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User Account
You will be given your site address and login information. Once you login you will notice the top line of the page now has buttons used for administering content, your login name and a logout button.

There will also be some User Tabs on the login screen.

Edit Profile
If you need edit any of your profile information click on the Edit button from the login screen.

Change your email address. Please use a valid email address. All emails from the system will be sent to this address. The email address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by email.

Please check with the Web Developer about your ability to Change your Password. This may or may not be the correct way for completing this task, it will depend on how your Drupal site is linked to other authentication methods.

You can upload a picture of yourself if you want to. Pictures larger than 1024x1024 pixels will be scaled down.

Set the time to the correct time zone.
File Browser

The File Browser tab takes you to the IMCE file browser. Please read the document on IMCE to get a better understanding of how to use this Drupal Add In.
**Content**

The Content or Find Content screen has breadcrumbs to help you navigate. The next box on the Content page is a filter that helps you find content by status or type. Below the filter is a table listing the content on your site. Clicking the headers on the table will sort it. You can also click on the title of a content item to be taken to that item. Or you can select to edit or delete a content item using the buttons in the Operations column.

You can select content items by checking the box to the left of the item and use the Update Options to make changes to one or many items at once.

You can edit content by clicking on it on the Content page or by navigating to the item and clicking on the Edit tab.

**Add Content**

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<th>Content Type</th>
<th>Description</th>
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<td>Use basic pages for your static content, such as an 'About us' page.</td>
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<td>Event</td>
<td>Content type for events. Events will appear in About Us &gt; Events, and in the homepage events block.</td>
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<tr>
<td>Homepage slide</td>
<td>Content type for homepage slides. Homepage slides appear in the slideshow on the homepage.</td>
</tr>
<tr>
<td>News article</td>
<td>Use News articles for time-sensitive content like news, press releases or blog posts.</td>
</tr>
<tr>
<td>Person</td>
<td>Content type for people. People will appear in the Our People section.</td>
</tr>
</tbody>
</table>
Basic Page

To create a Basic Page, click on the Add Content button on the navigation bar or under the Find Content Button the + Add content button and select Basic Page.

Title - After you click on the Basic Page button the “fill in the blank” page form will appear. Fill in the Title as it will appear on the finished page.

Summary – Click on the Edit Summary button to open or hide the Summary text box. Some content types use a summary as a teaser to get the attention of readers or to create a shortened version of the body text to display in a list. Example a News Article.

Body Text - The next section is where you will place the Body Text including images, hyperlinks, YouTube videos, text and tables. Please see the CKEditor documentation for more information.

Settings

Text Format - The Text Format drop down allows you to change to Full HTML, Filtered HTML, or Plain Text. You should not need to adjust these settings.

Relate to content – Select the content you would like to “relate” to this page. For example a multipage story might use the Relate to content to tie the pages together.

Menu Link - If the page you are creating will have a link from the left side navigation menu, select the Provide a Menu Link check box. This will cause the other options for setting a menu item to appear.
**Menu Link Title** – this is where you will put the phrasing that will appear in the left side navigation menu that will navigate viewers to this page. Remember that you should make this descriptive and as short as possible. It will automatically put the title of the page in this box. If appropriate just use the title.

**Menu Description** – This description will be shown when hovering over the menu link with your mouse.

**Parent item** – Click the dropdown and select the Parent item of the Basic Page you are creating. Using Main Menu as the Parent item will create a new tab.

**Weight** – Click on the drop down arrow to select the position of the Basic Page you are creating with regards to any other items under the same Parent item. Menu links with smaller weights are displayed before links with larger weights. The weight goes from (negative) -50 to positive 50. For example a Basic Page given a Weight of (negative) – 5 will appear above a Basic Page with a Weight of Zero (0). *You can also use Structure...Menus to reorganize items on the site.*

**Revision information** - Provide an explanation of the changes you are making. This will help other authors understand your motivations.

**URL path settings** - The “Generate automatic URL alias” is checked by default and you should not have to change the alias unless you get a node number. If you do have to specify an alternative URL by which this content can be accessed. For example, type "about" when writing an about page. Use a relative path and don't add a trailing slash or the URL alias won't work.

**Authoring information** – The login name of the person doing the edit and an optional space for date and time.

**Publishing options** – Publish or Unpublished by checking or unchecking the Published box. The default is Published.

**Save** - Remember to Save your Basic Page. If you navigate away from the page and do not save it first, your work could be lost.
Events will appear on the Home page and by clicking on the Events tab on the top navigation and on the Events Calendar. The Home page will show the 5 most current Events. The Events tab will show all current/future Events. Past events and the Calendar can be viewed from the left navigation.

To create an Event, click on the Add content button and select Event from the content type list.

**Title** - After you click on the Event button the “fill in the blank” page form will appear. Fill in the Title as you want it to appear on the finished event. Try to keep the title short and descriptive.

**Event Date** – Select All Day for an Event that will not have a Start and End time. Select Show End Date if you want to have a Start and End time for your Event. Click in the date selection box to activate the pop-up calendar. Use the pop-up calendar to select the Start and End dates. You can also create reoccurring events by checking the Repeat button.

The following information appears in a block at the top of the Event on the full page.

**Event Location** – location of the Event.

**Contact name** – the name of a person who people can contact for more information.

**Contact email** – the email of the contact person.

**Contact phone** – a phone number where the contact person can be reached.

**Summary** – The Summary text will appear as a teaser for your Event on the Event list. The Summary will only appear on the Event list.
and does not appear on the Home page or with the extended Event text.

**Body Text** - The next section is where you will place the **Body Text** including images, hyperlinks, YouTube videos, text and tables. It is helpful to include directions or any other information about the Event you will want attendees to know. Please see the CKEditor documentation for more information.

**Relate to content** – relate this Event to other content on your site. This will appear in the right sidebar of that content.

**Settings**

**Text Format** - The **Text Format** drop down allows you to change to Full HTML, Filtered HTML, or Plain Text. You should not need to adjust these settings.

**Revision information** - Provide an explanation of the changes you are making. This will help other authors understand your motivations.

**URL path settings** - The “Generate automatic URL alias” is checked by default and you should not have to change the alias unless you get a node number. If you do have to specify an alternative URL by which this content can be accessed. For example, type "about" when writing an about page. Use a relative path and don’t add a trailing slash or the URL alias won’t work.

**Authoring information** – The login name of the person doing the edit and an optional space for date and time.

**Save** – Remember to Save your Event. If you navigate away from the Event and do not save it first, your work could be lost.
Title - After you click on the **Homepage slide** button the “fill in the blank” page form will appear. Fill in the Title as it will appear on the Home page.

**Slide image** – Use the **Browse** button to locate the image you want to place on the top Home page. Once you have selected your image click on the **Upload** button to copy the image to the web server. Currently, the Banner image cannot be larger than 1MB. It can be in .png, .gif, .jpg or .jpeg file format.

Use the image **mask** to select the part of the image you want to appear on your Home Page.

You can resize the mask, but it will stay in the correct proportions to insure the image is displayed correctly. (704X312 Pixels)

**Alternate text** – is read by screen readers for sight impaired persons and by search engines for indexing.

**Title** – will appear on the image as you mouse over it as a screen tip.

**Body Text** - The Body Text will appear on the Home page to the left of the Image. There is room for approximately 40 words or 300 characters.

**Slide link** – Provide an internal or external link for more information about the featured image.
Settings

Revision information - Provide an explanation of the changes you are making. This will help other authors understand your motivations.

URL path settings - The “Generate automatic URL alias” is checked by default and you should not have to change the alias unless you get a node number. If you do have to specify an alternative URL by which this content can be accessed. For example, type "about" when writing an about page. Use a relative path and don't add a trailing slash or the URL alias won't work.

Authoring information – The login name of the person doing the edit and an optional space for date and time.

Publishing options – Publish or Unpublished by checking or unchecking the Published box. The default is Published.

Save – Remember to Save your Event. If you navigate away from the Event and do not save it first, your work could be lost.

Example of a Homepage Slide as it would appear on the Home page. Note that the Title, Slide Image and Body text will appear on the Home page.
Image Gallery
To create a new Image Gallery or delete an old gallery, navigate to Structure ... Taxonomy ... Image galleries. To create a new gallery select add terms. To see galleries select list terms.

Title – Will appear on the Photo Gallery link and above the images in the gallery view.

Description – The description of the gallery will appear on the Photo Gallery page.

URL Path Settings – Generate automatic URL alias is checked by default. You do not need to make any changes here.

Save – Remember to Save your Event. If you navigate away from the Event and do not save it first, your work could be lost.

To delete a gallery, navigate to Structure ... Taxonomy ... Image galleries select to edit the gallery you want to delete. Once you are in edit mode select Delete from the bottom menu items. Confirm the deletion.
Image

Once you have created a Gallery you can populate it with images.

Title – The title of the image will appear under the image in the gallery view and over the image in the detail view.

Image – Browse to select the image and upload it using IMCE. The site will automatically create a thumbnail view for the Image Gallery and scale the detail view.

Image Gallery – select the image gallery or galleries where you want this image to be displayed.

Summary – Is not used for this content type.

Body – The body text will appear under the image in the detail view.

Settings

Revision information - Provide an explanation of the changes you are making. This will help other authors understand your motivations.
**URL path settings** – Should not be used for this content type.

**Authoring information** – The login name of the person doing the edit and an optional space for date and time.

**Publishing options** – Publish or Unpublished by checking or unchecking the Published box. *The default is Published.*

**Save** – Remember to Save your Event. If you navigate away from the Event and do not save it first, your work could be lost.

Clicking on the image will bring up the full image, including the body text. This also allows the read to “page” through the images using the Next and Previous buttons.
Title - After you click on the News Article button the “fill in the blank” page form will appear. Fill in the Title, it will appear on the Home page under News and also under the News tab in the top navigation.

Image – Will appear on the Home page as a thumbnail on the left side of the News article. It will also appear on the full News article page on the top right side of the page.

Summary Text – Will appear on the Home page as the teaser for your News Article and in the list of News articles under the News tab. It will not appear in the full version of the News Article.

Body Text – Will appear with the full version of the News Article. If you do not use the Summary text a small portion of the beginning of the Body Text will be used as the summary and will appear on the Home page and in the full version of the article.

Relate to content – relate this Event to other content on your site. This will appear in the right sidebar, except for the Home page.

Tags – Used by search engines for indexing. Enter a comma-separated list of words to describe your content.

Revision information - Provide an explanation of the changes you are making. This will help other authors understand your motivations.
URL path settings – This option is checked by default. You should not have to change this setting.

Authoring information – The login name of the person doing the edit and an optional space for date and time.

Publishing options – Publish or Unpublished by checking or unchecking the Published box. The default is Published.

Save – Remember to Save your News Article. If you navigate away from the News Article and do not save it first, your work could be lost.
Title – Please select from the drop down menu the correct personal title for this individual.

First Name – Please type the persons’ first name. This will be used for sorting purposes.

Middle Initial – Please type the persons’ middle initial. Optional, but might be used for sorting purposes.

Last Name – Please type the persons’ last name. This will be used for sorting purposes.

Generational – select a generational option if needed.

Credentials – Please type in the proper credentials for this person. Example: Ph.D., M.D., B.A., M.A., D.D.S.

Image - Upload the image of the person. The minimum dimensions are 225 X 300 pixels. You can upload a larger image (less than 2 MB) and use the Image Mask utility to select the portion of the image you want to appear. The Mask can be moved and scaled, but it will stay the correct proportions.

Alternate text – this text will be used by screen readers, search engines, or when the image cannot be loaded.

Screen Tip/Title – This text will be used as the screen tip for the picture.
Position Title – type the person’s working title in their field.

Phone – Office telephone number, please use the following format (XXX) XXX-XXXX.

Office – Campus address, City, State and Zip

Email – Official OSU email. Example: name.#@osu.edu

Biography – Information about this person.

Revision information – Information about changes made to this content will appear here.

URL path settings – This option is checked by default. You should not have to change this setting.

Authoring information – Information about the author, date and time the content was created will appear here.

Publishing options – when you are ready to Publish the content, click on the Publishing options button and select the Publish box and save your change. You can also Publish from the Content Table.

Save – Remember to Save your content. If you navigate away from the content and do not save it first, your work will be lost.
Menu Links

Allows you to add new menus to your site, edit existing menus and rename and reorganize menu links. One of the functions you can do is create a menu item that acts as an internal or external hyperlink. For example to create an external link:

- Click on Structure
- Click on Menus
- Click on list links under Main menu to create a link from a dropdown menu
- Click on + Add link (upper left of page)
- Fill in the information needed on the form:
  - Menu link title – appears on site as link
  - Path – internal or external URL
  - Description – will not appear to public
  - Enabled – should be checked
  - Parent link – determine path for public view
  - Weight – where the link will appear in relation to other items in the same menu
  - Menu Item Attributes – you will not need to change any of the items in this section except the Target. If you want this link to open in a new window/tab please select New window (_blank) from the drop down list.
  - Save – save your new link.
Menu Structure

Menus allow you to structure how lists links will appear on your site. Once you are logged into your site go to Structure...Menus...Main Menu...List Links. You can now restructure your lists by dragging and dropping items. Lists that do not have a weight or that have not been place in order under List links will appear in alphabetical order. Remember to Save your configuration or your changes will not be saved.

If you do not want Menu items to appear on the public site you can uncheck the Enabled box for that item.

Remember to Save your configuration or your changes will not be saved.

Tags

Under Structure...Taxonomy...Tags you can add, delete, or correct the spelling of tags by selecting the add terms or list terms. To delete a tag select list terms, select edit for the tag you want to delete and select delete at the bottom of the form, select delete to confirm.

Relate to content

Allows you to relate a content item to other content on your site. This will appear in the right sidebar, except for the Home page. It will not appear on the Home page.