

General Walkthrough Training Documentation

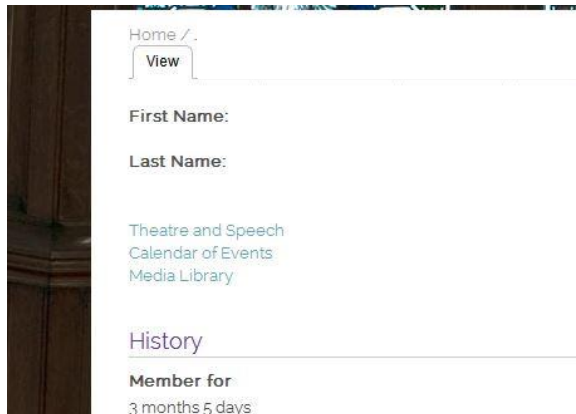
Office of Communications and Marketing

Drupal CMS

As a Content Editor, it is important to recognize and understand the following features:

Once you are logged on – done by simply going to CCNY.CUNY.EDU and clicking on the Login drop-down from the homepage and selecting Content Editor

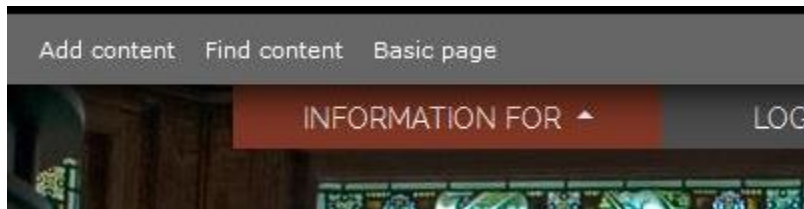
You will see your personal login screen. This login screen features a list of sites the you as a content editor are responsible for. All content editors will see Media Library listed as this is where images are shared across campus by the Office of Communications and Marketing or any other subgroup.



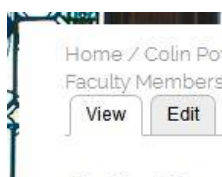
At the top Left corner of the screen you will see:

Add Content
Find Content
Basic Page

Using these key features, you will add content to your subsite, find content that you or a peer content editor have added, or create (new) a basic page.



Once on your area subsite, you will notice that the View and Edit tabs display at the top of each page. This is how you either View the page as published or Edit the page to make changes.



Once inside the Edit area of a page you will notice at the bottom of the page you have two new options:

Revision log – Create editing versions – This will be discussed in detail in pages to come.

Revision log message

Provide an explanation of the changes you are making. This will help other users understand your motivations.

Revision creation and moderation options

- Modify current revision, no moderation
- Create new revision, no moderation
- Create new revision and moderate

Moderation means that the new revision is not publicly visible until approved by a user with appropriate permissions.

Scheduling of content to go live/publish – Create a page or edit a page and publish it to go live at a later date.

Publish on

Date	Time
<input type="text"/>	<input type="text"/>
E.g., 2015-11-10	E.g., 16:49:45

Leave the date blank for no scheduled publishing.

Unpublish on

Date	Time
<input type="text"/>	<input type="text"/>
E.g., 2015-11-10	E.g., 16:49:45

Leave the date blank for no scheduled unpublishing.

All pages, news events, calendar events, and posts are all on “ Modify current revision, no moderation”. When creating or editing, CHANGE TO “Create new revision and moderate” No Exceptions.

<p>Revision information No revision</p> <p>Menu settings Not in menu</p> <p>URL path settings Automatic alias</p> <p>Meta tags Using defaults</p> <p>Comment settings Closed</p> <p>URL redirects No redirects</p> <p>Scheduling options Not scheduled</p> <p>Authoring information By master on 2015-11-05 12:04:23 -0500</p> <p>Publishing options Published</p> <p>Display settings</p>	<p>Revision log message</p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <p>Provide an explanation of the changes you are making. This will help other authors understand your motivations.</p> <p>Revision creation and moderation options</p> <p><input checked="" type="radio"/> Modify current revision, no moderation</p> <p><input type="radio"/> Create new revision, no moderation</p> <p><input type="radio"/> Create new revision and moderate</p> <p>Moderation means that the new revision is not publicly visible until approved by someone with the appropriate permissions.</p>
--	--

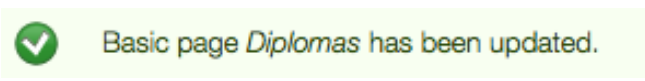
Once the revision is created, an administrator must publish the new version. To do so, go to the main page and click view changes.

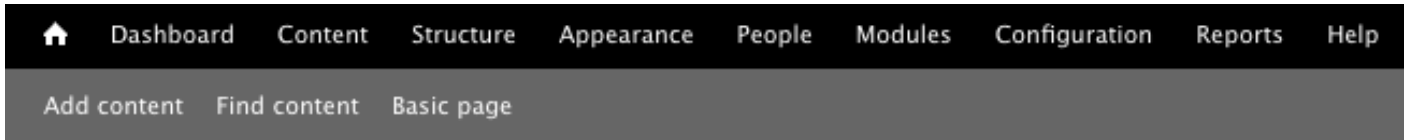
Home / Diplomas / View Changes /

Inside view changes, the most updated version should be in red. To update to the most current version, click the date.

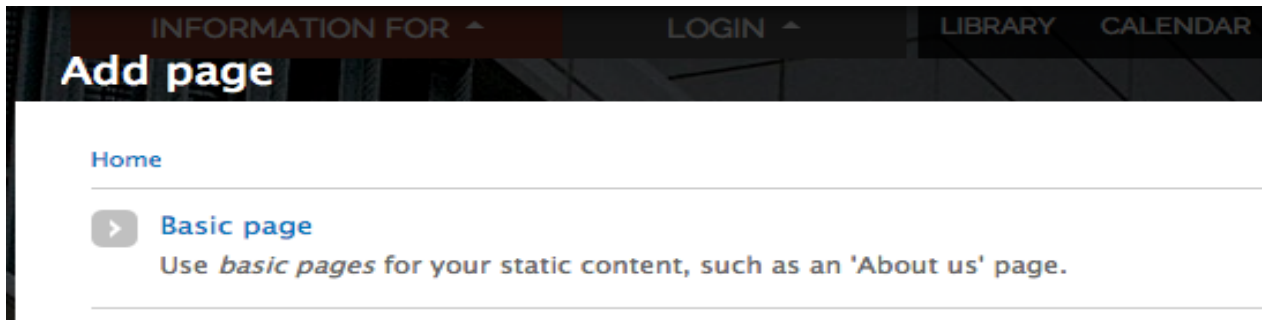
Revision
Saved 2015-11-06 09:54 by Website Admin
Saved 2015-11-06 09:53 by Website Admin

Confirmation of the revision post should come up at the top of the page.





To Add a Basic Page, click in the toolbar, Add Content.

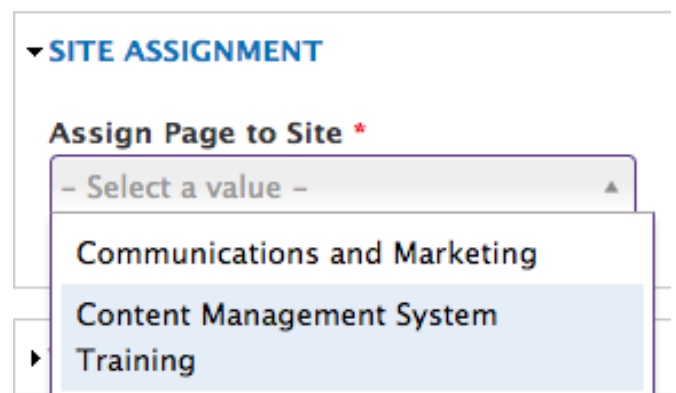


Choose Basic Page

Add the title of your page

Title *

Add the page to the Site you are a part of.
Ex: Psychology, Biology,
Communications and Marketing, IT



Optional: Add a slider image.

▼ TOP SLIDER OPTION

[Show row weights](#)

SLIDESHOW

Slide Image

Slide Caption

Slide Link


Choose your image by clicking browse. Once uploaded, click next.

Upload a new file *

No file chosen

Files must be less than 100 MB.
Allowed file types: png gif jpg jpeg.

Upload a new file *

 Screen Shot 2015-11-06 at 11.35.12 AM.png

Files must be less than 100 MB.
Allowed file types: png gif jpg jpeg.

Title your image and assign to your group.
Then click save.

Name *

Screen Shot 2015-11-06 at 11.35.12 AM.png

Alt Text

Alternative text is used by screen readers, search engines, and when the search engine optimization.

Title Text

Title text is used in the tool tip when a user hovers their mouse over the image and improves usability.

Folder *

Content Management Systeme... ▾

Previous

Save

Once saved, you will return to the main set-up page. Add a slide caption and link (if needed).

Slide Caption

Slide Link

Remove

For multiple sliders, click “add another item.”

Add another item

You can re-order the slides by dragging the sections from the left side button. The section will highlight yellow once picked up to move.

SLIDESHOW

Slide Image

Slide Caption

Slide Link

Slide Image

Slide Caption

Slide Link

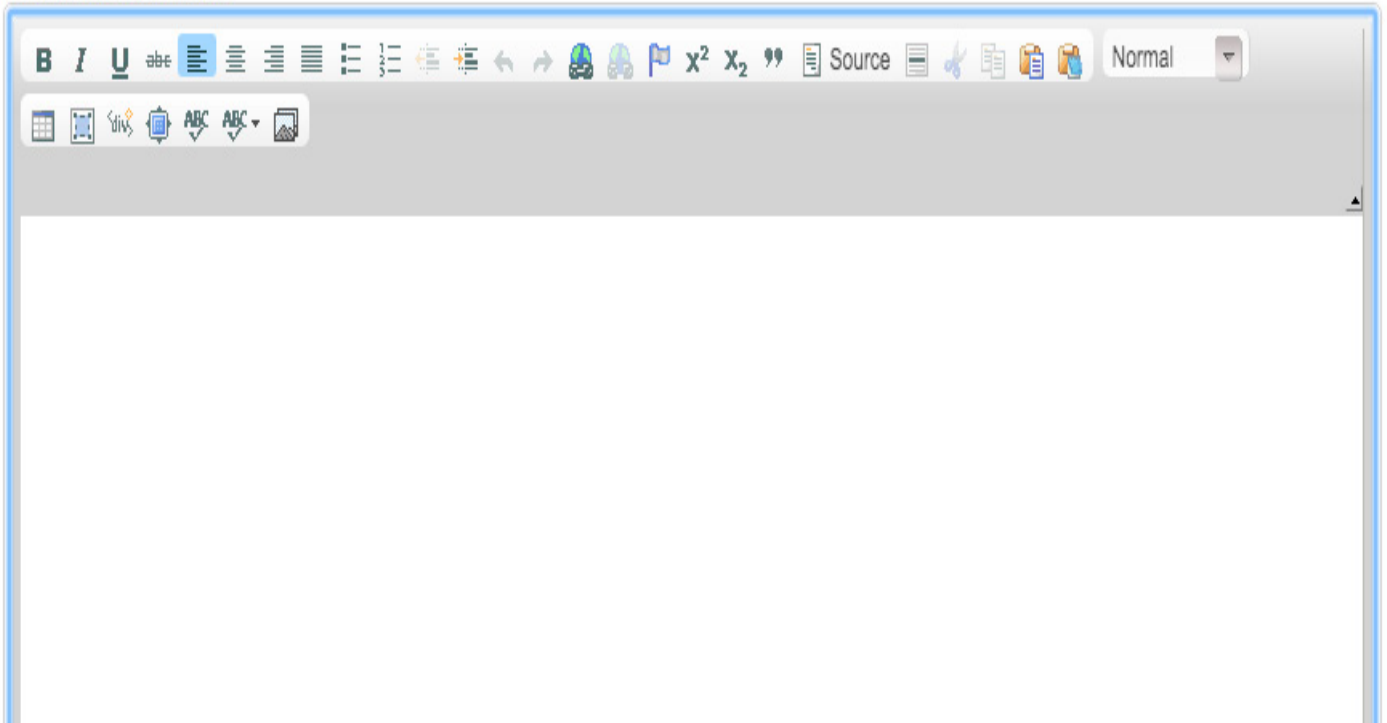
After slider images are chosen, next is adding the content. Drop down the BASIC LAYOUT tab



Type your content in.

▼ BASIC LAYOUT

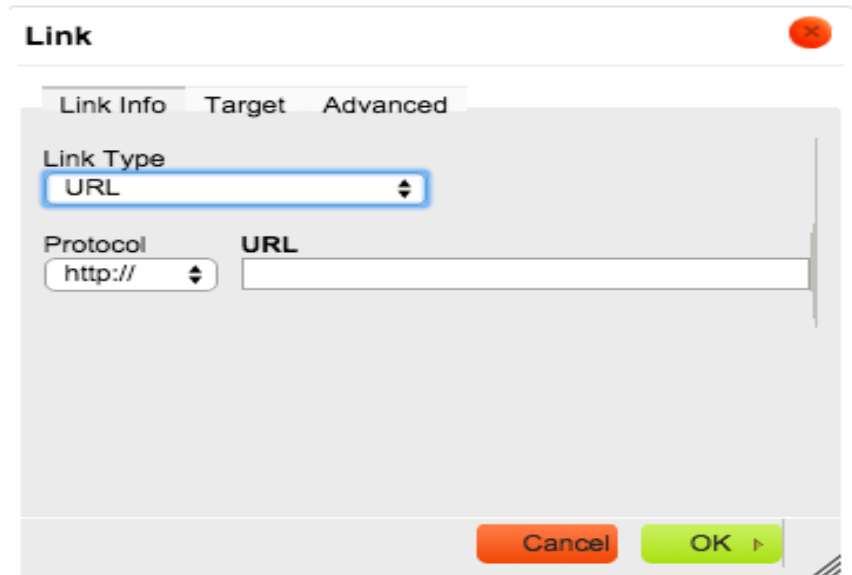
Body (Edit summary)



If you want to link a piece of text out to a website, click the green/blue link icon in the toolbar.



Choose your link type (URL, Anchor Text, Email) and fill in the Url section and click ok.



If you want to insert media into the body, press the media icon at the end of the toolbar.



Upload your files, similar to the slider option layout and click next.

Upload a new file *

Choose File No file chosen Upload

Files must be less than 100 MB.
 Allowed file types: jpg jpeg gif png txt doc docx xls xlsx ogv weba webp webm.

Next

Choose which destination you want the file saved and click next.

Destination *

- Public local files served by the webserver.
- Private local files served by Drupal.

Previous

Next

Name *

Screen Shot 2015-11-06 at 11.44.44 AM.png

Alt Text

Alternative text is used by screen readers, search engines, and w search engine optimization.

Title Text

Title text is used in the tool tip when a user hovers their mouse c image and improves usability.

Folder *

Media Library

Previous

Save

On the final page, click submit at the bottom.

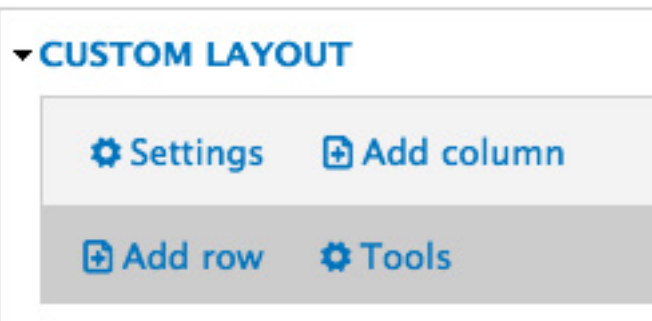
Submit

To disable rich text editor, click “Disable rich-text” under the Editor.



FOLLOW SAME INSTRUCTIONS FOR EDITING RIGHT SIDEBAR

To Create a Custom Layout, choose the grid system. Drop down Custom Layout and choose Add Row, than Add Column.

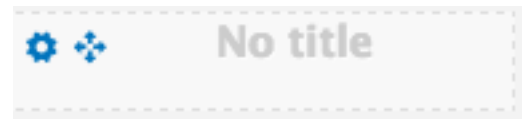


Inside All Column, first choose sections per device type.

Title

Grid size settings	Large devices Desktops: col-lg-	3 x ▾
Styles settings	Medium devices Desktops: col-md-	3 x ▾
Animation settings	Small devices: col-sm-	N... ▾
Advanced settings	Extra small devices: col-xs-	N... ▾

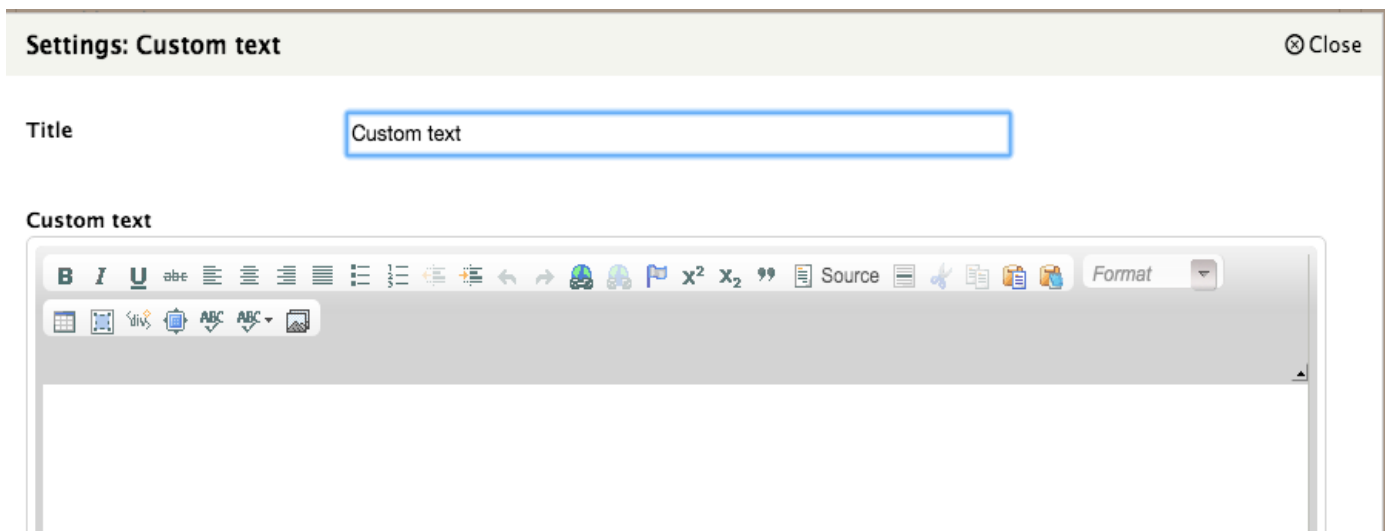
Once Saved, you will be brought back to content page. Click the gear icon in the no title section. Then Click Add Content.



Inside Content, add whether you want text, image or video.



If you want to use text, click custom text and you will be presented with the CK Editor.



Once filled out, click save.



For an Image, click Insert an image

Node	Insert an image
Text	
<u>Image</u>	

Assign a title, upload an image, assign size (under image style) if needed, assign image link if needed and click save.

Settings: Insert an image Close

Title

Upload image * No file chosen
Allowed extensions: gif png jpg jpeg

Image alt

Image style
Use your image style for image view. Default will be original of your image.

Image link

Visibility settings

Animation settings

▶ **ROLES**

▶ **PERMISSIONS**

If you want to insert a video, you can insert through either Youtube or Vimeo.

Node
Text
Image

Youtube

Vimeo

Video

Both Youtube and Vimeo: Assign a Title, insert FULL Youtube URL, assign the size of the section you would like, and click save.

Settings: Youtube ⊗ Close

Title

Youtube video URL *

Width *

Height *

Auto play
Check if you want video auto play on page load.

Responsive
Play the video automatically on load.

Visibility settings

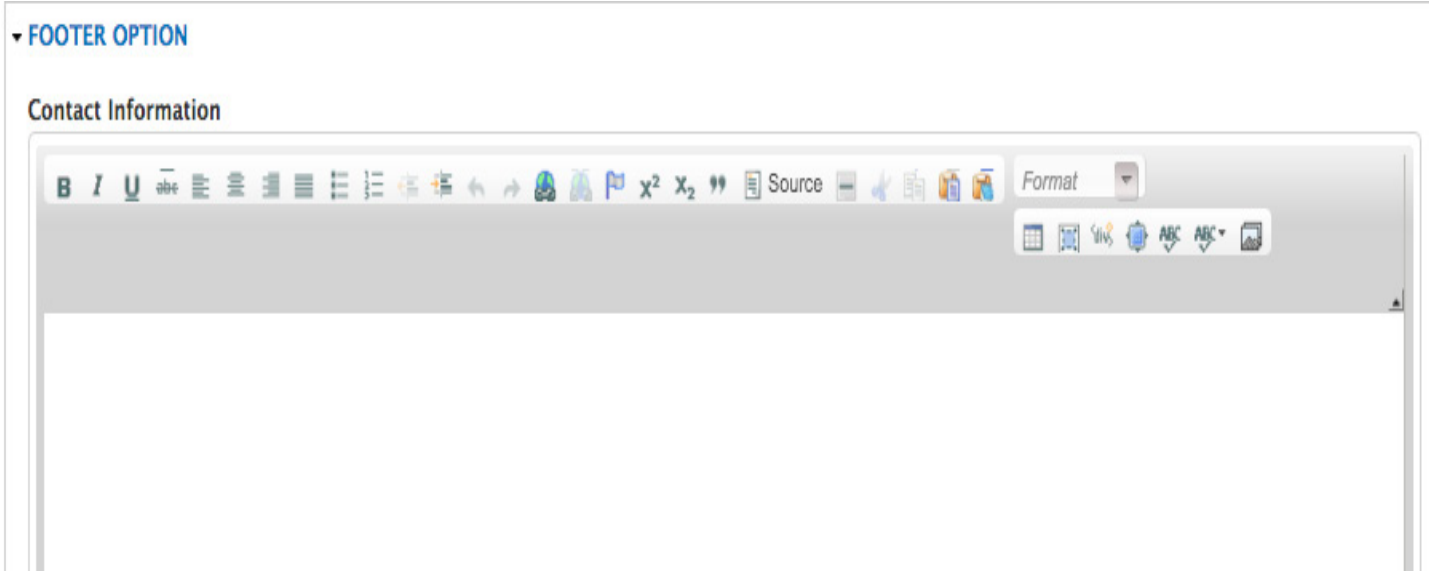
Animation settings

▶ ROLES

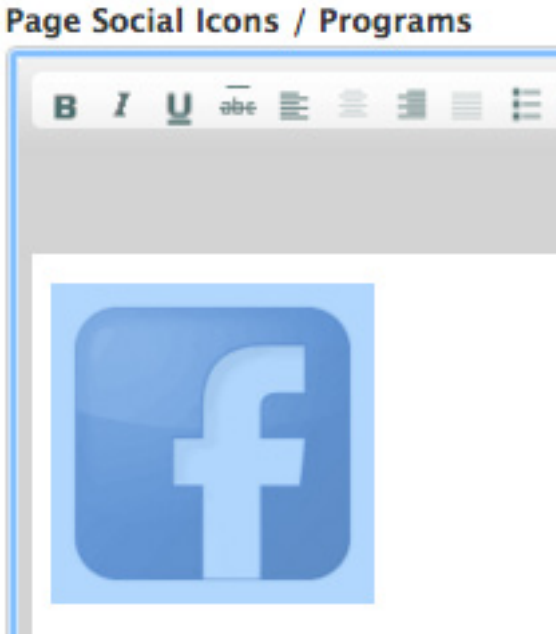
▶ PERMISSIONS

Save

To add to the footer of the basic page, drop down Footer option and do contact information first.



After the main contact information, add social links if needed. Upload the media files and highlight the file in the body copy. Then link the image to your social site.



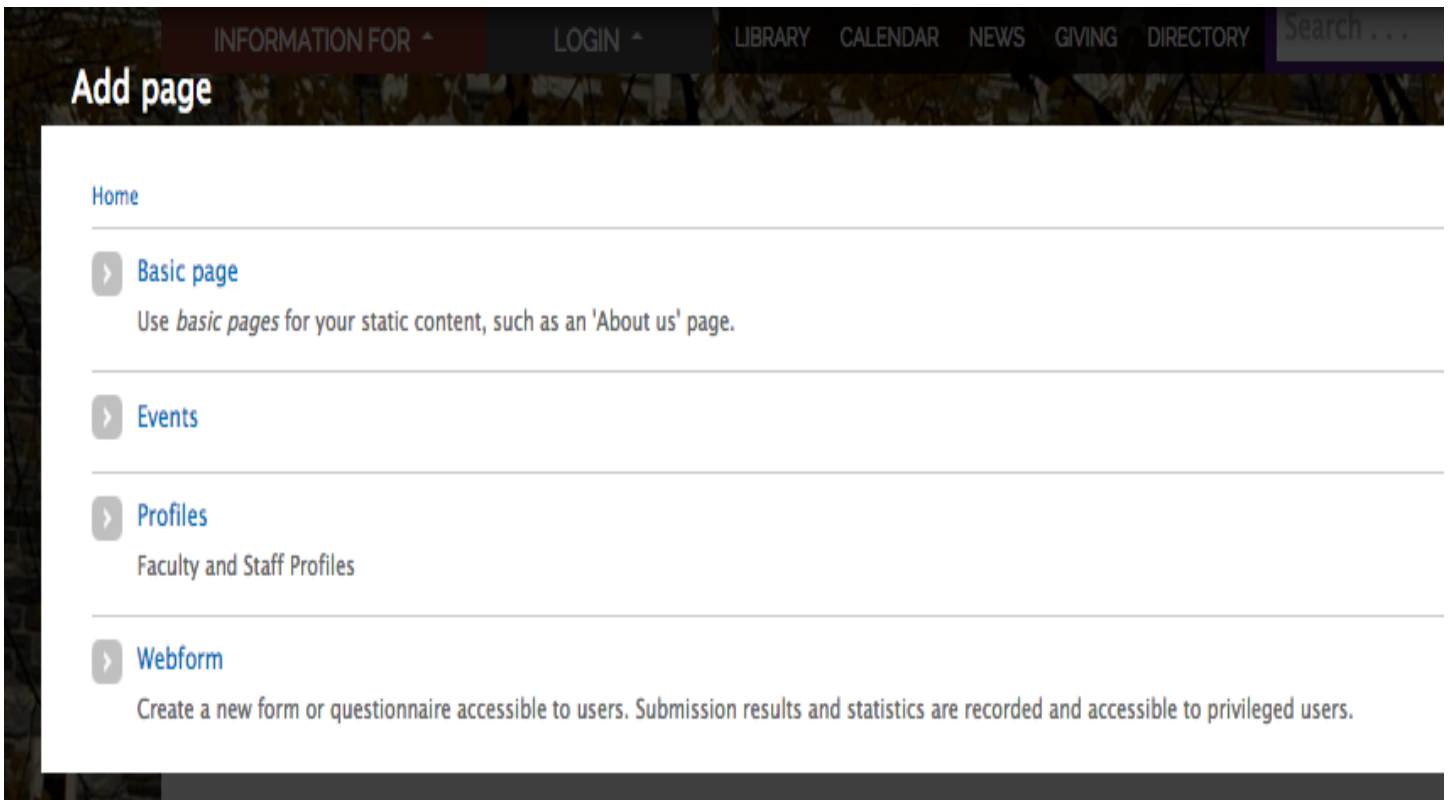
Once everything is filled in, publish the page. At the bottom of the page, click Publishing options and check off Publish. Then click save.

Revision information New revision	<input checked="" type="checkbox"/> Published
Menu settings Not in menu	<input type="checkbox"/> Promoted to front page
Scheduling options Not scheduled	<input type="checkbox"/> Sticky at top of lists
Authoring information By ocmf	
Publishing options Published	

Checklist:

- Add Title
- Assign Site
- Optional Slider
- Body Content
- Optional Layout
- Add Footer
- Check Moderation
- Publish
- Click Save

Click Add Content and choose Event



Title your Event and assign to Calendar of Events site

Title *

▼ SITE ASSIGNMENT

Assign Page to Site

Calendar of ... ✕ ▼

Check off applicable categories

Category

- Conferences/Workshops
 - Exhibit
 - Lecture/Presentation
 - Party/Reception
 - Sports Event/Activity
-

Provide a start and end date for your event in the format Year-Month-Day

START *

Date

11/06/2015

E.g., 11/06/2015

Time

01:30pm

E.g., 01:30pm

END

Date

11/06/2015

E.g., 11/06/2015

Time

02:30pm

E.g., 01:30pm

Fill in applicable logistical information and event details

Event Address

Admission Fee

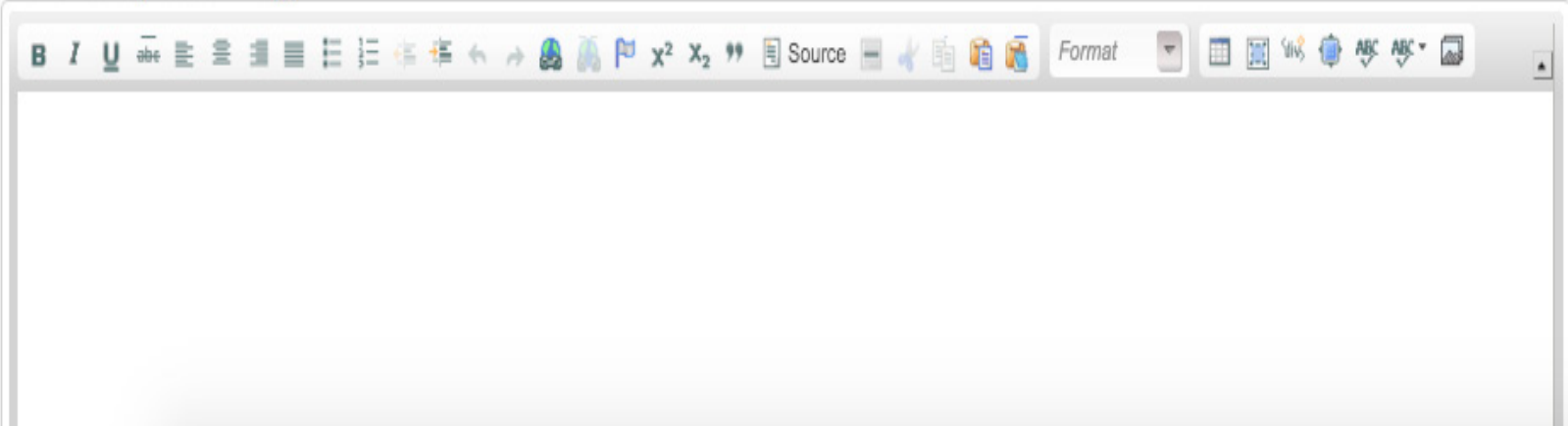
Location

Website

Phone Number

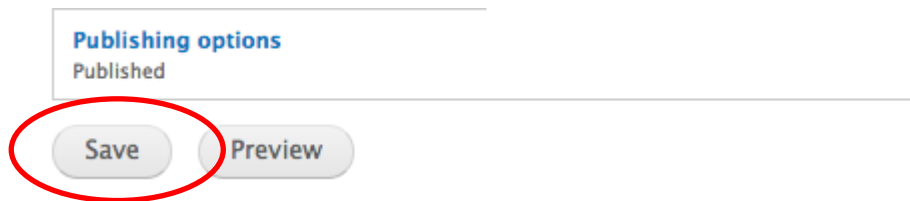
Secondary Phone

Event Details ([Edit summary](#))



A rich text editor toolbar is displayed at the top of the event details section. The toolbar includes various icons for text formatting (bold, italic, underline, text color, background color), list creation (bulleted, numbered), linking (link, unlink), source code, undo, redo, inserting elements (link, image), and a 'Format' dropdown menu. Below the toolbar is a large, empty text area for entering event details.

Once all the information is inserted, simply click save.



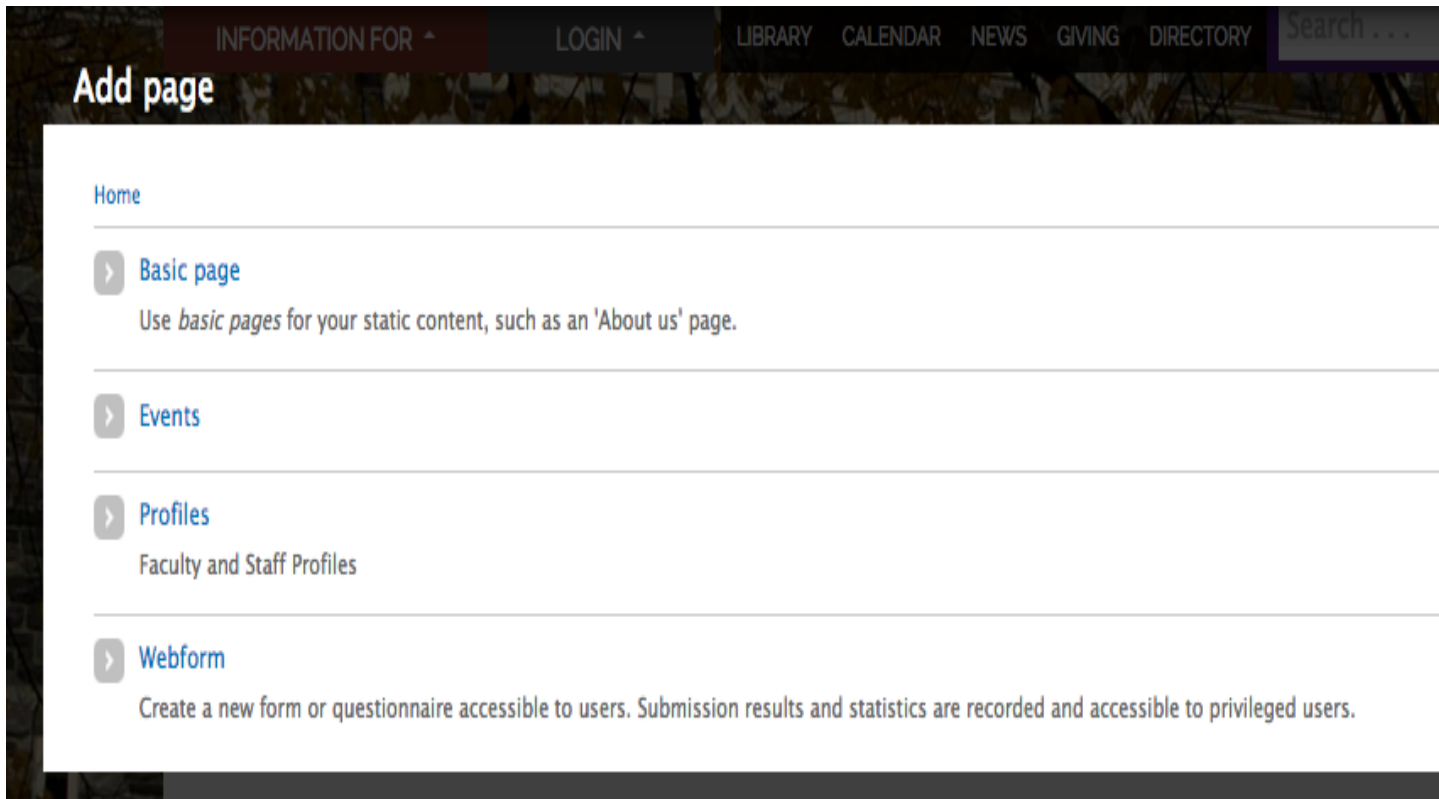
Checklist:

- Add Title
- Assign Calendar Site
- Assign Category
- Provide Start and End information (Date and Time)
- Add Event Details

Once all the information is inserted

- Click Save

Click Add Content and choose Profiles



Add First Name, Last Name, and Middle Name (Optional)

First Name *

Last Name *

Middle Initials

▼ PROFILE BASICS

Profile Category *

- Staff
- Faculty

Email *

Building

Office Number

Phone Number

Secondary Phone

Fax

Personal Website

Profile Photo

[Browse](#)

Image should be 236px by 222px, 72dpi, and saved as a JPG.

Provide Profile Basics and upload image

Under Categorization, fill in both Division and Department. Then if needed, fill in remaining information.

School or Division

Main Department

Select the main department to which you belong. Your profile will be listed in the r

Additional Departments /Affiliated Programs:

If you work or teach for more than one department, you can select the additional l
Control+Click on a PC or Command+Click on a Mac.

Education Program

After Categorization, drop down Details and fill out Official Role followed by Additional Role if needed.

▼ **DETAILS**

Official Role

Additional Roles

Fill out the required profile's position and optional status as chair, dean or department head.

Position *

- Full Time
- Part Time
- Adjunct
- Professor Emeritus
- Research Assistant
- Intern
- Work Study

Chair

- Department Chair
- Dean


Head

- Department Head

Fill out Miscellaneous info such as education, publications, etc in Profile Tab

Heading

Description



After Details are complete, go to drop-down administration and assign the appropriate audience.

▼ ADMINISTRATION

Groups audience *

A screenshot of a dropdown menu. The menu is open, showing three options: "Communications and Marketing", "Content Management System", and "Training". The "Content Management System" option is highlighted with a light blue background. To the right of the dropdown, there is a small letter "b".

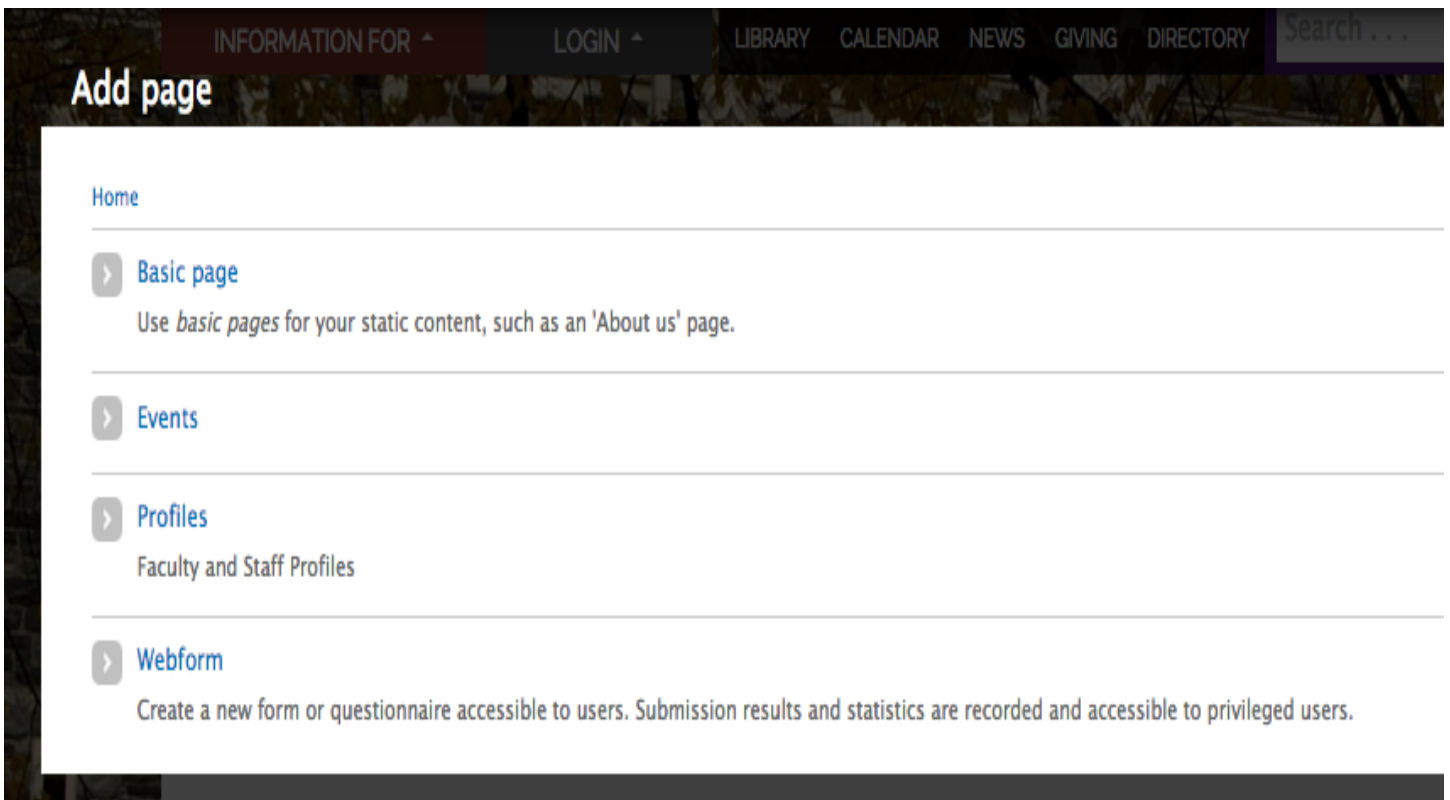
Once complete, publish the profile.

A screenshot of a profile's publishing options. On the left, there is a sidebar with three sections: "Revision information" (with subtext "New revision"), "Authoring information" (with subtext "By ocmf"), and "Publishing options" (with subtext "Published"). On the right, there are three checkboxes: "Published" (checked), "Promoted to front page", and "Sticky at top of lists".

Checklist:

- Fill in First and Last name
- Fill in Profile Basics
- Assign Profile Photo
- Body Content
- Categorize to appropriate department and affiliated programs
- Give Official Role and Position
- Fill in appropriate misc tabs
- Assign Group Audience
- Publish

Click Add Content and Choose Webform



Assign a title and subtitle to your webform

Title *

Sub Page Title

Assign your webforms to your site

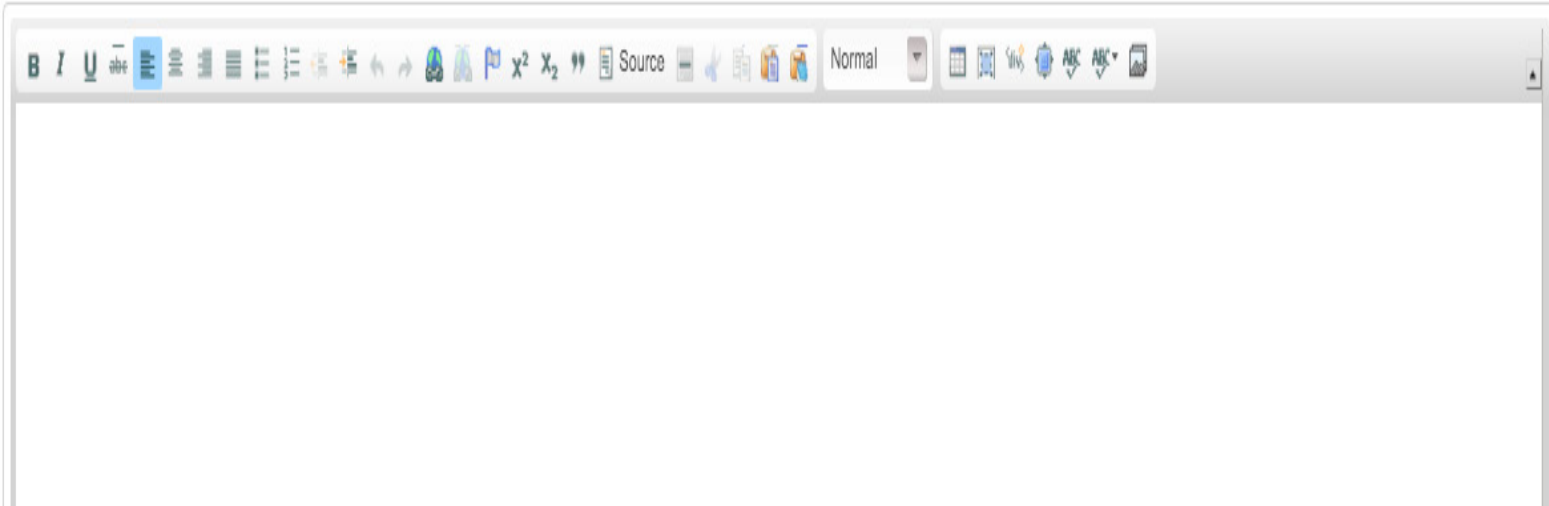
▼ **SITE ASSIGNMENT**

Assign Page to Site

Content Management System... × ▼

Input your Body copy

Body



Publish your webform

Revision information New revision	<input checked="" type="checkbox"/> Published
Menu settings Not in menu	<input type="checkbox"/> Promoted to front page
Scheduling options Not scheduled	<input type="checkbox"/> Sticky at top of lists
Authoring information By ocmf	
Publishing options Published	

Checklist:

- Add Title
- Add subtitle if needed
- Assign Site
- Fill in Body Copy
- Publish
- Save

Create form fields and make specific changes based on field type.

Home > Test_Training

Form components Conditionals E-mails Form settings

Show row weights

LABEL	TYPE	VALUE	REQUIRED	OPERATIONS
No Components, add a component below.				
+ New component name	Textfield		<input type="checkbox"/>	Add

Form Components

Label: Name of the field

Type: Format on collecting data

Required: Users must fill out the information

Operations: To add field

Conditionals

Can set specific logic to form

E-mails

Submitted data will go to an email

Form Settings

Disable rich-text

Text format: Full HTML [More information about text formats](#)

- Web page addresses and e-mail addresses turn into links automatically.
- Lines and paragraphs break automatically.

Message to be shown upon successful submission. If the redirection location is set to *Confirmation page* it will be shown on its own page, otherwise this displays as a message. Supports Webform token replacements. [Browse available tokens](#).

Redirection location

Confirmation page

Custom URL:

No redirect (reload current page)

Choose where to redirect the user upon successful submission. The *Custom URL* option supports Webform token replacements. [Browse available tokens](#).

Confirmation Message or redirect using a custom URL

Total submissions limit

Unlimited

Limit to total submission(s)

Limit the total number of allowed submissions.

Per user submission limit

Unlimited

Limit each user to submission(s)

Limit the number of submissions *per user*. A user is identified by their user login if logged-in, or by their IP Address and Cookie if anonymous. Use of cookies may be modified in the global [Webform settings](#).

Status of this form

Open

Closed

Closing a form prevents any further submissions by any users.

SUBMISSION ACCESS

These permissions affect which roles can submit this webform. It does not prevent access to the webform page. If needing to prevent access to the webform page entirely, use a content access module such as [Taxonomy Access](#) or [Node Privacy by Role](#).

Roles that can submit this webform

- anonymous user
- authenticated user
- administrator
- faculty
- staff
- research faculty
- content editor
- Marketing
- FacultyStaff
- Student
- Alert

The *authenticated user* role applies to any user signed into the site, regardless of other assigned roles.

Total Submission Limit: Control how many users can fill the form

Per User Submission Limit: Limit a specific user on filling out the form

Save Configuration

Results

Home > Test_Training

Submissions Analysis Table Download Clear

#	SUBMITTED	USER	IP ADDRESS	OPERATIONS
There are no submissions for this form. View this form.				

Submissions: Overview of submission

Analysis: Provide general analytics on form

Table: Shows detailed information from each submission

Download: Export data to a Microsoft Excel sheet

Checklist:

- Add Title
- Assign to Site
- Input Body Instructions
- Publish
- Create Form Fields
- Set up Confirmation & Form Settings

Once all the information is inserted

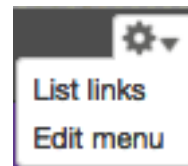
- Click Save

If your pages menus need to change, you can do the following:

Go to your page and in the top right of the menu, click the gear icon.



When the gear icon is clicked, you can choose two options, list links or edit menu.



[Home](#) » [Administration](#) » [Structure](#) » [Menus](#)

[+ Add link](#)

To change the content of the menu, choose List Links. The full menu list should appear.

MENU LINK
+ Home
+ Fraternities and Sororities
+ Student Clubs
+ Student Government
+ Graduate
+ Undergraduate
+ Student Government Elections

To change the content of the menu, choose List Links. The full menu list should appear.

[Home » Administration »](#)

[+ Add link](#)

Assign the menu title followed by the menu path.

Menu link title *

The text to be used for this link in the menu.

Path *

Then Press Save and the link will be the last option.

Save

To edit current menus, click edit under operations in List Links main page.

ENABLED	OPERATIONS	
<input checked="" type="checkbox"/>	edit	c
<input checked="" type="checkbox"/>	edit	c
<input checked="" type="checkbox"/>	edit	c

Edit the Title and Path and then click save. The menu link will stay in it's position.

To disable a menu without deleting it, just uncheck the menu under enabled.