Version History

Version 1.0………………………………………09/2005

Version 1.1………………………………………12/15/2005 by Vincent Hsin

Version 1.2………………………………………05/09/2006 by Vincent Hsin

Version 1.3………………………………………03/07/2007 by Abram Jones

Version 1.4………………………………………04/30/2007 by Abram Jones

Version 1.5………………………………………06/05/2007 by Abram Jones

Version 1.6………………………………………10/16/2007 by Abram Jones

Version 1.7………………………………………12/07/2007 by Abram Jones

Version 1.8………………………………………02/06/2008 by Nathan Lee

Version 1.9………………………………………06/06/2009 by Nathan Lee

Version 2.0………………………………………04/01/2011 by Samuel Huang

Version 2.1………………………………………04/20/2012 by Nikolay Voronchikhin

Version 2.2………………………………………03/3/2014 by George Pantazes

**Overview**

Welcome! Your role as an IT Assistant IV is to manage computers, maintain your current objectives with Professor Joseph and stay in touch with office employees via emails and, if possible, via phone. This document was written to make your job easier for you, so make sure to use it often!

**Client Computers**

Note: Professor Joseph also has an office in Kerr Hall. Please see supplementary manual for Kerr Hall; the EWIC GSR, Professor Joseph and the current IT Assistant IV probably has it.

There are 10 functional client computers with 6 of them located in Young 309, 2 in Young 220 (Professor Joseph’s office), and 3 in the home office. Here is a description of each of the computers:

**Young Hall Lab**

How to Add a new Page to PloneNote: If you are a recent UC Davis faculty or student, please make sure to register using the UC Davis Computing Account Services (<https://computingaccounts.ucdavis.edu/cgi-bin/services/index.cgi>).

The security of computers should be taken seriously. Therefore, all users should log off before leaving the room. Additionally, all computers and their respective software will be administrated by the DSSIT (Department of Social Sciences Information Technology). Management requests regarding Young Hall Lab should be directed to the Anthropology IT Department using the emails on the last page of this document.

**Young Hall Office and Home Office**

Professor Joseph recently moved her email from the POP3 Server to the Uconnect Exchange Server for scalability reasons. As such, Outlook 2010 is her usual mode of contacting people electronically.

Note: The management of email requires acute detail. If an infrastructure change is required, please ask people from the email accounts on the last page. They know their stuff.

Not all of her computers are installed with Windows 7; some of them are installed with Windows XP Professional SP2 and SP3. Plan accordingly when she asks you to install software for a particular computer. If any extra software/hardware is needed, ask Professor Joseph to order it – and give her a good reason for it! In addition, she will also require backups. Consequently, the Syncback software will play an integral role in your management of backups. More on Syncback can be found by turning to page 7, “Basic Management.”

**Printers and Scanners**

Note: This information must be updated frequently. Whenever you add printer information, include documentation on the model and the IP address if possible.

There are two network printers available in the Young Hall Lab. One is the HP laser black and white printer (hp LaserJet 4200), and the other one is the HP color printer (hp 1100). The drivers for those printers can be downloaded from the [http://www.hp.com](http://www.hp.com/), or you can find them in the //backup/admin/drivers folder. The network printers are connected to every computer in the 5th Street office. Usually laser HP printer is set to be as default printer, unless someone requires another printer to be default one.

Also, there are two laser printers. One printer is connected to “Suadpc” (HP 2200D), and the other one (HP 1200) to “Internpc.”

Note: These printers’ information is unknown. Further investigation must be taken. In particular, AFWGWRITER needs to be checked for printer availability.

There are two printers available in Young 220. Professor Joseph’s computer uses the HP laser jet; the Minolta color laser printer is not used.

Furthermore, there are three printers located in Professor Joseph’s house.

IP Address for HP Inkjet 110 Printer: 168.150.236.73

For speed effectiveness and learning, when needing to add Printer Drivers and Scanner

Drivers to these computers, please contact IT Support of the Printer Companies to get the job done faster as real computer technicians will take over the machine and help make sure everything works.

**Websites**

Currently, the EWIC Website is being redesigned, so these instructions may soon become obsolete. However, in the meantime, changes can be made from the EWIC office to the EWIC website by using the Remote Desktop Connection.

* To log in to the server, click on the “Start” button.
* Click on “Remote Desktop Connection.”
* If the computer asks for you to locate the server, type in the following IP address: **169.237.122.39.**
* Click “Connect”
* Username: Administrator; Password: SUAD$EWIC
* Open Macromedia Dreamweaver (can be found in the Start menu)
* Click on “Desktop”
* All website files can be found in “Web (W:)”>ewic>”
* “index.htm” is the homepage for the EWIC website.

If you are unsure of how to make live edits to the website, contact the year’s IT intern to clarify how to change the website content.

**Editing the EWIC Website with Dreamweaver:**

**As a reminder, do not edit the EWIC website without first sharing your ideas with Prof. J.**

Follow the steps above to gain access to the remote server. If you plan to edit web pages, open Dreamweaver (usually accessible through the Start Menu; if you don’t see it, go to All ProgramsMacromediaDreamweaver).

Once Dreamweaver is open, go to FileOpen to select the page you’d like to edit. Many of the EWIC Website pages are saved as their html tags. For example, to edit the EWIC home page, search for a file name that similar to the URL tag (<http://sjoseph.ucdavis.edu/ewic/index.htm>).

When you have the page you’d like to edit open in Dreamweaver, note that you can edit the text directly, or you can edit the html in the line above. In order to make your changes live, go to Save As and select the option to overwrite the document. When you return to your browser, hit refresh (F5) to see the new changes.

**Editing the EWIC Scholars Database**

* General Information on Accessing Server / Website
* The first step in editing the website / scholars database is establishing a remote desktop connection (RDC). To do this on the EWIC lab computer, go first to START -PROGRAMS-ACCESSORIES- REMOTE DESKTOP CONNECTION.
* The RDC will ask for the COMPUTER name, which is: sjoseph.ucdavis.edu. Select “connect.”
* The USER NAME on the server is ADMINISTRATOR. The password (confidential to EWIC) is SUAD$EWIC.
* Once logged in remotely, access the W: drive. To do this, go to START MY COMPUTER->WEB (W:). From there, select the EWIC folder AUTHORSDB. The final address for this is **W:\ewic\author\db**.
* Viewing the Existing Scholars Database
* Follow above steps to get to DB.
* When making edits (or suggested edits) to the website, always make a copy of the existing database (control C, or drag a copy to the desktop) first. This way any changes you make will not go live.
* Click on the DB. To access entries that have been submitted online, open “GetUnPublishedEntries.” To access entries that already exist online, see “GetPublishedEntries.”
* All entries are labeled with an ID number and the date that the author submitted the information, not the date the information went live.
* Be wary of spam or automated entries, which often include gibberish words and no actual academic data. These entries can be deleted by selecting the entire excel row and pressing delete.
* Always verify that the authors who submitted entries are legitimate. One way to do this is to test out the website they provided and verify their names, areas of study, location, etc. Once the information is verified, scroll all the way to the right, and you will see a box under the “publish” column. Click this box to publish the entry online.
* Keep in mind that any edits you make are on the copy. Once you are certain that the information is accurate, drag the copy database back into the (W:) folder. The computer will ask you if you want to replace the file – say yes. By doing this, you are updating the database with a newly published entry.
* Editing/Revising Records:
* Follow steps to get to DB.
* Make a duplicate copy of the database to edit from and save it on the desktop.
* To edit already published entries, select “GetPublished Entries.” You can press control-F to type in keywords to locate the entry you’d like to edit. Once you find the entry, simply select the text boxes you’d like to edit, and begin typing.
* When you are done editing, click Save As “GetPublished Entries” and close out. When you are sure that the entry is done, drag the copy of the database back to the W: drive to replace it with new data.
* Go back online to the Scholars Database to verify that the entry has been updated. You may have to open a new instance of the website or refresh the current webpage on your current browser to see the changes.

**Contacting Scholars to Inform Regarding the EWIC Scholars Database**

* Verify identity and contact information:

**NOTE: Do not publish templates that contain only the scholar names. These are incomplete. Instead, contact the scholars and ask for a copy of their CVs, with the offer that we add in the relevant information on our end.**

Before adding anyone new to the database, go to the database on the EWIC website to see that they do not already have an entry. If they do, compare the data and delete the less informative entry.

* When checking the “Unpublished Entries” form, fill in appropriate contact information (name/website/email/date entered) onto the “Scholar Notification Record” saved on the S Drive under EWIC Scholars Database.
* Publish new entries once their identities and contact emails have been confirmed.
* Contact scholars:
* Copy and paste the “Letter Announcing Inclusion” from the EWIC Scholars Database Letters of Invitation Folder in the EWIC Scholars Database file. Be sure to fill in the appropriate name at the beginning of the email, and to add “Welcome to the EWIC Scholars Database” to the subject line. Note the date that the email is sent in the “Scholar Notification Record.”
* Track Responses:
* Some of the emails might be old or defunct. Be sure to note in the “Scholars Notification Record” if anything bounces back.
* Some scholars may wish to correct or update the existing template. Edit the records and notify Prof. J before responding to their queries.

**Website Access**

* SJOSEPH
* Website: [http://sjoseph.ucdavis.edu](http://sjoseph.ucdavis.edu/)

FTP: [ftp://sjoseph.ucdavis.edu](ftp://sjoseph.ucdavis.edu/)

* EWIC
* Website: <http://sjoseph.ucdavis.edu/ewic>

FTP: <ftp://sjoseph.ucdavis.edu/ewic>

* AFWG
* Website: <http://sjoseph.ucdavis.edu/afwg>
* FTP: <ftp://sjoseph.ucdavis.edu/afwg>
* Username: afwg
* Password: afwgdavis2
* AFWG website is a duplicate of the website found at the American University in Cairo (AUC).
* Website: <http://www.aucegypt.edu/academic/afwg>
* FTP: [ftp://pub.aucegypt.edu](ftp://pub.aucegypt.edu/)
* Login: afwg
* Password: afwg18
* Website: [http://www.afwg.net](http://www.afwg.net/)
* FTP: [ftp.afwg.net](ftp://ftp.afwg.net/)
* Login: afwgcairo
* Password: Beirut2006

Professor Joseph’s duplicate website of AFWG must be updated accordingly with the AUC AFWG website. Contact Hania Sholkamy ([afwg@aucegypt.edu](mailto:afwg@aucegypt.edu)) at AUC if there are any problems with their site.

**Plone and Drupal Website, Starting February 2012**

**1.** Link: [http://sjoseph.ucdavis.edu](http://sjoseph.ucdavis.edu/)

1. Plone 4 CMS Editing Guide

1. **Getting Started**

a. Login to Plone website using Kerberos ID and passphrase

b. Once you have logged in, navigate to the page that you want to edit.

c. When you find the correct page, you will have access to the following tabs: Contents, View, Edit, Rules, Sharing, and Configure Banners.

d. You are automatically in “View” mode, which does not allow for any editing. Click on the "Edit" Tab to make changes.

2. **Editing Text on a Webpage**

a. You can directly edit on the page, or click the HTML bar to code it in

b. Click "Save" on the bottom everytime you edit a page.

c. The screen will return to the “View” tab and say “Changes Saved” at the top. If the program times out during the save, you may have to redo and save your changes again!

d. Double check that you entered and saved the correct information. There is no built-in spell check function, so be sure to check for spelling errors.

3. **Adding a Link to a Document**

a. From the “View” tab of the website you want to edit, click on the drop down arrow tab titled “Add new…”

b. From the drop-down choices, select “File” (If you want to add

multiple files to one page, you may want to consider adding a folder. In this case, asking DSS IT to help will be the easiest way to learn)

c. Enter the name of the Document into the “Title” section

d. Click on “Browse” and find the file you wish to link on the website. Double click on it and it should appear in the box next to the “Browse” button.

e. Click on “Save”

f. The next screen should say “Changes saved” and show the document you just uploaded.

g. Return to the page you wish to link the document to and click "Edit"

h. Enter the text onto the webpage and/or highlight the text you wish to link the document to.

I. Click on the picture of a chain (to the right of the tree and left of the world picture)

j. When your choices come up, click on “Recent Items” on the left.

Your document should be in this folder under the name you entered. Select the document and click “Ok”

K. Scroll down and click on “Save”. This will take you to back to the “View” tab, click on your link and make sure that it works. It should now be underlined and clicking on it should retrieve the file. (If not, check your steps or ask for help. )

4. **Adding a Picture or Graphic**

a. From the “View” tab of the webpage you want to edit, click on the drop down arrow tab titled “Add New…”

b. From the drop-down choices, select “Image”

c. Enter the name of the picture into the “Title” section

d. Click on the “Browse” button and find the picture you wish to upload to the website. Double click on it and it should appear in the box next to the “Browse” button.

e. Click on “Save”

f. The next screen should say “Changes Saved” and show the

image you just uploaded.

g. Return to the webpage you wish to link the document to and click on the “Edit” tab

h. Place the cursor where you want the picture to go.

i. Click on the picture of a tree (to the left of the chain picture)

j. When your choices come up, click on “Recent Items” on the left. Your document should be at the top of this folder under the name you entered. Click on it and using the drop down arrow, decide what size you want the picture and click “Ok”

k. Scroll down and click on “Save”. It will take you to the “View” tab again, look at your page and make sure the picture has loaded correctly. If not, check your steps or ask for help.

5. **Adding an Internal Link**

a. Click on the “Edit” tab

b. Highlight the text you wish to link or enter text and then highlight it.

c. Click on the picture of a chain (to the right of tree and left of globe)

d. When your choices come up, on the left, click on “Home.” Find the correct webpage (designated by the icon of a page with a folded down corner). You may need to click on a folder of the department to find the correct page to link it to.

e. Once you have found the page you wish to link it to, select it and click “Ok”

f. The next screen should say “Changes Saved” and show the document you just uploaded.

g. Scroll down and click on Save. This will take you back to the “View” tab, look at your page and make sure the link has loaded correctly. If not, check your steps or ask for help.

6. **Adding and External Link**

a. Navigate to the webpage you wish to edit and click on the “Edit” tab

b. Highlight the text you wish to link to the outside website

c. Click on the picture of the globe (to the right of the chain)

d. When the “External Link” box pops up, enter the website address where you want the link to take people.

e. Click on “Preview” to make sure the website is correct. The actual website you are linking to should show up. If it is not the correct one, or there is an error message, double check that the web address was entered correctly.

f. Scroll down and click on Save. It will take you to the “view” tab again, click on your link and make sure that it works. If not, check your steps or ask for help.

Plone Website Information

\* Colors

a. tab border: modified EWIC gold

b. tab text: black

c. background: modified EWIC Red

d. background text: black

\* Use snipping tool to remove black border line on image

\* Use public.css to change the color of EWIC Summary to black

\* Use public.css to change background color to EWIC Red, and border of navigation tabs to a deeper EWIC Gold.

\* Use public.css to change all text colors and links to black

\* Use public.css to make solid white bar below EWIC folders

\* Add URL links to EWIC News

\* Install Theme Configuration Manager for easier access to editing colors

\* Use Harvard Red Hex code #C00016 for navigation tabs and hover color

\* White text on red navigation tabs (underlined when hovered, and when on selected page)

\* Suad Joseph University of California Davis Logo in Red, change logo in logo.png

\* All background white with black text

\* Watermark of Dr. Joseph logo or just signature in background

\* Set Assets folder to Published to make visible to everyone

\* All links stay black, turn red when you hover

\* Titles become red: change h1 and Title parts in public.css

\* Change Dr. Joseph Logo and EWIC Logo using Adobe Photoshop CS5.1, Adobe Fireworks CS5.1, Microsoft Paint, and also save in Microsoft Word 2010

\* Add New Image to Assets Folder

\* Add Image (edited EWIC Logo) to EWIC Home page on the bottom

\* Add new EWIC Editor to EWIC Online Editors (image, name, and university site)

\* Use HTML to make them all internal/external links, all linkable, bold, consistent

\* Use Adobe Fireworks CS5.1 to Shrink Photo

a. Go to Adobe Fireworks

b. Open Image of Bahar Davary

c. Select edge

d. Move to shrink

e. Right Click Image

f. Press Edit

g. Press Crop Document

\* Make all links to faculty sites

\* Make everything publishable and presentable

\* Make Navigation tree text as black as well

\* News and Home portlet now includes white text on red background

\* News and Links: black text; when you hover they become red, and clickable

\* Change the Plone URL Logo to EWIC Logo (change from the Plone Logo)

\* Set Assets folder to private, not shown private data to public

\* To change CSS file to change color of a page

a. Login to Plone website

b. Go to Site Setup>Zope Management Interface

c. Press the portal\_skins file (HTML/CSS in Plone)

i. default theme is set to Sunburst

d. Press the sunburst\_styles folder

e. Press the public.css file

i. customize colors

ii. create a copy

iii. new edit will overwrite old one

iv. new version will be in portal\_skins file, under the custom folder

f. Inside the public.css file:

i. press Customize

1. <body> {} is where you set the font, background, color

2. use hexadecimal (#) for colors that are irregular, else just type the name of the color you want to change

3. Use #FFFF00 for gold (color of the wording on Dr. Joseph's website)

ii. Press Save Changes to make live changes

g. Go on any website, press View>Page Source to see its code

h. Install Firebug on Firefox

i. point to anything on page and see its public.css location

ii. faster to find actual color of background or page

I. Changing style of website

i. On Plone main

ii. Go to Site setup

iii. Go to Themes folder

1. see Plone Classic Theme and Sunburst Theme

j. For more theme choices go to plone.org

i. Press Download and Extend

ii. Under Add-On Product Releases

1. drop down arrow click on "Themes" 2. second drop down arrow click "Plone 4"

iii. Click Search

iv. five themes to choose from

v. go back to Download and Extend

1. Search "Subskins"

3. To give access to a new user

a. Login to Plone website

b. Go to Site Setup>Users and Groups>Add new User

c. User must provide Full Name, Username (Kerberos ID), and a UCDavis e-mail address

4. EWIC Scholars' Database Information

a. Go to Plone>EWIC>EWIC Scholars Database

b. Search the Database

i. Fix database keywords list by deleting duplicate keywords in list

ii. Ctrl+click to unselect

iii. Ctrl to select multiple keywords

c. Browse Published Scholars

i. E-mail Dr. Joseph to e-mail scholars about their missing or lack of detailed information for the database to decide if it is a real person or not

ii. Search person in Search box

iii. Click the down/up bar on each of the three column to sort by name, institution, and by department

iv. Click on person, and click Disapprove to move their entry to Unpublished Scholars list

d. Browse Unpublished Scholars

i. E-mail Dr. Joseph to e-mail scholars about their missing or lack of detailed information for the database to decide if it is a real person or not

ii. Search person in Search box

iii. Click the down/up bar on each of the three column to sort by name, institution, and by department

iv. Click on person, and click Approve to move their entry to Published Scholars list

e. Submit an Entry

i. Test out every part by making your own entry

ii. all new entries automatically stored in Unpublished Scholars list

Plone Website Notes:

\* All titles are red

\* Setting Site icon for Plone (URL Logo)

a. Adobe Photoshop

i. Use Dr. Joseph Arabic Logo

ii. Use Paintbucket to make it red

b. Create 16 by 16 image as stated above

c. Convert to favicon.ico file on tools.dynamicdrive.com/favicon/

d. Add Image file into portal\_skins/custom folder

e. Add code into HEAD of Public.css file

f. To see Plone URL Logo, go to:

i. sjoseph.ucdavis.edu/favicon.ico

g. May take 2-3 days to load on all browsers worldwide

h. May not work on Internet Explorer due to browser bugs

\* To change underline color

a. in Public.css:

i. a {text-decoration: none; border-bottom: 1px solid #C00016; }

\* EWIC Editors

a. delete from old website

b. Consistent photo location, and lined up

c. Pictures are unlinked

d. Names without titles/positions is best

e. All links linked

f. All Titles have semicolons

g. put all photos under Bios (private) > Photos

h. put all Editors Pages under Bios (private) > Profiles

i. Add Image, Change to Mini for best quality

\* EWIC News

a. Delete Â characters

\* EWIC Navigation folders

a. Add red underline in public.css

\* Plone Breadcrumbs Navigation Tree

a. Change to Black color in public.css

\* Install Firebug to inspect element

a. Edit and click on area to find its equivalent css location

\* EWIC Scholars Database

a. Ctrl to Select/Unselect

\* Links

a. Underlined in red at all times

b. Text turns red when hovered

c. Plone.css

\* To make new line without having bloody Â characters pop up

a. Go onto HTML of page

b. delete garbage information before <p>

c. Type <div><p></p></div> for each blank new line

\*. Use Adobe Fireworks CS5.1 to Shrink Photo

a. Go to Adobe Fireworks

b. Open Image of Bahar Davary

c. Select edge

d. Move to shrink

e. Right Click Image

f. Press Edit

g. Press Crop Document

1. EWIC Website: Preview of Print EWIC, Preview of Print Arabic Translation

2. Make larger font.

3. Add EWIC logo to people's profiles

4. Print Editors: Suad Joseph on top, 3 left, 3 right

5. Makes lines larger

6. EWIC Scholars' Database

7. get persons' emails

8. Search Database: move results up

9. Plone: how to make one page color different from the rest

10. Reformat to put on one line, compacted

11. Priority: fill in empty spaces

12. get new people to add, find new scholars, how to find databases to leas to new scholars

13. News Project: FAQ sheet, Trifold brochure, artwork, teachers, local community, media

14. Encyclopedia ----> Media for public education

15. Copyright concerns – do brief FAQ for Women, Islamic Studies

16. Dr. Joseph teaching in Spring 2012

17. Fall 2012: interviews for media, meetings, networks, access, press releases, track what other editors are doing, Plan

18. Wikipedia article: AFWG, EWIC, Suad Joseph, went live, Submit, independent of Suad Joseph

19. EWIC topics: Easybib for full reference

20. Website: Ask Jeremy how to put logo on background

21. Home Page: Fill in empty spaces, single spaced, University of California, Davis, under Suad Joseph, centered

22. On bottom of every page (footer): Portalview-customizations>Plone.footer, change <div> to </div> add Copyright &copy 2012 Suad Joseph, University of California, Davis

23. Add MESA Founding Director, 2004-2009

24. Add AFWG Founder and Coordinator

25. Links: Add Middle East Studies Association, Dr. Joseph is President

26. NEWS: good links on new blurbs,

27. Add new news with link, revised call for workshop in Cairo (May 2012) – Harvard, link to Dateline (Chancellor)

28. EWIC – google search, list of contributors centered, eliminate spaces with wash?

29. Background color on white parts – or want something to happen

1. EWIC Editors

a) Move and center Professor Joseph’s name and photo

b) Move top right editors to left side

c) Merge text with picture

d) Put remaining 6 photos on either side, slightly below Dr. Joseph's photo

2. EWIC Volumes and Supplements

a) Single Spaced

b) Eliminate blank spaces as much as possible

3. Plone Home Page

a) Add UC Davis under Dr. Joseph's name on home page

b) Single space contact and education information

c) Link to Middle East Studies Association Page, MESA

d) Add founder and coordinator to AFWG

e) Add Founding Director 2004-2009 to Departmental MESA

4. EWIC Project

a) Reduce the size of the photos

b) Center all titles

c) Delete space between titles & articles

5. EWIC Preview

a) Change to read Preview of Print EWIC

b) Change to read Preview of Print EWIC Arabic Translation

6. EWIC SCHOLARS DATABASE

a) Move search option to the top

b) Reformat Scholars database so that there is less blank space, collapse the lines etc.

1. Figure out what should the background color be since white is too plain.

a) Code different hex codes in public.css file and figure out which color will work best

2. We have decided that adding the EWIC Banner on both sides of the page will not work out because it will not look professional, after we inserted it into the Portlets sections of the website and visualizing it on different-size monitors in Joseph Lab

3. Background fade from red to white on background is not supported by Plone

WEBSITE TO DO LIST:

1. Get rid of blank spaces

2. Add more content succh as images, banners, EWIC watermark, different color background, different sizes for links, single space, things to make website more interesting

* + 1. Add News to left side of Portlets, and add a large vertical Islamic pattern baner on the right

4. Ideas for adding content to website:

a) Add a waterwark to the background of the website

b) Add more pictures to the left and right sides

c) Change the background color to a darker shade of white

**2.** Link: <http://www.arabfamilies.org/>

A. Drupal 7 CMS; AFWG Website Guide

**1. MAKING EDITS TO THE WEBSITE**

**a. 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.**

**b. 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).**

**c. 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.**

**d. Links**

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

**e. Images**

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

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

**3. You can select the Embed Image/Video tab to add a YouTube video or Browse Library to add existing assets.**

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

**g) To change URL of Youtube Link:**

a. Log in to AFWG on Drupal

b. Click Configuration

c. Under Web Services click Site Follow Links

d. Edit Youtube URL

* **h) 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.**
* **i) 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:**
* **Move your mouse over any menu.**
* **A gear-shaped icon will appear to the left of that item.**
* **Move your mouse over the gear icon and click Edit.**
* **Then change titles and nesting for each menu item as desired.**

**2. AFWG CORE GROUP ACCOUNTS**

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

**b. If you are already a member, enter your username/email and password.**

**c. Otherwise, click “Not a Member” and enter Name and Email Address**

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

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

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

**3. SCHOLAR'S DATABASE**

* **USER EXPERIENCE**
* **Anyone can create new database entries at this point.**
* **Go to Resources then Scholar’s Database.**
* **Fill out the form. Click on each header to expand the questions under it.**
* **Be sure to enter all entries marked required by a star (\*).**
* **(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.**

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

**5. Core Group members can edit their own entries.**

**6. 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 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.**

**4. RECAP: DRUPALGARDENS LOGIN INFORMATION**

**a. Admin Account:**

**1. User: afwgadmin**

**2. PW: AFWGCore$16**

**b. Editor/Blogger Account:**

**1. User: afwgstaff**

**2. PW: AFWGCore$16**

**5. AFWG Drupal Database**

**a. Integrate Excel file onto external database**

**• Research Zoho Creator**

**• Research how to make it searchable and better**

**•Integrate Drupal CMS with Zoho Creator**

**• How to integrate Excel file into Zoho and make it work**

**• Over 100 cells for each country of specialization, 70 users**

•Use server for files

•Shobhik used Support Forum to install a modified module with database

A. Drupal is not searchable because it has no nodes

B. Zoho Creator: free 200 users max, integration

C. Embedded the Zoho Creator database into Drupal

D. The search form was easy to embed, however we are having trouble embedding only the search field and not the whole database into Drupal.

E. The other thing we also need to do is make sure that users can't edit entries once they search them.

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1. Using Zoho Creator, we are in the process of getting the database more searchable

2. Learned that we need to use the functions on left side and insert them into the text box in order for it to work

3. Renamed everything in order for it to make sense:

a. Database Name: AFWG Scholars Database

b. Input Tool: Form where each person fills out information about themselves

c. Search Tool: Form where any person can search database

d. Database View: view of all people who entered their information

e. Search View: view seen a person uses the Search Tool and inputs parameters person wants to see, making database searchable

4. Currently we need to implement the "Search" button On-Click Function in order for the correct Search View to be seen (results have to match based on what person enters in the Search Tool)

5. Problem: In order for the search tool to work we need to go public (i.e need to pay)

6. By creating a Search Interface step-by-step, <https://help.creator.zoho.com/Creating-a-Search-Interface.html>, and embedding the search function onto the Drupal Website, <https://creator.zoho.com/sampleapps/embed-search#Page:Home>, Zoho Creator can help us make the database searchable and solve the problem of a better way to search the database.

**Basic Management**

**Software Updates**

* Update virus protection on Professor Joseph’s computers (i.e. Microsoft Essentials Security, Windows 7 updates).
* Update Windows OS and all other software used on Professor Joseph’s computers (i.e. Firefox, Opera, Office 2010, Wordperfect, Adobe Products).
* Consult DSSIT and Professor Joseph regarding installing universal software updates on the client computers in Young 309 (i.e. Firefox update, Adobe Flash update).

**Hardware Changes**

* Set up various printer utilities (i.e. mounting printers, change toner ink for various printers, changing default printer, scanner utility manager, printer drivers, scanner drivers, external hard drives, speakers, microphones, et al)
* Disassemble machine parts, as instructed.
* Again, consult DSSIT and Professor Joseph regarding major hardware changes in Young 309 (i.e. mass desktop replacement)

**Suad Home Internet Connection** (2WIRE Modem; Linksys Router currently unused)

* New Username: suadjoseph@sbcglobal.net
* Network Password: aqh648 or raj423
* System Password: suad2wire
* IP information can be found by clicking Start>Accessories>Right Click Command Prompt>Run as Administrator>type "ipconfig"
* Connect Dell to Internet:
* Check wireless settings by clicking on the bottom right Connection button
* Go to the Connection wireless settings and troubleshoot the problem
* If this is a simple crash, just reload by disconnecting and connecting to the right Wireless account or if it is the main server, connect to that via a router
* Make sure everything is plugged in and connected to routers

**Backups**

* Transfer Professor Joseph’s home drive data to all her computers. The home data drive should be copied in Data D:
* Begin with Professor Joseph’s home machine (Dell) by starting SyncBack under 2brightsparks. Run the profiles you see in sequential order. After this task is completed, go to each of her other machines and run SyncBack; remember, her personal computers reside in both Young 220 and her home office. Select all necessary profiles and click Run. This will synchronize the data between the External drive and the other computers. Finally, run SyncBack on her main machine.
* As you run each task, look over every file log and take note of the ones that have errors (i.e. “File in source but not in destination”). The errors you see will prove useful if you get a HTML-generated failure report after running a particular profile OR you experience file redundancy.
* To minimize file redundancy, you must ensure that the source and destination paths are consistent and correct over all computers. You can check these paths by right-clicking the profile of introspection and clicking “Modify.”
* Specifically,

a. Create new profile, synchronization, Sync Data - External Drive is GOLD

1) Modify to overwrite files in both, copy files from external drive to computer, delete files not in external drive, delete empty directories

2) Decision: files, Expert: Decision: folders

b. Create new profile, synchronization, Sync Data - Computer is GOLD

1) Modify to overwrite files in both, copy files from D Data (Computer) to External Drive, delete files not D Data on the computer, delete empty directories

2) Decision: files, Expert: Decision: folders

**Data Transfer after Professor Joseph has traveled with her laptop:**

Instead of starting with Professor Joseph’s main machine, start copying from her laptop onto the external hard drive manually, and NOT using SyncBack (this will overwrite the new data). Next, manually copy all of this data over to her main machine. Finally, continue with the normal backup procedures shown above in the “Backups” section.

**External Hard Drive Problems:**

If you run into any External Hard Drive problems, run chkdsk on the drive. This can be done by right clicking the drive in My Computer, and then selecting the Tools tab. From there, click Check Now.

Note: Here’s some documentation on chdsk (This utility is exclusively developed for XP Professional): <http://www.microsoft.com/resources/documentation/windows/xp/all/proddocs/en-us/chkdsk.mspx?mfr=true>

**Usernames and Passwords**

Note: This information should be verified as frequently as possible! A good amount of it is old and most of it will probably need some expert to look at.

All client computers can be accessed with the administrator account. There is one administrator password for all client computers except for the **web server**. So do not give out the administrator password to anybody.

Username: **Administrator**

Password: **sj\*admin!**

Each server is accessible by the administrator. Below are current descriptions of server and workstation accounts.

|  |  |
| --- | --- |
| **Web Server** | **Old Backup Server** |
| IP: **169.237.122.39** | IP: **168.150.236.63** |
| Username: **administrator** | Username: **Administrator** |
| Password: **$uadEWIC** | Password: **$uadEWIC** |
|  |  |
| Username: **abram** | Username: **backup** |
| Password: **EWIC4$uad** | Password: **bu5sodata** |
| Username: **sammy** | Username: **office** |
| Password: **EWIC4$uad** | Password: **$joseph** |
| **Backup Server** | **Media Project Server** |
| IP: **168.150.236.6** | IP: **168.150.236.5** |
| Username: **administrator** | Username: **root** |
| Password: **sj\*admin!123** | Password: **sj\*admin!** |
| Username: **Annette** | |
| Password: **annette4afwg** | |

The web server has Cold Fusion server installed, for which the administrative password is: sj%cf01s

All client computers have different user accounts, depending on who uses those computers. Below is the description of all client computers: user, password, IP, and computer brand.

|  |  |
| --- | --- |
| **Suad** (Dell Computer) | **Suad Home Portal SBC Router** |
| IP: **168.150.236.65** | Password: **suad2wire** |
| Username: **Suad** | Wireless access key is default |
| Password: **suad$dell** | **3496914984** |
|  |  |
| **Intern 1-3** (Dell Optiplex 320s) | **Wireless Young** |
| IPv6(1): fe80::e900:dee5:7603:654%11 | SSID: **Winter218** |
| IPv4(1): 192.168.0.30 | Passphrase: **Cuyomichi** |
| IPv6(2): fe80::c4e8:f7dd:8a37:3280%11 |  |
| IPv4(2): 192.168.0.33 | **Sjoseph IBM Thinkpad** |
| IPv6(3): fe80::1c3d:b898:e06b:a5b5%11 | Username: **\*\*\*\*\*\*** |
| IPv4(3): 192.168.0.220 | Password: **suadibm** |
| IP: 168.150.236.62 |  |
| Username: **intern** | **EWIC intern** (ewicdata@ucdavis.edu) |
| Password: **interndell** | Username: **ewicdata** |
|  | Password: **EWIC student assistant 1** |
| **AFWGGSR** (Dell Dimension E520) |  |
| IP: **168.150.236.84** | **AFWG intern** (afwgdata@ucdavis.edu) |
| Username: **Administrator** | Username: **afwgdata** |
| Password: **sj\*admin!** | Password: **AFWG student assistant** |
| Username: **intern** |  |
| Password: **ewic123** | **Mesa.ucdavis.edu (server)** |
|  | IP: 169.237.122.1 |
| **AFWG** (Dell Optiplex 320) | Username:**mesaftpuser** |
| IP: **168.150.236.60** | PW: **#Mesauser** |
| Username: **afwg** |  |
| Password: **afwgdell** |  |

Retrospect Client Password: sjRetroPa$$ (we may stop using the Retrospect utility in the near future!)

**Software**

You can download the newest version of Adobe Acrobat from <http://www.adobe.com/downloads/>

**Software Inventory**

|  |  |  |
| --- | --- | --- |
| **Software** | **Location** | **Serial Number** |
| Retrospect Backup 5.6 | Young 220 |  |
| Retrospect Backup 7.0 | Young 220 |  |
| FileMaker Pro 5 | Young 220 |  |
| Roxio Easy CD & DVD | Young 220 |  |
| Norton SystemWorks Standard | Young 220 |  |
| EndNote | Young 220 |  |
| Macromedia Studio MX | Young 220 |  |
| Macromedia Coldfusion MX | Young 220 |  |
| Adobe Photoshop CS3 | Young 220 | WIN 1330-1034-0857-9673-5970-8663 MAC 1330-0036-8862-1932-0896-8953 |
| Adobe Web Collection | Young 220 |  |
|  |  |  |
| Windows XP Professional Dell Reinstall CD | Young 220 |  |
| Windows Server 2008 | Young 220 | BD7Q3-C9G32-BJMK6-DWBFV-J6JRX |
| SUSE Linux Enterprise Server 10 | Young 220 |  |
| Dell Drivers | Young 220 |  |
| Microsoft Works | Young 220 |  |
| Sonic CinePlayer | Young 220 |  |
|  |  |  |
| Windows Server 2003 R2, x32 Ed. | Young 220 | D9C2F-76773-72XR7-HTXQQ-4R8Y8 |
| Windows Server 2003 R2, x64 Ed. | Young 220 | CJM9W-FFVB9-QFCXD-6GKKF-VBYRB |
| Windows Server 2003 | Young 220 | GXGWD-3WTHR-JTDKF-2RDGQ-CBPMG |

**IP Address Information:**

Our Ip Addresses: 168.150.236.22 ,168.150.236.6 ,168.150.236.5 ,168.150.236.60 ,168.150.236.61 ,168.150.236.62 ,168.150.236.63 ,168.150.236.64 ,168.150.236.65 ,168.150.236.66 ,168.150.236.67 ,168.150.236.68 ,168.150.236.69 ,168.150.236.70 ,168.150.236.71 ,168.150.236.72 ,168.150.236.73 ,168.150.236.77 ,168.150.236.79 ,168.150.236.82 ,168.150.236.26 ,168.150.236.21 ,168.150.236.12 ,168.150.236.19 ,168.150.236.15 ,168.150.236.14 ,168.150.236.9 ,168.150.236.84

Subnet: 255.255.255.0

Gateway: 168.150.236.1

DNS: 168.150.253.2

168.150.253.1

**Free IP Addresses**

168.150.236.22 - free

168.150.236.60 – free

168.150.236.79 - free

168.150.236.82 - free

168.150.236.26 - free

168.150.236.21 – free

168.150.236.15 - free

168.150.236.14 - free

168.150.236.9 - free

**Professor Joseph’s Computers/Printers**

168.150.236.5 - MediaServer

168.150.236.6 – Backup-New

168.150.236.62 – InternPC

168.150.236.71 – IBM Laptop

168.150.236.61 – EwicPC-old

168.150.236.63 – Backup

168.150.236.65 - SuadPC

168.150.236.73 – Business InkJet 1100

168.150.236.77 – LaserJet 4200

168.150.236.19 - AFWG

168.150.236.84 - Gradras2

**Skinner’s Machines**

168.150.236.64 – Han (Skinner)

168.150.236.66 - ? (Skinner?)

168.150.236.67 – Stats (Skinner)

168.150.236.68 – Song (Skinner)

168.150.236.69 – 8SN4NF1 (Skinner)

168.150.236.70 – Ming (Skinner)

168.150.236.72 – Yuan (Skinner)

168.150.236.12 - DesignJet 1050c (Skinner)

**Important Contacts**

Jeff Trask – [jwtrask@ucdavis.edu](mailto:jwtrask@ucdavis.edu)

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Jeremy Phillips jeremy@ucdavis.edu

Lloyd Wheeler ltwheeler@ucdavis.edu

Network Administrator – [ithelp@dss.ucdavis.edu](mailto:ithelp@dss.ucdavis.edu)

Note: People will come and go at different times. Add and remove as you please!