The Washington Readyweb Project

(WaRP)

Helping build library websites

(with the Drupal Content Management System).

The User Guide

to the Washington State Library's implementation of Drupal.

Written by Evelyn Lindberg

The basic template comes with a monochrome color theme. With your input, a more vibrant color palette will be developed. See Appendix A for a list of tools to help you plan your colors.

This Acknowledgments block is the only element absolutely required for inclusion in your website.

Default Website Template – *p1*

The following elements, are available for use:

- Website Banner (customized)
- Hours of Operation block
- Front page (a.k.a. the Home page)
- Horizontal and Vertical Navigation Menus
- Navigation links to external sites & services (Library Catalog, Blog, Facebook pages etc.)
- New Materials page (a showcase of covers)
- Contact Us page
- Site Map (with both automatically generated links & customizable elements)
- Site search (with custom searching available: Library Catalog, Google, etc.)
- Links to ALA vetted Web Resources
- Links to (ProQuest) Research Databases
- Holiday Closures page
- Library Use Value Calculator
- Mission Statement page
- Mission Statement block (Front page only)
- Slideshow(s) of rotating Content
- Slideshow of New Material Covers
- Resource Badges linking to the following State Library related projects and services:
  - Washington Rural Heritage (rotating slideshow of images from the collection)
  - Overdrive Ebooks and/or Audiobooks
  - OneClickdigital Ebooks & Audiobooks
  - Living Well Resource Guide (Portal)
  - Wayfinder (Catalog of WA libraries)
  - WTBBL (Talking Book & Braille Library)
- Additional Badges linking to other (third party) resources are also available upon request, e.g. WorkSource, TumbleBooks, etc. [See Appendix B for more badge examples.]
- Calendar of Events (of varying intervals: Month, Week, Day, Year, Mini Calendar, and full page and sidebar Upcoming Event lists)
- Signature Line for displaying Copyright notice, Library Address and Phone Number
- Acknowledgments block, identifying the project sponsors [this is required]

Search the library | website | Go! | Home | Catalog | New Materials | Contact Us | Site Map | facebook | Blog

YOUR LIBRARY

Hours of Operation
Holiday Closures

Event Calendar

« July »

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Sat, 07/14/12
10:00am ~ Event One

Wed, 07/18/12
(All day) ~ Event Two

Sun, 07/22/12
11:00am to 3:00pm ~
Event Three

Mon, 07/30/12 through
Tue, 07/31/12
9:00am to 6:00pm ~
Event Four

Sidebar Content:
Images etc.

Your Mission Statement Here

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam congue mattis hendrerit. Ut ac lacus purus, sed rutrum eros. Fusce non ante turpis, laoreet lacinia leo. Morbi quis lacus quis risus adipiscing varius. Quisque ut lorem eu neque semper molestie. Maecenas a neque ligula, non ornare odio. Nunc neque sapien, accumsan ut commodo ac, hendrerit aliquam augue. In hac habitasse platea dictumst. Donec eu dapibus odio. Aenean vitae blandit ante. Suspendisse neque lacus, commodo at consectetur sed, lacinia in magna. Maecenas gravida bibendum massa vel viverra. Duis nec purus eget enim imperdiet sodales sed sit amet tellus.

Vivamus ac enim quis massa porttitor luctus hendrerit eu neque. Donec placerat cursus diam nec rhoncus. Curabitur rhoncus libero a dui placerat facilisis. Nulla nec fermentum nunc. Fusce posuere aliquam molestie. Mauris odio enim, aliquam non consectetur nec, venenatis sit amet odio. Aliquam eget ligula at ipsum dignissim bibendum. Ut a ante turpis, id varius neque. Aenean vel metus lorem. Fusce et ultrices sapien. Praesent id leo purus. Nunc non mauris ligula, at dapibus nibh. Ut non mi risus, et interdum risus. Suspendisse semper suscipit consectetur. Nunc sodales imperdiet neque at hendrerit. Aliquam vestibulum, mi sit amet venenatis tincidunt, ipsum orci suscipit metus, vitae euismod orci justo quis justo. Vivamus id ullamcorper orci. Nunc a quam sem. Aenean sit amet orci eu odio feugiat mollis quis vitae enim.

◄ Web Resources
Research Databases
Holiday Closures
Library Value Calculator
Mission Statement

New Arrivals

Downloadable AUDIOBOOKS

from Recorded Books
OneClickdigital
A new selection of Downloadable audiobooks is now available
Titles play on

Find-It! Washington

Copyright © 2015 Library. | Address | (###) ###-####

INSTITUTE of Museum and Library SERVICES
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SOS Office of the Secretary of State Washington State Library

In Drupal parlance, each item of content is a Node, and each Node belongs to a particular category of content (a Content type) with its own layout and set of functions, features, and settings.

Modified Site Template – *p2*

If the library does not already have a website banner available for use, a custom one can be created for you. Send us photos, ideas and feedback, and we'll do our best to design an attractive banner for use with your site.

There is some flexibility as to the location of persistent site elements (those blocks of content that generally appear in the same location across every page of your website). For example, default components of the Navigation bar such as the Horizontal Menu and the Search box can be either left or right aligned, and set either above or below the banner. Initially, they are aligned to the right below the banner, but here they are shown above the banner aligned in reverse default order. Similarly, sidebar content such as the mini Event Calendar, Vertical Menu and Resource Badges, can be positioned in either left or right sidebar region. Here, they are placed in the sidebar opposite their default starting position. Compare this screenshot with that from the previous page. [See Appendix C for other alternative layouts.]

Further placement options could include moving the Hours of Operation block out of its initial location within the Header (where the Banner lives) and into a Sidebar, or moving the Search box out of the Navigation region and into the Header region. [See Appendix D for a visual guide to regions.] Also, with the exception of the Acknowledgments block, the choice of which elements to display (or not display) is yours to make.

There is some limited ability to rearrange the position of many of the blocks yourself, otherwise this can be done for you while the final layout is still being decided. It is best if the repositioning of persistent block elements is kept to a minimum, in order to avoid potentially frustrating your online visitors by constantly moving the virtual furniture around on them.

In order to edit your website you must be logged in. The Login page is accessible by adding the word "user" (separated by a single slash symbol) to the end of your domain name.

http://www.yourlibrary.lib.wa.us/user

Here is an example of how the website, with a custom banner and color theme (style) applied, will look to the content editor when logged in. The initial rather monochrome set has been replaced with more varied and vibrant background shading and foreground (text) coloring, contributing significantly to the branding of the site.

Once logged in as **editor**, you will be able to administer the site and directly edit content. Editable block content will have an edit link `edit` overlaying the block, whereas editable pages (generally the main content featured in the central section of a page) will show View & Edit `View` `Edit` tabs across the top just below the page title. [see circled examples left]

Site administration is available (if logged in) through the Administration menu found along the black bar across the top of every page. From left to right, the *Home* link (also displayed as a Drupal icon or an empty box) takes you back to the Front/Home Page (handy when in administrative sections of the site); the *Content* Menu gives you a variety of choices for creating new content or finding existing content through searchable, sortable and filterable node listings; the *Structure* Menu offers administrative access to your Horizontal and Vertical site navigation links, where you can add, delete, rename, reorder and move menu items around; the *Configuration* Menu allows you to redirect page links/URLs (discussed later in greater detail). Account and *Log out* links are available along the far right side of the Administration menu.

Logging in & Editable Content – *p3*

Change the displayed heading of the Hours block by changing the value given in the edit form's TITLE field.

edit

Hours of Operation

Holiday Closures

To make changes to your listed Hours of Operation (initially located within the Header) **click on its *edit* link** overlay. Clicking an edit link or tab takes you to that node's Edit page where you can modify its content and/or publication status.

Home   Content   Structure   Configuration   0 / 1   editor   Log out

HOME   HOURS OF OPERATION   EDIT

The only absolutely required fields are identified with an asterisk [*].

Edit Hours Open Hours of Operation

NODE CONTENT TYPE   NODE TITLE

View   Edit

TITLE *

Hours of Operation

List the hours the library is open on Mondays.

MONDAY HOURS

1:00 PM – 5:00 PM

If multiple days share Monday hours and you want to list them together, do so here. Use abbreviations if the line becomes too long. Anything you enter here, for example: "Monday & Wednesday" or "Mon. & Wed." will replace the default label of "Monday".

CUSTOM LABEL FOR MONDAY HOURS

Note that the Heading of an Edit page shows its Content type preceded by the word "Edit", both in italics, and is followed by the Title of the content, which is not in italics. The node in this example, is titled "Hours of Operation" and is of the Content type: "Hours Open".

List the days the library is closed.

CLOSED

Fridays, Saturdays, Sundays

CUSTOM

This is a truncated screenshot. On the actual edit screen you will see fields for each day of the week, Monday through Sunday and not just MONDAY as is seen here.)

Check this box if you want to include a link to the holiday closures page.

HOLIDAY CLOSURES

☑ Show link to Holiday Closures

TYPE

Regular

You can place any node into the equivalent of a draft state, where it exists, but is not currently displayed, simply by unchecking its Published box (located in the Publishing options section of the node settings at the bottom of the Edit page). Nodes are set to publish automatically by default upon their creation (to create new content click the Add content link). Unchecking the Published button allows you to remove it from public view, but still retain it for later use, without having to delete it. Logged in as editor, you will still be able to View an unpublished page, however, it will be identified as such with an UNPUBLISHED watermark.

Publishing options
Published

☑ Published

√ Save   × Delete

√ Save   × Delete

In the fields provided within the Edit page, add or modify your hours by typing in exactly how you want the time displayed. Do this for each applicable day. For example, in the first field for MONDAY HOURS   1:00 PM - 5:00 PM

The contents of each field will appear on separate lines. There are two fields for each day of the week, in case, for example, your open hours are interrupted by a lunch closure and you want the two discontinuous time periods to appear on separate lines. Otherwise, you can always type within a single field/line something like: 1-5pm, 7-9pm

If you wish to change the display label for the hours of any Day of the Week, you can do so in the appropriate CUSTOM LABEL FOR XXX HOURS field (visible only if there are actual hours listed in the preceding related field). For instance, typing "Mon. & Tues." in the CUSTOM LABEL FOR MONDAY HOURS field will replace the "Monday" label with that of "Mon. & Tues."

Optionally, list the days you are not open in the CLOSED field, for example:
Fridays, Saturdays, Sundays

Use the CUSTOM field to add additional text. The information entered will follow below the Hours Open and Days Closed (if any) listings.

Keep the HOLIDAY CLOSURES box checked if you want to display a link to the page listing all the Holiday Closures for the library. Note: the Holiday Closures page will need to be edited separately. **Click the Save button**. See Sample Screen One, page 10, for an example.

Edit the Hours of Operation – *p4*

Contact Us

edit

The previous page provided instructions for editing a node of the Content type: "Hours Open". Different content types serve different purposes and have different sets of form fields and node options available within their edit pages. In order to edit the Contact Us page, first go to the page itself, achieved by clicking the *Contact Us* link available by default on the Main (horizontal) menu. If no content has been added to this page yet, the only element visible in the central content region will be an *edit* link overlay. **Clicking the *edit* link** takes us to the Contact Us Edit page.

Notice that the Contact Us page is of the Content type: "Contact Info" and has a different set of fields from that of the Hours of Operation block. Another difference is the ability to add, in the case of "Contact Info", additional rows of information to a category simply by **clicking the *Add another line*** button. This feature allows you to list as many phone numbers, email addresses, staff members, address lines, etc. as you need, with each separate listing appearing on a different line under that particular category heading. To help differentiate grouped lines from one other, you can apply formatted labels (left aligned and underlined) to phone, email and staff fields by using the "=" (equal sign) to pair a label with its associated data. For example: [Director=Lillian Heytvelt]. When finished, **click the Save button**. See Sample Screen One, page 10, for an example.

Since the URL strings that need to be submitted in the map fields can be somewhat cryptic, the map page URL and map image URL fields will be pre-filled for you, based on your physical location. The Google Maps service will be used to generate your location map. Also, there are some customizations, which you may not be aware of, that are available to the map image itself, including the zoom level (0 showing the entire world, up to potentially 21, where buildings are visible), map type (e.g. roadmap, satellite, hybrid or terrain); and for the location marker: color (black, brown, green, purple, yellow, blue, gray, orange, red, white, etc.), size (tiny, small, mid, normal) and placement. These options are set by including them as variables within the MAP IMAGE URL string.

Edit the Contact Page – *p5*

Edit Contact Info Contact Us
NODE CONTENT TYPE   NODE TITLE

TITLE *
Contact Us

PHONE
(509) 843-3710
✓ Add another line

List the contact phone number for the library. Place each line of information on a separate field. If you would like to include a label to help identify the type of phone service, separate the label from the phone number with an equal sign. For example: Fax = (000) 000-0000.

EMAIL
dashbylib@pomeroy.lib.wa.us
✓ Add another line

List the email address for the library. Place each line of information on a separate field. If you would like to include a label (not to be confused with the link text) to help identify the email contact, separate the label from the email address with an equal sign. For example: Director = director@library.org.

MAILING ADDRESS
P.O. Box 670
✓ Add another line

List the mailing address for the library. Place each line of information on a separate field.

Move the cursor over a form field to see any available useful tips.

PHYSICAL ADDRESS
856 Arlington Street
Pomeroy, WA 99347
✓ Add another line

List the address for the library. Place each line of information on a separate field.

STAFF
Director: Lillian Heytvelt
Director=Lillian Heytvelt
✓ Add another line

List the staff for the library. Place each line of information on a separate field. If you would like to include a label to help identify the staff position, separate the label from the staff member's name with an equal sign. For example: Librarian = Ms. Librarian.
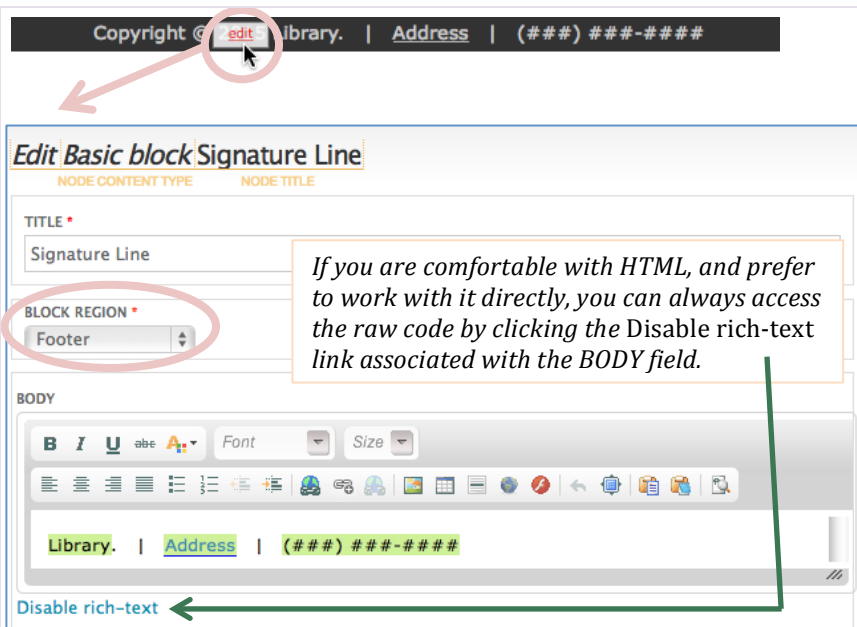
Label individual lines of phone, email or staff contact information by using the equal sign ("=") to identify the text on the left as the label for the text on the right of the equal sign.

Map

MAP PAGE URL
http://maps.google.com/maps?q=Denny+Ashby+Library+(856+Arlington+Street,

MAP IMAGE
http://maps.google.com/maps/api/staticmap?center=46.470705,-117.599974&

Edit Basic block Signature Line
NODE CONTENT TYPE   NODE TITLE

TITLE *

Signature Line

If you are comfortable with HTML, and prefer to work with it directly, you can always access the raw code by clicking the Disable rich-text link associated with the BODY field.

BLOCK REGION *

Footer

BODY

Library. | Address | (###) ###-####

Disable rich-text

Make changes to the Signature Line (located in the Footer region, it contains the copyright notice) by **clicking its *edit* link** overlay. The Signature Line is of the Content type: "Basic block", and introduces us to the BODY field which incorporates powerful WYSIWYG (What You See Is What You Get) editing capabilities. This means that similar to a word processor, you have access to a variety of formatting tools that allow you to create and display content in this field in a way that will be visually reproduced on the webpage (without having to know HTML coding).

Inside the BODY field, add your Library name, Address and (###) ###-#### phone number. The default entries and format are simply place holders, display your information however you prefer. Because the Signature Line was designed to be a single line of content, new paragraphs are ignored (Note: this only applies to Signature Line content). If you wish to force additional text onto separate lines, **type the Shift + Enter/Return keys together at the same time to force a line break**. Don't forget to **Click the Save button**. See Sample Screen One, page 10, for an example.

For added functionality, a link will be created for you here between a given *Address* and its location map (opening in a new window). Later, in more advanced exercises, the steps involved in creating links will be demonstrated, and a review given of the variety of linking options available, e.g. external, internal, email, image, file, open in new window, etc.
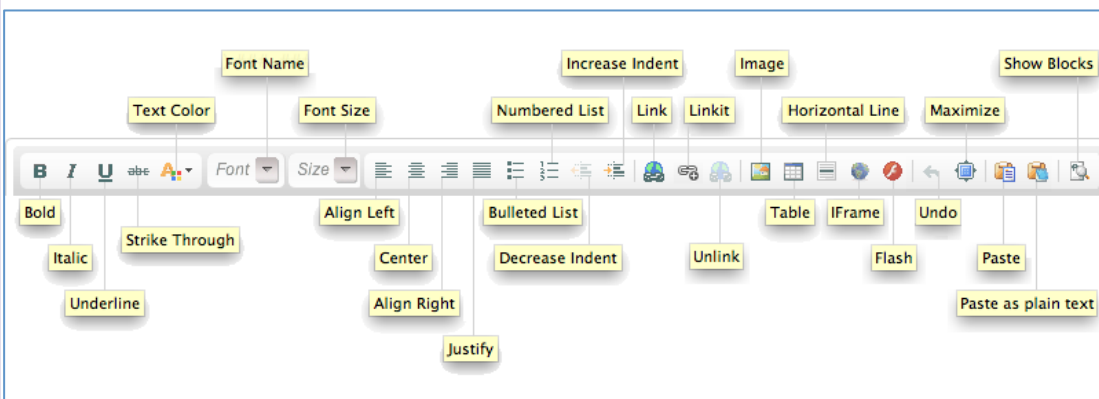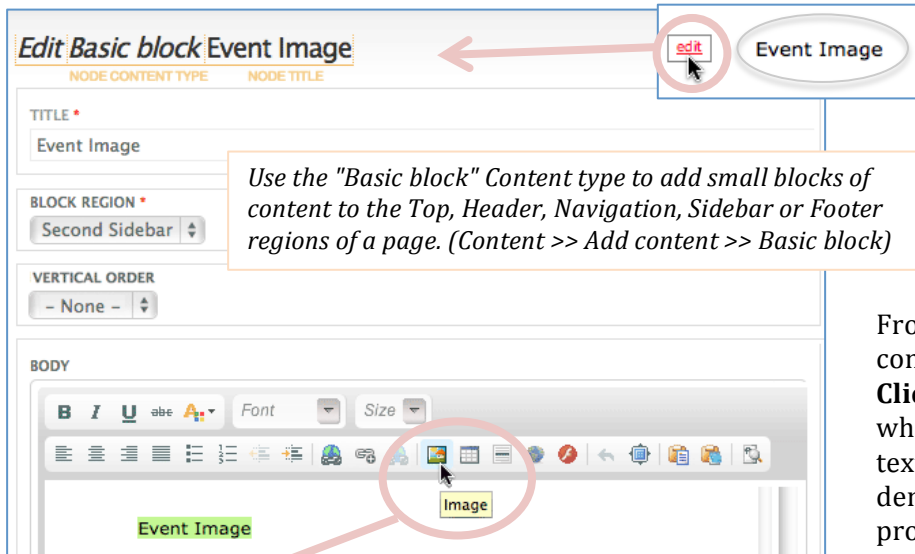
This example doesn't utilize much of the WYSIWYG editor's full functionality, so here's a closer look at what is available in the toolbar:

Font styles and effects: Bold, Italic, Underline & Strike Through
Text colors: a selection of over 230 web safe colors
Font Name: Arial, Comic Sans MS, Courier New, Georgia, Lucida Sans Unicode, Tahoma, Times New Roman, Trebuchet MS, Verdana (Browser Safe Fonts common to all versions of Windows and Mac computers)
Font sizes: 17 options to choose from between 8px-72px in size
Paragraph Alignment: Left, Center, Right & Justify
Lists: Bulleted & Numbered Lists
Paragraph Indentation: Outdent and Indent (decreasing and increasing)
Insert: Link (including external URLs and email addresses), Linkit (for easier internal linking) Unlink, Image, Table, Horizontal Line, iFrame embedded video, Flash video
Edit: Undo
Display: Maximize the WYSIWYG editor window
Paste: Paste (with formatting), Paste as plain text (without formatting)
Show Blocks: divisions of content are framed to better visualize them (akin to the Show/Hide ¶ paragraph marks feature in Microsoft Word)
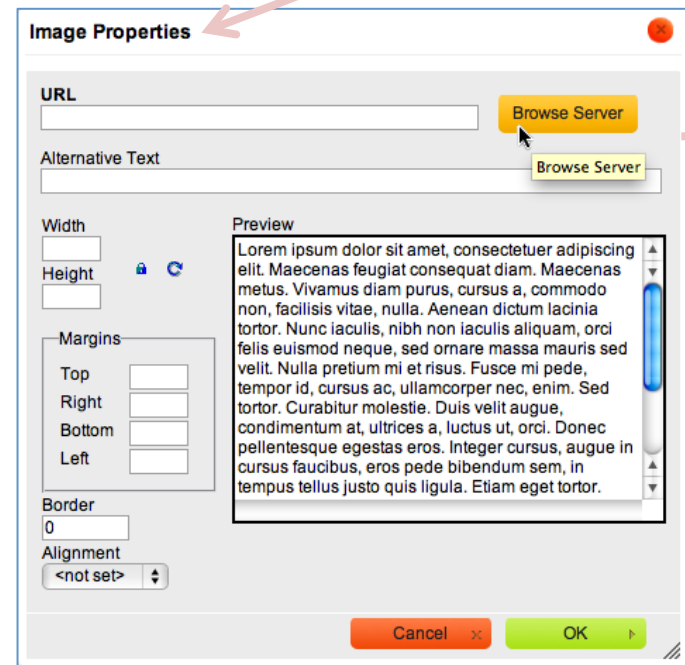
Font Name   Increase Indent   Image   Show Blocks
Text Color   Font Size   Numbered List   Link   Linkit   Horizontal Line   Maximize
Bold   Align Left   Bulleted List   Table   IFrame   Undo
Italic   Strike Through   Center   Decrease Indent   Unlink   Flash   Paste
Underline   Align Right   Paste as plain text
Justify

Edit the Footer's Signature Line – *p6*
(& the WYSIWYG Toolbar up Close)

Edit Basic block Event Image
NODE CONTENT TYPE   NODE TITLE
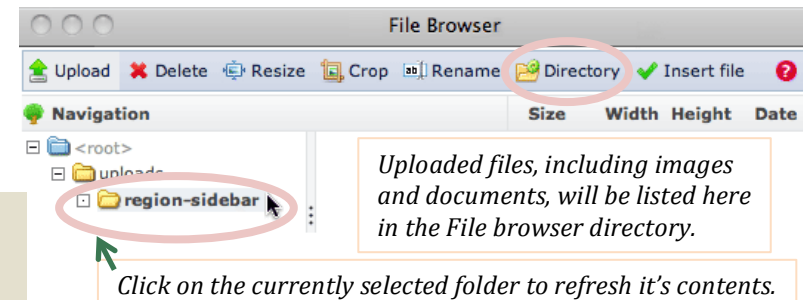
TITLE *
Event Image

> *Use the "Basic block" Content type to add small blocks of content to the Top, Header, Navigation, Sidebar or Footer regions of a page. (Content >> Add content >> Basic block)*

BLOCK REGION *
Second Sidebar

VERTICAL ORDER
– None –

BODY

B *I* U abc A·   Font   Size

Image

Event Image

Image Properties   ✕

URL
[   ]   Browse Server

Alternative Text
[   ]   Browse Server

Width [ ]   Preview
Height [ ]   Lorem ipsum dolor sit amet, consectetuer adipiscing
                  elit. Maecenas feugiat consequat diam. Maecenas
Margins   metus. Vivamus diam purus, cursus a, commodo
 Top [ ]   non, facilisis vitae, nulla. Aenean dictum lacinia
 Right [ ]   tortor. Nunc iaculis, nibh non iaculis aliquam, orci
 Bottom [ ]   felis euismod neque, sed ornare massa mauris sed
 Left [ ]   velit. Nulla pretium el mi risus. Fusce mi pede,
                  tempor id, cursus ac, ullamcorper nec, enim. Sed
Border   tortor. Curabitur molestie. Duis velit augue,
[0]   condimentum at, ultrices a, luctus ut, orci. Donec
Alignment   pellentesque egestas eros. Integer cursus, augue in
<not set>   cursus faucibus, eros pede bibendum sem, in
                  tempus tellus justo quis ligula. Etiam eget tortor.

          Cancel ✕   OK ▶

edit   Event Image

Practice inserting an image using the sample Event Image block initially located below the Mini Calendar along the Right (aka Second) Sidebar (Left being the First Sidebar). Alternatively, if no Event Image block exists, for practice, create a new Basic block by selecting the *Content >> Add content >> Basic block* option from off the Administrative Menu. (More on Content creation later.) If necessary, click the Basic block's *edit* link to view its Edit page. Change a Basic block's persistent location via its BLOCK REGION setting (note that a red asterisk in the label indicates that a value is required for the given field).

BLOCK REGION *
Second Sidebar

From the Edit page, add or edit content in the BODY field's WYSIWYG editor. Delete existing content by using either the backspace or delete key on your keyboard. To insert an image, **Click the *Image* button 🖼 on the toolbar**. This opens the Image Properties window where the selected image is idenfitifed (by its location in the URL field) and its alternative text, dimensions, margins, borders, and alignment are assigned. The Preview box demonstrates how potential text would wrap around the image based on the current property settings. If the image is already available online [see Appendix E, Locating the URL/Address of Web Images], enter its known address in the URL field, otherwise upload an existing image from your computer by **clicking the *Browse Server*** button to open the File browser window. The File browser displays the contents of your website's file directory (and subdirectories), which are the files uploaded to your own corner of the internet and available for use on your website, in contrast to those files located only on your computer, i.e. not shared on the web, and therefore, only available locally on that computer. **Click the OK button** to finish inserting an image either at the beginning of the BODY field or wherever the cursor is currently located.

The process of uploading your computer files to your online folder/directory is not unlike attaching a file to an email message, and so, hopefully, feels familiar. Select the directory or subdirectory where you want the file to be stored. The currently selected folder is identified in bold and its files listed along the right partition of the window. Once you upload a file you won't be able to move or copy it to another directory using the File browser, so it is important to know where you want the image to be stored before you click the Upload button. Organizing your files within folders will make them easier to find and work with later. In this example, the pre-existing **region-sidebar** folder was selected. Otherwise, click the *Directory* button to create a new folder.
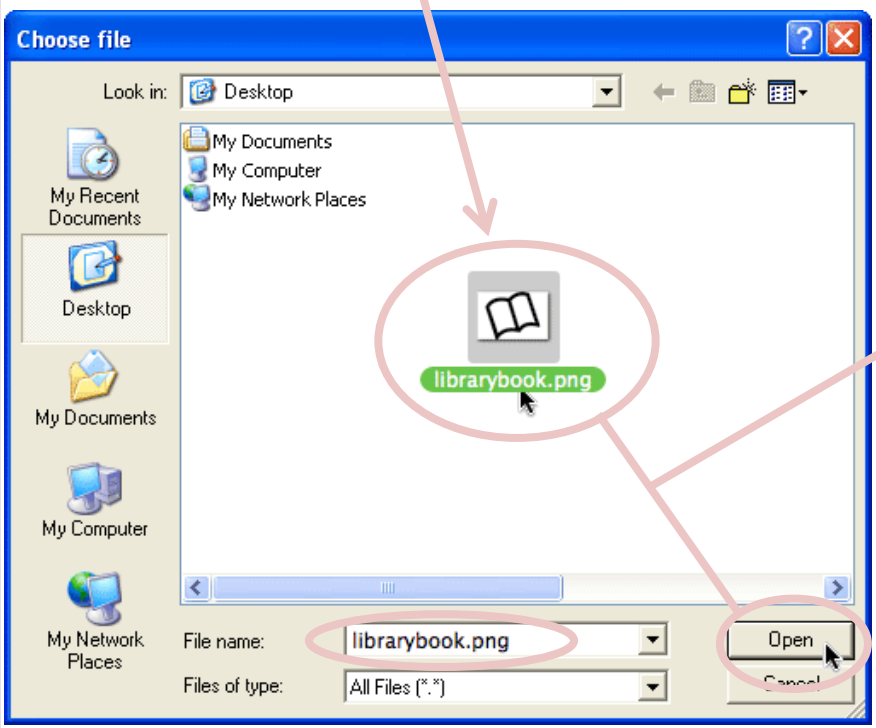
File Browser

⬆ Upload   ✖ Delete   ⬚ Resize   🗎 Crop   Rename   📁 Directory   ✔ Insert file   ❓

🌳 Navigation   Size   Width   Height   Date

☐ 📁 <root>
  ☐ 📁 uploads
    📁 **region-sidebar**

> *Uploaded files, including images and documents, will be listed here in the File browser directory.*

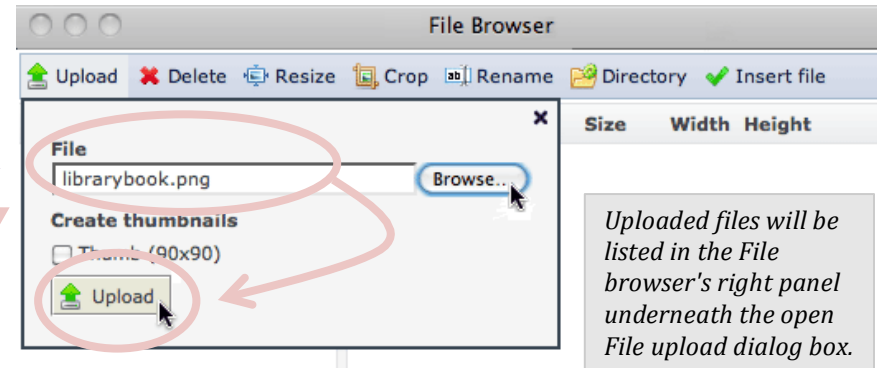> *Click on the currently selected folder to refresh it's contents.*

Sample Basic Block Image – *p7*
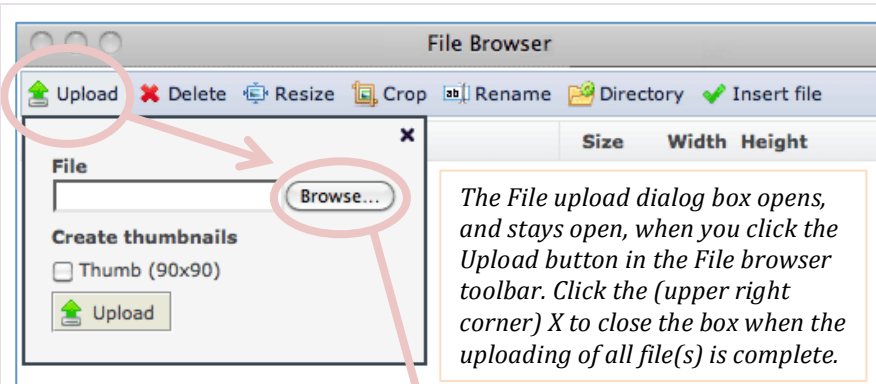
In this example, the File browser was accessed by **clicking the Browse Server button** within the Image Properties window (see the previous page). From the File browser window, upload a new file for use on your website, by **Clicking the *Upload* button** and, in the Upload File dialog box that opens, **Clicking the Browse... (or sometimes Choose...) button** to search for, locate and identify the file on your computer that you wish to add to your online file folder/directory (thereby making it available for use across your website).

Clicking the Upload File dialog box's *Browse*, or equivalent, button opens your web browser's Select (aka Choose) file window where you can navigate across your computer's file system to find the image you wish to upload. From within this window either **double click the selected file or select it and click the *Open* (or equivalent) button**. The selected file's name will now appear back in the File field of the Upload File dialog box.

Uploaded files will be listed in the File browser's right panel underneath the open File upload dialog box.

Click the *Upload* button below the File field to complete the process of adding a copy of the selected image to your online file folder/directory, where it is now available for insertion into the Event Image block or, if you wish, for later use with other nodes. In this example, the png image file titled "librarybook" was uploaded.

The uploaded image file should now appear in the File browser. The File upload dialog box does not close automatically so in order to see the listing for the newly uploaded file, you may have to click the X in the upper right corner to close the dialog box and return to the full unobstructed view of the File browser. While within the File browser you can continue to upload additional files to your online folder as needed.
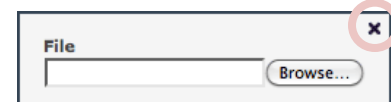
You can also access the File browser directly and independent of a file insert by going to your user account page (by clicking the editor link along the right side of the Administration Menu) and selecting the File browser *tab.*

The File upload dialog box opens, and stays open, when you click the Upload button in the File browser toolbar. Click the (upper right corner) X to close the box when the uploading of all file(s) is complete.

Adding Images to the File Browser – *p8*

List of uploaded files.

File URL path of the selected file.

The status bar displays the count and total size of files in the selected File browser folder.

Preview of the selected image.

File URL path: /sites/demo.test/files/uploads/region-sidebar/librarybook.png

1 files using 4.92 KB of 2 MB

Select the desired image from the File browser list (the selected item row will be highlighted and an image preview provided in the window's bottom partition). Click the *Insert file* button on the toolbar, or double click the file, to send the selection back to the Image Properties window of the Edit page, our starting point. It is best practice to include Alternative Text, this enables screen readers to give a description in lieu of the image, and for text to display in case the image fails to load for whatever reason. Image dimensions are automatically calculated, but the Width and Height values can be adjusted in order to alter the display size of the image. Clicking the lock icon will alternately lock 🔒 and unlock 🔓 the image's dimension ratio. A locked icon indicates that the width and height ratio of the image will be maintained when resizing one or the other image dimension. Clicking the circular arrow icon will reset the Height and Width back to their original values.
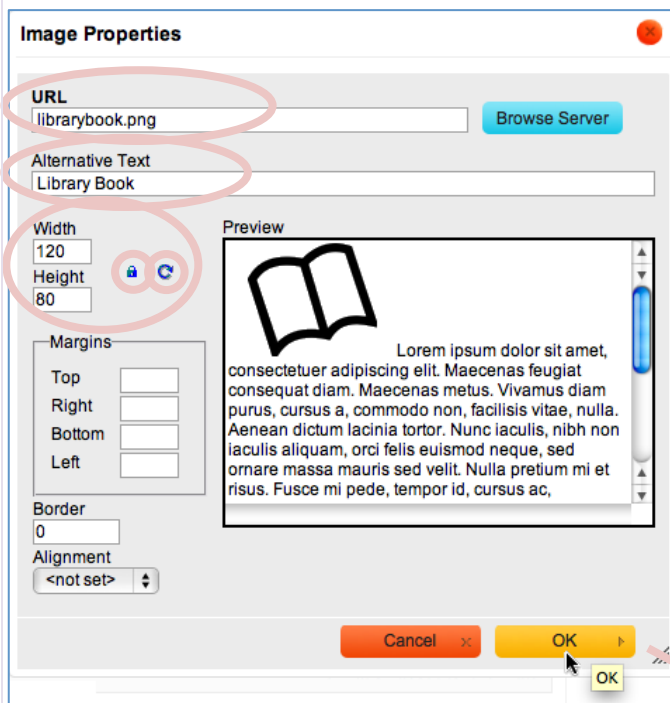
Click *OK* to return to the given node's Edit page where the image is now displayed within the BODY field.

To include text adjacent to the image, make sure the node's BODY field has the focus of the keyboard (click the cursor anywhere within the field to do so) and type, for example, "Summer Reading Program", select the text and click *Bold* from the WYSIWYG editor's toolbar to style it. If there is not enough room for both the image and text to be on the same line (given the width restrictions of the sidebar), try moving the text to a new paragraph by placing the cursor at the start of the text and pressing the Enter/Return key. Click the *Show Blocks* button in the toolbar to see how the content has been structured. Line breaks are alternatives to paragraphs without that extra (vertical) line spacing that exists between paragraphs. Move the cursor back to the front of the text, if it isn't already there, and type either the Backspace or Delete key. This moves the text back into the same line as the image. Next, with the cursor still at the beginning of the text, **press both the Shift & Enter/Return keys together at the same time to insert a line break**. The text is now on a new line, but still in the same paragraph as the image. In order to narrow the text to almost the same width as the image, select the text and assign the 10(px) option from the *Size* list in the toolbar. **Click Save.** See Sample Screen One, page 10, for an example.

Inserting Images – *p9*

Choosing to Show Blocks enables the highlighting of layout structure. The image in this example is shown to be in one paragraph (signified by the smaller superscripted grayed letter "P"), and the text in another.

Keep the image and text together within a single paragraph, by pressing the Shift and Enter/Return keys at the same time to insert a line break instead of a new paragraph.
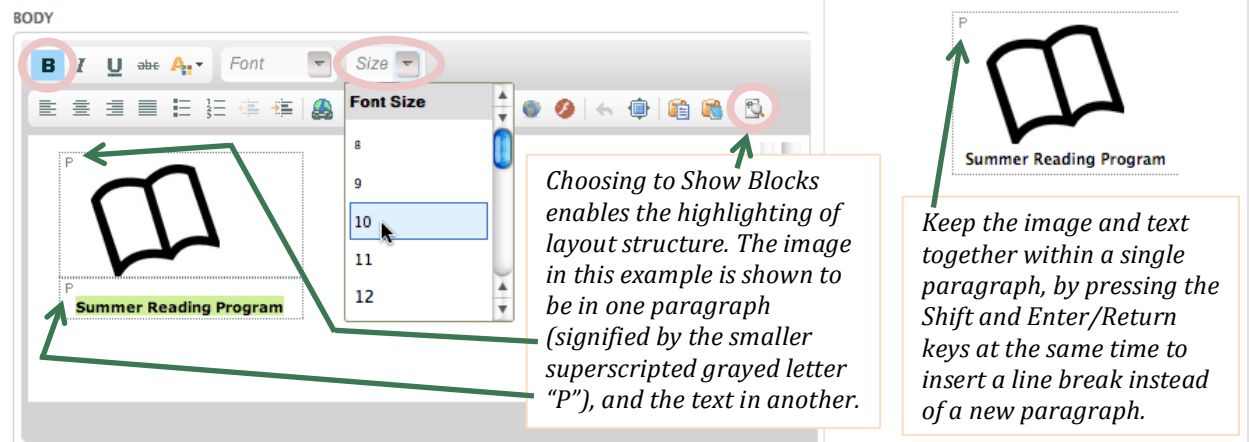
Denny Ashby Library

Hours of Operation
Monday	1:00 PM - 5:00 PM
Tuesday	9:00 AM - 1:00 PM
Wednesday	12:00 PM - 6:30 PM
Thursday	1:00 PM - 7:30 PM

Closed: Fridays, Saturdays, Sundays

Holiday Closures

facebook | Home | Catalog | New Materials | Contact Us | Site Map

Search the library | website | Go!

Web Resources
Holiday Closures
Mission Statement

Garfield County Heritage
Explore the collection >>
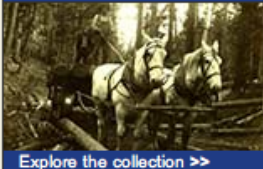
Downloadable eBOOKS & AUDIOBOOKS
Available anytime, anywhere.

from Recorded Books
OneClickdigital
A new selection of Downloadable audiobooks is now available
Titles play on

Contact Us

Phone:
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Email:
dashbylib@pomeroy.lib.wa.us

Mail:
P.O. Box 670

Address:
856 Arlington Street
Pomeroy, WA 99347

Staff:
Director: Lillian Heytvelt
Director | Lillian Heytvelt

Event Calendar

« **April** »

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Denny Ashby Library

Map data ©2012 Google

View Larger Map

Summer Reading Program

Clicking on the map, the View Larger Map link or the Address link will open an external page where more options, such as google directions, will be available.

This demonstrates the results of filling out the STAFF field two different ways. The first illustrates the exactly duplicative display of the form field value of "Director: Lillian Heytvelt", whereas the second shows the assignment of "Director" as the label for "Lillian Heytvelt" with it's format of left alignment for the label and subtle underlining of the row, generated when using the equal sign within the form field like so: "Director=Lillian Heytvelt."

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SOS
Office of the Secretary of State
Washington State Library

Here is a sample screenshot as it would appear to visiting online patrons (no user is logged in, therefore, neither the Administrative Menu nor any edit links or edit tabs are visible, pg. 3). The following elements were added during the previous exercises:

WSL customized elements:
- Color Theme (pgs. 1-2)
- Website banner (pg. 2)
- Rural Heritage Badge (clickable slideshow with a set of rotating photos from the collection)

Existing nodes with library contributed content:
- Hours of Operation block (pg. 4)
- Contact Us page (pg. 5) [map data input by WSL]
- Footer block (pg. 6) [map link input by WSL]
- Basic block Image (pgs. 7-9)

Sample Screen One – *p10*

Steps involved with inserting an image using the WYSIWYG editor (available only to those node's that contain a BODY/DESCRIPTION field).

1) Go to the Edit page of the node in question, for example: by either clicking the *edit* link or *Edit* tab of an existing piece of content, or, when adding new content, the corresponding Create page.

2) If applicable, delete any unwanted existing content in the BODY field of the Edit page

3) Select the *Image* button in the WYSIWYG editor's toolbar

4.1) If the image is available online, copy it's URL/address [see Appendix E, Locating the URL/Address of Web Images] and (in the Image Properties dialog box) Paste the web address into the URL field, continue to step 5.
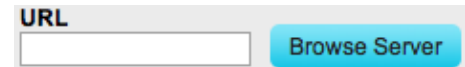
4.2) If the image is available locally on your computer, Click the *Browse Server* button to open the File browser window,

    a. If the desired image already exists within the directory, double click it or select it and click the *Insert file* button (on the toolbar),
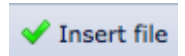
    b. Otherwise, if the desired image doesn't exist in the directory yet, upload the image from your computer, using the following steps:

        i. Select which folder in the File browser window you want to store the uploaded file in

        ii. Click the *Upload* button from the toolbar

        iii. Click the *Browse* (or equivalent, such as *Choose File*) button in the Upload File dialog box
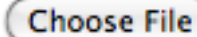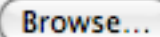
        iv. Navigate to the desired image file within the file select window, double click it or select it and click the *Open* (or equivalent) button
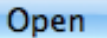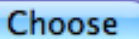
        v. Back in the File upload dialog box, click the *Upload* button (close the dialog box when you are finished)
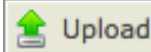
        vi. From within the File browser directory, double click the desired image listing or select it and click the *Insert file* button
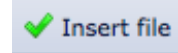
5) Make any other desired changes to Image Properties within the dialog box and click *OK* (don't forget to add Alternative Text)

6) Click the **Save button** on the Edit page
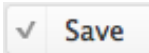
It might be helpful to turn on Show Blocks (Click the button in the Toolbar).
This is an option similar to that of the Show Paragraph/Show all non printing characters feature in Word, in that it shows how the content is structured/organized within the page by identifying individual paragraphs and other hard to see elements that you might then wish to remove or rearrange.

Maximum width restrictions for **sidebar** content is **155px**, and for central **content** either **515px** for standard 3-column layouts or **700px** for 2-column layouts),
Keep this in mind when using images. If you insert an image that is too big for its location, overlapping might occur (see lower left example on page 21). It is preferable if the images are already at their correct size, but there are ways to change the dimensions of an image after it has been uploaded to the file directory. (1) as mentioned earlier, change the Width and Height values in the Image Properties dialog box. This does not actually change the size of the original image, it only affects its display on the page, (2) use the Resize button available within the File browser itself. This feature allows for the actual resizing of any image located within the online file directory by either (a) creating a new copy of it or (b) modifying the original (within the online file directory, not the computer desktop).
This functionality
is an advanced topic.

Quick Steps to Adding an Image – *p11*

The Content List administrative page, available under the *Content* menu of the Administration menu (located along the black bar stretched across the top of every page when logged in), is an essential tool for managing your website. From here you'll see an inventory of all your content nodes, including the previously added content from earlier exercises. You can filter the list by Title, node content Type, whether it is Published or not, Promoted to the front page or not, and if so, whether it has been directed to the top of the front page's Content region (Sticky) or not, and also by the User (e.g. editor or elindberg) who created the node in the first place. Similarly, sorting is available by Title, Nid (Node ID), node content Type, Published status and User (node author). The Node ID (labeled "Nid" within the list) is an automatically generated sequentially ordered unique identifying number, the lower the number the earlier the node was created. Use this field to sort the nodes by either most recently created or oldest existing content.

Through the use of the Operations drop down menu off the Content List administrative page, it is also possible to perform a variety of bulk operations (actions such as publish, unpublish and delete applied to more than one node at a time). Check the box of each node you want to apply the action to, choose an operation from the drop down menu, and then click the Execute button. Management of nodes occur, otherwise, mostly on an individual basis.

Use Content Lists to view your entire inventory and/or find a particular item. Enter the Title search term(s), or from the drop down menus: select node Type; and/or Published, Promoted and Sticky status to filter results. You can also filter by the user who first created the node.

Click on Title, Nid, Type, Published (status) or User (author) headings to sort listings. Clicking on a heading toggles the sort between ascending and descending

Content List

Title contains	Type	Published	Promoted	Sticky	User	
	– Any –	– Any –	– Any –	– Any –		Apply

Operations

– Choose an operation – | Execute

	Title	Nid	Type	Published	User	Edit
☐	Hours of Operation	2	Hours Open	Yes	editor	edit
☐	Editable Front Page	4	Basic page	Yes	editor	edit
☐	Contact Us	5	Contact Info	Yes	editor	edit
☐	Site Map	31	Panel	Yes	elindberg	edit
☐	Holiday Closures	6493	Basic page	Yes	editor	edit
☐	Signature Line	12001	Basic block	Yes	editor	edit
—	Event Image	12002	Basic block	Yes	editor	edit
☐	Custom Site Map Content	12005	Basic page	Yes	editor	edit
☐	Event Key	12007	Basic page	Yes	elindberg	edit
☐	Slideshow Rural Heritage Badge	12010	Resource Badge	Yes	elindberg	edit
☐	Hard Times Badge	12011	Resource Badge	Yes	elindberg	edit
☐	AskWA Badge	12012	Resource Badge	Yes	elindberg	edit
☐	WA Anytime Library Badge	12013	Resource Badge	Yes	elindberg	edit
☐	Web Resources	8	Basic page	Yes	editor	edit
☐	Mission Statement	3	Basic page	Yes	editor	edit

✓ – Choose an operation –
Change the author of content
Delete item
Make content sticky
Make content unsticky
Promote content to front page
Publish content
Remove content from front page
Unpublish content

Use node View and Edit tabs for toggling between node View and Edit pages.

Mission Statement

View Edit

Your Mission Statement Here

Mission | website | Go!

Searching for specific content by entering keywords in the website search box, initially located in the navigation bar, is another option available for finding "missing" nodes.

Within the Content List administrative page, clicking on a node *Title* will take you to that node's View page where you can navigate to its Edit page by selecting the *Edit* tab. The View and Edit tabs allow you to toggle between the (public) display of the page and the (administrative) editing of the page. Otherwise, go directly to the Edit page itself by clicking the *edit* link on the far right hand column of the Content List. From a node's Edit page you can toggle to its View page by clicking the *View* tab. Note: if you go to a node's Edit page from an edit link off the Content List page, saving the node brings you back to the Content List rather than the node's View page.

Content
Add content
New Items Bulk Import
New Items (only) List
Content List

Managing Site Content with the Content List *– p12*

The "Contact Info", "Hours Open", and "Basic block" Content types are specialized and serve very specific and, therefore, somewhat limited functions. The "Contact Info" type is used only for the Contact Us page; the "Hours Open" type is used only for the Hours of Operation display; and the "Basic block" type is used only for adding extra content along the margins of the website (i.e. the Top, Header, Navigation, First (Left) Sidebar, Second (Right) Sidebar and Footer areas). [See Appendix D for a visual guide to regions.] To set where "Basic block" content will appear within the website, select a placement option for it from off the dropdown menu of the required BLOCK REGION field (available from off its Edit page). An example of an existing Basic block is the Signature Line located within the site's Footer region (see page 6). Whereas, basic page Content type nodes, on the other hand, are used more generally for creating standard, center of the page or main page, web content.

Use Basic blocks to add persistent content around the perimeter regions of a page.

BLOCK REGION *

✓ – Select a value –
Top
Header
Navigation
First Sidebar
Second Sidebar
Footer
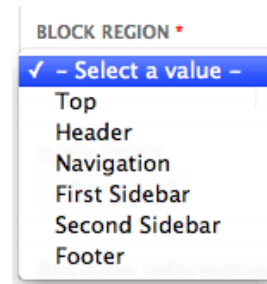
Identify the region this block is located in.

An unusual example of a "Basic page" is the pre-created Mission Statement which optionally exists as both (1) a separate page and (2) a small block repurposed to appear only in the Highlighted region of the front page. The block content in this particular case is sourced from the Basic page node, meaning that changes only need to be made in the one place (the page) for it to be propagated across both elements (the page and the block). See Sample Screens Two & Three, page 17, for an example.

The Mission Statement block doesn't have an associated edit link, but is still accessible and editable, as are most content nodes, from off either the Content or Content List administrative pages. Go to the Administration menu's *Content* or *Content >> Content List* links. The *Content* and *Content List* pages are identical, with the exception of the *+ Add content* button, appearing on the *Content*, but not the *Content List* page.

+ Add content

To find a specific node more quickly you can apply various filters to the Content List. In this example, the list has been filtered to show only "Basic Page" Content types containing the word "Mission" in its Title. **Click the Apply button**. Note: that the Mission Statement page would still have been part of the filtered results set had "Statement" or even the partial word "Stat" been used, alternatively, as the title search term.

Content List

Title contains	Type	Published	Promoted	Sticky	User	
Mission	Basic page	– Any –	– Any –	– Any –		Apply

Operations

| – Choose an operation – | Execute |

	Title	Nid	Type	Published	User	Edit
☐	Mission Statement	3	Basic page	Yes	editor	edit
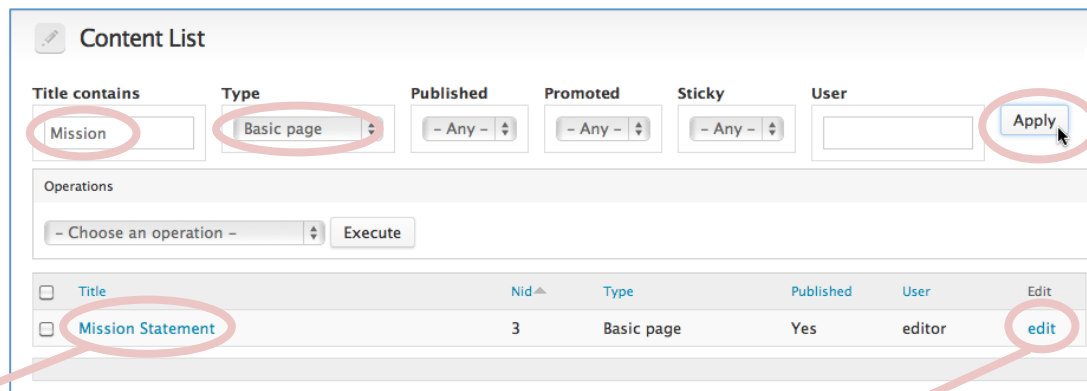
From the Content List go to the Mission Statement Edit page either by (1) clicking on its *Title* to go to its View page and from there selecting the *Edit* tab or (2) clicking on the *edit* link associated with the Mission Statement (available along the far right hand side of the listing) and going directly to its Edit page. Once in the Mission Statement Edit page, delete any placeholder or unwanted text, in this example: "Your Mission Statement Here", and replace it with the library's actual mission statement. Insert any other desired content, such as images, and format it according to your preferences.

Mission Statement

View Edit

Your Mission Statement Here

BODY

B I U abc A

Font   Size

Your Mission Statement Here
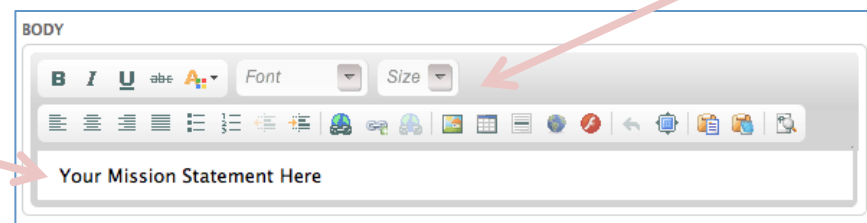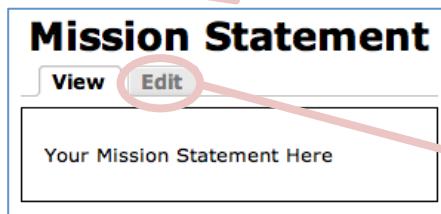
Edit the Mission Statement – *p13*

The mission of the Denny Ashby Library is to inspire lifelong learning, promote literacy, and strengthen community in Garfield County. **A**

The mission of the Denny Ashby Library is to inspire lifelong learning,

Image inserted at the end of a sentence. **B**

promote literacy, and strengthen community in Garfield County.

C *Image inserted at the beginning of a sentence.*

The mission of the Denny Ashby Library is to inspire lifelong learning, promote literacy, and strengthen community in Garfield County.

The mission of the Denny Ashby Library is to inspire lifelong learning,

D *Image inserted into the second line of the sentence.*

promote literacy, and strengthen community in Garfield County.

Image inserted into the first line of the sentence. **E**

The mission of the Denny Ashby Library is to inspire lifelong learning, promote literacy, and strengthen community in Garfield County.

The mission of the Denny Ashby Library is to inspire lifelong learning, promote literacy, and strengthen community in Garfield County.

F *Image wrapped left from either the end or the second line of the sentence.*

The mission of the Denny Ashby Library is to inspire lifelong learning, promote literacy, and strengthen community in Garfield County.

G *Image wrapped left from either the beginning or the first line of the sentence.*

[A] Enter your library's <u>Mission Statement</u> in the WYSIWYG editor BODY field of that node's Edit Page. Optionally add an image to make the page more visually appealing (see page 11 for a review of how to do so). Note that images are inline/text level elements (rather than paragraph block-level elements) and therefore, do not, by default, begin or create new lines of content, but rather enter into the existing flow of text. This also means that whichever line of text the image is located on will necessarily increase in height to match that of the inline image.

In order to have text wrap around an image, the Alignment attribute for the image needs to be set.

Alignment
<not set>

Paste
Image Properties
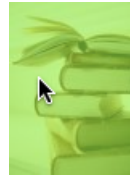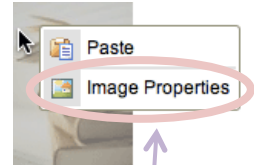
Set the text wrapping alignment for a given image from within its Image Properties dialog box. If not already open, do so by either (1) right-clicking the image and choosing Image Properties from the popup list or (2) selecting the image, it will become shaded, and then pressing the *Image* button on the toolbar.

Alignment
Left

Select "Left" from the Image Properties Alignment drop down menu. This floats the image to the left of the text, according to its original point of insertion. If the image was inserted at the beginning of the sentence, the image will float left starting from the first line of the sentence, with text wrapping from that line on down. This is usually the desired effect. If inserted at the the end of the sentence the image will float left only from the last line of the sentence down. If the image insertion point was somewhere in the middle of a sentence, text wrapping depends on the image's natural inline position, before any alignment and text wrapping have been assigned it. The inline images [B] and [D] (see left), because they naturally appear on the second line of the sentence, would, if given a Left Alignment, display like the floated image [F] (text wraps from second line on down), whereas the inline images [C] and [E] (see left), because they naturally appear on the first of line of the sentence would, if given a Left Alignment, display like the floated image [G] (text wraps from first line on down).

If text isn't fully wrapping around the image, simply grab the image and drag it to the beginning of where you want the text to begin wrapping from. While being dragged, the image becomes

The mission of the Denny Ashby Library is to inspire lifelong learning, promote literacy, and strengthen community in Garfield County.

F *Move the image to the beginning of the sentence to change the wrapping from how it appears around image [F] to how it appears around image [G].*

transparent allowing you to see the cursor beyond the image, indicating where the image will be inserted (helpful when guiding the image into place).

Text Wrapping an Image – *p14*

Alternative Text
Book Stack

Width
78
Height
107

Margins

Top
Right   10
Bottom
Left

Border
5

Alignment
Left

Inserted images can be formatted by adjusting the attribute values listed in its Image Properties dialog box.
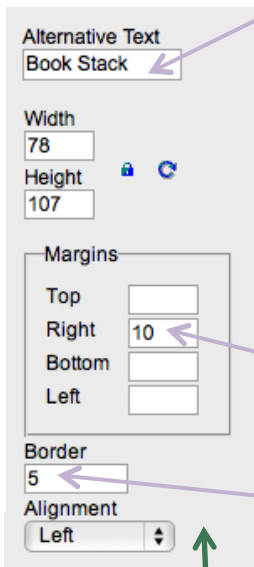
In order to make your site more accessible, always include Alternative Text, this enables screen readers to provide a description of the image and for text to display in place of the image if the image fails to load for whatever reason. Image dimensions are automatically calculated, but can be adjusted in order to alter the display size of the image. Clicking the lock icon will alternately lock 🔒 and unlock 🔓 the image's aspect ratio. A locked icon means that when resizing the image, by adjusting either its width or height value, the value of the other dimension with be automatically updated as necessary to maintain the existing image proportions and shape. Clicking the circular arrow icon ↻ will reset the Height and Width back to their original values.

Open the Image Properties window of the WYSIWYG editor (right-click the image or select the image and then click the *Image* button on the toolbar). 🖼

Enter "10" into the Right Margin field to add spacing that many pixels wide to the right side of the image. Entering numeric values into the other margin fields, which can be done independently of one another, will add spacing to those respective sides of the image. Enter "5" into the Border field to add a solid black line around the image that many pixels thick. [See Image H]

On the Mission Statement block, in order to have "lifelong learning" and "strengthen community" both be the start of new lines, but not the start of new paragraphs, move the cursor in front of the word "lifelong" and **press the Shift & the Enter/Return keys together at the same time**, rather than just the Enter/Return key), repeat for the word "strengthen". [See Image I]

With the entire sentence selected, using the buttons on the WYSIWYG toolbar, the paragraph was centered and the text given a font size of 14px. [See Image J]

Although you can set a border around the image in the Image Properties window, you cannot assign a color to the border from there. You can, however, do so back in the WYSIWYG editor.
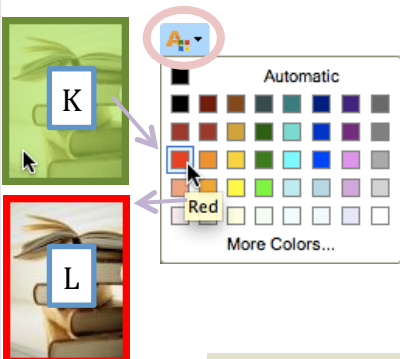
Select the image in question, it will become shaded [see Image K], then, using the Text Color button on the WYSIWYG toolbar, select a color for the image border. As long as the image has a border greater than zero, as given in the Image Properties window, a border will appear around the image in the selected color (black by default), or in the example of Image L, a red border.

Click the Save button. See Sample Screen Two, page 17, for an example.

H — The mission of the Denny Ashby Library is to inspire lifelong learning, promote literacy, and strengthen community in Garfield County.

Floated Image with margin and border attributes.

I — The mission of the Denny Ashby Library is to inspire lifelong learning, promote literacy, and strengthen community in Garfield County.

Floated Image with forced line breaks.

J — The mission of the Denny Ashby Library is to inspire lifelong learning, promote literacy, and strengthen community in Garfield County.

Wrapped Text selected, centered and increased to a font size of 14px.

M — Book Stack — The mission of the Denny Ashby Library is to inspire lifelong learning, promote literacy, and strengthen community in Garfield County.

Unloaded Image with Alternative Text "Book Stack" displayed instead. All previously set image attributes (width and height dimensions, margins and borders) are preserved.

In order to separate an image from surrounding text insert a paragraph (press the Enter/Return key) either before or after the image depending on where it is in relation to the text.

Automatic
Red
More Colors...

Image Properties & Text Formatting *– p15*
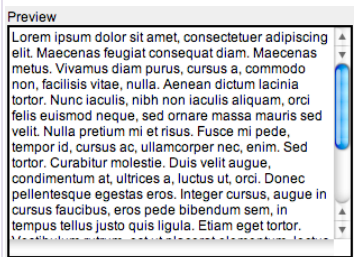
The Preview display will change according to the attributes assigned within the Image Properties window. Remember this is an image property preview. Do not expect to see any content or formatting you may have created in the WYSIWYG editor (Bold, Text Color, etc.) to be represented in this preview. Only those values you applied while in the Image Properties window (the image itself, its Width and Height, its Top, Right, Bottom, and Left Margin widths, its Border width, and its Alignment) will be reflected within the Image Properties Preview box.

If no image has been inserted yet, only sample filler text will be displayed in the Preview box.

URL

`/sites/pomeroy.test/files/uploads/general/book-stack.jpg`   Once an image has been identified in the URL field of the Image Properties window, a thumbnail of it will display along with sample text in the Preview box. The preview given is very basic and does not take in to account the image's insertion point. In other words, the preview will not reflect whether the image was inserted anywhere other than at the beginning of the sentence or paragraph.

If the image has had its Alignment set, the Preview box will show sample text wrapping around the image as applicable.

If the image Alignment is "Right", text will wrap on the left.
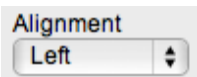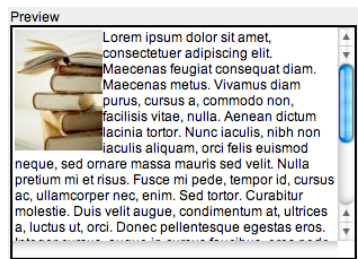
Refer to the WYSIWYG Image Properties Preview box to get an idea of how different image settings will effect the layout of the image.

Alignment
Left

Alignment
Right

If the image Alignment is "Left", text will wrap on the right.
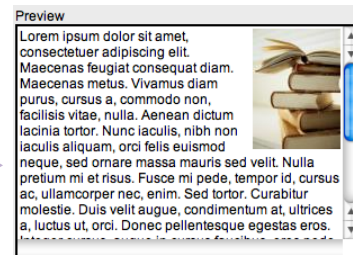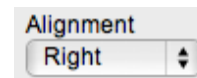
Margin and Border attributes assigned within the Image Properties window will be reflected in the Preview box. Note that any color assigned to the image border (available through use of the WYSIWYG editor's Text Color toolbar button) will not be reflected in the Image Properties Preview (because if was effected through the WYSIWYG editor toolbar, rather than through the Image Properties window). In this example the floated image has a 5px border (in the default color of black) and a right margin of 10px.
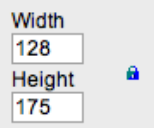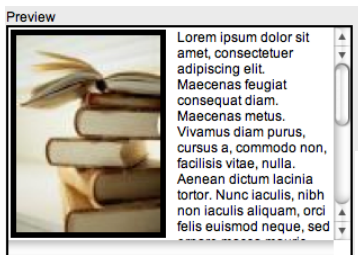
Width and Height attributes will also be reflected in the Preview box. The preview on the left represents an increase in the image size, from a Height in pixels of 107 to 175, with the aspect ratio locked (and the Width automatically adjusted to 128). The preview on the right represents an increase in the image size, from a Width of 78 to 175, with the aspect ratio unlocked (and the Height unchanged at 107, resulting in the image appearing stretched wide horizontally).

Width
128
Height
175

Width
175
Height
107

Image Properties Preview – *p16*

The Mission Statement page, with an inserted image aligned left with a red 5px border, line breaks inserted before "lifelong learning" and "strengthen community", and text centered with a font size of 14px.

The Mission Statement block (only appearing) in the Highlighted region of the Front/Home Page. No image is displayed, "lifelong" and "strengthen" start new lines, the text is centered, 14px in size and automatically bold.

Textual changes made to the Mission Statement page (left), are automatically reflected in the purely textual Mission Statement block (right), with the exception of paragraphs, which are collapsed into one. Formatting such as text alignment, font sizing, line breaks, etc. will also carry over from the basic page to the block.

Limiting certain content to specific pages and using one node as the source of another are just one example of the functionality available in Drupal. Don't hesitate to ask about additional or expanded features that may serve to extend the functionality of your website, if not currently available, they may be in the future.

Sample Screens Two & Three – *p17*
(Comparing the Mission Statement Page and Block)

The previous exercises and examples have demonstrated how to customize (by way of the Edit process) all the pre-added content nodes mentioned at the beginning of the guide (and viewable on the Content List page). After we've finished updating the few remaining unedited pre-added nodes, we'll focus more on the process of adding brand new content.

Navigate to the Holiday Closures page from either of the Content (List) pages or by clicking its link in the Hours of Operation block to go to its View page and from there selecting its *Edit* tab. This second method assumes that the show *Holiday Closures* option was checked (the default setting) in the Hours of Operation Edit page and that its link, therefore, was visible within that block.

In the BODY field of the Holiday Closures Edit page example (see screenshot above right), the first line of content is in one paragraph styled bold and all the listed Holiday closure days are together in another paragraph indented. This was achieved by (1) inserting a paragraph, press the Enter/Return key, after the first line, (2) **inserting a line break by typing Shift & Enter/Return** together after every Holiday, (3) with the entire first line of text selected, the *Bold* button on the toolbar was clicked, (4) with the cursor placed anywhere within the second (Holidays) paragraph, the *Indent* button on the toolbar was clicked, (5) the cursor was moved to the beginning of the WYSIWYG editor BODY field and an image inserted (if already inserted elsewhere on the page, the image can always be dragged to the top anytime afterwards), and (6) the Alignment property for the inserted image was set to "Right" in the Image Properties dialog box (available either by right-clicking the image and choosing it from the list that pops up, or selecting the image and clicking the *Image* button on the toolbar). Choose *OK* to commit these image property changes. (7) **Click Save**.
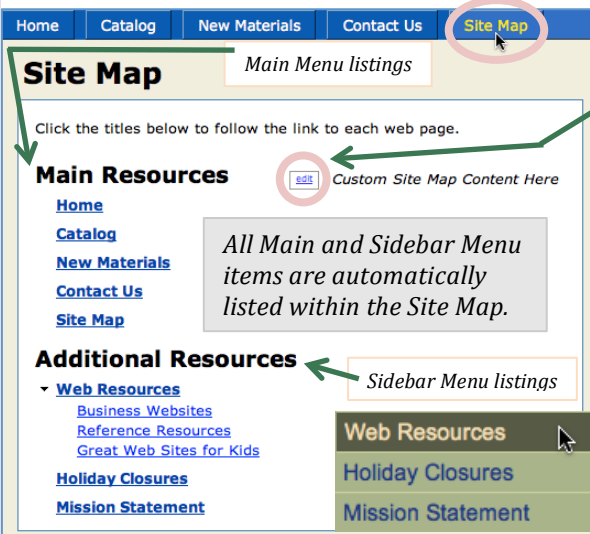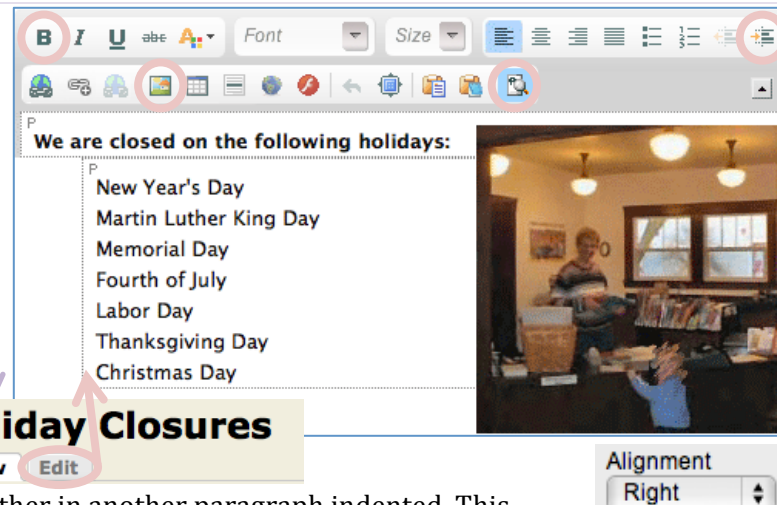
Click the Edit overlay link within the Site Map to add content along the right side of the page. In this example an image was added. For a review of how to insert images, see page 11.
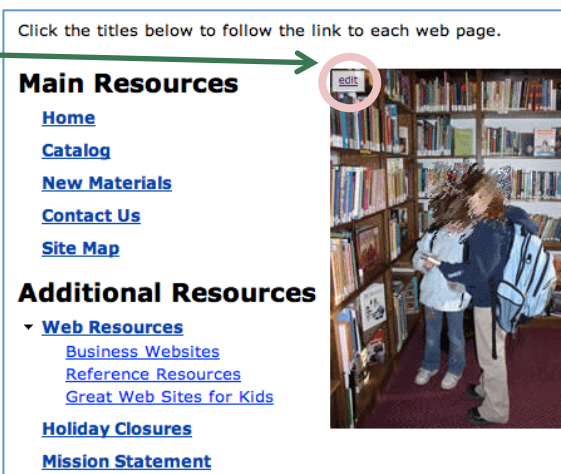
Click the *Site Map* link, by default available off the Main menu, to go to its View page. The Site Map has two distinct sections; on the left is a list of links that are auto generated based on the content of both the Main and Sidebar menus, and on the right is custom content that you optionally contribute. Note that there are no View/Edit tabs associated with this page, because it is an aggregate of several different sources of content. Only those elements appearing on the right half of the page, and customizable by clicking the edit link overlay, are available for direct editing.

Edit the Holiday Closures & Site Map Pages *– p18*

Generally speaking, you are only authorized to edit (including applying bulk operations to) content created by yourself, or on your behalf, under the login of "editor". This includes all the content created from scratch by you, as "editor", as well as any nodes pre-developed for your use as editor, e.g. the Hours of Operation block, the Contact Us, Web Resources, and Mission Statement pages, etc. One exception to this rule pertains to nodes of the Content type: "Resource Badge". Despite not being their "author", you, as editor, still maintain limited control over these elements with regard to whether and where, but not what, content is displayed.

All editable nodes are identifiable, when logged in, by either an edit link or an Edit tab. As editor, you have access to the full edit form of all nodes attributed to you as editor as well as to a pared down version of the edit form for the following Content types (even when they are not attibuted to you as editor): Databases, Resource Badges, and the Value Calculator. Notice which Content Type & User pairings have an edit link (and are editable by you as editor) and which do not in the node list above.

	Title ▲	Nid	Type	Published	User	Edit
☐	Contact Us	5	Contact Info	Yes	editor	edit
☐	Hours of Operation	2	Hours Open	Yes	editor	edit
☐	Mission Statement	3	Basic page	Yes	editor	edit
☐	Signature Line	12001	Basic block	Yes	editor	edit
☐	Web Resources	8	Basic page	Yes	editor	edit
☐	Event Key	12007	Basic page	Yes	elindberg	
☐	AskWA Badge	12012	Resource Badge	Yes	elindberg	edit
☐	WA Anytime Library Badge ①	12013	Resource Badge	No	elindberg	edit ②
☐	Hard Times Badge	12011	Resource Badge	Yes	elindberg	edit
☐	One Click Digital Badge	12029	Resource Badge	Yes	elindberg	edit
☐	ProQuest: News	12039	Database	Yes	elindberg	edit
☐	ProQuest Databases	12009	Database	Yes	elindberg	edit
☐	CultureGrams	12036	Database	Yes	elindberg	edit
☐	Library Use Value Calculator	12085	Value Calculator	Yes	elindberg	edit

Because editors cannot change the content of "Resource Badges" no WYSIWYG editor BODY field is available for this Content type.

Edit Resource Badge WA Anytime Library Badge

TITLE *
WA Anytime Library Badge

Identify the region this badge is located in.

BADGE REGION *
First Sidebar

VERTICAL ORDER
1

You can rearrange the order of the badges, sorted ascending, with lower numbers positioned higher.

Publishing options ③ ☑ Published
Published

Either uncheck the Published box to hide a Resource Badge from view or Check the Published box to make the Resource Badge visible.

If a Resource Badge is currently unpublished, and you wish to publish it, locate it off of the Content List administrative page (Apply a Type filter of "Resource Badge" to further refine the listings) and click its edit link to go to its Edit page where options to publish and place it are available. Otherwise, Resource Badges are displayed by default within the left sidebar. Click the edit link overlay of a (published) Resource Badge to go to its Edit page, where it can be unpublished or moved.

Type
Resource Badge

edit Downloadable eBOOKS & AUDIOBOOKS Available anytime, anywhere.

④ ✓ Save

As your site grows and the amount of content increases, the filtering and sorting options available within the Content List administrative page will become essential tools for managing your resources, so start using them now (especially the filter by content Type option).

A Resource Badge's edit form contains two drop down fields: the required BADGE REGION – identifying where the badge will appear on the page, either in the left (First Sidebar) or right (Second Sidebar); and VERTICAL ORDER - which allows for custom sorting of the badges. Note that badges without an assigned VERTICAL ORDER will be sorted ahead of those that are ordered, from the top by most recently modified. If a Resource Badge is unpublished, it will not be visible on the site. In these examples, (1) the WA Anytime Library Badge was searched for and found off the Content List page, (2) its edit link clicked in order to go to its Edit page where, (3) its Published box was checked and (4) the Save button clicked, all for the purpose of having the badge display in the left sidebar of the site. State Library related Resource Badges currently available include: AskWA, Find-It! Washington, Living Well, IT Academy, One Click Digital, WA Rural Heritage, WA Anytime Library, Wayfinder, and WTBBL. [See Appendix B Resource Badges.] Visit the Content (List) administrative pages to view all currently unpublished Resource Badges.

Publishing/Unpublishing Resource Badges – *p19*

There are three kinds of content that can appear in the sidebar regions of a site: (1) standard, although optional, add-on elements, such as the mini Event Calendar, Upcoming Events List and the Sidebar Menu, whose content, but not sidebar placement, you, as editor, have direct control over; (2) "Basic block" Content Types whose content and sidebar placement you, as editor, have direct control over, see page 7 for the Basic block example; and finally, (3) Resource Badges (which are graphic links, generally, to services and projects related to the State Library) whose sidebar placement, but not its content, you, as editor, have direct control over (examples include the Washington Rural Heritage Project and the Washington Anytime Library/Overdrive digital collection badges, see page 19).

	Editor controls content	Editor controls placement	Example(s)
Add-on elements	X		Mini Event Calendar, Sidebar Menu
Basic blocks	X	X	
Resource Badges		X	Washington Anytime Library/Overdrive Downloadable eBooks and Audiobooks

You can quickly create a block of new content to be located within a sidebar in six easy steps.

(1) Select the create Basic block option either
   (a) under the Add content submenu within the Administrative Menu's Content Menu:
      Content >> Add content >> Basic block, or
   (b) by going to the Add Content administrative page:
      Content >> Add content
      and choosing Basic block from the list.

(2) Give the block a TITLE, it's required, but won't actually appear in the sidebar.

(3) Add content (text, images, etc.) to the BODY field using the WYSIWYG editor.

(4) Choose a region in which to locate the Basic block, e.g. First Sidebar, Second Sidebar, etc. (required).

Add-on elements (mini Event Calendar, Sidebar Menu, etc.) will be displayed first followed by the combination of unordered, and then ordered Basic blocks and Resource Badges.

(5) Optionally order the block in relation to other ordered Basic blocks and Resource Badges within the sidebar, by ascending order, the lower the assigned VERTICAL ORDER the higher the block will be positioned. Basic blocks and Resource Badges lacking an assigned ORDER will appear above those with an assigned ORDER, in ascending order of initial creation, i.e. the older the Basic block or Resource Badge the higher it will appear in relation to the other unordered blocks and badges.

(6) Click the Save button.

Quick Steps to Adding (Basic Block) Sidebar Content – *p20*
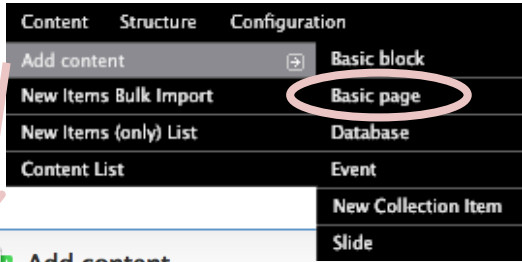
To create new content go to the *Add content* submenu of the *Content* menu (within the Administration menu). Either select a Content type from the list that opens up off the *Add content* submenu, or click the *Add content* link and then select a Content type from the list found on the Add content administrative page.
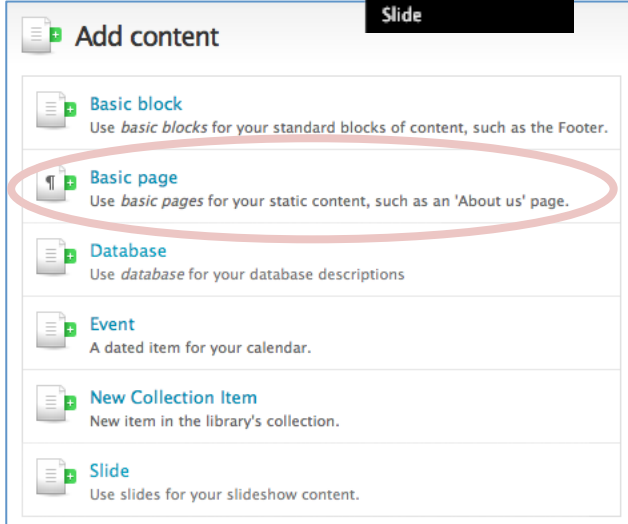
There are a couple ways to add Basic page content to the Front/Home page. The first is to simply click the topmost *edit* link within the Content region of the default front page (filled initially with Lorem Ipsum text) and make the desired changes there (either by replacing, updating or adding to the existing content). The second way is to create a new Basic page and check its *Promoted to front page* box. This adds new content to the home page as a separate node, and, if you also checked the *Sticky at top of lists* box, keeps the node at the very top of the front page's Content region (if it isn't already there). Similar to blog postings, this allows you to retain previous content by simply shifting the older material further down the page. You can always choose later to delete, unpublish, or demote content off the front page. To make the node a separate, independent page, unassociated with the Home/Front page, make sure the Promoted and Sticky boxes are not checked.

In this example, we created a new "Basic page"; made sure the Published, Promoted and Sticky boxes were all checked; inserted an image into the BODY field; and, with the cursor active in the same paragraph as that of the image, clicked the *Center* button on the toolbar. In order to center an image, format the paragraph that the image is located in, not the image itself. If the image is currently selected/ highlighted, you will not have the option to center it (its toolbar button will be greyed out to indicate this lack of option), therefore, click off but next to the image in order to center the paragraph it is located within using the Center toolbar button (which should now no longer be greyed out). Type in something for the Title (required), otherwise you will not be able to Save it. Normally the Title will display within the View page, but in cases of nodes promoted to the front page, no title will be visible. You can always replicate a header by applying bold, center and larger font size formatting.
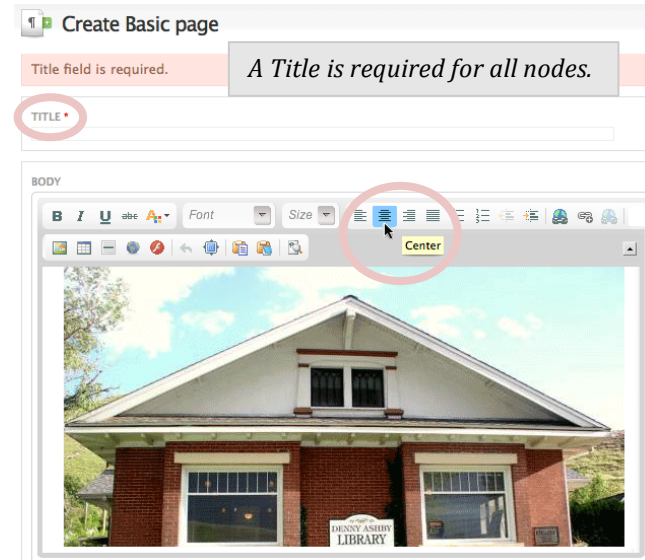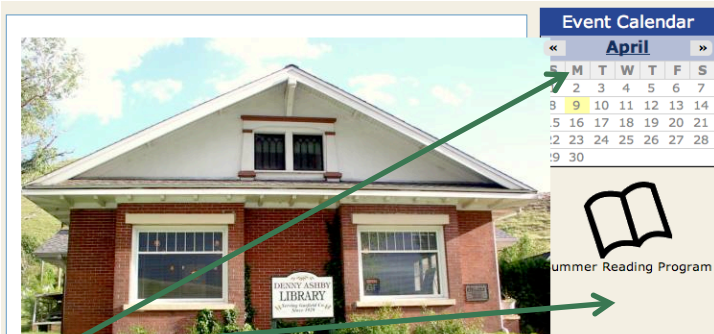
Notice the overlapping that takes place when an image exceeds the available width of its regional boundaries. Modify the display size of an image by adjusting its Width and Height properties within the Image Properties dialog box.

The image selected has an original width of 552px (whereas the max/set width of the Content region is only 515px) causing it to overlap its boundaries. Changing the Width value to 500 (with Lock Ratio on) in the Image Properties dialog box resolves the issue.
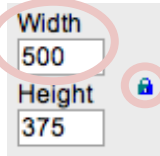
Front Page Content (Adding a Basic Page) – *p21*
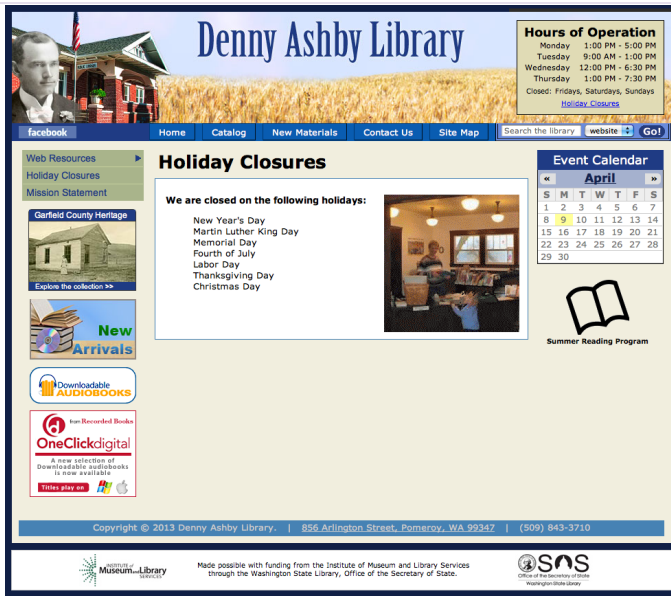
The Holiday Closures page
Linked off the Hours of Operation block in the Header region of the page.
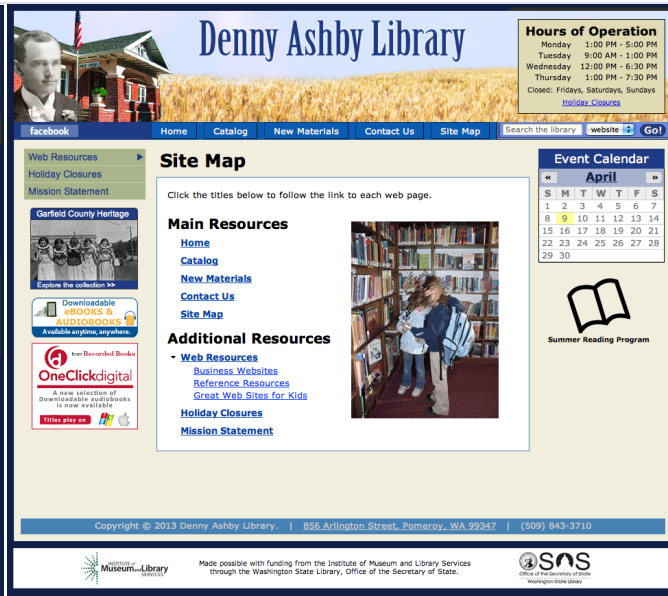
The Site Map page
Linked off the Main menu in the Navigation region of the page. The content on the left is automatically generated based on the listings of the Main and Sidebar menus.

The Home/Front Page
With two nodes of content and a variety of Resource Badges on display. Notice that the Rural Heritage badge is a linked slideshow of rotating photos from the collection.

No Administration Menu, edit *links or* Edit *tabs will be visible unless a user is logged in.*

The website's persistent elements, found along the margins, basically frame the content region of a page.

In addition to having control over the visibility of Resource Badges, you will also have direct control of the content of the following persistent blocks: the Hours of Operation, Mini Event Calendar and Upcoming Events List, the Footer, Menus and their Menu Items, and any Basic block (as well as Basic page) you create yourself as editor. Elements which you cannot directly change yourself (besides the banner image and site colors) include the content of the Resource Badges and the existence, content and location of the Acknowledgements block.

Sample Screens 4, 5 and 6 *– p22*

Add content

Basic block
Use *basic blocks* for your standard blocks of content, such as the Footer.

Basic page
Use *basic pages* for your static content, such as an 'About us' page.

Content	Structure	Configuration	
Add content		⊡	Basic block
New Items Bulk Import			Basic page
New Items (only) List			Database
Content List			Event
			New Collection Item
			Slide

Create Basic page

TITLE *
New Web Page

To create a new page go to Add content under the Content menu and select Basic page.

√ Save

BODY

B *I* U abc A▾ Font ▾ Size ▾

Disable rich-text

TEXT FORMAT Basic HTML ▾   More information about text formats

Menu settings
New Web Page

Sub and Sibling content
No sub content or sibling content

Publishing options
Published

☑ Provide a menu link
MENU LINK TITLE
New Web Page

The TITLE of the Basic page is automatically assigned to the MENU LINK TITLE (how the link is listed in the menu navigation system), but can be changed, perhaps for reasons of conciseness, etc., here in the Menu settings.

DESCRIPTION

PARENT ITEM
<Sidebar menu> ▾

WEIGHT
0 ▾

Basic page nodes with the Promoted to front page box checked (off the Publishing options tab) will appear on the home page vertically, in order of the most recently saved/updated content first. This content posting style is the default display option for your home page. If you only post a single entry to the front page at a time (i.e. only one Basic page has its Promoted to front page box checked), you might not notice this (multiple postings/blog style) feature of the home page.

☑ Promoted to front page

You can quickly create a new web page and include it within your site's menu navigation in six easy steps.

(1) Select the *Basic page* option either
   (a) under the *Add content* submenu within the Administrative Menu's *Content* Menu:
      Content >> Add content >> Basic page, or
   (b) on the Add Content administrative page:
      Content >> Add content

(2) Give the new Basic page a Title (required).

(3) Add content to the BODY field using the WYSIWYG editor, create text, insert images, etc.

(4) Check the Provide a menu link box within the *Menu settings* section of the node options (found at the bottom of the Edit page), to quickly make your new page available within your site's menu navigation system.

(5) Use the PARENT ITEM drop down menu to identify where within the site's menu navigation system you want the new page to be listed. The default menu listing will be as a top level item within the Sidebar menu, but you have the option of moving it to the Main (Horizontal) menu or as a submenu item of an existing menu item within the Sidebar menu.

(6) **Click the Save button.**

Quick Steps to Adding a New Basic Page *– p23*

Use the BODY field's WYSIWYG editor to add content to nodes of the Content type: "Basic Block", "Basic Page", "Database", "Event", and "Slide". Do so either by inserting an item (such as an image 🖼 using the toolbar button), typing in text from scratch, or pasting in copied text (e.g. from a word document or another web page). How much of the original formatting is preserved can vary depending on the computer operating system, the web browser, and the pasting technique used. In the examples below, the existing web content on the right, was copied using the web browser's Edit Menu Copy command or equivalent keyboard shortcut (Ctrl+C for Windows or Cmd+C for Macs) and (1) pasted below left, using the web browser's Edit Menu Paste command and/or equivalent keyboard shortcut (Ctrl+V for Windows or Cmd+V for Macs), (2) pasted below middle, using the Paste (with formatting) 📋 toolbar button, and (3) pasted below right, using the Paste as plain text (without formatting) 📋 toolbar button.

Privacy Statement

The Denny Ashby Library has created this statement in order to demonstrate our firm commitment to privacy. The following discloses our information gathering and dissemination practices for our website.

We use your IP address to help diagnose problems with our server, and to administer our website.

This site contains links to other sites. Denny Ashby Library is not responsible for the privacy practices or the content of those websites.

This site has security measures in place to protect the loss, misuse and alteration of the information under our control.

If you have any questions about this privacy statement, the practices of this site, or your dealings with us in this medium, please contact:

Lillian Heytvelt, Director
Denny Ashby Library
856 Arlington Street
Pomeroy, WA 99347

(509) 843-3710

The show blocks feature was enabled to aid with comparisons.

Extra paragraph and larger Privacy Statement font size left compared to right.

Edit
Cut   Ctrl+X
Copy   Ctrl+C
Paste   Ctrl+V
Select All   Ctrl+A
Find on this Page... Ctrl+F

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①

Privacy Statement

②

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Paste copied content into the WYSIWYG editor using the web browser's Paste command (or keyboard shortcut) or via either of the two Paste toolbar buttons.

Paste as plain text

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③

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As demonstrated in these examples, minor differences may exist between the results of pasting by way of browser menu commands (or equivalent keyboard shortcuts) and by pasting using either of the Paste (with formatting or as plain text) WYSIWYG toolbar button options. All paste methods yield the same output, however the first two methods do so with more original formatting retained or replicated. If pasting by either of these first two methods generates too much superfluous formatting, making the extra editing efforts more trouble than they are worth, try pasting with the Paste as plain text WYSIWYG toolbar button instead; doing so will discard most of the formatting from the original copied content, but the necessity of adding extra desired formatting may be, for a given situation, preferable to having to remove extra unwanted formatting.

Pasting in the WYSIWYG Editor – *p24*

The contents of the word document, above left, were copied and pasted as plain text (without formatting) 📋 in the example above center and with formatting 📋 (the standard paste method) in the example to the right.

Pasting directly into the WYSIWYG editor is not a viable method for adding images.

In the pasting without formatting example above center, note that images were not transferred over in the paste process and that single character bullet symbols are being used to simulate bulleted lists. In order to more closely reproduce the original document, images will need to be added, image properties applied, bullet characters replaced with true bulleted listings, and various paragraphs rearranged.

In the pasting with formatting example right, links were maintained as links, indent and paragraph structures preserved, and broken image placeholders (represented as boxes with the same dimensions as the image) appear in lieu any real image(s). In order to more closely reproduce the original document, image properties need to be updated, in particular the Image URL field value, and various paragraphs rearranged.

These pasted links are active as indicated by their color highlighting.

Pasting from Word Documents into the WYSIWYG Editor *– p25*

In order to move the images embedded in a Word document (or other file) up into your website file directory, right click on the image within the file, choose the **Save as** option, and save the selected image to the computer's desktop or other folder location. Once saved to your local computer, you can then upload the image(s) to your website. For a review on how to do so, see page 11, Quick Steps to Adding an Image.

For purposes of replicating the appearance of the original Word document,

The following edits were made to the Paste as plain text example from page 25, Pasting from Word Documents into the WYSIWYG editor.
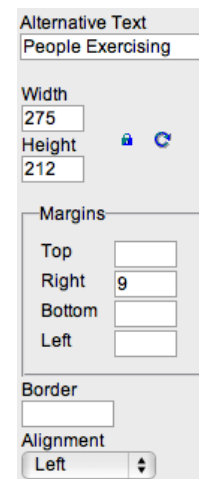
(1) Move the cursor to the front of the sentence: `Check out these sites for ideas on` , and using the Image button insert the shape up image, previously saved from the Word file. See opening paragraph above.

(2) In the Image Properties window, with the Lock Ratio on 🔒, assign the shape up image a width of 275, a Right margin of 9, an Alignment of Left, and "People Exercising" as its Alternative Text. **Click the OK button** to save the Image settings.

(3) Provide more separation between the January shape up header and the shape up image, by moving the cursor to in front of the shape up image (try using the arrow keys on the keyboard to position the cursor if it proves too tricky to do so with the mouse alone) and insert a paragraph (press the enter/return key).

(4) Move the cursor to the front of the sentence: `January is also National Hot tea month:` , insert as many paragraphs as needed to move that line to below the shape up image and forcing its visual separation from the National Shape Up section.

(5) Delete all six • bullet symbols (for example by backspacing over the symbol and its separating space) and replace them with true bulleted lists. This is accomplished by placing the cursor anywhere within a listing you wish to make bulleted and clicking the Bulleted List WYSIWYG toolbar button. Repeat for each desired separate listing.

(6) Delete all three o bullets (backspace over them) and replace with true bulleted lists by moving the cursor into each listing and clicking the Bulleted List button. Because these three lines constitute a second level bulleted list (the bulleted listings of another bulleted listing), click the Indent button to automatically transform them into bulleted sub listings (indented and with a different bullet symbol).

(8) Move the cursor to in front of the bulleted listing that begins: • `The water source and temperature, the brewing` , and using the Image button, insert the tea image, previously saved from the Word file. See opening paragraph above.

(9) In the Image Properties window, with the Lock Ratio on 🔒, assign the tea image a width of 135, a Left margin of 9, an Alignment of Right, and "Tea Cup, Original Watercolor Painting, 5 by 7 by lauratrevey " as its Alternative Text. **Click the OK button** to save the Image settings.

(10) Style the January section headings bold and increase their font size to 14.

January is National Shape up month   **January is also National Hot tea month**

See Paste Examples from Copied Word Documents, page 28.

In order to avoid distorting images resized using the Width and Height fields in the Image Properties window, make sure the lock ratio icon is on (closed) 🔒 rather than off (open) 🔓.

Alternative Text
People Exercising
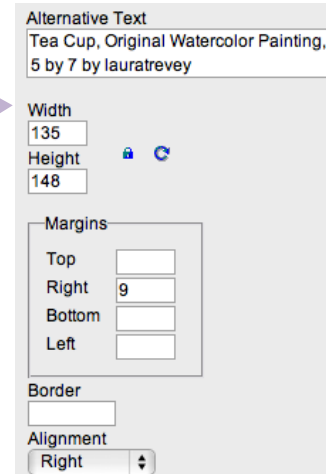
Width
275

Height
212

Margins
Top
Right 9
Bottom
Left

Border

Alignment
Left

Alternative Text
Tea Cup, Original Watercolor Painting, 5 by 7 by lauratrevey

Width
135

Height
148

Margins
Top
Right 9
Bottom
Left

Border

Alignment
Right

Example of Editing Content Pasted as Plain Text in the WYSIWYG Editor *– p26*

For purposes of replicating the appearance of the sample Word document,

📋 The following edits were made to the standard Paste (with formatting) example from page 25, Pasting from Word Documents into the WYSIWYG editor.

(1) Select the temporarily cached shape up image, only its bounding box and Alternative Text label is visible, and click the Image button on the WYSIWYG toolbar to open the Image Properties window. Replace the invalid URL with that of the shape up image, previously saved from the Word file and uploaded to the website's File Browser. Start the process by clicking the Browse Server button. See page 11, Quick Steps to Adding an Image, for a review. With the Lock Ratio on, assign the image a width of 275, confirm that the Right Margin is 9 and the Alignment is Left, otherwise assign those values, and finally, replace "Description : " with "People Exercising" in the Alternative Text field. **Click the OK button** to save the Image settings.

(2) Drag the shape up image to in front of the sentence beginning: `Check out these sites for ideas on` , allowing the January shape up header to be on its own separate line above the shape up image.

(3) Move the cursor to in front of the sentence beginning: `The Library has books on fitness` , and typing the backspace or delete keys as many times as needed to completely move the sentence back alongside and wrapping to the right of the shape up image.

(4) Adjust the shape up image's vertical alignment in relation to the wrapped text, by selecting the image and clicking the Image button on the WYSIWYG toolbar. In the Image Properties window that opens, enter 6 as the value for the Top Margin.

(5) Make bold and assign a font size of 14 to both January section headings **January is National Shape up month**   **January is also National Hot tea month**

(6) Delete any extra empty paragraphs at the beginning of the page by moving the cursor in front of the January shape up header and typing the backspace or delete key as many times as necessary.

(7) Select the temporarily cached tea image, only its bounding box is visible, and click the Image button on the WYSIWYG toolbar to open the Image Properties window. Replace the invalid URL with that of the tea image, previously saved from the Word file and uploaded to the website's File Browser. Start the process by clicking the Browse Server button. See page 11, Quick Steps to Adding an Image, for a review. Confirm that the Width is 135, the Right Margin is 9, the Alignment is Right, and the Alternative Text is "Tea Cup, by lauratrevey" otherwise assign those values. **Click the OK button** to save the Image settings.

(8) Drag the tea image to in front of the bulleted list that begins: • `The water source and temperature, the brewing` .

(9) Remove extra empty closing paragraphs at the end of the page by moving the cursor into them and typing the backspace or delete key.

See Paste Examples from Copied Word Documents, page 28.

The default Font Name and Font Size for your site's WYSIWYG edited content is Verdana 13px. Apply either or both formats, as necessary, to make stylistically disparate text more consistent with the rest of the website.

If the use of the standard Paste method in conjunction with the application of various WYSIWYG button features on the toolbar still does not provide enough content and formatting control, the *Disable rich-text* setting is always available as an option. This is intended for advanced users only, those with knowledge of HTML and CSS. When in this mode, the WYSIWYG toolbar will no longer be available, and instead, the underlying HTML code will display. Disable rich-text

Example of Editing Standard Pasted Content (i.e. with Formatting) in the WYSIWYG Editor *– p27*

January is National Shape up month

Check out these sites for ideas on getting started on a fitness program
www.shapeup.org
www.healthfinder.gov
http://www.fitness.gov/
http://www.choosemyplate.gov/

The Library has books on fitness and diet cookbooks to help in efforts to get in shape.

January is also National Hot tea month:

- Tea is the second most consumed beverage in the world after water.
- There are six categories of tea (green tea, white tea, yellow tea, oolong tea, red or black tea and Puerh) and hundreds of different types. However, all types of tea come from the same plant, the Camellia Sinensis.
- What determines a type of tea's color and taste is the way the newly picked leaves are processed.
    - Black tea is exposed to air and its dark color is the result of complete oxidation of the leaf;
    - Leaves of green teas, on the contrary, are quickly heated to prevent further fermentation, hence its green color and refreshing milder flavor.
    - White, yellow and oolong teas are in-between, according to their different grades of fermentation.
- The water source and temperature, the brewing time and the type of tea ware used for each type of tea all bear an important effect on the final taste of tea.
- Half a kilo of loose tea can make about 200 cups of tea.
- It is believed that the Irish drink more tea per head than any other nation in the world.

Original Word Document

Paste as plain text editing example

Paste as plain text paste method with additional WYSIWYG editing

Paste (with formatting) editing example

Standard paste (with formatting) paste method and additional WYSIWYG editing

Paste Examples from Copied Word Documents – *p28*

When dealing with links in the WYSIWYG editor there are three toolbar buttons at your disposal, the *Link* button (image of a globe with an unbroken link of chain), the *Linkit* button (unbroken link of chain with a plus sign), and the *Unlink* button (image of a globe with a broken link of chain). Both the *Link* and the *Linkit* buttons are interchangeable in that a link created using one method will still be available for editing in the other. Each button, however, has very distinct advantages over the other in different situations. The *Link* button is the best option for linking to email addresses and to files uploaded to your site directory (i.e. the PDF files, Word documents, Excel spreadsheets, images etc., listed in the File browser). Also, use the *Link* button to configure URLs to open up in a new, separate browser window. On the other hand, the *Linkit* button is the best option to use for linking to internal (to your website) nodes that were created through the Add content process (so basically everything that appears on the Content (List) pages. Use either button for linking to external (to your website) resources, such as another library or government website, separate blog or Facebook pages, the library catalog, etc. Be sure to initially include the full URL, beginning with "http", when identifying external links (the Link process won't need it, but the Linkit process does), otherwise the link might be incorrectly identified as internal to your website and misdirected. Use the *Unlink* button to remove links.
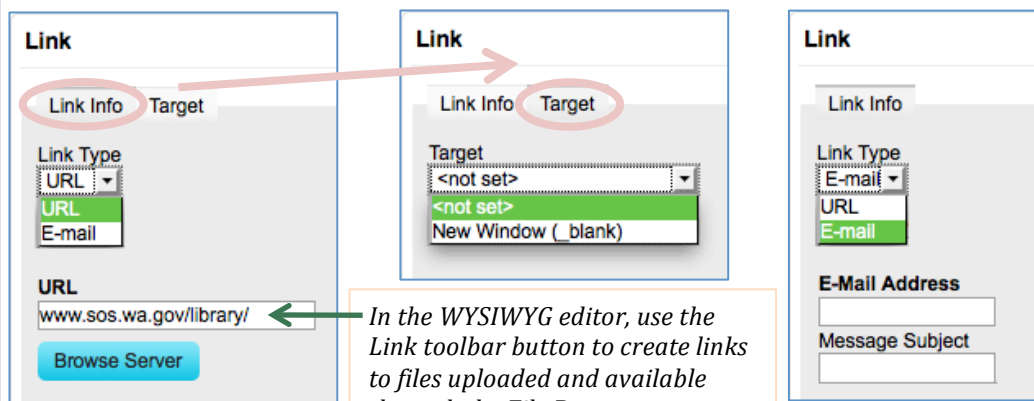
In the WYSIWYG editor, use the Link toolbar button to create links to files uploaded and available through the File Browser or to external (to your website) links.

In the WYSIWYG editor, use the Linkit toolbar button to create internal (to your website) links.

In the WYSIWYG editor, to create a link that connects to another address or resource, such as a PDF document, Word file or Excel spreadsheet, first **select the image or text that you wish to use for the link** (if it doesn't exist yet, add it now) **and click the appropriate WYSIWYG toolbar button, either *Link* or *Linkit*.** This opens a dialog box for setting various link properties.

For the Link button dialog box, make sure the correct Link Type is identified in the *Link Info* tab. "URL" is the default selection, but "E-mail" is also an option. *URL* type links require the web address of the link. If you wish to have the linked resource open in a new window, rather than loaded into the current window (the default setting), navigate to the *Target* tab and change the Target selection from <not set> to <*New Window (_blank)*>. Note that the *Target* option is only available to *URL* type links (and not e-mail type links). *E-mail* links require the e-mail address of the recipient and includes an option for pre-setting the e-mail's Subject line. **Click the OK button** to save the Link settings.
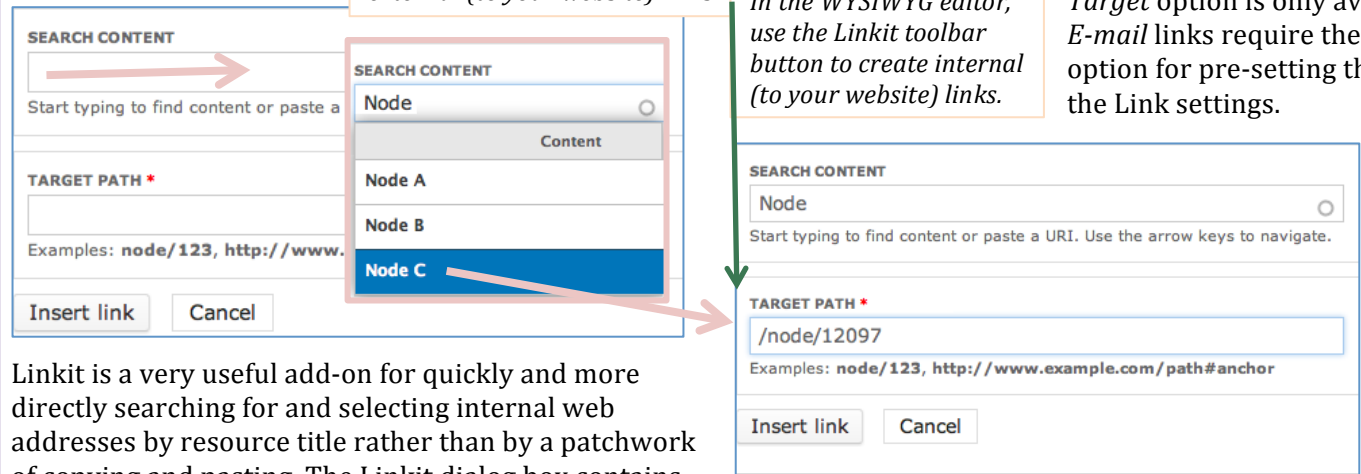
Linkit is a very useful add-on for quickly and more directly searching for and selecting internal web addresses by resource title rather than by a patchwork of copying and pasting. The Linkit dialog box contains two fields, a search field and a path field (equivalent of the URL field in the Link button's settings window). Begin searching for internal web pages by entering title terms into the SEARCH CONTENT field. Nodes with matching titles will be returned in a drop down list. Selecting an item from the list will automatically insert it's node address into the TARGET PATH field. **Click the Insert link button** to finish creating the link.

Working with Links in the WYSIWYG Editor – *p29*

To remove a link, select the linked content (any portion will do) and click the Unlink button (the globe button with a broken link of chain). The Unlink button will transform from illuminated 🌐 (indicating the selected content is an active link) to faded 🌐 (indicating the selected content is not currently linked to anything).

In the WYSIWYG editor, textual links will usually be highlighted automatically in some manner, such as styled in a different color. It may not always be easy to tell whether an image is linked or not, but remember, content can always be checked for linkage by selecting it and seeing whether or not the Unlink button icon is illuminated 🌐, signaling the presence of a link, or if the Unlink button icon is faded 🌐, meaning there is no link.

Six potential links are identified here in green highlight, one image and five snippets of text. Two potential links pointing to external web pages (example links 1 and 2, the Acrobat Reader download and the Adobe home page), another potential link pointing to an internal pdf file (example link 3, a PDF file uploaded to the site's online file directory through the File browser), two potential links pointing to email addresses (example links 4 and 5, a generic "Email us" label and an actual e-mail address), and one potential link pointing to an internal web page (example link 6, an image, pointing to, for example, the Mission Statement page).

To create a link, select the desired content and click the appropriate WYSIWYG toolbar button:
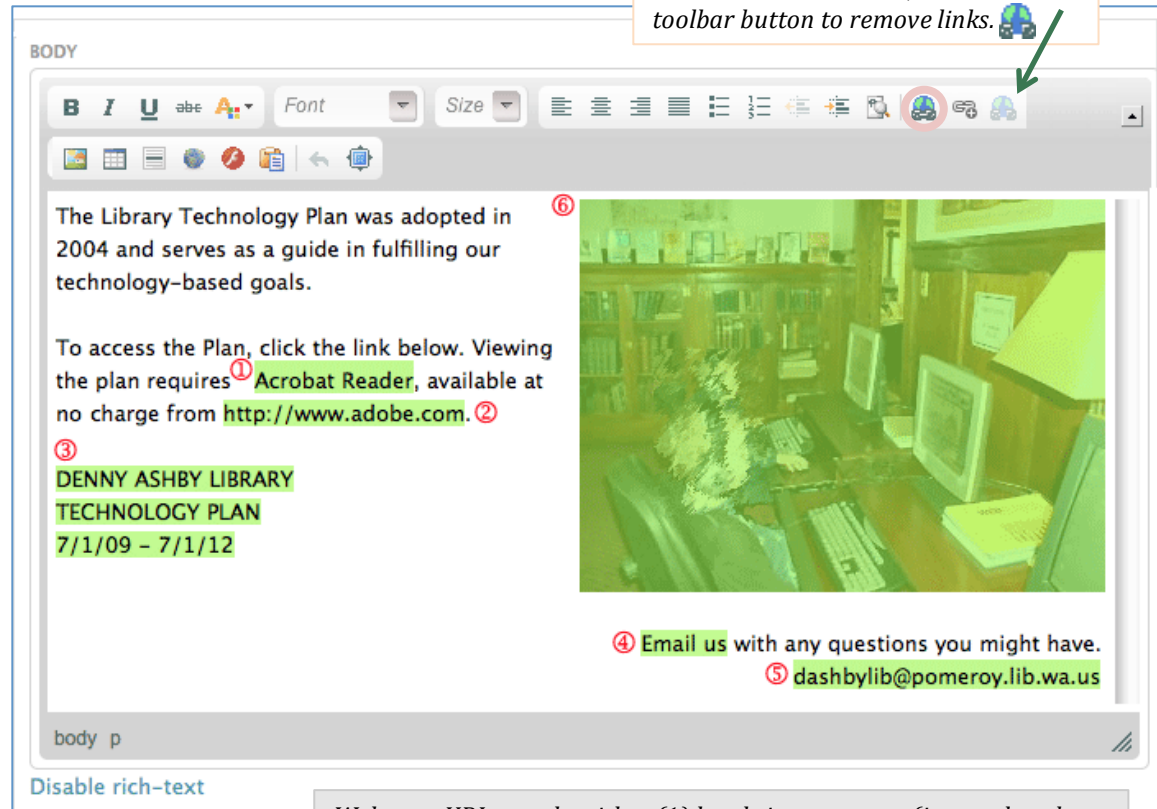
The Link button is best for: e-mail addresses, uploaded File browser items, and opening links in new browser windows

The Linkit button is best for: internal (to the website) links to nodes created through the Add Content process

Both buttons can be used for external URLs, but note that the Link button dialog box will strip out the "http(s)://" from the path, whereas, the Linkit button dialog box, absolutely requires the inclusion of the "http(s)://" prefix for all external links. If not there, Linkit will incorrectly assume the URL is local and will prepend your domain name to the URL, creating a bad path. Best practice is to always include the "http://" when identifying external links, allowing each particular link tool to process the full URL in its own way.

In the WYSIWYG editor, use the Unlink toolbar button to remove links. 🌐

BODY

B *I* U abc A▾ | Font ▼ | Size ▼ | ☰ ☰ ☰ ☰ | ☰ ☰ ☰ ☰ | 🔗 🌐 🔗 🌐

🖼 ▦ ▤ 🌐 📋 ↩ 🔲

The Library Technology Plan was adopted in 2004 and serves as a guide in fulfilling our technology–based goals.

To access the Plan, click the link below. Viewing the plan requires ① Acrobat Reader, available at no charge from ② http://www.adobe.com.
③
DENNY ASHBY LIBRARY
TECHNOLOGY PLAN
7/1/09 – 7/1/12

⑥

④ Email us with any questions you might have.
⑤ dashbylib@pomeroy.lib.wa.us

body p

Disable rich-text

Webpage URLs can be either (1) local site resources (internal to the library website and sharing the library's domain name which will look something like <yourlibrary.lib.wa.us> or <yourlibraryname.org>) or (2) external resources (such as <company.com> or <yourcity.gov>).

Example Links, How to Add, Identify and Remove them in the WYSIWYG Editor – *p30*

Below are WYSIWYG editor examples of how the six pieces of content identified on the previous page as potential links are converted into actual links. Green highlighted content is meant to signify the selected content in question, adjacent to which is the the tool/button, if any, used to convert it into a link.

① **Link**

Acrobat Reader

Link Type
URL

URL
get.adobe.com/reader/

Browse Server

This is an external link to the Acrobat Reader download page, note that the Link tools URL field automatically strips out any included "http(s)://" text.

④ **Link**

Email us

Link Type
E-mail

E-Mail Address
dashbylib@pomeroy.lib.wa.us

Message Subject

This is an E-mail Link. When clicked, the given computer's web client will open to a new blank message, with included subject line, if any, addressed to the given recipient.

③ **Link**

DENNY ASHBY LIBRARY TECHNOLOGY PLAN 7/1/09 – 7/1/12

Link Type
URL

URL
files/uploads/Tech.Plan09-12.pdf

Browse Server

This link points to a pdf file. The Browse Server button is clicked in order to open the File browser window where the desired file is selected (upload the file now to the online file directory if it hasn't already been) and click the Insert file button. See Adding Images to the File Browser, page 8 for a review.

② http://www.adobe.com

⑤ dashbylib@pomeroy.lib.wa.us

Text within the WYSIWYG editor that is recognizable as links will be converted into links automatically. No action is required for either "http://www.adobe.com" or "dashbylib@pomeroy.lib.wa.us" to become linked.

Upload | Thumbnails | Delete | Resize | Crop | Rename | Directory | Insert file

Navigation	File name↑	Size	Width	Height
<root>	Tech.Plan09-12.pdf	86.21 KB	0	0
uploads	CollectionDevelopmentPolicy.pdf	46.24 KB	0	0
galleries				
general				
region-sidebars				
wrh				

Linkit

⑥

SEARCH CONTENT

Start typing to find content or paste a URI. Use

TARGET PATH *

Examples: node/123, http://www.example

Insert link | Cancel

SEARCH CONTENT
Mission

Node
About the Library
Friends of the Library Book Sale
Friends of the Library Meeting
Library Board Meeting
Library Services
Mission Statement

SEARCH CONTENT
Mission

Start typing to find content or paste a URI. Use the arrow keys to navigate.

TARGET PATH *
/node/3

Examples: node/123, http://www.example.com/path#anchor

Insert link | Cancel

In this example, the given image was selected and the Linkit toolbar button clicked, a search was made on "Mission" and, from the results list generated, the Mission Statement node selected, which automatically inserts it's local numeric (system) URL into the TARGET PATH field.

WYSIWYG Link Insertion Examples – *p31*

There are a variety of different ways to manually find the URL of a local/internal web page (one that is located on your website). First go to its View page and look in the browser's address bar, you will see the friendly aliased URL for the page.
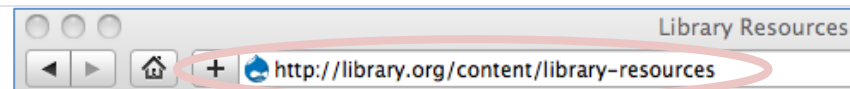
Internally Drupal uses a numbering system to identify it's nodes, however, textual addresses are much easier to remember than numbered addresses, therefore, all page nodes have friendlier aliased URLs based on the node's TITLE. While, either URL (system or aliased) will work as a web address, it is important to note that when using the numbered (node id) system format of addressing, the

Content List

Title contains	Type	Promoted	Published	Sticky	User	
library resources	– Any –	– Any –	– Any –	– Any –		Apply

Operations

| – Choose an operation – | Execute |

A resource's Node ID can quickly be found by going to its entry in the Content List, if one exists, and looking under the Nid column.

	Title	Nid	Type	Published	User	Edit
☐	Library Resources	7	Basic page	Yes	editor	edit

URL pattern is <yourlibrary.lib.wa.us/node/nid>, where <yourlibrary.lib.wa.us> is the domain name of your site usually ending in ".org", ".us" or ".com" and <nid> is the automatically generated numeric id of the node. The nid can be determined by looking in the browser's address bar when on the node's Edit page or by going to the Content List page where it will be displayed under the Nid column. The friendly aliased URL pattern depends on the Content type of the node in question, although generally it will be: <yourlibrary.lib.wa.us/content/title> (the pattern is basically all the words in the title, less any definite and indefinite articles, and with spaces replaced by hyphens). The "Event" and "New Collection Item" Content types involve slightly different patterns:
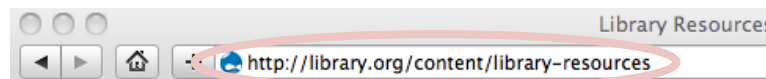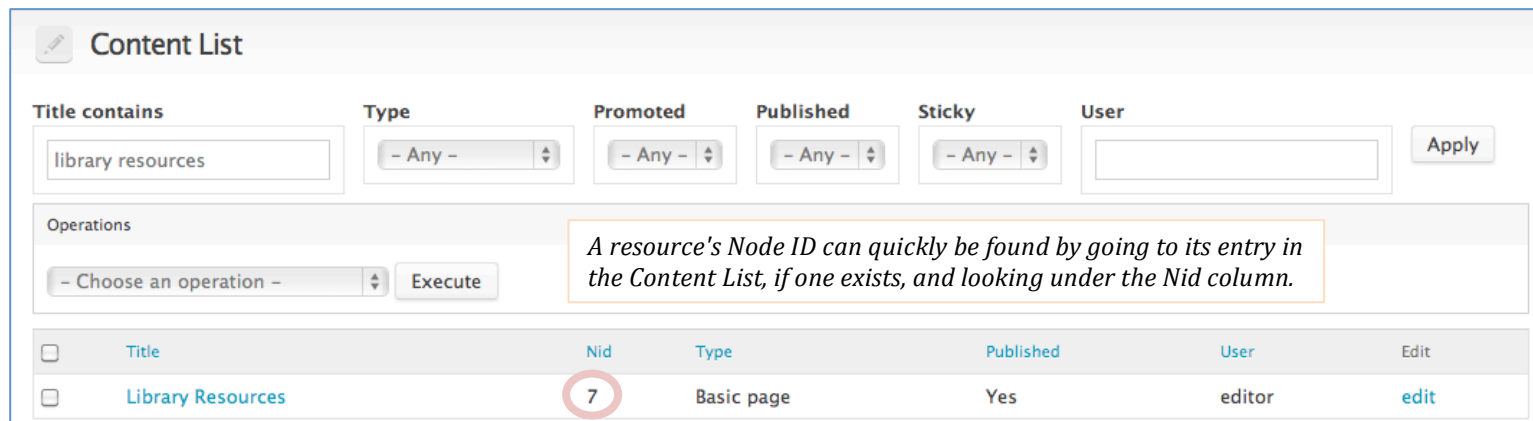
System URLs	(<yourlibrary.lib.wa.us/node/nid>)
Basic page content	(<yourlibrary.lib.wa.us/content/title>)
Event content	(<yourlibrary.lib.wa.us/event/title>)
New Collection Item content	(<yourlibrary.lib.wa.us/newitem/title>)

In the example on the right, based on exercises from pages 30-31, note the appearance of the links after they have been added. Linked text is often identified visually as such with blue font coloring and underline. Not quite so noticeable is the image, but it too is linked. When the mouse moves over the image, the cursor changes to an arrow, indicating its "hot" status as a linked object.

Identifying the Node ID & URL of an Internal Node – *p32*

Technology Plan

The Library Technology Plan was adopted in 2004 and serves as a guide in fulfilling our technology-based goals.

To access the Plan, click the link below. Viewing the plan requires Acrobat Reader, available at no charge from http://www.adobe.com.

DENNY ASHBY LIBRARY
TECHNOLOGY PLAN
7/1/09 - 7/1/12

Email us with any questions you might have.
dashbylib@pomeroy.lib.wa.us

There are **two main steps involved in making any record** (Word, Excel, PDF, etc.), not already available elsewhere online, **available for download** on your website. Either step may be taken first, but the **record** will need to be **uploaded** to your online file directory (via the File browser) and **linked** to site content.

| Home | Content | Structure | Configuration | | editor | Log out |

If you prefer to perform the upload first, maybe because you are working with multiple records (although only one record can be uploaded at a time), you can do so by going directly to the File browser. Click the *editor* link found on the far right hand side of the black bar that is the Administration menu (located across the top of the site) to go to your user (editor) account page, from there select the **File browser** tab to enter the full page view of the File browser. Click the **File browser's Upload button** and in the dialog box that opens, click the **Browse, or equivalent, button** to open the file select window. Navigate to the intended file on your computer and (a) double click it or (b) select it and click the file select window's Choose/Open or equivalent button, to enter the selected file into the Upload dialog box's File field. Click the **dialog box's Upload button** to finish adding the record to your File browser. These are the same steps for uploading an image to your website.

Upload steps Overview:
(1) Go to the File browser
(2) Open the Upload dialog box (click the File browser's Upload button)
(3) Navigate to (click the Browse button) and Choose/Open the desired file
(4) Upload the file to the File browser (click the dialog box's Upload button)

Go to the Edit page of the content you wish to use for linking and in the BODY field's WYSIWYG editor, perform the following:

Link steps:
(5) Select the content that will link to the uploaded record
(6) Click the Link button in the WYSIWYG editor's toolbar
     Enter the URL in the filed if already known, otherwise:
(7) Click the Browse Server button in the Link window
(8) Select the record from the File browser list, either by:
     (a) Double clicking the selection, or
     (b) Selecting it and clicking the Insert file toolbar button
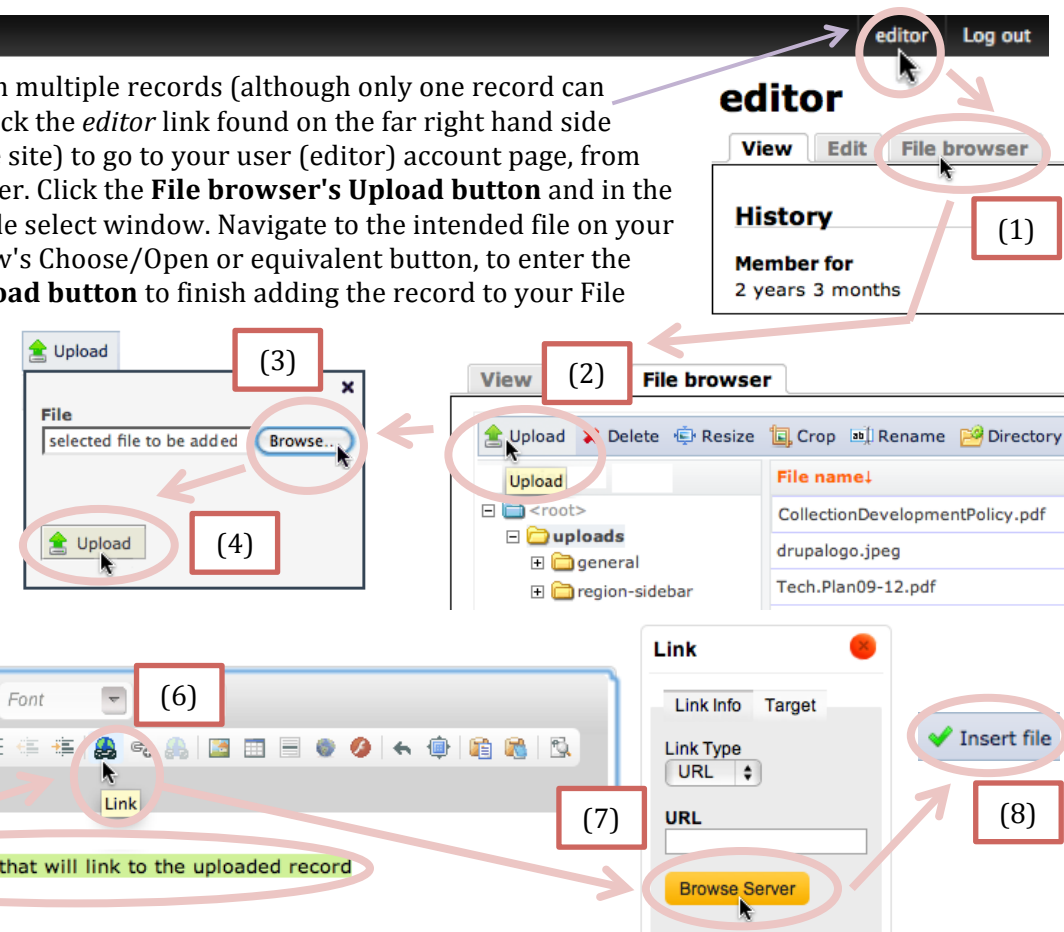
Quick Steps to Adding Downloadable Records such as Word Documents, Excel Spreadsheets, PDF Files, even Videos, etc. – *p33*

Web Resources ▶
Holiday Closures
Mission Statement

You have administrative control over the content of both the horizontal and vertical menus (the Main menu, initially located within the navigation bar, and the Sidebar menu, initially located in the left sidebar, respectively). New links can be added and existing menu links edited from under the *Structure* menu.

| Home | New Materials | Contact Us | Site Map |

Note the correlation between the list of Menu links on the Main menu administrative page below and the Main menu display above (prior to any additional menu items being added).

Home | **Content** | **Structure** | **Configuration**

Menus → **Main menu**
Sidebar menu

Either go to the *Menus* administrative overview page and add a new link for a particular menu by clicking that menu's *add link* option from the list.

Or go directly to a specific (*Main* or *Sidebar*) menu's administration page and add a new link for that particular menu by clicking the *+ Add link* button.
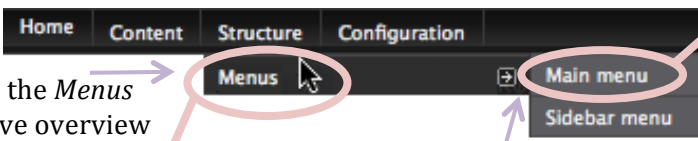
Main menu   + Add link

Menu link	Enabled	Operations	
✛ Home	☑	edit	delete
✛ New Materials	☑	edit	delete
✛ Contact Us	☑	edit	
✛ Site Map	☑		

✓ Save configuration

The Contact Us menu link was created via a separate display tool, therefore, there is no option for deleting it from within any of the menu administration screens. Instead, uncheck the Enabled box to hide it from view.

Menus

Title	Operations	
Main menu The *Main* menu is used on many sites to show the major sections of the site, often in a top navigation bar.	list links	add link
Sidebar menu Primary site links found in the sidebar.	list links	add link

In the menu link form that opens when the *add* link option is clicked, include a MENU LINK TITLE (the menu text to be used for the link) and its PATH (where the link will go when clicked), both are required. The path can be either an internal link, some page within your website, or an external link. The optional DESCRIPTION will appear as a tooltip when the mouse hovers over the link. The *Enabled* checkbox is similar to the *Published* checkbox for nodes. This setting determines whether the link will be visible as a menu item or not, it is checked by default. The PARENT LINK establishes where within the menu hierarchy the link item exists. (Parent refers to the containing link that the current link is navigationally organized under). WEIGHT values establish the order of links within their level (amongst sibling links). Note, however, that it is easier to make changes to link order from within a menu's administration page, where you can simply grab a listed link's drag icon (two crisscrossing double headed arrows) and reposition it by name visually in relation to the other links listed. **Click the Save Button** to either create the new menu item and/or commit changes.

Main menu

MENU LINK TITLE *
[   ]
The text to be used for this link in the menu.

PATH *
[   ]
The path for this menu link. This can be an internal Drupal path such as node/add or an external URL such as http://drupal.org. Enter <front> to link to the front page.

DESCRIPTION
[   ]
Shown when hovering over the menu link.

Menu links that are not enabled will not be listed in any menu.

☑ Enabled

PARENT LINK
[<Main menu>   ▾]
The maximum depth for a link and all its children is fixed at 9.

WEIGHT
[0 ▾]
Optional. In the menu, the heavier links will sink and the lighter links will be positioned nearer the top.

✓ Save

Menus and Menu Links – *p34*

This example demonstrates how the Catalog link, located in the Main menu and pointing to an external URL, was added by way of the Main menu Add link form. Once saved, the *Catalog* link will be listed in the Main menu's administration page, where any listed link can be more easily reordered by simply grabbing their drag icons ✛🖑 and repositioning them according to the preferred link display order, e.g between the *Home* link and the *New Materials* link. Once added, the Catalog link will be available from the given menu. It is also possible to make any link the child of (located below and within) another link, by dragging it under and inside (i.e. indented) of its parent link within the list. **Click the Save configuration button**.

To leave the administrative section of the site and return to the website's front page, click the Home link (also displayed as a Drupal icon or empty box), first item on the left, in the Administration Menu.

"Basic page" nodes offer an additional way of creating menu links. Unique to this Content type is the option of creating a menu item for the node from within it's own Edit page. To access this feature, go to the node options section (located towards the bottom) of the Edit form and select the Menu settings tab. **In order to create a menu link for the page using this process, the Provide a menu link box must be checked.** Once checked, the MENU LINK TITLE will auto fill with the same title as that of the node, however, changes can be made here to the menu item's name, if so desired (in other words, a node's title and its menu title need not be the same). The PARENT ITEM field performs the same function as the menu link form's PARENT LINK field. Use it to establish where within the menu hierarchy the new menu item exists. WEIGHT values set the order of the link within its group of sibling links.

Adding Menu Links – *p35*

Adding a menu link (for a "Basic page") in this manner is only good for creating one menu item. If additional menu items linking to this "Basic page" are needed, create them through the Add link process described earlier (Menus and Menu Links, page 34).

Now is a good time, before creating additional content, to consider your site's Menu navigation structure. What additional menu items and categories, if any, should be added to the Main and/or Sidebar menus? Initially the Sidebar menu includes the Web Resources (and its associated links), the Holiday Closures and the Mission Statement pages, but do they warrant top billing? Perhaps it makes sense to create a category called About the Library (or About Us or Library Info) and move those pages under it. Other potential top level menu categories include: Library Resources, Library Services, Kids/Teens, E-Resources, Events & Programs, Research/Databases, Support the Library, How Do I?, FAQs, Library Collection, Using the Library, etc. Whether to use any of these categories, name different categories, or altogether forgo having a Main menu or a Sidebar menu is totally your choice.

Content	Structure	Configuration
Add content		Basic block
New Items Bulk Import		Basic page
New Items (only) List		Database
Content List		Event
		New Collection Item
		Slide

Edit Basic page About the Library

TITLE *
About the Library

BODY
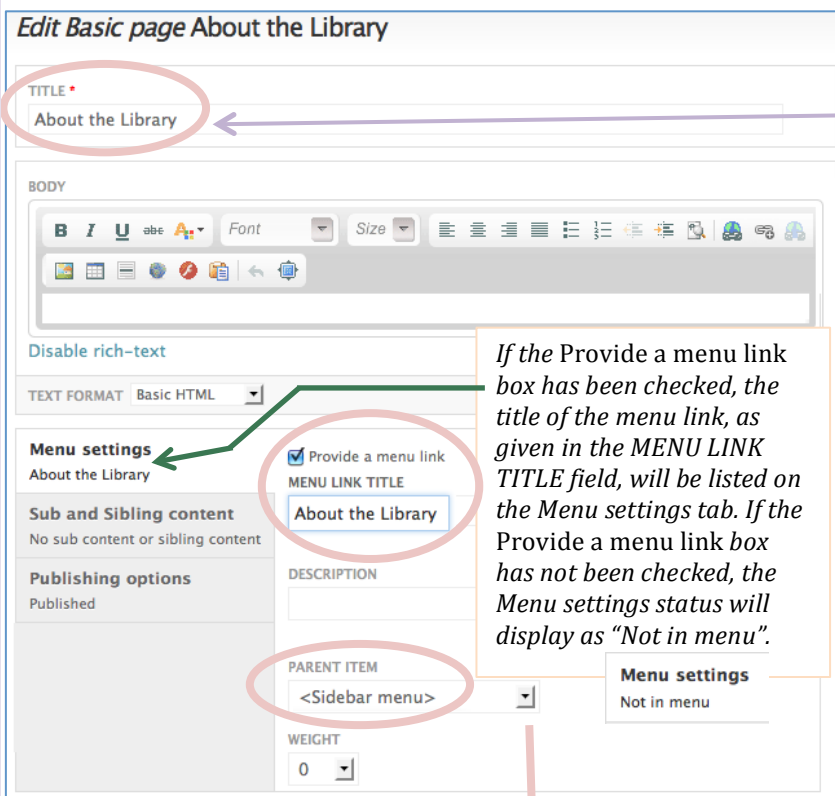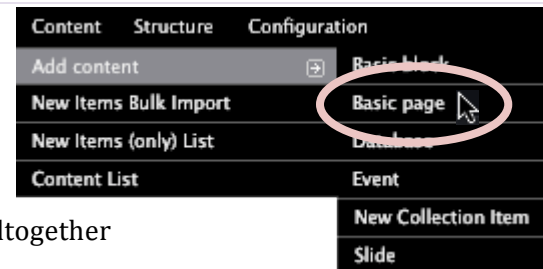
If the Provide a menu link box has been checked, the title of the menu link, as given in the MENU LINK TITLE field, will be listed on the Menu settings tab. If the Provide a menu link box has not been checked, the Menu settings status will display as "Not in menu".

Disable rich-text

TEXT FORMAT Basic HTML

Menu settings
About the Library

Sub and Sibling content
No sub content or sibling content

Publishing options
Published

☑ Provide a menu link
MENU LINK TITLE
About the Library

DESCRIPTION

PARENT ITEM
<Sidebar menu>

WEIGHT
0

Menu settings
Not in menu

Note that the options available in the PARENT ITEM (same as the PARENT LIST) drop down menu reflect the full hierarchical listing of all currently existing menu items.

<Main menu>
-- Home
-- Catalog
-- New Materials
-- Contact Us
-- Site Map
<Sidebar menu>
-- Web Resources
---- Business Websites
---- Reference Resources
---- Great Web Sites for Kids
-- Holiday Closures
-- Mission Statement

In the following example, we're adding "About the Library" to the Sidebar menu as a top level link, where it will function as a grouping container for the links to be added under it. First, create a Basic page (Administration menu: *Content >> Add content >> Basic page*). Give the new page the TITLE of "About the Library". Leave the BODY field empty for now. In the Menu settings section of the node options, towards the bottom of the Edit page, check the *Provide a menu link* box, and select <Sidebar menu> from the PARENT ITEM drop down. Make no changes to the given MENU LINK TITLE (keeping the name of the menu item the same as its node title). **Click the Save button** to add *About the Library* to the Sidebar menu.
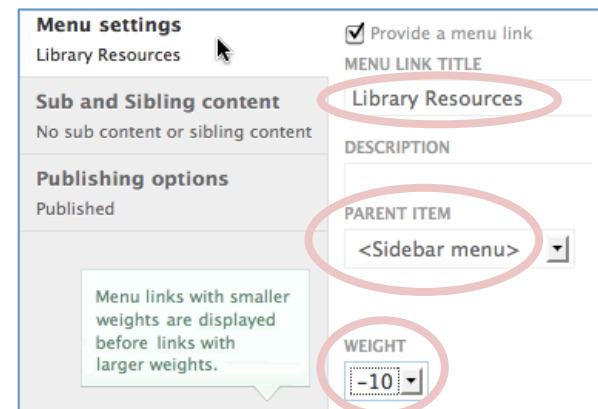
Create another Basic page with the following: (1) Give it the title of "Library Resources"; (2) leave the BODY field empty; (3) in the Menu settings section of the Edit form: (a) Check the *Provide a menu link* box; (b) Keep the given MENU LINK TITLE ("Library Resources"); (c) Select the <Sidebar menu> option from the PARENT ITEM drop down list; (d) Change the WEIGHT to "-10". The default value for new Basic page menu links is 0, changing this to a smaller number is an attempt to move the

Menu settings
Library Resources

Sub and Sibling content
No sub content or sibling content

Publishing options
Published

☑ Provide a menu link
MENU LINK TITLE

Library Resources

DESCRIPTION

PARENT ITEM

<Sidebar menu>

Menu links with smaller weights are displayed before links with larger weights.

WEIGHT

-10

Library Resources link above all other existing links in the Sidebar menu (the lower or lighter the weight the higher it is listed, floating upward). This method for rearranging menu links may not always work as expected, since you are necessarily making assumptions about the relative WEIGHT of the other menu items and are more or less guessing as to how small/light the *Library Resources* WEIGHT needs to be in order to move it to the desired menu position. More precise rearranging of links can take place in the menu's administration page. (5) **Click the Save button**.
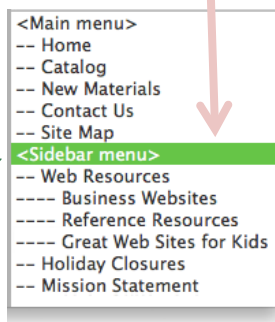
Menu Structure/Hierarchy – *p36*
(Parent Menu Items)

```
<Main menu>
-- Home
-- Catalog
-- New Materials
-- Contact Us
-- Site Map
<Sidebar menu>
-- Library Resources
-- Web Resources
---- Business Websites
---- Reference Resources
---- Great Web Sites for Kids
-- Holiday Closures
-- Mission Statement
-- About the Library
```

In previous exercises we added *About the Library* and *Library Resources* to the menu structure, making them available options in the PARENT ITEM drop down (in the Menu settings of the "Basic page" edit form), in the equivalent PARENT LINK drop down (of the Menu link form), on the Sidebar menu's administrative page, and within the Sidebar menu itself.

Initially neither the *About the Library* nor the *Library Resources* menu items have any sub links, nor do their pages contain any content (because their BODY fields were left blank when first created). To visit/view these pages click their links in the Sidebar menu.

About the Library becomes a parent link / menu item when it has child links (a secondary menu) of its own. This can be achieved a number of different ways. Method (A) In the Sidebar menu's administration page (Administration menu: *Structure >> Menu >> Sidebar menu*), grab the drag icon for the *Holiday Closures* menu item and move it under and inside of the *About the Library* menu link. Repeat the same steps for the *Mission Statement* menu link. **Click the Save configuration button**.

Method (B) Change the PARENT ITEM or PARENT LINK selection to "-- About the Library" either (i) under the Menu settings of the Holiday Closures page, or (ii) within the Holiday Closures' Edit menu link form, available by clicking its *edit* link listed on the appropriate menu's administrative page, in this example:

Administration menu: *Structure >> Menu >> Sidebar menu*. A version of this form is also available upon initial link creation. Repeat the same steps for the *Mission Statement* menu item. **Click the Save button**.

Edit menu link

MENU LINK TITLE *
Holiday Closures

PATH *
node/6493

DESCRIPTION

☑ Enabled

PARENT LINK
< -- About the Library

WEIGHT

You can move an existing link from one menu to another by changing its Parent Item / Parent Link value.

Sidebar menu + Add link | List links | Edit menu

Menu link	Enabled	Operations	
Holiday Closures	☑	edit	delete
Mission Statement	☑	edit	delete

Indented links denote child links.

About the Library
Holiday Closures
Mission Statement

Clicking on a menu link listed on one of the menu administration pages will take you directly to that node / menu item's View page.

Edit Basic page Holiday Closures

Menu settings
Holiday Closures

☑ Provide a menu link
MENU LINK TITLE
Holiday Closures

DESCRIPTION

PARENT ITEM
-- About the Library

WEIGHT
0

Sidebar menu + Add link

Menu link
Library Resources
Web Resources
Business Websites
Reference Resources
Great Web Sites for Kids
Holiday Closures
Mission Statement
About the Library

Library Resources
Web Resources
Holiday Closures
Mission Statement

About the Library

Here are examples of the menu hierarchy after the *Holiday Closures* and *Mission Statement* menu items were made sub items under the *About the Library* menu link: on the left is the Sidebar menu itself, on the near right is the Parent Item / Parent Link drop down menu, and to the far right is the Sidebar menu's administration page.

Library Resources
Web Resources
About the Library | Holiday Closures
Mission Statement

```
<Main menu>
-- Home
-- Catalog
-- New Materials
-- Contact Us
-- Site Map
<Sidebar menu>
-- Library Resources
-- Web Resources
---- Business Websites
---- Reference Resources
---- Great Web Sites for Kids
-- About the Library
---- Holiday Closures
---- Mission Statement
```

Sidebar menu + Add link

Menu link
Library Resources
Web Resources
Business Websites
Reference Resources
Great Web Sites for Kids
About the Library
Holiday Closures
Mission Statement

Child Menu Items – *p37*

If certain online resources are more heavily used than others or fall under more than one navigational category, it may make sense to provide additional access points to those resources. The following example(s) demonstrate how to create more links to the Catalog and the New Materials page (already featured prominently within the Main menu) in the form of submenu items to the recently created <u>Library Resources</u> page, located in the Sidebar menu.

There is no mechanism for automatically duplicating existing menu items, so new links will need to be added manually. Note that you can differentiate between menu link add forms and menu link edit forms by the administrative title of the form. Forms with the title of either "Main menu" or "Sidebar menu" are new add link forms (for that particular menu), otherwise the form is an edit link form for existing menu links, in which case, its administrative title will display as "Edit menu link" and the MENU LINK TITLE field will already be filled in, identifying it as an existing rather than a new menu link.

Main menu + Add link

Menu link	Enabled	Operations	
Home	☑	edit	delete
Catalog	☑	edit	delete
New Materials	☑	edit	delete
Contact Us	☑	edit	
Site Map	☑	edit	delete

Adding the two new Sidebar menu links below.

Sidebar menu

MENU LINK TITLE *
Catalog

Paths copied and pasted from equivalent links off the Main menu.

PATH *
http://access.pomeroy.lib.wa.us:1287/

☑ Enabled

PARENT LINK
-- Library Resources

WEIGHT
1

Sidebar menu

MENU LINK TITLE *
New Materials

PATH *
newmaterials/current

☑ Enabled

PARENT LINK
-- Library Resources

WEIGHT
2

Menus

Title	Operations	
Main menu The *Main* menu is used on many sites to show the major sections of the site, often in a top navigation bar.	list links	add link
Sidebar menu Primary site links found in the sidebar.	list links	add link

To create Sidebar menu links: Click the add link *in the Administration Menu: Structure >> Menus page or click the* + Add link *in the Administration Menu: Structure >> Menu >> Sidebar menu.*

Sidebar menu + Add link | List links | Edit menu

Below is the display of Library Resources with submenu, via the addition of the two sub links, *Catalog* and *New Materials* (see add link forms left).

In order to have the Catalog link precede the New Materials link we will give it a lesser weight value than that of the New Materials link. Greater numbers are "heavier" and sink, appearing lower down on the list, lower numbers are lighter and will appear higher up on the list.

Library Resources ▶

Note: if the menu item has a submenu (with child links), it will display with an arrow button to indicate this status.

Library Resources | Catalog
New Materials

Moving the mouse over the menu item will highlight it in a different background color, cause it to expand, and its sub links to appear.

Adding Menu Items – *p38*
(via Menu Add Links, More Examples)

Here are the results of the previous menu and menu item exercises. To the left see the Sidebar menu and its items, above right see the Main menu and its items, below both menus are their respective menu administration pages, where the menu items are presented in a tree like hierarchy.

| Home | Catalog | New Materials | Contact Us | Site Map |

Main menu + Add link

Menu link	
⊕	Home
⊕	Catalog
⊕	New Materials
⊕	Contact Us
⊕	Site Map

Here is the Full menu structure of the example site as it is listed in both the Parent Item and Parent Link drop down menus (available, respectively, on Basic Page Edit pages and the add/ edit menu link pages (available off of menu administration pages). All the menu items should correlate.

```
<Main menu>
-- Home
-- Catalog
-- New Materials
-- Contact Us
-- Site Map
<Sidebar menu>
-- Library Resources
---- Catalog
---- New Materials
-- Web Resources
---- Business Websites
---- Reference Resources
---- Great Web Sites for Kids
-- About the Library
---- Holiday Closures
---- Mission Statement
```

Sidebar menu + Add link

Menu link	Enabled
⊕ Library Resources	☑
⊕ Catalog	☑
⊕ New Materials	☑
⊕ Web Resources	☑
⊕ Business Websites	☑
⊕ Reference Resourc	☑
⊕ Great Web Sites for Kids	☑
⊕ About the Library	☑
⊕ Holiday Closures	☑
⊕ Mission Statement	☑

If you prefer to not have the Web Resources menu links display you can either optionally unpublish the Web Resources (Parent) page itself or disable the menu links individually.

Edit menu link

MENU LINK TITLE *
Catalog

PATH *
http://access.pomeroy.lib.wa.us:1287/

☐ Enabled

PARENT LINK
-- Library Resources ▼

To remove a menu item from display, without permanently deleting it from the menu navigation system, disable it by unchecking its enabled box in either the menu add/edit link pages or the menu administration page. Click the Save Configuration button. The menu item itself will still be appear as an option, but will be labeled as "(disabled)" to indicate its non display status.

```
<Main menu>
-- Home
-- Catalog (disabled)
-- New Materials
-- Contact Us
-- Site Map
```

Menu link	Enabled
⊕ Home	☑
⊕ Catalog (disabled)	☐
⊕ New Materials	☑
⊕ Contact Us	☑
⊕ Site Map	☑

If you prefer not to display the Web Resources menu item (including its set of collected sub links) you can either disable the Web Resources menu link or optionally unpublish the Web Resources page itself (and all its child links will also be hidden).

Menu Screenshots – *p39*

There is an additional edit form option available to "Basic page" Content types that will automatically append a listing of that node's submenu items (if any exist) to its View page. Unfortunately this setting is good for only showing the first generation/level of sub (child) links and not any of the sub link's own sub links if any (i.e. grandchild or second level links and deeper). Sub links with child links of their own, however, will still be identified with a preceding ▶ uncollapsed (and unexpandable) arrow. To enable this limited functionality for *About the Library*, which in previous exercises was was made parent to both the *Holiday Closures* and the *Mission Statement* Sidebar menu items, go to the <u>About the Library</u> Edit page. Select the *Sub and Sibling content* tab in the node options section of the Edit page, near the bottom, and check the *Display sub content* box. **Click the Save button**. Repeat steps for the <u>Library Resources</u> page.

When you check the *Display sub content* box for a menu item that has children, it's first level of sub links will be appended to its View page. This means the <u>About the Library</u> page will now display, first, any content you added in the BODY field followed by a list of its submenu items (child links according to the menu hierarchy). This is nice functionality, for creating partial site maps or similar navigation tools. Any changes made to a Basic Page node's submenu structure will automatically be reflected within its View page (assuming the submenu tree setting has been enabled by checking the *Display sub content* box).

Notice how the <u>About the library</u> page looks when both (1) it is a parent menu item with child links, (2) it's *Display sub content* box has been checked, and optionally (3) content was added to it's BODY field. When the *Display sub content* box has been checked for a page that either isn't a menu item (part of the menu structure) or is, but doesn't currently contain any submenu (child) items, there will be no menu items appended to its Page view.

Note: if the currently displayed web page is also a menu item its menu display with be color differentiated as such (e.g. in these examples with a lighter shade of olive green).

Initially the *Library Resources* menu link has no sublinks, and is therefore not itself a parent menu (yet), but merely a Sidebar menu item. Sidebar submenus can be easily identified within the menu's display by their arrow icons ▶ , indicating that it can be expanded to show sub links. Also note that if a Sidebar menu item is the current page it will be highlighted in a different background color from the rest of the menu items to indicate its status as such.

To list the links of a Basic page's dropdown/flyout menu, within the Content region of its own View page, check the Display sub content box of the Sub and Sibling content tab (near the bottom) of its Edit page.

(Sub)Menu Content – *p40*

Event data (nodes of the "Event" Content type) can be displayed a variety of different ways, including as a full page List of Events, Monthly, Weekly, Daily and Annual Calendar views, or as a Mini Calendar block or Upcoming List of Events block. Dates are added to the Calendar system through the Add Event process. Go to either the Add content administrative page (Administration menu: *Content >> Add content*) and select *Event* from the list of Content types offered or go directly to the Create Event form (Administration menu: *Content >> Add content >> Event*). **Fill out the form and Click the Save button to add the Event to the Calendar system.** Node TITLEs are always required. The DESCRIPTION and EVENT CATEGORY fields are both optional, but helpful in conveying additional information. Events assigned a category will be color coded to help distinguish them in the Monthly, Weekly, and Daily calendar displays and in the upcoming List of Events page. In addition to time of occurrence, the various Calendar displays only list an event's title (mostly due to size constraints/viewable area limitations). To see more information, including its full description, click on an event's title from any Calendar view or List of Events display in order to navigate to that Event's View page.
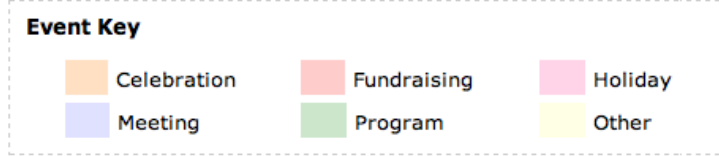
You can create and save an event without Date/Time values, for whatever reason (perhaps the schedule hasn't been finalized), however, until a date and a time have been provided, the event will not appear in any of the calendar views. When you first create an event, you are presented with an empty set of DATE and TIME fields. Once you enter a start Date value, the start Time value will also be required. Checking the All Day box satisfies the requirement for setting a time (and also causes the TIME field to disappear). To include a firm ending date and time for the event, check the Show End Date box. This will cause a second, and now required set of DATE and TIME fields to appear.

To create a calendar entry go to Add content *under the* Content *menu and select* Event.

Event Key

Celebration	Fundraising	Holiday
Meeting	Program	Other
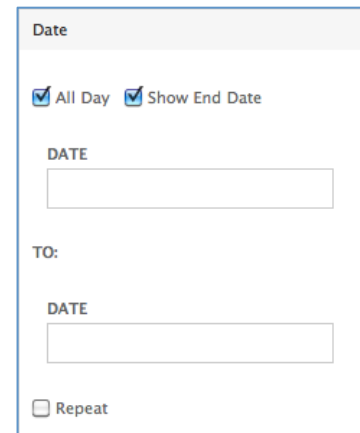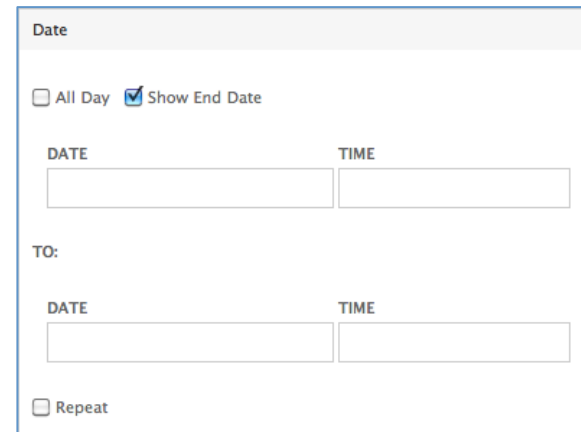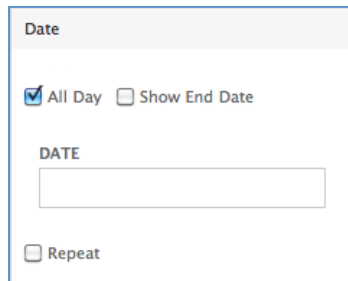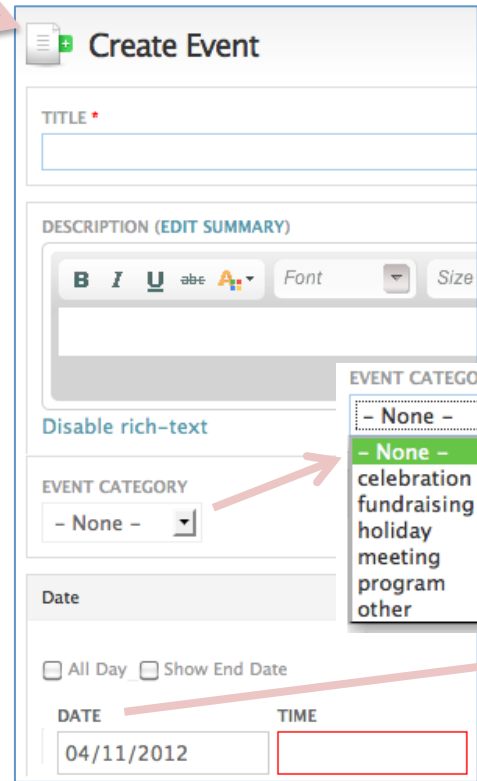
Entering a date field opens the popup calendar date selection tool.
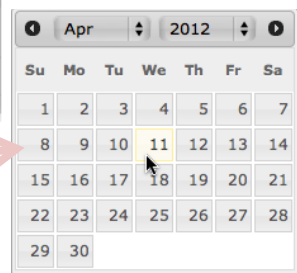
The "Event" Content type also includes the powerful repeat option, allowing you to turn a single instance into a repeating occurrence over a particular period of time and according to a particular frequency (e.g. every 10 days or every 6 weeks). The repeat can be further fine tuned to a specific day or series of days within the week or a special day of the month or year, simply by checking the appropriate boxes and selecting the desired options from the drop down menus available. Advanced repeat options will allow you to, for example, repeat the event: every Monday of the week, the first Tuesday, the last Monday, the last Monday in May, every 4th of July, every Monday and Tuesday of July and August, etc. ☑ Repeat

Check the Repeat box to convert a singly occurring event into a repeating one.

The beginning date/time values given should be for the first instance of the repeating event. The default repeat frequency is Weekly, but can be changed to Daily, Monthly or Yearly in the REPEATS drop down menu.

If your event repeats you will need to identify when it will cease to repeat. (This is not the same as setting the end time for a particular Event instance.) Identify when the repeating event will STOP REPEATING by either setting a limit to its number of occurrences or by providing an actual end date beyond which it will no longer take place.

It is also possible to add multiple single day exceptions and/or additions (they are independent of one another) to your repeating rules. Check the appropriate box (either Excludes dates, Include dates or both) to begin customizing. This is a useful option for dealing with scheduling conflicts, such as when a regularly held event falls on an observed holiday and needs to be rescheduled. Identify the date in question in the corresponding DATE field, either an exception or an addition, and **click the appropriate Add button**. Do so any many times as needed. Note that additional dates (available when the Include dates box is checked) will retain the same TIME of day as the original repeating event. There is no adjusting this. If a repeating event instance needs to be rescheduled for a different time of day, a completely new and separate event will need to be created for it.

Repeating Events – *p42*

One day event with a start and stop time.

TITLE *

FOL Used Book Sale in Park

DESCRIPTION

The Friends of the Denny Ashby Library will hold a used book sale from 11:00 am - 2:00 pm in the Pomeroy City Park during the 4th of July celebration. A bag of books for $2.00!!

EVENT CATEGORY

fundraising

Date

☐ All Day ☑ Show End Date

DATE	TIME
07/04/2012	11:00am

TO:

DATE	TIME
07/04/2012	02:00pm

> Check the Show End Date box to display the ending (TO:) DATE and TIME fields for filling out.

An All Day event.

TITLE *

SUMMER READING PROGRAMS BEGIN!!!

DESCRIPTION

SUMMER READING PROGRAMS BEGIN!!!

EVENT CATEGORY

program

Date

☑ All Day ☐ Show End Date

DATE

06/15/2012

> Check the All Day box to indicate an all day event.

Week long celebration (sequence of back to back all day events).

TITLE *

National Library Week

> Sometimes the Event TITLE might be sufficiently self explanatory that a description isn't necessary.

DESCRIPTION

EVENT CATEGORY

celebration

Date

☑ All Day ☑ Show End Date

DATE

04/08/2012

TO:

DATE

04/14/2012

Annual repeating Holiday event

TITLE *

Independence Day

DESCRIPTION

The library is closed in observation of Independence Day.

EVENT CATEGORY

holiday

Date

☑ All Day ☐ Show End Date

DATE

07/04/2012

> If you choose to apply a repeating rule to an event, a value for the STOP REPEATING date or occurrence will also be required.

☑ Repeat

REPEATS

Yearly

REPEATS

Every 1 years

◉ ON DAY 4 of

☐ Jan   ☐ Feb   ☐ Mar   ☐ Apr   ☐ May   ☐ Jun
☑ Jul   ☐ Aug   ☐ Sep   ☐ Oct   ☐ Nov   ☐ Dec

STOP REPEATING

○ After [#] occurrences

◉ On **DATE** 07/04/2015

Event Examples part 1 – *p43*

Year long regularly scheduled once a week event, with exceptions for Valentine's Day and Christmas.

Year long regularly scheduled once a month events, with the exception of May and December, and including two additions.

TITLE *
Storytime for toddlers and preschoolers

DESCRIPTION
Every Tuesday morning at 9:15.

EVENT CATEGORY
program

Date
☐ All Day ☐ Show End Date

DATE 01/03/2012   TIME 09:15am

☑ Repeat
REPEATS Weekly
REPEATS Every 1 weeks
REPEAT ON
☐ Sun ☐ Mon ☑ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat
STOP REPEATING
○ After # occurrences
◉ On DATE 12/31/2012

☑ Exclude dates
DATE 02/14/2012
DATE 12/25/2012
✓ Add exception
☐ Include dates

TITLE *
Friends of the Library Meeting

DESCRIPTION
The Friends of the Library meet monthly to plan programs for the library and to support the library through various fundraising events, including twice yearly book sales. New members are always welcome!

EVENT CATEGORY
meeting

Date
☐ All Day ☐ Show End Date

DATE 01/30/2012   TIME 04:00pm

☑ Repeat
REPEATS Monthly
○ ON DAY 1 of
☐ Jan ☐ Feb ☐ Mar ☐ Apr ☐ May ☐ Jun
☐ Jul ☐ Aug ☐ Sep ☐ Oct ☐ Nov ☐ Dec
◉ ON THE Last Monday of
☑ Jan ☑ Feb ☑ Mar ☑ Apr ☐ May ☑ Jun
☑ Jul ☑ Aug ☑ Sep ☑ Oct ☑ Nov ☐ Dec
STOP REPEATING
○ After # occurrences
◉ On DATE 12/31/2012

☐ Exclude dates
☑ Include dates
DATE 05/21/2012
DATE 12/17/2012
✓ Add addition

For repeating events, the DATE should be the first instance of the repeating event.

A value for either the STOP REPEATING number of occurrences or STOP REPEATING DATE is required for repeating events.

Be sure to click the Add button for each customization, otherwise the date Exceptions and/or Additions will not be incorporated into the Repeat rules.

Exceptions to monthly repeating events do not need to rely on the Exclude dates feature, rather simply leave unchecked those months in which the event will not take place. In this example, the Last Monday of May, 2012 is Memorial Day and the last Monday of December, 2012 is Christmas, so those months were left unchecked.

Note: The Include dates in the Repeat rules are not flexible enough to allow for variations in TIME values. Additional events occurring at a different Time of Day from that of the initial event (in this example 4pm) will need to be added as separate event nodes.

Event Examples part 2 – *p44*

Summer long, multiple days of the week event.

Edit Event Summer Reading Program

TITLE *
Summer Reading Program

DESCRIPTION

For Elementary School Children

EVENT CATEGORY
program

Date

☐ All Day ☑ Show End Date

DATE   TIME
06/25/2012   10:00am

TO:

DATE   TIME
06/25/2012   11:00am

Date values should refer to the first instance of a repeating event.

☑ Repeat

REPEATS
Weekly

REPEATS
Every 1 weeks

REPEAT ON
☐ Sun ☑ Mon ☑ Tue ☑ Wed ☑ Thu ☐ Fri ☐ Sat

STOP REPEATING
○ After # occurrences

◉ On DATE
08/23/2012

☐ Exclude dates
☐ Include dates

Summer Reading Program

Repeats every week every Monday and every Tuesday and every Wednesday and every Thursday until Thu Aug 23 2012 .

Wednesday, August 15, 2012 - 10:00am to 11:00am

For Elementary School Children

Event Calendar

August

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Thu, 08/16/12
10:00am to 11:00am ~
Summer Reading Program
Mon, 08/20/12
10:00am to 11:00am ~
Summer Reading Program
Tue, 08/21/12
10:00am to 11:00am ~
Summer Reading Program
Wed, 08/22/12
10:00am to 11:00am ~
Summer Reading Program
Thu, 08/23/12
10:00am to 11:00am ~
Summer Reading Program

The View page of a repeating event will list its next upcoming occurrence and will also provide a full, if one has been provided, description of the event.

In this example, the repeating event is a children's reading program taking place during summer recess (06/25/2012 - 08/23/2012), every Monday through Thursday, from 10:00am to 11:00am. For the Date and Time fields, only identify the initial occurrence, Day 1, including the daily start time and optionally the daily stop time of the repeating event. Remember, in order to be able to add a daily stop time, the Show End Date box needs to be checked, and both the TO: DATE and TIME fields filled out. Note also that the TO: DATE and TIME values do not constitute the end date for the entire series of repeatings events, but rather the daily stop time for the recurring event. The end date for the entire series of repeating events is not identified until the STOP REPEATING section of the Event form.

Check the Repeat box and assign the repeat frequency details to the event, in this example, Repeats = Weekly, Every 1 weeks, Mon, Tue, Wed, Thu.

Finally, the end date for the entire series of repeating events is identified by checking the STOP REPEATING: On radio button, and assigning the STOP REPEATING DATE of 08/23/2012.

Event Examples part 3 – *p45*

Annual Calendar Display example

Monthly Calendar Display example

| Month | Week | Day | **Year** | List |

« Prev   2012   Next »

January	February	March
S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5 6 7	1 2 3 4	1 2 3
8 9 10 11 12 13 14	5 6 7 8 9 10 11	4 5 6 7 8 9 10
15 16 17 18 19 20 21	12 13 14 15 16 17 18	11 12 13 14 15 16 17
22 23 24 25 26 27 28	19 20 21 22 23 24 25	18 19 20 21 22 23 24
29 30 31	26 27 28 29	25 26 27 28 29 30 31

April	May	June
S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5 6 7	1 2 3 4 5	1 2
8 9 10 11 12 13 14	6 7 8 9 10 11 12	3 4 5 6 7 8 9
15 16 17 18 19 20 21	13 14 15 16 17 18 19	10 11 12 13 14 15 16
22 23 24 25 26 27 28	20 21 22 23 24 25 26	17 18 19 20 21 22 23
29 30	27 28 29 30 31	24 25 26 27 28 29 30

July	August	September
S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5 6 7	1 2 3 4	1
8 9 10 11 12 13 14	5 6 7 8 9 10 11	2 3 4 5 6 7 8
15 16 17 18 19 20 21	12 13 14 15 16 17 18	9 10 11 12 13 14 15
22 23 24 25 26 27 28	19 20 21 22 23 24 25	16 17 18 19 20 21 22
29 30 31	26 27 28 29 30 31	23 24 25 26 27 28 29
		30

> *The current day will be shaded yellow.*

October	November	December
S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5 6	1 2 3	1
7 8 9 10 11 12 13	4 5 6 7 8 9 10	2 3 4 5 6 7 8
14 15 16 17 18 19 20	11 12 13 14 15 16 17	9 10 11 12 13 14 15
21 22 23 24 25 26 27	18 19 20 21 22 23 24	16 17 18 19 20 21 22
28 29 30 31	25 26 27 28 29 30	23 24 25 26 27 28 29
		30 31

| Month | Week | Day | Year | List |

« Prev   May 2012   Next »
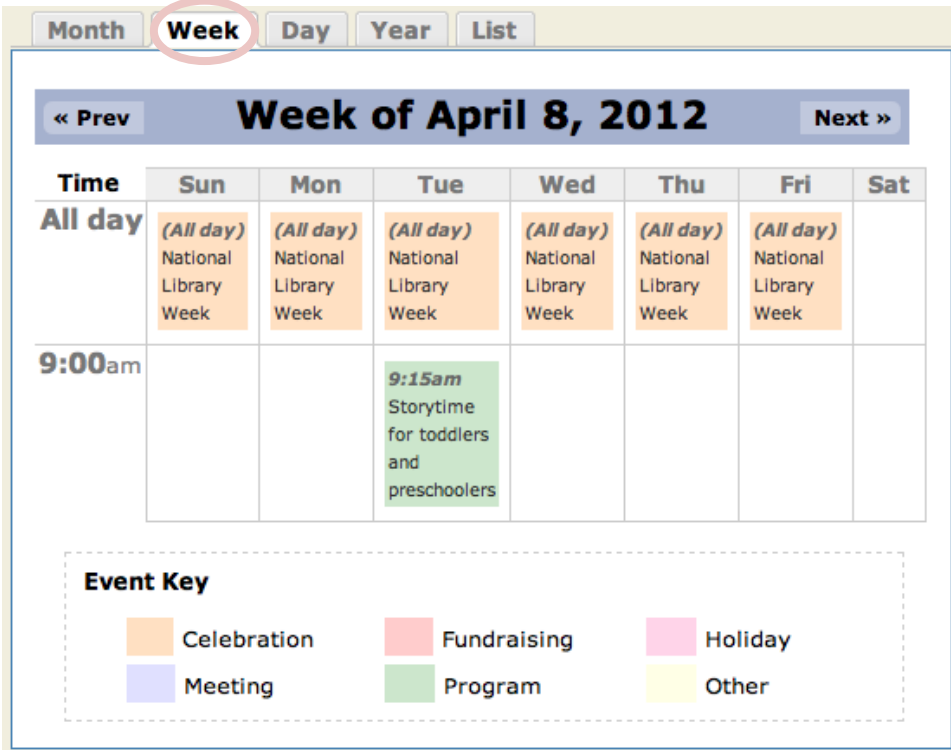
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	**1** *9:15am Storytime for toddlers and preschoolers*	2	3	4	5
6	7	**8** *9:15am Storytime for toddlers and preschoolers*	9	10	11	12
13	14	**15** *9:15am Storytime for toddlers and preschoolers*	16	17	18	19
20	**21** *4:00pm Friends of the Library Meeting* / *5:00pm Library Board Meeting*	**22** *9:15am Storytime for toddlers and preschoolers*	23	24	25	26
27	28	**29** *9:15am Storytime for toddlers and preschoolers*	30	31	1	2

Event color coding is available on Monthly, Weekly, Daily, and the List of Events page Displays.

Event Key

	Celebration		Fundraising		Holiday
	Meeting		Program		Other

Calendar Displays – *p46*
(Annual and Monthly Views)

Weekly Calendar Display example

| Month | **Week** | Day | Year | List |

Week of April 8, 2012

« Prev   Next »

Time	Sun	Mon	Tue	Wed	Thu	Fri	Sat
All day	*(All day)* National Library Week	*(All day)* National Library Week	*(All day)* National Library Week	*(All day)* National Library Week	*(All day)* National Library Week	*(All day)* National Library Week	
9:00am			*9:15am* Storytime for toddlers and preschoolers				

Event Key

	Celebration		Fundraising		Holiday
	Meeting		Program		Other

Daily Calendar Display example

| Month | Week | **Day** | Year | List |

Wednesday, July 4, 2012

« Prev   Next »

Time	Items
All day	Independence Day [*(All day)*]
11:00am	FOL Used Book Sale in Park [*11:00am to 2:00pm*]

Event Key

	Celebration		Fundraising		Holiday
	Meeting		Program		Other

Events in the Monthly, Weekly and Daily calendar displays and in the List of Events page are color shaded according to category. If no category has been assigned then the event will simply have the default white background (in other words no background color).

Rather than show every half hourly increment of time within the Weekly and Daily Calendars, these displays have been set to display only those half hour blocks of time for which events exist, providing for tidier more compact views. Due to ongoing Calendar module development, these calendar related screenshots may not always match exactly what you see on your own computer.

Event node View pages, accessible when you click on an event's title in one of the event calendars or list displays, will provide more information about the event such as the description and, if a repeating event, the details of the event series, and the next upcoming occurrence of the repeating event.

Event node View page Example

Independence Day

| View | Edit |

Repeats every year until Sat Jul 04 2015 .

Thursday, July 4, 2013 (All day)

The library is closed in observation of Independence Day.

Event descriptions will appear in the node's View page, but not in any of the calendar (annual, monthly, weekly, daily) views or event list displays, mostly due to space constraints.

Calendar Displays – *p47*
(Weekly, Daily and Event Node Views)

Mini Calendar and Upcoming List

Event Calendar

«		**January**				»
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Thu, 01/12/12
7:00pm ~ FOL Program: Kris Darby - Haiti Earthquake Relief Effort

Tue, 01/17/12
9:15am ~ Storytime for toddlers and preschoolers

Thu, 01/19/12
6:00pm ~ eReader Device Show and Tell

Tue, 01/24/12
9:15am ~ Storytime for toddlers and preschoolers

Wed, 01/25/12
7:00pm ~ FOL PROGRAM: Kate Forand - New Year, New You

Mon, 01/30/12
4:00pm ~ Friends of the Library Meeting

5:00pm ~ Library Board Meeting

The List of Events page available at "calendar/list" is basically an expanded version of the Upcoming (Events) List block initially located in the right sidebar below the Mini Calendar. As with all the other Event/Calendar displays, these listings are automatically sourced from the Event nodes that have been created.

This means that calendar displays are not themselves directly editable nodes and will not themselves (the calendars) be listed on the Content List administrative page. In order to edit calendar information you need to edit the Event nodes that inform the calendar views.

By default, the Upcoming List of Events block (attached to the Mini Calendar) will show the next 7 future events, whereas the the upcoming List of Events page is set to show all future events scheduled 6 months out. A different limit for either block or page display is possible. For example, the Upcoming List block can be set to show the next 5 rather than the next 7 upcoming events and the List of Events page can be set to show the next 18 months worth, or the next 20 upcoming events, etc., rather than the next 6 months worth of events. This is not a setting content editors have direct access to, but can be made on your behalf upon request.

Clicking on the title of an event will take you to that event's View page, where more details, if they exist, will be available.

Upcoming Events View page

List of Events (6 months out)

| Month | Week | Day | Year | **List** |

Tue, 04/17/12	9:15am	Storytime for toddlers and preschoolers
Tue, 04/24/12	9:15am	Storytime for toddlers and preschoolers
Mon, 04/30/12	4:00pm	Friends of the Library Meeting
Mon, 04/30/12	5:00pm	Library Board Meeting
Tue, 05/01/12	9:15am	Storytime for toddlers and preschoolers
Tue, 05/08/12	9:15am	Storytime for toddlers and preschoolers
Tue, 05/15/12	9:15am	Storytime for toddlers and preschoolers
Mon, 05/21/12	4:00pm	Friends of the Library Meeting
Mon, 05/21/12	5:00pm	Library Board Meeting
Tue, 05/22/12	9:15am	Storytime for toddlers and preschoolers
Tue, 05/29/12	9:15am	Storytime for toddlers and preschoolers
Tue, 06/05/12	9:15am	Storytime for toddlers and preschoolers
Tue, 06/12/12	9:15am	Storytime for toddlers and preschoolers
Fri, 06/15/12	(All day)	SUMMER READING PROGRAMS BEGIN!!!
Tue, 06/19/12	9:15am	Storytime for toddlers and preschoolers
Mon, 06/25/12	4:00pm	Friends of the Library Meeting
Mon, 06/25/12	5:00pm	Library Board Meeting
Tue, 06/26/12	9:15am	Storytime for toddlers and preschoolers
Tue, 07/03/12	9:15am	Storytime for toddlers and preschoolers
Wed, 07/04/12	(All day)	Independence Day
Wed, 07/04/12	11:00am to 2:00pm	FOL Used Book Sale in Park

Event Key

Celebration	Fundraising	Holiday
Meeting	Program	Other

Event List Displays – *p48*

Create New Collection Item

To add a resource to the display of New Materials go to Add content *under the* Content *menu and select* New Collection Item.

TITLE *

CATEGORY *
Select a category for the item from the list provided. Fiction is the default category.
Fiction

Date

MONTH ADDED TO COLLECTION *
October

Select the Month that the item was added to the library's collection. The current month is the default.

YEAR ADDED TO COLLECTION *
2013

Select the Year that the item was added to the library's collection. The current year is the default.

Category list:
Audio
Audiobook
Biography
Books on CD
Children's
Christian
DVD
Easy Read
✓ Fiction
Juvenile Fiction
Juvenile Non-Fiction
Large Print
Magazine
Mystery
Non-Fiction
Picture Book
Romance
SciFi-Fantasy
Suspense
VHS
Western
YA-Juvenile
Young Adult Fiction

Month list:
January
February
March
April
May
June
July
August
September
October
November
December

Year list:
2008
2009
2010
2011
2012
2013
2014

ISBN
Enter either the item's 10 digit or 13 digit ISBN (only applicable to books). Do not include symbols such as hyphens. Generally the code is comprised only of numbers, although the last digit (check digit) for 10 digit ISBNs can be represented by an "X". A Google Books search will be performed on the ISBN in order to pull additional data about the item, including: Author information, a Thumbnail image of the cover, and a Text Snippet (briefly describing the material). Author and Cover information provided in the fields below will (and can be used to) override/replace the book data returned by the Google Books ISBN search.

AUTHOR–STUDIO–DIRECTOR
Enter the Author, or for Videos, your choice of Actors, Studio or Director, etc.

COVER
Enter the location of the cover image, if it is from Amazon all that is necessary is the 11 CHARACTER ID. To include anything more from Amazon could result in a different version of the cover image, such as one that includes a "Look Inside" label. The 11 CHARACTER ID is found after the url string beginning: http://ecx.images–amazon.com/images/I/ and ends in a capital "L". Occasionally a symbol, such as the plus sign '+' will be denoted by the code "%2B", such codes still only represent one character in the 11 character ID count. If the source of the image is not from Amazon.com please enter the full url. The cover resource identified here will override any cover data generated by the Google Books ISBN search.

AMAZON IMAGE FORMAT IF OTHER THAN JPG
✓ – None –
gif
png
The most common image format is jpg, leaving this field blank will assume that format, if this is not the case select the different format from the list.

EXTERNAL LINK
If you wish to link the item to another website such as Goodreads, or an online bookstore (Amazon, Powell's etc.), enter that url here. For Amazon links, you do not need to include anything in the url from "ref=" on.

SUBJECT
If you wish to associate the item with a larger Subject area beyond that of Category, list it here. For instance, Art, Architecture, Geography, History, etc.

EXTRA DETAILS
If you have any further item details to add, include them here. For instance, if the material was part of a dedication or donation, or if you want to add a plot summary.

BARCODE
Barcodes aren't currently being used for anything, but may serve a purpose in the future.

SYNOPSIS
If you have a short plot summary of the material, include it here.

Similar to how Events populate the Calendar displays, New Collection Items (nodes of the "New Collection Item" Content type) populate the New Materials display. Create a New Collection Item by going either to its add link (off the Administration Menu: *Content >> Add content >> New Collection Item*)
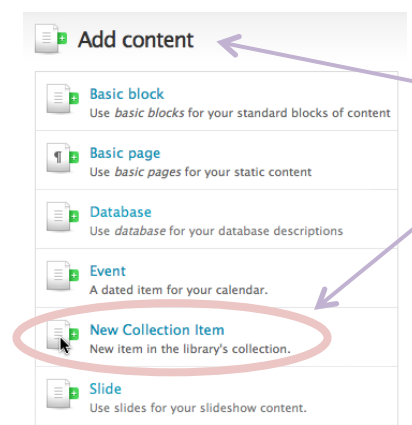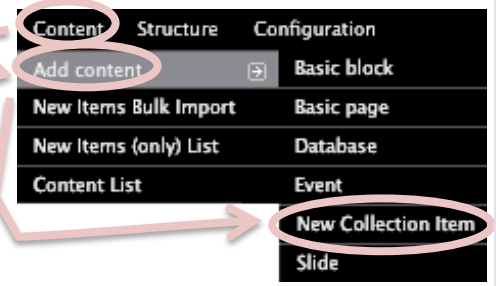
or by going to the Add content administrative page (Administration menu: *Content >> Add content*) and selecting the New Collection Item option from the list of Content types presented. After filling out the form, **Click the Save button** to add the Item to the display of New Materials.

Four fields are required: TITLE, CATEGORY, MONTH ADDED TO COLLECTION and YEAR ADDED TO COLLECTION. Without a value for each of these fields, the New Collection Item cannot be saved and/or will not be listed on the New Materials display page. The default Category is "Fiction" and the default Month & Year will be the current Month & Year at the time of node creation. Use the available dropdowns to change those auto-filled values as necessary.

Adding New Collection Items to the New Materials Display – *p49*

Create New Collection Item

TITLE *

CATEGORY *
Fiction

Date

MONTH ADDED TO COLLECTION **
October

YEAR ADDED TO COLLECTION **
2013

ISBN

AUTHOR–STUDIO–DIRECTOR

COVER

AMAZON IMAGE FORMAT IF OTHER THAN JPG
– None –

EXTERNAL LINK

SUBJECT

EXTRA DETAILS

BARCODE

SYNOPSIS

There are two ways to assign a cover to a collection item:

For books, use the ISBN field to try **automatically generating cover images**, author names, and an excerpted description of the work (by harvesting Google Books data, the results of), which, if necessary, can be overridden or replaced by the values provided in the COVER, AUTHOR-STUDIO-DIRECTOR and SYNOPSIS fields, respectively.

For any New Collection Item, regardless of format (note only books, including ebooks, have ISBNs), use the COVER field to **manually identify cover images**. The values provided in the COVER (as well as AUTHOR-STUDIO-DIRECTOR and SYNOPSIS) field(s) will take precedent over matching information returned via a (Google Books) ISBN search.

ISBNs can generally be found on the Copyright page of the work, as well as, for printed books, on the back cover of the book above and/or below the UPC barcode(s). **The ISBN value entered should only include digits (or the letter X representing 10 for the final check digit) and not any hyphens or spaces. Provide either the 10 or 13 digit ISBN code** to trigger a Google Books search that (if successful) will automatically generate: a cover image, author names, and an excerpted description (text snippet) of the book in question (dispensing with the need to manually fill out the optional COVER, AUTHOR-STUDIO-DIRECTOR and SYNOPSIS fields).

ISBN-13: 978-0-321-61921-1
ISBN-10: 0-321-61921-8

9 780321 619211

Our success rate, as a group, using the ISBN search to extract book data, is above 80%, making the Google Books service a convenient source of freely available book information, but not a comprehensive reference on every book (version and variation, e.g. library editions) ever published. As such, the service may not always provide the preferred, most accurate or even any cover image, author listing, or excerpted description for a given work, in those situations, the results (or non results) of the Google Books ISBN search can always be supplanted, when necessary, by entering alternative and superseding values into the New Collection Item's COVER, AUTHOR-STUDIO-DIRECTOR, and SYNOPSIS fields.

If no cover image is generated (when relying only on the ISBN), double check that the code provided is correct. To view the actual results returned by the Google Books ISBN search, navigate to the URL:
    https://www.googleapis.com/books/v1/volumes?q=isbn:#############
and replace the pattern of # symbols with the actual 10 or 13 digit ISBN code. If the data page (generated using the Google API URL above) lists Total Items as "0", it means that the

```
{
 "kind": "books#volumes",
 "totalItems": 0
}
```

book, with the given ISBN, does not currently exist in the Google Books database (and, therefore, no associated data is there to be harvested. For works that do reside in the repository (i.e. the "totalItems" count is greater than 0), there still needs to be attribute-value listings (in the first item record) for "authors":{}, "thumbnail":{}, and "textSnippet":{}, in order for there to be any author, cover, and synopsis data, respectively, auto generated (via the ISBN search).

New Collection Item Covers:
the ISBN Field – *p50*

When using the COVER field (for manually assigning covers), **identify the image by copying & pasting into the COVER field, either its: full URL/web address** (ending in either a 'jpg', 'jpeg', 'gif' or 'png' file extension) or, for Amazon.com book covers, its 11 character Amazon image ID (present within a segment of the image's URL). See Appendix E, Locating the URL/Address of Web Images for more details on how to identify the address/location/URL of an online image.

COVER
http://covers.powells.com/9780141439518.jpg

COVER
http://img2.imagesbn.com/p/9780141439518.JPG

Most cover images are already available online, for example, from your OPAC or online retailers. Note that both Powell's and Barnes & Noble employ a web image address pattern (and/or file structure) that includes the ISBN of the book, some OPACs may also do so as well.

COVER
http://laconner.skagitcat.org/opac/extras/ac/jacket/small/9780141439518.jpeg

Assuming a digital copy is available of the cover, either through scanning or some other means, there is always the option of uploading that image to the website's online file directory, thereby giving it a web location for entering into the COVER field. This is handy when there is no cover image already available on the web (and, therefore, no image URL) for the given work, which may be the case for collection items that are unique or of local and limited distribution. Refer to Using Local or Custom Images for New Collection Item Covers – Appendix F, for directions on how to do so.

For Amazon.com book covers, use the 11 character image ID (instead of the full image URL).

COVER
51iBTrSNE–L

Amazon stores its images in such a way that it is best if you use only the image identifier, rather than the full URL, which might reference an unwanted image variant, e.g. one that includes a "Look inside" label. The Amazon image ID is the 11 character code ending in a capital L found in the full image URL string immediately following "http://ecx.images-amazon.com/images/I/" and preceding the "._" (period and underscore) combination. In addition to alpha numeric characters, the ID can include hyphen/minus and plus sign symbols ('-' or '+', sometimes encoded in the URL as %2D and %2B respectively, but still only counting as one character for the purpose of the 11 character count limit). Be sure to copy all of the code (sometimes it splits across two lines, depending on where and how it is being displayed). Paste the copied 11 character code (or the full URL to be edited down to the 11 character code) into the COVER field of the New Collection Item's form.

Properties

General

51iBTrSNE-L._BO2,204,203,200_Plsitb-sticker-arrow-click,TopRight,35,-76_AA300_SH20_OU01_.jpg

Protocol: HyperText Transfer Protocol

Type: JPEG Image

Address: http://ecx.images-amazon.com/images/I/51iBTrSNE-
(URL)   L_BO2,204,203,200_Plsitb-sticker-arrow-

Size: 16852 bytes

Dimensions: 300 x 300 pixels

OK   Cancel   Apply

http://ecx.images-amazon.com/images/I/51iBTrSNE-L._AA160_.jpg
http://ecx.images-amazon.com/images/I/51iBTrSNE%2DL._AA160_.jpg

Do not attempt to copy the image URL of an Amazon.com book cover with a Look inside ↓ ***banner***, these elements are coded differently (recognizable by their addresses beginning with "data:image/jpeg;base64,/9j/") and are incompatible for our purposes, choose a different cover image, one not tagged with a Look Inside banner. Look inside covers usually have a thumbnail equivalent listed just below them that uses the 11 character image ID format needed.

On rare occasions, a given Amazon image is not a jpg (image format) as expected. If an Amazon image ID is confirmed correct, but the cover image still doesn't display, double check its actual format (look within its full url) and if necessary change the AMAZON IMAGE FORMAT IF OTHER THAN JPG to either "gif" or "png" as appropriate.

AMAZON IMAGE FORMAT IF OTHER THAN JPG
✓ – None –
gif
png
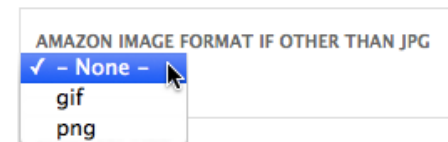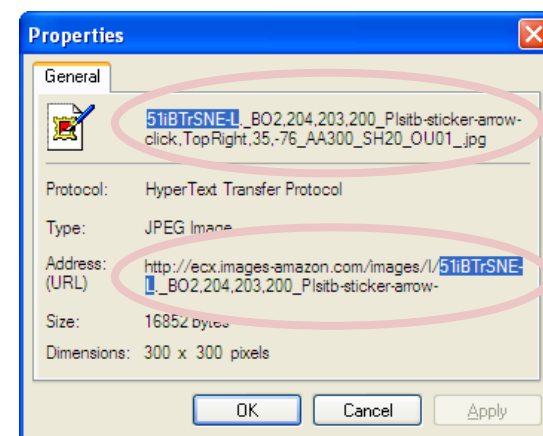
New Collection Item Covers: the Cover Field – *p51*

Since collection materials naturally shake out into lists, there is the additional option of uploading your new collection items as tabular data in comma separated format rather than having to add each listing individually through the Add New Collection Item (form) process, although that option is always available. For the creation of a large number of New Collection items, the bulk import process may be the quicker method, but lacks the convenience of drop down selection lists (which help to prevent invalid data entry and protects against typos). "New Collection Item" is the only Content type with this bulk import feature available. Go to the New Items Bulk Import page by clicking its link under the *Content* menu of the Administration menu.
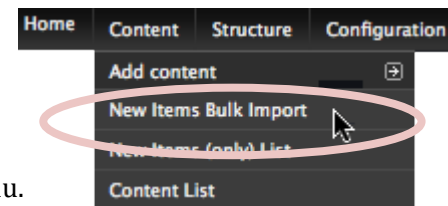
New Items Bulk Import

Status

Last import: 3 hours ago.

64 imported items total.

Import

Import CSV files with one or more of these columns: Title, Category, Month Added, Year Added, ISBN, Author-Studio-Director, Cover, Image Format, External Link, Subject, Extra Details, Barcode, Synopsis.

Columns are mandatory and values in these columns are considered unique: only one entry per value in one of these column will be created.

Download a template

It is best practice to name the file to be uploaded something descriptive such as the date of the upload or the month-year the listed items were added to the collection.

FILE
08-15.csv
279 bytes
text/csv

or similar

Browse...

Choose File   new-items.csv

Select a different file from your local system.

Import

The New Items Bulk Import administrative page will provide a summary of your last import and a link for downloading the required template. **Always download a fresh copy of the (csv) template** to ensure you are using the most current version available. Use the downloaded template to list your new materials. [Open the file in either Excel, another spreadsheet application, or a text editor. **Be sure to save it in Comma Separated (.csv) format**, usually available under the application's File Menu's **Save As...** option, otherwise, the upload process will not succeed.] On the New Items Bulk Import administrative page, the name of the last file imported is listed under the File section, and below that is either a *Browse*, *Choose File* or equivalent button for uploading additional files. Click the button to open the web browser's file select dialog box where you can navigate to and upload the .csv file containing your New Collection Item records. **Once the file has been selected and appears in the File field, click the *Import* button to finish the process**. An import bar will appear showing the progress of the upload. When the import is complete, the status will be updated to reflect this latest import. Confirm that the imported items total listed in the updated status box matches the figure expected.

Importing

Initializing.
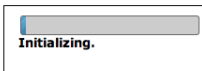
A	B	C	D	E	F	G	H	I	J	K	L	M
Title	Category	Month Added	Year Added	ISBN	Author-Studio-Director	Cover	Image Format	External Link	Subject	Extra Details	Barcode	Synopsis

The template file has 13 fields or columns available for each record. There are four fields that are absolutely required for the record to display properly: Title, Category, Month Added (to the collection) and Year Added (to the collection). Category values must match those from the established list or the new collection item will fail to appear at all. Do not use abbreviations for the month or year. New Collection Item covers, title and author text can be programmed to link to your online catalog (if available); alternately, covers can be linked to an external resource (e.g. to goodreads or an online bookstore for customer reviews).

Audio
Audiobook
Biography
Books on CD
Children's
Christian
DVD
Easy Read
Fiction
Juvenile Fiction
Juvenile Non-Fiction
Large Print
Magazine
Mystery
Non-Fiction
Picture Book
Romance
SciFi-Fantasy
Suspense
VHS
Western
YA-Juvenile
Young Adult Fiction

Home   Content   Structure   Configuration
Add content
New Items Bulk Import
New Items (only) List
Content List

New Items Bulk Import – *p52*

(1) Go to the New Items Bulk Import page: *Content >> New Items Bulk Import*

(2) Download a fresh copy of the template.

> *See New Items Bulk Import, page 52, and New Items Bulk Import Template, Appendix G.*

(3) Copy and Paste, type, or otherwise add a week's or month's worth of new collection item records into the template (*do not replace the column names in the first row*).

(4) Check whether number values in ISBN (Column E) or Barcode (Column L) cells have been converted into scientific format (where part of the number is replaced with to the *nth* power notation e.g. E+12 or E+13). If so, take steps i and ii below:

(i) Select ISBN (Column E) and Barcode (Column L) fields by clicking on each column's lettered heading.

(ii) Format the selected cells to display all integers by opening the **Format Cells...** dialog box (the location of the Format menu will vary depending on the version of Excel you are using), and **under the Number tab, select Custom as the Category and enter 0 for the Type**.

(5) Save the modified/updated new_items_template as a csv file. Consider including the current date when naming the file to help differentiate its contents from other similar documents. **Choose Save As (under the File menu) and select the CSV (Comma delimited) (*.csv) or equivalent option for the Save as type.**

(6) Back in the New Items Bulk Import window, click the Browse button to locate the file on your computer and select/choose/open it. **Click the Import button.** A progress bar will appear. When the import is 100% complete you will be returned to the New Items Bulk Import window. A message will display listing how many nodes were uploaded/created.

(7) Update (redirect) the current New Materials page: *Configuration >> Search and metadata >> URL redirects.* See page 57, Updating the New Materials Page.

New Collection Items Bulk Import Checklist – *p53*

Added to the Collection in August, 2011

Show Materials Added to the Collection in:
- Select a Single Month -

Display the Complete List (since tracking began)

- Select a Single Month -
- Select a Single Month -
2011
August 2011
July 2011
June 2011
May 2011
April 2011
March 2011
February 2011
January 2011
2010
December 2010
November 2010
October 2010

DVD

- Or Choose a Full Year -
- Or Choose a Full Year -
2014
2013
2012
2011

Fiction

Against All Enemies
- *Tom Clancy*

Back of Beyond
- *C. J. Box*

Betrayal of Trust
- *J. A. Jance*

Burnt Mountain
- *Anne Rivers Siddons*

Escape
- *Barbara Delinsky*

A Good Hard Look
- *Ann Napolitano*

The Homecoming of Samuel Lake
- *Jenny Wingfield*

Misterioso
- *Arne Dahl*

Portrait of a Spy
- *Daniel Silva*

Split Second
- *Catherine Coulter*

Then Came You
- *Jennifer Weiner*

This Burns My Heart
- *Samuel Park*

Juvenile Non-Fiction

Jane Austen: A Life Revealed
- *Catherine Reef*

The Google Books Text Snippet (generated for books when a matched ISBN value has been provided) will appear as a tooltip on the New Materials display page, visible when the cursor hovers over a cover image.

Examines the life and works of the famous author, known for such works as "Emma," "Pride and Prejudice," and "Persuasion," and looks at how her novels have endured for over two centuries.

New Materials are displayed sorted in alphabetical order according to natural title, organized by category (DVD, Fiction, Juvenile Non-Fiction, etc.) and arranged, by default, across two columns; up to three images across on the left and three title/author pairings down along the right per each row of covers. Upon request, the listing of Titles and Authors can be dispensed with and only Covers displayed (expanding from a maximum of 3 to a maximum of 6 cover images per row). The display can be filtered by Month-Year combination, Full Year, or as a Complete List of all new materials added to the collection (full and complete lists will take longer to load). The time period filter drop down menu options are generated automatically based on the data provided in the New Collection Item records.

What happens when an item's cover, textual title and author information (if any) are clicked is determined by whether the library's catalog is available online and whether or not an EXTERNAL LINK was provided on the New Collection Item's Add/Edit form. Possible outcomes include performing an online catalog search for the selected title or author, continuing on to an external website, or proceeding to the selected New Collection Item's View page. The View page will display at a minimum the title, the category, and the month and year the given item was added to the library's collection. The non-required information provided on the other fields of the New Collection Item's Add/Edit form will also generally be included in the item's View page, for example, a COVER image, AUTHOR information, EXTRA DETAILS, SUBJECT(s), a SYNOPSIS, etc. and/or if a Google Books matched ISBN code was provided, the Google Books generated cover image, author listing, and text snippet.

Jane Austen: A Life Revealed

Catherine Reef
Non-Fiction

Month Added to Collection: August
Year Added to Collection: 2011

Search the Catalog for this title

Extra Details, if any, would appear here

Subject, if any, would appear here

Examines the life and works of the famous author, known for such works as "Emma," "Pride and Prejudice," and "Persuasion," and looks at how her novels have endured for over two centuries.

The New Materials Display and the New Collection Item View Page – *p54*

There are a couple of different approaches to editing existing New Collection Item records. There is the standard means of updating a node by making changes to it's Edit page form. And although access to any node's Edit page is available from off the Content List administrative page, when working with New Collection Item records it is more productive to use the special *New Items (only) List* page, accessible from the Administrative Menu's *Content >> New Items (only) List*. This specialized content list has been pre-filtered to include only New Collection Items, offers search parameters specific to New Collection Items (such as search by title's author, subject category, or when the material was added to the collection) and displays thumbnails of assigned cover images.

If a recently created node cannot be found using the search feature, the system may not have had a chance to index it yet.
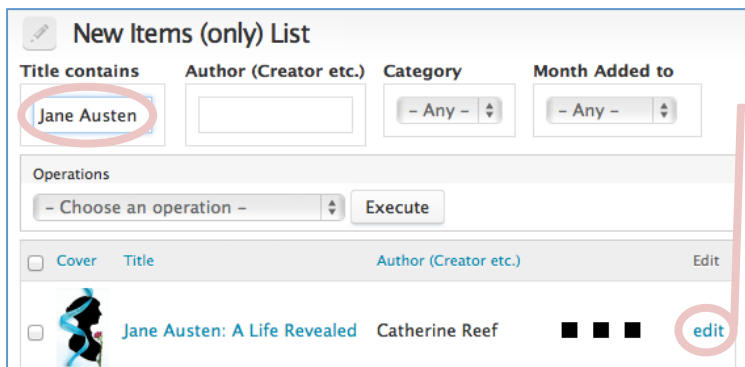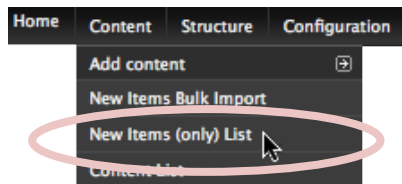
Click the *edit* link of the targeted New Collection Item to go to its Edit page and make changes to its record.
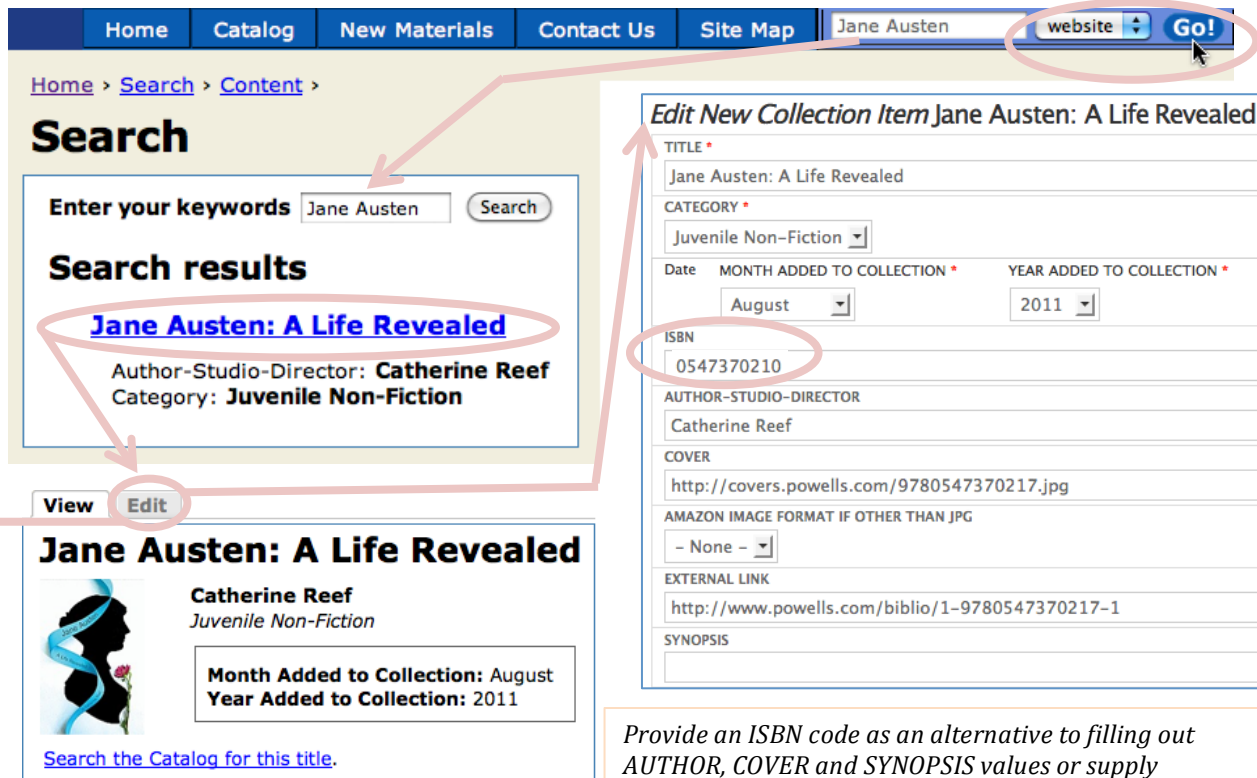
Provide an ISBN code as an alternative to filling out AUTHOR, COVER and SYNOPSIS values or supply AUTHOR, COVER and SYNOPSIS values to supplement or override ISBN genenerated missing or inaccurate data.

Another way to access a node's View page (and from there its Edit page via the Edit tab) is to perform a website search for it using keywords entered into the search box (initially located in the navigation region of the website). For the purposes of searching for a specific New Collection Item, enter search terms for its title, author, etc., and, if not already the default, choose "website" from the drop down menu, then Click the Go! button. Search results will return a list of possible matches, click a particular title to go to it's View page and from there click the *Edit* tab to go to the item's Edit page. Make changes. **Click the Save button.**

Changes can also be made to records in a .csv file and loaded via the bulk import process (see New Items Bulk Import – p52). **All existing records to be updated using this method, however, should first be deleted from the system before reimporting their edited versions (via bulk import)**, otherwise duplicate records will be created. Also available from the New Items (only) List page are a set of bulk operations (edits applied to more than one item at a time), that pertain only to New Collection Items, such as Modify Author, Modify Category, Modify Year Added etc., and affecting only selected (those listings with their boxes checked) New Collection Item records.

Editing New Collection Items – *p55*

In this example of the use of bulk operations on New Collection Items, a title search was performed from the New Items (only) List page, two out of three of the results returned were selected, and identical edits to the Category field of the selected titles were applied simultaneously. Specifically, three records (one DVD and two Juvenile Non-Fiction books) were identified by filtering the New Items (only) List by Titles containing the keyword "Jane". The two books were selected (by checking their respective boxes) and the "Modify Category" option was chosen from the Bulk Operations select menu. Clicking the **Execute** button opens the Modify Category screen where "Non-Fiction" was entered as the replacement text. Clicking the **Next** button opens the confirmation screen. Clicking the **Confirm** button will save the Category changes made to the selected items. On the New Items (only) List page, the two ("Jane" in their title) books, previously categorized as Juvenile Non-Fiction, are now listed as "Non-Fiction".

✓ – Choose an operation –
Delete item
Modify Author
Modify Category
Modify Details
Modify Month Added
Modify Year Added
Publish content
Save content
Unpublish content

New Items (only) List

Title contains: Jane
Author–Studio–Director
Month Added to Collection: – Any –
Year Added to Collection: – Any –
Published: – Any –   Apply

Use the bulk operations menu set of actions on Content List pages to apply edits to more than one title at a time.

Operations
Modify Category   Execute

	Cover	Title	Author–Studio–Director	Category	■ ■ ■
☐		Jane Eyre		DVD	
☑		The Watcher: Jane Goodall's Life with the Chimps	Jeanette Winter	Juvenile Non–Fiction	
☑		Jane Austen: A Life Revealed	Catherine Reef	Juvenile Non–Fiction	

Similar bulk operations are available for modifying the AUTHOR, MONTH ADDED, YEAR ADDED and EXTRA DETAILS field of New Collection Items.

New Items (only) List

Performed *Modify Category* on 2 items.

Title contains: Jane
Author–Studio–Director
Month Added to Collection: – Any –
Year Added to Collection: – Any –
Published: – Any –   Apply

Operations
– Choose an operation –   Execute

	Cover	Title	Author–Studio–Director	Category	■ ■ ■
☐		Jane Eyre		DVD	
☐		The Watcher: Jane Goodall's Life with the Chimps	Jeanette Winter	Non–Fiction	
☐		Jane Austen: A Life Revealed	Catherine Reef	Non–Fiction	

New Items (only) List

You selected the following 2 items:

The Watcher: Jane Goodall's Life with the Chimps

Jane Austen: A Life Revealed

Confirm   Cancel

New Items (only) List

MODIFY CATEGORY *
Non–Fiction

Next   Cancel

Bulk Edits to New Collection Items Using the New Items (Only) List *– p56*

It is important to remember to keep the display period for the New Materials page current by updating its URL redirect setting under the Administration menu: *Configuration >> Search and metadata >> URL redirects)*. Redirects allow a URL/link to go to a different page (link X actually goes to URL Z). Redirecting the New Materials default page at: newmaterials/current is the only regular application of this feature anticipated.

Consider how Calendar and New Collection Item URLs (web addresses) work. On the right is a table of sample calendar displays and their respective URLs. As you can see, parameters are being sent with the URL string that act as filters determining which calendar is displayed. The first parameter identifies the page as a calendar display, the second parameter identifies the type of calendar (i.e. whether it is a daily, weekly, monthly or annual calendar) and finally, the last parameter is the actual date selected, provided in the year-month-day format of YYYY-MM-DD and at the appropriate granularity. Similarly, the URL parameters for New Materials displays, while not in exactly the same format as the Calendar URLs, use the same principal. The first parameter identifies it as a new materials display, the second parameter identifies the month the materials were added to the collection and the third parameter identifies the year. If no values are given for both the month and year parameters, in other words, there is no filter, then the complete list of published New Collection Items is displayed.

Take the situation where another batch of New Materials has just been uploaded (for example, December, 2011). The New Materials link path needs to be updated to reflect this new date parameter (since the most current listing is now December rather than say November). In a previous exercise we added a second menu link (off the Library Resources Sidebar menu) pointing to the New Materials default page. Rather than have to remember to change the link path to the current New Materials listing in two different places (in the Main menu and also the Sidebar menu), introducing another opportunity for error, we have (1) both menu links permanently point to the default URL at newmaterials/current, then (2) redirect that single URL to the most current list of new materials, or in this example: newmaterials/December/2011. Thus, when there's a new intake of monthly materials, the link to the New Materials page needs to be updated (from the URL redirects administration page), but only once (for the newmaterials/current link) rather than for each individual link in existence that may be pointing to the current New Materials page.

Calendar Display	Display period	URL
Annual	2011	calendar/year/2011
Monthly	August, 2010	calendar/month/2010-08
Daily	November 24, 2011	calendar/day/2011-11-24
New Materials Display	**Display period**	**URL**
All	Complete list	newmaterials
Annual	2011	newmaterials/all/2011
Monthly	November, 2011	newmaterials/November/2011

Update the default month & year of the New Materials display from the URL redirects administration page.

Steps for redirecting the default New Materials page:

1. Go to the URL redirects page (under *Configuration >> Search and metadata*).
2. Click the *Edit* link for the "newmaterials/current" URL.
3. In the Edit redirect page change the TO path:
   from newmaterials/November/2011 to newmaterials/December/2011
4. **Click the Save button**.

Updating the New Materials Page listing (URL Redirects) – *p57*

Also available for display on the front page is a rotating carousel of New Collection Item covers. By default, this slideshow will appear at the bottom of the home page content region and display the twenty most recently added New Collection Items in a series of rotating sets of four cover images each (i.e. the carousel will revolve 5 times to complete a full cycle of 20 displayed covers). Note, unlike on the New Materials page (/newmaterials/current) only Covers are on display, there are no title or author listings and no tooltips/item description popups (otherwise triggered when mousing over the cover image). Clicking a cover in the carousel will produce the same action as programmed on the New Materials page (i.e., depending on your custom setup, perform a search on your catalog, link to an online bookstore, open to the item's View page, etc.). A View All New Titles link to the current New Materials page (with a more complete listing of New Collection Items) is included at the bottom of the carousel display area and each slide (of four covers) has previous and next arrow controls.

As editor you have no direct access to carousel options, however some customizing is available on your behalf: the number of covers displayed each rotation, the appearance of the carousel either at the top or bottom of the home page content region, the background color of the carousel, the speed of the slideshow transition, etc. More advanced customization may be available upon request, for example alternative previous and next arrow controls, subject themed carousel displays based on a particular genre, e.g. Mystery and updated carousel headings to match, e.g. "New Mysteries at the Library", more than one (differently themed) book cover carousel display on the front page, etc.

For more information on creating you own custom slideshows on the front or any other page internal to your website (separate from and in addition to the New Material Item covers) see: Slides and Slideshow Content beginning on page 59.

If you are already creating New Collection Items, there is nothing more that needs to be done to have a rotating carousel of new item covers display on the front page, other than to let us know you want it.

Front Page Rotating Carousel of New Collection Item Covers *– p58*
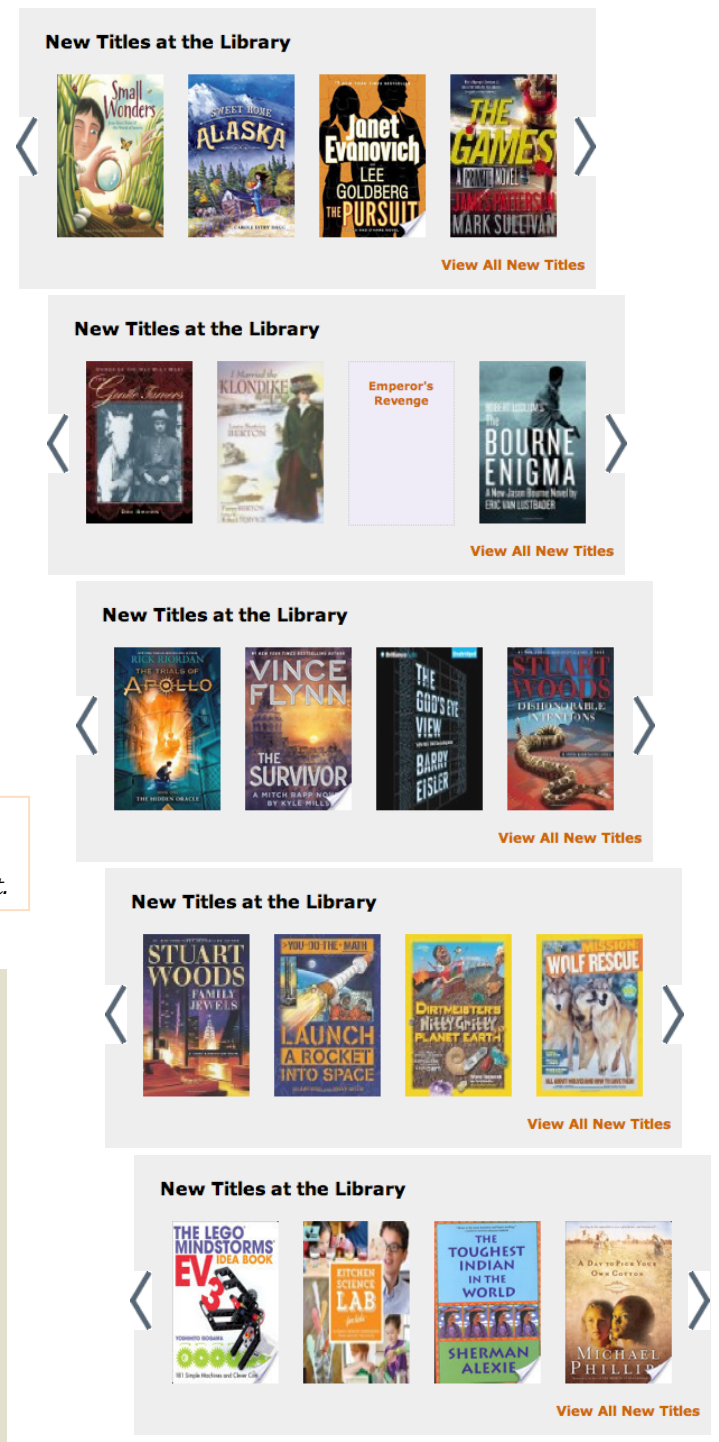
Slideshows allow for content to be displayed in an interactive and dynamic way as well as in an organized and more compact manner. The same amount of information can be presented on the page as is offered by basic page posts, but by repeatedly using the same display area, in order to show additional content, a slideshow can provide access to an equivalent amount of information more quickly and with less scrolling involved. A slideshow installation is not limited to just the home page, but can be added to any page internal to your website. Installed slideshows will display at the top of the installation page's Content region, in a looped sequence of content appearing for several seconds before being replaced by the next slide (of content) in a given collection (of slides).

To disply only the slideshow, delete everything in the BODY field of the installed slideshow page's Edit view.

Similar to how Events populate the Calendar displays and New Collection Items populate the New Materials display, Slides (nodes of the "Slide" Content type) populate Slideshow displays. To install a Slideshow:

(1) Create a Slide, either by going to its add link under: *Content >> Add content >> Slide* (off the Administration menu), or by going to the Add content administrative page: *Content >> Add content* and selecting the "Slide" option from the list of Content types offered.

(2) Give the new Slide a Title (required).

(3) Add content to the Slide's BODY field, using the WYSIWYG editor to create text, insert images, etc.

(4) Leave the SLIDESHOW LOCATION (NODE ID) IF OTHER THAN THE FRONT PAGE field blank, if you wish the slide to be incorporated into a Front Page slideshow (the default), otherwise, use the SLIDESHOW LOCATION field to identify the Node ID of another page, internal to your website, on which you wish to install a slideshow (a slide may only belong to one slideshow at a time). For a refresher on how to identify a resource's Node ID, see page 32. If only one slide is installed on a given page, Front page or otherwise, no rotation will occur and no controls will appear.

(5) To alter the standard order of the slides displayed in a slideshow (by default, the most recently saved/ updated content will appear first), use the SLIDE ORDER field to do so. The smaller the Slide Order value the earlier the Slide appears (in relation to other Slides that have a Slide Order value set). Unordered Slides (without a Slide Order) will always appear before ordered Slides (those with a Slide Order assigned).

(6) Optionally, make the slide separately available as a resource independent of its slideshow and linked off the site's menu system (i.e. more like a Basic page), by checking the Provide a menu link box within the *Menu settings* section of the node options (found at the bottom of the Edit page) refer to Adding Menu Links, page 35, for more information. Use the PARENT ITEM drop down menu (only available if the Provide a menu link box has been checked) to identify where within the site's menu navigation system to list to the individual Slide. Unlike a Basic page, Slides do not have the Publishing options of "Promoted to front page" or "Sticky at top of lists".

(7) Click the Save button. Note: only one slide per slideshow is on display at a time.

As an alternative to, or in combination with the promotion of Basic page entries to the front page, where they will be listed vertically, in successive order (in the style of blog posts), there is also the option of installing a slideshow display (of rotating content) on the website's front/home (or any other) page.

Slides and Slideshow Content – *p59*

In order to allow for more content flexibility, slides are not restricted to a set size vertically, which precludes the slideshow (navigation and pager) controls (i.e. the arrows and dots or numbers respectively), for the purpose of visual consistency, from being located anywhere but at the top of the slideshow. Beyond this limitation, there are several customizable display features available to slideshow controls (options not directly managed by you, but administered on your behalf).
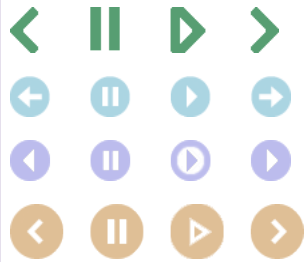
By default, **Navigation Controls**, by themselves, will be centered above the slideshow; when used in conjunction with pager controls, both sets will be located above the slideshow, with the navigation controls aligned right and the pager controls aligned left. There are four graphic (icon) styles and a total of four different color modes to choose from: (1) default opaque controls (resulting in grey when set against a white background), (2) opaque controls framed by a custom background color, (3) colored controls, (4) colored controls framed by a border of the same color.

There is also the option of using text for the Pause and Resume controls instead of icons (not recommended for opaque controls with a color background).
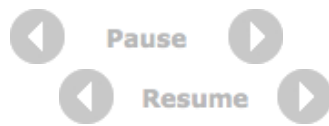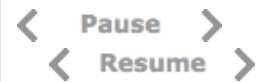
Pager Controls are optional and may be represented numerically or by a series of dots, either centered or aligned left or right, arranged within the same line as the navigation controls, in default shades of grey or other custom assigned color.
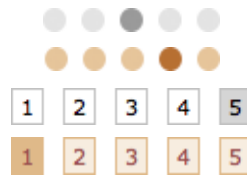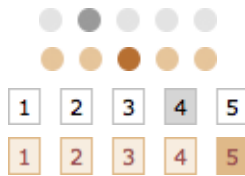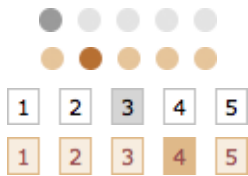
See Appendix I for a selection form listing the Slideshow control options available. Use it to help identify your slideshow design preferences.

1	2	3	4	5

1	2	3	4	5

1	2	3	4	5

1	2	3	4	5

1	2	3	4	5

1	2	3	4	5

Slideshow Format Settings
& Slide Style Options,
Top Widgets: the Pager and Controls – *p60*

Library Use Value Calculator

Please enter the number of times per month you use each library service.

Count	Library Service	Retail Value
	Hardcover Books Borrowed per Month	$ 0.00
	Paperback Books Borrowed per Month	$ 0.00
	Children's Hardcover Books Borrowed per Month	$ 0.00
	Movies Borrowed per Month	$ 0.00
	Music CDs Borrowed per Month	$ 0.00
	Audiobooks (physical format) Borrowed per Month	$ 0.00
	Downloaded eBooks/Audiobooks per Month	$ 0.00
	Magazines Borrowed per Month	$ 0.00
	Interlibrary Loans per Month	$ 0.00
	Meeting Room Use (Hours per Month)	$ 0.00
	Adult Programs/Classes Attended per Month	$ 0.00
	Children's Programs/Classes Attended per Month	$ 0.00
	Computer Use (Hours per Month)	$ 0.00
	Reference/Research Questions Asked per Month	$ 0.00
Value of the library services you receive monthly:		

Clear All

Library service retail values, javascript and html code borrowed from the Maine State Library's Library Use Value Calculator and from the Library Research Service's Individual Return on Investment Calculator. For more information, see the Maine State Library's explanation regarding the estimated values and the Library Research Service's shared code which was customized to create the calculator on this page.

A library use value calculator is available for inclusion on your site. The calculator allows your patrons to figure the value of their monthly library usage by providing an estimate of the retail costs of the services they've received. If the Calculator page is not currently published and you wish it to be or vice versa (by checking or unchecking its Published box in the node options section of its Edit page), either locate it off the Content List administrative page or retrieve it using the website search box (see page 12 for a review of how to do either). Note that you will not be able to delete the Calculator, only unpublish it. The initial cost estimates included with the fourteen library services being measured were established by the Maine State Library and, if a different value is more appropriate for your community, may be changed, from within the Edit page. Enter zero for those services you do not wish to include in the calculations. For example, if the library doesn't have meeting room space enter zero for that field and it will be removed from the calculator's Library Service list.

Edit Value Calculator Library Use Value Calculator

TITLE *
Library Use Value Calculator

HARDCOVER BOOKS *
$ 17
The estimated average retail cost of a hardcover book. Enter 0 to remove this item from the calculation. The initial value was $17.

PAPERBACK BOOKS *
$ 7
The estimated average retail cost of a paperback book. Enter 0 to remove this item from the calculation. The initial value was $7.

CHILDREN'S BOOKS *
$ 12
The estimated average retail cost of a children's book. Enter 0 to remove this item from the calculation. The initial value was $12.

MOVIES *
$ 5
The estimated average retail cost of a movie rental. Enter 0 to remove this item from the calculation. The initial value was $5.

MUSIC CDS *
$ 10
The estimated average retail cost of a music cd. Enter 0 to remove this item from the calculation. The initial value was $10.

AUDIOBOOKS (PHYSICAL) *
$ 10
The estimated average retail cost of a physical audiobook. Enter 0 to remove this item from the calculation. The initial value was $10.

ELECTRONIC BOOKS *
$ 15
The estimated average retail cost of a downloadable ebook or audiobook. Enter 0 to remove this item from the calculation. The initial value was $15.

MAGAZINES *
$ 5
The estimated average retail cost of a magazine. Enter 0 to remove this item from the calculation. The initial value was $5.

ILL *
$ 30
The estimated average cost of procuring material from another institution. Enter 0 to remove this item from the calculation. The initial value was $30.

MEETING ROOM HOURS *
$ 0
The estimated average retail cost of renting a meeting room for an hour. Enter 0 to remove this item from the calculation. The initial value was $50.

ADULT PROGRAMS *
$ 10
The estimated average retail cost of an adult program. Enter 0 to remove this item from the calculation. The initial value was $10.

CHILDREN'S PROGRAMS *
$ 6
The estimated average retail cost of a children's program. Enter 0 to remove this item from the calculation. The initial value was $6.

COMPUTER USE HOURS *
$ 12
The estimated average retail cost of renting a computer for an hour. Enter 0 to remove this item from the calculation. The initial value was $12.

REFERENCE QUESTIONS *
$ 15
The estimated average retail cost of having a research question answered. Enter 0 to remove this item from the calculation. The initial value was $15.

ROI
STATISTICAL YEAR
The given statistical year for the Library's Local Revenue and Service Population figures. If values for all three ROI fields: Statistical Year, Service Population and Local Revenue, are not included, the Return on Investment will not be calculated.

SERVICE POPULATION
The Library's Service Population for the given year. If values for all three ROI fields: Statistical Year, Service Population and Local Revenue, are not included, the Return on Investment will not be calculated.

LOCAL REVENUE
$
The Library's Local Revenue for the given year. If values for all three ROI fields: Statistical Year, Service Population and Local Revenue, are not included, the Return on Investment will not be calculated.

Value of the library services you receive monthly:

Calculate your Library Use Return on Investment   Clear All

The Calculate your Library Use Return on Investment button will be available if all three ROI values have been supplied.

Optionally include the three ROI figures required to calculate the individual Return on Investment for library services received (a comparison between the monthly benefits of library usage and the estimated amount of taxes contributed per person per month to support the library).

Library Use Value Calculator
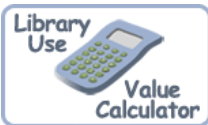
The Library Use Value Calculator is a node of the Content type: "Basic page". You can add or remove its menu link through the Menu settings within its Edit page (see page 35 for a review of how to work with menu links).

There is also a Resource Badge available for the Calculator (see page 19 for a review of how to work with Resource Badges).

There are a couple of different ways to add video resources to your website.

Linking to Videos - You can insert a link to a video file, so that it opens in a new or separate browser window or downloads to your computer after the link is clicked (but doesn't play directly from within a page of your website). The steps involved with linking to video files are the same as they would be for linking to any other kind of file (Word, Excel, PDF, etc.). See pages 29-31 for a review of working with links. Hint: from within a given node's Edit page, select the content you wish to use for linking to the video in question, then click the 🌐 Link button in the WYSIWYG editor's toolbar. If the video is available online, enter its web address into the URL field of the Link dialog box. If the video is a local file that needs to be uploaded (or has already been uploaded) to the site's online file directory, click the Link dialog box's Browse Server button and perform the steps necessary to insert/link to the selected file via the File browser. See page 33 for a review of how to add and link to downloadable files stored within your website's File browser.
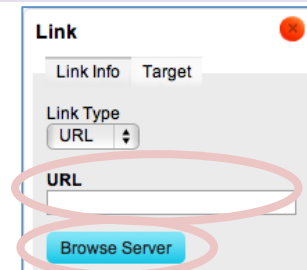
Embedding Videos - The other method of incorporating video is by embedding the file (represented in View mode by a still image from the video, usually with a playback button overlay) using what is known as inline frames, to place and play the video directly from within a page on your website. **Click the WYSIWYG editor's 🌐 IFrame toolbar button** to open the IFrame Properties dialog box. The Width, Height, Alignment and Show frame border attributes are all optional display settings. Use the Width/Height fields to alter the dimensions of the video display as necessary. To prevent overlapping, the width of sidebar and central page site content should be no wider than 155px and 515px, or 155px and 700px for 2-column layouts, respectively).
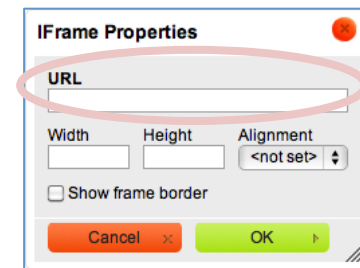
How to identify the URL of the video to be embedded will depend upon the source of the video. If using a local file (uploaded to your site) go to the File browser (directly available as a tab off your user account page, accessed by clicking the *editor* link in the upper right hand side of the Administration menu), select a file from the list, copy its File URL path (displayed in the status bar visible across the top of the File browser's bottom/preview pane, beginning with the slash '/'. See File Browser screenshot on page 9, Inserting Images, for an example) and paste it into the URL field of the IFrame Properties dialog box.

Directly access the File browser by clicking the editor link located on the far right hand side of the Administration menu (bar) and then, from the Editor account page, selecting the File browser tab.

`<iframe width="640" height="360" src="http://www.youtube.com/embed/MYYrFSpbBbA"></iframe>`

To embed video from an online video service such as YouTube or Vimeo, you'll want to use the URL portion of its (<iframe> or <object>) embed code (rather than the URL of the web page it is posted to). To locate a video's embed code, find and click the video's share button located next to its display screen (icons will vary depending on the service, if not immediately obvious, try moving your mouse over the various buttons in order to display their identifying labels/tooltips). A window containing the embed code will open. [Note: Embed information for a video file uploaded to Google Drive is only available from off its share link (containing the url pattern of: "https://drive.google.com/file/d/"). Embed options will not be found on the Google Account My Drive page or video preview screen. To get to the share link from the My Drive page, right-click on the selected video from its listing on the My Drive page and choose the Share option. Copy the link listed in the share window that opens and paste that link into a web browser. Move your mouse over the display to force the information bar to appear on the google's shared link video page. Tap the More actions button in the information bar and select the "Embed item..." option in order to view its embed code.] Trim the selection of the embed code down to just the url portion, beginning with "http://"or "https:" (not including the quotation marks) assigned to its src (or value) attribute. Paste only this path into the URL field of the IFrame Properties dialog box, set other properties as desired, and click the OK button. **Refresh the View page after Saving it to initialize the video feed(s).** In Edit mode, the embedded video will be represented generically as an IFRAME element IFRAME (with no image preview).

If the video is a flash file (".swf" extension) there's also the option of embedding the video using the WYSIWYG editor's Flash button 🔴 to open the Flash Properties dialog box, which offers additional settings more specific to Flash files.

Adding Video Resources – *p62*

As an alternative to using toolbar buttons to embed video, there's also the option of **pasting the full embed code into the WYSIWYG editor with the editor's rich-text feature temporarily disabled** (by first clicking the *Disable rich-text* link). If the embed code is pasted in rich-text mode, it will be pasted as content rather than as code and while mimicking the appearance of the embed code, it will have none of its functionality (i.e. no video playback). When not in rich-text mode the WYSIWYG toolbar disappears, the *Disable rich-tex*t link is replaced with the *Enable rich-text* link, and the BODY field will now show the underlying HTML code (framed by greater than and less than symbols).

The text below is the embed code to a Public Service Announcement video for Friends of the Library available on YouTube. It is an example of the full embed code that would need to be pasted into the rich-text disabled WYSIWYG body field. It was copied via the contextual popup menu option "Copy embed code" (if available, right-click on the video to open the menu for an equivalent option). The code below has been formatted to better illustrate and identify code attributes and values.

```
<iframe
   width="640"
   height="360"
   src="https://www.youtube.com/embed/MYYrFSpbBbA"
   frameborder="0"
   allowfullscreen>
</iframe>
```

If there are no contextual menu options for accessing the embed code of a video, try looking for a share button instead (icon will vary depending on the service).

You Tube

Poundstone PSA :30

FOLUSA · 2 videos

Subscribe   22

Copy video URL
Copy video URL at current time
Copy embed code
Report playback issue

Copy debug info
Stats for nerds

Settings...
Global Settings...
About Adobe Flash Player
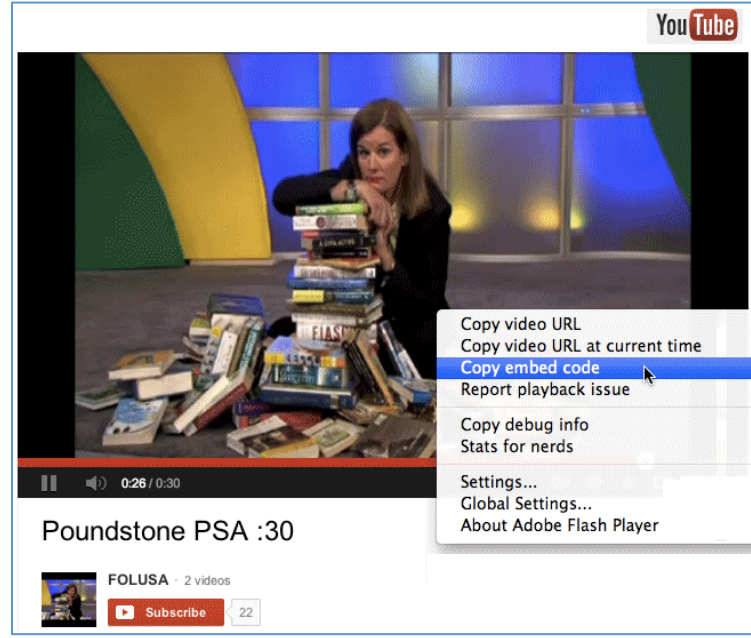
The other method, previously discussed, is to take the address portion (usually the value assigned to the src attribute) of the embed code (see the highlighted selection of the code example above), and paste it into the URL field of the IFrame Properties dialog box (which opens when the IFrame button on the WYSIWYG toolbar is clicked). Embedded code that has been pasted into the rich-text disabled WYSIWYG body field can work in conjunction with the WYSIWYG IFrame toolbar button and Properties dialog box once rich-text has been re-enabled. In Edit mode, within the WYSIWYG editor, select the video (represented by a generic IFRAME icon with bounding box), then click the IFrame button 🌐 on the WYSIWYG toolbar to open the WYSIWYG IFrame Properties dialog box. Both width and height values were updated to 500, in the example to the right, in order to contain the display to within the available horizontal space (of 3-column layout) page. **Click OK to set these iFrame properties** (the window will close, returning you to the node's Edit page).

IFRAME

IFrame Properties

URL
https://www.youtube.com/embed/MYYrFSpbBbA

Width   Height   Alignment
500   500   <not set>

☐ Show frame border

Cancel ✕   OK ▶
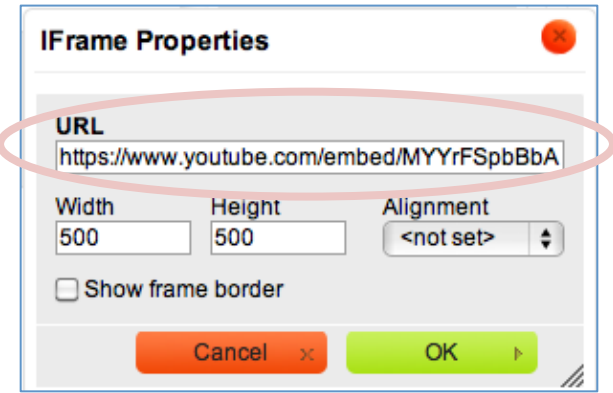
Click the Save button and go to the View page. New videos will not display until the feed has been initialized. Simply **refresh ⟳ or reload the page** and the embedded video will henceforth display on the given page. This initialization is needed only once each time an iframe page is saved, and not every time the page is visited.

Note that a video's viewability depends on the software capabilities of the computer, web browser and internet connection used.

An Example of Video Embedding – *p63*

Through the coordinated statewide group purchasing of commercial databases, known as the Statewide Database Licensing (SDL) project, a suite of ProQuest products are available to library patrons across the state. Remote access to these online resources requires patron authentication, for which barcode access has been established (assuming we have been provided with the necessary library card/patron account pattern information to set this up) for use in conjunction with a unique, to the library, remote login URL. A Research Databases page, listing product descriptions and links (incorporating your library's unique remote login URL), has also been created for optional use on the library's website. By default, the Research Databases page is published and viewable, but has not yet been added/enabled as a menu item on your website. From the Sidebar menu's admin page (*Structure >> Menu >> Sidebar menu)* it is possible to: (a) display a link under the Sidebar menu pointing to the Research Databases page, by checking its enabled box and clicking the Save configuration button; (b) move the displayed link from the Sidebar menu to the Main menu, by clicking its *edit* link and then changing its Parent Link; (c) navigate directly to the Research Databases View page by clicking its title link (the URL of the Research Databases page will be your domain name followed by "/research-databases"). [See page 34 for a review of working with links listed on menu administration pages.]

Similar to how Events populate Calendar displays, New Collection Items populate New Materials displays and Slides populate Slideshow displays, Databases (nodes of the "Database" Content type) populate the Research Databases page. Edit existing Database entries either by clicking individual *edit* link overlays listed off the Research Databases page or by going to the Content List administrative page: *Content >> Content List*, applying a Type filter of "Database", and selecting the *edit* link for a given title from the list (either method is only available when logged in as editor).

The ProQuest database product suite has been organized into 13 different subject listings.

Research Databases – *p64*

Create Database

TITLE *

DATABASE LOGO
🔍 Open File Browser

Browse... No file selected. Upload

DATABASE LINK

DATABASE ORDER
– None –

BODY (EDIT SUMMARY)

B I U abc A· Font Size

body p

Disable rich-text

Unpublishing a Database, either by unchecking the Published box on its Edit page or by performing a bulk unpublish operation off the Content (List) pages, will remove its listing from the Research Databases page without deleting it permanently.

Publishing options
Published ☑ Published

Database logos are automatically resized to a width of 107px and a height of 79px.

ProQuest Databases
A suite of databases on a single search platform:
• ABI/INFORM Trade & Industry (1971 - current)
• ProQuest Family Health
• ProQuest... Read more »

ProQuest Databases
A suite of databases on a single search platform:
• ABI/INFORM Trade & Industry (1971 - current)
• ProQuest Family Health
• ProQuest Research Library
• US Newsstream (1980 - current «Read less

Create a new Database listing, either by going to its add link under: *Content >> Add content >> Database* (off the Administration menu), or by going to the Add content administrative page: *Content >> Add content* and selecting the "Database" option from the list of Content types offered.

Home Content Structure Configuration
Add content → Basic block
New Items Bulk Import Basic page
New Items (only) List Database
Content List Event
New Collection Item
Slide

Database
Use *database* for your database listings.
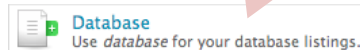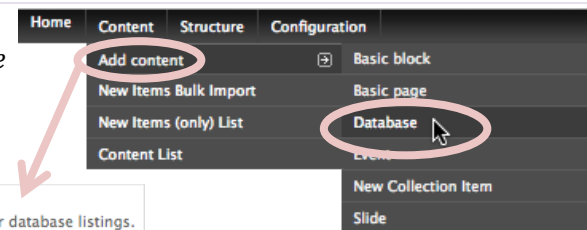
There are several parts to a Database listing, the Database name [TITLE], representative image [DATABASE LOGO], remote login URL [DATABASE LINK], description [BODY] and where it appears on the Research Databases page in relation to the other listings [DATABASE ORDER]. Only the Database Name/Title is absolutely required. Both the Database title and logo, if any, will link to the URL provided in the DATABASE LINK field.

DATABASE LOGO
🖼 images.jpeg (6.07 KB) Remove
ALTERNATE TEXT
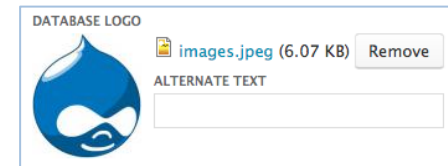
Select an image (available through your file directory, i.e. the image file must have an url internal to your website) to use as your database logo either one of two ways: (1) by clicking the *Open File Browser* link to open your website's online file folder/directory [see step 4.2.b on page 11, Quick Steps to adding an Image, for a review of what is involved] or (2) by clicking the Browse, Choose or equivalent, button to directly select an image file currently on your computer (the name of the selected image will appear in the DATABASE LOGO's file field), and click the Upload button to complete the process. Once an image has been set as the Database logo, the *Open File Browser* link, Browse, Choose or equivalent, and Upload buttons will be replaced with a preview of the logo, file information, and a Remove button. Clicking the Remove button will delete the selected image from the File Browser and clear it as the logo for the given database.

Database listings will automatically appear in ascending order of creation (earliest to most recent). This order can be adjusted by manually assigning an order number (01-25) to each individual listing using the DATABASE ORDER dropdown menu. The smaller the Order value, the earlier the Database listing appears (in relation to other Database listings assigned a Database Order).

By default, the Database description will only display the first approximately 177 characters before a *Read more »* link appears indicating the existence of additional text. This limit prevents the Database description from automatically extending beyond an initial four lines of text, thus allowing its description to maintain a height correspondent to that of the Database logo. Clicking the *Read more »* link will expand the listing to display the description in its entirety and will cause the *Read more »* link to be converted to a *Read less »* link. Toggle the *Read (more or less)* link to switch between expanded and collapsed views of the description text (where applicable).

If you prefer not to list your Research Databases using this content type, with its expanding and collapsing display style, we can still assist with setting up the database search links, etc.

Adding Database Listings – *p65*

Some ways to give us a better idea of what you'd like your website color theme, banner and layout to look like.

- Provide photos or other images you would like to see incorporated into the banner.

- Find examples of other websites or elements within a website that you find appealing. Point out what it is you like about them. One place to start looking for ideas is at other library websites (but don't feel that you have to limit yourself to just those). Below is a list of some from across the state:

asotincountylibrary.org	*[WordPress]*	kcls.org	*[WordPress + Bibliocommons]*	pocld.org	*[WordPress]*	www.spokanelibrary.org	*[WordPress]*
www.bellinghampubliclibrary.org	*[WordPress]*	www.krl.org	*[Drupal]*	www.piercecountylibrary.org		**www.sprague.lib.wa.us**	
www.carpenter.lib.wa.us		www.facebook.com/kittitaslibrary	*[Facebook]*	**www.pomeroy.lib.wa.us**		www.thelosc.org	*[Drupal]*
crplibrary.com	*[WordPress]*	**www.lclib.lib.wa.us**		ptpubliclibrary.org/library	*[Drupal]*	www.tacomalibrary.org	*[Bibliocommons]*
www.cathlamet.lib.wa.us		www.longviewlibrary.org		**www.reardan.lib.wa.us**		www.trl.org	*[Drupal]*
www.centralskagitlibrary.org	*[Weebly]*	lopezlibrary.org	*[WordPress]*	www.richland.lib.wa.us	*[Vision]*	www.upperskagit.lib.wa.us	*[Adobe Dreamweaver]*
www.daytonmemoriallibrary.org	*[WordPress]*	www.midcolumbialibraries.org	*[Drupal]*	**www.ritzvillelibrary.com**		www.wwrurallibrary.com	*[Google Sites]*
www.davenport.lib.wa.us		www.ncrl.org	*[Adobe Business Catalyst]*	**www.roslynlibrary.lib.wa.us**	*[Drupal]*	wallawallapubliclibrary.org	*[Vision]*
www.fvrl.org	*[Drupal]*	www.nols.org	*[WordPress]*	www.sjlib.org	*[WordPress]*	www.wcls.org	*[WordPress + Bibliocommons]*
www.harrington.lib.wa.us		www.oslibrary.info	*[Adobe Dreamweaver]*	www.spl.org		www.whitco.lib.wa.us	
jclibrary.info	*[WordPress]*	**www.odessa.lib.wa.us**		www.sno-isle.org	*[Bibliocommons]*	**www.wilbur.lib.wa.us**	
www.kalamalibrary.com		www.orcaslibrary.org		www.scld.org	*[WordPress]*	www.yvl.org	*[WordPress + Libby]*

Note: library websites in bold and shaded green represent a live WaRP site (Drupal via the State Library), websites shaded light turquoise indicate Drupal sites not associated with the State Library WaRP project. The following libraries (not listed above) have a presence on their municipal website via CivicPlus: Anacortes, Burlington, Ellensburg, Everett, Liberty Lake, Mount Vernon, Puyallup; via Joomla: Camas, Pullman (Neill); via WordPress: Grandview; via Drupal: Kelso; via unknown: Waitsburg.

- Try using online color tools to come up with a possible color scheme for your website.
  - Here are some color palette sites with ready made color combinations for you to consider
    - http://www.colourlovers.com/web/palettes
    - https://www.colorcombos.com/
    - https://color.adobe.com/explore/newest/
  - Here are a couple sites that will generate a color palette based on an image you upload, e.g. for generating colors that match a banner image
    - http://www.colorexplorer.com/imageimport.aspx
    - http://www.cssdrive.com/imagepalette/index.php
    - http://www.pictaculous.com/

Banner, Layout and Color Theme Design – *Appx. A*
(with a List of Washington State Public Library Drupal Websites)

Washington Anytime Library

Downloadable AUDIOBOOKS

Downloadable eBOOKS & AUDIOBOOKS
Available anytime, anywhere.

OverDrive
ENJOY eBooks & audiobooks
click here

Library Use Value Calculator

The Washington Talking Book & Braille Library

Chat now with a live librarian
ask wa

Wayfinder
The Catalog of Washington Libraries

rb digital

from Recorded Books
OneClickdigital
A new selection of Downloadable audiobooks is now available
Titles play on

from Recorded Books
OneClickdigital

New Arrivals

Washington Rural Heritage

Living Well in Washington Resource Guide

Find-It! Washington

ProQuest

Garfield County Heritage
Explore the collection >>

Garfield County Heritage
Explore the collection >>

Wahkiakum County Heritage
Explore the collection >>

Wahkiakum County Heritage
Explore the collection >>

Ritzville Heritage
Explore the collection >>

Ritzville Heritage
Explore the collection >>

Licoln County Heritage
Explore the collection >>

Licoln County Heritage
Explore the collection >>

Odessa Heritage
Explore the collection >>

Odessa Heritage
Explore the collection >>

Microsoft Digital Literacy

Microsoft Imagine Academy

Microsoft Imagine Academy

Microsoft Imagine Academy

Microsoft Imagine Academy

Non State Library related badge examples ↓

Find us on Facebook

WorkSource Washington

Library Blog

TumbleBook LIBRARY

Wi Fi

Wi Fi

Lincoln County EDC
"Growing From Within"

Resource Badges – *Appx. B*

WaRP Library Website Screenshots – *Appx. C, part 1*
Carpenter Memorial (in Cle Elum) & Cathlamet Public

WaRP Library Website Screenshots – *Appx. C, part 2*
Davenport Public & Denny Ashby (in Pomeroy)

WaRP Library Website Screenshots – *Appx. C, part 3*
Harrington Public & Hesseltine Memorial (in Wilbur)

WaRP Library Website Screenshots – *Appx. C, part 4*
Kalama Public & La Conner Regional

Odessa Public Library

Open Hours
Wednesday 2 p.m. - 5 p.m.
7 p.m. - 9 p.m.
Saturday Noon - 5 p.m.

Home | New Materials | Magazines | Contact Us | Site Map | Search the website | Go!

Web Resources
Holiday Closures
E-Book Devices
History
Library Board Members
Mission Statement

Odessa Heritage
Explore the collection

OverDrive
ENJOY eBooks & audiobooks

Living Well in Washington Resource Guide

Wayfinder
The Catalog of Washington Libraries

The Washington Talking Book & Braille Library

WorkSource Washington

Lincoln County EDC
"Growing from Within"

Our mission is to provide a safe place where all community members may come and enjoy a welcoming environment which encourages literacy, self-education and recreation.

The Odessa Public Library is offering new e-book capabilities by making available both a Kindle Paperwhite and a Nook e-reader to its patrons for checkout.

The e-readers are both downloaded with several books that incorporate both fiction, mysteries and non-fiction titles so there are choices depending on the patrons favorite genre.

See the titles for both the Nook and the Kindle Paperwhite.

(photo by goXunuReviews at http://www.flickr.com/photos/43602175@N06/)

The printed word has never been so modern! Read an eBook Week is a world wide effort to help educate and inform the public about the pleasures and advantages of reading an eBook, and your local library can help!

To learn more about ebooks and ereader devices:

- http://www.ebooks.com/help/about-ebooks/about-ebooks.asp
- http://www.mediabistro.com/appnewser/5-myths-about-ebooks-debunked_b20180
- http://news.yahoo.com/everything-know-ereaders-154600678.html

Event Calendar
« **April** »

S M T W T F S
1 **2** 3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 **26** 27
28 29 30

Tue, 05/07/13
7:00pm ~ Library Board mtgs

Sat, 05/11/13
9:00am to 1:00pm ~ Autism/Asperger's Workshop

Tue, 06/04/13
7:00pm ~ Library Board mtgs

Mon, 06/17/13 through Wed, 07/31/13
10:30am ~ Summer Reading Program

Mon, 06/17/13 through Mon, 07/29/13
10:30am ~ Summer Reading Program

Wed, 06/26/13
1:30pm ~ Summer Reading

Wed, 07/10/13
1:30pm ~ Summer Reading

Reardan Memorial Library

Hours of Operation
Tuesday 2:00 - 5:00
Thursday 4:00 - 7:00
Saturday 10:00 - 2:00

Home | New Materials | Contact Us | Site Map | Search the website | Go!

Web Resources
Mission Statement
Kid's programs
Holiday Closures
About the Library
Research Databases

Downloadable eBOOKS & AUDIOBOOKS
Available anytime, anywhere.

Living Well in Washington Resource Guide

Library Use Value Calculator

Reardan Memorial Library serves as a public information provider for our community, using traditional and innovative technology to encourage curiosity, free inquiry and lifelong learning in a friendly environment.

On Your Mark, Get Set... READ!
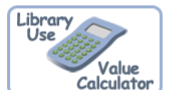
We had six weeks of programs at the Reardan Memorial Library for grades preschool through sixth. Each week we had about 25 kids joining us. We enjoyed games from around the world, "Reardan Olympics" and we made Light Sabers.

Kids recorded how many hours they read. According to returned records, the kids read for a total of 240 hours! Great job, kids, and keep reading!

Event Calendar
« **August** »

S M T W T F S
1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 **21** 22 23 24
25 26 27 28 29 30 31

August Reading Suggestions

Adult Fiction
The Golden Hour by Margaret Wurtele
Winds of Autumn by Janette Oke

Adult Non-fiction
One day, all children--: the unlikely triumph of Teach for America and what I learned along the way By Wendy Kopp.

Juvenile Fiction
The Word Eater by Mary Amato
Surprises According to Humphrey by Betty Birney

Young Adult
The Clique by Lisi Harrison
The Bar Code Tattoo by Suzanne Weyn

Picture Books
Apples and Pumpkins by Anne Rockwell

WaRP Library Website Screenshots – *Appx. C, part 5*
Odessa Public & Reardan Memorial

Ritzville Public Library

Hours of Operation
Monday - Thursday   11:00a.m. - 8:00p.m.
Friday   11:00a.m. - 5:00p.m.
Saturday   11:00a.m. - 2:00p.m.
Closed: Sundays
Holiday Closures

SEARCH THE LIBRARY   CATALOG   Go!

HOME
CATALOG
ABOUT THE LIBRARY
SERVICES
EVENTS & PROGRAMS
RESEARCH & GENEALOGY
E-RESOURCES
KIDS
TEENS
SUPPORT YOUR LIBRARY

New Arrivals

Ritzville Heritage — Explore the collection >>

Downloadable eBOOKS & AUDIOBOOKS — Available anytime, anywhere.

Living Well in Washington Resource Guide

Find us on Facebook
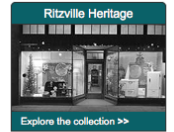
CARNEGIE LIBRARY

GRAND REOPENING
Saturday, September 2, 10am-12pm

New Titles at the Library
- GABRIELLE ZEVIN — YOUNG JANE YOUNG
- LOUISE PENNY — GLASS HOUSES
- J.D. ROBB — Secrets In Death
- MAKE YOUR BED
View All New Titles

Event Calendar

« July »

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Fri, 07/12/13
3:00pm to 5:00pm ~ Movie Matinee

Mon, 07/15/13
3:00pm to 5:00pm ~ Board Games
5:00pm ~ Friends of the Library

Tue, 07/16/13
3:00pm to 5:00pm ~ Lego Club

Wed, 07/17/13
3:00pm to 4:00pm ~ Maker Camp
5:00pm ~ Board Meeting

4:00pm to 6:00pm ~ Tech Tuesdays

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HOME ::: SITE MAP ::: EMAIL US

Made possible with funding from the Institute of Museum and Library Services through the Washington State Library, Office of the Secretary of State.

Sprague Public Library

Hours of Operation
Monday – Friday   9AM – 12PM, 1PM - 4:45PM
Holiday Closures
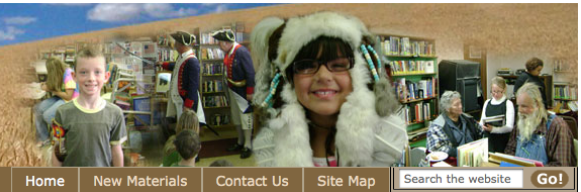
Home   New Materials   Contact Us   Site Map   Search the website   Go!

Mission Statement
Policies
Library Board Members
Friends of the Library
Web Resources
Holiday Closures
EReader
Summer Reading Program

OneClickdigital — A new selection of Downloadable audiobooks is now available — Titles play on

Living Well in Washington Resource Guide

The Mission of the Sprague Public Library is to provide programs and make available print and electronic materials that educate, communicate and entertain the requirements of a community with many diverse needs.

Welcome to the Sprague Public Library Website!

The Summer Reading Program will start June 17th thru August 15th.

Monday - Thursday from 12:00 P.M.-1:00 P.M.

We are looking for people to volunteer for the Summer Reading Program.

You can volunteer once or once a week through out the summer!

Please give Judy a phone call at 257-2662 to find out how you can help

Event Calendar

« June »

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Copyright © 2013 Sprague Public Library. | 119 W. Second Street, Sprague, WA. 99032 | (509) 257-2662

Made possible with funding from the Institute of Museum and Library Services through the Washington State Library, Office of the Secretary of State.

WaRP Library Website Screenshots – *Appx. C, part 6*
Ritzville Public & Sprague Public
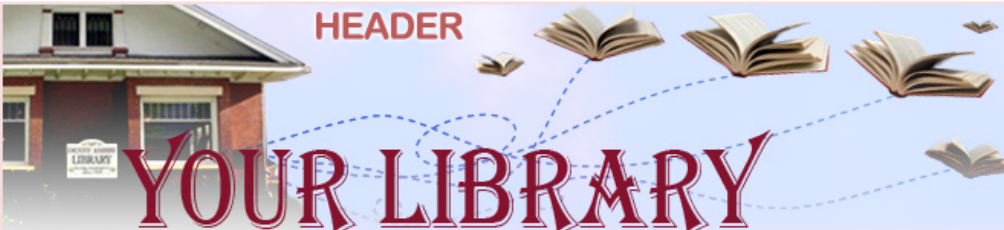
ADMINISTRATION MENU

Home | Content | Structure | Configuration | editor | Log out

facebook | Blog | TOP

HEADER

YOUR LIBRARY

Hours of Operation
Holiday Closures

HEADER

NAVIGATION

Home | Catalog | New Materials | Contact Us | Site Map

Search the library | website | Go!

Web Resources ▶
Research Databases
Holiday Closures
Library Value Calculator
Mission Statement

Downloadable eBOOKS & AUDIOBOOKS
Available anytime, anywhere.

OneClickdigital
from Recorded Books
A new selection of Downloadable audiobooks is now available
Titles play on

FIRST SIDEBAR

Your Mission Statement Here   HIGHLIGHTED

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam congue mattis hendrerit. Ut ac lacus purus, sed rutrum eros. Fusce non ante turpis, laoreet lacinia leo. Morbi quis lacus quis risus adipiscing varius. Quisque ut lorem eu neque semper molestie. Maecenas a neque ligula, non ornare odio. Nunc neque sapien, accumsan ut commodo ac, hendrerit aliquam augue. In hac habitasse platea dictumst. Donec eu dapibus odio. Aenean vitae blandit ante. Suspendisse neque lacus, commodo at consectetur sed, lacinia in magna. Maecenas gravida bibendum massa vel viverra. Duis nec purus eget enim imperdiet sodales sed sit amet tellus. CONTENT

Vivamus ac enim quis massa porttitor luctus hendrerit eu neque. Donec placerat cursus diam nec rhoncus. Curabitur rhoncus libero a dui placerat facilisis. Nulla nec fermentum nunc. Fusce posuere aliquam molestie. Mauris odio enim, aliquam non consectetur nec, venenatis sit amet odio. Aliquam eget ligula at ipsum dignissim bibendum. Ut a ante turpis, id varius neque. Aenean vel metus lorem. Fusce et ultrices sapien. Praesent id leo purus. Nunc non mauris ligula, at dapibus nibh. Ut non mi risus, et interdum risus. Suspendisse semper suscipit consectetur. Nunc sodales imperdiet neque at hendrerit. Aliquam vestibulum, mi sit amet venenatis tincidunt, ipsum orci suscipit metus, vitae euismod orci justo quis justo. Vivamus id ullamcorper orci. Nunc a quam sem. Aenean sit amet orci eu odio feugiat mollis quis vitae enim.

Event Calendar

« July »

S M T W T F S
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30 31

Sat, 07/14/12
10:00am ~ Event One
Wed, 07/18/12
(All day) ~ Event Two
Sun, 07/22/12
11:00am to 3:00pm ~ Event Three

Event Image

SECOND SIDEBAR

FOOTER
Copyright © 2015 Library. | Address | (###) ###-####

PAGE BOTTOM
INSTITUTE of Museum and Library SERVICES
Made possible with funding from the Institute of Museum and Library Services through the Washington State Library, Office of the Secretary of State.

SOS
Office of the Secretary of State
Washington State Library

Page Regions – *Appx. D*

Drupal website pages consist of several different sections. The website template in use includes the following regions: Top, Header, Navigation, First Sidebar (on the left), Second Sidebar (on the right), Highlighted, Content, Footer and Page Bottom.

The Page Bottom region contains the Acknowledgements block recognizing the roles played by the Institute of Museum and Library Services and the Washington State Library, Office of the Secretary of State, in providing for this service. It cannot be removed or hidden.

Generally speaking, the content located in the Top, Header, Navigation, First Sidebar, Second Sidebar, Footer and Page Bottom regions will persist across the website, content located in the Highlighted region will only appear on the Front/Home page, and content located in the Content region will vary from page to page.

Also, when logged in to your account, the Administration menu will be visible as a black bar across the top of every page. If you access any of the Administration menu links, with the exception of the *Home* link, you will be taken to the administrative section of the site which uses a different template with a separate look and feel (style) to its pages, and which will present administrative content rather than website display content. The *Home* link (alternatively displayed as a Drupal icon ⌂ or an empty box ■) takes you back to the Front/Home Page and out of the administrative sections of the site.

Right-click an image within a web page to open its contextual menu (listing available actions).

Open Image in New Tab
Open Image in New Window
View Image

Properties
View Image Info

Copy Image Address
Copy Image Location
Copy Image URL
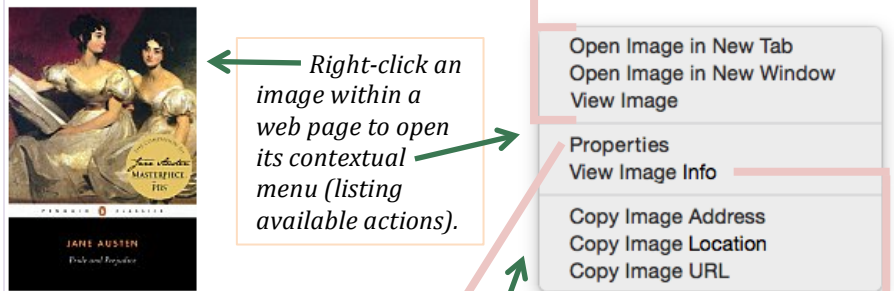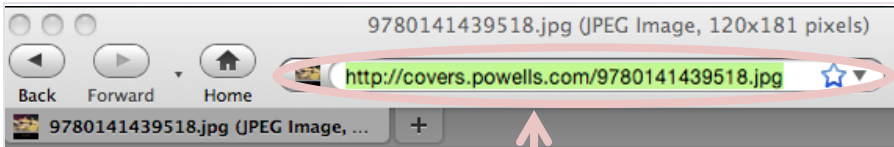
This is an amalgamation of menu options, grouped by technique, providing various methods for accessing the URL of the chosen image, the actual contextual menu will only offer a subset of these options.
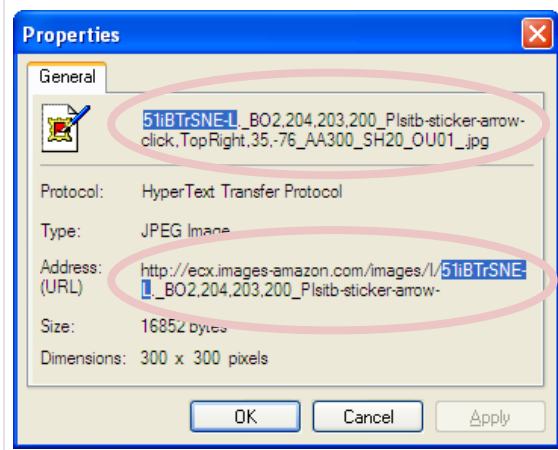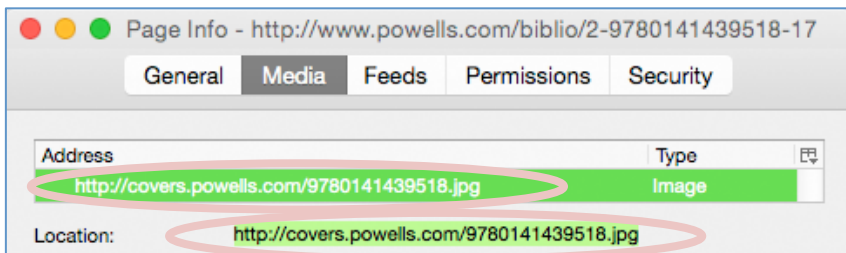
Once an online (web) image has been found, right-click the chosen image to open its contextual menu (listing available actions) and choose from one of the following options offered (depending upon the web browser) for identifying the URL of the selected image:

- **Open** and **View** the standalone image within the browser, using one of the following options, if available:
    "Open Image in New Tab",
    "Open Image in New Window",
    "View Image".
Use the (Windows) keyboard shortcut of Ctrl-C (command(⌘)-C for Macs) to copy the entire image URL displayed in the browser's address bar (it will have a 'jpg', 'jpeg', 'gif', or 'png' file extension); or

- Open the image **Properties** dialog box or **Image Info** window, using one of the following options, if available:
    "Properties",
    "View Image Info".
Use the (Windows) keyboard shortcut of Ctrl-C (command(⌘)-C for Macs) to copy the entire image URL listed (often located in more than one place) within the Properties box or Info window (it will have a 'jpg', 'jpeg', 'gif', or 'png' file extension); or

- Directly **Copy** the chosen image's URL, using one of the following options, if available:
    "Copy Image Address",
    "Copy Image Location",
    "Copy Image URL".

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Once the image URL has been copied, use the (Windows) keyboard shortcut of Ctrl-V (command(⌘)-V for Macs) to paste the image URL into the appropriate field/location.

If working with Amazon covers, copy only the 11 character Amazon image ID portion rather than the full URL.

If no variants of the Open/View Image..., Properties/View Image Info, or Copy Image... options are listed when right-clicking (ctrl-clicking on a Mac), it is usually indicative of a non-image element being inadvertently selected instead. Reposition the cursor over the image or try a different image variation and right-click again.

Locating the URL/Address of Web Images – *Appx. E*

In order to manually assign a cover to a new collection item using the COVER field, the web address (URL) or online identity of the cover needs to be provided. Either by (1) searching the web (for example, within your OPAC or from an online retailer) for the cover image you wish to use, or, if, no cover image is readily available online, (2) by uploading an electronic copy of the cover to your website's online file directory, thereby giving it a web location for use with the COVER field. The latter method assumes there is an electronic copy of the cover available locally on your computer, perhaps it has been scanned or will be scanned, and is (or will) therefore be available for uploading to the web. Since uploading a cover image for use with the New Materials display doesn't actually involve inserting the cover image into a particular page BODY field or other block of content, but merely involves uploading it to the website's online file directory for later use, go directly to your File browser by clicking the *editor* link in the (far right hand side of the) Administration menu and then selecting the File browser tab. If one doesn't already exist, create a new folder called "covers" by clicking the Directory button within the File browser toolbar and assigning it that name (then click the Add button). Select the (newly created) "covers" folder to make it the currently active one, it will turn bold identifying it as the current selection, and proceed to upload the selected cover image(s). Hint: start by clicking the Upload button. For a review of how to upload images into your online File browser see Steps to adding an Image – p11, 4.b.2.i-v.

To upload files directly to your site's online file directory, without going through the WYSIWYG editor's node image or link insert process, go to your User page (click the editor link in the Administration Menu) and select the File browser tab. An added benefit to opening the File browser from directly off the editor's profile page, is that the File browser window loads without sidebars and therefore as a larger screen.

Once a cover image exists within the File browser, select it from the list in order to display its File URL path. Copy and paste the URL into the Cover field of the given New Collection Item's edit or add form.

Using Local or Custom Images for New Collection Item Covers – *Appx. F*

		Title	Category	Month Added	Year Added	ISBN	Author-Studio-Director	Cover	Image Format	External Link	Subject	Extra Details	Barcode	Synopsis
Example 1	If an electronic copy of the cover image image is not available, you can leave the Cover field blank and title and author text will display instead	River Went Out of Eden	Non-Fiction	October	2010		Chana Cox			http://www.amazon.com/ River-Went-Out-Eden-Chana/dp/0938530577/				
Example 2	On rare occasions, the Amazon cover image being used is in a format other than jpg. In these cases identify what this other image format is (other than jpg). If it is a jpg image you can leave this field blank.	Princess Sonora and the Long Sleep	Juvenile Fiction	February	2011		Gail Carson Levine	717P507XSTL	gif	http://www.amazon.com/ Princess-Sonora-Long-Sleep-Tales/dp/0060280646/				
Example 3	Additional record information can be included (Subject, Extra Details, and Synopsis fields). However, due to space limitations it won't appear on the New Materials display page, but will appear on individual node View pages.	Smoke Signals (Coeur d'Alene Indians)	DVD	February	2011		Based on stories by: Sherman Alexie	516EJGBRHVL		http://www.amazon.com/ Smoke-Signals-Adam-Beach/dp/6305428417/	Movies	The purchase of these DVDs was made possible through a generous grant from the Shepherd Foundation		
Example 4	This record uses urls from Powells rather than Amazon.	Best Staged Plans	Fiction	July	2011		Claire Cook	http://covers.powells.com/ 9781401341176.jpg		http://www.powells.com/ biblio/1-9781401341176-0				
Example 5	Providing an ISBN usually supplants the need to provide AUTHOR, COVER and SYNOPSIS info for books.	Jane Austen: A Life Revealed	Non-Fiction	August	2011	0547370210							200013817	An intimate peek at Austen's life and innermost feelings, interweaving her narrative with well-crafted digests of each of Austen's published novels.
		Title of the collection item. This field is required for the record to display correctly.	This field is required for the record to display correctly. Categories include: Audio, Audiobook, Biography, Books on CD, Children's, Christian, DVD, Easy Read, Fiction, Juvenile Fiction, Juvenile Non-Fiction, Large Print, Magazine, Mystery, Non-Fiction, Picture Book, Romance, SciFi-Fantasy, Suspense, VHS, Western, YA-Juvenile, Young Adult Fiction	Select the Month that the item was added to the library's collection. January, February, March, April, May, June, July, August, September, October, November, December This field is required for the record to display correctly.	Select the Year that the item was added to the library's collection. 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018 This field is required for the record to display correctly.	Provide either the 10 digit or 13 digit (without hyphens or spaces) ISBN code to automatically generate Author, Cover and a short Synopsis (Text Snippet).	Enter the Author, or for Videos, your choice of Actor, Studio or Director, etc. It is recommended that you include this information even for DVDs as it will help with catalog search results.	Enter the location of the cover image. If it is from Amazon all that is necessary is the 11 CHARACTER ID found after http://ecx.images-amazon.com/images/l/ in the url string and ending in a capital "L". Symbols, such as the plus sign '+' also represented by the code "%2B" still only count as 1 character. If the source of the image is not from Amazon.com please enter the full url.	The most common Amazon image format is jpg, leaving this field blank will assume that format, if this is not the case identify the different format. Either: gif, png	Enter the url of the item from an online site such as Amazon or Powell's bookstores. For Amazon links, you do not need to include anything in the url from "ref=" on.	If you have a larger Subject area beyond that of Category, list it here. For example: History, Art, or Geography and Architecture, etc.	If you have any further details to add, list it here. For instance, if the material was part of a dedication or donation.	Potential additional field if it turns out to be necessary or requested.	If you want to include a short plot summary of the material, add it here.

Use a fresh copy of the template file (downloaded from the New Items Bulk Import page, *Content >> New Items Bulk Import*). Open and work with the file (e.g. using Microsoft Excel). Include values for Title, Category, and the Month and Year the material was added to the collection. Read the tips found in the tan margins above. **Save As** the file in a Comma Separated Values (.csv) format.

File
Save As...   ⇧⌘S
Windows Comma Separated (.csv)

New Items Bulk Import Template – *Appx. G*

If you see an error message regarding extensions, it probably means the file you attempted to upload was not saved in the correct format. Remember: Although

you can work with the file in Excel, the **New Items Bulk Import file needs to be in csv format** rather than the Excel xls or xlsx formats (i.e. it will need to be **Saved As a CSV file**). If file extensions are visible on your computer, the file intended for upload should have a .csv extension.

If you happen to see an error message related to "string values" when attempting to upload new collection items using the New Items Bulk Import feature, it means that at least one character included in the tabular data (within the CSV file) is incompatible with the import (it is not in the correct format for being stored and saved on the site) causing the process to abort. The import feature is expecting only basic or plain text, characters, but sometimes special characters are introduced. This can occur when copying content from another source such as Microsoft Word, which employs a much richer character set for its word processing. Special characters can include symbols such as the: en dash, em dash and typographic (curly or smart) apostrophes and quotations marks, as well as non-printing characters such as: paragraph marks, line breaks and nonbreaking spaces. Many of these problematic characters have already been anticipated and a procedure established that will convert these incompatible characters into their compatible equivalents. This should all take place in the background without requiring any additional action on your part. However, not every possible, although unlikely, incompatibility has been accounted for. If one of those happens to find its way into a .csv file that you are trying to import, you might see error messages similar to these here:

If this happens, please let me know so I can track down the issue and resolve it, preventing further possible errors related to that particular dodgy character.

The original solution, prior to enacting this fix (the automatic conversion of incompatible characters into compatible characters during the upload process), involved replacing the problematic characters by hand within the .csv file prior to its upload.

For example, if the error involved the "\xA0" character, aka a nonbreaking space, you would have had to do something like the following to resolve the issue.

Note, this is merely for your information, you do not have to take these steps, as the conversion should now be handled automatically (for the "\xA0" character).

1. *Copy all the data in your CSV file*
2. *Paste into an empty Word doc (turn on the Show hidden to see these pesky characters)*
3. *Using the Find and Replace editing feature, type "^s" in the <u>Find what</u> field and type a space " " in the <u>Replace with</u> field. (Do not include the quotation marks). Alternately, you can also use the Special drop down menu and select the "Nonbreaking Space" option for the Find field and the "White Space" option for the Replace field. The pesky characters should now be replaced with regular spaces.*
4. *Click "Replace All".*
5. *All nonbreaking spaces should now be removed from your data.*
6. *Copy all the data in the Word doc and paste it back into CSV file.*
7. *Re-save the CSV file in .csv format.*

New Items Bulk Import Upload Issues – *Appx. H*

Navigation Control Options

Color options are not limited to those used in the examples below.

Icon Style (choose one only):

☐ A	☐ **B** (default)	☐ C	☐ D
❮ ❚❚ ▷ ❯	◖ �II ▶ ➜	◖ �II ▶ ▶	◖ �II ▶ ▶

Color (choose one only): ☐ **Opaque** (default, see table above) [appears as grey against white background], or

☐ Color (examples below), describe general shade and what website element to match to: _____

Framing (choose one only): ☐ **None** (default, see icons above), or

☐ Color Box [*Colored controls* will have a matching colored border only,

Opaque controls will have a solid color background,

describe general shade and which website element to match to: _____

Pause/Resume Controls (choose one only): ☐ **Icon** (default, see icons above), or

☐ Text (examples right)

❮ Pause ❯
❮ Resume ❯

◖ Pause ➜
◖ Resume ➜

◖ Pause ▶
◖ Resume ▶

Pager Control Options

Style (choose one only): ☐ None

☐ **Dotted** (default) ● ● ● ● ●

☐ Numeric | 1 | 2 | 3 | 4 | 5 |

● ● ● ● ●

| 1 | 2 | 3 | 4 | 5 |

Color (choose one only): ☐ **Grey** (default)

☐ Custom Color, describe general shade and what website element to match to: _____

Alignment (choose one only per each):   Pager ~   ☐ **Left** (default)   Navigation   ☐ Left
(Dots /   ☐ Right   Arrows (if other than the default **Right**) ~   ☐ **Right**
Numbers) ☐ Center   ☐ Center

Slideshow Control Options Selection Form – *Appx. I*