

Unit 4

Article Page - How to Create & Edit

Overview

Content Definition: A page that gives Web authors a free-form module to populate and customize, as they deem appropriate, details on a given subject. There is no left-hand section navigation if used as a terminal page. However, a list of (internal or external) links related to the specific page subject can be added to the content area of the page. A generically designed page that allows web authors a free-from module to populate and customize, as they see fit, details on a given subject. The section navigation is optional for the article template.

Article pages have a free form text editor. A pre-set list of type styles will be available to web authors which include:

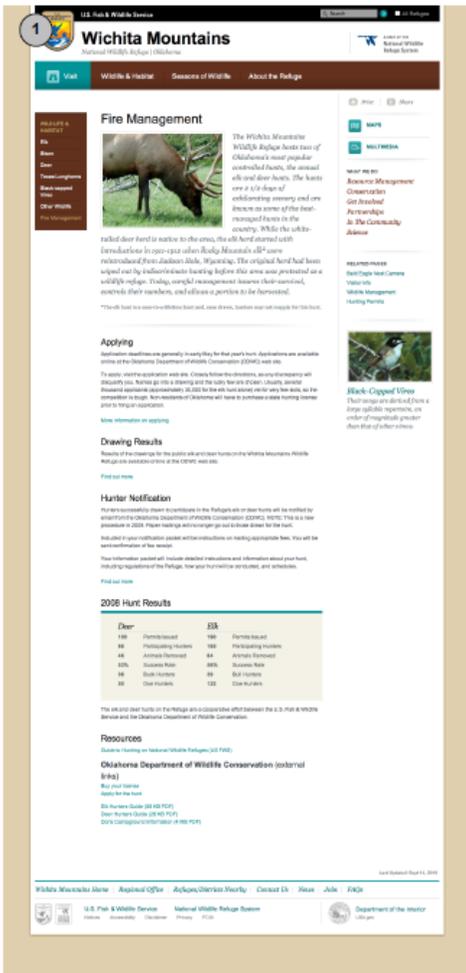
1. page title
2. introduction text
3. notations
4. section title
5. Body copy (body copy content may be formatted with bolds, underlines, and italics)
6. links
7. tables
8. lists
9. photo captions & credits

Web authors will have control over number, size, justification (left or right), and the placement of photographs on the page . See page 32 in the Threespot PLS for more information.

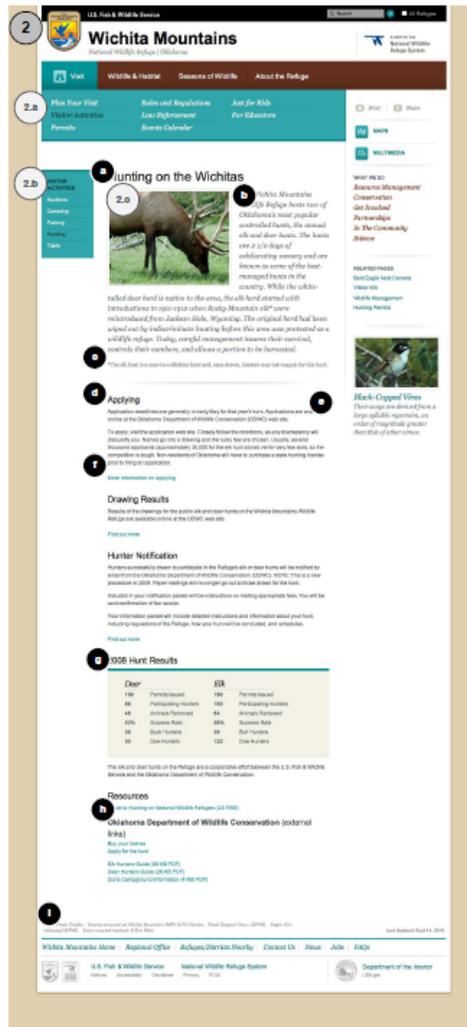
Special Notes: There are two versions of the article page. There is a version specifically for the Visit section. All other sections of the site use the general article.

Section Use: All Sections

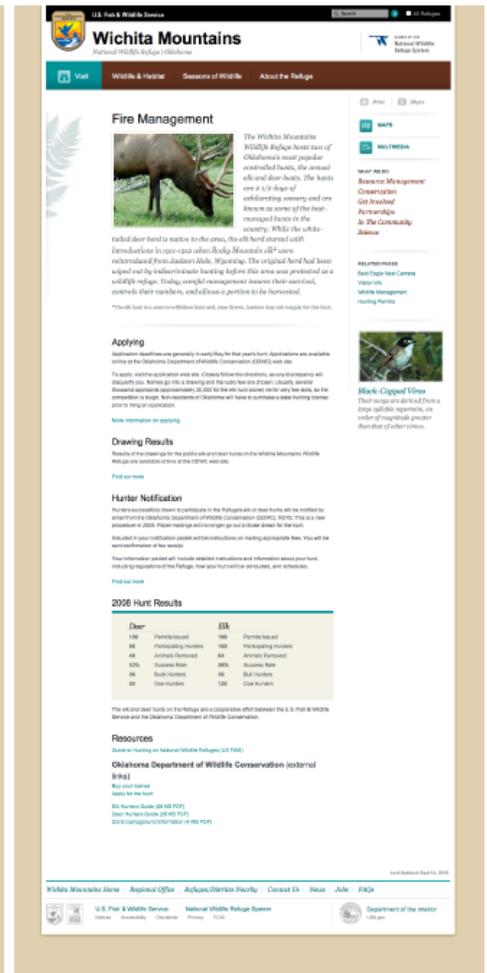
The Title is the only required element in this exercise. The Image is optional and its dimensions are discretionary, however image width of 512 pixels suggested in order for it to fit in the template. The Introduction is optional text that leads the user into the article. **(D)**This block of content is free form. It may include headings, sub headings, paragraphs, links, tables, and lists . Web authors have the ability to style type (bold, underline, italicize), place, justify, and size photos throughout the text. Web authors will not have control over colors, sizes, and fonts. For more information see page 34 of the Threespot PLS.



Article Template - General



Article Template - Visit Section



Article Template - No Section Navigation

Visit Style Example

U.S. Fish & Wildlife Service
Wichita Mountains
National Wildlife Refuge • Oklahoma

Visit | Wildlife & Habitat | Seasons of Wildlife | About the Refuge

Plan Your Visit | Visitor Activities | Permits

Rules and Regulations | Law Enforcement | Events Calendar

Just for Kids | For Educators

ALERT

FOLLOW US ONLINE

MAPS

MULTIMEDIA

WHAT WE DO
Resource Management
Conservation
Get Involved
Partnerships
In The Community
Science

Example Article (A)

The Wichita Mountains Wildlife Refuge hosts two of Oklahoma's most popular controlled hunts, the annual elk and deer hunts. The hunts are 2 1/2 days of exhilarating scenery and are known as some of the best managed hunts in the country. While the white-tailed deer herd is native to the area, the elk herd started with introductions in 1911-1912 when Rocky Mountain elk* were reintroduced from Jackson Hole, Wyoming. The original herd had been wiped out by indiscriminate hunting before this area was protected as a wildlife refuge. Today, careful management insures their survival, controls their numbers, and allows a portion to be harvested. *The elk hunt is a once-in-a-lifetime hunt and, once drawn, hunters may not reapply for this hunt.

Applying (D)

Application deadlines are generally in early May for that year's hunt. Applications are available online at the Oklahoma Department of Wildlife Conservation (ODWC) web site. To apply, visit the application web site. Closely follow the directions, as any discrepancy will disqualify you. Names go into a drawing and the lucky few are chosen. Usually, several thousand applicants (approximately 30,000 for the elk hunt alone) vie for very few slots, so the competition is tough. Non-residents of Oklahoma will have to purchase a state hunting license prior to filing an application.

More information on applying

Drawing Results (B)

Results of the drawings for the public elk and deer hunts on the Wichita Mountains Wildlife Refuge are available online at the ODWC web site.

Find out more

Hunter Notification

Hunters successfully drawn to participate in the Refuge's elk or deer hunts will be notified by email from the Oklahoma Department of Wildlife Conservation (ODWC). NOTE: This is a new procedure in 2009. Paper mailings will no longer go out to those drawn for the hunt.

Included in your notification packet will be instructions on mailing appropriate fees. You will be sent confirmation of fee receipt.

Your information packet will include detailed instructions and information about your hunt, including regulations of the Refuge, how your hunt will be conducted, and schedules.

Find out more

2008 Hunt Results

Deer		Elk	
150	Permits Issued	150	Permits Issued
86	Participating Hunters	165	Participating Hunters
46	Animals Removed	84	Animals Removed
53%	Success Rate	50%	Success Rate
36	Buck Hunters	39	Bull Hunters
50	Does Hunters	122	Does Hunters

The elk and deer hunts on the Refuge are a cooperative effort between the U.S. Fish & Wildlife Service and the Oklahoma Department of Wildlife Conservation.

Resources

Guide to Hunting on National Wildlife Refuges (US FWS)

Oklahoma Department of Wildlife Conservation (external links)

Buy your license
Apply for the hunt
Elk Hunters Guide (65 KB PDF)
Deer Hunters Guide (28 KB PDF)
Dona Campground Information (4 MB PDF)

© Previous | Page 1 of 2 | Next

Last Updated: Aug 24, 2011

Wichita Mountains Home | Regional Office | Refuges/Districts Nearby | Contact Us | News | Jobs | FAQs

Navigation Free Example

U.S. Fish & Wildlife Service
Wichita Mountains
National Wildlife Refuge • Oklahoma

Visit | Wildlife & Habitat | Seasons of Wildlife | About the Refuge

ALERT

FOLLOW US ONLINE

MAPS

MULTIMEDIA

WHAT WE DO
Resource Management
Conservation
Get Involved
Partnerships
In The Community
Science

Fire Management (A)

The Wichita Mountains Wildlife Refuge hosts two of Oklahoma's most popular controlled hunts, the annual elk and deer hunts. The hunts are 2 1/2 days of exhilarating scenery and are known as some of the best managed hunts in the country. While the white-tailed deer herd is native to the area, the elk herd started with introductions in 1911-1912 when Rocky Mountain elk* were reintroduced from Jackson Hole, Wyoming. The original herd had been wiped out by indiscriminate hunting before this area was protected as a wildlife refuge. Today, careful management insures their survival, controls their numbers, and allows a portion to be harvested. *The elk hunt is a once-in-a-lifetime hunt and, once drawn, hunters may not reapply for this hunt.

Applying (D)

Application deadlines are generally in early May for that year's hunt. Applications are available online at the Oklahoma Department of Wildlife Conservation (ODWC) web site. To apply, visit the application web site. Closely follow the directions, as any discrepancy will disqualify you. Names go into a drawing and the lucky few are chosen. Usually, several thousand applicants (approximately 30,000 for the elk hunt alone) vie for very few slots, so the competition is tough. Non-residents of Oklahoma will have to purchase a state hunting license prior to filing an application.

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Find out more

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Your information packet will include detailed instructions and information about your hunt, including regulations of the Refuge, how your hunt will be conducted, and schedules.

Find out more

2008 Hunt Results

Deer		Elk	
150	Permits Issued	150	Permits Issued
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46	Animals Removed	84	Animals Removed
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36	Buck Hunters	39	Bull Hunters
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The elk and deer hunts on the Refuge are a cooperative effort between the U.S. Fish & Wildlife Service and the Oklahoma Department of Wildlife Conservation.

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Dona Campground Information (4 MB PDF)

© Previous | Page 1 of 2 | Next

Last Updated: Aug 24, 2011

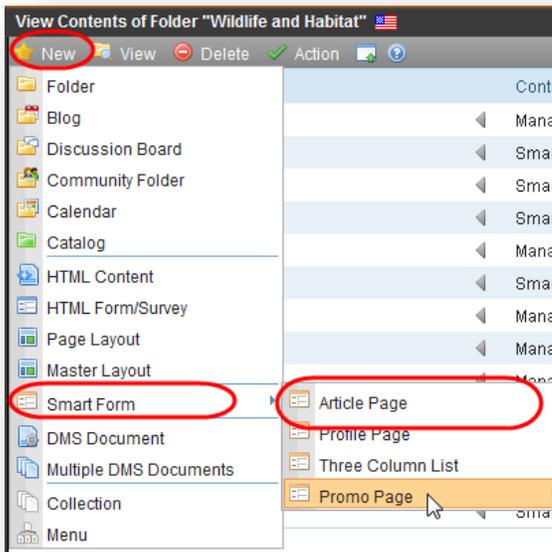
Wichita Mountains Home | Regional Office | Refuges/Districts Nearby | Contact Us | News | Jobs | FAQs

Exercises

Exercise 4-1 Creating an Article Page SmartForm

In this exercise we will follow the steps below to create a new “Article Page” SmartForm.

1. Navigate to **NWRS > Your Refuge > Sections > Wildlife and Habitat**.
2. Choose **New > SmartForm > Article Page**. Depending on which section you are on, you may see this following menu option: **New > Article Page**. This difference is because of structural differences between the various sections. Either way, both options will create a new Article Page.



Exercise 4-2 Article Page Title, Image, and Introduction

The Title (A) is the only required element in this exercise. The Image (B) is optional and its dimensions are discretionary, however image width of 512 pixels is recommended in order for it to fit in the template. The Introduction (C) is optional text that leads the user into the article. Although the image and introduction are optional it is highly recommended that they be used to maintain consistency throughout all NWRS sites.

In this exercise we will add a Title, Image, and Introduction to the Article Page.

U.S. Fish & Wildlife Service
Wichita Mountains
 National Wildlife Refuge | Oklahoma

Visit | Wildlife & Habitat | Seasons of Wildlife | About the Refuge

Fire Management (A)

 (B)

The Wichita Mountains Wildlife Refuge hosts two of Oklahoma's most popular controlled hunts, the annual elk and deer hunts. The hunts are 2 1/2 days of exhilarating scenery and are known as some of the best-managed hunts in the country. While the white-tailed deer herd is native to the area, the elk herd started with introductions in 1911-1912 when Rocky Mountain elk* were reintroduced from Jackson Hole, Wyoming. The original herd had been wiped out by indiscriminate hunting before this area was protected as a wildlife refuge. Today, careful management insures their survival, controls their numbers, and allows a portion to be harvested. *The elk hunt is a once-in-a-lifetime hunt and, once drawn, hunters may not reapply for this hunt. (C)

Applying
 Application deadlines are generally in early May for that year's hunt. Applications are available online at the Oklahoma Department of Wildlife Conservation (ODWC) web site.

Drawing Results
 Results of the drawings for the public elk and deer hunts on the Wichita Mountains Wildlife Refuge are available online at the ODWC web site.

Hunter Notification
 Hunters successfully drawn to participate in the Refuge's elk or deer hunts will be notified by email from the Oklahoma Department of Wildlife Conservation (ODWC). NOTE: This is a new procedure in 2009. Paper mailings will no longer go out to those drawn for the hunt.

2008 Hunt Results

Deer		Elk	
100	Permits Issued	190	Permits Issued
96	Participating Hunters	185	Participating Hunters
46	Animals Removed	84	Animals Removed
53%	Success Rate	56%	Success Rate
36	Buck Hunters	39	Bull Hunters
50	Doe Hunters	122	Doe Hunters

Resources
 Guide to Hunting on National Wildlife Refuges (US FWS)
 Oklahoma Department of Wildlife Conservation (external links)
 Buy your license
 Apply for the hunt
 Elk Hunters Guide (58 KB PDF)
 Deer Hunters Guide (26 KB PDF)
 Doris Campground Information (4 MB PDF)

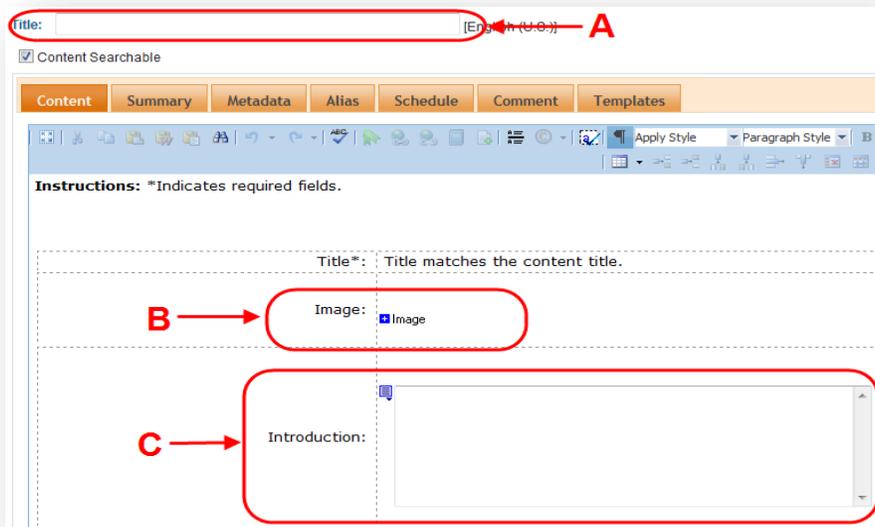
© Previous | Page 1 of 2 | Next

Last Updated: Aug 04, 2011

Wichita Mountains Home | Regional Office | Refuges/Districts Nearby | Contact Us | News | Jobs | FAQs

Figure 4-2

Article Page – Adding Title, Image, and Content:



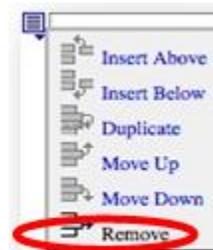
A. Enter a title in the Title field.

B. Image:

1. Click the Image button ()
2. Click the Select Picture button ()
3. Double click on the desired image.

C. Enter a paragraph in the Introduction field

To remove an image from your page use the Editor () button. Select **Remove** from the dropdown.



Exercise 4-3 Additional Text with Rich Text

This section is available to use within the Article page. This block of content is free form. It may include headings, sub headings, paragraphs, links, tables, and lists. Web authors have the ability to style type (bold, underline, italicize), place, justify, and size photos throughout the text. Web authors will not have control over colors, sizes, and fonts. For more information see page 34 of the Threespot PLS. In the Additional Text section multiple page items are able to be created and edited in the SmartForm. In this exercise we will fill out a Rich Text Field.



Wichita Mountains
National Wildlife Refuge | Oklahoma

U.S. Fish & Wildlife Service

Search All Refuges

Visit
Wildlife & Habitat
Seasons of Wildlife
About the Refuge

WILDLIFE & HABITAT

Elk

Bison

Deer

Texas Longhorns

Black-capped Vireo

Other Wildlife

Fire Management

Fire Management



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*The elk hunt is a once-in-a-lifetime hunt and, once drawn, hunters may not reapply for this hunt.

Print Share

MAPS

MULTIMEDIA

WHAT WE DO

Resource Management

Conservation

Get Involved

Partnerships

In The Community

Science

RELATED PAGES

Bald Eagle Nest Camera

Visitor Info

Wildlife Management

Hunting Permits

D → **Applying**

Application deadlines are generally in early May for that year's hunt. Applications are available online at the Oklahoma Department of Wildlife Conservation (ODWC) web site.

To apply, visit the application web site. Closely follow the directions, as any discrepancy will disqualify you. Names go into a drawing and the lucky few are chosen. Usually, several thousand applicants (approximately 30,000 for the elk hunt alone) vie for very few slots, so the competition is tough. Non-residents of Oklahoma will have to purchase a state hunting license prior to filing an application.

[More information on applying](#)

Drawing Results

Results of the drawings for the public elk and deer hunts on the Wichita Mountains Wildlife Refuge are available online at the ODWC web site.

[Find out more](#)

Hunter Notification

Hunters successfully drawn to participate in the Refuge's elk or deer hunts will be notified by email from the Oklahoma Department of Wildlife Conservation (ODWC). NOTE: This is a new procedure in 2009. Paper mailings will no longer go out to those drawn for the hunt.

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[Find out more](#)

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46	Animals Removed	84	Animals Removed
53%	Success Rate	55%	Success Rate
36	Buck Hunters	39	Bull Hunters
50	Doe Hunters	122	Doe Hunters

The elk and deer hunts on the Refuge are a cooperative effort between the U.S. Fish & Wildlife Service and the Oklahoma Department of Wildlife Conservation.

Resources

[Guide to Hunting on National Wildlife Refuges \(US FWS\)](#)

Oklahoma Department of Wildlife Conservation (external links)

[Buy your license](#)

[Apply for the hunt](#)

[Elk Hunters Guide \(58 KB PDF\)](#)

[Deer Hunters Guide \(26 KB PDF\)](#)

[Doris Campground Information \(4 MB PDF\)](#)



Black-Capped Vireo

Their songs are derived from a large syllable repertoire, an order of magnitude greater than that of other vireos.

Figure 4-3

Last Updated: Sept 14, 2010

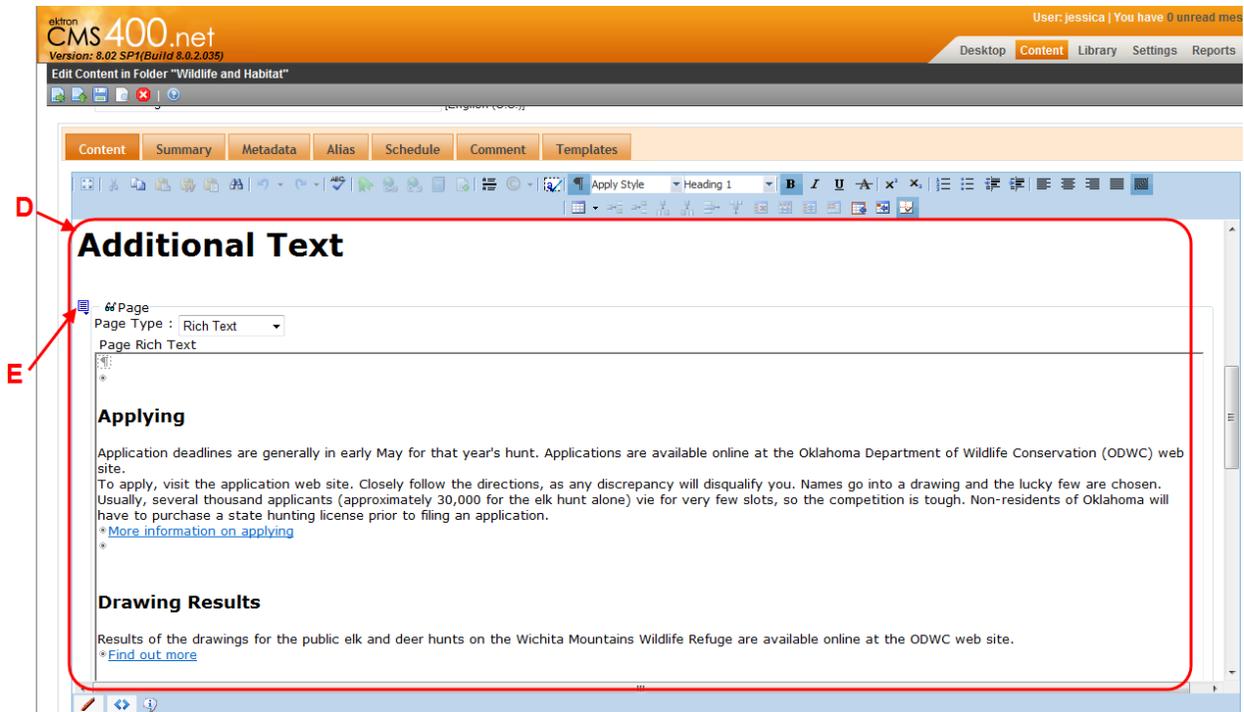
Wichita Mountains Home | Regional Office | Refuges/Districts Nearby | Contact Us | News | Jobs | FAQs

U.S. Fish & Wildlife Service National Wildlife Refuge System

Notices Accessibility Disclaimer Privacy FOIA

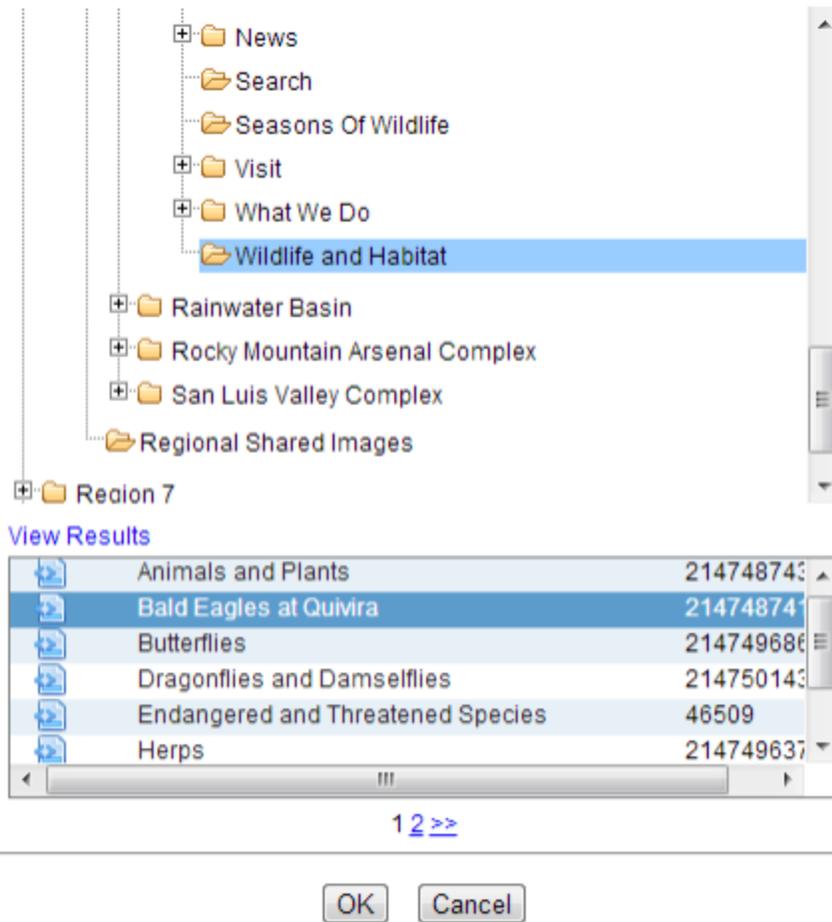
Department of the Interior
USA.gov

Article Page – Working in the Rich Text field:



- D.** In Additional Text select **Rich Text** or **Content Block** for the type of content you wish to display.
1. Select **Rich Text** option if you will be filling in the textbox by either manually typing in content or copy\pasting from another webpage or document. Skip to Step 6 if you are not adding Content Block.
 2. Select **Content Block** if you will be pulling in an existing content into this page.
 3. Click on the PageContentID add ( PageContentID) icon and **Select Content** () icon will appear.

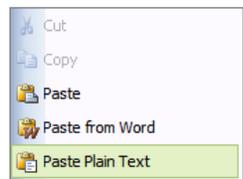
- Click on the Select Content icon and navigate the folder structure to the content that you want to pull into the Article Page.



- Click **OK**.
- Add additional pages as required by clicking on **Add Page** ( Page) icon and repeating Steps 1-5 until the page is completed.
- Publish the page.



When pasting into the rich text field, right mouse click to see these options and always select **Paste Plain Text** option. Never select the **Paste** option when copying\pasting from a webpage as it will copy over all the hidden inline styles which can potentially cause styling issues when the page is displayed.



Paste Options:

- Paste Plain Text** – Popup will appear. Use CTRL+V to paste into the Popup field. This option will strip everything except the text. It is highly recommended that this option is used primarily as it is far easier to style and format with options in Ektron editor rather than modifying styles that have been copied over. When pasting text into the Editor in WYSIWYG mode, you can right click in the text area and select “Paste Plain Text” to insert clean text into the content. This method removes all the extraneous tags that exist in Word documents or content copied from other Web sites.

- **Paste from Word** – Popup will appear. Use CTRL+V to paste into the Popup field. This option should be used when copy and paste from Microsoft Word as the Microsoft Word styles and classes will be removed and only the content and the formatting will be retained.
- **Paste** – paste copied items exactly as they were copied. This option retains the in-line styles and hidden elements when pasted. **Do NOT use.**

Keyboard Shortcuts

Use the following keystroke shortcuts when working in the Rich Text field as you will have better and faster results rather than using the options in the editor toolbar.

- **Copy** – (CTRL+C)
- **Cut** – (CTRL+X)
- **Paste** – (CTRL+V)
- **Select All** – (CTRL+A)
- **Undo** – (CTRL+Z)
- **Redo** – (CTRL+Y)

Helpful Hints:

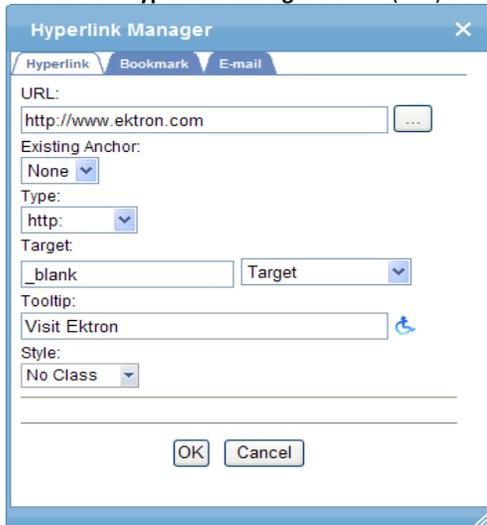
- Always ensure your cursor is in the proper place and active before you insert anything.
- Always use the Paste as Plain Text option as you will get better results when you style and format within the editor instead copying\pasting the formatting from another source.
- Always insert a photo next to a text instead of blank space as correct insertion increases substantially. Move the image to correct place using drag\drop. This is due to idiosyncrasy of the editor version.

- E. Using the () button to add more page items to the content.

Exercise 4-4: Inserting Hyperlinks

1. Click the end of the last line and press “Enter” twice to insert a blank line.
2. Type in “Visit Ektron”.
3. Select (highlight) “Visit Ektron”.

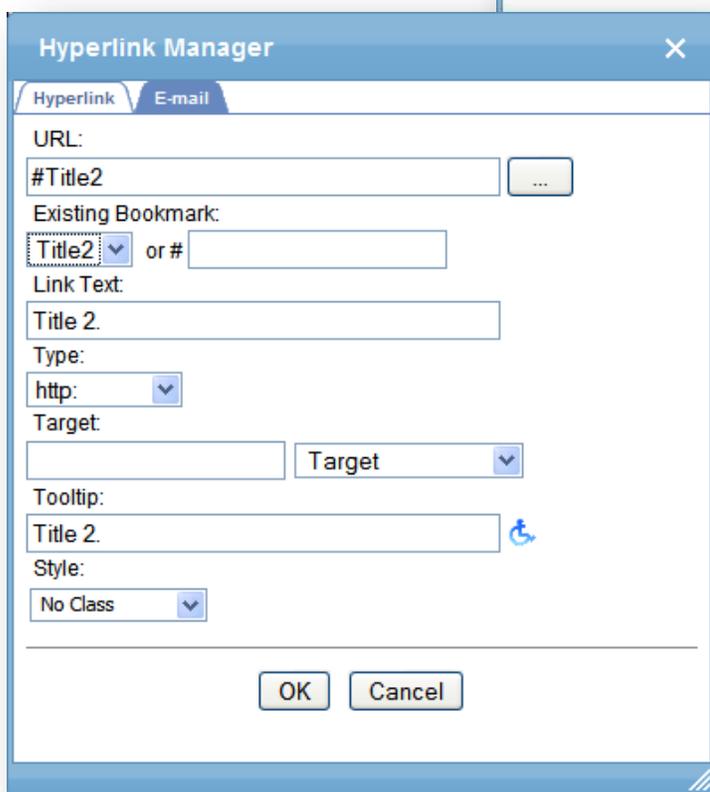
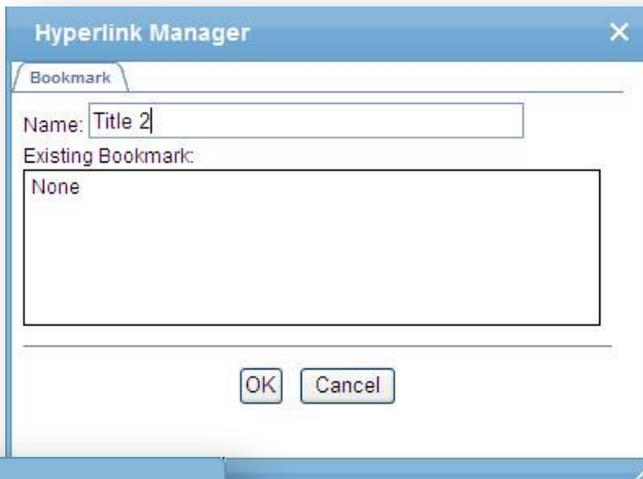
4. Click on the **Hyperlink Manager** button () in the menu. The Hyperlink Manager pops-up.



5. Make sure the text you highlighted "Visit Ektron" is in the Link Text field.
6. Set the URL field to "http://www.ektron.com".
7. In the Target Frame, select "New Window (_blank)", so the resulting link will open in a new window.
8. Click OK. "Visit Ektron" now appears as a blue link.

Exercise 4-5: Adding Bookmarks (Anchor) Hyperlinks

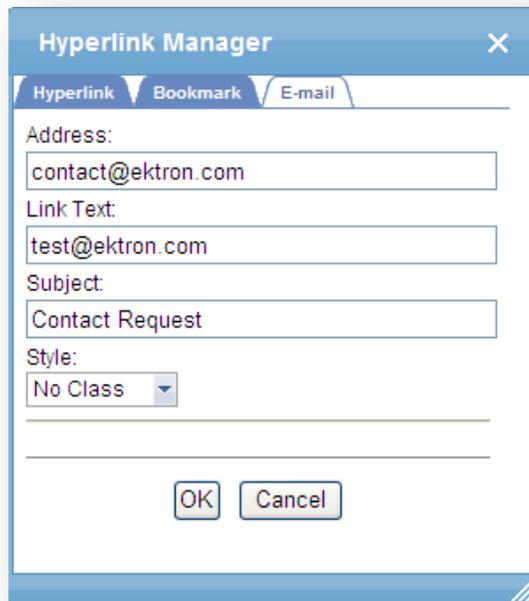
1. Add paragraphs to the content you are editing. (Paste in additional text to make it over one page long.)
2. After the last line, enter text "Title 2".
3. Click on the **Insert Bookmark** button ().
4. Enter the title of the bookmark as "Title2".
5. Click **OK**.
6. Go to the top of the content.
7. Enter a new line that says "Go to Title 2".
8. Highlight the text "Go to Title 2".
9. Click the **Hyperlink** Button ().
10. Select the **Existing Bookmark** for Title 2.



11. Click **OK** to save the link to the bookmark.

Exercise 4-6: Inserting Email Hyperlinks

1. Go to next line and type "Contact us by email: "
2. Leave the cursor at the end of that line and click on the **Hyperlink** button ()

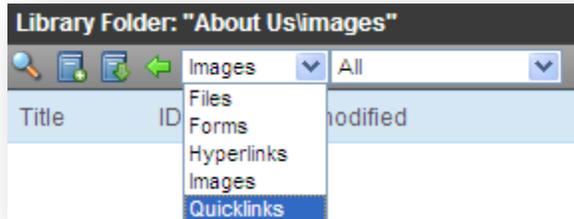


3. When the Hyperlink window pops up, select the **Email** tab.
4. Type "contact@ektron.com" in the address field.
5. In the **Link Text** field, type "test@ektron.com".
6. Click **OK** to close the Hyperlink window.

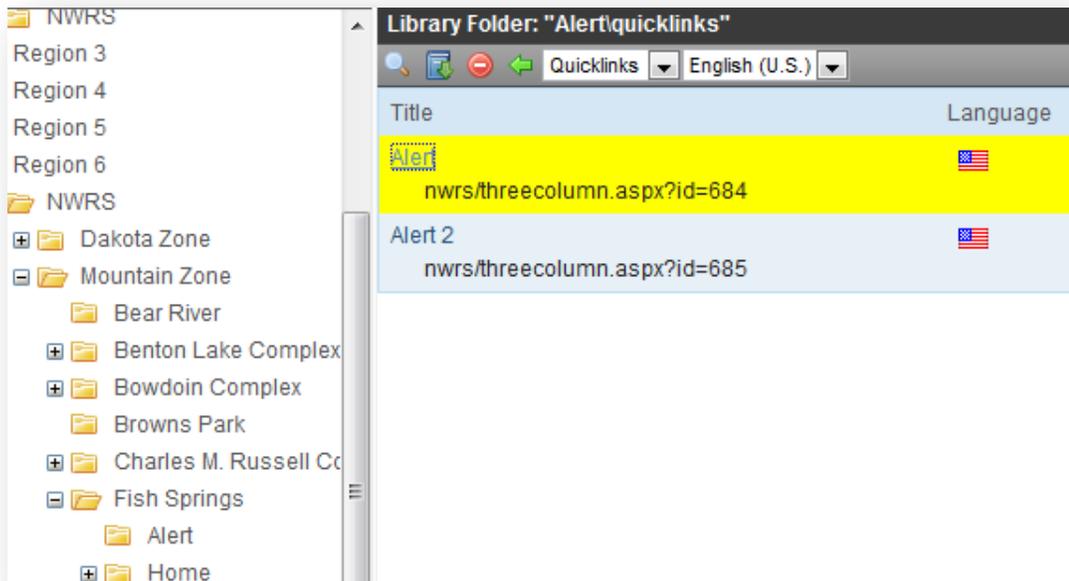
Note: This is not a real email address and students should not send email to this address.

Exercise 4-7: Inserting Internal Links (Quicklinks)

1. Go to the line after the e-mail link.
2. Click on the Hyperlink button () .
3. Click the three dots () button under the URL field. The Library window is now opened. Be sure the dropdown list says "Quicklinks".



4. Select **Your Refuge > Alert folder** from the left navigation pane to display its Quicklinks.
5. Click on one of the Quicklinks so it is highlighted in yellow.
6. Click the Insert button () to insert the Quicklink.
(Note: Double-clicking on a Quicklink will also insert it into the content and the Link Text will be the title of the content.)



7. Click **OK** in the Hyperlink Manager.
8. Create a new line following the link you just created.
9. Click the Horizontal Line () button in the menu to insert a horizontal line. You should have something like this in the Content window.

As automobile technology and numbers grew the Lincoln Highway alignment of Interstate 80.

Ⓞ [Next Page](#)

10. Click the Save button () to temporarily save your work.

Exercise 4-8: Adding a Table

1. Move the cursor below the horizontal line in the content.
2. Click the **Insert Table** button ()
3. Mouse over 1 row and 2 columns and then click that selected area to insert the table.
4. Now you will have a table with 2 cells.



Exercise 4-9: Adding Related Pages Links

In the right column of most pages there is a **Related Pages** section that displays links to pages that are related to the primary content. This section is optional and will display only if you have assigned related pages.

The screenshot shows the website for the Wichita Mountains National Wildlife Refuge. At the top, there is a header with the U.S. Fish & Wildlife Service logo, the refuge name, a search bar, and a link to 'All Refuges'. Below the header is a navigation bar with 'Visit', 'Wildlife & Habitat', 'Seasons of Wildlife', and 'About the Refuge'. A sidebar on the left lists wildlife categories: Elk, Bison, Deer, Texas Longhorns, Black-capped Vireo, Other Wildlife, and Fire Management. The main content area features a large image of an elk with the title 'Fire Management'. To the right of the image is a text block describing the refuge's hunts. Below the text is a section titled 'Applying' with information about application deadlines and the process. On the right side, there is a 'Print' and 'Share' section, followed by 'MAPS' and 'MULTIMEDIA' buttons. Below these is a 'WHAT WE DO' section with links to 'Resource Management', 'Conservation', 'Get Involved', 'Partnerships', 'In The Community', and 'Science'. At the bottom of the right sidebar, a 'RELATED PAGES' section is highlighted with a red rounded rectangle, containing links to 'Bald Eagle Nest Camera', 'Visitor Info', 'Wildlife Management', and 'Hunting Permits'. Below this section is a small image of a bird.

1. Edit the page where **Related Pages** will be added.

2. Select the Metadata Tab.

The screenshot shows a web application window titled "Edit Content in Folder 'Wildlife and Habitat'". The window has a title bar with standard OS icons. Below the title bar, there is a text input field for "Title" containing "Fire Management" and a language dropdown set to "[English (U.S.)]". A navigation bar contains several tabs: "Content", "Summary", "Metadata" (which is selected and highlighted in orange), "Alias", "Schedule", and "Comment".

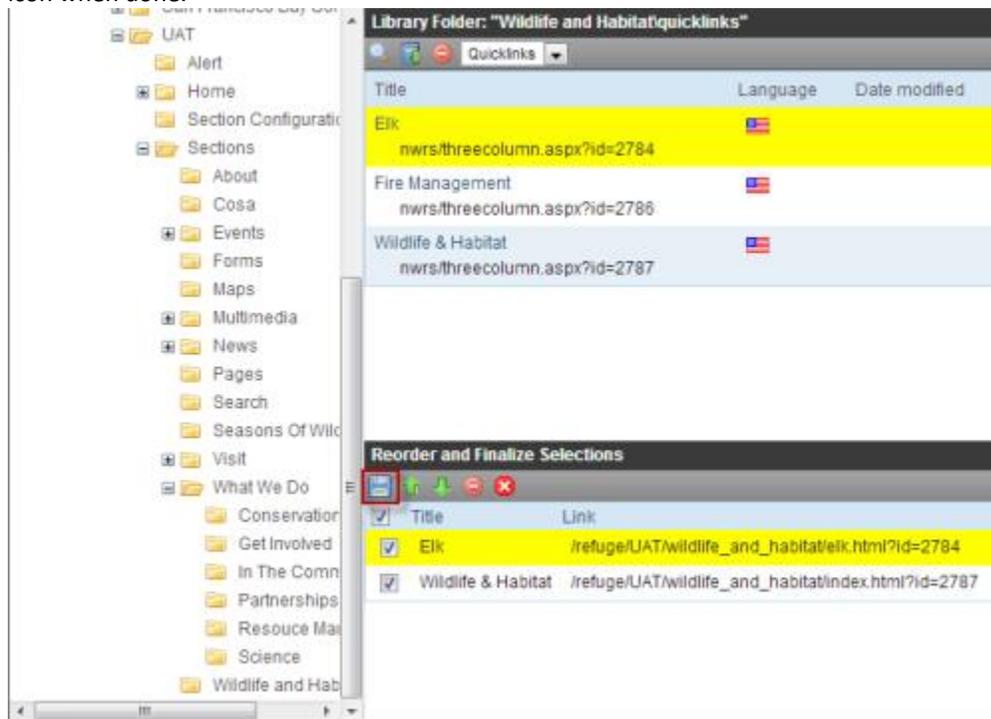
The "Metadata" tab is active, showing three main sections:

- keywords:** A "Text:" input field with a green plus icon. Below it is a scrollable text area containing "Fire Management". At the bottom of this section are three buttons: "Edit" (pencil icon), "Remove" (red X icon), and "Default" (blue plus icon).
- description:** A large text area containing the text "Controlled burns, or prescribed fires, are ignited by trained wildland fire firefighters to meet specific management objectives". Below the text area is a "Default" button and a character count: "current character count: 127 (2000 max.)".
- Related Pages: (Content)**: This section is highlighted with a red rounded rectangle. It lists two items: "Elk (ID: 2784)" and "Wildlife & Habitat (ID: 2787)". Below the list are "Edit" and "Clear" buttons.

At the bottom of the window, there is a "Photo Credit: (Image)" section.

3. Click the Edit icon in the Related Pages section and the Library window will open in Quicklinks mode
4. Navigate to the page link that that you want to insert as Related Page and select the link so it appears in the bottom right frame of the window. Multiple page links can be added so it appears in the bottom right frame. Click the save

icon when done.



5. The Related Pages links have been added. Click on the **Publish** icon to publish the page.

Exercise 4-10: Adding Photo Credits to a Page

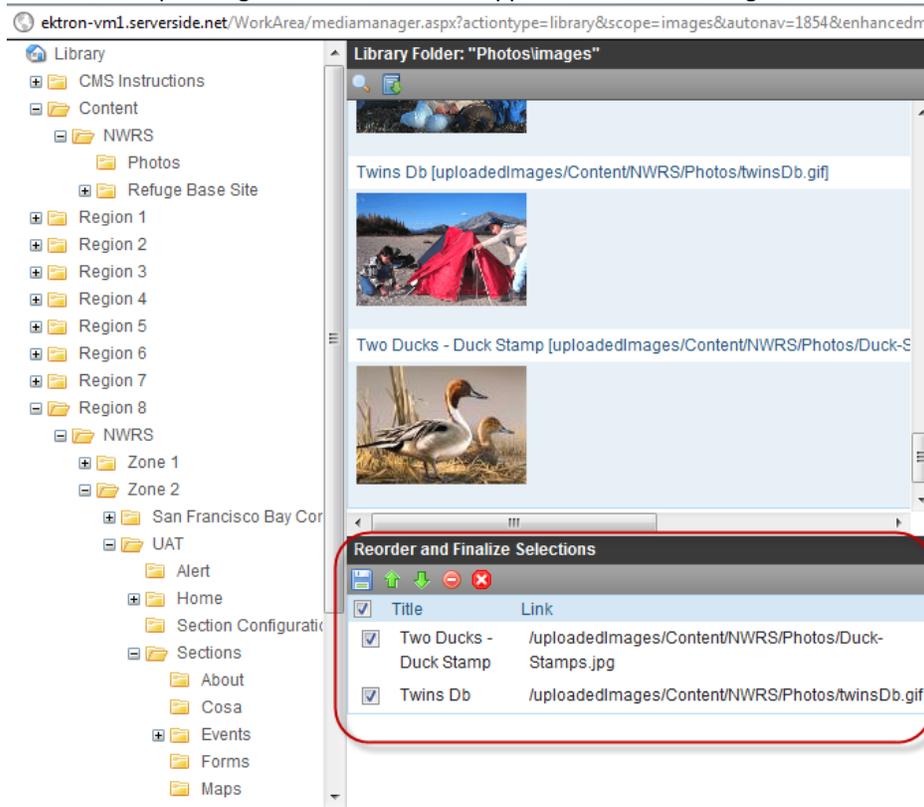
Photo credits can be added to any pages that contain images. The following instructions should be used to add Photo Credits to any pages you may create. Use the [Add an Image](#) section of Unit 14 for instructions on how to add Photo Credit description and [Unit 3 – Photo Credits](#) section for Photo Credit standard and formatting.

1. Edit the page to add the photo credit to.
2. Select the Metadata tab

The screenshot shows the 'Metadata' tab selected in a content management system. The tabs are 'Content', 'Summary', 'Metadata', 'Alias', 'Schedule', and 'Comment'. The 'Metadata' section contains the following fields:

- keywords:** A text input field with a green plus icon.
- description:** A large text area with a 'Default' button and a character count of 0 (2000 max.).
- Related Pages: (Content)** A section with 'None Selected' and 'Edit' and 'Clear' buttons.
- Photo Credit: (Image)** A section with 'None Selected' and 'Edit' and 'Clear' buttons, highlighted with a red oval.

3. Click the Edit icon in the Photo Credit section and the Library window will open in images mode
4. Navigate to the image that is used on the page and select the image so it appears in the bottom right frame of the window. Multiple images can be added so it appears in the bottom right frame. Click the save icon when done



5. The photo credits have been added. Click on the **Publish** icon to publish the page.

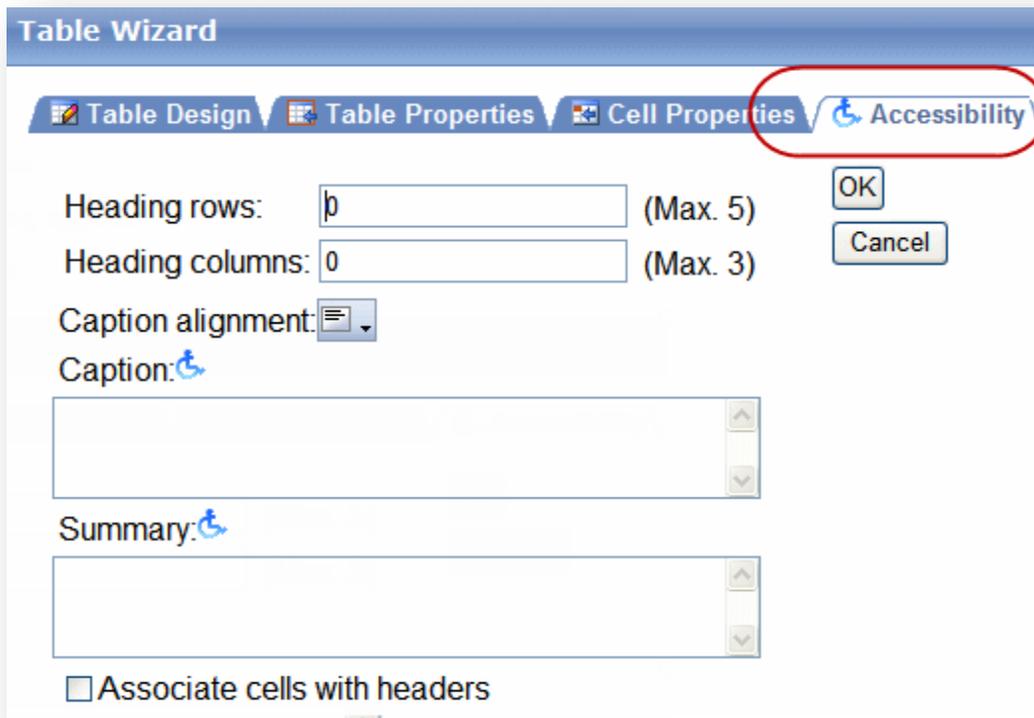
508 Compliance

508 Compliance applies to all Federal Agencies that develop, procure, maintain, or use electronic and information technology. Section 508 makes it so agencies must give disabled employees and member of the public access to information that is comparable to the access others would have.

Making a 508 Compliant Table

To create a 508 compliant table, follow these steps.

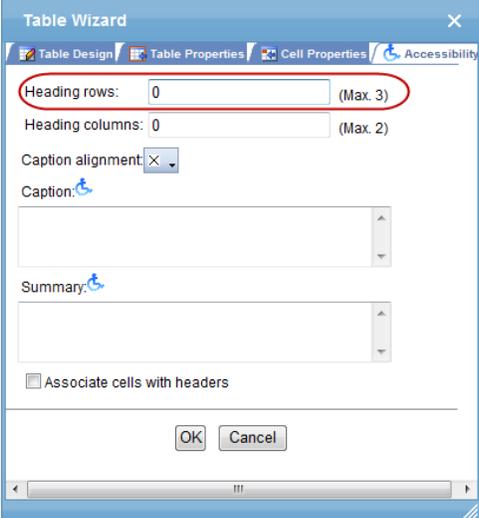
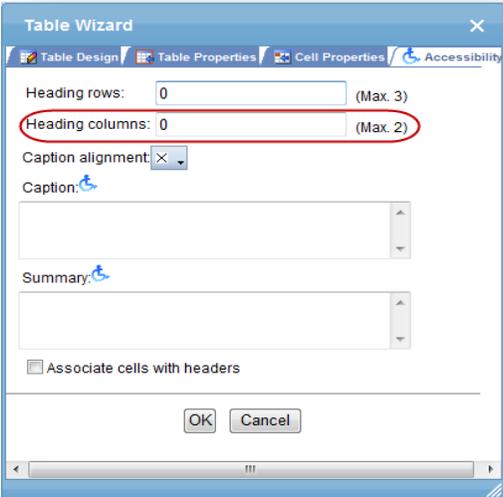
1. Create a new table or edit an existing one, as explained in **Error! Hyperlink reference not valid..**
2. Place the cursor inside the table.
3. Right click the mouse.
4. Click **Set Table Properties**.
5. The Table Properties dialog appears.
6. Click the **Accessibility** tab.

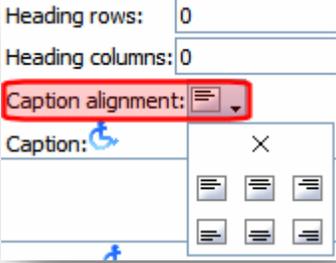
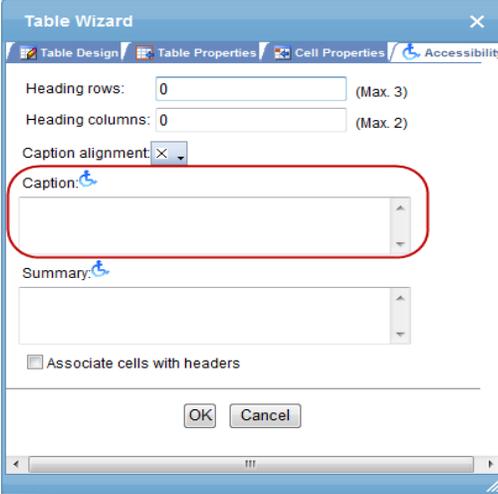


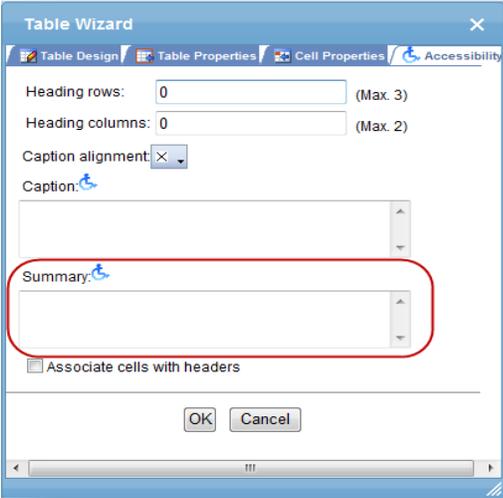
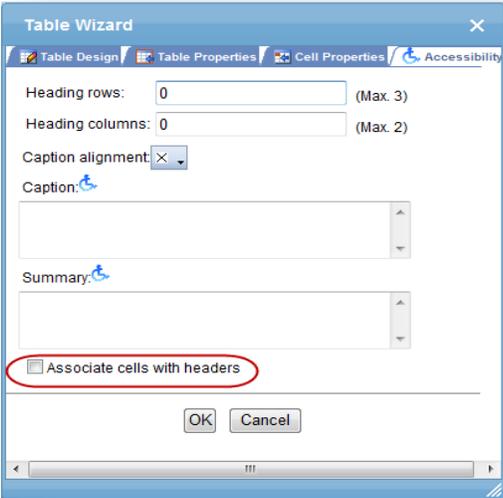
The image shows a screenshot of the 'Table Wizard' dialog box in Microsoft Word, with the 'Accessibility' tab selected and highlighted by a red circle. The dialog box has a blue title bar and a tabbed interface with four tabs: 'Table Design', 'Table Properties', 'Cell Properties', and 'Accessibility'. The 'Accessibility' tab is active. Below the tabs, there are several input fields and options:

- 'Heading rows:' with a text box containing '0' and '(Max. 5)' to its right.
- 'Heading columns:' with a text box containing '0' and '(Max. 3)' to its right.
- 'Caption alignment:' with a dropdown menu showing a list icon.
- 'Caption:' with a blue accessibility icon and an empty text box.
- 'Summary:' with a blue accessibility icon and an empty text box.
- An unchecked checkbox labeled 'Associate cells with headers' at the bottom.

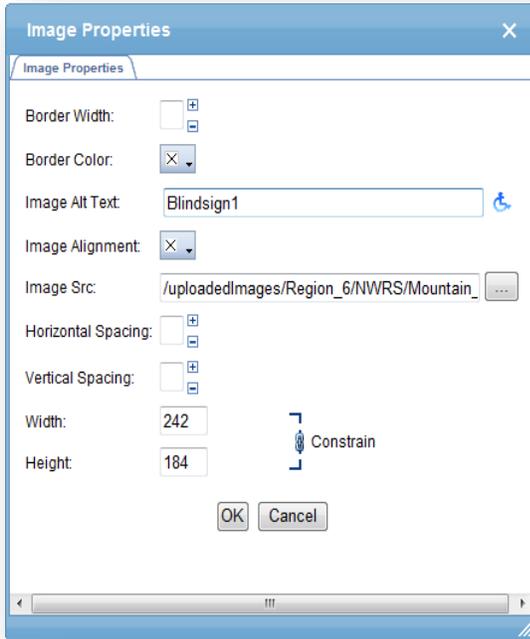
On the right side of the dialog, there are 'OK' and 'Cancel' buttons.

Field	Description
<p>Heading Rows</p>	<p>If you want your table to have a horizontal header, enter the number of rows that it should occupy. The number cannot exceed three.</p> <p>Beginning with the top, all cells in the specified number of rows are designated as table headers.</p>  <p>The screenshot shows the 'Table Wizard' dialog box with the 'Table Design' tab selected. The 'Heading rows' field is set to 0, with a maximum value of 3. The 'Heading columns' field is set to 0, with a maximum value of 2. The 'Caption alignment' is set to 'X'. There are 'OK' and 'Cancel' buttons at the bottom.</p>
<p>Heading Columns</p>	<p>If you want your table to have a header, enter the number of columns that it should occupy. The number cannot exceed 2.</p> <p>Beginning with the left column, all cells in the specified number of columns are designated as table headers.</p>  <p>The screenshot shows the 'Table Wizard' dialog box with the 'Table Design' tab selected. The 'Heading rows' field is set to 0, with a maximum value of 3. The 'Heading columns' field is set to 0, with a maximum value of 2. The 'Caption alignment' is set to 'X'. There are 'OK' and 'Cancel' buttons at the bottom.</p>
	<p>To choose the caption's alignment, click the down arrow next to this field as shown below.</p>

Field	Description
Caption Alignment	 <p>Click the box that represents the alignment style you want.</p>
Caption	<p>If desired, enter a table caption. The caption appears above the table. The caption's alignment is set in the Caption Alignment field.</p> 
	<p>If desired, enter the table summary. Non-visual browsers use the summary to explain the table's contents.</p>

Field	Description
Summary	 <p>A screenshot of the 'Table Wizard' dialog box. The 'Summary' text area is highlighted with a red circle. The dialog includes fields for 'Heading rows: 0 (Max. 3)', 'Heading columns: 0 (Max. 2)', 'Caption alignment', 'Caption', and 'Summary'. There is an unchecked checkbox for 'Associate cells with headers' and 'OK'/'Cancel' buttons at the bottom.</p> <p>“A summary of the relationships among cells is especially important for tables with nested headings, cells that span multiple columns or rows, or other relationships that may not be obvious from analyzing the structure of the table but that may be apparent in a visual rendering of the table. A summary may also describe how the table fits into the context of the current document. If no caption is provided, it is even more critical to provide a summary.” -From http://www.w3.org/TR/WCAG10-HTML-TECHS/#data-tables</p>
Associate Cells with Headers	<p>Check this box if you want to associate the table’s data cells with the appropriate headers. See Also: http://www.w3.org/TR/WCAG20-TECHS/H43.html</p>  <p>A screenshot of the 'Table Wizard' dialog box. The 'Associate cells with headers' checkbox is highlighted with a red circle. The dialog includes fields for 'Heading rows: 0 (Max. 3)', 'Heading columns: 0 (Max. 2)', 'Caption alignment', 'Caption', and 'Summary'. There is a checked checkbox for 'Associate cells with headers' and 'OK'/'Cancel' buttons at the bottom.</p>

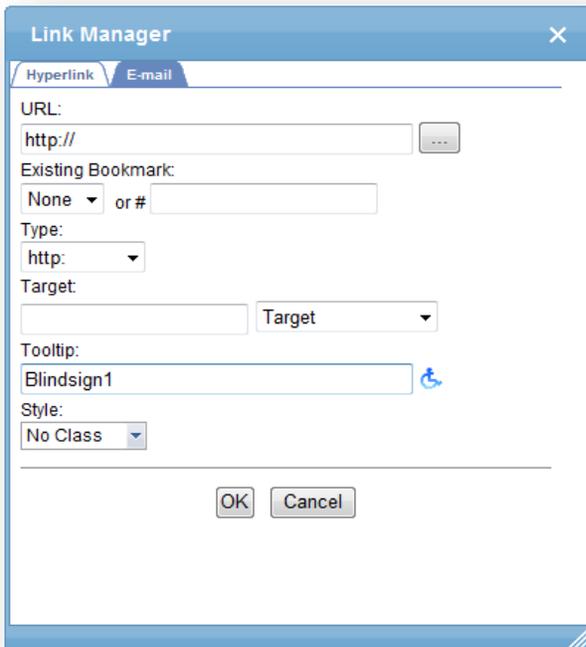
Making an Image 508 Compliant



In the Image Alt Text add in a brief description of what the image is.

Creating a 508 Compliant Link

In the Tooltip field add a brief description of the link.



Unit 5

Promo Page - How to Create & Edit

Overview

Content Definition: A designed page that contains an introduction and directional, promotional modules to guide users. These pages were specifically configured to act as landing pages, see landing page definition below, with a focus on way-finding. Promo templates will always have section navigation.

Landing Page: Any page, regardless of the template used, that acts as a directional or way-finding "home page" for multipage sections of a Web site. This page must have a left navigation box.

Special Notes: Promotional blocks are optional, see page 29 of the Threespot PLS for details. The web author may instead use a free form article block. See page 34 of the Threespot PLS for more details. The promo template may also be a terminal page if so an illustration will replace the section navigation.

Section Use: All Sections

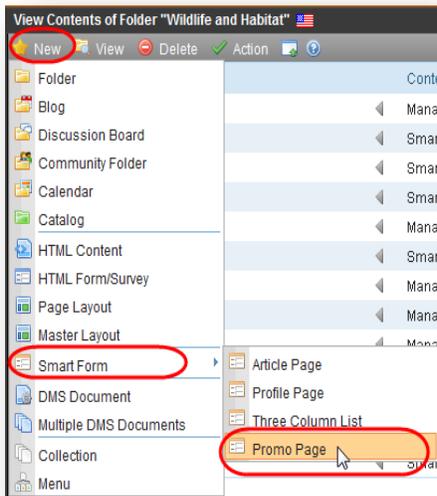
Exercises

Exercise 5-1 Creating a Promo Page SmartForm

In this exercise we will follow the steps below to create a "Promo Page" SmartForm.

1. Navigate to **Sections > Wildlife and Habitat**

Choose **New > SmartForm > Promo Page** or **New > Promo Page**. Like the Article Page due to the structural differences between different sections you will see different options. Both will create the same new Promo Page.



Exercise 5-2 Promo Page Title, Image, and Introduction

The Title (A) is the only required element in this exercise. Image (B) has a suggested image size of 512 pixels wide by 219 pixels high. If a larger image is inserted it will be reduced, but the aspect ratio maintained. The Introduction (C) is optional text that leads the user into the promo. Although the image and introduction are optional it is highly recommended that they be used to maintain consistency throughout all NWRS sites. For more information see page 29 of the Treepspot PLS. In this exercise we will add a Title, Image, and an Introduction to the Promo Page.

The screenshot shows the website for the Wichita Mountains National Wildlife Refuge. The header includes the U.S. Fish & Wildlife Service logo and the refuge name. A navigation bar contains links for 'Visit', 'Wildlife & Habitat', 'Seasons of Wildlife', and 'About the Refuge'. The main content area features a 'Wildlife & Habitat' section with a title (A), a large image of two birds (B), and a paragraph of introductory text (C). Below this are three animal profiles: Elk, Bison, and Deer, each with a small image and a 'Learn More' link. A sidebar on the right contains an 'ALERT' section, social media links, and a 'WHAT WE DO' section with various program links. The footer includes page credits, a 'Last Updated' date, and navigation links for home, regional office, and contact information.

Wildlife & Habitat ← A

B

C

Wildlife & Habitat

The Wichita Refuge was established to protect wildlife species that were in grave danger of extinction, and to restore species that had been eliminated from the area. At the time, only deer were present, flourishing under protection. Bison were reintroduced, along with elk and wild turkey. More recent reintroductions include the prairie dog, the river otter, and burrowing owls.

Elk

Elk had been exterminated from the Wichita Mountains by 1875. Since their reintroduction, the herd has thrived—today numbering approximately 800 animals.

[Learn More](#)

Bison

The largest North American land mammal in existence, American bison were a key species of the Great Plains—their grazing habits helped establish the distribution of grasslands in the Plains. The current bison herd is maintained at approximately 650 animals.

[Learn More](#)

Deer

The white-tailed deer of the Wichita Mountains Wildlife Refuge are from original native stock that survived the early settlement years of exploitation and overhunting. In 1901, when the area became protected, the remnant deer population rapidly expanded. In 1961, the peak population hit 2,987. Today, the minimum objective population level is 450.

[Learn More](#)

Black-Capped Vireo

Their songs are derived from a large syllable repertoire, an order of magnitude greater than that of other vireos.

Figure 5-2

Page Photo Credits – Swamp at Sunset at Wichita Mountains NWR, © Daniel McHenry

Last Updated: Aug 22, 2011

[Wichita Mountains Home](#) | [Regional Office](#) | [Refuges/Districts Nearby](#) | [Contact Us](#) | [News](#) | [Jobs](#) | [FAQs](#)

U.S. Fish & Wildlife Service | National Wildlife Refuge System

Notices | Accessibility | Disclaimer | Privacy | FOIA

Department of the Interior
USA.gov

Promo Page - Title, Image, and Introduction:

In this Example the Title becomes the title of the page and the first heading, a Image can be selected to display, and the description appears as italicized and offers more detail on the content.

The screenshot shows a content management system interface. At the top, there is a 'Title:' field with a red circle around it and a red arrow labeled 'A' pointing to it. Below this is a 'Content Searchable' checkbox. A navigation bar contains tabs for 'Content', 'Summary', 'Metadata', 'Alias', 'Schedule', 'Comment', and 'Templates'. Below the navigation bar is a toolbar with various icons and a 'Paragraph Style' dropdown. The main content area has an 'Instructions: *Indicates required fields.' section. Below this, there are three fields: 'Title*' with the text 'Title matches the content title.', 'Image:' with a red circle around it and a red arrow labeled 'B' pointing to it, and 'Introduction:' with a red circle around it and a red arrow labeled 'C' pointing to it.

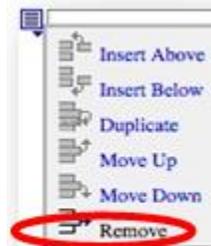
A. Enter a title in the Title field.

B. Image:

1. Click the Image button 
2. Click the Select Picture button ()
3. Double click on the desired image.

C. Enter a paragraph in the Introduction field

To remove an image from your page, use the **Menu** () button. Select **Remove** from the dropdown.



Exercise 5-3: Creating a Promo List Page

The Promo List is used to promote content in a particular section of the site. The module titles match the section navigation titles, see page 27 of the Threespot PLS for a section navigation example. You can use all, some, one or none of the left navigation links as promo modules. A decorative line separates modules. If you do not use promo modules, the bottom of the page is empty. Article content may also be used here see page 34 of the Threespot PLS for details.

In this exercise we will add a “Promo List” to your Promo Page.

The screenshot shows the website for the Wichita Mountains National Wildlife Refuge. The main navigation bar includes 'Visit', 'Wildlife & Habitat', 'Seasons of Wildlife', and 'About the Refuge'. The 'Wildlife & Habitat' section is active, featuring a large image of two birds in flight. Below this image is a paragraph of text describing the refuge's history and the species it protects. To the right of the main content is a sidebar with 'ALERT', 'FOLLOW US ONLINE' (social media icons), 'MAPS', and 'MULTIMEDIA'. Below the sidebar is a 'WHAT WE DO' section with links to 'Resource Management', 'Conservation', 'Get Involved', 'Partnerships', 'In The Community', and 'Science'. The main content area has three sub-sections: 'Elk', 'Bison', and 'Deer'. Each sub-section has a small image and a paragraph of text. Annotations are present: a red circle around the 'Elk' sub-section with arrows pointing to 'E', 'F', and 'H'; a red circle around the 'Elk' text paragraph with an arrow pointing to 'G'; and a red circle around the 'Learn More' link for 'Elk' with an arrow pointing to 'H'. The footer contains navigation links, contact information, and logos for the U.S. Fish & Wildlife Service and the Department of the Interior.

Figure 5-3

Additional Text

Text Type: **Promo List** ▼ ← **D**

- D.** Additional Text: Select Promo List from the dropdown.

Promo Page – Creating a Promo List:

In this Example Promo List has been selected from the Text Type drop down. The Promo List allows multiple items to be added in list format to the content page with links to the different content.

Title*	Image (suggested size is 150 pixels wide x 118 pixels high - max width is 150 px wide.)	Description*	Link
Elk		Elk had been exterminated from the Wichita Mountains by 1875. Since their reintroduction, the herd has thrived—today numbering approximately 800 animals.	item1.link

- E.** Title: Enter a title into the text box.

- F.** Image:

1. Click the **Select Image button** () to open the Library.
2. Navigate to **Sections > Wildlife and Habitat** (or wherever your image is stored).
3. Double click on your image.
4. Click **OK**.

- G.** Enter a description into the text box.

- H.** Link:

1. Click **Select File** ().
2. Click the **URL button** ()
3. Navigate to **Sections > Wildlife and Habitat** check that “Quicklinks” is selected in the dropdown.
4. Double click on desired content.
5. Click **OK**.

To add additional promo items to your list you have two options:

- Click the **PromoItem button** () in the bottom left hand corner of the SmartForm and an additional promo item will appear.
- Click on the **Promo Item Menu** () button and select Insert Above or Insert Below.

Below is an example of a Promo Page without an introductory paragraph.

The screenshot shows the website for the Wichita Mountains National Wildlife Refuge. The header includes the U.S. Fish & Wildlife Service logo and the refuge name. A navigation bar contains links for 'Visit', 'Wildlife & Habitat', 'Seasons of Wildlife', and 'About the Refuge'. The main content area is titled 'Wildlife & Habitats' and features three sections: 'Elk', 'Bison', and 'Deer'. Each section includes a photograph and a brief description. The 'Elk' section has a red box around the photo and text, with annotations 'E', 'F', 'G', and 'H' pointing to various elements. The 'Bison' and 'Deer' sections also have 'Learn More' links. A sidebar on the right contains links for 'Print', 'Share', 'Alert', 'Follow Us Online', 'Maps', 'Multimedia', and 'What We Do'. The footer includes contact information and logos for the U.S. Fish & Wildlife Service and the Department of the Interior.

U.S. Fish & Wildlife Service
Wichita Mountains
National Wildlife Refuge | Oklahoma

Visit | Wildlife & Habitat | Seasons of Wildlife | About the Refuge

WILDLIFE & HABITAT
Link A
Link B
Elk
Fire Management

Wildlife & Habitats

Print | Share

ALERT

FOLLOW US ONLINE

MAPS

MULTIMEDIA

WHAT WE DO
Resource Management
Conservation
Get Involved
Partnerships
In The Community
Science

Elk ← E
F → ← H
G ↑

Elk had been exterminated from the Wichita Mountains by 1875. Since their reintroduction, the herd has thrived—today numbering approximately 800 animals.
[Learn More](#)

Bison

The largest North American land mammal in existence, American bison were a key species of the Great Plains—their grazing habits helped establish the distribution of grasslands in the Plains. The current bison herd is maintained at approximately 650 animals.
[Learn More](#)

Deer

The white-tailed deer of the Wichita Mountains Wildlife Refuge are from original native stock that survived the early settlement years of exploitation and overhunting. In 1901, when the area became protected, the remnant deer population rapidly expanded. In 1901, the peak population hit 2,987. Today, the minimum objective population level is 450.
[Learn More](#)

Black-Capped Vireo
Their songs are derived from a large syllable repertoire, an order of magnitude greater than that of other vireos.

Last Updated: Aug 24, 2011

[Wichita Mountains Home](#) | [Regional Office](#) | [Refuges/Districts Nearby](#) | [Contact Us](#) | [News](#) | [Jobs](#) | [FAQs](#)

U.S. Fish & Wildlife Service | National Wildlife Refuge System
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Department of the Interior
USA.gov

Exercise 5-4 Rich Text Option

In this exercise we will be learning how to use the Rich Text Option which can be used in place of the Promo List we created in Exercise 5-3.

The screenshot shows the website for the Wichita Mountains National Wildlife Refuge. The header includes the U.S. Fish & Wildlife Service logo and search bar. The main navigation bar has links for Visit, Wildlife & Habitat, Seasons of Wildlife, and About the Refuge. The page title is "Wichita Mountains National Wildlife Refuge | Oklahoma".

The "Wildlife & Habitat" section features a large image of two avocets. Below the image is a paragraph of text describing the refuge's history. A red box highlights a paragraph of text, with a red arrow labeled "E" pointing to it. The highlighted text reads: "The Wichita Mountains Wildlife Refuge hosts two of Oklahoma's most popular controlled hunts, the annual elk and deer hunts. The hunts are 2 1/2 days of exhilarating scenery and are known as some of the best-managed hunts in the country. While the white-tailed deer herd is native to the area, the elk herd started with introductions in 1911-1912 when Rocky Mountain elk* were reintroduced from Jackson Hole, Wyoming. The original herd had been wiped out by indiscriminate hunting before this area was protected as a wildlife refuge. Today, careful management insures their survival, controls their numbers, and allows a portion to be harvested. *The elk hunt is a once-in-a-lifetime hunt and, once drawn, hunters may not reapply for this hunt."

Other elements on the page include a sidebar with links for Wildlife & Habitat, Link A, Link B, Elk, and Fire Management. A right sidebar contains links for Print, Share, ALERT, FOLLOW US ONLINE (Facebook, Twitter, YouTube, RSS), MAPS, and MULTIMEDIA. Below these are sections for "WHAT WE DO" (Resource Management, Conservation, Get Involved, Partnerships, In The Community, Science) and a "Black-Capped Vireo" section with a photo and text: "Black-Capped Vireo. Their songs are derived from a large syllable repertoire, an order of magnitude greater than that of other vireos."

Page Photo Credits – Swamp at Sunset at Wichita Mountains NWR. @ Daniel McGarry. Last Updated: Aug 24, 2011.

Footer links: Wichita Mountains Home | Regional Office | Refuges/Districts Nearby | Contact Us | News | Jobs | FAQs. Logos for U.S. Fish & Wildlife Service, National Wildlife Refuge System, and Department of the Interior USA.gov are also present.

Figure 5-4

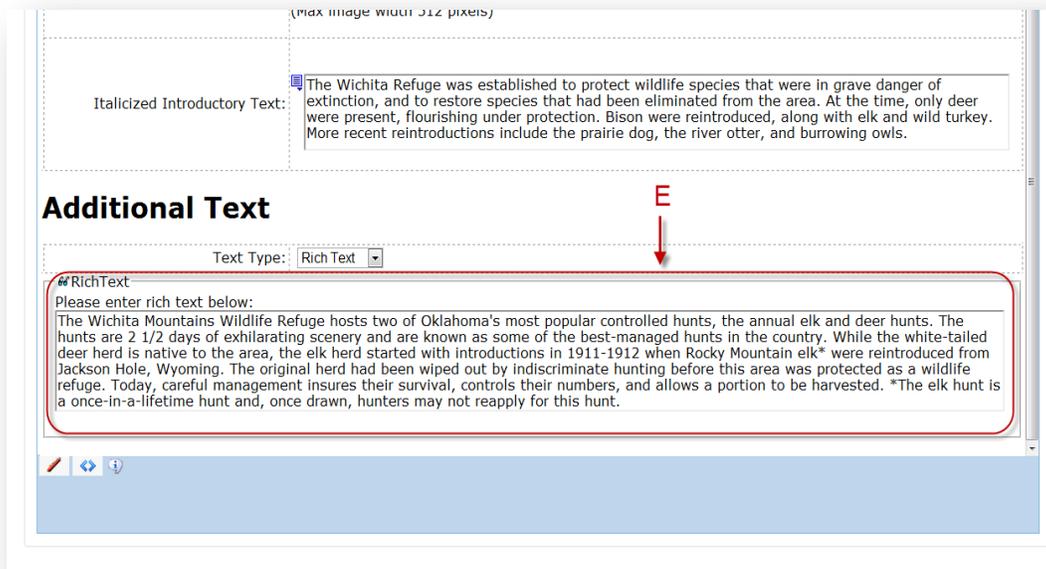
Rich Text Selection:



- D. Additional Text: Select Rich Text from the dropdown.

Rich Text - Adding Content:

In this Example Rich Text has been selected from the Text Type drop down. Rich text allows stylized content to be created at the bottom of the page to add to the page or link to subsequent pages.



- E. Fill out Rich Text field with relevant content

Note: A Promo Page can either display a Promo List or Rich Text but not both at the same time. If you were to accidentally change the text type after creating either or it will look as if you lost data when you changed the text type. Use the [Restoring Content from its History](#) section in Unit 14 to restore to previous version to recover the lost data during the text type change process.

This page was intentionally left blank.

Unit 6

Profile Page - How to Create & Edit

Overview

Content Definition: A page that contains an introduction and directional, promotional modules that guide users to topics within a section of the Web site. These pages were configured to act as landing pages, see definition below, with a focus on way finding. If, rarely, the promo page has minimal content with no section links, an illustration may be used in lieu of the left navigation box. External links may be used. This page is designed for individual wildlife (plants and animals) and habitats. This page should never be used as a singular page for a section; therefore it will always have a sub-navigation.

Special Notes: The use of a profile page is **optional** and may be swapped with an article page.

Section Use: Wildlife + Habitat

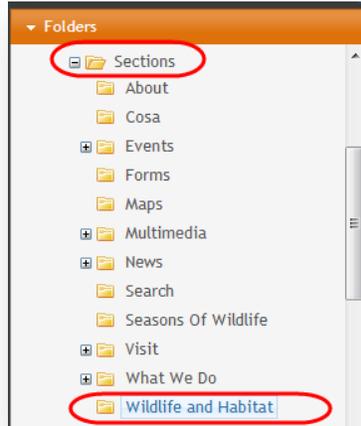
The screenshot shows the website for the Wichita Mountains National Wildlife Refuge. The header includes the U.S. Fish & Wildlife Service logo, the refuge name, and a search bar. A navigation bar contains links for 'Visit', 'Wildlife & Habitat', 'Seasons of Wildlife', and 'About the Refuge'. A left sidebar lists 'WILDLIFE & HABITAT' categories: Elk, Bison, Deer, Texas Longhorns, Black-capped Vireo, Other Wildlife, and Fire Management. The main content area is titled 'Elk' with the scientific name *Cervus canadensis*. It features a large image of an elk with the caption 'Enlarge Image' and 'Multimedia Gallery'. Below the image is a paragraph of text: 'Elk had been exterminated from the Wichita Mountains by 1875. Since their reintroduction, the herd has thrived—today numbering approximately 800 animals. Each year in September, the rut—or reproduction period—begins, lasting 4-6 weeks. Bulls compete for groups of cows (harems) to breed with, and the sound of their bugling (call) can be heard throughout the range. Calves are born in June, and the herds will split into smaller groups to graze throughout the summer. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Fusce ullamcorper suscipit velit a faucibus. In fringilla vestibulum porttitor. Phasellus ac mi erat, non lacus massa. Vivamus placerat ante quis massa posuere vitae tempor metus imperdiet. Sed laoreet porttitor neque, vitae sodales risus sodales non. In nec mi elit, non malesuada diam. Ut imperdiet dignissim venenatis.' To the right of this text is a 'Facts About Elk' box with the following information: Diet: Herbivore; Average Lifespan: 15 years; Sex: 800 lb., 45" tall, 69" long (cows); 700lb., 5' tall, 6' long (bull); and a small image of a Black-Capped Vireo with the text: 'Black-Capped Vireo: Their songs are derived from a large syllable repertoire, an order of magnitude greater than that of other vireos.' Further right are sections for 'WHAT WE DO' (Resource Management, Conservation, Get Involved, Partnerships, In The Community, Science) and 'RELATED PAGES' (Bald Eagle Nest Camera, Visitor Info, Wildlife Management, Hunting Permits). The footer contains navigation links, logos for U.S. Fish & Wildlife Service, National Wildlife Refuge System, and Department of the Interior, and a 'Last Updated: Nov 20, 2016' date.

Exercises

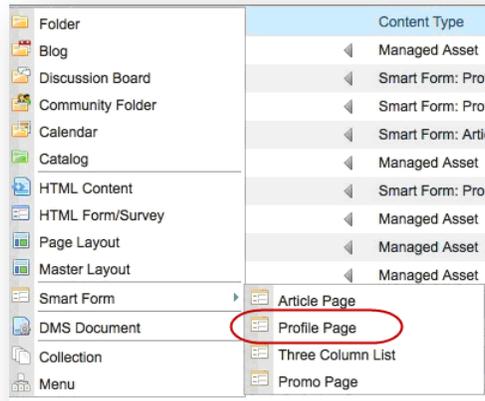
Exercise 6-1: Creating a Profile Page SmartForm

In this exercise we will create a new “Profile Page” SmartForm.

1. Navigate to **Sections > Wildlife and Habitat**



2. Choose **New > SmartForm > Profile Page** or **New > Profile Page**.



Exercise 6-2: Profile Page Title, Subtitle, Image, and Gallery Link

Profile Photo (C) + Gallery Cross link (D) – This module presents a large image of the subject being profiled. If the image is smaller it will be left justified in the space. The image has two links below it, one to enlarge the image, and another that takes the user to the Multimedia gallery in the multimedia section of the site. Both links are optional. Suggested image size is 512 pixels wide by 289 pixels wide. If a larger image is inserted it will be reduced, but the aspect ratio maintained. For more information see page 37 in the Threespot PLS.

In this exercise we will be adding a Title, Subtitle, Image, and Gallery Link to your page.

The screenshot shows the profile page for the Wichita Mountains National Wildlife Refuge. The page includes a header with the U.S. Fish & Wildlife Service logo and search bar. The main navigation bar contains links for Visit, Wildlife & Habitat, Seasons of Wildlife, and About the Refuge. A sidebar on the left lists categories: WILDLIFE & HABITAT, Link A, Link B, Elk, and Fire Management. The main content area features a large image of an elk, annotated with a red box and arrow labeled 'C'. Above the image, the word 'Elk' is circled in red with an arrow labeled 'A', and the scientific name 'Cervus canadensis' is circled in red with an arrow labeled 'B'. Below the image, a red arrow labeled 'D' points to a 'Multimedia Gallery' link. The page also includes a 'Facts About Elk' table, a 'Black-Capped Vireo' image, and a footer with navigation links and logos.

U.S. Fish & Wildlife Service
Wichita Mountains
National Wildlife Refuge | Oklahoma

Visit | Wildlife & Habitat | Seasons of Wildlife | About the Refuge

WILDLIFE & HABITAT
Link A
Link B
Elk
Fire Management

Elk
Cervus canadensis

Elk

Multimedia Gallery

Elk had been exterminated from the Wichita Mountains by 1875. Since their reintroduction, the herd has thrived—today numbering approximately 800 animals.

Each year in September, the rut—or reproduction period—begins, lasting 4-6 weeks. Bulls compete for groups of cows (harems) to breed with, and the sound of their bugling (call) can be heard throughout the range. Calves are born in June, and the herds will split into smaller groups to graze throughout the summer.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Fusce ullamcorper suscipit velit a faucibus. In fringilla vestibulum porttitor. Phasellus ac mi erat, non iaculis massa. Vivamus placerat ante quis massa posuere vitae tempor metus imperdiet. Sed lacinia porttitor neque, vitae sodales risus sodales non. In nec mi elit, non malesuada diam. Ut imperdiet dignissim venenatis

Facts About Elk	
Diet	Herbivore
Average Lifespan	15 years
Size	500 lb., 4'6" tall, 6'6" long (cows) <u>700lbs, 5' tall, 8' long (bulls)</u>

Black-Capped Vireo
Their songs are derived from a large syllable repertoire, an order of magnitude greater than that of other vireos.

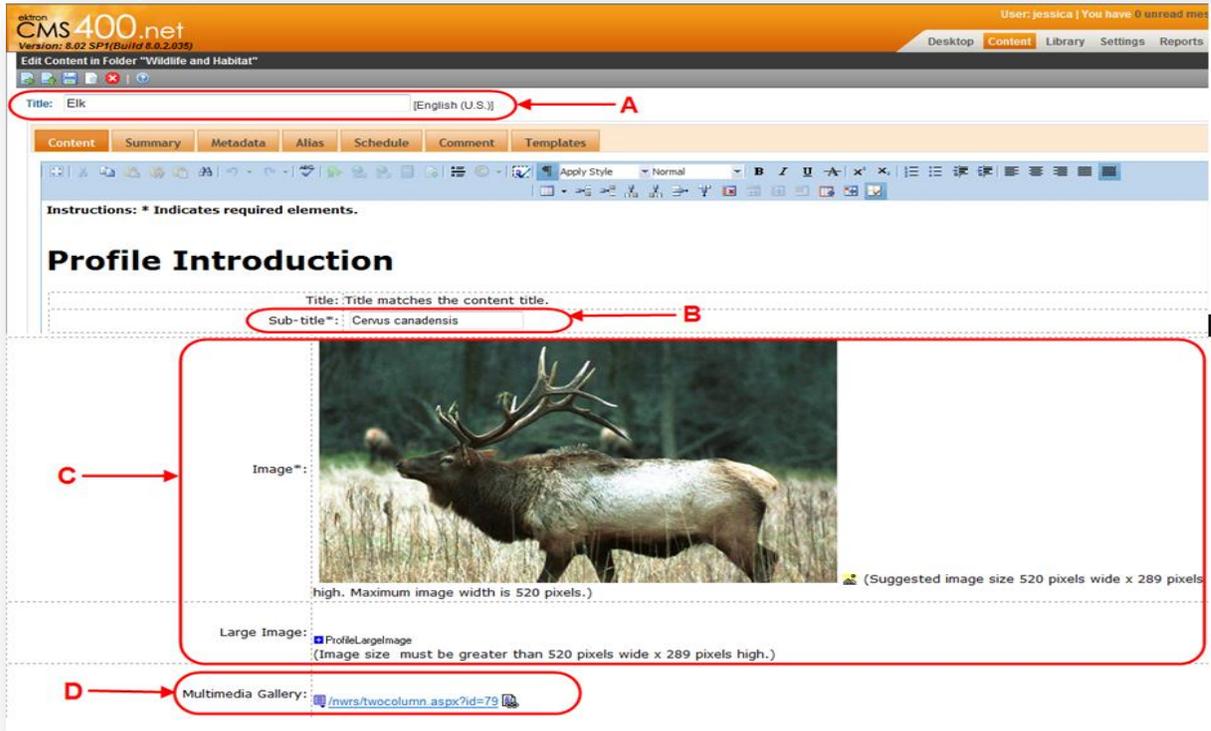
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Figure 6-2

Profile Page Title, Subtitle, Image, and Gallery Link SmartForm Image

The Profile Page SmartForm title is used as the first heading for the content. The subtitle is created in the SmartForm and displays below the page Title. Along with the Image for the content a large Image option is available for visitors to click and see. The multimedia gallery is added



A. Title: Enter a title for your page.

B. Sub-Title: Enter a sub-title for your page.

C. Image and Large Image

1. To insert a photo use the **Link Manager** () button to locate images.

2. To add an extra image click the **Profile Large Image** ( ProfileLargeImage) button.

3. Next use the **Link Manager** () button to locate images.

4. To remove the image use the **Editor** () button and you will be prompted by a menu that will allow you to remove the image.

D. Multimedia Gallery: This will allow you to link your page to a gallery that might be created.

1. Click the **Profile Gallery Link** ( ProfileGalleryLink) button

2. Next use the **Link** () button to locate your Media Gallery.

3. You will then be prompted by the link manage.

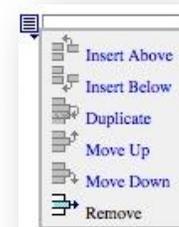
4. Click on the **URL** () Button

5. Next locate your Multimedia Quicklink.

6. Make sure your Quicklinks tab is highlighted.

7. Follow you folder structure down the where your content is located. **NWRS > Your Refuge > Sections > Multimedia > Galleries**

8. To remove the Multimedia Gallery use the **Editor** () button and you will be prompted by a menu that will allow you to remove the Gallery.



Exercise 6-3: Profile Page “Facts About” and Additional Text

This section of the Profile Page contains a required introductory paragraph, and a required facts box for ease of reading. For more details see page 38 in the Threespot PLS. In this exercise we will be adding the introductory paragraph, facts box, and paging.

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WILDLIFE & HABITAT
Link A
Link B
Elk
Fire Management

Elk *Cervus canadensis*

Multimedia Gallery

Elk had been exterminated from the Wichita Mountains by 1875. Since their reintroduction, the herd has thrived—today numbering approximately 800 animals.

Each year in September, the rut—or reproduction period—begins, lasting 4-6 weeks. Bulls compete for groups of cows (harems) to breed with, and the sound of their bugling (call) can be heard throughout the range. Calves are born in June, and the herds will split into smaller groups to graze throughout the summer.

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Facts About Elk

Diet
Herbivore

Average Lifespan
15 years

Size
500 lb., 4'6" tall, 6'6" long (cows)
700 lbs., 5' tall, 8' long (bulls)

Black-Capped Vireo
Their songs are derived from a large syllable repertoire, an order of magnitude greater than that of other vireos.

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Figure 6-3

“Facts About” and Additional Text SmartForm Image:

The bottom section of the Profile SmartForm allows multiple items to display on the content piece. Facts About appears to the right of the additional content. The Rich Text option allows content be created directly on the page and the Content Block allows an already existing piece of content to be displayed in an additional text format.

The screenshot shows a SmartForm interface with two main sections. The top section, labeled 'Facts About' (indicated by a red arrow 'E'), contains a table with the following information:

Diet	Herbivore
Average Lifespan	15 years
Size	500 lb., 4'6" tall, 6'6" long (cows) 700lbs., 5' tall, 8' long (bulls)

The bottom section, labeled 'Additional Text' (indicated by a red arrow 'F'), contains two 'Page' blocks. The first block has 'Page Type: Rich Text' and 'Page Content Block ID:' fields, followed by a 'ProfileContentID' button and a 'Page Rich Text' area containing placeholder text. The second block has 'Page Type: Rich Text' and 'Page Content Block ID:' fields, followed by a 'ProfileContentID' button and a 'Page Rich Text' area containing the text 'My Second page text.'

E. Facts About: Enter in information for the profile.

F. Additional Text.

This close-up shows the 'Additional Text' section of the SmartForm. It features a 'Page' header with a 'Page Type' dropdown menu set to 'Content Block' and a 'Page Content Block ID:' field. Below this is a 'ProfileContentID' button. The 'Page Rich Text:' area is a large text input field.

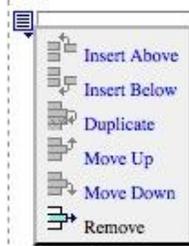
1. There are two Choices to display your content

- Rich text will allow you to enter your content right on the page that you are editing.
- Content Block, this allows you to assign a specific piece of content to the page.

2. To activate your content block click on **Profile content ID** ( ProfileContentID) button

- i. Click on the **Folder** () button to bring up your content selection box.
- ii. Navigate the folder structure to the folder that contains the content you want to use. When you select that folder the list of content in the folder will display in the bottom frame.
- iii. Highlight and select your content block and hit OK.

To remove the content block click the **Page Menu** () button and select Remove from the menu.



Rich Text content box will allow you to enter you content and display it instead of using the content block method.

G. To add additional pages you can:

- Click the Pages ( Page) button. This feature gives you another additional page to work with.
- Click the Page Menu and select **Insert Above** or **Insert Below**.

Helpful Hints

Use the following guidelines to assist you in creating your page:

- Any Item bordered in RED implies it is a REQUIRED field, which means it must be filled in or item selected or you will get an error message.
- Error: **ProfileContentID Cannot be blank**
 - Symptom – You have Page Type selected to Content Block in the Additional Text section and ProfileContentID Selector() enabled but no content block selected.
 - Solution - Select a content block or remove the ProfileContentID Selector using the ProfileContentID menu.
- Error: In ProfileContentID Selector I selected a folder that I know has content in it but no contents display in the view results window.
 - Symptom – You selected a folder that does not contain HTML content. The ProfileContentID Selector() only displays HTML content and will not display any content created using any SmartForms.
 - Solution – Create HTML content that can be pulled into the Profile Page. Instructions for creating HTML content can be found in Unit 14, in the [Adding HTML Content](#) section.