

## MAIN NAVIGATION OVERVIEW



**Go To My Site:** Is the site's home page (default.htm)

**Site Settings:** Establish the structure, look, and feel. Ability to apply a site master page. Enter meta data for the site. Associate Google Analytics and Google Site Search account information.

**NEW**

- Now in URSUS, the Award-Winning 2010 California State Template
- Google Site Search

**Page List:** **NEW LAYOUT AND MORE TOOLS TO SEE YOUR PAGES AND TO HAVE YOUR PAGES BE SEEN.**

View the content pages (page files) of the site. View the page name and the file name of a page. There are direct links to the details of a page and to the web page itself. Pages can be published or unpublished from here. A single page to multiple pages can be completely deleted from the site.

**NEW**

- Edit - Go to Page Details directly
- Publish - Pushes a page to production
- Unpublish - Removes a page from production, does not delete page

**Add Content Page:** Create a new web page.

**NEW**

- Ability to inherit settings and/or override them

**Navigation Panels:** Create a new navigation panel. View a list of self-made navigation panels. Open the Navigation Panel Manager for a panel. Completely delete navigation panels as well.

**Master Page List:** View a list of self-made master pages. Completely delete master pages.

**Add Master Page:** Create a new master page. Define structure, color scheme, columns, and navigation style. Through content and/or navigation blocks, control areas of a content page.

# SITE SETTINGS

Site Settings is the ground floor of the website.

**Site Settings**  
 P, you are a Managing Editor  
 As a Managing Editor, you may define the site name, navigation levels assigned, color scheme, master page, site's contact information, keywords, description, and search/statistic features.

**BASIC SITE INFORMATION**

Site Name: Required  
 Master Page: [Field]  
 Sitewide Settings: 2010 Fixed  
 Master Page: [Field]  
 Template: [Selected] (Callout: If a master page is chosen, depending on its make-up, it has the potential to override any or all of the four settings under Sitewide Settings.)  
 Navigation Style: Mega Dropdown  
 Color Scheme: Oceanside  
 Columns: 2

**CONTACT INFORMATION**

Author: [Field]  
 Email: [Field]  
 Agency: [Field]  
 Address: [Field]  
 Phone: [Field]

**METADATA**

<Title>: [Field]  
 Keywords: [Field]  
 Description: [Field]

**SEARCH AND STATISTICS**

GA Account Number: [Field]  
 GSS Account Number: 001779  
 Range: [Radio buttons]

Google Analytics Google site search  
 A site add-on provided to you. Slight configurations needed to start service. Please contact OTech Service Desk for assistance.

Click "Apply Changes" to save the settings.

Apply Changes

| Page Menu              |
|------------------------|
| Publish This Page      |
| Unpublish This Page    |
| Page Details           |
| Master Page Details    |
| Manage RSS Feeds       |
| Add New Page           |
| Page List              |
| Master Page List       |
| Edit Navigation Panels |
| Admin Menu             |
| Publish Entire Site    |
| <b>Site Settings</b>   |
| URSUS Home             |
| Logout                 |
| ADMIN                  |

The KEY fields on this page for the **2010 Fixed** template

- Site Name (required)
- Template: 2007 Fluid, 2009 Hero Shot, 2010 Fixed
- Navigation Style: Single-Level, Mega Dropdown, Mininav
- Color Scheme: Mount Shasta, Oceanside, Paso Robles, Santa Barbara, Sierra
- Columns: 1, 2

# PAGE LIST

**Page Menu**

- Publish This Page
- Unpublish This Page
- Page Details
- Master Page Details
- Manage RSS Feeds
- Add New Page
- Page List**
- Master Page List
- Edit Navigation Panels

**Admin Menu**

- Publish Entire Site
- Site Settings
- URSUS Home
- Logout
- ADMIN**

Go To My Site | Site Settings | **Page List** | Add Content Page | Navigation Panels | Master

»» [Edit My Site](#) »» Page List

**Page List**

View pages created, published

**FROM PAGE DETAILS**

File Name .htm

Page Name

**Delete Selected Item(s)**

**PAGE NAME**

»»  Site

- »»  [Block 1 test](#) [editor\_block1\_test\_fa.htm] ([edit](#))([publish](#))([unpublish](#))
- »»  [Conditions of Use](#) [task\_2\_conditions\_fa.htm] ([edit](#))([publish](#))([unpublish](#))
- »»  [Editor](#) ([edit](#))([publish](#))([unpublish](#))
- »»  [Editor](#) ([edit](#))([publish](#))([unpublish](#))

**New**  
([edit](#))([publish](#))([unpublish](#))

**edit** - Go to Page Details

**publish** - Pushes a page to production

**unpublish** - Removes a page from production, does not delete page

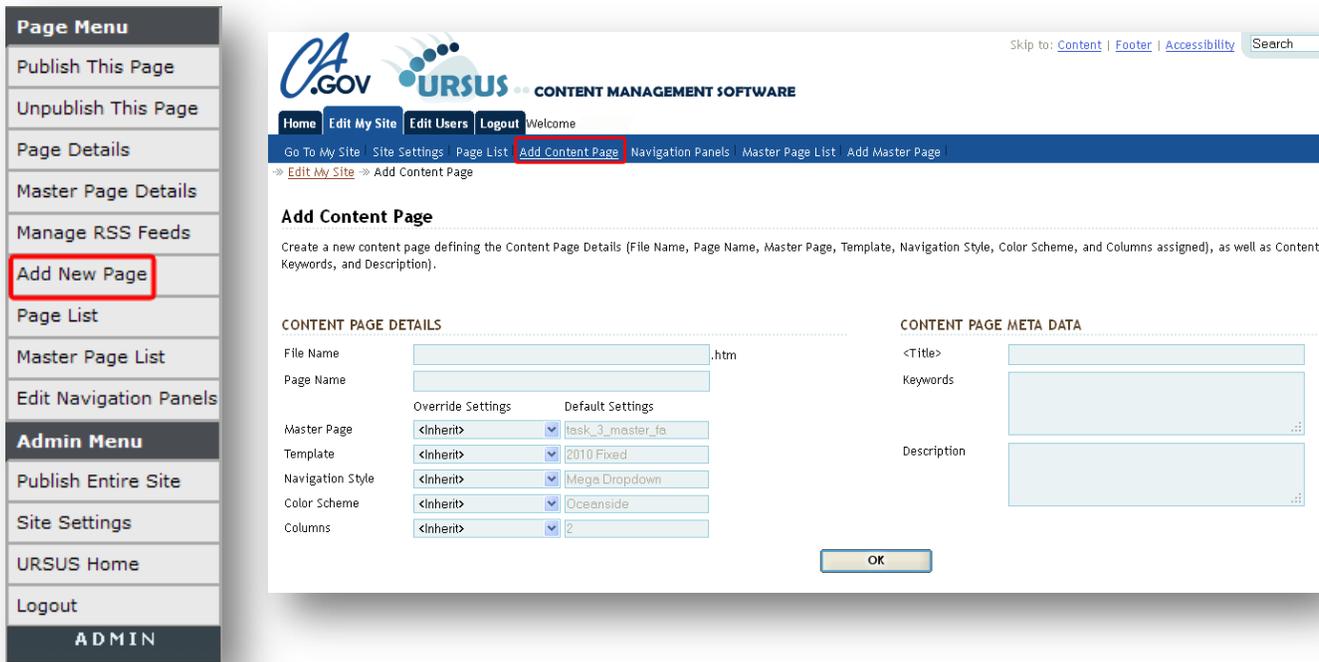
A list of all HTML content pages for your URSUS website. The files are ordered by their page names, alphabetically, ascending.

- This Page List can get long and unruly rather quickly. It is highly recommended to devise and foster a Page Naming standard for your URSUS site. This will help immensely in keeping this list organized and functional.
- You are required to enter a page name when you first create a page. However, you can always go back and modify the page name from its Page Details. You access the Page Details from the Admin Menu on the specific page or by clicking on “edit” from Page List. Changing a page name will not affect any of your hyperlinks within your site.
- Clicking on the page’s hyperlink name, you will be taken to the web page itself.
- Also from Page List, you can delete pages by checking the page’s box then clicking on “Delete Selected Items”.

**! CAUTION**... delete does mean delete, there is no way to recover a deleted page.

# ADD CONTENT PAGE

This is where you come to create any new content page. There are three required fields. The remaining fields are available to add information about the page. Be aware, the principles of Inheritance come into factor for most pages. It is crucial to understand what is affecting each page you create.



- **File Name:** (required)

Consider a file-naming scheme for your website. It is good web practice to NOT have spaces in a file name and in addition no special characters (for example :!" , + = ~ ? ( ) \* & % \$). Some suggestions are to use underscores (file\_name) and camel case notation (FileName). Try to keep a file name brief. Use other fields available like Page Name, Title, Keywords, and Description to augment the page's details.

- **Page Name:** (required)

Note: "Page List" orders the files saved to your site based on Page Name, alphabetically, in ascending order. If a page-naming standard is established (and followed), this will go a long ways in helping organize your site's pages.

- **Title:** (required) Appears in the upper-left of a browser's window and in the tabs of browsers with tabbed browsing features.
  - provides a title for the page when it is added to favorites
  - displays a title for the page in search-engine results

*Title* field from  
**Add Content Page**

**CONTENT PAGE META DATA**

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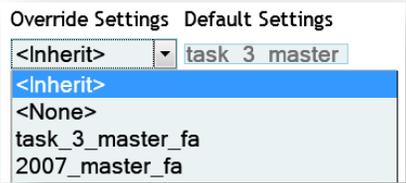
<Title>

**Content Page...**  
seen in a browser.



- **Keywords:** used to further assist search engines. Separate "keywords" with commas ","
- **Description:** a short, unique description of your site. Has become more significant and emphasized than keywords. Major search engines use the "description" meta tag in returned results.
- **Default Settings:**
  - Displays the site settings in effect.
  - Any master page bound to the site settings will be named here.

- **Override Settings:** These are page specific settings.
  - For the field Master Page the dropdown choices are
    - o <Inherit> the master page setting from the site settings
    - o <None> which negates any master page applied to the site settings
    - o An existing master page to apply to this page



- Lastly, by changing a value in Template, Navigation Style, Color Scheme, and/or Columns field(s), you can create page specific overrides to this page's master page (if you chose one), the site's master page (if one is chosen), and the site settings, all based on the principal of *Inheritance*.

**! CAUTION...** – the *Default (Site) Settings* and *Site Master Page* are dynamic fields. If you want the page settings to adhere to the site settings, you would choose “Inherit”. However, if you know you want this page to have a particular color scheme, and notice that what you want is showing in *Default (Site) Settings*, it is NOT prudent to choose “Inherit”. Specifically choose the color scheme you want. If the field is set to “Inherit”, and the site setting for *Color Scheme* is changed, that page for which you specifically wanted a certain color, will now change because site settings changed and your Page Override states, “Inherit”.

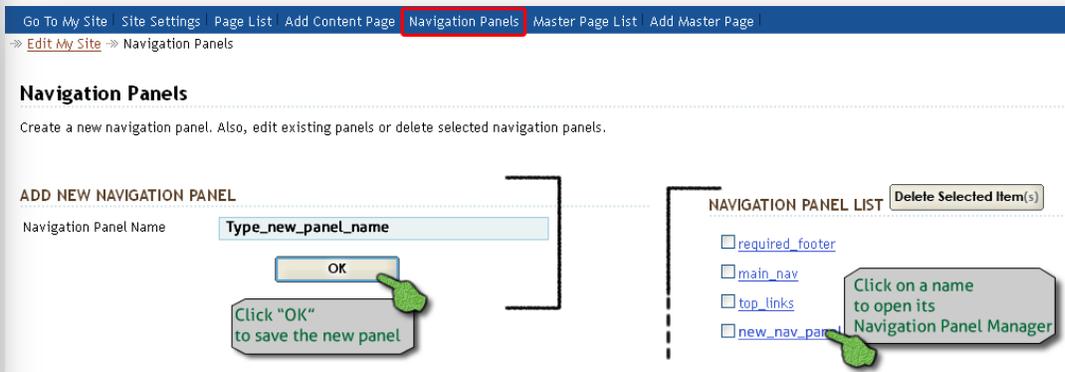
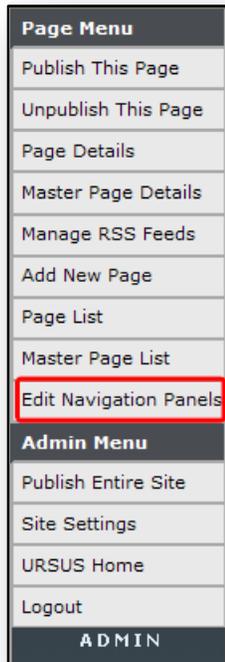
|                  | Override Settings | Default Settings |
|------------------|-------------------|------------------|
| Master Page      | <Inherit>         | task 3 master    |
| Template         | <Inherit>         | 2010 Fixed       |
| Navigation Style | <Inherit>         | Mega Dropdown    |
| Color Scheme     | <Inherit>         | Oceanside        |
| Columns          | <Inherit>         | 2                |

First, everything from Default/Site Settings will be applied (inherited) to this page. Then Site's master page, task 3 master, will add to and/or override the Default/Site Settings.

|                  | Override Settings | Default Settings |
|------------------|-------------------|------------------|
| Master Page      | 2007_master       | task 3 master    |
| Template         | <Inherit>         | 2010 Fixed       |
| Navigation Style | <Inherit>         | Mega Dropdown    |
| Color Scheme     | Paso Robles       | Oceanside        |
| Columns          | <Inherit>         | 2                |

Site settings bring structure and feel to this page. Those settings could be overwritten by settings in the master page named in Default/Site Master Page. Those could be trumped by the Override/Page Specific Setting's Master Page. All of the above could be overwritten by the four fields under Override/Page Specific Settings.

# NAVIGATION PANELS



The **Navigation Panels** landing page has two functions.

1. **To create a new navigation panel** by giving the panel a new name then clicking "OK". (Note: A new navigation panel is empty. There are no default lists or links.) The page will refresh itself, and there will a confirmation "Successful Saved". The new panel will be under the Panel List.
2. **To display the Navigation Panels** you have created. This list is ordered by creation date, oldest to newest.

Clicking on a Navigation Panel's name hyperlink brings up the **Navigation Panel Manager**, which is where you add, remove, and modify the Primary and Secondary list of links that make up that navigation panel.

You can delete a navigation panel by checking its box then clicking "Delete Selected Item(s)".

### [How to Create a Navigation Panel](#)

**! CAUTION**... delete is delete, there is no recovering a deleted navigation panel. If the navigation panel is in use on any of your content pages, an error message will display and the deletion request is blocked.

# MASTER PAGE LIST

**Page Menu**

- Publish This Page
- Unpublish This Page
- Page Details
- Master Page Details
- Manage RSS Feeds
- Add New Page
- Page List
- Master Page List
- Edit Navigation Panels

**Admin Menu**

- Publish Entire Site
- Site Settings
- URSUS Home
- Logout

ADMIN

[Go To My Site](#) | 
 [Site Settings](#) | 
 [Page List](#) | 
 [Add Content Page](#) | 
 [Navigation Panels](#) | 
 Master Page List | 
 [Add New Page](#)

[Edit My Site](#) → Master Page List

## Master Pages

View a master page list or delete a selected master page.

**MASTER PAGE LIST**
Delete Selected Item(s)

- [task\\_3\\_master\\_fa](#)
- [2007\\_master\\_fa](#)
- [task\\_5\\_2007\\_two\\_column\\_master](#)
- [task\\_6\\_2009theme\\_master](#)

Simply a list of self-created master pages. Not all master pages listed have to be in use. You can create season specific master pages and use only once a year if you so choose. This is where an established naming scheme comes in.

- This list is ordered by creation date, oldest to newest. However, if you choose to keep numerous master pages, a good master page-naming standard will assist greatly in identifying the page without opening up master page details.
- You can delete a master page by checking its box then clicking "Delete Selected Item(s)".

**! CAUTION**... delete is delete; there is no recovering a deleted master page. If an active master page is marked for deletion, yet still bonded to at least one page in your site, an error message will display denying the delete request.

# CREATE/ADD A MASTER PAGE

## Overview of Add Master Page - 2010 Fixed Template

**Go To My Site** | **Site Settings** | **Page List** | **Add Content Page** | **Navigation Panels** | **Master Page List** | **Add Master Page**

-> **Edit My Site** -> Add Master Page

### Add Master Page

Create a new master page defining the Master Page Details (Page Name, Template, Navigation Style, Color Scheme, and Columns assigned), as well as Master Page Meta Data (Title, Keywords, and Description).

**MASTER PAGE DETAILS**

Page Name:

Template: **Override Settings** <inherit> | **Default Settings** 2010 Fixed

Navigation Style: <inherit> | Mega Dropdown

Color Scheme: <inherit> | Oceanside

Columns: <inherit> | 2

**MASTER PAGE META DATA**

<Title>:

Keywords:

Description:

**MASTER BLOCKS**

**Content**

Select content blocks to be controlled by the master page

- 1
- 2
- 5
- 6
- 7
- 8
- 9
- 10

**Navigation**

Select navigation blocks to be controlled by the master page

- 1
- 2
- 5
- 6
- 7
- 8

**MASTER BLOCK MAP**

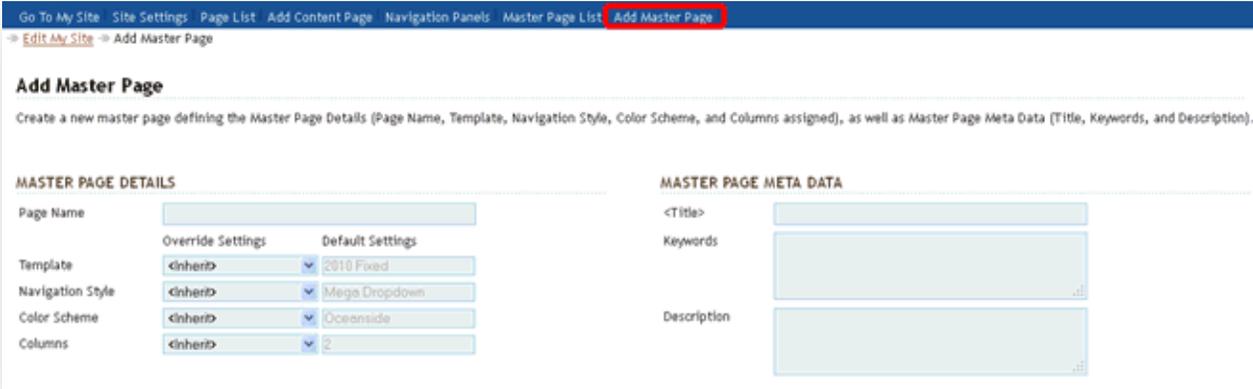
Preview of the State of California website layout with numbered callouts (1-10) corresponding to the blocks defined in the configuration.

OK

**Note:** Once you have created a Master Page, it will be added to the Master Page List found under Edit My Site > Master Page List.

There are two essential roles of a master page

- Provide continuity or modifications to the structure of the site with the four fields -- Template, Navigation Style, Color Scheme, and Columns
- Through content and navigation blocks, claim areas of the screen in which persistent elements can be arranged and then placed upon a page



Although these two elements can act independently of each other, you could, in fact, have a master page that is strictly a color change. However, since just one master can be applied to the site, and potentially one master per content page, often means the use of a master page should be thought out and planned.

**Master Page Details**

- **Page Name** (required)

**Note:** "Master Page List" orders the list based on master page name... chronological order, oldest to newest. If a Page Naming standard has been established this will go a long ways in helping organize your site's master pages.

After the master page is created, you can always go back and modify its page name. The new name will automatically update itself throughout the site.

- **Default/Site Settings** dynamic fields that report the site settings at that moment.
- **Override Settings** are what define the master page you are about to create. It is within these four categories that you shape the look and feel of your page or site. The choices from these drop-down menus are dynamic and will change based on your selection from the Template field. If you choose "Inherit" the value in Default Settings will be your Template.

Screens below are the choices of the four fields in the templates.

- Page Name
- Template
- Navigation Style
- Color Scheme
- Columns

**2010 Fixed Template's four settings.**

|                |               |               |   |
|----------------|---------------|---------------|---|
| 2007 Fluid     | Single-Level  | Mount Shasta  | 1 |
| 2009 Hero Shot | Mega Dropdown | Oceanside     |   |
| 2010 Fixed     | Mininav       | Paso Robles   |   |
|                |               | Santa Barbara | 2 |
|                |               | Sierra        |   |

**2007 Fluid Template's four settings**

|                |              |               |   |
|----------------|--------------|---------------|---|
| 2007 Fluid     | Single-Level | California    | 1 |
| 2009 Hero Shot | Two-Level    | Eureka        |   |
| 2010 Fixed     |              | Los Angeles   |   |
|                |              | Monterey      | 2 |
|                |              | Napa          | 3 |
|                |              | Oakland       |   |
|                |              | Sacramento    |   |
|                |              | San Diego     |   |
|                |              | San Francisco |   |
|                |              | Santa Cruz    |   |

**Master Blocks & Master Block Map**

- Master Block Map graphically illustrates where the defined Master Block areas are assigned.
- Check only the boxes for the Master Blocks that will serve as common assets throughout the pages.

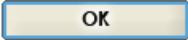
The example screenshot in Master Block Map changes dynamically to reflect the template selected.

**MASTER BLOCKS**

| Content   |                          | Navigation   |                          |
|---|--------------------------|--|--------------------------|
| Select content blocks to be controlled by the master page | <input type="checkbox"/> | Select navigation blocks to be controlled by the master page | <input type="checkbox"/> |
|   | <input type="checkbox"/> |  | <input type="checkbox"/> |
|   | <input type="checkbox"/> |  | <input type="checkbox"/> |
|   | <input type="checkbox"/> |  | <input type="checkbox"/> |
|   | <input type="checkbox"/> |  | <input type="checkbox"/> |
|   | <input type="checkbox"/> |  | <input type="checkbox"/> |
|   | <input type="checkbox"/> |  | <input type="checkbox"/> |
|   | <input type="checkbox"/> |  | <input type="checkbox"/> |
|   | <input type="checkbox"/> |  | <input type="checkbox"/> |
|   | <input type="checkbox"/> |  | <input type="checkbox"/> |

**MASTER BLOCK MAP**

The **first time** saving this master page, you will see "**Add Master Page**" towards the top left under the main navigation and at the bottom of the page in the middle will be an "**OK**" button.

- Click  "**OK**" to save your page.

**After** this successful initial save

- "Edit Master Page Details" replaces "Add Master Page"

#### Edit Master Page Details

Edit the Master Page Details (Page Name, Template, Navigation Style, Color Scheme, and Columns assigned), as well as Master Page Meta

- "**Apply Changes**" and "**View**" replaces "OK" at the bottom.
  - Click "**Apply Changes**" to save 
  - Click "**View Page**" to see the page 

You are ready to begin building the master page.