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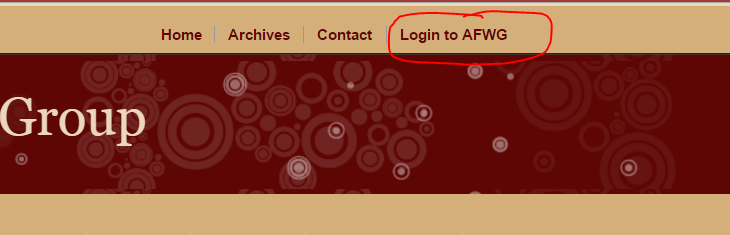
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**Section 1. MAKING EDITS TO THE WEBSITE**

**1.1 Login in**

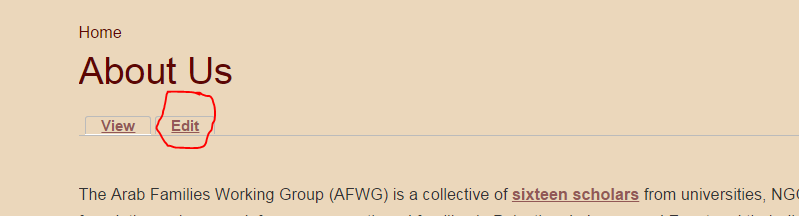
Go to [www.arabfamilies.org](http://www.arabfamilies.org/) and click on Login to AFWG at the top right corner.



**username: afwgstaff password:**

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.

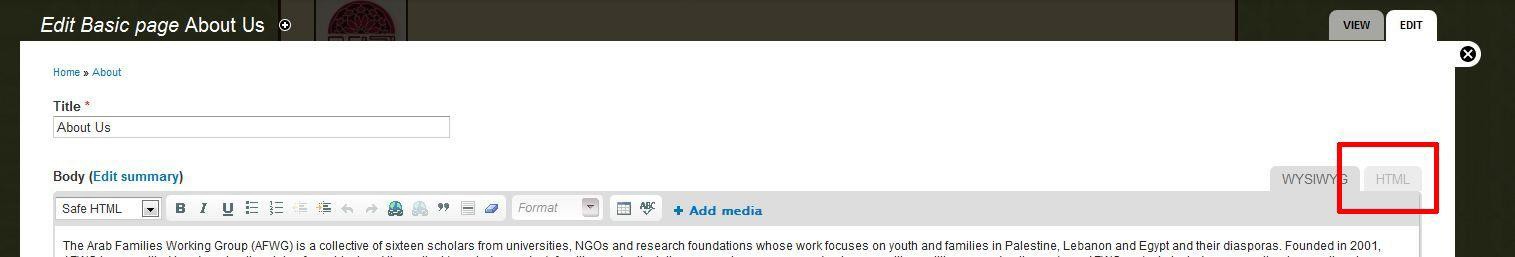


“**View**” and “**Edit**” links show at the top of every page.

**1.2 Editing Text**

Go to the page you want to edit and Right below the pages title, there should be an “Edit” option. Click this option and you will see an internal editing environment, were you can change text/headings/links/images and etc. A text editor will appear on the page.

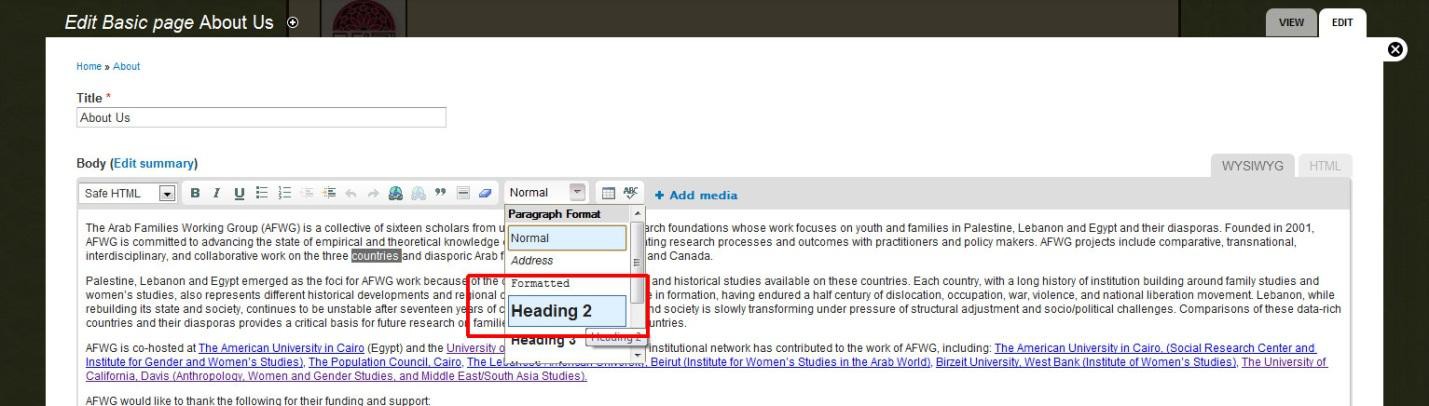
(When copying and pasting, first do so into Notepad to remove formatting.)



**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).

**1.2.1 Headers**

You can use Headers to make text bigger.



Select the desired text and click the drop-down menu that says “Format” and choose Heading1, Heading2 or Heading3.

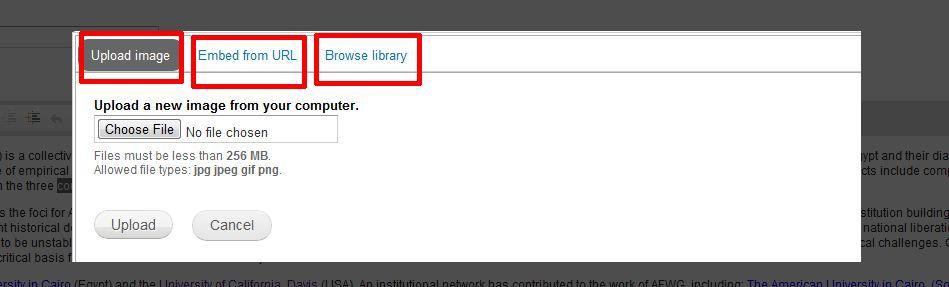
**1.2.2 Add Links**

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. 

**1.2.3 Add 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.

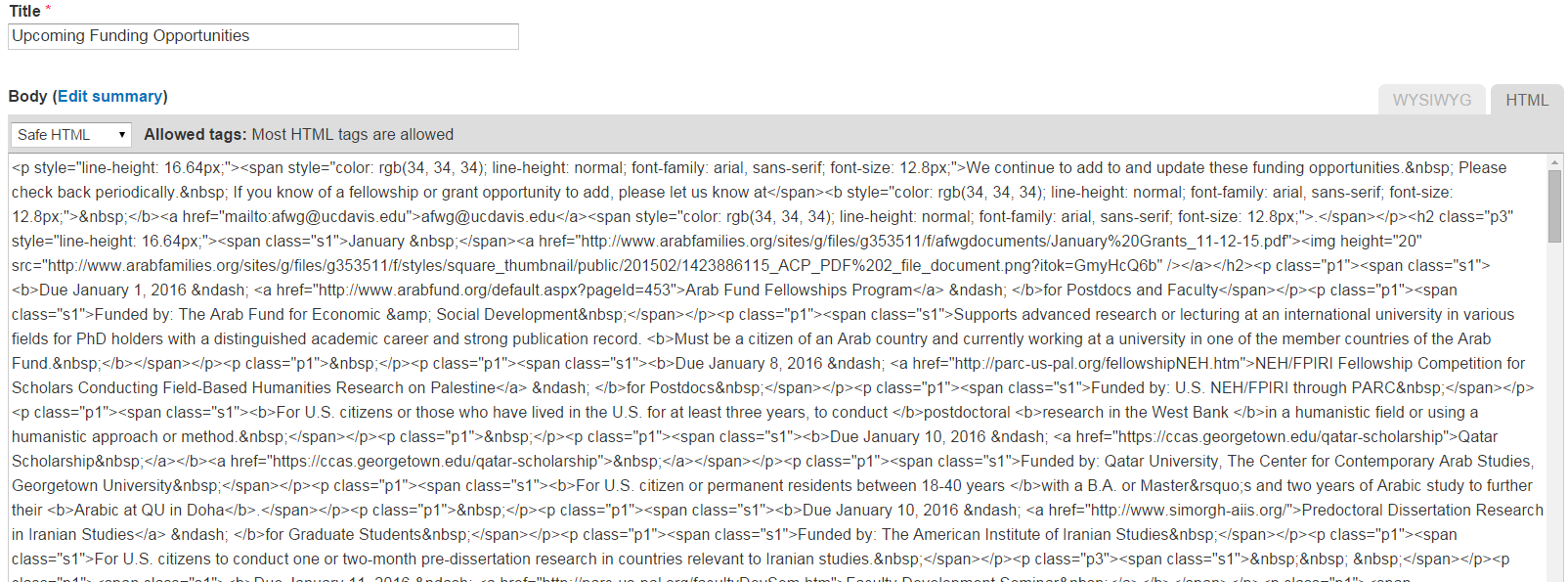
**1.2.4 How to debug a page using html**

If you are familiar with html it is highly recommended to use it when editing or especially finding problems with in the code. Moreover, most problems can only be fixed by editing the html.

On the WYSWYG editor click html



Then you will see something like this



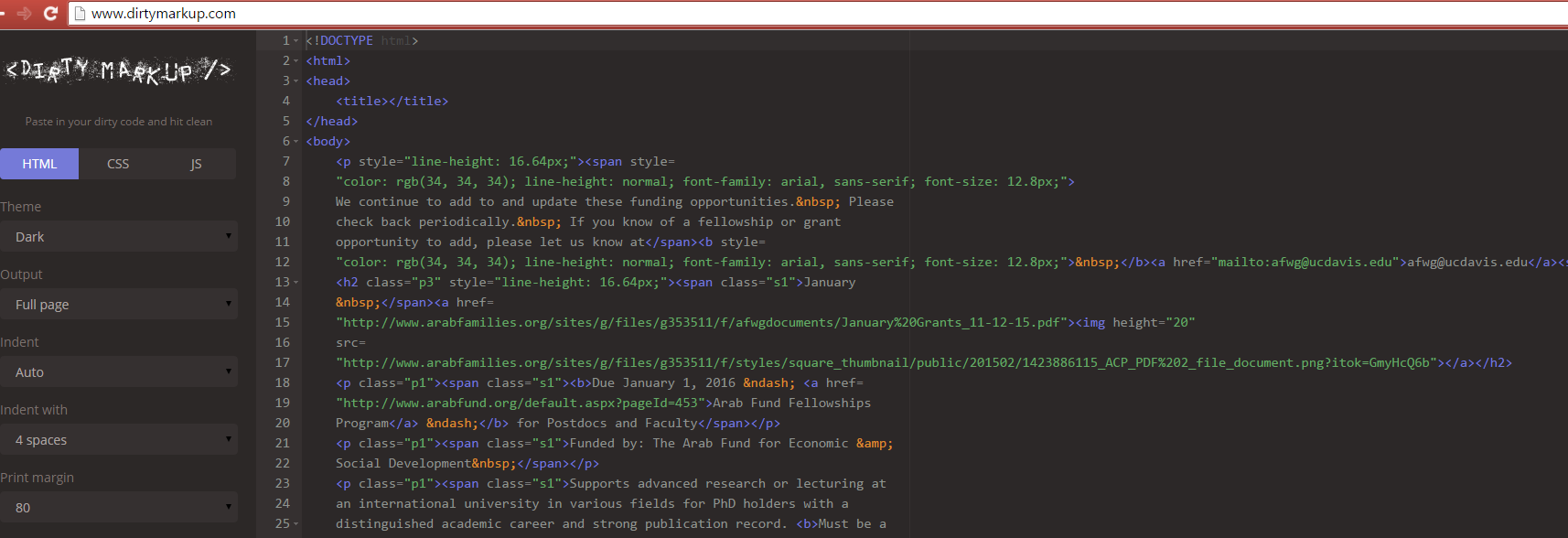
This is very messy and you will have a difficult time editing in here.

From here you can use any online tool called “html organizer”, just google it.

Example: http://www.dirtymarkup.com/

Copy and paste the content to a notepad or a place to save it in case you mess up.

Then you can paste it to the cleaner and clean it and it will look like this.

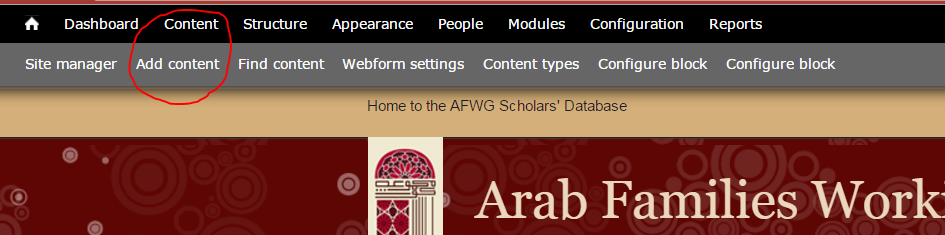


You should do editing here and paste it back to the WYSWYG editor when you are done.

**1.3 Adding Page and Content**

**1.3.1 Adding Page**

* 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.





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**

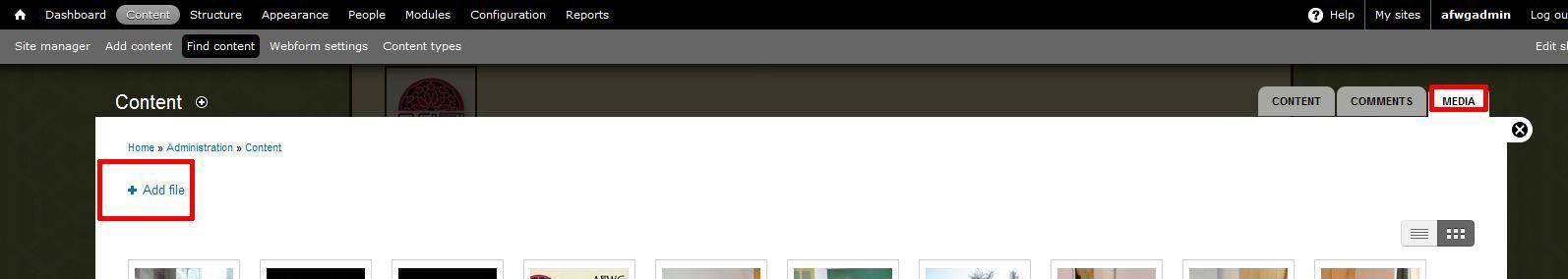
The list of **Conference** agendas will automatically list all items that are of the type **AFWGTaggableTypePage** that have the tag **Syllabus**.

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

**1.3.2 Uploading Files and 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.

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.

**1.3.3 Adding Non-text Elements to a Page**

1. Go to: Structure > Blocks
2. Check to make sure that you are editing blocks on the correct theme.
3. Add a rotating banner or a block by clicking the appropriate link above the table.
4. Edit the block as you please.
5. When you are finished, under “Block Location”, select where on the page you would like the block to appear.
6. Under “Visibility Settings > Pages”, make sure to select where you would like the block to be displayed.
   1. For global blocks, leave as is.
   2. For blocks appearing only on specific pages, select “Only the listed pages” and follow the instructions provided on how to supply the pages.
7. Save the block. It should route you back to the Blocks page.
8. Make sure that the block appears where you would like it to be.
   1. To order the blocks more specifically, select “Show row weights” at the right above the table. This displays a new column that allows you to select the exact order of your blocks.

Administrators: you can modify or add automatic lists from the top menu by clicking

**Structure** then **Simple Views**.

**1.4 Edit Menu**

**1.41 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.



1. 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.
2. 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. 
   4. Move your mouse over the gear icon and click **Edit**. Then change titles and nesting for each menu item as desired.

**1.4.2 Creating a Carousel**

1. Follow the above instructions for creating a non-text element to a page, except select “Add a rotating banner”.
2. Under “Banner Settings”, make the following changes:
   1. Select “The banner will not shrink to fit the page and you have the option to specify the width and/or height.” For some reason, if you don’t do this, the pictures can be very buggy.
      1. Set the width = 600 pixels.
      2. Set the height = 400 pixels.
   2. Change the Transition Type to “Fade”
   3. Change the delay between slides in milliseconds to “5000”.
3. Under “Banner Images”, add images
   1. **IMPORTANT:** before uploading pictures, resize images to be width: 600px, height: 400px.
      1. On OS-X, use Preview:  
         If the photo is landscape: Tools > Adjust size > width: 600px. This should automatically update the height.  
         If the photo is portrait: Tools > Adjust size > width: 600px. Press OK. Then crop the image so that the height is 400px.
      2. On Windows:  
         *Currently all IT has OS-X. If there is need for Windows instructions, please update this.*
   2. To order images, this depends on how many images you have. Currently, Drupal supports automatic ordering for up to 21 images (-10 through 10). To get around this, pick out certain images that you wouldn’t mind being randomized and make them carry the same row weight.

**1.5 Making Style Changes**

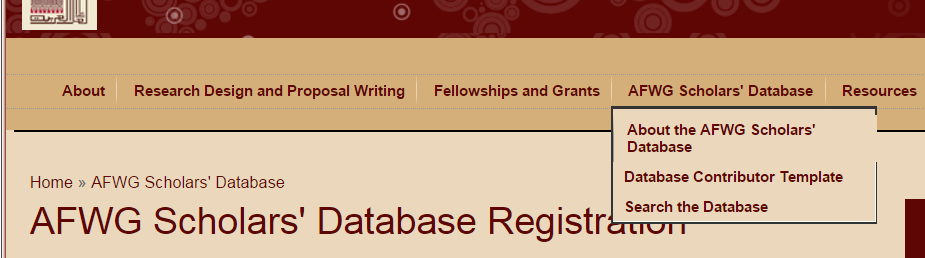
1. Click on the “Appearance” tab on the upper left hand corner. Should be the 4th from left option.
2. A new developer module should appear after a short period of time at the bottom third of the page. There should be three options, Front, Borders & Spacing, and Background.
3. From this module, it is remarkably similar to the typical browser inspector tool, where you can select divs and change styles. In the case you need to use something more powerful, click the “advanced” tab and navigate to “Custom CSS”. From here, you can add your own CSS to select classes.

**Section 2. Database**

**2.1 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**

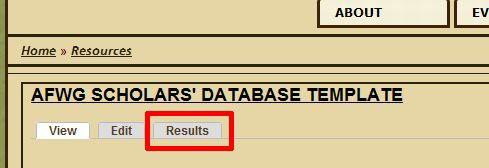
1. You can search the database in the “Search the Database” tab.

**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.



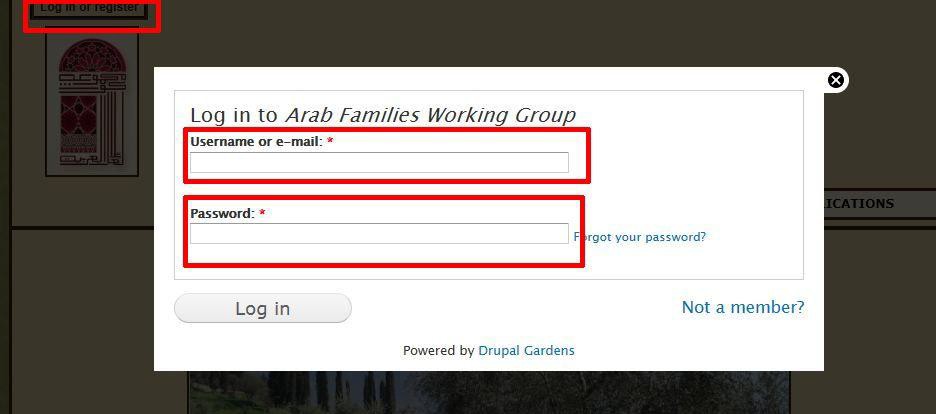
3a. Or, **Download** a CSV file that is a copy of the database.

4. Core Group members can edit their own entries.

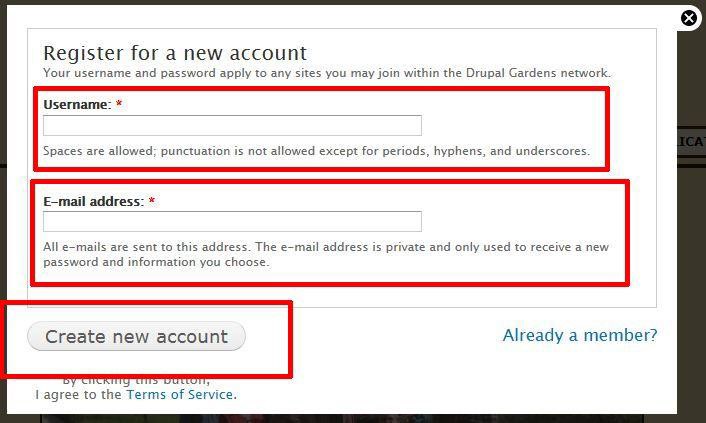
\*Note: Changing the fields for the Scholar's Database Form should be done by a Drupal developer.

**Section 3. Account Information**

**3.1 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

**3.2 DRUPAL ADMINISTRATOR LOGIN**

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

password: AFWGCore$16

**3.3 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

**3.4 DRUPAL GARDENS LOGIN INFORMATION**

**Admin Account:**

**User: afwgadmin**

**PW: AFWGCore$16**

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

**PW: AFWGCore$16**

**3.5 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**

**Section 4. Back Up**

**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