

Anatomy of a Homepage

Non-Editable Areas

Header

Ribbon Area: is built into every page template and is non-editable. It contains popular links which are in the form of a drop down menu. The ribbon serves as an emergency notification tool which the Western Communications Department will replace the content in the event of an emergency.

Title Block: this area is also not editable and is part of the template.

Top Navigation: The top navigation is not editable. *Any changes to your top navigation must be discussed with and approved by Schulich Communications.*

Footer

Western Information: The copyright information and links to privacy are non-editable.



The contact information portion of this area is editable.

Key Topics: Generated dynamically and are exactly the same as the top navigation items.

Western Shield: non-editable and part of the template.

Editable Areas

Banner Slideshow: The rotating slideshow on your homepage is done by editing the “slides” block. There can be no more than **five** (5) items in a slideshow.

News Area: If you choose to have a news section on your homepage this will be set-up by Western Information Technology Service and will appear above your content area. See page 17.

Content Area: This is where your page content is added.

Social Bar Title: Title referring to your social media section

Social Bar Section: These areas contain four blocks including YouTube, Facebook, Twitter, and Important Links.

Right Sidebar: content types are optional.

See screen shot on page 2 for locations of the above items.

