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User Account
You will be given your site address and login information. Once you login you will notice the top line of
the page now has tools used for administering your content, your login name and a logout button.

There will also be some User Tabs on the login screen.

Edit
If you need to edit any of your profile information click on the Edit button from the login screen.

Change your email address. Please use a valid email address. All emails from the system will be sent to
this address. The email address is not made public.

Please check with the Web Developer about your ability to Change your Password. This may or may not
be the correct way for completing this task, it will depend on how your Drupal site is linked to other
authentication methods.

You can upload a picture of yourself if you want. Pictures larger than 1024x1024 pixels will be scaled
down.

Set the time to the correct time zone.

Scheduled
To view Content you have scheduled, select the Scheduled tab on your user profile.

To see all Content that is Scheduled select Content...Scheduled from the main Administrative Menu.
File Browser

The File Browser tab takes you to the IMCE file browser. Please read the document on IMCE to get a better understanding of how to use this Drupal Add In.
Content
Selecting Content will allow you to see the content on your website. It also allows you to Add Content, Newsletters and/or Webforms if you have those on your site. To see any content Scheduled on your website select Content…Scheduled.

Content – Selecting Content will take you to the list of items on your website.

Search Options – You can now search by Title, Type, Author or Published status. To search by Title type in the first word of the Title and select Apply. To search by Type use the dropdown arrow to select the Content Type for which you want to filter and then select Apply. To search by Author type the Authors name in the search box and select apply. To display content that is Published or Unpublished use the dropdown to select Yes or No then select Apply.

Operations – You can apply operations to numerous content items at once by selecting the box to the left of the items and then using the dropdown under Operations to select the action you want to apply and then select Execute.

Sort Options – You can select any of the blue titles: Title, Type, Author or Updated to sort by those options. Please note that a green dot with a check mark to the left of an item denotes Published. A dark red dot denotes Unpublished. The green 📝 is for Edit and the red ⏹️ is for Delete.

Using the Scheduling option may add two additional icons to the Content page.

🗹 Automatically publishes on (date and time you select).

🗹 Automatically unpublishes on (date and time you select).
Add Content

<table>
<thead>
<tr>
<th>Content Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic page</td>
<td>Use <em>basic pages</em> for your static content, such as an 'About us' page.</td>
</tr>
<tr>
<td>Event</td>
<td>Content type for events. Events will appear in About Us &gt; Events, and in the homepage events block.</td>
</tr>
<tr>
<td>Homepage slide</td>
<td>Content type for homepage slides. Homepage slides appear in the slideshow on the homepage.</td>
</tr>
<tr>
<td>Image</td>
<td></td>
</tr>
<tr>
<td>News article</td>
<td>Use <em>news articles</em> for time-sensitive content like news, press releases or blog posts.</td>
</tr>
<tr>
<td>Person</td>
<td>Content type for people. People will appear in the Our People section.</td>
</tr>
</tbody>
</table>

Content that can be added to this site
Basic Page

To create a Basic Page, click on Content...Add Content on the administrative tools bar or under the Find Content Button the + Add content button and select Basic Page.

At the top right and bottom left of the form are buttons for Save, Help and Delete. The Help button will display documentation for the Content type you are editing.

Title - After you click on the Basic Page button the “fill in the blank” page form will appear. Fill in the Title as it will appear on the finished page. Please do not use special charters (such as /&^;"etc...)

Summary – Click on the Edit Summary button to open or hide the Summary text box. Some content types use a summary as a teaser to get the attention of readers or to create a shortened version of the body text to display in a list. Example a News Article. The Basic Page will not display the Summary text.

Body Text - The Body Text includes: images, hyperlinks, You Tube videos, text and tables. Please see the CKEditor documentation for more information about formatting the Body Text.

Relate to content – Select the content you would like to “relate” to this page. For example a multipage story might use the Relate to content to tie the pages together. The title of this page will appear in the right sidebar of the page you relate it to under the heading: Related Content.
**Settings**

**Menu Link** – Your page will appear in the left side navigation menu of the parent item you select, click the **Provide a Menu Link** check box. This will cause the other options for setting a menu item to appear.

**Menu Link Title** – This is the phrasing that will appear in the left side navigation menu that will navigate viewers to this page. Remember that you should make this descriptive and as short as possible. **It will automatically put the title of the page in this box. If appropriate just use the title.**

**Parent item** – Click the dropdown and select the Parent item of the Basic Page you are creating. Using Main Menu as the Parent item will create a new top level navigation tab.

*Please note that all Pages need to have a Parent item.*

**Weight** – Click on the drop down arrow to select the position of the Basic Page you are creating with regards to any other items under the same Parent item. Menu links with smaller weights are displayed before links with larger weights. The weight goes from (negative) -50 to positive 50. For example a Basic Page given a Weight of (negative) – 5 will appear above a Basic Page with a Weight of Zero (0). **You can also use Structure...Menus to reorganize items on the site.**

**Menu Link Attributes** – The only thing you might want to change here is the **Target** option. If you select New Window from the dropdown menu the viewer of your page will get a new tab/window when they select the content item.

**Menu Item Attributes** – You will not need to make any changes here.

**Revision information** - Provide an explanation of the changes you are making. This will help other authors understand your motivations.

**URL path settings** - The “Generate automatic URL alias” is checked by default and you should not have to change the alias.
**Scheduling option** – This setting will allow you to schedule content for Publishing and Unpublishing.

Near the bottom of your content form in the Settings area is the **Scheduling options**. This allows you to Schedule when an item will be Published and when it will be Unpublished.

*Using the Scheduling options will supersede any other Publishing selections.*

**Authoring information** – The login name of the person doing the edit and the date and time.

**Publishing options** – Publish or Unpublished by checking or unchecking the Published box. *The default is Published.*

**Save** - Remember to Save your Basic Page. If you navigate away from the page and do not save it first, *your work will be lost.*
Event
Events will appear on the Home page Right sidebar, under the Events tab on the top navigation and on the Events Calendar. The Home page will show the 5 most current Events. The Events tab will show all current/future Events. Past events and the Calendar can be viewed from the left navigation of the Events page. The Event form (the form you fill in to create an Event) is divided into functional collapsible sections. These sections are: Details, Location, Registration, Contact Information and Related Content.

To create an Event, click on the Content...Add content button and select Event from the content type list.

**Title** - After you click on the Event button the “fill in the blank” page form will appear. Fill in the Title as you want it to appear on the finished event. Try to keep the title short and descriptive. Please do not use special charters (such as /&^;'“etc..)

**Cancelled** – If an Event is cancelled checking this box will cause the word Cancelled to appear in parentheses with the Title of the Event everywhere it appears.

**Event Date and Time** – Select All Day for an Event that will not have a Start and End time. Select Show End Date if you want to have a Start and End time for your Event. Click in the date selection box to activate the pop-up calendar. Use the pop-up calendar to select the Start and End dates. You can also create reoccurring events by checking the Repeat button, this is not recommended.

**Edit Summary** – The Summary text will appear as a teaser for your Event on the Event list. The Summary will only appear on the Event list and does not appear on the Home page or with the extended Event text. Use is optional.

**Event Description** - The Event Description can include text, images, hyperlinks, You Tube videos and tables. It is helpful to include any information about the Event you will want attendees to know. Please see the CKEditor documentation for more information.
**Details**

**Event Website Title and URL** – You can include a link to a website related to your Event. Include the **Title** of the website and the **URL** to link to the website. For example: Title – Chadwick Arboretum, URL - http://chadwickarboretum.osu.edu/

**Cost** – Cost of the Event. You can put both text and dollar amounts in this area. For example: Adults $10 Children under 16 $5

**Attachments** - Attach up to 10 file attachments can be added. Files must be less than 10 MB. Allowed file types: txt pdf xls doc docx ppt pptx xlsx gif jpg png.
Contact Information

- **Contact name** – The name of a person who people can contact for more information.
- **Contact email** – The email of the contact person.
- **Contact phone** – A phone number where the contact person can be reached.

Location

- **Event Location** – Provide the name of the location of the Event.

  **Location Map Link Title and URL** - The link title is limited to 128 characters maximum. An example would be: Directions to Chadwick Lake. **URL** - To add a Google Map follow these instructions: Go to https://www.google.com/maps. In the input box that appears in the top left corner of the screen input the Event Location. Ensure that the map or Street View image you'd like to embed appears in the current map display. Click Share... In the Share and Embed Link box that appears, make sure the Share map tab is selected. Copy the HTML and paste the code into the URL box. Other map applications can be used. You will need to find the Share code as in Google Maps.

Registration

- **Registration Deadline** - Enter the Event's registration deadline if there is one. **The format for the date is Mar 1 2015** (three character month numeric date numeric four digit year).

- **Registration Link** - The link that the user must click in order to pay for the registration of an event. An example would be a link to https://www.regonline.com.
**Image**

- **Image** – Will appear under the Events tab as a thumbnail on the left side of the Event. It will also appear on the full Event article page to the right of the text. Images should be at least 450 X 338 pixels and can be up to 3MB. Upload the image, use the image mask to select the part of the image you want to appear to viewers on your website. Fill in the **Alternate text** and the **Title** of the image. The **Alternate text** is used by screen readers for the vision impaired, search engines and is required by the University and the **Americans with Disabilities Act (ADA)**. The **Image Title** will appear as a caption under the image in the full version of the Event.

- **Image Mask**

- **Alternate Text**

- **Image Title**

  - The title is used as a tool tip when the user hovers the mouse over the image.
  - Click on the image and drag to mark how the image will be cropped.
Related Content

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**Add to a Newsletter** – Allows you to add this Event to a Newsletter if you have one.

**Relate to content** – Relate this Event to other content on your site. This will appear in the right sidebar of that content.

The Department websites have Faculty and Students listed as contacts. It is possible to Relate these People and their Program Pages to an Event.

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**Submit to CFAES**

Submissions to the collegewide calendar will be reviewed by Marketing and Communications for style consistency and appropriateness for the calendar’s audience. Events intended for just a few counties should be promoted on county sites. Events intended for participants from a larger region of the state, the entire state, or other states will be published to the CFAES calendar.

Please only submit events of general interest to a college-wide audience. Submissions will not appear on cfaes.osu.edu until approved.

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Once your Event is submitted you will get a rejection or approved email. Example:

Hello, your event "Name of Event" has not been approved to appear on cfaes.osu.edu. Please email Marketing and Communications for more information.
**Settings**

URL path settings - The “Generate automatic URL alias” is checked by default and you should not have to change the alias.

Revision information - Provide an explanation of the changes you are making. This will help other authors understand your motivations.

Scheduling option – This setting will allow you to schedule content for Publishing and Unpublishing at a future date and time. **Using the Scheduling options will supersede any other Publishing selections.**

Authoring information – The login name of the person doing the editing and the date and time the Event was created.

Publishing – Your Event is set to Publish by default.

Save – Remember to Save your Event. If you navigate away from the Event and do not save it first, your work will be lost.

**Additional Fields that may appear on your Event content type.**

Newsletter – If you have a Newsletter and want the Event to appear on the Newsletter select it from the list. You can select multiple Newsletters by using Ctrl+Click.
Homepage Slide

Image Slide with Border Style N/A

Image Slide with Thin Border

Image Slide with Thick Border
Marquee Slide with Gray Marquee

There are two types of Homepage Slides, an Image Slide and a Marquee Slide. Above are examples of the two types of slides and their various configurations. The Image Slide has three different configurations: N/A, Thin Border and Thick Border. The Image Slides need to be at least 1008 X 350 pixels and not larger than 1 MB. The Marquee Slide has two different configurations: Gray Marquee and Scarlet Marquee. The Marquee Slides need to be at least 640 X 350 pixels and not larger than 1 MB.

Below is an example of the Homepage Slide form and a Marquee Slide form.
To create a new Homepage Slide...Log in to your website...select **Content...Add Content...Homepage Slide**.

**Image Slide**

**Slide Type** - There are two types of Homepage Slides, an Image Slide and a Marquee Slide. This is an example of an Image Slide.

**Title** – Title of the slide. This field is required. It will not appear on the Image Slide but it is needed to make it possible for you to locate and identify the slide in the future. (The Title will appear on the Marquee Slide).

**Slide Image** – Upload the image you want to appear as the Image Slide. The minimum dimensions are 1008 X 350 pixels and not larger than 1 MB. You can upload a larger image and use the Image Mask utility to select the portion of the image you want to appear. The Mask can be moved and scaled, but it will stay the correct proportions.

**Alternate Text** - This text will be used by screen readers, search engines, or when the image cannot be loaded.
There are two image fields on the Image Slide style. This is to make it as flexible as possible when considering users will be viewing your website on many different devices that range in size. This additional image is to make your website appear better on mobile devices.

**Image Slide – Mobile** – The mobile slide is 640 X 700 pixels and needs to be less than 1 MB.

**Original Image** – Upload the image you want to appear as the Slide Image for Mobile devices. The minimum dimensions are 640 X 700 pixels and not larger than 1 MB. You can upload a larger image and use the Image Mask utility to select the portion of the image you want to appear. The Mask can be moved and scaled, but it will stay the correct proportions.

**Alternate Text** - This text will be used by screen readers, search engines, or when the image cannot be loaded.

**Border Style** – The three border styles are: N/A, Thin border and Thick border. Please see the examples of the border styles on the first page of this document.

**N/A**: No border. Displays the image.

**Thin border**: A thin, white inset, border on top of your image.

**Thick border**: A thick white border on the outside of your image. The image will be notched at bottom left and top right.
**Slide Link** – If you want the image to act as a hyperlink, copy and paste or type the proper URL (Uniform Resource Locator) into the Slide Link field. Select the **Open Link in New Tab** if you want the hyperlink to open in a new browser tab.

**Slide Preview** – This is a preview of the finished slide.

**Settings**

**Revision information** – Information about changes made to this content will appear here.

**Authoring information** – Information about the author, date and time the content was created will appear here.

**Publishing options** – when you are ready to Publish the content, click on the Publishing options button and select the Publish box and save your change. You can also Publish from the Content Table.

**Save** – Remember to Save your content. If you navigate away from the content and do not save it first, your work will be lost.
Marquee Slide

To create a new Homepage Slide...Log in to your website...select Content...Add Content...Homepage Slide.

There are two types of Homepage Slides, an Image Slide and a Marquee Slide. This is an example of a Marquee Slide. A thick white border will appear on the outside of your image. The slide will be notched at bottom left and top right.

**Title** – Title of the slide. This field is required. It will appear on the Marquee Slide. It should be limited to approximately 50 characters, including spaces.

**Marquee Image** – Upload the image you want to appear on the slide. The minimum dimensions are 640 X 350 pixels and not larger than 1 MB. You can upload a larger image and use the Image Mask utility to select the portion of the image you want to appear. The Mask can be moved and scaled, but it will stay the correct proportions.

**Alternate Text** - This text will be used by screen readers, search engines, or when the image cannot be loaded.

**Marquee Style** – The marquee can be Scarlet or Gray, the marquee is on the left side of the slide. The Gary marquee has a light gray background with
black text. The Scarlet marquee has a scarlet background with white text.

**Body Text** - The length of the content that can be displayed in the marquee is **limited to 125 characters** including spaces. If you do supply more than 125 characters the rest will be truncated after the nearest whole word.

**Slide Link** – If you want add a hyperlink, copy and paste or type the proper URL (Uniform Resource Locator) into the Slide Link field. Select the **Open Link in New Tab** if you want the hyperlink to open in a new browser tab.

**Slide Preview** – This is a preview of the finished slide.

**Settings**

**Revision information** – Information about changes made to this content will appear here.

**Authoring information** – Information about the author, date and time the content was created will appear here.

**Publishing options** – when you are ready to Publish the content, click on the Publishing options button and select the Publish box and save your change. You can also Publish from the Content Table.

**Save** – Remember to Save your content. If you navigate away from the content and do not save it first, your work will be lost.
Photo Gallery

Farmers Market

Home

A farmers' market is a physical retail market featuring locally grown produce sold directly by farmers to consumers. Farmers' markets typically consist of booths and stalls, either outdoors or indoors, where farmers sell fruits, vegetables, meats, and sometimes prepared foods and beverages.

Images

- Mixed fruit
- Chillies
- Flowers
- Beets
- Farmers Market
- Apples

Photo Gallery Name

Photo Gallery Body Text

Image Title
Create a New Photo Gallery

To create a new Photo Gallery, sign into your website. Navigate to Structure…Taxonomy…Image Galleries…Add Term.

Name – Name of the gallery.

Description – You may add a Description. It will appear under the image you select to be the icon for the Photo Gallery.

Example of a Photo Gallery with a description.

The Description is optional.

Save – Remember to Save your Photo Gallery. If you navigate away without saving your work, it will be lost.

To delete a Photo Gallery, navigate to Structure … Taxonomy … Image galleries select to edit the gallery you want to delete. Once you are in edit mode select Delete from the bottom menu items. Confirm the deletion.

To delete images you have added to a Photo Gallery, select Content…filter for Images….select the images you want to delete using the selection box on the left side of the list….use Operations…drop down arrow Delete…Execute.
Add an Image to a Photo Gallery

To add a single image to a Photo Gallery, navigate to Content...Add Content...Image.

**Title** – The Title of the image. It will appear in white lettering on a black strip at the bottom of the image.

**Image** – Select Browse and then Upload the image. You may use a png, jpg or jpeg.

**Image Gallery** – Select the image gallery or galleries where you want this image to appear.

**Body Text** – You must put something in the Body Text. This can be an explanation for the image or information about people in the image.

**Settings** – You should not need to make any changes in the settings.

**URL path settings** - The “Generate automatic URL alias” is checked by default and you should not have to change the alias.

**Revision information** - Provide an explanation of the changes you are making. This will help other authors understand your motivations.

**Scheduling option** – This setting will allow you to schedule content for Publishing and Unpublishing. 

*Using the Scheduling options will supersede any other Publishing selections.*

**Authoring information** – The login name of the person doing the edit and the date and time.

**Publishing options** – Publish or Unpublished by checking or unchecking the Published box. *The default is Published.*

**Save** - Remember to Save your work. If you navigate away and do not save it first, *your work will be lost.*
After you create an image gallery you can use the **Upload** option to upload multiple images.

Navigate to your Image Gallery, select the **Upload** tab. You can upload JPG’s, GIF’s, and PNG’s only, 10MB Max Size per image. To add multiple images hold CTRL for PC or ⌘ for Mac, then click the desired images to upload.

**Title** – The Title of the image. It will appear in white lettering on a black strip at the bottom of the image.

**Description** – You must put something in the Description. This can be an explanation of the image or information about people in the image.

**Save** - Remember to Save your work. If you navigate away and do not save it first, **your work will be lost**.
Organize the Images in your Photo Gallery

Once you have images in your gallery it is possible to Organize them by dragging and dropping them into the order you want them to appear.

Select the image that you would like to be the Icon for the gallery on the Photo Gallery listing page by clicking on the small box above the photos number.

You can Edit an image, the title or the description by selecting the Edit button from the View tab or the photos’ number in the Organize tab view.

Example of an Image in full view.

When a viewer navigates to your Photo Gallery they will see a collage of the images in Mosaic view. Mosaic view allows you to add images that are landscape or profile and arranges them. If you would like to have your images appear in the table view, as before, you will need to make all the images the same size.

The Title and the Body Text will appear on the Full View of the Image in the black strip. You can use the Navigation arrows to browse through the full view of the images.
A **News Article** will appear on the Home page under News, under the About Us...News tab (or News tab if you do not have it nested under About Us) in the top navigation. It can also be related to other pages on your website, where it will appear in the Right Sidebar.

**Title** - After you click on the add **News Article** button the “fill in the blank” page form will appear. Fill in the Title as it will appear on the finished page. Please do not use special characters (such as /&^;"etc...)

**News Image** – Will appear on the Home page as a thumbnail on the left side of the News article. It will also appear on the full News Article page on the top right of the page. Images should be at least 450 x 338 pixels, but less than 5MB. Upload the image, use the image mask to select the part of the image you want to appear on your website. Fill in the **Alternate text** and the **Title** of the image. The **Alternate text** is used by screen readers for the vision impaired and search engines. The **Title** will appear as a caption under the image in the full version of the News Article.

**Summary Text** – Will appear on the Home page as the teaser for your News Article and in the list of News articles. *It will not appear in the full version of the News Article.* If you do not add Summary Text the system will automatically use the first approximate 480 characters of the Body Text to display on the Homepage and News list.

**Body Text** – Will appear with the full version of the News Article. If you do not use the Summary text a small portion of the beginning of the Body Text, approximately 480 characters will be used as the summary and will appear on the Home page and in the full version of the article. The Body Text uses the CKEditor. You can use formatted text, hyperlinks, videos in the body text. For more information about using the CKEditor please see that documentation.
Relate to content – Select the content you would like to “relate” to this page. For example, a multipage story might use the Relate to content to tie the pages together. The title of this page will appear in the right sidebar of the page you relate it to under the heading: Related Content.

Tags – Use organizational keywords to connect, relate and classify your website’s content. Start typing the tag you want to use. If that tag is already in the website’s taxonomy it will appear under the Tags box and you can select it. You can create new Tags by typing them into the box.

Social Media Image – You can upload an image that will appear with any social media posting that the viewer might select to share on their Facebook or Twitter accounts. The image needs to be at least 600 X 315 pixels. Once you upload the image use the image mask to select the portion of the image you want to be displayed.

Settings
URL path settings - The “Generate automatic URL alias” is checked by default and you should not have to change the alias.

Revision information - Provide an explanation of the changes you are making. This will help other authors understand your motivations.

Scheduling options - This allows you to Schedule when an item will be Published and when it will be Unpublished. **Using the Scheduling options will supersede any other Publishing selections.**

Authoring information – The login name of the person doing the edit and the date and time.
Publishing options – Publish or Unpublished by checking or unchecking the Published box. The default is Published. Promoted to front Page is selected by default. If you do not want the News Article to appear on the Home page, uncheck this option. Sticky at top of lists will keep your News Article first on a list of News.

Save – Remember to Save your News Article. If you navigate away from the News Article and do not save it first, your work could be lost.

Example of a News Article:

The Date the News Article was posted (or the date you set in Authoring Information) will display as MMM DD YY. Example Jan. 21, 2016.

There is a News Subscription box for an RSS feed. The appearance of this RSS feed will depend on the browser being used. The red Subscribe box will appear in the right sidebar.

The News Article will be displayed on the Home page by default. You can select not to have it appear on the Home page by unchecking the Promoted to front page box under Publishing options.
Person

Identity Information

Save, Help and Delete – You can use these buttons to Save, get Help on this content type or Delete this Person. These buttons appear on the upper right and lower left of the form.

Title – Please select from the drop-down menu the correct personal title for this individual Example: Dr, Miss, Mr.

First Name – Please type the persons’ first name. This will be used for sorting purposes.

Middle – Please type the persons’ middle name or initial. Optional, but might be used for sorting purposes.

Last Name – Please type the persons’ last name. This will be used for sorting purposes.

Generational – Select a generational option if needed. Example: JR, Sr, II.

Credentials – Please type in the proper credentials for this person. Example: PhD, MD, BA, MA, DDS.

External Profile – If the person has a profile on another website you may put the URL to that profile in this space. Note: The directory categories will still appear in the People listing (unless you choose to hide this profile from the listing). When External Profile is selected clicking on the profile will open the website referenced by the URL.

Image - Upload the image of the person. The minimum dimensions are 250 X 250 pixels. You can upload a larger image (less than 5 MB) and use the Image Mask utility to select the portion of the image you want to appear. The Mask can be moved and scaled, but it will stay the correct proportions.

Alternate text – Text used by screen readers, search engines, or when the image cannot be loaded.
**Title/Caption** – This text will be used as the screen tip for the image and as the caption under the image.

**Position Title** – Type the person’s working title in their field of specialization.

**Office** – Campus address, City, State and Zip

**Phone** – Office telephone number, please use the following format XXX-XXX-XXXX.

**Fax** - Office fax number, please use the following format XXX-XXX-XXXX.

**Email** – Official OSU email. Example: name.#@osu.edu

**Specialization** - The person’s specialization in their field.

**Degree Information** – Degrees the person has completed. Example: PhD Education, The Ohio State University (2015)

**Institution/Organization** – Type the name of the Institution or Organization to which the person is associated.

**Biography** – Information about this person, short biography. Use the CKEditor to add as much information as needed.

**Additional Information** – Information not in the biography, such as publications, seminar sessions, classes currently teaching.

**Related Links** – Link(s) to an additional website(s). Such as the person’s laboratory website, research website or class website.

**Hide profile from listings** – If this person’s profile needs to be on the website, but does not need to appear on the list of people, check this box.
Relate to content – Select the content you would like to “relate” to this page. For example: a multipage story might use the Relate to content to tie the pages together. The title of this page will appear in the right sidebar of the page you relate it to under the heading: Related Content.

**Extension Directory**

**Include in Extension Directory** – This box should be automatically selected for anyone who has a “person” entry on all Extension websites. If it is not checked, please check this box; this is the only way your profile will appear in the directory. This applies to county websites, program area websites, and several other state-level Extension-related sites. If you are in a CFAES department or other related entity, you will need to check that box within your own profile. Otherwise, your information will not be included in directory query results. The directory is at: https://extension.osu.edu/directory

**Extension Specialization** - Enter up to five comma-separated specializations. This should be this person’s top-level work areas (e.g. 4-H, youth development, fair programming, water quality, nutrition). Users will search by their own choice of keywords. Please note, this should not be a list of all the tasks you do, but the main topics that refer to your major areas of interest.

**Program** - Select one or more programs. Hold down Control key (Command key on Mac) to make multiple selections.

**Extension Office/Unit** - Select this person's extension office/unit(s). Hold down Control key (Command key on Mac) to make multiple selections. In the “Extension Office/Unit” category, if you do not see your unit represented in the drop-down menu of choices, please contact Extension Administration and we will correct that. For county employees, the website should automatically populate your home county in this field.
Area Number – For county staff, your area number and area leader name will be populated within the system for you; you will not have to handle that information. Otherwise select this person's Area Number.

Settings
Revision information – Information about changes made to this content will appear here.
URL path settings – This option is checked by default. You should not have to change this setting.
Scheduling option – This setting will allow you to schedule content for Publishing and Unpublishing.

Authoring information – Information about the author, date and time the content was created will appear here.
Publishing options – when you are ready to Publish the content, click on the Publishing options button and select the Publish box and save your change. You can also Publish from the Content Table.

Save – Remember to Save your content. If you navigate away from the content and do not save it first, your work will be lost.
Person Listing

The Person Listing has the ability to be displayed in a Table layout or in a Card Style layout. To select the layout you want select Structure.....Person Listing.....Select the Style Option you want and then Select the Field Options and Save Configuration.

Examples of ways to format the Person Listing.
If you want to add a Table or Card layout of people who are members of a Team you can request that the Team Page be added to your website.

To create a Team Page; Login to your website...Select Content.....Add Content.....Team Page.

**Title** – Name of the page, for example the name of the team that will be listed on the page.

**Body Text** – This text will appear above the Table or Card layout that you have chosen.

**Team Members** – When you start typing the persons name a dropdown list will appear of the people you have added to the Person section of your website. Select the team member from the list. Use the “Add another item” to add additional team members.

**Display Style** – Select the Display Style you want to use for your Team Page.

**Display Fields** – Select the fields you want to display on your team page.

**Grouping Field** – Select the way you would like to have your team page grouped.

**Settings**
**Menu Link** – Your page will appear in the left side navigation menu of the parent item you select, click the **Provide a Menu Link** check box. This will cause the other options for setting a menu item to appear.

**Menu Link Title** – This is the phrasing that will appear in the left side navigation menu that will navigate viewers to this page. Remember that you should make this descriptive and as short as possible. *It will automatically put the title of the page in this box. If appropriate just use the title.*

**Parent item** – Click the dropdown and select the Parent item of the Basic Page you are creating. Using Main Menu as the Parent item will create a new top level navigation tab.

*Please note that all Pages need to have a Parent item.*

**Weight** – Click on the drop down arrow to select the position of the Basic Page you are creating with regards to any other items under the same Parent item. Menu links with smaller weights are displayed before links with larger weights. The weight goes from (negative) -50 to positive 50. For example a Basic Page given a Weight of (negative) – 5 will appear above a Basic Page with a Weight of Zero (0). *You can also use Structure...Menus to reorganize items on the site.*

**Menu Link Attributes** – The only thing you might want to change here is the **Target** option. If you select New Window from the dropdown menu the viewer of your page will get a new tab/window when they select the content item.

**Menu Item Attributes** – You will not need to make any changes here.

**URL path settings** - The “Generate automatic URL alias” is checked by default and you should not have to change the alias.

**Revision information** - Provide an explanation of the changes you are making. This will help other authors understand your motivations.

**Authoring information** – The login name of the person doing the edit and the date and time.

**Publishing options** – Publish or Unpublished by checking or unchecking the Published box. *The default is Published.*

**Save** - Remember to Save your Basic Page. If you navigate away from the page and do not save it first, *your work will be lost.*
Example of Team Page

Title

Body Text

Card Style sorted by Institution/Organization
Menu Links
Allows you to add new menus to your site, edit existing menus and rename and reorganize menu links. One of the functions you can do is create a menu item that acts as an internal or external hyperlink. For example to create an external link:

- Click on Structure
- Click on Menus
- Click on Main menu
- Click on + Add link (upper left of page)
- Fill in the information needed on the form:
  - **Menu link title** – appears on site as link
  - **Path** – internal or external URL
  - **Description** – will not appear to public
  - **Enabled** – should be checked
  - **Parent link** – determine path for public view
  - **Weight** – where the link will appear in relation to other items in the same menu
  - **Menu Link Attributes** – you will not need to change any of the items in this section except the **Target**. If you want this link to open in a new window/tab please select New window (_blank) from the drop down list.

Save – Save your new link.
Note: CFAES Home (OARDC Home and or Extension) then Home must be left in this order.

Menus allow you to structure how navigation and listed links will appear on your site. Once you are logged into your site go to Structure...Menus...Main Menu. You can now restructure your menus by dragging and dropping items. Lists that do not have a weight or that have not been placed in order under List links will appear in alphabetical order. Remember to Save your configuration or your changes will be lost.
Tags
Under **Structure...Taxonomy...Tags** you can add, delete, or correct the spelling of tags by selecting the add terms or list terms. To delete a tag select list terms, select edit for the tag you want to delete and select delete at the bottom of the form, select delete to confirm.

Relate to content
Allows you to relate a content item to other content on your site. Related items will appear in the right sidebar, except for the Home page. It will not appear on the Home page.

Example of a Person as a Related Item on a page.
If your site has a Social Media Block. To Add a Social Media Link navigate to: Structure...Menus then select Social Media...add link.

**Menu Link Title** – The title of the Social Media link.  
Example: OSU Extension

**Path** – The full URL for the Social Media.

**Enabled** – Enabled should be selected.

**Parent Link** – For Social Media, the parent link is Social Media.

**Menu Link Attributes** – The only change you should make in this area is the Target.

**Target** – Select how you want the link to open. If you want it to open in a new tab or window, select New window (_blank).

**Save** – Remember to Save your work.
Rename a Basic Page

If you want to reuse a Basic Page and need to change the name, for example Tailgate 2016 becomes Tailgate 2017, you will have to change the name of the page three places.

In Edit mode, change the Title and the Menu Link Title then Save the page.

Check the URL in the browser to make sure it is correct.

Delete a Content Item

You can delete a content item that you created in two ways:

Navigate to the content item you want to delete and in edit mode use the Delete at the top right of the page or scroll to the bottom of the form and select Delete. When the conformation box appears, select Delete and the item will be deleted.

Or go to Content and find the content item you want to delete, on the right side of the Content list select 🚬 Delete. When the conformation box appears, select Delete and the item will be deleted.

*Deleted items cannot be retrieved. Once deleted, they are gone permanently. Do not delete top level pages such as: News, Events, Home etc.*
Create a Button
To create a Button as a link.

In the document where you want the button/link type the button text.

Select the text and click on the link tool in the CKEditor.

Create the link by filling in the necessary information.

After the link is created select the Styles drop down in CKEditor and you will have button options.