'.
- New Page Options:**
 - Filename:** A text input field with the value 'profile.pcf'. Below the field is the text 'Provide a filename for this new page. Use only letters, numbers and underscores.'
 - Overwrite Existing:** A checkbox that is currently unchecked. Below the checkbox is the text 'If selected, this file will overwrite any existing file of the same name in the same location.'
 - Access Group:** A dropdown menu with the value '(Inherit from Parent)'. Below the dropdown is the text 'Specify the group with rights to edit this file.'

At the bottom right of the form are 'Cancel' and 'Create' buttons.

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After clicking Create, a file list of the current OUCampus directory will be displayed. Locate the newly created profile .pcf and open it for editing. Click the MultiEdit button. This form will be displayed:



The screenshot shows a web form titled "MultiEdit Content" with a help icon. It contains several input fields: "Profile Image" with a placeholder value and a "Clear" button; "Path" with the value "/_uofm_resources/img/faculty.jpg"; "Image Description" with the value "Faculty Picture"; a large image of a man in a light blue shirt sitting at a desk; "Profile Name" with the placeholder "Faculty Member Name Member Name"; and "Profile Title" with the placeholder "TITLE TITLE TITLE, DEPARTMENT NAME DEPARTMENT".

There are several fields on the multi-edit form used to define faculty/staff demographic data. Fields are optional. Leaving a field blank will omit the field data and its corresponding label from the rendered profile web page.

Available demographic includes:

Profile Image – The image size is 235 X 235 pixels. Browse to an image or enter the URL of the image.

Image Description – The image description is used to meet ADA standards.

Profile Name – Textbox for the name of the faculty/staff member.

Profile Title – Textbox for the title of the faculty/staff member.

Profile Phone – Textbox for the office phone number for the faculty/staff member.

Profile Email – Textbox for the email address for the faculty/staff member.

Profile Fax – Textbox for the fax number for the faculty/staff member.

Profile Address – Textbox for the campus address for the faculty/staff member.

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Profile Office Hours – Textbox for the office hours of the faculty/staff member.

Menu – WYSIWYG editor for up to 3 links to be listed under Office Hours.

Removing an item will remove the associated link of the rendered profile page.

The labels for the links should not be changed.

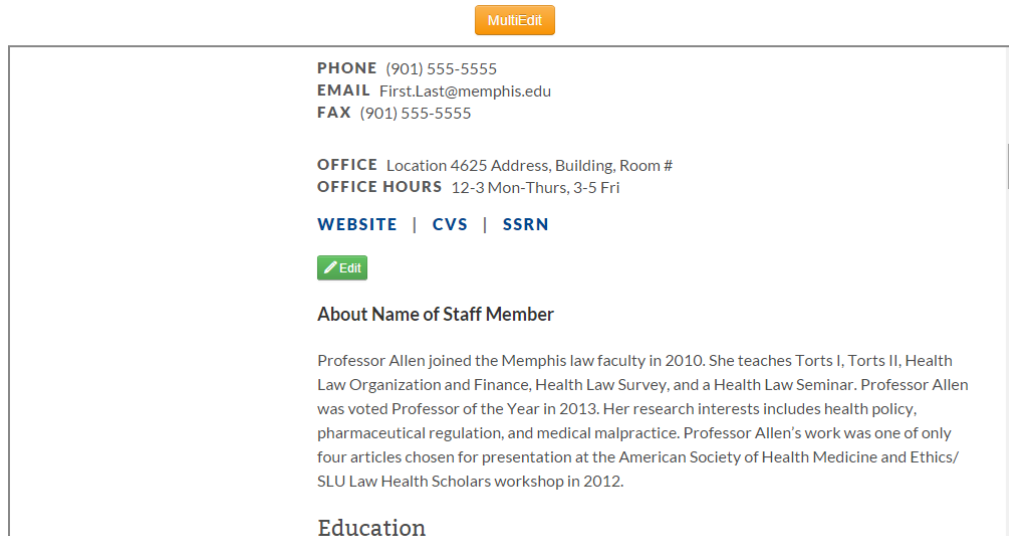
Once the initial demographic data is saved, the page is displayed with the editing toolbar at the top of the form. Click Edit to access the profile sections editing page.



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When the Edit button on the web page toolbar is clicked the page editing form is displayed. Locate the green *Edit* button. It will be necessary to scroll down through the demographic information to access the *Edit* button.

Additionally, to change the demographic information, click the *MultiEdit*. Demographic information will be displayed for editing.



MultiEdit

PHONE (901) 555-5555
EMAIL First.Last@memphis.edu
FAX (901) 555-5555

OFFICE Location 4625 Address, Building, Room #
OFFICE HOURS 12-3 Mon-Thurs, 3-5 Fri

WEBSITE | **CVS** | **SSRN**

Edit

About Name of Staff Member

Professor Allen joined the Memphis law faculty in 2010. She teaches Torts I, Torts II, Health Law Organization and Finance, Health Law Survey, and a Health Law Seminar. Professor Allen was voted Professor of the Year in 2013. Her research interests includes health policy, pharmaceutical regulation, and medical malpractice. Professor Allen's work was one of only four articles chosen for presentation at the American Society of Health Medicine and Ethics/ SLU Law Health Scholars workshop in 2012.

Education

The sections will be displayed in a WYSIWYG editor. Sections may be removed from the list that do not apply to the discipline or position. Sections should not be added to the profile without prior approval from a Marketing representative.

Available sections include:

- About
- Education
- Admitted
- Experience
- Professional
- Honors and Awards
- Research and Scholarly Activities
- Research Interests
- Publications

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- Regional Lectures
- Invitational and/or Juried Exhibitions
- Public Service
- Campus Organizations
- Grants
- Resources
- Advising
- Graduate Students
- Support
- Service

Click the Save icon on the WYSIWYG toolbar. The profile web page is ready to be published.