

# **Composer User Guide**

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## LOG IN

Type /user after your website URL to access the login page. Enter your username and password to log in.



A horizontal bar with a light gray background. On the left, there is a button labeled "Log in" with a dark background and white text. To its right is a button labeled "Request new password" with a light gray background and dark text.

## USER ACCOUNT

Username \*



A text input field with a light gray border and a small gray square on the left. A three-dot menu icon is visible on the right side of the field.

Enter your Total Access Bank username.

Password \*



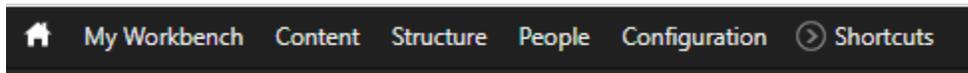
A text input field with a light gray border and a small gray square on the left. A three-dot menu icon is visible on the right side of the field.

Enter the password that accompanies your username.

LOG IN

## NAVIGATE THE SITE

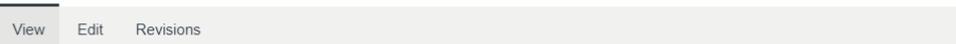
Once logged in, a navigation bar appears at the top of your website.



- The house icon takes you to your homepage.
- My Workbench takes you to your dashboard.
- Content takes you to a listing of all the pages on your website. This includes published and unpublished pages.
- Structure is where you can update blocks, menus, and taxonomy as they apply to your website.
- People is where you can manage/create new users.
- Configuration is where you can update redirects and URL aliases.

### Navigate via the front end of the site

To edit the site via the front end: navigate as you would normally and find the menu above the content area for internal pages.



A horizontal bar with a light gray background. It contains three buttons: "View", "Edit", and "Revisions". The "View" button has a dark background and white text, while "Edit" and "Revisions" have light gray backgrounds and dark text.

## CHECKING & SAVINGS

# Find the right account for you!

- "View" is the default action as you navigate the front end of your site.

- “Edit” takes you to the editable area of the page.
- “Revisions” takes you to a listing of revisions made to the page. This is useful for auditors.

## My Workbench

My Workbench provides a view of pages that you and others have updated recently.

**My Workbench**

[My content](#) [Create content](#) [My drafts](#) [Needs review](#)

[My Edits](#) [All Recent Content](#)

**My Profile**

  
 content\_admin  
[edit my profile](#)

**My Edits**

Five of the most recently updated pieces of content.

TITLE	TYPE
Test 1	Basic Page

**All Recent Content**

Within the “My Workbench” menu, you may have the following:

- Create content. To create new content, click “Create content” and choose the content type.
- My drafts. This takes you to your unpublished pages.
- Needs review. This takes you to view pages that need review. This is commonly used in conjunction with moderation, and not all sites use this feature.

## Content

This displays all the pages on your website.

**Content**

[Content](#) [Files](#) [Scheduled](#) [Webforms](#)

 **Add content**

**Filter Content**

Title Content Type Author Published Vocabulary

- Any -  - Any - - Any - **Apply** **Reset**

- You can search by title, content type, author, show only published or unpublished pages, and/or filter by vocabulary (tags).
- You can publish or unpublish multiple pages at a time. Select the pages, choose the status, and click “Update”.

Show only items where  
 status  type  [Filter](#)

Update options  
 [Update](#)

<input type="checkbox"/>	TITLE	TYPE	AUTHOR	STATUS	UPDATED	OPERATIONS
<input type="checkbox"/>	Gallery <i>new</i>	Basic Page	q2tech	published	08/21/2017 - 08:46	<a href="#">edit</a> <a href="#">delete</a>
<input type="checkbox"/>	Alert (scheduled)	Scheduleable Block	q2tech	published	06/28/2017 - 15:28	<a href="#">edit</a> <a href="#">delete</a>

In the “Operations” section you have the **edit, delete, and clone** options.

- Click “edit” to update content on your page.
- Click “delete” to remove a page from your website. **NOTE:** Deleting a page is irreversible. We recommend unpublishing instead of deleting content.
- Click “clone” when you want to copy another page’s structure. This takes you to the editor of the newly cloned page.

### Content menu items

My Workbench **Content** Structure People Configuration > Shortcuts

**Content**

[Content](#) [Files](#) [Scheduled](#) [Webforms](#)

[+ Add content](#)

Within the Content menu, you have the following:

- Add content. Create new content by selecting your content type.
- Content Revisions Summary. This is a summary of all changes you have made on your site since it launched.
- Files. Upload or view images, PDFs, and other files.
- Scheduled. This shows content that is scheduled to publish later.
- Webforms. This is where your webforms, submissions, and site-wide email addresses live.

### Content Types

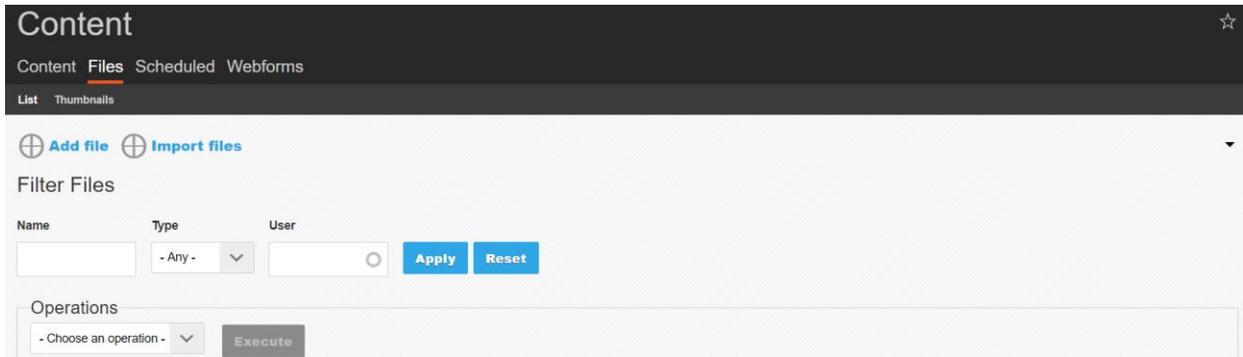
Content types are preconfigured page and content layouts. This varies per site but may include the following:

- Alert. Manage the alert banner that appears on your site.
  - Typically used to announce branch closures, website maintenance, and other outages or important messages.
- Basic Page. Manage the internal pages of your site.
  - This page is made up of content areas with flexible content pieces.
- Event. Manage the event postings that appear on your website.
  - These are typically single pieces of content that are then aggregated on the homepage, news page, and/or elsewhere as configured on your website.
- Image Gallery. Manage a gallery on your website.
  - These are typically single pieces of content that are then aggregated as configured on your website.

- Landing Page. Manage the homepage of your website.
  - This page is made up of content areas with flexible content pieces.
- Schedule Block. Manage pieces of content or pages that can be scheduled for publishing later.
- Testimonials. Manage customer or employee testimonials on your website.
- Webform. Manage Composer webforms. This is for forms built using Composer UI only.
  - Custom-built webforms can only be edited by Development Team.

### Files

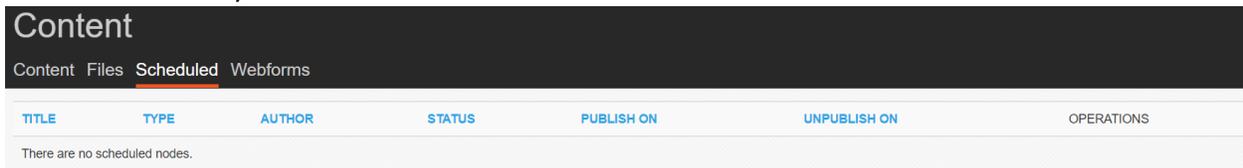
This page shows all files, images, and PDFs associated with your website.



- You may mass upload files via “Add file”.
- You can filter files by name, file type, or the user who uploaded the file.
- Under “Operations” you can archive, delete or change files.

### Scheduled

This view shows any scheduled content.



**NOTE:** Only new scheduled content appears on this list. Scheduled revisions to pages can be viewed on said pages.

### Webforms

View your webforms. To add new webforms, go to “Content” → “Add content” → “Webform”

TITLE	CREATED	STATUS	VIEW	OPERATIONS
Contact Us	12/23/2015 - 10:58	Open	Submissions Analysis Table Download	Edit Components Clear

To view the webform, click its title.

To view submissions for webforms, use the “View” actions:

- Submissions: shows an overview of the submitted responses.
- Analysis: allows you to select components to analyze.
- Table: shows submitted responses in a format like Microsoft Excel.
- Download: allows you to select components and set parameters then used to export submitted responses.

Under Operations, you may:

Edit the name and content that appear before the form.

The screenshot shows a form editor interface. At the top, there is a 'Title' field containing the text 'Contact Us'. Below it is a 'Subtitle' field which is currently empty. The main area is labeled 'Body' and contains a rich text editor with a toolbar. The content of the body field is as follows:

**Important Numbers**  
 LOST OR STOLEN CARD  
 123-555-1212  
 24/7 TELEBANK  
 1-800-555-1212

**Email Us**  
 Lorem ipsum dolor sit amet, consectetur adipiscing elit. Commodo, eos, nulla harum corporis molestias repellendus magni iste similique voluptatibus tempore non magnam officis nemo sint assumenda possimus labore laboriosam quia. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Explicabo, fugiat, eaque, sit pariatur voluptatum consequuntur voluptatem harum ullam nam itaque vel porro deserunt voluptas velit alias. Perferendis eaque necessitatibus dolor!

Edit Components. There are a few views to choose from:

- Form builder. Allows you to drag and drop fields into the form.

The screenshot shows a form builder interface. At the top, there is a navigation bar with the following tabs: 'Form builder', 'Form components', 'Conditionals', 'E-mails', and 'Form settings'. The main area is titled 'Form preview' and contains a form with the following fields:

- Name \***: A text input field.
- Email \***: An email input field.
- Phone**: A text input field.
- Comments \***: A large text area.

On the right side, there is a sidebar titled 'Add a field' which contains a grid of field options:

- Textfield
- Textarea
- E-mail
- Number
- Radios
- Checkboxes
- Select list
- Grid
- Date
- Time
- File
- Hidden
- Markup
- Fieldset
- Page break

To edit existing fields, click on the field the pencil.

**NOTE:** Clicking on the **x** next to the pencil deletes the field. To exit, click outside of the field or click “Close”.

The image shows a 'Form preview' window. At the top, there is a 'Name' field with a pencil icon and an 'x' icon. Below the field are three tabs: 'Properties', 'Display', and 'Validation'. A 'Close' button is located in the top right corner. Below the tabs, there is a 'Title' section with a text input containing 'Name' and a 'Form key: name [Edit]' label. Below that is a 'Default value' section with an empty text input. At the bottom is a 'Description' section with a large text area.

After editing, click “Save” at the bottom of the page.

Two blue buttons are shown: 'Save' and 'Cancel'.

**NOTE:** If you navigate away from the page before clicking “Save”, your changes will be lost.

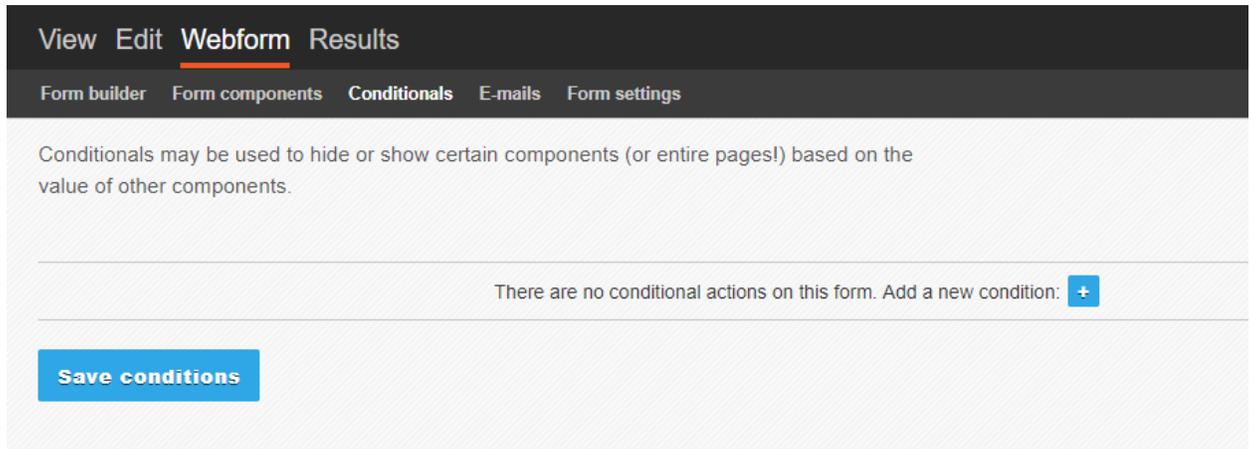
- Form components. Allows you to mass edit in one easy view.

The image shows a screenshot of the 'Form components' section in a webform builder. The top navigation bar includes 'View', 'Edit', 'Webform', and 'Results'. Below the navigation bar, there are tabs for 'Form builder', 'Form components', 'Conditionals', 'E-mails', and 'Form settings'. The main area contains a table with columns: LABEL, FORM KEY, TYPE, VALUE, REQUIRED, and OPERATIONS. The table lists several components: Name, Email, Phone, Comments, and Disclosures. Each component has a 'Required' checkbox and 'Edit', 'Clone', and 'Delete' links. At the bottom, there is a 'New component name' input field, a 'Type' dropdown menu set to 'Textfield', and an 'Add' button. A 'Save' button is located at the bottom left.

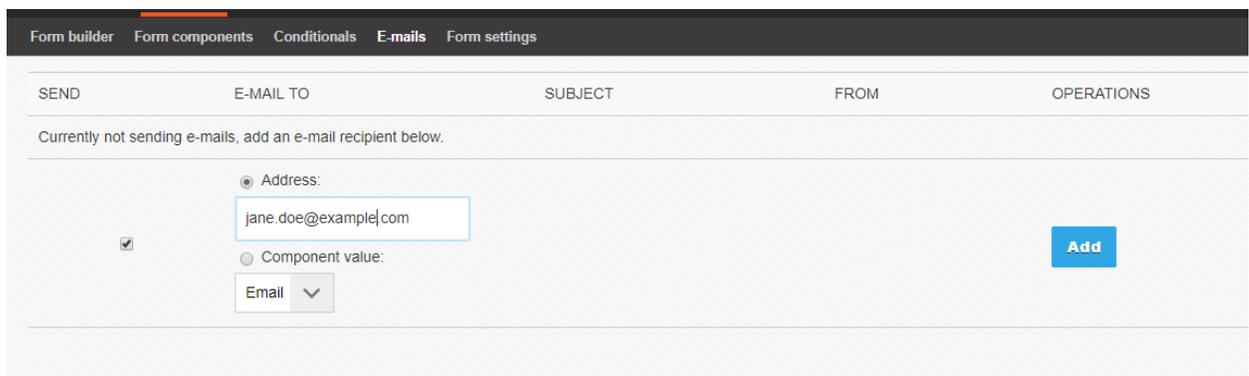
LABEL	FORM KEY	TYPE	VALUE	REQUIRED	OPERATIONS
Name	name	Textfield	-	<input checked="" type="checkbox"/>	Edit Clone Delete
Email	email	E-mail	-	<input checked="" type="checkbox"/>	Edit Clone Delete
Phone	phone	Textfield	-	<input type="checkbox"/>	Edit Clone Delete
Comments	comments	Textarea	-	<input checked="" type="checkbox"/>	Edit Clone Delete
Disclosures	disclosures	Markup	<h3>Disclaimers</h3>...	<input type="checkbox"/>	Edit Clone Delete
New component name		Textfield		<input type="checkbox"/>	Add

- You can drag and drop to reorder fields.

- You can select which fields are required.
- You can edit, clone, delete, and add new fields on a form.
- Conditionals. You may add conditional elements to your form.



- Emails. Manage to/from email addresses.



- You can add distribution lists and/or multiple email addresses. Add an entry for each.
- After adding an email address, you may customize the notification email that gets sent.
  - **NOTE:** We highly recommend removing “Submitted values are [submission:values]” from the email template to keep the contents of the submission secure.
- Form settings. Manage what happens when a submission is completed. You may add a confirmation message, redirect to confirmation page, or limit submissions.

## Structure



On this page, you can navigate to Blocks, Menus, and Taxonomy.

### Blocks

Blocks allow you to configure content that appears preconfigured regions.

# Blocks

Composer Template V1 Bartik Ember

This page provides a drag-and-drop interface for assigning a block to a region, and for controlling the order of blocks within regions. Since not all themes implement the same regions, or display regions in the same way, blocks are positioned on a per-theme basis. Remember that your changes will not be saved until you click the *Save blocks* button at the bottom of the page. Click the *configure* link next to each block to configure its specific title and visibility settings.

[Demonstrate block regions \(Composer Template V1\)](#)

- Blocks are configured per site. To view yours, select “expand all”. The populated ones are active on your site.
- You may add a block or change the region using the dropdown “Region”.
- To remove or unpublish a block, change the region to “None”. This moves it to the “Disabled”
- If the block is editable via this view, it will have a “configure” option. This opens the editor. Update accordingly and remember to save changes often.

## Menu

Manage the menus on your site.

“Menu” → Main Menu/Footer → Power Edit

## Main menu

List links Edit menu Power Edit

- Whether you are on the “Main menu” or the “Footer”, make sure you are in the “Power Edit” view.
- Power Edit view allows you to mass edit by allowing you to do the below in one place:
  - Drag, drop or nest items to reorder them using the 4-way directional arrow. 
  - Update their titles and URLs. Type the name of a page, and it populates the available pages to link. If you do not know the page link, then click on “Search” under the field and start typing the page title. It will auto-populate a list of pages for you to select from.
  - Enable or disable them by checking/unchecking the box in column “EN.”
  - Make parent items expandable by checking the box in column “EXP.”
  - Delete them. **NOTE:** deleting a parent item removes all its child menu items.
- To add a new menu item, scroll to the bottom of the page and fill in the fields. Drag and drop it where it belongs. Rinse and repeat.



New menu item

<front>

EN  EXP

- Always remember to click “Save configuration”.

## Taxonomy

This page is for tagging, categorization, and classification of your content. This is not a commonly used feature of Composer.

### Taxonomy

Taxonomy is for categorizing content. Terms are grouped into vocabularies. For example, a vocabulary called "Fruit" would contain the terms "Apple" and "Banana".

 [Add vocabulary](#)

VOCABULARY NAME	OPERATIONS
Tags	<a href="#">edit vocabulary</a> <a href="#">list terms</a> <a href="#">add terms</a>

## People

Manage users with access to view/edit your website.

Below are the most commonly used roles. Your site may have all or some of these.

- Content Admin: can manage all website content and create new users.
- Content Manager: can manage all website content.
- Form Manager: can edit only forms and their submissions. They can see all content types.
- Content Viewer: can log in and view content. This is typically used by auditors.

**NOTE:** If additional role types are needed, please submit a request with details of permissions/access settings.

- To create a user, select the desired role.
- Fill out the required fields and click "Create new account".

**Username \***

Spaces are allowed, punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.

**E-mail address \***

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

**Password \*** Password strength: \_\_\_\_\_

**Confirm password \***

Provide a password for the new account in both fields.

**Status**

Blocked

Active

**Roles**

authenticated user

administrator

Content Admin

Content Manager

Content Viewer

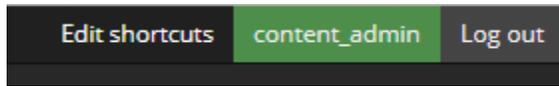
Notify user of new account

[Create new account](#)

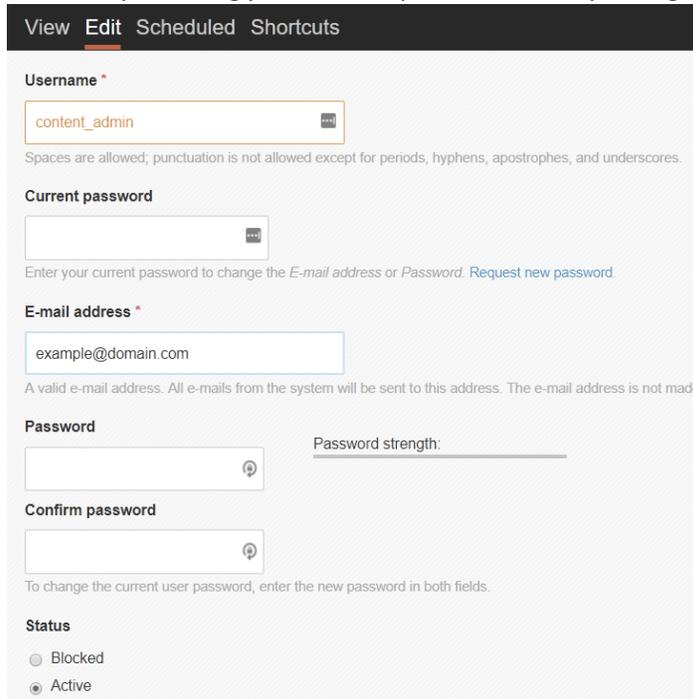
## Changing Your Password

After you log in for the first time, update your password to something that only you would know.

- Find your username at the top right of the screen. Click it to open settings.



- Once on this page, click “Edit”.
- Reset it by entering your current password and updating to the new password.

A screenshot of a user settings page. At the top, there is a navigation bar with 'View', 'Edit', 'Scheduled', and 'Shortcuts' options. Below this, the 'Username' field contains 'content\_admin'. The 'Current password' field is empty. The 'E-mail address' field contains 'example@domain.com'. There are two password fields: 'Password' and 'Confirm password', both empty. A 'Password strength' indicator is shown next to the first password field. At the bottom, there is a 'Status' section with radio buttons for 'Blocked' and 'Active', where 'Active' is selected.

- Hit “save” at the bottom to update the password.

**NOTE:** If the time zone is updated here, it will overwrite the website time zone setting.

## Configuration

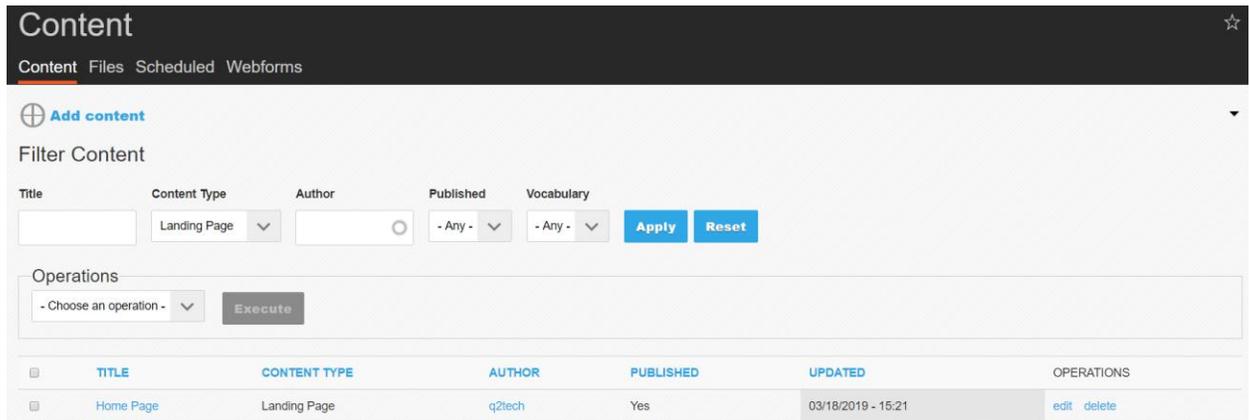
Under “Search and Metadata” you can do the following:

- Manage your URL Aliases
  - Each page has a “node” assigned to it so that any time the page name is changed, the entity reference remains intact.
- Manage your redirects
  - Redirects are automatically created when you change the name of a page. Additionally – you can add more redirects via the “configuration” settings.

## EDITING YOUR HOME PAGE

Your home page content is typically managed via Landing Page.

- You can edit the home page by either navigating to that page and clicking on “Edit” at the bottom of your screen, or by going to the “Content” tab.
- In the “Content” tab, sort by “Content Type: Landing Page”. Hit “Apply”.

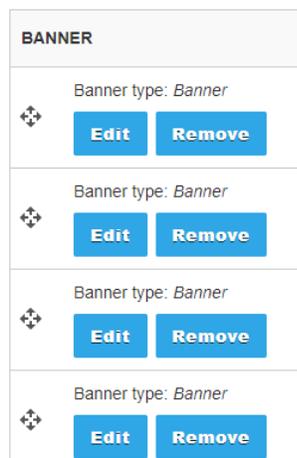


The screenshot shows the 'Content' management interface. At the top, there are tabs for 'Content', 'Files', 'Scheduled', and 'Webforms'. Below the tabs is an 'Add content' button. A 'Filter Content' section includes fields for 'Title', 'Content Type' (set to 'Landing Page'), 'Author', 'Published', and 'Vocabulary', with 'Apply' and 'Reset' buttons. An 'Operations' section has a dropdown menu and an 'Execute' button. Below this is a table with columns: TITLE, CONTENT TYPE, AUTHOR, PUBLISHED, UPDATED, and OPERATIONS. The table contains one row for 'Home Page' with content type 'Landing Page', author 'q2tech', published 'Yes', and updated '03/18/2019 - 15:21'. The 'OPERATIONS' column for this row contains 'edit' and 'delete' links.

- Click “edit” under “Operations”.
- Home page content is typically broken up into 2 areas: “Banner Section” and “Flexible Content”.

### Banner Section tab

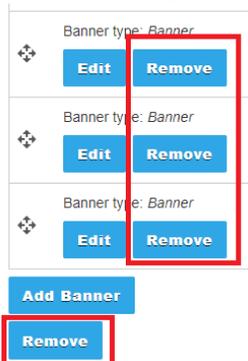
- Manage the marketing banner on your home page by editing these fields, adding more banners, etc.



The screenshot shows the 'BANNER' management interface. It displays four banner items, each with a 'Banner type: Banner' label and a plus icon. Each item has 'Edit' and 'Remove' buttons.

- Once you are on the editing screen for a banner, you can make the follow updates:
  - Unpublish the slide.
  - Update the Background image for desktop and mobile. Note, to update the image, you MUST remove the current image first.
  - Add/Edit the Banner Header. This is the main title on the banner.
  - Add the Banner body copy. See [Intro to CKEditor](#) for instructions on adding/editing content in the WYSIWIG editor.

- Add the content and link for the banner button. If you are linking to an internal page, click on the blue search button to take you to the Linkit module. In the “Search for Content” field, start typing in the title of the page. A list will auto-populate for you to select from. If you are linking externally from the site, then just add the URL into the “Link URL” field within the Linkit module.
- Add the Button Aria Label. This is needed if your slide button is not very description. It helps describe the information the end user will find on the linked page.
- If you would like to remove a banner altogether, then just click on the “Remove” button next to the appropriate slide. Note, the “Remove” button under “Add Banner” will remove the ENTIRE rotating banner section.



- If you would like to add another banner, click on the “Add Banner” button.
- If you would like to reorder the banners, you can use this icon to drag and drop: 

### Flexible Content tab

- Manage the content sections for your home page.
- Each flexible content type is preconfigured to display content distinctly.
- Add and remove sections as needed by publishing and unpublishing.
- Reorder flexible content areas by dragging and dropping.

Flexible content types may include the following:

- Call-outs: the 3-box area for featured products that usually sits below the marketing banner.
- Events: the upcoming events area for your financial institution’s events.
- General Content Section: a full width area that is flexible and accommodates many types of content layouts.
- Image Gallery: the section that displays your financial institution’s image gallery.
- Map Section: the section for your financial institution’s branches & ATMs.
- Testimonials: a section that displays testimonials received by your financial institution.
- Call To Action: a section that allows you feature a product with a call to action.
- Rates: a section that displays your financial institution’s promoted rates.

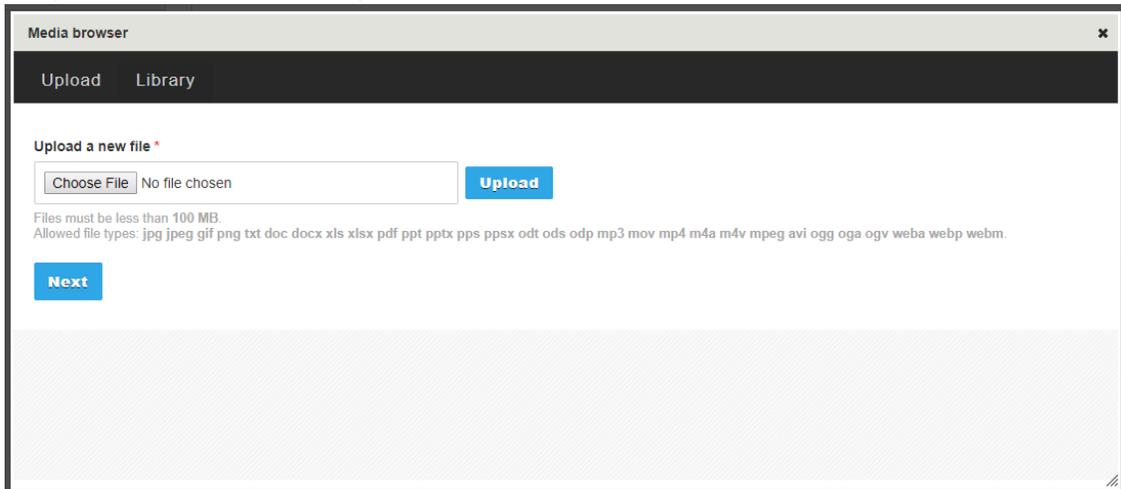
Add content in the [WYSIWYG](#) editor for the appropriate text area.

- Hover over the icons in the editor to view a description.

**NOTE:** Manually adjusting the font size and colors of text may cause accessibility issues. If additional styles are needed (e.g., disclaimer text), please submit a request to create this style for you.

**NOTE:** Copying and pasting text directly from a Text document may carry over some inline styling that will cause your text to be inconsistent with the preset styles. We recommend using the paste from Text button.

- To add an image, you must first add it to your Files library, and choose the image you would like to upload. Click “Next” when you are done.



Media browser

Upload Library

Upload a new file \*

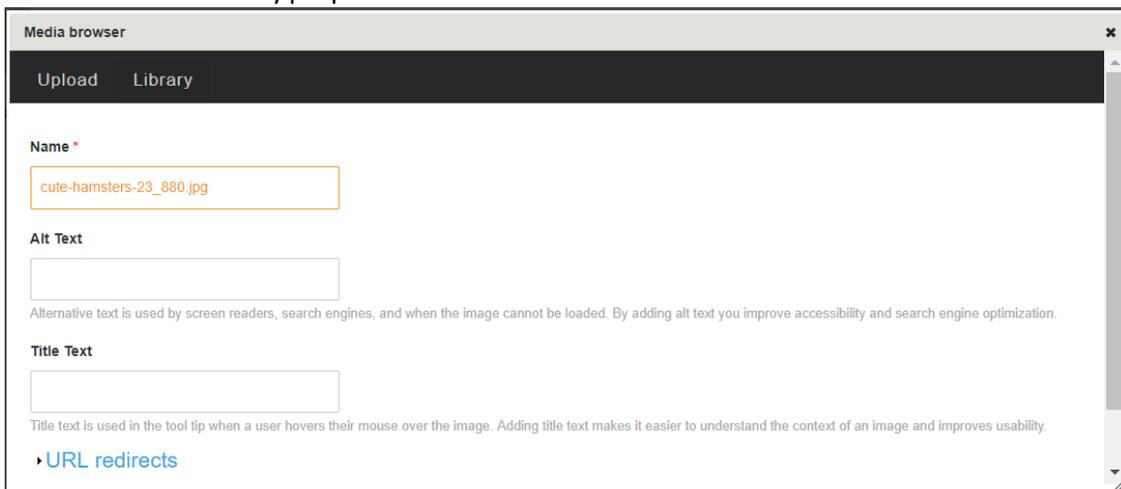
Choose File No file chosen Upload

Files must be less than 100 MB.  
Allowed file types: jpg jpeg gif png txt doc docx xls xlsx pdf ppt pptx pps ppsx ods odp mp3 mov mp4 m4a m4v mpeg avi ogg oga ogv weba webp webm.

Next

- If you add an image, the next screen allows you to update the name of the file, add Alt Text and Title Text.

**NOTE:** If the image is decorative (i.e., not needed to convey a message), then no alt text is needed for accessibility purposes.



Media browser

Upload Library

Name \*

cute-hamsters-23\_880.jpg

Alt Text

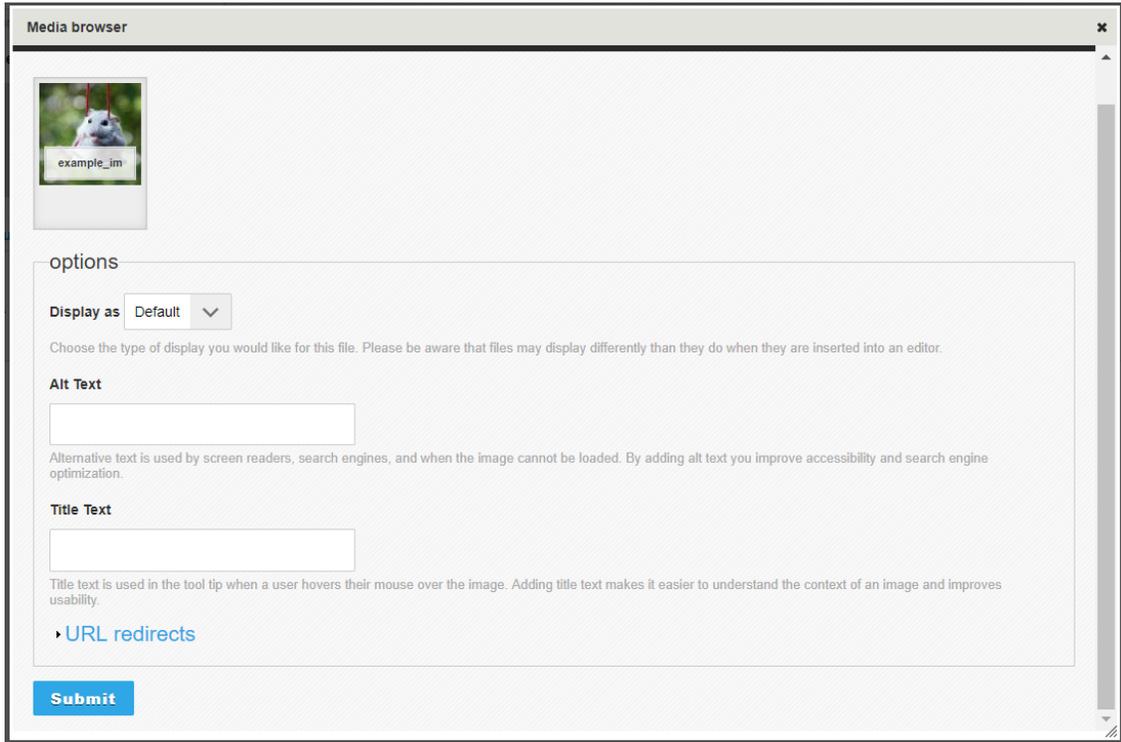
Alternative text is used by screen readers, search engines, and when the image cannot be loaded. By adding alt text you improve accessibility and search engine optimization.

Title Text

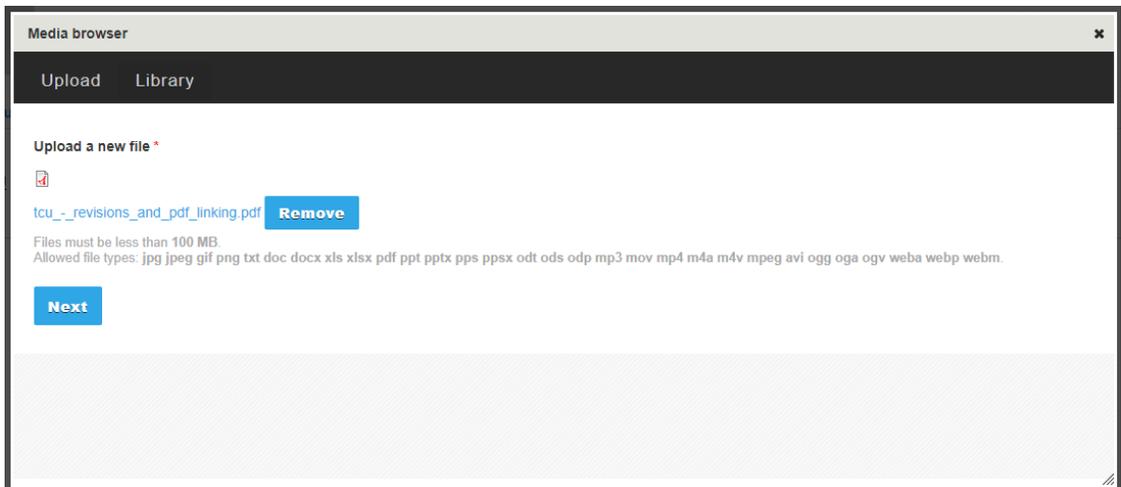
Title text is used in the tool tip when a user hovers their mouse over the image. Adding title text makes it easier to understand the context of an image and improves usability.

• [URL redirects](#)

- Clicking “save” takes you to another screen where you can make edits to the Alt Text or Title text. Click “Submit” when done.



- The image will appear in the editor.
- To link a PDF, first upload it, like uploading an image. Click the media icon, , and choose the PDF you would like to upload. Click “Next”, which will take you to another modal, and then “Submit”.



- Once uploaded, an icon and link will appear in the editor.
- Delete link and highlight text that you would like to link and click the “link” button.
- In the modal, you have a “Search for content” field. Type the name of the PDF you uploaded and click the PDF once it appears. Click “Insert link”.
- Once the text is linked, it will show in the editor as blue and underlined.

#### Revision information tab

- Choose whether you would like to moderate the content or simply publish it.
- If you are going to moderate the content (send it to a team member to approve), choose “Create new revision and moderate”.
- If you want to publish your new page without review, choose “Modify new revision, no moderation”.

#### Menu settings tab

- Link page to the menu by clicking “Provide a menu link”.
- Add the text you would like to appear in the “Menu Link title”.
- In the Parent item dropdown, choose the top navigation item you would like it to appear under.
- We recommend going to Structure>Menus>Main menu>Power Edit to place it in the order you would like.

#### URL redirects tab

- Create and manage any redirects associated with this page.

#### URL path settings tab

- Create an alias or vanity URL for the page.
- By default, the URL is the title of the page with dashes replacing spaces (e.g., Personal loans would have the URL of /personal-loans).

#### Scheduling options tab

- Publish and unpublish times for the page (or changes to page).

**NOTE:** date field is Year-Month-Day (YYYY-MM-DD) and time is on 24-hour clock (e.g., 2PM is 14:00:00).

#### Authoring information tab

- Manage and update the author.

**NOTE:** pages are designed to not show the author.

#### Publishing options tab

- Publish and unpublish content.  
**NOTE:** Only your home page should be “Promoted to front page” and published.
- Click “Save” once you are done editing the page.

### CREATING A NEW PAGE

Basic and landing pages make up your website. In most cases, internal content is made up of primarily basic pages. Landing pages are typically used for home page content and, in some cases, internal pages.

The basic page content type can include a sidebar and flexible content based on your original design. It also includes a banner that does not rotate.

The landing page content type typically includes rotating banners and is full width. It does not include a sidebar. Flexible content will be included per your original design. Landing pages can be used for internal pages as well.

Go to “Content”, “Add content”, “Basic page/Landing page”.

#### Main Tab

- Manage the “Title”, “Subtitle” and “banner image”.
- Upload a banner image” click “Browse” and choose an image from your computer.  
**NOTE:** If you do not select a banner, the default banner image will appear on this page.

#### Page Content tab

- Manage the content sections for your home page.
- Each flexible content type is preconfigured to display content distinctly.
- Add and remove sections as needed by publishing and unpublishing.
- Reorder flexible content areas by dragging and dropping.

Flexible content types may include the following:

- General Content Section: use this when you want full width content on your page.
- Columns: use this for columned content.
- Accordions: use this for grouping your content into accordions that expand and collapse content on longer pages.

- Rates: use this for displaying your financial institution’s rates.
- Tabs: use this for grouping your content into tabs that display content.
- Cards: use this for displaying your content in a tiled format using cards.

#### Sidebar tab

- Manage sidebar content on your website as it applies.
- Enable sidebar to add content.
- Select between “Sidebar Content” and “Global Sidebar Content”.

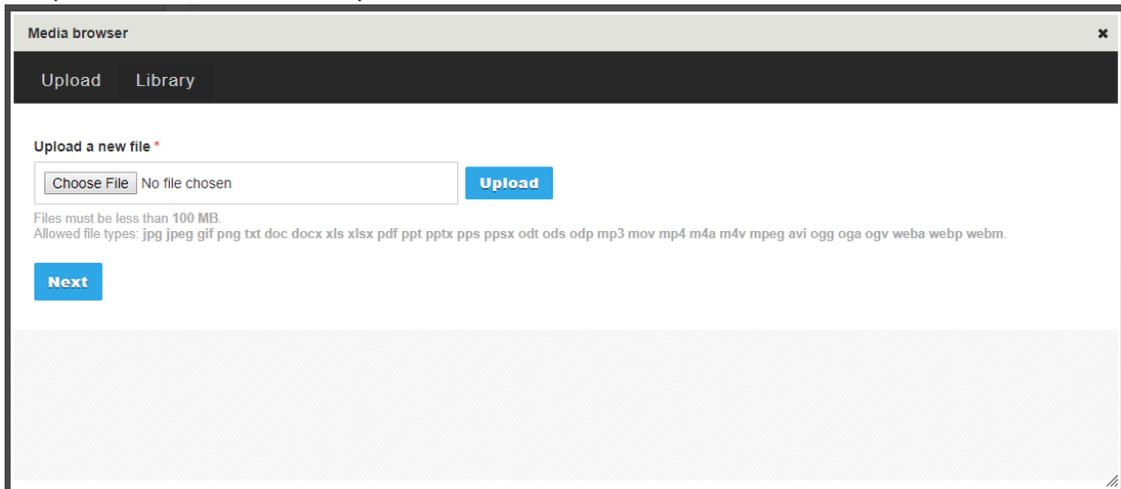
**NOTE:** Global sidebar content is a shared sidebar. To make sidebar content specific per page, use the “Sidebar Content”. You can have any combination or both of these on internal pages.

#### Meta Information tab

- Manage meta data for your pages.

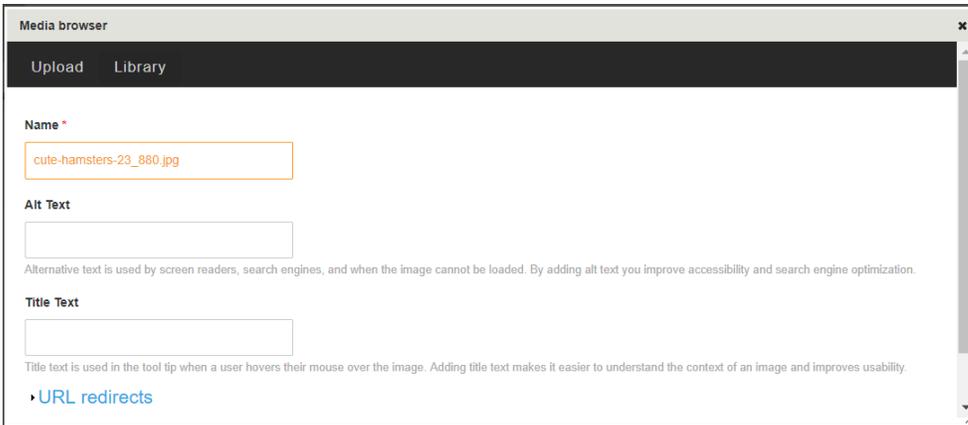
Add content in the [WYSIWYG](#) editor for the appropriate text area.

- Hover over the icons in the editor to view a description.  
**NOTE:** Manually adjusting the font size and colors of text may cause accessibility issues. If additional styles are needed (e.g., disclaimer text), please submit a request to create this style for you.  
**NOTE:** Copying and pasting text directly from a Word document may carry over some inline styling that will cause your text to be inconsistent with the preset styles. We recommend using the paste from Word button.
- To add an image, you must first add it to your Files library, and choose the image you would like to upload. Click “Next” when you are done.

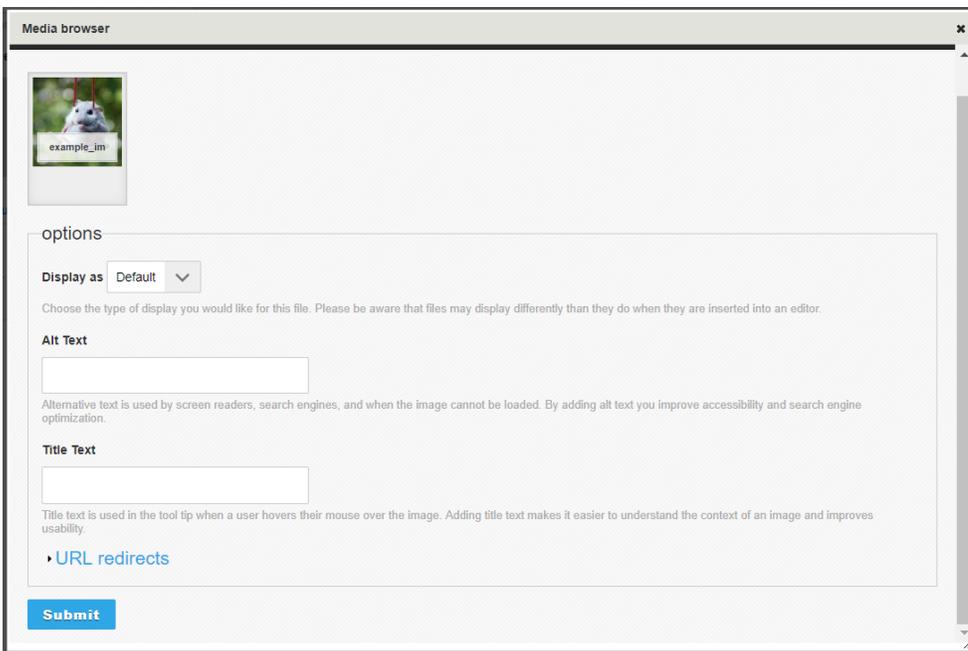


- If you add an image, the next screen allows you to update the name of the file, add Alt Text and Title Text.

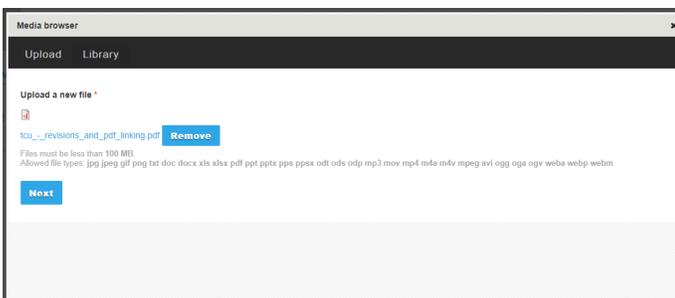
**NOTE:** If the image is decorative (i.e., not needed to convey a message), then no alt text is needed for accessibility purposes.



- Clicking “save” takes you to another screen where you can make edits to the Alt Text or Title text. Click “Submit” when done.



- The image will appear in the editor.
- To link a PDF, first upload it, like uploading an image. Click the media icon, , and choose the PDF you would like to upload. Click “Next”, which will take you to another modal, and then “Submit”.



- Once uploaded, an icon and link will appear in the editor.
- Delete link and highlight text that you would like to link and click the “link” button.
- In the modal, you have a “Search for content” field. Type the name of the PDF you uploaded, and click the PDF once it appears. Click “Insert link”.
- Once the text is linked, it will show in the editor as blue and underlined.

#### Revision information tab

- Choose whether you would like to moderate the content or simply publish it.
- If you are going to moderate the content (send it to a team member to approve), choose “Create new revision and moderate”.
- If you want to publish your new page without review, choose “Modify new revision, no moderation”.

#### Menu settings tab

- Link page to the menu by clicking “Provide a menu link”.
- Add the text you would like to appear in the “Menu Link title”.
- In the Parent item dropdown, choose the top navigation item you would like it to appear under.
- We recommend going to Structure>Menus>Main menu>Power Edit to place it in the order you would like.

#### URL redirects tab

- Create and manage any redirects associated with this page.

#### URL path settings tab

- Create an alias or vanity URL for the page.
- By default, the URL is the title of the page with dashes replacing spaces (e.g., Personal loans would have the URL of /personal-loans).

#### Scheduling options tab

- Publish and unpublish times for the page (or changes to page).

**NOTE:** date field is Year-Month-Day (YYYY-MM-DD) and time is on 24-hour clock (e.g., 2PM is 14:00:00).

#### Authoring information tab

- Manage and update the author.

**NOTE:** pages are designed to not show the author.

#### Publishing options tab

- Publish and unpublish content.  
**NOTE:** Only your home page should be “Promoted to front page” and published.
- Click “Save” once you are done editing the page.

### EDITING AN EXISTING PAGE

- Navigate to the page you would like to edit on the front end or go to the “Content” tab and find the page.
- If on the front end, click “Edit”. If on the “Content” page, click “edit” under “Operations”.

The screenshot shows a user interface for managing content. At the top, there are tabs for 'View', 'Edit', and 'Revisions', with 'Edit' circled in red. Below this is a section titled 'CHECKING & SAVINGS' with the text 'Lorem ipsum dolor sit amet'. A table below contains a list of content items with columns for 'TITLE', 'TYPE', 'AUTHOR', 'STATUS', 'UPDATED', and 'OPERATIONS'. The 'OPERATIONS' column for the first item has 'edit' and 'delete' links, with 'edit' circled in red. The table also includes filter and update options at the top.

TITLE	TYPE	AUTHOR	STATUS	UPDATED	OPERATIONS
Gallery <span style="color: red;">new</span>	Basic Page	q2tech	published	08/21/2017 - 08:46	<a href="#">edit</a> <a href="#">delete</a>
Alert (scheduled)	Scheduleable Block	q2tech	published	06/28/2017 - 15:28	<a href="#">edit</a> <a href="#">delete</a>

- Refer to sections above for details.

## SCHEDULING NEW CONTENT

After you have added content (see above), you may schedule the page's publication .

- Under "Scheduling options", add the "Publish" on and "Unpublish on" dates and times.

The screenshot shows the 'Scheduling options' section of a Drupal content editor. On the left, a sidebar contains several tabs: 'Revision information' (New revision), 'Menu settings' (Not in menu), 'Node Block', 'URL path settings' (Automatic alias), 'Scheduling options' (Not scheduled), 'Authoring information' (By q2tech), and 'Publishing options' (Published). The main content area is titled 'Publish on' and 'Unpublish on'. Each has a 'Date' and 'Time' input field. Below the 'Date' fields, it says 'E.g., 2017-09-13' and 'Leave the date blank for no scheduled publishing.' Below the 'Time' fields, it says 'E.g., 09:41:06'.

**NOTE:** Date field is Year-Month-Day (YYYY-MM-DD) and time is on 24-hour clock (e.g., 2 PM is 14:00:00).

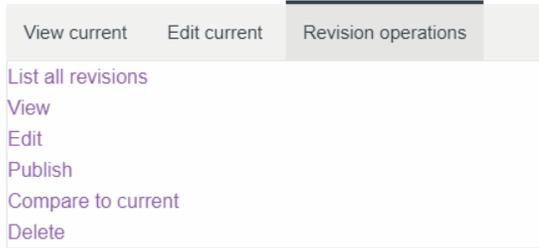
- Click "Save".

## SCHEDULING UPDATED CONTENT

- Once you have made the changes you would like scheduled, choose "Create new revision and moderate" under "Revision information". Click "Save".

The screenshot shows the 'Revision creation and moderation options' section of a Drupal content editor. On the left, a sidebar contains several tabs: 'Revision information' (New revision), 'URL path settings' (Automatic alias), 'URL redirects' (No redirects), 'Scheduling options' (Not scheduled), 'Authoring information' (By q2tech on 2017-01-17 16:29:07 -0600), and 'Publishing options' (Not published). The main content area is titled 'Revision log message' and has a large text area for providing an explanation of changes. Below this, the 'Revision creation and moderation options' section has two radio buttons: 'Modify current revision, no moderation' and 'Create new revision and moderate'. The 'Create new revision and moderate' option is circled in red. Below this, there is an 'Optionally schedule a date and time for publication' section with an input field and a note: 'Please use this format: d-m-Y H:i, e.g 23-01-2017 11:26. If you enter "now" this content will be published immediately. If you do not wish to schedule publication, leave the field blank.'

- This brings you back to the front end of the site with additional menu options. Choose "Publish".



- On the next screen, put the date and time for publication. Click “Publish”.  
**NOTE:** Date field is Day-Month-Year (DD-MM-YYYY) and time is on 24-hour clock (e.g., 2 PM is 14:00:00).

A screenshot of a confirmation screen for publishing a revision. At the top, there is a navigation bar with tabs: "View current", "Edit current", "Revision operations", and a partially visible fourth tab. Below the tabs, the same list of actions from the previous screenshot is shown. The main heading of the screen is "ARE YOU SURE YOU WANT TO PUBLISH THIS REVISION OF TEST 1?". Below this, there are two input fields. The first is labeled "Date for publication" and contains the text "13-09-2017". Below it is the instruction "Enter the date you want this revision to be published." The second input field is labeled "Time for publication" and contains the text "10:22". Below it is the instruction "Enter the time you want this revision to be published. Use the 24 hour clock. Publishing this revision will make it visible to the public." At the bottom, there are two buttons: a purple "PUBLISH" button and a grey "Cancel" button.

## SCHEDULING/UPDATING AN ALERT

Alerts allow you to provide important, time-sensitive information on your website.

- Go to “Content” and filter by “Alert”.
- Click “edit” and update content as needed.  
**NOTE:** Ensure that you have added [ARIA label text](#) if you are using a Learn More link.
- If you would like to schedule the when the alert is published and published, follow the instructions in [Scheduling New Content](#).
- Click “Save”.

## CREATING/EDITING AN IMAGE GALLERY

To create a new image gallery, follow the below steps:

- Go to “Content”, “Add content”, and select “Image Galley”.

- Add images to the gallery. There is no limit.
- Click Save.

If you would like to edit an image gallery, follow the below steps:

- Go to the main Content page.
- Under “Show only items where”, update “type” to display “Image Gallery”. Click on Filter.
- Find the gallery that you would like to edit.
- Click on “edit” under “Operations”
- On the Gallery page, you can then remove any image that you would like.
- Click save.

## CREATING/EDITING AN EVENT

To create an event, follow the below steps:

- Go to “Content”, “Add content”, and select “Image Gallery”.
- Fill in the appropriate fields, including title, event location, event dates (you do not need to include an end date if it is unknown), and event body. If you need help with the event body, then see [Intro to CKEditor](#) for content adding/editing instructions.
- Click Save.

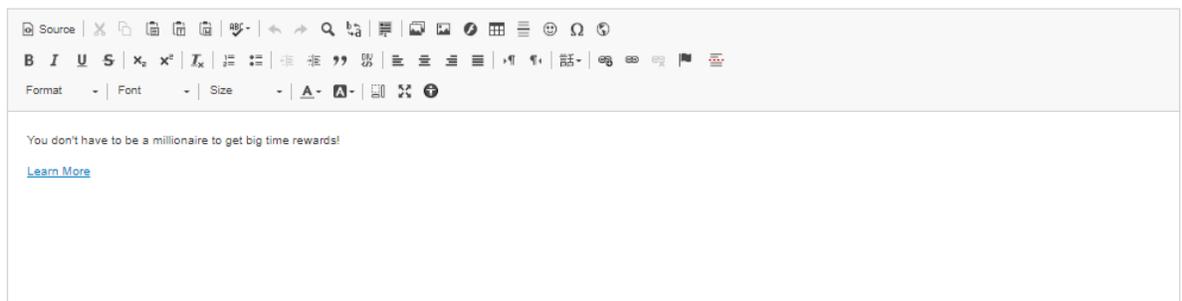
If you would like to edit an event, follow the below steps:

- Go to the main Content page.
- Under “Show only items where”, update “type” to display “Event”. Click on Filter.
- Find the event that you would like to edit.
- Click on “edit” under “Operations”
- On the event page, you can update the fields as needed.
- Click save.

**NOTE:** If you include an end date for the event, the event will drop off your calendar at the specified date and time.

## INTRO TO CKEDITOR

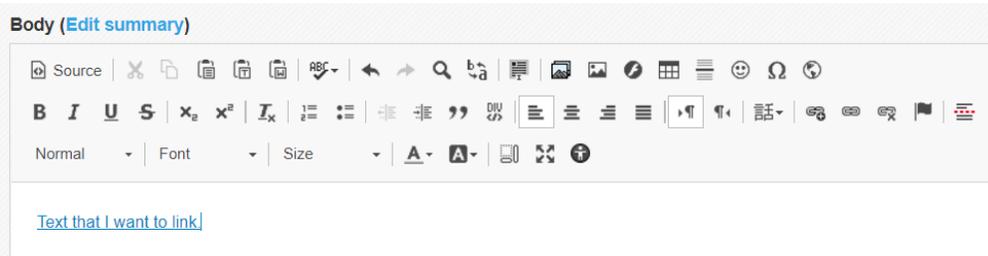
- This is the CKEditor. Also referred to as the WYSIWYG editor:



- Hover over the icons in the editor to view a description.
- Below are commonly used icons that need a little more information:

- If you prefer to work in source code, then select the  Source button.
- If you have a lot of content and would like to extend the WYSIWYG box, then select the  button.
- If you need to see the dividers for the content (p tags, divs), then select the  button.
- Add content in the WYSIWYG editor that is relevant to the page the you are creating/editing.
- When adding content, it is important to consider the following:
  - Manually adjusting the font size and colors of text may cause accessibility issues. If additional styles are needed (e.g., disclaimer text), please submit a request to create this style for you.
  - Copying and pasting text directly from a Word document may carry over some inline styling that will cause your text to be inconsistent with the preset styles. We recommend adding the content as plain text using the Text icon, . Please do not use the “Paste from Word” icon () as it will not strip the styles and consequently cause styling issues with your content.
- To add an image, click on .
  - Via the Library
    - If you have already loaded the image to Composer, then you will click on “Library” and locate the image of interest and double-click on it. On the Media Browser screen, you can:
      - You can set the Alignment (left, right, or center)
      - You can add Alternative Text.
      - You can add Title Text.
      - Click Submit.
      - The image will appear in the editor.
  - Via an Image Load
    - If you need to load an image into Composer:
      - Under “Upload, click “Choose File”. Once it has been selected, click on the blue “Upload” button. Click on the blue “Next” button
      - You can add Alternative Text.
      - You can add Title Text.
      - Click Submit.
      - The image will appear in the editor.
- **NOTE:** If the image is decorative (i.e., it does not need to convey a message), then no alt text is needed for accessibility purposes. If the image requires alt text, then please reference [this section](#) of the document regarding accessibility.

- The image will appear in the editor. If you need to add a link to the image, you can click on the “link to content” icon  and in the “Search for content” field start typing the name of the page that you want to link to the image. Select from the auto populated pages. The “Link URL” will fill in. Click “Insert link”.
- To link text to a PDF, you can use that same steps noted above to link an image.
  - Highlight the text and click on the “Link to content” icon . This will open the Linkit module. In this box, you can do the following:
    - In the “Search for content” field start typing the name of the page that you want to link to the image. Select from the auto populated pages. The “Link URL” will fill in.
    - If you want to link to a page that does not reside on your Composer site, then just paste the link into the “Link URL” field.
    - Click “Insert link”.
  - Once the text is linked, it will show in the editor as blue and underlined.



- To delete a link, highlight the text that you would like to unlink and click the unlink button, .

## ACCESSIBILITY

Depending on the type of project you engaged in, your site might have been developed to be WCAG 2.0 AA conformant. Regardless of whether you included in your project, below are some accessibility items to keep in mind for your website.

### Accessibility Tools

Below are some automated tools to look for common issues in websites. **NOTE:** these automated tools will not catch all issues (e.g., images with text embedded) and may flag issues that are false positives (e.g., empty buttons that users cannot access).

Wave – WebAIM - <http://wave.webaim.org/>

aXe – Chrome extension:

<https://chrome.google.com/webstore/detail/axe/lhdoppojpmngadmndnejfpokejbdd?hl=en-US>

PowerMapper - [app.powermapper.com](http://app.powermapper.com)

Functional Accessibility Evaluator - <https://fae.disability.illinois.edu/>

## Text Color Contrast

WCAG 2.0 level AA requires a contrast ratio of 4.5:1 for normal text and 3:1 for large text. Level AAA requires a contrast ratio of 7:1 for normal text and 4.5:1 for large text. Large text is defined as 14 point (typically 18.66px) and bold or larger, or 18 point (typically 24px) or larger.

Check contrast ratio with one of the tools below:

- Webaim — <http://webaim.org/resources/contrastchecker/>
- Contrast Analyser — <https://www.paciellogroup.com/resources/contrastanalyser/>
- Text on Background Check — <http://www.brandwood.com/a11y/>
- Colors on the Web — <http://www.colorsontheweb.com/Color-Tools/Color-Contrast-Analyzer>

## Images

### *Images of text*

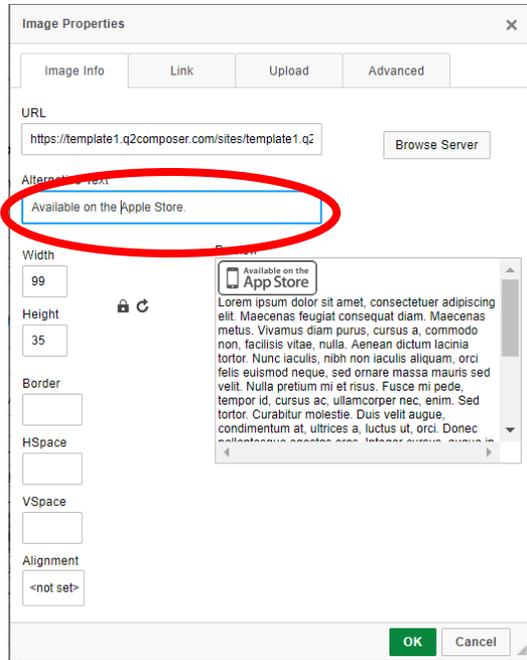
Avoid using images of text. This should only be necessary when utilizing a logo or other branded symbol. Images with text cannot be read by screenreaders and is one of the easiest way to make your site non-conformant.

### *Alt tags*

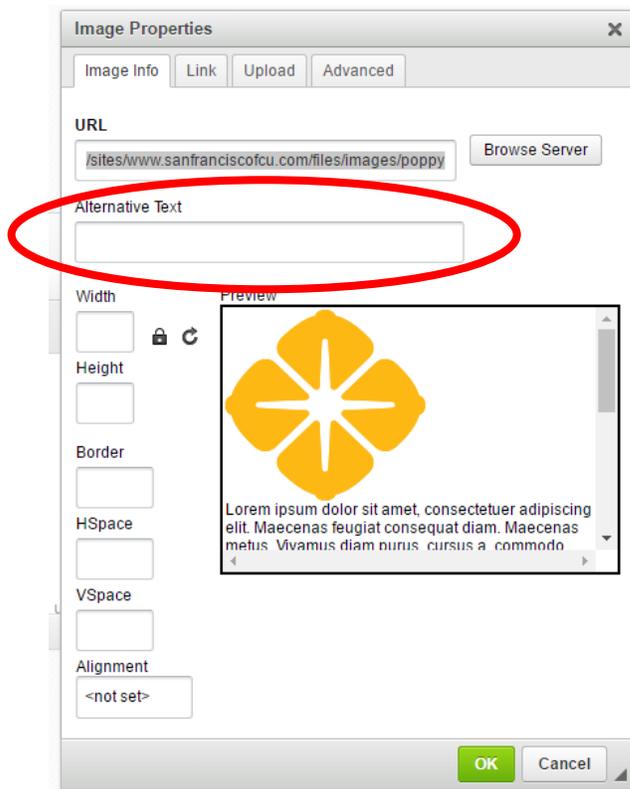
If you use an image of text, the full text needs to be in the alt tag of the image.

To add an alt tag:

1. Double-click the image, bringing up the image properties pop-up.
2. In the second field, Alternative Text, add alt text.



**NOTE:** Do not add alt tags for decorative elements. See example below:



**NOTE:** Alt tags are required for images that are links to allow screen readers to determine the purpose of the link/button.

## Text

### *All caps text*

Avoid using text in all caps. This may confuse screen readers causing them to read some words as acronyms.

### *“Click here” links and ARIA labels*

Avoid using “click here” or “here” for links and use meaningful text, such as “current rates” or “view calendar of events.” Using “click here” makes it difficult for screen readers to understand what the link’s purpose because it does not adequately convey the context of the link. Ensure that link text is unique.

If you must use Learn More, you will have to include an aria label. To add an area label, follow the steps below:

1. Once you are in the editor, click the Source button,  Source .
2. Within the a tag, add the text you would like the screenreader to know about the button.  

```
<p><strong>Alert</strong>&nbsp;</p>  
<a aria-label="Learn more about our holiday closures" href="#">Learn More.</a></p>
```
3. Click Save once you’ve updated the code.

### *Headings*

If it looks like a heading, you should assign heading tag (e.g., h2, h3, h4). Ensure that the heading level is follows logical order (starts with h2, then h3, then h4, as appropriate).

See <https://webaim.org/techniques/semanticstructure/> and <https://www.w3.org/TR/WCAG20-TECHS/H42.html> for information.

### *Empty heading and p tags*

Because screenreaders create a sort of table of contents with the headers on a page, a blank header tag will throw an accessibility error. If you want to add additional space on a page, ensure that you haven’t created an empty heading or p tag. While the p tag might not throw an error, it might be confusing to the screenreader as it will try to read the space (e.g., &nbsp;).

Incorrect: `<p>&nbsp;</p>` or `<h2>&nbsp;</h2>`

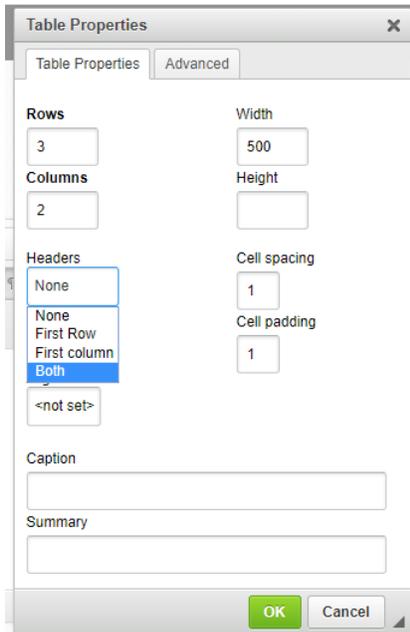
Correct: `<br />`

`<br />`

`<br />`

## Tables

If you are adding a table to ensure that you choose Both under Headers to ensure that the correct heading tags are in the table.



Once these header rows are in place, you will need to add scopes in the Source code. See the example below:

```
<thead>
  <tr>
    <th scope="col">Checking</th>
    <th scope="col">Minimum Balance</th>
    <th scope="col">Rate Type</th>
    <th scope="col">Dividend Rates*</th>
    <th scope="col">APY**</th>
  </tr>
</thead>
<tbody>
  <tr>
    <th scope="row">Free Checking</th>
    <td>$0.00</td>
    <td>Variable</td>
    <td>0.00%</td>
    <td>0.00%</td>
  </tr>
```

## Forms

Put a fieldset around questions that involve multiple checkboxes or radio buttons.

To put a fieldset around questions that involve multiple checkboxes and radio buttons:

1. Click on the webform that you would like to edit and navigate to the form builder interface.

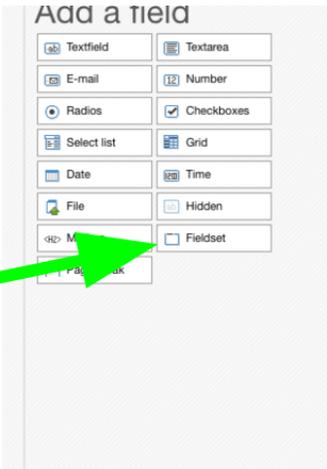
This is a checkbox group that needs to be inside of a fieldset.

Which Location Would You Prefer To Visit?

- Golden Gate Branch - 770 Golden Gate Ave. (at Gough St.), S.F.
- Lakeside Branch - 2645 Ocean Ave. (at 19th Ave.), S.F.
- Geary Branch - 4375 Geary Blvd. (at 8th Ave.), S.F.
- Real Estate Dept. - Located at Golden Gate Branch
- Financial District Branch - 311 California St (at Battery Street), S.F.
- Burlingame Branch - 1811 El Camino Real, Burlingame, CA
- Excelsior Branch - 4800 Mission Street (at Orondaga), S.F.

2. Click and drag the fieldset icon into the main form builder and drop it where you would like it to occur on the page. In this example, the fieldset is immediately below the checkboxes.

Click and drag fieldset icon into place.



The 'Add a field' interface displays a grid of field types. The 'Fieldset' icon is located in the bottom right corner of the grid. A green arrow points from the text 'Click and drag fieldset icon into place.' to the 'Fieldset' icon.

Add a field	
<input type="text"/> Textfield	<input type="text"/> Textarea
<input type="email"/> E-mail	<input type="text"/> Number
<input type="radio"/> Radios	<input checked="" type="checkbox"/> Checkboxes
<input type="list"/> Select list	<input type="table"/> Grid
<input type="date"/> Date	<input type="time"/> Time
<input type="file"/> File	<input type="hidden"/> Hidden
<input type="checkbox"/> Fieldset	

- This will create an empty fieldset inside of the form builder. The fieldset needs to be labeled with the same label as the checkboxes.



New fieldset

This fieldset is empty. Drag a form element into it.

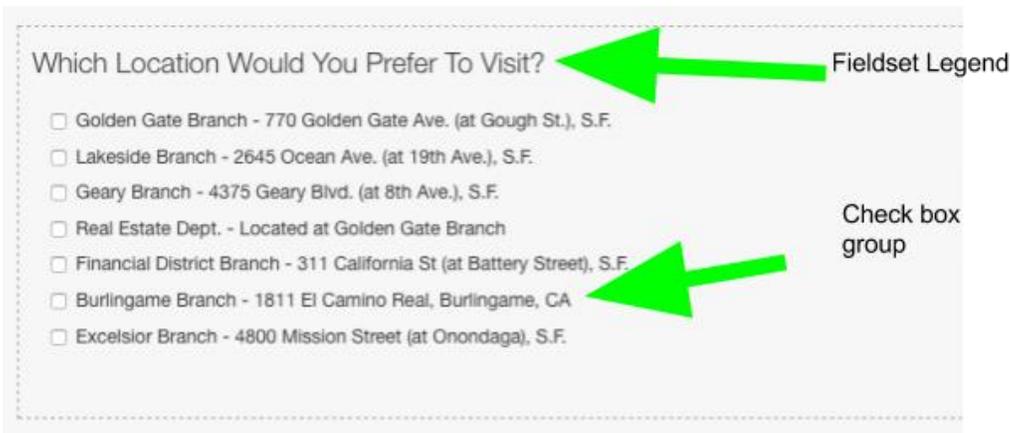
Click edit to add a new label to the empty field set.



Which Location Would You Prefer To Visit?

This fieldset is empty. Drag a form element into it.

- Drag the checkbox group into the fieldset.



Which Location Would You Prefer To Visit?

Golden Gate Branch - 770 Golden Gate Ave. (at Gough St.), S.F.

Lakeside Branch - 2645 Ocean Ave. (at 19th Ave.), S.F.

Geary Branch - 4375 Geary Blvd. (at 8th Ave.), S.F.

Real Estate Dept. - Located at Golden Gate Branch

Financial District Branch - 311 California St (at Battery Street), S.F.

Burlingame Branch - 1811 El Camino Real, Burlingame, CA

Excelsior Branch - 4800 Mission Street (at Onondaga), S.F.

Fieldset Legend

Check box group

- Scroll to the bottom and Save the form.

## FAQS

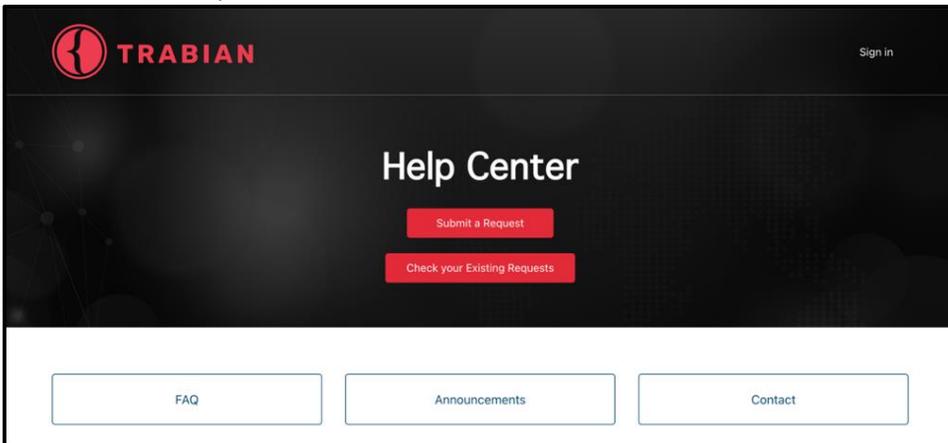
**Can I whitelist a third-party site myself (i.e., keep the speedbump/popup from coming up when a user clicks a link)?**

No, please submit a request to add a site to the safe list.

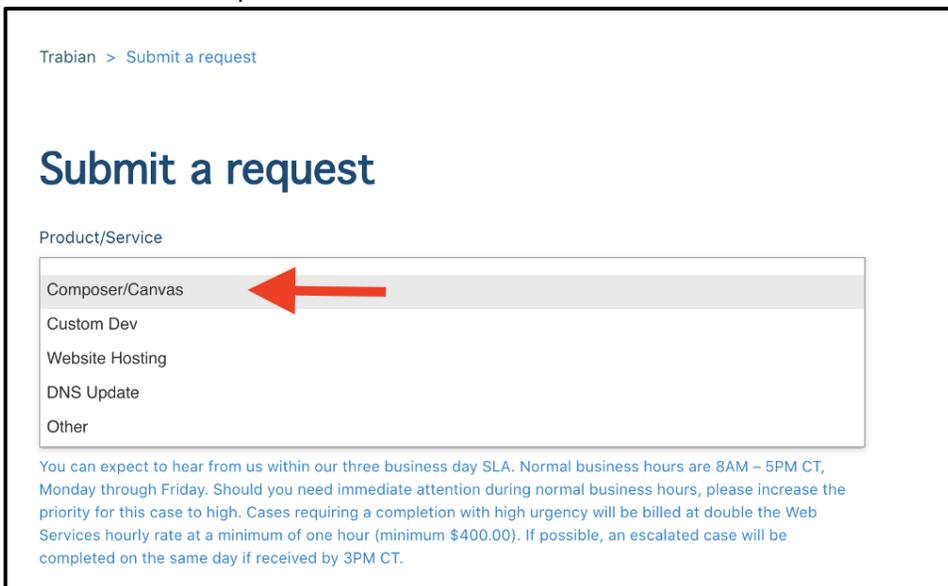
**How do I submit a case in the customer portal?**

- Log in to the Customer Portal (<https://support.trabian.com>)

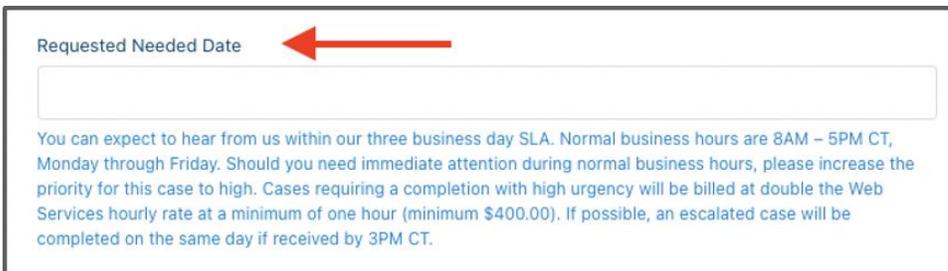
2. Click Submit a Request.



3. Choose the Product/Service.



4. Enter the Requested Needed Date. \*\* Note that SLAs are listed in your MSA and that putting the requested needed date does not guarantee that work will be completed at that time.



5. Enter the Type of Request:



Type

- 
- Question
- Incident
- Problem
- Task

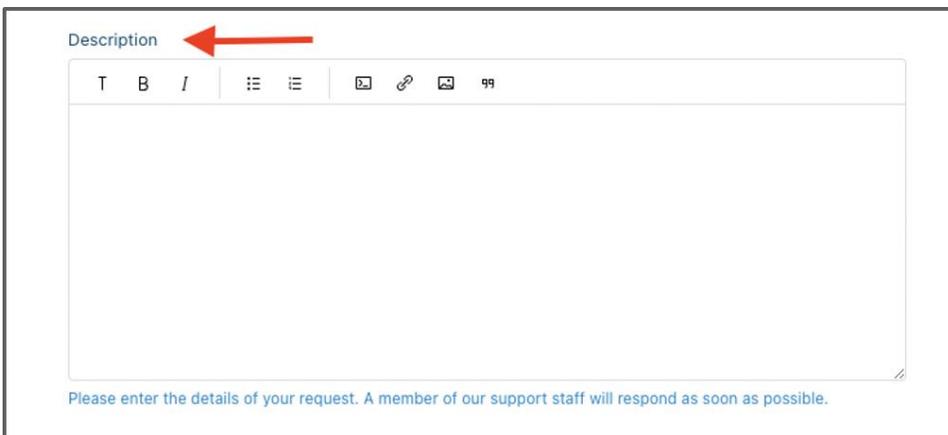
- Questions - Choose this option if you have questions regarding the product/service.
- Incidents - Choose this option if your financial institution is experiencing an incident (e.g., outage, other incident).
- Problems - Choose this option if you are experiencing an issue with your product/service (e.g., functionality is not working properly).
- Tasks - Choose this option if you have a specific request regarding your site.

6. Enter a Subject regarding your request.



Subject

7. Enter a Description regarding your request.

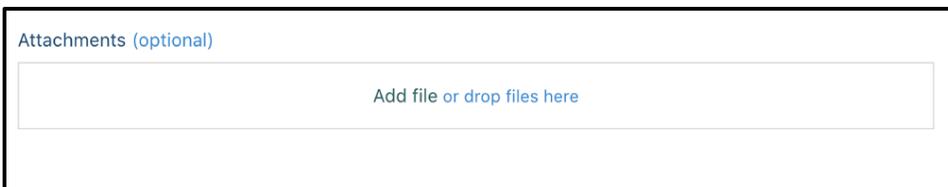


Description

T B I | ☰ ☷ | 📎 🔗 📧 🗨

Please enter the details of your request. A member of our support staff will respond as soon as possible.

8. Attach any files that will help technical support with your request (e.g., screenshots of the issue).



Attachments (optional)

Add file or drop files here

9. Lastly, click the Submit Button.

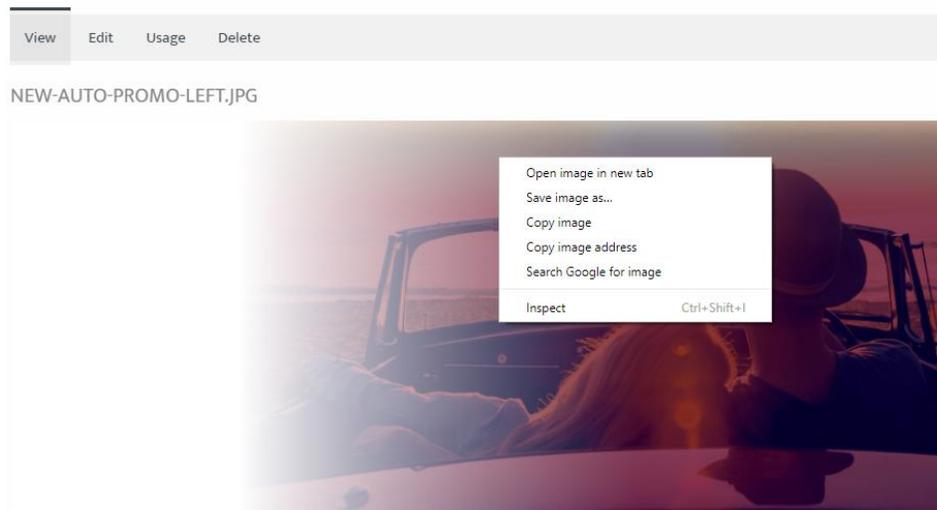


### Can I get a page back once it is deleted?

No, once a page has been deleted there is not an easy way to retrieve it. If it is an older page (i.e., a page that you had us create when your site was originally built), we could pull that version from your development site. If it is a newer page that you have created since go-live, it will have to be recreated.

### How do find out the dimensions of my graphics?

1. Go to Content>Files.
2. Choose the image you would like to find the dimensions to.
3. Right-click on the preview image and choose Inspect.



4. In the Inspect window, hover over the link to the image and its natural dimensions will appear.

View Edit Usage Delete

img 913 x 384 pixels MO-LEFT.JPG

Elements Console Sources Network Performance Memory Application Security Audits

```
<div id="main-content" role="main">
  <!-- IF NO SIDEBAR, OPEN PAGECONTENT DIV-->
  <div id="pageContent" class="row">
    ::before
    <!-- IF NO SIDEBAR, OPEN COLUMNS DIV-->
    <div class="small-12 columns large-10 large-centered">
      <div id="drupal-actions"></div>
      <!-- The H1 tag now contains the title and the subtitle, to allow for fewer semantic mistakes in content-->
      <h1></h1>
      <div class="region region-content">
        <div id="block-system-main" class="block">
          <div class="content">
            <span id="file-98" class="file">
              
            </span>
          </div>
        </div>
      </div>
    </div>
  </div>
  <!-- ENDS COLUMNS DIV-->
</div>
<!-- ENDS #PAGECONTENT DIV-->
::after
```

Styles Computed Event Listeners DOM Breakpoints Properties

Filter :hov .cls

```
element.style {
}
body * {
  font-family: "Mukta Vaani", sans-serif;
}
img {
  max-width: 100%;
  height: auto;
  ms-interpolation-mode: bicubic;
  display: inline-block;
  vertical-align: middle;
}
img {
  border: 1px 0;
}
img {
  max-width: 100%;
  height: auto;
  ms-interpolation-mode: bicubic;
}
```

html body div div div #main-content #pageContent div div div#block-system-main.block.block-system div.content span#file-98.file.file-image.file-image-jpeg img