User Guide
Agency Platform Websites

Guide to basic content management for your
State of Arizona Agency Platform Drupal Website

ADOA
ARIZONA DEPARTMENT OF ADMINISTRATION

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Common Terms

For many customers, website content management and Drupal content management system are new concepts. At times it can be difficult to interpret basic instructions due to an abundance of new and unfamiliar terms. Refer back to this section whenever you need help determining the meaning of Agency Platform jargon.

Background Image

An image that is applied behind the main content area of the site. A background image can be applied in any theme available, but it is not required. If the option is to not have a background image, it will remain a solid color which is per-determined by the color scheme selected.

Block

This is a "box" on the site which can contain one or more pieces of content. These boxes can be positioned in different areas throughout the site and can be combined with pages, views, and in some cases context to create the overall layout.

Content Management System (CMS)

A computer program that allows publishing, editing, and modifying of content on a website within a collaborative environment.

Content

Any information on your site. This can be displayed in a variety of different ways.

Content Type

Format used to display information within the site. The basic content types that come with an Agency Platform site are Basic Page, Basic Block, and Basic Slide Show. Several additional standard types are also available including Webform, Profile, and Event Calendar, and Blog. In addition custom content types may be created for individual sites.

Environments - DEV/TEST/LIVE

These are the different building areas your site will pass through during the migration/development process. The DEV Environment is where the process begins. The content, layout, and configuration are all completed in DEV and then pushed into a TEST Environment. The TEST Environment is used for User Acceptance Testing (UAT) and collaboration with your agency before the site is pushed to production. This environment can also be

used as a "practice" area or "sandbox" after the site is live. It can be used to get more familiar with Drupal and to test out changes to your site before applying them to the live site. The LIVE Environment is the final product and will be accessed by the public.

FOOTER

The footer contains settings for logo, site name, and slogan. It also contains a utility menu for site map, privacy policy, and a postcard containing agency contact info. "Follow" links contain optional agency social media connections and are often placed in the footer.

GO LIVE

The day your site is pushed to production for the general public to view.

GOOGLE ANALYTICS

A service offered by Google to track the flow of visitors to your site and provide statistics on the data collected. To take advantage of this free service if you are not already signed up please contact ADOA-ASET and provide an email(s) registered with Google Services that will be used to access the data.

HEADER

Top area on the site where agencies can upload a logo and/or display a site name and slogan. If no logo is selected, the State seal will appear by default.

BASIC SLIDE SHOW

Customizable home page slide show.

NODE

Each individual piece of content within the site is considered a node. It records basic information about the content such as the author, what type of content was used, and when it was created.

NODEQUEUE

Allows for the manual sorting of nodes through a drag-and-drop interface.

POSTCARD

Displays agency contact and location information in the footer of each page.

POSTSCRIPTS

Highlight important or popular content or links. Up to five distinct boxes located at the bottom of the page just above the footer and postcard area. You can choose which pages these display on throughout your site.

PREFACES

Highlight important or popular content. Up to five distinct boxes located at the top of the site below the home page feature on the home page and below the sliver and header areas on all other pages. You can choose which pages these display on throughout your site.

RELATED TERM

Keywords used to organize content throughout the site. This is also referred to as Taxonomy.

SIDEBAR

A region on the site which refers to the area just to the right or left of the main content on each page. The area on the left is "Sidebar First", the area on the right is "Sidebar Second".

SITEIMPROVE

A service that helps locate broken links, misspellings, and accessibility errors.

SLIVER

The sliver can be found at the top of every state agency website and provides access to a directory of State Agencies, a comprehensive listing of State Services, and search capabilities across az.gov and collects full site analytics.

SOCIAL MEDIA

Networking sites such as Facebook and Twitter which can be linked to through the footer of your new site.

TAXONOMY

Keywords used to organize content throughout the site. These are also referred to as Related Terms.

User Roles

Drupal has three basic roles, anonymous users, and authenticated users, and administrators. The State agency Drupal distribution adds three additional roles, editor, contributor, and power user. Each role is assigned a specific set of permissions. Permissions control what users can do on the site and can be customized for individual sites.

Anonymous User - This role is used for users that don't have a user account or are not registered on the site. Anyone that visits a Drupal site is considered an anonymous user until they login.

Authenticated User - This role is automatically granted to all logged in (registered) users. Therefore, all permissions assigned to the authenticated user role will apply to all registered users.

Contributor - The contributor only has permission to create and edit their own content and cannot publish content, edit content created by others, or make any configuration changes to the system.

Editor - The editor can create, modify and publish any content. They can also change appearance settings and modify the general contact information.

Power User - The Power User can do everything an editor can do. This role is designed for agencies with technical staff capable of performing some basic configuration and structural changes to the site.

Administrator - The administrator has complete control over the account. This role is designed for agencies with highly technical staff capable of performing complex configuration and structural changes to the site.

Views

Views is a powerful Drupal module that allows a content manager to list and organize content in a variety of ways by using fields and tags to filter, sort, and deliver the content to the user.

Webform

Forms or questionnaires accessible to users which allow visitors to submit answers. Submission results and statistics are recorded and accessible to specific user roles.

What You See is What You Get (WYSIWYG) Editor

Pronounced wiz-ee-wig, this tool allows for user friendly editing within the site. It works similar to most word processing programs and allows users to see a close representation of how the content they are editing will be displayed before changes are saved.
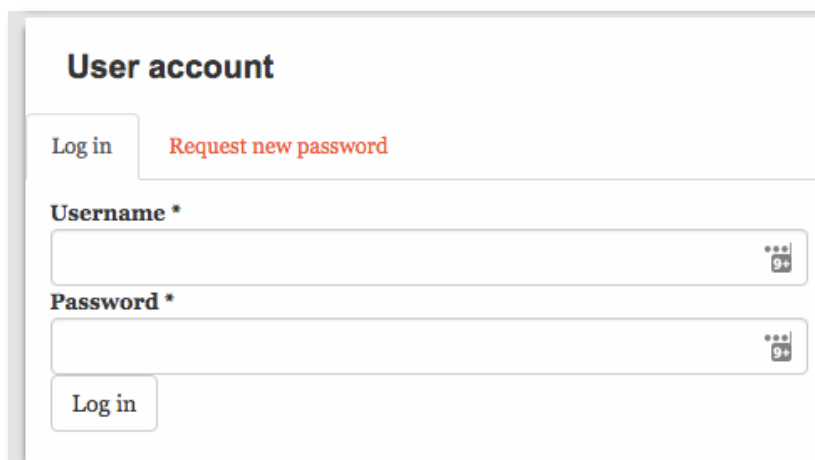
User Accounts

The first step in site management is logging in. This section will guide through the process to log in to your website and manage your account password.

Logging In
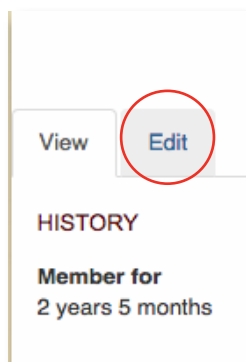
To get to the login screen for the website you will need to add "/user" to the end of your websites URL. For example: https://showcase.az.gov/user

You will see a screen similar to this where you can enter your username and password and click "Log in":

Changing Your Password

After logging in for the first time, you will need to change your password. Click the "Edit" tab below your username:

Next you will need to enter in your current password, your new password, a confirmation of your new password, and click save.

Appearance Settings

You have the option to change and customize the appearance of your Agency Platform website as needed. This section will show you how to make update to the look and feel of your site using appearance settings. Note: Custom settings are for individual themes and do not carry over to all themes. When switching themes you will need to update all appearance settings for your new theme.

Changing the Theme

One of the configuration options you have available is to change the theme. Go to the "Appearance" tab on the top tool Bar.

You will see a list of themes available to choose from, but please keep in mind that for most Agencies the only two that are available to you are "Branded Government" and "Modern Government." The theme applied to your site currently will be the one on top. To change to the other theme, select the "Set default" option under the second theme in the list.

Once you click on "Set default" the screen will reload and have a message on the top of the screen:
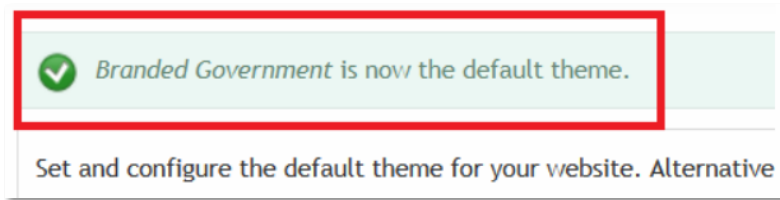
To see the newly selected theme click on the "Home" icon or click the X in the upper right of the "Appearance" screen.

CHANGING THE COLOR SCHEME

Another way to change the look and feel of your site is to change the color scheme. To do this you will go to the appearance tab in the tool bar at the top of your screen.

The top theme listed is the theme you are currently using for your website. Select "Settings" under that theme.

Once in the settings screen, scroll about halfway down the page until you see the "Color scheme" setting on the left hand side. Here you have a drop down menu with the color scheme options available. Select the one you would like and scroll to the bottom of the page and click on "Save configuration."
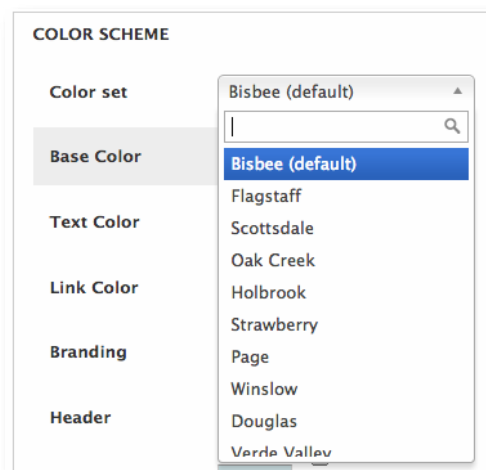
You may also create your own custom color scheme by modifying the hex codes for each color manually.

*Note that the color scheme does not carry over between themes. If you switch themes but would like the same color, you will need to follow these steps again for that theme.

UPDATING SITE POSTCARD INFORMATION

Each website is set up with a default "Contact Us" area on the bottom portion of each page. To make changes or updates to this information you will need to go to the "Appearance" tab in the tool bar at the top of your page.

You will find a list of the themes available for the website. The one listed at the top is the one currently being used on your site. Select the "Settings" option under this theme.

To find the contact information for your agency, locate the "Override Global Settings" section on the left side of your screen and click the "Footer Settings" tab. Any updates to it can be made here. Click "Save configuration" when you are finished.

ADDING BACKGROUND IMAGES

To add a background image, be sure you've sized and optimized your image using the steps above.

12. Next log in to your site

13. In the Admin Tool Bar select "Appearance"

14. Locate the "Background Image" tab

15. Upload your optimized image using the "Upload" button (see page 20 for optimization instructions)

16. Click "Save" at the bottom of your screen

SOCIAL MEDIA

Many State Agencies have social media accounts set up. The new site has the capability of linking to these accounts for easy connectivity for visitors to their site. This section runs through how to set up links in the utility footer area on the very bottom of the site. Note: On most Agency Platform sites this process is assigned to the Power User role.

SOCIAL MEDIA LINK CONFIGURATION

Social media links are added through the configuration on the administration bar.
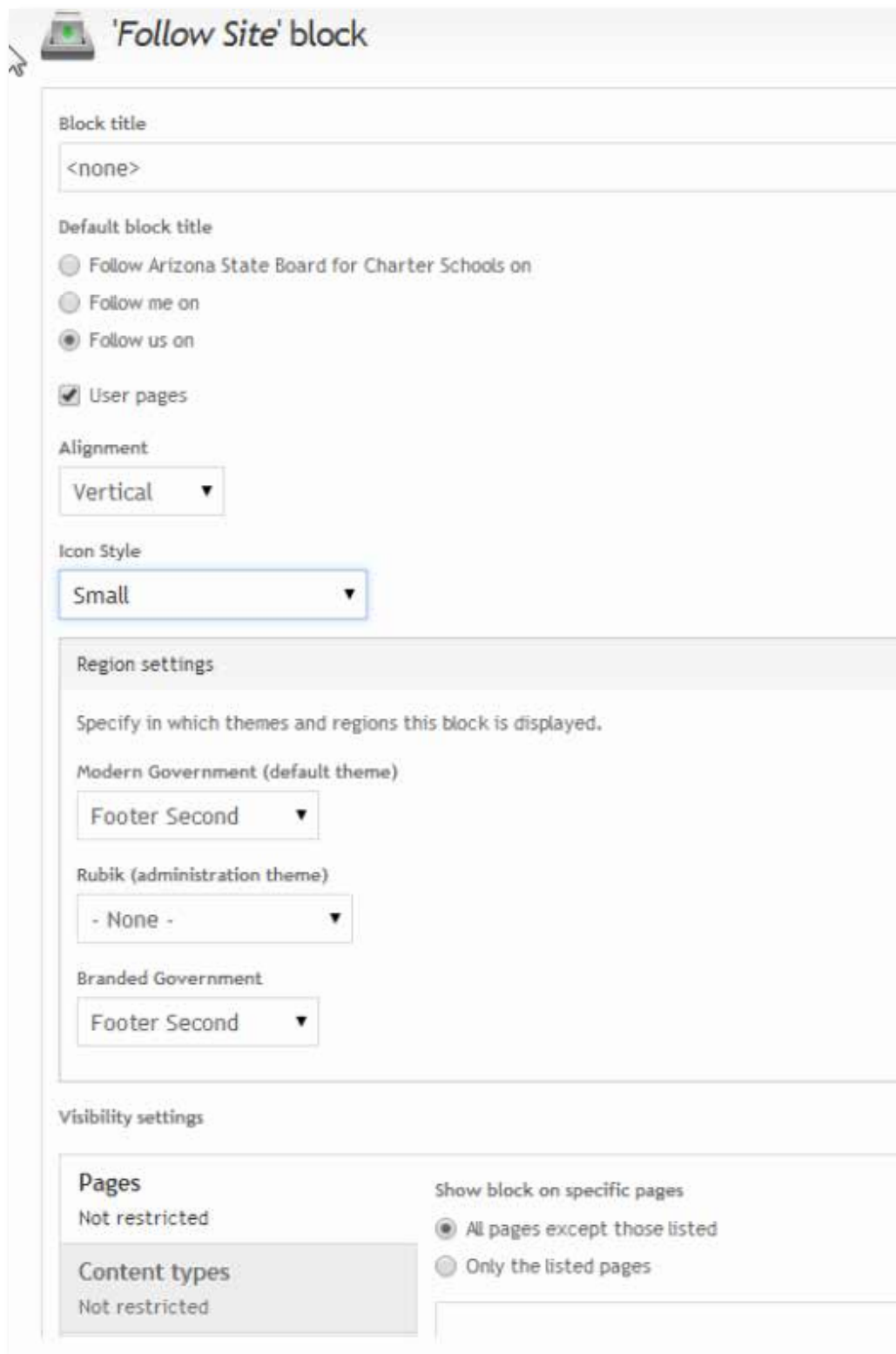
On the configuration page, please click on the "Follow" link.
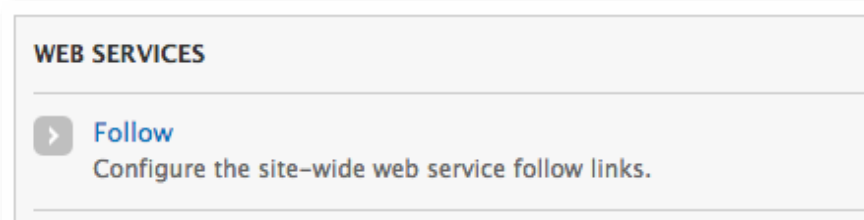
From here you can update the social media links. After you have completed adding the social media links you would like to, click the submit button at the bottom of the page.

Once added, you will need to configure the block (for more information on blocks please see page 44) under Structure > Blocks and look for the "Follow Site" block. Click "configure". Set the Block title to <none> and the Region settings to "Footer Second". Although these are the settings we recommend, they may not be a perfect fit for your site, adjust these block settings to meet your needs.

CONTENT

This section outlines some of the tools you will see on the new site and provide an overview of what these items are and how they are used.

FORMAT CONTENT WITH THE WYSIWYG (WHAT YOU SEE IS WHAT YOU GET) TOOL BAR

The WYSIWYG (pronounced wiz-ee-wig) has been around since the mid-1990s and is still used today by people who need to edit website content without the need to know how to write code. It has especially served the non-developer quite well due to its simplicity in both presentation and application. Basically stated, it removes the editor from the code and presents their information in the exact format it would appear when the editing is complete. This allows you, the user, to realize the changes to the content before the changes are applied. For example, if you wanted to see what a bulleted list looked like before going through the button clicks of saving, you would simply select the list items and then click on the bulleted list button.

Below are descriptions of each of the features of the WYSIWYG, in the exact order they appear (left to right).

- **Bold:** Pressing this button will create bold text when typing, or make selected text bold.
- **Italic:** Pressing this button will create italicized text when typing, or make selected text italicized.
- **Underline:** Pressing this button will create underlined text when typing, or make selected text underlined.
- **Strike-through:** Pressing this button will add a strike-through effect to your text, or make selected text strike-through.
- **Left, Center, Right Align, or Justify:** change the alignment of your text by pressing the desired button.
- **Bulleted List:** a standard list with bullet points can be created by pressing this button and typing text. Each line return will create a new bullet point.
- **Numbered List:** a numeric list is created by pressing this button and typing text. By default, each line has a new number (e.g. 1, 2, 3, and 4); however, right clicking in the numbered list text will display a menu with an option "Numbered List Properties". Choosing that option will give you the option to set multiple style types (e.g. Roman numeral, alphabetical, etc.).
- **Decrease Indent:** Put before a section of text, this will decrease its indentation.
- **Increase Indent:** Put before a section of text, this will increase its indentation.
- **Hyper-link:** Adds a link to a line of text or a graphic.

- **Remove Hyper-link:** Removes a link from a line of text or graphic.
- **Anchor:** Creates an anchor point in text that can be pointed to with a link.
- **Text Color:** Overrides CSS styling to change the color of text.
- **Background Color:** Put a background color around selected text or in a specific <DIV>.
- **Superscript:** Apply superscript to text, such as exponents, etc…
- **Subscript:** Apply subscript to text.
- **Block quotes:** Apply block quotes to certain text or regions in the body. This will apply a default gray background color to the selected text, center the text, and then italicize it. It is handy for information that is quoted from other source material or to emphasize specific sections of text.
- **Paste From Word:** This will paste information you copied from a Microsoft Word document just as it appears in the word document.
- **Show Blocks:** When activated, this will display all markup tags such as <p> and <div> or any other container-like HTML tags.
- **Remove Format:** If you copy a portion of text from a Word document and realize that you don't want the formatting, select the text and hit this button to remove it. This effectively removes all formatting, but will not remove any links you copy over (handy).
- **Font:** This will allow you to select your desired font.
- **Size:** This will allow you to change the size of your font.
- **Styles:** This will allow you to change the style of your font to something like Heading 1, Heading 2, Paragraph, etc…
- **Table:** Insert a table at the location of the cursor. Advanced features reside in the pop up window.
- **Accordion:** This will insert a template in blind text that can be selected and replace to create interactive accordion elements. The template contains three blocks of text: the header, the body, and the expand link. Once an accordion is created, the 'Show Blocks' WYSIWYG feature can be helpful during editing. The expand text reads by default 'Read More'. If this text is removed, the accordion will expand when the header is clicked instead.
- **Add Media:** This add images, documents, and embed video. The default option when selecting the 'Add Media' feature is file upload, but users should be aware of other options that are available via the tabs in the upper right corner of the dialog. 'Web' allows you to add media from other websites without adding them to your file system. 'Library' allows you to browse all the files that already exists on the file system. Using this tab allows you to avoid adding multiple copies of the same file. 'My files' is similar to 'Library', but only displays files you have added.

STANDARD CONTENT TYPES

There are many different content types in use throughout the various Agency Platform websites. Some may have been custom created for your site. This overview will cover the three standard content types that come with the base installation of an agency platform site.

1. **Basic Page** – Creates a basic page layout with optional, customizable, horizontal tab menu. By default, Basic Pages are applied to the Content region of the site. Basic pages can be easily assigned to a menu.
2. **Basic Block** – Creates a small block of content that can be assigned to page in the menu structure. Blocks can be assigned to any region of the site associated with a menu item.
3. **Basic Sideshow** – Creates a slide show that can be applied to any page in the menu structure. The slide show is placed in the header region by default. You may choose from two slide show styles and pick one of several slide transitions.

FINDING CONTENT

All content that is on the site can be found through by clicking the "Content" located on the tool Bar at the top of the page. Use this function to find any content located on the site.

This page lists all content with the most recently updated items at the top of the list. It gives general information about each of the items including the Title, Type, Author, Status, when it was last updated, and Operations to perform on it.

	Title	Type	Author	Status	Updated ▼	Operations
☐	Test Welcome updated	Blog entry	jlavinger	published	2014-06-27 06:53	edit delete
☐	C.T. Wright new	BOEC Profile	bsteckelberg	published	2014-06-17 15:48	edit delete
☐	ADC Visitation Policy new	Event Calendar	bsteckelberg	published	2014-06-13 14:11	edit delete

There are several ways to search for content. You can look by status (published or not published), type of content, or search by title.

To edit a piece of content from this page you can either click on the title, or on the edit button under the "Operations" column.

EDITING CONTENT

One of the most common updates to content is adding or replacing documents. As an example, let's look at a meeting which has just passed. An agenda had been added to the piece of content originally, however, now the minutes need to be added in its place. Click on "Edit" next to the meeting you have the updates for.

Once you are in the piece of content for the meeting, you should find a section for documents. It may be called Files (as it is in this example), Agendas, Attachments, Minutes, or something similar. It should look like the screen shot below and have a place for "File information" and "Description." The File information is the actual name of the document that is currently attached, the Description is what will be seen on the site. In this example we want to "Remove" the current agenda and "Add a new file" to upload the minutes. To remove the file, click on Remove. Another option available is to leave the document on the site, but not display it to visitors. To do this, uncheck the box below "Display."

To upload the minutes, click "Browse" and find the file you want to upload. Click on it, and then click "Upload." The file will show in a way similar to how the original document was displayed. Please make sure to fill in the "Description" area with the title of the document you would like to show on the site. Click "Save" at the bottom of the page.

UPDATING BASIC SLIDE SHOW CONTENT

The easiest way to edit this type of content is to search for it by content type by using the "Content" menu item in the tool Bar. Choose the "Basic Slide Show" option from the drop down list for type and then click "Filter."
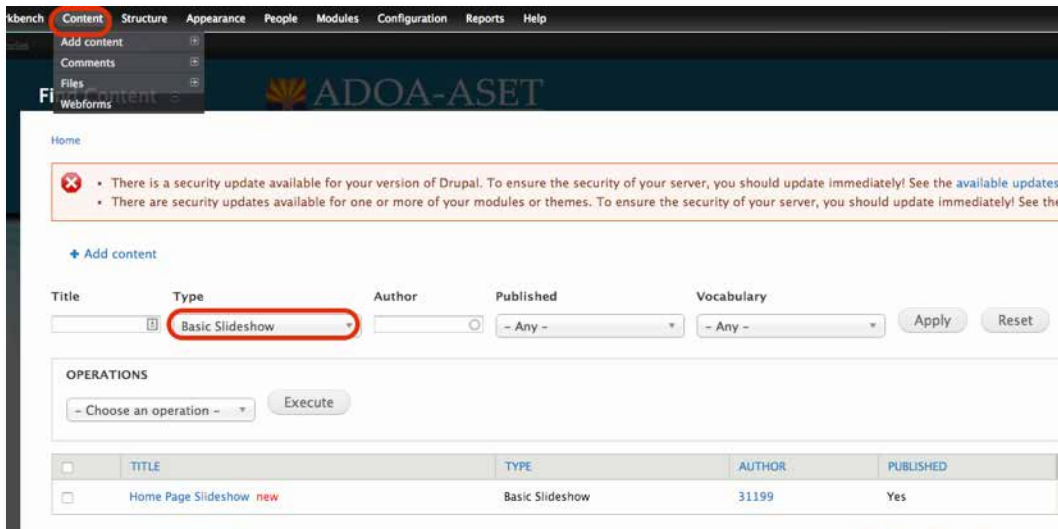
The results will display, and you can click on the "Edit" to make updates. If you would like your slide to include a text overlay, you can create one using the WYSIWYG editor. If you would like your slide to link to content on your site (internal link), you will need to find the location of the page you would like to link to within the site. Once you have the full URL you will need to remove everything that comes before the first "/."

Example:

If the full URL is:

https://<yoursitename>.az.gov/slideshowimages

You will use the following partial URL (relative URL):

slideshowimages

If you are using a link that is not on your site (external link to another website), please use the full URL.

Example:

If the full URL is:

https://<sitename>.com/news

You will use the following full URL (absolute URL):

https://<sitename>.com/news

To update the image for an existing slide you can either remove and replace or edit the image.

Method One - Remove and replace images:

1. Next to the image thumbnail on the editing screen click "Remove"
2. Click "Browse"
3. Navigate to the location of the sized and optimized image you want to display (Slide show images should be 1240 x 460 pixels, RGB, and 72 dpi)
4. Next click "Upload" and when the upload is complete click "Next"
5. Enter "Alt Text", which appears on the screen if the image is unavailable and is read by screen readers, and "Title", which will be visible to visitors as they hover over the image
6. Click save and navigate to the page where your slide show is placed to view your changes

Method two - edit images:

1. Next to the image thumbnail on the editing screen click "Remove"
2. Click "Browse"
3. Navigate to the location of the sized and optimized image you want to display (Slide show images should be 1240 x 460 pixels, RGB, and 72 dpi)
4. Next click "Upload" and when the upload is complete click "Next"
5. Enter "Alt Text", which appears on the screen if the image is unavailable and is read by screen readers, and "Title", which will be visible to visitors as they hover over the image
6. Click save and navigate to the page where your slide show is placed to view your changes

ADDING NEW CONTENT

To add a new piece of content, you will need to first determine which content type and taxonomy (if applicable) is used. If you're unsure what was used, look within the website where you would like to add new content and find an exiting piece of content that matches the type you'd like to add. Open the item for editing. The content type will be listed at the top of your page. Scroll down to look for any related term(s). Once you have this information please follow the steps below.

OPEN CONTENT CREATION FORM

At the top of your page you will see a tool Bar. Click on "Add content."
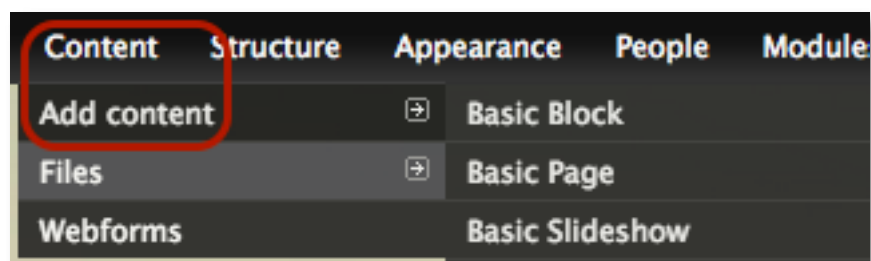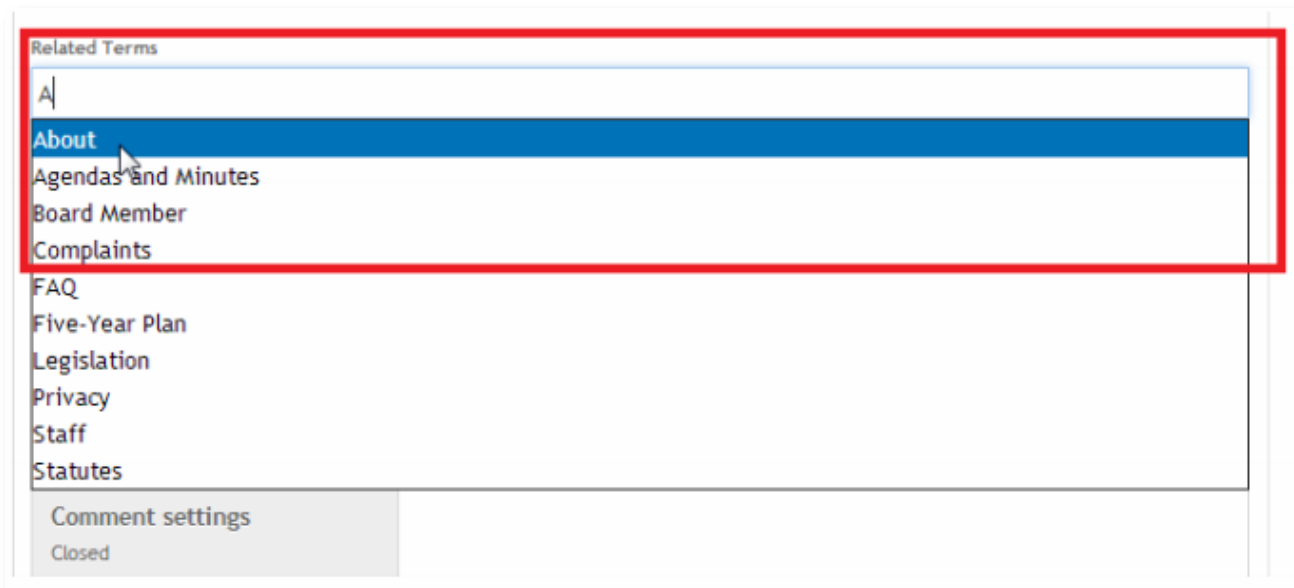
Select the content type needed.
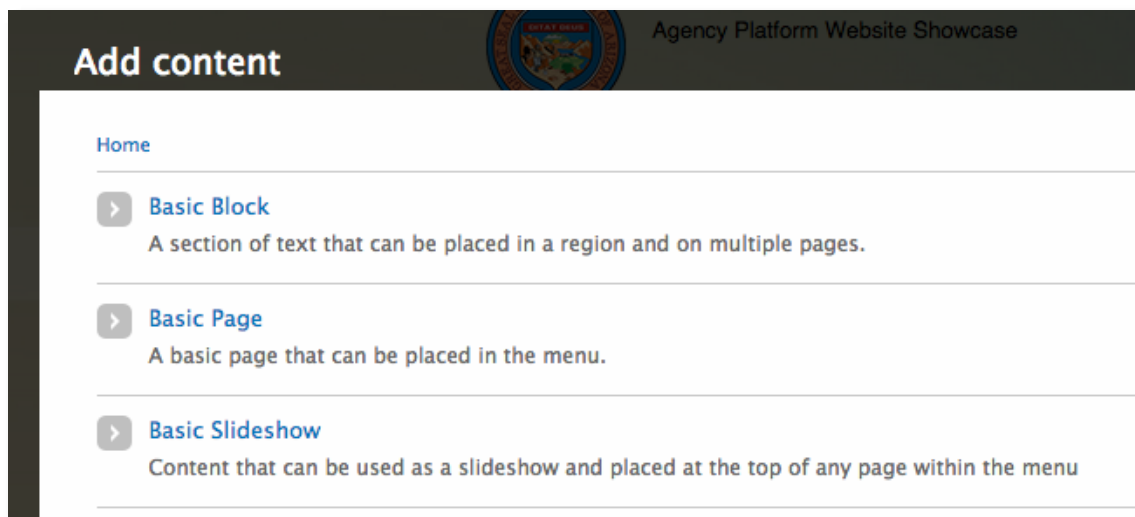
You will see a blank version of the content type selected. Please keep in mind that you do not have to fill in all of the fields, only the ones which pertain to the content you are entering. You may browse for files to add documents or images to attach, add text, hyper-links, or images within the body area, or enter dates for new meetings. Each content type contains a different combination of fields, the example below is for a "blog."
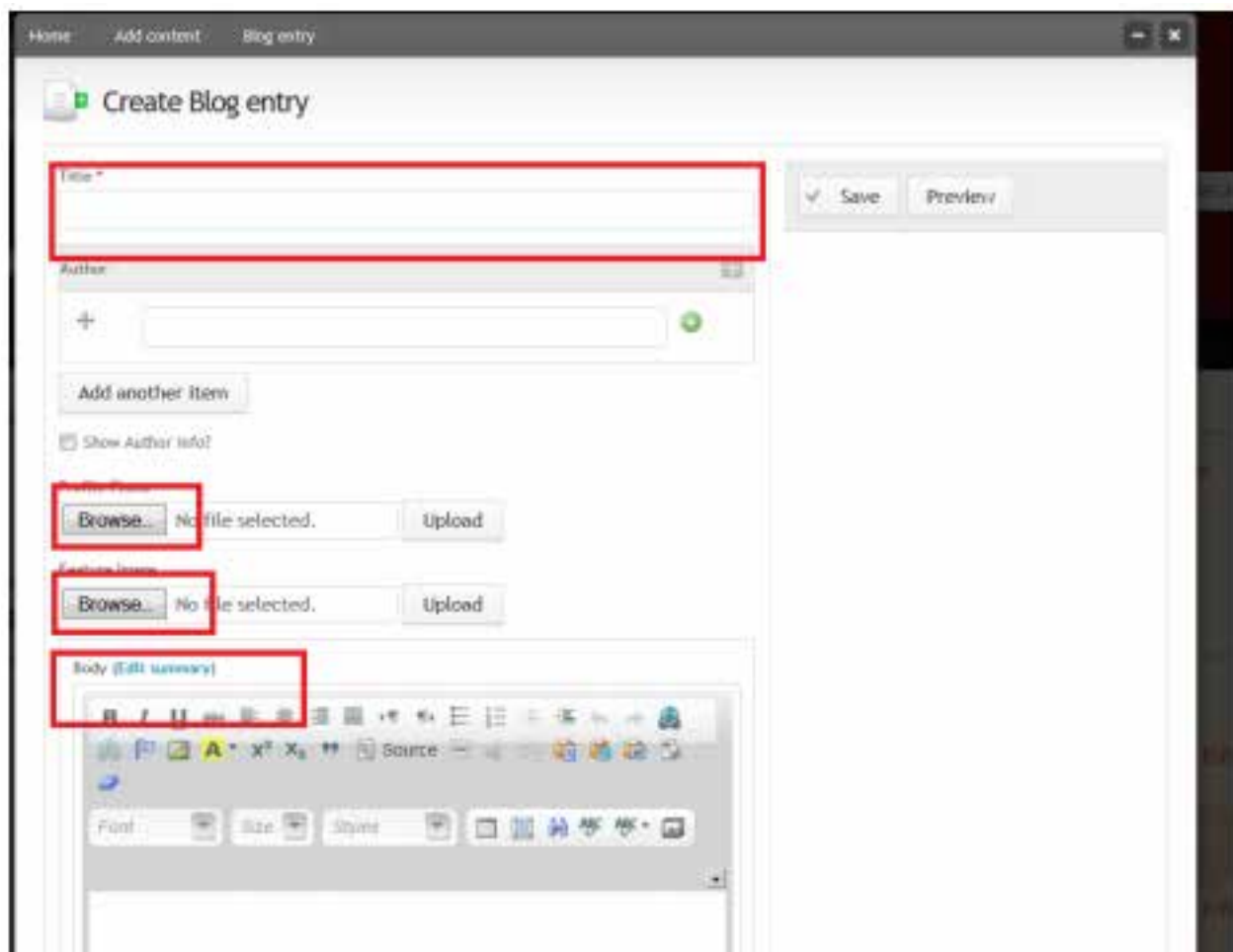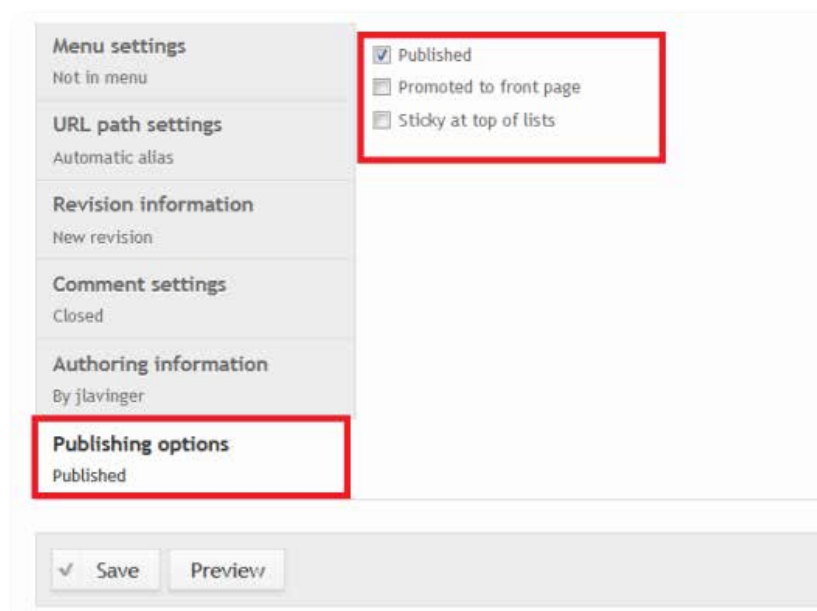
Towards the bottom of the page you will see an area for "Related Terms." This is where you will use the related term from the content guide. You will only need to type a portion of the word, and then select the word from the list which appears. If a list does not appear for you to choose from, please ensure you have the correct term and have it spelled correctly. This is how the website is pulling information into the correct place on the site, and the terms were entered previously to account for that.

The next step is to choose the appropriate option for publishing the content you are adding so that visitors to your site are able to see it. At the very bottom of the content you will find a grayed out section called "Publishing options," please click on this. The list of publishing options will come up. Please reference your Content Guide once again for any possible special instructions on publishing (possibly using the "Promoted to front page" option for content located on the home page). If you don't find any special instructions in the Content Guide, please only select "Published."

At this point you can preview the piece of content you have added by selecting "Preview." Keep in mind it may not look exactly like it will on the website. Once you have everything as you would like, please click on "Save."
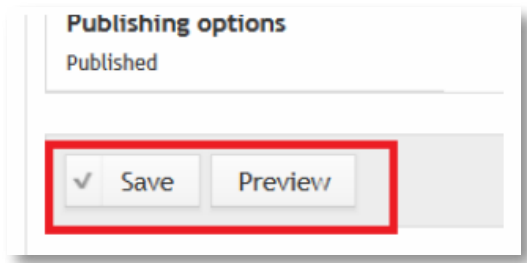
Once you have saved your content, the page will reload to show you the finished version of what you have just added to the site. To make sure it got added to the correct location within the site, please navigate to the page where you are expecting it to appear.

IMAGES

Images can be displayed in many places on the website. You can edit any images on your site at any time, including adding new ones. This section will guide you through important steps for adding images including sizes, optimization, and using alternate text.

IMAGE SIZES

One thing that needs to be considered when adding new images, is their size. There are several different sizes that should be utilized for optimal display throughout the site. Ensuring your images are used at the appropriate size will reduce load time and display issues. The table below lists many of the basic sizes that used throughout the site however it is possible to create additional sizes and custom styles:

Style Name	Size in Pixels (wxh)
Thumbnail	100 x 100
Site Logo Wide	240 x 80
Site Logo Square	80 x 80
Services	130 x 80
Right Sidebar Thumbnail	80 x 80
Medium	220 x 220
Media Gallery	165 x 125
List Page Thumbnail	95 x 95
Large	480 x 480
Basic Slide Show	1240 x 460
Content Detail Photo	285 x 214
Branded Government Background Image	2560 x 1700

Optimizing Images using GIMP

These steps demonstrate optimizing an image for the background of a website, however the same technique can be used for optimizing any image, just substitute the given resolution with the resolution of your image.

In this example GIMP 2.8 (GNU Image Manipulation Program). It is a free open source program with a lot of the same capabilities as Photoshop, so if you already have that, there are most likely similar functions to what is show here. GIMP can be downloaded from http://www.gimp.org/downloads/.

The installer will probably ask whether to install the 32 bit or 64 bit version. If you know your system is 64 bit, go ahead and select that. If you aren't sure, install 32 bit, it will work on any Windows computer, but 64 bit GIMP won't work on 32 bit Windows.

1. Resize the image. In this example we will size a background image. The image should ideally have a resolution 72 dpi and be 2560 x 1700 pixels. Here's how to make sure of that. Open the Scale Image tool.
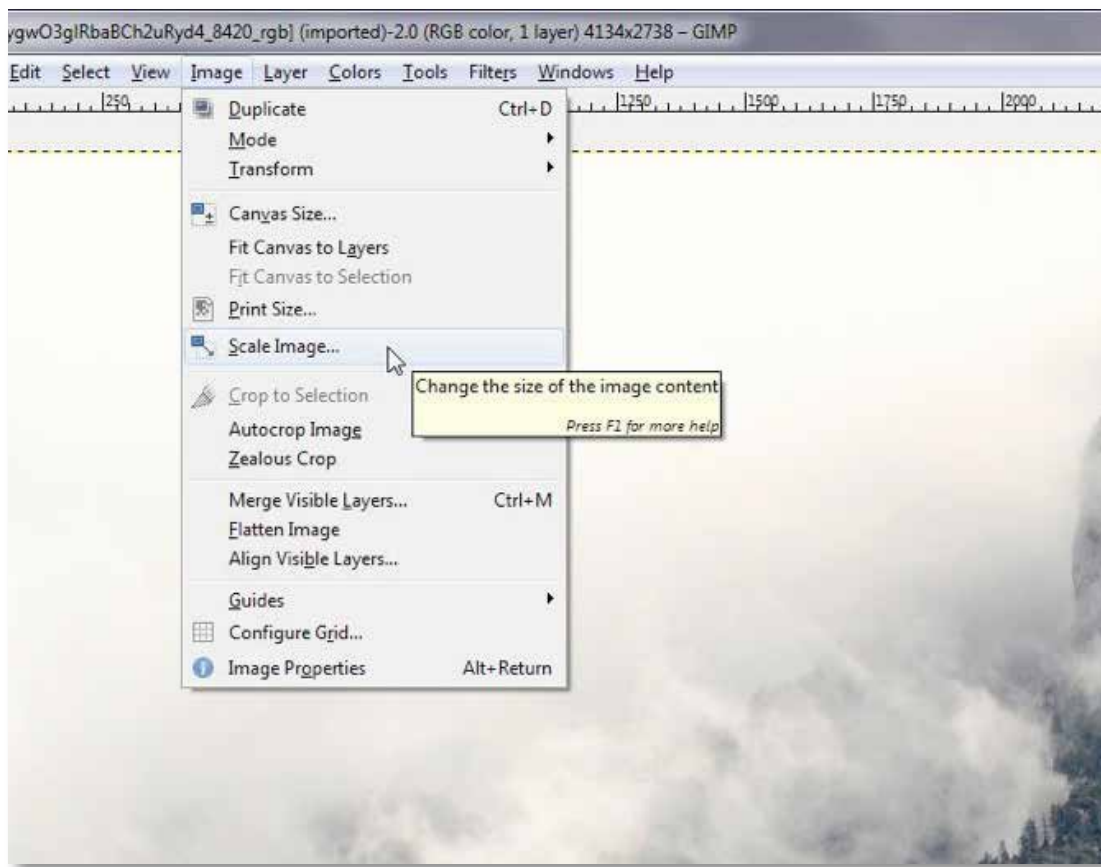
2. With the width and height ratio locked, set them so the smaller dimension is correct, and the larger one is too large, if they can't be both correct at the same time.
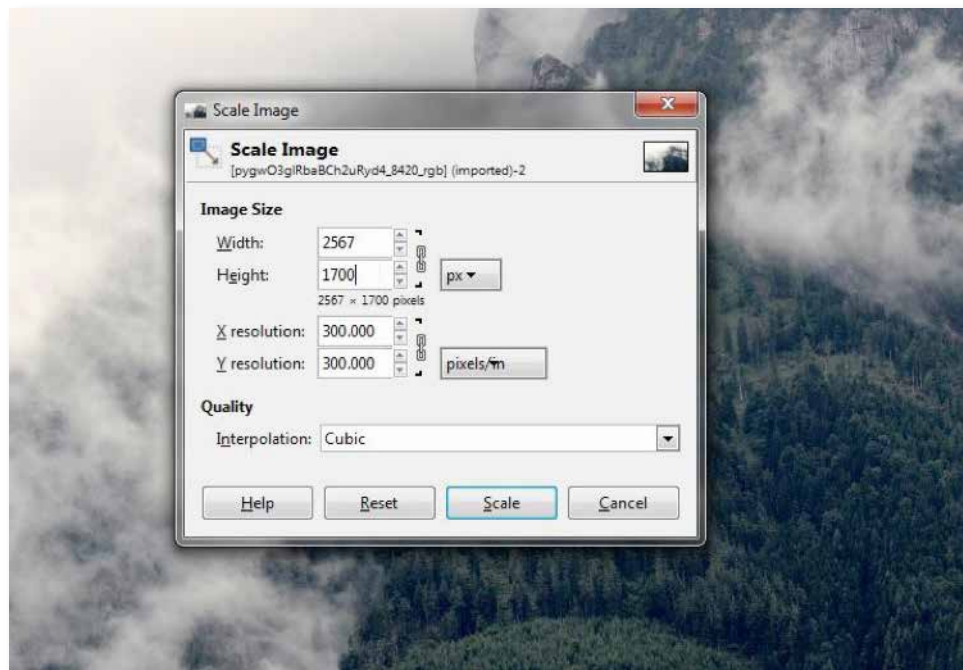
3. Now set the remaining dimension. Open the Canvas Size tool.
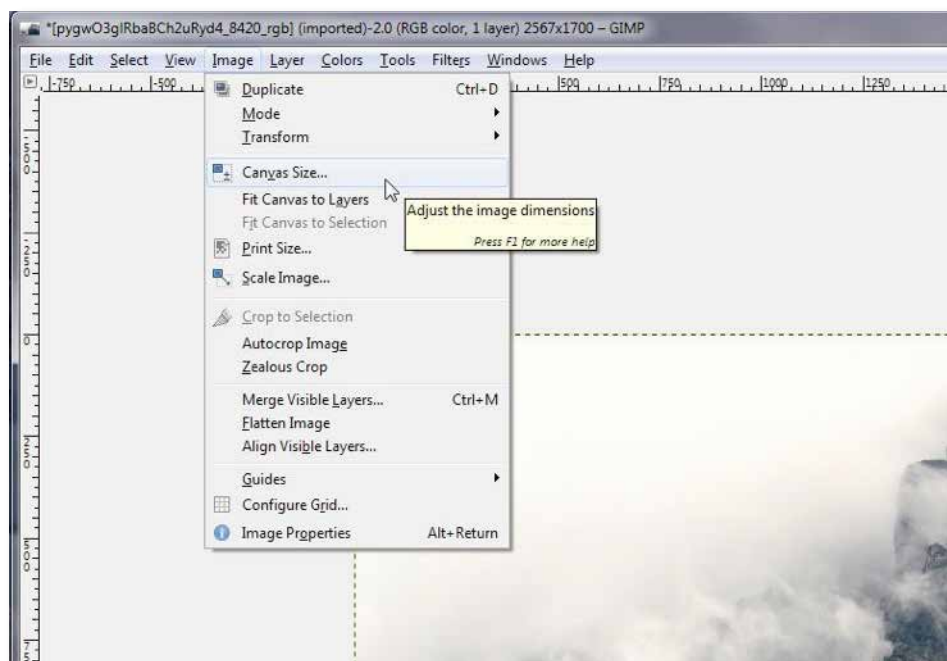
4. With width and height ratio unlocked, should be unlocked by default, set the remaining dimension to the correct size, this will cut off the edges just slightly to make the size fit. Then adjust the centering of the image by dragging it in the preview or clicking "Center".
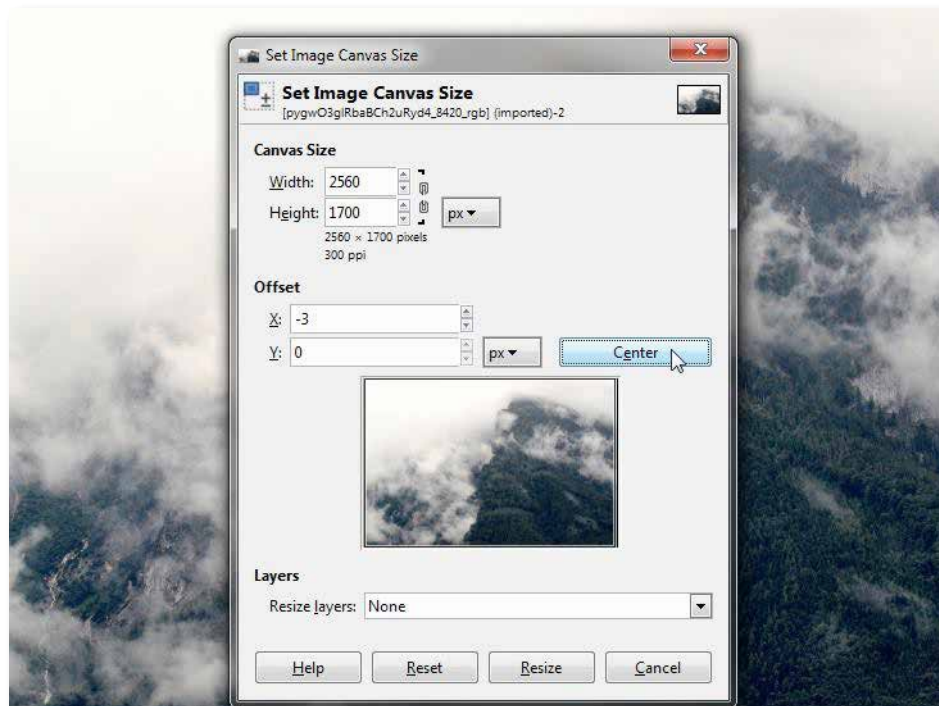
5. Now the dimensions of the image are correct, so it's time to reduce the file size – which is independent from the image size – by exporting and using compression settings. Open the Export As window. (Save As in GIMP will only let you save in a special format that GIMP likes, so you have to Export to use the image on a web site)
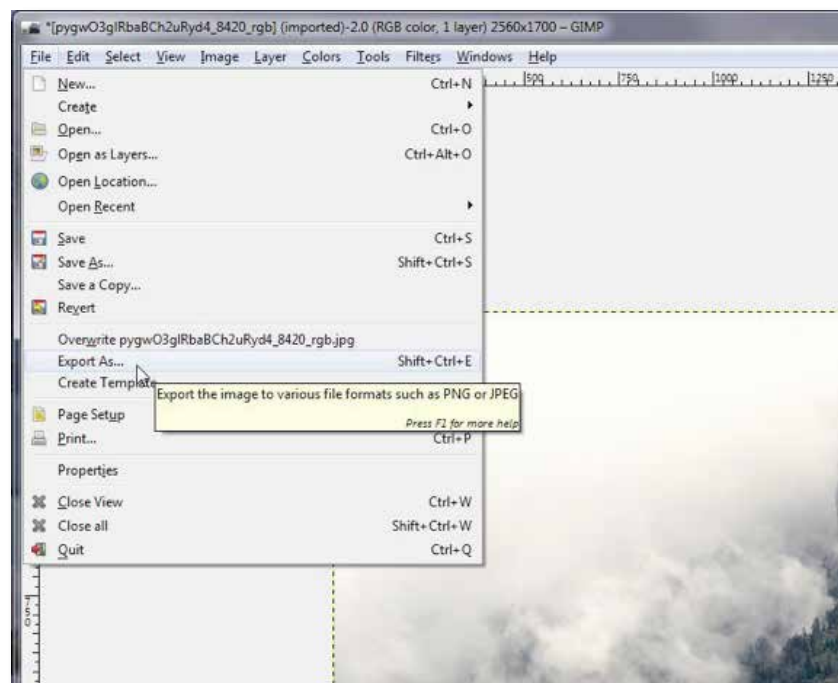
6. Give the file a new name if you don't want to overwrite the old one, or put it in a different folder. Just make sure the extension on the end is ".jpg".
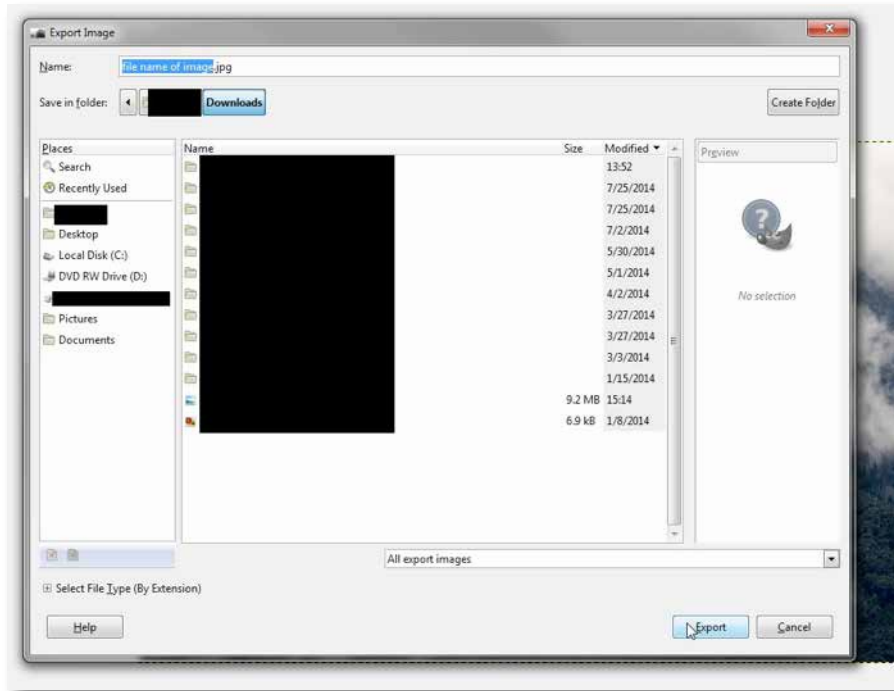
7. The next screen has another Export button, but don't click it yet, this is where the optimization settings are.
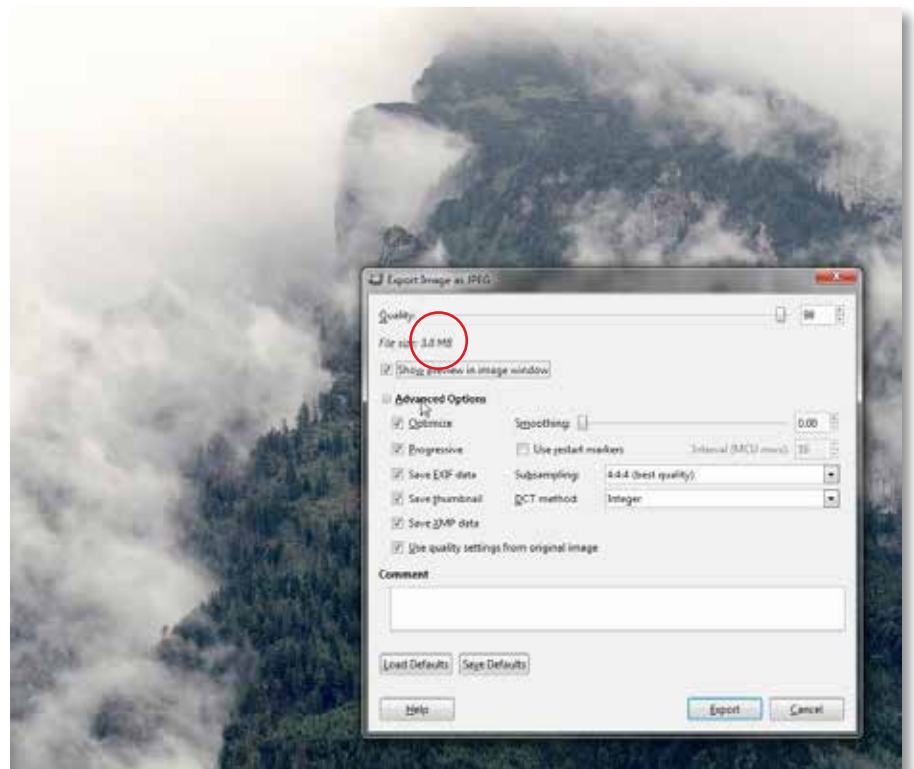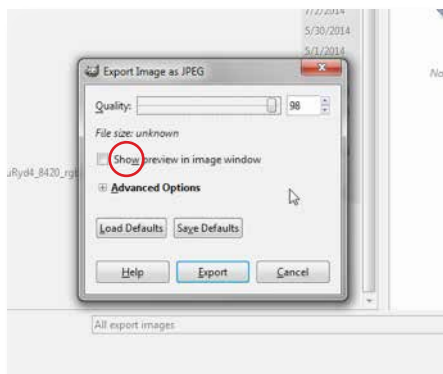
8. Click on the "Show preview in image window" check box so you can see a new window pop up with a preview of how the image will look after optimization. This will also change "File size: unknown" so that it will show you an updated file size.

9. 3 MB is too big, it'll take a long time to download that from the website. Try to keep images below 400 KB whenever possible. To reduce the file size, drag the "Quality" slider at the top down until you start to see the quality change, leave it just above where you see that change. 40 seems to be a good spot. The "Smoothing" slider can help reduce file size a little as well.

10. Now click export and the new file should still be high quality enough that you can't tell much difference between it and the original, but will be much faster to view on the website.

ADDING BACKGROUND IMAGES

To add a background image, be sure you've sized and optimized your image using the steps above.

7. Next log in to your site
8. In the Admin Tool Bar select "Appearance"
9. Locate the "Background Image" tab
10. Upload your custom image using the "Upload" button
11. Click "Save" at the bottom of your screen

TAXONOMY

This section covers the taxonomy used within your site to place content in different areas. Sometimes you may need to edit, delete, or add new terms to help with the layout of your site. It is also used to create nodequeues as described in the upcoming section.
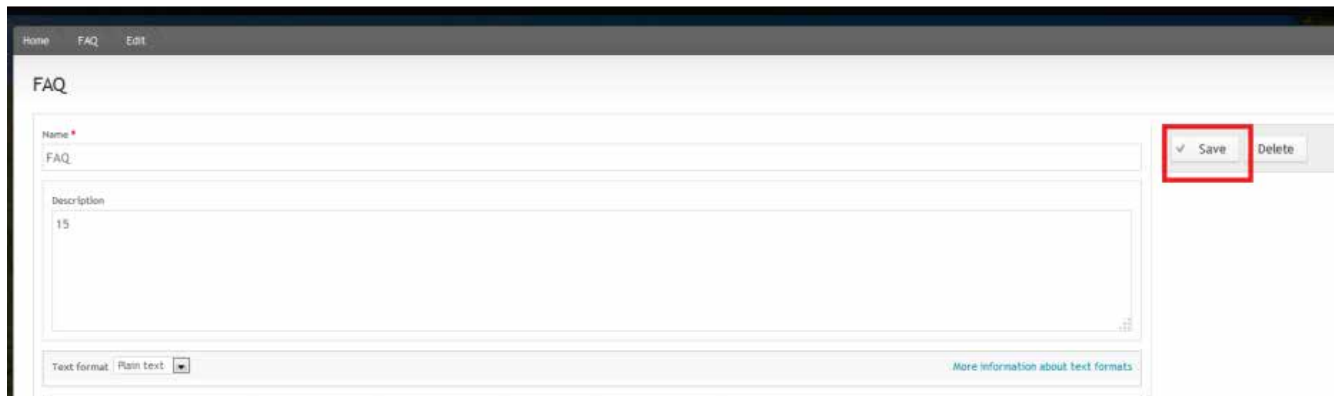
EDITING TERMS

On your home screen click the "Structure" button in the upper left hand corner, in your admin bar. Select "Taxonomy" from the list of options.
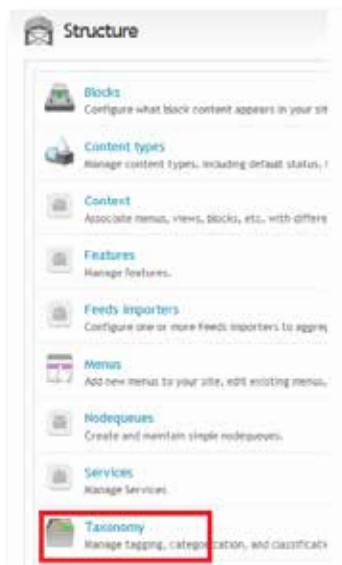
Your site may have several taxonomy lists. Click "List Terms" of the list you want to edit.

Scroll through the list of terms until you find the term you want to edit. Click the edit operation to the right of the term. This is where you can edit the "Name" and "Description" fields for this term.

Click "Save" to complete your term editing form. After clicking "Save" the screen will display a green bar at the top showing that you have successfully edited your term

DELETING TERMS

NOTE: This option should only be used if you know for certain that no content is using the selected "related term" on your site. The placement of content in your site is directly tied to its taxonomy term. By deleting a term that is in use you may inadvertently be removing content from pages within your site.

On your home screen click the "Structure" button in the upper left hand corner, in your admin bar. Select "Taxonomy" from the list of options.

Click "List Terms" of the list you want to edit.

Scroll through the list of terms until you find the term you want to delete. Before deleting, double check that the term you want to delete is not being used by clicking on the blue highlighted word. If the term is being used, you'll see a list of content node assigned to the term. If the term is not being used, no results will be shown.

Click the edit operation to the right of the term.

After making sure the correct term is selected for deletion, click "Delete."

ADDING TERMS

On your home screen click the "Structure" button in the upper left hand corner, in your admin bar. Select "Taxonomy" from the list of options.

Click "List Terms" to the right of the vocabulary list called Blog Terms.

Once on the Blog Terms page you will see a list of terms. At the top click on "Add term."

You will see a screen to fill out the information for your new term. Fill in the fields and click "Save."

Your term is now ready to use within the content and views/blocks within your site.

NODEQUEUES

Nodequeues are used to rearrange the order of the content on a page within your site. The initial set up of a node queue is something that can is normally assigned to the Power User role and those steps are covered at the end of this section. First we'll covers how to add new pieces of content to an existing nodequeue and how to adjust the order of items in a nodequeue.

ADDING CONTENT TO THE NODEQUEUE

1. Navigate to the piece of content you want to add to the Nodequeue Here you have two options

    Option 1

    a.   Click Add to Queue (or whatever the link was named during setup)

b. Once an item is in the queue to remove it all you have to do is click "Remove from Queue (or whatever the link was named during setup)

Option 2

a. Click the Nodequeue Tab at the top of the content

b. Click "Add to Queue

c. to remove it from the Queue just click Remove from Queue
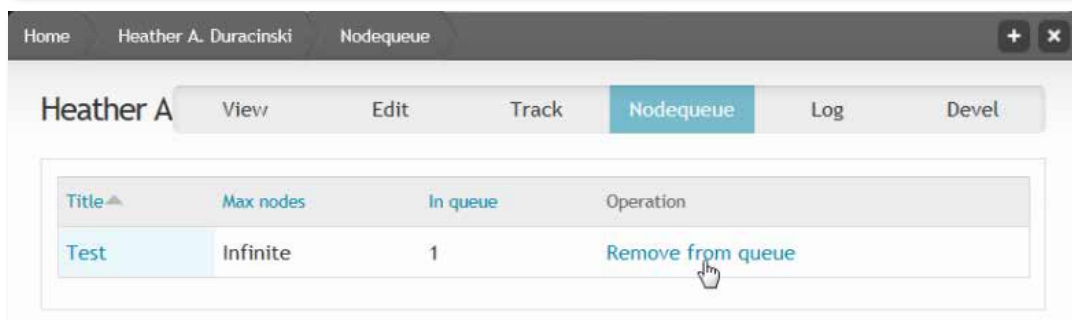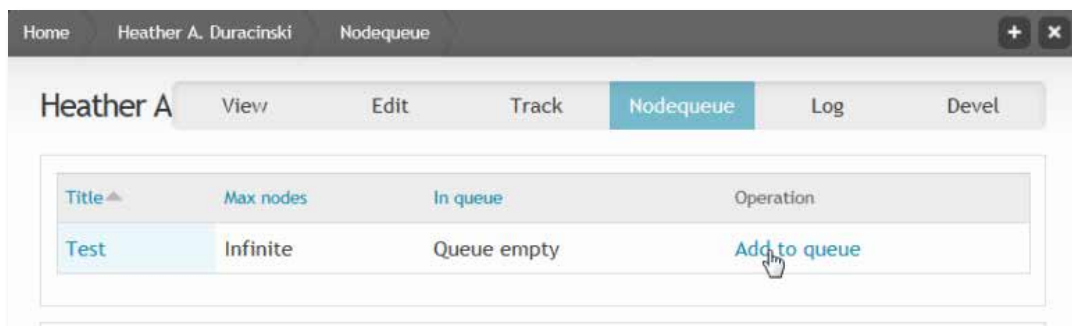
ADDING ITEMS DIRECTLY THROUGH THE NODEQUEUE

1. Go to "Structure>Nodequeues"

2. Select "View" on the Nodequeue you want to add to
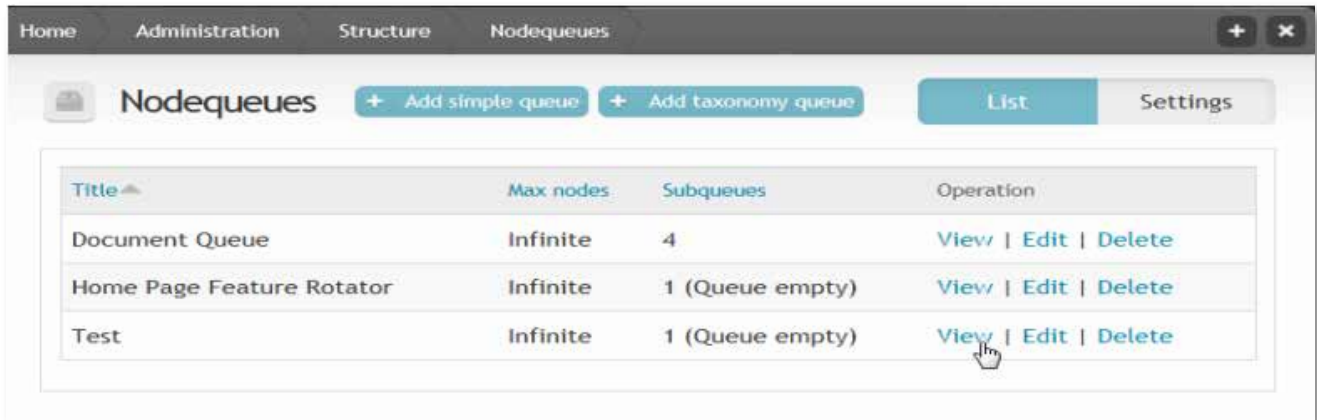
3. Enter the Title of the piece of content

4. This will give you a pop up giving the Title and Nid

5. Select the content title you want to add to the queue
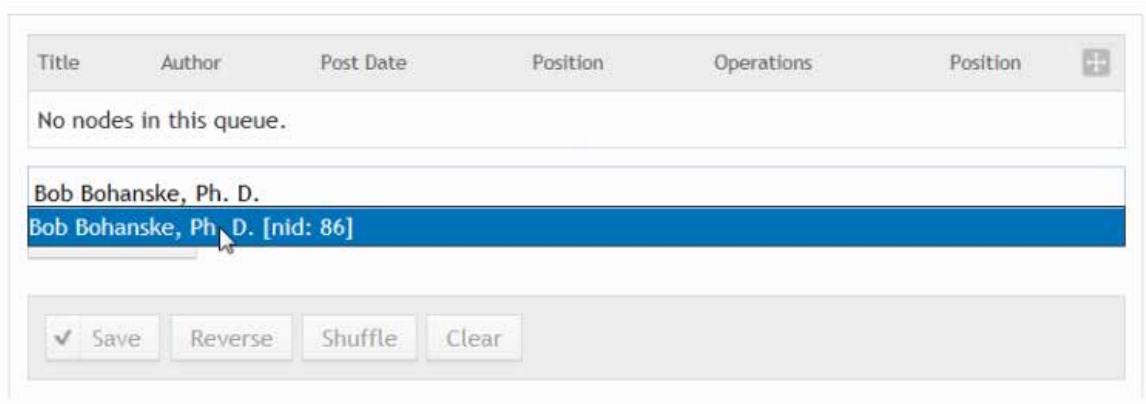
6. Click Add Content

7. Click Save

REARRANGING YOUR QUEUE

This is how you set what order the content will appear in the view

1. Go to "Structure>Nodequeues
2. Select "View" of the Nodequeue you wish to arrange
3. Rearrange the items using one of the below options
4. Click Save
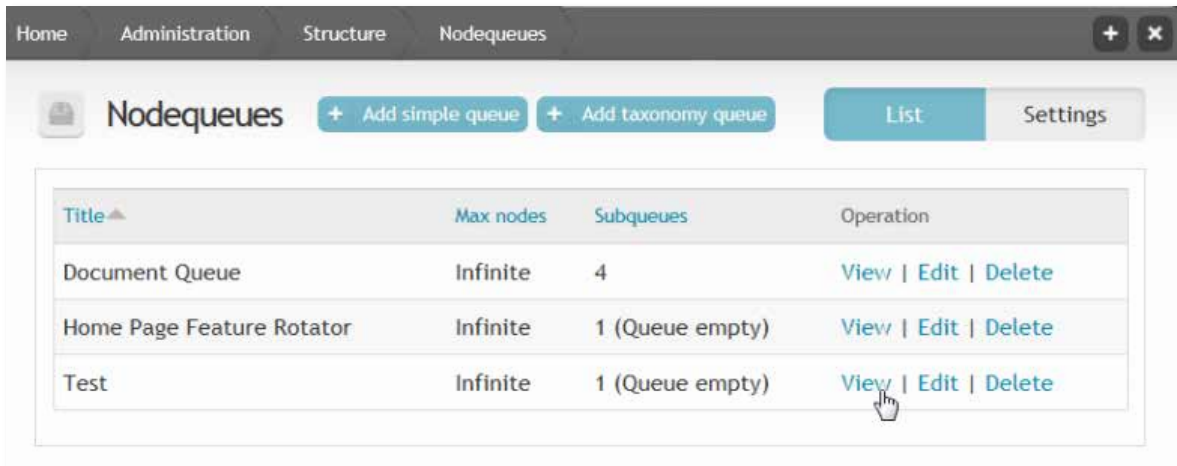
You have two Options from here to arrange your content

Option 1

Drag the cross-hairs to the Left of the titles just like you do for menus or blocks.

Option 2

Click the Cross-hair on the right and arrange them numerically.
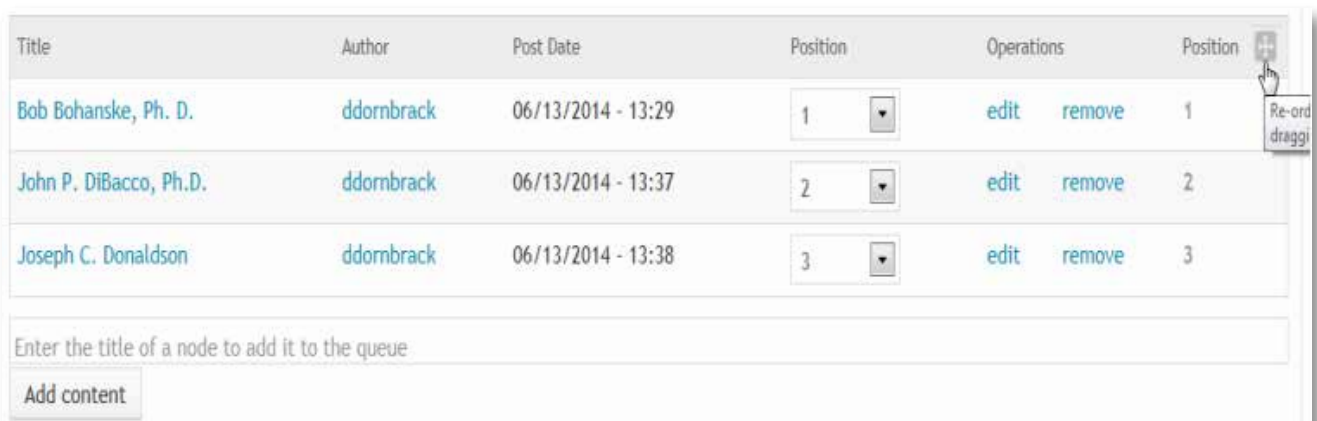
To remove an item from this queue simple click remove.

CREATING A SIMPLE NODEQUEUE

Nodequeues can be used to manually alter the order of the content on a specific page within your site through a drag and drop interface. You can add to them when content is added to the site, and then rearranged dependent on your needs. Not all pages may need this option, but it is a good method to use for those pages that have different pieces of content that would otherwise be hard to organize in a specific order.

1.   Click Structure>Nodequeues
2.   Click Add Simple Queue (This screen will show you all available/created Nodequeues.

3.   Next give it a title
4.   Add text to the "add" and "remove" boxes.

5. Select the "content types" that you would like this Nodequeue to be available to. You can select more than one.
6. Click Submit

SETTING UP A TAXONOMY NODEQUEUE

1. Go to "Structure>Nodequeues"
2. Click "Add Taxonomy queue

3.   Give the Queue a title

4.   Click which taxonomy group you want this to apply to.
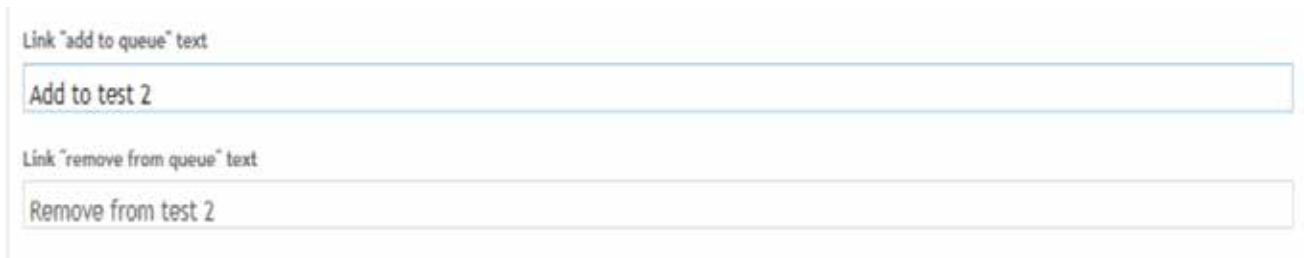
5.   Add in text for the "links to add or remove from the queue text"
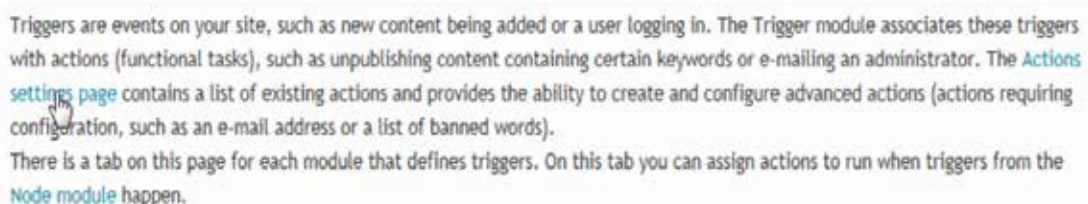
6.   Click which content types this applies to

7.   Click Submit. Next it is advised to set up triggers and actions using the steps below so that when you add content it can be added to the appropriate Nodequeue automatically.

SETTING UP TRIGGERS AND ACTIONS

This step ensures that when you add content of the specified type/or taxonomy term it will be automatically added to a nodequeue. This should work for either type of Nodequeue, simple or taxonomy based. It also works with feeds.

1.   Go to "Structure>Triggers"

2.   Click the "Actions settings page" link

3. In the drop-down box at the bottom of the screen click "Add to Nodequeue"

4. Click create
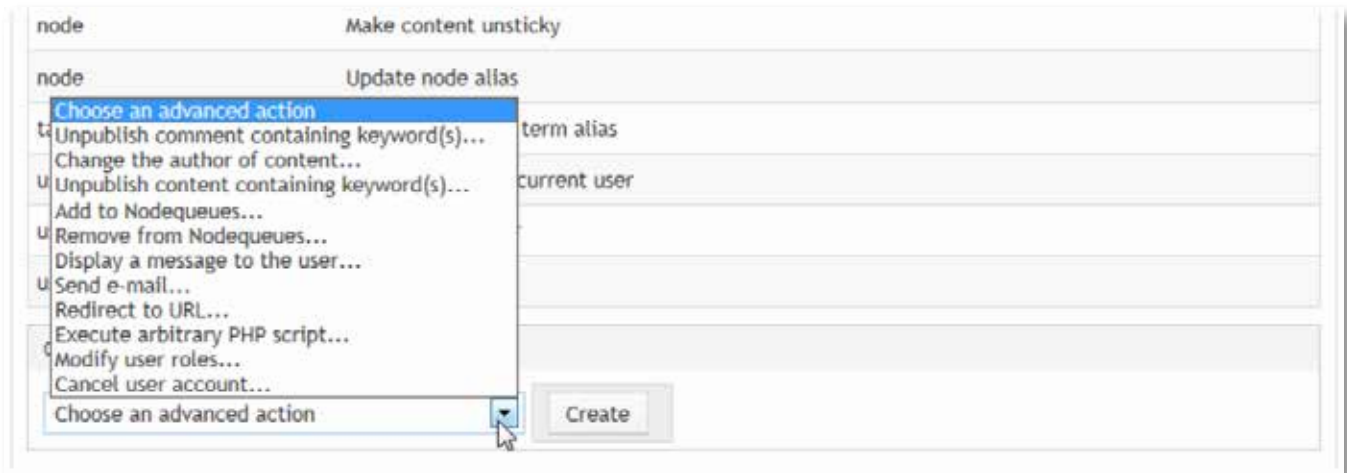
5. In the next window set the Title as you desire

6. Click the "Nodequeue" that you wish it to apply to

7. Click Save
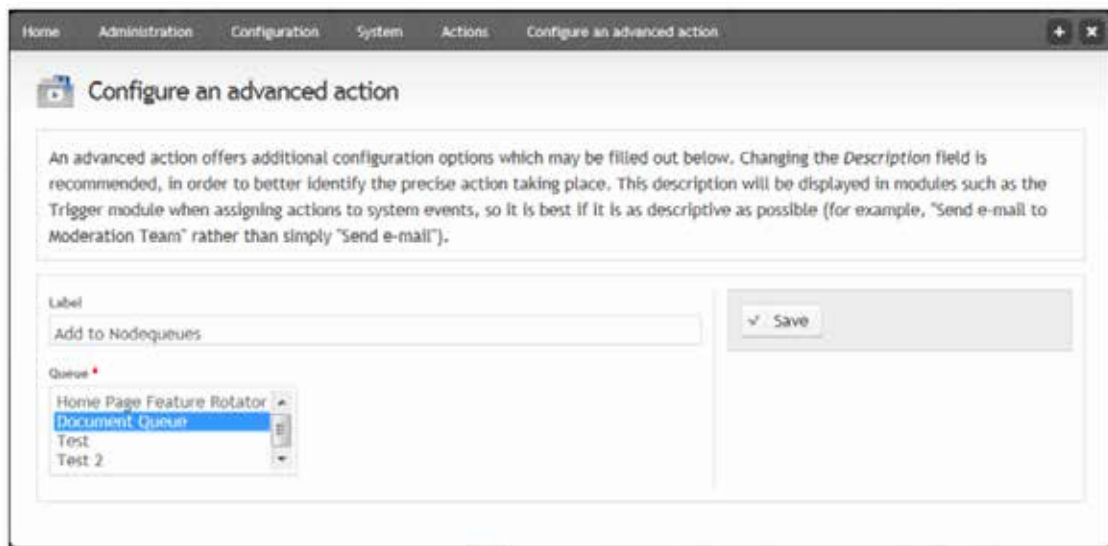
8. Repeat Steps 3 to 7 for "Remove From Nodequeues"

9. Next go back to Triggers by either following the link on the page or going to "Structure>Triggers"
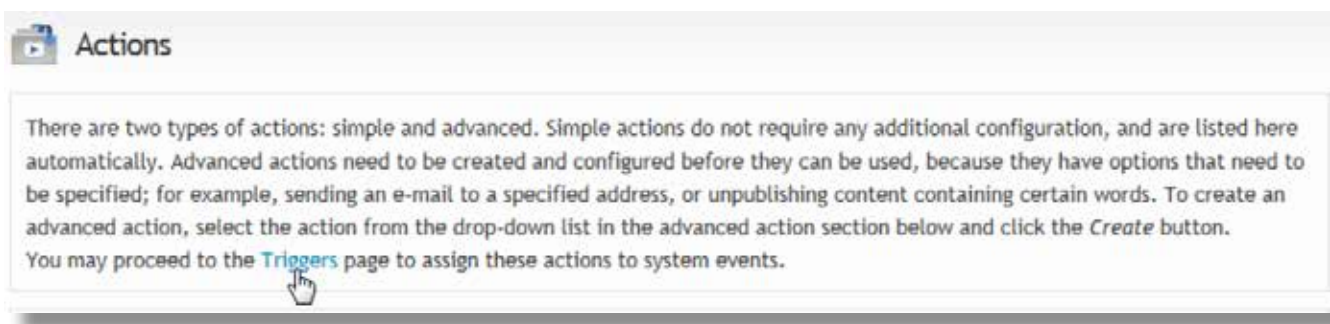
10.   On the Trigger screen set each of the top 4 drop downs to the actions you created previously as shown below.

11.   Click Assign each time a drop-down has been selected

USING YOUR NEWLY CREATED QUEUE

Here's a few options for using your newly created Queue

Option 1: Using the auto generated Nodequeue Go to Structure>Views

1.   Find the correct Nodequeue view for your queue. (This takes a little bit of checking by going into the views and seeing which Nodequeue it has connected to the particular view.

2.   Once in the view the easiest way to check is to go to "Advance>Relationship>Nodequeue: Queue"

3.   On the next Screen just look to see which Queue is checked to know it is the correct one.

4.   Set up the blocks and pages just like you would any other view or block.

Option 2: Setting up a Nodequeue in your own view

This can be added to any view whether it's using contextual filters or just regular filters.

1.   Navigate to the "View Page" or "block" you wish to use the Nodequeue in.

2.   Click on Advanced>Relationships>Add

3.   Search for and Click Nodequeue in the pop up

4.   Change the drop-down up top to This block/display override

5.   Click Apply

6.   In the next window click

a.   "Require this Relationship",

b.   Limit to one or more queues(Recommended)

c.   The Queue you want to use

d.   If using "Contextual Filters/Relationships" Remember to select Node in the relationship Drop down

7.   Click Apply

8.   Next Add and arrange the following sort Criteria like you would any other

9.   Click Apply on this screen above and on the next pop up as well

10.   Rearrange the Nodequeue to the top or as desired in the "Sort Criteria"

Structure and Layout

This section is an overview the different structural or layout configuration options available on your site. These steps are generally assigned to the Power User role on most Agency Platform sites.

Blocks

Blocks are "boxes" or "containers" used to display one or more pieces of content in different regions throughout the site. In this section you will learn how to create a new block and configure it to display where you want on the site.

The first step in creating a block is to determine where you would like it to be displayed.

In this example, we will place a new block on the Publications page, in the right Sidebar, above "Other Links."
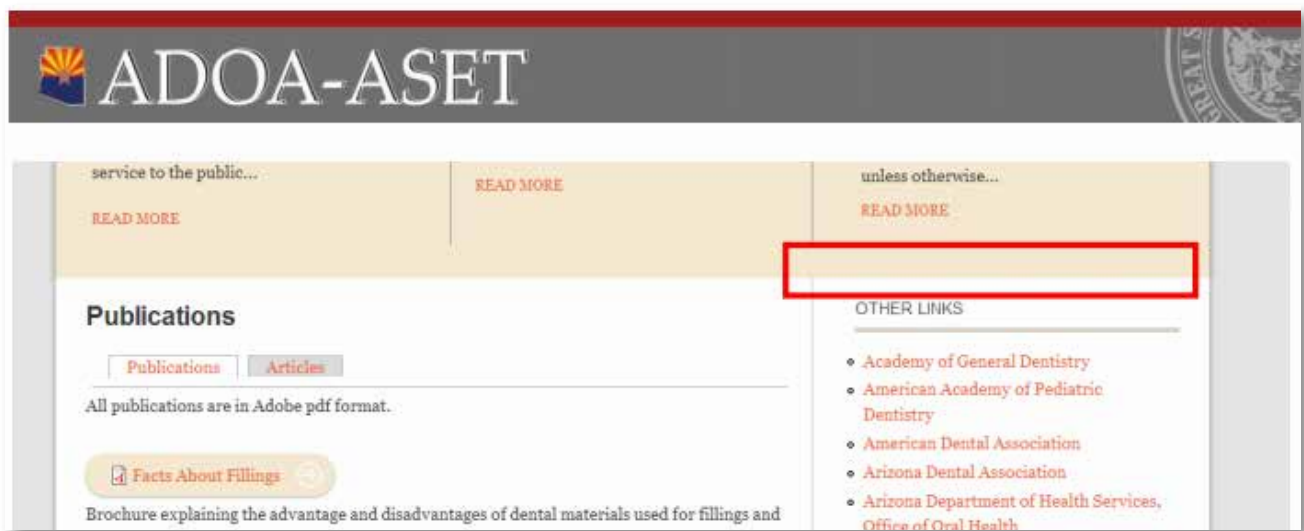
The next step is to complete the block creating form by filling in the fields. Select "Structure" in the Administration Menu. Then select "Blocks."
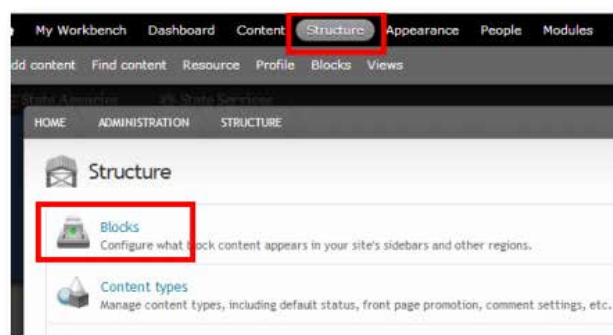
You will see a list of blocks, and which region they currently use. Each existing block also has a "configure" option, where you can change the settings of each block. For our example, we will create a new block by selecting "Add block"
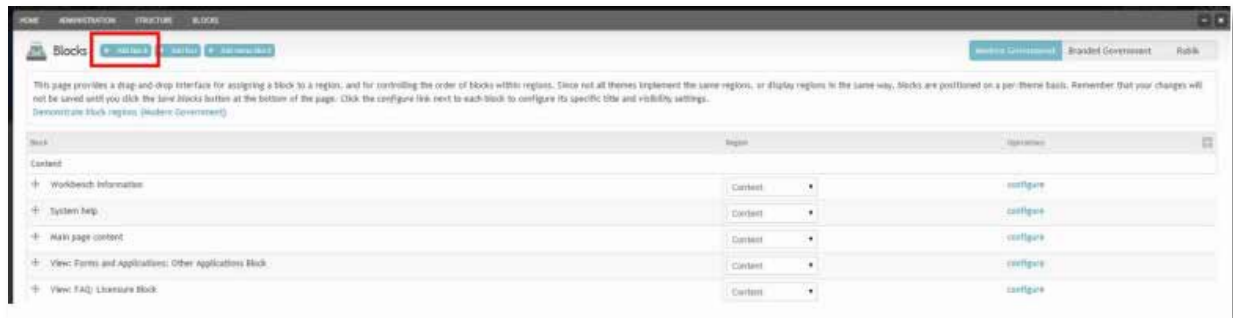
Start filling in the fields on the form. All fields with a red asterisks (*) are mandatory, and must be filled in.

Scroll down to the bottom of the page. In our example, we are placing the block in the right sidebar, which is called "Sidebar Second" in our themes. Be sure to select the appropriate region in both Modern Government and Branded Government. This is done in case your agency changes themes at some time in the future.

On the "Pages" tab, select which page or pages you want your block to appear. Select either "All pages except those listed," or "Only the listed pages," and add the relative URLs in the box. A relative URL is the web address after the ".gov". In our example, we only want the block to appear on the publications page.

Select "Save Block."

This brings you back to the blocks page. If you scroll down to the "Sidebar Second" groupings of blocks, you'll see your new block.

Next to each block is a cross-hairs icon. You can drag this icon up or down to arrange your newly created block on your page. In our example, we want our new block to appear ABOVE "Other Links."

After you re-arrange the blocks, they should look like this:

Scroll to the bottom of the page and select "Save blocks." Then click on the home page.

Navigate to your desired page (in our example, it was the publications page) and look for your new block.
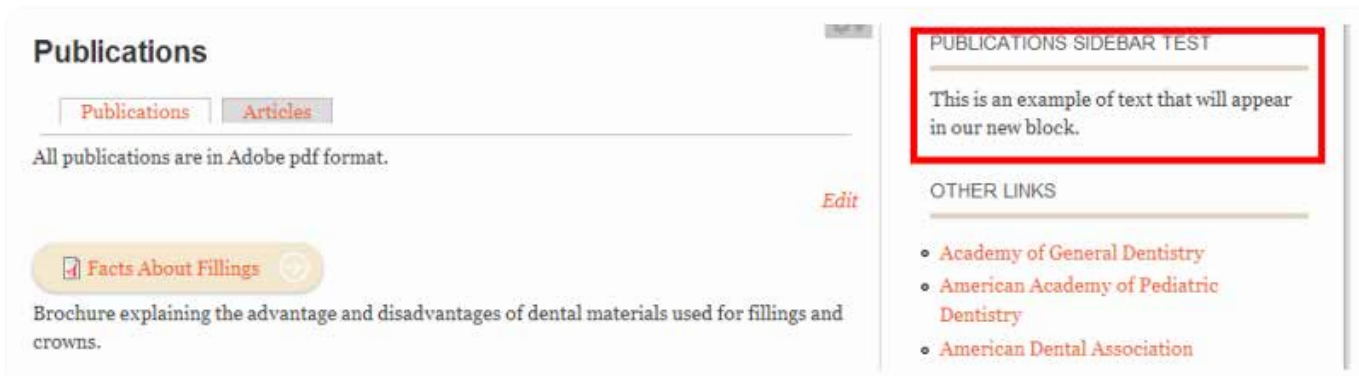
If you need to change your newly created block, hover over it, and you'll see a cog in the upper right corner of the block. Click on it and go to "configure block."

Another way to access the block is to go to Structure >> Blocks and find your block. Click on "configure" and you'll be able to change settings.

VIEWS

We will demonstrate two examples of working with views. The first example will be to begin the work necessary to create a new page. Both pages and blocks are considered "views." We have organized the views together in a structure that is similar to your site's main menu. All of the pages and blocks for the "About Us" menu are gathered together, for example. We also have gathered pages and blocks that have similar functionality together, such as the "FAQ" pages and blocks.

To begin, select Structure. Then, select Views.
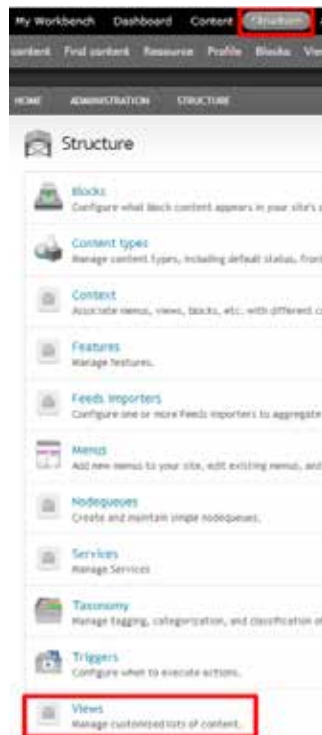
In our example we will create a page called "Test Forms" as a child page of the "Forms and Applications" page. You can follow along using any view on your site. This demo uses a view named "Forms and Applications". Click the view you want to add a page to and select "Edit."

Now you are at the Forms and Applications Display area. Notice along the top of the page are listed all the pages and blocks that are associated with Forms and Applications. We will create a new page by selecting Add. Then select Page.

A new page is created, called "Page 5."

The next step is to create an appropriate display name for your new page.

Select "Page 5" (or whatever Display Name that Drupal assigned to your new page)

Type "Test Forms Page" in the Name field, and type "Test page for creating views" in the Description field. Both of these fields are used in the administrative interface, and will not be seen by the average visitor to your website. When finished, select Apply.

Next, we will set a path. A "path" is another name for a URL, or web address. Select "No path is set" in the second column of the Display area. Then type "applications-forms/test-forms" in the box. Select Apply.

The reason we added "applications-forms" to the URL is because we want our new page to be a child menu to the Applications and Forms page. If you are creating a new "parent" page, you could just type "test-forms" without anything beforehand. If you have questions about menu's page URLs, feel free to browse the "Menu" section at the end of this document, and browse through some of your websites pages and how they are set up. The structure of the URLs is entirely up to you, as long as it makes sense.
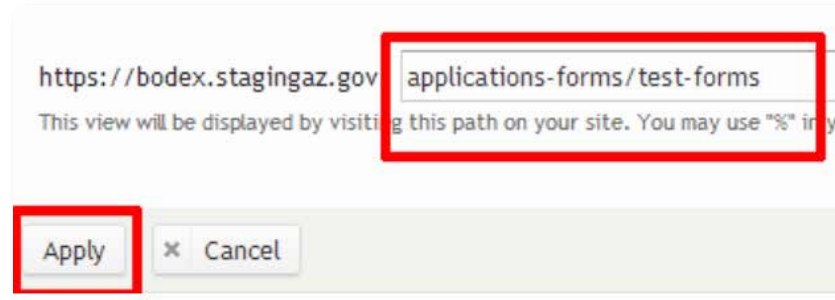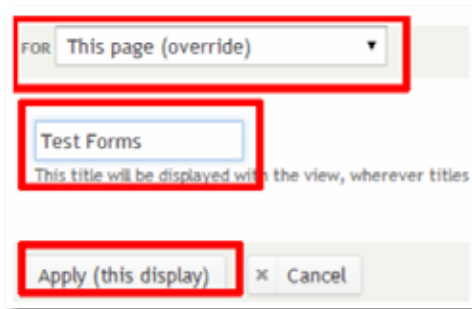
Now set the title for the page by selecting "None" on the Title line of the Display area. (If a Title exists on the Title line, that's OK, just click on the blue words next to "Title."

IMPORTANT NOTE: Whenever you see an option like the one below, giving the choice between "All displays" and "This page," ALWAYS choose "This page." If you choose the other option and save the view, every single page and block in your view area will inherit whatever change you just made. Always choose "This page".
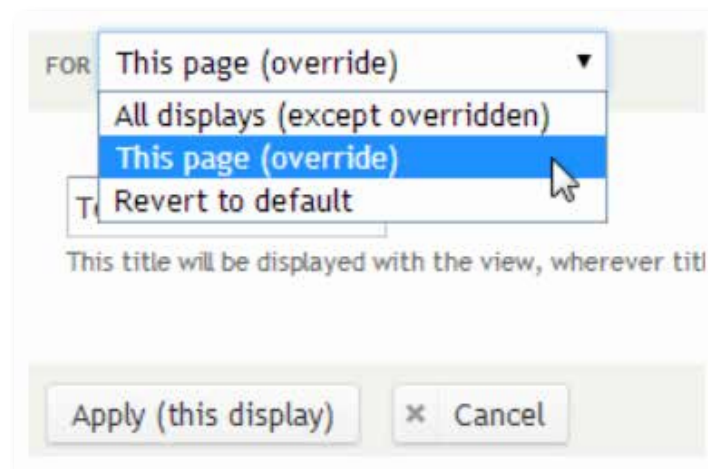
After choosing "This page," Type "Test Forms" as the title of your new page. This title will be visible to your websites visitors. Select Apply (Note: The Apply button says (this display). If it says (all displays), that's a visual cue that you have not selected the right option at the top of the page.)

The first column of the Display area has a section devoted to Fields. Fields are listed in the order that they will display on your new page. In this example, we will hide the "Content: Title" field. Select "Content: Title."
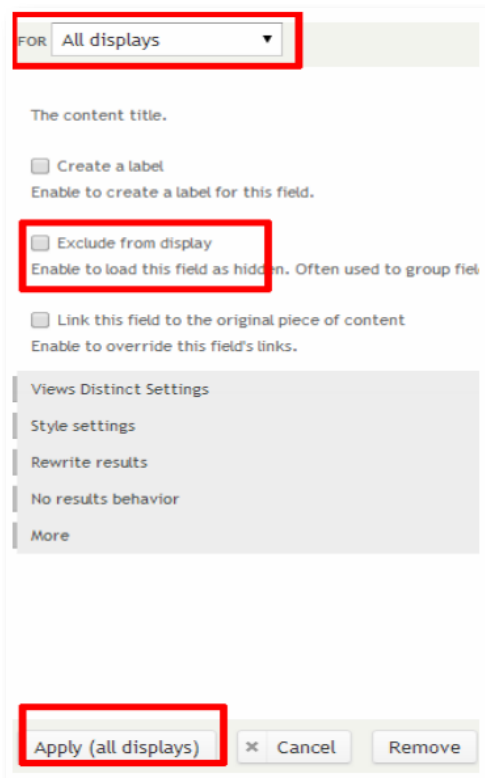
Notice the top drop-down says "All displays." Select the drop-down menu and select "This display." Then place a check mark in "Exclude from display. Finally, select Apply. If you ever need to "unhide" the Content's Title, you can come back to this menu and uncheck the same box.
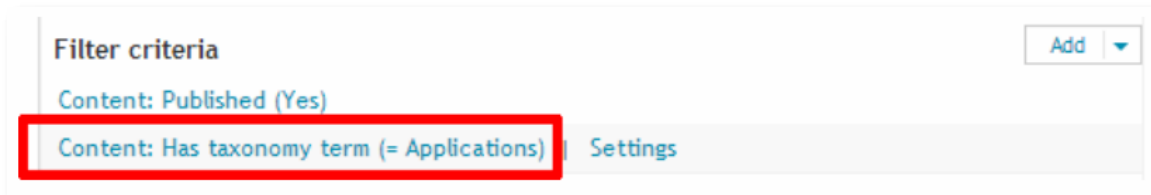
In the display area's first column, select the taxonomy term. (Do not select "Settings." Nothing needs to be adjusted in that area.)
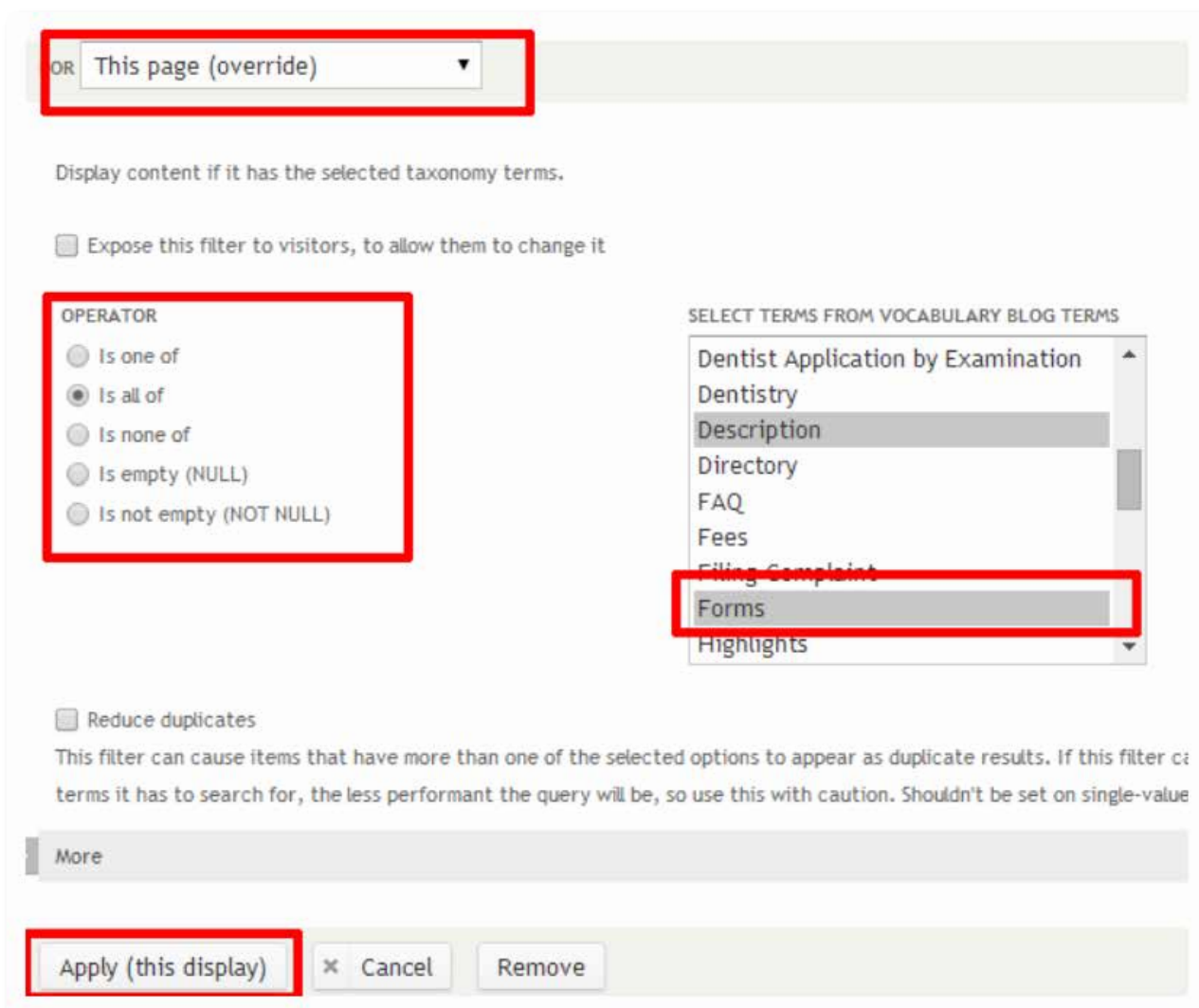
Taxonomy, also known as "Related Terms", is the main method we use to filter content for each page. Since we are making a "Forms" page, we'll use Forms for the Related Term. The following example shows both "Description" and "Forms," which can be selected by holding down the Ctrl key while you click on terms. If you have a piece of content that has related terms of both Description and Forms, you could choose both. For our example, we will only choose Forms. Be sure "This page" is selected. If only one taxonomy term is used, you may use "Is one of" under OPERATOR. Otherwise, if you are using two or more terms, you may want to choose "Is all of" under OPERATOR.

Now you will see the taxonomy has changed to "Forms." Also, notice at the bottom of the page, there is a preview display. This is a simplified display of what your page will look like. Notice all of the content is related to forms.

There's only one more step, and that is to SAVE YOUR WORK.

Notice in the Displays at the top of the page, the Test Forms Page has an asterisks (*) after it. Any time you see asterisks in this area, it means that a page or block has had changes made to it, but the page or block has not been saved yet. Simply select Save in the upper-right corner.

IMPORTANT NOTE: After creating a page or block, you may decide not to use it in the future. The SAFEST way to remove the page or block is to "disable" the view. Be very careful, because it's easy to click "delete." Also, when you disable a page, it gives you the option to enable it at a later date, if you wish.
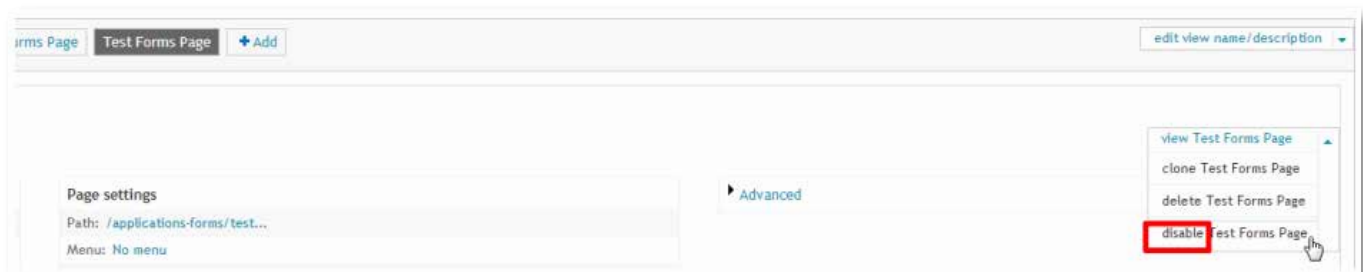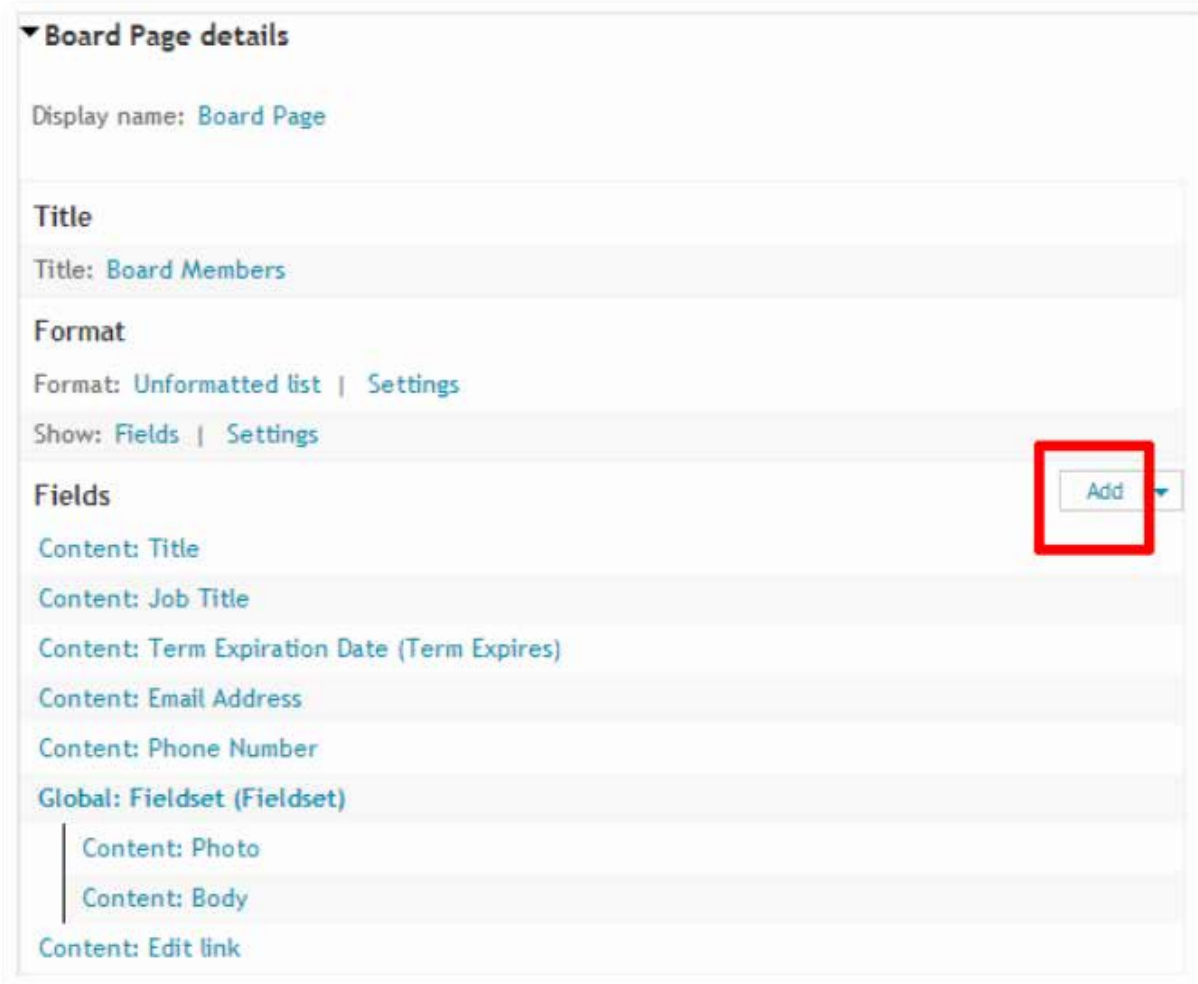
Once you've selected Save, you should be able to select "view Test Forms Page." In our example, the page looks like this:

47
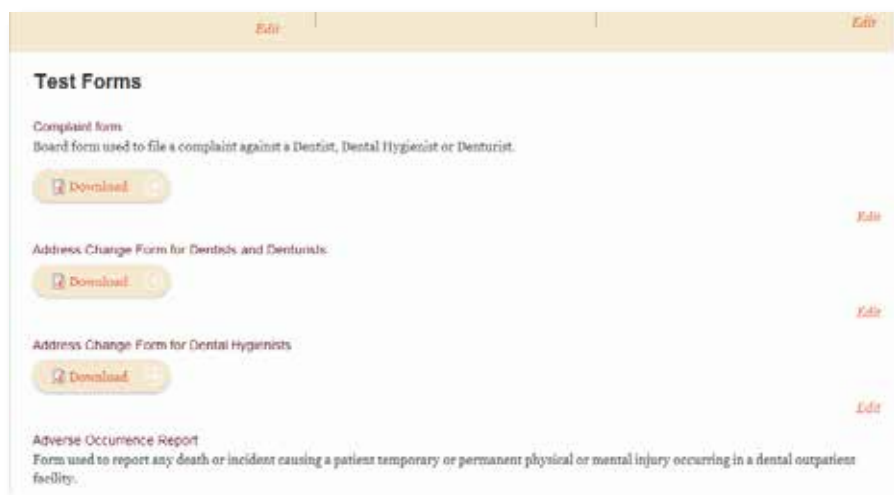
A Second Example

The following steps are a second example of working with fields. We are now in a page that already exists, as a list of Board Members. They have phone numbers listed, but some board members have secondary phone numbers in their content. Let's add "Secondary Phone Numbers" to Fields. Select Add next to Fields.
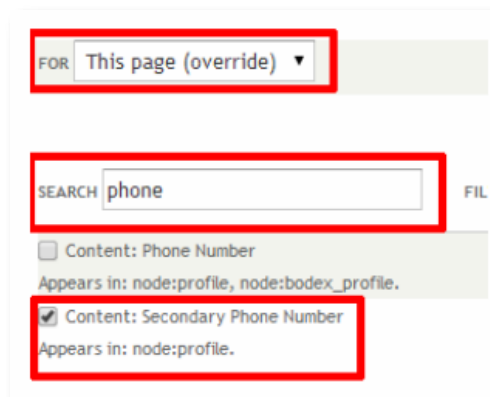
Select "This page" in the top drop-down. Type "phone" in the search box. This will display any field that has the word "phone" in it. Select the check box for "Content: Secondary Phone Number." Finally, select Apply at the bottom of the page.

A second page of options appears, once you select Apply. Select "This page" in the top drop-down box. You can either leave "Create a label" checked or unchecked. If you leave it checked, the label appears in the box below. You can keep it the same, or change the words. At this point you could place a colon after the label, or even exclude this field from display (to "hide" the Secondary Phone field entirely).

Once everything looks the way you like, select Apply.

The new field is in the display at the bottom of the fields list. Select the drop-down next to Add (on the right), and select Rearrange.

Using the Cross-hairs next to "Content: Secondary Phone Number," drag the field up until you find an appropriate place. Select Apply.
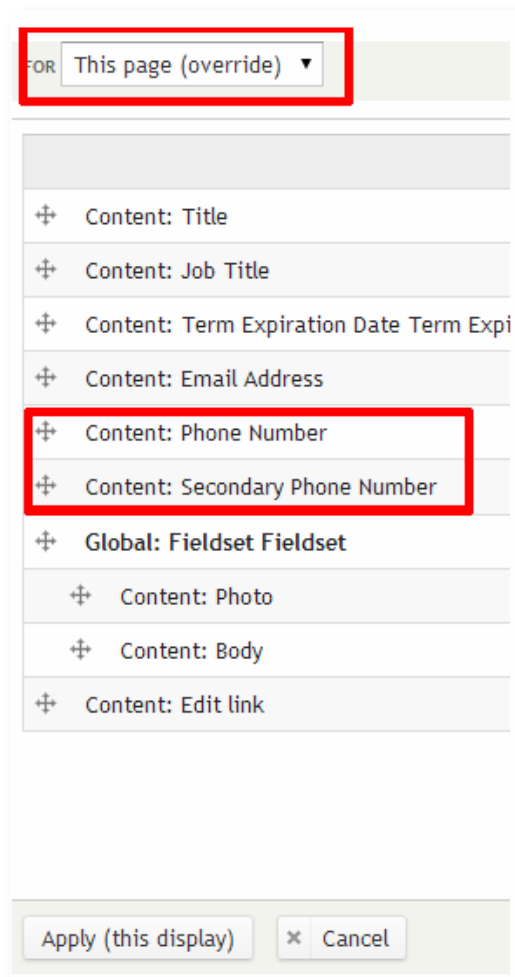
NAVIGATION

The websites navigation system is like a road map to all the different areas and information contained within the website. Using a consistent navigation scheme from page to page helps the website visitor learn your website navigation system. This section will guide you in making changes to your existing system.

MENUS

To add a menu in any region, Select Structure. Then Select Menu.
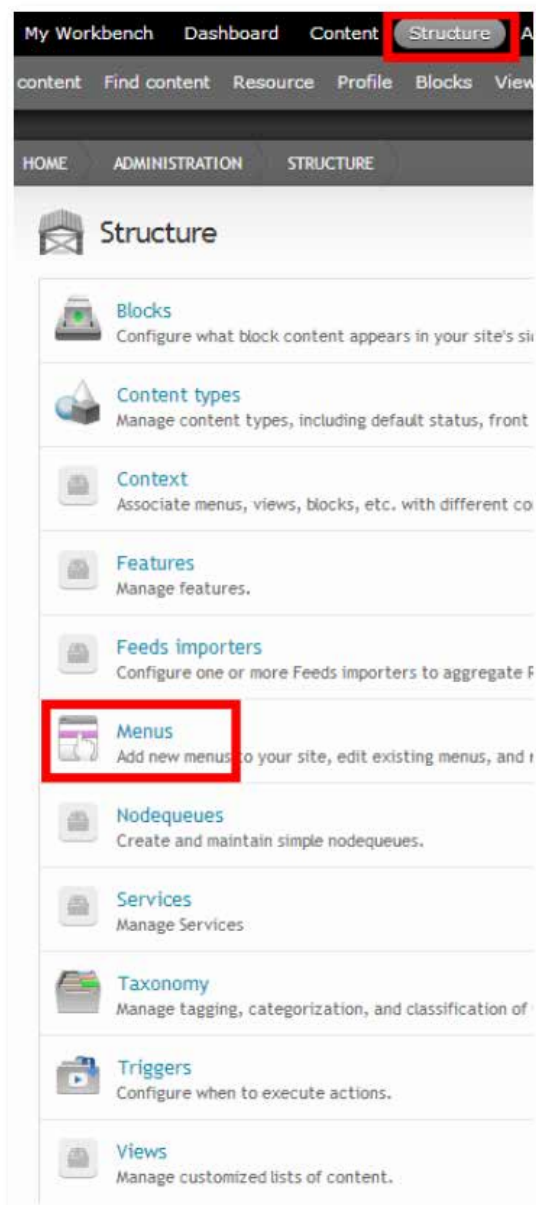
Select "Add Menu."

Type "Test Menu" as the Title, and "This is a test menu." as a Description. Select Save.

Now your test menu has been created. Currently, there are no links in your menu. Let's add one. Select Add link.
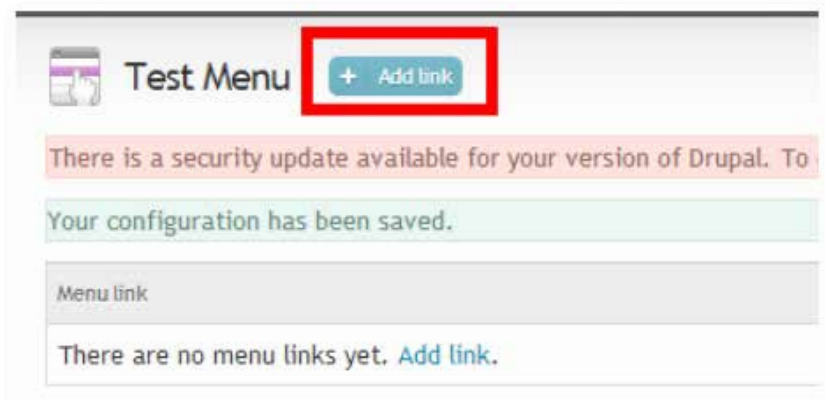
Type "Google" under Menu Link Title. Type "http://www.google.com" under Path. Type "Google's Home Page" under Description. Select Save.

Now you have one link in your new menu. If you wanted to add more links, you would simply select Add Link. If you wanted to disable, change, or delete the Google link, use the columns on the right. For our example, we'll keep just one link in our menu.
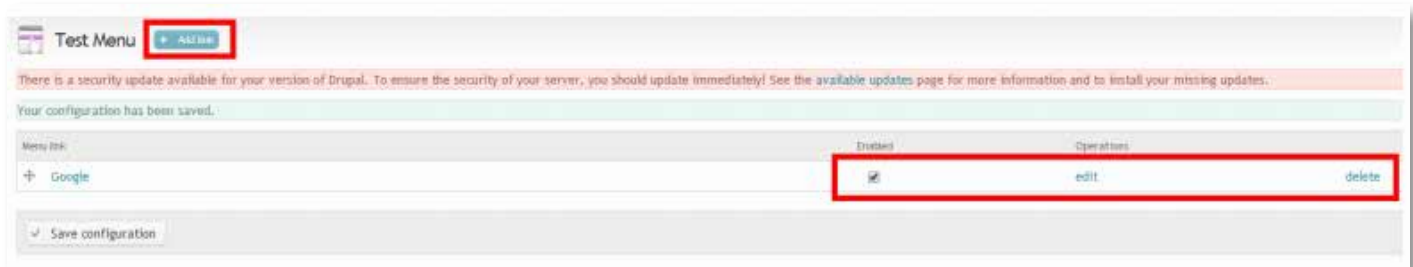
Select Structure. Then Select Blocks.
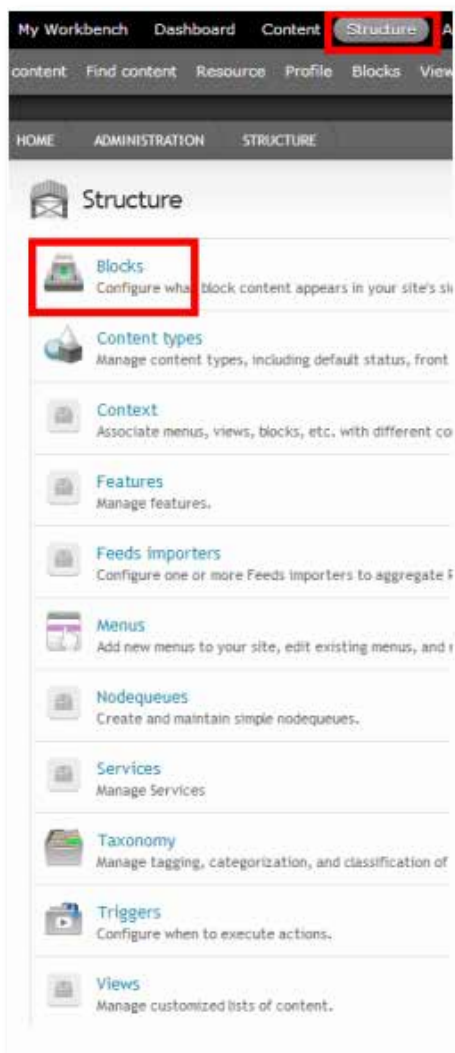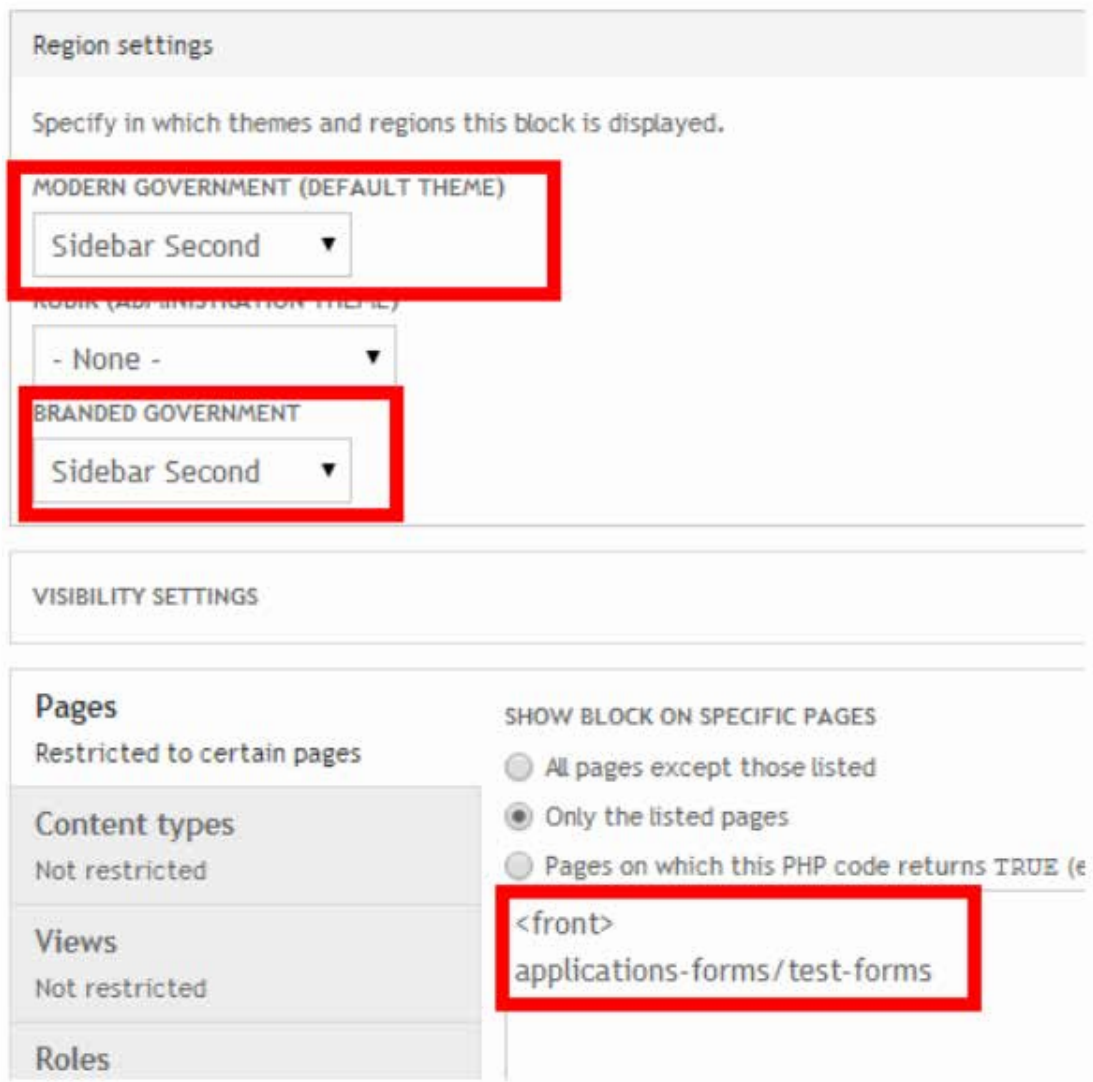
The new menu now exists as a block. Scroll down until you find "Test Menu" and Select Configure (Note: all unassigned blocks are at the bottom of the Blocks page.)

For our example, we'll place the menu at the top of the sidebar for the home page, and for our newly- created Test Forms page.

Select "Sidebar Second" for both themes, and choose "only listed pages." Add <front>, which is machine language for the home page, then hit Enter on your keyboard. Then type "applications-forms/test- forms." Save settings.

To move the block to the top or bottom of the sidebar, review the "Blocks" portion of this document. After you are finished, go to the home page and the Test Forms page to test your work:


Updating the Main Menu

In our final example, we will add a "child" menu item for our newly created Test Forms page. This menu will exist under the "parent" menu, which already exists (Applications and Forms).

The first step is to hover over the main menu, and click on the gear in the upper right corner. Then select "List Links."

You will see the main menu's links in a new window. We want to add a new link, so select Add link.
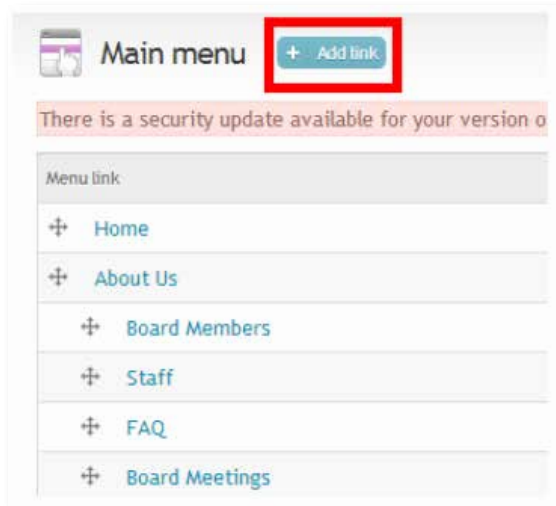

Type "Test Forms" under Menu Link Title. Type "applications-forms/test-forms" under Path. Type "Test page to place on main menu structure" under Description. Select Save.


Since our new menu item will be a child, Select Edit for the Applications and Forms link, and make sure that both check marks are selected under Menu Item Settings. This will enable our "parent" to show all children menu items when someone hovers over the main menu. Select Save.

Previously in this document, we learned how to rearrange the order of links by clicking on the cross- hairs next to the word, and dragging it wherever we need. Move Test Forms so it is indented under Applications and Forms. Select Save Configuration.
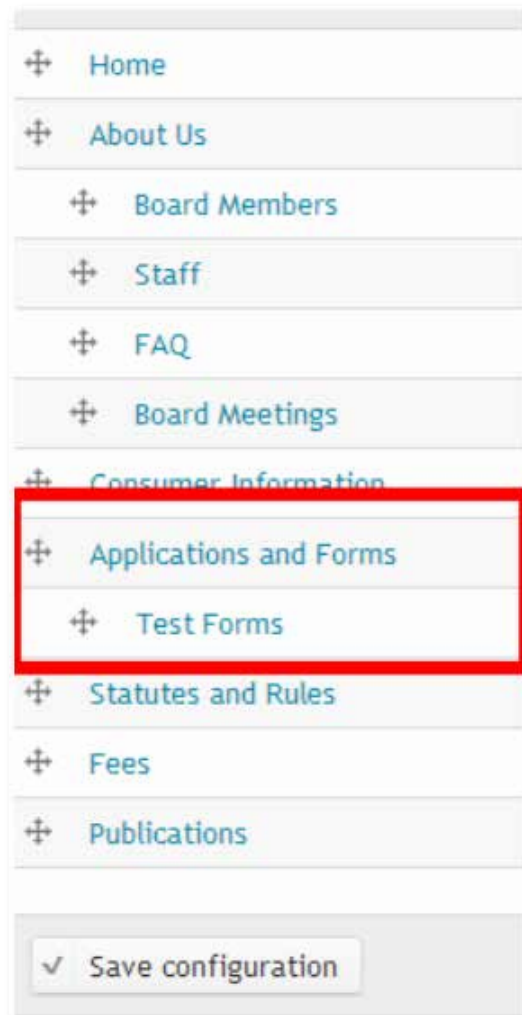
Finally, test your results on the websites Main Menu.
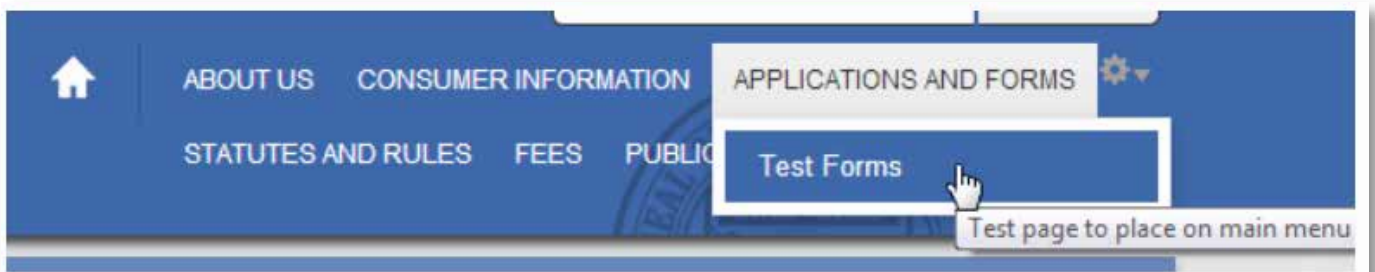
Support

While the tools are easy to use, we know you'll need some help editing your first web site. We'll provide you with resources to get started, but if you should require more assistance please follow the support process below:

Website User Requires Assistance:

- Contact agency webmaster
- Webmaster resolves issue (next process, if issue cannot be resolved)
- Notifies user that the issue is resolved

Agency Website Administrator Requires Assistance:

- Submit relevant details and contact information to ADOA-ASET Service Desk
- Service Desk assigns ticket to appropriate support group
- Support group completes the requested work
- Work with agency website admin to test/confirm resolution
- Support group closes ticket
- Automatic notification upon ticket closure

Service Goals:

- Each service request will be acknowledged within 2 hours
- Tickets will either be resolved or a path to resolution determined within 4 business days

Contact:

ADOA Service Desk

602-364-4444

servicedesk@azdoa.gov