

SPH web reference for Drupal Cloud sites

Contact Ken Zirkel for SPH web support or individual training (via email or Google Chat):

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Reference links:

Introduction to Drupal Cloud self-training:

<https://www.brown.edu/a-z/drupal-intro>

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:

- **Basic Page** 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 Article** to import existing stores from news.brown.edu or sph.brown.edu
- **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.

Menus

- Your site’s menu can be edited under Structure/Main navigation

Handling PDF’s

- Link to a PDF with a button: <https://youtu.be/rImOJnqMHao>
- 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

Images


- Avoid text in images whenever possible, unless image is decorative only
- Image sizes are given in the Drupal editor
- You don’t have to size images precisely, but they must be within parameters (generally under 2mb)
- Images can be cropped in the Drupal editor

Headshots

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

Cropping headshots

You can crop a headshot (or any image) right in the Drupal Cloud system



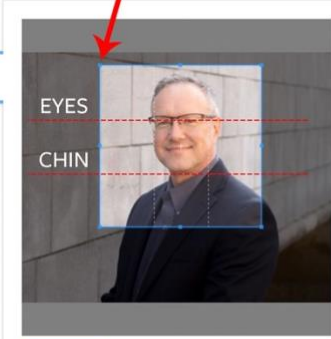
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Too loose

^ Crop image (cropping applied)

Portrait Classic (required)
Cropping applied.

Square (required)
Cropping applied.




EYES

CHIN

Reset crop

Let’s crop tighter;
for someone with short hair,
place one guideline across the eyes
and one on the chin



Ken Zirkel
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Better

People list variations

People grid with headshots:

People components can link to Vivo or to biography pages

LEADERSHIP



Malabika Sarker
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Rachel Cassidy
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Kate Carey
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People grid without headshots:

Ana Abrantes
Professor of Psychiatry and Human Behavior
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Madeline Benz
Assistant Professor of Psychiatry and Human Behavior
madeline_benz@brown.edu

Justin Berk
Assistant Professor of Pediatrics, Assistant Professor of Medicine, Assistant Professor of Epidemiology
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People list-compact with short bios



Carl Dimitri
Senior Writer
carl_dimitri@brown.edu
Carl writes print and digital articles and reports for the development and communications offices at the School of Public Health, working directly with the SPH Director of Communications, Vice Dean of Advancement, and Editorial Manager of *Continuum Magazine*.



Martin Gallogly
Communications Specialist
martin_gallogly@brown.edu
Martin manages the day-to-day communications on the school's social media platforms and maintains the school's online publications. He is also a contributing writer for *Continuum Magazine*.

People list-compact with research interests



Madina Agénor
Associate Professor, Director of Ph.D. Admissions
Madina_Agenor@brown.edu
[Research Profile](#)
Research Interests: HIV, Sexually Transmitted Infections, and Reproductive Health, Health Disparities and Health Equity, Lesbian, Gay, Bisexual, And Transgender Health, Cancer Screening and Prevention, Structural and Social Determinants of Health



Jasjit Ahluwalia
Professor
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[Research Profile](#)
Research Interests: Chronic Diseases Prevention and Management, Global Health, Health Disparities and Health Equity, Obesity, Nutrition, and Physical Activity, Smoking and Tobacco Use

People list-compact with no bios



Christopher Kahler
Director, Professor of Behavioral and Social Sciences, Professor of Psychiatry and Human Behavior
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[Research Profile](#)



Suzanne Colby
Deputy Director of the Center for Alcohol & Addiction Studies, Professor of Behavioral and Social Sciences, Professor of Psychiatry and Human Behavior
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People list-extended with long bio

Lynn Bowman

Lynn Bowman is credentialed as an Associate Certified Coach by the International Coaching Federation, and is a graduate of the Georgetown University Executive Leadership Coaching Program. She has spent over 20 years in the educational and non-profit sector as a committed senior level administrator, consultant, leadership coach and teacher. During her tenure, she had the responsibility of training and coaching senior leaders and teams and leading several strategic initiatives. She learned what it means to build an effective team, to lead an organization through challenges and transformation and to shape vision into reality. She has extensive training in the work of racial identity development, cross racial dialogue, and transforming teams and organizations to be more equitable and inclusive. She is certified to administer the EQ-i 2.0 and EQ-i 360 emotional intelligence assessments. She draws from all of these disciplines and experiences in my coaching and consulting work.



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 every Vivo page)

Brown University editorial style guide:

Did you know you should Use the title Dr. only when referring to a medical doctor?

<https://www.brown.edu/university-identity/editorial-style-guide>

Brown Image Gallery (aka “the DAM”):

<https://brown.widencollective.com>

- A collection of SPH staff and faculty headshots, school events, buildings, candid

Adobe Stock:

(included with Brown license):

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

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:

When you login to your site, you will see a custom Google Analytics link at the bottom of your /user page

SPH Communications page and resources:

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

<https://communications.sph.brown.edu/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 classroom websites:

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