



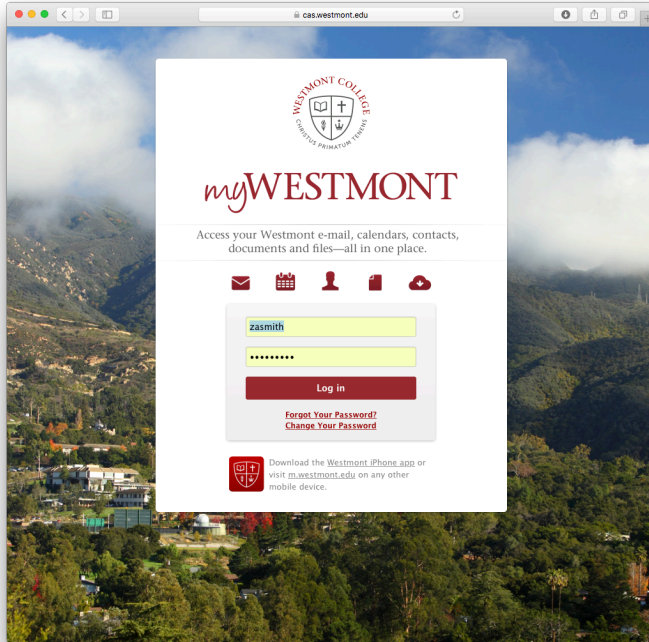
## Drupal Training Manual

- 2. Logging into the site
- 5. General Use Content Types
- 5. Structure
- 5. Recommended Authoring Steps
- 6. Specific Use Content Pages
  - Overview
  - Academic Department/Program
  - Events
  - News
  - People
  - Study Abroad Landing
  - Study Abroad Region
- 8. Components
  - 8. Column Layout
  - 10. Image Carousel
  - 11. Events Carousel
  - 12. Accordion Tabs
  - 14. People Carousel
  - 16. Infographic Layout
  - 18. News Carousel
  - 19. Promotional Carousel
  - 21. Net Price Calculator
  - 22. WYSIWYG Section
  - 23. Image as Background
  - 24. Menu To Display



## Logging into the site

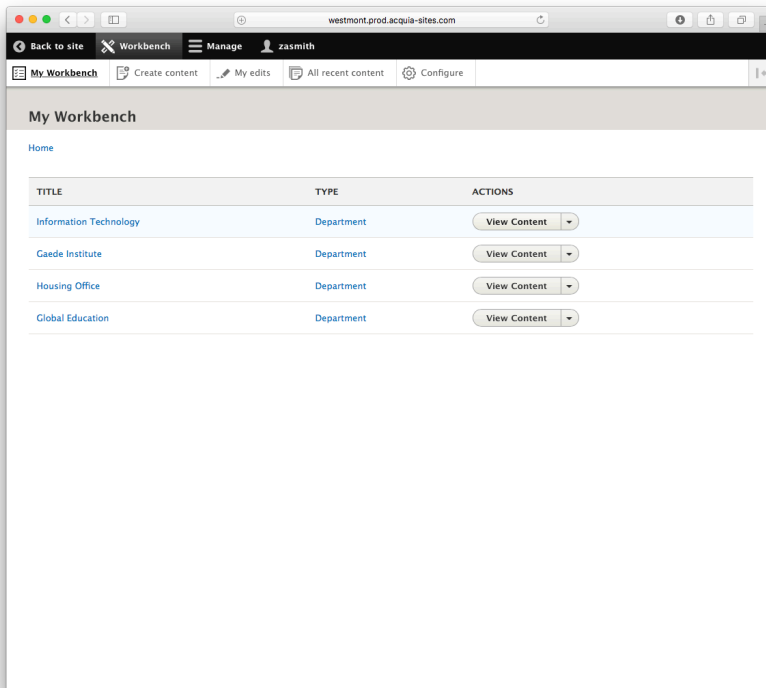
1. Go to [westmont.edu/edit](http://westmont.edu/edit) to get started. Log in with your Westmont account. If you are already logged in to your Westmont account (via gmail or another app), your account will be created and you will be directed to the homepage.



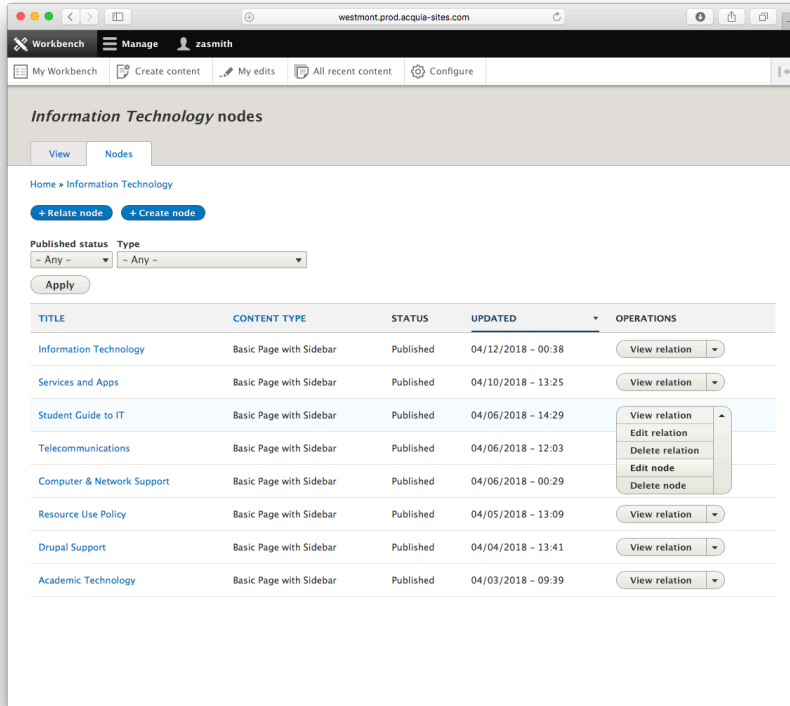
3. If this is your first time logging in, an administrator will now need to assign you to a group. Once they have done this, head back to [westmont.edu/edit](http://westmont.edu/edit), log in if necessary, and click on “My Workbench” in the top left corner.



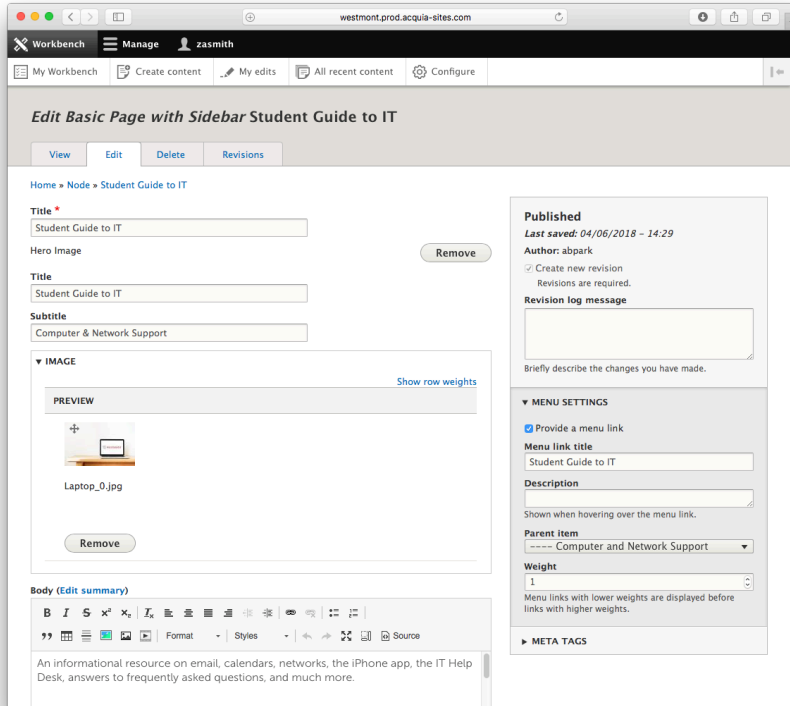
4. Here, you'll see a list of “groups” you are a member of. To gain access to a group, please open a support ticket at [support.westmont.edu](http://support.westmont.edu). Click “View Content” to see the pages within your group.



5. To edit a page, click the arrow next to “View relation” on the page you wish to edit, then click “Edit node”. You can also edit or delete the relation of the page (node) to your group.



6. You're editing an existing page! In the following sections, you'll see more information about how these pages work and what you can do with them.





## General Use Content Types

There are several content types, which exist within the system. However, the following content types have been created in order to a very flexible set of templates for general site pages:

- Primary Landing (e.g. Homepage)
- Landing Page with Menu (e.g. Student Life)
- Basic Page with Sidebar (Visit Westmont)
- Basic Page with Webform and Sidebar

## Structure

Components have been implemented by using the [Paragraphs module](#). Managing content within a component is a very simple and straightforward process. The general structure for these content types is:

- Title (to be displayed within the administrative interface and used as the URL reference)
- Hero:
  - Title
  - Subtitle
  - Image
- Body
- Component List
- Menu Selector

## Recommended Authoring Steps

The recommended steps for authoring are as followed:

1. Enter page title
2. Enter display title, subtitle and image as desired
3. Enter Body content
4. Add components and related information as desired
5. Select the type of menu to display. This will be either a Drupal Menu (manually managed) or a System Generated Menu (menu is automatically generated)
6. SEO Featured Keyword (optional)
7. Menu Settings: Select “provide a menu link”. The Menu link title will auto-populate.
  - a. **Please note:** The “Parent Item” must be set in order for the page’s URL and System Generated Menu (if used) to display the proper hierarchical structure.
  - b. If a “Parent item” is not set, the page will become a homepage for a new site.





## Specific Use Content Pages

### Overview

Specific use content templates utilize most if not all of the same componentry as the General Use content types however; due to the need to be organized/listed these content types have been separated from the General Use content types. In some cases these content types may have predefined components already exposed within their content editing screen. Additionally, with the exception of Academic Departments/Programs, these content types are not assigned to sections within the site as they're aggregated and displayed automatically.

### Academic Department/Program

The academic Department/Program content type should be used when creating an Academic Department/Program (Major, Minor, Pre-Professionals, Professionals) landing page. The primary distinction within this content type is the addition of the "Category" selector which permits the editor to assign the landing page to the corresponding category that will auto-populated on the Academics landing page.

### Events

The Events content type is to be used when creating a new Event for display within the Events Carousel. When viewing the resulting page no styling has been applied due to the event linking to other destination pages.

### News

The News content type is for the creation of News content that can be displayed throughout the site via the News Carousel or within the /news section of the site. The primary distinction within this content type is the ability to assign Audience, Department, Topic and Type taxonomies.

### People

The People content type is specifically for the creation of People pages. These pages can then be accessed throughout the site via the People Carousel Auto Display component. The primary distinction with this content type is the ability to define the taxonomies of Departments and Tags.

### Study Abroad Landing

The Study Abroad Landing content type specifically created for the display of Study Abroad Regions. It possesses some preset components as well as a freeform area for adding additional components.

### Study Abroad Region

The Study Abroad Region is to be used specifically for the creation of a Study Abroad Region information page. Additional taxonomy information such as Major and Region is managed as well.




## Components

### Column Layout

Provides a grouped set of features. The structure has an overarching “Column Layout” which contains nested “Column Layout Items”. Can display 1-3 items


Choose a visit. We're even better in person. **2**



**3** **Building the Kingdom of God in Mexico**

Establish and cultivate relationships between the Westmont community and residents of Ensenada


**5** **About Potters Clay**



**Admitted Student Days**

Now that you've been admitted, you likely have though of new questions to ask

Admissions **4**



**High Schoolers & Transfer Tours**

- Santa Barbara campus tour
- Experience an actual class
- Worship in our Chapel
- Feast in our Dining Hall

Register now **4**

**Column Layout** Collapse

**Attributes**

CSS Classes available (all optional): - shadow: puts a shadow treatment on column images - format-red: changes the color of item titles and item links to red \* Format-jumbotron: lays out the content as a jumbotron - one item only - center: centers the text and content of each column item - side-by-side: applicable only to single column layout. Aranges image/content horizontally - image-contain: changes the way each column item's image is displayed (contain instead of cover)

**Class**

shadow

format-red

text-center

side-by-side

contain

CSS Classes available **1**

---

**Headline**

Choose a visit. We're even better in person.

Optional text headline for the section **2**

[Show row weights](#)

---

**ITEMS**


**Column Layout Items** Collapse

**Title**

Building the Kingdom of God in Mexico **3**

The title of the item

**IMAGE** [Show row weights](#)

PREVIEW	FILENAME	METADATA	OPERATIONS
	img3-new.jpg <b>4</b>		<a href="#">Remove</a>

**Content**

Establish and cultivate relationships between the Westmont community and residents of Ensenada **5**

[About text formats](#)

---

**LINK**

**URL**

# **6**

Start typing the title of a piece of content to select it. You can also enter an internal path such as `/node/add` or an external URL such as `http://example.com`. Enter `<front>` to link to the front page.

**Link text**

About Potters Clay

Link

**Column Layout** ... Now that you've been admitted, you likely have though of new questi... [Edit](#)

**Column Layout** ... Santa Barbara campus tour Experience an actual class Worship in our C... [Edit](#)

List: Each item represents a column (1,2 or 3 max)

[Add Column Layout Items](#)

### Column Layout:

- Attributes/Class:
  - Input field provides a way for future CSS attributes to be applied. These attributes would need to be added to the site's CSS.
  - Class provides access to existing attributes that can be applied to all features
- Headline
  - The headline to display for the group of features



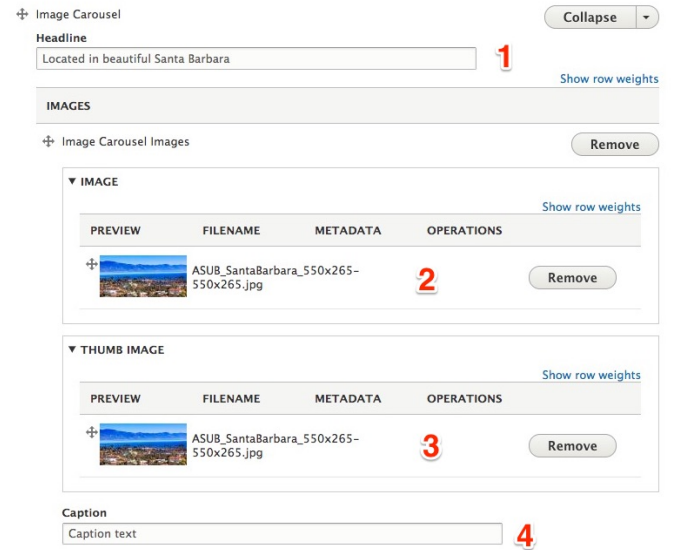
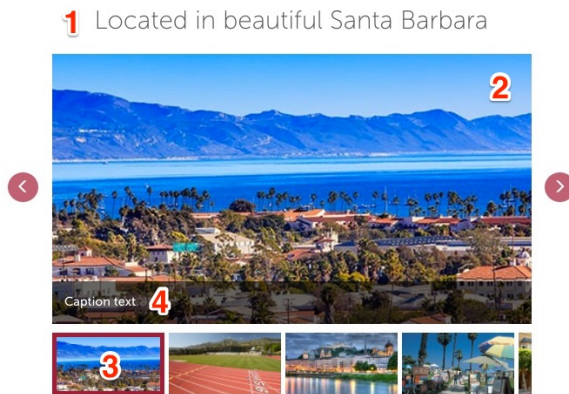


## Column Layout Item:

3. Title:
  - Title to display for an individual Column Layout Item
4. Image:
  - Image to display for an individual Column Layout Item
5. Content:
  - WYSIWYG (formatted text) to display for an individual Column Layout Item
6. Link URL/Text:
  - Link URL for an individual Column Layout Item
  - Link title for an individual Column Layout Item

## Image Carousel

Provides an image carousel. The structure has an overarching “Image Carousel” which contains nested “Image Carousel Items”.



### Image Carousel:

1. Headline
  - The headline to display for the Image Carousel

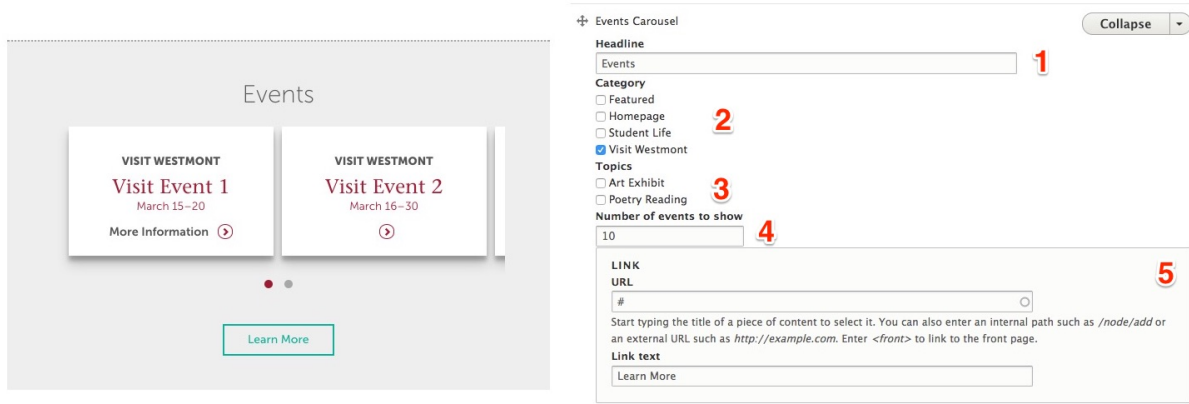
### Column Layout Item:

2. Image:
  - The content image to display
- ~~3. Thumb Image:~~
  - ~~• The thumbnail image to display (no need for the thumb image anymore, the system now generates the thumbnail automatically)~~
4. Content:
  - The caption to display for the image



## Events Carousel

A system generated component that will display the results based on the provided configuration.

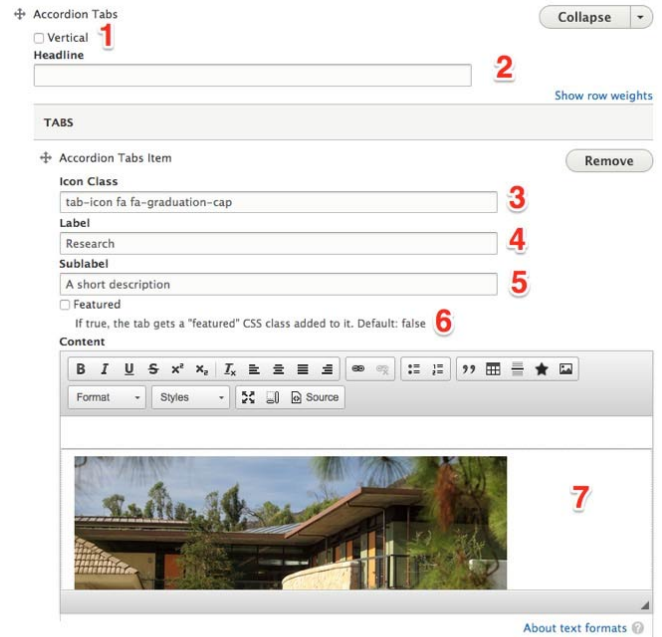
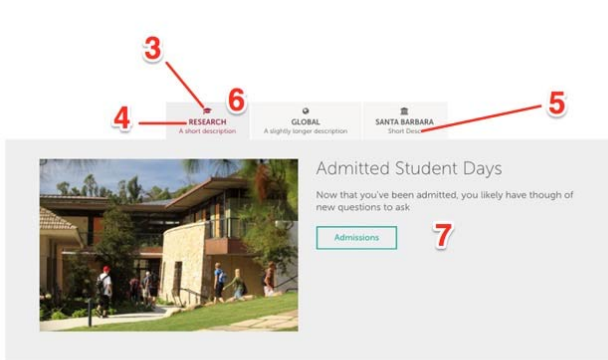


### Events Carousel:

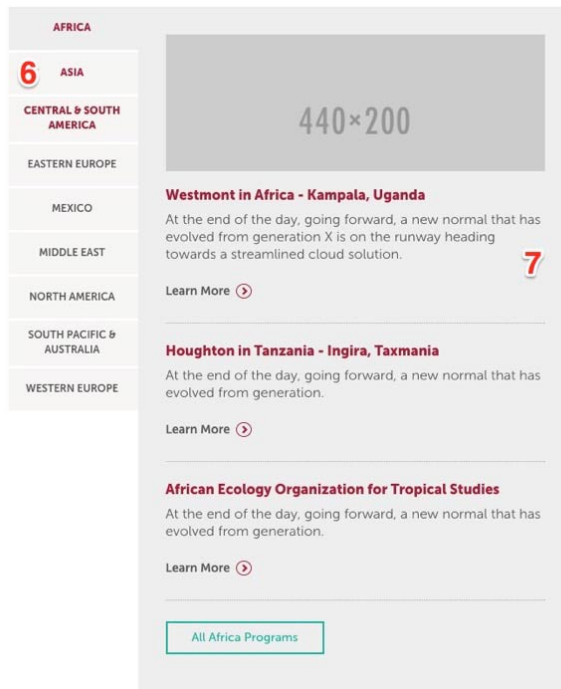
1. Headline
  - The headline to display for the Image Carousel
2. Category
  - The categories to use against
3. Topics
  - The topic(s) to filter against
4. Number of events
  - The number of events to display. Recommended maximum 10.
5. Link URL/Text
  - Link URL
  - Link title

## Accordion Tabs

A set of content tabs that offers an optional vertical or horizontal presentation.



## Featured Programs 2



## Accordion Tabs:

1. Vertical
  - Display the tabs either vertical or horizontal (default)
2. Headline
  - Optional headline to display
3. Icon Class
  - Optional icon class to display. The site currently includes all fonts provided by Font Awesome. These fonts can be used as icons by including the



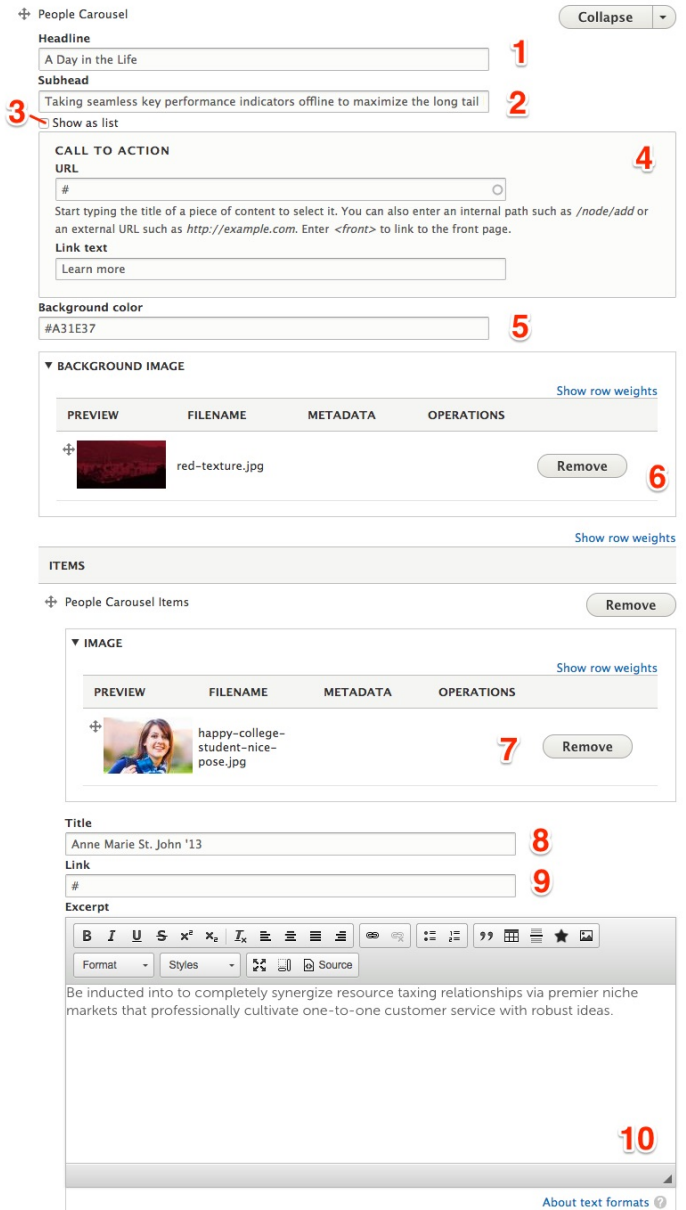
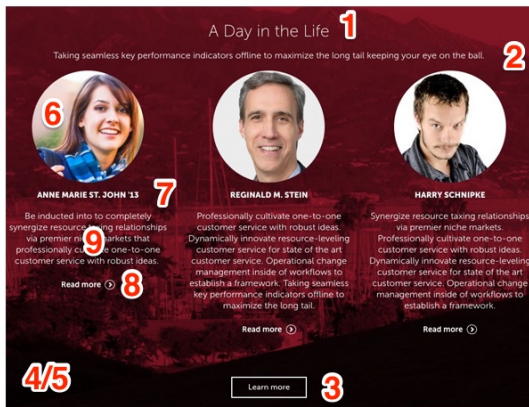
corresponding class “fa fa-desired\_font”. Available fonts can be found here:

<http://fontawesome.io/icons/>

4. Label
  - The tab label
5. Sub-label
  - The sub-label to display
  - Link title for an individual Column Layout Item
6. Featured:
  - Display the tab label in red text
7. Tab content
  - WYSIWYG text input allowing for versatile content authoring

## People Carousel

A listing of people (or other content) displayed as a horizontal carousel or vertical list.



### People Carousel:

1. Headline
  - Optional headline to display
2. Sub-Headline
  - Optional sub-headline to display
3. Show as List
  - Display content as a list or as a carousel (default)



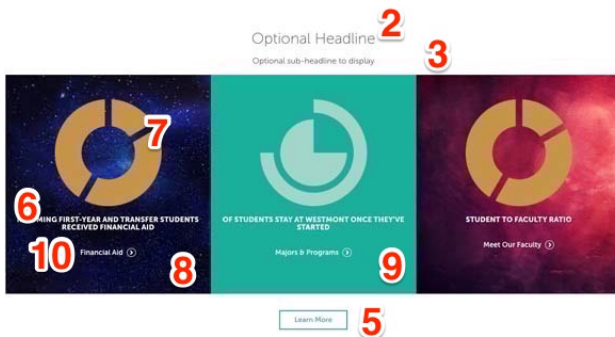
4. Link URL/Text
  - Link URL
  - Link title
5. Background Color:
  - Optional background color
6. Background Image
  - Optional background image

#### People Carousel Item:

7. Image
  - Image of subject
8. Title
  - Title of subject
9. Link
  - Link to subject detail
10. Excerpt
  - WYSIWYG input offering a brief description of subject

## Infographic Layout

A one to three column display of infographics consisting of a foreground image and background image or color



Infographic Layout Collapse

**Class**  
 - None - **1**  
 Light: renders the infographics on a white background and ignores background color/image settings

**Headline** **2**

**Subhead** **3**

**Attributes** **4**  
 dark

**CALL TO ACTION** **5**  
**URL**  
  
 Start typing the title of a piece of content to select it. You can also enter an internal path such as /node/add or an external URL such as http://example.com. Enter <front> to link to the front page.  
**Link text**


Show row weights

**ITEMS**


Infographic Layout Items Collapse

**Title** **6**

**IMAGE** Show row weights

PREVIEW	FILENAME	METADATA	OPERATIONS
	infographic01.png		<b>7</b> <input type="button" value="Remove"/>

**BACKGROUND IMAGE** Show row weights

PREVIEW	FILENAME	METADATA	OPERATIONS
	images_001.jpg		<b>8</b> <input type="button" value="Remove"/>

**Background color** **9**

**Content**

**Financial Aid** **10**

About text formats

### Infographic Layout:

1. Class
  - Optional "Light" class to display infographic on white background instead of default red background
2. Headline
  - Optional headline to display





3. Sub-Headline
  - Optional sub-headline to display
4. Attributes
  - Optional CSS attributes to add
5. Link URL/Text
  - Link URL
  - Link title

Infographic Layout Item:

6. Title:
  - Title of the subject
7. Image:
  - Optional foreground image
8. Background Image
  - Optional background image
9. Background Color
  - Optional background color
10. Content
  - WYSIWYG input offering a brief description of subject



## News Carousel

A system generated component that will display the results based on the provided configuration.

News Carousel configuration options:

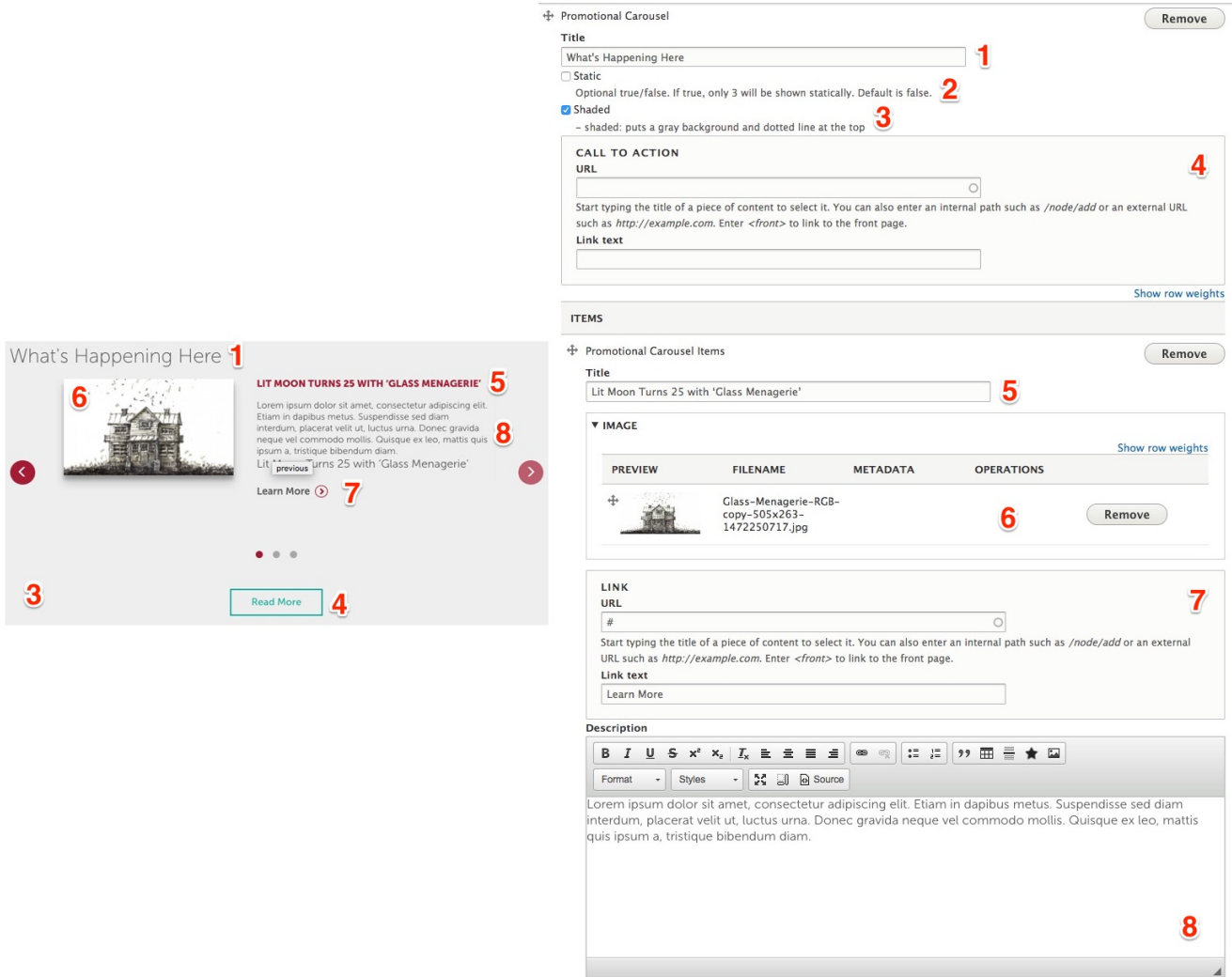
- Static** 1: optional true/false. If true, only 3 will be shown statically. Default is false.
- Shaded** 2: Shaded: puts a gray background and dotted line at the top
- CALL TO ACTION** 3:
  - URL: #
  - Start typing the title of a piece of content to select it. You can also enter an internal path such as `/node/add` or an external URL such as `http://example.com`. Enter `<front>` to link to the front page.
  - Link text: All News
- Headline** 4: Westmont News
- Departments** 5: History (16), Music (43)
- Type** 6:
  - Academics
  - Alumni
  - Athletics
  - Community
  - Headlines
  - In the press
  - Lecture/Speaker series

### News Carousel Layout:

1. Static
  - Display a list of 3 or as carousel (default)
2. Shaded
  - Display with light grey background
3. Link URL/Text
  - Link URL
  - Link title
4. Headline
  - Optional headline to display
5. Departments
  - Selection of which news department categories to include
6. Tags
  - Selection of which tags to filter against

## Promotional Carousel

A carousel to display manually entered information or promotions



The image displays the configuration and rendered output of a Drupal Promotional Carousel. The rendered output on the left shows a carousel with a title 'What's Happening Here', a featured image, a title 'LIT MOON TURNS 25 WITH 'GLASS MENAGERIE'', a description, and a 'Read More' link. The configuration interface on the right shows the following fields and options:

- Title:** What's Happening Here
- Static:**  (Optional true/false. If true, only 3 will be shown statically. Default is false.)
- Shaded:**  (puts a gray background and dotted line at the top)
- CALL TO ACTION:**
  - URL:** (Start typing the title of a piece of content to select it. You can also enter an internal path such as `/node/add` or an external URL such as `http://example.com`. Enter `<front>` to link to the front page.)
  - Link text:**
- ITEMS:**
  - Title:** Lit Moon Turns 25 with 'Glass Menagerie'
  - IMAGE:**

PREVIEW	FILENAME	METADATA	OPERATIONS
	Glass-Menagerie-RGB-copy-505x263-1472250717.jpg		Remove
  - LINK:**
    - URL:** #
    - Link text:** Learn More
  - Description:**

Format: [Rich Text Editor]

Styles: [Rich Text Editor]

Source: [Rich Text Editor]

>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam in dapibus metus. Suspendisse sed diam interdum, placerat velit ut, luctus urna. Donec gravida neque vel commodo mollis. Quisque ex leo, mattis quis ipsum a, tristique bibendum diam.

### Promotional Carousel:

1. Title:
  - Title to display
2. Static
  - Display a list of 3 or as carousel (default)
3. Shaded
  - Display with light grey background
4. Link URL/Text
  - Link URL
  - Link title



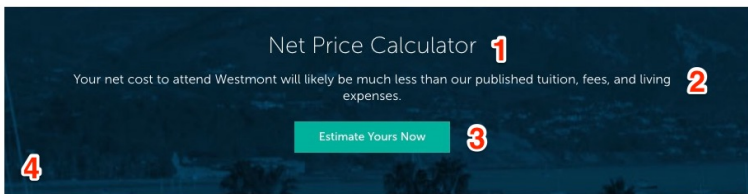
## Promotional Carousel Items:

5. Title
  - Optional title to display
6. Image
  - Image to display
7. Link URL/Text
  - Link URL for individual promotional item
  - Link title for individual promotional item
8. Description
  - WYSIWYG description information



## Net Price Calculator

### Net price calculator promotional area



Net Price Calculator Collapse ▾


**Title**  
 Net Price Calculator 1

**Content**  
 Your net cost to attend Westmont will likely be much less than our published tuition, fees, and living expenses. 2

**LINK**  
**URL**  
 # 3  
 Start typing the title of a piece of content to select it. You can also enter an internal path such as `/node/add` or an external URL such as `http://example.com`. Enter `<front>` to link to the front page.  
**Link text**  
 Estimate Yours Now

**BACKGROUND IMAGE** Show row weights

**PREVIEW**



blue-texture.jpg

Remove 4

### Net Price Calculator:

1. Title:
  - Title to display
2. Content
  - Description/detail information
3. Link URL/Text
  - Link URL
  - Link title
4. Background\_Image
  - Image to display in the background



## WYSIWYG Section

Formatted text input allowing for the display of various content layouts

✚ WYSIWYG Section Remove

**Body**

Format - Styles - Source

[About text formats ?](#)



## Menu To Display

Permits the selection of two different types of menus:

- Drupal Menu Selector: Display a manually managed Drupal Menu
- Dynamic Context-Aware Menu: Display system generated menu that displaying the hierarchy for the section that the content page is assigned.

### Menu To Display

*No Paragraph added yet.*

**Add Drupal Menu Selector** ▼ to *Menu To Display*