| Creating a new AIRNow Drupal Web Area |
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| Introduction |
| This is a procedure on how to set up a new “Web Area” in the AIRNow Drupal website hosted on the Acquia cloud. (Ex., http://airnowgovit4qj7irj3.devcloud.acquia-sites.com/air-quality-and-health)  The Web Areas (Views) consist of an optional Subpage Header, which is a rotating banner. And a Resource Band, which contains cards. After you create the Subpage header and the Resource Band, Lori will let you know the location of your web area. Chris will link it together in a “View” and link it into the AirNow blue bar navigation header.  You’ll need to create:   * A Subpage Header (optional) * Cards * A Resource Band     <title> means insert the Title required for the given page you are creating. |
| **PROCEDURE** |
| **Make a Subpage Header (Optional)**   1. Select the Content tab 2. Click on Add Content. This will display the available content types. 3. Click on Subpage Header.. Use the following values in the form    1. Tile = <title> Resources Band    2. Band Associated View = <choose asthma test for now, we’ll fix it later>    3. Page ID = page    4. Option = blank for now    5. Subpage Title = blank    6. Add Banner Slides    7. Upload image    8. Title    9. Alt text    10. Banner Description    11. Repeat Add Banner Slides    12. Click Save |
| **Make Cards for the Resource Band**   1. Select the Content tab 2. Click on Add Content. This will display the available content types. 3. Click on Cards.. Use the following values in the form    1. Tile = <title> Resources Card    2. Card Type = links    3. Name = Title displayed on page    4. Upload Image    5. Mobile Friendly Name = blank    6. Add links    7. Click Save    8. Repeat as necessary |
| **Make a Resource Band**   1. Select the Content tab 2. Click on Add Content. This will display the available content types. 3. Click on Band. This add a new Band. Use the following values in the form    1. Tile = <title> Resource Band    2. Band Associated View =” asthma test” for now (start typing and options should appear)    3. Display ID = page    4. Leave Options blank for now    5. Band Order Weight = -20 (can change later)    6. Band Type = General    7. Viewable Band Title = <title > Resources Band    8. Deselect the checkbox for Show Title    9. Deselect the checkbox for Show Back To Top    10. Anchor Tag = <lower case hyphenated single string of Viewable Band Title>    11. Card Reference        1. Selects Cards (start typing card names and options should appear)        2. Repeat as needed    12. Click Save   **Let Lori know when you have created the Subpage Header and Resource Directory**  **Next Create Content for Page** |