

Managing content on the Global Health website



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Introduction

This manual is intended for all users that manage content on the Department of Global Health (DGH) website. It assumes basic familiarity with using a Drupal Web Content Management System (Drupal).

Consider this manual to be a live document. New revisions will be made and where needed we'll indicate the changes made.





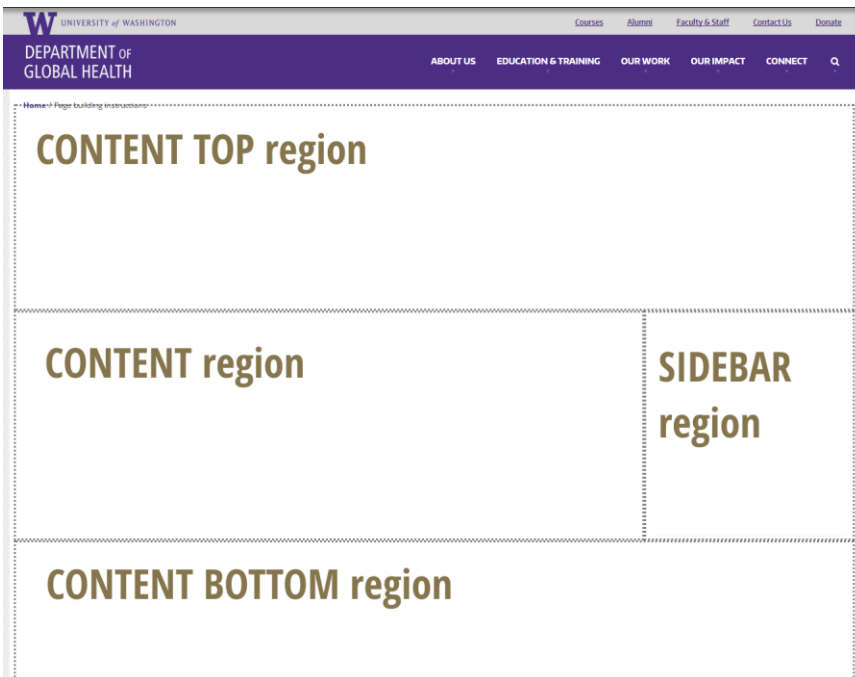
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1. Page Anatomy

A page has several different components that can help with creating visually rich content. Here we'll explain the purpose of these three major components: Regions, Sections, and Blocks.

1.1. Regions

Regions represent the predefined layout of any page. Regions are invisible components and are merely placeholders for content. A page consists of four regions and their generic position within a page is like this:



The majority of the primary content of a page will reside in the *Content* region, and most of the secondary content will reside in the *Sidebar* region. The *Content Top* and *Content Bottom* regions are reserved for pages that need a more customized page layout. If no content is added to the *Content Top*, *Content Bottom* or *Sidebar* region, then no space will be used for these regions.





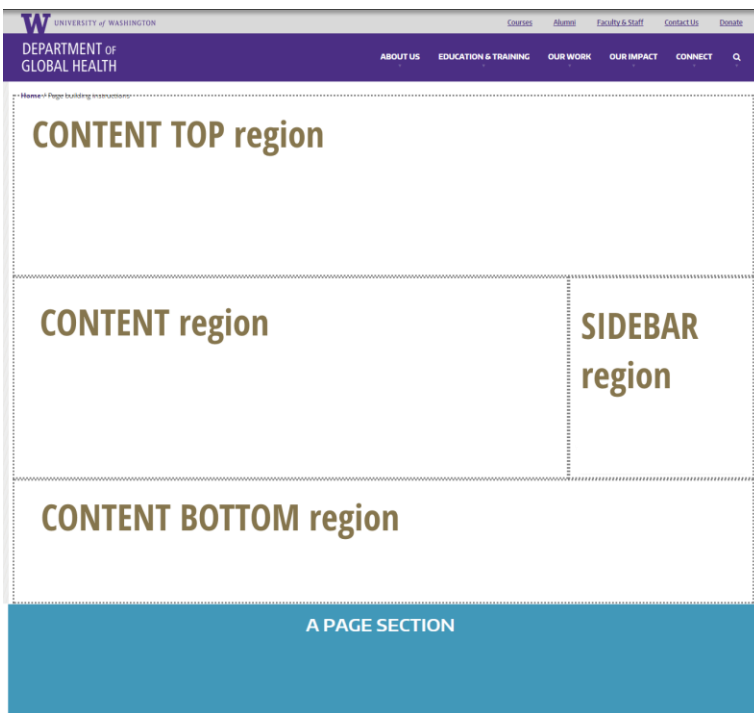
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1.2. Page Sections

Page sections are additional “regions” that can be added by a user. Page sections are stacked below the predefined regions. How to add page sections is described in chapter 2.3.



1.3. Blocks

Blocks are self-contained pieces of content that also determine the predefined aesthetics (look & feel) and user-interaction (functionality) of the content. Blocks can be added to regions, page sections, and block containers. These are the different types of blocks:

1. Block container; is used to create Accordions or Vertical Tabs.
2. Call to Action
3. Embed
4. Faculty/Student





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5. Featured Project
6. Linked Images
7. Links
8. Media
9. Menu
10. Recent Events
11. Recent News
12. **Rich Text**; is most used for common content.
13. Slideshow
14. Statistics
15. UW Course List

Each of these has their own purpose and usage, but the Rich Text block would be the default block for common content.

A kitchen-sink page with some examples of different type of blocks added to regions and sections can be found here: <https://globalhealth.washington.edu/kitchen-sink> (you must log in to view this page)





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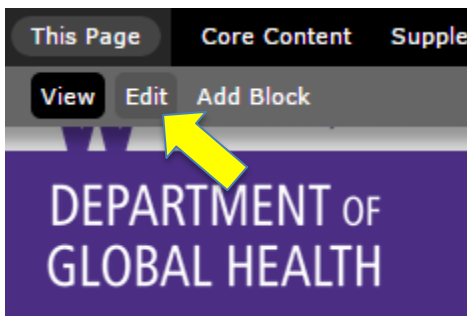
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2. Basic Editing of (non-dynamic) content

This section explains basic editing of existing content. For this example we'll be using images from the Who We Are page of the website.

2.1. Edit a Page

To edit a page: navigate to **This Page** in the administration menu and click **Edit**.



This will bring up the Edit form of the page:





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Basic Info *

Page sections

Menu settings
Who we are

XML sitemap
Inclusion: Default (included)
Priority: Default (0.5)

URL path settings
Alias: about-us/who-we-are

URL redirects
No redirects

Authoring information
By test_admin on 06/22/2015

Publishing options
Published

Title *
Who we are

Subtitle

Body (Edit summary)

B I [List icons] [Link icon] [Quote icon] [Format] [Styles] [Image icon]

Through a generous gift and endowment from the Bill & Melinda Gates Foundation and complementary Washington State resources, the UW Department of Global Health was established in 2007, bridging the schools of Medicine and Public Health, with a mandate to harness the expertise and interdisciplinary power of all 16 UW schools and colleges.

Our current and emerging focus areas include: health metrics and evaluation, infectious diseases, workforce development, health system strengthening and implementation science, global environmental change, global injury and violence, global medicines safety, women, children and adolescent health, and a strong cross-cutting focus on social justice and equity.

Disable rich-text

Text format Default [More information about text formats ?]

- HTML tags will be transformed to conform to HTML standards.

Save View changes Delete

The *Title* field is the title of the page.

The *Subtitle* field is optional.

The *Body* field contains the primary content. Use the editor's options to make style changes as needed.





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Switch to the “Publishing options” tab. The “Published” checkbox should be checked when the page is ready to be published. This makes the page visible to visitors of the website.

Uncheck the box if a page need to made inaccessible to visitors.

Basic Info * Published

Page sections

URL path settings
Alias: kitchen-sink

SEO

Authoring information
By Anonymous on 06/22/2015

Publishing options
Not published

Save View changes

Click the Save button to keep your changes.

2.2. Edit a Block

Each block type has different properties, but the way to edit them is mostly the same for all of them. In this example we'll go through the basic steps to get to the Edit form of a Block.

To find a block on a page, hover your mouse over the page and a block will reveal itself by showing a dotted outline.



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This Page Core Content Supplementary Content Categories Navigation Users & Settings Welcome test_admin Dashboard Log out

UNIVERSITY of WASHINGTON Courses Alumni Faculty & Staff Contact Us

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Home / Who we are

WHO WE ARE

Through a generous gift and endowment from the Bill & Melinda Gates Foundation, and complementary Washington State resources, the UW Department of Global Health was established in 2007, bridging the schools of Medicine and Public Health, with a mandate to harness the expertise and interdisciplinary power of all 16 UW schools and colleges.

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AT A GLANCE A one page overview of our Department.
[DGH One Page Overview](#)

OUR BOCHURE

ORGANIZATIONAL CHART

RELATED LINKS

Department of Global Health Leadership
Associate Chair for Education and Curriculum Stephen Gloyd; William H. Foege Endowed Chair Judith Wasserheit; and Director of Research and Faculty Development King Holmes.

Dotted outline of a block

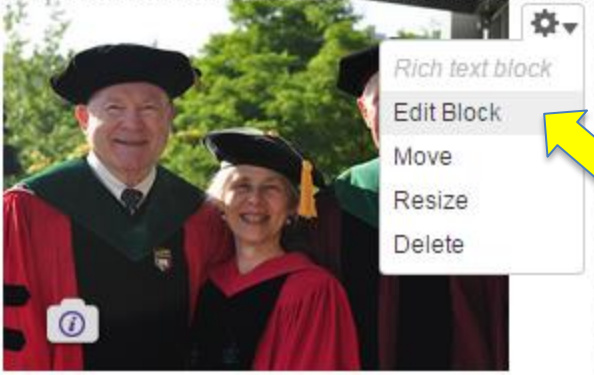
Now click on the little cog-wheel icon in the top right corner of the block and click **Edit Block**.



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Department of Global Health Leadership

Associate Chair for Education and Curriculum Stephen Gloyd; William H. Foegen Endowed Chair Judith Wasserheit; and Director of Research and Faculty Development King Holmes.

This will bring up the Edit form for this block, which is unsurprisingly very similar as the Edit form for a page. This form only has two fields: the *Title* and the *Body*.

The title of a block can be hidden by typing **<none>** or by not filling out anything.





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Title

<none>

The Title of the block. The , , <i> and HTML tags are allowed, all others will be filtered out.

Body

B I [List icons] [Link icon] [Quote icon] [Table icon] [Format] [Styles] [Image icon]



Department of Global Health Leadership

Associate Chair for Education and Curriculum Stephen Gloyd; William H. Foege Endowed Chair Judith Wasserheit; and Director of Research and Faculty Development King Holmes.

Disable rich-text

Text format: Default [v]

[More information about text formats ?](#)

- HTML tags will be transformed to conform to HTML standards.

Save Delete

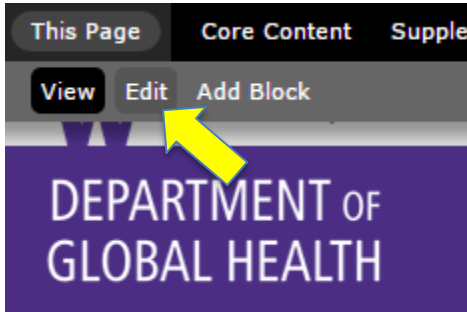
Don't forget to click the Save button to keep your changes.

2.3. Edit a Page Section

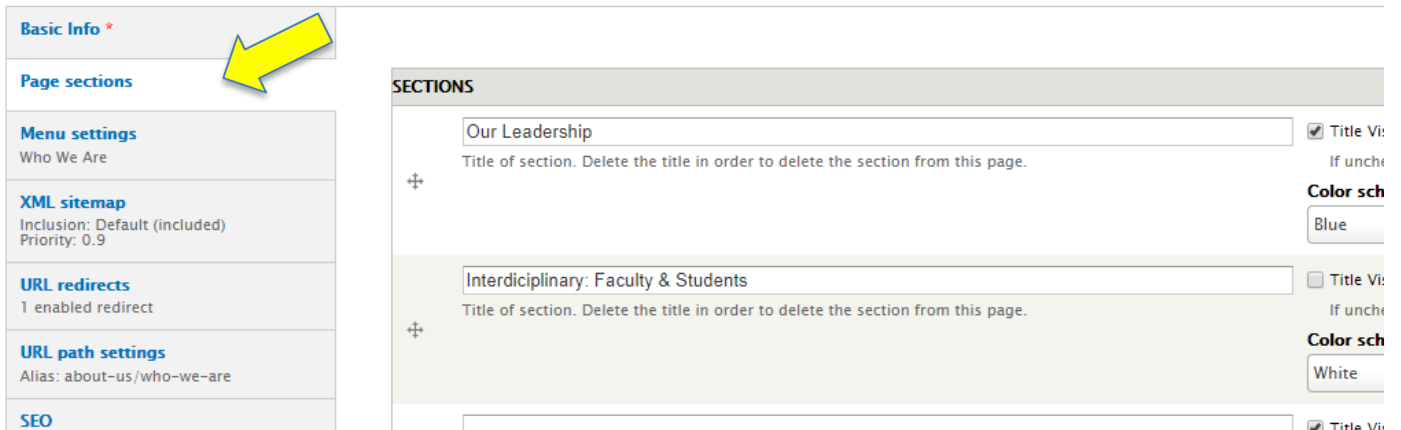
A page section is part of a page and adds additional content regions below the default regions. To add or edit a page section: navigate to **This Page** in the administration menu and click **Edit**.



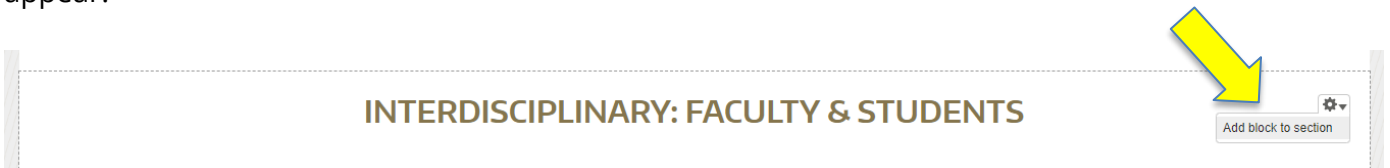
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This will bring up the Edit form of the page. The second vertical tab is where Page Sections are managed:



Once a section title is entered and the page is saved, the section is added to the page. The page section is now ready for content. Content is created by adding blocks to the section. Switch the page back to View and scroll to the bottom. Hover over the section and the dotted outline will appear.





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Click on the cogwheel to see the menu options for this section. Select “Add block to section” to add a content block to this section. See chapter 2.2 for adding blocks.

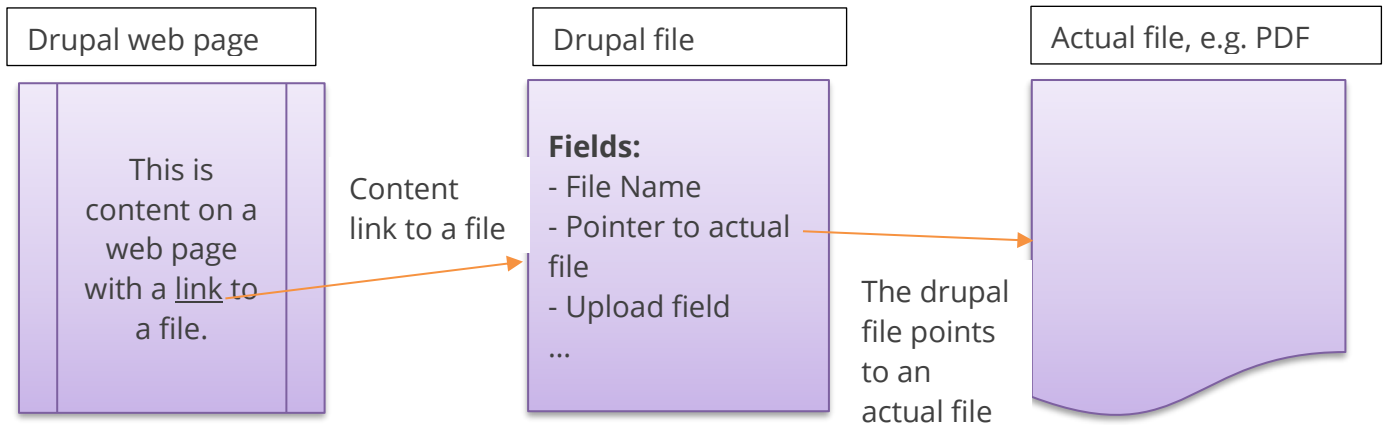


3. Supplementary Content

Supplementary content is content that is tangibly related to core content and content in blocks. In most cases when we're talking about supplementary content we're talking about files. For example, a photo used on a page, a link to a PDF file, or a YouTube video. Below we'll explain the use of supplementary content and its relation to core content.

3.1. Files

A file in the context of Drupal is an abstract representation (an instance) of an actual file (e.g. a PDF document). This allows actual files to be updated/replaced without breaking any links that point to the file.



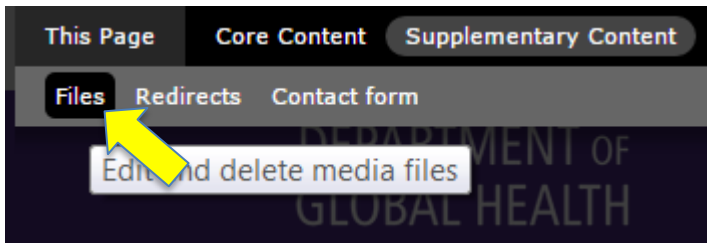
A file in Drupal should be regarded as a unique piece of content that is made up of different fields. For example, a document file has the following fields:

- a File name,
- a pointer to the actual file
- an upload field to replace the actual file

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3.1.1. The File Manager

Files can be managed using the file manager. To see the file manager: navigate to **Supplementary Content** in the administration menu and click **Files**.



This will bring up a list of all the files in the system. The list can be filtered by "Title", "Type" and "File in use". Drupal manages files in a similar way as it manages core content. Click **Edit** to see the edit form of a file.

| <input type="checkbox"/> | TITLE | SIZE | TYPE | UPLOAD DATE | OPERATIONS |
|--------------------------|--------------|---------|----------|--------------------|---|
| <input type="checkbox"/> | DGH Brochure | 6.28 MB | Document | 06/22/2015 - 12:09 | Edit Delete |

The **edit form** for this file looks like this:

Name *
DGH Brochure

DGH Brochure

Replace file
Choose File No file chosen

This file will replace the existing file. This action cannot be undone.
Files must be less than **60 MB**.
Allowed file types: dot doc pdf xlb xlt xls pps ppt odp ods odt pptx xlsx docx txt pot text asc.

One important detail about the file is the file id (from here on referred to as **<fid>**). This is the unique number that identifies a file. It is highlighted in the following image. For this file the **<fid>** is 1826. It is displayed on the right side of the edit form.



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The `<fid>` is commonly used to create links to files (for example in a Links Block). Or when a file is added to body content via the editor. More on how to use file is in chapter 3.1.2. and 3.1.3.

The `<fid>` can also be found in the address bar of the browser. E.g.:

stage2.ombudev.com/file/1826/edit?destination=admin/dashboard/manage-files

3.1.2. Linking to a file, the Drupal way

As a rule of thumb, it is *not* best practice to create links that point directly to the actual file. When creating a link to file, try to create the link using the `/file/<fid>` path, and not to the path to the actual file.

e.g.:

not preferred: `/sites/default/files/actual_filename.pdf`

preferred: `/file/1234`

or

`/file/my-alias-name`

Both preferred ways are using URL aliases. In practice this means that Drupal handles the reference from the URL alias of the file, to the actual file.

The first URL alias is the default. The second is a custom URL alias that can be created via the edit form:





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Name *
DGH Brochure

DGH Brochure

Replace file
 No file chosen

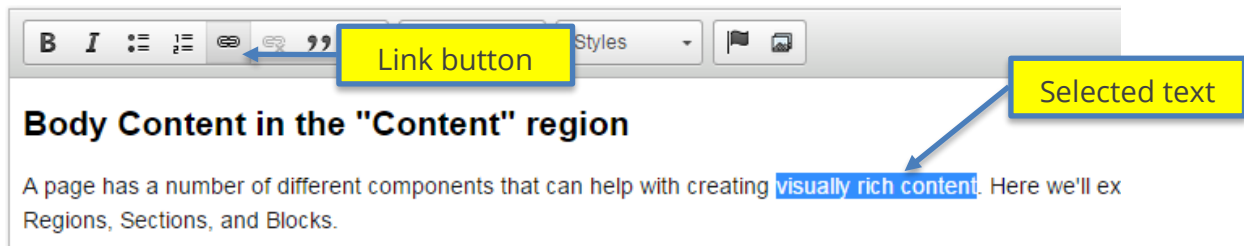
This file will replace the existing file. This action cannot be undone.
Files must be less than **60 MB**.
Allowed file types: **dot doc pdf xlb xlt xls pps ppt odp ods odt pptx xlsx docx txt pot text asc.**

| | |
|---|--|
| Destination Destination: Public files | URL alias file/dgh-brochure Optionally specify an alternative URL by which this file can be accessed. |
| URL redirects No redirects | |
| URL path settings Alias: file/dgh-brochure | |
| User information Associated with test_admin | |

When creating a custom URL alias, it is strongly recommended that the alias starts with **file/**.

Creating the link

To create the link to a file in your content, **select the text** that you want linked and click the **Link** button.

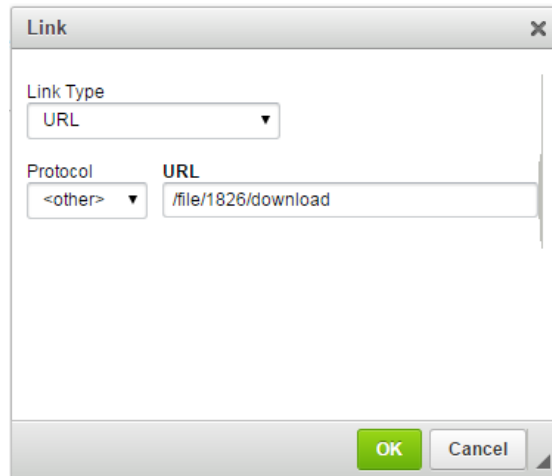
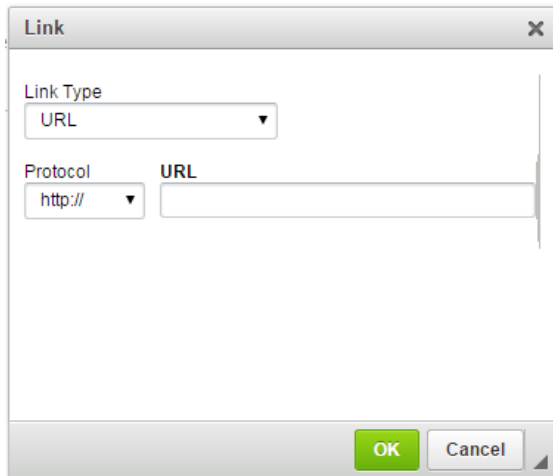


This will display the **Link dialog**.





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Select the protocol **<other>** and enter the **URL alias** of the file. Please note that the link to the URL alias starts with a forward slash.

To have Drupal directly open the actual file requires the addition of **/download** to the URL alias. For example: **/file/1234/download**

3.1.3. Adding a file to content

When editing or creating body content, a file can be easily added using the **Add media** button in the editor.



This will display the **media browser**.





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Select a file

U P L O A D W E B L I B R A R Y

Upload a new file *

Choose File No file chosen Upload

Files must be less than **60 MB**.
Allowed file types: **jpg jpeg gif png txt doc docx xls xlsx pdf ppt pptx pps ppsx odt ods odp mp3 mov mp4 m4a m4v mpeg avi ogg oga ogv weba webp webm.**


Next Cancel

Click on the **Library tab** to find and select the file you'd like to add to add to your content (or **Upload** for a new file, or **Web** for a new YouTube video).

Select a file

U P L O A D W E B L I B R A R Y

| File name | Type | Sort by | Order |
|--------------|---------|-------------|-------|
| DGH brochure | - Any - | Upload date | Desc |



DGH Brochure

Submit Cancel

Click Submit to add the file to your content.





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4. Dynamic Content Pages

The website contains pages that are automatically created by aggregating various pieces of content from the Drupal system. These are dynamic pages that cannot be updated as described in chapter 2. The following pages are dynamic pages:

- The Home page
<https://globalhealth.washington.edu/>
- The News page
<https://globalhealth.washington.edu/news>
- The Events page
<https://globalhealth.washington.edu/events>
- The Contact page
<https://globalhealth.washington.edu/contact>
- The Newsletter sign-up page
<https://globalhealth.washington.edu/this-week>
- The Faculty & Staff directory
<https://globalhealth.washington.edu/faculty>
- The Interactive Project Map page
<https://globalhealth.washington.edu/interactive-map>
- The Report pages
<https://globalhealth.washington.edu/reports>

Please contact the communications team (dghcomm@uw.edu) or the web team (dghweb@uw.edu) for assistance regarding content on these pages.

