The Ohio State University

COLLEGE OF ARTS AND SCIENCES

COMMUNICATIONS SERVICES

Drupal 7 Content Manager Training

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Organizing Site Structure sections

When a site is defined, one of the earliest decisions is a determination of ‘who is the target’ of the site. Simultaneously, it must be determined ‘what is it that we want the target to find on the website. This quickly turns into a discussion of how the content must be organized in order to be easily and quickly navigated by the target. This organization then becomes a division of the content into logical parts or sections of the site. These, primary sections, are then developed a hierarchy so that within each of them there is a logical distribution of the content.

The primary sections form the backbone of the navigation system to take visitors deeper into the website. They need to be selected with care, keeping in mind that the web structure is shaped by them. Further developing this type of structure then allows it to guide the end-user how to use and navigate the website. It helps the end-user to insure themselves that they are getting to the ‘correct’ information. Developing a sound structure makes everything else fall into place.

Naming Conventions

One method used to implement the organizational structure is to utilize a section and page naming convention.

Each major topic of the website is an area. For example, all people information belong to the people section and are thus named: /people/**; all student information belong to the student section and are thus named: /student/**. Organize sub-directories in the same, consistent manner naming your pages: /student/major/page01; student/major/page02; student/major/page03.

By maintaining the Site Structure in this manner, end-users are kept aware of section relationships. In addition it serves as a strategy to keep your site files organized.

1. Decide upon a standard for naming – i.e., all lower case, all Camel Case, etc. Lowercase is recommended as pages can then be named without stopping to decide about capitalization, thus causing fewer mistakes.
2. Name pages within a given section by the same section (root) name. – i.e.,
   - students/undergrad – Undergraduate page in the Students section.
   - students/graduates – Graduate page in the Students section.
   - students/graduates/phdmajors – PhD Majors page in the Graduate section of Students.
3. Separate name keywords with a dash, ie word1-word2.
   - A space must not be used, as some servers do not ‘understand’ a space and replace it with code notation (such as ASCII code). This then can create difficulties for the user trying to locate a page.
   - Underscores like word1_word2 do not work with all search engines. Some simply remove the underscore and search on all the letters slammed together (word1word2) giving an incorrect outcome.
To keep files organized on the website, name images & other files according to their place in the structure – i.e. students-graduates-yr2012class.jpg

Creating Pages

Adding a Basic Page

Select the wrench icon in the upper left hand corner to open the Developer menu. Select Add content -> Basic page from the menu.

A new form with blank fields will appear. Required field(s) will be indicated by the red * following the field name. The only required field on the Basic page is the Title field.

Title Field

The page heading comes from this field and is automatically format within a Heading One tag.

Page Content

A rich text field, titled Body is used to contain all the page content.

Using Cut 'n Paste

To insure a good-looking and consistent Web site, do not use cut (copy) and paste to transfer information from any program in which formatting occurs. Instead, in Drupal 7 there are two options provided.

1. Paste as Plain Text – used when coping from one webpage to another.
2. Paste from Word – used when coping form Microsoft Word.

Accessibility

Headers: Organize page as an outline and add headers accordingly. Do Not use headers simply to add bold text, etc.
Links: Add alternative text, under Advanced Tab in the ‘Advisory Title’ field.
Images: Add alternative text, on the first – tab Image Info in the ‘Alternative Text’ field and also add same alternative text, under the Advanced Tab in the ‘Advisory Title’ field.

Menu Settings

Assigning pages to menus

There are two basic types of menus on any given website. One menu, the Primary Link menu, usually is a consistent menu that appears on all the web pages. They are the major divisions of information on the website. For each Primary Link, there may be Secondary Navigation. These are links that only pertain to that particular Primary Link and usually only appear within that section.

To create a Primary link, first create a new ‘home’ page for that section. Then while in the Edit mode of that page, scroll down below the Body field and locate the section titled Menu settings.

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1. Type the desired link text in the Menu link title field. This text will then appear on the menu for the user to select. It does not need to be the title of the linked page, but should be reminiscent of the title for the reader to believe that they have reached the correct page after selecting its link.

2. Type the alternative text into the Description field. Being succinct and specific, make sure that your reader will know why they want this link and where it will take them once selected.

3. Select the Parent of the page.
   In the ‘Parent item’ selection box, a menu is designated by < > as in <Main menu>. To create a Primary Link, the menu name, in this case <Main menu>, should be the page parent. A Primary section is then designated by the item, under the Menu item, with the shortest dash – rather than --. To create a Secondary Navigation item for a given section, the parent of the page will be the desired Section item listed under the Menu item.

4. The last field, Weight, is one that exists to make this version of Drupal compatible with older versions. It is used to reorder menu items. However there is an easier way so it can be ignored here.

URL path settings

Naming a Page

After completing the page content, it’s time to ‘name’ the page with a user-friendly and structurally consistent URL. Start by going into the Edit mode of a page; scroll down to the bottom and located URL Path Settings. Uncheck the checkbox for Generate automatic alias. In the URL alias field, type in an appropriate, relative path using the guidelines above.

Remember to use the **Save button** at the bottom of the page to retain all your changes, updates and selections.
This page is intentionally blank.
Menus

Listing Menus

Select the wrench icon in the upper left hand corner to open the Developer menu. Next select Administration -> Structure ->[+] Menus

Selecting the [+] in front of the Menus item will list the available menus. However, the QuickLinks menu will not appear here.

To view/edit the QuickLinks menu, you need to select the word Menu instead of the [+] . Then a new page will appear listing every menu within the site.

Select the title of the menu you wish to edit.
In most cases, you will only be working on the Main menu or the Quick Links menu.
Adding Menu Items
To add a new link to the menu, select ‘add link’

A new form will appear, as below. Note that again, a red asterisk [*] indicates a required field.

In the Menu link title field, put the text the reader will see in the menu.

The Path field gives the relative URL to the page on this website or the absolute URL to an External location. Note, that when creating a link from a page, the path must begin with a slash ‘/’ as in /student/undergrad; however when creating a menu link, the path must **not** contain a preceding slash as in student/undergrad.

The Description field, though not indicated as required, is required for Accessibility. It is your alternative text. Be succinct and specific explaining to the reader why to select the link and where it will take them.

The Enabled checkbox must be checked, and is by default, for the menu item to appear on a menu.

The Show as expanded checkbox is not checked by default and is not needed.

The Parent link dropdown list works the same as it does when selecting a Parent item for a page. Here it allows you to select the Parent item for the new menu item.

The last field, Weight, is one that exists to make this version of Drupal compatible with older versions. It is use to re-order menu items. However there is an easier way so it can be ignored here.

**Menu link title**

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

**Path**

The path for this menu link. This can be an internal Drupal path such as node/1 or an external URL such as http://drupal.org. Enter “<front>” to link to the front page. Enter “<module>” to generate non-linked items; enter “<separator>” to generate separator item.

**Description**

Shown when hovering over the menu link.

- **Enabled**
  
  Menu links that are not enabled will not be listed in any menu.

- **Show as expanded**
  
  If selected and this menu link has children, the menu will always appear expanded.

**Parent link**

The maximum depth for a link and all its children is fixed at 9. Some menu links may not be available as parents if selecting them would exceed this limit.

**Weight**

Optional. In the menu, the heavier links will sink and the lighter links will be positioned nearer the top.

**Save**
Warning About Adding Menu Items
When adding a Menu Item that is a link to an already existing page, it is important to remember the last menu link created becomes the Parent to that page.

For example:
Assume a Primary Link called Courses with a secondary page under it named Undergraduate Courses.

Then if you make the decision to create a second link to Undergraduate Courses as a link under a different Primary Link such as Undergraduate Information, the Primary Link of Undergraduate Information automatically becomes the Parent of Undergraduate Courses.

To reinstate Courses as the Parent of Undergraduate Courses, add the menu item. Then Re-Order the menu items (see below), switching the new menu item with the old, making the new menu item the Primary Link and the old Primary Link the new Secondary Navigation Link.

Re-Ordering Items
To manipulate the existing items on a menu, select ‘list links’

<table>
<thead>
<tr>
<th>TITLE</th>
<th>OPERATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main menu</td>
<td>list links, edit menu, add link</td>
</tr>
</tbody>
</table>

The menu will appear. Note that as you mouse over the menu items, your cursor will change into a cross-hair.

To move a menu item, place the mouse cross-hair over the cross-hair preceding the menu item. Selecting the menu item at that time will allow you to drag it and move it to a different location within the menu. The location of the item then becomes its location on the final menu. Note also that moving the item to the right, places it as a child of a given parent item. Order your menu items as desired

Remember to click ‘Save Configuration’.
This page is intentionally blank.
Additional New Content Types

Homepage

**Slide Show Images:**
Media selected in this field can be set up in two ways, one is as a tall image and the other as a short image.

**Quick Links Text:**
Appears to the right of Slide Show no matter which setup you choose, the length of this text will depend on the number of Quick Links you place in this menu (see Menus for more information on the Quick Links menu).

**Body:**
The body is the text you want to use on the homepage, it too can be setup in a Short or Tall format both appearing on the right side of the homepage under the Quick Links Text.
Blog page
If a blog is used within a site, added by request of Content Administration, adding a blog page is similar to adding a Basic Page. Required fields consist of the Title and the Body.

Please note that the Description field is a rich text field. Its format bar is the same as for a Basic Page. However the button, at the end of the bar, is a teaser separation button. When used, it places a break, before which is the text used in the RSS feed.

The Teaser text (before the break) will also be the only text that initially appears on the Blog directory page. The entry must be selected to view all the text for that blog.

Photo Gallery
The Photo Gallery page is a dynamically built page, located at http://name-of-site.osu.edu/gallery. It contains thumbnails of the images, that when uploaded, are selected to Display in Gallery.

The reader may select individual thumbnails on that page, to view the larger version of that image in a view image window.
The ASC Social Media icons that are included in the website and can be made to appear in the site footer are: Facebook, Twitter, YouTube, Blogger, Flickr, Google+, Issuu, iTunes, LinkedIn, Pinterest, *RSS, Tumbler, Vimeo, Wordpress and Give (OSU GiveTo logo).

To access and add a social media link to your website, first select the wrench icon in the upper left hand corner to open the Developer menu. Then select Administration -> Configuration -> ASC Social Media from the menu.

A new form will appear with fields for each of the available aforementioned social media sites.

For each Social Media which is in use by your department /center, place its URL in the correct field. Upon saving this form the associated icon will appear in the footer of the website.

For example if an associated Facebook account is to be linked to the website; place the URL (ie: https://www.facebook.com/ASCatOSU) to the Facebook page in the Facebook field.

Upon saving the Social Media form the Facebook logo will automatically appear in the footer.

By default the *RSS feed icon appears in the footer of all new Standard ASC websites.

Do not delete or edit the URL in the RSS field.