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User Account
To log in to your County website use your OSU name.# and password. To get the login add /user to the end of your County URL. 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.

View
Displays your username and how long you have had an account on this site.

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. Use your OSU password. You will need to go to: https://my.osu.edu/ to change your password.

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. 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 To display content that is Published or Unpublished use the dropdown to select Yes or No then select Apply.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 A dark red dot denotes Unpublished.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
Following are the Content types that can be added or edited on the Extension County websites.

Basic Page
Use a basic page for static content. Pages need to be linked into the navigation of your site.

County News Article
Used for information that is updated frequently. Appears on the Home Page, listed under the News tab and on the Right Sidebar of selected pages, may include an image.

County Staff
Creates an alphabetical list of County staff that appears under the About tab. Additional biographical information including a photograph can be added.

Event
An announcement about an Event you want to share. It will appear under the Events tab and in the Right sidebar of the Home Page.

Image
Used to add images to Photo Galleries.

Program Page
Program Pages appear under the Program Areas tab and on the left side menu of the Home page. Please check with Extension Administration before creating new Program Pages. You will most likely never create a Program Page. You will instead be using the Basic Page.

Resource
Allows for the creation of links that will appear in Helpful Links and/or Additional Resources.
Basic Page

To create a Basic Page, click on the Content...Add Content on the administrative tools bar (or under Content + 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 charter (such as /&^';" etc...) or make the title too long.

**Page Banner** – Use the Browse button to locate the image you want to place on the top of your Page. Once you have selected an image click on the Upload button to copy the image to the web server. Currently, the Banner image cannot be larger than 1MB and it should not be smaller than 766 X 400 pixels. It can be in .png, .gif, .jpg or .jpeg file format. Images larger than 2000X2000 pixels will be automatically resized. Use the image mask to select the part of the image you want to appear on your Page. You can resize the mask, but it will stay in the correct proportions to ensure the image is displayed correctly. (766X400 Pixels)

**Alternate text** – Is read by screen readers for sight impaired persons and by search engines for indexing and is required.

**Title** – Will appear on the image as you mouse over it as a screen tip and is required.

**Banner Caption** – You can add a caption to the Page Banner. It can be approximately 33 words or 200 characters.
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.

Settings

Menu Link – Your page will appear in the left side navigation menu of the parent item you select or as a top level tab, 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 and in the URL for the 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.
Title - After you click on the County News Article button the “fill in the blank” page form will appear. Fill in the Title, as it will appear on the Home page under County News and also under the News tab in the top navigation.

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 County News Article page on the top of the page as the banner image. Images should be at least 766 X 400 pixels and less than 5MB. Upload the image and fill in the Alternate text and the Title of the image.

Image Caption - You can add a caption to the Image. It can be approximately 33 words or 200 characters.

Summary Text – Will appear on the Home page as the teaser for your News Article and in the list of News articles under the News tab. It will not appear in the full version of the County News Article. If you do not add Summary Text the system will automatically use the first approximate 300 characters of the Body Text.

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 150 characters will be used as the summary and will appear on the Home page and in the full version of the article.
Relate to content – Relate this County News Article to other content on your site. This will appear in the right sidebar, except for on the Home page. You can have five related items in a sidebar, except the Home page.

Tags – Used by search engines for indexing. Enter a comma-separated list of words to describe your content. Once you have numerous County News Articles that use the same Tag, viewers to your site will be able to select a Tag to find County News Articles using the same Tag. Tags can be edited under Structure...Taxonomy...Tags.

Settings
URL path settings – This option is checked by default. You should not have to change this setting.

Revision information – This is a document history. Please do not make any changes in Revision.

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 an optional space for date and time.

Publishing options – Publish or Unpublished by checking or unchecking the Published box. The default is Published. Sticky at top of lists will make your County News Article stay at the top of the list of News.

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

Identity Information

Title – Please select from the drop down menu the correct personal title for this individual.
First Name – Please type the persons’ first name. This will be used for sorting purposes.
Middle Initial – Please type the persons’ middle 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.
Credentials – Please type in the proper credentials for this person. Example: PhD, MD, BA, MA, DDS.

Image - Upload the image of the person. The minimum dimensions are 406X305 pixels. You can upload a larger image (less than 2 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 – This text will be used by screen readers, search engines, or when the image cannot be loaded. This text is required.
Screen Tip/Title – This text will be used as the caption and screen tip for the picture. This text is required.

Position Title – Type the person’s official University title.
Phone – Office telephone number, please use the following format XXX-XXX-XXXX.
Office – Campus address, City, State and Zip
Email – Official OSU email. name.#@osu.edu

Specialization - The person’s specialization in their field.
Biography – Information about this person. Use the CKEditor to add as much information as needed.

Settings

Revision information – This is a document history. Please do not make any changes in Revision.

URL path settings – This option is checked by default. You should not have to change this setting.

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

Publishing options – Publish is checked by default. 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.
Example of a Person page.

BRUTUS B. BUCKEYE, PH.D.
University Mascot
brutus.10@osu.edu

Specialization: Cheering on all Buckeyes
Office: Ohio Stadium
Phone: 614-555-5555

Biography:
Brutus has appeared since 1893, with periodic updates to design and wardrobe.

Ohio State needed a mascot in 1893 and convinced the athletic council to study the matter. At the time, mascots were generally animals brought into the stadium or arena. A buck deer was contemplated but rejected as impossible. Instead, the buckeye was selected, as the buckeye is the official state tree of Ohio.

Brutus has a buckeye head and block O hat, scarlet and gray shirt emblazoned "Brutus" and "00", red pants with an Ohio State towel hanging over the front, and high white socks with black shoes.

Appearances
- Brutus Buckeye appears in ESPN's Sportscenter ads eating lunch and performing aerobics with Richard Simms
- Brutus appears in Home Depot commercials advertising Skidoo paint strapped to the back of a truck
- Brutus appears in the NCAA Football series and NCAA March Madness series of video games as a mascot and has his own mascot team
Event

Events will appear on the Home page in the Right sidebar, on the Events tab in 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.

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...).

Image – Will appear on the Event page. Upload the image and fill in the Alternate text and the Title of the image. The Image cannot be larger than5MB and should not be smaller than 766 X 400 pixels. It can be in .png, .gif, .jpg or .jpeg file format.

Image Caption - You can add a caption to the Image. It can be approximately 33 words or 200 characters.

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.

Event Location – location of the Event.
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.

Body Text - The next section is where you will place the Body Text including images, hyperlinks, YouTube videos, text and tables. It is helpful to include directions, embedded maps or any other information about the Event you will want attendees to know. Please see the CKEditor documentation for more information.

Contact name – Name of a person who people can contact for more information.

Contact email – Email of the contact person.

Contact phone – Phone number where the contact person can be reached.

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

Settings

URL path settings - The “Generate automatic URL alias” is checked by default and you should not have to change the alias unless you get a node number. If you do have to specify an alternative URL by which this content can be accessed. For example, type "about" when writing an about page. Use a relative path and don't add a trailing slash or the URL alias won't work.

Revision information – This is a document history. Please do not make any changes in Revision.

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 an optional space for date and time.

Publishing – Your Event is set to Publish by default.
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.

Submit to CFAES
By checking the box in the Submit to CFAES section, your Event will be reviewed by Marketing and Communications for style consistency and to be sure the audience for the event is regional- or state-wide. Events that are for just a few counties should be promoted on county sites. Events that will attract participants from a larger region of the state, the entire state, or into other states, will be published in the CFAES calendar.

Once your Event is submitted you will get a rejection or approved email:
Hello, your event "Name of Event" has not been approved to appear on cfaes.osu.edu.
Please email Suzanne Steel at steel.7@osu.edu <mailto:steel.7@osu.edu> for more information.

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

To create a new Image Gallery or delete an old gallery, navigate to **Structure ... Taxonomy ... Image galleries**. To create a new gallery select **add terms**. To see galleries select **Structure ... Taxonomy ... Image galleries...list terms**.

**Title** – Will appear on the Photo Gallery link and above the images in the gallery view.

**Description** – The description of the gallery will appear on the Photo Gallery page.

**Save** – Remember to Save your content. If you navigate away and do not save it first, your work could be lost.

To delete a gallery, navigate to **Structure ... Taxonomy ... Image galleries...list terms** 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.
Once you have created a Gallery you can populate it with images. Select Content...Add Content...Image.

**Title** – The title of the image will appear under the image in the gallery view and over the image in the detail view.

**Image** – Browse to select the image. The site will automatically create a thumbnail view for the Image Gallery and scale the detail view. Images must be less than 100 MB and can be png gif jpg or jpeg.

**Image Gallery** – select the image gallery or galleries where you want this image to be displayed.

**Summary** – Is not used for this content type.

**Body** – The body text will appear under the image in the detail view.

**Settings**

**Revision information** – This is a document history. Please do not make any changes in Revision.

**URL path settings** – Should not be used for this content type.

**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 an optional space for date and time.
Publishing options – Publish or Unpublished by checking or unchecking the Published box. The default is Published.

Save – Remember to Save your content. If you navigate away from the Event and do not save it first, your work could be lost.
Clicking on the image will bring up the full image, including the body text. This also allows the viewer to “page” through the images using the Next and Previous buttons.
Program Page

Do not create new Program pages without approval from Extension Administration. You can navigate to Program Pages to Edit them. There should be the following Program Pages: 4-H Youth Development, Agriculture and Natural Resources, Community Development, Family and Consumer Sciences, 4-H Carteens, EFNEP, Master Gardener Volunteers, Ohio Certified Volunteer Naturalist Program and SNAP Ed.

The 4-H Youth Development, Agriculture and Natural Resources, Community Development, and Family and Consumer Sciences are mandatory and can be edited and subpages added, but they should not be unpublished.

Title - Title as it will appear on the page and as a menu item.

Page Banner – The Page Banner image cannot be larger than 1MB and it should not be smaller than 766 X 400 pixels. It can be in .png, .gif, .jpg or .jpeg file format. Please check with Extension Administration before changing any Program Page images.

Alternate text – Is read by screen readers for sight impaired persons and by search engines for indexing. This is required.

Banner Caption – You can add a caption to the Page Banner. It can be approximately 33 words or 200 characters.

Summary – Program Page will not display the Summary text.

Body Text - The Body Text for the Program Pages has been preloaded with information about the Program by Extension Administration.

Featured County Program - 4-H Youth Development, Agriculture and Natural Resources,
Community Development, and Family and Consumer Sciences are mandatory and should be **Featured**. Program Pages that are **Featured** appear on the left side navigation of the Home page, on the drop down on the Program Areas tab and on the left side navigation of all Program Pages. Program Pages that are not **Featured** will not appear on the Home page.

You will have the four mandatory programs (4-H Youth Development, Agriculture and Natural Resources, Community Development, and Family and Consumer Sciences) and can Feature four additional Program Pages. Programs you do not use, should not be deleted.

**Settings**

**Menu Settings** – Program Pages are listed under the Program Areas tab.

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

**Revision information** – This is a document history. Please do not make any changes in Revision.

**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 an optional space for date and time.

**Publishing options** – Publish or Unpublished by checking or unchecking the Published box. **The default is Published.** Do not use Promote to front page or Sticky at top of lists.

**Save** - Remember to Save your Program Page. If you navigate away from the page and do not save it first, your work will be lost. **Remember please do not create new Program pages without approval from Extension Administration.**
**Resource**

**Title** – Title as it will appear in the Right Sidebar as a menu item. Please be brief and descriptive. Limited to 128 characters. Additional Resources or Helpful Hints will not appear on the Home page.

**URL** – The full URL for the link. For a PDF’s URL go to IMCE, open the PDF and copy the URL.

**Open URL in a New Window** – Check the box to have the Link open in a new window or tab.

**Add another item** – Allows you to add more Links.

**Type** – Select “Helpful Links” and/or “Additional Resources”

**Relate to content** – Relate this Link to other content on your site. It will appear in the Right Sidebar of the page that you select. You can select more than one page by holding down the Ctrl key and selecting more related content pages.

**Settings**

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

**Revision information** – This is a document history. Please do not make any changes in Revision.

**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 an optional space for date and time.

**Publishing options** – Publish or Unpublished by checking or unchecking the Published box. The default is Published. Do not use Promote to front page or Sticky at top of lists.
Save - Remember to Save your content. If you navigate away from the page and do not save it first, your work will be lost.

Example of Right Sidebar with “Helpful Links” and “Additional Resources”
**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** (lower left of page)
- Fill in the information needed on the form:
  - **Menu link title** – appears on site as link
  - **Path** – internal or external URL
  - **Enabled** – should be checked
  - **Parent link** – determine path for public view
  - **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.
Menu Structure

Do not move the top level tabs. They must be: CFAES, OSU Extension, ‘County Name’, Program Areas, Events, News, About, and Give Now. Do not add top level tabs.

Menus allow you to structure how lists links will appear on the left navigation your site. Once you are logged into your site go to Structure…Menus…Main Menu…List Links. You can now restructure your lists by dragging and dropping items. Lists that do not have a weight or that have not been place in order under List links will appear in alphabetical order. Remember to Save your configuration or your changes will not be saved.

If you do not want Menu items to appear on the public site you can uncheck the Enabled box for that item.

Remember to Save your configuration or your changes will not be saved.
**Tags**
Under **Structure...Taxonomy...Tags** you can add, delete, or correct the spelling of tags. To delete a tag 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. This will appear in the right sidebar, except for the Home page. It will not appear on the Home page.
Social Media

To Add a Social Media Link navigate to: Structure...Menus...Social Media...select add link.

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

**Path** – The full URL for the Social Media. Example: https://www.facebook.com/OSUFoodAgEnv

**Enabled** – Enabled should be selected.

**Parent Link** – For Social Media, the parent link is Social Media. You do not need to change this.

**Menu Link Attributes** – The only change you should make in this area is the Target. Select the Menu Link Attributes and scroll down near the bottom of the form select New window (_blank) from the drop down list.

**Save** – Remember to Save your work.

To Edit or Delete a link navigate to: Structure...Menus...Social Media

**Classes** – If you have a nonstandard URL, one that does not automatically display the correct icon when you create your Social Media Link, add this statement to Classes: blocko-icon, blog-icon, mail-icon or subscribe-link under Menu Link Attributes. Example of icons to the left. If you need a different icon contact the IT Helpdesk and submit a ticket with your request.
About

The About page allows you to edit not only the image and text that appears on the About page, but also many of the elements that appear on the Home page and in the website footer.

The title for the page is set at About and should not be changed.

**Body Text** – Part of the Body Text has been scripted by Extension Administration and should not be changed. The **Body Text** may include: images, hyperlinks, You Tube videos, text and tables. Please see the CKEditor documentation for more information about editing this area.

**Page Banner** – Use the Browse button to locate the image you want to place on the top of your Page. Once you have selected an image click on the Upload button to copy the image to the web server. Currently, the Banner image cannot be larger than 1MB and it should not be smaller than 766 X 400 pixels. It can be in .png, .gif, .jpg or .jpeg file format. Images larger than 2000X2000 pixels will be automatically resized. Use the image mask to select the part of the image you want to appear on your Page. You can resize the mask, but it will stay in the correct proportions to insure the image is displayed correctly. (766X400 Pixels)

**Alternate text** – Is read by screen readers for sight impaired persons and by search engines for indexing. This is required.

**Title** – Will appear on the image as you mouse over it as a screen tip. This is required.

**Banner Caption** – You can add a caption to the Page Banner. It can be approximately 33 words or 200 characters.
County Information Block
Text placed in the County Information Block will appear on the Home page Left Sidebar, the About page Right Sidebar and in the footer (the footer appears on every page).

Address Information – the street, city, state and zip code of your County Office.

Phone Number – main telephone number for your County Office. Please use the XXX-XXX-XXXX format.

Fax Number - fax telephone number for your County Office. Please use the XXX-XXX-XXXX format.

Email Address – main contact email for general questions. This is optional.

Directions Link
Title – Will be Directions to Your County Office and can’t be changed. URL – The complete URL to the directions to your office. It could be a link to a page that has detailed information or a link to your address in a mapping service (example: Google Maps).

Office Hours – The hours of operation of your County office. For example:
Monday – Thursday
8:30 a.m. – 5:00 p.m.
Friday
8:30 a.m. – 2:00 p.m.

Notice – Area for you to place a short notice or announcement. Example: Closed November 28, 2017. Limited to 100 characters. This should be a short term notice.
**Settings**

You do not need to change any of the options in the Settings area.

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