When you login you will notice the top line of the page now has buttons used for administering content, your login name and a logout button.
**Content**

To add, delete, or edit your content, navigate to your web site and log in. To add content Click on the **Content** button on the navigation bar then you will see an **Add content** button. Clicking on the button will open up the list of content items you can create on your site or use the submenu to select the content type you want.

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 To display content that is **Published** or Unpublished use the dropdown to select Yes or No then select Apply.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 A dark red dot denotes Unpublished.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).
Basic Page

To create a Basic Page, click on the **Content Button** then select **Basic Page** from the submenu.

**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** – 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. The basic page does not use the Summary.

**Body Text** - The next section is where you will place the **Body Text** including images, hyperlinks, You Tube videos, text and tables. Please see the CKEditor documentation for more information.

**Related People** – You can relate this page to a person. Start typing the person’s name then select them from the list. The person must already have a profile for their name to appear on the list.

All Basic Pages need a Menu Link. Click on the **Provide a Menu Link** and you will get this additional information menu screen. (See example to the left.)

**Menu Link Title** – This is where you will put the phrasing that will appear in navigation. This may be the same as the title for the page.

**Parent item** – Click the dropdown and select the Parent item of the Basic Page you are creating. For example if the page needs to appear under the About tab, you would select About in the dropdown.

**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.

**Settings**

**URL path settings** – Checking the Generate automatic URL alias will create a URL normally using the Basic Page Title. Optionally you can 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** - Provide an explanation of the changes you are making. This will help other authors understand your motivations. Optional.

**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 editing 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 could be lost.
Course
Courses incorporates university data to automatically update course information. The module still allows for the supplementation of university data with information about the course from the department such as the attachment of documents and linking to instructors.

Adding courses individually is as easy as adding a course number, the module can also automatically add courses affiliated with a department or subject. Editing courses on Department sites the interface will be similar to what it has been except that fields provided by the University will no longer be available to edit. To construct and maintain this listing for your students there are a number of options you can use. This document explains those options.

Option One
Log in to your website and navigate to Content...Add Content...Course.

Course Number - The course subject abbreviation and the course number. e.g. "AEDECON 2001" If found in the university database, course details will be auto-filled.

Settings
URL path settings - This is checked by default and does not need to be changed.

Revision information - Provide an explanation of the changes you are making. Optional.

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

Authoring information – Login name of the person doing the edit, date and time.

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

Save – When you Save the Course Offering, if the Course is found in the university database, the course details will be auto-filled in and the Course form will appear as below.
Once you have added the Course Number, if found in the university database, course details will be auto-filled into the Course form. You can then add to or edit the information.

**Course Number** – Official Ohio State University course catalog course number. Example: PLNTPTH 3195 or ENR 2360.

**Course Title** - Official Ohio State University course catalog name. Example: Plant Health Science Forum or Ecology and Conservation of Birds.

**Course Level** – Select Undergraduate and/or Graduate.

**Credit Hours** – Numeric credit hours. Example: 1 or 3.

**Course description** – Place more detailed information about the course in this area. You can include a detailed description, course outline, required text, pictures, course objectives, learning goals and outcomes, location, etc...

**Semesters Offered** – Select the terms the course is offered. You can select more than one term.

**Instruction Modes** – Type of Instruction, In Person, Distance Learning, distance Enhanced and or Hybrid.

**Campuses** – Select the Campus or
Online – The selections for this section are All, Some or None.

Current Instructor – Instructor or Instructors for the course. As you start to type the Instructor’s name a list of possible Instructors will appear and you can choose from the list. To add another Instructor select the Add Another Item button. If there is more than one Instructor the order they appear can be changed by using the four headed arrow to drag them into the necessary order. The list is generated from your People list.

Sample Syllabus – You may attach a PDF copy of the course syllabus. You can attach up to two PDFs.

Program Area – Select the Major and/or Minor program area(s). Example: Major: Professional Golf Management

Settings

URL path settings – This is checked by default and does not need to be changed.

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.

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 work.
Option Two

Log in to your website and navigate to Content...Courses...Browse/Add.

By using Browse/Add you can Add one course at a time OR Add multiple courses.

You can select one course at a time by filling in the Course Number — Official Ohio State University course catalog course number. Example: PLNTPTH 3195 or ENR 2360 and selecting Add. If the course is in the catalog it will be added.

You can add multiple courses by using the selections to filter for the courses you want. Then select the box beside the course you want to add and click on Add Courses at the bottom of the list.

Course Name — Selection by the course name. Example: Animal Health.

Subject — Use the drop down arrow to select a subject from the list.

Course Number — You can filter by course number. This filter will give you all the courses of the requested level.

Options — To filter by any of the options that are used by the University Registrar.

Acad Career

DENT — College of Dentistry
GRAD — Graduate School
LAW — College of Law
MED — College of Medicine
OPT — College of Optometry
PHP — College of Pharmacy
UGRAD — Undergraduate
VMED — College of Veterinary Medicine
Grading Basis
- FLT - Flight Training
- GRD - Graded A-E
- NON - Non-Graded Component
- PNP - Pass/Non-Pass
- SUS - Satisfactory/Unsatisfactory
- PRG - Progress - S/U
- PGR - Progress – Graded
- USO - U Grade Option - S/U

Instruction Mode
- P – In Person
- DL – 100% Distance Learning 0% In Person
- HY – 25 to 74% Hybrid Delivery 25 to 74% In Person
- FL – Undefined
- DH – 75 to 99% Distance Enhanced 1 to 24% In Person
- CF – Clinic Field Experience
- VT – Video Taught
- CT – Undefined

Course Component
- IND – Independent or Individual Studies
- LEC - Lecture
- SEM - Seminar
- REC - Recitation
- LAB - Laboratory
- CLN - Clinical
- FLD - Field Experience
- WKS - Workshop

Minimum Units
You can filter for the course by semester units from 0 (zero) and up (the highest found was 10).

Minimum % Online Instruction
You can filter by the % that the course is online.

Campus
Columbus, Lima, Mansfield, Marion, Newark or Wooster

Semester
You can filter by Autumn, Spring or Summer.
**Order By** – The list of filtered courses that is created can be ordered by selecting one of the options from the drop down arrow. This is useful if you need the list created by course number or campus.

**Find** – Once you have made your filtering selections click on the Find button and it will produce a list of the courses that meet your criteria.

This is an example of ANIMSCI courses sorted by course name.
**Option Three**
Log in to your website and navigate to **Content...Courses...Auto Add**.

Automatically add courses by subject or department. Select the subjects and/or departments and click "Auto Add Courses." Current and future courses matching your selections will be added automatically.

Once you have made your subject or department selections scroll to the bottom of the page and use the filter for distance learning if necessary then click on the **Auto Add Courses**.
Option Four - Maintenance

Log in to your website and navigate to Content...Courses.

This has all the classes listed on your website under Courses. You can use the Courses tab to manage your list of classes.

Action

You can Publish, Unpublish or Delete a course by selecting the box to the left of the class and using the drop down on Action, then click Go.

Filter

You can filter the list, start to type the Number (example: ENR) of the courses you want to filter and the list will start to filter automatically.

Edit

If you want to Edit a class, you can select the Edit button for that class. You can override the data for any course. Find the course in the list, click to edit, click “Sync/Unsync Fields”, uncheck the fields you want to unsync, click save. Then you can alter those fields like normal.

Courses are not being automatically added to the site if no subjects or departments have been set on the “Auto Add” page.

If you delete a course, it won’t be re-added. You might want to just unpublish the course instead of deleting.
**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. **Note: If you use the Repeat button and Cancel an Event it will Cancel all the repeated Events.**
**Details**

**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. Use is optional.

**Event Description** - The Event Description can include text, images, hyperlinks, YouTube 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.

**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

**Image** – Please see next section.

**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.
**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.
**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.


**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.

**Related Content**

- **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.

- **Related People** – As you start to type the name of the person you want to relate to this event a list of possible names will appear. Select the related person from the list.
- **Related Program Page** – If this Event should appear on a Program Page, start typing the name of the Program Page and a list of possibilities will appear. Select the Program Page from the list.

**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.
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 Suzanne Steel at steel.7@osu.edu 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.
Photo Gallery

A farmers’ market is a physical retail market featuring foods sold directly by farmers to consumers. Farmers’ markets typically consist of booths indoors, where farmers sell fruits, vegetables, meats, and sometimes prepared foods and beverages.

Images:
- Mixed fruit
- Beets
- Flowers
- Apples

Image Titles:
- Mixed fruit
- Beets
- Flowers
- Apples

Photo Gallery Name:
Farmers Market

Photo Gallery Body Text:
A farmers’ market is a physical retail market featuring foods sold directly by farmers to consumers. Farmers’ markets typically consist of booths indoors, where farmers sell fruits, vegetables, meats, and sometimes prepared foods and beverages.
**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 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.
Uploading Multiple Images

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.
Landing Page

A Landing Page is much like a Basic Page with the exception of the Banner Image across the top of the page. Currently a Landing Page can display images that are 1008 X 350 pixels.

To create a Landing Page, click on the Add Content button on the navigation bar or under the Content Button the + Add content button and select Landing Page.

Title - After you click on the Landing Page button the “fill in the blank” page form will appear. Fill in the Title as it will appear on the finished page.

Banner image – Use the Browse button to locate the image you want to place on the top of your Landing Page. Once you have selected your image click on the Upload button to copy the image to the web server. Currently, the Banner image cannot be larger than 1MB. It can be in .png, .gif, .jpg or .jpeg file format.

Use the image mask to select the part of the image you want to appear on your Landing Page.

You can resize the mask, but it will stay in the correct proportions to insure the image is displayed correctly.

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

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

Banner text – Will appear as white text in a ribbon across the lower part of the image.
**Body Text** - The next section is where you will place the **Body Text** including images, hyperlinks, You Tube videos, text and tables. Please see the CKEditor documentation for more information about how to edit the Body Text area.

**Text Format** - The **Text Format** drop down allows you to change to Full HTML, Filtered HTML, or Plain Text. You should not need to adjust these settings.

**Menu Link** - If the page you are creating will have a link from the left side navigation menu, select 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 where you will put 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.

**Menu Description** – This description will be shown when hovering over the menu link with you mouse.

**Parent item** – Click the dropdown and select the Parent item of the Landing Page you are creating. For example the Basic Page “Test basic page” was created using “Graduate Funding” as its’ Parent item. It would appear in the left navigation bar as follows:

![Menu Link Example]

**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).

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

**URL path settings** - Optionally 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.

**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 Landing Page. If you navigate away from the page and do not save it first, your work could be lost.
A Media Mention is one of the options that can appear in the Trending Box in the Right Sidebar of the Homepage.

**Title** – Title of the Media Mention as it will appear in the right sidebar Trending Box as IN THE PRESS and under the About Us...In The Press tab from the top navigation. Please keep it short and descriptive. Please do not use special characters in the title.

**Date** – Publication date, date the media was published. This will appear in the right sidebar after the description.

**Mention Information** – Mention information will appear in the Trending Box and under the About Us...In The Press tab from the top navigation. Suggested text; name of the person who the article is about and the name of the publication. Example: Research by Carl Zulauf in the Farm and Ranch Guide.

**Source URL** – The URL link to the article in the media.

**People** – Select from the list. To select multiple items use the ctrl+mouse click on a Windows computer. Or press the command+mouse click on a Mac.

**Related Program Page** – Select the associated Program Page (Optional).

**Settings**

- **URL path settings** – Should be checked to generate an automatic URL alias by default.
- **Revision information** – Can be used to provide an explanation of the changes you are making. This will help other authors understand your motivations.
- **Authoring information** – Shows the login ID of the person who created the content and the date and time it was created.

**Publishing options** – is Published by default. If you do not want it published you will need to uncheck the Published box.

**Save** – Remember to save your work before you navigate away from the page or your work will be lost.
Multimedia

Content type for multimedia: Currently configured for YouTube videos. Will appear in About Us ... Multimedia, and in the homepage multimedia block.

**Title** - After you click on the **Multimedia** button the “fill in the blank” page form will appear. Fill in the Title as it will appear on the finished page.

**Select Media** – Browse for a video on the Web or the Library.

**URL or Embed code** - Replace placer text with the URL or the embed code from YouTube.

**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.

**Body Text** - The next section is where you will place the **Body Text** including images, hyperlinks, YouTube videos, text and tables. Please see the CKEditor documentation for more information.

**Settings** – Modify the settings as needed and Save your media. Remember the default is Published.

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

**Related People** – Relate a person to this Multimedia. The person must have a Person profile.

**Relate Program Page** – Relate this Multimedia to a Program Page on your site. This will appear in the right sidebar of that content.
**News Article**

**Title** - After you click on the **News Article** button the “fill in the blank” page form will appear. Fill in the Title, it will appear on the Home page under *News* and also under the About Us…*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 News Article page on the top of the page as the banner image. Images should be at least 450 X 338 pixels, but not larger than 5MB. Upload the image and 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.

**Summary Text** – Will appear on the Home page as the teaser for your News Article and in the list of News articles under the About Us…*News* tab. *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 300 characters of the Body Text to display on the Homepage and About Us…*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 150 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 from the list. To select multiple items use the ctrl+mouse click on a Windows computer. Or press the command+mouse click on a Mac.

**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 websites taxonomy it will appear under the Tags box and you can select it. You can create new Tags by typing them into the box.

**Relate Program Page** – Relate this News Article to a Program Page on your site. This will appear in the right sidebar of that content.

**Relate to People** – Relate this News Article to a person who already has a People profile on your website. The News Article link will appear on their profile page.

**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**

- **Revision information** – Can be used to provide an explanation of the changes you are making.
- **URL path settings** – Should be checked to generate an automatic URL alias by default.
- **Authoring information** – Shows the login ID of the person who created the content and the date and time it was created.
- **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.

**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.
**Person**

The Person content type will appear to the public under the *Our People* tab on the top navigation.

**Profile Image** – You can add an image of the person. Use the mask to select the portion of the image you want to display. The image should be at least 225 X 300 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.

**Name** – The Name section is divided into **Title** (Dr. Mrs. Mr. etc..) **First Name**, **Middle Name(s) and Last Name**. That is followed by a **Generational selection** (ex: Jr, Sr, I, to X). Next is a placeholder for **Credentials** (ex: Ph D, MD, Master of Arts, DVM).

**Position Title** – type the person’s working title in their field.

**Directory** – Select the directories in which the person should appear.

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

Website(s) – Full URL to sites the person uses for their Ohio State University work.

Office – Office room and building address. Example: 252 Kottman Hall.

Address – Campus address, City, State and Zip

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

Email – Official OSU email. name.#@osu.edu

Professional Information

Appointment – Provided the person’s appointment. Example: 75% Research, 25% Teaching.

Degrees and Credentials – Please list each degree or credential on its own line. Additional degrees or credentials can be added by selecting the “Add another item” button.

Research Area(s) – Please list each research area on its own line. Additional research areas can be added by selecting the “Add another item” button.

Extension Specializations – Please list each Extension Specialization on its own line. Additional Extension Specializations can be added by selecting the “Add another item” button.

Interests and Expertise – Please list each area of Interest and/or Expertise on its own line. Additional Interest and/or Expertise areas can be added by selecting the “Add another item” button.
**Linked People**

**Advisor(s)** – If this is a Student, select their academic Advisor(s). If the Advisor has been entered into the system their name will appear as you start to type it and you can select it from the list. The Advisor(s) name will need to be added before you can link it to the Student.

**Graduate Student(s)** - If this is an academic Advisor(s), enter the Graduate Students that they advise. If the Student has been entered into the system their name will appear as you start to type it and you can select it from the list. The Graduate Student(s) name will need to be added before you can Link it to the academic Advisor.

**Post-Doc(s)** - If this is an academic Advisor(s) enter their Post-Doctoral Student(s) that they advise. If the Post-Doc(s) Student has been entered into the system their name will appear as you start to type it and you can select it from the list. The Post Doctoral Student(s) name will need to be added before you can Link it to the academic Advisor.

**Documents** – You can upload a PDF file that is up to 10MB in size.
Manual Entry – Information about the person’s Books, Chapters, Conferences, Journal articles, Patents, Presentations, Technical reports and/or scholarly works can be listed here (or you can use a combination of Manual and KMDATA).

KMDATA - The Knowledge Management Data service (known as KMdata) is a key component in the Office of the CIO's Information Warehouse Strategy. By typing in the faculty members OSU Username (name.#) a list of their scholarly works will be generated by the KMDATA system if they have placed their information into the Research in View (RiV) system. Select the fields of the information you want to have displayed.

Generate automatic URL alias – This option is checked by default.

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 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 Person. If you navigate away from the Person and do not save it first, your work could be lost.
To create a Program Page, click on Content...Add Content on the navigation bar or under Find Content use the Button + Add content and select Program Page

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

**Image** – This image will appear as the banner on the Program Page. The Image cannot be larger than 5 MB and it should not be smaller than 1008 X 350 pixels. It can be in .png, .gif, .jpg or .jpeg file format. Use the mask to select the part of the image you want to appear as the banner.

**Banner Text** - You can add a caption to the Image. It can be approximately 40 words or 200 characters.

**Summary** – Not used for the Program Page.

**Body Text** - The Body Text appears on the Program Page under the Banner Image and any additional navigation you have added. It includes: images, hyperlinks, You Tube videos, text and tables. You may want to keep this short so end users will be able to see the other features on the page. Please see the CKEditor documentation for more information about formatting the Body Text.

**Text Format** - The Text Format drop down allows you to change to Full HTML, Filtered HTML, or Plain Text. You should not need to adjust these settings.

**Contact Person** – You can select a person from those you have already added to your website using the Person content type. Start typing the person’s name and a list will appear. Select from the list only. The information about the person will appear on the left sidebar of the Program Page.

**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 where you will put 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 Program Page you are creating. Using Main Menu as the Parent item will create a new tab.

**Title/Menu Description** – This description will be shown when hovering over the menu link with your mouse.

**Weight** – Click on the drop down arrow to select the position of the Program 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 Program Page given a Weight of (negative) – 5 will appear above a Program Page with a Weight of Zero (0). *You can also use Structure...Menus to reorganize items on the site.*

*Please note that Program Pages must have a Parent item.*

**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 unless you get a node number. Getting a node number usually happens, if you save a page before you give it a Menu setting. If this happens go to the URL path settings and select the “Generate automatic URL alias” and Save your page, then check the URL at the top of the page to make sure the correct URL is displayed and the node number is gone. You might have to do these steps twice if it doesn’t work correctly the first time.

**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 Program Page. If you navigate away from the page and do not save it first, your work could be lost.
Basic Page added to a Program Page

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

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..)

Edit Summary – 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.

Text Format - The Text Format drop down allows you to change to Full HTML, Filtered HTML, or Plain Text. You should not need to adjust these settings.

Menu Link – Your page will appear in the 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 where you will put the phrasing that will appear in the 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 tab.
Title/Menu Description – This description will be shown when hovering over the menu link with your mouse.

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.

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

Settings

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 unless you get a node number. Getting a node number usually happens, if you save a page before you give it a Menu setting. If this happens go to the URL path settings and select the “Generate automatic URL alias” and Save your page, then check the URL at the top of the page to make sure the correct URL is displayed and the node number is gone. You might have to do these steps twice if it doesn’t work correctly the first time.

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 could be lost.
**Event added to a Program Page**

Events will appear on the Program Page *Home* page in the Right sidebar, under the *Events* tab in the top navigation and on the *Events Calendar*. The Program Page Home page will show the two 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. Fill in as much information as possible.

**Related Program Page** – Relate this Event to other content on your site, such as a Program Page. This Event will appear on the Program Page Home page in the Right sidebar, under the Events tab in the top navigation and on the Events Calendar. The Program Page Home page will show the two 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.

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

*Your department may not have all of the available fields for Events that are shown in this documentation. Additional fields will be added to your site as the event content type is updated.*
Media Mention added to a Program Page

Media Mention will appear in the Right Sidebar of the Program Page home page.

**Title** – Title of the Media Mention as it will appear in the right sidebar. It will be in the IN THE PRESS box. Please keep the title short and descriptive. Please do not use special characters in the title.

**Date** – Publication date, date the media was published. The format for the date is: three letter month two digit day four digit year. Example Jul 14 2015. Do not use any commas in the date. The date will appear in the to the left of the Title in the IN THE PRESS box.

**Mention Information** – Suggested text; name of the person who the article is about and the name of the publication. Example: Research by Carl Zulauf in the Farm and Ranch Guide.

**Source URL** – The full URL link to the article in the original media.

**People** – Select from the list. To select multiple items use the ctrl+mouse click on a Windows computer. Or press the command+mouse click on a Mac.

**Related Program Page** – Relate this Media Mention to other content on your site, such as a Program Page. This Media Mention will appear on the Program Page home page in the Right sidebar in the IN THE PRESS box. The Program Page home page will show the two most current Media Mentions.
**Settings**

**URL path settings** – Should be checked to generate an automatic URL alias by default. Optionally 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** – Can be used to provide an explanation of the changes you are making. This will help other authors understand your motivations.

**Authoring information** – Shows the login ID of the person who created the content and the date and time it was created.

**Publishing options** – is Published by default. If you do not want it published you will need to uncheck the Published box.

**Save** – Remember to save your work before you navigate away from the page or your work will be lost.
**Multimedia added to a Program Page**

- **Title** – Type the title of the Multimedia here. Please keep the title short and descriptive. Please do not use special characters in the title.

- **Select Media** – Click on the Select Media button to upload the Embed Code for the Multimedia you want to add to your Program Page. The Select Media box will appear. It has three tabs: Upload, Web and Library. In most cases you will want to select the Web tab. Copy the Embed code from the source and paste it into the box provided. Currently the only supported provider type for videos is YouTube. After you have pasted the Embed Code into the box, click on the Submit button to return to the Multimedia form.

- **Body Text** - The next section is where you will place the **Body Text**. It is helpful to include information about the Multimedia you will want end users to know. Please see the CKEditor documentation for more information.

- **Related Program Page** – Relate this Multimedia to other content on your site, such as a Program Page. This Multimedia will appear on the Program Page home page in the Right sidebar in the VIDEOS box. The Program Page home page will show the most current Video.

*Department Website*
**Settings**

**URL path settings** – Should be checked to generate an automatic URL alias by default. Optionally 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** – Can be used to provide an explanation of the changes you are making. This will help other authors understand your motivations.

**Authoring information** – Shows the login ID of the person who created the content and the date and time it was created.

**Publishing options** – is Published by default. If you do not want it published you will need to uncheck the Published box.

**Save** – Remember to save your work before you navigate away from the page or your work will be lost.
News Article added to a Program Page

**Title** - After you click on the News Article add content button the “fill in the blank” form will appear. Fill in the Title, it will appear on the Program Page home page under News and also under the News tab in the top navigation.

**Image** – Will appear on the Program Page home page as a thumbnail on the left side of the News article. It will also appear on the full News Article. Upload the image and fill in the Alternate text. The Alternate text is used by screen readers for the vision impaired and search engines.

**Summary Text** – Will appear on the Program Page 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 News Article.* If you do not add Summary Text the system will automatically use the first approximate 300 characters of the Body Text to display on the Program Page 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 300 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, etc in the body text. For more information about using the CKEditor please see that documentation.

**Tags** – Use organizational keywords to connect, relate and classify your website’s content. The tags have been created, select from the list to apply them. The list of tags will appear when you start typing the first letter of the tag.
**Related Program Page** – Relate this News Article to other content on your site, such as a Program Page. This News Article will appear on the Program Page home page in NEWS box under the Program Page body text (the statement on the Program Page home page under the banner image). The Program Page home page will show only the most current News Article (one article).

**Settings**

**URL path settings** – Should be checked to generate an automatic URL alias by default. Optionally 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** – Can be used to provide an explanation of the changes you are making. This will help other authors understand your motivations.

**Authoring information** – Shows the login ID of the person who created the content and the date and time it was created.

**Publishing options** – is Published by default. If you do not want it published you will need to uncheck the Published box.

**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.

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**Example of News Article on the Program Page Home page**

*Stray Horses of Eastern Kentucky's Coal Mines*

Hundreds of horses roam Kentucky's reclaimed mine lands. Horses have been turned out to graze on reclaimed coal lands in Eastern Kentucky for years, but with more owners and herds of overpopulation are causing...
Person added to a Program Page

**Image** - Upload the image of the person. The minimum dimensions are 225 X 300 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 Image Mask can be moved and scaled, but it will stay the correct proportions.

**Identity Information**
- **Title** – Please select from the drop down menu the correct personal title for this individual. Example: Dr, Miss, Mr.
- **First Name** – Please type the person’s first name. This will be used for sorting purposes.
- **Middle** – Please type the person’s middle name or initial. Optional, but might be used for sorting purposes.
- **Last Name** – Please type the person’s 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.
- **Position Title** – Type the person’s working title in their field of specialization.
- **Directory** – If your main site uses a directory it will appear here and you can select the information for the person.

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

Website – Add the full URL for the person’s website(s).

Office – Campus address. Example: 400 Research Services.

Address - Street, City, State and Zip

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

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

Professional Information

Appointment - The person’s appointment within the College.

Degrees and Credentials – Degrees the person has completed. Example: PhD Education, The Ohio State University (2015)

Research Area(s) – List the area(s) of the person’s primary research.

Extension Specialization(s) – If the person has an Extension appointment, list their Extension Specialization here.

Interests & Expertise – List additional interests and/or expertise here.

Linked People

This section allows you to “link” people. The categories are: Advisor(s), Graduate Student(s) and Post-Doc(s). A person profile must have already been created for the person that you want to link to. Their name should appear in a dropdown list as you start typing. Select them from the list. You cannot add a person who does not already have a profile; the linked person must be selected from the dropdown list.
**Documents** – You can upload a file in PDF format up to 10MB in size. This might be an extended vita or other related document about the person’s professional information.

**Works** – Listing of the person’s professional works. Example: Green, M and B. Ryan. 2009. Advances in assessing animal health. Vet 107:11-53. You can type in the person’s works in the Manual Entry section. You may be able to select from the KMDATA. Please check to make sure this is an option.

**Related Program Page** – Relate this Person to a Program Page. If you create a “people” menu option for your Program Page, selecting this option will allow the person’s information to appear in the table listing on the people page within the Program Page.

**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.

**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.
A Publication is one of the options that can appear on your Program Page Home page in the Right sidebar and under the Publications tab if you create that menu option.

**Title** – Title of the Publication as it will appear in the right sidebar. Please keep it short and descriptive.

**Authors** – Select the Author(s) from the dropdown list. This list is generated from the “people” you have already created on your website.

**Publication Type** – Select the publication type from the list.

**Date** – Publication date, date the media was published. Use the format three letter month two digit day four digit year no commas.

**Description** – Information about the Publication, for example “Farmland values in the Corn Belt.” You can use the CKEditor to format the information in this section.

**Publication file** – Attach a file. Files must be less than 10 MB. Allowed file types: txt pdf doc docx ppt pptx xls xlsx.

**Related Program Page** – Relate this Publication to other content on your site, such as a Program Page. This Publication will appear on the Program Page home page in PUBLICATIONS box in the Right sidebar. The Program Page home page will show only the two most current Publications.

**Settings**

**URL path settings** – Should be checked to generate an automatic URL alias by default. Optionally 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** – Can be used to provide an explanation of the changes you are making. This will help other authors understand your motivations.

**Authoring information** – Shows the login ID of the person who created the content and the date and time it was created.

**Publishing options** – is Published by default. If you do not want it published you will need to uncheck the Published box.

**Save** – Remember to save your work before you navigate away from the page or your work will be lost.
Example of Right Side bar

Person

Event

Publication

Media Mention

Multimedia
Menu Links added to a Program Page

It is possible to create Additional Content Navigation on the Program Page Home page (top level navigation for the Program Page Home page) and second (third, fourth etc...) navigation under those buttons. It is also possible to create a Home link that will appear on each page of the lower navigation. This will help the end-user navigate your Program Page.
Menu Link – Program Page Home button

To create a Program Page Home button for the Program Page top level navigation: Log into your site. Go to Structure…Menus…Main Menu…list links.

Select Add link and fill in the form using the parameters for the Program Page Home button.

Title – The title as you want it to appear on the Program Page. Please keep it short. Do not use any special characters. This will appear as red text on a white button in the Program Page top level navigation and on the left side navigation as teal text on the second level navigational pages.

Path – Copy and paste or type the following information as the path: `programs/name-of-your-program-page`  
Example: programs/equine-program  
Example: programs/poultry-science  
Do not use spaces in the path. Spaces should be replaced by a dash.

Parent Link – Use the drop down menu to find the correct parent for the button.  
Example:

Target – You do not need to change this option.

Save – Remember to Save you work and Save Configuration of the Menu System.
Menu Link – Basic Pages
You can place Basic Pages on the Program Page top level or you can create a nested structure using Basic Pages.

Menu Link – News, Multimedia, Publications, Press and People buttons

You can create top level buttons that will display News, Multimedia, People, Press and/or Publications.

Log into your site. Go to Structure...Menus...Main Menu...list links. Select Add link and fill in the form using the parameters for the Program Page top level buttons.

Menu Link Title – Use the text as you want it to appear in the Program Page top level menu. For example: People could be Our Staff or Equine Staff. Media Mention could be In The Press or Media Mention. Publication could be Publications or Journal Listings. You can use the text that you think best describes People, Press or Publications on your Program Page. Remember to keep it short and do not use special characters.

Path – Use the path: programs/name-of-your-program-page/link-type

Example: programs/equine-program/news for News
Example: programs/equine-program/multimedia for Videos
Example: programs/equine-program/press for In The Press.
Example: programs/equine-program/publications for Publications
Example: programs/equine-program/people for People

Parent Link – Select your Program Page.
Target – You do not need to change this option.
Save – Remember to Save you work and Save Configuration of the Menu System.
Example of the People

Example of Media Mention

Example of News
A Publication is one of the options that can appear in the Trending Box in the Right Sidebar of the Homepage. It will also appear under Research...Publications.

**Title** – Title of the Publication as it will appear in the right sidebar. Please keep it short and descriptive.

**Authors** – Select the Author(s) from the dropdown list.

**Publication Type** – Select the publication type from the list.

**Date** – Publication date, date the media was published. This will appear in the right sidebar after the description.

**Description** – Information about the Publication, for example “Farmland values in the Corn Belt.” You can use the CKEditor to format the information in this section.

**Publication file** – Attach a file. Files must be less than 10 MB. Allowed file types: txt pdf doc docx ppt pptx xls xlsx. Include file in display is checked by default.

**Related Program Page** – If this Publication is going to appear on a Program Page, select that option.
**Settings**

- **URL path settings** – Should be checked to generate an automatic URL alias by default. Optionally 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** – Can be used to provide an explanation of the changes you are making. This will help other authors understand your motivations.
- **Authoring information** – Shows the login ID of the person who created the content and the date and time it was created.
- **Publishing options** – is Published by default. If you do not want it published you will need to uncheck the Published box.

**Save** – Remember to save your work before you navigate away from the page or your work will be lost.

**Protected page**

Some Departments may use a *Protected page* content for Intranet (*intranet is a private network*) services within their department. Please talk to the web developer about this option.
Slideshow Slide

Above is an example of a Slideshow Slide with the Marquee Position set to None.

Title – The title will appear in red lettering in the white section of the Slideshow Slide. Please remember to keep it short and descriptive.

Marquee Position – Select the position of the Slide Text: None, Bottom, Top, Right or Left. Please see examples at the end of this document. Note: If you select None and include a Slide Link URL the Slide Image becomes a hyperlink.

Slide Text - Type the message that you want to show on the Slideshow. Keep in mind that this field is limited by the space available and has a character limit of 255.

Slide Link Title - Type a label that you want to show on the button that users will be clicking on to view the content of the page that the Slideshow Slide is linked to. For example you might use: Read More, Apply Now!, Learn More, or More Info. Keep in mind that this label is limited to 128 characters long.

Slide Link URL – The Slide Link Title Button will become a hyperlink to the page, section, or web site you use as the Uniform (or universal) resource locator (URL) in this field. If you want this action to open a new tab/window select the Open URL in New Window button.

Slide Image – Upload the image you want to appear as the Slideshow image. The minimum dimensions are 1008x350 pixels. You can upload a larger image and use the Slideshow 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.

Title – The text in this field becomes a screen tip that will appear if you hover your mouse over the image when it appears on the Slideshow.

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.
If you have more than one Slideshow Slide the Next and Previous Buttons will be activated and appear in the lower left and right corners of the slide.

This slide had “None” selected as the Marquee Position.
Edit Slide – It is now possible to edit the Slideshow Slide using the Edit Slide button that appears when you are logged into your site.

**Webform**
Create a form or questionnaire accessible to users. Submission results and statistics are recorded and accessible only to privileged users. Please talk to the web developer about this option and see the additional documentation for Webforms.
Welcome Statement

As part of the Homepage, there is an area directly under the Slideshow Side where you can place a 1000 character (approximately 200 word) Welcome Statement. To edit the Welcome Statement:

- Log in to the website.
- Go to Content…Filter for Basic Page…find the page titled Front Page Welcome Section.
- Double click on the title, Front Page Welcome Section, or select the Edit under Operations. You should only use plain text to edit the page. You can place 1000 characters or approximately 200 words in the Body Text area.

*Note: You should only change the text in the Body. Do not change any of the other options or text.*

- Save your changes.
Additional Items
Besides the Content items there are some additional functions that editors can use.

Content
The Content button allows you to view all the content on your site. You can also use the filter to just view content by status or type. Once you have located the item you were searching for you can; click on the title to be directed to the item, or click on edit or delete to start those operations. You can also use the Title, Type, Status, and Updated headers to sort the content list.

Structure
Currently under the Structure button you will see Blocks, Menus and Taxonomy.
Menu

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 list links under Main menu to create a link from a dropdown 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
  - **Save** – save your new link

Menus allow you to structure how lists links will appear on 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.
**Creating Menu Links**

There may be times when you want to have a menu or list item that is a link to an external (or internal) site.

Login and click on **Structure...Menus**...under **Main Menu** select **add link**.

The fill-in-the-blank form will appear.

**Menu link title** - The text to be used for this link in the menu. Keep it short as it will appear in a menu.

**Path** - The path for this menu link. This can be an internal Drupal path such as node/add or an external URL such as http://www.osu.edu. Enter `<front>` to link to the front page.

**Description** - Shown when hovering over the menu link.

**Enabled** – checked by default. Menu links that are not enabled will not be listed in any menu.

**Show as Expanded** - If selected and this menu link has children, the menu will always appear expanded.

**Parent link** – Select where the link will appear in the menus. The maximum depth for a link and all its children is fixed at 9. Some menu links may not be available as parents if selecting them would exceed this limit.
**Weight** – you can position the link by using the weight or the drag and drop menu system. Optional. In the menu, the heavier links will sink and the lighter links will be positioned nearer the top.

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

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**Taxonomy**

Manage tagging, categorization, and classification of your content.
Buttons

There are four buttons on the right side of the Department website home page. These buttons can be edited to say something new and/or link to a different website or document. Do not add or delete any of the buttons. To edit one of the buttons:

1. Log in to your Department website.
2. Select Structure…Menus…to the right of Front Page Buttons select list links.
3. To edit one of the buttons, select the edit operation to the right of the button text.

**Menu link title** – Type the text that you want to appear in the button. Your text will appear as uppercase letters. You can use up to 10 characters. Example: APPLY NOW

**Path** – Type or paste the URL that will be the hyperlink for the button.

*Please do not make any changes in the Enabled/Show as expanded, Parent Link, Weight, or Visibility settings (Roles) sections for the Buttons. These features must appear on the form for the Buttons to work correctly, but should not be changed or edited.*
**Menu Item Attributes** - The only other option that you might want to check is at the bottom of the form. Under **Target** select New window (_blank) if you want the button to open a new window or tab.

**Save** – Remember to save your changes. If you do not save the changes they will be lost.