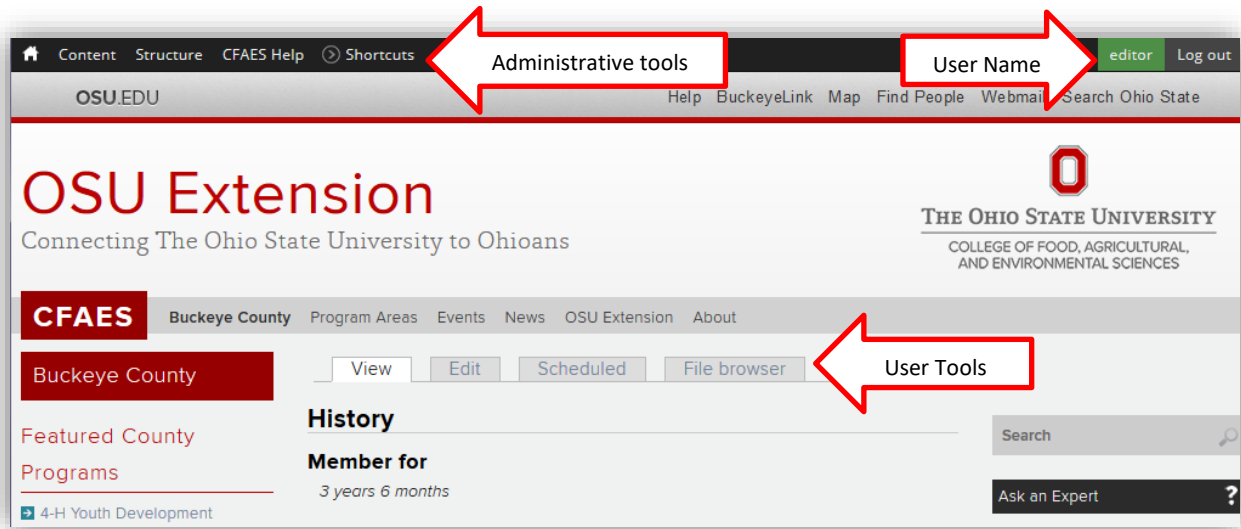


The image shows a screenshot of the OSU Extension website for Buckeye County. Red arrows point to various elements on the page:

- OSU Navigation:** Points to the top navigation bar containing links like 'Help', 'BuckeyeLink', 'Map', 'Find People', 'Webmail', and 'Search Ohio State'.
- Top Navigation:** Points to the secondary navigation bar with 'CFAES', 'Buckeye County', 'Program Areas', 'Events', 'News', 'OSU Extension', 'About', and 'Give Now'.
- County Name:** Points to the 'Buckeye County' dropdown menu.
- County Address:** Points to the address information: '1234 Some Street, Columbus, Ohio 43214'.
- Phone, Fax & Email:** Points to contact information: 'Phone: 614-555-1211, Fax: 614-555-1212, buck.19@osu.edu'.
- Link:** Points to the 'Directions to Buckeye County Extension Office' link.
- Hours of Operation:** Points to the 'Hours of Operation' section, which lists 'Monday-Friday 8:30a.m. - 5:00p.m.'.
- Notice:** Points to a short notice area with the text: 'Extension has been helping all Ohioans build better lives, bu...'.
- Home Page Banner:** Points to the large image of a stone path with the OSU seal.
- Caption for Home Page Banner:** Points to the text below the banner image.
- County News Article:** Points to a news article titled 'Farm Science Review to be held in September'.
- Social Media Links:** Points to the 'Social Media' section with links for OSUE Facebook, OSUE Twitter, and OSUE YouTube.
- Search:** Points to the search bar on the right side.
- Ask an Expert:** Points to the 'Ask an Expert' button.
- Events:** Points to the 'Event Calendar' section.
- Be a Buckeye:** Points to a promotional image for 'Be a Buckeye'.
- CFAES News Feed:** Points to the 'CFAES NEWS' section listing various articles.
- Locate an Office:** Points to the 'LOCATE AN OFFICE' section, which includes a map of Ohio and options to 'Locate an office in my county', 'Locate a regional office', or 'Locate a statewide office'.
- County Address:** Points to the address information in the footer: '1234 Some Street, Columbus, Ohio 43214'.
- Phone, Fax & Email:** Points to the contact information in the footer: 'Phone: 614-555-1211, Fax: 614-555-1212, buck.19@osu.edu'.
- College Links:** Points to the 'College Links' section in the footer.
- Hours of Operation:** Points to the 'HOURS OF OPERATION' section in the footer, listing 'Monday-Friday 8:30a.m. - 5:00p.m.'.

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User Account

To log in to your County website use your OSU name.# and password. To get the login add /user to the end of your County URL. Once you login you will notice the top line of the page now has tools used for administering your content, your login name and a logout button. There will also be some User Tabs on the login screen.

View

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

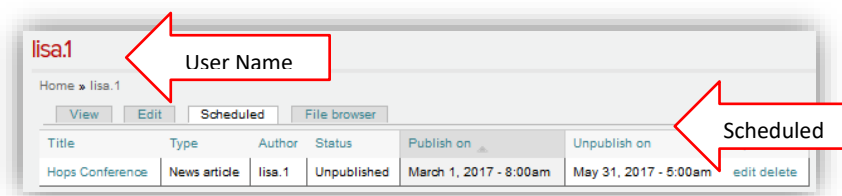
Edit

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

Change your email address. Please use a valid email address. All emails from the system will be sent to this address. The email address is not made public. Use your OSU password. You will need to go to: <https://my.osu.edu/> to change your password.

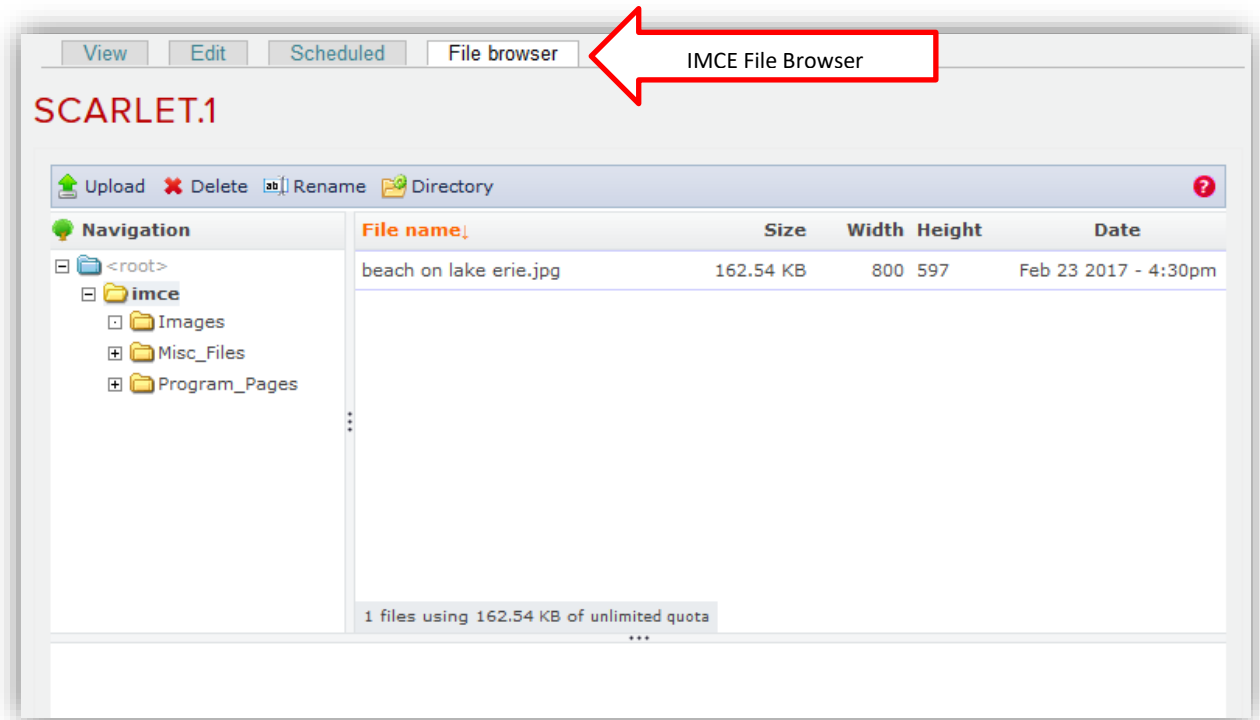
Set the time to the correct time zone.

Scheduled



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

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

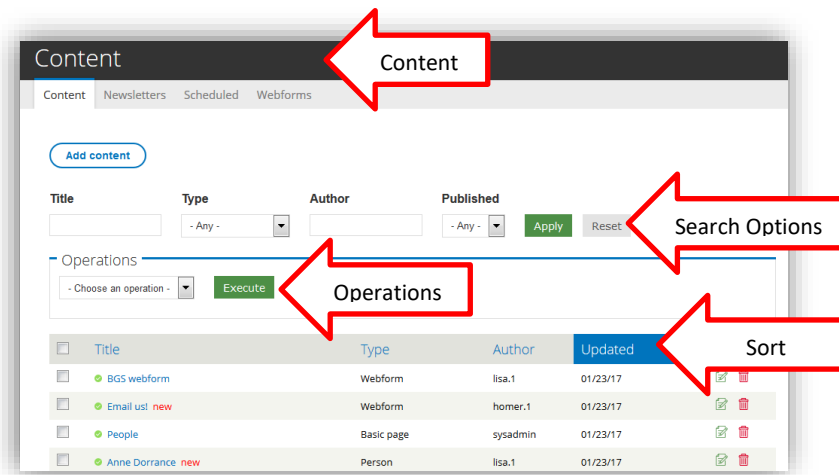


File Browser

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

Content

Selecting **Content** will allow you to see the content on your website. It also allows you to Add Content. To see any content Scheduled on your website select **Content...Scheduled**.





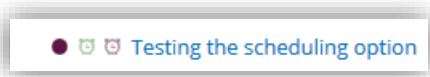
Content – Selecting Content will take you to the list of items on your website.

Search Options – You can now search by Title, Type, Author or Published status. To search by **Title** type in the first word of the Title and select Apply. To search by **Type** use the dropdown arrow to select the


Content Type for which you want to filter and then select Apply. To search by **Author** type the Authors name in the search box and select apply. To display content that is **Published** or Unpublished use the dropdown to select Yes or No then select Apply.


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

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



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

 Automatically publishes on (date and time you select).

 Automatically unpublishes on (date and time you select).

Add Content

Following are the Content types that can be added or edited on the Extension County websites.

Basic Page

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

County News Article

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

County Staff

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

Event

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

Image

Used to add images to Photo Galleries.

Program Page

Program Pages appear under the Program Areas tab and on the left side menu of the Home page.

Please check with Extension Administration before creating new Program Pages. You will most likely never create a Program Page. You will instead be using the Basic Page.

Resource

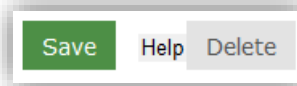
Allows for the creation of links that will appear in Helpful Links and/or Additional Resources.

Basic Page

The screenshot shows the 'Basic Page' form with several fields and buttons highlighted by red arrows:

- Title ***: A text input field at the top left.
- Save**: A green button at the top right.
- Page Banner**: A section containing a 'Browse...' button, 'No file selected.' text, and an 'Upload' button.
- Banner Caption**: A text input field below the banner section.
- Body (Edit summary)**: A rich text editor area with a toolbar and a text input field.
- Menu Link**: A checkbox labeled 'Provide a menu link' in the 'Menu settings' section.
- Settings**: A box containing various configuration options like 'URL path settings', 'Revision information', etc.
- Save**: A green button at the bottom left.

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



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

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

Page Banner – Use the Browse button to locate the image you want to place on the top of your Page. Once you have selected an image click on the Upload button to copy the image to the web server. Currently, the Banner image cannot be larger than 1MB and it should not be smaller than 766 X 400 pixels. It can be in .png, .gif, .jpg or .jpeg file format. Images larger than

2000X2000 pixels will be automatically resized. Use the image mask to select the part of the image you want to appear on your Page. You can resize the mask, but it will stay in the correct proportions to ensure the image is displayed correctly. (766X400 Pixels)

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

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

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

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

Body (Edit summary)

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

Settings

The screenshot shows the 'Menu settings' form for the page 'Bobcat - Lynx rufus'. The form is divided into several sections:

- Menu settings:** Includes a checked checkbox for 'Provide a menu link'.
- Menu link title:** A text input field containing 'Bobcat - Lynx rufus'.
- Parent item:** A dropdown menu currently set to 'Animals'.
- Weight:** A dropdown menu set to '-49'.
- Menu link attributes:** A section with a plus sign icon.
- Menu item attributes:** A section with a plus sign icon.

Red arrows in the image point to the following elements:

- 'Provide a menu link' checkbox.
- 'Menu link title' text field.
- 'Parent item' dropdown menu.
- 'Weight' dropdown menu.
- 'Menu link attributes' section.
- 'Menu item attributes' section.

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

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

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

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

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

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

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

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

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

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

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

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

Using the Scheduling options will supersede any other Publishing selections.

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

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

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

County News Article

The screenshot shows a web form for creating a County News Article. The form is divided into several sections:

- Title:** A text input field with a red arrow pointing to it.
- Image:** A section with a "Browse..." button, "No file selected." text, and an "Upload" button. A red arrow points to the "Image" label.
- Image Caption:** A text input field with a red arrow pointing to it.
- Body (Edit summary):** A section with a "Summary" label and a rich text editor. A red arrow points to the "Summary" label.
- Body:** The main text area of the rich text editor. A red arrow points to it.
- Relate to content:** A dropdown menu with options: "- None -", "4-H CARTEENS", "4-H Youth Development", and "About Buckeye County". A red arrow points to it.
- Tags:** A text input field with a red arrow pointing to it.
- Settings:** A section with "URL path settings" and "Generate automatic URL alias" checkbox. A red arrow points to the "Settings" label.
- Save/Buttons:** At the bottom, there are "Save" and "Delete" buttons. A red arrow points to the "Save" button.

Title - After you click on the **County News Article** button the “fill in the blank” page form will appear. Fill in the Title, as it will appear on the Home page under *County News* and also under the News tab in the top navigation.

Image – Will appear on the Home page as a thumbnail on the left side of the News article. It will also appear on the full County News Article page on the top of the page as the banner image. Images should be at least 766 X 400 pixels and less than 5MB. Upload the image and fill in the **Alternate text** and the **Title** of the image.

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

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

Body Text – Will appear with the full version of the News Article. If you do not use the Summary text a small portion of the beginning of the Body Text, approximately 150 characters will be used as the summary and will appear on the Home page and in the full version of the article.

Relate to content – Relate this County News Article to other content on your site. This will appear in the right sidebar, except for on the Home page. You can have five related items in a sidebar, except the Home page.

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

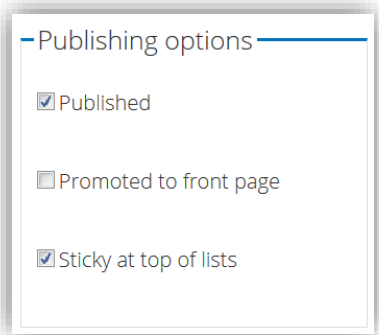
Settings

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

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

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

Authoring information – The login name of the person doing the edit and an optional space for date and time.



Publishing options

- 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. Sticky at top of lists** will make your County News Article stay at the top of the list of News.

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

County Staff

The screenshot shows a web form for creating a staff profile. Red arrows point from text labels to specific form fields:

- Identity information** points to the Name fields (Title, First, Middle, Last, Generational).
- Profile Image** points to the profile image placeholder.
- Image Mask** points to the image mask utility over the profile image.
- Alternate Text** points to the Alternate text field.
- Image Title/Screen Tip** points to the Title field.
- Position Title** points to the Position title field.
- Phone** points to the Phone field.
- Office address** points to the Office field.
- Email address** points to the Email field.
- Specialization** points to the Specialization field.

Identity Information

Title – Please select from the drop down menu the correct personal title for this individual.

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

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

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

Generational – select a generational option if needed.

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

Image - Upload the image of the person. *The minimum dimensions are 406X305 pixels.* You can upload a larger image (less than 2 MB) and use the Image Mask utility to select the portion of the image you want to appear. The Mask can be moved and scaled, but it will stay the correct proportions.

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

Screen Tip/Title – This text will be used as the caption and screen tip for the picture. This text is required.

Position Title – Type the person’s official University title.

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

Office – Campus address, City, State and Zip

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

Specialization - The person’s specialization in their field.

The image shows a web form titled "Biography" with several sections. Red arrows point to the following elements:

- Biography**: A text area containing a paragraph about a 4-H program in Clark County, Ohio.
- Include in Extension Directory**: A checkbox labeled "Include in Extension Directory" with the subtext "Include this person when searching the Extension Directory."
- Extension Specialization**: A text input field containing "4-H Youth development" with the subtext "Enter up to five comma-separated specializations."
- Program**: A dropdown menu with "4-H Youth Development" selected. Other options include "None", "Agriculture and Natural Resources", and "Community Development".
- Extension Office/Unit**: A dropdown menu with "Clark County" selected. Other options include "Crown County", "Butler County", "Carroll County", and "Champaign County".
- Area Number**: A dropdown menu with "- None -" selected.
- Settings**: A section containing a "Revision information" box with a checked "Create new revision" option and a "Revision log message" text area.
- Save**: A green "Save" button and a red "Delete" button at the bottom left.

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

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

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

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

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

Publishing options – Publish is checked by default. You can also Publish from the Content Table.

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

Example of a Person page.

BRUTUS B. BUCKEYE, PH.D.

University Mascot
brutus.10@osu.edu

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


Biography:
Brutus has appeared since 1890, with periodic updates to design and wardrobe.

Ohio State needed a mascot in 1965 and convinced the athletic council to study the matter. At the time, mascots were generally animals brought into the stadium or arena. A buck deer was contemplated but rejected as impossible. Instead, the buckeye was selected, as the buckeye is the official state tree of Ohio.

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

Appearances

- Brutus Buckeye appears in ESPN This Is Sportscenter ads eating lunch and performing aerobics with Richard Simmons.
- Brutus appears in Home Depot commercials advertising Glidden paint strapped to the back of a truck.
- Brutus appears in the NCAA Football series and NCAA March Madness series of video games as a mascot and has his own mascot team.



Brutus Buckeye

Event

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

- Title ***: A text input field containing 'OSUE Annual Conference'. A red arrow points to it with the label 'Title'.
- Banner Image**: A section with a 'Browse...' button (showing 'No file selected.') and an 'Upload' button. A red arrow points to it with the label 'Banner'.
- Banner Caption**: A text input field. A red arrow points to it with the label 'Banner'.
- Event date ***: A section with checkboxes for 'All Day' and 'Show End Date'. A red arrow points to this section with the label 'Date & Time'.
- Date**: A date input field showing '12/09/2014'. Below it is a calendar pop-up for September 2013. A red box around the calendar is labeled 'Example of Dropdown Calendar'.
- to:**: A date input field showing '12/11/2014'.
- Repeat**: A checkbox labeled 'Repeat'. A red arrow points to it with the label 'Repeat'.
- Event location**: A text input field containing 'Ohio Union, 1739 North High Street, Columbus campus'. A red arrow points to it with the label 'Location'.
- Body (Edit summary)**: A rich text editor with a toolbar and a text area containing the text: 'Our three-day Annual Conference provides Extension professionals to:'. A red arrow points to the text area with the label 'Body Text'.

Events will appear on the *Home* page in the Right sidebar, on the *Events* tab in the top navigation and on the *Events Calendar*. The Home page will show the 5 most current Events. The Events tab will show all Current/Future Events. Past events and the Calendar can be viewed from the left navigation of the Events page.

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

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

Image – Will appear on the Event page. Upload the image and fill in the **Alternate text** and the **Title** of the image. The Image cannot be larger than 5MB and should not be smaller than 766 X 400 pixels. It can be in .png, .gif, .jpg or .jpeg file format.

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

Event Date and Time – Select All Day for an Event that will not have a Start and End time. Select Show End Date if you want to have a Start and End time for your Event. Click in the date selection box to activate the pop-up calendar. Use the pop-up calendar to select the Start and End dates. You can also create

reoccurring events by checking the Repeat button.

Event Location –location of the Event.

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

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

The screenshot shows a form with several sections. Red arrows point to the following fields:

- Contact name**: A text input field with a red arrow pointing to it labeled "Contact Name".
- Contact email**: A text input field with a red arrow pointing to it labeled "Contact Email".
- Contact phone**: A text input field with a red arrow pointing to it labeled "Contact Phone".
- Relate to content**: A dropdown menu with a red arrow pointing to it labeled "Relate to Other Content". The dropdown shows options: "- None -", "2018 Mandatory Volunteer Trainings", "4-H CARTEENS", and "4-H Youth Development".
- URL path settings**: A section with a checkbox "Generate automatic URL alias" which is checked. A red arrow points to this checkbox labeled "Settings". Below it is a text input field for "URL alias" and a small explanatory text block.

Other sections visible in the form include:

- URL path settings**: Automatic alias
- Revision information**: New revision
- Scheduling options**: Not scheduled
- Authoring information**: By scranton.9
- Publishing options**: Published

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

Contact email – Email of the contact person.

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

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

Settings

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

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

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

Authoring information – The login name of the person doing the edit and an optional space for date and time.

Publishing – Your Event is set to Publish by default.

The screenshot shows a web form with several sections. On the left, there are tabs for 'URL path settings', 'Revision information', 'Scheduling options', 'Authoring information', and 'Publishing options'. The 'Scheduling options' tab is selected, showing 'Publish on' and 'Unpublish on' sections, each with 'Date' and 'Time' input fields. Below these is a 'Submit to CFAES' checkbox and a 'Save' button. Red arrows point from text labels to these specific elements: 'Scheduling' points to the 'Scheduling options' tab, 'Publish on' points to the 'Publish on' section, 'Unpublish on' points to the 'Unpublish on' section, 'Submit to CFAES' points to the checkbox, and 'Save' points to the 'Save' button.

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

Using the Scheduling options will supersede any other Publishing selections.

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

Publishing – Your Event is set to Publish by default.

Submit to CFAES

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

This is a close-up of the 'Submit to CFAES' section. It features a checkbox that is currently unchecked, followed by the text: 'Submit to CFAES. Please only submit events of general interest to a college-wide audience. Submissions will not appear on cfaes.osu.edu until approved.'

Submit to CFAES

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:

Hello, your event "Name of Event" has not been approved to appear on cfaes.osu.edu.

Please email Suzanne Steel at steel.7@osu.edu <<mailto:steel.7@osu.edu>> for more information.

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

Extension Program Photo Gallery

It is possible to add a Photo Gallery to an Extension Program area.



A field has been added to the Image Gallery interface to categorize a gallery to a program area on the Extension County websites. The following program areas were included:

4-H Youth Development (4h)
 Agriculture and Natural Resources (agnr)
 Community Development (comdev)
 Family and Consumer Science (fcs)
 Master Gardener Volunteer (mgv)
 SNAP-Ed (snap)

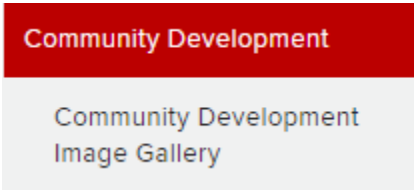
These gallery pages are NOT automatically linked on all the websites, since not all counties would have galleries for every program area. You will need to add a link to the gallery page on your menu under the appropriate program area. The above program areas are all that have been created, and these have to be added as an update by developers, if there are others that should be added please contact the web developers.

To activate the Photo Gallery for a Program area, **select.....Structure.....Menus.....Main menu.....Add menu link.**

The screenshot shows a configuration form for a menu link. The fields are as follows:

- Menu link title ***: Input field containing "Community Development Image Gallery". A red arrow points to this field with the label "Menu Link".
- Path ***: Input field containing "program-photo-gallery/comdev". A red arrow points to this field with the label "Path".
- Enabled**: A checked checkbox. A red arrow points to this checkbox with the label "Enabled".
- Parent link**: A dropdown menu showing "---- Community Development". A red arrow points to this dropdown with the label "Parent Link".
- Weight**: A dropdown menu showing "0".
- Save**: A green button at the bottom left. A red arrow points to this button with the label "Save".

Menu Link Title – This is the title that will appear under the Program area on the left side navigation for that Program. Example:



Path - The gallery index for each program area is available at “**program-photo-gallery/(PROGRAM ABBREVIATION)**” for example for Community Development (comdev) program-photo-gallery/comdev

Enabled – No changes needed in this section.

Parent Link – Use the drop down to select the appropriate Program area.

Save – Be sure to Save your work or it will be lost.

Once you have created this link you can create as many individual photo galleries as needed. Each photo gallery can have as many images as you want. They will be displayed 12 per page and you can create as many pages as needed in a gallery.

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, either indoors, where farmers sell fruits, vegetables, meats, and sometimes prepared foods and beverages.



Create a New Photo Gallery

Name *

Farmers Market Name

Description

A place for fresh food. Description

[Switch to plain text editor](#)

[More information about text formats ?](#)

Text format Full HTML ▾

- Web page addresses and e-mail addresses turn into links automatically.

► **Relations**

▼ **URL path settings** (Automatic alias)

Generate automatic URL alias
 Uncheck this to create a custom alias below. [Configure URL alias patterns.](#)

URL alias

image-galleries/farmers-market

Optionally specify an alternative URL by which this term can be accessed. Use a relative path and don't add a trailing slash or the URL alias won't work.

► **XML sitemap**

Program Area

Master Gardener Volunteers ▾ Program Area

Save Delete Save/Delete

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. The Description is optional.

Program Area – Use the drop down to select the Program Area where you want the Photo Gallery to appear.

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.

The screenshot shows a form for adding an image. At the top, there is a 'Title' field with the text 'Farmers Market' and a 'Save' button. Below that is an 'Image' field showing a preview of a farmers market stall with a 'Remove' button. The 'Image Gallery' section has checkboxes for 'Dressage' and 'Farmers Market', with 'Farmers Market' selected. The 'Body Text' field contains the text 'This is an example of an outdoor farmers market. Where each seller has their own tent'. The 'Settings' section includes 'URL path settings' with a checked box for 'Generate automatic URL alias' and a '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.

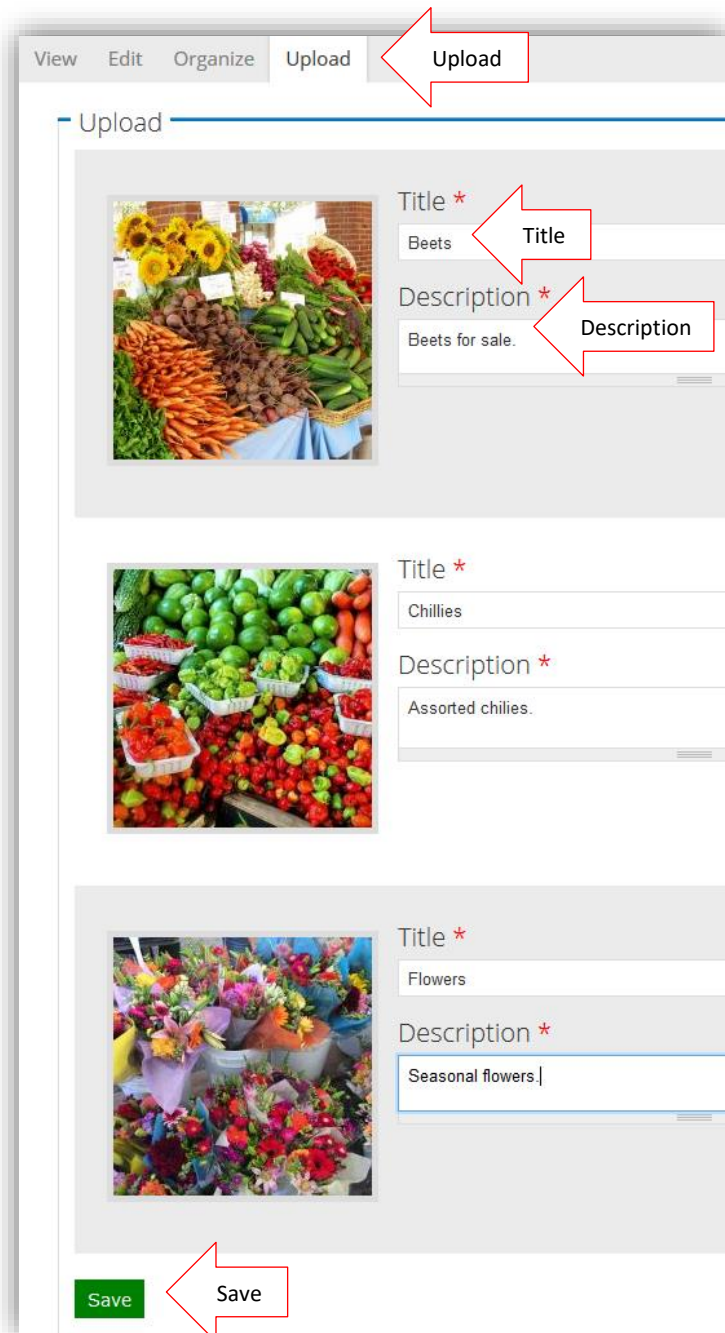
Publishing options – Publish or Unpublished by checking or unchecking the Published box. **The default is Published.**

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

Uploading Multiple Images



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



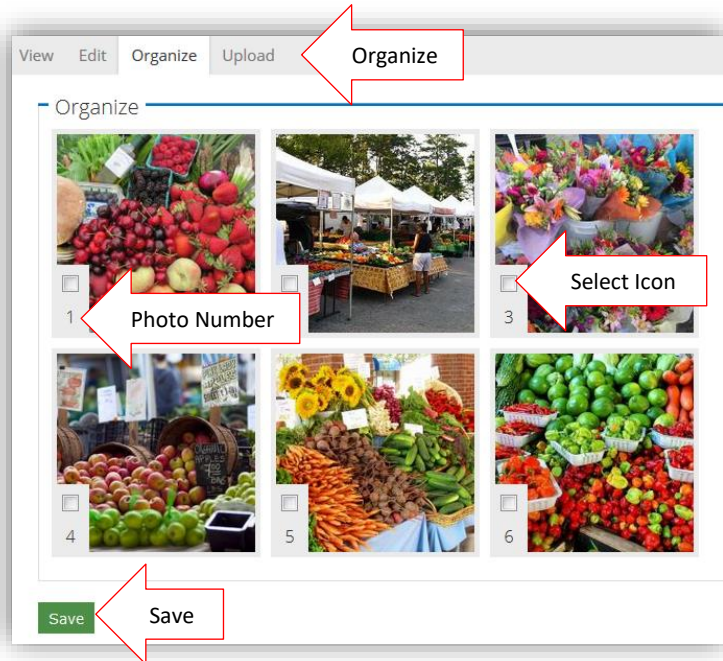
Navigate to your Image Gallery, select the **Upload** tab. You can upload JPG's, GIF's, and PNG's only, 10MB Max Size per image. To add multiple images hold CTRL for PC or ⌘ for Mac, then click the desired images to upload.

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.

Options – The Options button allows you to check the Override Organization box, this will disable organization and place the images Newest to Oldest by when they were uploaded.

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.

Program Page

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

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

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

Page Banner –The Page Banner image cannot be larger than 4MB and it should not be smaller than 766 X 400 pixels. It can be in .png, .gif, .jpg or .jpeg file format. **Please check with Extension Administration before changing any Program Page images.**

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

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

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

Summary –Program Page will not display the Summary text.

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

Featured County Program - 4-H Youth Development, Agriculture and Natural Resources,

The image shows a screenshot of a web editor interface for a program page. Red arrows point to the following elements:

- Title**: Points to the 'Title' field at the top left, which contains 'SNAP-Ed'.
- Page Banner**: Points to the main image area showing a woman shopping in a grocery store.
- Image Mask**: Points to a smaller version of the banner image below the main one.
- Alternate text**: Points to the 'Alternate text' field containing 'family shopping'.
- Title**: Points to the 'Title' field below the alternate text.
- Banner Caption**: Points to the 'Banner Caption' field containing 'The SNAP-Ed nutrition education and obesity prevention program serves'.
- Body Text**: Points to the main text area containing 'The Supplemental Nutrition Assistance Education and obesity prevention program...'.
- Featured County Program**: Points to the 'Featured County Program' checkbox, which is checked.
- Settings**: Points to the 'Menu settings' section, which includes options like 'Provide a menu link', 'Menu link title', 'Parent item', and 'Weight'.
- Save**: Points to the 'Save' button at the bottom left.

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

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

Settings

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

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

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

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

Authoring information – The login name of the person doing the edit and an optional space for date and time.

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

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

Resource

The screenshot shows a form for adding a resource. Red arrows point to the following elements:

- Title**: The text input field for the link title.
- URL**: The text input field for the link address.
- Open URL in a New Window**: A checkbox option.
- Add another item**: A button to add more links.
- Type: Helpful Links or Additional Resources**: Radio button options for the link type.
- Relate To Content**: A dropdown menu for selecting related content.
- Settings**: A section containing URL path settings, revision information, scheduling options, authoring information, and publishing options.
- Save**: A green button at the bottom left to save the resource.

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

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

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

Add another item – Allows you to add more Links.

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

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

Settings

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

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

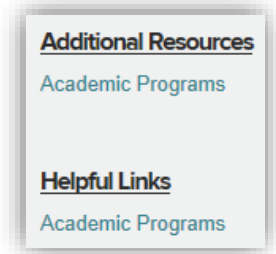
Scheduling options - This allows you to Schedule when an item will be Published and when it will be Unpublished. **Using the Scheduling options will supersede any other Publishing selections.**

Authoring information – The login name of the person doing the edit and an optional space for date and time.

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

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

Example of Right Sidebar with “Helpful Links” and “Additional Resources”



Menu Links

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

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

Save – save your new link.

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

- Menu link title ***: A text input field with a red arrow pointing to it from the label 'Menu link title'.
- Path ***: A text input field with a red arrow pointing to it from the label 'URL path'.
- Enabled**: A checked checkbox with a red arrow pointing to it from the label 'Enabled by Default'.
- Parent link**: A dropdown menu showing '<Main menu>' with a red arrow pointing to it from the label 'Parent link'.
- Menu link attributes**: A blue link with a right-pointing arrow, with a red arrow pointing to it from the label 'Menu Link Attributes'.
- Save**: A green button at the bottom left with a red arrow pointing to it from the label 'Save'.

Other visible text in the form includes: 'The text to be used for this link in the menu.', 'The path for this menu link. This can be an internal path such as `node/add` or an external URL such as `http://example.com`. Enter `<front>` to link to the front page.', '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.', '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', 'Optional. In the menu, the heavier links will sink and the lighter links will be positioned nearer the top.', and 'Menu item attributes'.

Menu Structure

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

Menus allow you to structure how lists links will appear on the left navigation your site. Once you are logged into your site go to

Structure...Menus...Main

Menu...List Links. You can now restructure your lists by dragging and dropping items. Lists that do not have a weight or that have not been place in order under List links will appear in alphabetical order. *Remember to Save your configuration or your changes will not be saved.*

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

Remember to Save your configuration or your changes will not be saved.

Menu link	Enabled	Operations
+ CFAES	<input checked="" type="checkbox"/>	edit delete
+ OSU Extension	<input checked="" type="checkbox"/>	edit delete
+ Buckeye County	<input checked="" type="checkbox"/>	edit delete
+ Program Areas	<input checked="" type="checkbox"/>	edit delete
+ 4-H CARTEENS	<input checked="" type="checkbox"/>	edit delete
+ 4-H Youth Development	<input checked="" type="checkbox"/>	edit delete
+ Buckeye County 4-H Camp	<input checked="" type="checkbox"/>	delete
+ Buckeye County Fair	<input checked="" type="checkbox"/>	delete
+ Ohio 4-H Family Guide	<input checked="" type="checkbox"/>	delete
+ Agriculture and Natural Resources	<input checked="" type="checkbox"/>	edit delete
+ Community Development	<input checked="" type="checkbox"/>	edit delete
+ EFNEP	<input checked="" type="checkbox"/>	edit delete
+ Family and Consumer Sciences	<input checked="" type="checkbox"/>	edit delete
+ Master Gardener Volunteers	<input checked="" type="checkbox"/>	edit delete
+ Ohio Certified Volunteer Naturalist Program	<input checked="" type="checkbox"/>	edit delete
+ SNAP-Ed	<input checked="" type="checkbox"/>	edit delete
+ Events	<input checked="" type="checkbox"/>	edit delete
+ Events (menu position rule)	<input checked="" type="checkbox"/>	edit
+ Calendar	<input checked="" type="checkbox"/>	edit reset
+ Past Events	<input checked="" type="checkbox"/>	edit delete
+ News	<input checked="" type="checkbox"/>	edit delete
+ News (menu position rule)	<input checked="" type="checkbox"/>	edit
+ About	<input checked="" type="checkbox"/>	edit delete
+ County Staff	<input checked="" type="checkbox"/>	edit delete
+ People (menu position rule)	<input checked="" type="checkbox"/>	edit
+ Photo Gallery	<input checked="" type="checkbox"/>	edit reset
+ Images (menu position rule)	<input checked="" type="checkbox"/>	edit
+ BGS Test Page	<input checked="" type="checkbox"/>	edit delete
+ Give Now	<input checked="" type="checkbox"/>	edit delete

Save configuration

+ Add link

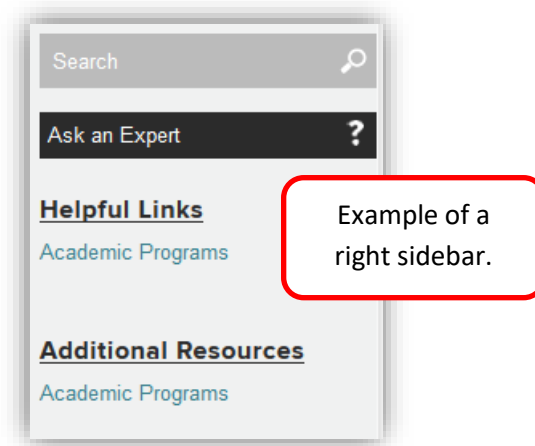
Example of a County Menu Structure

Tags

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

Relate to content

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



Social Media

The screenshot shows a form for adding a social media link. Red arrows point to the following fields:

- Menu link title ***: A text input field containing "Menu Link Title".
- Path ***: A text input field containing "Path".
- Enabled**: A checked checkbox.
- Parent link**: A dropdown menu showing "<Social Media>".
- Menu link attributes**: A dropdown menu showing "Menu Link Attributes".
- Save**: A green button at the bottom left.

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

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

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

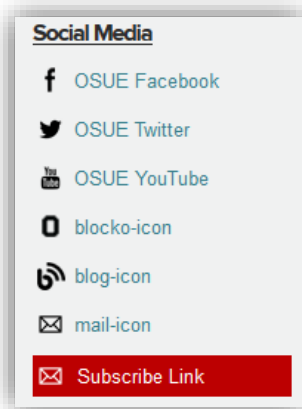
Enabled – Enabled should be selected.

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

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

Save – Remember to Save your work.

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



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

About

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

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

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

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

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

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

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

The screenshot shows the CKEditor interface for editing the 'About' page. At the top is the 'Body (Edit summary)' section with a 'Save' button and a rich text editor toolbar. Below this is the 'Page Banner' section, which includes a large image of a building, a 'Mask' tool to crop the image, and a file name '2010_OSU4Hcenter_001.jpg' with a 'Remove' button. Below the image are fields for 'Alternate text', 'Title', and 'Banner Caption'. At the bottom is the 'Address information' section, which includes fields for 'Phone Number', 'Fax Number', and 'Email Address'. Red arrows point to the 'Body Text' area, the 'Page Banner' image, the 'Mask' tool, the 'Alternate text' field, the 'Image Title' field, the 'Banner Caption' field, and the 'County Information Block' (the address and contact information section).

The image shows two screenshots from a web application. The top screenshot is titled 'Directions Link' and contains a form with the following fields: 'Title' (with the value 'Directions to Northeast Regional Office'), 'URL' (with the value 'https://www.google.com/maps/place/1680+Madison+A'), 'Office Hours' (with the value 'Monday-Friday 8:30 a.m. - 5:00 p.m.'), and 'Notice' (with the placeholder text 'Area for a short notice or announcement.'). A red box highlights the entire form, and a red arrow points from the text 'County Information Block' to the 'Office Hours' field. The bottom screenshot is titled 'Menu settings' and shows a sidebar on the left with categories like 'Menu settings', 'URL path settings', 'Revision information', 'Scheduling options', 'Authoring information', and 'Publishing options'. The main content area is titled 'Menu settings' and includes a checkbox for 'Provide a menu link', a 'Menu link title' field (with the value 'About'), a 'Parent item' dropdown menu (with the value '<Main menu'), and a 'Weight' dropdown menu (with the value '0'). Below these are sections for 'Menu link attributes' and 'Menu item attributes'. A red arrow points from the text 'Settings' to the 'Parent item' dropdown. At the bottom left of the form is a green 'Save' button, with a red arrow pointing from the text 'Save' to it.

County Information Block

Text placed in the County Information Block will appear on the Home page Left Sidebar, the About page Right Sidebar and in the footer (the footer appears on every page).

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

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

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

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

Directions Link

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

Office Hours – The hours of operation of your County office. For example:

Monday – Thursday
8:30 a.m. – 5:00 p.m.

Friday
8:30 a.m. – 2:00 p.m.

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

Settings

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

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

The screenshot shows the OSU Extension Buckeye County website. At the top, there is a navigation bar with links for CFAES Home, Extension Home, Buckeye County Home, Program Areas, Events, News, About, and Give Now. Below this is a header for 'Buckeye County' with a large photo of a modern building. The main content area is titled 'ABOUT BUCKEYE COUNTY' and contains placeholder text. To the right of this text is a sidebar with contact information for the 'Buckeye County Office', including the address (1234 Some Street, Columbus, Ohio 43214), phone number (614-555-1211), fax number (614-555-1212), and email (buckeye@osu.edu). Below the main content, there is a 'LOCATE AN OFFICE' section with a map of Ohio and a 'BUCKEYE COUNTY OFFICE' section with contact details and hours of operation. Two red arrows with the text 'County Information' point to the 'ABOUT BUCKEYE COUNTY' section and the 'LOCATE AN OFFICE' section.