

Content Sections Overview

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Address Go Links

Welcome: UserNameHere

BayCare Health System

Morton Plant Mease Hospitals St. Anthony's Hospital St. Joseph's Hospitals South Florida Baptist Hospital

PHYSICIAN'S PORTAL MY PORTAL

SubSiteLink SubSiteLink SubSiteLink SubSiteLink Site Admin

ParentCategory > Current Page Title

MY PORTAL

SUBSITE LINK

Subsite Interior Page

SUBSITE LINK

Subsite Interior Page

Subsite Interior Page

Subsite Interior Page

Subsite Interior Page

SUBSITE LINK

SUBSITE LINK

Page/Article Title Looks Like This

By AuthorName 00/00/0000

Subheading text looks like this.

The largest full-service, community-based health care system in the Tampa Bay area. Comprised of the **nine leading not-for-profit hospitals**, all bound by a common standard of excellence.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc fringilla. Aliquam pellentesque posuere sem. Nam pulvinar condimentum libero. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Pellentesque congue fringilla urna. Fusce non lorem nec velit tristique luctus. Mauris magna justo, convallis sit amet, sagittis tincidunt nec, nisl. Vivamus sit amet eros. Donec consectetur hendrerit nisl. **Etiam hendrerit.** Ut id odio. Sed a pede et magna aliquet cursus. Donec sit amet ipsum. Vestibulum tempus metus nec leo.

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Subheading text looks like this.

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ANNOUNCEMENT LIST TITLE

Announcement Title 00/00/0000 00:00 PM

By UserName

Description of the announcement. Try to keep it short.

LINK SUMMARY LIST TITLE

Article Title Link.

Article description text goes here. Try to avoid more than three lines of text.

Article Title Link.

Article description text goes here. Try to avoid more than three lines of text.

Article Title Link.

LINK LIST TITLE

- Link Text
- Link Text
- Link Text

DOCUMENT LIST TITLE

Column Heading

DocumentNameLinkText

DocumentNameLinkText

DocumentNameLinkText

01 - Body Content – Text based information. Includes three defined textual styles. **Article Title**, **Article Headline** and **Article Byline**.

02 - Announcement Lists – A reusable* listing of announcements. Text based with document and link attachments.

03 - Summary Link Lists – A list of links which subject matter is desired to draw attention on the page. Text and image based.

04 - Link Lists – A reusable listing of links. Text based. Used when many links must be listed and need less visual importance.

05 - Document Lists – A reusable listing of uploaded documents.

Body Content



01 – Page/Article Title

Every page must have a title. This title will also be listed in both top and side navigation. The Page Title should encompass, at a high level, the subject matter covered on the page. The Article Title style may be used again within the body of the page, but with caution. Only use this style if the page covers two or more, very different, subject matters. If you find you have more than this, you should consider having more than one page.

02 – Article Byline

Optional style that is used ONLY AFTER the Article Title style. It should not be used anywhere else. This style's purpose is either to mark the date and/or author of the page, or to give a brief statement related to the page's contents (i.e. The About BayCare page's Byline might state the BayCare Branded Tagline, "Advanced Healthcare"). The Byline text should be very short in length, and because of its coloring, font size and alignment, information placed here should not be counted on to attract attention.

03 – Article Headline/Subheading

Optional style that's purpose is to divide the page's content into easily noticeable sections of subjects. Thus giving the reader an idea of what subjects are covered within the page, as well as helping them determine quickly if the page will provide the information they are seeking. This style should be on its own line and should be prefixed with a single blank line, and should always be followed by more descriptive body text in the default text style. Text in this style should be no more than the length of a short sentence.

04 – Article Body Text/Default Style

Every page must contain some body text. This style is the default style of the text entered on the page. However, if you cut and paste formatted text from other applications or websites, its original styling attributes may remain intact. In an effort to maintain a consistent visual style, these non-approved styles are NOT allowed. Textual formats that are allowed are: bold text, italic text, hyperlinked text, bullet lists and numbered lists. Document links and links which target outside sources, should open in their own windows. **General Guidelines:** Text on the web should be handled a bit differently from printed text. It should be light and well organized into easily consumed blocks of information. Do not overwhelm your reader with lengthy sentences and paragraphs that may intimidate. Keep it short and to the point, and use subheadings effectively. Nothing is more disappointing than investing time in a action that does not provide a solution. This will quickly form resentment in the reader and you will lose their trust.

Lists - Announcements



List Uses: Announcements lists are used to draw attention to information the user should be aware of.

01 – Announcement List Title

Every list must have a title. The title should describe and encompass its content listings (i.e. St. Anthony's announcement should not contain, BayCare wide announcements. These should be kept in their own separate announcement list).

02 – Announcement Title

Every announcement will have a title. The title should both entice and explain the contents of the announcement. Titles should be as short as possible without losing any value in its purpose. Announcement Titles link to a more detailed version of the announcement.

03 – Announcement Description

Every announcement should contain some kind of description. The summary view of the announcement (shown above) will allow for the first six lines of the description to be seen. Although the text editor may allow you to do a variety of formatting to your description text, the formatting should stay within the boundaries of the brand (some of which are outlined in the Body Content section of the this document). Red coloring of high alert text is allowed. No other coloring should be applied. Text size should be the defaults size when entered and must remain consistent. These guidelines should insure that your description text does not overwhelm the Announcement Title which should contain the most visual weight. The 'All Items' view of an Announcement List is also available. This view does not show the description text.

Lists – Summary Links



List Uses: Summary Link lists are used to direct readers to other areas of the site which the user may not be aware of or areas which need promotion. The links within a Summary List demand more attention from the reader than other Link Lists, due to its styling (using a larger more eye-catching font). However, the Summary Link list should be used sparingly. Overuse can detract from the Body Content of the page, which should be the main focus of the page. This list type is not reusable, as other list types mentioned are. Reusable lists maybe placed in other areas of the site, with one editable source (update the list once and the change is reflected in all other instances of the list).

01 – Link Summary List Title

Every list must have a title. The title should describe and encompass its content listings (i.e. St. Anthony's announcement should not contain, BayCare wide announcements. These should be kept in their own separate announcement list).

02 – Summary Link Title

Every link will have a title. The title should both entice and explain what the user will gain/or find by clicking the link. Titles should be as short as possible without losing any value in its purpose. Allowable links include internal and external web pages and documents. Links to external sources should open in their own window.

03 – Summary Link Description

Optional descriptive text should provide further illumination as to what the reader will gain/find by clicking the link. Descriptions should be short and should generally limited to one to three sentences.

Additional Elements: Summary Link Lists allow for several combinations of views or [Styles and Layouts](#) for your links. Allowable styles are limited to the following: Title Only and Title & Description. Furthermore, [Group Headers](#) are allowed with only the Default style allowable. All links and Group Headers within this list should have the same view to maintain visual consistency.

Lists – Links



List Uses: Link lists differ from Summary Link list in that they only contain a Link Title and are a reusable. Link lists should be used when there are large amounts of links to be displayed and/or if the links will need to be viewable in other areas of the site. Reusable lists maybe placed in other areas of the site, with one editable source (update the list once and the change is reflected in all other instances of the list).

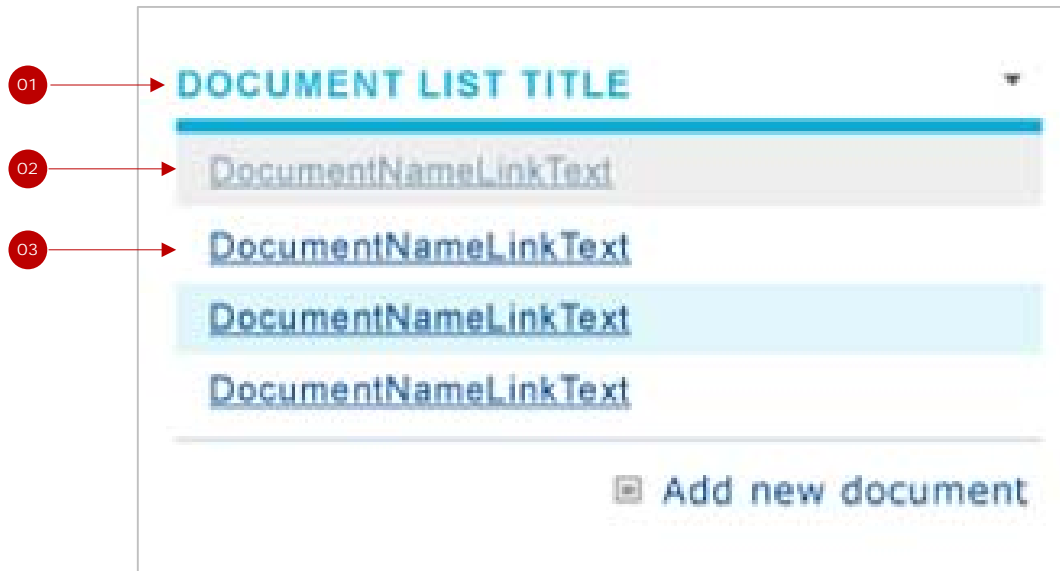
01 – Link List Title

Every list must have a title. The title should describe and encompass its content listings.

02 – Link Title

Every link will have a title. The title should indicate what the user will find when it is clicked. Titles should be as short as possible without losing any value in their purpose. Allowable links include internal and external web pages and documents. Links to external sources should open in their own window.

Lists – Documents



List Uses: Document lists are just another form of Link List with one exception; All links link to documents. Document lists should be used if a number of documents (2 or more) needs to be provided. Although you may link to a document through other Link lists, this specific list gives the user a more defined expectation of its contents.

01 – Document List Title

Every list must have a title. The title should describe and encompass its content listings.

02 – Document List Column Heading

Some views of document list allow you to choose the types of columns to be shown in the listing. The Column Heading will sort its contents. Consider the space which the list is to be displayed, and only use the minimum about to columns needed. The only column required is Name (linked to document).

03 – Document Link Title

Every Document Link will have a title. The title should indicate what the user will find when it is clicked. Titles should be as short as possible without losing any value in their purpose. Allowable links include internal and external web pages and documents. Links to external sources should open in their own window.