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# **Drupal 7 Manual**

February 2015

**IT Training & Empowerment** Geraldine Gerhardi

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Information Technology

## 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 <u>IT-Help</u> 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 <u>http://www.w3schools.com/</u>
- 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 <u>http://www.nwu.ac.za/user/login</u> in die address line to open Drupal. Login with your NWU staff number and network password. (We recommend that you bookmark this page)

🕘 User account   NWU   North-West U	Iniversity - Mozilla Firefox				
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Bit Create Information About I NWIII IN	o × 📋 Alfresco Web Client 🛛 × 👘 User account   NWU   North-West Uni × 🕂			Rever -	
🗲 🛞 www.nwu.ac.za/user/login		☆ ♥ C Soogle	P	+ 🏦	1
	NORTH-WEST UNIVERSITY     VUNIBESITI YA BOKONE-BOPHIRIMA NOORDWES-UNIVERSITEIT     Search	English Afrikaans Setswana			
	Study Here <ul> <li>Discover More</li> <li>Campuses</li> <li>Our Story</li> <li>Alumni</li> <li>Image: Alumni</li> <li>Alumni</li> <li></li></ul>	Contact Us   Quick links			
	Username * 12407496 Enter your NWU   North-West University username.				
	Network Pas	ssword			
	Enter the password that accompanies your username. Log in				
	© North-West University 2013   Webmail-Mafikeng   Webmail-Potchefstroom Terms & Conditions	Webmail-Vaal Triangle			

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

A	Content	Structure	Configuration Quiz Reports Advanced help Help
Add	content		
			NORTH-WEST UNIVERSITY YUNIBESITI YA BOKONE-BOPHIRIMA NOORDWES-UNIVERSITEIT
			Studeer hier         Ontdek meer         Kampusse         Ons Storie         Alumni
			Tuis       View     Edit     My results
			History
			Blog View recent blog entries
			Member for 2 years 10 months

### 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 <u>www.nwu.ac.za/user/login</u>
- 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

	NORTH-WES YUNIBESITI Y NOORDWES-	t un (a Bc Univ	IVERSITY KONE-BOPHII ERSITEIT	® RIMA						Searc	h			English
A	Study Here	•	Discover M	lore 🔻	Campuse	s 🔻	Our Sto	ry 💌	Alumni	•	Contact	t Us	Quick links	
Home » Curre	nt Students »	Stude ⁄iew	ent Projects Edit	Manag	e display	Webt	form	Results	Revi	sions	Translate	Clor	ne content	Log

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!

NORTH-WEST UNIV YUNIBESITI YA BOK NOORDWES-UNIVER	VERSITY <sup>®</sup> CONE-BOPHIRIMA RSITEIT		S	oek	English Afrikaans Setswana
Studeer hier 👻 Or	ntdek meer 🔻 Kampuss	e 🔻 Ons Stor	ie 🔻 Alumni	•	Kontak ons   Snelskakels 💌
Title [for sitemap] *					
Body (Edit summary)					
Source 🗶 🔓 🖨	🛍 🕸- 📥 🛧 🗞	🗒 I <sub>x</sub> 🖾 🖉	Ω 😇 🗄 🖽	8 8	
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Web page addresses and e-ma     Lines and paragraphs break aut     Information About	il addresses turn into links auto comatically.	matically.			
Language					
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Burling and the set					
Institutional Office -Institutional Blog -Internal Audit -Institutional Support Services			-		
Please make sure that your correct B well as your access rights).	usiness unit is selected before s	aving/publishing your	page. The Business ur	nit determine whic	ch menu are displayed on your page (as
			Arran		
URL path settings Automatic alias	Generate automatic U Uncheck this to create a	RL alias i custom alias below.			
Revision information No revision	URL alias				
Authoring information By 12407496	Optionally specify an alternat page. Use a relative path and	ive URL by which this I don't add a trailing s	content can be access lash or the URL alias w	ed. For example, t ron't work.	type "about" when writing an about
Promotion settings Not promoted					

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: CTexT | Potchefstroom Campus | North-West University rnet Explorer

### 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:



**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 (<u>do not</u> 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.



### 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.



### 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	Generate automatic URL alias Uncheck this to create a custom alias below. Configure URL alias patterns.					
URL path settings	URL alias					
Alias: ctext/index	ctext/index					
URL redirects No redirects	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:

ctext	

#### The URL that will be created will be:

www.nwu.ac.za/ctext

Similarly, if you type:

ctext/staff

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 <u>www.nwu.ac.za/trade/vision-and-mission</u>

*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:

URL path settings	Page title
No alias	a [node:title]   [site:name]
Revision information No revision	The text to display in the title bar of a visitor's web browser when they view this page. This meta tag may also be used as the title of the page when a visitor bookmarks or favorites this page.
Meta tags	Description
Using defaults	b) [node:summary]
Authoring information	
11:06:35 +0200	A brief and concise summary of the page's content, preferably 150 characters or less. The description meta tag may be used by search engines to display a snippet about the page in
Promotion settings	search results.
Not promoted	Abstract
	A brief and concise summary of the page's content, preferably 150 characters or less. The abstract meta tag may be used by search engines for archiving purposes. Keywords
	c)
	A comma-separated list of keywords about the page. This meta tag is not used by most search
	engenes.
	- Advanced
	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 Universit
------------------------------------------------------

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

Google	ctext									
	Web	Images	News	Videos	More 🔻	Search tools				
	About 387 000 results (0.17 seconds)									
CTexT®   Potchefstroom Campus   North-West University www.nwu.ac.za/ctext -										
	The Centre for Text Technology ( <b>CTexT</b> ) 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 " | Norht-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 <u>155-160</u> 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 optimisasion: (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 <u>www.nwu.ac.za/user/login</u>
- Click on Content
- Select the relevant Business Unit from the given drop-down list

#### • Click on Apply

ntent   NWU   North Edit <u>V</u> iew Hi <u>s</u> tory eate Information Ab	-West University - Mozilla Firefor Bookmarks <u>T</u> ools <u>H</u> elp out   NWU   No × DAlfresc	x o Web Client	× Content   NWU   I	North-West Unive	rsity × +	No. of Concession, Name		- 1	
www.nwu.ac.za	/admin/content					☆ ⊽ C'	8 - Google		_
Content Struc	cture Configuration Quiz	User Info Views plugins	Reports Advance	d help Help	_	Search	_	1 / 4 🧟 Hello 10088	458 Log out
e » Administration									
ntent								CON	ITENT FILES
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litle	Туре	Author	Published	Vocabulary					
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usiness Unit									
<anv></anv>			•	Apply	Reset				
Staff Support									
Study Abroad	0.00								
Potchefstroom	Campus								
Vaal Triangle C	ampus								
Community Eng	gagement								
Corporate Affairs	s and Relations								
Convocation				LANGUAGE	TYPE	AUTHOR	PUBLISHED	UPDATED 👻	OPERATIONS
Diversity; Equity	y and Human Rights							01/20/2014 -	
Information Tec	hnology			English	Information For	121245400	Yes	12:08	edit delete
Webform	(10,5)								
Information Tec	hnology - Students			Setswana	Information	11938803	Yes	01/20/2014 -	edit delete
Drupal NWU Pr	ublisher's Documentation				About		-	11:46	
IT Service Cata	loque				Information			01/20/2014 -	
Accounts and	passwords			English	About	11938803	Yes	11:44	edit delete
Back-end Serv	vices				00000				
Collaboration a	and web services		-	J	Information			01/20/2014 -	

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

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ywww.pwg.ac.za/ada	nin/content						10	
y www.nwu.ac.za/au								
Content Structure	e Configuration Quiz (	User Into Views plug	jins Reports A	dvanced help Help	_	Search	1/42 Hello 100	88458 Log out
e » Administration								
ntent							C	ONTENT FILES
+ Add content								
itle	Turpo	Author	Public	hod Vocabulary				
lue	Туре	Author	Publisi					
	<any></any>		<pre>O <any></any></pre>	Any>				
usiness Unit								
Information Techno	logy			<ul> <li>Apply</li> </ul>	Reset			
OPERATIONS								
OPERATIONS								
- Choose an operation	ation -							
				1				
TITLE			LANGUAGE	ТҮРЕ	AUTHOR	PUBLISHED	UPDATED 👻	OPERATIONS
Introme			English	Information About	10176640	Yes	01/17/2014 - 15:49	edit delete
PC Labs Poto	hefstroom updated		English	Information About	10176640	Yes	01/17/2014 - 11:12	edit delete
Emp, ITC, Dr	upal			Information About	12407496	Yes	01/16/2014 - 14:46	edit delete
IT Service De	esks for Students		English	Information About	10176640	Yes	01/15/2014 - 12:40	edit delete
IT Service De	sks for Staff		English	Information About	10176640	Vec	01/15/2014 = 12:39	edit delete

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).

Emp, ITC, Drupal Information About 12407496 01/16/2014 - 14:46 edit delete

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)

	☆ ♥ C Google	₽ 🖬 🕈 🇌
slp Help	Search 7	5 / 10 Hello 1240749 http://www.nwu.ac.za
NORTH-WEST UNIVERSITY VUNIESITI YA BOKONE-BOPHIRIMA NOORDWES-UNIVERSITEIT Soek	English <b>Afrikaans</b> Setswana	
Studeer hier • Ontdek meer • Kampusse • Ons Storie • Alumni •	Kontak ons   Snelskakels	
View Edit	My results Result Statistics	
History		
Blog View recent blog entries		
Member for		
2 years 6 months		
© Noordwes-Universiteit 2013   Webmail-Mafikeng   Webmail-Potchefstroom Bepalings & Voorwaardes	Webmail-Vaaldriehoek	

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 <u>www.nwu.ac.za/user/login</u>
- 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)

ithome   NWU   North-West University - Mozilla Firefox File Edit View Higtory Bookmarks Tools Help			
U Create Information About   NWU   No × Affresco Web Client × U thom	e NWU North-West University × +		
www.nwu.ac.za/ithome	¥	▼ C Soogle	▶ ♦ ⋒ छ •
♠ Content Structure Configuration Quiz User Info Views plugins Reports	Advanced help Help Se	arch 0 / 3 🗶 He	llo 10088458 Log out 🔼 🔶
NORTH-WEST UNIVERSITY     NORTH-WEST UNIVERSITY     VUNIBESITI YA BOKOME-BOPHIRIMA     NOORDWES-UNIVERSITEIT	Search	English	
••	View Edit Webform	Translate Clone content	
IT Home			
News Information	ı Technology (IT)		
Policies Welcome to	IT@NWU		
Service Catalogue	<ul> <li>IT Service Catalogue</li> </ul>		
Projects	IT@NWU strives to offer excellent IT solutions to suppor	t the core business of the	
Training	The purpose of the Service Catalogue is to provide an	n overview of the IT services we	
FAQs	provide and support, and to help you to use, access or	request them.	

### 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

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Heading 1 - B I U S X <sub>2</sub> X <sup>2</sup> A-	
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Source	Source: to edit the html source code
* 6	Cut, Paste
( T (	Paste, Paste as plain text, Paste from Word
<b>4</b> <i>i</i>	Undo, Redo
Q ta	Find, Replace
	Image: to insert a picture
0	Flash: to insert flash content
<b></b>	Table: to insert a table

Insert Horizontal Line

Insert Special Character

25	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 <u>U</u> <del>S</del> × <sub>a</sub> x <sup>a</sup> <u>A</u> ∗ ⊠∗	For font formatting
1= •= HE 99	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).

	Body (Edit summary)
Service Catalogue	🕞 Source 🐰 ြ 🛱 🛱 👾 🐟 🔶 📞 🧏 📮 🗾 Ø 🏛 🗮 🙂 Ω
Projects	
Training	Normal - B I U S ×₂ ײ A · Q · 1 = := +≡ +≡ 99
FAQs	Paragraph Form Paragraph Format 🔊 🖘 🏴
	Normal
	Normal (DIV)
	Formatted
	Address
	Heading -

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

Source     X     C     C       X     S     S     C     C       Heading 1	©   ♥ - ) ← → Q ♥3   -   ×, ײ ] :=   + = +		0
B) (* 1 🖡 <u>A</u> -	-		
<b>D</b>			······
Faculty of Ar	ts		
Centre for Te	ext Technolo	gy (CTexT®)	
Latest news			
body table thody tr td h1			

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

Studeer hier	Ontdek meer	Kampusse	Ons Storie	Alumni	Kontak or	is   Snelskakels
Tuis						
▼ Oor Ons					<i>1</i>	11/1
Dekaan se verwelkoming		SP CA	THE REAL	HAN	7	
Kwaliteitsversekering		10	LETTERE	EN WYSBE		1 - 1
Personeel	1					*
<ul> <li>Kwalifikasies</li> </ul>	2				e e	

### 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

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File Edit View Higtory Bookmarks Iools Help			
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🗲 🕲 www. <b>nwu.ac.za</b> /content/nwu-it-service-catalogue	م	♦ 🏦	€
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Files alleries			

- 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).

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+			Cancel	Ok	(-GW gi

**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

Link	×
Link Info Target Advanced	
Link Type URL	
Protocol URL http://	
Browse Server	

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

Link	×
Link Info Target Advanced	
Target New Window (_blank) 💌	
OK Cancel	

- 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).

NWU, Institutional Office, Information Technology (IT), FAQs - Windows Internet	et Explorer
Link	×
Link Info Target Advanced	
URL	
Protocol URL http://	
Browse Server	

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

Link	×
Link Info Target Advanced	
Target New Window (_blank) 💌	
OK Cancel	

#### 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

Link	×
Link Info Target Advanced	
Link Type URL	
OK Cancel	

The File Browser window will appear. Business units are displayed in alphabetical order.

😻 File Browser - Mozilla Firefox			
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Home			

- 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

Link				×
Link Info	Advanced			
Link Type E-mail E-Mail Add	Iress	T		
Message S	Subject			
Message E	Body			
			ОК	Cancel

• 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 <u>place</u> 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 (<u>there can be no spaces in the name!</u>)
- You will now have an anchor to link to.

Anchor Properties	×
Anchor Name	
OK Cancel	

#### 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 so 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 photoediting 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.

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Home Home	View	Resize By:  Percentage  Pixels
Cut	년 Crop	Horizontal: 25
Paste	Select	Vertical: 25
Clipboard	Image	Maintain aspect ratio

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.

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New	Save as
	PNG picture
Open	Save a photo or drawing with high quality and use it on your computer or on the web.
<u>S</u> ave	JPEG picture Save a photo with good quality and use it on your computer, in e-mail, or on the web.
Save <u>a</u> s	BMP picture Save any kind of picture with high quality and use it on your computer.

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 Mage button. The Image Properties popup window will be displayed.

Image Properties	×
Image Info Link Advanced	
URL	Browse Server

Click on Browse Server •

2

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

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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* (horisontal 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.



 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.

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	Language	Title			Stat	tus	Operations	
lews	English (source)				Pub	lished		
Policies		NVV	UTI Service Catalo	ogue			edit	
Service Catalogue	Afrikaans	n/a			Not	translated	add transla	ation
Projects	Setswana	n/a			Not	translated	add transla	ation
- 1975								

- 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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