

Preliminary Stuff

When you begin building your ASMP Chapter website in Drupal, some structure will already be in place. The logo and black bar at the top of each page will be in place, and there may be one or two items in the gray navigation bar at the left side of the page.

Access Privileges

You will need an administrative username and password.

You can log in even if your page design does not have a “Log In” link; just go to the [/admin](#) page. That is, type a URL such as [yourdomain.org/admin](#) to see the login form. If you are already logged in as an ASMP member, you must log out and re-login as the admin.

While you are logged in as the admin, you will see three extra menus in the left sidebar: Create content, Administer, and Log out.

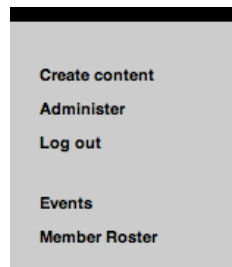
Creating Content

The basic pattern for adding new content to your site goes like this:

- First, create the content container. It might be a whole page, or it might be a “block” that exists within another page.
- Second, put text and graphics into the container. Use the Preview function and the style controls to make it look right.
- Third, set up the navigation to the content container—one or more menus, and possibly some links in the text of other pages.

Editing Content

In a nutshell: Navigate to the page that needs updating and click on its Edit tab.



Why log out?

Two reasons. First, the admin's view of the site is necessarily different from other members. You sometimes need to see how your work looks to the rest of the world.

Second, the admin user is not really an ASMP member—it exists only within Drupal. In order to view your member profile, register for a seminar, etc., you will need to log back in with your ASMP member credentials.

Usually You Want an Article

The all-purpose page type is called an article. It gives you a content box with the dotted drop shadow, offers several layout options, sets up the styles for your text and generates a search engine-friendly URL. The screen snapshot in the right column shows a typical article page.

Create content	Article
Administer	Chapter Logo
Log out	Home Page
Events	Home Page Image
Member Roster	Home Page Spotlighted Features

As you might suspect, you create this type of content by clicking on the Create content link, then

choosing the first fly-out option, Article. This will bring up a form (shown at right) in which you will define all of the article's properties.

Article Types. There are two, the General article and the News article. A News article gets an extra, system-generated set of menus in the right column.

Title. This is the blue headline for the page. It is also used to construct an automatic page URL

Sidebar: Turning this on makes the page narrower and opens a blank space on the right edge. You can use this space for a randomly selected member image or for sidebar text — a short, separate-but-related snippet — or both. If you use both, the picture is always on top.

Automatic alias. Within Drupal, every content type is a node and its "real" URL is its node number. People prefer to use words, however, and Drupal makes it easy for you. Unless you tell it otherwise, it takes the important words from your title. If there are several articles with the same important words, Drupal tacks on a number to make each URL unique.

Publishing options. Normally these options are folded out of sight, and normally you don't have to change them. However, if you have a story in progress that you don't want anyone to see,



Above: an article page. This one has the sidebar and random image options turned on. **Below:** the form that sets up a new article.

A screenshot of a web form for creating a new article. The form is organized into several sections with expandable headers. The 'Article Types' section has a dropdown menu with 'Please choose' selected. Below it are two sections: 'Current News' and 'News Members Only', each with a list of options and a text box for selection. The 'Title' section has a text input field. The 'Summary' section has a text input field. The 'Body' section has a large text area. The 'Enable rich-text' section has a checkbox. The 'Input format' section has a dropdown menu. The 'Sidebar' section has a 'Sidebar' dropdown menu, radio buttons for 'Off' and 'On', and a checkbox for 'Random Image'. Below this is a text input field for 'Sidebar Text'. The 'URL path settings' section has a checkbox for 'Automatic alias'. At the bottom are 'Authoring information' and 'Publishing options' sections, and 'Save' and 'Preview' buttons.

even by accident, you can turn off the “Published” marker until the editing is finished.

Body of the Article

The large text-entry area marked Body is where you put the text of the article and the code to place the graphics. It contains HTML markup, of course, but you don’t need to see the markup. A Drupal module called TinyMCE gives you a cluster of buttons and menus that apply the markup just like a good word processor. You type your words, then select each section of text and set its style properties.

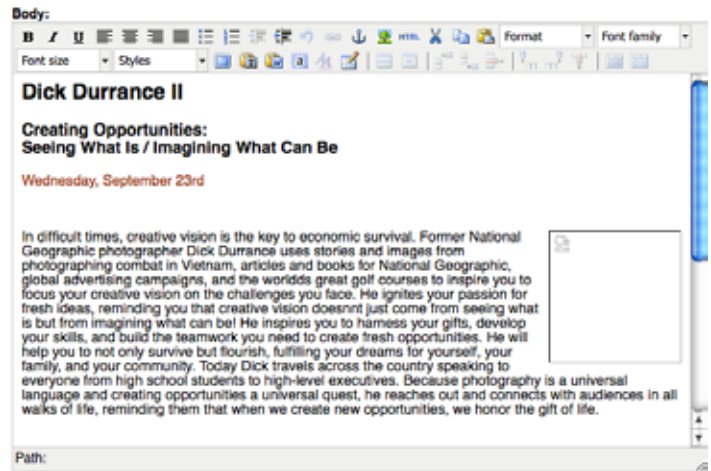
You will not see a faithful representation of the final appearance here; that’s what the Preview button is for. But there’s usually enough visual cues that you know whether you’ve styled a given piece of text or not.

Hard-earned wisdom: Avoid the Styles dropdown tool. It almost never does what you want.

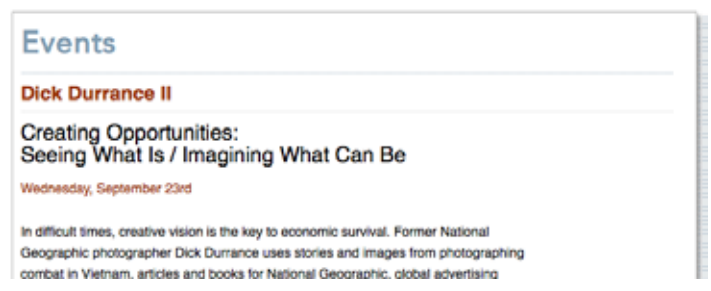
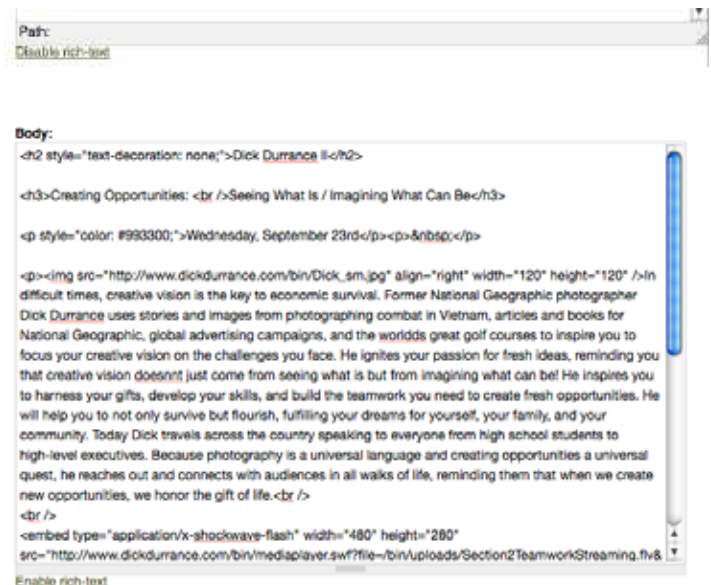
Images. One of the TinyMCE buttons lets you upload an image and place it in your page. To find the right button, hover the mouse over each button in turn to see its tool-tip

For some types of content, there is no substitute for working with raw HTML code. Examples include a movie, a sound clip, or an image that resides on a remote server. Or, perhaps you’d rather use Dreamweaver to compose your pages and just paste in the resulting code. You can. Simply turn off TinyMCE by clicking the *disable rich text* link below the text entry box. (The link then changes to say *enable rich text*.) You can switch between the two modes at any time.

Save your work. As with any web form, you’ll lose everything unless you hit the Save button before you leave the page. If you aren’t quite finished writing yet and don’t want the half-done page to be seen, open the Publishing Options section of the form and un-check the Published option before you hit the Save button.



Above: The TinyMCE wysiwyg editor lets you mark up your text by clicking buttons and selecting styles. You don’t need to know much HTML. **Below:** To work with the raw HTML, click the *disable rich text* link. It’s the only way to insert movies and other fancy effects.



The page produced by the above code. The blue headline and its underline come from the Title field; everything else comes from the Body field.

Hard-earned wisdom: TinyMCE can really screw up the tags for anything besides basic HTML. If you disable it in order to insert special code, you should open the Input Format section and change the setting to “Full HTML without Editor” to prevent TinyMCE from kicking in the next time you edit the page.

CKEditor. Hidden among the Input Formats is an alternative to TinyMCE called CKEditor. It does some things better, other things not as well. If you don't like TinyMCE and don't feel like working with raw HTML code, try CKEditor. You can choose this option on a page-by-page basis.

Amusingly, until 2009 the CKEditor was called the FCKEditor. The creator's website does not give any reason for the change of name.

Input format:

Filtered HTML

- Web page addresses and e-mail addresses turn into links automatically.
- Allowed HTML tags: <a> <cite> <code> <dl> <dt> <dd>

- Lines and paragraphs break automatically.

Full HTML

- Web page addresses and e-mail addresses turn into links automatically.
- Lines and paragraphs break automatically.

Full HTML without Editor

- Web page addresses and e-mail addresses turn into links automatically.
- Lines and paragraphs break automatically.

[More information about formatting options](#)

If you enter any advanced HTML code, it is wise to open the Input Format section and select the Full HTML without Editor option. This will keep your page from being wrecked by the rich-text editor.

Add Your Article to the Menus

At this point, you have an article but no one can find it. You need to display it in the menus.

This is done via the Administer menu. Oddly, Drupal does not think the menus are part of the content. Rather, they are considered to be site building tools.

While building the menu, you will want access to the article you just made. The easy way to do this is to open the Site Building page in a second window by right-clicking the link. (With a one-button mouse, use control-click.) If you prefer, you can open it in a new tab, instead.

The menu control panel shows you a list of all your menu items and the options that are available. Enabled means that the menu is displayed; you can disable a menu to temporarily take away a site feature that is seasonal, for instance. Expanded appears to do nothing.

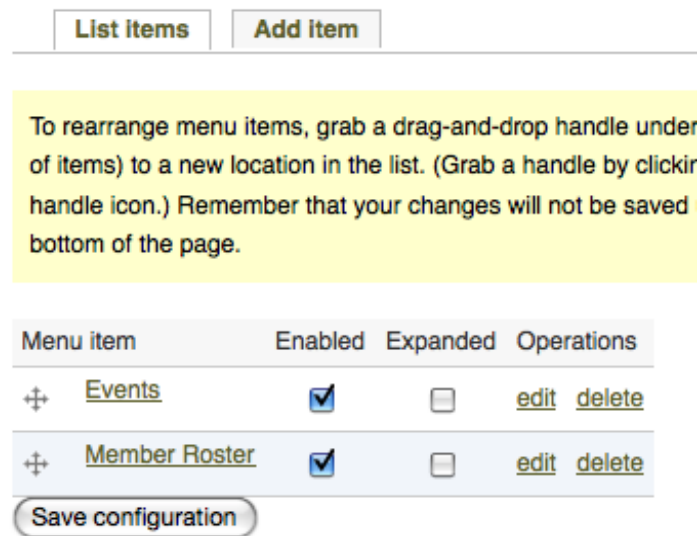
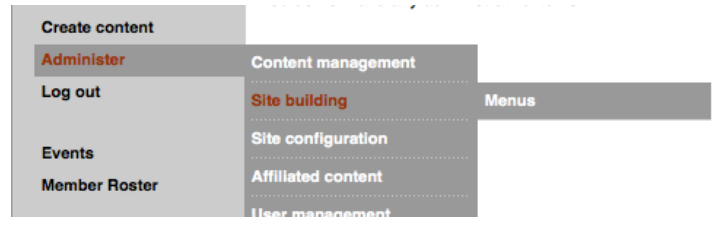
Click on the Add Item tab to display the form that defines your new menu line. On this form, there are really only three fields that matter: the Path and the Link Title at the top of the page, and the Access Permissions at the bottom.

The path. Your options are:

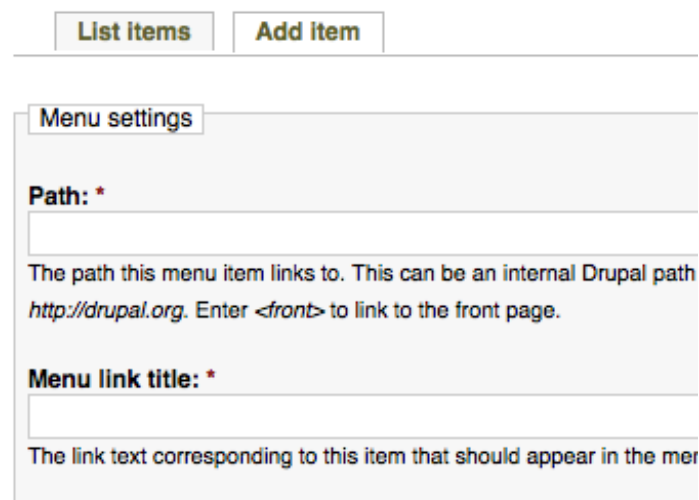
- A complete URL (one starting with `http://`). Drupal expects that this link goes off your site, so it will open the page in a new window.
- A partial URL—everything after the domain, but *no leading slash*. Drupal opens the page in the same window.

The easiest way to obtain the URL is to copy it from the article that's open in the other window, paste it into this form, and then edit the form to erase the portion you don't want.

Drupal weirdness: Saving a new menu produces a red-alert warning about installing a module. It is a false alarm, so just ignore it.










Above: the menu organizer tool lets you change the order of menu items. **Below:** the two key properties of a menu are the path (the page it takes you to) and the title. The other properties are optional.



Order of items. After you've saved the new menu item, you'll be back on the List Items tab. It's likely that your new menu is not in the position you want, but that's easy to fix. Grab its four-headed arrow and drag it up or down. Or, drag it to the right and make it a fly-out submenu. Then hit the Save Configuration button to store the new order in the database.

No leading slash? Above, I said that the partial URL in a link path gets no leading slash. This is confusing to webmasters who know the rules for forming a link—especially because when you are making a link within the text of an article, you *do* use the leading slash for an absolute path.

The reason is that Drupal isn't really working with a URL in its menu system; it is working with an alias. The "real URL" is a node number. The alias is merely an entry in a lookup table.

Menu item	Enabled	Expanded	Operations
 Members	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	edit delete
 Update Your Profile	<input checked="" type="checkbox"/>	<input type="checkbox"/>	edit delete
 Find an Assistant	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	edit delete
 Search the database	<input checked="" type="checkbox"/>	<input type="checkbox"/>	edit delete
 Get listed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	edit delete
 Member Benefits	<input checked="" type="checkbox"/>	<input type="checkbox"/>	edit delete
 Member Roster	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Above: the four-headed arrows make it easy to set up a hierarchy of cascading fly-out menus.

The Home Page

When you create or edit the home page, you will face an inscrutable choice: use the default main image or override the default with some custom code. And you may wonder, "What default would that be?"

The default is the image that you upload using the [Create content](#) → [Home page image](#) tool.

The standard home-page image is 620 pixels wide. To show several photographs at once, composite them into a single image file.

You can upload several home-page images and they will rotate in random order. Remember, random means "not predictable." You sometimes will see the same image several times in a row.

When to override. The first case is when you simply do not want any image at all. If you select the override option and leave the body area empty, the server will display nothing. Instead, the page content will begin with whatever is in the second part of the home page, the "tri-column" or its override.

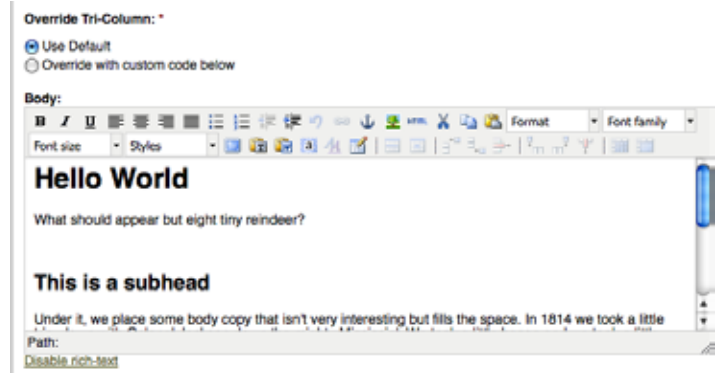
Another common case is where you want to place an advertisement on the home page that temporarily replaces the regular image rotation. You could, of course, upload the ad as a home page image and, to make sure it is seen by everyone, delete all the other images. The override route is simpler. Merely place an `` tag with the appropriate parameters into the override body. When the ad is no longer needed, you can simply flip the switch to restore the normal image rotation.

Or maybe you want to get fancy and show a video on the home page. No problem; use an `<object>` or an `<embed>` tag in your override body. If you know how to code it, the server will show it.



Above: I have chosen to override the default image because I want the image to have several clickable areas. This is done with the `usemap` tag and an image map. I had to disable the rich text editor because it keeps screwing up the extra tags I need.

Below: Even though there is code in the body area, this page will display a standard tri-column layout because the 'Use Default' radio button is clicked.



Revising and Updating

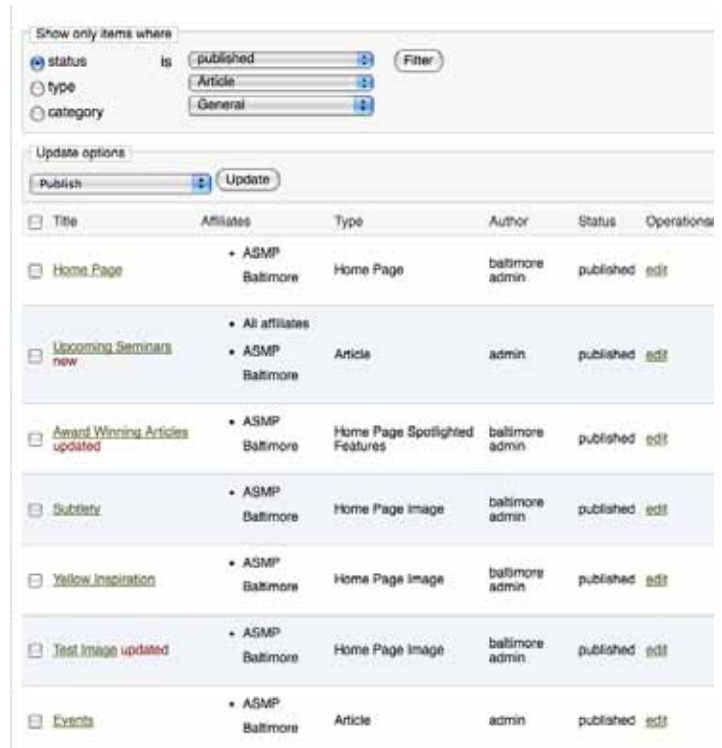
Most of the time, updating is easy: Log in as an admin. Then navigate to the page that needs revision and click the Edit tab.

It doesn't always work, though. How do you navigate to an unpublished page? That's when you reach for the Swiss army knife of Drupal: the Administer menu. Specifically, you want the Affiliated Content tool.

This gives you a list of all your content, newest first. It also makes it easier to find the content you want by filtering the list using certain properties. Each time you return to this page, the previous filter settings are still in effect. You cannot rescind a filter, but you can reset the page (no filters in force) and then apply new filtering.

You can also do some bulk clean-ups here: select a bunch of content items using the checkboxes, and then apply an action (such as "delete") to them all.

You can edit each item, whether published or not, provided that you have the right privileges. If you don't have sufficient privileges, you'll get a very unhelpful page telling you that you are already logged in. As a rule, you aren't allowed to edit a page that contains raw PHP scripts. This is configurable, of course; if you know PHP and MySQL, talk to the National office webmaster.



Drupal raspberry. You'll get this page when you try to edit a page for which you don't have sufficient privileges. (Example: a page of PHP code.) It's not as stupid as it looks. If you know a password with greater privileges, you can use the logout link to re-login at the higher level. If not, just hit the Back button.

Out of Reach

An advantage of hosting your site within the ASMP national server is that you can easily add pages from the national site or other chapters to your site. However, even if it's on your site, not everything is directly accessible to you. Among the things you can't change are:

- Site design specs, such as column widths, typographic styles, color palette, etc.
- Content that someone else created. The site permissions are structured so you can edit only the pages you create.
- Any page containing PHP code (e.g., the member roster).
- The page footer.

There are work-arounds for some of these. For instance, you can place CSS tags in your HTML code that override the site design.

When you want to use a modified version of content from an affiliate, it's pretty simple to make a new page and paste in the text and graphics from the original. Since you are the creator of this new page, you can modify it as you see fit. On the other hand, if the original page is updated, you're on your own to learn of it and get the new material.

(If you only want to pick up the original page contents without change, just make a menu item

and link it to the source page. Use the internal-link form of a URL—no leading slash—and the page contents will automatically pick up your page headers and menus.)

I have no idea why the system does not let you access your site's footer. There appears to be no setting that will enable this. Only the site super-admin has that access. Fortunately, once the footer is set up, you won't need to change it very often.

Hidden from view? You can disable a menu, thereby taking it off the page. Your site's visitors will no longer be able to navigate to the page that the menu links to. However, the page is still in the database, which means that the site's search function can still find it.

You might think that you can un-publish a page by un-checking the "published" setting at the bottom of the page edit form. But that does not work, as far as I can tell. Once it is published, it stays published.

Thus, if you want information to be permanently removed from the site, you will have to rewrite its content—or delete it entirely. If you delete a page, be sure to remove its menu as well.

Banner Ads on the Home Page

In the current design, the easiest place to put a sponsor's logo is within the space in the center of the page—the space that's normally used for the homepage image. I'm not saying that it is impossible to put an ad anywhere else, but it is a lot more work.

For this example, I've designed a home page that displays the logos of some sponsors. There are at least three ways that we could get this masterpiece onto the site.

- **Composite all the elements** into a single JPEG file. Photoshop layers are great for this sort of thing. As with any homepage image, the result should be 620 pixels wide. Then use Drupal's Create Content -> Home Page Image function to load the image and enter its caption.

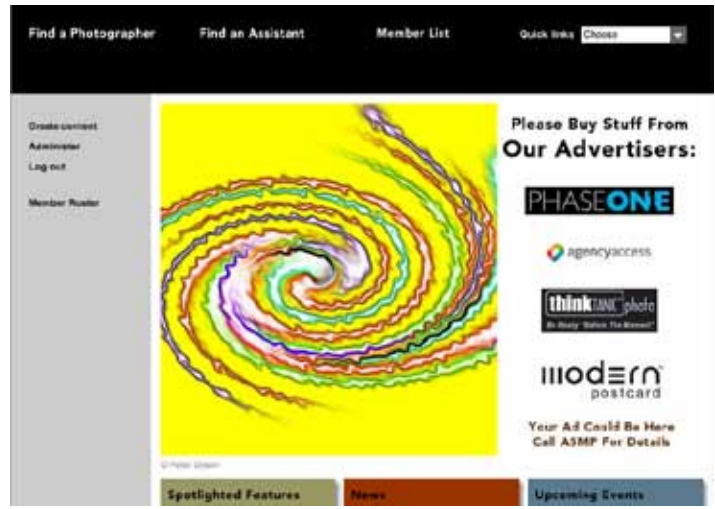
Advantages: There is no HTML code to write. In addition, you can upload several versions and Drupal will rotate them at random.

Disadvantage: You cannot hot-link each logo to the vendor's website. The only place to enter a URL is in the caption.

- **Design an HTML table** and place a logo in each table cell. The table must be set to 620 pixels in width. To put it into effect, disable the default image on the home page (by selecting "Override with the custom code below") and place the table code in the Body field. The rich-text editor can save you some work; it knows how to do tables.

Advantages: Because you can put any HTML code in a table cell, you can separately hot-link each logo to the vendor's site. And, if your list of sponsors changes, it's easy to replace a single logo and its link.

Disadvantage: The system won't automatically rotate multiple images at random.



Home Page Ads. There are several ways that this design could be achieved, but none is perfect.

"swirl" image	text
	Phase One
	Agency Access
	ThinkTank
	Modern Postcard
	text

Table layout. This shows the logical structure of an HTML table for the above page. The rich-text editor can be useful in writing the table's code. Alternatively, you can compose the table with a high-end tool such as Dreamweaver, then paste the code in.

- **Use Flash** (or other programming tool) to set up the images and logos. To upload the Flash file, you will need an FTP login, which you can get from the national webmaster. Use <object> and <embed> tags in the custom code body to place your animation on the page.

Advantage: Flash is very powerful. It can do lots of tricks, such as image swapping, fade transitions, animation and video. You don't need special system permissions to use it.

Disadvantage: Like any programming system, Flash requires serious study and special software. Clumsy programming can make your page slow to load.

Event Calendar

Our site design includes a calendar that automatically picks up all events from the national event registration database that your chapter is hosting. You can add other chapter events to the calendar, as well as externally sponsored events of importance.

It's easy to add the calendar feature to your site: simply make a menu that links to it. The link path is just "calendar"; in text, its URL is "/calendar".

To add an event to the calendar, use the Create content menu.

Creating an event is quite similar to creating any other node, except that the Body is not used at all and can be left blank. The Summary isn't important either.

The important fields are Title, Location, Date and Event Link:

- The title and location will appear on the calendar exactly as you type them.
- If the From and To dates are different, the server will display the event on all days in between.
- The Event Link should take you to a page of details about the event. It can be on a remote web server; just supply the complete URL.

Strangely, it seems that the calendar module violates the standard Drupal rule. Here, internal links do need an initial slash.

National distribution. Normally, an event you create will not be picked up on the calendars of any other chapter. However, the site admin can promote it to the national calendar if you request this.

Menu settings

Path: *
calendar

The path this menu item links to. This can be an internal Drupal page or an external URL. Enter `http://drupal.org`. Enter `<front>` to link to the front page.

Title: *
Pics, Lies and Videotape

Location:
Ye Olde Brewhaus Arte Gallery

Date

From date:

Format: 03/15/2010 Format: 02:41PM

To date:

Format: 03/15/2010 Format: 02:41PM

Summary:

[Enable rich-text](#)

This is the text that will be displayed on the home page if this event is promoted.

Input format

Event Link:
/test-the-workflow-10

Only the title, location, date and event link fields are important. The summary and body can be left blank.

17	18	19
24	25 "Pics, Lies and Videotape" in Ye Olde Brewhaus Arte Gallery	26

The title and location are linked to a page of further information, as set by the Event Link field.

