🏗️ Microsite Builder’s Companion

**An Everyday Guide to Developing Pages with the NHS Microsite Template**  *For contributors, editors, and page creators using the “Learning Information Hub” framework*

Table of Contents

[📌 1. What This Guide Is — and Isn’t 4](#_Toc205562648)

[💡 Who This Is For 4](#_Toc205562649)

[🧬 2. Microsite Anatomy: The Bits That Make It Work 5](#_Toc205562650)

[🧩 The Invisible Frame: HTML Structure Explained 5](#_Toc205562651)

[🔹 The Big Blocks 6](#_Toc205562652)

[📦 You’ll Mainly Be Editing... 6](#_Toc205562653)

[🛑 What Not to Touch (Unless You're Feeling Brave) 6](#_Toc205562654)

[🏗 Want to Add a New Page? 6](#_Toc205562655)

[✍️ 3. Editing Content Like a Pro 7](#_Toc205562656)

[🔤 Adding Text and Headings 7](#_Toc205562657)

[🔘 Adding Navigation Buttons 7](#_Toc205562658)

[🧙 Adding Pop-Up Buttons 7](#_Toc205562659)

[🖼 Embedding Responsive Images 8](#_Toc205562660)

[🪟 4. Using Modals for Pop-Up Info 9](#_Toc205562661)

[🛠 Modal Starter Snippet 9](#_Toc205562662)

[⚠️ 5. Alerts and Toggle Sections 10](#_Toc205562663)

[🚨 Adding Alerts for Important Messages 10](#_Toc205562664)

[🔽 Toggle Sections for Expandable Content 10](#_Toc205562665)

[📅 6. Mailto Buttons 11](#_Toc205562666)

[✨ 7. Styling Magic and Accessibility Tips 12](#_Toc205562667)

[🎨 Styling Without Chaos 12](#_Toc205562668)

[🔠 Typography Tips 12](#_Toc205562669)

[🦽 Accessibility Wins 12](#_Toc205562670)

[🧭 8. Navigation Explained 13](#_Toc205562671)

[🔹 Basic Page Links 13](#_Toc205562672)

[🔽 Dropdown Menus (Grouped Links) 13](#_Toc205562673)

[🧱 Submenus Inside Dropdowns 14](#_Toc205562674)

[🧠 Tips for Navigators 14](#_Toc205562675)

[🥖 Breadcrumb Trail Explained 15](#_Toc205562676)

[🔧 How to Add Breadcrumbs 15](#_Toc205562677)

[🧠 Tips for Updating Breadcrumbs 15](#_Toc205562678)

[📌 Breadcrumbs Real-World Example 15](#_Toc205562679)

[✨ Tab Navigation That Works and Wows 16](#_Toc205562680)

[🧭 Tab Basics 16](#_Toc205562681)

[🦽 Accessibility Wins 16](#_Toc205562682)

[🎠 9. Carousel with Captions 17](#_Toc205562683)

[🧩 What’s Included 17](#_Toc205562684)

[🛠 How to Implement 17](#_Toc205562685)

[🌈 Customisation Tips 18](#_Toc205562686)

[💡 10. How to Use the ESR Microsite Web Portlet 19](#_Toc205562687)

[🧩 What It Is 19](#_Toc205562688)

[🛠 What You'll See 19](#_Toc205562689)

[🌐 What Happens Behind the Scenes 19](#_Toc205562690)

[📎 Want to Customise It? 19](#_Toc205562691)

[🧪 Things to Watch Out For 19](#_Toc205562692)

[📦 11. Contributor Resources 21](#_Toc205562693)

[🧰 Core Tools & Templates 21](#_Toc205562694)

[🎨 Style & Layout Support 21](#_Toc205562695)

[🛠 Technical Snippets 21](#_Toc205562696)

[🧩 Contributor FAQ Starter Kit 22](#_Toc205562697)

[❓ Why doesn’t my modal open? 22](#_Toc205562698)

[❓ How do I add a new tab? 22](#_Toc205562699)

[❓ My toggle section doesn't show up — why? 22](#_Toc205562700)

[❓ Why doesn’t my carousel slide or show captions? 22](#_Toc205562701)

[❓ How do I link a button to another page? 23](#_Toc205562702)

[❓ Why does my image look broken? 23](#_Toc205562703)

[❓ How do I make content collapsible? 23](#_Toc205562704)

[❓ Why doesn’t my alert banner close? 23](#_Toc205562705)

[❓ How do I create a button that emails someone? 23](#_Toc205562706)

[❓ How do I center text or images? 23](#_Toc205562707)

[⚠️ Common Pitfalls & How to Dodge Them 24](#_Toc205562708)

[🚫 Duplicate IDs & Conflicting References 24](#_Toc205562709)

[🧩 Bootstrap Confusion 24](#_Toc205562710)

[📵 Missing or Broken Links 24](#_Toc205562711)

[🖼️ Image Bloat or Misalignment 24](#_Toc205562712)

[🧵 Fragmented Styling 24](#_Toc205562713)

[🔍 Accessibility Oversights 24](#_Toc205562714)

[🧑‍🤝‍🧑 Contributor Support 25](#_Toc205562715)

[📞 ESR Communications and Engagement Team 25](#_Toc205562716)

# 📌 1. What This Guide Is — and Isn’t

This document is designed to help you confidently **create, edit, and maintain microsite pages** using the provided template. Whether you're building a training resource, a wellbeing toolkit, a project update space, or a celebration hub — the layout is versatile enough to support many NHS purposes.

What you’ll get help with:

* 🛠️ Adding and editing page content (using structured HTML components)
* 🔘 Using buttons, pop-ups, modals, and responsive features
* 🧠 Understanding page structure and navigation
* 🎨 Making the most of built-in features like dark mode and NHS themes
* 🚫 Working **without touching CSS or JavaScript** — no code headaches here!

What this guide won’t cover:

* 🧪 Custom styling or layout changes in CSS
* 🧩 Advanced scripting or JavaScript tweaks

If you're curious about experimenting with those elements, go wild — just know that support may involve a raised eyebrow and a friendly “good luck with that!”

## 💡 Who This Is For

This guide is for:

* 🧵 Beginners just starting with HTML
* 🎓 Managers or admin staff contributing content
* 💬 NHS team members using the microsite for communication, training, or staff support
* 🧭 Anyone who wants a tidy, functional microsite without diving into technical code

# 🧬 2. Microsite Anatomy: The Bits That Make It Work

Don’t worry — this isn’t a biology lesson. But understanding the “bones” of your microsite will help you edit with confidence and avoid breaking anything important. Think of the template as a LEGO set: you’re working with pre-built blocks, not raw plastic.

## 🧩 The Invisible Frame: HTML Structure Explained

Before you dive into editing content, it helps to know what’s holding everything together. Your microsite is built using standard HTML — the skeleton of every web page. Most of these parts are invisible to users but essential for layout, styling, and functionality.

Here’s a quick tour of the key sections:

|  |  |  |
| --- | --- | --- |
| **🧱 Tag** | **📝 What It Does** | **🔒 Should You Edit It?** |
| <html> | The root of the document — wraps everything | ❌ Nope, leave it alone |
| <head> | Contains metadata, stylesheets, scripts, and the page title | ⚠️ Only update the <title> if needed |
| <body> | Holds everything visible on the page — your content lives here | ✅ Yes, this is where you’ll work |
| <footer> | Optional bottom section for credits or links | ✅ You can edit this if it’s included |

🔖 **The**<title>**tag** (inside <head>) is the only part you might touch — it sets the name that appears in the browser tab. For example:

html

<title>Statutory Training Microsite</title>

💡 Everything else in the <head> — like stylesheets, scripts, and theme settings — is already set up and working behind the scenes. No need to poke around unless you’re doing advanced development.

🛠 **TL;DR:** You’ll be editing content inside the <body> — mostly inside .page blocks. The rest is scaffolding. Think of it like a stage: you’re designing the set and writing the dialogue, but the lighting rig and curtain rails are already installed.

## 🔹 The Big Blocks

Here are the key structural pieces you’ll be editing:

|  |  |  |
| --- | --- | --- |
| 🧱 Component | 📝 What It Does | 🔍 Example or Tip |
| Page Div (.page) | Contains the content for each section of the site | <div id="faqs" class="page"> |
| Navigation Links | Buttons users click to switch pages | onclick="showPage('faqs')" |
| Bootstrap Buttons | Pre-styled buttons with consistent NHS branding | Add with class="btn btn-primary" |
| Gradient Title Bar | Sidebar titles with NHS colours and flair | Appears on the left of each page section |

## 📦 You’ll Mainly Be Editing...

* Page content inside .page blocks (text, headings, lists)
* Navigation buttons in the navbar or inside each page
* Optional extras like tabs, alert banners, image embeds, modals and toggle sections

💡 **You won’t be touching CSS or JavaScript** — the style and behaviour are baked in. You're just decorating the cupcakes, not inventing the oven.

## 🛑 What Not to Touch (Unless You're Feeling Brave)

* Everything in the <head> section — it powers the layout and style
* The main script functions like showPage() or toggleSection() — they’re fully cooked and ready to serve
* Font scaling, dark mode, and themes — users control these via the toolbar; no need to tweak

## 🏗 Want to Add a New Page?

Just copy this basic block into the HTML file:

<div id="newpage" class="page">

<div class="container">

<div class="row">

<div class="col-md-4 gradient-col d-flex align-items-center justify-content-center">

<h3 class="gradient-text">New Page Title</h3>

</div>

<div class="col-md-8">

<h4>Welcome to the New Page</h4>

<p>This is where your main content lives.</p>

</div>

</div>

</div>

</div>

Then link to it like this:

<button class="btn btn-primary w-100 mb-2" onclick="showPage('newpage')">Go to New Page</button>

# ✍️ 3. Editing Content Like a Pro

Adding Text, Buttons, Images, and Helpful Extras

You’ve landed inside a page container. The layout’s already there. Now it’s time to fill it with glorious content — text, links, embedded guides, and optional flair. And guess what? You don’t need fancy software or dev skills. Just a text editor and your magical brain.

## 🔤 Adding Text and Headings

Inside your page’s <div class="col-md-8"> area, you’ll be writing paragraphs like this:

<h4>Your Heading Here</h4>

<p>This is a standard paragraph. You can add descriptions, instructions, or resource explanations here.</p>

<ul>

<li>Or make lists for steps or items</li>

<li>Keep them tidy — use `<li>` inside `<ul>`</li>

</ul>

✅ Use <h4> or <h5> for subheadings ✅ Use <strong> to make important words bold ✅ Avoid copy-pasting from Word — it brings gremlins

## 🔘 Adding Navigation Buttons

To send users from one page to another, use:

<button class="btn btn-primary w-100 mb-2" onclick="showPage('pageID')">Go to That Page</button>

* Replace 'pageID' with the ID of your destination page
* Change the button label to reflect the purpose clearly
* Use the “New Page Button” snippet if you’re feeling fancy

## 🧙 Adding Pop-Up Buttons

To open external links in a new tab:

<a class=" btn btn-primary w-100 mb-2" href="#" onclick="openPopup('https://example.com')">Visit External Site</a>

Perfect for directing users to NHS resources, guides, or video portals.

## 🖼 Embedding Responsive Images

To add a friendly image that scales properly:

<div class="text-center">

<img src="yourimage.jpg" alt="Description" class="img-fluid rounded shadow-sm">

<small class="d-block mt-2 text-muted">Optional caption or credit</small>

</div>

* Use .img-fluid to keep it responsive
* Include descriptive alt text for accessibility
* Add a caption if it helps users understand the image

# 🪟 4. Using Modals for Pop-Up Info

Perfect for FAQs, explainers, or sneaky surprise facts

Sometimes you don’t want content to sprawl across the page like a Victorian novel. That’s where modals come in — expandable windows that appear when users click a button. Great for bite-sized guides, contact details, or anything you’d rather keep tucked away until needed.

## 🛠 Modal Starter Snippet

Here’s a reusable structure:

<!-- Button -->

<button class="btn btn-primary w-100 text-start mb-2" data-bs-toggle="modal" data-bs-target="#exampleModal">Open Pop-Up</button>

<!-- Modal Window -->

<div class="modal fade" id="exampleModal" tabindex="-1" aria-labelledby="exampleModalLabel" aria-hidden="true">

<div class="modal-dialog modal-xl modal-dialog-centered">

<div class="modal-content">

<div class="modal-header btn btn-primary d-flex justify-content-between align-items-center">

<h5 class="modal-title mb-0" id="exampleModalLabel">Helpful Info Title</h5>

<button type="button" class="btn-close btn-close-white" data-bs-dismiss="modal" aria-label="Close"></button>

</div>

<div class="modal-body">

<p>This area is perfect for detailed instructions, FAQs, or contact details.</p>

<ul>

<li>You can add lists</li>

<li>Include links and images too</li>

</ul>

</div>

</div>

</div>

</div>

🧩 Replace:

* exampleModal with a unique ID (so multiple modals don’t clash)
* Helpful Info Title with your content header
* Body content with your expandable message

✅ Modals support formatted text, images, links, and even embedded videos ✅ Keep it concise and focused — modals aren’t novels ✅ Use modal-dialog-scrollable if the content is a bit long

# ⚠️ 5. Alerts and Toggle Sections

Draw attention or tuck info away with style

## 🚨 Adding Alerts for Important Messages

Use alerts to grab attention with urgency or emphasis. Great for deadlines, reminders, or anything you want users to *see first*.

<div class="alert alert-warning" role="alert">

<strong>Important:</strong> Please submit your responses by Friday!

</div>

Swap alert-warning for:

|  |  |  |
| --- | --- | --- |
| Class | Colour | Usage |
| alert-primary | Blue | General notices |
| alert-success | Green | Confirmations or good news |
| alert-warning | Yellow | Caution, deadlines |
| alert-danger | Red | Errors, critical alerts |

✅ Keep alert messages short and clear ✅ You can embed links or bold key phrases ✅ Consider icons or emojis to enhance visibility

## 🔽 Toggle Sections for Expandable Content

If you want info to stay hidden until clicked — use a toggle. Great for FAQs, instructions, or optional deep dives.

<!-- Button -->

<button class="btn btn-primary w-100 text-start mb-2" data-bs-toggle="collapse" data-bs-target="#hiddenContent" aria-expanded="false" aria-controls="hiddenContent">

Show More Info

</button>

<!-- Collapsible Section -->

<div id="hiddenContent" class="collapse">

<p>This section is revealed when users click the button.</p>

<ul>

<li>Useful for long text</li>

<li>Organise with bullet points</li>

</ul>

</div>

👁 Tips:

* Give your toggle sections meaningful IDs like "faqPayment" or "extraResources"
* Keep the button label intuitive: “Show Details” vs “Hide Details”
* You can style the revealed content with cards or background colour for extra flair

# 📅 6. Mailto Buttons

Effortless contact links made beautiful

📬 Mailto Buttons

Let users send emails instantly — perfect for feedback, questions, or RSVP links.

<a class="btn btn-primary w-100 mb-2" href="mailto:name@example.com?subject=Event%20RSVP">Email the Team</a>

* Change name@example.com to your team’s contact
* Customise the subject line (spaces become %20)
* Optionally pre-fill body content too: &body=Hi%20there,%20I'm%20interested...

✅ Works across most devices ✅ Instant communication with one click ✅ Friendly and accessible

# ✨ 7. Styling Magic and Accessibility Tips

Design with intention — make it look great, feel easy, and work for everyone

## 🎨 Styling Without Chaos

Use Bootstrap’s built-in classes and layout tools for effortless polish — no extra CSS required.

🔹 Background Highlights

<div class="theme-box p-3 rounded">

<p>This section has a gentle background and soft edges.</p>

</div>

✅ Add rounded for soft edges ✅ Use padding p-3 or p-4 for comfortable spacing

## 🔠 Typography Tips

Keep headings consistent and text readable.

<h4 class="fw-bold theme-heading">Section Heading</h4>

<p class="theme-muted">Optional descriptive text goes here.</p>

* fw-bold = bold font
* theme-muted = soft text
* theme-heading = themed text colours

## 🦽 Accessibility Wins

Making your microsite friendly to all users isn’t just thoughtful — it’s best practice.

**✅ Tips to Boost Accessibility**

* Always use descriptive alt="" text for images
* Ensure buttons and links are clearly labeled
* Avoid relying on colour alone to convey meaning
* Use high-contrast colours for text over backgrounds
* Keep interactive elements large enough to tap on mobile
* Use heading tags in logical order (h2, h3, etc.)

💬 Example Accessible Button

<button class="btn btn-primary w-100 mb-2" aria-label="Open sustainability resources modal">Open Resources</button>

# 🧭 8. Navigation Explained

**Your guide to setting up page links, dropdowns, submenus and breadcrumbs**

The navigation bar is the strip across the top of your microsite that helps users move between sections. You won’t need to code anything fancy — just copy and tweak a few lines. Here's how it works:

## 🔹 Basic Page Links

Each microsite section is identified by an id, like home, faqs, or SUP. To create a button that opens that section:

<li class="nav-item">

<a class="nav-link" onclick="showPage('home')">Home</a>

</li>

**To add your own page:**

Make sure your page is wrapped in <div id="yourpage" class="page">

Add a line like:

<li class="nav-item">

<a class="nav-link" onclick="showPage('yourpage')">Your Page Title</a>

</li>

✅ Use clear, user-friendly titles ✅ Page IDs must match exactly

## 🔽 Dropdown Menus (Grouped Links)

If you want to group pages under a shared menu like "Catalogue", use this structure:

<li class="nav-item dropdown">

<a class="nav-link dropdown-toggle" href="#" data-bs-toggle="dropdown" onclick="showPage('groupID')">Group Title</a>

<ul class="dropdown-menu">

<li><a class="dropdown-item" onclick="showPage('page1')">First Page</a></li>

<li><a class="dropdown-item" onclick="showPage('page2')">Second Page</a></li>

</ul>

</li>

This helps keep things tidy when you’ve got lots of related content.

## 🧱 Submenus Inside Dropdowns

For even more structure, you can nest links into submenus:

<li class="dropdown-submenu">

<a class="dropdown-item submenu-toggle" href="#" onclick="showPage('submenuPage')">Submenu Title</a>

<ul class="dropdown-menu">

<li><a class="dropdown-item" onclick="showPage('subPage1')">Subpage One</a></li>

<li><a class="dropdown-item" onclick="showPage('subPage2')">Subpage Two</a></li>

</ul>

</li>

📣 Be sure each page in a submenu still has its own <div id="..."> section in the template.

## 🧠 Tips for Navigators

* Don’t duplicate IDs — every showPage('ID') must match a unique section
* Dropdowns make the site easier to use on mobile or when content grows
* Test new links by clicking them and confirming the page opens as expected
* Keep section labels short, clear, and friendly for all users

## 🥖 Breadcrumb Trail Explained

**Helping users understand where they are — and how to get back**

Breadcrumbs appear near the top of each page and offer a trail of links that show your current location within the microsite. They look like this:

Home > Catalogue > Statutory Training

Clicking any earlier item takes you back to that section. They’re simple to use and very helpful — especially in multi-level content like training catalogues or nested guides.

## 🔧 How to Add Breadcrumbs

Place this inside each page block, right below the opening <div id="pageID" class="page"> line:

<nav aria-label="breadcrumb">

<ol class="breadcrumb">

<li class="breadcrumb-item"><a onclick="showPage('home')">Home</a></li>

<li class="breadcrumb-item"><a onclick="showPage('CC')">Catalogue</a></li>

<li class="breadcrumb-item active" aria-current="page">Statutory Training</li>

</ol>

</nav>

## 🧠 Tips for Updating Breadcrumbs

* 🔹 Each <li> represents one step in the navigation path
* 🔹 Use onclick="showPage('pageID')" to link backwards
* 🔹 Mark the current page with class="breadcrumb-item active" and aria-current="page" — this one doesn’t need a link
* 🔹 Keep labels short and clear for readability

## 📌 Breadcrumbs Real-World Example

Let’s say you’re editing the **Basic Life Support** training page under the **Catalogue > Statutory & Mandatory Training** section:

<nav aria-label="breadcrumb">

<ol class="breadcrumb">

<li class="breadcrumb-item"><a onclick="showPage('home')">Home</a></li>

<li class="breadcrumb-item"><a onclick="showPage('CC')">Catalogue</a></li>

<li class="breadcrumb-item"><a onclick="showPage('SaMT')">Statutory Training</a></li>

<li class="breadcrumb-item active" aria-current="page">Basic Life Support</li>

</ol>

</nav>

✅ You’re done — no extra styling required. Breadcrumbs inherit NHS theme styling automatically.

**✨** Tab Navigation That Works and Wows

Make switching content feel seamless, stylish, and accessible to all.

### 🧭 Tab Basics

Use Bootstrap’s nav-tabs and tab-content classes to create intuitive, responsive tabbed interfaces.

<ul class="nav nav-tabs" role="tablist">

<li class="nav-item" role="presentation">

<button class="nav-link active" data-bs-toggle="tab" data-bs-target="#tab1" type="button" role="tab" aria-controls="tab1" aria-selected="true">Overview</button>

</li>

<li class="nav-item" role="presentation">

<button class="nav-link" data-bs-toggle="tab" data-bs-target="#tab2" type="button" role="tab" aria-controls="tab2" aria-selected="false">Details</button>

</li>

</ul>

<div class="tab-content">

<div class="tab-pane fade show active" id="tab1" role="tabpanel">Overview content here.</div>

<div class="tab-pane fade" id="tab2" role="tabpanel">Details content here.</div>

</div>

✅ Use role="tablist" and aria-controls for screen reader clarity ✅ fade and show active classes create smooth transitions

### 🦽 Accessibility Wins

Tabs should be easy to navigate with keyboard, screen reader, or touch.

✅ Tips to Boost Accessibility • Use aria-selected, aria-controls, and role="tab" correctly • Ensure tab labels are descriptive and unique • Don’t rely on colour alone — use icons or text cues • Make tab buttons large enough to tap on mobile • Ensure focus states are visible and intuitive

💬 Example Accessible Tab Button

<button class="nav-link" aria-label="View sustainability overview tab">Sustainability</button>

# 🎠 9. Carousel with Captions

**An interactive image slider with accessibility and NHS-styled polish**

## 🧩 What’s Included

* 🔘 Slide indicators to jump between slides
* 🖼 Image slides with heading and text overlays
* 🎮 Previous/Next controls for manual navigation
* 🎗 Accessibility tags (aria-labels and alt text)

## 🛠 How to Implement

Paste this just beneath your <div id="pageID" class="page"> and update all CID placeholders to a unique carousel ID, like heroCarousel1.

<div id="CID" class="carousel slide" data-bs-ride="carousel">

<!-- Indicators -->

<div class="carousel-indicators">

<button type="button" data-bs-target="#CID" data-bs-slide-to="0" class="active" aria-current="true" aria-label="Slide 1"></button>

<button type="button" data-bs-target="#CID" data-bs-slide-to="1" aria-label="Slide 2"></button>

<button type="button" data-bs-target="#CID" data-bs-slide-to="2" aria-label="Slide 3"></button>

<!-- Add more buttons if needed -->

</div>

<!-- Slides -->

<div class="carousel-inner">

<div class="carousel-item active">

<img src="IMG1.jpg" class="d-block w-100" alt="Description of Slide 1">

<div class="carousel-caption d-none d-md-block">

<h5>Slide 1 Heading</h5>

<p>Brief explanation or label</p>

</div>

</div>

<div class="carousel-item">

<img src="IMG2.jpg" class="d-block w-100" alt="Description of Slide 2">

<div class="carousel-caption d-none d-md-block">

<h5>Slide 2 Heading</h5>

<p>Brief explanation or label</p>

</div>

</div>

<div class="carousel-item">

<img src="IMG3.jpg" class="d-block w-100" alt="Description of Slide 3">

<div class="carousel-caption d-none d-md-block">

<h5>Slide 3 Heading</h5>

<p>Brief explanation or label</p>

</div>

</div>

<!-- Add more .carousel-item blocks as needed -->

</div>

<!-- Controls -->

<button class="carousel-control-prev" type="button" data-bs-target="#CID" data-bs-slide="prev">

<span class="carousel-control-prev-icon" aria-hidden="true"></span>

<span class="visually-hidden">Previous</span>

</button>

<button class="carousel-control-next" type="button" data-bs-target="#CID" data-bs-slide="next">

<span class="carousel-control-next-icon" aria-hidden="true"></span>

<span class="visually-hidden">Next</span>

</button>

</div>

## 🌈 Customisation Tips

🎨 Match each image and overlay to your microsite’s theme (training, history, wellbeing, etc.)

* 🧑‍🦯 Always include descriptive alt text for screen readers
* ⚙️ You can add .carousel-fade after carousel slide for a smoother transition

# 💡 10. How to Use the ESR Microsite Web Portlet

Ready to launch your microsite from ESR? This handy web portlet lets you do just that — in just one click!

## 🧩 What It Is

This portlet is a small embed box that links to a microsite hosted externally (like CodePen). When clicked, it opens the site in a full-screen pop-up window, so you can explore resources without navigating away from ESR.

## 🛠 What You'll See

* A **banner image** or preview area (like “Learning and Development Hub”)
* A **blue action button** that says “Click for more information”
* When clicked, both elements open the full site in a new pop-up window

## 🌐 What Happens Behind the Scenes

The code uses a function called openPopup() that:

* Grabs your screen size automatically
* Opens the microsite in a new browser window
* Keeps scrollbars and resizing enabled for better accessibility

## 📎 Want to Customise It?

You can swap out:

* The banner image (just update the src URL)
* The destination microsite link (inside openPopup('...'))
* The button text ("Click for more information") — try “Explore the Hub” or “Start Here”

## 🧪 Things to Watch Out For

* Pop-up blockers may need to be disabled for ESR to open the window smoothly
* Always test your link after publishing to confirm it loads correctly
* Avoid editing the JavaScript function unless you're confident with window specs

<div>

<style>

.whitelink {

color: white;

}

.grid-container {

display: grid;

grid-template-columns: repeat(auto-fit, minmax(100px, 1fr));

gap: 1rem;

}

.grid-item {

background-color: white;

color: black;

padding: 2px;

}

</style>

<div class="grid-container">

<!-- Portlet -->

<div class="grid-item">

<img src="https://assets.codepen.io/8889025/LEA\_Banner3.png" alt="Learning and Development Hub" / onclick="openPopup('https://codepen.io/ESR\_IAs/live/ogjYqwM/1f34c3eef275acca3774b170bf95dc75');">

<a href="#" class="btn btn-primary btn-block" role="button" onclick="openPopup('https://codepen.io/ESR\_IAs/live/ogjYqwM/1f34c3eef275acca3774b170bf95dc75');">Click for more information</a>

</div>

</div>

<script>

// Function to open a new pop-up window with a specified URL

function openPopup(url) {

const screenWidth = window.screen.availWidth;

const screenHeight = window.screen.availHeight;

window.open(

url,

"Learning Information Hub", // This is the internal window name, used if you want to re-use it

`width=${screenWidth},height=${screenHeight},top=0,left=0,scrollbars=yes,resizable=yes`

);

}

</script>

</div>

# 📦 11. Contributor Resources

Everything you need to launch and manage your ESR microsite with confidence — no tech panic required!

## 🧰 Core Tools & Templates

* **Microsite Template** Start with our ready-made foundation. Fully responsive, includes grid layout and Bootstrap-ready sections. [Link](https://codepen.io/ESR_IAs/pen/OPymMjJ/bb9a57535bbb70249ec2ece3db343900)
* **ESR Portlet Setup Guide (Scribe)** Step-by-step walkthrough on how to embed your microsite in ESR using the web portlet method. [Link](https://scribehow.com/shared/KpQqGTY2Qhq4a0i0eEPW_Q)
* **Portlet Embed Snippet** A copy-paste HTML block to launch external content with a banner, button, and full-screen pop-up. [Link](https://codepen.io/ESR_IAs/pen/OPymMjJ/bb9a57535bbb70249ec2ece3db343900)

## 🎨 Style & Layout Support

* **Style Reference Preview** See how NHS Blue, Calm Grey, and alternate modes display in real microsites. [Link](https://nhs-esr-ias.github.io/Microsite-Showcase/)
* **Image Assets** Free site that can help with NHS logos, placeholder headers, icons, and sample photos to fast-track visual polish. [Link](https://pixabay.com/)

## 🛠 Technical Snippets

* **Snippet Pack** Includes modals, toggles, alert banners, tabs and more — all tested and contributor-safe. [Link](https://github.com/NHS-ESR-IAs/Resources/raw/refs/heads/main/Microsite%20Code%20Snippets.zip)

## 🧩 Contributor FAQ Starter Kit

**Quick fixes for common microsite mysteries**

### ❓ Why doesn’t my modal open?

**Likely issue:** The modal ID in your button doesn’t match the modal itself.

**Quick fix:**

* Check that data-bs-target="#exampleModal" matches id="exampleModal" in the modal div
* Don’t forget to update both the button AND the modal’s aria-labelledby="exampleModalLabel" to the same ID name

### ❓ How do I add a new tab?

**Quick fix:**

1. Each tab group needs a **unique group ID**, like tabNav01
2. Each tab **button** needs a matching id, and must point to a tab-pane via data-bs-target="#tabPane01a"
3. Each **content pane** must use id="tabPane01a" and reference its matching button via aria-labelledby="tabBtn01a"

✅ Use the tabs snippet for structure ✅ Don’t duplicate tab IDs in different sections

### ❓ My toggle section doesn't show up — why?

**Quick fix:**

* Check that your button uses onclick="toggleSection('myID')"
* Confirm the target content uses id="myID"
* Make sure the content starts with style="display:none;" or class="d-none" if you're using Bootstrap visibility classes

### ❓ Why doesn’t my carousel slide or show captions?

**Quick fix:**

* Double-check that the carousel ID is consistent in:
  + id="carouselXYZ"
  + Each data-bs-target="#carouselXYZ" inside indicators and controls
* Ensure there’s at least **one**.carousel-item active to start
* Make sure captions are wrapped in:

<div class="carousel-caption d-none d-md-block">

### ❓ How do I link a button to another page?

**Quick fix:** Use:

<button class="btn btn-primary" onclick="showPage('targetID')">Go</button>

* Replace 'targetID' with the id of the page div, like home, faqs, or NSaMT1

### ❓ Why does my image look broken?

**Quick fix:**

* Check your image link (src="...") is valid and hosted externally or uploaded properly
* Make sure you include alt="Descriptive text"
* Use the responsive image embed:

<img src="yourimage.jpg" class="img-fluid rounded shadow-sm" alt="Alt text">

### ❓ How do I make content collapsible?

**Quick fix:** Use a button like:

<button onclick="toggleSection('myID')">Show/Hide</button>

<div id="myID" style="display:none;">Your content here</div>

### ❓ Why doesn’t my alert banner close?

**Quick fix:**

* Make sure the alert includes:

<button type="button" class="btn-close" data-bs-dismiss="alert" aria-label="Close"></button>

### ❓ How do I create a button that emails someone?

**Quick fix:** Use a link like:

<a href="mailto:someone@example.com" class="btn btn-outline-primary">Email Us</a>

### ❓ How do I center text or images?

**Quick fix:**

* For text: add class="text-center" to the parent container
* For images: use class="mx-auto d-block" on the image

# ⚠️ Common Pitfalls & How to Dodge Them

Even seasoned contributors run into snags — here’s how to stay ahead:

## 🚫 Duplicate IDs & Conflicting References

* Reusing the same modal, tab, or toggle ID can break functionality.
* **Tip:** Prefix your IDs with the section name or contributor initials (e.g., emustationModal1\_BD).

## 🧩 Bootstrap Confusion

* Mixing tabs and accordions without clear nesting breaks layout flow.
* **Tip:** Always test interaction — one rogue <div> can scramble your display.

## 📵 Missing or Broken Links

* External links that lack target="\_blank" may trap users in pop-ups.
* **Tip:** Triple-check URLs and use descriptive labels (e.g., "View NHS Guide on Energy Efficiency").

## 🖼️ Image Bloat or Misalignment

* Unoptimized or oversized images distort layouts, especially on mobile.
* **Tip:** Use responsive embed snippets and compress PNGs before uploading.

## 🧵 Fragmented Styling

* Mixing inline styles with Bootstrap classes leads to styling conflicts.
* **Tip:** Stick with class-based styling and keep inline tweaks minimal and documented.

## 🔍 Accessibility Oversights

* Low contrast, missing alt tags, or poor heading structure exclude users.
* **Tip:** Use semantic HTML and test with screen readers or accessibility checkers.

# 🧑‍🤝‍🧑 Contributor Support

Whether you're refining a snippet, sharing a new idea, or need a bit of troubleshooting, you're never alone — here’s where to find help:

## 📞 ESR Communications and Engagement Team

Your go-to team for guidance, updates, and support:

* 🧭 **Role:** Provide support and guidance with ESR functionality
* 🔗 **Link:** [About the Communications Team](https://my.esr.nhs.uk/dashboard/web/esrweb/about-communications-team)
* 📨 **Contact:** Reach out via email to your regional team for tailored advice