

2020
vision

e-branch in a box

November 2009

* The Most Current Version of this Guide can be found Online at
libraries.idaho.gov/e-branch

Presented by the
Idaho Commission for Libraries

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WEB PRESENCE: DEFINITION & CRITERIA

The Idaho Commission for Libraries defines Web Presence as a vital website that is an extension of the library providing information about or access to library services. A basic level of web presence for public libraries should meet the following criteria:

- Library Name
- Library address – both mailing address and street address, if different (includes branch information if applicable)
- Library phone number
- Online contact (email address or contact form)
- Hours of operation
- Library Board member names
- Link to the online catalog (if applicable)
- Link to the LiLI Portal
- Or, a link to the individual LiLI Databases and the LiLI Unlimited statewide catalog with the “funded by LiLI” icon/button
- Description of library services available to patrons
- Site content is current



GLOSSARY

Accessibility - Providing access to web resources for users of all abilities. Specifically, this is design that takes into account the needs of individuals with disabilities, such as impairments in vision.

Aggregator - In this context, software that collects newsfeeds for use in a web site. Related terms: blog, podcast, RSS, syndication.

Blocks - A Drupal term identifying chunks of content that can be placed in designated areas of the website (e.g. left sidebar, right sidebar, Header, Footer)

Blog - An automated system for posting articles or announcements on a web site. Blog articles are usually accessed via a web page with a reverse-chronological listing of these articles, or via an RSS newsfeed. Related terms: aggregator, podcast, RSS, syndication.

CAPTCHA – Completely Automated Public Turing test to tell Computers and Humans Apart. CAPTCHA is used to help prevent computer programs (bots) from automatically running and adding accounts, spam messages, etc. from websites. A common CAPTCHA technique is to take a common word and make it all squiggly or put a line through it. Humans are still able to read the word, but computers have a hard time deciphering it because of the difficulties of programming a machine for optical character recognition.

Content editor - When editing a node it is the space in which text is entered and formatted. Using the content editor, the user can edit text, add graphics, create tables, and add hyperlinks to the content.

Content management system (CMS) - Software that allows users to create, update, and manage documents. In a web context, a CMS is software that lets a user with a web browser create web pages and manage a web site without having to deal with the technical aspects of web design.

Database - Software that warehouses data.

Domain name - The base of a URL. In <http://www.example.com/this/is/a/url.html>, example.com is the domain name. Related terms: URL.

Drupal - An open source content management system.

Embed - Placing a snippet of code, gadget or widget into a website to provide added functionality

Gadget - A prebuilt piece of code that interacts with a third party website(s) to provide added functionality to a website. Sometimes referred to as a Widget.

Library 2.0 - A concept of interactive library service in the digital age that is loosely tied to Web 2.0. At current, it's still something of a buzzword that means different things depending on the speaker, but generally it denotes the goal of simple but ubiquitous access to library services and resources using technology.

Newsfeed - An automatically produced listing of blog or news headlines and excerpts. Related terms: blog, RSS, syndication

Node - A Drupal term referring to a page or the main piece of content. If you take away the headers, footers, and sidebars on a page, what is left is the node.

Open source - Community-developed and supported software. The development and support is usually facilitated by the Internet. Open source software is available for free in the sense that a kitten is free. It doesn't cost anything, but once you have it, it's your responsibility to care for it.

Parent/Child Relationships - These relationships are used for hierarchy purposes in the Drupal menu system . Parents are the top level items, and Children are items found one level below that.

Podcast - A blog presented in audio format. The term is a combination of the terms "iPod" and "broadcast." Note: An iPod is not necessary to playback podcasts. Related terms: aggregator, blog, RSS, syndication.

Region - Drupal themes are broken down into different regions: header, footer, left sidebar, right sidebar, and content. The header runs along the top of the page and usually contains the site logo and the site title. The footer runs along the bottom of the page and usually contains the library's address and phone number. The left and right sidebars usually run along the sides of the theme and contain the blocks. The content region typically contains the node.

RSS - Stands for Really Simple Syndication, which is a method for providing newsfeeds on the web. Related terms: aggregator, blog, podcast, syndication.

Sidebars - A Drupal term referring to the columns to the left and the right of the node, or central content area of a web page.

Skin – Can be thought of as a sub-theme. The general layout is the same, but the colors and background imagery is a little bit different. Related Terms: Theme.

Snippet - A small, reusable piece of code that adds additional functionality to a website

Syndication - In a web context, pulling the content from an RSS newsfeed into a web site. Related terms: aggregator, blog, podcast, RSS.

Theme - A Drupal term; it is the look, feel, and layout of a website.

URL - Stands for Uniform Resource Locator. A web site address, for example:
<http://www.example.com/this/is/a/url.html>.

Web 2.0 - A new way of thinking about the web which provides tools and functionality for publishing, collaboration, and information access that normally existed only in the realm of desktop computing with software packages like Microsoft Office. Sometimes called "web as platform."

Widget - A prebuilt piece of code that interacts with a third party website(s) to provide added functionality to a website. Sometimes referred to as a Gadget.

WRITING FOR THE WEB - TIPS

- Use hierarchy to structure relations among information units.
- Use bullet lists instead of paragraphs.
- Use concise and factual sentences.
- Proofread everything twice!
- Update your pages frequently.
- Make sure all links are hot!
- Provide useful, specific information.
- Use bold text sparingly and use italics for emphasis.
- Avoid using “smart quotes” and auto hyphens.
- Avoid jargon and use terminology familiar to the user.

Useful References

Writing for the Web by Jakob Nielsen
<http://www.sun.com/980713/webwriting/>

Writing for the Web by Daniel Will-Harris
http://www.efuse.com/Design/web_writing_basics.html

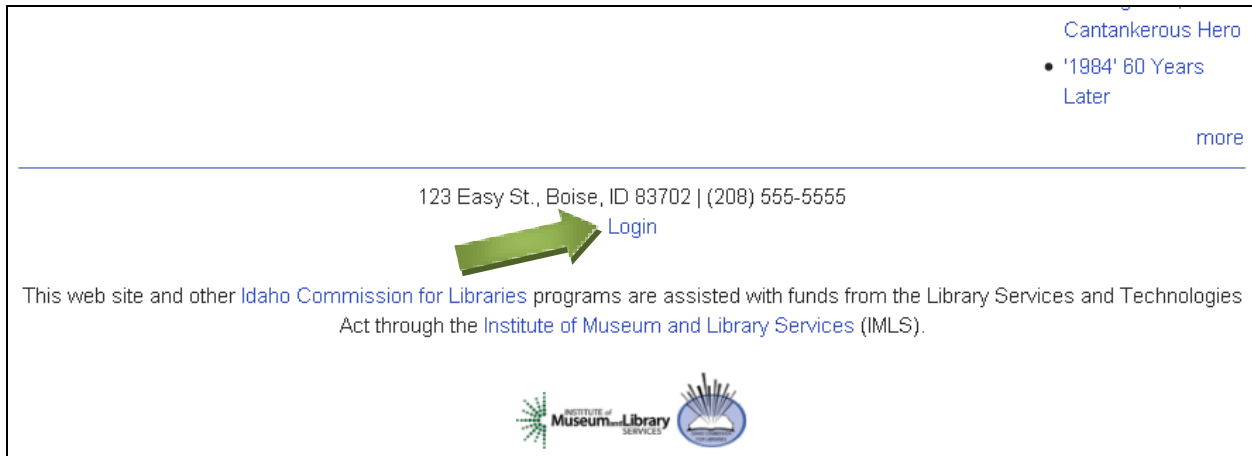
10 Tips for Good Web Writing by Jennifer Kyrmin
<http://webdesign.about.com/od/writing/a/aa031405.htm>

LOG IN

Step 1 Navigate to the URL for your e-branch site

Step 2 Click **Login** link

*The link may have a different name if you have renamed it



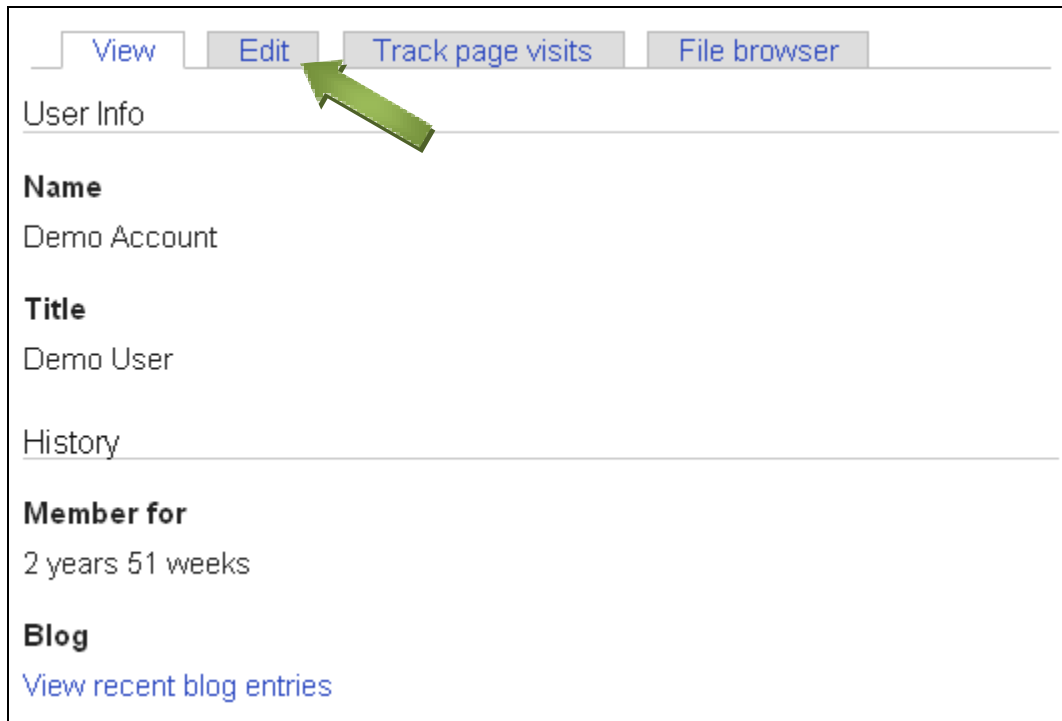
Step 3 Enter **Username** and **Password**

Step 4 Click **Log in**

A screenshot of a login form. At the top are two buttons: 'Log in' and 'Request new password'. Below are two input fields. The first is labeled 'Username: *' and contains the text 'demo'. Below it is the instruction 'Enter your * Test Site * username.' The second is labeled 'Password: *' and contains a masked password '●●●●●●'. Below it is the instruction 'Enter the password that accompanies your username.' At the bottom is a 'Log in' button. Three large green arrows point to the 'demo' text, the masked password, and the 'Log in' button.

CHANGING PASSWORD AND UPDATING E-MAIL ADDRESS

Step 1 When viewing the default screen upon login, click edit to enter **Edit Mode**



Step 2 Enter the email address you would like to use for public communication



Step 3 Enter your password in the **Password** text field and confirm it by entering in the password a second time in the **Confirm Password** text field

Password:

Confirm password:

To change the current user password, enter the new password in both fields.

Step 4 Option: Check the **Personal Contact Form** checkbox if you wish to allow logged in users to contact you or other staff members.

A description about what this is used for is listed on the page

▼ **Contact settings**

Personal contact form

Allow other users to contact you by e-mail via [your personal contact form](#). Note that while your e-mail address is not made public to other members of the community, privileged users such as site administrators are able to contact you even if you choose not to enable this feature.

Step 5 Select the **Time Zone** for your library

▼ **Locale settings**

Time zone:

Thursday, June 11, 2009 - 11:40 -0800 ▼

Select your current local time. Dates and times throughout this site will be displayed using this time zone.

Step 6 Click **Save** at the bottom of the page to save the changes

UPDATE USER INFO

Step 1 Enter **Edit Mode**



Step 2 From the account page, click on **User Info**

A screenshot of the 'Account information' form. At the top, there is a navigation bar with buttons for 'View', 'Edit', 'Track page visits', and 'File browser'. Below this, there are two links: 'Account' and 'User Info'. The 'User Info' link is highlighted with a green arrow pointing to it from the top-left. The main content area is titled 'Account information' and contains the following fields and text:

- E-mail address: ***

 A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.
- Password:**
- Confirm password:**

Below the password fields, there is a note: "To change the current user password, enter the new password in both fields."

Step 3 Enter your **Name**, **Title**, and **Phone Number**

All of this information is not publicly visible and is used primarily by the ICFL for site contact information

[Account](#) | [User Info](#) |

User Info

Name: *

Your real name. The content of this field is kept private and will not be shown publicly.

Title:

Your position or title. The content of this field is kept private and will not be shown publicly.

Phone:

Phone number where you can be reached during business hours. The content of this field is kept private and will not be shown publicly.

Step 4 Click **Save** at the bottom of the page to save the changes

123 Easy St., Boise, ID 83702 | (208) 555-5555
[Login](#)

ENTERING INTO EDIT MODE

Step 1 Login

If you have logged in previously, the administrator menu will be available to you

Step 2 Either Create a New Page **OR** Edit an Existing Page

a. **Creating New Pages**

Create New Content by Navigating to Create Content and Selecting the Type of Content you want to Create

The screenshot shows a user interface with a sidebar menu on the left and a main content area on the right. The sidebar menu, under the heading 'demo', includes links for 'My account', 'Create content', 'Administer', and 'Log out'. A green arrow points to the 'Create content' link. The main content area lists three options: 'Blog entry', 'Page', and 'Poll', each with a brief description of what they are used for.

<p>demo</p> <ul style="list-style-type: none"> • My account ▶ Create content ▶ Administer • Log out 	<p>Blog entry A blog is a regularly updated journal or diary made up of individual posts shown in reversed chronological order. Each member of the site may create and maintain a blog.</p> <p>Page Use pages for single-page standalone content such as a copyright statement page.</p> <p>Poll Use polls to add single question surveys to your site.</p>
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b. **Editing Existing Pages**

Navigate to the page you want to edit and click Edit

The screenshot shows a page with three buttons at the top: 'View', 'Edit', and 'Track'. A green arrow points to the 'Edit' button. Below the buttons, the page content includes the title 'Info about our library..', the number of reads '91 reads', and the last update information 'Last updated: March 29, 2006 - 6:28am by admin'.

Step 3 Scroll down the page to the **Body** section to begin editing/adding content

ADDING/MODIFYING PAGE TITLES

Setting a page title in the e-Branch in a Box system is required because it uniquely identifies pages in list items, is used in internal searches, and optimizes your search results on external search engines such as Google, Bing, or Yahoo.



Step 1 Enter **Edit Mode**

Step 2 Enter text to describe the page in the **Title** text field

Note: Items with a red asterisk (*) indicate that the field is required

Title: * 

Step 3 Click **Save** at the bottom of the page to save the changes

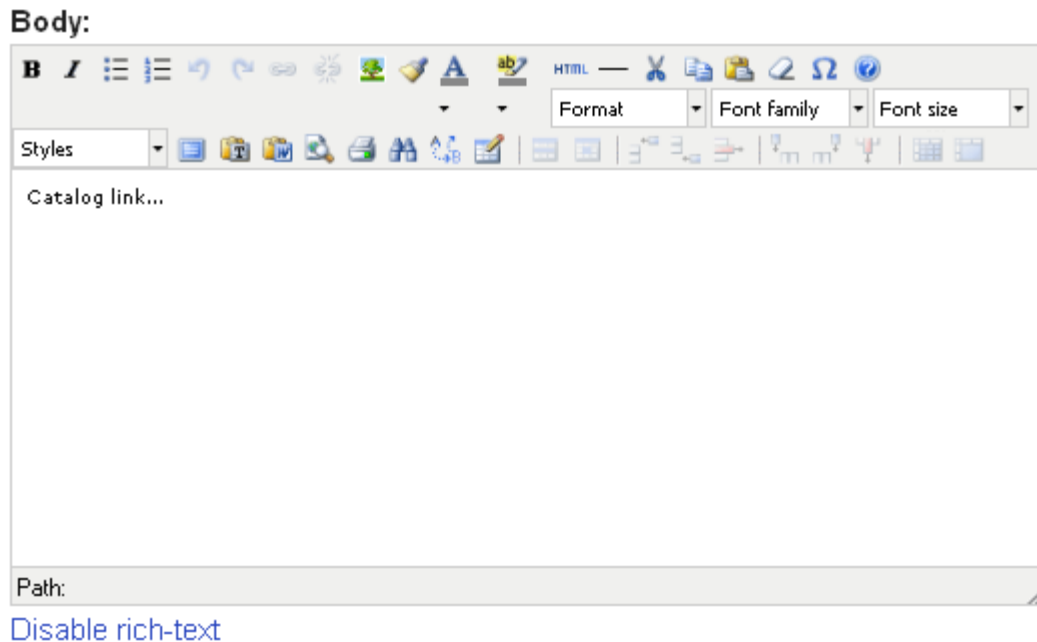


Step 4

THE WYSIWYG TEXT EDITOR

What You See Is What You Get

The Drupal system is heavily biased toward text and text manipulation. However, the ICFL realizes that e-Branch users will want to put images and colors into their sites to make them visually appealing. Since ICFL doesn't expect everybody to be HTML gurus, the e-Branch in a Box project uses the open-source, WYSIWYG, TinyMCE editor. This editor provides a Microsoft Word-like interface and automatically creates the underlying HTML code. One word of caution, WYSIWYG editors can be prone to error and are restrictive if you want to go beyond the use of text.



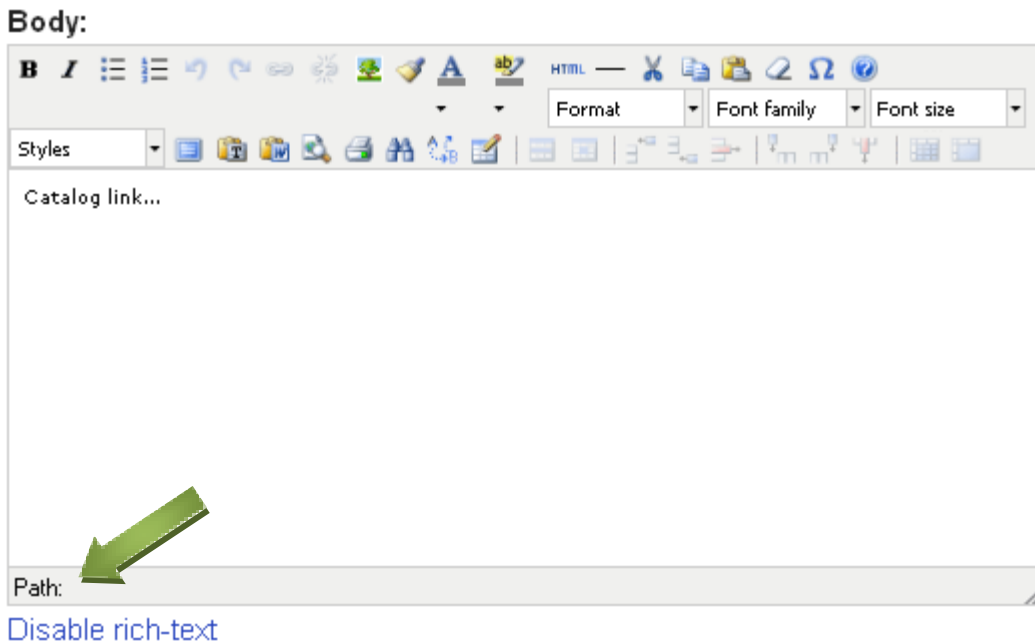
For users who find this interface cumbersome, it can be turned off. If you decide to go this route, the system will allow you to enter in plain text or HTML code into the body field. If you do not know HTML, the organization that writes the HTML standard, the World Wide Web Consortium, has free online tutorials (<http://www.w3schools.com>).

BUTTON DESCRIPTIONS

– Bolds the text	– Italicizes the text	– Bulleted List
– Numbered List	– Text Color	– Text Background Color
– Converts selected text into HTML paragraphs (<p>), headings (<h3>, <h4>, <h5>, <h6>), addresses (<address>), and preformatted (<pre>)	– Converts the selected text into the selected font (Arial, Times, Comic Sans, etc.)	– Converts the selected text into the desired font size (8pt – 36pt)
– Applies various styles to selected text (boxes, positioning, and text styling)	– Undoes last action	– Redo an Undo
– Create Hyperlink	– Remove Hyperlink	– View HTML code
– Creates a Horizontal line	– Paste as plain text	– Full Screen Mode
– Find	– Find and Replace	– Insert New Table
– Table Row Properties	– Table Cell Properties	– Insert Row Before Selected Row
– Insert Row After Selected Row	– Delete Selected Row	– Insert Column Before Selected Row
– Insert Column After Selected Row	– Remove Selected Column	– Split Merged Cells
– Merge Selected Cells	– Paste From Word	– Paste
– Copy	– Cut	– Remove Formatting
– Clean Up Messy Code	– Insert Special Character	– Help
– Edit Image		

THE PATH ATTRIBUTE

The WYSIWYG Editor does not display the underlying HTML code to the screen, but rather displays a representation of what the finished page will look like. Sometimes, setting and resetting the various styling elements can add extra code that will cause the page to display in an unexpected manner. One way to get a visual clue without learning HTML is to look at the **Path** at the bottom of the editor area.

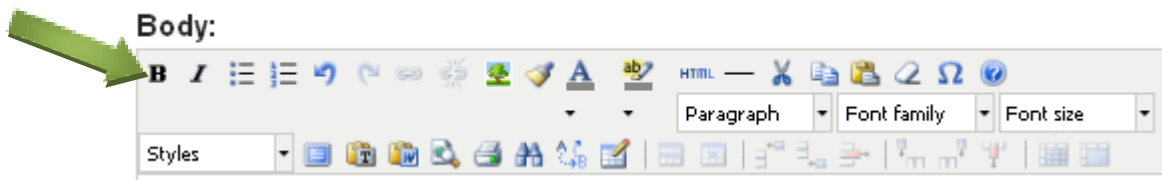


No matter what element the editor sets, it will be represented in the path. Some of the more common items that will be displayed in the path are paragraphs (p), bulleted list/unordered list (ul), numbered list/ordered list (ol), list items (li), bold/strong (strong), and italics/emphasis (em). The colored boxes and positioning styling are listed as spans. Also, by clicking on the individual name elements in the path, this ensures that the entire underlying HTML content gets selected and overwritten when making a change.

GETTING STARTED WITH THE TINYMCE

BOLDING TEXT

- Step 1 Enter **Edit Mode**
- Step 2 Select desired text
- Step 3 Click **Bold** icon



- Step 4 Click **Save** at the bottom of the page to save the changes

REMOVING BOLD TEXT

- Step 1 Enter **Edit Mode**
- Step 2 Click on the text to remove the bold text
- Step 3 In the path, click **STRONG** to select the entire bolded item



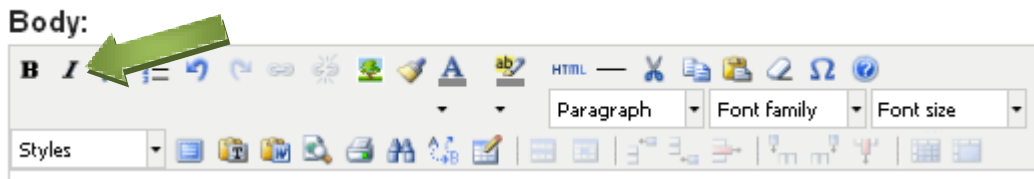
- Step 4 Click **Bold Icon**



- Step 5 Click **Save** at the bottom of the page to save the changes

ITALICIZING TEXT

- Step 1 Enter **Edit Mode**
- Step 2 Select desired text
- Step 3 Click **Italics** icon



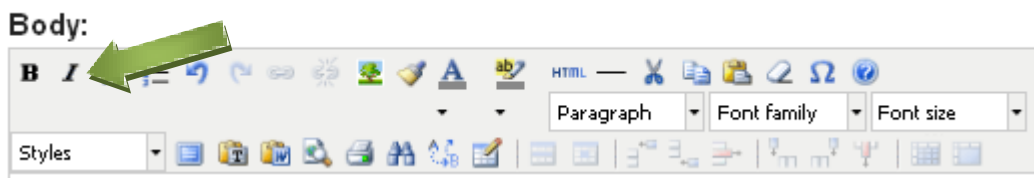
- Step 4 Click **Save** at the bottom of the page to save the changes

REMOVING ITALICED TEXT

- Step 1 Enter into **Edit Mode**
- Step 2 Click on the text to remove the italics
- Step 3 In the path, click on **EM** to select the entire italicized item



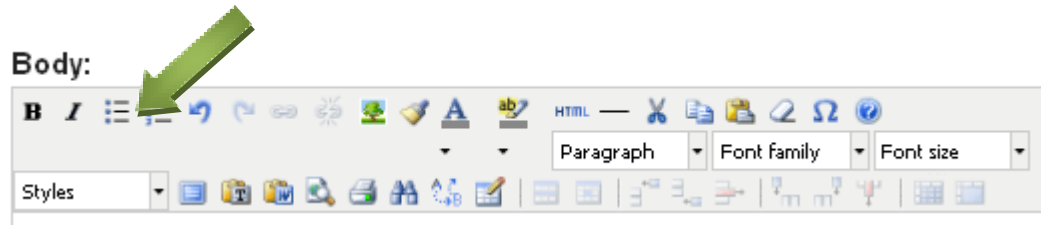
- Step 4 Click **Italics** icon



- Step 5 Click **Save** at the bottom of the page to save the changes

CREATING A LIST WITH BULLETS

- Step 1 Enter **Edit Mode**
- Step 2 Position the cursor at the point where you want the Bulleted List
- Step 3 Click **Bulleted List** icon



- Step 4 The editor will now have a bullet item (li) on the page. Type in the desired text and press enter to start another bullet point. When done adding bullets, click the **Bulleted List** icon once again to end the list.
- Step 5 Click **Save** at the bottom of the page to save the changes

REMOVING A BULLETED LIST ITEM

- Step 1 Enter **Edit Mode**
- Step 2 Click on the bullet point to remove
- Step 3 In the path, click on **LI** to select the entire bulleted item



- Step 4 Use **Delete** or **Backspace** on the keyboard to remove the list item
- Step 5 Click **Save** at the bottom of the page to save the changes

REMOVING AN ENTIRE BULLETED LIST

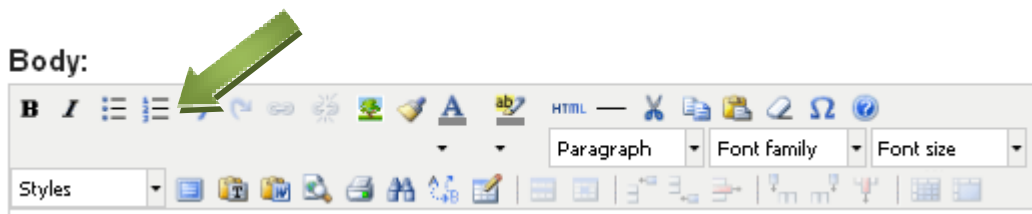
- Step 1 Enter **Edit Mode**
- Step 2 Click on one of the bullet points in the list you want to remove
- Step 3 In the path, click on **UL** to select the bulleted list



- Step 4 Use **Delete** or **Backspace** on the keyboard to remove the list
- Step 5 Click **Save** at the bottom of the page to save the changes

CREATING A LIST WITH NUMBERS

- Step 1 Enter into **Edit Mode**
- Step 2 Position the cursor at the point where you want the Numbered List
- Step 3 Click **Numbered List** icon



- Step 4 The editor will now have a numbered item (li) on the page. Type in desired text and click enter to start another numbered point. When done adding bullets, click the **Numbered List** icon once again to end the list.
- Step 5 Click **Save** at the bottom of the page to save the changes

REMOVING AN ITEM WITH A NUMBER

- Step 1 Enter **Edit Mode**
- Step 2 Click on the numbered bullet point to remove
- Step 3 In the path, click on **LI** to select the entire numbered item



- Step 4 Use **Delete** or **Backspace** on the keyboard to remove the list item
- Step 5 Click **Save** at the bottom of the page to save the changes

REMOVING AN ENTIRE NUMBERED LIST

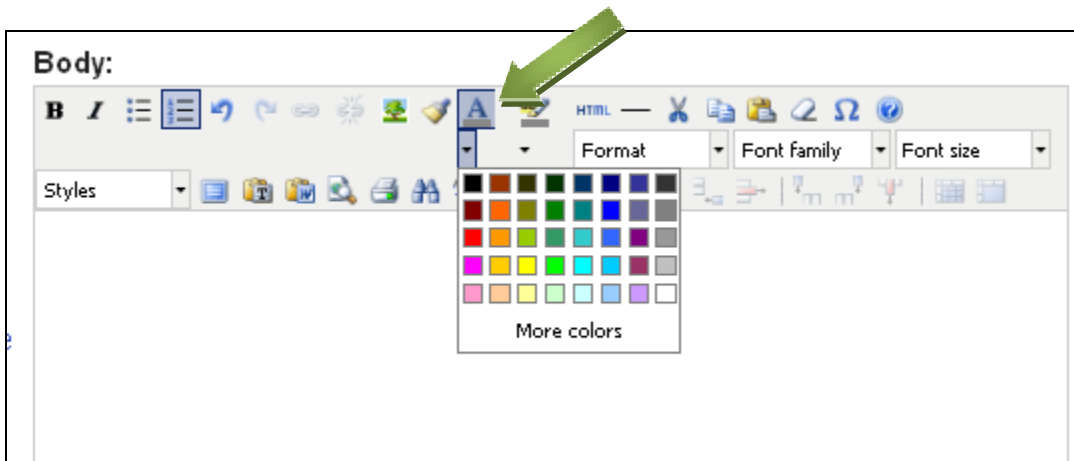
- Step 1 Enter **Edit Mode**
- Step 2 Click on one of the numbered bullet points in the list you want to remove
- Step 3 In the path, click on **OL** to select the numbered list



- Step 4 Use **Delete** or **Backspace** on the keyboard to remove the list
- Step 5 Click **Save** at the bottom of the page to save the changes

SETTING THE FONT COLOR

- Step 1 Enter **Edit Mode**
- Step 2 Select desired Text
- Step 3 Click on the **Font Color** icon
- Step 4 Select the desired color from the palette



- Step 5 Click **Save** at the bottom of the page to save the changes

REMOVING THE FONT COLOR

Step 1 Enter **Edit Mode**

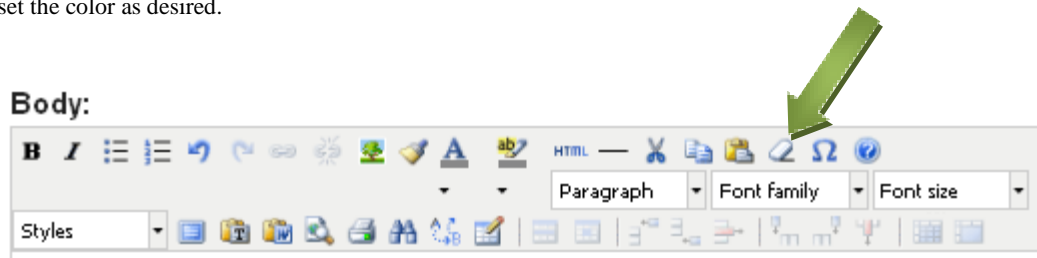
Step 2 Click on the text to remove the Color

Step 3 In the path, click **Span** to select all the colored text



Step 4 Click **Remove Formatting (Eraser)** icon

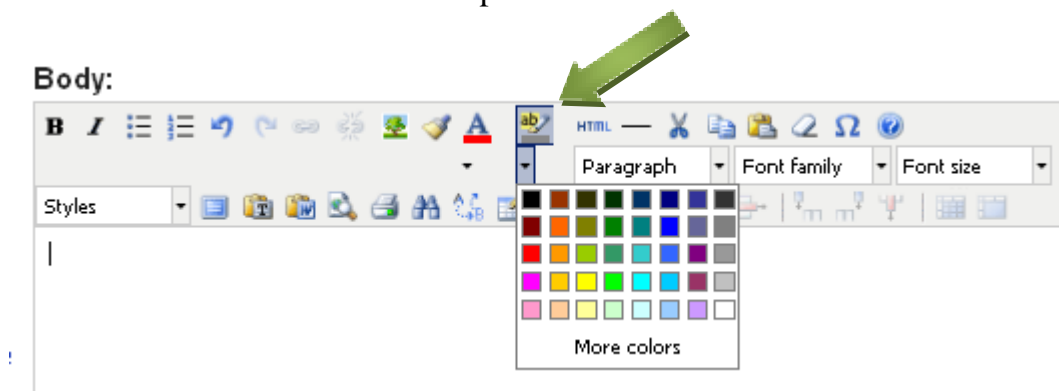
*Note: Depending on your browser, this may remove all the formatting on the page. Also, there is a bug in Internet Explorer that will not remove the font color. To get around this, click on Span (see step 3) and delete the text, then reset the color as desired.



Step 5 Click **Save** at the bottom of the page to save the changes

SETTING THE FONT BACKGROUND COLOR

- Step 1 Enter **Edit Mode**
- Step 2 Select the desired text
- Step 3 Click **Font Background Color** icon
- Step 4 Select the desired color from the palette



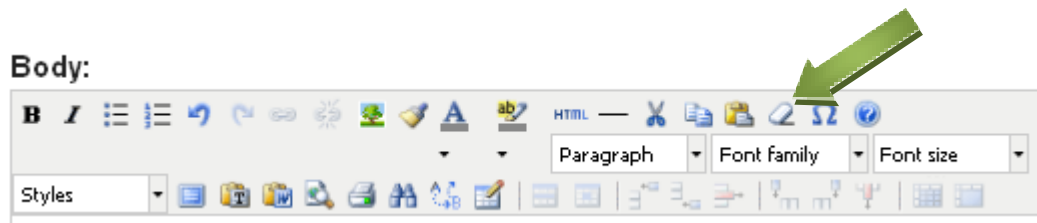
- Step 5 Click **Save** at the bottom of the page to save the changes

REMOVING THE FONT BACKGROUND COLOR

- Step 1 Enter **Edit Mode**
- Step 2 Click on the text to remove the Background Color
- Step 3 In the path, click **Span** to select the entire colored region



- Step 4 Click **Remove Formatting (Eraser)** icon
 Note: Depending on your browser, this may remove all the formatting on the page

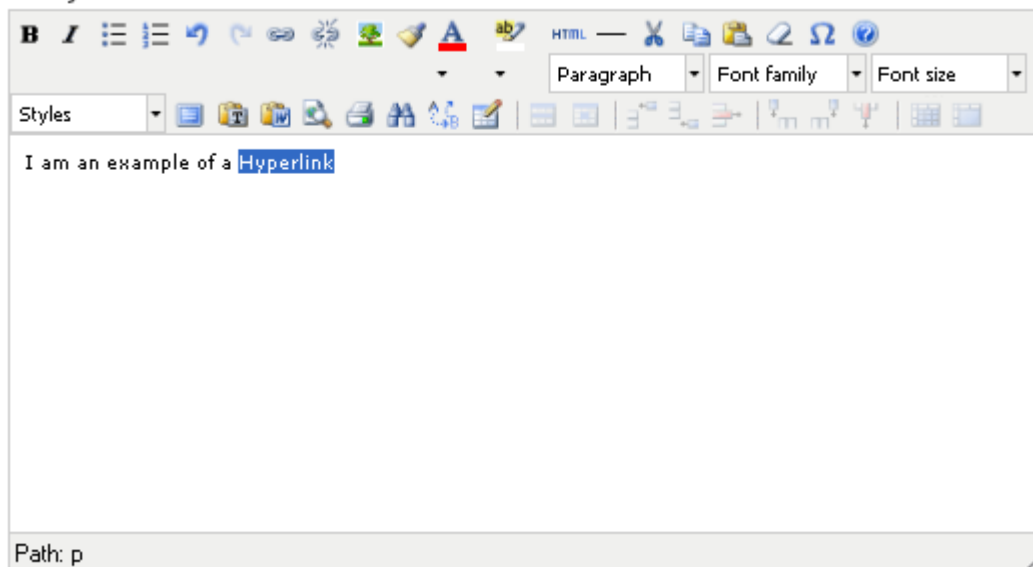


- Step 5 Click **Save** at the bottom of the page to save the changes

CREATING AN INTERNAL/EXTERNAL LINK

- Step 1 Navigate to the page that you want to link to
- Step 2 Copy the URL for this page
- Step 3 Enter into **Edit Mode** on the page where the link is to be added
- Step 4 In the **Body** section, highlight the wording to be used as the link to the other page

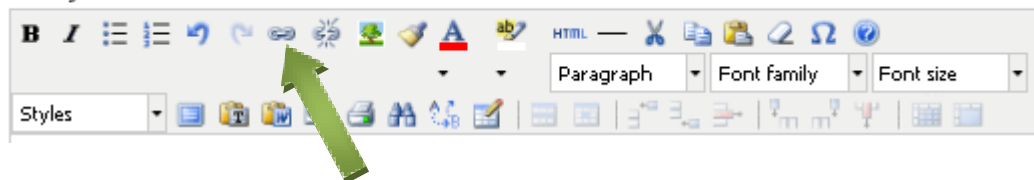
Body:



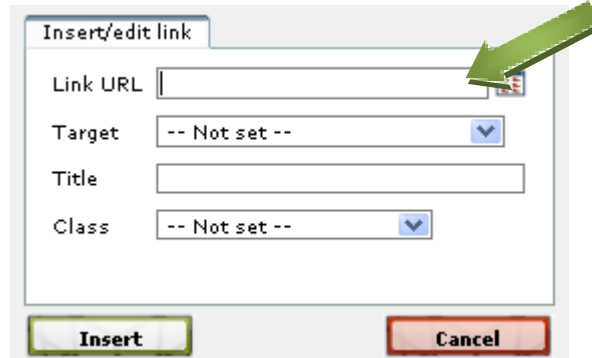
[Disable rich-text](#)

- Step 5 When the wording is highlighted, the “link” picture becomes available
- Step 6 Click **Insert/Edit Link**; a new window will pop up

Body:



- Step 7 Paste the URL into the “Link URL” box



Step 8 Option: Fill out the Title textbox. This will create a “tooltip” (tooltips are the dialog boxes that appear when hovering over a hyperlink) for the link.

Step 9 Click **Insert**



Step 10 Click **Save** at the bottom of the page to save the changes

REMOVING A HYPERLINK

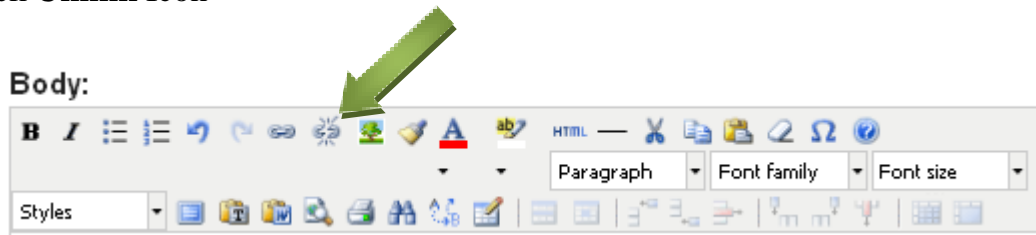
Step 1 Enter **Edit Mode**

Step 2 Click on the Hyperlink to be removed

Step 3 In the path, click on **A** to select the entire hyperlink



Step 4 Click **Unlink** Icon

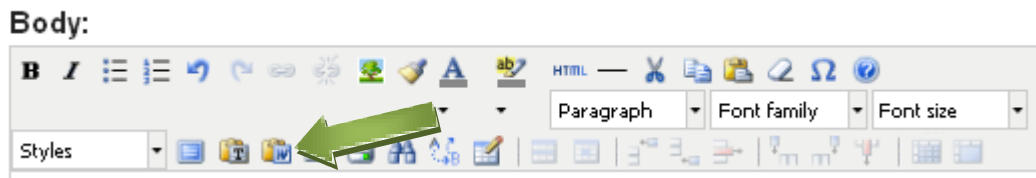


Step 5 Click **Save** at the bottom of the page to save the changes

CUTTING AND PASTING FROM OFFICE APPLICATIONS

Programs like Microsoft Word, Apple's Pages, Open Office, and Corel WordPerfect can add extra, unwanted code when you cut and paste directly from them. This extra code can lead to undesired behavior in the TinyMCE editor and should be stripped out prior to adding it to the e-Branch site. The TinyMCE has a built in utility that will take care of this for you.

- Step 1 Copy the desired text
- Step 2 Enter **Edit Mode**
- Step 3 Click on **Paste from Word** icon



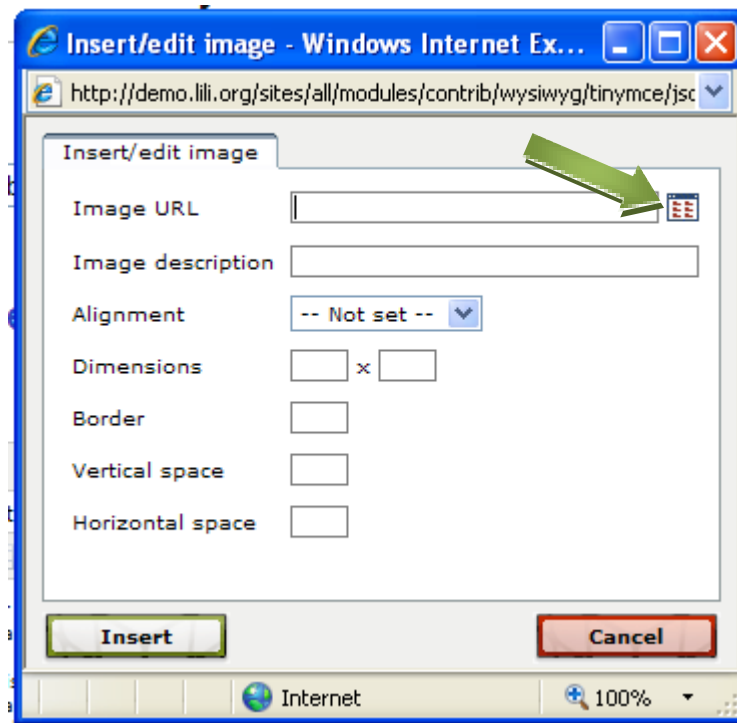
- Step 4 Click **Submit** at the bottom of the page to save the changes

UPLOADING AND/OR ADDING A PHOTO

- Step 1 Enter **Edit Mode**
- Step 2 Place the cursor where you want the image to appear
- Step 3 Click **Insert/Edit Image** icon

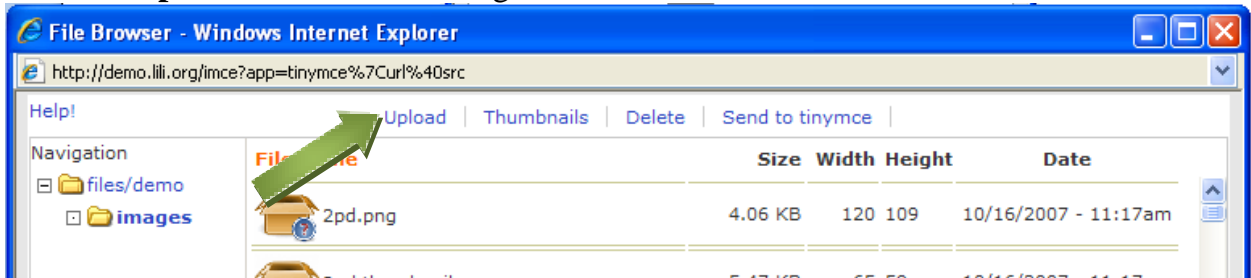


- Step 4 Click the **Browse** icon

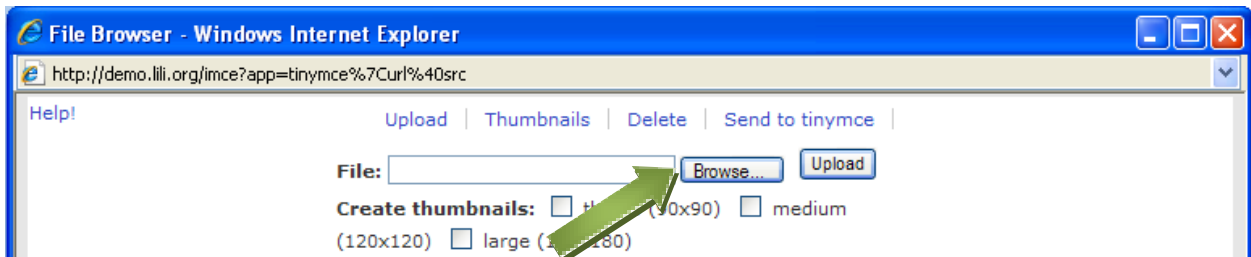


When placing an image on the page that has been uploaded previously skip to **Step 10**

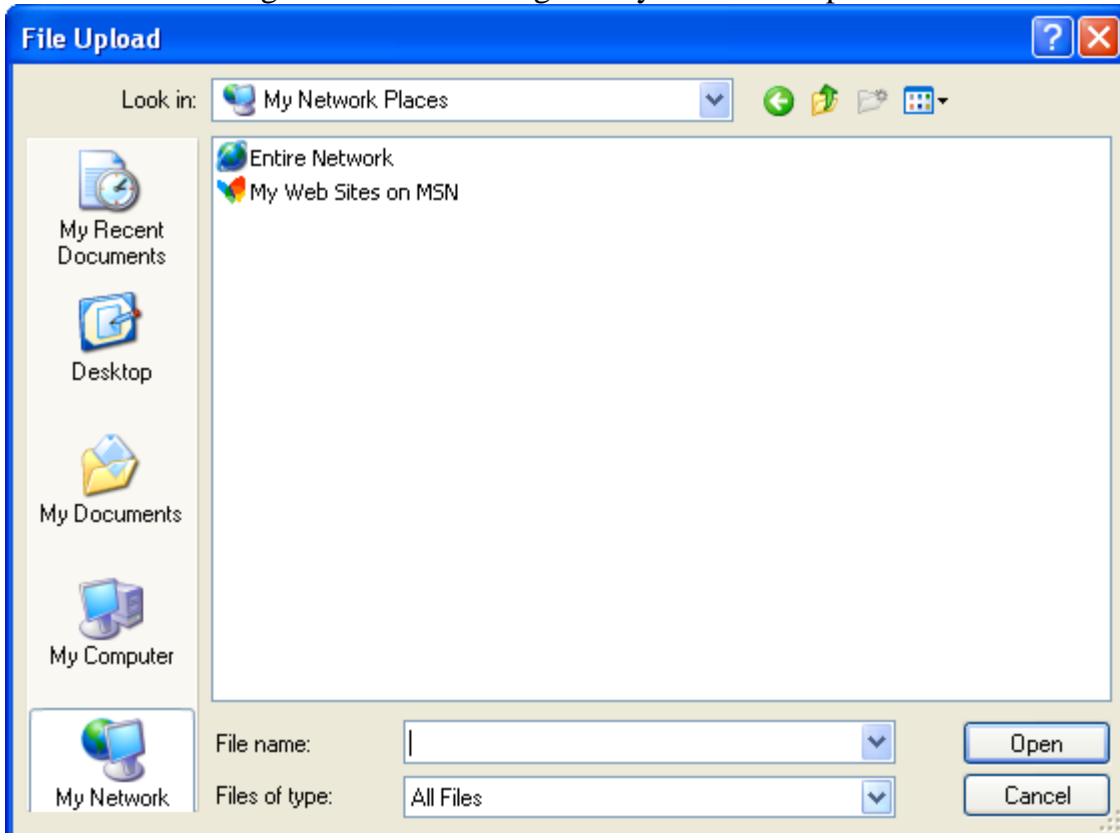
Step 5 Click on **Upload** to transfer an image file to the server



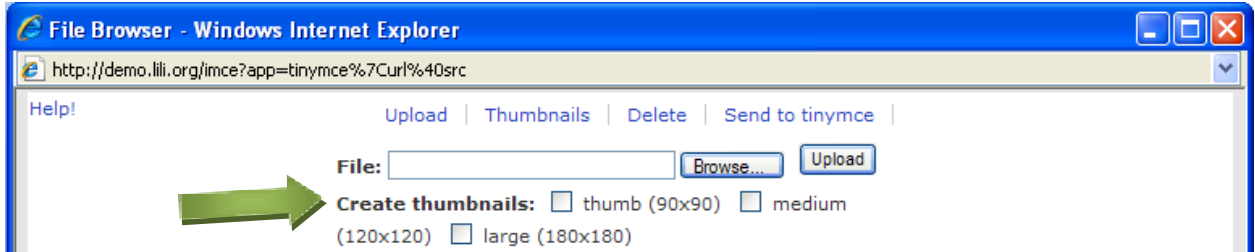
Step 6 Click **Browse**



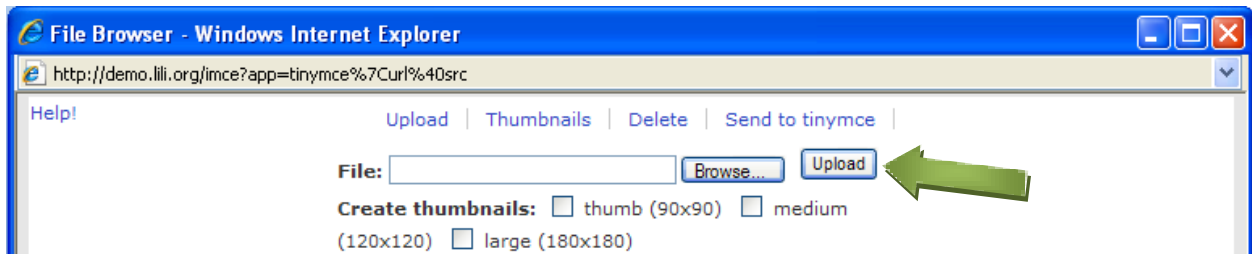
Step 7 Browse to and Single click on the image that you want to upload



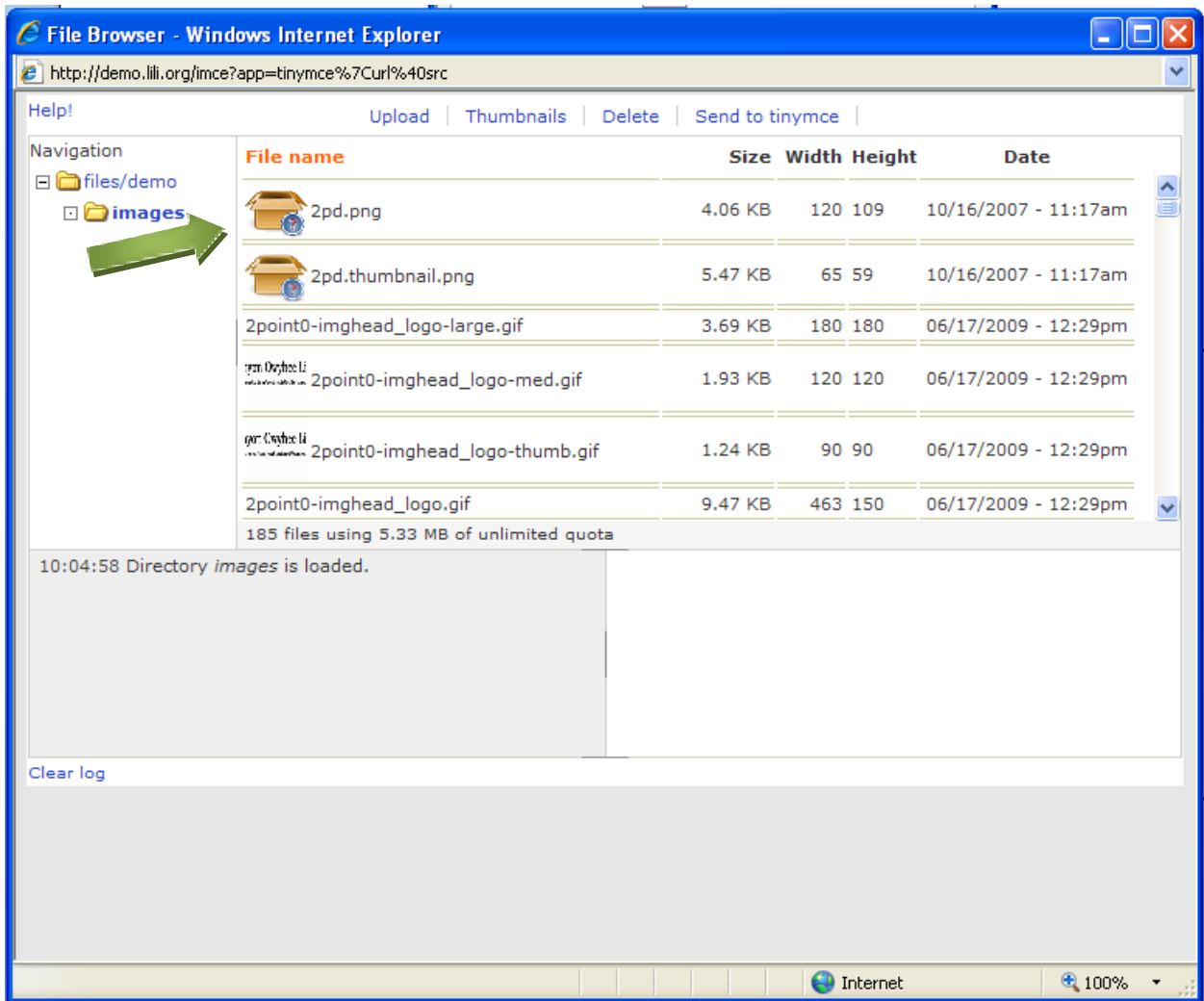
Step 8 **Option:** Select the size of the thumbnails that you would like generated on upload. Select as many or as few as you would like.



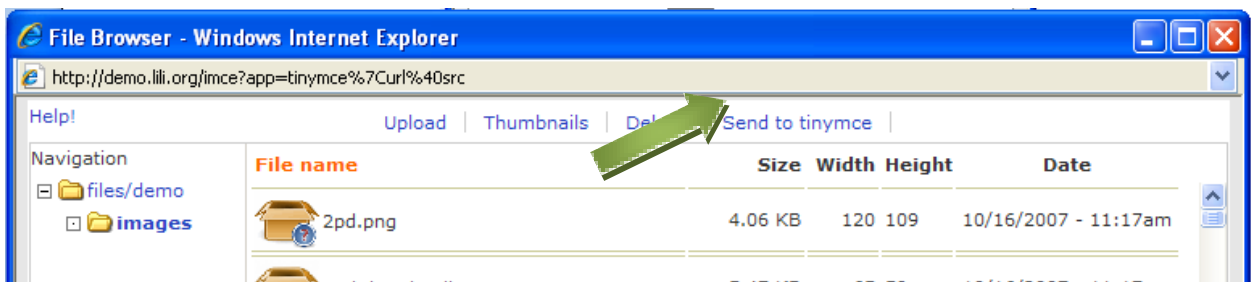
Step 9 Click on Upload



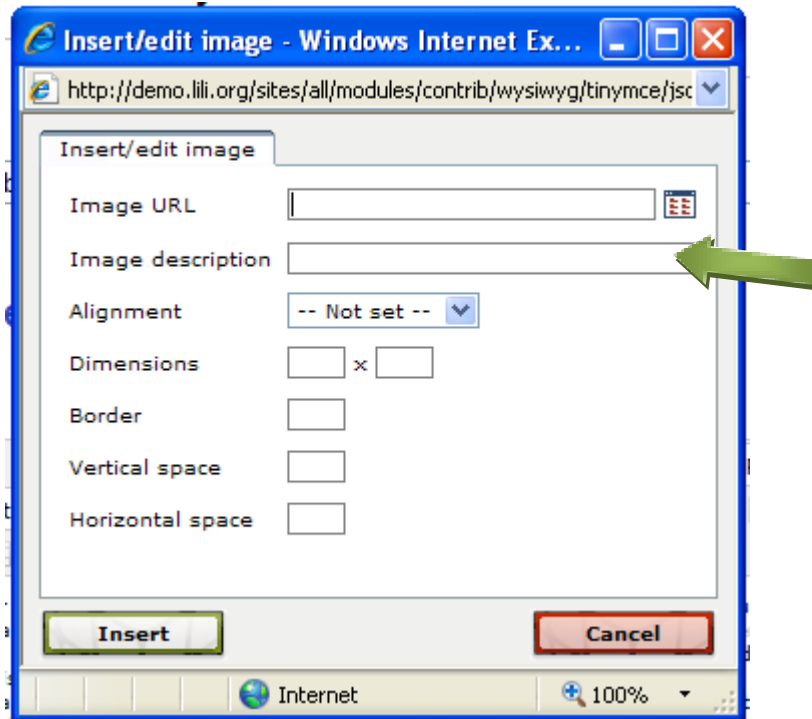
Step 10 Select the image you would like to insert from the list



Step 11 Click **Send to tinymce**



- Step 12 Enter a description of the image in the Image Description field. This information is used for accessibility purposes.



- Step 13 Click **Insert**

- Step 14 Click **Save** at the bottom of the page to save the changes

WORKING WITH WEIGHTS

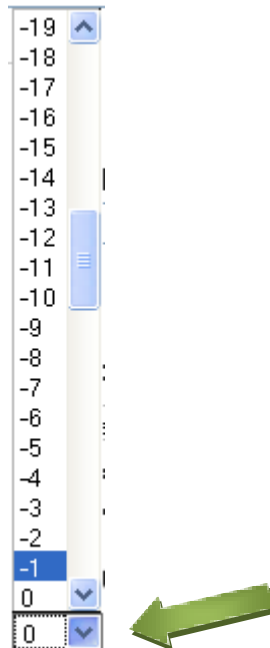
Step 1 Weights allow you to position system-generated content into a different order. If a weight can be applied to an element, you will see a drop down box that list allows you to set a numerical weight.

Weight:



Optional. In the menu, the heavier items will sink and the lighter items will be positioned nearer the top.

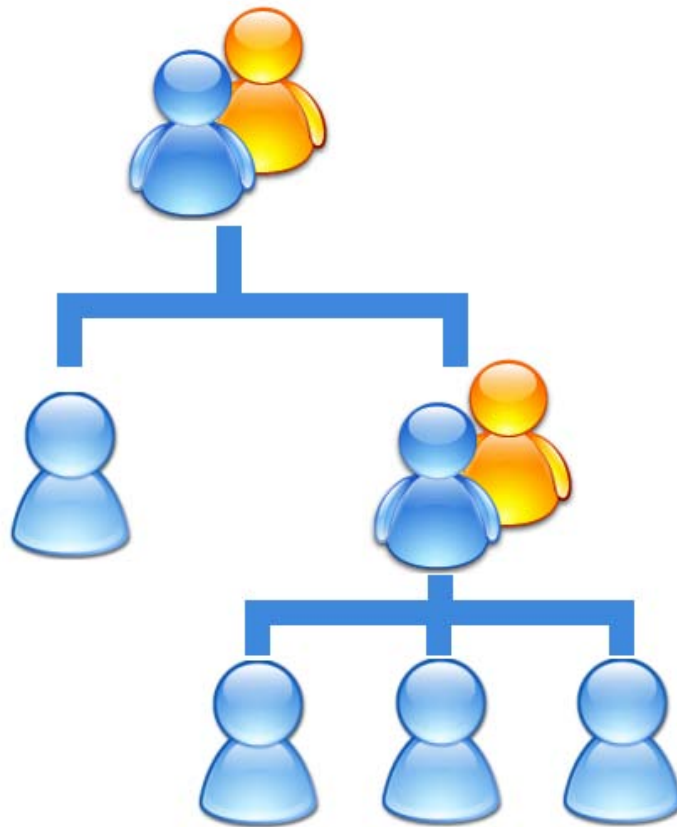
Step 2 In the drop-down box you will see a scale of negative and positive numbers. Negative numbers weigh less than positive numbers; therefore they rise to the top. Positive numbers weigh more than negative numbers; therefore they sink to the bottom. So if you want your new category to “float” to the top, give it a negative number. Or if you want it to “sink” to the bottom give it a heavier positive number.



If more than one item has the same weight, then the system will order them in alphabetical order. If multiple weights are applied to multiple items, then the system will order them by weight first, and then alphabetize them after that. For example, if you have apples set as -10, bananas set at 0, oranges set at 0, and pears set at -10 the items would be ordered as follows: apples, pears, bananas, oranges.

PARENT/CHILD RELATIONSHIPS

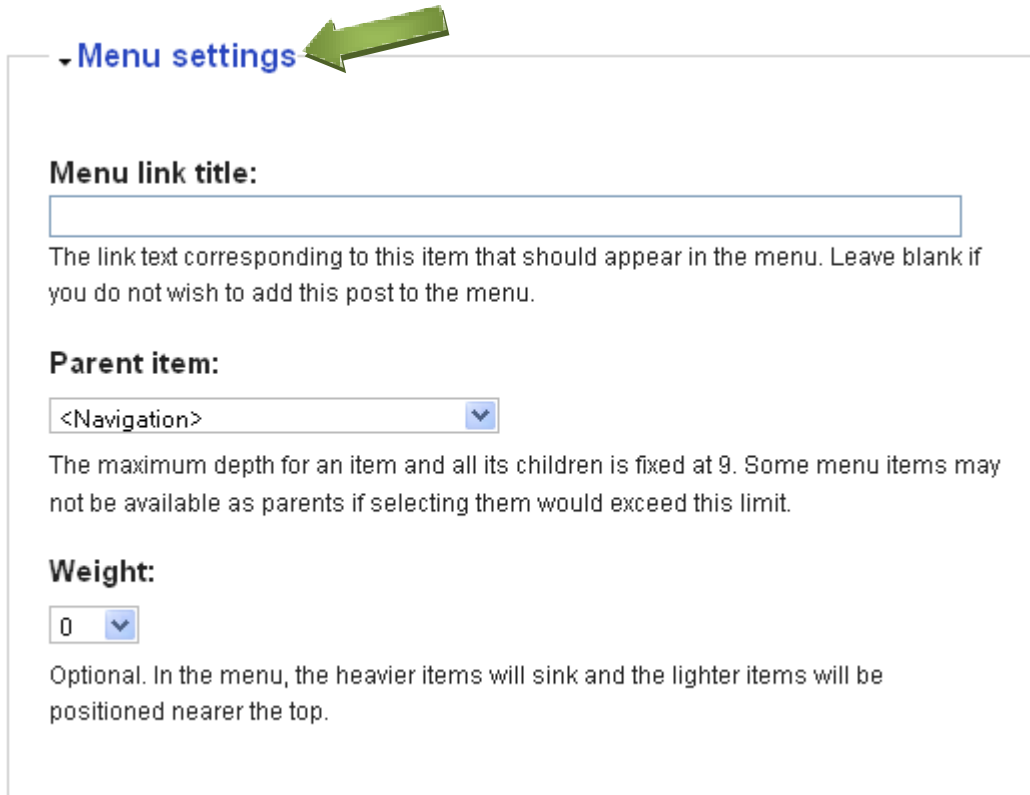
To manage how items are related to one another, Drupal taps into the power of Parent/Child relationship hierarchies. Parent items are at the top, or starting point of the hierarchy. When you want to associate similar items with the parent items, but want them to be a level below, you create a child item. Child items can also be parent items.



ADDING A PAGE TO THE MENU SYSTEM

Step 1 Enter **Edit Mode**

Step 2 Scroll down and click **Menu Settings** link



▼ **Menu settings**

Menu link title:

The link text corresponding to this item that should appear in the menu. Leave blank if you do not wish to add this post to the menu.

Parent item:

The maximum depth for an item and all its children is fixed at 9. Some menu items may not be available as parents if selecting them would exceed this limit.

Weight:

Optional. In the menu, the heavier items will sink and the lighter items will be positioned nearer the top.

Step 3 Give the menu item a **Title** by filling in the Menu Link Title text field. This information will be used as the human-readable text people can click on.

Step 4 Select **Parent Item**

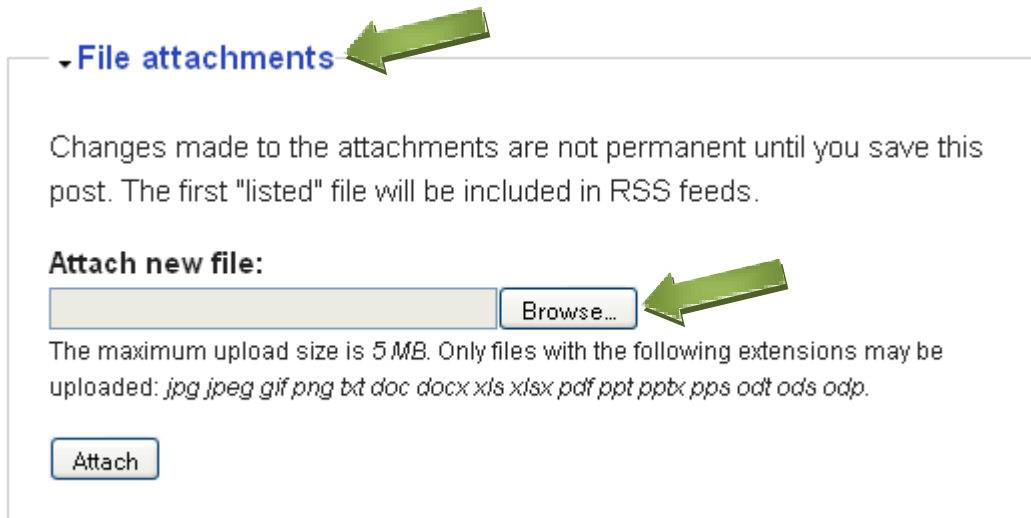
Step 5 Option: Set the **Weight**.
For more information on weights, please refer to page 37 of this tutorial.

Step 6 Click **Save** at the bottom of the page to save the changes

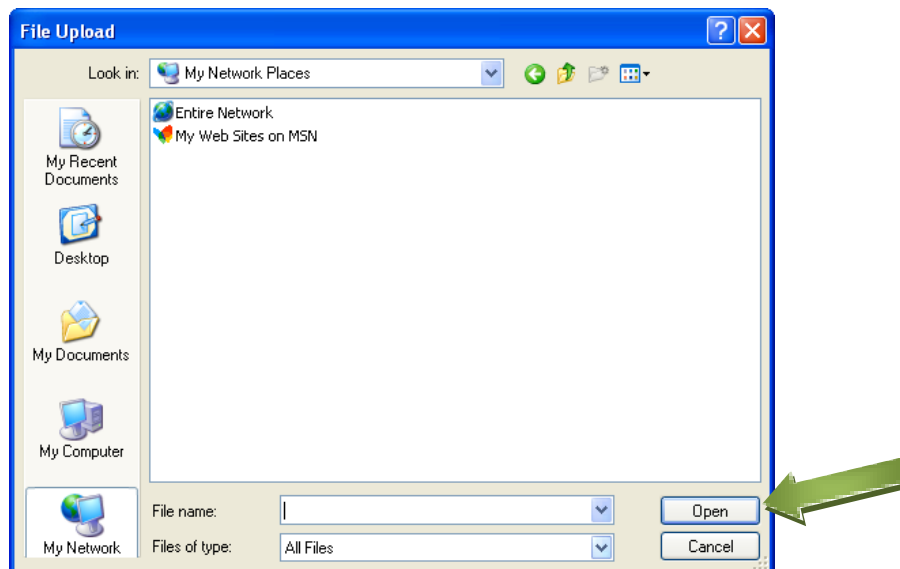
ATTACHING AND LINKING TO DOCUMENTS

Step 1 Enter **Edit Mode**

Step 2 Scroll down and click on **File Attachments**



Step 3 Click **Browse**



Step 4 Browse to and Single click on the file to be attached to the page

Step 5 Click Open

*The path and title of the document will appear in the Attach new file box

Step 6 Click Attach

When the document is successfully attached, the File attachments section will refresh and the hyperlink to the document will automatically appear

If the List Checkbox is checked, it means that the page will automatically generate a list of attached documents.

File attachments

Changes made to the attachments are not permanent until you save this post. The first "listed" file will be included in RSS feeds.

	Delete	List	Description	Size
+	<input type="checkbox"/>	<input checked="" type="checkbox"/>	test.docx http://demo.lili.org/files/demo/test.docx	9.65 KB

Attach new file:

The maximum upload size is 5 MB. Only files with the following extensions may be uploaded: *.jpg .jpeg .gif .png .txt .doc .docx .xls .xlsx .pdf .ppt .ppx .pps .odt .ods .odp.*

Step 7 Highlight the URL under the attachment name and “copy” it

Changes made to the attachments are not permanent until you save this post. The first "listed" file will be included in RSS feeds.

	Delete	List	Description	Size
+	<input type="checkbox"/>	<input checked="" type="checkbox"/>	test.docx http://demo.lili.org/files/demo/test.docx	9.65 KB

Step 8 Create a hyperlink in the body section of the page, if desired

see page 28 for instructions on creating a hyperlink

Step 9 Click Submit at the bottom of the page to save the changes

Note: File Attachments will not be saved until the page is submitted

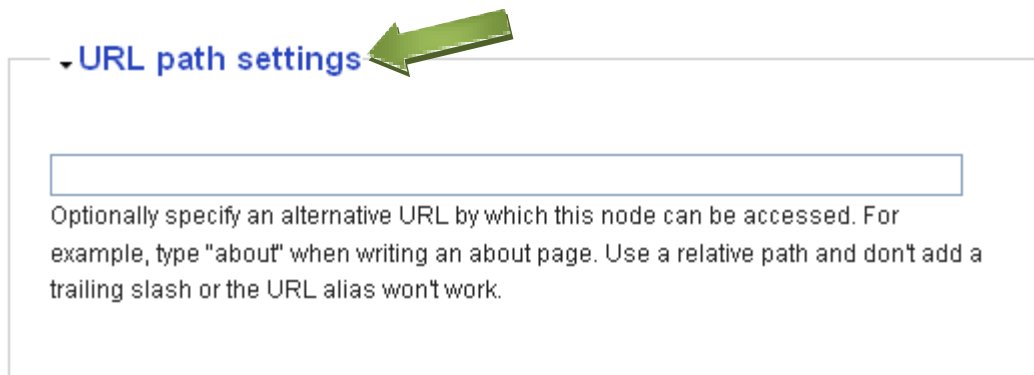
CUSTOM URLS

Each page URL is uniquely assigned a “node” number and this information is appended to the end of the page URL (libraryname.lili.org/node/<unique number here>). While this numbering scheme works for the majority of situations you come across, there are times when some pages need to be highlighted by a custom URL (also called Clean URLs).

For example, for promotional materials you want to tie to the website, you can create a unique, more readable, URL for the page. This should not be done full scale throughout the site; rather, just to make access easier to the designated special pages. If your page would benefit from a custom URL – i.e. libraryname.lili.org/services – the following steps should be followed:

Step 1 Enter **Edit Mode**

Step 2 Scroll down and click on **URL path settings**



Step 3 Type in the word you want to appear after the / in the URL

Step 4 Click **Save** at the bottom of the page to save the changes

SCHEDULING A PAGE TO AUTOMATICALLY PUBLISH/UNPUBLISH

Step 1 Enter **Edit Mode**

Step 2 Scroll down and click on **Scheduling Options**

▼ **Scheduling options**

Publish on:

 Format: 2009-06-12 07:08:00. Leave blank to disable scheduled publishing.

Unpublish on:

 Format: 2009-06-12 07:08:00. Leave blank to disable scheduled unpublishing.

Step 3 Enter a date in the **Publish** on box. Be sure to include date and time in the format shown in the example on the screen. If the box is left blank, the announcement will be posted immediately

Step 4 Option: Enter a date and time in the **Unpublish on** box. Again, pay attention to the format of the date and time.

*Note: It is possible to post something for immediate viewing and to schedule a removal date

Step 5 Click **Save** at the bottom of the page to save the changes

EDITING ONLINE CONTACT INFORMATION

Step 1 Find the **Contact Us** link on your site and click on it to bring up the **site-wide contact form** to get an idea of what the form looks like

Contact

You can leave a message using the contact form below.

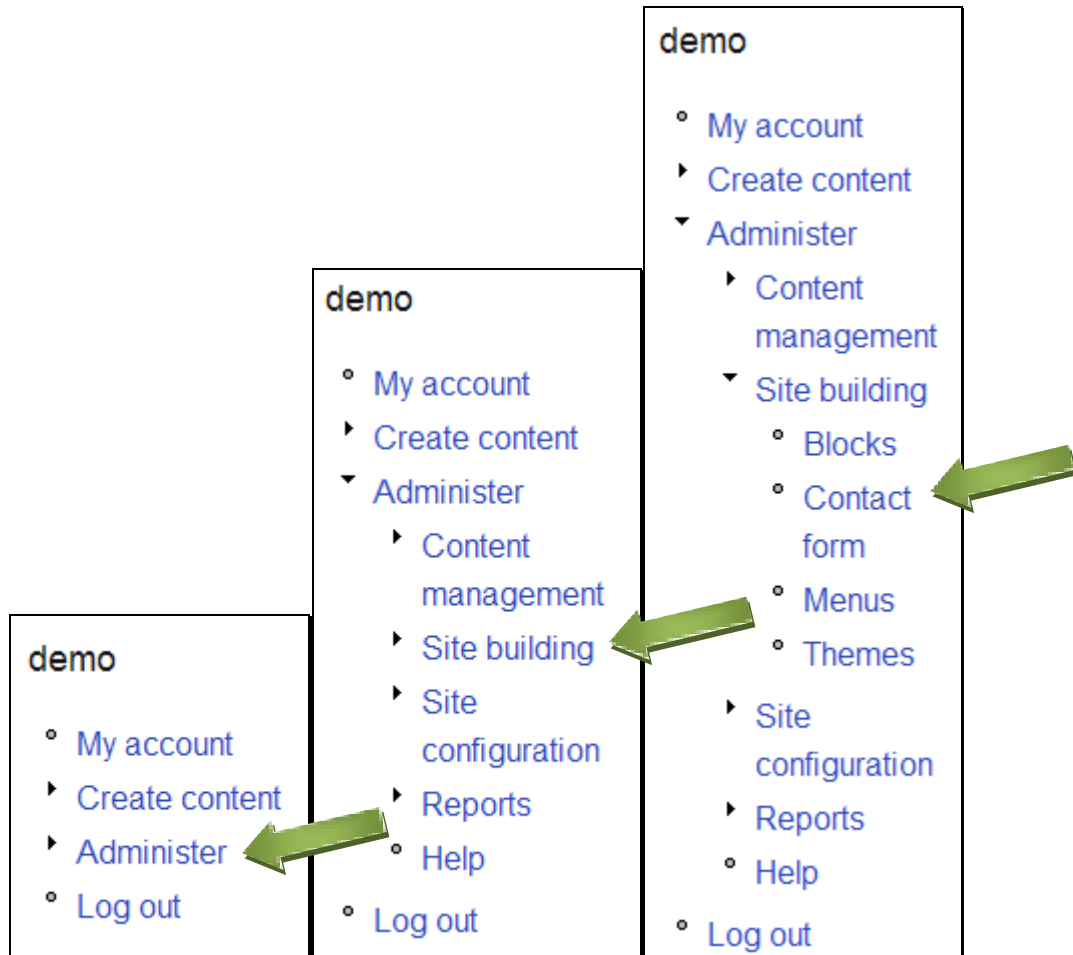
Your name: *

Your e-mail address: *

Subject: *


Message: *

Step 2 Click **Administer >> Site building >> Contact form**



Step 3 Click **Settings** tab, then edit the message in the **Additional Information** text box so it displays the correct information on the **site-wide contact form**.

Contact form

[List](#)
[Add category](#)
[Settings](#)


Category	Recipients	Selected	Operations	
Questions or Comments	lili@libraries.idaho.gov	No	edit	delete

Contact form

[List](#)
[Add category](#)
[Settings](#)

Additional information:

You can leave a message using the contact form below.

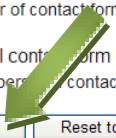
Information to show on the [contact page](#). Can be anything from submission guidelines to your postal address or telephone number.

Hourly threshold:

3

The maximum number of contact form submissions a user can perform per hour.

Enable personal contact form by default
 Default status of the personal contact form for new users.



Step 4 Click **Save Configuration** when finished making changes

Step 5 To verify the changes were made, find the Contact Us link on your site. You should now see the changes made to the site-wide message.

ADDING ADDITIONAL CONTACTS WITH CATEGORIES

- Step 1 Click **Administer** >> **Site Building** >> **Contact Form** and then click on the Add Category tab
 see Editing the Online Contact Information section for screenshots

Contact form

Category	Recipients	Selected	Operations
Questions or Comments	lili@libraries.idaho.gov	No	edit delete

- Step 2 Fill in the **Category** and **Recipient** boxes. The **Auto-Reply** is optional. Category can be the name of the department or perhaps the name of a person.

Recipient is the email address or addresses of the department or person.

Note: You must enter something in any box with a **red asterisk (*)**.

Auto-Reply will automatically send out a response message to the e-mail address that is provided by the person filling out the form

Example:


Category: Reference

Recipient: [demo@your.email](#)

Auto-Reply: [This is optional, no asterisk]

Contact form

Category: *



Example: 'website feedback' or 'product information'.

Recipients: *

Example: 'webmaster@example.com' or 'sales@example.com,support@example.com'. To specify multiple recipients, separate each e-mail address with a comma.

Auto-reply:

Optional auto-reply. Leave empty if you do not want to send the user an auto-reply message.


Step 3 Option: Set the **Weight** of the category
 See the section about Weights on page 36

Weight:

When listing categories, those with lighter (smaller) weights get listed before categories with heavier (larger) weights. Categories with equal weights are sorted alphabetically.

Step 4 Option: Make a category the default
 This is used when there is more than one category

Selected:

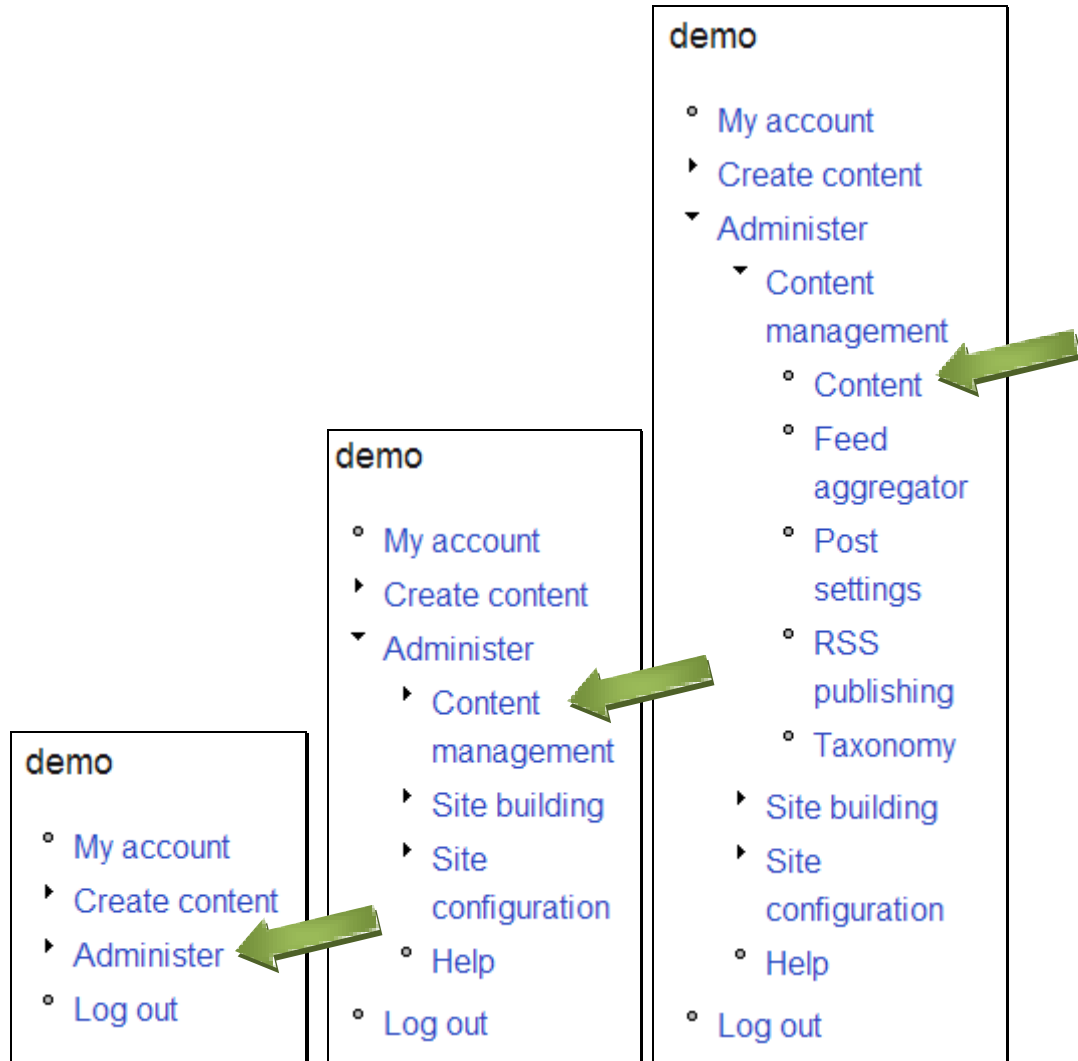


Set this to Yes if you would like this category to be selected by default.

Step 5 Click **Save** at the bottom of the page to save the changes

FINDING, EDITING, AND DELETING NODES

Step 1 Click **Administer** >> **Content management** >> **Content**



Step 2 Option: By default, Drupal will display all of the nodes that have been created. To narrow down this list, you may apply **Filters**

Show only items where

status **is**

type

category

The **Status Filter** will allow you to filter the node listing by published, not published, promoted, not promoted, sticky, or not sticky statuses.

Show only items where

status **is** type category

published
published
not published
promoted
not promoted
sticky
not sticky

Filter

The **Type Filter** will allow you to filter the node listing by node types.

Show only items where

status **is** type category

published
Blog entry
Blog entry
Page
Poll

Filter

The **Category Filter** will allow you to filter the node listing by taxonomy.

Show only items where

status **is** type category

published
Blog entry
Graphics
Image Galleries
Graphics
Photos

Filter

Step 3 Select the desired node from the list by clicking the checkbox to the left of the page title.

<input type="checkbox"/>	Title	Type	Author	Status	Operations
<input type="checkbox"/>	Welcome to Our Library!	Page	admin	published	edit
<input type="checkbox"/>	Youth Services	Page	admin	published	edit
<input type="checkbox"/>	Accessibility Information	Page	admin	published	edit

To select the entire list, click the checkbox to the left of Title

<input type="checkbox"/>	Title	Type	Author	Status	Operations
<input type="checkbox"/>	Welcome to Our Library!	Page	admin	published	edit

Step 4 Select the desired action from the **Update options** dropdown list

Update options

Publish
 Publish
 Unpublish
 Promote to front page
 Demote from front page
 Make sticky
 Remove stickiness
 Delete

<input type="checkbox"/>	Type	Author	Status	Operations
<input checked="" type="checkbox"/>	Page	admin	published	edit

Step 5 Click **Update** to save the changes

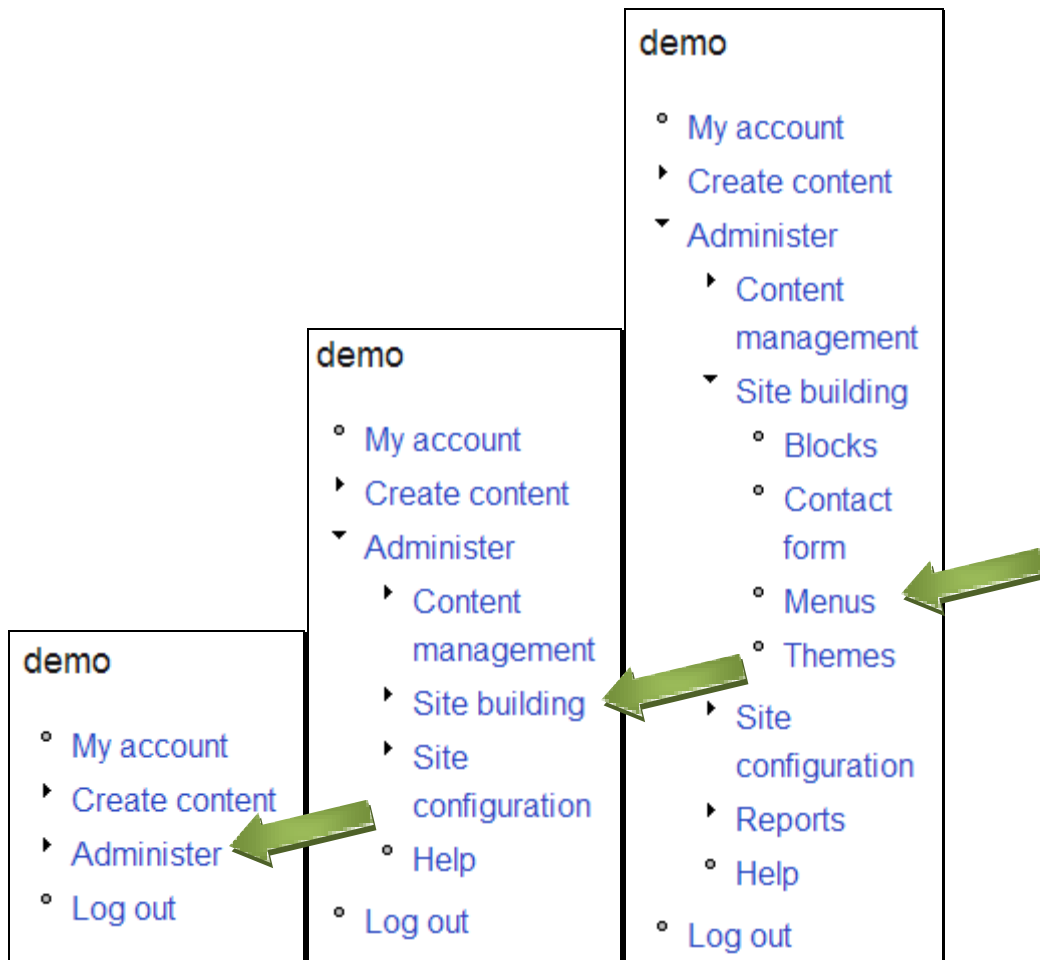
Update options

Publish

ADDING A HYPERLINK TO THE MENUING SYSTEM

without creating a page

Step 1 Click **Administer** >> **Site Building** >> **Menus**



Step 2 Select the menu you are adding to

Menus

List menus

Add menu

Settings

Navigation

The navigation menu is provided by Drupal and is the main interactive menu for any site. It is usually the only menu that contains personalized links for authenticated users, and is often not even visible to anonymous users.



On Our Site

Primary links

Primary links are often used at the theme layer to show the major sections of a site. A typical representation for primary links would be tabs along the top.

Secondary links

Secondary links are often used for pages like legal notices, contact details, and other secondary navigation items that play a lesser role than primary links.

Step 3 Select **Add Item**

Navigation

List items

Add item

Edit menu



Menu item

Enabled

Expanded

Operations

Step 4 Set the **Path**. The path is the URL that you want to point to.

Path: *


The path this menu item links to. 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.

Step 5 Set the **Menu Link Title**

Menu link title: *

The link text corresponding to this item that should appear in the menu.

Step 6 Option: Add a **Description** to the menu item

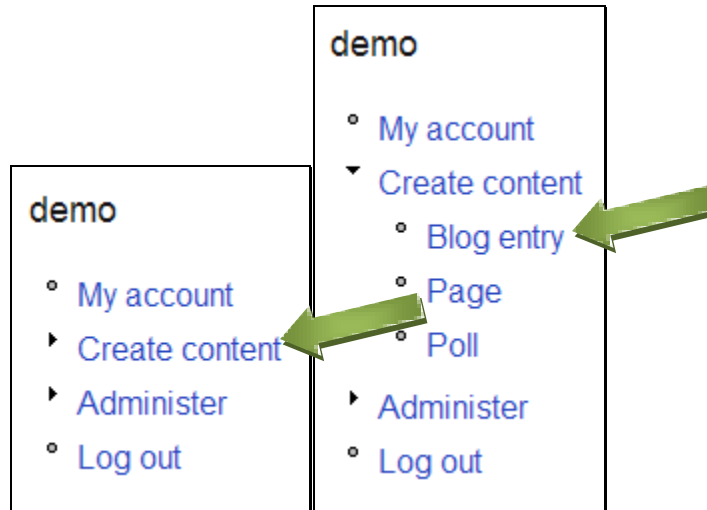
Description: 

The description displayed when hovering over a menu item.

Step 7 Click **Save** at the bottom of the page to save the changes

POSTING TO YOUR BLOG

Step 1 In the administrator menu, click **Create Content >> Blog Entry**



Step 2 Enter a title for the blog entry in the box beneath “title.” Titles should be descriptive of the content, much like a headline.

Create Blog entry

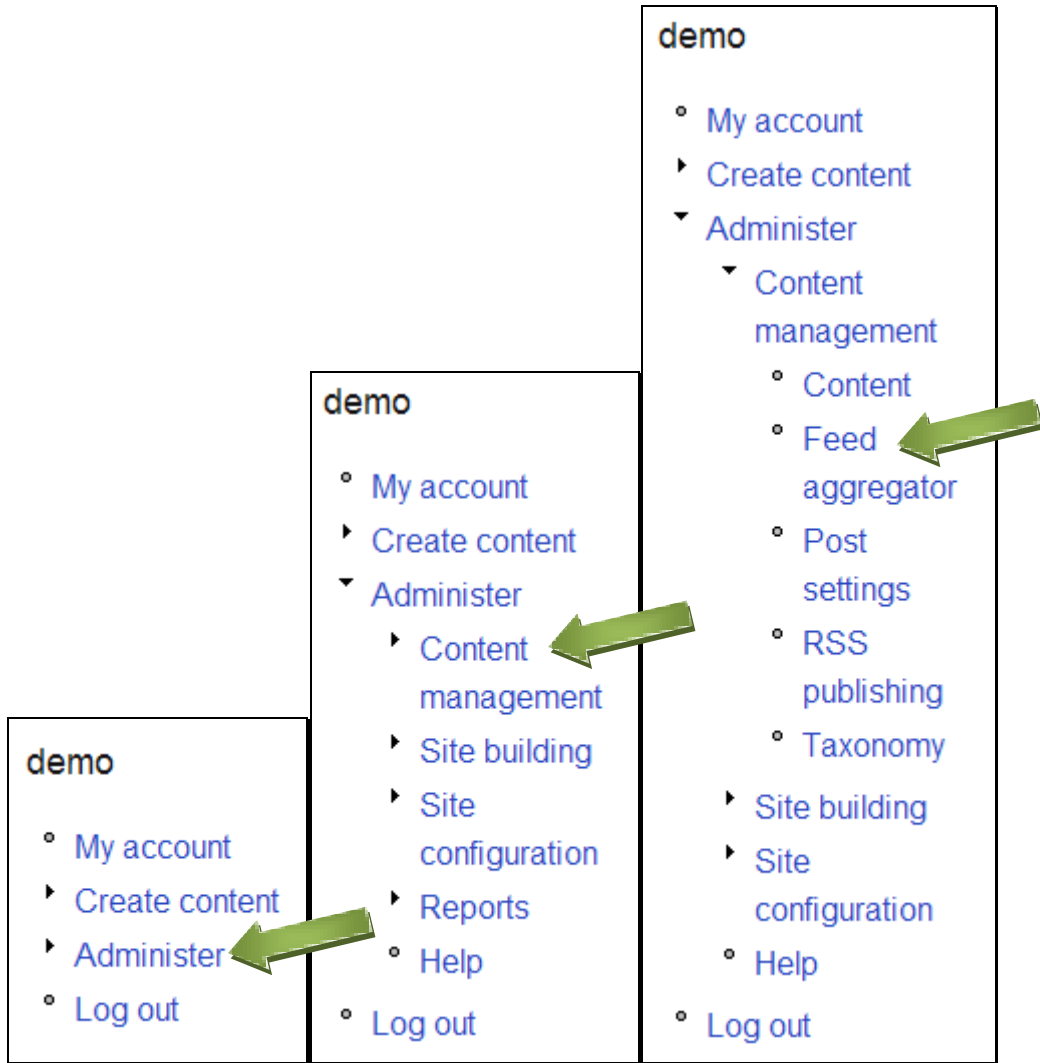
Title: *

Step 3 In Content Editor, type the content of the blog entry

Step 4 Click **Save** at the bottom of the page to save the changes

WORKING WITH RSS FEEDS

Step 1 Click **Administer** >> **Content Management** >> **Feed aggregator**



Two Sections:

- a. **Feed Overview:** shows the feeds currently linked to the e-branch site.
- b. **Category Overview:** shows categories of feeds on the e-branch site.

Feed aggregator

[List](#)
[Add category](#)
[Add feed](#)
[Settings](#)

Feed overview

Title	Items	Last update	Next update	Operations		
e-branch Blog	0 items	11 sec ago	5 hours 59 min left	edit	remove items	update items
Idaho Commission for Libraries Blog	0 items	24 weeks 6 days ago	0 sec left	edit	remove items	update items
NPR Books	15 items	12 sec ago	5 hours 59 min left	edit	remove items	update items
NPR Top Stories	15 items	11 sec ago	5 hours 59 min left	edit	remove items	update items

Category overview

Title	Items	Operations
Idaho Library News	0 items	edit
NPR Books	15 items	edit
NPR News	15 items	edit

EDITING CATEGORIES

Step 2 Click **Administer >> Content Management >> Feed aggregator**

See page 55 for the screenshots of this menu location

Step 3 Locate the category that you want to change and click **Edit**

Category overview

Title	Items	Operations
Idaho Library News	0 items	edit
NPR Books	15 items	edit
NPR News	15 items	edit 

Step 4 Enter a new title in the **Title** textbox

Edit category

Title: *

Step 5 Change the **Description** to reflect feeds that will be categorized

Description:

Top news stories from National Public Radio.

Step 6 Click **Save** at the bottom of the page to save the changes

ADDING A NEW CATEGORY

Step 1 Click **Administer >> Content Management >> News aggregator**
See page 55 for the screenshots of this menu location

Step 2 Click **Add Category**

Feed aggregator

Buttons: List, Add category, Add feed, Settings

Feed overview

Title	Items	Last update	Next update	Operations
...	0	8 min 37	5 hours	edit remove update

Step 3 Enter in the **Title** for the new category

Title: *

Step 4 Enter in the **Description** for the new category

Description:

Step 5 Click **Save** at the bottom of the page to save the changes

ADDING A FEED

(Example: New York Times Book Reviews)

Step 1 In a separate browser window, go to <http://www.nytimes.com/>

Step 2 Scroll to the bottom of the NYT page and click on RSS. This feature is available on many large sites as a service to help people easily locate the RSS feeds they have available



Step 3 In the list of feeds, locate the feed for “Book Reviews” and click on the RSS button next to it. Depending on your browser, this page might look like undecipherable code. On more modern browsers (Internet Explorer 7, Firefox 2, Safari 2) the most current headlines will be displayed.

NEWS



Step 4 Select the URL of this new page from the address bar up top and **COPY** it



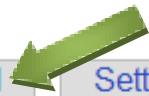
Step 5 Return to the browser window that is logged into your e-branch site

Step 6 Click **Administer >> Content Management >> News aggregator**
See page 55 for the screenshots of this menu location

Step 7 Click **Add Feed**

Feed aggregator

Feed overview



Title	Items	Last update	Next update	Operations		
	0	8 min 37	5 hours		remove	update

Step 8 Add a Title to the title textbox
For example, New York Times Book Reviews

Title: *

The name of the feed (or the name of the website providing the feed).

Step 9 In the **URL** text box, paste the URL copied from the NYT site

URL: *

The fully-qualified URL of the feed.

Step 10 Select an Update interval. This indicates how frequently the e-branch site will go look for new content at the New York Times Book Review
Example: 12 hours.


Update interval:

15 min

The length of time between feed updates. (Requires a correctly configured [cron maintenance task](#).)

Step 11 Select a **Category** for this feed by clicking in the box by the category name

Categorize news items:

- Idaho Library News 
- NPR Books
- NPR News

New feed items are automatically filed in the checked categories.

Step 12 Click **Save** to save the changes



Note: The system will check for updates every 12 hours. You can manually request the feed be updated at any time.

MANUALLY UPDATING FEED ITEMS

Step 1 Click **Administer >> Content Management >> Feed aggregator**

See page 55 for the screenshots of this menu location

Step 2 Locate the desired feed in the list and click **Update items**

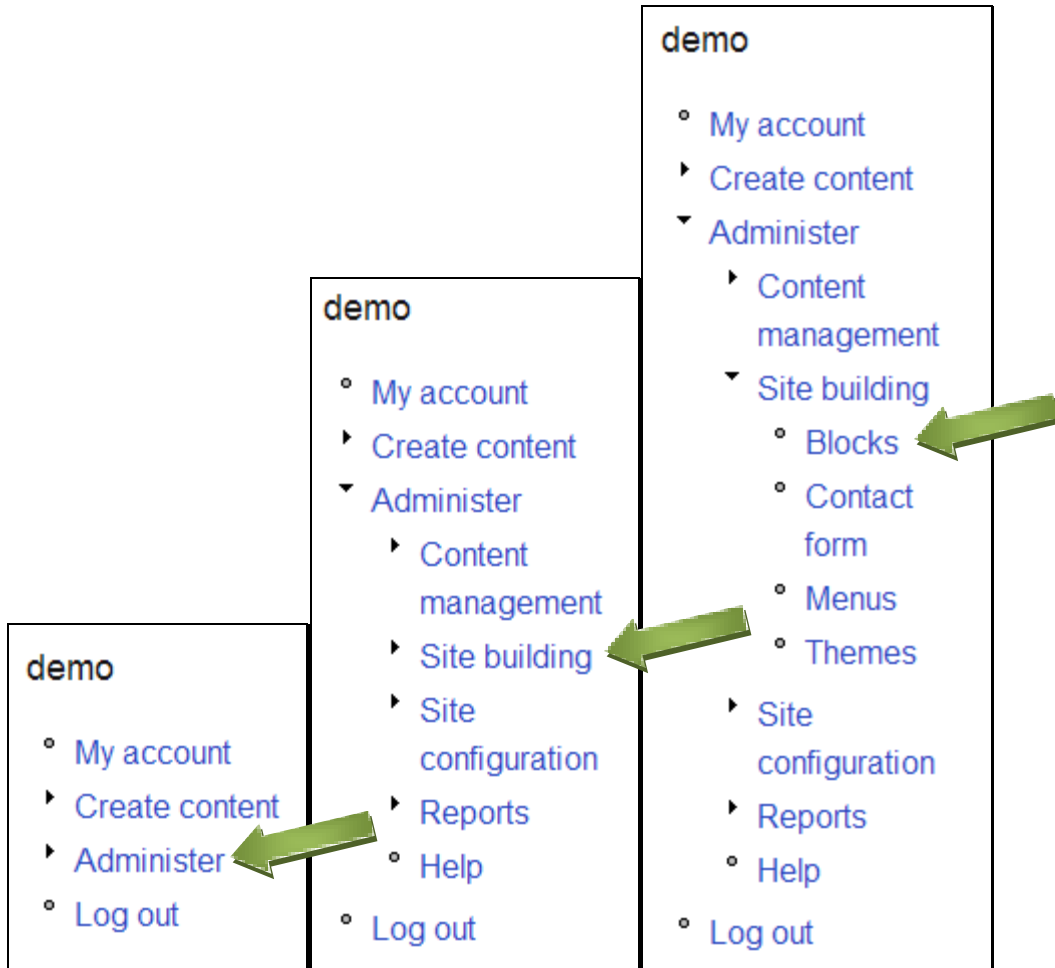
Feed overview

Title	Items	Last update	Next update	Operations		
e-branch Blog	0 items	46 min 26 sec ago	5 hours 13 min left	edit	remove items	update items 
Idaho Commission for Libraries Blog	0 items	24 weeks 6 days ago	0 sec left	edit	remove items	update items

WORKING WITH BLOCKS

ADDING A BLOCK (Example: for local news)

Step 1 Click **Administer** >> **Site Building** >> **Blocks**



Step 2 Click **Add block**

Blocks

[List](#) [Add block](#)

Block	Region	Operations
-------	--------	------------

Step 3 Enter in a description of your block in the **Block Description** text field

Block description: *

A brief description of your block. Used on the [block overview page](#).

Step 4 Enter in the desired content in the **Block body**

Note: This text area can accept text, html, and code snippets

Block body:

The image shows a rich text editor interface. At the top, there is a toolbar with various icons for bold, italic, bulleted list, numbered list, undo, redo, link, unlink, insert image, insert video, text color, background color, link, unlink, and help. Below the toolbar are four dropdown menus: 'Format', 'Font family', 'Font size', and 'Styles'. To the right of these are icons for text, image, video, link, unlink, and help. Below the dropdowns is a second row of icons for text, image, video, link, unlink, and help. The main area of the editor is a large, empty text box. At the bottom left of the editor, there is a 'Path:' label.

[Disable rich-text](#)

The content of the block as shown to the user.

Step 5 Click **Save block** to save the changes



ENABLING, DISABLING AND POSITIONING BLOCKS

Step 1 Click **Administer >> Site Building >> Blocks**

See page 62 for the screenshots of this menu location

Step 2 Locate the block that you want to work with in the listing

Blocks

Block	Region	Operations
Content		
<i>No blocks in this region</i>		
Left Sidebar		
⊕ On Our Site	Left Sidebar ▼	configure
⊕ Recent blog posts	Left Sidebar ▼	configure
⊕ Navigation	Left Sidebar ▼	configure
Right Sidebar		
⊕ e-Branch Help Site link	Right Sidebar ▼	configure
⊕ Links to Lill Portal Services	Right Sidebar ▼	configure

Step 3 To the right of the Block's title, select the **Region** where you want to place the block from the drop down list

Step 4 Option: Use the handle **⊕** to move the block higher or lower on the list, or to move it to another region entirely.

Step 5 Click **Save Block** to save the changes

ADDING ANOTHER SITE'S WIDGET

(Example: Weather)

- Step 1 In a separate browser window, go to <http://netweather.accuweather.com>
- Step 2 Follow the instructions on the web site for setting up the weather for your library website.
- Step 3 Copy the snippet from that the site provide (**Web Page Code**)

```

Web Page Code
<div style='width: 240px; height:
420px; background-image: url(
http://vortex.accuweather.com/adcbn/net
weather_v2/backgrounds/spring1_240x420_b

```

HIGHLIGHT THIS CODE

- Step 4 Open your e-Branch site in your browser
- Step 5 Click **Administer >> Site Building >> Blocks**
See page 62 for the screenshots of this menu location
- Step 6 Click **Add Block**

Blocks

List

Add block

Block	Region	Operations
Content		
<i>No blocks in this region</i>		

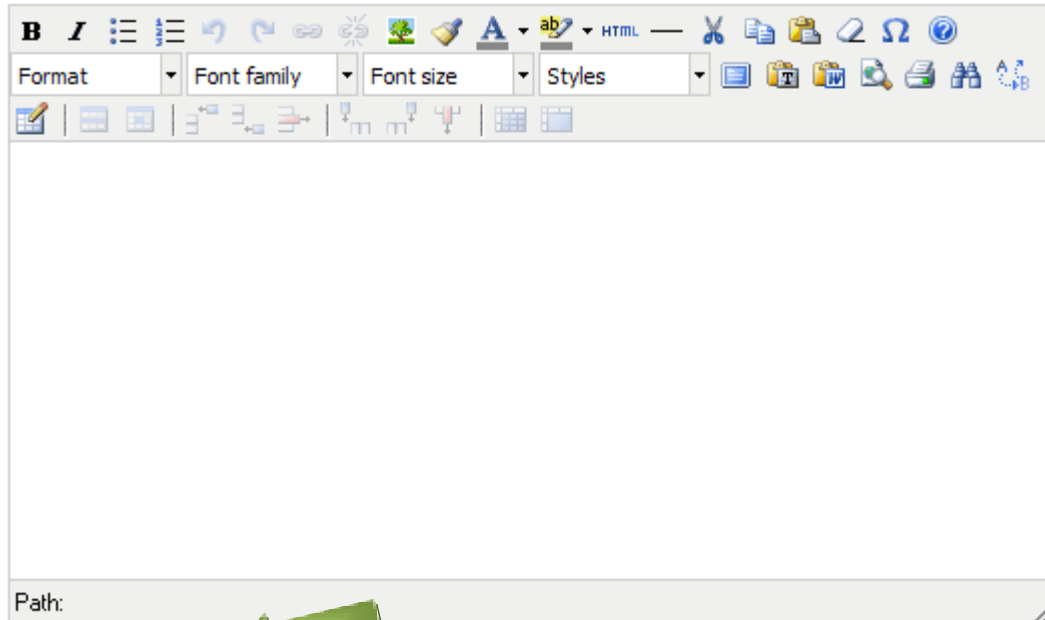
- Step 7 Enter in a description of your block in the **Block Description** text field

Block description: *

A brief description of your block. Used on the [block overview page](#).

Step 8 Since we are pasting in a code snippet, click **Disable rich-text** so the editor will not try to interpret the code for us

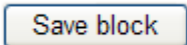
Block body:



The content of the block as shown to the user.

Step 9 Paste the code snippet in the **Block body**

Step 10 Click **Save block** to save the changes



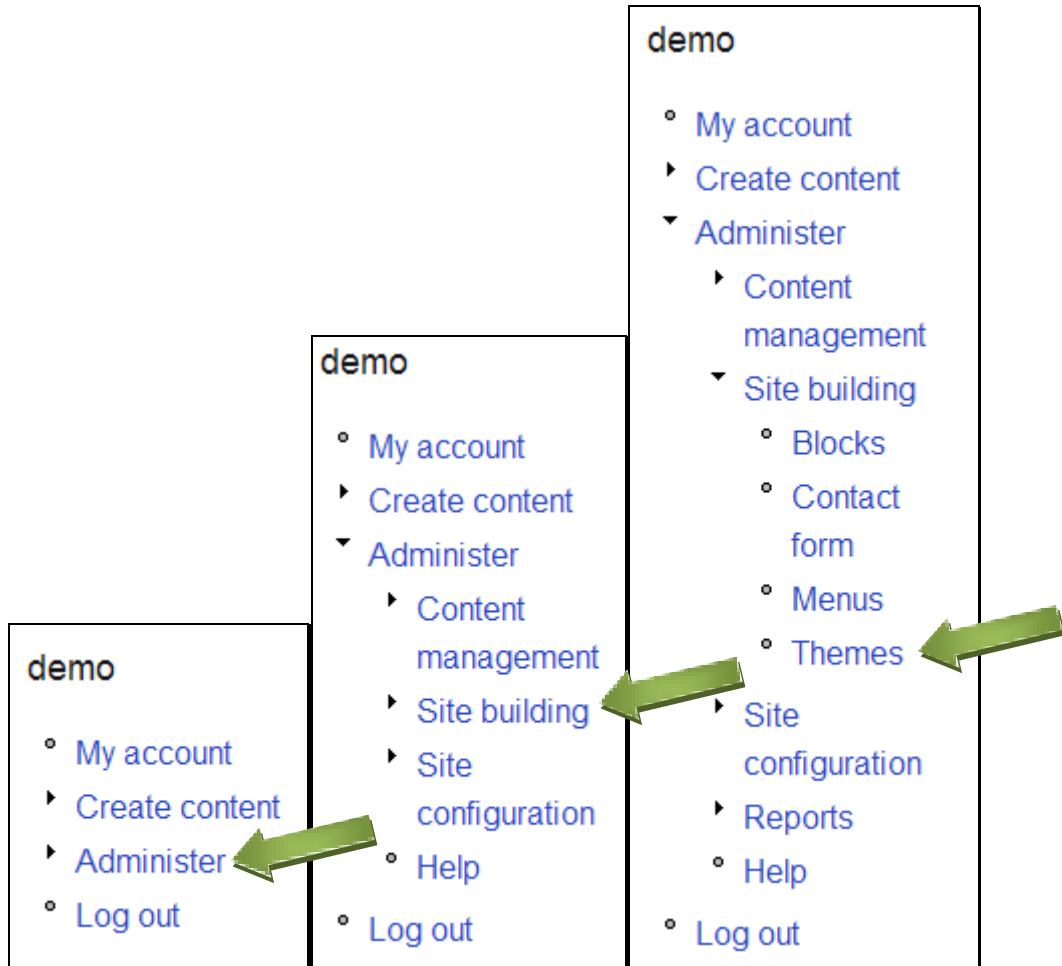
Step 11 **Enable** and **Position** the block

See page 64 for the walkthrough on this

WORKING WITH THEMES



CHANGING THE THEME

Step 1 Click **Administer** >> **Site Building** >> **Themes**



Step 2 To select one of the available themes, check the **Enabled** checkbox and select the **Default** radio button located to the right of the screenshot of your desired theme.

Themes

List		Configure		
Screenshot	Name	Version	Enabled	Default
	Bluemarine Table-based multi-column theme with a marine and ash color scheme.	6.10	<input type="checkbox"/>	<input type="radio"/>
	Garland Tableless, recolorable, multi-column, fluid width theme (default).	6.10	<input type="checkbox"/>	<input type="radio"/>

Step 3 Click **Save Configuration** at the bottom of the page



ADDING YOUR LOGO TO A THEME

Step 1 Click **Administer** >> **Site Building** >> **Themes**

*See page 67 for the menu screenshots

Step 2 Click on **Configure**

Themes

List	Configure				
Screenshot	Name	Version	Enabled	Default	

Step 3 Click on the name of the theme that you are using

*Note: The example images in this tutorial were taken from the GrandCentral theme

List	Configure	
<u>Global settings</u>	GrandCentral	

Step 4 Scroll down to **Logo image settings** and uncheck **Use the default logo**.

Logo image settings

If toggled on, the following logo will be displayed.

Use the default logo
 Check here if you want the to use the logo supplied with it.

Path to custom logo:

 The path to the file you would like to use as your logo file instead of the default logo.

Upload logo image:

 If you don't have direct file access to the server, use this field to upload your logo.

Step 5 Scroll down to the **Upload logo image** box and click **Browse**

*Tip: this logo should have a white or transparent background and be no larger than 150 pixels by 150 pixels.


Logo image settings

If toggled on, the following logo will be displayed.

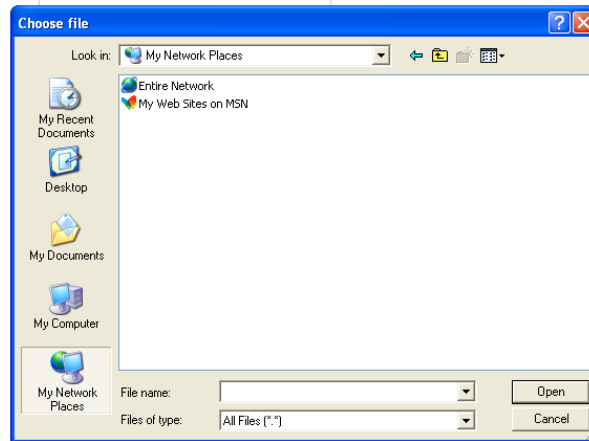
Use the default logo
Check here if you want the theme to use the logo supplied with it.

Path to custom logo:

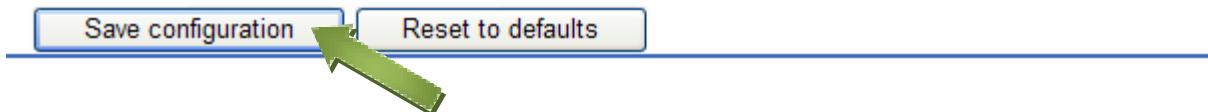
 The path to the file you would like to use as your logo file instead of the default logo.

Upload logo image:
 
 If you don't have direct file access to the server, use this field to upload your logo.

Step 6 Browse to and Single click on the image that you want to upload



Step 7 Click **Save Configuration** at the bottom of the page



EMBEDDING A GOOGLE CALENDAR INTO YOUR SITE

- Step 1 Go to <http://www.google.com/calendar>
- Step 2 Click **Create a new Google Account**
If you already have an account with Google, login and skip to Step 7

Google Calendar BETA Welcome to Google Calendar

Organize your schedule and share events with friends
Wouldn't it be great to be able to keep track of all the events in your life, coordinate schedules with friends and family, and find new things to do -- all with one online calendar? We thought so, too. [Learn More](#)

Seeing the big picture
With Google Calendar, you can see your friends' and family's schedules right next to your own; quickly add events mentioned in Gmail conversations or saved in other calendar applications; and add other interesting events that you find online.

Sharing events and calendars
You decide who can see your calendar and which details they can view. Planning an event? You can create invitations, send reminders and keep track of RSVPs right inside Google Calendar. Organizations can promote events, too.

Staying on schedule
You can set up automatic event reminders, including mobile phone notifications, and instantly set up anything on your calendar with the built-in search tool.

New! Google Calendar gallery
Now you can find fun content to add to your schedule. Browse through a gallery of publicly available calendars like sports schedules, concert listings, and much more. [Try it out.](#)

Sign in to Google Calendar with your **Google Account**
Email:
Password:
 Remember me on this computer.

[I cannot access my account](#)

Don't have a Google Account?
[Create a new Google Account](#)

- Step 3 To create an account, enter in your e-mail address and choose a password

Required information for Google account

Your current email address:
e.g. myname@example.com. This will be used to sign-in to your account.

Choose a password:
Minimum of 8 characters in length.

Re-enter password:


Remember me on this computer.


Creating a Google Account will enable Web History. Web History is a feature that will provide you with a more personalized experience on Google that includes more relevant search results and recommendations. [Learn More](#)


Enable Web History.


Step 4 Enter in your **Name, Location, Time Zone**, and complete the **CAPTCHA**

Get started with Google Calendar


First name: 



Last name: 

Location:  United States

Time zone:  (GMT-07:00) Mountain Time
 Display all timezones


Word Verification: Type the characters you see in the picture below.



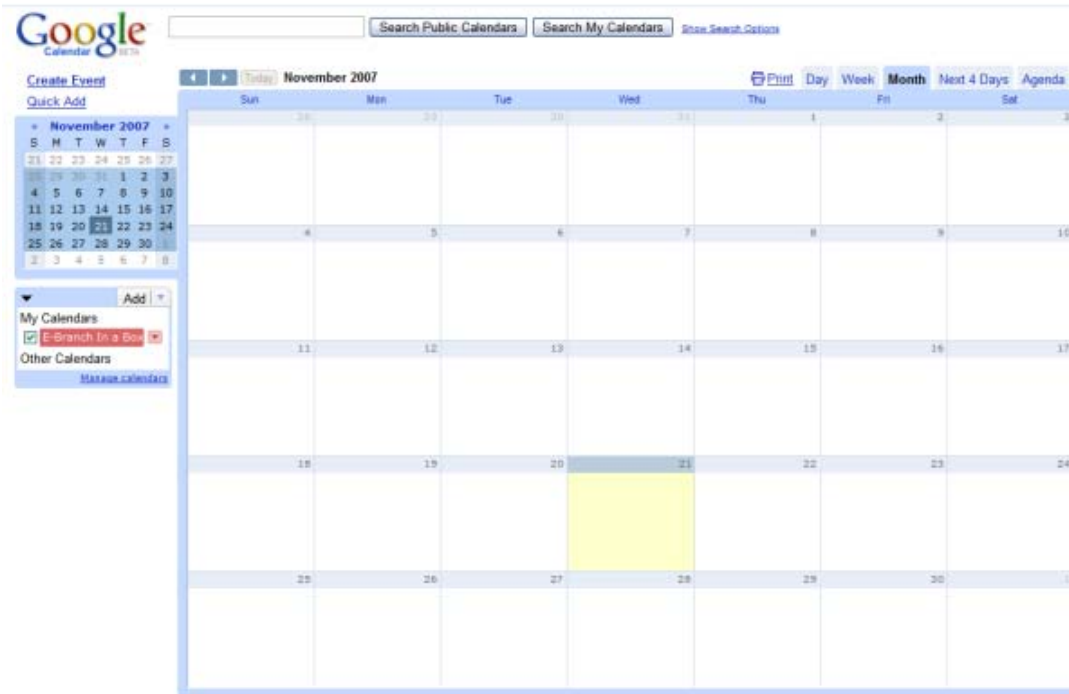
 
Letters are not case-sensitive

Step 5 Click **I accept Create my account** to finish creating your account

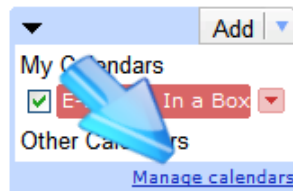
By clicking on 'I accept' below you are agreeing to the [Terms of Service](#) above and the [Privacy Policy](#).



Step 6 Add events to your **Google Calendar**



Step 7 Click **Manage Calendars**



Step 8 To make the events be publically viewable, Click **Share this Calendar**

Calendar Settings

[General](#) [Calendars](#) [Mobile Setup](#)

My Calendars

CALENDAR	SHARING		
E-Branch In a Box	Share this calendar	Notifications	

[Create new calendar](#)

Other Calendars

CALENDAR

[Add calendar](#)

[« Back to Calendar](#) [OK](#)

Step 9 Select **Share all information on this calendar with everyone**

E-Branch In a Box Details

[Calendar Details](#) [Share this calendar](#) [Notifications](#)

Share with everyone: [Learn more](#)

Do not share with everyone

Share all information on this calendar with everyone

Share only my free / busy information (hide details)

Share with specific people:

PERSON	HAS PERMISSION TO	DELETE
E-Branch In a Box <eric.hildreth@libraries.idaho.gov>	Make changes AND manage sharing	

Share with other people or edit who has access.

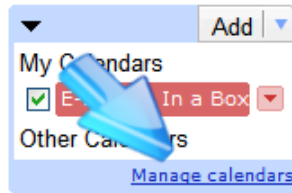
ADD A NEW PERSON:

[Add Person](#)

[« Back to Calendar](#) [Save](#) [Cancel](#)

Step 10 **Save**

Step 11 Click **Manage Calendars**



Step 12 Step 12 **Click** on the Name of Your Calendar that you want to Embed on Your Site



Step 13 Scroll Down to the **Embed this Calendar** Section

Embed This Calendar

Embed this calendar in your website or blog by pasting this code into your web page. To embed multiple calendars, click on the Customize Link



Paste this code into your website.
[Customize the color, size, and other options](#)

```

<iframe
src="http://www.google.com/calendar/embed?src=eric.hildreth%40libraries.idaho
style="border: 0" width="800" height="600" frameborder="0"
scrolling="no"></iframe>

```


Step 17 **Paste** the code snippet into the body

Body:

```
<iframe  
src="http://www.google.com/calendar/embed?src=eric.hildreth%40libraries.idaho.gov"  
style="border: 0" width="800" height="600" frameborder="0" scrolling="no"></iframe>
```

Step 18 Click **Save** at the bottom of the page to save the changes



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