# Portal Agency Training Manual

# Editors Guide

### Drupal 7 – GeorgiaGov Platform

**Prepared By**: GeorgiaGov Interactive

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

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# 1.0 Overview

The Drupal 7 Content Management System (CMS) for the GeorgiaGov Portal is the central management console you'll use to edit and manage your agency's website. Content management is an integrated online system designed to help you minimize the time for coding, providing a consistent look and feel by using standardized templates, and updating or creating content in real time. The entire content process happens within a web browser– from collection and production to delivery and analysis.

The Drupal 7 CMS makes it easy for you and other designated employees to control your own Web content, regardless of technical experience.

***Note***: the Drupal 7 CMS for the GeorgiaGov Platform is a highly customized version of Drupal 7, and provides many features and functions that are not standard on out-of-the-box Drupal websites.

## 1.1 System Requirements

To get the most out of the Drupal 7 CMS, we recommend using a modern web browser such as **Mozilla's Firefox**. (http://getfirefox.com). This browser is available for PC and Macintosh computers.

If you do not have the appropriate permissions to install Firefox on your work PC, you can also use **Internet Explorer 8 or 9**. (Please note that some minor functionality may not be supported in Internet Explorer 8).

## 1.2 Terminology

**Absolute URL** – a link that is formatted with a full web path, e.g. http://georgia.gov/education.

**Alternative (or Alternate) Text –** a sentence that describes what's happening in a graphic or photograph. Search engines and screen readers display alternative text for site visitors who have visual impairments. The better your agency's alternative text, the more accessible and user-friendly your site will be.

**Block** – a placeholder for content on a page, also known as a content area.

**Box** – a feature that is placed inside of a content area on a page (Page Elements)

**Categories -** the Master "tag" list for content on the GeorgiaGov Platform. This list is filled with high level categories that can define any content item.

**Content Area** – a placeholder for content on a page

**Content Item** – a piece of content (built with articles, images and videos) that typically corresponds to a single page on your agency's site and includes a title, an optional body and other customized fields. In Drupal, developers also refer to content items as **nodes**.

**Content Type** – the formatting and fields for a type of content item, such as blog posts, photo galleries, and press releases.

**Menu** – a place to organize your content so that users can find it. The Navigation Menu is your primary menu for this.

**Node** – Drupal term for any Content item.

**Relative URL** – a link that is formatted with a partial web path and points to content on your agency's site. On the GeorgiaGov website (http://georgia.gov), for example, the relative URL "/education" points to http://georgia.gov/education.

**Template** - the layout and presentation display that your information "fits" into.

## 1.3 Content Manager Roles

There are two main Content manager account types available. All agency websites will have at least one content manager assigned to the Editor role, with an option to assign other Editors and Creators. Creators have limited abilities and are meant to be able to draft new content for an Editor's review.

Some of the tasks in this manual will not be available to Creators, but all are available to Editors. Below is a general checklist for each role.

| | Create Content | Edit Content | Save Draft | Save as Needs Review | Publish Content | Schedule Content | Manage Menus | Manage Homepage | Create Webforms |
|---|---|---|---|---|---|---|---|---|---|
| **Creator** | X | X | X | X | | | | | |
| **Editor** | X | X | X | X | X | X | X | X | X |

# 2.0 Getting Started

## 2.1 Logging In

To log into the CMS,

1. Navigate to **YOURSITE.georgia.gov/user** (e.g., gbi.georgia.gov/user)

2. Enter the username and password assigned to you.

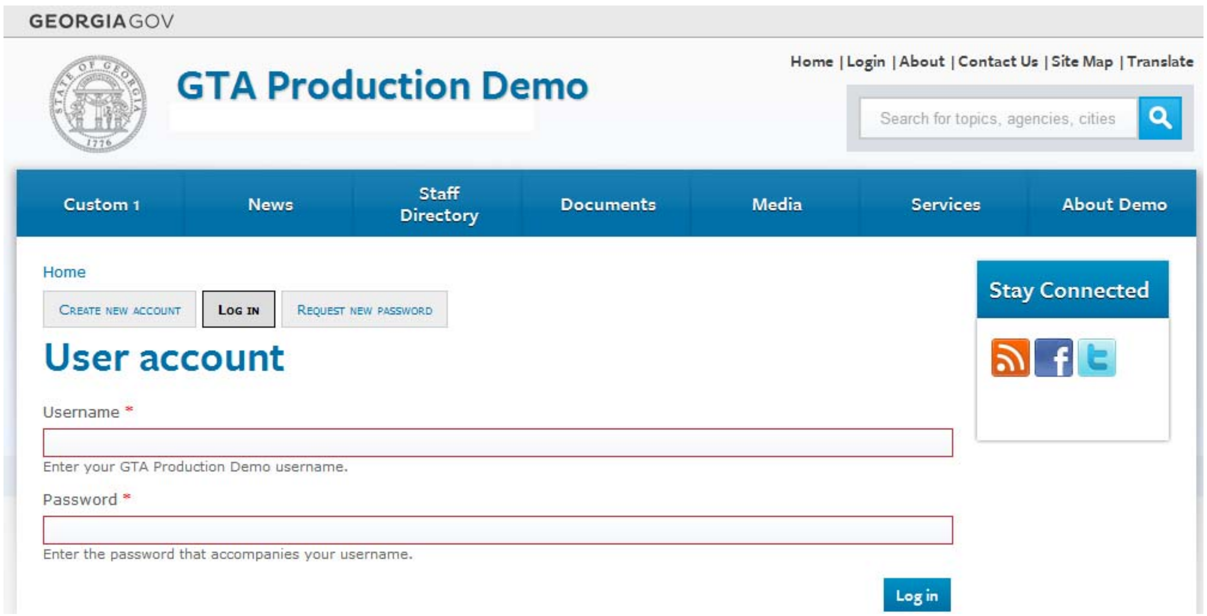



**Figure 1 User login screen**

> ***Note***: After 60 minutes of inactivity, you will be automatically locked out of the system and will need to log back in to continue editing.

## 2.2 Requesting a New Password

If you ever forget your password,

1. Navigate to **YOURSITE.georgia.gov/user** and select the "Request New Password" link.

2. Enter your e-mail address for the system (typically your work email) to receive an email with instructions on how to reset your password.


**Figure 2 Request new password**

## 2.3 The Admin Toolbar

When you are logged into the system, you will see an administrative toolbar across the top of the screen.


**Figure 3 Editor's toolbar**

This common system toolbar contains the following items along the top (in the black bar):

- **My Workbench:** Use this special dashboard, which provides search tools and content listings, to access your content.
- **Content**: Add and search for content.
- **Structure:** Access site blocks (content areas) and menus.
- **Configuration:** Access platform settings for blocks (content areas) and menus.
- **Help**: Read technical help and descriptions about configuring the content management system; unless you're working on advanced configuration, you won't use this section that often. If you simply have a question about how to create content, use the pop-up help text in the content creation forms.
- **Hello <Current User>:** See your account options and settings.
- **Log out:** Sign out of your session when you are done working with the system.

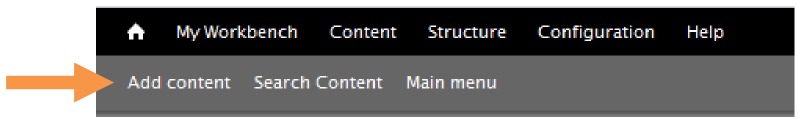
Beneath the admin toolbar, you will see a lighter gray "Shortcut" bar with shortcuts to the most common tasks you'll need to perform on the site:

- **Add Content:** See a list of the content types you can add, such as Site Pages and Press Releases.
- **Search Content:** Target your search by title, or look for particular phrases within the content; use this when you need to locate a specific piece of content to edit.
- **Main Menu:** Access the Navigation menu, where you can re-order, add, edit, or delete items from the navigation menu.

# 3.0 Creating Content

The GeorgiaGov Drupal Platform offers a number of content types designed to provide flexibility *and* structure to your website. To begin adding new content to your website,

1. From the admin toolbar's shortcut area, click "Add content."




2. From the "Add content" screen, choose the type of content you want to create.
   The following content types are available to all agency websites:

| Content Type | Purpose |
|---|---|
| **Blog Entry** | Posts a single article for a site-wide blog. |
| **Document** | Stores a file or series of related files, such as PDFs or Word Documents. |
| **Event** | Stores information on a single event, to be displayed in an Events list or calendar view. |
| **Index List** | Provides a detailed list of links that reference other pieces of content. Also used to create an FAQ page. *(Similar to a list of Teasers in Vignette)* |
| **Photo Gallery** | Displays a collection of photos within a gallery. |
| **Press Release** | Posts a traditional "press release" of text content that will populate a site-wide Press Releases list. |
| **Profile** | Contains biographical information about a user; this user may be an author, a staff member, or even an organization. |
| **Services** | A description of a specific service that the organization or agency provides to site users (such as "tax preparation" or "grant programs"). |
| **Site Page** | A simple page of content used for infrequently updated information. *(Similar to an Article in Vignette)* |
| **Video** | Embeds video from a third-party vendor, and formats it for your site. *We recommend you host your videos on another service, such as YouTube or Vimeo, and use this content type to embed that video).* |

3. After selecting a content type, you will fill out a form for that content. The information you enter will change based on the content type you select.
   a. **Required** fields are marked with a red asterisk.
   b. The bottom of the form always has two options for new content: Meta Tags and Revision Information.
4. When complete, select "Save."

## 3.1 *Example Activity: Creating a Site Page*

A Site Page is designed to display static, informational content on your website. *(Similar to an Article page in the old Vignette CMS).*

This example walks you through all the settings for a Site Page, including step-by-step instructions on how to add images. The information from this activity will help you understand how to create other types of content, all of which are explained in less detail below.

1. To create a Site Page, select **Add content** from the shortcuts menu bar.

2. From the list of content, select **Site Page** from the list of content types.

3. Add a **Title**. Titles should be unique for each content item, as they will be used in the item's URL and in the interface.

4. **Body**: Enter some text into the Body field. The Body field uses a WYSIWYG tool that allows you to format your text without needing to know HTML. (*Similar to formatting in MS Word.)* For more detail on the WYSIWYG options, see Appendix B.

5. To add an image to the body of your page:
   a. Select the image icon in the HTML editor.

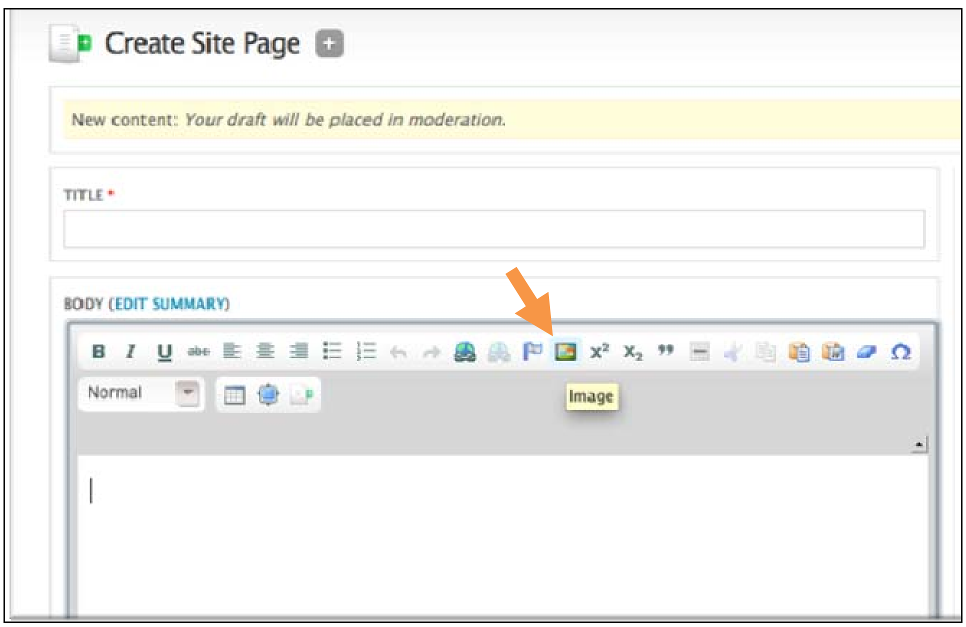



Figure 4 Creating a Site Page

b. In the Image Properties dialog, select **Browse Server**.

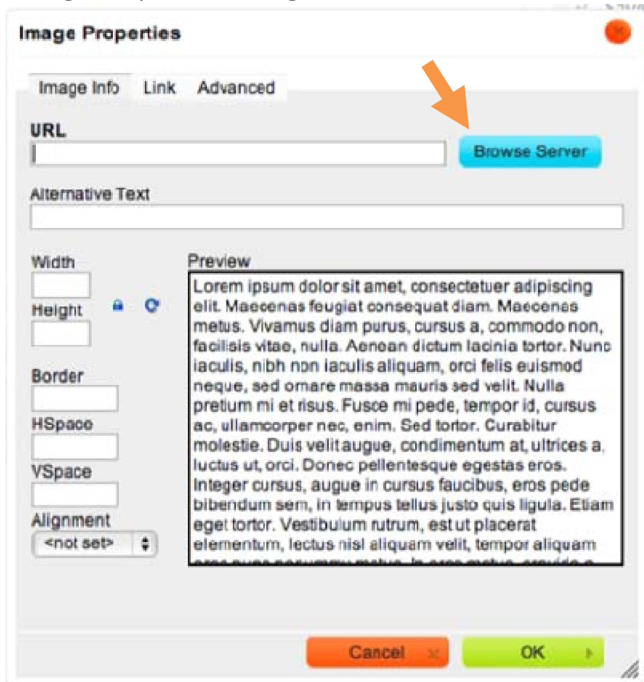



Figure 5 Adding an Image, the image properties dialog

c. In the filename list, select an image.


Figure 6 Selecting or uploading an image

d. Select **Insert file**.

e. When the Image Properties dialog returns, enter some descriptive Alternative Text.

***Note***: Alternative Text is an important component of an image. It describes the image for search engines and screen readers, and is required for all images on state websites.

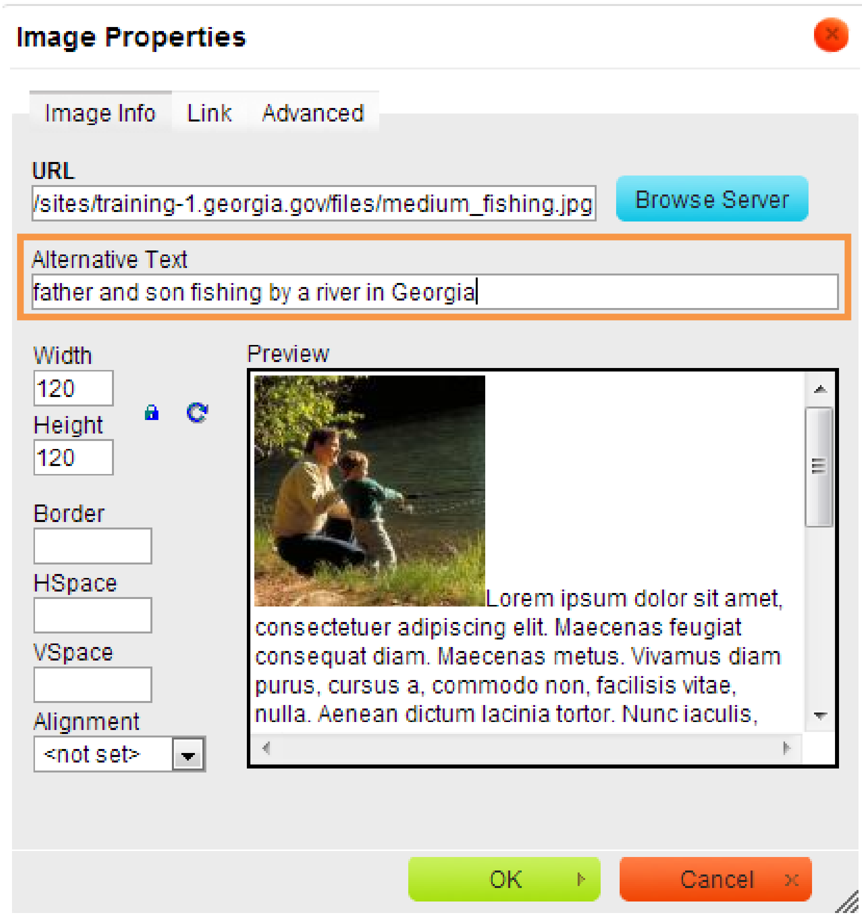



**Figure 7 Image properties dialog with alternative text highlighted**

f. At the bottom of the Image Properties dialog, select **OK**.

***Note***: For instructions on how to upload a new image from your computer, see Appendix B.2.

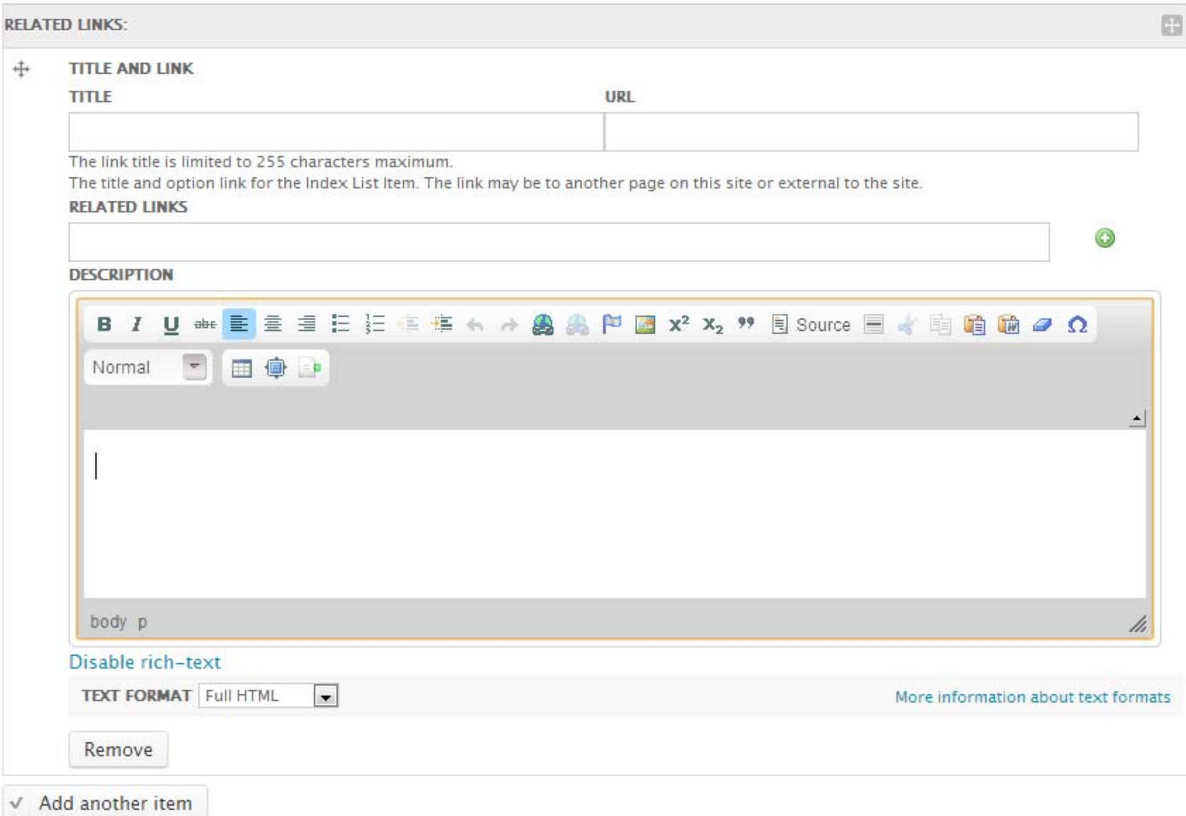



Figure 8 Related links field

6. **Related Links**: You may place any number of links in the body of the page, and you may also create special links that appear at the bottom of the page with a special treatment. These can be links to content in the system or anything on the internet.

    a. For a link to an <u>external URL</u>:
        i. Enter the **Title** and the **absolute URL** for the link. *Leave the Related Content field blank.*

    b. For a link to an <u>internal URL</u>, either:
        i. Enter the **Title** and the **relative URL** for the link. (e.g., when referencing internal PDFs.)
        ii. Start typing the title of the content into the **Related Content** field, and the system will present possible matches.
        *Note: If you select some **Related Content**, you should leave the **URL** or the **Title** fields blank. You can, optionally, enter a new Title to override the normal title for the content.*

    c. Optionally, enter a description of the link for people to see on the site.

    d. To add more links, select **Add Another Item** and repeat the process.

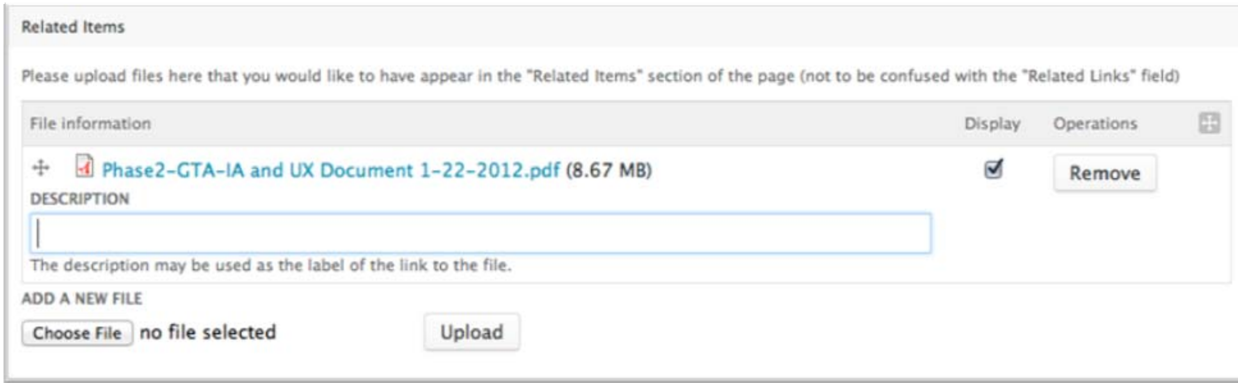



Figure 9 Related items with an item added

7. **Related Items:** These are used to attach files, such as PDFs, specifically to this piece of content. The files will appear at the very bottom of the page as a special download.
    a. To add a file, select **Choose File** and use your system's file browser to find an item.
    b. Select **Upload.**
    c. Optionally, enter a **Description** to be used as the display title for the document (if you enter nothing, the filename will be used).

***Note***: If you upload a file with the same filename as an existing file on the system, this one will overwrite the other file. For example, if there is already a PDF titled "Application-form.pdf" and you upload a revised PDF titled "Application-form.pdf" in the same folder, the new PDF will replace the old one, as it would on your computer's hard drive.

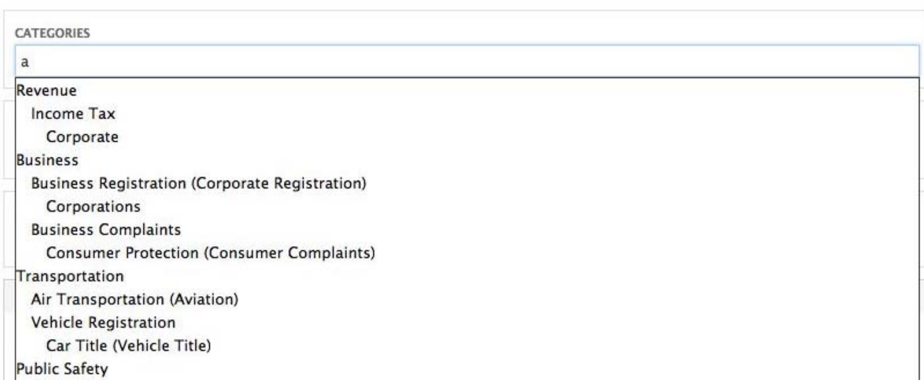



Figure 10 Categories with many suggestions listed

8. **Categories:** Category terms are a preset list of specific keywords that can be added to the Meta Keywords for this page. This can be used to help the GeorgiaGov global search engine find and categorize your content.

    To tag an item, begin typing a term, and the autocomplete list will begin listing items. You must select a category from the existing list.
    a. To list multiple category terms, type a comma between them.

9. **Meta Tags**: Meta tags help Search Engines better understand your content; these terms are not displayed to users, but can be useful in increasing Search Engine rankings.
   a. **Description –** This is the most important item for search engines, and should be filled in for each piece of content. Delete the default text and replace it with a short description of your content, including key descriptor words where appropriate.
   b. **Keywords** should be a few of the most important words reflected in your content. Some keywords will be pre-populated from the Categories field, but more can be added here.
   c. **Title** is typically automatically correct, and should be left as-is.

   Beneath the fields for Meta Tags is a catalog of special "tokens." These are variables that can insert automatic content, like the date the content was published, into the keyword fields. Typically, you will not need to add tokens, and the handwritten descriptions and keywords you chose to add will be more valuable data for search engine optimization (SEO) purposes.

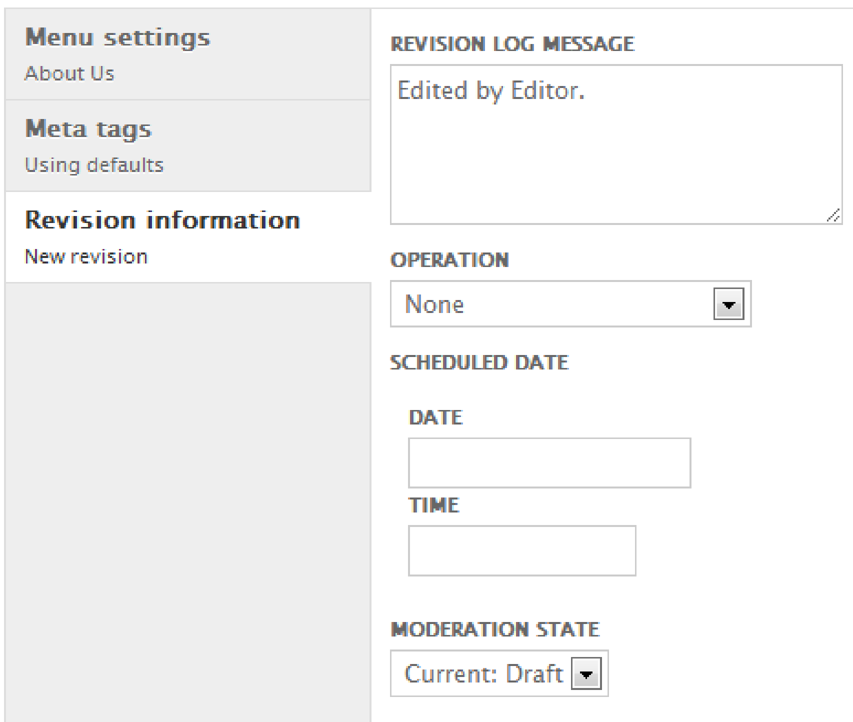



Figure 11 Revision information

*10.* **Revision Information:** Revision information allows you to add notes about what you are changing in the content when you save it (under Revisions Log), as well as to publish or schedule publishing directly from the content item. For this example, we recommend leaving the content in "Draft" form until the next step.

11. Click **Save** to save your Draft.

## 3.2 *Example Activity: Editing and Submitting a Draft*

Once you've saved your draft, you will be able to view what it will look like when it's published. From here you can Edit or Publish it.

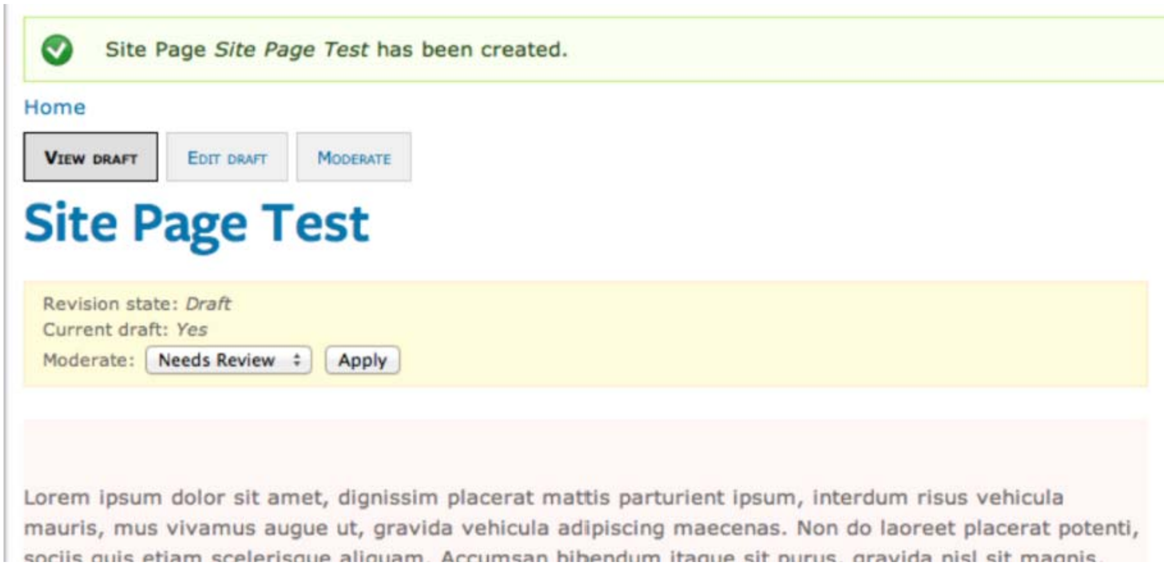



**Figure 12 A Draft content's controls appear above it**

1. To make changes to your Site Page, select "Edit Draft" above the content's title.
2. You will return to the Edit Content view. Make your changes and click Save.

From the content controls, you have several options:

- **View Published**: To view the published version of a content item. This shows when you are working on a new draft; if this is brand new content, no published version will be available.
- **View Draft:** To view an in-progress draft. This button will not appear if there is no draft.
- **Edit Draft:** To edit a draft that is in progress.
- **Moderate:** To see the revision history of a piece of content.

### 3.2.1 Submitting Drafts

1. When you are ready for your content to be live, select "Publish" from the Moderation drop-down menu, and select "Apply". Your content will publish immediately.

2. Alternately, if you need someone else to review the content prior to publishing, select "Needs Review" from the Moderation tab and select "Apply".

3. You draft will be placed in a queue for an Editor to review and publish.

# 4.0 Content Types Explained

Below is a list of available content types, and an explanation of their fields. For a more step-by-step explanation of creating a piece of content, see Section 3.0 above.

## *4.1 Blog*

Blog entries can be an excellent way to inform visitors about ongoing news or bulletins. The blog feature also allows site visitors to subscribe to its RSS feed in web browsers (e.g., Internet Explorer, Firefox), email clients (e.g., Outlook), and dedicated applications (e.g., GoogleReader, Newsgator).

- **Title:** Add a unique title to the blog post.
- **Author**: If the Blog has an Author, you can link it to an existing "Profile" content type to provide more information about that author. If your Release has multiple authors, you can select **Add Another Item** to add more author fields.
    - If an author profile does not exist, you can create one on the fly by pressing the green **Add** icon.
    - To update an existing profile, type the name of the profile and select the **Pencil** icon.

- **Body:** Enter the content of the Blog in the body field. The WYSIWYG Editor allows you to apply special text treatments.
- **Categories:** To tag an item, begin typing a term, and the autocomplete list will begin listing items. You must select a category from the existing list.
    - You may select multiple items by placing commas between them.
- **Topics:** These are freeform tags that you can apply to a blog post. This is an autocomplete field, so you may begin to type a tag and find its match in the system, or you may add a new tag that is specific to your blog and will be reused for similar posts.

> ***Note***: Once a topic is created, it is added to a Taxonomy of blog terms. A visitor can use these terms to view all blog posts tagged with a specific Topic. Once a Topic has been created, deleting its blog post does not delete the topic – only a Taxonomy Manager can remove a Topic that is no longer relevant.

- **Related Files:** You may upload files related to the blog content. These files appear at the bottom of the page with a special treatment. These can be links to content in the system or anything on the internet. The Related Files field can have multiple files in it. To add a file (txt, doc, docx, pdf, ppt,pptx, vsd, xls, xlsx):
    - Select **Choose File**.
    - Select a file using your system's built in file browser.
    - Select **Upload**.
    - Add a file description. If you do not add a description, the filename will be used.
    - If desired, select **Choose File** again to upload another file.

## *4.2 Documents*

The Document content type can be used for posting many file types, including PDF, Word, Excel, PowerPoint, and Visio files. This can be a useful way to collect either a single document, like a PDF, or a set of related documents with their respective meta-data. Some example use cases:

- Create a document content item for a PDF Pamphlet to feature on the homepage
- Create a document content item for a commonly referenced Word document
- Create a document content type for notes from a specific meeting, "Budget Meeting Minutes"

Documents have the following fields with them:

- **Title:** The unique title of the document

- **Description:** A description of the content of the file(s). This can be used to summarize content or include a plain text alternative to the attached file.

- **Publication Date:** The publication date is the official date of the document (not for the file attachments, but for the post). This date is used for display, so that the official time of the document (rather than when it was published or updated) is what is shown to site visitors. This is set to the creation date by default, and only optionally needs to be updated.

- **Document Type:** Document type is a way to categorize documents on your site. By default, this list lets you select Form or Publication, but this list can be customized to be unique for your website. Some document types you could add might include: Meeting Minutes, Briefs, Pamphlets, and Informational Sheets. Select the pre-specified type from the dropdown. *(To customize your list, contact the GeorgiaGov Interactive team)*.

- **Categories:** To tag an item, begin typing a term, and the autocomplete list will begin listing items. You must select a category from the existing list.
  - You may select multiple items by placing commas between them.

- **Topics:** A free-tagging system for documents. This is additional meta-data and is completely optional. This is an autocomplete field, so you may begin to type a tag and find its match in the system, or you may add a new tag that is specific to your document and will be reused for similar documents.

> ***Note***: Once a topic is created, it is added to a Taxonomy of document terms. A visitor can use these terms to view all documents tagged with a specific Topic. Once a Topic has been created, deleting its document does not delete the topic – only a Taxonomy Manager can remove a Topic that is no longer relevant.

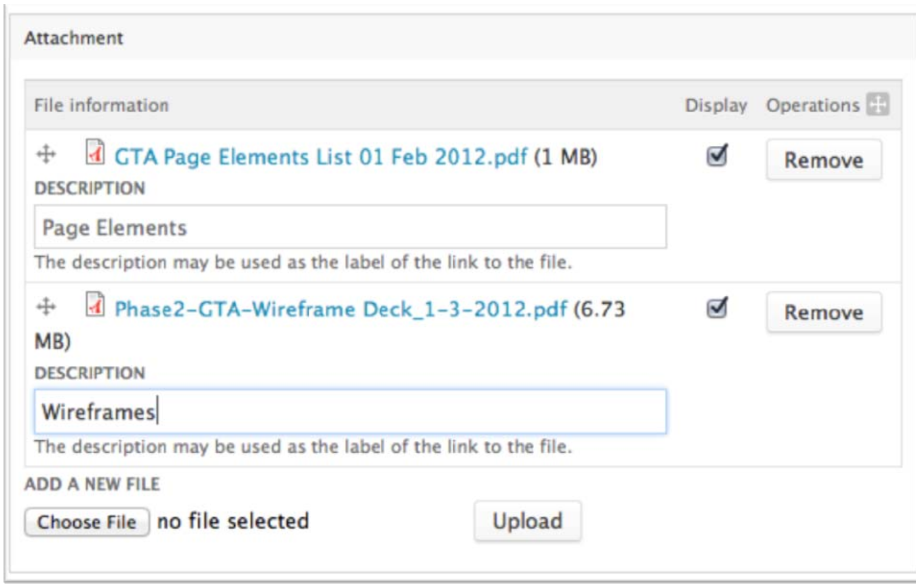



**Figure 13 Attachments on a document content type with multiple attachments**

- **Attachments:** This is where you actually attach your files. You may attach one or multiple files to the Document. To add a file (txt, doc, docx, pdf, ppt, pptx, vsd, xls, xlsx):
    - Select **Choose File**.
    - Select a file using your system's built in file browser.
    - Select **Upload**.
    - Add a file description If you do not add a description, the filename will be used.
    - If needed, select **Choose File** again to upload another file.

***Note***: If you upload a file with the same filename as another file on the system, the new one will overwrite the old file.

The Document Content Type, once published, can be used throughout the site.

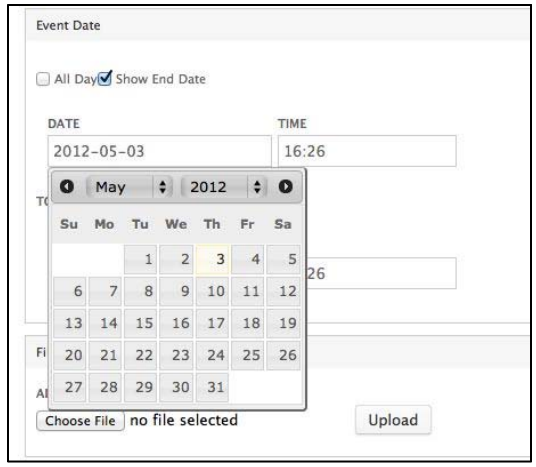
## 4.3 Events

The event planning function promotes upcoming events and displays these in special lists throughout the site. (You can still view past events, but these won't be promoted).

- **Title:** Add a unique title to the event.

- **Description:** Write a description of the event.

- **Event Date:** Set your event as partial-day, all-day or multi-day.
  - For an all-day event, check the **All Day** checkbox, and enter in the desired date using the Date picker.
  - For an event spanning several hours or several days, check the **Show End Date** checkbox, and enter in the desired date, start time and end time.
  - For a date spanning several days with no set start and end times, check both the **All Day** checkbox and the **Show End Date** checkbox.




- **Attachments:** The attachments field can have multiple attachments in it. To add a file (txt, doc, pdf, ppt, xls, xlsx):
  - Select **Choose File**.
  - Select a file using your system's built in file browser.
  - Select **Upload**.
  - Add a file description. If you do not add a description, the filename will be used.
  - If desired, select **Choose File** again to upload another file.

- **Thumbnail Image:** The thumbnail only appears if the event is promoted to a featured event. To add a thumbnail image:
  - Select **Choose File**.
  - Select a file using your system's built-in file browser.
  - Select **Upload**.
  - Enter some descriptive Alternate Text.

- **Location:** Enter in the country, address, city, state, and zip code of the event. This location information will appear on the event detail page, and the location will also show in a Google map that is embedded on the page.

## 4.4 Index List

An Index List is a special, sortable table of items that allows you to create and curate lists of links and FAQs, among others. An Index List can be used in two ways - as a stand-alone page on the site, or as a list that can be inserted into another document.

You can use an Index List to create:

- An FAQ list
- A glossary or an encyclopedic listing
- A list of forms
- A table of contents for a section of the site
- A page of resources linking to external websites

In order to create an Index List, enter the following information:

- **Title:** A unique title for the Index List.

- **Description:** An *optional* description of the list. If this list will be used by itself, you may want to provide some introductory information. If the list is to be embedded, leave this description blank.

- **Categories:** To tag an item, begin typing a term, and the autocomplete list will begin listing items. You must select a category from the existing list.
    - You may select multiple items by placing commas between them.

- **Formatter for Detailed Links** sets the display formatting of the list.

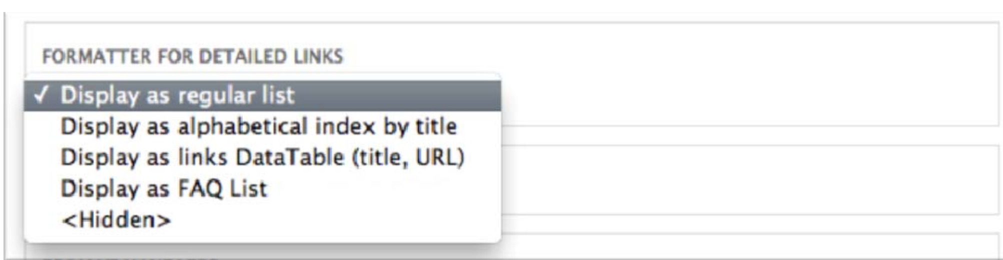



**Figure 14 Formatter for index Lists**

- 
    - **Display as regular list** shows the link item and description. It presents two settings that you SHOULD NOT change.
        - *Use the same configuration as the widget* (not applicable)
        - *Format Handlers* (not applicable)

    - **Display as alphabetical index by title** alphabetizes the items in the list and provides an optional alphabetic (A to Z) list of jump links (useful for very large lists):

- **Show index jump links:** Shows the A to Z links for the list
- **Show index breakpoints:** If you check the A to Z links, you should also check the breakpoints. This will display the letters within the list.
- **Show "Back to Top" links**: Inserts “Back to Top” links throughout the list after each letter grouping.

o **Display as links DataTable (title, URL):** Does *not* show the descriptions. This display is useful for long lists of links, as it provides searching and filtering for users to help them sort through the items. When selecting this option, the following fields will appear:

- **Text for “Name” Column in Table:** The column header for the Name column in the table.
- **Text for the “Link” Column in Table:** The column header for the URL fields for the table.
- **Text for Reset Filter Link:** The label that will show to users when they have entered a search to filter the list. Typically, use “Clear” or “Reset Filter.” (REQUIRED. If you leave this blank, no reset link will be visible; visitors will need to reset their search to start over.)

o **Display as FAQ List:** Very similar to an alphabetical list, but it displays a jump list of titles to each list item at the top of the page.

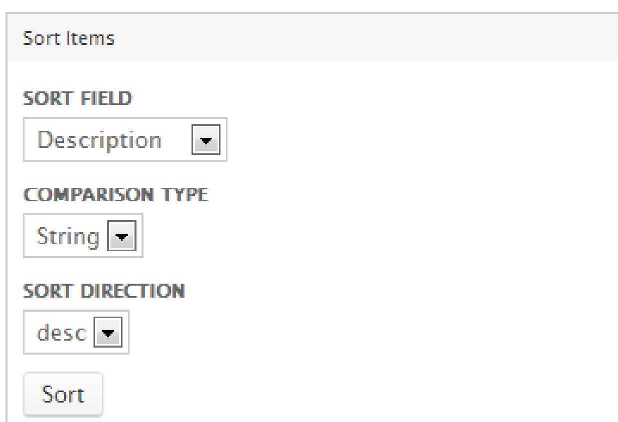



Figure 15 Index List Sort Items

- **Sort Items**: If your link list is made up of similar items in a Regular List view, you can adjust their sort order after the list of links has been created. Set the **Sort Field**, **Comparison Type** and **Sort Direction**, and click Sort to see the Detailed Links below auto-sorted.

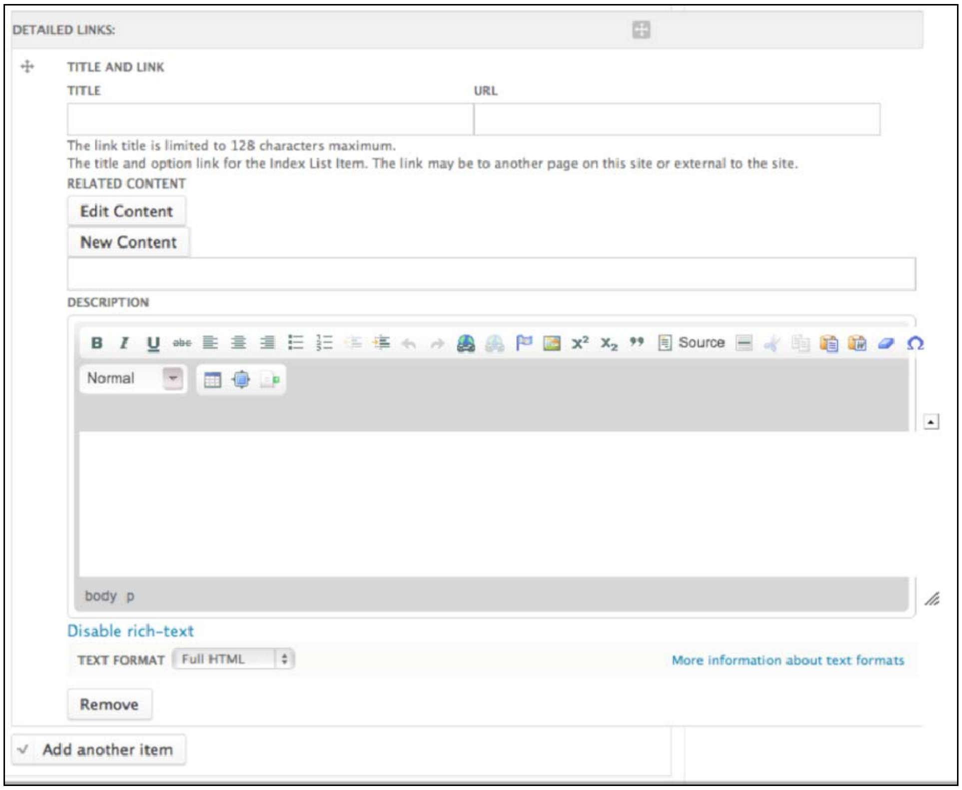



Figure 16 Index List detailed links field

- **Detailed Links:** This is the main content of the Index List. You will need to add one or more items to create a list:
    - **Title** is the title for the list item.
    - **URL** is the target for the list item.
    - **Related Content**: Use in place of a Title and URL to link to content within the site. Begin typing the title for the content, and an autocomplete list will pop up to help you select the right piece of content. *If specified, this will override the URL field and the Title.*
    - **Description**: Add text for the item, such as a FAQ's answer or a description of the link.
    - **Add Another Item:** Add another Detailed Link to the list**.**

Once you've created a list of links, you may use the Sort Items fields to automatically sort the list, or manually order the list using the handle drag-icons next to each Detailed Link to order them. (**Note:** If you chose the alphabetized list, the order in the editorial interface will not be shown to users. Alphabetical order will.)

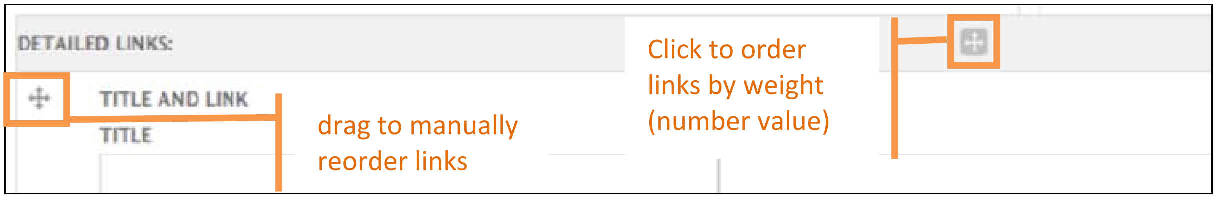



Figure 17 Index List reorder handles

- **Parent Reference** allows you to identify a "Parent" web page that links to this item. Selecting a Parent Reference page results in the left-hand navigation from the Parent page showing on this page as well.

## *4.5 Photo Gallery*

To display a collection of photos in a gallery format, you can create a Photo Gallery.

- **Title:** A unique title for the Photo Gallery

- **Description:** An *optional* description of the photo gallery

- **Key Image:** This image will represent the gallery on the media listing page
  - To add a new image from your computer:
    - Select Choose File.
    - Select a file using your system's built-in file browser.

    > ***Note***: If you upload a file with the same filename as another file on the system, this one will overwrite the other file.

    - Select Upload.
    - Enter some descriptive Alternative Text.
  - To add an image already in the system:
    - Select **File Browser**.
    - Select **Browse** next to **No file selected**.
    - Find your image in the File Browser, click on it and click on **Insert File**.

- **Gallery Items:** The gallery items are the photos that appear in the photo gallery.
  - To add a new image from your computer:
    - Select Choose File.
    - Select a file using your system's built-in file browser.

    > ***Note***: If you upload a file with the same filename as another file on the system, this one will overwrite the other file.

    - Select Upload.
    - Enter some descriptive Alternative Text.
  - To add an image already in the system:
    - Select **File Browser**.
    - Select **Browse** next to **No file selected**.
    - Find your image in the File Browser, click on it and click on **Insert File**.
  - Enter a title so users can see this description when they hover over the image.
  - Enter a Caption that will accompany the image
  - To add more Gallery Items, click **Add Another Item** and repeat the steps.

> ***Note:*** you must add the Key Image as a Gallery Item as well if you want that image to show in the gallery.

- **Categories:** To tag an item, begin typing a term and the autocomplete list will begin listing items. You must select a category from the existing list.
    - You may select multiple items by placing commas between them.

| |
|---|
| ***Note:*** When published, a list of Photo Galleries will appear at **YOURSITE.georgia.gov/ media** and at **YOURSITE.georgia.gov/media/photo-galleries** in chronological order, with the most recent at the top of the list. |

## *4.6 Press Releases*

Press Releases allow you to share your agency's latest news with the public. An RSS Feed will automatically generate for Press Release content. When published, a list of Press Releases will appear at **YOURSITE.georgia.gov/press-releases** in chronological order, with the most recent at the top of the list.

- **Title**: Enter a unique title for your Press Release.

- **Body:** Enter the content of the Press Release in the body field. The WYSIWYG Editor allows you to apply special text treatments.

- **Summary:** If you want to control the contents of the Summary that shows up on the main Press Releases page, click **Edit Summary** and insert a short summary in the field that appears. (Leave blank for an automatically generated summary).

- **Author**: If the Press Release has an Author, you can link it to an existing "Profile" content type to provide more information about that author. If your Release has multiple authors, you can select **Add Another Item** to add more author fields.
    - If an author profile does not exist, you can create one on the fly by pressing the green **Add** icon.
    - To update an existing profile, type the name of the profile and select the **Pencil** icon.

- **Related Files:** You can attach files to supplement a Press Release.

- **Release Date:** The release date is the official date of the Press Release. This date is used for display, so that the official time of the release (rather than when it was published or updated) is what is shown to site visitors. Press Releases will also be ordered on the page by this date.

- **Contact Information:** Who the media should contact for more information on the release.

- **Header:** If your agency uses custom press release headers, select the appropriate one here. *Not used on most agency websites.*

- **News Release Type:** If your agency has more than one press release section, select the appropriate news release type here. *Not used on most agency websites*.

- **Categories:** To tag an item, begin typing a term and the autocomplete list will begin listing items. You must select a category from the existing list.
    - You may select multiple items by placing commas between them.

## *4.7 Profile*

Profiles are used to create entries and biographies for important staff members or blog authors. You can use a series of Profiles for a page listing all the Staff and/or Leadership of an agency. A Blog or Press Release can also reference a Profile for the content's author.

- **First Name** and **Last Name:** The first name and last name of the individual whose profile you are creating.
- **Full Name** is automatically created by combining the first name and last name fields as you type.

- **Image:** This image field is intended to be used for an image of the author or staff member.
  - To add a new image from your computer:
    - Select Choose File.
    - Select a file using your system's built-in file browser.

> ***Note***: If you upload a file with the same filename as another file on the system, this one will overwrite the other file.

    - Select Upload.
    - Enter some descriptive Alternative Text.
  - To add an image already in the system:
    - Select **File Browser**.
    - Select **Browse** next to **No file selected**.
    - Find your image in the File Browser, click on it and click on **Insert File**.

- **Job Title**: Enter the job title of the author or staff member.
- **Organization:** Enter the organization the author or staff member works for.
- **Department:** Enter the department the author or staff member works in.
- **Staff Member:** Check  for staff members.
- **Leadership:** Check  for individuals in leadership positions
- **Biography:** Enter the user's biography. The WYSIWYG Editor will allow you to apply special text treatments.
- **Email Address:** Enter the email address of the author or staff member.
- **Phone Number:** Enter the phone number of the author or staff member.
- **Social Media:** Enter the social media addresses for the author or staff member. These social media addresses should be the entire web address of the profile (e.g. http://www.facebook.com/georgiagov).  These social media web addresses will appear on the user's profile as clickable links.
- **Address:** Enter the country, address, city, state, and zip code where the user can be reached.

## *4.8 Site Page*

Site pages are used for static content such as About Us and agency information pages.

- **Title:** Enter a unique title for the page.

- **Body:** Use this field to type the main content of the Site Page. The WYSIWYG Editor allows you to format the text, add links and images, etc. (*See Appendix B for further instructions*).

- **Related Links:** You may place any number of links in the body of the page, and you may also create special links that appear at the bottom of the page with a special treatment. These can be links to content in the system or anything on the internet.

    - For a link to an external URL:
        - Enter the **Title** and the **absolute URL** for the link. *Leave the Related Content field blank.*

    - For a link to an internal URL, either:
        - Enter the **Title** and the **relative URL** for the link. (e.g., when referencing internal PDFs.)
        - Start typing the title of the content into the **Related Content** field, and the system will present possible matches.
          *Note: If you select some **Related Content**, you should leave the **URL** or the **Title** fields blank. You can, optionally, enter a new Title to override the normal title for the content.*

    - Optionally, enter a description of the link for people to see on the site.

    - To add more links, select **Add Another Item** and repeat the process.

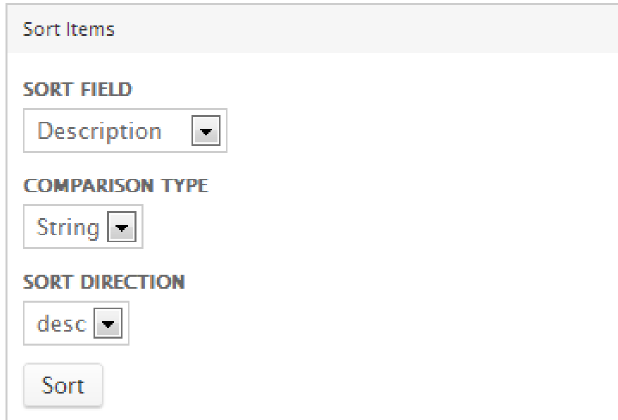



Figure 18 Index List Sort Items

- **Sort Items**: If your link list is made up of similar items, you can adjust their sort order after the list of links has been created. You will find the Sort Items area ABOVE the Related Links section. Set the **Sort Field**, **Comparison Type** and **Sort Direction**, and click Sort to see the Detailed Links below auto-sorted.

- **Related Files:** These are used to attach files specifically to this piece of content, and they will appear at the very bottom of the page as special downloads. Typically, you'll use this for external files that relate to the web content.
    - To add a file, select **Choose File**, and use your system's file browser to find an item.
    - Select **Upload**.
    - Finally, you may enter an optional **Description** to be used as the display title for the document. If you enter nothing, the filename will be used.

- **Categories:** To tag an item, begin typing a term, and the autocomplete list will begin listing items. You must select a category from the existing list.
    - You may select multiple items by placing commas between them.

- **Parent Reference** allows you to identify a "Parent" web page that links to this item. Selecting a Parent Reference page results in the left-hand navigation from the Parent page showing on this page as well.

## 4.9 Videos

To show videos on your agency website, you can upload them to a YouTube or Vimeo account, and then embed the videos on your site. The Video content type allows you to do that easily without code.

- **Title:** Select a unique title for the Video.
- **Description:** Add an optional description. This will show below the video on the Video Listing page, as well as in full on the video's Detail page.
- **Video URL:** Copy and paste the video's URL from YouTube or Vimeo.
- **Thumbnail Image:** A thumbnail automatically appears on the video's landing page, but you can also replace the thumbnail with another image you prefer. To add a thumbnail image:
    - Select **Choose File**.
    - Select a file using your system's built-in file browser.
    - Select **Upload**.
- **Categories:** To tag an item, begin typing a term and the autocomplete list will begin listing items. You must select a category from the existing list.
    - You may select multiple items by placing commas between them.

# 5.0 Managing Content

## *5.1 Searching for Content*

To find an existing piece of content on the system, you can use the "Search Content" feature to:

- **Current revision**:
  - **Any** (shows all versions),
  - **Yes** (shows current version),
  - **No** (shows old versions)
- **Title contains**: search by part of the title text
- **Node type**: select to view a list of a single content type
- *Promoted: Not used*
- **Moderation status**: select to view Draft, Archived, Published, or Needs Review content
- **Body contains:** Search by text within the body

Select as many or as few settings as needed to find your desired content, then click "Apply" to run the search and filter commands.

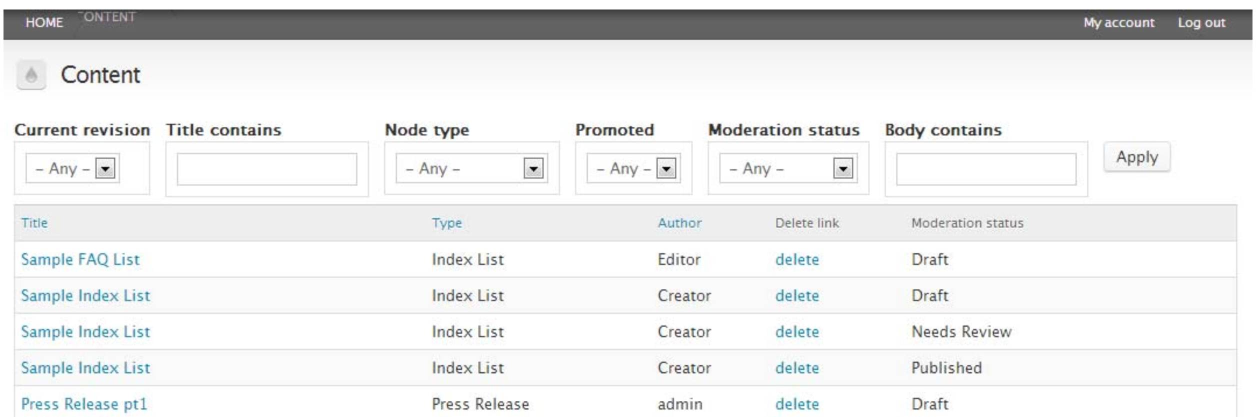



**Figure 19 Search Content screen**

## 5.2 Moderate Content

To see all content that needs to be reviewed and published, use your Workbench to see the content.

1. Select "My Workbench" from the Admin Toolbar

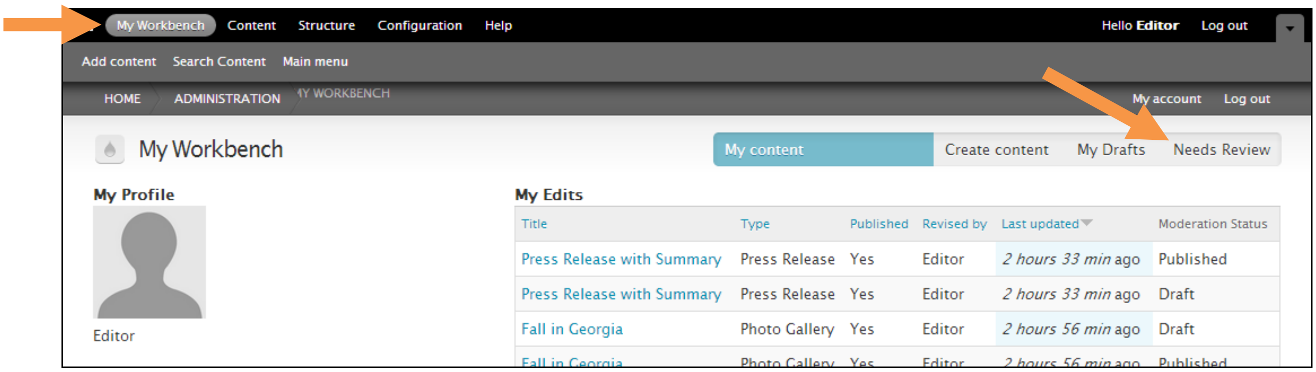



**Figure 20 The Workbench dashboard**

2. Select the **Needs Review** tab from the upper right of the Workbench Dashboard

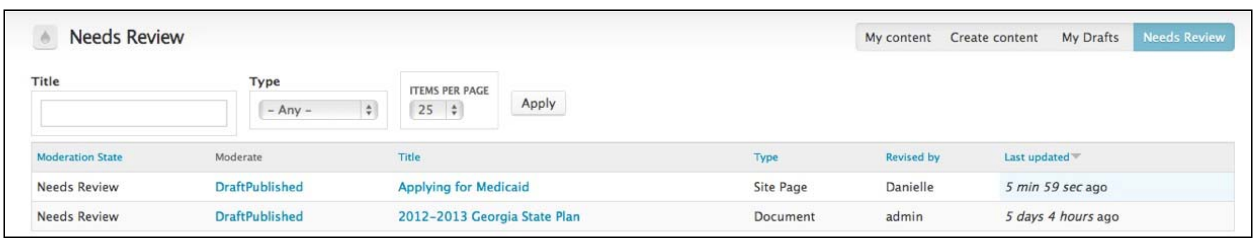



**Figure 21 Needs Review tab**

3. All content that has been submitted for review will appear here. The "Needs Review" dashboard presents search functions similar to Search Content. You can search by title and type to see what content needs to be published.
4. Click the Title of the content item to review it.

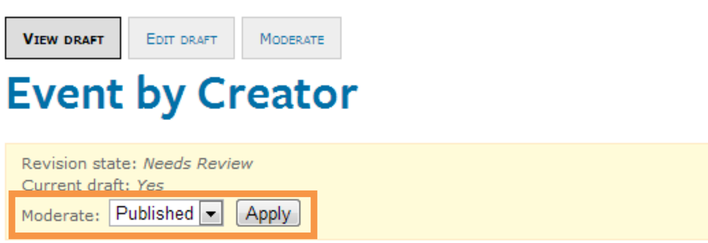



**Figure 22 Moderate Needs Review Content**

5. After review, if the content is ready to be published, Click the **Apply** button to moderate to Published. Alternatively, click the **Edit Draft** button to make changes before publishing.

## 5.3 Publishing Content and Scheduling Content on Creation

At the bottom of each content item's editing page, under "Revision information", you can change the publication status.

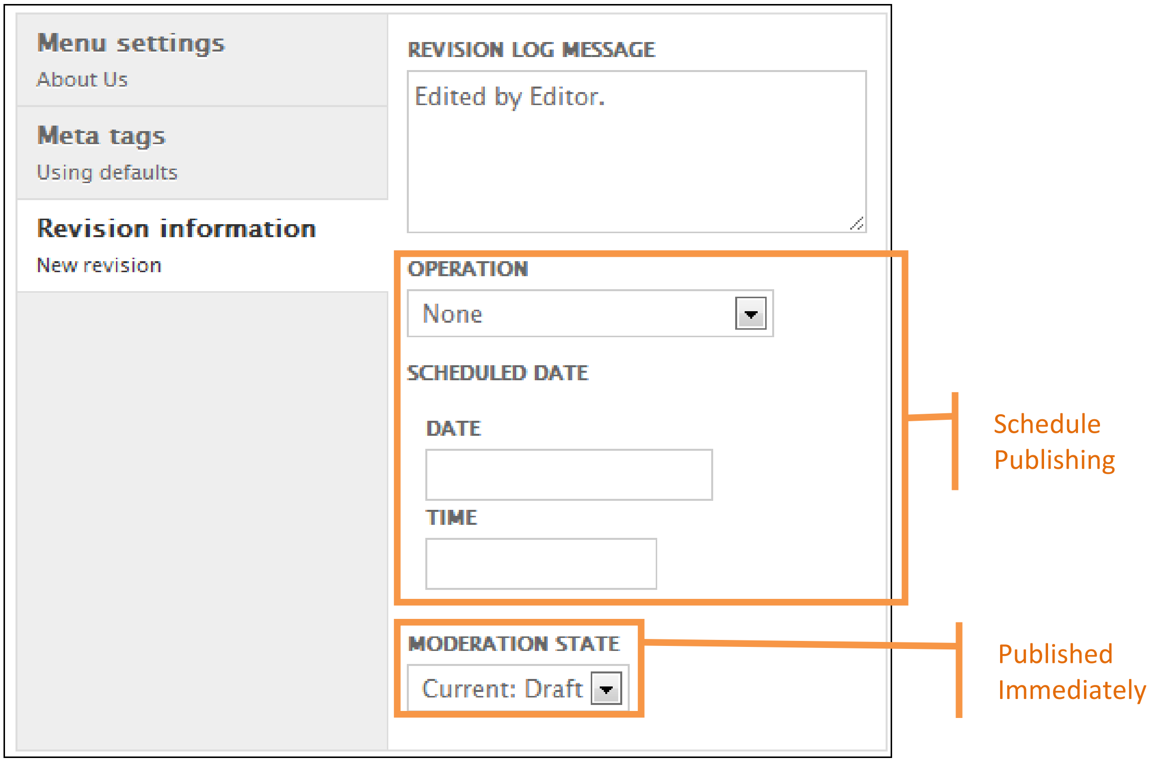



Figure 23 Publishing and Scheduling options with moderation state and notes

To **Publish** a piece of content,

1. From the "Moderation State" dropdown box, select **Published**. Click Save to save the content item and publish it.

To **Schedule** a piece of content,

2. From the "Operation" drop-down menu, select the desired workflow state (such as **Moderate to Published**). Under Scheduled Date, type in the date and time the content should change state (e.g. the time and date to publish or archive the content). Use the tooltips that appear to format your date and time correctly.

## 5.4 *Scheduling Content in Detail*

For a more detailed scheduling, such as scheduling a revision of a page (or a new draft) to be published,

1. After you've created and saved a piece of content, click the "Moderate" tab.

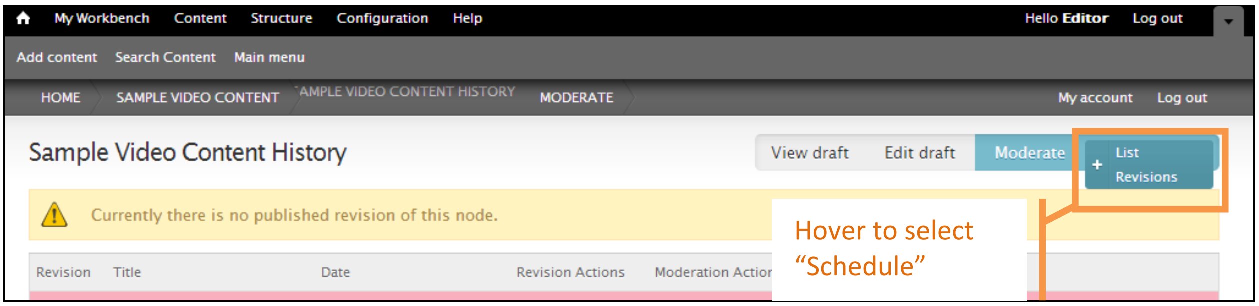



Figure 24 Scheduling a Content Item

2. In the Moderate tab, select **List** > **Schedule**.

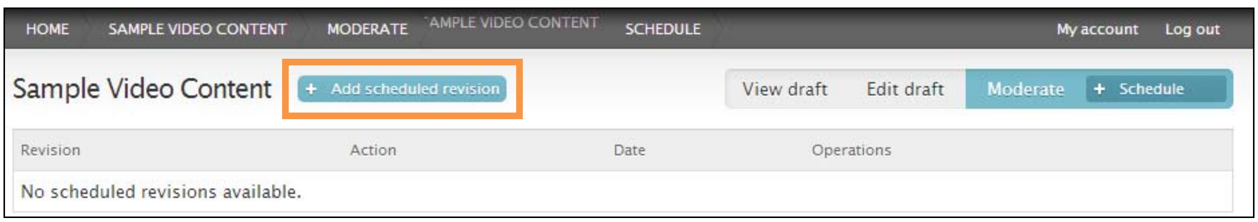



Figure 25 Scheduling a Content Item

3. Next to the title, select **Add Scheduled Revision**.

4. On the Scheduling screen, select the revision, action, and time for the scheduled change.
    a. **Revision** is the version of the content to act on (normally the most recent).
    b. **Operation** will allow you to revert, delete, or publish content.
    c. **Scheduled Date** can be set with a day using a calendar picker and a time (you must insert a time in the format hh:mm, using military time).
5. Click **Schedule** to save your settings.

Your content will update at the scheduled time.

## 5.5 *Archiving / Unpublishing Content*

When you no longer want a piece of content to show on your website, you can either **Delete** it or **Unpublish** it.

If you **Delete** a content item, it will be gone from the system and you will not be able to retrieve it. This is a good choice for test content or otherwise unusable content.

If you would like to keep the content in the system for reference, but don't want it to show on the website, you can **Unpublish** the item. When a piece of content has been **Unpublished**, it will show up in the system as **Archived**.

To **Unpublish** a content item,

1. Find the content item on the website. If you are logged in as an Editor, you will see a yellow box just below the title with an available Action to **Unpublish this revision**.

2. Select **Unpublish this revision**.

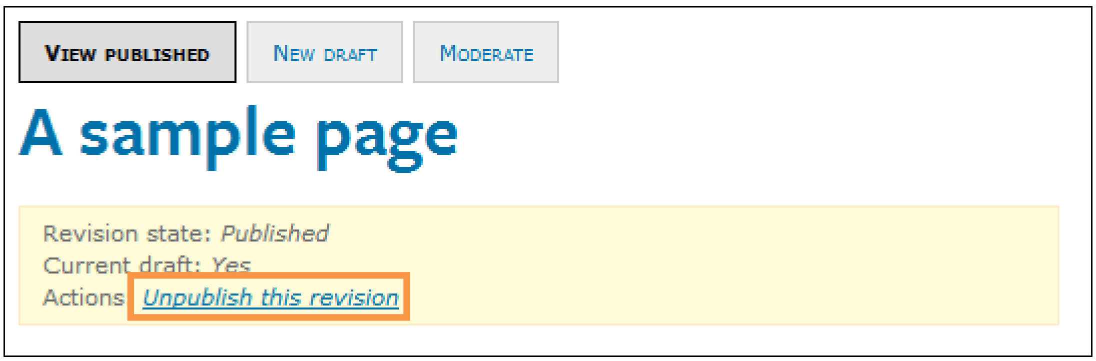



Figure 26 Unpublish a content item

3. A confirmation page will show. Click **Unpublish**.

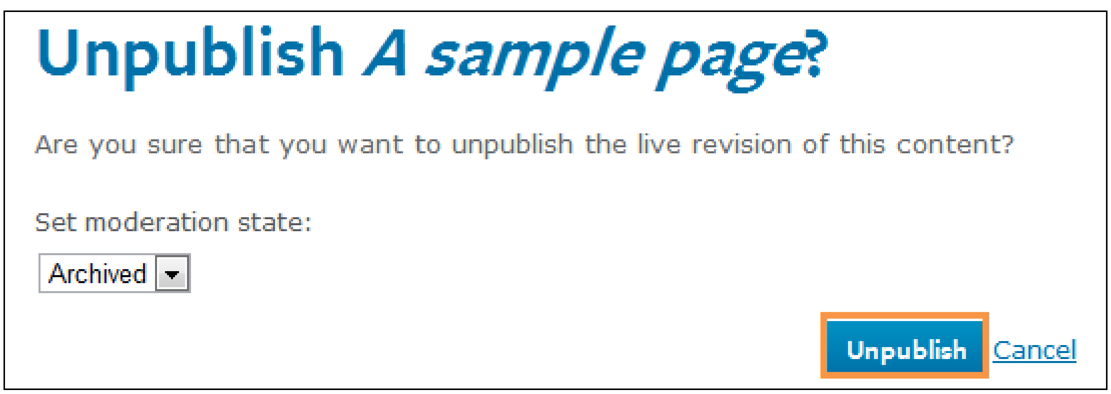



Figure 27 Confirm Unpublishing

4. Your content item is now Archived.

# 6.0 Managing Menus

Menus establish the navigational hierarchy of your site. They control the main navigation and the navigation that appears when you click on each of those pages.

1. To administer menus, select **Structure** > **Menus** from the Admin Toolbar.

The site has the following important menus that provide navigation to Site Visitors:

| Menu | Purpose |
|---|---|
| Header Utility | A single row of menu items at the top of all pages. |
| Main Menu | The multi-level menu. It appears as a dropdown menu at the top of all site pages, showing the first two levels of navigation.<br><br>The sub levels of a top level Main Menu item are also displayed as left hand navigation. Up to four levels of the menu can be displayed on the left of pages that appear in the menu. |
| Footer Utility | The single row of menu items at the bottom of all pages. |

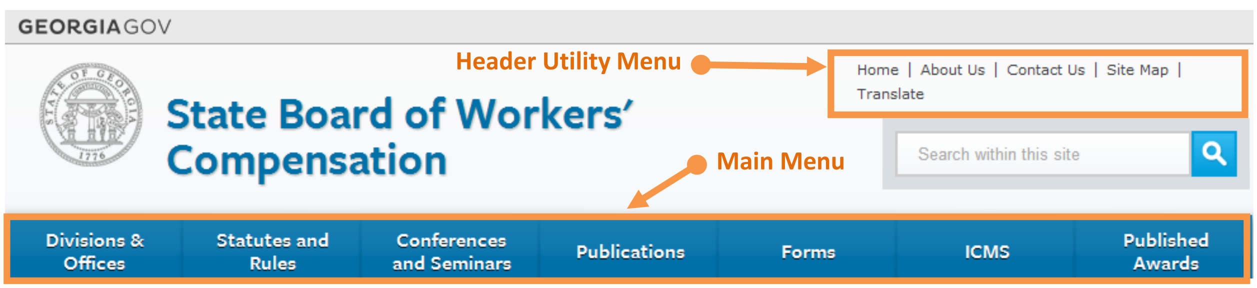



Figure 28 Header Utility Menu and Main Menu

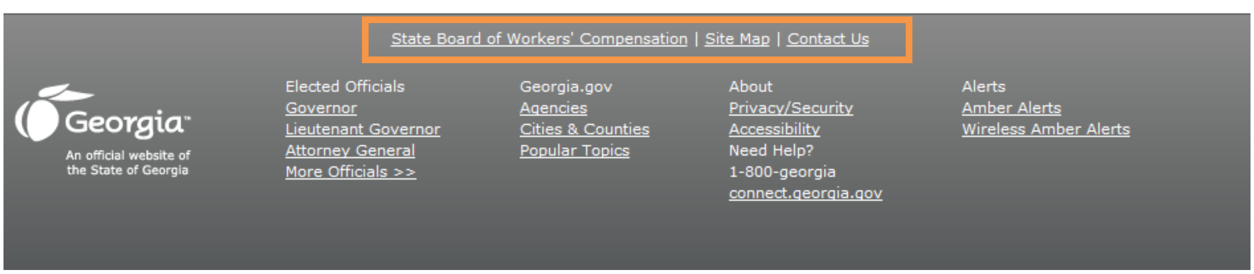



Figure 29 Footer utility menu

There are other utility menus available that are never shown to site visitors. These include Development, Management, Navigation, and User Menu. **Do not change these menus**, as they affect how the backend functions for contributors. If you believe that the menu needs to be altered, please consult with a Site Manager or the GeorgiaGov Interactive team.

For each menu, there are controls to customize it:

- **Add a Link** to the menu
- **Edit Menu** to edit the description and settings for a menu
- **List Links** to view all of the links that are within the menu, and their hierarchy

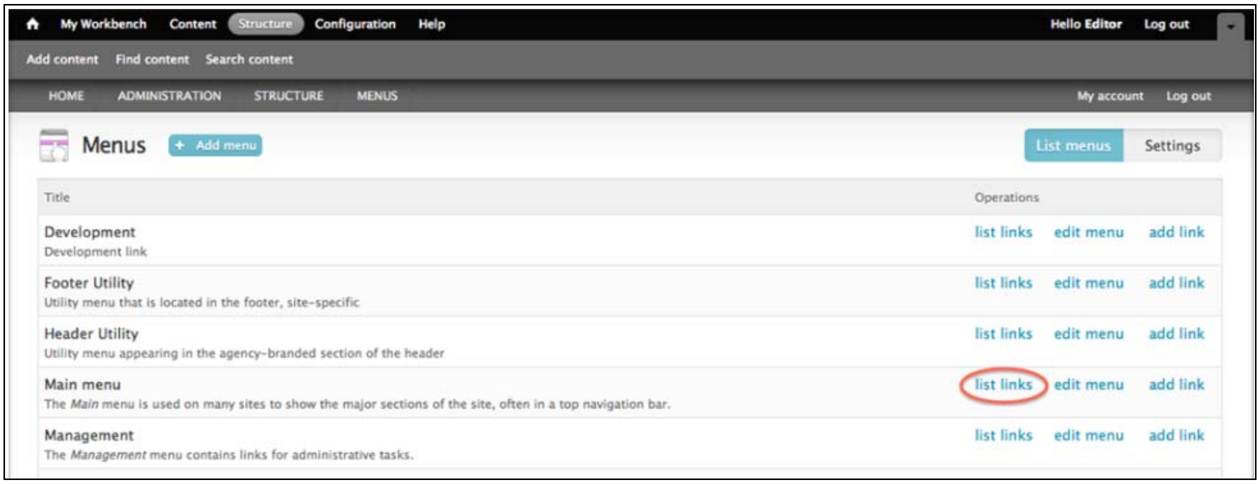



**Figure 30 Menus screen**

2. Select **List Links** to see the hierarchy of the menu and edit the menu items.

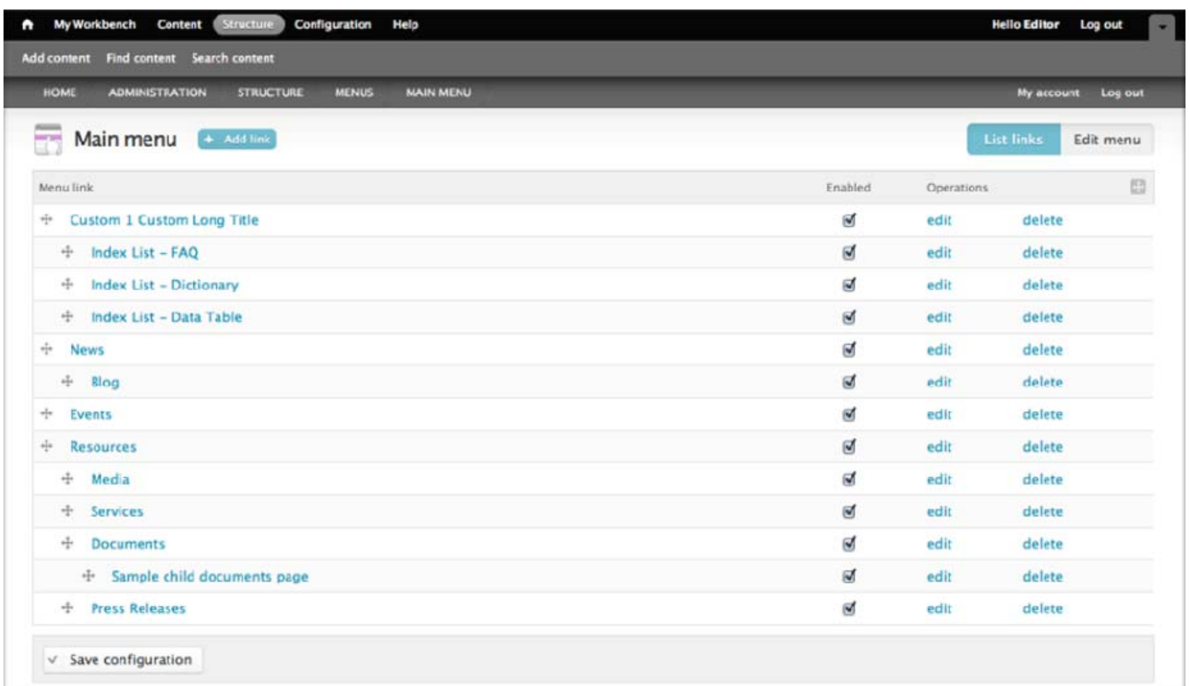



**Figure 31 List links for the main menu**

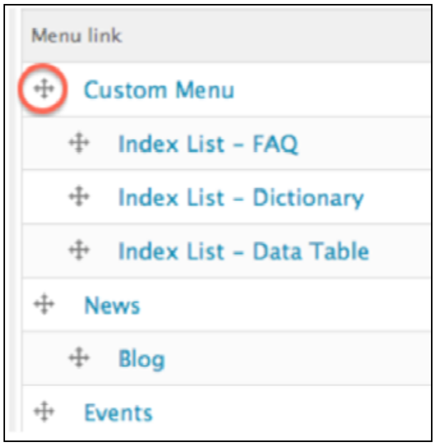
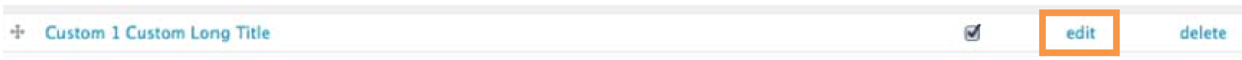



Figure 32 Menu handle appears to the left of the menu item description

- To **move** menu links around in the hierarchy, click the handle to the left of the menu item and drag and drop it to its new place in the menu. Click **Save Configuration** at the bottom of the page to save your changes.
- To **disable** menu links (so they don't appear in the visible navigation menu), uncheck the **Enable** checkbox for the menu item.
- To **edit** a menu item's URL or Title, click the **Edit** link to the right of the menu item.
- To **delete** a menu item, click the delete link to the right of the menu item.

## 6.0.1 Editing Links

When you click **Edit** to the right of a link, you can update the:




- **Menu Link Title:** The menu title displayed to visitors.
- **Path:** The target URL (or internal link) that the menu should link to.
- **Description:** The text description of the menu item, which will not be displayed to the user.
- **Enabled:** To turn the link on or off in the Main Menu
- **Show as Expanded:** To indicate if the menu item has children, or sub-items.
- **Parent Link:** To assign a menu item to a parent menu item. If you select **<Menu Name>**, the link will display at the top level of the menu
- **Weight:** A text-based way to place a menu item. When done, select **Save** to close the menu.

## 6.0.2 Adding Links

To add a new link,

1. Go to **Structure** > **Menus**
2. Select **List Links** to edit the menu
3. From the top of the menu's screen, select **Add Link**.

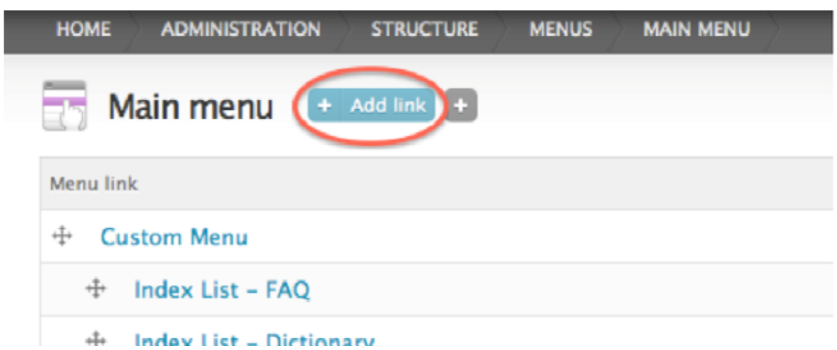



**Figure 33 Menu screen's add link button**

4. The screen to add a new link is exactly the same as the screen for editing a link. Add the link information.
5. Select **Save**.

## 6.1 Example Activity: Adding a Menu Link when Publishing Content

You can also add a new piece of content (such as a Site Page) directly to a menu when you create the content.

For this example, we are going to add "Site Page Test" to the "Custom Menu" on a test site. These steps, however, will work for any Content Type in any portion of the Main Menu.


Figure 34 Site page test with target custom menu open

1. Navigate to a piece of content (in this example, it is Site Page Test) and select **Edit Draft**.
2. At the bottom of the content form, select the **Menu Settings** tab.

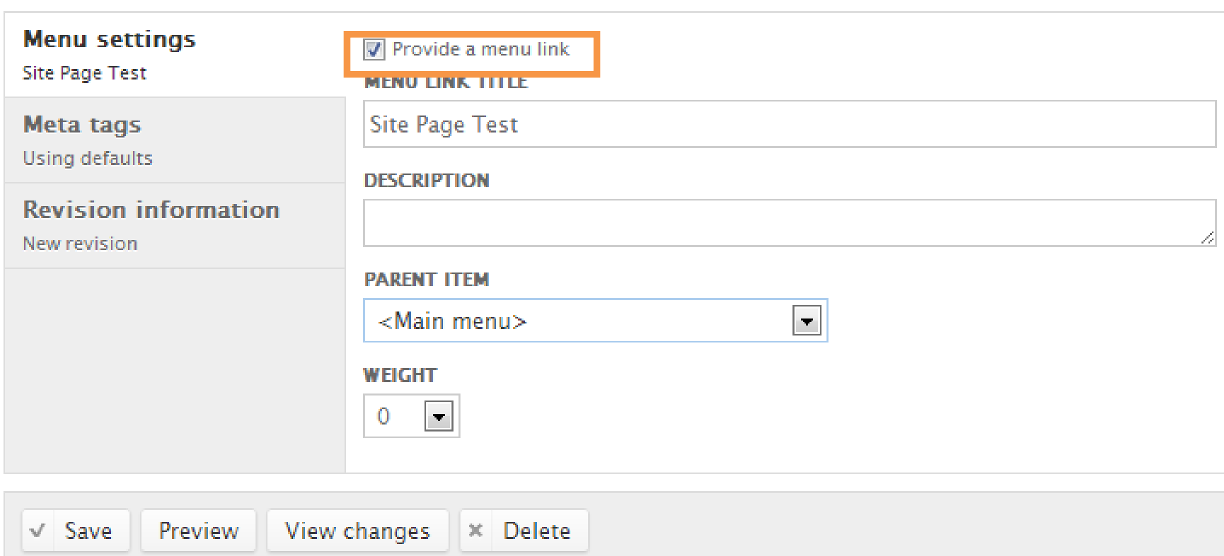



Figure 35 Menu settings with a menu link enabled

3. Check the **Provide a Menu Link** box.

4. In the **Menu Link Title** field, enter the name you want to appear in the menu. By default, this is the title of the content.
5. In the **Description** field, enter an optional description (not visible on the site, but placed in the code).
6. Use **Parent Item** to select where the new menu item should appear. By default, it will appear simply in **<Main menu**>.

> ***NOTE***: The Main Menu is only designed to accommodate up to 7 menu items. You will need to keep your Main Menu set to 7 items or less, and structure the rest of your pages to be organized within those 7 items.

7. Use **Weight** to determine how high or low within the part of the menu the new item will be. Negative numbers appear higher, larger numbers lower. (You may skip this step and edit the position in the Menu Screen if you wish, see Step 11.)
8. Select the **Revision Information** tab and select **Published** for the Moderation State *(Note: your menu setting will not be saved if you do not Publish your content in this step).*
9. Select **Save**.
10. To re-position the menu item in the Menu Screen:
    a. From the Admin Toolbar, select **Structure**.
    b. From the Structure Menu, select **Menus**.
    c. Select Main Menu's **List Links**.
    d. Drag the new menu item to where it should be in the menu.
    e. Select **Save Configuration**.

In this way, you can quickly create menu links for new content.

> ***Note:*** Do not use these steps to create a Menu Item for the following content types:
> Blog, Event, Photo Gallery, Press Release, Service, and Video. Special display pages are auto-generated for these types of content. To add one of these special pages to the menu, see Section 6.2 below.

## 6.2 Adding Special Pages to the Menu

There are several special pages that can be used on the site. These pages can be linked to from menus or from within body content. **IMPORTANT: these pages are auto-generated as soon as relevant content is created for those pages, but will not appear in your navigation menu until you create a menu item to link to them**:

- **latest-news** is a listing of the latest blog entries and press releases (arranged with the latest at the top). The list paginates to show ten items at a time.
- **blogs** is a listing page showing only the latest blog entries. This page has pagination to show ten blog entries at a time.
- **press-releases** is a listing page showing only the latest press releases. This page has pagination to show ten releases at a time.
- **media** shows a featured image, the three latest photo galleries, the three latest videos, and a stream of all the latest photos added to the site.
- **media/photo-galleries** is a listing page showing the latest photo galleries, with the most recent at the top. This page shows ten galleries at a time.
- **media/videos** is a listing page showing the latest videos, with the most recent at the top. This page shows ten videos at a time.
- **events** is a listing page showing upcoming events, with the soonest occurring at the top. In addition, a "Featured Event" content area appears at the top of the page to promote events.
- **services** is a listing page showing all services, with the most recent at the top. This page has pagination to show ten items at a time.
- **documents** is a listing page showing all documents, with the most recent at the top. This page has pagination to show ten documents at a time.
- **staff-directory** is a listing page showing all Profiles checked with the Staff attribute
- **staff-directory/leadership** is a listing page showing all Profiles checked with the Leadership attribute.

These pages are available to help organize site content. To add one to your website, use the steps in **6.0.2 Adding Links** above, and use the Path Name in bold above (e.g. **press-releases**) in the Path field.

# 7.0 Managing the Homepage

Homepages typically contain many content areas to feature content promotions that draw visitors further into the site. In the GeorgiaGov Drupal Platform, some content areas automatically update, and you can use these to directly curate what site visitors see.

## 7.0.1 Automatic content areas include:

- **Latest News Articles**: Automatically shows the three most recent blog entries and press releases
- **Upcoming Events**: Automatically shows the next three upcoming events
- **Latest Twitter**: The latest tweet from a specified Twitter user or hashtag
- **Stay Connected Box**: Links to your agency's social networking pages. A Site Manager or Administrator can configure this box with the appropriate links.
- **Most Viewed**: A list showing the documents (or other content type) that are most viewed on the site according to Google analytics.

## 7.0.2 Manually Updated content areas:

- **Rotator Box**: Used for the Homepage Feature Rotator
- **Image Box**: Promotional Image
- **List Index**: Hand curated list of links (in or outside of the platform)
- **Promotion Box**: Promotional call to action content area with image, text, and links
- **Promotion List Box**: Hand curated list of content on the site with a thumbnail

***Note:*** New homepage content areas for your site must be added by an Administrator. To request a new homepage area, fill out the Support Request form at http://portal.georgia.gov/support.

## *7.1 Rotator Boxes*

Rotator Boxes are used to feature items on your site, or display pictures related to your agency. They can be placed in several positions and sizes on the homepage:

- Full Width text and Image
- Double Column Image with text below
- Double Column Image with no text (Image Only)
- Single Column Image with text below
- Single Column Image with no text (Image Only)

## 7.1.1 Example Activity: Editing a Rotator

In order to control the content displayed in a rotator, you will need to edit it directly:

1. Go the homepage, and find a rotator.
2. Hover your mouse over the content area.


Figure 36 Homepage feature rotator with edit icon in upper right

3. Select the small gear icon that appears in the upper right hand corner of the content area, and then click on “Edit Box” in the dropdown that appears.
4. An “Edit Box” dialogue will appear, showing you the options for the rotator.
5. Each slide in the rotator has a set of information that needs to be added to it:

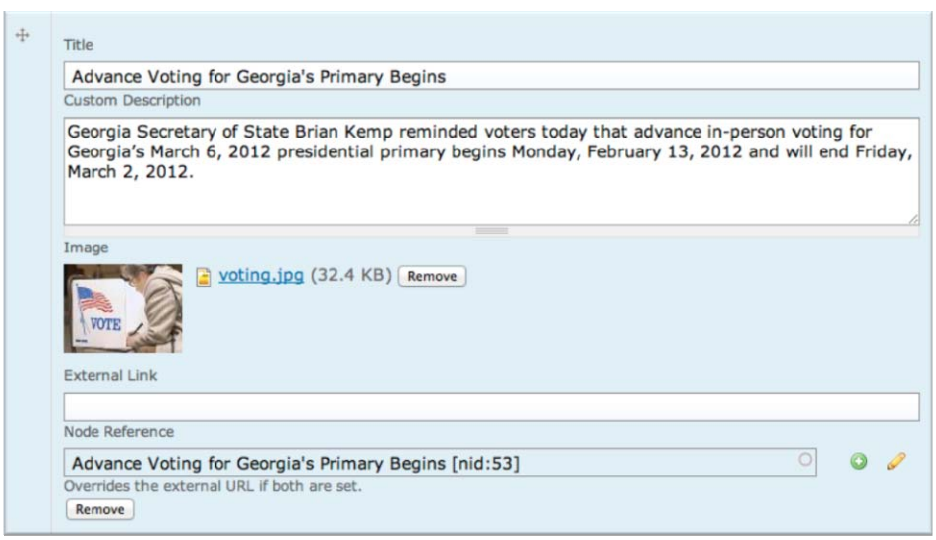



Figure 37 Homepage Rotator slide info for the content area

- **a. Title** the title text for the slide (not shown if it is an image only slide).
- **b. Custom Description** the description for the slide (not shown if is an image only slide).
- **c. External Link:** An absolute URL to any content on the internet.

**d. Image Upload**: Controls for uploading an image to the Rotator (See Appendix for relevant rotator image dimensions).

**e. Node Reference**: As an alternative to the External Link, you can reference a content item on your site. Begin typing the title of the content, and the autocomplete box will list content that matches your title. Select the appropriate title to add.

**f. Remove** button will delete a slide from the content area.

**g.** The **cross hair** on the left can be used to re-arrange slides, moving individual slides up and down in the stack of slides.


Figure 38 Bottom of Homepage Rotator box form

6. At the bottom of the content area, after all the items are listed, there are additional options:
   **a.** Click **Add Another Item** to add another slide to the content area.
   **b.** Check **Image Only** if you want to hide the rotator's title and description information, showing only the images. These images will be linked to the URL you provided for each slide.
7. At the bottom of the form, select **Save** to save your changes.

## 7.2 *Image Boxes*

Image boxes display an image and its caption in a single column.


**Figure 39 An Image Box**

To change the image or caption, hover over the upper right corner of the image and select **Edit Box** from the dropdown. Complete the following:

- **Box Description** does not show to site visitors, and only needs to be a descriptive name to identify the box in the back end interface.
- **Box Title** is *optional.* If you enter a title it will show above the image for site visitors.
- **Image** is the image to be used in the box (see Appendix for dimensions).
- **Caption** displays beneath the image to site visitors.
- **Link** specifies what, if anything, the image box should link to (optional):
    - **Title** is the title of the link (not shown)
    - **URL** is the target for the link (must be an absolute URL)
- **Node Reference** can be used instead of a Link in order to link to content within the site. Begin to type the title of any content, and the auto-complete field will show the titles of matching content.

## 7.3 Promotion Boxes: Images and Calls to Action

Promotion boxes can take two forms: a large image promotion, or a "Call to Action" promotion with a small thumbnail image or icon.

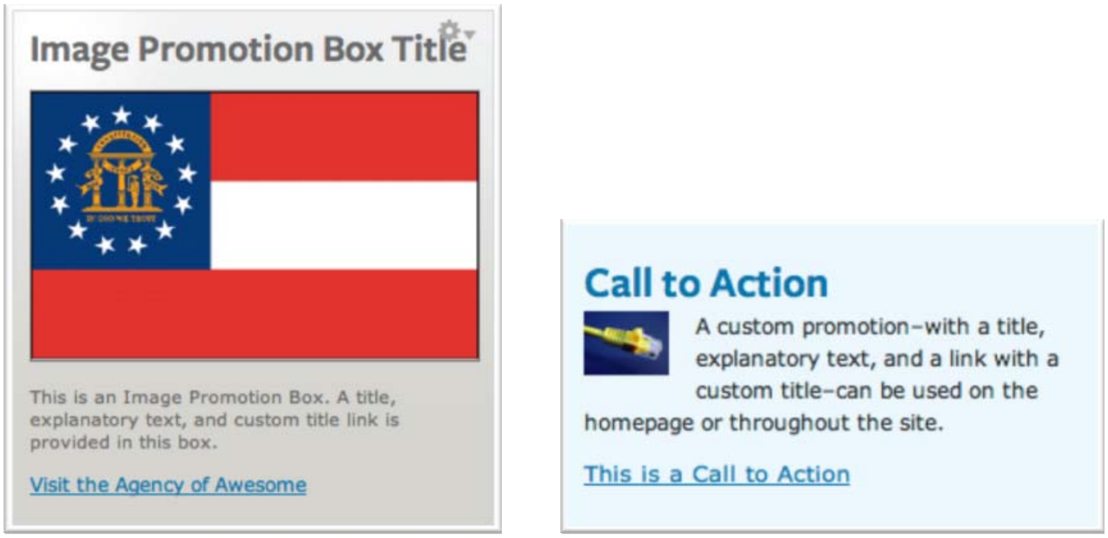



Figure 40 Promotion Boxes: Large Image and Call to Action

To configure a Promotion or Call to Action box, hover over the upper right corner of the box area and select **Edit Box** from the dropdown. Complete the following:

- **Box Description** is not visible to site visitors, and only needs to be a descriptive name to identify the box in the administrative interface.
- **Box Title** shows to site visitors for the Promotion Box as a heading for the content area (note the style difference for Image Promotion and Call to Action promotions).
- **Explanatory Text** shows beneath the heading.
- **Image** is the image to be used in the promotion (see Appendix A for dimensions).
- **Link** specifies what, if anything, the image box should link to (optional)
    - **Title** is the title of the link beneath the explanatory text
    - **URL** is the target for the link (must be an absolute URL)
- **Call to Action** is a check box that changes the Image Promotion into the differently styled, small image Call to Action promotion.

## 7.4 List Index (Link List)

The Index List is a simple, text-only way to present links on your site.

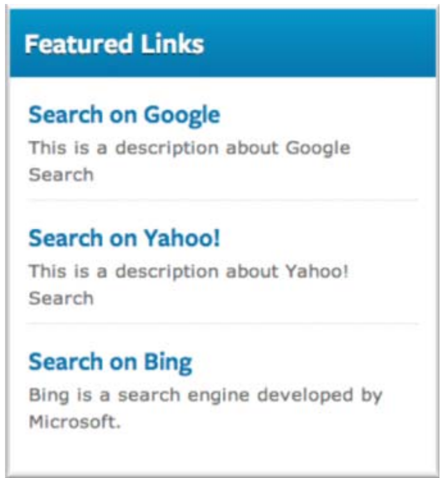



Figure 41 Featured Links box

To configure a Link List box, hover over the upper right corner of the box area and select **Edit Box** from the dropdown. Complete the following:

- **Box Description** does not show to site visitors, and only needs to be a descriptive name to identify the box in the back end interface.
- **Box Title** is visible to site visitors above the list.
- Each link has a title and link, related content reference reference, and a description:
    - **Title** and **URL** are used together to specify an external link and the text to show users. (must be an absolute URL)
    - **Related Content** can be used *instead of the Title and URL* to select a piece of content on the site by title (it is an auto-complete field).
    - **Description** is shown below the link to describe the link. It can be set to a WYSIWYG field using the Text Format dropdown menu.
    - **Remove** button to remove the link from the box.
- **Add Another Item** button will add another link to the content area.

## 7.5 Promotion List Box (Featured Items)

Featured Items are a list of promoted items along with image thumbnails. More than image links, the small images can be used to draw attention to the topic and description.

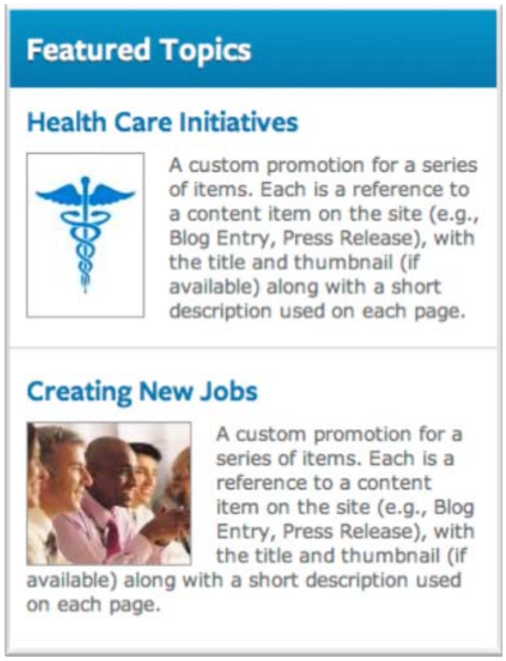



Figure 42 Featured Items

To configure a Promotion List box, hover over the upper right corner of the box area and select **Edit Box** from the dropdown. Complete the following:

- **Box Description** is not shown to site visitors, but should be a unique title as it is displayed in the administrative interface.
- **Box Title** is displayed to site visitors above the list (e.g. " Featured Topics", above).
- Each link has an image, title and link, node reference, and a description:
  - **Image** is an image upload field (see Appendix A for dimensions).
  - **Alt Text** is a field to add alternate text for the image.
  - **Title** is used as a tooltip for the image (this is shown to users when they hover their mouse over the image).
  - **Description** is shown below the link.
  - **URL** is used to specify an absolute URL for the featured item (must be an absolute URL).
  - **Related Content** can be used instead of the URL to select a piece of content on the site by title (it is an autocomplete field).
  - **Remove** button to remove the link from the box.
- **Add Another Item** button to add another featured item to the box.

## 7.6 *Editor's Choice (Static Homepage Text)*

Editor's Choice is a static, two-column block of text on the homepage. To edit:


**Figure 43 Homepage static box**

1. Hover your mouse over the box, and select the **Gear Icon**.
2. In the dropdown menu that appears, select **Edit**.
3. An editing form will open for the box. This looks similar to a Content Item form.
4. Make any necessary changes to the content (**Title** and **Body**).
5. Select **Save**.

## 7.7 *Automatically Updated Content Areas*

Once placed by a Site Manager or Administrator, many content areas do not require any updates or work. These areas allow the site to remain fresh, displaying the latest or most relevant content with no additional effort from content creators.

### 7.7.1 Latest News

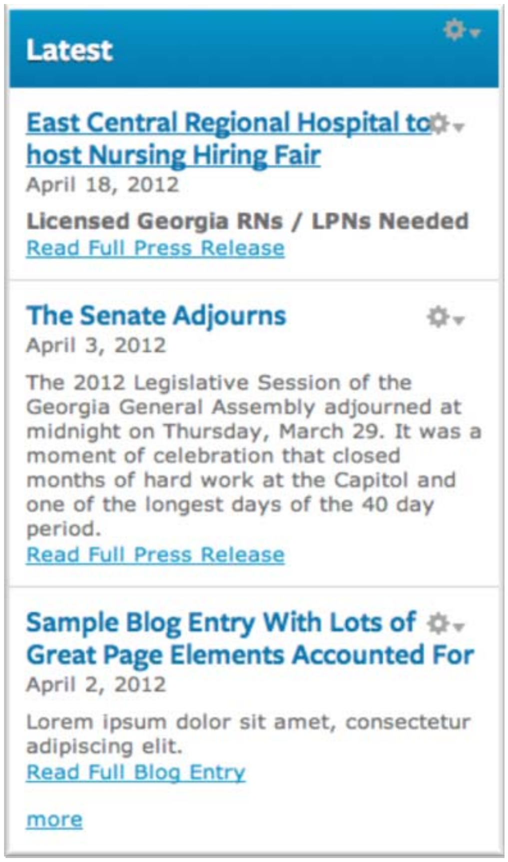



**Figure 44 Latest News showing Most Recent Blog Entries and Press Releases**

The **Latest** box shows the three latest Blog Entries and Press Releases automatically. When these items are published, they fill in to the content area with the most recent entry at the top.

The “More” link at the bottom goes to the **/latest-news** page, which shows the most recent ten items and is paginated for site visitors to go back through press releases and blog entries.

## 7.7.2 Upcoming Events

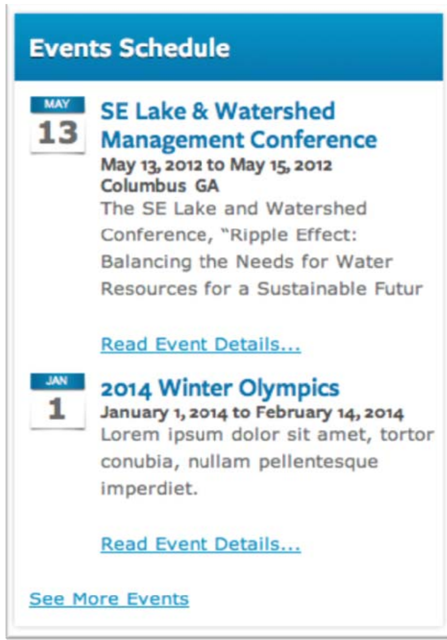



Figure 45 Upcoming Events – most recent at the top

Upcoming events are displayed in the “Events Schedule” content area. This shows a list of the events that will occur soonest.

The “See More Events” link directs visitors to the **/events** page.

## 7.7.3 Most Viewed Boxes

Most Viewed boxes use your Google Analytics code to find the top five most viewed items of a particular type on the site. Once configured, they do not require any editing or curation.

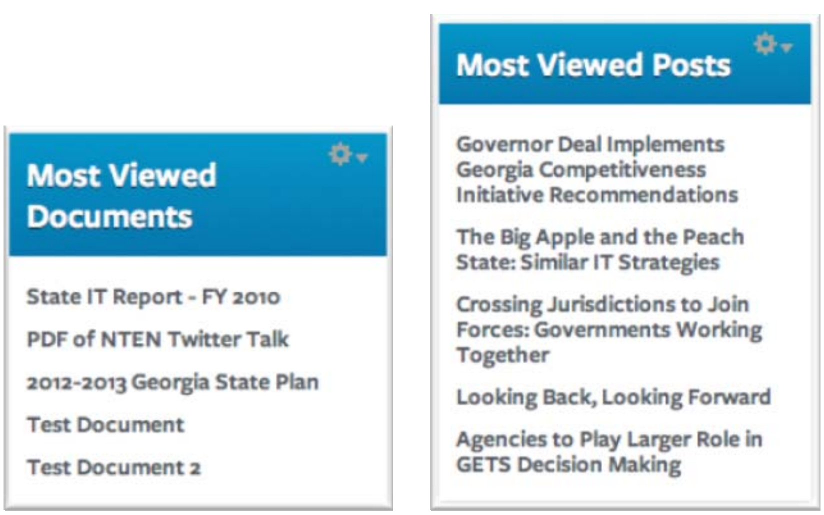



Figure 46 Most Viewed Documents, and Most Viewed Blog Entries

## 7.7.4 Latest Twitter


Figure 47 Latest tweet

Once configured, this content area shows the latest tweet(s) from a configured feed or hashtag.

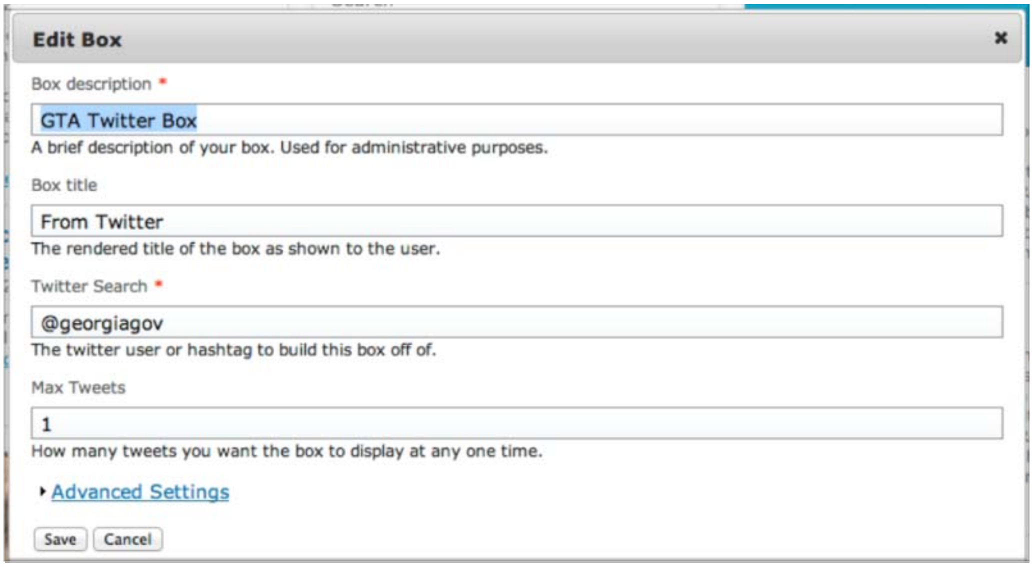



Figure 48 Twitter box settings

To edit these settings, hover over the box and select the **Gear Icon** > **Edit Box**, and then the following can be changed:

- **Box Description** is used in the back-end interface to identify this box, so it should be unique, though it is not shown to site visitors.
- **Box Title** is the title shown to site visitors at the top of the tweet box.
- **Twitter Search** is be the **@username** or **#hashtag** that will populate the tweet box. Be aware that hashtag searches are all inclusive of Twitter, so select the hashtag to follow carefully.
- **Max Tweets** is the number of tweets to show at a time. Typically, this is 1, but the content area can accommodate many more. When configured for more, the latest tweet will appear at the top of the content area.

### 7.7.5 Stay Connected

The Stay Connected box is a special content area to link to your Agency's social networks.

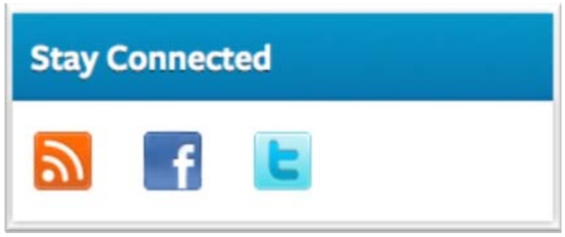



Figure 49 Stay Connected content area

From this content area, you can link to the following:

- Agency RSS Feed
- Facebook
- Twitter
- YouTube
- Flickr
- Tumblr
- Picasa
- Vimeo

***Note:*** This feature must be configured by an Administrator. To request changes to your Stay Connected content area, fill out the Support Request form at http://portal.georgia.gov/support.

## Appendix A: Image Sizes

The following are the standard image sizes you may need for different content areas on your website.

| Image | Width (Pixels) | Height (Pixels) |
|---|---|---|
| Homepage Rotator – Image and Text<br>• Full Width<br>• 2 Column<br>• 1 Column | <br>620<br>600<br>300 | <br>400<br>390<br>195 |
| Homepage Rotator – Image Only<br>• 2 Column<br>• 1 Column | <br>600<br>300 | <br>400<br>195 |
| HD (Full Width) Homepage Rotator - Image Only | 940 | 400 |
| Image Promotion | 280 (max) | 180 - 225 (recommended) |
| Call to Action Promotion (Icon) | 48 | 48 |
| Featured Topics Thumbnail | 100 (max) | 100 (max) |
| | *Featured Topic Thumbnail will be restricted to 100 pixels in both directions; images will proportionally scale down to make the largest dimension 100 pixels.* | |
| Featured Image on Media Page | 760 | 570 (recommended) |
| Photo Gallery and Video Thumbnail | 100 | 100 |
| Photo Gallery Full Size Image | 800 | 600 |
| Profile Thumbnail | 200 | 200 |

# Appendix B: WYSIWYG Editor

The WYSIWYG (What You See Is What You Get) Editor provides you with functions to enhance your content creation experience. Many of the function buttons will be familiar from Microsoft Word, and if you hover over an icon, a tooltip will tell you what each icon does. Some of the more detailed functions are listed below.

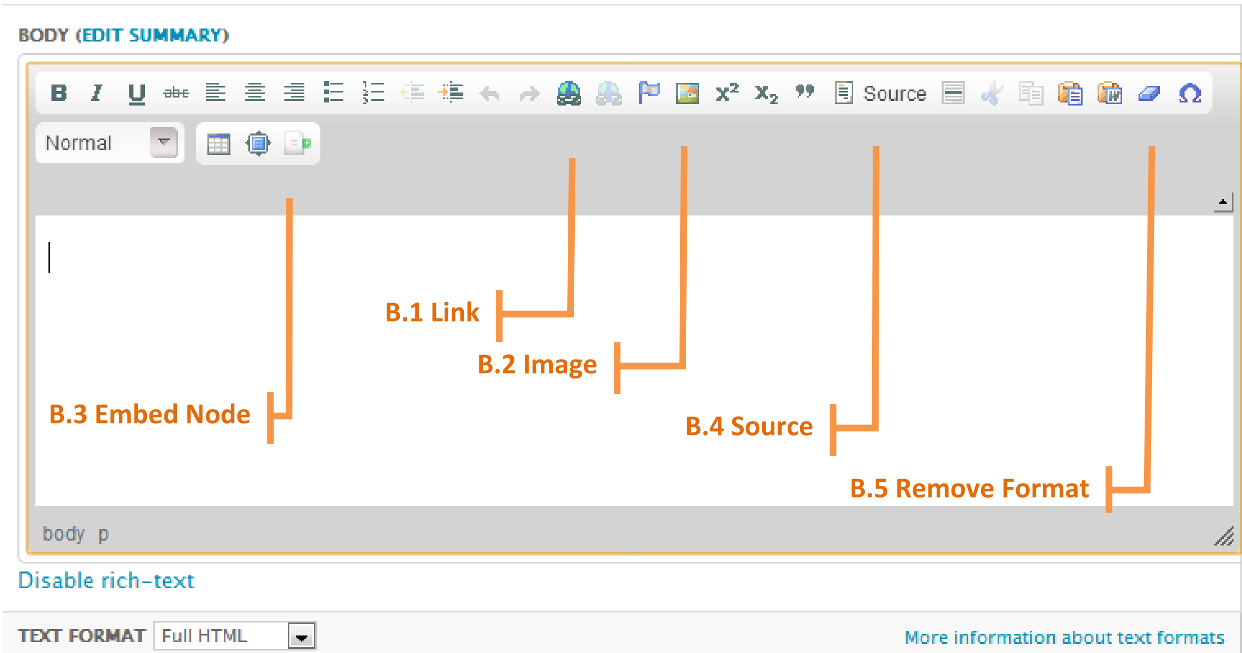



Figure 50 WYSIWYG editor

## B.1 Link 

To create a link within the Body of your content item:

1. Highlight the text you want to hyperlink and click the Link icon. A pop-up box will appear.

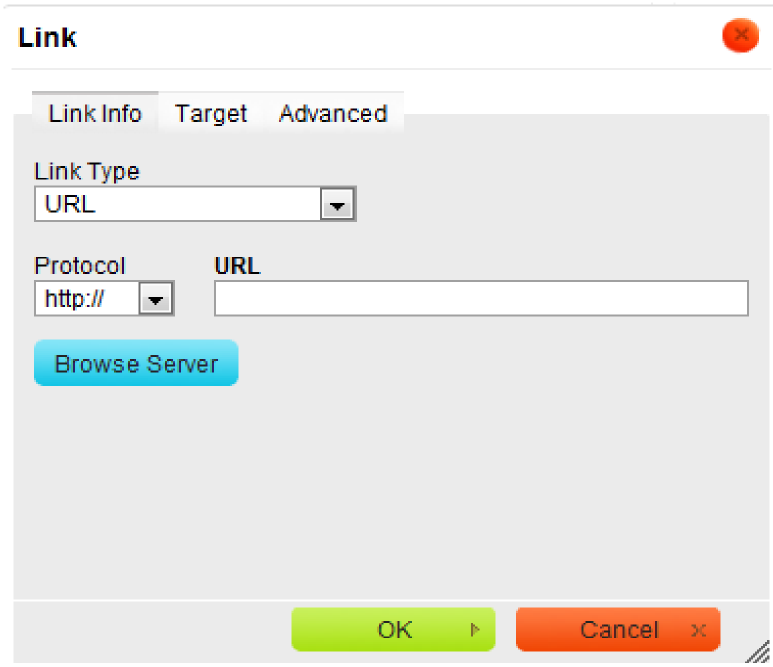



Figure 51 Insert Link pop-up window

2. From the Link Type dropdown box, you can choose to link to an external URL, an internal Anchor, or an Email address.

3. Alternately, you can select Browse Server to select a file to link to from the IMCE. (PDF, Word document, etc)

4. Fill out the fields and click **OK**.

> ***Note:*** Most content types contain preset fields for inserting Related Links and Related Files. Whenever possible, please use those fields to insert links into your content item. Only use the WYSIWYG Link feature when the others will not work for your content.

## B.2 Image 

To add an image inside a text area,

1. Click your cursor where the image should go, then click the **Image icon**. The Image pop-up window will appear:

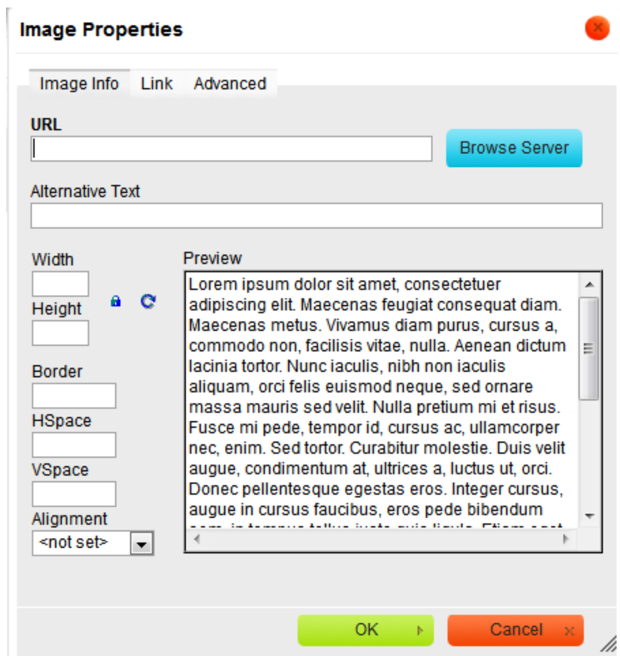



Figure 52 Image Properties pop-up window

2. Click the blue **Browse Server** button (it may take a few minutes to load the first time).

3. From the Browse Server pop-up window, you can choose an existing image from the server, or upload a new image.

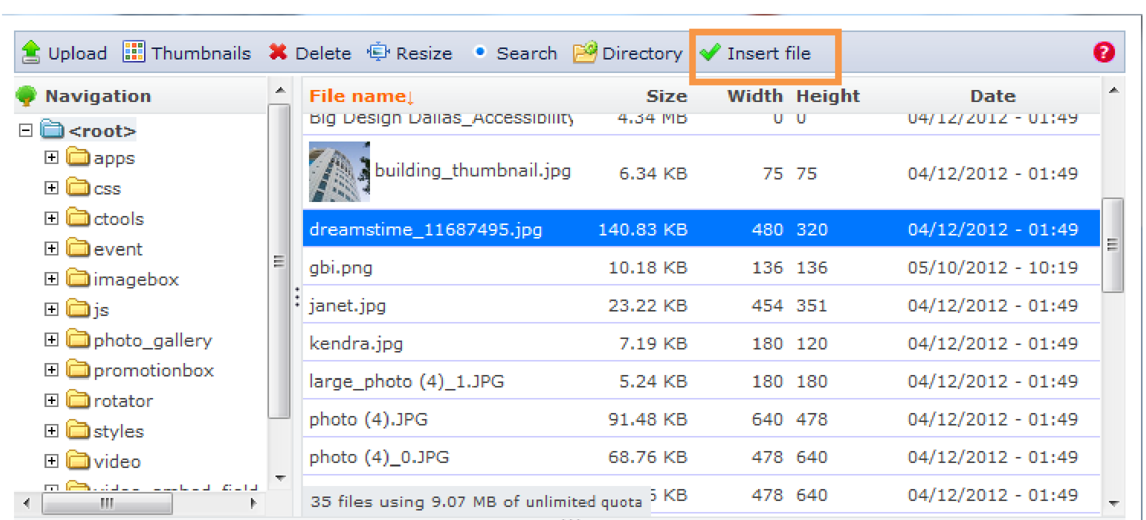
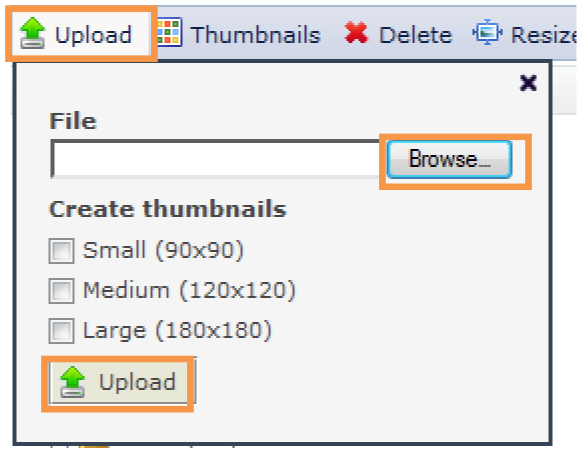



Figure 53 Browse Server pop-up window

a. To choose an existing image on the server, browse through the default folder of images.

- Select the correct image and click **Insert File**.
- Add **Alternative Text** in the next screen, then click **OK**.

b. To upload a NEW image, click the **Upload** link. A File Upload section will load below the Upload link. Click **Browse**.




- Select your image, then click the bottom **Upload** button to upload your new image.
- Your new image will be uploaded to the server and highlighted in the File Browser. Click **Insert File**.
- Add **Alternative Text** in the next screen, then click **OK**.

## B.3 Embed Node 

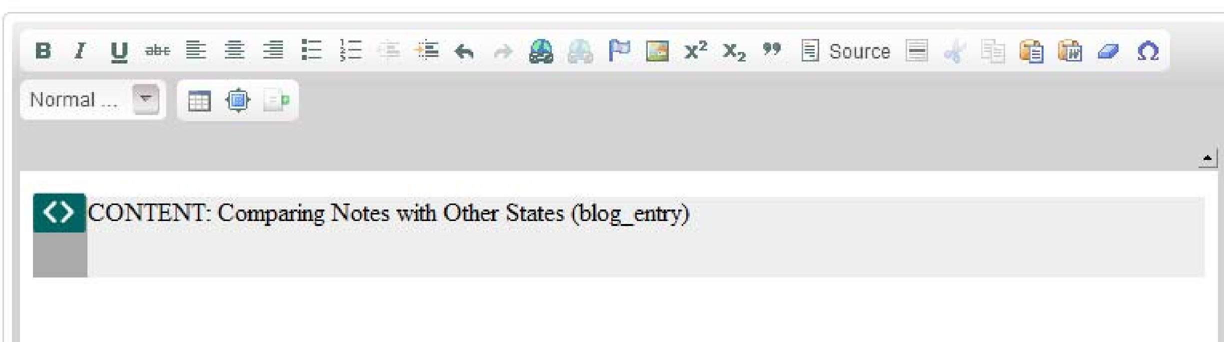
You can use the Embed Node function to embed another content item (such as an Index List) into a WYSIWYG field on a separate content item (such as on a Site Page).

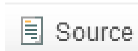
1. Click on the **Embed Node** button. An Embed Node pop-up window appears.


2. In the **Content** field, start typing the name of the content item (such as an Index List) that you want to embed. The field should show an autosuggest list of content items with similar titles.

3. Select the appropriate content item. Click **Insert**.

4. The WYSIWYG area will show a reference to your content item. When you save the content item, the full content of the embedded item will show on the published page.



## B.4 Source 


If you need to edit the HTML code for any reason, clicking the **Source** icon will show you the source code for your content.  Clicking **Source** again will return you to the WYSIWYG view.

## B.5 Remove Format 

If you paste content from another location (a website, a Word document, an email, etc), the WYSIWYG editor will try to carry over the formatting from the source location. This will cause your new text to look wrong on your website.

To clear any formatting from another source,

1. Highlight the text that has the incorrect formatting.
2. Click the **Remove Format** button.