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.

Table of Contents

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Homepage Layout Basics</td>
</tr>
<tr>
<td>6</td>
<td>Creating Content</td>
</tr>
<tr>
<td>7</td>
<td>Banners</td>
</tr>
<tr>
<td>8</td>
<td>Completing the Image Section</td>
</tr>
<tr>
<td>10</td>
<td>Slider Images</td>
</tr>
<tr>
<td>12</td>
<td>Text Areas</td>
</tr>
<tr>
<td>13</td>
<td>Blog Blocks</td>
</tr>
<tr>
<td>14</td>
<td>What's New Blocks</td>
</tr>
<tr>
<td>15</td>
<td>Links Blocks</td>
</tr>
<tr>
<td>16</td>
<td>Events Blocks</td>
</tr>
<tr>
<td>18</td>
<td>Alpha Index Blocks</td>
</tr>
<tr>
<td>19</td>
<td>Custom Blocks</td>
</tr>
<tr>
<td>22</td>
<td>Footer Links</td>
</tr>
<tr>
<td>23</td>
<td>Social Media Links</td>
</tr>
<tr>
<td>24</td>
<td>Colorado's Water Plan Site</td>
</tr>
<tr>
<td>25</td>
<td>Denver Marijuana Info Site</td>
</tr>
<tr>
<td>26</td>
<td>Paint Brush Hills Metro District Site</td>
</tr>
<tr>
<td>27</td>
<td>Stoneridge Metro District Site</td>
</tr>
</tbody>
</table>

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.

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

<table>
<thead>
<tr>
<th>Required</th>
<th>Optional</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Banner</td>
<td>• Text areas</td>
</tr>
<tr>
<td>• Footer links</td>
<td>• Slider images</td>
</tr>
<tr>
<td>• Google Translate button</td>
<td>• Social media links</td>
</tr>
<tr>
<td>• Link to <a href="http://www.Colorado.gov">www.Colorado.gov</a></td>
<td>• Blocks 1-8, which can contain the following:</td>
</tr>
<tr>
<td>• Search bar</td>
<td>o Alpha index</td>
</tr>
<tr>
<td></td>
<td>o Blog block</td>
</tr>
<tr>
<td></td>
<td>o Events calendar</td>
</tr>
<tr>
<td></td>
<td>o Featured text areas</td>
</tr>
<tr>
<td></td>
<td>o Links list</td>
</tr>
<tr>
<td></td>
<td>o News block</td>
</tr>
<tr>
<td></td>
<td>o Up to 3 custom blocks</td>
</tr>
</tbody>
</table>
Homepages that use all of the optional features will be laid out as seen in Figure 2.
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.

You can use as many or few of the 8 Block Places as you want -- the choice is yours!

MSAs can include any of the drop-down menu options in the 8 Block Places.
CREATING CONTENT

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.

<table>
<thead>
<tr>
<th>MSAs can create:</th>
<th>CMs can create:</th>
</tr>
</thead>
<tbody>
<tr>
<td>· Banners</td>
<td>· Blog Entries</td>
</tr>
<tr>
<td>· Blocks</td>
<td>· Events</td>
</tr>
<tr>
<td>· Blog Entries</td>
<td>· Links</td>
</tr>
<tr>
<td>· Events</td>
<td>· News</td>
</tr>
<tr>
<td>· Footer Links</td>
<td>· Pages</td>
</tr>
<tr>
<td>· News</td>
<td>· Slider Images</td>
</tr>
<tr>
<td>· Pages</td>
<td>· Social Links</td>
</tr>
<tr>
<td>· Slider Images</td>
<td>· Text-Areas</td>
</tr>
<tr>
<td>· Social Links</td>
<td>· Webforms</td>
</tr>
<tr>
<td>· Text-Areas</td>
<td></td>
</tr>
<tr>
<td>· Webforms</td>
<td></td>
</tr>
</tbody>
</table>
BANNERS

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

The Banner Title will not appear on your forward-facing website, but is required as an identifier for the banner.

Select the group(s) that should have the banner across their minisite(s).

WYSIWYG content will not appear on your forward-facing site; you can leave this section blank.

Save, Preview, or Publish your work!

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.

   ![Image section](image1)
   
   Click Upload after browsing for an image

   Figure 7

2. Uploading will change the image section options.

   ![Image section](image2)
   
   Click Crop even if your banner is already the correct size.

   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*.

![Image](image.png)

*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.

![Image](image.png)

*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
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.

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

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.
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.

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 17

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
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.
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.

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

![Custom Block creation interface]

- The Title becomes the header for your custom block
- Select the group(s) that should have the custom block on their homepage
- What you put in the WYSIWYG becomes the content of your custom block
- Select one of the Place for positioning options. This determines your custom block’s identity number; it does not determine its homepage placement.
- Save, Preview, or Publish your work!

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

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.

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
- **URL**: https://www.colorado.gov/pacific/goingpacific/minisite-admin-training
- **GROUPS AUDIENCE**: Select the group(s) that should include your link in the footer area
- **OTHER GROUPS**: Add another item
- **Revision information**: New revision
- **Author**: By khan
- **Revision log message**: Explanation of the changes you are making. This will help others understand the changes you have made.
- **Save, Preview, or Publish your work!**

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

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

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

Put your entity’s social media URL here

Save or Publish your work!

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.
Colorado’s Water Plan Site

- 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

- 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

- 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
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!