

ILLINOIS EXTENSION WEBSITE USER MANUAL

March 2021 | For the newest version of this manual, visit go.illinois.edu/WebsiteManual



Illinois Extension

UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN

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How to Use this Manual

Welcome to the University of Illinois Extension website manual. This manual has step-by-step instructions unit and team staff need to maintain their websites. The guide starts with the homepage and walks through each of the main subpages. The How to Manage Content section of this manual covers other elements.

This manual will be updated periodically. To access the most recent version, visit go.illinois.edu/WebsiteManual. If you have any questions after using this manual or need additional support, contact your unit communicator. If you don't have a unit communicator, submit a request for support at go.illinois.edu/MarketingRequest. Submit suggestions to the authors listed below.

Contributors

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Additional Resources

The Extension CommIT website is updated regularly with best practices, guides, and tools. A full listing of resources is available there at extension.illinois.edu/commit/communications.

The following trainings and resources are particularly relevant for website administrators and users:

- **Staff Biographies:** extension.illinois.edu/commit/creating-your-online-biography
- **Building Strong Website Event Listings:** extension.illinois.edu/commit/building-strong-website-event-listings
- **Copyright, Attribution, and Fair Use:** extension.illinois.edu/commit/copyright-attribution-and-fair-use
- **Press Releases and Media Relations:** extension.illinois.edu/commit/press-releases-and-media-relations
- **SEO - Search Engine Optimization Tips:** extension.illinois.edu/commit/seo
- **Website Analytics:** extension.illinois.edu/commit/website-analytics
- **Website Keywords:** extension.illinois.edu/commit/website-keywords

Video Tutorials

- [How to add a PDF](#)
- [How to approve shared content](#)
- [How to create an event](#)
- [How to remove text formatting](#)
- [How to tag content with keywords](#)

Website Image Sizes

Homepage Banner

Image Size: 1400x400 pixels

Image types: png, gif, jpg, jpeg,

File size limit: 10MB

Information Slider

Size: 200x300 pixels

Image types: png, gif, jpg, jpeg

File size limit: 24 MB

Event

Image Size: 1920x1080 pixels, or 1024x512 pixels

Image types: png, gif, jpg, jpeg

File size limit: 10 MB

Blogs

Image size: 730x400 pixels

Image type: png, gif, jpg, jpeg

File size limit: 24 MB

Staff Bios

Image size: 140x200 pixels

Image type: png, gif, jpg, jpeg

File size limit: 24 MB

Quick Link Section

Image size: larger than 200x200 pixels

Image type: png, gif, jpg, jpeg

File size limit: 24 MB

Key Terminology

Drupal: The platform the website it built upon.

Group: Website content is organized by groups. Each unit, standalone program area, and blog is a group. The state website is the global group.

Node: Drupal's term for a page on the website.

Sections: Sections, sometimes called blocks, contain and display a variety of information and are the elements used to build a page. Sections can be used in a variety of ways and provide a range of options for displaying content.

Examples: Tabbed Section, Information Slider, Side-by-Side, etc.

Alternative Text (Alt Text): These are descriptions of an image that are read aloud by Assistive Devices, such as screen readers, for visually-impaired users. Alternative Text should be descriptive but succinct. Alt Text can also assist search engines, such as Google, in understanding image content to improve delivery of search results, so make sure text is keyword rich. More information about Alt Text is available in the Search Engine Optimization webinar is available at extension.illinois.edu/commit/seo.

Keywords: The keywords at the bottom of news releases, events, staff bios, and blogs help categorize similar content within the Extension website. They also assist search engines. Keywords may be selected from a pre-populated list, which is available at extension.illinois.edu/commit/website-keywords. Use at least one keyword. More keywords, 2-6, are better. Use both general and specific keywords.

Example: For a media release about an event for local farmers on growing specialty crops, you could use: Agriculture, crops, local foods small farms, small farms, farm business management, commercial agriculture.

Shared Content: The state website and units are able to share events and media releases with other unit websites. The recipient of the share must accept the shared content on their own site before it shows up.

Examples: The state communications team creates a news release for a statewide webinar that is shared to all Extension units who can add that release to their own site. A local unit shares a regional event listing with a neighboring unit.

View: A View is a method of presenting a piece of content on the website. We use Views to make one piece of content appear in two different places on the same site.

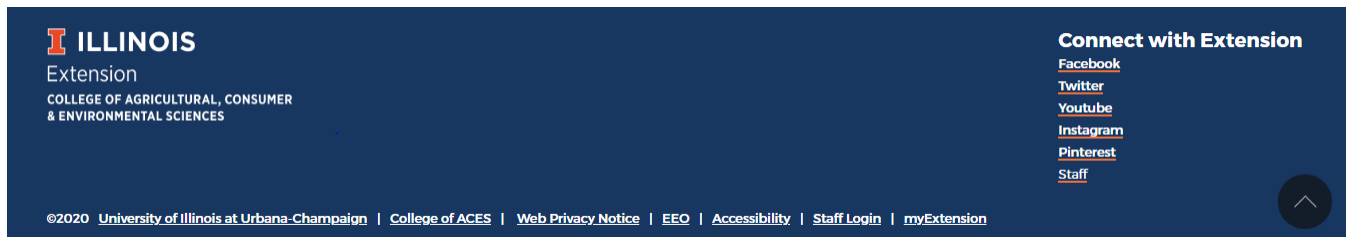
Example: Calendar of events. We use one View to display a short list of events on the unit homepage and then we use a second View to display a longer list of events on the full Events page.

Logging Into the Website

Users need to log in to the website to update a blog, add a media release or event, or to make any changes. Initial website access for staff requires a permission request from a county director or program leader to the Communications Team.

First Time Log In: Once you have completed website training and have access, you will be able to log on to the back end of the website.

1. In your browser, go to extension.illinois.edu.
2. Scroll to the bottom of the screen and click **Staff Login**.



3. You will be taken to an Illinois login screen.
4. Log in using your NetID, password, and two-factor authentication.
5. A menu with an **Edit** option should now appear on your website.

If you are a frequent user of the web manager, you may not need to log in every time.

Unit Homepage

Layout

The homepage for field units follows a template designed to highlight key pieces of information website visitors are likely to be looking for. Unless previously discussed with the Extension Communications Team, all unit homepages must follow this general page layout. Each section can be customized to highlight local resources and events.

There are four main segments of the homepage template.

1. **Banner Section:** This content section is at the top of the homepage and is the first thing users see. Use the banner section strategically. As staff time allows, image and text updates can happen monthly or seasonally, or it can be left generic for long-standing use.
2. **Information Slider Section:** This section can be used to highlight additional events or trending topics. This is a great place to showcase seasonal resources or to highlight quick information for your audience to easily find.
3. **Side-By-Side Section:** This section is pre-programmed to display five upcoming events and five news releases. These are all specific to your unit.
4. **Local Program Categories:** These boxes highlight the program areas the unit director and staff have chosen to showcase on their local website. These items may be edited only with assistance from the Extension Web Team.


Example Layout for Unit Homepage

Banner
Section

Information
Slider

Side-by-Side View with
Upcoming Events and
News Releases

Local
Program
Categories



Make Gift


ABOUT USPROGRAMS WE OFFEREVENTSVOLUNTEERNEWS & MEDIACONTACT

Serving Boone, DeKalb and Ogle Counties


2019 Guide to Local Food in Illinois

Explore the 2019 guide to the freshest produce, meat, and cheeses available at area farmers markets. Or go straight to the source and visit local farms and food producers.

[DOWNLOAD THE GUIDE](#)




ANNOUNCEMENTS AND HIGHLIGHTS




Winter Webinars Open for Registration

Illinois Extension is offering a wide variety of virtual webinars this winter. Click to learn about those in agriculture, environment, and horticulture.




New 4-H Online 2.0 Open

4-H enrollment is open for the 2020-21 year. Please carefully read this important message before starting. Thank you!



Four Seasons Webinar Series

The Four Seasons Gardening Webinar Series is one of the most popular horticulture programs offered by the Illinois Extension Horticulture Team. Each season, the team hosts three live webinars.



BLOG: Over the Garden Fence

Educator Richard Hentschel tackles timely topics in this weekly blog covering gardens, lawns, trees, and more.

Events

July 16, 2020
Massac County 4-H Sheep Show

Racial Equity: From Agency Initiatives to Social Service Delivery Programs
Online

Lee's Talk Money: The Best Kept Secree for Financial Success
Online

July 17, 2020
Liquidity Management: Crisis on Main Street Gles Global Challenges in Business
Online

Croazing and caring for cacti and succulenes
Online

[More Events](#)

News Releases

July 14, 2020
4-H senior makes COVID-themed prom dress out of duct tape

July 14, 2020
Stay safe in pools and hot tubs


July 14, 2020
Get the most cooling for your dollar

July 13, 2020
Reduce your risk of diabetes with proper nutrition


July 13, 2020
Paddle Devil's Kitchen Lake with a Kayak Boxer Tour

[More News Releases](#)


Programs We Offer




4-H Youth Development







Commercial Agriculture



Community & Economic Development



Consumer Economics

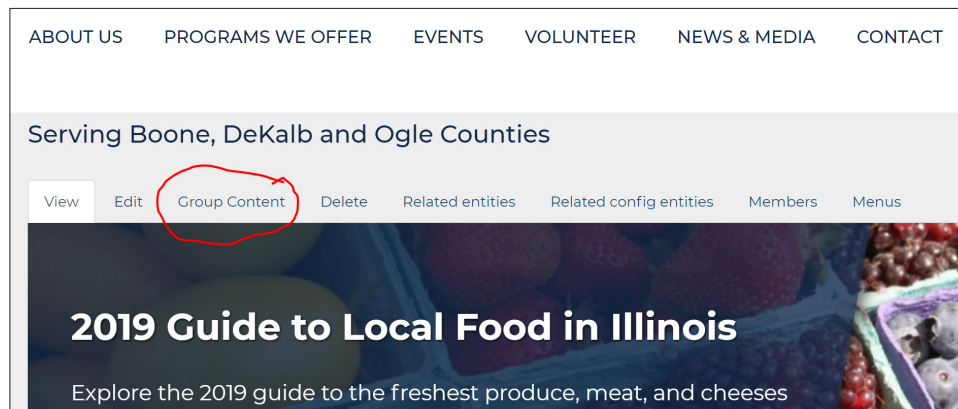


The *Make a Gift* button directs users to a page where donations can be directed to local programs. This page cannot be edited by units. If a change is needed, submit a request to the web development team.

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Editing the Homepage

1. To make changes to any of the elements on the unit homepage, you must be on the homepage.



2. Select **Group Content**.

3. From the list provided, locate the page with **Homepage** in the title.
From here, there are two ways to access the homepage.

3A: Select **Edit node** to the right. OR

TITLE	CONTENT TYPE	STATUS	UPDATED	OPERATIONS
Fulton, Mason, Peoria and Tazewell Homepage	Basic page	Published	02/19/2021 - 11:14	Edit node
Commercial Agriculture	Basic page	Published	02/19/2021 - 10:02	Edit node
Staff	Basic page	Published	02/18/2021 - 11:32	Edit node
Tara Heath	Staff	Published	02/18/2021 - 11:29	Edit node

3B: Click on the “County Homepage” title text to edit it. Select the **Edit** link to begin editing this page.

TITLE
Organic, Local, Natural – What it Is and What it Isn't
Boone, DeKalb and Ogle Counties Homepage
Leadership & Local Government



Banner Section

This design element is the first thing people see when they land on your homepage. It's a great way to feature a generic long-standing welcome note about what your unit is about or draw attention to an event, deadline, resource, or program that you would like to feature prominently. If featuring unique content, it should be changed regularly. Banners are rarely used outside the homepage.

Note: There is a drop down menu at the top of the page titled Banner Image. This is not the banner section. Do not use this.

1. **Banner Title:** Enter up to 255 characters of text, but 40-50 characters is recommended.
2. **Banner Copy:** Enter up to 255 characters of text. The banner image height will automatically adjust depending on the length of the text.

Call to Action

The banner call to action should be a clear step that you want site visitors to take. You must have at least one, but you should not have more than three.

3. **Call to Action URL:** Where the user will be directed to if they click on the button. This is typically another unit page. Example: About page, events page, impact report, etc.
4. **Call to Action Link Text:** Use strong verbs to compel your visitors to click. Good word choices include *Learn*, *Download*, *Register*, *Read*, and *Share*. Suggested phrases: *Learn More*, *Get Involved*, *Let's Get Started*.

Banner Background Image

This section is the picture displayed behind the banner. Use a strong photograph without any graphic elements. Much of the photo is covered by a dark blue overlay, so choose photos carefully based on what will be seen.

Image size: 1400x400 pixels
Image types: png, gif, jpg, jpeg
File size limit: 10MB

1. Select **Remove** to delete a previous banner image.
2. Select **Choose File** and navigate to the folder where your photo is located. Select it.
3. Complete the required **Alternative Text** field.

 Refer to Key Terms for more about Alt Text

4. Select **Save**
5. Review your edits, make changes as needed.



SECTION

+ Banner

Banner Title

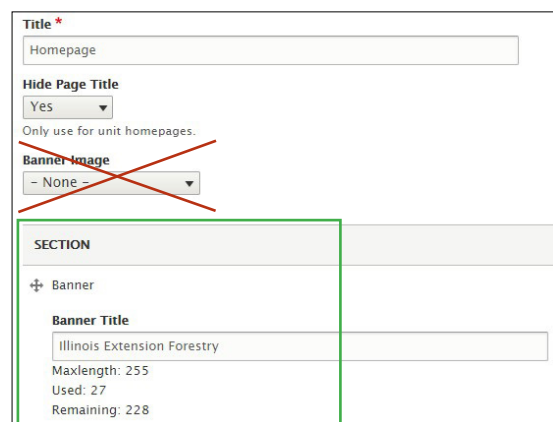
2019 Guide to Local Food in Illinois

Maxlength: 255
Used: 36
Remaining: 219

Banner Copy

Explore the 2019 guide to the freshest produce, meat, and cheeses available ε

Maxlength: 255
Used: 172
Remaining: 83



Title *

Homepage

Hide Page Title

Yes

Only use for unit homepages.

Banner Image

- None -

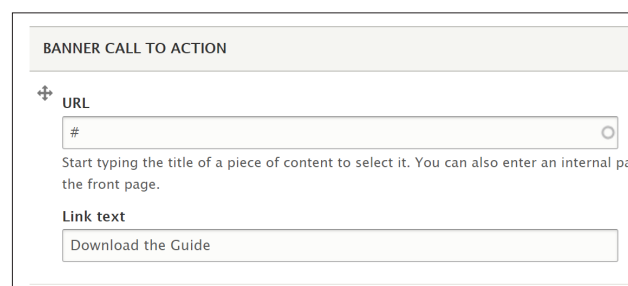
SECTION

+ Banner

Banner Title

Illinois Extension Forestry

Maxlength: 255
Used: 27
Remaining: 228



BANNER CALL TO ACTION


+ URL

#

Start typing the title of a piece of content to select it. You can also enter an internal page ID.

Link text

Download the Guide



Banner Background Image

Choose File No file chosen

One file only.
10 MB limit.
Allowed types: png gif jpg jpeg.



Banner Background Image



Alternative text *

Farmers market produce

Short description of the image used by screen readers and other assistive technologies.

 **Remove**

Information Slider Section

This section allows you to display 3-12 pieces of content that provides a compelling user experience in a small space. You will need a title, image, link, and descriptive text for each slide. Information Sliders are used on the homepage and subpages.

Rotating: A slider with 5-12 slides will appear with directional arrows that when clicked will move slides.

Stationary: A slider with 3-4 slides does not have directional arrows. Several can be stacked to display more content at once.



Refer to *How to Manage Content* section of this guide for more on Information Sliders

1. **Section Title:** Do not change the title on the homepage slider. For sliders on subpages, you can leave this field blank or add 2-3 words that display centered and capitalized.

Slider Images

Photos or graphics without text or with a 2-3 word text overlay are preferred. Select strong visuals that look cohesive (same font, matching colors) when displayed together. Circular slider images can be used on subpages, but not unit homepages. Refer to the How to Manage Content section of this guide for more information on circular vs. rectangular images. It is extremely important that ALL slider images have the exact same dimensions.

Image size: 200x300 pixels

Image types: png, gif, jpg, jpeg

File size limit: 24 MB

2. **Slide Image:** Hit **Remove** to clear out an existing image. Select **Choose File** to upload a new image.
3. **Alternative Text:** Write a description of the image.



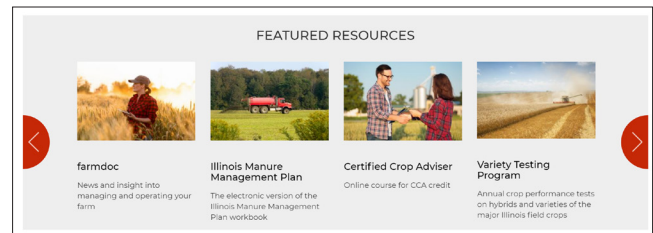
Refer to *Key Terms* for more about Alt Text

4. **Slide Title:** Limited to 155 characters. Keep titles short so they display on one line so the text in the slider lines up.
Slide Text: Limited to 255 characters. Keep word counts on all slides similar so they line up neatly.
Slide Link: Add the URL the user will be directed to.

To Add/Remove Sliders

- **To Add:** At the bottom of the information slider section, select **Add Information Slider Slide**.
- **To delete:** Select **Remove** in the upper right of the slide. Confirm removal.

Rotating Information Slider with a Section Title



Stationary Information Slider without a Section Title



Information Slider

Section Title

Upcoming Events and News

SLIDES

Information Slider Slide

Slide Image

OFFICE CLOSED WEDNESDAY, MAY 22, 2019 All Staff Training Day

Alternative text *

Office closed May 22, 2019

Short description of the image used by screen readers and display

Office Closed.png (15.3 KB) Remove

Slide Title *

Office Closure

Slide Text

The Extension offices will be closed all-staff training event. We will open on T

Slide Link

#

Add Information Slider Slide

Background Color

White

Section Styles

- None -

Information Slider ... Remove

Slide Image

to display link text only.

Confirm removal

Side-by-Side Section

A side-by-side section uses two columns to clearly organize information in a condensed and concise manner. Each column is a “view” or type of content such as blogs, news releases, or events that points visitors to a page with more of that content.

Side by sides are used on unit homepages to feature events and news releases. Do not change the homepage side-by-side. Side-by-sides can be added to subpages as needed.

Events: The next five events for the unit will be displayed automatically and link to the full listing. At the bottom of the column, click “More Events” to see a full list of unit events.

News releases: The five most recent news releases for the unit will display automatically and link to the full listing. At the bottom of the column, click on “More News Releases” to see a full list of unit news.

Events	News Releases
February 23, 2021 - February 25, 2021 Midwest Cover Crops Council Virtual Conference Online	February 22, 2021 Keep houseplants happy with simple solutions
February 23, 2021 Certified Livestock Managers Training: Informational Meeting Online	February 17, 2021 Summer 4-H conference lets teens virtually explore potential careers
February 23, 2021 Growing Great Vegetables: Warm Season Vegetables Online	February 17, 2021 Fulton County 4-H offers college scholarships
February 23, 2021 Fulton-Mason-Peoria-Tazewell 4-H Spark Camp - Up Cycle T-shirts Online	February 17, 2021 4-H Shooting Sports to hold spring session
February 25, 2021 Cucurbit Insect Pests: Stateline Fruit and Vegetable Growers Conference Online	February 17, 2021 Fulton 4-H barrow tattooing and weigh-ins
More Events	More News Releases

About Us

This section of your site should introduce visitors to University of Illinois Extension and specifically, your unit. The Extension Communications Team has provided suggested content for this section.

The standard pages in this section include: About Us (landing page), Staff, Careers, Reports, Extension Council.

Some units have also added their associated foundation to this section. If you need a foundation page added, submit a request to go.illinois.edu/MarketingRequest.

About Us: Landing Page


This page should help site visitors better understand Illinois Extension and the work your unit does.

If you choose to replace the suggested language provided by the Extension Communications team on this page, please ensure that the content is thorough.

About Us


Our commitment to addressing grand challenges

Illinois Extension provides practical translations of cutting-edge research to help people, businesses, and communities find answers to some of the most pressing issues of our modern world. Our work is guided by a desire to create meaningful progress toward addressing a select group of issues, which we call grand challenges.



Community

Community involvement and leadership are core skills essential to thriving communities. Many of Extension's most popular and long-standing programs celebrate community connectedness and the benefits of living in a society that is enabled to facilitate group decisionmaking and implement effective plans.



Economy

Our programs and tools enhance local, state, and national efforts to create vibrant economic ecosystems that provide opportunity for businesses, communities, and the Illinois workforce. We are committed to enhancing community resilience because we believe it is the foundation of economic vitality.

About Us: Staff Page

Local staff are responsible for maintaining and adding staff listings in the directory. New staff are not automatically added or removed.

All staff members should also complete a bio and have it uploaded by a local staff person to their directory listing, available at extension.illinois.edu/staff/first-lastname.

Example: extension.illinois.edu/staff/ken-johnson.



For more information on writing staff bios, refer to the training at extension.illinois.edu/commit/creating-your-online-biography

Add a Staff Member to the Directory

1. Select **Edit** on the Staff page in the About section
2. Scroll to the bottom of the list to a blank field. If there is not a blank field, select **Add another item**.
3. Type the last name of the new staff member. The full name should appear.
4. Select the desired name.
5. If the name of the person doesn't appear as an option, send an email to ExtensionIT-Help@illinois.edu.
6. After you have added the staff member, use the crossbar to the left of the name to drag the field to the desired location. The Unit Director is listed first and remaining staff are listed alphabetically by last name.
7. Select **Save** at the bottom of the page.


Remove a Staff Member

1. Navigate to the Staff page in the About Us section.
2. Select the **Edit** tab.
3. Locate the desired staff member in the list of staff. Select and delete the text.
4. Leave the empty box, the system will delete empty staff directory boxes when you save the page.
5. Select **Save** at the bottom of the page.




Refer to *How to Manage Content* section of this guide for more on staff bios and staff listings on local pages.


Staff



Ginger Boas
Serving Champaign, Ford, Iroquois and Vermillion Counties
County Extension Director
gboas@illinois.edu
217-333-7672



Randal Barton
Serving Champaign, Ford, Iroquois and Vermillion Counties
Business Manager
rsbarton@illinois.edu
217-333-7672



Chelsey Byers
Serving Champaign, Ford, Iroquois and Vermillion Counties
Extension Educator, Family Life
clbyers@illinois.edu
217-333-7672

Serving Jo Daviess, Stephenson and Winnebago

Serving Jo Daviess, Stephenson and Winnebago / Staff

Staff

View

Edit

Delete

Revisions



Margaret Larson
Serving Jo Daviess, Stephenson and Winnebago
County Extension Director

+

Linda Ricker (14852)

○

+

Stanley (Jay) Solomon (14037)

○

+

Laurencia Hubbard (14915)

○

+

smit

○

○

Martha A. Smith

○

Peter D. Goldsmith

○

Jenna Smith

○

JoElyn Smith

○

Marilyn Smith

○

Jennifer Smith

○

Cynthia Smith

○

Parrish Smith

+

Linda Ricker (14852)

○

+

Stanley (Jay) Solomon (14037)

○

+

Laurencia Hubbard (14915)

○

+

○

Add another item

About Us: Careers Page

Share current openings and highlight benefits of working for Illinois Extension on this page. The Communications team has provided some language for this page. You are welcome to modify it to suit your needs.

Units are not required to update this page with local openings, but it is strongly encouraged. Use this page to link to a job listing and house any additional materials for prospective candidates. Videos, handouts, and other materials might help candidates get excited about employment with Illinois Extension.

Careers

University of Illinois Extension is a statewide network of professionals dedicated to creating local community impact and statewide transformation. We do this by translating research and knowledge into practical programs for Illinois residents. Our programs target youth and adults, individuals and families, as well as business owners and community leaders.

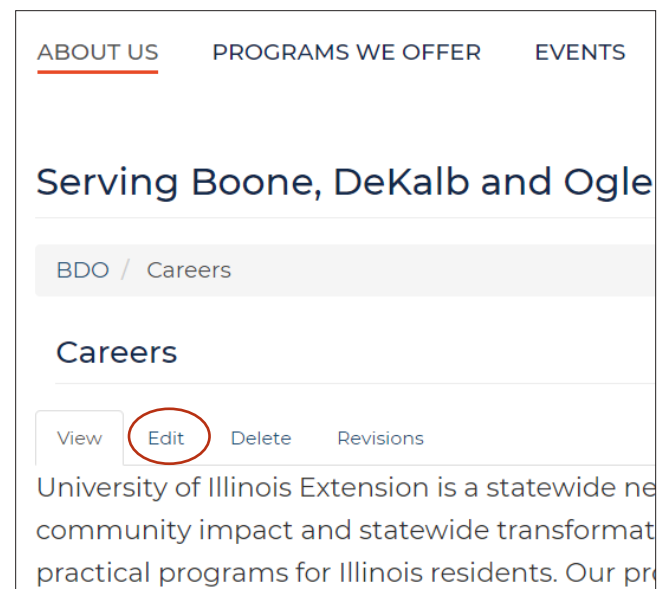
Our staffing needs are diverse, but we often have openings for those with an interest in education, agriculture, environmental stewardship, foods and nutrition, and community development. And we are always on the lookout for those individuals gifted in office administration, program planning, IT, and communications!

To view all openings for Illinois Extension, visit the [University of Illinois Academic Job Board](https://jobs.illinois.edu).

Updating the Careers Page

To list current openings, do not post PDF or Word files with the job description. Illinois Human Resources requires all locally listed job postings point to their job board.

1. Navigate to the Careers page on your unit website.
2. Select the Edit tab.
3. Modify the text in the Basic Text box.
4. List the job title, the date the search closes, and then embed a link it to the University of Illinois Job Board in the text **Learn More**. The main link is <https://jobs.illinois.edu>.
5. Remove the job posting from the page once the position has closed.



ABOUT US PROGRAMS WE OFFER EVENTS

Serving Boone, DeKalb and Ogle

BDO / Careers

Careers

View **Edit** Delete Revisions

University of Illinois Extension is a statewide ne
community impact and statewide transformat
practical programs for Illinois residents. Our pr

About Us: Reports Page

Upload annual Impact Reports and any other reports you would like to make publicly available to this page.



Refer to *How to Manage Content* section of this guide for instructions on uploading a PDF.

Impact Reports

Every year, the Extension office produces a report with details on its programs, outreach, clients awards and community partners for the past year in DeWitt, Macon and Piatt Counties.

You will find information showing the impact our programs have on Central Illinois. Our programming reaches audiences of all ages and addresses a wide variety of community needs, from food safety education to youth STEM experiential learning.

Reports

- [2019 Impact Report](#)
- [2018 Impact Report](#)
- [2017 Impact Report](#)
- [2016 Impact Report](#)

ABOUT US

Staff

Careers

Reports

Extension Council

About Us: Extension Council Page

Post information about and for your council members on this page. Check the latest Civil Rights Manual for council public information requirements.

This might include:

- Purpose of the Extension Council
- Council members
- Volunteer job descriptions
- Minutes of past meetings
- Schedule and agendas of upcoming meetings

Council Documents

The Unit 1 Extension Council meets in April, July, October and December.

- [Extension Council Informational Flier](#) (pdf)
- [Extension Council Job Description](#) (pdf)
- [Extension Council Members - Unit 1](#) (pdf)

Minutes and Agendas

- [Agenda April 4, 2019 Extension Council](#) (pdf)
- [Minutes 2017.10.16 Unit 1 Extension Council Meeting](#) (pdf)
- [Minutes 2016.12.14 Unit 1 Extension Council Meeting](#) (pdf)
- [Minutes 2016.07.21 Unit 1 Extension Council Meeting](#) (pdf)
- [Minutes 2016.05.09 Unit 1 Extension Council Meeting](#) (pdf)
- [Minutes 2015.08.31 Unit 1 Extension Council Meeting](#) (pdf)
- [Minutes 2015.05.15 Unit 1 Extension Council Meeting](#) (pdf)


Programs We Offer

This section shows preselected Program Categories offered in your unit. Each of the tiles links to the local program landing page, where you can feature local and state program content.

The displayed programs have been approved by the unit director based on what they think local audiences will find most relevant and useful. This section should not be changed by the unit. To add or remove a program category, submit an IT request to extensionIT-help@illinois.edu.

Once a program area is activated, it will become visible in several places:

- At the bottom of the unit homepage
- On the Programs We Offer landing page
- In the navigation menu for the Programs We Offer section




[ABOUT US](#) [PROGRAMS WE OFFER](#) [EVENTS](#) [VOLUNTEER](#) [NEWS & MEDIA](#) [CONTACT](#)

Make Gift


Serving Boone, DeKalb and Ogle Counties

BDO / Programs We Offer

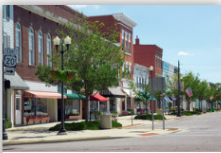
Programs We Offer



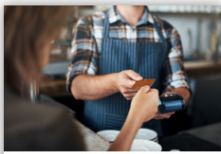
4-H Youth Development




Commercial Agriculture




Community & Economic Development




Consumer Economics



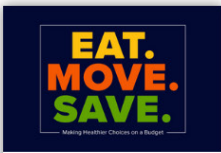
Energy & Environment




Family Life




Horticulture




Illinois Nutrition Education Programs




Leadership & Local Government



Local Foods & Small Farms



Nutrition & Wellness



Schools Online

PROGRAMS WE OFFER

[4-H Youth Development](#)

[Commercial Agriculture](#)

Community & Economic Development

Consumer Economics

[Energy & the Environment](#)

Family Life

Horticulture

Illinois Nutrition Education Programs

Leadership & Local Government

Local Foods & Small Farms

Nutrition & Wellness

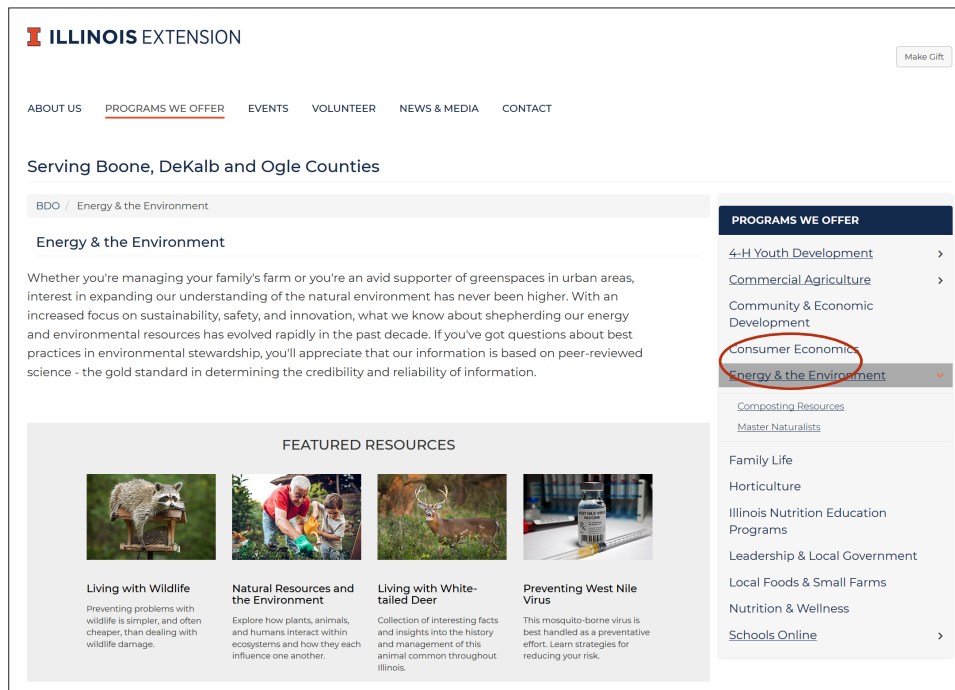
[Schools Online](#)

16 Illinois Extension Website Users Manual

Program Area Landing Pages

Each program area that has been activated will get its own landing page where units can make general announcements about local programs as well as highlight statewide program resources.

Units may request subpages to be built that fall under that program area to feature local programs and content. All pages must be associated with a program area.



Sample of a Program Area Landing Page

Samples of Local Program Pages

Changing the Content on Program Area Landing Pages

Section Overview

Introductory language was drafted for each program area landing page when the website was built. The narrative provides an overview and helps establish our expertise.



To update the program area description, refer to the How to Manage Content section of this guide for instructions on Editing a Basic Text box.

Featured Resources

Include information you wish to highlight in the featured resources Information Slider. To update this, refer to the **Updating an Information Slider** instructions in the home page section of this guide.



To update the featured resources, refer to the Information Slider Section in the home page section of this guide for instructions.

Adding a Local Program Page

Units that want to create additional pages for events, activities, and resources that are locally specific need to submit a marketing request at go.illinois.edu/marketingrequest.

Example: A common local page is a county 4-H program. A local page for county 4-H Shows is not allowed.



For information on building a newly created page, refer to the Page Elements and How to Manage Content sections of this guide.

Embryology in the Classroom

This course is designed to provide elementary and high school teachers with knowledge on the chicken's egg, its importance to man, and its role in reproduction of the species.

Course content will be oriented to train teachers to conduct classroom incubation and embryonic development projects.

Detailed information on the stages of embryonic development and the preservation of embryos will be included. Instructional methods will include lectures, discussions, demonstrations, and visual aids. Suggestions on how to use classroom incubation and embryonic development projects to enhance programs in science, language arts, mathematics, social studies, and art will be offered. This hands-on project is designed to give your students the opportunity to hatch chicks in their own classroom.

During the 21-day incubation period, students learn to prepare eggs, set up an incubator, record progress, turn eggs, and test eggs for fertility.

Tazewell County 4-H and Peoria County 4-H have annual Embryology in the Classroom programs with set dates and trainings. Fulton and Mason 4-H have incubators that can be checked out.

ONLINE RESOURCES



Embryology in the Classroom Online Album With Fun Facts

Throughout the 21 day incubation process local Extension staff will be adding photos with embryology facts in the description section.



PennState Embryology in the Classroom

This Web site was developed to support the "Embryology in the Classroom" curriculum. Educators will find it extremely helpful as a resource for teaching embryology in the classroom.



American Poultry Association

Poultry comes in all sizes, shapes, colors and personalities. There are nearly 400 breeds and varieties of poultry that offer something for young and old alike.



The Egg - Ohio's Perfect Food Video

The Ohio Poultry Association and the Ohio Soybean Council team up to present an inside look at the history and importance of the egg industry in Ohio.

PROGRAMS WE OFFER

4-H Youth Development

4-H in Fulton County

4-H in Mason County

4-H in Peoria County

4-H in Tazewell County

Teens as Teachers Program

4-H Shows & County Fairs

Embryology in the Classroom

Professional Development

Commercial Agriculture

Community & Economic Development

Energy & Environment

Horticulture

Leadership & Local Government

Local Foods & Small Farms

Nutrition & Wellness

STEM (Science, Technology, Engineering & Mathematics)

Schools Online

Events

The Events page is one of your best assets. This page is a full calendar of events created by the unit or shared to the unit's page. Spotlight upcoming events such as 4-H club meetings, volunteer trainings, webinars, tours, and programs.

Local events also show up on the state Extension website homepage and events page so it is important each unit follows required formatting rules so all our events appear consistent.



Before adding an event, refer to the best practices guide on the [CommIT website](https://extension.illinois.edu/commit/building-strong-website-event-listings) at extension.illinois.edu/commit/building-strong-website-event-listings for instructions on formatting a high quality website event.

Adding an Event

1. Go to your unit homepage and select **Group Content**.
2. Click **Add new content**.
3. Select **Event** from the list of options.
4. **Event Name:** This is a required field. The recommended length is 5-8 words. Use title case and include the county name. Examples: Edgar County 4-H Cloverbud Meeting, PSEP Test in Pope County.
5. **Event Image.** This is optional, but strongly encouraged. Images should not include the Extension logo. Program logos, such as 4-H or Master Gardener are allowed. Click **Choose File** to find and upload the image. Add Alt Text.

Image size: 1920x1080 pixels, or 1024x512 pixels

Image types: png, gif, jpg, jpeg

File size limit: 10 MB



Refer to Key Terms for more about Alt Text

6. **Body:** Enter a description of the event. If text is pasted in, you MUST highlight the text and select the **Remove Format** (Tx) button in the toolbar. The prompt asking if you'd like to remove formatting does not currently work.



Watch a short video on How to Strip Formatting at uofi.box.com/s/g5p2nvmblcu907jt7j5c27tq873bofdd

7. **Location:** Enter "Online" if a virtual event. If in person, enter the complete address of the event location. If the event is at a specific location, such as a Farm Bureau office or the County Extension office, include that in the address.

Events

February 24, 2021

Piatt County 4-H Cookin' In An Instant

4-4:30 PM

Online

Register Online

4-H Youth Development

Get Savvy: Save Money on Food

Noon

Online

Register Online

Consumer Economics

Event Name *

Event Image

Choose File No file chosen

In order for your event to be spotlighted on the homepage, you must have a high quality photo.
One file only.
2 MB limit.
Allowed types: png gif jpg jpeg.
Images must be larger than 800x800 pixels.

Body (Edit summary)

Heading / Paragraph | [Icons] | Character Style | [Icons]

Text format Basic HTML

Location

Location

Text format Basic HTML

- You can caption images (data-caption="Text"), but also videos, blockquotes, and so on.
- Only images hosted on this site may be used in tags.

County

Adding an Event cont.

8. **County:** This is an optional field. If it is a virtual event open to anyone or a broad in-person event that extends beyond county borders, don't add the county. If it is a county specific event, add the full county: Fulton County. Examples: Native Landscape Design Workshop, Effingham County Private Pesticide Applicator Testing Only.
9. **Event Date(s):** List the Start and End Dates for the event. If it is a single day event, enter the same date for both. Refer to the best practices guide for details on multi-day events.



The event best practices guide is on the [CommIT website](https://extension.illinois.edu/commit/building-strong-website-event-listings) at extension.illinois.edu/commit/building-strong-website-event-listings

10. **Event Time:** Enter the starting time and estimated end time. Include AM and PM. Include CT for virtual events. Example: 9-10 AM CT.
11. **Event Fee:** Leave blank if free. Example: \$10.
12. **Related Link:** Use this section to share the registration URL and/or any other relevant links your users will need. If your event requires a registration, the first link should be the URL for the registration page. Link text should read "Register".
13. **Share with Group:** This function allows you to share your event on the event calendar with up to four neighboring units. Select the units and notify them of the share. If you need to share the event with more than four other units, the event is considered of regional or statewide interest. Before creating the event, contact the Communications Team at go.illinois.edu/marketingrequest for support.
14. **Keywords:** Tag your events with 2-6 appropriate keywords.
15. **Program Areas:** Select at least one program area.
16. Change **Save As** status to **Published**.
17. Click **Save**.
18. Review your the event. Select **Edit** to make changes as needed.



For information on approving shared events, refer to the *How to Manage Content* section of this guide.

EVENT DATE(S) *
Start date *

End date *

If event takes place on the same day, please enter the date in both the start and end date fields

Event Time

Text format Basic HTML ▾

- You can caption images (data-caption="Text"), but also videos, blockquotes, and so on.
- Only images hosted on this site may be used in tags.

Please format as closely to this as possible: 6:00 PM - 7:00 PM

RELATED LINK

URL

Start typing the title of a piece of content to select it. You can also enter an internal path such as /node/ the front page.

Link text

KEYWORDS

☐ Gardening (613)

☐ Urban gardening (231)

☐ Vegetable gardening (614)

☐ Horticulture (140)

Add another item

Volunteer

This page has been built using state approved language. The page is built with featured sections. Be cautious when adjusting content as the goal of this page is to introduce and entice potential volunteers to our volunteer options and not overwhelm them with information. It links to local unit program pages which should include volunteer information.

Volunteer

4-H Youth

Volunteer Opportunities

4-H volunteers guide youth as they learn about careers, leadership, and community service.


For information on how to become a 4-H volunteer, click on the link below for the location of interest:

[Livingston County 4-H](#)

[McLean County 4-H](#)

[Woodford County 4-H](#)

[Unity Community Center](#)




Teen Teachers

Volunteer Opportunities

Join us on an adventure where you will be teaching youth how to be more physically fit and healthy.

Contact Sara Attig in Livingston County at sattig@illinois.edu



Updating Photos

The provided photos can be updated with local photos of volunteers. Photos need to be circular.

Image size: 200x200 pixels, circular

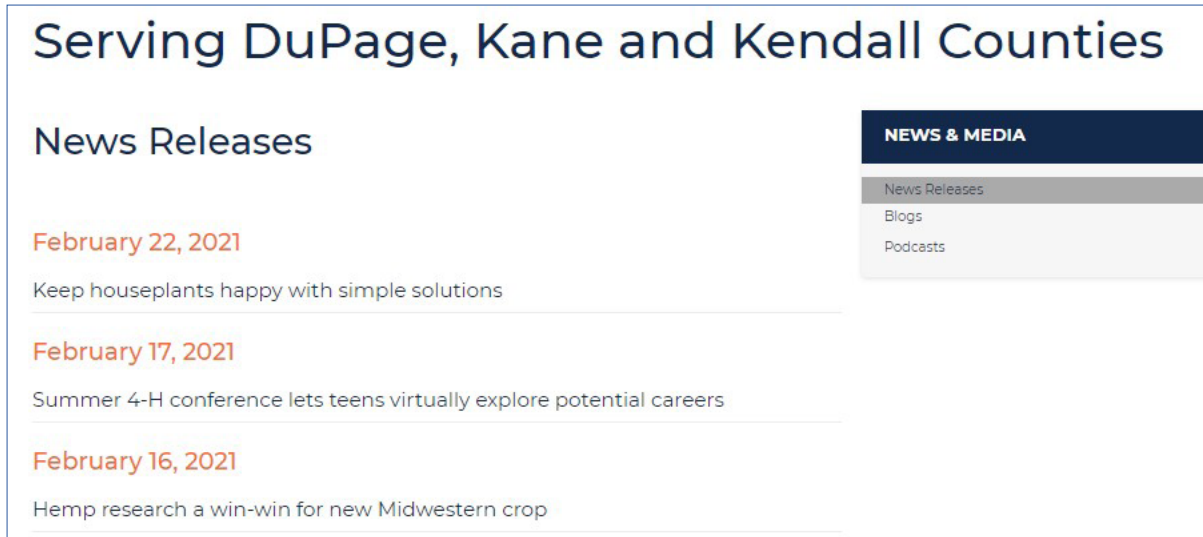
Image type: png, with transparent background

File size limit: 24 MB

News & Media

News Releases

The News Releases page is set up as a view to show the local news releases that have been added for this unit as well as shared news releases the unit has allowed on their site. Releases are displayed from most recent to oldest. Do not change anything on this main page.



Adding a New Release

You may add unlimited news releases to your unit website. Unit content editors can add, edit, or delete news releases and approve shared news releases for their unit.



Before adding a news release, refer to the best practices guide on the [CommIT website](https://extension.illinois.edu/commit/press-releases-and-media-relations) at extension.illinois.edu/commit/press-releases-and-media-relations.

1. Go to your unit homepage and select **Group Content**.
2. Click **Add new content**.
3. Select **News Release** from the list of options.
4. **Title:** Add a title for your news release.
This is a required field that is the release headline. News release headlines are lowercase except for proper nouns. Example: Addressing racial injustice and disparities focus of new Illinois 4-H initiative.
5. **Custom banner image, banner image library, and summary:** Leave these sections blank.

The screenshot shows a form for adding a new news release. The fields are:

- Title ***: A text box containing 'Volunteers help youth feel welcomed, empowered in 4-H programming'.
- Banner Image**: A dropdown menu with '- None -' selected.
- Custom Banner Image**: A section with a 'Choose File' button and the text 'No file chosen'. Below it, it says 'One file only. 24 MB limit. Allowed types: png gif jpg jpeg.'
- Banner Image Library**: A dropdown menu with '- None -' selected.
- Summary**: A large text area. Below it, a note says 'Leave blank to use trimmed value of full text as the summary.'
- Body**: A rich text editor with a toolbar containing various formatting options (bold, italic, link, etc.). The text area contains 'A11yFirst Help'.

At the bottom of the form, the text 'URBANA, Ill. – Illinois 4-H Shooting Sports relies heavily on adult volunteers taking the lead' is visible.

Adding a News Release cont.

6. **Body:** Add the content of your news release. If text is copied from another document, you **MUST** highlight the text and select the **Remove Format** (Tx) button in the toolbar. The prompt asking you if you'd like to remove formatting does not currently work. Refer to the best practices guide for requirements about titles, datelines, writer/source, and About Extension information.
Photos: A relevant photo, such as the 4-H club that won an award or a photo of a past program for a release announcing a reoffering of that program, can be added in the body section with a caption. Refer to the Uploading a Photo page in the How to Manage Content section of this guide for instructions.
7. **Date Published:** This is a required field. Enter the date you want the release to go live. You can schedule a release to post at a future date.
8. **Keywords:** Include 2-6 appropriate keywords.
9. **Share with Group:** This tool allows you to share your release with up to four neighboring units. Select the units and notify them of the share. If you need to share the unit with more than four other units, the event is considered of regional or statewide interest. Contact the state communications team at go.illinois.edu/marketingrequest for support.
10. **Save as:** You may save as a Draft or Published article.
11. Review your edits, make changes as needed.



For information on approving shared news releases, refer to the How to Manage Content section of this guide.

Text

Preformatted text and heading styles

File browser, uploads files and images

Strips formatting from text. Use this when copying text from Word or Excel

Use this Link tool for link a file, such as a PDF

Use this Link button to connect to another URL

Blogs

Each unit can own and manage multiple local blogs. Across the state Extension website, blogs are some of our most shared content and they collectively account for a large percentage of website traffic.

To start a new blog, please submit a marketing request form at go.illinois.edu/MarketingRequest to have a preliminary conversation about your needs and goals. All new blogs must be created by someone on the IT, Web, or Communications teams before being turned over to a unit to manage. Items to consider include: target audience, blog title and description, posting frequency, who will be the writers and content editors.

Blogs

Blogs Written by Our Educators

RAISE, GROW, HARVEST, EAT, REPEAT

A blog for growers, consumers, and backyard gardeners to grow, eat, and conn

NORTHWEST ILLINOIS HORTICULTURE CORNER

In the far Northwest Corner of Illinois, gardening is a very popular pastime! Get

DEEPER ROOTS

A blog focused on marketing in the local food system

Good Growing

At-Home Science for Kids: Raising butterflies and more!

Published August 14, 2020

Like a lot of parents right now in the US, we have decided to homeschool our children. Right now, I'm trying to remember what in the heck did I do in third grade? Time to brush up on the reading, writing, and arithmetic skills. Side note, I should probably start a therapy fund for my kids when they get older.

One subject I have a bit of experience with is science. It was always my favorite subject in school, after recess of course. You might be thinking, how am I going to teach science? I don't have Bunsen burners and beakers. Fortunately, science is all around us.

[Read More](#)

Hornworm caterpillars on tomatoes

Published August 07, 2020

Several different types of caterpillars will feed on tomatoes. The most well-known, and probably most dreaded, are the tomato (*Manduca quinquemaculata*) and tobacco (*Manduca sexta*) hornworms. These large (up to 4 inches long) green caterpillars have a prominent "horn" on their rear end (thus their name) and can do quite a bit of damage to tomato plants.

[Read More](#)

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TOPICS

Commercial agriculture
Horticulture
Environment

Adding a Blog Post

All content editors who have been granted permission to edit a blog may create new blog posts. Only those who upload a blog can make edits to it. If your role requires you write, edit, or post blog content on behalf of yourself or others in your unit, you will need to request proper access from the IT Team before starting.



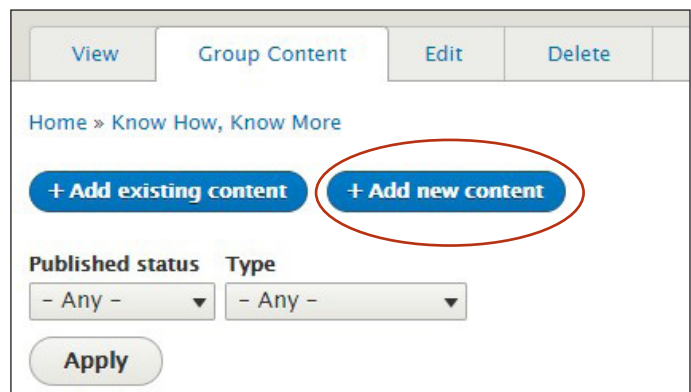
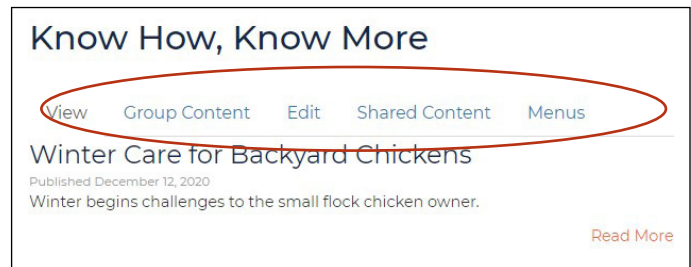
Before adding a blog, refer to the best practices guide on the [CommIT website](#).

Adding a new blog post

1. Navigate to the landing page of the blog. If you have the proper permissions, you will see tabs labeled View, Group Content, Edit, Shared Content, and Menus.
2. Click on the **Group Content** tab.
3. Click on the blue **+Add new content** button.
4. **Title:** Give your blog a short, descriptive title. Use sentence case and active verbs. Examples: What should I look for when I rent an apartment?; Great Groundhogs: Get to know Illinois' burrowing hibernator.



Refer to the training on Search Engine Optimization training for more information about strong titles at extension.illinois.edu/commit/seo



5. **Main Article Image:** Not required, but strongly encouraged. When posting a blog to social media, this image will automatically be pulled in by some platforms, such as Facebook. The image will appear between the title and the body of your post. Add Alt Text.

Image size: 730x400 pixels
Image types: png, gif, jpg, jpeg
File size limit: 24 MB



Refer to Key Terms for more about Alt Text

6. **Body:** Add the content for your post in the here and adjust the formatting. If text is copied from another document, you MUST highlight the text and hit the **Remove Format** (Tx) button in the toolbar. The prompt asking you if you'd like to remove formatting does not currently work. Add formatting such as bullets, headings, embedded links, or additional images using the toolbar. Remove any extra returns.



For more about how formatting assists Search Engine Optimization, view the guide at extension.illinois.edu/commit/seo

Keywords: Include 2-6 appropriate keywords.

7. **Social Media Title and Social Media Description:** Leave blank.
8. **Posted By:** Add the author or authors.
9. **Posted On:** Select the date the blog will be dated as. Currently, hitting Publish on a blog with a future Posted On date publishes the blog immediately. Keep the blog in draft format until you want it to go live then publish.
10. **Save As:** Change status from **Draft** to **Published**. Click **Save**. Review your edits, make changes as needed.

Contact

Contact Page

The Contact page is the primary hub for all of the information a site visitor might need to contact your office. Units are encouraged to keep the content on this page close to its original state to be consistent across the state.

A significant part of the Contact page is a web form. This form is standardized across all units. When a site visitor completes this form, the information goes to two places.

1. **The Unit email:** The unit will receive a copy of the completed form via email. This will be sent to the primary email address on file for the unit. It is the responsibility of the person who manages that email account to forward the completed form to the person on staff who is most likely to be able to answer any questions posed in the email.
2. **A Drupal database:** Drupal also saves this information in a database that logs all contacts. If you would like to receive a download of the inquiries saved in your unit's database, email ExtensionIT-Help@illinois.edu with your request.

Editing the Contact Email Form

1. Navigate to your unit's homepage.
2. Select **Edit** from the available tabs.
3. Expand the section for **Form To and CC Emails**.
4. These fields dictate what email in your unit receives copies of emails from the unit's Contact form and the Volunteer form. Update the **To email** and **CC email** fields as needed.


Your name *

Your email *

Subject *

Message *

Phone Number

 +1 201-555-0123

Math question * 1 + 9 =

Solve this simple math problem and enter the result. E.g. for 1+

SEND MESSAGE

▼ FORM TO AND CC EMAILS

Contact Form To

uie-jsw@illinois.edu

Contact Form CC

Basic Contact Form To Email

uie-jsw@illinois.edu

Basic Contact Form CC Email

Basic Volunteer Form Email CC

Basic Volunteer Form Email To

uie-jsw@illinois.edu

Updating Addresses

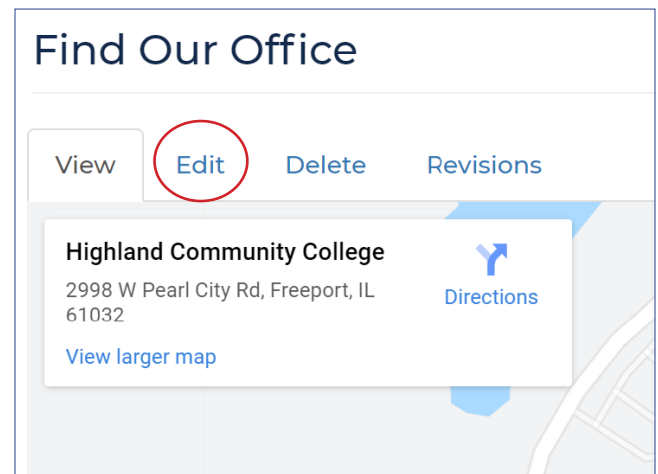
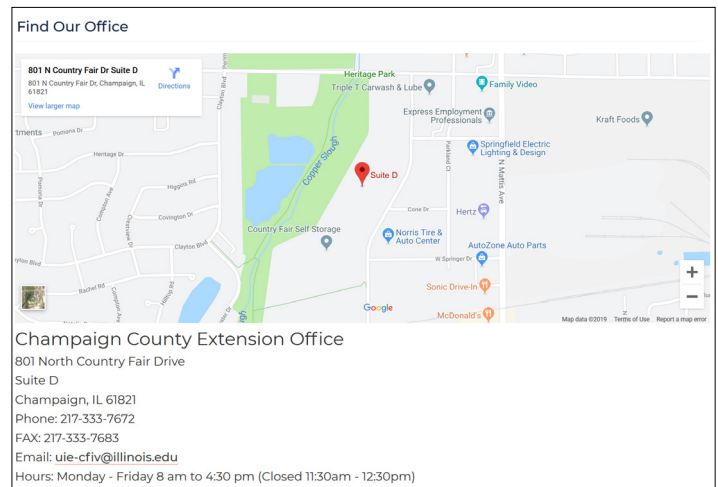
Unit address, phone, and email details as well as information about hours of operation are stored in the Contact section on the Find Our Office page. This page should be updated if office hours change or if an office moves.

This page also shows a Google Map to each office location. This page uses Google Maps to provide a view of the neighborhood with one-click access to turn-by-turn directions available.

Update Office Maps and Addresses

If an unit office is changing locations, the map section needs to be updated. When you update the address, the corresponding map on the page will also update.

1. Navigate to your unit's **Find Our Office** page in the Contact section.
2. Choose **Edit**.
3. On the next screen, update any of the address fields, as needed. These are the fields that will tell Google Maps how to map your address.
4. You must also update the information in the Basic Text Box, as this information is presented below the map.
5. Click **Save** at the bottom of the page.
6. Review your edits, make changes as needed.



▼ ADDRESS

Use this to center the map on an address.

Country
United States ▼

Street address
2998 W Pearl City Rd
Highland Community College, Bldg R

City * Freeport **State *** Illinois **Zip code *** 61032

Background Color
None ▼

Section Styles
None ▼

Basic Text

Section Title
Stephenson County Extension Office

Text

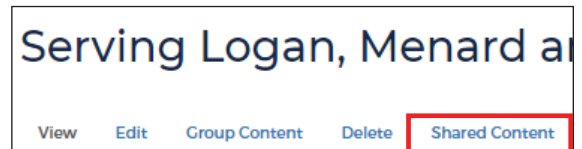
Highland Community College, Bldg R
2998 W Pearl City Rd
Freeport, IL 61032
Phone: 815-235-4125
FAX: 815-232-9006
Email: uie-jsw@illinois.edu
Hours: Monday - Friday 8 am to 4:30 pm

How to Manage Content

Approving Shared Content

The state website and units are able to share events and media releases with other unit websites. The recipient of the share must accept the shared content on their own site before it shows up. Review the “shared content” section of your website periodically to approve items shared with you. You will not be able to edit shared content. If you notice any mistakes, contact the person noted as the source or the state communications team to make the corrections.

1. From your homepage, select the **Shared Content** tab to see a list of available shared content.
2. Click the blue **Share to Unit** button for any items you want to appear on your site.
3. Click **Yes** to verify you want to share this content.
4. Select **Back to Shared Content List**.
5. If the added content later needs to be removed from your local site, select **Unshare from this Unit** on the shared content tab.
6. If you don't want a piece of shared content to appear on your list, click the gray **Remove from list** button.



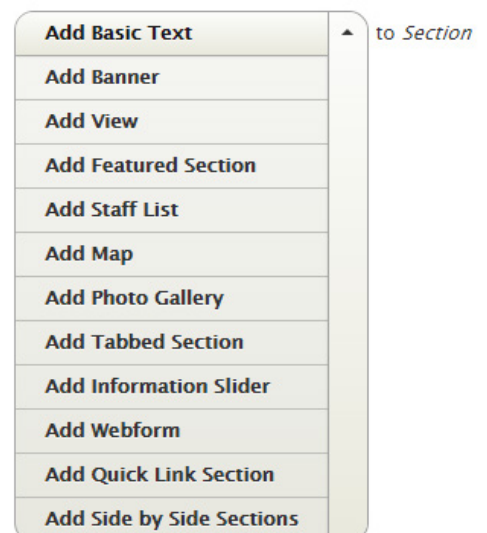
Problems and Solutions in Agriculture Virtual Workshop	event	Serving Livingston, McLean and Woodford Counties	pending	admin	+ Share to Unit	+ Remove from list
Parliamentary Procedure Virtual Workshop	event	Serving Livingston, McLean and Woodford Counties	pending	admin	+ Share to Unit	+ Remove from list
Phishing in 2020 Virtual Workshop	event	Serving Livingston, McLean and Woodford Counties	pending	admin	+ Share to Unit	+ Remove from list
Controlling crab grass can be a summer-long task	news release	global	pending	admin	+ Share to Unit	+ Remove from list
Emergence of downy mildew threatens Illinois basil crop	news release	global	shared	admin	+ Unshare from this Unit	
Choosing the right grass seed for a thriving lawn	news release	global	shared	admin	+ Unshare from this Unit	
Face your older years with health, happiness, confidence	news release	global	shared	admin	+ Unshare from this Unit	

Adding Page Sections

Once a page is built, you must add sections to add content. You can add one of several predefined types of page elements to any page. The drop down menu at the bottom of a page shows the types of sections that can be added.



The most common sections you will use are: basic text, staff list, tabbed section, information slider. If you want information on using the other elements, contact the state communications team.

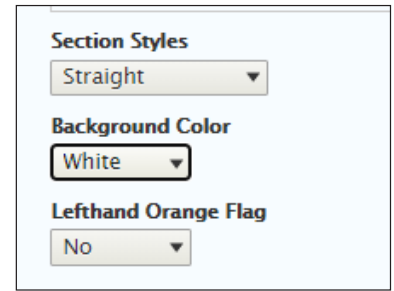


Section Styles

When adding a section, note that you can control some styling elements.

The best options are: Section Styles - Straight, Background Color - White, and Lefthand Flag - No.

Gray is also an option for the background color.



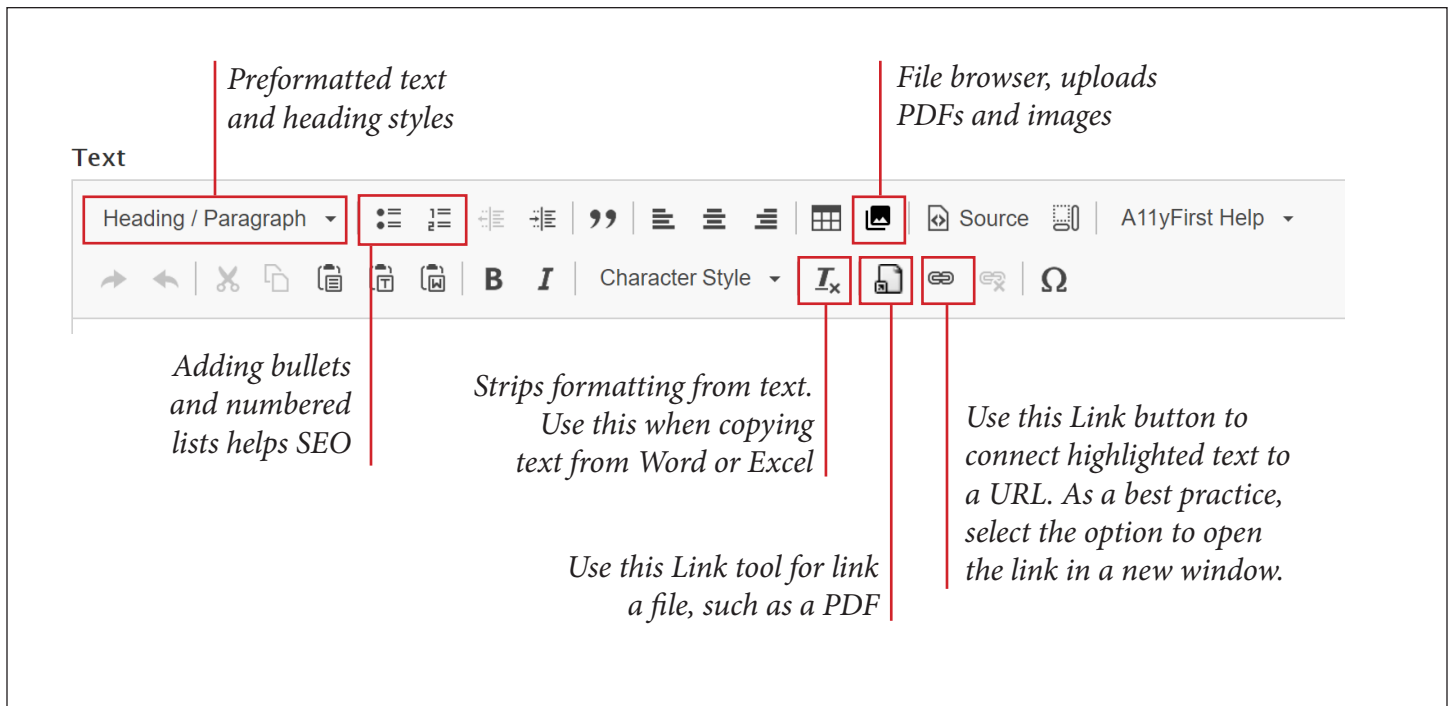
The image shows a 'Section Styles' configuration panel. It contains three dropdown menus: 'Section Styles' with 'Straight' selected, 'Background Color' with 'White' selected, and 'Lefthand Orange Flag' with 'No' selected.

Adding and Editing a Basic Text section

Most content on the site will be contained within a basic text box. It is the most common type of element.

1. Navigate to the page that you want to edit.
2. Select **Edit** from the listed tabs.
3. To add a basic text box, select it from the drop down menu at the bottom. It will automatically load the element.
4. In the text box, you can paste, edit, write and format text. You can also upload photos or PDFs.
5. The editing toolbar will be similar to the editing tools in a Word document.
6. If you are pasting in text from another document, always strip the formatting. This is a two-step process.
 - 1) When pasting in content, the system will ask if you want to remove formatting. You can click OK, but it does not currently work.
 - 2) Highlight all of the content to select it and select the remove formatting (Tx) button in the toolbar.
7. Select **Save** at the bottom of the page to publish.
8. Review your edits, make changes as needed.

 Click here for a demonstration on [How to remove text formatting](#)



The image shows a 'Text' editing toolbar with various icons. Red boxes highlight specific groups of icons, and red lines connect them to descriptive text annotations.

- Preformatted text and heading styles:** Points to the 'Heading / Paragraph' dropdown menu.
- File browser, uploads PDFs and images:** Points to the icon representing a file browser or upload function.
- Adding bullets and numbered lists helps SEO:** Points to the bulleted list and numbered list icons.
- Strips formatting from text. Use this when copying text from Word or Excel:** Points to the 'Tx' (remove formatting) icon.
- Use this Link tool for link a file, such as a PDF:** Points to the icon representing linking to a file.
- Use this Link button to connect highlighted text to a URL. As a best practice, select the option to open the link in a new window.** Points to the icon representing linking to a URL.

Uploading a PDF

You can only upload one PDF at a time and PDF is the only document file type allowed.

1. Before you upload a PDF, give the file a unit specific name that is also relevant to the public. The name becomes the URL. Example: 2018JSWExtensionImpactReport.
2. To upload a PDF, you will need a basic text section. If you need to add a PDF to a different section, an information slider for example, upload the PDF using the following process and copy the link.
3. Place your cursor in the text box. Click on the **File Browser** icon in the tool bar.
4. On the next screen, click on the **Select Files** button. Select the file you want to upload.
5. The file will automatically upload. If the file is more than 12 MG, it will not upload and you will need to reduce the size.
6. Once uploaded, hit **Select Entities**.
7. Hit the **X** in the right corner to exit the Embed File box.
8. Highlight the text you want to contain the link. From the tool bar, select the **Link** icon that looks like a piece of paper.

See the new [copyright guidelines](#)



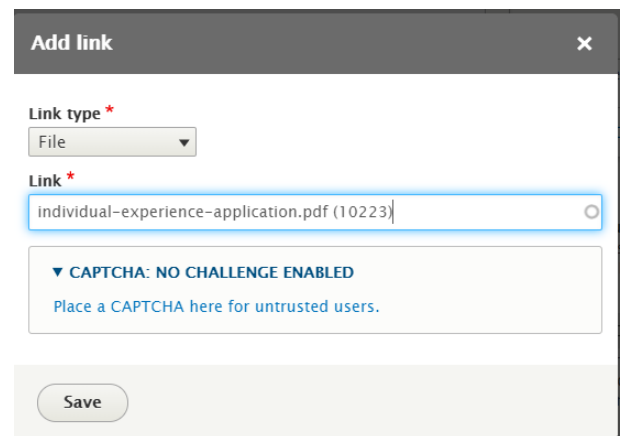
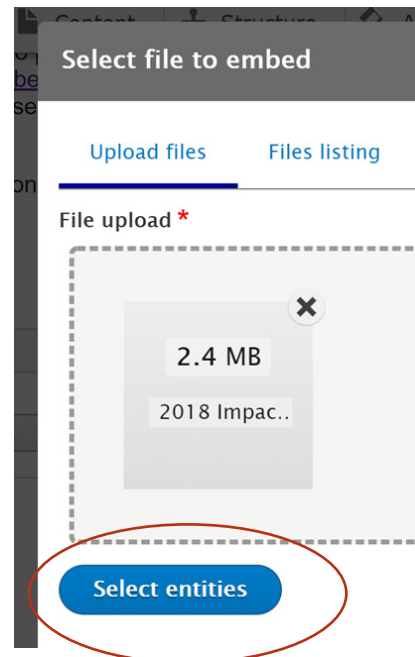
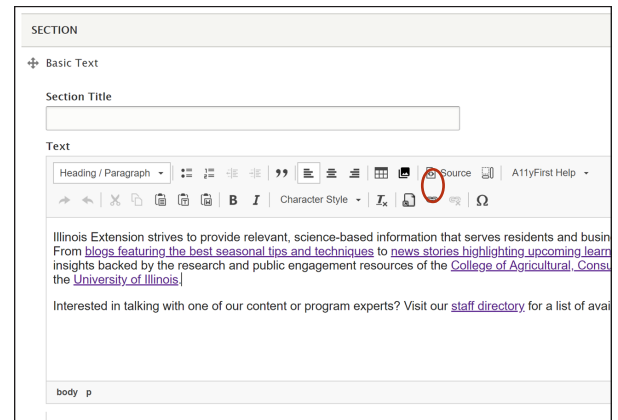
9. In the window that opens, select **File** for the link type. Begin typing the exact name of the file you uploaded (using _ for any spaces). Continue typing until the specific file you uploaded appears. Select it.
10. Select the file and hit **Save**.
11. The text should now be linked. Include (File Type) after the link for accessibility. Example: [Training Guide](#) (pdf).

Replace an Uploaded PDF

If you want to replace a previously uploaded file with the exact same file name, contact the state Communications Team.


Access an Uploaded PDF

1. Click on the **File Browser** icon from a basic text section .
1. Click the blue **Files Listing** text.
2. Search for the file using the document name.
3. Follow same steps as above to place the file.



These are the steps for uploading a photo in a basic text box or a news release. There is a different process for sliders and the main blog images covered in those sections of this guide. You can only upload one photo at a time.

File size limit: 12 MB

- 

Select file to embed

Upload files Files listing

File upload *

2.4 MB

2018 Impac..

Select entities

-
- Embed file**
- Display as ***
Image
- Image style**
Medium (220x220)
- Link image to**
Nothing
- Alternate text ***
A brief detailed description of the image
- This text will be used by screen readers, search engines, or when the image cannot be loaded.
- Title**
- The title is used as a tool tip when the user hovers the mouse over the image.
- Align**
☐ None
 ☐ Left
 ☐ Center
 ☒ Right
- Caption**
- Back Embed

Adding an Information Slider section

Information Sliders can be used to highlight programs, events, and resources. This is a great place to showcase seasonal resources or to highlight quick information in a highly visual format for your audience to easily find.

Adding an Information Slider Section

1. Navigate to the page on your unit website that you want to edit.
2. Select **Edit** from the tabs listed on the page.
3. Scroll to the bottom of the page, select **Information Slider** from the drop down menu and it will automatically load the element.



For instructions on adding content to an Information Slider, refer to the Homepage Information Slider section of this manual on Page 10.

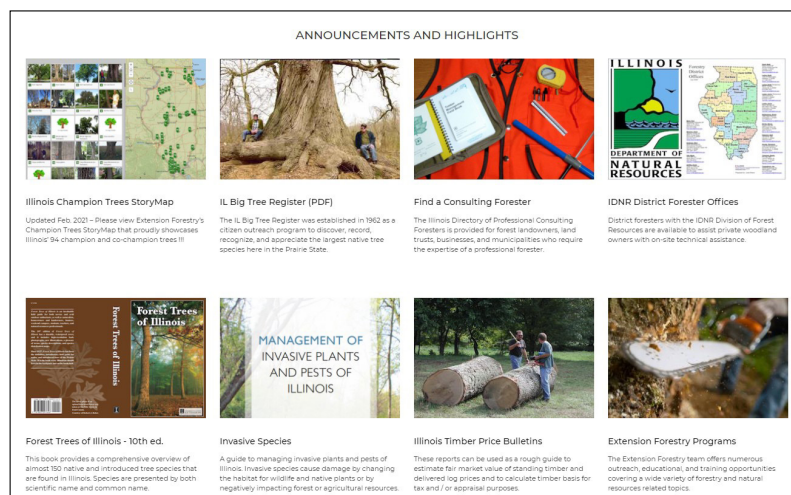
Design Options with Information Sliders

Information Sliders can be used to build two additional types of displays on program pages: Circular and Stacked. Images in the same slider should always be the same dimension. Never put circular and rectangular images together.



Circular: Images are uploaded as 200x200 pngs with a transparent background. These sliders should feature “evergreen” content that rarely needs to be changed.

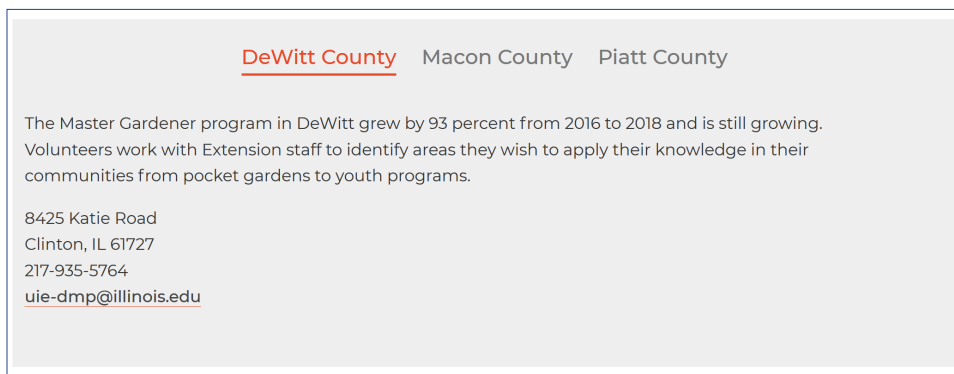
Stacked: Images are the traditional 200x300 dimension, but two or three stationary sliders are stacked on top of each other to give the impression that it is one collection.



Adding and Editing a Tabbed Section

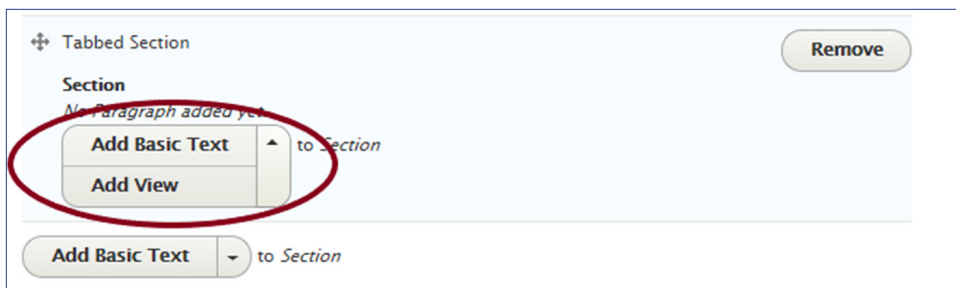
A Tabbed Section is similar to a Side-by-Side section. It is designed to allow you to concisely present a collection of information. A major difference between the Side-by-Side and Tabbed Sections is that the Tabbed Section shows the highlighted section and not all three at the same time.

In a Tabbed Section, you can create up to three sections, each of which can contain text and links to external pieces of information. In a Tabbed Section, you may only view one content section at a time. Users must click on the names of the other section to reveal the information stored in that section.



Create the Tabbed Section

1. Navigate to the page where you want to add the Tabbed Section.
2. Select **Edit** at the top of the page you would like to add a Tabbed Section to.
3. Scroll to the bottom of the page and select the drop-down arrow next to Add Basic Text.
4. Select **Add Tabbed Section**.



Create Tabs inside the Tabbed Section

5. To add a section, select **Add Basic Text**. There are two Add Basic Text buttons. Select the one immediately underneath Tabbed Section.
6. After you add a Basic Text section, type in the Section Title. This will appear as the tab title such as “DeWitt County” in the example above. Keep the headings short.
7. Add content to the text box.
8. To create another section, select **Add Basic Text** or **Add View** directly underneath the previous section. You can add 2 or 3 sections.
9. Rearrange the sections by clicking the arrows at the top left corner of each section and dragging the section to where you want it. To move a tab into a different order, grab the crosshairs near the section title.
10. Select **Save** at the bottom of the page.
11. Review your edits, make changes as needed.

Adding and Editing a Quick Link Section

Similar to Information Sliders, a Quick Link Section will display 3-4 linked pieces of content in a box with a blue title header. These are not used on the homepage, but can be used on subpages such as for a program area.

You will need a title, image, and link for each Quick Link item. Do not use two or fewer links as this will make the section appear incomplete.



Adding a Quick Link Section

1. Navigate to the page where you want to add the Quick Link Section.
2. Select **Edit** at the top of the page.
3. Scroll to the bottom of the page and select the drop-down arrow next to Add Basic Text.
4. Select **Add Quick Link Section**.
5. Use the crosshairs at the top left, near the section title, to drag it where it should be.

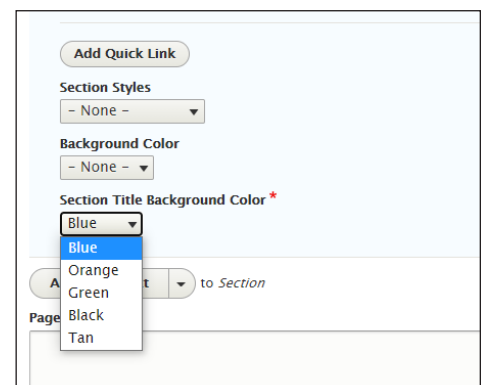
Editing a Quick Link Section

6. **Section Title:** Add an appropriate brief, 1-4 word, title. Or, leave the title blank.
7. **Link URL:** Paste the URL into this field.
8. **Link Text:** Enter 1-4 words. This text will display capitalized. Keep to one or two lines deep for each entry.
9. **Link Image:** Select choose file to upload a photo. The website will crop the image to a square shape.
10. **Alternative Text:** Fill out the Alt Text.

 Refer to Key Terms for more about Alt Text

Image size: larger than 200x200 pixels
Image types: png, gif, jpg, jpeg
File size limit: 24 MB

11. **Add Quick Link:** Select this button to create 2-3 additional Quick Link fields. Repeat steps 7-10 for each.
12. **Section Styles:** Leave as -None-
13. **Background Color:** Leave as -None-
14. **Section Title Background Color:** Blue is the default color. Use green only for 4-H related items. Do not use black.
15. Select **Save** at the bottom of the page.
16. Review your edits, make changes as needed.



Inserting a Google Map

A map to each office location has already been added to your Contact Us page. A map could be useful on a subpage for an annual event, such as a Master Gardener plant sale, to show the location of the event. Our maps use Google Maps, so you'll need to work with a location that Google recognizes.

1. Navigate to the page where you want to add the map.
2. Choose **Edit**.
3. Scroll to the bottom of the page and find the drop down menu that says **Add Basic Text**. Select the arrow to the right of the label to see all of the available options. Select **Add Map**.
4. By default it will be placed at the bottom of the page, which is probably where it should go most of the time. If you want to move the map, grab the crosshairs beside the map section name and pull it higher or lower to rearrange the sections.
5. Select United States from the Country option.
6. Fill in all of the address fields. These are the fields that will tell Google Maps how to map your address.
7. Click **Save** at the bottom of the page.

SECTION

✚ Map

▼ ADDRESS

Use this to center the map on an address.

Country

United States ▼

Street address

801 N Country Drive Suite D

City *

Champaign

State *

Illinois ▼

Zip code *

61821

Background Color

- None - ▼

Section Styles

- None - ▼

More about Staff Listings

Staff listings can be added to program areas pages. Unit staff are also responsible for adding bios to their staff listing on the website.

Adding Staff to a Program Page

In addition to the existing unit staff directory page, you can add a staff contact to the bottom of any program area page where you want to make contact information easily available. Select staff members your unit wants the public to reach out to.

1. Select **Add Staff List** from the drop down menu of elements.
2. In the white box under “staff member” start filling in the staff member’s name and the field will auto populate.
3. Select the **Add Another Item** button to add a box for another staff member.
4. Select if you want the staff listing to have a white or gray background.
5. Click **Save** at the bottom of the page.

For More Information



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Serving Calhoun, Cass, Greene, Morgan and Scott Counties



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Adding or Updating Staff Bios

All staff members must complete a bio and have it uploaded by a local staff person to their directory listing, available at extension.illinois.edu/staff/first-lastname. Example: extension.illinois.edu/staff/ken-johnson.



Before writing a staff bio, refer to the best practices guide on the [CommIT website](http://extension.illinois.edu/commit/creating-your-online-biography) at extension.illinois.edu/commit/creating-your-online-biography.

1. Navigate to the staff listing.
2. Select **Edit**
3. Do not edit these fields unless there is an error or update required: Name, address, job title, address, team, unit, staff email. Examples of when these fields can be changed: when a staff person moves offices or positions, a name change after marriage.
4. **Keywords:** Add all keywords relevant to the staff person.
5. **Bio Short:** This field can remain empty.
6. **Bio Long:** Enter the text and strip the formatting. Add headings, bullets, bolded text, and links as appropriate.
7. **Photo:** Remove the old photo and upload a new one as needed.

Image size: 140x200 pixels
Image type: png, gif, jpg, jpeg
File size limit: 24 MB