WEBSITE USER GUIDE: CONTENT MANAGEMENT

SCHOOL OF SCIENCE AT IUPUI

TECHNICAL OVERVIEW

The School of Science and newly designed departmental websites are built on the Drupal CMS (Content Management System) version 6 (http://www.drupal.org). In building these sites, it was important that they be easily customizable, secure, and sustainable. Drupal is a very powerful free and open source software package that has a large community behind it actively developing it and keeping an eye on security.

The Science Drupal sites are run from the School's Typhoon server, a Linux machine overseen by the School's IT team. Drupal is PHP-based on our setup uses MySQL for its database backend.

This document seeks to provide some basic information on how to administer the website. It does not seek to document how to run a Drupal site in general. For this, helpful resources exist in the drupal.org website as well as books on the subject.

USER ACCOUNTS

Website user accounts are tied in with the University's ADS login system. The same username and passphrase will be used when logging into the website. Please note that administrative and content management privileges need to be set up manually. Users may be able to log in to the administrative backend of the website, but without privilege added for their account, they will not be able to do much on the site.

To request new user or user access, email sosweb@iupui.edu

LOGIN

1) Go to your departmental website and click on the "Site Login" link at the absolute bottom of any page on the site (after the copyright and privacy notices).
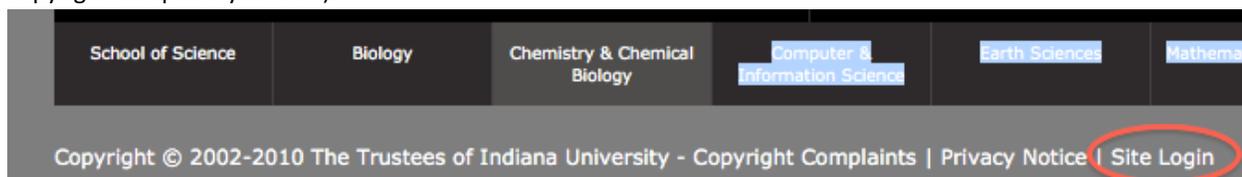

2) Log in using your usual (eg. CAS) username and passphrase. NB: The first time you log into the site, you'll probably receive a warning message that the site is not trusted or otherwise unsafe. This warning should be no cause for alarm; your username and password are being encrypted and should be considered safe. This is due to the School's use of self-signed SSL certificates. An exception should be added to your web browser so that this warning message does not show again.

1. Click "I Understand the Risks"
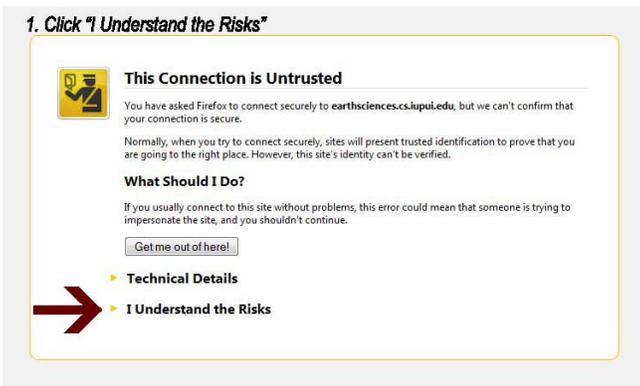
2. Click "Add Exception"
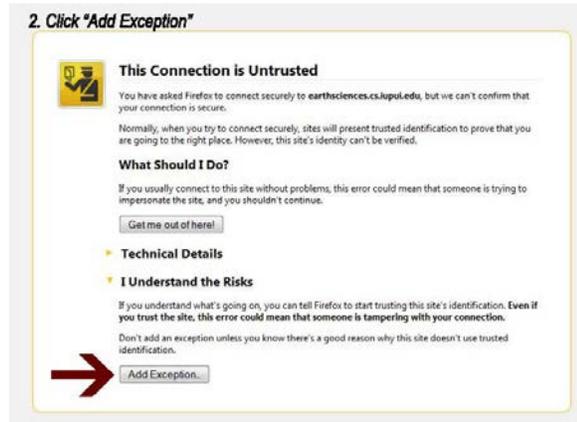
3. Click "Confirm Security Exception"

UPDATING YOUR OWN PROFILE PAGE:

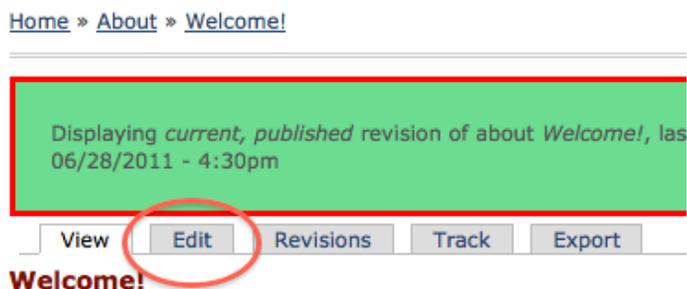See 900-400 Directory Profile User Manual

MANAGING SITE CONTENT: INTRODUCTION

Managing site content is relatively easy once a user becomes familiar with how it's done in the Drupal interface. ***For best results, it's recommended that you use the Mozilla Firefox web browser when making content changes to the website.*** It's worth mentioning also that Drupal uses the term "node" to refer to a piece of content in general. E.g. a static content page, an event or headline page, and faculty/staff profiles are all different types of nodes.

EDITING CONTENT PAGES

To edit a content page (eg. a news release, an event posting, a faculty profile, etc.):

1. Navigate to the page in question.
2. Click on the Edit tab on the page. (If you do not see tabs on this page, make sure you are logged in to the site and that you have the correct privileges to edit this content. Contact the Web Specialist if you need access.)

Home » About » Welcome!

Displaying *current, published* revision of about *Welcome!*, las 06/28/2011 - 4:30pm

View | Edit | Revisions | Track | Export

Welcome!

3. Make the changes you'd like and click the Save button. Make sure that the page looks correct after you've saved your changes.

CONTENT FORMATTING

Managing site content is relatively easy once a user becomes familiar with how it's done in the Drupal interface. ***For best results, it's recommended that you use the Mozilla Firefox web browser when making content changes to the website.*** It's worth mentioning also that Drupal uses the term "node" to refer to a piece of content in general. E.g. a static content page, an event or headline page, and faculty/staff profiles are all different types of nodes.

USING THE TEXT EDITOR (WYSIWYG – PRONOUNCED WIZZYWIG)

The text editor that you'll be using on the site is the TinyMCE WYSIWYG (or "what you see is what you get") HTML editor. This allows you to create and edit HTML text, insert images, etc. without needing to know HTML code. The interface is very similar to that of Microsoft Word (see toolbar image below). ***NB: While the text editor will give you a rough approximation of how your content will look, you'll need to actually save the content in question and view it to make sure it looks the way you'd like it to.***
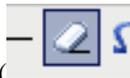
Body:

MAKING CONTENT LOOK RIGHT

There are several tips/tricks to make sure content looks right:

- *Paragraph/headings.* Sometimes lines of text in the WYSIWYG editor will be much larger for no apparent reason. In these instances, make sure that "Paragraph" is selected from the dropdown menu in the WYSIWYG toolbar (see image below). (If

it says "Heading 2", "Heading 3", etc. the associated text will show up differently on the webpage.)
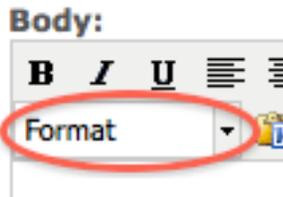
- *Extra empty spaces/paragraphs.* When working on content (esp. when you're copying content in from another webpage or a Word document), make sure that there are no empty spaces/paragraph returns at the bottom of your content. This makes sure that the look of the page will be as clean as possible.

- *"Remove Formatting" Button.* If you've tried the above and are still experiencing difficulties with your content showing up correctly (e.g. in the standard website font, typeface size, color, etc.), you may try highlighting the trouble text and clicking the Remove Formatting button () in the toolbar.
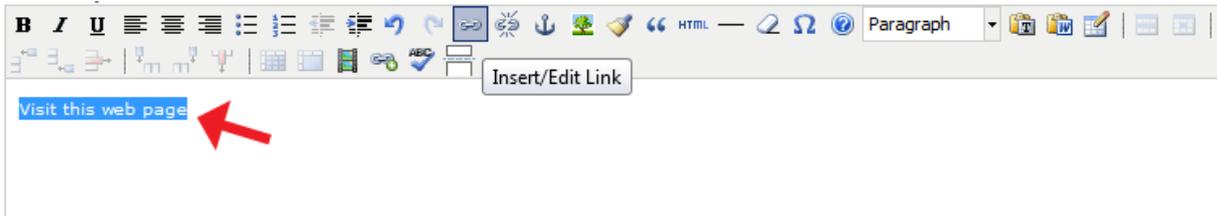
- *Help.* If you still are experiencing issues, please feel free to contact sosweb@iupui.edu
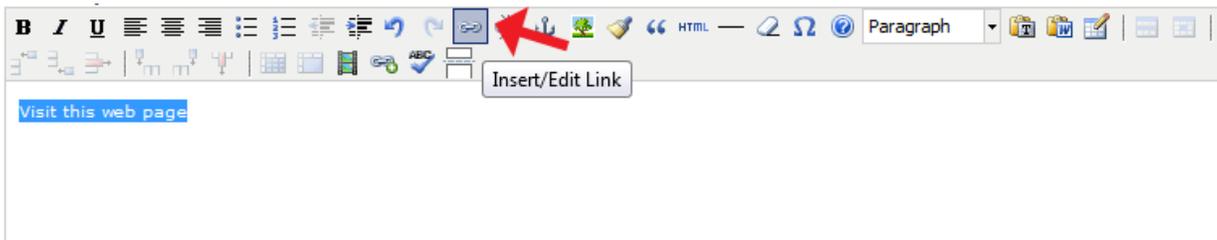
ADDING A LINK TO ANOTHER WEB PAGE

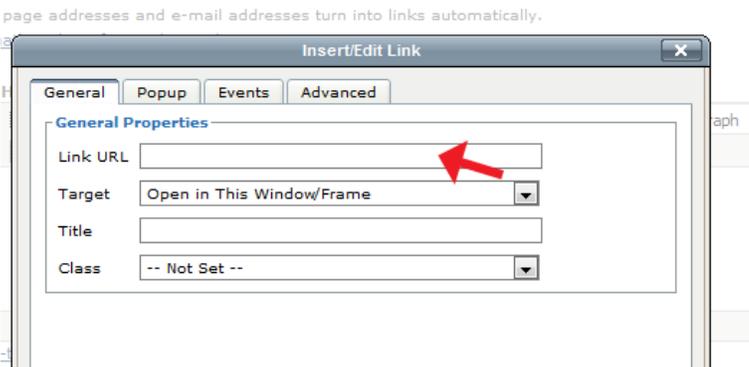Using the WYSIWYG, you can link text to another web page.

1) **Highlight text.**

2) **Click the Link Icon**

3) **Paste URL**

4) **Click Insert 1**

ADDING PHOTOS

Photos must be uploaded to a website.

- If you have them uploaded to another site such as Oncourse or your personal lab website, you can copy the URL of the image location.

- If they are not yet online, send them to sosweb@iupui.edu and we will send you the URL for each image.

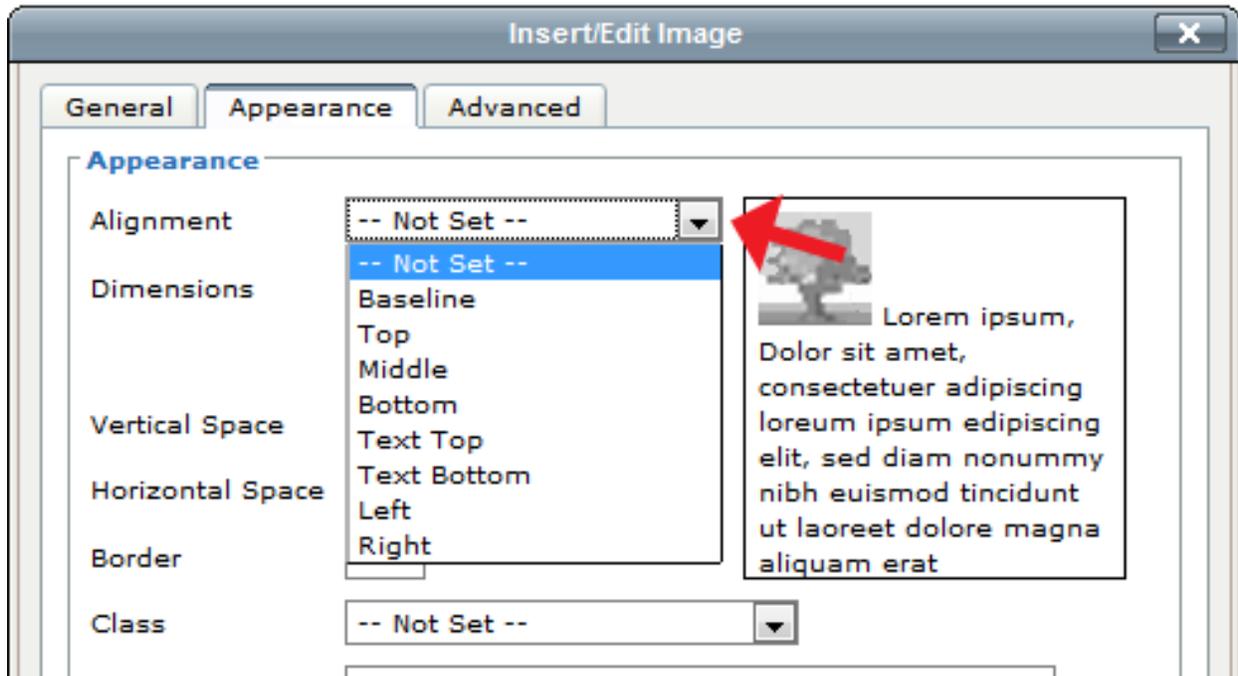To include a photo in one of the content fields:

1) Click the picture icon
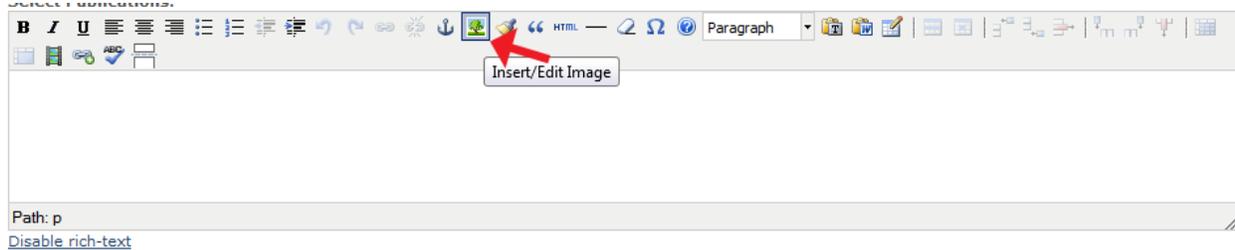
2) Paste the URL of photo and type in a description of the image
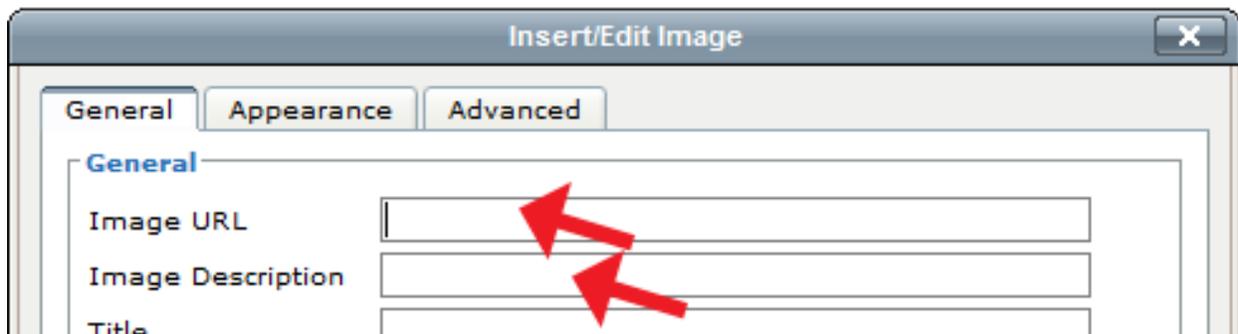
3) Click the "Appearance" tab

4) To wrap text around the photo, select the alignment drop down (typically right or left works best)

5) Additional fields for formatting:

- Vertical space – creates space above and below image (typically 5 is a good number)
- Horizontal space – creates space to left and right of image (typically 5 is a good number)
- Border – adds a black border around image

ATTACHING FILES TO NODES

1. Go to the "File Attachments" tab at the bottom of the node add/edit page.

2. Select the file you'd like to attach and then click "Attach". Repeat this step if you have multiple files to attach.
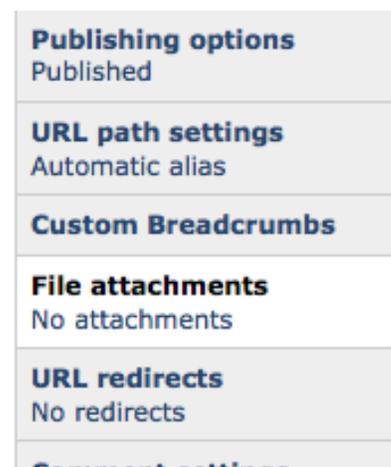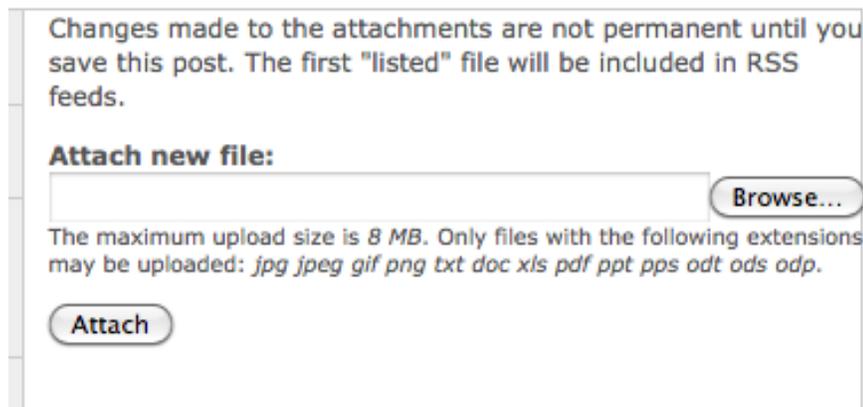
3. After you've uploaded all the files you intend to attach, rewrite the description for each file to something helpful for the end user to know what the file is (eg. "Academic Calendar 2010-2011).
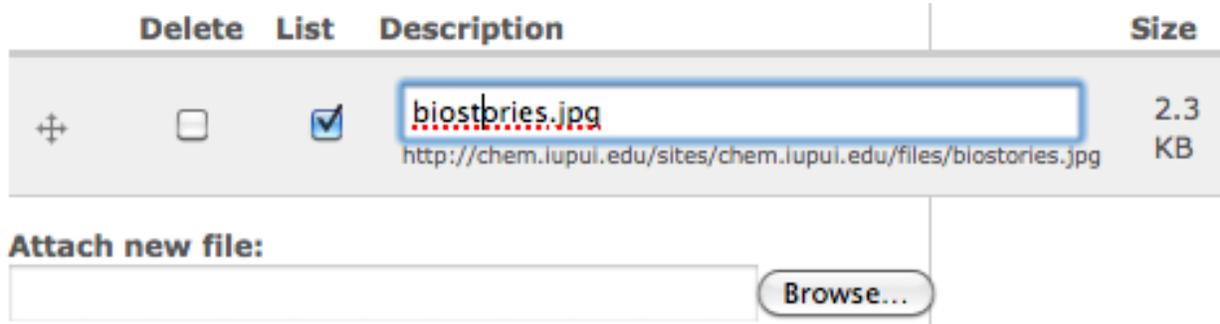
4. You may also reorder the files. All the files with the "List" checkbox will show up at the bottom of the page when users visit the page.

5. If you don't want the file(s) to show at the bottom of the page (eg. because you're just wanting to link to the attached file in the body of the page:

   a. Uncheck the "List" box.
   b. Copy the file URL (under the Description box; eg. "http://science.iupui.edu.edu/sites/default/files/2010-11.pdf").
   c. Use that URL to create a link following the directions in the "Adding Links" section in this manual.

6. Click "Save" when you're done making any file attachment-related changes.

CHANGING PAGE URLS: THE PATHAUTO MODULE

The Drupal Pathauto module (http://drupal.org/project/pathauto) is being utilized to automatically name many pages to things like "/content/[title of page]" or "images/[image title]". However, sometimes the Pathauto module will overwrite custom paths (eg. "/academics/calendar"). It's important to make sure that page paths are set correctly, otherwise links to that page will not work correctly and Highlight Buttons (see section below) will not show up correctly.

1. To set a custom URL path for a page, when you're creating or editing the page, go to the "URL path settings" vertical tab near the bottom of the page.
2. Uncheck the "Automatic Alias" box.
3. Type the appropriate path for the page. If this page is in one of the main sections of the site, the alias should start with "academics/", "admissions/", "alumni/" and *NOT* include a trailing slash.
4. Click "Save" at the bottom of the page.

CREATING NEW CONTENT

If your account is set up to create a new content page (eg. a news release, an event posting, a faculty profile, etc.), first choose the appropriate link from the "Create Content" dropdown menu at the top of your screen after you've logged in.
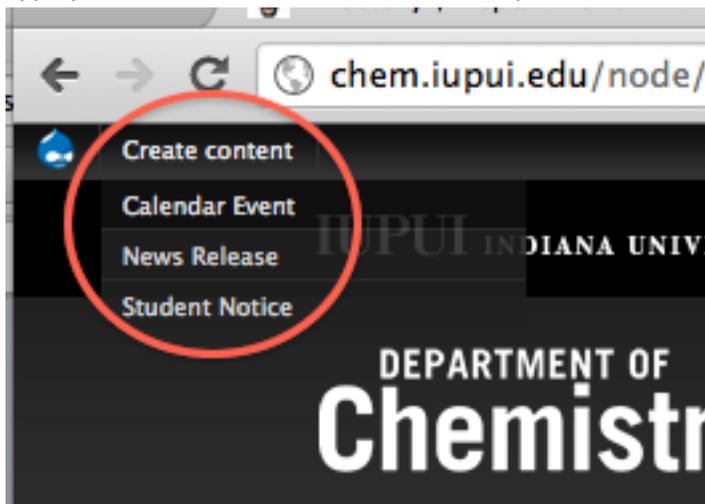
CALENDAR EVENTS

ENTER DATA INTO THE FOLLOWING FIELDS

1. Title: Enter the title of the event
2. Body:
    a. Add a brief description Highlight reasons why the target audience should attend. Add photos and files as needed.
    b. Include contact and RSVP information (links)
    c. Do NOT insert the date, time or event location in this field.
3. Date: The "from date" must be entered, including start time.
4. Where: Enter the Building, Room Number and other information if needed. For example: IUPUI Campus, Science Building LD 222
5. Address, City, State, Zipcode: enter information if needed
6. THE FOLLOWING ARE FOR DEPARMENT SEMINAROS ONLY
    a. Name/Title of Seminar Speaker + URL: This is for use for Department Seminars Only
        i. Enter the name, title, company of speaker. For example
        ii. Enter URL of link to speaker bio
    b. Event Host: Enter the name of faculty who arranged event
7. Select Pages to Display On – Choose one or none of the following:
    a. Science on Tap – For Science on Tap Calendar in Alumni section
    b. Career Development Services – For career calendar (WILL BE OBSOLETE)
    c. Departmental Seminar Series – For department seminars and colloquia
8. THE FOLLOWING ARE FOR DEPARMENT SEMINAROS ONLY
    a. Series Name
    b. Series Sub (MATH ONLY)
9. Event Type: Select one or more category

10. Interest: Select one or more
    a. Select all departments and School if event is not related to a specific research or academic area and/or if event is for prospective students.
    b. Select IUPUI for campus events
    c. Select beyond campus if the event is community related or hosted by an external partner
    d. Audience: Select one or more
    e. Accordion Section: THIS IS ONLY VALID FOR FACULTY/STAFF DEVELOPMENT. If professional development event for faculty or staff, select" Faculty Affairs + Professional Development
11. Archive: Select if this event should be archived.

CLICK THE SAVE BUTTON WHEN COMPLETE.

HOMEPAGE BANNER SLIDESHOW

ENTER DATA INTO THE FOLLOWING FIELDS

1. Title: Enter title of slide show – this will not be seen by site users
2. Image: Upload formatted image. Use photoshop template. Image should be have exact width and height of 678 x 242 pixels
3. Link: Add URL path to the page that this banner show link's to (eg. "about/info"). Just type everything after the "http://department.iupui.edu/"
4. Add to slide show: select yes
5. First slide until: not functioning

CLICK THE SAVE BUTTON WHEN COMPLETE.

ACCORDION – EXISTING ACCORDING PAGE

SELECT "ACCORDIAN PAGE" FROM "CREATE CONTENT" DROP DOWN.

COMPLETE THE FOLLOWING FIELDS

1. Title: Enter title of accordion
2. Accordion Section: select the accordion page where this should be added
3. Body: Enter content for accordion
4. Order: Enter a letter to determine the sequence of the accordion on the page.

CLICK THE SAVE BUTTON WHEN COMPLETE.

Create Accordian Page

Title: *
Accordian Title

Accordian Section:
---Keywords
---Personal Statements
---Research Statement
---Resumes
-Graduate School
--Prepare
--Apply
-Events
PreProfessional

Order:
Enter a letter to order the content of the section.

Menu settings   Menu link title:
Not in menu

SEEING & REVERTING TO PREVIOUS REVISIONS OF A PAGE

If you make a mistake and want to revert to a previous revision of the page:

1. Click on the Revisions tab.
2. Click the date/time of the revision you'd like to revert to.
3. Click "Revert to this".

CLEARING THE SITE CACHE

To improve site performance, core Drupal, memcache, APC, and Boost (http://drupal.org/project/boost) caching mechanisms are at use on the site. Sometimes, if site content is randomly showing up weird or if old content is displaying, it's worth seeing if clearing the cache will resolve the issue. The site cache should also be cleared after some settings are changed and when a database restore takes place. (The basic rule of thumb is that if something isn't showing up right, try clearing the cache. If things are working fine, then the site cache doesn't need to be cleared.)

To clear the cache (assuming user permissions allow for this):

1. In the administration menu, click "Flush all caches" under the first menu (showing either the Drupal icon or site favicon). It may take a minute or two to flush the site cache.
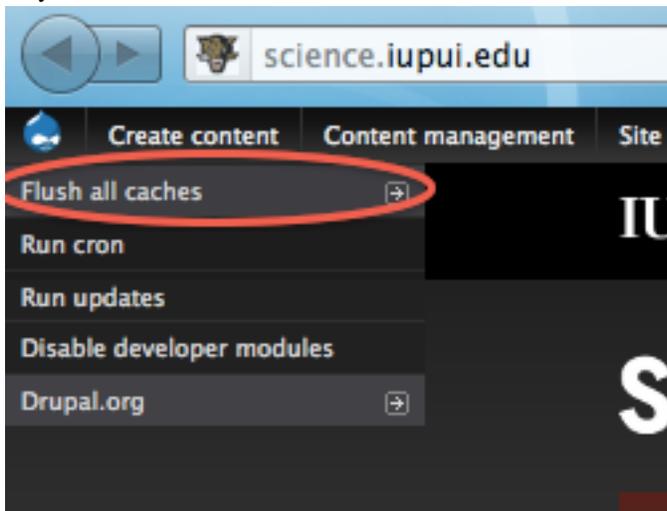
QUESTIONS, CONCERNS, IDEAS

For any questions related to the site, please send an email to sosweb@iupui.edu.