

Using the New URM Web Templates in Contribute

Two templates will be used by the majority of URM department websites: A homepage template and a content template. Web Services will assist in the creation of homepage templates by providing a banner image and creating the site structure and navigation. You will also be provided with a content template. You can either create new pages from the template, as described below, or you can copy an existing page.

There are two main options for the content template: Two-column, including left navigation; or three-column, including navigation and a right call-out column (see Figures 1a and b).

Department banner	
Left Nav (column1)	Content (column2)

Figure 1a. Two-column content template

Department banner		
Left Nav (column1)	Content (column2)	Call to action items (column3)

Figure 1b. Three-column content template

You may also set up additional areas for special content. You can split the column into two sub-columns (see Figures 2a and b)...

Department banner		
Left Nav (column1)	Content (column2)	
	Sub column 1	Sub column 2

Figure 2a. Two-column content template with splitMainColumn

Department banner			
Left Nav (column1)	Content (column2)		Call to action items (column3)
	Sub col. 1	Sub col. 2	

Figure 2b. Three-column content template with splitMainColumn

...or you could add a bottom section (see Figures 3a and b).

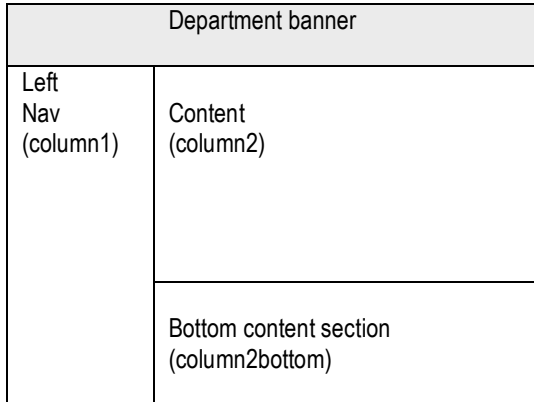


Figure 3a. Two-column content template with contentBottom property

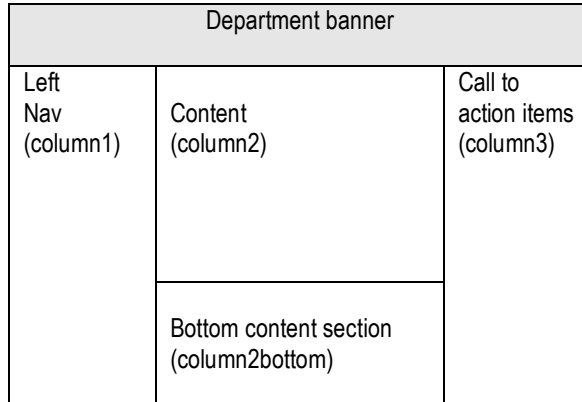


Figure 3b. Three-column content template with contentBottom property

For additional sections, you could combine both the split content and bottom content properties.

Working with Template Properties

Contribute users may access these additional layout options by doing the following steps.

1. Create a new page in Contribute. Click the "New" button, then choose **URMC-content-1-0** from the available templates (see Figure 4). Note that this option will not be available to users using the old URMC template.

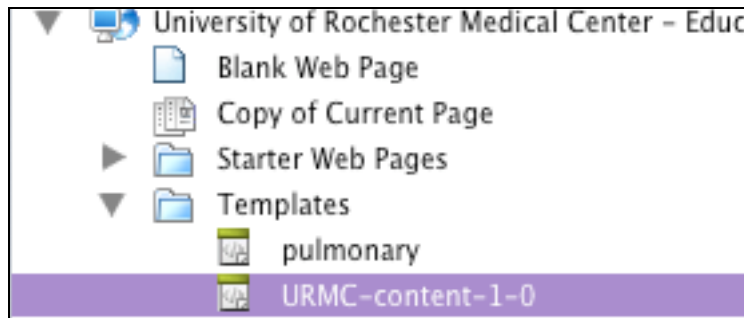
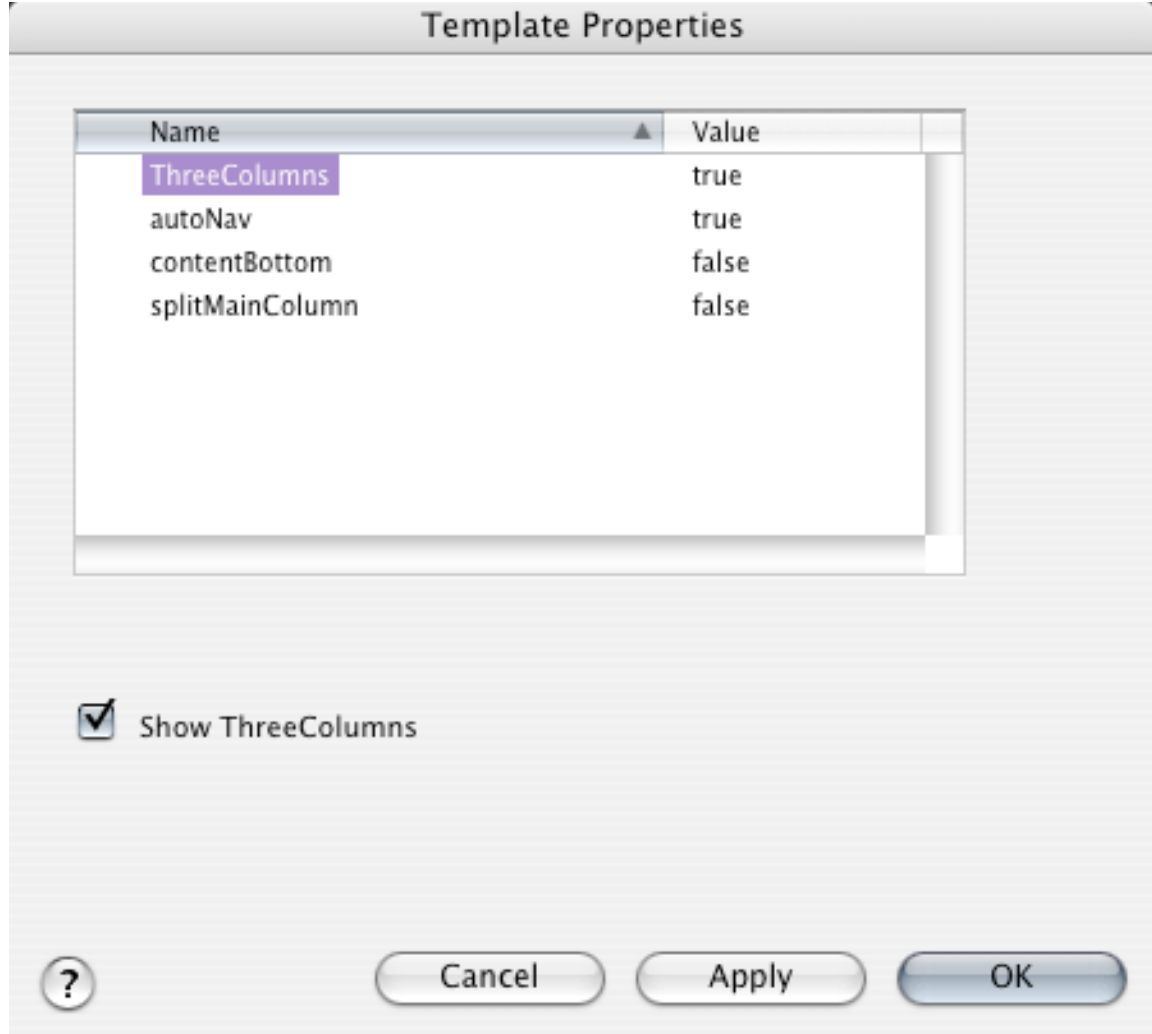


Figure 4

2. Enter a page title in the field indicated in the lower right of the dialog box. Your page title will appear in the browser window and in bookmarks, so your page title should be something similar to "Department of Medicine - University of Rochester Medical Center." Click **OK**.
3. A new blank page will appear. At the top of the page window will be the following message: "Some items on this page can only be edited by setting [template properties](#)." Click "template properties."

4. The following dialog box appears:



By default, the three column template is checked. You can uncheck the "show" box to go to a two column layout, or check additional items for more layout options as previously described in this document. When you are done, click **OK**.

Users using the new template will also be able to access this feature on existing pages. Once you click "Edit", you will see the same message described in step 3 above. Click "template properties" to get to the layout options.