Editing content on PWIAS

Table of Contents

Introduction

This guide will walk you through adding and editing different content types in Drupal on the PWIAS website. You can add content from the [Add Content page](#) or by going through the Administration menu at the top of the page: **Content** > **Add Content** > **Choose content type**.

The guide assumes that the user is logged in and has appropriate permissions on their user account to allow content administration. Also of note: the URLs in this guide currently go to the Stage site and not the live website. The guide will be updated with the live site URLs, all administrative or interface changes, and new features that are not yet in use, after the site has launched.

The staging site has an additional security step to login via your browser - this prevents Google from indexing the site before we're ready. The login information for this is: affinity / bridge

Important Links

- Login: http://pwias.ubc.ca/user

- Add Content: http://pwias.ubc.ca/node/add

- View content list: http://pwias.ubc.ca/admin/content

- Update front page blocks: http://pwias.ubc.ca/admin/content/blocks

1. Save/Menu Options

Options to save and add items to a menu will be the same on all content types. Only Administrators will have access to add items to the menu; other users such as Content Managers will see a limited set of options:

Revision information: When making a major update, it is useful to create a new revision. This provides the ability to track changes to a page, and revert the content to older versions if needed. When saving, click the '**Create new revision**' checkbox and enter a log message describing the changes made to the content.

Authoring information: The site does not list authors, so it's not necessary to change anything in this section.

Publishing options: These allow you to Publish/Unpublish content.

2. Using the Content List Filter

Click on Content in the top menu or go to http://pwias.ubc.ca/admin/content. To search for a specific type of item (eg. Program), choose the dropdown under **'Show only items where' type = Program** and click **Filter**. If you want to search by Title (name of profilee, title of article, etc), enter a keyword into the Title search field. To reset the filter and show all items again, click the Reset button.

Find the content you wish to change and click on the Title to view or on Edit in the far right column to edit.

3. Updating the front page featured items

The featured items at the top of the front page are selected manually through the Content > Blocks menu (http://pwias.ubc.ca/admin/content/blocks). Click Edit beside the featured section you want to change.

Content Areas by Title:
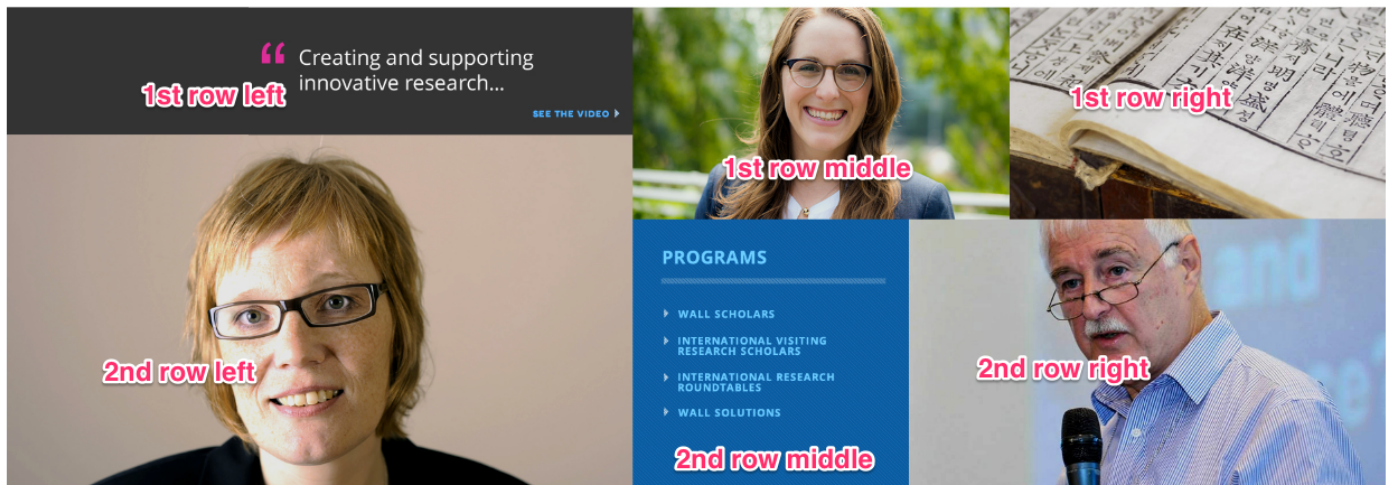
The top three items that next appear on the frontpage are automatically populating the most recent articles of either News (including Wall Papers, In the News, Updates, and Videos) or Events.

The featured large item is the most recent News or Event article that has 'Featured Content' checked off. Only one featured item will display; the most recently created. You can adjust dates as needed, or uncheck newer items to remove them as features.

The final two items on the page are automatically populating the next occurring News or Event articles.

Note: The item selected as Featured News will also be the featured news item on the News landing page. The item selected as Featured Event will be the item featured on the Events landing page.

4. Adding / Editing Profiles

URL: http://pwias.ubc.ca/node/add/pwias-profile
This is the section where you will add new award winner and staff profiles. Profiles are the connetion between all other content: it is easiest if you create a profile before you create any News, Events, or other content related to that Profile.

Title: Full display name of the profile.

Salutation: If applicable, the profilee's salutation (Dr., etc.)

First Name: First name of profilee

Last Name: Last name of profilee (used for the last name filter on People page)

Image: Key image of the profilee.

Bio: Profilee's text bio and description.

Degree: Profilee's degree.

Professional Title: Profilee's professional title (for staff, use their staff title. Others may be 'professor at UBC, etc.)

Department: Department at UBC or other institution, if needed.

Field of Study: Area of study for profilee. This is a taxonomy list and isn't currently filled out.

Website: Enter the name and URL for the profilee's website (eg. their blog, LinkedIN page, or Staff at UBC page.)

PWIAS Staff checkbox: Check this box if they are a member of PWIAS staff to be displayed on the staff page.

5. Adding / Editing News, Media, and Wall Paper Articles

URL: http://pwias.ubc.ca/node/add/pwias-media
News includes all News, In the News, Wall Papers Articles, and Videos.

Title: The title of your article.

Body: Enter the content for the body of the article. Additional (non-featured) images can be uploaded to the content here. The Summary can be expanded to customize the teaser summary for an article; if left uncustomized, the first few lines of the article will be used as a teaser when applicable.

Image: This is the key image for a news/blog post. Upload it here.

Featured Content: Check this box if the article is to be featured on the Front page and News page.

Keywords: Enter any keywords (if they already exist, they will pop up as you type).

Related Profile: Enter the name of a person's profile to be associated with this article. If multiple people are associated, click the *Add another item* button and add them individually.

Related Video: Add the Youtube URL if a video is to be embedded at the top of this post (videos can also be embedded in body content).

Related File: For attaching additional files to an article, such as PDFs.

Type: Select the Type of News - "Updates", "In the News", "Video", or "Wall Papers"

Source: Title is the name of the source, such as CBC or The Globe and Mail. URL is for the link to the source article.

6. Adding / Editing Pages

URL: http://pwias.ubc.ca/node/add/page
These are the standard pages that reside on the site. Any static content that isn't a custom content type will probably be a page.

Title: The title displayed at the top of the page.

Body: Add your content here.

File Upload: Attach any PDF or Word documents to the page so you can then embed them within the body.

7. Adding / Editing Programs

URL: http://pwias.ubc.ca/node/add/pwias-program
This content type is used for the name, description, and feature image of a program.

Title: The title of the program.

Year of Highlighted Awardees: This is manual so that you can display the awardees in programs that are no longer active. You will want to update this when you wish to display the newest awardees.

Program Archived?: Check this if the program should be displayed in the Archived Programs list rather than the active (main) programs list.

Image: The Key image for the program.

Body: Primary content for the program description. Use *Edit summary* to customize the text that appears on the Program list page.

Program details: This is used for additional details about the program - it is initially hidden on the program page, accessed by the 'more' link below the main body of the page.

File: Attach files to this content to be displayed inline within the Body or Program details section. Used for PDF and Word docs - application requirements.

8. Adding / Editing Events

URL: http://pwias.ubc.ca/node/add/event
Used to add upcoming events to the Events section of the page.

Title: Add the title of the event.

Series: The name of the series for this event (such as Wall Exchange, UBC Opera Ensemble Roundtable Discussions, etc.)

Featured Content: Check this box if the event is featured on the front page and Events list page.

Description: Text area for a description of the event.

Date: Enter the date and time for the start and end of this event.

Location: Enter the location for this event.

URL: Use for a Registration URL (to eventbrite or other site) -

Image: Upload the key image of the event.

Time: Enter a text version of the time (6:00pm)

Types: Choose what type of resource this is (eg. Video, audio, book, Issuu, etc.)

File Upload: Upload the file if needed (PDFs, etc.)

External Link or URL: Link to the external resource if needed.

9. Adding / Editing Awards

URL: http://pwias.ubc.ca/node/add/pwias-award

Awards are the connection between Programs and Profiles, and are displayed on the Program page and under a Profile.

Title is auto-generated.

Description: Main content area describing the award and any project details.

Year: The year of award.

Primary Recipient: The name and profile link of the person receiving the award. If the profile doesn't yet exist, it will need to be created.

Co-principal Investigator: Co-PI profile name.

Program: The program under which the award was given.

10. Adding / Editing Annual Report Articles

URL: http://pwias.ubc.ca/node/add/pwias-annual-report-article

Title: Title of the article

Year: The year of annual report this should appear in. This is controlled by a taxonomy. When you create a new Annual report you'll need to add a new taxonomy term at http://pwias.ubc.ca/admin/structure/taxonomy/ar_year

Image: A key image for the article.

Category: Used for category selection of Annual Report articles (Reflections, Special Moments, etc.)

Body: Text describing the program. Summary field is used for teaser text.

Related Profile: The name of a profilee related to this article.

Related Video: Add a reference to a related video article if desired.

File: File upload field - allows you to link a file in the body text inline, if desired.

11. Adding / Editing Wall Paper Issues

URL: http://pwias.ubc.ca/node/add/wall-paper-issue

The Wall Papers Issues are the collection of articles that make up the Wall Papers Magazine.

Title: The name of this issue (eg. Spring 2016)

Description: An introductory paragraph about the issue displayed on the Wall Papers Issue page.

Image: Key image for the issue.

Issue Articles: Enter the title of each article to be included in this issue. Articles must already exist (News content, using the type "Wall Papers". Click Add another item to add the next Article.