Introduction

The LawHelp Library template supports the creation of a mini-site that adapts LawHelp content specifically for use by library patrons or librarians assisting individuals with legal reference questions. The site supports one or more customizable feeds of content from LawHelpMN.org, as well as the creation of editable pages and sections for additional information the library partner(s) may want to provide that would not typically be available on LawHelpMN.org, for example library hours of operation or information about computer training classes. The site design is co-branded for the participating library(s) and LawHelpMN.org. In addition, the customizable content feeds can be created and used on other websites, allowing libraries, legal aid programs and other community partners to easily embed a dynamic and localized list of content from LawHelpMN.org on their own websites.

The LawHelp Library template and external content widgets were developed by Pro Bono Net in partnership with Central Minnesota Legal Services and Legal Services State Support, with funding from the LSC TIG program. After a pilot phase in Ramsey County, these features will be available for other partners to use.

This guide will cover:

- I. Creating LawHelpMN external content widgets
- II. Editing text areas on the LawHelp Library template
- III. Page management tools on the LawHelp Library template

I. Creating LawHelpMN external content widgets

LawHelpMN content widgets can be created by LawHelpMN administrators under **Set Up -> External Widget Maker** on the admin side of LH3. The widget maker supports three types of widgets that can be embedded on the Library template or other websites to display a dynamic feed of content from LawHelpMN.org. Widget types include:

- A browsable resource widget: allows to the user to select a topic and subtopic within the widget to view resources in a specific legal area of their choice.
- A one-subtopic resource widget: displays a result set that has been pre-filtered with resources for one subtopic, for example foreclosure resources for tenants.
- A browsable organization widget: allows the user to enter their zip code and select a topic and subtopic within the widget to view organizations providing services for that issue in their local area.

LawHelpMN administrators can select from a variety of filters to customize the feed of content that displays in the widget. Filters for the browsable and one-subtopic resource widget are multi-select and include:

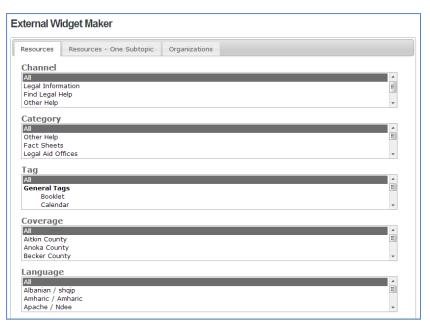
- Channel
- Category
- Tags
- Coverage (county)
- Language
- Authoring Organization
- Module Type (e.g. PDF, PowerPoint, etc.)

Filters for the browsable organization widget are multi-select and include:

- Channel
- Category
- Tags
- Coverage (county)
- Language

The External Widget Maker also has fields to configure the size, display and styling of the widget. These fields include:

- Widget title
- Font size
- Preferred Font
- Alternative Font (if preferred is not web-safe)
- Widget Height
- Widget Width
- Item Count
- Preferences for Long Titles
- Preferences for Long Descriptions
- Pagination Settings
- Hyperlink Icon Preferences





After configuring a widget using these controls, the LawHelpMN admin can choose the **Preview Widget** button to see a preview of how the widget will look. The **Get Embed Code** button will generate the string of HTML code needed to embed the widget on the Library template or another website. As content is published or edited on LawHelpMN.org, the updates are automatically reflected in the external widget.

NOTE: Because the embed code uses an iFrame, it cannot be added to the LawHelp Library template directly through the editor on the site. Pro Bono Net staff can add the code to the website for you.

II. Editing text areas on the LawHelp Library template

CKEditor boxes allow website administrators to enter other content on the LawHelp Library template using a What You See is What You Get (WYSIWYG) interface. Admins can create styled text, upload images and create hyperlinks using CKEditor's visuals tools. CKEditors are indicated by a pencil and paper icon, as shown below. There are five default locations of CKEditor content on the homepage:

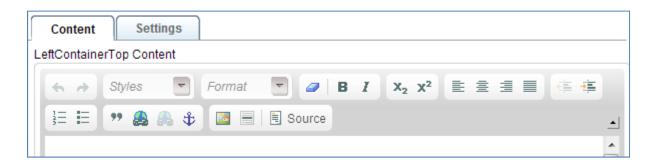
- The header tagline
- The Welcome box
- The "Connect with Us" section
- The Hot Topics section
- The More Language section

The subpages on the site also contain CKEditors. Additional subpage controls are described in more detail in Section III.

NOTE: We strongly recommend that you use Firefox or Chrome as your browser when editing in CKEditor. Some CKEditor features are not optimized for Internet Explorer.

CKEditor boxes have a menu of formatting options, as seen below. Hovering over an icon will display the label for each control. For a detailed overview of CKEditor's toolbar, see the User Guide at http://docs.cksource.com/CKEditor 3.x/Users Guide





To publish changes, click the **Save** button at the bottom of the box. The box stays open, so admins must click the close box icon **②**, and also **refresh the page** to see changes.

In some instances, CKEdit has two tabs, **Content** and **Settings**, as seen below.



The Settings Tab controls the title of the CKEdit box and whether or not to display the title above the content. It also allows admins to set viewer permissions for the CKEdit box - whether to display the box to Everyone, Only Non-Members, or Members. Admins see all.

Note: The LawHelp Library template currently does not have a membership component, although this could be enabled in the future.

III. Page management tools on the LawHelp Library template

The LawHelp Library template supports the creation and editing of additional pages to accommodate content that would not typically be available on LawHelpMN.org, for example library hours of operation, a description of specialized reference materials available in the library, information about public access computers or technology training available. The site has four pages by default:

- About
- Additional Legal Self-Help Resources
- Find Your Local Library
- Upcoming Trainings and Events

Additional pages can be added to the horizontal navigation or as "hidden" pages linked from elsewhere on the site. Contact support@probono.net to create new pages.

These pages use the template's **Flexible Content Page Tool**. Content pages are edited using the CKEditor as described above and the Settings icon at the top right of all pages. Admins have the option of creating flexible content pages as a **single**, **flat HTML page** or a **landing page with subpages**. Subpages can be created using the **New Page** link in the upper right. The Settings form allows admins to easily change the display of the subpages from a vertical list to a right-hand sidebar, and manage other attributes of each page. For a description of each setting visit:

http://www.probono.net/statewebsites/admin-manual/item.1240-About Help Flexible Content Page Tool