HOW TO EDIT A WEB PAGE

Below is an About Your Page section which describes the page elements, followed by some simple EDITING instructions and HELP/TRAINING options.

To see examples of other peoples' pages, visit the CBE Directory Profiles at https://cbe.osu.edu/directory/faculty-research-area and click through to a profile and then their website.

Faculty: If you haven’t already, you'll need to put the URL of your webpage into your Directory Profile in the 'webpage' field, overwriting your previous page if you had one. Just log into the top right corner of the COE Directory page https://people.engineering.osu.edu/ (see the directions for How to Edit Your Directory Profile).

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ABOUT YOUR PAGE

ELEMENTS:

The header at the top of your page is a Background Image Content Box. It can be plain grey or contain an image. Alternatively, you can have a Hero Banner if you want a larger area for a picture in the background.

The grey 'navigation buttons' across the top of the page are called Anchors. They link to the respective content on the page.

Below that is a general ‘About’ section that contains your Faculty Bio and various other elements, such as the faculty member’s Google Scholar link, depending on the content. Clicking on the faculty’s picture or name should take the visitor to the faculty member’s Directory Profile page.
The Research section should contain information about current research initiatives. In the example below, each ‘accordion’ opens up to more information.

For Group Members (listing students in a lab; listing info about alumni, etc.) one can either use an Accordian or Freeform Text box and just list them; or link to a Word document; or use Tiles; or create a mini-directory.

The most reliable way to keep it updated is the simplest way, which would be using an accordion or text box.

Below is an example of an Accordian with a Text Box that is used to list Group Members:
The News Grid ("Our Lab in Ohio State News" or "Our Lab in CBE News", whichever you prefer) is set to receive news mentioning you or your lab that appears on the CBE website. The number of articles and way they are shown can be changed. News can appear as 3-8 articles, either as text blocks or links, with or without the featured image from the article.

Some faculty have Group-level news and Announcements (publishing news and announcements about students or position announcements). These are for items that you want to share with your viewers that aren't posted on the main CBE page and thus don't feed directly into your page.

Most faculty then have a Publications list.
DESIGN OPTIONS

Columns: You can have columns of full-width or up to 4 columns. Most of this current page is full-width or 2 columns.

Color: The background color of the headers, lines, and background color of the page or block can be black, scarlet, grey, or white if your overall background is black.

Spacing: A Vertical Spacer can add space or a line before or after your section to break the page up. It can be a thin line or bar, in the grey, black, or scarlet.

Types of Blocks:

Most-used content blocks are Freeform Text or Accordians (the things that expand).

Accordians need to be kept relatively short. They can contain text, pictures, and links.

Link List - For a list of items that you can embed links to, like publications.

Tiles – Can be used for things like showing a row of pictures of students or collaborators.

Twitter: Embedded iFrame is for twitter feeds. NOTE: Due to Twitter’s new policies, these should no longer be used, as they only appear as “Nothing to see here.”

Media:

You can add pictures/illustrations/graphics, documents (PDFs) and also link to videos on YouTube. Videos have to be less than 8mb

Any form of media has to be uploaded first, not just copied and pasted in. Name all media prefaced with the faculty name, eg, “Fan chemical looping graphic.” Prefacing each image or graphic with the faculty member’s last name will make it much easier to find and insert into the page later.

Images must be a certain minimum size to upload. The system will give you a message if you try to upload an image that is too small.

PAGE EDITING

Note that there are a lot of “Saves” to do, including a final SAVE LAYOUT at top left. If you don’t do them all, your changes will be lost.

At the very bottom right of your page, log in with your usual credentials. You must be added to the system before you can log in. Contact your CBE website coordinator.
You should then see something like this near the top of the page:

![Drupal 8 Layout Mode](image)

**Click "Layout"** and go to the section you want to edit. Drupal 8 uses Layout Mode for nearly all content creation and editing of a page. Many people intuitively want to click on ‘Edit.’ This isn’t what you want – you’ll only be able to edit the top block, change the name of the whole page, or edit/add the names of people who can edit the page.

Hover your mouse over the section, and a little pencil in the top right corner of the block will appear. Click on it. Unless you want a different color background, **most editing is always done on the right, with this little pencil.**

Content is contained in Blocks, within Sections.

To add a section that has several columns of text on a page, choose that layout in Sections. Then click Create Custom Block.

To add new content to an existing section, Add Block, then Create Custom Block.

To add a new section, click on Add Section.

The Blocks are modular, so they can be dragged into different columns in a Section. So if you decide you want 3 columns instead of one, create a new section, then add or drag your blocks into the new respective columns.

**To add a Picture:** Open the area where you want the picture and click where you want the image. Click on the Media icon in the editing tools. In the image below, it is the one on the bottom right.

If the picture has already been posted on the CBE website, you can try searching for it in the Name box and then Insert Selected.

If it is to be newly added, click on Add file / Choose File and navigate to where the picture is located on your hard drive, upload it, and select "Insert Selected." Refer to the instructions on title images above.

It sometimes works better to Add Content first, and THEN insert it.
You can add an image directly to the page somewhere by making one of the single columns into 2 columns, and then adding a Text Box and inserting the image into one column, and transferring the original contents of the single column into the other column.

After you have inserted the picture, you can click on the Media button, Edit Image, and then change the size, choose whether or not to give it a caption, and decide whether it should appear on the left, right, or centered.

To link to a PDF instead of an image, click on the word Document on the left after you click on Add file / Choose File.

You can link to a remote video on YouTube the same way.

**News Feed** – “Our Lab in Ohio State News” or “Our Lab in CBE News” - Automatically feeds tagged news content about the faculty member and faculty member’s students into their page. This only works for articles posted on the main CBE website by the department.

In a different section (see Group News, below), groups can also directly post their own news items about individuals joining the group, getting their PhD, etc. and these do not need to be tagged.

To set up a News feed, ask your CBE Coordinator or follow the instructions below.

**Instructions:**

1. Click on Layout.
2. Click on Add Block, News Grid.
3. Click on Filtering and choose whether to include stories without a featured image.
4. Under Internal Category: this can be used to pull articles that have been put into a certain category like Alumni, Faculty, Grad Student, Research
5. Under Freeform Metatag, type the last name of the faculty/group whose news you want to feed into your site. (eg Wood). **THE DEPARTMENT ALREADY TAGS ALL NEWS ARTICLES WITH FACULTY NAMES, so these will feed directly into your Our Lab in Ohio State News section.**
6. Ignore Promoted to Front Page, no filter.
7. “More News” link text label: type in here: News from the Department so it is clear it is not more news about the Lab.
8. To have the section name aligned left, put anchor-name-news title-align-left in the Custom Class field.
9. View Mode: Medium 8 articles works best; pix are included. The articles can also be just text.
10. Add block and do all the saves.
**Group News** –

To add a section to post news about your group, first decide how you want it to look. If 2 columns, click on Add Section and add 2 columns, then Add Block. Otherwise just click Add Block.

Choose Accordians or Freeform Text Block, depending how you want your items to appear.

Add your content and do all the saves.

**Tiles** - Useful for stuff like a gallery of Equipment images and descriptions, or Group Members.

**Vertical Spacer** - To add blank space or lines around content on the page

To edit a block, for example Publications:

1. Click on Layout
2. Scroll down the page
3. Hover over the right corner of the Publications block
4. A small pencil should appear
5. Click on that
6. Click on Configure
7. Click on the accordion named Publications / Edit
8. Edit (copy / paste works, or just type it in)
9. Click Update Accordian
10. Click the blue Update button
11. Then go to the top and click the blue button on the left, 'Save Layout.'

**IMPORTANT:** You must remember to do all the Saves, especially the blue button that says SAVE LAYOUT in the top left corner of your main window, or all your changes will be lost.