



Drupal 8 user guide

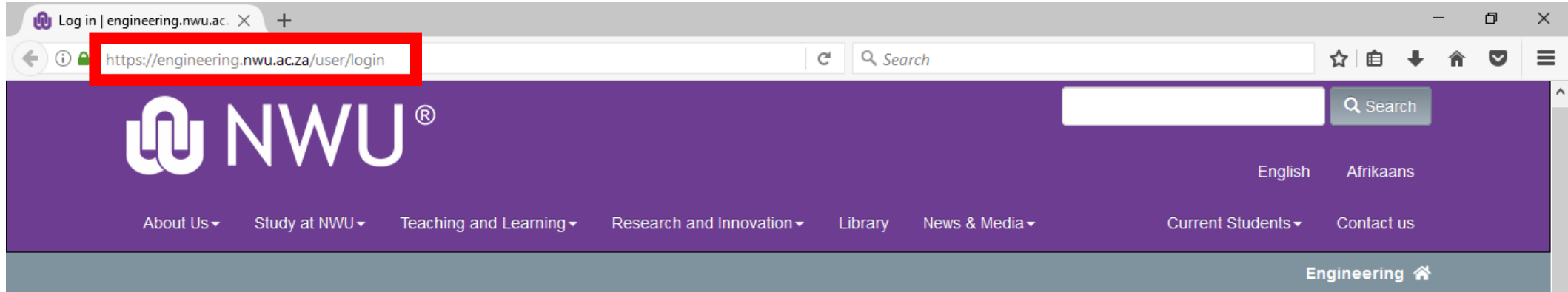
Evashni Jansen

Web Office



To log in

subsite.nwu.ac.za/user/login



Log in

Employee
Number

Username *

30687195

Password *

.....

GW password

Log in

Alumni
Donate
Community Engagement
Maps and Directions

Human Rights @ the
NWU
Internationalisation
BRICS @ NWU
PAIA and POPI

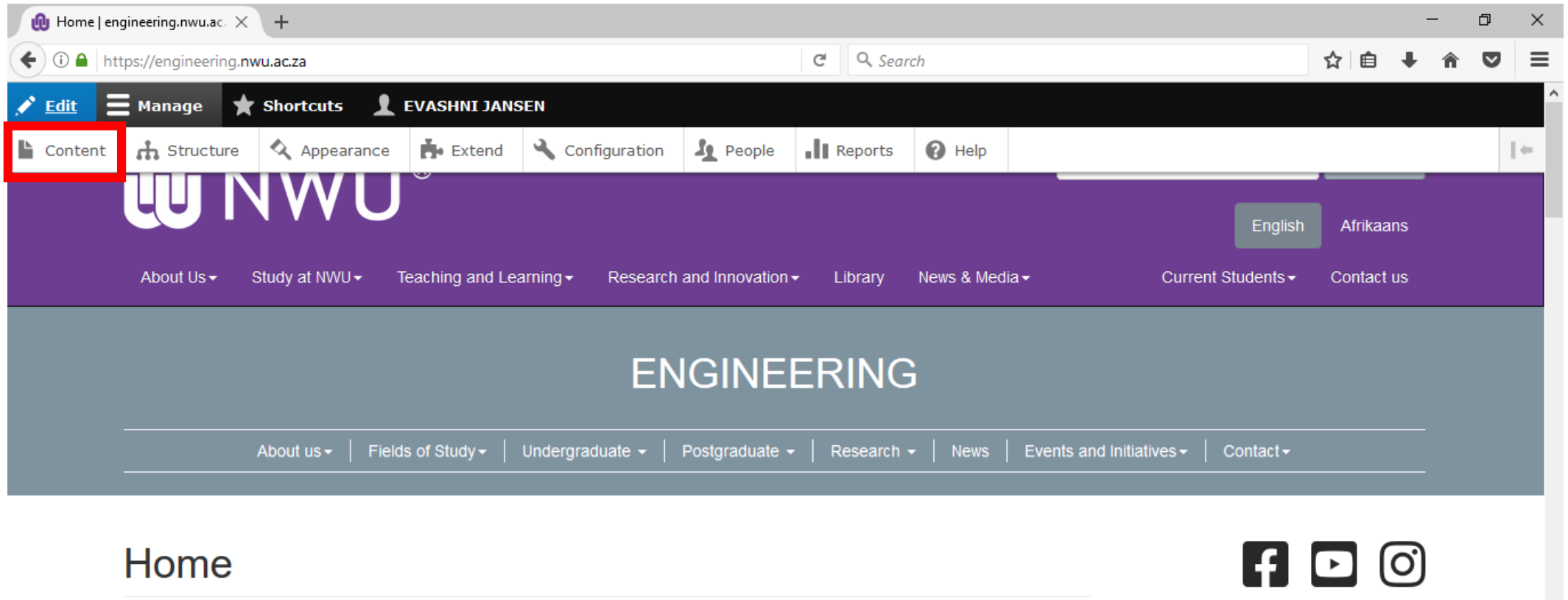


Vacancies
Calendars
Tenders
Services

DIY Services
Staff Intranet
Webmail
IT Support

Type in your Employee Number and Password

The screenshot shows a web browser window with the address bar displaying `https://engineering.nwu.ac.za/user/35477`. The browser's address bar also shows the user's name 'EVASHNI JANSEN' and a search icon. The page header features the NWU logo and a navigation menu with items: 'About Us', 'Study at NWU', 'Teaching and Learning', 'Research and Innovation', 'Library', 'News & Media', 'Current Students', and 'Contact us'. A secondary navigation bar contains the 'Engineering' button, which is highlighted with a red box and an arrow pointing to a callout box. The callout box contains the text: 'Click on Engineering button to go to landing page'. Below the navigation bar, the user's name 'EVASHNI JANSEN' is displayed. Underneath the name, there are tabs for 'View', 'Activity', 'Edit', 'Submissions', and 'Clone'. The 'View' tab is selected, and it shows '4 years 1 month'. Below the tabs, the user's name is repeated: 'Name EVASHNI Surname JANSEN'. The footer of the page is purple and contains several columns of links: 'Alumni', 'Donate', 'Community Engagement', 'Maps and Directions'; 'Human Rights @ the NWU', 'Internationalisation', 'BRICS @ NWU', 'PAIA and POPI'; the NWU logo and name; 'Vacancies', 'Calendars', 'Tenders', 'Services'; and 'DIY Services', 'Staff Intranet', 'Webmail', 'IT Support'.



Once on the Home/Landing page click on CONTENT

Content | engineering.nwu.ac.za X +

https://engineering.nwu.ac.za/admin/content Search

Back to site Manage Shortcuts EVASHNI JANSEN

Content Structure Appearance Extend Configuration People Reports Help

Content

Content Comments Files

Home

+ Add content

Title **Content type** **Published status** **Language** **Business Unit**

- Any - - Any - - Any - - Any -

Filter

Action

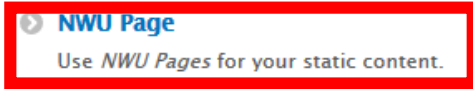
Delete content

Apply to selected items

| <input type="checkbox"/> | TITLE | CONTENT TYPE | LANGUAGE | AUTHOR | STATUS | UPDATED | OPERATIONS |
|--------------------------|-----------------|--------------|-----------|------------------|-----------|--------------------|------------|
| <input type="checkbox"/> | Visie en Missie | NWU Page | Afrikaans | KEABETSWE GOPANE | Published | 08/17/2021 - 11:11 | Edit |

To create a NEW PAGE click ADD CONTENT

Then click NWU PAGE



Title (e.g. Staff)

Language

(Start with English. Once your page is complete, there is a translate option to create the Afrikaans and Setswana equivalents).

Business Unit (pick from drop-down list)

URL path settings (This will be your web address)

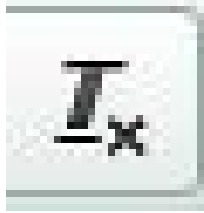
IMPORTANT: use only lower case for URL path settings, and put “-“ between words where necessary. There must be no spaces!

Save

How to change page content

- E.G Home Page
- Click Edit
- Work title (Only if needed)
- Body (Where the actual content is but always do last)
- Language (Always start with English)
- Choose Business Unit (Dropdown)
- SAVE

Copying content from a Word Doc (we recommend Notepad)



This is used for cleaning the text (Format Remover)

Ctrl + V to paste content on page.
Highlight content and then Ix

Content | engineering.nwu.a X +

https://engineering.nwu.ac.za/admin/content

Back to site Manage Shortcuts EVASHNI JANSEN

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Content

Content Comments Files

Home

+ Add content

Title Content type Published status Language Business Unit

- Any - - Any - - Any - - Any -

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Action

Delete content

Apply to selected items

| <input type="checkbox"/> | TITLE | CONTENT TYPE | LANGUAGE | AUTHOR | STATUS | UPDATED | OPERATIONS |
|--------------------------|-----------------|--------------|-----------|------------------|-----------|--------------------|------------|
| <input type="checkbox"/> | Visie en Missie | NWU Page | Afrikaans | KEABETSWE GOPANE | Published | 08/17/2021 - 11:11 | Edit |

To create a STAFF PROFILE click CONTENT
Then click ADD CONTENT

Select

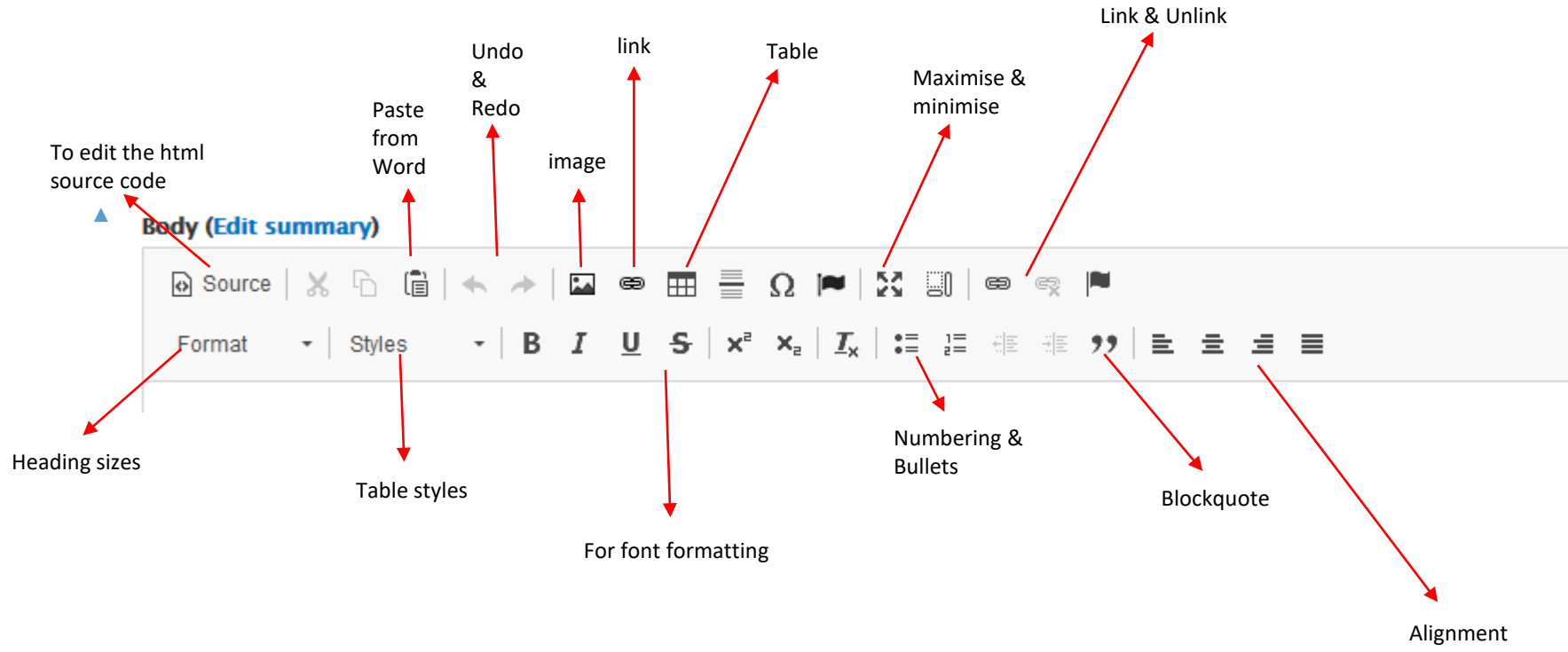


NWU Staff
Use NWU Staff to create your NWU Staff profile.

To create a staff profile

- Title: Name and Surname only
- Language (Start with English)
- Business Unit
 - Pick all the business unites relevant to the staff member
- Title: Prof/Dr/Mr/Ms
- Name and Surname
- Photo: Resize to 300x400px **before uploading** photo
- Job title: e.g. Director
- Fill in all other particulars
- If the staff member has a Research Gate, LinkedIn, Google Scholar, Orc ID or NWU Expert profile, only insert the link (ignore the image option)
- If the staff member has a profile somewhere else not mentioned here, upload a custom icon, and insert the link
- Save

Toolbars



Uploading Image

Insert Image ×

URL *
[Open File Browser](#)

Alternative text *

Short description of the image used by screen readers and displayed when the image is not loaded. This is important for accessibility.


Title

Populates the title attribute of the image, usually shown as a small tooltip on hover.

[▶ ADVANCED](#)

Save

Tags



Uploading Images

- Click on OPEN FILE BROWSER
- Click FILE and navigate to your business unit and choose (or create) a folder to store your documents in
- Click on the “upload files” icon
- Click on ADD FILE so find the file on your computer hard drive.
- Multiple uploads are possible. Just browse to each file you want to upload.
- The file(s) are now uploaded onto the Drupal server, and are ready to be linked to
- Put in tags under ALTERNATIVE TEXT block then click SAVE
- **IMPORTANT:** If you upload a file/document in a folder, and a file/document already exists within that same folder with the same name, the newer version will automatically overwrite the old version. PLEASE delete all files that are no longer in use or from two years ago.

Hyperlinks

Linking to a website

Add Link ×

URL
 [Open File Browser](#)

Title

Populates the title attribute of the link, usually shown as a small tooltip on hover.

▶ **ADVANCED**

Save

Hyperlinks

Linking to a website

- You should now be in the body window on the editing page.
- Highlight the text that has to link to a website
- Click on the link button.
- Make sure LINK TYPE is on URL
- Click on the wording Open File Browser
- Click FILE and navigate to your business unit and choose (or create) a folder to store your documents in
- Click on the “upload files” icon
- Click on ADD FILE so find the file on your computer hard drive.
- Multiple uploads are possible. Just browse to each file you want to upload.
- The file(s) are now uploaded onto the Drupal server, and are ready to be linked to

Linking to a document

- You should now be in the body window on the editing page.
- Highlight the text that has to link to the document.
- Click on the link
- Make sure LINK TYPE is on URL
- Click on the wording Open File Browser
- The File Browser window will appear. Business units are displayed in alphabetical order.
- Scroll to and select the relevant business unit.
- Go the folder where your uploaded the document that you want to link to.
- Double click file

Linking to an e-mail address

- You should now be in the body window on the editing page.
- Highlight the text that has to link to the e-mail address.
- Click on the link button and the Link dialogue box will open up.
- Choose Link Type E-mail
- Type the relevant e-mail address in the E-Mail Address field.
- You have the option to create a customised subject and message to accompany the e-mail automatically. This is however not compulsory.
- Click on OK.

NB Info

- Node Number – Page ID
- Node Numbers are used when adding something to the menu
- URL Address – used when linking to a page
- All Images must be resized and edited before uploading onto Drupal.
 - Biggest width 1140
 - Banner size 1140 x 334
 - Staff Photos 300 x 400
 - Acceptable 600 x 700 pxl width
 - File type x JPEG or PNG
 - No spaces or capital letters when naming a file/image
- When lost go to CONTENT
- Always backup source code in notepad

For more information please contact:

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