NSW Department of Education

Catalogue guidelines

The catalogue template should only be used for *Product catalogues*, that is, pages that are to feature products such as equipment for schools that require prices.

To aggregate pages in a grid with filters please use only the Card Filter component. This will need to be requested from the Content Team.

As a content editor or approver, you must request a catalogue template from the web support team.

Once the catalogue is set up, you're free to add categories and pages as you need to.

Example of a catalogue page:

Catalogue page template

See this page in action on education.nsw. Go to the Standard devices for schools page.

Page features

Introduction

The introduction automatically appears at the top of the page. You're limited to 300 characters including spaces, and no HTML code.

Category list

- The category list on the left-hand side automatically populates based on the folders you've put your pages into.
- You must have at least two categories to use a catalogue pattern.
- You can put items into more than one category.

Catalogue listings

- The user can choose to arrange the catalogue listings by title or by price, if applicable.
- The user can toggle between grid view and list view as they wish.
- The user can find specific items using the keyword search.

Description

The page description text will automatically display. You're limited to 150 characters including spaces, and no HTML code.

Page guidelines

Do

- Keep link titles to no more than 60 characters including spaces.
- If you use images, make sure they are 730px x 411px pixels so they display properly on the catalogue index. See also image guidelines.
- Follow the content style guide for consistency.

Don't

- Don't use a lead paragraph on these pages. Instead, the text in your content container will automatically display at the top of the page in lead style.
- Don't include any child pages under a catalogue that don't belong to that catalogue.

How-to guides

Learn how to create and edit a catalogue page using our guide:

Adobe Experience Manager - catalogue page

Category:

Communication and engagement

Topics:

Governance

Business Unit:

Communication and Engagement

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