



USER GUIDE

HOMEPAGE LAYOUTS

03/25/2021

1. INTRODUCTION

There are five homepage layouts available to use:

1.1. News Information




[Testing_Home](#) > NewsHomepage

High Alert ✕

Medium Alert ✕

Low Alert ✕

News

 <p>Education Secretary Pedro Rivera Visits Greencastle-Antrim School District on the Sch...</p> <p>February 14, 2017</p> <p>Greencastle, PA - State Education Secretary Pedro A. Rivera made a stop at Greencastle-Antrim School District's elementary school today on the Wolf Ad...</p>	 <p>Education Department Seeks Sponsors for Summer Meals and Nutrition Programs</p> <p>February 06, 2017</p> <p>Harrisburg, PA - The Pennsylvania Department of Education is encouraging organizations across the state to help provide nutritious meals to children i...</p>	 <p>PDE Awards Farm to School Grants to 30 Pennsylvania Schools</p> <p>February 03, 2017</p> <p>Harrisburg, PA - Secretary of Education Pedro A. Rivera today announced the awarding of Farm to School grants to schools across the state, which will ...</p>
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1.2. Content Tiles

[Testing_Home](#) > TiledHomepage

High Alert ✕

Medium Alert ✕

Low Alert ✕

 <p>Google Search anything you want test</p>	 <p>Facebook Come join a best social media platform in the world</p>	 <p>Twitter Find, Connect and Grow</p>
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1.3. News and Content Tiles

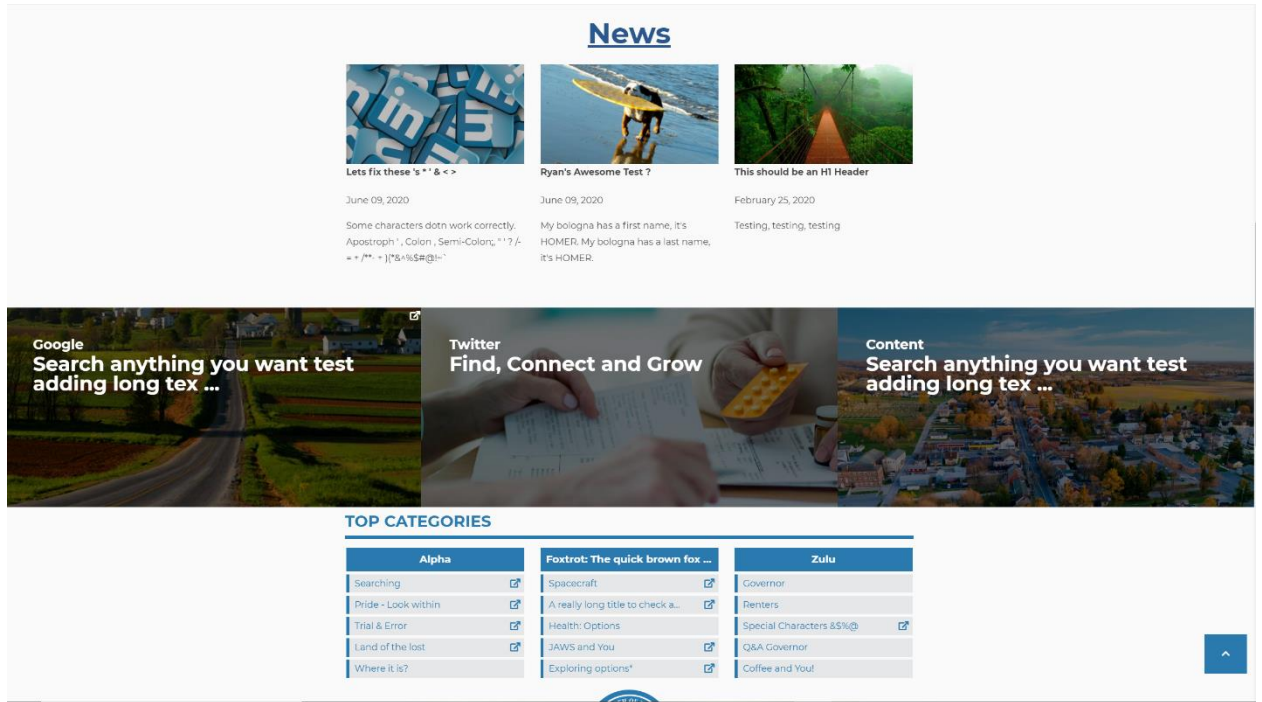
The screenshot shows the 'News and Content Tiles' section. At the top, there are three alert banners: 'High Alert' (red), 'Medium Alert' (orange), and 'Low Alert' (blue). Below these is a 'News' section with the heading 'News' and three article tiles. Each tile includes a small image, a title, and a brief description. The first tile is 'Education Secretary Pedro Rivera Visits Greencastle-Antrim School District on the Sch...'. The second is 'Education Department Seeks Sponsors for Summer Meals and Nutrition Programs'. The third is 'PDE Awards Farm to School Grants to 30 Pennsylvania Schools'. Below the news section is a social media banner with the Google logo and the text 'Search anything you want test Black', and social media icons for Facebook, LinkedIn, and Twitter with the text 'Come join a best social media platform in the world' and 'Find, Connect and Grow'.

1.4. Top Categories


The screenshot shows the 'Top Categories' section. At the top, there is a green banner with the text 'Severely Low Advisory Warning'. Below this is a dark blue banner with the text 'Severely Low Advisory Warning' and a close button. Below the banner is the heading 'POPULAR ON STG-AGENCY.PA.EGOV.COM'. Underneath is a filter bar with four buttons: 'Last 24 Hours', 'Last 7 Days', 'Last 30 Days', and 'Last 365 Days'. Below the filter bar is a grid of category tiles. The first column contains: Chief Counsel, Attorney Opportunities, Judicial Vacancies, Extradition and Interstate Rendition, and About Us. The second column contains: Main Office Attorneys, The General Counsel, Hiring Committee, Contact Us, and Agencies Served By OGC. Below the grid is the heading 'TOP CATEGORIES'. Underneath is a table with three columns: 'Alpha', 'Foxtrot: The quick brown fox ...', and 'Zulu'. Each column contains five category tiles with a link icon.

Alpha	Foxtrot: The quick brown fox ...	Zulu
Searching	Spacecraft	Governor
Pride - Look within	A really long title to check a...	Renters
Trial & Error	Health: Options	Special Characters &\$%#@
Land of the lost	JAWS and You	Q&A Governor
Where it is?	Exploring options*	Coffee and You!

1.5. News Tiles and Top Categories



2. ADDING TOP CATEGORIES (IF PAGE LAYOUT IS USED)

- 2.1. Login to your respected AUTH website (e.g.: <https://auth-agency.pa.egov.com/sites/dcnr/Pages/default.aspx>), go to the homepage
- 2.2. Click 
- 2.3. Click "Site contents"
- 2.4. Click "Add an app"
 - 2.4.1. In the search box type top and click enter
 - 2.4.2. Select TopCategories
 - 2.4.3. Fill in the name "TopCategories" (this must be the name)
 - 2.4.3.1. Click Create
- 2.5. Find the list TopCategories, click it
 - 2.5.1. To set your categories
 - 2.5.1.1. Click list, list settings
 - 2.5.1.2. Find the column called Category, click it
 - 2.5.1.3. Add your categories in this box (max 3):

Type each choice on a separate line:

Alpha
Foxtrot: The quick brown fox jumped over th
Zulu

- 2.5.1.4. **Note:** Although you can add as long as text you want, on the front end it will ellipses after 30 characters

- 2.5.1.5. **Note:** The order you put the choices in will be the order they show on the front end
- 2.5.1.6. Click Save
- 2.5.2. To add your list items, go back to the list
- 2.5.2.1. Click New Item, fill out all required fields:

Title *

Destination URL *

Category *

Display Order *

- 2.5.2.2. **Note:** Each category can only have max 5 items (total of 15 items), Title is a max character of 30, if longer will turn into elipsises.
- 2.5.2.3. Click Save and repeat for all items

3. EDIT THE HOMEPAGE SETTINGS


- 3.1. Login to your respected AUTH website (e.g.: <https://auth-agency.pa.gov/sites/dcnr/Pages/default.aspx>), go to the **homepage**
- 3.2. Click 
- 3.3. Click "Site settings"
- 3.4. Under PA Agency Settings, click Homepage Layout Settings
- 3.4.1. Fill out the Form:

Image tile Homepage Layout Settings

Left Column:

Title:

Category:

Image File Location:

Image Link:

Center Column:

Title:

Category:

Image File Location:

Image Link:

Right Column:

Title:

Category:

Image File Location:

Image Link:

News Homepage Layout Settings

News list name:

Image File Location:

Image alt text description:

News details page name:

Media site page url:

Homepage Popular Trends Settings

Display Popular Trends:

Pages to hide:

Title: Content information under the Category name

Category: Category name of the tile

Image File Location: You must show an image for the feature to work, do not use an image from the style library

***Image Note:** Try not to use images with too much white otherwise this can cause a contrast issue with the text. Size is 950 x 540 pixels.

Image Link: Do you want to have the image be clickable and link somewhere? (If yes, fill in the Image Link)

***Note:** If you are using an external link for the button, make sure it begins with https:// otherwise it will autogenerate the auth URL in front of the URL.

News list name: When adding media items to the list it will be the name after list/ (ex:

<https://auth-agency.pa.egov.com/sites/media/Lists/Education/AllItems.aspx>)

Image File Location: You must show an image for the feature to work, do not use an image from the style library

***Image Note:** Suggested size is 850 x 570 pixels.

Image alt text description: Screen readers will read this text when it comes to the image file you use

News details page name: When you click on a specific article, it will be the name after pages/ (ex:

<https://www.media.pa.gov/Pages/Education-Details.aspx?newsid=682>)

Media site page url: This will take you to the main Media site for your agency.

<https://www.media.pa.gov/Pages/Education.aspx>)