Division of Student Affairs- Web Editor Training

Welcome to Drupal!

1. Who has access to edit your UNT website?
   - Log-Into your pages through: https://studentaffairs.unt.edu/user

2. Who here is part of a Department, Special Initiative/Program, Organization?
   - I will be going over Department user roles mostly so that you have the broad sense of what you can do with the structure under the Division's website.
   - If you have any questions about if your page can get setup to have some of the abilities that the department pages have, please email me after this training and we can go over your site individually to see what is best for you.
   - If you are one of the listed departments below, your access and site content might be different than the main DSA website department pages. Some of this training may or may-not apply to you.
     - Dining
     - Frisco
     - Housing
     - Rec Sports

3. Please be patient as we are going over some basics that some of you may already be familiar with, but hopefully you will learn something new along the way! Also, let me know if I need to slow down and feel free to ask questions.

Resource Links:

- DSA Web how-to's: https://studentaffairs.unt.edu/docs
- Web Training Page: https://studentaffairs.unt.edu/web-training-page
- Online file system: https://studentaffairs.unt.edu/imce
- Project Request Form:https://studentaffairs.unt.edu/the-division/marketing-and-communications
- Image Optimization Standards:
  - https://developers.google.com/web/fundamentals/performance/optimizing-content-efficiency/image-optimization
  - https://www.abetterlemonadestand.com/optimizing-images-for-web/
  - https://www.shopify.com/blog/7412852-10-must-know-image-optimization-tips

- Photoshop Cropping Tutorial:
    - https://www.youtube.com/watch?v=Ev2w1dkB6lE
    - https://www.youtube.com/watch?v=61yEOZsFL34
- Stock Photography: DSA Stock, DSA Smugmug, Identity Guide, Pexles.com, Flickr, Other Websites
- Accessibility- https://wave.webaim.org

Getting Started:

Project Requests

Send any requests to dsaweb@unt.edu or to the project request form located here: https://studentaffairs.unt.edu/the-division/marketing-and-communications

- This insures that your request will be entered in our queue. We require at least 2 weeks in advance notice for projects. We typically have 20+ projects a week that we are working on.

Access

To get access to edit Division websites, you must have approval from your Director and attend a basic training for Drupal with the DSA Sr. Web Developer. Please send a PRF if you are in need of access or would like to grant access for one of your student assistants and we can setup a training session.

- **UNT Drupal Trainings:** There are some Drupal trainings through the learning portal for UNT if you wish to attend those as well, but most DSA departments will be editing content mostly, and not developing their own websites. Also, the Division of Student Affairs has specific Layouts, User Roles and Content Types for Division continuity.
- **User Roles:** We have user roles setup based on your need and skillset. Typically they are divided up by content type, department, site editors & site authors. It is always good to know what pages you will be editing before asking for access in order to give you the right user role.

**Side Note: We are always open to changing things up, and creating new and exciting content. If you are interesting in doing something that we do not already offer for your pages, please let me know and we can setup a meeting or additional training.

DSA Home Walkthrough

- Home Page
    - Video/Slider, DSA by the Numbers, Categories with Programs, Nivo Slider, FeaturedEvents, News & Social Media Channels.
- Departments
- Events
- News

- Programs & Services
- Contact
- Give
- Log-In

Department Page Walkthrough

- Home Page
  - Hero Block- Title & Intro Quote
  - Body: Main info, Video, Alerts, Stats, Testimonials, etc.
  - Programs
  - Events
  - News Posts
  - Connect & Social Media Feeds
- About Us
- Programs/Services
- Contact Us

Adding/Editing Content:

Basic/Generic Page

- Basic Pages have the ability to create sections and manual css.

- Generic Pages are previously developed pages with some back end formatting, not a lot of customization can be added.

- Title- Will be the title of the page and the title listed in the URL unless specified.
- Body-
  - Source code- back end coding lies here, usually editors do not handle html.
  - Paste from word- removes the format from word for web.
  - Spell check- not automatically applied, click enable SCAYT
  - Image-
    - IMCE- make sure to find your department folder.
    - Image optimization- 1mb or less, review photoshop cropping tutorial.
    - Alt tags- Accessibility & importance.
    - Percentages-100% W no H, V&H space if you want to snap text to side and align.
    - Link- Use same Image URL to open larger, link to other page to use as a button. Target: Open in a new window, better for navigation.
  - Table-
    - Use often when you want things aligned correctly without code.

- - Use percentages- 100% W not H.
    - Right click- cell properties to change default highlight, can change text color, background color and border color.
  - Horizontal line to break up the page.
  - Link-
    - Link type Websites, Emails, and Anchors.
    - Link protocol- Link text, images or other pages through this, select "other" if you are navigating through your own pages. You do not need the https://studentaffairs.unt.edu before your link in this case you would just put whatever comes after. If you are linking outside of the site, use https:// and if you are linking to an email, select the email option.
    - Target- "New Window"

    - Anchors- Select a part of your page you want to anchor down to, and you can link any text to it.
    - Buttons- Advanced>Stylesheet Classes
      - Foundation
        - "button success" is the green button
        - "button success expand" is the expanded green button
        - "button alert" is the red button
      - Omega
        - "button full-width-button primary-green" is the expanded green button
        - "button min-width-button primary-green" is the green button
  - Paragraph Format- Default for Normal and Heading text for all websites to keep things cohesive. Can still change font, size and color.
  - Div Tags- Red dotted lines where back-end coding lies.
  - Side Navigation- Placed at the bottom of the page and can edit.
- Save! Save! Save! Prefer this option better than preview, it will show you the page after you hit save. Remember the URL, you can always go back!
- Send an update to dsaweb@unt.edu when the page is completed, so that we can update the URL and add it appropriately to your page. By default they save as /content/ and analytics will not show these attached to your page. If you have many pages with this url, let us know and we can get the navigation changed for you.

Accessibility

Images

- Titles: Good practice to save the web optimized photo with a descriptive, simple title before uploading to the IMCE.
  - Ex: Correct Title for Web: yellow-tulips
  - Incorrect Title: IMG00645_5412_Tulip.jpg
  - Alt Tags: Same as "correct" title, ore even more descriptive. Don't put "photo" the screen reader says "Image" after the alt tag text. Remember to be descriptive- instead of just "flowers" think of what you see in the photo.
- Captions: Important on all images and photos, even if you have information in the body of the page Links: Advanced Option- Set Advisory Title, this will explain what the link goes to instead of what is linked.
- For example: If you have the number 30 linked to our 30 department programs, you would want it to say "30 department programs" instead of "30 link" For this case, you would just need to put "department
- programs" in the advisory title. It will read" "30 department programs"

PDFs

- Save as an Accessible PDF before uploading: https://helpx.adobe.com/acrobat/using/create- verify-pdf-accessibility.html
- Utilize Webforms instead of PDFS if possible.

Using both Images & PDFs

If you want to use a flyer in the body of your page. Follow these steps:
- If your flyer is a PDF:
  - Convert your PDF to an image and place in the body.
  - Link the image to the accessible PDF
- If your flyer is an Image:
  - Be descriptive in your alt tags and caption.
  - Add a "printable" pdf version below the image, or link the image to a pdf.
  - Add some descriptive text in the body.

Events

It is important to post your events online to make sure you are reaching everyone. Be sure you are posting the event to your Department page, the DSA page and the UNT calendar. Multiple avenues are key to reaching all of our students.

- Add Content>Event: Events added through this content option automatically add to your Department's home page, and the DSA home and events page. The UNT Calendar would be the next step, you can then add a link in the UNT Calendar post to link back to your event or department page with more info.
- Title- Will be title of URL
- Name (Same as title)
- Image- Please add images, they catch the eye, and add to our website design. Look for stock photography if needed. If anyone has issues uploading photos, please let me know.
- Date- Make sure to put an ending date, even if it is the same day or the event will stay up. *Events will automatically be removed if they have an ending date. If they do not, remove when completed. They will be removed every year, so do not use this as a landing page for your event every year. If it something re-occurring, create a program page for it and you can link from the Event page when the event comes around next.*
- Date Attribute- Will repeat every day or same day every week if needed.
- Time- Can leave blank if there isn't a time period.
- Location- Place the event will be held. If there are multiple locations, add them or put that in the field.
- Sponsor- Add your department, can shift+click, or ctrl+click to select multiple.
- Body- Can add text about the event. Add link here if available to reference the main page.
- Save! Save! Save!

Image Gallery

- Title- will be the title of the image gallery and URL unless stated otherwise.
- Body- Can add about the event, or artist bio etc. Can be used as a landing page, but gallery will always be at the bottom of the body.
- Gallery Images- Load one after the other, these will load directly from your computer so make sure they are secure. They will automatically upload to the IMCE under Images-Galleries. So it is all the more important to title your images appropriately.
- Save! Save! Save! Prefer this option better than preview, it will show you the page after you hit save. Remember the URL, you can always go back!
- Body 1- Adds additional information after the gallery if wanted.

- All Galleries must have the url updated to connect to your department/special initiative for continuity and analytic purposes. Notify dsaweb@unt.edu that the gallery has been created and where you would like it placed

Post

- Title- will be the title of the image gallery and URL unless stated otherwise.
- Post Image- These are smaller to fit in a thumbnail. Will load directly from your computer so make sure they are secure. They will automatically upload to the IMCE under Images-Posts. So it is all the more important to title your images appropriately.
- Posted for- Pick your department so it loads to your home page, these also will add to the DSA news page if you type DSA news in the posted for (other.)

Program/Service Subpage

- Title-will be the title of the page URL unless stated otherwise.
- Body- same as before, additional body 1 & 2 if you want separated sections.
- Select department.
- Select Program or Service if applicable.
- Sending the updated URL to dsaweb@unt.edu will make sure that everything is placed appropriately and that a program or service will be created if needed.
- These display to all of the DSA programs and services. If you are a department that does not have programs and/or services, think on how these can work for you. I am open to changing things up so that we can do something different for those of you that this doesn't apply to.

Staff Profile

- Add photo, review image optimization standards.
- Add all information you want included.
- Optional fields like abbreviations & pronouns.
- Select appropriate department.
- Can use staff category if needed, some departments have them, send a PRF if you would like to add some to your department.
- Profile display order to highlight certain people or positions.

Overview & Things to Remember:

- Always log in on the https://studentaffairs.unt.edu site to get you started.
- Upload all documents/images in your department's folder on the IMCE
- Always title and place ALT tags on your images when uploading.
- We prefer to title images lowercase with hyphens (ex: student-photo) for continuity and google search optimization.
- Use % with images.
- Tables are your friend.
- When linking, set target to new window and use "relative" links (the "other" option instead of https://)
- Let me know if you create a page (Generic, Basic Page, Webform, Program Service Subpage, or Image Gallery) so I can update the URL and correctly link it to your page. It automatically defaults with "content" in the URL and analytics does not read this correctly or attach it to your specific department.
- The "Event & Post" option is automatically attached to your page so no URL updates needed for that.
- Always try to add a stock photo to your Events. Ask Brady if you need a specific photo, or look on stock photo sites like identity guide or pexels.
- Do not CTRL+ A, or delete everything from a page. There is back end formatting that might be deleted as well.
- Add button stylesheet classes to create buttons instead of just links when needed to stand out.
- Watch out for the Div tags (red dotted lines) try to put content before or after them in order to keep the formatting the same.

**These are all listed on the "Docs" page already. This training has been added to that page also.

Updates and Looking Forward:

- New CMS- We have partnered with Modern Campus as our new CMS for the future. We will still be editing on Drupal for some time and at any point when we move over this training will still be very valuable.

- Advanced Training- Please email dsaweb@unt.edu if you would like to attend one coming up. We go over more advanced elements and basic html/css.

- New Department Layouts- We would like to work closely with our individual departments to plan a new layout and give a new look to the department home pages for the future CMS. We would loveto have input to what you are needing. Some suggestions so far are:
    - Block for Student Testimonials or Spotlights
    - Slider for Announcements
    - More Social Media Feeds, Instagram Feeds
    - Calendar Embeds
    - Expanded sections and sliding background images

Vocabulary

CMS- Content management system, we use Drupal at UNT. Others are Wordpress or Joomla. This is a system designed to facilitate the creation, organization and display of web content from single or multiple creators.

Content Type- This is a particular type of content that has been created by developers to aid in elements of your site. It can be anything from a Program Service- Sub-page, to an Image Gallery, to our Events.

CSS- Cascading Style Sheets is the standard method for styling content in markup languages like HTML. This is typically done on the backend of our theme files. There are some "style sheet classes" already created that we can add such as "buttons" and "tables" on your site without coding css in the theme. *Think of it like the paint and décor of a house.*

CWS – Central Web Support for UNT. We often contact them when we are need of specific modules or development sites. They are also there for support if certain sites are not working properly and handle our storage for web files. They are usually contacted through a ticketing system by your division or department web developer.

Drupal- UNT's CMS

HTML- Hypertext markup language for creating websites, works with CSS and found in the source code.

IMCE- Image and file upload and browser manager for drupal.

Module- Specific program additions that can be added to drupal sites to aid in functionality.

Protocol- HTTP, HTPPS We usually use HTTPS here for a secure server.

Styleguide- UNT has a styleguide book that is used as a reference source for web style guidelines. https://facts.unt.edu/sites/default/files/2017_untstyleguide_072617.pdf

UIT- UNT's Information and Technology Department. They typically handle the Software and Hardware here at UNT. They are not usually responsible for websites, but will help in some larger projects such as ecommerce, or to make sure you have the correct browser loaded on your computer.

URCM- University Relations, Communication & Marketing. They are the coders for the unt.edu drupal sites and work closely with the Marketing team to develop a branded UNT message. Sometimes they get mixed up with CWS or IT.

URL Redirect- Typically a shorter URL for advertising purposes, or to redirect old urls to new ones. For example: https://sga.unt.edu instead of https://studentaffairs.unt.edu/orgs/student-government-association. If you are in need of one of these for your site, please contact dsaweb@unt.edu.

URL- The address you type into the browser bar. https://studentaffairs.unt.edu