



LET'S LEARN OPEN Y!

A beginners guide to editing webpages
in Drupal using the OpenY platform

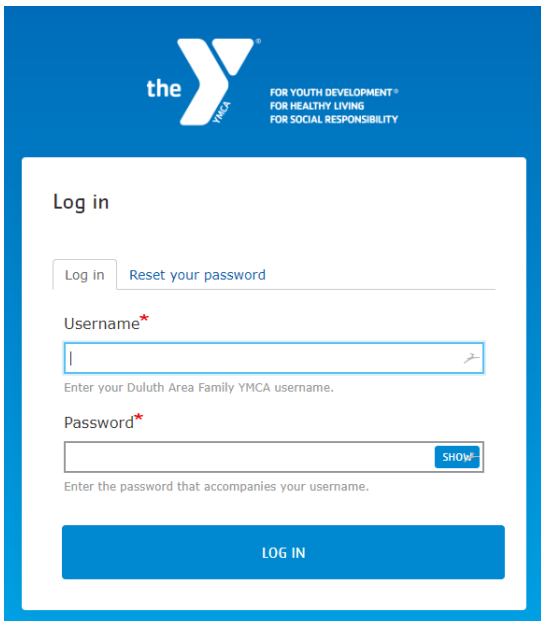


GETTING LOGGED IN

Where to go to get started

← → ↻  <https://www.duluthymca.org/user>

Start by entering the above web address into your browser of choice. (FireFox, Chrome, and Edge are recommended).



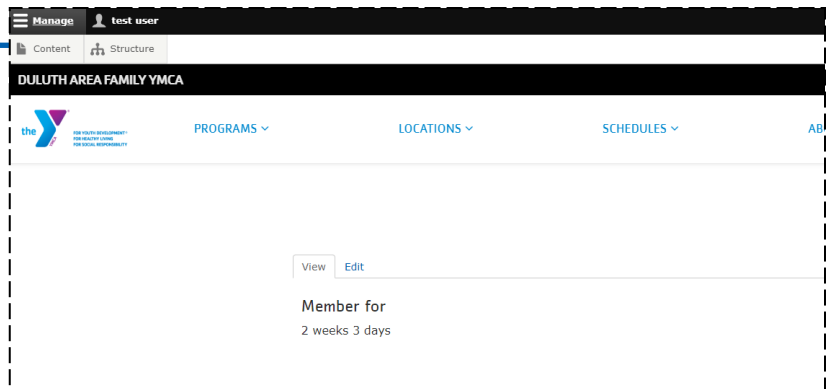
Enter your Log In information into the dialog box. The format for your username will be your first initial followed by your last name.

Example: A user with the name **James Barnes** would have the username **JBarnes**.

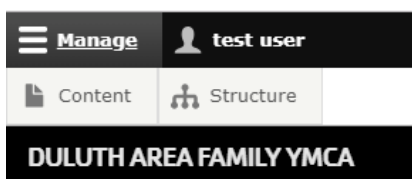
Your password for your first log in will be provided for you on an individual basis. If you have not yet received your password, please contact your supervisor or the Website Administrator.

If you need to have your password reset, follow the reset link at the top of the log in dialog box or contact the Website Administrator.

Once logged in you will be taken to your user page and there will now be two new items on every page you visit. The **Admin Menu** at the top of every page and the **Edit Menu** in the Content Section.



ADMIN MENU



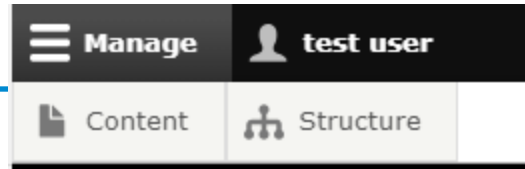
EDIT MENU



ADMIN MENU & USER SETTINGS

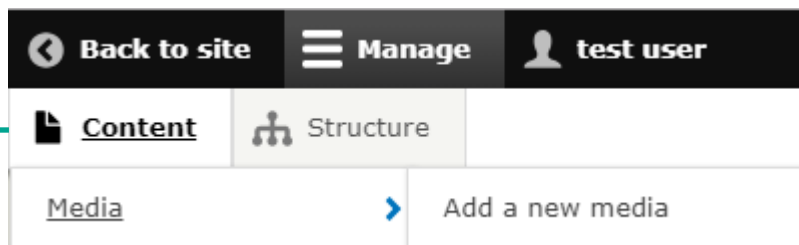
What they are and what they do

The Admin Menu runs along the top of every page once you are logged in to OpenY. It is divided into two sections: **Manage** and **Profile**. The manage side contains the **Content Library**, **Media Library**, and **Upload Media**. And the profile side allows you to **Change your Password** and **Log out**, and is displayed as your full name (in this example "test user").



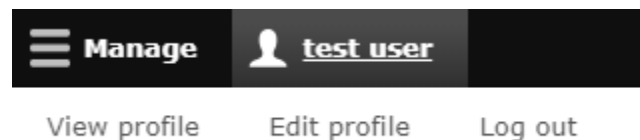
Click the **Content** link to go to the **Content Library**. The Content Library is where every page on the website is stored.

The **Structure** link contains submenu links to Menus, Block Layouts, and Taxonomies. For basic content editing you will not need to utilize these settings. If you wish to learn more about these, contact your Administrator.



Hover your mouse over the **Content** link to access the link for the **Media Library**. This is where all uploaded files live (pictures, pdfs, word documents, videos). **Clicking** this link will take you to the Library.

Hovering your mouse over the **Media** link will relieve the link to upload new items to the Media Library.



The **Edit Profile** link allows you to change the email address associated with your account and also update your password.

When you are done with your edits it is good practice to **Log out** of your session.

ANATOMY OF A PAGE

Breaking down the layout

BREAD CRUMBS

A visual representation of the path the user has followed to get to their current page.

HEADER

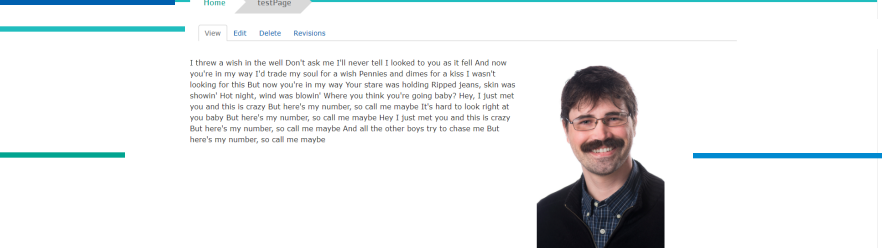
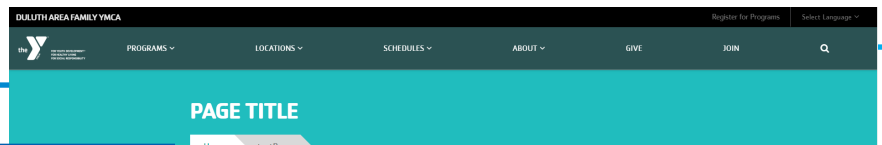
Directly below the Main Menu the header acts as the first content piece the user sees and is used to help set the tone for the page.

MAIN MENU

Present on every page the main menu acts as the directory for the entire website.

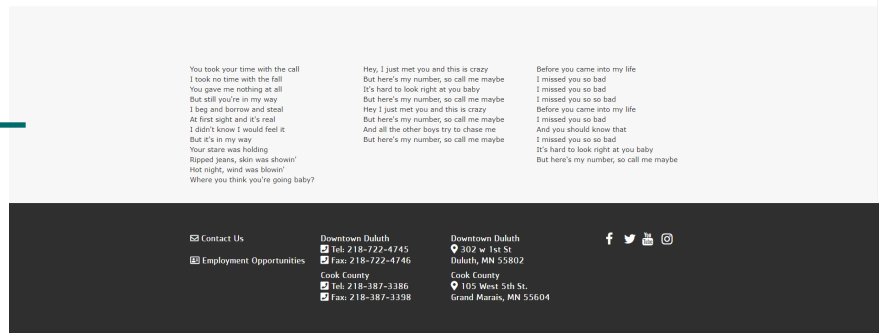
EDIT MENU

Appears only while logged in and allows a user to **Edit**, **Delete**, and view past **Revisions** of the current page.



CONTENT AREA

The main area for your page content. A wide variety of display options are available for this area.



BOTTOM AREA

The last area for page specific content. Normally reserved for banners, galleries, ads, and registrations, but can also hold paragraphs and multiple columns of text.

FOOTER

The bottom area of the page and present on all pages. This area contains information such as contact information, employment links, and social media links.

SIDE BAR

Mainly used for links and pictures, this area takes up a small portion of the right side of the page and moves below the content area when viewed on mobile devices

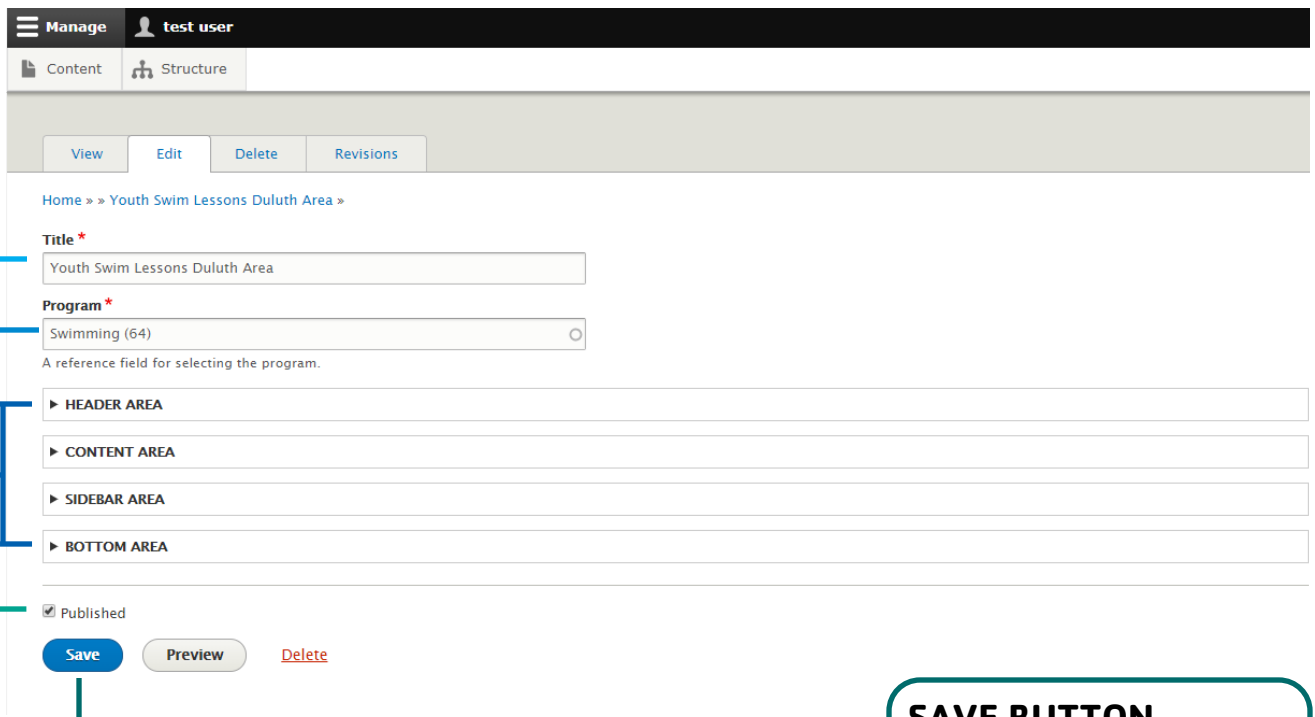
EDITING CONTENT

Where to start?

The easiest way to edit content, rather than searching through the content library, is to simply navigate to the page you want to edit after you have logged in. The **Edit Menu** should now be visible just below the **Bread Crumbs**, click the **Edit** tab to edit the page you are on.



Below is an image of the page you will be taken to once you click the **Edit** button. There may be some slight variations based on layout and page type, however, the basic building blocks will be same on all pages.

A screenshot of a page editor interface. At the top, there is a 'Manage' header with a user profile 'test user'. Below that are 'Content' and 'Structure' tabs. A secondary menu shows 'View', 'Edit', 'Delete', and 'Revisions' tabs. The main content area shows a breadcrumb 'Home » » Youth Swim Lessons Duluth Area »'. Below this are two required fields: 'Title *' with the value 'Youth Swim Lessons Duluth Area' and 'Program *' with a dropdown menu showing 'Swimming (64)'. A note below the program field says 'A reference field for selecting the program.' Below these are four expandable sections: 'HEADER AREA', 'CONTENT AREA', 'SIDEBAR AREA', and 'BOTTOM AREA'. At the bottom, there is a 'Published' checkbox which is checked, and three buttons: 'Save', 'Preview', and 'Delete'.

PAGE TITLE

The page title will appear by default in the header and in the breadcrumbs

PARENT PAGE

Not all page types require a parent to be named. In this example, Youth Swim Lessons Duluth Area has been assigned the child of Swimming. Meaning it belongs to that category

CONTENT SECTIONS

Every page is divided into sections, expand these menu items to view the elements used in each.

SAVE BUTTON

Save any and all changes made to the page and redirects you to view them.

PUBLISH BOX

If a page is published it can be viewed by the public. If this box is unchecked only people logged into the website may see it. If you are creating a new page it is best to leave it unpublished you are ready for the public to see it.

EDITING CONTENT

What Section is your content in?

The **Header Area** is situated below the main menu and above the breadcrumbs. This area is generally reserved for a small banner, banner, or gallery.

The **Content Area** begins right below the breadcrumbs. In a **two column layout** it will take up approximately 70% of the width of the page on a tablet, laptop, or PC and fills the width completely on a mobile phone. In a **one column layout**, the content area will fill the full width regardless of what device is in use.

The **Sidebar Area** is a narrow column approximately 30% of the width of the page that runs parallel to the content area. It is only visible on a **two column layout**. When viewed on a mobile phone the side bar will appear below the content area.

▶ **HEADER AREA**

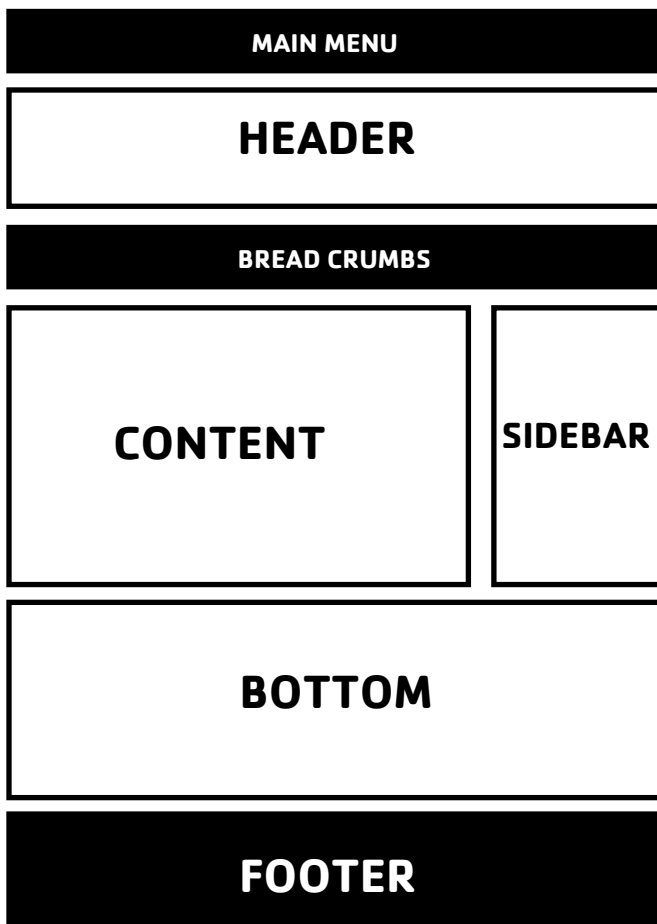
▶ **CONTENT AREA**

▶ **SIDEBAR AREA**

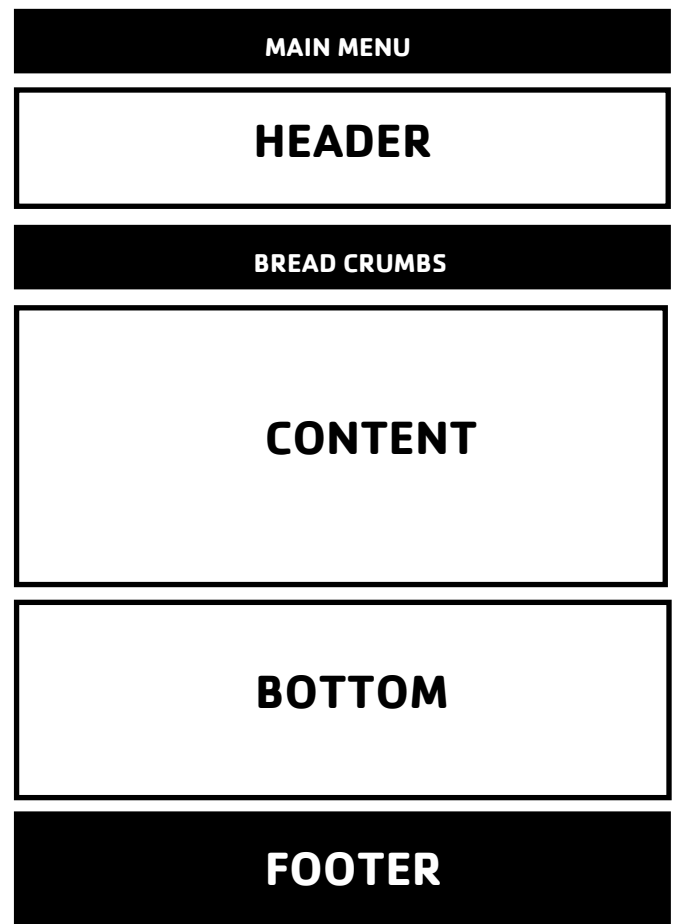
▶ **BOTTOM AREA**

The **Bottom Area** sits below the content area and right above the footer and is always the full width of the page. This area is another good place for banners, small banners, news letter sign ups, and large paragraphs.

Two Column Layout




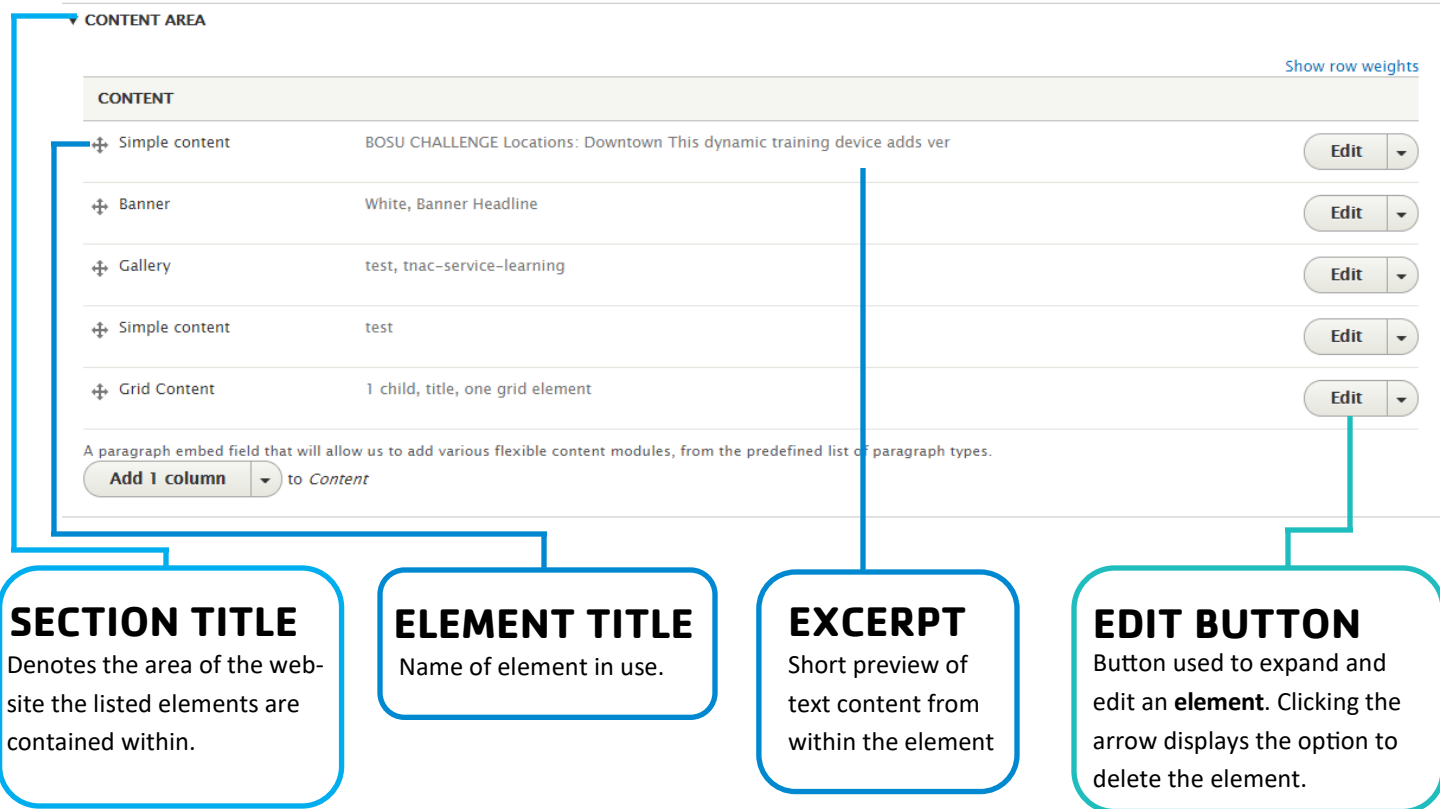
One Column Layout



EDITING CONTENT

Sections are broken up into elements.

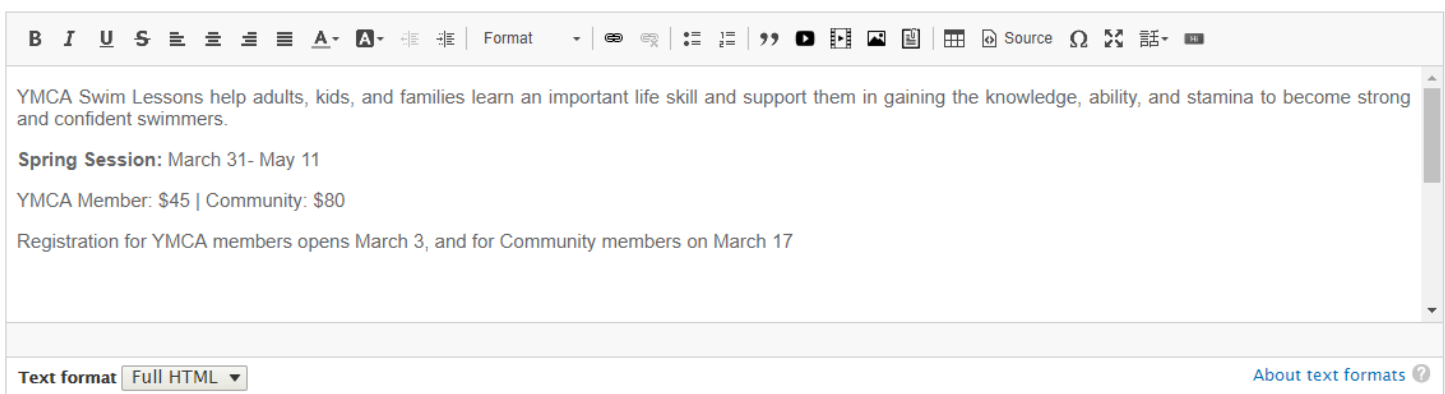
Each Section can contain multiple Elements. Below is an example of a list from the **Content Section** of a page. Elements in this list can be moved by clicking on the directional icon  and dragging the element to it's new location. Elements **can not** be moved from section to section in this way.



The screenshot shows a 'CONTENT AREA' with a list of content elements. Each element has a directional icon, a title, an excerpt, and an 'Edit' button. Callouts point to these components:

- SECTION TITLE**: Denotes the area of the website the listed elements are contained within.
- ELEMENT TITLE**: Name of element in use.
- EXCERPT**: Short preview of text content from within the element.
- EDIT BUTTON**: Button used to expand and edit an **element**. Clicking the arrow displays the option to delete the element.

There are many types of elements, each one with a specific purpose. When you expand a page section you will be giving a list of the elements currently contained within as well as an option to add elements. While everyone is welcome to explore all of the element types, for most of the editing that occurs the **Simple Content** element will be used.



The screenshot shows a WYSIWYG text editor with a toolbar at the top containing various formatting options like bold, italic, underline, and text color. The main text area contains the following content:

YMCA Swim Lessons help adults, kids, and families learn an important life skill and support them in gaining the knowledge, ability, and stamina to become strong and confident swimmers.

Spring Session: March 31- May 11

YMCA Member: \$45 | Community: \$80

Registration for YMCA members opens March 3, and for Community members on March 17

At the bottom, there is a 'Text format' dropdown menu set to 'Full HTML' and a link to 'About text formats'.

The **Simple Content** element is a **WYSIWYG** (What You See Is What You Get) editor. Whatever you type or add to the element will appear in the same way on the webpage. We will break down the editors toolbar on the next page.

BREAKING DOWN ELEMENTS

The Simple Content WYSIWYG Editor.

The Simple Content Element provides most of the tools a user will need to publish their content on the website. We won't go into every tool available within this element but let's highlight a few of the ones that will be most commonly used.

The image shows a screenshot of the Simple Content WYSIWYG Editor interface. The interface includes a top toolbar with various icons for text formatting, alignment, and linking. Below the toolbar, there are several callout boxes with lines pointing to specific tools:

- Change Font Color** (only branded colors are available as options): Points to the font color selection palette.
- Change font size**: Points to the Paragraph Format dropdown menu.
- Make text or image a link**: Points to the link icon in the top toolbar.
- Create ordered and unordered lists**: Points to the list creation icons in the top toolbar.
- Embed a video from YouTube**: Points to the video embed icon in the top toolbar.
- Embed/Upload an image**: Points to the image embed/upload icon in the top toolbar.
- Change Font Style (Bold, Italics, Underline)**: Points to the B, I, and U icons in the top toolbar.
- Paragraph Styles (left, right, center align, or justified)**: Points to the alignment icons in the top toolbar.

The main editor area shows a text block with the following content:

YMCA Swim Lessons help adults, kids, and families learn an important life skill and support them in gaining the knowledge, ability, and stamir confident swimmers.

Spring Session: March 11- May 11

YMCA Member: \$45 | Community: \$80

Registration for YMCA members opens March 3, and for Community members on March 17

Swim Starters: Parent & Child Lessons (6 - 36 months old)

In the two stages that make up this parent-child category, children learn to be comfortable in the water. Rather than teaching children how to become accomplished swimmers, Swim Starters focuses on developing swim readiness skills through fun and confidence-building experier essential skills in Swim Starters. Close supervision is the best way to prevent drowning. Parents learn how to supervise children in the water, h and how to plan for emergencies.

Parent & Child Classes Offered: 1 instructor to 10 children ratio

- A / Water Discovery
- B / Water Exploration

body p

Text format Full HTML

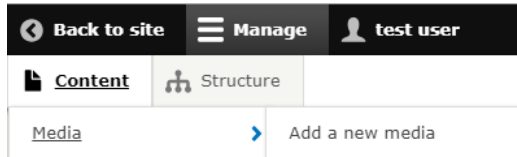
For those who wish to work in HTML or add their own CSS or JavaScript, the **Text Format** dropdown will switch between code and WYSIWYG text editor.

***Please use extreme caution with all CSS and talk to your Administrator if you think this is an area you wish you work with. ***

UPLOADING DOCUMENTS

How to add images to the media library

There are two ways to upload photos to the **Media Library**. The first is by using the **Admin Menu** and selecting **Add a new media** from the drop down menu. The second is by Clicking the **Embed Image** icon on a **Simple Content** element.



Below is an example of the **Add Media** dialog box that will appear while uploading an image. Be sure to fill out every field with a (*) next to it.

Media name *

The name of this media.

Media Tags

Set tags for uploaded image.

Image *

No file chosen

Please upload an image.

One file only.

64 MB limit.

Allowed types: png gif jpg jpeg.

Caption

Add caption for image

Save to my media library

Set checkbox, if you want to save the image in your media library.

Revision information

Revision log message

Briefly describe the changes you have made.

Name your image, it does not have to be the same name of the file you are uploaded but it can be.

Media Tags allow you to search more easily through the library for you image after it ihas been uploaded. Start typing a word that describes your image and a list of tags will populate. Some common tags would be "Youth", "Sports", "Swimming". Most images should have at least 2 tags. If there is a word you would like added to the tag list please contact your administrator so they may add it.

Click here to find and upload your image. PNG and JPEG are preferred

Optional text displayed when the users mouse hovers over the image.

Click here to save changes and finsih uploading.