

# AFWG WEBSITE GUIDE

## MAKING EDITS TO THE WEBSITE

### Logging In:

Go to [www.arabfamilies.org](http://www.arabfamilies.org) and click on Login to AFWG at the top right corner.



username: afwgstaff  
password: AFWGCore\$16

User “afwgstaff” can edit all site content, add pages, upload files and edit the site menu .  
Once you login, an admin menu shows on the top of the site.



“**View**” and “**Edit**” links show at the top of every page.

### Editing

Go to the page you want to edit and click the “**Edit**” button at the top.



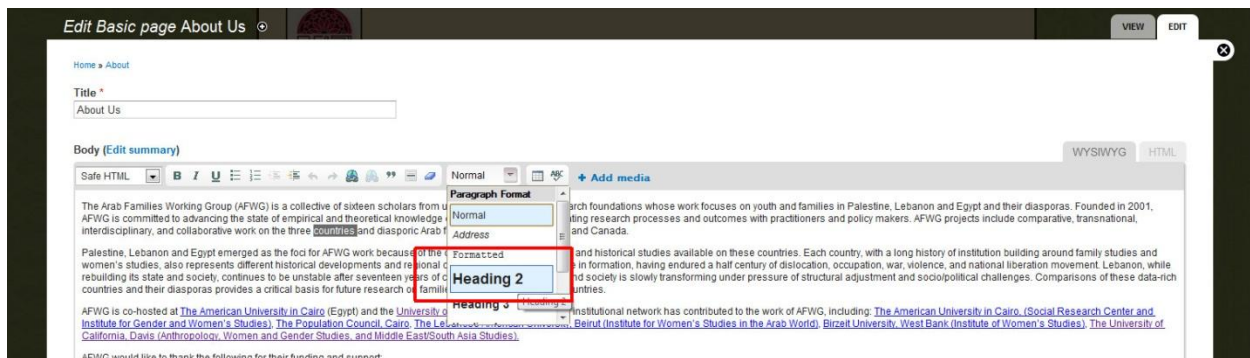
A text editor will appear on the page.  
(When copying and pasting, first do so into Notepad to remove formatting.)



**IMPORTANT!** Be very careful when editing any page that uses a toggle function to make text appear or disappear. If you must edit this content, and a developer is unavailable, click the “HTML” button at the top right of the text editor. This will display the code of the page, and you can go in and find the text you want to edit. (Just be careful not to edit or delete any code).

## Headers

You can use Headers to make text bigger.



Select the desired text and click the drop-down menu that says “Format” and choose Header 1, Header 2, or Header 3.

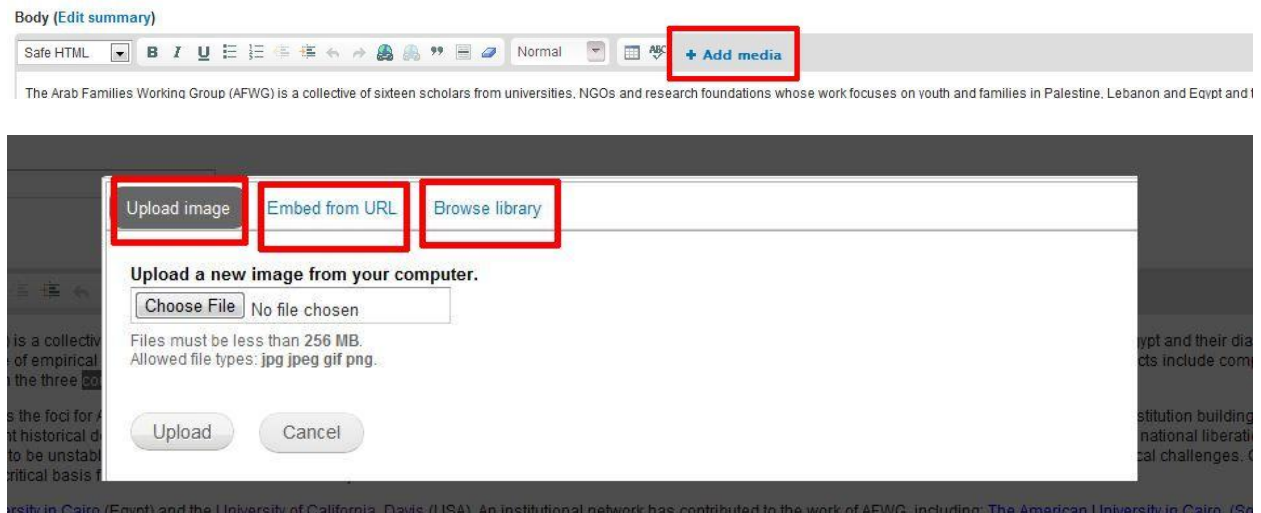
## Links



Click the button that looks like the Earth with a little chain-link at the bottom.  
Insert the URL information, then save the link. You can edit the text afterwards.

## Images

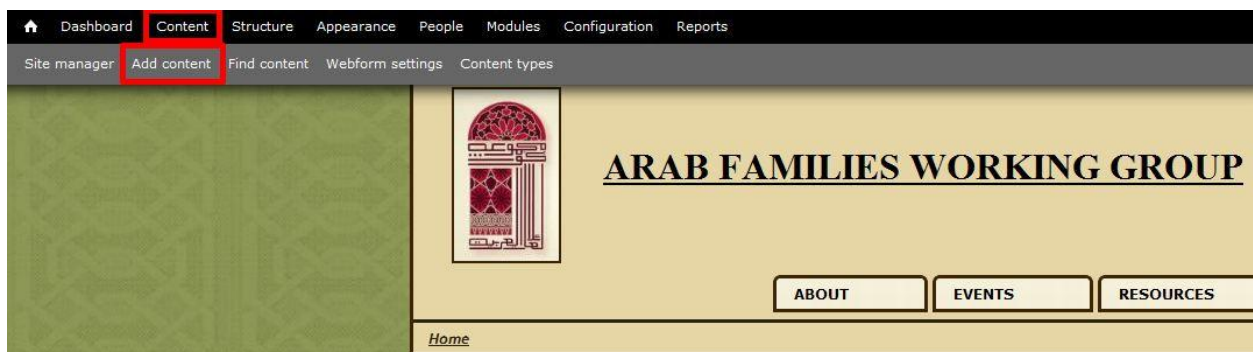
You can add images directly to a page - click the **Add Media** button to the right.



In the pop-up menu, click **Browse** to select an image to upload from your computer. You can select the **Embed Image/Video** tab to add a Youtube video or **Browse Library** to add existing assets.

## Adding a Page

In the black menu at the top of the screen, click **Content** then **Add Content**. Or, in the gray bar below, click **Add Content**.





Usually you will select a **Basic Page** as the new item.

You can also create new types of items called **ScholarProfiles** for Core Group members.

The other two important file types are **AFWGTaggableFile** and **AFWGTaggableTypePage**.

Use AFWGTaggableFile for documents such as .doc, .pdf files, etc, as they are not normally available to upload. You can then create a link to them from inside a basic page.

Administrators: The pages containing Bibliographies and Volumes (found under Publications) contain basic pages that have links to AFWGTaggableFile items - doc and pdf files.

Use AFWGTaggableTypePage to create items that can be tagged. Once you use a tag that is recognized, it will automatically be added to a relevant list.

For example, Research Projects are tagged as "AFWG Research Projects 2000" or "AFWG Research Projects 2011" and if you use either tag, such items will appear on the list of **Research Projects**, under "Research Projects 20000-2010" or "Research Projects 2011-". and those will show up automatically under **Core Group** and **Research Projects**.

Similarly, the list of **Conference** agendas will automatically list all items that are of the type **AFWGTaggableTypePage** that have the tag **2007CairoConferenceAgenda**.

The list of **Policy Briefs** will automatically list all items that are of the type **AFWGTaggableFile** with the tag **policybrief**.

The list of **Publications** will automatically list all items that are of the type **Publication Page**

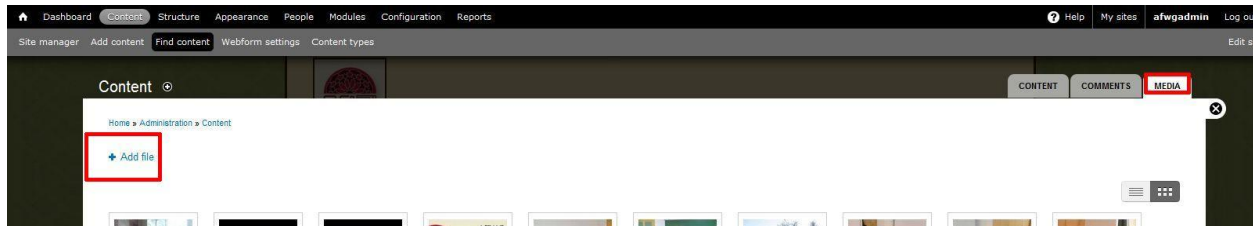
The list of **Conference** agendas will automatically list all items that are of the type **AFWGTaggableTypePage** that have the tag **Syllabus**.

The list of **Core Group** members will automatically list all items that are of the type **ScholarProfile**.

Administrators: you can modify or add automatic lists from the top menu by clicking **Structure** then **Simple Views**.

## Uploading Files

Get to the **Find Content** page.



Then click on the **Media** tab at the top right, and then **Add File**.  
Then select files from your computer to upload to the site.

Before clicking **Add File**, you should see a list of media.  
Simply move your mouse over an item to see its URL at the bottom left of your browser.  
You can copy these URLs for linking purposes.

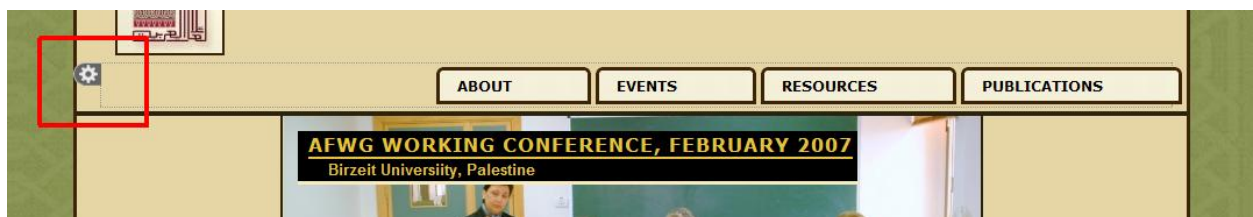
## Menu

Only administrators can edit menus. This is because changing the formatting is risky and can have persistent consequences. The Main Menu is the most important one.

Log in as afwgadmin.

While ThemeBuilder (a module we have) is installed:

1. Move your mouse over any menu.



2. A gear-shaped icon will appear to the left of that item.



3. Move your mouse over the gear icon and click **Edit**.  
Then change titles and nesting for each menu item as desired.

## **AFWG CORE GROUP ACCOUNTS**

1. Go to **Login to AFWG** at the top right corner..



2. If you are already a member, enter your username/email and password. Otherwise, ,  
click "**Not a Member**" and enter Name and Email Address



**Register for a new account**  
Your username and password apply to any sites you may join within the Drupal Gardens network.

**Username: \***

Spaces are allowed; punctuation is not allowed except for periods, hyphens, and underscores.

**E-mail address: \***

All e-mails are sent to this address. The e-mail address is private and only used to receive a new password and information you choose.

**Create new account**

[Already a member?](#)

By clicking this button, I agree to the [Terms of Service](#).

3. Check your email and copy your password, or click the verification link
4. Click **Login to AFWG** again and use your password to login
5. (Optional) Click “Edit” and to change your password

## **SCHOLAR'S DATABASE**

### **USER EXPERIENCE**

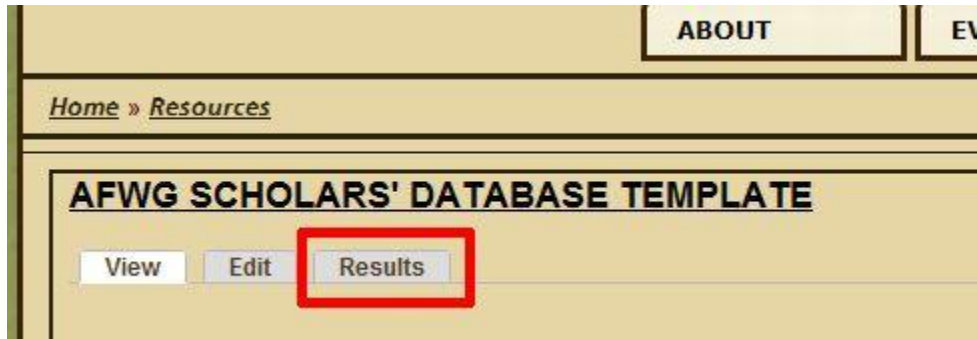
Anyone can create new database entries at this point.



1. Go to **Resources** then **Scholar's Database**.
2. Fill out the form. Click on each header to expand the questions under it.
3. Be sure to enter all entries marked required by a star (\*).
4. (Optional) If needed, go to your entry (from the Scholar's Database page or from a site search) and edit it as desired. You can do this by clicking on **Resources > Scholar's Database** and then **View your previous submissions** at the top.

## EDIT THE ENTRIES

1. **afwgstaf@ucdavis.edu** will receive a notification email every time a new entry is saved (or if other site content is edited and saved)
2. Login to the site as afwgstaff.



3. Click the link in this email, or go to the Scholar's Database Page (or search) and then click **Results** at the bottom of the page. Select the entry you want to edit.



41	Mon, 10/10/2011 - 17:05	Anonymous (not verified)	128.120.226.205	<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Delete</a>
36	Sun, 10/09/2011 - 03:39	Anonymous (not verified)	134.124.26.208	<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Delete</a>
31	Sat, 10/08/2011 - 10:56	Anonymous (not verified)	41.248.208.66	<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Delete</a>
26	Sat, 10/08/2011 - 04:45	Anonymous (not verified)	85.113.126.2	<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Delete</a>
21	Fri, 10/07/2011 - 20:43	Anonymous (not verified)	150.131.71.140	<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Delete</a>

4. Or, **Download** a CSV file that is a copy of the database.

4. Core Group members can edit their own entries.

Changing the fields for the Scholar's Database Form should be done by a Drupal developer.

## DRUPAL ADMINISTRATOR LOGIN

Advanced site edits may require a Drupal developer, and they can use this login:

**username: afwgadmin**

**password: AFWGCore\$16**





## **GODADDY ACCOUNT INFORMATION**

### **GODADDY INFO FOR CURRENT WEBSITE (arabfamilies.org)**

**username/account #: 43654910**

**password: afwgcore**

This account is under SUAD JOSEPH.

### **DATABASE**

**The database is currently with Drupalgardens. Use afgadmin from the login page and access the database as shown above.**

### **GODADDY INFO FOR OLD WEBSITE (afwg.info)**

**username/account #: 17639055**

**password: Afg\$15**

This account is under RIMA PRASPALIAUSKIENE.

Your hosting plan is currently set to AUTOMATICALLY RECUR, with a billing date of 10/14/2011.

### **DATABASE**

**username: afg0929001522302**

**password: Afg415**

## **RECAP: DRUPALGARDENS LOGIN INFORMATION**

### **Admin Account:**

**User: afgadmin**

**PW: AFWGCore\$16**

### **Editor/Blogger Account:**

**User: afgstaff**

**PW: AFWGCore\$16**