

Create Site Content

*Note: Library's templates and style are different from basic YaleSites. If you can't do something according to the instructions offered on [YaleSites](#) [1], it's either because the library doesn't support that function yet, or you don't have the necessary permissions to do that. Don't be afraid of to ask.

Create Basic Page

Some functions that a basic page can do:

Heading Style:

What is the Personal Librarian Program?

The above title uses heading style "Heading 2." What you see in the edit box will be transformed, with the original lower case changed to all upper case but with a font size half of the original.

How can I help you?

When using heading style with "Heading 3", there will be a blue line across the page under the title.

Things I don't do (but I'll help you find out who can)

The next heading style of "Heading 4" will create a short line under title.

Other Heading

An example of "Heading 5."

Smaller Heading size

And this the "Heading 6."

Upload files / images

In Basic page, we can upload file/image by "Browse" to you local file/image, then click "Upload". The file type limit to certain format, check with web group for other file type.

- you will see the file/image, right click the file name can give you the url for that file\image
- default image location is "<http://web.library.yale.edu/sites/default/files/content/images/filename....>" [2],
- default file location is "<http://web.library.yale.edu/sites/default/files/files/filename.pdf..>" [3]
- We can also upload image from Body's tool bar, click "Image" icon > get "Image Properties" window
 - select "Upload" tag > Browse to local file, then "Send to Server"
 - back to "Image Info" Tag, the default URL will be "sites/default/files/images/filename.jpg",
 - you can set "Alternate Text" and image size here.

References:

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Published on Yale University Library (<https://web.library.yale.edu>)

- YaleSites [The WYSIWYG toolbar](#) [4]
- YaleSites [Working with Content](#) [5]

Create a Book : "Site Resource Help" Sample

Create new book

- Content > Add Content > Book page
- Title: Book Title
- Body: Content for book cover page
- Sub-section: Library information Technology
- URL path setting: Generate automatic URL alias => lit/sr/create-a-book
- Book Outline: Select "Create a new Book"
- Publishing option: Published (or else won't show up in book menu)
- Have **Administrator "Enable the book"**: Structure > Context > Book Navigation > Book, Check the book "Site Resources Help"
- Add new Child page by "Add Child Page" button at any book page, or Content > Add Book Page > Select the book at "Book outline"

Adjustment, Tips

- The default book page url is [node:book:parents:join-path]/[node:title] => site-resources-help/create-a-book
- Select Sub-section only if you want the sub-section title show on all book page
- In order to not have default LIT Sidebar First menu show up in the book pages, have to revise Context > library-it > Path > add ~/lit/sr*
- To put the page as child page of the book's first Child page, select that child page at Book Outline
Example: **Site Resources Help -- Create Home Page** for "Sample Home Page for Giving to the Library"
- To Change page order: Content > Books > click "Edit order and titles" or change "Weight" number in Book Outline, smaller number will be on top
- If change the url alis, and the page is new, delete the redirect after save the change to avoid possible loop error
- Basic page can also be in the book by adding the Book in Book Outline
- Tip: Add (Draft) for not complete page, but don't put -draft at url, so can take off after finish the content to avoid url change

Update

- Add More fields for task, Apps Type content (12/9/16)
 - Contact - Person in Charge
 - Main Information - More detail link to main source
- Create book "Library IT Tasks, Apps Support" with default url "/lit/supports/[node:title]". Add ~/lit/supports** to library-it Context > Path (12/9/16 on test server)

Create Development Council Site

- Create Development Main Menu
- Create Development Council Menu
- Create giving_to_library_sub_site_name block

Machine name

Block description

Block Body

CSS classes(es)

- Go to sitewide_default context > add "~development*" to not use default header and footer
- Create giving_to_library Context

Name	giving_to_library
Tag	YUL
Description	Giving to the Library Home and sub page
Conditions	Path: development*
Topper First	YUL Wordmark; Giving to Library Sub-site Name
Topper Second	Header; AddThis
Menu	Research Block Nav; Services Block Nav; Libraries and Collections Block Nav; Information and Policies Block Nav
Sidebar First	Development Main Menu
Footer First	Footer
Footer Third	Yale Links
- Create Development Council Content Type, with additional fields for "Member Image" and Photo Description", set these two fields "Enable" using CCK blocks and hidden in "Manage Display" field
- Create "development_council" context:
 - Path "development/yul_council"
 - Blocks > Content: "Field: field_title" ; "Field: body"
 - Blocks > Sidebar Second: "Field: field_council_member_image" ; "Field: field_council_photo_description"
- Later, put above two fields (CCK block) directly to "Sidebar Second", the development_council" context no more needed.

Create a Digital Collection Highlight Page

When a digital collection is created or migrated to the [D \[6\]](#)[igital Collections System](#) [7] (DCS) interface a digital collection page should be created. This page describes the collection.

Example pages:

- [Persian Medical Books](#) [8]
- [Day Missions](#) [9]

Steps

- Login to the web site <http://web.library.yale.edu/cas> [10]
- Create a new page of Content Type=Collection Highlight
- Give the collection a title, which must match the name you've used when you created the collection in Ladybird.

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- Upload a high quality image. You may use more than one image.
- Note that for accessibility you **MUST** give Alternative text for the image. Make it descriptive, naming things in the image, or what is depicted by it. This should be different than the official title of the image.
- For Digital Library URL in DCS, you will use the faceted digital collection link. First you must take that URL and convert to a more manageable URL with a service such as Bitly or TinyURL. Otherwise, the link will break.
- Give a full description covering interesting points about the collection.
- Enter the names of any funders for the collection by choosing from the drop down list under Funding Source. If your funder is not listed an entry must be created first. Contact the Development Office for the official name of the funder, and then speak with User Experience staff to have the entry made.
- Fill in other fields as desired.
- Switch Theme Key to YUL Digital.
- You must enter under Related Resources the YUL Terms of Use, <http://guides.library.yale.edu/content.php?pid=445257&sid=4406775#16108285> [11]
- Change to a created URL, which should follow this standard [library.yale.edu/digital-collections/\[collection-name-use hyphens-no-spaces\]](http://library.yale.edu/digital-collections/[collection-name-use hyphens-no-spaces])
- Three fields help to determine how the collection will display on the Digital Collections page.
 - New collections will usually be in Findit, so that radio button should be selected.
 - Promoted only applies to collections not in Findit. For Findit collections ignore this field (leave as NO).
 - Featured. Select this field if you would like your collection to show in the rotating images. You must have a good quality image associated with the collection.
- Remember to save your work.
- When you are ready, **Publish** the page.

Funders

The library acknowledges funders of digital collections using the Digital Collection Highlight pages. There is a taxonomy of funders.

Acknowledge a Funder (for Collection Owner)

- Create a Digital Collection Highlight page, and in the Funder field select the appropriate funder from the pull down list.
- If the funder is not on the list:
 - Contact the Yale University Library Development Office and ask for the correct, formal name of the funder.
 - Send the funder's name and description to the User Experience Department. Include a URL for the organization.
 - The UX department will create the page and add the funder to the taxonomy. In the Digital Collection Highlight page add the funder.
- When the Digital Collection Highlight page is published check to see that the funder is listed, the link to the funder works, and this digital collection is listed on the funder page.

Create the Funder Entry (for UX staff)

- Make sure the funder name has been approved and that an entry does not already exist.
- On the web site go to Structure>Taxonomy>Funding Source>Add Term
- Create the page and notify the collection owner. The associated digital collection will not be listed with the funder until the Digital Collection Highlight page is created and published.

Webform

Setup

- Setup permission (one time setup): People > Permission > Node > enable "General Editor" to "Webform: Edit own content"
- Currently, general editor won't be able to create webform in Product environment. Get title from request, create a webform with that title. The default path will be "form/title-in-lower-case"
- Select proper "Sub-section" if require
- Change author to the person who is going to edit the form.
- The owner can start to work with the form now.

Try webform

- For Practice: Log in to dev.library.yale.edu
- Content > Add Content > Webform
- Give the "Title" and write the description for this form in "Body", that will show up on the top of form. Save the form.
- Additional tags show after the form been created
 - Edit
 - Webform
 - Form components
 - Conditionals
 - E-mails
 - Form Settings

References

- YaleSites: [Create a New Webform](#) [12]

Custom Email Subject

"Text [submission:values:field_set_key:field_key:nolabel] More text"

** nolabel is an optional, indicate "Do not show Label"

=> Purchase Request - [submission:values:item_information:item_title:nolabel]

References:

- Drupal: [How to customize the subject field with form component values](#) [13]
- Bohemian Blog: [Drupal Webform Module: How To Customize the Subject Line](#)
- Drupal [Upgrading from Webform 3.x to 4.x](#) [14]

Webform Tips

There are several futures that can help to get the information. The best place to get token source is click "**Browse available Tokens**". Here are some examples.

Q: By default, Yale user can log into Drupal with their netid, Drupal will create an account with some basic from Yale Directory, so if a user log into a form, we can get user's information as default value with the following token:

- [current-user:name] for Current login user's name
- [current-user:mail] for E-mail

Create News

There are two different News Sources

- Create in Drupal: Content > Add Content > News
 - Summary: For "In Focus" short description
 - Image also for "In Focus" (Suggest the size of 120x90 to 500x500 pixels)
 - Sub-section: to set which department the news will show
- Feed from other source through feed function: Content > Add Content > News Feed => Fill in the URL of the external News Feed
 - The default News Importer import the following information: Title, Description (to Body), Published date, Item URL (to External link), Categories (to Feed Category), Sub-section (for different home page)
 - In Focus Admin > select the news that will show to Home page (need to add "Image" and "Summary" fields)

The default url for "News" Content Type is news/yyyy/mm/news-title

There are two major views

- Structure > Views > In Focus > as "Home Page" In Focus area
- Structure > Views > News > News page, News Block to display only a short description about the news.

For Library News, there are more settings, see "[Library News](#) [15]"

Custom Fields in YUL Site

Code Fields

Dynamic Fields (Entities: Comment, Field collection item, Node, Taxonomy term, User, Rules config)

- Committee Membership (sd/staff/*): Views > Library Committees> Content pane: membership
- Dynamic Unit Staff CP (sd/dept/*)
- Subject Librarian from Collection Development Statements (sd/staff/*)

Block fields

- Building Places Block (Buildings)
- ShareThis (Home Page)

Preprocess Fields

Source URL:<https://web.library.yale.edu/lit/sr/create-site-content>

Links

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[1] <http://yalesites.yale.edu> [2] <http://web.library.yale.edu/sites/default/files/content/images/filename.jpg%22> [3] <http://web.library.yale.edu/sites/default/files/files/filename.pdf.%C2%A0> [4] <http://yalesites.yale.edu/book/wysiwyg-toolbar> [5] <http://yalesites.yale.edu/book/working-content> [6] <http://findit.library.yale.edu> [7] <https://collections.library.yale.edu/> [8] <http://web.library.yale.edu/digital-collections/arabic-and-persian-medicine> [9] <http://web.library.yale.edu/digital-collections/day-missions-periodicals> [10] <http://web.library.yale.edu/cas> [11] <http://guides.library.yale.edu/content.php?pid=445257&sid=4406775#16108285> [12] <http://yalesites.yale.edu/module-tutorials/webform> [13] <https://www.drupal.org/node/823408> [14] <https://www.drupal.org/node/1609324> [15] <https://web.library.yale.edu/lit/sr/librarynews>