

# TIPS AND TOOLS TO MAKE YOUR SITE BETTER

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Texas Wesleyan  
UNIVERSITY

Smaller. Smarter.

# REMINDERS

- ▶ Image approvals
  - ▶ Check for copyright and branding
  - ▶ Are you not sure if your image is copyrighted?
    - ▶ Use [google.com/images](https://www.google.com/images)
- ▶ Reminder of our Approval Queue process
  - ▶ In by 11 a.m. M-F and live on the website by EOD
  - ▶ Includes images approvals
- ▶ Need T4 Help?
  - ▶ Email [digitalsupport@txwes.edu](mailto:digitalsupport@txwes.edu)
  - ▶ Call us ext. 6538



# TODAY'S FOCUS

- ▶ When to use a table to organize content
  - ▶ How to style a mobile-responsive table
- ▶ When to add a call-to-action (CTA)
  - ▶ How to add a CTA button
- ▶ When to break up your text with dash spacer
  - ▶ How to add a dash spacer
- ▶ When to add an image slideshow with caption
  - ▶ How to create an image slideshow
- ▶ Questions
- ▶ Web Rockstar winners



# WHEN DO I USE MOBILE-RESPONSIVE TABLES



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# MOBILE-RESPONSIVE TABLES

- ▶ What are they?
  - ▶ A good way to structure your pages
  - ▶ Will automatically respond on mobile devices
- ▶ When do I use them?
  - ▶ Faculty/ staff pages
  - ▶ Hub pages



# EXAMPLE – MOBILE-RESPONSIVE TABLE

The screenshot shows the Texas Wesleyan University website with a mobile-responsive layout. The main content area is titled "Office of the President Staff" and features a "Senior Staff" section. The staff members listed are:

Name	Position
Chris Beckrich	Director, Campus Safety and Security
Chadd Bridwell	Associate Vice President, Admissions
Dr. Helena Bussell	Associate Provost
Dr. Gladys Childs	Interim Chaplain
Dr. Steven Daniell	Associate Provost, Academic Affairs

The page also includes a navigation menu, a search bar, and a footer with contact information and social media links.

Senior Staff
Chris Beckrich
Director, Campus Safety and Security

Chadd Bridwell
Associate Vice President, Admissions

Dr. Helena Bussell
Associate Provost

Dr. Gladys Childs
Interim Chaplain

Dr. Steven Daniell
Associate Provost, Academic Affairs




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# HOW DO I ADD A MOBILE-RESPONSIVE TABLE



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# STEP 1: SELECT “CLASS” AS “(VALUE)”

The screenshot shows a web editor interface with a table containing staff names. A dialog box titled "Insert/Edit Table" is open, showing the "General" tab. The "Class" dropdown menu is highlighted, and the text "-- Not set --" is visible. The table in the background has the following content:

Chris Beckrich	
Chadd Bridwell	
Dr. Helena Bussell	
Dr. Gladys Childs	
Dr. Steven Daniell	
Brian Franks	
Dennis Hall	
Dr. Mark Hanshaw	
Marcus Kerr	
Dr. Carlos Martinez	
Brigitte Mudukuti	
Caron Patton	Controller
Dr. Hector Quintanilla	Dean, School of Business
Dr. Pam Rast	Professor of Exercise and Sports Studies Faculty Chair



# STEP 2: TYPE IN “responsive-table”

Name \*

Title

Main Body \*

<input type="checkbox"/>	Chris Beckrich		
<input type="checkbox"/>	Chadd Bridwell		
<input type="checkbox"/>	Dr. Helena Bussell		
<input type="checkbox"/>	Dr. Gladys Childs		
<input type="checkbox"/>	Dr. Steven Daniell		
<input type="checkbox"/>	Brian Franks		
<input type="checkbox"/>	Dennis Hall		
<input type="checkbox"/>	Dr. Mark Hanshaw		
<input type="checkbox"/>	Marcus Kerr		
<input type="checkbox"/>	Dr. Carlos Martinez		
<input type="checkbox"/>	Brigitte Mudukuti		
<input type="checkbox"/>	Caron Patton	Controller	
<input type="checkbox"/>	Dr. Hector Quintanilla	Dean, School of Business	
<input type="checkbox"/>	Dr. Pam Rast	Professor of Exercise and Sports Studies Faculty Chair	

**Insert/Edit Table**

General | Advanced

**General Properties**

Cols:  Rows:

Cell Padding:  Cell Spacing:

Alignment:  Border:

Width:  Height:

Class:

Table Caption:

Make first row a header:

Make first column a header:

**Update** **Cancel**

Path: table » tbody » tr » td



# WHEN DO I USE A CALL-TO-ACTION



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# CALL-TO-ACTION

- ▶ What are they?
  - ▶ Your strongest ask of our users
  - ▶ Ex. Register Now, Give Now, Apply Now, Send Me Info
- ▶ When do I use them?
  - ▶ When you have a strong action you need from our users
- ▶ Examples
  - ▶ Register Now for Fall Courses, Summer Courses, for an event



# HOW DO I ADD A CALL-TO-ACTION BUTTON



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# STEP 1: CONTENT TYPE “BUTTON”

Main Faculty - Web Contributors	
<u>Author</u>	
<b>Button</b>	
<u>Contact a Professor</u>	
<u>Contact Container - Hub Left Col</u>	No longer used for new content
<u>Contact Information</u>	Use to add contact information to admissions templates
<u>Content Block</u>	Gray Gradient Background
<u>Event - TWU</u>	Used to add events to your website
<u>Featured Paragraph</u>	Title appears in yellow gradient bar with regular text below
<u>General Content</u>	Use this to add content to the center channel of your page
<u>General Content - Right Side</u>	Use this to add content to the right side of the page
<u>General Section Content</u>	Use this to add content to the center channel of your page
<u>Info Box</u>	Gray box with blue gradient title bar and section link
<u>Job Posting</u>	Use this to add job listings to the website.
<u>Left Side Info Box</u>	Use this to add contact information to academic templates
<u>News Story</u>	Use to add news to your website
<u>Page Banner</u>	Adds a 747px photo to the top of academic template pages
<u>Promo Box</u>	
<u>Promo Box - No Gradient</u>	
<u>Promoted Paragraph</u>	



# STEP 2: NAME, SELECT IMAGE & LINK

**t4** TERMINALFOUR Site Manager English stmccott Logout

**Content** **Rights & Roles** **Assets** **Tools** **Reports** **Help**

**Add content. Enter content details.**

Section: [Home](#) » [Web Training](#) » [Simple tips and tools to make your website great](#)

**General Information** **Content** **Placement** **Channels** **Options**

Content Type: Button **Add** **Preview** **Cancel**

Name \*

Button Text \*

Button Icon \*

Link \*  Current Section : 'Home » Home » About' [Change](#)

Use Default Link Text

**Add** **Preview** **Cancel**

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# KNOW YOUR BUTTON ICONS

▶ Apply →



▶ Blackboard →



▶ Calendar →



▶ Chat →



▶ Dollar →



▶ Download →



▶ Go →



# KNOW YOUR BUTTON ICONS

▶ Idea →



▶ Info →



▶ Pencil →



▶ People →



▶ Talk →



▶ Ticket →



▶ Video →



# WHEN DO I USE A DASH-SPACER



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# DASH-SPACERS

- ▶ What are they?
  - ▶ A designed line break made of dashes
- ▶ When do I use them?
  - ▶ To break up long pages of content
  - ▶ To create a divide between two topics



- Giving
- Get Involved
- Current Students
  - President's Ambassadors
  - Alumni Scholarships
  - Graduation Gift
  - Golden Shears
- News & Events
- Our Staff



From freshman to senior, all Texas Wesleyan University students are just a few years away from being alumni. Don't think that the Alumni Association has nothing to offer you now, though. By getting involved with the Alumni Association now, you are setting yourself up for success in the future. Current students can:

Make My Gift



In making a gift, you join a large group of alumni, friends and community members.

Give Now ▶

Become an Ambassador	Earn a Scholarship	Make a Graduation Gift	Earn the Golden Shears

Contact Us

Office of Alumni Relations  
Phone: 817-531-6548  
alumni@twes.edu

Office Hours  
Monday-Friday  
8 a.m.-5 p.m.

Have questions about the Office of Alumni Relations or how to support the alumni office's student programs? Contact us now.

# HOW DO I ADD DASH-SPACERS



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# STEP 1: SELECT “LINE BREAK”

Main Faculty - Web Contributors	
<a href="#">Author</a>	
<a href="#">Button</a>	
<a href="#">Contact a Professor</a>	
<a href="#">Contact Container - Hub Left Col</a>	No longer used for new content
<a href="#">Contact Information</a>	Use to add contact information to admissions templates
<a href="#">Content Block</a>	Gray Gradient Background
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<a href="#">General Section Content</a>	Use this to add content to the center channel of your page
<a href="#">Image Slideshow</a>	
<a href="#">Image Slideshow Slide w/ Caption</a>	
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<a href="#">Line Break</a>	
<a href="#">News Story</a>	Use to add news to your website
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<a href="#">Promo Box</a>	
<a href="#">Promo Box - No Gradient</a>	
<a href="#">Promoted Paragraph</a>	



# STEP 2: ADD “LINE BREAK” CONTENT

General Information **Content** Placement Channels Options Linked Content

Content Type: Line Break

**Update** ▼ **Preview** **Cancel**

Name \* ⓘ

Type \* ⓘ

Double ⓘ Yes

**Update** ▼ **Preview** **Cancel**



# WHEN DO I USE AN IMAGE SLIDESHOW



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# HOW DO I ADD AN IMAGE SLIDESHOW



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# STEP 1: ADD “IMAGE SLIDESHOW” FIRST

<b>Main Faculty - Web Contributors</b>	
<a href="#">Author</a>	
<a href="#">Button</a>	
<a href="#">Contact a Professor</a>	
<a href="#">Contact Container - Hub Left Col</a>	No longer used for new content
<a href="#">Contact Information</a>	Use to add contact information to admissions templates
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<a href="#">Promo Box</a>	
<a href="#">Promo Box - No Gradient</a>	
<a href="#">Promoted Paragraph</a>	



# STEP 2: START YOUR IMAGE SLIDESHOW

General Information **Content** Placement Channels Options Linked Content

Content Type: Image Slideshow

Name \* i

**Update** ▼ **Preview** **Cancel**

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**Update** ▼ **Preview** **Cancel**



# STEP 3: THEN ADD EACH SLIDE

<b>Main Faculty - Web Contributors</b>	
<a href="#">Author</a>	
<a href="#">Button</a>	
<a href="#">Contact a Professor</a>	
<a href="#">Contact Container - Hub Left Col</a>	No longer used for new content
<a href="#">Contact Information</a>	Use to add contact information to admissions templates
<a href="#">Content Block</a>	Gray Gradient Background
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<a href="#">Promo Box - No Gradient</a>	
<a href="#">Promoted Paragraph</a>	





# QUESTIONS?



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# ROCKSTAR WINNERS!



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# AND THE WINNERS ARE...

- ▶ Wiley Lindsey, 49 website updates
- ▶ Amber Coronado, 41 website updates
- ▶ Stacy Dissinger, 9 website updates



**THANKS!**



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