

## Virtual Update Notes November 9 & 10, 2009

Navigating and participating in the IMC Drupal web site; Corinna Gries

### Background material:

The IM Committee Drupal website itself, at <http://intranet.lternet.edu/im/>

Cheat Sheet for News Contributors:

[http://intranet.lternet.edu/im/news/announcements/tips\\_contributors](http://intranet.lternet.edu/im/news/announcements/tips_contributors)

### Participants:

**Monday (11/9):** Corinna Gries (moderator, NTL), Don Henshaw (AND), Jonathan Walsh (BES), Suzanne Remillard (AND), Jason Downing (BNZ), M.Gastil-Buhl (MCR).

**Monday Notes:** by M.Gastil-Buhl, this attachment (IM\_VTC\_2009-11-09.pdf)

Corinna guided us through a hands-on exercise. We each contributed a news item and a story. (Which we then deleted, since these were just tests.)

There are three basic kinds of Contributions: Event, Story, and Book

There are four Content Types:

1. Page? (not used much; use Story for News)
2. Event (appears on the Calendar)
3. Book page. Use a Page for IM Practices.
4. Story

### News Item: Story

We began by logging into the IM Committee Drupal site at <http://intranet.lternet.edu/im/>. On the first main page, notice a few things: the calendar at right will show contributions posted as an Event; in the middle section, below the box 'LTER Information Management', the latest News items appear.

Log in with your LTER network ID (at left). While logged in, your username will appear. Only while logged in are the options to Create content or print a printer-friendly page available.

We each created a News item with these steps:

Click on 'News' at top of page.

Click 'Create content' at left below your username.

In the middle section, all the content types are listed. Scroll down to 'Story'.

Click 'Story'

Write a title

Using the dropdown box labeled 'News: \*'...

select a topic.

*For example, for notes from a Virtual Water Cooler, choose the topic Virtual Updates.*

Compose your article in the text area labeled 'Body:'

After editing the 'Body', scroll down and you will see several links under 'More information about formatting options'. Suzanne pointed out there is a Best Practice to mention here.

Using the 'Log message' textbox, enter what your changes are if you are adding-to or correcting

an existing Story, such as “adding link to pdf”.

Click on 'Authoring information', your name will be automatically filled-in by Drupal. If you are revising an existing story, the original author name will stay with the story unless you edit it here.

**Important:** Unless you delete the 'Authored on:' date here, Drupal will keep the old date. It is recommended best practice to erase the old date so the new date will appear.

Click 'Publishing options'

Here we each checked the box 'Promoted to front page' to see our test stories appear (in the middle lower section of the main IMC page).

At bottom, click 'Preview' to see how your Story will appear.  
Finally, we clicked 'Submit'.

Then, to delete these test Story contributions, we selected them to get into the editor page again. A quick way to find your contribution is to click the link 'Content' below your name at the left side of the Drupal page.

Select your Story.  
Click 'Edit' just below its title.  
Before deleting your story, try the 'Revisions' link.

Suzanne pointed out with this Revisions page how we can revert to an earlier version if necessary. Also the information you put in the Log and Author boxes appears here.

Click on the 'Edit' now, just below the title.  
Scroll down to the bottom, and click 'Delete' ... if this was just a test exercise.

## **Book Page: Page**

Book pages offer more hierarchy to organize content. The easiest way to set up where in the Drupal site your new Page will fit is to first navigate to the parent page (the topic under which you want your new page to appear.) For our example, we looked at how the IM Guide is organized into:

- LTER IM Practices
- LTER IM Guidelines
- LTER Site IM Profiles

Click on 'IM Guide' at the very top of the IMC Drupal site.  
In the left bar, under IM Guide, the sub-menu shows.  
Notice this same sub-menu also shows in the middle section of the page.  
For our exercise, we opened the 'LTER IM Practices' section,  
then, within that, the 'Data Warehouses' section.  
Data Warehouses has two practices listed:

- All-site Bibliography
- ClimDB/HydroDB

We each added a new practice by clicking the Add child page link below.

Click 'Add child page'

On the 'Submit Book page' page...

The 'Parent' page is already selected for you, based on which page you were on when you said you wanted to add a child page.

Below that, in the blue-shaded section 'IM Categories:' select 0 to many categories.

Multiple selections are made with the control-click (or on a mac, command-click)

In the LTER Sites: box, select 0 to many sites.

These IM Categories and LTER Sites will work as keywords for sorting/searching your new page.

Put your new page's contents in the Body text area.

Again, as with the News story, *if editing an existing page*, fill in the 'Log message' and in the Authoring information, delete the existing date to make the revision date appear.

The Publishing options, Preview, and Submit are the same as in the first exercise.

## **Calendar: Event**

Corinna noted that we can record events in the past as well as upcoming events. The history of events is recorded and viewable in a time line. (I missed how to see the time line.)