FACULTY OF LAW – WEBSITE USER GUIDE

Table of Contents

The Page Builder

This guide covers how to use the page builder functionality which enables you to build up your page from styled elements.

For basic editing, please see the basic editing guide.

You will find the page builder in the editing screen. Each content type has a selection of elements available. You can view these by clicking to drop down the page builder.
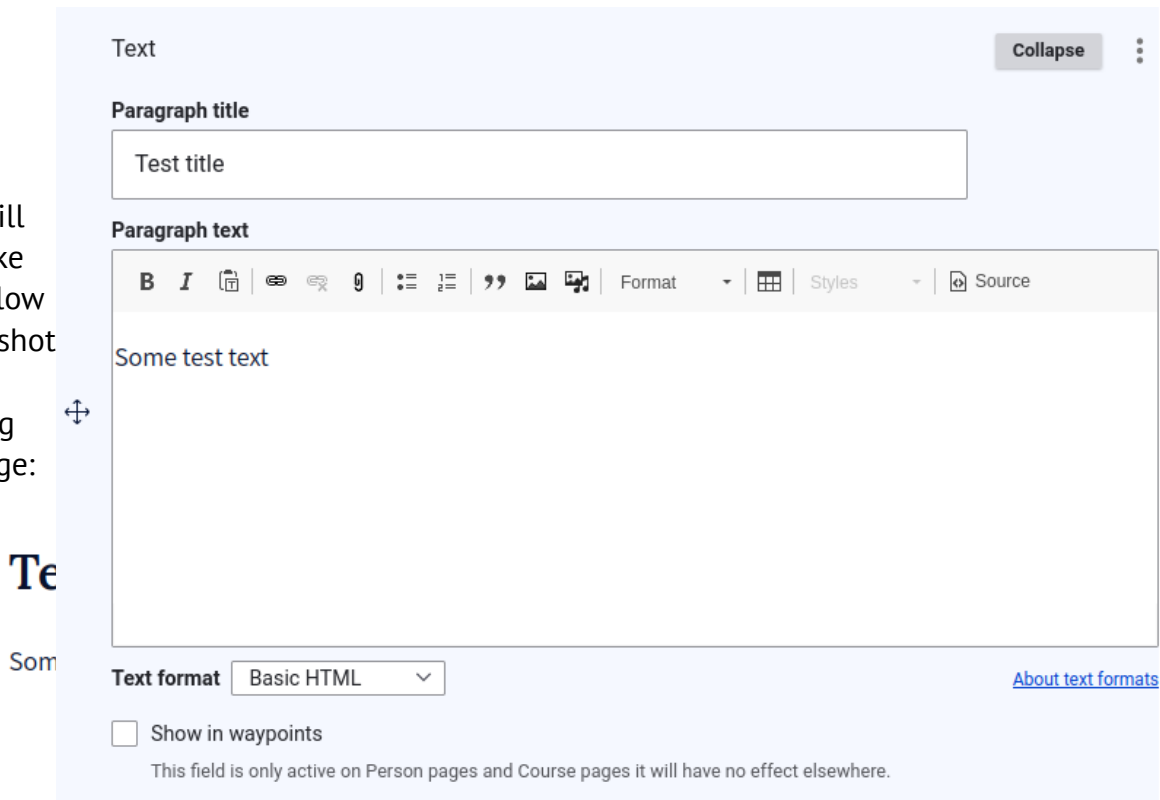

This guide will show you have each element works.

Text

This element allows you to add a section of text with a title and text. The title is optional, but recommended to make it easier for users to navigate.

This will look like the below screenshot when viewing the page:

The waypoints functionality allows you to elements to the box on the top right of these pages (see example below from a course page).
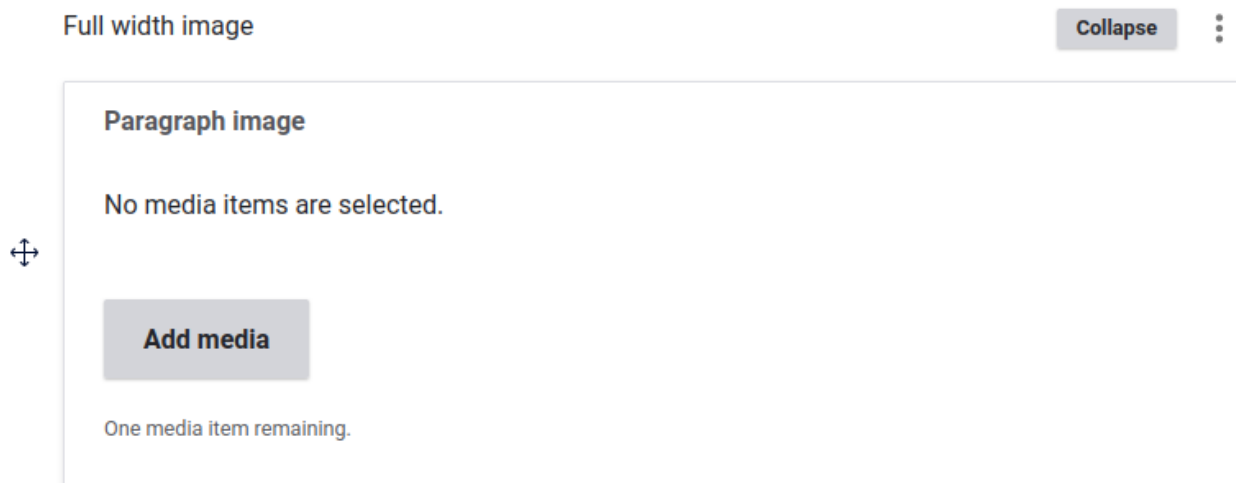
On this page

○ Course overview

○ Course structure

○ Video

○ Information about the course and practical information

○ Scholarships & Bursaries

Full width image

You can upload an image or select one from the media library, and it will display full-width.

Full width image   Collapse   ⋮

Paragraph image

No media items are selected.

Add media

One media item remaining.

Quote

The quote element allows you to add a styled quote.

This will look like the below screens hot when viewing the page:

The options dropdown allows you to select whether the attribution appears on the left or the right.
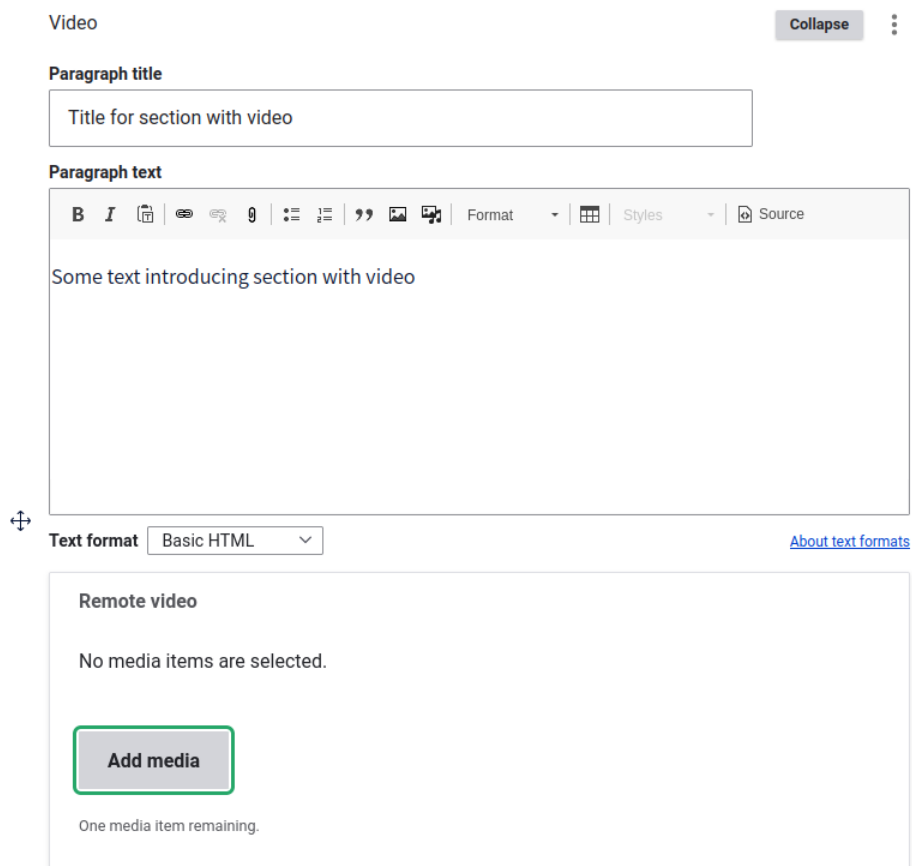
File download

This will look like the below screenshot

when viewing the page:

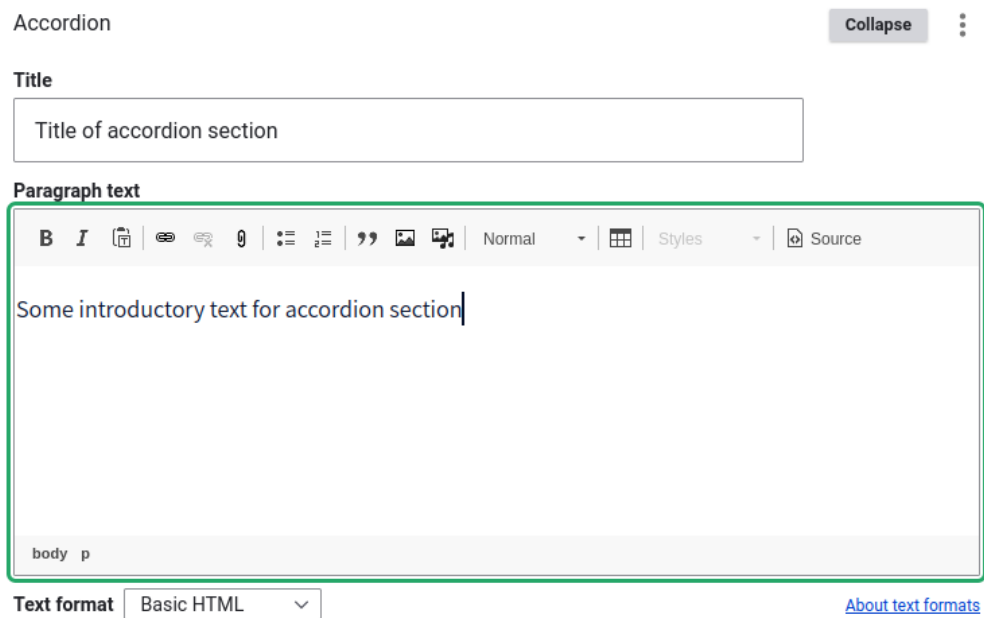## Video

The video element allows you to add a video.

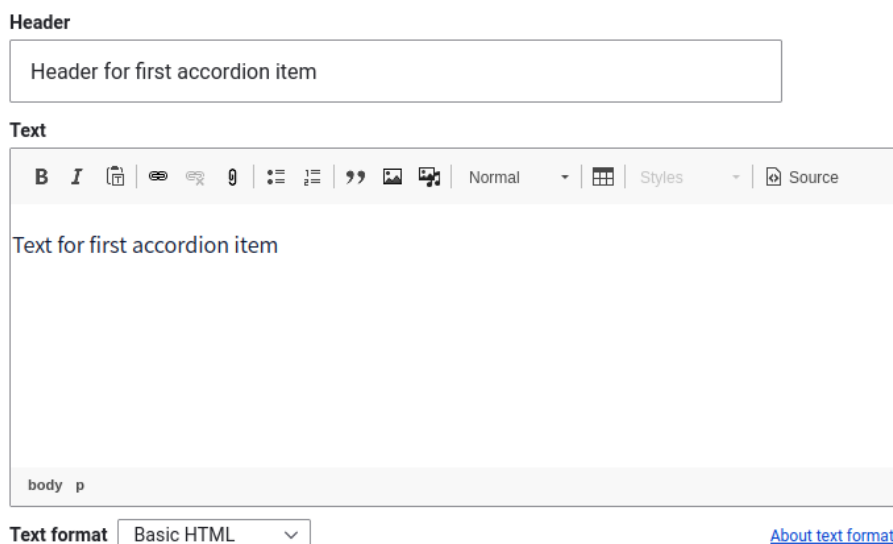This will look like the below screenshot when viewing the page:

Accordion

Each accordion has the option to add a title for that section and some introductory text
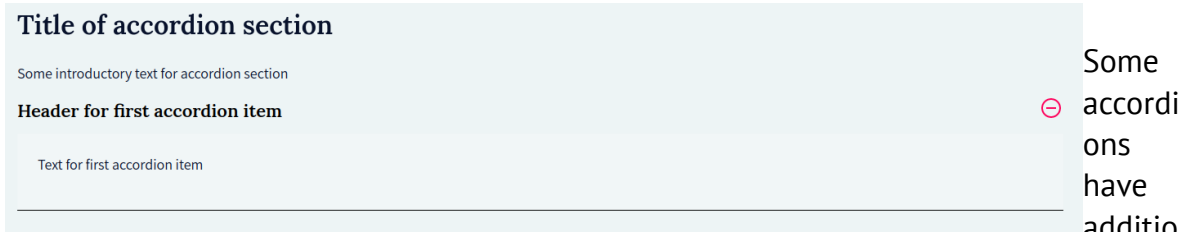

Beneath this introductory section, you have the ability to add accordion items. Each accordion item needs a header and some text.

This will look like the below screenshot when viewing the page:

Some accordions have additional features which enable you to add an image and a link.
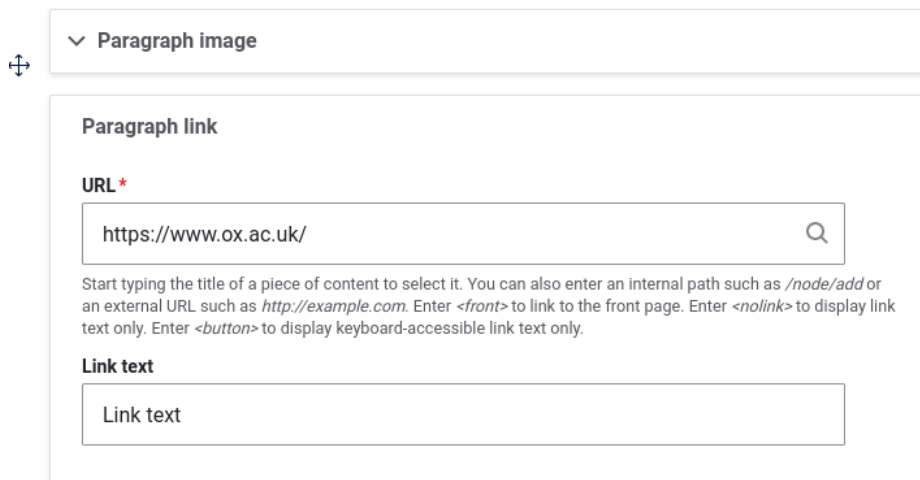
This will look like the below screenshot when viewing the page:
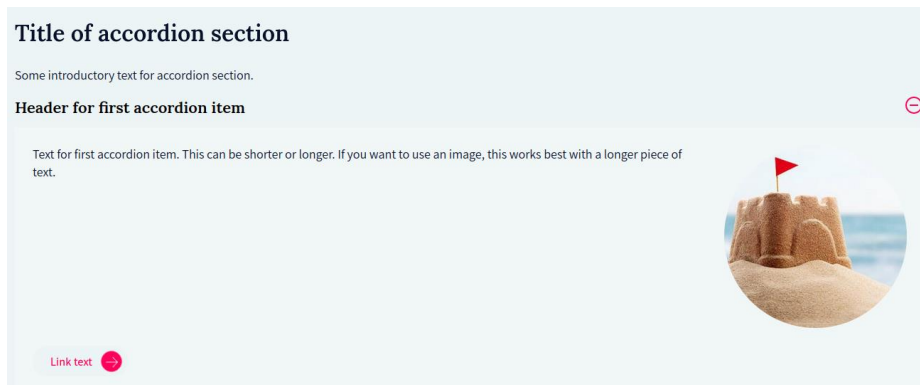
On an course page, for the options accordion, the accordion item can be linked to a person.

Featured row

This allows you to add a title, some text and reference pieces of content that exist on the website. You can reference as many pages as you wish.

This will look like the below screenshot when viewing the page:

Featured row transparent title

some text here: Our courses at both undergraduate and postgradudate level build your understanding of legal reasoning, enable your to quickly able to critically analyse legal situations, and encourage you to confidently argue and debate your interpretations

Medical Law and Ethics Discussion Group

Animal Law Discussion Group

Medical Law and Ethics Discussion Group

Course page: Special elements

Disclaimer

This element enables you to add an important notice to the page. See example from design: embed multiple videos in a video selector.

Video selector
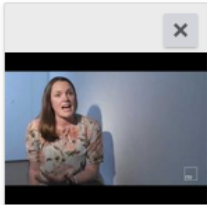
This element enables you to embed multiple videos in a video selector.

This will look like the below screen shot when viewing the page:
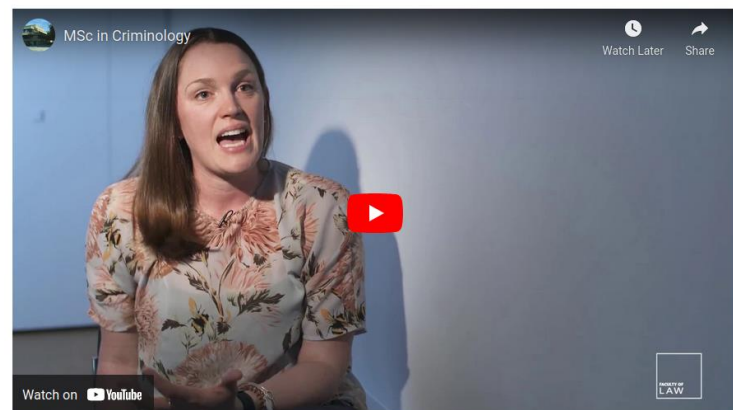
Page inf or ma tio

n highlight

This special element enables you to highlight some important information and, optionally, to direct the user to another link.

This will look like the below screenshot when viewing the page:

Text with tabs

This element is designed to enable you to lay out course information in a tabbed structure. The title and text will appear on the left hand side, and the tabs will appear in a tabbed structure on the right hand side (see next page)

Page builder

Text with Tabs   2   Collapse   ⋮

Title

Course structure

Paragraph text

B   I   🔳   ⚏   ✎   ⑧   ≔   ⋮≣   ❞   🖼   🖳   Format   ⋅   ▦   Styles   ⋅   ⓐ Source

An induction programme is run in the two weeks before the start of the first term. This introduces students to the modules on offer on the MSc Criminology and Criminal Justice, along with introductions to the computing services and library facilities at Oxford. Students attend introductory lectures on criminological theory, an introduction to the 'Structure of the English Criminal Justice System' and an introduction to research methods session. A 'What to expect' session will be held by former MSc students giving further insight into the MSc course and you will be invited to join the welcome drinks reception to meet your cohort along with the tutors and other members of the Centre for Criminology.
The MSc is comprised of three components:
1. The two Compulsory Courses; Criminology Theories and Criminal Justice, and Research Design and Data Collection.
2. Five optional modules selected from a list of 15 or so
3. A dissertation of 12,000 to 15,000 words researched and written independently under the supervision of a member of academic staff

Text format   Basic HTML ⌄   About text formats

Tabs

   Tab   Collapse   ⋮

   Title

   Term 1 (Michaelmas)

   Paragraph text

   B   I   🔳   ⚏   ✎   ⑧   ≔   ⋮≣   ❞   🖼   🖳   Format   ⋅   ▦   Styles   ⋅   ⓐ Source

   The first two terms of year 1 are known as Moderations (MODS). They provide foundational
   knowledge in key areas of law and legal thinking. More details of each course are available on our core course and options page.

   • A Roman Introduction to Private Law which introduces you to legal concepts and thought which form the basis for many ideas we take for granted.
   • Constitutional Law which includes the structures and basic principles of the British constitution
   • Criminal Law which deals with principles of criminal liability, general defences and law relating to offences against the person and offences against property and other economic interests

   Text format   Basic HTML ⌄   About text formats

   Tab   Collapse   ⋮

   Title

   Term 2 (Hilary)

   Paragraph text

   B   I   🔳   ⚏   ✎   ⑧   ≔   ⋮≣   ❞   🖼   🖳   Format   ⋅   ▦   Styles   ⋅   ⓐ Source
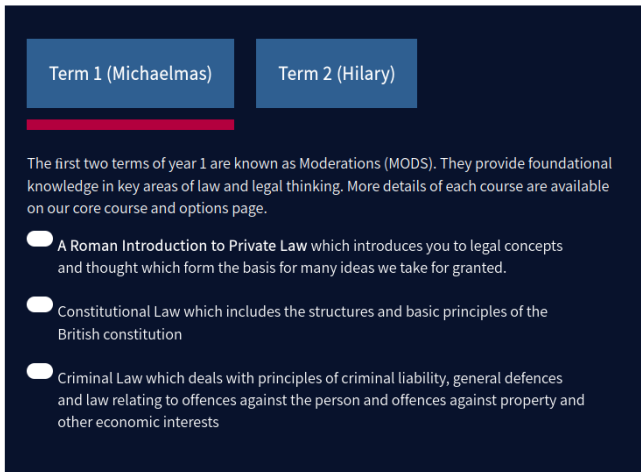
   Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc in bibendum augue. Mauris finibus nunc sagittis tellus bibendum molestie. Maecenas auctor tortor sed sem egestas, ut dignissim enim semper. Donec euismod ligula nec erat cursus congue. Donec luctus nunc sed urna pharetra, id tincidunt nulla vehicula. Etiam eu nisi eu diam pharetra fermentum at at ligula. Etiam ut ornare ipsum. Suspendisse mattis dictum posuere. Sed vitae ex viverra, venenatis dolor porta, varius nulla. In hac habitasse platea dictumst.

This will look like the below screenshot when viewing the page:

Landing page: Special elements

Content queue

This is a special element used only on the research landing page. It starts with a left hand side section that is designed to contain an introduction from the Dean. It then contains references to content from the sit. This gets displayed on the right hand side.

Content Queue   Collapse ⋮

∧ Left hand side

Title

Research that meets the highest standards of excellence

Subtitle

From our Dean

Paragraph text

B   I   ▢   ●   ◁   8   ⁝⁝   ⁞   99   ▢   ▨ | Format   · | ▦ | Styles   · |

▣ Source

Law is a huge and continuously evolving field created by societies and regulating them with real life consequences for all. The Faculty of Law at Oxford brings an outstanding breadth and depth of scholarship to this field with wide-ranging influence. We celebrate the diversity of our independent scholarship underpinned by strong academic freedom.]

Mindy Chen-Wishart

Text format   Basic HTML   ∨   About text formats

∧ Paragraph image

You can select up to 1 media items (0 left).

Remove

Edit

Right hand side title

Recent picks from our diverse research & faculty activity

Referenced content

⊹   [Q]

Add another item

For an example from the design:

From our Dean

Research that meets the highest standards of excellence

Law is a huge and continuously evolving field created by societies and regulating them with real life consequences for all. The Faculty of Law at Oxford brings an outstanding breadth and depth of scholarship to this field with wide-ranging influence. We celebrate the diversity of our independent scholarship underpinned by strong academic freedom.

Mindy Chen-Wishart

Recent picks from our diverse research & faculty activity

Environmental law

Lavanya Rajamani appointed external counsel by Vanuatu government to seek advisory opinion from International Court of Justice

People | Discrimination law

Tarun Khaitan recognised for impact of work on judicial approaches to discrimination law in India

Mooting

Programme flourishes in 2021 with over 180 students taking part in 30 competitions

Books | Legal philosophy

Law through the life course. Exploring how law responds to the stages of life

People | Crime, justice & penology

Celebrating the life and scholarship of Professor Roger Hood

People | Human Rights

Sandra Fredman recognised for impact of work on improving work and conditions for workers in the gig economy

People | Alumni

Dame Philippa Whipple appointed as Lady Justice of the Court of Appeal

Watch again | Constitutional government

Eternity Clauses in Democratic Constitutionalism

Timeline

This is a special element used only on the student landing page. It starts with a section of content that will be displayed on the far left of the page.

Olamalu

Timeline   4   Collapse   ⋮

Title

Law at Oxford

Subtitle

Undergraduate study

Paragraph text

| B | I | 🖬 | ∞ | ⚏ | ፀ | ∷ | ⊵ | ❞ | 🖼 | 🖳 | Format | ▾ | ⊞ | Styles | ▾ | ◙ Source |

The teaching you get at Oxford is special in that we teach you how to solve problems, construct and defend arguments, and form your own clearly set out viewpoints.

Text format   Basic HTML   ⌄   About text formats

∧ Paragraph image

You can select up to 1 media items (0 left).

Remove

Edit

Paragraph link

URL *

<front>   Q

Start typing the title of a piece of content to select it. You can also enter an internal path such as /node/add or an external URL such as http://example.com. Enter <front> to link to the front page. Enter <nolink> to display link text only. Enter <button> to display keyboard-accessible link text only.

Link text

Undergraduate study

It is then built up of a series of timeline quote and timeline text elements. When the page is displayed, each of these appears to the right of the previous element.

Timeline

⊹ Timeline quote	Student name, red	Edit	⋮
⊹ Timeline text	What is a tutorial Tutorials are built around written work.&n...	Edit	⋮
⊹ Timeline quote	Student name, blue	Edit	⋮
⊹ Timeline text	Roman Law, You may think it's odd to study a legal system ...	Edit	⋮

Add Timeline quote ∨ to *Timeline*

A timeline quote is made up of some quote text and the attributor name. It has a selector to enable it to be coloured blue or red.

Timeline quote   Collapse ⋮

Quote text

Tutorials are the most amazing way to learn from people who also research law. We discuss, debate and form strong ideas about law.

⊹

Attributor name

Timeline text   Collapse ⋮

Title

Paragraph text

B I ⊡ ⇔ ⇎ ɡ ┃ :☰ ☷ ┃ ❞ 🖼 🖼 ┃ Format ▾ ┃ ⊞ ┃ Styles ▾ ┃ ◁❯ Source

⊹

What is a tutorial

Tutorials are built around written work. You spend a couple of hours a week with someone who has a broad knowledge of the subject. They help you think clearly about your viewpoints and probe your arguments. This is about developing your critical thinking skills and helping you be a better lawyer.

Text format Basic HTML ∨   About text formats

Timeline colour

blue ∨

A timeline text element has an option title and some text. It has a selector to enable it to be coloured blue or red.

This exam

ple would look like this on the page. This has a red timeline quote followed by a blue timeline text.

Undergraduate study

Law at Oxford

The teaching you get at Oxford is special in that we teach you how to solve problems, construct and defend arguments, and form your own clearly set out viewpoints.

Undergraduate study →

Tutorials are the most amazing way to learn from people who also research law. We discuss, debate and form strong ideas about

What is a tutorial

Tutorials are built around written work. You spend a couple of hours a week with someone who has a broad knowledge of the subject. They help you think clearly about your viewpoints and probe your arguments. This is about developing your critical thinking skills and helping you be a better lawyer.
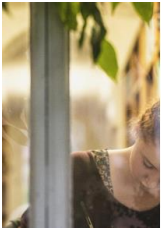
Tutorials are th
from people wh
discuss, debate
law.

Text with image   Collapse ⋮

Subtitle

Getting to know us

Title

Summer schools & access programmes

Paragraph text

B I 🔗 ⚓ ✏ § ≔ ≔ " 🖼 🖾 | Format - | ⊞ | Styles - | 🗏 Source

To best serve all of society the legal profession needs a true diversity of thought . We are looking for candidates who have curious and critical minds and the intellectual potential to quickly absorb information, sift it, develop arguments and see different viewpoints. If you want to see what it's like and if this is for you then we run various summer schools, mock trials and outreach events for you to get a taste of things. Or simply read more on our website for more of a taste.

Text format Basic HTML ⌄   About text formats

Paragraph link

URL *

<front>   🔍

Start typing the title of a piece of content to select it. You can also enter an internal path such as /node/add or an external URL such as http://example.com. Enter <front> to link to the front page. Enter <nolink> to display link text only. Enter <button> to display keyboard-accessible link text only.

Link text

Learn more

A blue timeline quote follo wed by a red timeli ne text will look

like this:

em which is e). In fact it s you to l? How does it you come at you great legal thinking

Paragraph image

You can select up to 1 media items (0 left).

Remove

Edit

Paragraph options

Left ⌄

Text with image

This element enables you to have a full-width text with image block, with the image either left or right

This will look like the below screenshot when viewing the page:

Getting to know us

Summer schools & access programmes

Title

Research centres and programmes

Selector items

Text with image Item   Collapse

Title

About our research centres and programmes

Paragraph text

B I 🗊 ⇔ ⇍ 🖉 ≔ ≕ ” 🖼 🖻 | Format ▾ | ⊞ | Styles ▾ | 🗗 Source

Our range of academic enquiry and ability to incorporate innovative approaches to legal research on topics current to society is reflected by our work in collaborative groups of researchers and practitioners. Research centres and programmes form to provide effective structures for organising this work and creating the greatest impact. Investigate our centres and programmes (by selecting items on the list) or find our more about our resarch.

Text format   Basic HTML ▾   About text formats

∧ **Paragraph image**

You can select up to 1 media items (0 left).

Remove

Edit

Text with image

Text with image sel... 9

Title

Research centres and pr

Selector items

⊕ Text with image Item

⊕ Text with image Item

⊕ Text with image Item

⊕ ⊕ Text with image Item

selector

This special element allows you to have a selector made up of items.

Each item has text, image and link.

This will look like the below

screenshot when viewing the page:

special elements

Text with highlight (basic page only)

This element enables you to have some text with a highlight box next to it. It can also have a file to be displayed in the highlight box.
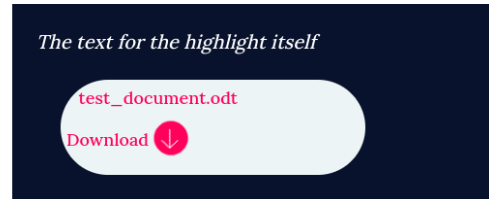

This will look like

the below screenshot when viewing the page:

Title of text with higlight

Some text for text with highlight

The text for the highlight itself

test_document.odt

Download

Section index (section index page only)

A section index page has a special set-up within the page builder to allow you to add sets of feature boxes that reference other pages on the site. To add an item, start typing the name of the piece of content and then select the item that you want.

Tip: You can directly reference a piece of content by typing its title followed by the node id in brackets. See example below.

There are three different display options for these referenced items:

1. Tertiary is the most basic display. It displays only a title.

A test section index page

Kate test basic page ❯   Kate test basic page ❯   Kate test basic page ❯   Kate test basic page ❯

2. Secondary displays a title, image and body.

A test section index page

Feature box title for a test basic page

The feature box body text for a test basic page

Feature box title for a test basic page

The feature box body text for a test basic page

Feature box title for a test basic page

The feature box body text for a test basic page

3. Carousel displays the same content but in a larger format with a carousel if there are more than two items.
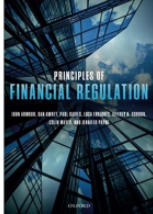
A test section index page

In all three displays, if there is information in the listing content of the referenced item, then that content will be displayed. If there is no title in the listing content, then the page title will display instead. If there is no image in the listing content, then no image will display. If there is no body test in the listing content, then no additional text will display.

Book/publication reference (person page only)

This element was designed to enable people to add books in a special display – see example from design:

Disclaimer (study landing page only)

This element enables you to add an important notice to the page. See example from design:

Option reference (options page only)

These work in a similar way to the accordions, but this time each option reference references an options page and pulls in the accordion text from that page. See below for the example from the design:

View reference

For advanced users only – allows you to embed a view onto a page