

Adding/Editing/Deleting a Notice

This is the preferred method of adding time sensitive information to your personal page.

The screenshot shows a web interface for creating a notice. At the top, there is a 'Title ()' field with a '1.' label and a '2. Language' dropdown set to 'Both'. Below this is a section titled '2. Type Your Notice' with a subtitle: 'You do not need to add a notice if only a title and/or link (17 or 19) are required'. This section contains a rich text editor with various icons for text formatting (bold, italic, underline, strikethrough, subscript, superscript, text color, background color, bulleted list, numbered list, indent, outdent, quote, link, unlink, insert link, insert image, insert video, insert audio, insert iframe, insert table, insert table of contents, insert table of contents), a search bar, and a spell checker. Below the editor is a large empty text area labeled 'body p'. At the bottom, there is a '3. Select an Icon' dropdown menu showing 'bullhorn_right.png' and a '4. Display Body Only' checkbox.

These fields MUST have information:

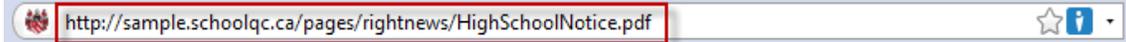
- Page(s) - These are the pages on which the notice will appear; you can select up to 5 pages. Your home page is automatically selected as the default page.

The screenshot shows the configuration options for the notice. It is divided into several sections: 'Display on Page(s)' (5. You can select up to 5 pages on which this notice will appear. If you select ALL, it will display FULL width, Collapsed and Emergency!) with a list of pages (events, gb, governance, health, home) and options for 9. Width (Half), 10. Collapsed (checked), 11. Effect (Default), 12. Title as MARQUEE (unchecked), and 13. Display Notice On (Sidebar Section); 'DURATION -' (6. Start displaying this notice on 2013-10-24, 7. Stop displaying this notice after 2013-11-22); and '8. Display on' (Every Day between the 2 dates). There is also a checkbox for 'Only the Icon and Color will be used.' and a '14. Section' dropdown set to 'Optional'.

- Duration: From Date and To Date - This is the time frame during which your notice will appear. The notice will be displayed on the selected page(s) between the 2 dates specified.

ONE or more of the following MUST be filled:

- Title - This is the title of the notice
- URL - if there is a web page link it will be linked to the title.
Make sure to open the file then copy and paste the COMPLETE URL from the address bar.



- Document - you can select a pdf document stored on the server instead of a URL. If you enter and URL and select a document, the URL will be used as the link.

The items below are optional but you should be complete the ones you want before you save

15. Notice ID (used only to update or delete a notice)

16. Delete This Notice

The title URL (17) MUST be a complete URL. It MUST start with http:// or https://

TitleURL 17. 18. Notice Type

OR Select a Document

19.

If you select a document and specify a URL, the URL will be used

20.

lower number to display a notice before the default

specified your options?

twice to see your updates)

- If you do need a large amount of text in a notice, I suggest you create a PDF file from a document; then upload the document and add a link to the pdf file in the URL field.

It is not necessary to have text in the notice if the message can be conveyed using a title or title and link only. It is NOT possible to have only a notice without a title.
You can edit a notice by specifying the Notice ID. You can also delete a notice. You can only edit or delete your own notices.

Types of Notices: Normal, Important and Emergency

You can now designate 3 types of notices: Normal, Important and Emergency

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TitleURL 17. 18. Notice Type

OR Select a Document

19.

If you select a document and specify a URL, the URL will be used

20. Sequence (#s only) The default is 50. Use a lower number to display a notice before the default

The notices will now look like these. Please keep important and emergency notices short and for these purposes only; like school closures or to draw attention to a notice



Most of the time you will use the Normal type.

Collapsed Notices

9. Width 10. Collapsed 11. Effect

12. Title as MARQUEE Only the Icon and Color will be used.

13. Display Notice On Default: Sidebar 14. Section

Have you specified your options? (You may have to save twice to see your updates)

Both Sections
Main Section
Sidebar Section

The collapsed check box determines how the notice will be displayed. The default is collapsed.

Clicking on the arrow will hide or display the body of the notice.

This option will only be visible if the notice has a title. A notice without a title will always be fully displayed.

You can also select the manner in which the body of the notice will appear and disappear. This is rarely used.

Deleting a PDF Document in a Notice Link- Just delete the link

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16. Delete This Notice

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TitleURL 17. 18. Notice Type

OR Select a Document

9.

If you select a document and specify a URL, the URL will be used

20. Sequence (#'s only) The default is 50. Use a lower number to display a notice before the default

Have you specified your options?
(You may have to save twice to see your updates)