



NORTH-WEST UNIVERSITY
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NOORDWES-UNIVERSITEIT

®

Drupal 7 Manual

February 2015

**IT Training & Empowerment
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Table of Contents

1	Important notes	1
2	How to login	2
3	Starting a page.....	2
3.1	Create a new page	2
4	Cloning (copying) an existing page.....	3
4.1	Clone a page as follows:	3
5	Page set-up	5
5.1	Title.....	6
5.2	Home page.....	6
5.3	Secondary pages	6
5.4	Language	6
5.5	Business Unit*	7
5.6	URL path settings	7
5.7	Meta tags.....	8
6	Editing an existing page.....	9
6.1	Method 1 (Selecting a Business Unit).....	9
7	Method 2 (navigating via home page)	10
8	Method 3 (using page URL)	11
9	Editing page	12
9.1	Toolbar	12
9.2	Headings	13
9.3	Your business unit home page	13
10	Secondary pages	14
10.1	Banners.....	14
10.2	Adding content.....	15
11	Hyperlinks	16
11.1	Linking to a document.....	18
11.2	Linking to an e-mail address	19
11.3	Linking to an anchor.....	20
11.3.1	Inserting an anchor	20
11.3.2	Linking to the anchor.....	20
12	Images	20
12.1	You want to make the image smaller but do not have exact measurements:	21
13	Uploading images to Drupal	23
14	Inserting an image in your website	24
15	Multilingual pages and page translation	25
16	Webomatrix.....	26



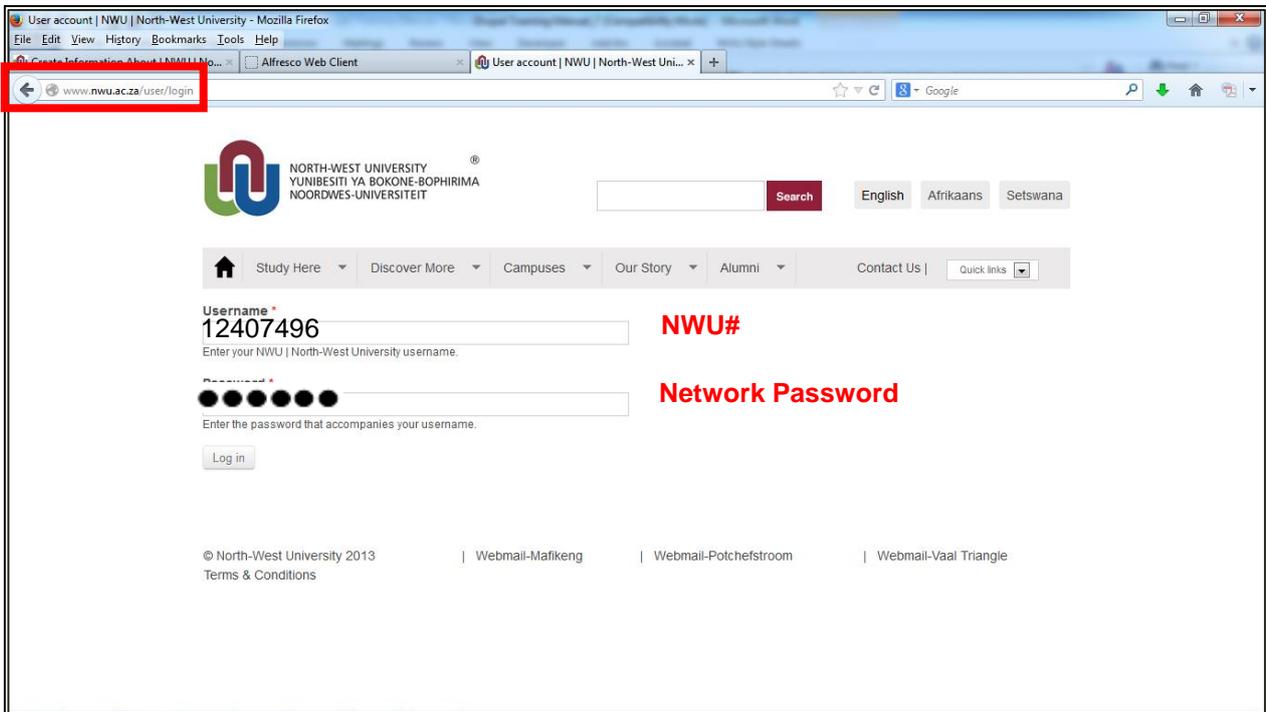
DRUPAL 7 MANUAL

1 Important notes

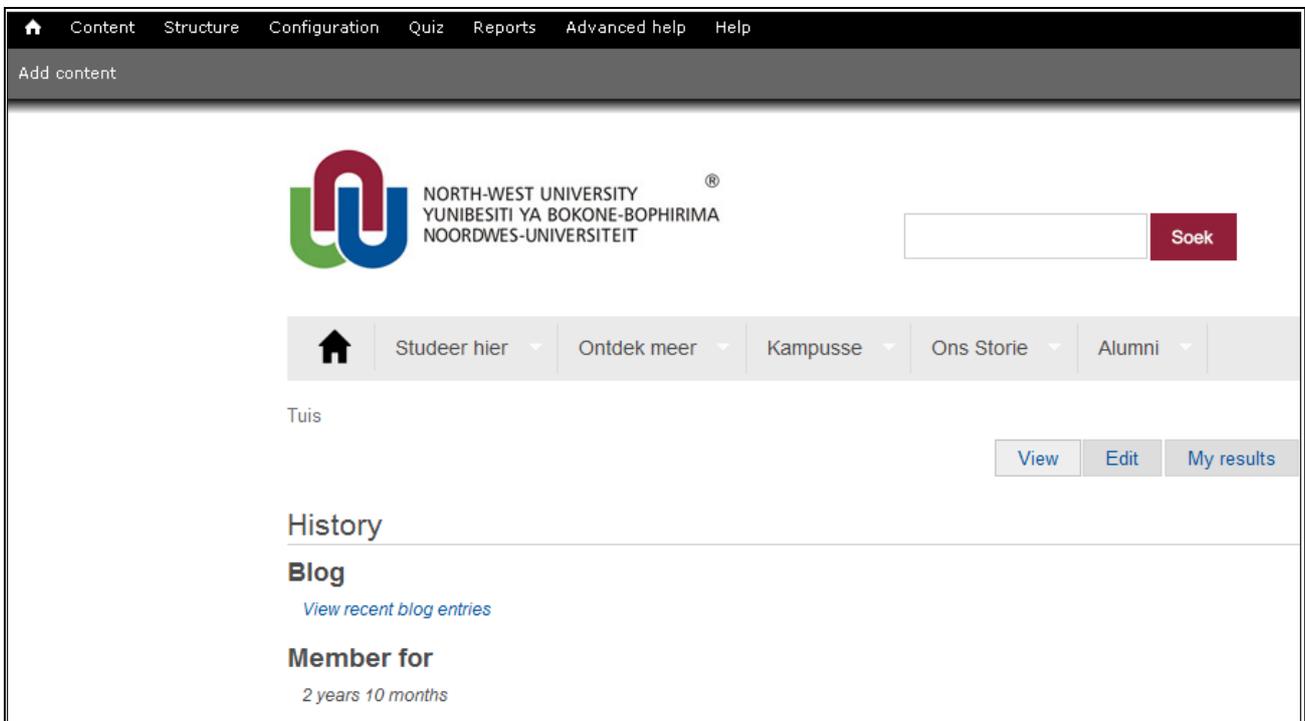
1. URL to open Drupal: <http://www.nwu.ac.za/user/login>
2. We recommend you to use **Mozilla Firefox** as browser when creating or editing in Drupal. If this browser is not available on your workstation, please log an [IT-Help](#) and request the Firefox version as used for Share.
3. **Login** with your NWU# and Network password.
4. Each web file or page has a **node number** as well as a **user friendly name**, choose a file name short and easily recognizable for later editing e.g. Old IT Home page.
5. There are 2 methods to **create new web pages**: **Content > Create content > Information About** or **Clone content** (copy) an existing web page.
6. To move from one cell to another in a table use the **Tab key** or the arrow keys.
7. Use the **shortcut keys** for Copy (Ctrl + C), Cut (Ctrl + X) and Paste (Ctrl + V) in the editor.
8. It is recommended to upload .pdf format documents, thus saving them as .pdf beforehand and uploading them with the New Window (_blank) target option. The target option will cause the document to open in a separate window in the browser.
9. For further reading and using more creative effects when creating a website, visit <http://www.w3schools.com/>
10. Menu linking and language translation can be arranged with the following web coordinators: Institutional Office: Ronel Roscher: x852011; Vaal Triangle campus: Jeremy Mooi: x103182; Mafikeng Campus: Koos Degenaar: x892800; Potch Campus: Pertunia Thulo: x992168

2 How to login

Open your Firefox browser and type <http://www.nwu.ac.za/user/login> in die address line to open Drupal.
Login with your NWU staff number and network password. (We recommend that you bookmark this page)



After successful login the following screen with the black Administration toolbar at the top of the Drupal window will appear.

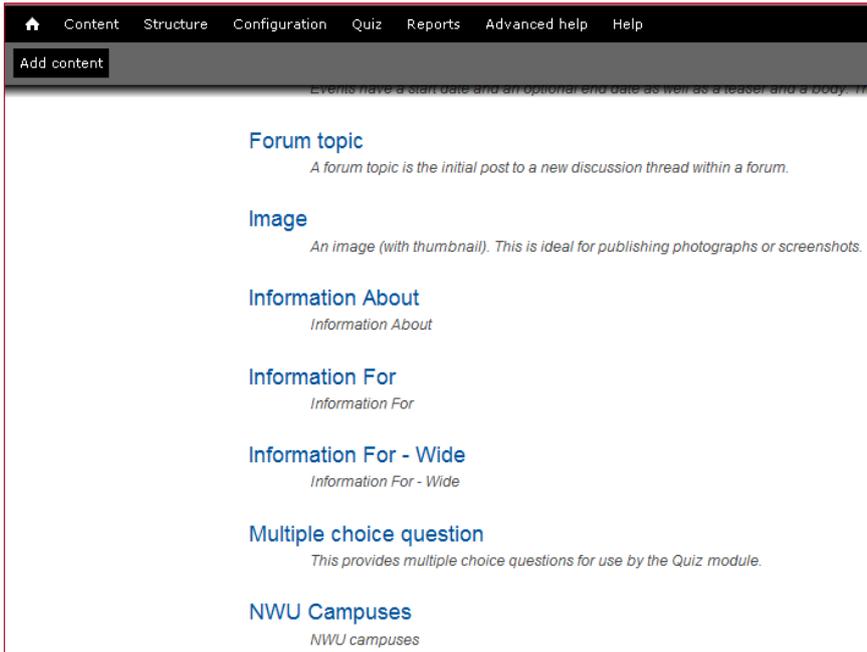


3 Starting a page

3.1 Create a new page

- Log in to Drupal (see section 2)

- Go to **Content> Add content**
- Choose *Information About*



Continue with page set-up (see section 5)

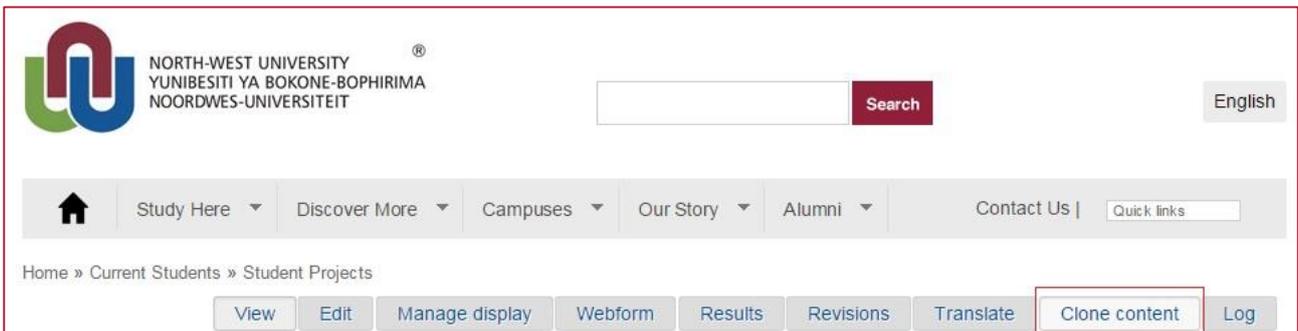
4 Cloning (copying) an existing page

We recommend using the steps in section 3.1 to create a new page. Should you however come across a page on the NWU domain (or a specific page in your own business unit) with a formatting that would perfectly suit your needs, there is the option to “clone” the page. The advantage here is that you immediately create an environment with the formatting in place, where you only need to revise the settings and information for your specific needs. Tread lightly though (and remember to only use this option if you do find a very close match to what you want), as forgetting to adapt settings such as title and business unit for example, could cause you to “misplace” your page (it will be allocated to the business unit of the page that was cloned).

Important: make sure that you change the Title, Page title, Business unit and URL of the cloned page.

4.1 Clone a page as follows:

- Log in to Drupal by going to www.nwu.ac.za/user/login
- Click on the home icon in the upper left hand corner
- Navigate to the page you wish to clone
- Click on the *Clone content* tab



Revise the following settings:

Title [for sitemap]: Replace the name of the old webpage with the name of the new webpage (refer to *section 5* for title guidelines).

Body: Revise headings and page content

Very important: Ensure that the correct **Business Unit** is selected.

Page title: Replace with new page title (refer to *section 5* for guidelines).

Change **URL path settings** (This will be your web address – refer to *section 5 for guidelines*)

Update the **Meta tags** section (important for search engine optimisation and page ranking – refer to *section 5* for guidelines)

Scroll down and click the **Publish** button.

5 Page set-up

The page set-up is very important, as it will determine your page ranking, language settings, which business unit the page will fall under (important for navigation) and more. It is also very easy!

The screenshot shows the page setup interface for North-West University. At the top left is the university logo and name in three languages: English, Afrikaans, and Setswana. A search bar with a 'Soek' button is located to the right. Below this is a navigation menu with options like 'Studeer hier', 'Ontdek meer', 'Kampusse', 'Ons Storie', and 'Alumni'. The main editing area includes a 'Title [for sitemap]' field, a rich text editor with a toolbar, and a 'Text format' dropdown set to 'Full HTML'. Below the editor are sections for 'Information About', 'Language' (set to 'Language neutral'), and 'Business Unit' (with a list of units like 'Institutional Office'). A note explains that the Business Unit determines the menu and access rights. At the bottom, there are settings for 'URL path settings' (with 'Generate automatic URL alias' checked), 'Revision information' (No revision), 'Authoring information' (By 12407496), and 'Promotion settings' (Not promoted).

North-West University
YUNIBESITHI YA BOKONE-BOPHIRIMA
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English Afrikaans Setswana

Soek

Studeer hier Ontdek meer Kampusse Ons Storie Alumni Kontak ons | Snelkakele

Title [for sitemap] *

Body (Edit summary)

Text format: Full HTML

More information about text formats ?

- Web page addresses and e-mail addresses turn into links automatically.
- Lines and paragraphs break automatically.

Information About

Language: Language neutral

Business Unit *

- Institutional Office
- Institutional Blog
- Internal Audit
- Institutional Support Services

Please make sure that your correct Business unit is selected before saving/publishing your page. The Business unit determine which menu are displayed on your page (as well as your access rights).

URL path settings

Automatic alias Generate automatic URL alias
Uncheck this to create a custom alias below.

Revision information: No revision

Authoring information: By 12407496

Promotion settings: Not promoted

URL alias

Optionally specify an alternative URL by which this content can be accessed. For example, type "about" when writing an about page. Use a relative path and don't add a trailing slash or the URL alias won't work.

You will need to complete the following fields:

5.1 Title

Body (**do the rest of the set-ups first, then return to body**)

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

URL path settings (This will be your web address)

Meta tags (important for search engine optimisation and page ranking)

Title [for sitemap]:*

Title [for sitemap] *

5.2 Home page

If the page you are creating is the first page (home page) of your new site, the name of your department should come first. Then add the relevant Campus. The NWU name will be added automatically. An example is:

You type:

CText | Potchefstroom Campus

Your web page visitors will see the following:

The *Title* is what users see at the top of the browser window when a web page is open:



5.3 Secondary pages

If the page you are creating is a secondary page, the order changes somewhat. Now write page topic, then your business unit (you no longer need to mention campus). The NWU name will once again be added automatically. You type for example:

Contact | CText

Tip: Google cuts the page title after 70 characters remember to keep the limitation in mind. You can use acronyms provided it is the recognised name of your department (e.g. CText instead of Centre for Text Technology). If you use something like “Law”, the relevant campus has to be identified as well.

5.4 Language

Choose the relevant language (do not choose Language neutral). We recommend that you start with English. Once your page has been set up, there is a translate option to create Afrikaans and Setswana versions of the same page.

Language
Language neutral ▾

5.5 Business Unit*

Click the drop-down menu and select your Business Unit from the list displayed.

Please **make sure** that you have chosen the right Business Unit before saving or publishing your page.

Business Unit * Institutional Office ▼

Please make sure that your correct Business unit is selected before saving/publishing your page. The Business unit determine which menu are displayed on your page (as well as your access rights).

5.6 URL path settings

The page URL is the “address” that people see when the page is listed in search engine results:

[CTexT | Potchefstroom Campus | North-West University](#)
www.nwu.ac.za/ctext/ ▼ ←

The Centre for Text Technology (CTexT) is a research and development centre in the field of human language technology, specialising in text technology ...

Go to URL path settings to create a custom URL:

Menu settings
Not in menu

URL path settings
Alias: `ctext/index`

URL redirects
No redirects

Generate automatic URL alias
Uncheck this to create a custom alias below. [Configure URL alias patterns.](#)

URL alias

Optionally specify an alternative URL by which this content can be accessed. For example, type "about" when writing an about page. Use a relative path and don't add a trailing slash or the URL alias won't work.

“Generate automatic URL alias” **should not** be ticked

Anything you add in the field will automatically be added to the NWU domain URL, for example:

You type:

The URL that will be created will be:

www.nwu.ac.za/ctext

Similarly, if you type:

The URL will be:

www.nwu.ac.za/ctext/staff

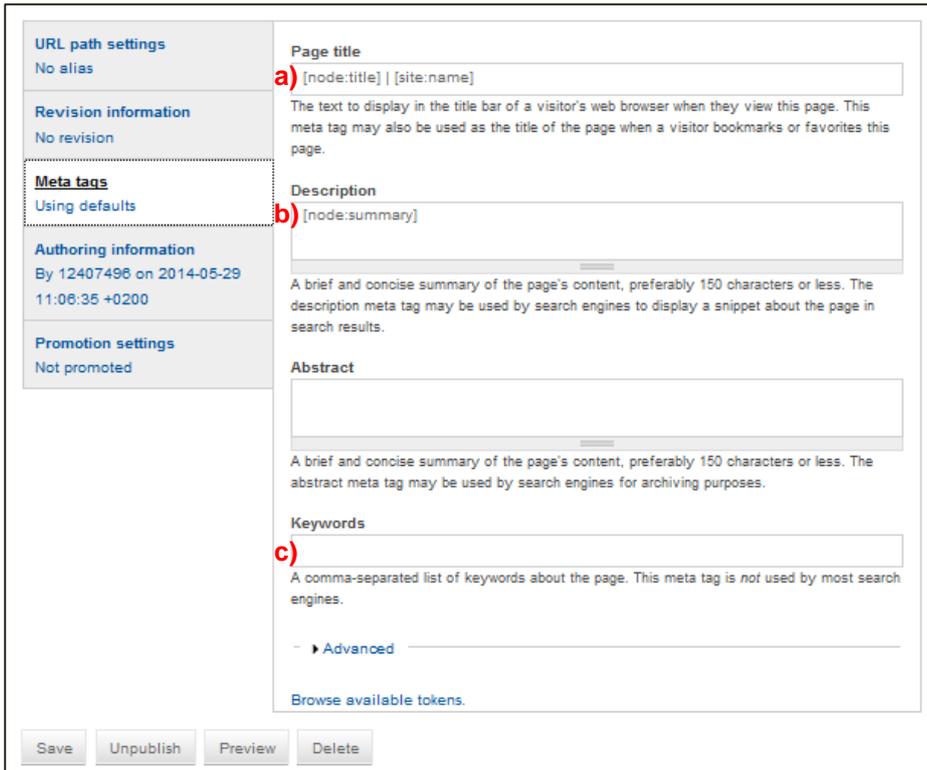
If you are creating a home page, only type the name of your department or business unit. If there are similar departments on other campuses, the campus acronym can be added, eg. vtc-marketing or pc-law. It should be as short as possible, but should also still make sense to the user. If you have an acronym, use only that, e.g. www.nwu.ac.za/trade

For secondary pages, do the above, but add the subject of the page, e.g: trade/vision-and-mission. The URL will then be www.nwu.ac.za/trade/vision-and-mission

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

5.7 Meta tags

According to Schachinger (2012), adding meta tags is not an instant fix to increase website ratings in Google. The main purpose of meta tags is to tell search engines and users what your site is about. Having optimal information available to users and search engines will automatically lead to better search engine optimisation. You need only complete the page title, description and keywords:



The screenshot shows the 'Meta tags' configuration form in Drupal. The form is divided into several sections on the left: 'URL path settings' (No alias), 'Revision information' (No revision), 'Meta tags' (Using defaults), 'Authoring information' (By 12407496 on 2014-05-29 11:06:35 +0200), and 'Promotion settings' (Not promoted). The main content area contains the following fields:

- Page title:** [node:title] | [site:name] (labeled 'a')
- Description:** [node:summary] (labeled 'b')
- Abstract:** (empty field)
- Keywords:** (empty field) (labeled 'c')

Below the fields are buttons for 'Save', 'Unpublish', 'Preview', and 'Delete'. There is also a link for 'Browse available tokens'.

a) Page title

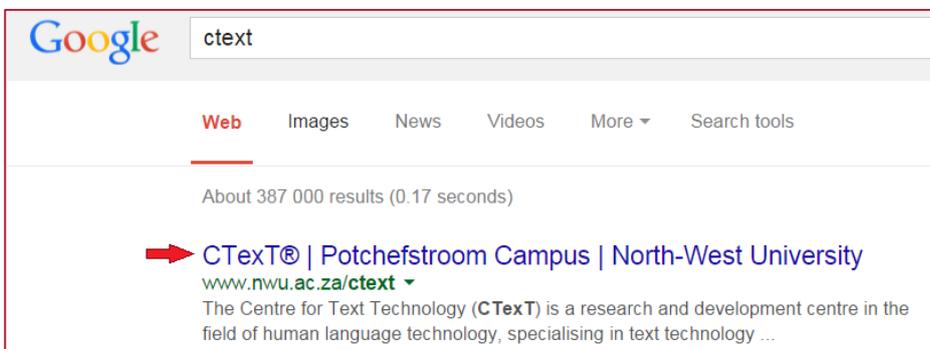
The page title is what people see in the list of search results displayed by search engines. Copy and paste the text from the *Title* field at the beginning, but this time add “ | North-West University” manually:

You type:



CTexT® | Potchefstroom Campus | North-West University

People who Google CTexT will see the following in the search results:



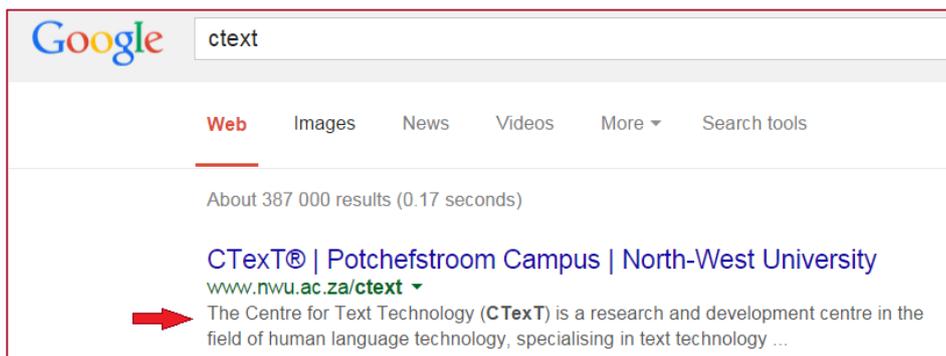
The screenshot shows a Google search for 'ctext'. The search results are displayed under the 'Web' tab. The first result is:

- CTexT® | Potchefstroom Campus | North-West University**
- www.nwu.ac.za/ctext
- The Centre for Text Technology (CTexT) is a research and development centre in the field of human language technology, specialising in text technology ...

Refer to section 3.2.1 for guidelines with regards to home pages vs. secondary pages. Just remember to add “ | North-West University”.

b) Description

The description serves as a short overview of the page to help people choose the pages they want to visit when using a search engine such as Google:



This is the first opportunity to lure readers onto your website, so use as few words as possible, but with maximum impact. See it as a type of “elevator pitch” (listing your unique selling points and why people should visit in a very short time – or in this case – space).

According to Kyrnin (2014), the description should only be between [155-160](#) characters. Characters exceeding 160 will not be displayed in a *Google* search. Click the hyperlink above to view the do’s and the don’ts for writing your description.

The page description is also the place to write out your business unit’s full name, especially if you had been using an acronym in the titles and URL.

Do not just copy and paste text from the website directly. Search engines such as *Google* will view it as keyword spam, and your ranking will be jeopardised.

Kyrnin (2014) further suggests that while a better page description will not directly increase webpage rankings, it will certainly encourage users to click through to your website and that will have an effect on your rankings. **So write for people, and the search engines will follow.** See Kyrnin’s tips for search engine optimisation: [\(SEO\)](#)

c) Keywords

It would seem, according to Kyrnin (2014) that many popular search engines have ceased to use meta keywords, as too many people were using it as a means to try and “fool” search engines by inserting popular terms that had nothing to do with their site content.

The keywords should be seen as supporting to the description. Kyrnin (2014) advises to use a sharp opening paragraph and good target phrase, rather than spending too much time on meta keywords. Read more on [keyword selection](#).

Contact Ronel Roscher (x85 2011) at the Institutional Web Office for help to determine the most searched terms relating to your website.

Your page set-up is now complete. Go back to the “body”section in the editor window to start uploading/compiling content (headings, text, images, videos). See section 5

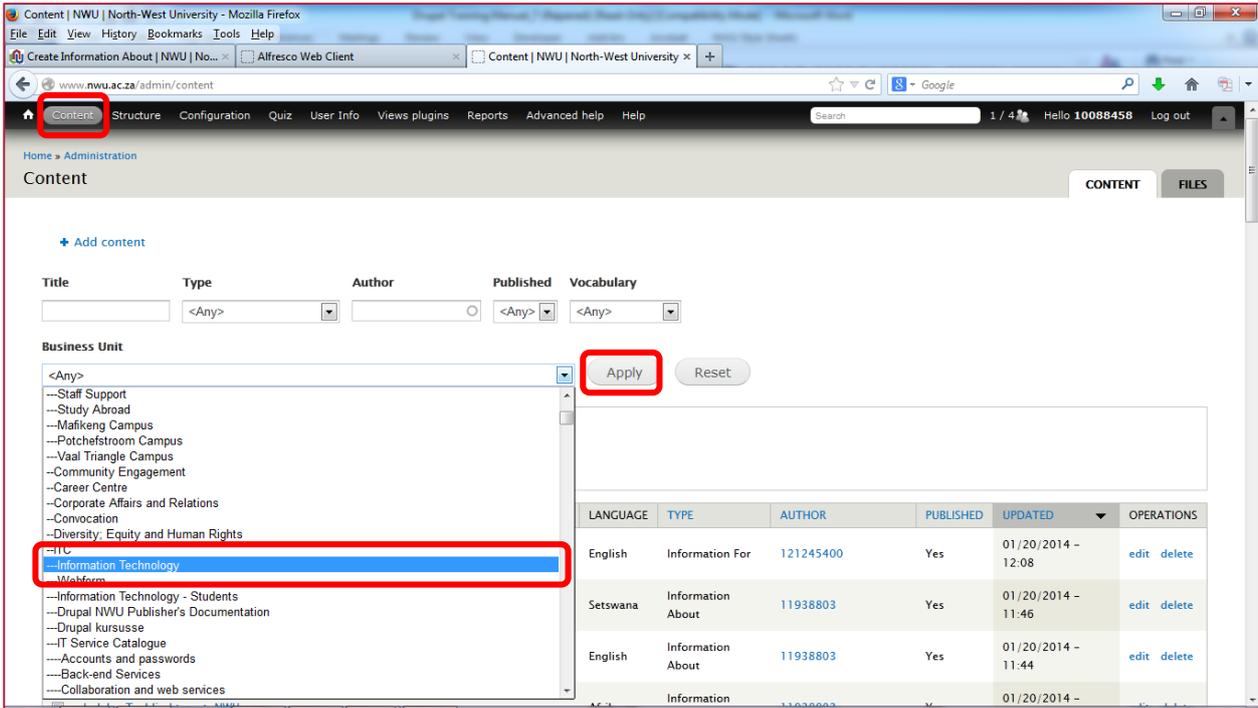
Click the Publish button to save the new web page to the database. These buttons will only be displayed when creating a new web page from scratch.

6 Editing an existing page

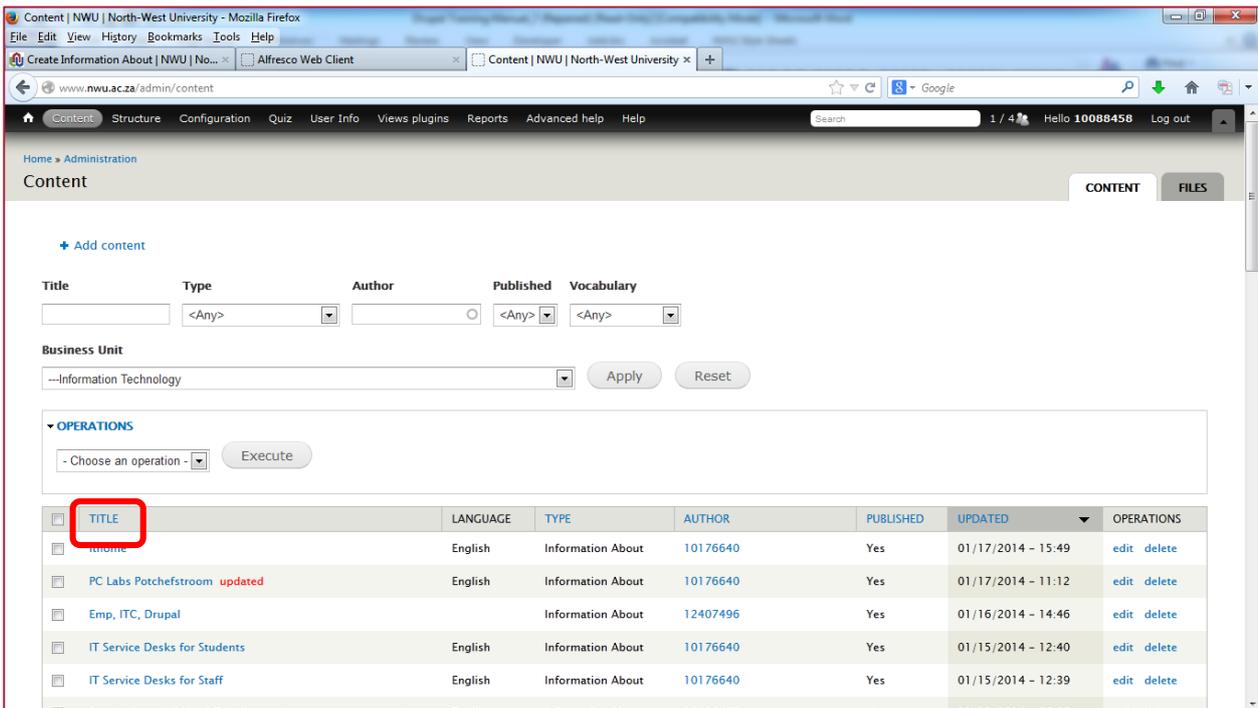
6.1 Method 1 (Selecting a Business Unit)

- Log in to Drupal by going to www.nwu.ac.za/user/login
- Click on **Content**
- Select the relevant **Business Unit** from the given drop-down list

- Click on **Apply**



A list of all the pages within that business unit will appear:



To list these pages in alphabetical order, click on **Title** to sort the list. Find the relevant page and click on **edit** (in the operations column).

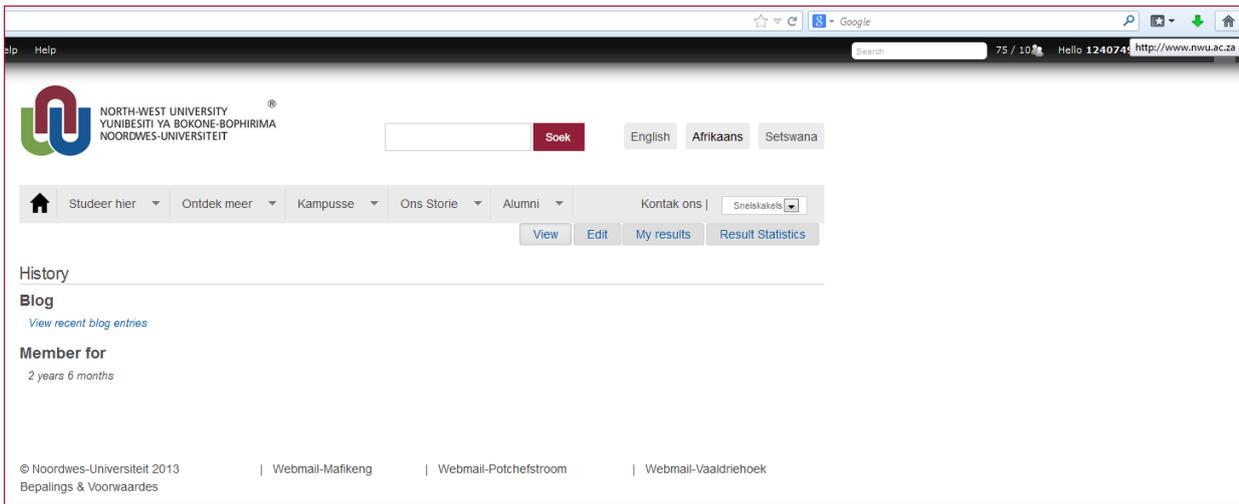


You will now be in the editing page (see section 5)

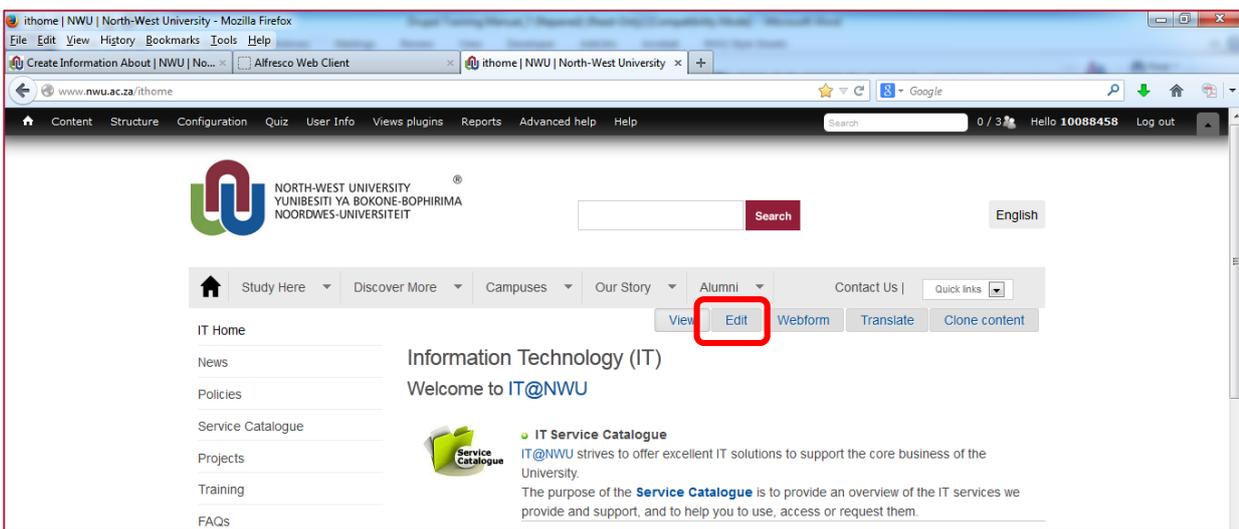
7 Method 2 (navigating via home page)

- Log in to Drupal by going to www.nwu.ac.za/user/login
- Click on the home icon in the upper right corner

- Navigate to your page (the same way you would if you were a user visiting the home page)

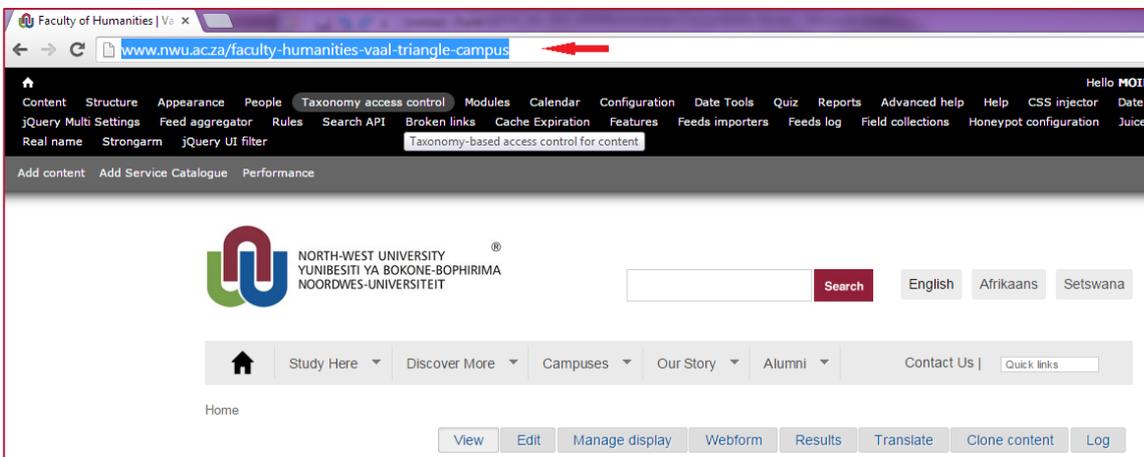


You will see several tabs. Select the **edit** tab. If you cannot see the tab, you either did not log in correctly, or you do not have permission to edit this page. Contact the Web Office for assistance.

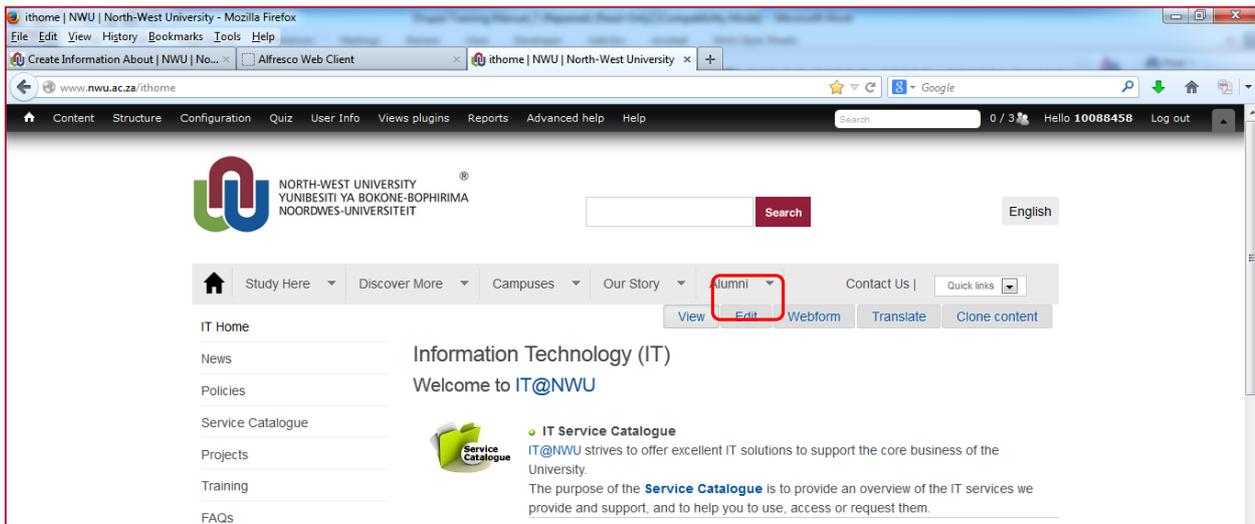


8 Method 3 (using page URL)

- Log in to Drupal by going to www.nwu.ac.za/user/login
- Insert page URL in browser address bar
- Enter



You will see several tabs. Select the **edit** tab. If you cannot see the tab, you either did not log in correctly, or you do not have permission to edit this page. Contact the Web Office for assistance. You will now be in the editing page (see section 5)



9 Editing page

- You should now be on the editing page
- Ensure that all pre-sets are completed (see section 5)
- Go to the “Body” area
- Familiarise yourself with the toolbar
- Insert your headings
- Start adding content

9.1 Toolbar

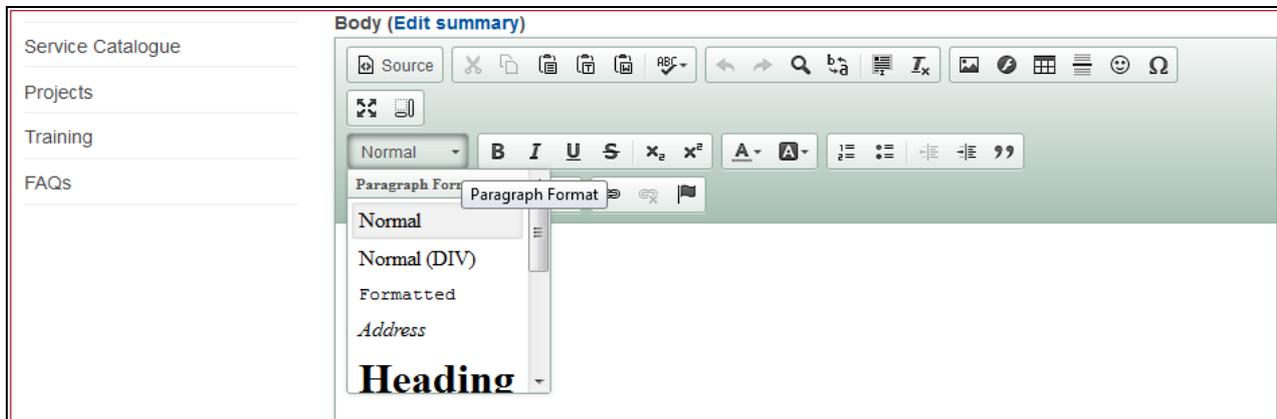


	Source: to edit the html source code
	Cut, Paste
	Paste, Paste as plain text, Paste from Word
	Undo, Redo
	Find, Replace
	Image: to insert a picture
	Flash: to insert flash content
	Table: to insert a table
	Insert Horizontal Line
	Insert Special Character

	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> S x ₂ x ² <u>A</u> A	For font formatting
☰ ☷ ☹ ☹ ☹ ☹	For paragraph formatting
 	Link, unlink
	Anchor: to add an anchor

9.2 Headings

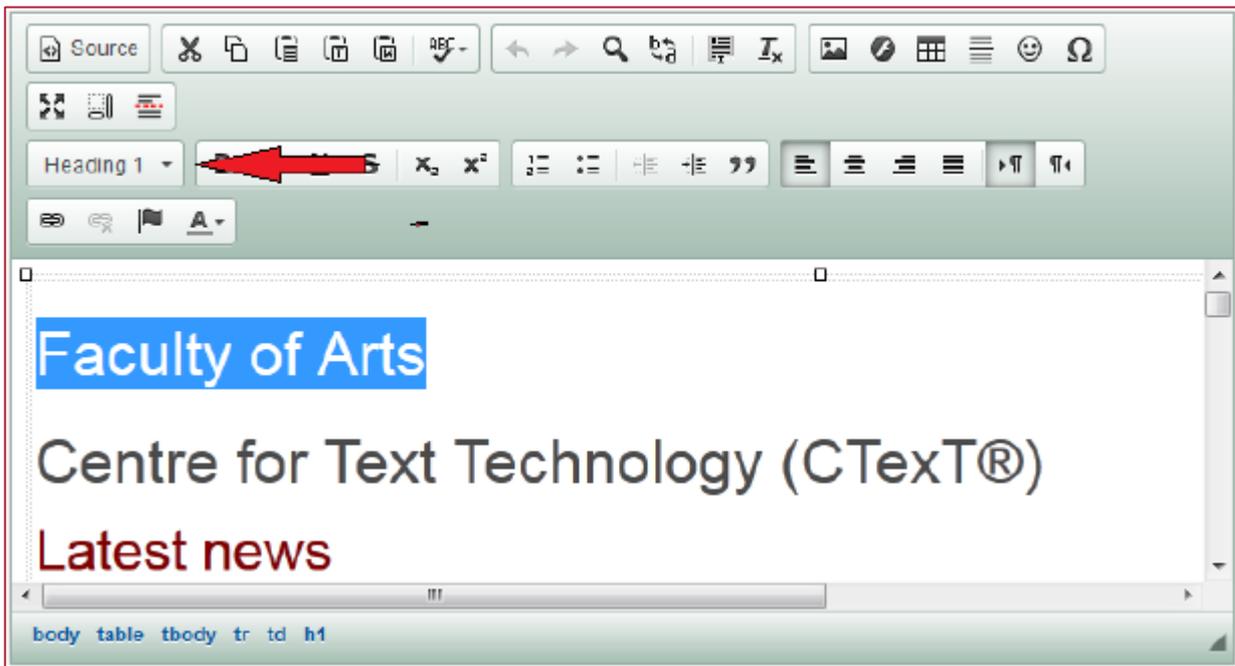
Correct use of headings is very important, not only to orientate readers, but also for search engine optimisation. All NWU pages use styles that were pre-set as part of the NWU's theme in Drupal 7 (Search engines prioritise text that was given the Heading 1 styles for example).



We recommend the following format in the interest of standardisation:

9.3 Your business unit home page

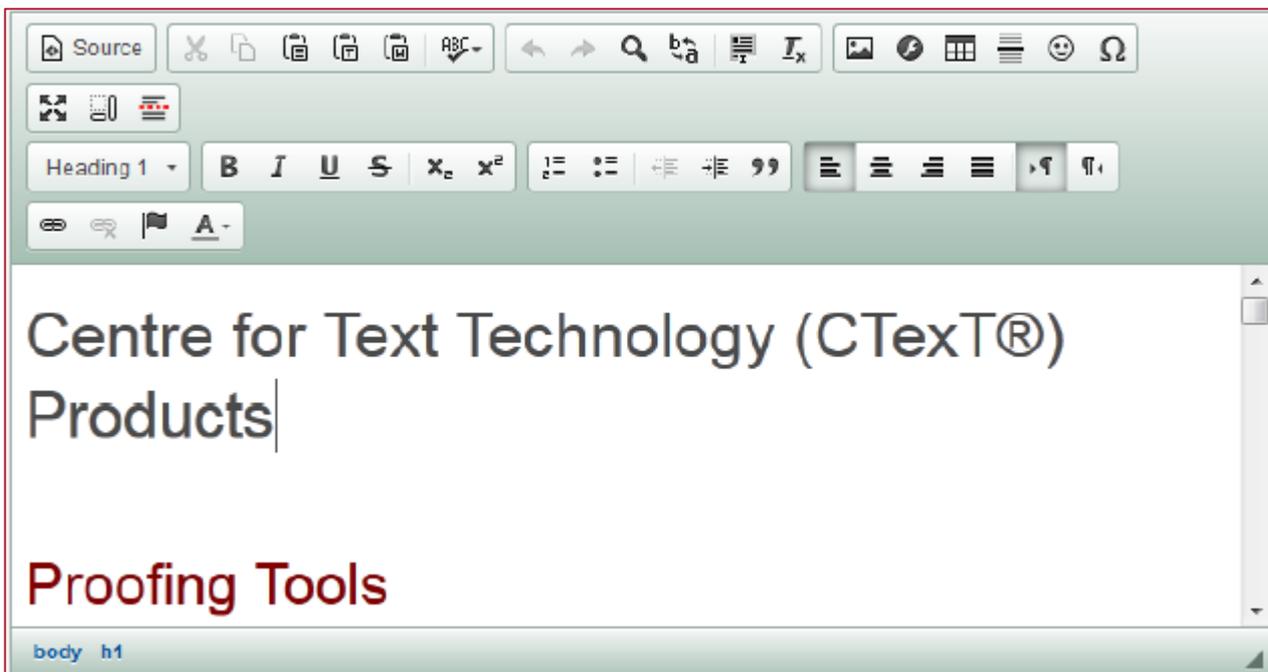
- Heading 1: Faculty name
- Heading 1 (new line): Business unit
- Heading 2: Topic



Font colours may be changed, provided it adheres to the NWU corporate identity.

10 Secondary pages

- Heading 1: Business Unit
- Heading 1: Topic
- Heading 2: Sub-topics



10.1 Banners

There is an option to use banners instead of text headings. Banners, while visually more attractive, do however involve more careful set-up to ensure SEO. The following has to be set in the picture properties:

Alternative text (shows up when browsers do not show pictures. Also important for programmes that make use of speech technology when users can't see the screen).

Width and height must both be set at 100%. This ensures scalability for users who use different devices (e.g mobile screens). It will however not work if the banner is not designed in the right size.

Contact Graphikos, your marketing department or the Institutional Web Office for assistance!

Example:

Full page banner <http://www.nwu.ac.za/solarcar>



Smaller page banner http://www.nwu.ac.za/af/content/p-fa/index_a.html

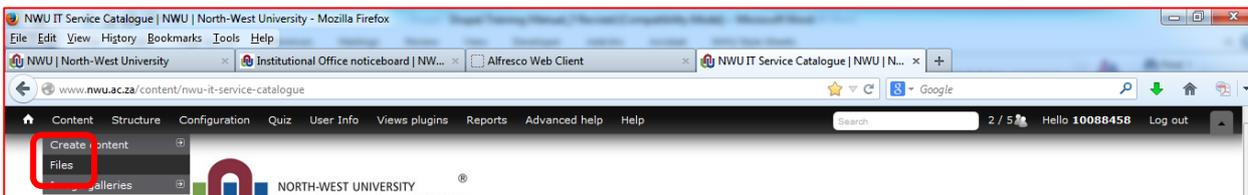


10.2 Adding content

Uploading files

IMPORTANT: In order to be able to link to a document for example, the document (file) must first be uploaded onto the Drupal server. Make sure that your filename contains no spaces as this will result in error messages in on your editing page. Replace spaces with hyphens (e.g. test-document.pdf). The filename should also make sense and act as a type of description of the document (e.g. NWUAnnualReport.pdf). This will benefit SEO

- Assuming you are logged in on Drupal, go to **Content > Files**

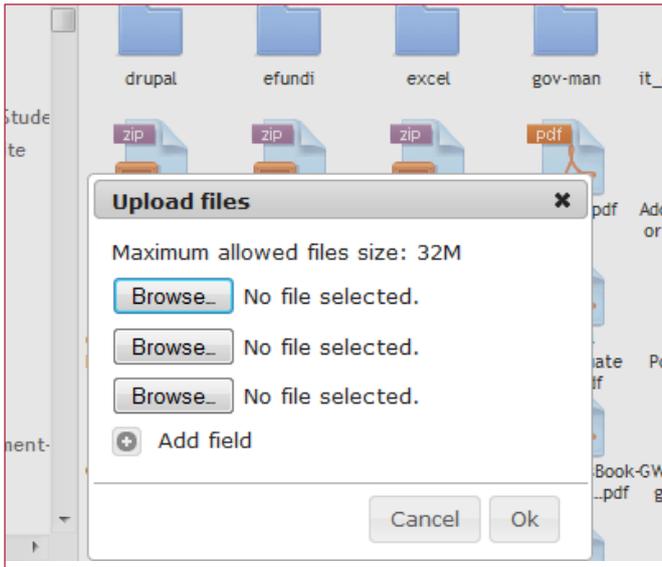


- The file browser window, displaying all the business units in alphabetical order, will appear.
- Navigate to your business unit and choose (or create) a folder to store your documents in.
- Click on the “upload files” icon



- 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 (see section 5.3.2).



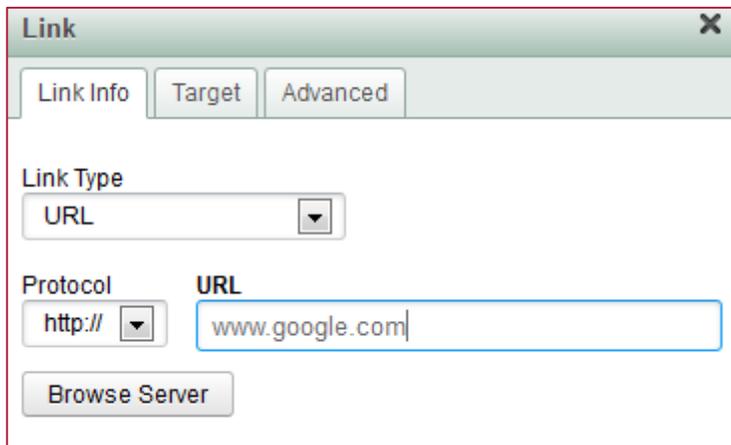
IMPORTANT: If you upload a file/document in a folder, and a file/document already exists within that same folder with the same name, the newer version will automatically overwrite the old version

11 Hyperlinks

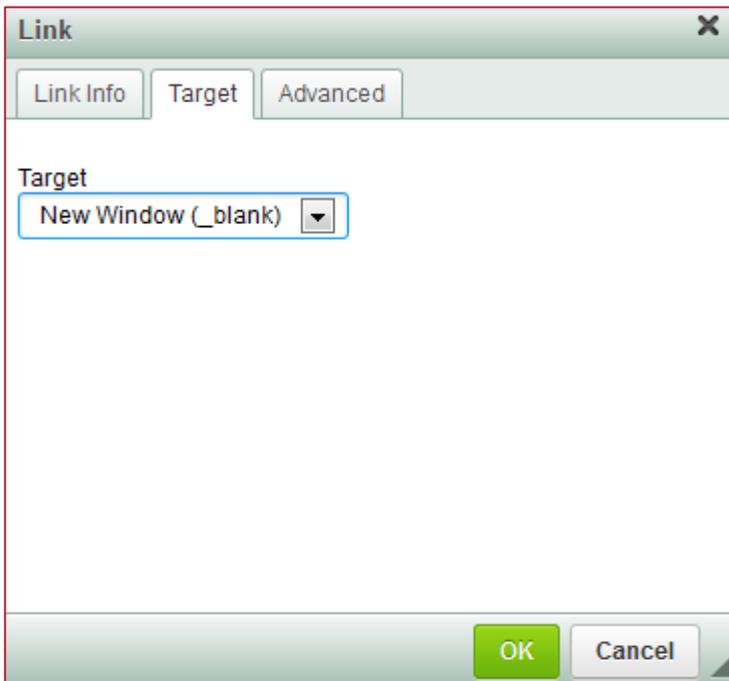
Linking to a website

You should now be in the *body* window on the *editing page*.

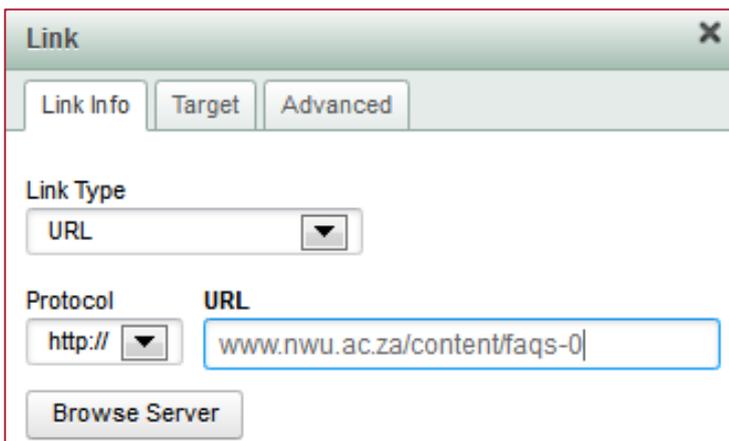
- Highlight the text that has to link to a website
- Click on the link button and  the *Link* dialogue box will open up.
- Choose *Link Type* **URL** and insert the page URL that you want to link to in the URL field



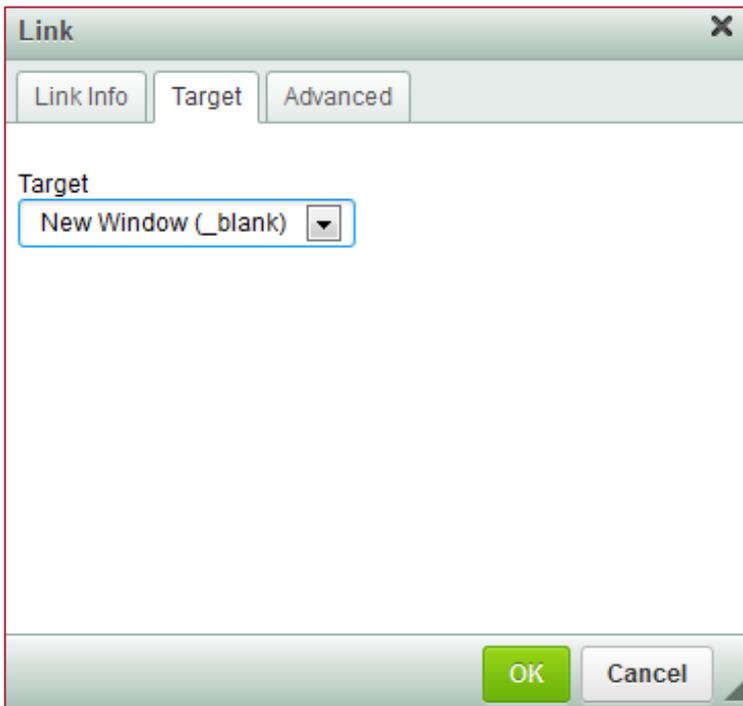
- Now navigate to the *Target* tab and select **New Window (_blank)**. Click on **OK**.



- 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 Durpal 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).



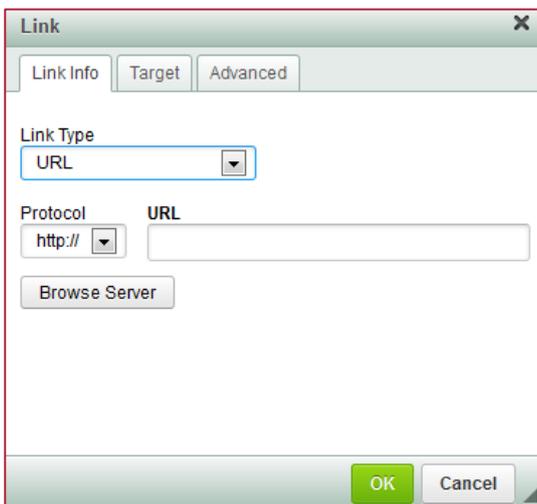
- Now navigate to the *Target* tab and select **New Window (_blank)**. Click on **OK**.



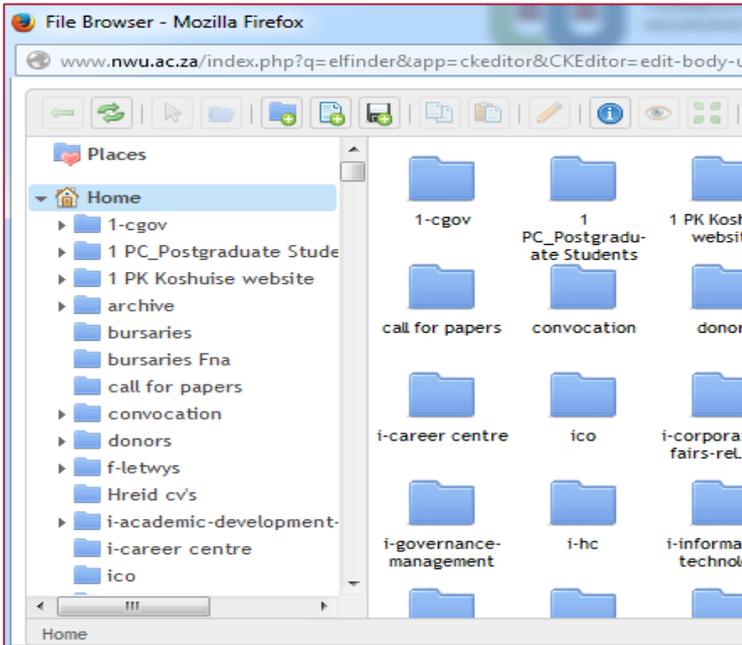
11.1 Linking to a document

IMPORTANT: Linking to a document can only occur once the document has been uploaded (see section 5.3.1). This example will be based on linking to a document that had already been uploaded.

- 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 units.
- Go the folder where your uploaded the document that you want to link to (see section 5.3.1).
- Right click on the document and choose **Select file**
- Now navigate to the *Target* tab and select **New Window (_blank)**. Click on **OK**.

11.2 Linking to an e-mail address

A so-called “mailto” link allows the user to send an e-mail when clicking on it.

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 (or paste) the relevant e-mail in the *E-Mail Address* field.

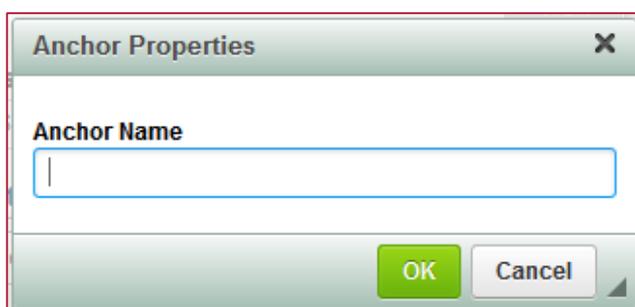
- You have the option to create a customised subject and message to accompany the e-mail automatically. This is however not compulsory.
- Click on **OK**.

11.3 Linking to an anchor

Anchors allow you to link to a specific place within the same webpage by creating an anchor link.

11.3.1 Inserting an anchor

- You should now be in the *body* window on the *editing page*.
- Highlight the text that has to link to be an anchor.
- Click on the anchor button  and the *anchor* dialogue box will open up.
- Type in any name for your anchor that will make sense to your, provided it is only one word or is hyphenated where more than one word is needed **(there can be no spaces in the name!)**
- You will now have an anchor to link to.



11.3.2 Linking to the anchor

You should now be in the *body* window on the *editing page*.

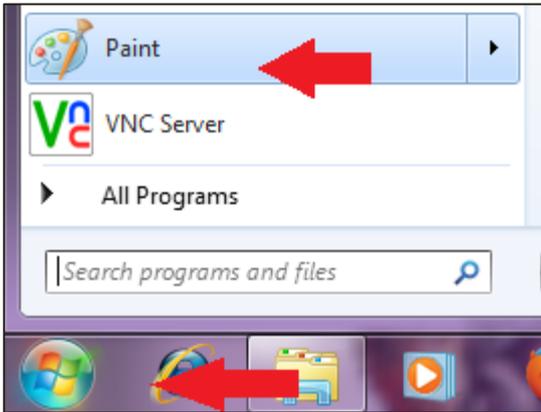
- Highlight the text that has to link to be an anchor.
- Click on the link button and  the *Link* dialogue box will open up.
- Choose *Link Type* **Link to anchor in the text**
- Click on the anchor name that you created.

12 Images

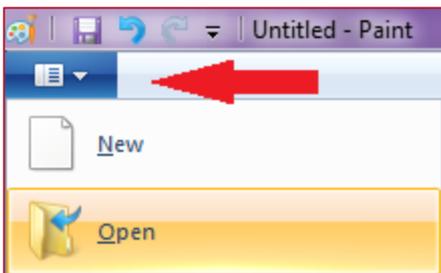
***IMPORTANT:** When uploading your image onto the Drupal server (using the same steps you would when uploading a document – see section 16), ensure that it is as close to the right size as possible. Resizing the image in Drupal may cause distortion. It also just resizes the image without reducing the file size (space the image will take up in the server).*

*Preferably use **PNG** formats. Resizing images before uploading them to Drupal. You may use any photo-editing software (such as Adobe Photoshop) to edit your photos. The below example makes use of Windows Paint (a default programme included in most versions of Windows).*

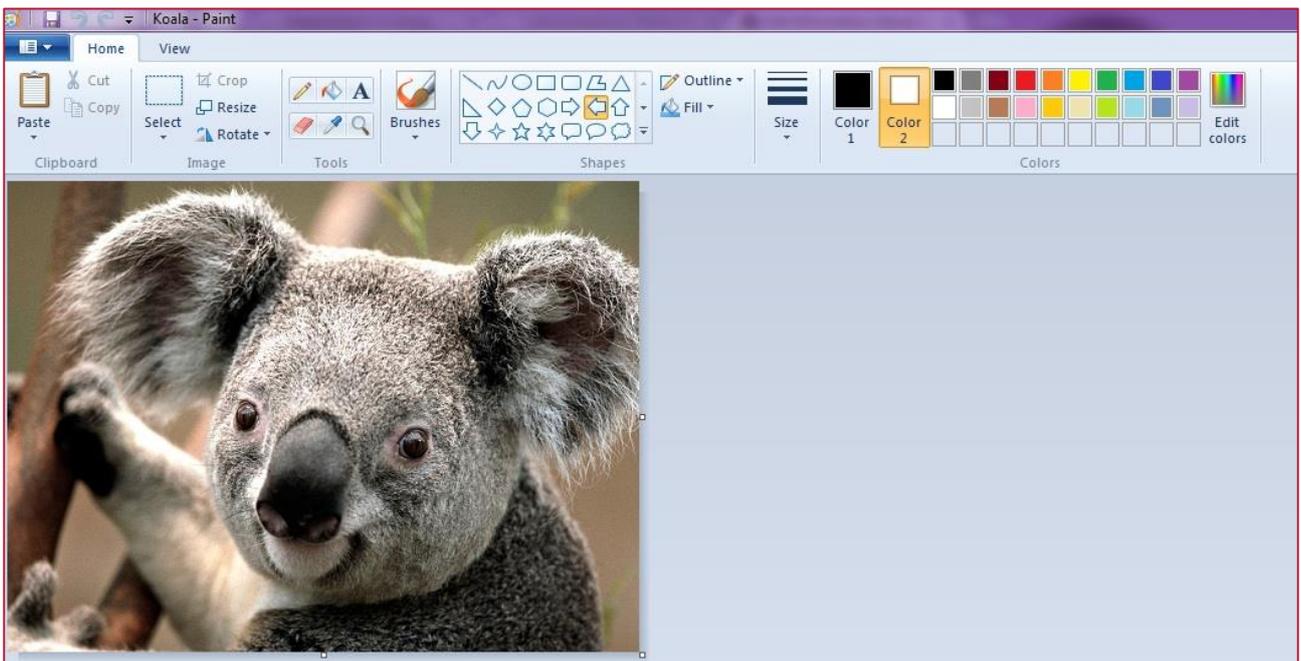
- Go to the Windows start button on the bottom left side of your screen and select **Paint**



- You will now be in the *Paint* programme
- Click on the *File* icon and select **Open**



- Click on the *File* icon and select **Open**
- Navigate to the image you want and open it

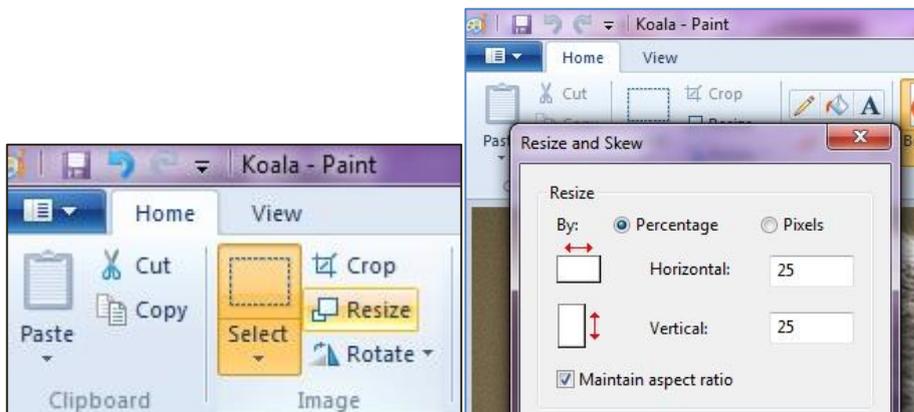


The image now has to be resized. **Do not** upload the image to Drupal (section 15.1) before the image is roughly the right size. Resizing directly in Drupal, will change the image measurements, but the file size (the space the image will take up on the Drupal server) will remain the same, thus wasting precious memory. There are two ways to resize in *Paint*.

12.1 You want to make the image smaller but do not have exact measurements:

- Go to Home>Resize
- Choose the Percentage option
- Make sure that Maintain aspect ratio is ticked

Enter **Horizontal and Vertical percentages**. This indicates the percentage by which the image will be made smaller. If you insert 25 for example (it will automatically be the same for both because you have chosen to maintain aspect ratio...meaning it will resize proportionally), it means that your image will be resized to 25% of its current size. Similarly, had you inserted 50%, both the width and height would have been halved.

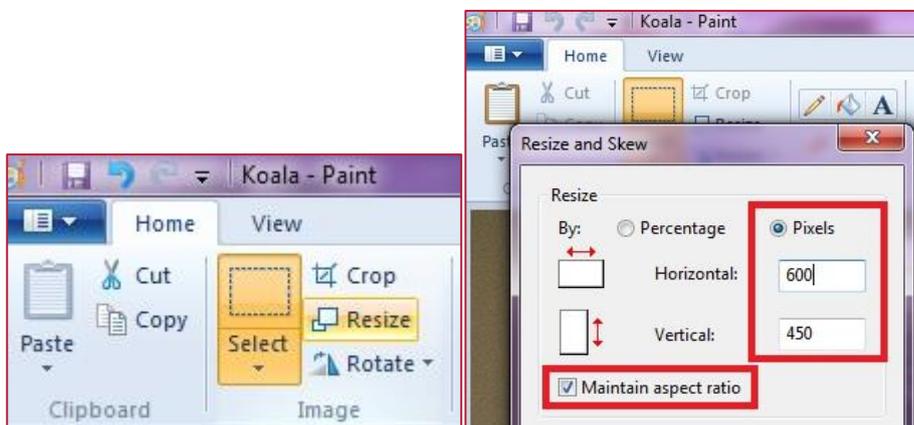


You have the exact size that your image should be in pixels

An example is when you know the photo you should upload with your news article should be at least 600 pixels wide.

- Go to **Home>Resize**
- Choose the Pixels option
- Make sure that Maintain aspect ratio is ticked

Here you need only enter one pixel value (e.g. 600 horizontal). Because you have chosen to maintain aspect ratio, the vertical pixel value will automatically adjust to the new horizontal value, while maintaining the image proportions. If you do not maintain aspect ratio, distortion of the image could take place.



Go to **File>Save as> PNG picture** to save the image in PNG format on your computer. We recommend this format for all web images.



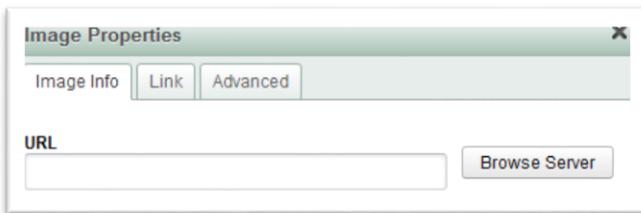
Your image is now ready to be uploaded to Drupal and to insert into your website.

13 Uploading images to Drupal

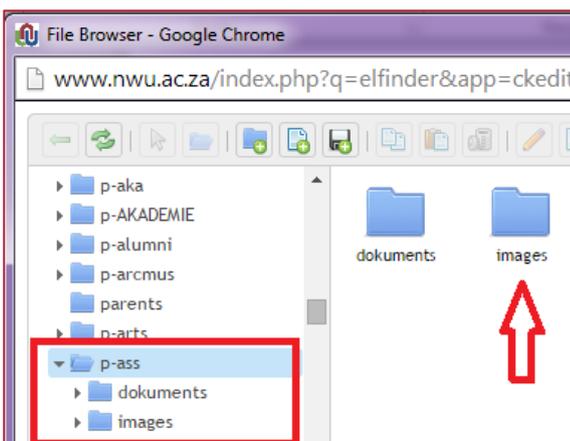
You should now be in the *body* window on the *editing page*.

Place the cursor where the image should appear on the web page.

Click on the  **Image** button. The **Image Properties** popup window will be displayed.



- Click on Browse Server
- The file browser window, displaying all the business units in alphabetical order, will appear.
- Navigate to your business unit and open.
- Find the file within your business unit that you wish to upload your image to (you can, for example, create a file called Images under your business unit. You can then upload all your images to this one central place).

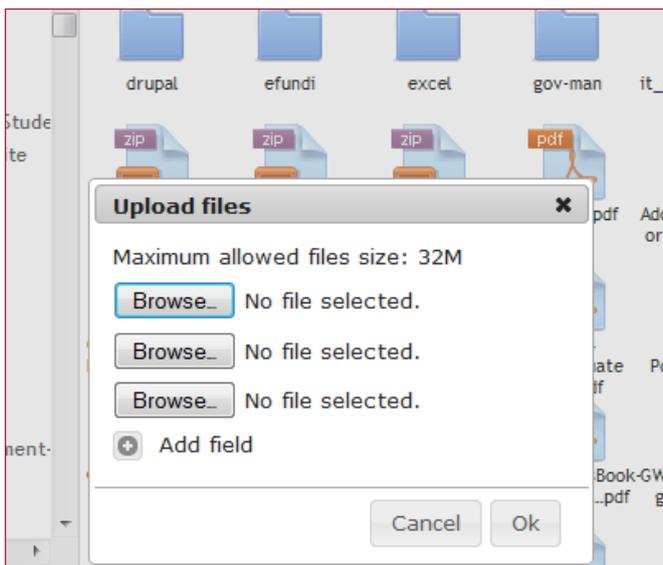


- Click on the *Upload files* icon



- Click on **Browse** so find the image on your computer hard drive. Multiple uploads are possible. Just browse to each file you want to upload.

- Click on **Ok**.



The images are now uploaded onto the Drupal server, and are ready to be inserted into your webpage (see section 17).

IMPORTANT: If you upload an image in a folder, and an image already exists within that same folder with the same name, the newer version will automatically overwrite the old version.

14 Inserting an image in your website

- If you had followed the steps in section 16 correctly, you should now see the images that you have uploaded.
- Navigate to the image you wish to insert and double click
- The *Image properties* pop-up window will appear.
- If you followed the steps in section 15.1 correctly your image sizes will be correct, and you will not need to change that.
- You will, however, need to add **Alternative text**. Some users turn off image loading when using a modem or have a slow connection. Whatever you type in this field will then display instead, still informing the user what they would have seen, had the image displayed. It should therefore be quite descriptive.



- Choose whether your image must align left, right or centre in the *Alignment* field.
- The **HSpace** (horizontal space) and **VSpace** (vertical space) fields refer to the space that will surround the image. Only insert values if you want “padding” around your image.

- The value that you insert in the **Border** will determine the thickness (if any) of the border around your image (where 1 is very thin and 5 is much thicker for example). If you want no border, simply leave the field blank or insert 0.
- You can change the border colour under the **Advanced tab**. You will see a section in the *Style* field that says: "border-color : rgb (123, 23, 20)" for example. The numbers in the brackets refer to the red, green and blue values (hence "rgb") of the specific colour.

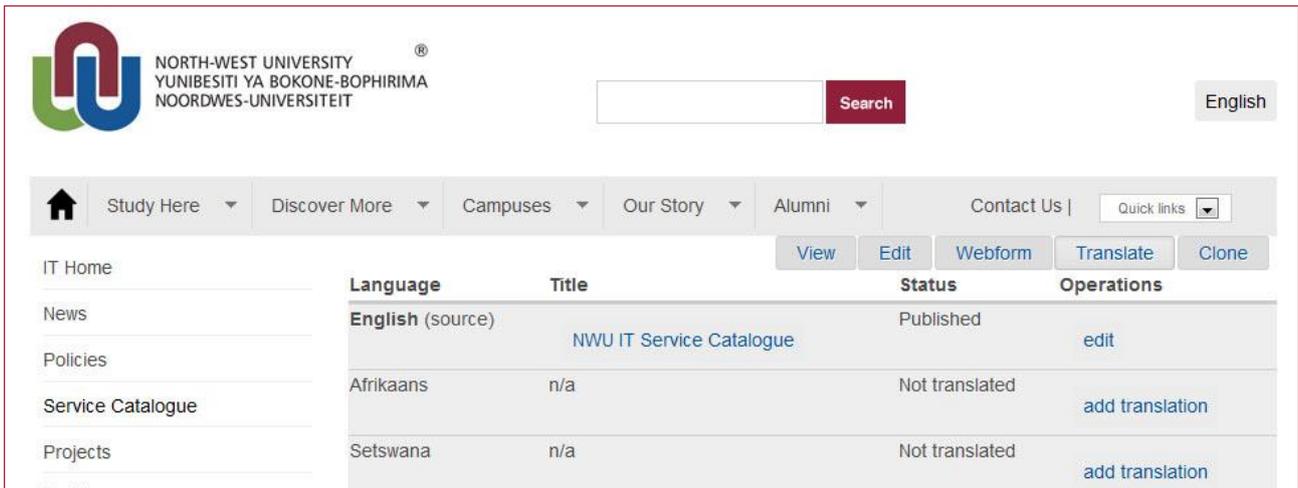
```
Style
x; border-width: 2px; border-style: solid; border-color : rgb(123, 32, 20)
```

- If you refer to the NWU Corporate Identity manual, you will see which colours are allowed under which circumstances, and you will find the *rgb* codes to all acceptable colours there. Find the full *CID Manual* on intranet.nwu.ac.za



15 Multilingual pages and page translation

- Log in to Drupal by going to www.nwu.ac.za/user/login
- Insert page URL in browser address bar
- Enter
- Edit the English page.
- Click on the **Translate** option.



- Click on the **add translation** button.
- A copy of the English page will be made with the language automatically set to the language you chose to translate.
- Modify the body of the page and save the page.

16 Webomatrix

Webomatrix supply web rankings for Higher Education Institutions all over the world. It supplies information with regards to performance of Universities based on their web presence and impact.

Use the following URL to view the stats.

http://www.webometrics.info/en/Ranking_africa/Sub_saharan_Africa

17 References

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