

## NEWSLETTER PAGE FEATURE DESCRIPTIONS

- **Main Content (WYSIWYG):** text, links, images and more– the functionality of this area is similar to MS Word.
- **Left Navigation:** the left navigation allows you to organize and navigate through the site. You may change what is displayed on the left navigation.
- **Breadcrumbs:** shows the path to the current page – a user can click a page in the breadcrumbs path and return to that page. This information is pulled from the *Display Name*.
- **Current Issue:** Shows the most current issue of the newsletter.
- **Archived Issue:** Displays previous issues under accordions for each year.
- **Newsletter Logo/Image:** Displays an image of the newsletter.

### Optional Features on Newsletter Page (Please see Standard Page Options for Display and How-tos)

- **Impact Image:** An Impact Image will display on the top of the page.
- **Left Column:**
  - Call to Actions: This will create a “button” that will redirect you to important information.
  - Contact Information: Allows you to display contact information for your department or yourself.
- **Right Sidebar/Column-Widgets:** This will add a new column on the right side of the page. The Widgets available to you include: *Content, Events, RSS Feed, Video, Image and List of Links*.
- **Last Updated Date:** This option will show when your webpage content was last updated.