TIPS AND TOOLS TO MAKE YOUR SITE BETTER

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REMINDERS

- Image approvals
 - Check for copyright and branding
 - Are you not sure if your image is copyrighted?
 - Use google.com/images
- Reminder of our Approval Queue process
 - In by 11 a.m. M-F and live on the website by EOD
 - Includes images approvals
- Need T4 Help?
 - Email <u>digitalsupport@txwes.edu</u>
 - Call us ext. 6538



TODAY'S FOCUS

- When to use a table to organize content
 - How to style a mobile-responsive table
- When to add a call-to-action (CTA)
 - How to add a CTA button
- When to break up your text with dash spacer
 - How to add a dash spacer
- When to add an image slideshow with caption
 - How to create an image slideshow
- Questions
- Web Rockstar winners



WHEN DO I USE MOBILE-RESPONSIVE TABLES

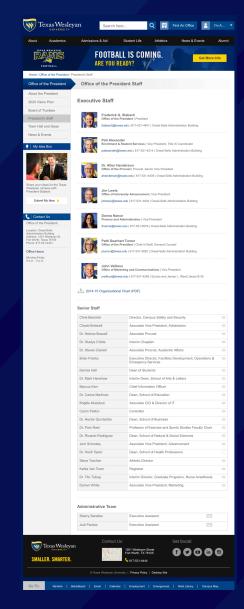


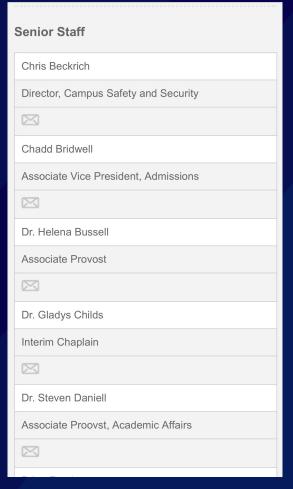
MOBILE-RESPONSIVE TABLES

- What are they?
 - A good way to structure your pages
 - Will automatically respond on mobile devices
- When do I use them?
 - Faculty/ staff pages
 - Hub pages



EXAMPLE – MOBILE-RESPONSIVE TABLE



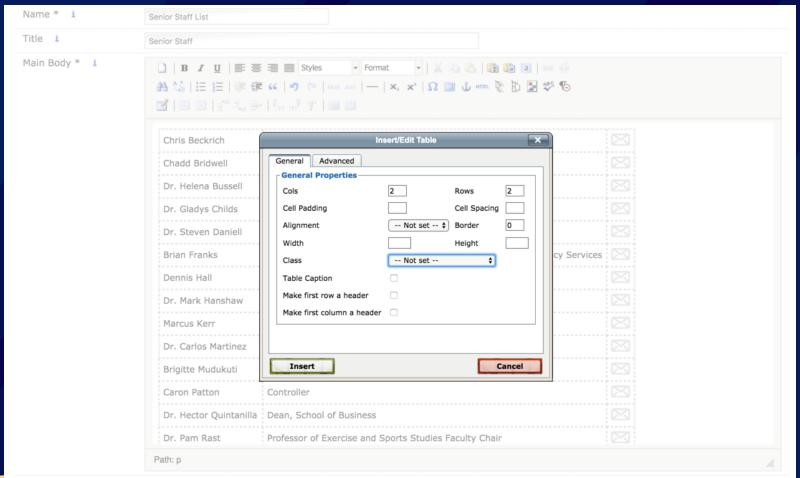




HOW DO I ADD A MOBILE-RESPONSIVE TABLE

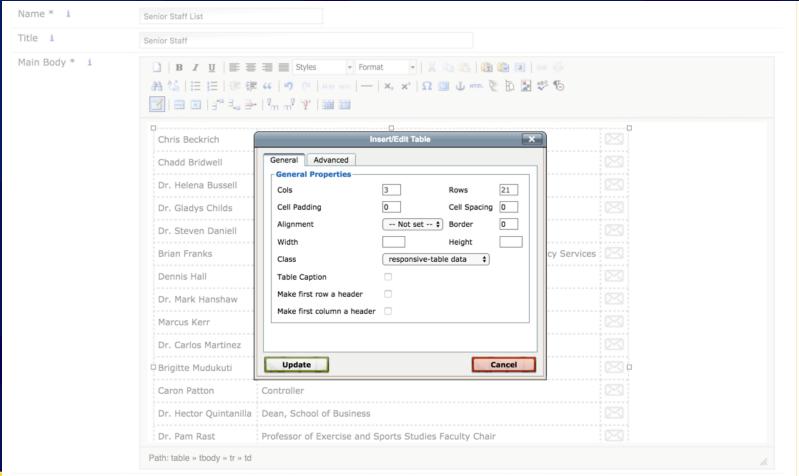


STEP 1: SELECT "CLASS" AS "(VALUE)"





STEP 2: TYPE IN "responsive-table"





WHEN DO I USE A CALL-TO-ACTION



CALL-TO-ACTION

- What are they?
 - Your strongest ask of our users
 - Ex. Register Now, Give Now, Apply Now, Send Me Info
- When do I use them?
 - When you have a strong action you need from our users
- Examples
 - Register Now for Fall Courses, Summer Courses, for an event



HOW DO I ADD A CALL-TO-ACTION BUTTON

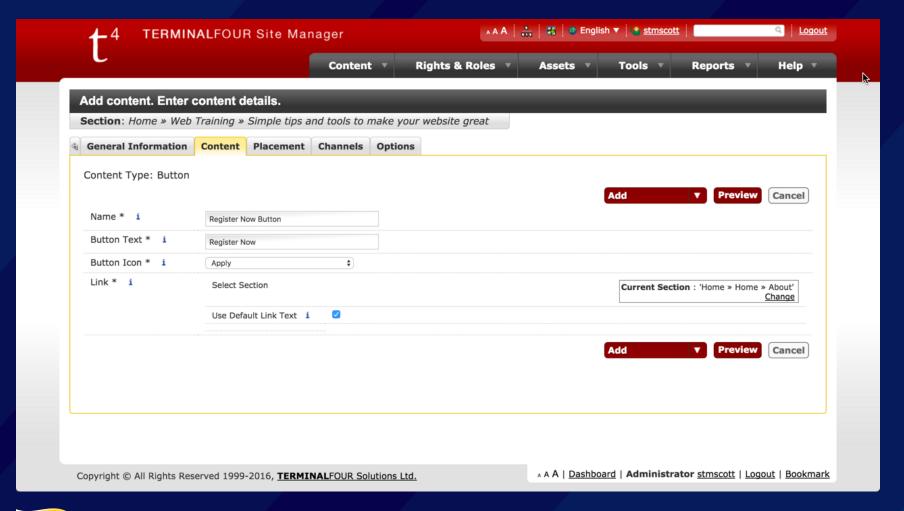


STEP 1: CONTENT TYPE "BUTTON"

Main Faculty - Web Contributors	
Author	
Button	
Contact a Professor	
Contact Container - Hub Left Col	No longer used for new content
Contact Information	Use to add contact information to admissions templates
Content Block	Gray Gradient Background
Event - TWU	Used to add events to your website
Featured Paragraph	Title appears in yellow gradient bar with regular text below
General Content	Use this to add content to the center channel of your page
General Content - Right Side	Use this to add content to the right side of the page
General Section Content	Use this to add content to the center channel of your page
Info Box	Gray box with blue gradient title bar and section link
Job Posting	Use this to add job listings to the website.
Left Side Info Box	Use this to add contact information to academic templates
News Story	Use to add news to your website
Page Banner	Adds a 747px photo to the top of academic template pages
Promo Box	
Promo Box - No Gradient	
Promoted Paragraph	



STEP 2: NAME, SELECT IMAGE & LINK





KNOW YOUR BUTTON ICONS

► Apply →

- Register Now
- ▶ Blackboard →



► Calendar →



► Chat →



▶ Dollar →



▶ Download →



▶ Go →

Register Now

KNOW YOUR BUTTON ICONS

- ▶ Idea →
- ► Info →
- ▶ Pencil →
- ▶ People →
- ► Talk →
- ► Ticket →
- Video →

















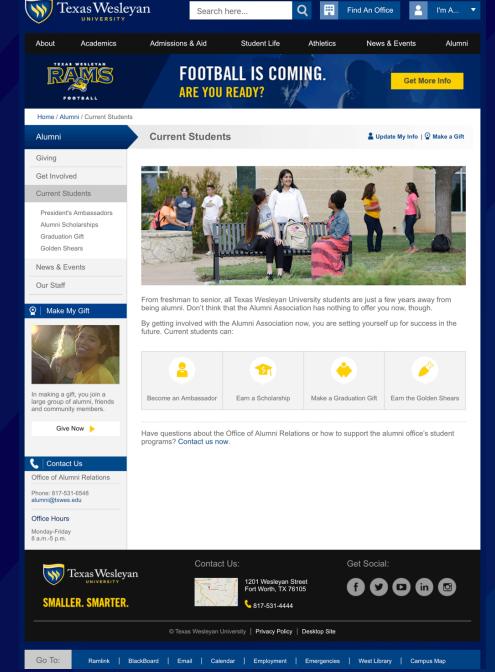
WHEN DO I USE A DASH-SPACER



DASH-SPACERS

- What are they?
 - A designed line break made of dashes

- When do I use them?
 - To break up long pages of content
 - To create a divide between two topics





HOW DO I ADD DASH-SPACERS



STEP 1: SELECT "LINE BREAK"

Main Faculty - Web Contributors	
<u>Author</u>	
<u>Button</u>	
Contact a Professor	
Contact Container - Hub Left Col	No longer used for new content
Contact Information	Use to add contact information to admissions templates
Content Block	Gray Gradient Background
Event - TWU	Used to add events to your website
Featured Paragraph	Title appears in yellow gradient bar with regular text below
General Content	Use this to add content to the center channel of your page
General Content - Right Side	Use this to add content to the right side of the page
General Section Content	Use this to add content to the center channel of your page
Image Slideshow	
Image Slideshow Slide w/ Caption	
Info Box	Gray box with blue gradient title bar and section link
Job Posting	Use this to add job listings to the website.
Loft Side Info Box	Use this to add contact information to academic templates
Line Break	
News Story	Use to add news to your website
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STEP 2: ADD "LINE BREAK" CONTENT





WHEN DO I USE AN IMAGE SLIDESHOW



IMAGE SLIDESHOW WITH CAPTIONS

- What are they?
 - A slideshow to represent images with captions
- When do I use them?
 - To tell a story with images
 - Ex. Housing





Housing Policy | Dining Policy

APPLY FOR HOUSING BEFORE WE RUN OUT OF SPACE

Apply Today



Living On Campus Is Better Than You Think

This is one of the best parts of college. Everything is closer—friends, food, fun, classes. Do you ever hear someone complaining about the traffic on the sidewalk? Be steps away, not miles

More benefits of living on campus:

- More likely to graduate, and graduate soone
- Independence—it's like your first step to being on your own

Applying is easy. After you go to the login page, use the username and password we recently emailed you

After your answer a few questions about your likes, dislikes and pay your deposit, you're done. That's it. Before you know it we'll assign you to a residence hall, and you can look for a roommate

Apply for Housing

Building & Room Details

Let's get this out of the way—all of the options below are space permitting. We don't have enough rooms for everybody. That's why you should reserve your spot soon. Here are some basics to know:

- . All rooms come with an XL twin bed (singles in West Village and Elizabeth Hall have a full-size bed)
- Rooms also include a chest of drawers, desk and chair
- Elizabeth Hall is limited to sophomores, juniors and seniors · Check out the floor plans

Big things are happening in Residence Life. This summer, we made big updates to the West Village Apartments, Stella Hall, Dora's Dining Hall and the West Express Eatery. You can also look forward to changes being made to the Student Life suite in the Brown-Lupton Campus Center.



West Village Apartments

Looking to live on campus, but still get the apartment feel? West Village is for you. The clubroom has laundry, an activity space, a kitchen. vending machines, TV area and a group study room. What's not to love?





*Costs are for the 2016/17 academic year-excluding the summe



HOW DO I ADD AN IMAGE SLIDESHOW



STEP 1: ADD "IMAGE SLIDESHOW" FIRST

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<u>Author</u>	
<u>Button</u>	
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Promo Box - No Gradient	
Promoted Paragraph	



STEP 2: START YOUR IMAGE SLIDESHOW



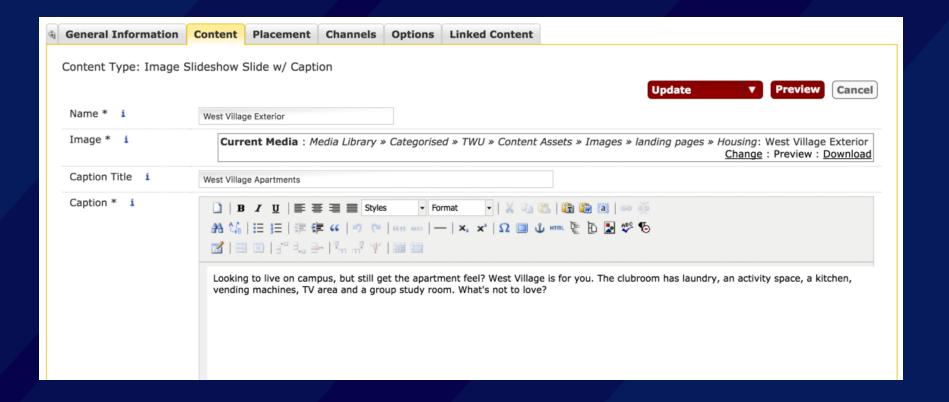


STEP 3: THEN ADD EACH SLIDE

Main Faculty - Web Contributors	
<u>Author</u>	
<u>Button</u>	
Contact a Professor	
Contact Container - Hub Left Col	No longer used for new content
Contact Information	Use to add contact information to admissions templates
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Promo Box - No Gradient	
Promoted Paragraph	



STEP 4: ADD SLIDE CONTENT





QUESTIONS?



ROCKSTAR WINNERS!



AND THE WINNERS ARE...

- Wiley Lindsey, 49 website updates
- Amber Coronado, 41 website updates
- Stacy Dissinger, 9 website updates



THANKS!

