

User Tips: Optimizely

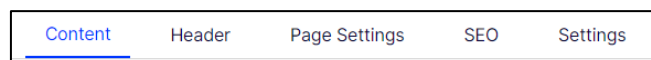
Navigation/User interface

- Use the **All Properties view** when creating/editing. The view toggle options are in the right corner of the window.
- You can pin  the **Navigation** and **Asset** panes to keep them open as you work.
- Press the  button at the page level to see your progress.

Creation/editing

Properties

Below are the standard properties options for Page. These contain important editable fields.



- **Header:** For header text and image.
- **Page Settings:** For page image and summary (visible in page cards on landing pages) and page colour
- **SEO:** For meta-title, - keywords, -description and -image.

Compare versions

Press the compare different versions  button to view past versions of the page (next to Preview).

Users can see via All Properties or On-page via the  Select Compare mode toggle.

Blocks

- For new blocks, creating and publishing are **different actions**. Be mindful of this.
- **Multi-layered blocks** (e.g. accordions, document/link lists, videos) require users to publish content at each level. User guides for all the blocks are available in the [Website Design environment](#).
- There are additional settings for blocks under **Block Settings**, including margins and colour options.



Brand

- **The brand (colour) scheme** will be managed by the web-team/Manager in alignment with brand guidelines. 'Children' pages will be the same as the colour of 'parent' pages (higher in the IA). The web-team will ensure an even-spread of the brand colours across the website.

Media ('Assets')

- Use hyphens to fill the blank spaces in the file name (best practice).
Grains_Seed-IFS-remittance-form-2024-25
fish-categories-diagram
- The file type extension will automatically be added when the item is added to the CMS.
- The Asset file structure can be expanded (chat to web-team)

Documents

File types for CMS: PPT, XLXS, WORD, PDF's and ZIP

Images

- Graphics = PNG format
- Image = JPEG format preferred

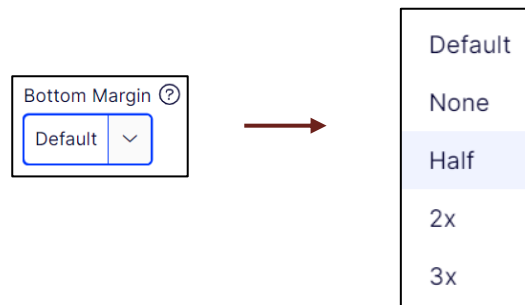
Block	Dimensions
Alert Card	230px x 303px
Image block	960px x 639px
Image Lift Out	478px x 359px
Page Cards	323px x 182px
News, grant, event listings	407px x 203px
Internal standard banner (header image)	532px x 355px

Video

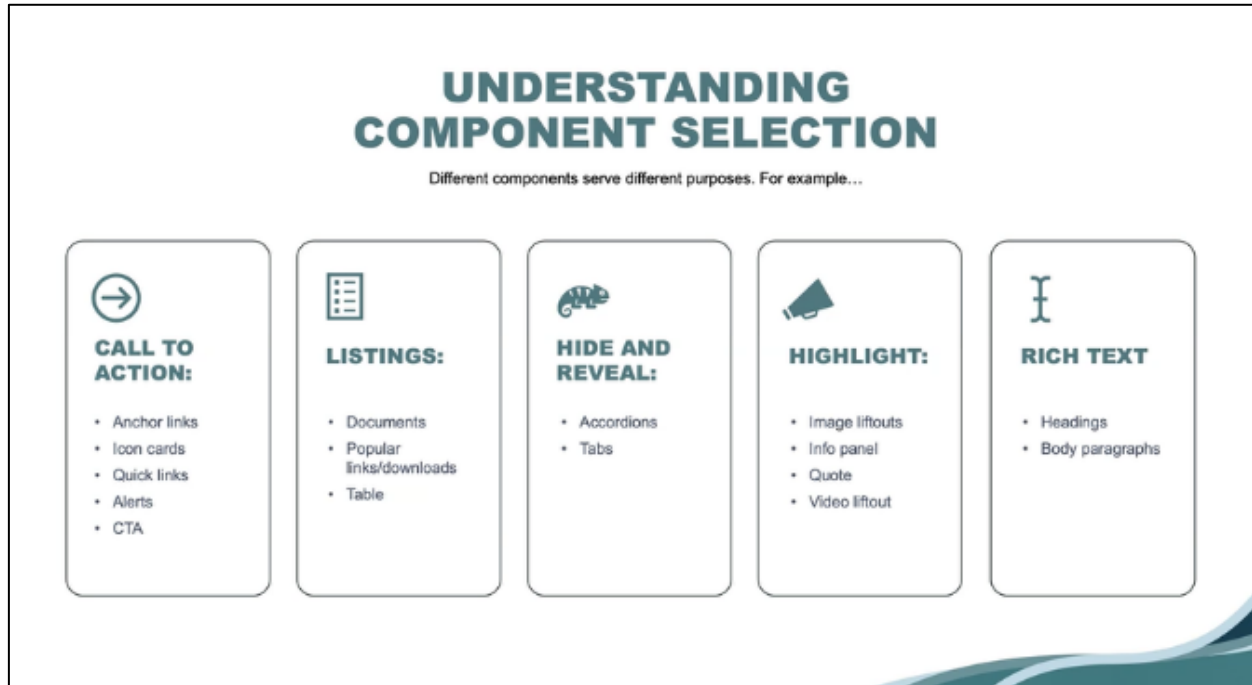
- YouTube and Vimeo links are accepted by the CMS.
- Do not add video files to CMS.

Extra tips:

- Users can change the bottom margin of blocks in **Block Settings** (see **Blocks**).



See The Brand Agency's recommendations for component selection.



- Image Lift Outs** can also be used for Call-to-Action purposes (Link to further information via link button).

Example:

Artificial reefs

Artificial reefs are man-made reefs installed off the Western Australia (WA) coast to improve recreational fishing opportunities. The reefs can be made of steel or reinforced concrete and can be tower or cube shaped.

DPIRD has collaborated with [Recfishwest](#) to install a number of purpose-built artificial reefs around WA. Fishers can find current artificial reef details such as coordinates and reef depth on the Recfishwest website.

[Visit Recfishwest >](#)

