

# UMRA Website Editing Table of Contents

Overview .....	1
Logging in for Editors.....	2
News: Adding and Editing .....	3
Events: Adding and Editing .....	9
File Lists: Adding a Newsletter or other file to a list .....	15
Link Lists: Adding and Editing link lists.....	18
Primary Content: Adding and Editing .....	21
Photo Gallery: Adding and Editing .....	26

---

## UMRA Website Editing Overview

This is an overview of the different kinds of content (Content Types) that exist on the website. There are only a few Content Types:

<b>News:</b>	Announcements & Events are News Content Types
<b>Primary Content:</b>	Main page content, and organizational content are Primary Content Content Types
<b>Lists Links:</b>	lists of links to websites or documents are List Link Content Types
<b>Photo Galleries:</b>	Groups of photos are Photo Gallery Content Types

Editing steps vary depending on the Content Type you want to enter or modify.

### What Content Type is my content?:

1. **Events** that have specific dates should be entered as News, with a type of Event. If the Event is related to a specific club or activity, you may select that sub-type. (See **Events - Adding and Editing.pdf**)
2. Any timely information should be considered **Announcements**. These are News Content Types with a subtype of Announcement. Announcements will display for 60 days after the Publish Date (to display longer, change the Publish Date). If the Announcement is related to a specific club or activity, you may select that sub-type. (See **News - Adding and Editing.pdf**)
3. Information that you do not want to age out can be published as Primary Content. This is usually basic info about UMRA and its clubs, or the main content on a web page. It will remain on the page until it is changed. (See **Primary Content - Adding and Editing.pdf**)
4. If you want to display a list of files or links, **use List Links** content type. (See **Add a Newsletter.pdf**)
5. If you want a collection of photos, use a **Photo Gallery**.

---

#### Note:

**News (Announcements and Events)** will age out as described above. If you use these for recurring items, you will enter a new one for each event or each new announcement.

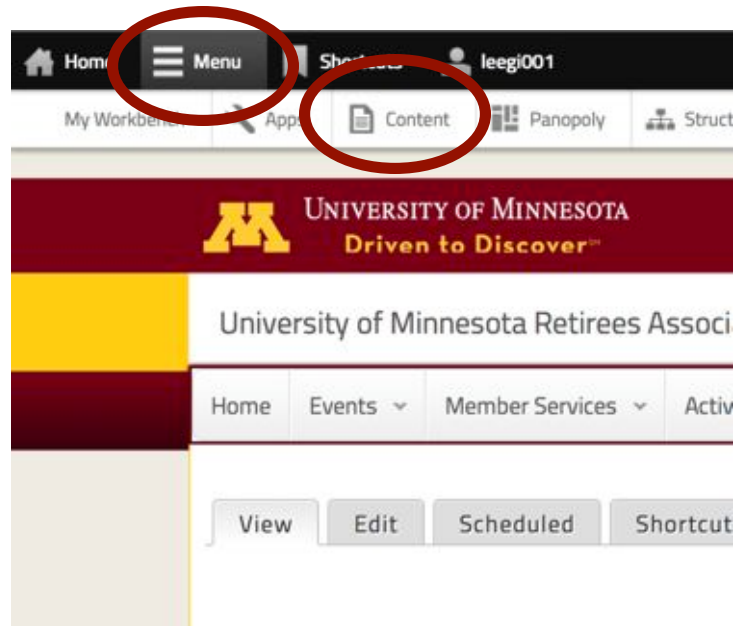
**Primary content** does not age out. It is mostly static content. Primary content will be changed by opening the existing document and changing it, *not* by creating a new article.

---

# Logging in for editors

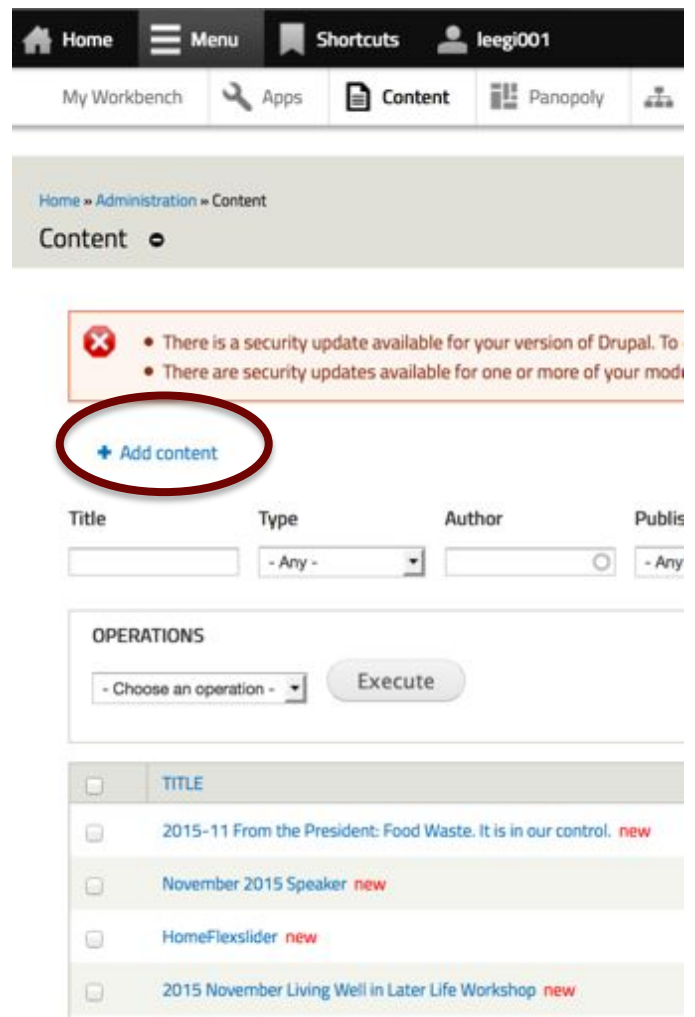
Monday, November 2, 2015

1. Go to: [https://umra.umn.edu/saml\\_login](https://umra.umn.edu/saml_login)
2. Log in with your UMN userid/pw
3. Below the black menu bar at the top of your browser, you should see a white menu bar. If not, click on MENU in the black menu bar.
4. Click on Content in the white menu bar
5. Your screen should now look like the 2<sup>nd</sup> screen shot to the right.



This is the Content page. Editors and Contributors will start most tasks here. From this screen you can change web content, including:

- Add a new article
- Edit an article
- Add a file



# News: Adding and Editing

Monday, November 2, 2015

## Is your content NEWS? Or another article type?

NEWS items should be articles that are time sensitive, but not events. News may be changes, or new initiatives.

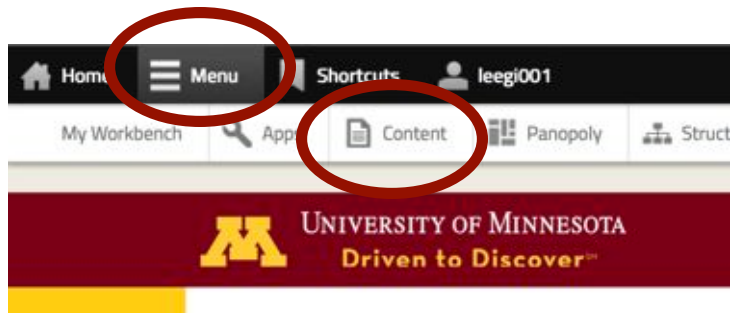
EVENTS should NOT be entered as NEWS. There is an Event article type specifically for events. If it has a specific event date, it is an Event, not News. See **Events: Adding and Editing**.

NEWS articles will appear on the UMRA home page for 60 days from the publication date chosen for the article. After that they will be accessible in the archives, but not on the home page.

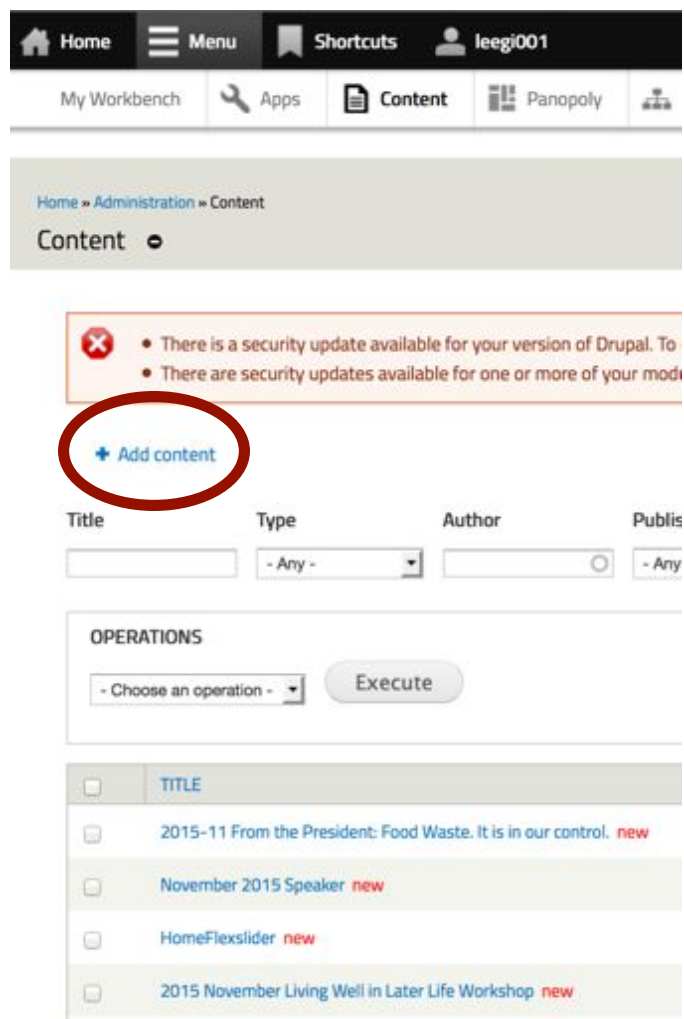
Articles with information of a more permanent nature should be entered on the website as a different content type. For example, information describing the mission of Clubs and Activities, Committees, Member Services, etc. is primary content, not News. See **Primary Content: Adding and Editing** instructions.

## Adding NEWS:

1. Log in to the UMRA website. See instructions in **Logging in for editors** document at [https://umra.umn.edu/sites/umra.umn.edu/files/logging\\_in\\_for\\_editors.pdf](https://umra.umn.edu/sites/umra.umn.edu/files/logging_in_for_editors.pdf)
2. On the Content page, click on **+Add Content**



## Step 2

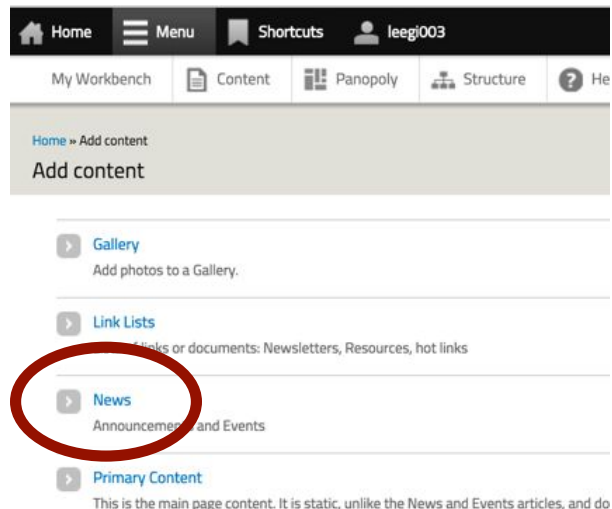


## Step 3

- Now, scroll down until you see **>News**.
  - Click on **>News**
- In the top field, enter the title for the News item. This will be displayed as the article title in **Announcements** on the home page.
  - Path Slug:** Enter a short name. It must be unique, so a standardized format is used: **YYYY mmm title**, where YYYY is a 4-digit year, *mmm* is a 3-character month.
  - News Type:** Select the checkbox for **General News**, **PDGR News**, or **Member News**. All of these types will appear on the UMRA home page. (More than one box may be selected, if appropriate.)

- PDGR News** should be selected for the annual Call for Proposals, list of PDGR awards, or list of abstracts for Professional Development Grants for Retirees. They will also display on the **Previous PDG Awards** page. <https://umra.umn.edu/grants-retirees/pdg-awards>
- Member News** should be selected for items that are member benefits or services. These will appear on the **Member Services** page. <https://umra.umn.edu/membership>
- General News** should be selected for time-critical information, or information that is relevant for only a period of time – but is not an Event. (Events are done just slightly differently.)

- Do **NOT** enter event dates or location



## Step 5, 6, 7

The screenshot shows the 'Create News' form. The breadcrumb path is 'Home > Add content > News'. The form has three main sections: 'News', 'Path slug', and 'News Type'. Red arrows point to each of these sections. The 'News' section has a text input field and the instruction 'Choose a title for this news.'. The 'Path slug' section has a text input field and the instruction 'Enter some text that will be used at the end of the URL. It should be short, general /umn-chemistry-lab\*.'. The 'News Type' section has a list of checkboxes: 'General Announcements', '--- PDGR Announcements', '--- Member Announcements', 'General Events' (checked), and '--- Club and Activities Events'. Below the checkboxes is a note: 'You may select multiples. An item should be either a NEWS or an EVENT, but NOT BO page - Club and Activities News shows up on the Club and Activities page'. At the bottom, there is a section titled 'EVENT DATE' with a checkbox 'Show and Date' which is checked and has a large red 'X' over it.

- Lede:** Here you will enter a short (250 characters or so) teaser, to tell people what the article is about. See **Anytime you are entering text**, below.

**Anytime you are entering text:** It is recommended to type up your text in a text editor, or another document, so you do not lose it if sometime times out, or otherwise goes wrong!!!! You will then copy and paste it into the website text box.

From most sources such as email or a text editor, simply copy and paste. But if copying from a Word document, there is a special procedure to avoid formatting problems. Select and copy your text, as you normally would, then select the icon with a “W” on it, and follow the instructions.

- Body:** The article goes here. Do not enter a title in this field. Very little formatting should be used. Links, or italics or bolding can be added. See **Anytime you are entering text**, above.
- Image:** if there is an image to go with this article, click on **Browse**. A new window will open.

- In the new windows, again select **Browse**.
  - Then select the image file on your computer that you want to use
  - Click on **Upload**.
  - Click on **Next**.

## Step 9,10,11

**Lede**

[Disable rich-text](#)

Enter a "teaser" version of this page that will be used in listir

**Body**

[Disable rich-text](#)

Enter the body of this posting. This should be body text only

**Image**

Upload an image to go with this article.

## Step 12

Upload a new file \*

No file selected.

Files must be less than 256 MB.  
Allowed file types: png gif jpg jpeg.

# Steps 13,14

13. The **Title, Alt Text** and **DATETIME** will fill in. These are the only fields you need to fill in.
  - You may adjust or add to the Alt Text if you wish. This text will be the Caption on the photo when it appears in the photo albums.
  - You may find special characters need to be corrected: “, &, or others may import incorrectly.
14. Press **Save**.
  - The image upload window will close and you will be back at the News entry form

The screenshot shows a form for uploading a photo. It includes the following fields and sections:

- Name \***: A text input field containing "aeppli.jpg". A red arrow points to this field.
- Crop**: A button located below the Name field.
- Alt Text \***: A text input field containing "Alfred Aeppli enjoying a good laugh at the January 2008 luncheon". A red arrow points to this field. Below it is the instruction: "Enter a description for users who cannot see the image."
- Title Text**: A text input field with the placeholder "Title text attribute".
- Description**: A large text area with the placeholder "A short description this image".
- DATETIME**: A section with two input fields: "Date" (containing "Jan 22 2008") and "Time" (containing "02:30:45pm"). Below these are examples: "E.g., Nov 6 2015" and "E.g., 10:00:15pm". A red arrow points to the DATETIME section header.
- URL REDIRECTS**: A section header with a red arrow pointing to it.
- Buttons**: "Previous" and "Save" buttons at the bottom. A red arrow points to the "Save" button.

## Steps 15, 16, 17, 18

15. **Publication Date:** This will default to today's date.

- You may choose to change this date, if for some reason you want this News article to sort earlier or later than today in the News list, but it is usually best to leave it as is.

16. **Publishing options:** Click on Publishing options to make these options available, and choose an action.

- **Draft** - only if you or another plan to revise and rewrite this item
- **Needs Review** - if another person is assigned to review your contribution
- **Published** - if you need no review and are satisfied this content is complete and correct (and you intend to check it once saved!)

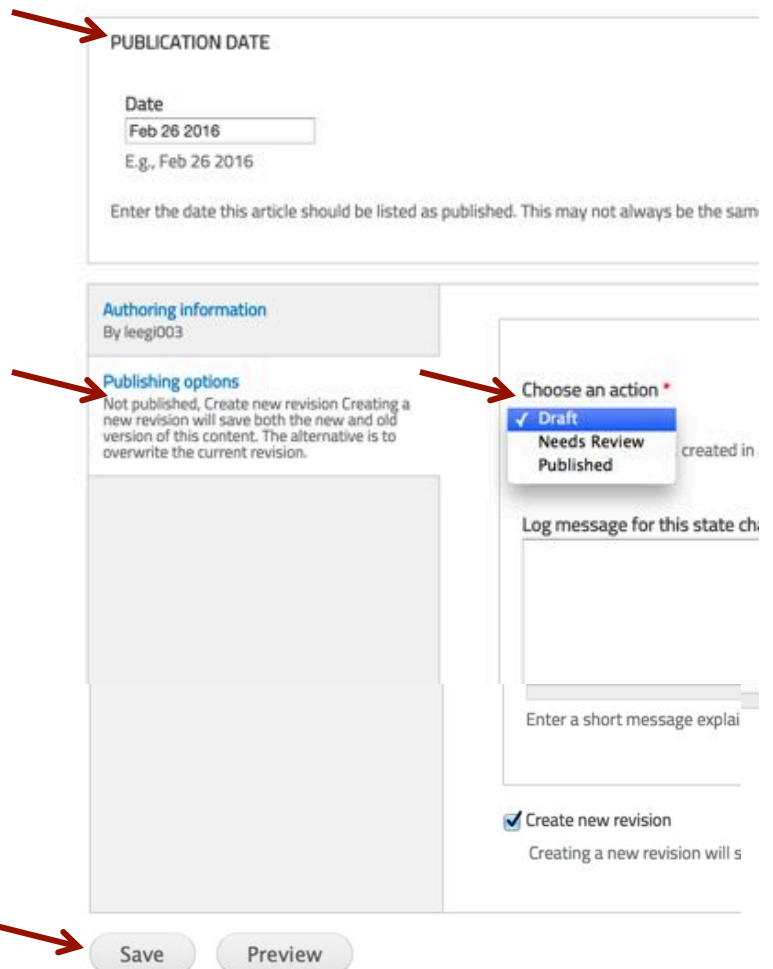
17. **Log message:** Consider adding a short note on the change made.

18. **Save:** Scroll to the bottom of the page and press SAVE.

19. Lastly, check the Home page, and other pages where these News articles should show up to confirm they are there. If they are not you may review the steps to be sure each was completed fully.



Upload an image to go with this article.



**PUBLICATION DATE**

Date

Feb 26 2016

E.g., Feb 26 2016

Enter the date this article should be listed as published. This may not always be the same as the current date.

---

**Authoring information**

By leegi003

**Publishing options**

Not published. Create new revision Creating a new revision will save both the new and old version of this content. The alternative is to overwrite the current revision.

**Choose an action \***

- Draft
- Needs Review
- Published

created in

**Log message for this state change**

Enter a short message explaining the change.

Create new revision

Creating a new revision will save both the new and old version of this content. The alternative is to overwrite the current revision.

Save Preview



## Updating NEWS:

1. Log in to the UMRA. See instructions in **Logging in for editors** document at [https://umra.umn.edu/sites/umra.umn.edu/files/logging\\_in\\_for\\_editors.pdf](https://umra.umn.edu/sites/umra.umn.edu/files/logging_in_for_editors.pdf)
2. On the Content page, you will search for the item you want to edit.
  - You can search for all NEWS type articles
  - Or you can search by title
  - Or you can search by author
  - Or any combination of these.
3. To search by content **Type**:
  - in the **Type** field, select **News**
  - Press **Apply**
4. To search by **Author**:
  - in the **Author** field, type the author's userid
  - Press **Apply**
5. To search by **Title**:
  - in the **Title** field, enter any part of the title
  - Press **Apply**
6. **Edit**:
  - On the far right, click on **Edit**
  - Modify fields as needed. Required fields are described in steps 5 – 15 of the **Adding NEWS** section above.
7. In the **Log Message** box, make a note as to what this edit was for.
8. Press **Save** (as in step 16)

The screenshot shows the Drupal Content administration page. At the top, there are navigation tabs: CONTENT, BOOKS, CONTENT REVISIONS, FILES, MIGRATE, SCHEDULED, and WEBPAGES. Below the tabs is a red warning banner about security updates. The main content area has a search form with fields for Title, Type, Author, Published, and Vocabulary. The search results table is visible below the form. A red oval highlights the search filters and the 'Apply' button. Another red oval highlights the 'edit' link in the 'OPERATIONS' column of the table.

FILE	TYPE	AUTHOR	PUBLISHED	UPDATED	OPERATIONS
Photo Club	News	draumant	Yes	Nov 6 2015 - 7:46pm	edit delete
Webster Lake	Link Lists	hwg001	Yes	Nov 6 2015 - 12:53pm	edit delete
2014-2015 Photo Album	Gallery	draumant	Yes	Nov 5 2015 - 12:46pm	edit delete
MembershipMtn	Primary Content	hwg001	No	Nov 3 2015 - 8:57pm	edit delete

# Events: Adding and Editing

Monday, November 2, 2015

## Is your content an EVENT? Or another article type?

Events have a specific event date on which they will occur.

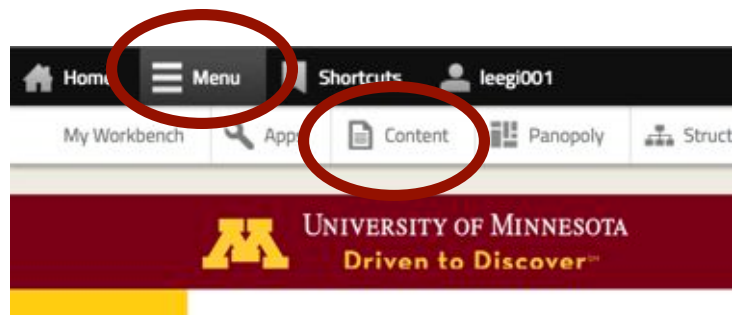
If an article is time sensitive, but does not occur on a specific date, it may be a NEWS article. News articles are items such as changes, or new initiatives. EVENTS should NOT be entered as NEWS.

EVENT articles will appear on the UMRA home page up until, and including, the date of the event. After that they will be accessible in the archives, but not on the home page.

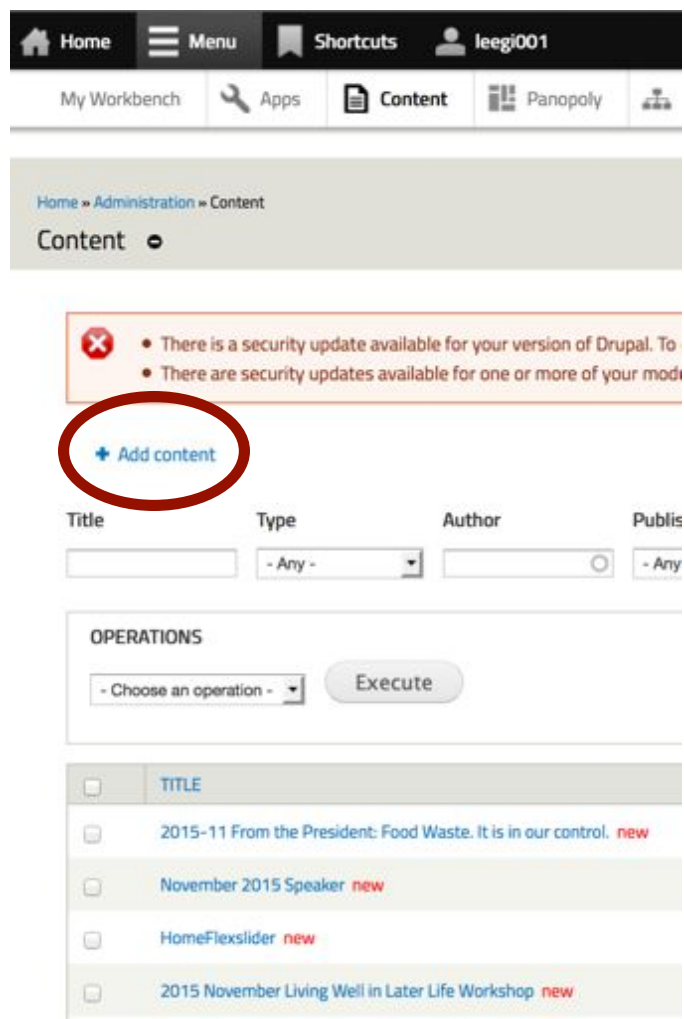
Articles with information of a permanent nature should be entered on the website as a different content type. For example, information describing the mission of Clubs and Activities, Committees, Member Services, etc. is primary content, not an Event or News. See **Primary Content: Adding and Editing** instructions.

## Adding an EVENT:

1. Log in to the UMRA website. See instructions in **Logging in for Editors** document at [https://umra.umn.edu/sites/umra.umn.edu/files/logging\\_in\\_for\\_editors.pdf](https://umra.umn.edu/sites/umra.umn.edu/files/logging_in_for_editors.pdf)
2. On the Content page, click on **+Add Content**



## Step 2



- Now, scroll down until you see **>News**.
- Click on **>News** (Events are a sub-type of News)

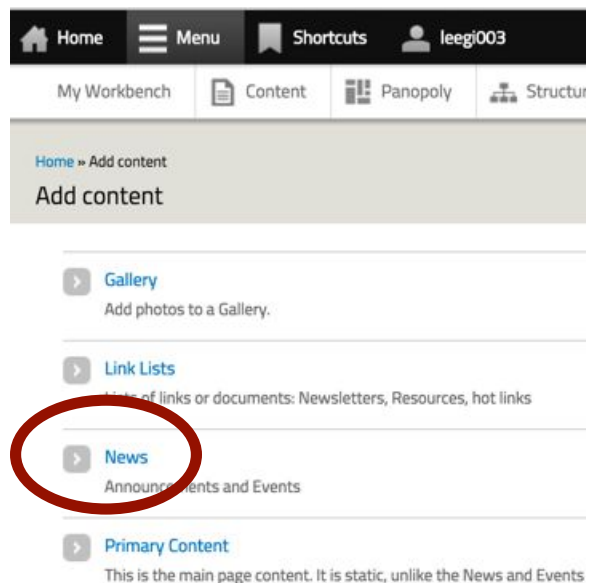
- In the top field, enter the title for the Event. This will be displayed as the article title in **Events** on the home page.
- Path Slug:** Enter a short name. It must be unique, so a standardized format is used: **YYYY mmm event name**, where YYYY is a 4-digit year, mmm is a 3-character month. And when it is a luncheon, use the form **YYYY mmm luncheon**.
- News Type: Select the checkbox for **Event News** or **Club and Activities Events**. All of these types will appear on the UMRA home page. (More than one box may be selected, if appropriate.)

- Club and Activities Events** should be selected for meetings or events of clubs and activities. These will appear on the **Clubs and Activities** page. <http://umra.umn.edu/activities>
- Event News** should be selected for any other event, and may also be selected for Club and Activities events.

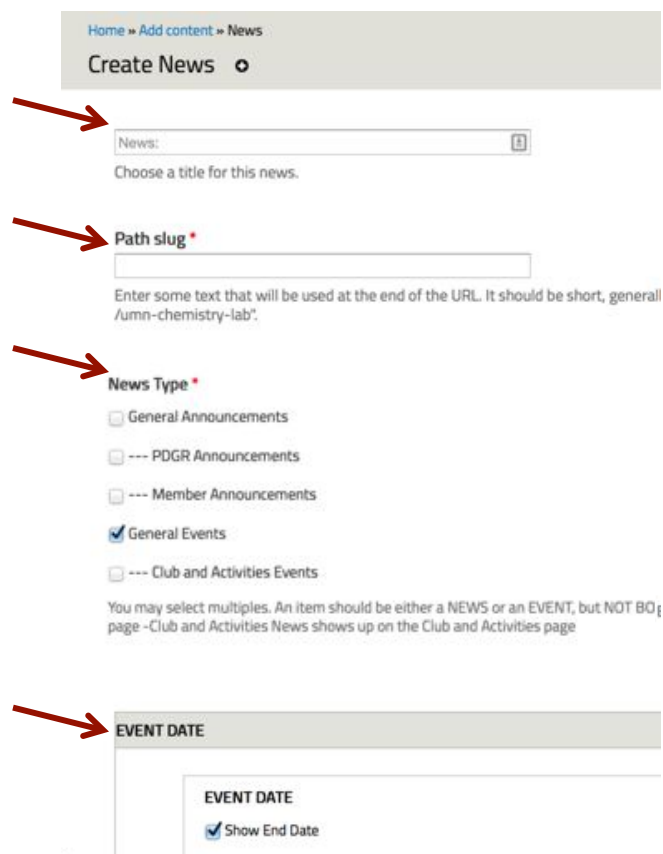
**8. Event Date**

- Always enter a **start date & time**
- If the event will last more than one day, also enter an **End Date**.
- If there will be multiple non-consecutive dates, you can enter more than one date.
- De-select **Show End Date** if you do not need it.

## Step 3



## Step 5, 6, 7, 8



9. **Lede:** Here you will enter a short (250 characters or so) teaser, to tell people what the article is about. See **Anytime you are entering text**, below.

**Anytime you are entering text:** It is recommended to type up your text in a text editor, or another document, so you do not lose it if sometime times out, or otherwise goes wrong!!!! You will then copy and paste it into the website text box.

From most sources such as email or a text editor, simply copy and paste. But if copying from a Word document, there is a special procedure to avoid formatting problems. Select and copy your text, as you normally would, then select the icon with a "W" on it, and follow the instructions.

10. **Body:** The article goes here. Do not enter a title in this field. Very little formatting should be used. Links, or italics or bolding can be added. See **Anytime you are entering text**, above.
11. **Image:** if there is an image to go with this article, click on **Browse**. A new window will open.

12. In the new windows, again select **Browse**.
- Then select the image file on your computer that you want to use
  - Click on **Upload**.
  - Click on **Next**.

## Step 9,10,11

Lede

**B** *I* U [List Icons] [Undo] [Redo]

Disable rich-text

Enter a "teaser" version of this page that will be used in listir

Body

**B** *I* U [List Icons] [Undo] [Redo]

Disable rich-text

Enter the body of this posting. This should be body text only

Image

Upload an image to go with this article.

## Step 12

Upload a new file \*

No file selected.

Files must be less than 256 MB.  
Allowed file types: png gif jpg jpeg.

## Steps 13,14

13. The **Title**, **Alt Text** and **DATETIME** will fill in. These are the only fields you need to fill in.
  - You may adjust or add to the Alt Text if you wish. This text will be the Caption on the photo when it appears in the photo albums.
  - You may find special characters need to be corrected: “, &, or others may import incorrectly.
14. Press Save.
  - The image upload window will close and you will be back at the News entry form

The screenshot shows a form for uploading an image. It includes the following fields and elements:

- Name \***: A text input field containing "aeppli.jpg". A red arrow points to this field.
- Crop**: A button located below the Name field.
- Alt Text \***: A text input field containing "Alfred Aeppli enjoying a good laugh at the January 2008 luncheon". A red arrow points to this field. Below it is the instruction: "Enter a description for users who cannot see the image."
- Title Text**: A text input field with the placeholder "Title text attribute".
- Description**: A large text area with the placeholder "A short description this image".
- DATETIME**: A section with two input fields: "Date" (containing "Jan 22 2008") and "Time" (containing "02:30:45pm"). Below these are examples: "E.g., Nov 6 2015" and "E.g., 10:00:15pm". A red arrow points to the DATETIME section header. Below this is the text: "Images in photo galleries autosort on date time".
- URL REDIRECTS**: A section header with a red arrow pointing to it.
- Buttons**: "Previous" and "Save" buttons at the bottom. A red arrow points to the "Save" button.

## Steps 15, 16, 17, 18

15. **Publication Date:** This will default to today's date.

- Events sort on the Event Start date, so publication date is used only for display

16. **Publishing options:** Click on Publishing options to make these options available, and choose an action.

- **Draft** - only if you or another plan to revise and rewrite this item
- **Needs Review** - if another person is assigned to review your contribution
- **Published** - if you need no review and are satisfied this content is complete and correct (and you intend to check it once saved!)

17. **Log message:** Consider adding a short note on the change made.

18. **Save:** Scroll to the bottom of the page and press SAVE.

19. Lastly, check the Home page, and other pages where these Event articles should show up to confirm they are there. If they are not you may review the steps to be sure each was completed fully.

The screenshot shows a web interface for managing content. At the top, there is an 'Image' section with a thumbnail of a person in an orange shirt, labeled 'dsc08714.jpg', and a 'Remove' button. Below this is a text prompt: 'Upload an image to go with this article.' A red arrow points to this area.

The main section is titled 'PUBLICATION DATE' and contains a 'Date' field with the value 'Feb 26 2016' and a hint 'E.g., Feb 26 2016'. Below the field is a note: 'Enter the date this article should be listed as published. This may not always be the same as the date you create the article.' A red arrow points to the date field.

Below the date section is the 'Publishing options' section, which is currently collapsed. A red arrow points to the 'Publishing options' header. To the right of this section is a 'Choose an action' dropdown menu with three options: 'Draft' (selected with a checkmark), 'Needs Review', and 'Published'. A red arrow points to this menu.

Below the publishing options is a 'Log message for this state change' section with a text input field and a hint: 'Enter a short message explaining the change.' A red arrow points to this section.

At the bottom of the page are two buttons: 'Save' and 'Preview'. A red arrow points to the 'Save' button.

## Updating an EVENT:

1. Log in to the UMRA. See instructions in **Logging in for editors** document at [https://umra.umn.edu/sites/umra.umn.edu/files/logging\\_in\\_for\\_editors.pdf](https://umra.umn.edu/sites/umra.umn.edu/files/logging_in_for_editors.pdf)
2. On the Content page, you will search for the item you want to edit.
  - You can search for all NEWS type articles (Events are a type of News)
  - Or you can search by title
  - Or you can search by author
  - Or any combination of these.
3. To search by content **Type**:
  - In the **Type** field, select **News**
  - Press **Apply**
4. To search by **Author**:
  - In the **Author** field, type the author's userid
  - Press **Apply**
5. To search by **Title**:
  - In the **Title** field, enter any part of the title
  - Press **Apply**
6. **Edit**: locate the desired article
  - On the far right, click on **Edit**
  - Modify fields as needed. Required fields are described in steps 5 – 13 of the **Adding an Event** section above.
7. In the **Log Message** box, make a note as to what this edit was for.
8. Press **Save** (as in step 17)

The screenshot shows the Drupal Content administration interface. At the top, there are navigation tabs: CONTENT, BOOKS, CONTENT REVISIONS, FILES, MIGRATE, SCHEDULED, and WEBPAGES. Below the tabs, there is a red warning banner about security updates. The main content area has a search bar and filters. The search filters for Type, Author, Published, and Vocabulary are highlighted with a red oval. The search results table shows several items, with the 'Edit' link for the '2014-2015 Photo Album' item highlighted with a red oval.

TYPE	AUTHOR	PUBLISHED	UPDATED	OPERATIONS
News	draumant	Yes	Nov 6 2015 - 7:46pm	<a href="#">edit</a> <a href="#">delete</a>
Link Lists	hwg001	Yes	Nov 6 2015 - 12:53pm	<a href="#">edit</a> <a href="#">delete</a>
Gallery	draumant	Yes	Nov 5 2015 - 12:46pm	<a href="#">edit</a> <a href="#">delete</a>
Primary Content	hwg001	Yes	Nov 3 2015 - 8:57pm	<a href="#">edit</a> <a href="#">delete</a>

# File Lists: Adding a Newsletter or other file to a list

Monday, December 26, 2015

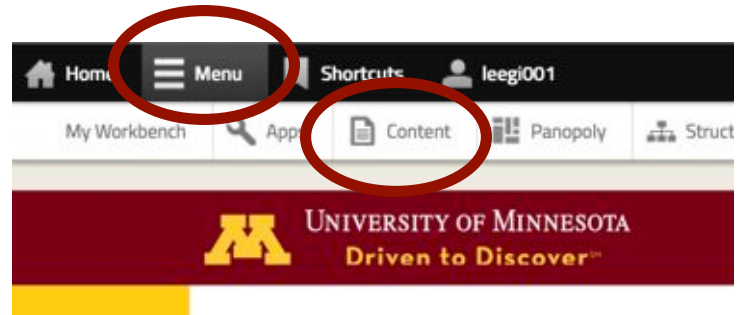
By convention, we have named each Newsletter PDF file as **yymmNews.pdf**. If you have not done so, please rename the file in that format before uploading it.

1. Log in to the UMRA website. See instructions in **Logging in for Editors** document at [https://umra.umn.edu/sites/umra.umn.edu/files/logging\\_in\\_for\\_editors.pdf](https://umra.umn.edu/sites/umra.umn.edu/files/logging_in_for_editors.pdf)

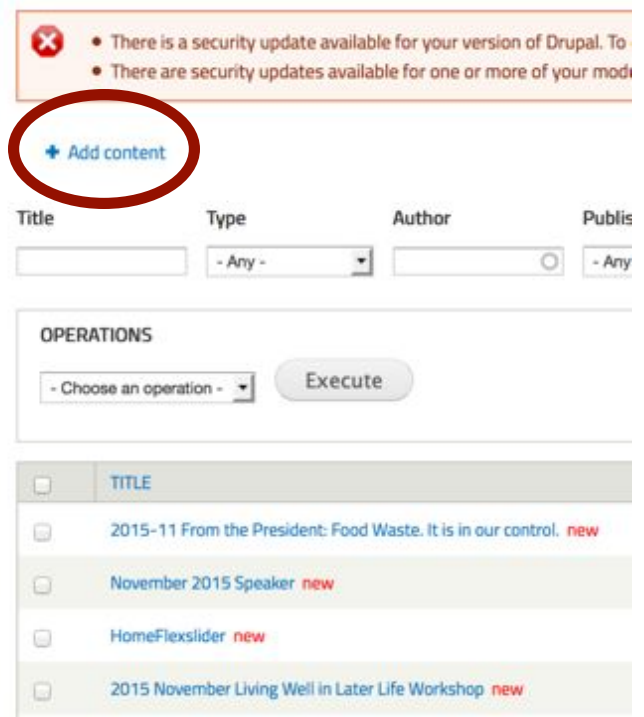
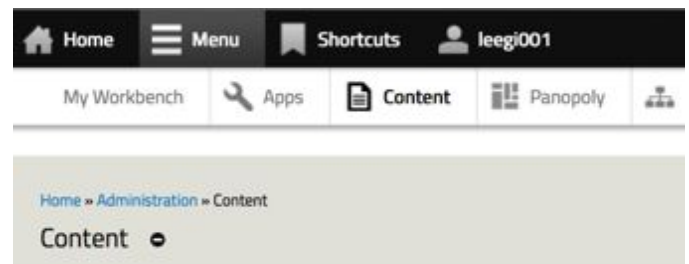
2. On the Content page, click on **+Add Content**

**Table 1: All of these document types can be added via this same basic procedure. This table is the File and Title naming conventions for them.**

Document	File Name	Title
Newsletter	yymmNews.pdf	yyyy-mm Newsletter
Treasurers report	yymmTreas.pdf	yyyy-mm Treasurer
Minutes	yymmMin.pdf	yyyy-mm Minutes
Other XXX	yymmXXX.pdf	yyyy-mm XXX
PDGR docs	yyyy-yy PDGR Awards	Same
	yyyy-yy PDGR Abstracts	Same
	yyyy-yy PDGR rfp yyyy(+1)-yy(+1)	Yyyy-yy PDGR Request for Proposals for yyyy(+1)-yy(+1)



## Step 2





3. Now, scroll down until you see >Link Lists.
4. Click on >Link Lists

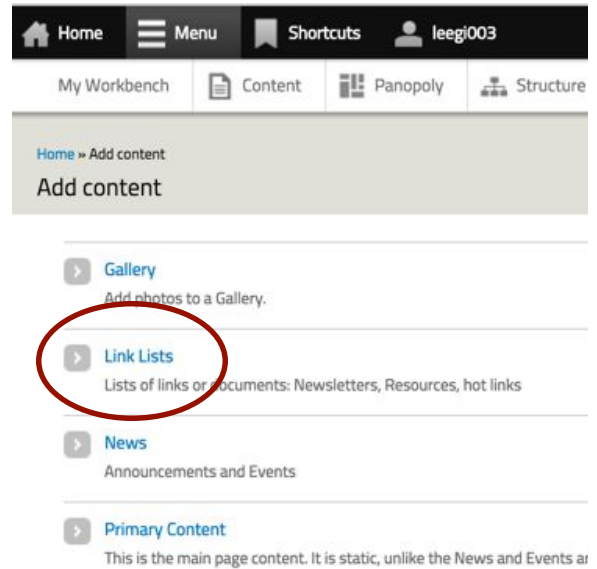
5. Enter **Title:** yyyy-mm Newsletter
6. Check **List Type:** Newsletters

If you are entering a document type other than **Newsletter**, from the table above, simply use the **Title** format and **List Type** as given in Table 1 above.

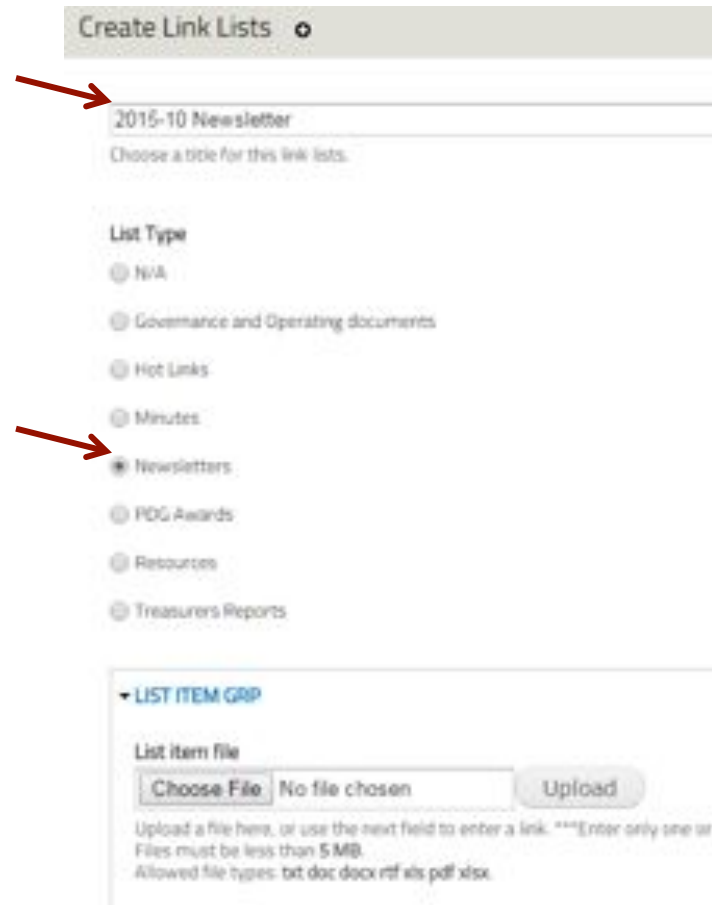
7. Under **LIST ITEM GRP** select **Choose File**
  - Navigate to and select the appropriately named PDF document on your computer.
  - Choose **Upload** and wait for it to complete and display the file name

NOTE: if you get something wrong, or get mixed up in all the choices, just cancel (you can use your browser's back button). As long as the SAVE button has not been clicked, no changes will be saved (although the file may have been loaded and will remain on file if it was.)

## Step 3, 4



## Step 5, 6, 7



## Step 8, 9

- The **Description** field opens below.
- Description:** Enter the name in the form used on the Newsletter page:  
**Month year Newsletter**

If you are adding a document type other than Newsletter, use the appropriate **Description**. It should be the same as the **Title**, but with the month expanded to the full month name.

Description  
October 2015 Newsletter

- Scroll down and select **Publishing options**: Publishing options become options available, choose one:
  - Draft** - only if you or another plan to revise and rewrite this item
  - Needs Review** - if another person is assigned to review your contribution
  - Published** - if you need no review and are satisfied this content is complete and correct (and you intend to check it once saved!)
- In the **Log Message** box, make a note as to what this edit was for.
- Save:** Scroll to the bottom of the page and press SAVE.

- Lastly, check the **Newsletter** page, or other pages where these Newsletters should show up to confirm they are there. A link to the newsletter should show in the **Recent Newsletters** list on the **Newsletters** page and the **More Newsletters** page. If they are not you may review the steps to be sure each was completed fully.

## Step 10, 11, 12

The screenshot shows a document editing interface. On the left, under 'Authoring information' (By leegj003), the 'Publishing options' section is circled in red. It contains the text: 'Not published, Create new revision Creating a new revision will save both the new and old version of this content. The alternative is to overwrite the current revision.' A red arrow points from this section to a 'Choose an action' dropdown menu on the right. The dropdown menu has three options: 'Draft' (checked), 'Needs Review' (with a tooltip that says 'created in a draft st'), and 'Published'. Below the dropdown is a 'Log message for this state chan' box with a text area and a prompt: 'Enter a short message explaining your ch'. At the bottom of the interface, there are two buttons: 'Save' (circled in red with a red arrow pointing to it) and 'Preview'. A checkbox labeled 'Create new revision' is checked, with the text 'Creating a new revision will save both th' below it.

# Link Lists: Adding and Editing link lists

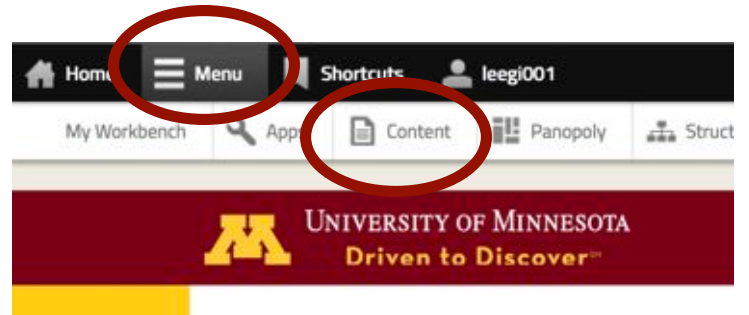
Monday, December 26, 2015

Adding lists is very similar to adding files, but easier! This document will describe how to add and edit one type of list, Hot Links.

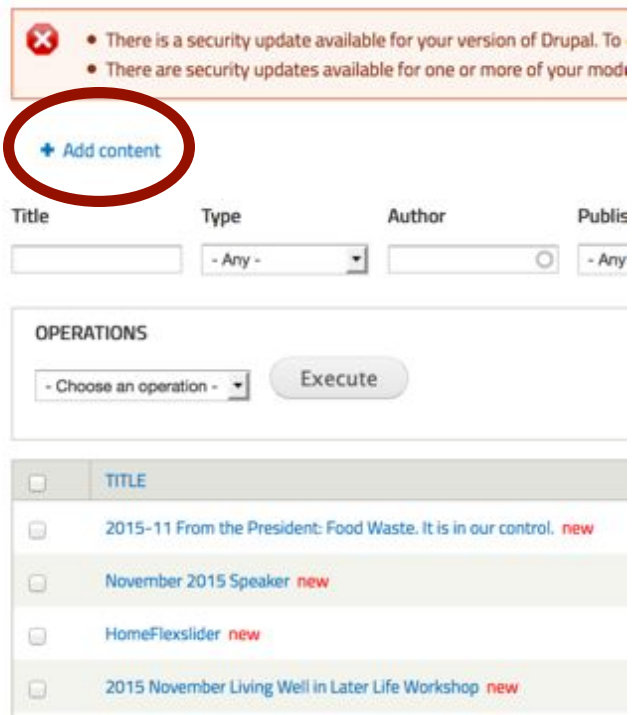
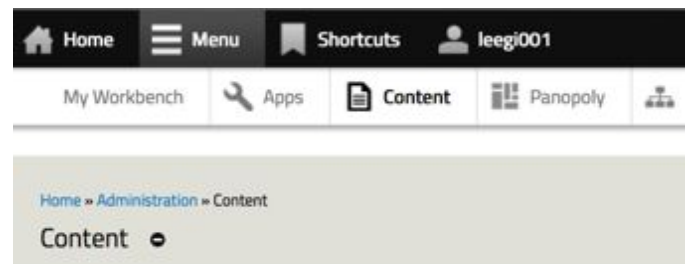
1. Log in to the UMRA website. See instructions in **Logging in for Editors** document at [https://umra.umn.edu/sites/umra.umn.edu/files/logging\\_in\\_for\\_editors.pdf](https://umra.umn.edu/sites/umra.umn.edu/files/logging_in_for_editors.pdf)
2. On the Content page, click on **+Add Content**

**Table 1: The following types of lists are used on the UMRA websites.**

Document	Location
Resources	Member services/Resources
Hot Links	Easy links to important resources found on many pages



## Step 2

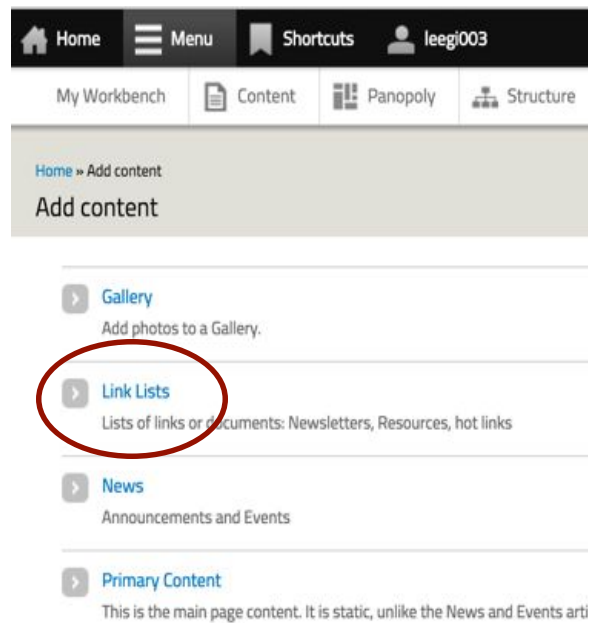


- Now, scroll down until you see >Link Lists.
- Click on >Link Lists

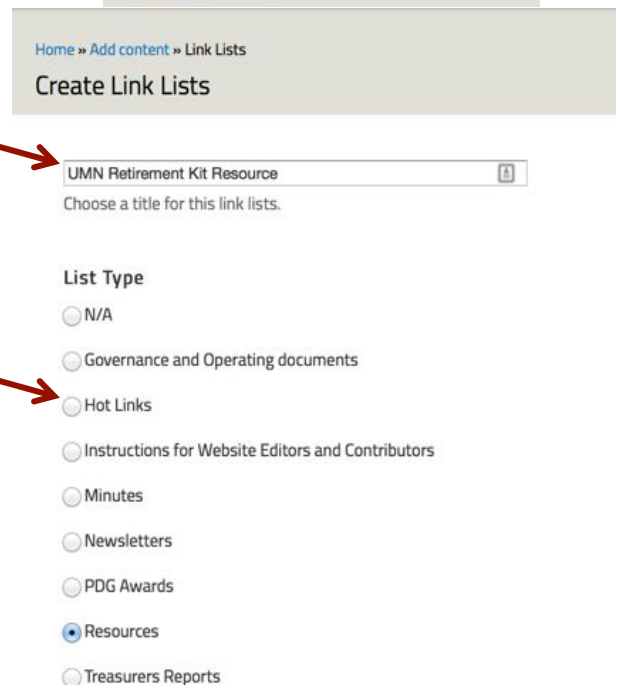
- Enter **Title**: Choose a concise and unique descriptor
- Check **List Type**: Hot Links

If you are entering a link type other than **Hot Links**, from the table above, select the appropriate **List type** (Resources).

## Step 3, 4



## Step 5, 6



NOTE: if you get something wrong, or get mixed up in all the choices, just cancel (you can use your browser's back button). As long as the SAVE button has not been clicked, no changes will be saved (although the file may have been loaded and will remain on file if it was.)

- Under **LIST ITEM GRP** we will fill in the **Title** and **URL** fields ONLY:
  - Title:** Enter a concise and clear descriptor.
  - URL:** enter a relative URL for content on the UMRA site, or a full URL for outside content.

To determine the URL for step 7, using another window, go to the web page that has the content you want to link to. If it is on the UMRA site, copy the end of the URL in the browser location field, starting with the first “/” after “umra.umn.edu”. For example: **/member-services/resources**

If you need a URL outside the UMRA site, copy the full URL in the browser location field.

Ignore the PermaLink field!!!! It is not the URL you want.

## Step 7

- Scroll down and select **Publishing options:** Publishing options become available, choose one.
  - Draft** - only if you or another plan to revise and rewrite this item.
  - Needs Review** - if another person is assigned to review your contribution
  - Published** - if you need no review and are satisfied this content is complete and correct (and you intend to check it once saved!)
- In the **Log Message** box, make a note as to what this edit was for.
- Save:** Scroll to the bottom of the page and press **SAVE**.
- Lastly, check the **Events** page, and other pages where these Quick Links should show up to confirm they are there. On Events, the new quick link will appear in the Quick Links list in the right column. If it does not, you may review the steps to be sure each was completed fully.

## Step 8, 9, 10

# Primary Content: Adding and Editing

Monday, November 7, 2015

## Is your content primary content? Or another article type?

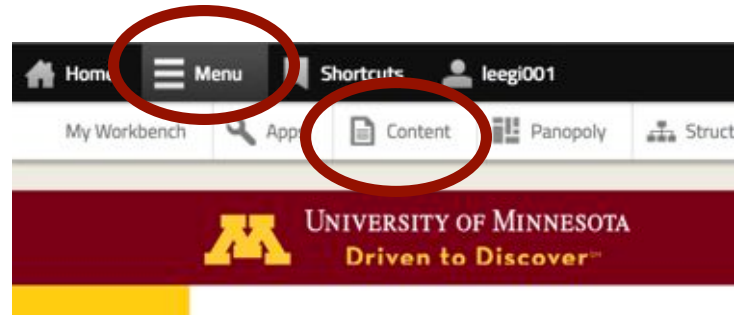
Primary content appears as the main content on UMRA web pages. It is intended to be prominent, fairly static information about some aspect of UMRA, its clubs, activities, committees or board. These articles may be updated on an annual basis, but are not particularly time sensitive.

If an article is time sensitive, it is probably a NEWS or EVENT article. Primary content is treated separately, as it needs only infrequent review and update, whereas timely items must be managed and updated more actively. Keeping these two types of content separate allows easier management.

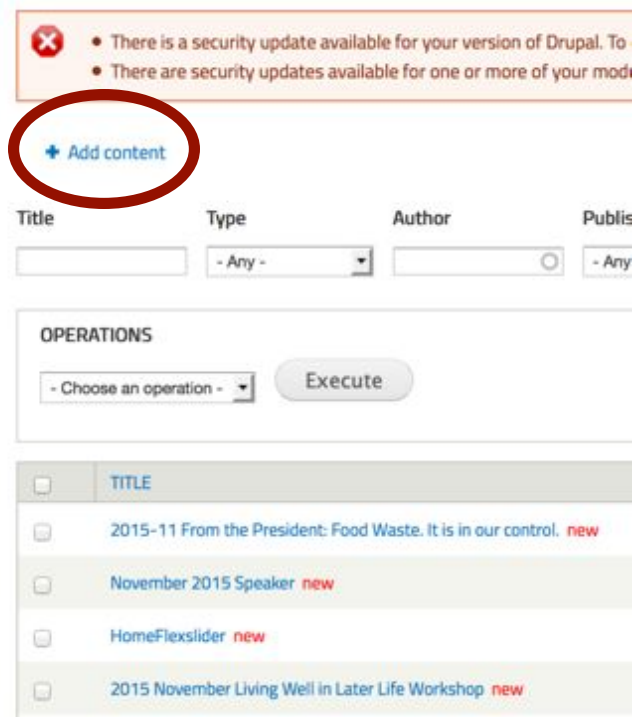
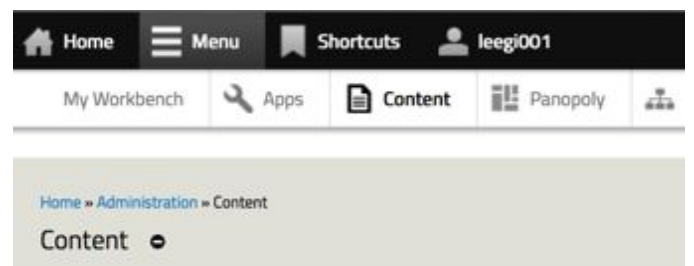
Normally you will simply update existing content, rather than adding new primary content. See the **Editing Primary Content** section later in this document.

## Adding primary content:

1. Log in to the UMRA website. See instructions in **Logging in for Editors** document at [https://umra.umn.edu/sites/umra.umn.edu/files/logging\\_in\\_for\\_editors.pdf](https://umra.umn.edu/sites/umra.umn.edu/files/logging_in_for_editors.pdf)
2. On the Content page, click on **+Add Content**



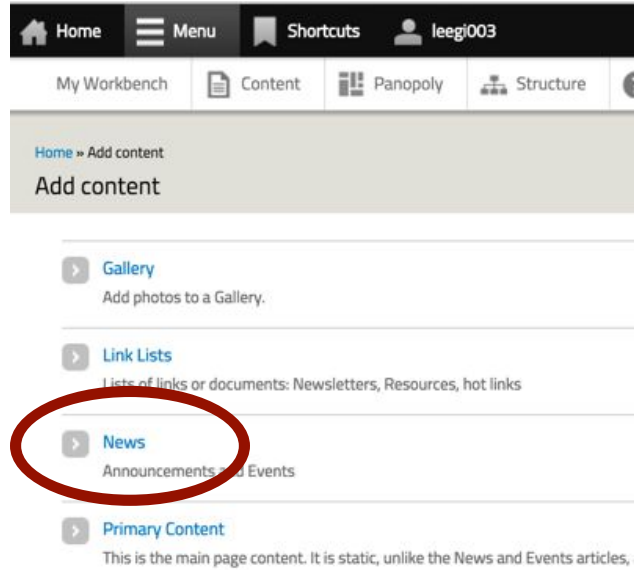
## Step 2



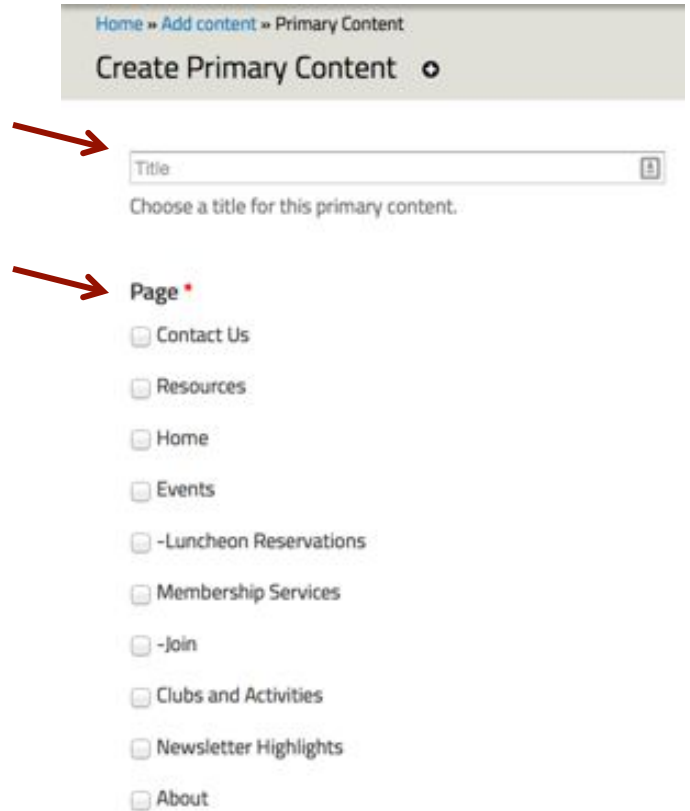
3. Now, scroll down until you see **>Primary Content**.
4. Click on **>Primary Content**
5. In the top field, enter the title for the article. This will be displayed as the article title on the web page.
  - This title should not be changed once saved, as it can cause problems with the web site.
  - See **Title Conventions** section on page 4.
6. **Page:** Select the page where this article should appear.
  - Using the table below, determine which page your article goes on. Checkbox names match page names.
  - Where Sort=0 is special, the article must be first on the page.

If you check....	It will appear on...
Home	Sort=0 goes above photos, Sort>0 goes below
Events	Events
Reservations	Unused
-Luncheon	Unused (General Page: Luncheon Reservations)
Membership Services	Sort=0 is special, Sort>0 for all others
-Join	Sort=0 (special); Sort>0 Membership Services; About; Membership Services→Join
-Resources for Retirees	Membership Services→Resources for Retirees
Clubs and Activities	Activities
Newsletter Highlights	Newsletters
About	About Us (left) Sort=0 is special; Sort>0
-Operating Document	About Us (not used yet)
-About Website	About Us→About Website
-Board Members	About Us (right)
-Committee Members	About Us→Committees
Committee	About Us→Committees
Contact Us	Contact Us

## Step 3



## Step 5, 6



7. **Image:** if there is an image to go with this article, click on **Browse**. A new window will open.
8. In the new windows, again select **Browse**.
  - Then select the image file you want to use
  - Click on **Upload**.
  - Click on **Next**.
9. The **Title**, **Alt Text** and **DATETIME** will fill in. These are the only fields you need to fill in.
  - You may adjust or add to the Alt Text if you wish. This text will be the Caption on the photo when it appears in photo albums.
  - You may find special characters need to be corrected: ', ", &, or others may import wrong.
10. Press **Save**.
  - The image upload window will close and you will be back at the News entry form

11. **Body:** The article goes here. Do not enter a title in this field. Very little formatting should be used. Links, or italics or bolding can be added. See **Anytime you are entering text**, below.

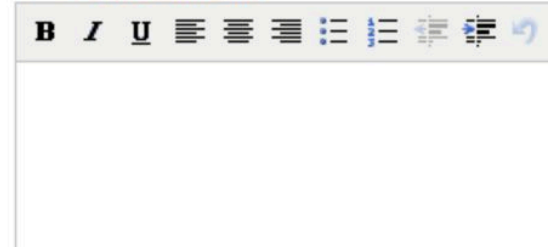
**Anytime you are entering text:** It is recommended to type up your text in a text editor, or another document, so you do not lose it if sometime times out, or otherwise goes wrong!!!! You will then copy and paste it into the website text box.

From most sources such as email or a text editor, simply copy and paste. But if copying from a Word document, there is a special procedure to avoid formatting problems. Select and copy your text, as you normally would, then select the icon with a "W" on it, and follow the instructions.

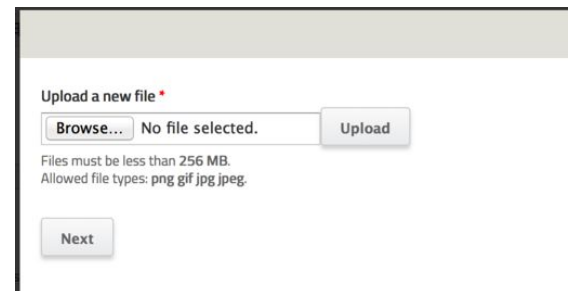
## Step 7, 11



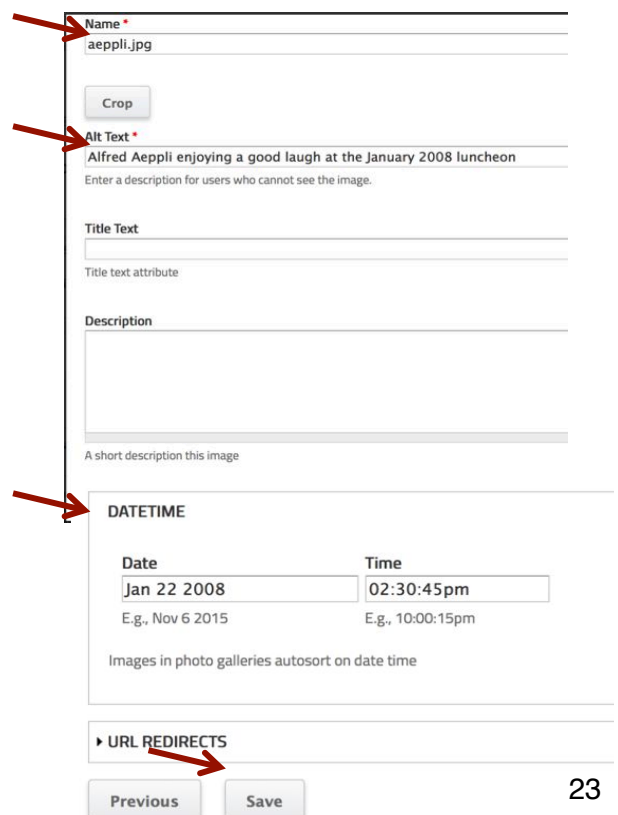
### Body (Edit summary)



## Step 8



## Steps 9,10





# Steps 12, 13, 14, 15

12. **Sort:** This will determine the order of articles on the page, if multiple articles have the same primary content **Page** designation (Step 6).
  - Note: some articles need to have Sort=0 to place them at the top of the page – see the table on page 2.
13. **Publishing options:** Click on Publishing options to make these options available, and choose an action.
  - **Draft** - only if you or another plan to revise and rewrite this item
  - **Needs Review** - if another person is assigned to review your contribution
  - **Published** - if you need no review and are satisfied this content is complete and correct (and you intend to check it once saved!)
14. **Log message:** Consider adding a short note on the change made.
15. **Save:** Scroll to the bottom of the page and press SAVE.
16. Lastly, check the Home page, and other pages where these articles should show up to confirm they are there. If they are not you may review the steps to be sure each was completed fully.

The screenshot shows a web interface for editing content. At the top, there is a 'sort' field with a red asterisk and a text input containing '0'. Below it, a note reads 'Cardinal index. Articles will sort by this value.' The main content area is divided into two columns. The left column has a header 'Authoring information' with the text 'By leegj003' and a sub-header 'Publishing options' with the text 'Not published, Create new revision Creating a new revision will save both the new and old version of this content. The alternative is to overwrite the current revision.' The right column features a 'Choose an action' dropdown menu with three options: 'Draft' (selected with a checkmark), 'Needs Review', and 'Published'. Below the menu is a 'Log message for this sta' section with a text input field and a 'Enter a short message exp' label. At the bottom right, there is a checked checkbox for 'Create new revision' with the text 'Creating a new revision wi'. At the very bottom, there are two buttons: 'Save' and 'Preview'.

**Clubs and Activities:** These primary content articles should be simply the name of the club or groups.

## Title conventions:

For consistency and sorting purposes, title conventions have been established by type of article as follows:

**Newsletter Highlights:** These must start with **YYYY-MM title**. Because they are usually Presidents' letters, the convention is **YYYY-MM From the President: title**.

**Committees:** These primary content articles should be simply the name of the committee.

## Updating primary content:

1. Log in to the UMRA. See instructions in **Logging in for editors** document at [https://umra.umn.edu/sites/umra.umn.edu/files/logging\\_in\\_for\\_editors.pdf](https://umra.umn.edu/sites/umra.umn.edu/files/logging_in_for_editors.pdf)
2. On the Content page, you will search for the item you want to edit.
  - You can search for all PRIMARY CONTENT type articles
  - Or you can search by title, or author
  - Or any combination of these.
3. To search by content **Type**:
  - In the **Type** field, select **Primary Content**
3. To search by **Author**:
  - In the **Author** field, type the author's userid
4. To search by **Title**:
  - In the **Title** field, enter any part of the title
5. **Press Apply**
6. **Edit**: locate the desired article
  - On the far right, click on **Edit**
  - Modify fields as needed. [**Do not change title!**] Required fields are described in steps 5 – 13 of the **Adding Primary Content** section.
7. In the **Log Message** box, make a note as to what this edit was for. ----->

## If you want to edit primary content on this page:

### Article title is:

<b>Home</b>	Sort=0 Home Welcome Sort>0 Home Main
<b>Events</b>	EventsMain
<b>-Luncheon</b>	LuncheonReservations Invite a Retiree to UMRA lunch
<b>Membership Services</b>	Sort=0 MembershipMainJoin Sort>0 MembershipMain
<b>-Join</b>	Sort=0 MembershipMain Join Sort>0 Join Main
<b>Resources for Retirees</b>	Resources for Retirees
<b>Clubs and Activities</b>	Photo Club; Book Club; UMRA Cares Group; Professional Development Grants for Retirees; The Journal of Opinions, Ideas and Essays (JOIE); clubs by name
<b>Newsletter Highlights</b>	YYYY-MM From the President: title
<b>About</b>	Sort=0 MembershipMainJoin Sort>0 AboutMain
<b>-Operating Document</b>	About Us Documents (may change)
<b>-About Website</b>	About this Website
<b>-Board Members</b>	Board of Directors 20xx-xx
<b>-Committee Members</b>	Committees 20xx-xx
<b>Committee</b>	Membership Committee; Program Committee
<b>Contact Us</b>	UMRA Address

8. Press **Save** (as in step 14)

The screenshot shows the Drupal administration interface for content management. At the top, there are navigation tabs for CONTENT, BOOKS, CONTENT REVISIONS, FILES, MIGRATE, SCHEDULED, and WEBPAGES. A security update notification is visible. Below this is the 'Add content' form, which is circled in red. The form includes fields for Title, Type (set to 'Landing page'), Author (set to 'reg001'), Published, and Vocabulary. Below the form is a table of existing content items. The table has columns for Title, Type, Author, Published, Updated, and Operations. The 'Operations' column for the 'MembershipMain' item is also circled in red.

TITLE	TYPE	AUTHOR	PUBLISHED	UPDATED	OPERATIONS
Photo Club	News	draumann	Yes	Nov 6 2015 - 7:48pm	edit delete
Website Log	Link Lists	reg001	Yes	Nov 6 2015 - 12:53pm	edit delete
2015-2016 Photo Album	Gallery	draumann	Yes	Nov 5 2015 - 12:44pm	edit delete
MembershipMain	Primary Content	reg001	Yes	Nov 3 2015 - 8:57pm	edit delete

# Photo Gallery: Adding and Editing

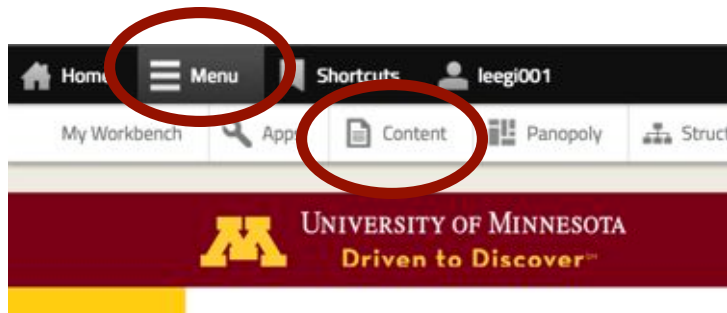
Sunday, February 28, 2016

Photo Galleries are groupings of photos that can be displayed together. Any number of photos can all be added to one content object (one data entry form).

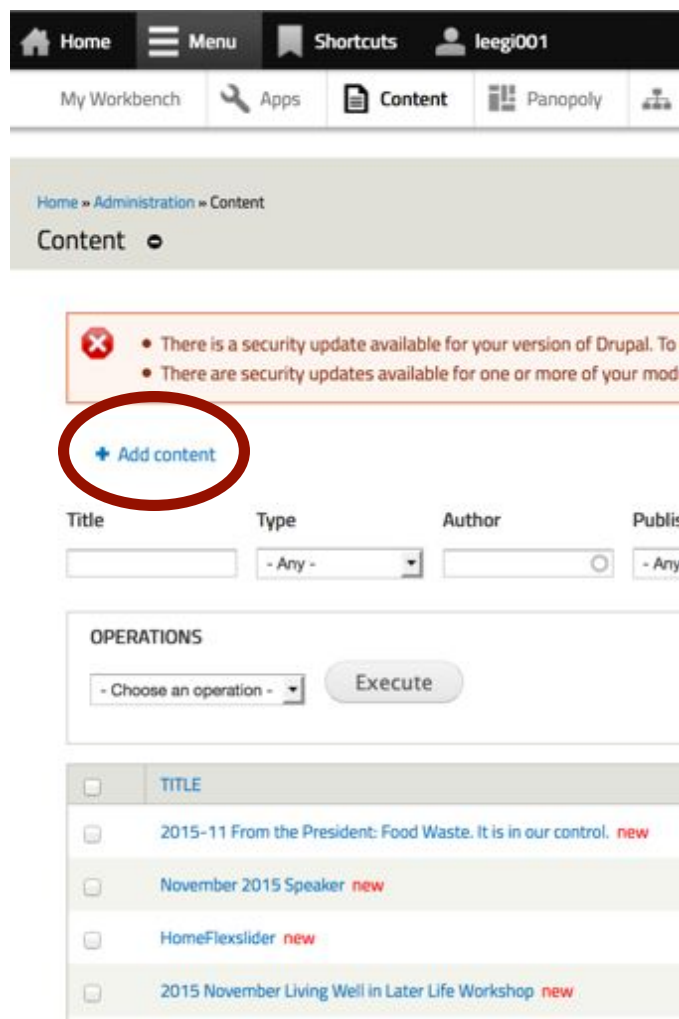
1. Log in to the UMRA website. See instructions in **Logging in for Editors** document at [https://umra.umn.edu/sites/umra.umn.edu/files/logging\\_in\\_for\\_editors.pdf](https://umra.umn.edu/sites/umra.umn.edu/files/logging_in_for_editors.pdf)

Normally you will be adding photos to an existing Gallery, not creating a new one. This section covers **adding a new Gallery**, and the next section describes adding photos to an existing Gallery.

2. On the Content page, click on **+Add Content**



## Step 2



- Now, scroll down until you see **>Gallery**.
- Click on **>Gallery**

- Enter **Title**: Choose a concise and unique descriptor of the new grouping of photos. Usually it will be a new year “2015-2016 Photo Album”
- Select **Gallery Name**

Gallery Name	Website Location
Monthly Meetings and Workshops	Events→Photos
Main Flexslider	Home page rotator
Photo Club	Activities→Photo Club

## Step 3, 4

Home » Add content

### Add content

- Gallery**  
Add photos to a Gallery.
- Link Lists  
Lists of links or documents: Newsletters, Resources, hot links
- News  
Announcements and Events
- Primary Content  
This is the main page content. It is static, unlike the News and Events art

## Step 5, 6

NOTE: if you get something wrong, or get mixed up in all the choices, just cancel (you can use your browser's back button). As long as the SAVE button has not been clicked, no changes will be saved (although the file may have been loaded and will remain on file if it was.)

Home » Add content » Gallery

### Create Gallery

None

Choose a title for this gallery.

**Gallery Name \***

- Annual Meeting
- Committee Photos
- Main Flexslider
- Member Photos
- Monthly Meeting and Workshops
- Past Speakers
- Speaker
- Volunteer Events

The Gallery to add the image into.

7. Under **Gallery** you may upload one or multiple photos:
  - **Browse:** a series of windows will open to upload a file.

## Step 7

**GALLERY**

Upload an image to this Gallery

Attach media \*

8. Upload a file:
  - **Browse:** select the photo to upload
  - Press **Upload**
  - Press **Next**

## Step 8

Upload a new file \*

No file selected.

Files must be less than 256 MB.  
Allowed file types: png gif jpg jpeg.

9. Name:
  - **Name:** The file name will fill in
  - **Alt text:** Caption text should fill in (from Exif data on the photo)
  - Title Text and Description are not used, currently
  - **Datetime:** will fill in from Exif data
  - Press **Save**

## Step 9

**Name \***

2012-13\_membership.jpg

**Alt Text \***

Photo caption (Exif data will appear here)

Enter a description for users who cannot see the image.

**Title Text**

Title text attribute

**Description**

**DATETIME**

Date	Time
Oct 2 2012	04:00:00
E.g., Feb 28 2016	E.g., 02:30:00

Images in photo galleries autosort on date time

10. **Add another photo:** repeat steps 7-10 until all your photos are added.
11. Scroll down and select **Publishing options:** Publishing options become options available, choose one.
  - **Draft** - only if you or another plan to revise and rewrite this item.
  - **Needs Review** - if another person is assigned to review your contribution
  - **Published** - if you need no review and are satisfied this content is complete and correct (and you intend to check it once saved!)
12. In the **Log Message** box, make a note as to what this edit was for.
13. **Save:** Scroll to the bottom of the page and press SAVE.
14. Lastly, check the **Photo** page, or other pages where these Galleries should show up to confirm they are there. If they do not appear, you may review the steps to be sure each was completed fully.

## Step 11, 12, 13

The screenshot shows a user interface for editing content. At the top, there is a section for 'Authoring information' by 'leegi003'. Below it is the 'Publishing options' section, which is circled in red. This section contains the text: 'Not published, Create new revision Creating a new revision will save both the new and old version of this content. The alternative is to overwrite the current revision.' To the right of this section is a 'Choose an action' dropdown menu with three options: 'Draft' (selected with a checkmark), 'Needs Review' (with a red asterisk), and 'Published'. Below the dropdown is a 'Log message for this state change' text area with the placeholder text 'Enter a short message explaining your change'. At the bottom right, there is a checked checkbox for 'Create new revision' with the text 'Creating a new revision will save both the'. At the bottom of the page, there are two buttons: 'Save' and 'Preview'. A red arrow points to the 'Save' button.

## Updating Photo Gallery:

1. Log in to the UMRA. See instructions in **Logging in for editors** document at [https://umra.umn.edu/sites/umra.umn.edu/files/logging\\_in\\_for\\_editors.pdf](https://umra.umn.edu/sites/umra.umn.edu/files/logging_in_for_editors.pdf)
2. On the Content page, you will search for the item you want to edit.
  - You can search for all **Gallery** type content
  - Or you can search by title, or author
  - Or any combination of these.
3. To search by content **Type**:
  - In the **Type** field, select **Gallery**
4. To search by **Author**:
  - In the **Author** field, type the author's userid
5. To search by **Title**:
  - In the **Title** field, enter any part of the title
6. **Press Apply**
7. **Edit:** locate the desired Gallery
  - On the far right, click on **Edit**
  - Modify fields as needed. **[Do not change title!]** Required fields are described in steps 5 – 13 of the **Adding Photo Galleries** section.
8. In the **Log Message** box, make a note as to what this edit was for.
9. Press Save (as in step 13)

The screenshot shows the Drupal Content management interface. At the top, there are navigation tabs: CONTENT, BOOKS, CONTENT REVISIONS, FILES, MIGRATE, SCHEDULED, and WEBPAGES. Below the tabs is a security update notification. The main content area features a search form with fields for Title, Author, Published, and Vocabulary, along with an 'Apply' button and a 'Reset' button. A dropdown menu is open for the 'Type' field, showing options like Landing page, Any, Blog entry, Calendar, Course, Gallery, General page, Group, Imported content, Link lists, Members, News, Photo, Primary Content, Staff, and Webform. The 'Gallery' option is highlighted. Below the search form is a table of content items. The table has columns for Title, Author, Published, Updated, and Operations. The first row is 'Photo Club', the second is 'Website Log', and the third is '3016-2015 Photo Rollout'. The 'Operations' column for each row contains 'edit' and 'delete' links. A red oval highlights the search form area, and another red oval highlights the 'edit' link in the 'Operations' column of the '3016-2015 Photo Rollout' row.

TITLE	AUTHOR	PUBLISHED	UPDATED	OPERATIONS
Photo Club	draumann	Yes	Nov 6 2015 - 7:46pm	edit delete
Website Log	leg001	Yes	Nov 6 2015 - 12:53pm	edit delete
3016-2015 Photo Rollout	draumann	Yes	Nov 5 2015 - 12:44pm	edit delete
MembershipPlan	leg001	Yes	Nov 3 2015 - 8:57pm	edit delete