

# WDC (Website Design Committee)

## Meeting Minutes

2/3/2017

Location:	LY-177
Date:	2/3/2017
Time:	2:00 PM - 4:00PM
Number of Attendees:	5

### Agenda items

Changes to the WYSIWYG editor  
Staff page form changes and updates  
Department's name form changes  
Design Principles new edits  
Clone existing template file template demo  
Misc

### Notes

#### WYSIWYG

Testing WYSIWYG in dev version of site, currently, testing styles, also creating custom buttons to accommodate features.

Need to consolidate terminology: example: template/layout to help individual using the system was a suggestion by the group.

There will be 3 templates = pre-designed /pre-created.

Need to test copy and paste function in relation to WYSIWYG and templates retaining their constraints.

Ideally, the templates will be preformatted allowing the user to copy and paste content in, unformatted.

WYSIWYG Source code may not be available to all users

Ideas – Ideally it would be great if we could create a copy button that would allow the user to duplicate a demo page, with only the need to change the text.

Eric suggested having the demo pages with text already entered to help the user understand their task, instead of giving them an empty template. Another question that came up was predefined tables in CSS – Yom is going to investigate.

#### Staff Pages

Staff page creations changes/feedback (may contain WYSIWYG changes)

Lauri suggested a Horizontal hanging indent – would like to have specifically for citation.

Another suggestion was to have section titles bolded, and the WYSIWYG editor included with some basic functions such as (underline, bold, italics) in the sections below the main WYSIWYG editor.

A section for presentations; organizations, possibly hobbies, and office number to be created.

Location: if individual is only available at one location or the different campuses listed.

Social media, use icons instead of links written out.

For individuals who have an extensive CV, possibly create a policy to use linkedin for detailed information/resume.

Put department links instead of personal social media.

Photos: create a criteria for photos submitted for employee profiles, if the user does not provide an image, workday images may be used or FAU logo in its place.

Upon creating a page, there is not edit button, only a view and delete. Eric and Lauri came across this issues appears to be an issue with permissions, Yom is to investigate.

Define tags: provide instructions on what tags are such as a populated list of predefined tags instead of a blank drop down.

Currently tags are required prior to saving, there is no saving latest revision section in drupals' WYSIWYG editor and if you preview, the back button is not straightforward and may result in individuals losing their work. (need to test features)

Once edit button is fixed reach out to Lauri and Eric to find out if the edit button is visible to them, and if not what browser are they using.

When creating a checklist for content creating, one suggestion was made to keep it down to one page for readability and ease.

Yom to contact Amy/Dawn to find out when can we expect content from the Admin department? Images for staff pages

Ideally the group would like to use portrait style images.

When using alt tags, (what is it?)

Going to experiment with sizing: what is professional sizing for portraits (sizing/constraints)

Create a survey of 3 questions inquiring about department names to supervisor and ideas for a short name to proceed with creating folders for the new library website.

Yom to create form and send to Amy for sending out to supervisors.

### **Training:**

Plans to create videos in the future on how to create content/use along with dos and don'ts

Action items	Owner(s)	Deadline
Find All department's long names and short names	WDC Members	3/16/2017
Update the staff page form	WIT Members	3/16/2017
Update the WYSIWYG	WDC Members	3/16/2017
Begin Wireframe Development	WIT members	3/16/2017

Next meeting : **3/16/2017**