USING

DRUPAL

Hampshire College Website Editors Guide 2014

https://drupal.hampshire.edu
HOW TO GET HELP

Your best bet is ALWAYS going to be to email drupal@hampshire.edu.

You can also get in touch with us individually, here’s who to contact for what:

- Amy Diehl, adiehl@hampshire.edu - Style, content, images, navigation.
- Sarah Ryder, sryder@hampshire.edu - Technical questions, permissions issues, technical errors.
- Asha Kinney, akinney@hampshire.edu - Training for new users or refreshers for existing ones!

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Go to drupal.hampshire.edu and click log in.

- For testing/training please use drupaltest.hampshire.edu
- Any browser should be fine.

Log in with your Hampshire username and password.

You’ll come back to what looks like the Hampshire website, but you’ll notice you have a toolbar with menus at the top.

- If you don’t see the toolbar, email drupal@hampshire.edu.
EDITING AN EXISTING PAGE

Click around the site until you get to the page you want to edit.

• You’ll only have access to edit certain parts of the website. If you’re on the page you want to edit and don’t see the options highlighted here, email drupal@hampshire.edu.

When you get to the page you want to make changes to, click the New Draft tab.

This takes us to the editing screen.
You can change the title, or pick a different header image.

• Header images are maintained by the Communications Office. You can use any existing header image in the system, but if you have an image you’d like turned into a header image please email drupal@hampshire.edu.

The text editing section is next (see our separate section on The Text Editor and Linking from Text).

Below the Text Editor is the Section Menu.

• If this is an existing page, it will probably have a section assigned already. Pages in Drupal aren’t forced to be children of other pages, but they DO have to have a section assigned.
• Assigning the section is going to affect what color the navigation area is and what other links appear there. It also affects what the URL is, so a page in the IT section will be “www.hampshire.edu/it/yourpagename”.
• If your pages live in a department or program that is perhaps under the umbrella of another department or division, and you don’t see your specific program here as a section, email drupal@hampshire.edu. If you’re fine with your page just living in the section of your umbrella department then that is totally fine too.
Lastly, you can add in an existing "Contact Us" Section.

- On this screen you can only add in an existing Contact Us Section.
- Just type a little bit of what you think the Title of that contact section will be. You’ll see options pop up below.
- Double check the preview of your Contact Us Section and make sure everything is up to date. If you need to add or change a contact section, see the section in this guide about Contact Us sections.

All set with your updates? Click Save at the bottom.
THE TEXT EDITOR

Make your updates in the Text Editor box.

- You can go ahead and type in this box, or edit whatever you need to.
- If you’re pasting in text from word or another website, PLEASE use the paste as plain text button in the toolbar. Otherwise, you will likely bring in formatting that will make your text look out-of-whack.
- Tip: you can drag the bottom right corner of this box to make it bigger.
- Tip: for a single-spaced line break, hold down the shift key and hit return.
- Note that spell-check works!
- Email addresses will be automatically turned into "mail to" links.

New or Special Editor Buttons

1. Block quote- you can ignore unless the communications office tells you to use it.
2. Insert horizontal line
3. Paste as plain text- use this whenever pasting in text from elsewhere!
4. Remove formatting (highlight text, then click this)
5. Special characters- useful if you need an accent mark, etc.

Format Menu for Text Styles

1. If you have different sections on your page, please give each one a heading and set it to the "Heading 2" style. If you have sub-headings within a section, you can use "Heading 3". We encourage everyone to do this instead of just making text bold.
2. This is a huge thing we can do to make our website accessible to people with disabilities.
3. This also helps your page show up in search engines - they rate words set as headings as more relevant.
LINKING FROM TEXT

If you want to add a link to another webpage, you can make a word into a link. Please don’t paste an entire URL into the text section.

Email addresses will be automatically transformed into "mail to" links.

LINK TO A WEB PAGE OR URL

Select the words you want to link, then click the link button.

Paste or type in the URL you want to send them to, then click OK.

- You can do this both for external sites as well as Hampshire Drupal pages- it doesn’t matter!

Ignore these other tabs and we ask that you please leave the "Target" options as-is.
LINK TO A FILE

Start the same way by selecting your words and clicking the link button.

Click Browse Server.

Choose your proper folder on the left, navigate into the Files folder within it, click upload.

- The folder name will be the same as what you used in Reddot.
Find your file on your computer and upload.

- You can ignore the "Create Thumbnails" checkbox.

Find the file in the list and click on it once.

Click "Insert File".

Click “OK”.

Proceed with instructions in "Editing an Existing Page" section.
ADDING A RIGHT SIDEBAR

The right sidebars are good for adding spotlight information, such as “Did you know?”, fast facts, and short lists of related links or PDFs.

Go to the page you want to add a sidebar to.

Click "New Draft" or "Edit Draft".

Scroll down and click "Next page".
Give the right sidebar a Title.

- The title should be short and to the point. If you forget the title the sidebar will not show up!

Optional: add an image.

- You can choose an existing image, or add one of your own.
- Be aware that the image needs to be of horizontal orientation.
- If it’s not, it will likely be removed or fixed.
- You must have the photographic rights to any image you use, so please don’t take images off of the web - it creates a copyright violation that could cause trouble for the college.

**To Upload a New Image**

Click "Choose file", find your image, then click "Upload".
Click Next...

Enter Alternative Text and Title Text.

Check "Image-Right-Sidebar".
Click Save.

TO USE AN EXISTING PICTURE

Click the "Right Sidebar Images" tab.

• Look through and choose an image.
• Note there are multiple pages to look through, page controls are at the bottom.

Click once on the picture you want and click "Submit".
Add in your text content.

- The linking and everything will work the same as on the main page.
- Tip: for a single-spaced line break hold down the shift key and hit return.
- You want this section to be short. One to two sentences- it shouldn’t stretch longer than the main text area.
- Be aware that while you’re welcome to create these sections, our communications office may tweak them a little bit just to get everything looking consistent and clean.

Scroll down to the bottom and hit "Save".

- You can add multiple sidebars if you wish, but make sure you have enough text on the LEFT-hand side of the page to make everything even.

Click "Apply" to submit the page to workflow.
SUBMITTING TO WORKFLOW, OR, PUBLISHING YOUR PAGE

All set with your updates? Click Save on the Editing Screen (if you haven't already).

You'll see what your page will look like.

Select "Needs Review" and click "Apply".

• This will submit the page to workflow.
• The page will go to the web editor for a quick review of style, grammar, and spelling. When they’re done your page will publish within a few hours. If you’re not seeing your changes, or if you need something published right away, email drupal@hampshire.edu.
A NOTE ABOUT PAGE VERSIONS AND DRAFTS:

- Draft is the word we use if changes have been made to a page but they haven’t been published out yet.
- For example- if I need to make updates to this page, I’ll go in, click new draft, make my changes, and click save.
- This creates a new draft, since the version in Drupal is now different than what is published on the website.
- If I then realize I need to change something else, I can still go back in- but I’ll see an “Edit draft” tab instead of “New Draft”.
- I don’t need to pull the page back out of workflow, or wait for it to be reviewed, to make more changes.
- I can also have my co-worker go in and check or add their updates to the draft, or vice versa.
- That’s what this wording is about Current Draft- if it says yes, the version you see when you click “edit” in Drupal is what’s currently published out. If it’s not, you or someone else has recently edited the page and you’ll be working on their revised version.
Reverting a Page to a Previous Version (Or, What to Do If You Totally Mess Up a Page)

Click the Moderate Tab

Find a version that you'd like to revert back to.

- You'll see a row for every time you've saved a draft, so you can see all the different revisions this page has had.
- Find one that was saved before the page got goofed up, and click revert.
CREATE A NEW PAGE

This is how to get started on creating a brand new page. A brand new page will simply float, unattached to anything, in the Drupal ether.

Once it's created, you'll want to link TO it from another existing page.

Right now we suggest emailing drupal@hampshire.edu if you create new pages for advice on how to best get them connected to the rest of the web site.

Hover Mouse over "Content" link until you see pop-up menu, then hover over Add Content and Click "Generic Page".

Give your page a title, choose a header image, and put in your text.

Ignore the Text Format menu.
Pick a Section.

- Pages in Drupal aren't forced to be children of other pages, but they DO have to have a section assigned. Assigning the section is going to affect what color the navigation area is and what other links appear there, it also affects that the URL is, so for example this page in the IT section is going to have a URL of www.hampshire.edu/it/yourpagename.
- If your pages live in a department or program that is perhaps under the umbrella of another department or division, and you don’t see your specific program here as a section, get in touch with Amy Diehl. If you’re fine with your page just living in the section of your umbrella department, that is totally fine too.

Add a "Contact Us" Section.

- Type in a little bit of the title of your contact block- it should pop up below. Click it to select.
- Note: on this screen you can only add in existing Contact Blocks.
- See our Contact Block section for help editing a contact block or creating a new one.

Click Save.

- If you wanted to add in a Right Sidebar, you could click "Next Page" instead.
To submit this page to workflow, select "Needs Review" and Click "Apply".

Woops- need to make more changes? Go ahead and click the "Edit Draft" tab.

Link to It!

- Right now this page might be published out, but it’s not actually LINKED to from anywhere.
- To link to it, view the page, and the address you see here is the URL you will want to add as a link on another existing Drupal page.
  We suggest emailing drupal@hampshire.edu if you create new pages for advice on how to best get them connected to the rest of the web site.
LOCATING A PAGE

This is handy if you need to locate a page that is not currently linked TO from another page.

Remember what the title of the page is - this is sometimes the hardest part!

Click "Content" link.

Enter the name of your page in the "Title" box and click "Apply".

Another method is to find a page go to My Workbench and click My Drafts

- This will show any page you have saved as a draft.

Click the title of the page to go to it.

Edit the page, or do whatever you need to do!

- Remember that you OR a co-worker can do this at any time.
To Connect the Page to another Web Page

- The address you see here is the URL you will want to add as a link on another existing Drupal page.
- We suggest emailing drupal@hampshire.edu if you create new pages for advice on how to best get them connected to the rest of the web site.
EDIT AN EXISTING “CONTACT US” SECTION

Click "Content".

To search for your Contact Section, type a little bit of the name into the "Title" box, choose "Contact Us Block" in the Type Menu, and click "Apply".

Your Contact Section should appear below- Click "Edit".

Make your changes and click "Save".

This will update the information on ALL the pages using this contact block.
ADD A NEW "CONTACT US" SECTION

Hover Mouse over "Content" link until you see pop-up menu, then hover over "Add Content" and Click "Contact Block".

Fill in your information and click "Save".

- Give it a title that makes sense and that you will remember later, this is what you will search for when it’s time to add this new contact block to a page.
- You’ll need to assign a Section in the Section Menu- this should ideally match the section that your other web pages are assigned to (usually your department or division).
- It’s fine to leave fields blank if they don’t apply to you (i.e. toll-free phone number, etc).

You’ll see your contact block.

- Note that some field labels will not show up on this screen but WILL show up in the live website. For example the Mail Code will display as “Mail Code: LO” instead of just “LO” as you see above. Fax numbers will also have a “Fax:" label.
- If you need to make changes, you can click the edit tab.
- You can now go to a regular Drupal page and add this contact block to it- see our "Editing Existing Pages" section.
- Contact blocks do not go through workflow process so all changes will go out within a couple hours.