



Connect™ Quick Tips

Template Layout Usages

- ❖ Each template provides an area to be used as a heading and possible set additional heading space.
- ❖ Pagelets expand based upon content placed within them and expansion may be determined by the dotted lines on the template (if the lines exist) and the proportions (if they exist.)
- ❖ Dotted lines on the templates indicate horizontal and vertical section breaks. Content will size within these sections based upon the pagelet with the largest content horizontally or in proportion to the column breaks vertically.
- ❖ Dotted lines also indicate where column or row lines may be placed during page setup.
- ❖ Pagelets can be left blank to achieve white space effect.

Dos and Don'ts of Connect

- ❖ Do use Internet Explorer 5.4, 5.7 or greater
- ❖ Do design your site layout before you begin to populate pages with content. Good design saves time.
- ❖ Do look at other web pages for ideas.
- ❖ Do have a good idea of the functions of the different page types.
- ❖ Do understand hierarchical structure, what an Organization is, what a Unit is, and how you can place web sites within these containers.
- ❖ Do make sure you select Save rather than using your browser back button.
- ❖ Do upload GIFs and JPGs to the Media Library.
- ❖ Do build a security model high in the organizational tree and use groups as an easy method to grant or deny users rights.
- ❖ Do not build excessive hierarchy in your site structure.
- ❖ Do not over populate content on any given page.
- ❖ Do not get carried away with color, graphics or animation. These items used excessively create bandwidth issues for site visitors.

Permissions in Connect				
No Access	Reader	Participant	Author	Editor



Users do not have access or any rights or Permissions.	Users can see and browse the content.	Users can actively participate in content such as discussions.	Users can create events or add information. They cannot change others information.	This is essentially a mini administrator .
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When you create a web site, by default the HOME page will be built as a page type known as Composite and a predefined template. Composite pages are just one of 13 different types of pages available. Only Composite pages have templates. The rest of the pages will have a set design based upon their purpose. The page types and what their functions are:

Page Type	Function
Composite Page	Based upon templates (see following examples). Contains sections called 'pagelets'. Composite pages provide flexible content management with a template driven layout to set the look/feel of a page. Composite pages may be the best type of 'home' page for sites. Editing the pagelet is easy. Click on the View mode and it will 'toggle' into the Edit mode. Return to view by clicking on the Edit mode.
Text/HTML	If you are an HTML coder, this page is very useful. It provides a maximum amount of flexibility for content.
News	Organizations can post information about the organization. This page might be an About Us, FAQ's, Resume boards, Jobs Available, or topics important to site visitors.
Discussions	An area designed to elicit "feed back" from site visitors. Discussions are 'threaded' allowing replies to discussions.
Calendars	Date scheduler for upcoming events.
Surveys	Ask questions of your site visitors and get responses to single question, multi-part answers.
Links	Think of this a just a bookmark to other affiliated web sites.
Shared Files	A place to post white papers, resumes, by-laws, or minutes from meetings
Chat	Open on-line forum for live exchange of ideas and thoughts.
Link	Creates a single page linking to an entity within your site.
Sub-menu	Creates an automatically updated page used for displaying sub-pages.
Relate Mini World Relate Query Relate Report Data Entry Wizard	Post pre-defined information from Relate.

When you create a new web page, Connect™ includes a number of sub-pages. You can delete or use them as appropriate for your site. You can create new pages of the types above and structure them in a tiered directory/sub-directory fashion below the home page. Web pages structured in the second or third tier below the home page will display in a site navigation bar. The second tier appears in line with the home page on the navigation bar. The third tier will be in a drop down menu and navigation bar below the main site navigation bar.