NWSFTCP – Training Manual

# Drupal – a website CMS

Contents

First steps and basic editing

- Log in at website.com/user/login (or nwsftcp.mediaonmars.dev/user/login)
- Once logged in, the Admin bar is accessible
- Note: Admin has a different theme to the website so it's best to work in the Admin Console and view the website changes in another (incognito) browser
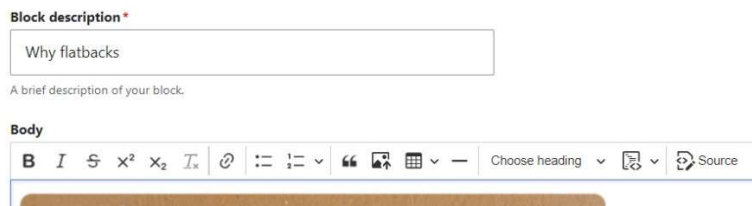

Once logged in, you have basic editing options available.

All blocks have edit option to go straight in and begin editing content; via *page edit* or *block edit*
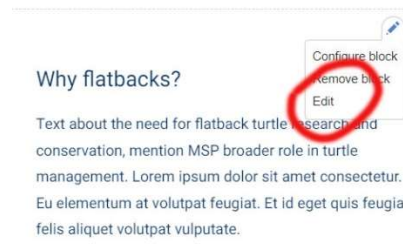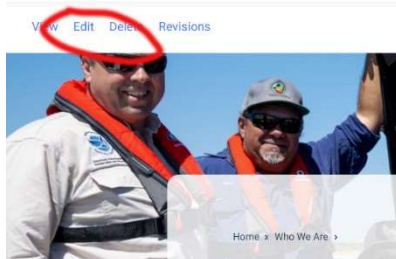
Most editing is simply done via textboxes, text areas or image upload. The standard simple toolbar allows formatting in text areas.

Basic edit: Edit text, edit link, then save.

Example: Who we are

- Go to *Who we are*
- Edit page
- Collapse all
  - This shows the content forms: Banner, Video+description, Two Section, Image Cards
- Note you can edit, remove, duplicate, reorder
- Note you can add Content forms
  - Content forms are pre-formatted structures you can add to a page, such as a Banner, a Description, an Accordion or an image card
- Save changes and view in alternative browser

Revisions

When updating a page, you can save a revision if needed (with notes) and revert to that revision at any time. How?

- Location *Published* or *Revision Information* (top right of edit screen)
- Tick *create new revision*
- Make optional note regarding revision
- Click Save – you can then revert back to a prior revision at any time

Tips

- Remember, to view your changes on the site, it's best to switch to another browser window.
- Save a revision if you think the data may change or revert at some point (or for safety)
- Careful editing to preserve any inbuilt html – viewable via Source button on the toolbar

Example: non-page edits (blocks)

- View the footer and edit one of the menus
- Enter the title and select the page
- Click save

Basic Theory

The website is set up to display Regions.
A Region is a segment of the page, which can be populated with Blocks.

> Structure → Block Layout → Demonstrate Block Regions

A Block is a box of content. Multiple blocks can appear in Regions.
Block can have a certain type of format or content type – which is a stylization to assist format and layout display of content.
Block Types

- Standard blocks (structure → block layout → block types)
- Custom blocks (structure → block layout → custom block library)

Where does content fit in?

Content includes pages and other content types such as articles, staff, files and media.

Examples

Content:

- Basic page – standard page we populate with content
- Detail page – standard page with sidebar
- Latest update – news item
- Our people – staff member
- Governance – staff member in governance categories (3)
- Peer reviewed – published article
- Webform – eg contact form

Blocks:

- Sidebar
- Mega Menu
- Acknowledgement of country

Media:

- Images and icons used and reused on the site

Create a page

Basic page

- Content → Add Content → basic page
- Name the page
- Add a banner and an image+content
- Save the page with a url, eg
  - /my-page
  - /resources/my-page
  - /resources/education-resources/my-page
- View the url in a new browser

Next steps: add content
- Add a banner
- Add a Two Section image + text
- Add a description
- Save and view/refresh the page in a new browser

Add page to menu

- Navigate to Content → Blocks
- Search for 'mega menu'
- Select menu, eg Resources
- Edit the menu to add the text for the page
- Edit the text to add the hyperlink
- Save and view
  - Note source code on mega menu is not disrupted
  - Note impact of large photo

Next actions

- Clone a page
  - If you have a page layout you wish to replicate, clone the page, rename and adjust the url
  - Then edit the content to suit
- Delete a page

Add Custom Blocks to the page

- Navigate to Content → Blocks
- Search for volunteering
- Edit the block as you see fit
  - Note – this block can be used on many pages. Create a new block if you don't want a separate instance

- o   Note – keep the source code intact
- Navigate to Structure → Block Layout
- Find 'volunteering' (CTRL+F or look at bottom of Content Region)
- Click configure
- Add your page to the pages section of the block
- Save, refresh and test

Guide page

This page shows a list of various reusable blocks of content.

https://nwsftcp.mediaonmars.dev/guide-page

Use this as a template for reference. Most content blocks are self explanatory, or easily configured/reviewed/ and adjusted.

Note Accordions – require <div class="dtd-details">text</div> for inner sections

Images require alt tags

Other types of content forms

Detail Page

Beyond a *basic page* is the *detail page* – which is a sub-page that accommodates a sidebar.

Example: /thevenard-island

- Create a detail page
- Add/edit the content for the detail page
- Go to Structure → menu → add menu → name the menu → Save
- Add links to the menu and Save
  - o   Now we need to add the menu block to the regions
- Structure → Block layout
- Scroll down to Sidebar and click Place Block
- Search for the newly-created menu and click the corresponding 'place block'
  - o   Note use the category menus and not the category Drupal 8 mega menu
- Once the menu is placed in the sidebar, configure the menu to add the pages it should appear on

Governance

This content form appears on the governance page, as either;

- Independent chair
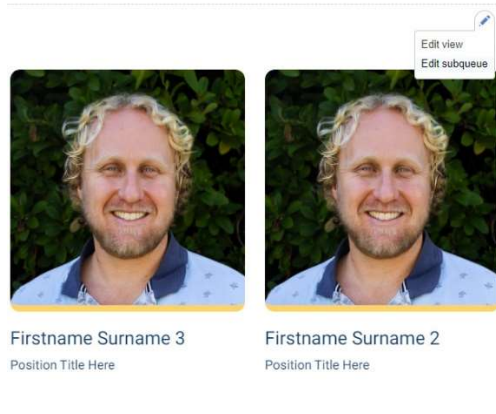- Advisory Committee
- Expert Panel

And is in the format of Our People.

Our People

This content form appears on the Our People page.
Edit individual staff on their individual page.
Reorder the staff using the edit subqueue link.

Latest Update

This content form is a news item, and appears in chronological order on the home page and latest updates page

Peer Review

This content form is an article or publication

Webform

This content form is an online form

Example

Delambre Island
- Detail page (as has sidebar)
- Construct new detail page or clone Thevenard
- Enter banner + content
- Create or locate menu. Ensure it's added to sidebar
- Edit menu
- Add link to the menu
- View and test

Webforms

There are existing webforms as templates as well as some custom created webforms.

Example: contact us page

Webforms are found under Structure → webforms.

Webforms can be quite complex with a lot of options and permutations. There is a guide video link when creating a webform, also found here: https://nwsftcp.mediaonmars.dev/admin/help/webform/video/elements?more=1

Webforms can also be cloned to save building from scratch.

Users

Users are created and managed under the admin heading *People*
You can create a level of user complexity defining *Roles* with *Permissions*
Default levels are Administrator and Content Editor

- Navigate to People → Add user
- Enter user details
- Click the checkbox: notify user of new account
- Set user as a *content editor* or *Administrator*
- Click Save

Photo resizing

- 72dpi
- Max-width: banner ~2500px
- Images max-width ~1500px max-height ~1000px

Instructions to batch process images in photoshop:

https://www.elegantthemes.com/blog/design/how-to-bulk-resize-images-in-photoshop