

OSU.EDU OSU Navigation Help BuckeyeLink Map Find People Webmail Search Ohio State

Drupal 7 Sandbox

College of Food, Agricultural, and Environmental Sciences

THE OHIO STATE UNIVERSITY
COLLEGE OF FOOD, AGRICULTURAL, AND ENVIRONMENTAL SCIENCES

CFAES Home Photo Gallery Events News People Animals Buffalo Navigation Tabs

Bobcats

Bobcats have short, dense, soft fur. Their coat color varies to include light gray, yellowish brown, buff, brown, and reddish brown. Under parts and the inside of the legs are generally whitish colors with dark spots or bars. The back of the bobcat's ears are black with white spots. The bobcat's tail is short and black on top with white underneath.

[Read more >](#)

Homepage Slide

NEWS

White-tailed Deer in Ohio

JAN 30, 2018

Summary text is used to get the reader interested in your News Article. The white-tailed deer, commonly referred to as the whitetail, is a known wildlife species. It is seen in the state's wildlife preserves as well as in the backyards of rural and suburban residents. The state's only bobcat preserve provided table fare for generations of the state's inhabitants. The preserve is popular with hunters and women today.

Search

f t+ e+ 0

Talk to Us

OSUETraining

Upcoming Events

3/6 Predators Never Late for Dinner

7/24 2020 Olympic Games

Fish Ohio

JAN 30, 2018

The Fish Ohio program recognizes anglers for noteworthy catches of Ohio's fish. Since 1976, more than 400,000 anglers have been recognized for their catches. The Ohio Division of Wildlife took over the program's management in 1980.

more news

THE OHIO STATE UNIVERSITY

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Give Now

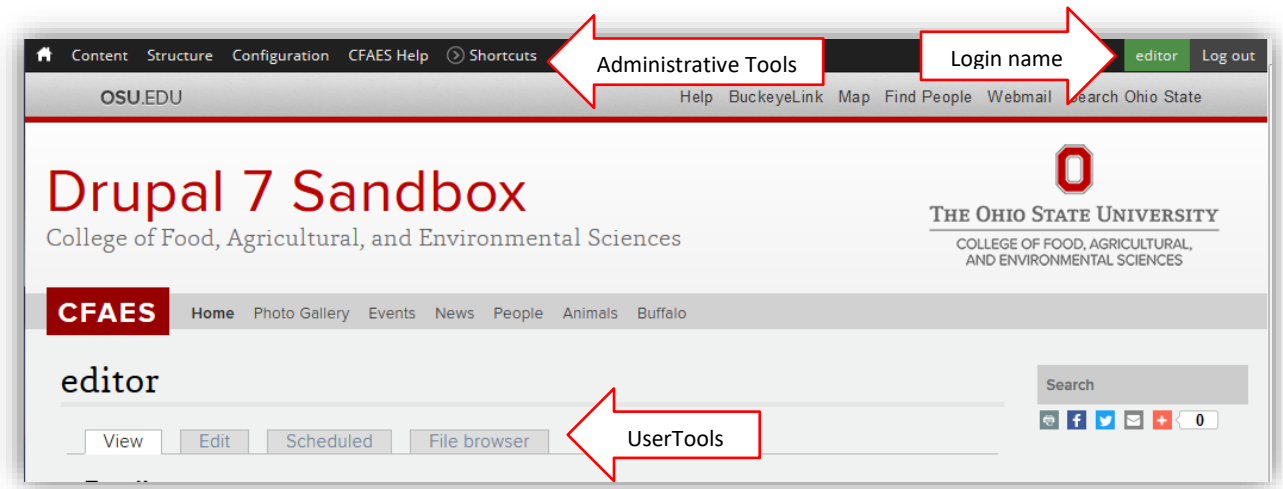
Login

The Ohio State University
College of Food, Agricultural, and Environmental Sciences
Ohio State University Extension
Ohio Agricultural Research and Development Center
Ohio State ATI

Contact Information Links

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User Account

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

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

Edit

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

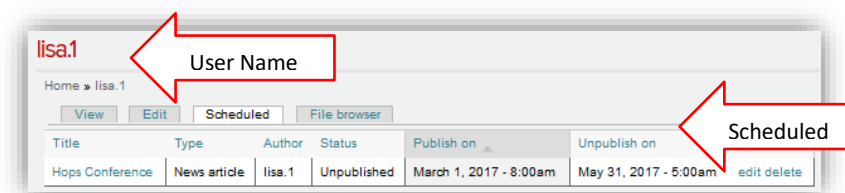
Change your email address. Please use a valid email address. All emails from the system will be sent to this address. The email address is not made public.

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

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

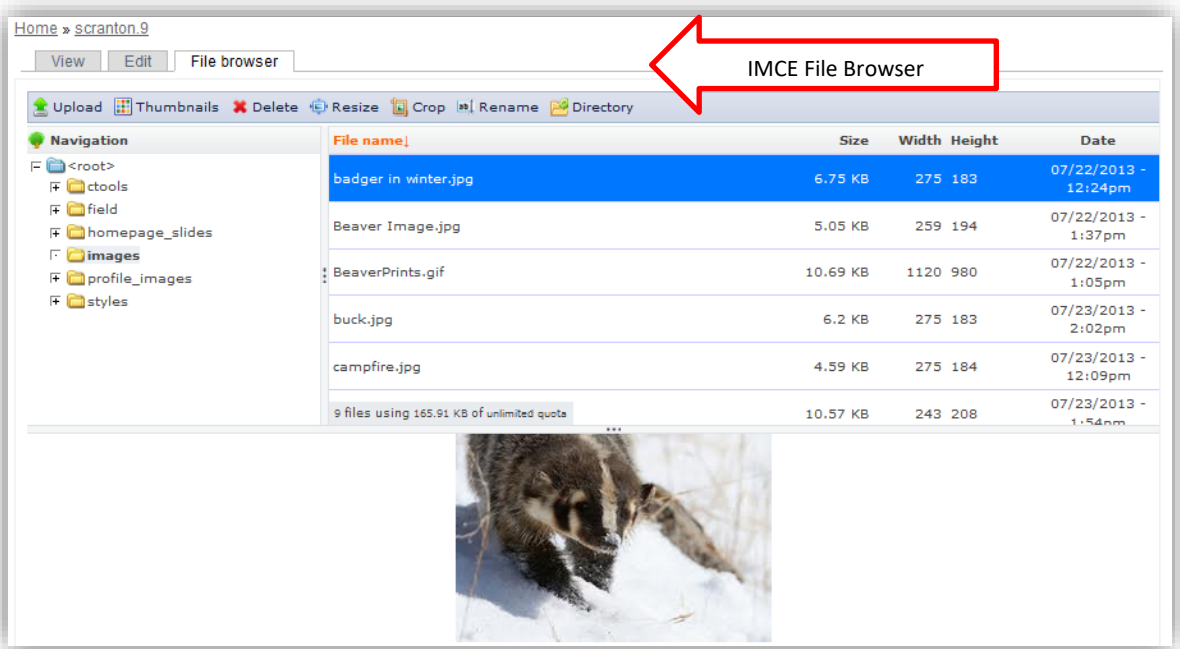
Set the time to the correct time zone.

Scheduled



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

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



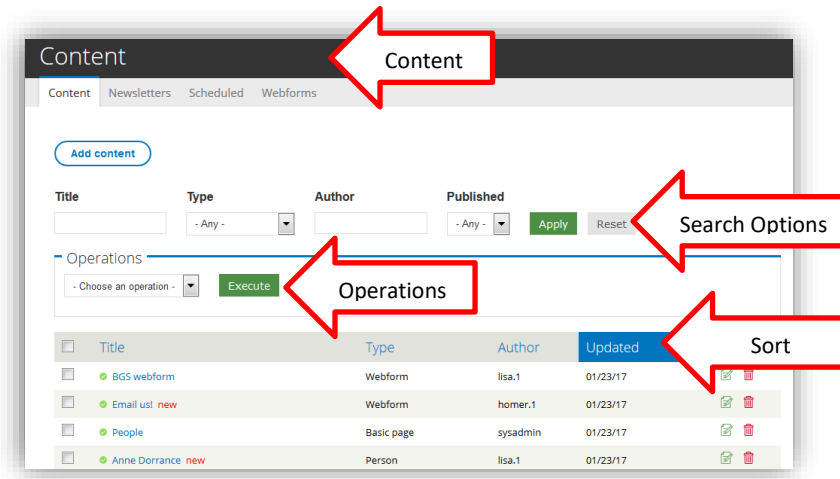
File Browser

The File Browser tab takes you to the **IMCE** file browser. Please read the document on IMCE to get a better understanding of how to use this Drupal Add In.



Content

Selecting **Content** will allow you to see the content on your website. It also allows you to Add Content, Newsletters and/or Webforms if you have those on your site. To see any content Scheduled on your website select **Content...Scheduled**.





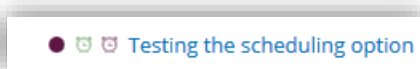
Content – Selecting Content will take you to the list of items on your website.

Search Options – You can now search by Title, Type, Author or Published status. To search by **Title** 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.

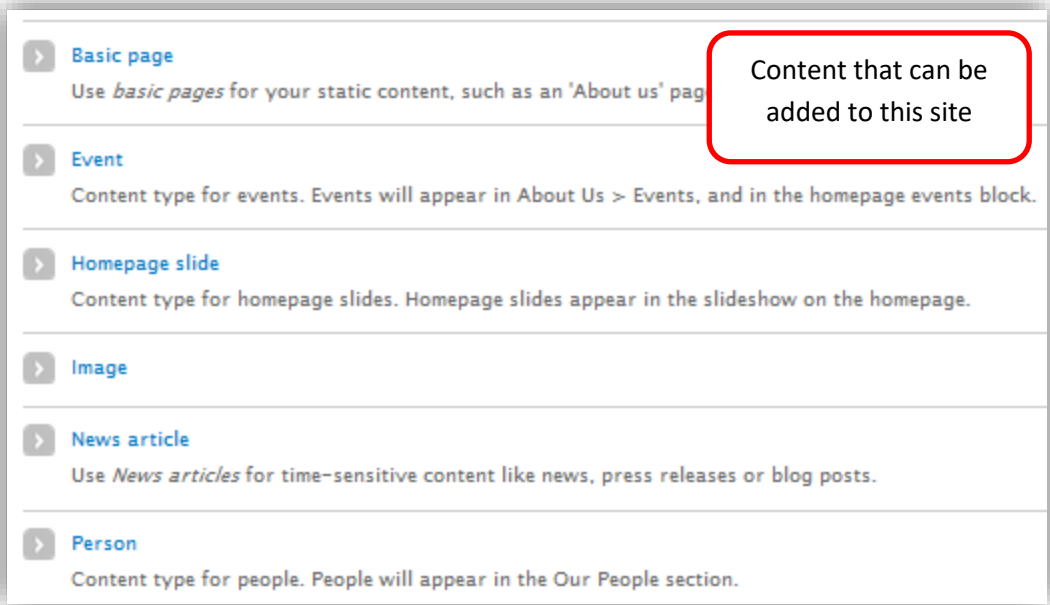


Using the Scheduling option may add two additional icons to the Content page.

 Automatically publishes on (date and time you select).

 Automatically unpublishes on (date and time you select).

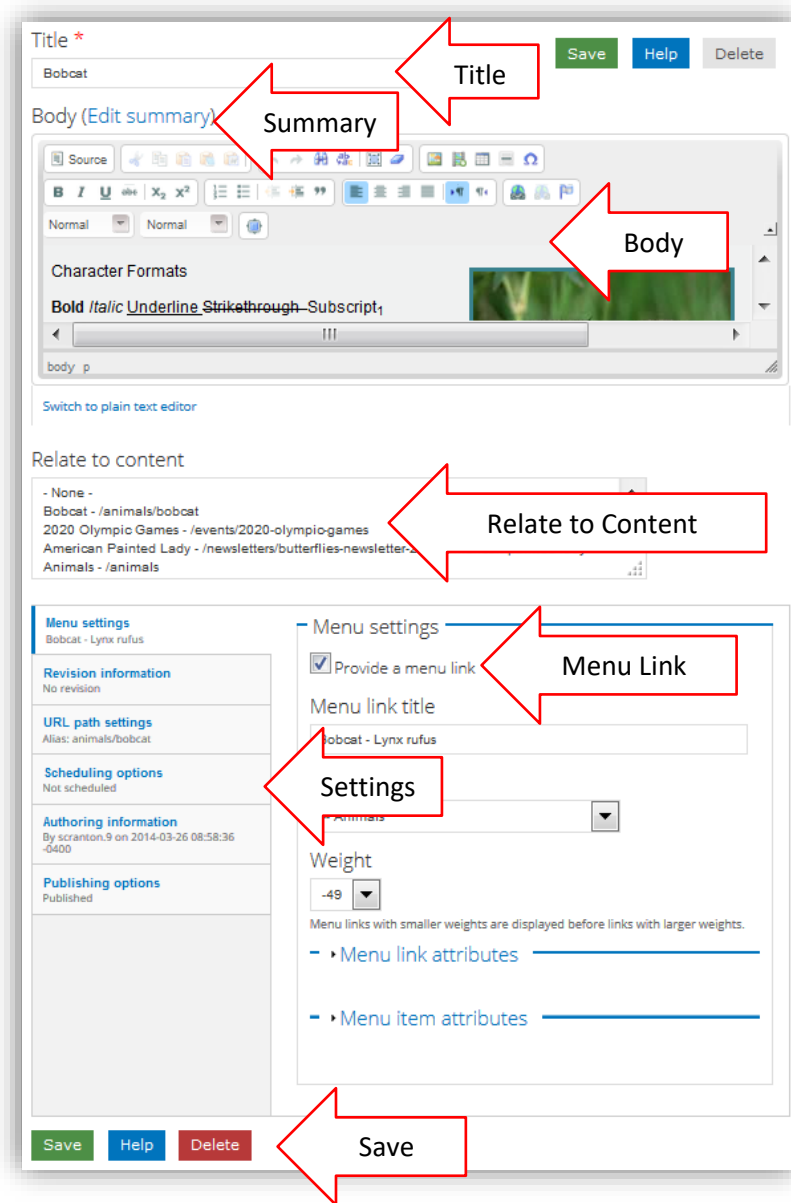
Add Content



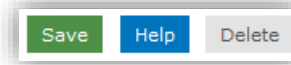
The image shows a screenshot of a Drupal content type selection interface. It features a list of content types, each with a right-pointing arrow icon and a brief description. A red rounded rectangle highlights the text 'Content that can be added to this site' in the top right corner of the list.

- Basic page**
Use *basic pages* for your static content, such as an 'About us' page.
- Event**
Content type for events. Events will appear in About Us > Events, and in the homepage events block.
- Homepage slide**
Content type for homepage slides. Homepage slides appear in the slideshow on the homepage.
- Image**
- News article**
Use *News articles* for time-sensitive content like news, press releases or blog posts.
- Person**
Content type for people. People will appear in the Our People section.

Basic Page



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



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

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

Summary – Click on the Edit Summary button



to open or hide the Summary text box. Some content types use a summary as a teaser to get the

attention of readers or to create a shortened version of the body text to display in a list. Example a News Article. *The Basic Page will not display the Summary text.*

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

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

Settings

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

Menu Link Title – This is the phrasing that will appear in the left side navigation menu that will navigate viewers to this page. Remember that you should make this descriptive and as short as

possible. *It will automatically put the title of the page in this box. If appropriate just use the title.*

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

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

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

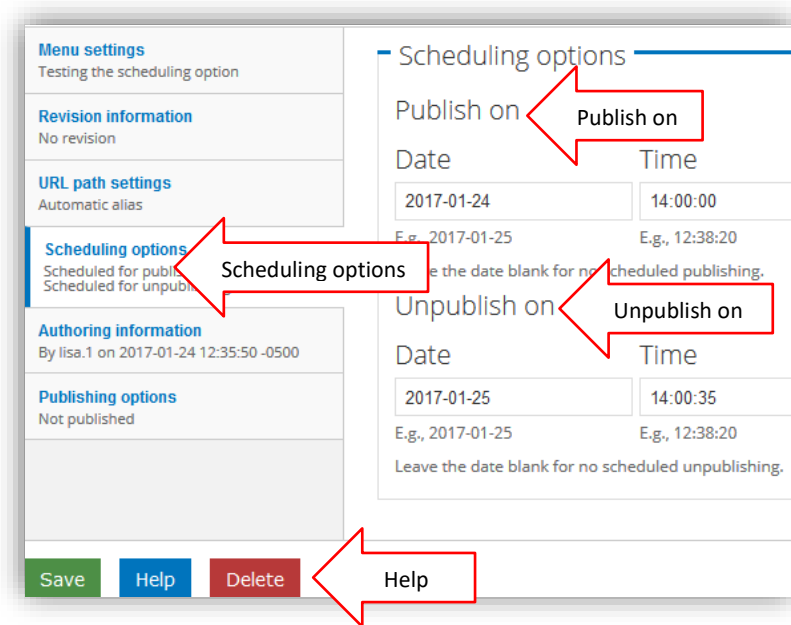
Menu Link Attributes – The only thing you might want to change here is the **Target** option. If you select New Window from the dropdown menu the viewer of your page will get a new tab/window when they select the content item.

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

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

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

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



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

Using the Scheduling options will supersede any other Publishing selections.

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

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

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

Event

Events will appear on the Home page Right sidebar, under the Events tab on the top navigation and on the Events Calendar. The Home page will show the 5 most current Events. The Events tab will show all current/future Events. Past events and the Calendar can be viewed from the left navigation of the Events page. The Event form (the form you fill in to create an Event) is divided into functional collapsible sections. These sections are: Details, Location, Registration, Contact Information and Related Content.

The screenshot shows the Drupal 7 Event form with several key fields highlighted by red arrows and labels:

- Title:** Points to the "Title of Event" field, which contains the text "Pre-convocation".
- Cancelled:** Points to the "Cancelled" checkbox, which is currently unchecked.
- Date & Time:** Points to the "Event Date" section, which includes a date field (08/20/2018), a time field (09:00am), and a "Repeat" checkbox.
- Example of Dropdown Calendar:** Points to a pop-up calendar for September 2013, showing a grid of days from 1 to 14.
- Event Summary:** Points to the "Event Description" field, which has a rich text editor interface.
- Event Description:** Points to the text area of the rich text editor, which contains the text: "Enjoy some breakfast, receive important information. Attend the CFAES Pre-convocation event, located at the 4-H Center on Campus."

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 characters (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.*

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

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

Details

The screenshot shows a 'Details' form with the following fields and annotations:

- Event Website Title**: A text input field with a red arrow pointing to it from the label 'Event Website Title'.
- URL**: A text input field with a red arrow pointing to it from the label 'URL'.
- Cost ***: A text input field containing '0' with a red arrow pointing to it from the label 'Cost'.
- Attachments**: A section with a 'Browse...' button and an 'Upload' button, with a red arrow pointing to the section from the label 'Attachments'.

Additional text in the form includes: 'The link title is limited to 128 characters maximum.', 'A website with information about the event.', and 'Files must be less than 30 MB. Allowed file types: txt pdf xls doc docx ppt pptx xlsx gif jpg png.'

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

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

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

Contact Information

The screenshot shows a form titled "Contact Information" with three input fields. Red arrows point from text labels to each field: "Contact Name" points to the "Contact name" field containing "Austin Shaver"; "Contact Email" points to the "Contact email" field containing "shaver.90@osu.edu"; and "Contact Phone" points to the empty "Contact phone" field.

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

Contact email – The email of the contact person.

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

Location

The screenshot shows two form sections. The "Location" section has an "Event location" field with "Punderson State Park, in Newbury, Ohio" and a "Location Map Link Title" field with "Punderson State Park, in Newbury, Ohio" and a "URL" field with "https://www.google.com/maps/place/Punderson+State+Pa". Red arrows point from labels to these fields. The "Registration" section has a "Registration Deadline" field with "01/20/2018" and a "Registration Link" field. Red arrows point from labels to these fields.

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 the settings gear icon in the bottom right. Click Share and embed map. In the box that appears, make sure the Share map tab is selected. 7) Then copy the HTML and paste the code into the URL box. Other map applications can be used. You will need to find the Share code as in Google Maps.


Registration

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

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

Image

Image



sleddogs2.jpg Remove

Alternate text

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

Title

The title is used as a tool tip when the user hovers the mouse over the image.

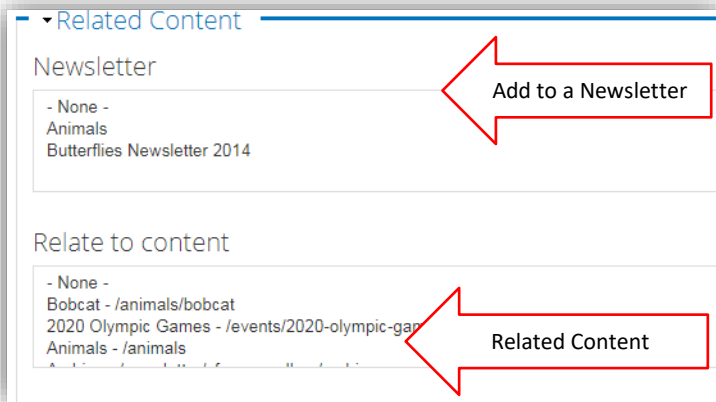
Click on the image and drag to mark how the image will be cropped

Alternate Text

Image Title

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.

Related Content



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

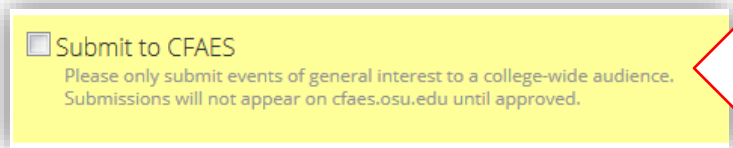
Relate to content – Relate this Event to other content on your site. This will appear in the right sidebar of that content.

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

Program Pages to an Event.

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 Marketing and Communications for more information.

Settings

URL path settings
Automatic alias

Generate automatic URL alias
Generate a custom alias below.

URL alias
events/great-sled-dog-race-classic-northeast-ohio

Optionally specify an alternative URL by which this content will be published when writing an about page. Use a relative path and a date and time.

Revision information
No revision

Scheduling options
Not scheduled

Authoring information
By scranton.9 on 2018-01-16 11:58:36 -0500

Publishing options
Published

Save Help Delete

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.

URL path settings
Automatic alias

Revision information
No revision

Scheduling options
Not scheduled

Authoring information
By scranton.9 on 2018-01-16 11:58:36 -0500

Publishing options
Published

Publish on
Date Time
E.g., 2018-01-17 E.g., 07:44:22am
Leave the date blank for no scheduled publishing.

Unpublish on
Date Time
E.g., 2018-01-17 E.g., 07:44:22am
Leave the date blank for no scheduled unpublishing.

Save Help Delete

Scheduling option – This setting will allow you to schedule content for Publishing and Unpublishing at a future date and time.

Using the Scheduling options will supersede any other Publishing selections.

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

Publishing – Your Event is set to Publish by default.

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

Additional Fields that may appear on your Event content type.

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

Homepage Slide

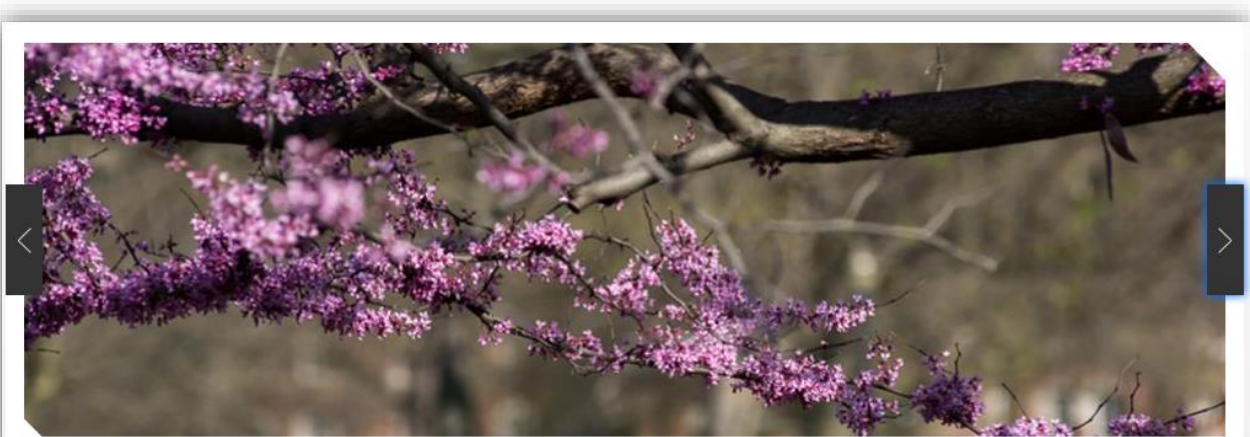
Image Slide with Border Style N/A



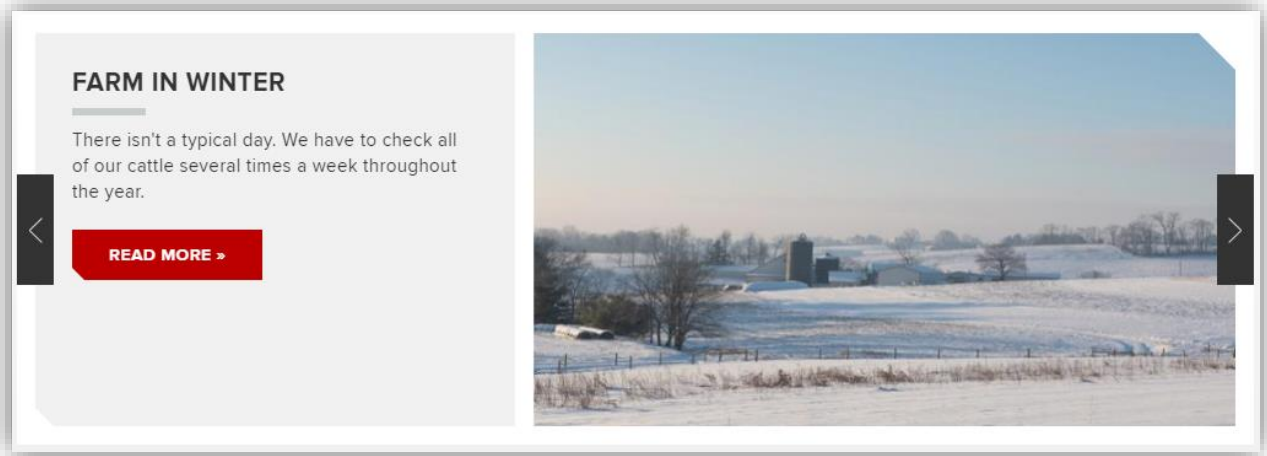
Image Slide with Thin Border



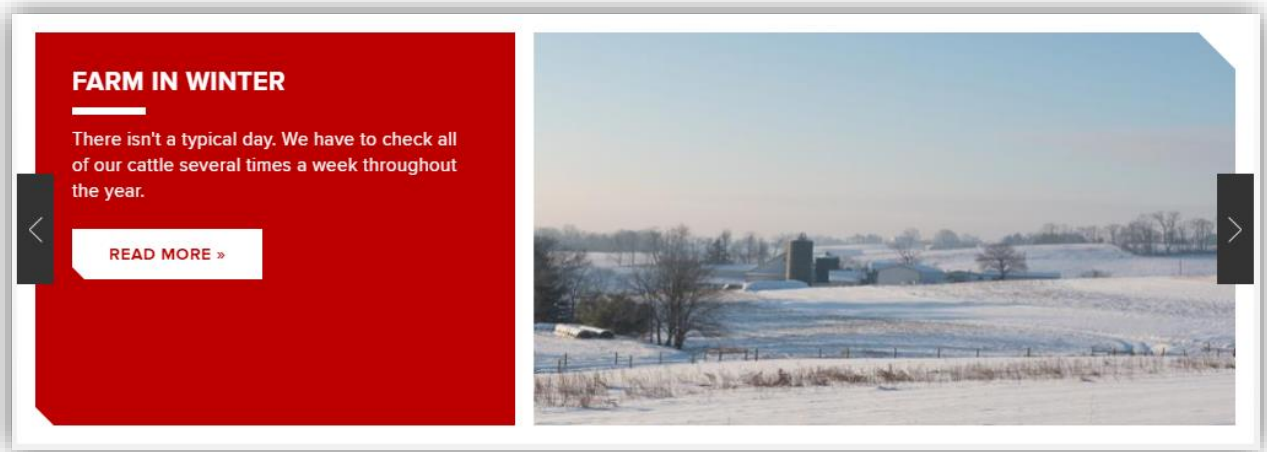
Image Slide with Thick Border



Marquee Slide with Gray Marquee



Marquee Slide with Scarlet Marquee



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

Below is an example of the Homepage Slide form and a Marquee Slide form.

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

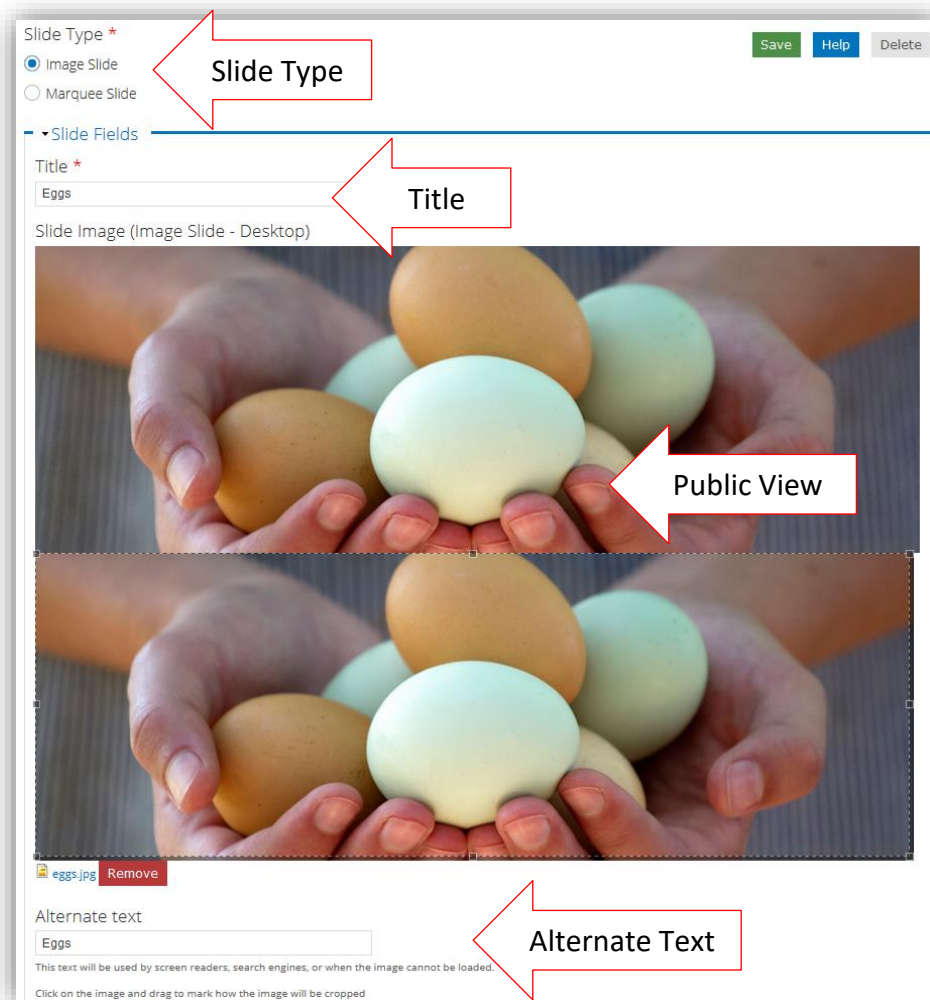


Image Slide

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

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

Slide Image – Upload the image you want to appear as the **Image Slide**. The minimum dimensions are 1008 X 350 pixels and not

larger than 1 MB. You can upload a larger image and use the Image Mask utility to select the portion of the image you want to appear. The Mask can be moved and scaled, but it will stay the correct proportions.

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

Slide Image (Image Slide - Mobile)

Image Slide - Mobile

Original Image

eggs-m.jpg Remove

Alternate text
Eggs

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

Click on the image and drag to mark how the image will be cropped.

Border Style

N/A

Thin border

Thick border

Determines the border type if you have selected *Image slide*.

N/A: No border. You will just be using an image.
Thin border: A thin, inset, border on top of your image.
Thick border: A thick border on the outside of your image. Your image will

Slide link
<https://www.wideopenpets.com/10-most-popular-chicken-breeds-for-b>

Open Link in New Tab?
Should the link open in a new tab?

There are two image fields on the Image Slide style. This is to make it as flexible as possible when considering users will be viewing your website on many different devices that range in size. This additional image is to make your website appear better on mobile devices.

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

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

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

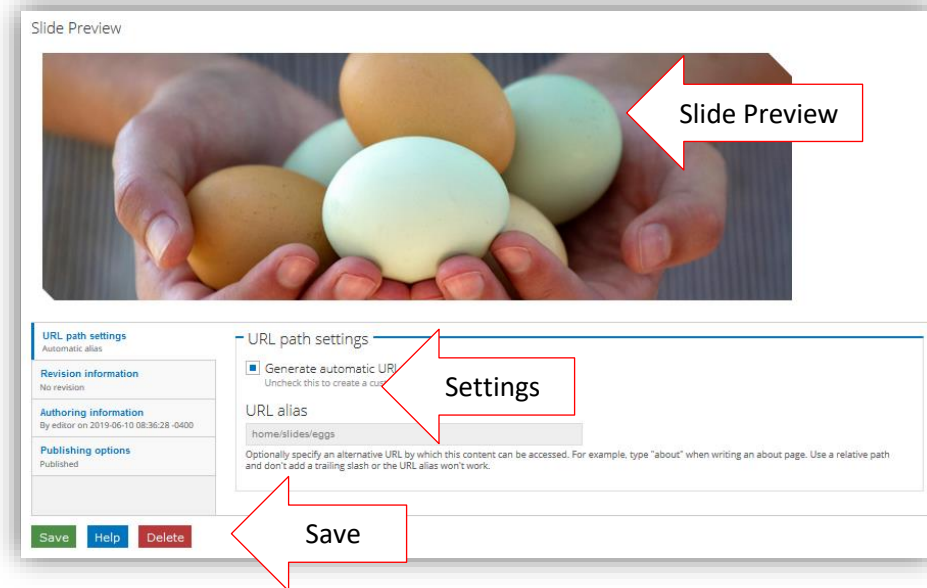
Border Style – The three border styles are: N/A, Thin border and Thick border. Please see the examples of the border styles on the first page of this document.

N/A: No border. Displays the image.

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

Thick border: A thick white border on the outside of your image. The image will be notched at bottom left and top right.

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



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

Settings

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

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

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

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

Marquee Slide

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

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

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

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

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

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

The screenshot shows the Drupal 7 configuration form for a Marquee Slide. Red arrows point to the following elements:

- Slide Type**: Points to the radio button for "Marquee Slide".
- Title**: Points to the "Title" text field containing "Farm in Winter".
- Marquee Image**: Points to the main image area showing a winter farm scene.
- Original Image**: Points to the "Original Image" area showing a dashed crop box over the main image.
- Alternate Text**: Points to the "Alternate text" field containing "Farm in Winter".
- Marquee Style**: Points to the "Marquee Style" radio buttons, with "Gray Marquee" selected.
- Body Text**: Points to the "Body" text area containing "There isn't a typical day. We have to check all of our cattle several times a week throughout t".
- Slide Link**: Points to the "Slide link" text field containing "https://cfaes.osu.edu/".
- Open Link in New Tab**: Points to the "Open Link in New Tab?" checkbox, which is checked.
- Slide Preview**: Points to the "Slide Preview" area showing a thumbnail of the slide with the title "FARM IN WINTER" and a "READ MORE >" button.
- Settings**: Points to the "URL path settings" section, including "Automatic URL alias" and "URL alias" fields.
- Save**: Points to the "Save" button at the bottom left.

black text. The Scarlet marquee has a scarlet background with white text.

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

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

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

Settings

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

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

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

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

Photo Gallery

Farmers Market

Photo Gallery Name

Home

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

Photo Gallery Body Text



Mixed fruit



Chillies

Images

Image Title



Beets



Flowers



Farmers Market



Apples

Create a New Photo Gallery

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

The screenshot shows the 'Add Term' form in Drupal 7. The 'Name' field contains 'Farmers Market'. The 'Description' field contains 'A farmers' market is a physical retail market featuring foods sold directly by farmers to consumers. Farmers' markets typically consist of booths, tables, and outdoor or indoor stalls, outdoors or indoors'. The 'Text format' is set to 'Full HTML'. The 'URL path settings' section has 'Generate automatic URL alias' checked. A 'Save' button is at the bottom left. Red arrows point to the 'Name' field, the 'Description' field, and the 'Save' button.

Name – Name of the gallery.

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



Example of a Photo Gallery with a description.

The Description is optional.

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

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

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

Add an Image to a Photo Gallery

The screenshot shows the Drupal 7 content editor interface. Red arrows point to the following elements:

- Title**: A text field containing "Farmers Market".
- Image**: A field showing a thumbnail of a farmers market stall with the filename "farmers-market-stalls.jpg (68.16 KB)" and a "Remove" button.
- Image Gallery**: A section with checkboxes for "Dressage" (unchecked) and "Farmers Market" (checked).
- Body Text**: A text area containing the text "This is an example of an outdoor farmers market. Where each seller has their own tent|".
- Settings**: A section with a checked checkbox for "Generate automatic URL alias" and a "check this to create a custom alias below." link.
- Save**: A green "Save" button at the bottom left.

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.

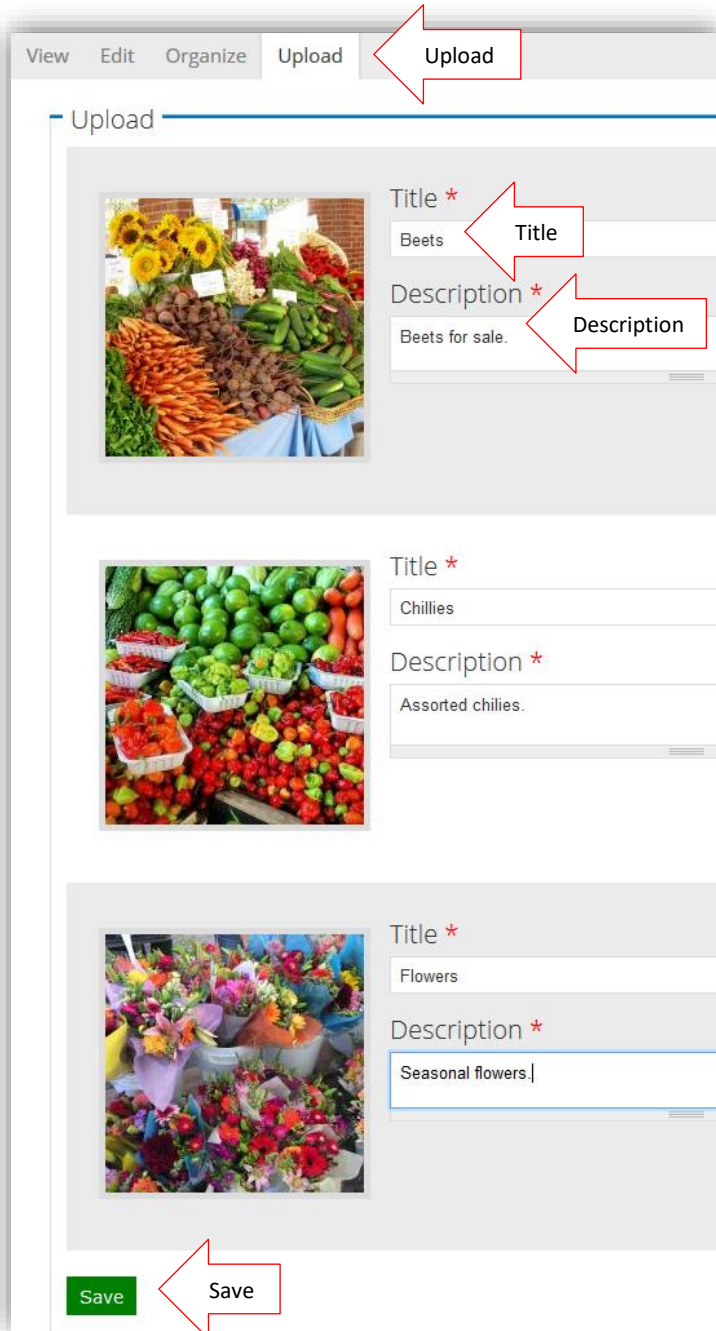
Publishing options – Publish or Unpublished by checking or unchecking the Published box. **The default is Published.**

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

Uploading Multiple Images to a Photo Gallery



After you create an image gallery you can use the **Upload** option to upload multiple images.



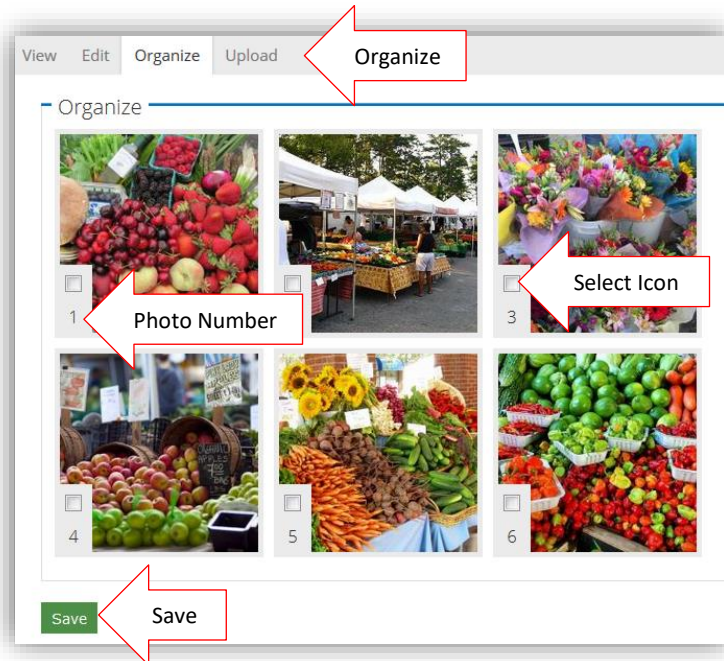
Navigate to your Image Gallery, select the **Upload** tab. You can upload JPG's, GIF's, and PNG's only, 10MB Max Size per image. To add multiple images hold CTRL for PC or ⌘ for Mac, then click the desired images to upload.

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.

News Article

The image shows a screenshot of the Drupal 7 News Article form. Red arrows point to the following fields:

- Title**: A text input field containing "New News".
- News Image**: A field containing a photograph of four young women looking at a laptop.
- Image mask**: A dashed box overlaid on the image, indicating the portion of the image to be used.
- Alternate text**: A text input field for screen readers.
- Title/caption**: A text input field for the image caption.
- Summary text**: A rich text editor field containing placeholder text.
- Body text**: A rich text editor field containing placeholder text.

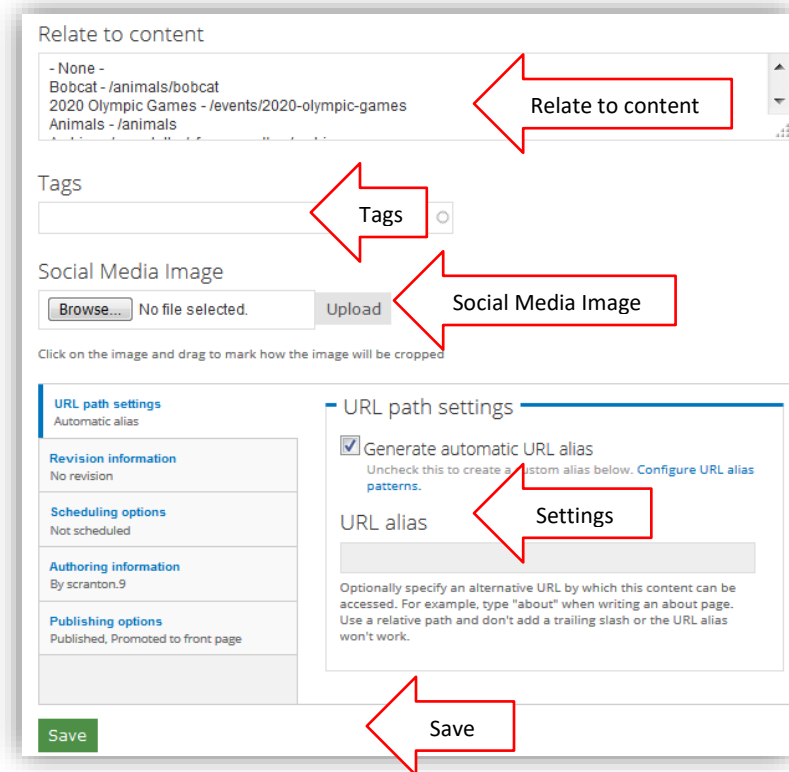
A **News Article** will appear on the Home page under News, under the About Us...News tab (or News tab if you do not have it nested under About Us) in the top navigation. It can also be Related to other pages on your website, where it will appear in the Right Sidebar.

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

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

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

Body Text – Will appear with the full version of the News Article. If you do not use the Summary text a small portion of the beginning of the Body Text, approximately 480 characters will be used as the summary and will appear on the Home page and in the full version of the article. The Body Text uses the CKEditor. You can use formatted text, hyperlinks, videos in the body text. For more information about using the CKEditor please see that documentation.



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

Tags – Use organizational keywords to connect, relate and classify your website’s content. Start typing the tag you want to use. If that tag is already in the 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.

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

Settings

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

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

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

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

Published
 Promoted to front page
 Sticky at top of lists

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

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

Example of a News Article:

The screenshot shows a news article titled "New News" with a date of "Jan. 21, 2016". The body text discusses the search for a ninth planet in the solar system. A red box highlights the tag "planet". An image of four women looking at a laptop is shown with a caption "Title for image".

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

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

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

Person

Identity Information

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

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

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

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

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

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

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

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

Image - Upload the image of the person. The minimum dimensions are 250 X 250

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

Alternate text – Text used by screen readers, search engines, or when the image cannot be loaded.

The screenshot shows a Drupal 7 form for creating a person profile. The form is divided into several sections:

- Name:** Includes a dropdown for Title (set to 'Dr'), and text input fields for First (Laura), Middle, Last (Brown), Generational, and Credentials.
- External Profile:** A text input field for a URL, with a note: "If filled in this link will replace the profile page of this person."
- Profile image:** A large image of a woman with curly hair, with a smaller crop mask overlaid on it. A "Remove" button is visible below the image.
- Alternate text:** A text input field containing "Dr Brown", with a note: "This text will be used by screen readers, search engines, when the image cannot be loaded."
- Title:** A text input field containing "Dr Brown", with a note: "The title is used as a tool tip when the user hovers the mouse over the image."
- Position title:** A text input field containing "Post Doctoral Researcher", with a note: "Click on the image and drag to mark how the image will be cropped"
- Office:** A text input field containing "A100Z Sisson Hall".

Red arrows point to various parts of the form:

- "Identity Information" points to the name fields.
- "Save Help Delete" points to the buttons.
- "External" points to the External Profile field.
- "Image" points to the profile image and the crop mask.
- "Alternate text" points to the Alternate text field.
- "Image" points to the Title field.
- "Position" points to the Position title field.
- "Office" points to the Office field.

The screenshot shows a profile form with the following fields and labels:

- Position title:** Post Doctoral Researcher. Label: Position Title
- Office:** A100Z Sisson Hall. Label: Office
- Phone:** (Number and Extension fields). Label: Telephone Number
- Fax:** (Fax field). Label: Fax
- Email:** brown@osu.edu. Label: Email address
- Specialization:** Zoonotic Disease Ecology. Label: Specialization
- Degree Information:** A list of degrees including PhD, MS, and MPH from The Ohio State University. Label: Degree Information
- Institution/Organization:** The Gates Foundation. Label: Institution/Organization
- Biography:** A rich text editor containing text about Dr. Brown's specialization and education. Label: Biography
- Additional Information:** Another rich text editor. Label: Additional Information

Title/Caption – This text will be used as the screen tip for the image and as the caption under the image.

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

Office – Campus address, City, State and Zip

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

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

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

Specialization - The person’s specialization in their field.

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

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

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

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

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

Hide profile from listings – If this person’s profile needs to be on the website, but does not need to appear on the list of people, check this box.

Relate to content

Bird watching at Chadwick North
Butterfly Census
Butterfly Hunt
Butterfly Walk
Construction at my house

Relate to content

Include in Extension Directory
Include this person when searching the Extension Directory

Include in Extension Directory

Extension Specialization

Enter up to five comma-separated specializations.

Extension Specialization

Program

- None -
4-H Youth Development
Agriculture and Natural Resources
Community Development

Program

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

Extension Office/Unit

Allen County
Animal Sciences (CFAES dept)
Ashland County
Ashtabula County

Extension Office/Unit

Select this person's extension office/unit(s). Hold down Control key (Command key on Mac) to make multiple selections.

Area Number

- None -

Area Number

Revision information
No revision

URL path settings
Automatic alias

Scheduling options
Not scheduled

Authoring information
By bart1

Publishing options
Published

Revision information

Create new revision

Settings

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

Save Help Delete

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

Extension Directory

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

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

interest.

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

Extension Office/Unit - Select this person's extension office/unit(s). Hold down Control key (Command key on Mac) to make multiple selections. In the “Extension Office/Unit” category, if you do not see your unit represented in the drop-down menu of choices, please contact Extension Administration and we will correct that. For county employees, the website should automatically populate your home county in this field.

Area Number – For county staff, your area number and area leader name will be populated within the system for you; you will not have to handle that information. Otherwise select this person’s Area Number.

Settings

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

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

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

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

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

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

Person Listing

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

Examples of ways to format the Person Listing.

Our Team

Table Layout

Name	Position title	Email
Devin G Peterson, PhD	Director	peterson.892@osu.edu

Staff

Name	Position title	Email	
Laurianne Paravisini, PhD	Lead Senior Scientist	paravisini.1@osu.edu	Staff
Eric Schwartz, PhD	Senior Scientist	schwartz.1620@osu.edu	Staff
Mariana Trikusuma , MS		trikusuma.1@osu.edu	Staff
Julie Peterson, MS	Center Coordinator and Sensory Scientist	peterson.910@osu.edu	Staff

Person Listing - Style Options

Select a layout format for your people listing.

Table Layout
 Card-Style Layout

Style Options

Person Listing - Field Options

Select the fields you'd like to display for your people. Options that are gray in color are disabled for your selected type.

- Name
- Position Title
- Combined Name and Position Title
- Photo
- Specialization
- Institution
- Office
- Phone
- Email
- Combined Email and Phone

Field Options

Save Configuration

Our Team

Card-Style Layout

Devin G Peterson, PhD
Director
peterson.892@osu.edu

Staff

Laurianne Paravisini, PhD
Lead Senior Scientist
paravisini.1@osu.edu

Eric Schwartz, PhD
Senior Scientist
schwartz.1620@osu.edu

Mariana Trikusuma , MS
trikusuma.1@osu.edu

Julie Peterson, MS
Center Coordinator and Sensory Scientist
peterson.910@osu.edu

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- Combined Name and Position Title
- Photo
- Specialization
- Institution
- Office
- Phone
- Email
- Combined Email and Phone


Field Options

Save Configuration


Staff




Laurianne Paravisini, PhD
Lead Senior Scientist
paravisini.1@osu.edu



Eric Schwartz, PhD
Senior Scientist
schwartz.1620@osu.edu




Mariana Trikusuma , MS
trikusuma.1@osu.edu




Julie Peterson, MS
Center Coordinator and Sensory Scientist
peterson.910@osu.edu

Post Docs



Adeline Bonneau, PhD
Postdoctoral Associate
bonneau.11@osu.edu



Sagar Deshpande, PhD
Postdoctoral Associate
deshpande.116@osu.edu

Person Listing - Style Options

Select a layout format for your people list

- Table Layout
- Card-Style Layout

Person Listing - Field Options

Select the fields you'd like to display for your people. Options that are gray in color are disabled for your selected type.

- Name
- Position Title
- Combined Name and Position Title
- Photo
- Specialization
- Institution
- Office
- Phone
- Email
- Combined Email and Phone

Save configuration

Style Options

Field Options

Style Configuration

Team Page

The screenshot shows the Drupal 7 configuration page for a Team Page. Red arrows point to the following elements:

- Title**: The title field, currently containing "LAB".
- Body Text**: The rich text editor area, currently containing "Body text for a Team Page."
- Team Members**: A list of team members with dropdown menus, currently showing "Aaron Beczkiewicz [nid:32]", "Barbara Kowalczyk [nid:31]", and "Gashaw Andargie Bikis [nid:66]".
- Display Style**: Radio buttons for "Table Layout" and "Card Layout", with "Card Layout" selected.
- Display Fields**: A list of checkboxes for fields to display, including Name, Position Title, Photo, and Email.
- Grouping Field**: Radio buttons for "N/A", "Specialization", and "Institution Organization", with "Institution Organization" selected.
- Settings**: The "Menu settings" section, including "Provide a menu link", "Menu link title" (LAB), "Parent item" (About), and "Weight" (0).
- Save**: The "Save" button at the bottom left.

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

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

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

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

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

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

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

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

[Settings](#)

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

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

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

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

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

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

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

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

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

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

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

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

CFAES Home About People Research Education and Outreach Learn More In the News


🏠 // ABOUT // LAB

Mission and Vision
Goals and Priorities
Collaborations
Photo Gallery
LAB


LAB


Body text for a Team Page.

Florida State University


Aaron Beczkiewicz
Graduate Research Associate
beczkiewicz.1@osu.edu

Georgia State University


Gashaw Andargie Biks
Researcher, Administrative Vice President for HDSS
gashawab@gmail.com


Barbara Kowalcyk
Assistant Professor
kowalcyk.1@osu.edu

Search

Example of Team Page

Title

Body Text

Card Style sorted by Institution/Organization

Menu Links

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

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

Save – Save your new link.

The screenshot shows the 'Add menu link' form in Drupal 7. Red arrows point to the following fields and labels:

- Menu link title ***: A text input field with the label 'Menu link title' pointing to it.
- Path ***: A text input field with the label 'URL path' pointing to it.
- Enabled**: A checked checkbox with the label 'Enabled by Default' pointing to it.
- Parent link**: A dropdown menu showing '<Main menu>' with the label 'Parent link' pointing to it.
- Menu Link Attributes**: A section header with a label 'Menu Link Attributes' pointing to it.
- Target**: A dropdown menu showing 'None (i.e. same window)' with the label 'Target' pointing to it.
- Save**: A green button at the bottom with the label 'Save' pointing to it.

Menu Structure

The screenshot shows the 'Main menu' configuration page in Drupal 7. At the top left is an 'Add link' button. At the top right is a link for 'Show row weights'. The main content is a table with the following columns: 'Menu link', 'Enabled', and 'Operations'. The table lists various menu items, including 'CFAES Home', 'Home', 'Photo Gallery', 'Dressage', 'Images (menu position rule)', 'Events', 'Calendar', 'Past Events', 'Events (menu position rule)', 'News', 'News (menu position rule)', 'People', 'People (menu position rule)', 'Animals', 'Beaver', 'Bobcat - Lynx rufus', 'Raccoons', 'CFAES Sandbox Newsletter', 'Archive', 'Newsletters (menu position rule)', 'ODNR Wildlife', 'Registration for Butterfly Hunt', and 'Buffalo'. Each row has a plus sign on the left, a checked checkbox in the 'Enabled' column, and 'edit' and 'delete' links in the 'Operations' column. A red rounded rectangle is overlaid on the table with the text 'Drag and Drop items into the order you want.' At the bottom left is a 'Save configuration' button.

Menu link	Enabled	Operations
+ CFAES Home	<input checked="" type="checkbox"/>	edit delete
+ Home	<input checked="" type="checkbox"/>	edit delete
+ Photo Gallery	<input checked="" type="checkbox"/>	edit reset
+ Dressage	<input checked="" type="checkbox"/>	edit
+ Images (menu position rule)	<input checked="" type="checkbox"/>	edit
+ Events	<input checked="" type="checkbox"/>	edit delete
+ Calendar	<input checked="" type="checkbox"/>	edit reset
+ Past Events	<input checked="" type="checkbox"/>	edit delete
+ Events (menu position rule)	<input checked="" type="checkbox"/>	edit
+ News	<input checked="" type="checkbox"/>	edit
+ News (menu position rule)	<input checked="" type="checkbox"/>	edit
+ People	<input checked="" type="checkbox"/>	edit
+ People (menu position rule)	<input checked="" type="checkbox"/>	edit
+ Animals	<input checked="" type="checkbox"/>	edit
+ Beaver	<input checked="" type="checkbox"/>	edit delete
+ Bobcat - Lynx rufus	<input checked="" type="checkbox"/>	edit delete
+ Raccoons	<input checked="" type="checkbox"/>	edit delete
+ CFAES Sandbox Newsletter	<input checked="" type="checkbox"/>	edit delete
+ Archive	<input checked="" type="checkbox"/>	edit delete
+ Newsletters (menu position rule)	<input checked="" type="checkbox"/>	edit
+ ODNR Wildlife	<input checked="" type="checkbox"/>	edit delete
+ Registration for Butterfly Hunt	<input checked="" type="checkbox"/>	edit delete
+ Buffalo	<input checked="" type="checkbox"/>	edit delete

Note: CFAES Home (OARDC Home and or Extension) then Home must be left in this order.

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

Tags

Under **Structure...Taxonomy...Tags** you can add, delete, or correct the spelling of tags by selecting the add terms or list terms. To delete a tag select list terms, select edit for the tag you want to delete and select delete at the bottom of the form, select delete to confirm.

Relate to content

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

Example of a Person as a Related Item on a page.



Social Media

The image shows a screenshot of the Drupal 7 menu link configuration form. Red arrows point to several key fields and the save button:

- Menu Link Title**: Points to the text input field for the link's title.
- Path**: Points to the text input field for the link's path.
- Enabled**: Points to the checked checkbox for enabling the link.
- Parent Link**: Points to the dropdown menu for selecting a parent link.
- Menu Link Attributes**: Points to the 'MENU ITEM ATTRIBUTES' section, which includes fields for Title, ID, Name, Relationship, Classes, Style, Target, and Access Key.
- Target**: Points to the dropdown menu for selecting the target of the link.
- Save**: Points to the 'Save' button at the bottom of the form.

If your site has a Social Media Block. To Add a Social Media Link navigate to: **Structure...Menus** then select **Social Media...add link**.

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

Path – The full URL for the Social Media.

Enabled – Enabled should be selected.

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

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

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

Save – Remember to Save your work.

Rename a Basic Page

The screenshot shows the Drupal 7 edit form for a Basic Page. The form is divided into several sections:

- Title:** A text field containing "Tailgate 2016". A red arrow points to this field with the label "Title".
- Body (Edit summary):** A rich text editor with a toolbar and a text area. Below it is a "Switch to plain text editor" link and a "Text format" dropdown set to "Full HTML".
- Relate to content:** A list of content items to link to, including "None", "Bobcat", "American Painted Lady", and "Animals".
- Menu settings:** A section with a "Provide a menu link" checkbox (checked). Below it, the "Menu link title" field contains "Tailgate 2016", with a red arrow pointing to it and the label "Menu link Title". Other fields include "Parent item" (set to "-- Animals"), "Weight" (set to 0), and a note: "Menu links with smaller weights are displayed".
- Revision information:** "No revision".
- URL path settings:** "Automatic alias".
- Authoring information:** "By scranton.9".
- Publishing options:** "Published".

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


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

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

Delete a Content Item

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

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

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

Deleted items cannot be retrieved. Once deleted, they are gone permanently. Do not delete top level pages such as: News, Events, Home etc.

Create a Button

To create a Button as a link.

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

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

Create the link by filling in the necessary information.

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