

Adding a new Publication to AIRNow Drupal

INTRODUCTION

This is a procedure on how to set up a Publication in the AIRNow Drupal website hosted on the Acquia cloud. You'll need already have Publication Term and Publication Band set up for the group of Publications you are adding to. If the Term & Band are already set-up, the skip to the last part or Step 3 in the Big Picture. It also covers how the use "document.airnow.gov" for large documents or documents that require a Permanent File Name.

<Pub Group Name> means insert the complete Name of the groups of Publications. For Example, "Air Quality Flag Program Getting Started"

"lower case, hyphen style" means like this "air-quality-flag-program-fact-sheet"

Big Picture:

1. If not available, create a Publication Term for the given group of publications.
2. If not available, create a Publication Band for the given group of publications.

Common starting point...

3. Add a Publication to an existing Publication Group.

PROCEDURE

Create Publication Term

1. On the Structure page, click on Taxonomy.
2. Click on the Publications "List terms" button at the end of the row.
3. Click on "+Add term"
 - a. Name = <Pub Group Name>
4. Open the "RELATIONS" twisty Arrow, and set the Parent term to "Publications"
5. Click "Save"
Make terms alphabetical
6. On the Structure page, click on Taxonomy.
7. Click on the Publications "List terms" button at the end of the row.
8. Click on "Reset to alphabetical"
9. Click on "Reset to alphabetical" to confirm.
10. Click "Save"

Create Publication Band (or Band Container)

11. On the Content page click on "+Add Content." This will display the available content types.
12. Click on Band. This add a new Band. Use the following values in the form
 - i. Title = <Pub Group Name>
 - ii. Band Associated View = Publications
 - iii. Click the twisty arrow for "OPTIONS" and enter "publications" for the Argument value.
 - iv. Band Order Weight = 20
 - v. Set Band type menu to "Publications"
 - vi. Viewable Band Title = "<Pub Group Name> Publications"
 - vii. Deselect the checkboxes for "Show title section" & "Show Back To Top"
 - viii. Anchor Tag = <Pub Group Name> in lower case, hyphen style
 - ix. Band Publication Type = <Pub Group Name>

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- x. More About Link = relative URL that contains the best supporting info about this group of publications, the return link from the list of publications
 - xi. On the Right-hand side, open the "URL Path Settings" twisty arrow.
URL Alias = "/Pub Group Name>-publications" in lower case, hyphen style
13. Click Save

Add a Publication to an existing Publication Group

- 14. Select Structure and then Taxonomy.
- 15. Click on the Publications "List terms" button at the end of the row.
- 16. Find the desired Publication Group Name and click "Edit".
- 17. Scroll down to near the bottom (past current publications) and click "Add Publication".
- 18. Use the following values:
 - i. Publication Title = <the publication title>
 - ii. Publication Description = <description blurb about the publication>
 - iii. Publication Image: Click "Choose File" and load the .jpg thumbnail of the first page. (Thumbnails are 100 pixels wide, height in proportion.)
 - iv. Enter Alternative text for the thumbnail image
 - v. Publication File **or** Permanent Publication Name (Use ONLY one of these)
 - 1. Click "Choose File" and load the actual Publication file (the PDF)
 - or**
 - 2. Enter the "Permanent Publication Name" of the file already stored on "document.airnow.gov" using the Document Title Rules.

Publication File

 dickerson-how-airnow-works.pdf

Remove

Permanent Publication Name

A document title for a file on the permanent document storage cloud instance. If using this field, then the Publication File media field should be empty. Use the [Document Title Rules](#) for files on "document.airnow.gov".

If you use a Permanent Publication Name for large files on "document.airnow.gov", then do NOT load the file in Drupal. Do one OR the other...

- vi. Publications Pages = the number of pages in the publication; NOT automatic
 - vii. Publications Size = KB or MB values of the Publication size; NOT automatic
 - viii. Enter the Publication Path Id as the full publication title in lower case, hyphen style.
19. Scroll to the very bottom of the page and click "Save"
20. Use the placement arrows to slide the Publication entry "up" to the desired location in the publications group.

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DOCUMENT HISTORY

2018-03-29 Initial version by Chris Wilkes

2018-03-30 Added “-publications” to the end of the URL Alias in step 12

2018-05-21 Added fields for “Publication Pages”, “Publications Size”, and “More About Link”

2022-01-20 “document.airnow.gov” added for AIR-423 & AIR-441 by Chris Wilkes