Drupal User Guide

SCDOA – aging.sc.gov

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Logging In

To log into Drupal, visit https://aging.sc.gov/user enter your Username and Password. Once logged in, click Manage in the upper left corner.

General Content Entry

To add new content to the website, navigate to the Content Menu and click Add Content. This will display a list of all the manageable content types on your website. Details about creating each type of content are included below.

Another way to find the page is to click on the Drupal Logo or in the upper left-hand corner of the CMS. Navigate to the page you wish to edit and click the edit tab on that page. Certain content cannot be edited on the page itself, such as the news list page. For those items, see their respective sections in this document for how to add, remove or edit content.

To **add new content to the website**, navigate to the Content Menu and click Add Content. This will display a list of all the content types, or page templates, on your website. Details about creating each type of content are included below.

Content Types are built in a way to provide set structures for each type. You'll need to select the desired content type to use depending on the content you want to add to the website and where it will display. For example, a news article would use the Article content type, which would then be dynamically added to the top of the news list page and categorized accordingly. A webpage of content about a new product or service would use a Basic Page template, which you can select the exact location within the navigation of the website. This ensures visual and structural consistency across the website.

For all content types:

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- Clicking Save will immediately publish the content to the live site. To save content without publishing, navigate to the Publishing Options tab, unselect the Published checkbox, and then click Save.
- If an image field has a required alt-text field, fill it in with descriptive text (do not use the file name). If the alt-text is not required, fill in descriptive text if the image contributes to fully understanding the content. If the image is purely decorative, leave the alt-text field blank.

# Adding or Editing Content Types

Editing the Homepage

To edit content on the homepage, navigate to Content and click the Edit Home Page tab. Each editable area is included in the bulleted list on this page. Please do not change any settings or content except for the items listed below.

- MMA (Main Marketing Area)
  - Block description
  - Body
  - URL
  - Link text
- Home Launch Bar
  - Opening Text
  - Main Text
  - Title
- Featured Programs
  - Block description
  - Rows 1-3:
    - Title
    - Summary
    - Link
- Featured Service
  - Header
  - Description
  - URL

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  o Link text

Alternatively, you can hover your mouse over the block you'd like to edit and look for the edit icon. Click the icon to reveal the edit menu and select Configure Block or Edit. Make your changes to the block based on the instructions above and click Save.
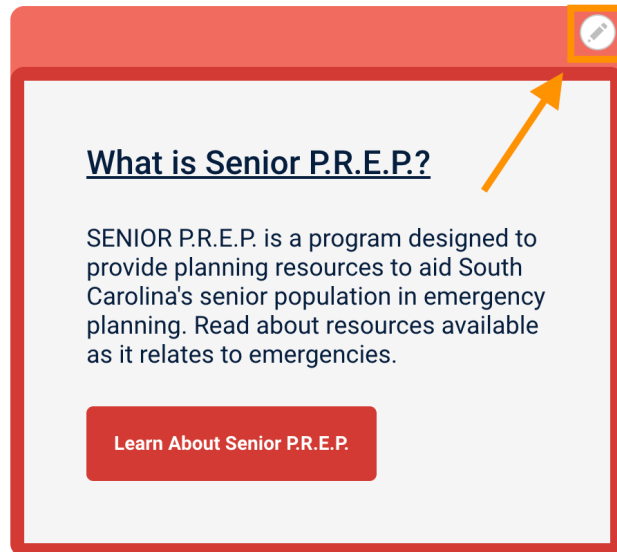
Adding a Basic Page

On the Create Basic Page screen:

- Enter the page Title.
- Enter the Body. This will be the main content for your page.
- If desired, click Edit summary next to Body to change the preview of page. If no summary is entered, the first couple of sentences of the body will be used to preview the page.
- If you want to add a callout box to the page sidebar, fill out the following fields under Sidebar Callout:
  - Header
  - Message
  - URL and Link Text

To place this page within one of the existing menu structures, navigate to the Menu Settings section and select the Provide a Menu Link checkbox. The Menu Link Title will automatically populate with the page Title. Next, select the parent item.

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Adding an Event

On the Create Event screen:

- Enter the Event Title. This will display as the page title.

- Select the event start and end date. For single day events, select the same date for both the start and end date.

- Enter the Summary. This will display in the Events list view.

- Enter the Body. This will display in the Events detail view.
- Enter an Event Image.
- Under the Event Details tab, you have the option to complete the following fields:
  - Event Categories – Select the appropriate Event Categories.
  - Address – Select the Event Location from the dropdown menu, enter the Address Text, and enter the Address URL.
  - Program Contact – Enter the name and email of the program contact.
  - Main Phone – Enter the phone number of the program contact.
  - Registration – Enter a link to register for the event.
- Under the Event Settings tab, you have the option to complete the following fields:
  - Internal Event – When checked, this event will only display in the restricted section of this site.
  - Site Placement – Check which sites you want this event to display on.
  - Featured Event – Select whether you want the event to display in the featured events section on the homepage of SC Department of Aging or GetCareSC (or select both).

Adding a Monthly Feature for National Awareness Weeks/Months

This content type allows you to add monthly features to the Events page on the website. The current month in the calendar view will showcase the featured event of the month.

On the Create Monthly Feature screen:

- Select the monthly feature start and end date.
- Enter the monthly feature Title.
- Enter the Message. This will display under the monthly feature title.
- If desired, enter a link URL.

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Adding a Webform

On the Create Webform screen, enter the Title and Body (the body will display above the webform). To make the webform display as a page in the navigation, check Provide a menu link in the Menu settings. The Menu link title will automatically populate with the page Title. Selecting a Parent item will nest your new page beneath an existing page in the site map. Click Save.

On the next screen, add the desired form components by specifying the Label, field Type, and whether the field should be required. Click Add. If necessary, add additional customizations to the component on the Edit Component page. Click Save Component. Details about some commonly used form components are below.

- Radio buttons allow a user to make a single selection from a list of options. To add radio buttons to a webform, choose Select Options for the field Type and click Add. On the Edit Component page, expand the Options section and fill in the Values. Click Save Component.

- A checkbox list allows a user to make multiple selections from a list of options. To add a checkbox list to a webform, choose Select Options for the field Type and click Add. On the Edit Component page, expand the Options section and fill in the Values. Select the Multiple checkbox under Option Settings. Click Save Component.

  – To display a single checkbox option, enter just one Value.

- A select list allows a user to make a selection from a list of options. To add a select list to a webform, choose Select Options for the field Type and click Add. On the Edit Component page, expand the Options section and fill in the Values. In the Display section, check the Listbox option. Click Save Component.

  – To enable multiple selections, select the Multiple checkbox under Option Settings.

If you'd like to have form submission notifications automatically emailed, navigate to the Emails subtab, enter the email address that should receive the notifications, and click Add. On the Edit E-mail Settings screen, add any additional customizations to the notification email and click Save e-mail settings.

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To view webform submission data, click the Content link in the top toolbar and select the Webforms tab. Use the controls under View to see the form's submissions, view an analysis of the submission responses, see a table of the responses, and download the submission data.

Adding an Alert Banner

On the Content Tab, Under Manage Alert:

- Select the Appropriate box for your Alert
    o 'Show the alert message' – Shows the banner on every page that you click on
    o 'Limit the alert to the homepage' – Alert Banner only shows on homepage when you enter website
    - Set Expiration Date
    - Select the Appropriate severity level for your Alert
        o Level 1 – Message (blue color design)
        o Level 2 – Warning (yellow color design)
        o Level 3 – Critical (red color design)
- Enter your Banner text into the Message Box
- Fill the Link Label and Link URL boxes if you use a link in your banner
    o Link Label is for the words you use to link to the URL
    o Link URL is the web URL you want your clients to go to
- Publish the banner by clicking 'Save Configuration' at the bottom of the page

Managing Taxonomies

Taxonomies are used to categorize and standardize types of content on your website. To manage taxonomy terms, navigate to the Structure menu and click Taxonomy. Details about management options are included below.

- To view all terms in a taxonomy list, click List Terms.
- To edit an existing term, click edit and update the Name field. Click Save.
- To delete a term, click edit and then click Delete.
- To rearrange the order of the terms in a list, click the cross next the term and drag it to the preferred placement. Click Save.

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Using the Rich Text Editor

Source

The source view allows you to see the HTML and make changes directly in the code. **Cyberwoven does not recommend using this view unless you have experience working with HTML.**

The rich text editor simplifies HTML editing. Most of the tools are similar to those found in word processing programs like Microsoft Word. Details about the commonly used web-specific components are below.

Source

The source view allows you to see the HTML and make changes directly in the code. **Cyberwoven does not recommend using this view unless you have experience working with HTML.**
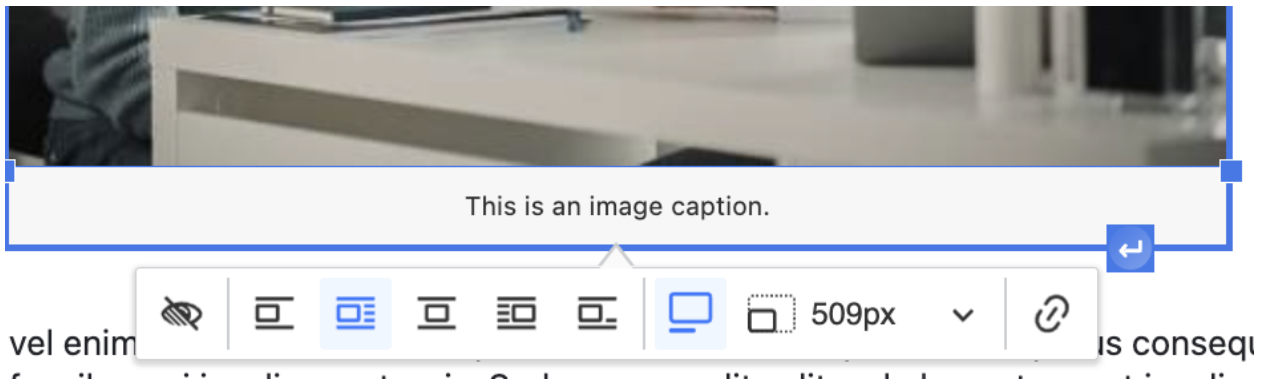
Paste Options

There are three different options for pasting text from another source into the editor. Details regarding each option are included below.

- *Paste* – this is default method and pastes text verbatim into the editor. To avoid style conflicts within the HTML, Cyberwoven does not recommend using this option.
- *Paste from Word* – this method attempts to preserve basic formatting when pasting text developed in Microsoft Word. To ensure design continuity, Cyberwoven does not recommend using this option.
- *Paste as Plain Text* – this method strips out all formatting, leaving only plain text. *Cyberwoven recommends always using this option.*

Images

To insert an image, click the image button in the toolbar. This will allow you to browse and upload an image from your computer. If linking to an existing image that's already used on the website, choose the Folder icon to browse files already uploaded. **Cyberwoven recommends always resizing images before uploading them to the website to ensure appropriate scaling on smaller screen sizes.**

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This is an image caption.

vel enim ... is consequ

The Image Properties dialog window that opens will let you set configuration options. Details about each property tab and its options are included below.

Image Options

This allows you to configure the way your image appears on the page. Details about each configuration option are included below.

- **Decorative Image or Alternative Text** – a text description of the image that tells users with assistive devices (like screen readers) what the image is about. Alt-text should be added to all images, if the image contributes to fully understanding the content or if the image is a hyperlink, fill in descriptive text (do not use the file name). If the image is purely decorative, choose that option instead.

- **Align** – the alignment of the image in the page and within text can be selected.

- **URL** – if you know the image's URL, enter it here. If you don't know the URL path, you can use the Browser Server button to select from images saved on the website.

- **Caption** – if you want to describe the image or reference it.

- **Link** – The Link icon lets you assign a link to an image, converting the image into a clickable link. For information on linking options, see the Hyperlinks section.

Please note: by default, the image dimensions ratio is locked, which is indicated by a Lock icon. This means that when you change the width or height values, the other one will be adjusted

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automatically. **Cyberwoven recommends always keeping the image ratio locked** to ensure images maintain their original proportions. To change the image back to its original size, click the Reset button.

Upload

The Upload tab allows you to add new images to the website. To upload an image, click the Browse button. Select the image you want to upload and click the Send it to the Server button. The Link Info tab will open and the URL of the uploaded image will automatically appear in the URL field.

Advanced

The Advanced tab lets you configure additional image options such as assigning it an ID, a class, a longer description, a tooltip, or CSS style properties. Defaults for all of these have been built into your website to ensure design continuity. Cyberwoven does not recommend making custom configuration using this tab

Text Formatting

A variety of text formats have been built into your website to make content styling easier. To apply a format, highlight the text you'd like to change and then select the desired format from the dropdown menu.

To ensure design continuity, **Cyberwoven does not recommend using any non-custom styles or formats.**

Hyperlinks

To insert a link, select the text you want to link and click the link button in the toolbar.

The Link dialog window that opens will let you choose the link type and configuration options. Details about each link tab and its options are included below.

Link Info

Link Type specifies the category of the link that will be inserted. Details about each type of link are included below.

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The URL field will autofill with content on your site. This means that rather than finding the "About Us" URL and pasting into the field, you can begin typing "About" and the field will auto-populate page options. If you are linking to a page on your site and do not want to use the auto-populated option, enter the relative URL (i.e. /about-us) rather than the absolute URL (i.e. http://example.com/about-us).

Add Files

You can also upload files via the hyperlink function. When you select the hyperlink, the modal that pops up includes a link which says "Open File Browser." To upload a file click that link. Select the file you want to upload and click the Open button. The URL of the uploaded file will automatically appear in the URL field. Make sure that all PDFs uploaded to the site are accessible. PDFs that are missing a document title, a document language, auto-tagging, and alt text on images are difficult for people using screen readers to consume. More information on how to create accessible PDFs can be found here: https://helpx.adobe.com/acrobat/using/create-verify-pdf-accessibility.html

Advanced

The Advanced tab lets you configure additional link options such as assigning it an ID, a class, or ARIA label. Defaults for all of these have been built into your website to ensure design continuity. **Cyberwoven does not recommend making custom configuration using this tab.** Also under the Advanced menu, you'll see an option to Open in new window. This should be checked if you wish for your link to open in a new browser window.

To remove a link, select the link and click unlink icon.

Add Button

To add a button, type the text for the button into the WYSIWYG content, highlight the button text, and click the link button in the toolbar. Put the link into the Link field and add a link Title if desired. Once the link is created, choose a button option from the Styles dropdown.

Add Files

To upload a file, click the Browse button. Select the file you want to upload and click the Open button. The URL of the uploaded file will automatically appear in the URL field.

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Make sure that all PDFs uploaded to the site are accessible. PDFs that are missing a document title, a document language, auto-tagging, and alt text on images are difficult for people using screen readers to consume. More information on how to create accessible PDFs can be found here: https://helpx.adobe.com/acrobat/using/create-verify-pdf-accessibility.html

Managing Navigation Menus

To adjust which pages display in the menus, click the Structure link in the top toolbar and then click Menus. Next to the menu you'd like to edit, click list links. Click and drag to reorder or reorganize the pages in the menu. Click Save Configuration.

Managing URLS

Aliases

An alias or vanity URL is a different name for an existing URL path. To create a new alias, navigate to Configuration / Search and Metadata / URL Aliases / Add Alias. In the Existing System Path field, enter the relative URL of the page you want to create the new alias for. In the Path Alias field, enter the new alias. Click Save.

Existing aliases can be managed by navigating to Configuration / Search and Metadata / URL Aliases.

Redirects

A redirect sends a URL path to a new location. To create a new redirect, navigate to Configuration / Search and Metadata / URL Redirects / Add Redirect. In the From field, enter the relative URL of the old path. In the To field, enter the relative URL of where you want to old path to go. Click Save.

Existing redirects can be managed by navigating to Configuration / Search and Metadata / URL Redirects.

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