

# RECOFTC website specifications

**Updated:** 05/07/2024

[Link to Figma file](#)

[Link to sitemap](#)

[Link to existing content types](#)

---

## Language on the new site

- We will use automatic translation solutions across the entire site - and include a disclaimer on pages where translations were automated to account for any poor quality translation being used by Google. Users will only switch language when they choose to (using either a language switcher or button).
- That means a user browsing the site in English will only ever see English content, unless prompted to switch to a different language.
- Using the CMS, RECOFTC will have the ability to override any automatic translations of specific pages with quality translations, in which case the disclaimer will disappear.
- This also allows for content that is originally written in another language (e.g. Thai) to be readable on the English site - with a clear notice block at the top of the page indicating that it is automatically translated.
- Users looking for content will rely on automatic translations regardless of whether content in their native language is provided, so we will be saving a click for our users.
- See an example of this on the Thailand country page wireframe.

## Content types

Page type	Description
Homepage	<p>Dedicated homepage. This may be the first page they interact with. Therefore, it is important that this page explains clearly who RECOFTC are and what RECOFTC do.</p> <p>This is maintained by <b>website managers</b>.</p>
Section page	<p>Section pages are an entry point to a specific category or theme within the site, acting as a hub for related content.</p> <p>In the current Information Architecture this would be used for:</p> <ul style="list-style-type: none"> <li>● Who we are</li> <li>● What we do</li> <li>● Focal countries</li> <li>● Knowledge Tree</li> <li>● Training</li> <li>● Get involved</li> </ul> <p>They will have subsections which go into more detail related to the site area (e.g. Who we are → Mission and values)</p> <p>These can be created by <b>website editors</b>.</p>
Sub-section page	<p>Sub-section pages are typically designed to provide detailed content related to a specific topic or category within the larger section. They will have a header linking it to the section it is a part of.</p> <p>This page is part of the website's hierarchical structure, serving as a deeper dive into the subject introduced on the landing page</p> <p>These can be created by <b>website editors</b>.</p>
Listing page	<p>An organised catalogue where users can browse through various entries under a specific category (stories, events, publications, etc.). They have filters to allow users to refine the listing to their specific preferences.</p> <p>These are maintained by <b>website managers</b>.</p> <p><i>Note: No content blocks are used on this page to allow</i></p>

	<i>for consistency across the listings</i>
Publication	<p>A page that hosts RECOFTC publications, where users can see publication details, summary, and download link. Each publication page will have the same page layout for consistency for your users.</p> <p>These can be created by <b>website editors</b>.</p> <p><i>Note: No content blocks are used on this page to allow for consistency across this content type.</i></p>
Story	<p>A storytelling page that hosts RECOFTC Stories, where users can read an engaging page with different content blocks. Each story page will have the same hero section, but the rest of the page layout can be flexibly created using content blocks.</p> <p>These can be created by <b>website editors</b>.</p>
Update (News)	<p>A page that allows RECOFTC to share organisational news and announcements. Each news page will have the same hero section, but the rest of the page layout can be flexibly created using content blocks.</p> <p>These can be created by <b>website editors</b>.</p>
Event	<p>A page that lists event information, where users can see event dates, attachments, agenda, and other details. Each event page will have the same page layout for consistency for your users.</p> <p>These can be created by <b>website editors</b>.</p> <p><i>Note: No content blocks are used on this page to allow for consistency across this content type.</i></p>
Video	<p>A page that embeds RECOFTC videos. Each video page will have the same page layout for consistency for your users.</p> <p>These can be created by <b>website editors</b>.</p> <p><i>Note: No content blocks are used on this page to allow for consistency across this content type.</i></p>
Project main page	<p>A landing page that provides an overview of a specific project, its goals, and its impact.</p>

	<p>Each project page will have the same page structure for consistency for your users, but will be optional to account for differences between project outputs. So, if for example, the 'data' block fields are left unfilled in the CMS, they will not appear on the page.</p> <p>These can be created by <b>website editors</b>.</p> <p><i>Note: No content blocks are used on this page to allow for consistency across this content type.</i></p>
Project sub-page	<p>A project sub-page offers detailed information about specific aspects or components of the project. They will have a header at the top of the page linking to the project.</p> <p>These can be created by <b>website editors</b>.</p>
Special course	<p>A specific section + sub-section page for legacy offline courses, where modules are organised into accordions and have downloadable materials.</p> <p>These are maintained by <b>website managers</b>.</p>
Special report	<p>A specific section + sub-section page for online reports, with chapters and chapter navigation.</p> <p>These are maintained by <b>website managers</b>.</p>

- **Website managers:** Have the most permissions to create and edit most of the website, including the navigation and any important pages (e.g. homepage). This allows the RECOFTC Comms team to not allow changes to these pages without their knowledge.
- **Website editors:** This is assigned to everyone outside of RECOFTC Comms. They will have permission to create/edit: Section pages, sub-section pages, publications, updates, stories, events, videos, project pages, and project sub-pages.

Flexible page layouts	Fixed page layouts
<ul style="list-style-type: none"> <li>✓ Homepage</li> <li>✓ Section page</li> <li>✓ Sub-section page</li> <li>✓ Story</li> <li>✓ Project sub-page</li> <li>✓ Legacy course</li> <li>✓ Special report</li> <li>✓ Update (News)</li> </ul>	<ul style="list-style-type: none"> <li>✗ Listing page</li> <li>✗ Publication</li> <li>✗ Event</li> <li>✗ Video</li> <li>✗ Project main page</li> </ul>

## Content blocks

Content blocks are modular elements used to create and organise content on the page. Each block serves a specific purpose and can be individually styled and configured to enhance the structure and design of a page.

The benefit of implementing this system on the RECOFTC site includes:

- **Modularity:** Content blocks can be independently created, edited, and rearranged to build a webpage. This modularity allows for flexible and dynamic page layouts without needing extensive coding knowledge.
- **Reusability:** Blocks can be reused across different pages or sections of a website, ensuring consistency and saving time in content creation and management.
- **Customisation:** Each block can be customised in terms of content, layout, style, and behaviour, providing the ability to tailor the webpage to specific needs and audiences.

Below is the list of the content blocks that will be available across page templates that allow them to be implemented:

Block name	Description
Text block	<p><b>Purpose:</b> Displays formatted text.</p> <p>In the CMS, there is a “Rich Text Editor” which allows you to create content in a Word-like text box. You can bold text, add hyperlinks, tables, apply styles</p>

	<p>such as Headings, Sub-Headings, or Quotes. <i>Note: No images can be added in this editor. It will need to be added separately via the image attachment customisation.</i></p> <p><b>Customisations:</b></p> <ul style="list-style-type: none"> <li>• Call out box toggle: Highlights the entire block by placing it in a styled box. Perfect for emphasising case studies, announcements, or any content you want to draw attention to.</li> <li>• Media attachment: You can add an image/video to either the standard text or the case study box. For standard text, you can choose whether the image appears first (left on desktop) or last (right on desktop) in relation to text. For the case study box, this will either place the image above or below the text. Option for caption.</li> <li>• Optional quote: Add quote text, attribution</li> <li>• Background colour: Default to website page background, with the option to select 2 pale colour backgrounds (Light Green or Beige)</li> </ul>
Media block	<p><b>Purpose:</b> To display images or video, enhancing the visual and interactive elements of a webpage.</p> <ul style="list-style-type: none"> <li>• Media title (optional)</li> <li>• Media type (Video or Image)</li> <li>• Media upload</li> <li>• Caption (optional)</li> </ul> <p><b>Customisations:</b></p> <ul style="list-style-type: none"> <li>• Size: Text-width or full page-width media</li> </ul>
Accordion	<p><b>Purpose:</b> To organise and display content in collapsible sections, making it easier for users to navigate and find detailed information without overwhelming them with text.</p> <p>To create this block in the CMS, you are required to add:</p> <ul style="list-style-type: none"> <li>• Accordion group title (optional)</li> <li>• Accordion item - unlimited number <ul style="list-style-type: none"> <li>○ Accordion title</li> <li>○ Accordion text</li> </ul> </li> <li>• Add more accordion items as needed</li> </ul>

	<p><b>Customisations:</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>
Data set	<p><b>Purpose:</b> To display key data points or statistics in a visually appealing and easily digestible format. This block is used to highlight important metrics, achievements, or statistics, making them stand out on a webpage for quick and clear communication to the audience.</p> <p>To create this block in the CMS, you are required to add:</p> <ul style="list-style-type: none"> <li>• Block title (optional)</li> <li>• Block description (optional)</li> <li>• Data entry item - up to 3 <ul style="list-style-type: none"> <li>○ Number field to display the value large</li> <li>○ Description field to give context</li> <li>○ Optional media upload: Icon .png (will be 50px by 50px)</li> </ul> </li> </ul> <p><b>Customisations:</b></p> <ul style="list-style-type: none"> <li>• Size: Text-width (fits to paragraph text) or full-width (spans across the whole page)</li> </ul>
Logo set	<p><b>Purpose:</b> To display a collection of logos, typically used to showcase partners, sponsors, clients, or certifications. This block helps in building credibility and recognition by visually representing associations with well-known entities.</p> <p>To create this block in the CMS, you are required to add:</p> <ul style="list-style-type: none"> <li>• Block title (optional)</li> <li>• Block description (optional)</li> <li>• Logo item - maximum 12 <ul style="list-style-type: none"> <li>○ Logo image upload</li> <li>○ Organisation name</li> <li>○ Organisation URL (clicking on the image/organisation name will take users to this URL)</li> </ul> </li> </ul> <p><b>Customisations:</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>

<p>Promoted item</p>	<p><b>Purpose:</b> To highlight and draw attention to specific items such as featured articles, products, events, or important announcements on a webpage. It is strategically placed on the page to capture user attention and drive engagement towards the highlighted content.</p> <p>To create this block in the CMS, you are required to add:</p> <ul style="list-style-type: none"> <li>● Title</li> <li>● Short description</li> <li>● Image</li> <li>● Call to action button or link</li> </ul> <p><b>Customisations:</b></p> <ul style="list-style-type: none"> <li>● Image placement: You can select whether the image appears on the left or right of the text section.</li> <li>● Background colour: Default to website page background, with the option to select 2 pale colour backgrounds (Light Green or Beige)</li> </ul>
<p>Expandable content teaser</p>	<p><b>Purpose:</b> Provides some further information with an image, and allows users to expand for more details. This replaces the current RECOFTC 'pop up' box on special reports and optimises page space. Once opened, the button will allow users to 'collapse' the content teaser.</p> <p>To create this block in the CMS, you are required to add:</p> <ul style="list-style-type: none"> <li>● Title field</li> <li>● Image upload</li> <li>● Teaser text (plain-text for the teaser)</li> <li>● Detailed text (rich text editor for the expandable detailed content)</li> </ul>
<p>Call-to-action (CTA) block</p>	<p><b>Purpose:</b> To encourage users to take a specific action, such as visiting a specific page or learning more about a particular topic.</p> <p>To create this block in the CMS, you are required to add:</p> <ul style="list-style-type: none"> <li>● CTA title</li> <li>● CTA description (optional)</li> <li>● Button text</li> </ul>



	<ul style="list-style-type: none"> <li>● Link URL</li> </ul> <p><b>Customisations:</b></p> <ul style="list-style-type: none"> <li>● Size: Full width (full image background) or standard width (rectangular box that fits container area)</li> </ul>
Card group (manual)	<p><b>Purpose:</b> To display a collection of items in a card format, making it visually appealing and easy for users to browse through related content.</p> <p>To create this block in the CMS, you are required to add:</p> <ul style="list-style-type: none"> <li>● Block title (optional)</li> <li>● Block description (optional)</li> <li>● Card item - up to 6 cards in 1 group <ul style="list-style-type: none"> <li>○ Title: The title of the first card.</li> <li>○ Image: An image for the first card.</li> <li>○ Description: A short description of the card's content (optional)</li> <li>○ Link: A URL for more information.</li> </ul> </li> <li>● Note: You can also use an 'entity reference' which will automatically collect this information from any existing pages.</li> <li>● Call-to-action link (optional) <ul style="list-style-type: none"> <li>○ Link title + Link URL</li> </ul> </li> </ul> <p><b>Customisations:</b></p> <ul style="list-style-type: none"> <li>● Size: Full width (expands across the maximum page width, image and title only) or standard width (appears similar to automated card group, image, title, and taxonomy displayed)</li> <li>● Background colour: Default to website page background, with the option to select 2 pale colour backgrounds (Light Green or Beige)</li> </ul>
Card group (automated)	<p><b>Purpose:</b> To display a 'live' collection of items in a card format, making it visually appealing and easy for users to browse through latest content, and editors do not need to regularly update this.</p> <p>To create this block in the CMS, you are required to add:</p> <ul style="list-style-type: none"> <li>● Block title (optional)</li> <li>● Block description (optional)</li> <li>● Content type + taxonomy specification -</li> </ul>

	<p>describes what part of the website this block is referencing (e.g. Publications tagged Thailand)</p> <ul style="list-style-type: none"> <li>○ Automatically displays “See all Publications in Thailand” link</li> </ul> <p><b>Customisations:</b></p> <ul style="list-style-type: none"> <li>● Style: 2 columns (up to 4 items displayed) or 4 columns (up to 8 items displayed)</li> <li>● Background colour: Default to website page background, with the option to select 1 different colour shade (e.g. pale green)</li> </ul>
Embed code block	<p><b>Purpose:</b> To integrate external content such as social media posts, or interactive elements into the webpage by embedding code.</p> <p>To create this block in the CMS, you are required to add:</p> <ul style="list-style-type: none"> <li>● Code snippet</li> <li>● Title (optional)</li> <li>● Description (optional)</li> </ul> <p><b>Customisations:</b></p> <ul style="list-style-type: none"> <li>● None</li> </ul>
Resource block	<p><b>Purpose:</b> To provide a curated list of content types associated with the project’s collection (Videos, Publications, Stories) making it easy for users to find important materials.</p> <p>To create this block in the CMS, you are required to add:</p> <ul style="list-style-type: none"> <li>● Block title (optional)</li> <li>● Block description (optional)</li> <li>● Select which publications and videos should appear (or series collection)</li> </ul> <p><b>Customisations:</b></p> <ul style="list-style-type: none"> <li>● None</li> </ul>

# Homepage page layout

[Wireframe link](#)

<b>Block name/ fields in CMS</b>	<b>Description</b>
Homepage hero	<p>Fixed at the top of the page.</p> <p>Position and background colour will be fixed. Editors cannot change this. In the CMS, website editors can set the:</p> <ul style="list-style-type: none"><li>• Homepage title</li><li>• Link title + Link URL</li><li>• Image</li></ul> <p>Image takes roughly 60% of the horizontal space.</p> <p>RECOFTC to be able to specify the colour background and font and link colour (note: editors must be responsible to choose accessible combinations)</p>
<i>Content blocks</i>	<p>Specified at the top of this document, all available to be used on this page. These can be created, curating any content RECOFTC want to promote, and arranged in any order.</p> <p>Using the embed content block, there will be an interactive map displaying the focal countries. Clicking on this map will lead users to the country section pages.</p> <p>On the homepage, some of these content blocks will have a unique styling to help differentiate the homepage from other section pages.</p>

---

# Flexible page layouts

## Section

[Wireframe link](#)

Block name	Description
Section hero block	<p>Fixed at the top of the page.</p> <p>Position and background colour will be fixed. Editors cannot change this. In the CMS, website editors can set the:</p> <ul style="list-style-type: none"><li>• Section title</li><li>• Section description (optional)</li><li>• Image</li></ul> <p>This hero block will also display any quality translations that RECOFTC has added.</p> <p>Option to set image width to 60% or 50% of block.</p>
Page summary (underneath hero block, next to side menu links)	<p>In the CMS, this will be a “Rich Text Editor” which allows you to create content in a Word-like text box.</p> <p>Headings are optional, and will be set up in the Rich Text Editor</p>
Side menu links	<p>RECOFTC can add multiple “related’ links that are listed on the side of the section text.</p>
<i>Content blocks</i>	<p>Specified at the top of this document, all available to be used on this page. These can be created, curating any content RECOFTC wants to promote, and arranged in any order.</p>

## Sub-section

See section page wireframes

Block name	Description
Section header	<p>Fixed at the top of the page. This will be adapted to the section that this page belongs in.</p> <p>In the CMS, editors will select what section is</p>

	<p>specified from a list of existing sections.</p> <p>If a section is not selected, the header will not be displayed.</p>
Page title	Name of the page.
Image	Image for the page, which will be used in any automatic previews (required)
Side menu links	RECOFTC can add multiple “related” links that are listed in the sidebar of the sub-section page.
<i>Content blocks</i>	Specified at the top of this document, all available to be used on this page. These can be created, curating any content RECOFTC want to promote, and arranged in any order.

## Story

[Wireframe link](#)

<b>Block name</b>	<b>Description</b>
Stories header	Fixed at the top of the page, this will keep users in the “Stories” area and allow them to return to the full Stories listing
Story title	Name of the story
Story standfirst	A standfirst (subtitle) that appears under the story. This will also be used as the preview text.
Image	Image for the page, which will be used in any automatic previews and listing page. This is required for story pages.
Publication date	Select a date to display as the publication date
Authored by	Add up to 10 authors to a story (optional). Fields will be singular “Name” fields per author.
<i>Content blocks</i>	Specified at the top of this document, all available to be used on this page. These can be created, curating any content RECOFTC wants to promote, and arranged in any order.

Story tags	Depending on the agreed taxonomy, stories will be assigned: <ul style="list-style-type: none"> <li>• Strategic goals</li> <li>• Geographic focus</li> <li>• Story type</li> </ul>
Last updated	Automatically updated when page is edited
Series collection	RECOFTC can select any relevant projects, referencing existing items in the CMS, to link this story to that project
Related content	Can add manually any related items, if none determined it will be based automatically on similar taxonomy terms

## Update

[Wireframe link](#)

<b>Block name</b>	<b>Description</b>
Updates header	Fixed at the top of the page, this will keep users in the "Updates" area and allow them to return to the full Stories listing
Update title	Name of the update
Update standfirst	A standfirst (subtitle) that appears under the headline. This will also be used as the preview text.
Image	Required
Publication date	Select a date to display as the publication date
Authored by	Add up to 10 authors to an update (optional). Fields will be singular "Name" fields per author.
Optional downloadable attachments	For any materials linked to the specific announcement
<i>Content blocks</i>	Specified at the top of this document, all available to be used on this page. These can be created, curating any content RECOFTC wants to promote, and arranged in any order.

Additional information	Additional text to appear at the bottom of the update. Can be used as a text block “For all media enquiries” or other press release boilerplate copy.
Update tags	<p>Depending on the agreed taxonomy, updates will be assigned:</p> <ul style="list-style-type: none"> <li>● Strategic goals</li> <li>● Geographic focus</li> <li>● Update type</li> </ul> <p>This is hidden on the update page but will categorise the content accordingly.</p>
Series collection	<p>RECOFTC can select any relevant projects, referencing existing items in the CMS, to link this update to that project.</p> <p>This is hidden on the update page but will categorise the content accordingly.</p>
Related content	Option to add related content

# Fixed page layouts

## Publication

[Wireframe link](#)

<b>Block name</b>	<b>Description</b>
Publications header	Fixed at the top of the page, this will keep users in the “Publications” area and allow them to return to the full Stories listing
Publication title	Name of the update
External publication*	This will be a way to indicate that this publication does not belong to RECOFTC. Editors will need to upload an image preview and input the URL for the source. Project summary will not be available, and instead link to the partner publication when users click from the listing page. Instead, you will only need to input: <ul style="list-style-type: none"><li>- Publication title</li><li>- Publication short description</li><li>- Publication URL</li><li>- Preview image</li></ul>
Publication upload	Upload the publication file and specify. The size and file type will display in the Download button in ()’s  Option to either select a file AND/OR link to Online Publication
Publication preview image	Image for the page, which will be used in any automatic previews and listing page. This required for publication pages
Publication date	Select a date(s) to display as the event dates. Can select a single date or multiple dates.
Publication summary	In the CMS, this will be a “Rich Text Editor” which allows you to create content in a Word-like text box.
Citation	RECOFTC can select: <ul style="list-style-type: none"><li>● Citation type (e.g. MLA)</li><li>● Citation text</li></ul>
Publisher	To input who the publisher of the publication is



Last updated	Automatically updated when a change is registered in the CMS.
Serial number	To input the serial number of the publication
Publication tags	Depending on the agreed taxonomy, publications will be assigned: <ul style="list-style-type: none"> <li>• Publication format</li> <li>• Geographic focus</li> <li>• Strategic goals</li> </ul>
Series collection	RECOFTC can select any relevant projects, referencing existing items in the CMS, to link this update to that project
Related content	Can add manually any related items, if none determined it will be based automatically on similar taxonomy terms

## Event

[Wireframe link](#)

<b>Block name</b>	<b>Description</b>
Events header	Fixed at the top of the page, this will keep users in the “Events” area and allow them to return to the full Stories listing
Event title	Name of the update
Event standfirst	A standfirst (subtitle) that appears under the event name. This will also be used as the preview text.
Image	Image for the page, which will be used in any automatic previews and listing page.
Event date(s)	Select a date(s) to display as the event dates. Can select a single date or multiple dates.
Location	Select the location where this event is happening.
Event summary	In the CMS, this will be a “Rich Text Editor” which allows you to create content in a Word-like text box.

Schedule	Optional to add schedule/agenda/schedule details. This can be broken down by days, and you can add a time and session details under each day.
Additional information	Optional - Additional text to appear at the bottom of the event. Can be used as a text block additional event info or contact information - anything that doesn't go into "Event summary" and appears below schedule.
Attachments	Optional - Attach any documents or resources to the event. These will appear in the side bar.
Event tags	Depending on the agreed taxonomy, events will be assigned: <ul style="list-style-type: none"> <li>● Attendance type (online, hybrid)</li> <li>● Series collection (projects)</li> <li>● Geographic focus</li> <li>● Event type (past, upcoming)</li> <li>● Strategic goals</li> </ul> <p>These will not be exposed on the page, but used to categorise the event item</p>
Series collection	RECOFTC can select any relevant projects, referencing existing items in the CMS, to link this update to that project
Related content	Option to add related content

## Video

[Wireframe link](#)

Block name	Description
Videos header	Fixed at the top of the page, this will keep users in the "Videos" area and allow them to return to the full Stories listing
Video title	Name of the video
Video standfirst	A standfirst (subtitle) that appears under the video name. This will also be used as the preview text.
Video URL	Input the YouTube link to embed the video

Video preview image	Image for the preview on the listing page.
Date published	Displays what day the video was published on the site.
Producer credits	Optional field to list / give credit to video producers
Video summary	In the CMS, this will be a “Rich Text Editor” which allows you to create content in a Word-like text box.
Video transcript	Upload file of video transcript - good for accessibility
Video tags	Depending on the agreed taxonomy, videos will be assigned: <ul style="list-style-type: none"> <li>• Video type</li> <li>• Strategic goals</li> </ul>
Series collection	RECOFTC can select any relevant projects, referencing existing items in the CMS, to link this update to that project
Related content	Option to add related content

## Project landing page

[Wireframe link](#)

Block name	Description
Project hero block	<p>Required fields.</p> <p>Fixed at the top of the page.</p> <p>Position and background colour will be fixed. Editors cannot change this. In the CMS, website editors can set the:</p> <ul style="list-style-type: none"> <li>• Project title</li> <li>• Project short description</li> <li>• Image</li> </ul> <p>This hero block will also display any quality translations that RECOFTC has added.</p>
Project impact	Similar to the data block, it is <b>optional</b> for projects to display “Impact” (if left blank, this will be hidden), up

	to 3 data points can be added - similar styling to Data block.
Project summary	<b>Required field.</b>  In the CMS, this will be a “Rich Text Editor” which allows you to create content in a Word-like text box. This is text that explains the project in more detail
Side menu links	RECOFTC can add multiple “related’ links that are listed on the side of the Project summary text.
Promoted item	Similar to promoted item block, optional for projects to promote 1 specific item (event, publication, update, etc.)
Project resources	Automatically displays any content that is assigned to the project collection (e.g. Publications, Videos, Stories)
Latest news	Automatically displays any updates related to that project
Project partners	Body text and logos to upload that describe project partners

## Project basic page

Same functionality as the sub-section page but assigned to a project, rather than a section. See [project page wireframe](#).

Block name	Description
Project header	Fixed at the top of the page. This will be adapted to the project that this page belongs in.  In the CMS, editors will select what section is specified from a list of existing sections.  If a project is not selected, the header will not be displayed.
Page title	Name of the page.
Image	Image for the page, which will be used in any automatic previews

Side menu links	RECOFTC can add multiple “related’ links that are listed in the sidebar of this page.
Body text	In the CMS, this will be a “Rich Text Editor” which allows you to create content in a Word-like text box.
<i>Additional content blocks</i>	Specified at the top of this document, all available to be used on this page. These can be created, curating any content RECOFTC want to promote, and arranged in any order.

## Special report

<b>Block name</b>	<b>Description</b>
Special report hero block	<p>Fixed at the top of the page.</p> <p>Position and background colour will be fixed. Editors cannot change this. In the CMS, website editors can set the:</p> <ul style="list-style-type: none"> <li>● Section title</li> <li>● Section description (optional)</li> <li>● Image</li> <li>● Date published</li> </ul> <p>This hero block will also display any quality translations that RECOFTC has added.</p> <p>Option to set image width to 60% or 50% of block.</p>
Table of contents	Automated based on chapter pages created
<i>Additional content blocks</i>	Specified at the top of this document, all available to be used on this page. These can be created, curating any content RECOFTC wants to promote, and arranged in any order. In the mockup, this is a logo set.

## Special report chapter

<b>Block name</b>	<b>Description</b>
Special report header	<p>Fixed at the top of the page. This will be adapted to the section that this page belongs in.</p> <p>In the CMS, editors will select what report is specified from a list of existing sections.</p> <p>Required field.</p>
Chapter title	Name of the chapter.
Chapter label	<p>(Drop down)</p> <p>Select what number or label (e.g. Annex) this chapter is. Also applies weighting so it appears in order.</p>
Image	Image for the page, which will be used in any automatic previews (required)
Introduction	First paragraph, appears next to the chapter navigation links
Chapter navigation links	Automatically display siblings (other chapters in the report)
<i>Content blocks</i>	Specified at the top of this document, all available to be used on this page. These can be created, curating any content RECOFTC want to promote, and arranged in any order.

At the bottom of these pages are buttons to navigate between Chapter sections, as well as share links.

## Special course

<b>Block name</b>	<b>Description</b>
Special course hero block	<p>Fixed at the top of the page.</p> <p>Position and background colour will be fixed. Editors cannot change this. In the CMS, website editors can set the:</p> <ul style="list-style-type: none"> <li>● Section title</li> <li>● Section description (optional)</li> </ul>

	<ul style="list-style-type: none"> <li>• Image</li> <li>• Date published</li> </ul> <p>This hero block will also display any quality translations that RECOFTC has added.</p> <p>Option to set image width to 60% or 50% of block.</p>
Upload full course file	Upload course materials as a .zip file (appears at the top and bottom of the page).
Upload course syllabus file	Upload course syllabus document (appears at the bottom of the page).
Table of contents	Automated based of the sections in this course
<i>Additional content blocks</i>	Specified at the top of this document, all available to be used on this page. These can be created, curating any content RECOFTC wants to promote, and arranged in any order. In the mockup, this is a logo set.

## Special course section

<b>Block name</b>	<b>Description</b>
Special course header	<p>Fixed at the top of the page. This will be adapted to the section that this page belongs in.</p> <p>In the CMS, editors will select what course is specified from a list of existing sections.</p> <p>Required field</p>
Course section title	Name of the section in the course.
Course section label	<p>(Drop down)</p> <p>Select what number or label (e.g. Annex) this section is. Also applies weighting so it appears in order.</p>
Image	Image for the page, which will be used in any automatic previews (optional)

Introduction	Optional introductory text that appears outside the module accordions
Section navigation links	Automatically display siblings (other chapters in the report)
Add a module	<p>This creates an accordion per module:</p> <ul style="list-style-type: none"> <li>• Module title</li> <li>• Module body text (includes embedding slides, etc)</li> <li>• Module files</li> </ul> <p>Order of which accordion is added is the order it appears in the page</p>

## Site elements

### Header

[Wireframe link](#)

Header items	Description
Main menu	<p>Menu items which links to pages in that section</p> <ul style="list-style-type: none"> <li>• Who we are (drop down)</li> <li>• What we do (drop down)</li> <li>• Focal countries (drop down)</li> <li>• Projects</li> <li>• Learning &amp; Resources (drop down)</li> </ul>
Utility menu	<p>Smaller menu items which links to pages in that section</p> <ul style="list-style-type: none"> <li>• Stories</li> <li>• Events</li> <li>• Latest updates</li> <li>• Get involved (drop down)</li> </ul>
Search	<p>A button that allows users to search the entire site. The listing page will display similar to other listing pages, with filters exposed to allow users to refine down their search results.</p>
Language switcher	<p>The opportunity for users to change the website to</p>



	their preferred language. This will change the entire site's language - not just specific pages.
--	--

## Footer

[Wireframe link](#)

Header items	Description
Column 1	<ul style="list-style-type: none"> <li>● RECOFTC logo and address</li> <li>● CC-BY statement</li> </ul>
Column 2+3	<p>Quick links to some key pages users may be looking for</p> <ul style="list-style-type: none"> <li>● About us</li> <li>● Careers at RECOFTC</li> <li>● Our partners</li> <li>● Our facilities</li> <li>● Contact us</li> <li>● Privacy and usage policy</li> <li>● Whistleblower policy</li> <li>● Terms of use</li> </ul>
Column 4	<p>Newsletter subscription component</p> <p>Social media links:</p> <ul style="list-style-type: none"> <li>● Facebook</li> <li>● Twitter/X</li> <li>● Instagram</li> <li>● LinkedIn</li> </ul>