



Illinois Extension

UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN

Extension Website User Manual

This document provides instructions for content development for the Illinois Extension websites following the upgrade launched in March 2023 and subsequent updates through September 1, 2023.

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Editing Access

Authoring and editing website content requires skill in technology, marketing, and writing. Access to unit sites and blogs should be limited; universal access is not recommended.

To request additional editors to unit websites or established blogs

- County directors should submit a request to the [Extension IT Help Desk](#).
- The staff member will be added to the wait list for the next quarterly website training.
- Additional recordings will be provided for the staff to review.
- Access will be granted after the trainings are completed.
- Staff will be required to stay current with any additional trainings.

To request a new blog

- County directors or program leaders should submit a marketing request to go.illinois.edu/MarketingRequest. The request should include the desired blog name, descriptive blurb, names of each author, and two writing blog samples from each author.
- The staff will be added to the wait list for the next quarterly website training.
- Additional recordings will be provided for the staff to review.
- Access will be granted after the trainings are completed.
- Staff will be required to stay current with any additional trainings.

To request a new Topic or Affiliate Website

- Program leaders should submit a marketing request to go.illinois.edu/MarketingRequest. The request should include the topic and names of content experts willing to contribute content.
- A meeting will be set up by the state MarCom team to discuss the topic, timeline, and support.
- MarCom will request a site from the Web team.
- Program team staff will provide all content (in a Word document), links to all original photos, links to related videos, and other content related to the site. All PDFs must meet accessibility requirements as established by campus.
- MarCom will develop the site with the information provided by the program team.
- A limited number of staff will be granted editor access to make small adjustments in content as needed. The editors will be required to attend the initial website training and subsequent updates.

There are six categories of websites.

Global Website

The global website, extension.illinois.edu, is the main statewide Extension website and includes:

- **Home page:** Allows easy access to Unit website and Topic websites, as well as highlighting recent events, releases, and podcasts.
- **Topics:** Overview of all the independent topic-based websites.
- **Learn:** Highlights Online Courses, Blogs, Newsletters, Podcasts, Videos, and Publications.
- **Events:** List of all events created by state and unit staff.
- **News:** List of all press releases created by state staff or shared to the global site.
- **Connect:** Allows access to connect to staff, social media accounts, leadership, and affiliated websites.
- **Impact:** Showcases impact demonstrated across Extension's professional teams, unit annual reports, collaboration grants, and the economic and function impact report.
- **About:** Includes careers, strategic planning, and professional associations.

The state marketing and communication team serves as editors to the global site.

Unit Websites

Each of Extension's 27 units have a website which they can modify to meet local programming issues.

The consistent main navigation includes:

- About Us
- Local Programs
- Events
- Volunteer
- News & Media
- Contact

County directors appoint unit editors to add local events and releases and manage the pages. Units are encouraged to have a limited number of local editors.

Topic Websites

Extension's knowledge-based content is highlighted in 50 topic websites including:

- Beef Cattle
- Climate
- Community Gardens
- Community Planning
- Cottage Food
- Crops
- Diabetes: in development
- Disasters
- Economic Development
- Energy
- Environmental Quality
- Family
- Farm Management: in development
- Finances
- Firewood
- Flowers
- Food
- Forestry: in revision
- Health
- Hemp
- Herbs
- Home Vegetable Gardening
- Houseplants: in development
- Illinois Grasses
- Insects
- Invasives
- Landscaping: in development
- Lawns: in development
- Livestock
- Local Foods: in revision
- Local Government Education
- Mental Health
- Mushrooms: in development
- Natural Resources
- Nutrient Loss Reduction: in development
- Nut Trees: in development
- Plants
- Plant Problems: in development
- Pumpkins: in development
- Rainfall Management
- Regenerative Ag: in development
- Small Fruits for Home Gardens: in development
- Soil
- Specialty Crops: in revision
- Thriving Youth
- Trees and Shrubs: in development
- Turkey: in development
- Tree Fruits for Home Gardens: in development
- Vaccines
- Weather
- Youth Gardening: in development

These topic websites are managed by the state marketing and communications team and content authors. The sites each have unique navigation specific to the topic. Some topic sites allow for content to be shared to them from the global and unit sites.

Affiliate Websites

Extension has several organizational affiliates which are part of the Extension network and maintain a separate website within the Extension system. The content is related to the organization's efforts and impact versus informational problem-solution content featured on topic websites. Extension staff or faculty maintain these websites:

- Eat.Move.Save.
- Illinois 4-H
- Illini Science Policy Program

- Illinois Indiana Sea Grant
- Illinois Master Gardeners
- Illinois Master Naturalists
- Illinois Nutrition Education Programs
- Pesticide Safety Education Program
- Research Centers
 - Crop Science Research Center
 - Dixon Springs Ag Center
 - Northwestern Illinois Agricultural R&D Center
 - Orr Agricultural R&D Center
- Safe Electricity
- U of I Plant Clinic
- Illinois Extension Agricultural Advisers
- Livestock Facilities and Manure Management
- Illinois Extension DEIA
- Illinois Strategic Planning
- Communications and Information Technology
- Planning, Reporting, and Evaluation
- Volunteer and Career Development

Independent Contractor-developed Topic Sites

Occasionally, staff use grant funds to create topic-based sites outside of the Extension template. A private contractor maintains this content:

- Pollinators
- Feeding My Baby

Legacy Websites

From 2006 – 2012, more than 425 topic-based websites were developed. These sites are now antiquated; content cannot be edited or updated and the platform they were built in has passed end of life stage.

You can identify a legacy site by its URL. Legacy site URLs begin with web.extension.illinois.edu. These sites are currently being 1) deleted or 2) updated and transitioned to new topic websites. The transition is expected to be completed by December 31, 2023.

- Staff should discontinue referencing legacy sites on their unit and topic websites.

Content Types Available on Websites

There are several types of website content you can create or edit:

- Event
- News Release
- Newsletter
- Recipe
- Remote Video
- Staff
- Basic Page

Event

An event listing should include all the information vital for helping someone decide if they want to attend an Extension event.

- Events which have statewide impact or are presented online should be created by the state MarCom office and then shared with all units through the shared content function. This includes events that are sponsored by a statewide program team. Submit the information about the event six weeks in advance to go.illinois.edu/MarketingRequest.
- Unit staff should create events that have local interest and are presented in person. Local events can be shared with up to four additional units. Local events can be shared to relevant topic-based websites.

Name of Event

The name should be as short as possible.

- Use title case, capitalizing all important words.
- If this is an annual event, add the year at the front of the event name.
- You may wish to add the county name to the front of the event to avoid confusion.
- Do not include @ or & as part of the event name.

Subtitle

Event Name *

Subtitle

The subtitle is optional. The subtitle does not show in the list of events, so if something is needed for clarity, add it to the title.

- Add a series name to the Subtitle field, if applicable. For example, with the Four Seasons Gardening series, the name of the webinar is the event name, and the Four Seasons Gardening is listed in the subtitle.

Event Image

Event Image

 No file chosen

Images should be at least 1920 x 1080 pixels, please use a photo with no text.

One file only.

10 MB limit.

Allowed types: png gif jpg jpeg.

- Every event must have an event image.

- The image must be sized 1920 pixels wide by 1080 pixels deep. A short video on how to size photos to the exact pixel is available: go.illinois.edu/CroppingPhotos
- JPG file type is preferred to keep the file size under 5 MB.
- Keep text treatment minimal and centered; do not include dates or times.
- Do not include wordmarks or branding. Exceptions may be considered when the event is co-hosted with a partner.
- The image should be center focused since the full image is likely not visible on all screens.
- Include a description of the photo in the alt text field.

Summary

Ignore this field. It is not currently used.

Body

Include all relevant information about the event in the body section. This is your place to “sell” the event, so think of it as an advertisement.

- Don’t assume the audience knows our terms. Explain what Federation, Master Gardeners, and other Extension language means.
- Do not include photos in the body section.
- Do not include naked URLs (<https://extension.illinois.edu/XXXXX>). Instead, use the link tool (described in the Rich Text Paragraph Type section of the manual) to add a hyperlink to the website you’re referencing.
- Begin with a public-focused “hook” formatted as an H2 headline (no bold). It should clearly tell the audience how the event will improve their life. This will also help with SEO.
 - Try to include an action verb and use a complete sentence as your hook.
 - Use sentence case for this hook.
- Begin the description text by introducing the issue or problem that this event addresses and why solving the problem will help the participants. (*It’s hard for teens from around the county to get together and gain important leadership skills needed for college and career.*)
- Next, list the solutions the event will provide (perhaps the outline of content) and identify the audience by name. (*Teens who want to improve their leadership, meet new friends, and explore careers will find the event*)
- Include any details participants will need to consider, such as: limited registration, registration cutoff date, CEU or CPDUs available, lunch provided, age requirements, etc.
- Use the built-in event page form fields to indicate date, time, and location. Do not repeat that same information in the body.
- Keep presenter details short and relevant; include their name and area of expertise.
- Generally, avoid including presenter degrees and titles, including Dr.
- When presenter is Extension staff, link presenter name to Extension staff bio.
- If the presenter is non-Extension, link to the organization, organization staff listing, or LinkedIn bio.

Location

Location

State the building or facility where the event is occurring. The physical location will be added in the mappable location field.

- If the event is online, use Online for location (capitalize O). Do not add use “Zoom” or include the link at this field.

Mappable Address

▼ MAPPABLE ADDRESS

If you want to provide a map to the user, give a distinct address.

Country

Street address *

City * **State *** **Zip code ***

- Select United States for country.
- Add the physical address as requested.
- If you don't want an address or the event is online, change the Country to none.

County

[Show row weights](#)

COUNTY


This list is used for the event filter. It indicates each county for which participation is open, not just the county in which the event is held.

- Start typing the name of a county for which the event is open, then select from the autofill.
- Add additional counties as needed.
- Leave this field blank for statewide events.


Event Date

EVENT DATE(S) *

Start date *



End date *



If event takes place on the same day, please enter the date in both the start and end date fields.


Enter the beginning and ending date of the event.

- If the event runs consecutively for more than one day, use the first date as the start date and the last date as the end date.
- If the event runs non-consecutively, perhaps once a week for 8 weeks, enter EACH date as a separate event.
- A cloning feature is available to assist in duplicating events. Send in a request to access the cloning permission, if needed.
- If participation in the first event is required for each of the subsequent days, clearly list that requirement in the event description.


Event Time

EVENT TIME

Start time



End time



Enter the start and end time. Seconds are required but will not show in the display.

Event Fee

Event Fee

\$

If a fee is required, please enter it without the \$ symbol.

- Enter any fee without .00.
- If there is no fee, leave the field blank.

Related Link

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

Link text

Follow these guidelines for adding links

- The first link should be the registration link. Add the URL in the first field.
- In the “link text,” choose one of the following:
 - Register
 - Register by XXX
- Additional links could be added which take users to required forms, support material, etc. Keep the Link Text very short and direct.

Accommodation

Each event must include an accommodation statement. The statement will be automatically populated into the published event and must include the name of the staff member which is handling accommodations, or the email address of a non-Extension person who is handling accommodation requests.

ACCOMMODATION

If you need a reasonable accommodation to participate, please contact

Use this field to select an extension staff member

If you need a reasonable accommodation to participate, please contact

Use this field to add an email address for non-extension staff

- To add the name of a staff member, begin typing their name, then select from the choices populated.
- To add the address of a non-staff member, you need to type the full email address in the second field.

Share with Group

Share with Group

- Serving Champaign, Ford, Iroquois and Vermilion Counties
- Serving Livingston, McLean and Woodford Counties
- Serving Cook County
- Serving Fulton, Mason, Peoria and Tazewell Counties
- Serving Adams, Brown, Hancock, Pike and Schuyler Counties
- Serving Alexander, Johnson, Massac, Pulaski and Union Counties
- Serving Bond, Clinton, Jefferson, Marion and Washington Counties
- Serving Boone, DeKalb and Ogle Counties
- Serving Bureau, LaSalle, Marshall and Putnam Counties

Unit staff are allowed to share this event with up to four additional unit websites and to any relevant topic-based websites. Statewide events will be shared to all unit sites.

Keywords

KEYWORDS

+

Add another item

Select from a pre-populated list of topic keywords. As you begin to type, keywords with those letters will appear. For a list of all site keywords, go to go.illinois.edu/keywords. Be selective about the words you choose. The content should be specifically related to that keyword.

Program Area

[Show row weights](#)

PROGRAM AREAS *

+

Add another item

Choose the program areas for this event. This value will be filterable by users on the global event page.

Select the related program area leading the event. You can add multiple areas.

Postponement/Cancellation setting






▼ POSTPONEMENT/CANCELLATION SETTINGS


If the event has been postponed or cancelled, inform visitors by using these fields.

Postponed
If the event is postponed, flag it as such by using this checkbox.

Canceled
Use this checkbox to cancel an event.

Notes on the Event Schedule Change

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 Format ▾ |
 Styles ▾ |
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► POSTPONEMENT/CANCELLATION SETTINGS

If the event is canceled or postponed, click the arrow and make a selection.

- You can add information in the text box that will be added to the top of the event listing. “Canceled” or “Postponed” will appear in the title of the event.

Publish and Save

To make your event live, check the Publish box and click Save.

- You can save an event without publishing if you want the event to remain in draft. The event will not be visible to the public. To find the event later, go to group content and filter for unpublished events.

News Release

News releases can be created on unit sites, topic sites, affiliates, or the global site.

Title

- Use sentence capitalization for titles of press releases. Do not capitalize each word.
- Do not include a period at the end.
- Powerful titles are sentences with active verbs.
- Exclude words such as “a,” “the,” “and.” Substitute a comma in place of “and” in a title.
- Keep titles to under eight words, if possible.
- If using quotation marks in titles, use ‘ single quotes, not “ double quotes.
- Use numerals instead of spelling out numbers in titles.
- If using a colon, the word following the colon should be capitalized.

Images: Optional Custom Banner Image, Spotlight Image

Optional Custom Banner Image

 No file chosen

minimum image size 2000px x 1000px, 5MB upload limit

One file only.

5 MB limit.

Allowed types: png gif jpg jpeg.

Spotlight Image

 No file chosen

If there is no banner image, then add an image here to be pulled into lists of news releases 1200px x 800px, 5MB upload limit

One file only.

5 MB limit.

Allowed types: png gif jpg jpeg.

Every News Release must have a Spotlight Image.

- The horizontal image must be sized exactly 1200x800 pixels. You will not be able to save the release without an image sized 1200x800.
- The image should be center focused with limited or no text reserved to the center of the photo.
- Add alt text to any image added.

A custom banner image is optional.

- The image will be cropped extremely narrow.
- The image should be 2000 pixels wide.
- The banner image does not replace the need for a spotlight image.
- Add alt text to any image added.

Leave the Summary Field blank

Body

Body

body p

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

Place the main content of the news release in the body.

- Do not add images to the body field.
- Begin your release with a dateline in this format: URBANA, Ill. — Start of story
 - Use ALL CAPS for the name of the CITY
 - followed by a comma
 - followed by the sentence abbreviation of the state with period
 - followed by a space
 - followed by an em dash
 - followed by a space and the beginning of the release
- Do not double space between paragraphs.
- Use hyperlinks to related content on our site or reputable sites.
- Do not use naked URLs. If necessary, create short custom go links in [Webtools](#) to use in your release.

Date Published

Date Published *

08/21/2023

Select the date you want the release to be live. If you use an advance publish date, the release will not appear in the news release page but will still be available to anyone with the link.

Additional Paragraph Section Selections

SECTION

Add Image gallery

to Section

You can add additional paragraph types under the body of your press release:

- Image Gallery
- Image Row
- Image Text Row
- Rich Text

See Paragraph Types later in this manual for how to add additional blocks of content.

Keywords

KEYWORDS

+

○

Select from a pre-populated list of topic keywords. As you begin to type, keywords with that sequence of letters will appear. For a list of all site keywords, go to go.illinois.edu/keywords. Be selective about the words you choose. The content should be specifically related to that keyword.

Share with

Share with Group

- Serving Champaign, Ford, Iroquois and Vermilion Counties
- Serving Livingston, McLean and Woodford Counties
- Serving Cook County
- Serving Fulton, Mason, Peoria and Tazewell Counties
- Serving Adams, Brown, Hancock, Pike and Schuyler Counties
- Serving Alexander, Johnson, Massac, Pulaski and Union Counties
- Serving Bond, Clinton, Jefferson, Marion and Washington Counties
- Serving Boone, DeKalb and Ogle Counties
- Serving Bureau, LaSalle, Marshall and Putnam Counties

Unit staff are allowed to share a release with up to four additional unit websites and to relevant topic-based websites. Statewide releases will be shared to all unit sites.

Written By

WRITTEN BY	
+	<input type="text"/>
+	<input type="text"/>

Begin typing the name of the author of the news release until the name appears; then, select the name.

About Extension

About Extension

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

Illinois Extension leads public outreach for University of Illinois by translating research into action plans that allow Illinois families, businesses, and community leaders to solve problems, make informed decisions, and adapt to changes and opportunities. Illinois Extension is part of the University of Illinois Urbana-Champaign College of Agricultural, Consumer and Environmental Sciences.

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

The standard Extension boilerplate will automatically appear in the release. Should you need to edit the content or add additional boilerplate information about partner organizations, you can edit this block of text.

Publish and Save

To make your news release live, check the Publish box and click Save.

- You can save a release without publishing if you want the release to remain in draft. The story will not be visible to the public. To find the release later, go to group content and filter for unpublished news releases.

Newsletter

A new tool allows you to create a newsletter on the website and can also be automatically transitioned to a Webtools Email+ newsletter.

Gardeners Corner Fall 2023

[Join the mailing list](#)



Butterflies can eat to live, live to eat in a balanced garden

August 29, 2023

URBANA, Ill. — A favorite thing about visiting gardens in the summer is catching sight of a butterfly enjoying nectar from a brightly colored zinnia or a monarch caterpillar munching on a milkweed leaf. When designing a butterfly garden, expand and balance plant selection to provide more than nectar plants for adult butterflies. As the growing season winds down, pollinators are busy feeding and...



Blog articles



Ideas for youth to explore and connect with nature

August 11, 2023 | [Flowers, Fruits, and Frass](#)

Spending time in nature is beneficial to our health and well-being. It can improve our mood, make us feel more relaxed, help us be more active, and even connect us with our community. For children, time playing in nature is needed for healthy development. Don't let the benefits of time outdoors...

[Finish this story](#)



Reap the benefits of intergenerational gardening

July 31, 2023 | [Over the Garden Fence](#)

Gardening, like many life skills we learn as we grow up, is generally cultivated from our families, whether with our parents, grandparents, guardians, neighbors, or community group. Gardening is a

How to Add a Newsletter Issue

Newsletters are separate groups, like blogs. They have unique permissions and editor access. To request a new newsletter, submit a request to the [Extension IT Help Desk](#). They will consult with the state MarCom office and the Web Team to set up the newsletter group and get you started.

- Go to your *Newsletter Group* Homepage and Click Add New Content.
- Click Newsletter Issue. It is important to click Issue and not Article.
-

Title *

▶ FEATURED ARTICLE *

▶ BLOG ARTICLES

▶ NEWS RELEASES

▶ EVENTS

Podcast Episode

- Add a title for this issue of the Newsletter.

You can add one Featured Article which receives elevated status in the newsletter. In addition, you may add unlimited Blog Articles, News Releases, and Events. You may add one Podcast Episode.

▼ FEATURED ARTICLE *

Add posts

Title Keywords

Apply

- As you click on the down arrow of each section, click on the Add Posts button.
- Search for the story you want. You can search by Title or Keyword. Click apply to see options with that title or keyword. Once you've selected your stories, click Select Articles.

<input type="checkbox"/>	News Release: 4-H officers ignite their potential during training	4-H, Leadership	August 30, 2023	August 30, 2023
<input checked="" type="checkbox"/>	Blog Article: I want it my way: Appoint a Power of Attorney to help	Estate planning, Health Care, Financial planning	August 31, 2023	August 30, 2023

1 2 3 4 5 6 7 8 9 ... » Last »

Select articles

- Move through each section: Blogs, News Releases, and Events. There is no minimum or maximum selection. Click the Select Articles button with each section.
- Add a Podcast Episode by typing the title or portion of title. You can verify the title of the podcast as presented on the Podcast Homepage.

IMAGE WITH TEXT

No media items are selected.

[Add media](#)

One media item remaining.

Subtitle

Body

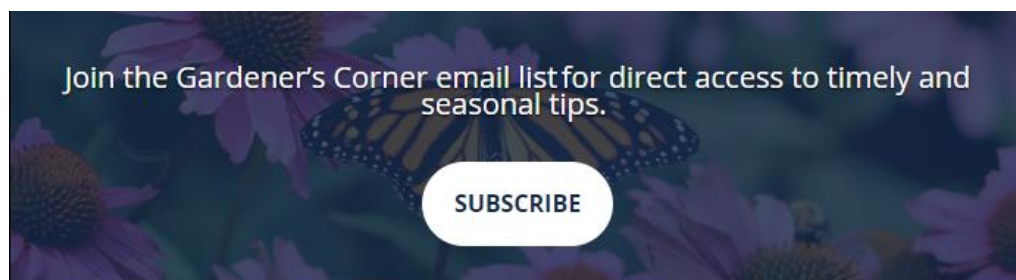
B *I* U | Format | Styles | Source |

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

Download Issue

 No file chosen

- The Body section allows you to add one paragraph of text with one image that does not already exist on the website. Do not add bullets or numbered lists to this section.
- In addition, you can add a PDF document to the Newsletter.



CTA

CALL TO ACTION 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 `<nolink>` to display link text only. Enter `<button>` to display keyboard-accessible link text only.

Link text

Call to action description

Call to action image

You must choose an image for this cta area to show up on the email. Otherwise it will only display on the newsletter web page.

- Add a Call-To-Action button at the bottom of the email (optional)
- The web team will assist you with adding a mailing list subscription button at set-up.

How to Transfer the Newsletter to Webtools

HTML email template code

Copy and paste the code below into your email program as the template....

Email HTML code

```
<div class="email-featured-article">

  <p style="margin:0;font-family:Open Sans, Arial, sans-serif,
arial;font-size:14px;line-height:18px;">
  
```

- At the bottom of your newsletter page, click inside the HTML Email Template Code. Select and copy all the text. This text only shows if you are logged in and is not visible to users.
- Go to your Webtools Email+ email.
- Click on the Message tab.
- Insert a Content section.
- Click on the Source Code button and paste the copied code into the Content body. <>
- Then click the Source Code button again and the content should display as formatted content.

[Finish the story](#)

Ideas for youth to explore and connect with nature

Spending time in nature is beneficial to our health and well-being. It can improve our mood, make us feel more relaxed, help us be more active, and even connect us with our community. For children, time playing in nature is needed for healthy development. Don't let the benefits of time outdoors e...



[Finish the story](#)

Reap the benefits of intergenerational gardening

Gardening, like many life skills we learn as we grow up, is



- From here, you can edit any of the content without going back into the code.
- Apply the appropriate skin and add any other content you wish to add in Webtools as you normally would.
- You can adjust the H1, H2 colors in Webtools: Click on the Appearance tab, then Settings & Styles, click the button at the bottom of that screen "Customize fonts and colors." For the H1, H2 and H3, change the text color and link color to your color (navy is #13294B). Save and close.

[Save and close](#) ✕

Customize Theme Settings

Edit this theme's styles using the fields below. Click Save to update the theme with your custom styles.

H1

H1 font family	H1 font size	H1 text color	H1 link color	H1 background color	Spacing
Open Sans ▼	24 ▼	#13294B ▼	#13294B ▼	 ▼	0 ▼

Underline H1 links

H2

H2 font family	H2 font size	H2 text color	H2 link color	H2 background color	Spacing
Open Sans ▼	20 ▼	#13294B ▼	#13294B ▼	 ▼	0 ▼

Underline H2 links

- If you use a different email service provider, you'll need to check its compatibility.

Recipe

The Nutrition and Wellness Team has provided specific guidelines for recipe content and format. Review these guidelines carefully before creating a new recipe. Recipes should only be added under the guidance of a nutrition and wellness, EFNEP, or SNAP-Ed staff member.

Watermelon and Chicken Salad with Chive Dressing

Ingredients

- 1 lb chicken breast, cooked (or canned chicken, drained)
- ½ cup diced watermelon
- ½ cup diced cucumber
- 4 cups spinach (or other lettuce)
- ¼ cup chopped walnuts
- Chive Dressing
- 2 cloves garlic
- 2 Tbsp lemon juice
- 2 Tbsp oil
- 1 tsp fresh minced chives
- ¼ tsp salt
- ¼ tsp ground black pepper



Servings: 4

[Nutrition Facts](#)

Directions

1. Wash hands with soap and water.
2. Wash all produce under cold water. Cut as described in Ingredients.
3. To four plates, layer spinach, watermelon, cucumber, cooked chicken, and walnuts.
4. Make Chive Dressing by adding all ingredients to a small blender or food processor. Process until smooth.
5. Divide dressing evenly over salads and serve.

Recipe part of CSA Insider (2018), an Illinois Extension program in DeWitt, Macon, and Piatt counties, offering recipes and tips for members of Community Supported Agriculture subscriptions.



Before you create a new recipe, check to see if the recipe has already been added to the website.

To check to see if a recipe is already available on the site:

1. Go to the content tab of your unit
2. Select Recipe from the content type tab and hit filter.

[+ Add content](#)

Title	Content type	Language	Page Type
<input type="text"/>	Recipe ▼	- Any - ▼	- Any - ▼
Authored by			
<input type="text"/>			
Filter			

Title

Provide a short, clear title. Do not include Recipe in the title.

Ingredient list

- List ingredients as bulleted lists.
- List ingredients in the order they appear in the recipe, using the largest measurement of the ingredient first (i.e. 1 teaspoon baking soda before 1/2 teaspoon baking powder)
- Use clear punctuation (4 cups sifted flour is very different than 4 cups flour, sifted).
- Indicate if an ingredient needs to be washed (safety step).
- Consider breaking up ingredients with headings when there are two or more separate foods to prepare. For instance, if you're making a salad, indicate the ingredients of the salad, and then add another section for the dressing.
- Do not use numerals together. For example. write 1 (8 ounce) package cream cheese instead of 1 8 ounce package cream cheese.
- If an ingredient is used more than once in a recipe, list the total amount at the place in the ingredient list where it is first used, then add "divided." In the directions part of the recipe, indicated the amount used at each step.
- **Measurements:** Spell out all measurements and use the following capitalization: cup, teaspoon, Tablespoon, ounces, pound, package, gallon, quart, pint. You may use abbreviations for printed documents to save space.

Directions

- Use numbered list for direction steps.
- Always include "wash hands with soap and water" as a safety step; this should generally be first or second step (after preheating oven).
- Include other safety steps, such as "wash hands with soap and water after handling eggs or raw meat," "cook until internal temperature reaches ___ °F on food thermometer."
- As needed, indicate the cookware, utensils, or bowls (size) that will be used.
- Keep sentences short and use numerals.
- **Storage:** Continue adding Storage directions after the step list.
- **Source:** If using a recipe from a source, cite the source. If online, hyperlink the source name.

Nutrition Facts

- Use software, such as Food Processor, to obtain nutrition facts per serving.
- **Formatting:** Do not use bullets or numbered lists in this section.
- **Formatting:** Include the energy/nutrient (capitalized) followed by a colon, space, the number, space, and the measurement (g for grams, mg for milligrams- lowercase)
 - Calories: 260
 - Fat: 8 g
 - Sodium: 240 mg
- **Include this energy/nutrient categories:** Calories, Fat, Saturated Fat, Sodium, Total Carbohydrate, Added Sugars, Fiber, and Protein in that order.

Additional Fields

Dish

Servings

Calories per Serving

Prep Time

 min

Enter preparation time in minutes

Total Time

 min

- **Dish:** select from list provided. Although this is not currently being displayed, this information will be helpful if a filter becomes available.
- **Servings:** Enter number
- **Calories per Serving:** Enter number
- **Prep Time:** Enter number of minutes using numerals only. Do not include “Minutes.”
- **Total Time:** Enter number of minutes using numerals only. Do not include “Minutes.”

Recipe Image

- You must include an image sized to 1200x800 pixels.

Publish and Save

To make your recipe live, check the Publish box and click Save.

- You can save a recipe without publishing if you want the recipe to remain in draft. The recipe will not be visible to the public. To find the recipe later, go to group content and filter for unpublished recipes.

Learn how to include recipes on a webpage or in a blog in the Paragraph Type section of the Manual.

Remote Video

The remote video content type is the preferred method of displaying videos hosted on YouTube.

- Discontinue embedding videos on the site with code.
- Only create remote video content for videos that are created and owned by Illinois Extension. If you wish to reference a video created by another agency, use hyperlinked text.
- Once a remote video page is created, use the website link to point people to the video page. The remote video views are still being counted by YouTube.

Who should create remote videos?

For state or regional team content where you upload the video to a team YouTube account:

- Upload your video to YouTube and complete the captioning and description requirements.
- Send in a [marketing request](#) to the state marcom office for the remote video to be created. The request form has been updated to include the relevant information needed. Once created, the marcom team will provide the content link of the new remote video.

For state or regional team content where state marcom uploads the video to the main Extension YouTube account:

- Send in a [marketing request](#) to the state marcom office for the video upload.
- The state marcom team will create the remote video. Once created, the marcom team will provide the content link of the new remote video.

For local content uploaded to YouTube by the field, unit editors may create a remote video if they feel it has widespread value.

Before you create a new remote video, check to see if the video has already been added to the website.

To check to see if a remote video is already available on the site:

1. Go to the content tab of your unit
2. Select Remote Video from the content type tab and hit filter.

Title

The title is extremely important to the success of this video. It should reflect the content in such a way that people understand the topic covered and create enthusiasm for viewers.

- The Title does not need to be the title of the webinar. Use a title with a marketing flavor.
- The Title should not include Part 1, Part 2, etc. Instead capture what is included in this specific video (in contrast to content provided in a related webinar).

Title *

Remote video URL

Description

B *I* U |
 ☰ ☰ ☰ ☰ |
 ” 🖼️ 🔗 💬 |
 Format ▾ | Styles ▾ |
 Source ↶ ↷ Ω | ☰ ☰ ☰ |

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

Remote video URL

Share >

<>

📞

f

🐦

✉️

TALK

Embed
WhatsApp
Facebook
Twitter
Email
KakaoTalk

➦ Share

https://youtu.be/VsDqzGq1Gxg?si=RFqbckcWMfbuPf2X

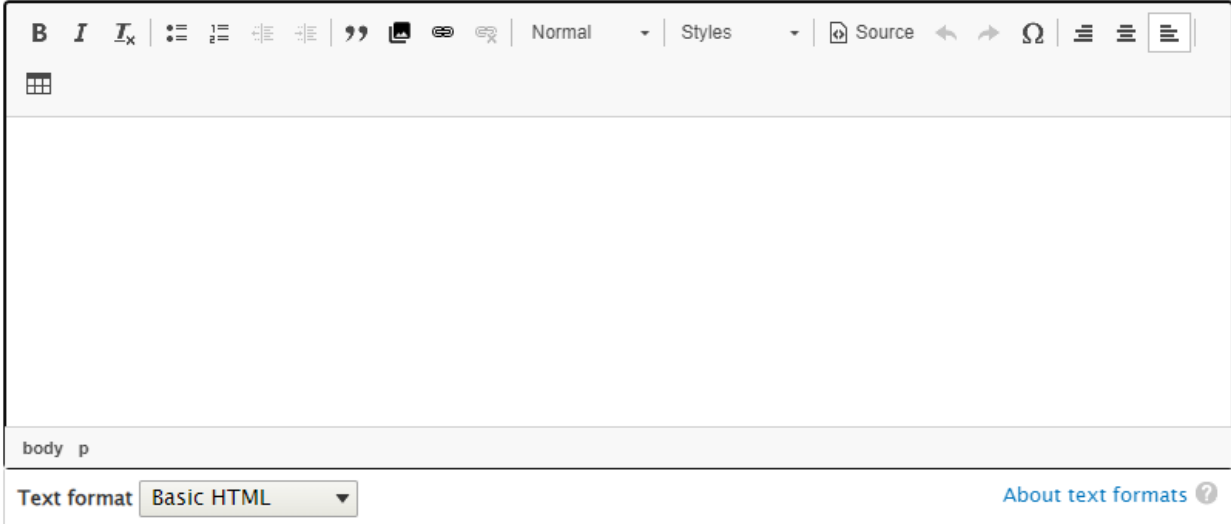
Copy

Copy and paste the YouTube URL.

- Go to your YouTube video.
- Click on the Share button under the video.
- Click the Copy button.
- Do not copy the URL from your browser.

Description

Body



body p

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

Use longtail keywords to describe the video content so Google can find the resource. You are encouraged to add timestamps to the description.

- Do not double space between paragraphs.
- Use hyperlinks to related content on our site.

Keywords

KEYWORDS

+

Select from a pre-populated list of topic keywords. As you begin to type, keywords with that sequence of letters will appear. For a list of all site keywords, go to go.illinois.edu/keywords. Be selective about the words you choose. The content should be specifically related to that keyword.

Share to Group

At this time, this section is unnecessary.

Publish and Save

To make your remote video live, check the Publish box and click Save.

- You can save a video without publishing if you want the remote video to remain in draft. The video will not be visible to the public. To find the video later, go to group content and filter for unpublished video.

Learn how to include remote videos on webpages in the Paragraph Type section of the Manual.

Staff

Staff entries are created by the Information Technology team from the new hire ticket submitted by the supervisor. Staff should work with their local unit editor to edit and update bios after they are created.

- If a staff member changes jobs within the unit, submit an IT ticket so the staff can be included in the appropriate list serves. After, local editors can make the changes on the unit website.
- If a staff member moves units, submit an IT ticket so the staff can be included in the appropriate list serves and their affiliated unit can be changed. The correct unit must be reflected in the individual staff listing by changing the “entity” from the old unit to the new unit.

[← Serving Christian, Jersey, Macoupin and Montgomery Counties Staff Directory](#)

[← Statewide Staff Directory](#)

Name

Request any name changes from Extension IT through the help desk ticketing system.

Name *

First name *

Last Name *

Job Title

Job Titles

Job titles should follow a specific formula.

County (optional) + Program Area + Position Type

- Example: Macon County Horticulture Program Coordinator
- Example: Iroquois County 4-H Youth Development Program Coordinator
- Example: Kendall County Office Support

Additional guidelines:

- If staff cover the entire unit, do not indicate a county. Remember, we never use unit numbers in public-facing marketing, so begin with your program area followed by position type.
 - Example: Nutrition and Wellness Educator
- If you use the formula correctly, you won't need any commas or other punctuation (except SNAP-Ed).
- Do not abbreviate (except SNAP-Ed or EFNEP).
- Always spell out "and" in titles. Do not use the ampersand symbol (&).
 - Example: Community and Economic Development
 - Example: Local Food Systems and Small Farms
- Do not use "and" in 4-H youth development titles.
 - Example 4-H Youth Development Educator, not 4-H and Youth Development Educator
- Do not use "Extra Help" in job titles on the staff directory. Staff classified as extra help should be given a working title that would be meaningful to the public. Remember, this doesn't change your real job classification; this simply helps the public understand where you work and what you do for your job.
- If you work on a state program team, you may substitute State for the County in the formula. This is optional and is not a required element of job titles.

Looking for some clarity? Here are some examples.

USE: Perry County 4-H Youth Development Program Coordinator

DO NOT USE: Program Coordinator, 4-H Youth Development-Perry

USE: Jackson County SNAP-Ed Community Worker

DON'T USE: Community Worker for SNAP-Ed in Jackson County

USE: County Director

USE: Local Food Systems and Small Farms Program Coordinator

USE: Marketing and Communications Director

USE: Information Technology Director

USE: Forestry Research Specialist

These guidelines apply to staff listings. When using staff titles in press releases, titles are not capitalized.

Program Area

Click at least one program area or group.

- Illinois Nutrition Education Programs are only for those staff working in EFNEP and SNAP-Ed

Unit

Unit should be their primary place of work.

- Do not use a topic website as a “unit” of work.
- If you work at the state campus level, leave the setting as “none.”
- Do not use “global” as unit. Leave campus level staff as none.

Phone

Include the phone number you want people to contact you at.

Keywords

KEYWORDS

+

Select from a pre-populated list of topic keywords. As you begin to type, keywords with that sequence of letters will appear. For a list of all site keywords, go to go.illinois.edu/keywords. This list will appear in the staff list view as “Expertise.”



[Michael Delany](#)

Community and Economic Development Educator

Expertise: Economic development, Workforce development, Community development, Entrepreneurship, Poverty simulation

421 W Pines Rd., Suite 10 Oregon, IL 61061

815-732-2191

mdelany2@illinois.edu



[Dustin Fritsche](#)

Community and Economic Development Program Coordinator

Expertise: Community planning, EDEN Ready Business, Leadership, Leadership development, Local government, Navigating difference, Poverty simulation, Real Colors, Volunteers, Workforce development

651 S Job, Virginia, IL 62691

217-452-3211

fritsche@illinois.edu

Bio

- Leave the bio (short) section empty.
- Complete the bio (long) section.

Dig Deeper into Writing your online bios on the [CommIT website](#)

Online bios often include the following sections:

- **Who you are** | What you do | Where you do it | Why your work matters?
- **Previous experience:** (work and volunteer if it relates to your current job description)
- **Education:** Degree in what, where from, when (though this is not always necessary)
- **Certifications /Trainings** (if relevant to your job)
- **Awards and Honors** (if relevant to your job)
- **Other**
 - Research interests
 - Recent Publications or Peer-reviewed Articles
 - Blogs
 - Videos
 - Media Releases
 - Media Coverage
 - Social media accounts if your accounts focus on your work

Check out more suggestions for creating your online bios from the [recorded webinar](#).

Photo

Upload a professional headshot. It will be re-sized to 140x200 pixels.

Email

Add your email address.

Site Filter

Leave this section blank

Save

Click save to publish the edits.

Basic Page

Basic pages may only be created by the website administrator. If you need an additional basic page, submit a [marketing request](#). After consultation, the page will be created and inserted in the navigation of the unit site as unpublished.

Page Type *
 Basic Page ▼

Page Layout
 With Sidebars ▼

Sidebar Paragraphs
 1 ▼

Title *

Custom Banner Image
 No file chosen

One file only.

- Editors should not change the Page Type or Page Title. If changes are needed to these settings, submit a [marketing request](#) to initiate a discussion with a site administrator.
- Page Titles are directly linked to the site URL; changing them may break links previously used for marketing.
- Page Layout should be “With Sidebars” if there are subpages under the page. Editors may change and select “Without Sidebars” if the page is the deepest level of the site navigation and no pages are nested under the page.
- Sidebar Paragraphs refer to the number of paragraph types which should be tabbed over to allow for a side navigation. Most times, only 1 paragraph type is needed. The second paragraph type would then return to the left side margin. For long side navigations, you may need 2 or 3 paragraph types before returning to the left side margin.
- Do not use Custom Banner Images. They will be removed across the system soon. If you want a large image at the top of the page, use a Hero paragraph type.
- If you unpublish a page, it will not be visible to the public or accessible by link. To edit an unpublished page, find the page in the Group Content tab accessible from the Home Page when an editor is logged in.

There are several types of paragraph styles you can use to add content to your page. (See Paragraph Types later in the manual.)

Category Page

Unit sites have a special type of page called Category Page. When Category Page is selected in Page Type, it designates that page to be featured in the unit Local Programs grid and in the Local Programs navigation on the unit site.

Serving Carroll, Lee and Whiteside Counties



4-H and Youth



4-H Shows & County Fairs



Communities



Food and Family



Fund Development



Master Gardeners



Master Naturalist Program



School Programs

Category pages were determined by the county director and unit website editor in early 2023 prior to the Drupal 9 upgrade. To make changes or additions to your unit Category Pages, submit a [marketing request](#).

- Editors should not change the Page Type or Page Title. If changes are needed to these settings, submit a [marketing request](#) to initiate a discussion with a site administrator.
- Page Titles are directly linked to the site URL; changing them may break links previously used for marketing.
- Page Layout should be “With Sidebars” if there are subpages under the category page. Editors may change and select “Without Sidebars” if the category page is the deepest level of the site navigation and no pages are nested underneath the category page.
- Sidebar Paragraphs refer to the number of paragraph types which should be tabbed over to allow for a side navigation. Most times, only 1 paragraph type is needed. The second paragraph type would then return to the left side margin. For long side navigations, you may need 2 or 3 paragraph types offset before returning to the left side margin.
- Do not use Custom Banner Images. They will be removed across the system soon. If you want a large image at the top of the page, use a Hero paragraph type.
- Local Program Image is the image which will appear in the Local Program Block on the home page and Local Program Page. This image was originally established for all units. If you want to change the image, crop a photo horizontally to 600x400 pixels. Add alternative text to describe the image.

- Leave Category at None. This field is no longer used.

Page Type *
 Category Page ▼

Page Layout
 With Sidebars ▼


Sidebar Paragraphs
 1 ▼

Title *
 Master Gardeners

Custom Banner Image
 Choose File No file chosen


One file only.
 15 MB limit.
 Allowed types: png gif jpg jpeg.
 Images must be exactly 1300x430 pixels.

Local Program Image



Alternative text *
 people in garden

Short description of the image used by screen readers and displayed when the image is not loaded. This is important for accessibility.

 mastergardener_1.jpeg (869.49 KB) Remove

Only used to display an image for local program category pages on a unit home page. image will be cropped to 600px x 440px

Category
 - None - ▼

The following Page Types are no longer used and should never be selected: Program Landing Page, Program Page, Category Sub Page.

Paragraph Type Sections For Pages

Section

No Paragraph added yet.

Add Accordion Listing ▼ to Section

There are several types of content, called paragraph types, you can add to a page, accessed in Section on the editing screen:

- Accordion List
- Big Buttons
- Cards
- Calls to Action
- Calls to Action Narrow
- Feature Box
- Feature Split
- Feature Video (do not use)
- Hero
- Icon Row
- Image Gallery
- Image Text Row
- Image Row
- Intro (do not use)
- List Collection
- Map
- Recipe Content
- Remote Video Content
- Rich Text
- Staff List
- View (use with assistance from the state MarCom team)

Accordion Listing

Accordions allow you to hide long text sections. Be sure the title for each section of the accordion clearly explains what a reader will find inside. This type is most appropriate for audiences familiar with Extension. Don't hide marketing pitches in an accordion. (The Accordion listing section type replaced Tabbed Section from the previous version.)

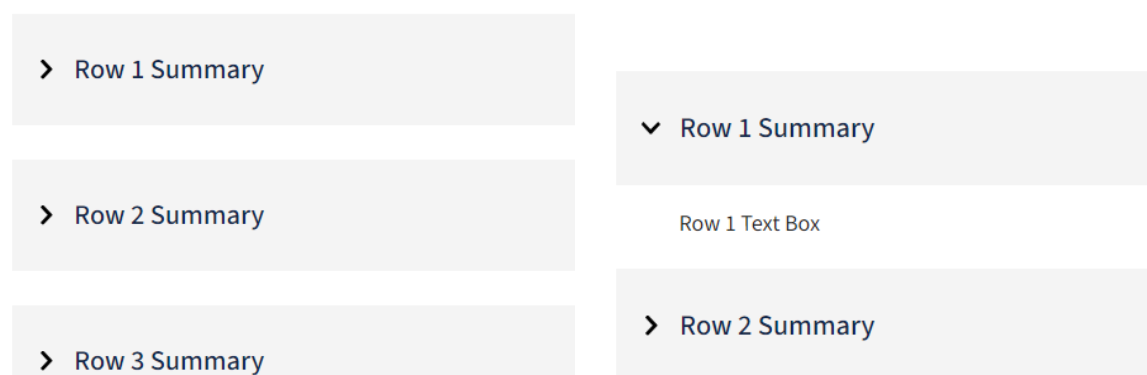
Why Use Them?

- Appropriate for audience who are most familiar with Extension.
- Condense information that is useful to targeted groups, such as Master Gardener or 4-H forms.
- Creates scannable outline of information for quick retrieval.
- Great for Q&A sections.

Clicking on the arrow to the left of a section will expand and show the text content.

Accordion Title

Introductory Text for the Accordion Section



How To Add an Accordion Listing

- Select Add Accordion Listing
 - The Title provides an H2 heading for all of the sections below. Provide a descriptive title so the user knows if they want to spend time opening the accordions.
 - The Body is used to further describe the content below. Both are optional.

SECTION

+ Accordion Listing Remove

Title

Add a short title for all the content that follows (optional)

Body

B *I* U | :≡ ≡≡ ≡≡ ≡≡ | ” ” ” | Normal Styles Source ↶ ↷ Ω

≡ ≡ ≡ ≡

In the Body, add further information about the collection of resources (optional).

The first section row is added when the accordion is created. Additional rows can be added as needed.

ACCORDION ROWS *

+ Accordion Row Remove

Summary *

Enter a short statement or question in the summary.

Details *

B *I* U | :≡ ≡≡ ≡≡ ≡≡ | ” ” ” | Normal Styles Source ↶ ↷ Ω

≡ ≡ ≡ ≡

Expand on the statement or question in the Details section.

- **Summary:** This serves as the title/question of the row and is visible on the page.
- **Details:** This is the text that appears when the option is expanded. This is a Rich Text box and can include formatting and links.

Add Accordion Row




Add Accordion Listing to Section

- Add another row by clicking “Add Accordion Row.”
- If you want to create another separate collection of rows, click “Add Accordion Listing.”

Big Buttons

Big Buttons drive visitors farther into the site and are often used on home pages. Each Button includes an image, title, short text, and hyperlink. When someone hovers over the Button, the title and text become blue, an indication it's a clickable link. You may add one to three buttons in the collection.

- Remove any remaining information sliders on the site. Big Buttons are suitable replacements.
- You must include at least two Buttons per Big Button Row; maximum number is three.

 <p>Fair Access to Credit</p> <p>Not everyone has the same access to credit. Explore some of the challenges of obtaining credit as well as unfair lending practices that create barriers to obtaining credit products.</p>	 <p>Conscious Credit</p> <p>How do you find accurate, credible information to help you make ethical and conscious borrowing decisions? Explore the role of a responsible borrower and myths and facts about credit.</p>	 <p>Let's Shop for Mortgage Loans</p> <p>Take time for these shopping and comparing steps before you borrow money to buy a home.</p>
--	--	--

How to add a Big Button Section

- Select "Add Big Buttons" Section from dropdown.

The top part of the editing screens deals with the design of the entire row of buttons.

SECTION

⊕ Big Buttons Remove

Card Background *

Alignment *

Layout *

Section Title

Section Subtitle

- Choose a White or Illini Blue background for the cards
- Alignment refers to the placement of the Button Header. Choose if you want the header centered or aligned left.

- You can choose between a fixed width (which keeps the cards inside the border of the margin of the screen) or full width (which extends the buttons across the full screen size. We recommend that Big Buttons are set to Fixed Width.
- Optional: Add a Section Title which serves as a headline. This should be a marketing pitch inviting the viewer to dig deeper into the content in the cards.
- Optional: Add a Section Subtitle to further explain the content or pitch.

The next section provides the content of each individual Button.

BIG BUTTONS Remove

Big Buttons Content

Button Image *

No file chosen

One file only.
5 MB limit.
Allowed types: png gif jpg jpeg.
Images must be larger than 350x175 pixels. Images larger than 5000x5000 pixels will be resized.

Button Title *

Button Body

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

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

Button Link *

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.

[Add Big Buttons Content](#)

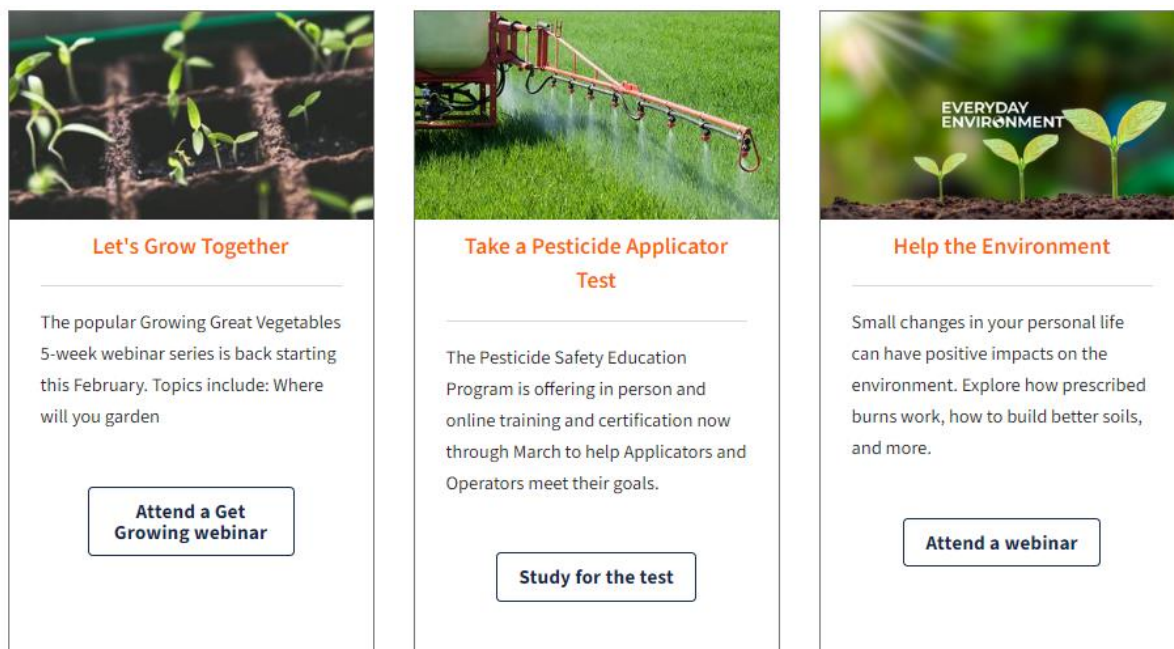
Each button will consist of an image, Title, Text on the card and the destination link when clicked. The link is displayed as a small arrow near the title (not a button).


- Upload a horizontal image cropped to 700x350 pixels. The image should contain no words, though it may include an icon in the center. You must click inside the cropping window once the photo is loaded and add alternative text for the upload to complete.
- Type a short, descriptive title for the button (three to five words max)
- Provide a short sentence or two to motivate the visitor to click the link. Suggested 100-300 characters is recommended. For optimum effect, the length of the characters in each button in the row should be about the same.
- Insert the URL. Buttons should point inside the Extension system; not offsite.
- To add another Big Button to the row, click Add Big Button Content, and a new button will appear.

Cards

A Card section is like a Big Button section but has a clickable call to action button. Use cards when you want the viewer to act: Study for the Test, Watch the Video, Attend the Workshop.

- Calls to action should always include a verb; never use just a noun as a call to action.






Let's Grow Together

The popular Growing Great Vegetables 5-week webinar series is back starting this February. Topics include: Where will you garden


Attend a Get Growing webinar



Take a Pesticide Applicator Test

The Pesticide Safety Education Program is offering in person and online training and certification now through March to help Applicators and Operators meet their goals.

Study for the test



Help the Environment

Small changes in your personal life can have positive impacts on the environment. Explore how prescribed burns work, how to build better soils, and more.

Attend a webinar

How to Add a Card

The first part includes information relevant to the Card section as a whole.

SECTION

+ Cards Remove

Section Background *

Section Title

Section Subtitle

[Show row weights](#)

- Choose White or Illini Blue as the background color.
- Optional, but recommended: Create an overall Title for the section that will appear over all the card.
- Optional: Create a Subtitle for the section.

The second part creates the content of each card.

CARDS CONTENT

+ Cards Content
Remove

Card Image

No file chosen

Will be cropped 2:1 to 700 x 400 pixels. 5 MB limit.
One file only.
5 MB limit.
Allowed types: png gif jpg jpeg.

Card Title

Card Body

CARD BUTTONS

URL

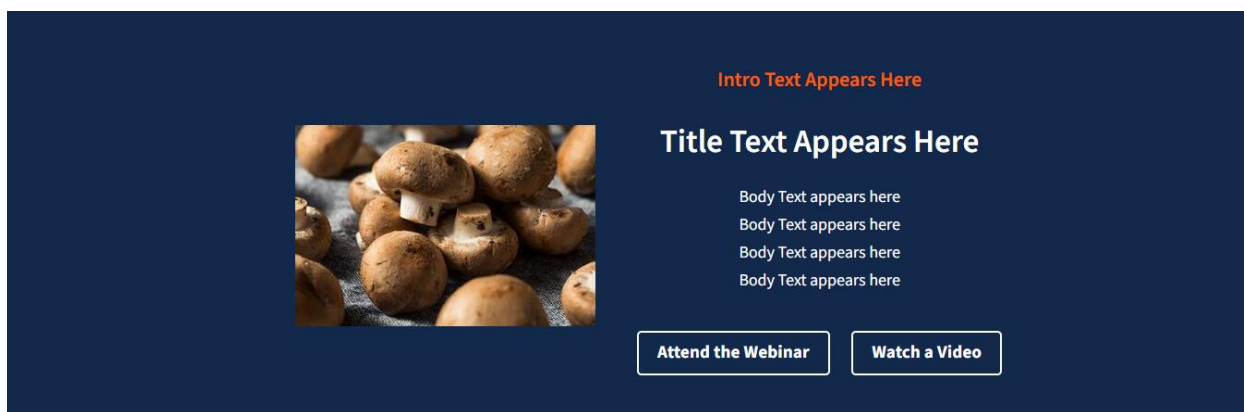
Start typing the title of a piece of content to select it. You can also enter an internal path such as `/node/add` or an external URL such as `http://example.com`. Enter `<front>` to link to the front page. Enter `<noflink>` to display link text only. Enter `<button>` to display keyboard-accessible link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

Link text

- Upload a horizontal image cropped to 700x400 pixels. The image should contain no words, though may include an icon in the center. On upload, add alt text and title. The title appears on the page when someone hovers over the image.
- Optional, but recommended: Add a short, descriptive title for the card (three to five words).
- Optional, but recommended: Provide a short sentence or two to motivate the visitor to click the link. Suggested 100-300 characters is recommended. For optimum effect, the length of the characters in each card in the row should be about the same.
- Insert the URL. The Card should point inside the Extension system; not offsite.
- To add another Card to the row, click Add Card Content, and a new card will appear.

Call to Action

Calls to Action allow you to put up to two buttons of related content in the same block of content. You can include a photo or icon with a Call to Action.



How to Create a Call to Action

SECTION


Call to Action Remove

Background *
Illini Blue

Fingerprint
- None -

Alignment *
Center















Icon

 Alternative text *
mushrooms
Short description of the image used by screen readers and displayed when the image is not loaded. This is important for accessibility.
[Gettyimages-1178866040.jpg \(9.87 MB\)](#) Remove

Intro
Intro Text Appears Here

Title *
Title Text Appears Here

Body

B I Ix |  |  |  |  |  |  | Format - | Styles - |  Source       

Body Text appears here
Body Text appears here
Body Text appears here

- Select a background color which extends the width of the page.
- Fingerprint: Leave at none. This function does not work.
- Optional: Upload a photo and add alt text.
- Optional: Add Intro Text.
- Add Title Text.

- Optional: Add Body Text.
- Add up to two links and the link text for buttons.

BUTTON(S)



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

Link text *



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

Link text *

Call to Action Narrow

Call to Action Narrow provides clear expectations and instructions to users and allows for multiple calls to action for a related event or program. They are a good choice to break up the text section. You can add up to three buttons in a Call to Action Narrow.

- Keep the information short, clear, and clean. Determine what is really needed and only include THAT. Get rid of all the fluff.
- Only stack related topics to avoid confusion.

The image shows a preview of a 'Call to Action Narrow' widget on a dark blue background. The preview includes a title 'Call to Action Title', a body 'Call to Action Body', and three buttons: 'Eat a Mushroom', 'Grow a Mushroom', and 'Attend a Mushroom Workshop'.

Below the preview is the configuration interface for the widget. It is titled 'SECTION' and contains the following fields:

- Background:** A dropdown menu set to 'Blind Blue'.
- Title:** A text input field containing 'Call to Action Title'.
- Body:** A large text area containing 'Call to Action Body'.

Below the section configuration is the 'BUTTON(S)' section, which contains three button configurations:

- Button 1:** URL: '/mushrooms', Link text: 'Eat a Mushroom'.
- Button 2:** URL: '/mushrooms', Link text: 'Grow a Mushroom'.
- Button 3:** URL: '/mushrooms', Link text: 'Attend a Mushroom Workshop'.

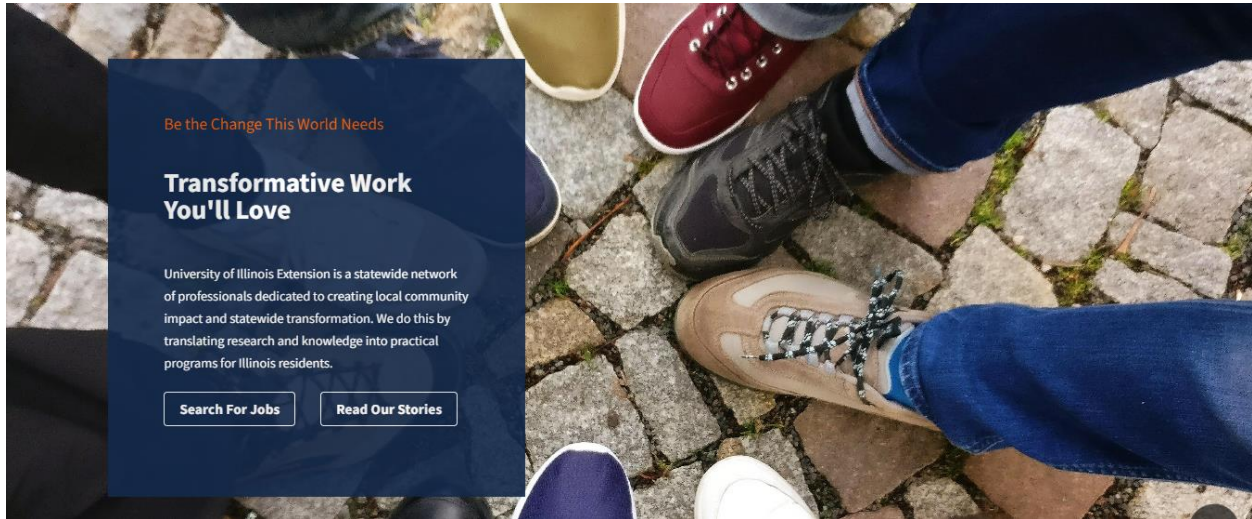
Each button configuration includes a text input for the URL and a text input for the link text. A small help text is visible below each URL input: 'Start typing the title of a piece of content to select it. You can also enter an internal path such as /node/add or an external URL such as http://example.com. Enter -front- to link to the front page. Enter -noLink- to display link text only. Enter -button- to display keyboard-accessible link text only.'

How to Add a Call to Action Narrow

- Choose the background color. If you stack multiple Calls to Action Narrow sections, you are encouraged to use different background colors.
- Add a Title for the section.
- Add a very short Body Text.
- Insert the URL.
- Keep Link Text short.
- Avoid using body text with Orange background to prevent accessibility issues.
- If you only want one or two buttons, leave the other fields blank.

Feature Box

This paragraph type can be used successfully in place of a hero image. It is used to grab a user's attention for a major announcement or story which leads them deeper into the site with buttons. A full-sized image extends across the page with a colored-box overlay with text and buttons.



- The image is for impact, not for understanding. For this reason, avoid using images with faces or where it's critical to see the action of the image.
- The depth of the photo displayed depends on the amount of text used.
- To have impact, use them only occasionally when it matters most.
- Text should be exciting, engaging, client-focused and explain what's in it for them.
- May wish to include two links to related content.

SECTION

Feature Box Remove

Background *
Illini Blue


Alignment *
Text / Box Left

Layout *
Full Width

Title
Transformative Work You'll Love

Subtitle
Be the Change This World Needs

Image *



Alternative text *
people extending one foot to form a circle of feet

Short description of the image used by screen readers and displayed when the image is not loaded. This is important for accessibility.

Title
Careers

The title is used as a tool tip when the user hovers the mouse over the image.

[pexels-ingo-joseph-609771.jpg](#) (2.82 MB)

How to Add a Feature Box

- **Background:** Select the background color the text box overlay. The choices are Blue Gradient, Orange Gradient, Illini Blue, Illini Orange, Gray, and White.
- **Alignment:** Select where the text box will be positioned on the image based on the photo you use, Left or Right.
- **Layout:** Choose whether the photo extends Full Width or Fixed Width.
- **Title:** Text to appear as the Title for the overlay box.
- **Subtitle:** Text to appear as the Subtitle for the overlay box.
- **Image:** Choose your image with thought since most of it will be covered with the box. Once you have uploaded the image, add alternative text and a Title which will appear like a tooltip when the user hovers over the picture. You must click in the editing window for the upload to complete.

Body *

University of Illinois Extension is a statewide network of professionals dedicated to creating local community impact and statewide transformation. We do this by translating research and knowledge into practical programs for Illinois residents.

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

[Show row weights](#)

BUTTONS

+ 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 *

+ URL *

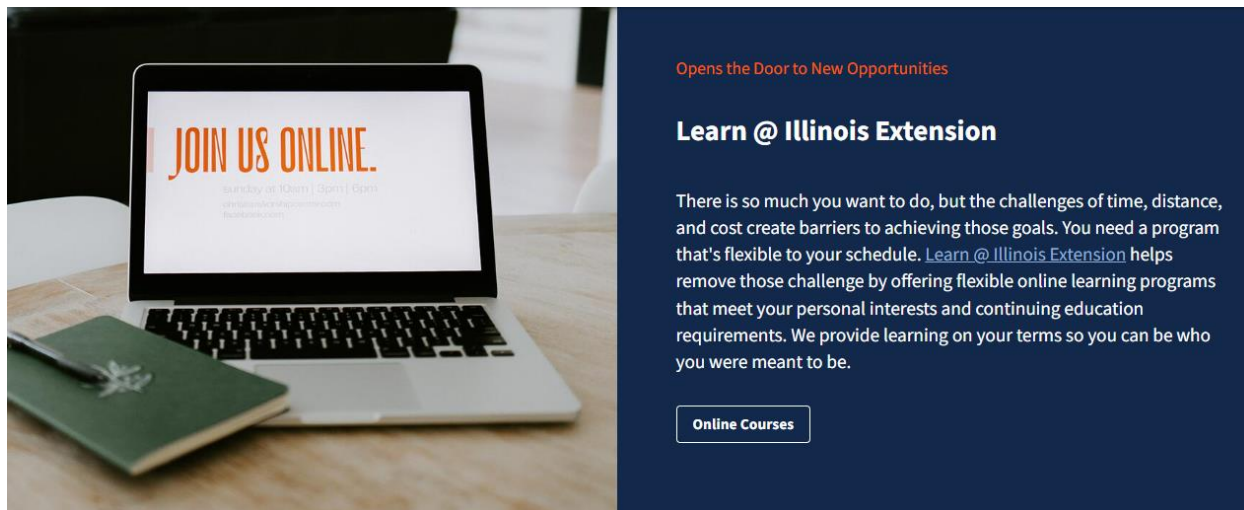
Start typing the title of a piece of content to select it. You can also enter an internal path such as `/node/add` or an external URL such as `http://example.com`. Enter `<front>` to link to the front page. Enter `<nofollow>` to display link text only. Enter `<button>` to display keyboard-accessible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

Link text *

- **Body:** Additional text to include in the Body.
- **Buttons:** Add up to two URLs and Link Text to the Featured Box.

Feature Split

Think of Feature Splits as ½ page advertisements that call attention to important content. As such, the text content should be written as a marketing pitch, understanding the pain points of your audience and positioning the program as a solution to that problem. (See training on Building a StoryBrand). When you need to advertise a “thing,” choose a feature split.



How to Create A Feature Split

✚ Feature Split
Remove

Background *

Illini Blue ▼

Alignment *

Image Left ▼

Layout *

Full Width ▼

Title

Learn @ Illinois Extension

Subtitle

Opens the Door to New Opportunities

Body

B I I_x |
☰ ☱ ☲ ☳ |
☴ ☵ ☶ ☷ |
☸ ☹ |
🔗 📎 🗑️ |
Format ▼ |
Styles ▼ |
Source ↶ ↷ Ω |

☰ ☱ ☲ ☳ |
☴ ☵ ☶ ☷ |


There is so much you want to do, but the challenges of time, distance, and cost create barriers to achieving those goals. You need a program that's flexible to your schedule. [Learn @ Illinois Extension](#) helps remove those challenge by offering flexible online learning programs that meet your personal interests and

- **Background:** Select the background color: Illini Blue, Blue Gradient, Orange Gradient, and White.
- **Alignment:** Select whether the image appears on the left or right.
- **Layout:** Select if the width of the element is Fixed Width (within the margins of the screen) or Full Width (extending the width of the screen). The choice of width will impact how much of the image is shown. Full width is not advised if the element is conflicting with a side navigation bar.
- **Title** (Optional but recommended): Text to appear as the large headline.
- **Subtitle** (optional): Text appears as smaller text above the headline at the top of the element.
- **Body:** Text to appear as the Body of the section.
- **Tagline** (optional): Text for the Tagline.

Callout

Tagline

Image *



Alternative text *

Short description of the image used by screen readers and displayed when the image is not loaded. This is important for accessibility.

Title

- **Callout** (optional): Provide additional one-line statements.
- **Image:** Upload an image with no text and is centered focus at least 1200 pixels wide. The portion of the image that shows will vary greatly depending on how much text is in the side section and whether you select Fixed or Full Width. The image will also change based on the screen size it's being viewed: mobile vs laptop vs desktop vs wide screen.
- **Add Alternative Text and Title text** that will be used like a tool tip when the user hovers over the image.

BUTTONS

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

Link text *

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

Link text

- Add up to two Buttons by adding a URL and Short Link Text. Although optional, the main purpose of a Feature Split is to get people to take action, and call to action buttons help users take action.



Financial Support

Financial support may be available through the Office of Student Financial Aid, as well as college and departmental scholarships, honors, fellowship, and study abroad programs.

A white background can sometimes make the text easier to read. Try several options as you build Feature Splits.

Feature Video (Do not use this type)
See section on Remote Video Content Instead.

Hero

Hero images are used for dramatic effect to call attention to a page's topic and suggest a next step. They give readers an immediate understanding of the content and should appeal to the reader's emotional part of the brain. They are used most often at the top of the page, but can be used in the middle of a page to break up text sections. Buttons should drive users deeper into the site; never offsite. You may use up to three buttons, though one is usually most effective.

- Use images that are bright, uplifting, inspiring, powerful at least 2000 pixels wide.
- Use SHORT titles
- Include one to three easy-to-achieve call to action
- Avoid ambiguous calls to action, such as Learn More
- Instead use power verbs: Read a Blog, Buy a Book, Search for Courses
- Don't place at the top of pages that has a side navigation
- The title does not need to be the title of the page.



SECTION

Hero

Remove

Design *

Image with Blue Buttons

Text and Button Alignment *

Center Center

Title *

Online Courses

Image



Alternative text *

woman working at computer in classroom

Short description of the image used by screen readers and displayed when the image is not loaded. This is important for accessibility.

Title

The title is used as a tool tip when the user hovers the mouse over the image.

How to Add a Hero

- **Design:** Select either Image with Orange Buttons, Image with Blue Buttons. Selecting Blue Background with Orange Buttons or Orange Background with Blue Buttons provides a solid header without an image.
- **Text and Button Alignment:** Select where on the image you want the button and text to appear. Some images may lend themselves to a specific location, such as bottom left or top right.
- **Title:** Type the Title text.
- **Image:** Upload an image at least 2000 wide. The automatic crop is very narrow on Hero images, so the action of the photo should be in the center one-third of your original image. Add alternative text and an optional Title which will be the tooltip which appears when the user hovers over the image.

BUTTON

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

Link text *

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

Link text

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

Link text

Icon Row

Icon rows are simple, engaging ways to share key data points. There are limited icons available; most apply to college activities, but with a bit of creativity, you use many of them to illustrate your data. Although you can create links within the icon row, they are sometimes challenging to display. If there is a link to a document or page, the Callout Text will be underlined to indicate it is a link.

The key to success with an icon row is brevity. Don't include everything; pick the most spectacular.



How to Add an Icon Row

✚ Icon Row
Remove

Section Background *

Illini Blue ▼

Icon size *

Large ▼

Section Title

Resource Development for Community Organizations

[Show row weights](#)

ICON ROW CONTENT

✚ Icon Row Content
Remove

Icon

Submit ▼

Callout

\$4,246,350

Text

SNAP-Ed Grant Submitted

Link

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.

✚ Icon Row Content
Remove

- **Section Background:** Select Gray, White, Illini Blue for the background color.
- **Icon Size:** Select Large or Small for icon size.
- **Section Title:** Add an explanatory title to explain the data points

- **Icon Row Content:** Select an Icon from the list and add Callout Text (larger) and Text (smaller). If desired, add a link. If a link is added, the text will appear as an underlined hyperlink. The Callout text should be the attention grabber, and the Text is the explainer.

Image Gallery

An image gallery allows you to display one or more images in a row. The images are thumbnails which expand to full screen when clicked. A caption does not appear in the gallery until clicked. This paragraph type may be best used when highlighting activities from a program, showing various stages of a plant's growth, displaying different flower color options, or stages of a plant disease.

Photo Gallery

Subtitle

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.



How to Add an Image Gallery

Image gallery
Remove

Background color *

White

Title

Subtitle

Body

B *I* U |
 ☰ ☲ ☱ ☴ ☵ ☶ ☷
Format
|
Styles
|
Source
|
↶ ↷ ↻ ↺

Text format Basic HTML

[About text formats](#)

How to Add an Image Gallery

- **Title:** Add a Title for the gallery.
- **Subtitle:** Add a Subtitle for the section which appears smaller and under the Title.
- **Body:** Add more text to explain images or other related information.
- Although all text fields are optional, they provide more information for the user.

▼ IMAGE

Use the optional **Title** field for Captions. **Alternative text** is required for accessibility purposes and should be descriptive of what the images are depicting. Alternative text will not be visible on the page.

Add a new file

No file chosen

Unlimited number of files can be uploaded to this field.
15 MB limit.

Allowed types: png gif jpg jpeg.

- Before you upload images, it is highly recommended each photo is sized consistently. A good size is 1200x880 pixels.
- Upload and add Alternative Text. The Title field (in this exception to other Title fields) acts as the caption when the photo is selected and enlarged.

Add a new file

No file chosen

Unlimited number of files can be uploaded to this field.
15 MB limit.

Allowed types: png gif jpg jpeg.

- After you add one image, you'll have the option to add another file. When you select, choose files, you can add multiple photos at once by holding the Ctrl button as you select multiple images on your computer.

Image Row

Display up to three images with captions in a row using the Image Row Paragraph Type.



caption 1



caption 2

- Size photos consistently before you upload to ensure the photos display the same size.
- Crop photos to 1200x880 pixels to ensure that the full image is visible. Other sizes may have the sides cropped out.

How to Add an Image Row

SECTION

+ Image Row Remove

[Show row weights](#)

IMAGE

+ Image with Caption Collapse

MEDIA IMAGE

No media items are selected.

[Add media](#)

One media item remaining.

Caption

[Add Image with Caption](#) to Image

- Click Add Media and either upload an image sized 1200x880 pixels or select from the media library. The media uploader allows you to note the photographer. This content will not appear in the published page.
- Click Save and Insert in the Media Uploader.
- Add a caption, if desired.
- Add up to two additional images.

Image Text Row

Image Text Rows allow you to add specific text next to specific images.

Compact, vigorous plants good for use as a groundcover or basket plant.
Look like miniature petunias.

- Exposure: Full Sun
- Mature Height: 6 - 12 Inches
- Soil Conditions: Moist, Well-Drained
- Bloom Color: Orange, Pink, Purple, Yellow
- Bloom Season: May - October
- Hardiness: Tender Annual
- Size: Small



Calibrachoa (Calibrachoa x hybrida)

How to Add an Image Text Row

SECTION

+ Image Text Row Remove

[Show row weights](#)

IMAGE

Image with Caption web_flowers_browallia_1200x880_gettyimages-1437876604.jpg, Calibrachoa (Calibrachoa x hybrida) Collapse

MEDIA IMAGE

Getty

web_flowers_browallia_120...

The maximum number of media items have been selected.

Caption

Calibrachoa (Calibrachoa x hybrida)

Add Image with Caption to Image

- Click Add Media and either upload an image sized 1200x880 pixels or select from the media library. The media uploader allows you to note the photographer. This content will not appear in the published page.
- Click Save and Insert in the Media Uploader.
- Add a caption, if desired.
- Do not use the additional Add Image. One photo per Image Text Row is recommended.

Image Alignment *
 Right ▾

Image width *
 50% ▾

Subtitle

Text

B I T_x | | **Format** - | **Styles** - | **Source**

Compact, vigorous plants good for use as a groundcover or basket plant. Look like miniature petunias.

- Exposure: Full Sun
- Mature Height: 6 - 12 Inches
- Soil Conditions: Moist, Well-Drained
- Bloom Color: Orange, Pink, Purple, Yellow
- Bloom Season: May - October
- Hardiness: Tender Annual
- Size: Small

- **Image Alignment:** Choose which side the image should appear: Right or Left.
- **Image Width:** Choose the size of the Image: 25%, 33% or 50%. For most instances, select 50%.
- **Subtitle:** Add if desired. It will appear as an H2 heading.
- **Add text associated with the photo.**

Intro. (Do not use this type)

Use any of the others to achieve a more appealing section.

List Collection

Use the List Collection section to organize similar content. This section requires an image and accompanying text for each row in the list. The alternating gray shading helps define the rows.



Field Crop Scouting Manual

Learn to protect your field by identifying common threats to field crops in the Midwest.

[Buy from Pubs Plus](#)



Forest Trees of Illinois

An overview of almost 150 native and introduced species of trees found in Illinois.

[Buy from Pubs Plus](#)



Farm Record Book

Keeping organized financial records is essential when running a profitable farming business.

[Buy from Pubs Plus](#)

How to Add a List Collection

LIST CONTENT *

List Collection Content

Remove

Alignment *

Image Left

Body

B I T | | | | | | | | | |

Field Crop Scouting Manual

Learn to protect your field by identifying common threats to field crops in the Midwest.

[Buy from Pubs Plus](#)

- **Alignment:** Select left or right for picture placement. You may wish to keep all images on the same side or alternate.
- **Add text and formatting to the Body.** Keep the text amount similar with each row in the collection. (See more under the Rich Text section of the manual.)

Image



Alternative text *

Short description of the image used by screen readers and displayed when the image is not loaded. This is important for accessibility.

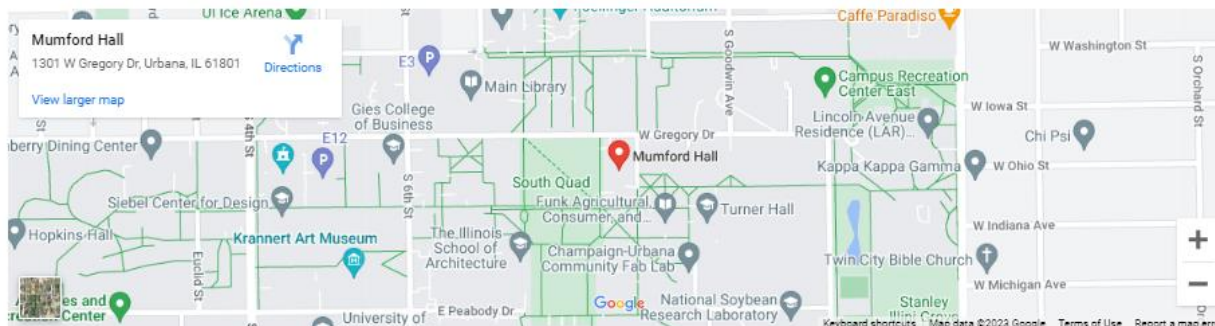
 field crop.png (113.38 KB)

Remove

- Prior to uploading, size all the photos in the collection consistently.
- Add the image and alternative text.

Map

There are limited situations which would warrant a map on unit or topic websites. They may be more frequently used on Affiliate websites.



How to Add a Map

- Choose Map.
- Select United States
- Enter the street address. Zip code is required.
- It may help users to add a Rich Text field above the map to provide the common name of the location, such as Perry County Fairgrounds, Clark County University of Illinois Extension Office.

▼ ADDRESS

Use this to center the map on an address.

Country

United States ▼

Street address

City *

State *

- Select - ▼

Zip code *

Recipe Content



[Watermelon and Chicken Salad with Chive Dressing](#)



[Chicken Sandwiches with Cucumbers and Cantaloupe](#)



[Smothered Chicken](#)

How to Add Recipe Content to a Page or Blog

The recipe needs to be added as a Content Type before it can be added as a Paragraph Type.

SECTION

+ Recipe Content Remove

[Show row weights](#)

RECIPE CONTENT

+

Add another item

- Start to type the name of the recipe and choose from the entries available.
- Click Add Another Item if you want to add an additional recipe. There is no limit to the number of recipes you may select.

Remote Video

The Remote Video Paragraph Type allows videos to be displayed and played directly on the webpage. This increases a user's time on page and may increase their likelihood to find additional content.



[Summer Insect Pests in the Garden](#)

Summertime is insect time! As our days warm up, so do our insect populations. While most are beneficial, we have a small number of pest insects that plague us every year in the garden and landscape! This week Ken and Chris chat about the most common ones we face every summer.



[Top 9 Vegetable Insect Pests](#)

Learn nine of the most common and destructive insect pests in your vegetable garden and how to control them. Join University of Illinois Extension Horticulture Educator Kelly Allsup as she shares tips on identification, scouting, prevention, and organic methods of eradication. Whether you are...

How to Add Remote Video to a Page

SECTION

+ Remote Video Content Remove

[Show row weights](#)

REMOTE VIDEO CONTENT
+ Summer Insect Pests in the Garden (47068) ○
+ Top 9 Vegetable Insect Pests (47071) ○
+ <input style="width: 90%;" type="text"/> ○

[Add another item](#)

- The Remote Video must be added as a Content Type before it can be used on the page.
- Begin typing the title or keyword of the video you want to include. Select from the auto-populated list which appears.
- If one video is selected, it will appear full screen. If multiple videos are selected, they will appear at 50%-page width.
- There is no limit to the number of videos you may add.

Rich Text

There are several elements available in a Rich Text Box. Many of those are also available in Body Text which is part of other Paragraph Types, including List Collections and Image Text Rows.

Extension Collaboration Grants

Extension Collaboration Grants fund partnerships between [University of Illinois Extension](#) personnel and investigators at the [University of Illinois at Urbana-Champaign](#) to develop programs and projects that leverage campus-based research to enhance the quality of life for people in communities across Illinois. Project themes may vary widely – from improving school nutrition programs to helping farmers manage nitrogen application – but all focus on research with practical applications for Illinois residents. Each winning team receives up to \$60,000 that can be spent over two years to enact their projects.

How to Add Rich Text to a Page


The screenshot shows a user interface for adding rich text. It features two main sections: 'Rich Text' and 'Rich Text Content'. The 'Rich Text' section includes a 'Background Color' dropdown menu currently set to 'White' and a 'Title' input field. Below this is a 'COLUMN *' header. The 'Rich Text Content' section also has a 'Title' input field and a 'Body *' text area. The 'Body *' area contains a rich text toolbar with icons for Bold (B), Italic (I), Underline (I_x), Bulleted List, Numbered List, Indent, Outdent, Quote, Link, Unlink, and Source. The body text area displays the following content:

Extension Collaboration Grants

Extension Collaboration Grants fund partnerships between [University of Illinois Extension](#) personnel and investigators at the [University of Illinois at Urbana-Champaign](#) to develop programs and projects that leverage campus-based research to enhance the quality of life for people in communities across Illinois. Project themes may vary widely – from improving school nutrition programs to helping farmers manage nitrogen application – but all focus on research with practical applications for Illinois residents. Each winning team receives up to \$60,000 that can be spent over two years to enact their projects.

The Rich Text section has tools like Word. Here are some general guidelines.


- **B**
Bold: Bold text is not needed when selecting H2, H3, H4, H5 headings. Reserve bolded text to the left side of line at the beginning of paragraphs or bulleted and numbered lists.
- **I**
Italics: Use Italics thoughtfully. Do not add italic text to H2, H3, H4, H5 headings.

- 


Remove formatting: Use the Remove Formatting tool to strip away formatting that transferred when text was copied and pasted from another source. Select all text and click the Remove Formatting button.

- 

Lists: Bulleted and Numbered lists help users scan content easily.

- 

Indentation: Decrease and Increase Indent are not always available. If not grayed out, use this tool to bump sections of text right or left.

- 

Block Quote: The Block Quote has limited use on the website. It does not change the text size, but does create a block of text. Click inside the text paragraph you want to be offset on the page. The Block Quote applies to the entire paragraph of text.



- 

Image uploader: Do not use the image uploader. Images should not be uploaded in Rich Text boxes. Use one of the other paragraph types more suited for images.

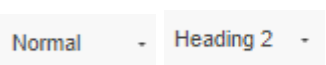
- 

Link Creator: Click the link icon to create a hyperlink. Click the Unlink icon to remove a hyperlink.

 - Type the text you want to be a hyperlink.
 - Highlight the text and click the Link tool. Paste or type the full URL you want to send people from the link.
 - Click Save.

You also use this tool to add a PDF document to the website.

- Type the text you want to be a linked to a PDF.
- Highlight the text and click the Link tool.
- Click Media Library.
- Select Document on the left column and Select File.
- Find the document on your computer and click Open
- Click and Insert.

- 

Heading: Select either normal text or one of the headings (H2, H3, H4, H5, H6) for the text.

 - H1 is reserved for the page title and should never be used in the Rich Text box.



Alignment: Occasionally, you may wish to change the text alignment. You would rarely select Right Aligned. Use Center Aligned sparingly. Most text should remain Left Aligned.



Tables: Avoid using Tables on webpages. They create accessibility challenges and are not always readable on mobile devices. If a table is needed, click the Table tool and complete the settings and Save. The caption will appear as a header for the Table.

Table Properties ✕

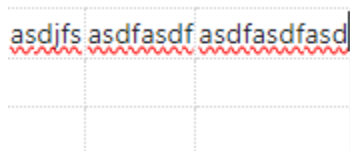
Rows*

Columns*

Headers

Caption

The Table columns are squished when it is created. Begin typing and tab between columns to make it easier to see the columns and rows.



Once the table is created, return to the Style tool, and click Responsive Table. If you wish to format the table, choose one of design options.

Staff List

Often you may wish to collate a list of staff working in a geographic location or serving as content experts. It is important to remember you are not creating new listings; staff lists pull from the database of all staff who have been entered into the website by Information Technology upon their hire.

- You can create multiple Staff Lists on a page if you wish to segment your list. In this example, a list with the heading county director was created and Deanna Roby-Vorgias was the only staff member in the list. A second Staff List was created below it with the title 4-H Youth Development Team and several staff members were selected for the list.
- Explore different units to see which structure works for your unit or topic area.

County Director



[Deanna Roby-Vorgias](#)

County Director

[Serving DuPage, Kane and Kendall Counties](#)

Expertise: Administration, Volunteers, Youth development, 4-H, Leadership, Real Colors

robv@illinois.edu

630-584-6166

4-H Youth Development Team



[Andrea Farrier](#)

4-H Youth Development Educator

[Serving DuPage, Kane and Kendall Counties](#)

Expertise: 4-H, Youth development

farrier2@illinois.edu

630-584-6166



[Donna Nuger](#)

4-H Youth Development Educator

[Serving DuPage, Kane and Kendall Counties](#)

Expertise: 4-H, Youth development, STEM, Environment, Citizen Science

dnuger@illinois.edu

630-584-6166

How to Add a Staff List

✚ Staff List Remove

Subtitle

[Show row weights](#)

STAFF MEMBER

✚

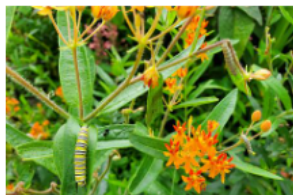
Add another item

- Add a Subtitle (optional) explaining the list.
- Begin typing the name of the staff member. The space will begin to auto-populate options that match. Select the correct name.
- Click Add Another Item to add another staff member.
- If a name does not appear, check with Extension IT to determine if they are part of the global staff list.

View

This type should be used with caution and under the direction of the state website administrator. Views display collections of content based on an argument (unit group, specific keyword, etc.) Examples of views are the filtered news and events which appear on unit websites, videos, and blogs.

News Releases



August 29, 2023

[Butterflies can eat to live, live to eat in a balanced garden](#)

URBANA, Ill. — A favorite thing about visiting gardens in the summer is catching sight of a butterfly enjoying nectar from a brightly colored zinnia or a monarch caterpillar munching on a milkweed leaf. When designing a butterfly garden, expand and balance plant selection to provide more than...



August 23, 2023

[Build drought-tolerant gardens this fall for next summer's blooms](#)

URBANA, Ill. — Many Illinois gardens are entering the fall stressed from the lack of summer rains combined with scorching hot temperatures. These conditions easily stress some plants; however, many plants quickly adapt to hot, dry conditions. Drought-tolerant plants are not only tough and...

How to Add a View

SECTION

⊕ View Remove

Section Title

Target View *

Display Id

▼ **OPTIONS**

Include View Title

Argument

Background Color

- Enter a Section Title
- Select one of the Target View options after consulting with the state marcom team. The option selected will open a different set of options for Display ID. Choose the appropriate option.
- Click the down arrow for Options. Do not click Include View Title. In Argument, add the Drupal Group Number of the keyword.

Webform

Request a new webform through an IT Help Desk ticket.

Image Sizes Required Across the Website

General Image Guidelines

- **Do not include photos inside text boxes.** Choose one of the newer image paragraph types: Image/Text Row, Image Row, Photo Gallery
- **Limit the use of text on an image for the website.** If used, text must appear in the very center of the image, both vertically and horizontally.

Image Size Requirements by Type

- **Big Buttons:** 700x350 pixels and contain no text.
- **Blogs:** Must include a Main Article Image sized 730x400 pixels horizontal. Optional: banner image with 2000-pixel width. It will be cropped to a very narrow height.
- **Cards:** 700x400 pixels and contain no text.
- **Events:** 1920x1080 pixels.
- **Featured Boxes:** At least 2000 pixels wide and contain no text.
- **Featured Splits:** At least 1200 pixels wide and contain no text. The portion of the image that shows will vary greatly depending on how much text is in the side section and whether you select Fixed or Full Width.
- **Heroes:** At least 2000 pixels wide. The depth will be determined by the cropping of the site dependent on which device the user is on.
- **Image Gallery:** 1200x880 pixel horizontal. Vertical images can be used if needed.
- **Image Row and Image Text Row:** 1200x880 pixels horizontal. Size photos to this dimension to avoid losing part of the image.
- **News Releases:** 1200x800 pixels horizontal. Optional: banner image with 2000-pixel width. It will be cropped to a very narrow height.
- **Recipes:** 1200x800.
- **Staff Images:** 140x200 pixels vertically.

Additional Training Available

Check out the [Website Overview](#) page on the CommIT website.

Quick Tips

- [An overview of all the new content options](#)
- [Secret tips for editing rich text](#)
- [Tips for creating big buttons and cards](#)
- [Tips for creating calls to action and icon rows](#)
- [Tips for creating feature boxes and feature splits](#)

Short How-To Videos

- [Create an Email Link on the Extension Website](#)
- [Add Special Characters on the Website](#)
- [Upload a PDF to the Website](#)
- [Style Text as a Pull Quote on the Website](#)
- [Approving Shared Content](#)

Longer How-To Trainings

- [Editing in the New Website Upgrade](#)
- [Create Rich Text and Hero Images on the Website](#) (30 Minutes)
- [Create Big Buttons and Cards](#) (30 Minutes)
- [Understanding Website Content Options](#) (30 Minutes)
- [Create Calls to Action and Icon Rows](#) (25 Minutes)
- [Create Feature Boxes and Feature Splits](#) (15 Minutes)
- [Creating Accordions and Photo Galleries](#) (30 minutes)
- [Creating and Editing Blogs](#) (75 minutes)
- [A Checklist for Your Extension Blog](#) (70 Minutes)
- [Fall 2023 Updates for Recipes, Remote Videos, Newsletters, Podcasts, and Keyword Expertise](#) (90 Minutes)

Writing Content

- [Writing Content with a Customer Focus](#)
- [Choose Your Words Carefully: Optimizing Content for Google SEO](#)
- [How to Get People to Read to the End of Your Blog](#)
- [What Not to Do When Writing Press Releases](#)
- [How to Write Staff Bios](#)
- [Understanding What Makes People Care](#)