



Website Information Coordinator Training



DrupalTM

Training v1.1

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Frequently Asked Questions

What does it mean to be a WIC?

Here at UNCP, the University Communications and Marketing department builds and maintains the primary website framework. Each department takes those tools and chooses a primary person to update their section of the website. That's a Website Information Coordinator (WIC). Some departments have multiple WICs, so there might be secondary WICs as backups. That's completely up to the departments.

Who should be a WIC?

Ideally, someone who is comfortable with technology and the web. Resist the urge to just give it to the newest person in your department. This is a pretty important job and many times the first introduction to your department for a potential student. You want someone who can identify quality content. The more relationships they have with people in your department, the easier it should be for them to get that content.

How do we add or change WICs?

Please visit www.uncp.edu/drupal and you will find a Drupal Account form to fill out and submit to the UCM office.

What about training?

On that same page mentioned above you will find links to the latest version of this document, short training videos (<https://www.uncp.edu/resources/ucm/services/web-services/training-videos>), and any upcoming live training events.

What's this about a listserv?

There's an email list for WICs to let you know about upcoming events. We usually add your email address after creating your WIC account. However, if you think you were missed or your address changed, you can also subscribe here: <http://listserv.uncp.edu/mailman/listinfo/wic>

Who is responsible for creating content?

Each department is responsible for their own content on the website. We encourage WICs to meet with their departments and create a process for collecting that content.

What if I need help building out some new pages or something doesn't seem to be working?

Please submit a ticket via the UCM Request form at www.uncp.edu/ucmrequest. We are happy to assist you. Using the request form ensures that nothing falls through the cracks.

What if someone in my department asks about a personal site?

We recommend using [Google Sites](https://www.google.com/sites/) through the University. It is offered as part of your Google Suite account. UCM and DoIT do not support sites built there, but Google has a treasure trove of tutorials and articles to help you get started.

What if our WIC leaves or changes departments?

Please let us know so we can disable their access.

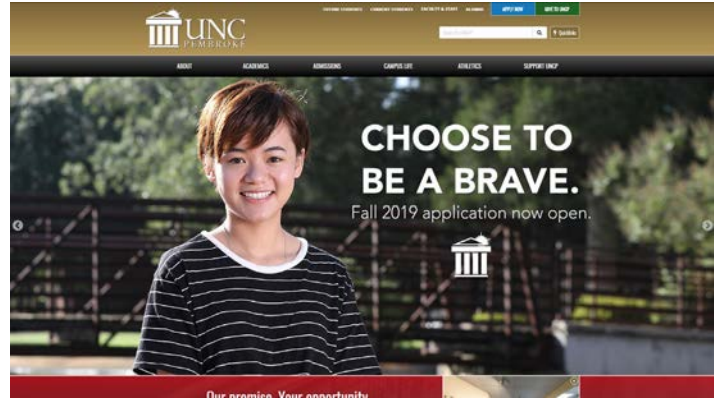
Content Management System

A Content Management System (CMS) manages the creation, organization, modification, and publishing of digital content. UNCP uses an open-source CMS called Drupal.

It takes all of this...



...and helps to turn it into this



Who else uses Drupal? The Weather Channel, Major League Soccer, US Department of Energy, CERN, NASA, and universities all over the world. If you want to learn more about Drupal, please visit www.drupal.org.

Responsive Web Design

Today's websites are designed to be *responsive*. That means that images, videos and all the other page elements need to be able to change size and position depending on the size of the screen they are being viewed on. Maybe it's a tablet, a desktop monitor, or a smart phone. The audience just wants it to work.

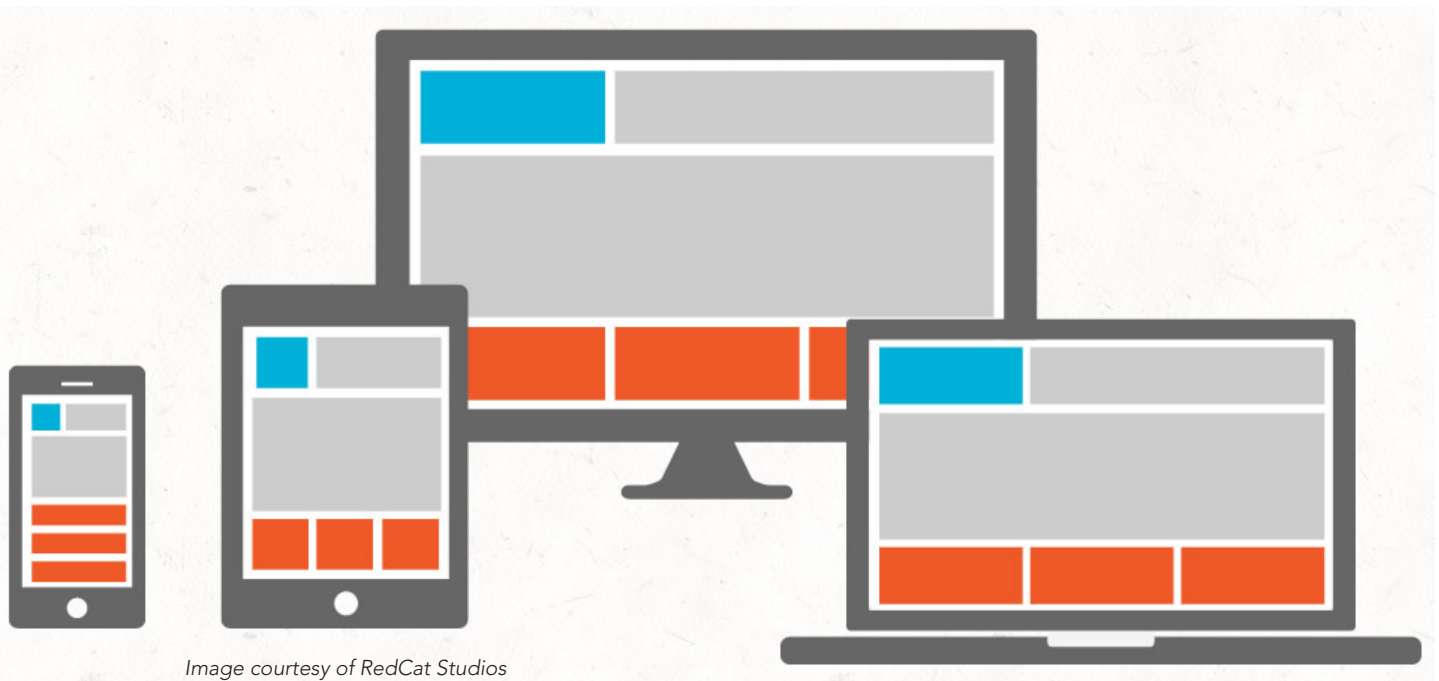


Image courtesy of RedCat Studios

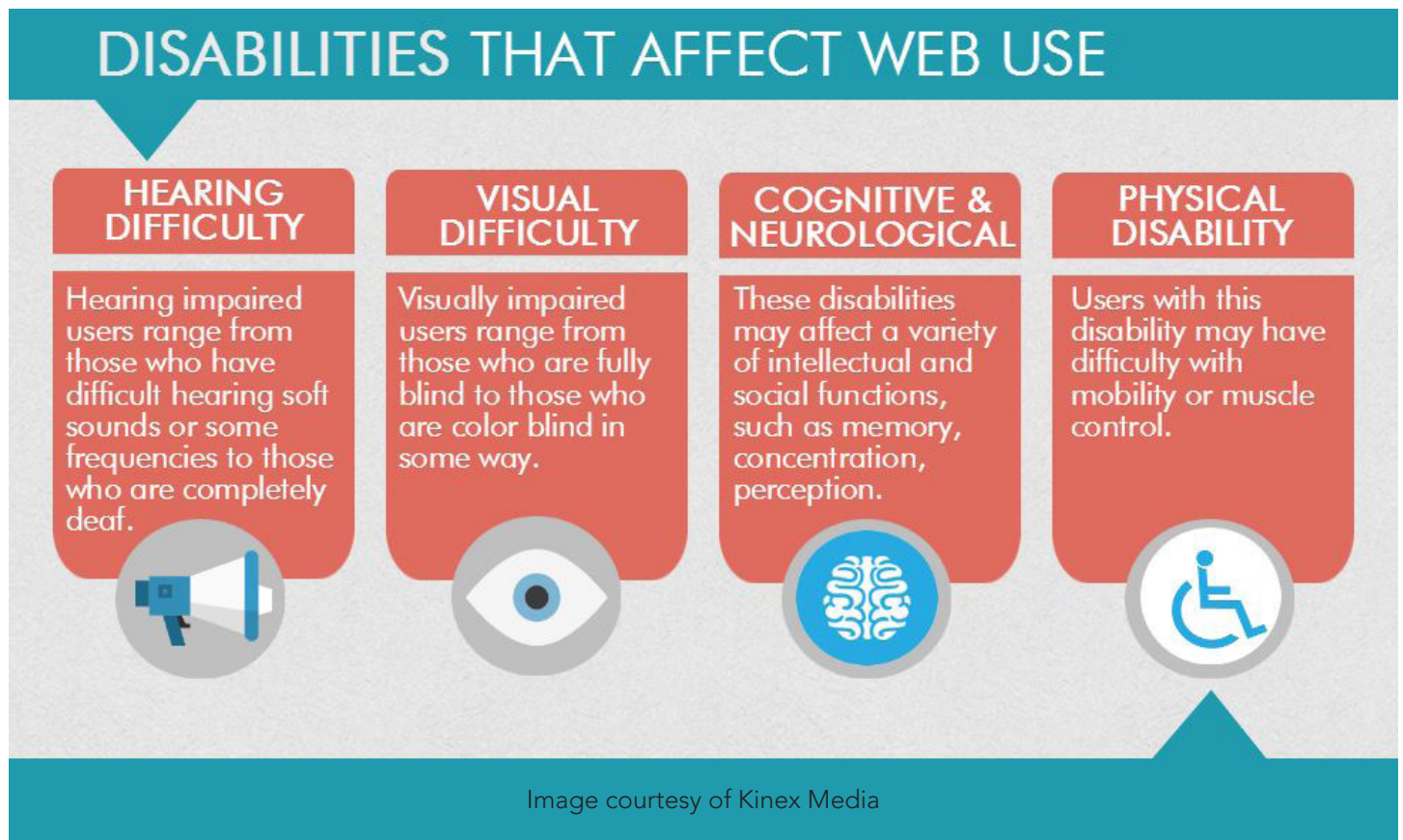
Web Accessibility

From WebAIM.org:

Though estimates vary, most studies find that about one fifth (20%) of the population has some kind of disability. Not all of these people have disabilities that make it difficult for them to access the Internet, but it is still a significant portion of the population. Businesses would be unwise to purposely exclude 20, 10, or even 5 percent of their potential customers from their web sites. For schools, universities, and government entities it would not only be unwise, but in many cases, it would also violate the law.

Here in the United States, applicable laws include The Americans with Disabilities Act (ADA) and the Rehabilitation Act of 1973 (Sections 504 and Section 508).

The Web Content Accessibility Guidelines (WCAG) provide an international set of guidelines. They are developed by the Worldwide Web Consortium (W3C), the governing body of the web. These guidelines are the basis of most web accessibility law in the world. Version 2.1 of these guidelines was published in June 2018.



We have built the website with these things in mind and will continue to do whatever we can to adhere to these guidelines. UNCP has implemented many best practices at the template level to ensure compliance across the site. The most common thing you will encounter as a WIC is the use of alternative text fields for images. These are mandatory fields that will prop you for a brief description of the photo or graphic you have uploaded that will be used by screen reader software.

A New Way of Thinking About Pages

On our previous website, there was a large text editing window and a file manager that was a real pain to fight with. It took forever to click through all the menus to post a simple photo or a PDF. We wanted to avoid all that this time around by emphasizing speed and simplicity.

It's difficult to take that big blob of text and embedded graphics we were using in Drupal 7 and make it truly accessible and responsive. For the new website, we use a stack of Content Sections that can be shifted around drag and drop style. Have a look at the figure below.

On the left side is an example similar to our old website. Everything is just placed into a big box. On the right side, the design is sliced up into easier to manage pieces. Not only can we move those pieces around without worrying about breaking the design, it lets us do a better job of automatically styling those elements on the back-end and handling the responsive design.



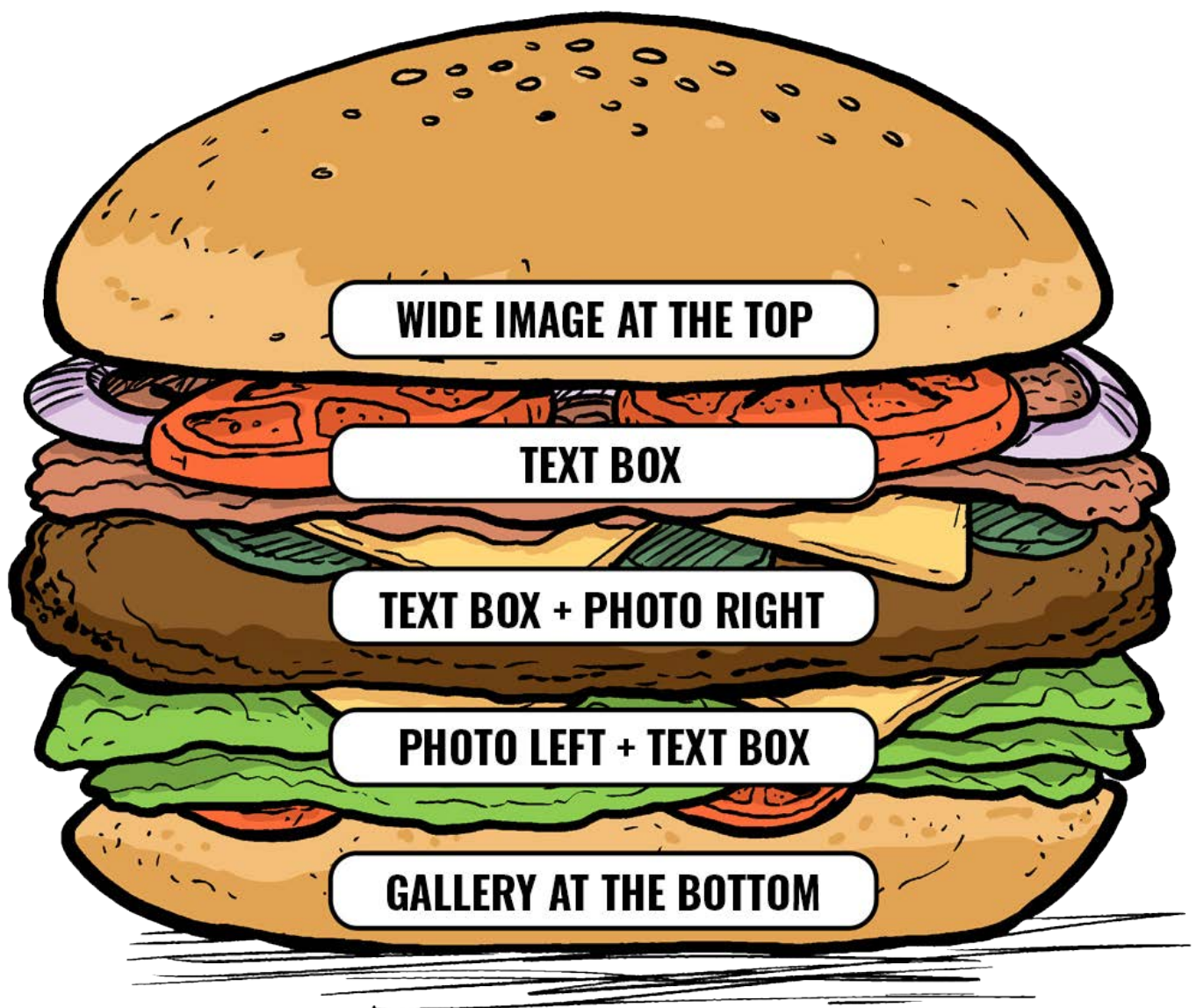
Building a page

Since we're throwing around all these metaphors, it's time to cover the most important one of them all. If you can make a sandwich, you can build a page. Yes, I said sandwich.

Better yet, let's build a cheeseburger:

- *Top Bun*
- *Lettuce*
- *Tomatoes*
- *Cheese*
- *Burger*
- *Bottom Bun*

How does this apply to building a page? It's the same concept, but without ketchup and mustard. We're building a stack (a page) out of different pieces (content sections). Here's a preview just to make you hungry. In the next section, we'll cover getting into the system. After that, we'll come back to building pages.



Logging In

To log into the UNCP website to make edits, please go to the following link:

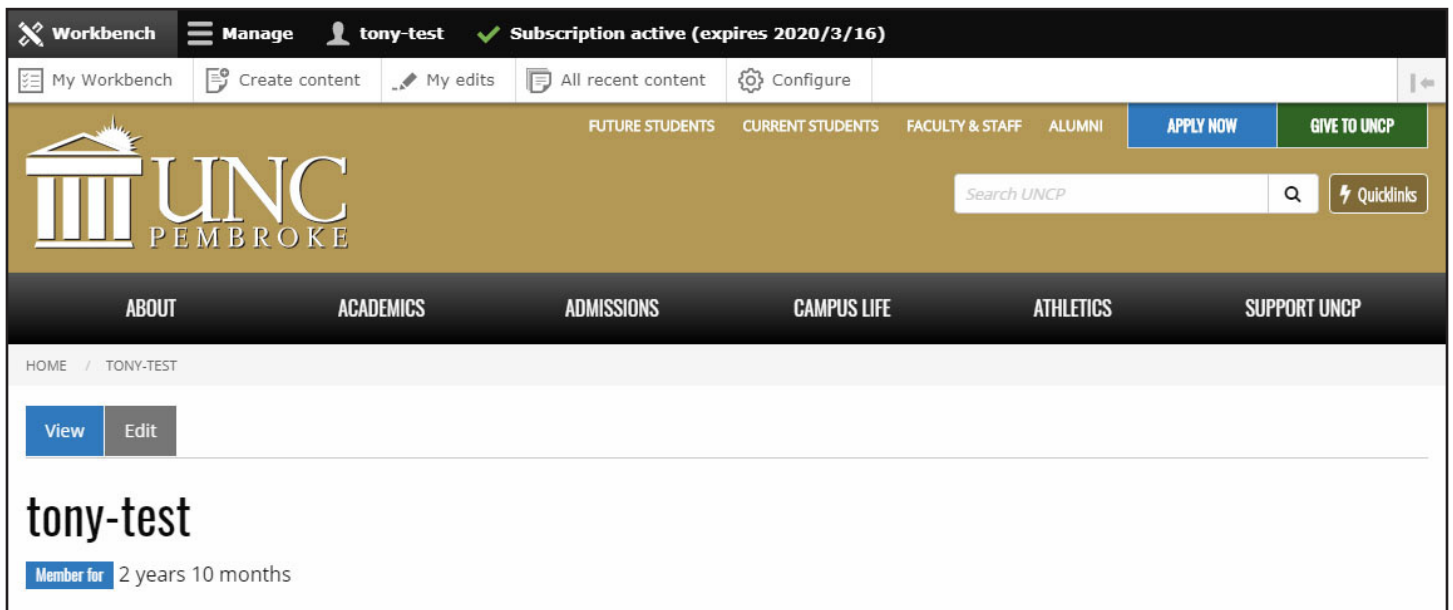
<https://www.uncp.edu/wic>

Your Username and Password will be the same credentials that you use to log into the UNCP system.



The screenshot shows the UNC Pembroke website's Shibboleth login page. At the top left is the university logo and name. A navigation bar contains links for Admissions, Academics, Athletics, About UNCP, Alumni, News & Events, Student Life, and UNCP A-Z. Below this is a breadcrumb trail: UNC Pembroke > Shibboleth Login. A 'Quick Links' dropdown menu is visible. The main content area is titled 'UNC Pembroke - Shibboleth Login' and features two input fields for 'Username:' and 'Password:', followed by a 'Login' button. On the left side, there are links for 'New Users' and 'Change Password', and a 'CONTACT INFO' section with contact details for the DoIT Help Desk, including phone, fax, email, and location. At the bottom, there is a search bar and a 'GO' button, along with additional navigation links like 'ABOUT SITE', 'CAMPUS DIRECTORY', 'ASK UNCP', and 'UNIVERSITY CALENDAR'.

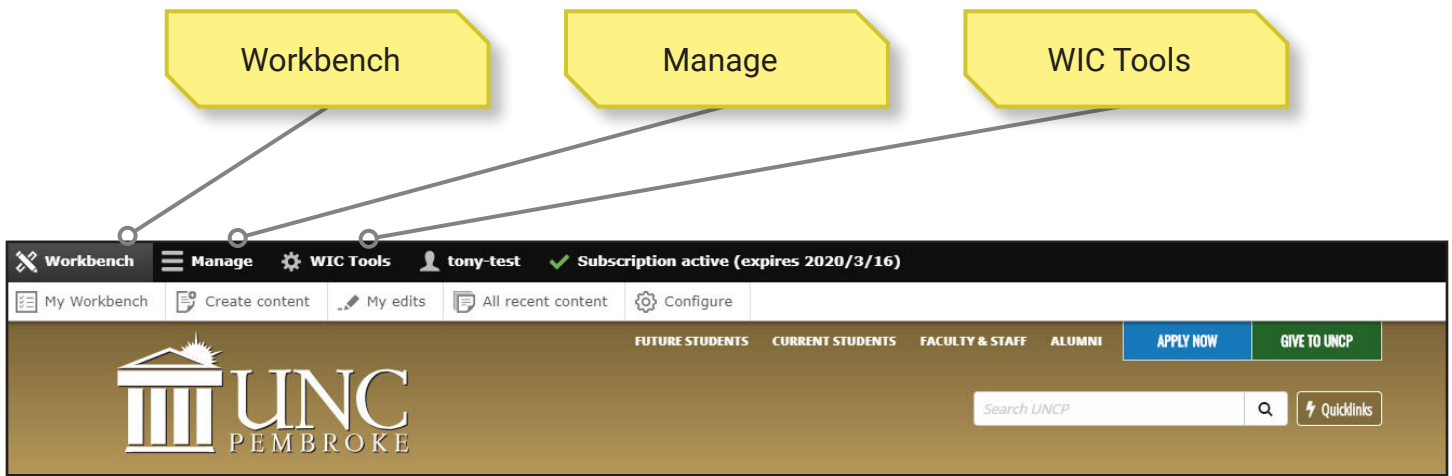
Once you are logged in, any page that you visit where you have Edit rights will show the editing tabs across the top of the content area.



The screenshot displays the user interface after logging in. At the top, there is a 'Workbench' header with a 'Manage' menu, a user profile for 'tony-test', and a 'Subscription active (expires 2020/3/16)' status. Below this is a navigation bar with options: 'My Workbench', 'Create content', 'My edits', 'All recent content', and 'Configure'. The main header features the UNC Pembroke logo, navigation links for 'FUTURE STUDENTS', 'CURRENT STUDENTS', 'FACULTY & STAFF', and 'ALUMNI', and buttons for 'APPLY NOW' and 'GIVE TO UNCP'. A search bar and 'Quicklinks' are also present. A secondary navigation bar includes 'ABOUT', 'ACADEMICS', 'ADMISSIONS', 'CAMPUS LIFE', 'ATHLETICS', and 'SUPPORT UNCP'. Below this, a breadcrumb trail shows 'HOME / TONY-TEST'. The main content area has two buttons: 'View' and 'Edit'. The user's name 'tony-test' is displayed prominently, with a 'Member for 2 years 10 months' badge below it.

I'm logged in. Now what?

Much like the design of the front-end of the site, you've got multiple options to get where you want to go. There's the Workbench, Manage, and WIC Tools.



Workbench

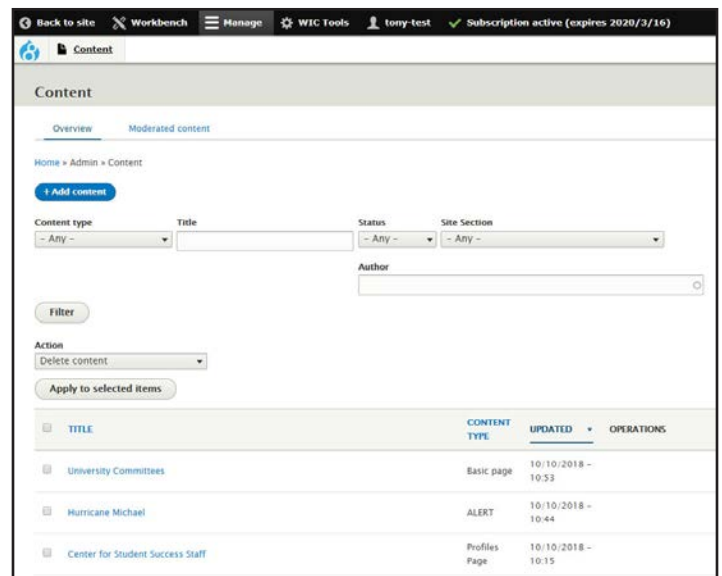
The Workbench is an easy place to start. It provides a quick overview the Content you last edited and can be configured to show other information like all recent edits to the site or other editors that might be logged into the system.

Note: Some of the functionality from the Workbench Module in Drupal 7 has been shifted into the core of Drupal 8 including content moderation (Published/Draft/Archived). It's possible that the Workbench may eventually be added to Drupal core, but there are no drawbacks to using it until then.

Manage

This is the standard way of locating, editing, and adding content in Drupal. Click the Content button to take you to the main Content page seen on the right. Here you can search by Content Type, Title, Status, Site Section, and even Author. If you have access to edit a piece of content, an Edit button will appear in the Operations column.

To add a new piece of Content to the site, click the Add Content button. This will take you to a page where you can add a Basic Page, Profiles, Page, Contact Card, or News Article (if your section has this functionality enabled.)



WIC Tools

This button reveals a menu of handy shortcuts. You can also Add Content here, but more importantly this is where you can manage Contact Cards, Manage Department Contact Info, and Manage Webforms. We'll cover all those later, just know that this menu is where to find those options.

Creating a Basic Page

Okay, so you can login and find your way around. Now we can get to the good stuff. We're going to build a new page.

Manage -> Content -> Add Content -> Basic Page

If you worked with Drupal 7 and the last version of our website, you might see a few familiar things, but there's one big element missing. There isn't a big WYSIWYG box in the middle of the page. We're now more modular and component based.

"It is said that despite its many glaring (and occasionally fatal) inaccuracies, the Hitchhiker's Guide to the Galaxy itself has outsold the Encyclopedia Galactica because it is slightly cheaper, and because it has the words 'DON'T PANIC' in large, friendly letters on the cover."

-- Douglas Adams, *The Hitchhiker's Guide to the Galaxy*

This box is for security. It tells us the Content belongs to X department and only they can edit it.

Also, this is how the site knows which Contact Info box to put below the right-side menu and which name to put above it.

The screenshot shows the 'Create Basic page' form in a Drupal environment. The breadcrumb trail is 'Home » Node » Add content » Create Basic page'. The 'Site Section Taxonomy*' dropdown is set to 'About Us'. The 'Title*' field is empty. Below the title is a 'BANNER AREA' section. Under 'Content Sections', it says 'No Content Section added yet.' and there is an 'Add Hero Image' dropdown. At the bottom, there is a 'Save as:' dropdown set to 'Draft' and 'Save' and 'Preview' buttons. On the right side, there is a sidebar with 'Last saved: Not saved yet', 'Author: tony-test', and expandable sections for 'MENU SETTINGS' and 'META TAGS'. Three yellow callout boxes with lines pointing to the 'Site Section Taxonomy' dropdown, the 'Title' field, and the 'Add Hero Image' dropdown contain explanatory text.

SEO TIP: Always think of the page Title in the context of the whole site, not just the section it's in. When you search, there could be 50 "Programs" listed, but there's only 1 "Biology Programs" on the site.

Site Section Taxonomy

A super wordy way of just saying category. Every piece of Content gets one of these so we know which section of the site or department it belongs to. It also does a lot of automated stuff behind the scenes related to menus, styling, and contact information.

Title

The title of the Content that appears at the top of every page. This is where you're going to help search engines distinguish your page from all the others. It's good to be a little specific here so your page can stand out. If it says "Students in Action", it's going to compete with every page on the site using that same title. If it says "History Students in Action", then you can be pretty confident it's the only page on our website with that name.

Banner Area

This is an optional element that you might want to use for your site. It really helps establish the tone for a landing page, but it can be used on any Basic Page. Click the arrow to open the box. You'll see the words **Full Width Hero**. There's a place to upload a landscape style image that will appear at the top of the page, beneath the breadcrumbs and above the main section of content.

A **Hero Image** is a large banner image, prominently placed on a page, generally front and center. It is often the first visual element a visitor sees on that page. This one stretches from edge-to-edge. It requires a picture that's at least 1600px wide and 533px tall. The largest photo size on SmugMug should do the trick.

Create Basic page

Home » Node » Add content » Create Basic page

Site Section Taxonomy*
About Us

Title*

BANNER AREA

Full Width Hero

No file chosen

Upload an 1600px x 533px image. This image will stretch the full width of you page. It will appear below the location breadcrumbs bar and above your content/sidebar.
One file only.
5 MB limit.
Allowed types: png gif jpg jpeg.
Images must be larger than 1600x533 pixels.

Last saved: Not saved yet
Author: tony-test

[MENU SETTINGS](#)

[META TAGS](#)

[URL ALIAS](#)

Content Sections
No Content Section added yet.

to Content Sections

Save as:

Breadcrumbs are a navigation trail showing you were you are in the site.

FUTURE STUDENTS CURRENT STUDENTS FACULTY & STAFF ALUMNI APPLY NOW GIVE TO UNCP

Search UNCP Quicklinks

ABOUT ACADEMICS ADMISSIONS CAMPUS LIFE ATHLETICS SUPPORT UNCP

HOME CAMPUS LIFE STUDENT AFFAIRS

Full Width Hero

Student Affairs

The Division of Student Affairs consists of 13 departments, each of which is responsible for providing a variety of student support, services, educational programs and facilities. Each department is designed to integrate students into the university experience and to enhance the total development of students. The efforts of the division specifically work to emphasize intellectual, social, cultural, emotional, leadership, civic, and personal development.

Student Affairs

About
For SA Staff
Give

Attaching a Page to a Menu

Even before you start adding content to your page, you can attach it to a menu. Start by clicking the arrow next to MENU SETTINGS in the right column.

Click the “Provide a menu link” check box.

You’ll notice that it copied the Title of your page over into the Menu link title box. You don’t have to stick with that title. In fact, it’s safe to shorten it or abbreviate it if you’d like. The names in the menu are much lesser important than the formal page names.

Example: *Music Degree Programs* can become *Degree Programs* or even just *Degrees*.

Below that, you’ll see MENU LINK WEIGHT. We’re going to skip over that for now. Because we need to pick out the correct menu first and unfortunately that’s lower on the page. (There’s currently not a way for me to adjust this and swap the order of these.) Scroll down past this section to Menu Link Position Preview.

Last saved: Not saved yet
Author: tony-test

▼ MENU SETTINGS

Provide a menu link

▶ META TAGS

▶ URL ALIAS

Check this box

Last saved: Not saved yet
Author: tony-test

▼ MENU SETTINGS

Provide a menu link

Menu link title
This is my Test Page

Description
Shown when hovering over the menu link.

MENU LINK WEIGHT [Show row weights](#)

NAME
+ This is my Test Page (provided menu link)
+ Program Outcomes and Student
+ Counseling Programs FAQ
+ Accounting & Finance
+ Aerospace Studies (Air Force
+ American Indian Studies
+ Art
+ Biology
+ Chemistry & Physics
+ Counseling

Keep scrolling down

This is what we're looking for

Menu Link position preview lists the menus you can attach the page to. By default, it suggests Departments, but that may not be the one you want.

Find the page you want attach this new page underneath. Click it and a green check appears.

Example: I want this page to appear in the UCM section under Web Services.

I'll click the arrow the left of Departments to close that menu and click the ones by Resources to open it up. I locate University Communications and Marketing, Services, and then Web Services. I click on Web Services to say, "I want this page to appear as a subpage of Web Services" and a green check-mark appears.

Here's one tricky part to watch out for. When you click the Save button, you're going to get an error message. It's a terrible message that should really be more of a friendly warning instead of jumping out at you in bright red. Let's look at that on the next page.

Find the page this new one will go under

✚ Sociology and Criminal Justice

Change the weight of the links within the **Departments** menu by dragging the items up/down.

Menu link position preview
Departments (menu) > New item
Preview of the menu item's hierarchical position.

- ▶ About (menu)
- ▶ Academics (menu)
- ▶ Admissions (menu)
- ▶ Advancement (menu)
- ▶ Campus Life (menu)
- ▼ **Departments (menu) ✓**
 - Program Outcomes and Student Profile Data
 - Counseling Programs FAQ
 - Accounting & Finance
 - ▶ Aerospace Studies (Air Force ROTC)
 - ▶ American Indian Studies
 - ▶ Art
 - ▶ Biology
 - ▶ Chemistry & Physics
 - Counseling
 - Economics & Decision Sciences
 - ▶ Educational Leadership and Specialties
 - ▶ Teacher Education
 - ▶ Department of English, Theatre, and Foreign Languages
 - ▶ Geology and Geography
 - ▶ Health and Human Performance

- ▶ Faculty/Staff (menu)
- ▶ News Menu (menu)
- ▶ Policies and Regulations (menu)
- ▼ **Resources (menu) ✓**
 - Contact Us
 - Resources
 - ▶ Academic Affairs
 - Bookstore
 - ▶ Bursar
 - ▶ Auxiliary & Business Services
 - ▶ Chancellor
 - ▶ Commencement
 - ▶ Controller
 - Distinguished Speaker Series
 - ▶ Division of Information Technology
 - ▶ Enrollment
 - ▶ Facilities Management
 - ▶ Facilities Operations
 - ▶ Facilities Planning and Construction
 - ▶ Finance and Administration
 - ▶ Financial Planning and Budgeting
 - ▶ General Counsel
 - ▶ GPAC
 - ▶ Institutional Research
 - ▶ Internal Audit
 - ▶ Museum of the Southeast American Indian
 - ▶ Purchasing
 - ▶ Registrar
 - ▶ Southeast American Indian Studies
 - ▶ Sustainability
 - ▶ Title IX & Clery Compliance
- ▼ **University Communications & Marketing**
 - ▶ Branding
 - Print Services
 - Publications
 - ▶ Resources
 - ▼ **Services**
 - Graphic Design Services
 - Marketing and Advertising
 - News Service
 - Photography
 - Videography
 - ▼ **Web Services ✓**
 - Training Videos
 - Drupal Training
 - Request A Service

Why is Menu Link Weight Yelling at Me?

You select the spot in the menu system you wanted. You clicked save. Now there's this bright red message at the top of the screen. It's supposed to do that. No really. Let me translate Drupal to normal human being here.

This box is a notification from the Menu Link Weight module letting you know something might be wonky. That's a technical term. Wonky.

The screenshot shows the 'Create Basic page' form in Drupal. At the top, a red error message states: '1 error has been found: Menu link weight'. The form includes fields for 'Site Section Taxonomy' (set to '-University Communications and Marketing'), 'Title' (set to 'This is my Test Page'), and 'Banner Area'. The 'Content Sections' section shows 'Add Hero Image' and 'Save as: Draft'. The 'MENU SETTINGS' section is expanded, showing 'Provide a menu link' checked, 'Menu link title' set to 'This is my Test Page', and a 'Description' field. Below this, the 'MENU LINK WEIGHT' section displays a red error message: 'The parent for one of the menu links have been changed by another user, please try again.' with a 'Show row weights' link. A table lists menu items: 'This is my Test Page (provided menu link)', 'Training Videos', and 'Drupal Training'. Below the table, instructions explain how to change link weights by dragging items up/down. A 'Menu link position preview' shows the hierarchical path: 'Resources (menu) > University Communications & Marketing > Services > Web Services > New item'. A preview of the menu structure is shown with expandable items: 'About (menu)', 'Academics (menu)', and 'Admissions (menu)'.

This is the important part. Menu Link Weight, in its own obtuse way, wants you to know it's seeing a new menu item and didn't want to save the page until asked you where to put this new thing in the menu.

There are two things you need to do here.

1. If you don't want the new link to be the first item in the list, click the + to the left of it and drag it into the correction position.
2. Click Save again.

That's it. No more error message that aren't really errors. It's annoying, but a small price to pay compared to the old way of forever scrolling through the whole menu system hunting for the one parent page you needed.

We have a page. It's in a menu. Let's go put some stuff on that page.

Content Sections

It's time to add Content Sections. This is where the magic happens. Here is the current list of Content Sections that are available on the site:

Edge-to-Edge Hero Image	Accordion
Hero Image	Quote
Centered Image	Wow Text
Text Box	Business Card
Text Box with 1/3 Column Image (Left or Right)	Three Cards
Text Box with 1/4 Column Image (Left or Right)	Gallery
Text with Video (Left or Right)	Slideshow
Video	Webform
Outlined Box	Grid Builder (Experimental)
Downloads	

We're going to mix, match, and reorder. If you discover you need something special that's not in the list, please submit a request. Once it's built, everyone can share it.

Lets take a closer look at these options. Click the drop-down button next to "Add Hero Image" to show the whole list.

Find one you want and click to add it. You can always delete it later or move it up and down in the stack.

Pay attention to the drop-down box right above Save/Preview. That needs set to Published before the page will appear to the general public.

Change this to Published

The screenshot shows a vertical list of content section options. The options are: Add Hero Image, Add Centered Image, Add Text, Add Text with 1/3 column Image, Add Text with 1/4 column Image, Add Outlined Box, Add Downloads, Add Gallery, Add Video, Add Text with Video, Add Quote, Add Wow Text, Add Business Card, Add Accordion, Add Three Cards, Add Webform, Add Slideshow, and Add Grid Builder (EXPERIMENTAL). Below the list is a 'Save as:' dropdown menu currently set to 'Draft'. At the bottom are 'Save' and 'Preview' buttons. A yellow callout box with the text 'Change this to Published' has a line pointing to the 'Save as:' dropdown menu.

Hero Image

You remember the Hero Image, right? It's a large graphic, generally placed at the top and center of a web page. It's there to make an instant visual impact. For the UNCP website, this is a predefined image style. This is an alternate version available on your pages. Instead of going edge-to-edge above the content and menu, you can just fill the width of the content area next to the menu. You choose an image file to upload and it will automatically crop the image to 870x500 pixels (870 pixels wide by 500 pixels tall). Let's upload a photo and see what happens.

I pulled this photo from Pembroke Day 2017. I can tell right away with the aspect ratio of this photo, Drupal is going to trim a little off the top and bottom to make it fit into the page. Don't worry about all that. Drupal will do the heavy lifting. You just need to find a great image and start thinking about a short description of what's happening in that photo.



View New draft Delete

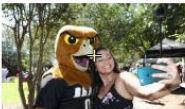
Home » Test Page for Training

Site Section Taxonomy*
About Us

Title*
Test Page for Training

CONTENT SECTIONS

Hero Image Remove

Hero Image*
 Alternative text*
This text will be used by screen readers, search engines, or when the image cannot be loaded.
525A0085-X3.jpg (485.05 KB) Remove

Preview

Add Hero Image to Content Sections

SCHEDULED UPDATE

Moderation state
Published

The moderation state of this piece of content.

Save Preview Delete

Published
Last saved: 09/28/2017 - 10:38
Author: tony-test

MENU SETTINGS

META TAGS

URL PATH SETTINGS

I uploaded my photo and there's a preview. Drupal has taken a shot at guessing how you might want to crop the photo. See that little white + sign in the middle? That's the Focal Point. You can click and drag it around to control how Drupal crops the photo. Need to see more of the bottom of the photo? Drag the + down a little bit and save the page again.

Don't forget to add a description to the Alternative text box. It's mandatory for Accessibility. "Student taking a selfie with BraveHawk." Save!

[FUTURE STUDENTS](#)
[CURRENT STUDENTS](#)
[FACULTY & STAFF](#)
[ALUMNI](#)
[APPLY NOW](#)
[GIVE TO UNCP](#)

[ABOUT](#)
[ACADEMICS](#)
[ADMISSIONS](#)
[CAMPUS LIFE](#)
[ATHLETICS](#)
[SUPPORT UNCP](#)

HOME / ABOUT US / TEST PAGE FOR TRAINING

[View](#)
[New draft](#)
[Delete](#)
[Revisions](#)

Basic page *Test Page for Training* has been updated.

Test Page for Training



NC Promise at UNCP

About Us

Test Page for Training

About the Community

Chancellor's Welcome

Campus Map

Directions to Campus

History

Mission Statement

Administration

NC Promise

Quick Facts



I saved and here's the page. Not bad. I probably would go back into [New Draft] and move the + down just a tad to balance the photo out. See the section of Photo Tips for more information.

Centered Image

Sometimes the image or graphic you want to use just won't work as a Hero Image. That's where the Centered Image comes in. Let's say you have a banner that's wide, but not very tall.

1. Centered Image will take the graphic, shrink it down to fit the full width of the content column (870px) and then automatically figure out the correct height.
2. If it's already shorter than 870px, it will just be centered in the middle of the page.

Whereas you would only want to use the Hero Image at the top of a page, the Centered Image is designed to be used anywhere on the page.

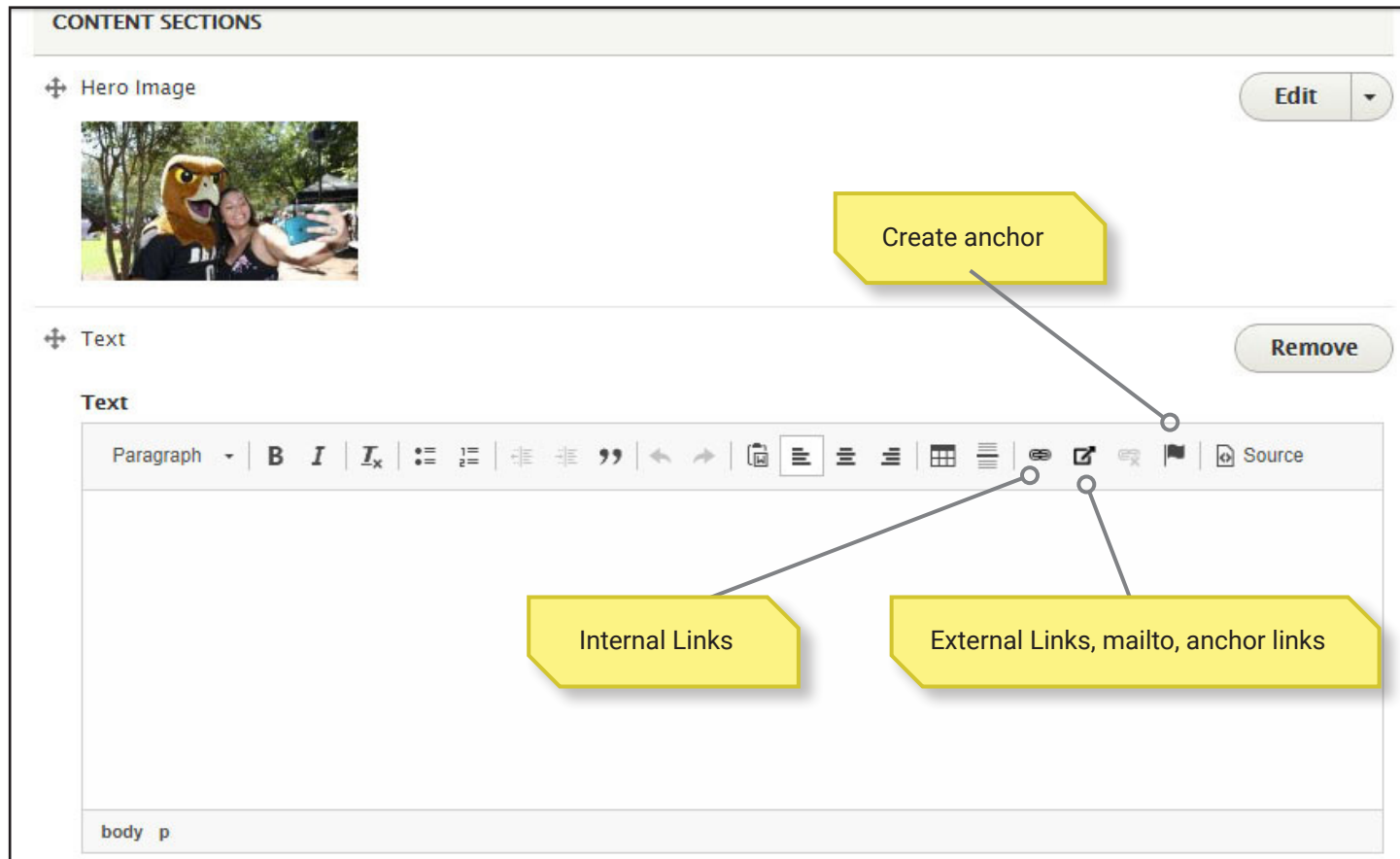
Image Styles

The new website uses predefined Image Styles to help with scaling the pages for different screen sizes and for Accessibility.

You won't find the Insert Image button in the new Text editor either. We've separated the way images are uploaded and tracked by the website to prevent the server from filling up with old orphaned images files. Now when you remove an image from a page it is deleted from the server. The same holds true for documents and files as you'll see in the new Downloads tool.

Text

This one will look familiar. Here is the standard Text box. Let's get reacquainted.



The screenshot shows the Drupal Text editor interface. At the top, there's a 'CONTENT SECTIONS' header. Below it, there's a 'Hero Image' section with a photo of a woman and a mascot, and an 'Edit' button. The main 'Text' section has a 'Remove' button. The text editor toolbar is visible, featuring a 'Paragraph' style dropdown, bold (B), italic (I), strikethrough (I_x), bulleted list, numbered list, indent left, indent right, quote, undo, redo, link, unlink, source, and a 'Source' button. Three yellow callout boxes point to specific features: 'Create anchor' points to the link icon, 'Internal Links' points to the link icon, and 'External Links, mailto, anchor links' points to the link icon.

That's about half the number of buttons than the old system had. You may be wondering where the tree icon for images went. Images are managed in a different way on the new site.

The first thing we see is the drop-down box for Styles. You'll use Paragraph for the majority of the text you deal with. Below it is Heading 2, 3, 4, and 5.

When you build a page, don't think of the Headings as text sizes. They're for the structure of the page and very important to Accessibility. Always start with Heading 3 and work down. For a screen reader program, the UNCP logo at the top of every page is treated as Heading 1. The Title of a page is Heading 2. Sections of a page are Heading 3. Subsections are Heading 4 and so on.

Why is Heading 2 in there? When we migrated over the old site, the HTML code for the pages came too. Many of them used H2 (Heading 2) tags. We left in Heading 2 so it's easier to spot. If you see it on a page you're editing, please change it to Heading 3.

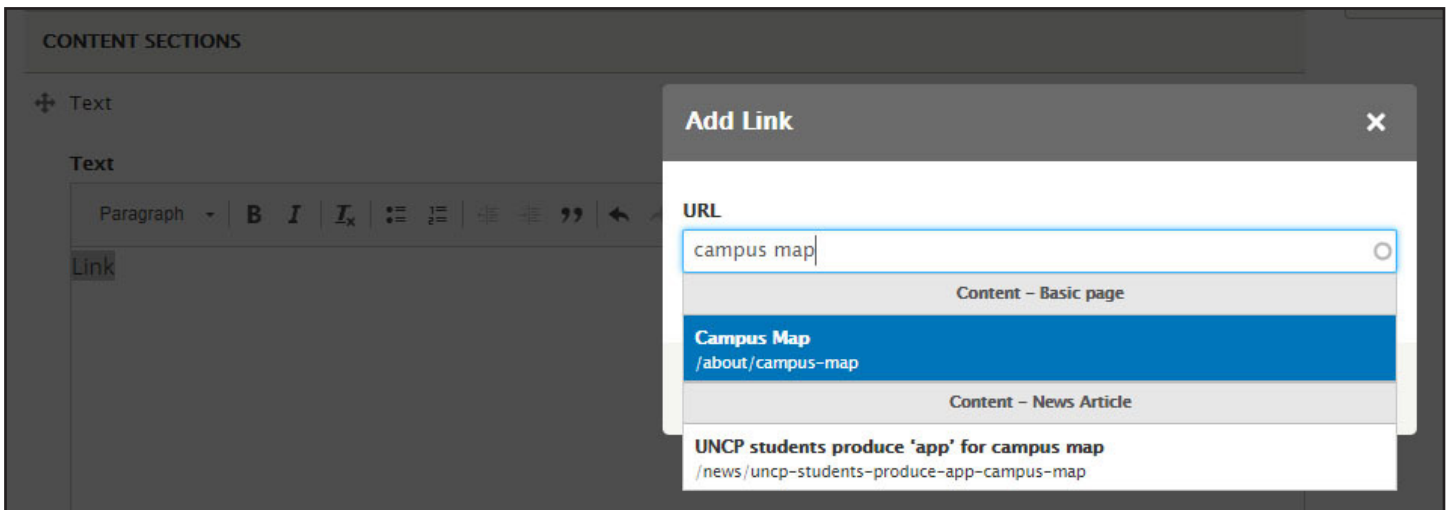
Moving to the right, you have Bold, Italic, Clear Formatting, Bulleted List, Numbered List, Indent left, Indent Right, and Quote.

In the center of the toolbar, you'll see a clipboard icon with a W on it. That is the Paste from Word button. When copying text from Word or a web page, you'll want to click that icon to open up the pasting window, and paste in your contents. Drupal will go through and remove any extra code or formatting that might be trying to tag along before putting it in your editor window.

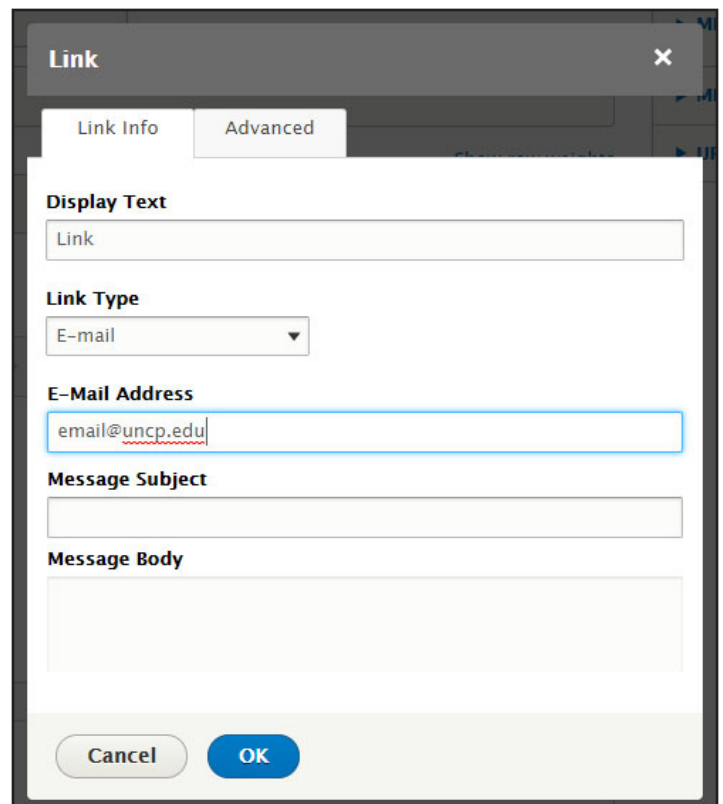
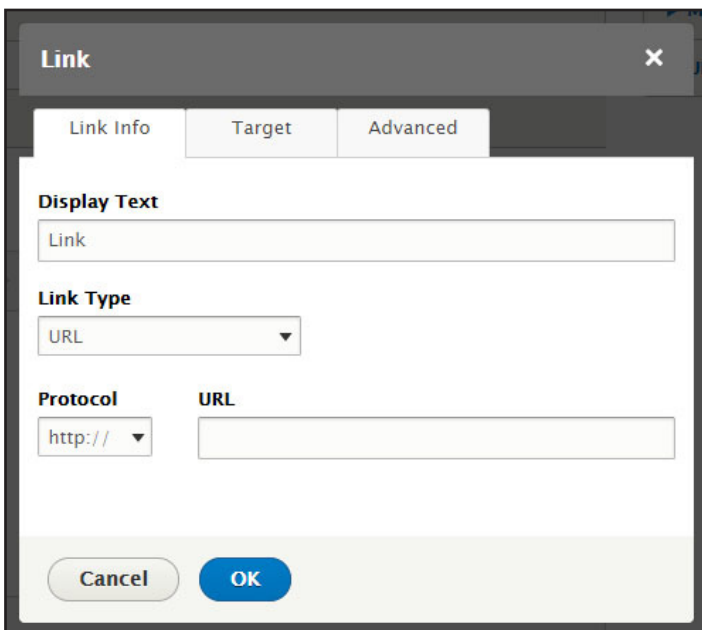
To the right of that button we have Align Left, Align Center, and Align Right. There's the Table button and the Horizontal Line button.

Linking Tools

The button that looks like a piece of chain-link is the Linkit tool. This is for internal links. If you want to link to another page on the UNCP site, you can use this tool to search for the page by name, examine the URL path it uses to make sure it's the correct page you want, and then insert it into your page. When you select the page you want, you'll see it change it to the node number that goes with that page. The reason it uses the node number is because the actual URL of the page could change. By using the node number, the link doesn't break.



The middle Link button, that looks like a box with an arrow coming out of it, is for linking to external websites, adding anchor links to a page, and adding email links. Highlight your text and click this button to open up the Link window. Select the Link Type from the drop-down menu.

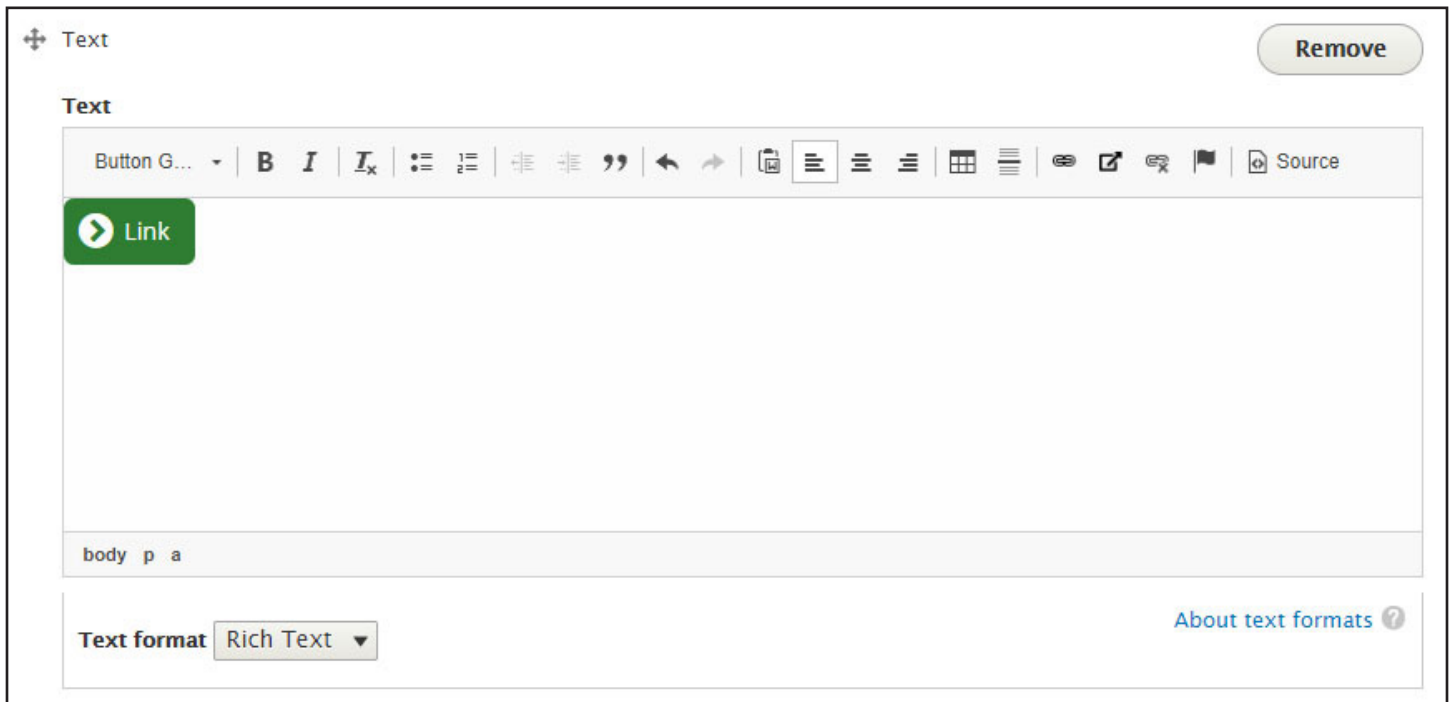
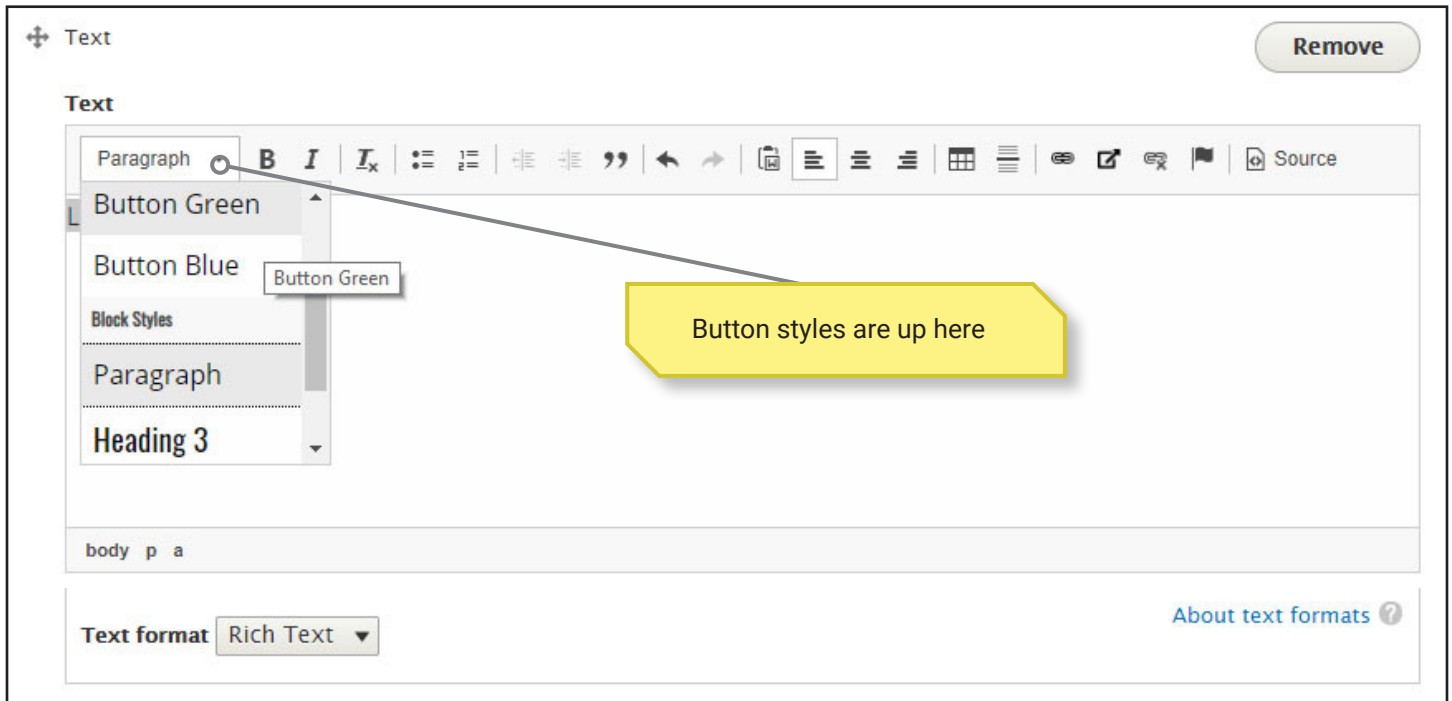


The third button is for removing a link. Highlight the link and click the button to remove it.

On the end is the Source button. If you're versed in HTML, it's there so you can view the raw code.

Making Buttons

Once you've created a link, drag and highlight the text. Click on the drop-down menu on the left side of the editing window. You can apply styles for different color buttons.



Text with 1/3 Column Image (or 1/4)

To do a better job managing image files and scaling them for different screen sizes, we decided to handle them a little differently this time around. This Content Section shares the same Text editor as the basic Text section, but below it is a place to upload an image. You can enter a Caption too if you like. Then, select whether the image is aligned to the right or left of the text.

The 1/3 Column version allows the image to take up about 1/3 of the Content column width.

The 1/4 Column version takes up about 1/4 of the Content column width. The height scales depending on the image.

✚ Text with 1/3 column Image Remove

Text

Styles | **B** | *I* | U |

- ☰
- ☰

 |

- ☰
- ☰

 | **”** | **←** | **→** | |

- ☰
- ☰
- ☰

 |

- ☰
- ☰
- ☰

 | | | | Source

Text format Rich Text [About text formats](#)

Image

Choose File No file chosen

One file only.
256 MB limit.
Allowed types: png gif jpg jpeg.

Caption

If this image needs a caption, please enter it here.


Image Alignment *

Image aligned right
 Image aligned left

Should the image appear to the left side of the text or to the right side of the text?

Here's a real example from our site taken from the International Programs section.

Faculty-Led Options



Spring 2019


BELIZE- ELEMENTARY EDUCATION

Education students and Teacher candidates will have the chance to be immersed in the culture of Belize and actively engage with teachers, students, and curriculum in the classroom. Course offered in the spring and traveling during **Maymester**. *(Education Students only)*

CZECH REPUBLIC- POLITICAL SCIENCE

March 1 - 10, 2019

Spend your **spring break** in Prague, a political, cultural, historical, and economic center of Europe. Highlights of the trip include educational visits to sites such as Wenceslas Square, the Jewish Museum, and the Museum of Communism. There will also be visits to local businesses and prominent civic groups. All excursions, hotel accommodations, airfare, and some meals are included in the program cost! \$2,900.




International Programs

- Get Involved!
- International Students
- English Language Institute
- Study Abroad ▲
- Choosing a Program ▲
- Exchange Options
- Faculty-Led Options**
- Applying to Study Abroad
- Academics and Advising
- Cost and Financial Aid
- Preparation and Travel Abroad
- Student Stories
- Study Abroad Forms
- Asian Programs
- Visiting Scholars
- Faculty and Staff
- Contact Us
- Mission

International Programs

International Programs House
PO Box 1510 Pembroke, NC 28372
Phone: 910.775.4095
Fax: 910.521.6864
ip@uncp.edu



Text with 1/3 Column Image

One thing to note is that this does require a little bit of planning, but the results can look very nice. On a smaller screen like a phone, images will shift around automatically to stack. If you build a page with text and images like this alternating right, left, right, left, you'll get a nice effect.

Downloads


This is change we thought long and hard about. Previously, you could link to documents right in the middle of a sentence. You had to jump through a bunch of hoops to upload and link those documents too. The result was a lot of orphaned files on the server. The links didn't stand out either and often got lost in the page. If the file is important enough to post, it should stand out and be easy to find. It should also be easy to find when it's time to change or update those documents.

The Downloads Content Section creates a special box on your page where you can upload DOCX, PDF, PPTX, and more. Drupal will match an icon to the file type. As with all Content Sections on the new site, you can have multiples of this item in a page.

+ Downloads Remove

Downloads Title *

▼ DOWNLOADS [Show row weights](#)

FILE INFORMATION	OPERATIONS
<p>+  Email signature templates.docx</p> <p>Description</p> <input style="border: 2px solid blue;" type="text" value="Email Signature Templates"/> <small>The description may be used as the label of the link to the file.</small>	<p>Remove</p>

Add a new file

 No file chosen

Unlimited number of files can be uploaded to this field.
256 MB limit.
Allowed types: txt pdf doc docx ppt pptx xls xlsx mp3 jpg jpeg gif png zip.

By default, Downloads Title is simply Downloads. Feel free to change this to something more descriptive, particularly if you're going to have multiple download boxes on the page.

Enter a description or a name for the file. If you leave that box blank, it will just use the file name. It works, but it doesn't look as nice.

To add more files to the box, use the Add a new file box. When you have multiple files uploaded, you can drag and drop them to put them in a different order.

Test Page

Downloads

-  [Email Signature Templates](#)
-  [HEAT Flowchart](#)

Outlined Box

This is the same basic text editor, except your text will have a 1 pixel box around it. You can choose from a list of predefined colors. This is an easy way to add emphasis to a box of text.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nam facilisis, libero in fermentum viverra, est odio euismod velit, in semper justo felis eget risus. Aenean placerat velit eu auctor sollicitudin. Pellentesque maximus quam lorem, mollis vehicula nibh ultricies et. Mauris accumsan aliquam tellus non gravida. Donec in venenatis ligula, id tincidunt purus. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vestibulum ex tortor, iaculis non pellentesque at, sodales non enim. Cras viverra elit non leo consectetur, non gravida eros tempus. Maecenas ultrices eros quis odio semper efficitur. Vestibulum eu libero arcu. Morbi leo augue, volutpat eget erat fringilla, tincidunt commodo tellus. Phasellus feugiat gravida semper. Aliquam sagittis diam et blandit pretium. Etiam eu est tellus.

Wow Text

Need a colored box with a short bit of text in it to draw attention to something important? That's what this is for.

This is my Wow Text! How awesome is this? #BraveWowText

Quote

Different than the quote button in the text editor, this tool goes farther to make you quote stand out.

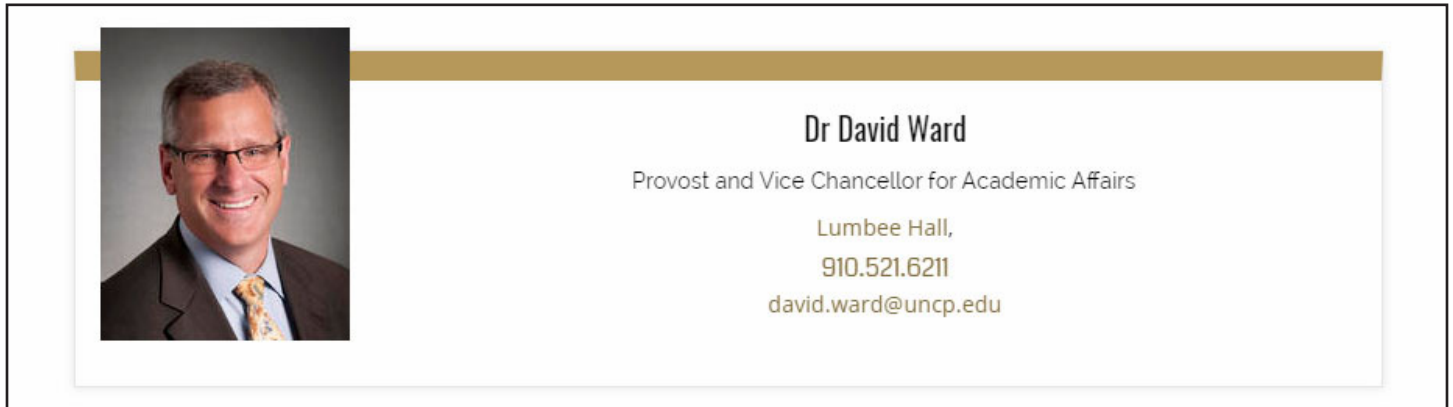


Outside of a dog, a book is man's best friend. Inside of a dog it's too dark to read.

— GROUCHO MARX

Business Card

This tool lets you search through our database of Contact information, select a person, and it creates a box the width of the Content column with their basic information including a photo.



Video

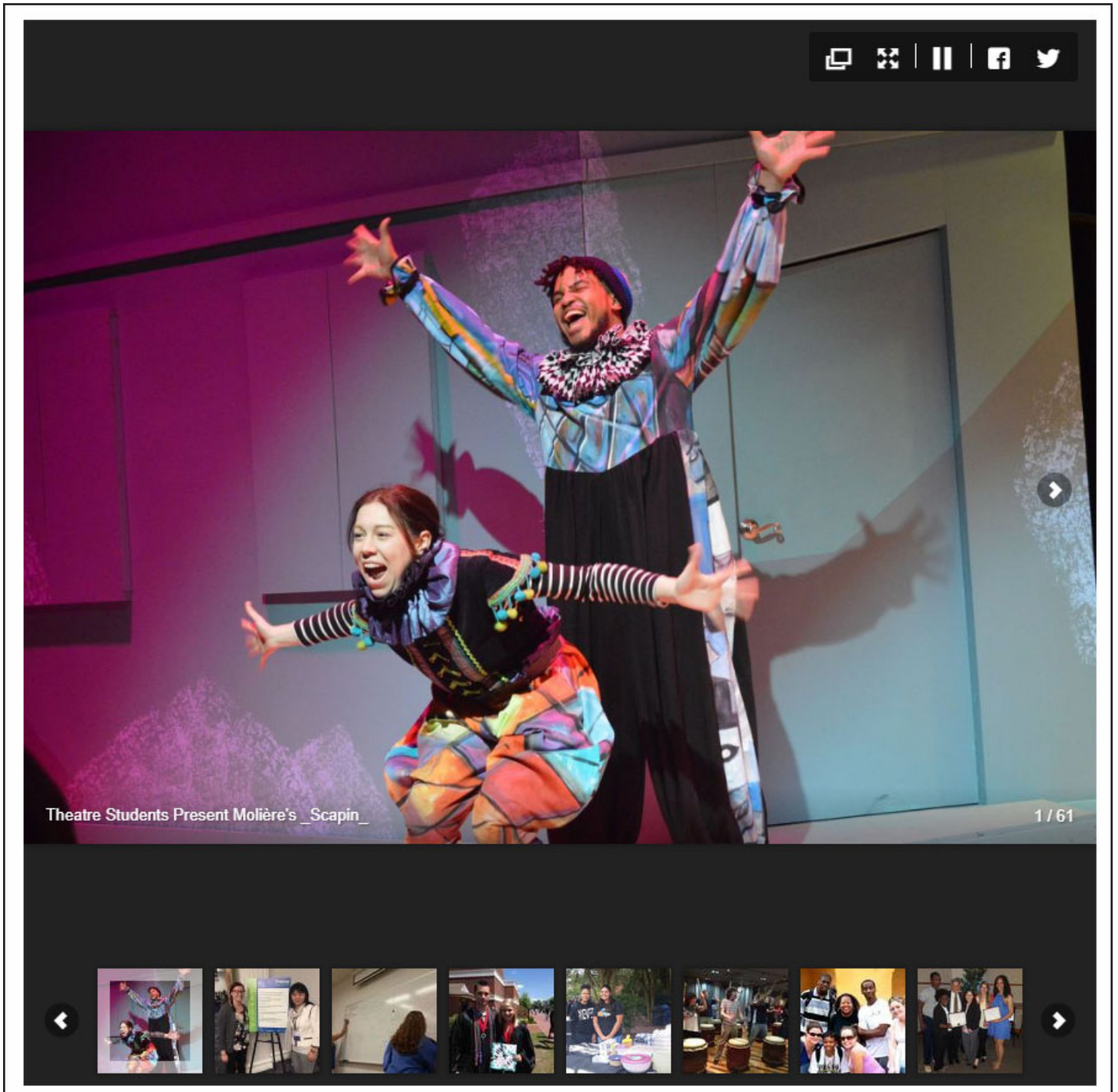
Remember how adding a video was a lengthy ordeal with setting pixel sizes and checking boxes in multiple tabs over on the YouTube site? No anymore. It's now one box where you put in the URL to a video on YouTube or Vimeo. The video will fill the width of the Content column. Done.

Text with Video

Similar to the Text with 1/3 Column Image tool, this section will place text to the right or left of a video box that's 1/3 of the width of the Content column.

Gallery

It's easier now to add a gallery or galleries to your page. You just upload the photos, add descriptions, and save.



Accordion

Create a basic accordion stack. Add Downloads or Webforms too.

ACCORDION SECTION

✚ Accordion Section Remove

Accordion Section Title

Accordion Section Body

Paragraph | **B** | **I** | **I_x** | | | | | | | | | | | | | | | | | Source

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nam facilisis, libero in fermentum viverra, est odio euismod velit, in semper justo felis eget risus. Aenean placerat velit eu auctor sollicitudin. Pellentesque maximus quam lorem, mollis vehicula nibh ultricies et. Mauris accumsan aliquam tellus non gravida. Donec in venenatis ligula, id tincidunt purus. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vestibulum ex tortor, iaculis non pellentesque at, sodales non enim. Cras viverra elit non leo consectetur, non gravida eros tempus. Maecenas ultrices eros quis odio semper efficitur. Vestibulum eu libero arcu. Morbi leo augue, volutpat eget erat fringilla, tincidunt commodo tellus. Phasellus feugiat gravida semper. Aliquam sagittis diam et blandit pretium. Etiam eu est tellus.

body p

Text format Rich Text About text formats ?

ACCORDION CONTENT SECTIONS

Add Downloads to *Accordion Content Sections*

Add Accordion Section

[This is my first panel](#) —




Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nam facilisis, libero in fermentum viverra, est odio euismod velit, in semper justo felis eget risus. Aenean placerat velit eu auctor sollicitudin. Pellentesque maximus quam lorem, mollis vehicula nibh ultricies et. Mauris accumsan aliquam tellus non gravida. Donec in venenatis ligula, id tincidunt purus. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vestibulum ex tortor, iaculis non pellentesque at, sodales non enim. Cras viverra elit non leo consectetur, non gravida eros tempus.

[This is my second panel](#) +

[This is my third panel](#) +

Three Cards

Creates three cards in a row. Each card can consist of a graphic and a text box.

		
<p>Update Your Information</p> <p>Help us keep you connected and informed. Whether you have a new home address or work title, submit your updated information below.</p> <p>Update Your Information</p>	<p>Submit a UNCP Today class note</p> <p><i>The UNCP Today</i> online Class Notes form makes it easy for you to share your news and keep in touch with your classmates and UNCP. Please complete the appropriate fields below. Be sure to click "submit" after you have entered your information.</p> <p>Submit a Class Note</p>	<p>Refer a Future Brave!</p> <p>As an alum of UNC Pembroke, you know all about the numerous opportunities and experiences that students receive at UNCP. Our alumni are the best advocates for the university! Your referral will connect the prospective student with resources and communication from the Office of Undergraduate Admissions.</p> <p>Refer a Future Brave!</p>

Slideshow

Creates a column wide slideshow box where you can add images and text that will rotate automatically.

Grid Builder (Experimental)

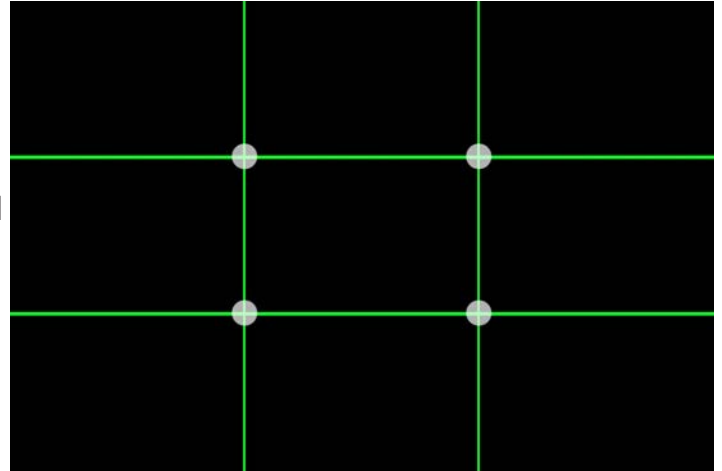
The Grid builder is a work in progress. So far, it's only in testing in a couple of places. Example: GPAC landing page. The vision is to create a container where you can upload multiple columns of images, select how many columns should be in each row, and have it auto-wrap. Example: I upload 7 images and then select to have them appear in 4 columns per row. Also, you'll be able to attach either a link or downloadable file to each image.

Photo Tips

The Rule of Thirds

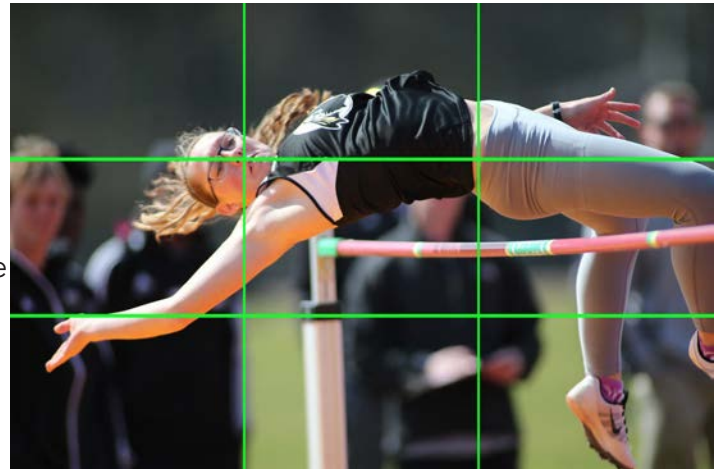
In basic photography, one of the first lessons is the rule of thirds. It's an important tool to help beginners learn how to create balanced compositions. It's an unofficial rule and therefore meant to be broken, but you should learn how it works before unleashing your inner Ansel Adams (Google him).

This one's easy and can instantly improve your vacation photos. The idea is that we take an image and break it down into thirds. Draw four imaginary lines through the image, two horizontal and two vertical. Check out the graphic to the right for reference. See how that gives us three columns and three rows?



The theory is that if you place the most important part of your photo along one of those lines, it instantly becomes more visually stimulating. Also, studies show that when people look at an image, their eyes tend to go to one of those four intersections rather than the center of the photo.

Let's look at a real example. The shot to the right is a woman vaulting over a bar. She's stretched out horizontal and the timing gives us a great sense of motion. See what else our photographer did when composing the shot? He's not only lined her body up over the top horizontal line, but he's put her face at the intersection of lines in the top left.



Give this a try with your own photos. Pull up some images on the web and think about that grid and how things line up. Once you know to look for it, you're going to see it everywhere.

You can also use this technique to tweak photos you already have. Use the focal point tool on the website to crop images so they come closer to fitting the pattern.

Focus

Don't try to tell everyone you're an artist and that's just intentional soft focus. Your hand moved and your shot is blurry. You should probably toss it and find another one.

Get Closer

Don't be afraid to get closer to your subject. Using wide shots of a scene full of people tends to be kind of dull and not really focused on anything in particular. Get in there and find something that tells the story.

Faces

This one is easy enough. We are wired up so that our eyes are automatically drawn to faces. If there

isn't one there, our brains will still try to create one. Go look at the front of your car. The headlights totally look like eyes and the bumper is a smile. Not really, but you can't help but see it. So, if you have the choice of a photo of nice scenery or a person, odds are that the person is the more engaging option.

Resolution

Photos on the web are what we call raster images. Think of them as made up of a bunch of tiny squares. A photo or graphic has a finite number of how many of those squares make up the photo. These are pixels. If your original photo is 1000 pixels by 1000 pixels, it's going to look pretty good even if you enlarge it a little bit to fit the width of a page or something like that. If the original file you have is 100 pixels by 100 pixels, it's going to appear small on the page. If you try to enlarge it, the image is going to look really blocky. It just contains a lot less information on how to draw the image. Always try to use high quality photos to start with.

RGB vs CMYK

Without digging too deep, it's helpful to understand a couple things. Monitors and the web use color as RGB (red, green, blue.) Monitors emit light and give you a resolution of around 72dpi (dots per inch.) In the print world, they use CMYK (cyan, magenta, yellow, black), paper absorbs light, and printed materials are usually a higher resolution of 300dpi.

Why do you care? Converting between the two can result in your colors not looking so great. They can appear dull, faded out, or even completely wrong. UNCP Gold in it's perfect ink form on an industrial printer looks perfect, but if you save that file as a JPG and look at it on the web, it might look more brown than gold. Just be aware of this potential problem if you're re-purposing files from printed materials or sending someone photos for a postcard. Some conversion may need to happen and you want it to look right.

Don't Embarrass People

Life is short. Please be Kind. You know how you absolutely hate your driver's license photo? That's how most people feel about any photo of them regardless of how it actually looks. Just keep that in mind when picking out photos to share with a wide audience. The Internet is forever, so no one wants a big image of themselves with their eyes closed and a their mouth hanging open floating around out there.

Contact Cards

In addition to the Basic Pages on the website, we have two other important Content Types to cover. We have Profile Pages full of staff photos and contact information. Those can be created from a couple of different places, but let's look at the main database of Contact Cards first.

On the WIC Tools tab, select Manage Contact Cards. That will take you to the screen below. Contact Cards are intended to only be used for UNCP faculty and staff. The information here drives the Campus Directory. A revised version of the Spotlights widget is planned for creating profiles of Students, Alumni, Donors, etc.

At the top of the page, you can Add a Contact Card or move on to searching for a specific person. It's best to do a quick search for someone first so you're not adding a duplicate to the system.

CONTACT NAME	SECTIONS	CHANGED	OPERATIONS LINKS
Jessica Abbott	Gender Studies Minor	07/24/2018 - 15:53	Edit ▾
Gaye Acikdilli, Ph.D.	School of Business	08/30/2018 - 09:18	Edit ▾
Jennifer Addison	Controller	05/21/2018 - 13:20	Edit ▾
Nikki Agee	English	10/05/2018 - 08:13	Edit ▾
Dr Irene Pittman Aiken	The Graduate School	05/21/2018 - 13:22	Edit ▾

Create Contact Card

Home » Node » Add content » Create Contact Card

PRIMARY INFORMATION

▼ PROFILE SITE SECTIONS *

Please select the department(s)/division(s) this person belongs to.

Select Department(s)

▼ CURRENT SELECTIONS

This opens a pop-up window where you can select 1 or more Departments that this person belongs to.

Full Name is used for the internal Title field

Full Name *

Enter person's full name here

Contact Name *

Title

--

Optional Title like Dr or Ms. If you need one that's not on the list, please let us know.

First Name *

Middle (optional)

Breaking the name into pieces for sorting.

Last Name *

Jr, Sr, III. If you need more, please let us know.

Generational

Credentials

PhD, MD, MA, etc.

Job Title

Office Phone

Campus Email

Building

- None -

If we need to add a building, please let us know.

Office Number

Image



Choose File No file chosen

Optional fields that you may want to use.

One file only.

256 MB limit.

Allowed types: png gif jpg jpeg.

University and Degree

OPTIONAL INFORMATION

Show row weights

EDUCATION



Add another item

Office Hours

Expertise

- Honors Faculty
- University Honors Council
- Safe Zone Trained
- Secular Safe Zone

Check the box to add the icon to the profile.

I clicked Edit and opened up the Profiles Container. There's a list of current employees that I can drag-and-drop to reorder. I can also **Add existing Contact Card**.

The **Add new Contact Card** button is temporarily disabled. There was a bug causing problems, so we removed it until we can get those fixed.

PROFILES LIST

+ Profiles Container Collapse ▾

PROFILE CARD

[Show row weights](#)

TITLE	STATUS	OPERATIONS
+ Jodi Phelps	Published	<button>Edit</button> <button>Remove</button>
+ Dena Bolles	Published	<button>Edit</button> <button>Remove</button>
+ Kayla Fesperman	Published	<button>Edit</button> <button>Remove</button>
+ Willis Glassgow	Published	<button>Edit</button> <button>Remove</button>
+ Paul Jolicoeur	Published	<button>Edit</button> <button>Remove</button>
+ Michael Litty	Published	<button>Edit</button> <button>Remove</button>
+ Mark Locklear	Published	<button>Edit</button> <button>Remove</button>
+ Tony Wilson	Published	<button>Edit</button> <button>Remove</button>
+ David Ybarra	Published	<button>Edit</button> <button>Remove</button>
+ Emily L. Jones	Published	<button>Edit</button> <button>Remove</button>

Add existing Contact Card

Start typing a name to search for a Contact Card and then click the name to select it. Delete the contents of a box to remove a Contact Card.

▶ **OPTIONAL SOCIAL MEDIA**

Current state: Published

Change to: Published ▼

Update Contact Card Cancel

David Ybarra	Published	Edit	Remove
Emily L. Jones	Published	Edit	Remove

Add existing Contact Card

Start typing a name to search for a Contact Card and then click the contents of a box to remove a Contact Card.

If you edit a Contact Card here, don't forget to click Update Contact Card.

Click here to search for an existing card to add to the page.

+	David Ybarra	Published	Edit	Remove
+	Emily L. Jones	Published	Edit	Remove

ADD EXISTING CONTACT CARD

Contact Card *

Ward

- Dr. David Ward
- Renee Edwards
- Edward Locklear
- Sherry L. Edwards
- Melissa R. Edwards, M.A.
- Edward Wittenberg, A.A.S, A.A, B.A, M.A.

Searching for a Contact Card to add to the page.

delete the contents of a box to