



OHO Interactive

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WWW.OHO.COM

Content Entry Guide

Notre Dame of Maryland University

Updated: November 1, 2016



Basics

Logging In

Production

URL: www.ndm.edu/user

Username:

Password:

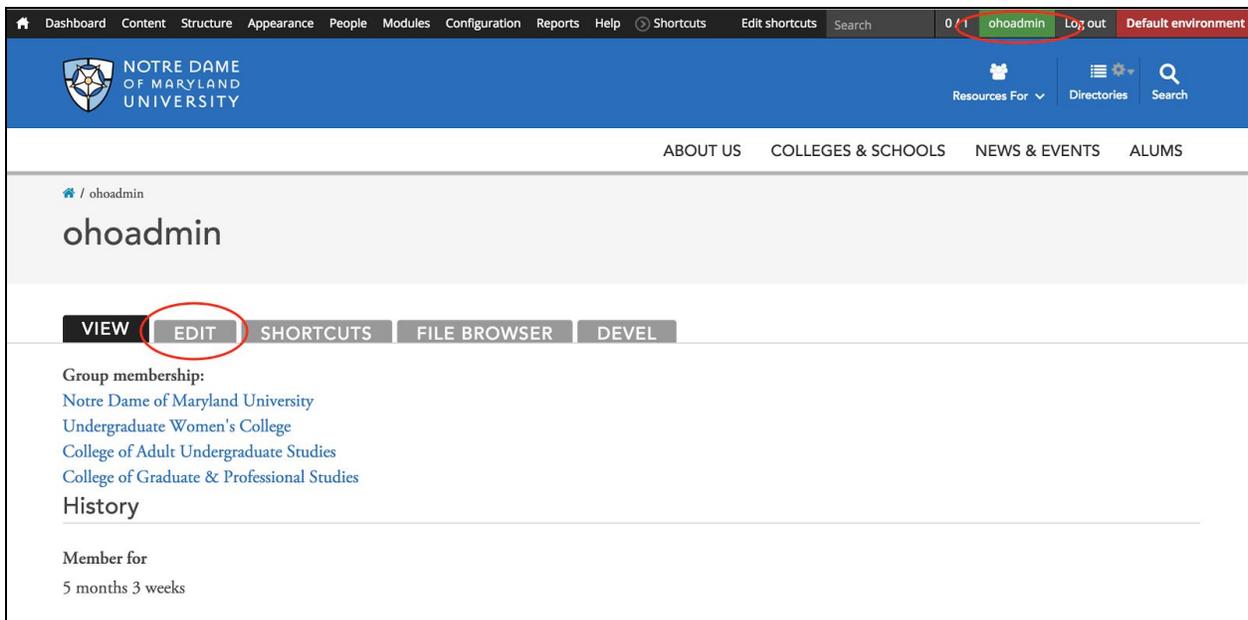
Staging

URL: <http://ndmuygeiajze66.devcloud.acquia-sites.com/>

Manage your account

In the top menu bar, click on your username > View Profile, then the EDIT tab.

On the profile screen you can change your email and password.



The screenshot shows the OHO Admin interface for a user named 'ohoadmin'. The top navigation bar includes 'Dashboard', 'Content', 'Structure', 'Appearance', 'People', 'Modules', 'Configuration', 'Reports', 'Help', 'Shortcuts', 'Edit shortcuts', 'Search', '0 / 1 ohoadmin', 'Log out', and 'Default environment'. The main header features the Notre Dame of Maryland University logo and navigation links for 'ABOUT US', 'COLLEGES & SCHOOLS', 'NEWS & EVENTS', and 'ALUMS'. The user profile section displays the name 'ohoadmin' and a set of tabs: 'VIEW', 'EDIT', 'SHORTCUTS', 'FILE BROWSER', and 'DEVEL'. The 'EDIT' tab is highlighted with a red circle. Below the tabs, the 'Group membership' section lists 'Notre Dame of Maryland University', 'Undergraduate Women's College', 'College of Adult Undergraduate Studies', and 'College of Graduate & Professional Studies'. The 'History' section shows the user is a member for '5 months 3 weeks'.

Content Types

Drupal operates on the concept of unique Content Types. Each content type has a unique set of fields in which content can be entered. The NDMU site is comprised of the following content types:

Apply Page

Basic page

Biography

Course

Directory Entry

Division

Event

Home

In the News

Landing Page

News

News and Events

Photo Gallery

Program

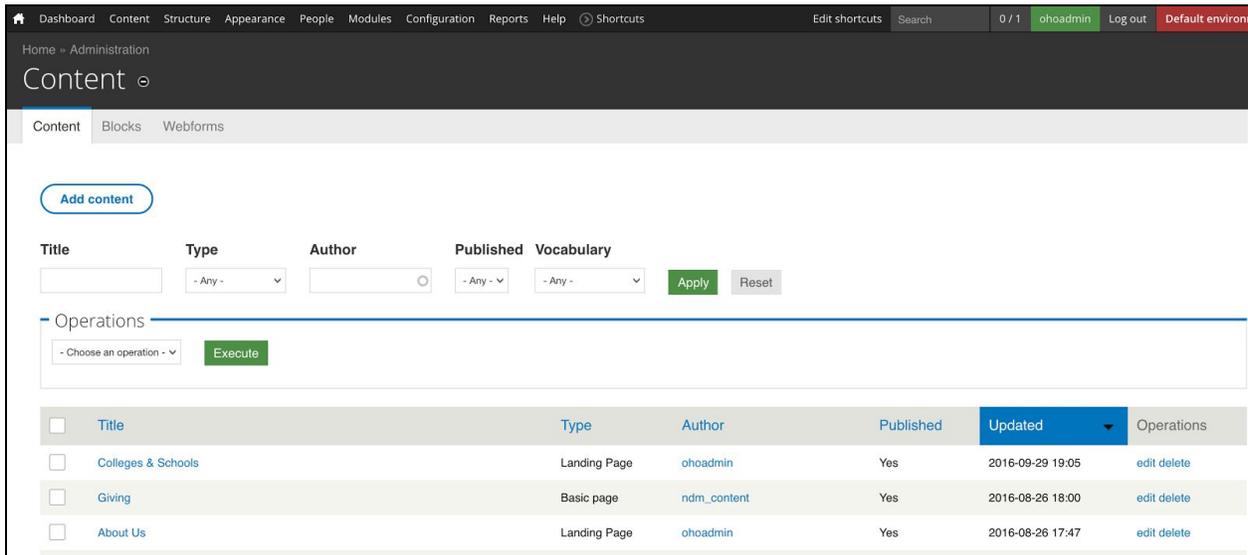
School

Story

Webform

Finding Content

Go to Content on the main admin menu. This screen allows you to search for existing content using various filters.

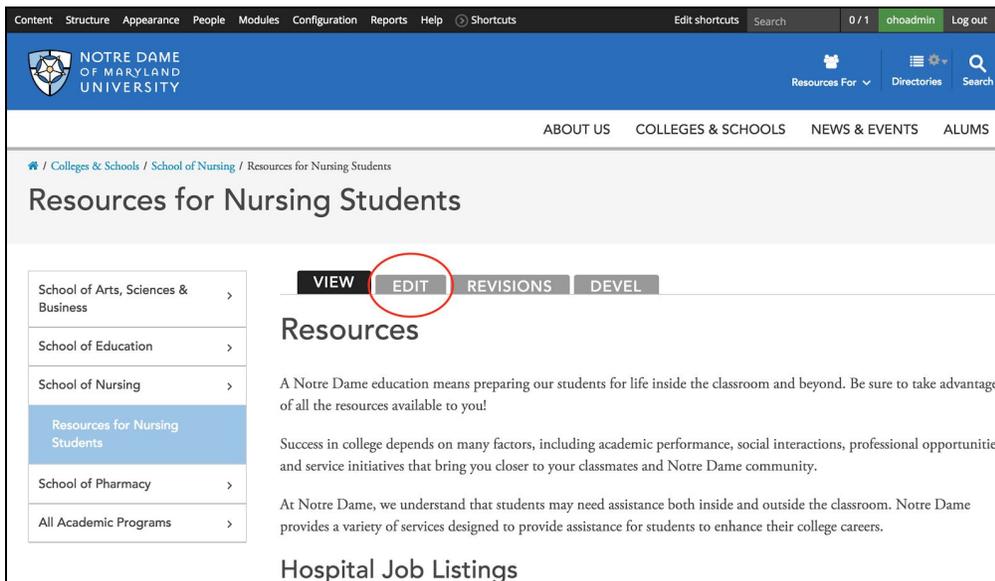


Adding new content

Use the blue “Add Content” button to select a new content type to add.

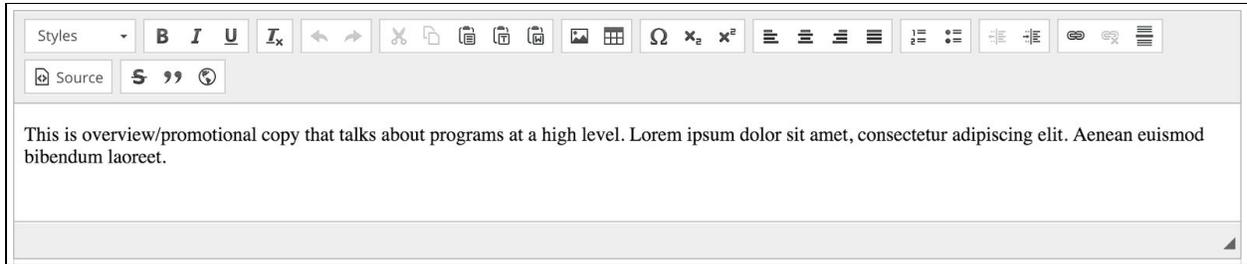
Contextual editing

Using contextual menus is another way to edit content from the UI. Browse to the page you want to edit, and simply hit the “edit” button at the top.



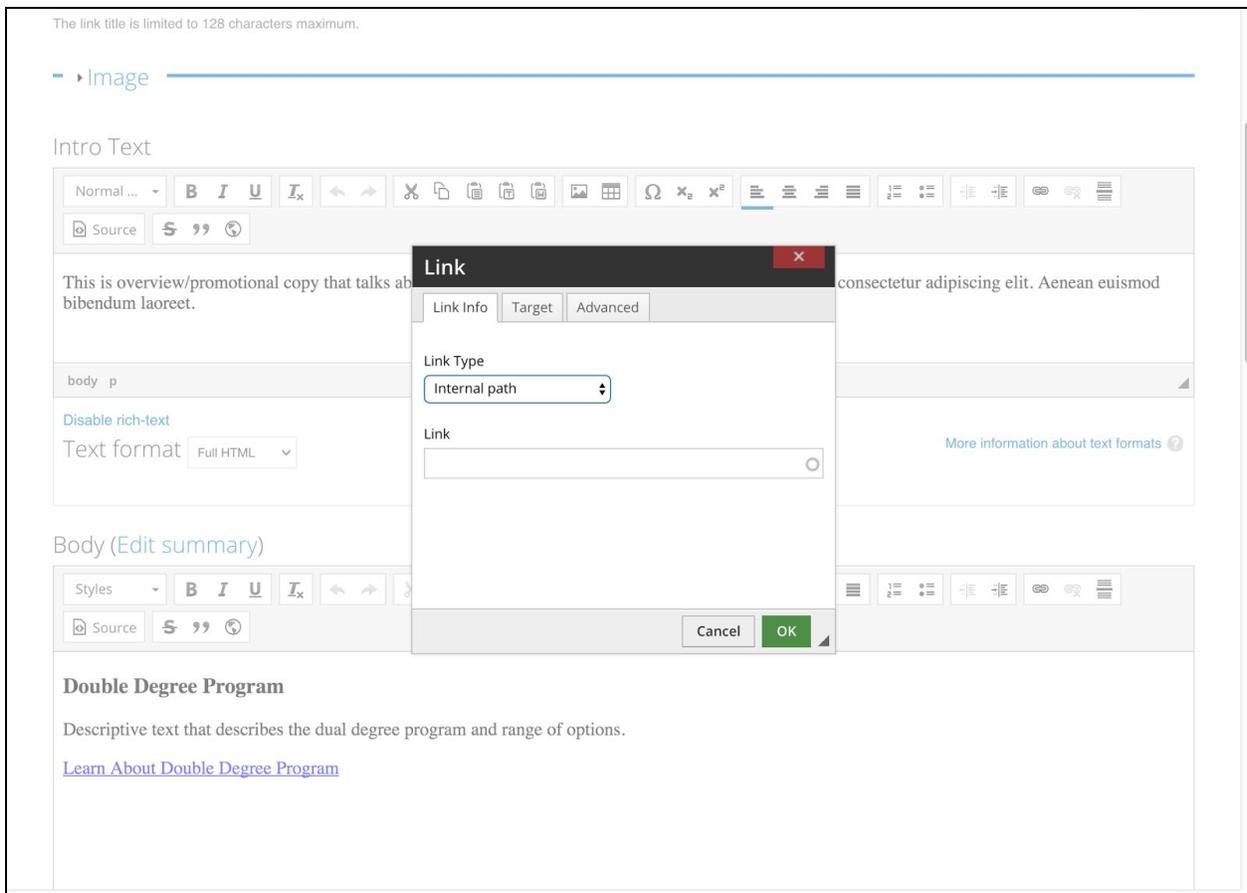
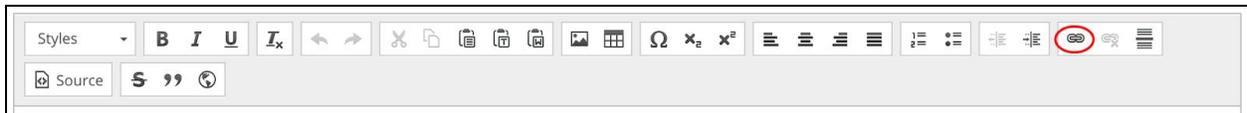
WYSIWYG formatting

The majority of site content is handled through a powerful WYSIWYG editor that allows you to enter and customize content while retaining the appropriate styles.



Some basic WYSIWYG functions include:

Links



Link Info tab

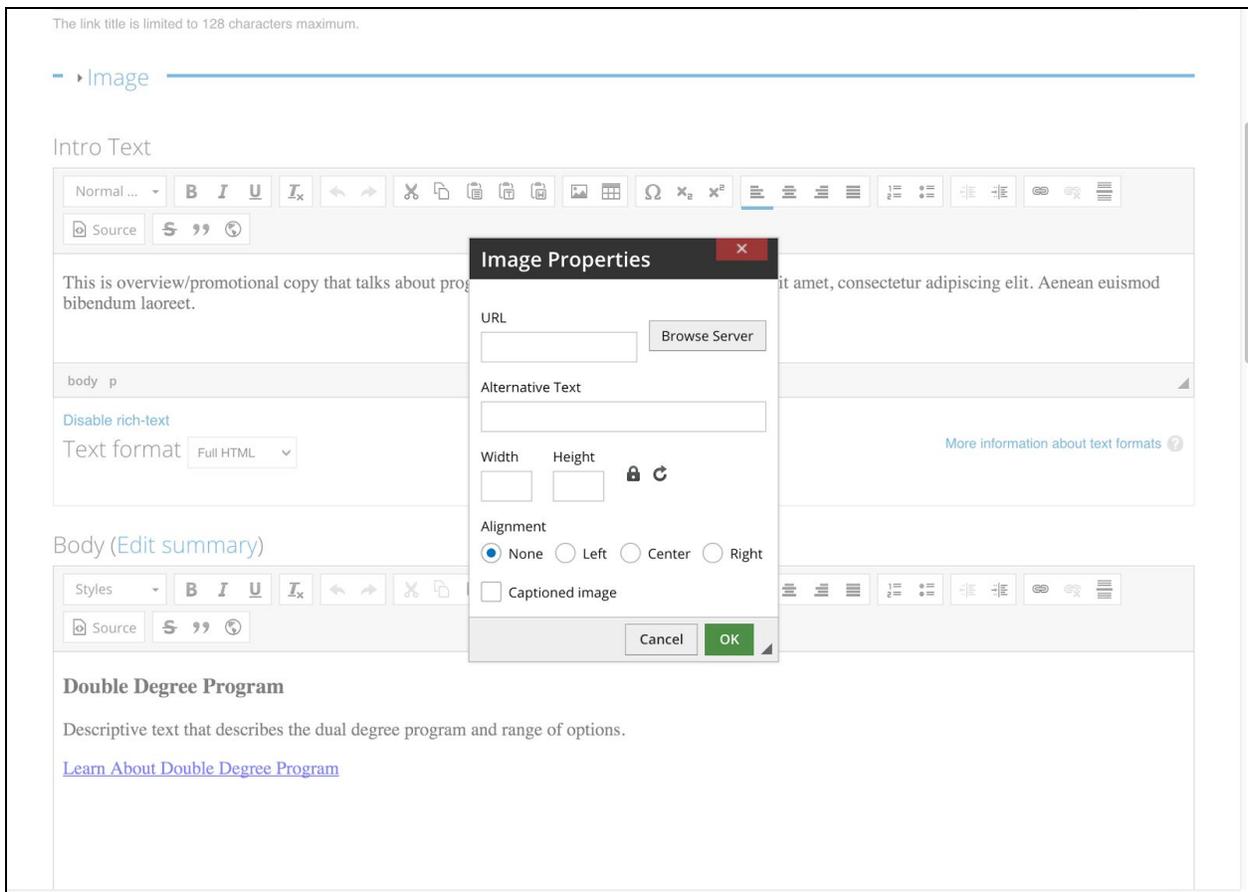
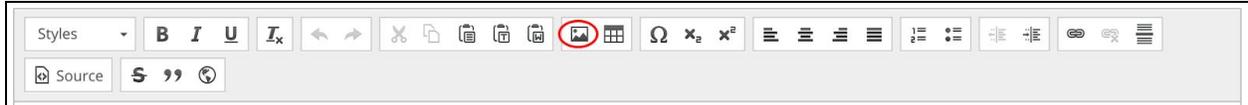
There are a few link types to choose from on the Link

- Internal Path - Link to an existing page on the site. In the “link” field start typing the name of the page to search.
- URL - An external URL
- Anchor - Link to an existing anchor link on the current page
- Email - Creates a “mailto” link

Target tab

Select your link target - self, parent, etc.

Images

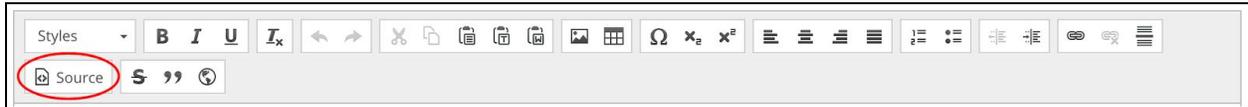


- Here you can add an image via URL or upload.
- To insert a local image, select Browse Server. Here you can select an existing image or upload a new one. (Upload > Insert file)

- Create a table using the table properties.

Pasting from Word

A note on MS Word docs. Pasting directly from Word can wreak havoc with styles. We recommend using a tool like editpad.org to strip any embedded styles from Word before pasting into Drupal. To check, you can always use the Source view to see your raw HTML.





General Content Settings

Sample Basic Page

<http://ndmuyqeiajze66.devcloud.acquia-sites.com/about-us/sample-basic-page>

Shared Content

Create a shared content page:

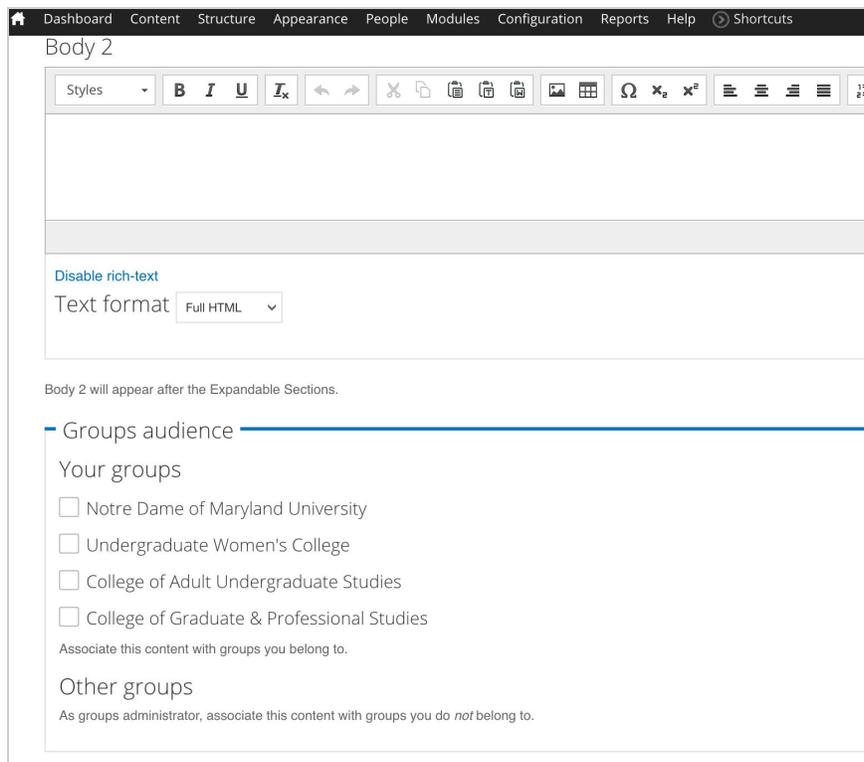
In order to create shared content that is visible at the institutional level and within one or more Divisions, the desired groups must be selected in the page's "Groups Audience" field. The system will automatically generate a URL for each group selected.

Groups Audience group options:

1. Notre Dame of Maryland University (e.g., institutional level)
2. Undergraduate Women's College
3. College of Adult Undergraduate Studies
4. College of Graduate & Professional Studies

Adding a shared content page to a Menu:

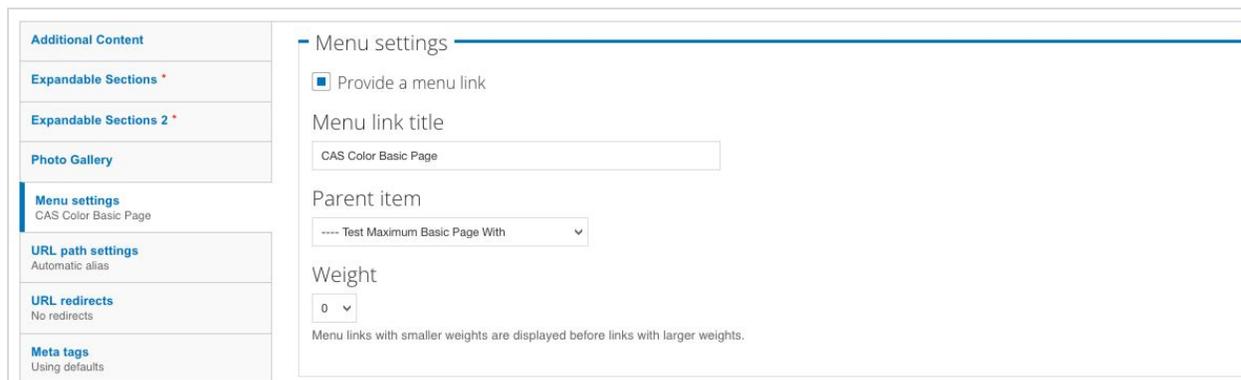
When adding a shared content page to the menu, select the main menu location of the page in the "Menu settings" vertical tab on the "Edit" version of the page. Adding the page to all other menus must be done manually using the page's appropriate group URL.



The screenshot shows the OHO Interactive content management system interface. At the top, there is a navigation bar with the following tabs: Dashboard, Content, Structure, Appearance, People, Modules, Configuration, Reports, Help, and Shortcuts. Below the navigation bar, the page title is "Body 2". The main content area is empty. Below the content area, there is a "Disable rich-text" link and a "Text format" dropdown menu set to "Full HTML". Below the text format dropdown, there is a message: "Body 2 will appear after the Expandable Sections." Below this message, there is a section titled "Groups audience" which is currently collapsed. The "Groups audience" section is expanded, showing "Your groups" and "Other groups". Under "Your groups", there are four checkboxes, all of which are unchecked: "Notre Dame of Maryland University", "Undergraduate Women's College", "College of Adult Undergraduate Studies", and "College of Graduate & Professional Studies". Below the checkboxes, there is a message: "Associate this content with groups you belong to." Under "Other groups", there is a message: "As groups administrator, associate this content with groups you do not belong to."

Menu Settings

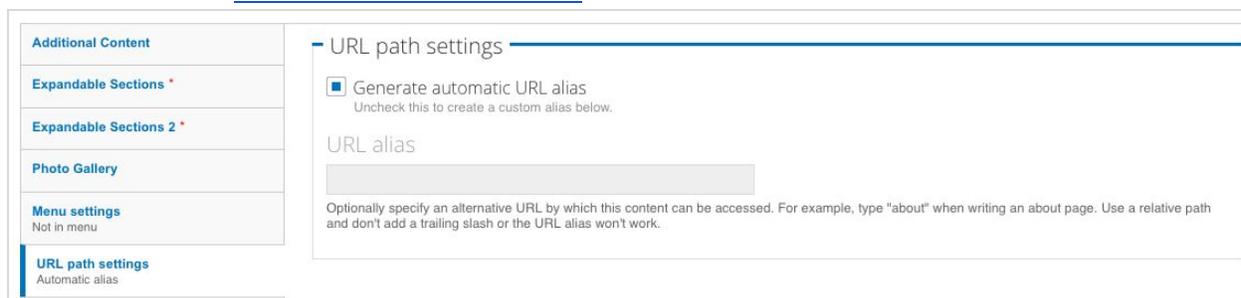
- To place a basic page within the menu structure, go to the menu settings tab at the bottom of the page.



- Checkbox - when unchecked, page will not be available in any menus
- Menu link title - customize the menu label (if different than title)
- Parent Item dropdown - To place an item in the menu, select the parent from this list
- Weight - determines order of sibling items in a list. The higher the weight, the lower an item appears in the list

URL Paths

- Checkbox - Uncheck “generate automatic URL alias” to create a custom URL path
- URL alias - Enter the desired custom path - without a leading or trailing slash
 - Ex: www.ndm.edu/custom/url/alias should be entered as: *custom/url/alias*



Revisions

- Checkbox - keep this checked in order to create a new revision on each save
- Log message - optional, helpful for indicating changes made
- Once there are revisions, a new tab will appear at the top showing all previous versions

URL path settings
Automatic alias

Meta tags
Using defaults

Revision information
New revision

Authoring information
By oboadmin

Publishing options
Published

Revision information

Create new revision

Revision log message

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

Dashboard Content Structure Appearance People Modules Configuration Reports Help
0 / 1 oboadmin Log out Default environment

Shortcuts
Edit shortcuts Search

Revisions for *Giving*

View Edit **Revisions** Devel

Revisions allow you to track differences between multiple versions of your content, and revert back to older versions.

Revision	Compare	Operations
Fri, 2016-08-26 18:00 by ndm_content	<input checked="" type="radio"/>	current revision
Fri, 2016-08-26 17:57 by ndm_content	<input type="radio"/>	Revert Delete

Reverting to a previous revision

- Selecting “revert” will undo changes and revert back to the selected version

Comparing recent revisions

- Select 2 different revisions from the log and click the green “Compare” button to view side-by-side changes

Home » Current Students

Revisions for *Current Students*

View Edit **Revisions**

Mon, 2016-09-26 18:22 by qatest < Previous difference Standard Marked down Changes to Quick Links -	Mon, 2016-10-03 14:41 by oboadmin + OC Mail (<front>) + Blackboard (<front>) + Academic Calendar (<front>) + Course Catalog (<front>)
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Advanced Content Management

Alert Message

The sitewide alert message can be edited and enabled by going to 'admin/config/content/oho-alert'.

Home Page

Built with content type: Home content type

To Edit: 'node/1/edit'.

Landing Page

Built with content type: Landing Page

Example pages: "About Us" and "Colleges & Schools"

To Create: 'node/add/landing-page'

In the Groups Audience field, select only the group(s) under which this page should appear.

Basic Page

Built with content type: Basic Page

Example pages: "Contact Us" and most of the site's pages

To Create: 'node/add/page'

In the Groups Audience field, select only the group(s) under which this page should appear.

School Landing Page

Built with content type: School

Apply Page

Built with content type: Apply Page

Example pages: "Apply Landing" and "Apply Detail"

To Create: 'node/add/apply-page'

In the Groups Audience field, select only the group(s) under which this page should appear.

Division Page

Built with content type: Division

Program Listing Page

Built with content type: Basic Page + dynamically generated program data

In order to function properly, the Program Listing page must have a single group (NDMU or the appropriate Division group) selected in its Groups Audience field. Also, all programs must be published and have the appropriate degree type selected.

Program Page

Built with content type: Program

To Create: 'node/add/program

In the Groups Audience field, select only the Division group(s) under which this page should appear. **Never** select the NDMU group for this page type.

News & Events Page

Built with content type: News & Events

In the Groups Audience field, select only the group(s) under which this page should appear.

News Listing Page

Built with content type: Basic Page + dynamically generated news data

In order to function properly, the News Listing page must have a single group (NDMU or the appropriate Division group) selected in its Groups Audience field. News articles will automatically be displayed on the page based on the selected group.

The Media Contact can be selected from existing Biography pages at 'admin/config/content/ndm-config'.

News and Media News

News items

Built with content type: News

To Create: 'node/add/news

In the Groups Audience field, select only the group(s) under which this News item should appear.

Media News items

Built with content type: In the News

To Create: 'node/add/in-the-news

Media News items do not have a detail page that is visible to anonymous site visitors. In the Groups Audience field, select only the group(s) under which this Media News item should appear.

The Media Contact can be selected from existing Biography pages at 'admin/config/content/ndm-config'.

Events Listing Page

Built with content type: Basic Page + dynamically generated event data

In order to function properly, the Events Listing page must have a single group (NDMU or the appropriate Division group) selected in its Groups Audience field. Events will automatically be displayed on the page based on the selected group.

Event

Built with content type: Event

To Create: 'node/add/event'

In the Groups Audience field, select only the group(s) under which this Event should appear.

Story Listing Page

Built with content type: Basic Page + dynamically generated story data

In order to function properly, the Basic Page must have a single group (NDMU or the appropriate Division group) selected in its Groups Audience field. Stories will automatically be displayed on the page based on the selected group.

Story Page

Built with content type: Story

To Create: 'node/add/story'

In the Groups Audience field, select only the group(s) under which this Story should appear.

Staff Listing Page

Built with content type: Basic Page + dynamically generated staff data

Staff Page

Built with content type: Biography

To Create: 'node/add/biography'

Office/Department Listing Page

Built with content type: Basic Page + dynamically generated list of offices and departments

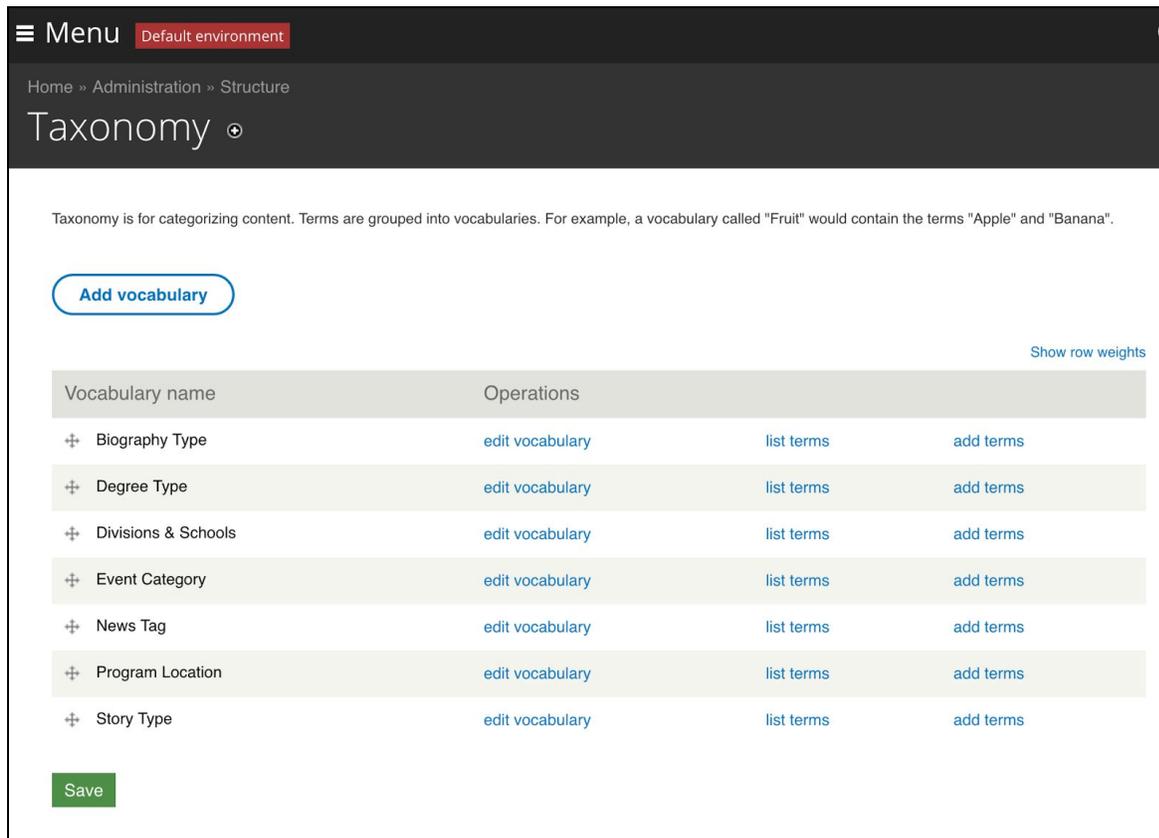
Example pages:

To Create: 'node/add/directory-entry

The list of offices and departments is created from items with the "Directory Entry" content type. Directory Entries do not have a detail page visible to anonymous users.

Taxonomy

- Go to Structure > Taxonomy to manage Vocabularies
- Click "list terms" to view the list of terms
- Click the blue "Add term" button to add additional terms to the vocabulary



Menu Default environment

Home > Administration > Structure

Taxonomy

Taxonomy is for categorizing content. Terms are grouped into vocabularies. For example, a vocabulary called "Fruit" would contain the terms "Apple" and "Banana".

[Add vocabulary](#)

[Show row weights](#)

Vocabulary name	Operations
+ Biography Type	edit vocabulary list terms add terms
+ Degree Type	edit vocabulary list terms add terms
+ Divisions & Schools	edit vocabulary list terms add terms
+ Event Category	edit vocabulary list terms add terms
+ News Tag	edit vocabulary list terms add terms
+ Program Location	edit vocabulary list terms add terms
+ Story Type	edit vocabulary list terms add terms

[Save](#)