Building Homepages in Pacific

This guide will help optimize your experience creating a homepage by providing information about the features available in Pacific and showing examples of successful homepages.

This information is most applicable to Minisite Administrators (MSAs), as Content Managers (CMs) do not have the ability to change the homepage layout or create four of the content types in this guide.

Click the links throughout the guide for relevant training videos.

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Stay Connected!

For more tips on preparing for your migration and information about Pacific, please visit https://www.colorado.gov/goingpacific or follow us on Twitter @Coloradosipa or Facebook /Coloradosipa.

HOMEPAGE LAYOUT BASICS

All Pacific websites will automatically have a link to www.Colorado.gov, a Translate button, and a search bar at the top of all pages. You can see these three items in Figure 1.
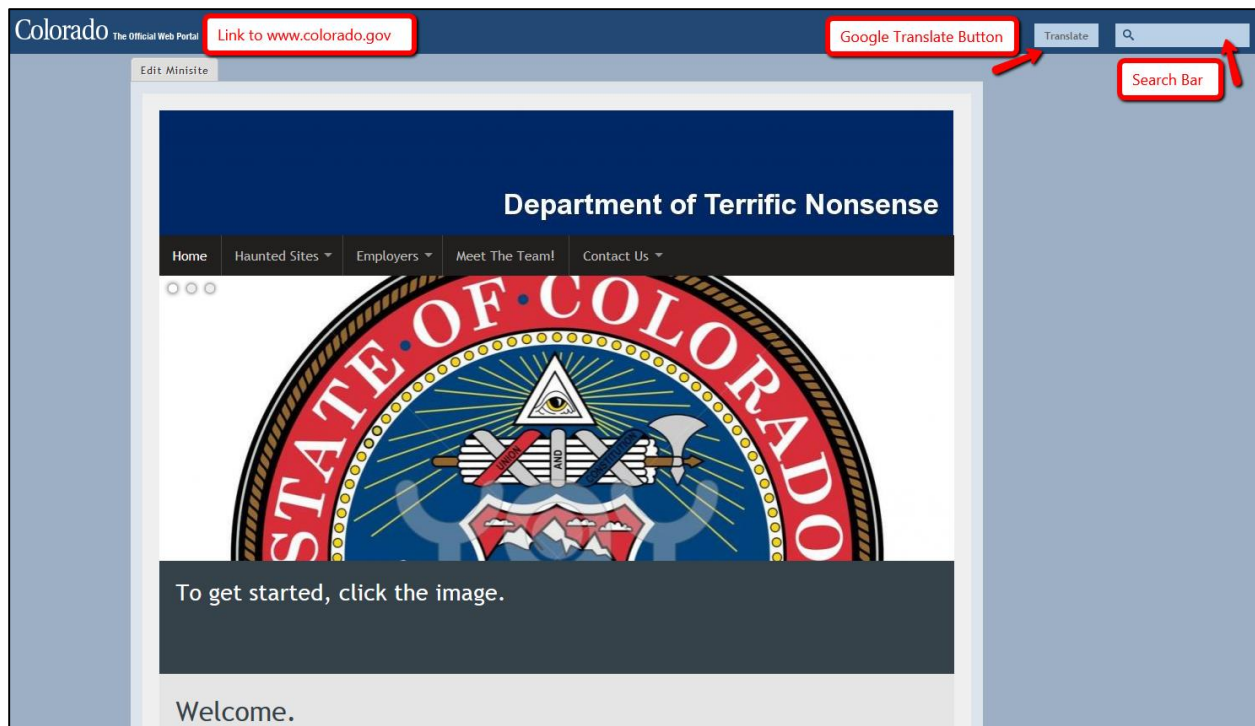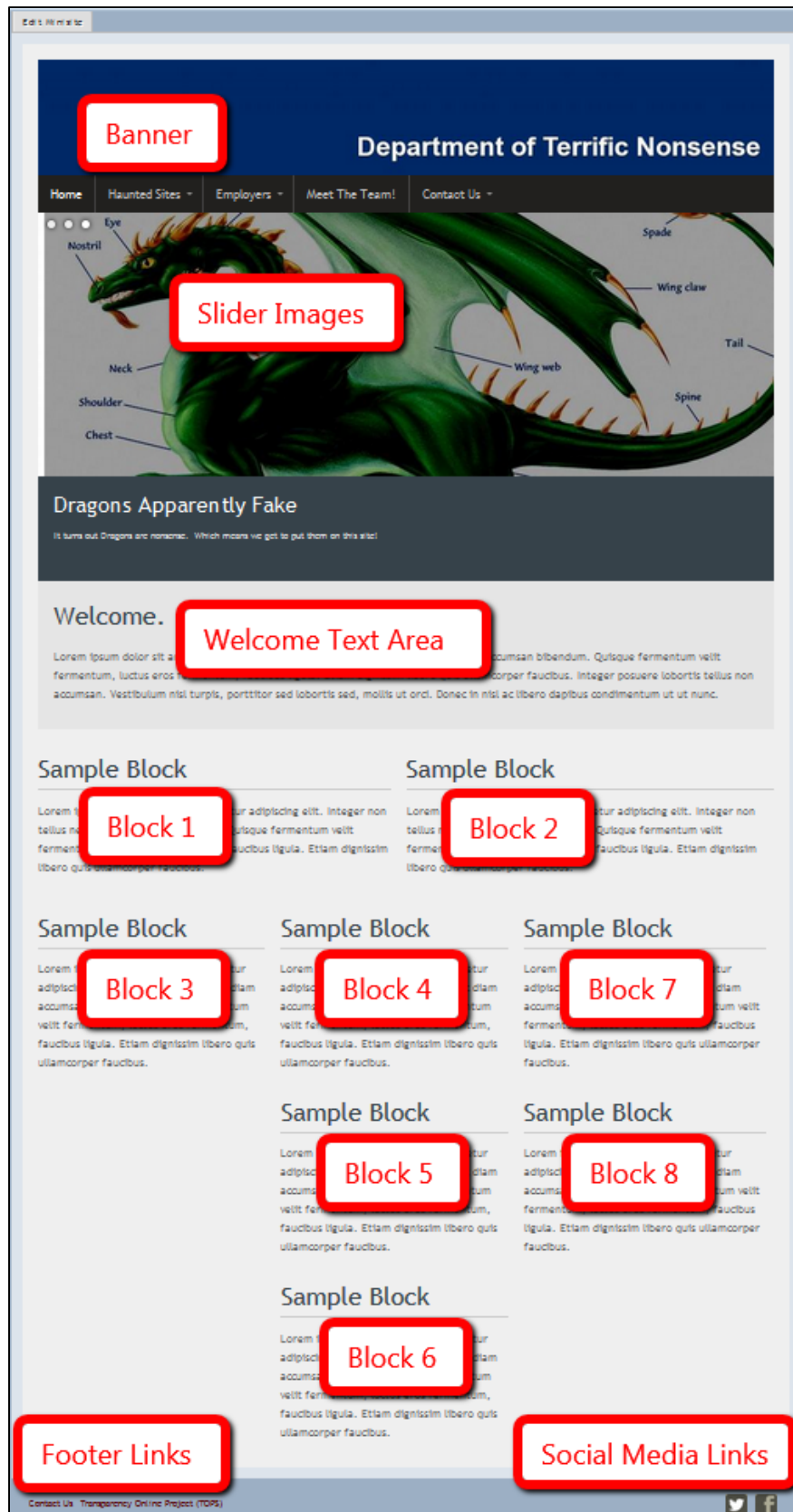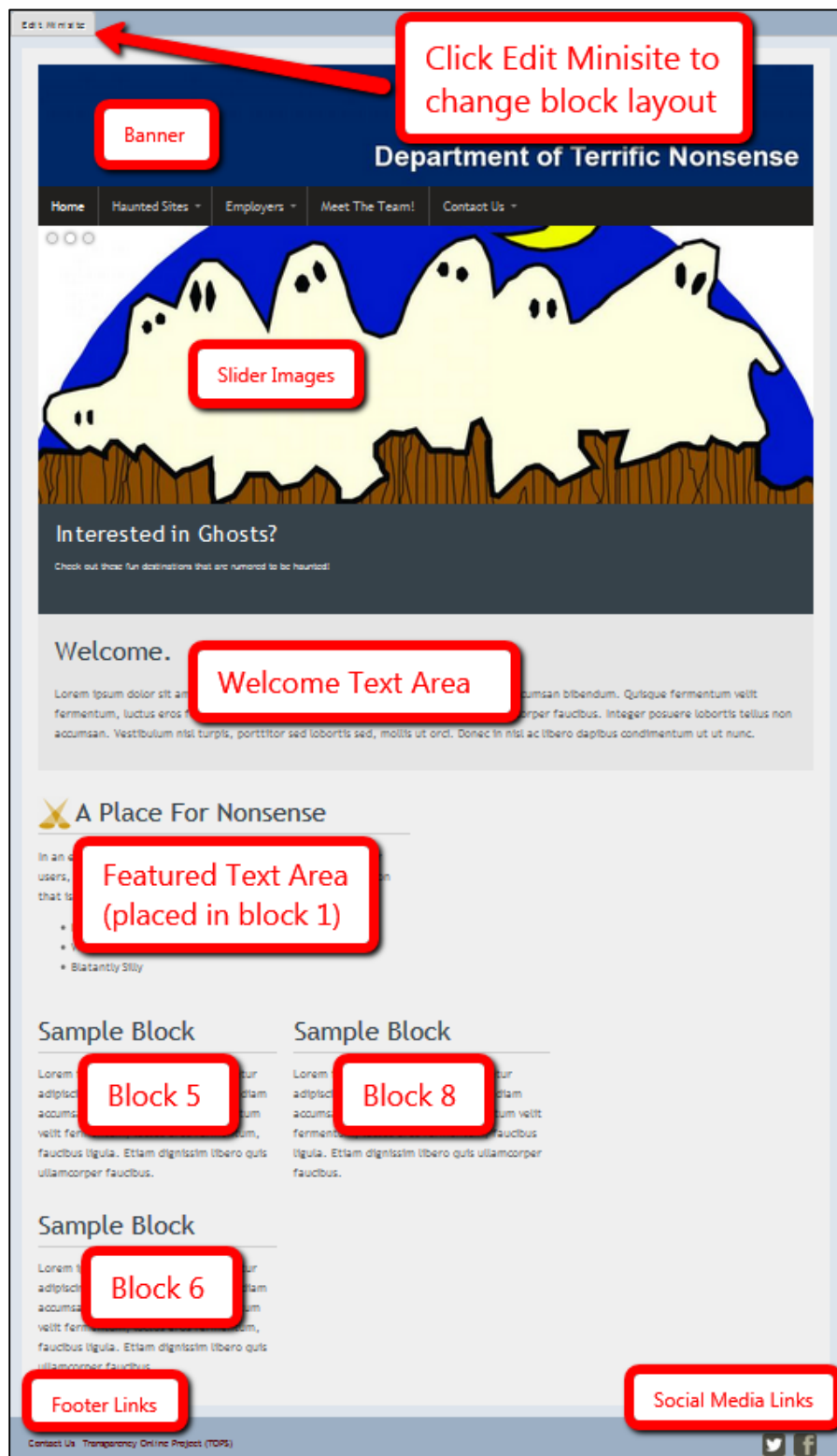

Figure 1

MSAs will add or place all other features on the homepage. The following homepage elements are available on Pacific:

Required	Optional
- Banner - Footer links - Google Translate button - Link to www.Colorado.gov - Search bar	- Text areas - Slider images - Social media links - Blocks 1-8, which can contain the following: - Alpha index - Blog block - Events calendar - Featured text areas - Links list - News block - Up to 3 custom blocks

Figure 2

Homepages that use all of the optional features will be laid out as seen in Figure 2.

Figure 3

If you do not use all eight block placements on your homepage, Pacific will reassign block locations in a logical manner.

The homepage in Figure 3 uses only four block places. Blocks 5, 6, and 8 shifted up and left. Block 1 remained in the same location.

To arrange your site's homepage blocks, begin by clicking the *Edit Minisite* button.

The block placement menu seen in Figure 4 is on the Edit Minisite page. All eight Block Places can contain any of the content types listed in the drop-down menu. Click the *Save* button at the bottom of the screen when you are satisfied with your changes.
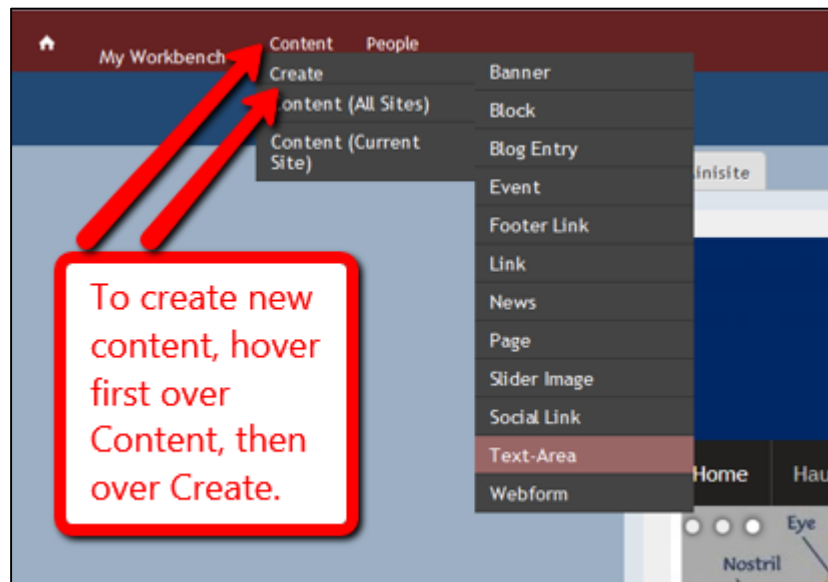

Figure 4

CREATING CONTENT

Figure 5

All content types are created by going to the Content button on the administration menu, then Create. Hovering over Create brings up a menu with the possible content types, as seen in Figure 5.

MSAs can create:	CMs can create:
- Banners - Blocks - Blog Entries - Events - Footer Links - News - Pages - Slider Images - Social Links - Text-Areas - Webforms	- Blog Entries - Events - Links - News - Pages - Slider Images - Social Links - Text-Areas - Webforms

BANNERS

Go to Content → Create → Banner to create a new banner. Complete the required information.

Figure 6

See Figures 7-9 for detailed information regarding uploading and cropping images.

Banner Images will be 941 x 148 pixels.

COMPLETING THE IMAGE SECTION

Complete the steps below in the image section of the Banner Creation page. Note that the image section for Slider Image Creation will be completed with the same steps.
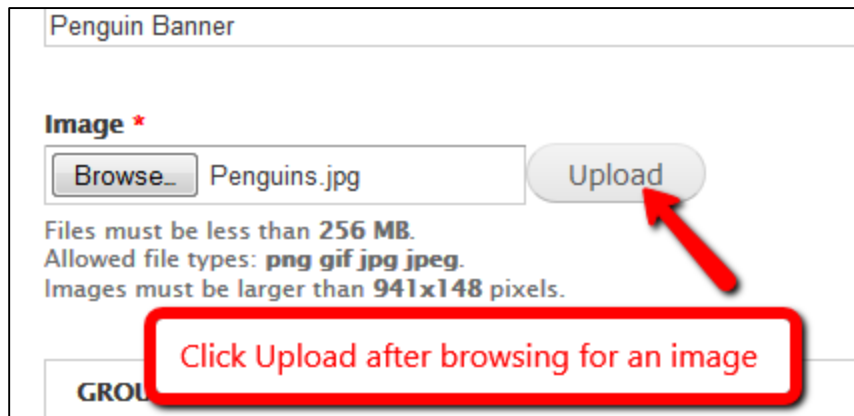
1. Browse for and upload your banner image in the Image section.

Figure 7

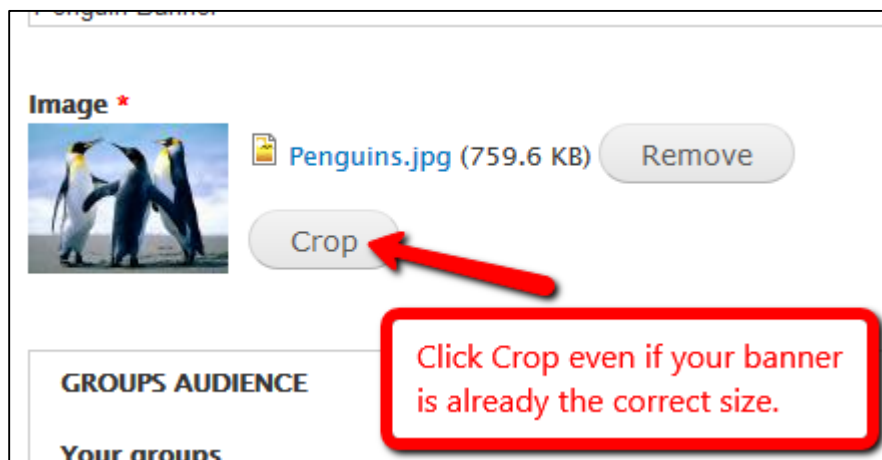2. Uploading will change the image section options.

Figure 8

3. Clicking *Crop* will bring you to the page in the image below. If your banner image is already 941 x 148 pixels (or your slider image is already 941 x 338 pixels), you will only need to click *Save*. Otherwise, select the portion of your image that you want to use as your Minisite banner before clicking *Save*.
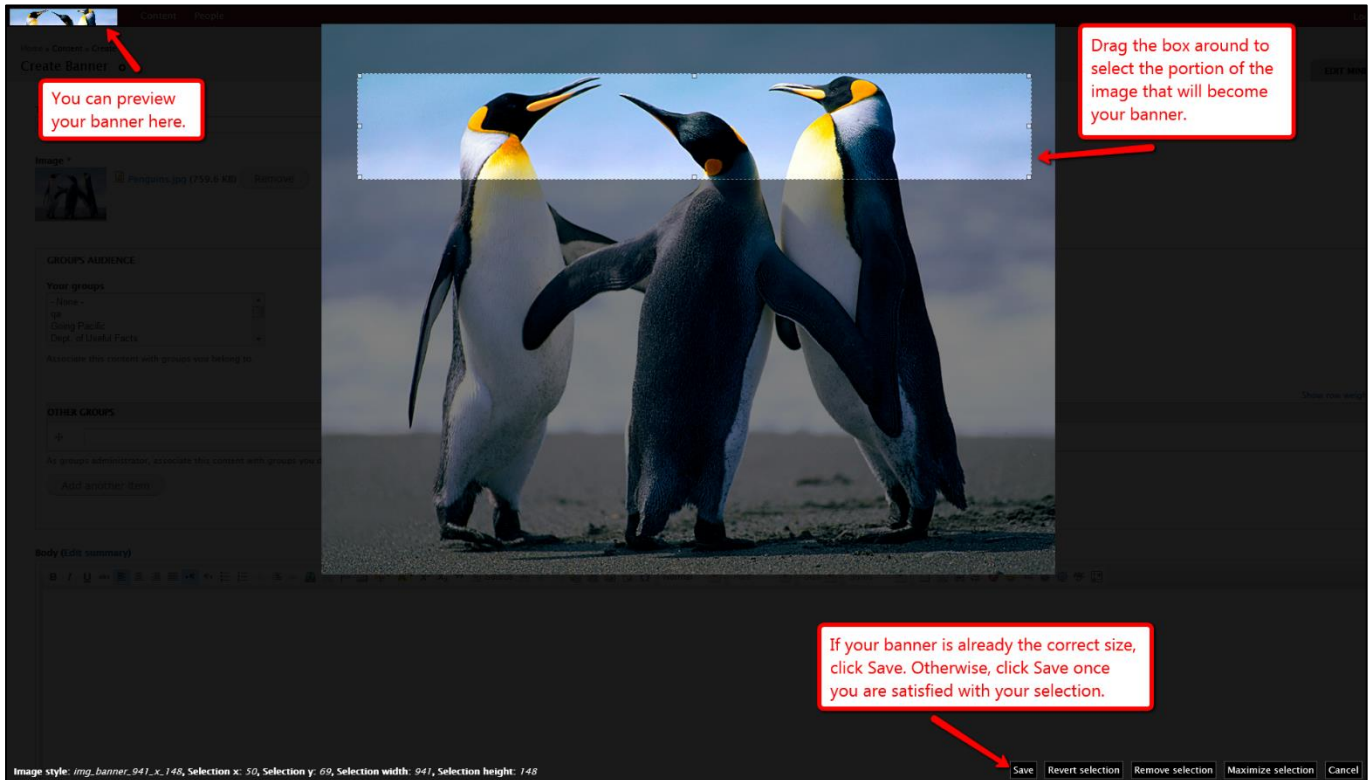

Figure 9

After clicking *Save* on the cropping screen, complete the remainder of the information on the Banner Creation page.

After clicking *Publish*, your new banner will appear across your Minisite.
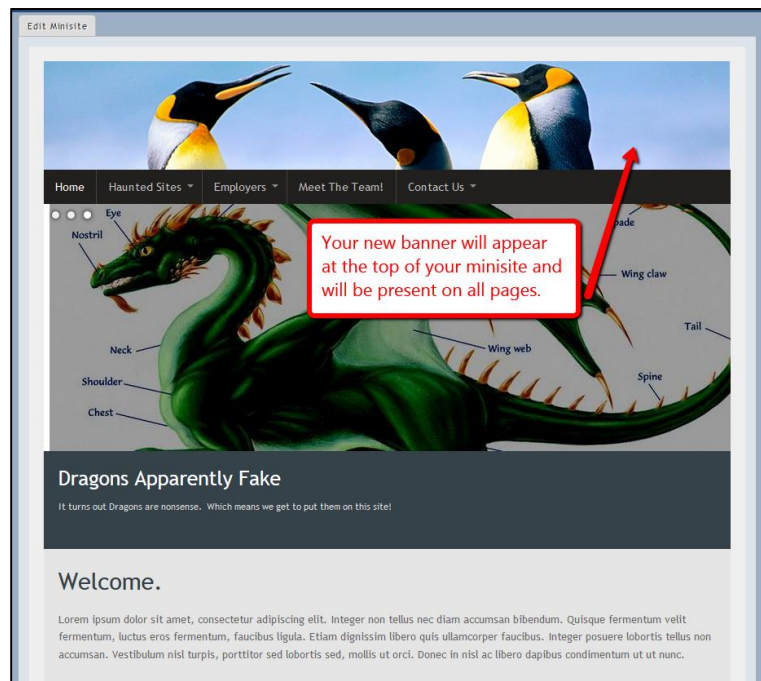
Figure 10

SLIDER IMAGES

Go to Content → Create → Slider Image to create a new slider image. Complete the required information. See figures 7-9 for detailed information about completing the Image section.

The Title will appear below your slider image.

Select the group(s) that should have the slider image on their homepage.

Upload and Crop your slider image.

Copy/Paste a URL here to link your slider image to an internal or external location.

What you put in the WYSIWYG will appear below your slider image title on the homepage.

Save or Publish your work!

Figure 11

Figure 12

You can add as many images as you want following the steps on page 10; this will result in images that change every seven seconds. We recommend adding no more than six Slider Images.

If you only add one Slider Image to your homepage, it will remain in place. The round circles at the top left of the image indicate the number of slides and won't be present if you only have one slider image.

Slider Images will be 941 x 338 pixels.

TEXT AREAS

Go to Content → Create → Text Area and complete the dialog screen to create a text area.

The Title becomes the block header

Select Welcome or Featured

Select the group(s) that should have the text area on their homepage

What you put in the WYSIWYG becomes the content of your text area

Save, Preview, or Publish your work!

What you select for *Text Area Type* determines the location of your new text area.

Welcome text areas appear below Slider Images (or below the top navigation menu if Sliders aren't used), as seen in Figures 2-3.

Featured text areas can be placed in any of the 8 block places and will have a spotlight icon by the title.

You can place your Featured Text Area in any of the 8 Block Places.

Anything you can put in the WYSIWYG can be used in a Featured Text Area.
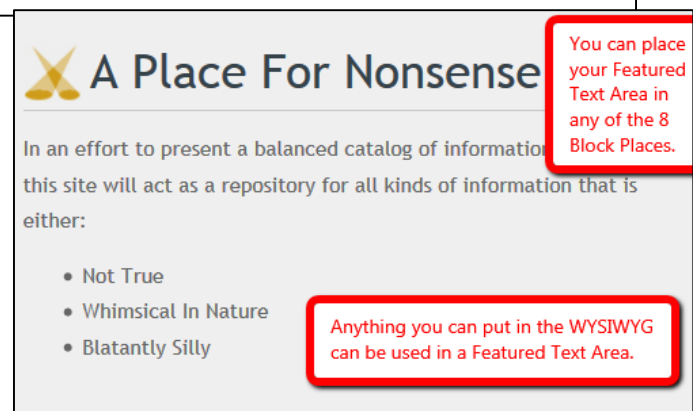
BLOG BLOCKS

Go to Content → Create → Blog Entry to write a new blog post. Blog posts will show the author name and date/time.

Figure 15

If an MSA selects *Blog* for one of the block placements, blog entries will show in the corresponding block place.

The Blog Block shows the 3 most recent entries on the homepage. Users can see more by clicking *view all*.

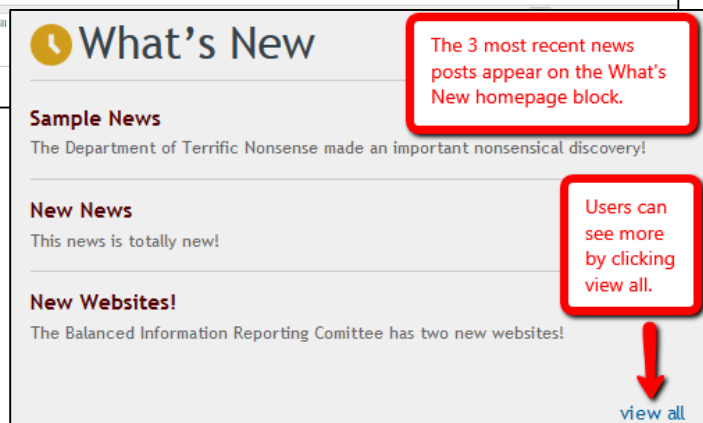*Figure 16*

WHAT'S NEW BLOCKS

Go to Content → Create → News to add a new post to the What's New block. News posts function very similarly to blog posts, but do not show the author or posting date. You can also attach files to news posts.

Figure 17

If an MSA selects *What's New* for one of the block placements, news posts will show in the corresponding block place.

The What's New Block shows the 3 most recent entries on the homepage. Users can see more by clicking *view all*.

Figure 18

LINKS BLOCKS

You can have a collapsible, categorized list of links on your homepage by selecting *Links* for one of the block placements. To add a new link, go to Content → Create → Link and complete the required information.

Figure 19

Links and categories are organized by putting the most recently added or edited at the top of the list.

You can add as many links and categories as you want to this homepage block.

Figure 20

EVENTS BLOCKS

Go to Content → Create → Event to add a new event to the homepage event calendar.

The Title becomes the name of your event

Select the group(s) that should have the event on their events calendar

Select the date and time of your event

What you put in the WYSIWYG becomes the content of your event description

You can attach files to events

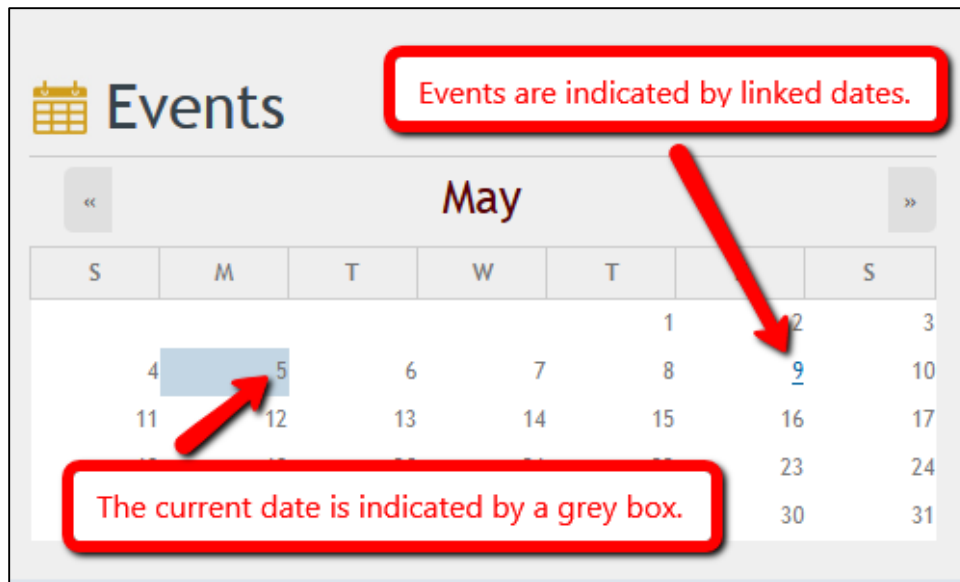Save, Preview, or Publish your work!

Figure 21

Figure 22

MSAs can place an event calendar on the homepage by selecting *Events* for one of the homepage block placements.

Events calendars will indicate the current date and dates that have an event scheduled.

Users can click on hyperlinked dates to view more details about that day's events. Clicking a specific event will show users the event details, as in Figure 23. The details are entered on the *Create Event* dialog screen shown in Figure 21.
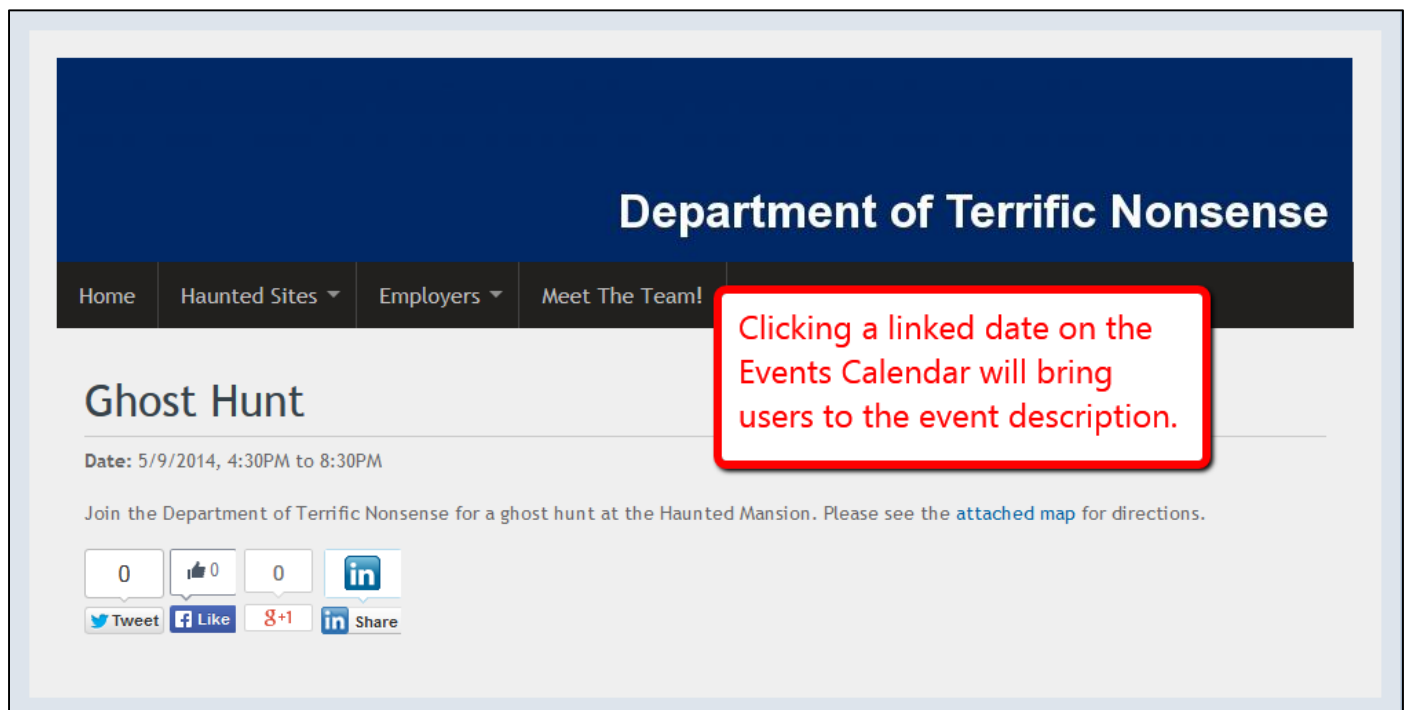

Figure 23

ALPHA INDEX BLOCKS

Users can click Show All to see a list of minisite content.

Blog posts, news posts, events, pages, and webforms are listed in the Alpha Index.

MSAs can put the Alpha Index on the Minisite homepage by selecting *Alpha Index* for one of the 8 block placement options.

The Alpha Index automatically updates to include new content.

Figure 24

Clicking Show All in the homepage block will take users to an alphabetical list of your minisite's content.
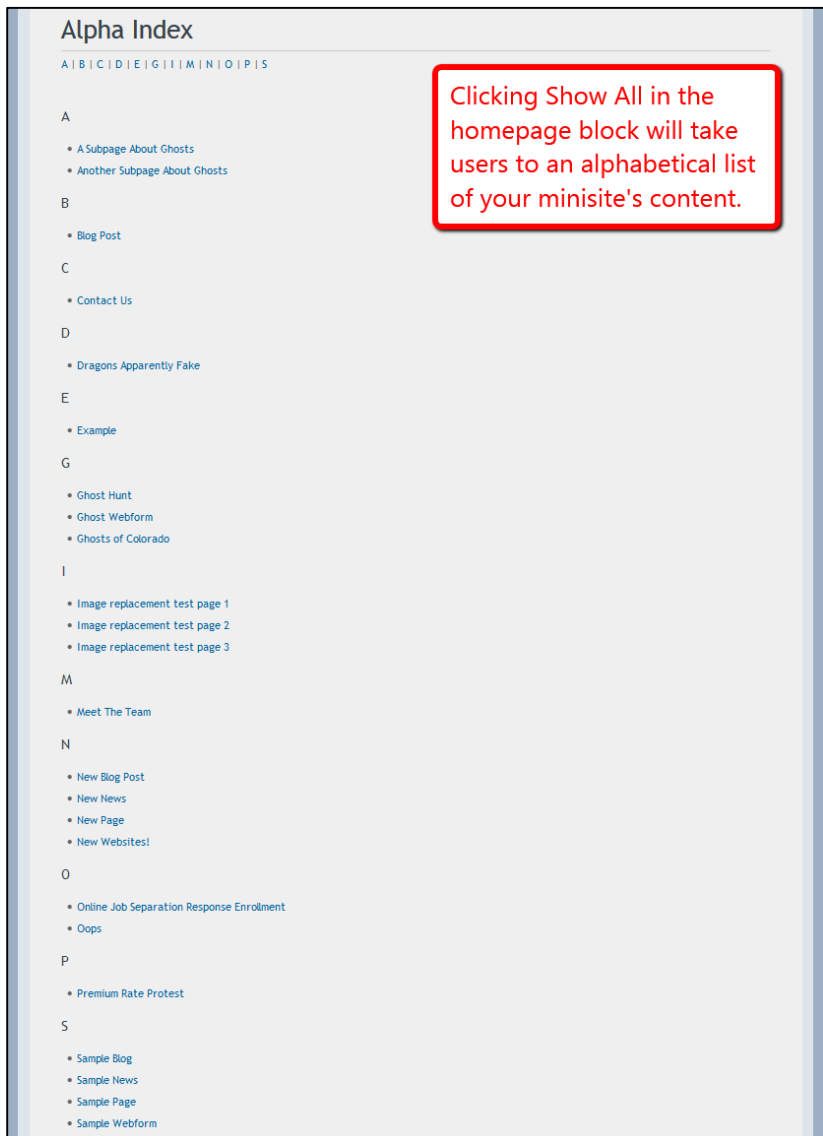
Figure 25

CUSTOM BLOCKS

Custom blocks are a great tool for several reasons:

- You can add up to 3
- You can place them in any of the block places
- You can put anything in them that you can put in the WYSIWYG

The function similarly to Featured Text Areas, but do not have any yellow icons next to the title.

To create a Custom Block, go to Content → Create → Block.

Figure 26

You will place your block on the homepage using the Block Placement menu in the Edit Minisite tab (see Figure 4). Use the identifying number from the "Place for positioning" section on the creation screen (see Figure 26) to put your custom block in place.
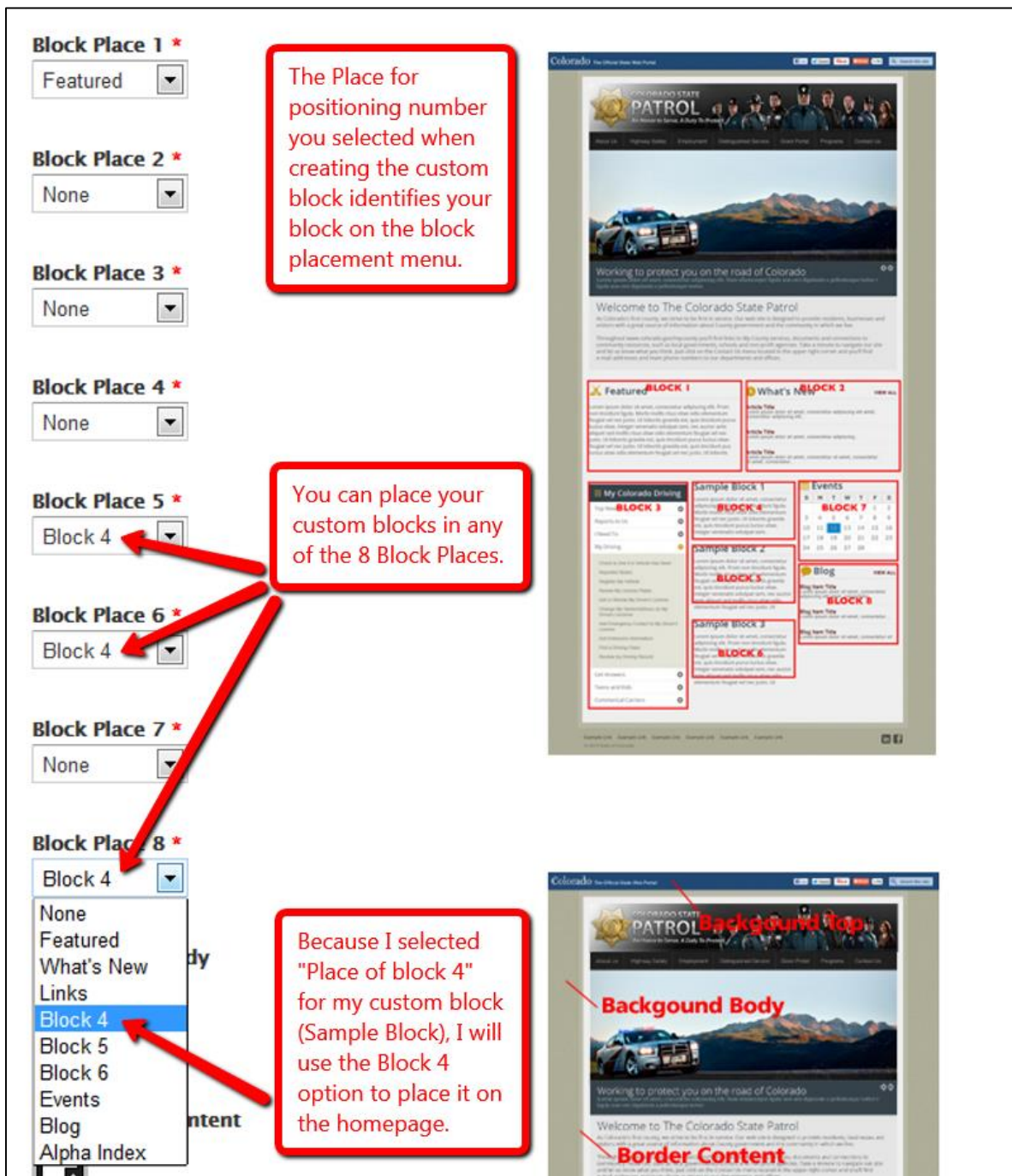
The custom block created in Figure 26 is placed in the menu options selected in Figure 27. Figure 3 shows the corresponding home page. See Figures 28-30 and 37 for more examples of custom blocks.

Twitter

Figure 28
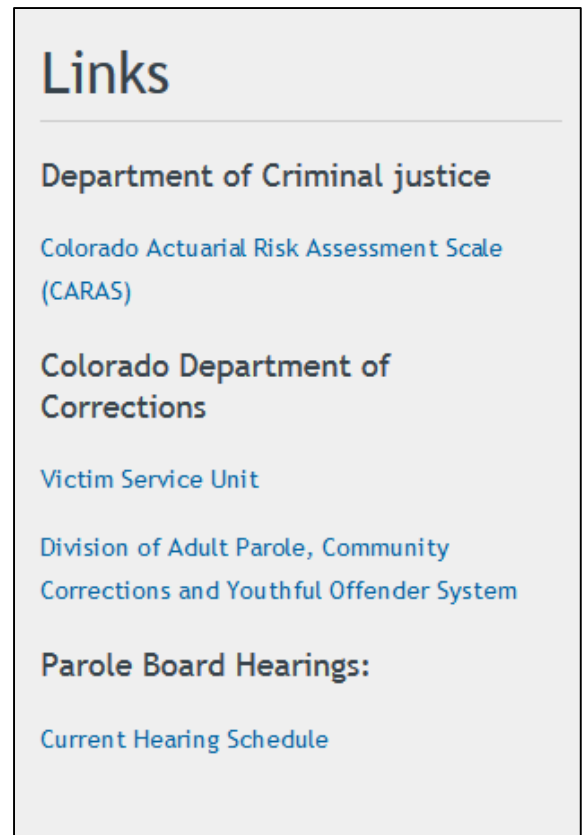Colorado Water Plan used a custom block to embed their Twitter feed.

Links

Figure 29
The Colorado State Board of Parole made a links list using a custom block. You can use a custom block to create your own version of another block type if the Pacific version doesn't meet your needs.
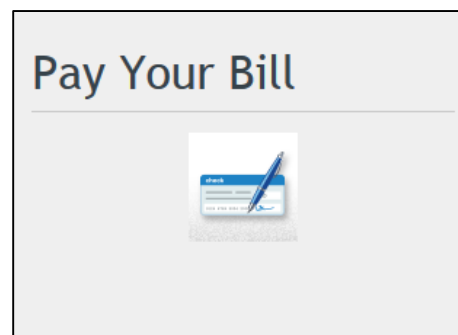
Pay Your Bill

Figure 30
Like Beebe Draw Farms did with their PayPort, you can insert a linked image in the WYSIWYG to create a button on your homepage.

FOOTER LINKS

Go to Content → Create → Footer Link to add a new footer link.

Title *

MSA Training Videos

← The Title will be the linked text at the bottom of the minisite

URL *

https://www.colorado.gov/pacific/goingpacific/minisite-admin-training

← Copy/Paste the link's URL here

GROUPS AUDIENCE

Your groups

Dept. of Useful Facts
Dept. of Terrific Nonsense
CI Partner Portal
Mead Western Meadows Metro District

← Select the group(s) that should include your link in the footer area

Associate this content with groups you belong to.

OTHER GROUPS

As groups administrator, associate this content with groups you do *not* belong to.

Add another item

Revision information
New revision

Revision log message

Author
By khar   Save, Preview, or Publish your work!   explanation of the changes you are making. This will he

Save   Preview   Publish

Figure 31

Your new footer link will appear at the bottom of the minisite and will be present on all pages. Note that new links automatically go the far left and cannot be reordered.

MSA Training Videos Another Footer Link Wikipedia Contact Us Transparency Online Project (TOPS)
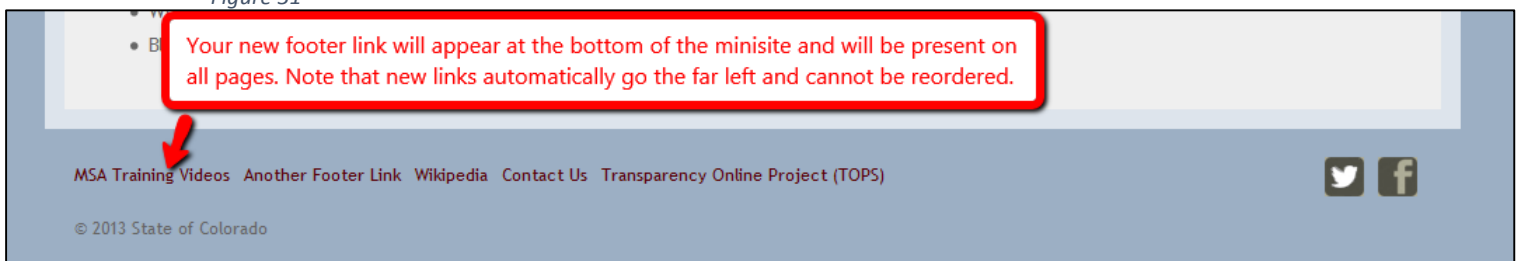
© 2013 State of Colorado

Figure 32

SOCIAL MEDIA LINKS

Go to Content → Create → Social Link to add your entity's social media links to your website.

Social Network *
- ◉ Facebook
- ○ LinkedIn
- ○ Twitter

Select the social network that you want to add to your minisite

GROUPS AUDIENCE

Your groups
- Dept. of Useful Facts
- Dept. of Terrific Nonsense
- CI Partner Portal
- Mead Western Meadows Metro District

Associate this content with groups you belong to.

Select the group(s) that should have the social media link across their minisite(s)

OTHER GROUPS

✛ [   ] ○

As groups administrator, associate this content with groups you do *not* belong to.

Add another item

Put your entity's social media URL here

URL *

https://www.facebook.com/ColoradoSipa

Revision information
New revision

Autho
By kha

Save or Publish your work!

Revision log message

[   ]

Provide an explanation of the changes you are making. This will h

Save   Publish

Your new social link will appear at the bottom of the minisite and will be present on all pages. Note that new social icons automatically go to the far left and cannot be reordered.

Figure 33

Us   Transparency Online Project (TOPS)

Figure 34

Colorado's Water Plan Site

Figure 35

- Includes text to their slider images to inform users that the image itself is a hyperlink
- Embeds social media icons in the welcome text area by using linked images in WYSIWYG
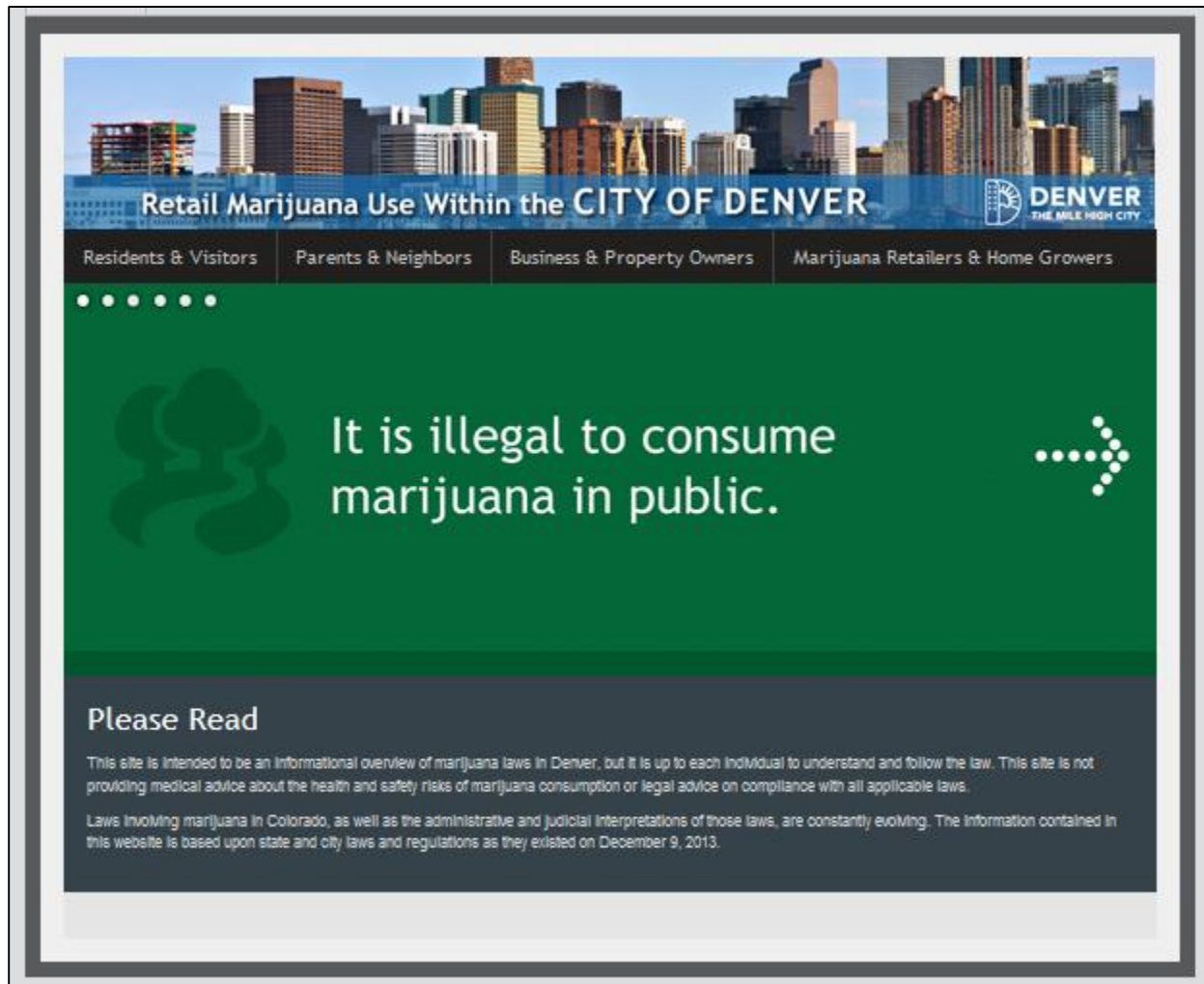- Displays their live Twitter feed in a custom block

Denver Marijuana Info Site

Figure 36

- Uses slider images on their homepage to convey facts about marijuana laws
- Slider images link to pages corresponding with the slide information
- Does not include content in any of the 8 block places

Paint Brush Hills Metro District Site

Figure 37

- Quick and easy access to online bill payment with linked image in a custom block
- Uses custom blocks to remind people about community newsletters and policies
- Provides emergency numbers in featured text area
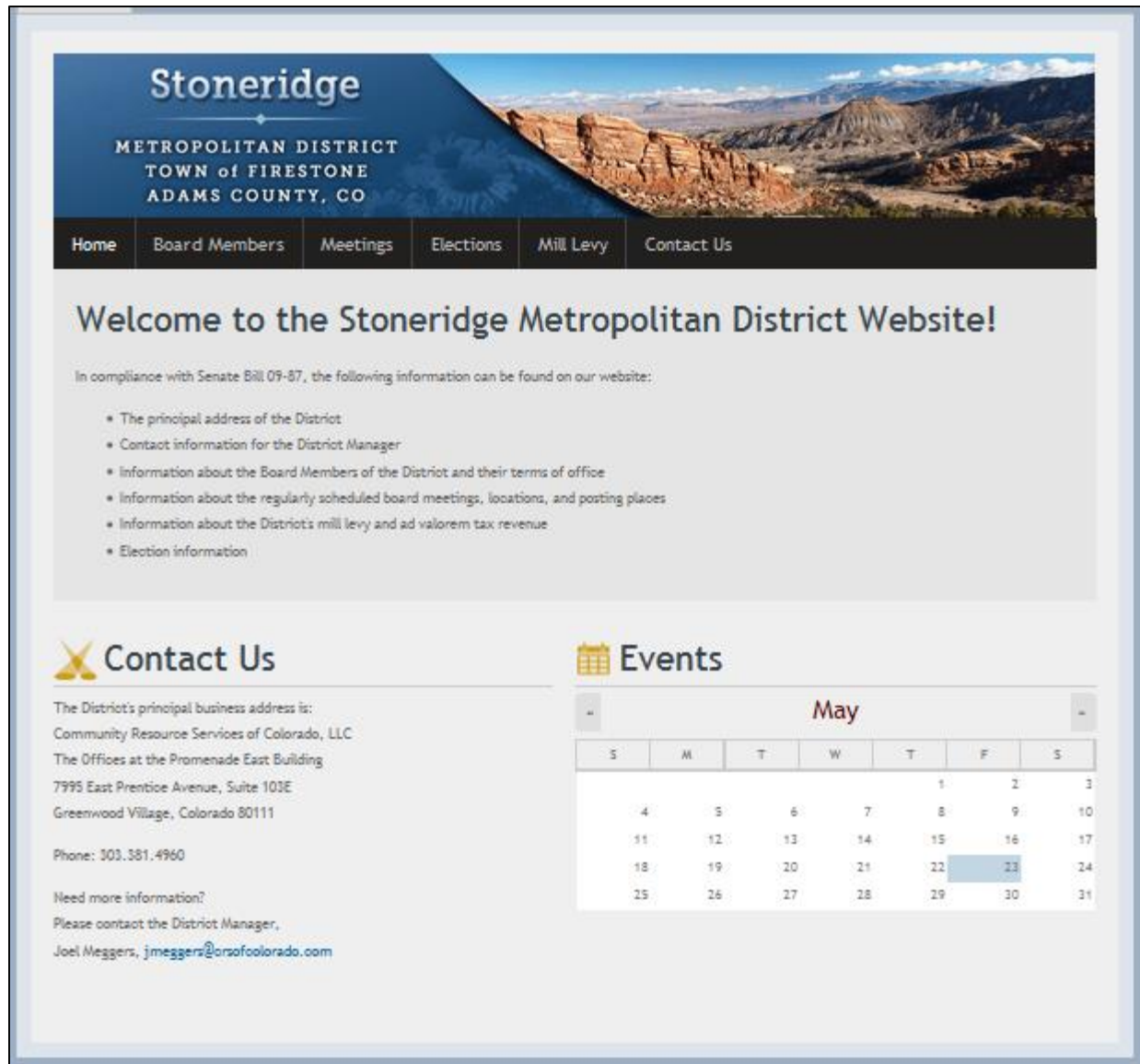
Stoneridge Metro District Site

Figure 38

- Uses welcome text area to explain information available on site
- Includes featured text area and events calendar in block places 1 and 2 respectively
- Does not include slider images

Click for more examples of Pacific homepages.
New websites will be added regularly!