MyU Quick Reference

Creating & Updating Topic Pages

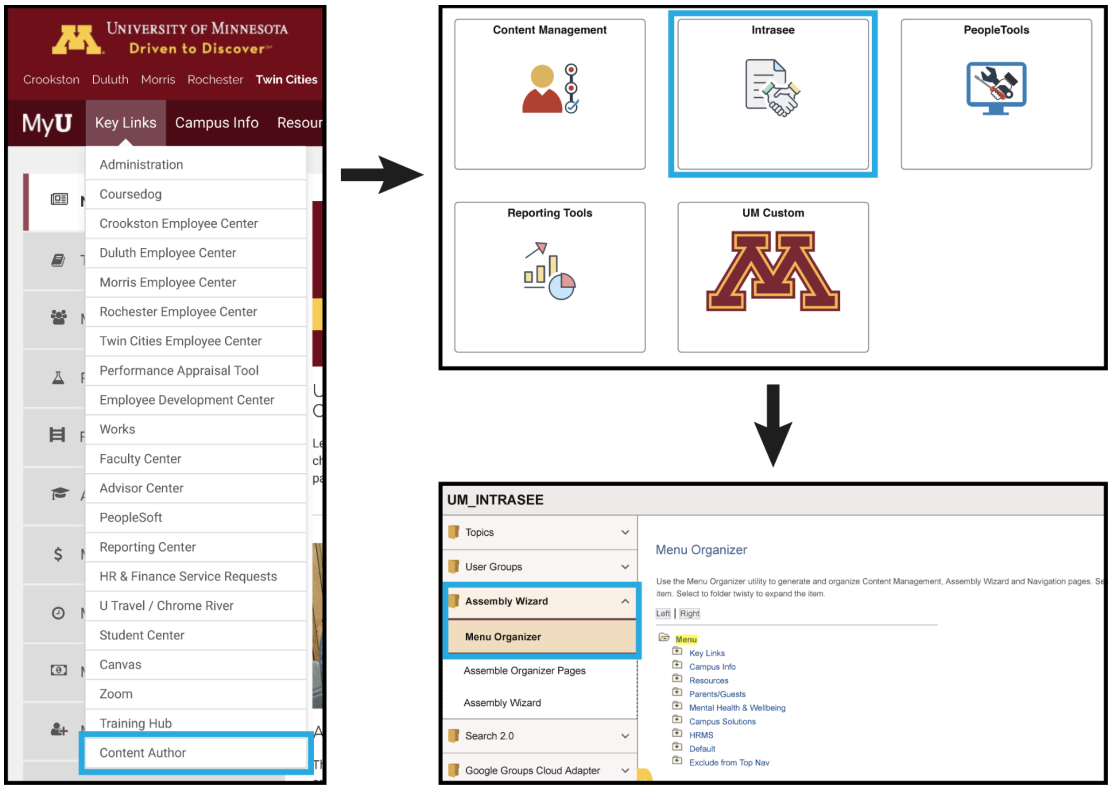
Topic Page Overview

Topic pages are created using Assembly Wizard, a product that enhances PeopleSoft content management capabilities. Assembly Wizard allows users to create and maintain content in MyU.

Topic Pages will be initially set up and secured by the MyU team.

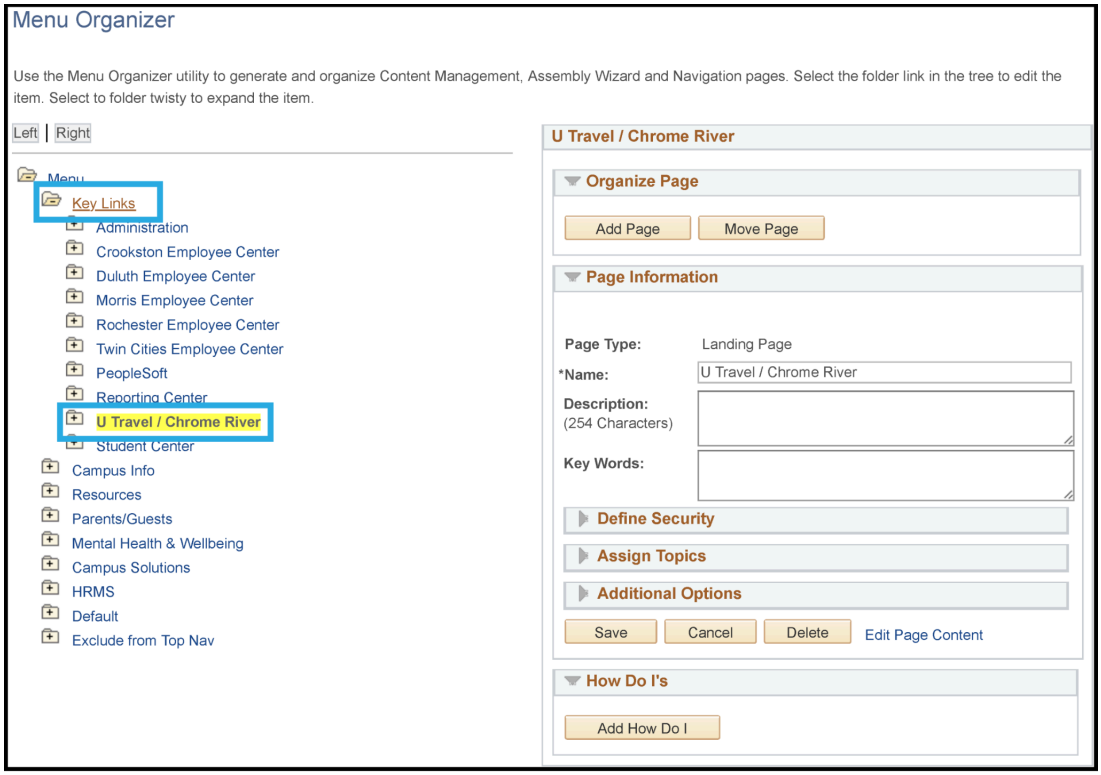
Locate & Open the Topic Page

1. From **Key Links**, select **Content Author**. From the following screen, select **IntraSee**. Expand the **Assembly Wizard** accordion on the left-hand menu, and select **Menu Organizer**.



2. Open the folder where the Topic Page is saved and click the Topic Page Title to open the page details. In the example, the Topic Page is **U Travel / Chrome River** and is located

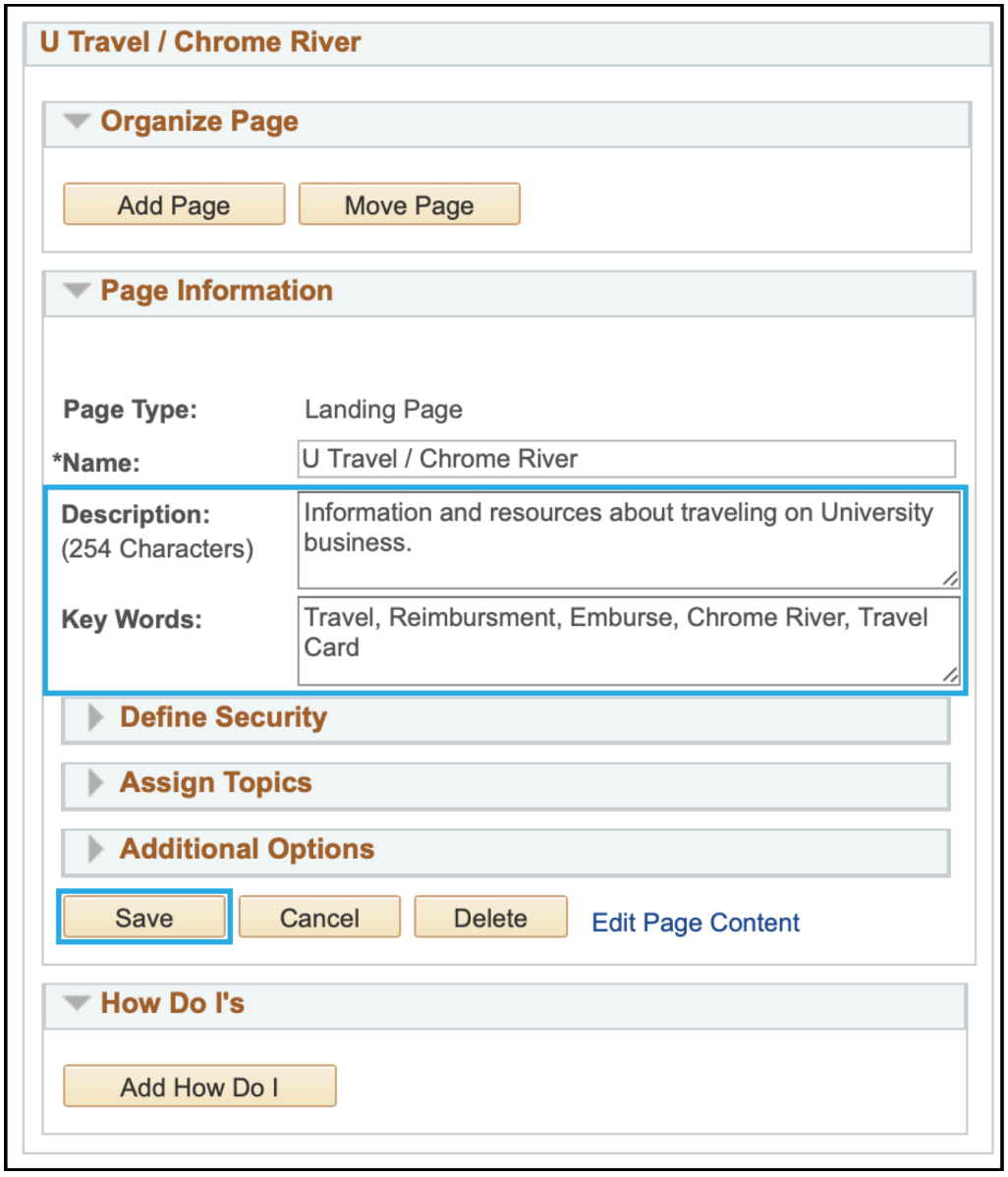
in the **Key Links folder**.



Define Topic Page Information

1. In the **Description field**, type a description of the page. This description will be displayed below the Topic page name when searching in MyU. In the **Key Words field**, enter a variety of keywords that a user might enter when using the MyU search feature.

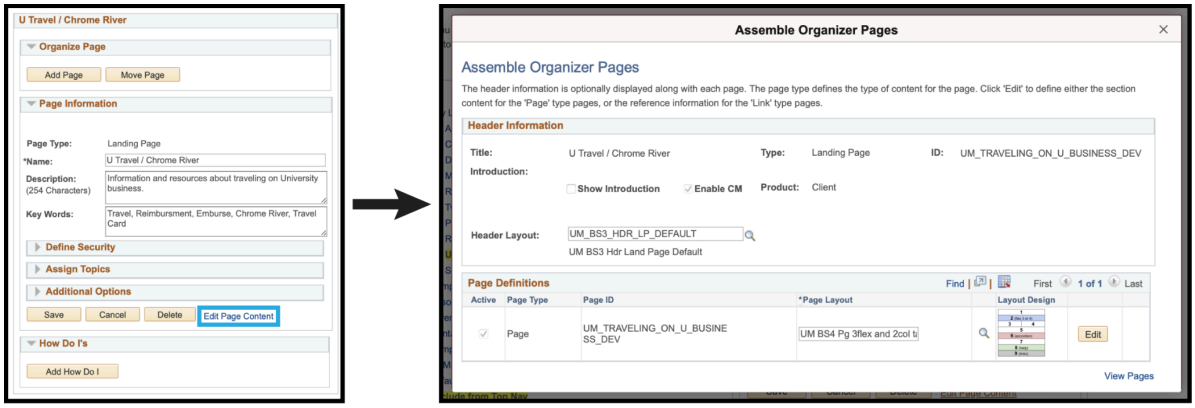
Click **Save** when done.



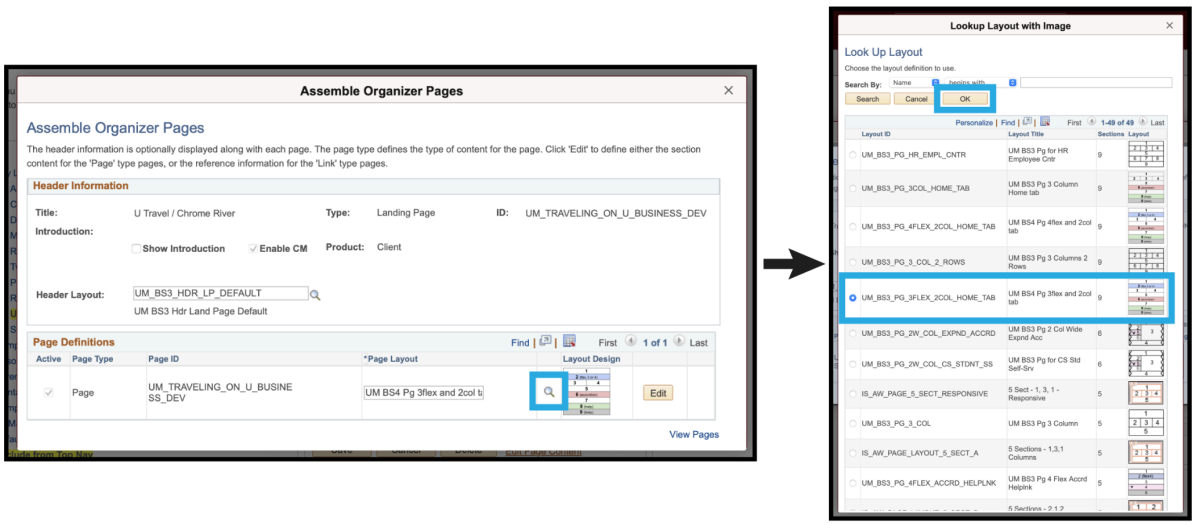
Define Page Layouts (Building Your Page)

1. Click on **Edit Page Content**. This will open the Assemble Pages window. In the Header Layout field, the default header type will already be populated. **DO NOT MAKE ANY**

CHANGES HERE.



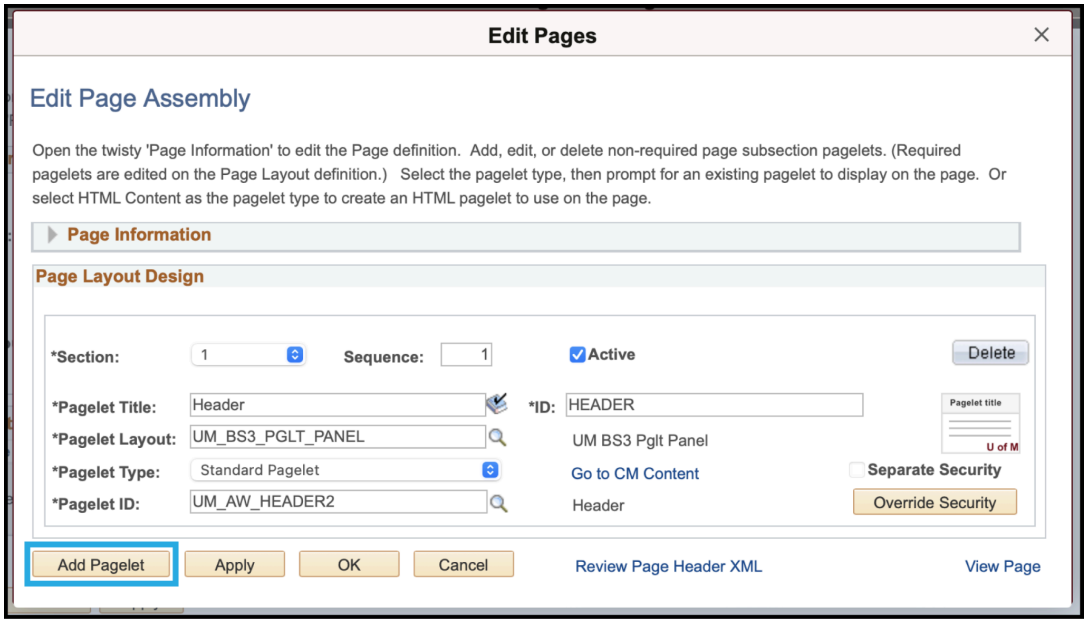
2. In the Page Definitions section, click on the **magnifying glass icon** to select the layout for the page. The layout icons display the number of sections and columns for the page. Layouts can also be changed after content has been added to the page. Select the radio button next to your chosen layout and click **OK**.



Add Pagelets

1. Click on the Edit button. This will open the Edit Pages window.

2. If this is the first pageleft being added to the Topic Page, skip to step 3. Scroll to the bottom of of the Edit pages window and click **Add Pagelet**.

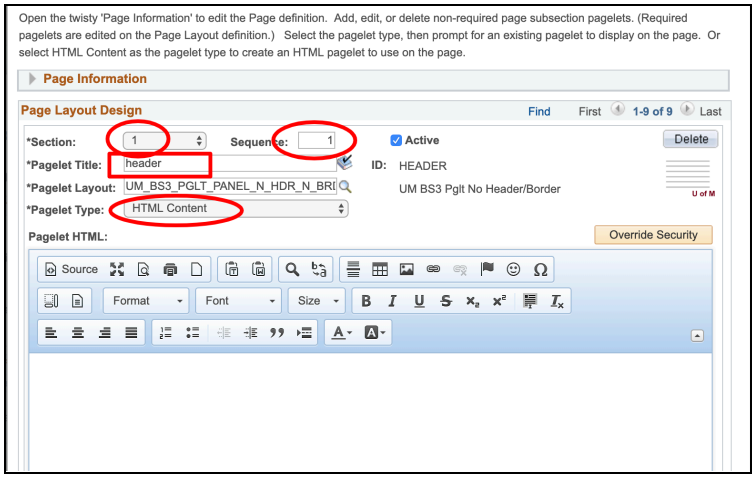


3. In the Section field, enter the section where the Pagelet should display. The number and arrangement of sections was defined when selecting the Page layout.

4. In the **Sequence** field, enter the sequence number for this Pagelet if it is displaying in the same section as another Pagelet. You can have multiple Pagelets in a section.

5. In the **Pagelet Title** field, enter the header text that will be displayed for the Pagelet.

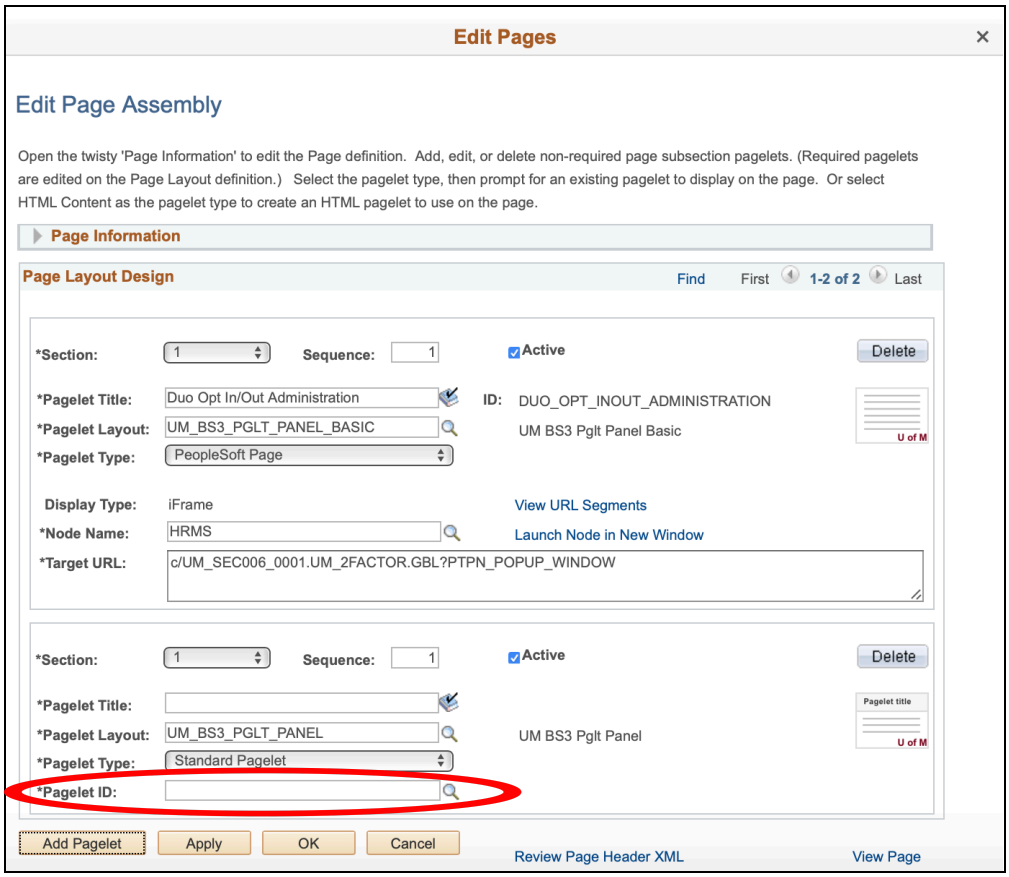
6. Important: Change the **Pagelet Type to HTML Content**, then enter your content in the Paglelet HTML box. See "Add HTML Content / Images / Links" below for options.



Add an Existing Pagelet

You can take an already existing Pagelet and add it to a page.

1. Click **Add Pagelet**.
2. Copy the Pagelet ID and paste it in the Pagelet ID field or type in the Pagelet ID.

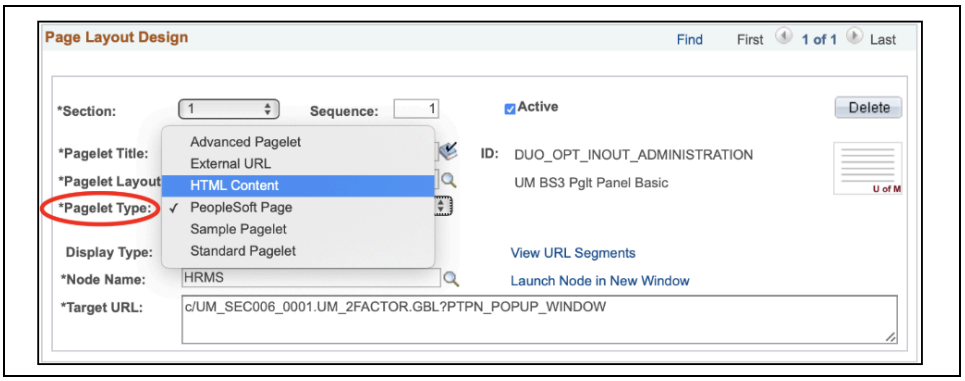


Add HTML Content / Images / Links

You can add content, images, links and embed YouTube videos into a Pagelet.

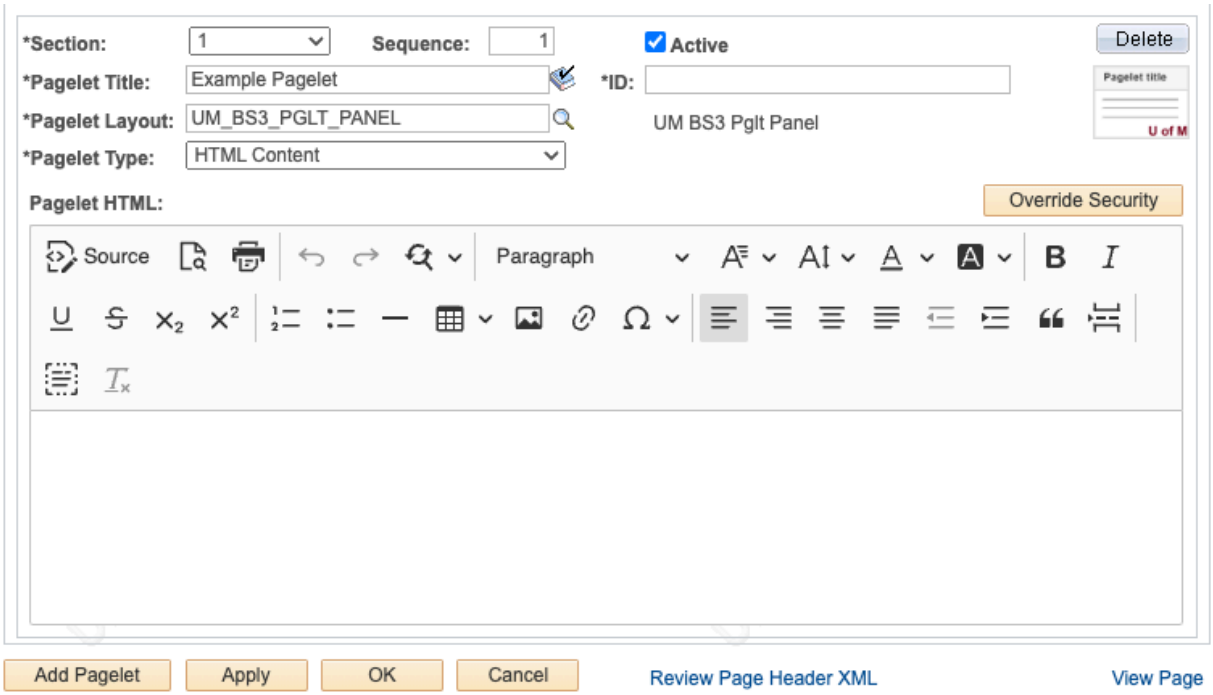
-Content

1. In the **Pagelet Type** field, select **HTML Content**.



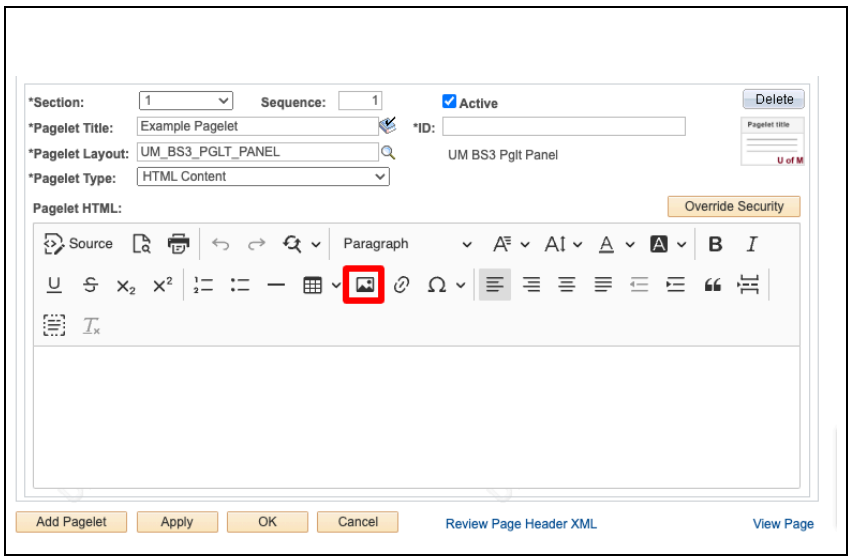
2. The Rich Text Editor will open and content or HTML can be added to the Pagelet. Once the HTML content is created and successfully saved, it will then display as a **Standard Pagelet** in the drop-down.

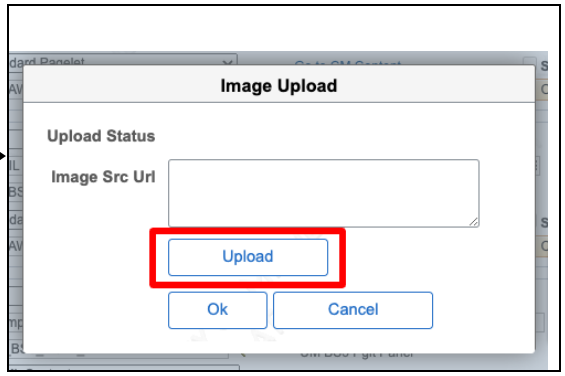
NOTE: A best practice is to use Notepad or another text editor if cutting and pasting content. If using a Word or Google Doc, use an HTML cleaner. Use the following tool to clean up HTML → http://www.html-cleaner.com/



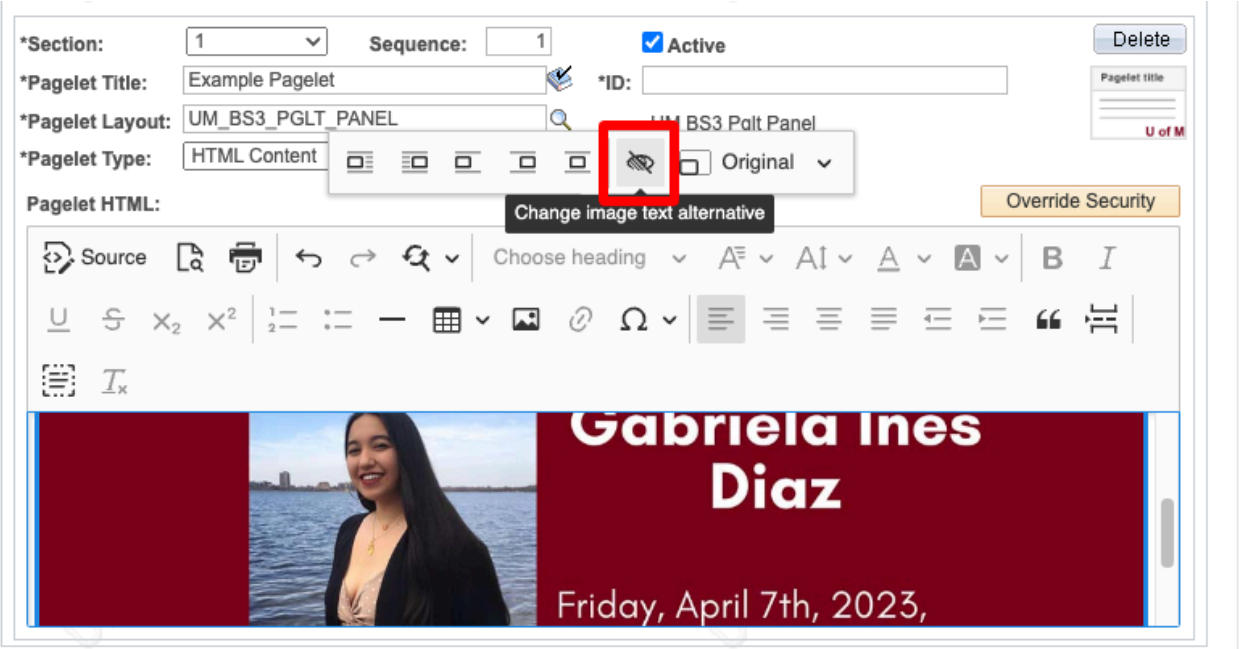
Adding Images

1. Click on the **Image** icon when adding an image.
2. Click "**Upload**"
3. Then "**Choose File**."
4. Navigate to the image you wish to upload, **click on it**, and then click "**Open**."
5. Click "**Upload**" again.
6. Click "**Ok**" to complete the upload and insert the image.

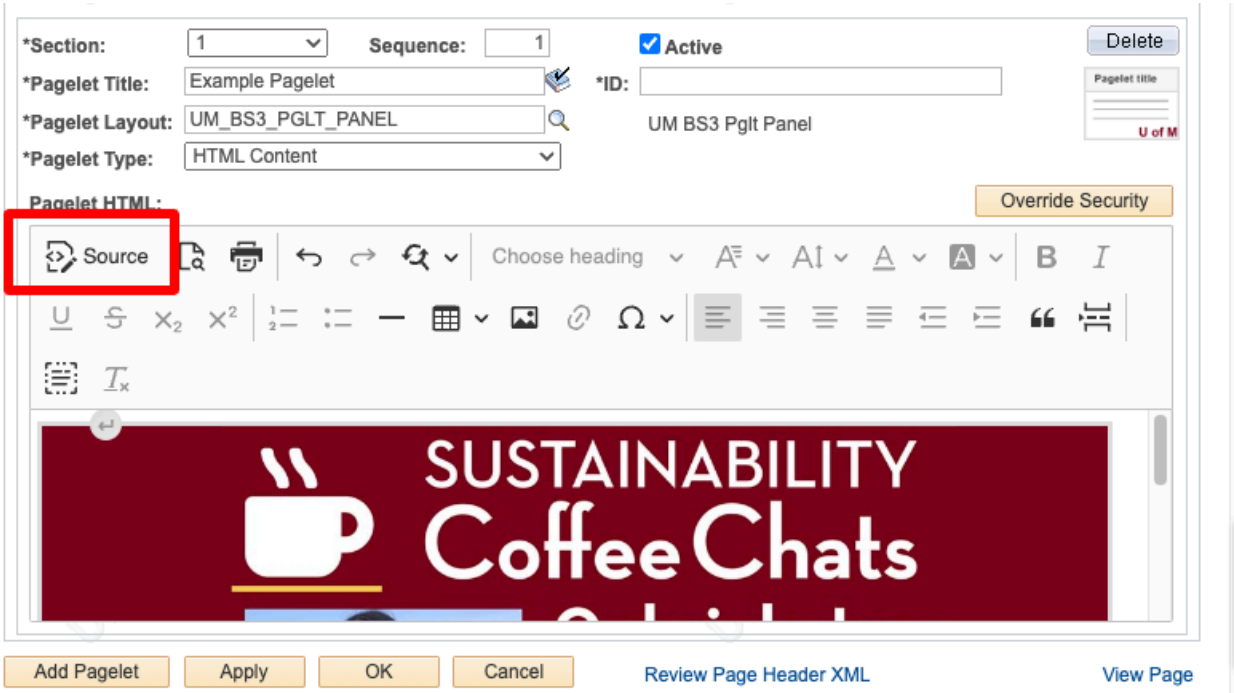




7. To add Alternative text (required for accessibility) click on the **image**, then on the **eye icon** in the pop-up menu. Enter your alt text and click the **check mark**.



8. To make the image responsive (automatically scaled) to page size:
    a. Click the **Source** button.



b. Find the Source code for the image, for example:

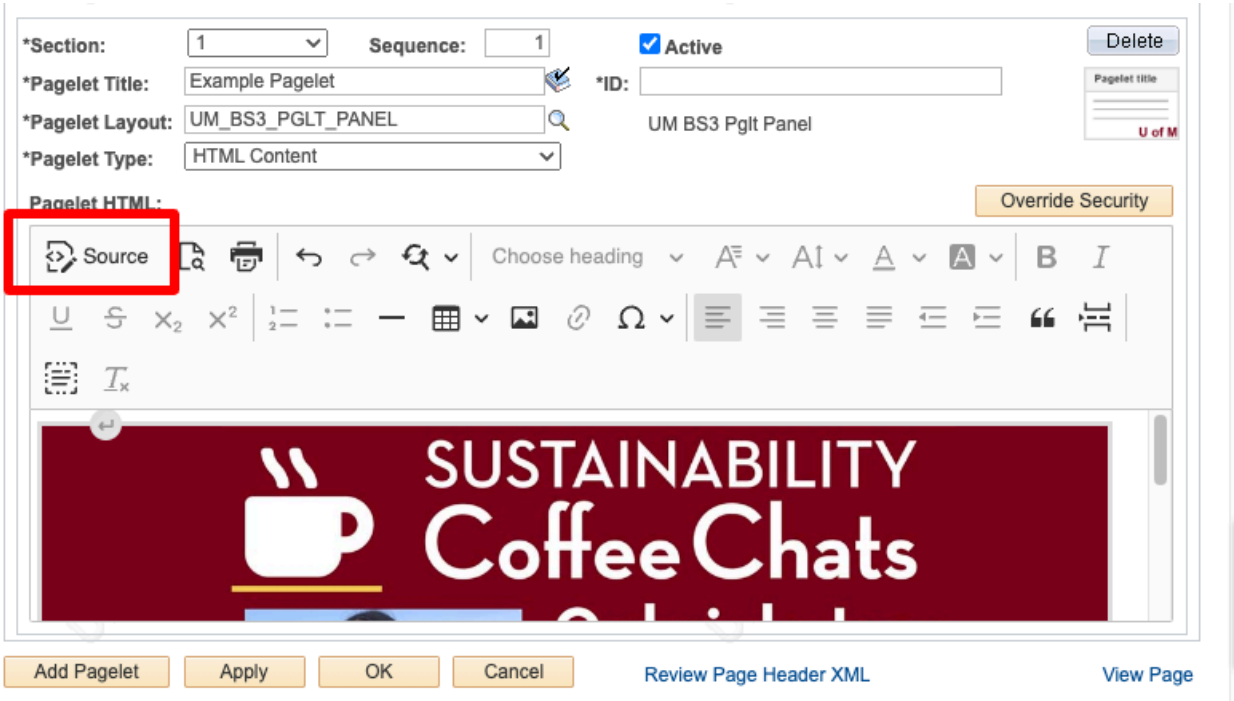
```
<figure class="image">
  <img
src="/cs/psqat/cache/PTRTDB_JPG_GIYDEMZRGEYDQMJTGU3DEMBYGY2HG4LTORQWS2
S6MNXWMZTFMUXGU3DH_GA==_GE==_2000000000.JPG###20231108135820866sustain_
coffee.jpg" alt="Girl in a jacket">
</figure>
```

c. Enter class="img-responsive" and width="100%" where shown below (at the beginning and end of the img tag):

```
<figure class="image">
  <img class="img-responsive"
src="/cs/psqat/cache/PTRTDB_JPG_GIYDEMZRGEYDQMJTGU3DEMBYGY2HG4LTORQWS2
S6MNXWMZTFMUXGU3DH_GA==_GE==_2000000000.JPG###20231108135820866sustain_
coffee.jpg" alt="Girl in a jacket" width="100%">
</figure>
```

d. Click the **Source** button again and proceed with any edits.

9. Please note that the height and width of images cannot be reliably adjusted using the image controls in the editor. Please either size the image before uploading it, or to adjust manually in the code:
   a. Click the **Source** button.



b. Find the **Source** code for the image, for example:

```
<figure class="image">
  <img
src="/cs/psqat/cache/PTRTDB_JPG_GIYDEMZRGEYDQMJTGU3DEMBYGY2HG4LTORQWS2
S6MNXWMZTFMUXGU3DH_GA==_GE==_2000000000.JPG###20231108135820866sustain_
coffee.jpg" alt="Girl in a jacket">
</figure>
```

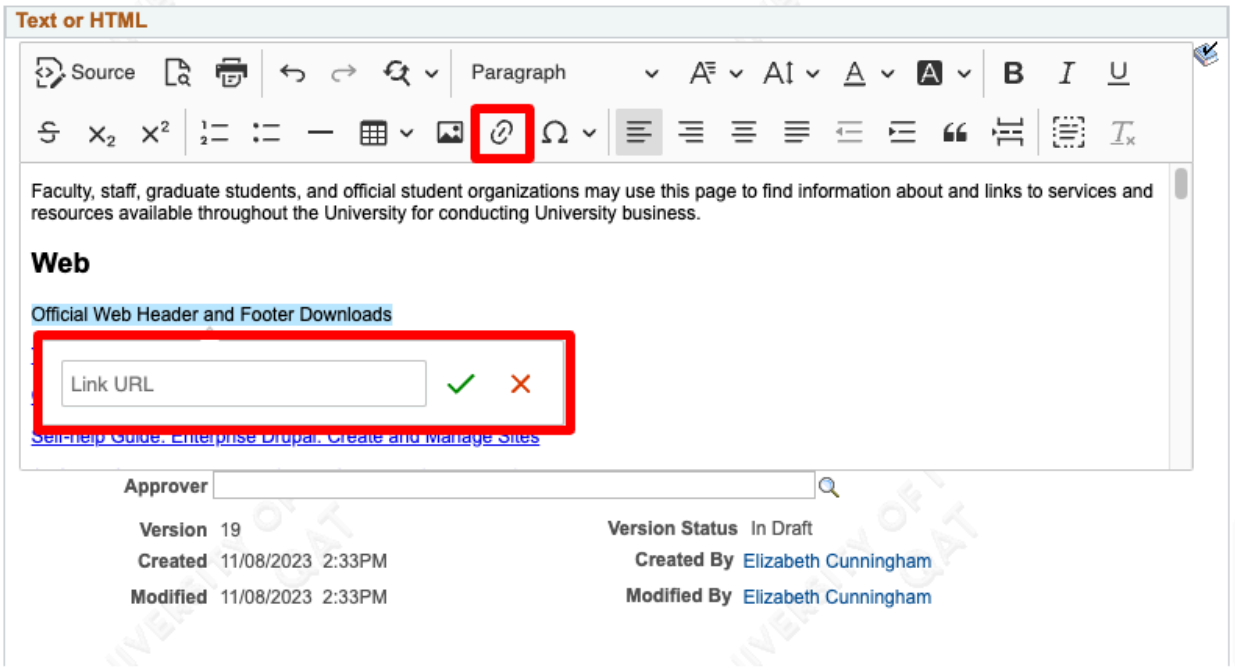
c. Enter the desired height and width after the alt text code, for example:

```
<figure class="image">
  <img
src="/cs/psqat/cache/PTRTDB_JPG_GIYDEMZRGEYDQMJTGU3DEMBYGY2HG4LTORQWS2
S6MNXWMZTFMUXGU3DH_GA==_GE==_2000000000.JPG###20231108135820866sustain_
coffee.jpg" alt="Girl in a jacket" width="500" height="600">
</figure>
```

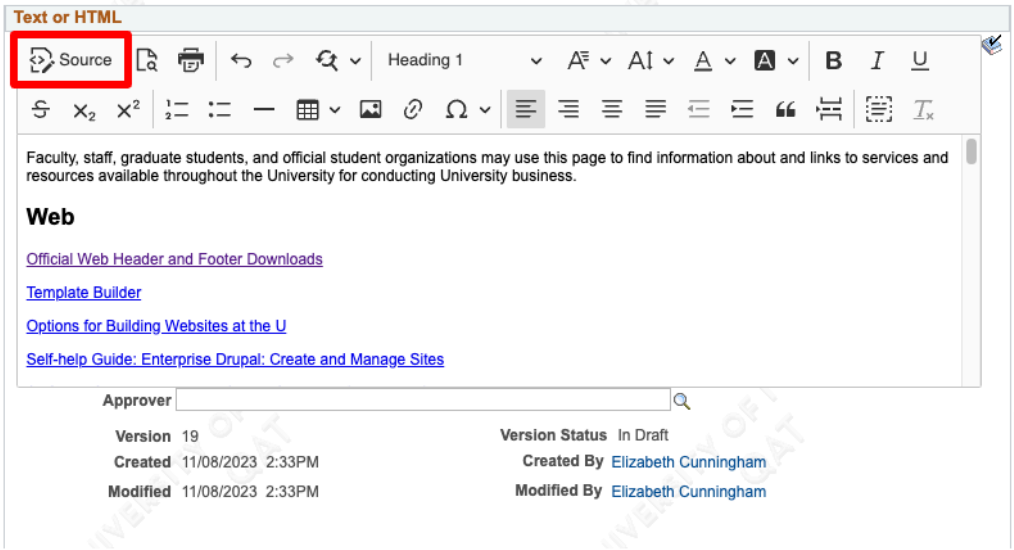
d. Click the **Source** button again and proceed with any edits.

Adding Links

1. Highlight text and click the **Link** icon to add a hyperlink to text.
2. Enter the **full URL** (e.g. https://www.w3schools.com) and click the green checkmark.



3. Links that go outside of MyU must open in a new tab. To do this, click the **Source** button.



4. Find your link code, for example:

```
<p>
  <a href="https://www.w3schools.com">Official Web Header and Footer Downloads</a>
</p>
```

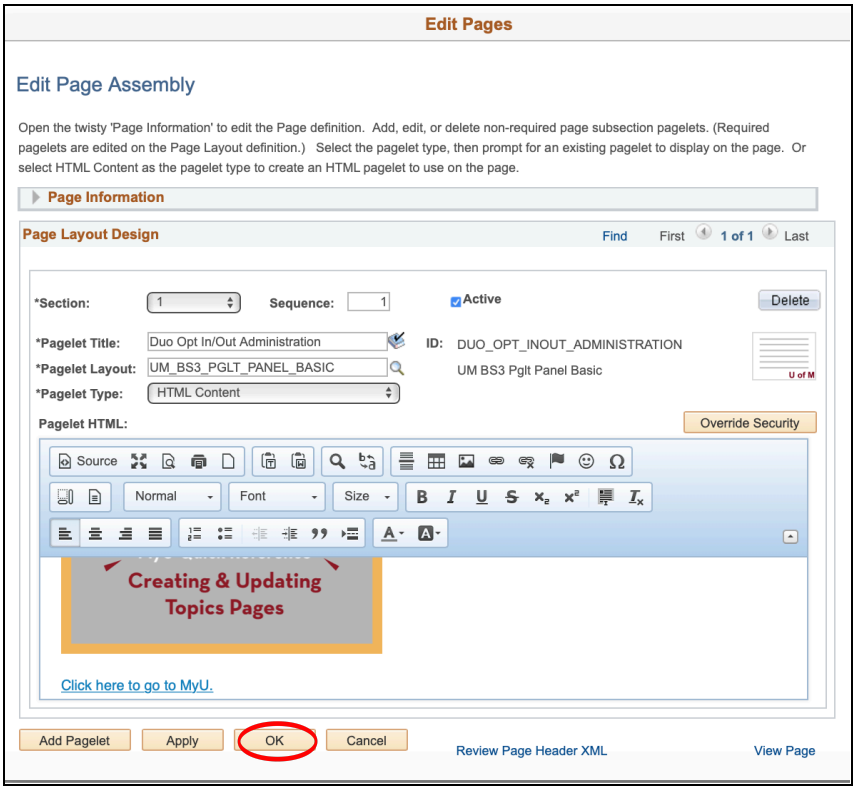
5. Enter target="_blank" after the URL and before the ">", for example:

```
<p>
   <a href="https://www.w3schools.com" target="_blank">Official Web Header and Footer Downloads</a>
</p>
```

6. Click the **Source** button again and continue with any further edits.

Save and View the Page

1. Click **OK** after all Pagelets have been added to the Topic Page or all edits entered..

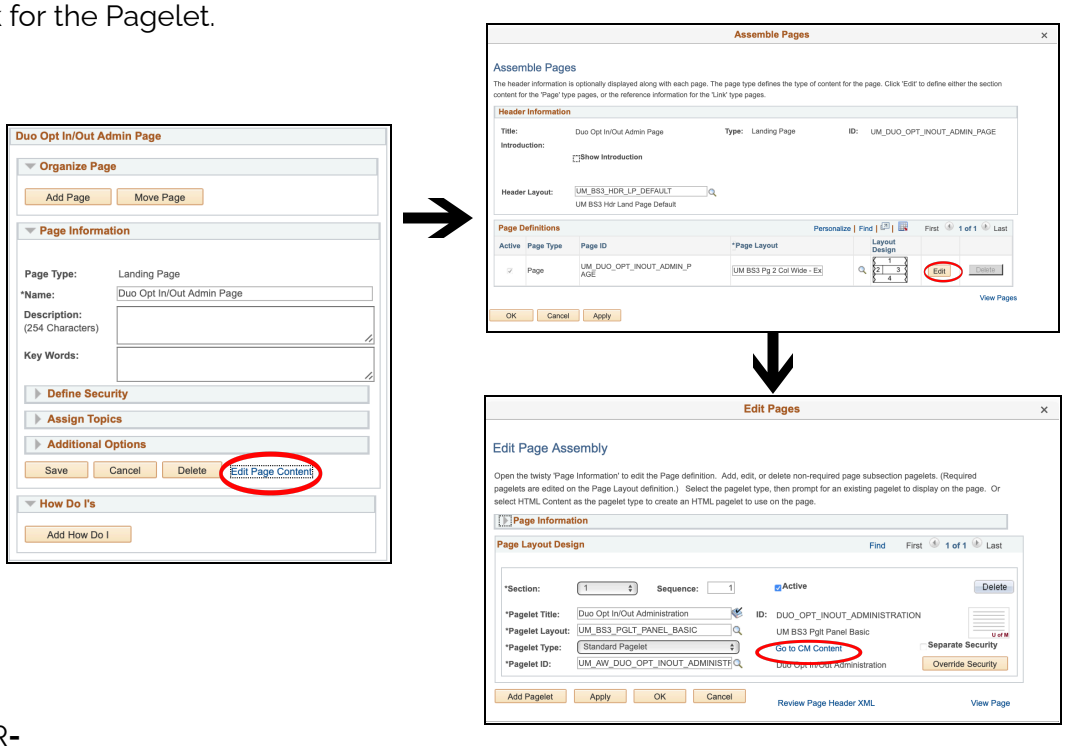


2. Click **Apply** on the Assemble Pages screen to apply the changes made to the Topic page.
3. Click **View Pages** to view the page.

Edit Content

HTML content can be edited from the page itself or from the Assembly Wizard page interface. In both cases, the content must be checked out to edit, and checked back in and approved when the edits are complete.

1. From the Pagelet on the **Topic Page** in **Menu Organizer**, click the **Go to CM Content** link for the Pagelet.

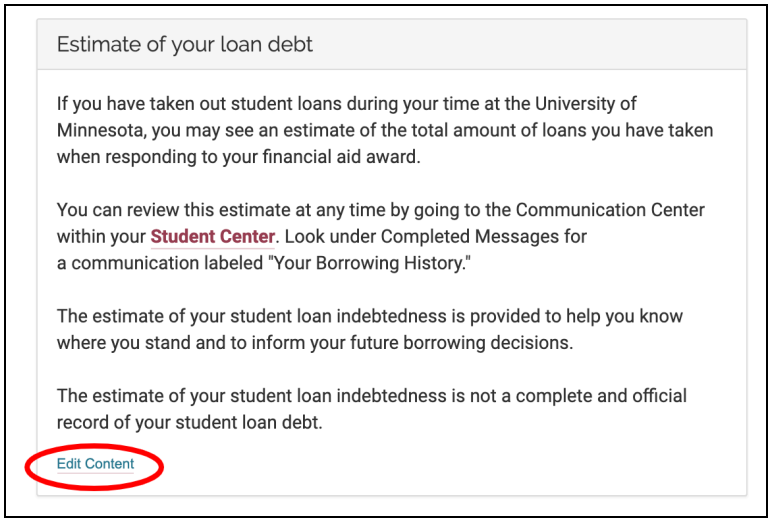


-OR-

Open the page in MyU and click the **Edit Page Content** button.

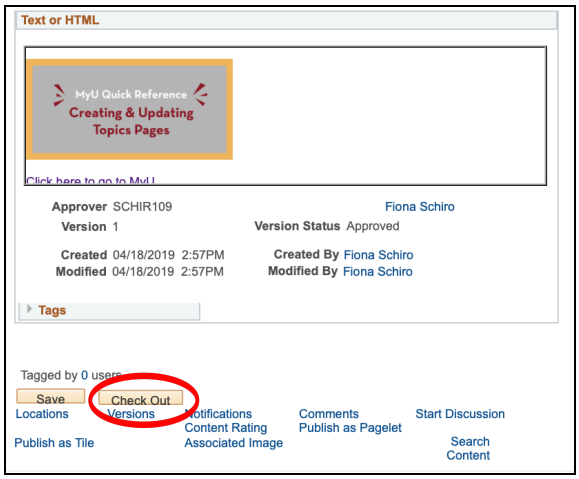
-OR**-**

Click the **Edit Content** link on any existing pagelet on the MyU page.

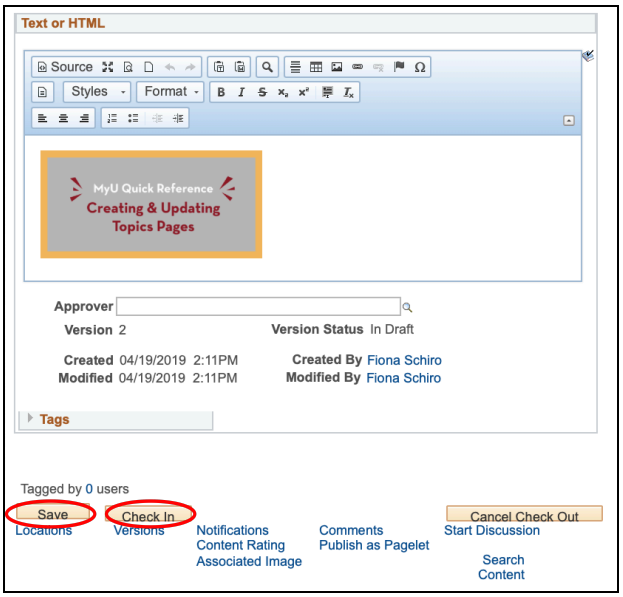


Check In / Check Out / Approvals

1. Click the **Check Out** button to check out the content and make edits. This locks it so others cannot change it while you have it open.



2. Click the **Save** button if you want to save your content without checking it back in.
3. Click the **Check-In** button to Save and Check-In your content in a single click. Once you check-in the content you are ready to submit it for approval and then view the content.



4. Enter the internet ID of the on-call Approver (see this calendar) in the **Approver** field in all caps and click **Submit for Approval**. The approver will get an email notifying them that the content has been updated and requires approval.