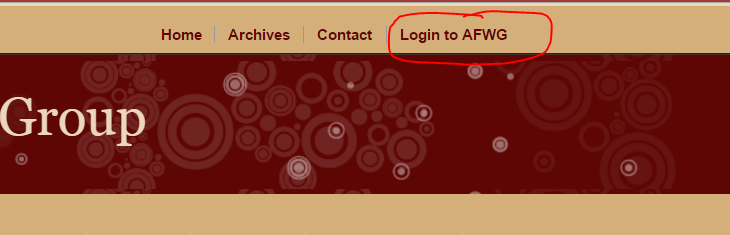
**MAKING EDITS TO THE WEBSITE**

**Logging In:**

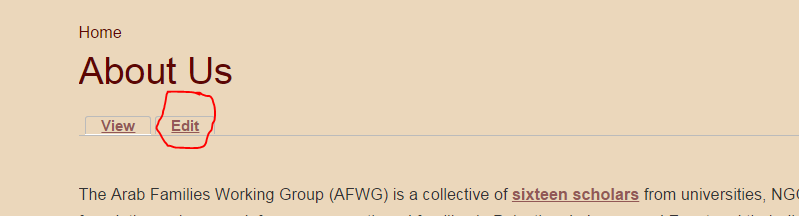
Go to [www.arabfamilies.org](http://www.arabfamilies.org/) and click on Login to AFWG at the top right corner.



**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.



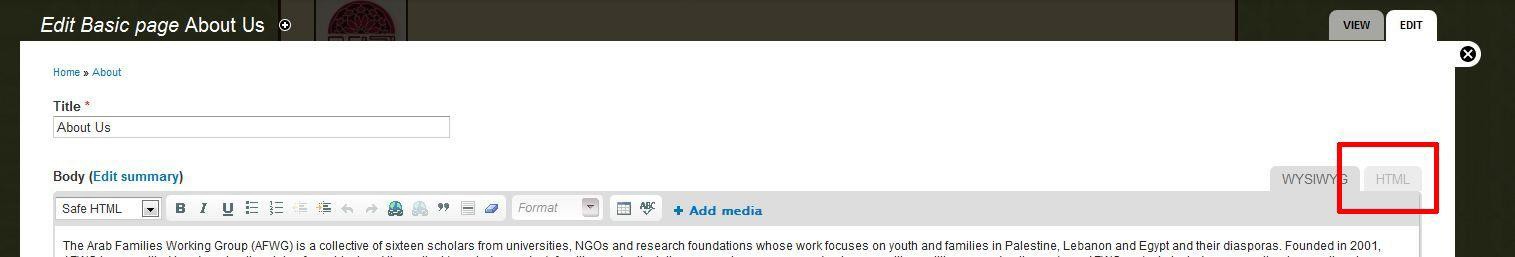
“**View**” and “**Edit**” links show at the top of every page.

**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.

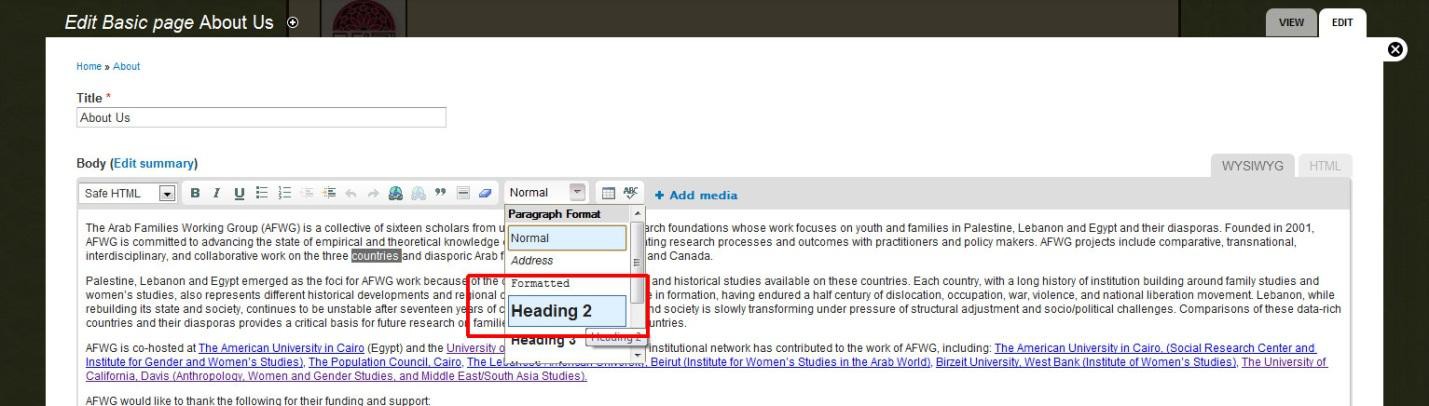
(When copying and pasting, first do so into Notepad to remove formatting.)



**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.

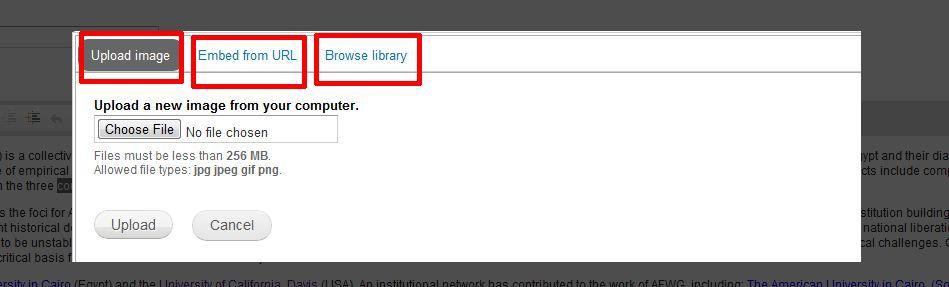
**Links**

Click the button that looks like the Earth with a little chain-link at the bottom. A small pop-up box will appear. 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.



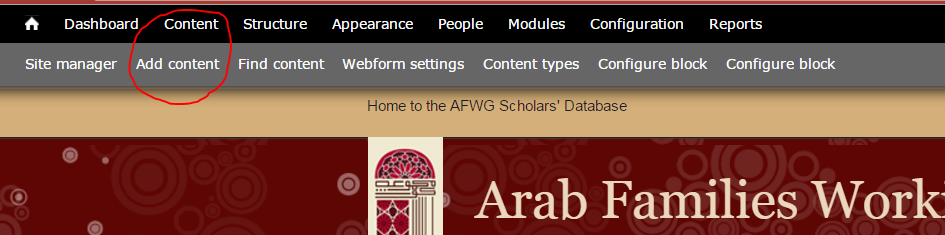


In the pop-up menu, click **Browse** to select an image to upload from your computer.

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**.

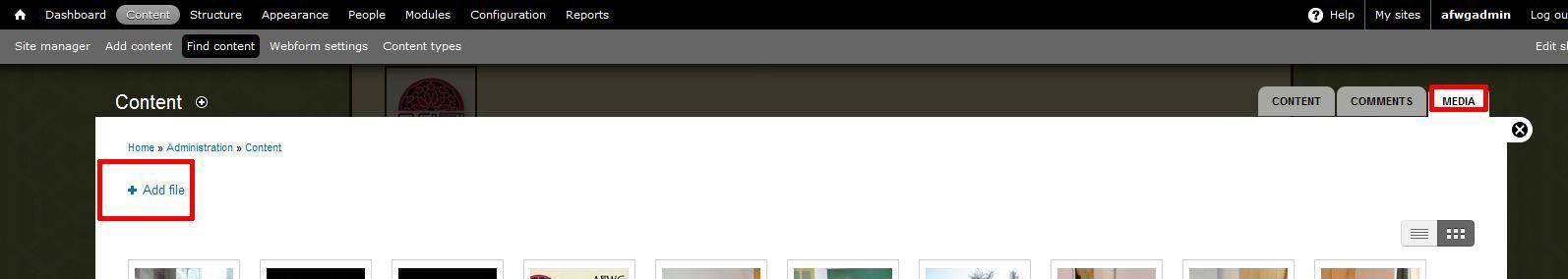
The list of **Core Group** members will automatically list all items that are of the type **ScholarProfile**.

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.



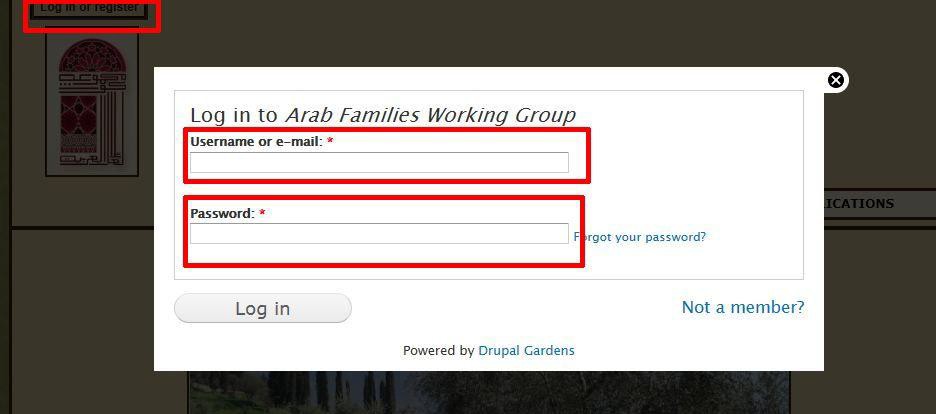
2. A gear-shaped icon will appear to the left of that item.



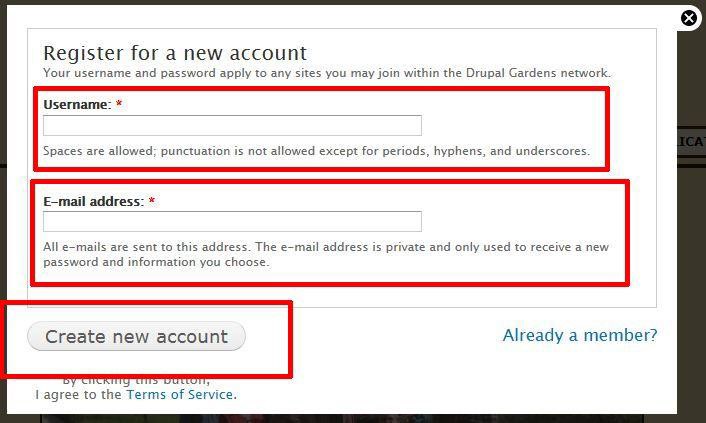
3. Move your mouse over the gear icon and click **Edit**.

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



3. Check your email and copy your password, or click the verification link

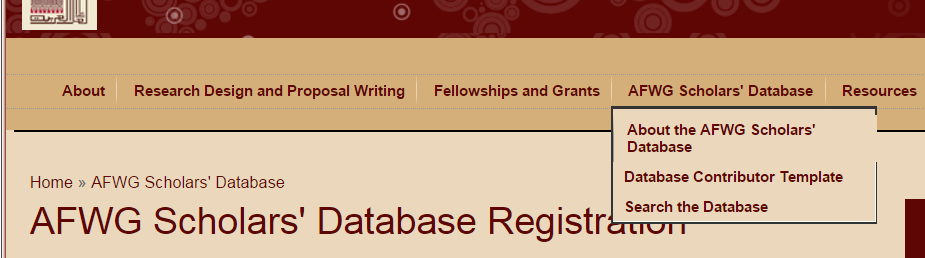
4. Click **Login to AFWG** again and use your password to login

5. (Optional) Click “Edit” and to change your password

**SCHOLAR'S DATABASE**

**New Entries**

Anyone can **create new** database entries at this point.



1. Go to **AFWG Scholars’ Database** then **Database Contributor Template**.

2. Make sure to read the instructions carefully and fill out the form.

3. Be sure to enter all entries marked required by a star (\*).

**Search Entries**

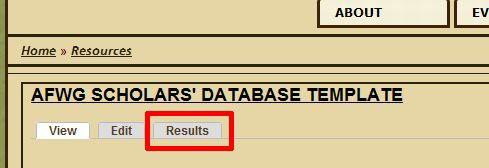
1. You can search the database in the “Search the Database” tab.

**View all Entries**

1. The data is hosted on Zoho
2. Go to [www.zoho.com](http://www.zoho.com)
3. Login
   1. usename: thearabfamiliesworkinggroup
   2. password: AFWG$data2015
4. Find and click zoho creator and you can see all entries
5. For more information, refer to Zoho Creator Manual

**Note:**

1. [**afwgstaff@ucdavis.edu**](mailto:afwgstaff@ucdavis.edu%20) 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.



3a. Or, **Download** a CSV file that is a copy of the database.

4. Core Group members can edit their own entries.

\*Note: 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**

**Drupal Hosting Information:**

1. The domain name [www.arabfamilies.org](http://www.arabfamilies.org) is hosted by GoDaddy with the account information listed below. The original name is [sv3.drupalgardens.com](http://sv3.drupalgardens.com/) which is the same website.
2. The server is hosted by Drupal Garden
   1. <https://www.drupalgardens.com/>
   2. Username:afwgadmin
   3. Password:AFWGCore$16
   4. There are not many configurations on this website but you can contact them for support. For example if you need to restore a backup of the website

**Backing Up Drupal** [www.arabfamilies.org](http://www.arabfamilies.org)

You can follow the instructions here

<https://www.drupalgardens.com/documentation/site-export>

It may change in the future but you can always contact drupal garden for support.

Store the backups in the AFWGBackUp folder

**GODADDY ACCOUNT INFORMATION**

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

**username/account #: 43654910 password: afwgcore**

This is account is under SUAD JOSEPH.

**DATABASE**

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

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

**username/account #: 17639055 password: Afwg$15**

This is account is under RIMA PRASPALIAUSKIENE.

Your hosting plan is currently set to AUTOMATICALLY RECUR, with a billing date of

10/14/2011.

**DATABASE**

**Username:afw0929001522302 password: Afwg415**

**RECAP: DRUPALGARDENS LOGIN INFORMATION**

**Admin Account:**

**User: afwgadmin**

**PW: AFWGCore$16**

**Editor/Blogger Account: User: afwgstaff**

**PW: AFWGCore$16**

**Additional Information on Making Edits**

**Uploading PDFS:**

* When Uploading PDFs it is easiest to go to “Add Content” and click on “AFWGTaggableFile”.
* Put in the title of your page and upload the correct PDF file.
* Tag the file with the proper key words to make sure that it is searchable.
* Click Publish.
* Once you click publish, a new page will come up with the PDF file you just uploaded.
* Click on that file and copy the URL.
* Go to the page you want to add the PDF to and click edit.
* Type into the text box the name you want the file to appear as, in the location you want it on the page.
* Highlight what you just typed and click the “add a link” button.
* In the box that pops up, paste the copied URL into the URL box and click Okay.
* Add the appropriate tags to the page and click save.
* Be sure to check the link to make sure it works.

**Adding Pages**

* Go to Add Content and click on “AFWGTaggableTypepage”
* Add a title as well as contents.
* Make sure you denote whether you want it to be in the menu or not. Most pages will not be in the menu, only when creating or editing tabs that show up on the menu will you click the ‘Provide a menu link’ box. In this latter case, make sure to denote the ‘Parent item’ if it is to be a sub-tab of a major (i.e. parent) tab.
* Turn the comment settings off.
* Click publish.

**Adding a Menu Tab:**

* Make the pages that should be included in a menu tab drop down before creating the menu tab for that drop down setting.
* Go to Structure
* Click on Menus
* Click on edit main menu
* Click on “add link”
* Choose a Menu link title.
* As the path, put in the URL of one of the pages that you want to be part of the drop down. In order to do this go to find content, click on the page you want to use and copy that URL. Then past it into the path field.
* Make sure you check enabled and show as expanded so that the “children” of the menu tab comes up.
* Click Save.