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.

<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 lie 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.
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>
    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.

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             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 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 as "<name> thumbnail"
    - v. Publication File: Click "Choose File" and load the actual Publication file (the PDF)
    - 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"

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"