

## Guidance Notes for Microsite Creation and Maintenance – updated 16Oct2015

### 1. Creating a Microsite

A site administrator will create any new microsities. In order for her to be able to set up the site it is important to have a Title, an Introduction of at least 100 words (can be changed later if needed), affiliated people and a little about the positioning of the microsite.

### 2. Positioning a Microsite

*What to think about:*

- what theme should your microsite have?
- Should it sit under a Parent Microsite?

*Parent Microsites (under Taxonomy)*

When you are thinking about where a research project microsite might sit within a centre or a research programme, you should select a parent microsite from the drop down list. You can select multiple parent microsities. This means that your microsite will appear under the 'associated research' button that should appear on all microsities.

*Microsite Themes (Under Taxonomy)*

You can also select one or more themes for the microsite. This means that when a visitor is on the All research and subject groups index he can find your project by selecting a theme.

*Navigating to Parent Microsite / Other sites of Interest*

To navigate from a project microsite back up to a parent microsite, we should use 'see also' which appears in a white box in the RHS of the microsite. It appears below the list of 4 people. To set this, use the related tab in the edit pages and type the name of the microsite/page/index and select from the drop down menu. Visitors can also use the browser back button, if they have navigated from the parent site.

Current students » Legal Research and Mooting Skills Programme  
*Edit Microsite* Legal Research and Mooting Skills Programme

<b>Content *</b>	<b>Parent microsite</b>
<b>Microsite *</b>	Mooting: What is it and why take part? x
<b>Related</b>	
<b>Taxonomy</b>	<b>Theme</b>
<b>Meta tags</b> Using defaults	Criminal Law x Criminology x
<b>Revision information</b> New revision	

Save View changes Delete

Current students » Legal Research and Mooting Skills Programme  
*Edit Microsite* Legal Research and Mooting Skills Programme

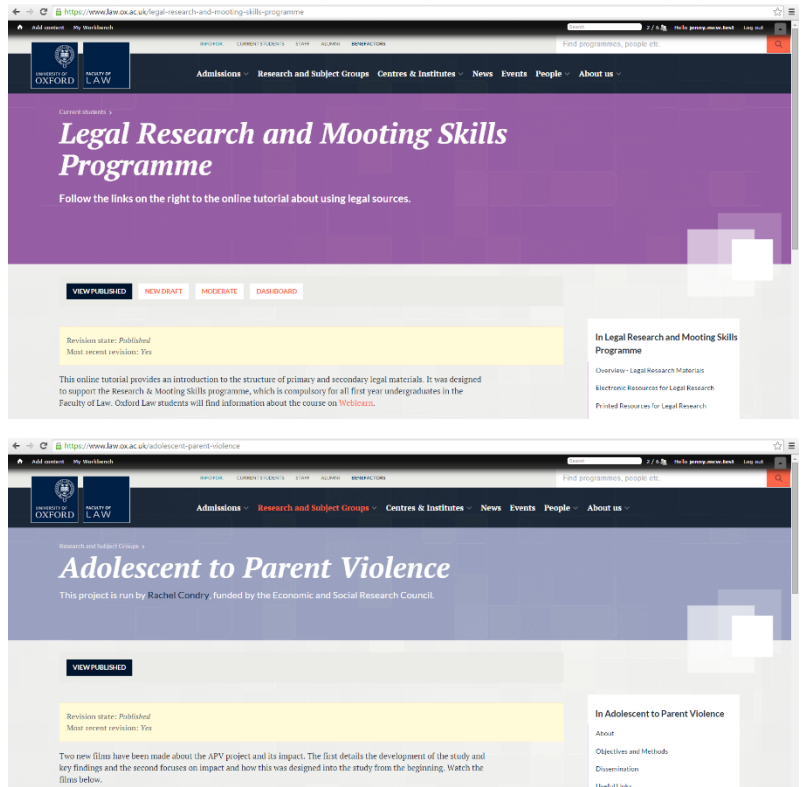
<b>Content *</b>	<b>RELATED RESOURCES</b>
<b>Microsite *</b>	<b>Attach media</b> Browse
<b>Related</b>	
<b>Taxonomy</b>	
<b>Meta tags</b> Using defaults	
<b>Revision information</b> New revision	<b>SEE ALSO</b>
	+ Mooting in Oxford (10916)
	Add another item

### 3. User Access

Once Karen has created the microsite she will give you administrator access to this specific site. This will allow you to edit and treat as your own the microsite. You will not be able to edit any other part of the site.

The screen shots opposite show the access you have. The first shows what you will see on your own Microsite.

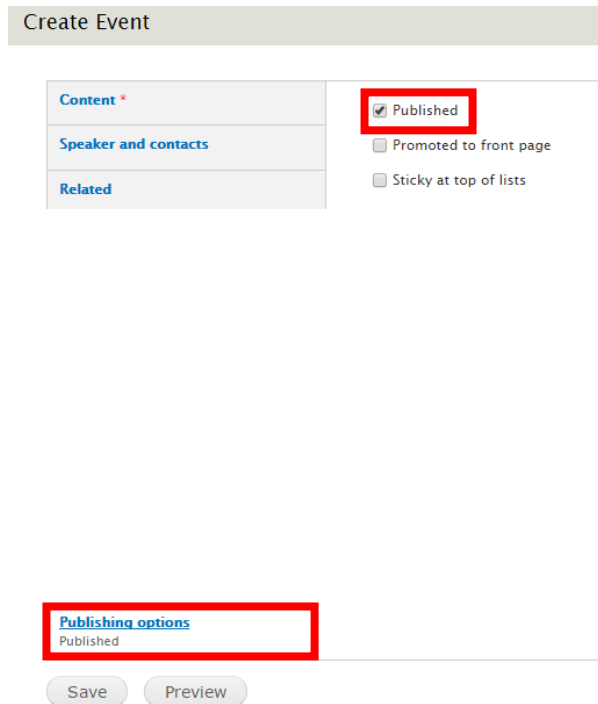
The second shot shows how the rest of the site will appear for you.



### 4. Publishing

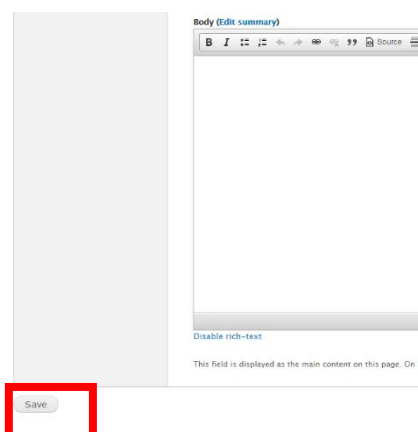
When you create any new content; a page, an event, a news item you must ensure to publish this content to make it visible on the site.

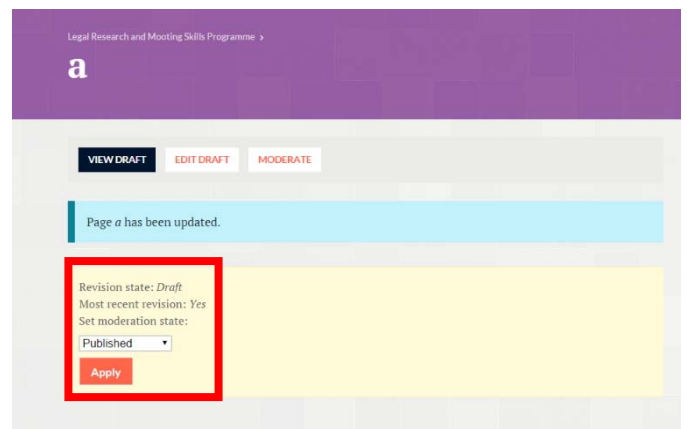
For an EVENT you can publish it yourself through the tab 'Publishing Options' and tick the box that says Published you may also click Promoted to Front page.



For a NEWS ITEM you cannot publish this yourself. You must email Katie Light when you have created a news item. She will then publish this news item for you.

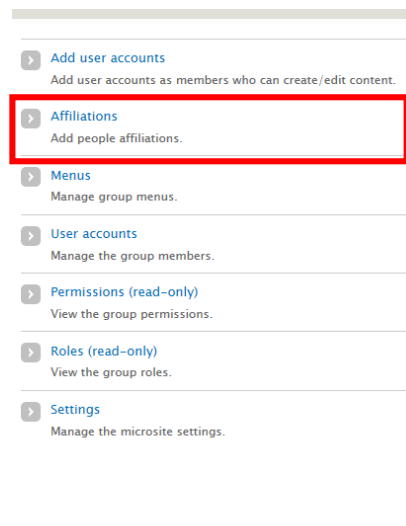
For a PAGE you click Save at the bottom of the page, then click edit draft and press save again. Then in the yellow box select Published and click Apply (see below).



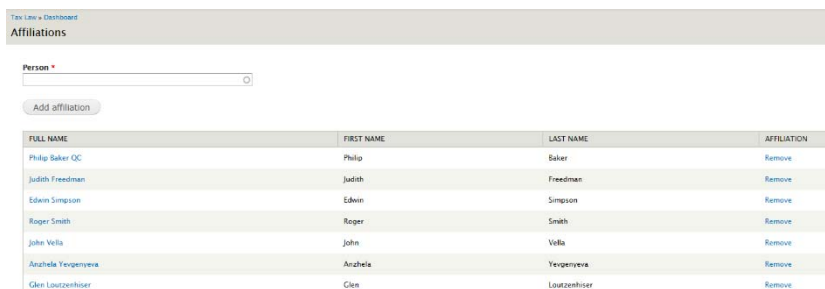


## 5. Adding People

When you want to add people that are associated to a microsite. Click on Dashboard and select Affiliations. These people will appear on the Left hand side of your microsite



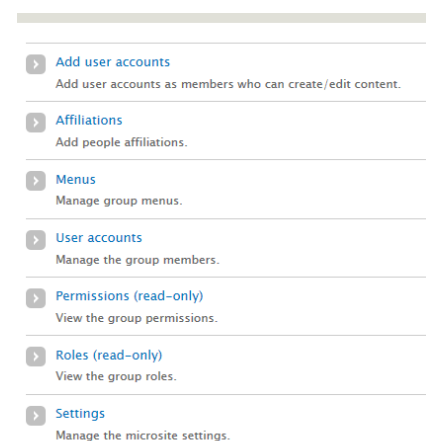
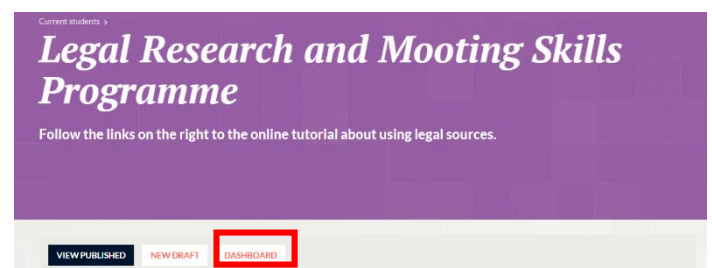
Under Affiliations type the person you wish to add and then select 'add affiliation'. This person will then appear under the people tab. You can also remove people by selecting remove on the RHS of this list.

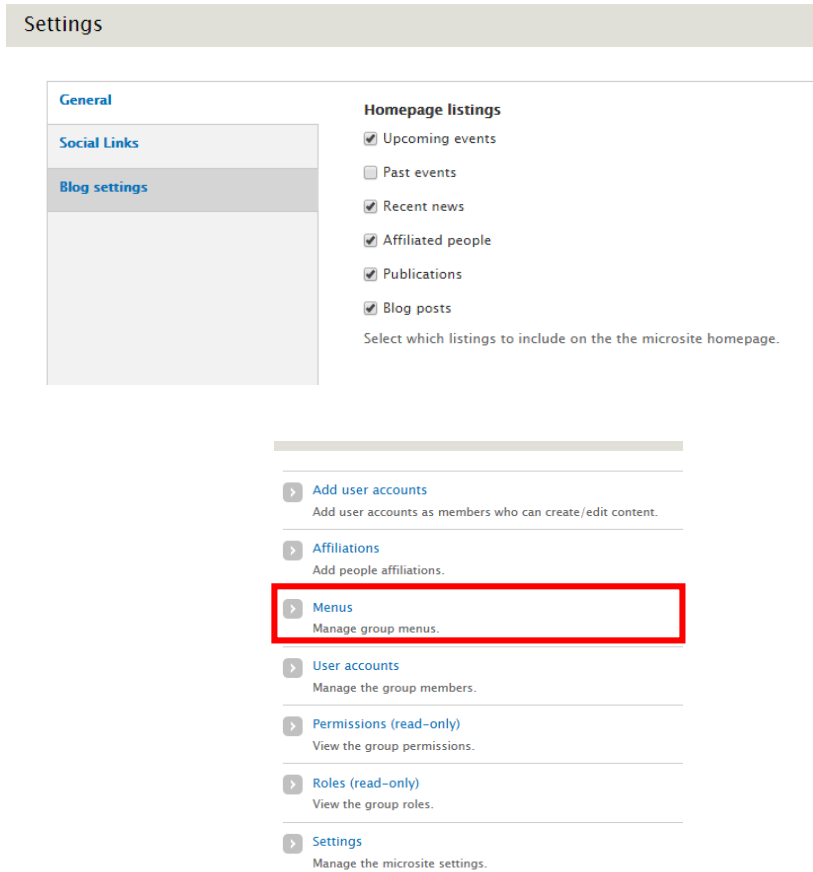
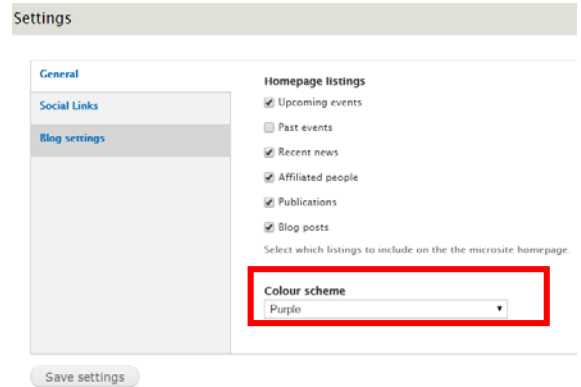


## 6. Using the Dashboard

The Dashboard is located on the front page of your microsite. It controls the colour of your site, what events, news, people, research appear on your site and which of these appear in on the right hand side menu.

To set/change the colour of your microsite click the Dashboard tab. Select "Settings" and then choose a colour from the drop down list.





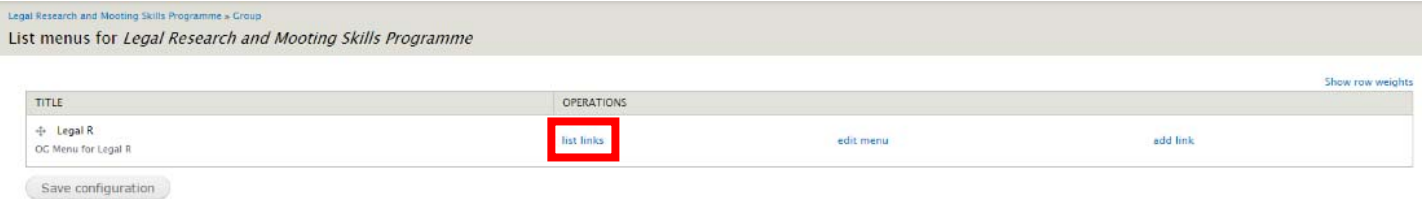
Also under Settings you can choose which features (news, blogs, people, events, publications) appear on the homepage of your microsite. Simply check the box if you want it to appear or uncheck the box if you don't want it to appear – you can change this as your site develops.

The example opposite shows all features except past events will appear on the homepage of the microsite.

To alter which features appear on the Right Hand Side Menu. Under Dashboard select "Menus"

Under Menu select "List Links"

Then check or uncheck the boxes depending on what you wish to appear on the Right Hand Side Menu

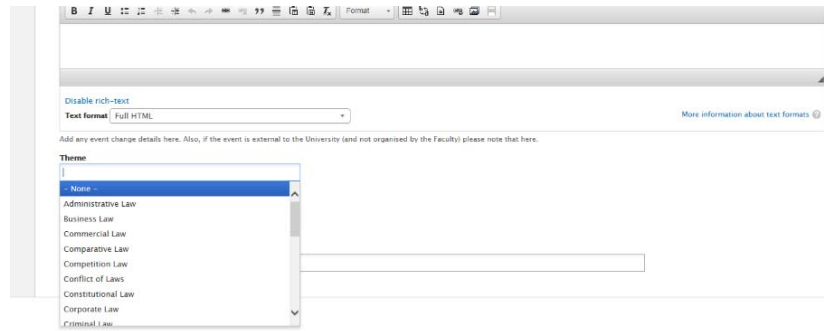


## 7. Adding Events

When you create a new event for your project, you need to link it to the microsite for it to appear under the Events tab. This is done through 'Link to Faculty Centre, Institute, Project(s), etc.' at the bottom of the page in 'Create an Event'.

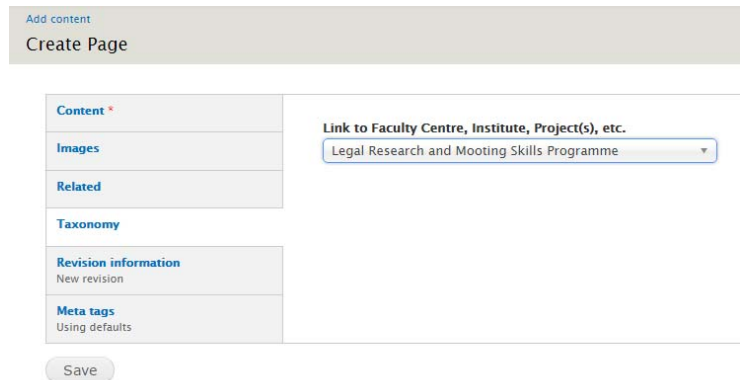


In order to allow a visitor to search in events for those linked to your microsite, add one or more themes from the drop down list.

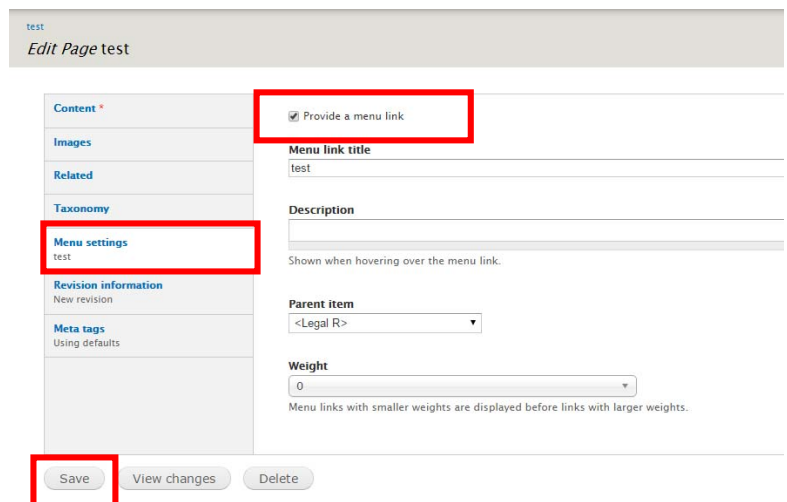


## 8. Adding Pages

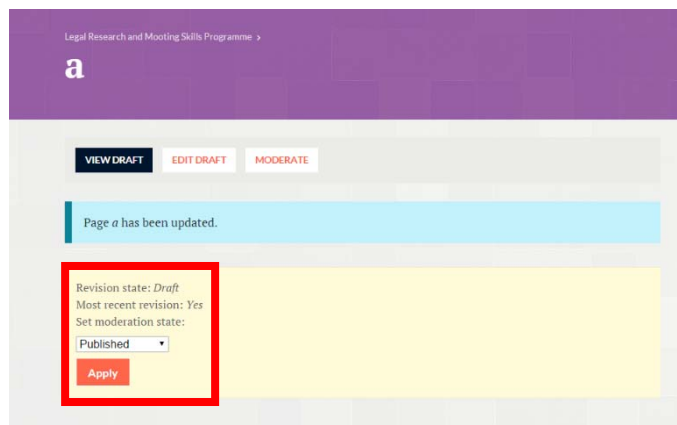
When you create a new page (not microsite) for your project or programme microsite, you need to link it to the microsite for it to take on the same microsite colour. This is done in Taxonomy where you select your microsite from the drop down list.



Then save the page and immediately click new edit. Menu Settings will appear as a tab on the Left Hand Side. Check the box that says "Provide Menu Link" and then click Save. This means it will then appear in the menu on the Right Hand Side.



Make sure you then Click Publish and Apply.



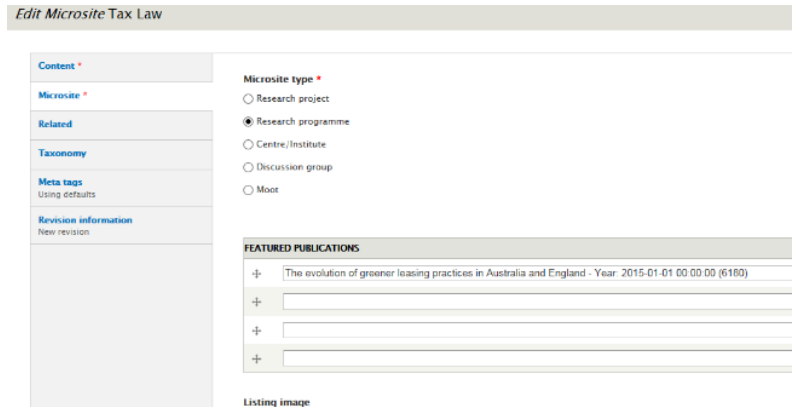
## 9. Featuring Related Research

To feature other related research on your microsite. Under 'New Draft' start to type, under featured projects, the name of the project and select from the drop down list.



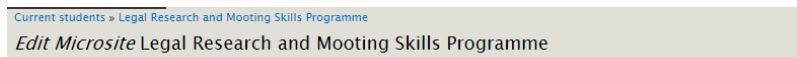
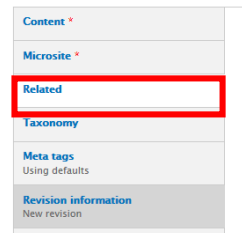
## 10. Adding Publications

To associate specific publications to your microsite select the microsite tab. Enter the name of publications (these must already be on the website) then select from the drop down list.



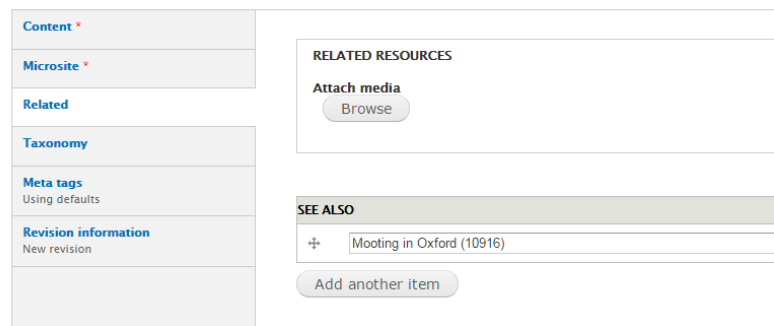
## 11. Adding More Links

To add other links to both Oxford Law Microsites/Pages/Indexes/People and external sites click the Related tab on the Right Hand Side.



### See Also

To link internally, under the See Also box, type in the name of the internal Microsite/Page/Index/Person and select from the drop down menu.



### Related

You can associate an external link to your microsite through 'Related Websites'. Under the Related Tab there is 'Related Websites'. Enter the



bar (see opposite). Type or paste the URL into the bottom section 'Link URL'. Select 'Insert Link'.

## 12. Adding a Listing Image

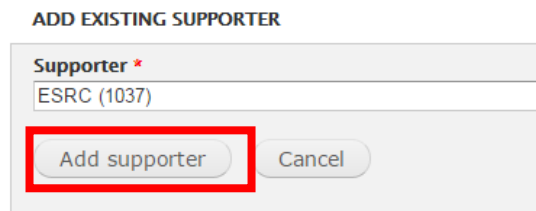
Ensure you upload a listing image for your microsite. This means that when it is listed either in an index (research and subject groups) or under associated research on another page an image will appear.

To add a Listing Image, select the Microsite tab and then select Browse under Listing Image. Then either select from the Library or upload your own image (for more info see the 'how to add an image' page).



## 13. Adding Sponsors

If your project has a sponsor, you can add this so it appears as Supported By at the bottom of the microsite. To add a Sponsor, select the Microsite tab and then select 'Add Existing Supporter'. Type the name of the Supporter and choose from the drop down menu. Click 'Add supporter'.

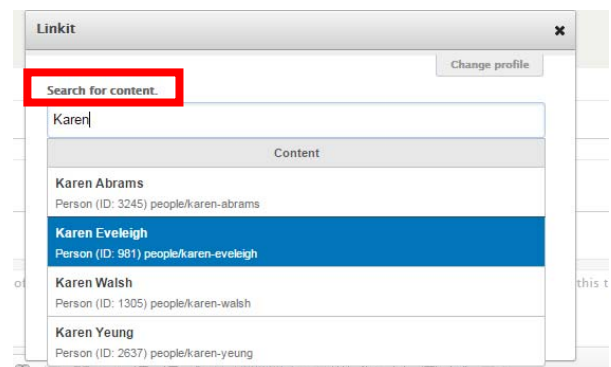
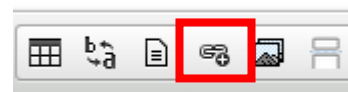


## 14. Adding a Hyperlink

You can add a hyperlink into text of a page, microsite, event and news.

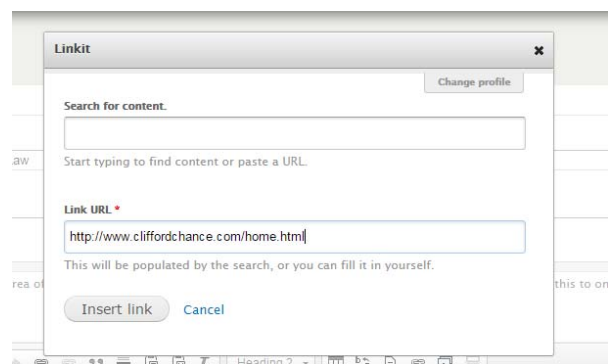
### Internal Hyperlink

Highlight the text you wish to link. Click on the 'figure of 8' icon on the right hand side of the top bar (see opposite). Start typing the name of the pdf, person, page, microsite etc. that you wish to link. Select the correct one from the drop down menu. Select 'Insert Link'.



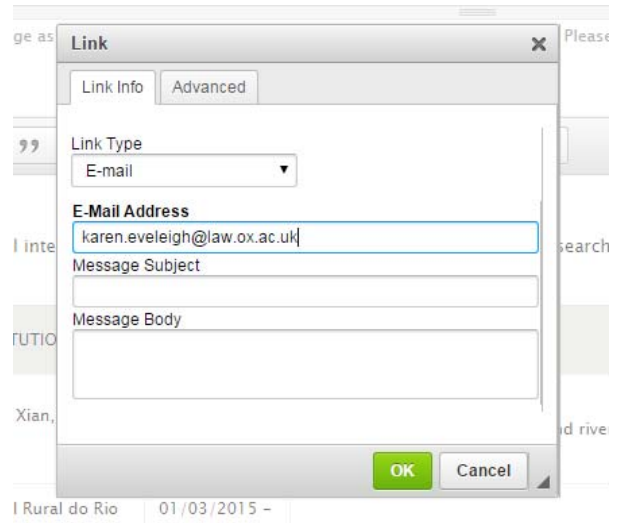
### External Hyperlink

Highlight the text you wish to link. Click on the 'figure of 8' icon on the right hand side of the top



### Email Address

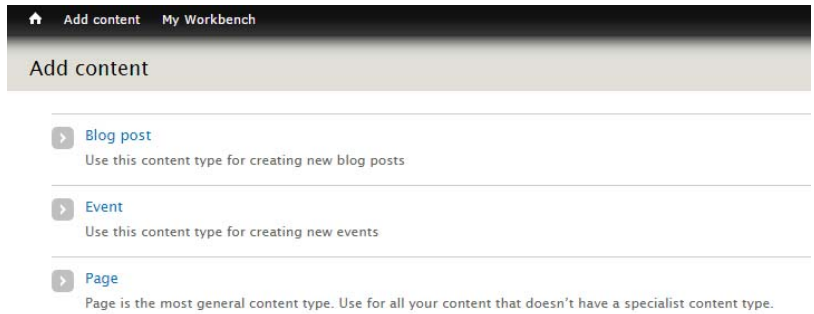
Highlight the text you wish to link. Click on the circle in the middle of the top bar (see below). Select Email under 'Link Type'. Type in the





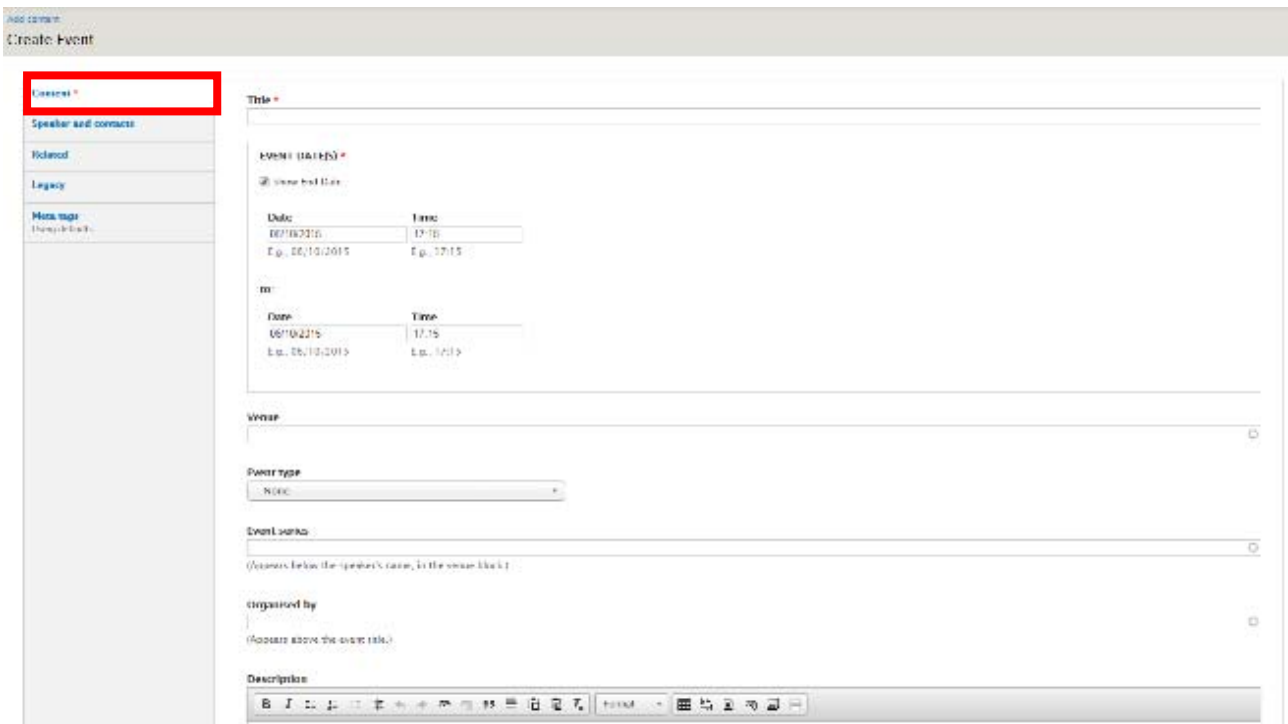
## ADDING AN EVENT

To add an event, click add content on the black bar at the top of the page and then click Event.



The Create Event Page will then appear.

Add the Title, Dates, Venue, Description, Organiser and Sponsor under the Content Tab.



To attach an event to a series, under Event Series start typing the name of the series and select it from the drop down menu.

### Event series

Oxford Global Justice Annual Lectures

(Appears below the speaker's name, in the venue block.)

See Page 4-5 (number 7) for how to link an Event to a microsite and themes.

If there are any changes to the event add these in to the Notes and Changes boxes on the Content tab. These will then appear in a white box at the top of the event.



Under the Speaker and Contacts Tab you are able to add Speakers an internal contact and an external contact. Just type the information into the relevant boxes.

The screenshot shows the 'Create Event' form with the 'Speaker and contacts' tab selected. The form includes fields for 'Event Link' (Title and URL), 'Speaker', 'Speaker affiliation', 'Internal contact', and 'Additional or External Contact'. The 'Additional or External Contact' section has sub-fields for 'Contact' and 'Contact email'. The 'Speaker and contacts' tab is highlighted with a red box.

Under the Related tab, you have a See Also and Related Websites. This works the same way as for a microsite (See page 6, number 11).

The screenshot shows the 'Create Event' form with the 'Related' tab selected. The form includes sections for 'RELATED RESOURCES', 'SEE ALSO', 'RELATED WEBSITES', and 'RELATED CONTENT'. The 'SEE ALSO' and 'RELATED WEBSITES' sections are highlighted with red boxes. The 'RELATED WEBSITES' section has sub-fields for 'Title' and 'URL'. The 'Related' tab is highlighted with a red box.