

Content Editors Training Course 2

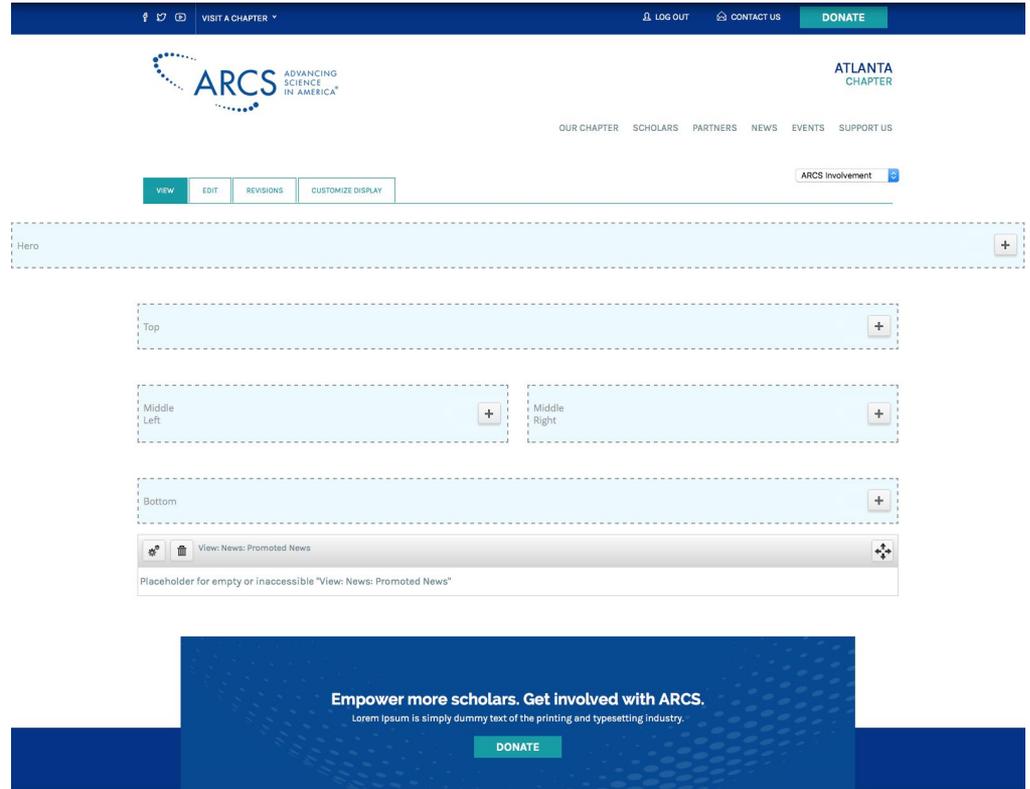
In this session we will introduce Content Editors to the new things available in our new version of the content management system, Drupal 7. Now that your chapter's content has been migrated to the new site we have much more flexibility in designing and editing page. You will be able to redesign any page, including your chapter's main landing page. At the end of this session Content Editors will be able to create a new page or edit an existing page to change the layout and the contents.

- Panels Architecture
 - Changing / Assigning a panel layout
 - Moving/rearranging content types within a panel layout
 - Exercise
- Event Highlight
 - Creating event highlights
 - Adding photos & image gallery
 - Publishing/unpublishing event highlights to Chapter and/or National
- News Article
 - Creating articles
 - Update an article
 - Publishing/unpublishing an article to Chapter and/or National

Panels Architecture

What are Panels?

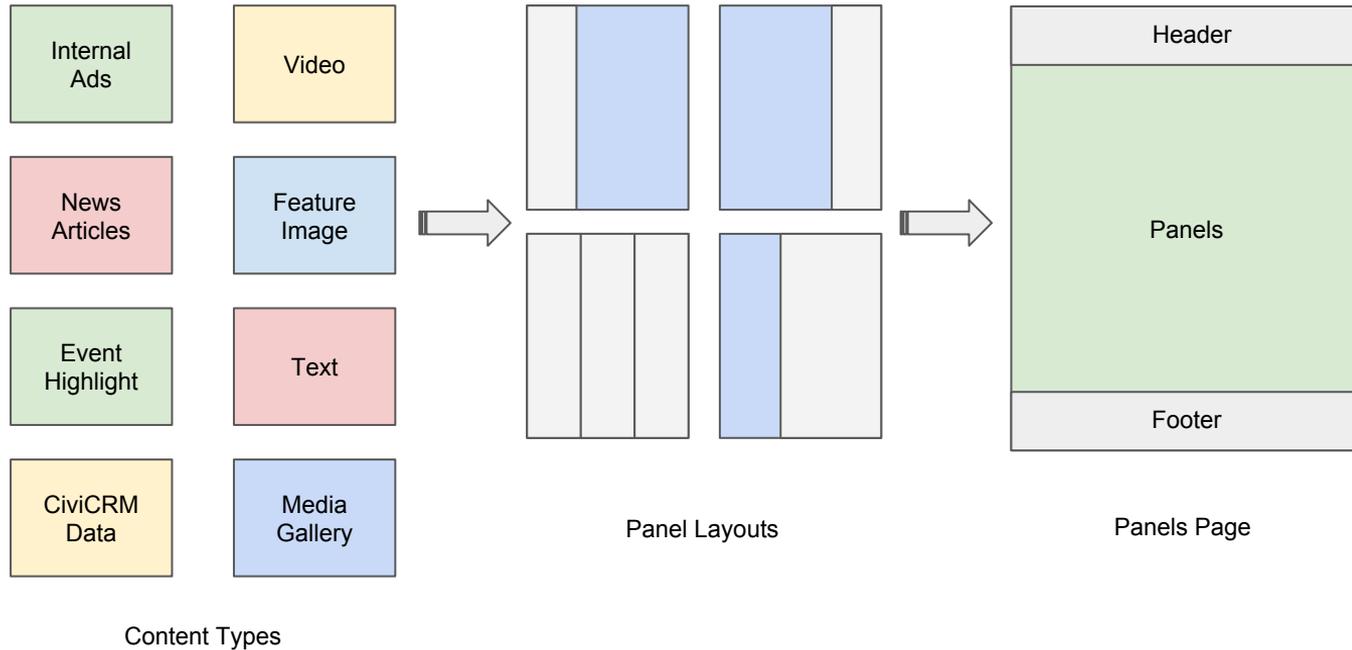
1. **Panels** allows you to use the **panels system** to control how a page looks.
2. **Panels** allows great flexibility in how you lay out content within your site without affecting header & footer portions of the website.
3. **Panels** are essentially building blocks of content that you can assign to specific areas of a page or page layout.



Panels Architecture

Panels Structure

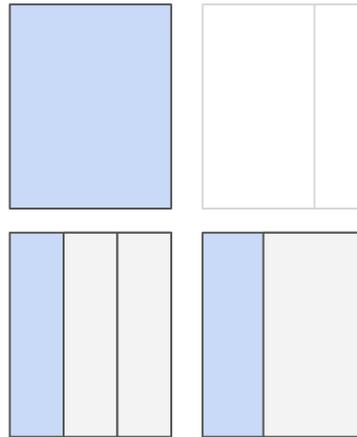
The Panels structure affects the main content area of your page. Within this area, you can assign a layout style. Within this layout styles you can assign content types.



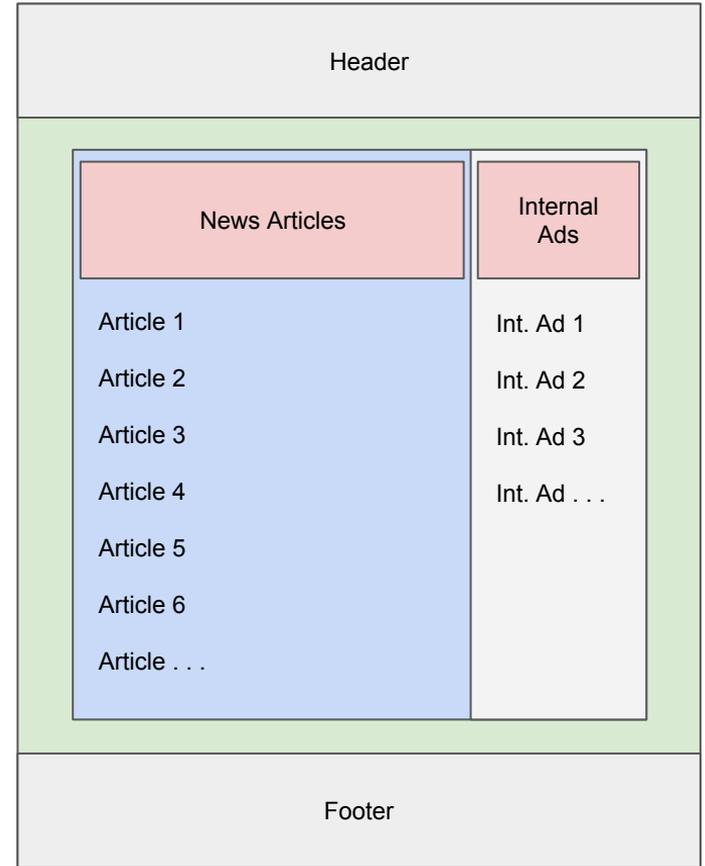
Panels Architecture

Panels Structure: Example

The diagram shows how components are placed within the chosen Panels layout.



Panel Layouts

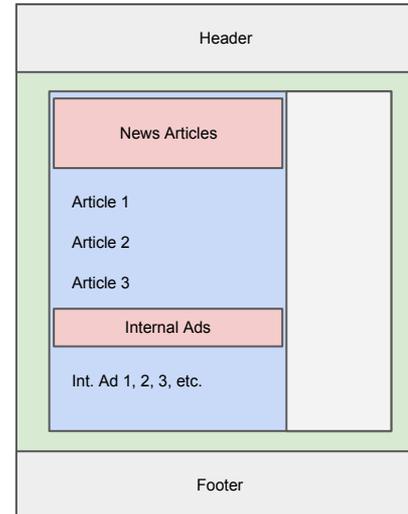
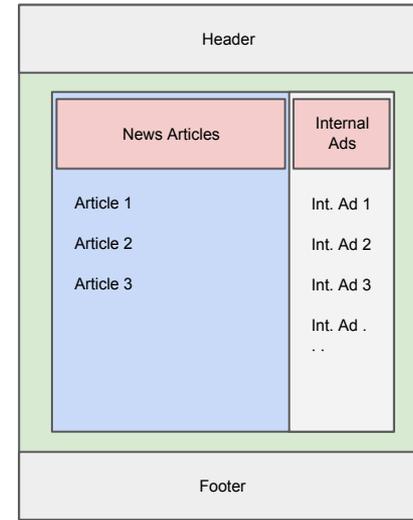
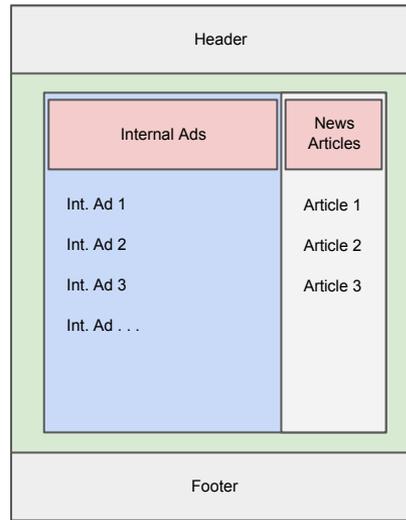


Panels Architecture

Panels Structure: Layouts

The diagram below shows how components are placed within the Panels structure.

1. You are free to arrange your content freely within the panel block.

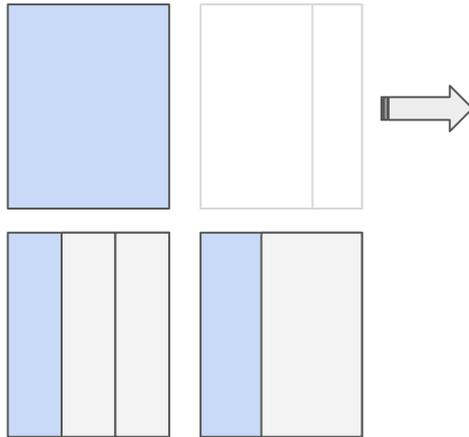


Panels Architecture

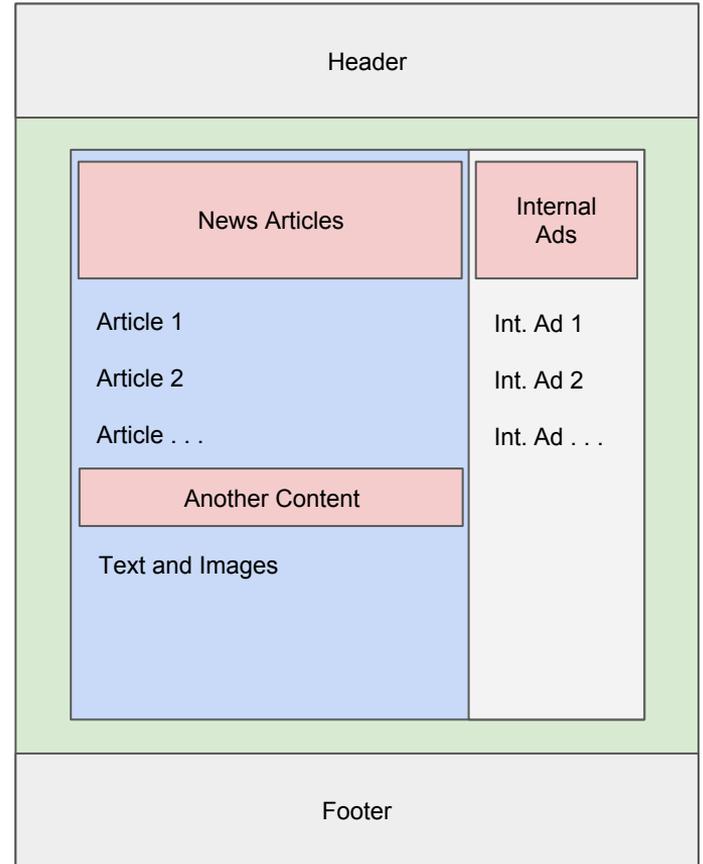
Panels Structure: Layouts

The diagram below shows how components are placed within the Panels structure.

1. You are free to arrange your content freely within the panel block.
2. Panels assign columns, not necessarily rows.



Panel Layouts

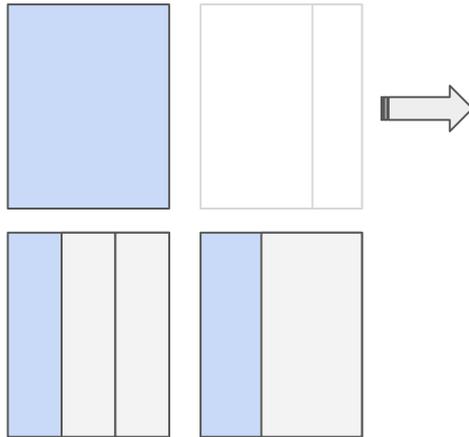


Panels Architecture

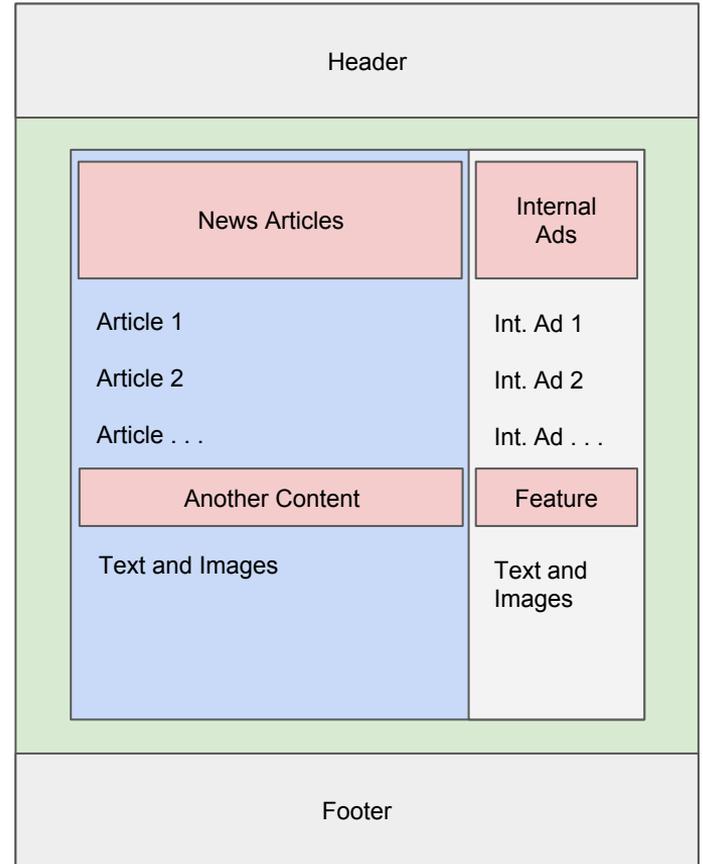
Panels Structure: Layouts

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Panel Layouts

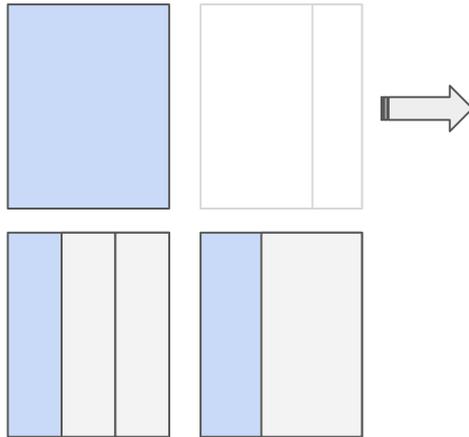


Panels Architecture

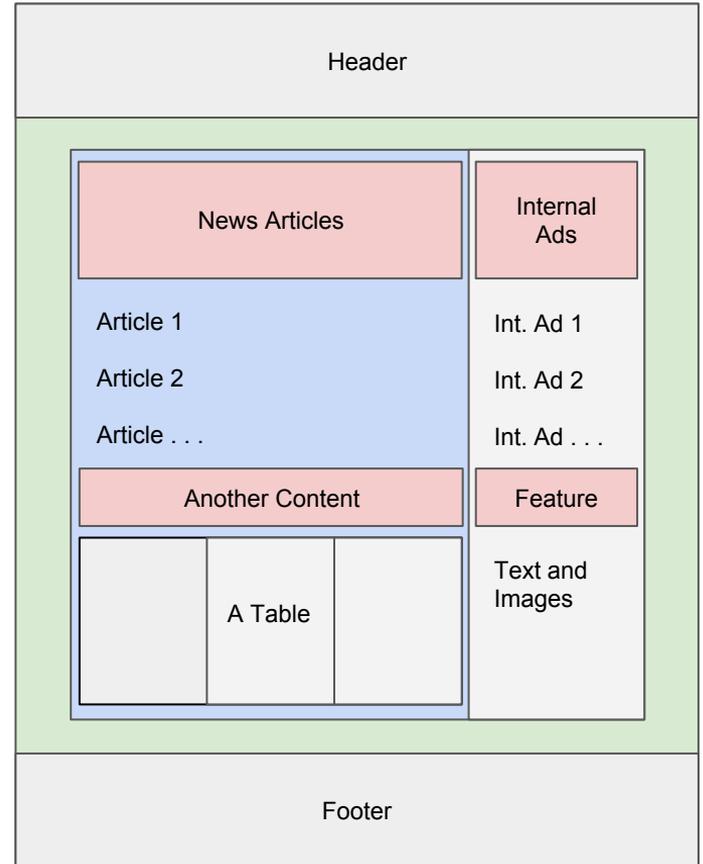
Panels Structure: Layouts

The diagram below shows how components are placed within the Panels structure.

1. You are free to arrange your content freely within the panel block.
2. Panels assign **columns**, **not necessarily rows**.
3. Build additional columns using tables within a “Panels column”.



Panel Layouts

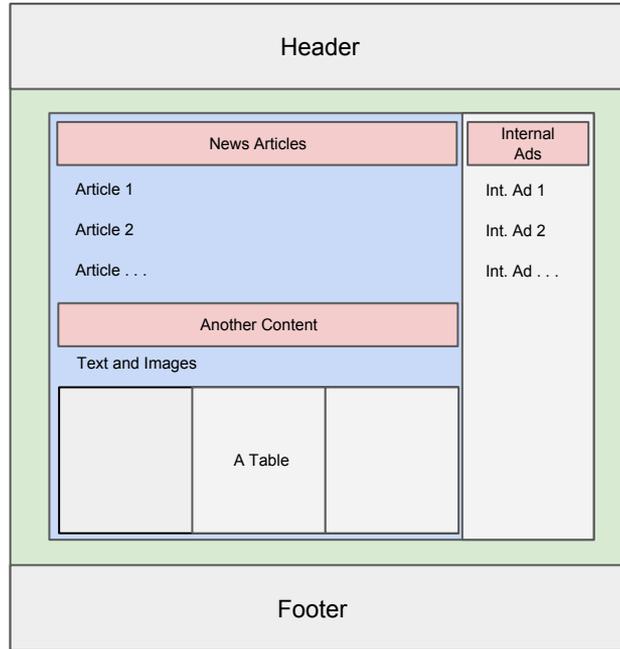


Panels Architecture

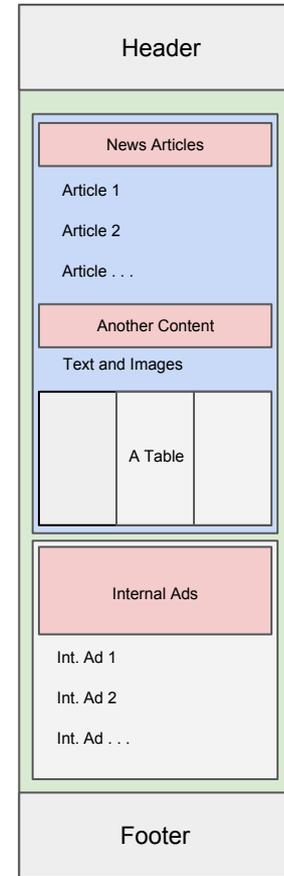
Panels Structure: Layouts

The diagram below shows how components are placed within the Panels structure.

1. You are free to arrange your content freely within the panel block.
2. Panels assign **columns**, **not necessarily rows**.
3. Build additional columns using tables within a “Panels column”.
4. Understand that your site is responsive and your layout will change depending on the device being used to view your site.



Desktop View

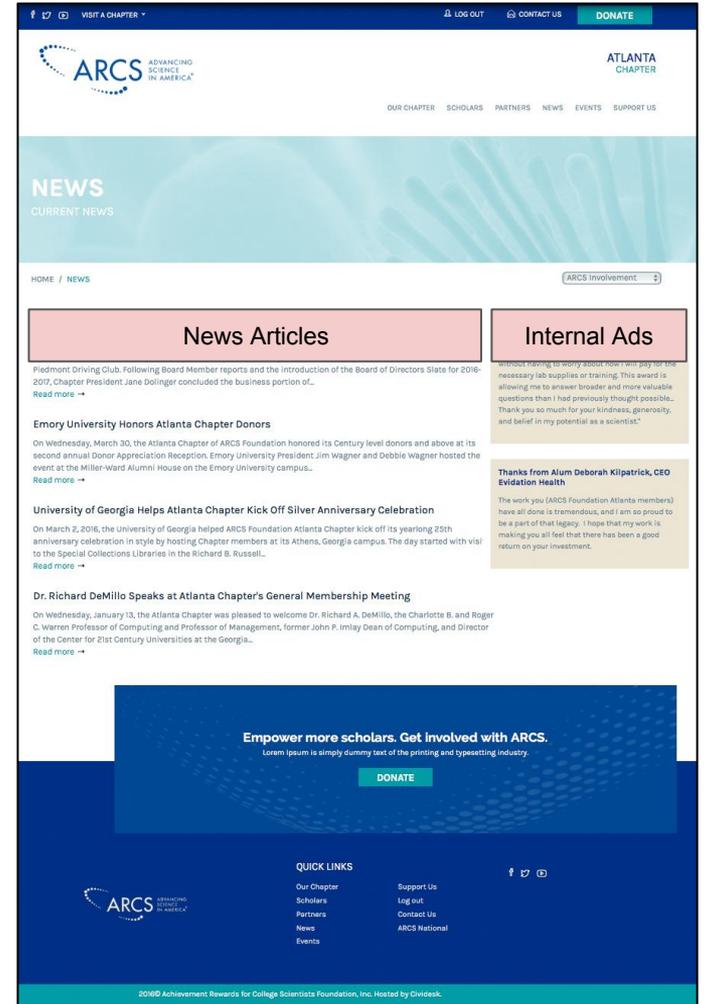
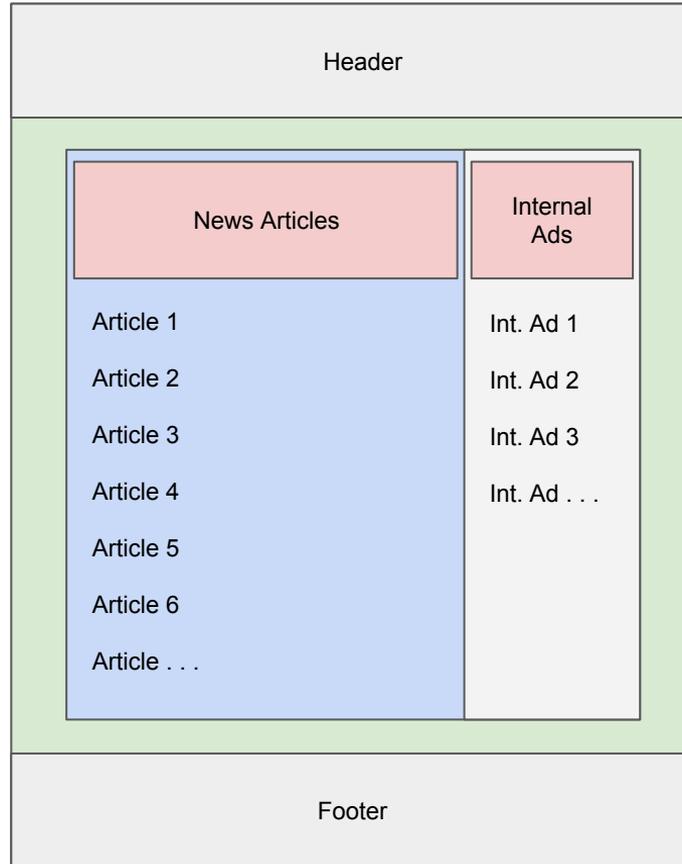


Mobile View

Panels Architecture

Panels Structure: Example

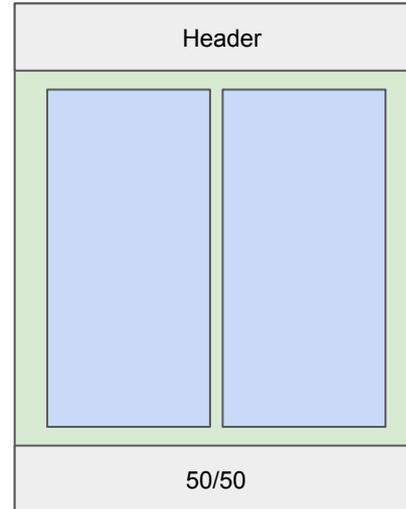
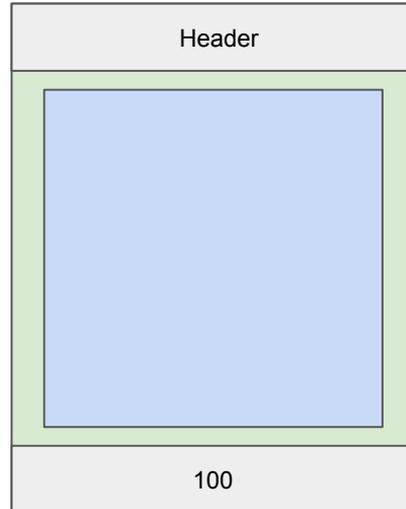
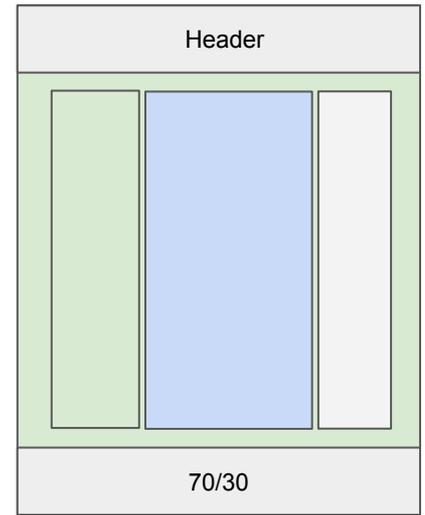
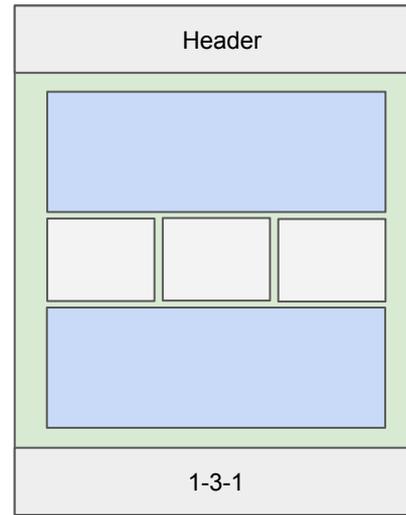
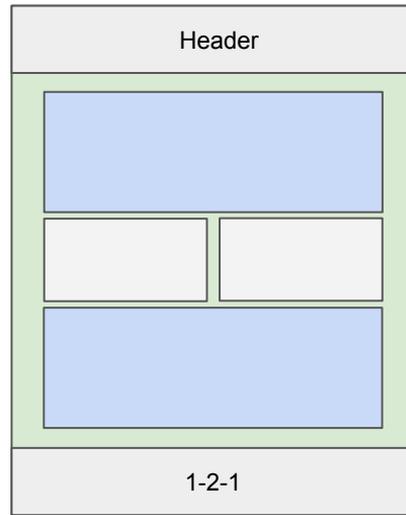
Here is a real world example of how your panel layout translates to live content.



Panels Architecture

Layouts

ARCS currently has five panel layout styles that allows for great flexibility.

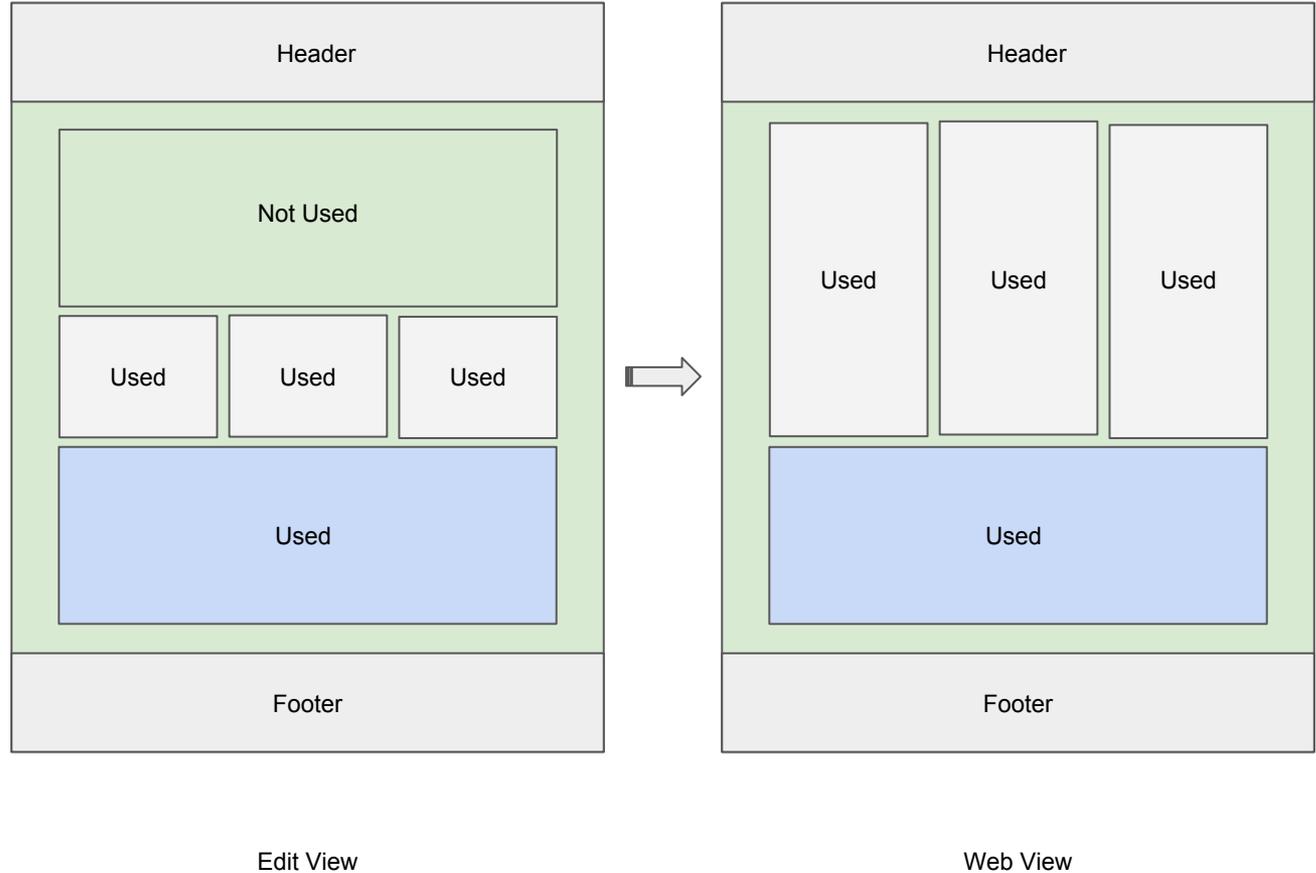


Panels Architecture

Layouts

ARCS currently has five panel layout styles that allows for great flexibility.

NOTE: Not all panel blocks are required. Unused panel blocks will not display when viewed on your website.



Panels Architecture

Changing / Assigning Layouts

1. In your **CONTENT EDIT VIEW**, click on **change layout button** in your bottom toolbar.

The screenshot displays the ARCS Atlanta Chapter website in its content edit view. The top navigation bar includes links for 'Content', 'Structure', 'Configuration', 'Reports', and 'CiviCRM', along with user information 'Hello atlanta' and 'Log out'. A secondary navigation bar contains 'VISIT A CHAPTER', 'LOG OUT', 'CONTACT US', and a 'DONATE' button. The main header features the ARCS logo and the text 'ATLANTA CHAPTER'. Below this is a navigation menu with 'OUR CHAPTER', 'SCHOLARS', 'PARTNERS', 'NEWS', 'EVENTS', and 'SUPPORT US'. The main content area is titled 'WHO WE ARE' and includes a breadcrumb trail 'HOME / WHO WE ARE'. A toolbar at the top of the content area offers 'VIEW', 'EDIT', 'REVISIONS', and 'CUSTOMIZE DISPLAY' options. The page content is divided into three columns: a main text column, a right sidebar with testimonials, and a bottom image. A red arrow points to the 'Change layout' button in the bottom toolbar.

Content text: Atlanta is the commercial and transportation hub of the Southeast United States and houses the world headquarters of many Fortune 500 companies including Coca-Cola, Delta Air Lines, Genuine Parts, First Data, Home Depot, Newell Rubbermaid, Southern Company, SunTrust Bank, and UPS. In the 1960's, Atlanta was "the city too busy to hate." Today, as is evidenced by the recent work of the Centers for Disease Control and Emory University Hospital to cure victims of the Ebola virus, it is "the city not too busy to care." Educational institutions such as Emory University, the Georgia Institute of Technology, and Morehouse College, a historically black college, enhance the vibrancy of the city. And, just 70 miles away is Athens, GA, the home of the University of Georgia.

Content text: ARCS Foundation Atlanta Chapter consists of approximately 150 determined, philanthropic women committed to providing support for outstanding scholars from Emory University, the Georgia Institute of Technology, Morehouse College and the University of Georgia. These gifted students are the "best and the brightest" in their fields of study. All have been selected by their respective schools for meeting and maintaining the high standards of academic excellence required by ARCS Foundation. We are proud to be playing a part in their achievements and we look forward to their collective ability to contribute to our future quality of life. We believe that our nation's economic health depends on its ability to stimulate scientific research.

Testimonial 1: **Thanks from Scholar Natale Sciolino**
"Thank you dearly for your generous contribution to my scientific development. Your contribution has had a profound impact on me at both a personal and professional level. It is a privilege to be an ARCS Scholar, and with this support I will continue to pursue research that aims to advance Neuroscience."

Testimonial 2: **Thanks from Alum Tim Sampson, Postdoctoral Scholar at Caltech**
I am immensely grateful to the ARCS Foundation and Turner Enterprises for making my award possible. I am honored to have been part of the talented and promising group of young researchers from the Atlanta-area!

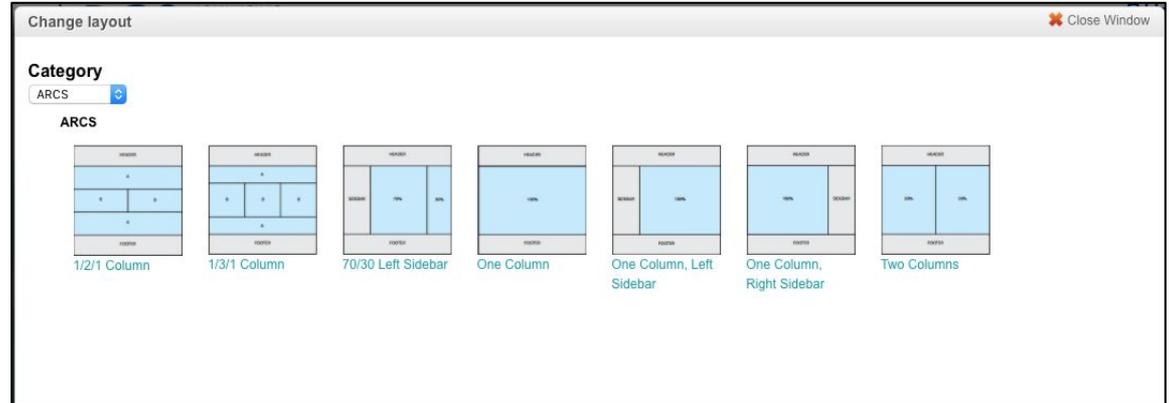
Testimonial 3: **Thanks from Scholar Kevin Yehl**
I was very fortunate to be selected as one of this year's ARCS scholars... I plan to pursue an academic career in chemistry... Your support will allow me to continue my biomedical research in

Bottom toolbar: Customize this page, Change layout

Panels Architecture

Changing / Assigning Layouts

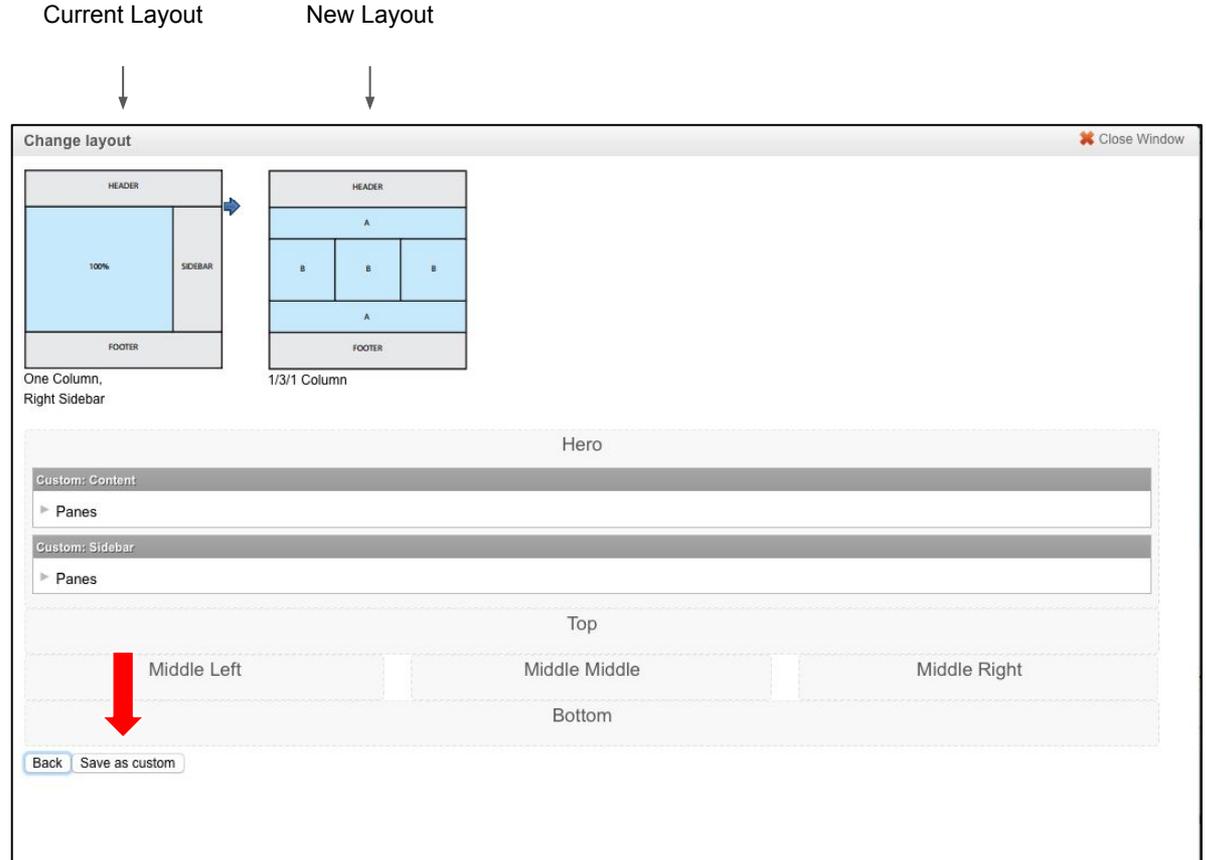
1. In your **CONTENT EDIT VIEW**, click on change layout button in your bottom toolbar.
2. Your layout window will pop open showing allowed layouts for the particular content type selected.



Panels Architecture

Changing / Assigning Layouts

1. In your **CONTENT EDIT VIEW**, click on change layout button in your bottom toolbar.
2. Your layout window will pop open showing allowed layouts for the particular content type selected.
3. Once a layout is selected you will see a confirmation page showing the current, and new layout selected.
4. Hit "Save As Custom" to select.



Panels Architecture

Rearranging Content in Panels

1. In your **CONTENT EDIT VIEW**, click on **customize this page** in your bottom toolbar.

Content Structure Configuration Reports CivCRM Hello atlanta Log out

VISIT A CHAPTER VISIT A CHAPTER LOG OUT CONTACT US DONATE

ARCS ADVANCING SCIENCE IN AMERICA ATLANTA CHAPTER

OUR CHAPTER SCHOLARS PARTNERS NEWS EVENTS SUPPORT US

WHO WE ARE

HOME / WHO WE ARE

VIEW EDIT REVISIONS CUSTOMIZE DISPLAY

ARCS Involvement

Atlanta is the commercial and transportation hub of the Southeast United States and houses the world headquarters of many Fortune 500 companies including Coca-Cola, Delta Air Lines, Genuine Parts, First Data, Home Depot, Newell Rubbermaid, Southern Company, SunTrust Bank, and UPS. In the 1960's, Atlanta was "the city too busy to hate." Today, as is evidenced by the recent work of the Centers for Disease Control and Emory University Hospital to cure victims of the Ebola virus, it is "the city not too busy to care." Educational institutions such as Emory University, the Georgia Institute of Technology, and Morehouse College, a historically black college, enhance the vibrancy of the city. And, just 70 miles away is Athens, GA, the home of the University of Georgia.

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Customize this page Change layout

Panels Architecture

Rearranging Content in Panels

1. In your **CONTENT EDIT VIEW**, click on **customize this page** in your bottom toolbar.
2. You will see the page now displays a dashed-line grid outlining the content blocks.

Example: <http://atlanta.arcs.civisite.com/who-we-are>

HOME / WHO WE ARE

Master Column Master Column

VIEW EDIT REVISIONS CUSTOMIZE DISPLAY

ARCS Involvement

Content Content Block +

Content Block +

Sidebar Content Block +

"This node" Body

View: Internal Ads: Master

Thanks from Scholar Natale Sciolino

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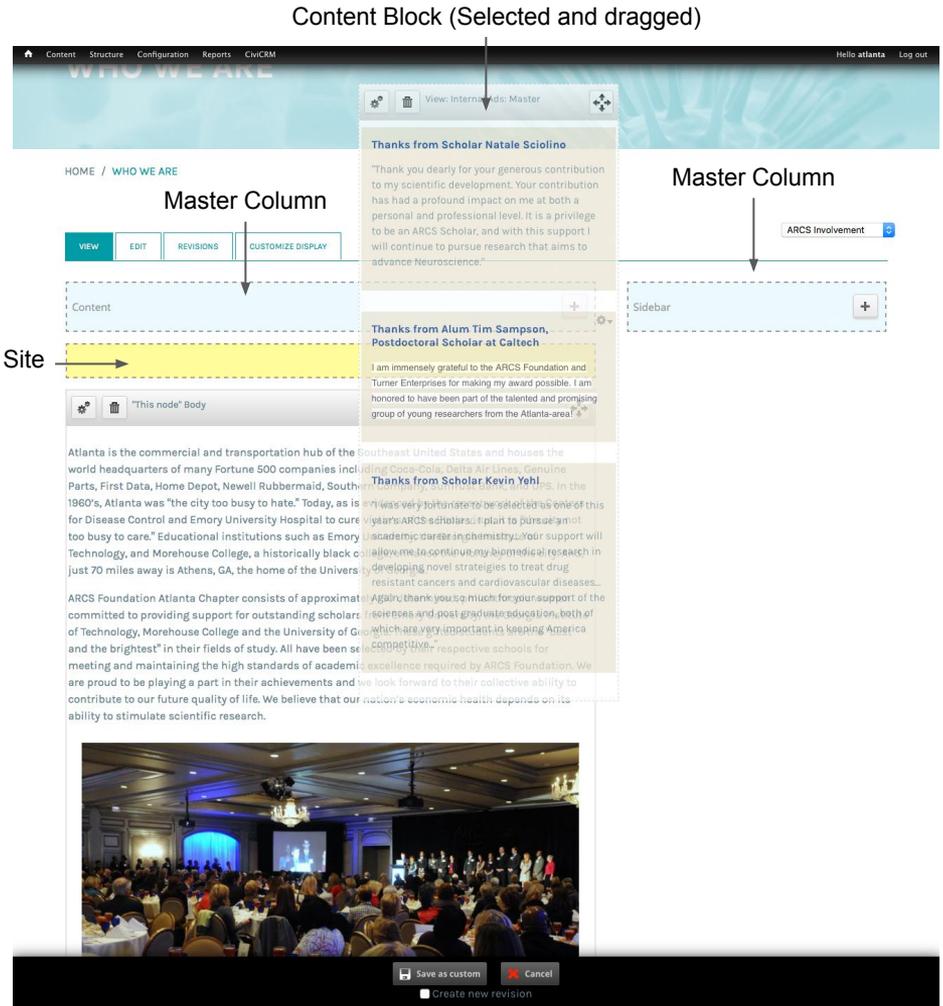
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Panels Architecture

Rearranging Content in Panels

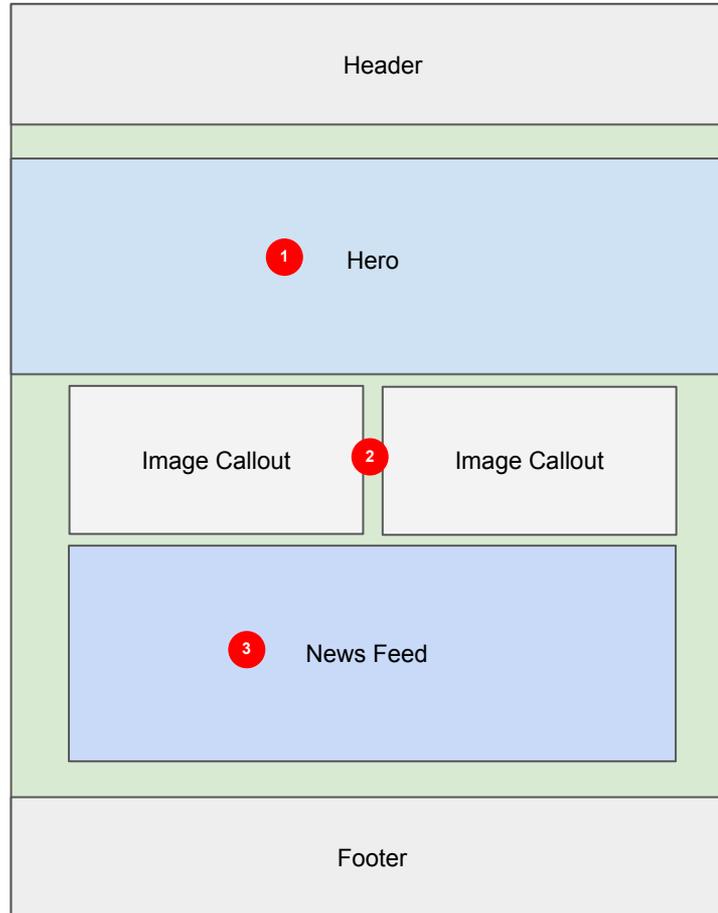
1. In your **CONTENT EDIT VIEW**, click on **customize this page** in your bottom toolbar.
2. You will see the page now displays a dashed-line grid outlining the content blocks.
3. Select the content block with your cursor and simply drag it into the a new column or area on the page.
4. When you hover over an area the area will turn yellow showing the “landing site.” If you let go, the content block will be placed in the highlighted landing site.



Panels Architecture Exercise

In this exercise we will look at the basic components of a Chapter landing page (homepage) file and build a sample homepage.

1. The Hero image is your main feature slideshow. We recommend a high resolution image cropped to 16:9 ratio.
2. Your image call outs are feature boxes with an image and text, linking to a page, event, or article.
3. Your homepage news feed displays any articles that were set to “publish to front page” We recommend at least 3 articles.



Panels Architecture Exercise

Custom panel pages are any pages you use in a website with the exception of a homepage (main landing page). Homepages have a special layout even though they are a custom panel page.

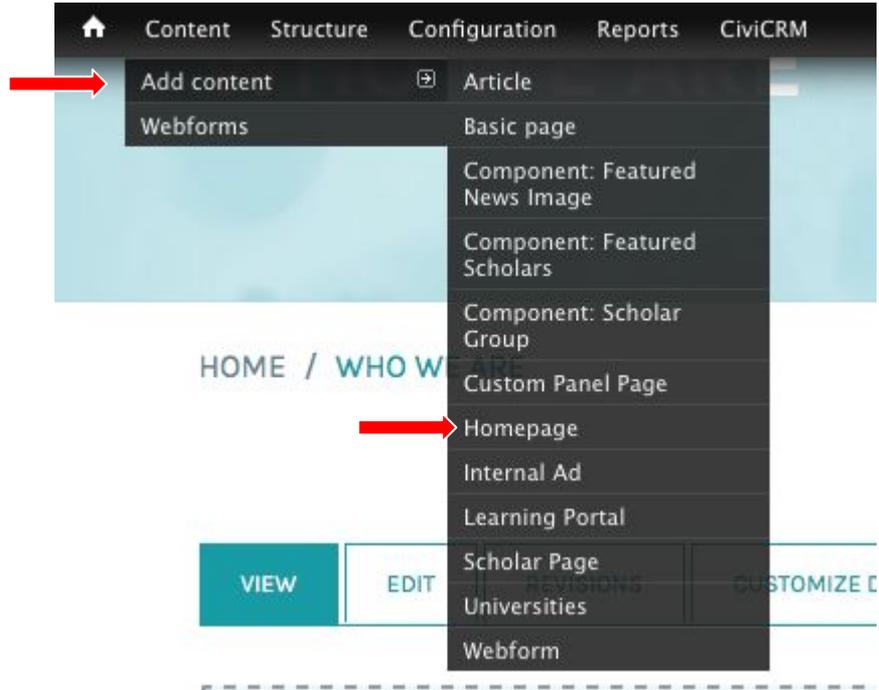
In this exercise we are going to create a Homepage. So we will be selecting “Homepage” instead of “Custom Panel Page”

Creating a new “homepage” (main landing page)

1. In your top admin toolbar, select:
[Content](#) > [Add Content](#) > [Homepage](#)

Creating a “new custom page” (site pages)

2. In your top admin toolbar, select:
[Content](#) > [Add Content](#) > [Custom Panel Page](#)



Build a Homepage Exercise

Please refer to the accompanying training video in order to see the steps involved in creating a chapter site homepage.

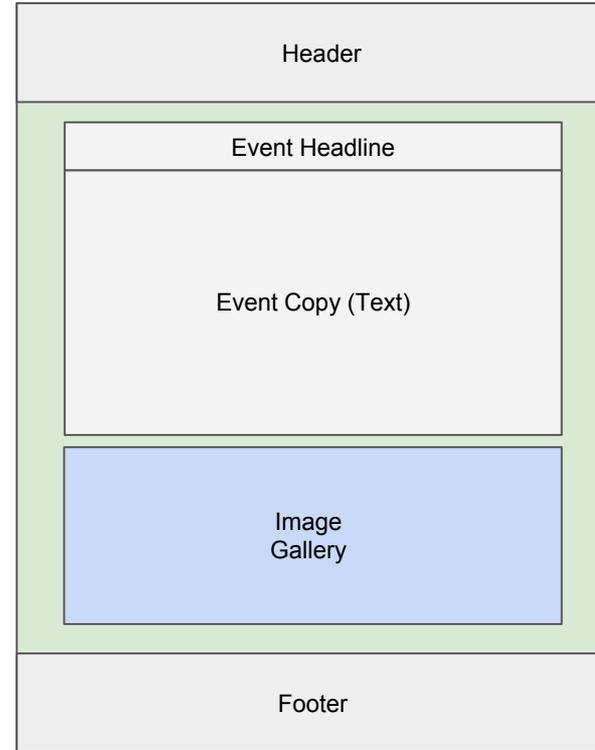
Event Highlights

Using what we learned in Panels we will create a new **“media gallery”** (Event Highlights) for an event.

Example content:

<https://www.arcsfoundation.org/atlanta/gallery/2016-donor-appreciation-event>

1. We want this event highlight page to have the following content types:
 - Headline (event name)
 - Copy (event highlight text / description)
 - Image Gallery (photos from the event)
2. We want to publish this page under “Event Highlights.”



Visualization

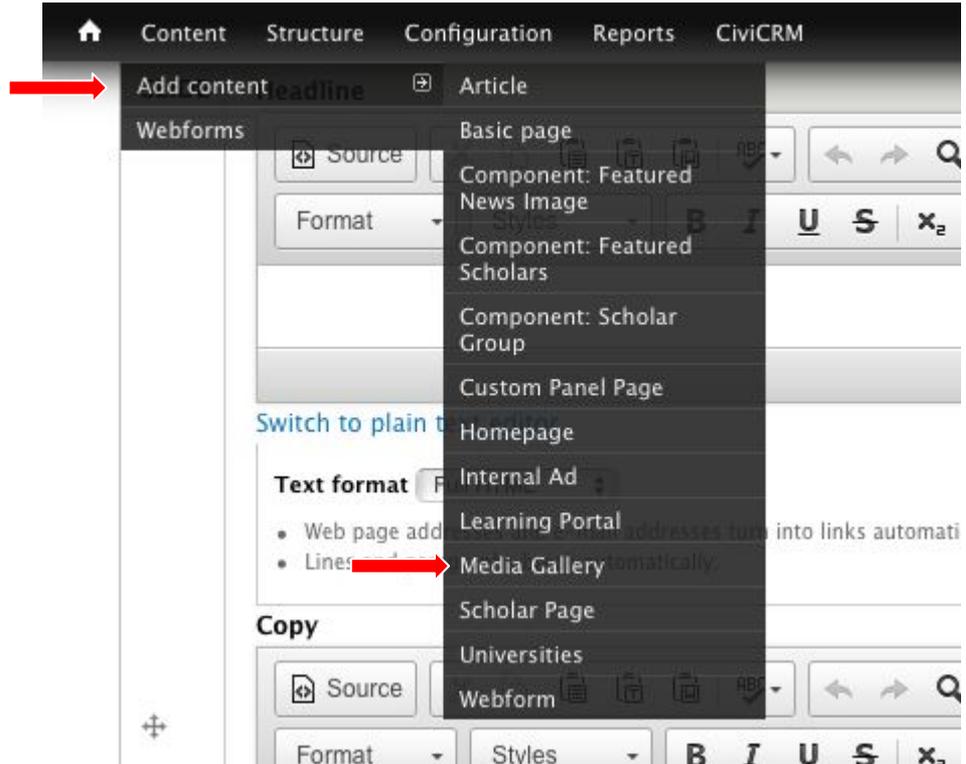
Event Highlights

Media Gallery (Event Highlight) pages are any pages you use to post photos and article writeups after an event has occurred.

In this exercise we are going to create an Event Highlight page. So we will be selecting “Media Gallery” content type.

Creating a “media gallery” (event highlight)

1. In your top admin toolbar, select:
[Content](#) > [Add Content](#) > [Media Gallery](#)



Event Highlights

Setting up your Media Gallery

1. Name your page title
2. Event date (past)
3. Event write up text.
4. Next step -->

The screenshot shows a web editor interface for creating a Media Gallery page. The interface includes a navigation bar at the top with links for Content, Structure, Configuration, Reports, and CIVICAM. The main content area is titled "Create Media Gallery" and contains three main sections:

- Title:** A text input field for the page title, marked with a red circle containing the number 1.
- DATE:** A date selection widget with fields for Year (2016), Month (Aug), and Day (16), marked with a red circle containing the number 2.
- Body (Edit summary):** A rich text editor with a toolbar and a large text area for writing the event details, marked with a red circle containing the number 3.

At the bottom of the editor, there is a "Switch to plain text editor" link and a "Text format" dropdown menu set to "Full HTML". A small note indicates that web page addresses and e-mail addresses are automatically turned into links, and lines and paragraphs break automatically. A link for "More information about text formats" is also present.

Event Highlights

Setting up your Media Gallery

1. Hit “Browse” to add first image.
2. Add in a photo caption.
3. Click “Add another item” to add Another photo to your gallery.
4. Next step -->

SLIDE Show raw weights

Image

Browse

Paragraph Format

TEXT

Headline

Format Styles B I U S X₂ X² I_x [Rich text editor toolbar]

Switch to plain text editor

Text format Full HTML [More information about text formats ?]

- Web page addresses and e-mail addresses turn into links automatically.
- Lines and paragraphs break automatically.

Copy

Format Styles B I U S X₂ X² I_x [Rich text editor toolbar]

Switch to plain text editor

Text format Full HTML [More information about text formats ?]

- Web page addresses and e-mail addresses turn into links automatically.
- Lines and paragraphs break automatically.

Link

Title URL

The link title is limited to 128 characters maximum.

Remove

Add another item

Event Highlights

Setting up your Media Gallery

1. No menu link is necessary, event highlights will populate to your event highlight page automatically.
2. Check off “revision” to create a revision of this page.
3. Make sure article is set to “published”
4. Hit “Save” to complete.

Old NID

1 **Menu settings**
Not in menu Provide a menu link

Domain access options

URL path settings
No alias

Meta tags
Using defaults

2 **Revision information**
No revision

Authoring information
By Anonymous

3 **Publishing options**
Not published, Published

Build an Event Highlight Exercise

Please refer to the accompanying training video in order to see the steps involved in creating an event highlight page.

News Articles

Using what we learned in Panels we will create a new **“article”**

Example content:

<https://www.arcsfoundation.org/atlanta/news/atlanta-luncheon-attendees-learn-about-aniridia-mosquito-guts-rocket-science-and-nanomachines>

1. We want this article page to have the following information:
 - **Headline** (event name)
 - **Feature Image** (main event photo)
 - **Copy** (event highlight text / description)
2. We want to publish this page under “Current News” which falls under the “News” navigation menu item.
3. We want to select an appropriate content type. In this case, we are using “Article”
4. **NOTE: Article layouts are not customizable using Panels.** You will need to use a text editor (WYSIWYG) to create articles.



Visualization

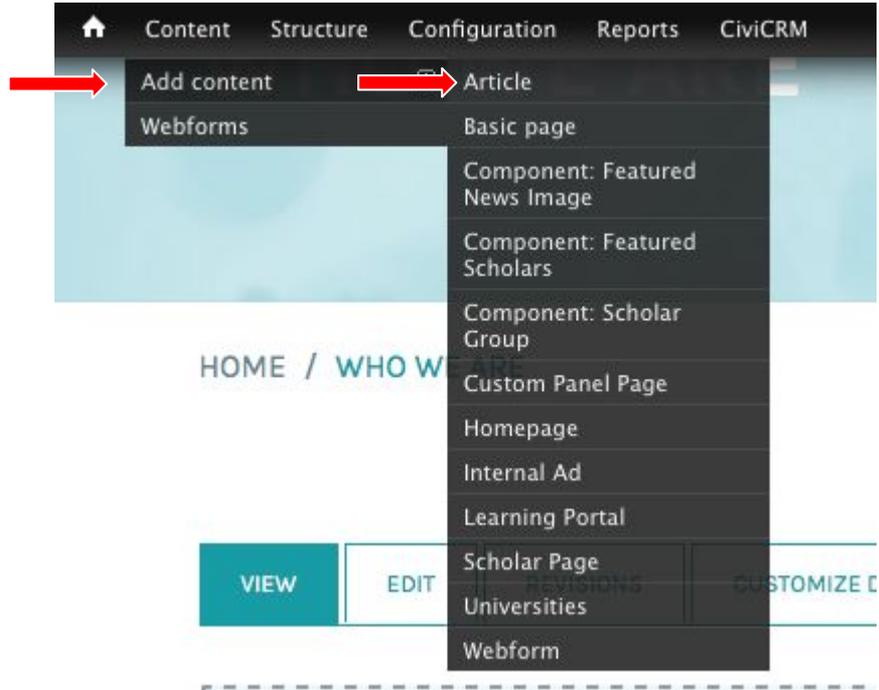
Event Highlights

Article content type are pages you use in a website for news articles. **Articles are NOT custom panel pages.**

In this exercise we are going to create an Article page. So we will be selecting “Article”

Creating a “new custom page” (site pages)

1. In your top admin toolbar, select:
Content > Add Content > Article



Article

Setting up your Article Page

1. Name your page title.
2. Published or article date
3. Article type (where to publish)
4. Article keywords, tags if applicable
5. Article thumbnail (feature image)

NOTE: Article Types

Scholar News: Appears on scholar dashboard when scholars log in to the site.

Member News: Appears on member dashboard when members log in to the site.

National News: Appears on national news feed on the public site. (Chapter Achievements)

Chapter News: Appears on chapter news feed on the public site. (Current News)

Content Structure Configuration Reports CivCRM Hello atlanta Log out

Home » » Add content

Create Article

1 Title *

DATE

2 Month Day Year
Aug 10 2016

Article Type *

3 Scholar News
 Member News
 National News
 Chapter News

Tags

Enter a comma-separated list of words to describe your content.

News Category

4 - None -
 ARCS in the News
 Press Release
 Science and Technology

News Keywords

- None -
 #Science #Technology #engineering #medical #awards #academic #Stanford #UCSF #Berkeley #UniversityofCalifornia #SFSU #UCDavis #UCSantaCruz #SiliconValley #LennartMucke #Gladstone #Dolby
 \$7000 Science Awards
 2013 Phoenix Scholar Awards Dinner

Image

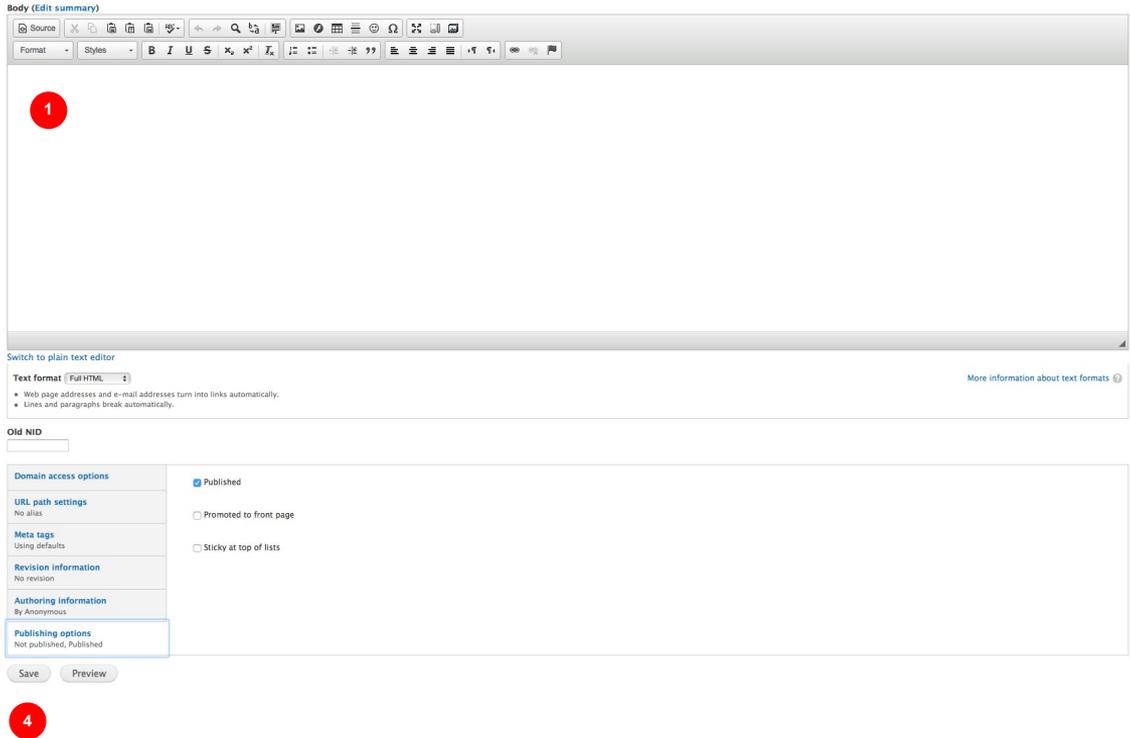
5 no file selected

Upload an image to go with this article.
Files must be less than 20 MB.
Allowed file types: png gif jpg jpeg.

Article

Setting up your Article Page (Continued)

1. Article Headline and Text
2. Check off “Revisions” to save a new revision.
3. Select “Published” to publish article
- Check off “promoted to front page” if you want to feature this article on the homepage.
4. Hit “Save” to save your article after publishing.



Build an Article Exercise

Please refer to the accompanying training video in order to see the steps involved in creating an article page.

Resources

Beta Site link

arcs.civisite.com
(chapter).arcs.civisite.com

Approved Sitemaps / Training Documents / Approved Colors & Header Styles

National & Chapter

https://drive.google.com/folderview?id=0BxAOkekmbKv_U0YzWTFcVXBIOTQ&usp=sharing