GUIDE TO USING OU CAMPUS REGIONS

Office of Public Relations and Marketing
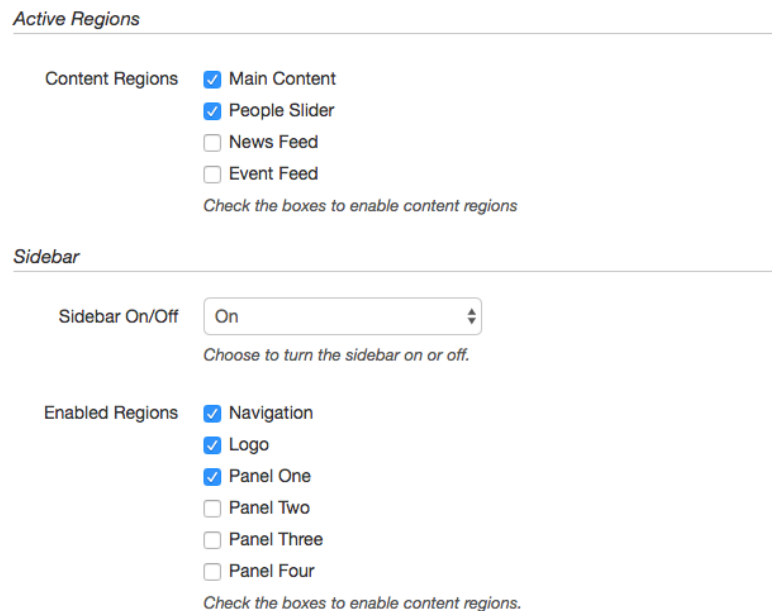
OU Campus™

AP Austin Peay State University

WHAT'S A REGION?

1.
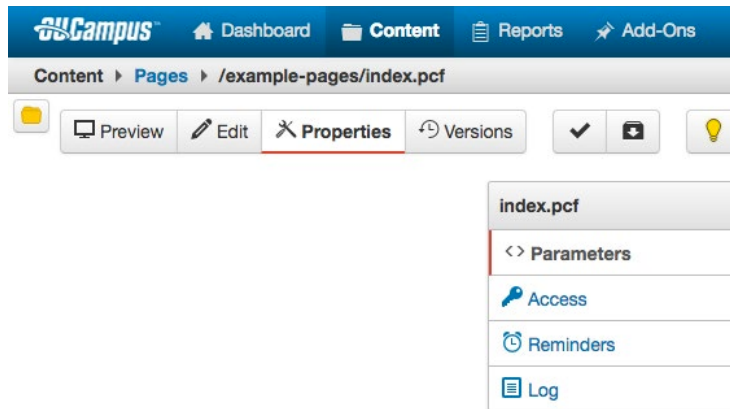
2.

The Parameters tab under the Properties pane in the OU Campus page editor, shown in figure 1, contains regions which are the editable areas that can be turned off and on depending on what types of content you plan to display on your site section's pages. Note: the Parameters tab will only display once you have checked out the page for editing, illustrated by the illuminated light bulb in the top right of figure 1.

In figure 2, regions for main content, people slider, navigation, logo and panel one are set to display on the webpage, while the remaining five regions are turned off. Some regions are only available on certain kinds of pages: these example images are pulled from a Department template, used for department pages and college landing pages. This guide will give you an idea of what each region is useful for and what it will look like on a live page.

Table of contents

Navigation

1.

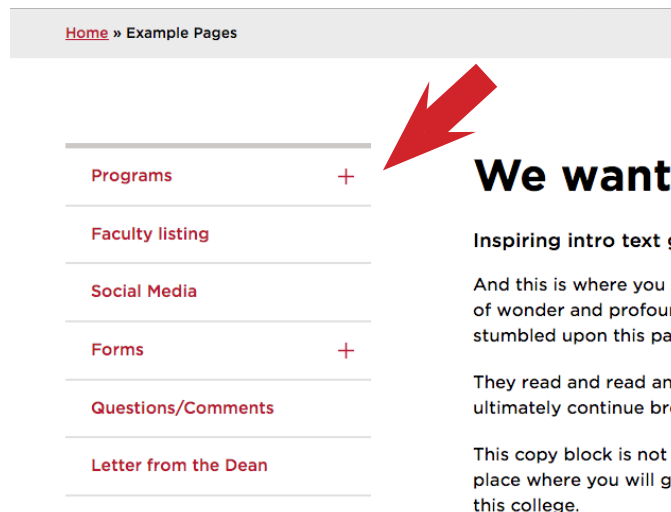

2.
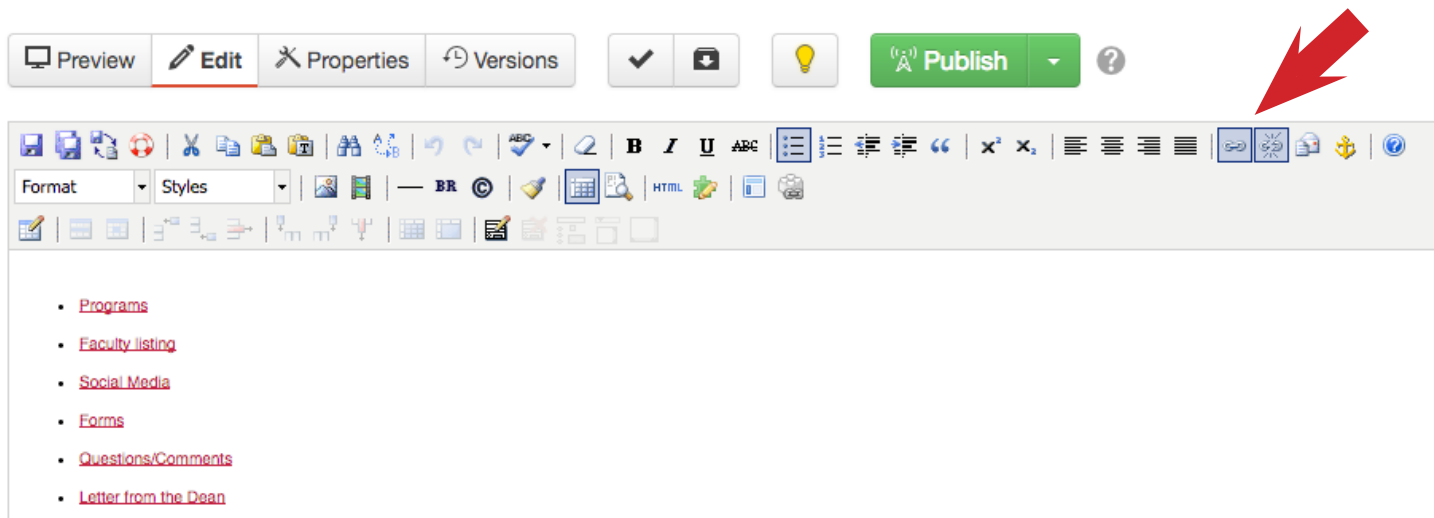
The Navigation bar is an editable region on all existing pages. It refers to the bar on the left of the page that contains all links relevant to your site section. To edit the navigation bar, use the _nav file in your site section. From there, use a bulleted list and add hyperlinked text to each link you need in your section.

Figure 1 shows the navigation bar on a live page, and figure 2 shows the edit tab with the bulleted list and hyperlink buttons highlighted towards the right and center of the toolbar. To edit a link, first highlight your selection of text and click the hyperlink button. Use the folder icon to the right of the URL field to select a page from the APSU site, or enter in the URL manually preceeded by http://.

To include an expandable + next to a link, make sure to insert a hyperlink to a main site section's folder instead of a single page. For instance, the Forms link in figure 1 is linked to Frequently Used Forms in the College of Arts and Letters. The Forms text is linked to apsu.edu/coal/forms and all pages under that section appear in the expanded region in the navigation bar.

A final thing to keep in mind when designing pages is that these fields are completely customizable and can be used to include content outside of what is presented in the template. Within reason, put whatever content will be most beneficial to your site section within these regions.

Logo

Questions/Comments

Letter from the Dean

Leading
through
EXCELLENCE

Contact Us

Department of Stuff and
Things and Other Things
Austin Peay State University
PO Box 1234

They read and read and read until finally
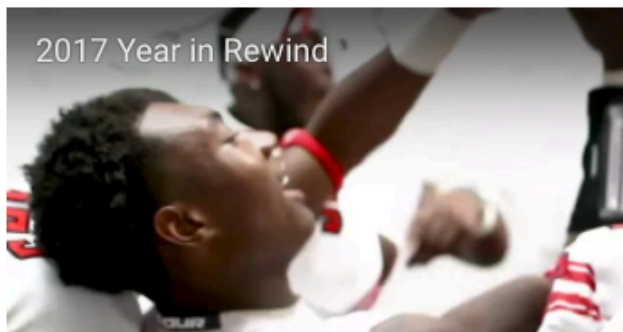ultimately continue browsing through the

This copy block is not a place to plug a d
place where you will grip your new poter
this college.

Apply **Search for Faculty** **Find a**

2017 Year in Rewind

This region contains the university's Leading through Excellence branding and is not required on every page, but adds a visual element to many pages that may not otherwise contain graphic elements.

Panel One - Contact info

Leading *through* **EXCELLENCE**

Apply   **Search for Faculty**   **Find a Program**

Contact Us

Department of Stuff and
Things and Other Things
Austin Peay State University
PO Box 1234
Clarksville, TN 37044
Phone: 931-221-7011
gov@apsu.edu

2017 Year in Rewind

This region typically contains the general contact information for an area. Editors can either use the contact information snippet or manually enter in each piece of information with either the heading 2 or 3 style for the "Contact Us" text and the paragraph style for the remainder of the contact information.

Panel Two - Related links

Phone: (931) 221-7011
Email: gov@apsu.edu

Related Links:

Majors and Minors

Masters Programs

Associate Degrees

Request Information

neque maximus fermentum hendrerit, augue elit tellus.

Phasellus ultricies rhoncus ligula, eget finibus dui convallis, ligula libero scelerisque lacus, a mollis libero egestas commodo. Morbi vel tincidunt mau fringilla sodales. Vivamus feugiat nibh arcu, eu fe

Sincerely,

Mickey Hepner
Dean, College of Business

Derrick Tims Psych

Doctorate in Psychol

Read More

This region typically contains links related to your section that may not be big enough to include in the navigation bar. For instance, the admissions page may include a page on steps for applying to the university in the navigation bar, and something smaller like immunization requirements as a link related to the page that may not receive as much attention as the main content.

These are completely editable under the edit tab. You can easily replace the links under the edit tab by clicking highlighting each link and going to the hyperlink button shown in page 4 of this document.

Panel Three - Apply buttons

Associate Degrees

Request Information

Apply

Schedule a Visit

Search for a Different Program

Derrick Tims Psycho

Doctorate in Psycholog

Read More

This region typically contains links for prospective students to direct them back to admissions pages for scheduling visits and applying to the university as well as viewing different programs available. These are editable in the same was as the region described on page 7.

Panel Four - News item
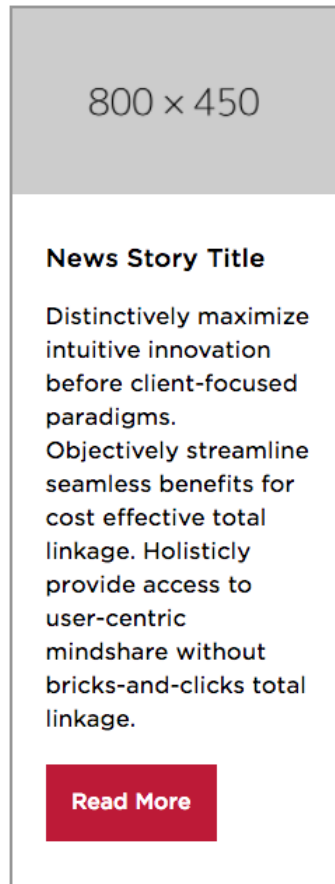
This region typically contains a news item relevant to your site section. The editor for this region has fields for the headline, body copy and hyperlink for your section's administrator to fill in should they choose to use this field. Images for this item should be exported at 800x450 pixels and should be no larger than 72 pixels per inch, or PPI. This is to ensure the image file sizes are small and helps keep page load times as quick as possible.

When filling out the body copy, make sure to use no more than about 40 words to keep the news item from becoming especially long.

Note: this news item is different than the regular news feed in that the news feed is automatically populated with the newest university news. These regions must be manually updated whenever you decided to include them on your pages.

People slider

This region is used to display spotlights for students, faculty and staff from your discipline or department easily across the bottom of the page, just above the footer. There are fields for a title, name and body field typically used for a quote from the person being spotlighted. Images in the people slider look best when exported at 150x150 pixels.

News Feed

News

APSU students present 17th annual production of "The Vagina Monologues"

This month, the Women's and Gender Studies Program and the Feminist Majority Leadership Alliance will present the 17th annual production of Eve Ensler's award-winning play.

APSU working to offer aviation science degree next fall

The University is in the final approval stages of a Bachelor of Science degree in Aviation Science, with a concentration in rotor wing (helicopters).

APSU "Achievers and Scholars" attend Knoxville conference

Fourteen members of the Achievers and Scholars Initiative went to the University of Tennessee, Knoxville, for the 13th Annual Black Issues Conference.

Use this region to display the master news feed displayed on the main APSU home page. This feed is useful for some main college pages but is not required for smaller area's pages. The news items are automatically pulled from the main list displayed on the home page and requires no upkeep after turning the region on.

Event Feed

Feb 27

APSU Symphonic Band

Date: February 27, 2018
Time: 7:30 p.m. - 9:30 p.m.
Location: Mabry Concert Hall

Mar 2-4

Baseball vs. Indiana State

Date: March 2-4, 2018
Time: 3 games, various times
Location: Raymond C. Hand Park

Feb 27

Black History Month Trivia Night

Date: February 27, 2018
Time: 6 p.m. - 9 p.m.
Location: MUC Ballroom C

Feb 28

**Hispanic Cultural Center
Bachata Dance Workshop**

Date: February 28, 2018
Time: 3 p.m. - 5:30 p.m.
Location: MUC Ballroom A

Mar 2

First Friday

Date: March 2, 2018
Time: 11 a.m. - 1 p.m.
Location: MUC Plaza

View Full Calendar of Events

Use this region to display the master calendar feed displayed on the main APSU home page. This feed is useful for some main college pages but is not required for smaller area's pages. The events are automatically pulled from the main list displayed on the home page and requires no upkeep after turning the region on.