Content Authoring Templates Defined

Definitions:

Site

The **Site** is the top level element under which the individual websites are constructed. These will contain the **Site Areas** which lay out the framework of the site. The **Site** will also contain definitions and mappings of various key attributes of the site. **Attributes** set or mapped in the **Site Areas** overrule mappings that are set in the **Site**.

Site Area

Site Areas build the framework within the **Site**. **Site Areas** create a hierarchy for the **Navigation**. **Content** is grouped within **Site Areas**. This results in various **Types** of **Site Areas**. Some are specific to **Navigation** (**Navigation** and **Link**) while some are specific to **Content** (**Content** and **Other**). There are instances where the two overlap.

Authoring Template

An **Authoring Template** is the tool used to create content in WCM. Different **Authoring Templates** are used for different types of **Content**. **Authoring Templates** also play a major role in **Menu Lists**.

Navigation List

A **Navigation List** is a list of **Site Areas** in a specified order. It displays the actual name of the **Site Area** (as opposed to the **Content Title**) to allow the user to navigate from one area of the site to another. This is most commonly used in the left navigation area of **Michigan**.**gov**.

Menu List

A **Menu List** is a list of **Content** items and/or **Site Areas**. This list of items appears in a component on a page and is defined by the **Site Administrator** using a **Page Authoring Template**. This is usually represented as a box of content items on a page for any given left navigation item. Any individual page can have several such boxes or **Menu Lists**. **Menu** lists can be defined by various combinations of **Site Area**, **Site Area** and **Descendants** or **Antecedents**, **Authoring Templates**, **Keywords**, or a variety of other factors.

Permissions

Permissions come from **Users & Groups**. **Users and Groups** are **NOT** part of the **Libraries**. They are in directory outside of **WCM** that interfaces with **WCM**. eMichigan will manage the **User & Group** directory. **Permissions** are placed on **Site Areas** within **Sites** by **Site Administrators**. **Permissions** are placed on **Workflows** by **eMichigan**. **Authors** assign permissions to **Image Components** and **File Resource Components** at the time they are added to **WCM**.

Page Layouts

The **Page Authoring Template** is strictly for the use of **Site Administrators** to design, create and edit page layouts. Using **Page Authoring Template** the **Site Administrator** can specify which menu lists will appear in which components on any given page.

Workflow

All content will always have **Workflow** attached to it. When an author creates a piece of content, he/she **MUST** assign/select a **Workflow** before the content can be saved. **Available Workflows** that the author has access to will be visible on a list when the author clicks **Select Workflow**.

Content Authoring Templates Defined

Document Status
Content can only be in one of four **Document States**. Only the **Published State** is visible to the public. The **Draft** and **Expired** state are both visible within **WCM**. The **Expired** state has an indicator that it once was published.

- **Draft**
- **Published**
- **Expired**
- **Deleted**

Workflow Action
Workflow action is a step a **WCM** user takes to progress a piece of content from one workflow stage to another. The content may stay in the same status during this process or may change status.

- **Next Stage**
- **Restart Workflow**

Workflow Stages
Workflow Stages are the steps content passes through as it moves through the different states. Content can remain in one state for several stages. For example, one piece of content may have to move through several Approval Stages while in the Draft State prior moving to the Published State.

The various **Stages** in the examples below would be:

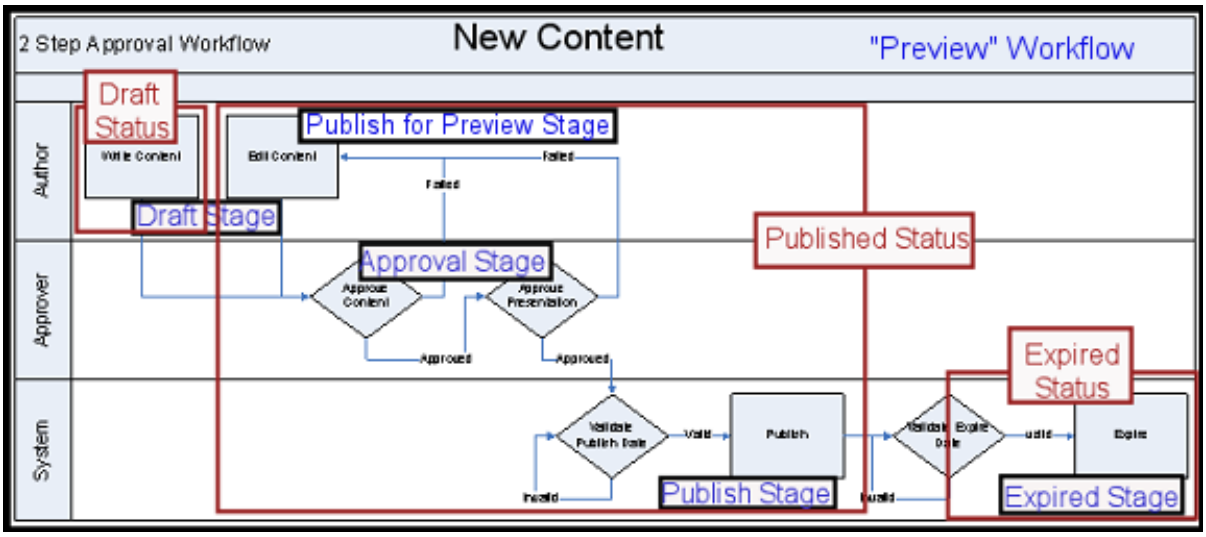
CMA Workflow Stages	Workflow Action	WCM Workflow Stages
Author Stage	Automatic on Save	Draft Stage to Publish for Preview Stage
	Manual with Next Stage Button	Publish for Preview Stage to Approval Stage
Editor Stage(s)	Manual with Next Stage Button	Approval Stage(s) to
Publisher Stage	Manual with Next Stage Button	Approval Stage to Publish Stage
System Cache Clear	Continuous	Publish Stage to Live
	Manual with Next Stage Button Or Automatic if Expiry Date has been entered	Publish Stage to Expire Stage
Cache Clear	Continuous	Expire Stage to Non-Live

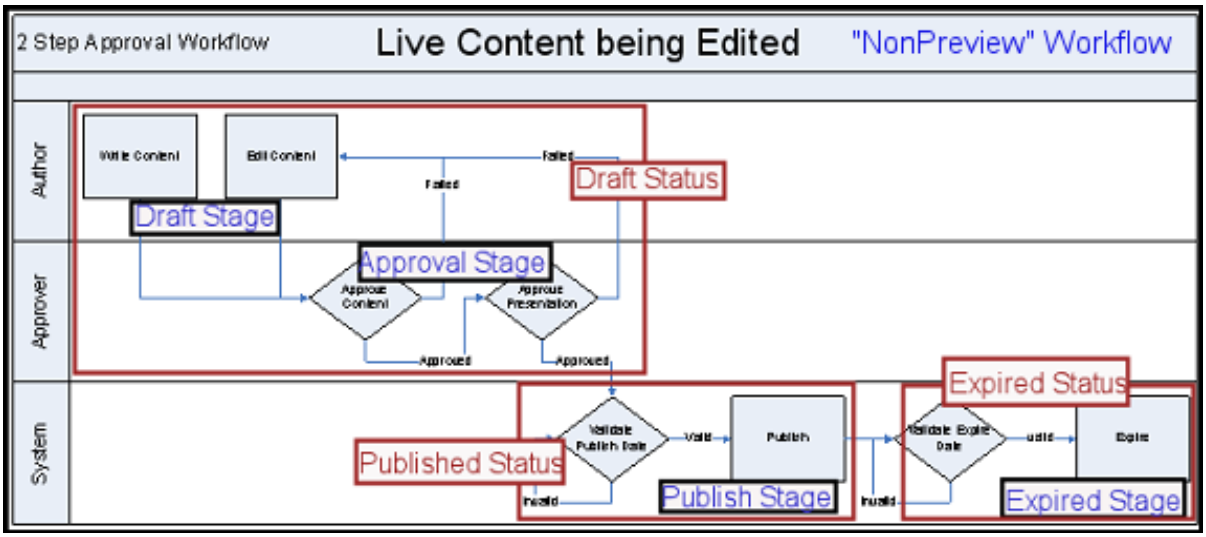
At each Stage a person involved will have to take **Action** to move the content to the next **Stage**. This will usually take the form of **Next Stage** when working with the content.

Workflow is **REJECTED** by using the **Restart Workflow** button. If the content is new it is rejected to the **Publish for Preview** stage. If the content is a draft of live content it is rejected to the **Draft** stage.

Workflow is not a separate function. It is built into the content creation/editing process.

Content Authoring Templates Defined





Content Authoring Templates Defined

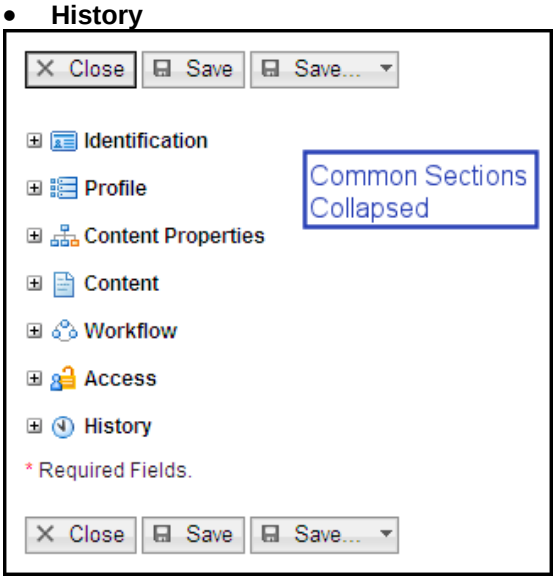
Common Elements in Authoring Templates

An authoring template determines the design of a content entry form, defines what fields appear on a content form, and may specify default values for fields. The fundamental purpose of the authoring template is to provide a way for the content author to enter content based on the specific content type (i.e. Press Release, Article, Event, etc.). Each authoring template has been uniquely created to capture specific information based on the content type.

> *The following examples will show screen shots from three pieces of content. The first will be a new piece of content with blank fields not yet filled in (**Blank Content). The second will be** from a migrated piece of content (**Migrated Content**). The third will be how you will complete a newly created piece of content in WCM (**New Content**). There will be differences between Migrated content and New content. This will allow you to compare the two.*

There are seven basic areas in an **Authoring Template**. Three of these areas are for information purposes only, and are not areas the author has to complete or edit. Those areas are:

- **Content Properties**
- **Access**
- **History**

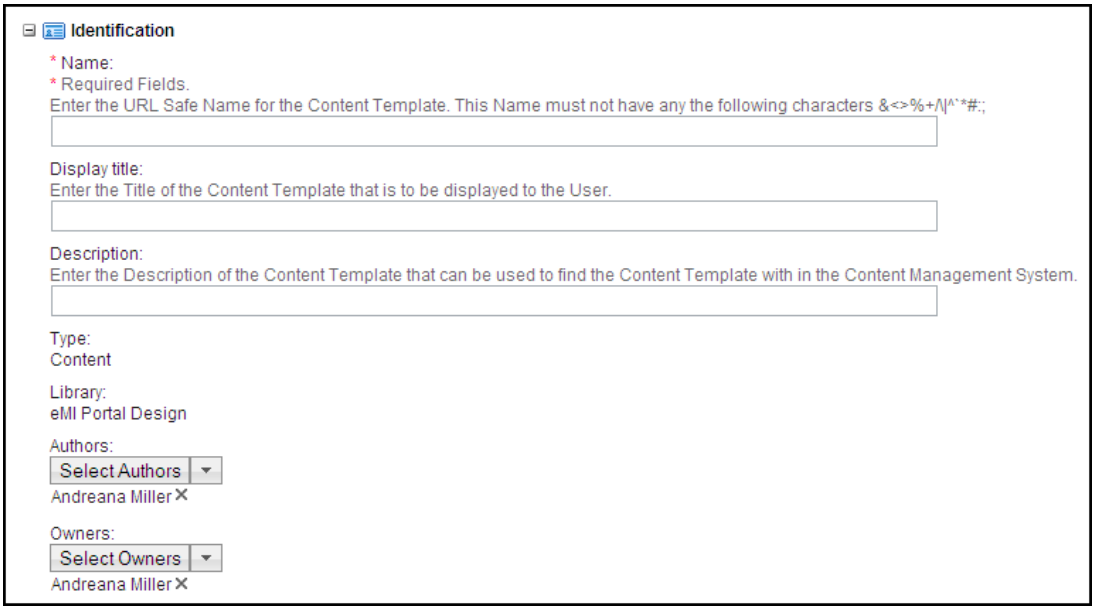


***Note:** There are descriptions that go with most fields. These descriptions may be incorrect. Please refer to this document for the actual purpose of each field if it is unclear in the authoring template.

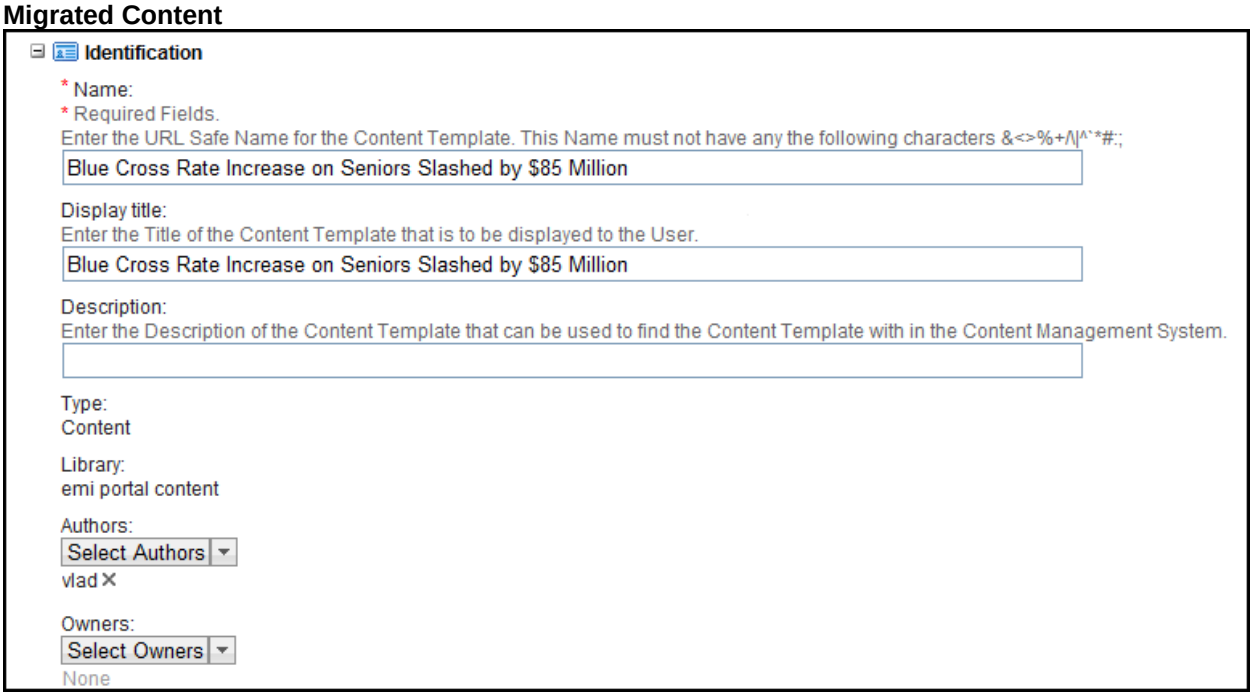
Content Authoring Templates Defined
Identification Section

The **Identification Section** has information about the **URL Name**, **Display Title**, **Meta Description**, and **Author**. This information is essential for each **Authoring Template** and is the same for each template.

Blank Content

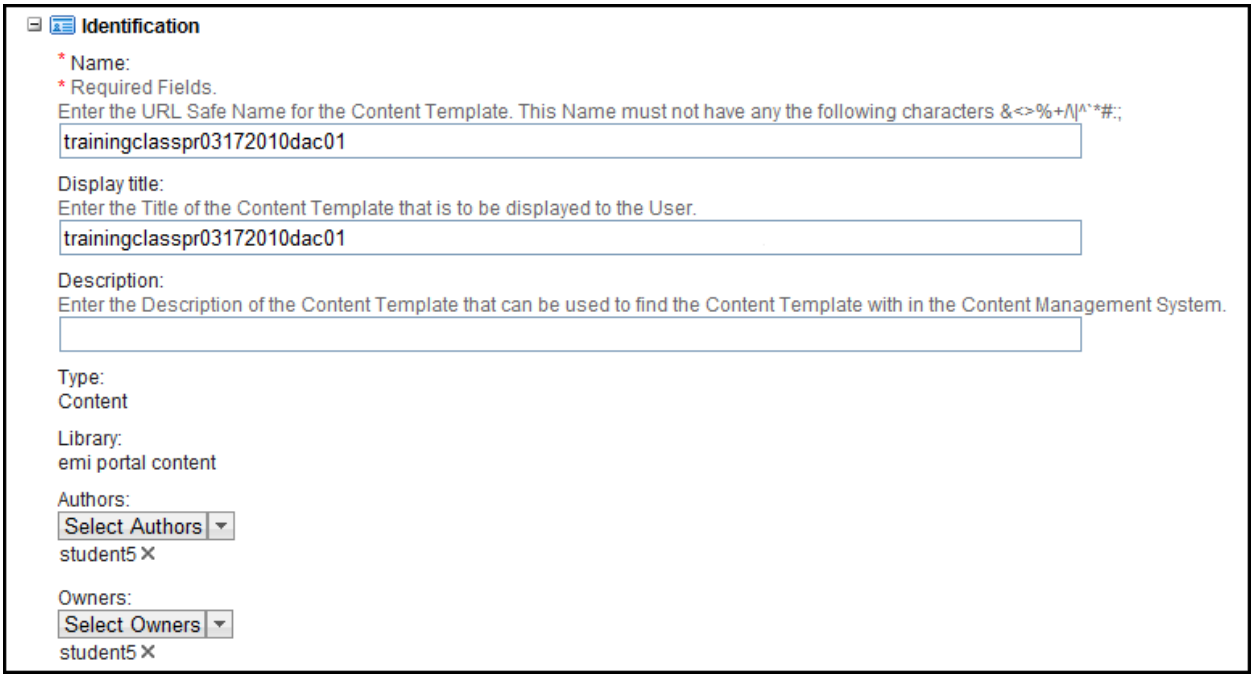


Migrated Content



Content Authoring Templates Defined

New Content



NOTE: Leave the **Display Title** blank when entering the information. When you save the content **WCM** will duplicate the **Name** into the **Display Title**. This is the desired procedure.

Content Naming Convention:

The **Name** field is used for the URL. This must be unique within all of Michigan.gov. There will be a standard naming convention for content for all **new** and **edited** content going forward:

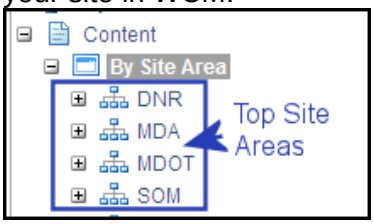
Dept. or site Acronym > Topic or Site Area > Authoring Template > Date > Initials of Author > Daily Serial Number.

Example:
MDOT*History***Art***060509***DC***01*

The example above breaks up each piece of the naming convention by using **Bold**, *italics*, and upper/lower case letters. To be consistent it is recommended that you use all lower case, no bold, and no italics.

The initials are optional if the site is small and only has one or two authors with little activity.

It is important to use the same acronym throughout each site. Use the top Site Area listed for your site in WCM.



Content Authoring Templates Defined

Authoring Template Acronyms

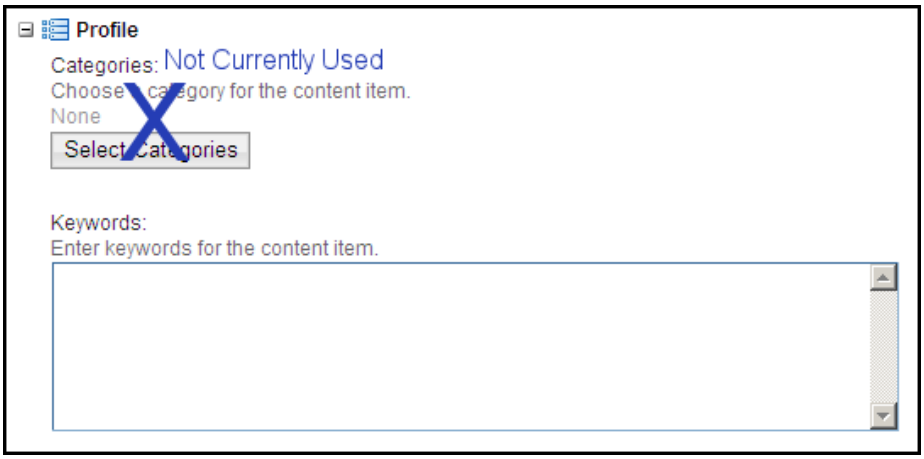
Use these acronyms when creating names for your content.

ART	Article
BLG	Blog
CNT	Contact
DOC	Document (.pdf .doc .xls, etc.)
ePC	ePostCard
EVT	Event
SWF	Flash SWF
FLV	Flash Video
FRM	Form
RAW	Generic Raw HTML
HTML	Generic HTML
Blurb	Generic Title & Abstract
Link	Link
OSL	Online Service Link
PG	Page
Photo	Photo
POL	Policy
PR	Press Release
Promo	Promotion
QL	Quick Link
Img	Image
FR	File Resource (non-document, non-image assets)

Profile Section

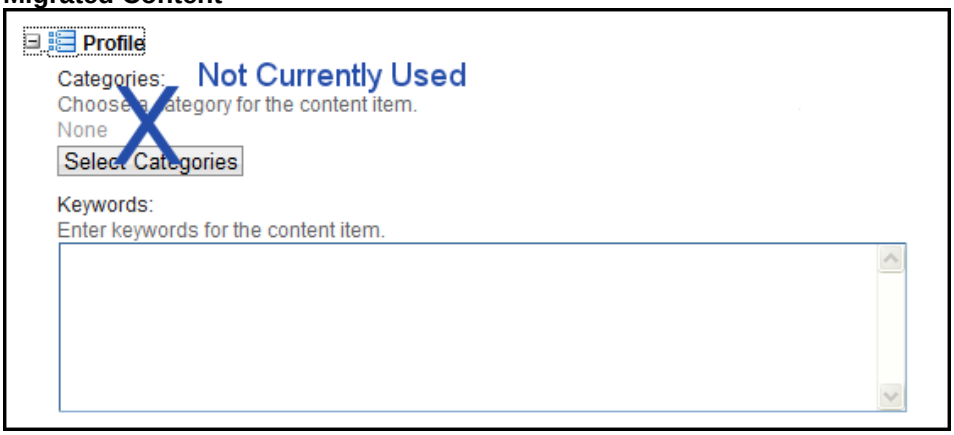
The **Profile Section** allows the author to enter **Meta Keywords**. **Categories** are not currently being used. eMichigan will put these into place in the future.

Blank Content

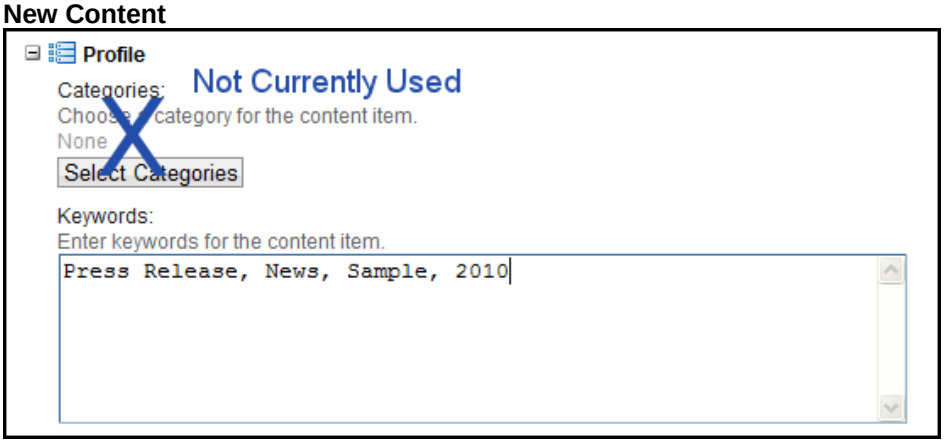


Content Authoring Templates Defined

Migrated Content



New Content



Content Properties

The **Content Properties** section is informational only. It provides the author with information about the **Authoring Template**, and the **Site Area(s)** and **Presentation Template(s)** to which the content are associated. The **Site Area** was assigned during migration to the category it was associated with. Moving forward when creating **New** content the **Site Area** is assigned at the time the content is first saved.

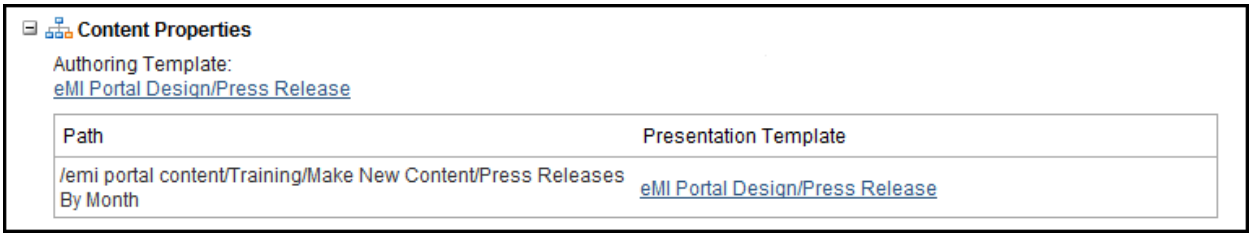
Blank Content.

Migrated Content

***Note:** If the content is linked to multiple site areas the paths to each of those site areas will be listed in this table as well.

Content Authoring Templates Defined

New Content



Content

This section will be different for each **Authoring Template** (see sections below for information on individual authoring templates).

Workflow

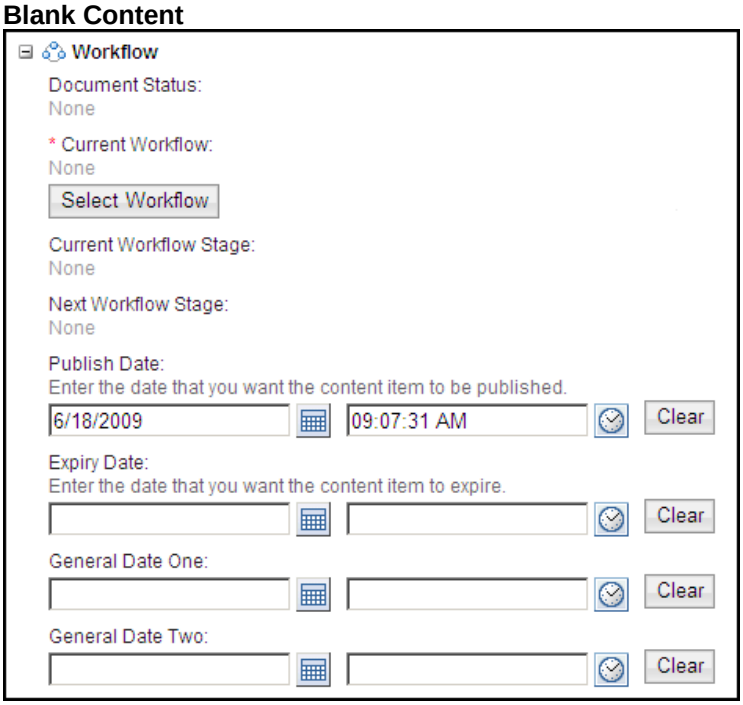
The **Workflow** section provides information about the status of the content, the stage of workflow and various dates related to the content. **Workflow** must be assigned to the content before it can be initially saved. All workflow is processed directly within the content itself. There is no separate workflow processing method.

For **New** content the author will select a workflow using the **Select Workflow** button shown below. The author will then be brought to the workflow selection screen where they will see *only* the workflows they have access to. The workflow(s) the authors have access to have been pre-determined by the eMichigan team based on the Department the author creates content for. The author will need to select the appropriate workflow from the workflow selection screen.

Once the appropriate workflow has been selected the **Document Status, Current Workflow, Current Workflow Stage, and Next Workflow Stage** will be automatically filled by the system, and will automatically change when the content moves through the workflow.

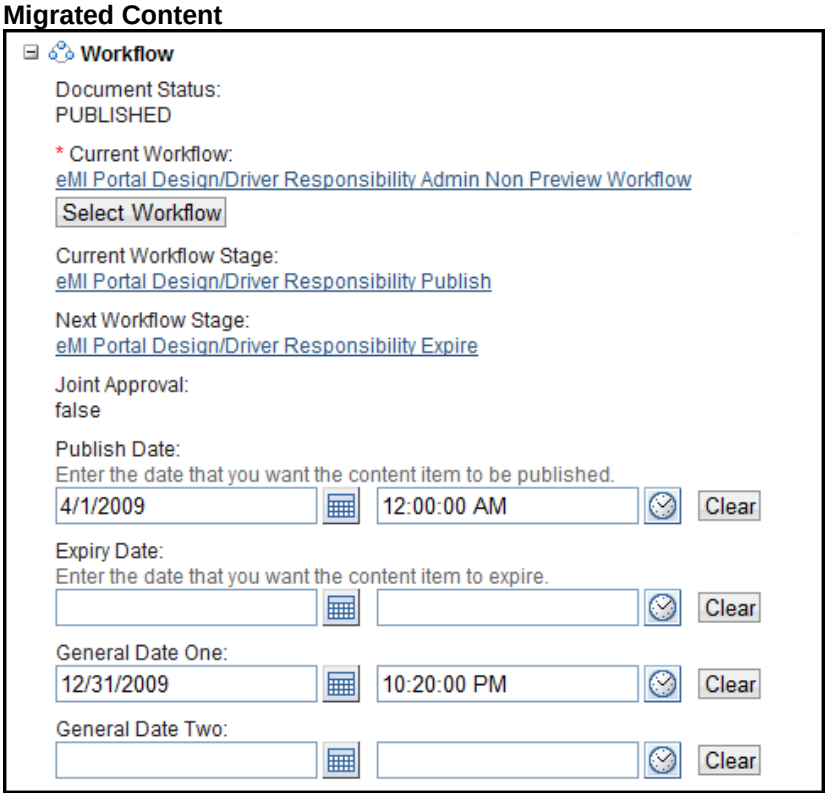
If you are unsure of where your content is (i.e. live, expired, etc.) you can always refer to this section on how to verify the status.

Blank Content

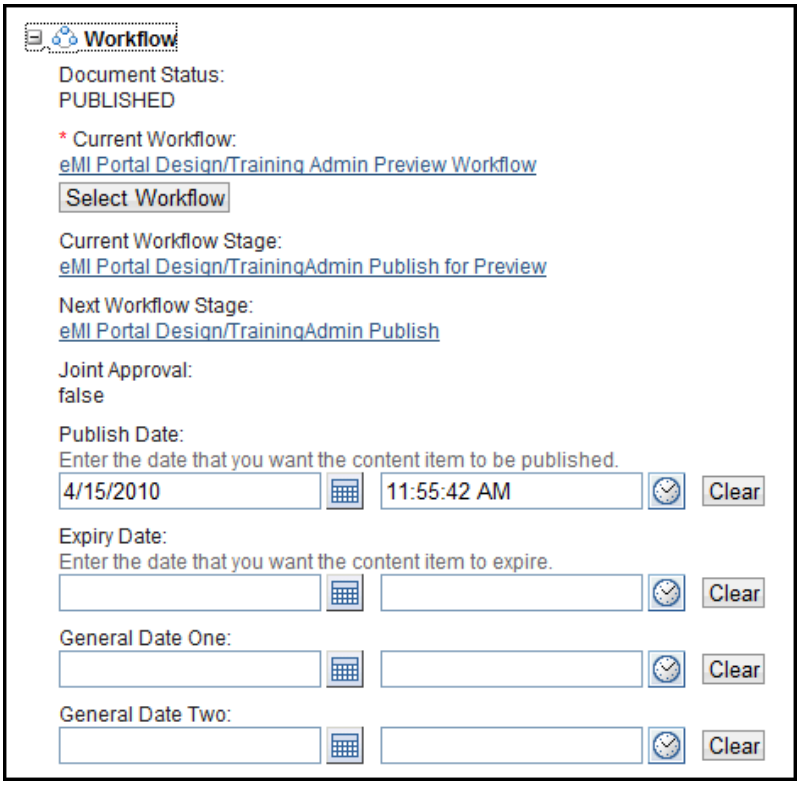


Content Authoring Templates Defined

Migrated Content



New Content



Content Authoring Templates Defined

Access

The **Access** section is for information purposes only. It tells the author who or which groups have what level of access to the piece of content. Until a piece of content is assigned **Workflow**, only the **Author/Owner** will have permission to the content.

Blank Content

Access

	Administrator Defined	Workflow Security	Inheritance
User	None	None	No inheritance on drafts
Contributor	None	None	No inheritance on drafts
Editor	None	None	No inheritance on drafts
Manager	None	christensend	No inheritance on drafts
Approver	None	None	None

Migrated Content

Access

	Administrator Defined	Workflow Security	Inheritance
User	Grant User Access None	None	[all users]
Contributor	Grant Contributor Access None	None	None
Editor	Grant Editor Access None	None	None
Manager	Grant Manager Access None	None	wcm_driver_responsibility_site_admins
Approver	None	wcm_driver_responsibility_authors, wcm_driver_responsibility_site_admins	None

New Content

Access

	Administrator Defined	Workflow Security	Inheritance
User	Grant User Access None	all_site_corp	None
Contributor	Grant Contributor Access None	None	None
Editor	Grant Editor Access None	None	None
Manager	Grant Manager Access None	wcm_training_authors	wcm_som_site_admins, wcm_training_site_admins
Approver	None	wcm_training_authors, wcm_training_site_admins	None

Content Authoring Templates Defined

History

The **History** section is for informational purposes only. The author can see the complete history of actions taken on a piece of content and by whom. Until a piece of content is initially saved, there is no history. **History** from the old **CMA** has been migrated to **WCM** and can be viewed here as well.

Blank Content

History

No history is currently available.

Migrated Content

History

Jun 11, 2009 1:28:03 PM EDT - christensend - Document updated by christensend
Jun 9, 2009 1:08:43 PM EDT - christensend - Document updated by christensend
Jun 9, 2009 1:07:23 PM EDT - christensend - Document updated by christensend
Jun 8, 2009 2:18:37 PM EDT - christensend - Document updated by christensend
May 18, 2009 2:19:27 PM EDT - vlad - Workflow: Moved by user vlad - From stage MDOT Draft to MDOT Publish

View entire History

View entire History

Complete History Log

The complete list of history events for this item.

Jun 11, 2009 1:28:03 PM EDT - christensend - Document updated by christensend
Jun 9, 2009 1:08:43 PM EDT - christensend - Document updated by christensend
Jun 9, 2009 1:07:23 PM EDT - christensend - Document updated by christensend
Jun 8, 2009 2:18:37 PM EDT - christensend - Document updated by christensend
May 18, 2009 2:19:27 PM EDT - vlad - Workflow: Moved by user vlad - From stage MDOT Draft to MDOT Publish
May 18, 2009 2:19:25 PM EDT - vlad - Document created by vlad
May 18, 2009 2:19:25 PM EDT - vlad - davisdeb2 2005-12-13
May 18, 2009 2:19:24 PM EDT - vlad - davisdeb2 2004-11-01

Post-Migration
Migration Process
Pre-Migration

Close

NOTE: vlad is the IBM user ID of the person who is doing the migration. You will see his name attached to most of the migrated content.

New Content

History

May 6, 2010 8:43:24 AM EDT - christensend - Document updated by christensend
Apr 28, 2010 2:16:30 PM EDT - student3 - Document updated by student3
Apr 28, 2010 2:15:05 PM EDT - student3 - Moved from PressReleaseMonthChild
Apr 28, 2010 2:13:40 PM EDT - student3 - Document updated by student3
Apr 28, 2010 2:09:08 PM EDT - student3 - Document updated by student3

View entire History

View entire History

Configure Persona

Complete History Log

The complete list of history events for this item.

May 6, 2010 8:43:24 AM EDT - christensend - Document updated by christensend
Apr 28, 2010 2:16:30 PM EDT - student3 - Document updated by student3
Apr 28, 2010 2:15:05 PM EDT - student3 - Moved from PressReleaseMonthChild
Apr 28, 2010 2:13:40 PM EDT - student3 - Document updated by student3
Apr 28, 2010 2:09:08 PM EDT - student3 - Document updated by student3
Apr 28, 2010 2:06:55 PM EDT - student3 - Moved from Whats_New
Mar 31, 2010 2:49:53 PM EDT - student5 - Document created by student5
Mar 31, 2010 2:49:52 PM EDT - SystemUser - Workflow: Moved by user SystemUser - From stage TrainingAdmin Draft to TrainingAdmin Publish for Preview

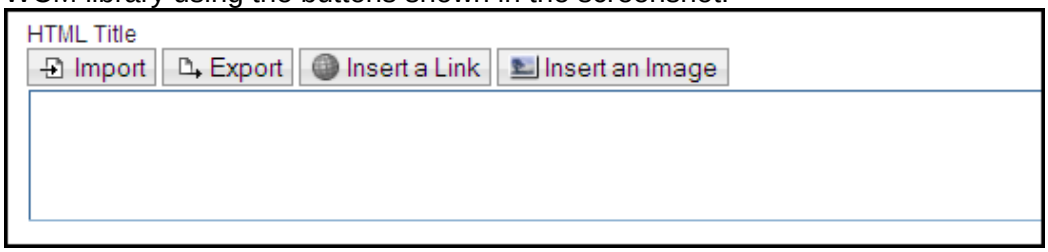
Close

Content Authoring Templates Defined

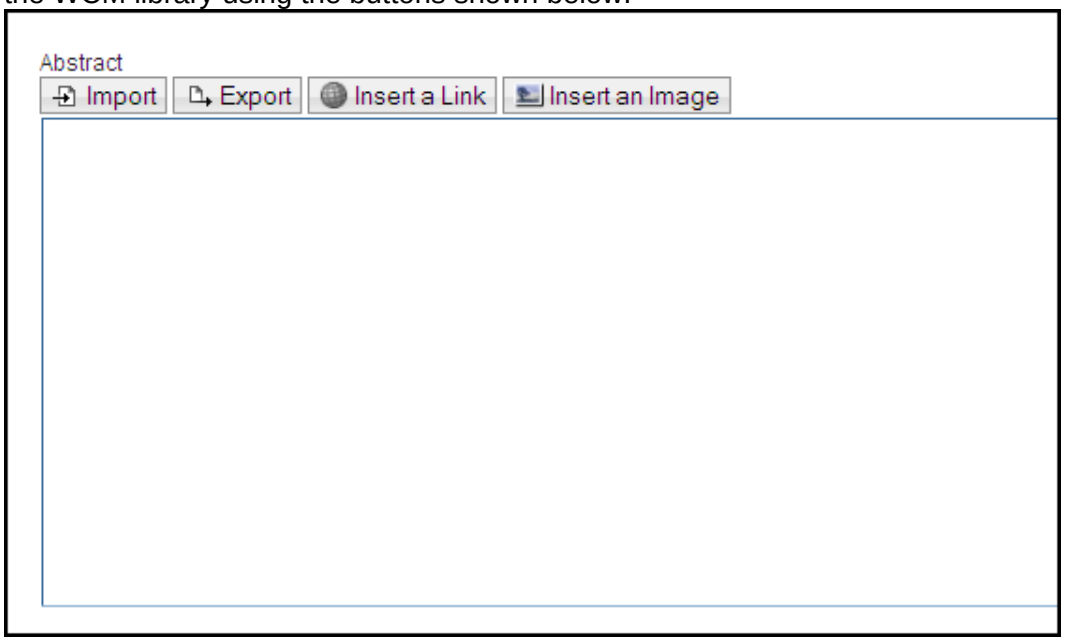
Differences in Authoring Templates – Content Section

The Authoring Templates each have a Content Section which can have a myriad of different fields in it depending on the purpose of the Authoring Template. Some fields are only used for one particular template while other fields are used in many templates. The possible fields are as follows:

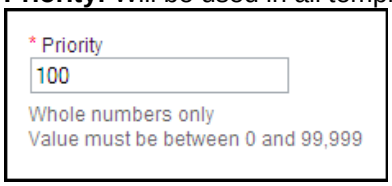
- **HTML Title**: The **HTML Title** field should be used for the **live** display title of the content. This will be the title that is seen when the content is rendered live. In this field the author may enter raw HTML, import content, export content, insert a link, or insert an image from the WCM library using the buttons shown in the screenshot.



- **Abstract**: this field is used similarly to the **Description** field in the **CMA**. It will be used to display short text under the title of a piece of content in a menu list. The author may enter raw HTML in this field, import content, export content, insert a link, or insert an image from the WCM library using the buttons shown below.

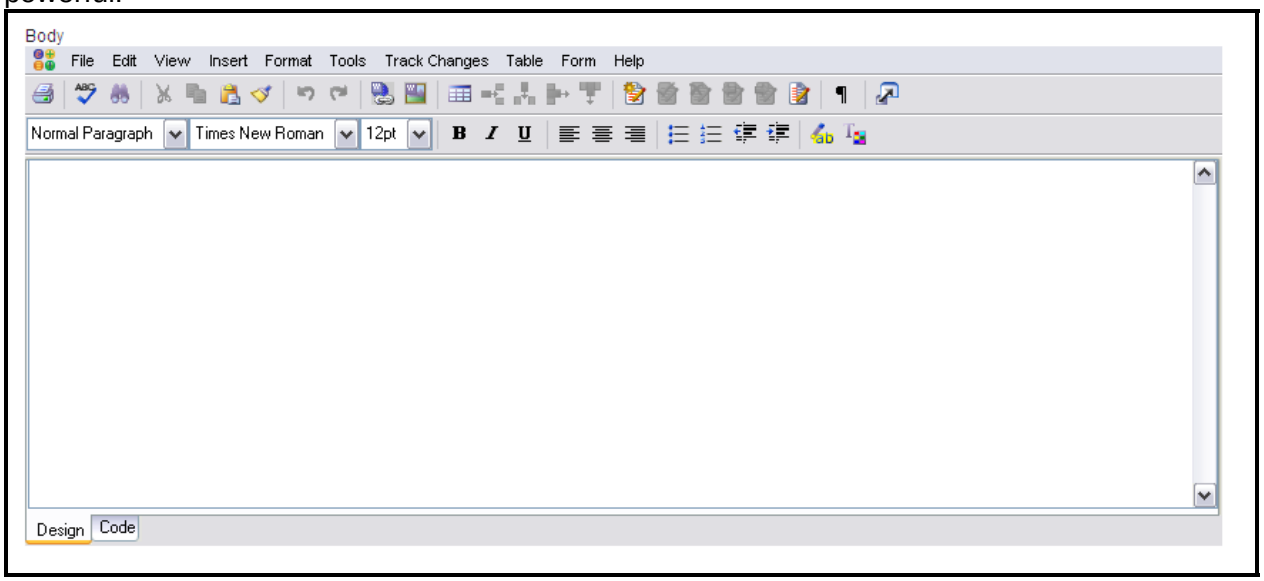


- **Priority:** Will be used in all templates to determine the priority for how content should be displayed

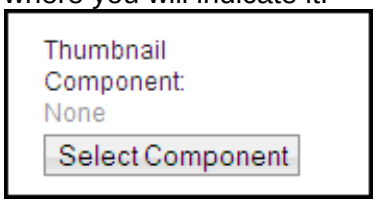


Content Authoring Templates Defined

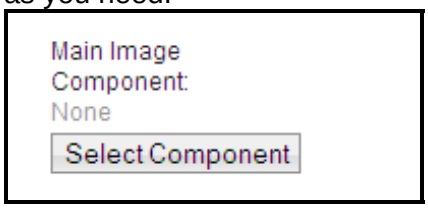
- **Body:** The body field is used in many templates for the body of the content. It is a **Rich Text Editor** – **ePhox EditLive**. A tool with a purpose similar to **WebEdit Pro** but much more powerful.



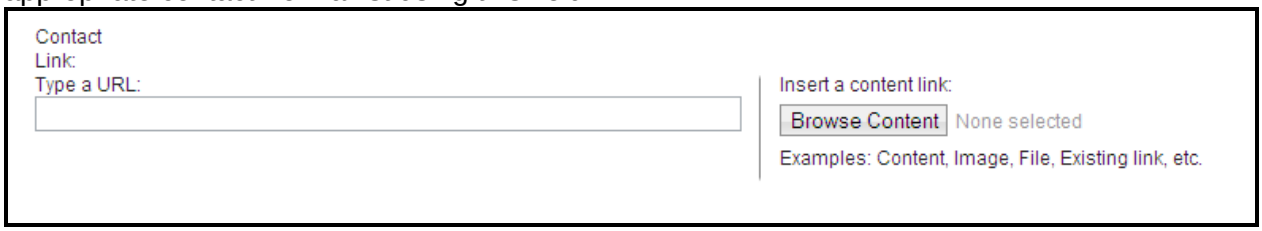
- **Icon/Thumbnail:** If you want a small image to appear with the title in the menu list, this is where you will indicate it.



- **Main Image:** If you want an image to be auto-placed in your content, this is where it will be included. The **ePostcard** will have 12 of these to include as many images for the **ePostcard** as you need.

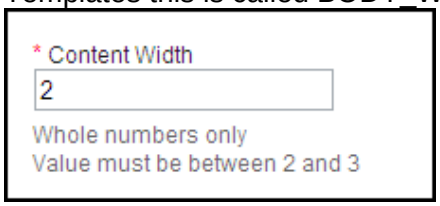


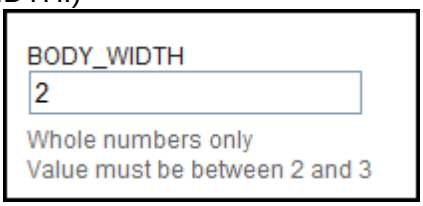
- **Contact Link:** Instead of entering Contact Information on appropriate templates, a Contact Template will be completed and saved. Then when needed, the author can select the appropriate contact from a list using this field.



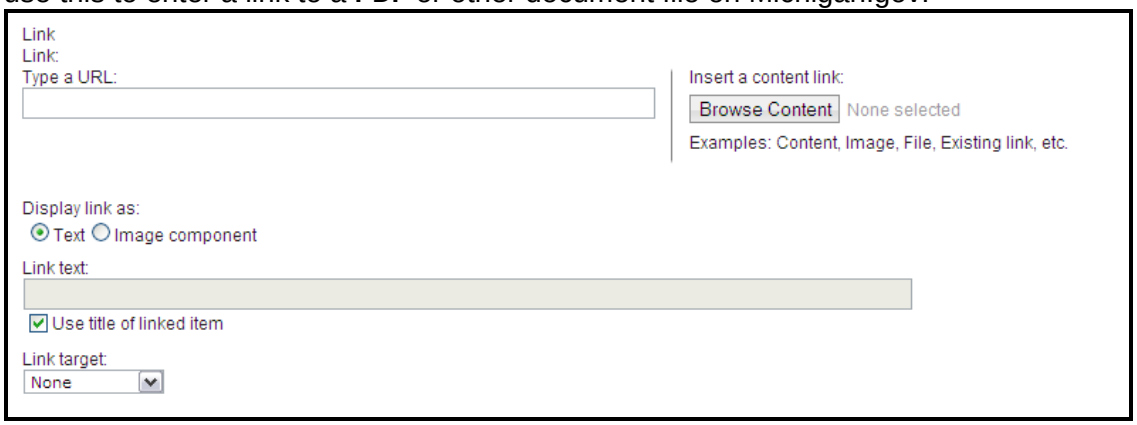
Content Authoring Templates Defined

- **Content Width**: This field can be found in most templates with a body. It determines in what width format the content should display (i.e. double-wide, triple-wide) (In some Authoring Templates this is called BODY_WIDTH.)



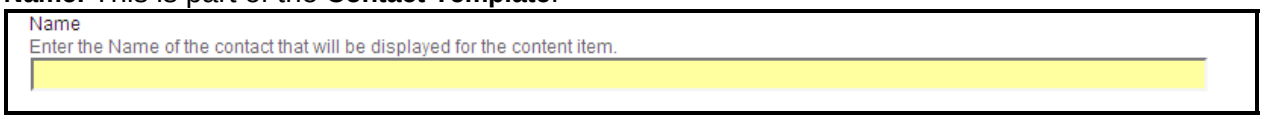


- **Link:** This is where you enter a **URL**. Some templates may have more than one. You do not use this to enter a link to a **PDF** or other document file on Michigan.gov.



The following fields are specific to an individual authoring template:

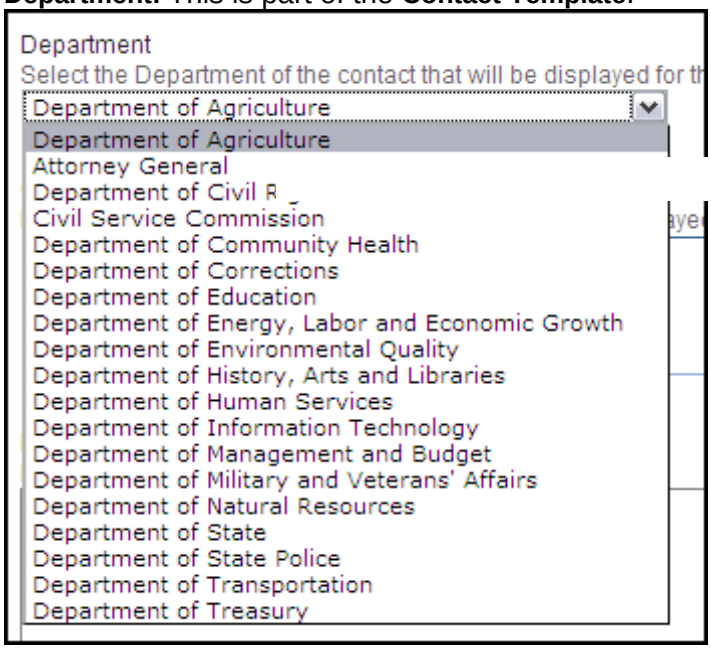
- **Name:** This is part of the **Contact Template**.



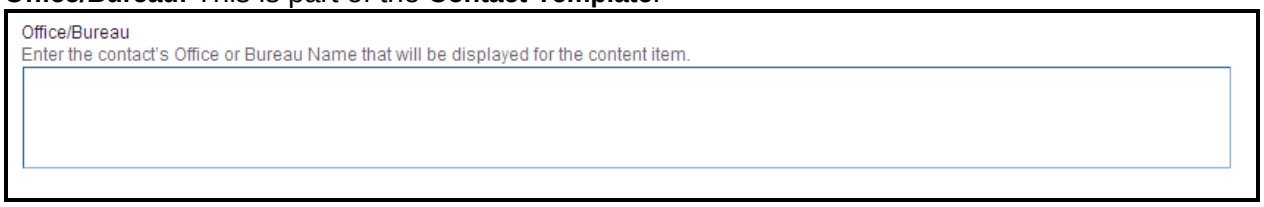
- **Position:** This is part of the **Contact Template**.

Content Authoring Templates Defined

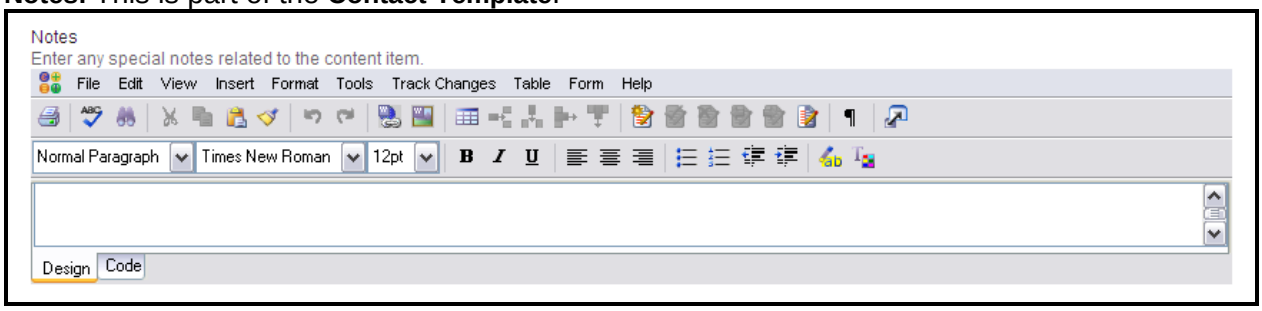
- **Department:** This is part of the **Contact Template**.



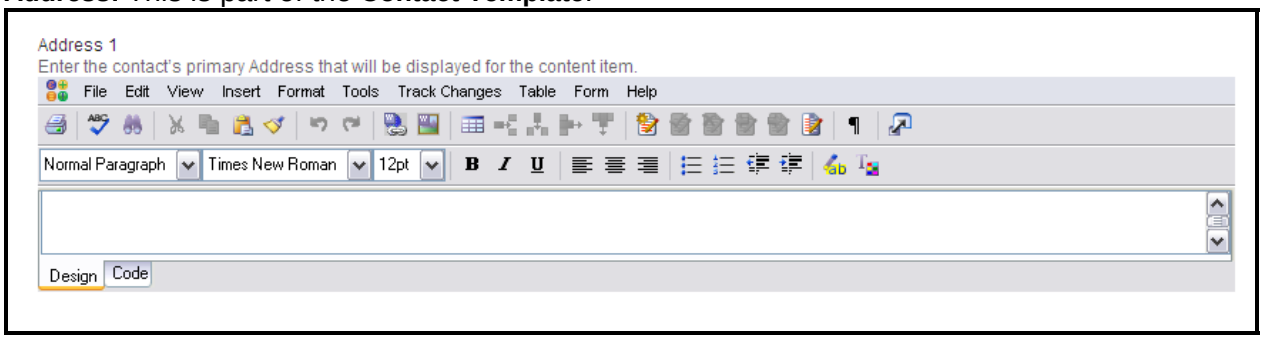
- **Office/Bureau:** This is part of the **Contact Template**.



- **Notes:** This is part of the **Contact Template**.

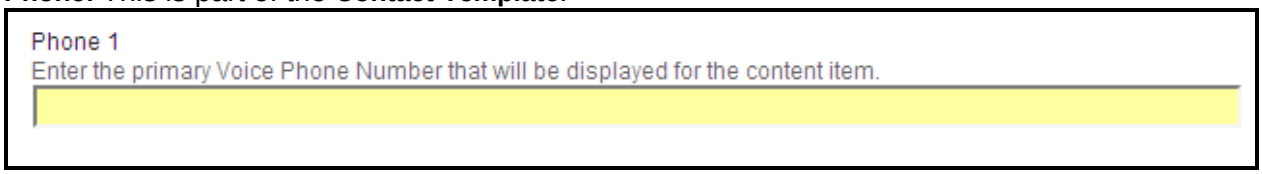


- **Address:** This is part of the **Contact Template**.

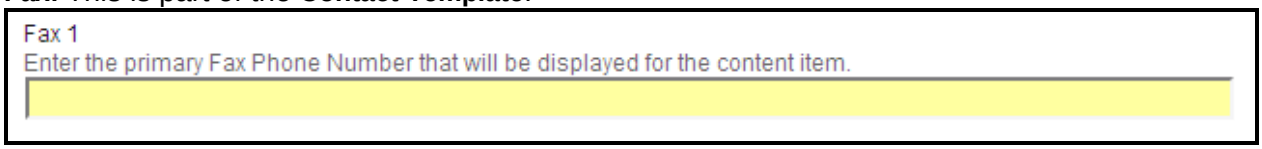


Content Authoring Templates Defined

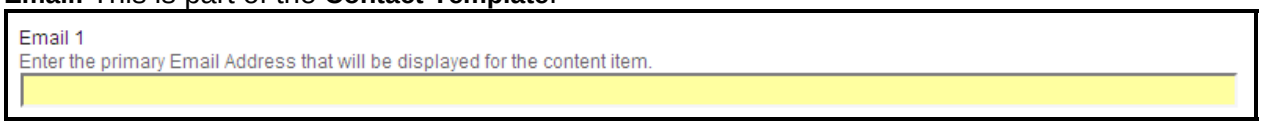
- **Phone:** This is part of the **Contact Template**.



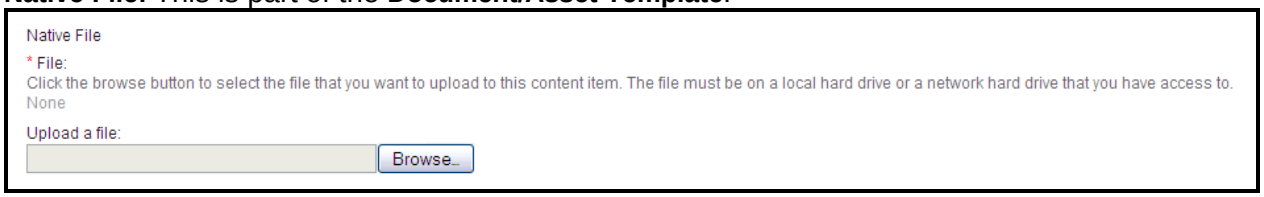
- **Fax:** This is part of the **Contact Template**.



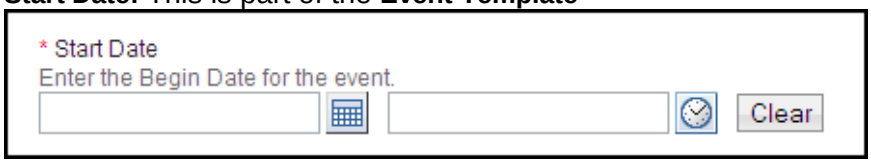
- **Email:** This is part of the **Contact Template**.



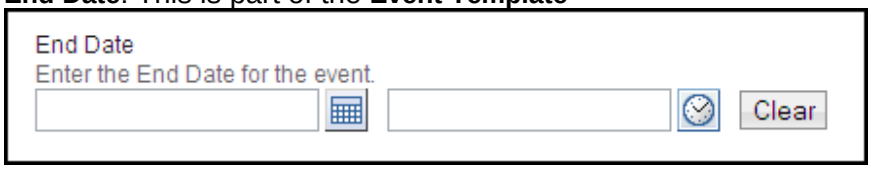
- **Native File:** This is part of the **Document/Asset Template**.



- **Start Date:** This is part of the **Event Template**

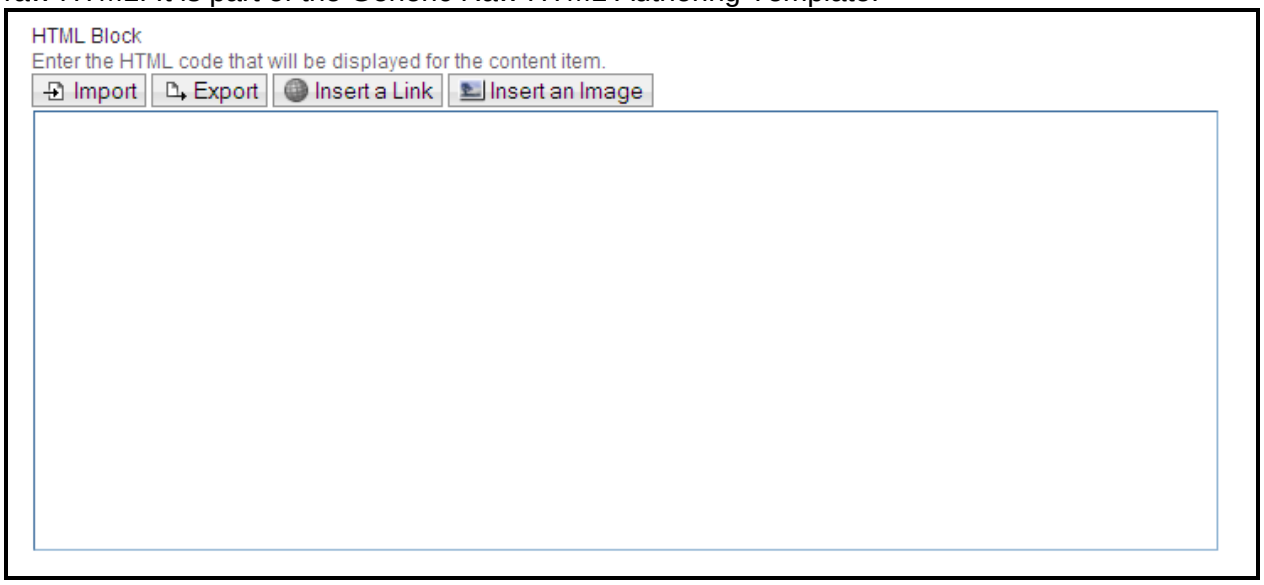


- **End Date**: This is part of the **Event Template**

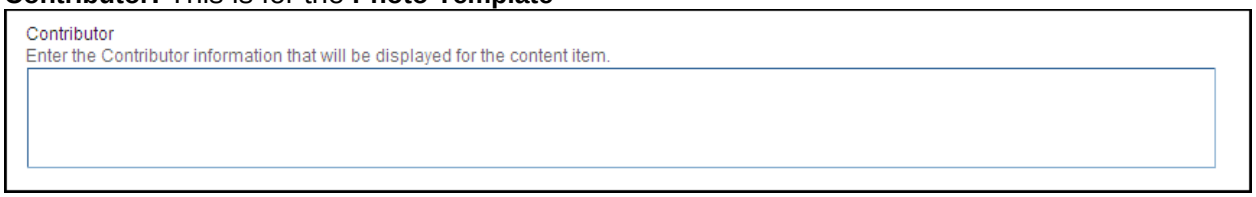


Content Authoring Templates Defined

- **HTML Block:** This is an area that does not have **WYSIWYG** capabilities. It is only for editing raw HTML. It is part of the Generic Raw HTML Authoring Template.

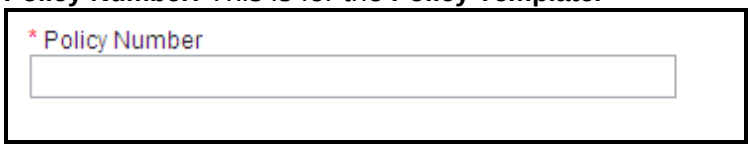


- **Contributor:** This is for the **Photo Template**



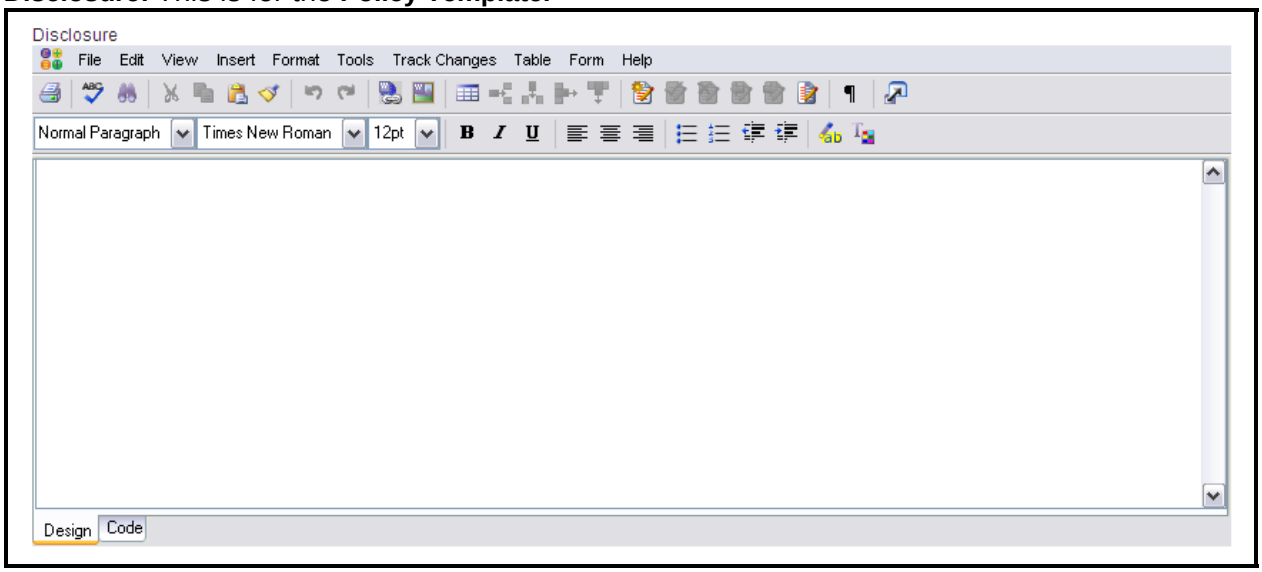
- **Caption:** This is for the **Photo Template**

- **Policy Number:** This is for the **Policy Template.**

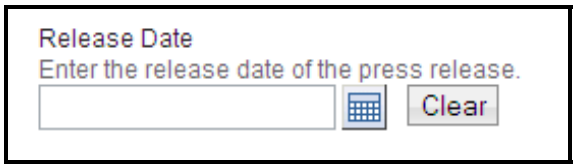


Content Authoring Templates Defined

- **Disclosure:** This is for the **Policy Template.**

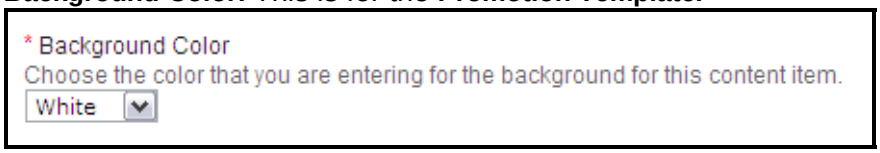


- **Release Date:** This is for the **Press Release Template.**

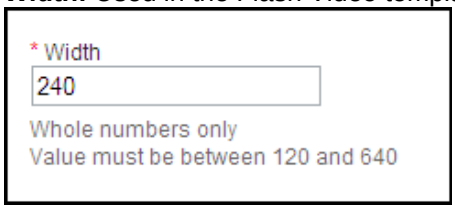


- **Source:** This is for the **Press Release Template.**

- **Background Color:** This is for the **Promotion Template.**

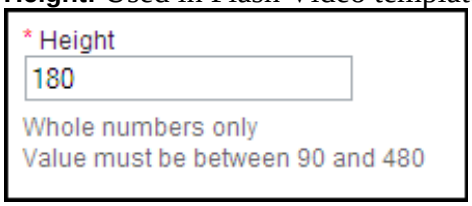


- **Width:** Used in the Flash Video templates to determine the width of the video box

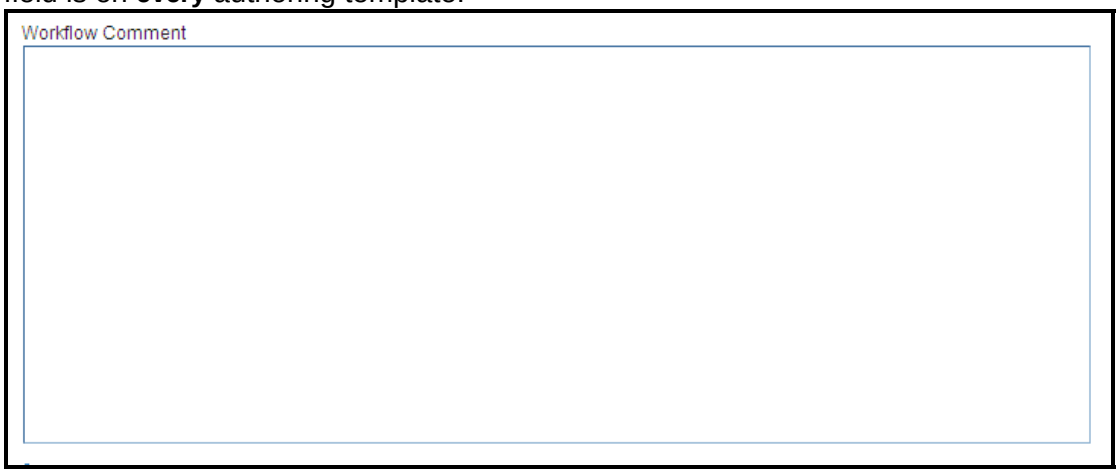


Content Authoring Templates Defined

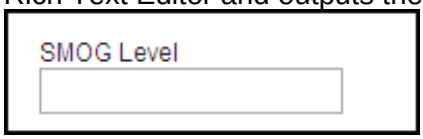
- **Height:** Used in Flash Video templates do determine the height of the video box



- **Workflow Comments:** This is where authors and approvers can enter comments that will be seen by each other as content moves from one workflow stage to another. It will never appear on the website. It is only for the use of **WCM** users to add notes to each other. This field is on **every** authoring template.



- **SMOG Level:** The SMOG level is the reading level for the content that is in the Rich Text Editor. When the author clicks **Save** the system calculates the reading level of the content in Rich Text Editor and outputs the value in the **SMOG Level** field.



Content Authoring Templates Defined
Authoring Template Uses and Definitions

1. Article Authoring Template

The **Article Authoring Template** allows the user to enter in the appropriate general article information for that particular Site.

Example:

History of the Great Seal

Michigan's Great Seal was designed by Lewis Cass, Michigan's second (non-acting) Territorial governor. The seal was patterned after the seal of the Hudson Bay Fur Company. It was presented to the Constitutional Convention of 1835 and adopted on June 2, 1835 as the official Great Seal of Michigan.

At the top of the Seal are the words, "E Pluribus Unum." These words come from our national motto meaning, "From many, one." Or, in other words, forming one nation from many states.

Below is the American Eagle, our national bird. This symbolizes the superior authority and jurisdiction or control of the United States. In its claws the eagle holds three arrows and an olive branch with 13 olives. The arrows show that our nation is ready to defend its principles. The olive branch means we want peace. The olives stand for the first 13 states.

"Tuebor," meaning, "I will defend," refers to Michigan's frontier position.

The shield is held by two animals representing Michigan, the elk on the left and the moose on the right. Michigan is on an international boundary, and the figure of the man shows his right hand raised in peace. The left hand holds a gun to say that although we love peace, we are ready to defend our state and nation.

"Si Quaeris Peninsulam Amoenam Circumspice" means, "If you seek a

Content Authoring Templates Defined

2. Blog Authoring Template

The **Blog Authoring Template** is used to create the **basic Blog** entry that will appear on the site to offer the public the opportunity to make comments. If anyone chooses to enter a comment, the comment will go through an approval process within WCM before it is posted on the Michigan.gov website.

Example:

- Agriculturally Speaking… October is Farm Market and Agricultural Tourism Month
  Autumn in Michigan is a treat for the senses offering beautiful sights, smells, and tastes. Governor Jennifer Granholm has declared October as Michigan Farm Market and Agricultural Tourism Month. Experience Michigan's bounty first-hand at a farm market, festival, or other agricultural tourism destination across our beautiful state.
  Comments (0)
  > More
- Agriculturally Speaking… State Launches Food Alert Text & Email Service
  As part of National Food Safety Education Month, MDA recently launched a new text and email alert system to warn consumers almost instantly to avoid or discard recalled food products - ensuring public health is protected and maintaining the viability of the state's food safety net.
  Comments (2)
  > More
- Agriculturally Speaking… Preserving The Future of Michigan's Farmland
  With the current economic changes in Michigan, I believe agriculture will have an even bigger role in the state's economy as it continues to be the second largest economic driver in the state generating nearly $64 billion for Michigan's economy annually. Land is fundamental to maintaining and enhancing agriculture's place in the Michigan's economy. It's where it all begins. It makes sense to preserve our land base so current, and future, Michigan farmers can continue to produce the wide variety of crops already grown here.
  Comments (0)
  > More
- Agriculturally Speaking… Summer Fun in Rural Michigan -- Select Michigan for a Pure Michigan Experience
  Since becoming Director of the Michigan Department of Agriculture nearly one year ago, I have been sharing the amazing economic impact agriculture has on our state, and the importance of purchasing Michigan products. With agriculture as Michigan's second largest industry - we have a lot to celebrate ? and there is no better place to do that than at Michigan's fairs.
  Comments (0)
  > More

3. Contact Authoring Template

The **Contact Authoring Template** is used to create Contact data that is individually captured and stored that is later used to create and display individual contact modules on specific pages. A Contact could be an individual, or a building.

This contact content can be used across different pages and sites on the Michigan.gov website. Authors may also choose to include specific contact content items in such content as **Article, Event**, **Press Release**, etc.

You create your Contact Information once – using this Template; then when you need to include contact information in another location/page, you reference the contact item you created here. The contact information will be formatted appropriately for the page it is displayed in.

You will also be able to combine several contact items to create a department contact page.

Content Authoring Templates Defined

4. Document/Asset Authoring Template

The **Asset Authoring Template** can be used to upload documents into the system. Examples of documents that can be uploaded are - .**pdf**, .**doc**, .**xls, .avi, .mp3, etc.** This is used instead of the **Add Asset** feature for document type assets in the **CMA**.

Using this **Authoring Template**, you can upload the document (**PDF)** and the **Link** can be created automatically by saving it to the desired site area. Previously, in Vignette, first you had to add the asset, and then create the link content.

Example:

5. Event Authoring Template

The **Event Authoring Template** can be used to enter appropriate content for an event. In the **Event** authoring template authors can enter information about the event, the start and end date/time, include any images, and/or include a link to more information.

Example:

Content Authoring Templates Defined

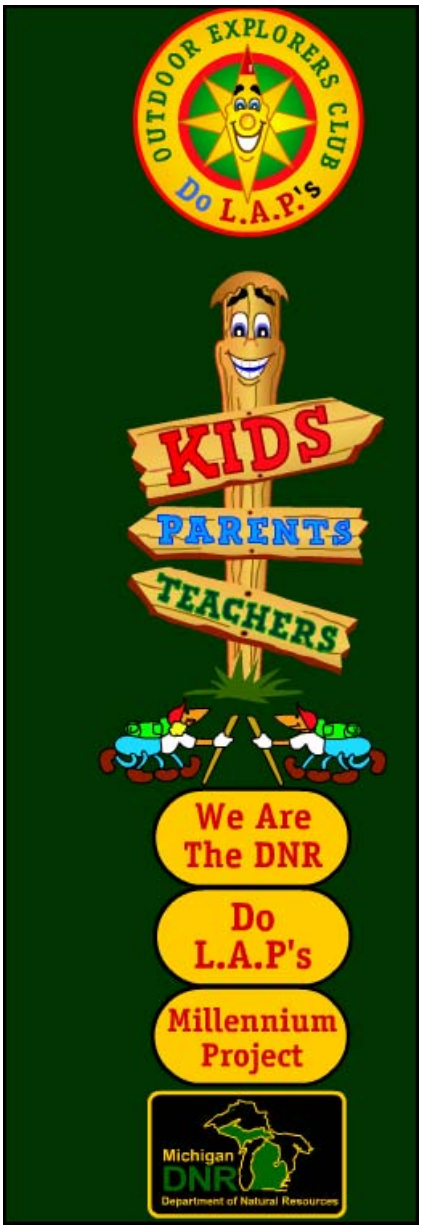
6. Flash Video FLV

The **Flash Video FLV Authoring Template** allows the user to upload a flash video file (.flv) and have it display correctly on the rendered site.

Content Authoring Templates Defined

7. Flash SWF

The **Flash SWF Authoring Template** allows the user to upload a shockwave video file (.swf) and have it display correctly on the rendered site.

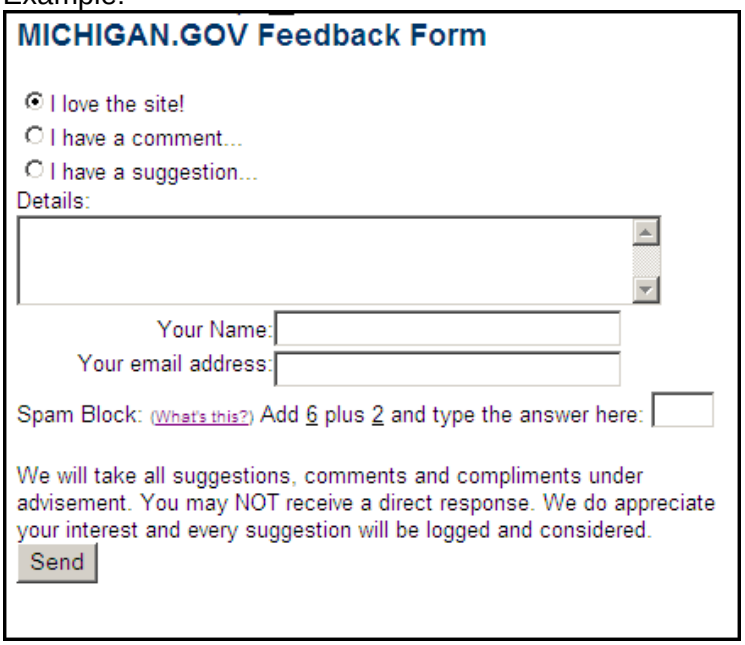


Content Authoring Templates Defined

8. Form Authoring Template

The **Form Authoring Template** allows the user to create a form that can be filled out by end users that is e-mailed to a specified person or group of people. Just like in the CMA, special HTML must be included in the form to make it work. More information on this will be coming in the future.

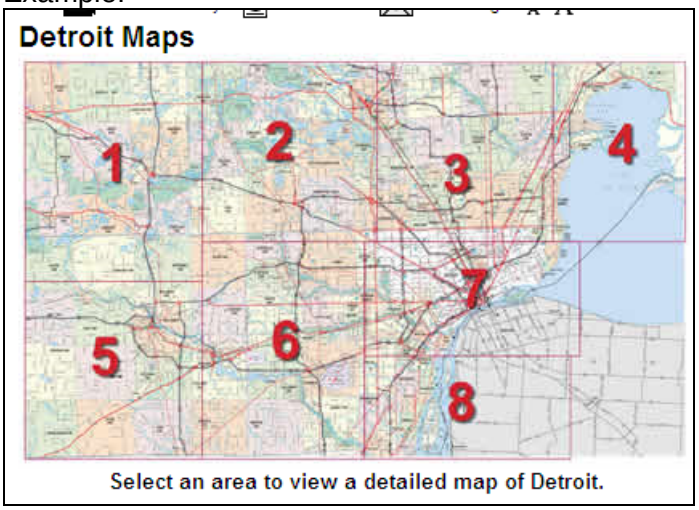
Example:



9. Generic Raw HTML Authoring Template

The **Generic Raw HTML** authoring template should be used for content that is created with Raw HTML. There is no Rich Text Editor, only a HTML Block field. This authoring template is good for content such as image maps.

Example:



Content Authoring Templates Defined

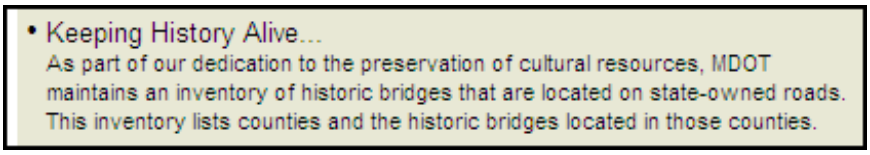
10. Generic HTML Authoring Template

The **Generic Rich Text** authoring template should be used for content that doesn't fit in any of the other authoring templates. This particular authoring template will be used to enter rich text with the help of a rich text editor.

Migrated content of HTML type is being migrated to this Authoring Template.

11. Generic Title and Abstract

The **Generic Title and Abstract** authoring template should be used for content where the author only wants to display a Title and an Abstract. This authoring template does **not** have a body field and will not display the title as a link.



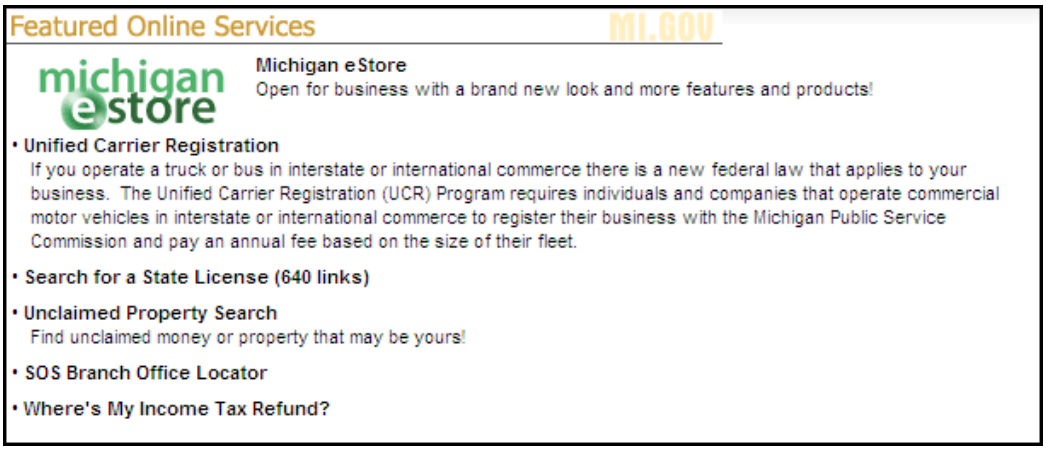
12. Link Authoring Template

The **Link Authoring Template** can be used to enter any links that are used throughout the site.

This will most commonly be used to create links to **external sites** or to other Michigan.gov pages. This will **NOT** be used to create links to **PDF** and other document files.

13. Online Service Link Authoring Template

The **Online Services Authoring Template** allows the user to enter a link to the appropriate online services for that particular site. The online service link will show up in the **Online Service** section of the site area selected by the author. These links are created specifically for the **Online Services** area of the site.



14. Photo Authoring Template

The **Photo Authoring Template** is used where Photo Galleries were used in the past. It is used to assemble a series of images that go together in a collection.

Content Authoring Templates Defined

15. Policy Authoring Template

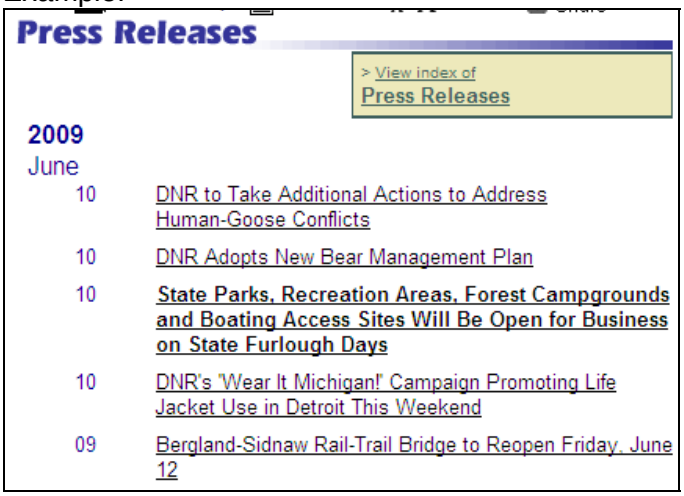
The **Policy Authoring Template** is used by e-Michigan to create the Policies in the footer of each page.

16. Press Release Authoring Template

The **Press Release Authoring Template** allows the user to create an official news item that is issued to the press and is located throughout the State of Michigan website within the site area selected by the author.

NOTE: Press Releases do NOT need to be in a Press Release AT in order to be displayed on a Press Release page.

Example:



17. Promotion Authoring Template

The **Promotion Authoring Template** is for content that is either the **Right Links** or the **Left Links**.

Example:

Content Authoring Templates Defined

18. Quick Link Authoring Template

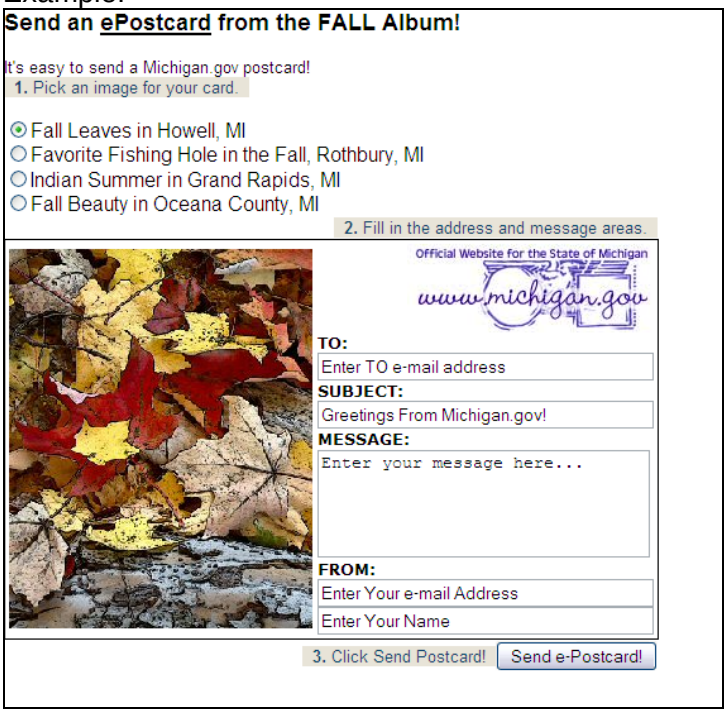
The **Quick Links Authoring Template** allows the user to enter a link to the appropriate quick link information for that particular site. Quick Links can be assigned to different site levels and thus appear with different left navigation items.

Example:

19. ePostCard Authoring Template

The **ePostcard Authoring Template** allows the user to create a form with options for the citizen to choose from in making a **ePostcard** for that particular site.

Example:



Content Authoring Templates Defined
How do you decide which to use?
What are the differences between them?

Below is a chart that lists the fields in each one so you can see which templates have which fields. That can help you decide which template to use – depending on what fields you need.

Another consideration when deciding which template to select when creating content; is that menus on pages and in boxes are created not only by the site area but also by the authoring template. Some examples:

- A menu can be created solely by selecting **Blog Content Authoring Templates** from all over Michigan.gov.
- Another menu might be created by selecting just **Press Release Authoring Templates** from a series of site areas.
- A menu can also be created by selecting all the **Authoring Templates** from a specific site area (similar to what is currently done in the CMA).

The **Chart** below shows which fields are available in which **Authoring Templates**. When there are multiple instances of a field, the number of instances of the field is indicated by a number.

Content Authoring Templates Defined

Content Authoring Template Field Comparison Chart

	Article	Blog	Con-tact	Docu-ment/ Asset	Event	Flash SWF	Flash FLV	Form	Gen. HTML	Gen. Raw HTML	Gen. Title/ Abstract	Link	Online Service Link	Photo	Policy	Press Rel.	Promo-tion	Quick Link	ePost-Card
HTML Title	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Abstract	X	X		X	X	X	X	X	X	X	X	X	X		X	X	X	X	X
Priority	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Content Width	X	X	X		X		X	X	X	X					X	X			
Body RTE	X	X			X		X	X	X						X	X			X
Thumbnail	X				X								X	X		X			
Main Image	X				X								X	X	X	X	X		**12**
Contact Link	X	X			X			X							X	X			X
Link	X		**3**	X	X	X	X					X	X		X	X	X	X	X
Start Date					X														
End Date					X														
Width						X	X												
Height						X	X												
Name			X																
Position			X																
Department			X																
Office/ Bureau			X																
Notes			X																
Address			**3**																
Phone			**3**																
Fax			**3**																
Email			**3**																
Native File				X															
HTML Block										X									
Contributor														X					
Caption														X					
Policy Number															X				
Disclosure															X				
Release Date																X			
Source																X			
Background Image																	X		
Workflow Comments	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X