UIW Community Site Editing Guidelines

Naming Conventions

- When naming a new page use all lower-case with dashes between words (no camelCase).
- No special characters should be used.
- Images and documents must have the appropriate file extensions (.png or .jpg for images, .pdf for documents).
- No dates in page names.
- Uniform standard in page display names (Contact Us, FAQ, etc.).

Text Guidelines

- No underlines or italics unless part of a citation.
- "All Caps" is to be avoided in titles or naming.
- H-tags are to be used for separating out sections of content on a page. Think of them as an outline to organize the page's information and make it accessible for all users.
  - H-1 is used only once on a page for its title. Cascade adds this by default to the page title.
  - H-2 tags are used to break the page information down into primary subsections. H-2 tags maybe applied to the titles of these sections via the "Formats" dropdown at the top of the WYSISWYG.
  - H-3 tags perform the same function of division and organization for information nested under an H-2 tag that the H-2 performs for information nested under the page's H-1 tag. H-3 tags may be applied via the same "Formats" dropdown as mentioned above for the H-2 tag.
  - H-4 and H-5 tags further break down and organize the page's information. These tags can also be accessed from the "Formats" dropdown.
- Bold should be used sparingly, always consider using H-tags if possible as a substitute.
- No special characters outside of links. Avoid using the Ampersand (&).
- When adding a date, include the year.
- Phone numbers should be in standard (999) 999-9999 format.
- Emails should be linked via "mailto" tag.
- Text size is frozen and must not be adjusted through outside CSS or the WYSIWYG.
- All embedded URL's must have unique link text. No naked URL's (naked-url-example.com) will be allowed.

Sidebars

- The Left Sidebar is exclusively for navigation.
- The Right Sidebar can be used for other content types, with the exception of tabs and accordions, but widths must be set to 100%.

Tabbed Content

- No more than 4 tabs per instance for the sake of sizing and clarity.
- Usage should be limited, consider Accordion content as an alternative when possible.
- All rules governing content on the rest of the page apply to content contained in tabs

Links

- Any links to pages inside of our greater UIW environment (Main Site, Community Site, Professional and Individual School Sites) should open in the same window. All links are set to do this by default. Links to external sites and documents (downloadable PDF's) should be set to open in a new window. This can be set by clicking the "Target" dropdown in the "Insert/Modify Link" menu of the WYSIWYG and selecting the "New Window" option.
- The "Insert/Modify Link" menu also contains the "Title" field. Fill this out whenever possible with the name of the page the link leads to. This makes the link and our site more accessible to everyone.

Buttons

- Buttons can be added by highlighting an already created link in a content row and then, from the "Formats > Custom" dropdown, selecting one of the two available button styles.
- Note- When adding the "button with arrow" style, the arrow will appear broken inside of Cascade but will render on the live page.

Accordions

- Accordions are a great way to visually condense large pages, making them more easily readable and accessible. Their use is highly recommended for pages containing large amounts of content.
- All rules governing content on the rest of a page apply to content displayed in an Accordion.

Tables

- Tables should only be used to display data or lists. They should not be inserted to display biographies, images or other information.
- All tables should be set to "Width:100%" through the table options in the WYSIWYG.
- Borders and Striping can be added to the table via the "Formats" dropdown in the top of the page's WYSIWYG.

Special Notes

- Right click on the page name in the left side file structure to reveal the options menu
- Use revisions to check for old versions of published pages
- The "Unpublish" option will take a page out of publication temporarily but will be overridden the next time the whole site is published out
- To view the page URL extensions in the site structure, click the Icon on the top right with your initial(s), click settings from the dropdown menu and then uncheck the "Show Asset's Title or Display Name if Available" box and the Submit button.
- If text can be highlighted, it can be seen by a screen reader. If it cannot, it is not accessible and must be made so.
- Display Name refers to the name at the top of each page. Title refers to the name displayed when the page is referenced in navigation.
- Pages can be removed from navigations by clicking the configure tab inside of the edit screen and unchecking the "Include when Publishing" box. This change will go live on the next publish.