AACB Website Customisations

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## General: RiSE Knowledge

This document outlines and documents the customisations made to the theme and homepage as part of the Advanced Design Package, and the best practices for updating this content in the future.

It does not cover any out-of-the-box processes or set-ups.

It is advised that the user should have taken the iMIS RiSE for Content Managers training at a minimum, and have some knowledge of basic HTML and CSS elements like links, spans and the style property.

## General: Custom theme and template

A custom theme was created for AACB, named **AACB\_Toronto.**

It is designed to be used with the custom website template **AACB\_CitiesResponsive**, which also uses a custom website layout, **AACB\_CitiesResponsiveLayout.**

A Master Styling page was created to show the styling and some customisations added to the site. This is located at **@/Web/Master Styling**. View this in the public site to see the button and heading options.

## General: Headings and links

Shape

Description automatically generated with low confidence

You can add a blue, yellow or purple line underneath any heading by adding the class **blue-line, yellow-line** or **purple-line** to the HTML iPart. It will apply to all headings inside the iPart.

Graphical user interface, text, application, email

Description automatically generated

To add an arrow to a link, create the link using the Content Link Manager and add the class **readMore** in the CSS class field.

To change the arrow colour, add either  **purple, yellow** or **blue** in addition.

Graphical user interface, text, application, chat or text message, email

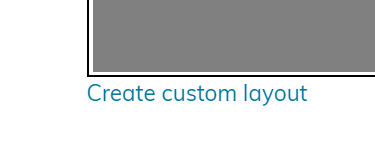
Description automatically generated

## General: Custom page layouts

Full width rows may be created by adding the class **Wrapper-FullWidth** to any page (in the Page container CSS class field on the Properties tab). This will also remove the secondary menu on the page.

You can then add background images and set colours per row using a custom page layout.

The homepage uses a custom layout **(\_Homepage)** as an example. Create a custom page layout, then save and re-open it. Click the ‘Create custom layout’ link beneath the preview.



To add a full-width background or colour, add a <div> around the desired row and give it the class **row-wrapper.**

Text

Description automatically generated

To add a background image, add the background image as a style directly to the row wrapper.

Graphical user interface, text

Description automatically generated with medium confidence

You may find it easier to put the image into an HTML iPart on a dummy content page and copy/paste the image URL from there into the page layout.

Available classes:

**padding40** – Adds 40px of padding to the top and bottom of the row

**padding60** – Adds 60px of padding to the top and bottom of the row

**padding80** – Adds 80px of padding to the top and bottom of the row

**overlay** – Adds a 25% black overlay and makes all text in the row white. Use if there is text over a background image.

## General: Internal Banner

A picture containing cup, dirty

Description automatically generated

The internal banner references the @/Web/ContentAreas/Internal Full Width Area page as the default.

Javascript **(InternalBanner JS)** is used in the website template to enable overriding of the title and image per page.

If you would like to change the image used on an individual page, you can assign a Metatag image to that page on the Properties tab.

To change the default image for the whole site, upload a new image into the Image Manager to override **images/MyWebsite/banner.jpg**

Ideal size for banner images is 1400px x 200px.

To also show the title of the page, add the class **showTitle** to the Page container CSS class field on the Properties tab.

If you want the wording to be different from the actual page title, you can type the desired title into the **TitleOverride** field on the Properties tab.

A picture containing several

Description automatically generated

To completely remove the banner from a page, add the class **noBanner** to the Page container CSS class field on the Properties tab.

## Homepage: CTA Links

Graphical user interface, text, application, chat or text message

Description automatically generated

The Call To Action links **must** be edited in HTML view to preserve the styling.

They are Content HTML iParts with the class **CTA,** containing a link with extra spans around the content within for styling, but you do not want to accidentally delete these spans by editing from Design mode.

**CTA**  creates the light blue CTA, and adding **dark** creates the dark blue version.

Graphical user interface, application

Description automatically generated with medium confidence

**To change the text:**

Edit the text inside the span

Text

Description automatically generated

**To change the link destination:**

Edit the URL in the link tag between the double quotes. You may find it easier to create another link with the Content Link Manager on another tab, and copy/paste the new link.

Text

Description automatically generated with low confidence

## Homepage: Link dropdown

Graphical user interface, application, Word

Description automatically generated

The link dropdown **MUST** be edited in HTML mode to preserve the HTML structure.

Graphical user interface, text, application

Description automatically generated

The Javascript required for the dropdown to function is inside the iPart labelled **Dropdown JS** on the homepage.

This should not be deleted and must be located beneath the iPart containing the dropdown text in order to work.

**To edit the default option:**

Edit the text in the **dropbtn** span

Graphical user interface, text, application

Description automatically generated

**To add or remove an option:**

Delete or copy and paste a link inside the **dropdown-content** div

Graphical user interface, text, application

Description automatically generated

**To change a link destination:**

Edit the URL in the link tag between the double quotes. You may find it easier to create another link with the Content Link Manager on another tab, and copy/paste the new link.

Graphical user interface, text, application

Description automatically generated

**To change the text:**

Edit the text inside the link tags

Graphical user interface, text, application

Description automatically generated

## Homepage: Upcoming Events

Graphical user interface, text, application

Description automatically generated

The Upcoming Events section is created using a query located here:

**$/\_AACB/\_AACBSystem/Website/Homepage events**

The Query Template iPart needs the classes **homeEvents noPadding.** Set the number of columns to three.

Graphical user interface, text, application, chat or text message

Description automatically generated

The default filters show upcoming events sorted by soonest first. It shows only the first three results. The query uses some custom SQL fields to format the date, limit the description length to 200 characters and set the image to a default if one is not assigned to the event.  
You may change the default image by uploading a new image into the Image Manager to override

**/images/MyWebsite/event-default.jpg**

It then uses these fields in the Template tab to create the correct HTML structure. If you edit the template, do it in HTML mode.

The ideal size for the image is 415px x 210px. If you want to use a bigger one so it appears larger on the event detail page, keep to this ratio.

## Homepage: Latest News

Graphical user interface, application

Description automatically generated

The Latest News section uses a **Content Tagged List iPart** with a custom **Tagged list format**, **HomeNews.** The iPart also uses the classes **homeNewsList** and **noPadding.**

Javascript (News JS) in the website template resizes the images to fit the thumbnail area and cuts off the title at 50 characters, and the description at 180 characters.

Images come from the Metatag Image field, which is also used by the Internal Banner.

Follow the specs for the Internal Banner unless you are turning it off on the news article page itself.

In this case the ideal size for the image will be 415px x 210px.

## Homepage: Scrolling logos

Logo, company name

Description automatically generated

The image ticker on the home page uses Javascript to animate. To change the images and links, you **MUST** use HTML view to preserve the styling.

The Javascript required for the marquee to function is inside the iPart labelled **Ticker JS** on the homepage.

This should not be deleted and must be located beneath the iPart with the marquee images in order to work.

**Add or remove** an image by deleting or copy/pasting a whole link here:

Text

Description automatically generated

**Edit the link** between the quotes after **href=**

You may find it easier to open a page in another tab and add the link into a blank HTML iPart, then copy/paste the generated URL.



**To change the image,** upload your new image into the iMIS image manager. Image size is not restricted, as they will resize to **100px** tall automatically. Logo images should be in colour.

Again, you may find it easier to add the image on another page and copy the source into the new iPart.

Edit the image source between the single quotes here:



## Footer: Sitemap links and copyright date

Text

Description automatically generated

Links in the footer come from the sitemap, using navigation areas

**Footer** – Cookie policy etc. at the very bottom right

**Footer1** – First stack of links About Us etc.

**Footer2** – Second stack of links Resources etc.

Other content pulls from the **Footer Copyright**, **Footer Acknowledgement**, **Footer Contact Us** and **Footer Socials** pages in the ContentAreas folder.

The year in the footer copyright is generated from Javascript found in the website template (**Current Year JS**).

If you change the wording in the footer, check in HTML mode to make sure you keep the span around the year with the id **thisYear**.

