Web Content Editing for myUSF

Learning Objectives:

1. Familiarize with the myUSF Drupal interface.
2. Learn to log in through CAS.
3. Learn to create new content page and create new menu.
4. Learn to update links, content, images; upload files and images; save and publish page.

myUSF is the web resource for all students, faculty and staff. All web content pertaining to these groups should be added using this system. If you need to add a new site to myUSF, please contact Web & Digital Communications to schedule. They can be reached at webservices@usfca.edu.

Recommended Browsers for Editing:

When editing, please use Firefox as your web browser. Firefox and Drupal are both open source software and follow one another more closely. (https://www.mozilla.org/firefox/)

Permission Requirement:

You must sign and submit the Editor Agreement after this class to obtain your system access. https://myusf.usfca.edu/marketing-communications/editor-agreement

Access

After you get your permission, access your department site through: http://myusf.usfca.edu

*Training site login – Instructor will assign username and password for login in class.
URL: http://training-usfi.pantheon.io/user (instructor will provide you with training username and password

Glossary of Terms

Drupal - An open source content management system widely used by higher education and government institutions for creating web sites. (http://drupal.org)

Open Source - Software that can be freely used, changed, and shared by anyone. Open source software is made by many people and distributed under licenses that comply with the Open Source Definition. (http://opensource.org)

Drupal Module - Open source software that extends and customizes Drupal functionality. As of 2014, there are more than 30,000 community-contributed modules.

Space - A collection of content in Open Atrium. The top level pages in myUSF are called spaces. For example, Student Life and ITS are spaces.

Section - Where content actually lives within Open Atrium spaces or subspaces.

Panels - A Drupal module that allows site builders to create customized page layouts using a drag and drop interface.
Templates and ‘Change This Layout’ Option

When establishing a template for your site, we typically set up the layout to be a two or three columns. The templates includes repeating pieces of content, such as menus and contact information. Web & Digital Communications will meet with you to review needs and schedule implementation.

Please note that there are a variety of layouts available that can be applied. To see the available layouts, navigate to the section page in your space and click the Change this layout button in the upper right corner. When changing a layout for a particular page, please keep your audience in mind and keep the location of your navigation consistent throughout your site.

Section Pages

With the exception of the home page, all sub pages will be set up as section pages.

1. To create a section page, click the ADMIN button in the top black bar and select Content. On the Content page, click Add content (near the top of the page).
2. On the Add content page, click Section Page.
3. Choose the appropriate section template for your site.
4. On the section creation page, enter a Title for your section page.
5. **Under Permalink, enter desired URL.** Please, do not use capital letters or any special characters except hyphen ( - ) or underscore ( _ ). Avoid smashing words together and instead use a hyphen to separate words. These practices will generally result in better search engine results.

6. **Verify the Space association by scrolling to the bottom of the page and clicking on Space on the left side of the page.** A dropdown will appear and the name of your unit should be there. If it is not there, click in the **empty field** and select your unit from the options available. *(Note: If your unit is not an option or no options appear, contact Web Services for assistance.)*

7. **Do not enter any content into the Body area on this page.** Content will be entered later after the page has been created.

8. **Click Publish.**

### Adding or Editing Text

1. To add text to your page, click the **Customize this page** button in the top right corner.

2. Click the **plus sign (+)** in the region you would like to place the text.

3. From the list of options in the left pane, scroll down to **Add Text** and click it.

4. At the bottom of the configure screen is the text editor. Most of the buttons on the editor will be familiar to anyone who’s worked with Word or any other word processing program, with a few extra buttons designed for web content.
5. Add your text into the text editor and apply any formatting changes needed.
6. If copying in text from Word, please use the Paste from Word feature to insert.
7. Once finished, click the Save button to close the text box.
8. To edit an existing text box, click on the gear icon in the top left corner of the box.
9. Once edits are complete, click the Save button to close the text box.
10. You can also use the move icon to reorder panels and customize the page.
11. When you are satisfied with all page changes, click the Save button at the top right of the page to have all changes go live.

Important:
Please DO NOT USE Revert to Space Default. This will revert your page back to the system default, which will remove all content and return the layout to the simple left column layout of the system default.

WYSIWYG (What you see if what you get) Editor

Text

Graduate Student Environment

- Learning Environment
- USF Honor Code

Important WYSIWYG Editing Tools

- Add Internal Link
- Remove Link
- Fullscreen WYSIWYG
- Toggle Spellcheck
- Add Media (Images and PDFs)
Create Links

External Links

1. To link text to an external web page, select the text you want to link and click the Insert/Edit link button at the far left, bottom row, in the editor.
2. A window will then appear where you can enter the information about your link.
3. Enter the destination URL.

For external links, enter the full URL (e.g. http://nytimes.com).

For links leading to internal pages, you can either use this method and enter the URL by hand—use the relative URL and include a leading forward slash. For example, if you wanted to link to the Career Services staff page, you would enter /career-services/staff. You can also use the Linkit button to link to internal pages. See below for information on Linkit.

4. The field below is a pulldown that will allow you to choose whether the link opens in a new window or the same window.
5. The next field is for a title. Title text will appear when the user hovers their mouse over the link.
6. Do not enter anything in the last field, the class field.
7. When finished, click Insert and the link will be established.

Internal Links (Link to content)

1. To link text to another page in myUSF, click the Link to content button in the top row of the editor, fifth from the left.
2. A window will appear where you can type the name of the page you want to link to and select it from the list below.

Note: Pages with unique names will be easy to find but a page with a name like, Resources will be more difficult to pinpoint since there are many pages with that name across the sites.

3. Once you’ve made your selection, click Insert link and the text will be linked to the page you selected. Be sure to check that the link leads to the appropriate page by clicking on it and confirming its destination.

Note: If you have trouble finding your page in the list or know the URL of your page and want to enter it manually, use the Insert/Edit link button on the bottom row, far right, and enter the URL manually.

Email Link

1. To link directly to someone’s email address, first select the Insert/Edit Link button.
2. On the popup, under Link URL, input mailto: then the desired email address.
3. Example: mailto:webservices@usfca.edu
Linking to Documents in Library

1. To link text to a document while in the text editor, select the text you want linked and in the text editor, click the Add media button (upper right corner).
2. Click the Library tab to access the file library and choose an image/file from there.
3. You can use different parameters to search. Under Space, choose ANY. Then, click Apply.
4. Simply locate the file and click Submit to link it to the text.
5. After the link is added, click the Save button.
6. Please note that the name of the uploaded file will overwrite any previous text that was highlighted. You can change the text manually after the upload.
7. The Name field will affect how the file will appear in the admin menu, not on the page.
8. When you are satisfied with all page changes, click the Save button at the top right of the page to have all changes go live.

Upload or Add Images

1. To add an image to your page, click the Customize this page button in the top right corner. (To add an image with text wrapped around it, use the text editor. See text editor instructions below.)
2. Click the plus sign (+) in the region you would like to place the file.
3. From the list of options in the left pane, scroll down to choose Add Text.
4. In the text editor, click the Add media button (upper right corner) and upload a new file; or to access an image from the Library, choose the Library tab and choose an image. (Make sure that the only option in the Space field is ‘Any’.)

If you are uploading a new image, make sure that you enter Alternate text for screen readers, and a Title, which will appear when the user hovers over the image.

5. After entering this information, click the blue Save button.
6. The image should now appear inside the Panel. To finish, scroll to the top of the page and click the Save button.
7. When you are satisfied with all page changes, click the Save button at the top right of the page to have all changes go live.

Note:
Images should be no wider than 1200 pixels (the width of a page) and no taller than 800 pixels.

Do not use the Add Image option from the option list for inserting images. Instead, use the Add Text option, and then choose Add Media.
Upload or Add PDFs and Word Files

1. To add a file to your page, click the **Customize this page** button in the top right corner. (To add an image with text wrapped around it, use the text editor. See text editor instructions below.)
2. Click the **plus sign (+)** in the region you would like to place the file.
3. From the list of options in the left pane, scroll down to **Add Text** and click it.
4. In the text editor, click the **Add media** button (upper right corner) and upload a new file or click the **Library** tab to access the file library and choose a file from there. (Make sure that the only option in the **Space field** is ‘Any’). 
5. On the following page, there will be **Name** and **File Title** fields. The **Name** field will determine how the file will be searchable in the system. This will not determine how the file will be displayed on the page you’re currently editing. The **File Title** field can be ignored.
6. The name of the PDF or Word Document itself will determine what is displayed on the page upon upload. If you’d like to change this, or remove the PDF/Word Document icon, you will need to do this in the editor, after the file has been uploaded.

Replacing a File

1. If you need to replace a file that exists in multiple places in myUSF, so that the URL is preserved and links around the site are not broken: Click the **ADMIN** button in the top black bar and select **Content**. On the content page, select the **Files** tab.
2. Search for the **Name** of the file you’re looking for. If you’re not sure what the name is, but you were the person who uploaded the document, you can filter the search results by putting your **myUSF username** in the **User** field.
3. When you’ve located the file to be replaced, select the **Edit** button.
4. Before uploading the file, make sure the name of the document is the **exact same name** as what it was when previously uploaded, in order to preserve the link.
5. On the next screen, under **Replace File**, select the **Choose File** button and upload the new Document.

Styling Text

1. myUSF has a number of styles available to improve the look of your page, or to highlight certain elements of your page. These styles are listed under the **Styles** button in the text editor.
2. They are listed as below:
   a. **Intro Text Large** – Increases font size and adds a grey color. Typically used for introductory paragraphs or to emphasize important sections of a page.
   b. **Intro Text Small** – Increases font size (to a lesser degree than Intro Text Large). Also used for emphasis if intro text large is in use elsewhere on the page.
   c. **CAPS** – Capitalize a word or section.
   d. **Note** – Reduces font size of text. Often used for captions.
e. **Colored callouts** – Used to call attention to a certain section of the page. Can be used with an image, or serve as a link. To use with an image, first add the image to the page. Press enter/return, then add text. Highlight both the image and text together, and apply the callout styling.

f. **Padding** – Add 5 pixels of padding to an element. Typically used when text is aligned next to an image. Highlight both the image and text, then add the padding styling.

### Videos (Vimeo or Youtube)

1. To add a video to your page, click the Customize this page button in the top right corner.
2. Click the plus sign (+) in the region you would like to place the video.
3. From the list of option in the left pane, scroll down to Add Video and click it.
4. On the configuration pane under Content settings, click the Select button.
5. On the next pane, enter the Vimeo or YouTube URL of your video.
6. You can also pull previously added videos from the library.
7. Click the blue Submit button and you will be taken back to the first configuration pane where you should see a preview of the video. You can optionally enter a title for your video here, as well as make that title a link.
8. When finished, click the blue Save button.
9. Your video will now appear in the panel. Click the Save button in the upper right to complete the process and you should see the video on the page.
10. When you are satisfied with all page changes, click the Save button at the top right of the page to have all changes go live.

### Videos (Not Vimeo or Youtube)

1. To add a video to your page, click the Customize this page button in the top right corner.
2. Click the plus sign (+) in the region you would like to place the video.
3. From the list of options in the left pane, scroll down to Add Text and click it.
4. Change the View Mode from WYSIWYG to Full HTML:

   ![WYSIWYG Options]

5. On the page of the video you’re trying to add, search for an Embed or Iframe option

   ![Download Embed Permalink Share Options]

6. Select the Embed option, and a code block beginning with `<iframe>` or `<div>` should be displayed.
7. Copy this code, and paste it within the text editor on myUSF. **Make sure the editor is still in Full HTML mode.**
8. When finished, click the blue Save button.
9. When you are satisfied will all page changes, click the **Save** button at the top right of the page to have all changes go live.

**Creating a Menus**

1. To create a menu, including site menus and quick link/resources menus, click the **ADMIN** button in the top black bar and click **Structure**.
2. On the **Structure** page there should be only one option available, click **Menus**.
3. At the top of the Menus page is a link for **Add menu**, click it.
4. Enter a **title** for your menu.

   **Note:** This title is for administrative purposes only and should reflect the office and type of menu. This is not the title the end user will see.

   Please follow this pattern to name menus: **Name of Unit Type of Menu**.

   For example: a quick links menu for One Card should be named, One Card Quick Links.

   Using this pattern consistently for all menus will make it easier to find a menu later if it needs to be updated.

5. Click the **Save** button.

**Editing a menu**

1. Click the **ADMIN** button in the top black bar and click **Structure**.
2. On the **Structure** page there should be only one option available, click **Menus**.
3. Next click the **edit menu link** for the menu you would like to edit.
4. Click **Add link**.
5. Enter the **Menu Link Title**. This is what will the user will see on the page so name it appropriately.
6. Enter the **URL** path for the menu item.
Note: Menu items leading to external sites should include the full URL, including http. E.g. http://nytimes.com. Internal menu links should be relative URLs and start after the base URL. For example, an internal page with the URL http://myusf.usfca.edu/career-services/staff should be entered as career-services/staff.

7. Scroll to the bottom of the page and click Save.
8. After saving, you are taken back to the menu editing page. Click Add link to add another link or you can edit or delete a previously created link. Note the small icon to the left of each menu item. This icon can be used to drag the menu item up or down in the list to reorder the menu items.

Adding and Styling a Menu to a Page

1. To place a menu on a page, navigate to the page and click Customize this page in the upper right corner of the page.
2. Click the plus (+) sign in the region you would like to place the menu.
3. On the add content screen, you should see a list of items in the left pane that are available to place in that region. Choose Menu and click it.
4. The area to the right of the list should then display a list of all menus in the system. Find your menu and click the green Add tab above it.
5. You are then taken to the configuration page where you are given the option to rename the menu to a more appropriate name for the end user to see. Click the Override title checkbox and enter a title for the menu.

For example, for the One Card Quick Links menu, after clicking the Override title checkbox, it should be entered as Quick Links.

6. Click Save and the menu will appear in the panel.
7. To add styling to the menu, click the paintbrush in the menu’s panel.
8. Select Bootstrap Menu Styles on the first styling pane and click Next.
9. On the next styling pane, change Tabs to Pills and check the checkbox for Stacked. Use the Wrapper Style pulldown to select System Block and then click Save.
10. The styled menu should now appear in the panel and you can now save the configuration by clicking Save at the top of the screen.

**Resources**

Instructions can be found on the **Editor Resources for myUSF page:**
https://myusf.usfca.edu/marketing-communications/training-resources/editor-resources-myusf