ANIMAL LIBERATION QUEENSLAND

DRUPAL END-USER TRAINING MANUAL

Logging In

To login in to the site to make changes, begin by opening a web browser and going to:

alq.org.au/user

NB: This system can be accessed from any computer with an internet connection

If you forget your password:

On the login page there is a tab called "request a new password". You must enter your user name *or* your email address, and the system will send you a new password by email. If you enter your user name, it will send your password to the email address that the system has on file for you.

Roles, User Accounts, Permissions/Access Control

There are 3 main types of users for your Drupal website: **Admins, Editors, Superusers**. Each level of user has different permissions on the site, allowing them to access different parts of the site administration, and manage content.

Anonymous: this user is the general public, and is not logged in on the site.

Site Admin: has the highest level of access, and can add/edit/delete all content, as well as manage things like menus, and user accounts.

Editor: can do many things, add content etc, but we try not to give them permissions which could destroy the site accidentally. They could wound it reasonably mortally.

Superuser: Editor with extra things

New User Accounts

Accounts: New accounts can be created for a given role by **an Administrator**. When they are created, they will be given one of the roles above.

If a user loses their password, it can be reset through the admin page by entering and saving the new password and emailing it to them. If a Web Account user with an external email address loses their password, they can simply click on the "Request new password" tab on the login page.

Overall Site Structure Review:

This manual was created to provide a reference point for administering different content related tasks on your website. There are several general types of site content on this website:

- Site Section
- Basic Page
- Article
- Media Article

- Email Campaign

In this type of website, which is a content management system (CMS), the terminology used to refer to each of those types of content is as follows:

Site Section

These are the top level structural pages. These can have an individual banner at the top. A menu on the left will also listing the pages immediately below it in the Site Navigation menu.

Basic Page (Permanent info pages etc)

These pages are permanent pages that might explain some topic etc, that can have a link from the Site navigation menu. They may contain documents, images or just regular text. You assign where they go by placing them, often beneath a site section, in the site navigation menu.   They can be included in the slideshow.

Article (Content as a page and in listings)

Articles display on their own individual pages, similar to a basic page, but can't be added to menus. They are generally for news etc, things which won't be permanently relevant, like you had a raffle, or you are having a protest etc. They are automatically displayed in listings of groups of articles such as News, or lists that are categorized by topic/tag or other parameters.   They can be included in the slideshow.

Media Article (Content as a page and in listings)

Media Articles are just like regular articles, however they don't appear in news, instead they appear in either the Media Releases or In the news sections. When you create the content there is a list on which you choose which page they should go on.

Email campaign

Please see the email campaign section.

Editing Site Pages

To edit a regular Page of your website:
1. Begin by logging in at alq.org.au/user

2. You will now see a slightly different version of the site that introduces Editing tabs.

3. To edit any page, you must navigate to the page you wish to make a change on, and click on the **"Edit" tab** at the top of the site content. Your view of the page will now change to look like this:

4. To make a change to site content, place your cursor in the content editing window and make your changes.

   NB: You will see several formatting tabs at the top of this content editing window. These all function much like they do in a regular word processing program (like OpenOffice or MS Word), or if they require more detailed instructions are covered in later sections of this manual. These include:

5. When you are done, you can click "Preview" at the bottom of the page to preview your change in the full site template.

6. When you are satisfied with your change, click "Submit" to save your change.

As a general note, pasting things in from Microsoft Word and similar programmes can be a problem as it keeps the formatting. You'll see a little icon with a "w" on it, which means "Paste from Word", it will try to get rid of a lot of the dodgy formatting, though isn't perfect.

Advanced Editing Options: Styling Text

Within the site content, a stylesheet has been developed that pre-defines various text styles for use on your website. You can apply those styles to site content via the content editor, choosing from the "Paragraph Format" drop down box.

NB: In order to set a heading style the line that is being given the style must be separate from the next paragraph, ie. you can't give something a heading style in the middle of a sentence.

Advanced Editing Options: Making Links

There are three different types of links you can add to a web page: email links, absolute links and relative links. Email links are links that go directly to someone's email address, typically opening up an email client for the user to send a message to that address. Absolute and relative links refer to two different types of links that will take you from one page in a one website to a page in another, or from one page in a website to another within the same site. We will deal with absolute and relatives links first, offering more information about them below, and then will cover making email links.

Absolute vs. Relative Links:

Absolute link is a term that refers to links that go to other websites outside of http://alq.org.au. To make absolute links work, they need a full prefix in front of them, for example: http://animalliberation.org.au not just animalliberation.org.au is required for that link to work. Often the easiest way to ensure that you have the correct URL for an absolute link (and don't accidentally mistype something) is simply to copy the URL from the address bar of your browser to then paste it into the editing window (explained in detail below).

Relative links are links that go from one page of your website to another. So for example, you may wish to make a link from the About Us page to the Contact Us page. Relative links should not have the http:// protocol in front of them, and should not have the alq.org.au, they need only the rest of the information from the URL. Where possible, we have tried to make the URLs for site pages on this site "human friendly," meaning that they are intended to follow some logic, so for example:

About Your Site = about

Contact Us = contact_us

Some things to note:

- URLs can never have spaces in them, so where we intend a space to exist a " _ " is generally used.
- As convention, the URL paths are typically all lower case.

Where things can start to get a bit tricky is when you get to sub pages within a section, so for example:

About Us: News = about/news

Contact Us: Location: Map = contact_us/location/map

What you'll probably notice here is that the URL path becomes broken down by sub sections. So pages that live, for example, in the Media section have "media" and then a "/" before you get to the actual page name. The reasoning for this is that the website is built much like a folder structure on your harddrive, and all pages that are housed inside of Media Room, live in the Media Room folder. In order to set a link to a sub page of a top level section, you must first indicate what top level section (or folder) the page is in, ie. media_room/, and then include the name of the page itself: media_room/07_news_releases.
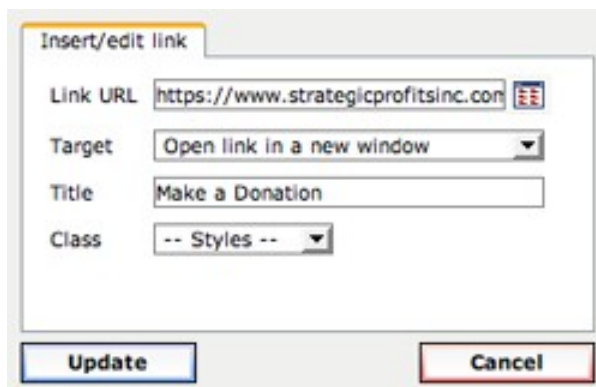
To Make An Absolute or Relative Link:

Follow the steps for Editing Site Pages up to and including Step Four [(pages 4-5)], then:

1. With your cursor, highlight the text you would like to make into a link.

2. You will now see the "Link" button on the editing window change from being greyed out to turning light blue, making it available to click on:

   Click on the link button and a pop-up window will open up.

3. The pop-up window will look similar to this image above. To set the link you must first fill out the required boxes in the pop-up window. Start with the **Link URL** box where you will insert the link itself. Remember, **if it is a link to another website be sure to include the http://** before the full link.

4. You can then choose the "**Target**" for the link, if you would like it to open in a new window. By default this box will stay at "Open in this window/frame" which is fine for all internal links.

5. If you would like, you can also now set a Link Title, by filling in the **Title** box. The Link Title is not necessary but helps to increase the site's accessibility giving extra information about where the link points to for users who are visually impaired and using screen readers. The Link Title

should just be descriptive telling the user what link you are sending them to. So a link to a newspaper article may have a link title like: "Newspaper article on inequality in the workplace." *This step is not required for your link to function, but falls under the category of best practices.*

To make an Email Link:

As above, follow the steps for Editing Site Pages up to and including Step Four (pages 4-5), then:

1. With your cursor, highlight the text you would like to make into a link – in this case this will typically be an email address or someone's name.

2. You will now see the "Link" button on the editing window change from being greyed out to turning light blue, making it available to click on:

   Click on the link button and a pop-up window will open up.

3. The pop-up window will look similar to this image above. To set an email link you need only pay attention to the first box: **Link URL**. To make an email link you need to start by entering "mailto:" followed by the email address. So for example a link to info@yoursite.com would look like: **mailto:info@yoursite.com**

4. You can now select Insert and your email link has been created.

To link to an uploaded PDF file:

As above, follow the steps for Editing Site Pages up to and including Step Four (pages 4-5), then:

1. With your cursor, highlight the text you would like to make into a link – in this case this will typically be the name of a publication or document.

2. You will now see the "Link" button on the editing window change from being greyed out to turning light blue, making it available to click on:

Click on the link button and a pop-up window will open up.

3. The pop-up window will look similar to this image above. To link to a document that you have already uploaded to the site, click on the little blue/red box to the right of the Link URL field. You will now see a list of all the images and PDF files that have been uploaded to the site:

4. Select the file you would like to link to, or use the "Browse" feature at the bottom of the page, to upload a new file. Click on the "add" link to the right of the file name and the file's path will be added to the Link box.

5. You can now choose whether or not the file should open in a new window (the convention with PDF documents is that they open in a new window). And add a title if you wish. You can then click the Insert button and your file link will have been added.

Advanced Editing Options: Adding an Image to a Page

Image formats for the web are somewhat restrictive. In order for an image to show up on the website, it must be saved as either a .png, .jpg or .gif file and should be saved at the final size that you would like the image to display on the website.
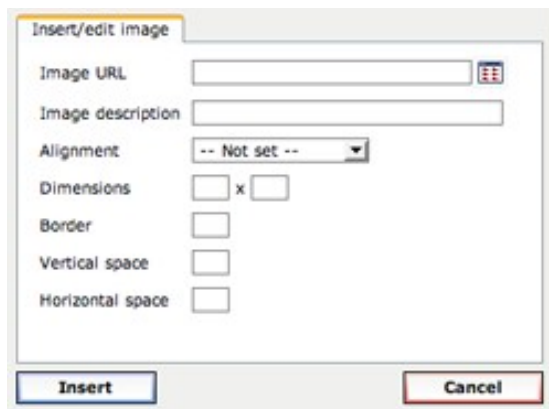
In general, .jpg files are best for photographic images, while the .gif format is for flat colour images like logos, if in doubt use a .png which is a good all round image format.

If you need to add a new image to a page on the website, ensure that you have saved it at the proper size and in the correct file format before you proceed through the steps below. It is usually best not to upload images wider than the content area of your site's pages, this will slow the website down for the end user.

To Add An Image to a Page:

Adding an image to a page is quite straightforward and is done through the content editing box. Like with making a link, you start by following Steps 1 – 5 in Editing Site Pages above. Once you have the page open, follow these steps to add an image:

1. Click on the Image icon in the editing toolbar (it looks like a little mountain with a sun on it)

2. A pop-up box will appear that looks like this:

3. If you know the location of your image on the website's server, you can enter that location in theImage URL field, but it is more likely that you will want to click on the Blue and Red box icon to the right of that field to find the image/upload a new image. Once you've clicked on that you will see:

filename	Display: all ▾ (95)	size	dimensions	date	operations
O6_CORFA_2007.pdf		207.23 KB	0x0	2008-07-08	delete add
Our_Pensions_Safe_From_Inflation_or_Not.pdf		26.91 KB	0x0	2008-07-02	delete add
pc_resln.pdf		36.47 KB	0x0	2008-07-02	delete add
pdf.gif		1.01 KB	15x15	2008-07-02	delete add
PPM07-web.pdf		1.35 MB	0x0	2008-07-02	delete add
Proxyform.pdf		62.54 KB	0x0	2008-07-02	delete add
pseb_app.pdf		96.51 KB	0x0	2008-07-02	delete add

Directory: files/uploads   03_facnc_2004.pdf (view)

[_____] (Browse...) (Upload File) ☑Scale if necessary
Dimensions for scaling = **500x500**, Quota = **37.67 MB**/Unlimited

4. You may now either click on the image you would like to add, if it has already been added to the site, or use the Browse field at the bottom of the window to add a new image. The image should be uploaded at the size you would like it to appear on the website. If you wish to upload the file into a specific folder, eg. "images", click on the dropdown below the list of files that says "Directory: /files" and select "/images". Click on the upload button and you will now see the uploaded file in the bottom section of the popup window. Click on the file or the 'add' link next to the file name in the top section, and you will be returned to the Add an Image box with the Image URL field completed.

5. You can now fill out the remaining fields:

- Image Description: filling this field out ensures that users who browse the web with alternative technologies like screen readers will know what the image is of (the screen reader will read this text).
- Alignment: allows you to position the image in relation to the paragraph of text.
- Dimensions: these will be auto completed based on the size of the image you uploaded.
- Border: if you would like to set a border on the image you may do so here, but there is normally default border styles set in the site's stylesheet.
- Vertical and Horizontal space: insert empty/white space between the image and the text. There is, by default some vertical and horizontal space set by the site's stylesheet, but if you would like to add more, use these fields. Measurements are all in pixels.

6. Submit the page to save.

Advanced Editing Options: Adding a Document to a Page/article

In most cases, the documents being uploaded to the site should be PDF documents, as they are more universally readable by site users, and can not be edited or altered by site users. In some cases you may have a need to upload a text document or spreadsheet file, all of these files can be uploaded following the same steps as outlined below.

To upload a document to a site Page (the same instructions work for other content types), simply follow the same steps we reviewed for editing a site Page, which are outlined briefly again here:

1. Ensure you are logged in to the site. If not, login at: http://alq.org.au/user/

2. Either find the page that you would like to add the document to, or click on Create Content and select Page or the other type of content you would like to create.

3. Place your cursor in the content editing window.

4. With your cursor, highlight the text you would like to make into a link – in this case this will typically be the name of a publication or document.

5. You will now see the "Link" button on the editing window change from being greyed out to turning light blue, making it available to click on:

    Click on the link button and a pop-up window will open up.

6. The pop-up window will look similar to this image above. To link to a document that you have already uploaded to the site, click on the little blue/red box to the right of the Link URL field. You will now see a list of all the images and PDF files that have been uploaded to the site. If you want to look in the pdf's or documents upload folder, click on the dropdown

below the list of files that says "Directory: files/" and select "/pdfs" or
"/documents". If you would like to sort the files displayed by file type, click
on the dropdown above the list of files that says "Display:" and select the
file type (images, .pdf, .jpg, etc.) that you would like see.

7. Use the Browse field at the bottom of the window to find the document you
    wish to upload to the site. Once you have found it, click on the Upload file
    button and the document will be uploaded to the site (appearing now in
    the list at the top of this window) and the file will appear in the bottom
    section of the popup window. Click on the file or the 'add' link next to the
    file in the list if it has already been uploaded. The document's link location
    will automatically be inserted into the Link box.

8. You can now choose whether or not the file should open in a new window
    (the convention with PDF documents is that they open in a new window).
    And add a title if you wish. You can then click the Insert button and your
    file link will have been added.

Advanced Editing Options: Deleting a Document

If, once you've uploaded a document, you realize it is the wrong one, or that you no longer need to attach it to the Page (or article as covered in a later section), you can easily remove the Document from the page.

Once your document has been uploaded, click on the Link dialogue box as before, and locate the document, then click on "delete" to the right of the document's name. It will now be removed from the site. Please remember, however, that if you had a link to this document somewhere, you will need to go remove that link or the link will not work for site visitors.

Editing Articles

This section covers making changes to existing article content. It is worth noting that making changes to existing content here is much like making changes to regular site Pages, which we covered above, with a few key differences which will be noted.

Making Changes to Existing articles

It is worth noting that for the most part, you will rarely need to make changes to this content as it is by its nature generally not regularly updated.

1. Ensure you are logged in to the site. If not, login at: http://alq.org.au/user/

2. Just as when editing Pages, you will now see a slightly different version of the site that introduces editing tabs.

3. Navigate to the article content you would like to change. Click on the "Edit" tab at the top of the site content. Your view of the page will now look like this:

4. Just as with editing Page content, use the content editing window to make your changes.

5. **Formatting considerations for article content:** the content you enter in the title field will automatically be made an **H2 level heading**. If the content requires additional headings within the body text, you should start with **H3** styles and then cascade down to **H4** and **H5** for sub and sub-sub headings.

6. Please be careful to ensure that the remainder of your body text is set with **"Paragraph"** formatting.

    NB: All of these styles can be chosen from the Format dropdown box as outlined ***above****.*

7. Scroll down the page and click "Preview" to preview your change.

8. If you are satisfied with your change, hit the "Submit" button.

Creating a New Basic page

To add a Page to your website:

1. Begin by logging in at http://alq.org.au/user

2. Hover over the "Create Content" link at the top left corner of the page and click "Page". You will now see a page where you can enter all of the information for your new page.

3. Fill in the Title, Intro and Body content.

4. If you would like this page to have a specific URL (other than, e.g., node/54), enter the URL path you wish the page to display on under "URL path settings". (Enter only what would come after the main site address, e.g. "foo/bar")

5. Enter the menu section where this lives in the "Menu settings" section. Set the "Parent item" (which can be either a top level menu, or a sub menu).

6. If you wish this to appear on the slideshow, you will need to attach and image, and select the slideshow checkbox.

7. Click "Submit"

Adding articles:

The article content type is used to add items that are not pages. article content can be added to the site individually and the website will **build the listings that appear on the various site pages for you.**

To add a new article item:

1. Ensure you are logged in to the site. If not, login at: http://alq.org.au/user/

2. Once you are logged in, you'll notice that you now have a menu running along the top of the page. On the left-hand side of that menu is a drop down for "Content -> Add Content", which is what you will always use to add new content to the site. Click on this to get a drop down option and select "Article"

3. You will now be taken to a page to add your article content.

4. Begin by giving the new item a type, such as news if you want it to appear on the news listings.

5. Add a Title.

6. Add an intro, this is the text which appears in purple at the top of the page.

7. You can now enter the Body of the article into the Body field, using all the same formatting options covered earlier in this manual.

8. If you need to attach a file to the entry, do so following the same method covered in Editing Site Pages: Advanced Editing Options: Adding a Document to a Page.

9. If you wish this to appear on the slideshow, you will need to attach and image, and select the slideshow checkbox.

10. If you wish to preview your item, click "Preview". When you are satisfied with your work, choose "Submit".

Adding Images To The Slideshow:

Note the slideshow is composed of articles, pages and other content types. See the articles and pages help for how to add them to the slideshow.

Email Campaigns:

Intro

The process is basically you create an **Emailee** if they don't already exist, you create an **Article** to tell the user about why they are emailing, and then you attach an **Email Campaign** to the **Article** and **Emailee** you created.

Users then use the form, and their emails are put into the database. A process runs every hour on the website which will send 100 emails at a time.

You can view or download the created emails and their status at http://alq.org.au/admin/workbench/alq-mps which is linked off the workbench menu.

Note the download link has a date at the end, this is the end date for the report. You can get a given months emails by changing this date in the format of four digit year and three letter month name, seperated by a dash, eg. http://alq.org.au/admin/workbench/alq-mps/csv/2016-May

The application is initialised with all state Queensland politicians asat Feb 2016 in it. Anyone else you need to email you will need to add.

Creating an Email Campaign detailed steps:

Create a normal **Article** type. This will be the top of you email campaign, the pictures, the info about it etc.

Create your **Emailee** if they aren't already in the database, if you want to email any Queensland state MP they will already be there. You can search for emailees both when creating an **Email Campaign** and here http://alq.org.au/admin/workbench/alq-mps/emailees

Create an **Email Campaign**.

Add the recommended **Subject** of the email.

Add the recommended **Body** of the email.

Add the **Parent Article**, the one you created at the start. Search for it by name.

Emailee, if this field is present the email will just go to this person, if it is empty it will default to a QLD State campaign.

Campaign Type, set it to the campaign type, this is for future use.

Save and you should be done. When you go to your **Article** you should see the **Email Campaign** below it.