

# **DRUPAL TRAINING GUIDE**

## **Accessing the Website**

Barton Website URL: [www.bartonccc.edu](http://www.bartonccc.edu)

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# Editing Webpages and Content in Drupal

## Logging In and First Time Steps

1. Go to [bartonccc.edu/user/login](http://bartonccc.edu/user/login) to login. All primary webeditors should have their own login using the prefix to their Barton email as a username and “barton” as the password for first time logins (these passwords can be changed by selecting the “Edit” tab on your profile page after you’ve logged in). Please note: if you haven’t met with PR to get training, your username will not be set up yet. Please contact Samantha Stueder (ext. 354) to set up training.



## User account

The image shows a user login form. At the top, there are two buttons: "Log in" and "Request new password". Below these are two input fields. The first is labeled "Username \*" and has a small red asterisk. Below it is the text "Enter your Barton Community College username." The second input field is labeled "Password \*" and also has a small red asterisk. Below it is the text "Enter the password that accompanies your username." At the bottom of the form is a "Log in" button.

2. Webeditors **WILL NOT** need to worry about the black and gray admin panel that appears after login. Simply ignore this bar.



3. Once an editor is logged in, “View” and “Edit” tabs will appear above the editable content on any page within the site, with the exception of the homepage.



## About Barton

Mission and Vision

About Our Campuses

Administration

[View](#) [Edit](#) [Outline](#) [Revisions](#) [Node export](#)

Barton Community College is a comprehensive community college located in Central Kansas serving Rice, Rush, Ellsworth, Stafford, Pawnee, Ellis and Barton Counties. Students have the option of enrolling in face-to-face and online courses. The beautiful main campus sits on 160 acres atop a hill about two miles northeast of Great Bend. Barton also boasts the Camp Aldrich, which sits on 290 acres of rolling hills and grassland north of Cheyenne Bottoms.

## Overview of Editable Regions

To edit YOUR webpage, simply select the “Edit” tab. Once you’re in the Edit Page view, you’ll notice the following options for areas to edit:

- ❖ **Title:** This will change the title of the page as seen in the Admin Dashboard, but NOT in the navigation. (*Note:* if you change the title of a page after it is created, you will also need to edit the page name in the Menu Settings section in order to change how it appears in the navigation) Please do not change any page names without first talking to the webmaster.
- ❖ **Body:**
  - i. Enter all content here, including text, links, in-line images, etc. (See “Inserting Content” below for text, image and video embedding options)
  - ii. All images included in the body should be 300x200 pixels for a horizontal image, or 200x300 for a vertical image. See “Inserting Images” for full instructions.
  - iii. The Body section uses a WYSIWYG editor for editing text styles, adding links, etc. Hovering over each icon will provide a tooltip as to the button’s action. (See WYSIWYG Editors section below for more details)
  - iv. Please refer to Content Guidelines to follow all established styles, including font size and color, bolding/underlining text, and general styling policies.
  - v. The Text Format option has been set to “Filtered HTML” as a default – if you notice that your WYSIWYG editor isn’t appearing, check to make sure this option is selected.
- ❖ **Gallery:**
  - i. The Gallery refers to the header images on each page. Only 1<sup>st</sup> and 2<sup>nd</sup> level templates will show the header images.
  - ii. These images have been edited and cropped to specifically fit this area. If you would like to update your header image, please contact the webmaster.
- ❖ **Page Template:**
  - i. Page templates correlate to the level that the content is on. For example, all of the main navigation items (Admission, Degrees & Programs, etc.) are Level 1 templates. The first items in each left side navigation menu are Level 2 templates. The items that expand out in the left side navigation menus are Level 3 templates.

- ii. These templates should already be established for all of the pages on the website and as pages are built by the webmaster.

❖ **Announcements and Video Code:**

- i. These two blocks are only available on Level 1 templates, and sometimes Level 2 templates.
- ii. These blocks should be established by the webmaster, and then can be updated by that page's webeditor.

❖ **Contact Us:**

- i. Add in contact information for the respective department/office for the page.
- ii. Contact info should be listed as closely to the following format as possible:
  - 1. Office or Name
  - 2. If a name is listed, then list that person's title
  - 3. Location on campus
  - 4. Phone number(s)
  - 5. Email Address
  - 6. Hours of Operation, if necessary
  - 7. Days
  - 8. Hours
- iii. Make sure this area is using the "address" formatting

❖ **Menu Settings:**

- i. All menu settings will be established as pages are created by webmaster. Each page should have a Description, added by webeditors, to describe the content on that page.

❖ **Revision Information:**

- i. After you make any edits to a page, you will want to check the "Create new revision" box under the "Revision Information" tab. This will allow us to look over previous edits/changes on pages, as well as revert if necessary. Simply add a message about what you changed and the system will automatically add your username and timestamp afterwards.
- ii. Revisions are viewable by clicking the tab next to "View" and "Edit" and maybe be viewed to look at past revisions. Please consult with the webmaster before reverting to old revisions.

- ❖ **HIT SAVE!** Once you save the page, it will take you back to the "View" tab, or the regular page view.

# Inserting Content

## Inserting Images:

- ❖ Webeditors may insert images by use of Barton’s Flickr account, meaning any image on Flickr is available to be used on the web
- To insert a photo into the body copy on a page:
  1. Visit [Barton’s Flickr page](#) by clicking on the Flickr icon in the header of any Barton website
  2. Open the “Album” of the image you want to use and then open the image you want to use
  3. Click the Download arrow () and then select “View All Sizes”
  4. Choose the “Small 320” size and then copy the URL of the image by right clicking and selecting “Copy image URL” or “Copy image location,” depending on which browser you are using.
  5. In WYSIWYG, click the insert-image icon and paste URL into the text area.
  6. Insert description of image into “Alternative Text.”
  7. Change the pixels on the image to be 300 pixels wide for horizontal images and 200 pixels wide for vertical images.
  8. **NOTE:** Total width of editable area is 640 pixels.
  9. Under HSpace, enter “10”
  10. Under VSpace, enter “5”
  11. Select desired alignment – standard alignment is right for an image in a paragraph of text, unless alternating with other images on the same page.
- Images that would otherwise not be on Flickr will be uploaded to this “set” for the main Barton website:  
[http://www.flickr.com/photos/bartoncc\\_pr/sets/72157638523095215/](http://www.flickr.com/photos/bartoncc_pr/sets/72157638523095215/)
- **Dimensions for header images: 940px by 235px, these images can be requested through the webmaster**

## Linking Documents

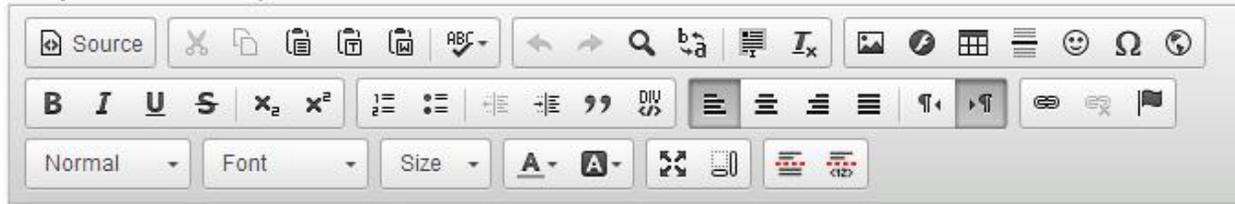
- All documents must be linked through the docs.bartonccc.edu site
- To link a document, upload the document via FileZilla (see FileZilla instructions)

## Editors

OMNI (Old CMS) WYSIWYG Editor



## Drupal (New CMS) WYSIWYG Editor



### Similar Icons/Features:

- Spell Check
- Special Characters
- Insert Image
- Hyperlink
- General Text Styles and alignment

### Normal

Getting Started

### Heading 3

Foundation Completes Award Process

### Address

 **Contact Us**

Admissions Office  
Kirkman Visitor Center  
245 NE 30 Road  
Great Bend, KS 67530

(800) 722-6842

(620) 792-9286

[admissions@bartonccc.edu](mailto:admissions@bartonccc.edu)

(Only applicable in the Contact block)

# Content Guidelines for Web Editors

## Image Sizes and Placement

### Links: URLs, Phone Numbers and Emails

- There are two options when including links in the content of a page; the first is to link the text and the second is to provide the URL.
  - o To link the text, highlight the phrase that would like to link. You may use the format “Visit the [Barton Athletics website](#)”
    - Do NOT use “click here” as the link, rather use the describing text to comply with accessibility standards.
  - o When listing a URL in the text, use a short version of the URL and include the full link in the link manager, instead of pasting the full link into the text. This will keep the text looking clean, but will still allow a user to click to the specific page you are trying to link to.
    - For example: if you wanted to link to the Barton Athletics website, you would provide a link that looks like [www.bartonsports.com](#) instead of the actual URL, <http://www.bartonsports.com/landing/index>.
- All URLs that lead to an external website (a website that is not Barton-related), should open in a new tab or window. When linking to another Barton page, these links do not need to open in a new tab or window.
  - o Documents should always open in a new tab or window as well.
- Phone numbers should be listed with the area code in parenthesis followed by the three prefix numbers, a dash and the last four numbers
  - o Correct: (123) 456-7890
  - o Incorrect: 123-456-7890
- Additionally, phone numbers should be linked so that they may be utilized when a user is on a phone or tablet.

### Link and Character Styles

- The link and character styles have been established in the code and are not to be changed. This includes text color and font style, link color and style, headers, etc.

### Tooltips

- Add a tooltip and description for any links or images added, including emails, internal and external URLs, phone numbers, graphics, etc.
  - o For emails and phone numbers, include the name of the person or department in the following format: “Email Public Relations” or “Call Admissions”

## **Page Descriptions**

- These are added at the time that the page is created, however you may update these in the bottom of your edit screen at any time.

## **Saving Procedures**

- Be sure to add your revision text before saving!

## **General Text Guidelines**

- Do not use italicized text, underlined text or any other colors/sizes on text. This is due to Accessibility issues. Please contact the webmaster if you have any questions.
- Bolding may be used where necessary, but please note that text will only be emphasized by bolding when there is a limited amount of bolding on a page.

## **General Guidelines**

- Do not copy and paste content from another page or website, link to that page or website instead, i.e. if you would like to link information from an academic calendar, link to the document or the Calendars page instead of using the same information on that page as to avoid content becoming redundant and eventually outdated. Common content will not be used.