

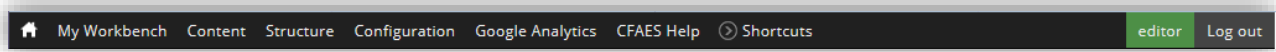
The image shows a screenshot of the AEDE (Department of Agricultural, Environmental, and Development Economics) website at OSU. The page is annotated with red boxes and labels identifying key components:

- OSU Navigation Tabs:** Located at the top right, containing links like 'Help', 'BuckeyeLink', 'Map', 'Find People', 'Webmail', and 'Search Ohio State'.
- Department Name:** 'AEDE' is prominently displayed at the top left.
- Navigation Tabs:** A secondary set of tabs below the department name, including 'CFAES', 'Home', 'Undergraduate', 'Graduate', 'Our People', 'About Us', 'Research Areas', 'Research Programs', 'Extension/Outreach', 'Alumni', and 'Give Now'.
- Slideshow Slide:** A large banner image with the text 'Ask me how to design a modern food system.'
- Welcome Statement:** A paragraph of text below the banner, starting with 'Agricultural + Environmental + Regional + Development + Economics = Impact'.
- Social Media Links:** A row of icons for YouTube, email, Facebook, and Twitter.
- Front Page Buttons:** A set of four buttons: 'PODCASTS', 'VISIT US', 'APPLY NOW', and 'CONTACT US'.
- News Article:** A section titled 'NEWS' featuring an article about the 'AEDE Represents at American Economic Association's Annual Meeting'.
- Publications:** A section titled 'Recent Publications' listing several academic papers.
- Trending Box:** A section titled 'Trending' featuring tweets related to the department.
- Event Calendar:** A button labeled 'Event Calendar'.
- Photo Gallery:** A button labeled 'Photo Gallery'.
- In The Press:** A button labeled 'In The Press'.
- Multimedia:** A section titled 'VIDEOS' with two video thumbnails.
- Social Media:** A row of social media icons at the bottom right.
- Department Information:** Contact and address information at the bottom left.
- Login:** A 'Login' button at the bottom center.
- College Links:** A list of links to other university departments at the bottom right.

Table of Contents

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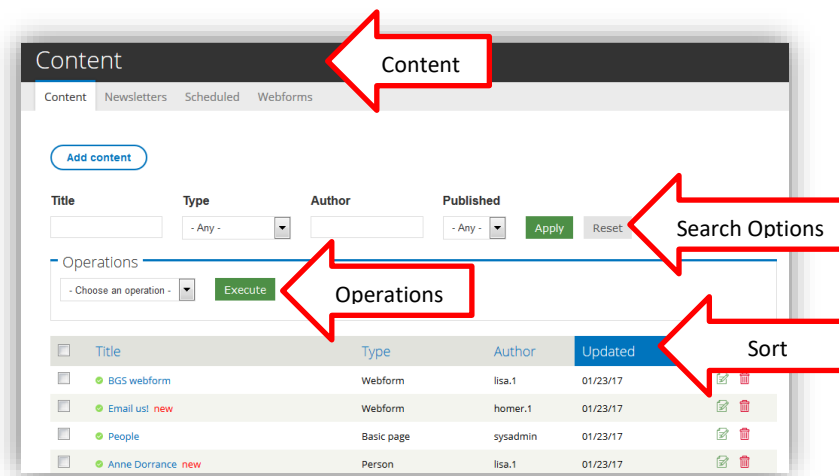
When you login you will notice the top line of the page now has buttons used for administering content, your login name and a logout button.



Content

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

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



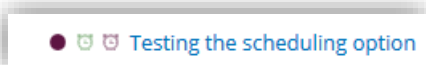
Content – Selecting Content will take you to the list of items on your website.

Search Options –You can now search by Title, Type, Author or Published status. To search by **Title** type in the first word of the Title and select Apply. To search by **Type** use the dropdown arrow to select the Content Type for which you want to filter and then select Apply. To search by **Author** type the Authors name in the search box and select apply. To

display content that is **Published** or Unpublished use the dropdown to select Yes or No then select Apply.

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

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



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

Automatically publishes on (date and time you select).

Automatically unpublishes on (date and time you select).

Basic Page

The screenshot shows the 'Basic Page' creation form. Red arrows point to the following elements:

- Title**: The text input field at the top left.
- Body Text**: The large text area below the CKEditor toolbar.
- Related People**: The input field in the 'Related People' section.
- Provide a Menu Link**: The checkbox in the 'Menu settings' section.
- Scheduling options**: The 'Scheduling options' section in the left sidebar.
- Settings**: The 'Menu settings' section in the left sidebar.
- Save**: The green 'Save' button at the bottom left.

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

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

Summary –Some content types use a Summary as a teaser to get the attention of readers or to create a shortened version of the body text to display in a list. The basic page does not use the Summary.

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

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

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

The screenshot shows the 'Provide a menu link' form. Red arrows point to the following elements:

- Provide a Menu Link**: The checked checkbox at the top.
- Title for public view**: The 'Menu link title' input field.
- Parent item**: The dropdown menu showing '<Main menu>'.
- Weight**: The 'Weight' dropdown menu showing '0'.

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

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

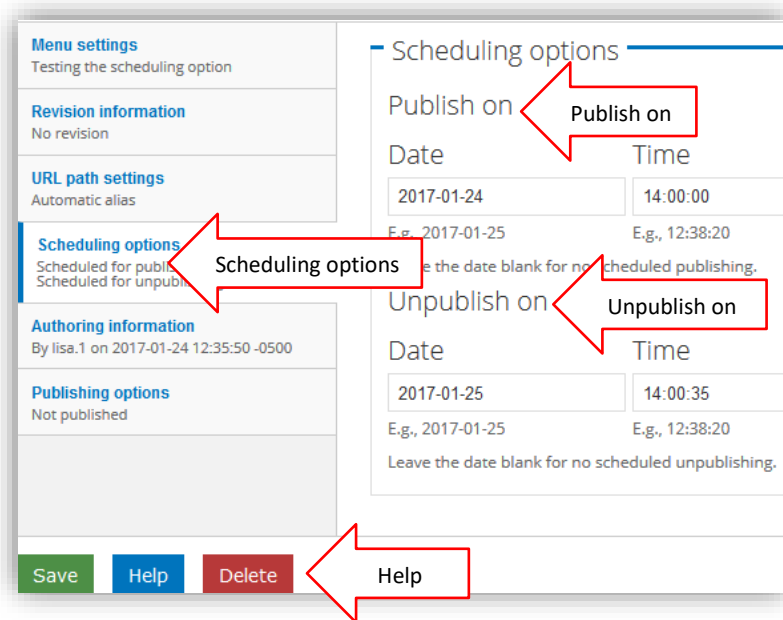
Weight – Click on the drop down arrow to select the position of the Basic Page you are creating with regards to any other items under the same

Parent item. Menu links with smaller weights are displayed before links with larger weights. The weight goes from (negative) -50 to positive 50. For example a Basic Page given a Weight of (negative) – 5 will appear above a Basic Page with a Weight of Zero (0). You can also use Structure...Menus to reorganize items on the site.

Settings

URL path settings – Checking the Generate automatic URL alias will create a URL normally using the Basic Page Title. Optionally you can specify an alternative URL by which this content can be accessed. For example, type "about" when writing an about page. Use a relative path and don't add a trailing slash or the URL alias won't work.

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



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

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

Using the Scheduling options will supersede any other Publishing selections.

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

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

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

Course

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

Adding courses individually is as easy as adding a course number, the module can also automatically add courses affiliated with a department or subject. Editing courses on Department sites the interface will be similar to what it has been except that fields

Program area		Semesters Offered	
- Any -		- Any -	
Course Number	Title	Unit(s)	Semesters Offered
AEDECON 1100	Exploring Agribusiness and Applied Economics	0.5	Autumn
AEDECON 1200	Exploring Sustainability: SUSTAINS LC Seminar	1.0	Autumn
AEDECON 2001	Principles of Food and Resource Economics	3.0	Spring, Autumn
AEDECON 2001H	Principles of Food and Resource Economics	3.0	Spring
AEDECON 2005	Data Analysis fo		
AEDECON 2105	Managerial Reco		

This is an example of the Course Offerings as viewed by your students.

provided by the University will no longer be available to edit. To construct and maintain this listing for your students there are a number of options you can use. This document explains those options.

Option One

Log in to your website and navigate to **Content..Add Content...Course.**

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

Settings

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

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

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

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

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

Save – When you Save the Course Offering, if the Course is found in the university database, the course details will be auto-filled in and the Course form will appear as below.

The screenshot shows a course entry form with the following fields and their corresponding labels in red boxes with arrows:

- Course Number**: Points to the input field containing "AEDECON 4340".
- Course Title**: Points to the input field containing "Project Management for Sustainability and Applied Econor".
- Course Level**: Points to the "Undergraduate" checkbox.
- Credit Hours**: Points to the input field containing "2.0".
- Course description**: Points to the text area containing "An introduction to project management concepts and techniques focusing on how to initiate, plan, manage, control, and close projects related to sustainability and applied economics".
- Semesters Offered**: Points to the "Autumn" checkbox.
- Instruction Modes**: Points to the "In Person" checkbox.
- Campuses**: Points to the "Columbus" checkbox.

Campuses where the class is taught or based.

Once you have added the Course Number, if found in the university database, course details will be auto-filled into the Course form. You can then add to or edit the information.

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

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

Course Level – Select Undergraduate and/or Graduate.

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

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

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

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

Campuses – Select the Campus or

The screenshot shows a course management interface with several sections. Red arrows point to the following elements:

- Online:** A dropdown menu currently set to 'None'.
- Current Instructor:** A text input field with a search icon.
- Sample Syllabus:** A section for uploading a PDF file, including a 'Browse...' button and an 'Upload' button.
- Program area:** A list of checkboxes for selecting program areas, such as 'Major: Agribusiness and Applied Economics' and 'Minor: Agribusiness'.
- Settings:** A section for configuring URL path settings, including a checkbox for 'Generate automatic URL alias' and a text input for 'URL alias'.
- Save:** A green button at the bottom left of the interface.

Online – The selections for this section are All, Some or None.

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

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

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

Settings

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

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

Scheduling option – This setting will allow

you to schedule content for Publishing and Unpublishing.

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

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

Save - Remember to Save your work.

Option Two

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

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

The screenshot shows the 'Browse/Add' interface with the following elements highlighted by red arrows:

- Course Number**: Points to the input field for adding a single course.
- Add**: Points to the green button next to the single course input field.
- Course**: Points to the 'Course Name' input field.
- Subject**: Points to the 'Subject' dropdown menu.
- Course Number**: Points to the 'Course Number' input field.
- Options**: Points to the 'Acad Career', 'Grading Basis', 'Instruction Mode', and 'Course Component' dropdown menus.
- Order By**: Points to the 'Order By' dropdown menu.
- Find**: Points to the green 'Find' button at the bottom left.

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

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

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

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

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

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

Acad Career

- DENT – College of Dentistry
- GRAD – Graduate School
- LAW – College of Law
- MED – College of Medicine
- OPT – College of Optometry
- PHP – College of Pharmacy
- UGRAD - Undergraduate
- VMED – College of Veterinary Medicine

Grading Basis

FLT - Flight Training
GRD - Graded A-E
NON - Non-Graded Component
PNP - Pass/Non-Pass
SUS - Satisfactory/Unsatisfactory
PRG - Progress - S/U
PGR - Progress – Graded
USO - U Grade Option - S/U

Instruction Mode

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

Course Component

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

Minimum Units

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

Minimum % Online Instruction

You can filter by the % that the course is online.

Campus

Columbus, Lima, Mansfield, Marion, Newark or Wooster

Semester

You can filter by Autumn, Spring or Summer.

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

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

This is an example of ANIMSCI courses sorted by course name.

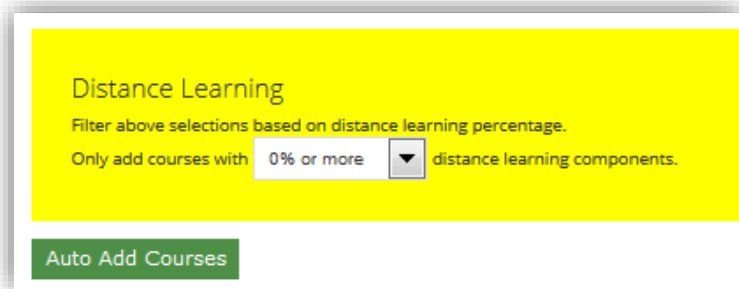
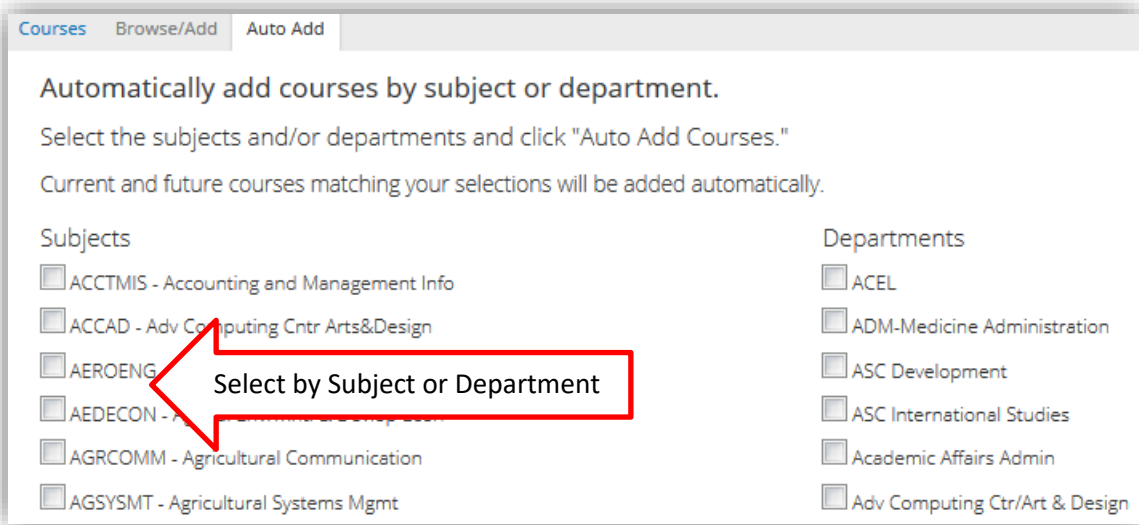
The screenshot shows a search interface for courses. At the top, it says "Or add multiple courses" and "Step 1: Search for course(s) to add". There are input fields for "Course Name" and "Subject" (containing "ANIMSCI - Animal Sciences"). Below these are filters for "Acad Career", "Grading Basis", "Instruction Mode", "Course Component", "Minimum Units", and "Minimum % Online Instruction". There are also "Campus" and "Semester" dropdowns. An "Order By" dropdown is set to "course_name". A green "Find" button is visible. Below the search area, "Step 2: Select courses and click 'Add Courses'" is shown. A table of results is displayed with columns: course name, subject abbrev, course number, course grading basis, course units, acad career, campuses, online perc, instruction modes, components, and semester. A red arrow points to the "Subject" field, another to the "Order By" dropdown, a third to the "Find" button, and a fourth to the "Course List" text in the table.

<input type="checkbox"/>	course name	subject abbrev	course number	course grading basis	course units	acad career	campuses	online perc	instruction modes	components	semester
<input type="checkbox"/>	Advanced Equine Behavior and Training	ANIMSCI	2401	GRD	3.0	UGRD	Columbus	0-0	P	LAB & LEC	Spring
<input type="checkbox"/>	Advanced Growth and Development	ANIMSCI	5100	GRD	3.0	GRAD	Columbus	0-0	P	LEC	Autumn
<input type="checkbox"/>	Advanced Micronutrient Metabolism	ANIMSCI	8802	GRD	3.0	GRAD	Columbus	0-0	P	LEC	Autumn
<input type="checkbox"/>	Advanced Reproductive Physiology	ANIMSCI	6060	GRD	3.0	GRAD	Columbus	0-0	P	LEC	Autumn
<input type="checkbox"/>	Advanced Topics in Ruminant Nutrition	ANIMSCI	7030	GRD	3.0	GRAD	Columbus	-0	P	LEC	Spring
<input type="checkbox"/>	Anaerobic Microbiology	ANIMSCI	6090	GRD	3.0	GRAD	Columbus	0-0	P	LEC	Spring
<input type="checkbox"/>	Animal Growth and Development	ANIMSCI	7100	GRD	3.0	GRAD	Columbus	-75	P & DH	LEC	Spring
<input type="checkbox"/>	Animal Growth and Development	ANIMSCI	3100	GRD	3.0	UGRD	Columbus	0-0	P	LEC	Spring

Option Three

Log in to your website and navigate to **Content...Courses...Auto Add**.

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

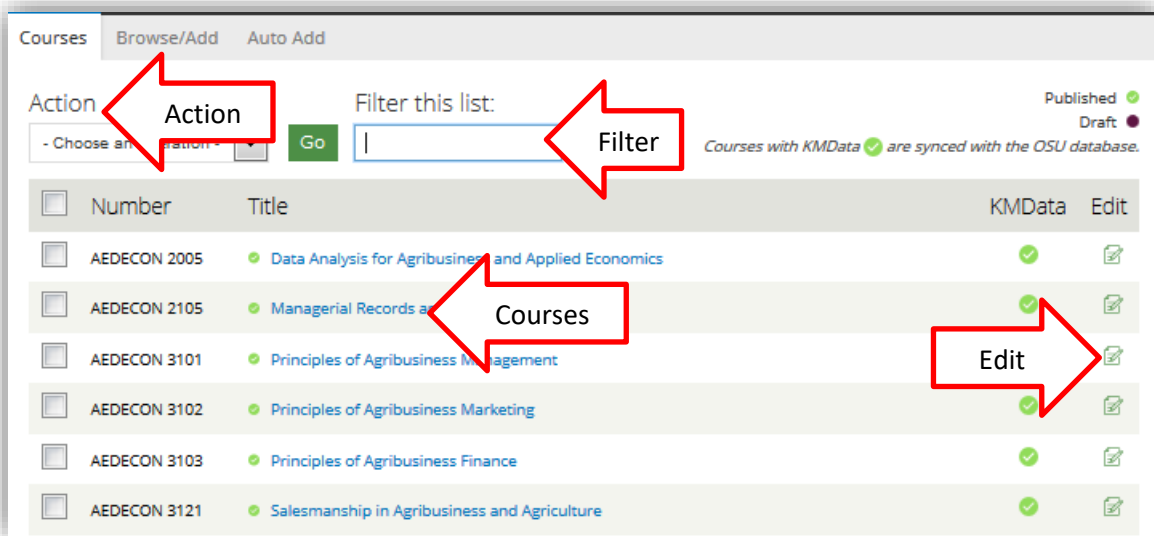


Once you have made your subject or department selections scroll to the bottom of the page and use the filter for distance learning if necessary then click on the **Auto Add Courses**.

Option Four - Maintenance

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

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



Action

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

Filter

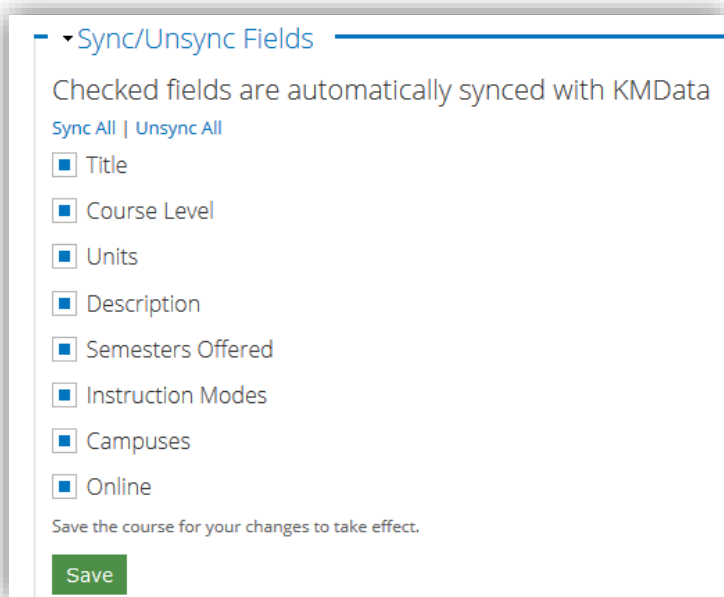
You can filter the list, start to type the Number (example: ENR) of the courses you want to filter and the list will start to filter automatically.

Edit

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

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

If you delete a course, it won't be re-added. You might want to just unpublish the course instead of deleting.



Event

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

The screenshot shows the 'Event' form with several key elements highlighted by red arrows and boxes:

- Title of Event ***: A text input field with a red arrow pointing to it labeled 'Title'.
- Cancelled**: A checkbox with the label 'Cancelled' and a red arrow pointing to it labeled 'Cancelled'. Below it is the text 'Check this box if the event is cancelled.'
- Event Date ***: A section containing:
 - All Day** and **Show End Date** checkboxes, with a red arrow pointing to them labeled 'Date & Time'.
 - Date** and **Time** input fields. The Date field contains '01/16/2018' and the Time field contains '10:30am'. Below each is an example: 'E.g., 01/16/2018' and 'E.g., 10:30am'.
 - A pop-up calendar showing the month of September 2013, with a red box around it labeled 'Example of Dropdown Calendar'.
- Repeat**: A checkbox with the label 'Repeat' and a red arrow pointing to it labeled 'Repeat'.

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 recurring events by checking the **Repeat** button, this is not recommended. *Note: If you use the Repeat button and Cancel an Event it will Cancel all the repeated Events.*

Details

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

- Event Summary:** A text area with a rich text editor toolbar. The text reads: "Summary The Great Sled Dog Race Classic of Greater Cleveland is the only sled dog e attracting mushers from across Ohio and other states."
- Event Description:** A text area with a rich text editor toolbar. The text reads: "Teams will cover one to six miles through woods and across open fields. Because the v doesn't always cooperate, there will be an alternate race date announced. Park Accom Punderson State Park offers a beautiful lodge (Manor House) for overnight stays or ma cottages that can sleep 8-10 people. Call the lodge for rates 440-564-9144 or 1-800-28."
- Event Website:** Two input fields labeled "Event Website Title" and "URL". Below them is a note: "The link title is limited to 128 characters maximum. A website with information about the event."
- Cost:** An input field with a note: "Enter the cost of the event."
- Image:** A section with a "Browse..." button, "No file selected.", and an "Upload" button. A note below says: "Click on the image and drag to mark how the image will be cropped"
- Attachments:** A section titled "Attachments" with a note: "Attach up to 10 file attachments". It includes an "Add a new file" section with a "Browse..." button, "No file selected.", and an "Upload" button. A note below says: "Files must be less than 10 MB. Allowed file types: txt pdf xls doc docx ppt pptx xlsx gif jpg png."

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.


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

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

Image – Please see next section.

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

Image



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

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

Location

The screenshot shows a web form with two main sections: 'Location' and 'Registration'. In the 'Location' section, there is a text input field for 'Event location' containing 'Punderson State Park, in Newbury, Ohio' and a 'URL' input field containing 'https://www.google...'. In the 'Registration' section, there is a date input field for 'Registration Deadline' containing '01/20/2018' and an empty 'Registration Link' input field. Red arrows point from text labels to each of these four input 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 Share... In the Share and Embed Link box that

appears, make sure the Share map tab is selected. Copy the HTML and paste the code into the URL box. Other map applications can be used. You will need to find the Share code as in Google Maps.

Registration

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

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

Contact Information

The screenshot shows a form with three main sections: Contact Information, Related Content, and Related People/Program Page. Red arrows point to the following fields:

- Contact Name:** Points to the text input field containing "Mary Groth - Siberian Husky Club of Greater Cleveland".
- Contact Email:** Points to the empty text input field.
- Contact Phone:** Points to the text input field containing "330-555-1212".
- Relate to Content:** Points to the dropdown menu showing options like "- None -", "About Us - /main_events/dse/about-us", "Animals in Society - /main_events/dse/node/100", and "Basic Page Example - /main_events/dse/about-us/basic-page-example".
- Related People:** Points to the text input field in the "Related People" section.
- Related Program Page:** Points to the text input field in the "Related Program Page" section.

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

Contact email – The email of the contact person.

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

Related Content

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

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

Related People – As you start to type the name of the person you want to relate to this event a list of possible names will appear. Select the related person from the list.

Related Program Page – If this Event should appear on a Program Page, start typing the name of the Program Page and a list of

possibilities will appear. Select the Program Page from the list.

Submit to CFAES

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

A yellow box containing a checkbox labeled "Submit to CFAES" and the text: "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.

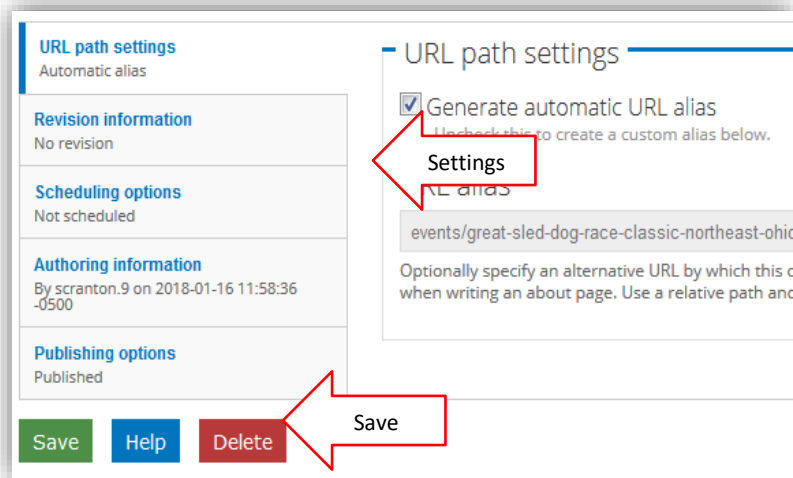
Once your Event is submitted you will get a rejection or approved email. Example:

Hello, your event "Name of Event" has not been approved to appear on cfaes.osu.edu. Please email Suzanne Steel at steel.7@osu.edu <<mailto:steel.7@osu.edu>> for more information.

Settings

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

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

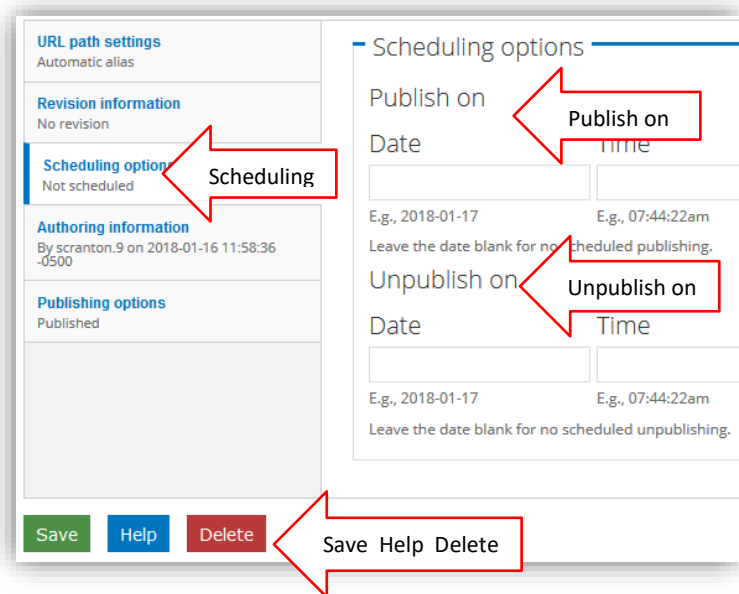


Scheduling option – This setting will allow you to schedule content for Publishing and Unpublishing at a future date and time.

Using the Scheduling options will supersede any other Publishing selections.

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

Publishing – Your Event is set to Publish by default.



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

Homepage Slide

Image Slide with Border Style N/A



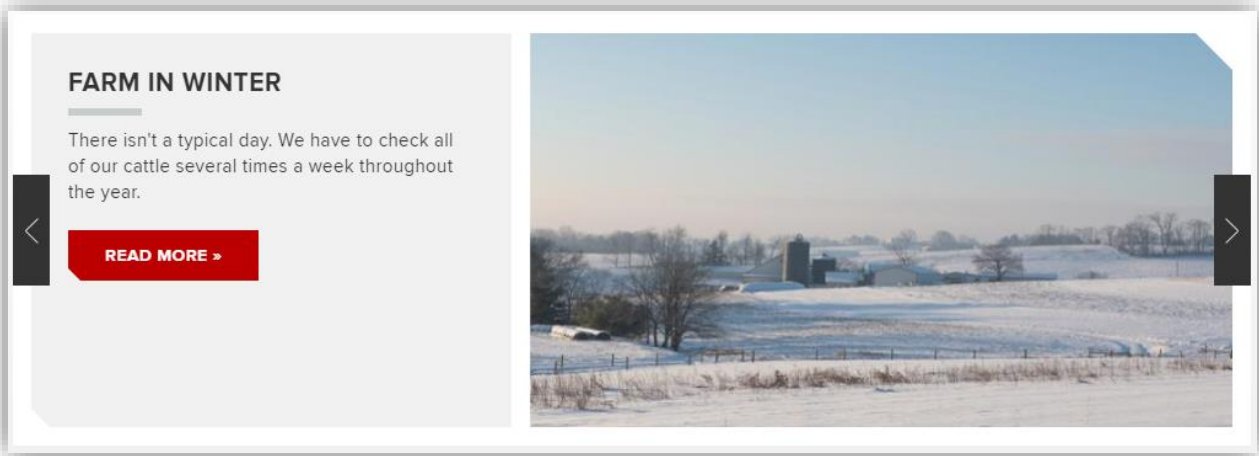
Image Slide with Thin Border



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**.

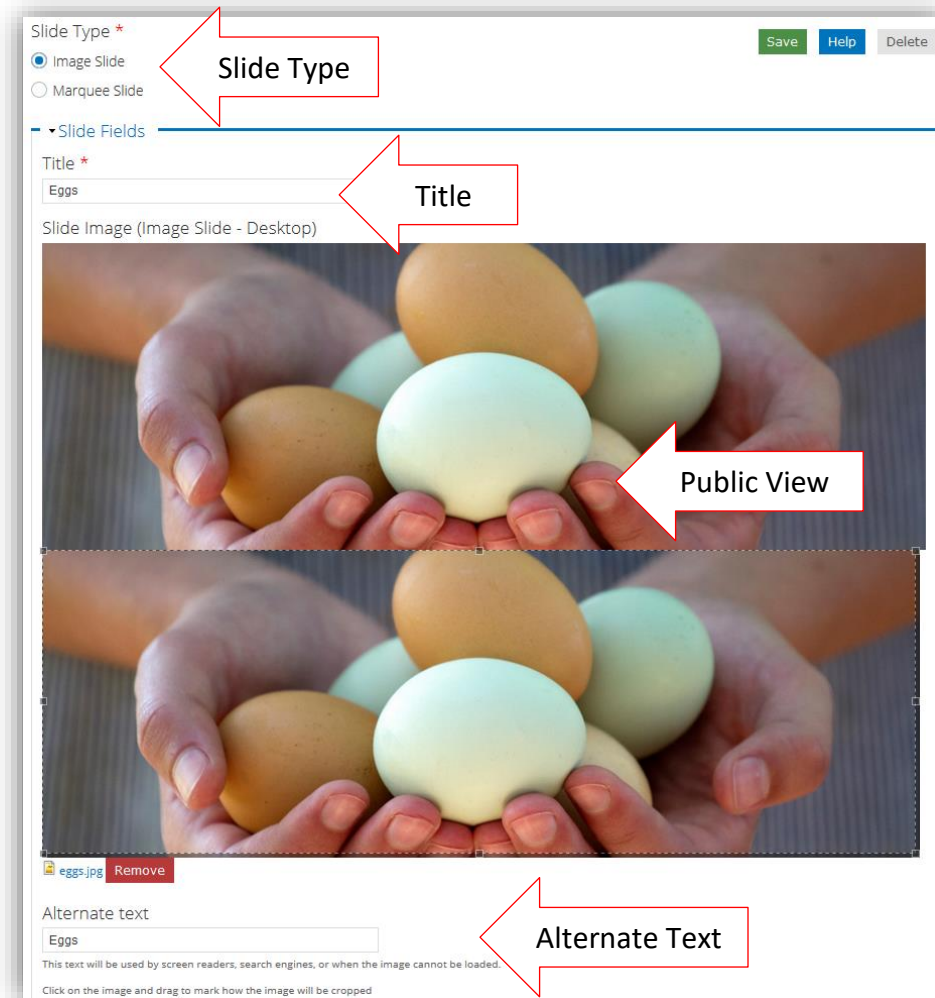


Image Slide

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

Alternate Text

Border Style

Slide Link

Open link in 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.

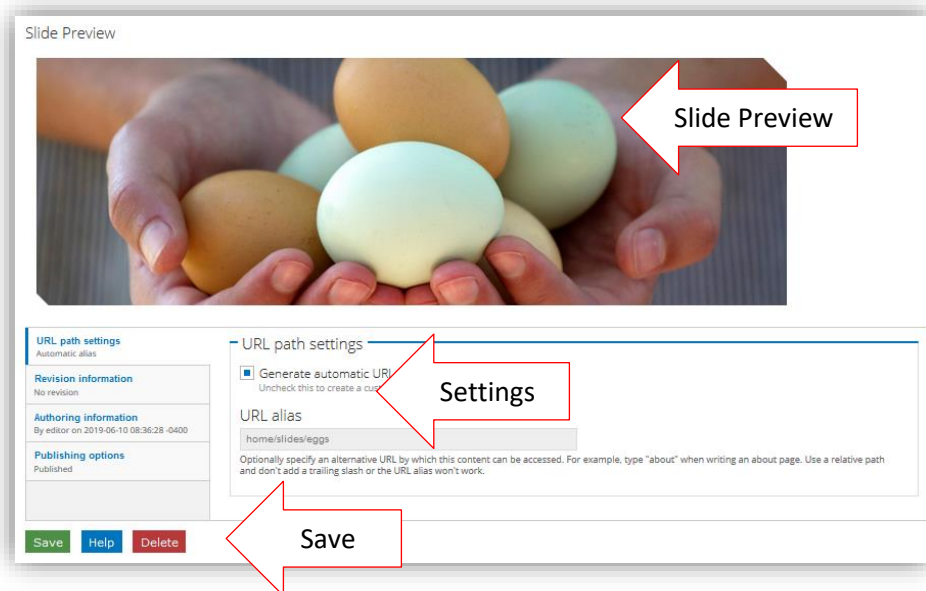
N/A: No border. Displays the image.

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 black text. The Scarlet marquee has a

The screenshot shows a web editor interface for creating a Marquee Slide. At the top, there are radio buttons for 'Image Slide' and 'Marquee Slide', with 'Marquee Slide' selected. A 'Save' button is visible. Below this is the 'Slide Fields' section. The 'Title' field contains 'Farm in Winter'. The 'Marquee Image' section shows a large image of a snowy farm with a smaller 'Original Image' inset below it. The 'Alternate text' field also contains 'Farm in Winter'. Under 'Marquee Style', 'Gray Marquee' is selected. The 'Body' text area contains a paragraph about checking cattle. The 'Slide link' field has 'https://cfaes.osu.edu/' and the 'Open Link in New Tab?' checkbox is checked. A 'Slide Preview' section shows a thumbnail of the slide with the title 'FARM IN WINTER' and a 'READ MORE >' button. At the bottom, there are 'URL path settings' and a 'Save' button.

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.



Create a New Photo Gallery

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

Name – Name of the gallery.

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



Example of a Photo Gallery with a description.

The Description is optional.

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

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

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

Add an Image.

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 thumbnail of a farmers market stall and a 'Remove' button. The 'Image Gallery' section has checkboxes for 'Dressage' (unchecked) and 'Farmers Market' (checked). 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 note about specifying an alternative URL. On the left side, there are sections for 'Revision information', 'Scheduling options', 'Authoring information', and 'Publishing options'. A 'Save' button is located 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.

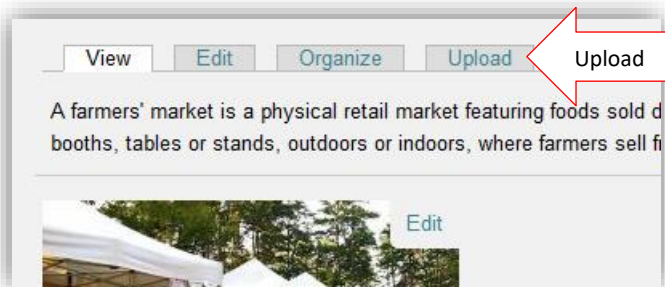
Using the Scheduling options will supersede any other Publishing selections.

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

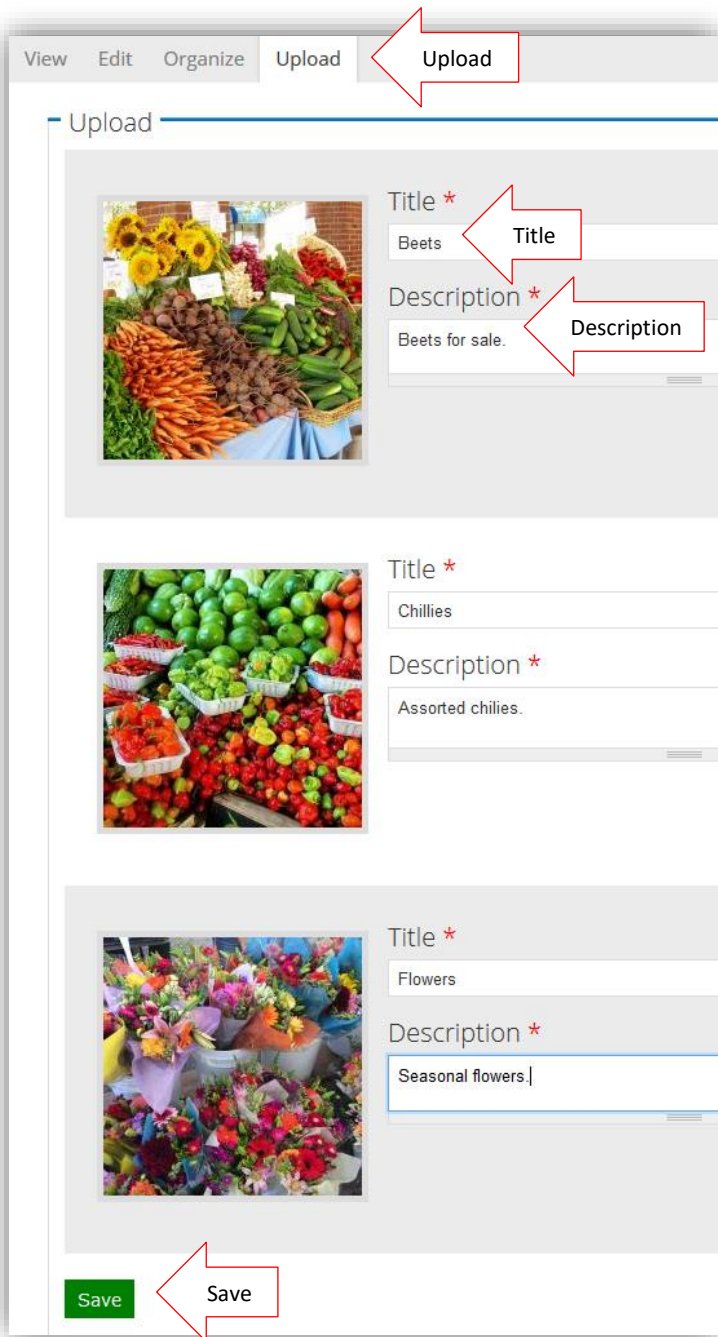
Publishing options – Publish or Unpublished by checking or unchecking the Published box. **The default is Published.**

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 you can use the **Upload** option to upload multiple images.



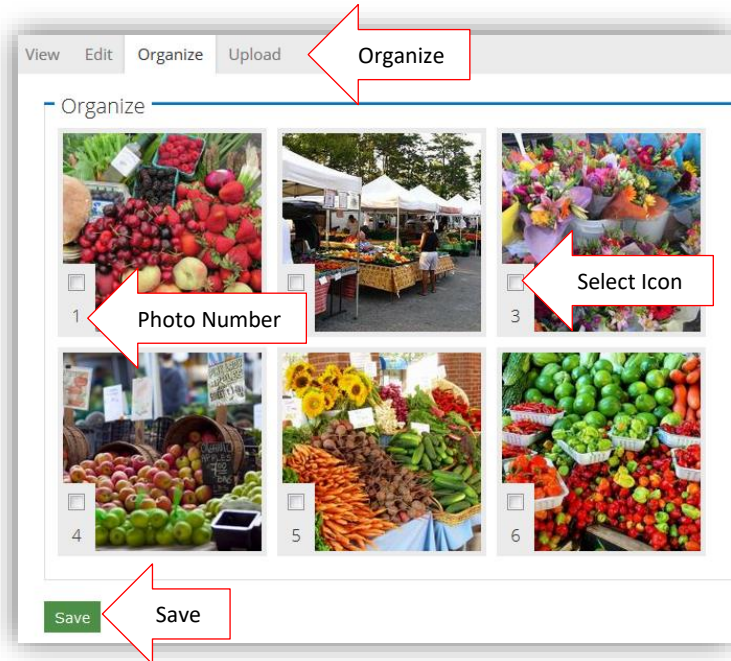
Navigate to your Image Gallery, select the **Upload** tab. You can upload JPG's, GIF's, and PNG's only, 10MB Max Size per image. To add multiple images hold CTRL for PC or ⌘ for Mac, then click the desired images to upload.

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

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

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

Organize the Images in your Photo Gallery



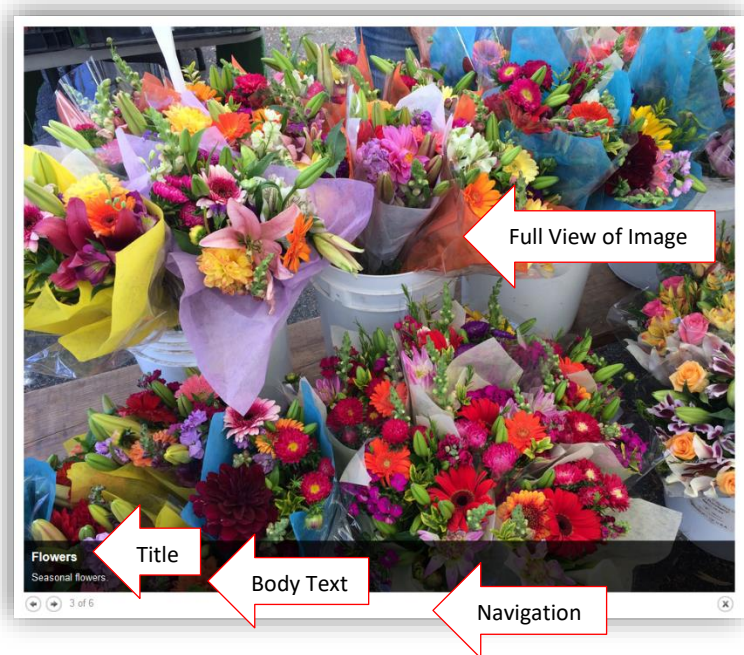
Once you have images in your gallery it is possible to Organize them by dragging and dropping them into the order you want them to appear.

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



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

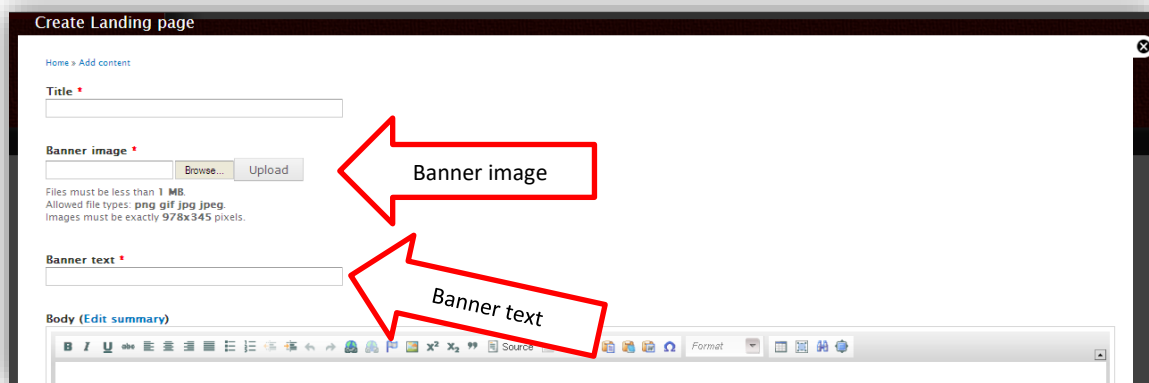
Example of an Image in full view.



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

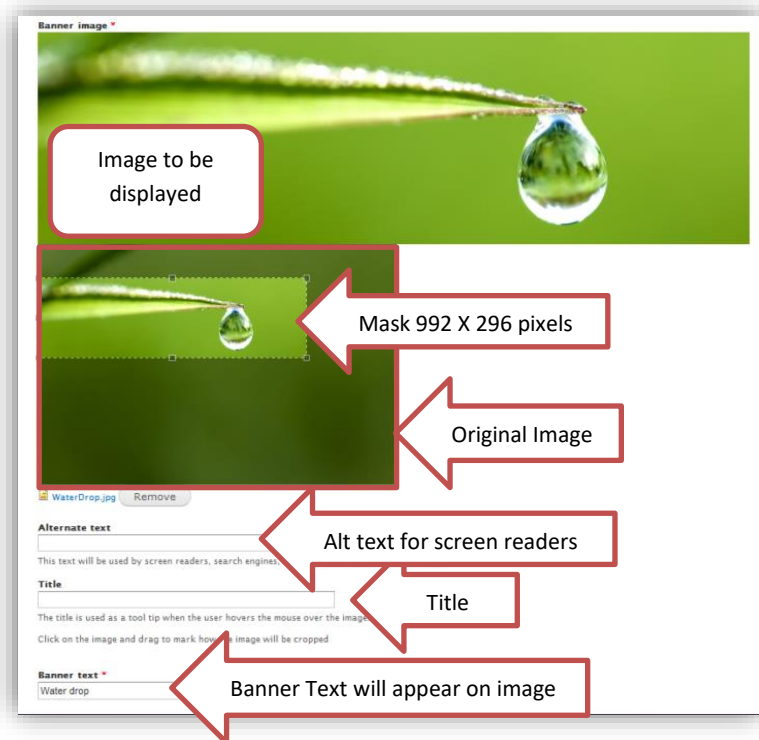
The **Title** and the **Body Text** will appear on the **Full View of the Image** in the black strip. You can use the **Navigation** arrows to browse through the full view of the images.

Landing Page



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

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



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

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

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

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

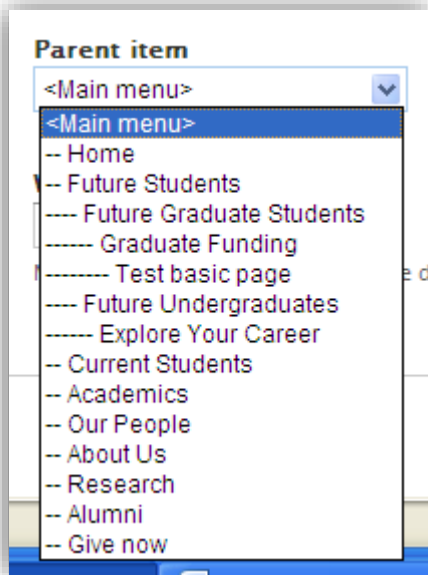
Alternate text – Is read by screen readers for sight impaired persons and by search engines for indexing.

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

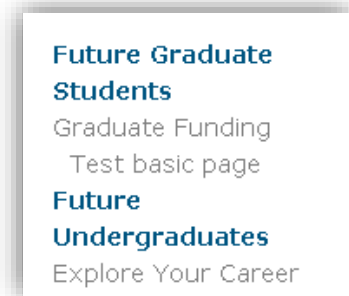
Banner text – Will appear as white text in a ribbon across the lower part of the image.

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

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



example the Basic Page “Test basic page” was created using “Graduate Funding” as its’ Parent item. It would appear in the left navigation bar as follows:



Menu Link - If the page you are creating will have a link from the left side navigation menu, select the **Provide a Menu Link** check box. This will cause the other options for setting a menu item to appear.

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

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

Parent item – Click the dropdown and select the Parent item of the Landing Page you are creating. For

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

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

URL path settings - Optionally specify an alternative URL by which this content can be accessed. For example, type "about" when writing an about page. Use a relative path and don't add a trailing slash or the URL alias won't work.

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

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

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

Media Mention

The screenshot shows a form for creating a Media Mention. The fields are as follows:

- Title**: A text input field at the top.
- DATE**: A section containing a **Date** input field with the example "Jun 20 2016" and a note "E.g., Jun 20 2016".
- Mention information**: A text input field.
- Source URL**: A text input field.
- PEOPLE**: A section with a plus sign and a text input field, and a "Show row weights" link.
- RELATED PROGRAM PAGE**: A section with a plus sign and a text input field, and a "Show row weights" link.
- Revision information**: A section with a "No revision" status and a "Create new revision" checkbox.
- URL path settings**: A section with "Automatic alias" checked.
- Authoring information**: A section showing "By scranton.9".
- Publishing options**: A section with "Published, Promoted to front page" checked.
- Revision log message**: A text area with a "Settings" label and a note: "Provide an explanation of the changes you are making. This will help other authors understand your motivations."
- Buttons**: "Save", "Preview", and "Add another item" buttons are located at the bottom.

A Media Mention is one of the options that can appear in the Trending Box in the Right Sidebar of the Homepage.

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

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

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

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

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

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

Settings

URL path settings – Should be checked to generate an automatic URL alias by default.

Revision information – Can be used to provide an explanation of the changes you are making. This will help other authors understand your motivations.

Authoring information – Shows the login ID of the person who created the content and

the date and time it was created.

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

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

Multimedia

The screenshot shows the Multimedia content type form. Red callouts highlight the following elements:

- Title**: A red box around the Title input field.
- Select Media from Web or Library**: A red box around the 'Select media' button.
- Body Text for Summary and/or Body**: A red box around the main text editor area.
- URL or Embed code**: A red box around the 'URL or Embed code' input field.
- Embed Code**: A red box around the 'Embed Code' input field.
- Save or Preview**: A red box around the 'Save' and 'Preview' buttons.

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

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

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

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

Summary – Click on the Edit Summary button to open or hide the Summary text box. Some content types use a summary as a teaser to get the attention of readers or to create a shortened version of the body text to display in a list.

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

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

Additional Fields that may appear on your Multimedia content type.

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

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

News Article

The screenshot shows a web form for creating a news article. It includes the following sections:

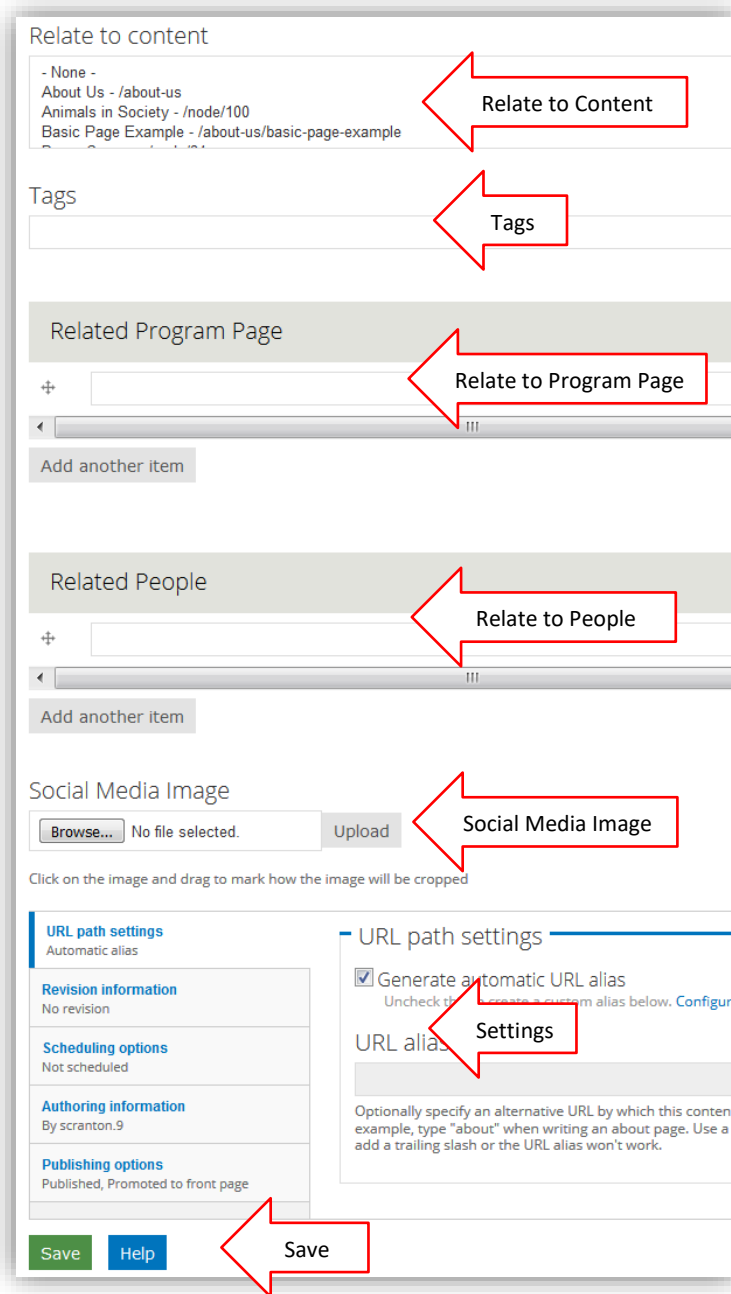
- Title:** A text input field containing "November News".
- Image:** A preview of a photograph of a building dome through autumn leaves.
- Image mask:** A larger version of the same photograph with a dashed border, indicating it is being cropped.
- Alternate text:** A text input field for alt text, with a note: "This text will be used by screen readers, search engines, or when the image cannot be loaded." Below it is a note: "Click on the image and drag to mark how the image will be cropped".
- Body (Edit summary):** A rich text editor with a toolbar and a large text area.
- Text format:** A dropdown menu set to "Full HTML".
- Tags:** A text input field for tags.

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

Image – Will appear on the Home page as a thumbnail on the left side of the News article. It will also appear on the full News Article page on the top of the page as the banner image. Images should be at least 450 X 338 pixels, but not larger than 5MB. Upload the image and fill in the **Alternate text** and the **Title** of the image. The **Alternate text** is used by screen readers for the vision impaired and search engines.

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

Body Text – Will appear with the full version of the News Article. If you do not use the Summary text a small portion of the beginning of the Body Text, approximately 150 characters will be used as the summary and will appear on the Home page and in the full version of the article. The Body Text uses the CKEditor. You can use formatted text, hyperlinks, videos in the body text. For more information about using the CKEditor please see that documentation.



Relate to Content - Select from the list. To select multiple items use the ctrl+mouse click on a Windows computer. Or press the command+mouse click on a Mac.

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

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

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

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

Settings

Revision information – Can be used to provide an explanation of the changes you are making.

URL path settings – Should be checked to generate an automatic URL alias by default.

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

Publishing options – Publish or Unpublished by checking or unchecking the Published box. **The default is Published . Promoted to front Page** is selected by default. If you do not want the News Article to appear on the Home page, uncheck this option.

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

Person

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


People

Home

Example of People page

Faculty	Name	Title	Office	Email
	Julio Acuna	PhD Student	249 Ag Admin Building	acunagarcia.1@osu.edu
Graduate Students	Enitan Aladejana	MS Economics / Juris Doctor Student '15	249 Ag Admin Building	Aladejana.1@osu.edu
Staff	Joyce Chen, PhD	Assistant Professor	324 Agricultural Administration Building	614-292-9813 chen.1276@osu.edu

Profile image



Profile Image




Image Mask

89630512.jpg Remove

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

Name

Name

First: Jennifer Middle: Last: Green

Generational: Credentials: PhD

Credentials

Position title

Faculty

Directory

Faculty Graduate Students Staff

Biography

My research program focuses on environmental soil chemistry:

- Fundamental biogeochemical processes that affect heavy metal and trace element bioavailability in soil-water systems
- Development of innovative chemical methods and techniques to evaluate soil chemical processes and soil components that control

Biography

Switch to plain text editor

Text format: Full HTML

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

Profile Image – You can add an image of the person. Use the mask to select the portion of the image you want to display. The image should be at least 225 X 300 pixels. You can upload a larger image (less than 2 MB) and use the Image Mask utility to select the portion of the image you want to appear. The Mask can be moved and scaled, but it will stay the correct proportions.

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

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

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

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

Contact Information

The screenshot shows a form titled "CONTACT INFORMATION" with several sections:

- WEBSITE:** A text input field containing "http://www.osu.edu/".
- Office:** A text input field containing "252 Kottman Hall".
- Address:** A text input field containing "2021 Coffey Road, Columbus Ohio 43210".
- Phone:** A text input field containing "614-292-5555".
- Email:** A text input field containing "name.#@osu.edu".

 Red arrows point from labels to each of these fields: "Contact Information" points to the title, "Website" points to the website field, "Office" points to the office field, "Address" points to the address field, "Phone" points to the phone field, and "Email" points to the email field.

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

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

Address – Campus address, City, State and Zip

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

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

Professional Information

The screenshot shows a form titled "PROFESSIONAL INFORMATION" with several sections:

- Appointment:** A text input field containing "College of Buckeye Sciences".
- DEGREES & CREDENTIALS:** A section with a text input field containing "PhD Sciences" and an "Add another item" button.
- RESEARCH AREAS:** A section with a text input field containing "Buckeye Research" and an "Add another item" button.
- EXTENSION SPECIALIZATIONS:** A section with a text input field containing "Buckeye Specialization" and an "Add another item" button.
- INTERESTS & EXPERTISE:** A section with a text input field containing "Interests and Expertise" and an "Add another item" button.

 Red arrows point from labels to each of these sections: "Professional Information" points to the title, "Appointment" points to the appointment field, "Degrees and Credentials" points to the degrees section, "Research Area(s)" points to the research areas section, "Extension Specializations" points to the extension specializations section, and "Interests and Expertise" points to the interests and expertise section.

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

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

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

Extension Specializations - Please list each Extension Specialization on its own line. Additional Extension Specializations can be added by

selecting the “Add another item” button.

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

Linked People

The screenshot shows a web interface titled "LINKED PEOPLE". It contains four main sections, each with a red arrow pointing to it:

- ADVISOR(S):** A section with two rows of input fields. The first row is labeled "Advisor(s)".
- GRADUATE STUDENT(S):** A section with one row of input fields labeled "Graduate Student(s)" and a button "Add another item".
- POST-DOC(S):** A section with one row of input fields labeled "Post-Doc(s)" and a button "Add another item".
- DOCUMENTS:** A section with a button "Add a new file", a "Browse..." button, a text field "No file selected.", and an "Upload" button. Below this, it states "Files must be less than 10 MB. Allowed file types: pdf."

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

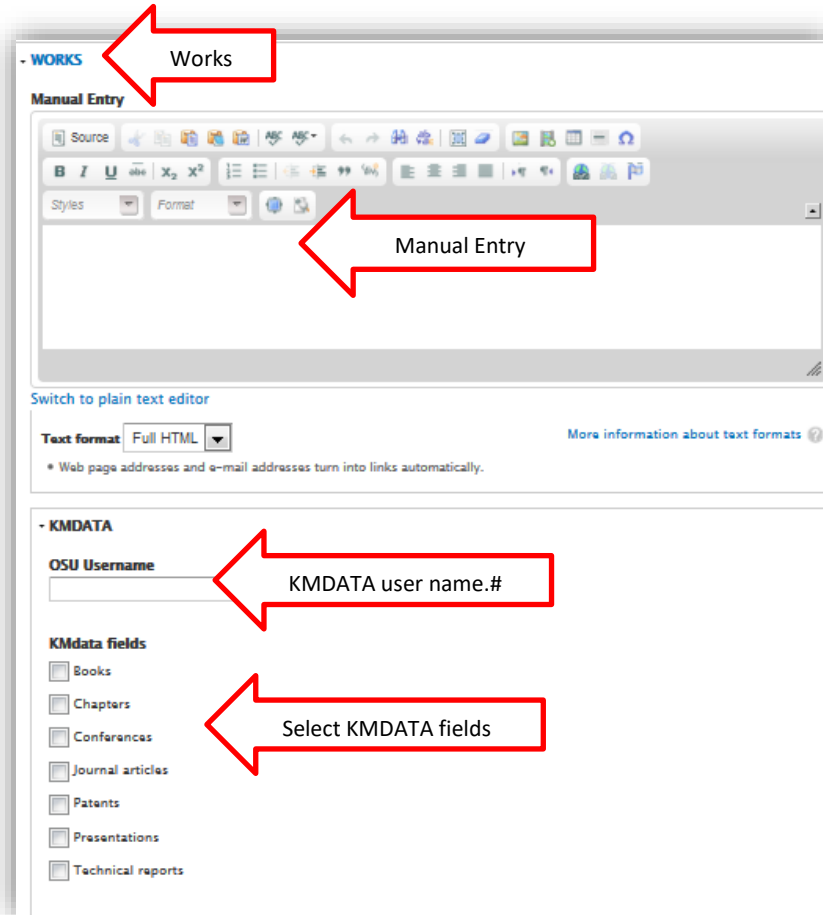
Graduate Student(s) - If this is an academic Advisor(s), enter the Graduate Students that they advise. If the Student has been entered into the system their name will appear as you start to type it and you can select it from the list. The Graduate Student(s) name will need to be added before you can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

Post-Doc(s) - If this is an academic

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

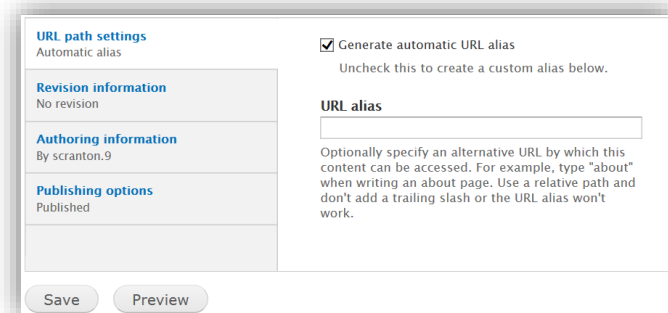
Documents – You can upload a PDF file that is up to 10MB in size.

Works



Manual Entry – Information about the person’s Books, Chapters, Conferences, Journal articles, Patents, Presentations, Technical reports and/or scholarly works can be listed here (or you can use a combination of Manual and KMDATA).

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



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

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

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

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

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

Extension Directory

The screenshot shows a web form titled "Extension Directory" with several input fields. Red arrows point to the following fields:

- Include in Extension Directory**: A checkbox with the label "Include in Extension Directory" and a sub-label "Include this person when searching the Extension Directory".
- Extension Specialization**: A text input field with the instruction "Enter up to five comma-separated specializations."
- Program**: A dropdown menu with options: "- None -", "4-H Youth Development", "Agriculture and Natural Resources", and "Community Development".
- Extension Office/Unit**: A dropdown menu with options: "Agriculture and Natural Resources (State Office)", "Allen County", "Animal Sciences (CFAES dept)", "Ashland County", and "Ashtabula County".
- Area Number**: A dropdown menu with the option "- None -".

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.

Program Page

The screenshot shows a website for the Equine Program. At the top is a navigation menu with links: CFAES Home, Home, Courses, Our People, Photo Gallery, Events, News, People, and Departments. Below the menu is a large banner image of a horse's head and neck, with a callout box labeled "Program Page Banner Image". Underneath the banner is a short paragraph of text. Below that is the page title "Departments: Equine Program" with a callout box labeled "Program Page Title". A breadcrumb trail reads "Home » Departments » Equine Program". Below the breadcrumb is a secondary navigation menu with links: Equine Program Home, Training, Equine Staff, In the Press, News, Publications, and Multimedia, with a callout box labeled "Additional Content Navigation". The main content area has two columns. The left column contains introductory text about the department and a "Contact Person" callout box pointing to a name. Below this is a "NEWS" section with a callout box labeled "News Article" pointing to a news item titled "Stray Horses of Eastern Kentucky's Coal Mines". The right column contains several widgets: "CONTACT" with a photo of Monet Green and her contact information; "EVENT CALENDAR" with a callout box labeled "Event" pointing to a date; "PUBLICATIONS" with a callout box labeled "Publication" pointing to a book icon; "IN THE PRESS" with a callout box labeled "Media Mention" pointing to a news item; and "VIDEOS" with a callout box labeled "Multimedia" pointing to a video thumbnail. At the bottom of the page is a callout box labeled "Standard Site Footer below this point."

The screenshot shows a web form for creating a program page. At the top, there is a 'Title' field containing 'Equine Program'. Below it is a 'Banner Image' section with a large image of a horse and a smaller 'Mask' image. Underneath the images is a 'Banner Text' field, also containing 'Equine Program'. The main 'Body' section features a rich text editor with a toolbar and a text area containing introductory text about the Department of Animal Sciences. Below the editor is a 'Text format' dropdown set to 'Full HTML'. The 'Contact Person' field is populated with 'Monet Green [nid:13]'. To the right of this field is a 'Menu Link' checkbox. At the bottom, there are 'Settings' and 'Save' buttons, along with 'Preview' and 'Delete' options.

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

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

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

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

Summary – Not used for the Program Page.

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

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

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

Menu Link – Your page will appear in the left side navigation menu of the parent item

you select, click the **Provide a Menu Link** check box. This will cause the other options for setting a menu item to appear.

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

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

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

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

Please note that Program Pages must have a Parent item.

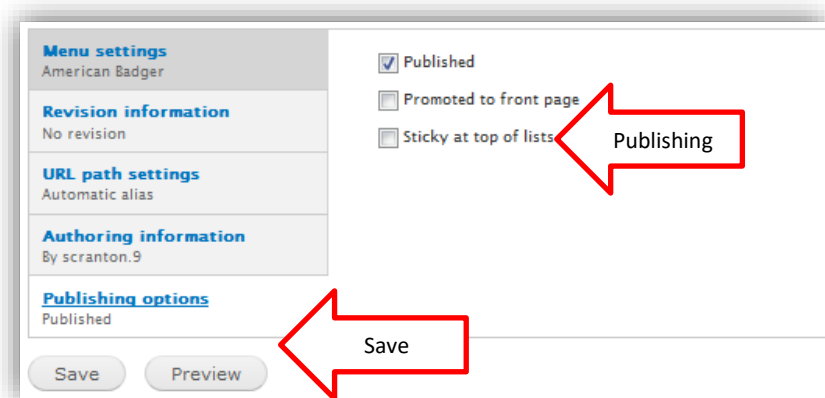
Revision information - Provide an explanation of the changes you are making. This will help other authors understand your motivations.

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

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

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

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



Basic Page added to a Program Page

The screenshot shows a web editor interface for adding a basic page. The interface is divided into several sections:

- Title:** A text field containing "Swimming Your Horse".
- Body (Edit summary):** A rich text editor with a toolbar and a text area containing "ocean, a lake, or even the local creek, here are some tips to remain safe while on horseback in the water. Know the area. This is perhaps the single most important factor in equine water safety. What you".
- Text format:** A dropdown menu set to "Full HTML".
- Menu settings:** A section with a checked "Provide a menu link" checkbox and a "Menu link title" field containing "Swimming Your Horse".
- Settings sidebar:** A sidebar on the left with sections for "Revision information", "URL path settings", "Authoring information", and "Publishing options".
- Buttons:** "Save" and "Preview" buttons at the bottom.

Red arrows point to the following elements:

- Title:** Points to the title field.
- Body Text:** Points to the body text area.
- Menu Link:** Points to the "Provide a menu link" checkbox.
- Settings:** Points to the settings sidebar.
- Save:** Points to the "Save" button.

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

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

Edit Summary – *The Basic Page will not display the Summary text.*

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

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

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

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

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

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

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

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

Settings

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

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

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

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

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

Event added to a Program Page

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

To create an Event, click on the **Content...Add content** button and select **Event** from the content type list. Fill in as much information as possible.

Related Program Page – Relate this Event to other content on your site, such as a Program Page. This Event will appear on the Program Page Home page in the Right sidebar, under the Events tab in the top navigation and on the Events Calendar. The Program Page Home page will show the two most current Events. The Events tab will show all current/future Events. Past events and the Calendar can be viewed from the left navigation of the Events page.

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

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

Media Mention added to a Program Page

Title
2015 Pan American Games Equestrian Events

DATE
Date
Jul 14 2015
E.g., Jul 14 2015

Mention information
Horse Channel

Source URL
rsechannel.com/horse-news/2015/07/pan-am-games-dressage-da

PEOPLE
+ [dropdown]
Add another item

RELATED PROGRAM PAGE
+ Equine Program [nid:14]
Add another item

Menu settings
Not in menu

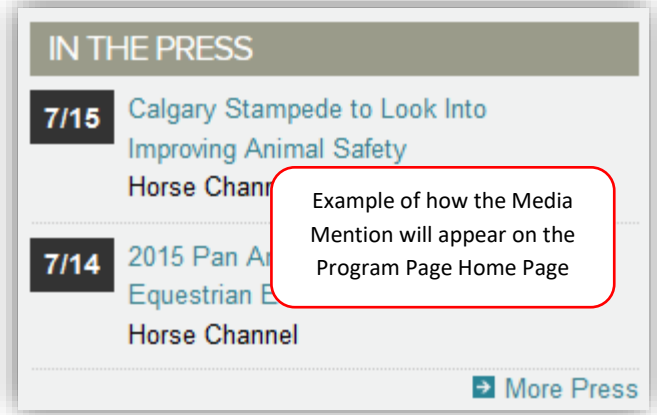
Revision information
No revision

URL path settings
Automatic alias

Authoring information
By scranton.9

Publishing options
Published, Promoted to front page

Save Preview Save



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

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

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

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

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

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

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

Settings

URL path settings – Should be checked to generate an automatic URL alias by default. Optionally specify an alternative URL by which this content can be accessed. For example, type "about" when writing an about page. Use a relative path and don't add a trailing slash or the URL alias won't work.

Revision information – Can be used to provide an explanation of the changes you are making. This will help other authors understand your motivations.

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

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

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

Multimedia added to a Program Page

The screenshot shows a CMS interface for adding multimedia to a program page. The main form includes a title field, a multimedia selection area, a rich text editor for body text, a related program page dropdown, and a settings sidebar. Red arrows point to specific elements:

- Title**: Points to the title field containing "Freestyle Dressage".
- Select Media**: Points to the "Select media" button in the multimedia selection area.
- Web**: Points to the "Web" tab in the multimedia selection area.
- Embed Code**: Points to the text input field containing an embed code.
- Submit**: Points to the "Submit" button in the multimedia selection area.
- Body Text**: Points to the rich text editor containing text about Charlotte Dujardin.
- Related Program Page**: Points to the dropdown menu showing "Equine Program [nid:14]".
- Settings**: Points to the settings sidebar on the left.
- Save**: Points to the "Save" button at the bottom of the form.

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

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

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

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

Settings

URL path settings – Should be checked to generate an automatic URL alias by default. Optionally specify an alternative URL by which this content can be accessed. For example, type "about" when writing an about page. Use a relative path and don't add a trailing slash or the URL alias won't work.

Revision information – Can be used to provide an explanation of the changes you are making. This will help other authors understand your motivations.

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

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

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

Departments: Related Multimedia

Home » Departments » Equine Program » Related Multimedia

[Equine Program Home](#)

▶ [Training](#)

[Equine Staff](#)


[In the Press](#)

[News](#)

[Publications](#)


[Multimedia](#)

Example of Multimedia
"More Videos" page



Individual Jumping Final Round A - London 2012 Olympics

Equestrian sports were featured in the Olympic programme of the Paris Games in 1900, with jumping events, and were then withdrawn until the 1912 Games in Stockholm. Since then, this sport has been on the Olympic programme with remarkable regularity.



Freestyle Dressage

Charlotte Dujardin (GBR) and Valegro beat their own World Record in the Grand Prix Freestyle during a thrilling Reem Acra FEI World Cup™ competition at The London International Horse Show, December 2014.

News Article added to a Program Page

The screenshot shows a CMS form with the following sections and fields:

- Title:** A text input field containing "Stay Safe with Your Horse in a Thunderstorm".
- Image:** A section for uploading an image, showing a thumbnail of a horse and a file name "HorsesInThunderstorm.jpg (78.09 KB)".
- Alternate text:** A text input field containing "Horses in Thunderstorm".
- Summary (Hide summary):** A rich text editor containing a paragraph about thunderstorms.
- Body:** A rich text editor containing a list of 7 ways to stay safe with a horse during a thunderstorm.
- Tags:** A text input field containing "Safety".
- RELATED PROGRAM PAGE:** A dropdown menu showing "Equine Program [nid:14]".
- Revision information:** A sidebar containing "URL path settings", "Authoring information", and "Publishing options".
- Settings:** A text area for providing an explanation of changes.
- Buttons:** "Save", "Preview", and "Delete" buttons at the bottom.

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

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

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

Body Text – Will appear with the full version of the News Article. If you do not use the Summary text a small portion of the beginning of the Body Text, approximately 300 characters will be used as the Summary and will appear on the Home page and in the full version of the article. The Body Text uses the CKEditor. You can use formatted text, hyperlinks, videos, etc in the body text. For more information about using the CKEditor please see that documentation.

Tags – Use organizational keywords to connect, relate and classify your website’s content. The tags have been created, select

from the list to apply them. The list of tags will appear when you start typing the first letter of the tag.

Related Program Page – Relate this News Article to other content on your site, such as a Program Page. This News Article will appear on the Program Page home page in NEWS box under the Program Page body text (the statement on the Program Page home page under the banner image). The Program Page home page will show only the most current News Article (one article).

Settings

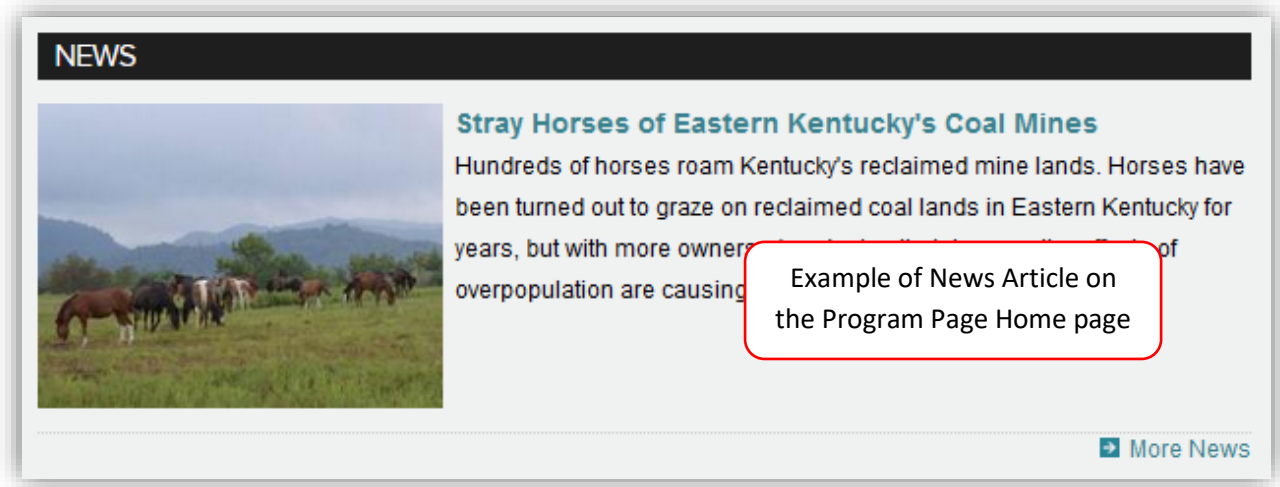
URL path settings – Should be checked to generate an automatic URL alias by default. Optionally specify an alternative URL by which this content can be accessed. For example, type "about" when writing an about page. Use a relative path and don't add a trailing slash or the URL alias won't work.

Revision information – Can be used to provide an explanation of the changes you are making. This will help other authors understand your motivations.

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

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

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



Person added to a Program Page

The screenshot shows a web form with the following sections and fields:

- Profile image:** A photo of a woman with a red arrow pointing to it labeled "Profile Image". Below it is an "Image Mask" tool with a red arrow pointing to it labeled "Image Mask".
- Identity Information:** A red box highlights the "Name" and "Title" fields. The "Name" field has dropdowns for "Monet", "Green", and "Last". The "Title" field has dropdowns for "Generational" and "Credentials". A red arrow points to the "Title" field labeled "Position Title".
- Position title:** A text field containing "Human Resources Assistant" with a red arrow pointing to it labeled "Position Title".
- Directory:** A section with a red arrow pointing to it labeled "Directory".
- Biography:** A CKEditor text editor with a red arrow pointing to it labeled "Biography". The text in the editor reads: "Monet came to us from the College of Wooster, where she worked in the Human Resources Department while a student there. She graduated from Wooster in 2014 with a degree in Human Resources."

Image - Upload the image of the person. *The minimum dimensions are 225 X 300 pixels.* You can upload a larger image (less than 5 MB) and use the Image Mask utility to select the portion of the image you want to appear. The Image Mask can be moved and scaled, but it will stay the correct proportions.

Identity Information

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

First Name – Please type the 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.

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

Directory – If your main site uses a directory it will appear here and you can select the information for the person.

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

CONTACT INFORMATION Show row weights

WEBSITE

+ Website

+

+

Office

400 Research Services

Address

1680 Madison Avenue, Wooster Ohio 44691

Phone

330-263-3700

Email

green.4000@osu.edu

PROFESSIONAL INFORMATION

Appointment

Professional Information

Appointment

DEGREES & CREDENTIALS Show row weights

+ BS, College of Wooster (2014)

+

Add another item

RESEARCH AREA(S) Show row weights

+ Research Area

Add another item

EXTENSION SPECIALIZATION(S) Show row weights

+ Extension Specialization

Add another item

INTERESTS & EXPERTISE Show row weights

+ Interests & Expertise

Add another item

LINKED PEOPLE

Linked People

DOCUMENTS

Add a new file

Browse... No file selected. Upload

Files must be less than 10 MB.
Allowed file types: pdf.

Phone

Contact Information

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

Office – Campus address. Example: 400 Research Services.

Address - Street, City, State and Zip

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

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

Professional Information

Appointment - The person’s appointment within the College.

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

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

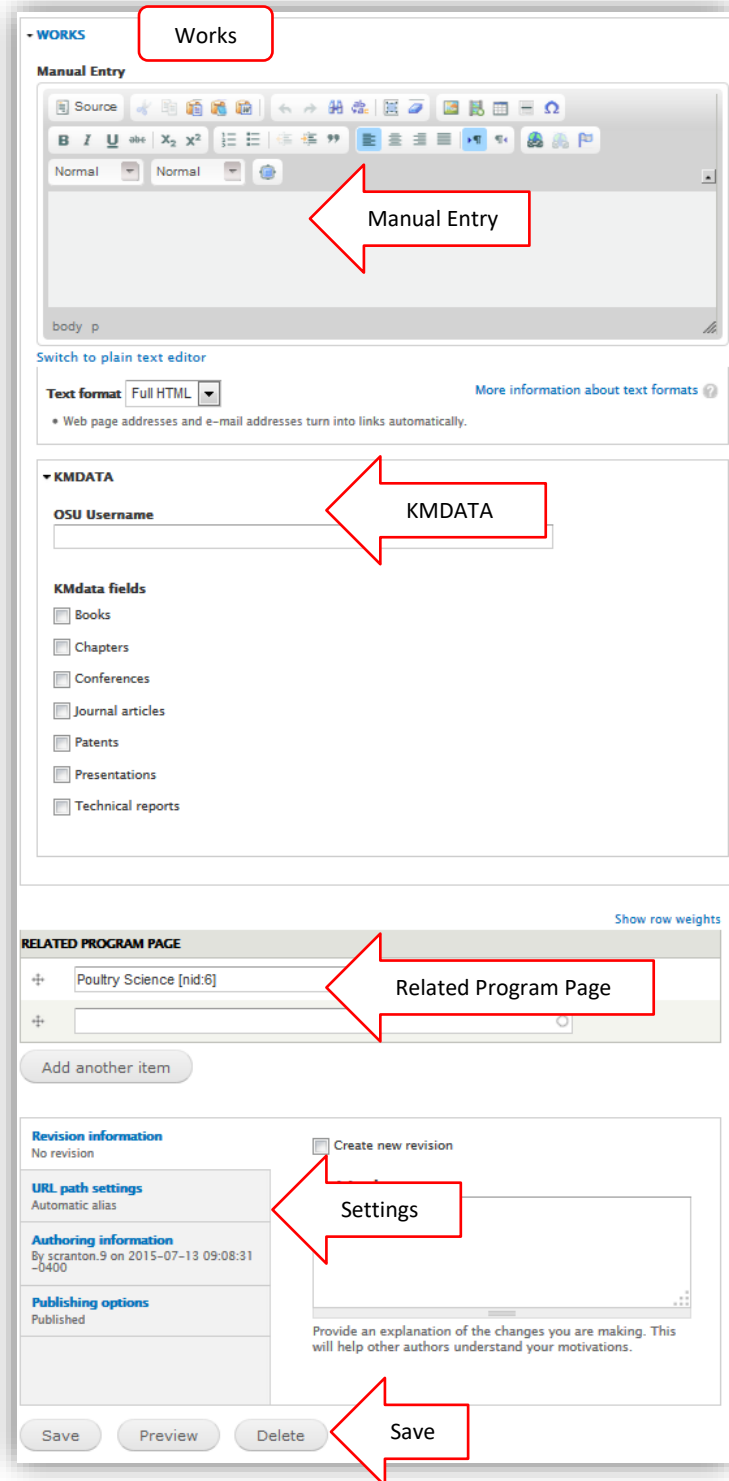
Extension Specialization(s) – If the person has an Extension appointment, list their Extension Specialization here.

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

Linked People

This section allows you to “link” people. The categories are: Advisor(s), Graduate Student(s) and Post-Doc(s). A person profile must have already been created for the person that you want to link to. Their name should appear in a dropdown list as you start typing. Select them from the list. *You cannot add a person who does not already have a profile; the linked person must be selected from the dropdown list.*

Documents – You can upload a file in PDF format up to 10MB in size. This might be an extended vita or other related document about the person’s professional information.



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

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

Settings

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

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

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

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

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

Publication

The screenshot shows a web form for creating a publication. Red arrows point to the following fields:

- Title:** A text input field containing "First-Aid for Laminitis".
- Publication type:** A radio button selection menu with options: N/A, Journal article (selected), Book/book chapter, Report, Working paper, Policy brief, Conference presentation, and Data.
- Authors:** A dropdown menu containing "Monet Green [nid:13]".
- Date Published:** A date input field containing "Jul 15 2015".
- Description:** A rich text editor (CKEditor) containing text about laminitis.
- Publication file:** A file upload section showing "laminitis.pdf (178.8 KB)" with a "Remove" button.
- Related Program Page:** A dropdown menu containing "Equine Program [nid:14]".
- Settings:** A sidebar menu with options: Menu settings, Revision information, URL path settings, Authoring information, and Publishing options.
- Save:** A button at the bottom of the form.

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

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

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

Publication Type – Select the publication type from the list.

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

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

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

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

Settings

URL path settings – Should be checked to generate an automatic URL alias by default. Optionally specify an alternative URL by which this content can be accessed. For example, type "about" when writing an about page. Use a relative path and don't add a trailing slash or the URL alias won't work.

Revision information – Can be used to provide an explanation of the changes you are making. This will help other authors understand your motivations.


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

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

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

CONTACT

Monet Green
400 Research Services
1680 Madison Avenue,
Wooster Ohio 44691
green.4000@osu.edu
330-263-3700




Person

EVENT CALENDAR

9/13 Ride and Walk
9/20 Timed Trail Class

[More Events](#)

PUBLICATIONS

 First-Aid for Laminitis
 Equine Vaccination Strategies

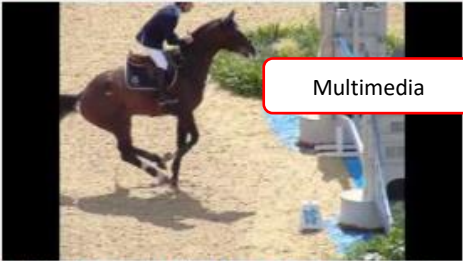
[More Publications](#)

IN THE PRESS

7/15 Calgary Stampede to Look Into Improving Animal Safety
Horse Channel
7/14 2015 Pan American Games Equestrian Events
Horse Channel

[More Press](#)

VIDEOS



Individual Jumping Final Round A - London 2012 Olympics

[More Videos](#)

Example of Right Side bar

Person

Event

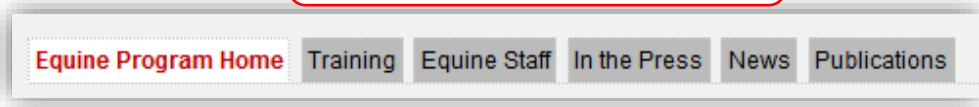
Publication

Media Mention

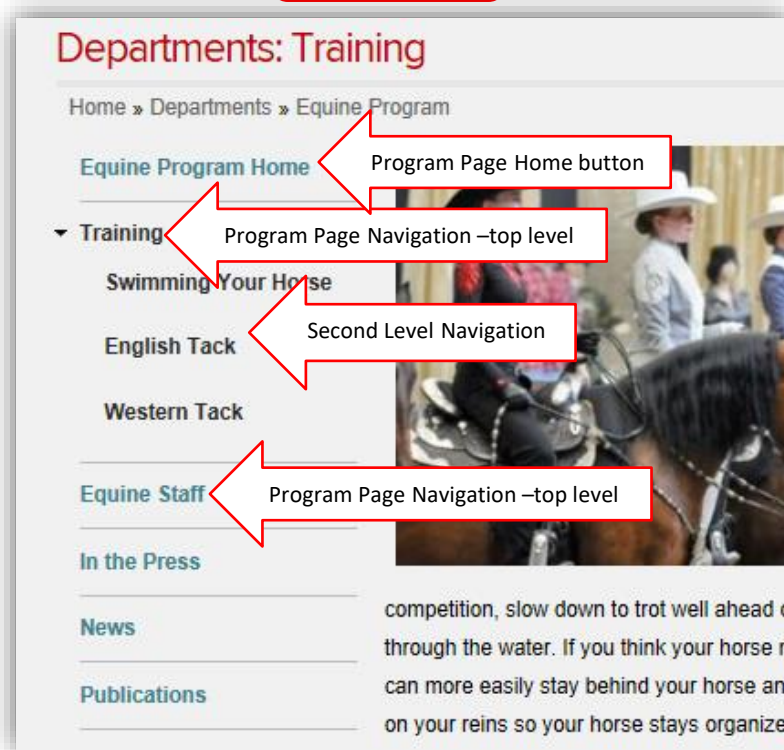
Multimedia

Menu Links added to a Program Page

Example of Additional Content Navigation on the Program Page Home page (top level)



Example of second level Navigation



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

Menu Link – Program Page Home button

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

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

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

Path – Copy and paste or type the following information as the path:

programs/name-of-your-program-page

Example: programs/equine-program

Example: programs/poultry-science

Do not use spaces in the path. Spaces should be replaced by a dash.

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

Example:

The screenshot shows the 'Menu link title' form in Drupal. Red arrows point to the following fields:

- Title:** Equine Program Home
- Path:** programs/equine-program
- Parent link:** --- Equine Program
- Target:** None (i.e. same window)
- Buttons:** Save, Delete

Below the main form is a section titled 'MENU ITEM ATTRIBUTES' with fields for Title, ID, Name, Relationship, Classes, Style, and Access Key.

The screenshot shows the 'Parent link' dropdown menu. A red arrow points to the 'Equine Program' option, which is highlighted in blue. The list includes various menu items like 'Events (menu position rule) (disabled)', 'Calendar', 'Past Events', 'News', 'People', 'Departments', 'Poultry Science', 'Ohio cancels poultry', 'Training', 'Swimming Your Horse', 'English Tack', 'Western Tack', 'Equine Staff', 'In the Press', 'News', and 'Publications'.

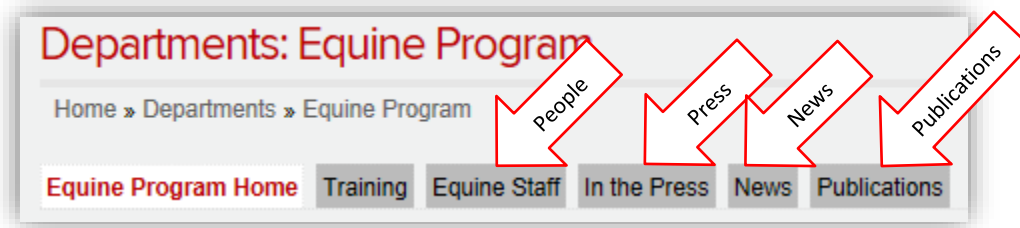
Target – You do not need to change this option.

Save – Remember to **Save** you work and **Save Configuration** of the Menu System.

Menu Link – Basic Pages

You can place Basic Pages on the Program Page top level or you can create a nested structure using Basic Pages.

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



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

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

Menu Link Title – Use the text as you want it to appear in the Program Page top level menu. For example: People could be Our Staff or Equine Staff. Media Mention could be In The Press or Media Mention. Publication could be Publications or Journal Listings. You can use the text that you think best describes

People, Press or Publications on your Program Page. Remember to keep it short and do not use special characters.

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

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

Parent Link – Select your Program Page.

Target – You do not need to change this option.

Save – Remember to **Save** you work and **Save Configuration** of the Menu System.

Departments: People

Home » Departments » Equine Program » People

Equine Program Home	Name	Office	Phone	Email
▶ Training	Gray, Jenn	Room 3 Horse Barn	614-292-1212	gray.3000@osu.edu
	Green, Monet	400 Research Services	330-263-3700	green.4000@osu.edu

Example of the People

Departments: In the Press

Home » Departments » Equine Program » In the Press

Example of Media Mention

Equine Program Home	Jul 15 2015	Calgary Stampede to Look Into Improving Animal Safety Horse Channel
▶ Training		
Equine Staff	Jul 14 2015	2015 Pan American Games Equestrian Events Horse Channel
In the Press		
News		
Publications		

Departments: News

Home » Departments » Equine Program

- ▶ Poultry Science
- ▼ Equine Program
 - Equine Program Home
 - ▶ Training
 - Equine Staff
 - In the Press
 - News
 - Publications



Stray Horses of Eastern Kentucky's Coal Mines

Jul 15 2015 - 8:49am

Hundreds of horses roam Kentucky's reclaimed mine lands. Horses have been turned out to graze on reclaimed coal lands in Eastern Kentucky for years, but with more owners abandoning their horses, the effects of overpopulation are causing problems for the horses and nearby human residents..

Example of News



Stay Safe with Your Horse In a Thunderstorm

Jul 14 2015 - 9:34am

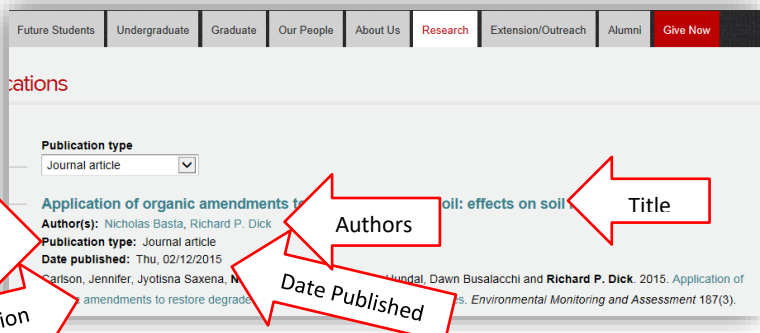
Long, hot days are made for spending time at the barn, but they also bring the risk of thunderstorms. While certain regions of the U.S. have a higher risk for severe storms than others, lightning is a threat in every state, and it's important to know what to do if you're on the trails or at the barn when a storm hits.

Publications

The image shows a form for creating a publication. Red arrows point to the following fields:

- Title**: A text input field at the top.
- Authors**: A dropdown menu for selecting authors.
- Publication Type**: A list of radio buttons for selecting the publication type (e.g., N/A, Journal article, Book/book chapter, Report, Working paper, Policy brief, Conference presentation, Data).
- Date Published**: A date input field with a dropdown for the month and year.
- Description**: A rich text editor (CKEditor) for entering the publication description.
- Publication File**: A "Browse..." button for uploading a file.
- Save**: A button at the bottom of the form.

A Publication is one of the options that can appear



in the Trending Box in the Right Sidebar of the Homepage. It will also appear under Research...Publications.

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

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

Publication Type – Select the publication type from the list.

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

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

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

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

Settings

URL path settings – Should be checked to generate an automatic URL alias by default. Optionally specify an alternative URL by which this content can be accessed. For example, type "about" when writing an about page. Use a relative path and don't add a trailing slash or the URL alias won't work.

Revision information – Can be used to provide an explanation of the changes you are making. This will help other authors understand your motivations.

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

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

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

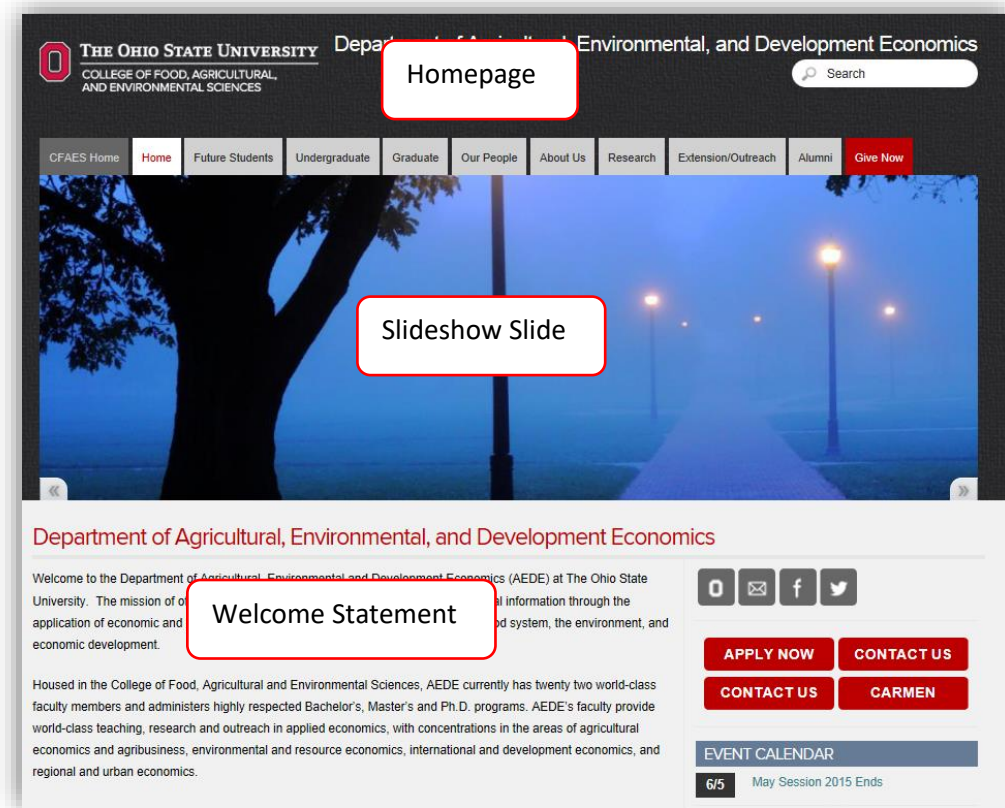
Protected page

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

Webform

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

Welcome Statement



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

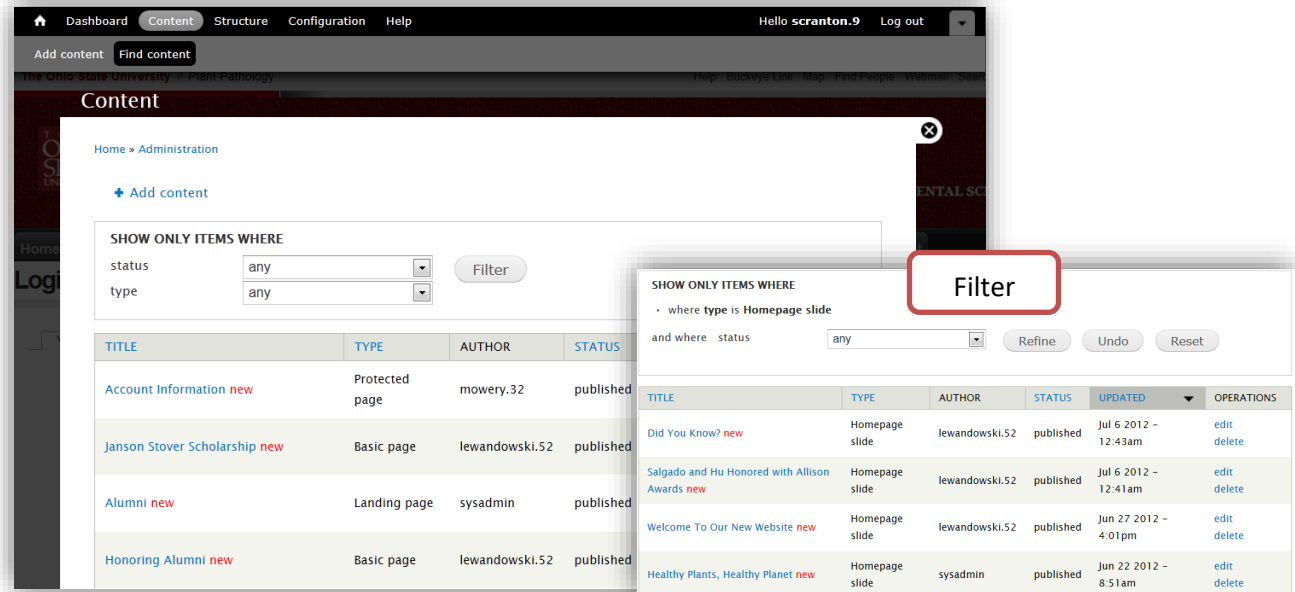
- Log in to the website.
- Go to **Content...Filter for Basic Page...find the page titled Front Page Welcome Section.**
- Double click on the title, Front Page Welcome Section, or select the Edit under Operations. You should only use plain text to edit the page. You can place 1000 characters or approximately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

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

- **Save** your changes.

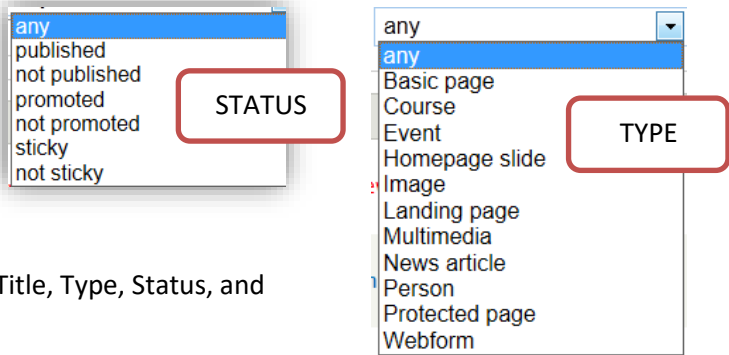
Additional Items

Besides the Content items there are some additional functions that editors can use.



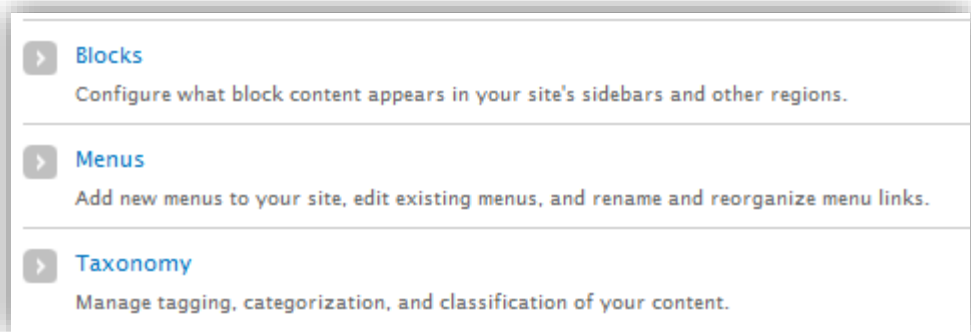
Content

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



Structure

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



Menu

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

- Click on **Structure**
- Click on **Menus**
- Click on **list links** under **Main menu** to create a link from a dropdown menu
- Click on **+ Add link** (upper left of page)
- Fill in the information needed on the form:
 - **Menu link title** – appears on site as link
 - **Path** – internal or external URL
 - **Description** – will not appear to public
 - **Enabled** – should be checked
 - **Parent link** – determine path for public view
 - **Weight** – where the link will appear in relation to other items in the same menu
 - **Save** – save your new link

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

The screenshot shows the 'Add menu link' form in Drupal. The breadcrumb trail is 'Home > Administration > Structure > Menus > Main menu'. The form fields include:

- Menu link title**: A text input field with a red asterisk, followed by the instruction 'The text to be used for this link in the menu.'
- Path**: A text input field with a red asterisk, followed by the instruction 'The path for this menu link. This can be an internal Drupal path such as `node/add` or an external URL such as `http://drupal.org`. Enter `<front>` to link to the front page.'
- Description**: A text area with a red asterisk, followed by the instruction 'Shown when hovering over the menu link.'
- Enabled**: A checked checkbox with the label 'Enabled' and the note 'Menu links that are not enabled will not be listed in any menu.'
- Show as expanded**: An unchecked checkbox with the note 'If selected and this menu link has children, the menu will always appear expanded.'
- Parent link**: A dropdown menu currently set to '<Main menu>', with a note '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**: A dropdown menu set to '0', with the note 'Optional. In the menu, the heavier links will sink and the lighter links will be positioned nearer the top.'
- Visibility settings**: A section with a 'Roles' list (currently 'Not restricted') and a 'Show menu link for specific roles' section with checkboxes for 'anonymous user', 'authenticated user', 'administrator', 'editor', and 'intranet'. A note below states 'Show this menu link only for the selected role(s). If you select no roles, the menu link will be visible to all users.'

A 'Save' button is located at the bottom of the form.

Menus LIST MENU SETTINGS

Home » Administration » Structure

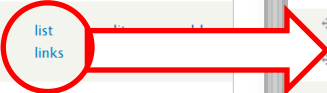
Each menu has a corresponding block that is managed on the Blocks administration page.

[+ Add menu](#)

TITLE	OPERATIONS
Development Development link	list links edit menu add link
Features Menu items for any enabled features.	list links edit menu add link
Homepage links	list links edit menu add link
Main menu The <i>Main</i> menu is used on many sites to show the major sections of the site, often in a top navigation bar.	list links edit menu add link
Management The <i>Management</i> menu contains links for administrative tasks.	list links edit menu add link
Navigation The <i>Navigation</i> menu contains links intended for site visitors. Links are added to the <i>Navigation</i> menu automatically by some modules.	list links edit menu add link
User menu The <i>User</i> menu contains links related to the user's account, as well as the "Log out" link.	list links edit menu add link

MENU LINK	ENABLED	OPERATIONS
+ Home	<input checked="" type="checkbox"/>	edit delete
+ Future Students	<input checked="" type="checkbox"/>	edit delete
+ Future Graduate Students	<input checked="" type="checkbox"/>	edit delete
+ Graduate Funding	<input checked="" type="checkbox"/>	edit delete
+ Test basic page	<input checked="" type="checkbox"/>	edit delete
+ Future Undergraduates	<input checked="" type="checkbox"/>	edit delete
+ Careers	<input checked="" type="checkbox"/>	edit delete
+ Majors/Minors Checklist	<input checked="" type="checkbox"/>	edit delete
+ Current Students	<input checked="" type="checkbox"/>	edit delete
+ Funding	<input checked="" type="checkbox"/>	edit delete
+ Academics	<input checked="" type="checkbox"/>	edit delete
+ OSU Course Catalog	<input checked="" type="checkbox"/>	edit delete
+ Courses	<input checked="" type="checkbox"/>	edit delete
+ Courses (menu position rule)	<input checked="" type="checkbox"/>	edit delete
+ Our People	<input checked="" type="checkbox"/>	edit delete
+ People (menu position rule)	<input checked="" type="checkbox"/>	edit delete
+ About Us	<input checked="" type="checkbox"/>	edit delete
+ Images (menu position rule)	<input checked="" type="checkbox"/>	edit delete
+ News	<input checked="" type="checkbox"/>	edit delete

Drag and Drop items into the order you want.

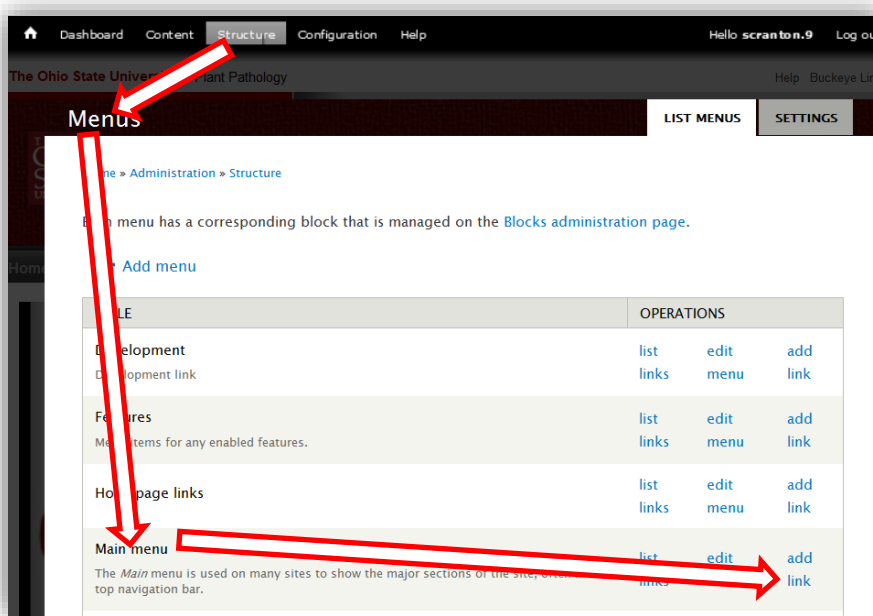


If you do not want Menu items to appear on the public site you can uncheck the Enabled box for that item.

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

Creating Menu Links

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



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

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

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

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

Description - Shown when hovering over the menu link.

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

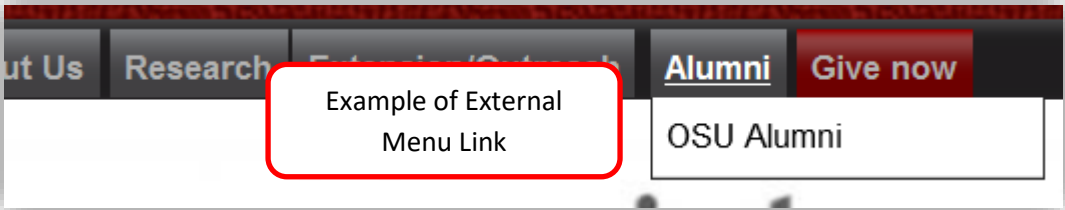
Show as Expanded - If selected and this menu link has children, the menu will always appear expanded.

Parent link – Select where the

Link will appear in the menus. The maximum depth for a link and all its children is fixed at 9. Some menu links may not be available as parents if selecting them would exceed this limit.

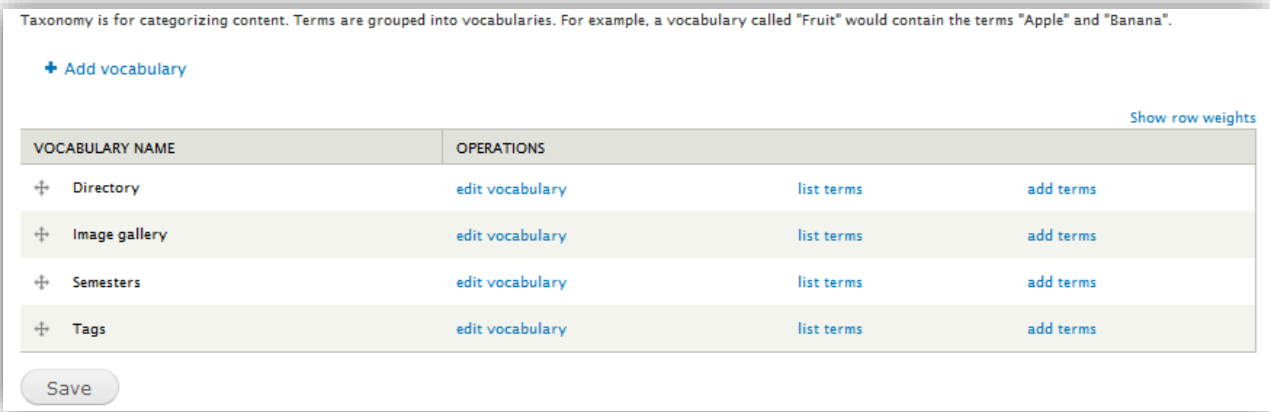
Weight – you can position the link by using the weight or the drag and drop menu system. Optional. In the menu, the heavier links will sink and the lighter links will be positioned nearer the top.

Save – Remember to save your work.



Taxonomy

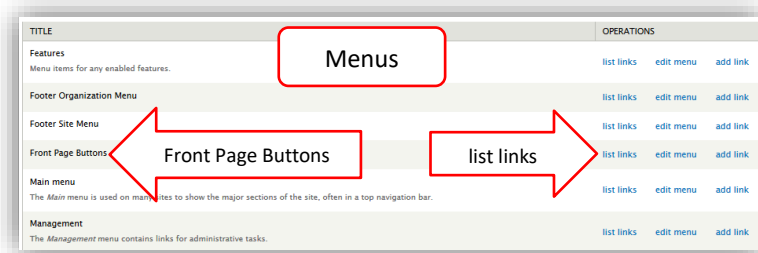
Manage tagging, categorization, and classification of your content.



Buttons

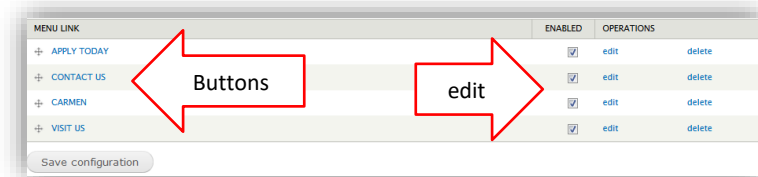


There are four buttons on the right side of the Department website home page. These buttons can be edited to say something new and/or link to a different website or document. Do not add or delete any of the buttons. To edit one of the buttons:

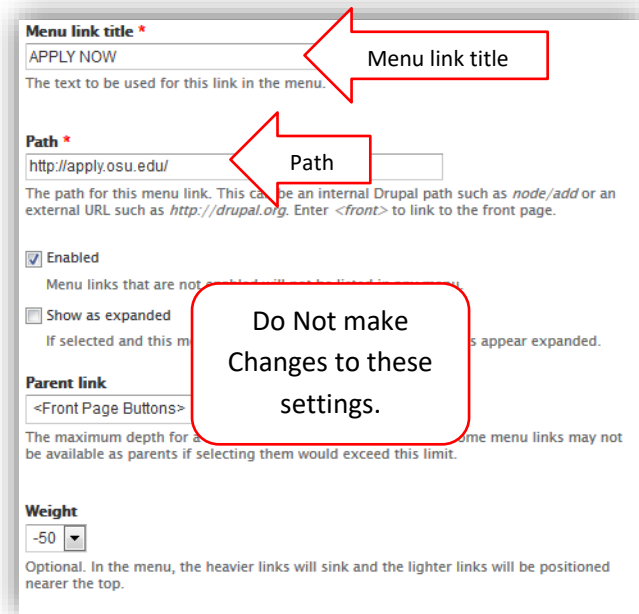


Log in to your Department website.

Select Structure...Menu... to the right of **Front Page Buttons** select **list links**.



To edit one of the buttons, select the edit operation to the right of the button text.



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

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

*Please do not make any changes in the **Enabled/Show as expanded, Parent Link, Weight, or Visibility settings (Roles)** sections for the Buttons. These features must appear on the form for the Buttons to work correctly, but should not be changed or edited.*

The screenshot shows a web form titled "MENU ITEM ATTRIBUTES". The form contains several sections: "Title" with a text area; "ID" with a text input; "Name" with a text input; "Relationship" with a text input; "Classes" with a text input containing "front_page_button"; "Style" with a text input; "Target" with a dropdown menu set to "New window (_blank)"; and "Access Key" with a text input. At the bottom, there are "Save" and "Delete" buttons. Three red arrows point to the "Menu Item Attributes" title, the "Target" dropdown, and the "Save" button.

Menu Item Attributes - The only other option that you might want to check is at the bottom of the form. Under **Target** select New window (_blank) if you want the button to open a new window or tab.

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