

SPH web training reference/outline for Drupal Cloud sites

Contact Ken Zirkel for SPH web support (via email or Google Chat): Kenneth_zirkel@brown.edu

Reference links:

Introduction to Drupal Cloud:

<https://bit.ly/drupalcloud>

Examples of components, terminology, and options:

<https://medical.brown.edu/d8/list-2>

Utility Classes:

Users who are familiar with HTML code can style paragraphs, lists, boxes, and other elements with css classes:

<https://bit.ly/utility-classes>

Short Video Tutorials:

I upload these as I make them.

<https://bit.ly/sph-web-training>

Basic procedures:

- Login: [site].sph.brown.edu/login
- Edit existing pages [Edit button on page, or Click “Content”]
- Create new pages [Content / Add Content / Basic Page]
- Create and edit Person components [Content / Add Content / Add Person]
- General rule: prepare elements (images, People components, pages being referenced by a Card/List Group, etc) then pages

Content types:

- **Pages** for most content
- **Person** components for people listings and (optional) bios

Announcement content types (optional):

Not all sites will have announcements (the term “news” is reserved for SPH Communications), but those that do:

- **Site News** for timely “news” items
- **Import News from Brown** to import existing news.brown stories
- **In the News** item for outside articles (ie, New York Times, etc)
- **News Tags** can be used to create pages or feeds of certain types of announcements (faculty news, student news, etc)

News/announcements can be very powerful, but they require a separate training to cover fully.

Basic Pages

- Please make sure every Basic Page has the appropriate banner and a full sentence intro field with a period at the end.
- If a Basic Page is being linked to via a Card/List Group somewhere, make sure to give it a Component Image

Handling Internal Links

- **Internal page** is a page within your specific site (xyz.sph.brown.edu); an **external page** is any page outside of that site.

- You can link to any **internal page** by typing its name. This works in components (Card/List Group, etc) and also works in Rich Text Editor and Body fields.

Handling PDF's

- Link to a PDF with a button: <https://youtu.be/rlmOJnqMHao>
- Link to a PDF with a Card/List Component: <https://youtu.be/ViWUI5oZhJQ>

Person components

- If you don't have an image for an element (person headshot or other graphic), please use **no-photo.png**; you should find it in the back end in a directory /img/ or /images/; video: <https://youtu.be/I2vvFbLqHDw>
- You can set the Person Component Link Options to link to Vivo (for faculty) or "Do not link" (for staff); in some cases, we "link to this page" to link to a custom biography page

People Lists

Two types of display: lists and grid (you cannot change from one to the other)

- Lists: Can be "compact" or "extended"; can show more info than the grid
- Grid: Three across, can show only maximum three fields (ie, name plus Image, Title, Email)

Selecting people:

- Filtered: you can show all people associated with a person tag (faculty, student, etc)
- Manual: you can select individually who you want to display by typing their name

Headshots

Try to keep all headshots as consistent as possible, generally centering the face in the middle of the crop square:

Cropping headshots

You can crop a loose headshot right in the Drupal Cloud system

Too loose

Better

Resources/Reference:

Useful sources for building web pages:

People information

- **People directory**
<https://directory.brown.edu/>
- **Researchers@Brown** (Vivo):
<https://vivo.brown.edu/>

(for help with Vivo, use the Help link at the bottom of the page)

Brown Image Gallery (aka “the DAM”):

<https://brown.widencollective.com>

- University collection is managed by OUC and you have access by default
- SPH collection is managed by Ken Zirkel; request access from Ken

Adobe Stock:

(included with Brown license):

<https://stock.adobe.com/>

Multi-site Creative Commons search:

<https://wordpress.org/openverse>

The University Events calendar:

<https://www.brown.edu/events-info/home>

- Bottom right, request editor access or request a calendar
- Events can be shared among calendars (don't duplicate)
- Feeds can be extracted from the calendar in various ways

Google Analytics:

OUC is rolling out access to analytics; contact Kenneth_zirkel@brown.edu for the latest info

SPH Communications page and resources:

Zoom backgrounds, templates, SPH style guides, internal mailing lists

<https://www.brown.edu/academics/public-health/communications/resources>

University Communications:

University style guides, image policies, model release forms, etc:

<https://www.brown.edu/university-communications/>

Sites.brown.edu:

for individual lab, conference, or other non-departmental sites:

<https://sites.brown.edu/>

Digital Scholarship at Brown:

for research and classrooms:

<https://digitalscholarship.brown.edu/>