

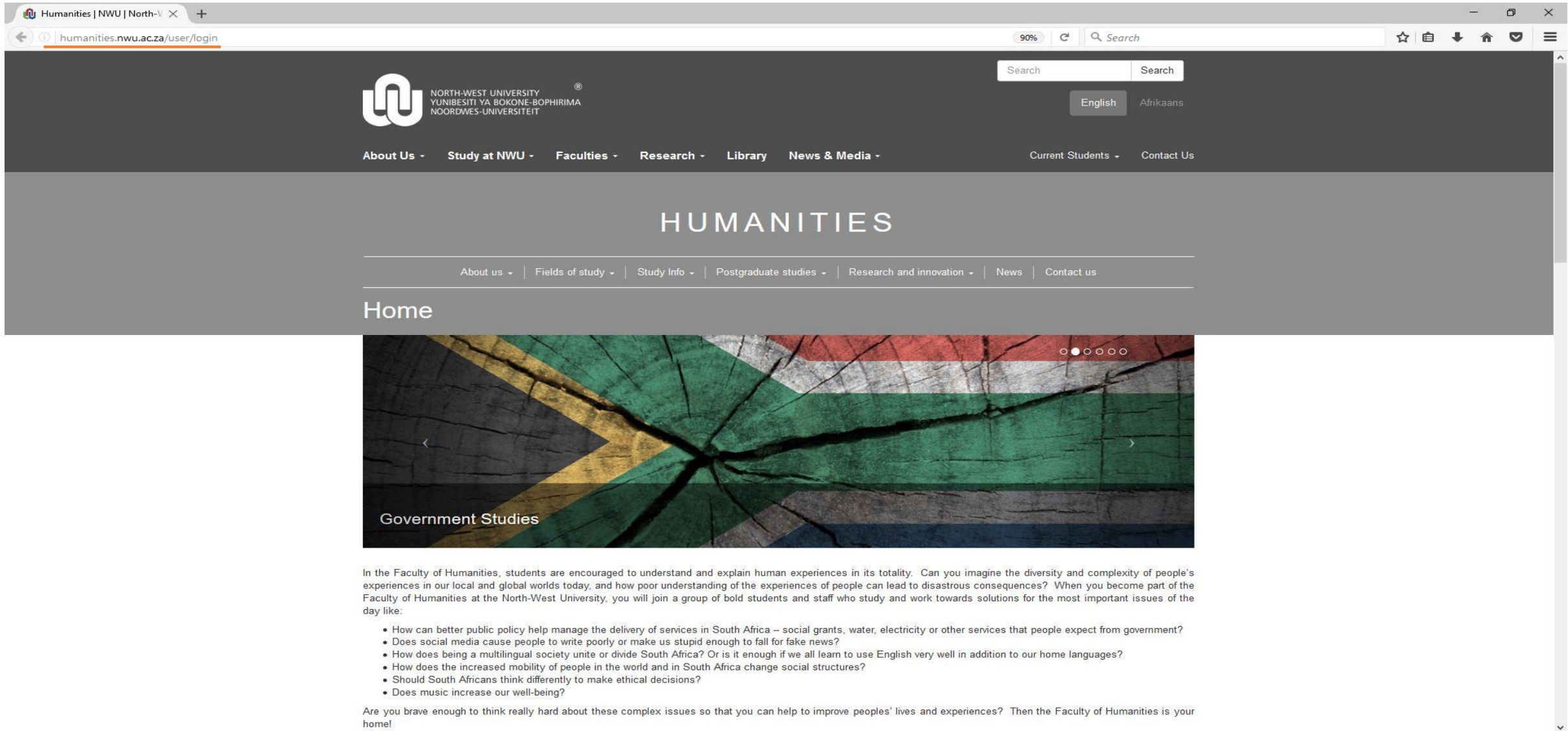
Drupal user guide

Evashni Jansen

Web Office



To log in
subsite.nwu.ac.za/user/login (<http://services.nwu.ac.za/drupal-nwu>)



Humanities | NWU | North-West University

humanities.nwu.ac.za/user/login

90% Search

Search Search


English Afrikaans

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HUMANITIES

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Home



Government Studies

In the Faculty of Humanities, students are encouraged to understand and explain human experiences in its totality. Can you imagine the diversity and complexity of people's experiences in our local and global worlds today, and how poor understanding of the experiences of people can lead to disastrous consequences? When you become part of the Faculty of Humanities at the North-West University, you will join a group of bold students and staff who study and work towards solutions for the most important issues of the day like:

- How can better public policy help manage the delivery of services in South Africa – social grants, water, electricity or other services that people expect from government?
- Does social media cause people to write poorly or make us stupid enough to fall for fake news?
- How does being a multilingual society unite or divide South Africa? Or is it enough if we all learn to use English very well in addition to our home languages?
- How does the increased mobility of people in the world and in South Africa change social structures?
- Should South Africans think differently to make ethical decisions?
- Does music increase our well-being?

Are you brave enough to think really hard about these complex issues so that you can help to improve peoples' lives and experiences? Then the Faculty of Humanities is your home!

Type in your employee number and password

The screenshot shows a web browser window with the URL `humanities.nwu.ac.za/user/login`. The page features the North-West University logo and name in three languages: English, Afrikaans, and Sesuto. A search bar is located in the top right. The main navigation menu includes links for 'About Us', 'Study at NWU', 'Faculties', 'Research', 'Library', 'News & Media', 'Current Students', and 'Contact Us'. The page title is 'User account', and there is a 'Humanities' link with a home icon. The login form consists of two input fields: 'Username *' with the value '30687195' and 'Password *' with masked characters. A 'Log in' button is positioned below the password field. A tooltip on the left side of the form reads: 'Enter your Humanities | NWU | North-West University username.' The footer contains several columns of links: 'Alumni', 'Community Engagement', 'Maps and Directions', 'Parents', 'Internationalisation', 'BRICS @ NWU', 'PAIA and POPI', 'Vacancies', 'Calendars', 'Tenders', 'Support Services', 'DIY Services', 'Staff Intranet', 'Webmail', and 'IT Support'. The footer also includes the NWU logo and the text '© North-West University 2017 Terms & Conditions'.

Success

EVASHNI JANSEN | Humanit

humanities.nwu.ac.za/users/evashni-jansen

90%

Search

Content Structure Appearance People Modules Cache Expiration Calendar Configuration Context Date Tools Features Feeds importers Field collections Honeypot configuration Icons Juicebox Link checker Quiz Real name Responsive Menus Search API Strongarm

Taxonomy access control Varnish Word Link jQuery Multi Settings jQuery UI filter Reports Advanced help Help Search settings Apache Solr search Respond.js

Add content Performance Files Add Staff Member Edit

Hello **EVASHNI JANSEN** Log out

Search Search

English Afrikaans

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Humanities

EVASHNI JANSEN

View Edit Manage display My results Result Statistics Shortcuts Contact Broken links File browser

History

Blog
[View recent blog entries](#)

Member for
2 months 1 week

Name:
EVASHNI

Surname:
JANSEN

Alumni
Community Engagement
Maps and Directions

Parents
Internationalisation
BRICS @ NWU
PAIA and POPI

Vacancies
Calendars
Tenders
Support Services

DIY Services
Staff Intranet
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To create a new page

- Content
- Add content
- Page
- Title (e.g. Staff)
- Language
 - (Start with English. Once your page is complete, there is a translate option to create the Afrikaans equivalents).
- Business Unit (pick from drop-down list)
- *Click save*

How to change page content

- Make sure that you're logged in
- <http://humanities.nwu.ac.za/> , **content>business unit>choose page in listed items**
- Click Edit
- Here your focus will be in the body field only.
- *Click save*

Copying from a Word Document

Never copy and paste directly from a Word document first. Paste text in notepad first and then copy into body. Alternatively, use one of the below tools in Drupal.



This is used for cleaning the text (Format Remover)



Used when copying from Word. Click on tool and paste content in there.



Used when copying plain text from Word. Click on tool and paste content in there.

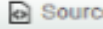


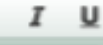
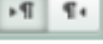










To create a staff profile

- Content
- Add content
- Staff Member
- 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 200x300px **before uploading** photo
- Job title: e.g. *Lecturer: Philosophy*
- 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*

Edit your menu

- Mouse-over the menu region
- Click on the gear on the right-hand side > Edit menu
- Click on the POWER EDIT tab
- You can add menu items at the bottom of the menu. If the menu item links to a page created on the same subsite, you must use node/number in the path block. If the menu item links to another subsite or any page not created on your subdomain, you should insert the whole URL in the path block.
- Menu items can be moved by dragging the cross up or down.
- Submenu items are created by dragging the cross on the left of a menu underneath the parent item. The parent item also needs to be ticked in the EXP. block. This creates the down arrow and a separator line between menu items.
- *Save Configuration* when you are done editing your menu. When you have saved, the menu links will be live and you can navigate from the links in the menu editor.

Tools

 Source	Source: to edit the html source code
	Cut, Paste
	Paste, Paste as plain text, Paste from Word
	Undo, Redo
	Find, Replace
	Image: to insert a picture
	Flash: to insert flash content
	Table: to insert a table
	Insert Horizontal Line
	Insert Special Character
	Maximize: to enlarge the editor to full page size
	Show Blocks: to show paragraph blocks
Heading 1 -	Paragraph Format: NWU Web Template styles
B <i>I</i> <u>U</u> <u>S</u> x_2 x^2 A- A-	For font formatting
	For paragraph formatting
	Link, unlink
	Anchor: to add an anchor

Uploading files

- Assuming you are logged in on Drupal, go to **Content > Files**
- The file browser window, displaying all the business units in alphabetical order, will appear.
- Navigate to your business unit and choose (or create) a folder to store your documents in.
- Click on the *upload files* icon.
- Click on *Browse* so find the file on your computer hard drive.
- Multiple uploads are possible. Just browse to each file you want to upload.
- Click on *Ok*.
- The file(s) are now uploaded onto the Drupal server, and are ready to be linked to.
- **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.

Uploading Images



- Refer to *Edit your menu slide*
- Double click on tool and then Browse Server
- ← Look for upload window and choose file
- Rename if necessary (remember no spaces or capital letters) please keep name SHORT
- Double click the photo to insert
- Lock must be closed
- Make image responsive – Image Properties, go to advanced and remove information in “Style” block.

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 and the Link dialogue box will open up.
- Choose Link Type URL and insert the page URL that you want to link to in the URL field.
- Now navigate to the Target tab and select New Window (_blank). Click on OK.

Linking to another Drupal page on the NWU domain

- You should now be in the body window on the editing page.
- Highlight the text that has to link to the Drupal page.
- Click on the link button and the Link dialogue box will open up.
- Choose Link Type URL and insert the URL of the page that you want to link to (copy the URL when you visit the page in your browser).
- Choose Link Type URL and insert the page URL that you want to link to in the URL field
- Now navigate to the Target tab and select New Window (_blank). Click on OK.

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 button and the Link dialogue box will open up.
- Choose Link Type URL
- Click on the Browse Server button
- 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.
- Right click on the document and choose Select file
- Now navigate to the Target tab and select New Window (_blank). Click on OK.

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.

Important information

- 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
 - Acceptable 600 – 700 pixe width
 - File type – 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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