

## Editing a BSOS Departmental Website

BSOS departmental websites are built using a powerful, flexible, and user-friendly system called Drupal. BSOS Drupal systems are configured to encourage BSOS department members to keep website content up to date and interesting.

While many department users will have limited access to website changes, this document is geared toward those “super-user” editor users who have enhanced access to functionality. These super-users may be able to change items on the unit home page, landing pages, content pages, lists, etc.

### Roles

**Each user must be assigned one of these roles:**

- Faculty member
- Staff
- Graduate Student

Permissions on the web site are applied to user “roles”. Roles are then assigned to users. Each user is assigned to at least one role, and additional roles are assigned as needed.

**Additionally, users can be assigned to one or more of these roles:**

Area About Us Editor	Project Creator	News and Events Creator
Area Graduate Editor	Project Editor	News and Events Editor
Area Undergraduate Editor	Publication Creator	
Area Research Editor	Publication Editor	Department Web Editor

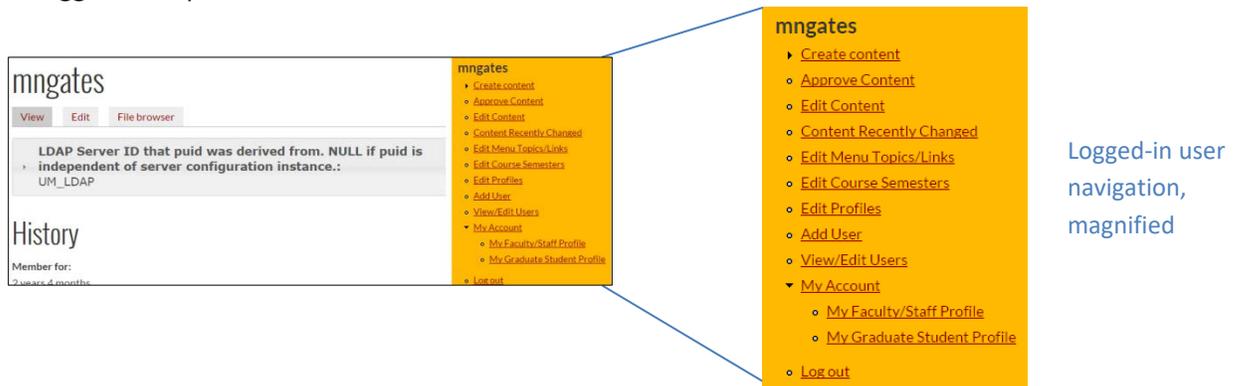
Users with only a Faculty/Staff/Graduate Student role are generally limited to editing their own profile, editing their own project/publication items, and submitting items for consideration. Users with additional roles have increased abilities. Here is an example of how permissions may be assigned to roles in your department.

Role	Permissions applied to the given role
Faculty Member, Staff, Graduate Student	Can edit own profile, submit news/event/featured content items, and create and edit own publication profiles and project profiles
News and Events Creator	Can submit news/event/featured content items for consideration
News and Events Editor	Can create/review/edit/publish/delete news and events items
Project Creator	Can create new project profiles and edit own project profiles
Project Editor	Can create/review/edit/publish/delete all project profiles
Publication Creator	Can create new publication profiles and edit own publication profiles
Publication Editor	Can create/review/edit/publish/delete all publication profiles
Area About Us Editor	Can create and edit pages, landing topics, and links in the About Us section
Area Graduate Editor	Can create and edit pages, landing topics, and links in the Graduate section
Area Undergraduate Editor	Can create and edit pages, landing topics, and links in the Undergraduate section
Area Research Editor	Can create and edit pages, landing topics, and links in the Research section
Department Web Editor	Has full editing access to all content on the departmental web site. (A user with the Department Web Editor role only needs an F/S/G role as well)

The permissions associated with the roles are cumulative – which means that you get all the permissions from all of the roles that you are assigned. Some roles encompass permissions from lesser roles. For example, Project Editor contains all of the Project Creator permissions and more – so there is no need to assign both.

## Logged-in Navigation Menu

Upon a successful login, the page will refresh to display information about your account and a menu of actions. Below is an example of a logged-in Department Web Editor.



The menu at the right is the Logged-in Navigation Menu. Use this menu to add website content or edit existing content. Depending on your roles within the department, you may have less/more options available than those shown.

NOTE: The Logged-in Navigation Menu is only visible when you are logged-in to the system, and it may push nearby page content aside. Because of its “push”, some pages may look oddly formatted when you are logged in.

## Using the Logged-in Navigation Menu

As an editor, you will use the Logged-in Navigation Menu to create content or access existing content. Listed below are menu items and their application. All menu items may not be available to you.

Create content	List those website items that you can create. Items such as News, Events, Featured Content, Landing Topic, etc., may be available to you. Some items publish immediately, while others go through an approval process – this is decided at the departmental level.
Approve content	Show those items awaiting approval, which are not yet published on the website. A filtering area at the top allows you to limit content to a specific work flow state (like under Editor Review) and content type. Note: When content is submitted for approval, approvers generally receive an email as well.
Edit Content	The Edit Content link provides a list of editable content. This view provides filters that can be applied to drill-down to the desired content.
Content Recently Changed	Show content that was recently edited. This can be a quick way to find a recently changed item. The results can be sorted by column but only a Published / Unpublished filter is available.
Edit Menu Topics/Links	Menu/Landing topics are the rows found within menu items such as About Us, Graduate, etc. The Edit Menu Topics/Links item lists Landing Topics and Pages that you can access.
Edit Course Semesters	List, order, and add semesters for course listings. Each unit will edit their own course semesters, so as to show the desired semesters in the future and past.
Edit Profiles	View a list of user profiles, and edit profiles as needed. Only existing profiles are listed. To add a new profile, access the View/Edit Users list and use the user’s profile link to create a new profile.
Add User	Add User allows you to add a new user to the system. Note that the user will login with the campus Directory ID and password. Enter the Directory ID as the User Name. (No password needed)
View/Edit Users	List system user accounts and related profiles, to assign or change user roles and edit user profiles
My account	Edit items related to your own account, such as your profile
Log out	Log out of the system, and return to being an “Anonymous” user of the system

## Types of Web Site Content

The information that makes up the website is called “content”. The look and feel for the website is defined, and then your department will populate the website with content. Some of the types of content being used in BSOS department websites:

News	A news item, whose “teaser” shows on the home page, and the full text is shown when a user clicks on the item
Event	An event (with a specific date/time), whose “teaser” shows on the home page, and the full text is shown when a user clicks on the item
Faculty Staff Profile	Details related to a particular faculty or staff member. Information is displayed to other users in a tabbed format, containing Contact information, Bio, Research, Courses, etc.
Graduate Student Profile	Details related to a particular graduate student. Information is displayed to other users in a tabbed format, containing Contact information, Bio, Research, Courses, etc.
Featured Content	An item displayed prominently on the department home page, and consisting of a title, image, and related text.
Landing Topic Page	A “landing” page related to a menu item, such as About Us, Undergraduate, Graduate, and Research. This is provided so that a Landing Page Link can be added to the page. For example, the About Us page may have a “View from the Chair” link.
Landing Topic	On a Landing Page (About Us, Undergraduate, Graduate, Research, possible 5 <sup>th</sup> ), a category row containing an image, a title, a short description, and related links.
Page	A web site page of content, which is typically linked from a Landing Page Topic link or from another page. Each page must be assigned to a landing topic category.
Project Profile	Details related to a project, including title, image, and description, along with links to researchers in the department who worked on the project.
Publication Profile	The publication citation and links to those researchers in the department who worked on the publication
Links to Us (Stay Connected)	Links in the Stay Connected portion of the home page, containing links for ways to stay connected to the department, college, or university.
Department Items of Interest	Customized block per department, where the department can add links to items of interest. The title of the block can also be customized.
Course Profile	Course Profiles are entered by the unit administration, and describe each course offered by the unit, including those not currently in session. Admins also add course semesters via a link in the User Navigation box.
Course Instance	Course instances can be added by unit members (F/S/G), and are made up of a Course from Course Profiles, the Instructor, and the semester. Details on the current course offering can be added, such as syllabus.

Depending on your roles, you may have access to several of these content types. If you do have access, it may be to interact with the content in one or more ways (create, edit, approve, delete, etc.). Site users only receive permissions to make changes to site content when logged into an account that is assigned with the necessary roles.

## Create Content

To create new content, select the *Create Content* link from the Logged-in Navigation Menu, then select the type of content you'd like to create. A form requesting the data for that type of content then appears. Items that are required to be filled in, have a red asterisk (\*) next to the field name. Other fields are optional.

For example, if you wanted to create an Event, select *Create Content*, then *Event*. The required fields are the Title of the event, and the From Date (start date) of the event. Other fields, such as the Event Image, Location, and Details, are optional. When finished adding content, click the *Save* button at the bottom to store your changes. (A *Preview* is also available, just remember to click *Save* on that screen if you Preview first!)

## Approve Content

If you are an Editor that needs to approve content for publication, then one of your Logged-in Navigation Menu items will include "Approve Content". This option brings up a list of content awaiting approval for publication.

NOTE: Some content on the website goes through an approval process, while other content does not. For example, user profile can be directly edited by the user and then published upon save. News and Events items, on the other hand, go through an approval process where they move from Draft to Editor Review to Approved/Published to Archived.

Here is an example of the Approve Content screen with two news items awaiting review. If there are many items, use the filtering drop-downs to limit the list.

To review an item, click on the item's Title.

The item is then displayed in Edit mode, with three tabs below its title: View, Edit, and Workflow.

Current state	Title	Type
Editor Review	<a href="#">Justin Bernstein Awarded UMD Graduate School Summer Research Fellowship</a>	Featured Content <a href="#">Edit</a>
Editor Review	<a href="#">Professor Gottfredson Recognized by ASC for Lifetime Achievement</a>	Featured Content <a href="#">Edit</a>
Draft	<a href="#">CCJSAI 2015 Maryland Day</a>	Event <a href="#">Edit</a>

**View:** Shows the content of the item in an unformatted Preview mode. It may look different when it is published.

**Edit:** Provides an editing screen for the item.

**Workflow:** Allows the user to see/change the current workflow state, and enter a related comment.

Use the tabs to review the item, edit it if desired, and change the workflow status.

## Changing the Workflow Status

Workflow status can be changed on the Workflow tab or in the Workflow box towards the bottom of the Edit tab.

- Select the Workflow state for the item.  
*Draft* sends it back to the Author for changes, *Editor Review* keeps it in review state, and *Approved/Published* sends it to the live website.
- If desired, enter a *Comment* related to your change.
- Click *Save*, *Submit*, or *Update Workflow* to save your changes.

NOTE: To change the workflow state from *Editor Review* to *Approved/Published* or back to *Draft*, you must select the state desired. The system does not automatically select the next state for you.

Date	Old State	New State	By	Comment
Fri, 05/08/2015 - 9:11am	Draft	Editor Review	rebjsh24	
Fri, 05/08/2015 - 9:11am	(creation)	Draft	rebjsh24	

## Finding Content to Edit

Edit Content, Content Recently Changed, and Edit Menu Topics/Links all point to content that you have permissions to edit. These options differ in what content is shown and which filtering options are provided for the listed content.

### Edit Content

The Edit Content option lists content that you can edit.

The filter at the top limits the results, to assist in finding the desired content.

Several categories are available, including Content Type, Landing Topic, and others. Click *Apply* to filter.

To find and edit content:

- Select filter items and click *Apply* to limit the result data set.  
Note: The full set of content may not automatically appear when the Edit Content page is first loaded.
- The column headings are click-sortable and items can be viewed by clicking the item *Title*.
- To edit an item, click the *Edit* item in the Edit? column, at the right.

Title	Updated date	Type	Published	Related Area	Edit?
<a href="#">BSOS Alumni E-Newsletters</a>	09/10/2015 - 3:53pm	Page	Published	Alumni & Giving	<a href="#">edit</a>
<a href="#">Repeating Words to Infants Boosts Language Development</a>	09/10/2015 - 3:27pm	Featured Story	Published		<a href="#">edit</a>
<a href="#">START Lecture: Reagan (Emergency Management Victoria)</a>	09/10/2015 -	Event	Published		<a href="#">edit</a>

### Content Recently Changed

The Content Recently Changed option is for website administrators to quickly locate content that has been changed within a recent time period. This helps to more easily locate recently-published content that may not have gone through a review process. Click an item's title to review/edit its content.

### Edit Menu Topics and Links

The Edit Menu Topics and Links option is available to those who manage one or more portions of the Menu Landing Topics, such as: About Us, Undergraduate, Graduate, Research, or the menu items for your unit. This option lists the editable Landing Topics and Pages related to these areas.

Filters are available to limit the results to certain Menu Areas and Content Types. This list works in a similar way to the Edit Content option. View an item by clicking its Title, or edit it by clicking its *edit* link.

Title	Type	Area Name	Edit link
<a href="#">Why a PhD at UMD?</a>	Page	Graduate	<a href="#">edit</a>
<a href="#">University/BSOS Policy &amp; Procedure</a>	Page	About Us	<a href="#">edit</a>
<a href="#">Undergraduate Research: Honors, Independent Studies</a>	Landing Topic	Undergraduate	<a href="#">edit</a>

### Note on Same-Site Links

When linking to content on your own site, please enter only the "relative" portion of the link. For example:

- To link to a page with the URL: <http://bsos.umd.edu/about-us/message-chair>
- The link to that information (on your own site) is: [about-us/message-chair](#)

Remove the base URL so that the page can be easily found within the website. More link information can be found in Appendix B: [Using the WYSIWYG - Filtered HTML Text Editor](#)

## Managing User Accounts

Few users in a department will have the ability to add and manage user accounts. If you have this ability, the *Add User* and *View/Edit Users* options will appear in your Logged-in Navigation Menu.

### Add User

The Add User option allows you to add a user account. It has 2 required fields and an important Roles selection.

**Username:** The Username must match the user’s University of Maryland’s Campus Directory ID. This username is made up of letters and sometimes includes numbers, and is generally a form of the user’s real name. For example, “cjustice”, “ssimpson”, etc.

**Email address:** This email address is used by the system to send messages to the user. It can be the campus Directory ID plus @umd.edu (For example, the email address for “esmith” would be “esmith@umd.edu”), or another email address.

**Password:** The user will be logging in using their campus Directory ID and password, so the Password and Confirm fields are disabled.

**Status:** User are normally “Active”, unless there is a reason to Block the user from logging into the system.

**Roles:** Assign the user to the appropriate roles as decided by the department administration. The roles to which a user is assigned depends on many factors, and each department may choose to assign roles in different manners.

- At the very least, the user should be assigned to one of the following roles: Faculty Member, Staff, or Graduate Student.
- Users not assigned to a role can log into the system but cannot edit their profile or add/edit any content.

Be sure to click the *Create New Account* button at the bottom to store the information you have entered.

### View/Edit User Roles

Choose *View/Edit Users* to edit an existing user’s information. A list of system users appears, with an option to Filter by Role. User IDs are listed alphabetically, along with the currently-designated roles and a link to the user’s Profile. Click the user’s Directory ID or *Edit* to edit the account. Edit the user record as needed, then *Save* to record your changes.

### Delete User

To remove a user, start with the *View/Edit Users* option, then *Edit* the user account to be deleted. At the bottom of the page, select *Cancel Account*. Of the 5 options to cancel the account, typically use the “Delete the account and its content” option, **unless** the user was a super-user, in which case select “Disable the account and make its content belong to the Admin user” so that the web content that the user created is not deleted. The user account can then be deleted in a second step. If an error appears, try to delete the user’s Profile prior to deleting their account (see page 7).

The screenshot shows a web form for adding a new user. It contains the following elements:

- Username:** A text input field with a red asterisk. Below it, a note states: "Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores."
- E-mail address:** A text input field with a red asterisk. Below it, a note states: "A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail."
- Password:** A text input field. To its right is a "Password strength:" indicator.
- Confirm password:** A text input field.
- Status:** Two radio buttons: "Blocked" (unselected) and "Active" (selected).
- Roles:** A list of roles with checkboxes. The "authenticated user" role is checked. Other roles include Graduate Student, Staff, Faculty Member, Order Approver, Order Purchaser/Reviewer, Area About Us Editor, Area Graduate Editor, Area Undergraduate Editor, Area Research Editor, Area Alumni Editor, Items of Interest Editor, News and Event Creator, News and Event Editor, Project Creator, Project Editor, Publication Creator, Publication Editor, User Profile Editor, User Editor, Department Web Editor, administrator, and Notify user of new account.
- Create new account:** A button at the bottom of the form.

## User Profiles

Each user should have a role of either Faculty Member, Staff, or Graduate Student. The role that the user has will determine what type of Profile that the user can have.

- Any Faculty Member or Staff can have a Faculty/Staff profile
- Any Graduate Student can have a Graduate Student Profile
- In the rare case that someone has a role of Staff and a role of Graduate Student, that person may have both a Faculty/Staff Profile and a Graduate Student Profile

Each User can have only one profile of a particular type.

Profiles are a special type of information, that is not considered “Content” nor “Account” information. There is a role called “User Profile Editor” that allows someone to edit User Profiles, without allowing that person to add and remove User Accounts.

## Locating/Editing Profiles

If you have the ability to edit User Profiles, you will see an option “Edit Profiles” in your gold Navigation Menu. The Edit Profiles option brings up a list of users and related information, as in the example below.

<b>Edit Profiles</b>					
Profile ID	Last Name ▲	First Name	User uid	Type	Name
916	Ades	Alisa	1,129	Faculty Staff Profile	<a href="#">lades</a>
960	Ammons	Samantha	1,151	Faculty Staff Profile	<a href="#">sammons</a>
954	Arango	Paulina	1,148	Faculty Staff Profile	<a href="#">parango</a>
1,072	Assaad	Lily	1,235	Grad Student Profile	<a href="#">lassaad</a>
930	Babush	Maxim	1,136	Faculty Staff Profile	<a href="#">mbabush</a>
932	Bachman	Matthew	1,137	Faculty Staff Profile	<a href="#">mdb09g</a>
876	Ball	Gregory	1,109	Faculty Staff Profile	<a href="#">gball</a>
1,054	Barrios	Chelsey	1,226	Grad Student Profile	<a href="#">chelseyb</a>

The red items are links. Note that sorting by column is achieved by clicking on the column name.

To edit a User Profile, click on the user *Name* column link, which is the UM Directory ID.

As with all information, remember to click the *Save* button at the bottom of the profile, in order to store any changes made on the page.

## Missing Profile?

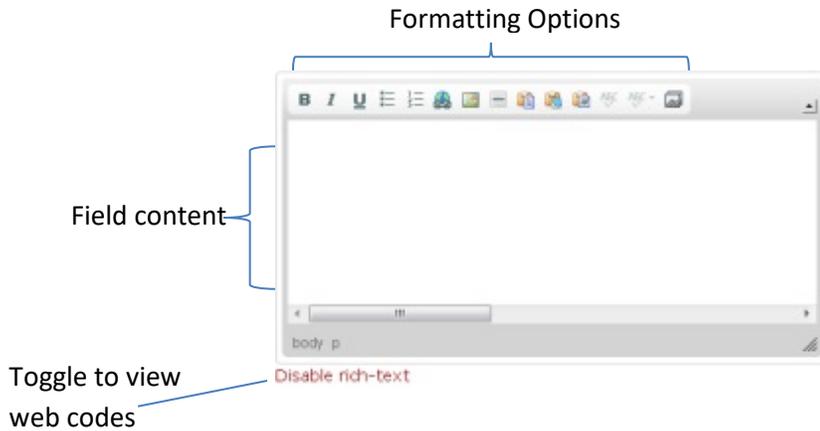
The Edit Profiles list only shows users who have saved user Profiles. If a user Account has been created, but a user Profile has not yet been created for that user, then the user Account/Profile will not show in the Edit Profiles list. The Profile can be accessed from the *View/Edit Users* list, via the *Edit Profile* link. (If the logged-in user has the correct roles/permissions, that user will also see the *Edit Account* link).

## Removing a Profile

To delete a Profile, first go into Edit mode for that Profile. At the bottom of the page, next to *Save*, is the *Delete Profile* button. You must *Confirm* that you want to delete the profile. If an error appears, use the browser to go Back and click every *Remove* button in the Profile, then try again to *Delete Profile*.

## Appendix A. Using the WYSIWYG - Filtered HTML Text Editor

One great feature of the website is that you do not need to learn to code for the Web in order to create web-formatted content. Most of the information you enter is automatically formatted. For fields that can take paragraphs, the website has a WYSIWYG editor: What You See Is What You Get! Here is an example of the input area for fields that can have configurable web text and graphics:



### Adding Text

Many fillable fields are automatically formatted, but the WYSIWYG field is more flexible. Edit within the gray box as you would in a text editor (such as Word). Use available options to set up how field content might appear on a web page.

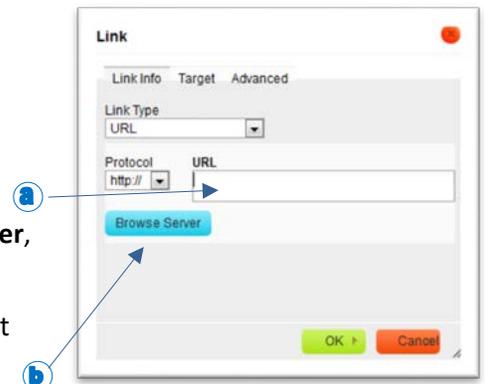
Please note that most manually-entered formatting is stripped out for page consistency. See Page 10 regarding the [Styles Dropdown](#).

### Adding Links and Non-Image Files (Documents, PDFs, etc.)

Links provide a clickable item to show other web pages or files such as PDFs, Word/Excel/PowerPoint documents, etc. Linked items can reside on your unit's website or on an external website. To create:

1. Put your cursor where the link will appear
  - a. If existing text is used for the link, select that text
  - b. If no existing text is selected, the link URL will appear as the link text
2. Click the Link icon (looks like a globe sitting on a chain)

- a. **When linking to any web page or to a document on an external server**, enter the URL in the "URL" box then click "OK".
  - i. Linking to a page on your unit's site: Edit the URL to remove all text up to, and including, the ".umd.edu/". For example, <http://bsos.umd.edu/about-us/welcome> becomes [about-us/welcome](#)
  - ii. In-page links: HTML5 requires that links to anchors within a page to point to an "id" tag. The link looks much the same as before. (E.g. `<a href="page-name#id_appendix1">See Appendix 1</a>`). The item that is linked now must have an "id" tag unique to that page. (E.g. `<h2 id="id_appendix1">Appendix 1</h2>`).
- b. **If uploading a file or linking to an already-uploaded file on your server**, click the *Browse Server* button
  - i. If the file is not yet in the list, upload it using the interface (Choose the "Upload" option, "Browse" for the file, select it, click "Open", then "Upload". If the window does not disappear, close it.)
  - ii. Select the file to be linked from the file/folder list and choose "Insert File" to select the link destination
  - iii. Click "OK" to enable the link



Choose  
a or b

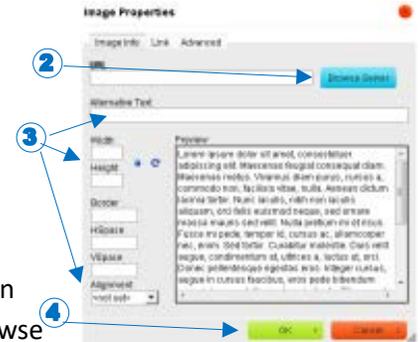
Note: Search engine optimization (SEO) is improved by adding a relevant title to the link's *Advisory Title* field on the *Advanced* tab.

## Adding Images in a WYSIWYG Field

In many website types of Content, there are Upload fields for images. For example, your profile includes a Profile Image upload; News items contain a News Image upload, etc. Inline images can also be added within the filtered text editor. There are 2 options to add an image with your text in a WYSIWYG field: the Image option and the Media option.

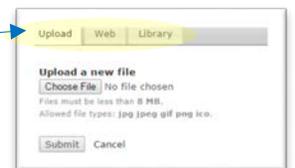
### Add an Image using Image (Preferred: Best for uploading images or linking to consented web images)

1. Click the "Image" formatting option (looks like a picture in a frame) 
2. Decide if you are inserting from a URL on another server OR uploading/selecting from the current server
  - a. If inserting the image from an external server, enter the URL in the URL box.
  - b. If using an already-uploaded image from this website, click the *Browse Server* button, select the desired file, and click *Insert file*.
  - c. If uploading/inserting an image for the website, click the *Browse Server* button and click the *Upload* option. From the File window that appears, click the *Browse* (or *Choose*) button to look for the file on your computer. Select the file from the file/folder listing, and click *Open* followed by *Upload* once more. If necessary, close the window that appeared, then click "Insert file". (Whew!)
3. Enter an *Alternative Text* description (required for Americans with Disabilities Act) and set any other desired options on the Image Info page.
4. Click *OK* to insert the image in place.



### Upload an Image using Media (Preferred by some for reusing images already uploaded on the website)

1. Click the "Add media" formatting option (looks like a stack of pictures) 
2. Select the page tab that corresponds to your need:
  - a. **Upload:** Add a new image from your local computer. Choose "Browse", select the image and click "Open", then "Submit". (These steps sometimes take a few seconds each)
  - b. **Web:** Enter the corresponding URL for the image, then click "Submit".
  - c. **Library:** Find the image from the gallery presented, select it, then click "Submit".
3. In the Embedding section, select the display size format and click "Submit". (Some formats may not work)  
-- Note that if you do not see the Submit button, click in the "Alternative Text" box then press "Enter" on your keyboard and it should appear.
4. Since the "Alternative Text" tag does not currently work in Media, right-click the image, go to *Image Properties*, and set the "Alternative Text" to describe the picture (as required for ADA compliance).
5. To prevent unwanted media text from appearing on web pages, right-click the image, go to *Image Properties*, click the *Advanced* tab, and remove all text from *Stylesheet Classes* – unless you specifically added classes.
6. Other image options can be set by right-clicking the image and selecting *Image Properties*.



## Adding Video in a WYSIWYG Field

To embed video in a WYSIWYG field, first Disable Rich Text. Next, enter the video in this format: [video:url] -- where the "url" in this string is the link to the video online, such as: [video:https://youtu.be/wgYy3F2SG1o]

Options include [video:url width:X height:Y align:left/right autoplay:1/0]

## Applying Styles using the Styles Dropdown

Text and image styles are generally controlled by the website theme, so that the website has a clean and consistent look. A few style variations are provided that end-users can apply.

➤ To remove a style, use the WYSIWYG option *Remove Format* 

### Styles that Apply to Paragraphs <p>

The following styles may be applied to any paragraph in the WYSIWYG editor. (Paragraphs are surrounded by <p> tags.) To apply one of these styles, select the paragraph to which the style will be applied, then apply the Style.

- **Intro Paragraph**

The Intro Paragraph provides an enhanced text style that is larger and more prominent than the standard paragraph format. It is provided to highlight an introductory paragraph on a Page.



- **Button and Button – Tan**

Links can be given a Button appearance through the Button and Button – Tan styles. To use the Button feature, create a link that is in its own paragraph (on a single line).

Select that link, then apply either the Button or Button-Tan style option.



- **Photo Caption, Left and Right**

The Photo Caption can be tricky to use, and you may need to edit the HTML using Disable rich text to get it “correct”. It is geared toward images that are about 250 pixels wide.

This option applies font styling to the caption text, and moves the text and image to the left or right, depending on the option selected. The simplest way to apply a Caption to an Image:

1. Start with an empty Paragraph (press Enter).
2. Add an Image using the *Image* tool. [See [Adding an Image](#), page 9]. Make sure the image is between 235px and 280px wide. If not, lock the *Lock Ratio* padlock on the Image Info page and adjust the width.
3. Immediately after editing the image via Image Properties, enter the text for the Caption.
4. Highlight the Caption text and the image together, then choose the Photo Caption style desired.



### Styles that Apply to (Bulleted) Unordered Lists <ul>

- **Button Group – Horizontal and Vertical**

Links in a bulleted (unordered) list can be turned into a horizontal or vertical button group with a “menu” look. To create such a button group, create the links as a bulleted list. Select the entire list, then select the Button Group desired from the Styles dropdown. The items must be in a bulleted list for the style to appear, and they must be links for the button effect to work.



### Styles that Apply to Images <img>

- **Photo Red Borders**

Images can be given red borders that match the website’s themed images. The red borders appear at the top and bottom of the image. To apply the red borders, select the image, then apply the style “Photo red borders”.

## Using the Panelizer

### What is the Panelizer?

In the default display of content, content pieces are listed in one column, and follow one another vertically. Panelizer allows the selection of different layouts for Content -- layouts which may consist of multiple columns and/or rows of differing sizes. Users can then put Content in different parts of the layout, to create a designed effect.

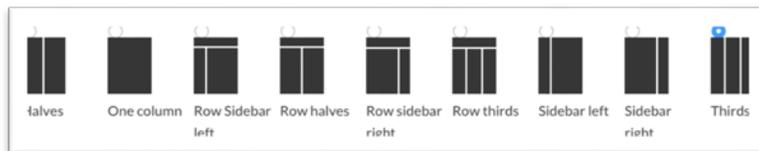
### Using Panelizer with Content in Pages

Page content may be panelized by the end-user (by someone who has the ability to edit a Page). Page content generally shows in the default 1-column panel. To work with the Panelizer, go to *Edit* mode and select *Panelizer*.



### Changing the Panelizer Layout

1. To change the page layout, tell Panelizer to work on layout by clicking the Default's *layout* link.



2. Select the desired layout and click *Continue*.

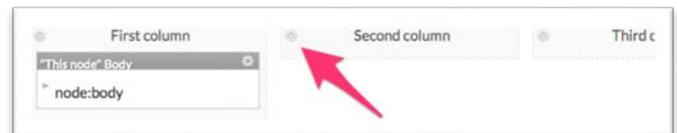
3. The system shows the change about to be made. (Reserve content changes for later.) In the example shown, the Page layout is being converted from *One Column* to *Thirds*. Click *Save* to continue.



4. The new layout is represented on the last screen (3 column in the example). Click *Save* to set the layout. Moving content in the Panelizer is covered below.

### Changing the Panelizer Content

1. To change the page content, tell Panelizer to work on content by clicking the Default's *content* link.
2. *Node:body* is the content that is edited in the Page's WYSIWYG editor. Only that content will be visible in Edit mode. To add new content to a Panelizer column or area, click the gear in that column/area and select *Add content*.



3. The *Add Content* option opens a window with a link for *New custom content*. Click the *New custom content* link.



4. Add the desired information in the Panelizer's WYSIWYG editor. **Remember information added in Panelizer can only be edited within Panelizer!** Add an *Administrative Title* for later recognition of this panelizer content. When finished editing the new content, scroll down and click *Finish*.
5. If desired, drag and drop content to different columns/areas. Optionally, *Preview* the content and layout to check out how the layout may look. (Note that not all styling may appear in the Preview.) When satisfied, click *Save*.

## Using Tables

It is recommended that Tables are used only for tabular data (such as what would be appropriate for a spreadsheet). Tables are not recommended as a layout formatting tool. It is recommended to use Panelizer for page formatting. See [Using the Panelizer](#) on page 9 for page formatting.

If images are placed within a table, note that image size can change along with the table when relative sizes are used. To enact this, add a width attribute to the table cell where the first image appears. Example: `<td width="20%">` will maintain the cell at 20% of the table width.

## Helpful Stylesheet Classes for Tables

Styles are stripped out of the website, and the website uses system style sheets for a consistent and clean look. This is why adding font colors, borders, etc. may not show up when viewing content.

[Check a non-logged-in view of the page].

For tables, a few stylesheet classes are available to assist with basic formatting.

To apply these styles, right-click the table item and choose *Properties*, then select the *Advanced* tab to find the *Stylesheet Classes* entry box.

To do this	Enter this
Table, remove Border	no-border
Table, add Grid lines	grid
Table, Center	center

## HTML Attributes

A few HTML attribute codes can be added directly to the HTML via Disable Rich Text, as the styles are stripped out. These attributes are manually added to the HTML tag to which they should be applied – such as the `<table>` tag or a paragraph `<p>` tag, etc. Insert the attribute as in these examples.

To do this	To this	Add	Yield
Change column width to 30%	<code>&lt;td&gt;</code> (cell in column)	<code>width="30%"</code>	<code>&lt;td width="30%"&gt;</code>
Center a paragraph	<code>&lt;p&gt;</code>	<code>align="center"</code>	<code>&lt;p align="center"&gt;</code>