Website Template Implementation & Style Guide
Client: New River Technical and Community College

Color Usage
In accordance with the New River Community and Technical College official Graphic Standards the following Hexidecimal colors are utilized in the website:

#00774B   #0035AD

Additionally the following shade of grey has been added to secondary headings and text in bold:

#555555

Typography
As dictated by the New River Community and Technical College official Graphic Standards manual all text content utilizes the Arial font. Acceptable variations of this font can be found on page 14 of the official Graphics Standards Manual.

The Times font family, though accepted by the Graphics Standards Manual should not be used for web content. The style of this font contradicts the minimalist, clean look of the web template.

The default article text is 12px Arial. Font size variations used for headings are based on percentages of 12px Arial. The following CSS heading style variations are preloaded and available for use in article creation:

H1 - 200%  #0774B  
H2 - 150%  #555555 lighter
H3 - 120%  #555555
H4 - 100%  #555555
Blue (#0035AD) is reserved for menu headings and hyperlinks. This color should not be used for styling any other text in order to maintain navigation consistency.

Heading styling can be applied to articles in the WYSIWYG editor. Highlight the text you wish to format, then from the dropdown menu labeled “—Format—” select the appropriate “H” setting.

**Article: [Edit]**

**Announcements**

Emergency Alert System

New River now offers an Emergency Alert System which enables the College to quickly inform students of important events using cell phones as well as email messages. We strongly encourage all faculty, staff, and students to register for the new system.
Module Chrome (style)

Joomla 1.5 allows the utilization of a “Chrome” function that applies defined style variations to individual modules within a template. These styles can be easily applied and changed with the Module Class Suffix option found in the Module Parameters interface.

Due to the minimalistic style of the NRCTC website only 2 style variations were required. This maintains an easily digestable format for the website navigator. The following module chromes are:

**Hilite 1:** Intended for modules that have the “Show Title” checkbox set to “No” in the Module Edit interface.

**Use -hilite2 for titles**


**Hilite 2:** Intended for modules that have the “Show Title” checkbox set to “Yes” in the Module Edit interface.


When creating a new module, or to modify the appearance of an existing module enter “-hilite1” or “-hilite2” into the “Module Class Suffix” box. This is found under Module Parameters options in the Module edit interface.
Editing Key Site Elements

Copyright Notice

The copyright notice is found at the bottom of all pages in the website. Typically this would be coded into the PHP of the site, but for ease of editing is has been published as a module. Should the notice need to be changed navigate to the "copyright" module in the Module Manager. Click on the module name to access the module edit interface and scroll to the "custom output" window. Note that no module class suffix should be applied to this module.
Banner Image

The PNG in the top right corner of the banner is intended for customization with original images from the NRCTC creative collateral. The dimensions of the current image are 356x150 pixels. To maintain the only design elements that are isolated on a white background should be utilized. Changing the dimensions of this image will require a revision to the CSS of the template and is not recommended.

To replace the image upload a PNG of the proper dimensions to the “site details” folder of the Joomla media manager. This folder is found in the Media Manager interface. Select “Media”, “Stories”, “Site Details”. Click “Browse files” at the bottom of the interface and navigate to your new PNG. Then select “Start Upload”.

Once the file has been uploaded navigate to the Module Manager. Enter the Module Edit mode of the “Main Banner Image” module and delete the existing image from the Custom Output editor. Then click on the “Image” button at the bottom of the page. Here you will be able to navigate to your uploaded image and then insert it into the custom output.

Images may also be uploaded quickly through FTP access, or from the image insert interface accessed at the bottom of the Custom Output Editor.
Carousel Module

The carousel module at the top of the homepage showcases the convenient locations of the NRCTC. The module references 5 articles which can be found in the Article Manager. Filter the articles to display only the category “Individual Campuses” and the 5 articles will be displayed by their campus locations.

Changing the title of an article will change the tab heading used to select that article on the front end of the site.

The existing images should be replaced with those of the mentioned campuses using NRCTC’s creative collateral. Images measure 360x210 and these dimensions must be maintained. Use the image button at the bottom of the Article Edit interface to upload and replace these images.

The text to the right of the images can also be modified by replacing the text in the Article Edit interface. The space allotted for text is defined by the dotted box surrounding it. Exceeding the boundaries defined by this border will cause the module to improperly display on the front end.

Five Convenient Campus Locations...

New River Community and Technical College offers a number of courses in the Erma Byrd Center at the new Public Higher Education Center (PHEC), which is a beautiful 33 acre campus housing six West Virginia public colleges and universities in Beaver, WV. Check the current New River schedule of courses for offerings at the PHEC.

Carousel: Front End
Module Positions

The New River Community and Technical College website template has several module positions for displaying content on the front end of the site. The following modules/components and their current positions should not be changed.

<table>
<thead>
<tr>
<th>Module / Component</th>
<th>Module Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accordion Main Menu</td>
<td>User 2</td>
</tr>
<tr>
<td>5 Campus Locations (carousel)</td>
<td>User 4</td>
</tr>
<tr>
<td>Main Banner Image</td>
<td>Banner2</td>
</tr>
<tr>
<td>Copyright</td>
<td>Footer</td>
</tr>
</tbody>
</table>
The following module positions should not be used. Utilizing these modules would require revisions to the template CSS.

**Module Position**

User 1

User 5

The following module positions are part of the Joomla backend by default. As such they are listed in the module position options, however these positions will not publish to the front end of this template. **Advert 1, 2, and 3, Bottom, Breadcrumb, Left, Legals, Newsflash, Pathway, Right, Syndicate, Top**

The image below depicts the module positions available for publishing content. If only module position **User 6** is published it will expand to the combined size of **module positions 6 and 7**. **Module positions 8 and 9** share the same relationship. The module position **Copyright** should only be used for brief footer content. Like wise, the module position **Inset** is only appropriate for short blurbs of information.
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Faculty Academy 2008

The Faculty Academy on Instructional Technologies is a new annual event hosted by New River Community and Technical College. The Academy brings together faculty from all New River campuses to showcase and share innovative teaching practices that mean technology. The Academy is a one-day celebration of innovations shared with the purpose of exchanging information and identifying central improvements to be made for the next academic year. The Academy is open to all faculty and can be found online.

WebCT

Starting with the current Spring 2008 semester, all course sections have a shell on the new WebCT server (the only exceptions to this are CATS and Weblet courses which are not in WebCT). Many instructors may not yet be using these shells, so please contact them to find out their intentions.

Schedule of Courses

The Spring 2008 Schedule of Courses is available online as a PDF document (updated on February 21, 2008). We will be posting summer and fall course schedules soon.

Statement of Non-Discrimination and Affirmative Action Information, Questions and Comments: info@newriver.edu