

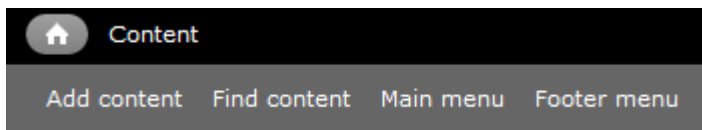
1. Logging In

Log in URL: www.odour.unsw.edu.au/user

Editor username:

Editor password:

Once you are logged in, you will be able to see the admin bar, which contains shortcuts to various functions:



2. Types of content

There are several types of content you can edit:

- Basic page: A page of text and images
 - Project pages are a type of basic page for research project details
- Content block: The homepage is built of blocks
 - Gallery: The homepage gallery is a special type of block
- Footer block: The site footer

2.1. Homepage layout

This diagram shows how the homepage fits together.

Website header and navigation	
Welcome block	Research projects block
News/Events block	
Workshops/Training block	
PhD Scholarships/Study Opportunities	Gallery

3. Editing content

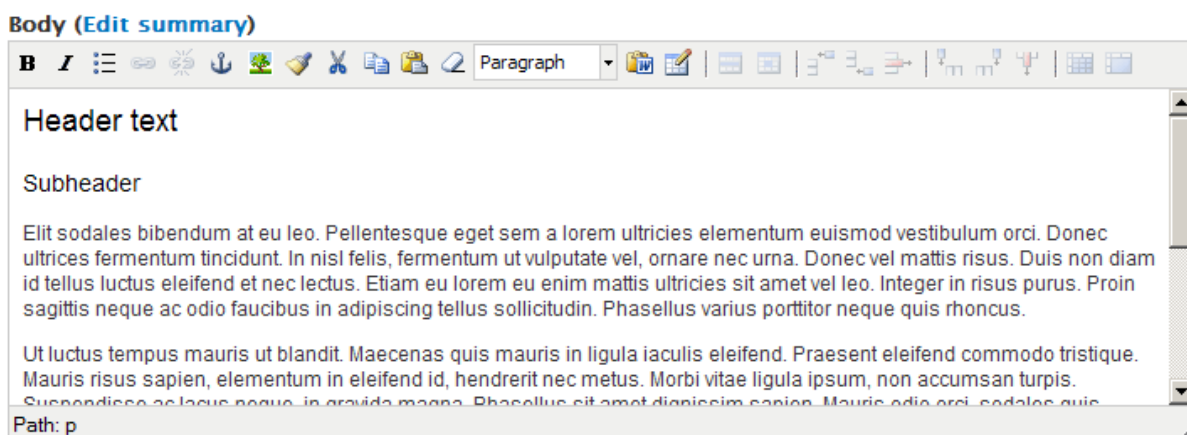
You can edit any page by visiting it, clicking ‘Edit’, and making the changes. Other content, such as content blocks or banners, is located in the “Find content” admin bar entry.

When editing content, you can change:

- Title text (note: when you change a page’s title, you change its URL! This may break links you have already created, so use with caution.)
- Body text and formatting
- Whether the page is in a menu

3.1 The WYSIWYG editor


The “What You See Is What You Get” (WYSIWYG) editor shows exactly what your page text will look like, allowing you to apply type styles without needing to manually edit HTML. Holding your mouse over the editor’s menu bar shows what each button does.



After you’re done editing a page, don’t forget to save your changes at the bottom of the page.

3.2 Pasting material from Microsoft Word

You may encounter problems if you paste material written in Microsoft Word directly into the WYSIWYG editor (unwelcome styles and formatting being carried across). The safest way to

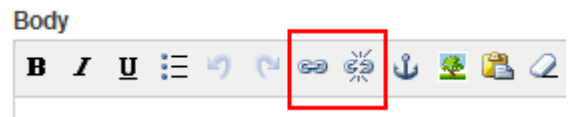
add Microsoft Word material is to click the  Paste from Word button and paste the material into the pop-up box.

3.3 Headers

Section headers are created by selecting text and choosing “Header 2” or “Header 3” from the dropdown styles box. This box is the one which usually has the word “Paragraph” in it.

3.4 Adding links

Highlight the words that you want to turn into a link, then click the Insert/Edit link button. Paste the link URL into the popup box.

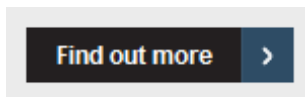


If you're linking to a page within your site, you can either:

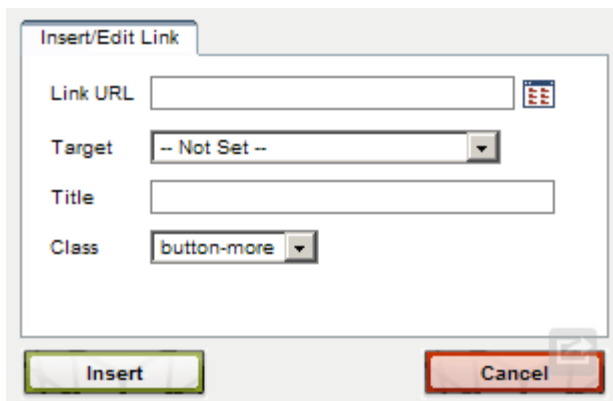
- Add a link to the full URL (www.yoursite.com/example.html)
- Add a link to the relative URL (/example.html)
- Link to the page *node* (eg /node/5)

(Most individual bits of content in Drupal are referred to as nodes. Pages, blocks, banners and events are all types of node. When you're editing content you can see its node ID in the page URL (eg **/node/5/edit**). If you plan on changing your page titles, it's best to link to a node ID, as changing a page title will usually change its full and relative URLs.)

To remove a link, either delete the word or highlight it and click the unlink button.



To add a "More information"-style link (see image), set the link class to "button-more" in the Insert/Edit Link popup window:

A screenshot of the 'Insert/Edit Link' popup window. It contains the following fields: 'Link URL' (text input), 'Target' (dropdown menu with '-- Not Set --'), 'Title' (text input), and 'Class' (dropdown menu with 'button-more'). At the bottom, there are 'Insert' and 'Cancel' buttons.

3.5 Line breaks

Pressing ENTER will start a new paragraph. If you need a single-line break, press SHIFT-ENTER.

3.6 Horizontal lines

Use the "Insert Horizontal Line" button to insert a thin grey line, useful for separating news stories in a WYSIWYG editor.

3.7 Adding images

You can upload images to use in the body:



First click the WYSIWYG “Insert Image” button



Then click the “Browse” icon in the popup window.

This brings up the File Browser, where you can upload, insert and delete images and documents. (See “Managing uploaded files” for more information on the file browser.)

When inserting an image, it’s wise to select an alignment (eg left/right) and specify vertical and horizontal space (eg 10 pixels) to prevent text crowding against the image.

3.8 Adding PDFs and documents

To link a document to the page you’re editing, follow the instructions for adding a normal link, but instead click the “browse” button in the Insert Link popup window. This launches the File Browser (see item 7 for more details). You can upload documents to the File Browser and then select them as the target of your link. See “Managing uploaded files” for more information on the file browser.

An optional more advanced technique is to combine an image and text for the file link, eg:



[Download this document](#)

3.9 View or re-publish an old version of a page

While editing a page, you will see the “Revisions” tab on the top right of the editing window (only if the page has been modified at least once). From this tab it is possible to see what each version of a page looked like, along with when it was modified. Clicking “revert” will create a new version of the page with the content from the previous version.

4. Creating a new page

You’re not limited to the pages that come with the site. To create a new page, select “Add content” from the admin menu and select “Basic Page”. Then fill in the page details as if you were editing an existing page. You can make a page looking like anything you are capable of building in the WYSIWYG editor, including using images and tables.

Pages don’t automatically appear in menus, so your new page won’t be linked unless you:

- include it in a menu (see instructions below), or
- link to it from another page

You can leave a page unlinked if you would prefer to keep it semi-private, and just send people the URL manually. Anyone can still see it without a password though.

To find an unlinked page, use the “Find content” admin menu link.

4.1. Creating a new project page

Instead of selecting “Basic page”, select “Project Page”. Project pages are functionally identical to basic pages.

4.2. Adding a page to a menu

At the base of a page you’re editing, you’re given the option to add the page to a menu. The main navigation of the site is a menu, and so are the links in the footer. If you want the page to appear in the main menu, tick “Provide a menu link” and set the parent item to <Main Menu>.

You can set the “Menu link title” to whatever you want the menu link to say, otherwise the page name will be used by default.

5. Deleting a page

When editing a page, next to the “Save” button you have the option to “Delete” the page instead. If you do this, the page cannot be retrieved, but must be recreated.

6. Editing the footer

When logged in, there is an option to “Edit Box” visible in the footer (or you can edit the Footer Block from the Find Content admin area). To change the "Privacy Policy - Copyright & Disclaimer - etc" links, click “Footer menu” in the admin bar.

7. Editing the gallery

In the “Find Content” area, edit the page “Image Gallery”. (You can “Show only items where type = Gallery”.) Upload images directly to this page using the slots provided. Do not upload images for the gallery to the file browser, because they won’t show up here. Up to 12 photos will be displayed on the front page. The minimum image size is 390 by 250 pixels, but larger images will shrink to fit the space.

8. Managing uploaded files

The File Browser lists images and documents that have been uploaded to the site. Image files can be inserted into pages via the WYSIWYG browser. Document files can be hyperlinked from site text or images.

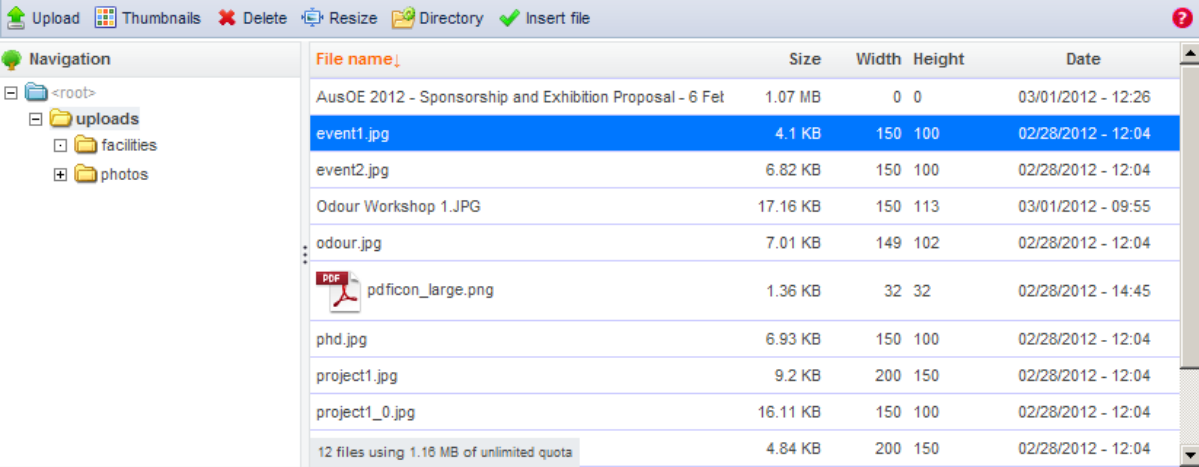
The **Upload** button starts the document upload process.

It is possible to create **thumbnails** of uploaded images, but is generally more practical to do so before uploading the image.

The image or file to be used is selected by its name, and then either **Inserted** or **Deleted**.

Resize allows you to change an image's size or create a copy at a new size.

Directory allows you to create a folder structure.



The screenshot shows a file management interface with a toolbar at the top containing icons for Upload, Thumbnails, Delete, Resize, Directory, and Insert file. On the left is a navigation pane showing a folder structure: <root>, uploads, facilities, and photos. The main area displays a table of files with columns for File name, Size, Width, Height, and Date. The file 'event1.jpg' is selected and highlighted in blue. Below the table, it indicates '12 files using 1.18 MB of unlimited quota'.

File name	Size	Width	Height	Date
AusOE 2012 - Sponsorship and Exhibition Proposal - 6 Fet	1.07 MB	0	0	03/01/2012 - 12:26
event1.jpg	4.1 KB	150	100	02/28/2012 - 12:04
event2.jpg	6.82 KB	150	100	02/28/2012 - 12:04
Odour Workshop 1.JPG	17.16 KB	150	113	03/01/2012 - 09:55
odour.jpg	7.01 KB	149	102	02/28/2012 - 12:04
pdficon_large.png	1.36 KB	32	32	02/28/2012 - 14:45
phd.jpg	6.93 KB	150	100	02/28/2012 - 12:04
project1.jpg	9.2 KB	200	150	02/28/2012 - 12:04
project1_0.jpg	16.11 KB	150	100	02/28/2012 - 12:04
12 files using 1.18 MB of unlimited quota	4.84 KB	200	150	02/28/2012 - 12:04

