# Component Usage Guideline



#### Prepared for Penn State College of Education by Eastern Standard

The following is an outline of existing framework components. When updating content or creating new content, consult this list to determine the appropriate component for your needs.

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#### **LARGE HERO**

Attention-grabber image. Designed to make a big splash. Creating an experience, telling a story, or communicating a message on a much larger scale.

#### Q: What kind of content should this be used for?

**A:** The homepage begins with an introduction to the BENEFIT and IMPACT of the College of Education that takes the user to the Programs & Degrees.

#### Q: What pages can I use this on?

A: Home

#### Fields:

• Image\*

• Heading (ex: Make Your Impact on the World)

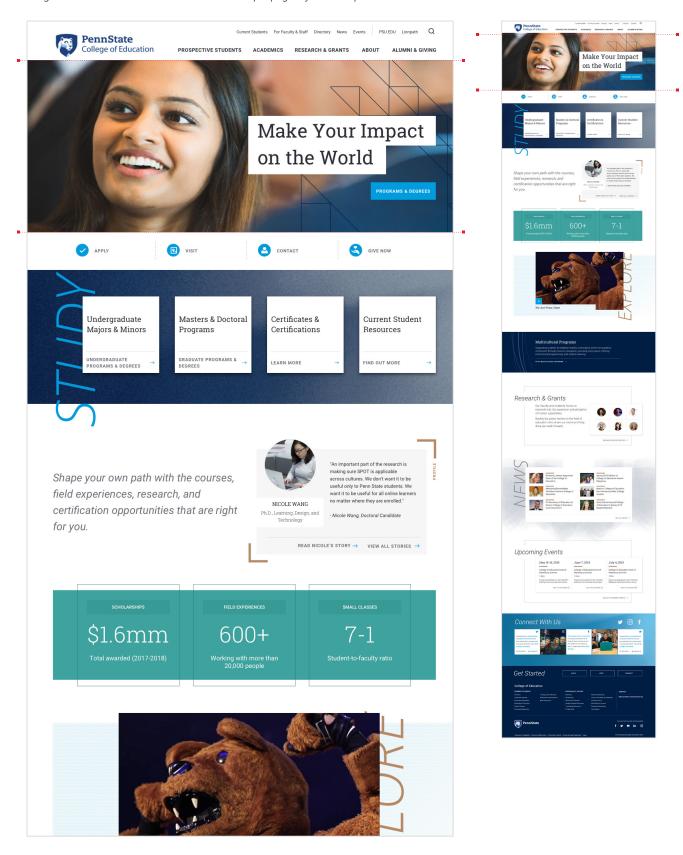
• Link (ex: Programs & Degrees)

#### **Best Practices:**

- Image recommended minimum size of 1440px W (x) 540px H; landscape orientation.
   The file size should be 4MB or smaller
- Link takes users to other pages



#### LARGE HERO - HOMEPAGE PLACEMENT EXAMPLE



#### **LANDING HERO**

Designed to be an entry point to the content on the page. Similar to the home page image, displayed at the top of the page and to increase brand awareness.

#### Q: What kind of content should this be used for?

**A:** This is a widely used component - ensure use of relevant imagery to the page content

#### Q: What pages can I use this on?

A: Landing page

#### Fields:

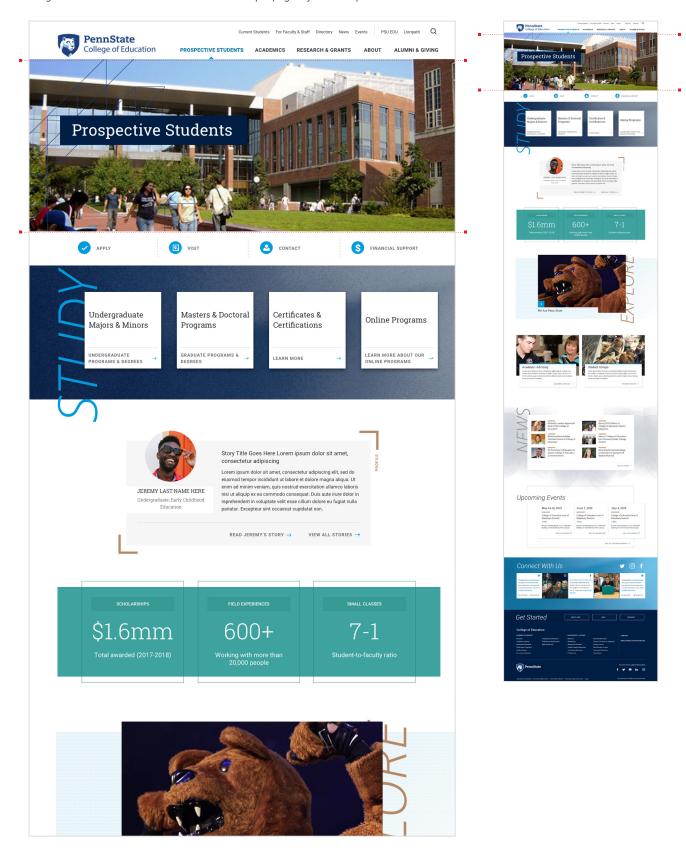
Image

#### **Best Practices:**

 Image - recommended minimum size of 1440px W (x) 540px H; landscape orientation.
 The file size should be 4MB or smaller



#### **LANDING HERO - LANDING PAGE PLACEMENT EXAMPLE**



#### **CTA WITH ICON**

A set of call to action buttons that provides users with multiple options.





#### Q: What pages can I use this on?

A: Home, landing

#### Fields:

- Links\* (ex:, Apply, Visit, Contact, Give Now)
- Icon\*



**VISIT** 



**GIVE NOW** 

#### **Best Practices:**

- Minimum of 3 buttons; maximum of 4 buttons
- Icons limited to selection shown. Apply, Visit, Contact, and Give Now.





VISIT



CONTACT

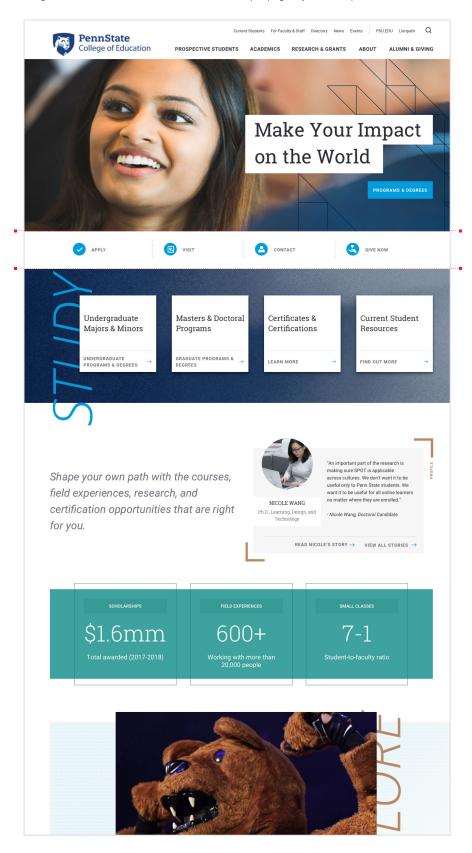


**EXAMPLE USAGE OF MAXIMUM OF 4** 

GIVE NOW

 $<sup>{\</sup>bf Component\ Guide\ -\ Prepared\ for\ Penn\ State\ College\ of\ Education\ by\ Eastern\ Standard}$ 

#### **CTA BUTTON - HOMEPAGE PLACEMENT EXAMPLE**





#### **CARD GROUP**

This component is intended for high-level calls- toaction based on a particular topic. These are intended as way finding for the end user so that they can quickly land on the page that contains the information they are looking for.

#### O: What kind of content should this be used for?

**A:** The Card Group on the homepage is directed toward the prospective student. This provides immediate access to a critical pathway for prospective students and identifies core offerings right away, even for those moving on to other content. Minors. Majors, Programs, Degrees, Certifications.

#### Q: What pages can I use this on?

**A:** Homepage, Interior, Landing, Degree, Event, Program, Student Story

#### Fields:

Title

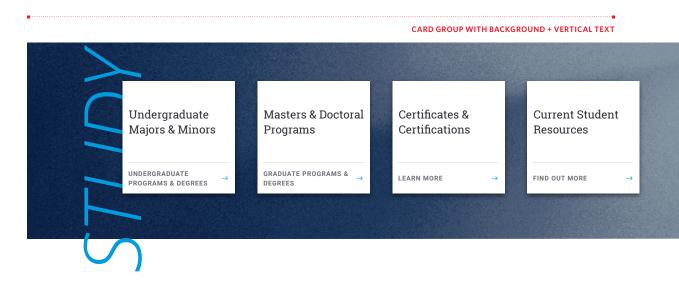
- Background Toggle (For blue background)
- Link Text

Vertical Title (ex: Study)

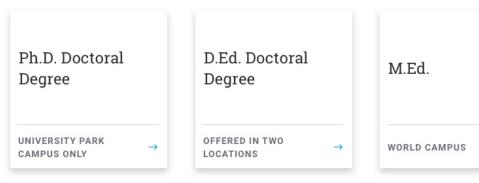
#### **Best Practices:**

• Link (URL or Node)

- Keep titles short and concise
- Vertical Title recommended range of 5 characters
- Only use of the card has a related link as a call to action
- You can include the background topic (ex: Study) and background color or choose to hide this so it has no background color

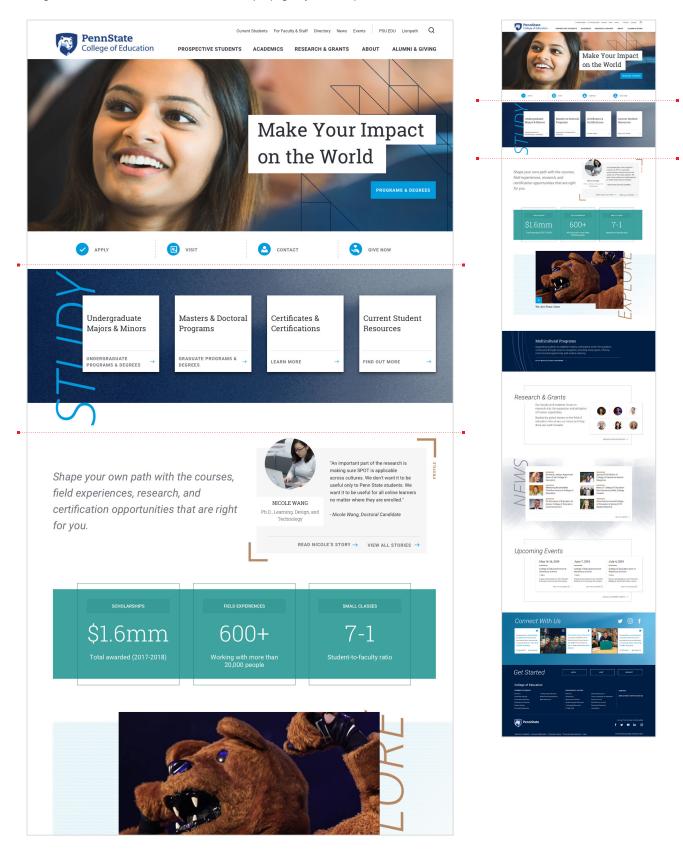


CARD GROUP WITH NO BACKGROUND (EX: USAGE ON PROGRAM PAGE)

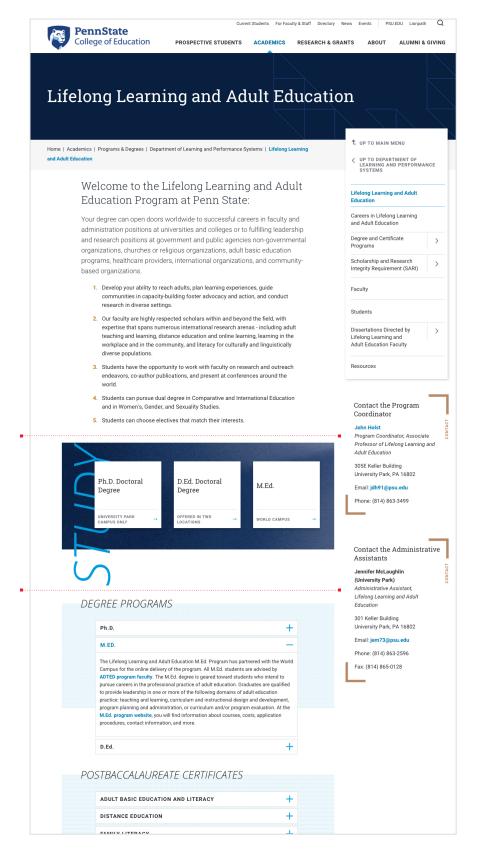


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#### **CARD GROUP (BACKGROUND) - HOMEPAGE PLACEMENT EXAMPLE**

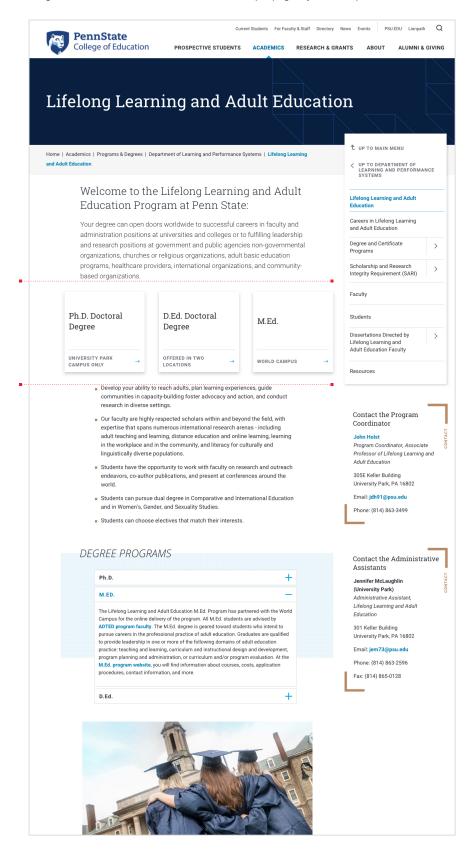


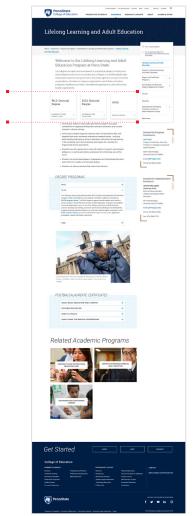
#### **CARD GROUP (BACKGROUND) - PROGRAM PAGE PLACEMENT EXAMPLE**





#### CARD GROUP (NO BACKGROUND) - PROGRAM PAGE PLACEMENT EXAMPLE





#### Q: What kind of content should this be used for?

**A:** To highlight faculty/staff or students currently enrolled or alumni and the experiences they have had.

#### Q: What pages can I use this on?

A: Homepage, Landing, Interior, Program

#### Fields:

- Profile Image\*
- Full Name\*
- Title
- Quote\* (required for component pair)
- Attribution
- Vertical Title
- URL
- Link Text

#### **Best Practices:**

- Keep quote brief and concise
- Image recommended minimum size of 150px H (x) 150px W
- Vertical Title recommended range of 12 characters

JEREMY LAST NAME HERE
Undergraduate, Early Childhood
Education

Story Title Goes Here Lorem ipsum dolor sit amet, consectetur adipiscing

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non.

READ JEREMY'S STORY →

VIEW ALL STORIES →

FEATURED PROFILE CARD & QUOTE (COMPONENT PAIR)

Shape your own path with the courses, field experiences, research, and certification opportunities that are right for you.



NICOLE WANG
Ph.D., Learning, Design, and

"An important part of the research is making sure SPOT is applicable across cultures. We don't want it to be useful only to Penn State students. We want it to be useful for all online learners no matter where they are enrolled."

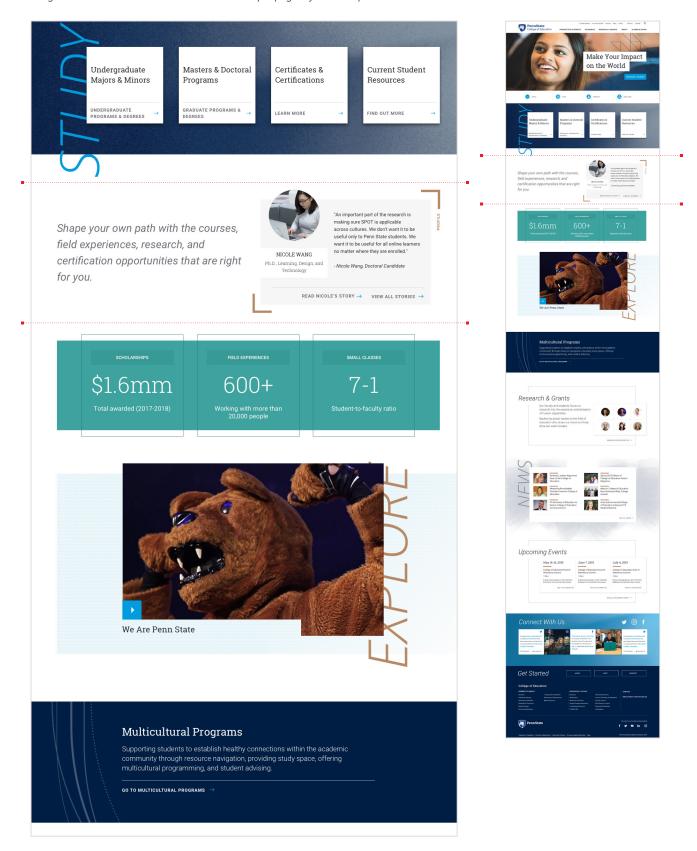
FEATURED PROFILE CARD NO QUOTE

- Nicole Wang, Doctoral Candidate

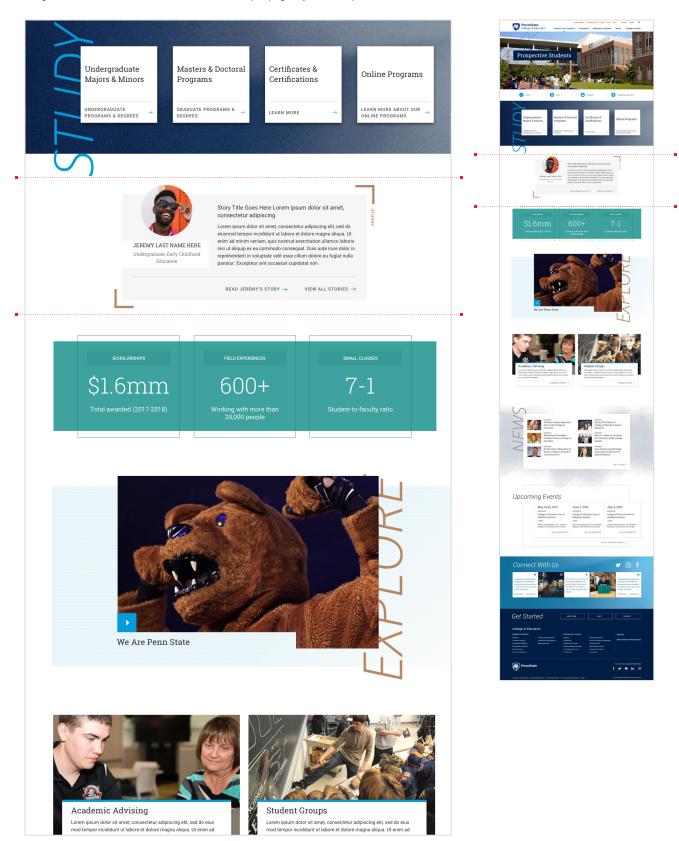
READ NICOLE'S STORY  $\rightarrow$ 

VIEW ALL STORIES ->

#### FEATURED PROFILE CARD & QUOTE - HOMEPAGE PLACEMENT EXAMPLE



#### FEATURED PROFILE CARD - LANDING PAGE PLACEMENT EXAMPLE



#### **FACTOID**

Visualized data - Storytelling that you're "punching beyond your weight" when it comes to ranking, size of the school, and outcomes.

#### Q: What kind of content should this be used for?

**A:** Student/faculty ratio; financial aid; career outcomes; enrollment. Any marketing oriented page to tout impressive statistics or statistics valuable to prospective students in the decision-making process.

#### Q: What pages can I use this on?

A: Homepage, Landing, Interior, Program, Student Story

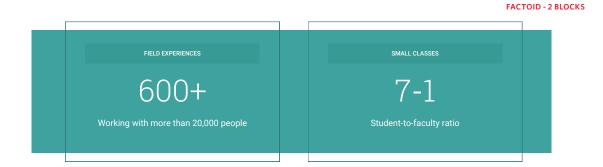
#### Fields:

- Category\* (ex: Scholarships, Field Experiences)
- Value\* (ex: \$1.6m)
- Detail Text\*

#### **Best Practices:**

- Limit to 3 stats
- Value recommended range of 7 characters
- Keep detail text brief recommended range of 200 characters
- Placement: Near the top or mid portion of a page, and in some cases it may be presented lower on the page if the content is relevant to the associated stats.



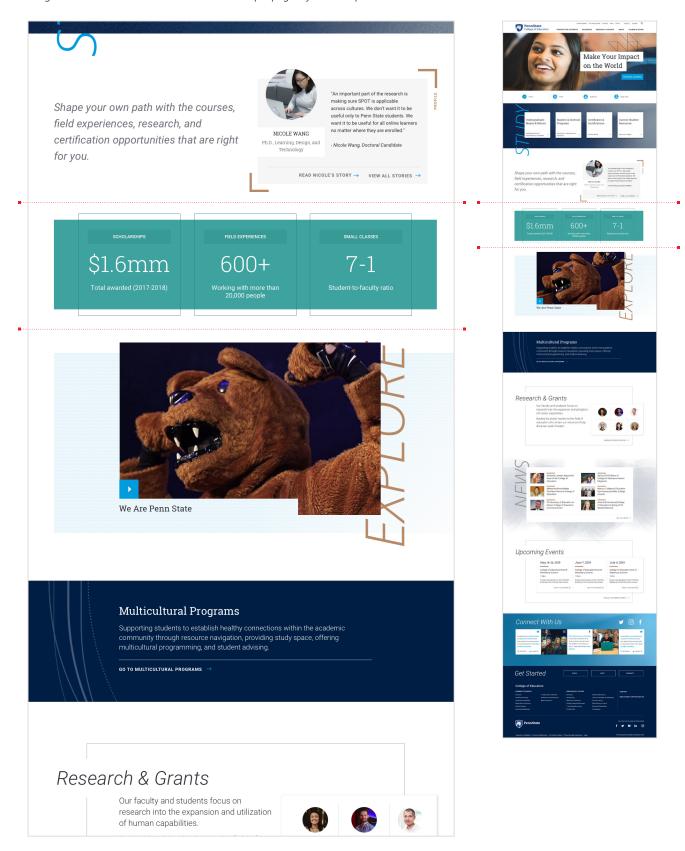




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<sup>\*</sup> Indicates required items for this component

#### **FACTOID - HOMEPAGE PLACEMENT EXAMPLE**



#### **IMAGE AND TEXT CTA GROUP**

Utilized for teaser content guiding the user towards exploring a specific area of content. The image-forward and larger size of the component communicates to users that the contents and CTA is valuable to them.

Q: What kind of content should this be used for?

A: Featured programs; research; other topics.

Q: What pages can I use this on?

A: Landing, Interior, Program, Student Story, Degree

#### Fields:

- Image\*
- Title
- Body Text
- URL\*
- Link Text\*

#### **Best Practices:**

 Image recommended minimum size of 800px H (x) 675px W; landscape orientation 2 IMAGES AND TEXT CTA GROUP



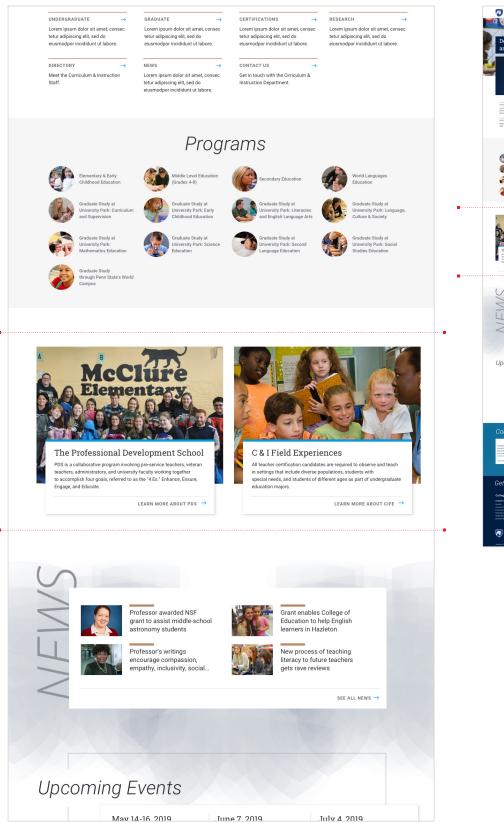


1 IMAGE AND TEXT CTA



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#### IMAGE AND TEXT CTA GROUP - DEPARTMENT PAGE PLACEMENT EXAMPLE





#### **TAKEOVER CTA**

Utilized for teaser content guiding the user toward exploring a specific area of content. The larger size of the component which can be used to break up content on a page, indicates to users that the content and CTA is valuable to them.

#### Q: What kind of content should this be used for?

A: Feature programs; Apply

#### Q: What pages can I use this on?

**A:** Homepage, Interior, Landing, Student Story, Program, Degree

#### Fields:

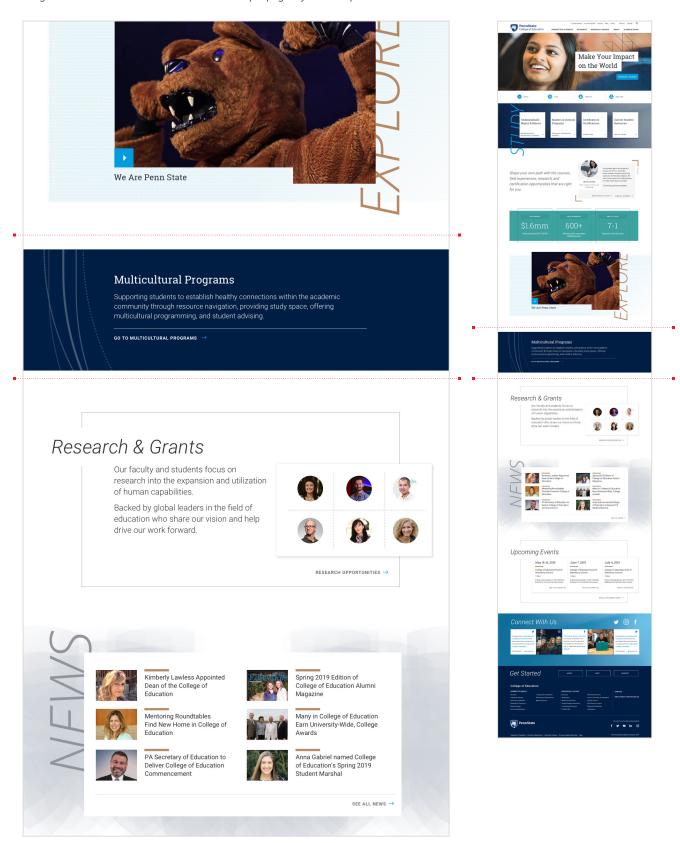
- Title
- Body Text
- URL
- Link Text

#### **Best Practices:**

• Do not add images within the body text WYSIWYG



#### **TAKEOVER CTA - HOMEPAGE PLACEMENT EXAMPLE**



#### **IMAGE GROUP CTA**

Utilized for teaser content guiding the user towards exploring a specific area of content. The images should be focused around the primary focus of that content.

#### Q: What kind of content should this be used for?

**A:** Any topic in which we want to encourage users to explore such as Research & Grants.

#### Q: What pages can I use this on?

A: Homepage, Interior, Landing, Student Story

#### Fields:

- Title
- Body Text\*
- Images\*
- URL
- Link Text

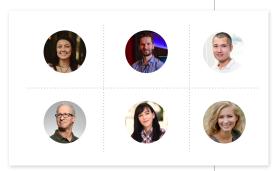
#### **Best Practices:**

- Image recommended minimum size of 150px H (x) 150px W
- No more than 6 images for this component
- This is intended to link to single destination page

### Research & Grants

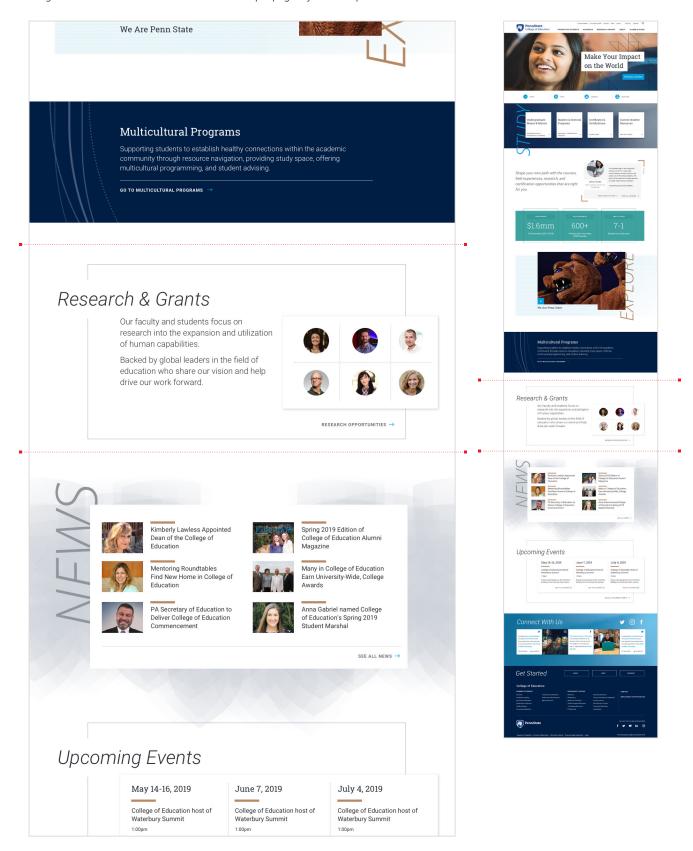
Our faculty and students focus on research into the expansion and utilization of human capabilities.

Backed by global leaders in the field of education who share our vision and help drive our work forward.



RESEARCH OPPORTUNITIES →

#### **IMAGE GROUP CTA - HOMEPAGE PLACEMENT EXAMPLE**



#### **IMAGE AND CAPTION**

You can increase engagement with your content by adding supplementary photos.

#### Q: What kind of content should this be used for?

**A:** Interior pages; stories; content which may benefit from including visuals.

#### Q: What pages can I use this on?

A: Interior, Student Story

#### Fields:

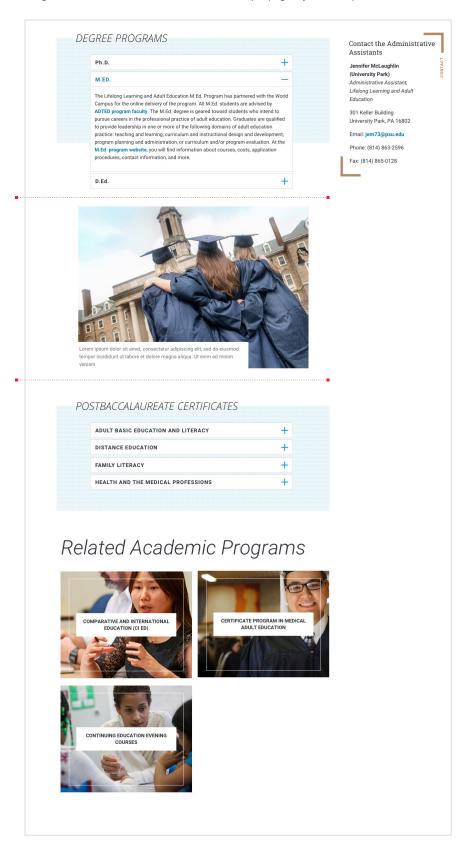
- Image\*
- Caption

#### **Best Practices:**

- Image recommended minimum size of 800px H (x) 675px W; landscape orientation
- Include ALT text descriptions for accessibility purposes
- Keep caption brief



#### **IMAGE AND CAPTION - INTERIOR PAGE PLACEMENT EXAMPLE**





#### **VIDEO EMBED**

Embedded video content appears as a visual element that encourages engagement. Video is a great way to speak to your site audience and convey information in to younger user groups.

#### Q: What kind of content should this be used for?

**A:** Campus tour; faculty bio; student and alumni stories; program highlights.

#### Q: What pages can I use this on?

**A:** Homepage, Interior, Landing, Student Story, Program,
Degree

#### Fields:

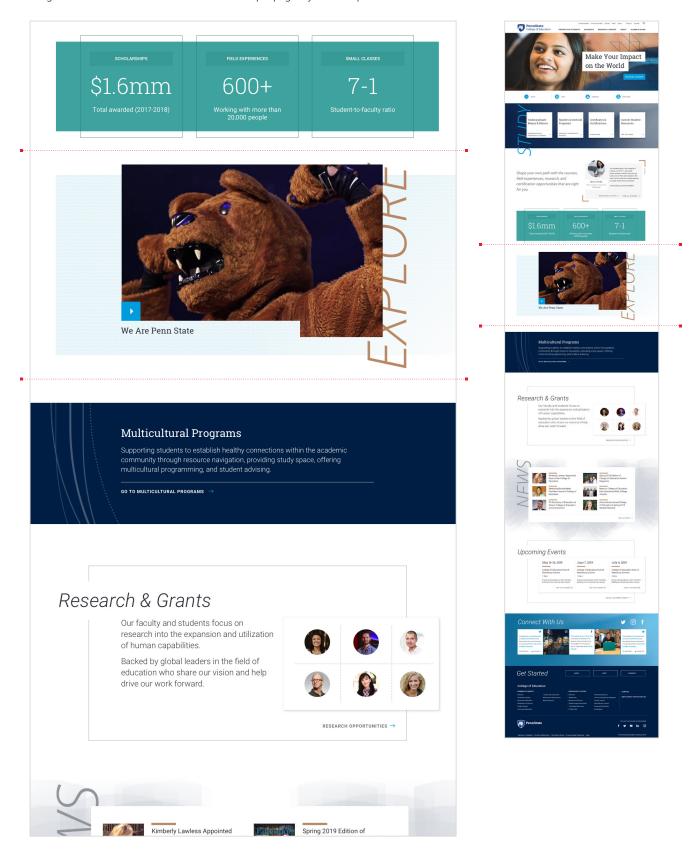
- Title
- Vertical Title
- Poster Image\* (still image)
- Video URL\*
- Show Background

#### **Best Practices:**

- Poster Image recommended minimum size of 900px H (x) 600px W; landscape orientation
- Vertical Title recommended range of 7 characters
- Video URL\* YouTube or Vimeo link



#### **VIDEO EMBED - HOMEPAGE PLACEMENT EXAMPLE**



#### **QUICK LINKS**

This component provides users quick access to information on larger topics within a landing page. This is designed to allow users to quickly scan the information and get where they want to be to find details on particular topics.

#### O: What kind of content should this be used for?

**A:** Larger subtopics within a landing page; child pages within a landing page.

#### Q: What pages can I use this on?

A: Landing

#### Fields:

- URL\*
- Link Text\*
- Body Text

#### **Best Practices:**

• Keep body text concise and indicate what information the user will find on that page.

#### UNDERGRADUATE

Lorem ipsum dolor sit amet, consec tetur adipiscing elit, sed do eiusmodpor incididunt ut labore.

#### DIRECTORY

Meet the Curriculum & Instruction Staff.

#### GRADUATE

Lorem ipsum dolor sit amet, consec tetur adipiscing elit, sed do eiusmodpor incididunt ut labore.

#### NEWS

Lorem ipsum dolor sit amet, consec tetur adipiscing elit, sed do eiusmodpor incididunt ut labore.

#### CERTIFICATIONS

Lorem ipsum dolor sit amet, consec tetur adipiscing elit, sed do eiusmodpor incididunt ut labore.

#### **CONTACT US**

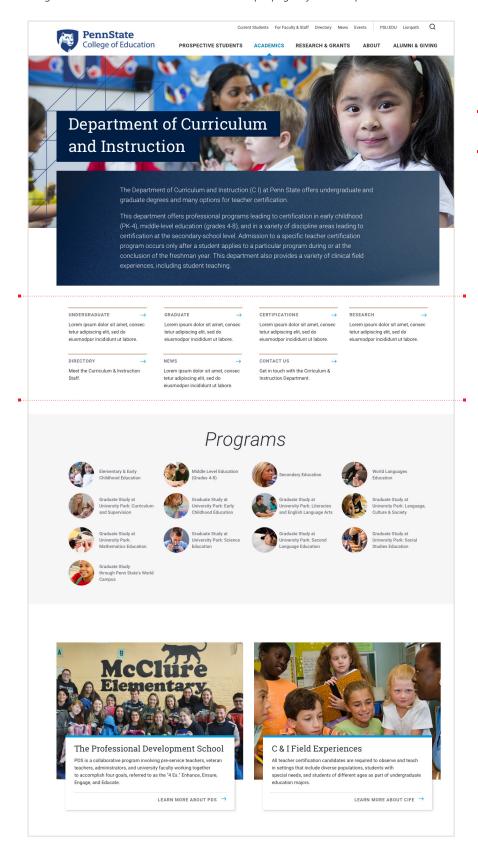
Get in touch with the Cirriculum & Instruction Department.

#### RESEARCH

Lorem ipsum dolor sit amet, consec tetur adipiscing elit, sed do eiusmodpor incididunt ut labore.

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#### **QUICK LINKS - LANDING PAGE (DEPARTMENT) PLACEMENT EXAMPLE**





#### **CONTACT BLOCK**

The primary purpose of contact information is to provide easy access to "get in touch". That way, the contact information is always associated with the different aspects of the College that your website highlights.

#### O: What kind of content should this be used for?

**A:** This should be used to provide a point of contact for a particular service or to reach out to for more information. This should only be used if the user will need to speak to someone for more details as you do not want to inundate your team with unnecessary calls and emails.

#### Q: What pages can I use this on?

A: Interior, Programs

#### Fields:

- Component Title\*
- Country
- URL (or Node)\*
- Street Address
- Link Text\*
- City
- Professional Title
- State

Email

Zip Code

Phone

#### **Best Practices:**

- Use sparingly
- Include the professional title for the point of contact

### Contact the Program Coordinator

#### **John Holst**

Program Coordinator, Associate
Professor of Lifelong Learning and
Adult Education

305E Keller Building University Park, PA 16802

Email: jdh91@psu.edu

Phone: (814) 863-3499

## Contact the Administrative Assistants

## Jennifer McLaughlin (University Park)

CONTACT

Administrative Assistant, Lifelong Learning and Adult Education

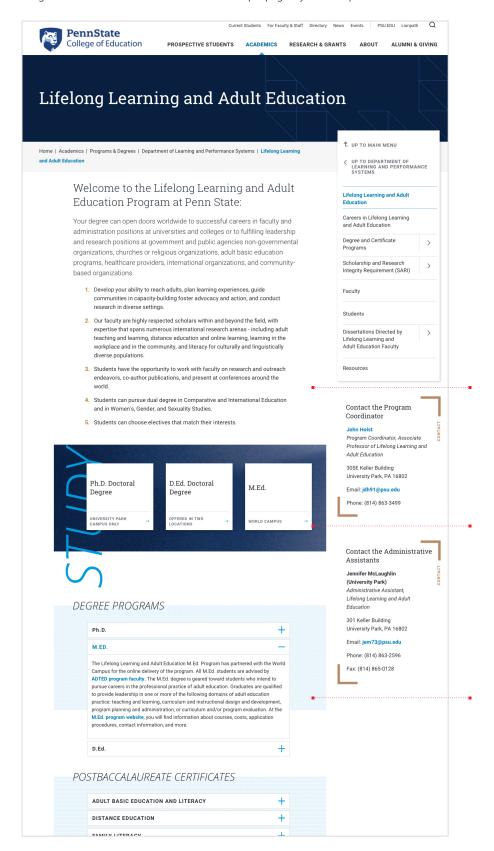
301 Keller Building University Park, PA 16802

Email: jem73@psu.edu

Phone: (814) 863-2596

Fax: (814) 865-0128

#### **CONTACT BLOCK - PROGRAM PAGE PLACEMENT EXAMPLE (right column underneath the navigation)**





#### **WYSIWYG**

While one of the common names for the content editor form is a WYSIWYG, more often than not, it does not actually show you the format that renders on the public facing version of the page; it merely gives a way to distinguish headings from subheadings, paragraphs from block-quotes, etc.

#### Q: What pages can I use this on?

A: Landing, interior

#### Fields:

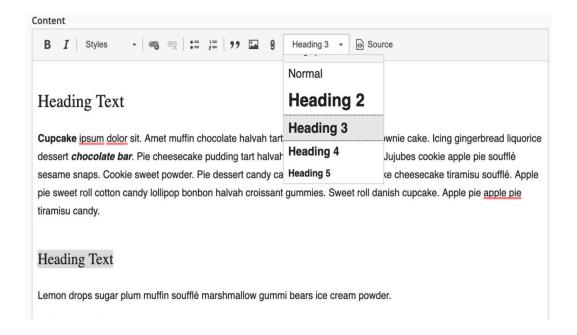
Text\*

#### **Best Practices:**

- Heading 1: Page Title (This is predetermined, and not chosen)
- Heading 2: first subhead to appear in the page's body copy
- Heading 3: any subhead to appear nested under, or appearing after the Heading 2 section of body copy
- Heading 4: any subhead to appear nested under, or appearing after the Heading 3 section of body copy

For accessibility and HTML validation, please be sure to follow a standard outline hierarchy with your headings.

WYSIWYG EDITOR



SEE ACTUAL HEADLINE TREATMENT STYLING ON THE NEXT PAGE

Roboto Slab Light

Roboto Slab Regular

Roboto Slab Bold

Roboto Light

Roboto Light Italic

Roboto Regular

Roboto Regular Italic

**Roboto Bold** 

Roboto Bold Italic

# H1 - Roboto Slab, Reg. 50/70

Para Intro Roboto - Light 20/31. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

### H2 - Roboto Slab, Light 32/42

Para Basic. Roboto - Regular 16/26. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

H3 - Roboto Slab, Light 28/38

H4 - Roboto Slab, Regular 20/32

H5 - Roboto Slab, Regular 18/28

#### **BODY CONTENT**

This text is styled using the Paragraph style. All paragraph text should look like this apart from when using the Lead-In-Text.

#### Q: What pages can I use this on?

**A:** Landing, Interior, Program, Event, Student Story,
Degree

#### Fields:

Text\*

#### **Best Practices:**

Text\* WYSIWYG

# Welcome to the Lifelong Learning and Adult Education Program at Penn State:

Your degree can open doors worldwide to successful careers in faculty and administration positions at universities and colleges or to fulfilling leadership and research positions at government and public agencies non-governmental organizations, churches or religious organizations, adult basic education programs, healthcare providers, international organizations, and community-based organizations.

#### **PULL QUOTE**

Excerpted line or phrase as a graphic element, serving to entice readers to highlight a key topic or person.

#### Q: What kind of content should this be used for?

**A:** Emphasize, past, or present persons, that is relevant to the page content. Can link to person story, program detail or other initiatives.

#### Q: What pages can I use this on?

A: Interior, Program, Degree, Student Story

#### Fields:

- Quote\*
- Attribute

#### **Best Practices:**

• Limit quote to 200 characters

#### 66

She brings passion and energy to her work, a clear excitement to roll up her sleeves and engage with the college community, and a strong strategic direction that will build on the college's excellence in teaching and research.

Optional attribute goes here

#### **ACCORDION**

Highlighting important details of a section and revealing more details upon a tap or click. As a result, the design stays focused and displays critical information first, while everything else is easily accessible. They are of great use on content-rich pages. You can also include text links within the content.

#### O: What kind of content should this be used for?

**A:** Condensed lists of content such as Degree Program descriptions, FAQs and Audience specific topics.

#### Q: What pages can I use this on?

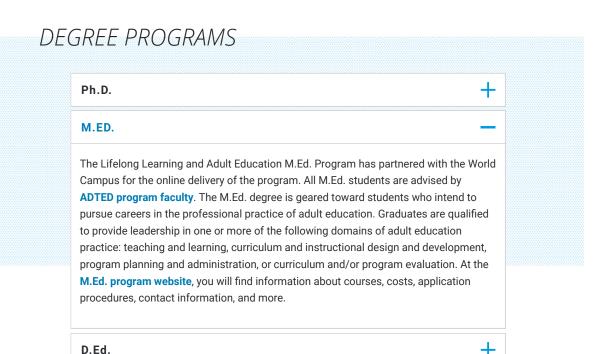
A: Interior, Program, Degree, Student Story

#### Fields:

- Headline (ex: Degree Programs)
- Accordion Items\*

#### **Best Practices:**

- Accordion Item Text\* WYSIWYG; tables not recommended
- Keep the content within the accordion condensed and concise as it is intended to be scanned quickly by the end user
- Content should not extend beyond a paragraph worth of copy
- Group topics together by using the main Accordion title at top



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#### **TABLE**

Component which allows end users to easily compare information.

Q: What kind of content should this be used for?

**A:** Cost information; deadlines.

Q: What pages can I use this on?

A: Interior

#### Fields:

- Table Caption
- Add Row

#### **Best Practices:**

• Include no more than 5 columns

Name	Height	Species	First Appearance
Chewb	paca 2.5m	Wookiee	A New Hope
Han So	olo 1.8m	Human	A New Hope
R2D2	1.0m	Droid	A New Hope
Boba F	Fett 1.0m	Human	A New Hope



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