# AFF - NFB Affiliates Website Training Manual

* [Introduction](bookmark://AFF-NFBAffiliateswebsiteTrainingManual-)
* [Backend Drupal Access](bookmark://AFF-NFBAffiliateswebsiteTrainingManual-)
* Editing Current Content & Layout
* Adding New Content Pages
* Media, Images, & Alt-Text
* Content Management Tips
* Events – Drupal & Civi
* CiviCRM

## Introduction

The purpose of this document is to provide necessary guidance for the Administrator/Content Editor to make necessary changes to various content of the website through the backend Drupal application. [ADD more about affiliate and division ownership]

## Accessing Drupal (Backend of Site for Admins)

Drupal is a free and open-source web content management system (CMS). A CMS makes it easy to manage a website without requiring a great deal of technical expertise. Your affiliate or division website is hosted on Drupal. To manage your site’s content or create new content, log into the backend of Drupal.

**URL format of backend** : “website URL”/user/login. For example, for North Dakota it would be: https://www.nfbnd.org/user/login

**Login screen of backend**: The screen where user need to input username / password in order to access backend Drupal application.

Training Document for new folks is available in this login area.

## Editing Current Content & Menu

There is an alternate way to access this content addition screen, which is explained as following:

Once user logs in to Drupal backend, click on “Manage” menu (first menu in the top bar).

This will open up a tool bar, click “Content” from this tool bar.

The resulting page will have a button saying “Add content”.

Click on “Add content” to lead to content addition.

Various content types available are:

### Home page

Below are the main areas to edit on the homepage.

#### Page Banner

This is the initial banner image that displays on the homepage.

#### Page Summary (Introduction)

The homepage page summary includes the heading 1 and introduction paragraph. This can be edited at any time based on the priority and branding of the organization.

#### AFF Featured Programs (In Our State) or Featured Program Content

This is a section with three fields where an internal page can be promoted on the home page. This section should be changed based on priority or timing of programs and initiatives.

#### Dynamic Data Blocks (National Featured Content)

National Featured Content block is rendered on the Homepage of the each affiliate website. There are some configuration which are mentioned below to display the national featured content block and configure its title.

#### Additional Block (AFF Landing Page Content Block)

This is a single column of content with an image and block of text.

#### Additional Block—Content Area (AFF Homepage Four Column)

This is a section that allows for four

### Basic Page

Basic page content type is used to create pages such as Homepage, Landing Page etc. The pages with dynamic data can be managed with this content type. Fields under Basic Page content types are:

#### Title\*

Required field. This is the heading 1 of the page and should reflect the subject matter, program name, or information on the page.

#### Body

Do not use. This field is not used at this time. If content is included here, it may not be displayed properly.

#### Edit Summary

Select edit summary to open a field to add a brief summary that will be used when the page is promoted on the home page.

#### Homepage Featured Image

Add or change an image here that will be displayed on the homepage when the page is promoted on the home page.

#### Page Banner

The banner for the page needs to be upload for that specific page. It is displayed at the top of the page under the navigation behind the heading 1. Once an image is added, a field for alternative text is available and required. Title field is not required but is available for giving an additional description for people who use a mouse.

#### Page Body

This field is the main content block to edit paragraphs, heading 2, links, and images on the page. This field offers full HTML so there is a panel of edit options: bold, italicize, strikethrough, superscript, subscript, remove format, link, remove link, bullet list, numbered list, quote, insert images, table, insert horizontal line, style format, block display, and the source code.

#### Page Summary

The summary about the page needs to be added here. This can be brief and is displayed under the title or heading 1.

#### CTA Button, Link, Aria Label

CTA stands for call to action. This is to include a button on the page with a link to a different page or form. The aria label should be more descriptive for screen reader users if the CTA Button Label is too general. Example if the button label is read more, than there should be an aria label text included. The aria label text can be the title of the page that the user is going to.

#### Data Block

All the dynamic data will be rendered through this field. Below is the section from the template site being rendered using this field.

#### Single Column Content

This field is an additional optional block will display the section of the page which is rendered using single column layout. Taking the consideration of template site below is the relevant section.

#### Content Area

This field is an additional optional block area that will be used to display the four column layout as seen below, the author will require to choose “AFF Landing Page Four Column Layout” field type four times to get the layout as seen below.

#### Menu Settings

This area provides fields to manage how and where this page is in the menu or navigation structure, the URL, and the authoring information. Typically, the menu link title is the same as the page title.

#### Published Checkbox

The checkbox labeled published must be selected in order for the page to be public. To remove a page from being public this checkbox can be unselected.

### Blog

This content type is used for Blog landing pages. Fields under Blog content types are:

#### Title

The title of the blog needs to be added.

#### Body

The body of the blog needs to be added here.

#### CTA Label

The label for the CTA button needs to be displayed, if left blank will display as “Read” when the blog is referenced.

#### CTA Link

The link can be external or internal on which needs redirection when user clicks on the blog, if left blank respective page will be redirected.

#### Blog Category

The category of the blog can be choose from this field can be single or multiple.

#### Blog Image

The thumbnail image to be displayed when the blog is referenced.

#### Blog Page Banner

The banner image for the blog.

#### Blog Publish Date

The publish date for the blog.

### Board of Directors

This content type is used for adding details about the board members of each affiliate. Fields under Board of Directors content types are:

#### Title

The name of the board member to be added here.

#### Picture

The picture of the board member.

#### Designation

The designation of the board member.

#### Email

The email of the board member.

#### Member Designation

The field to display if the member is a member of the board or a director.

### Chapter Details

This content type is used to add details about each chapter. Fields under Chapter Details content types are:

#### Title

The title of the chapter to be added here.

#### Body

The general information about the chapter to be added here.

#### Meetings

The information about the meetings to be added here.

#### Additional Notes

The additional note administrator want to display for that specific chapter.

#### Chapter Contact Person

The contact person name from the chapter.

#### Chapter Person Email

The email of the contact person.

#### Chapter Contact Person Phone

The contact number of the chapter person, home, ext. will need to be added using below method:

Separate phone type by pipe (|) sign i.e. 123-456-789 | home

Add ext. by mentioning using 123-456-789 | ext. 123

#### CTA Label

The label for the CTA button needs to be displayed, if left blank will display as “Read” when the chapter is referenced.

#### CTA Link

The link can be external or internal on which needs redirection when user clicks on the chapter, if left blank no redirection will happen.

### Chapters Page

This content type is used to display landing page for the chapters. Fields under Chapters Page content types are:

#### Title

The title of the chapters landing page to be added here.

#### Body

The description of the chapters landing page needs to be added here.

#### Chapter Page Banner

The banner image for the chapters page.

#### Chapter Details

The configuration option to display all chapters page in the current landing page if removed none of the chapters added from “Chapters Details” will be displayed.

### Event

This content type is used to add details about single event that is scheduled for the future or scheduled in the past. Fields under Event content types are:

#### Title

The title of the event to be added here.

#### Body

The general information about the chapter i.e. event info, address to be added here.

#### Event Contact Person

The name of the contact person if applicable need to add here.

#### Event Contact Person Email

The email of the contact person if applicable need to add here.

#### Event Contact Person Phone

The phone number of the contact person for the event to be added home, ext. will need to be added using below method:

Separate phone type by pipe (|) sign i.e. 123-456-789 |home

Add ext. by mentioning using 123-456-789 | ext. 123

#### CTA Label

The label for the CTA button needs to be displayed, if left blank will display as “Read More” when the event is referenced.

#### CTA Link

The link can be external or internal on which needs redirection when user clicks on the event, if left blank no redirection will happen.

#### Event Fee

Event fee if applicable need to be added here.

#### Event Start Date

The date and time the event will be end, need to mention here.

#### Event End Date

The date and time the event will be end, need to mention here.

### Gallery

This content type is used to create a image gallery to showcase the images. Fields under Gallery content types are:

#### Title

The name of the gallery.

#### Body

The description about the gallery.

#### Gallery Page Banner

The banner image for the gallery landing page.

#### Gallery Thumbnail

The thumbnail image to be displayed when the gallery is referenced.

#### Gallery Images

The images to be used in the gallery to display on the carousel.

#### Image

The actual image to be displayed.

#### Image Caption

The caption to display when the image is displayed on the full width.

### News

This content type is used for News landing pages. Fields under News content types are:

#### Title

The title of the news needs to be added.

#### Body

The description of the news needs to be added here.

#### News Image

The thumbnail image to be displayed when the news is referenced.

#### News Publish Date

The publish date for the news.

#### News Page Banner

The banner image for the news.

#### News Category

The category of the news can be choose from this field can be single or multiple.

#### CTA Label

The label for the CTA button needs to be displayed, if left blank will display as “Read” when the news is referenced.

#### CTA Link

The link can be external or internal on which needs redirection when user clicks on the news, if left blank respective page will be redirected.

### Web forms

This content type is used to add display web form on the website.

#### Title

The title of the webform landing page needs to be added.

#### Body

The description of the webform landing page needs to be added here.

#### Page Banner

The banner image for the webform landing page.

#### Webform

Required webform can be selected from this dropdown option.

## Adding New Content Pages

To add new content, log into the backend of the site. Navigate to manage. Select the add content link/button. A list of content types are provided to choose from. Most new pages will be a basic page content type.

## Media, Images, & Alt-Text

### Image sizes

#### Image Specification Design 1

##### Homepage

* Page banner image - 1920 x 830 pixels (px)
* Featured Program Content – pulls from ‘homepage featured image’ on each linked page - 368 x 200 px
* Content Block Image (not all use this) - 1920 x 450 px
* Content Area-Four Column Content (not all use this) Section Image - 276 x 200 px

##### Basic Page

* Page banner image - 1920 x 472 px
* Best size for image inside text area – 577 x 362 px

##### Board of Directors

* Page banner image - 1920 x 472 px
* Board members image - 260 x 260 px

##### Gallery (basic page) – link to dynamic data block ‘Gallery’

* Page banner image - 1920 x 472 px

##### Gallery 'Block’

* Page Banner – 1920 x 472 px
* Gallery Thumbnail – 255 x 235 px
* Gallery Image – 1140 x 1220 px --- note, this does not have to be exact, can upload landscape or portrait style shots. The larger the image, the bigger the clicked-on preview.

##### Contact Us

* Page banner image - 1920 x 472 px
* Map/image - 643 x 540 px

##### News

* Page banner image - 1920 x 472 px
* Individual news story - 350 x 190 px

##### Blog

* Page banner image - 1920 x 472 px
* Individual blog story - 540 x 194 px

#### Image Specification Design 2

##### Homepage

* Page banner image – 540 x 543 px (this image should be a cut out, with white background if possible)
* Featured Section Image – 584 x 468 px
* Content Block Video File or Link (not all use this) – 760 x 654 px
* Content Area (2 or 4 images) (not all use this) – 760 x 334 px
* Contact Us section – 482 x 568 px

##### Basic Page

* Page Banner – 1920 x 472 px
* Best size for image inside text area – 683 x 420 px

##### Board of Directors

* Page Banner – 1920 x 472 px
* Board Photo – 200 x 200 px

##### Gallery (basic page) – link to dynamic data block ‘Gallery’

* Page Banner – 1920 x 472 px

##### Gallery 'Block’

* Page Banner – 1920 x 472 px
* Gallery Thumbnail – 255 x 235 px
* Gallery Image – 1140 x 1220 px --- note, this does not have to be exact, can upload landscape or portrait style shots. The larger the image, the bigger the clicked-on preview.

##### Contact Us – link to dynamic block ‘Contact us block’ and ‘Contact us page second image block’

* Page Banner – 1920 x 472 px

##### Contact Us Block

* Image in page ‘Body’ – 618 x 312 px

##### Contact Us Page Second Image Block

* Image in page ‘Body’ – 618 x 707 px

##### News

* Page Banner – 1920 x 472 px
* Individual news story - 350 x 190 px

##### Blog

* Page banner image - 1920 x 472 px
* Individual blog story - 540 x 194 px

### How to upload media

To upload a new file to your website you need to you navigate to and use the media module of the website. To get to this location you will navigate to the Content tab in the administration header of the Drupal backend. Once in the Content area you will navigate to the Media tab. You will then navigate to and select the Add Media link. This will then take you to another page that will list the types of media you can add (Audio, Document, Image, Remote Video, and Video. When you navigate to any of these types except Remote Video it will then bring you to a new page and allow you to choose a file for upload. You would select this Choose File button and then use the file browser to pick the file you would like for upload. Once uploaded you would then navigate to and select Save.

The file has now been uploaded to the site and can be linked from a page.

### Link to a file from a page

To link a file from a page you will need to navigate to the Body or Page Body area of the page editing area. Once in here you can use the hyperlink or link option for the editor. The hyperlink format you would use for this link is the following:

http://domain\_name/sites/domain\_name/files/yyyy-mm/filename

For example, if the site was nfb.org and we were uploading the file on a date in December 2021 and the file name is test.docx the link would be the following.

http://nfb.org/sites/nfb.org/files/2021-12/test.docx

### Alt-text guidelines

Alt-text is a description of the image in order to provide equal access to the content of the image displayed.

* Share what is happening the image
* Include any important details that correlate to the purpose of

### Content Edit Tips

* Always copy text for a page out of **Notepad** and paste into the **Wisiwig (content field)**. *Do not copy and paste from Microsoft Word (it adds excess code that will mess up the styles of the site)*

## Content Management Tips

* Copy text into Notepad in order to strip formatting from Word or other

## Events – Drupal & Civi

Details coming soon