

# Unit 10

## Customizing the Homepage

# Overview

**Content Definition:** Home Page content is used to promote content that exists throughout the site. The home page has been divided into multiple promotional spaces to attract a variety of users. It should be used to highlight the diversity of the site.

**Special Notes:** The home page has been designed to scale up for more content or scale down when only required content is available.

There are three home page templates to choose from. You will choose the type of home page from a drop down in the SmartForm.

Extensive

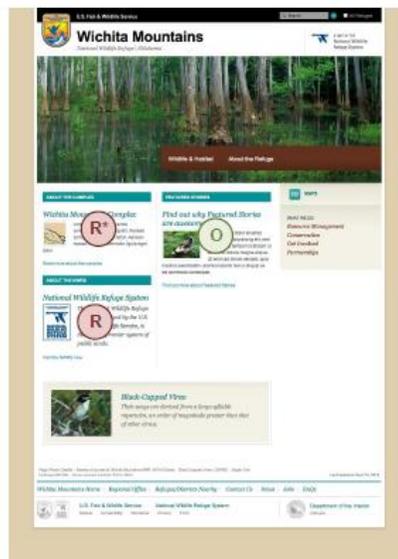
Moderate - From Extensive to Moderate you will lose the events menu and home page rotator.

Minimal - From Moderate to Minimal you will lose the left and right hand column promo items.

## Extensive

## Moderate

## Minimal



**Inset 1**

- WHAT WE DO
  - Resource Management
  - Conservation
  - Get Involved
  - Partnerships
  - In The Community
  - Science
- FEATURED PAGES
  - Directions
  - Refuge Hunts
  - Wildlife Viewing - Elk
  - Hiking

**Inset 2**

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

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

Notice | Accessibility | Disclaimer | Privacy | FOIA

**R** = Required  
**O** = Optional

\* Only required when available, if there is no visitation or complex for a Refuge/WMD then this is NOT required.

# Exercises

## Creating Supporting Homepage Content

The following supporting Homepage contents will have to be created before you can edit the Homepage. They must be created before the homepage in order for them to be attached while you are in the Homepage SmartForm. Following are list of contents you need to create:

- Featured Events
- Persistent Promo
- Left & Right Promos
- Rotator Items

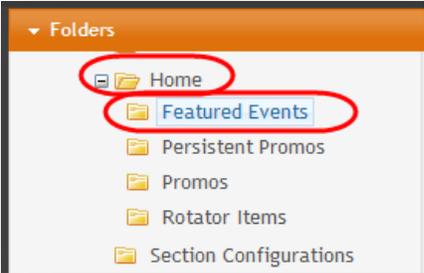
### Exercise 10-1 Creating/Editing Featured Events

In this exercise we will create a Featured Event for the Homepage. Featured Events are an Optional element. This content item is used to display specific featured events on the homepage. (See figure 10-1). To edit an existing Featured Events, edit [\(Unit 13 - Editing Content\)](#) the featured event and skip to Step 3.

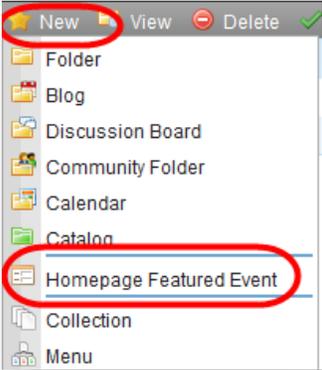


Figure 10-1

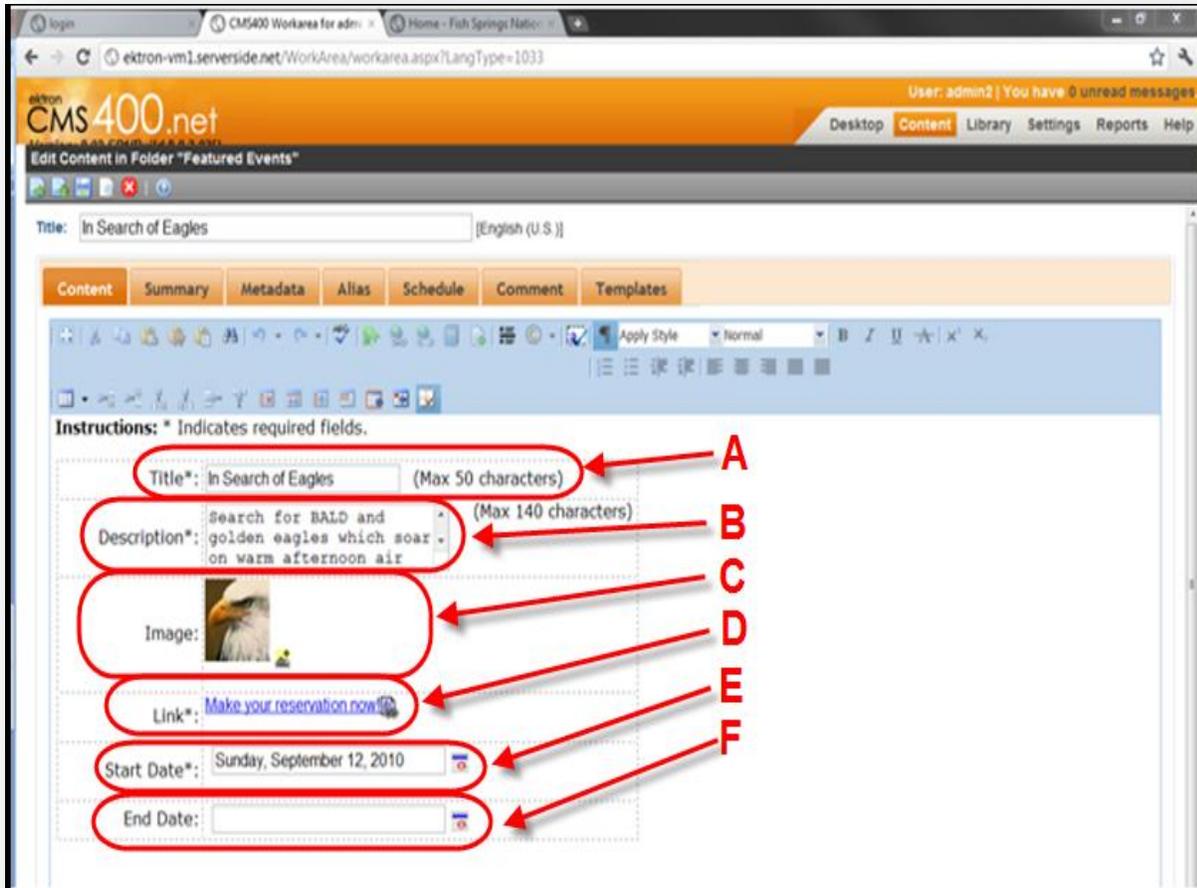
1. Navigate to Home > Featured Events



2. Go to New > Homepage Featured Event



- Fill in or edit the SmartForm following steps A through G below.



- Create a Title for the Featured Event
  - Create a short description for the Featured Event
  - Select a Image for the Featured Event, click (  ) to select a image
  - Create a link for the Featured Event, the link can be either external or internal. Click the (  ) to open the Hyperlink Manager to specify details for the link.
  - Create a Start Date, click the (  ) to specify a date
  - Create a Start Date, click the (  ) to specify a date
  - Publish your Featured Item
- To Add the Featured Event you just created to the Homepage:
    - Edit your Refuge Homepage. [Exercise 10-5 Editing the Homepage SmartForm](#)
    - Follow [Exercise 10-9 Step L: Events Calendar, Featured Events and Persistent Promo](#) instructions to add the Featured Event.

## Exercise 10-2 Creating/Editing Persistent Promo

In this exercise we will create a Persistent Promo. The Persistent Promo is a required element which will be displayed on the home page and on other pages throughout the site. This content item is used to display specific featured events on the homepage. Figure 10-2 shows how the Persistent promo will display on the Homepage. Figure 10-2A shows how the Persistent Promo will appear on the other pages throughout the site.

To edit an existing Persistent Promo, edit ([Unit 13 - Editing Content](#)) the Persistent Promo and skip to Step 3.

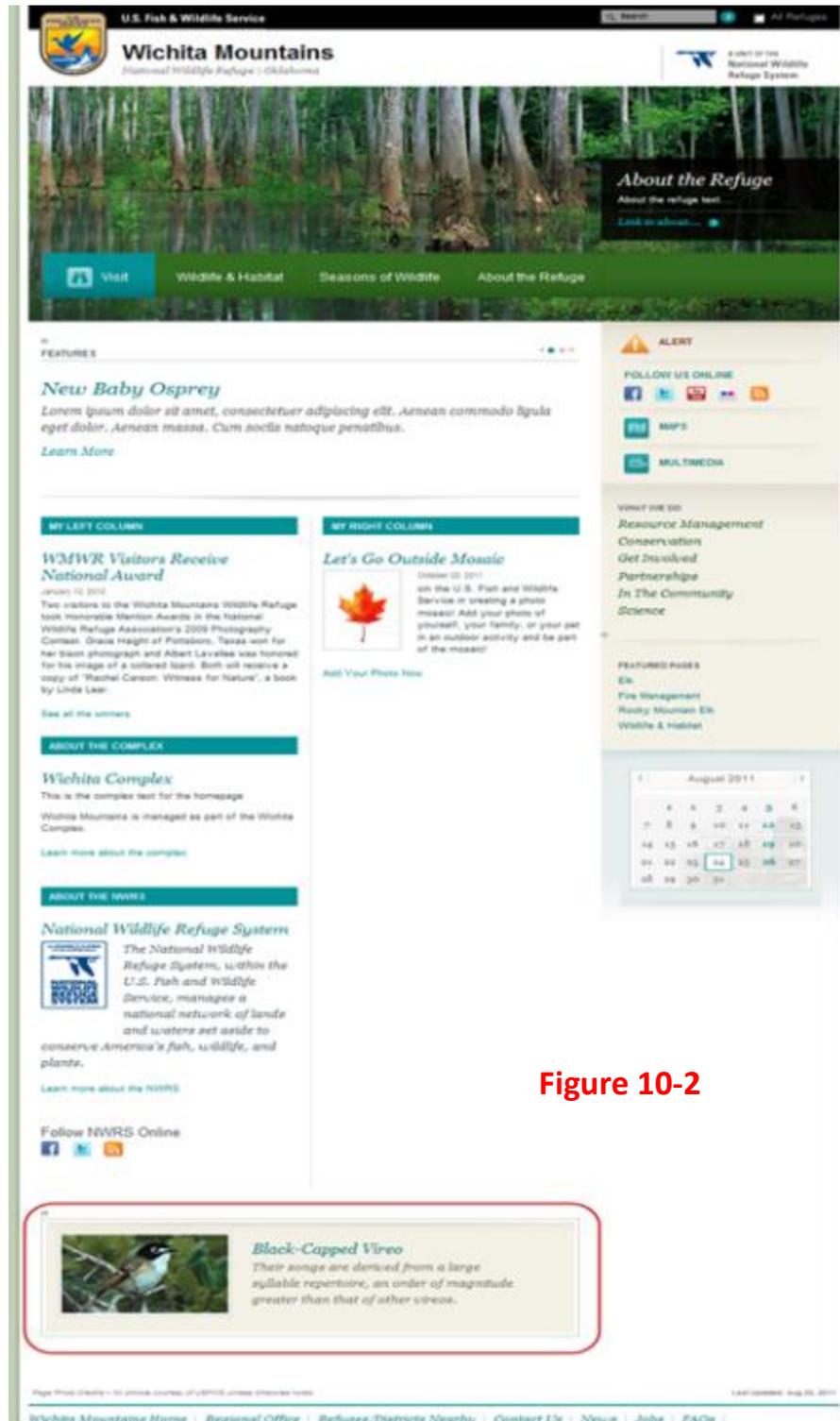


Figure 10-2

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 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.

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

Diet  
Herbivore

Average Lifespan  
15 years

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

Learn more

Previous | Page 1 of 2 | Next

Last Updated: Aug 22, 2011

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

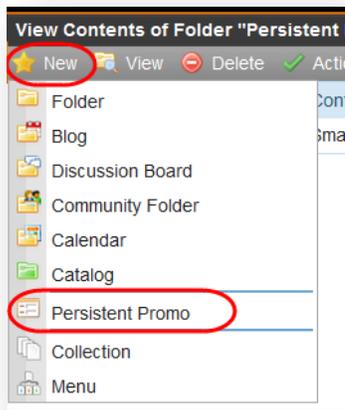
Figure 10-2A

1. Navigate to Home > Persistent Promos

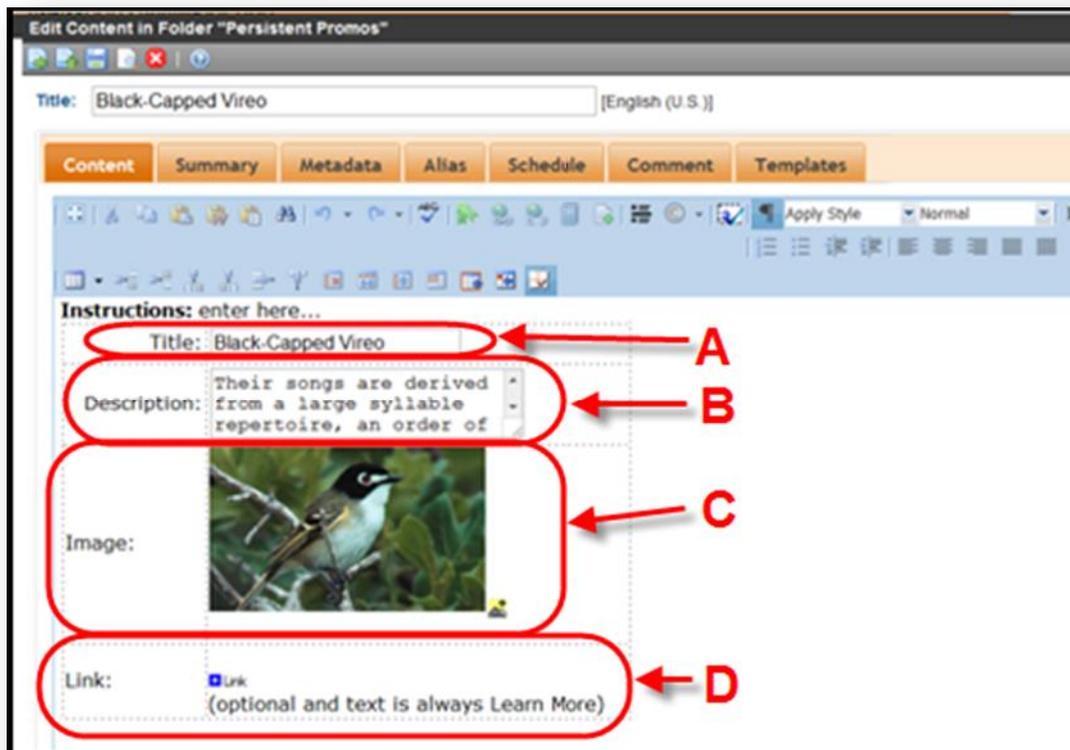
▼ Folders

- Home
- Featured Events
- Persistent Promos
- Promos
- Rotator Items
- Images
- Section Configurations

2. Go to **New > Persistent Promo**



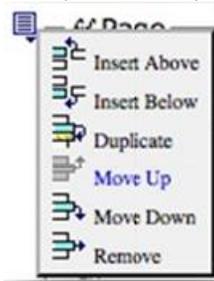
3. Fill out or edit the Persistent Promo SmartForm.



- A. Create a Title for the Persistent Promo
- B. Create a Description for the Persistent Promo
- C. Select a Image for the Persistent Promo, click (  ) to select a image

- D. Create a link for the Persistent Promo, click (  Link ) to add the link option. Click (  ) to open the Hyperlink Manager.

Modify selections by clicking the (  ) button and bring up the related menu.



4. Click **Publish**
5. To Add the Featured Event you just created to the Homepage:
  - A. Edit your Refuge Homepage. [Exercise 10-5: Editing the Homepage SmartForm](#)
  - B. Follow Exercise [10-9 Step M: Events Calendar, Featured Events and Persistent Promo](#) instructions to add the Persistent Promo.

## Exercise 10-3 Creating/Editing Left and Right Column Promos

In this exercise we will learn how to create/edit the Left and Right Column Promos for the Homepage.

To edit an existing Promo, edit [\(Unit 13 - Editing Content\)](#) the Promo and skip to Step 3.

### Left Column Promo

This portion of the home page may contain up to three feature promo boxes. All elements of the first box are editable – see The second box may also be free form, however if the field station is a member of a complex than the second box must be “About the Complex,” The last box is required and is always for the “About the NWRs”. Thumb image widths and heights must always be 59 x 61 pixels (except graphic emblems) NOTE: It is important to balance the left and right columns on this page, see “Right Column Promos” on page 18 of the Threespot PLS. (See figure 10-3)

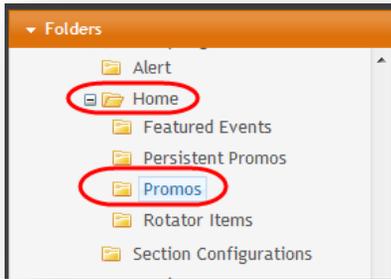
### Right Column Promo

The Right Column is for optional news or a feature story, the title of the box is free form. The business rules of these identical modules allow for multiple stories using divider lines between them. A maximum of 4 stories may be used. It is important to balance the left and right columns on this page, see “Left Column Promos” on page 17 of the Threespot PLS. Image size has a fixed width of 59px, and height of 100px (maximum) (See figure 10-3)

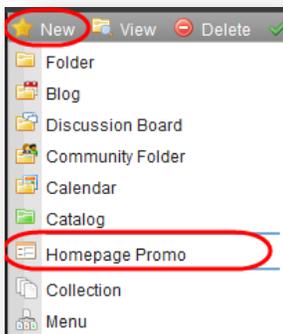


Figure 10-3

1. Navigate to **Home > Promos** folder.



2. Select **New > Homepage Promo** from the menu.



3. Fill out or edit the SmartForm following steps A through G below.

ektron  
CMS400.net  
Version: 8.02 SP1 (Build 8.0.2.025)

Edit Content in Folder "Promos"

Title: Let's Go Outside Mosaic [English (U.S.)]

Content Summary Metadata Alias Schedule Comment Templates

Instructions: enter here...

Title: Let's Go Outside Mosaic

Description: Join the U.S. Fish and Wildlife Service in creating a photo

Image: (optional)

Link: Add Your Photo Now

Date: Sunday, February 06, 2011 (optional)

- A. Create a Title for the Promo
  - B. Re-enter the Title for the Promo
  - C. Create a short description for the Promo
  - D. Select a Image for the Promo, click (  ) to select a image
  - E. Create a link for the Promo, the link can be either external or internal. Click the (  ) to open the Hyperlink Manager to specify details for the link.
  - F. Create a Date, click the (  ) to specify a date from the popup
  - G. Publish your Featured Item
4. To Add the Promos you just created to the Homepage:
- A. Edit your Refuge Homepage. [Exercise 10-5 Editing the Homepage SmartForm](#)
  - B. Follow [Exercise 10-12: Updating the Left and Right Column Feature Boxes](#) instructions to add the Promos.

## Exercise 10-4 Creating/Editing Rotator Items

These can be new features or culled from existing stories. One story is the minimum, five stories maximum. They auto or manually rotate, by using the navigation. A text link takes the user to the appropriate feature story page. There is a 40 character limit for the title and a 140 character limit for the blurb. Titles must not exceed eight words. In this exercise we will create the Rotator Items for the Homepage.(See figure 10-4)

To edit an existing Rotator Item, edit ([Unit 13 - Editing Content](#)) the Rotator Item and skip to Step 3.

The screenshot displays the homepage of the Wichita Mountains National Wildlife Refuge. At the top, there is a navigation bar with the U.S. Fish & Wildlife Service logo, the refuge name, and a search bar. Below the navigation bar is a large banner image of a forest with a text box titled "About the Refuge". A green navigation menu contains links for "Visit", "Wildlife & Habitat", "Seasons of Wildlife", and "About the Refuge".

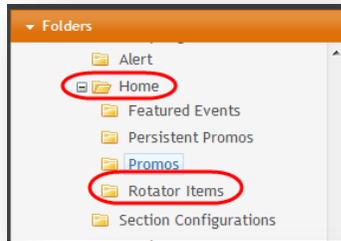
The main content area features a "HomePage Rotator Items" section, which is highlighted with a red box. This section displays a featured item titled "New Baby Osprey" with a placeholder text blurb and a "Learn More" link. Below the rotator, the page is divided into two columns: "MY LEFT COLUMN" and "MY RIGHT COLUMN".

The "MY LEFT COLUMN" contains several sections: "WMWR Visitors Receive National Award" (dated January 10, 2010), "ABOUT THE COMPLEX" (Wichita Complex), and "ABOUT THE NWRS" (National Wildlife Refuge System). The "MY RIGHT COLUMN" features a "Let's Go Outside Mosaic" section with a photo of a leaf and a "Add Your Photo Now" link. Below the columns is a "FEATURED PAGES" section listing "Elk", "Fire Management", "Rocky Mountain Elk", and "Wildlife & Habitat".

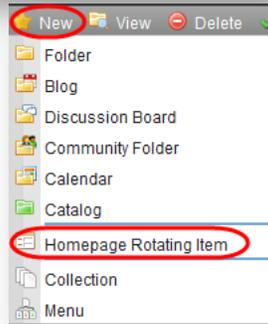
At the bottom of the page, there is a "Black-Capped Vireo" section with a photo of the bird and a text blurb. The footer includes page credits, a "Last Updated" date of August 23, 2011, and a navigation menu with links for "Wichita Mountains Home", "Regional Office", "Refuges/Districts Nearby", "Contact Us", "News", "Jobs", and "FAQs".

Figure 10-4

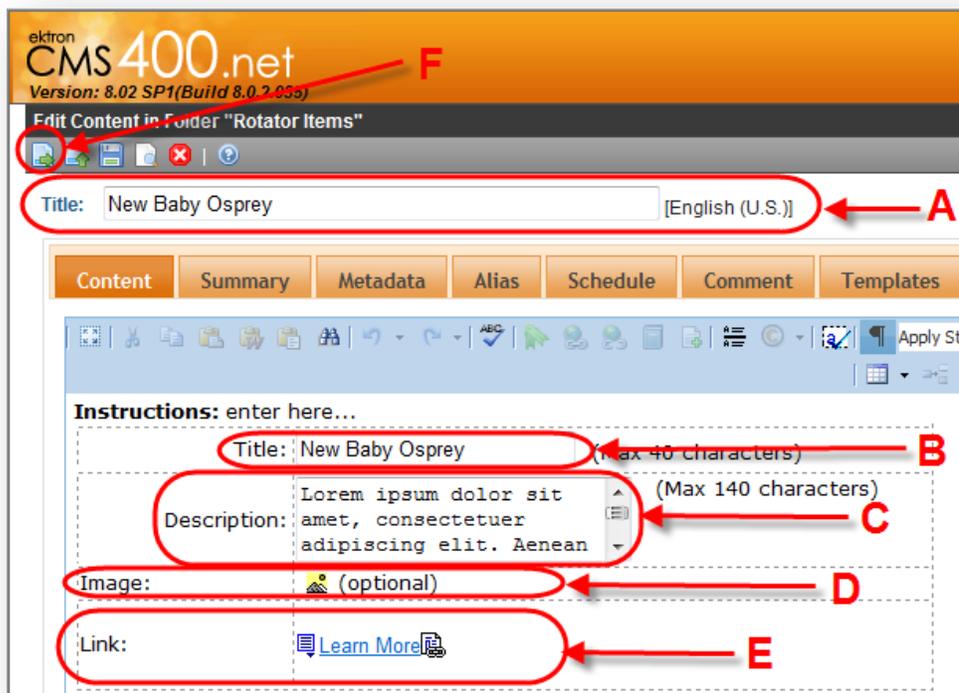
1. Navigate to **Home > Rotator Items**



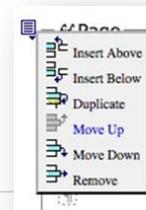
2. Select **New > Homepage Rotating Item**



3. Fill in or edit the Rotator Item SmartForm.



- A. Create a Title for the Rotator Item
- B. Re-enter the Title for the Rotator Item
- C. Create a short description for the Rotator Item
- D. Select a Image for the Promo, click (  ) to select a image
- E. Create a link for the Rotator Item; the link can be either external or internal. Click the (  ) to open the Hyperlink Manager to specify details for the link. To remove the link click on the (  ) button and select remove from the options

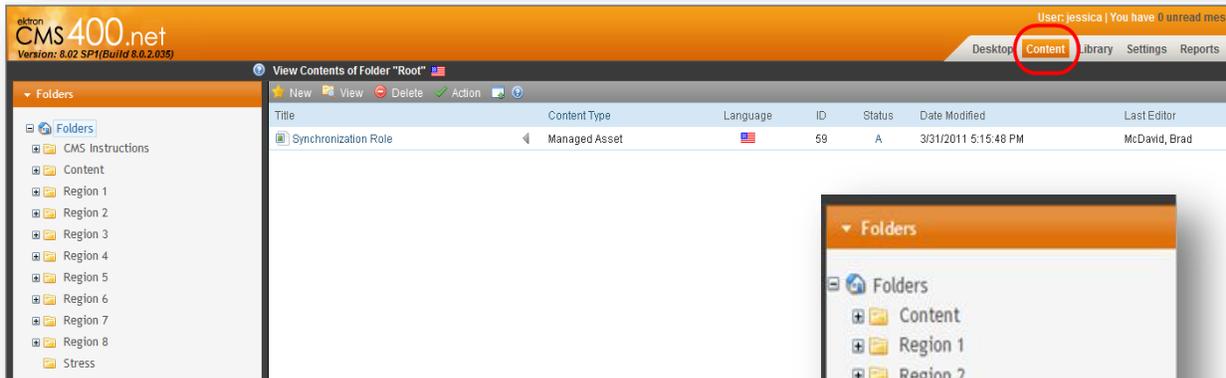


- F.** Publish your Rotator Item
- 4.** To Add the Rotator Item you just created to the Homepage:
  - A.** Edit your Refuge Homepage. [Exercise 10-5 Editing the Homepage SmartForm](#)
  - B.** Follow [Exercise 10-11: Adding Rotator Module Items](#) instructions to add the Rotator Item.

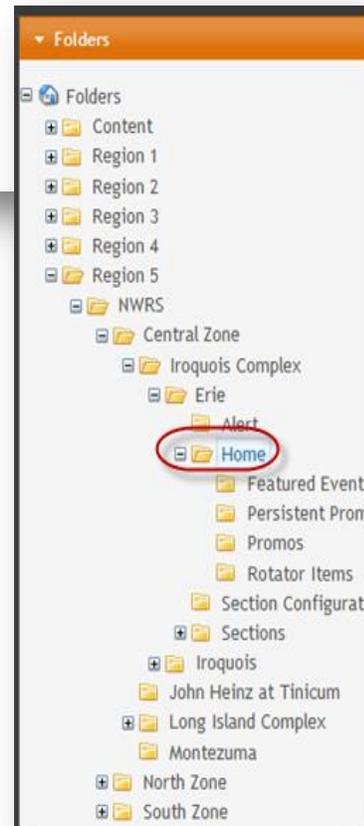
# Editing the Homepage

## Exercise 10-5 Editing the Homepage SmartForm

1. In the workarea click on the content tab.



2. Using the content created, navigate to your refuge in the folders. The path used here is...  
**Region 5 > NWRS > Central Zone > Iroquois Complex > Erie > Home**



3. When you click on the **Home** folder you will see the **"Home"** smart form in the contents list. Double click the title.



4. Click the Edit button to open the SmartForm for editing.



# Homepage - Refuge Site Persistent Items

In this section you will learn how to edit the "Refuge Site Persistent Items" section of the Homepage. Site persistent items are selections made on the home page which will display your page heading, color selection and various links that will be displayed on all pages across the entire site.

## Exercise 10-6: Refuge Name, Type and State

This exercise contains steps to select the refuge/district name, designation (wildlife refuge/ wetland management district), and state location of the refuge/district. All of these are required. This is displayed in Figure 10-6 below.

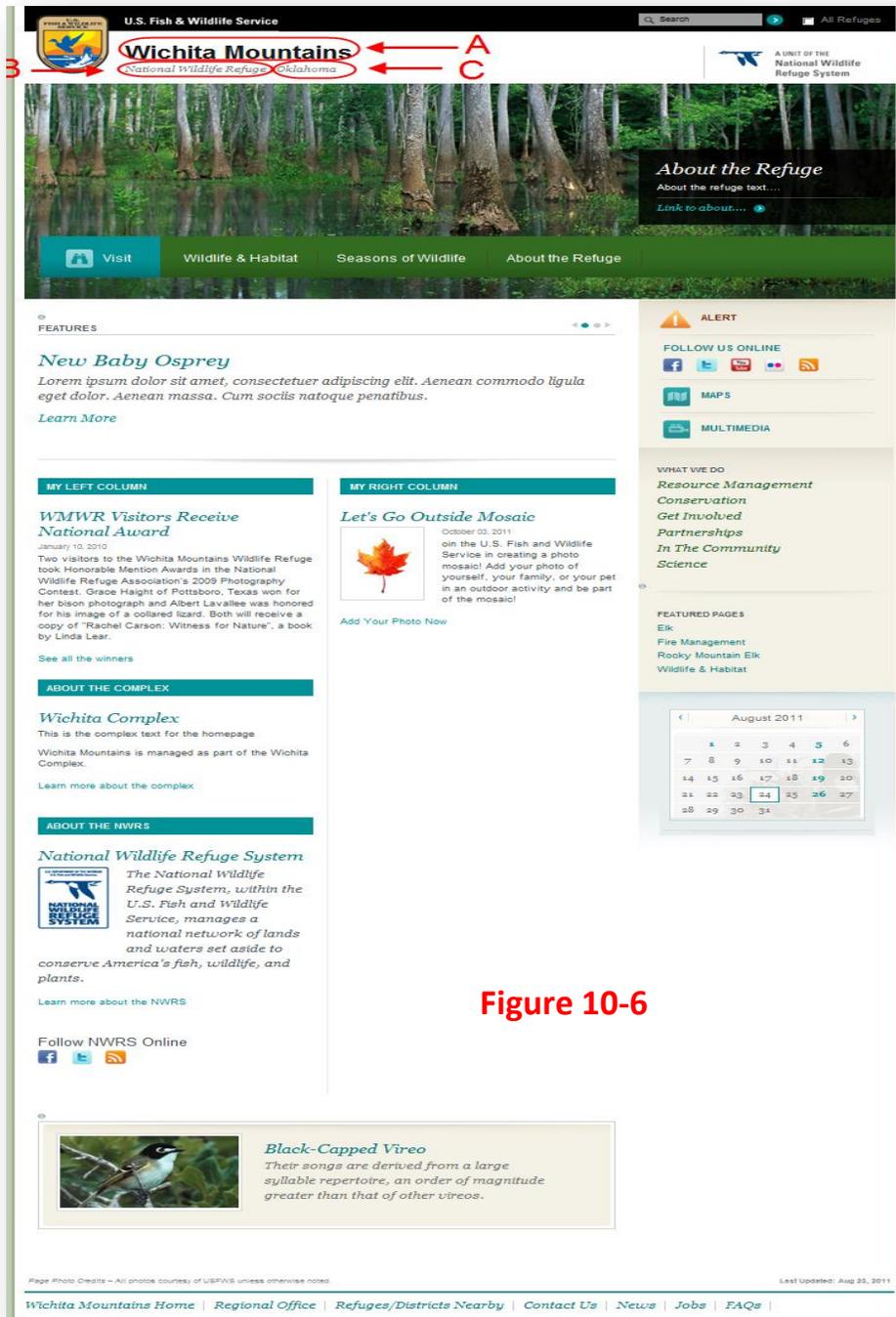


Figure 10-6

## Name, Type and State SmartForm Image

Refuge Configuration

### Refuge Site Persistent Items

\* DENOTES REQUIRED FIELDS.

**A** → Refuge Name\*: Wichita Mountains

**B** → Refuge Type: National Wildlife Refuge

**C** → Refuge State(s)\*:

- Alabama
- Alaska
- Arizona
- Arkansas
- California
- Colorado
- Connecticut
- Delaware
- District of Columbia
- Florida
- Georgia
- Guam

(Hold CTL and click to select multiple)

- A.** Select the name of your refuge from the Refuge Name dropdown.
- B.** Select the type of refuge from the Refuge Type dropdown.
- C.** Select the state or state's your refuge is in from the Refuge State dropdown. (You can select up to four states)

# Color Shift

Part of the next exercise will be choosing a color scheme for your website. The available color scheme options are shown below.



Threespot LLC, Proprietary and Confidential

Last Updated 3/15/2011

This page was intentionally left blank.

## Exercise 10-7: Color Shift, Alert, Maps & Multimedia

This exercise contains steps to select the Color Shift, Maps Link, Multimedia Link which are required, and the Alert Link which is optional. (See figure 10-7)

- **Color Shift** allows you to choose from a selection of color schemes that have been pre-chosen. You can select colors similar to the refuge habitats and/ or season. The elements that change are the background to the main navigation, the color of the type on the secondary navigation, and the background color of the browser window. This element will be displayed on the homepage and across all pages on the entire site.
- **Maps Link** is a required link to the Maps Page of the site.
- **Multimedia Link** is a required link to the multimedia promo page of the site.
- **Alert Link** is an optional link that goes to an article page that details your emergency. If used "Alert" is a required word. Anything after the dash is optional. The alert page has been created for you, but you will need to change the content if you link to it.

The screenshot shows the homepage of the Wichita Mountains National Wildlife Refuge website. The header includes the U.S. Fish & Wildlife Service logo, the refuge name, and a search bar. The main navigation bar is green with white text. Below the navigation is a large banner image of a forest with a text box titled "About the Refuge". A secondary navigation bar is located below the banner. The main content area is divided into several sections: "FEATURES" with a featured article "New Baby Osprey", "MY LEFT COLUMN" with an article "WMWR Visitors Receive National Award", "MY RIGHT COLUMN" with an article "Let's Go Outside Mosaic", "FOLLOW US ONLINE" with social media icons, "MAPS" and "MULTIMEDIA" buttons, "WHAT WE DO" with a list of topics, and "FEATURED PAGES" with a list of pages. A calendar for September 2011 is visible at the bottom right. Annotations are present: a red arrow labeled "D = Color Shift" points to the green navigation bar; a green arrow labeled "G" points to the "ALERT" button; a red arrow labeled "E" points to the "MAPS" button; and a red arrow labeled "F" points to the "MULTIMEDIA" button.

Figure 10-7

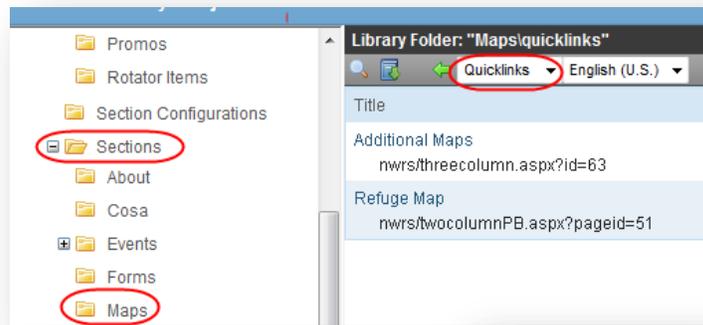
## Color Shift, Alert, Maps & Multimedia SmartForm Image

**D** → Color Palette: Warm Sunset (warm rust and yellow)  
**E** → Maps Link\*: /Fish\_Springs/map.html  
**F** → Multimedia Link\*: /Fish\_Springs/multimedia/index.html  
**G** → Display Alert: On  
 Alert Page\*: Alert «HTML Content:684» (must be selected if Display Alert is "On")

**D. Color Shift:** Select the appropriate color scheme for your Home Page from the dropdown..

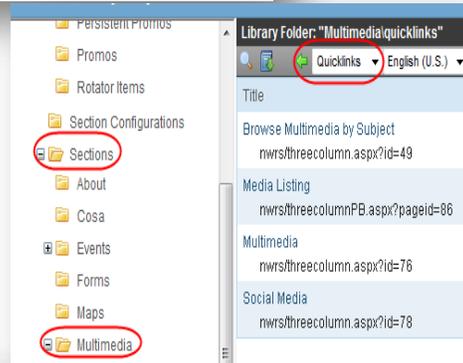
**E. Maps Link:**

1. Click **Select File** ( ). The link manager opens.
2. Click the **URL Button** ( ) to open the library.
3. Navigate to **Sections > Maps** and check that Quicklinks is selected in the dropdown.
4. Double click on the appropriate map. The map has been created for you. (Please see page 129)



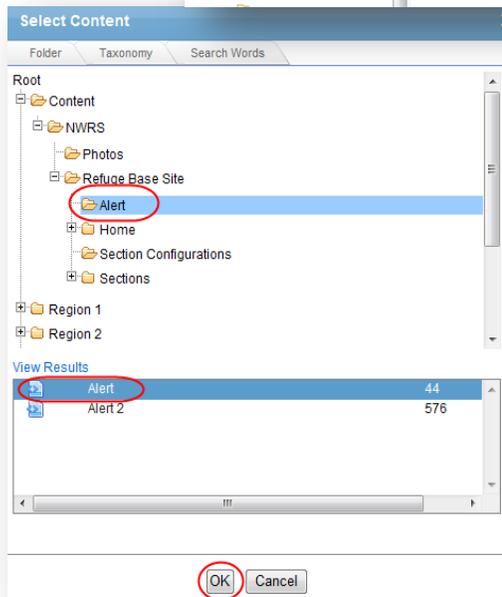
**F. Multimedia Link:**

1. Click **Select File** ( ). The link manager opens.
2. Click the **URL Button** ( ) to open the library.
3. Navigate to **Sections > Multimedia** and check that "Quicklinks" is selected in the dropdown.
4. Double click on the appropriate multimedia item.



**G. Display Alert:**

1. To add an alert to your page select "On" from the dropdown.
2. Click **Select Content** ( )
3. Navigate to the alert folder and click the appropriate alert from the results.
4. Click **OK**



# Homepage Section

In this section we will cover adding elements of the homepage such as images, links and content that are specific only to the homepage.

## Exercise 10-8: Billboard Image and About the Refuge Call Out Box

In this exercise we will add the Billboard Image, “About the Refuge” Call Out Box , Link Text, and Call out text within the call out box. (See Figure 14-8)

- H. Billboard Image** is the main image displayed near the top of the Homepage; it is a required element on the homepage.
- I. Call Out Box “About the Refuge/District”** is an optional box displayed over the billboard image with the title “About the refuge and containing the following two items.
- J. Billboard Call Out Text** is text you choose to use as a short description of the refuge
- K. Billboard Link Text** is text you choose to display and will link to the “About the Refuge” Page

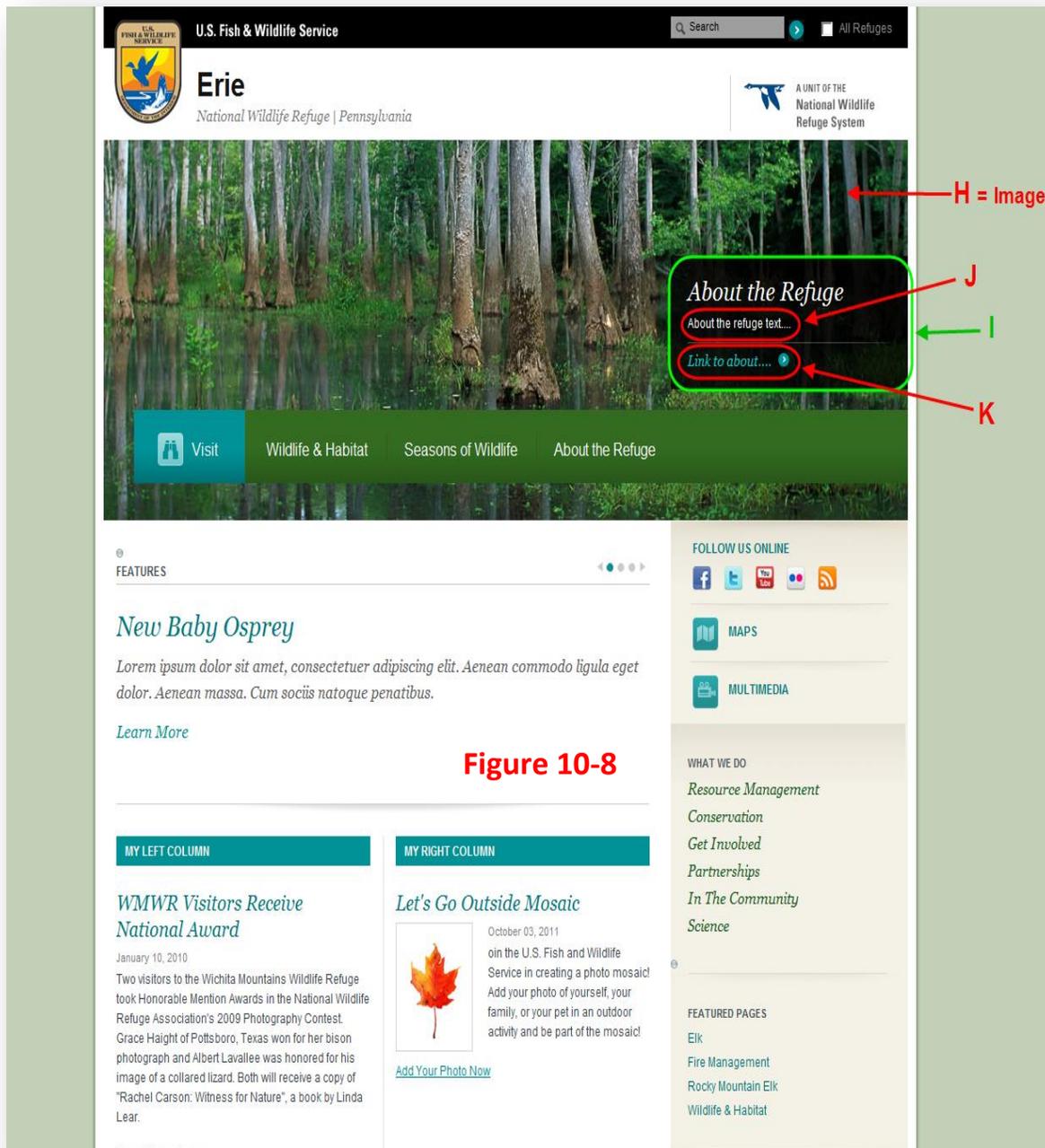


Figure 10-8

**Note:** The Billboard image size is very important. You must use the correct image size (950px X 384px) for the image to render correctly on the page.

## Billboard Image SmartForm Image

### Homepage Section



#### H. Billboard Image:

1. Click **Select Picture** (  ) The link manager opens the image properties screen.
2. Click the **URL Button** (  ) to the right of the image src field.
3. Navigate to whatever folder your pictures are in and check that Images is selected in the dropdown.
4. Double click on the appropriate image.

## About the Refuge Call Out Box SmartForm Image

Display Billboard Callout: On (Billboard Link Text & Billboard Callout Text fields below must have values if "On")

Billboard Callout Text: About the refuge text... (Max 200 characters)

Billboard Link Text: Link to about... Management District') (Max 30 characters - always links to "About the Refuge/District" p

- I. If you choose to have an "About the Refuge" billboard call out select "On" from the dropdown.
- J. Enter a description for the billboard callout box.
- K. Enter the text you want to display as the link to the about page.

# Exercise 10-9: Events Calendar, Featured Events and Persistent Promo

In this exercise we will add the Events calendar and Featured Events which are optional elements as well as the Persistent Promo which is a required element. Both completed elements are shown in figure 10-9.

**L. Featured Events & Events Calendar** Featured Events displays and links to special events you would like to feature on the home page. Event Calendar displays the dates of planned events and link to those events.

**M. Persistent Promo** is a box at the bottom of the page for animal or plant feature. It could also be used to quote a famous conservationist (highly suggested).

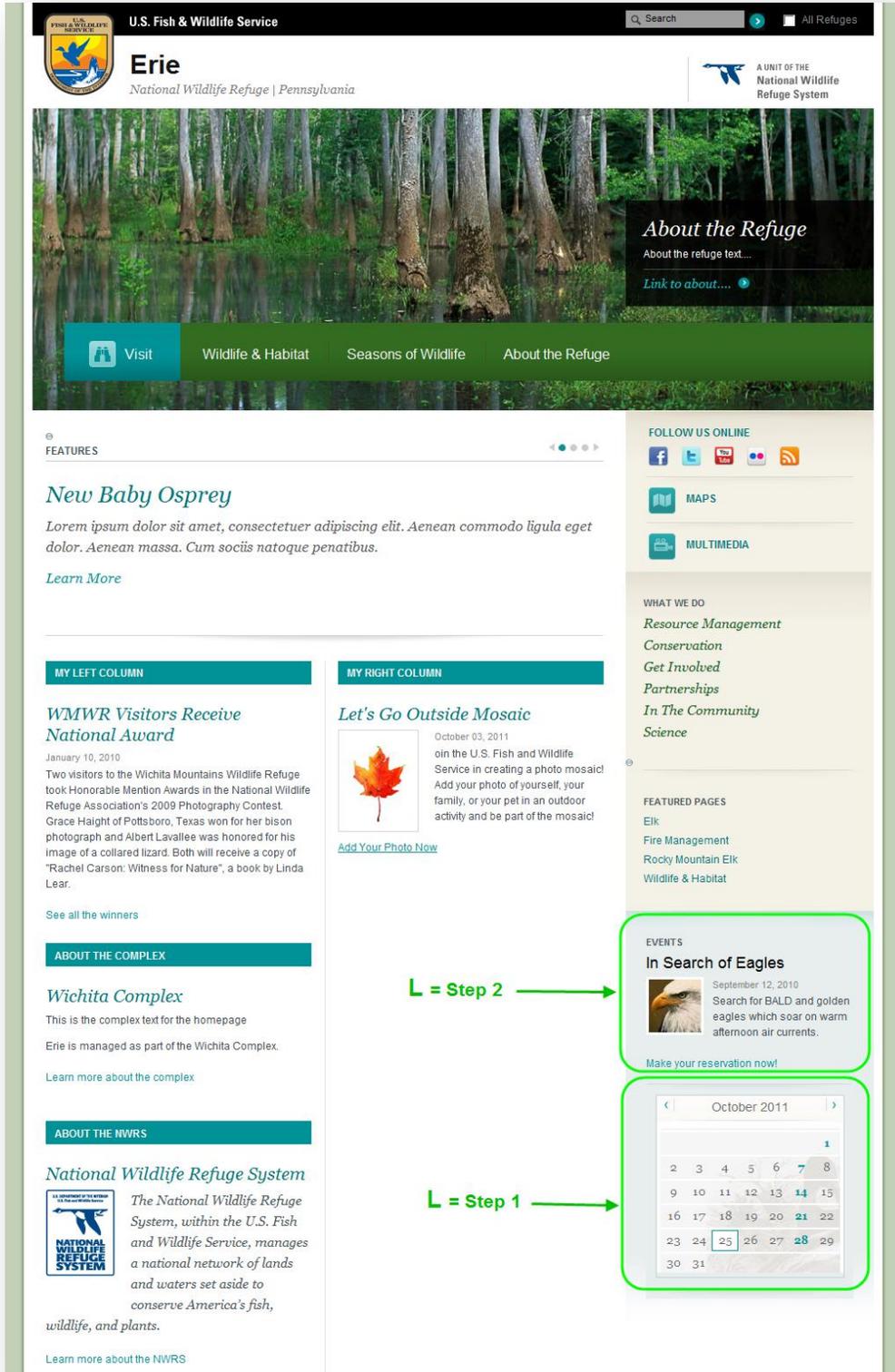
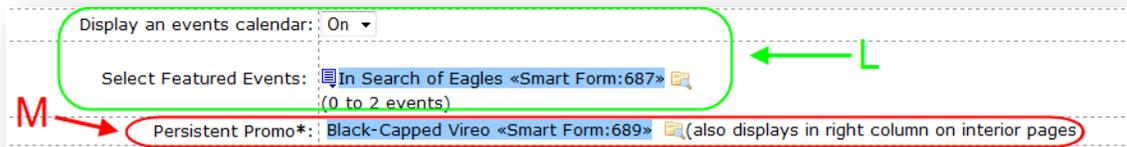


Figure 10-9

## Events Calendar, Featured Events, Persistent Promo SmartForm Image



### L. Step 1: Calendar

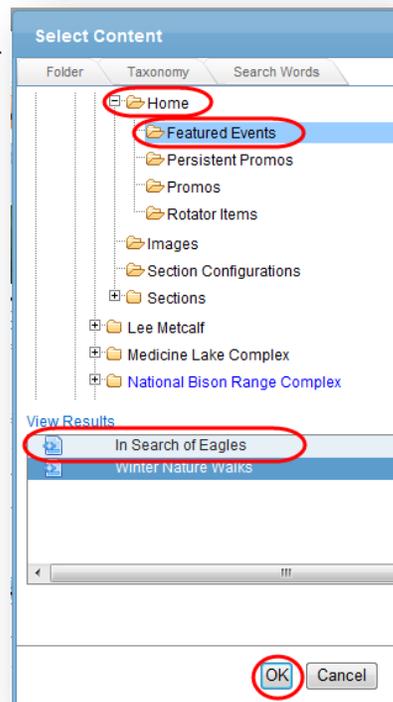
If you choose to display the Events Calendar on your Home Page select “On” from the dropdown.

### Step 2: Featured Events

If you choose to have Featured Events displayed on your home page follow these steps.

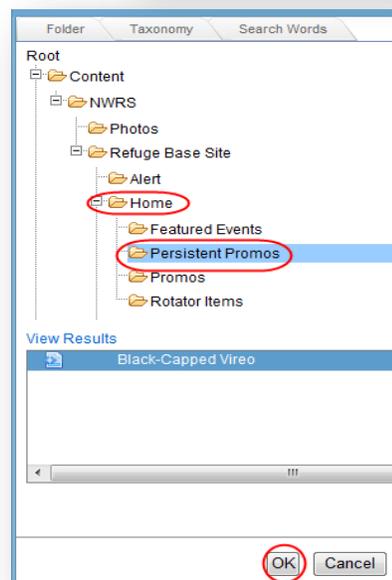
1. Click **Featured Events** next to the blue square with the plus sign inside
2. Navigate to **Home > Featured Events**
3. Select the desired event Click **OK**

To add another Featured Event, click on the blue icon to the left of the field. Select insert above or below. Then repeat steps 1 through 3 to add a second event.



### M. Persistent Promo:

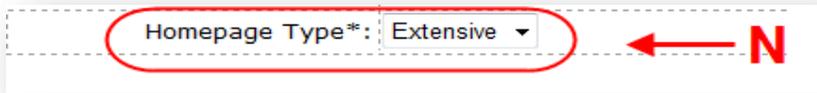
1. Click **Select Content** (  )
2. Navigate to **Home > Persistent Promos**
3. Select desired item
4. Click **OK**



## Exercise 10-10: Homepage Type Selection

In this exercise we will chose the desired Homepage Type for your refuge. Figure 14-6 shows the three types of homepages you may choose from.

### Homepage Type Selection SmartForm Image



**N. Homepage Type:** Select Extensive from the dropdown.

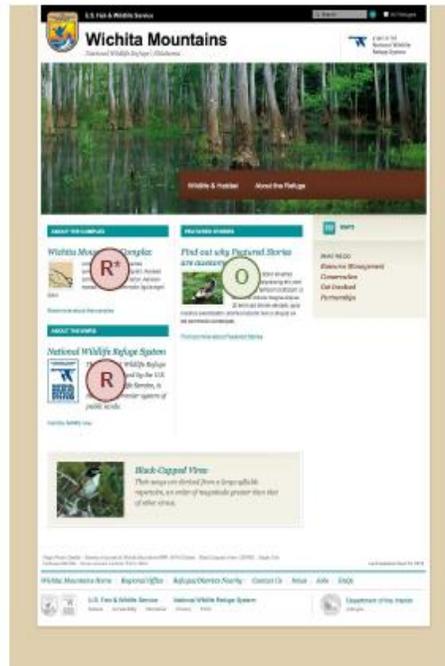
There are three homepage templates to choose from. You will choose the type of home page from a drop down in the SmartForm.

1. **Extensive**
2. **Moderate** - From Extensive to Moderate you don't need the events menu and/or home page rotator (although you can use them if you wish to)
3. **Minimal** - From Moderate to Minimal you will lose the left and right hand column promo items.

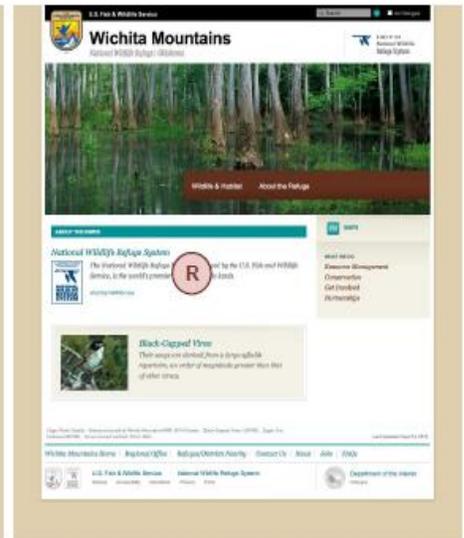
#### 1: Extensive



#### 2: Moderate



#### 3: Minimal



**Figure 10-10**

## Exercise 10-11: Adding Rotator Module Items

In this exercise we will add Homepage Rotator Module Items to your Homepage.

**O. Homepage Rotator Module Items** are an optional element. This element is displayed just under the billboard image. These can be new features or pulled from existing stories. If used one story is the minimum, five stories maximum. They auto or manually rotate, by using the navigation in the top right corner of the content block. A text link takes the user to the featured story page. There is an 8 character limit for the title and a 140 character limit for the description. Titles must not exceed eight words.

The screenshot shows the homepage of the Wichita Mountains National Wildlife Refuge. At the top, there is a navigation bar with the U.S. Fish & Wildlife Service logo, the refuge name, and a search bar. Below the navigation bar is a large banner image of a forest with a dark overlay containing the text "About the Refuge" and a link "Link to about...". A green navigation bar below the banner contains links for "Visit", "Wildlife & Habitat", "Seasons of Wildlife", and "About the Refuge".

The main content area features a "FEATURES" rotator module. A red circle highlights the first item in the rotator, titled "New Baby Osprey". The description reads: "Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus." Below the description is a "Learn More" link.

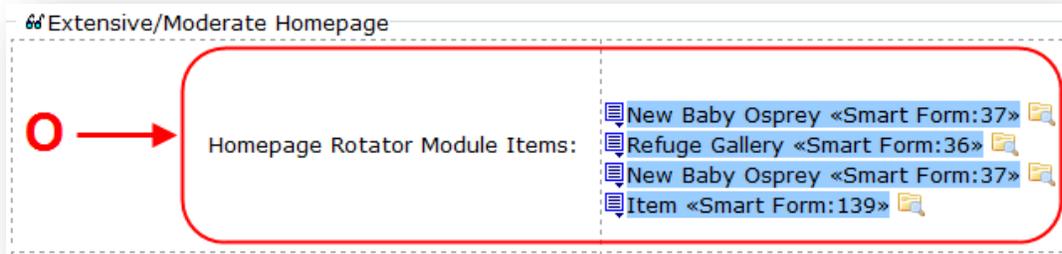
To the right of the rotator is a sidebar with an "ALERT" section, "FOLLOW US ONLINE" (with social media icons for Facebook, Twitter, YouTube, and RSS), "MAPS", and "MULTIMEDIA". Below this is a "WHAT WE DO" section with links for "Resource Management", "Conservation", "Get Involved", "Partnerships", and "In The Community Science". A "FEATURED PAGES" section lists "Elk", "Fire Management", "Rocky Mountain Elk", and "Wildlife & Habitat". At the bottom of the sidebar is a calendar for August 2011.

The main content area is divided into two columns. The left column has sections for "MY LEFT COLUMN" (featuring "WMWR Visitors Receive National Award" with a date of January 10, 2010), "ABOUT THE COMPLEX" (featuring "Wichita Complex"), and "ABOUT THE NWRS" (featuring "National Wildlife Refuge System"). The right column has a section for "MY RIGHT COLUMN" (featuring "Let's Go Outside Mosaic" with a date of October 03, 2011 and a photo of a leaf). Below the rotator is a "Black-Capped Vireo" section with a photo of the bird and a description: "Their songs are derived from a large syllable repertoire, an order of magnitude greater than that of other vireos."

At the bottom of the page, there is a footer with the text "Page Photo Credits - All photos courtesy of USFWS unless otherwise noted." and "Last Updated: Aug 28, 2011". The footer also contains navigation links: "Wichita Mountains Home", "Regional Office", "Refuges/Districts Nearby", "Contact Us", "News", "Jobs", and "FAQs".

Figure 10-11

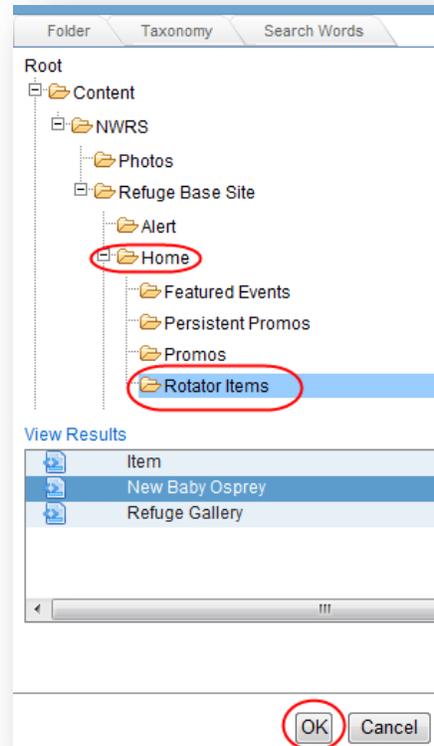
## Home Page Rotator Module Items SmartForm Image



### O. Homepage Rotator Module Items:

1. Click to **Select Center** ( )
2. Navigate to **Home > Rotator Items**
3. Select desired item from results
4. Click **OK**

To add a second rotator item, you cannot reselect by clicking the yellow highlighted story name. This will overwrite what was just created. You must click the blue icon to the left of an item you've already selected from the dropdown menu to insert the next rotator item above or below the selected item. Then you get a new yellow folder.  
(Note: SmartForm says an item cannot be blank but it can).



## Exercise 10-12: Updating the Left and Right Column Feature Boxes

In this exercise we will add Left and Right column feature boxes to the homepage.

**P. About The Complex** is only a required element if your refuge is part of a complex. It will contain a couple of sentences of standardized text provided and a sentence that lists all of the refuges within your complex. If your refuge is not part of a complex you can customize it with a feature of your choice or decide to leave it out altogether.

**Q. My Left Column Promo** is an optional element in which any topic or promo can be used to populate it.

**R. My Right Column Promo** is an optional element which can be used for news or featured stories.

The screenshot shows the homepage for the Wichita Mountains National Wildlife Refuge. At the top, there is a navigation bar with the U.S. Fish & Wildlife Service logo, the refuge name, and a search bar. Below the navigation bar is a large banner image of a swampy forest with a dark overlay containing the text "About the Refuge" and a "Link to about..." button. A green navigation bar below the banner contains links for "Visit", "Wildlife & Habitat", "Seasons of Wildlife", and "About the Refuge".

The main content area is divided into two columns. The left column features a "FEATURES" section with a "New Baby Osprey" article. Below this is a box labeled "MY LEFT COLUMN" (highlighted in green) containing an article titled "WMWR Visitors Receive National Award" with a "Learn More" link. Below the left column is a box labeled "ABOUT THE COMPLEX" (highlighted in red) titled "Wichita Complex" with a "Learn more about the complex" link. The right column features a box labeled "MY RIGHT COLUMN" (highlighted in green) titled "Let's Go Outside Mosaic" with a date of October 03, 2011, a photo of a red maple leaf, and an "Add Your Photo Now" link. Below the right column is a "WHAT WE DO" section with links for "Resource Management", "Conservation", "Get Involved", "Partnerships", "In The Community", and "Science". At the bottom right, there is a "FEATURED PAGES" section with links for "Elk", "Fire Management", "Rocky Mountain Elk", and "Wildlife & Habitat", and a calendar for September 2011.

Three arrows point to the highlighted boxes: a green arrow labeled "Q" points to the "MY LEFT COLUMN" box, a green arrow labeled "R" points to the "MY RIGHT COLUMN" box, and a red arrow labeled "P" points to the "ABOUT THE COMPLEX" box.

Figure 10-12

## Left and Right Column Feature Boxes SmartForm Image

Is this refuge part of a complex? Yes ▾

**\*P** → **Complex Options**

Complex Title\*: Wichita Complex

Complex Description\*: This is the complex text for the homepage (Max 200 characters)

Complex Image:

Complex Link: /nwrs/threecolumn.aspx?id=574

**Q** → **Left Column Promo**

Label: My Left Column (In teal box)

Promo\*: WMWR Visitors Receive National Award «Smart Form:40»

**R** → **Right Column Promo Label**: My Right Column (In teal box)

**Right Column Promos\***: Let's Go Outside Mosaic «Smart Form:691» (1-4 items allowed)

### P. Is this refuge part of a complex?

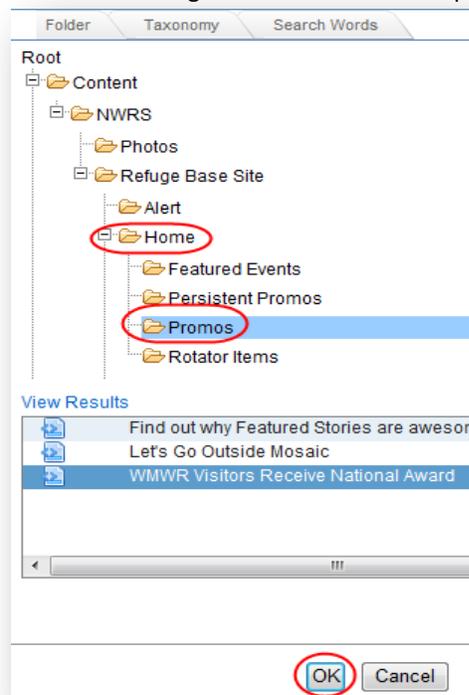
1. If your refuge is part of a complex select **Yes** from the drop down.  
If your refuge is not part of a complex select **No** and move on to Q.
2. In the Complex Title field enter the Title of your complex.
3. In the Complex Description field enter a description of your complex.
4. Click **Select Picture** ( ) The link manager opens.
5. Click the **URL Button** ( ) to open the library.
6. Navigate to wherever you have your images and check that Images is selected in the dropdown.
7. Double click on the appropriate image.

### Q. My Left Column Promo

1. In the label field enter the Text which appears as a heading for the Left column.
2. Click **Select Content** ( )
3. Navigate to **Home > Promos**
4. Select desired Promo from results
5. Click **OK**

### R. My Right Column Promo

1. In the label field enter the Text which appears as a heading for the Right column.
2. Click **Select Content** ( )
3. Navigate to **Home > Promos**
4. Select desired Promo from results
5. Click **OK**



# Main Navigation Settings

In this section we will cover both the Required elements and Optional Elements of the Main Navigation Settings. If an optional item is not used it will not be displayed. The Main Navigation Settings will be selected in the homepage, displayed on the homepage and across all pages on the entire site. All of the main Navigation Settings will be located across the bottom portion of the Billboard Image. Naming of these links is consistent across all Websites of the NWRS.

## Exercise 10-13: Visit Section Navigation

The Visit Section is required only if there is visitation for this refuge. This is not an active link. Hovering over the Visit button displays a fly-out menu showing the Visit Navigation options. (See figure 14-13 below) In this exercise we will be setting up those options.

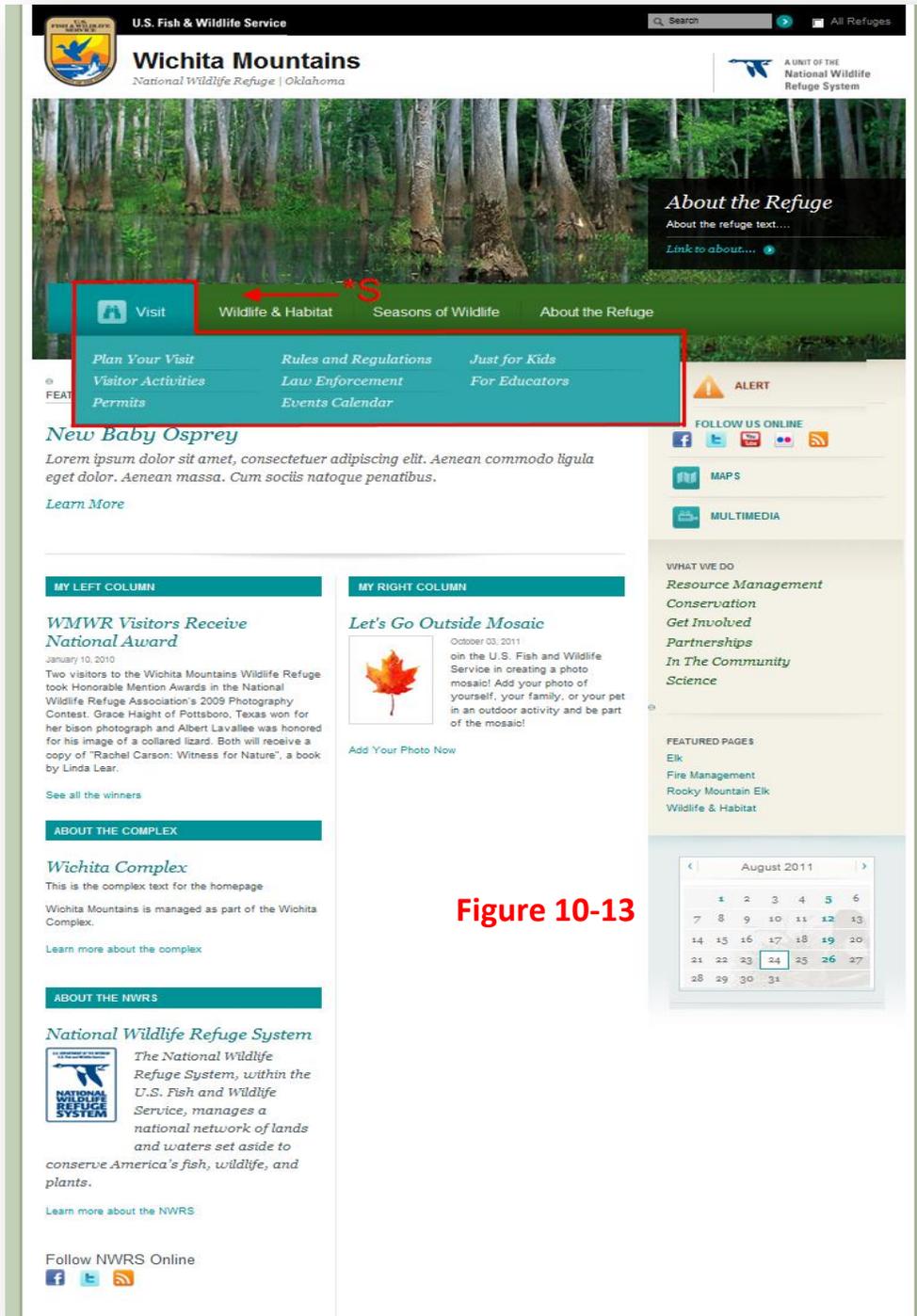


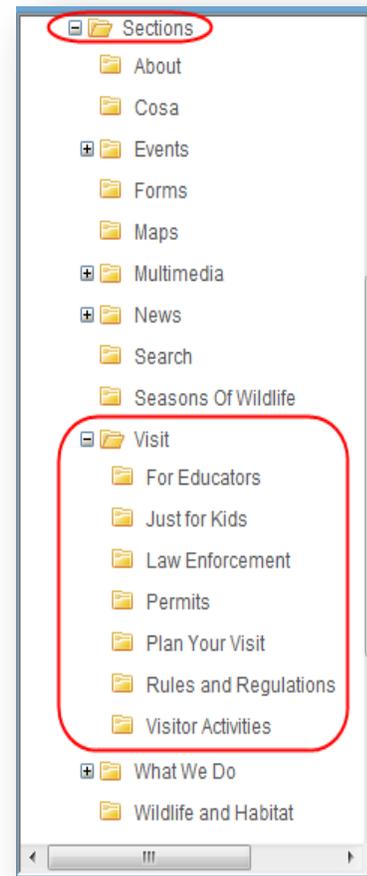
Figure 10-13

## Visit Section Navigation SmartForm Image

Visit Section Items	
Plan Your Visit Link*:	<a href="/refuge/visit/plan_your_visit.html">/refuge/visit/plan_your_visit.html</a>
Visitor Activities Link*:	<a href="/refuge/visit/visitor_activities.html">/refuge/visit/visitor_activities.html</a>
Permits Link*:	<a href="/refuge/visit/permits.html">/refuge/visit/permits.html</a>
Rules and Regulations Link*:	<a href="/refuge/visit/rules_and_regulations.html">/refuge/visit/rules_and_regulations.html</a>
Law Enforcement Link*:	<a href="/refuge/visit/law_enforcement.html">/refuge/visit/law_enforcement.html</a>
Events Calendar Link:	<a href="/refuge/Events.html">/refuge/Events.html</a>
Just For Kids Link:	<a href="/refuge/visit/just_for_kids.html">/refuge/visit/just_for_kids.html</a>
For Educators Link:	<a href="/refuge/visit/for_educators.html">/refuge/visit/for_educators.html</a>

### S. Visit Section:

1. Select **On** from the dropdown.
2. Click **Select File** (  ). The link manager opens.
3. Click the **URL Button** (  ) to open the library
4. Navigate to **Sections > Visit > Appropriate Folder**  
(For Events Calendar you will navigate to **Sections> Events**)  
and check that Quicklinks is selected in the dropdown
5. Double click on the appropriate visit item
6. Click **OK**
7. Repeat steps 1-6 for each section within the visit section



## Exercise 10-14: Wildlife & Habitat, Seasons of Wildlife, and About the Refuge

These are active links to primary content of the site. Instead of a fly-out menu like the visit portion of the main navigation when you click on one of the links it will take you directly to that page in the site. **T. Wildlife & Habitat** and **V. About the Refuge** are required elements while **U. Seasons of Wildlife** is an optional element. In this exercise we will set up all three links. Figure 10-14 shows where the links will appear on your page.

The screenshot shows the website for the Wichita Mountains National Wildlife Refuge. At the top, there is a navigation bar with the U.S. Fish & Wildlife Service logo and the text "Wichita Mountains National Wildlife Refuge | Oklahoma". Below this is a large banner image of a forest with a "Link to about..." button. A navigation menu is located below the banner, containing "Visit", "Wildlife & Habitat", "Seasons of Wildlife", and "About the Refuge". Red circles highlight the "Wildlife & Habitat" and "About the Refuge" links, with red arrows pointing to a "T" and "V" respectively. A green circle highlights the "Seasons of Wildlife" link, with a green arrow pointing to a "U". Below the navigation menu is a "FEATURES" section with a "New Baby Osprey" article. To the right, there are sections for "ALERT", "FOLLOW US ONLINE", "MAPS", "MULTIMEDIA", "WHAT WE DO", and "FEATURED PAGES". At the bottom right, there is a calendar for August 2011 with the 24th highlighted.

Figure 10-14

## Wildlife & Habitat, Seasons of Wildlife, and About the Refuge SmartForm Image



### T. Wildlife & Habitat Link:

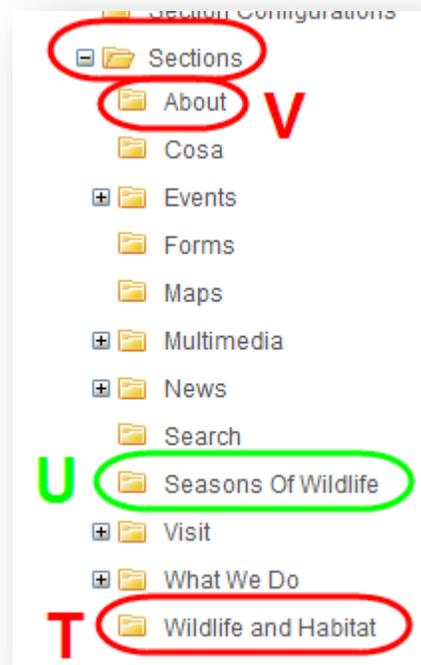
1. Click **Select File** (  ). The link manager opens.
2. Click the **URL Button** (  ) to open the library.
3. Navigate to **Sections > Wildlife and Habitat** and check that Quicklinks is selected in the dropdown.
4. Double click on Wildlife & Habitat.
5. Click **OK**

### U. Seasons of Wildlife link:

1. Click **Select File** (  ). The link manager opens.
2. Click the **URL Button** (  ) to open the library.
3. Navigate to **Sections > Seasons of Wildlife** and check that Quicklinks is selected in the dropdown.
4. Double click on Seasons of Wildlife.
5. Click **OK**

### V. About Link

1. Click **Select File** (  ). The link manager opens.
2. Click the **URL Button** (  ) to open the library.
3. Navigate to **Sections > About** and check that Quicklinks is selected in the dropdown.
4. Double click on About the Refuge.
5. Click **OK**



# Persistent (Right Column) Navigation Settings

In this section we will cover the homepage right column navigations. They are What We Do, both the required elements and optional elements of the “What We Do” Navigation Settings. If an optional item is not used it will not be displayed. The “What We Do” Navigation Settings will be selected in the homepage, displayed on the homepage and across all pages on the entire site. All of the “What We Do” navigation Settings will be located on the right side of the page. Naming of these links is consistent across all websites of the NWRS.

## Exercise 10-15: “What We Do” Required Navigation Settings

In this exercise we will set up the required Links in the What We Do” Navigation. Figure 10-15 shows where these links will be displayed on the webpage.

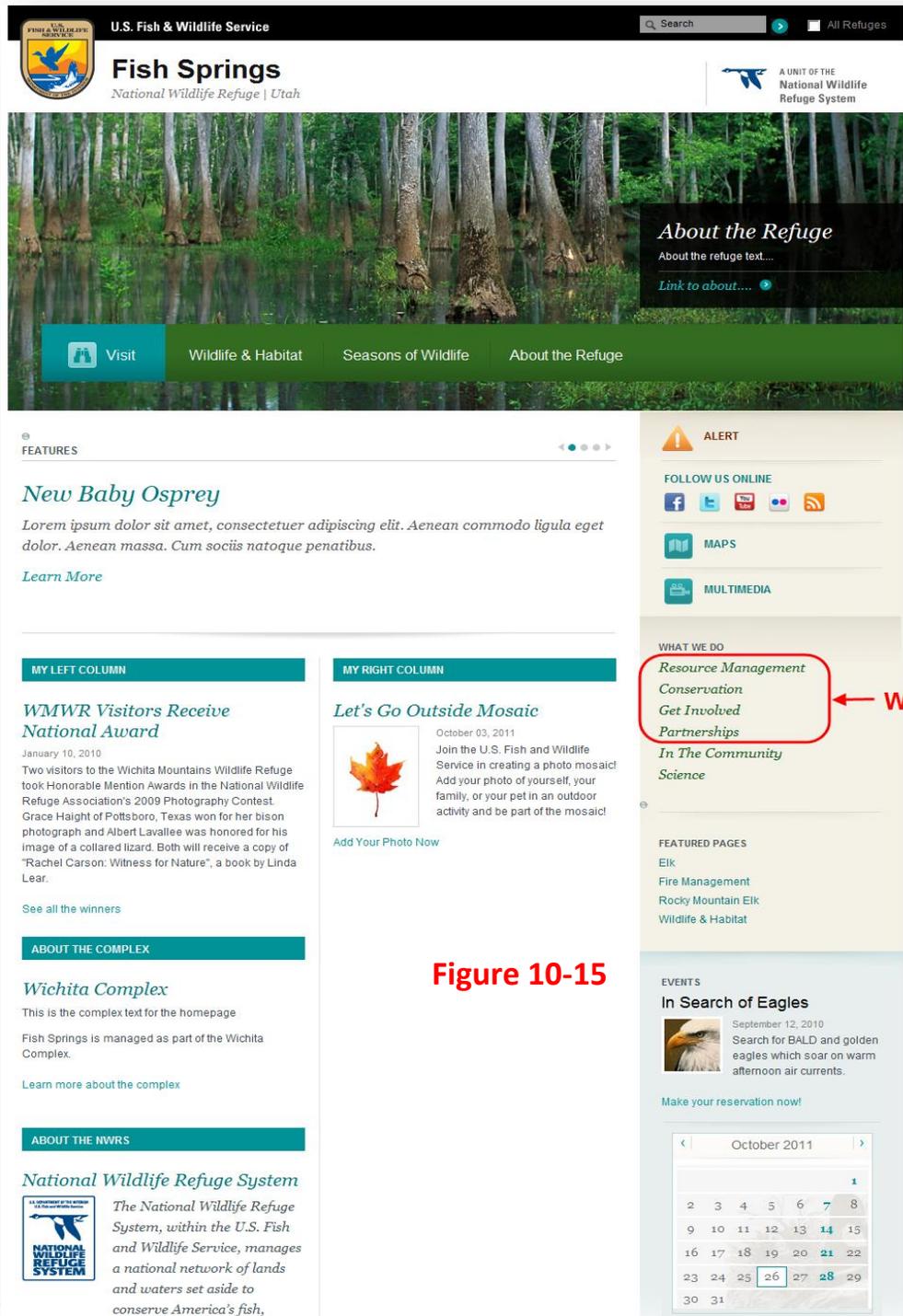


Figure 10-15

## “What We Do” Required SmartForm Image

In this exercise we will set up the required Links in the What We Do” Navigation. Figure 10-17 shows where these links will be displayed on the webpage.

### What We Do Navigation Settings

What We Do Navigation	
Resource Management Link*:	<a href="/Fish_Springs/what_we_do/resource_management.html">/Fish_Springs/what_we_do/resource_management.html</a>
Conservation Link*:	<a href="/Fish_Springs/what_we_do/conservation.html">/Fish_Springs/what_we_do/conservation.html</a>
Get Involved Link*:	<a href="/Fish_Springs/what_we_do/get_involved.html">/Fish_Springs/what_we_do/get_involved.html</a>
Partnerships Link*:	<a href="/Fish_Springs/what_we_do/partnerships.html">/Fish_Springs/what_we_do/partnerships.html</a>

#### W. Required “What We Do” navigation settings.

##### Resource Management Link

1. Click **Select File** (  ). The link manager opens.
2. Click the **URL Button** (  ) to open the library.
3. Navigate to **Sections > What We Do > Resource Management** and check that Quicklinks is selected in the dropdown.
4. Double click on Resource Management
5. Click **OK**.

##### Conservation Link

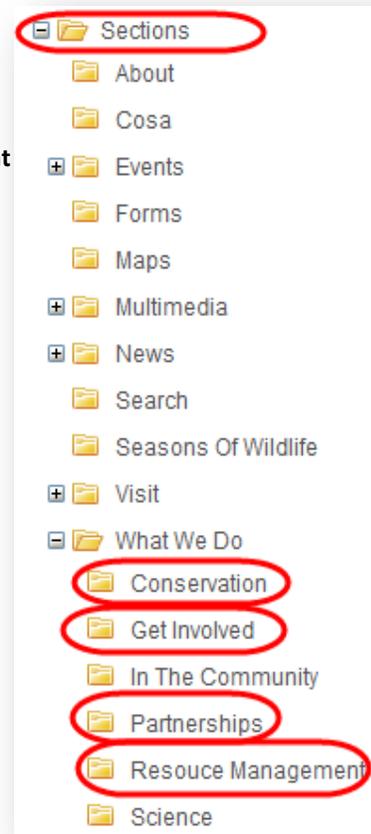
1. Click **Select File** (  ). The link manager opens.
2. Click the **URL Button** (  ) to open the library.
3. Navigate to **Sections > What We Do > Conservation** and check that Quicklinks is selected in the dropdown.
4. Double click on Coservation
5. Click **OK**.

##### Get Involved Link

1. Click **Select File** (  ). The link manager opens.
2. Click the **URL Button** (  ) to open the library.
3. Navigate to **Sections > What We Do > Get Involved** and check that Quicklinks is selected in the dropdown.
4. Double click on Get Involved
5. Click **OK**.

##### Partnerships Link

1. Click **Select File** (  ). The link manager opens.
2. Click the **URL Button** (  ) to open the library.
3. Navigate to **Sections > What We Do > Partnerships** and check that Quicklinks is selected in the dropdown.
4. Double click on Partneships
5. Click **OK**.



## Exercise 10-16: "What We Do" Optional Navigation Settings

In this exercise we will set up the optional Links in the What We Do" Navigation. Figure 10-16 shows where these links will be displayed on the webpage.

The screenshot shows the homepage of the Fish Springs National Wildlife Refuge website. At the top, there is a navigation bar with the U.S. Fish & Wildlife Service logo, the site title "Fish Springs", and a search bar. Below the navigation bar is a large banner image of a forest with a pond. A dark overlay on the banner contains the text "About the Refuge" and a link "Link to about...".

Below the banner is a green navigation bar with the following links: "Visit", "Wildlife & Habitat", "Seasons of Wildlife", and "About the Refuge".

The main content area is divided into several sections:

- FEATURES:** A section titled "New Baby Osprey" with placeholder text and a "Learn More" link.
- MY LEFT COLUMN:** A section titled "WMWR Visitors Receive National Award" with a date of January 10, 2010 and a "See all the winners" link.
- MY RIGHT COLUMN:** A section titled "Let's Go Outside Mosaic" with a date of October 03, 2011 and an "Add Your Photo Now" link.
- ABOUT THE COMPLEX:** A section titled "Wichita Complex" with a "Learn more about the complex" link.
- ABOUT THE NWRS:** A section titled "National Wildlife Refuge System" with a "Learn more about the NWRS" link.

On the right side of the page, there is a sidebar with the following sections:

- ALERT:** A section with an orange alert icon.
- FOLLOW US ONLINE:** A section with social media icons for Facebook, Twitter, YouTube, and RSS.
- MAPS:** A section with a map icon.
- MULTIMEDIA:** A section with a multimedia icon.
- WHAT WE DO:** A section with a list of links: "Resource Management", "Conservation", "Get Involved", "Partnerships", "In The Community", and "Science". The "In The Community" link is circled in green, and a red 'X' is placed to its right, indicating a navigation setting.
- FEATURED PAGES:** A section with links to "Elk", "Fire Management", "Rocky Mountain Elk", and "Wildlife & Habitat".
- EVENTS:** A section titled "In Search of Eagles" with a date of September 12, 2010 and a "Make your reservation now!" link.

At the bottom of the sidebar, there is a calendar for October 2011, showing dates from 1 to 31.

Figure 10-16

## “What We Do” Optional SmartForm Image

In The Community Link:	<a href="/Fish_Springs/what_we_do/in_the_community.html">/Fish_Springs/what_we_do/in_the_community.html</a>
Science Link:	<a href="/Fish_Springs/what_we_do/science.html">/Fish_Springs/what_we_do/science.html</a>

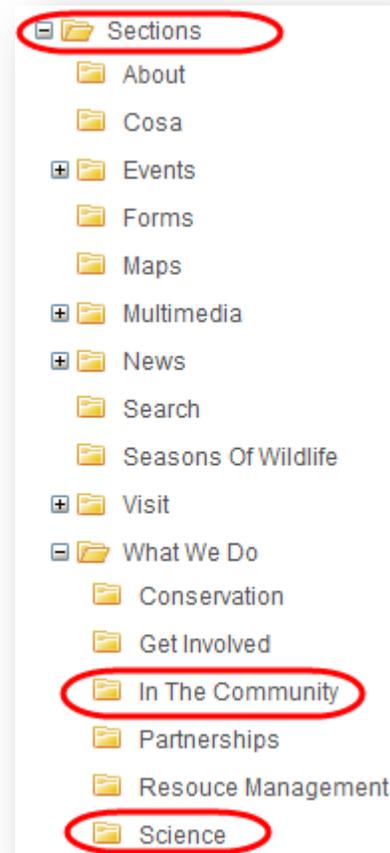
### X. Optional “What We Do” navigation settings

#### In the Community Link

1. Click **Select File** (  ). The link manager opens.
2. Click the **URL Button** (  ) to open the library.
3. Navigate to **Sections > What We Do > In the Community** and check that Quicklinks is selected in the dropdown.
4. Double click on In The Community
5. Click OK.

#### Science Link

1. Click **Select File** (  ). The link manager opens.
2. Click the **URL Button** (  ) to open the library.
3. Navigate to **Sections > What We Do > Science** and check that Quicklinks is selected in the dropdown.
4. Double click on Science.
5. Click **OK**.



## Exercise 10-17: Social Media Optional Settings

In this exercise we will set up the optional Links in the Social Media Settings. Figure 10-17 shows where these links will be displayed on the webpage.

The screenshot shows the homepage of the Fish Springs National Wildlife Refuge website. The header includes the U.S. Fish & Wildlife Service logo, the site title "Fish Springs", and a search bar. Below the header is a large banner image of a swampy forest with a text box titled "About the Refuge" and a "Link to about...." button. A navigation bar contains links for "Visit", "Wildlife & Habitat", "Seasons of Wildlife", and "About the Refuge".

The main content area features a "FEATURES" section with a featured article titled "New Baby Osprey". To the right of this section is a sidebar with several widgets:

- ALERT**: A warning icon.
- FOLLOW US ONLINE**: A section containing social media icons for Facebook, Twitter, YouTube, and RSS. This section is highlighted with a green circle and a green arrow pointing to it from the right.
- MAPS**: A widget with a map icon.
- MULTIMEDIA**: A widget with a multimedia icon.
- WHAT WE DO**: A list of categories including Resource Management, Conservation, Get Involved, Partnerships, In The Community, and Science.
- FEATURED PAGES**: A list of featured pages including Elk, Fire Management, Rocky Mountain Elk, and Wildlife & Habitat.
- EVENTS**: A section for upcoming events, currently showing "In Search of Eagles" with a date of September 12, 2010.

Below the featured article, there are two columns: "MY LEFT COLUMN" and "MY RIGHT COLUMN". The left column contains an article titled "WMWR Visitors Receive National Award" and a section titled "ABOUT THE COMPLEX" with the heading "Wichita Complex". The right column contains an article titled "Let's Go Outside Mosaic" with a photo of a red maple leaf and a link to "Add Your Photo Now".

At the bottom of the page, there is a section titled "ABOUT THE NWRS" with the heading "National Wildlife Refuge System" and a logo for the National Wildlife Refuge System. Below this is a paragraph of text and a link to "Learn more about the NWRS".

At the bottom right of the page, there is a calendar widget for October 2011, showing dates from 1 to 31.

Figure 10-17

## Social Media Optional SmartForm Image

### Social Media Bar Settings

Social Media Bar Settings	
Display Social Media Bar:	On ▾
Facebook Link:	<a href="http://www.facebook.com">http://www.facebook.com</a>
Twitter Link:	<a href="http://www.twitter.com">http://www.twitter.com</a>
YouTube Link:	<a href="http://www.youtube.com">http://www.youtube.com</a>
Flickr Link:	<a href="http://www.flickr.com">http://www.flickr.com</a>
RSS Link:	<a href="http://www.fws.gov/refuges/newsfeed.xml">http://www.fws.gov/refuges/newsfeed.xml</a>

### Y. Optional Social Media settings

#### Facebook Link

1. Click **Select File** (📎). The link manager opens.
2. Paste your Facebook URL into the text box provided.
3. Or proceed to step 4.
4. Click the **URL Button** (⋮) to open the library.
5. Navigate to **Your Refuge > Home** and check that Hyperlinks is selected in the dropdown.
6. Double click on your created Facebook Hyperlink
7. Click OK.

#### Twitter Link

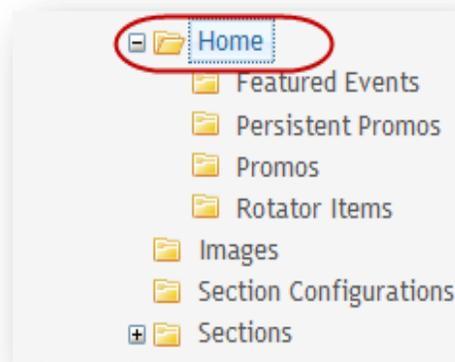
1. Click **Select File** (📎). The link manager opens.
2. Paste your Twitter URL into the text box provided.
3. Or proceed to step 4.
4. Click the **URL Button** (⋮) to open the library.
5. Navigate to **Your Refuge > Home** and check that Hyperlinks is selected in the dropdown.
6. Double click on your created Twitter Hyperlink
7. Click OK.

#### YouTube Link

1. Click **Select File** (📎). The link manager opens.
2. Paste your YouTube URL into the text box provided.
3. Or proceed to step 4.
4. Click the **URL Button** (⋮) to open the library.
5. Navigate to **Your Refuge > Home** and check that Hyperlinks is selected in the dropdown
6. Double click on your created YouTube Hyperlink
7. Click OK.

#### Flickr Link

1. Click **Select File** (📎). The link manager opens.
2. Paste your Flickr URL into the text box provided.
3. Or proceed to step 4.
4. Click the **URL Button** (⋮) to open the library.
5. Navigate to **Your Refuge > Home** and check that Hyperlinks is selected in the dropdown
6. Double click on your created Flickr Hyperlink
7. Click OK



#### RSS Link

1. Click **Select File** (📎). The link manager opens.
2. Paste your RSS URL into the text box provided.
3. Or proceed to step 4.
4. Click the **URL Button** (⋮) to open the library.
5. Navigate to **Your Refuge > Home** and check that Hyperlinks is selected in the dropdown.
6. Double click on your created RSS Hyperlink
7. Click OK.

# Footer Navigation Settings

In this section we will cover both the required elements and Optional Elements of the Footer Navigation Settings. If an optional item is not used it will not be displayed. The Footer Navigation Settings will be selected in the homepage, displayed on the homepage and across all pages on the entire site. All of the Footer Navigation Settings will be located across the bottom portion of the page. Naming of these links is consistent across all Websites of the NWRS.

## Exercise 10-18: Footer Navigation Required Settings

In this exercise we will set up the “Regional Office” and “Contact Us” Links in the Footer Navigation. Figure 10-18 shows where these links will be displayed on the webpage.

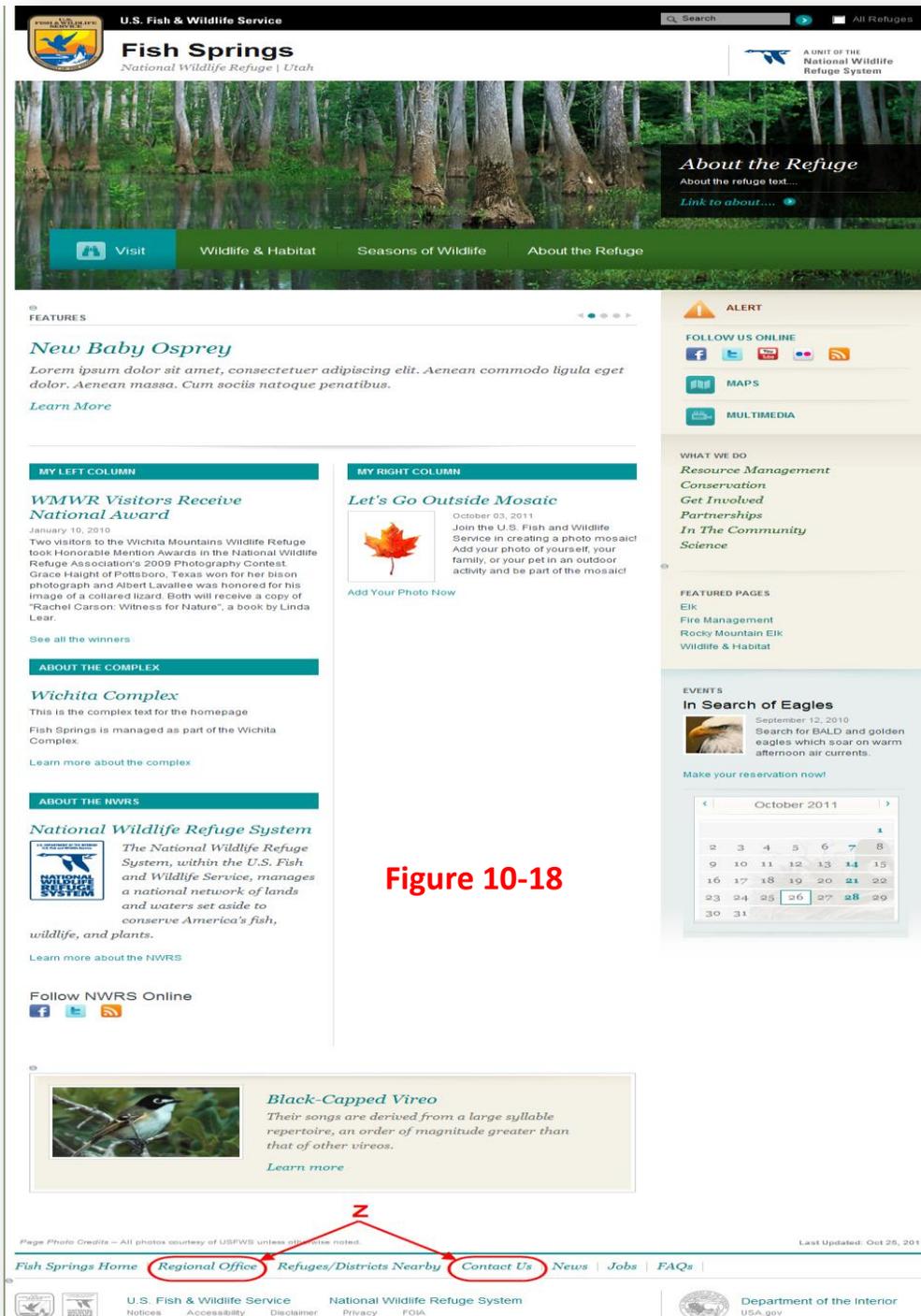


Figure 10-18

# Footer Navigation Settings



The screenshot shows a form titled "Footer Navigation" with two rows of settings. The first row is "Regional Office Link\*" and the second is "Contact Us Link\*". Both fields contain the text "item.link" followed by a file icon. A red oval highlights both rows. A red arrow points from a red letter "Z" to the "Regional Office Link\*" field.

### Z. Required Footer Navigation Settings

#### Regional Office Link

1. Click **Select File** (  ). The link manager opens.
2. Enter the URL for your Regional office in the first field on the link manager.
3. Click **OK**

#### Contact Us Link

1. Click **Select File** (  ). The link manager opens.
2. Click the **URL Button** (  ) to open the library.
3. Navigate to Sections > Forms (or whatever folder you have contact information in). It can be on a form or an Article page. Check that Quicklinks is selected in the dropdown.
4. Double click on the filename you wish to select.
5. Click **OK**

# Exercise 10-19: Footer Optional Navigation Settings

In this exercise we will set up the News, Jobs, and FAQ's links in the footer navigation. Figure 10-19 shows where these links will be displayed.

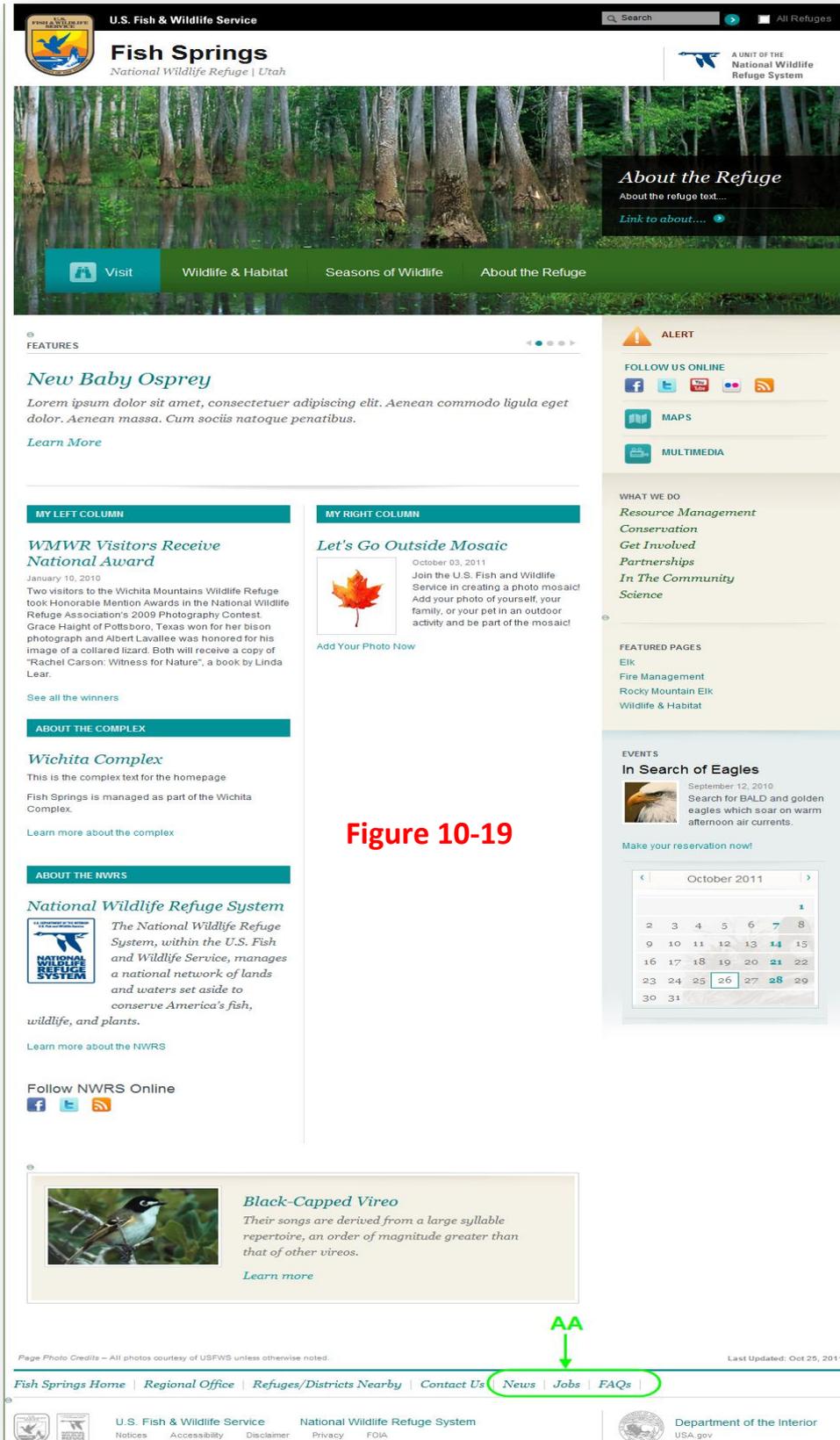
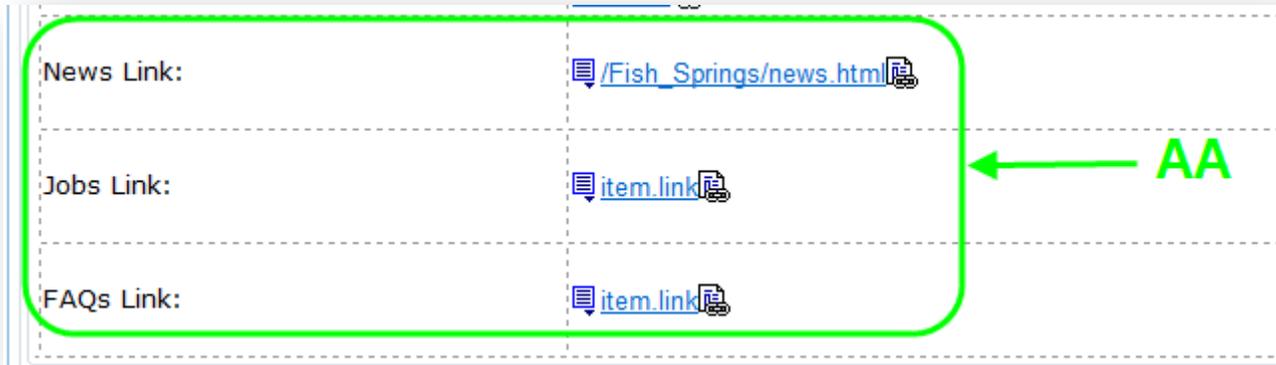


Figure 10-19

## Footer Navigation Optional SmartForm Image



### AA. Optional Footer Navigation Settings

#### News Link

1. Click **Select File** (  ). The link manager opens.
2. Click the **URL Button** (  ) to open the library.
3. Navigate to **Sections > News** and check that Quicklinks is selected in the dropdown.
4. Double click on News
5. Click **OK**

#### Jobs Link

1. Click **Select File** (  ). The link manager opens.
2. Click the **URL Button** (  ) to open the library.
3. Navigate to **Sections >** the folder where you have this information. It can be an external link. Check that Quicklinks is selected in the dropdown.
4. Double click on the file name you wish to select.
5. Click **OK**

#### FAQ Link

1. Click **Select File** (  ). The link manager opens.
2. Click the **URL Button** (  ) to open the library.
3. Navigate to **Sections >** the folder where you have this information. Check that Quicklinks is selected in the dropdown.
4. Double click on the filename you wish to select.
5. Click **OK**

# Featured Pages & Photo Credit

The Featured Pages and Photo Credit are managed using Metadata in the Homepage Metadata Tab. The following instructions will go through step by step on how you can manage them.

## Exercise 10-20: Adding Featured Pages Links

In the right column of the Homepage there is a **Featured Pages** section that displays links to pages that are featured for the Refuge. This section is optional and will display only if you have assigned pages to be featured on the Homepae.

U.S. Fish & Wildlife Service

Search [ ] All Refuges

**Quivira**  
National Wildlife Refuge | Kansas

A UNIT OF THE  
National Wildlife  
Refuge System

### About the Refuge

Located in central Kansas, Quivira combines unique inland salt marsh with sand prairie.

[Get to know Quivira](#)

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

#### FEATURES

### Birding Quivira

Quivira is one of the top birding destinations in the United States. Find out where to go and when.

[Learn More](#)

#### RECENT BIRD OBSERVATIONS

### Recent Bird Observations

Catch the latest news on what is being observed at Quivira, including Waterfowl and Shorebird Surveys.

[See what is here](#)

#### CURRENT ROAD CONDITIONS

### Current Road Conditions

Road conditions: all roads are mostly dry and dusty. Loose sand is present in some areas. Drive carefully.

#### OTHER ITEMS OF INTEREST

### The Year in Birds, 2012

Two-thousand twelve was an exciting one for birds. Check out the details!

[The Year in Birds, 2012](#)

### Visitor Center Hours

Quivira's Visitor Center is open Monday through Friday from 7:30 am to 4:00 pm. The Refuge is open daylight hours daily.

[Plan Your Visit](#)

#### FOLLOW US ONLINE

[Facebook](#) [Twitter](#) [YouTube](#) [LinkedIn](#) [RSS](#)

#### MAPS

#### MULTIMEDIA

#### WHAT WE DO

- Resource Management
- Conservation
- Get Involved
- Partnerships
- In The Community
- Science

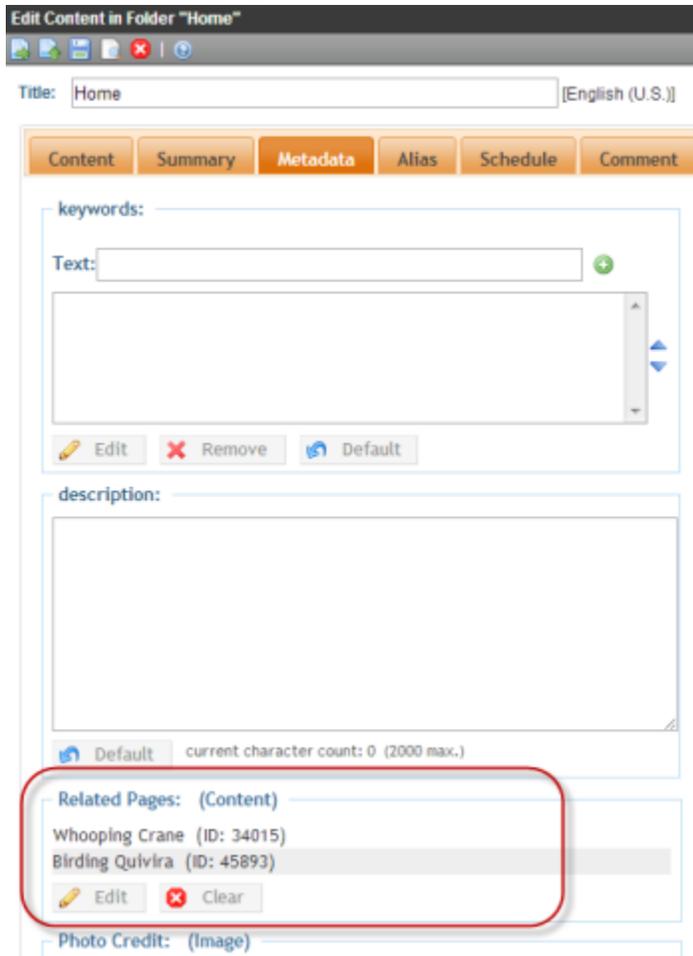
#### FEATURED PAGES

- Whooping Crane
- Birding Quivira

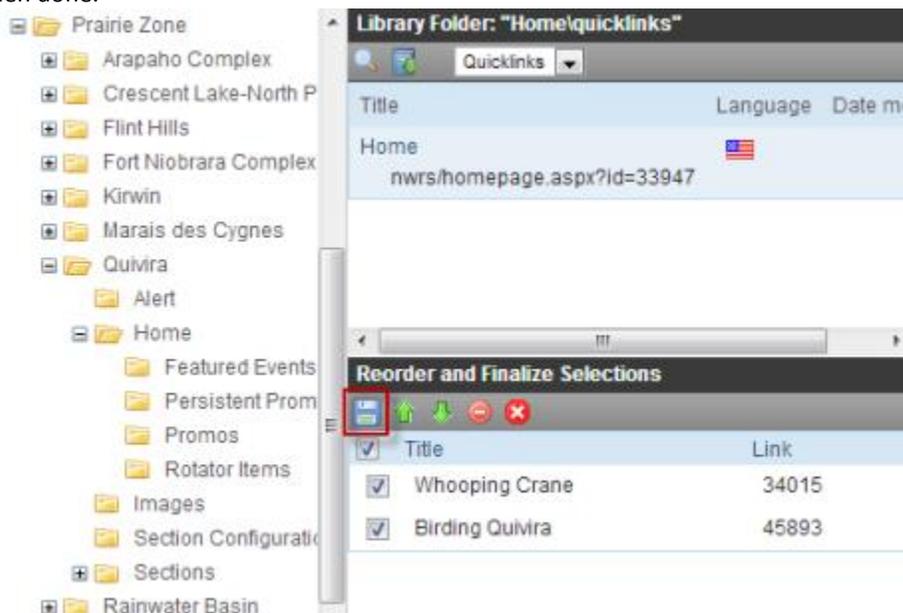
#### EVENTS

### Christmas Bird Count at Quivira

1. Edit the Refuge Homepage where **Featured Pages** will be added.
2. Select the Metadata Tab.



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 Featured Pages links have been added. Click on the **Publish** icon to publish the page.

## Exercise 10-21: Adding Photo Credits to the Homepage

Photo credits can be added to the homepage using the option located in the Homepage Metadata Tab. The description for the Photo Credit is added in the image description field and instructions are located in the [Add an Image](#) section of Unit 14. The Photo Credit standards or format can be found in [Unit 3 – Photo Credits](#) section.

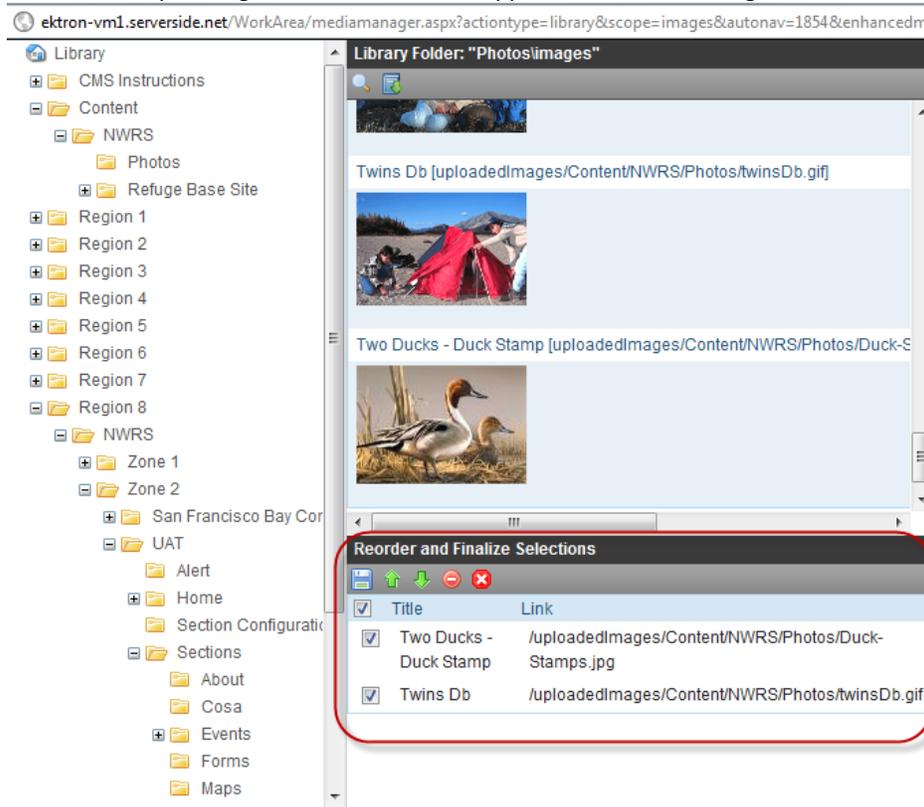
1. Edit the Homepage.
2. Select the Metadata tab

The screenshot shows the 'Metadata' tab selected in a content management system. The interface includes several sections:

- keywords:** A text input field with a green plus icon and buttons for 'Edit', 'Remove', and 'Default'.
- 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'/'Clear' buttons.
- Photo Credit: (Image)** A section with 'None Selected' and 'Edit'/'Clear' buttons, which is highlighted with a red circle.

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.

# **Unit 11**

## **News Page - How to Create & Edit**



# Overview

In this section we will learn how to create news articles, modify the News page and create a News Page. All Refuge sites are provided with a News page so one will not need to create a News page unless they have deleted it by accident. The focus of the chapter will primarily reside in creating news articles and updating the NWRS\_News Widget with current years.

A News Page displays a list of news articles for the refuge filtered by year. A drop down list with list of current years is provided to the site visitor from which they can select the year to view the news articles from. The page is created using PageBuilder template and using the NWRS\_News Widget to display the news article and year dropdown list. CMS Editors has ability to add the years that will populate the dropdown list box.

**Content Definition:** Dynamically generated content pages based on the year specified in years dropdown list. All elements on this page are dynamically generated; the web author will not need to produce these pages.

Widget used: NWRS\_News Widget

**Special Notes:** A News page will list all the News article for the selected year that resides in the News Items folder in the workarea. In order for the news article to appear you must first create the news article. Going forth, you should follow this sequence in maintaining the News page.

1. Create the News article in your refuge News Item folder using either the Article Page or Promo Page SmartForm.
2. Every year, update the NWRS\_News Widget with the current year.

**Section Use:** News Page

## References:

- [Unit 4 How to Create an Article Page](#)
- [Unit 5 How to Create an Promo Page](#)

# Exercises

## Exercise 11-1: Creating a News Article

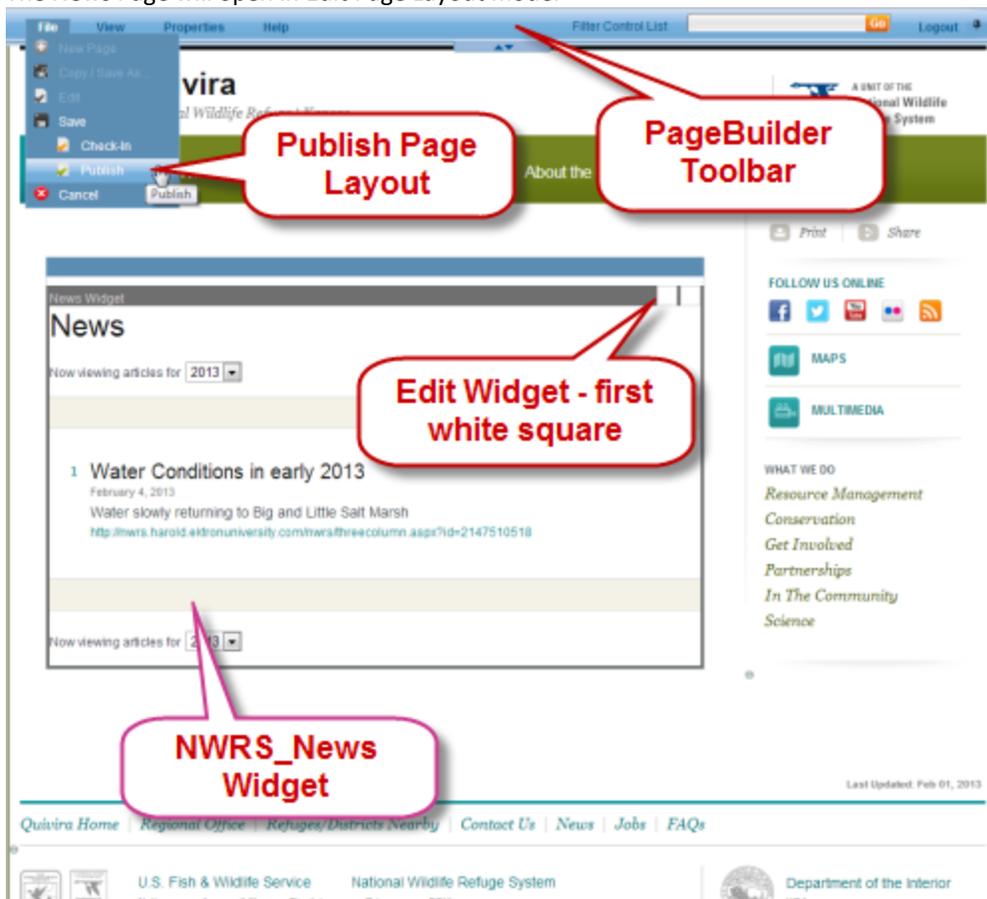
This exercise will show you how to create a News article using either the Article Page SmartForm or Promo SmartForm. Deciding which one to use is based on how you want the News article displayed, you will pull in existing content, or you will reference multiple articles.

- Article Page – most commonly used as it was designed to display simple content with associated image.
  - Promo Page – Provides most flexibility as it can be used to display simple content, list of content, or combination of both.
1. To create a News article. Navigate to your refuge News Items folder: **Your Refuge > Sections > News > News Items.**
  2. Choose **New > Article Page or Promo Page** depending on the article your creating. Depending on which SmartForm you have selected, use the below reference to complete the article.
    - a. [Unit 4 How to Create an Article Page](#)
    - b. [Unit 5 How to Create an Promo Page](#)
  3. Publish your News Article.

## Exercise 11-2: How to Edit News Page Year Dropdown List

This instruction will show you how to edit the NWRS\_News widget so you can add or remove years from the Year Dropdown list.

1. Navigate to **Your Refuge > Sections > News** folder.
2. Click on your News page and open it up in View mode.
3. Click on the **Edit Page Layout** (  ) icon, second icon from the left in the Content View menu bar.
4. The News Page will open in Edit Page Layout mode.



5. Click on the first white square (edit widget) to place the NWRS\_News widget in the Edit mode.

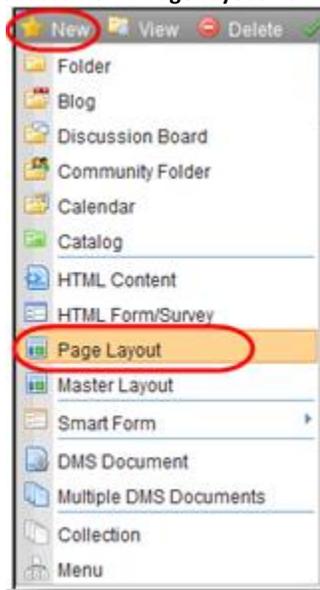


6. What you can edit in the NWRS\_News widget.
  - **Years** - Add year into the Years field and separate the years by a comma.
  - **Folder** – this is the folder ID number of the folder that contains your News articles. Update this only if you want to change to a different folder:
    - i. Click on Folder Tab
    - ii. Navigate to folder that the NWRS\_News widget will now monitor and select it.
    - iii. Click Property Tab. Folder ID of folder you selected in step two will be displayed.
  - **Page Size** – the maximum number of News articles you want displayed on the News Page
7. When complete, click **Save**.
8. Publish News Page by going to the PageBuilder Toolbar and **File > Publish**.

### Exercise 11-3: Creating your News Page

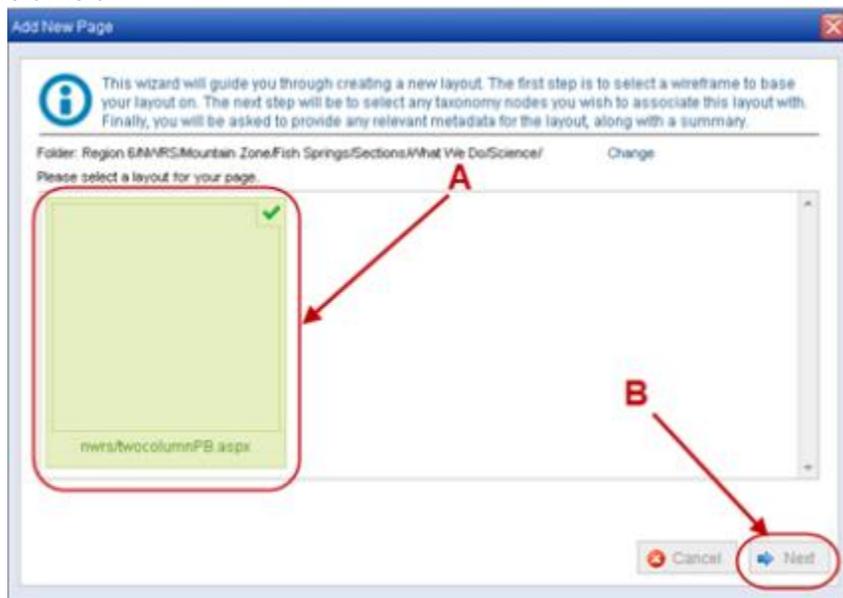
The following instruction walks you through to create a new News Page using PageBuilder template and the NWRS\_News widget.

1. To create a new News page navigate to **Sections > News** folder.
2. Choose **New > Page Layout** from the Menu.



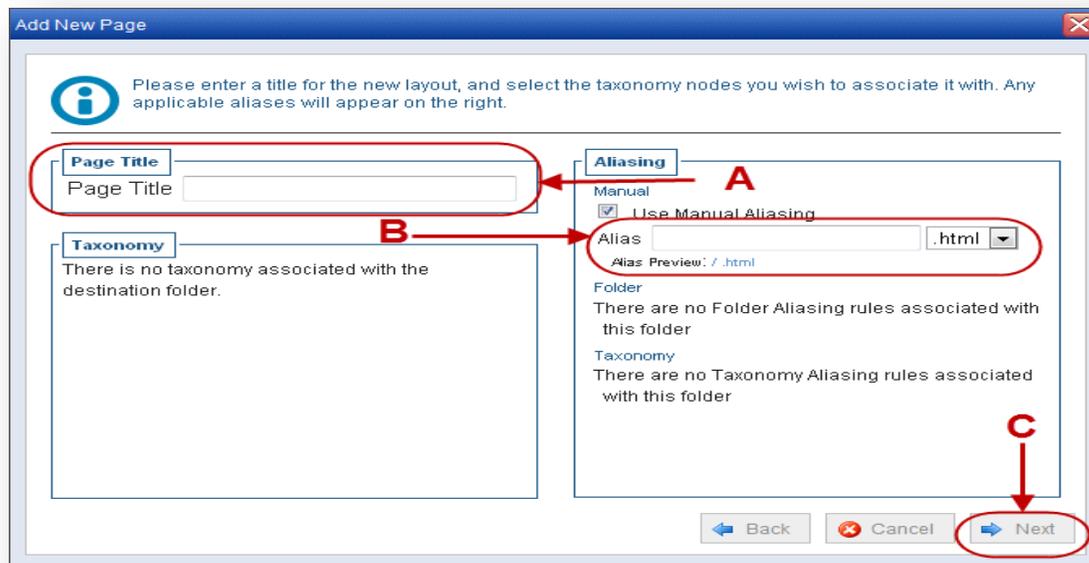
### 3. Add New Page:

- B. Choose two column layout this will generate a two column PageBuilder page.
- C. Click Next



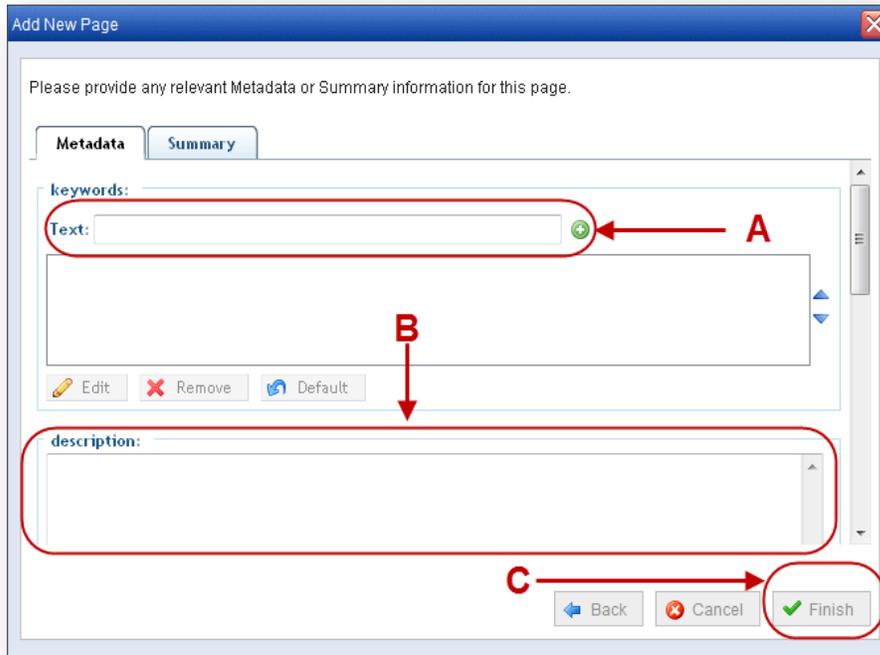
### 4. Title, Aliasing, and Taxonomy

- A. Enter a page title into the Page Title Field. This is the name of your content block.
- B. The alias field is automatically populated when you enter in a page title. You are able to change the alias to a different name if you would like a different alias.
- C. Click **Next**



### Metadata

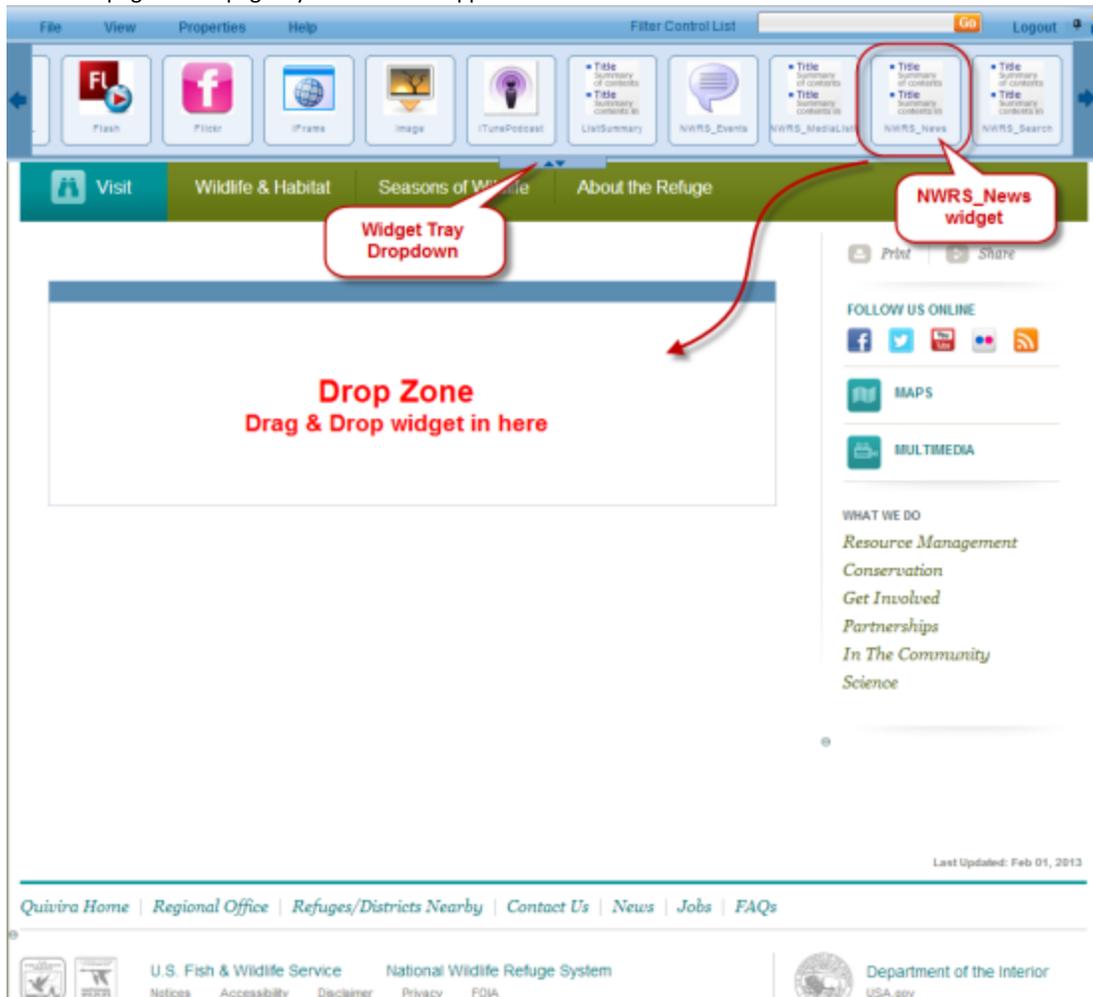
- A. Enter Keywords in the Keywords field and click the **Add** button (  ). Keywords are used for search engine optimization.
- B. Enter a description in the description field. Used to create a description of your page to allow search engines to locate your content.
- C. Click **Finish**



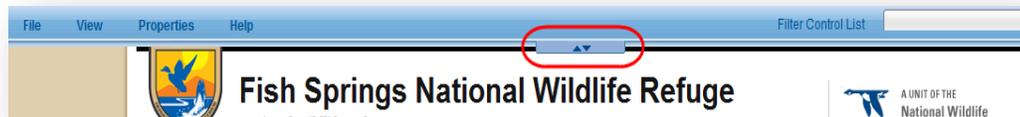
5. Click **OK** in the Add New Page window.



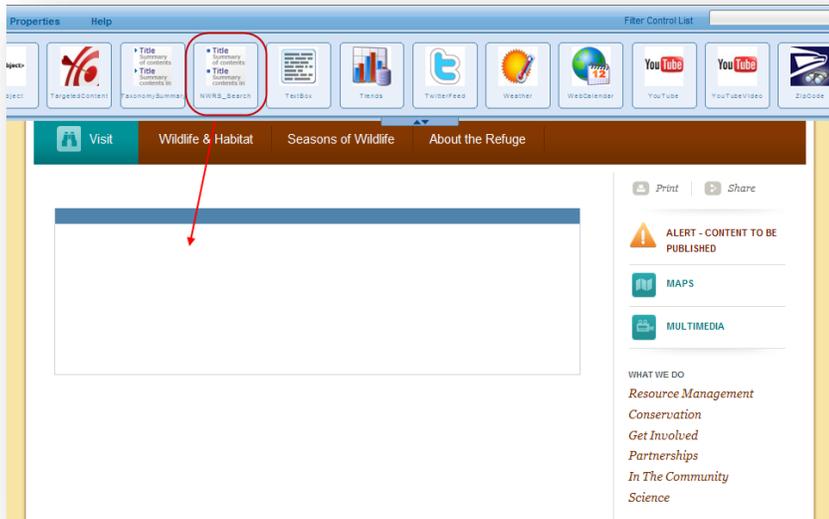
6. The News page in edit page layout mode will appear.



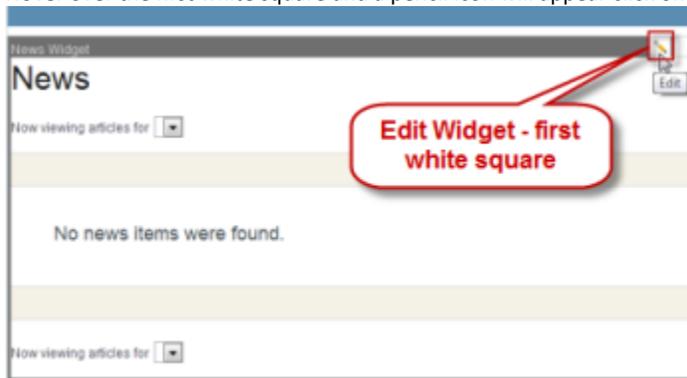
7. Click the arrows in the middle of the menu bar to drop down your widget tray.



8. Locate the **NWRS\_News** widget in the widget tray. Click and drag the widget to the center of the drop zone.



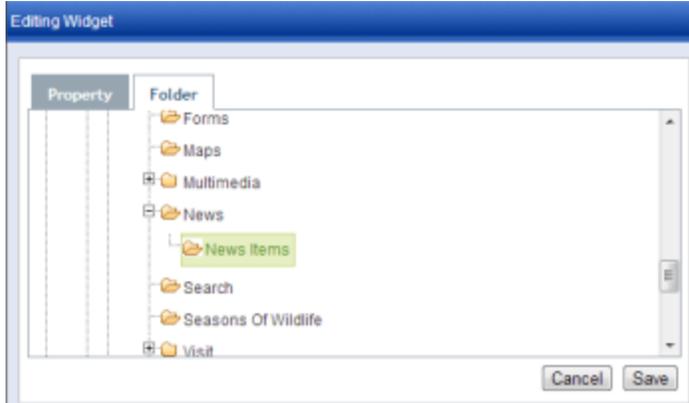
9. Hover over the first white square and a pencil icon will appear click on it



10. Click on the folder tab



11. Navigate to **Your Refuge > Sections > News > News Items** folder and select that folder until it is highlighted.



12. Click on the **Properties** Tab and you will notice that the Folder Id field has been populated with the Folder ID of the News Item folder you selected in Step 11.



13. Add the years (separated by a comma) in the **Years** field that you want to display in the Year dropdown selection box.
14. Add the number maximum number of articles that can displayed in the **Page Size** field.
15. **Publish** the News page by selecting **File > Publish** from the PageBuilder Toolbar.

Here is an example of how your Search Page will look.



# Quivira

National Wildlife Refuge | Kansas



[Visit](#)
[Wildlife & Habitat](#)
[Seasons of Wildlife](#)
[About the Refuge](#)

## News

Now viewing articles for 2012

### 1 Hunting Closure Due to Whooping Cranes

October 26, 2012

Please check this page regularly for updates

<http://www.harold.ektronuniversity.com/news/threecolumn.aspx?id=2147501167>

### 2 First Kansas record for the Red-necked Stint

October 19, 2012

Asian shorebird species wows birdwatchers at Quivira

<http://www.harold.ektronuniversity.com/news/threecolumn.aspx?id=2147500749>

### 3 Tornado Damages portions of Quivira

April 16, 2012

Storm activity on April 14, 2012 resulted in damages to trees and property at Quivira, and directly affected a nesting pair of Bald Eagles

<http://www.harold.ektronuniversity.com/news/threecolumn.aspx?id=2147486888>

### 4 Quivira Spring Whooping Crane Migration 2012

April 18, 2012

Despite winter sightings of Whooping Cranes during December and January, the spring migration followed close to average dates

<http://www.harold.ektronuniversity.com/news/threecolumn.aspx?id=2147486873>

Now viewing articles for 2012

Print Share

#### FOLLOW US ONLINE



MAPS

MULTIMEDIA

#### WHAT WE DO

- Resource Management
- Conservation
- Get Involved
- Partnerships
- In The Community
- Science

Last Updated: Feb 01, 2013

[Quivira 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](#)

