

Creating & Updating Topic Pages

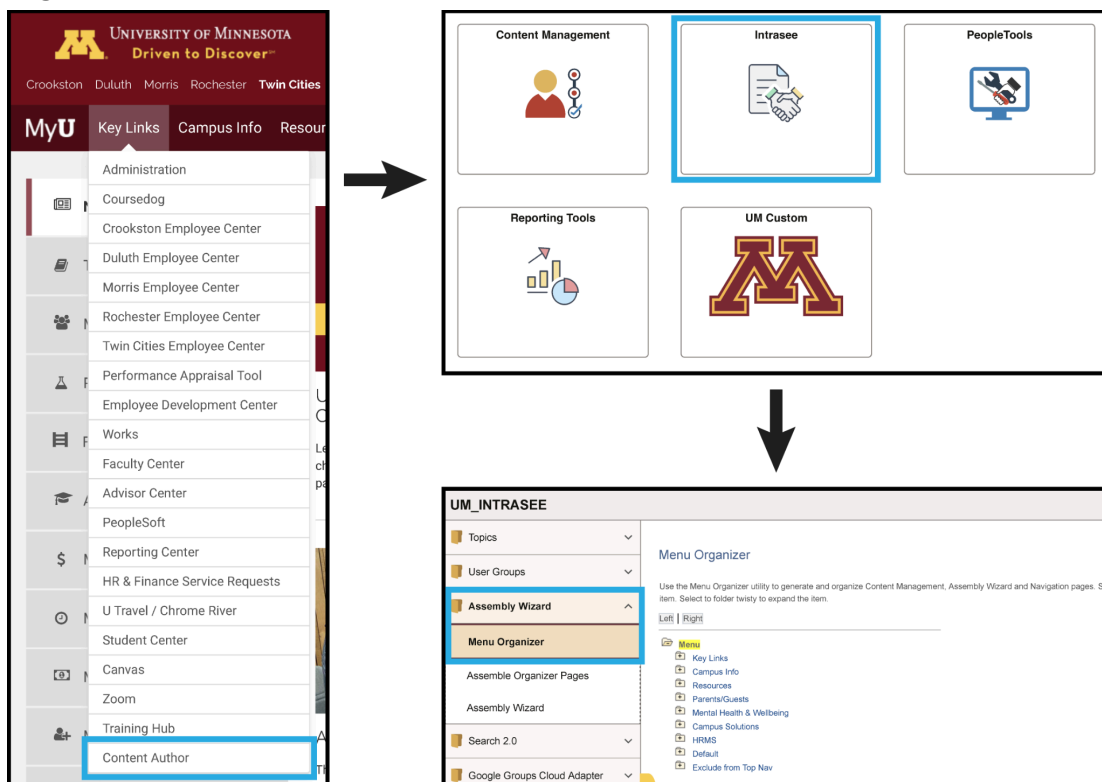
Topic Page Overview

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.

The screenshot shows the 'Menu Organizer' utility interface. On the left, a tree view under the 'Menu' folder shows 'Key Links' expanded, with 'U Travel / Chrome River' selected. The right pane shows the configuration for 'U Travel / Chrome River'. The 'Organize Page' section has 'Add Page' and 'Move Page' buttons. The 'Page Information' section includes fields for 'Page Type' (set to 'Landing Page'), '*Name' (set to 'U Travel / Chrome River'), 'Description' (254 Characters), and 'Key Words'. Below these are expandable sections for 'Define Security', 'Assign Topics', and 'Additional Options'. At the bottom are 'Save', 'Cancel', 'Delete', and 'Edit Page Content' buttons. The 'How Do I's' section at the very bottom has an 'Add How Do I' button.

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.

U Travel / Chrome River

▼ **Organize Page**

Add Page Move Page

▼ **Page Information**

Page Type: Landing Page

***Name:** U Travel / Chrome River

Description: (254 Characters) Information and resources about traveling on University business.

Key Words: Travel, Reimbursment, Emburse, Chrome River, Travel Card

▶ **Define Security**

▶ **Assign Topics**

▶ **Additional Options**

Save Cancel Delete Edit Page Content

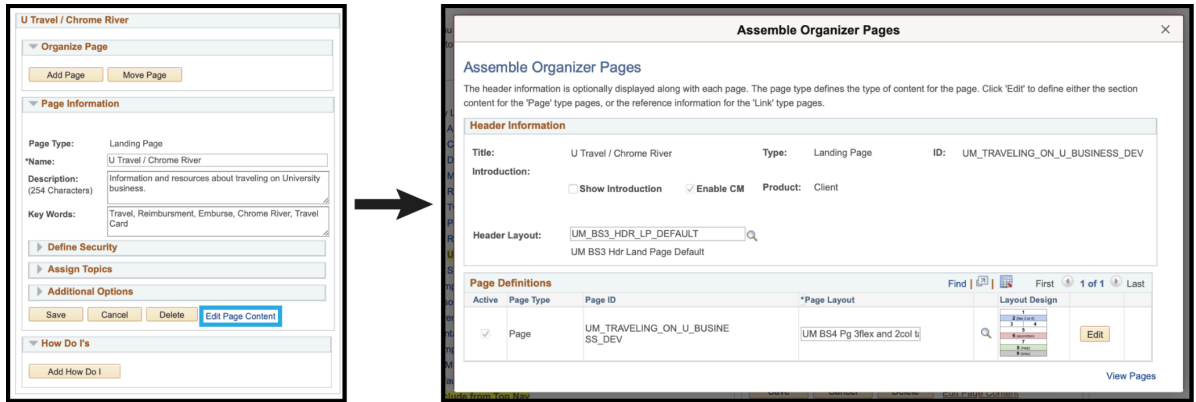
▼ **How Do I's**

Add How Do I

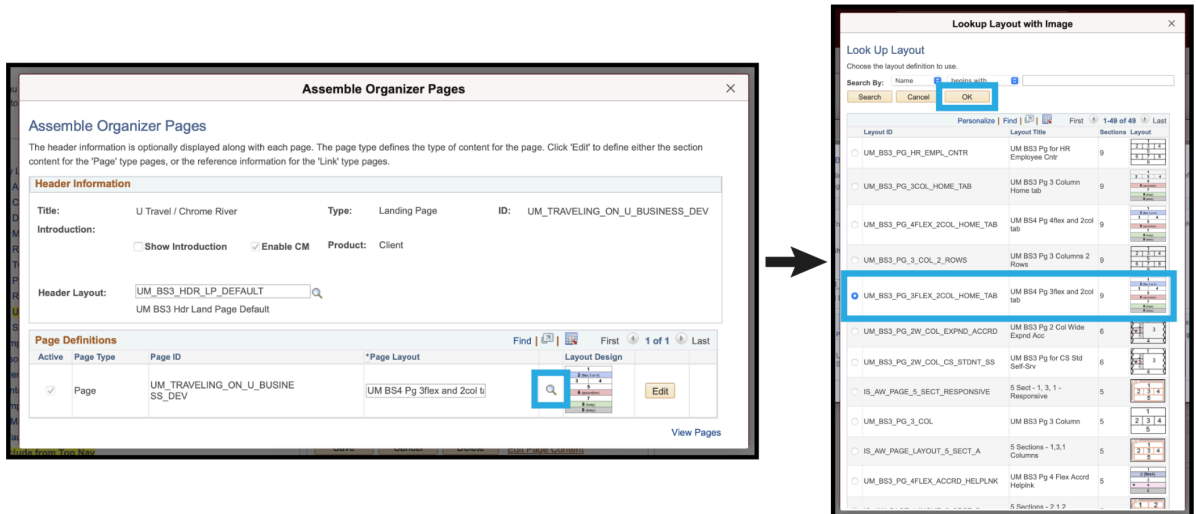
Define Page Layouts (Building Your Page)

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.

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

Edit Pages

Edit Page Assembly

Open the twisty 'Page Information' to edit the Page definition. Add, edit, or delete non-required page subsection pagelets. (Required pagelets are edited on the Page Layout definition.) Select the pagelet type, then prompt for an existing pagelet to display on the page. Or select HTML Content as the pagelet type to create an HTML pagelet to use on the page.

Page Information

Page Layout Design

*Section: 1 Sequence: 1 ☒ Active Delete

*Pagelet Title: Header *ID: HEADER

*Pagelet Layout: UM_BS3_PGLT_PANEL UM BS3 Pgl Panel

*Pagelet Type: Standard Pagelet Go to CM Content ☐ Separate Security

*Pagelet ID: UM_AW_HEADER2 Header Override Security

Add Pagelet Apply OK Cancel Review Page Header XML View Page

- 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.
- 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.
- In the **Pagelet Title** field, enter the header text that will be displayed for the Pagelet.
- Important: Change the **Pagelet Type to HTML Content**, then enter your content in the Pagelet HTML box. See "Add HTML Content / Images / Links" below for options.

Open the twisty 'Page Information' to edit the Page definition. Add, edit, or delete non-required page subsection pagelets. (Required pagelets are edited on the Page Layout definition.) Select the pagelet type, then prompt for an existing pagelet to display on the page. Or select HTML Content as the pagelet type to create an HTML pagelet to use on the page.

Page Information

Page Layout Design

*Section: 1 Sequence: 1 ☒ Active Delete

*Pagelet Title: header ID: HEADER

*Pagelet Layout: UM_BS3_PGLT_PANEL_N_HDR_N_BORDER UM BS3 Pgl No Header/Border

*Pagelet Type: HTML Content Override Security

Pagelet HTML:

Source Format Font Size B I U S x x I x

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.

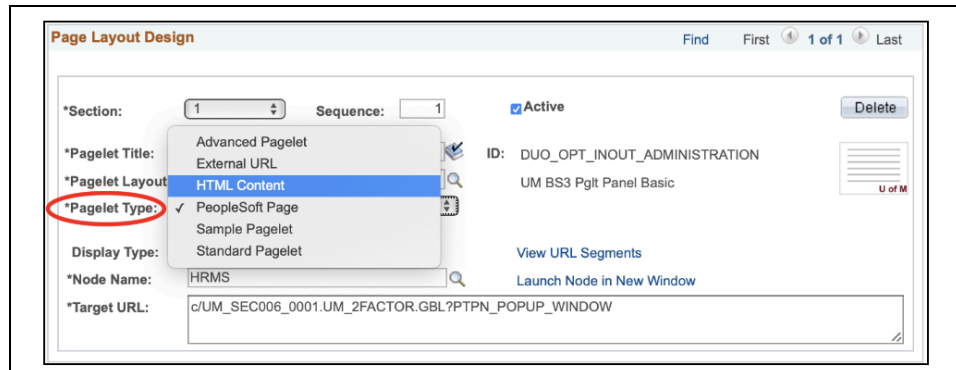
The screenshot shows the 'Edit Pages' window with the 'Page Layout Design' tab selected. The window title is 'Edit Pages'. Below the title bar, there's a section 'Edit Page Assembly' with a descriptive paragraph. The main area is divided into two sections, each with a 'Page Information' header. The first section is for 'Page Layout Design' and contains fields for *Section (1), Sequence (1), *Pagelet Title (Duo Opt In/Out Administration), *Pagelet Layout (UM_BS3_PGLT_PANEL_BASIC), *Pagelet Type (PeopleSoft Page), Display Type (iFrame), *Node Name (HRMS), and *Target URL (c/UM_SEC006_0001.UM_2FACTOR.GBL?PTPN_POPUP_WINDOW). The second section is for 'Pagelet Design' and contains fields for *Section (1), Sequence (1), *Pagelet Title, *Pagelet Layout (UM_BS3_PGLT_PANEL), *Pagelet Type (Standard Pagelet), and *Pagelet ID. The *Pagelet ID field is highlighted with a red circle. At the bottom, there are buttons for 'Add Pagelet', 'Apply', 'OK', and 'Cancel'. The 'Add Pagelet' button is highlighted with a red circle.

Add HTML Content / Images / Links

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

-Content

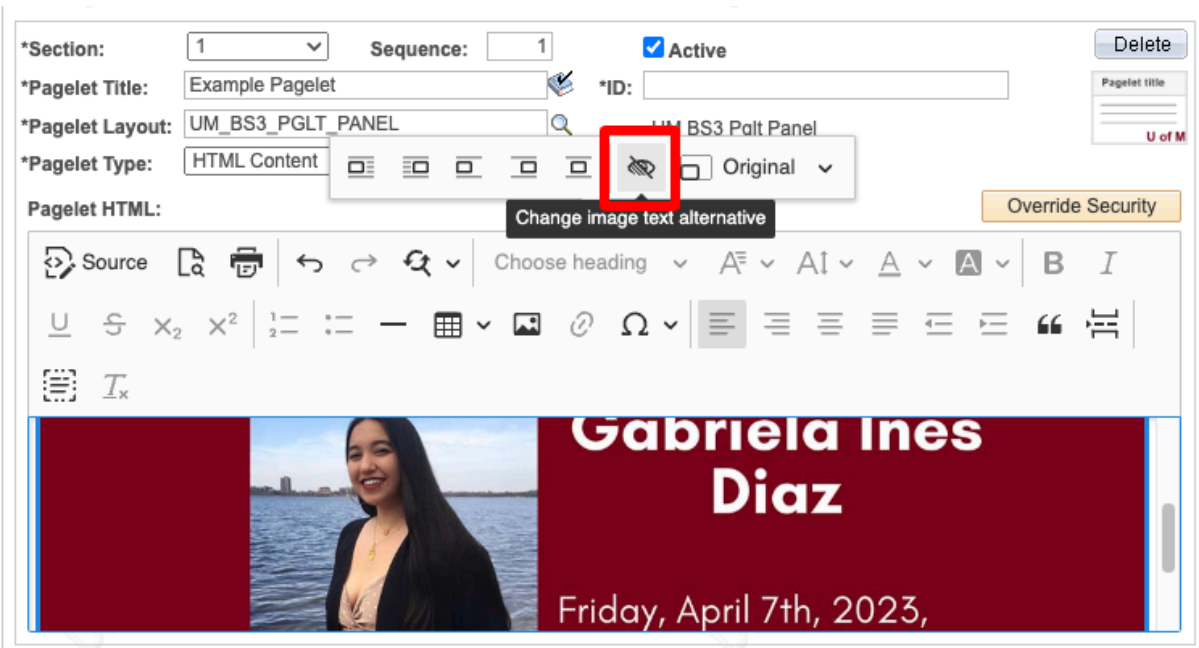
1. In the **Pagelet Type** field, select **HTML Content**.



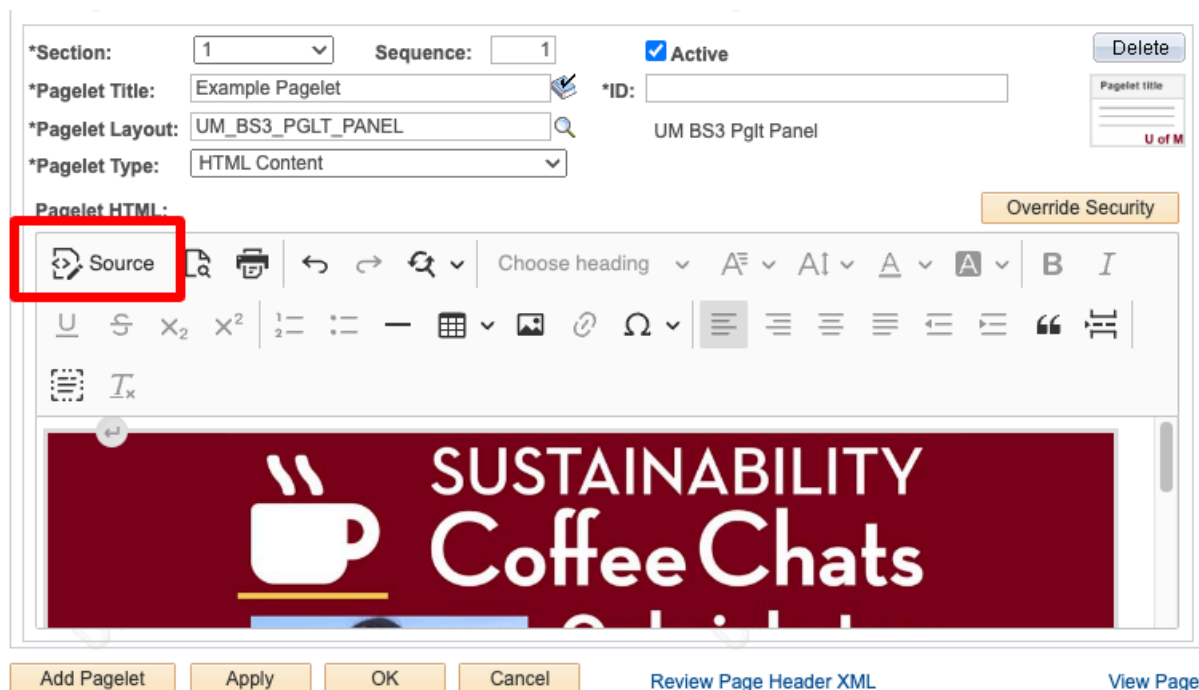
2. The Rich Text Editor will open and content or HTML can be added to the Pagelet. Once the HTML content is created and successfully saved, it will then display as a **Standard Pagelet** in the drop-down.

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/>

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">
  
</figure>
```

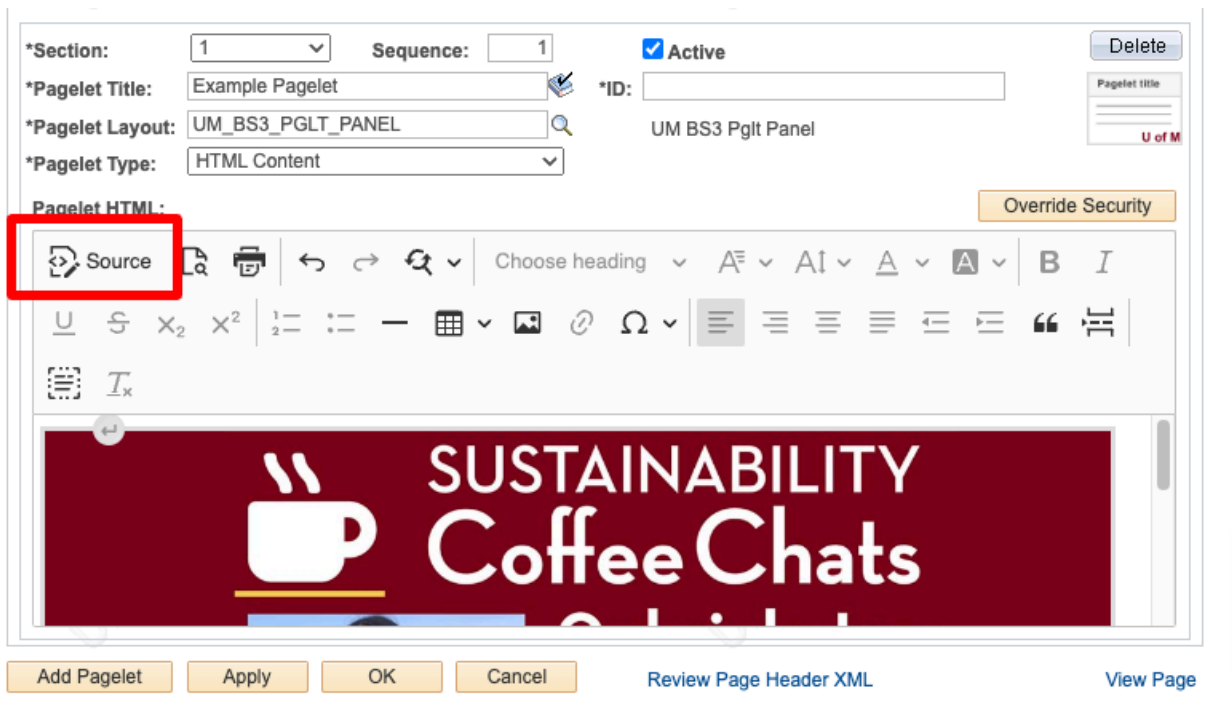
- c. Enter **class="img-responsive"** and **width="100%"** where shown below (at the beginning and end of the img tag):

```
<figure class="image">
  
</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">
  
</figure>
```

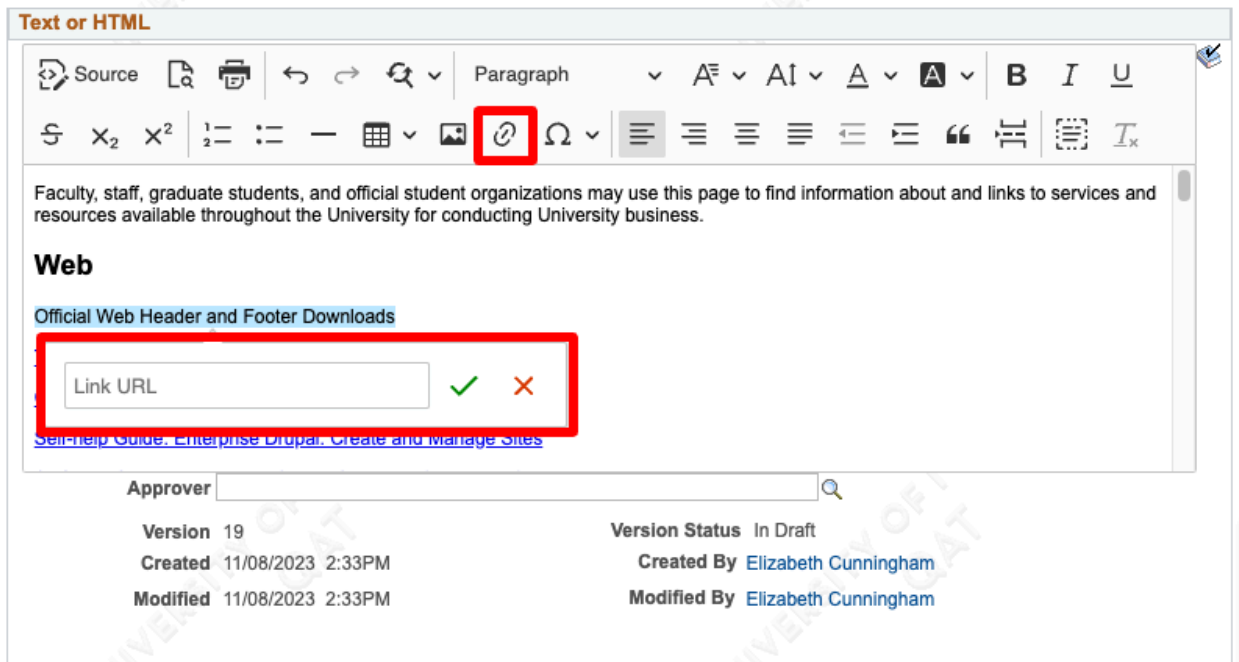
- c. Enter the desired height and width after the alt text code, for example:

```
<figure class="image">
  
</figure>
```

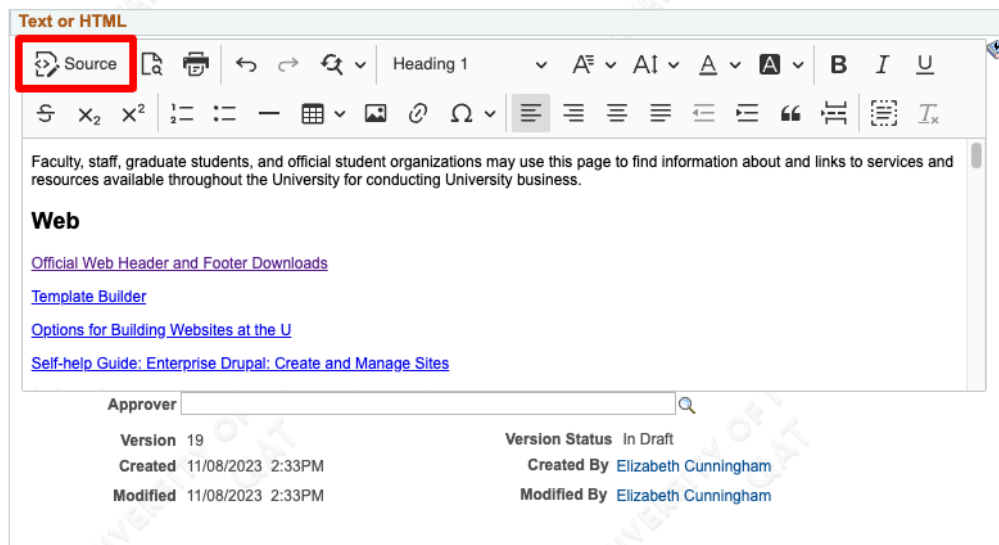
- d. Click the **Source** button again and proceed with any edits.

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>

Official Web Header and Footer Downloads

</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..

The screenshot shows the 'Edit Pages' window with the 'Edit Page Assembly' section active. The 'Pagelet Type' is set to 'HTML Content'. The 'Pagelet HTML' area contains a red banner that says 'Creating & Updating Topics Pages'. The 'OK' button is circled in red.

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.

The screenshot shows the 'Assemble Pages' window with the 'Header Information' section active. The 'Title' is 'Duo Opt In/Out Admin Page', the 'Type' is 'Landing Page', and the 'ID' is 'UM_DUO_OPT_INOUT_ADMIN_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.

Duo Opt In/Out Admin Page

Organize Page

Add Page Move Page

Page Information

Page Type: Landing Page

*Name: Duo Opt In/Out Admin Page

Description: (254 Characters)

Key Words:

Define Security

Assign Topics

Additional Options

Save Cancel Delete **Edit Page Content**

How Do I's

Add How Do I's



Assemble Pages

Assemble Pages

The header information is optionally displayed along with each page. The page type defines the type of content for the page. Click 'Edit' to define either the section content for the 'Page' type pages, or the reference information for the 'Link' type pages.

Header Information

Title: Duo Opt In/Out Admin Page Type: Landing Page ID: UM_DUO_OPT_INOUT_ADMIN_PAGE

Introduction: ☐ Show Introduction

Header Layout: UM_BS3_HDR_LP_DEFAULT UM_BS3_HDR_Land Page Default

Page Definitions

Active	Page Type	Page ID	*Page Layout	Layout Design	First	1 of 1	Last
<input checked="" type="checkbox"/>	Page	UM_DUO_OPT_INOUT_ADMIN_PAGE	UM_BS3 Pg 2 Col Wide - Ex				

OK Cancel Apply **Edit** View Pages



Edit Pages

Edit Page Assembly

Open the twisty 'Page Information' to edit the Page definition. Add, edit, or delete non-required page subsection pagelets. (Required pagelets are edited on the Page Layout definition.) Select the pagelet type, then prompt for an existing pagelet to display on the page. Or select HTML Content as the pagelet type to create an HTML pagelet to use on the page.

Page Information

Page Layout Design

*Section: 1 Sequence: 1 ☒ Active

*Pagelet Title: Duo Opt In/Out Administration ID: DUO_OPT_INOUT_ADMINISTRATION

*Pagelet Layout: UM_BS3_PG2_PANEL_BASIC UM_BS3 Pg2 Panel Basic

*Pagelet Type: Standard Pagelet **Go to CM Content**

*Pagelet ID: UM_AW_DUO_OPT_INOUT_ADMINISTRATION DUO Opt In/Out Administration

Add Pagelet Apply OK Cancel Review Page Header XML View Page

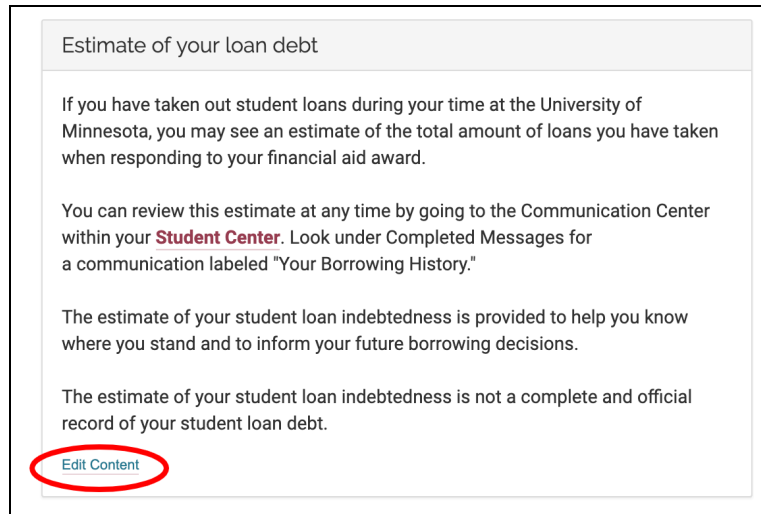
-OR-

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



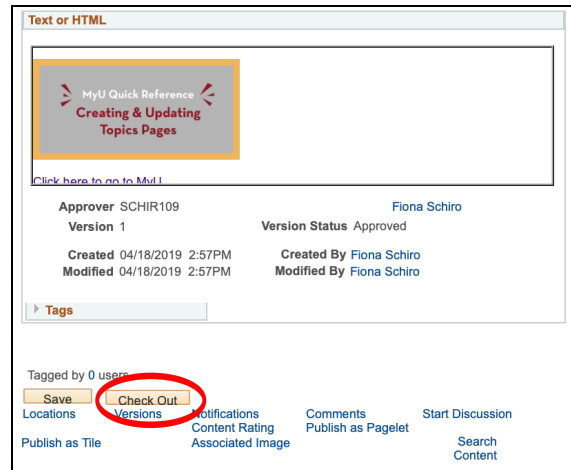
-OR-

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

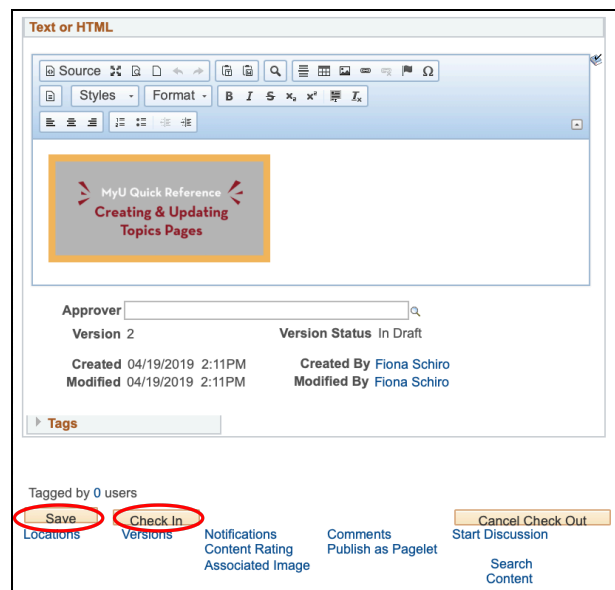


Check In / Check Out / Approvals

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.

