

## FACULTY OF LAW – WEBSITE USER GUIDE

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## 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.

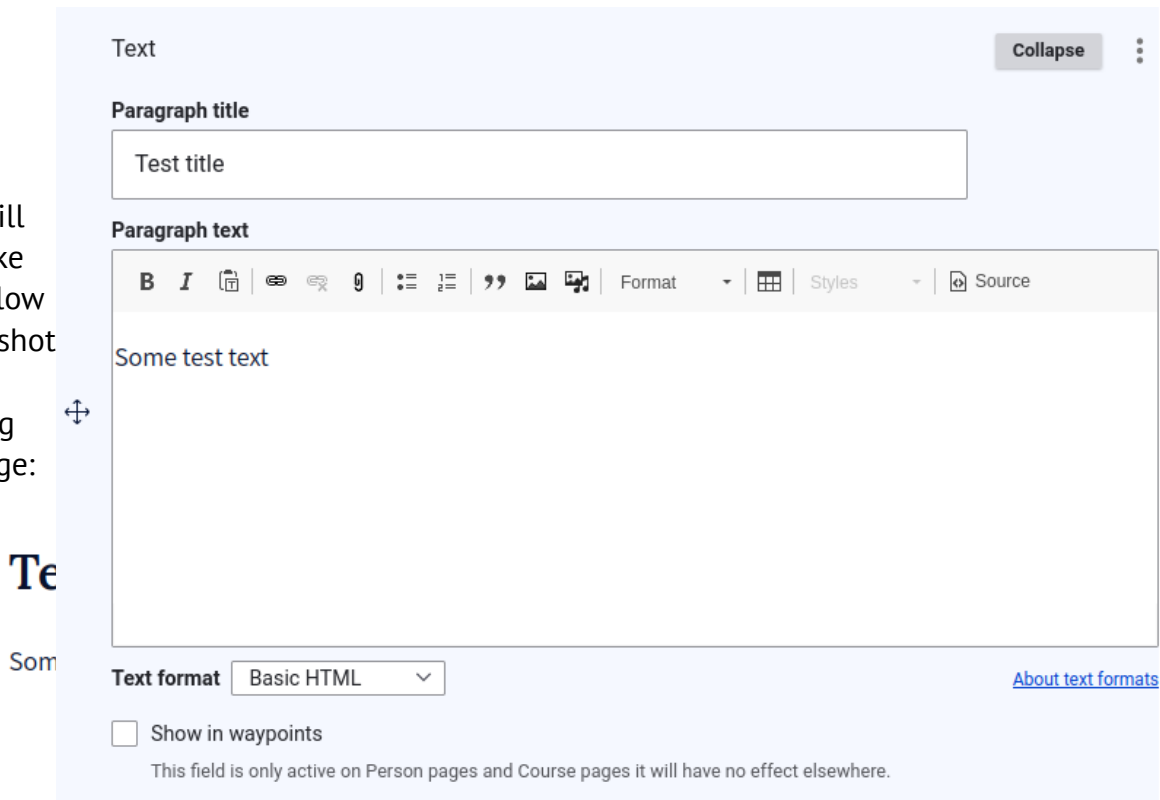


This guide will show you how each element works.

## 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 add elements to the box on the top right of these pages (see example below from a course page).

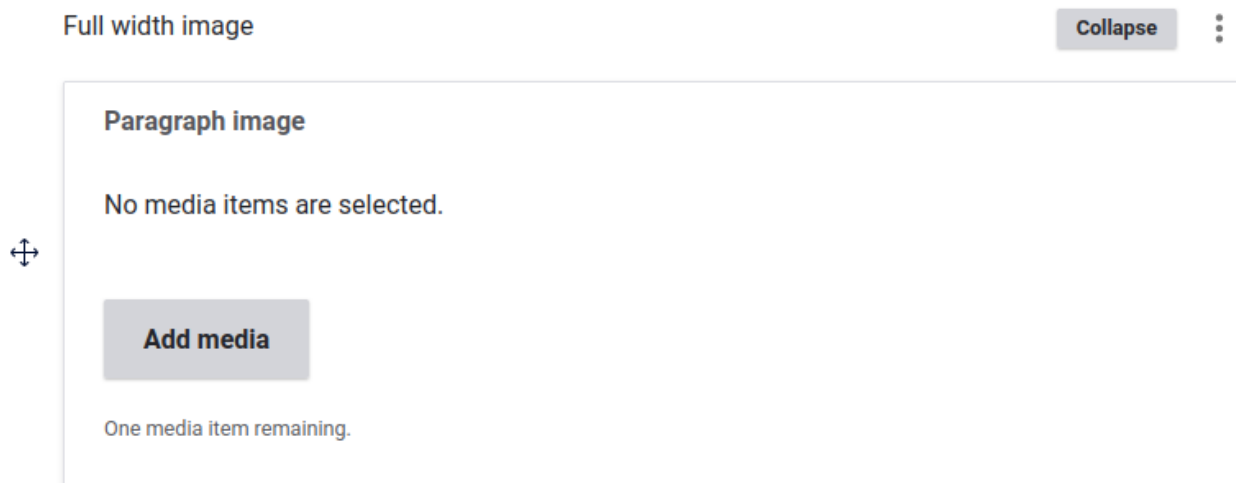
### On this page

- 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.



### Quote

The quote element allows you to add a styled quote.

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

Quote Collapse ⋮

**Quote title**

  
**Quote text**

^ **Attributor**

▾ **Attributor image**



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

## File download

File download Collapse ⋮

^ **Files**

[Upload](#) [File listing](#)

---

**File upload\***

Drop files here to upload them

or

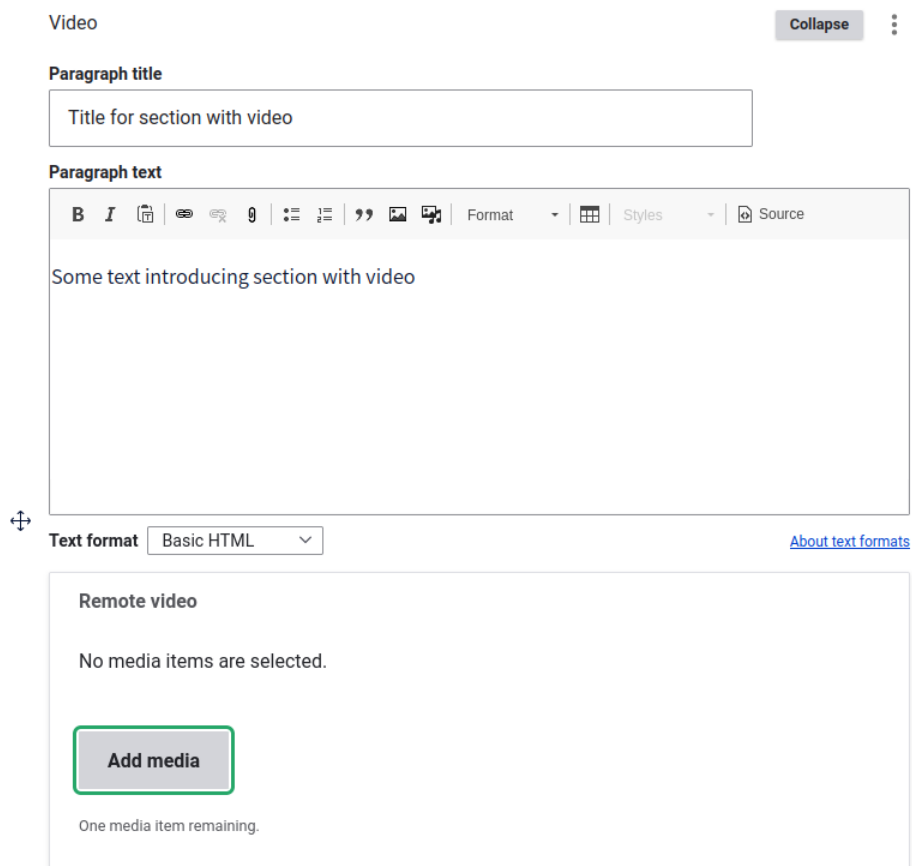
[Select files](#)

This will look like the below screenshot

when viewing the page:



The video element allows you to add a video.

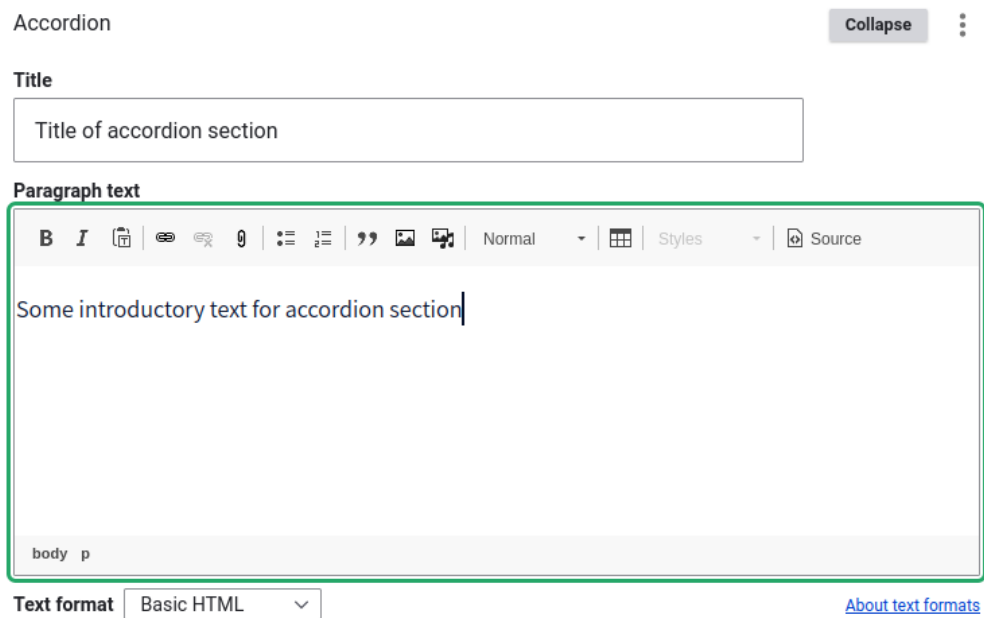


This will look like the below screenshot when viewing the page:



## Accordion

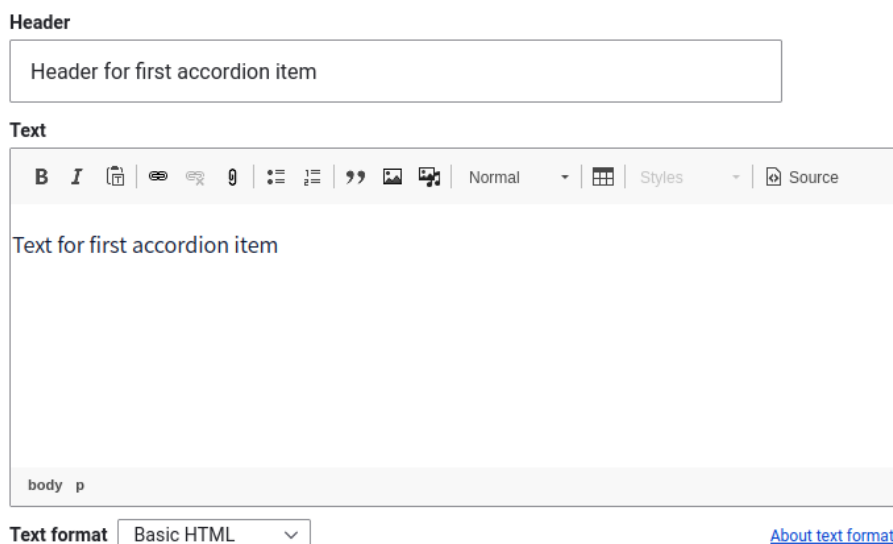
Each accordion has the option to add a title for that section and some introductory text



The screenshot shows a form field for an accordion. At the top, the label "Accordion" is on the left, and a "Collapse" button with a three-dot menu icon is on the right. Below the label is a "Title" field containing the text "Title of accordion section". Underneath the title is a "Paragraph text" field, which is a rich text editor. The editor's toolbar includes icons for bold, italic, link, unlink, list, quote, image, and video, along with dropdown menus for "Normal" and "Styles", and a "Source" button. The text area contains "Some introductory text for accordion section". At the bottom of the editor, the text "body p" is visible. Below the editor is a "Text format" dropdown menu set to "Basic HTML" and a link to "About text formats".

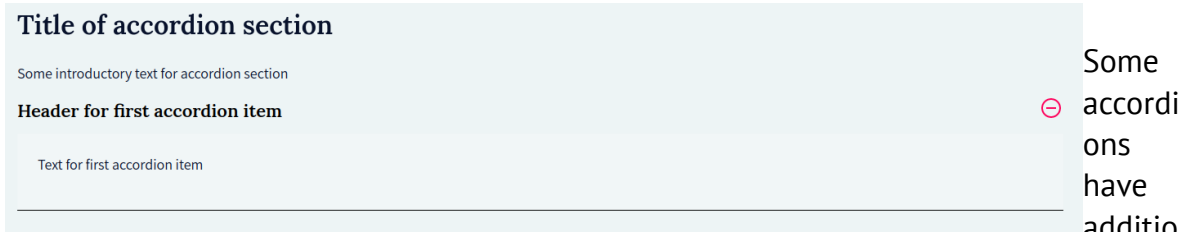
Beneath this introductory section, you have the ability to add accordion items. Each accordion

item needs a header and some text.

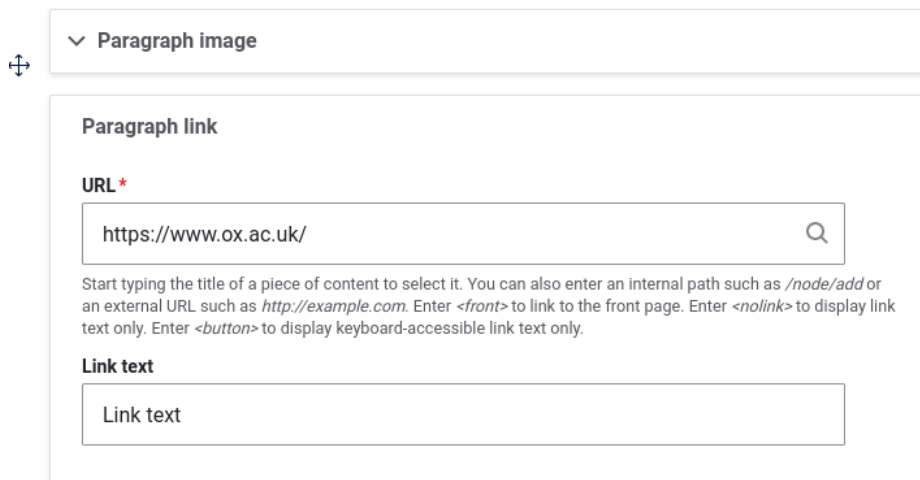


The screenshot shows a form field for an accordion item. It has a "Header" field containing "Header for first accordion item" and a "Text" field, which is a rich text editor. The editor's toolbar is identical to the one in the previous screenshot. The text area contains "Text for first accordion item". At the bottom of the editor, the text "body p" is visible. Below the editor is a "Text format" dropdown menu set to "Basic HTML" and a link to "About text formats".

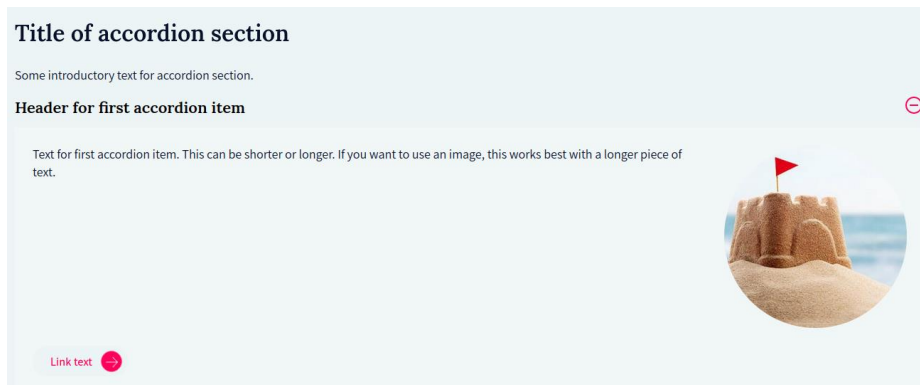
This will look like the below screenshot when viewing the page:



features which enable you to add an image and a link.



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



On a 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.

Featured row - Tra... Collapse ⋮

**Title**

Featured row transparent title

**Paragraph text**

**B** ***I***        | Format | Styles | Source

some text here: Our courses at both undergraduate and postgraduate 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

Text format Basic HTML About text formats

**Referenced content**

+  Q

+  Q

+  Q

+  Q

Add another item



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

**Featured row transparent title**

some text here: Our courses at both undergraduate and postgraduate 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.

Video selector 2 Collapse ⋮

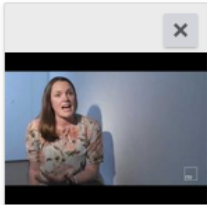
**Title**

**Video items**

Video item Collapse ⋮

**Title**

**Remote video**

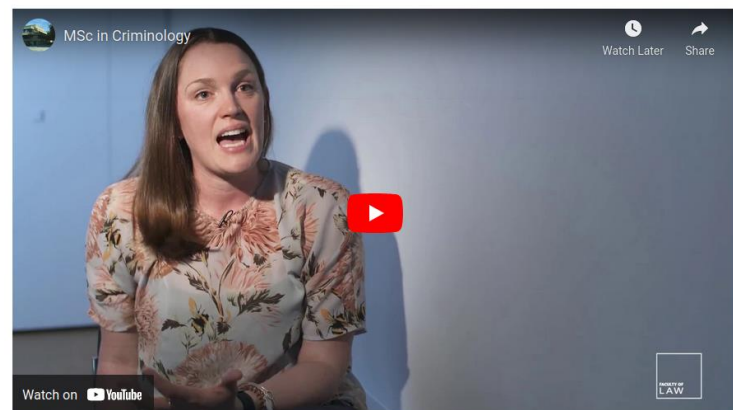


This will look like the below screen shot when viewing the page:

**Video**

Msc in Criminology ●

Lorum Ipsum ○



Page information










## n highlight

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

Page information h... Collapse ⋮

**Title**

**Paragraph text**

**B I**        Format ▾ |  Styles ▾ |  Source

Official course information and application details are on the main university website

Text format Basic HTML ▾ [About text formats](#)

**Paragraph link**

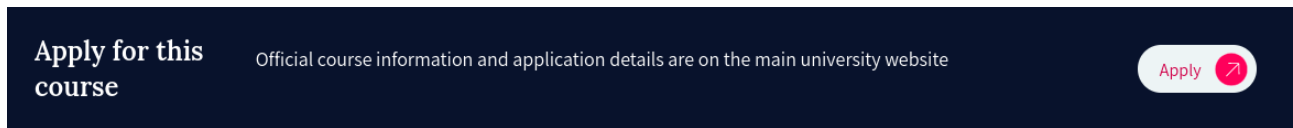
**URL \***

 🔍

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 `<nofollow>` to display link text only. Enter `<button>` to display keyboard-accessible link text only.

**Link text**

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 Collapse

**Title**  
Course structure

**Paragraph text**

**B I** [Icons] | 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](#)

**Tab** Collapse

**Title**  
Term 1 (Michaelmas)

**Paragraph text**

**B I** [Icons] | 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** [Icons] | Format - | Styles - | Source

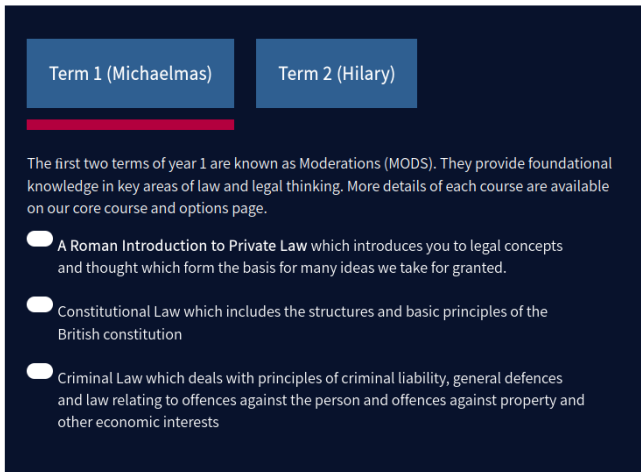
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc in bibendum augue. Mauris finibus nunc sagittis tellus bibendum molestie. Maecenas auctor tortor sed sem egetas, ut dignissim enim semper. Donec euismod ligula nec erat cursus congue. Donec luctus nunc sed urna pharetra, id tincidunt nulla 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:

### Course structure

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



The screenshot shows a dark blue background with two light blue boxes at the top labeled 'Term 1 (Michaelmas)' and 'Term 2 (Hilary)'. Below these is a red horizontal line. The main text reads: '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.' Below this is a list of three optional modules, each with a white radio button:

- 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

## 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**

**Subtitle**

**Paragraph text**

**B** *I*           | **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**

**Referenced content**

+  🔍

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.

Timeline 4 Collapse ⋮








Title

Law at Oxford

Subtitle

Undergraduate study

Paragraph text

**B** *I*      |   |   |   | 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>



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 `<noink>` 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 <span>Edit</span>
↕	Timeline text	What is a tutorial Tutorials are built around written work.&n... <span>Edit</span>
↕	Timeline quote	Student name, blue <span>Edit</span>
↕	Timeline text	Roman Law, You may think it's odd to study a legal system ... <span>Edit</span>

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**

**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.

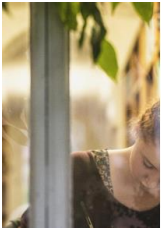
**Text format** Basic HTML About text formats

**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

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>

Link text  
Learn more

Paragraph image

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

Remove

Edit

Paragraph options  
Left

A blue timeline

quote followed by a red timeline text will look

like this:

## Text with image

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



screenshot when viewing the page:

### Research centres and programmes

Ot

About our research centres and programmes	<input checked="" type="radio"/>
Bonavero Institute for Human Rights	<input type="radio"/>
Oxford Human Rights Hub	<input type="radio"/>
Centre for Socio-legal studies	<input type="radio"/>
Oxford Intellectual Property Research Centre	<input type="radio"/>
Centre for Criminology	<input type="radio"/>
HeLEX - Centre for Health, Law & Emerging Technologies	<input type="radio"/>
Institute of European and Comparative Law	<input type="radio"/>
Oxford International Property Research Centre	<input type="radio"/>

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 research.



## 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.

**Title**

Title of text with highlight

**Paragraph text**

Some text for text with highlight

**Text format** Basic HTML [About text formats](#)

**Highlight text**

The text for the highlight itself

**Text format** Basic HTML [About text formats](#)

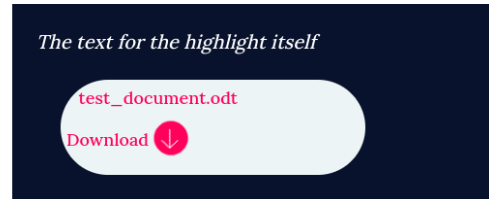
Files

This will look like

the below screenshot when viewing the page:

## Title of text with highlight

Some text for text with highlight



## 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.

Section Index
Collapse
⋮

**Referenced items**

↕

🔍

---

↕

🔍

---

↕

🔍

---

↕

🔍

---

↕

🔍

Add another item

**Highlight Type**

Tertiary ▼

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

←→



**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**



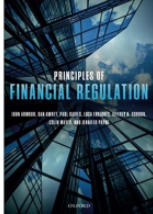
The feature box body text for a test basic page

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 text 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:

### Selected Books

	<p><b>Investor Choice in Global Securities Markets</b></p> <p>Authors JA Armour, M Bengtzen and L Enriques</p> <p>ISBN 9780198739630</p> <p>This chapter explores how globalization has affected the operation of securities markets and the challenges this poses for their regulation. We review</p>		<p><b>The Anatomy of Corporate Law</b></p> <p>Authors JA Armour, R Kraakman, PL Davies and L Enriques and others</p> <p>ISBN 9780198739630</p>
	<p><b>Principles of Financial Regulation</b></p> <p>Authors JA Armour, D Awrey, P Davies and L Enriques</p> <p>ISBN 0198786484</p> <p>The financial crisis of 2007-9 revealed serious failings in the regulation of financial institutions and markets, and prompted a fundamental</p>		



## Disclaimer (study landing page only)

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



**IMPORTANT**

For those of you applying this year you will need to get applications in by 15 October 2022. Your LNAT tests must be available by 15 October 2022. There is high demand for test spots so please make sure you register and book by 15 September 2022 to get a test date before 15 October 2022.

## 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:

### Year 1, Terms 1 & 2

These terms are called your moderations. They provide foundational knowledge in key areas of law and legal thinking. All these courses are required.

**Required: A Roman Introduction to Private Law**



**Required: Constitutional Law**



This course covers the law of the constitution, including the structure and basic principles of the British constitution, and the impact of European Union law on the constitution. It also provides an introduction to the protection of human rights in English law.

It covers the following topics:

**Structure:** separation of powers, the role of the courts, the powers of the executive (including prerogative powers), devolution (to Scotland, Wales and Northern Ireland), the supremacy of European Community Law as it relates to national law, and the European principle of state liability. Questions will not be set on the detail of the legal effect of directives or on the detail of European Institutions. General principles: constitutional conventions (including ministerial accountability), parliamentary sovereignty, the rule of law. Human rights: the structure and effect of the Human Rights Act 1998 (focusing in particular on its impact on parliamentary sovereignty and the judicial role); the application of the Human Rights Act 1998.

**Coverage:** Whilst all topics are examinable, not all of the topics in the syllabus are required to be covered in tutorials. Tutors may focus on some parts of the course at the expense of other areas, and may include additional materials on their reading list that are not included on the core list.

**Learning outcomes:** Familiarity with the structures and underlying principles of the British constitution, and the impact of EU Law on the constitution.

Taught by



Ngoc Son Bui



Benedict Caxon



Richard Elkins



**Required: Criminal Law**



**Required: Legal Research and Mooting Skills Programme (Part 1)**



**View reference**

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