



## New River Community and Technical College Website

The New River Community and Technical College website has undergone a transformation in 2011. Even though the new version of the site is significantly different from a visual standpoint, the vast majority of the content from the previous version has been incorporated into the new design. As before, the site is still content manageable, only with a newer version of Joomla (Joomla 1.6).

This guide will provide an overview of the primary, secondary and tertiary pages of the site, and will outline which areas of each page are content manageable. It will also outline the process necessary to change or update the manageable content areas through screen shots of the Joomla interface, along with written instructions.



### Website Colors

The colors incorporated into the New River website design are the primary colors used in accordance with the New River Community and Technical College Graphic Standards. The following Hexidecimal colors are utilized in the website:



Hex #: 0035AD



Hex #: 00774B

### Type Considerations

System compatibility and screen readability were considered in determining the primary fonts for the New River website. The following fonts are what have been set as the default content fonts:

Heading: ***Palatino Bold Italic (Green)***

Body Copy: Verdana (Black)

Links: **Verdana Bold (Blue)**

## Basic Function and Navigation of the Site

The main areas of basic function and navigation to the viewer of the site are available on every page of the site.

**1.) NRCTC Logo** - in addition to identifying the site, the logo navigates the viewer back to the home page from within any page on the site.

**2.) Social Media Icons** - these icons link to the social media links that have been established for the college.

**3.) Search** - RSsearch module enables content on the site to be searchable.

**4.) Contact Us** - this tab takes the viewer to a page of specific contact areas that have been identified.

**5.) Apply Now** - this tab takes the viewer to the NRCTC online application page.

**6.) My New River** - this tab links to the new campus EAI portal.

**7.) Quick Links Menu** - this tab is a drop down menu providing the viewer with one-click access to the most popular New River pages.

**8.) Main Menu Area** - drop down menu to reveal areas within each of the five main areas identified, with sub menus where applicable.

**9.) Basic Info Pages** - these three buttons take the viewer directly to the Welcome, Info and Program Overview pages.

**10.) Locations** - these tabs take the viewer directly to each of the New River location pages.

**11.) New Events Area** - this area displays teasers of articles in the front page news category. It is content controlled and can display photos and links. A link to the full story article will have to be set up by the content manager. This module displays the most recent article first and cycles through the five most recent articles set up by the content manager.

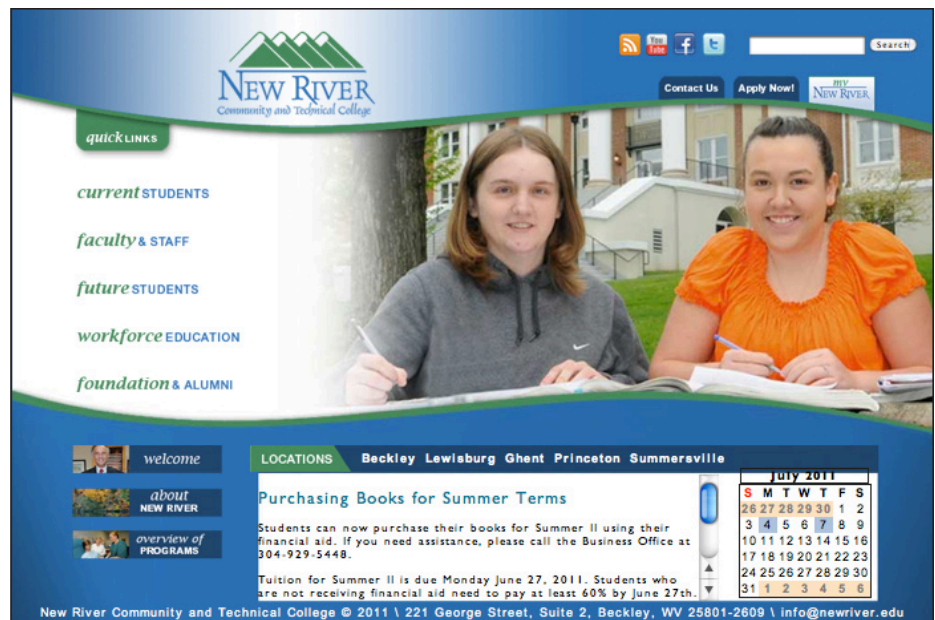
**12.) Calendar** - displays a mini calendar of events. It shows the current month with event dates highlighted. The viewer can hover over the calendar to show the event and click on a date to go to details for that specific event. This area is content controlled in the calendar module.



## Home Page / Primary Page Design

The home page has been designed to be viewed entirely within the browser window.

The home page features images of actual students engaged in a variety of activities at various campus locations. These images will rotate and will be updated regularly to feature a wide range. These images are part of the main design and cannot be content managed.



The news area and the calendar, at the bottom of the page, are the only content managed areas on the home page.

## Basic Info Page Design

There are three basic informational pages: Welcome, About New River, and Overview of Programs.

These pages contain specific content for each of these areas that is editable from the back end of the web site. The content for these pages can be found under new river locations and the specific location for that campus.



## Content Page Design

The content pages are the pages that contain editable articles. Content managers can add pages and edit the



content. These pages are deeper than the home page but contain the same basic navigation and features. The center part of the page is expanded to accommodate type content. When content exceeds the depth of the page, a scroll bar appears to add the ability to scroll to see the text within the inner area. The content for these pages are controlled within the Article Manager in the Joomla back end.

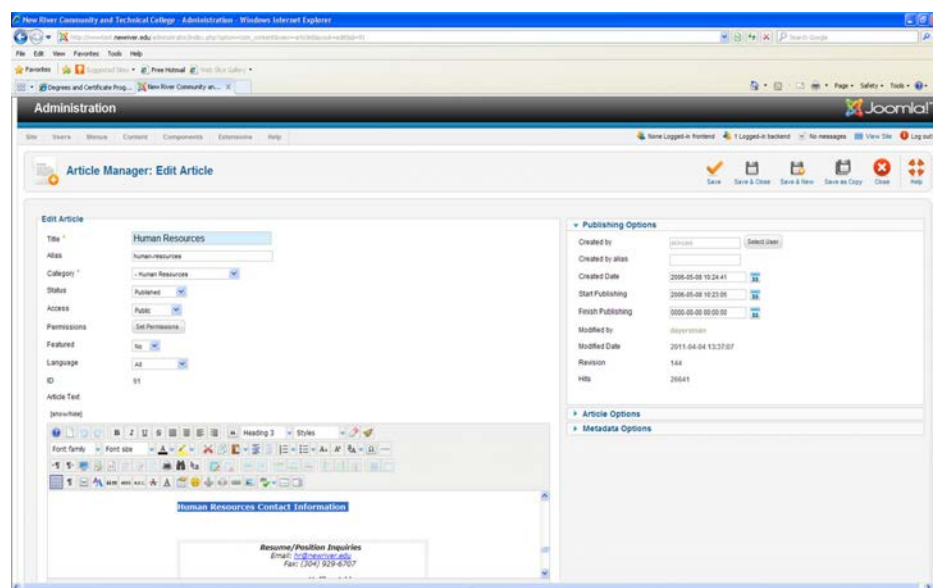
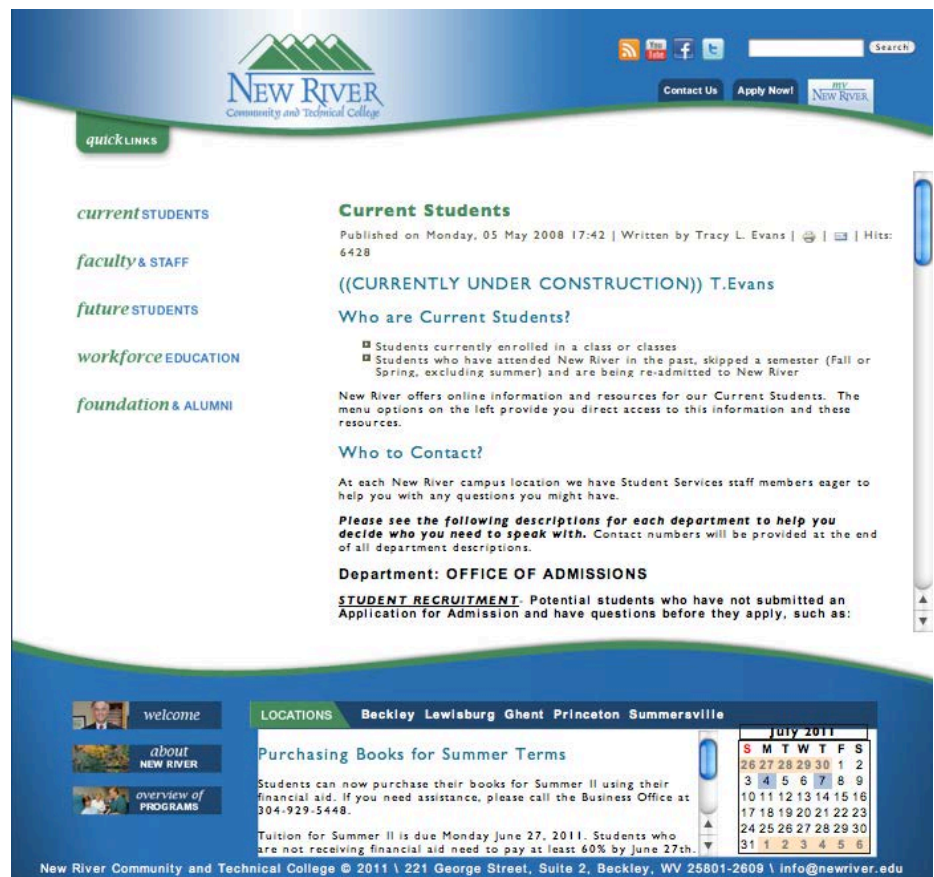
## Joomla Article Manager

The Joomla Article Manager is the area that gives content managers the ability to create and edit pages of content on the New River site. Once the content manager has logged in, the Joomla Article Manager window will appear.

## Article Entry/Editing

The content editor tool bar no longer allows for the changing of fonts and colors. To standardize the fonts and colors throughout the site the text should be either typed straight into the text editor or copied and pasted stripped of all formatting. This can be done through pasting the text into a text editor like notepad and then pasting it into the document.

Following are a few things to keep in mind when adding a new or editing an existing article on the website:



## Headings

Headings are pieces of HTML code that allow certain words to stand out on a page. To understand how headings work on a web page, consider an article in a magazine or newspaper. The title of the article is usually bigger and more pronounced than other words. It may be bold, colored, underlined or have some other format quality that makes it stand out. Whatever the case, this allows the reader to scan a page in a magazine or newspaper and quickly pick out the sections to read. **An H tag is similar.** It makes certain words stand out, which allows readers of a website to see what the page is about immediately, and determine whether or not they want to read it. It also helps tell search

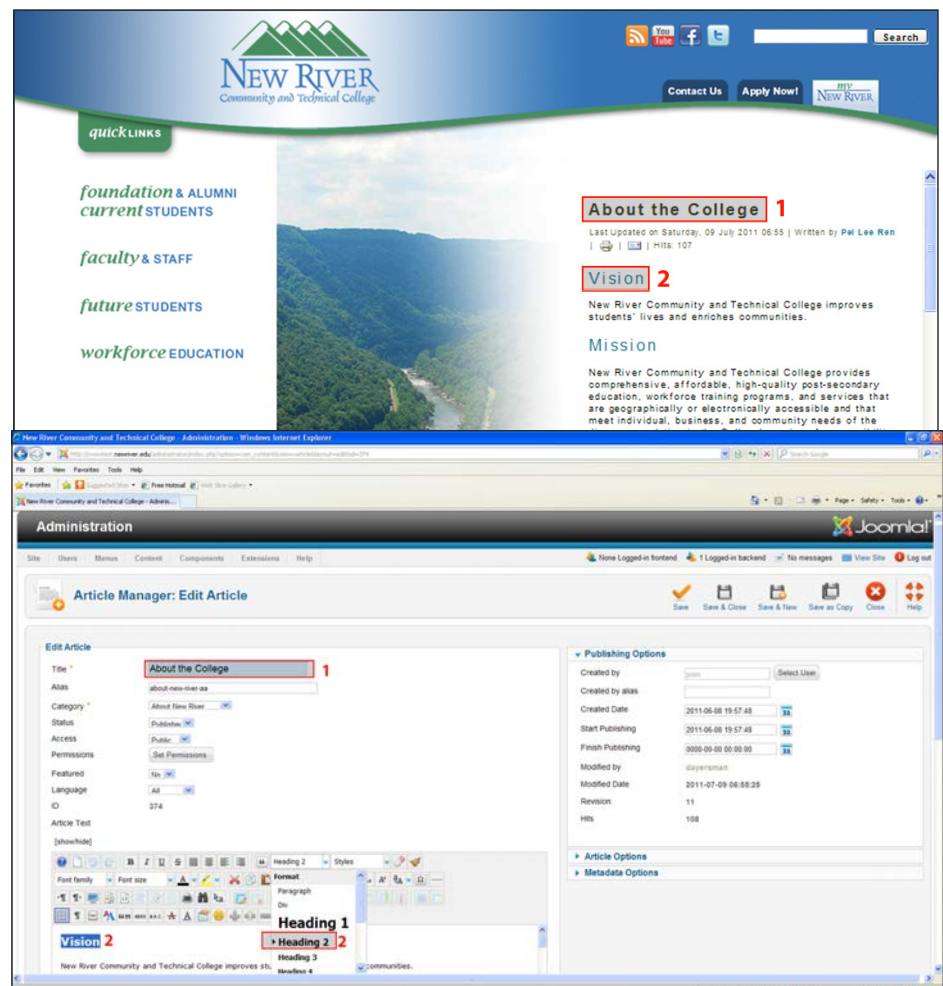
engines what a page is about, and when used in conjunction with other elements such as a page title, META description, keywords and keyword targeted content, it helps improve search engine ranking for specific keywords and phrases.

- **First-level headings within Articles should be H2.**
- **Second-level headings should be H3.**
- **Any use of other size headings should be done only sparingly and when it seems appropriate.**

## Cascading Style Sheet (CSS)

Cascading style sheets are used to format the layout of Web pages. They can be used to define text styles, table sizes, and other aspects of Web pages that previously could only be defined in a page's HTML.

CSS helps Web developers create a uniform look across several pages of a Web site. Instead of defining the style of each table and each block of text within a page's HTML, commonly used styles need to be defined only once in a CSS document. Once the style is defined in cascading style sheet, it can be used by any page that references the CSS file. Plus, CSS makes it easy to change styles across several pages at once. For example, a Web developer may want to increase the default text size from 10pt to 12pt for 50 pages of a Web site. If the pages all reference the same style sheet, the text size only needs to be changed on the style sheet and all the pages will show the larger text.



While CSS is great for creating text styles, it is helpful for formatting other aspects of Web page layout as well. For example, CSS can be used to define the cell padding of table cells, the style, thickness, and color of a table's border, and the padding around images or other objects. CSS gives Web developers more exact control over how Web pages will look than HTML does. This is why most Web pages today incorporate cascading style sheets.

- **Fonts should never be specified. The CSS style sheets and the templates control the fonts. If you specify a font in your Article it will no longer conform to our graphic standards for the web site design.**

Additional Type Considerations:

- **Bold should be used only when emphasis is needed.**
- **You can also use Italics, although this can be difficult to read sometimes.**
- **Underline should be used only sparingly since underlined text on a web page is more often intended to be a link.**