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

## 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/l2vvFbLqHDw
- 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)

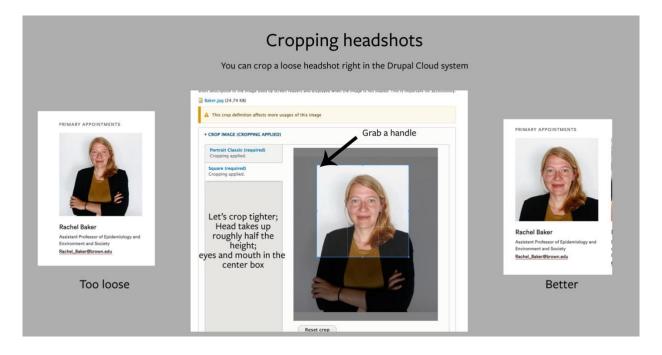
- Lists: Can be "compact" or "extended"; can show more info than the grid
- Grid: Three across, can show only maximum three fields (ie, name plus Image, Title, Email )

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:



# **Resources/Reference:**

Useful sources for building web pages:

### People information

- People directory
  <a href="https://directory.brown.edu/">https://directory.brown.edu/</a>
- 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/