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Where are all the pages that used to be in Drupal?

WHAT HAPPENED TO THEM

Drupal used to let you have sub menu items:

Students
Quick Links
Resources
Scholarships
Tutoring

In the example above, “Students” is not actually a page; it’s just a heading for the actual pages that follow.

OUCampus does not allow sub menu items, so when the transition happened, a new page was created for all the top-level menu items. Since they weren’t ever actual pages, OUCampus populated them with whatever seemed most relevant. The rest of the sub-menu pages are still there, but they are not in the menu, so they’re hard to get to.

FIND THEM.

On any page on your website, enter edit mode by scrolling down to the very bottom of the page and clicking the date:

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At the top of the page, you’ll see your edit options. Click Pages.

Any link that ends in .pcf is a web page. You’ll also see your pictures (.png, .jpg) and attachments (.pdf, .docx).
Navigation without Sub Menu Items

Menu items should be limited to six to make for easy mobile navigation, but without sub menu items, how to you list all your content so it is visible to users?

The easiest way to do this is to make your menu items broad and general, like About, Programs, People, Undergraduate Resources, Giving, etc. Then, on each of those pages, you can create a list of list which functions as a sort of sub-menu. Here are two examples:

### Faculty and Staff

<table>
<thead>
<tr>
<th>Resources and Information for Faculty and Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Awards and Endowments</td>
</tr>
</tbody>
</table>

This is just a basic alphabetical list of helpful links. Some are to web pages that used to be listed in the menu, and others are to external links, pages on other websites.

[See Creating Links to learn how to add hyperlinks and style them into lists like this or buttons.]

This is an example of a lot of information on a single page for easy navigation.

Two of the most important links, Academic Calendar and Graduation Information, are at the top. [See Adding Links to learn how to add and style hyperlink.]

Information that needs further breaking down into categories is presented in an accordion. Clicking the plus signs open and closes menus of items for students, for faculty/staff, or for parents, or opens a list of forms.

[See Using Snippets to learn how to make an accordion.]
Adding pages

Click the hyperlinked date at the bottom of any page.

Scroll back to the top and click the Pages link.

Click the green new button.

Choose New Universal Page.

The training page is only for use during university training sessions.

The Manual Profile Page is to enter information about staff so that their information can be presented on the website with the same format as the faculty, whose info is pulled from Digital Measures.

Choose your page title carefully; you can’t change it later without emailing web@usm.edu.

Your description will be visible when people google the page, so make it short and enticing.

Tags are for internal use and will allow you to search for pages later, so if you take all your licensure pages with “licensure,” you’ll be able to search for only those pages in your page list.

Keywords help google direct people to your content. A little bit.

Unlike in Drupal, your page title has nothing to do with your filename (web address). The filename should be the complete name of the page center-for-writers-faculty so that it is easier for google to find. If you forget this box, your web address for the page will be “untitled” and you will need to ask web@usm.edu to change it for you.
Click the green Edit Content button under the title on your new page and you are ready to begin adding your content!

Once your content is ready, click the green publish button at the top of the page. As soon as the page is done publishing, it will be live for all the world to see.

OU Campus will check your spelling and refuse to publish the page if it doesn’t recognize a word. Click on the Show Results link to find out where you or OU Campus went wrong.

You’ll see the words on your page that OU Campus doesn’t recognize. If they are correct, mouse over to options and add them to the dictionary.

If they are incorrect, hit Cancel, go back to the page, correct the spelling, and publish again.

There is no way to skip a word that is spelled incorrectly on purpose, e.g. if you are quoting something with a misspelled word or using non-standard American English. Your page will not publish until you add that word to the dictionary.

If you’re not ready for your page to be live (announcing prizes, opening up applications, etc.), run the final spell check first, correct errors, then click the schedule tab in the Publish window.

Choose a date and time for publication, and you will be notified when the page has been made live.
Adding content to the sidebar

You can add anything you want to your sidebar (the area underneath your menu. Graphics, contact information, call-to-action buttons, graphics that function like buttons, anything.

Here is an example of a sidebar with additional content added.

There is a physical address, a mailing address, and a graphic with a link to a MachForm.

To edit the sidebar, click on the date at the bottom of the screen of any page to enter edit mode, then go to the very top of the page and click Pages.

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Below is what the contact snippet looks like.

The grey and blue-highlighted content you see will not print; it is merely there as instructions to let you know what content is expected in each box.

In your page view, you’ll see a file called _site-sidebar.pcf. Click it to edit.

What you’ll see when you edit is a snippet—a table that you can fill out which will display your content. You can add or delete rows and you can add images before or after the table.

If you don’t want to include an email, say, delete the row rather than changing it to something else because certain rows like phone or email have icons that pop up with them automatically.

See Using Snippets to learn more about what snippets are currently available.
Working with color

These are the colors you can use. End of story. OU Campus will show you other colors in edit view, but will scrub them when you publish.

Color is available for use in tables; unless you have access to the source code, you do not have the option of changing text color or background anywhere other than in a table.
Working with tables

Start by inserting your table with the appropriate number of rows and columns. You can easily add or remove rows and column later, so don’t worry about being precise.

This is what a basic table looks like. Every other row is shaded, and there is a grey bar on the right indicating that the table can scrolls. We can make it look much better!

To style your table, click inside any cell and then go click on the table button again and select Table Properties.

If we may the width, 100%, it will stretch the table the whole width of the site, and this is what it looks like.

If we want to show the grid, a border width of 1 will give us this.
We can give the words some breathing room inside the cells by adding cell padding. This is what it looks like with a cell padding of 15.

Once we have finished with the table styling, we can move on to the rows, also found under the main Table button.

If we want to put a header on the table, click anywhere in the top row, go to Row, and click Insert Row Before. Type your headings, highlight them, and apply a heading style. I chose Heading 3.

If we click the Advanced tab in Row Properties, we'll have the option to add some style.

By typing the hex code of the color I want from the colors I have to choose from [See Using Color for hex codes], I can give the header row a color.

(I don't recommend using the border color function because it adds color to an already black border instead of replacing the black border, but if you want to try it, you'll need to set a border width under Table Properties before it will work.)
CELL PROPERTIES

It's a good idea to keep all the cells in your table left justified, as that makes them easier to read (unless they're numbers—then they should be right justified). That's done under the H Align button.

Your text will automatically be centered vertically, which is generally not what you want. To make the text in each cell aligned to the top of the Cell, select all the cells in your table and go to cell Properties and change V Align to Top.

You can change the text color in your cells by selecting the cells you want to change and going to Cell Properties. In the Advanced tab, under style, type `color: #ffffff;` for white, or use another hex code from the list of allowable colors.

You can also change the padding of individual cells here. To change the padding on all four sides, type `padding: 15px;`. To change the padding on only one side, use padding-top, padding-bottom, padding-right or padding-left. You can also make a chain of commands in the style box as long as they are separated by semicolons, e.g. `color:#ff046; padding-top:10px; padding-left:15px;`
You can also insert photographs or graphics into your table cells, just as you would do onto the page itself, or make individual cells different background colors, allowing you to create lots of different looks and colorful elements.
Adding photographs or graphics

The first thing to do before you start adding photographs to your site is to figure out where they’re going to be stored.

In edit mode, go to pages and look through what’s on your site.

Hopefully you already have a folder called “images” where you can store your photos and graphics. If not, it’s easy enough to create one.

CREATING A FOLDER

Click the little down arrow on the right side of the New button and choose folder. Give it a name and click Create. You can also use folders to subdivide your Images folder, by clicking the Images folder to get into it before you click New and then Folder. (Note: You will not be able to move files into a folder later; that will require writing to web@usm.edu and asking them to do it for you, so much easier, obviously, to get organized on the front end.)

Once you are in your Images folder, or in the appropriate sub-folder within your images folder, you can start uploading pictures. Pictures must be named using lower case letters, numbers and hyphens only, and must include the file type at the end: this-is-my-hamster-bill.jpg or seagulls-eating-crackers.png. Click upload and then click add or drag files in from your desktop. If they are not named correctly, you will get an error and an opportunity to rename them, but don’t forget to leave the file type (.jpg, .gif, .png) at the end.

Once you have uploaded the photos you want, it’s time to insert them.

Go into edit mode on the page you want to insert photos in, and click edit content.

Faculty and Staff
Position the cursor at the beginning of the line where you want the top of the picture to be and click the insert image icon.

Click the little folder search icon after source to visit all your pages. Find your Images folder and choose the image you want. Give it a description (to make it accessible to screen readers for the blind) and if you want a pop-up box when you hover over it, you can give it a tool tip. For dimensions, erase whatever comes up with the image and instead write a percentage in the first Dimension box and leave the second one blank.

WHY ALL THE百分比?

If we use a specific number of pixels, say 400px for the image on the left, it will remain that size, even as the screen gets smaller—like when it is viewed on a tablet or phone—and things can get weird.

If we use a percentage though, the photo will remain whatever percentage of the screen size no matter the device it is viewed on, and the general layout will remain the same.
When you add a photograph, it automatically defaults to being on its own line with the text above and below it. To fix that and wrap text around the image, go back to the Insert/Edit Photo button and click the Appearance tab. There you can change the Alignment to left or right, as you prefer.

You will want to add some space between the text and the picture, and you can do this with the horizontal space box. I like 15. Adding horizontal space adds space to both sides, which is not needed, so when you click out of the horizontal box and the style box is populated, you can delete “margin-left:15px;” (or margin-right if you have aligned the picture to the right).

Once you have inserted an image, you can drag the corners to resize it, but if you resize like that instead of going back to edit picture and readjusting the percentage, you will lose the benefits of using a percentage as the photo will be resized with a pixel value.

Need to make all your images the same ratio? In edit mode, go into your list of pages and open your images folder by clicking on it. Click on any picture and it will bring up the image editor. Use the Crop tool to crop them to the same ratio.

Our staff treats a wide range of health problems, including acute minor illnesses such as colds, sinus problems, and allergies; and chronic medical problems such as asthma, diabetes, and hypertension. We offer preventive health service, including women’s health exams, cholesterol screening, smoking cessation, and a men’s health program.

Under the umbrella of our student health services, we have a full-service laboratory, an X-ray facility, and a pharmacy located within the clinic facility.
Adding videos

In Drupal, videos needed to be put on YouTube before they could be displayed on the website. OU Campus allows you to upload content directly OR simply enter the YouTube address.

**FROM YOUTUBE**

Insert/Edit Video

General | Embed Code

Source: https://www.youtube.com/watch?v=vDXu3uMBxhA

If your video is on YouTube already, navigate to the page, copy the web address, and paste it into the Source box.

**NOT FROM YOUTUBE**

Insert/Edit Video

General | Embed Code

Source

If your video is not on YouTube, you will need to upload it just like you would a picture (except put it in your videos folder, of course).

Once you have uploaded the video, click the Insert Video button, then click the insert/edit video link, click the folder search button, choose the video folder which you hopefully have set up, and click upload.

Select Media

Sites www images

Upload

If you have not pre-uploaded your video, instead of choosing the video, choose the folder you want to put the video in and click Upload.

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If your page seems to be taking forever to publish, it likely IS published already and just not showing you. Wait a minute or two and refresh the page and you should see your content.
Once you have your video inserted, you can adjust the size by dragging the handles on the corners of the video, or by selecting the video, clicking the Insert/Edit Video button again, and typing the Dimensions. Keep Constrain Proportions checked to avoid stretching or squashing your video.

You may need to try several different sizes to find one that looks good on your page.

This is a video added from YouTube via the URL (web address) without any adjustment.

Here, the width has been changed to 560, height to 315.

Width changed to 999, height changed to 500.

You can center the video just like you would with text.
Adding Links

At the University of Southern Mississippi, we are committed to academic integrity, holding to the highest standards of honesty, fairness, and respect. Our campus should be characterized by honest, respectful, and ethical behavior. The Academic Integrity Policy reflects this expectation of all members of the campus community.

### Insert Link

<table>
<thead>
<tr>
<th>Basic</th>
<th>Advanced</th>
</tr>
</thead>
<tbody>
<tr>
<td>URL</td>
<td><img src="image" alt="Link Button" /></td>
</tr>
<tr>
<td>Text to display</td>
<td>academic integrity</td>
</tr>
<tr>
<td>Title</td>
<td>none</td>
</tr>
<tr>
<td>Anchors</td>
<td>None</td>
</tr>
<tr>
<td>Target</td>
<td>None</td>
</tr>
<tr>
<td>Class</td>
<td>(not set)</td>
</tr>
</tbody>
</table>

To make hyperlinked text, highlight the words you want to link and click the link button.

Add a web address in the URL box if your link will go somewhere other than on your own site.

Click the file search button to be taken to your own pages menu where you can select a page within your site and automatically link to it.

Your target should be set to none if you are staying on the USM site, and set to New Window if you are linking to a non-USM site.

OU Campus has three classes of links built in which you can access from the Class option in the Insert/Edit Link box.

The first, if you leave the class as *(not set)*, is a blue link that will be underlined when you hover over it with a mouse. Always use this style within paragraphs.

**Angle Inline** gives you large, bold, black text with a little direction symbol in a circle.

**Regular Button** capitalizes your text and puts it in a gold box—this is commonly referred to as a call-to-action button.

Remember, anything can be a hyperlink. To link an image, select the image and click the link button. Put three images into a three column table for side-by-side buttons, social media perhaps. Adjust the cell padding in Table Properties to determine how far apart they are from each other.
Working with snippets

Snippets are little forms created by OU Campus. They tell you what to put in each box of a table, and then display your information in a set way. You can’t change anything about it except the text and images. To view the available snippets, make sure you are in Edit Content mode, then look at the very top right of your screen in edit mode for the gadget button.

When you click the gadget button, you will see a list of things: the pages you have checked out, all the images in your image folder, and snippets. (If you don’t see all these options, make sure you are in Edit Content mode, which you accomplish by clicking the green button under your page title.

You can play with the snippets on your own by creating a test page and dragging the snippets onto it, filling out the forms, and then publishing to see what they look like.

Remember, snippets are just tables—you can add and delete rows at will, and if you want to delete a snippet in edit mode, use the table button to Delete Table.
Accordions have pros and cons. The pro is that you can quickly scan all the questions to find the one you’re looking for an answer to. The con is that if you want to read them all, you have to click on each one and can’t just read it like a normal page of text. If you have five short answer items, you don’t need an accordion—just put your questions as headings and your answers as text. If you have twenty questions, or some of the answers are longer than a few sentences, an accordion might be appropriate.
The images you use here can be photographs, graphics, or even ads that you created for social media.

On the two column split, when you mouse over an image, it turns black and shows your description of the image and the link you provided.

Title of the Image List

Here's a link.
Here's a description of the picture.

Here's another link.
And this is also a description.
This functions as a slider if you have more than three images. The black dot(s) under the title will take you to the next page of images.

You can see from this example that it’s important to make all of your pictures the same dimensions. OU Campus will resize them for you to the appropriate width, but if one is square, they should all be square, if one is 2:3, they should all be 2:3, etc.
Because these are snippets, what you see is what you get. You can’t style them at all. The text you enter will be in uppercase and the link will start mid-line. If your images are not all the same height, your text will not line up.

TWO COLUMN LIST

<table>
<thead>
<tr>
<th>Hummus</th>
<th>Falafel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baba Ganoush</td>
<td>Tabouli</td>
</tr>
<tr>
<td>Labne</td>
<td>Fattoush</td>
</tr>
<tr>
<td>Kibbeh</td>
<td></td>
</tr>
</tbody>
</table>
Keeping organized with folders

By default, you should already have folders called "images" and "files" in your list of pages. (If you don’t, don’t worry. We’ll make some.) Check to see what you have by going into edit mode and clicking pages.

You should keep all your photographs and graphics in the images folder, and all your PDF or DOCX attachments in the files folder. If you don’t have these folders, they are easy to create.

In the pages view, click the New button.

Then click the Create New Folder link.

Give your folder a name with lowercase letters, numbers, and hyphens only.

These folders will get crowded quickly, so you might want to make subfolders within them. You might want your images folder to contain campus-photos, awards-day, social-media-graphics, etc. To do this, click on the images folder link in page view first, and THEN create a new folder as described above.

It pays to start out organized because you can’t move things into folders after the fact. After the fact, you’ll either have to re-upload all your stuff to a new folder and then go back and re-link it, or write to web@usm.edu and ask for help.
Things you cannot do (or need help to do)

1. Use non-approved colors

2. Change formatting on text that is not in a table (but you CAN make a single-celled table for your text and then style away! Just saying.

3. Change the name or address of a page once it has been created. (Email web@usm.edu if you need this to be done.)

4. Put huge tables with lots of columns on your page and have them be legible. (Look for another solution to display your data or distill it down to only the information that is relevant. For example, if one of your columns just lists Hattiesburg or Gulf Park, consider using Hattiesburg and Gulf Park as headings and putting separate tables under each one to get rid of that column.)

5. Copy links from another source and paste them into OU Campus. OU Campus strips all the formatting and links when you paste something into it, so there is nothing to be done but relink everything, thing by tedious thing.

6. Reformat snippets. Snippets are designed to display things in one way and one way only. All you can do is add or delete rows. (You CAN, however, make a table that looks like the snippet, but is under your control.)

7. Make submenu items under your main menu items.

8. Create your own redirects. If you create a page with the address school/center-for-the-study-of-all-things-anyone-would-ever-want-to-study and you want people to be able to get to it by using school/csat, email web@usm.edu and ask them for a redirect from school/csat to school/center-for-the-study-of-all-things-anyone-would-ever-want-to-study. This is also handy if a page address has changed but you have printed materials with an old address on them.

9. Control Google. It may take Google awhile to find your page, and it may take it even longer to realize that an old page it used to direct to has disappeared. It will catch up. You can make your page move higher on a search list with a good description and keywords (you have to make those when you first create the page—no retrofitting, and by updating your page frequently, and especially by having other pages link to that page. That makes Google think your page is useful.

10. Change your own cover photo on your front page. (Email web@usm.edu if you need this to be done.)

11. Duplicate a page, or even copy formatted content and paste it on a new page. Can’t even paste formatted content on the same page. This means if you are using multiple tables, for example, you will need to style each one individually.