

Portal Agency Training Manual

Using the Book Module

Drupal 7 – GeorgiaGov Platform

Prepared By: GeorgiaGov Interactive

Support: For further assistance, fill out a Support Request at <http://support.georgia.gov/>

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1.0 Overview

A book is a set of pages tied together in a hierarchical sequence, perhaps with chapters, sections, subsections, and so on. The **Book** content type is intended to create a simple Book page. You can use Books to create and organize manuals, site resource guides, or whatever you'd like.

To see an example of the Book module, visit <http://portal.georgia.gov/interactive/web-standards/>

Note: In order to use the Book feature you must submit a support ticket at support.georgia.gov and request to have the Book module enabled on your site.

Each Book page contains the following elements:

1. Links to the child pages for each chapter
2. Links at the bottom of the page to the previous page and the next page in the sequence, and a link labeled Up that leads to the level above in the structure.
3. Link to a Printer Friendly version and PDF version of each page
4. The Book's full table of contents as an expandable menu. As you move through the book, the menu will highlight and expand depending on where you are in the book.

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3.0 Content Guidelines

Good content is arguably the most important component of your web presence. Whether you're writing content for your website, social media outlets, or mobile applications, it needs to be simple for your broad audience to read and understand. Your content should use plain language, be friendly, and written and organized in a way that makes it easy to find.

The following guidelines are aimed to help you tune your content for readability and findability on the web.

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2.0 Create a new Book:

When an Editor creates new content of type **Book Page**, they can add their page at the level of their choice in a book, or start a new book. This is called defining the "parent" for a book page, and is in the "Book outline" section of the edit screen. When you start a new Book, you will start by creating the main equivalent of a title page.

1. Click **Add content** in the gray admin toolbar,
2. Choose **Book Page** from the content type list
3. Add the appropriate text to the fields as needed:
 - a) **Title:** Input the title of your book. This should be a title unique to your site.
 - b) **Body:** Enter the content of your book in the body field. The WYSIWYG Editor allows you to apply special text treatments. (Note that when you copy and paste from Word, you may need to delete extra spaces between paragraphs.)
 - c) **Book Outline:** Click "Create a New Book" under the Book drop down menu. The new Book will inherit the title of this page.

The screenshot shows the configuration options for a Book Page. On the left, there are three sections: 'Menu settings' (Not in menu), 'Book outline' (Not in book), and 'Meta tags' (Using defaults). On the right, the 'BOOK' dropdown is set to '<none>', with the text 'No book selected.' below it. The 'WEIGHT' dropdown is set to '0'. A 'Change book (update list of parents)' button is located below the weight dropdown. At the bottom of the form are 'Save' and 'Preview' buttons.

4. Click **Save**

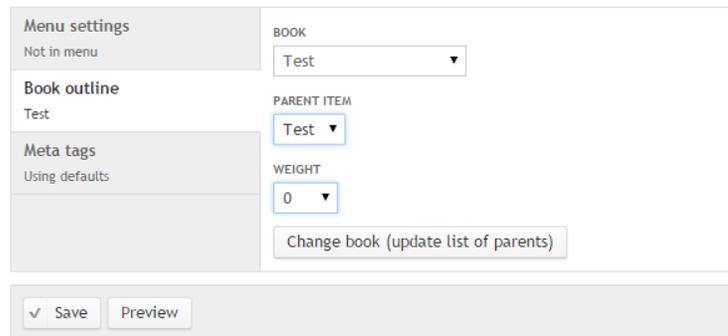
Note: Book pages are not part of the Workbench functionality. This means you cannot schedule them to publish later, or start them in Draft mode – Book pages are immediately Published, and you have to publish the first page in order to start adding child pages. If you want to create a book structure without making it public until it is edited and vetted, you can keep it "hidden" by not including any book pages in your menu.

3.0 Adding Additional Book Pages

Add a Page in an Existing Book

Once you've created the title page of your Book, you have a new Book to which you can assign pages. To add child pages to the Book:

1. Click **Add content** in the gray admin toolbar,
2. Choose **Book Page** from the content type list.
3. Add the appropriate text to the fields as needed:
 - 1) **Title:** Add a unique title for each Book page.
 - 2) **Body:** Enter the content of your book in the body field. The WYSIWYG Editor allows you to apply special text treatments. When you copy and paste from Word, you may need to delete extra spaces between paragraphs.
 - 3) **Book outline:**
 - **Book:** Select the Book that the page should be included in from the Book drop down menu.
 - **Parent Item:** select the page that this Book Page will be nested under from the drop down. **Note:** If this is the second page created, there will only be one option in the Parent Item drop down list. You will have more options as you add pages to the Book.



The screenshot shows a configuration form for a Book Page. It is divided into two main sections: 'Menu settings' and 'Book outline'. The 'Menu settings' section includes a 'Not in menu' checkbox. The 'Book outline' section includes a 'Test' text field. Below the 'Book outline' section, there are three dropdown menus: 'BOOK' (set to 'Test'), 'PARENT ITEM' (set to 'Test'), and 'WEIGHT' (set to '0'). A 'Change book (update list of parents)' button is located below the 'WEIGHT' dropdown. At the bottom of the form, there are two buttons: 'Save' and 'Preview'.

4. Click **Save**

4.0 Adjusting Book Page Structure

You also can change the position of a page in the book hierarchy later from the page edit screen, by changing the "parent" to which it belongs. Any "child" pages of the page you are editing will automatically be moved too, so if the page you are editing is a section header, this allows you to move an entire section.

4.1 To edit your Book structure from Outline Mode:

You can get a full view of the page structure and reorder book pages easily from the Book's Outline. This has the added benefit of providing a full view of your book structure at once, and allows for you to make many changes at once.

1. Navigate to any book page.
2. On your editing menu bar, click Outline.
3. Click the linked text "reorder an entire book" below your book title.

The outline feature allows you to include pages in the [Book hierarchy](#), as well as move them within the hierarchy or to [reorder an entire book](#).

4. Under Operations, choose "edit order and titles" next to the appropriate book
5. Use the handle bar  or weight option  to move pages within your book structure.

4.2 To change the location of a Book page:

You can change the Parent page of an individual book page directly from that Book page's edit screen. You can also reorder individual pages with the same Parent by adjusting their Weights.

1. Navigate to the book page that you want to change.
2. On your editing menu bar, click Edit.
3. On the bottom of your page, click Book Outline

a) **Book:** You can change the Book a page is associated with from the Book dropdown. After you change the Book, you must click the button to "Change book (update list of parents)" in order to choose a relevant Parent Item.

b) **Parent Item:** You can change the Parent page from the Parent Item dropdown

c) **Weight:** smaller numbers are "lighter" and larger numbers are "heavier." To move a page up or down in the structural heirarchy, you can adjust each page weight accordingly.

BOOK
Enterprise Policies, Standards, and Guidelines ▼

PARENT ITEM
Enterprise Policies, ... ▼

WEIGHT
1 ▼

Change book (update list of parents)

5.0 Add your Book the Main Menu

When you have completed your Book and are ready to add it to your site's main menu:

- 1) Edit the main parent page of your Book
- 2) Scroll to the bottom of the page, and under **Menu Settings**, check **Provide a menu link**.
- 3) In the **Parent Item** dropdown menu, select where you would like to nest this page in the menu.

Provide a menu link

PARENT ITEM

-- About Us 

- 4) Click **Save**.