Missouri
Soil and Water Conservation Districts

DRUPAL TRAINING MANUAL
https://mosoilandwater.land

MISSOURI
DEPARTMENT OF
NATURAL RESOURCES

Sept. 16, 2021

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Missouri Soil and Water Conservation Districts Drupal Training Manual
Edited by Van Beydler, Judy Stinson, Andrea Mayus, Bill Wilson and Colleen Meredith
Soil and Water Conservation Program
Division of Environmental Quality Fact Sheet
Ed Galbraith, Division of Environmental Quality Director
Nothing in this document may be used to implement any enforcement action
or levy any penalty unless promulgated by rule under chapter 536 or authorized by statute.

District Website Mission

The mission in creating and updating district webpages is to assist our clients by presenting a professional front to the services offered by the district.

Using the Drupal Training Manual

The Missouri Department of Natural Resources' Soil and Water Conservation Program has created templates through the online web creation tool Drupal. This instruction manual shows the step-by-step process to use Drupal to create basic webpages, events, job opportunities, news, rental equipment, and photos for emphasis and photo galleries.

The training manual is broken down into easy to follow, step-by-step instructions. Each Drupal template has been created to take 3 to 5 basic steps to create or update a webpage. Once you learn the basic steps, it is easy to update webpages using the templates.

Content Providers Roles and Responsibilities

Responsible parties: The Soil and Water Conservation District (SWCD) Board and Web Content Maintainer.

Your local SWCD board should be aware of all content published on your district website. The approval process can be assigned to the web content maintainer at the discretion of the board, with the content maintainer reporting any updates to the board, as needed.

Webpage Creation, Review and Publishing

The board will assign the duty of the web content maintainer. The web content maintainer will manage all editing aspects of the official SWCD website. The web content maintainer will send webpage updates on a regular basis to the Soil and Water Conservation Program for review and publishing.

Contact Us

The *Drupal Training Manual* is a living document. The program will continue to update and share it with the districts to make it easy to build webpages. If districts have questions about how to use the instructions, please contact Judy Stinson or Van Beydler. The program also invites you to suggest ways to improve the instructions in this manual as you become more familiar with using the Drupal templates.

Your Drupal Publishing Contacts

Lead contact:
Jake Wilson
573-522-8281
jake.wilson@dnr.mo.gov

Back up contact:
Van Beydler
573-522-2343
van.beydler@dnr.mo.gov

Website Style

This is the way we are doing things now for consistency throughout all district webpages. Use the following style guidelines when creating webpages, documents, images, graphics and PDFs to be posted. Note: Additional writing style tips are located on the Soil and Water Conservation District Intranet site at https://mosoilandwater.land/internal/computer-tips-tricks.

File Formats
There are several file formats that do not work on the new server. Do not post files using the following formats:
*.opr or *.prj

Filenames - Use all Lowercase Filenames with No Spaces
For the new website, use lowercase names with no spaces for all documents and images to be posted on the web. It is suggested that hyphens be added between the words instead of spaces. Do not use underscores between the words.

It is suggested that you incorporate the name of your county and image description to the filename of images before you upload new images to use on the web. This will help you find the files specific to your county when using the search features in Drupal.

Examples:
cole-cost-share.jpg cole-john-wayne.png cole-maswcd-meeting.gif cole-01-01-17-board-meeting.pdf
pulaski-01-01-17-newsletter.pdf

Images - Add Alternate Text to Images
One of the things we do now is to add alternate (alt) text and title text to images posted on the web. Alternate text and title text should be the same. Alternate text is used by screen readers, search engines, and shows on the screen when the image cannot be loaded. By adding alternate text you improve accessibility and search engine optimization and assist visually impaired people who visit your pages.

Image Formats
Allowed image file types include *.jpg, *.jpeg, *.gif, *.png.

Image Sizes
Board Members
- Individual = 270 pixels x 270 pixels (before uploaded)
- Group Picture = At least 735 pixels wide (before uploaded)

Rental Equipment
- Landscape = 200 pixels wide
- Portrait = 200 pixels wide

Gallery Pages
- Images can be any size - gallery will show as “thumbnail” (smaller version) and full size when clicked on.

Navigation - Use the following format when making monthly navigation links
2017 Jan | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec

PDFs must be saved in Optical Character Recognition (OCR) prior to being uploaded
Optical Character Recognition (OCR), is a technology that enables you to convert different types of documents such as PDF files into editable and searchable data. All PDFs posted to the web must be in OCR. The way to know if a document is in OCR is that you can highlight the text within the PDF. If it is not in OCR, the entire document will turn blue if you highlight the text.

The reason PDF documents need to be in OCR is so they are readable for people who are visually-impaired. When a visually-impaired person uses a reader on their PC, they can “hear” the text in an OCR PDF. OCR also allows PDFs to be searchable on the web.

All PDFs should be saved using PDF Creator, which automatically makes the OCR-friendly PDF. Avoid posting a scanned PDF because it will not be OCR-friendly. Remember to save the filename using all lowercase lettering with no spaces. Use the “Open in a New Window” command when linking to a PDF as described in the instructions.

Word documents must be saved in the *.doc format
Microsoft® Word® automatically saves documents with the *.docx extension. However, some people cannot open a *.docx file. All Word documents need to be saved in the *.doc format so that everyone can open the file. To save a file to be uploaded to the web in the *.doc format use the following steps:

1. Create your document in Word
2. Click “File”
3. Choose “Save As”
4. Navigate to where you want to save the document on your PC
5. In the “Save As Type” dropdown box, choose “Word 97-2003 Document (*.doc)”
6. Remember to save the filename using all lowercase lettering with no spaces.
7. Click “Save”

Posting PowerPoint® Presentations
If you need to post a PowerPoint presentation online, save it as a PDF to post it online. Do not post the PPT version. A PDF version will be a much smaller file and will download easier than a PPT. Use the “Open in a New Window” command when linking to a PDF as described in the instructions.

Tables and Color Fills
Do not use background or border color fill in tables. Using color in the background can affect how visually-impaired people are able to read webpages. The use of different colored lettering for headings and emphasis is difficult to read for many people with low vision. A clean and simple layout is much easier to read and navigate. Designing in black and white with minimal added colors for emphasis is the best approach. The website has been designed to use a white background with black text. This is also to keep a consistent look and feel across all district webpages. The program will review the use of color for emphasis and will return pages for editing that do not meet the style standards prior to publishing.

Pages that will need an Online Helpdesk (OHD) Ticket Submitted to Create
You will need to submit a ticket to ITSD to ask them to make edits to the following pages:

- **District Homepage -** Includes sidebar links, link to Cooperator Spotlight page, link to GovDelivery (Granicus) sign up and District Contact Information.
- **Site Homepage** with map.
- **Gallery -** You can have ITSD create a photo gallery for you by submitting an Online Helpdesk (OHD) Ticket or you have the ability to create and edit a photo gallery using this instruction manual.

Copyright Standards

Copyright exists in any original work which exists or is fixed in any tangible medium of expression. Images displayable on computer screens, in PowerPoint presentations, computer software, music, books, magazines, scientific and other journals, photographs and articles are some of the things subject to copyright. A copyright notice is not required.

Subject to exceptions contained in 17 U.S.C. §§ 107 and 108 (http://www.copyright.gov/title17/92chap1.html), it is a violation of copyright law to copy, distribute, display, exhibit or perform copyrighted works without the authority of the owner of the copyright. In short, copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). In the file sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Pictures, graphics, sounds and videos that ARE APPROVED for use:

- Any which were personally made by you.
- Any which are owned by the department.
- Any which you have written and producible permission from the copyright owner to use.

Pictures, graphics, sounds and videos that ARE NOT APPROVED for use:

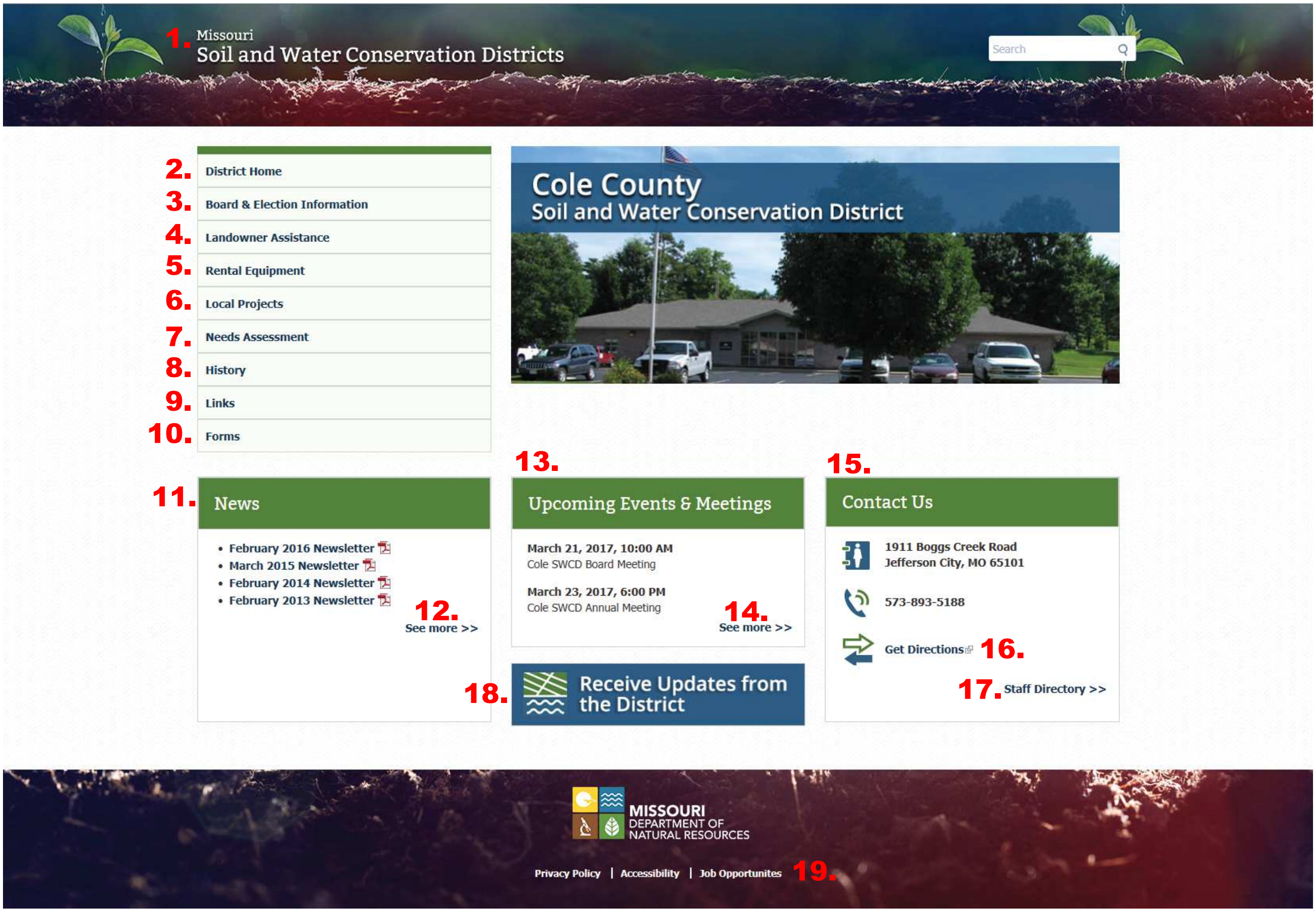
- Any which were NOT personally made by you and where you have NOT obtained proper permissions.
  For example: Pictures, graphics, videos, sounds, songs or music lifted from the web.
- Any NOT owned by the department.
- Any you have purchased for personal use. These simply cannot be used in PowerPoint® presentations or on the web. The license for items purchased for personal use does not extend to the district.
- Pictures found on other government websites where you have not gained proper permissions. (No, just because they are on a government website DOES NOT make them OK to lift and use. You don't know if they own it, or if they had to ask for permission. Contact the entity responsible for the website and ask for permission to use and verify they have the permission to share it.)
- Do not post materials provided from outside sources that might contain copyrighted images, sounds, video or music or you could be assessed a fine by the copyright owner for using it without permission. For example, do not post a PDF or Powerpoint PDF that contains images or graphics without getting written documentation that the author has permission to use those images.

A good rule to follow is "WHEN IN DOUBT, LEAVE IT OUT!"

Reminder - Violating these laws may lead to both criminal and civil penalties and could land you in jail with a HUGE fine that YOU, not the district, would be responsible for paying. This is no joke…this is the law.

How to Navigate the Website Homepage

1. **Banner** - Click the words “Missouri Soil and Water Conservation Districts” to see a map of all counties.
2. **District Home** - Opens the district home page
3. **Board and Election Information** - Add bios and photos of board members and update election information.
4. **Landowner Assistance** - Here you can create and edit the list the practices offered by your district.
5. **Rental Equipment** - Add descriptions, photos and pricing for rental equipment by using the “Rental Equipment” template.
6. **Local Projects** - This is where you add success stories, event photos, etc. **Note:** Information about upcoming events should be placed using the “Events” template instead of “Local Projects”.
7. **Needs Assessment** - This is where you will update the needs assessment information for the public.
8. **History** - A history of soil and water conservation districts in Missouri is pre-set on this page. You can add specific history about your county by editing the “History” page.
9. **Links** - A list of links to our soil and water conservation partners.
10. **Forms** - A list of required forms and additional county forms.
11. **News** - This box is where information will show up when you use the “News” template. New events automatically update in this box when the date expires for previous events.
12. **See More** - Opens the news index page.
13. **Upcoming Events and Meetings** - This is where information shows up when you use the “Events” template.
14. **See More** - Opens a full calendar index page of upcoming events and meetings.
15. **Contact Us** - Address, phone number and directions link.
16. **Get Directions** - A link to a Google map showing the location of your district.
17. **Staff Directory** - Opens the staff directory index page.
18. **Receive Updates from the District** - Opens the page to subscribe to GovDelivery e-alerts.
19. **Job Opportunities** - Opens an index page of job opportunities from every district in the state. Use the “Job Opportunties” template to add job listings to the page.

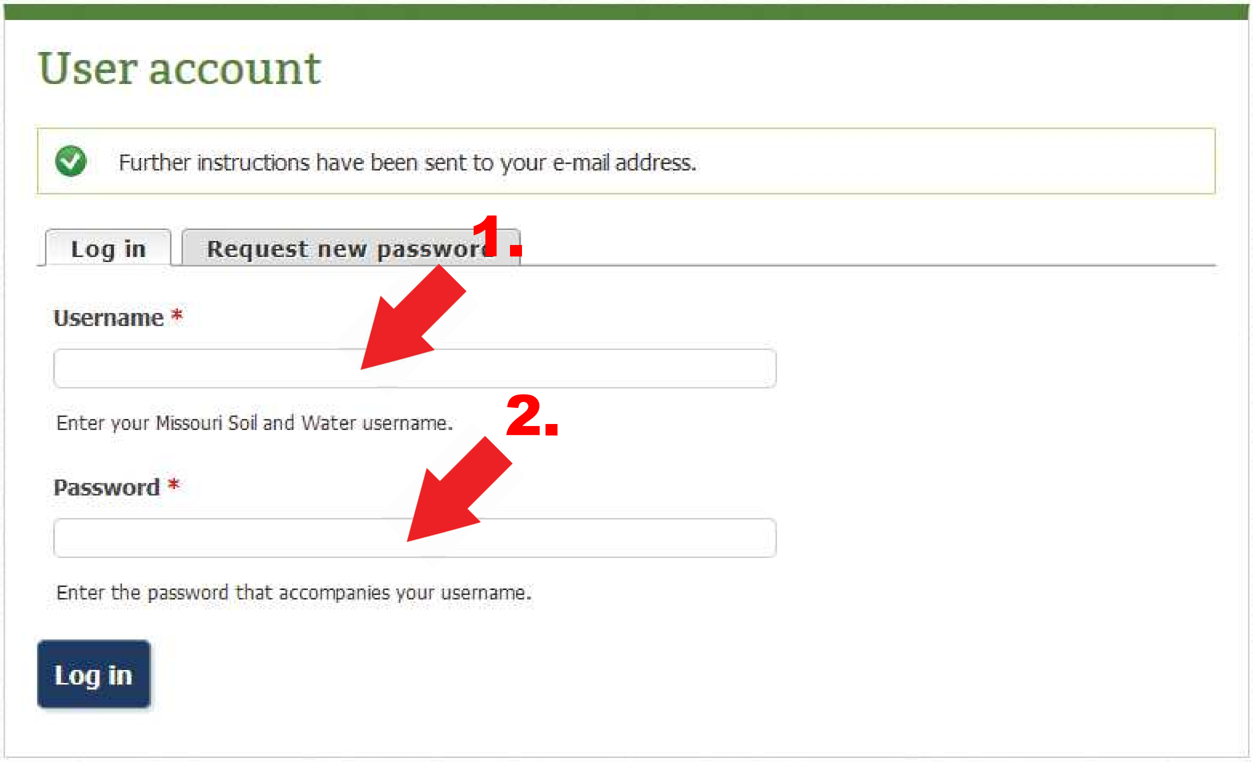

1.
Missouri
Soil and Water Conservation Districts
Search
2. District Home
3. Board & Election Information
4. Landowner Assistance
5. Rental Equipment
6. Local Projects
7. Needs Assessment
8. History
9. Links
10. Forms
Cole County
Soil and Water Conservation District
11. News
February 2016 Newsletter
March 2015 Newsletter
February 2014 Newsletter
February 2013 Newsletter
12. See more >>
13. Upcoming Events & Meetings
March 21, 2017, 10:00 AM
Cole SWCD Board Meeting
March 23, 2017, 6:00 PM
Cole SWCD Annual Meeting
14. See more >>
15. Contact Us
1911 Boggs Creek Road
Jefferson City, MO 65101
573-893-5188
Get Directions 16.
17. Staff Directory >>
18. Receive Updates from the District
MISSOURI DEPARTMENT OF NATURAL RESOURCES
Privacy Policy | Accessibility | Job Opportunites 19.

Logging in to Drupal

Soil and Water Conservation Districts will use the online web creation software Drupal to update district webpages located at https://mosoilandwater.land/user. You will receive information about how you will create your ID and password for your district to be able to log in.

IMPORTANT: KEEP A RECORD OF YOUR LOGIN USERNAME AND PASSWORD. DO NOT SHARE YOUR USERNAME OR PASSWORD WITH CO-WORKERS. If you forget your username and password, turn in an online help desk ticket to request a reminder or email oa.drupaladministration@dnr.mo.gov.

Type in your username (1) and password (2).



User account

Further instructions have been sent to your e-mail address.

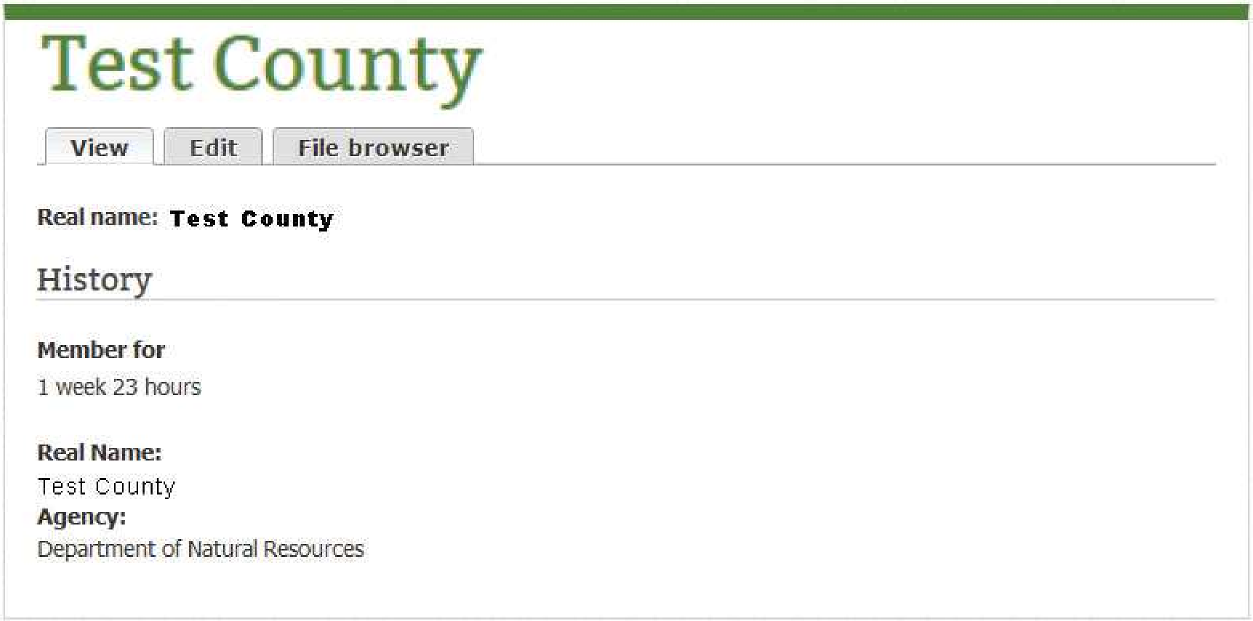
Username *

Enter your Missouri Soil and Water username.

Password *

Enter the password that accompanies your username.

You will see the following screen after you have logged in for the first time.



Test County

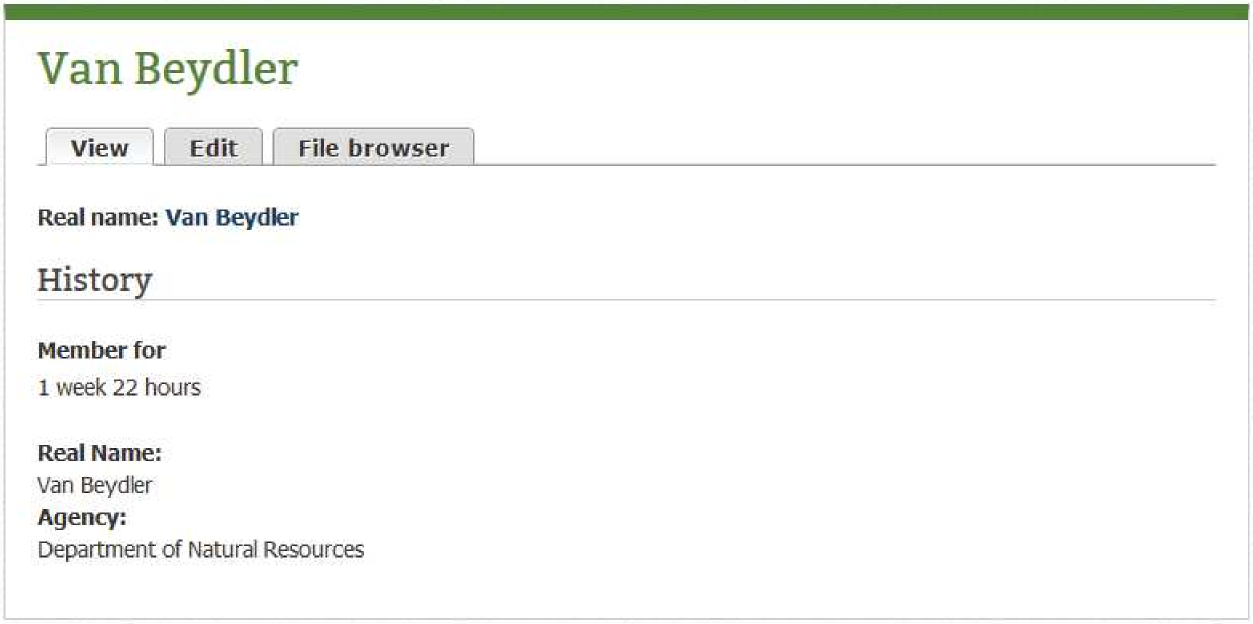
Real name: Test County

History

Member for
1 week 23 hours

Real Name:
Test County
Agency:
Department of Natural Resources

After you enter your name and district, your credentials will show the next time you login. For this example we are showing Van Beydler from the Department of Natural Resources. Note: Your real name and district will show something different.



Van Beydler

Real name: **Van Beydler**

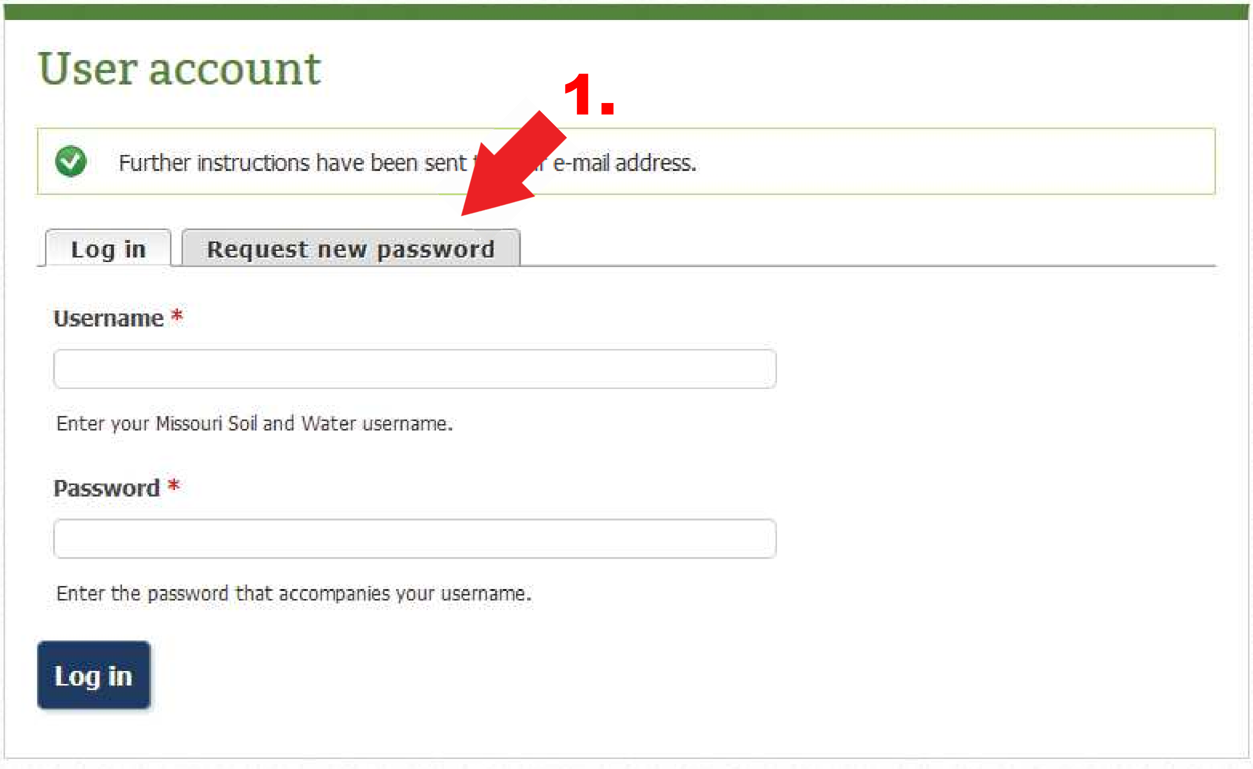
History

Member for
1 week 22 hours

Real Name:
Van Beydler
Agency:
Department of Natural Resources

Request a New Password

Go to https://mosoilandwater.land/user. Click on the “Request New Password” tab (1).



User account

Further instructions have been sent t r e-mail address.

Username *

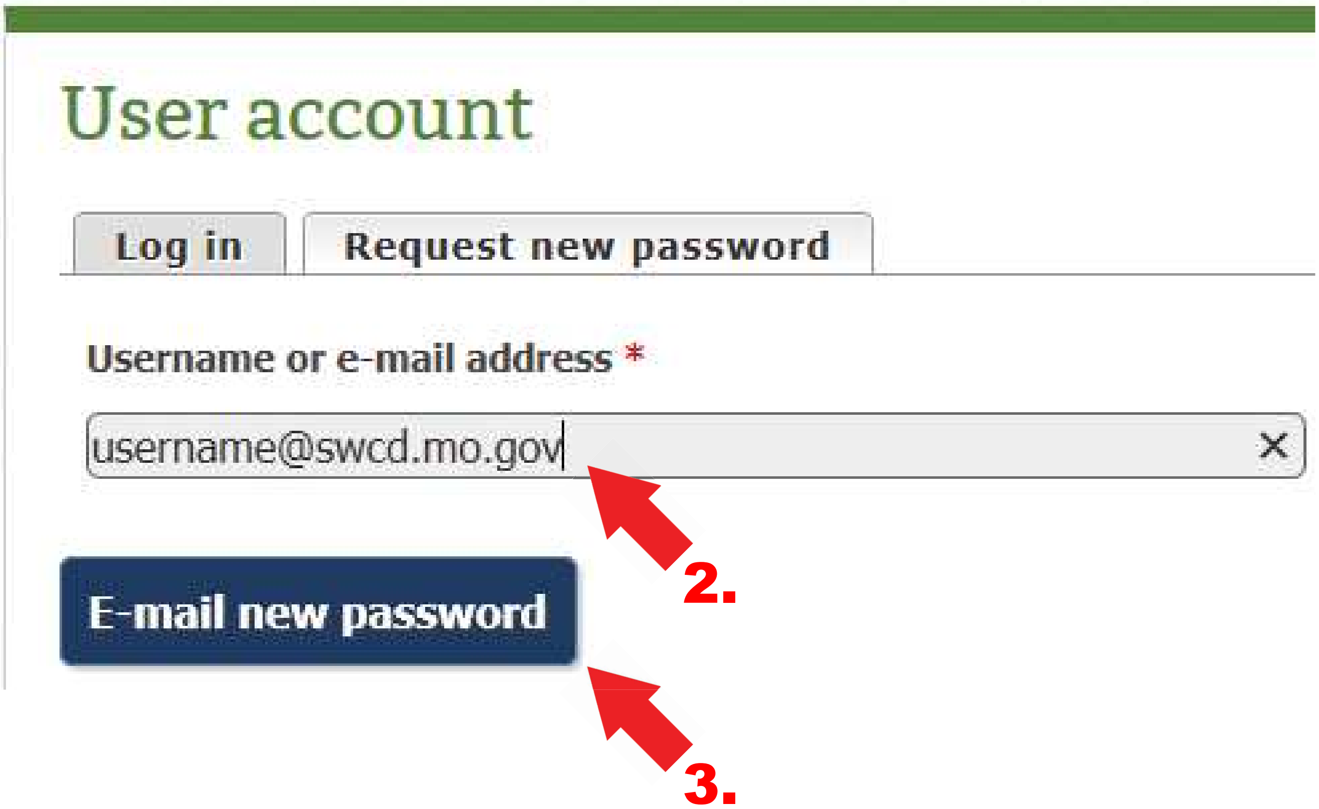
Enter your Missouri Soil and Water username.

Password *

Enter the password that accompanies your username.

1.
Log in
Request new password
Log in

Type in your username or email address (2) then click the “Email New Password” (3) button.

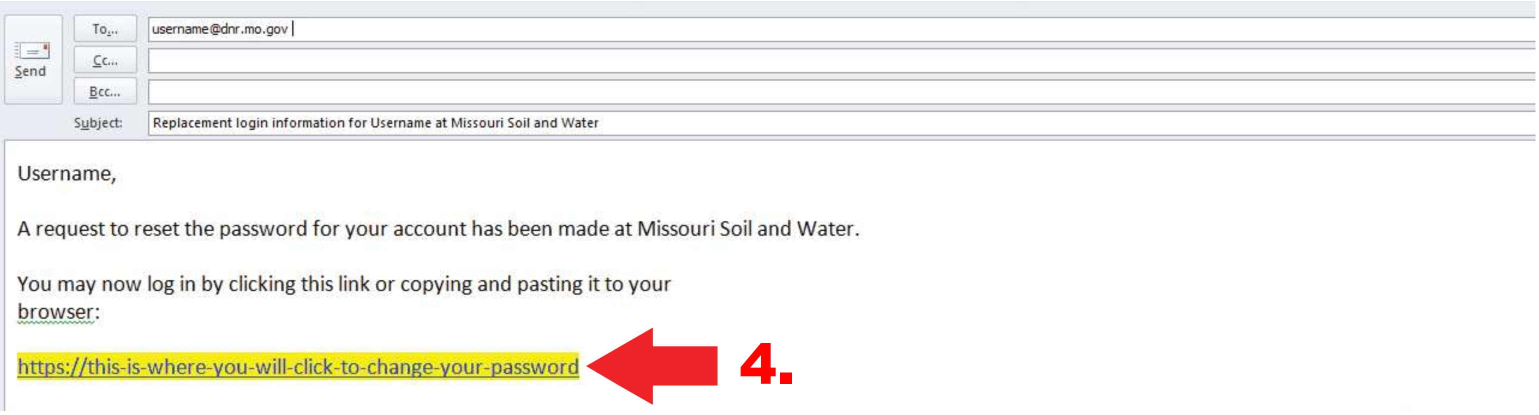


User account

Username or e-mail address *: username@swcd.mo.gov

Log in
Request new password
2.
E-mail new password
3.

You will get an email within the next few minutes from oa.drupaladministration@dnr.mo.gov. Click on the link provided (4).



To: username@dnr.mo.gov

Subject: Replacement login information for Username at Missouri Soil and Water

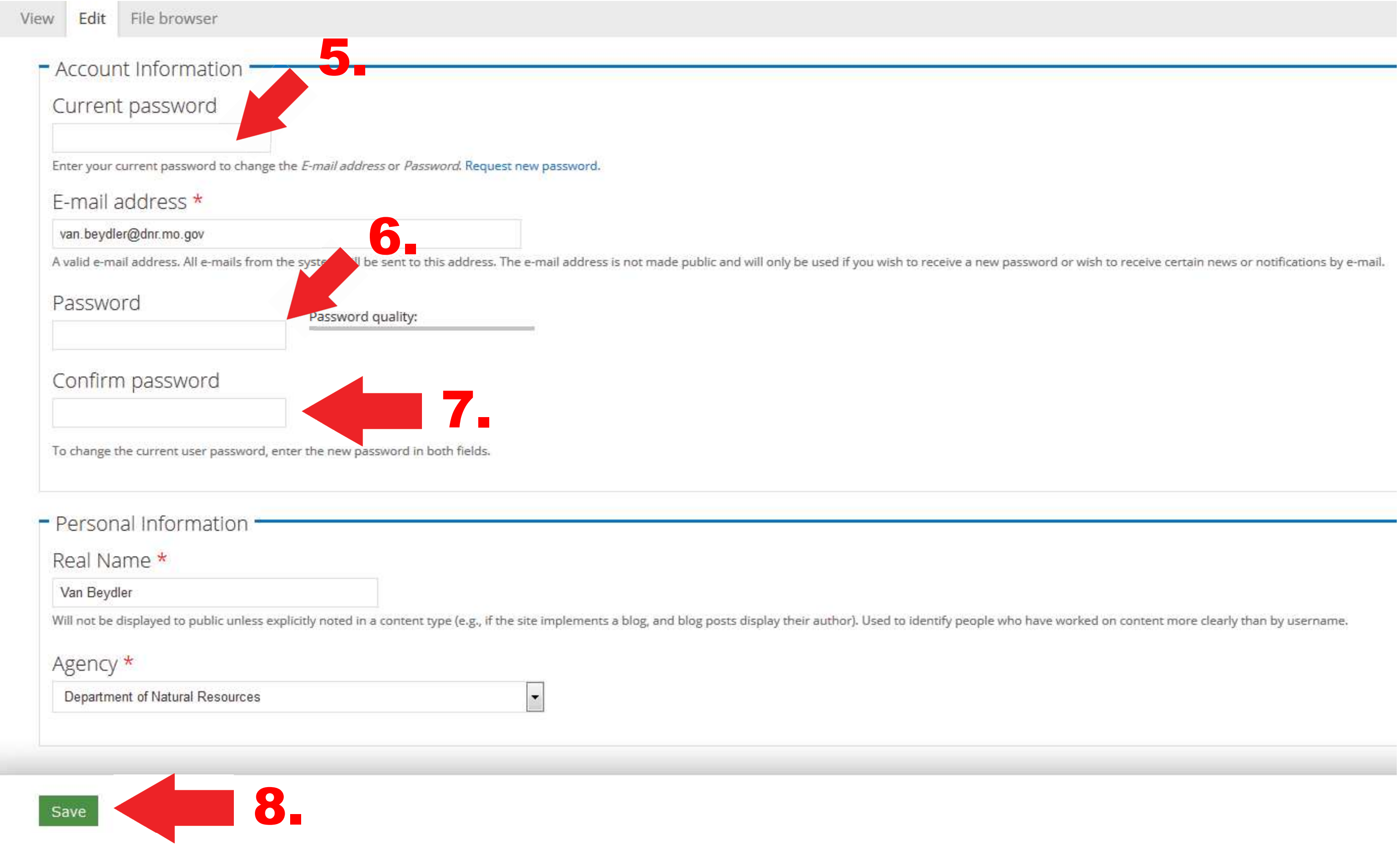
Username,

A request to reset the password for your account has been made at Missouri Soil and Water.

You may now log in by clicking this link or copying and pasting it to your browser:

https://this-is-where-you-will-click-to-change-your-password

Enter your current password (5), enter your new password (6), confirm your change (7), then click “Save” (8) at the lower left corner.



Account Information

Current password

Enter your current password to change the *E-mail address* or *Password*. Request new password.

E-mail address *

van.beydler@dnr.mo.gov

A valid e-mail address. All e-mails from the syste ll 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

Password quality:

Confirm password

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

Personal Information

Real Name *

Van Beydler

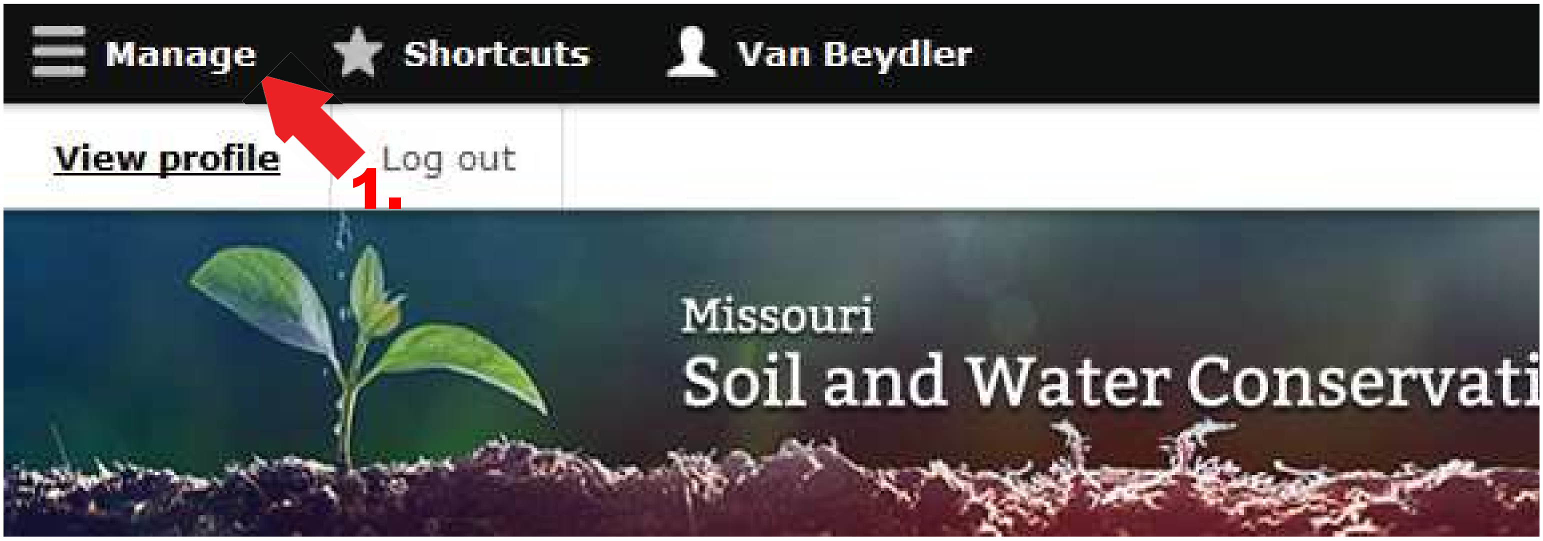
Will not be displayed to public unless explicitly noted in a content type (e.g., if the site implements a blog, and blog posts display their author). Used to identify people who have worked on content more clearly than by username.

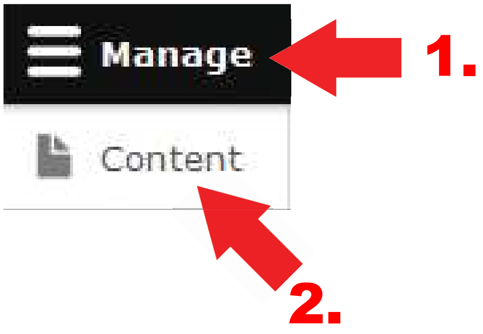
Agency *

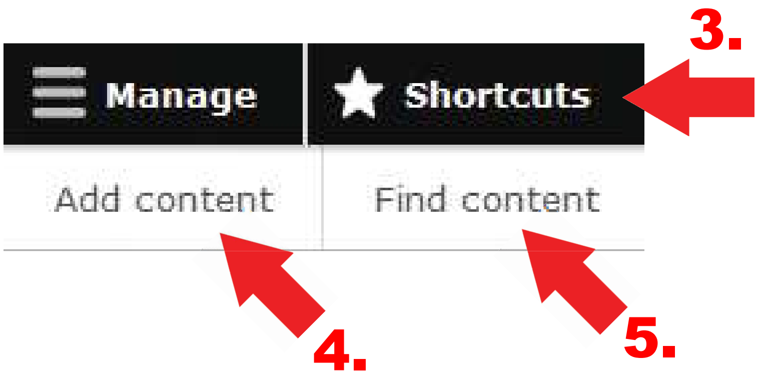
Department of Natural Resources

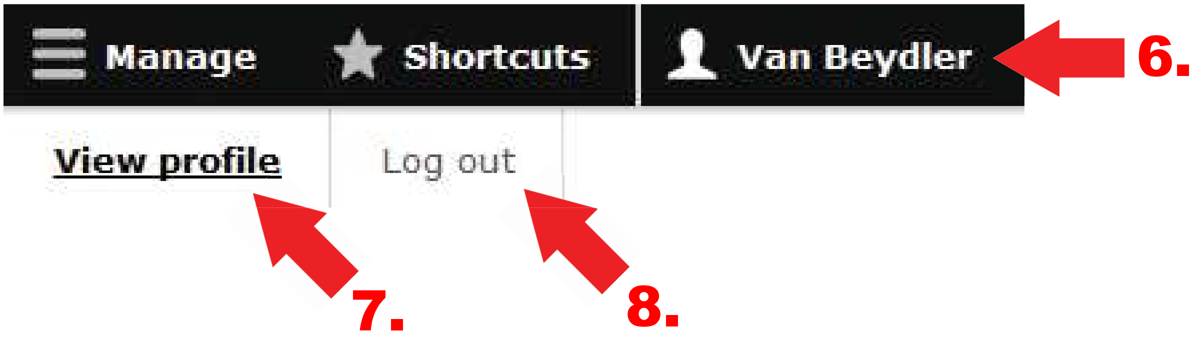
How to Navigate in Drupal

Click on “Manage” (1) to show the “Content” (2) drop down box.
Click on “Shortcuts” (3) to show the “Add Content” (4) and “Find Content” (5) drop down boxes.
Click on your name (6) to show the “View Profile” (7) and “Log Out” (8) drop down boxes.


Manage
Shortcuts
Van Beydler
View profile
Log out
1.
Missouri
Soil and Water Conservati


Manage
1.
Content
2.


3.
Manage
Shortcuts
Add content
Find content
4.
5.

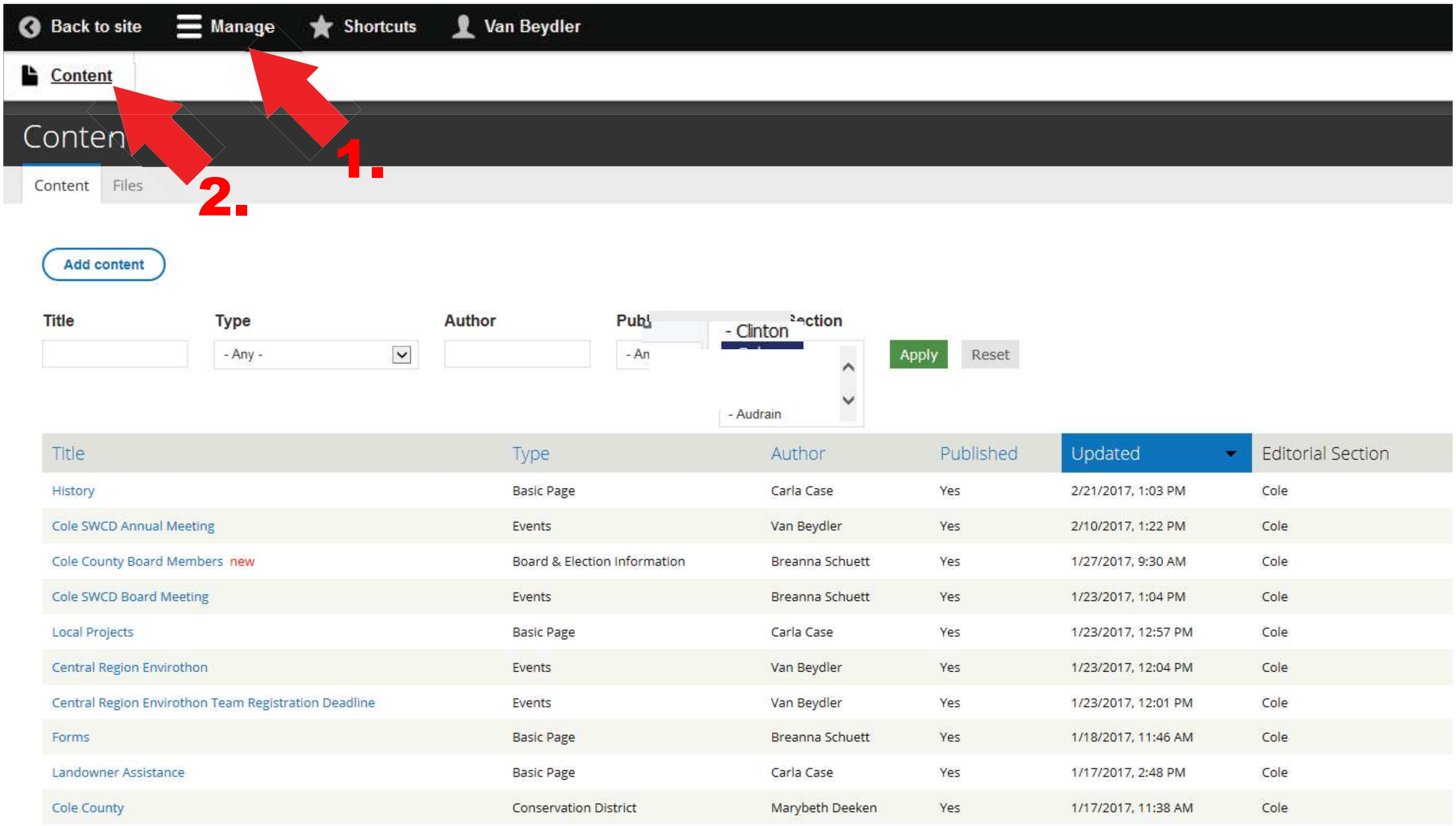

Manage
Shortcuts
Van Beydler
6.
View profile
Log out
7.
8.

Content Types

A single website can contain many types of content, such as informational pages, news items, events, meetings, etc. For the SWCD site, you will have access to edit the following content types:

- Basic Pages
- Events
- Gallery
- Job Opportunities
- News
- Rental Equipment

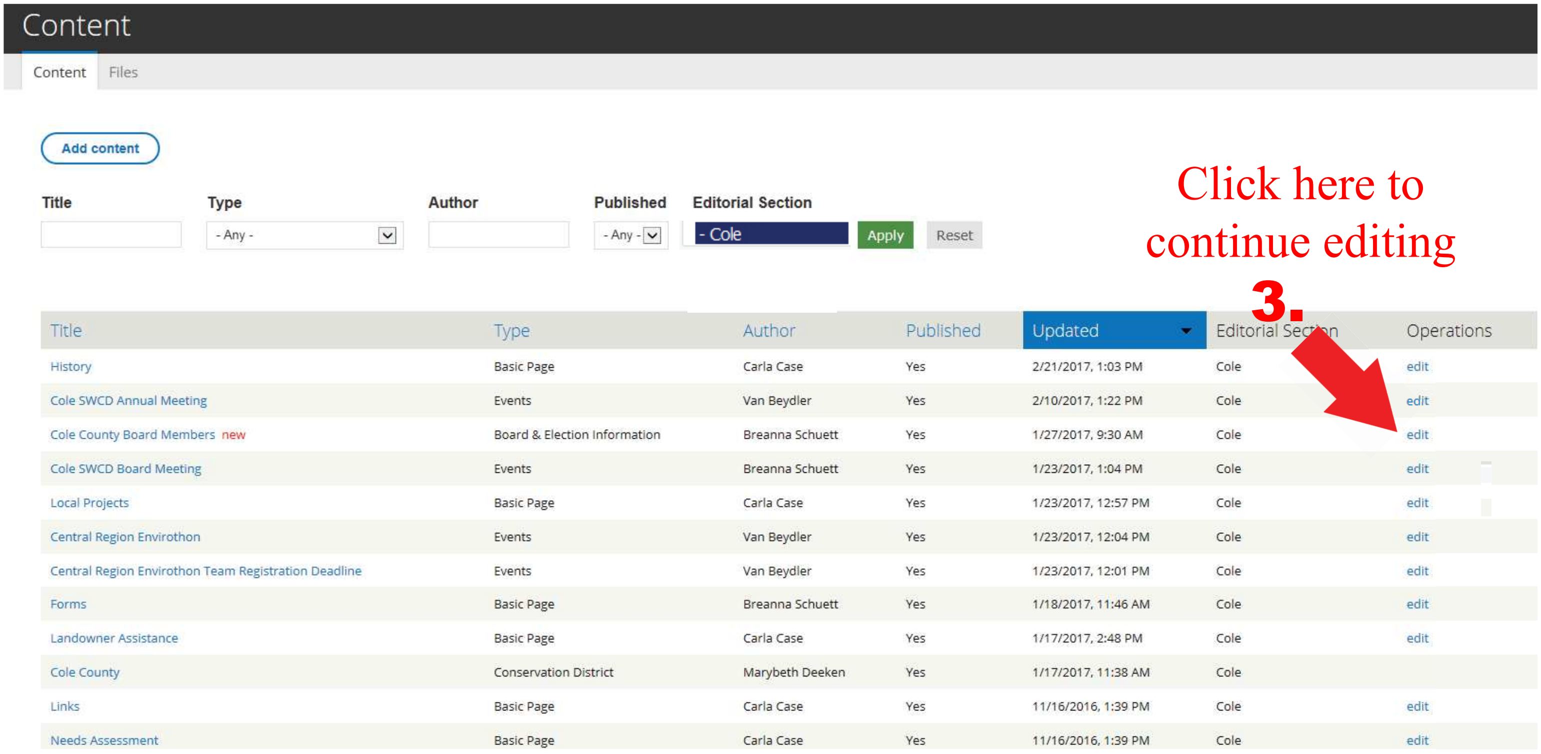
Click on “Manage” (1) and “Content” (2) to see the pages you can edit. For this example, we are showing the files available to edit for Cole County.


Back to site
Manage
Shortcuts
Van Beydler
Content
Conten
1.
2.
Content
Files
Add content
Title
Type
- Any -
Author
Publ
ection
- An
- Clinton
- Audrain
Apply
Reset

Title	Type	Author	Published	Updated	Editorial Section
History	Basic Page	Carla Case	Yes	2/21/2017, 1:03 PM	Cole
Cole SWCD Annual Meeting	Events	Van Beydler	Yes	2/10/2017, 1:22 PM	Cole
Cole County Board Members new	Board & Election Information	Breanna Schuett	Yes	1/27/2017, 9:30 AM	Cole
Cole SWCD Board Meeting	Events	Breanna Schuett	Yes	1/23/2017, 1:04 PM	Cole
Local Projects	Basic Page	Carla Case	Yes	1/23/2017, 12:57 PM	Cole
Central Region Envirothon	Events	Van Beydler	Yes	1/23/2017, 12:04 PM	Cole
Central Region Envirothon Team Registration Deadline	Events	Van Beydler	Yes	1/23/2017, 12:01 PM	Cole
Forms	Basic Page	Breanna Schuett	Yes	1/18/2017, 11:46 AM	Cole
Landowner Assistance	Basic Page	Carla Case	Yes	1/17/2017, 2:48 PM	Cole
Cole County	Conservation District	Marybeth Deeken	Yes	1/17/2017, 11:38 AM	Cole

The content area shows you a list of all webpages that make up your district website. Here you can select the webpages for editing or to send for review.

If you want to edit an existing page, click on the “Edit Link” (3) under the “Operations Column” to open the page listed on the far right. For example, clicking edit (3) on the *Cole County Board Members* page will open that page for editing.

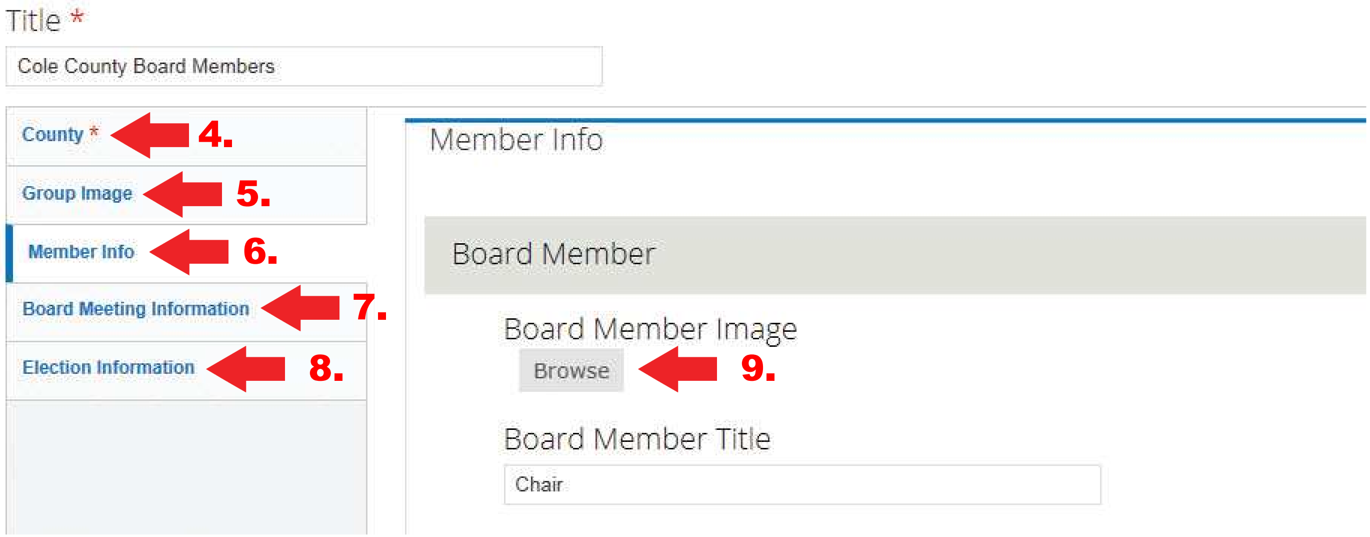


Title
Type: - Any -
Author
Published: - Any -
Editorial Section: - Cole

Click here to continue editing

Title	Type	Author	Published	Updated	Editorial Section	Operations
History	Basic Page	Carla Case	Yes	2/21/2017, 1:03 PM	Cole	edit
Cole SWCD Annual Meeting	Events	Van Beydler	Yes	2/10/2017, 1:22 PM	Cole	edit
Cole County Board Members new	Board & Election Information	Breanna Schuett	Yes	1/27/2017, 9:30 AM	Cole	edit
Cole SWCD Board Meeting	Events	Breanna Schuett	Yes	1/23/2017, 1:04 PM	Cole	edit
Local Projects	Basic Page	Carla Case	Yes	1/23/2017, 12:57 PM	Cole	edit
Central Region Envirothon	Events	Van Beydler	Yes	1/23/2017, 12:04 PM	Cole	edit
Central Region Envirothon Team Registration Deadline	Events	Van Beydler	Yes	1/23/2017, 12:01 PM	Cole	edit
Forms	Basic Page	Breanna Schuett	Yes	1/18/2017, 11:46 AM	Cole	edit
Landowner Assistance	Basic Page	Carla Case	Yes	1/17/2017, 2:48 PM	Cole	edit
Cole County	Conservation District	Marybeth Deeken	Yes	1/17/2017, 11:38 AM	Cole	
Links	Basic Page	Carla Case	Yes	11/16/2016, 1:39 PM	Cole	edit
Needs Assessment	Basic Page	Carla Case	Yes	11/16/2016, 1:39 PM	Cole	edit

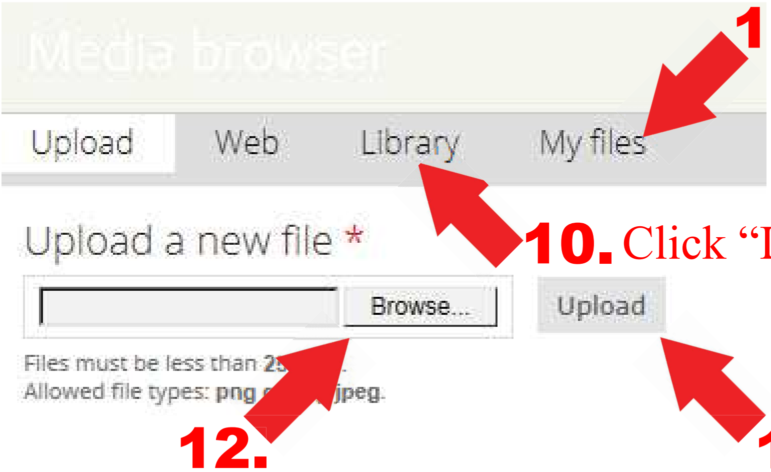
Clicking edit opens the “Board Members” editing template. Choose your county (4). There are navigation links on the left to allow you to edit a group image (5), member info (6) board meeting information (7) and election information (8). Clicking “Member Info” (6) opens another editing template to add text and an individual photo about the board member. Simply fill in the pre-formatted boxes to add or edit information about each board member. To add an individual board member’s image, click the “Board Member Image” (9) browse button.



Title *: Cole County Board Members

Board Member Title: Chair

This will bring up “Media Browser” and if you have files to upload, do it here. If you have already uploaded the files, you can go to the “Library” (10) tab. The “My Files” (11) tab shows files you have already uploaded. “Upload a New File” (12) lets you pick a new file from your PC. Most often you will use “Upload a New File” (12). Click the “Browse” (12) button to find the image or graphic on your PC. Choose your file then click “Upload” (13).


Media browser
Upload
Web
Library
My files
Upload a new file *
Browse...
Upload

Files must be less than 25
Allowed file types: png jpeg.

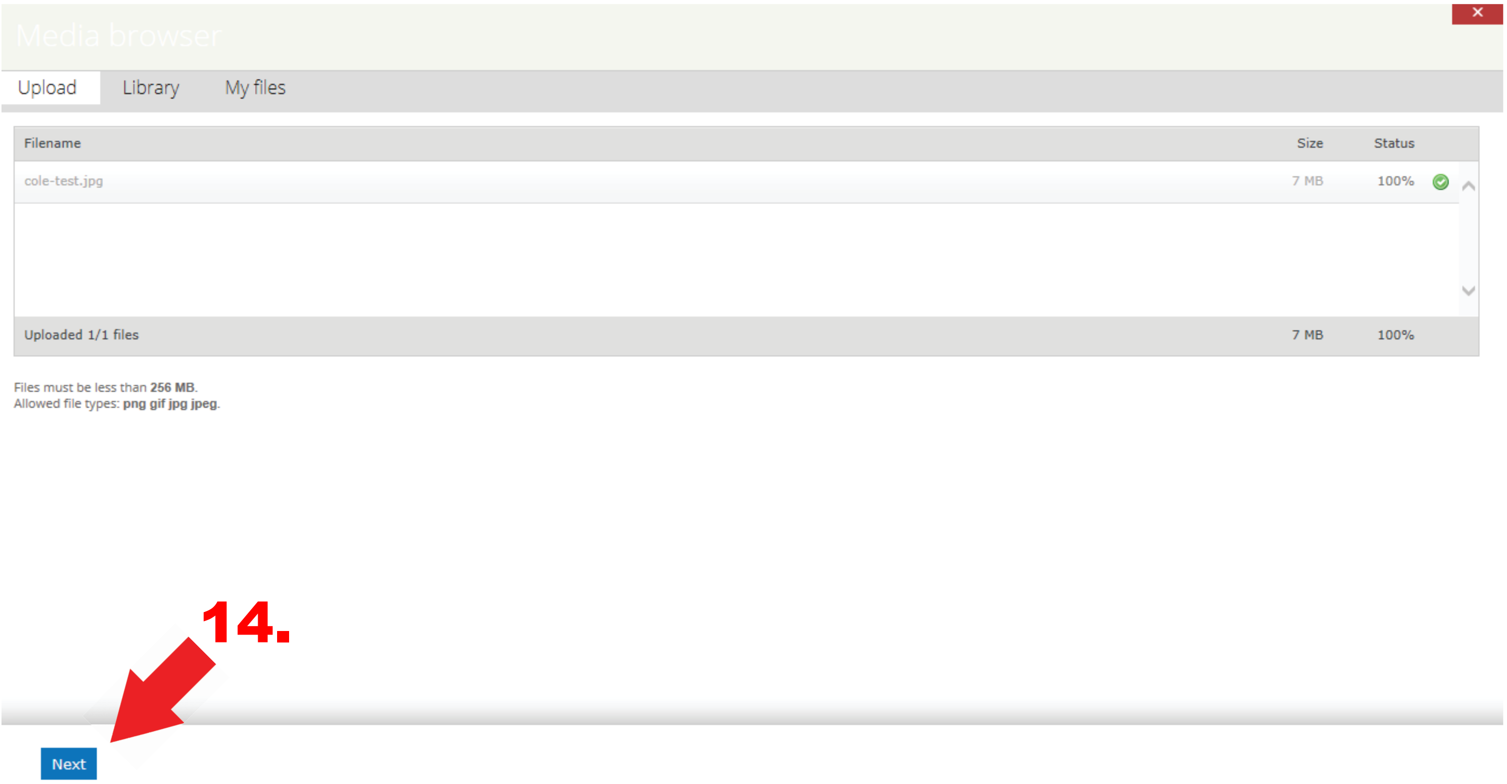
11. Click “My Files” to see files you have already uploaded

10. Click “Library” to see all district uploaded files

12. Click “Browse” to add new files

13. Upload

Click “Next” (14).

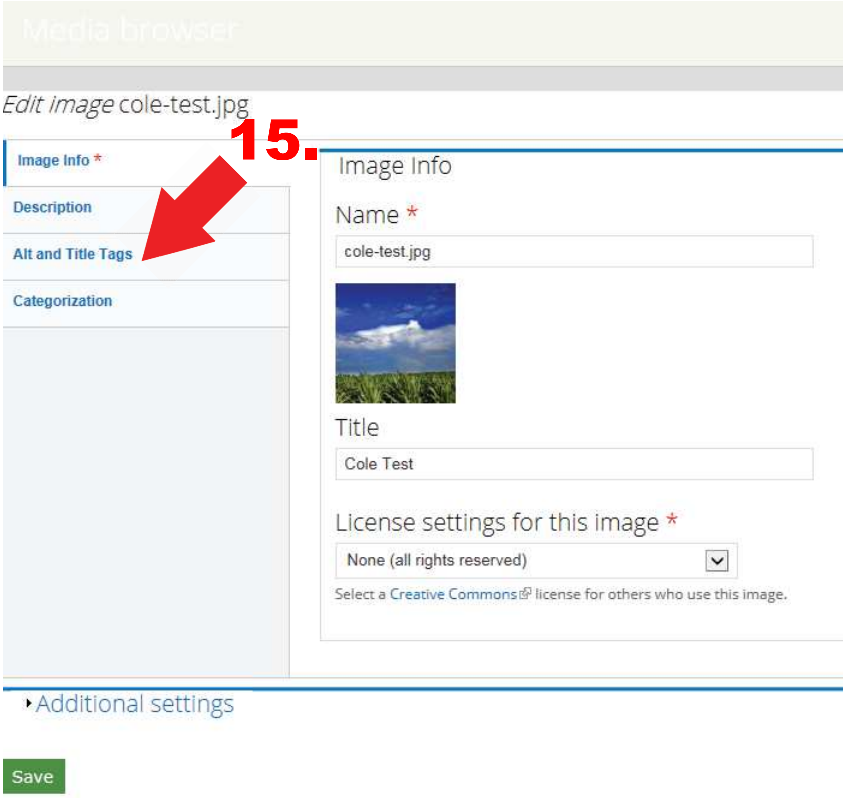

Media browser
×
Upload
Library
My files
Next

Filename	Size	Status
cole-test.jpg	7 MB	100% ✓
Uploaded 1/1 files	7 MB	100%

Files must be less than **256 MB**.
Allowed file types: **png gif jpg jpeg**.

14.

This opens the “Image Info” window that lists the images you uploaded. Click on the “Alt and Title Tags” (15) tab.


Media browser
15.
Image Info *
Description
Alt and Title Tags
Categorization
Additional settings
Save

Edit image cole-test.jpg

Image Info

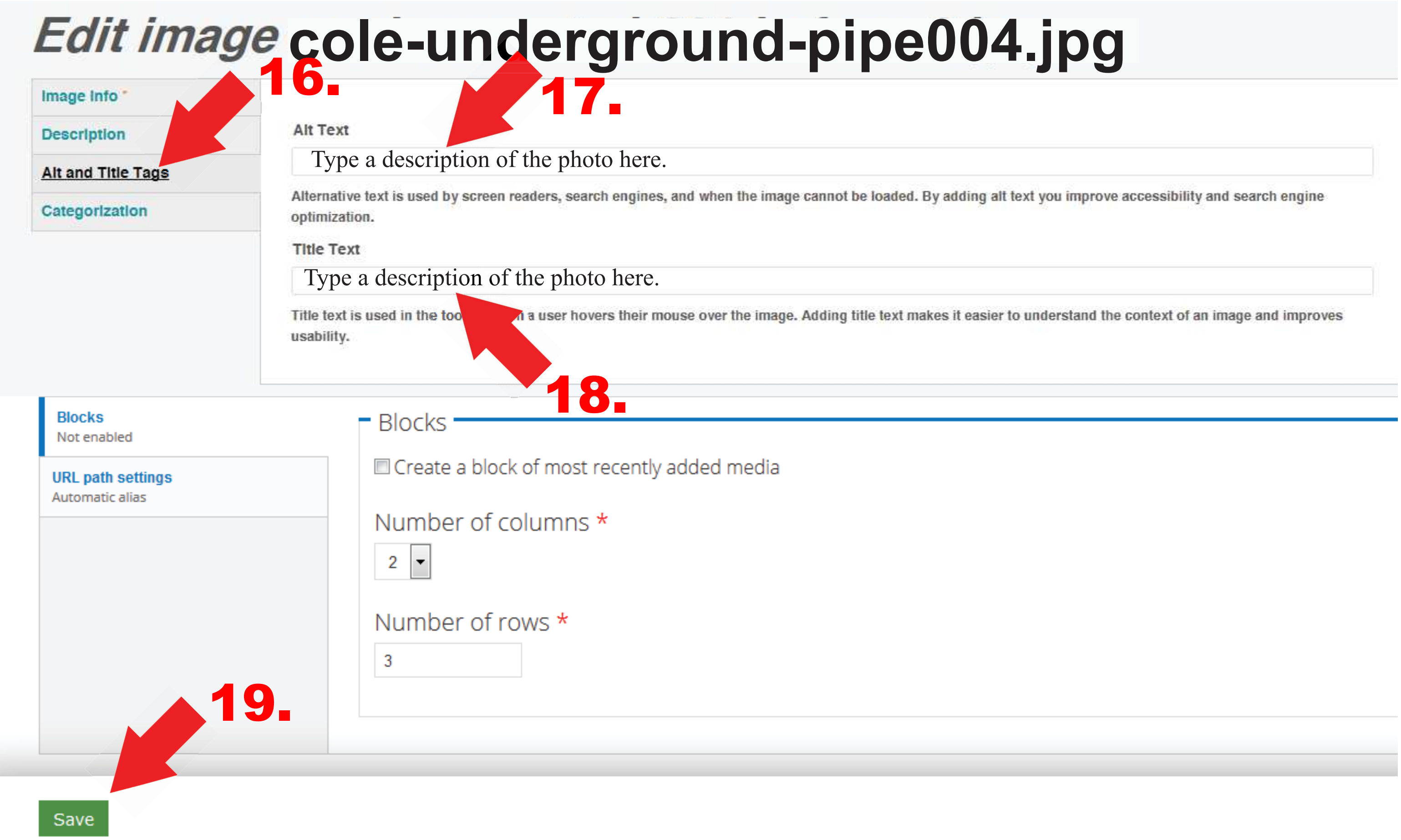
Name *: cole-test.jpg

Title: Cole Test

License settings for this image *: None (all rights reserved)

Select a Creative Commons license for others who use this image.

Under the “Alt and Title Tags” (16) tab, type text describing each photo in the “Alt Text” (17) and “Title Text” (18) boxes. The text should be the same in both boxes. This alternate text is something we do now for every photo added to the gallery of State of Missouri websites. The Alt Text explains what is going on in the picture to a sight-impaired person. After “Alternate Text” and “Title Text” has been added to every photo, click “Save” (19).


16.
17.
18.
19.
Image Info *
Description
Alt and Title Tags
Categorization
Blocks
Not enabled
URL path settings
Automatic alias
Save

Edit image cole-underground-pipe004.jpg

Alt Text: Type a description of the photo here.

Alternative text is used by screen readers, search engines, and when the image cannot be loaded. By adding alt text you improve accessibility and search engine optimization.

Title Text: Type a description of the photo here.

Title text is used in the too [illegible] a user hovers their mouse over the image. Adding title text makes it easier to understand the context of an image and improves usability.

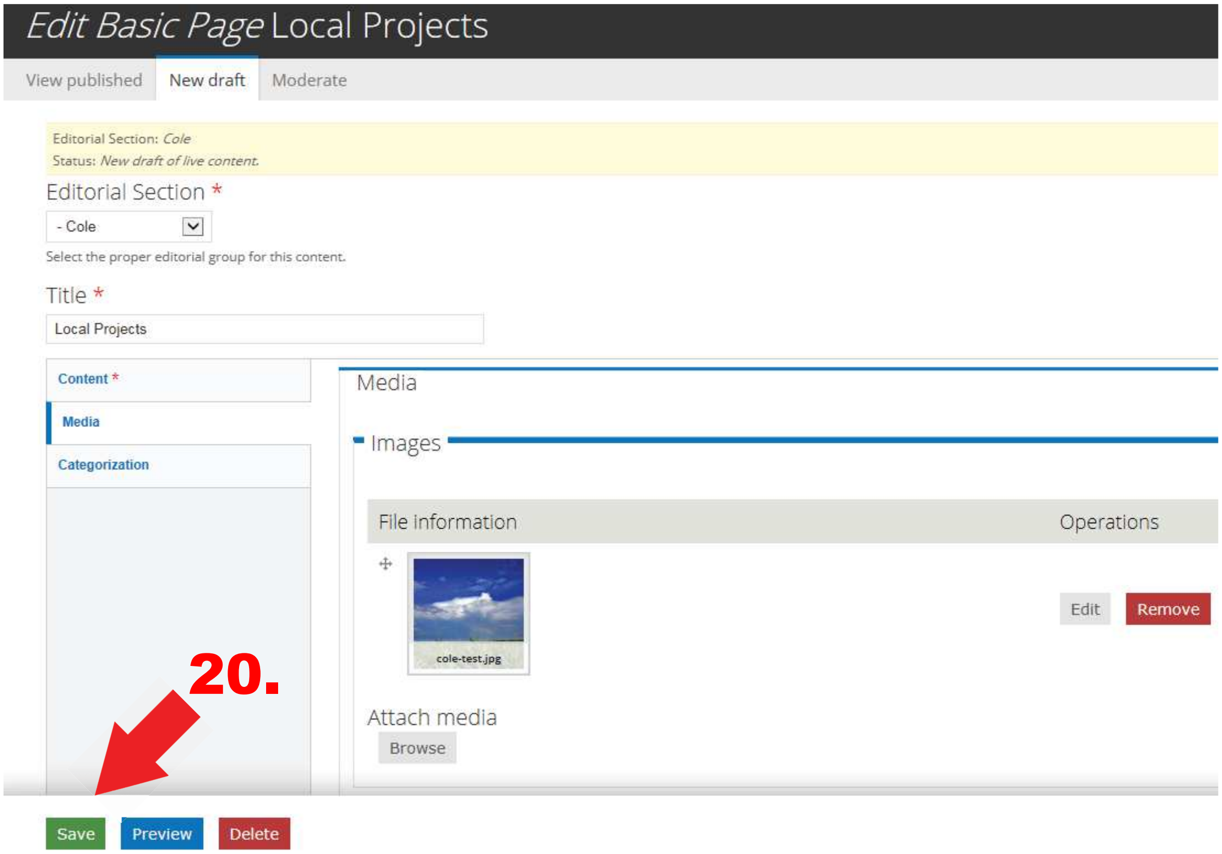
Blocks

☐ Create a block of most recently added media

Number of columns *: 2

Number of rows *: 3

This will show a thumbnail of the image. Click “Save” (20).



Edit Basic Page Local Projects

Editorial Section: *Cole*
Status: *New draft of live content.*

Editorial Section *: - Cole

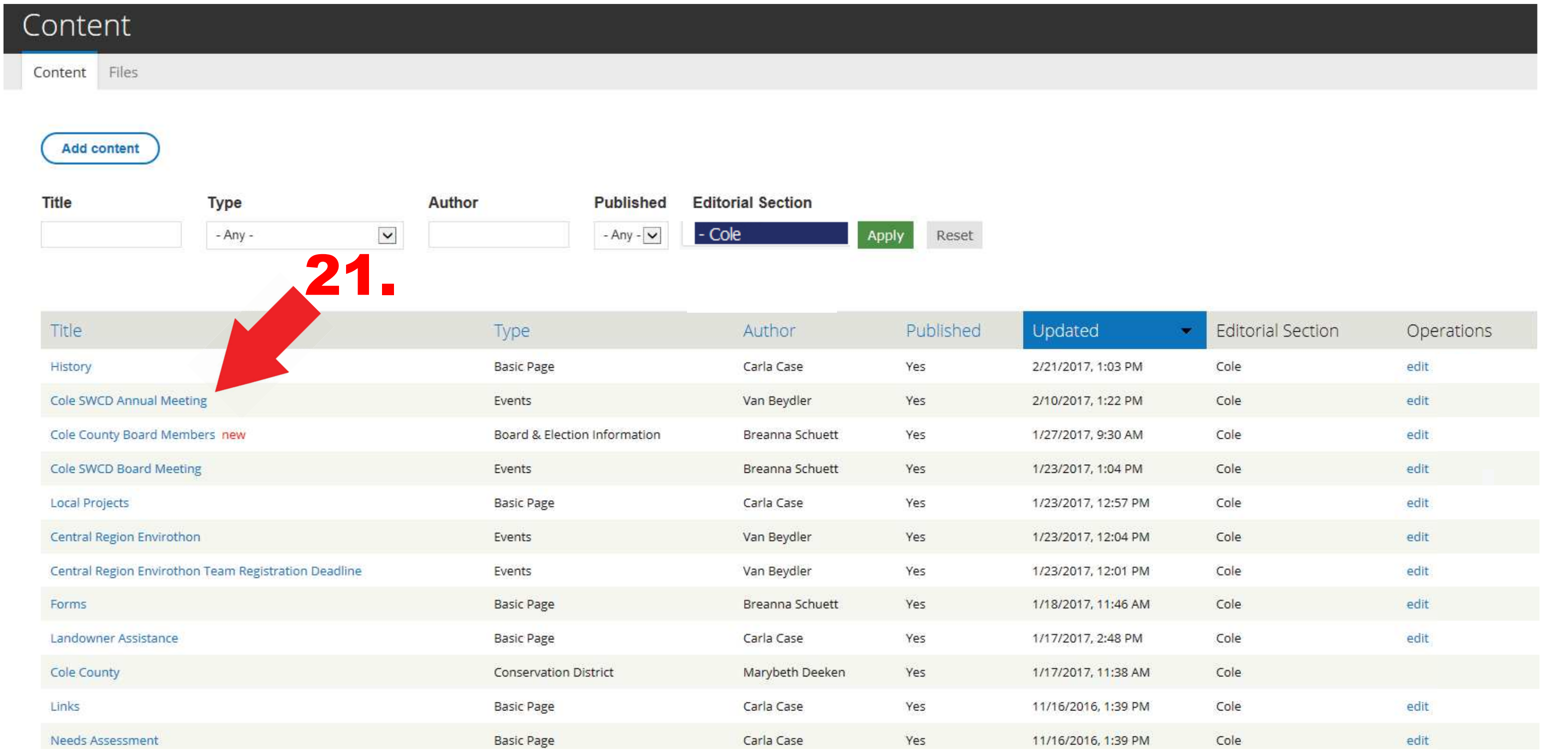
Select the proper editorial group for this content.

Title *: Local Projects

View published
New draft
Moderate
Content *
Media
Categorization
Media
Images
File information
Operations
cole-test.jpg
Edit
Remove
Attach media
Browse
20.
Save
Preview
Delete

IMPORTANT: You should always click “Save” to create a draft. Do not use the mouse back button or click on “Content” before clicking “Save” or you will lose all your edits.

This will return you to the “Content” page. To send the page to be published, click the name of the file, in this case *Cole County Board Members* (21), under the “TITLE” column.



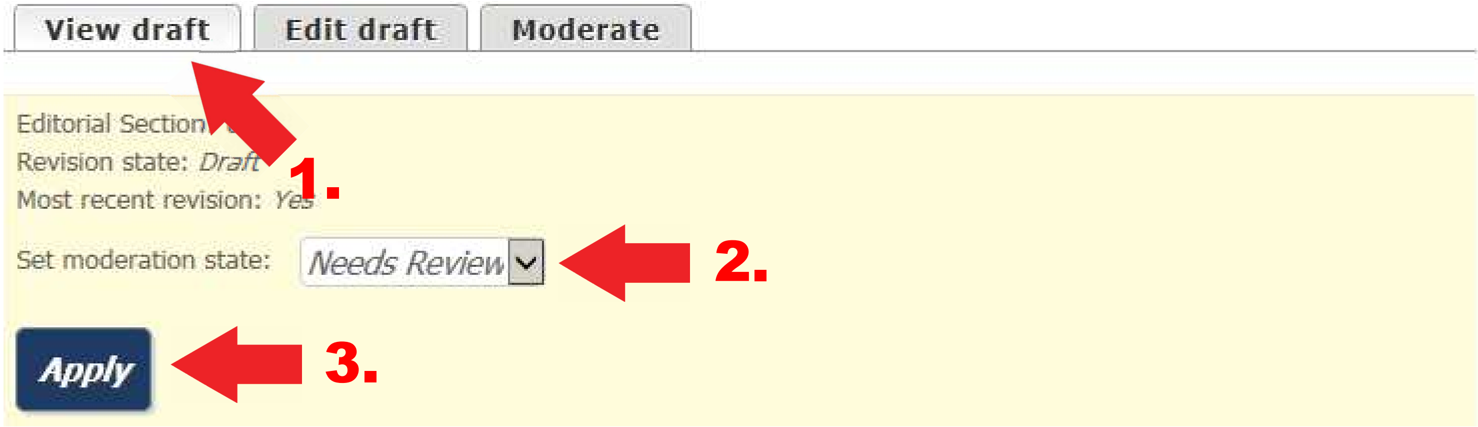
Content

Title:
Type: - Any -
Author:
Published: - Any -
Editorial Section: - Cole

Title	Type	Author	Published	Updated	Editorial Section	Operations
History	Basic Page	Carla Case	Yes	2/21/2017, 1:03 PM	Cole	edit
Cole SWCD Annual Meeting	Events	Van Beydler	Yes	2/10/2017, 1:22 PM	Cole	edit
Cole County Board Members new	Board & Election Information	Breanna Schuett	Yes	1/27/2017, 9:30 AM	Cole	edit
Cole SWCD Board Meeting	Events	Breanna Schuett	Yes	1/23/2017, 1:04 PM	Cole	edit
Local Projects	Basic Page	Carla Case	Yes	1/23/2017, 12:57 PM	Cole	edit
Central Region Envirothon	Events	Van Beydler	Yes	1/23/2017, 12:04 PM	Cole	edit
Central Region Envirothon Team Registration Deadline	Events	Van Beydler	Yes	1/23/2017, 12:01 PM	Cole	edit
Forms	Basic Page	Breanna Schuett	Yes	1/18/2017, 11:46 AM	Cole	edit
Landowner Assistance	Basic Page	Carla Case	Yes	1/17/2017, 2:48 PM	Cole	edit
Cole County	Conservation District	Marybeth Deeken	Yes	1/17/2017, 11:38 AM	Cole	
Links	Basic Page	Carla Case	Yes	11/16/2016, 1:39 PM	Cole	edit
Needs Assessment	Basic Page	Carla Case	Yes	11/16/2016, 1:39 PM	Cole	edit

Content
Files
Add content
Apply
Reset
21.

A page will open that will allow you to view a draft of your update. Under the “View Draft” (1) tab is a “Needs Reviewed” (2) window. “Needs Reviewed” is the default. To submit the page for review click the “Apply” (3) button. This will send an email to notify the Soil and Water Conservation Program that a new update is ready to be reviewed by the program and published. The program will review the page for style and consistency and may ask you to rework a page or it’s attachments before it is published.



Editorial Section

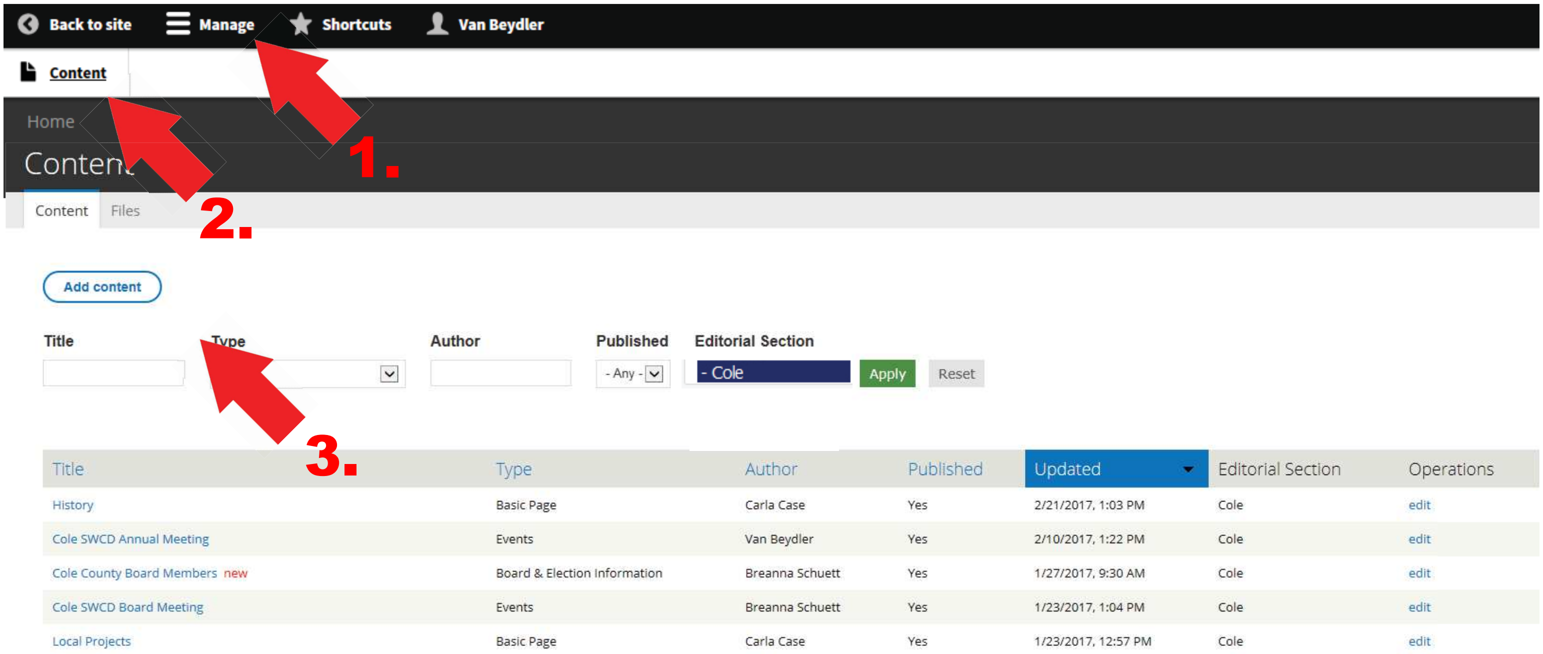
Revision state: *Draft*

Most recent revision: *Yes*

Set moderation state: *Needs Review*

Basic Page Template - How to Create a New Page

To create a brand new page, click “Manage” (1), click “Content” (2), click the “Add Content” (3) button.

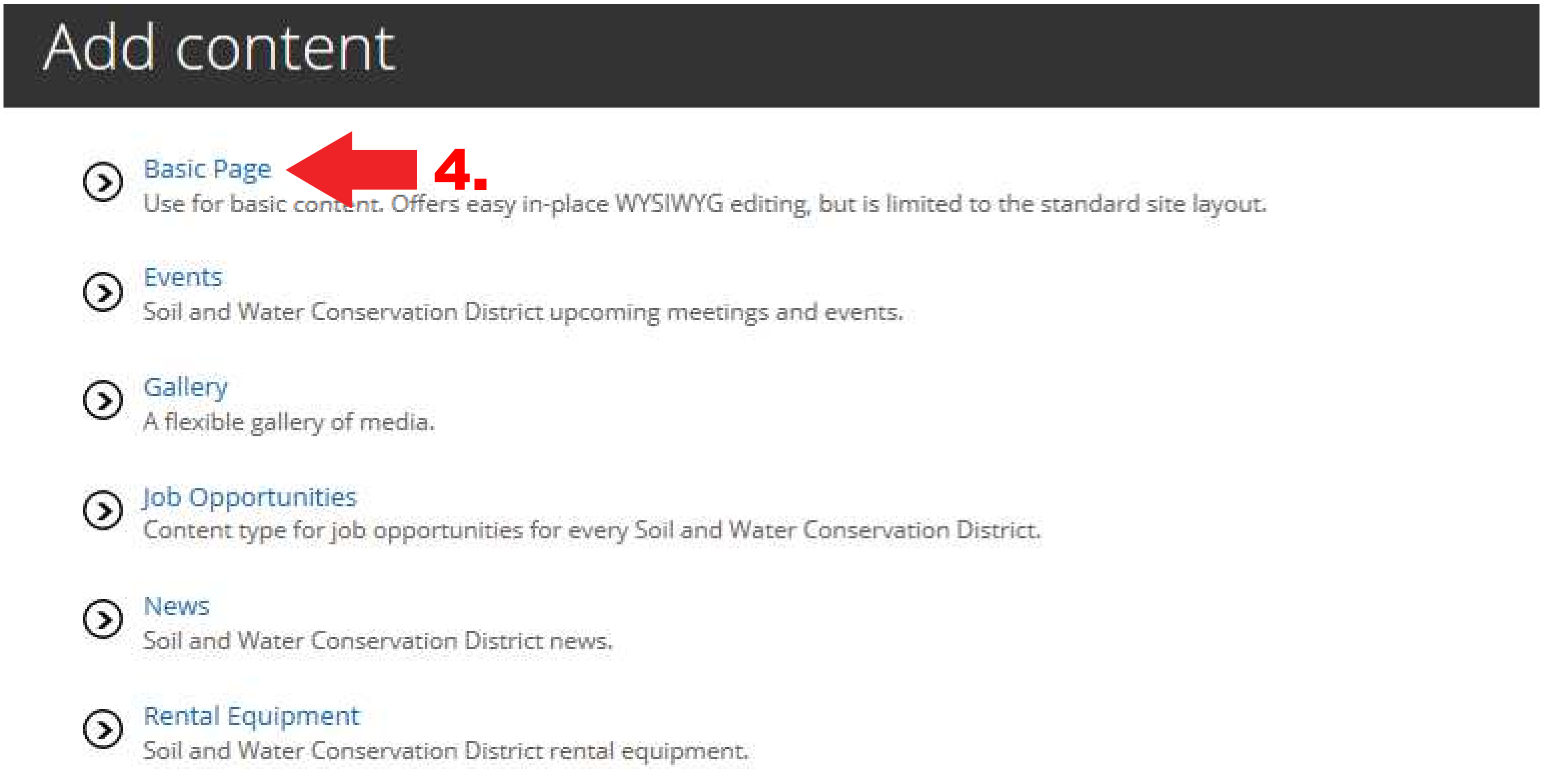

Back to site
Manage
Shortcuts
Van Beydler
Content
1.
Home
Content
2.
Content
Files
Add content
Title
Type
Author
Published
Editorial Section
- Any -
- Cole
Apply
Reset
3.

Title	Type	Author	Published	Updated	Editorial Section	Operations
History	Basic Page	Carla Case	Yes	2/21/2017, 1:03 PM	Cole	edit
Cole SWCD Annual Meeting	Events	Van Beydler	Yes	2/10/2017, 1:22 PM	Cole	edit
Cole County Board Members new	Board & Election Information	Breanna Schuett	Yes	1/27/2017, 9:30 AM	Cole	edit
Cole SWCD Board Meeting	Events	Breanna Schuett	Yes	1/23/2017, 1:04 PM	Cole	edit
Local Projects	Basic Page	Carla Case	Yes	1/23/2017, 12:57 PM	Cole	edit

A page will open that will allow you to select which kind of template you want to use to create a new page. Options include:

- Basic Page
- Events
- Gallery
- Job Opportunities
- News
- Rental Equipment

Click the “Basic Page” (4) link.



Add content

Basic Page
Use for basic content. Offers easy in-place WYSIWYG editing, but is limited to the standard site layout.

Events
Soil and Water Conservation District upcoming meetings and events.

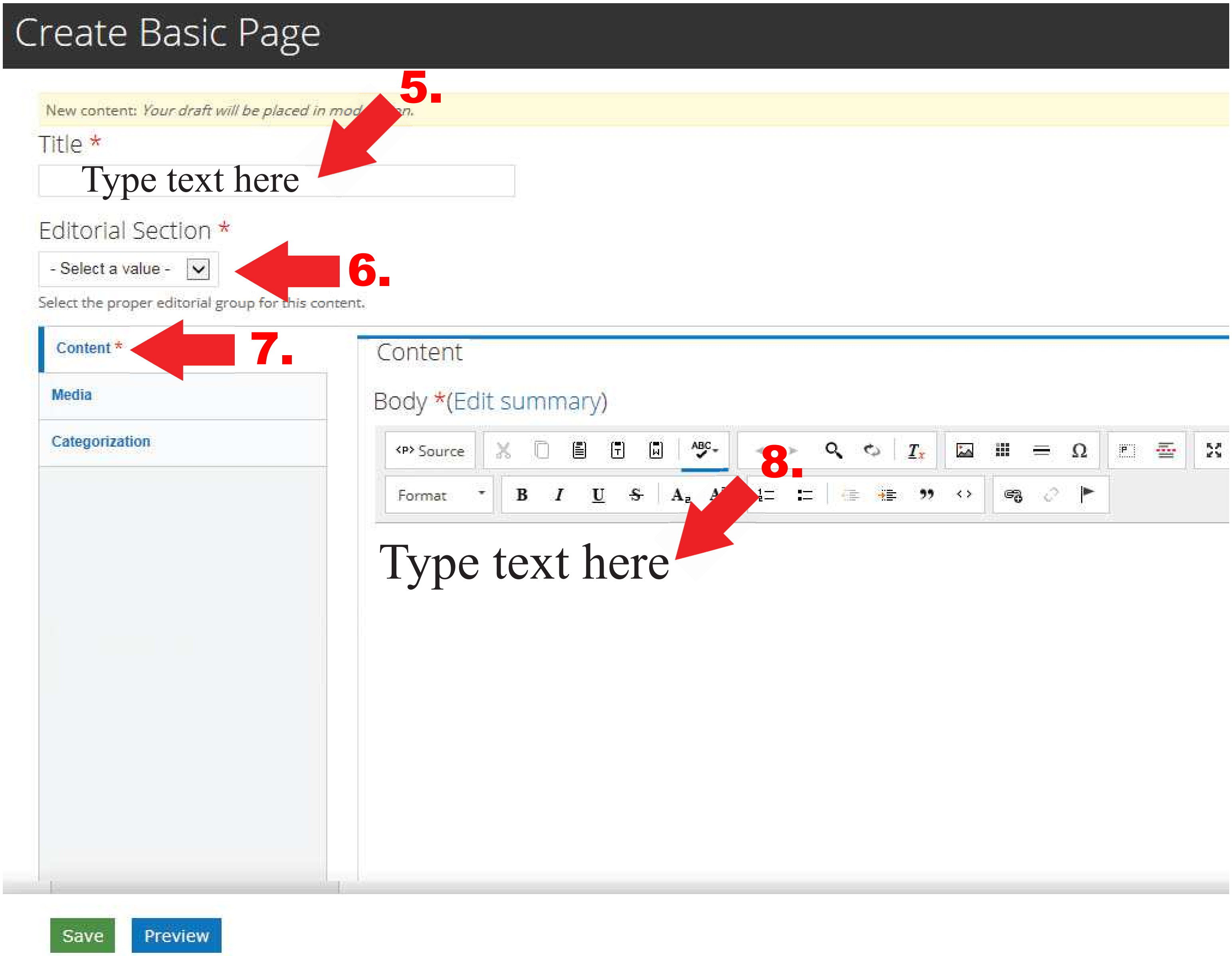
Gallery
A flexible gallery of media.

Job Opportunities
Content type for job opportunities for every Soil and Water Conservation District.

News
Soil and Water Conservation District news.

Rental Equipment
Soil and Water Conservation District rental equipment.

On this page you will create a title for the basic page by typing in the “Title” (5) window. Under “Editorial Section” (6) choose your county in the dropdown box. Under the “Content” (7) tab, type text in the “Body” (8) window and format it using the taskbar.


Create Basic Page

New content: *Your draft will be placed in mod... n.*

Title *: Type text here

Editorial Section *: - Select a value -

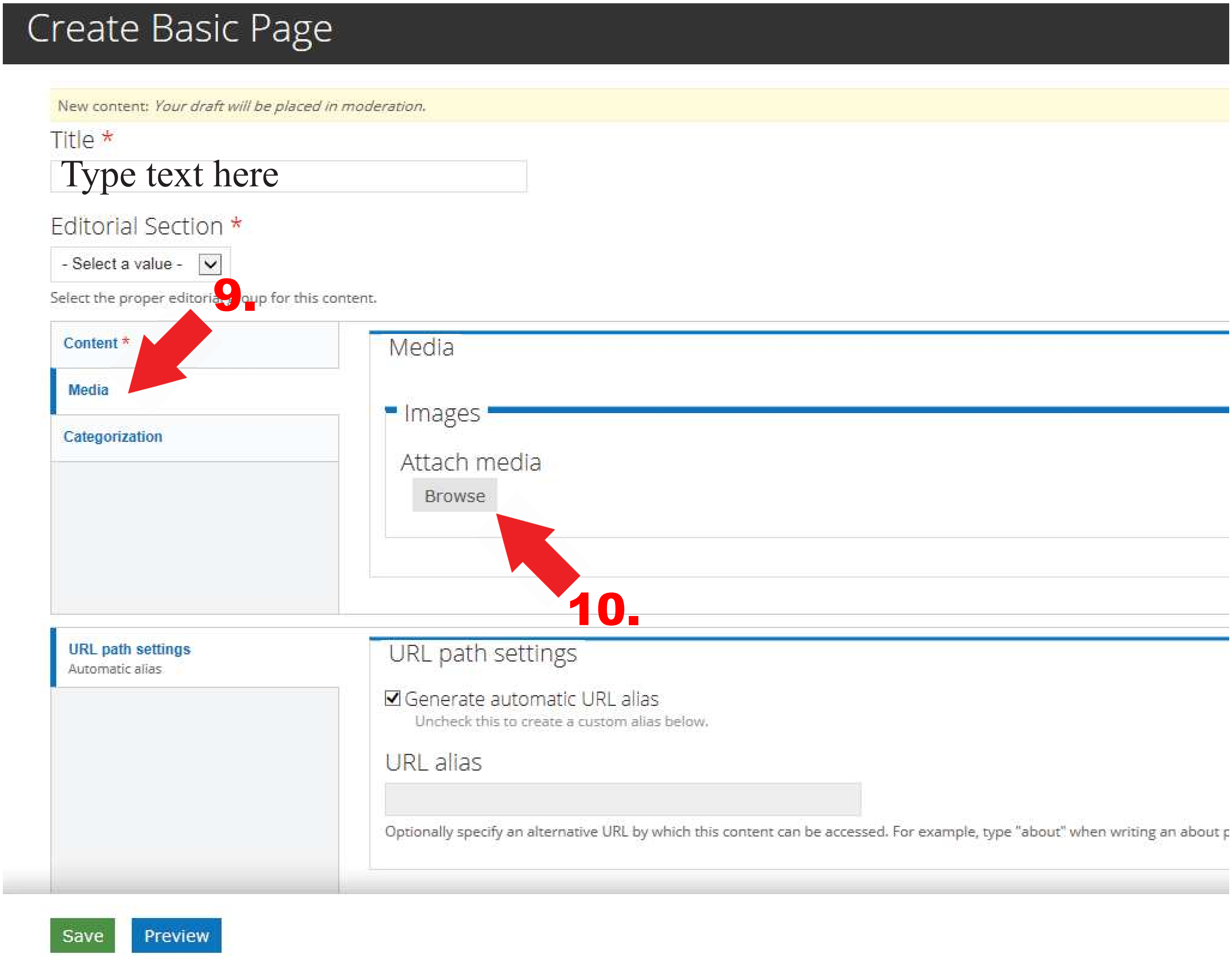
Select the proper editorial group for this content.

Body *(Edit summary): Type text here

IMPORTANT: You should always click “Save” to create a draft. Do not use the mouse back button or click on “Content” before clicking “Save” or you will lose all your edits. You can click “Save” any time you are within the edit mode to save the draft and then use your back button to return to editing.

Under the “Media” (9) tab, you can add images. Click the “Browse” (10) button to add an image or other media such as a PDF.

Note: See an alternate method to insert an image on page 29.


Create Basic Page
Content *
Media
Categorization
Media
Images
Attach media
Browse
9.
10.
URL path settings
Automatic alias
URL path settings
Save
Preview

New content: *Your draft will be placed in moderation.*

Title *

Type text here

Editorial Section *

- Select a value -

Select the proper editoria oup for this content.

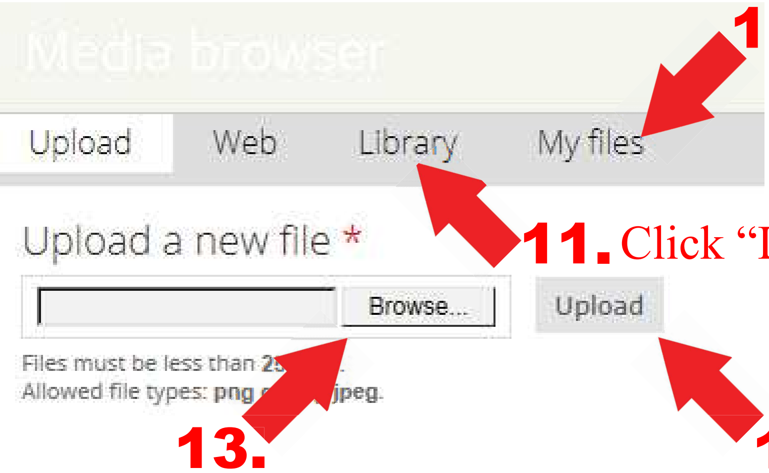
☑ Generate automatic URL alias

Uncheck this to create a custom alias below.

URL alias

Optionally specify an alternative URL by which this content can be accessed. For example, type "about" when writing an about p

This will bring up “Media Browser” and if you have files to upload, do it here. If you have already uploaded the files, you can go to the “Library” (11) tab. The “My Files” (12) tab shows files you have already uploaded. “Upload a New File” (13) lets you pick a new file from your PC. Most often you will use “Upload a New File” (13). Click the “Browse” (13) button to find the image or graphic on your PC. Choose your file then click “Upload” (14).


Media browser
Upload
Web
Library
My files
Upload a new file *
Browse...
Upload
Files must be less than 2
Allowed file types: png jpeg.

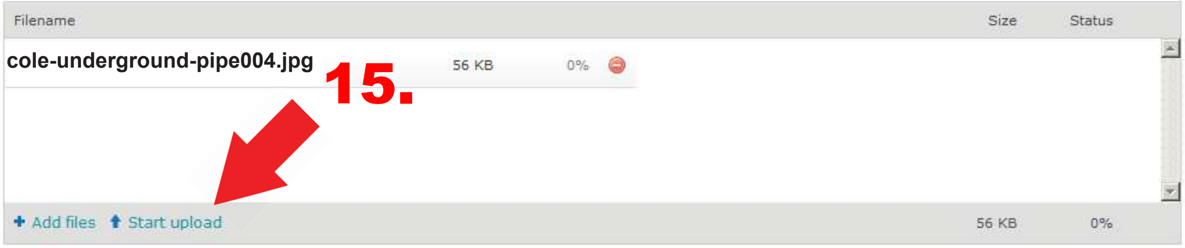
12. Click “My Files” to see files you have already uploaded

11. Click “Library” to see all district uploaded files

13. Click “Browse” to add new files

14. Upload

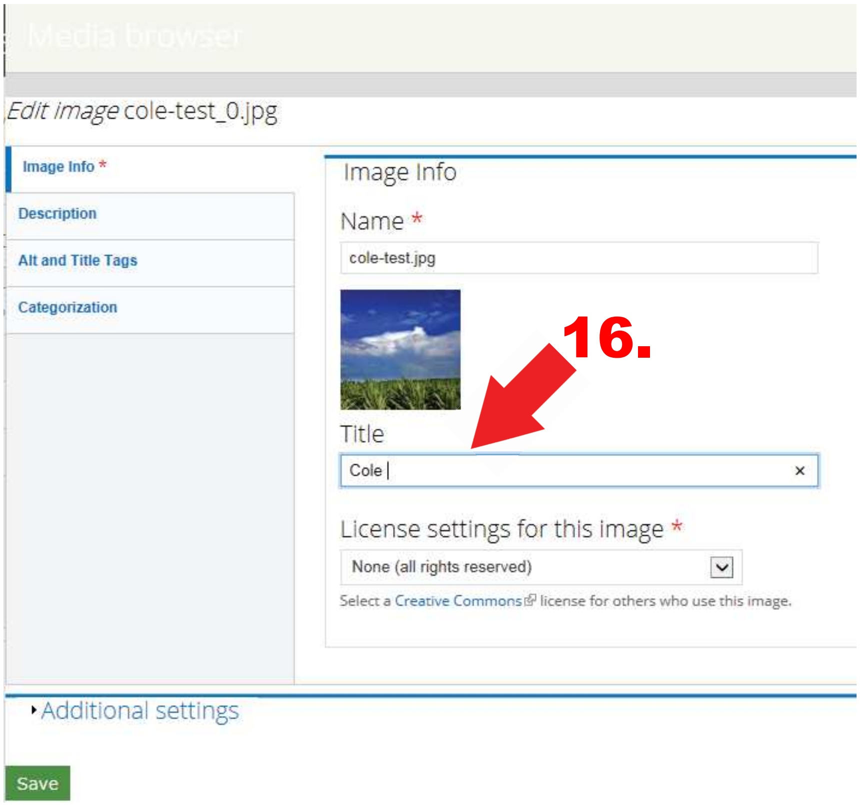
You will see the filename added in the window. You then need to click “Start Upload” (15) to move the file from your computer to Drupal.


Filename
Size
Status
+ Add files
Start upload
56 KB
0%

Filename	Size	Status
cole-underground-pipe004.jpg	56 KB	0%

15.

A preview of the image will show in the next window. You can change the title under the “Title” (16) window.


Media browser
Image Info *
Description
Alt and Title Tags
Categorization
Image Info
Additional settings
Save

Edit image cole-test_0.jpg

Name *: cole-test.jpg

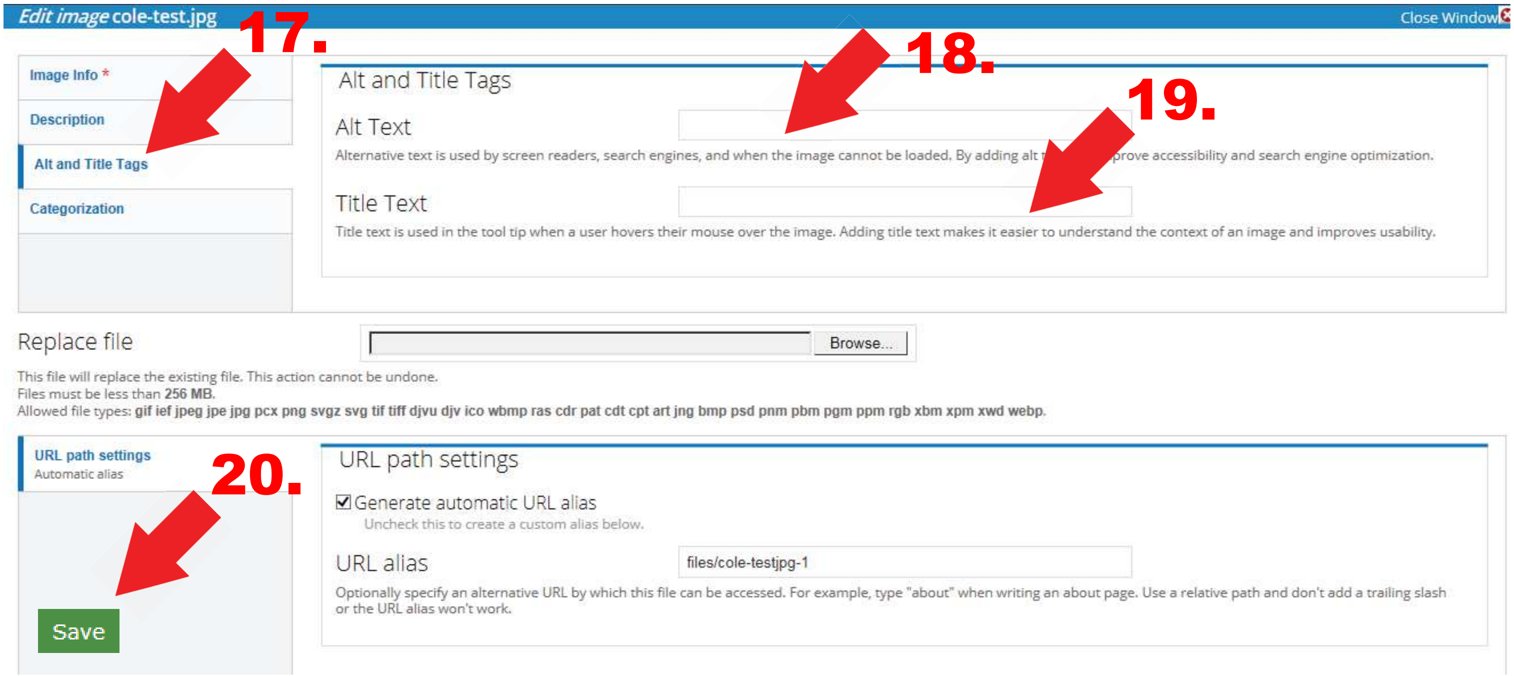
Title: Cole

License settings for this image *: None (all rights reserved)

Select a Creative Commons license for others who use this image.

16.

Click the “Alt and Title Tags” (17) tab to add alternate text (18) to the image. Alternate text and title text should be the same. Alternate text is used by screen readers, search engines, and when the image cannot be loaded. By adding alternate text you improve accessibility and search engine optimization and assist visually impaired people who visit your pages. After adding alternate text (18) and title text (19), click “Save” (20).


Edit image cole-test.jpg
Close Window
17.
18.
19.
20.
Image Info *
Description
Alt and Title Tags
Categorization
Alt and Title Tags
Browse...
URL path settings
Automatic alias
URL path settings
Save

Alt Text

Alternative text is used by screen readers, search engines, and when the image cannot be loaded. By adding alt t prove accessibility and search engine optimization.

Title Text

Title text is used in the tool tip when a user hovers their mouse over the image. Adding title text makes it easier to understand the context of an image and improves usability.

Replace file

This file will replace the existing file. This action cannot be undone.
Files must be less than **256 MB**.
Allowed file types: **gif ief jpeg jpe jpg pcx png svgz svg tif tiff djvu djv ico wbmp ras cdr pat cdt cpt art jng bmp psd pnm pbm pgm ppm rgb xbm xpm xwd webp**.

☑ Generate automatic URL alias
Uncheck this to create a custom alias below.

URL alias: files/cole-testjpg-1

Optionally specify an alternative URL by which this file can be accessed. For example, type "about" when writing an about page. Use a relative path and don't add a trailing slash or the URL alias won't work.

Click the “Categorization” (21) tab to add a tag (22) to the image. The tag to enter is your county name. By adding the tag you can sort your files in Drupal, making them easier to find when using the tag search option. After adding the tag, click “Save” (23). Note: Add a tag to all uploaded files including images, PDFs, docx, etc.

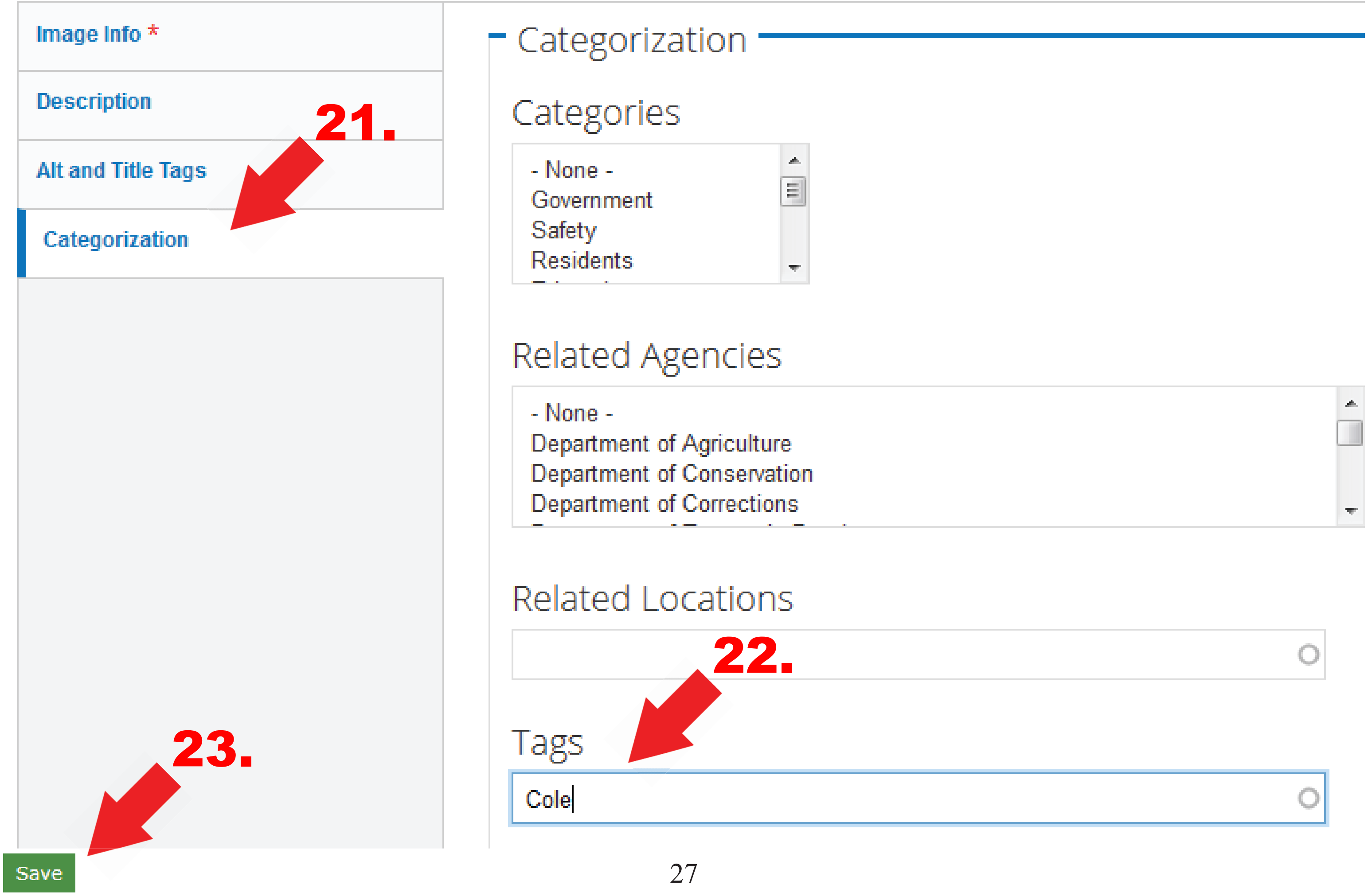
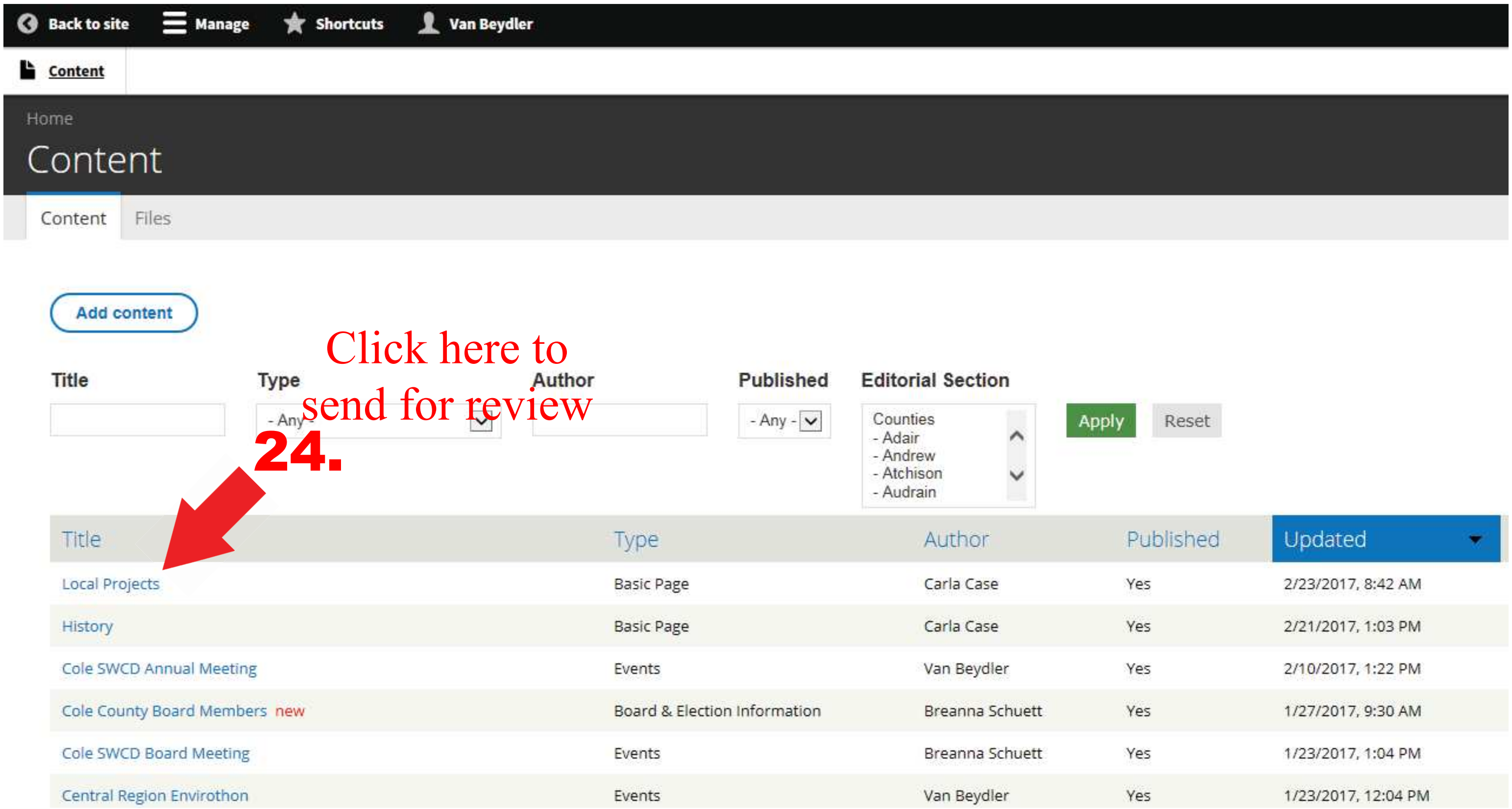


Image Info *
Description
Alt and Title Tags
Categorization
21.
22.
23.
Categorization
Categories
- None -
Government
Safety
Residents
Related Agencies
- None -
Department of Agriculture
Department of Conservation
Department of Corrections
Related Locations
Tags
Save

Tags: Cole

IMPORTANT: You should always click “Save” to create a draft. Do not use the mouse back button or click on “Content” before clicking “Save” or you will lose all your edits.

Your new page will be added to the “Content” list. Click on the name (24) of the page to send it to be reviewed so the program can review and publish it.



Click here to send for review

24.

Title:

Type: - Any -

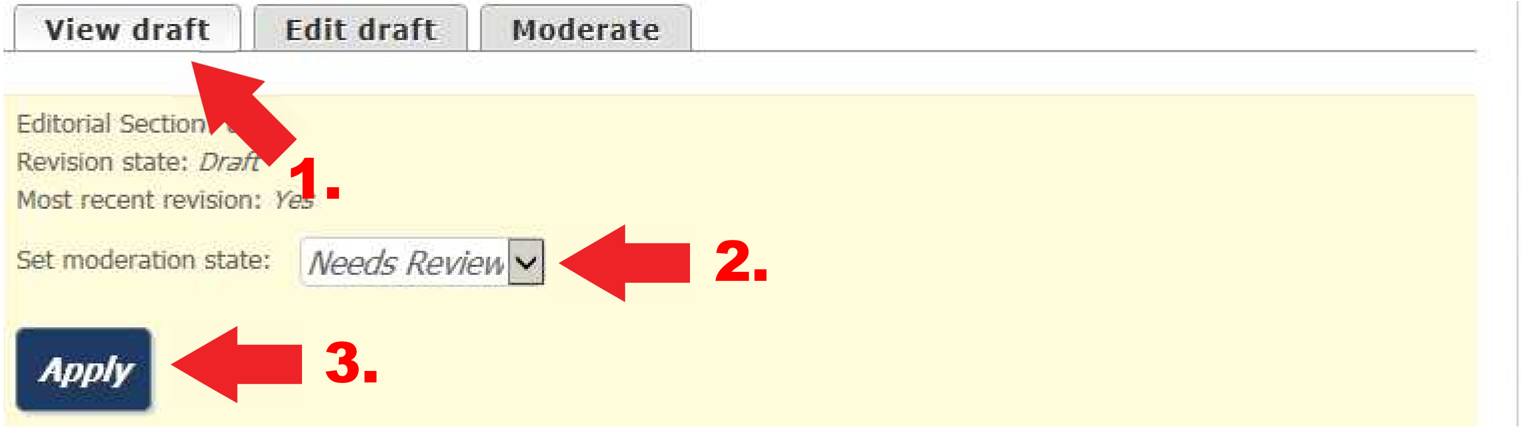
Author:

Published: - Any -

Editorial Section: Counties
- Adair
- Andrew
- Atchison
- Audrain

Title	Type	Author	Published	Updated
Local Projects	Basic Page	Carla Case	Yes	2/23/2017, 8:42 AM
History	Basic Page	Carla Case	Yes	2/21/2017, 1:03 PM
Cole SWCD Annual Meeting	Events	Van Beydler	Yes	2/10/2017, 1:22 PM
Cole County Board Members new	Board & Election Information	Breanna Schuett	Yes	1/27/2017, 9:30 AM
Cole SWCD Board Meeting	Events	Breanna Schuett	Yes	1/23/2017, 1:04 PM
Central Region Envirothon	Events	Van Beydler	Yes	1/23/2017, 12:04 PM

A page will open that will allow you to view a draft of your update. Under the “View Draft” (1) tab is a “Needs Reviewed” (2) window. “Needs Reviewed” is the default. To submit the page for review click the “Apply” (3) button. This will send an email to notify the Soil and Water Conservation Program that a new update is ready to be reviewed by the program and published. The program will review the page for style and consistency and may ask you to rework a page or it’s attachments before it is published.



Editorial Section:

Revision state: *Draft*

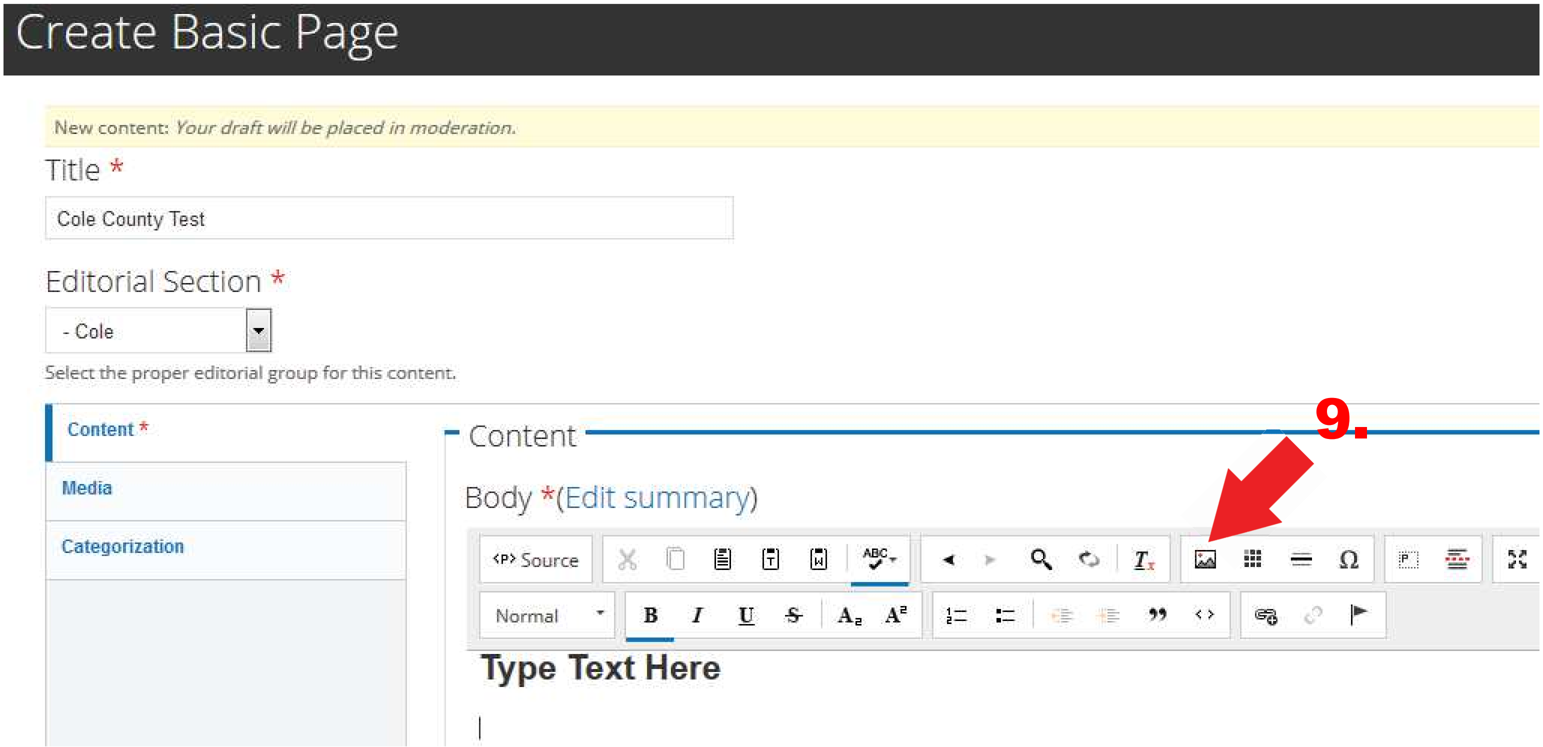
Most recent revision: *Yes*

Set moderation state: *Needs Review*

Adding an Image - Alternate Method

Following are the steps to add an image that you can resize. Follow the steps shown for “Creating a Basic Page” on pages 23 and 24 of this manual then continue with these next steps.

Click the “Image” (9) icon to insert an image.



Create Basic Page

New content: *Your draft will be placed in moderation.*

Title *

Cole County Test

Editorial Section *

- Cole

Select the proper editorial group for this content.

Body *(Edit summary)

Type Text Here

9.
Content *
Media
Categorization
Content
Source
Normal

Click “Browse Server” (10) to find your image.
This will bring up the “File Browser” (11) where you can find your image if it has already been uploaded Click “Control+F” on your keyboard to open a “File Search Box” (12) at the bottom of the page. Type in the name of the file and it will show up as highlighted in the “File Name” column (13). Click “Insert File” (14) to add it to the page.

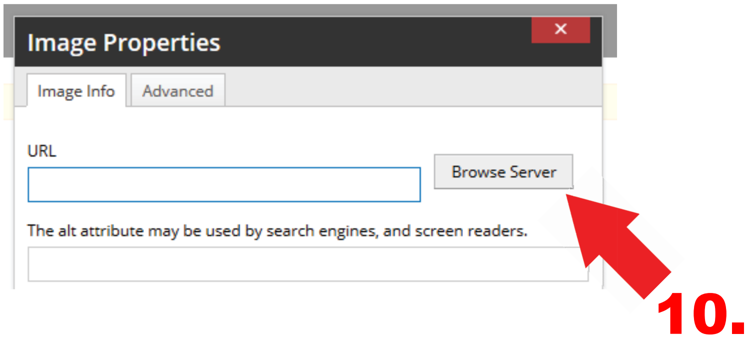
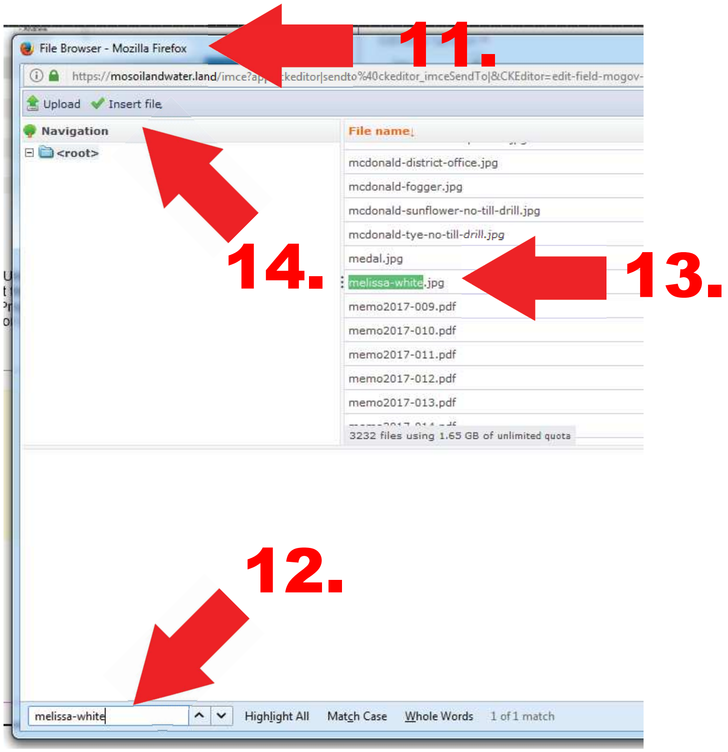


Image Properties

URL

The alt attribute may be used by search engines, and screen readers.

Image Info
Advanced
Browse Server
10.



File Browser - Mozilla Firefox

https://mosoilandwater.land/imce?ap…keditor|sendto%40ckeditor_imceSendTo|&CKEditor=edit-field-mogov-

mcdonald-district-office.jpg
mcdonald-fogger.jpg
mcdonald-sunflower-no-till-drill.jpg
mcdonald-tye-no-till-drill.jpg
medal.jpg
melissa-white.jpg
memo2017-009.pdf
memo2017-010.pdf
memo2017-011.pdf
memo2017-012.pdf
memo2017-013.pdf

3232 files using 1.65 GB of unlimited quota

melissa-white

1 of 1 match

11.
Upload
Insert file
Navigation
<root>
File name
14.
13.
12.
Highlight All
Match Case
Whole Words

Fill in the Alternate (15) and Title (16) text boxes with a description of the image. Under “Image Size (required)” (17) click the drop down box and choose “Responsive Image Default” (17). This will place the image in your content area. Click OK (18)

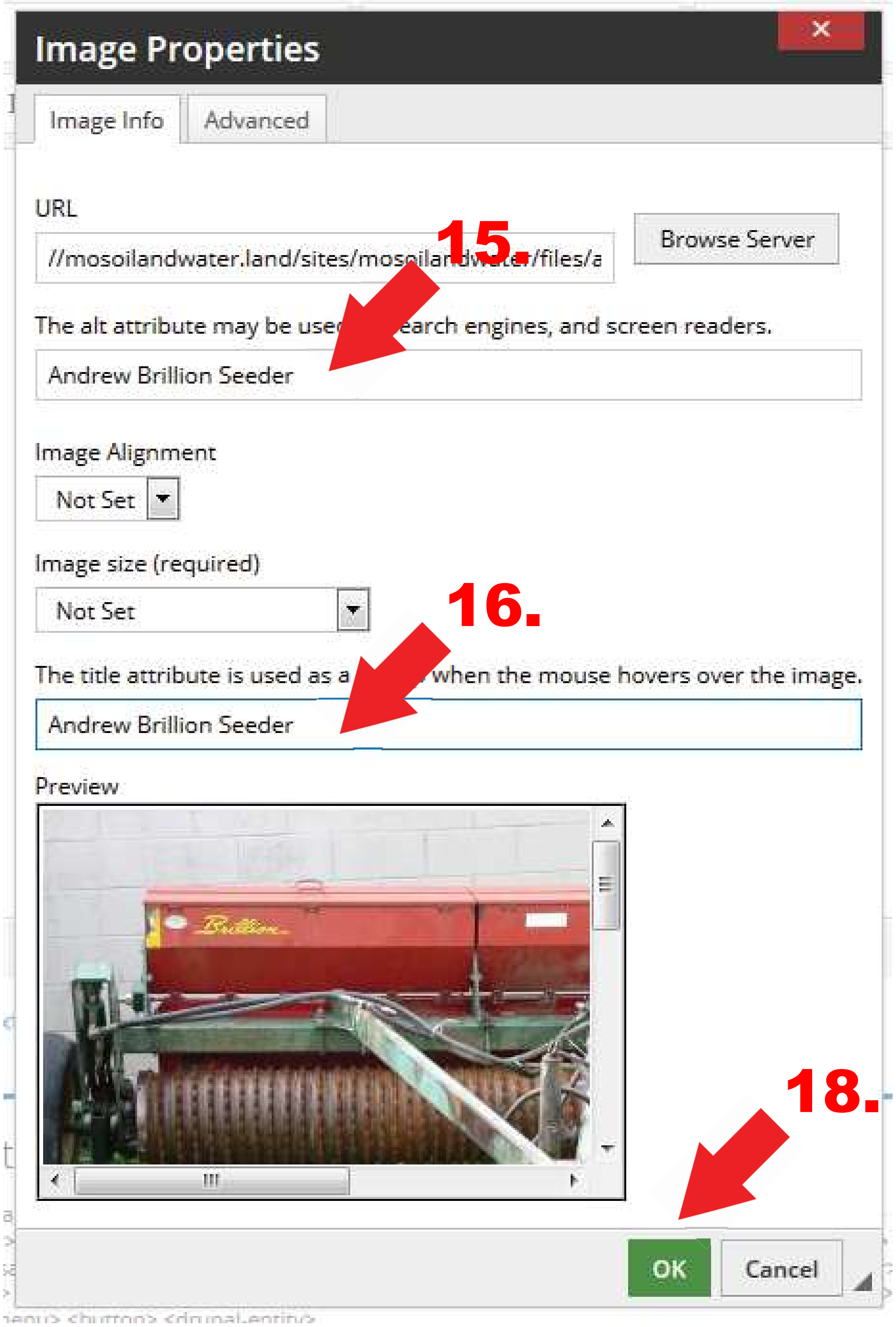


Image Properties
×
Image Info
Advanced
Browse Server
15.
16.
18.
OK
Cancel

URL
//mosoilandwater.land/sites/mosoilandwater/files/a

The alt attribute may be use earch engines, and screen readers.
Andrew Brillion Seeder

Image Alignment
Not Set

Image size (required)
Not Set

The title attribute is used as a when the mouse hovers over the image.
Andrew Brillion Seeder

Preview

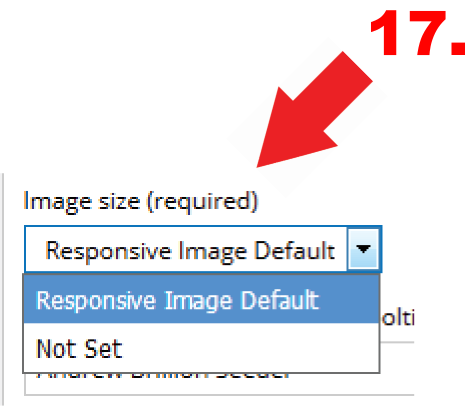
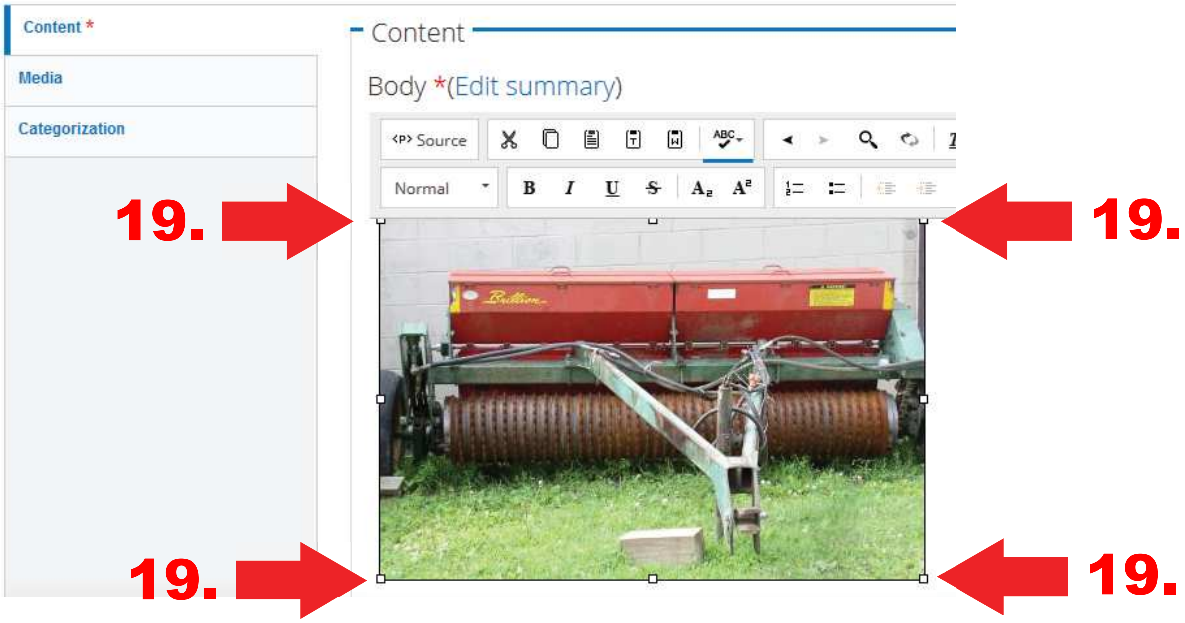
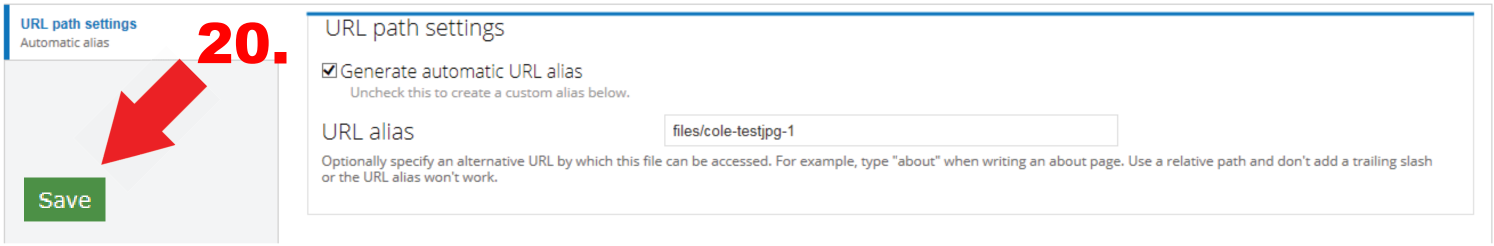

17.
Responsive Image Default
Not Set

Image size (required)
Responsive Image Default

Click on the image to enable the four corner anchors to resize the image (19).


Content *
Media
Categorization
Content
Body *(Edit summary)
Source
Normal
19.
19.
19.
19.

After you are finished with adding images or text to the content area, click “SAVE” (20).


URL path settings
Automatic alias
20.
Save
URL path settings

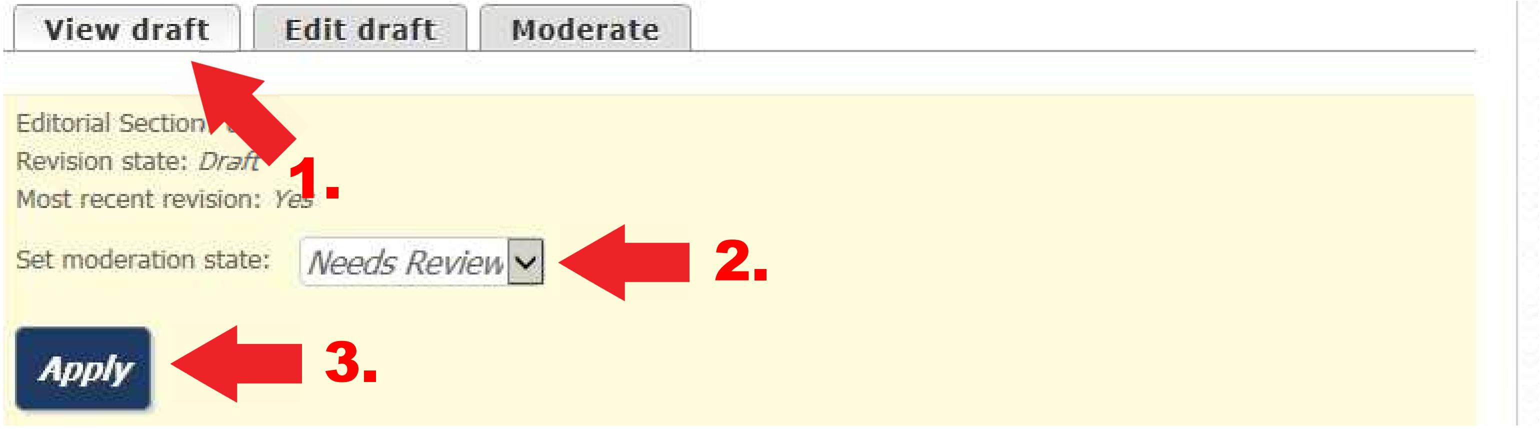
☑ Generate automatic URL alias

Uncheck this to create a custom alias below.

URL alias: files/cole-testjpg-1

Optionally specify an alternative URL by which this file can be accessed. For example, type "about" when writing an about page. Use a relative path and don't add a trailing slash or the URL alias won't work.

A page will open that will allow you to view a draft of your update. Under the “View Draft” (1) tab is a “Needs Reviewed” (2) window. “Needs Reviewed” is the default. To submit the page for review click the “Apply” (3) button. This will send an email to notify the Soil and Water Conservation Program that a new update is ready to be reviewed by the program and published. The program will review the page for style and consistency and may ask you to rework a page or it’s attachments before it is published.


View draft
Edit draft
Moderate
1.
2.
Apply
3.

Editorial Section

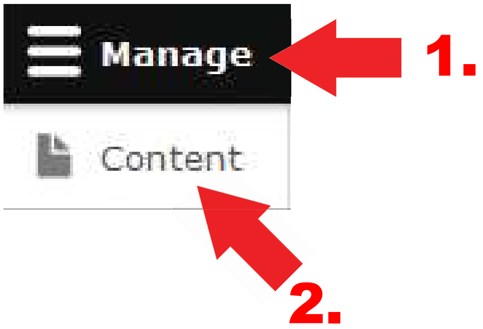
Revision state: *Draft*

Most recent revision: *Yes*

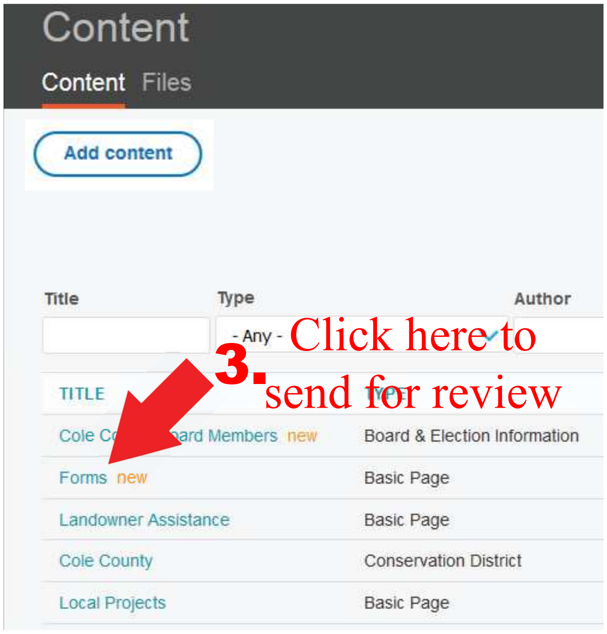
Set moderation state: *Needs Review*

How to Submit a Page to be Reviewed

Click “Manage” (1) and click “Content” (2).


Manage
1.
Content
2.

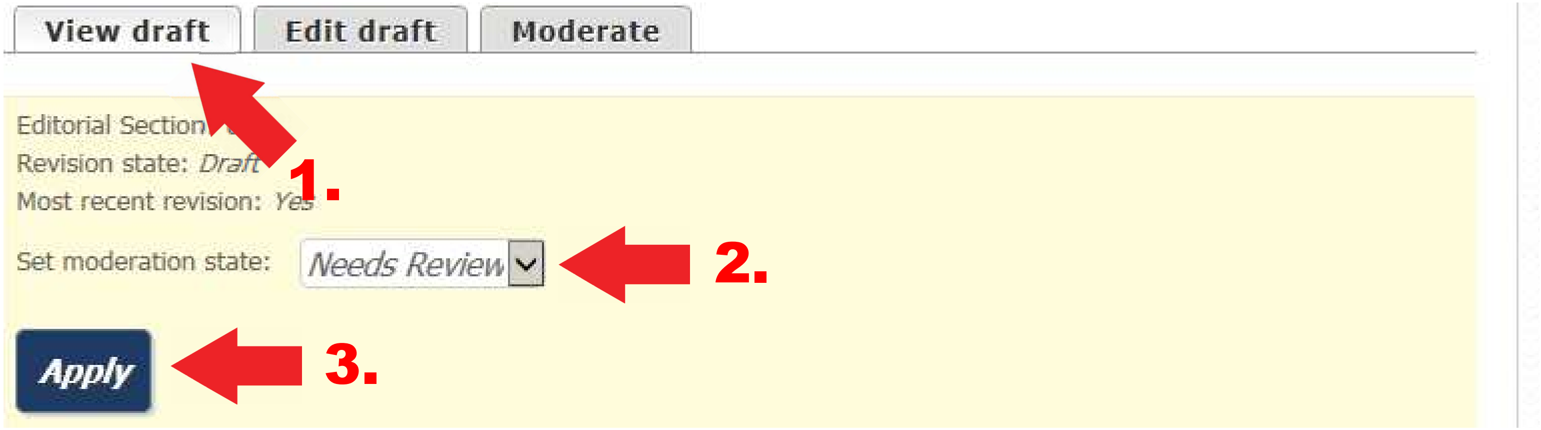
Click the name (3) of the page under the “Title” column.


Content
Content Files
Add content
Title
Type
Author
- Any -
3.

Click here to send for review

TITLE	TYPE
Cole Co ard Members new	Board & Election Information
Forms new	Basic Page
Landowner Assistance	Basic Page
Cole County	Conservation District
Local Projects	Basic Page

A page will open that will allow you to view a draft of your update. Under the “View Draft” (1) tab is a “Needs Reviewed” (2) window. “Needs Reviewed” is the default. To submit the page for review click the “Apply” (3) button. This will send an email to notify the Soil and Water Conservation Program that a new update is ready to be reviewed by the program and published. The program will review the page for style and consistency and may ask you to rework a page or it’s attachments before it is published.


View draft
Edit draft
Moderate
1.
2.
Apply
3.

Editorial Section

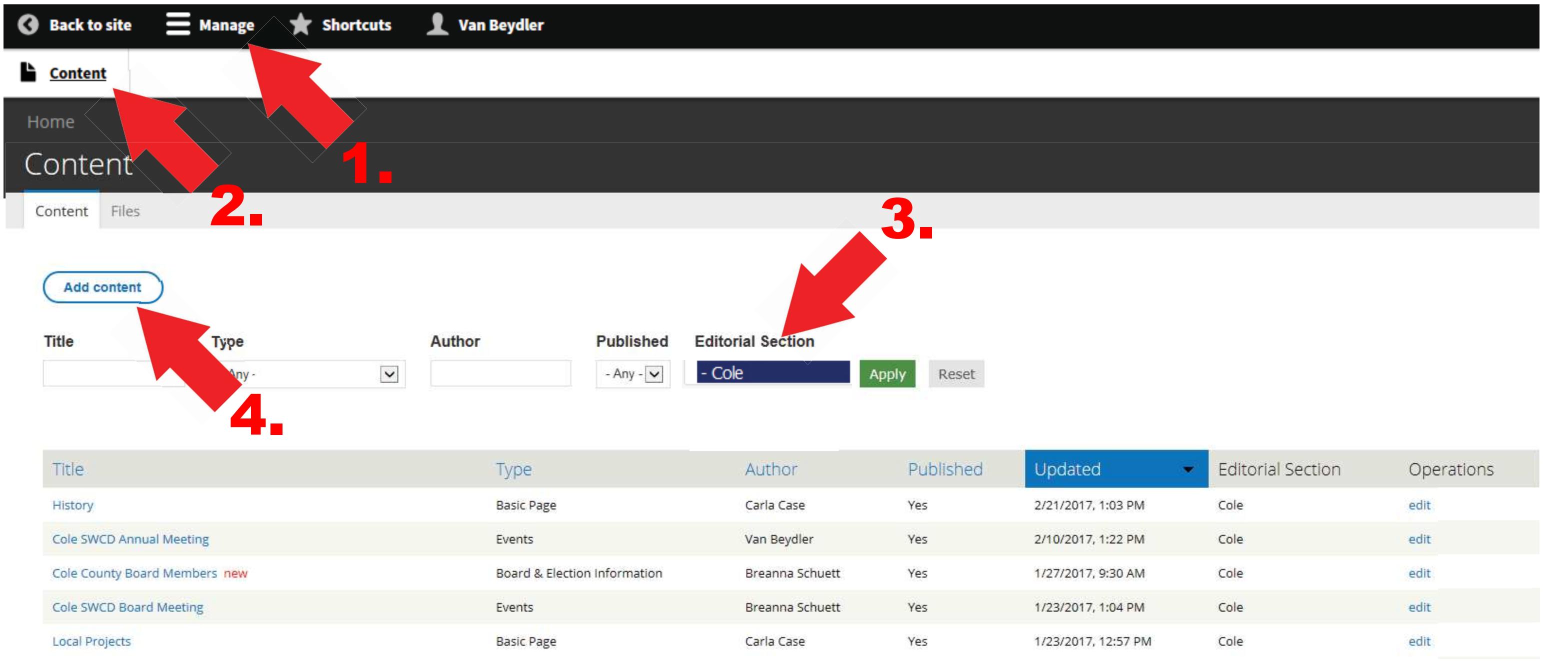
Revision state: *Draft*

Most recent revision: *Yes*

Set moderation state: *Needs Review*

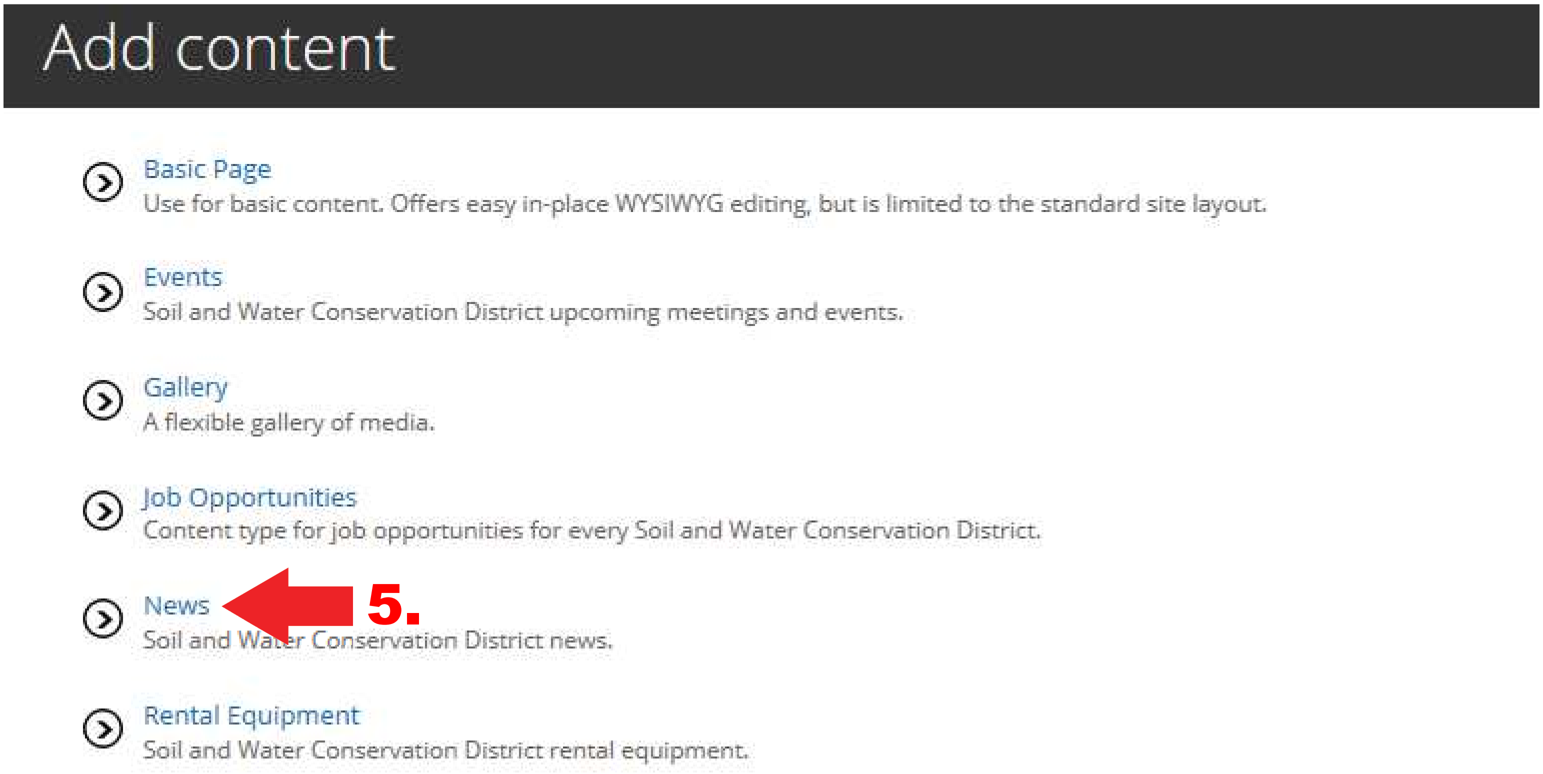
News Template

Click “Manage” (1), click “Content” (2), choose your county under “Editorial Section” (3) then click the “Add Content” (4) button.


Back to site
Manage
Shortcuts
Van Beydler
Content
Home
Content
Content
Files
Add content
Title
Type
- Any -
Author
Published
- Any -
Editorial Section
- Cole
Apply
Reset
1.
2.
3.
4.

Title	Type	Author	Published	Updated	Editorial Section	Operations
History	Basic Page	Carla Case	Yes	2/21/2017, 1:03 PM	Cole	edit
Cole SWCD Annual Meeting	Events	Van Beydler	Yes	2/10/2017, 1:22 PM	Cole	edit
Cole County Board Members new	Board & Election Information	Breanna Schuett	Yes	1/27/2017, 9:30 AM	Cole	edit
Cole SWCD Board Meeting	Events	Breanna Schuett	Yes	1/23/2017, 1:04 PM	Cole	edit
Local Projects	Basic Page	Carla Case	Yes	1/23/2017, 12:57 PM	Cole	edit

Click “News” (5).



Add content

Basic Page
Use for basic content. Offers easy in-place WYSIWYG editing, but is limited to the standard site layout.

Events
Soil and Water Conservation District upcoming meetings and events.

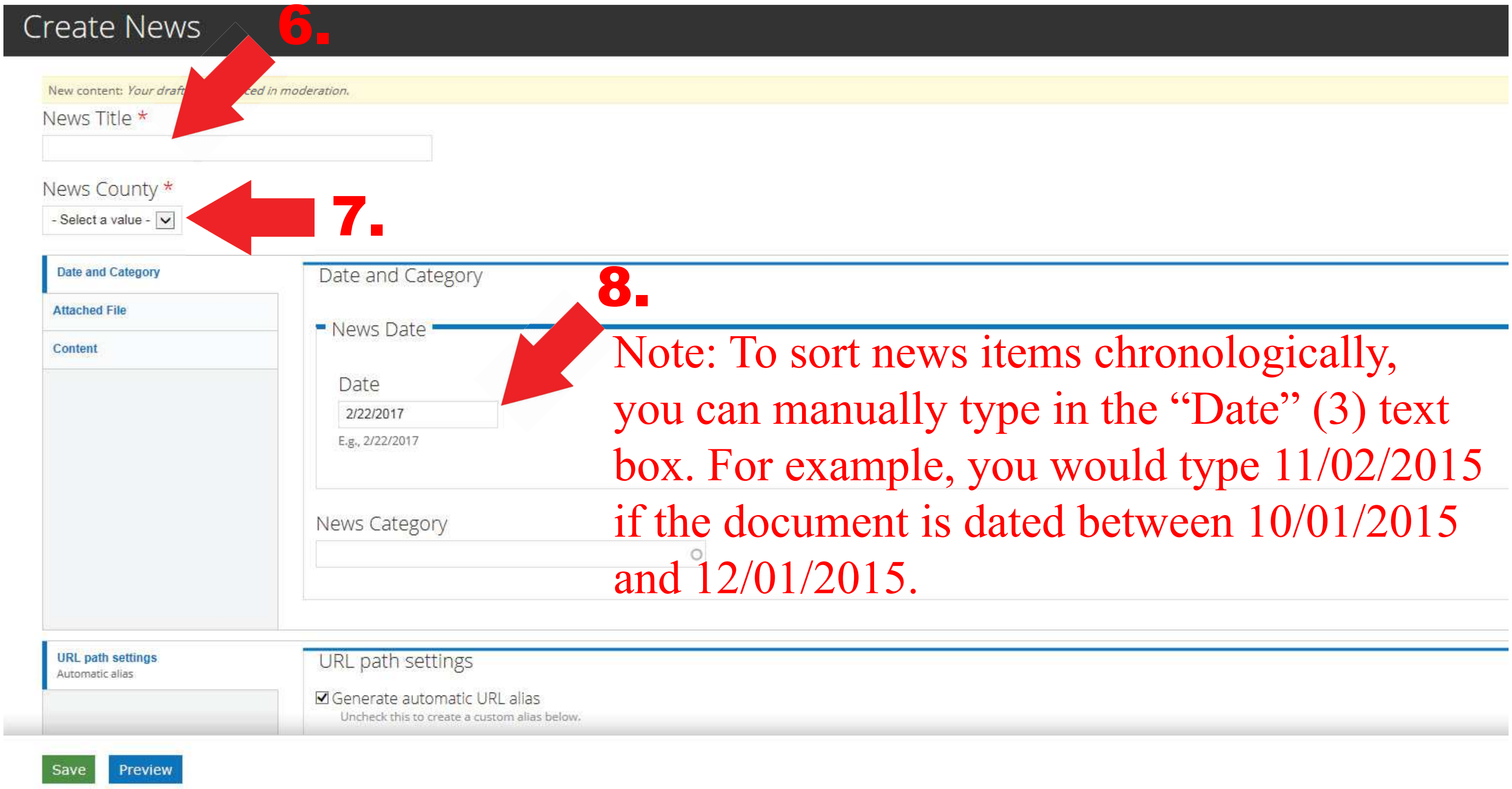
Gallery
A flexible gallery of media.

Job Opportunities
Content type for job opportunities for every Soil and Water Conservation District.

News
Soil and Water Conservation District news.

Rental Equipment
Soil and Water Conservation District rental equipment.

Type in a description of the news you are posting in the “News Title” (6) box.
If prompted, choose your county in the “News County” (7) box.
Hover over “Date” (8) and a mini-calendar will pop-up. Choose the date. “Category” can be left blank.


Create News
6.
New content: Your draft ced in moderation.
News Title *
News County *
7.
Date and Category
Attached File
Content
8.
News Category
URL path settings
Automatic alias
Uncheck this to create a custom alias below.
Save
Preview

News County: - Select a value -

Date and Category

News Date

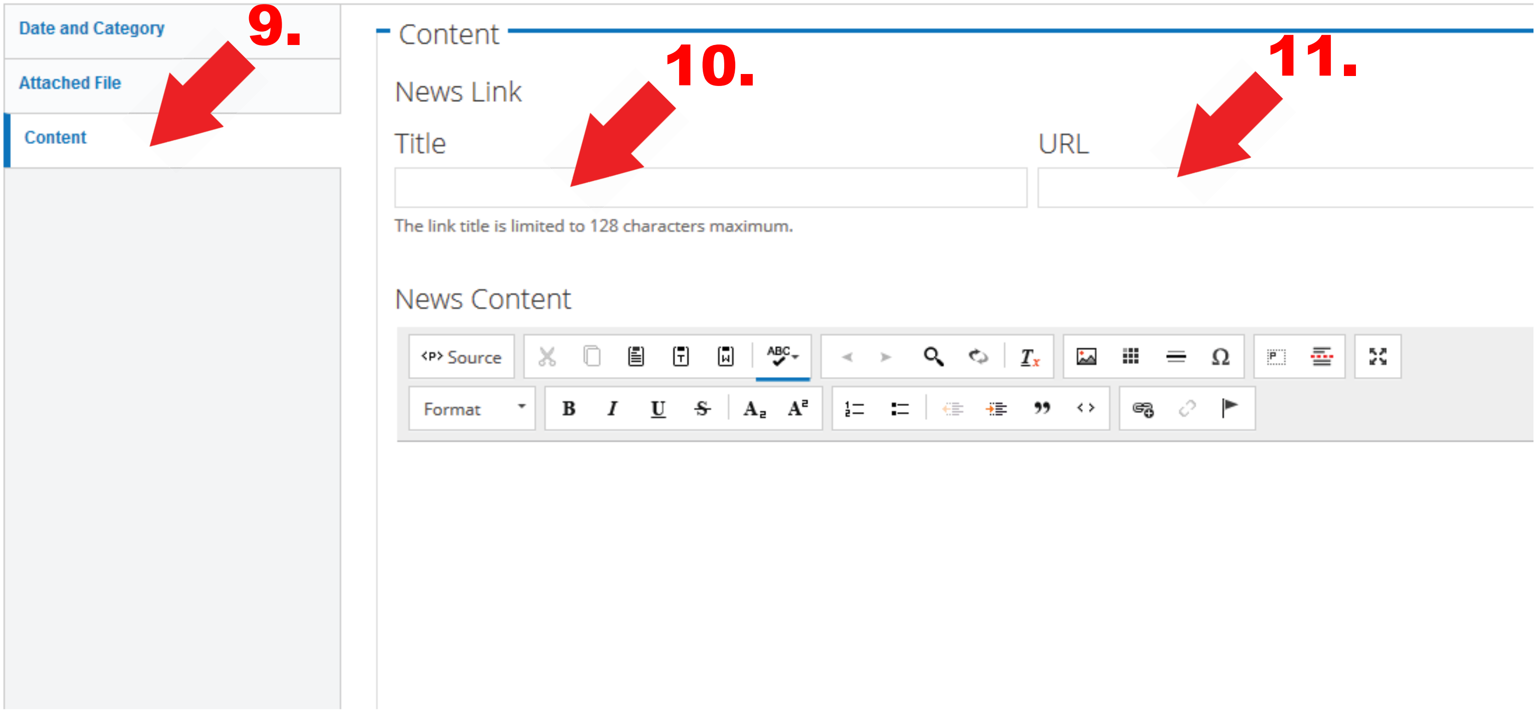
Date: 2/22/2017
E.g., 2/22/2017

URL path settings

☑ Generate automatic URL alias

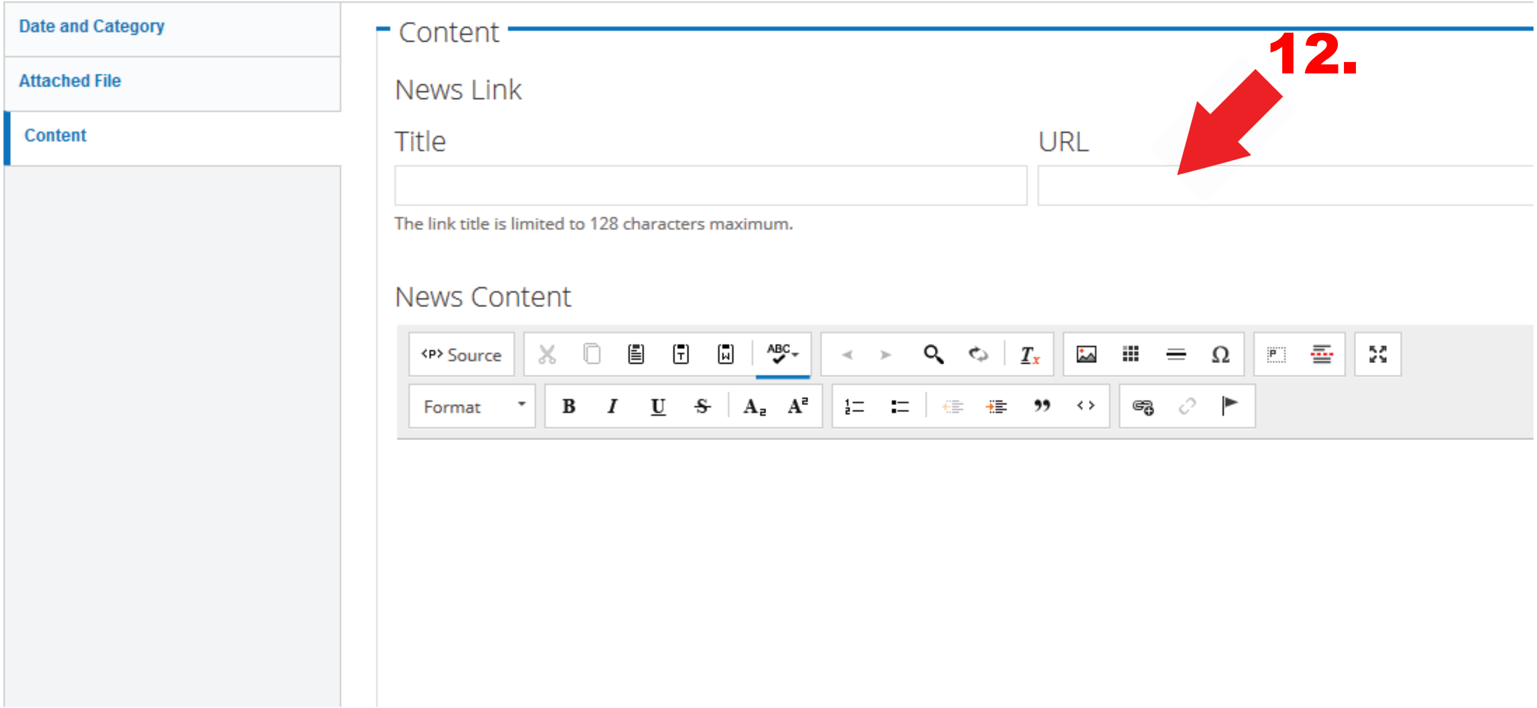
Note: To sort news items chronologically, you can manually type in the “Date” (3) text box. For example, you would type 11/02/2015 if the document is dated between 10/01/2015 and 12/01/2015.

Click the “Content” (9) link. If you want your news to have an active link on the home page, under “News Link” enter the name in the “Title” (10) and add the hyperlink address in the “URL” (11) box.

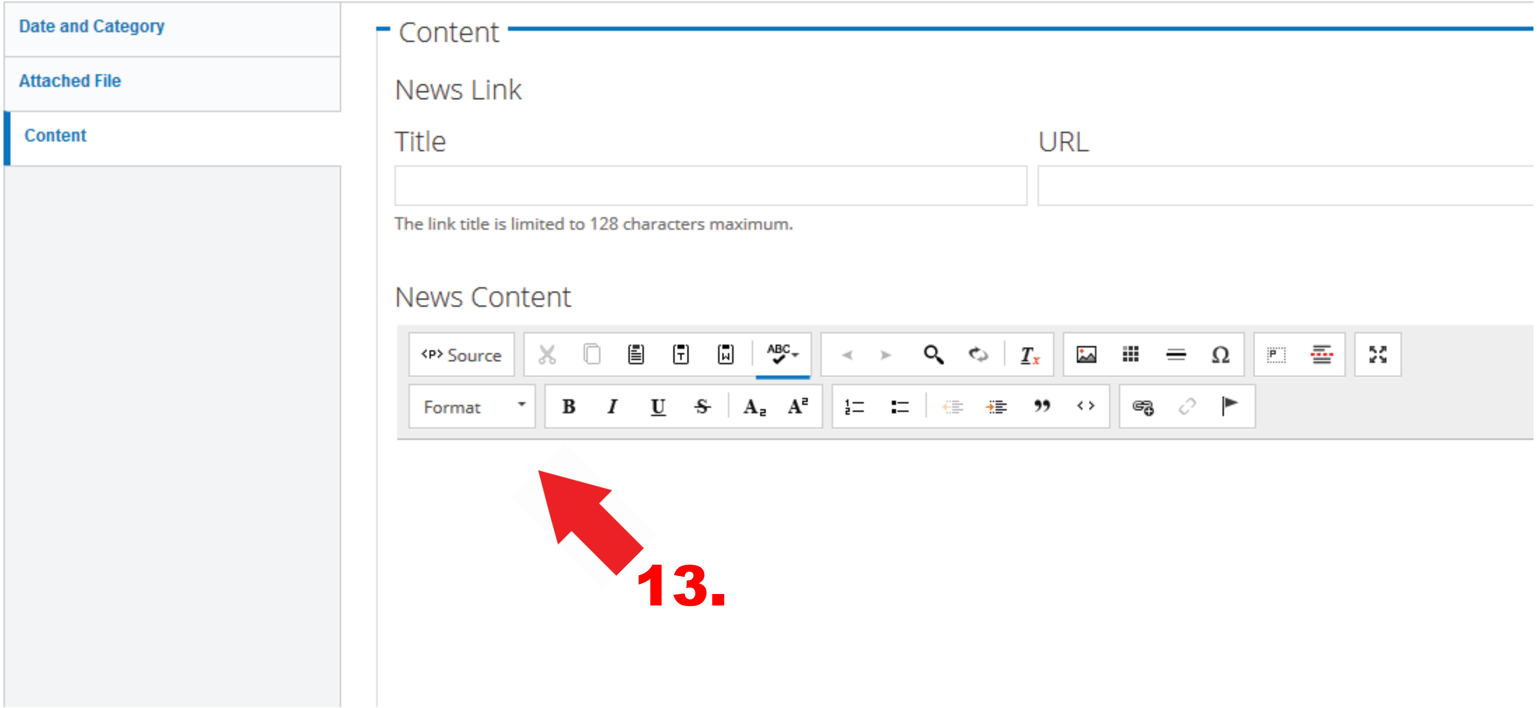

Date and Category
Attached File
Content
9.
10.
11.
Content
News Link
Title
URL
News Content
Source
Format
B
I
U
S

The link title is limited to 128 characters maximum.

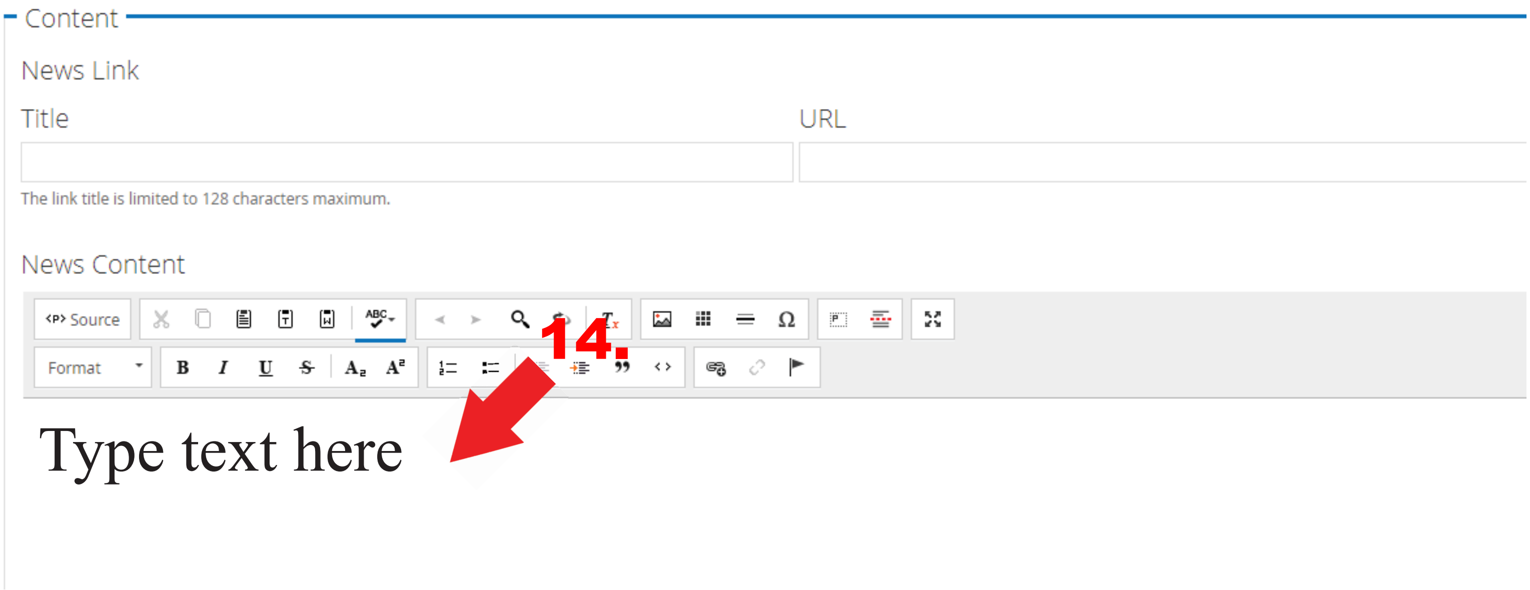
Note: The URL should use the following paths:
For linking to a file use sites/mosoilandwater/files/filename.pdf (12)
For linking to content use content/filename.pdf (12)


Date and Category
Attached File
Content
Content
News Link
Title
URL
The link title is limited to 128 characters maximum.
News Content
Source
Format
12.

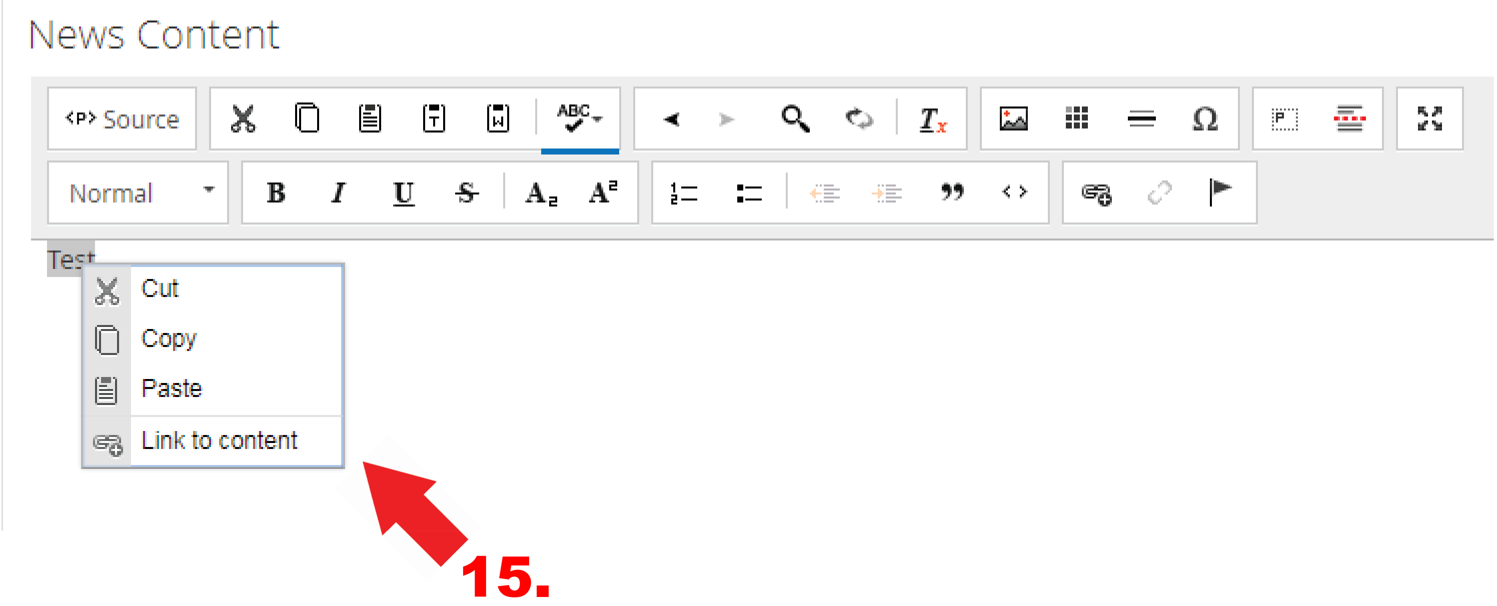
You can add text in the “News Content” area (13) and add links.


Date and Category
Attached File
Content
Content
News Link
Title
URL
The link title is limited to 128 characters maximum.
News Content
Source
Format
13.

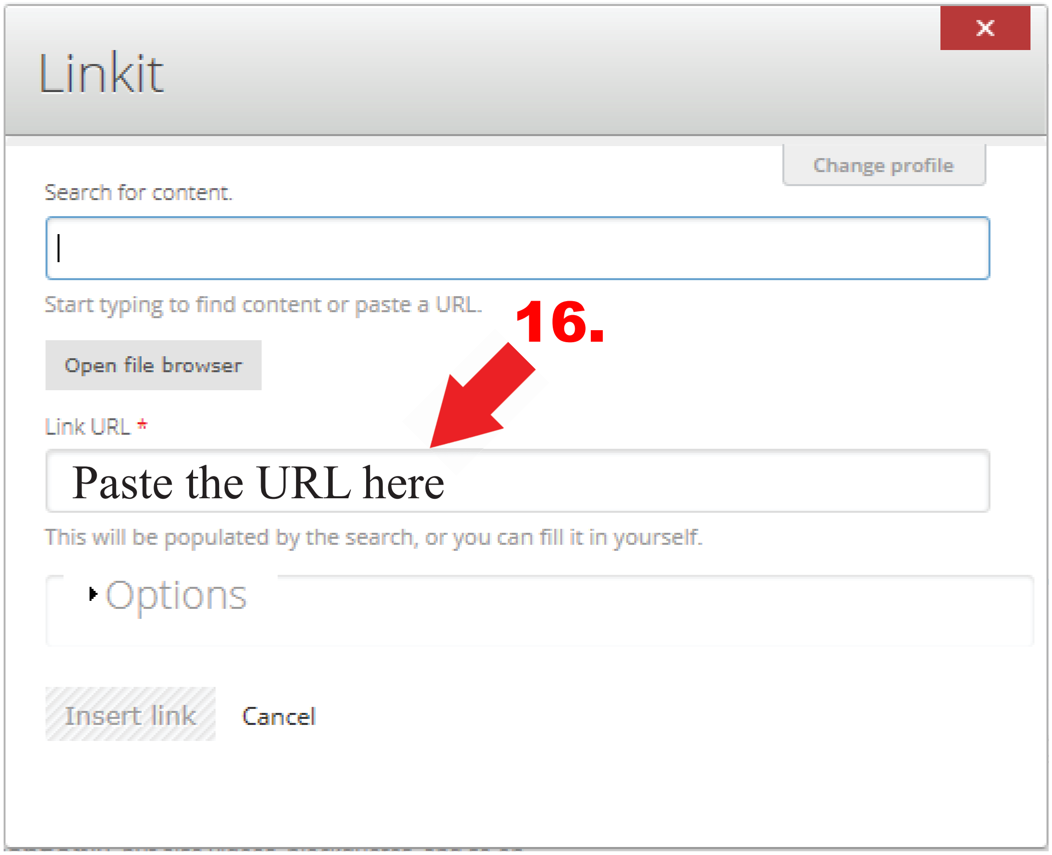
Type your text in the content area (14).


Content
News Link
Title
URL
The link title is limited to 128 characters maximum.
News Content
Source
Format
Type text here
14.

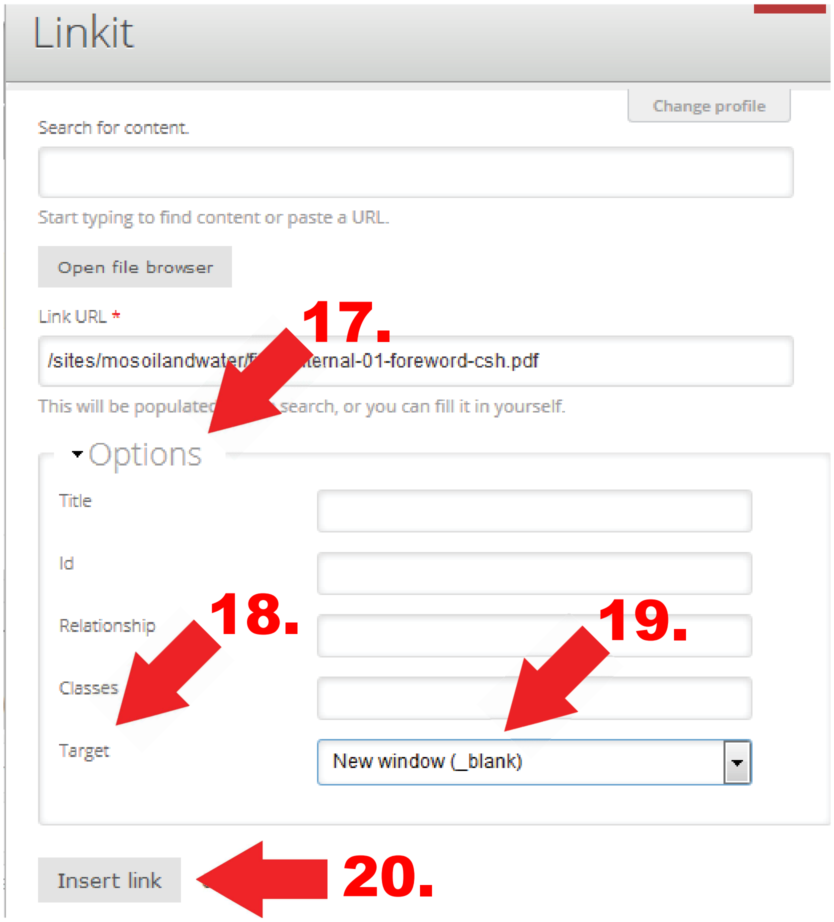
Highlight the text and right click to add a link (15).


News Content
Source
Normal
Test
Cut
Copy
Paste
Link to content
15.

This will open the “LinkIt” window. Paste the URL on your clipboard in the “Link URL” (16) box or use the “Open File Browser” button to navigate to your link.


Linkit
×
Change profile
Search for content.
Start typing to find content or paste a URL.
16.
Open file browser
Link URL *
Paste the URL here
This will be populated by the search, or you can fill it in yourself.
Options
Insert link
Cancel

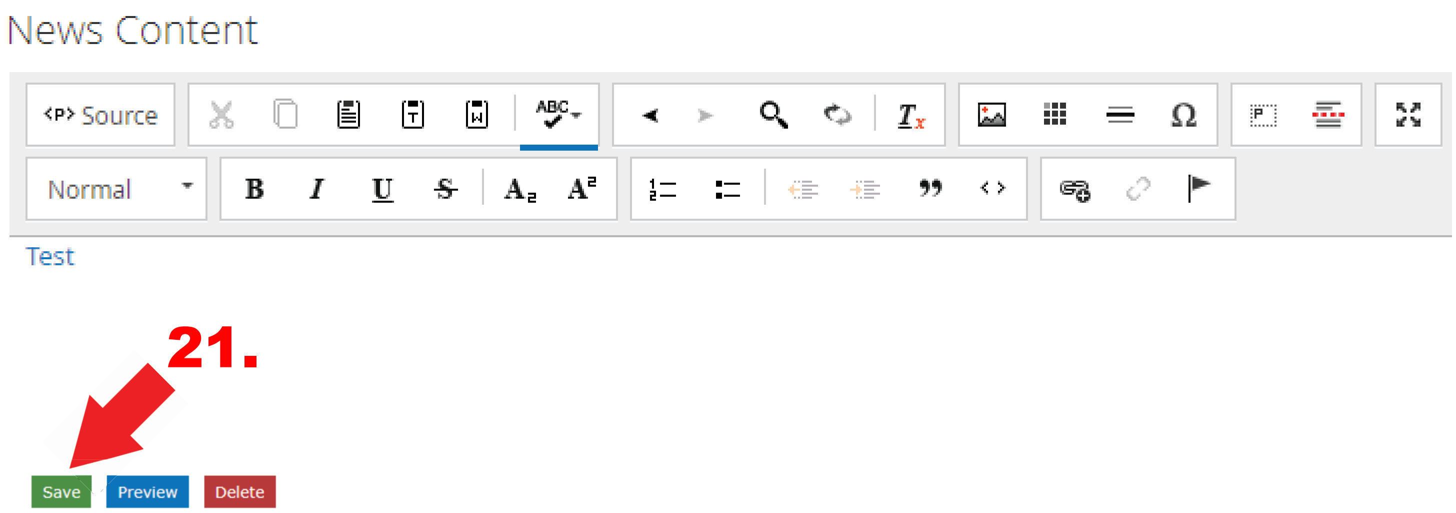
Sometimes you might want the link to open in a new window, such as when linking to a PDF. To have the link open in a new window click the “Options” (17) dropdown button and use the “Target” (18) dropdown button and choose “New Window (_blank) (19). Then click “Insert Link” (20).


Linkit
Change profile
Search for content.
Start typing to find content or paste a URL.
Open file browser
Link URL *
17.
This will be populated by the search, or you can fill it in yourself.
Options
Title
Id
Relationship
Classes
18.
19.
Insert link
20.

Link URL: /sites/mosoilandwater/f…ernal-01-foreword-csh.pdf

Target: New window (_blank)

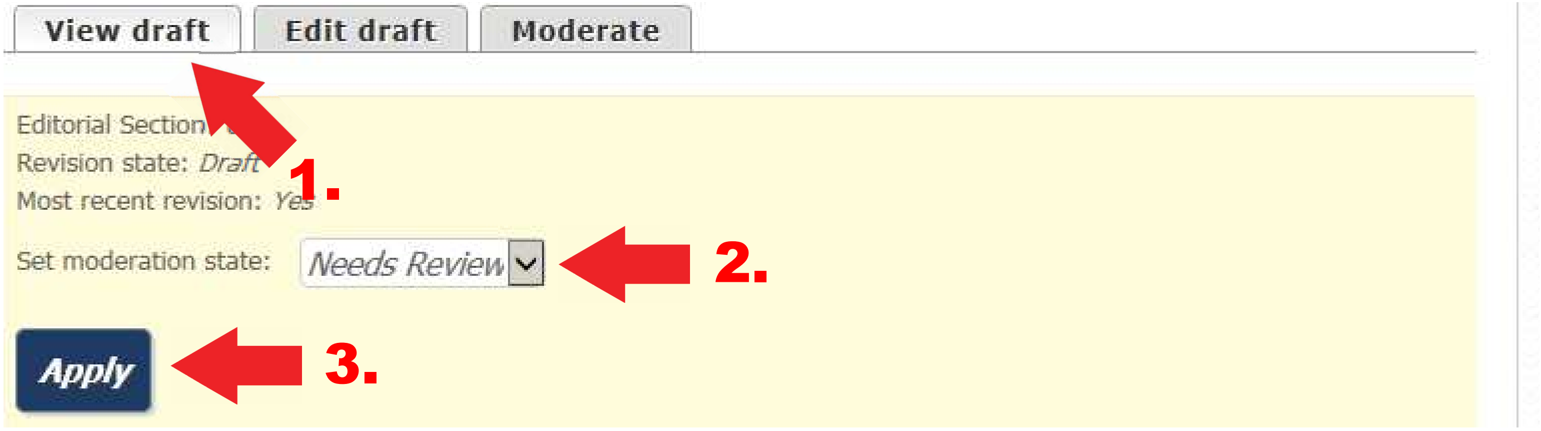
The text is now linked and shows up as blue text. Click “Save” (21).


News Content
<P> Source
Normal
21.
Save
Preview
Delete

Test

IMPORTANT: You should always click “Save” to create a draft. Do not use the mouse back button or click on “Content” before clicking “Save” or you will lose all your edits.

A page will open that will allow you to view a draft of your update. Under the “View Draft” (1) tab is a “Needs Reviewed” (2) window. “Needs Reviewed” is the default. To submit the page for review click the “Apply” (3) button. This will send an email to notify the Soil and Water Conservation Program that a new update is ready to be reviewed by the program and published. The program will review the page for style and consistency and may ask you to rework a page or it’s attachments before it is published.


View draft
Edit draft
Moderate
1.
2.
Apply
3.

Editorial Section

Revision state: *Draft*

Most recent revision: *Yes*

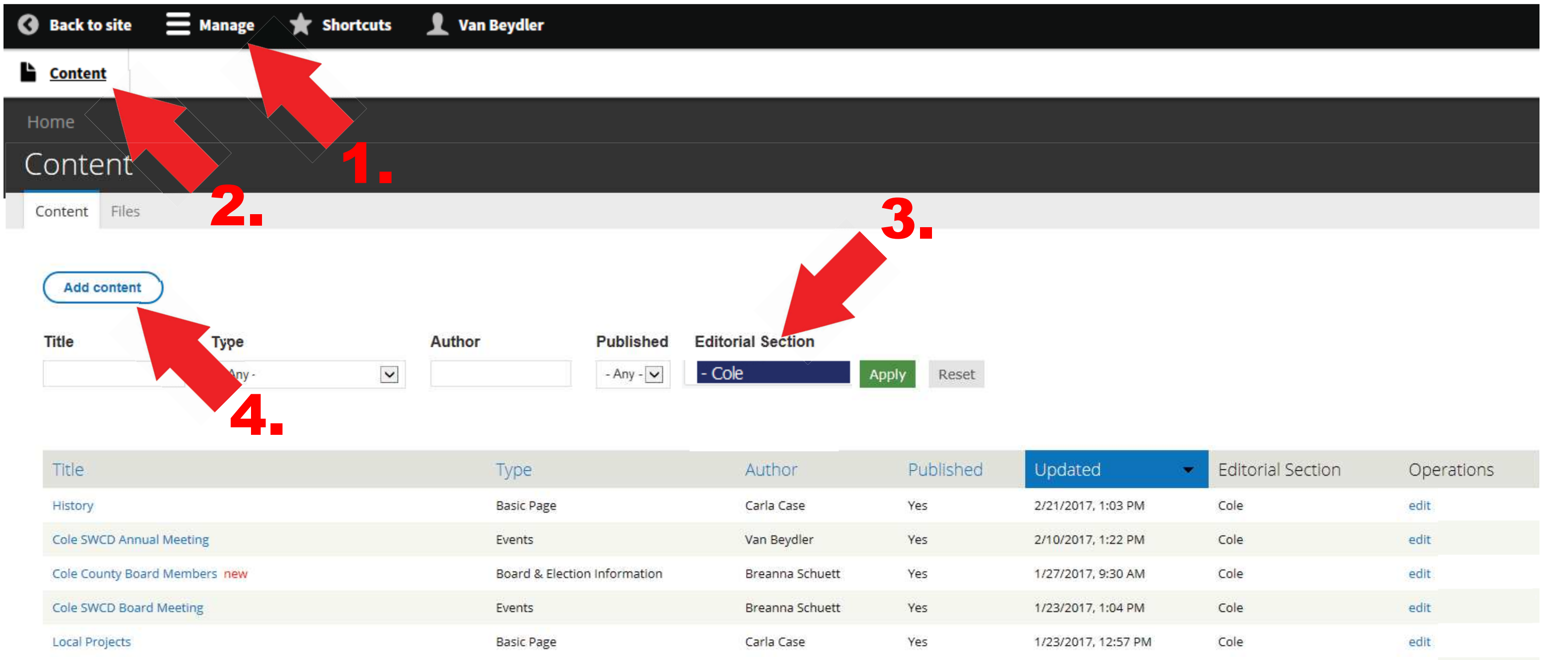
Set moderation state: *Needs Review*

Rental Equipment Template

Rental Equipment

Some districts offer rental equipment to landowners to use. Rental equipment listings may show what equipment is available and the basic rental price or deposit needed for the district to cover expenses and maintenance for the equipment. The district must refrain from competing with local vendors offering similar services.

Click “Manage” (1), click “Content” (2), choose your county under “Editorial Section” (3) then click the “Add Content” (4) button.



Title

Type: - Any -

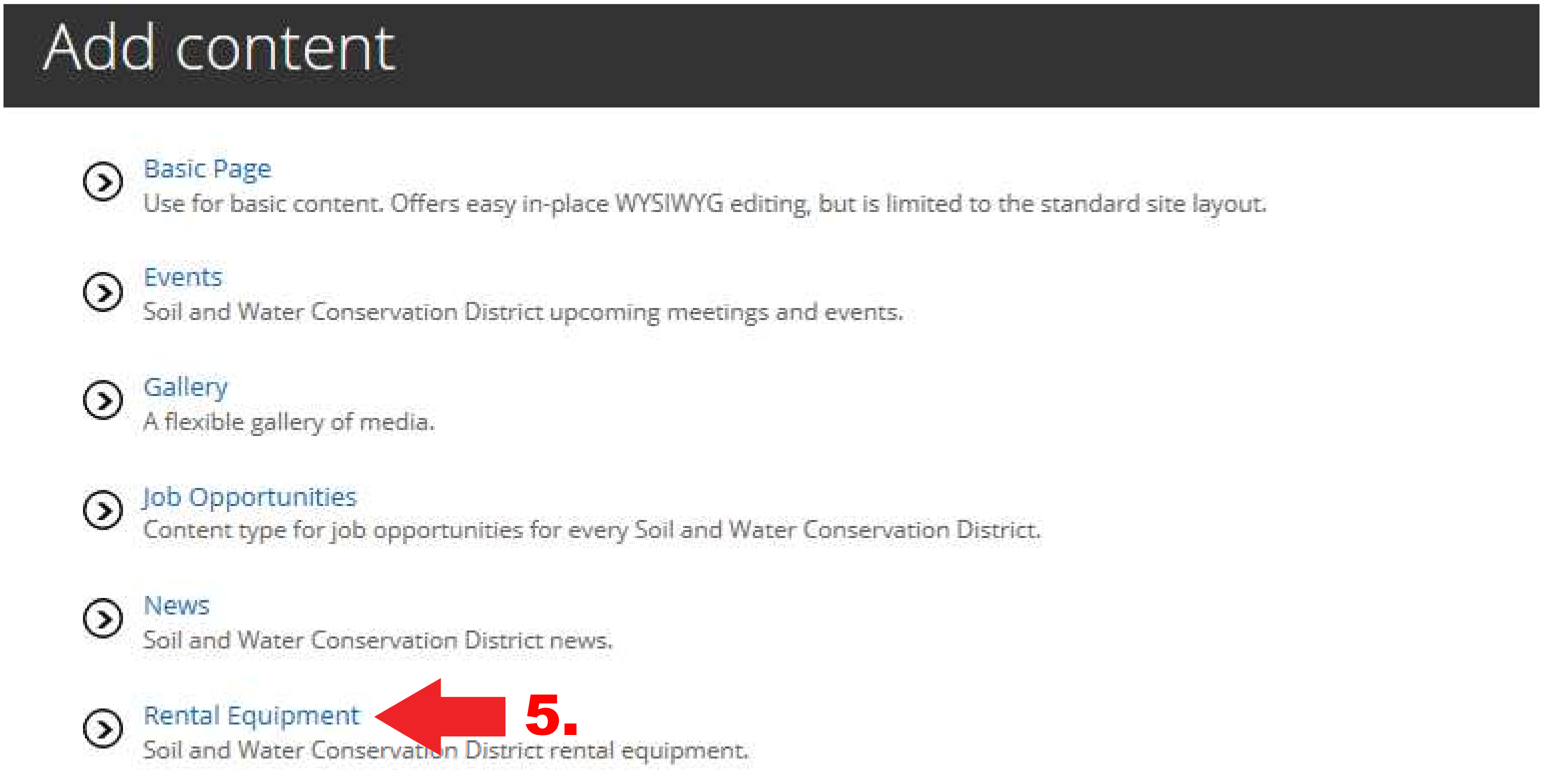
Author

Published: - Any -

Editorial Section: - Cole

Title	Type	Author	Published	Updated	Editorial Section	Operations
History	Basic Page	Carla Case	Yes	2/21/2017, 1:03 PM	Cole	edit
Cole SWCD Annual Meeting	Events	Van Beydler	Yes	2/10/2017, 1:22 PM	Cole	edit
Cole County Board Members new	Board & Election Information	Breanna Schuett	Yes	1/27/2017, 9:30 AM	Cole	edit
Cole SWCD Board Meeting	Events	Breanna Schuett	Yes	1/23/2017, 1:04 PM	Cole	edit
Local Projects	Basic Page	Carla Case	Yes	1/23/2017, 12:57 PM	Cole	edit

Click “Rental Equipment” (5)



Add content

Basic Page
Use for basic content. Offers easy in-place WYSIWYG editing, but is limited to the standard site layout.

Events
Soil and Water Conservation District upcoming meetings and events.

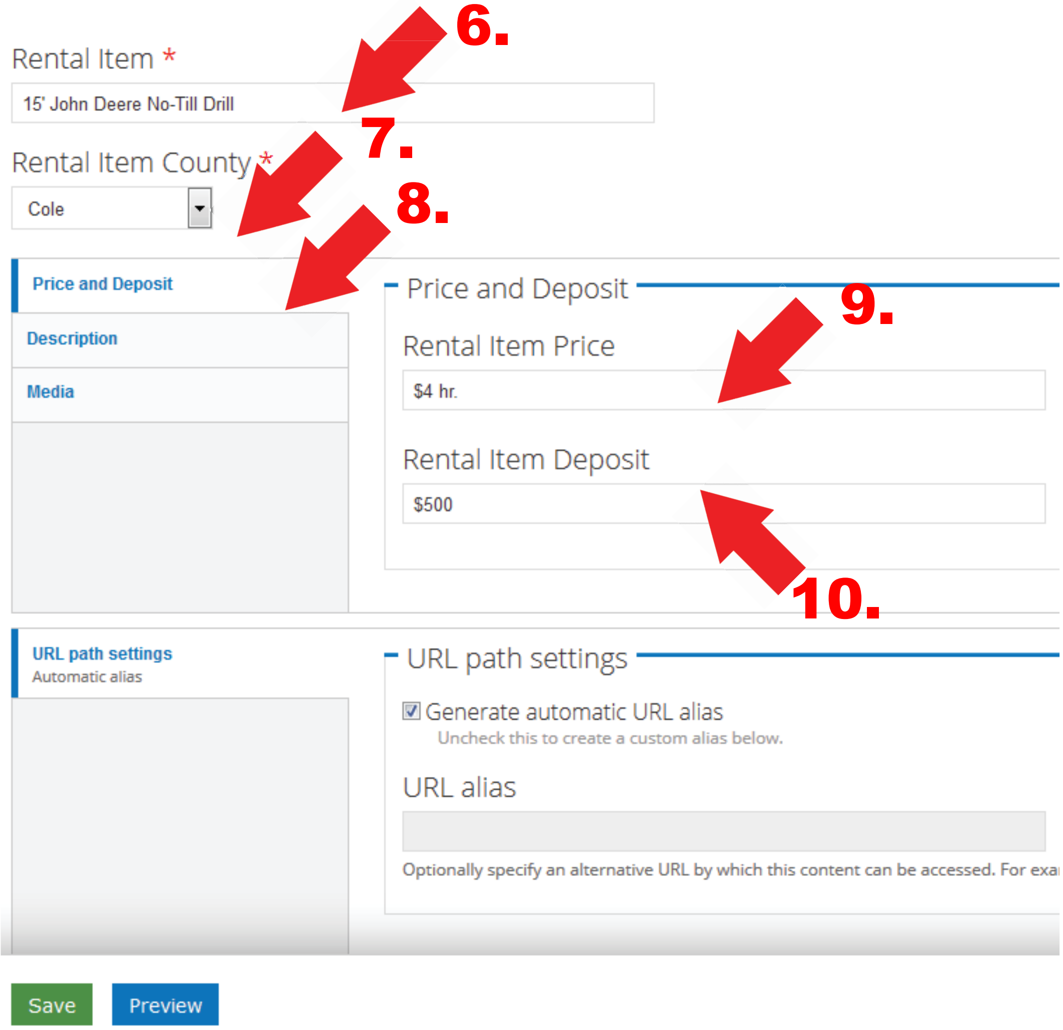
Gallery
A flexible gallery of media.

Job Opportunities
Content type for job opportunities for every Soil and Water Conservation District.

News
Soil and Water Conservation District news.

Rental Equipment
Soil and Water Conservation District rental equipment.

Fill in the “Rental Item” (6) box with the name of the rental equipment. If promted, choose your county (7). Under the “Price and Deposit” (8) tab, fill in the “Rental Items Price” (9) box. Fill in the “Rental Item Deposit” (10) box.



Rental Item *
15' John Deere No-Till Drill

Rental Item County *
Cole

Price and Deposit

Rental Item Price
$4 hr.

Rental Item Deposit
$500

URL path settings
Automatic alias

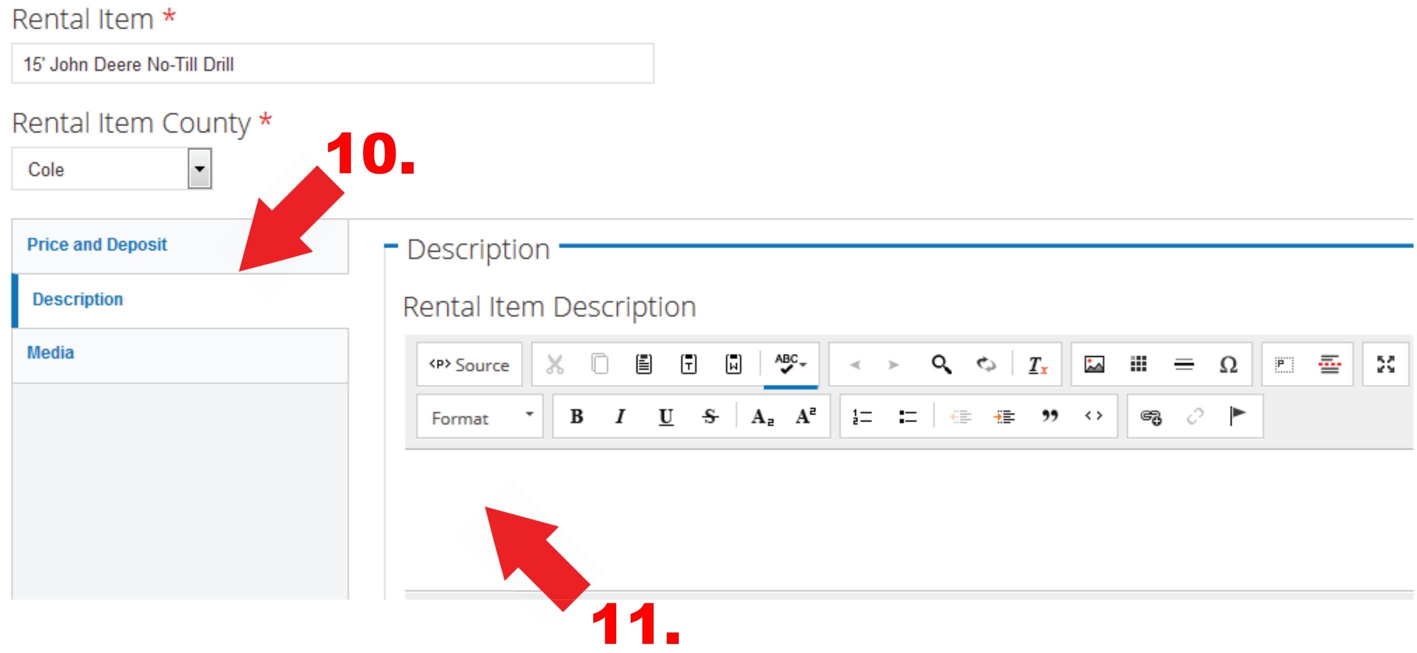
☑ Generate automatic URL alias
Uncheck this to create a custom alias below.

URL alias

Optionally specify an alternative URL by which this content can be accessed. For exa

6.
7.
8.
9.
10.
Price and Deposit
Description
Media
Save
Preview

Under the “Description” (10) tab, fill in the “Rental Item Description” (11) box with the more information about the rental item.



Rental Item *
15' John Deere No-Till Drill

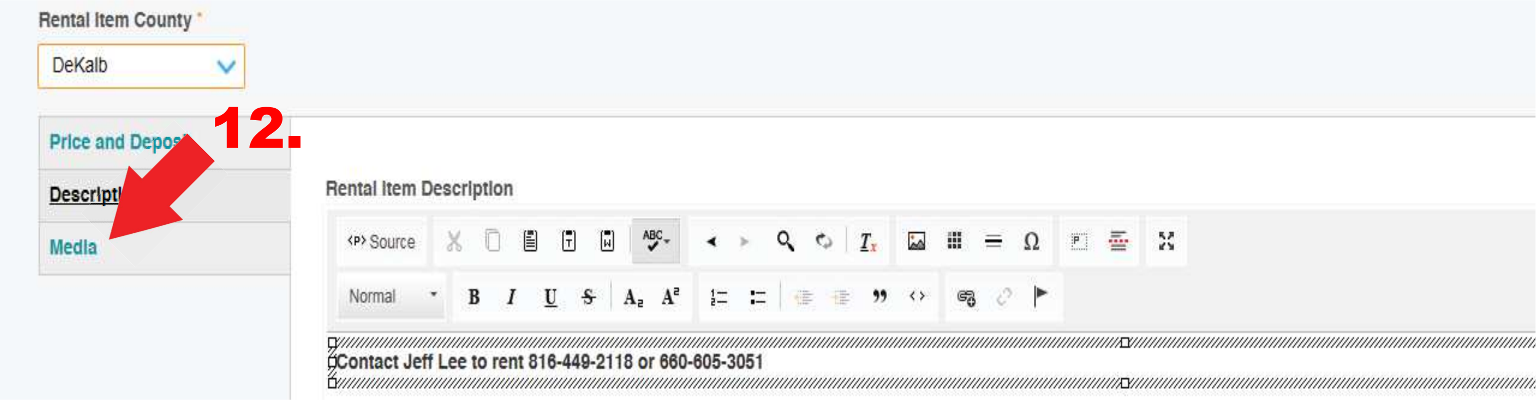
Rental Item County *
Cole

Description

Rental Item Description

10.
11.
Price and Deposit
Description
Media
Source
Format

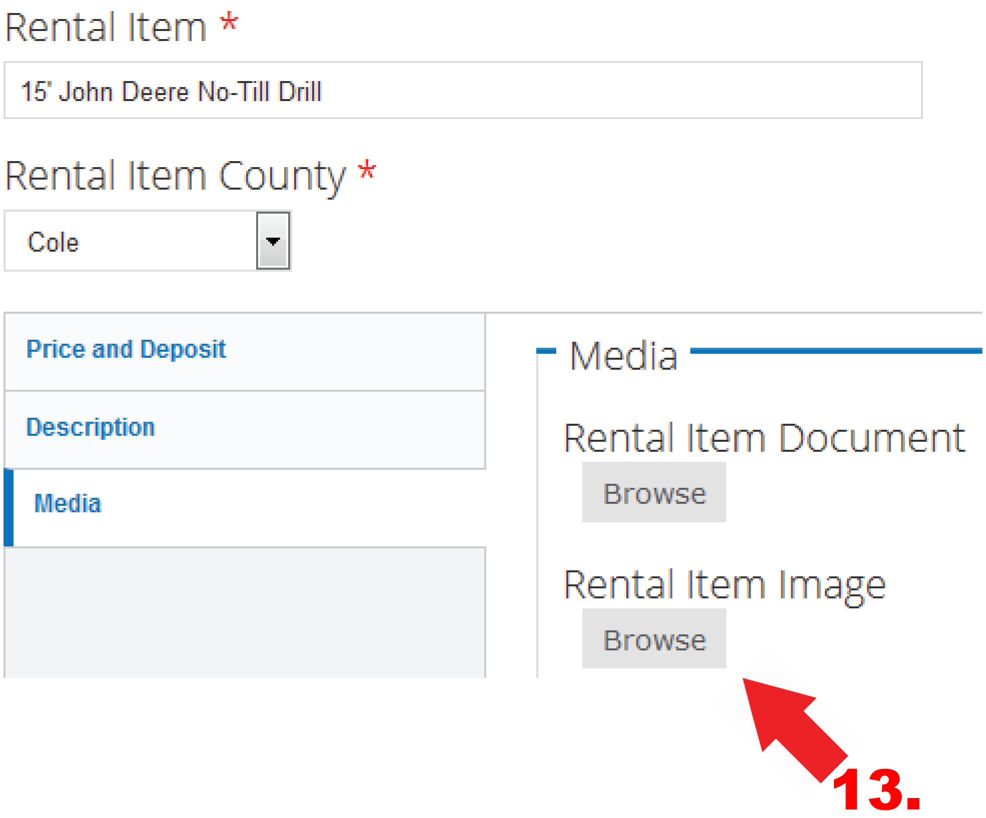
You can add a photo of the equipment, if desired. Click the “Media” (12) tab, then click the “Rental Item Image Browse” (13) button to find a photo of the equipment on your PC and add it to the page. Photo formats that can be uploaded include *.jpg, *.gif and *.png.



Rental Item County *: DeKalb

Contact Jeff Lee to rent 816-449-2118 or 660-605-3051

12.
Price and Deposit
Description
Media
Rental Item Description
Source
Normal

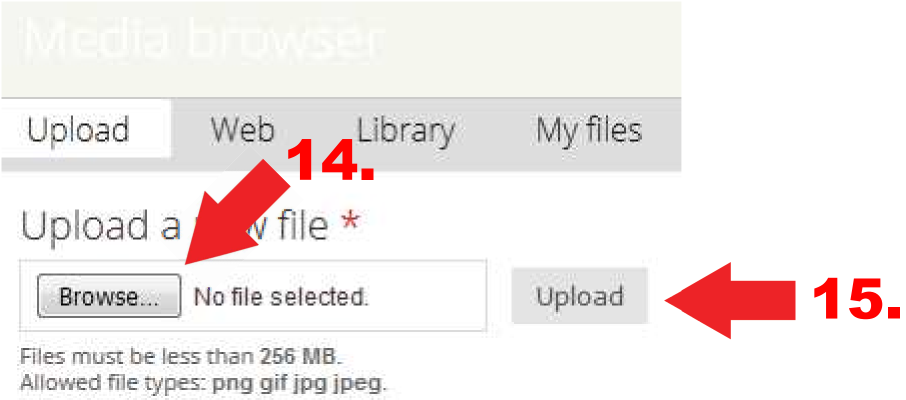


Rental Item *: 15' John Deere No-Till Drill

Rental Item County *: Cole

Price and Deposit
Description
Media
Media
Rental Item Document
Browse
Rental Item Image
Browse
13.

Click “Browse” (14) to find the file you want to add to the page, then click “Upload” (15).

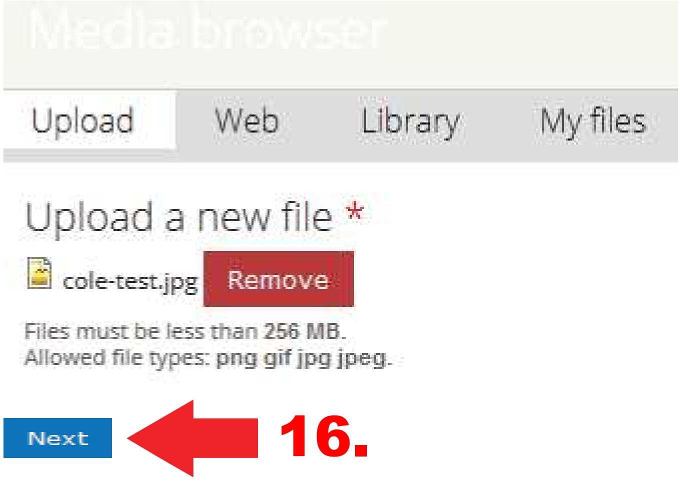


Upload a new file *: No file selected.

Files must be less than 256 MB.
Allowed file types: png gif jpg jpeg.

Media browser
Upload
Web
Library
My files
14.
Browse...
Upload
15.

After the image is uploaded, click “Next” (16).

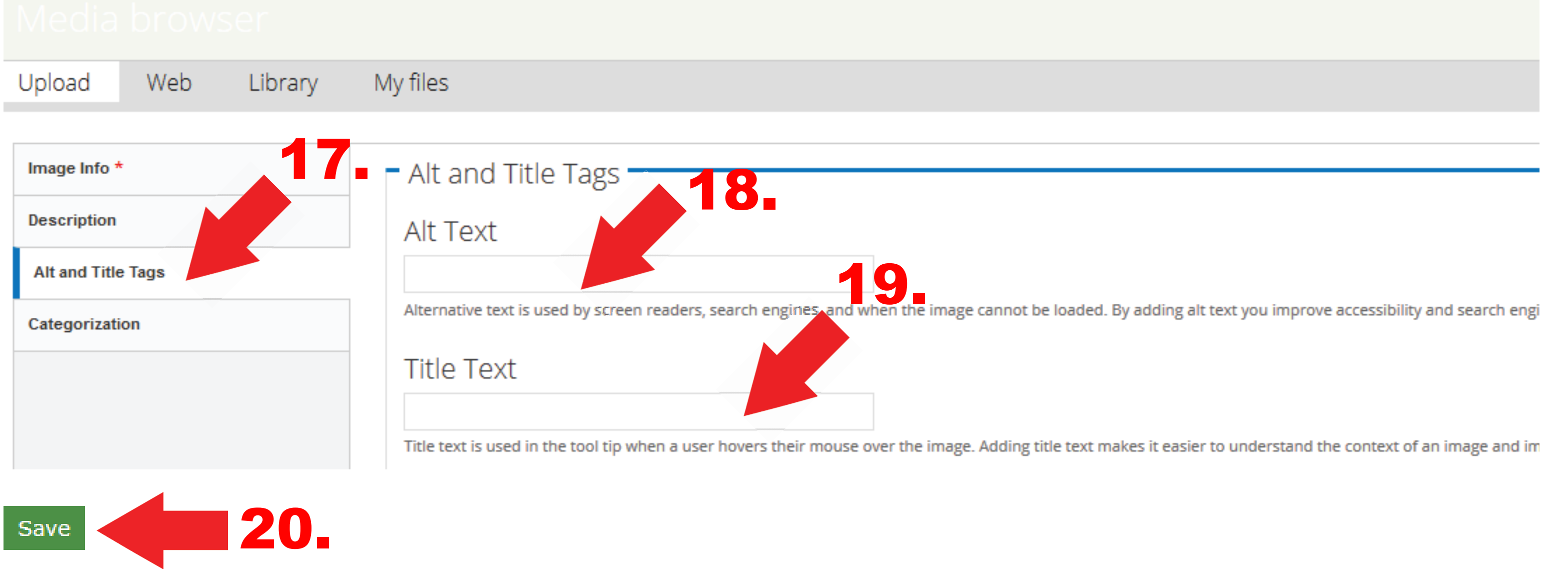

Media browser
Upload
Web
Library
My files
Remove
Next
16.

Upload a new file *

cole-test.jpg

Files must be less than 256 MB.
Allowed file types: png gif jpg jpeg.

Click the “Alt and Title Tags” (17) tab to add alternate text (18) to the image. Alternate text is used by screen readers, search engines, and when the image cannot be loaded. By adding alt text you improve accessibility and search engine optimization and assist visually impaired people who visit your pages. After adding alternate text (18) and title text (19), click “Save” (20).


Media browser
Upload
Web
Library
My files
Image Info *
Description
Alt and Title Tags
Categorization
17.
18.
19.
Save
20.

Alt and Title Tags

Alt Text

Alternative text is used by screen readers, search engines, and when the image cannot be loaded. By adding alt text you improve accessibility and search engi

Title Text

Title text is used in the tool tip when a user hovers their mouse over the image. Adding title text makes it easier to understand the context of an image and im

Click the “Categorization” (21) tab to add a tag (22) to the image. The tag to enter is your county name. By adding the tag you can sort your files in Drupal, making them easier to find when using the tag search option. After adding the tag, click “Save” (23). Note: Add a tag to all uploaded files including images, PDFs, docx, etc.

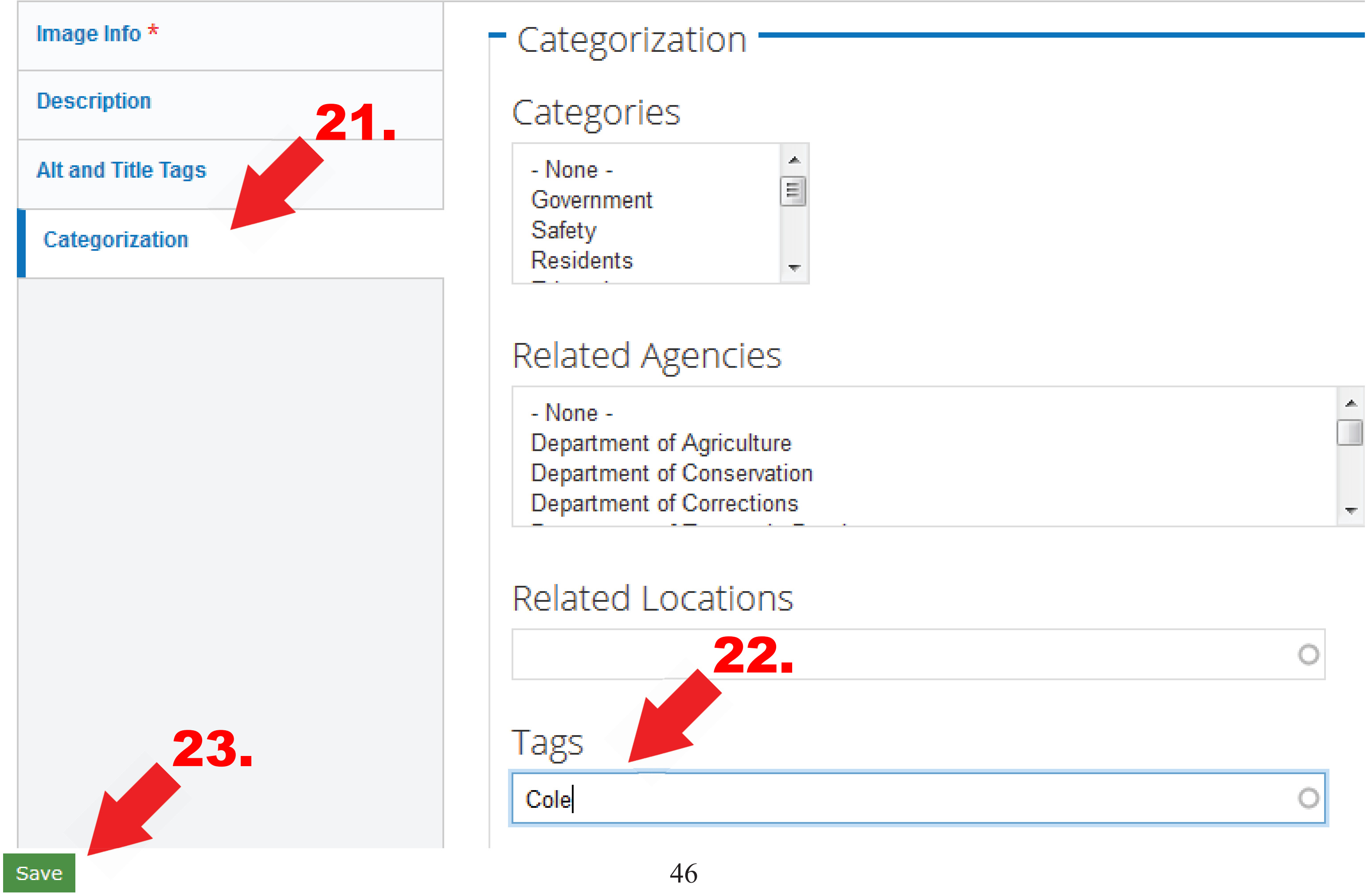
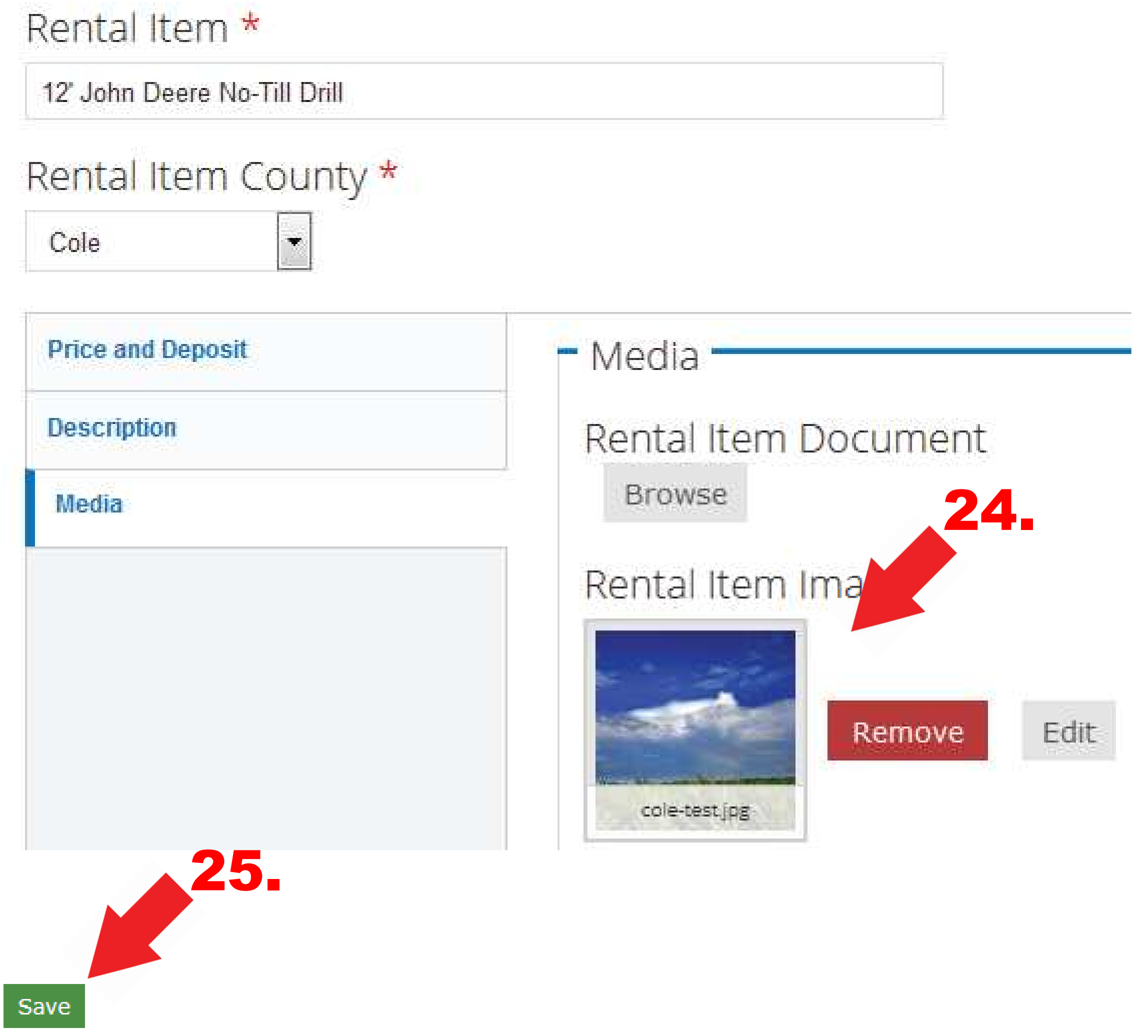


Image Info *
Description
Alt and Title Tags
Categorization
21.
Categorization
Categories
- None -
Government
Safety
Residents
Related Agencies
- None -
Department of Agriculture
Department of Conservation
Department of Corrections
Related Locations
22.
23.
Save

Tags

Cole

A thumbnail preview of the image will appear in the “Rental Item Image” (24) box. Click “Save” (25).



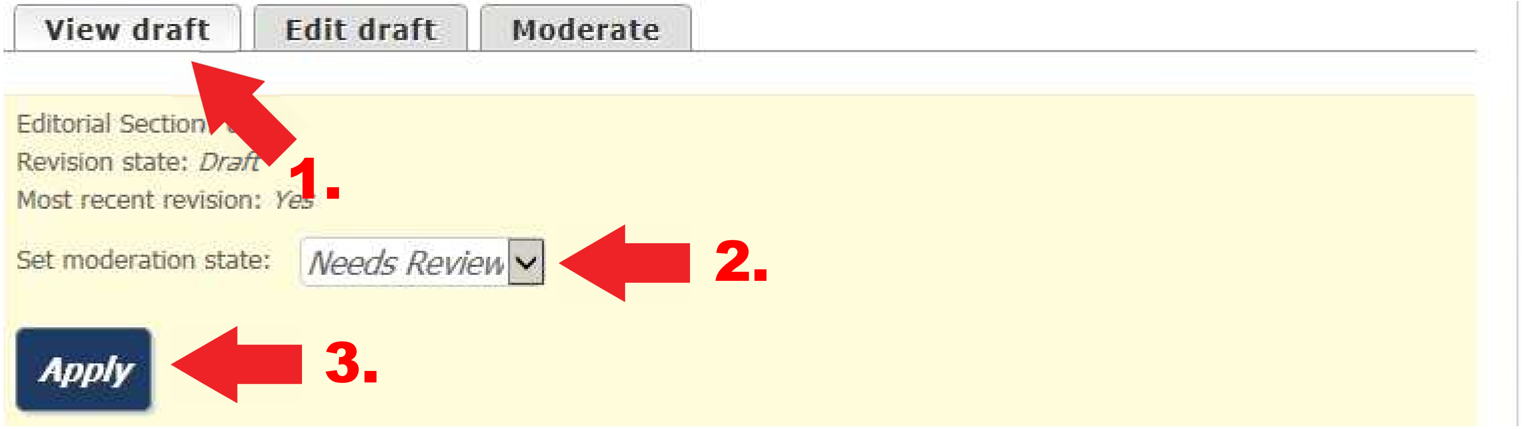
Rental Item *
12' John Deere No-Till Drill

Rental Item County *
Cole

Price and Deposit
Description
Media
Media
Rental Item Document
Browse
Rental Item Ima
24.
cole-test.jpg
Remove
Edit
25.
Save

IMPORTANT: You should always click “Save” to create a draft. Do not use the mouse back button or click on “Content” before clicking “Save” or you will lose all your edits.

A page will open that will allow you to view a draft of your update. Under the “View Draft” (1) tab is a “Needs Reviewed” (2) window. “Needs Reviewed” is the default. To submit the page for review click the “Apply” (3) button. This will send an email to notify the Soil and Water Conservation Program that a new update is ready to be reviewed by the program and published. The program will review the page for style and consistency and may ask you to rework a page or it’s attachments before it is published.



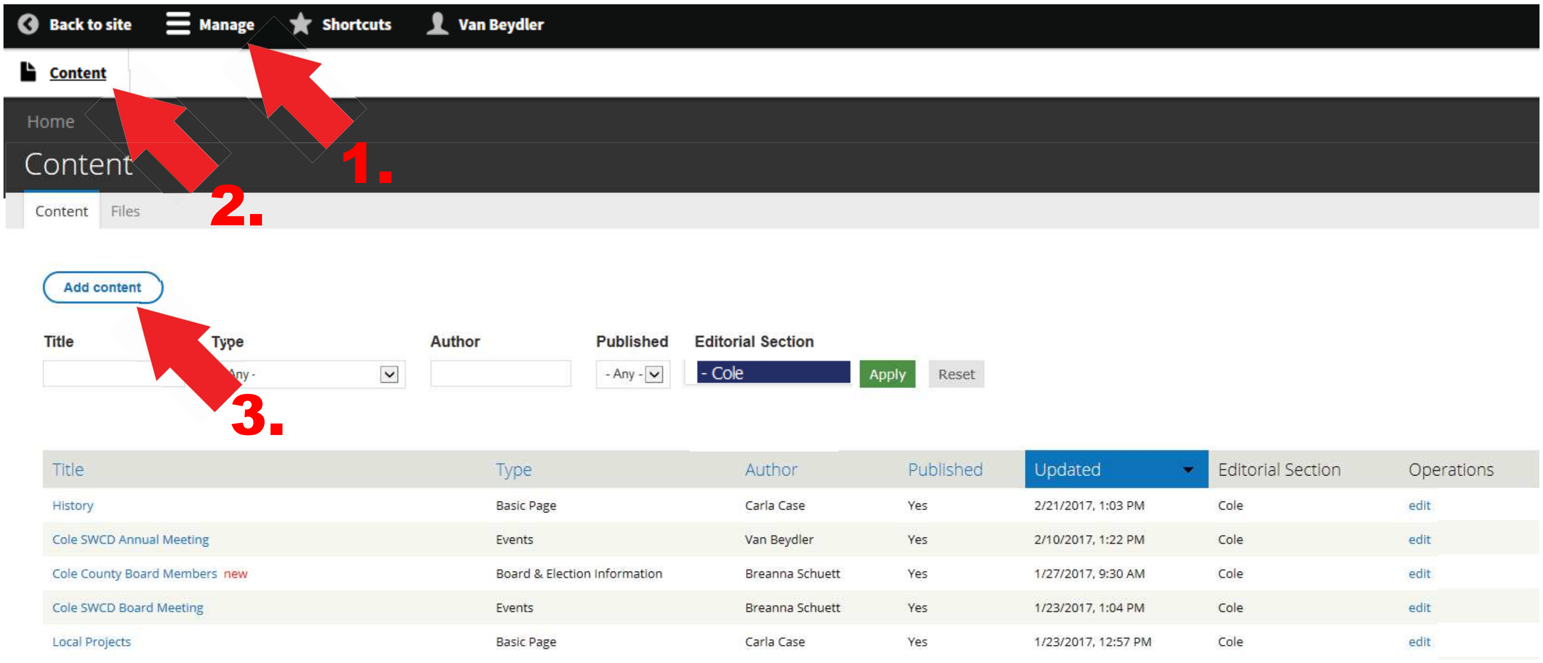
Editorial Section
Revision state: *Draft*
Most recent revision: *Yes*
Set moderation state: *Needs Review*

View draft
Edit draft
Moderate
1.
2.
Apply
3.

Events Template

Use the “Events” template to add meetings and events to your online calendar. The events will show up on your home page and in the expanded calendar. Events will automatically drop off the page and automatically delete from your content list after the end date.

Click “Manage” (1), click “Content” (2), then click the “Add Content” (3) button.


Back to site
Manage
Shortcuts
Van Beydler
Content
Home
Content
Content
Files
Add content
Title
Type
- Any -
Author
Published
- Any -
Editorial Section
- Cole
Apply
Reset
1.
2.
3.

Title	Type	Author	Published	Updated	Editorial Section	Operations
History	Basic Page	Carla Case	Yes	2/21/2017, 1:03 PM	Cole	edit
Cole SWCD Annual Meeting	Events	Van Beydler	Yes	2/10/2017, 1:22 PM	Cole	edit
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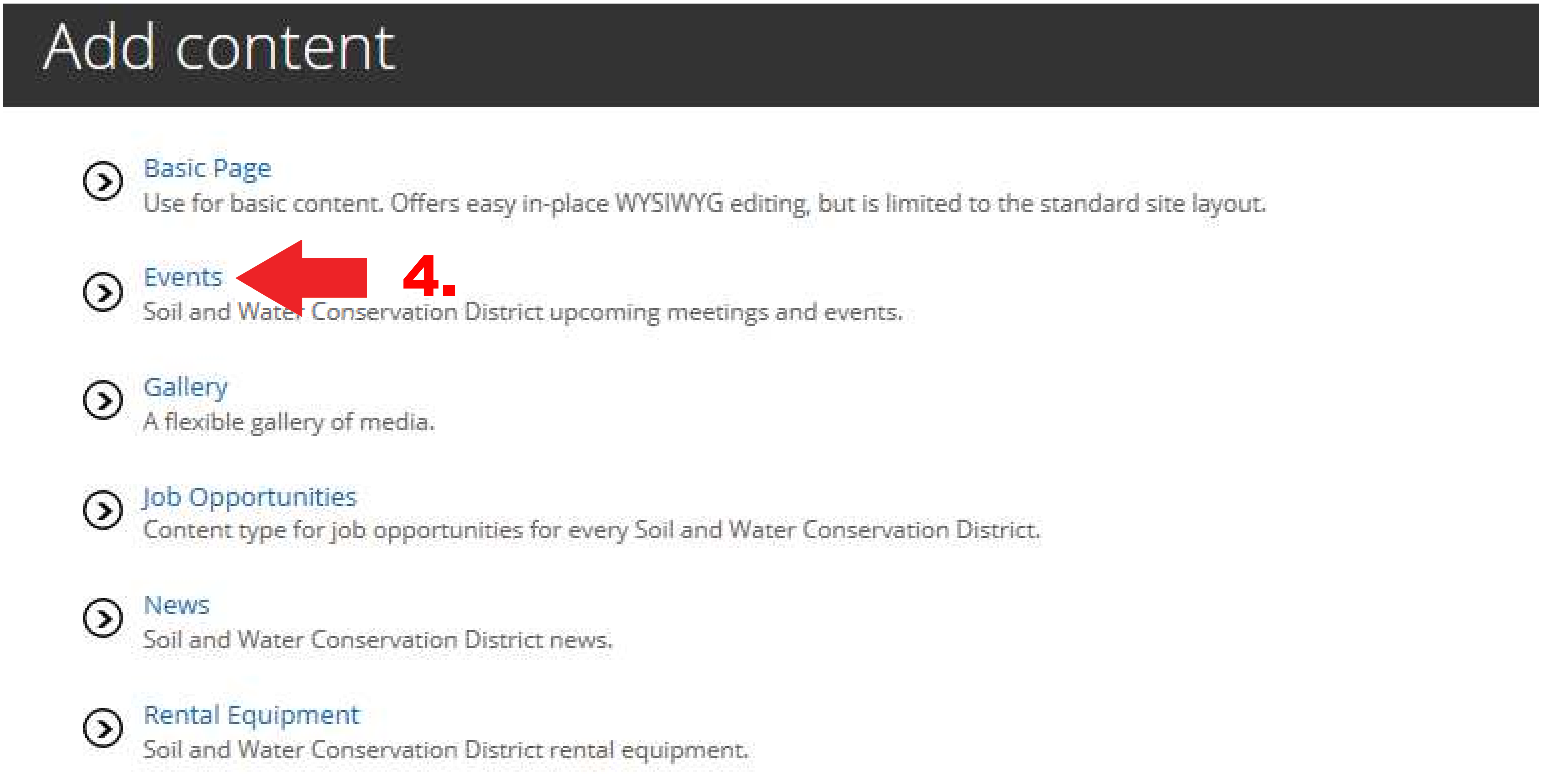
Local Projects	Basic Page	Carla Case	Yes	1/23/2017, 12:57 PM	Cole	edit

Click “Events” (4)



Add content

Basic Page
Use for basic content. Offers easy in-place WYSIWYG editing, but is limited to the standard site layout.

Events
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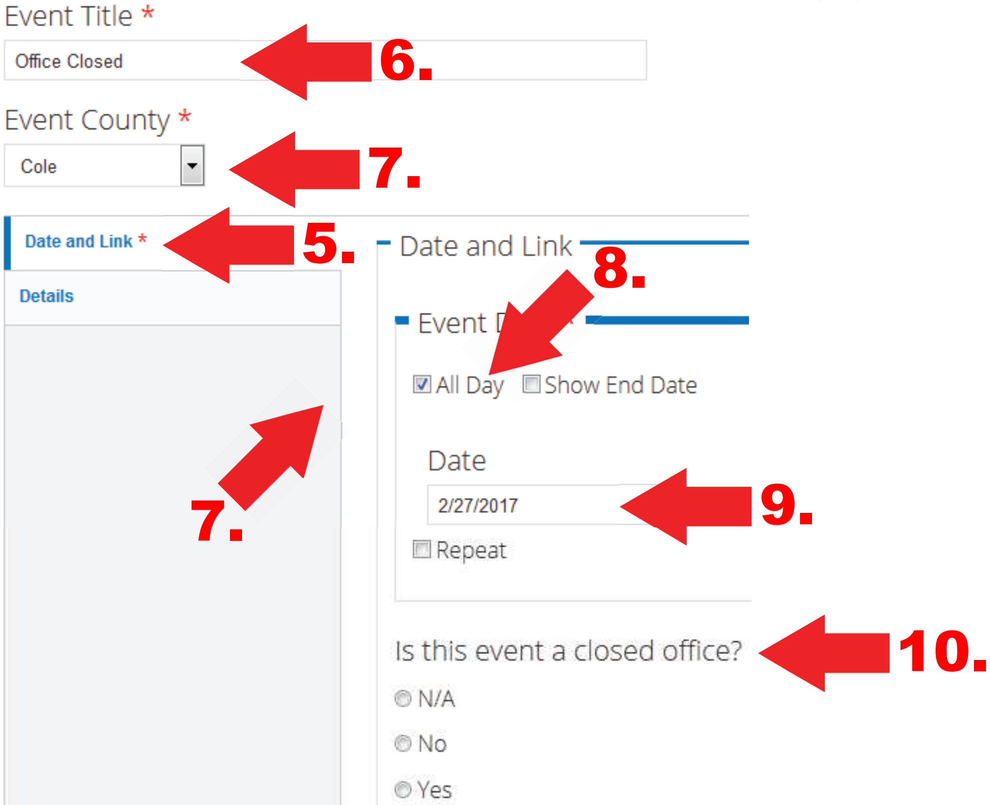
Job Opportunities
Content type for job opportunities for every Soil and Water Conservation District.

News
Soil and Water Conservation District news.

Rental Equipment
Soil and Water Conservation District rental equipment.

Under the “Date and Link” (5) tab:

- In the “Event Title” box, type in the name of the event (6)
- If promoted, enter the name of your county (7)
- Use the checkbox to choose “All Day” (8) or “Show End Date” (this example is for “All Day”)
- Enter the Date of the event (9)
- If this event is a day when the office is closed, check “Yes” (10) If no, check “No”.



Event Title *

Office Closed

Event County *

Cole

Date and Link *

Details

Date and Link

Event D

☑ All Day ☐ Show End Date

Date

2/27/2017

☐ Repeat

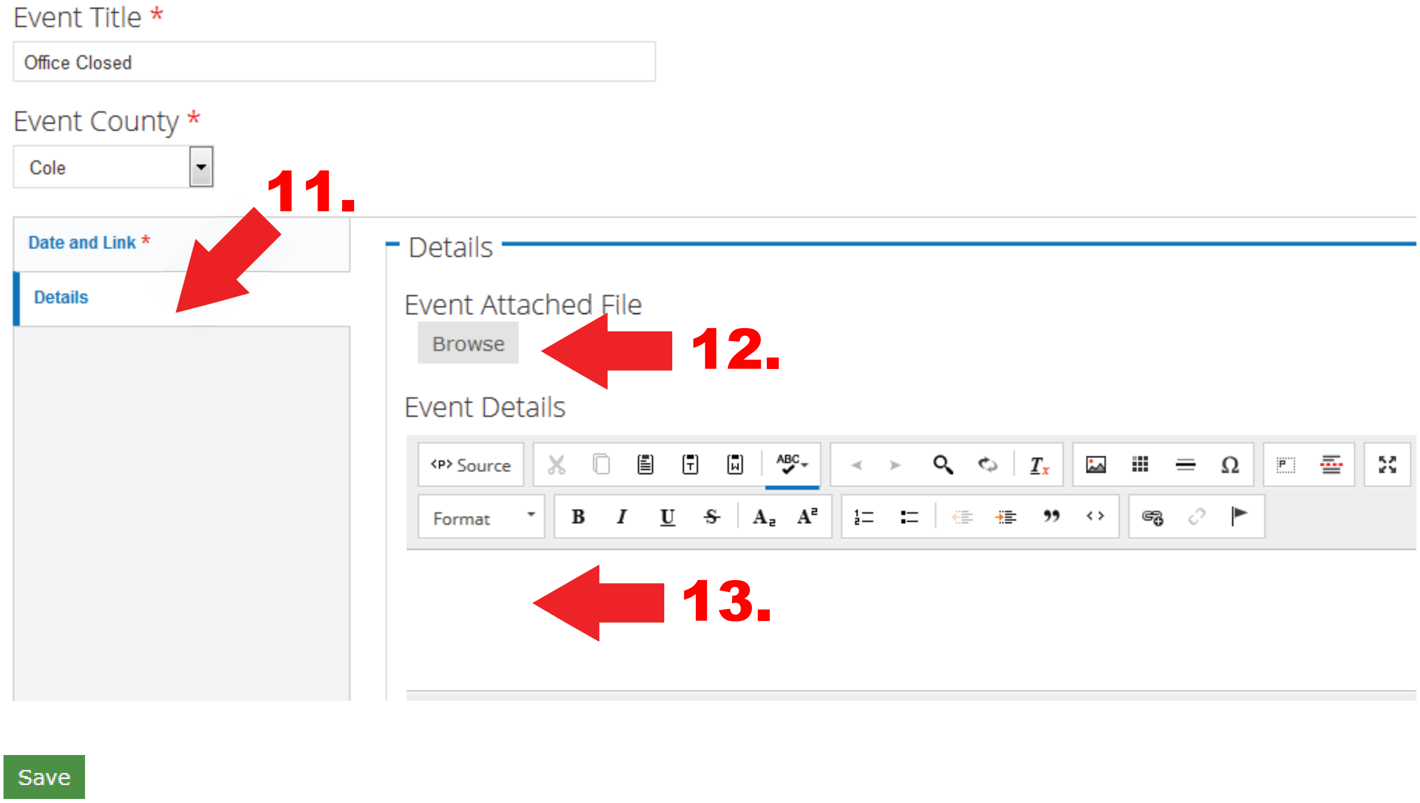
Is this event a closed office?

○ N/A

○ No

○ Yes

Under the “Details” (11) tab in the “Event Details” (13) box you can add a longer description. You can attach a photo, by clicking the “Browse” (12) button.



Event Title *

Office Closed

Event County *

Cole

Date and Link *

Details

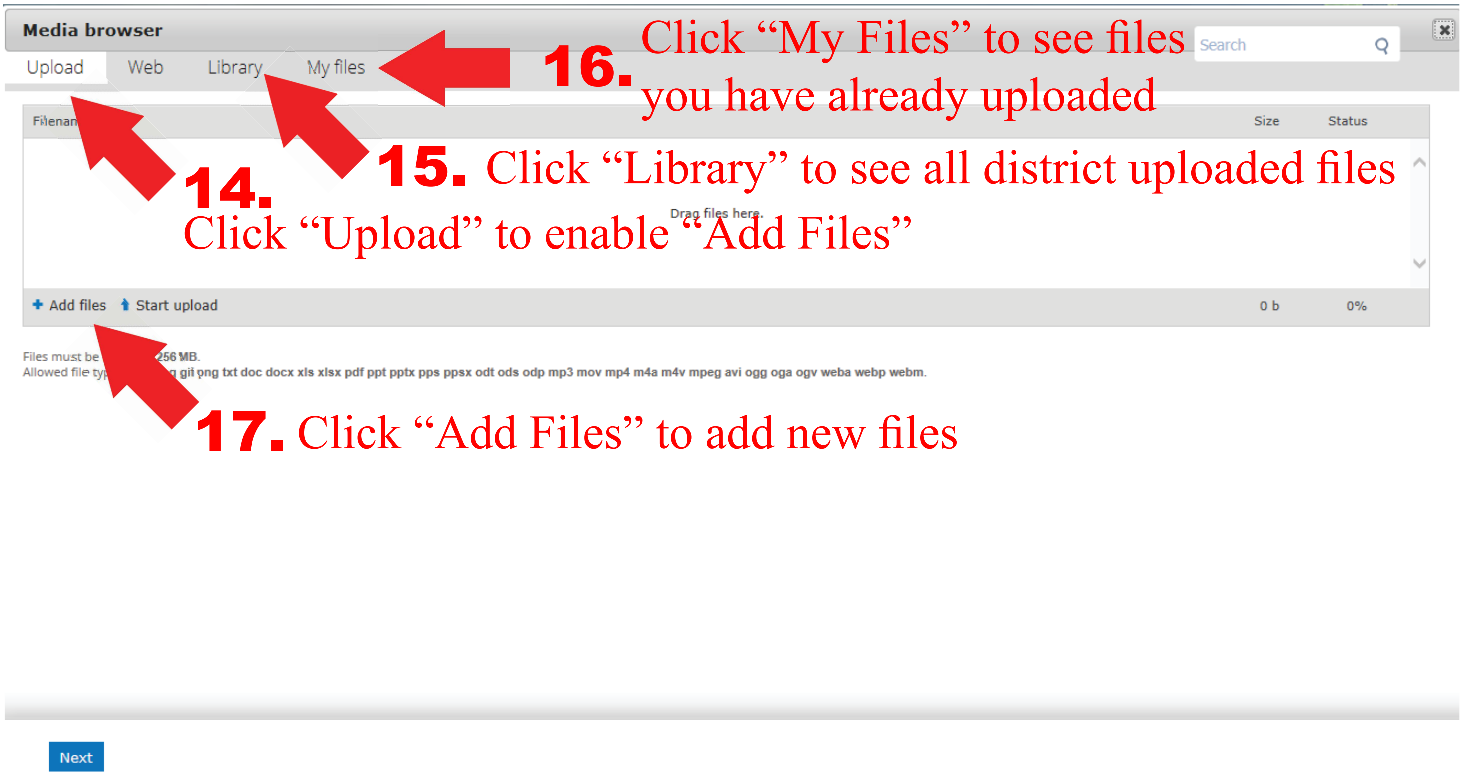
Details

Event Attached File

Browse

Event Details

Clicking the “Browse” (12) button opens the “Media Browser” window and if you have files to upload, do it here. Under the “Upload” (14) tab, “Add Files” (17) lets you pick a new file from your PC. Most often you will use “Add Files” (14). Click the “Add Files” (17) link to find the image or graphic on your PC. If you have already uploaded the files, you can go to the “Library” (15) tab. The “My Files” (16) tab shows files you have already uploaded. In this example, we are showing “Add Files” so you would click the “Add Files” (17) link.


Media browser
Upload
Web
Library
My files
Search
Filenam
Size
Status
Drag files here.
Add files
Start upload
0 b
0%
Next

Files must be 256 MB.

Allowed file typ g gif png txt doc docx xls xlsx pdf ppt pptx pps ppsx odt ods odp mp3 mov mp4 m4a m4v mpeg avi ogg oga ogv weba webp webm.

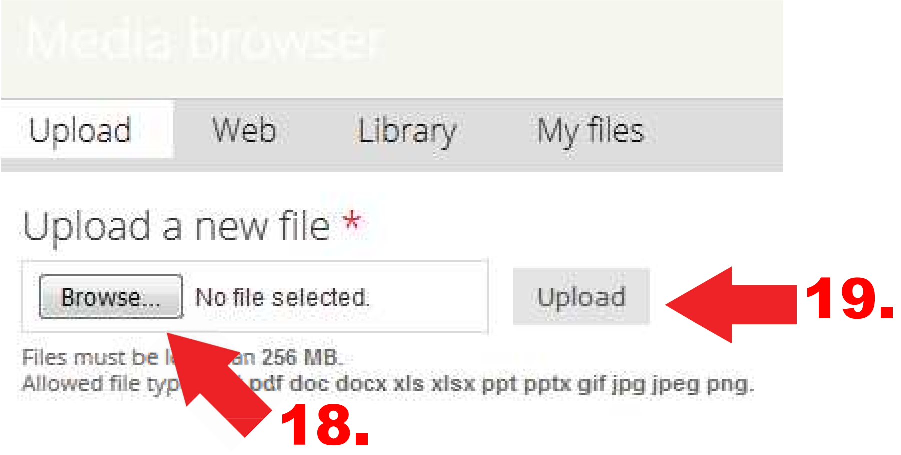
16. Click “My Files” to see files you have already uploaded

15. Click “Library” to see all district uploaded files

14. Click “Upload” to enable “Add Files”

17. Click “Add Files” to add new files

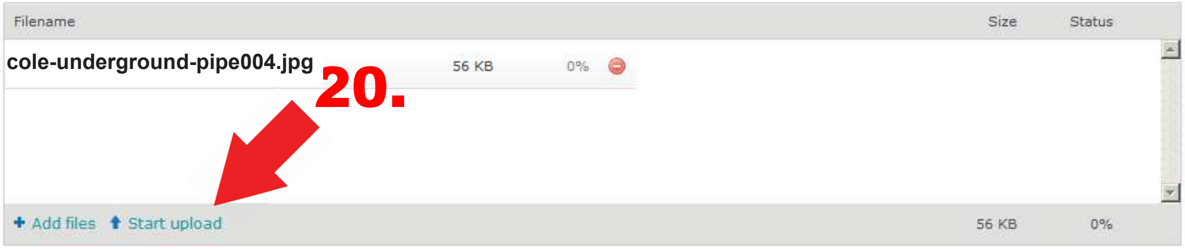
This will open the “Upload a New File” window. Click “Browse” to find the image file on your PC. Then Click “Upload” (19).


Media browser
Upload
Web
Library
My files
Upload a new file *
Browse...
No file selected.
Upload
19.
18.

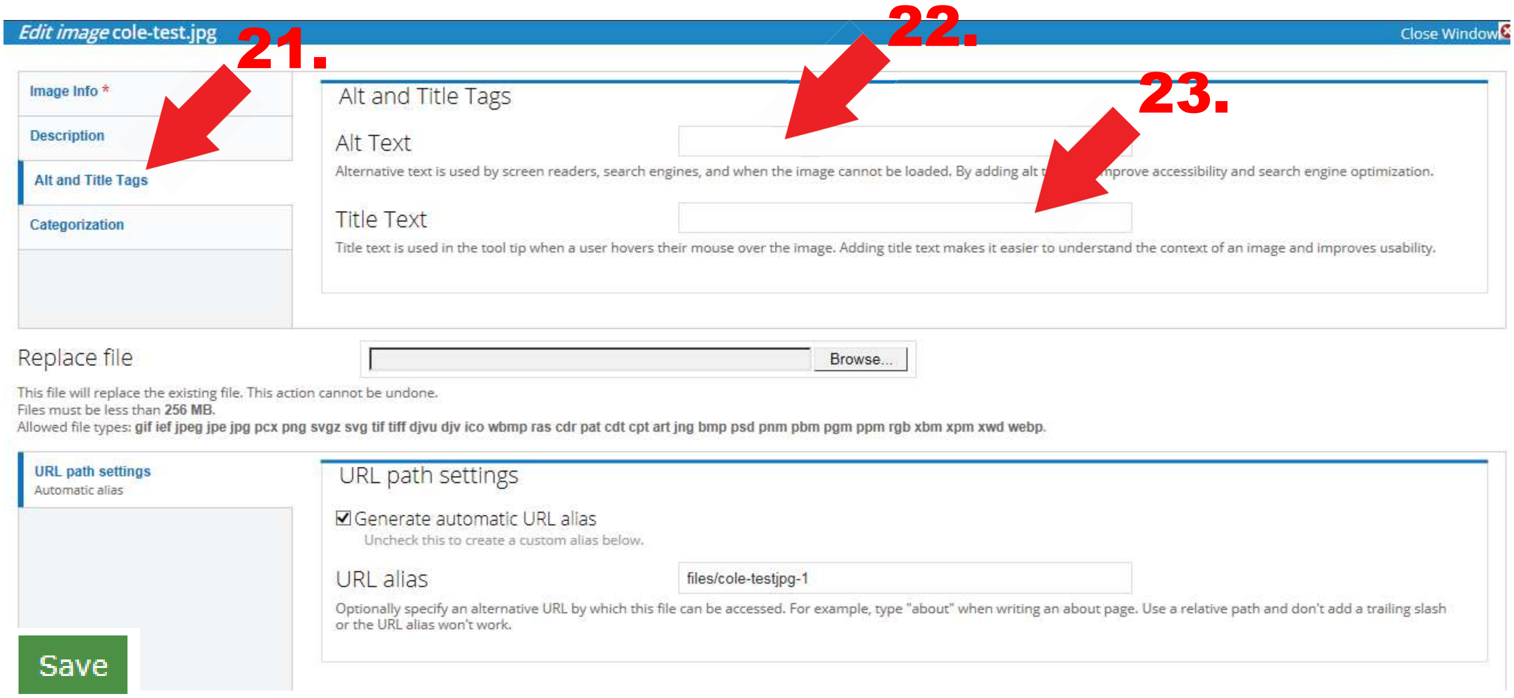
Files must be l an 256 MB.

Allowed file typ pdf doc docx xls xlsx ppt pptx gif jpg jpeg png.

You will see the filename added in the window. Click “Start Upload” (20) to move the file from your computer to Drupal.


Filename
Size
Status
cole-underground-pipe004.jpg
56 KB
0%
20.
Add files
Start upload
56 KB
0%

Click the “Alt and Title Tags” (21) tab to add alternate text (22) to the image. Alternate text and title text should be the same. Alternate text is used by screen readers, search engines, and when the image cannot be loaded. By adding alternate text you improve accessibility and search engine optimization and assist visually impaired people who visit your pages.


Edit image cole-test.jpg
Close Window
21.
22.
23.
Image Info *
Description
Alt and Title Tags
Categorization
Alt and Title Tags
Alt Text
Title Text
Replace file
Browse...
URL path settings
Automatic alias
URL path settings
Save

Alternative text is used by screen readers, search engines, and when the image cannot be loaded. By adding alt t [illegible] mprove accessibility and search engine optimization.

Title text is used in the tool tip when a user hovers their mouse over the image. Adding title text makes it easier to understand the context of an image and improves usability.

This file will replace the existing file. This action cannot be undone.
Files must be less than **256 MB**.
Allowed file types: **gif ief jpeg jpe jpg pcx png svgz svg tif tiff djvu djv ico wbmp ras cdr pat cdt cpt art jng bmp psd pnm pbm pgm ppm rgb xbm xpm xwd webp**.

☑ Generate automatic URL alias
Uncheck this to create a custom alias below.

URL alias: files/cole-testjpg-1

Optionally specify an alternative URL by which this file can be accessed. For example, type "about" when writing an about page. Use a relative path and don't add a trailing slash or the URL alias won't work.

Click the “Categorization” (24) tab to add a tag (25) to the image. The tag to enter is your county name. By adding the tag you can sort your files in Drupal, making them easier to find when using the tag search option. After adding the tag, click “Save” (26). Note: Add a tag to all uploaded files including images, PDFs, docx, etc.

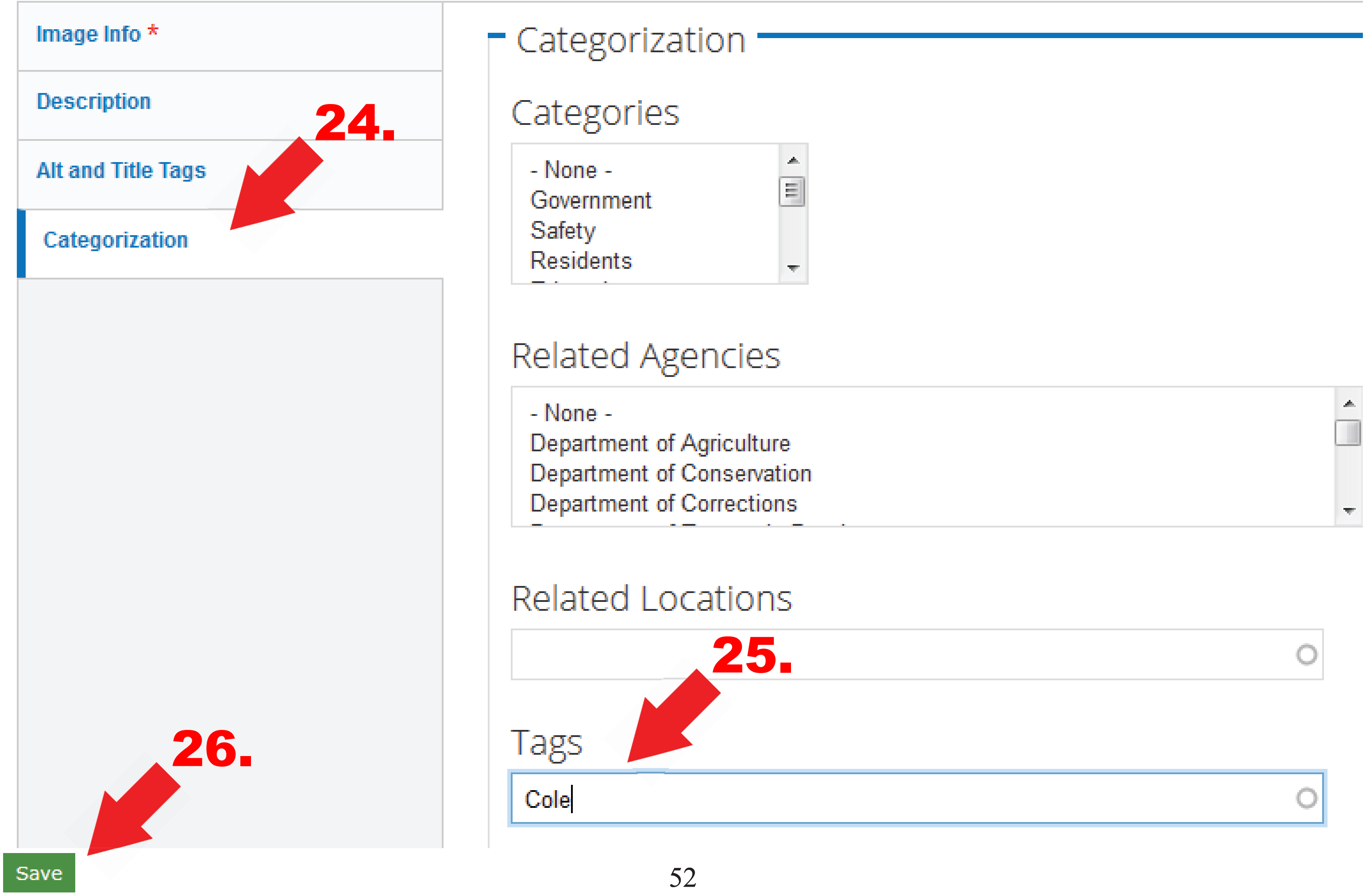
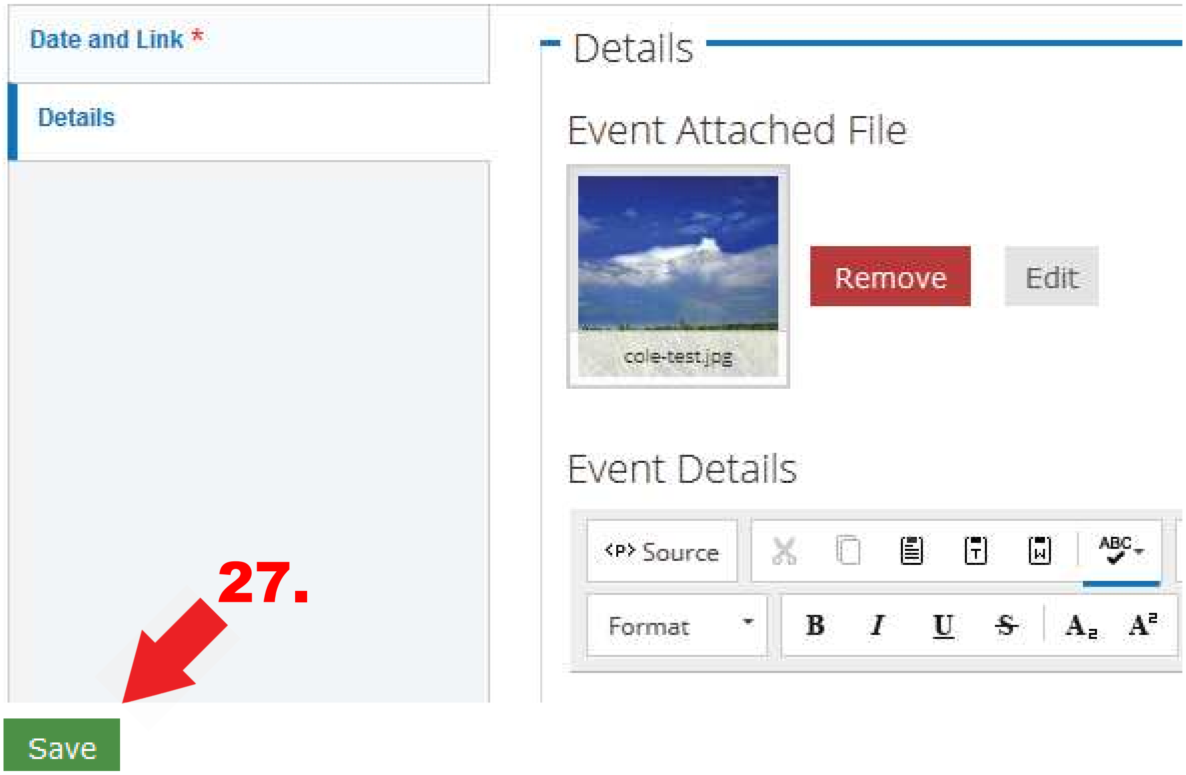


Image Info *
Description
Alt and Title Tags
Categorization
24.
Categorization
Categories
- None -
Government
Safety
Residents
Related Agencies
- None -
Department of Agriculture
Department of Conservation
Department of Corrections
Related Locations
25.
Tags
26.
Save

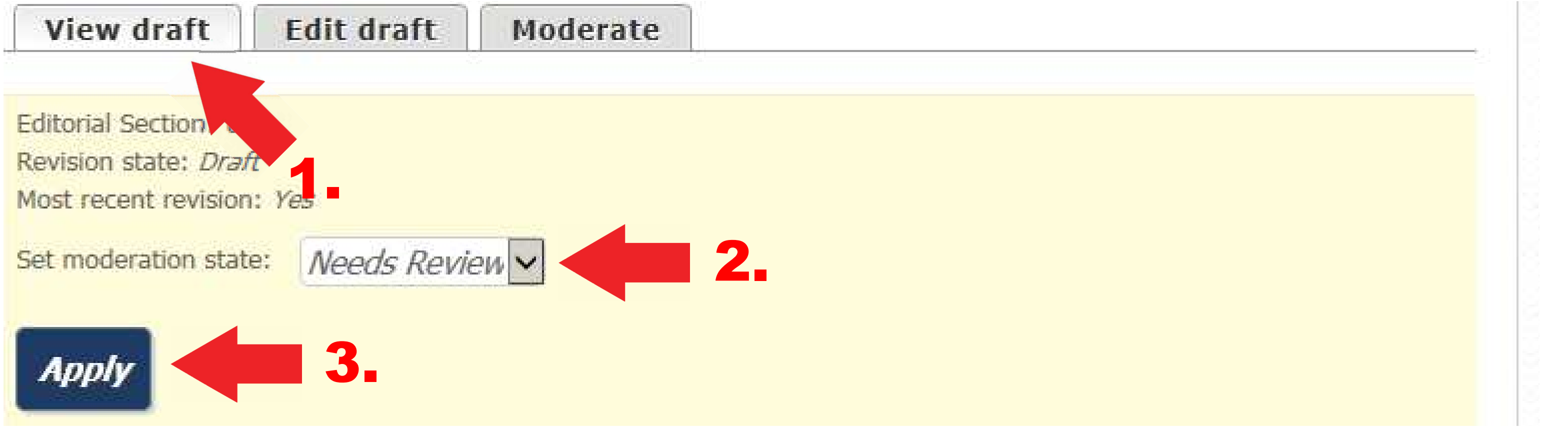
Tags: Cole

Click “Save” (27) at the bottom of the page.


Date and Link *
Details
Details
Event Attached File
cole-test.jpg
Remove
Edit
Event Details
<P> Source
Format
27.
Save

IMPORTANT: You should always click “Save” to create a draft. Do not use the mouse back button or click on “Content” before clicking “Save” or you will lose all your edits.

A page will open that will allow you to view a draft of your update. Under the “View Draft” (1) tab is a “Needs Reviewed” (2) window. “Needs Reviewed” is the default. To submit the page for review click the “Apply” (3) button. This will send an email to notify the Soil and Water Conservation Program that a new update is ready to be reviewed by the program and published. The program will review the page for style and consistency and may ask you to rework a page or it’s attachments before it is published.

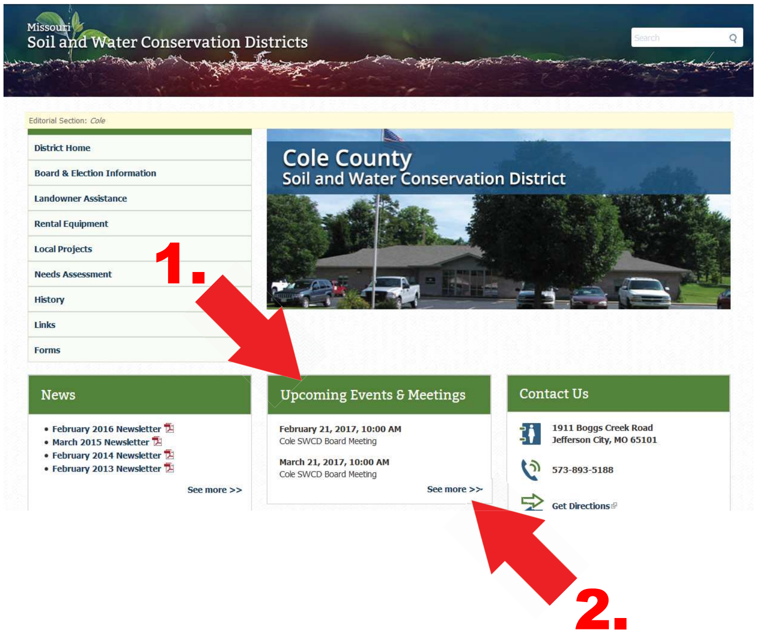

View draft
Edit draft
Moderate
Editorial Section
1.
2.
Apply
3.

Revision state: *Draft*

Most recent revision: *Yes*

Set moderation state: *Needs Review*

Following are examples of what the event looks like to the public after being published. The example on the left shows the next two events in the “Upcoming Events & Meetings” (1) box. By clicking “See More” (2) it opens the full calendar as shown on the right (3).


Missouri
Soil and Water Conservation Districts
Search
Editorial Section: Cole
District Home
Board & Election Information
Landowner Assistance
Rental Equipment
Local Projects
Needs Assessment
History
Links
Forms
Cole County
Soil and Water Conservation District
1.
News
Upcoming Events & Meetings
Contact Us
See more >>
2.

- February 2016 Newsletter
- March 2015 Newsletter
- February 2014 Newsletter
- February 2013 Newsletter

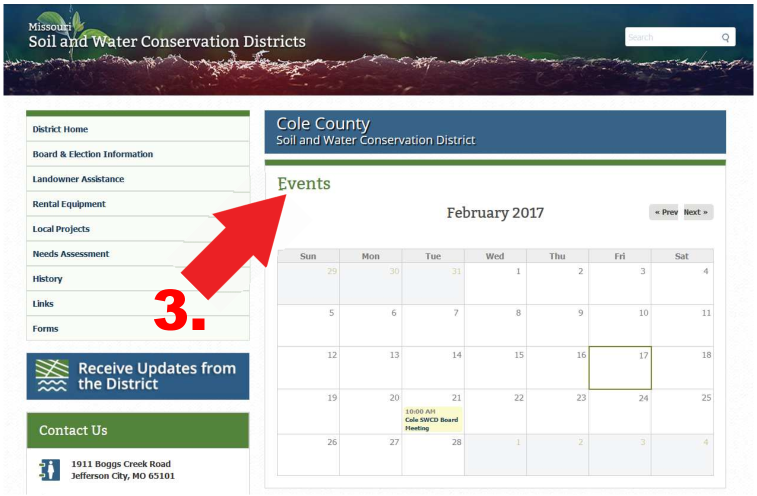
February 21, 2017, 10:00 AM
Cole SWCD Board Meeting

March 21, 2017, 10:00 AM
Cole SWCD Board Meeting

1911 Boggs Creek Road
Jefferson City, MO 65101

573-893-5188

Get Directions


Missouri
Soil and Water Conservation Districts
Search
District Home
Board & Election Information
Landowner Assistance
Rental Equipment
Local Projects
Needs Assessment
History
Links
Forms
3.
Receive Updates from the District
Contact Us
Cole County
Soil and Water Conservation District
Events
« Prev
Next »

February 2017

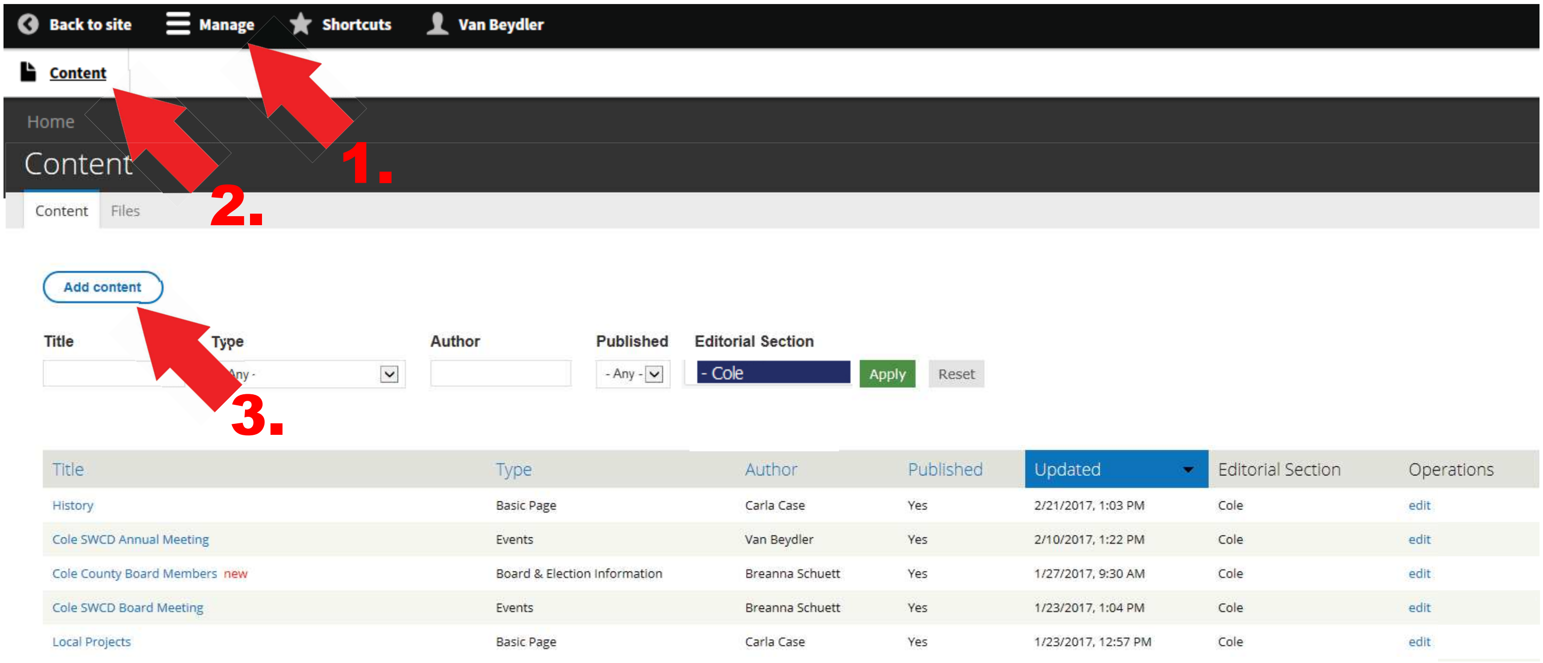
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21 10:00 AM Cole SWCD Board Meeting	22	23	24	25
26	27	28	1	2	3	4

1911 Boggs Creek Road
Jefferson City, MO 65101

An event/meeting will automatically drop off the list of “Upcoming Events and Meetings” on the home page after the date has passed. The event/meeting will still appear on the “Events Calendar” as an historical listing. **Note:** If you uploaded an attachment for that event or meeting, you will need to notify the program to delete it from your content list.

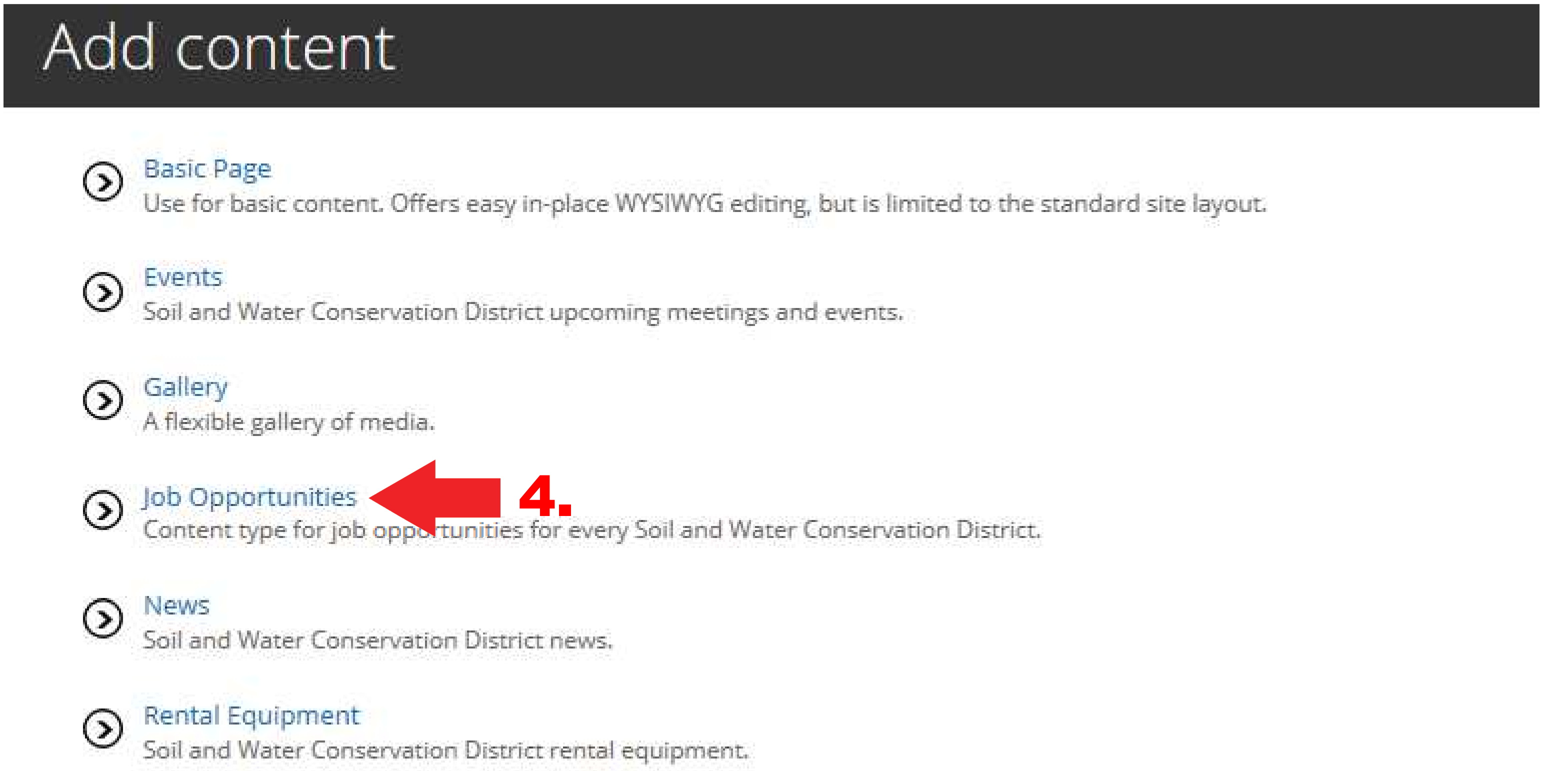
Job Opportunities Template

Click “Manage” (1), click “Content” (2), then click the “Add Content” (3) button.


Back to site
Manage
Shortcuts
Van Beydler
Content
Home
Content
Content
Files
Add content
1.
2.
3.
Title
Type
- Any -
Author
Published
- Any -
Editorial Section
- Cole
Apply
Reset

Title	Type	Author	Published	Updated	Editorial Section	Operations
History	Basic Page	Carla Case	Yes	2/21/2017, 1:03 PM	Cole	edit
Cole SWCD Annual Meeting	Events	Van Beydler	Yes	2/10/2017, 1:22 PM	Cole	edit
Cole County Board Members new	Board & Election Information	Breanna Schuett	Yes	1/27/2017, 9:30 AM	Cole	edit
Cole SWCD Board Meeting	Events	Breanna Schuett	Yes	1/23/2017, 1:04 PM	Cole	edit
Local Projects	Basic Page	Carla Case	Yes	1/23/2017, 12:57 PM	Cole	edit

Click “Job Opportunities” (4).



Add content

Basic Page
Use for basic content. Offers easy in-place WYSIWYG editing, but is limited to the standard site layout.

Events
Soil and Water Conservation District upcoming meetings and events.

Gallery
A flexible gallery of media.

Job Opportunities
Content type for job opportunities for every Soil and Water Conservation District.

News
Soil and Water Conservation District news.

Rental Equipment
Soil and Water Conservation District rental equipment.

This will open the “Create Job Opportunities” template.

Under “Editorial Section” (5), if prompted, choose your county.

In the “Job Title” (6) window, type in the name of the job.

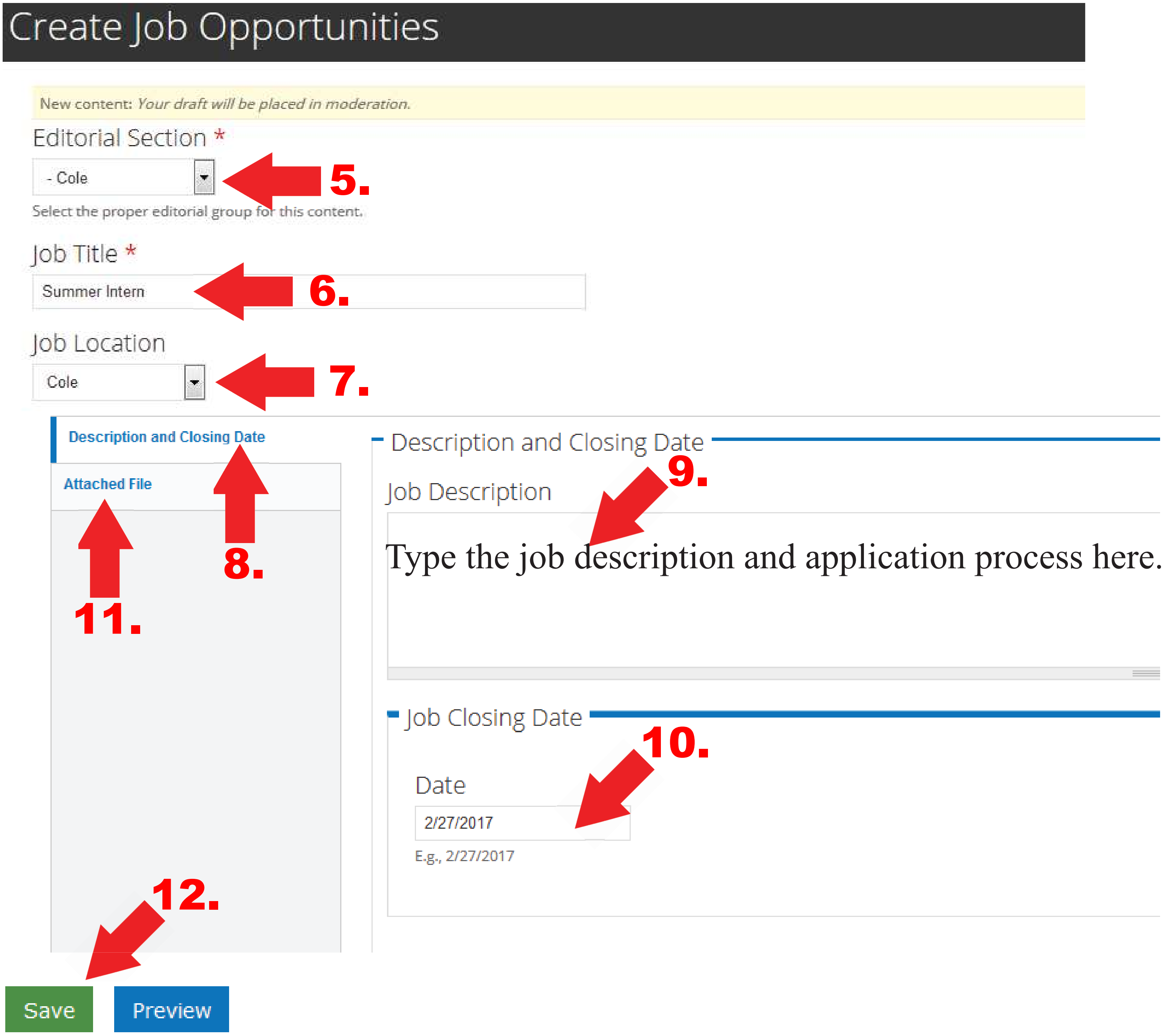
In the “Job Location” (7) dropdown, choose the location of the job.

Under the “Description and Closing Date” (8) tab, in the “Job Description” (9) window, type the details about the job and application process.

Under “Job Closing Date” (10) click the “Date” box to open a calendar to choose the job application deadline.

You can also attach a PDF by clicking the “Attached File” (11) tab. The PDF could be an application form or information about the job, application process and deadline.

After you are satisfied with the content, click “Save” (12).



Create Job Opportunities

New content: *Your draft will be placed in moderation.*

Editorial Section *: - Cole

Select the proper editorial group for this content.

Job Title *: Summer Intern

Job Location: Cole

Description and Closing Date

Job Description: Type the job description and application process here.

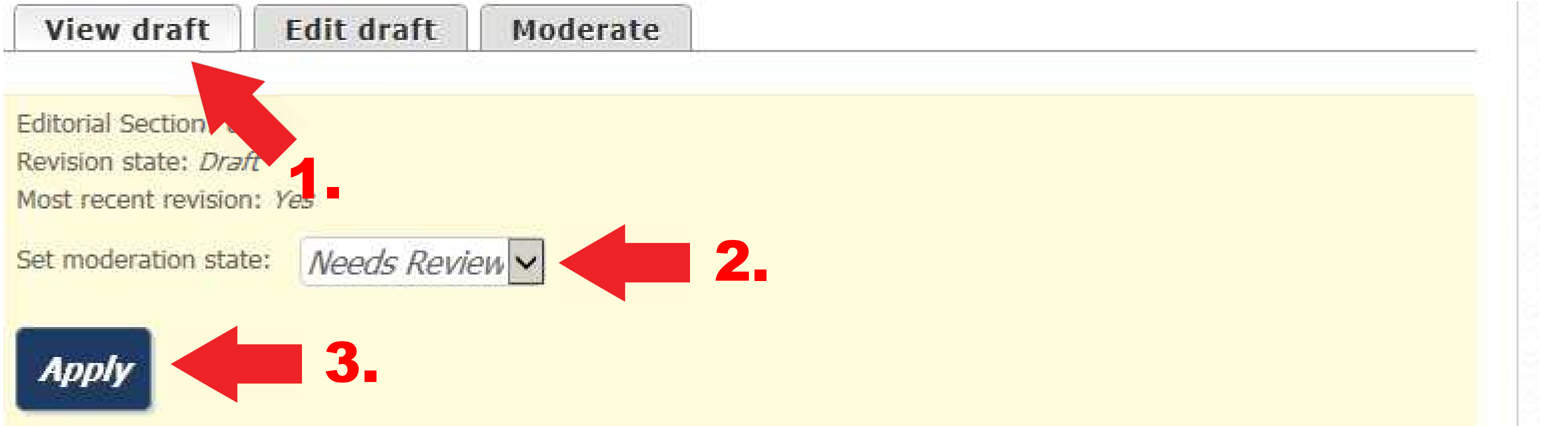
Job Closing Date

Date: 2/27/2017

E.g., 2/27/2017

IMPORTANT: You should always click “Save” to create a draft. Do not use the mouse back button or click on “Content” before clicking “Save” or you will lose all your edits.

A page will open that will allow you to view a draft of your update. Under the “View Draft” (1) tab is a “Needs Reviewed” (2) window. “Needs Reviewed” is the default. To submit the page for review click the “Apply” (3) button. This will send an email to notify the Soil and Water Conservation Program that a new update is ready to be reviewed by the program and published. The program will review the page for style and consistency and may ask you to rework a page or it’s attachments before it is published.


View draft
Edit draft
Moderate
1.
2.
3.
Apply

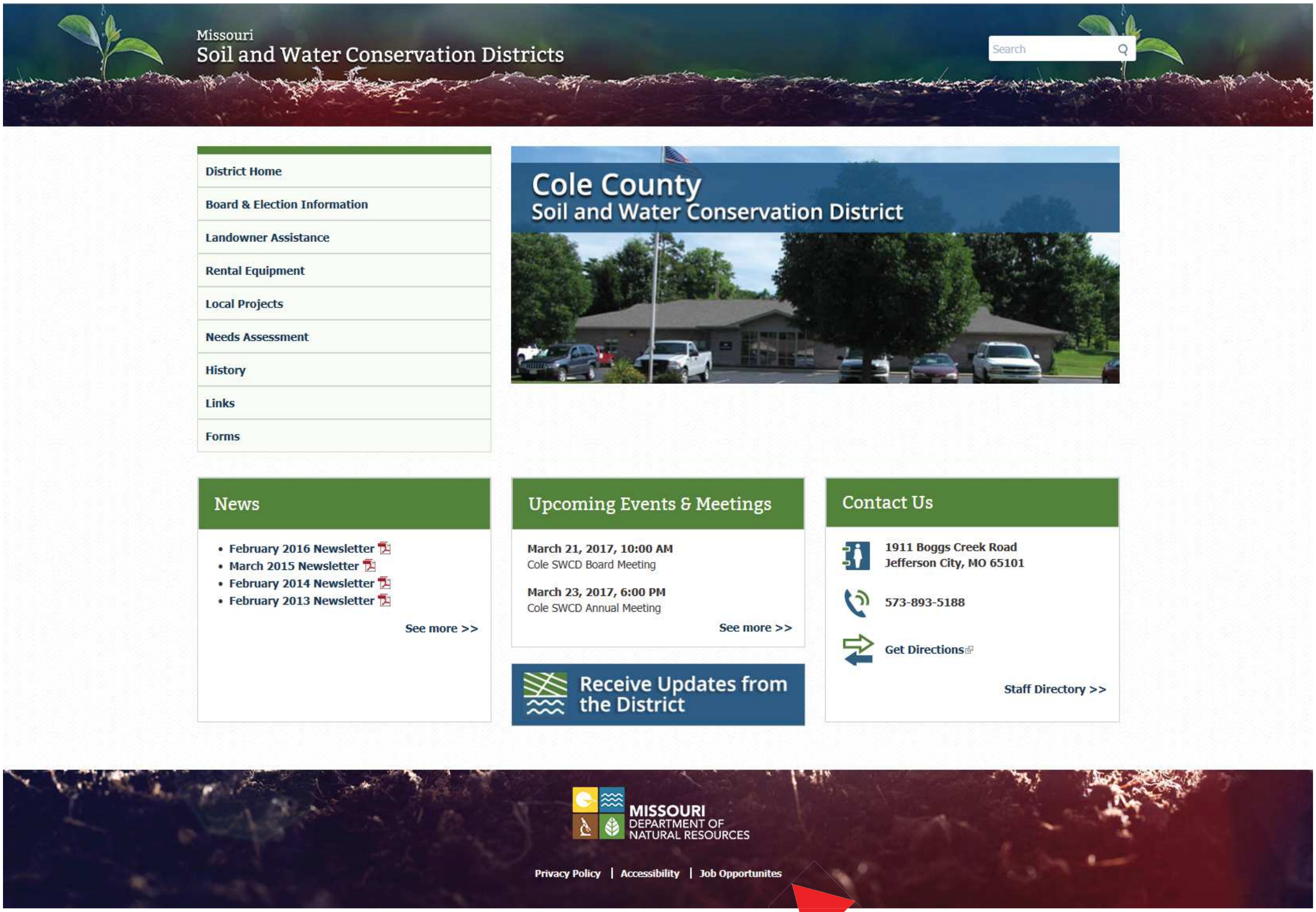
Editorial Section

Revision state: *Draft*

Most recent revision: *Yes*

Set moderation state: Needs Review

Note: A job opportunties link is located at the bottom of every district home page. Job opportunities from every district are shown so that people can see jobs available across the state.


Missouri
Soil and Water Conservation Districts
Search
District Home
Board & Election Information
Landowner Assistance
Rental Equipment
Local Projects
Needs Assessment
History
Links
Forms
Cole County
Soil and Water Conservation District
News
Upcoming Events & Meetings
Contact Us
See more >>
See more >>
Get Directions
Staff Directory >>
Receive Updates from the District
MISSOURI
DEPARTMENT OF
NATURAL RESOURCES
Privacy Policy | Accessibility | Job Opportunites

- February 2016 Newsletter
- March 2015 Newsletter
- February 2014 Newsletter
- February 2013 Newsletter

March 21, 2017, 10:00 AM
Cole SWCD Board Meeting

March 23, 2017, 6:00 PM
Cole SWCD Annual Meeting

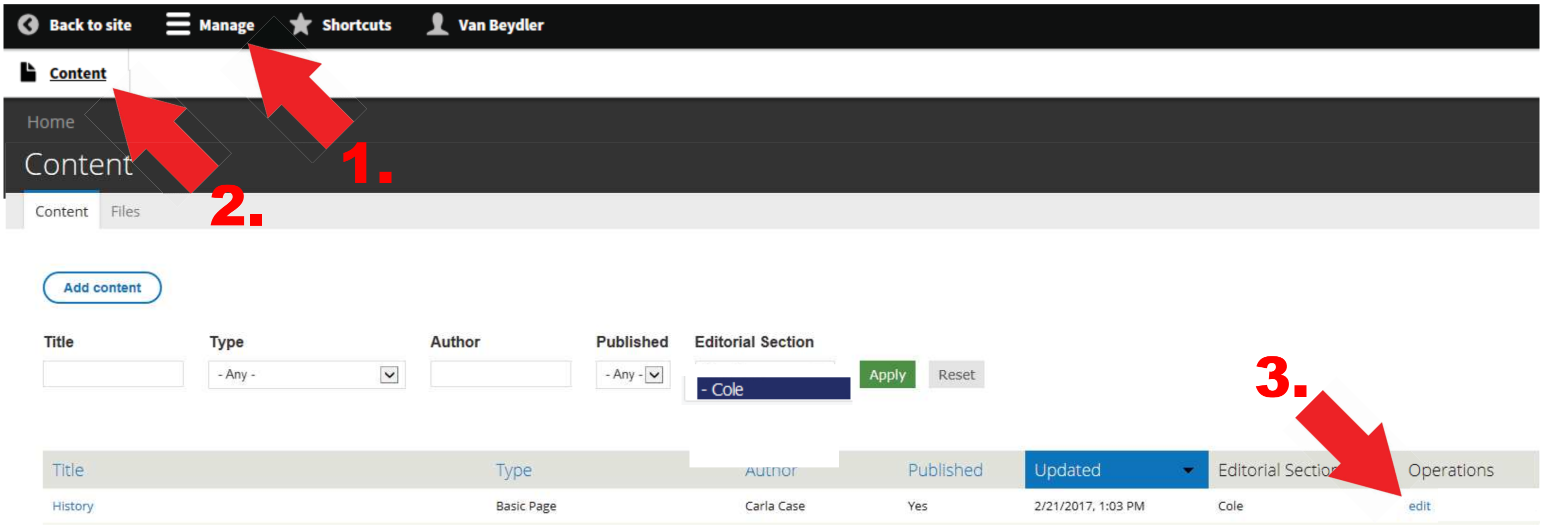
1911 Boggs Creek Road
Jefferson City, MO 65101

573-893-5188

Click here to see the job opportunity listings.

How to Edit the History Page

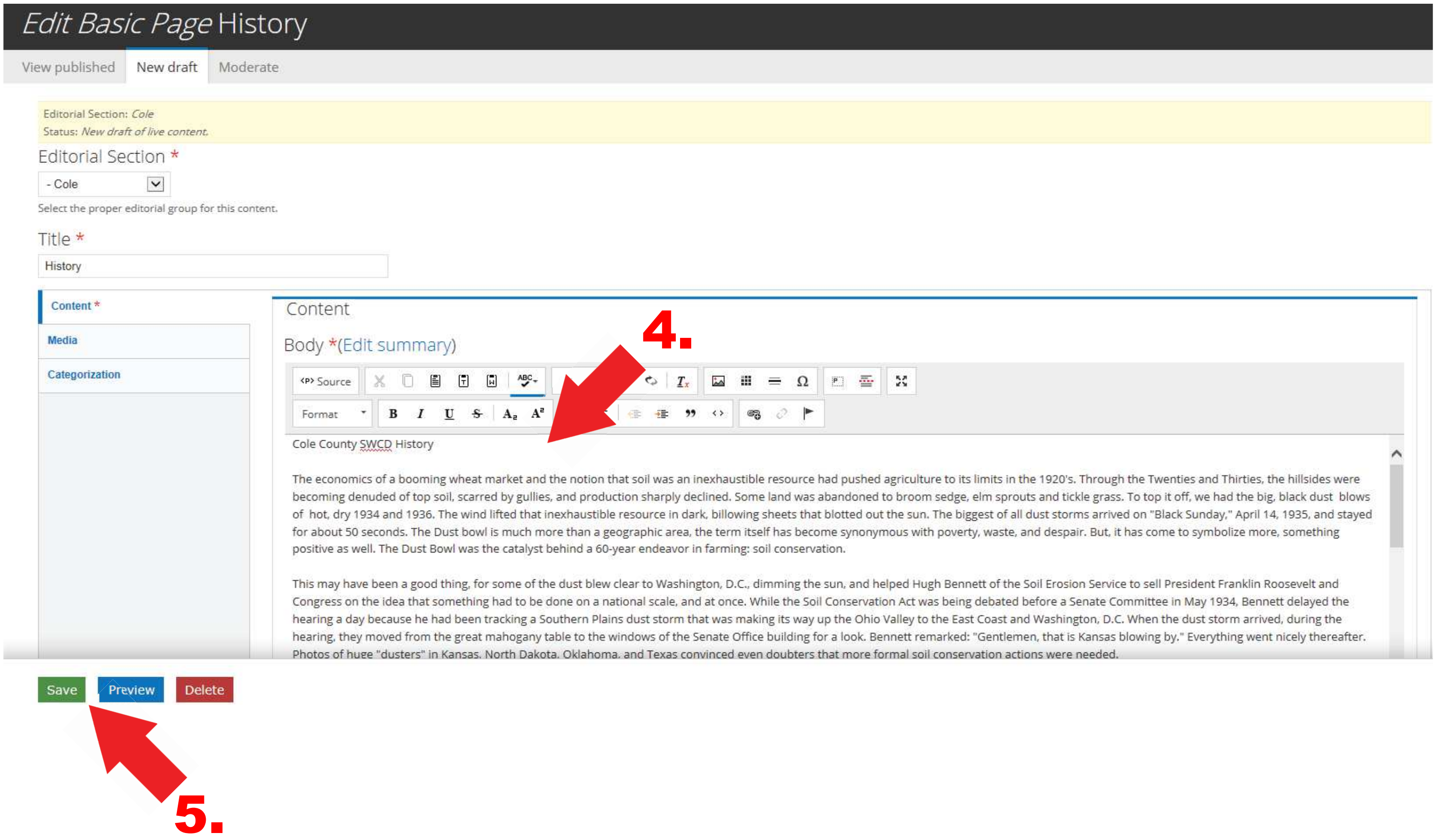
To edit the “History” page, click “Manage” (1), click “Content (2), click the edit (3) link under the “Operations” column.



Title:
Type: - Any -
Author:
Published: - Any -
Editorial Section: - Cole

Title	Type	Author	Published	Updated	Editorial Section	Operations
History	Basic Page	Carla Case	Yes	2/21/2017, 1:03 PM	Cole	edit

Clicking “Edit” opens a different looking template. Here you can add text (4) specific to your local district. The text will be added to the bottom of the existing page. A toolbar is included on this page to format text much like a Word document. After you are done adding the text, click the “Save” (5) button at the bottom.



Editorial Section: Cole
Status: New draft of live content.

Editorial Section *
- Cole
Select the proper editorial group for this content.

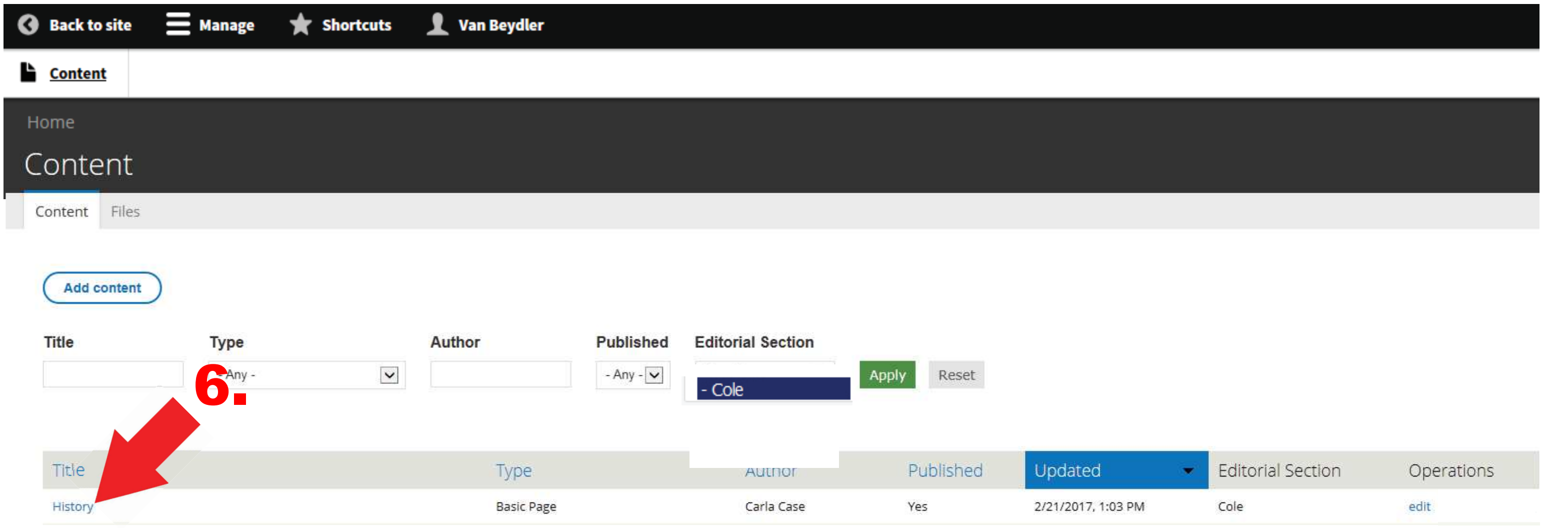
Title *
History

Cole County SWCD History

The economics of a booming wheat market and the notion that soil was an inexhaustible resource had pushed agriculture to its limits in the 1920's. Through the Twenties and Thirties, the hillsides were becoming denuded of top soil, scarred by gullies, and production sharply declined. Some land was abandoned to broom sedge, elm sprouts and tickle grass. To top it off, we had the big, black dust blows of hot, dry 1934 and 1936. The wind lifted that inexhaustible resource in dark, billowing sheets that blotted out the sun. The biggest of all dust storms arrived on "Black Sunday," April 14, 1935, and stayed for about 50 seconds. The Dust bowl is much more than a geographic area, the term itself has become synonymous with poverty, waste, and despair. But, it has come to symbolize more, something positive as well. The Dust Bowl was the catalyst behind a 60-year endeavor in farming: soil conservation.

This may have been a good thing, for some of the dust blew clear to Washington, D.C., dimming the sun, and helped Hugh Bennett of the Soil Erosion Service to sell President Franklin Roosevelt and Congress on the idea that something had to be done on a national scale, and at once. While the Soil Conservation Act was being debated before a Senate Committee in May 1934, Bennett delayed the hearing a day because he had been tracking a Southern Plains dust storm that was making its way up the Ohio Valley to the East Coast and Washington, D.C. When the dust storm arrived, during the hearing, they moved from the great mahogany table to the windows of the Senate Office building for a look. Bennett remarked: "Gentlemen, that is Kansas blowing by." Everything went nicely thereafter. Photos of huge "dusters" in Kansas, North Dakota, Oklahoma, and Texas convinced even doubters that more formal soil conservation actions were needed.

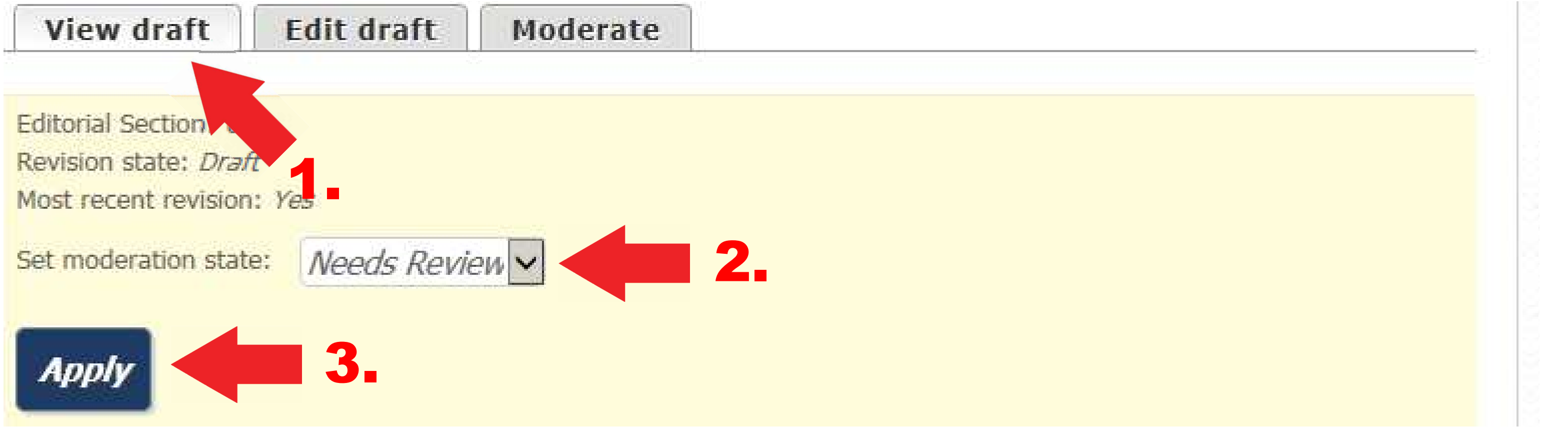
This will return you to the “Content” page. To send the page to be published, click the name of the file, in this case *History* (6), under the “TITLE” column.


Back to site
Manage
Shortcuts
Van Beydler
Content
Home
Content
Content
Files
Add content
Title
Type
- Any -
Author
Published
- Any -
Editorial Section
- Cole
Apply
Reset
6.

Title	Type	Author	Published	Updated	Editorial Section	Operations
History	Basic Page	Carla Case	Yes	2/21/2017, 1:03 PM	Cole	edit

IMPORTANT: You should always click “Save” to create a draft. Do not use the mouse back button or click on “Content” before clicking “Save” or you will lose all your edits.

A page will open that will allow you to view a draft of your update. Under the “View Draft” (1) tab is a “Needs Reviewed” (2) window. “Needs Reviewed” is the default. To submit the page for review click the “Apply” (3) button. This will send an email to notify the Soil and Water Conservation Program that a new update is ready to be reviewed by the program and published. The program will review the page for style and consistency and may ask you to rework a page or it’s attachments before it is published.


View draft
Edit draft
Moderate
1.
2.
Apply
3.

Editorial Section

Revision state: *Draft*

Most recent revision: *Yes*

Set moderation state: *Needs Review*

Adding a Photo Gallery

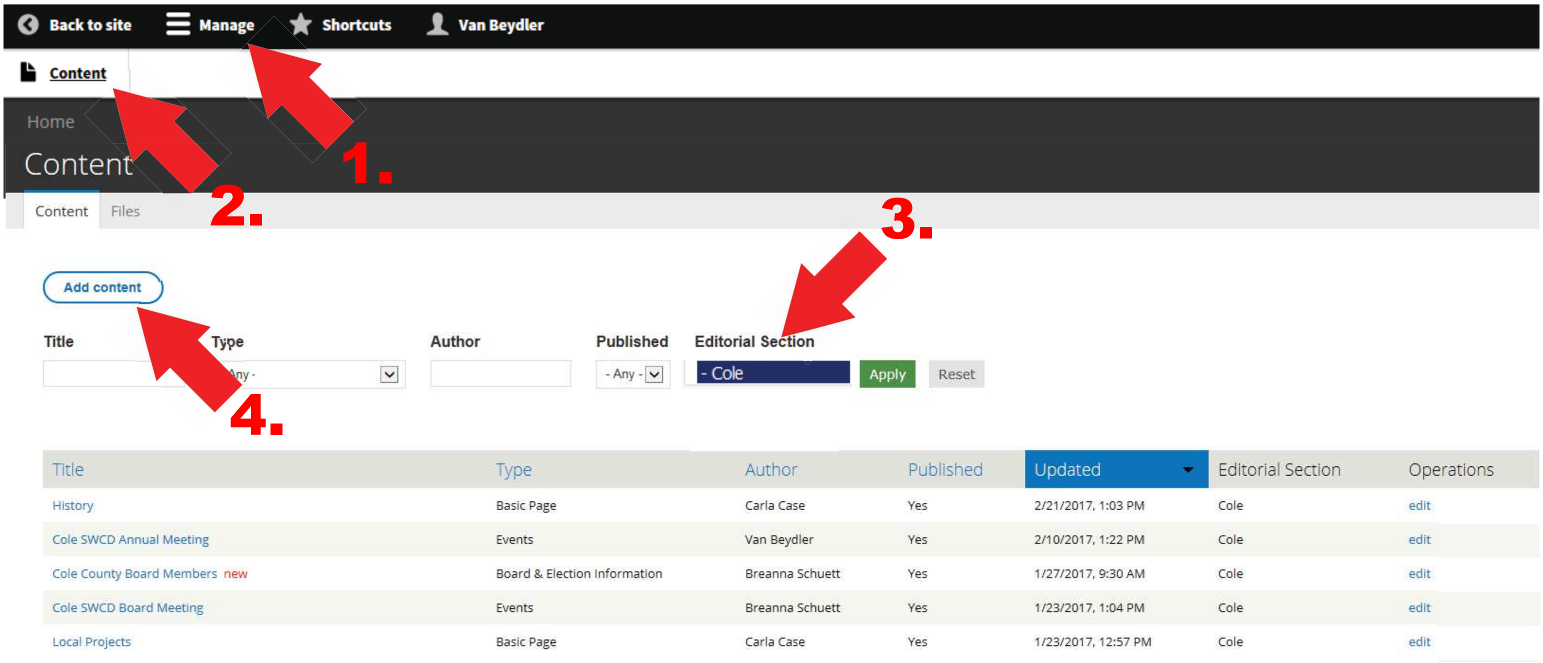
Adding photos to your site is encouraged. However, do not upload photos or graphics that you do not have copyright permission to use. Read more about copyright infringement on page 6.

Note: Using the following instructions gives you the ability to create and edit a photo gallery page, but you can have ITSD create a photo gallery for you by submitting an Online Helpdesk (OHD) Ticket.

It is suggested that you incorporate the name of your county and image description to the filename of images before you upload new images to use on the web. (For example: cole-cost-share.jpg) This will help you find the files specific to your county when using the search features in Drupal. Use all lowercase filenames with no spaces. It is suggested that hyphens be used between the words instead of spaces. Do not use underscores between the words.

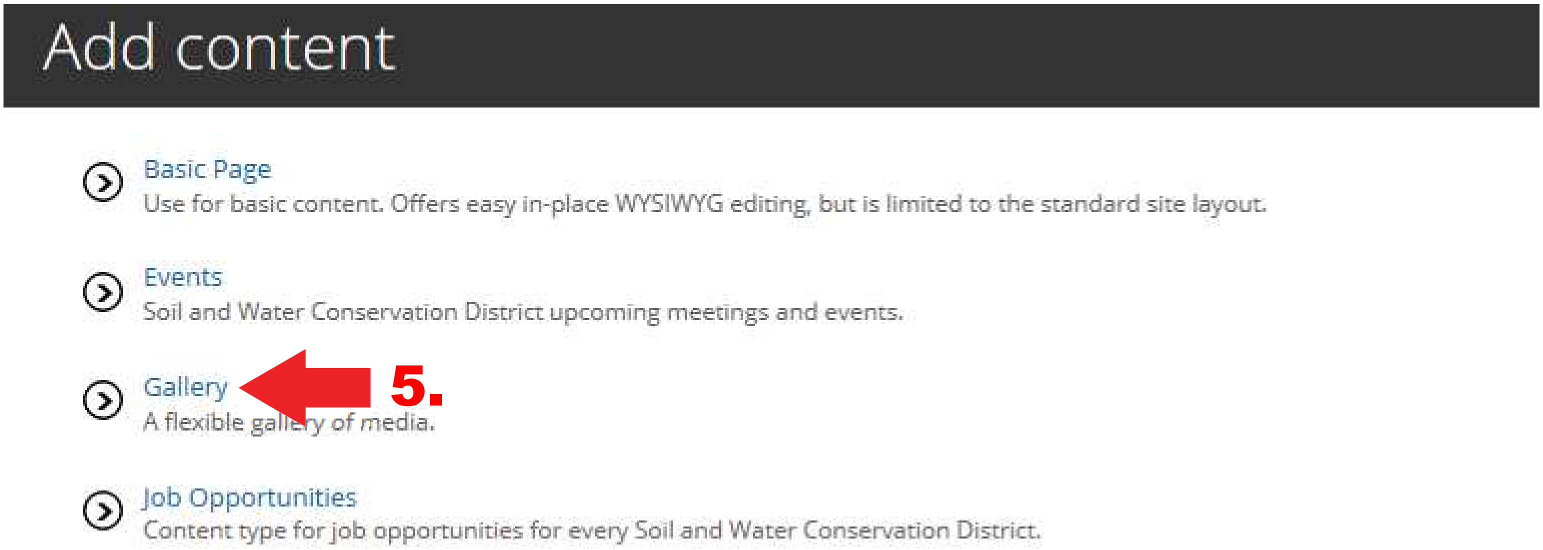
One of the things we do now is to add alternate (alt) text and title text to images posted on the web. Alternate text and title text should be the same. Alternate text is used by screen readers, search engines, and when the image cannot be loaded. By adding alternate text you improve accessibility and search engine optimization and assist visually impaired people who visit your pages.

Click “Manage” (1), click “Content” (2), if prompted, choose your county under “Editorial Section” (3), then click the “Add Content” (4) button.



Title	Type	Author	Published	Updated	Editorial Section	Operations
History	Basic Page	Carla Case	Yes	2/21/2017, 1:03 PM	Cole	edit
Cole SWCD Annual Meeting	Events	Van Beydler	Yes	2/10/2017, 1:22 PM	Cole	edit
Cole County Board Members new	Board & Election Information	Breanna Schuett	Yes	1/27/2017, 9:30 AM	Cole	edit
Cole SWCD Board Meeting	Events	Breanna Schuett	Yes	1/23/2017, 1:04 PM	Cole	edit
Local Projects	Basic Page	Carla Case	Yes	1/23/2017, 12:57 PM	Cole	edit

Click “Gallery” (5).



Basic Page
Use for basic content. Offers easy in-place WYSIWYG editing, but is limited to the standard site layout.

Events
Soil and Water Conservation District upcoming meetings and events.

Gallery
A flexible gallery of media.

Job Opportunities
Content type for job opportunities for every Soil and Water Conservation District.

This will open the "Create Gallery" template.

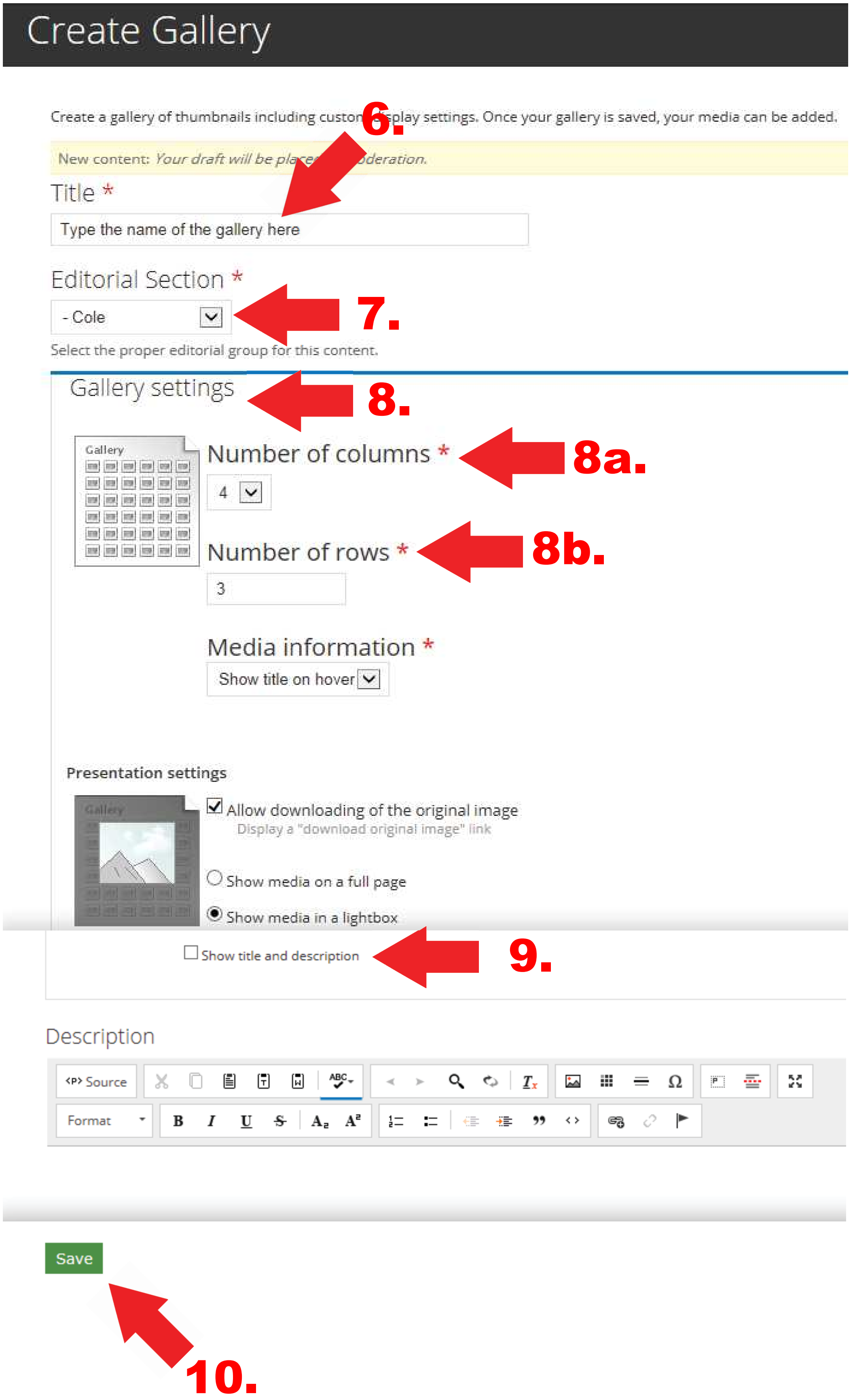
6. In the "Title" window, type in the name of the gallery.

7. Under "Editorial Section" use the dropdown to choose your county.

8. Under "Gallery Settings" choose the number of columns and the number of rows. Set "Number of Columns" (8a) by "Number of Rows" (8b) (usually want to do 4 or 3 for number of columns depending on how many photos are in the gallery). Choose "Number of Rows" to make all the photos fit on one page. For example, if there are 20 photos that are going to be added to this gallery, the number of columns should be 4 and the number of rows should be at least 5 to have them show on one page.

9. Check the box next to "Show Title and Description" to show in the modal box. The Description box is what displays under the Page Title and before the photos. (For example: Description of the event the photos were taken at.)

10. After you are satisfied with the content, click "Save" (10).



Create Gallery

Create a gallery of thumbnails including custom display settings. Once your gallery is saved, your media can be added.

New content: *Your draft will be placed in moderation.*

Title *
Type the name of the gallery here

Editorial Section *
- Cole
Select the proper editorial group for this content.

Gallery settings

Number of columns *
4

Number of rows *
3

Media information *
Show title on hover

Presentation settings

☑ Allow downloading of the original image
Display a "download original image" link

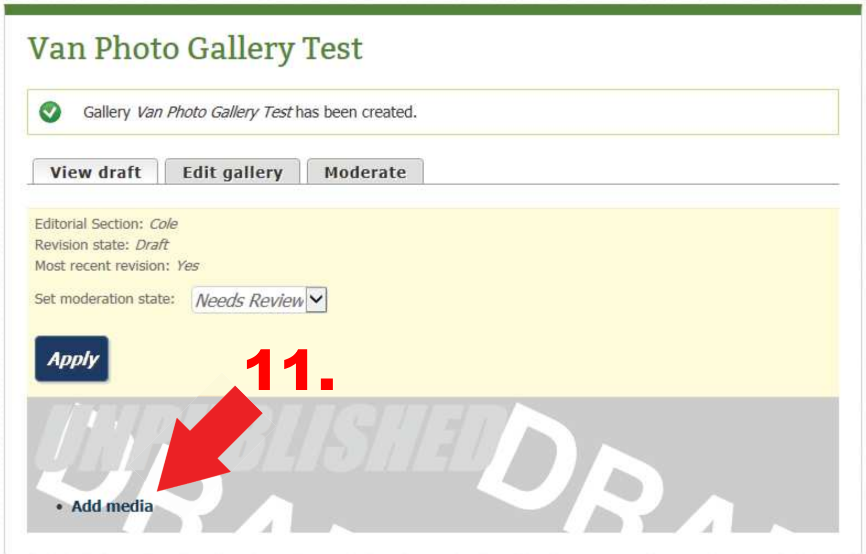
○ Show media on a full page
● Show media in a lightbox

☐ Show title and description

Description

IMPORTANT: You should always click "Save" (10) to create a draft. Do not use the mouse back button or click on "Content" before clicking "Save" or you will lose all your edits. You can click "Save" any time you are within the edit mode to save the draft and then use your back button to return to editing.

Click the “Add Media” (11) link to add photos.

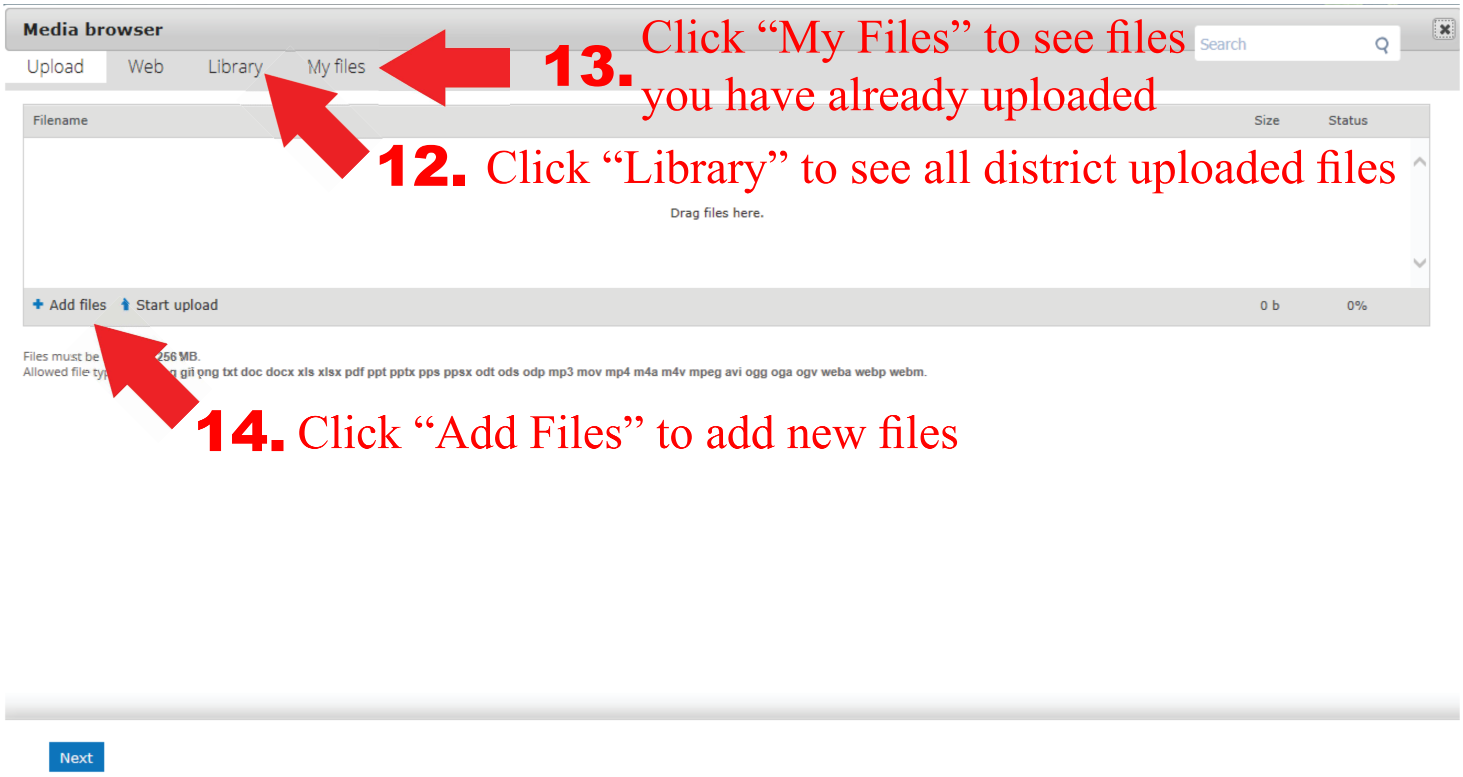

Van Photo Gallery Test
View draft
Edit gallery
Moderate
Apply
UNPUBLISHED DRAFT
Add media

Gallery *Van Photo Gallery Test* has been created.

Editorial Section: *Cole*
Revision state: *Draft*
Most recent revision: *Yes*
Set moderation state: *Needs Review*

11.

This will bring up “Media Browser” and if you have files to upload, do it here. If you have already uploaded the files, you can go to the “Library” (12) tab. The “My Files” (13) tab shows files you have already uploaded. “Add Files” (14) lets you pick a new file from your PC. Most often you will use “Add Files” (14). Click the “Add Files” (13) link to find the image or graphic on your PC.


Media browser
Upload
Web
Library
My files
Search
Filename
Size
Status
Drag files here.
Add files
Start upload
0 b
0%
Next

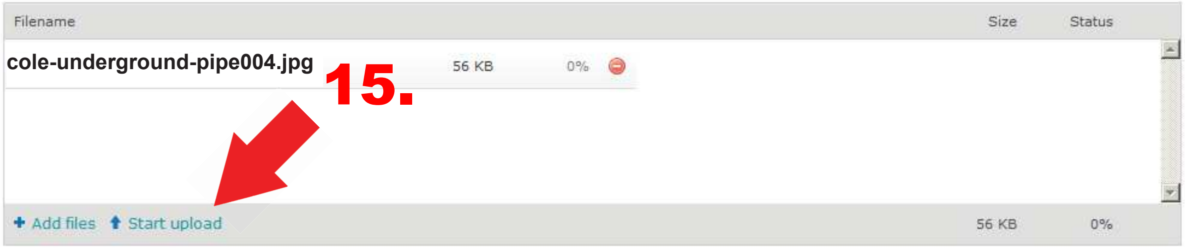
Files must be 256 MB.
Allowed file typ g gif png txt doc docx xls xlsx pdf ppt pptx pps ppsx odt ods odp mp3 mov mp4 m4a m4v mpeg avi ogg oga ogv weba webp webm.

13. Click “My Files” to see files you have already uploaded

12. Click “Library” to see all district uploaded files

14. Click “Add Files” to add new files

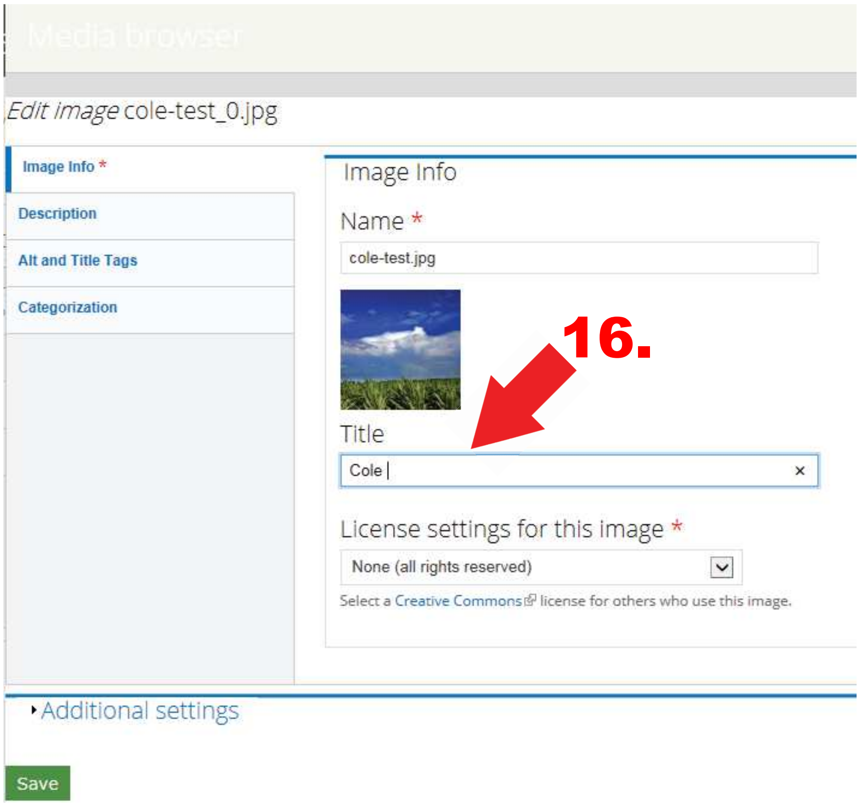
You will see the filename added in the window. You then need to click “Start Upload” (15) to move the file from your computer to Drupal.


Filename
Size
Status
Add files
Start upload
56 KB
0%

Filename	Size	Status
cole-underground-pipe004.jpg	56 KB	0%

15.

A preview of the image will show in the next window. You can change the title under the “Title” (16) window.


Media browser
Edit image cole-test_0.jpg
Image Info *
Description
Alt and Title Tags
Categorization
Image Info
16.
Additional settings
Save

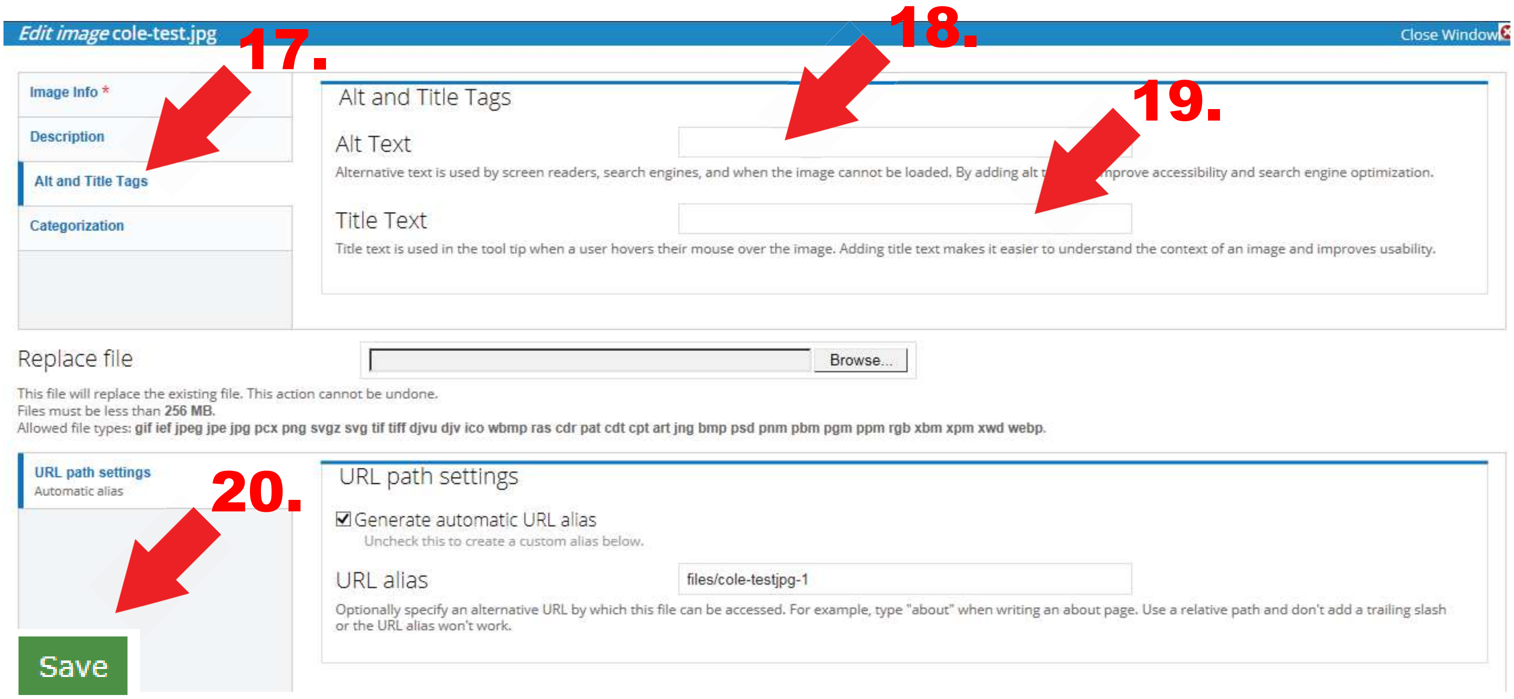
Name *: cole-test.jpg

Title: Cole |

License settings for this image *: None (all rights reserved)

Select a Creative Commons license for others who use this image.

Click the “Alt and Title Tags” (17) tab to add alternate text (18) to the image. Alternate text and title text should be the same. Alternate text is used by screen readers, search engines, and when the image cannot be loaded. By adding alternate text you improve accessibility and search engine optimization and assist visually impaired people who visit your pages. After adding alternate text (18) and title text (19), click “Save” (20).


Edit image cole-test.jpg
Close Window
17.
18.
19.
20.
Image Info *
Description
Alt and Title Tags
Categorization
Alt and Title Tags
Alt Text
Title Text
Replace file
Browse...
URL path settings
Automatic alias
URL path settings
URL alias
Save

Alternative text is used by screen readers, search engines, and when the image cannot be loaded. By adding alt t nprove accessibility and search engine optimization.

Title text is used in the tool tip when a user hovers their mouse over the image. Adding title text makes it easier to understand the context of an image and improves usability.

This file will replace the existing file. This action cannot be undone.
Files must be less than **256 MB**.
Allowed file types: **gif ief jpeg jpe jpg pcx png svgz svg tif tiff djvu djv ico wbmp ras cdr pat cdt cpt art jng bmp psd pnm pbm pgm ppm rgb xbm xpm xwd webp**.

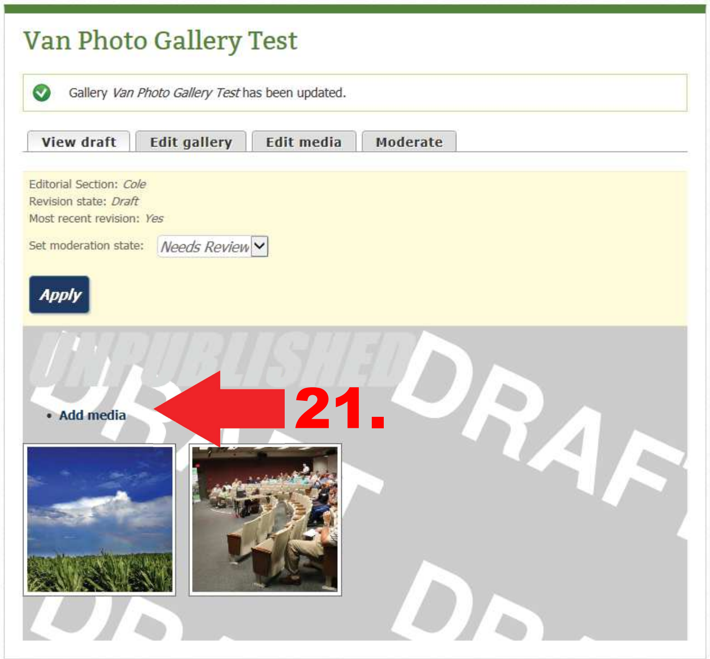
☑ Generate automatic URL alias
Uncheck this to create a custom alias below.

URL alias: files/cole-testjpg-1

Optionally specify an alternative URL by which this file can be accessed. For example, type "about" when writing an about page. Use a relative path and don't add a trailing slash or the URL alias won't work.

IMPORTANT: You should always click “Save” to create a draft. Do not use the mouse back button or click on “Content” before clicking “Save” or you will lose all your edits.

This will bring up a preview of the gallery. Click “Add Media” (21) to bring up “Media Browser”.

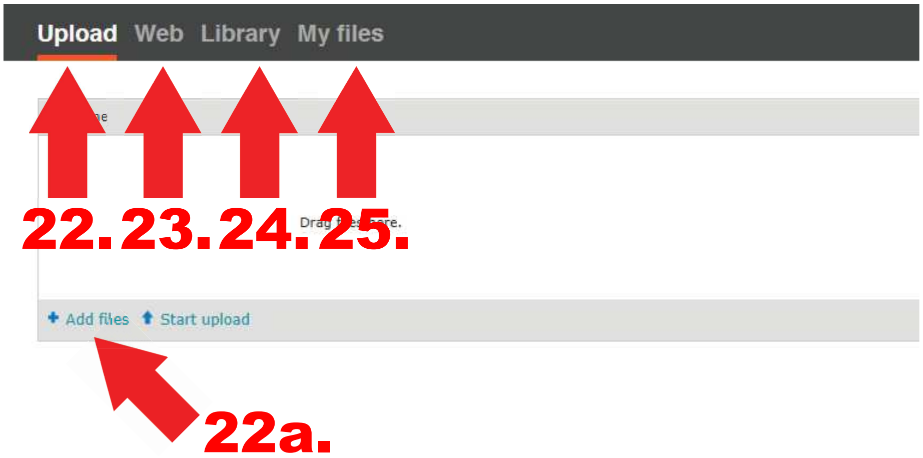


Gallery *Van Photo Gallery Test* has been updated.

Editorial Section: *Cole*
Revision state: *Draft*
Most recent revision: *Yes*
Set moderation state: *Needs Review*

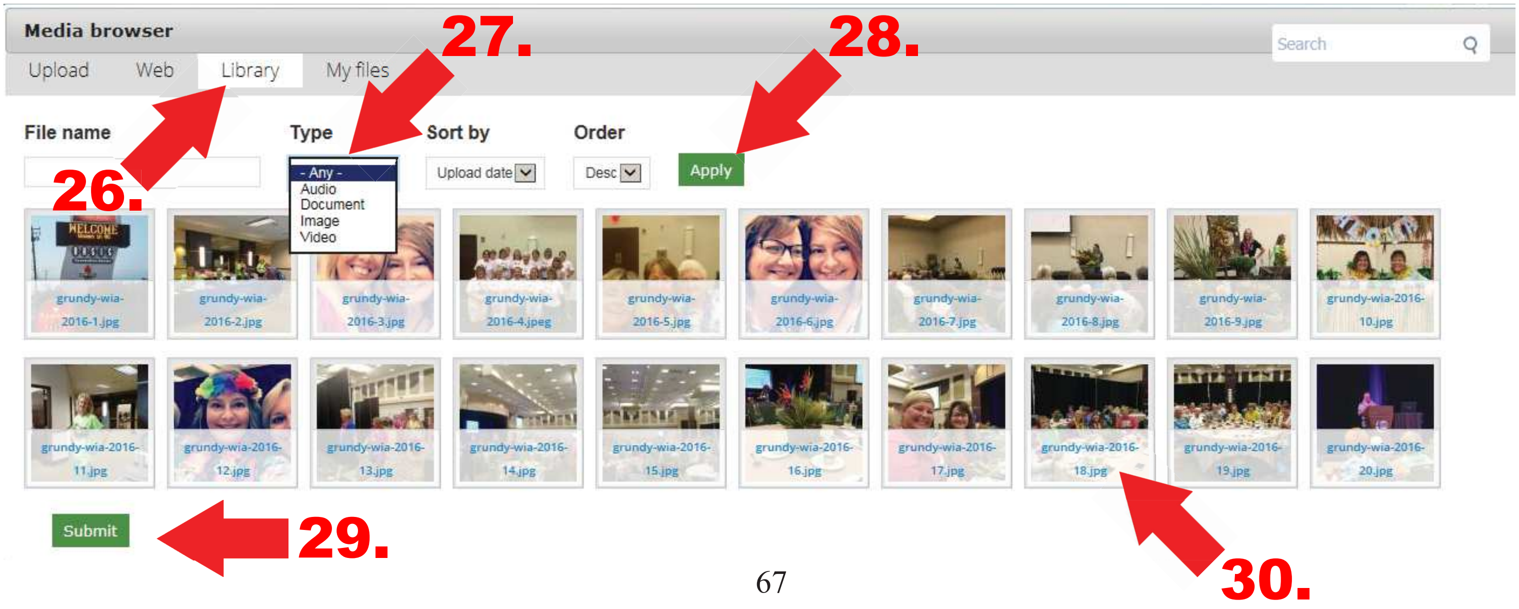
Van Photo Gallery Test
View draft
Edit gallery
Edit media
Moderate
Apply
UNPUBLISHED
DRAFT
Add media
21.

You can place files in four ways. Under the “Upload” (22) tab click “Add Files” (22a) to upload files from your PC. Click the “Web” (23) tab to enter a URL to use a file already online. Click the “Library” (24) tab to open to find audio, documents, images and video files already uploaded by all districts or click the “My Files” (25) tab to find files from your county.



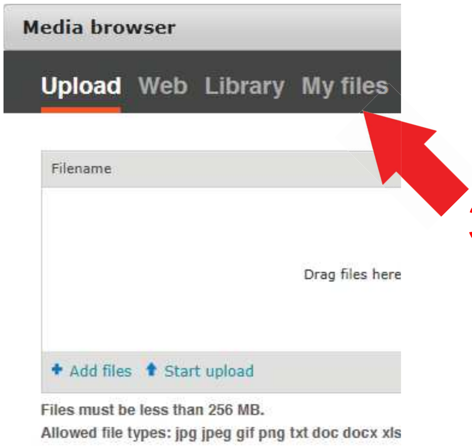
Upload
Web
Library
My files
22.
23.
24.
25.
Drag files here.
Add files
Start upload
22a.

Under the “Library” (26) tab use the “Type” (27) dropdown box to choose types. Click “Apply” (28) to refine your search. You can highlight multiple files to add to the gallery then click “Submit” (29) to place them. You can also place files one at a time by double clicking the filename (30).



Media browser
Search
Upload
Web
Library
My files
File name
Type
Sort by
Order
- Any -
Audio
Document
Image
Video
Upload date
Desc
Apply
grundy-wia-2016-1.jpg
grundy-wia-2016-2.jpg
grundy-wia-2016-3.jpg
grundy-wia-2016-4.jpeg
grundy-wia-2016-5.jpg
grundy-wia-2016-6.jpg
grundy-wia-2016-7.jpg
grundy-wia-2016-8.jpg
grundy-wia-2016-9.jpg
grundy-wia-2016-10.jpg
grundy-wia-2016-11.jpg
grundy-wia-2016-12.jpg
grundy-wia-2016-13.jpg
grundy-wia-2016-14.jpg
grundy-wia-2016-15.jpg
grundy-wia-2016-16.jpg
grundy-wia-2016-17.jpg
grundy-wia-2016-18.jpg
grundy-wia-2016-19.jpg
grundy-wia-2016-20.jpg
Submit
26.
27.
28.
29.
30.

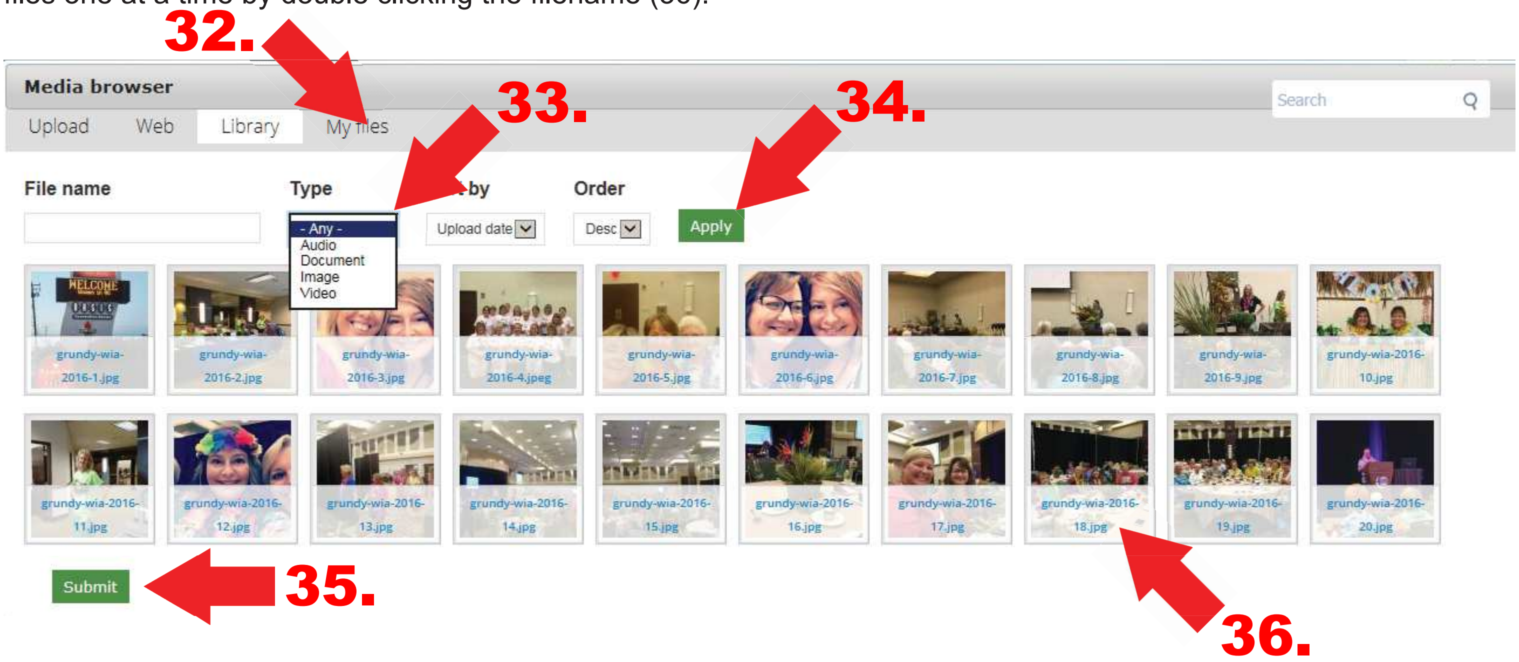
You can go to the “My Files” (31) tab to find audio, documents, images and video files you have already uploaded.


Media browser
Upload
Web
Library
My files
Filename
Drag files here
Add files
Start upload

Files must be less than 256 MB.
Allowed file types: jpg jpeg gif png txt doc docx xls

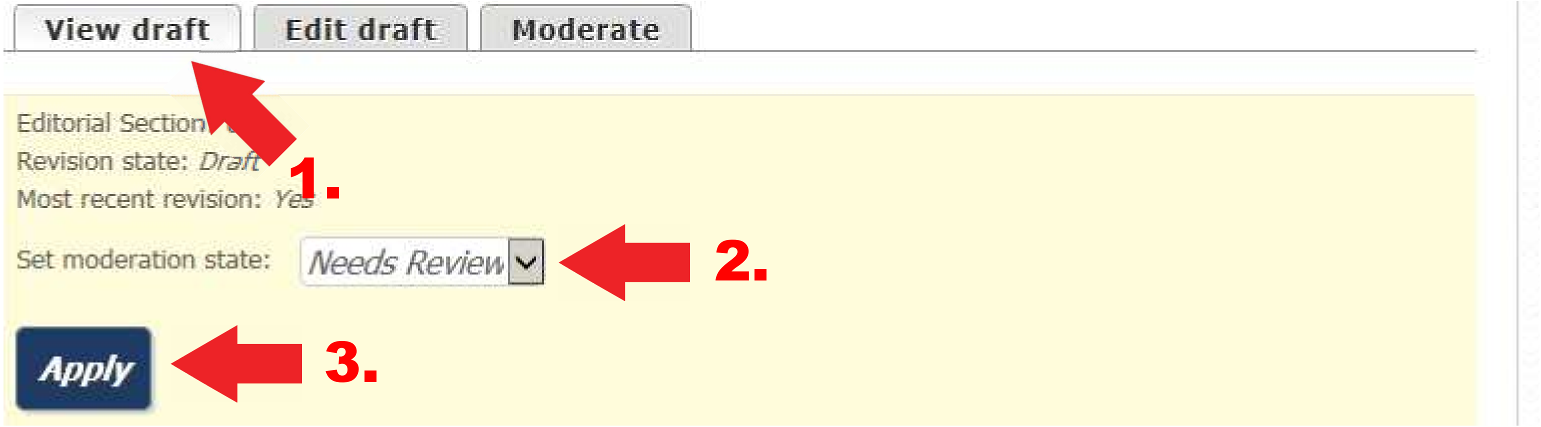
31. Click “My Files” to see files for your county.

Under the “My Files” (32) tab use the “Type” (33) dropdown box to choose types. Click “Apply” (34) to refine your search. You can highlight multiple files to add to the gallery then click “Submit” (35) to place them. You can also place files one at a time by double clicking the filename (36).


32.
33.
34.
35.
36.
Media browser
Upload
Web
Library
My files
Search
File name
Type
by
Order
- Any -
Audio
Document
Image
Video
Upload date
Desc
Apply
grundy-wia-2016-1.jpg
grundy-wia-2016-2.jpg
grundy-wia-2016-3.jpg
grundy-wia-2016-4.jpeg
grundy-wia-2016-5.jpg
grundy-wia-2016-6.jpg
grundy-wia-2016-7.jpg
grundy-wia-2016-8.jpg
grundy-wia-2016-9.jpg
grundy-wia-2016-10.jpg
grundy-wia-2016-11.jpg
grundy-wia-2016-12.jpg
grundy-wia-2016-13.jpg
grundy-wia-2016-14.jpg
grundy-wia-2016-15.jpg
grundy-wia-2016-16.jpg
grundy-wia-2016-17.jpg
grundy-wia-2016-18.jpg
grundy-wia-2016-19.jpg
grundy-wia-2016-20.jpg
Submit

IMPORTANT: You should always click “Save” to create a draft. Do not use the mouse back button or click on “Content” before clicking “Save” or you will lose all your edits. You can click “Save” any time you are within the edit mode to save the draft and then use your back button to return to editing.

A page will open that will allow you to view a draft of your update. Under the “View Draft” (1) tab is a “Needs Reviewed” (2) window. “Needs Reviewed” is the default. To submit the page for review click the “Apply” (3) button. This will send an email to notify the Soil and Water Conservation Program that a new update is ready to be reviewed by the program and published. The program will review the page for style and consistency and may ask you to rework a page or it’s attachments before it is published.



Editorial Section

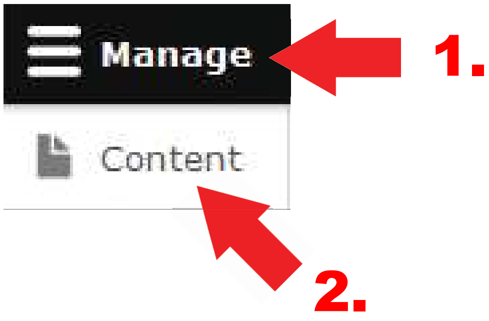
Revision state: *Draft*

Most recent revision: *Yes*

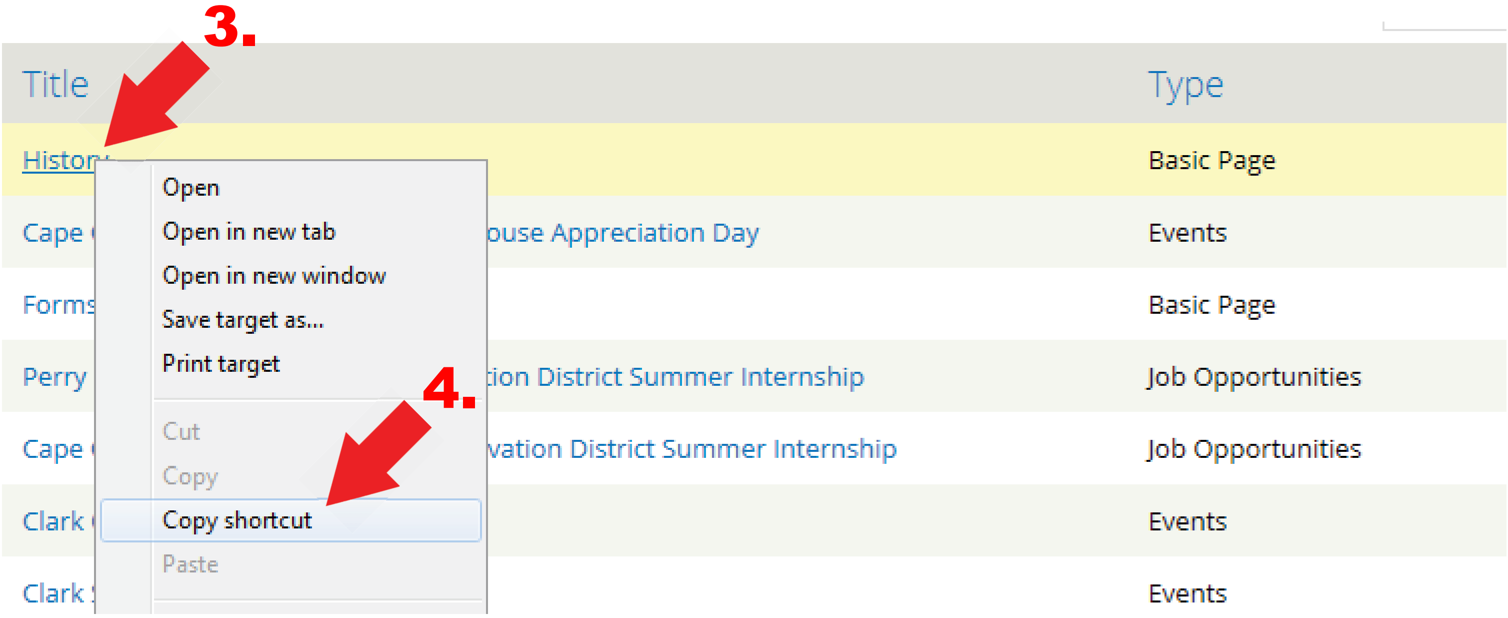
Set moderation state: *Needs Review*

How to Add a Link

Click “Manage” (1) then click “Content” (2) to see the content list of your web pages.

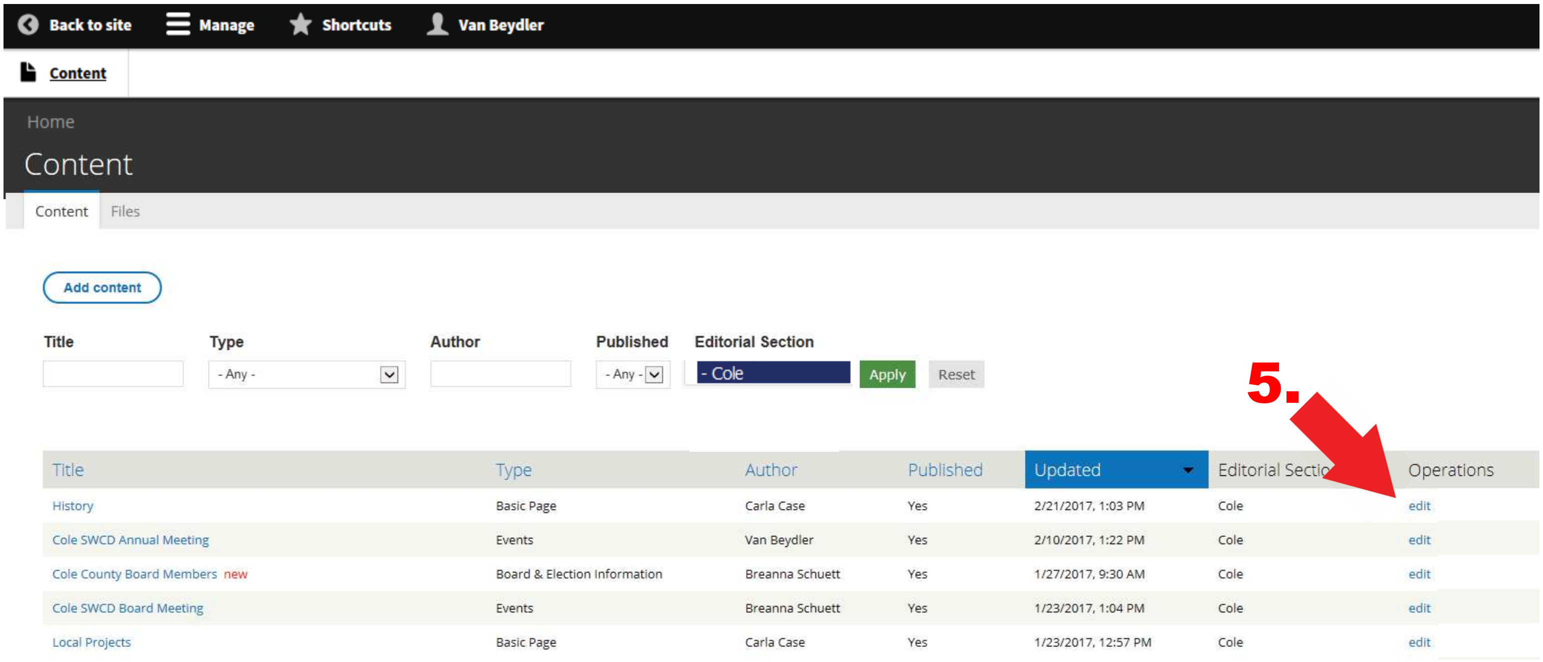

Manage
1.
Content
2.

Right click the filename (3) of the page on which you want to add the link. On the pop-up dropdown choose “Copy Shortcut” (4) or “Copy Link Location” (4) to copy the URL address to your clipboard. **Note:** The Internet Explorer browser will show “Copy Shortcut”. The Firefox browser will show “Copy Link Location”.


3.
Title
Type
History
Basic Page
Cape
ouse Appreciation Day
Events
Forms
Basic Page
Perry
tion District Summer Internship
Job Opportunities
Cape
vation District Summer Internship
Job Opportunities
Clark
Events
Clark
Events
Open
Open in new tab
Open in new window
Save target as...
Print target
Cut
Copy
Copy shortcut
Paste
4.

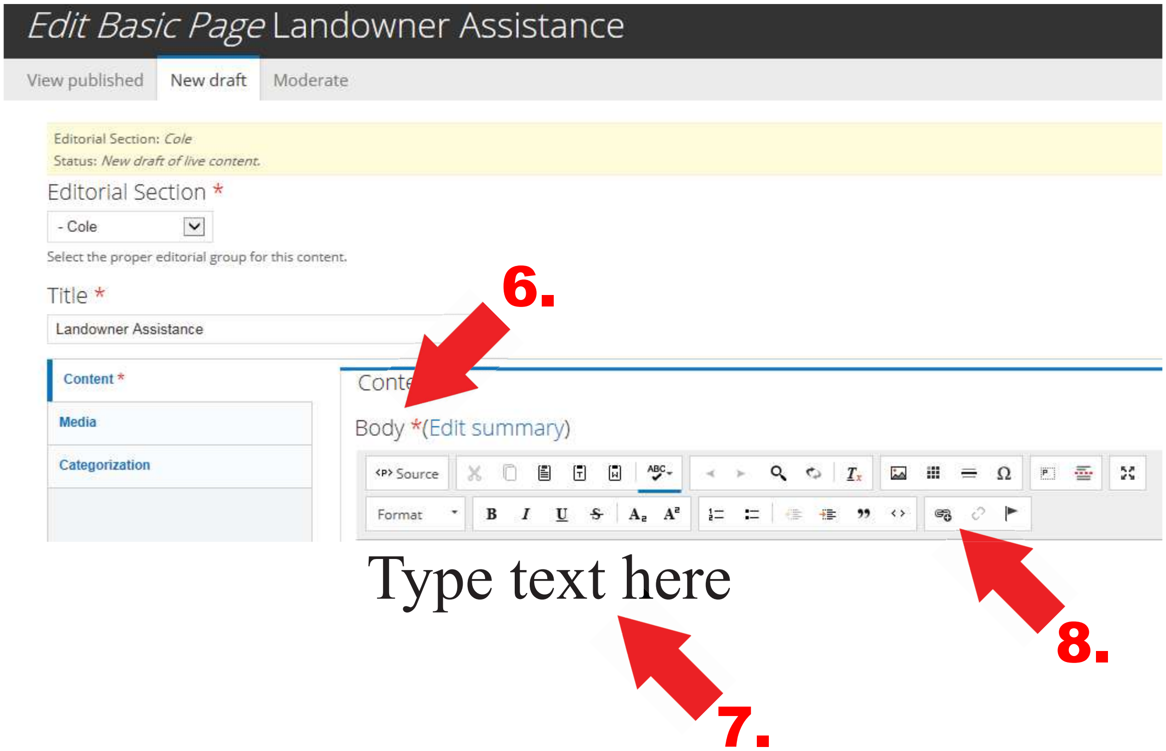
The URL link is copied to your clipboard. You can now navigate to add this link on another webpage.

Click “Edit” (5) of the page on which you want to place the link.


Back to site
Manage
Shortcuts
Van Beydler
Content
Home
Content
Content
Files
Add content
Title
Type
- Any -
Author
Published
- Any -
Editorial Section
- Cole
Apply
Reset
5.

Title	Type	Author	Published	Updated	Editorial Section	Operations
History	Basic Page	Carla Case	Yes	2/21/2017, 1:03 PM	Cole	edit
Cole SWCD Annual Meeting	Events	Van Beydler	Yes	2/10/2017, 1:22 PM	Cole	edit
Cole County Board Members new	Board & Election Information	Breanna Schuett	Yes	1/27/2017, 9:30 AM	Cole	edit
Cole SWCD Board Meeting	Events	Breanna Schuett	Yes	1/23/2017, 1:04 PM	Cole	edit
Local Projects	Basic Page	Carla Case	Yes	1/23/2017, 12:57 PM	Cole	edit

Under the “Body” (6) window type in the text (7) describing the link. Then click the “Open File Browser” button (8)


View published
New draft
Moderate
Content *
Media
Categorization
Content
Body *(Edit summary)
Source
Format
6.
7.
8.

Edit Basic Page Landowner Assistance

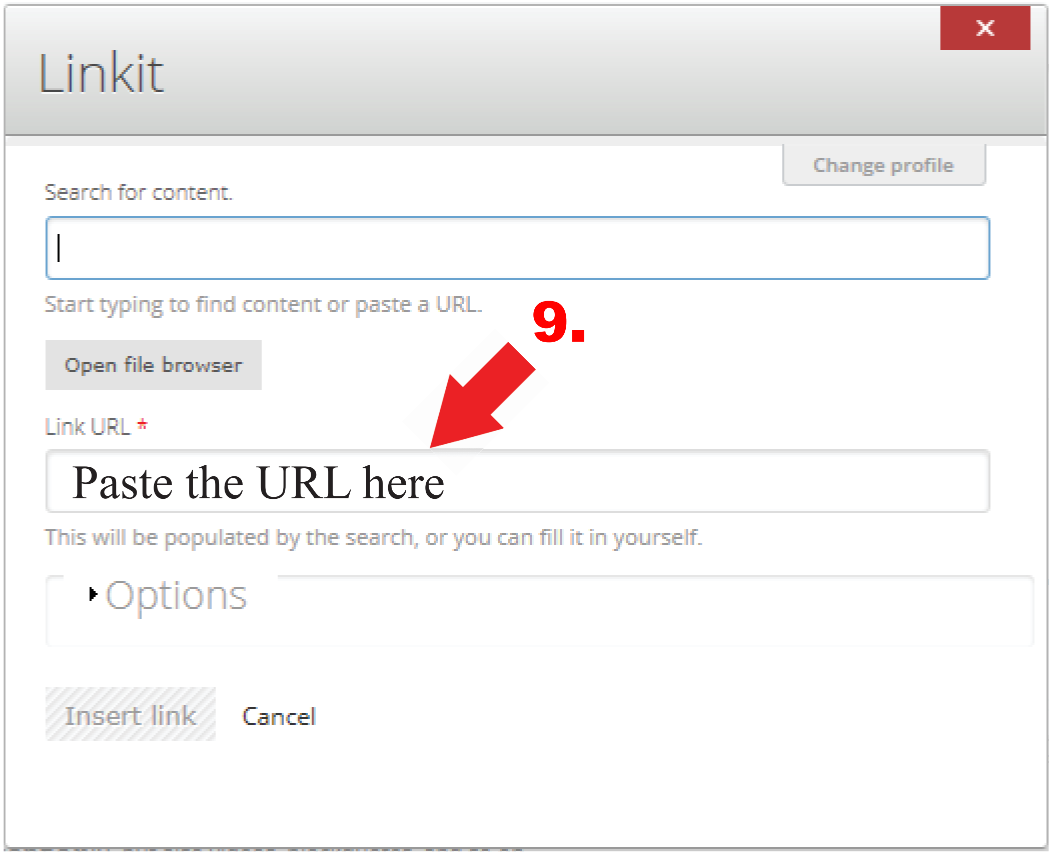
Editorial Section: *Cole*
Status: *New draft of live content.*

Editorial Section *
- Cole
Select the proper editorial group for this content.

Title *
Landowner Assistance

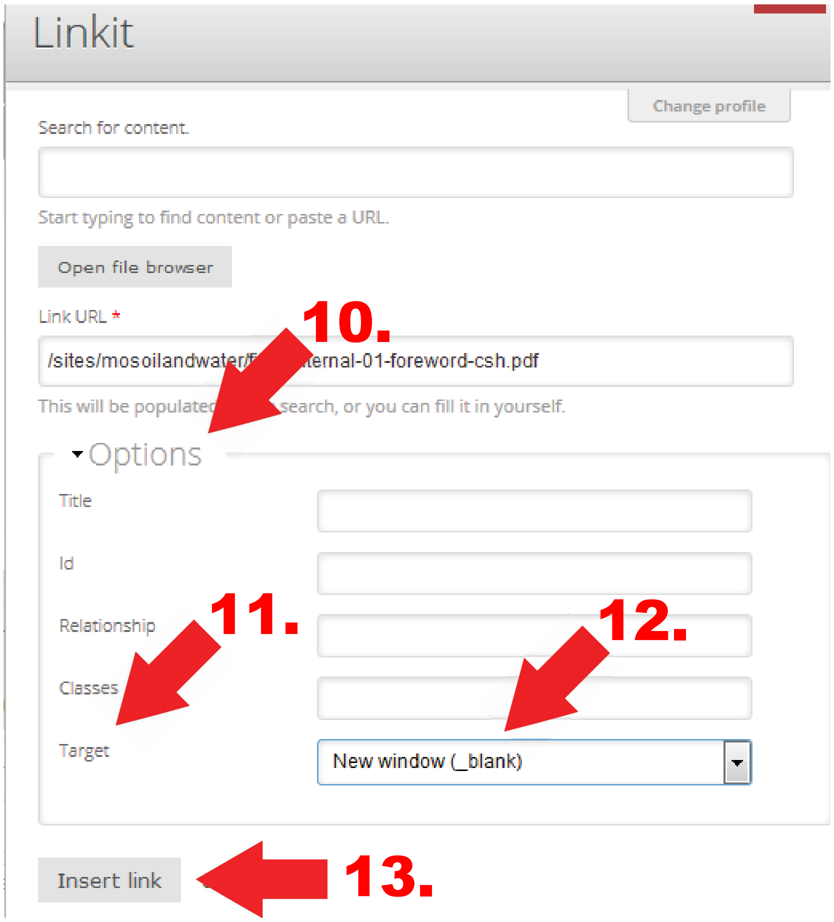
Type text here

This will open the “LinkIt” window. Paste the URL on your clipboard in the “Link URL” (9) box.


Linkit
×
Change profile
Search for content.
Start typing to find content or paste a URL.
Open file browser
9.
Link URL *
This will be populated by the search, or you can fill it in yourself.
Options
Insert link
Cancel

Link URL: Paste the URL here

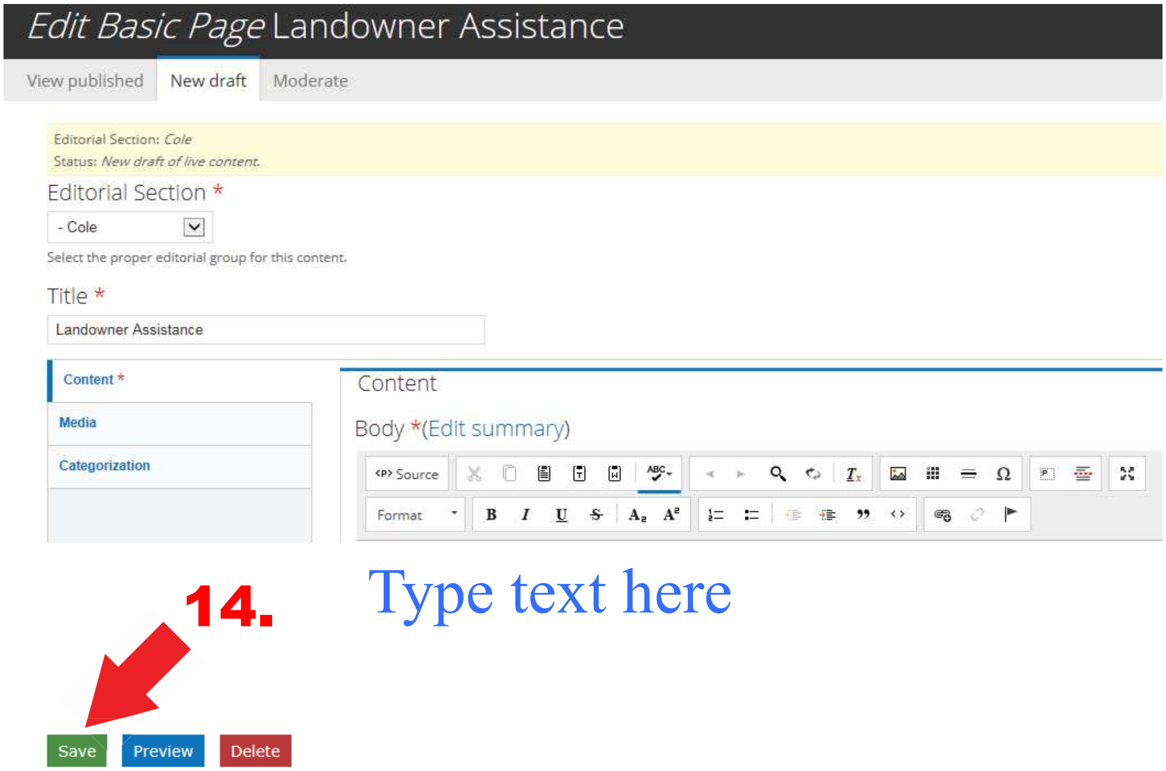
Sometimes you might want the link to open in a new window, such as when linking to a PDF. To have the link open in a new window click the “Options” (10) dropdown button and use the “Target” (11) dropdown button and choose “New Window (_blank) (12). Then click “Insert Link” (13).


Linkit
Change profile
Search for content.
Start typing to find content or paste a URL.
Open file browser
Link URL *
10.
This will be populated by the search, or you can fill it in yourself.
Options
Title
Id
Relationship
Classes
Target
11.
12.
Insert link
13.

Link URL: /sites/mosoilandwater/f ernal-01-foreword-csh.pdf

Target: New window (_blank)

The text is now linked and shows up as blue text. Click “Save” (14).


Edit Basic Page Landowner Assistance
View published
New draft
Moderate
Content *
Media
Categorization
Content
Body *(Edit summary)
Source
Format
14.
Save
Preview
Delete

Editorial Section: *Cole*
Status: *New draft of live content.*

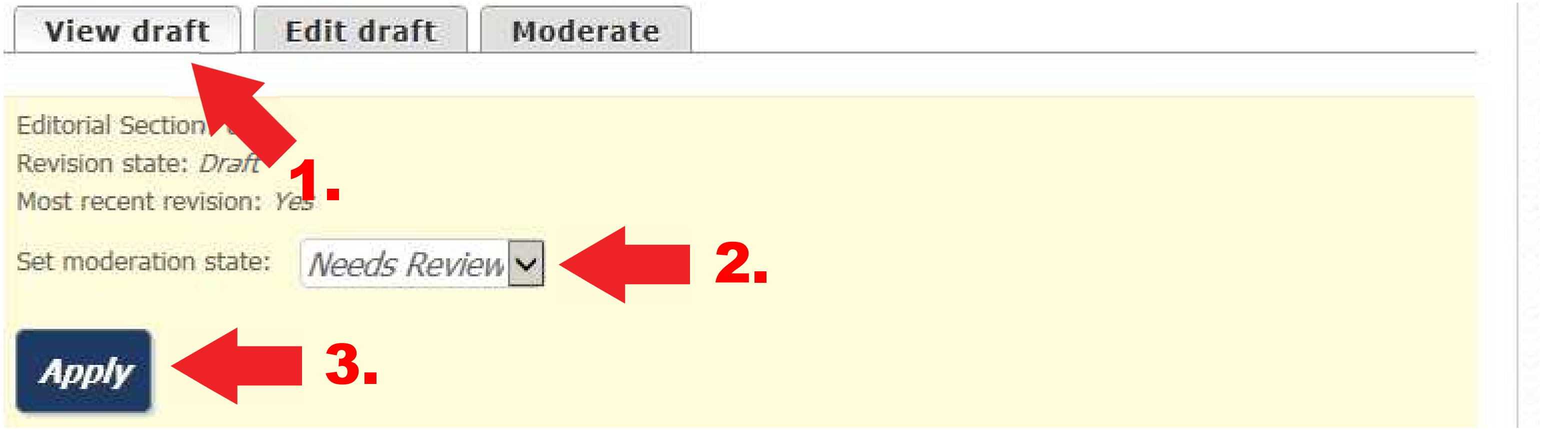
Editorial Section *
- Cole
Select the proper editorial group for this content.

Title *
Landowner Assistance

Type text here

IMPORTANT: You should always click “Save” to create a draft. Do not use the mouse back button or click on “Content” before clicking “Save” or you will lose all your edits. You can click “Save” any time you are within the edit mode to save the draft and then use your back button to return to editing or click the “Edit Draft” tab to continue editing.

To send the page for review under the “View Draft” (1) tab is a “Needs Reviewed” (2) window. “Needs Reviewed” is the default. To submit the page for review click the “Apply” (3) button. This will send an email to notify the Soil and Water Conservation Program that a new update is ready to be reviewed by the program and published.

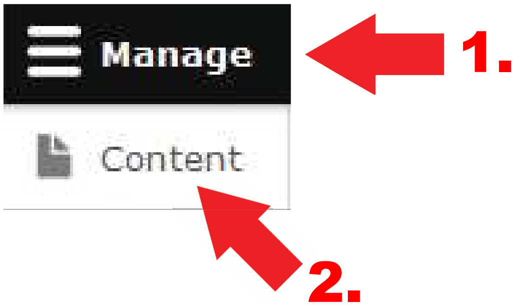

View draft
Edit draft
Moderate
1.
2.
Apply
3.

Editorial Section:
Revision state: *Draft*
Most recent revision: *Yes*
Set moderation state: *Needs Review*

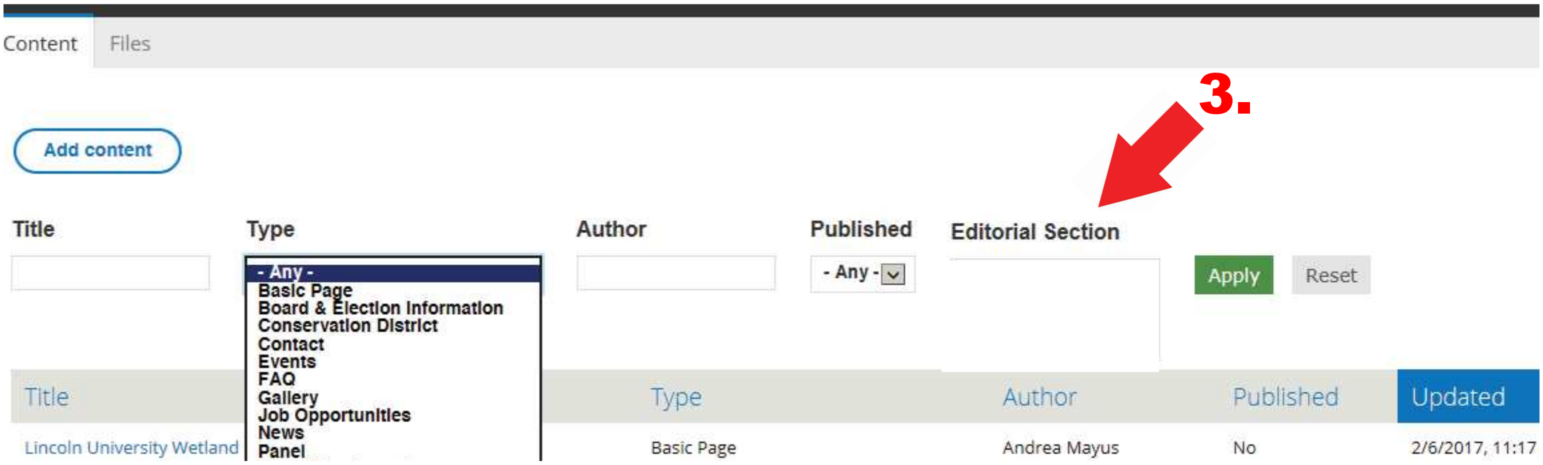
Search for Specific Webpages or Files in Your Content and Files Lists

You can search for specific pages or files in your content list by using the navigation boxes in “Content” and “Files”.

Click ““Manage” (1) then click Content” (2) to see your list of your webpages.


Manage
1.
Content
2.

If prompted, choose your county under “Editorial Section” (3).

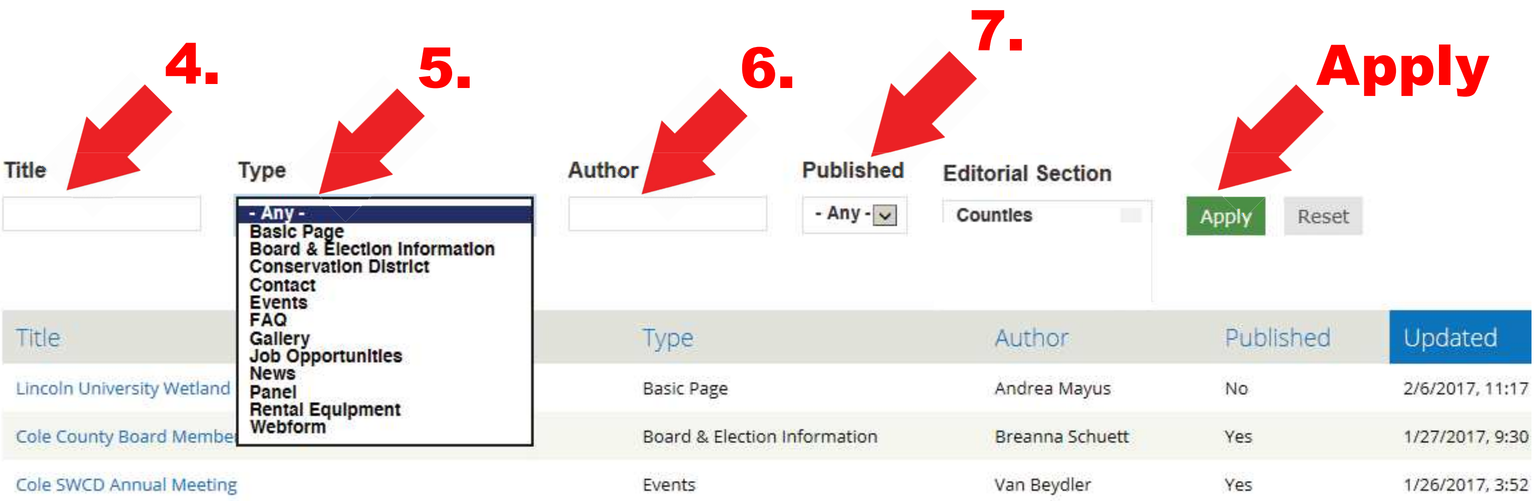

Content
Files
3.
Add content
Title
Type
Author
Published
Editorial Section
- Any -
Basic Page
Board & Election Information
Conservation District
Contact
Events
FAQ
Gallery
Job Opportunities
News
Panel
- Any -
Apply
Reset

Title	Type	Author	Published	Updated
Lincoln University Wetland	Basic Page	Andrea Mayus	No	2/6/2017, 11:17

The search boxes include:

4. Title - Type in a keyword and click “Apply” to see the closest match.
5. Type - This is a dropdown box that let’s you search in specific templates.
6. Author - You can search by the author of the webpages. To find your pages, use your login username.
7. Published - You can search for published or unpublished pages.

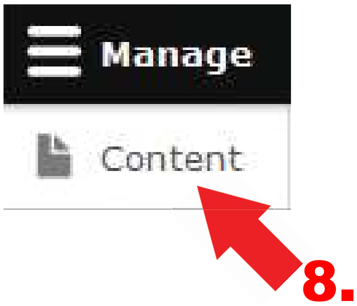
All search boxes can be combined to refine your search. Click “Apply” after typing in keywords or using the dropdown boxes.


4.
5.
6.
7.
Apply
Title
Type
Author
Published
Editorial Section
- Any -
Basic Page
Board & Election Information
Conservation District
Contact
Events
FAQ
Gallery
Job Opportunities
News
Panel
Rental Equipment
Webform
- Any -
Counties
Apply
Reset

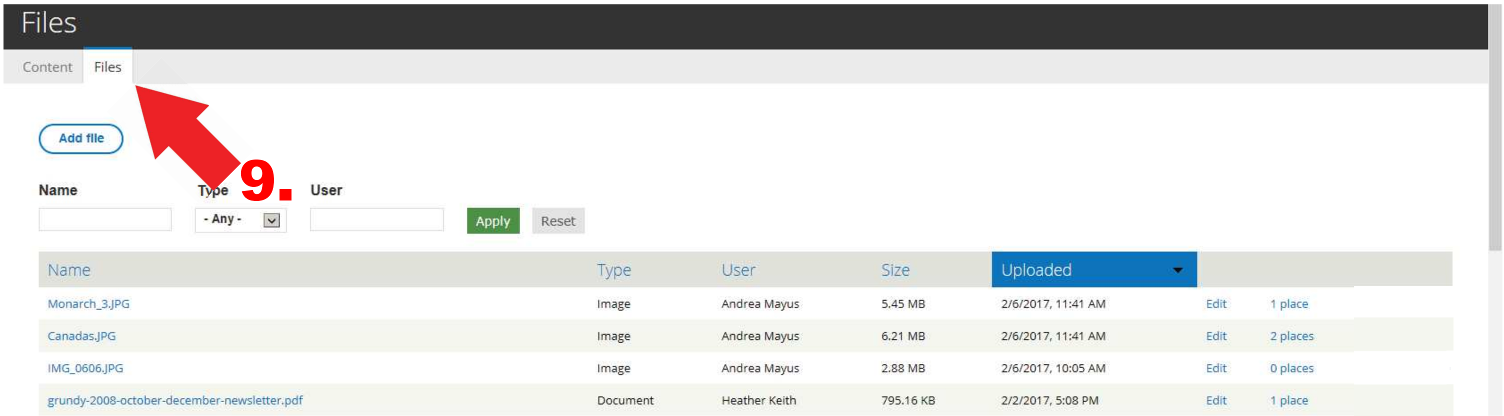
Title	Type	Author	Published	Updated
Lincoln University Wetland	Basic Page	Andrea Mayus	No	2/6/2017, 11:17
Cole County Board Membe	Board & Election Information	Breanna Schuett	Yes	1/27/2017, 9:30
Cole SWCD Annual Meeting	Events	Van Beydler	Yes	1/26/2017, 3:52

To reset the search back to the default webpage list, remove all text from “Title”, choose “Any” under “Type”, leave “Author” blank and choose “Any” under Published and click “Apply”.

Click “Content” (8) to see your list of your webpages.


Manage
Content
8.

Click “Files” (9) to see your list of your files.

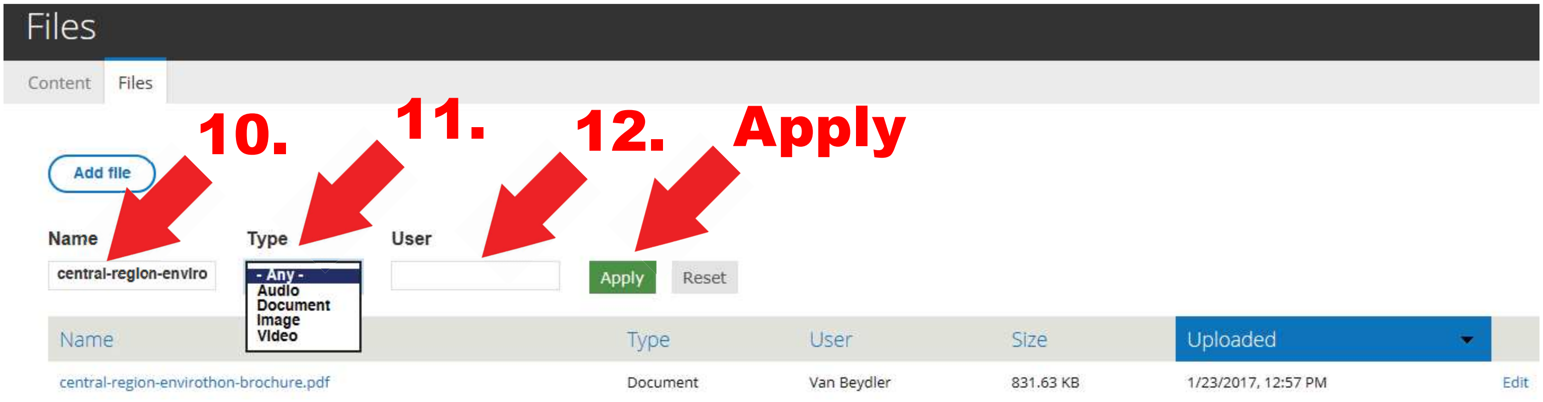

Files
Content
Files
Add file
9.
Name
Type
- Any -
User
Apply
Reset

Name	Type	User	Size	Uploaded		
Monarch_3.JPG	Image	Andrea Mayus	5.45 MB	2/6/2017, 11:41 AM	Edit	1 place
Canadas.JPG	Image	Andrea Mayus	6.21 MB	2/6/2017, 11:41 AM	Edit	2 places
IMG_0606.JPG	Image	Andrea Mayus	2.88 MB	2/6/2017, 10:05 AM	Edit	0 places
grundy-2008-october-december-newsletter.pdf	Document	Heather Keith	795.16 KB	2/2/2017, 5:08 PM	Edit	1 place

The search boxes include:

10. Name - Type in a keyword and click “Apply” to see the closest match.
11. Type - This is a dropdown box that let’s you search for specific file formats.
12. User - You probably will not use this box.

All search boxes can be combined to refine your search. Click “Apply” after typing in keywords or using the dropdown boxes.


Files
Content
Files
10.
11.
12.
Apply
Add file
Type
- Any -
Audio
Document
Image
Video
User
Apply
Reset

Name: central-region-enviro

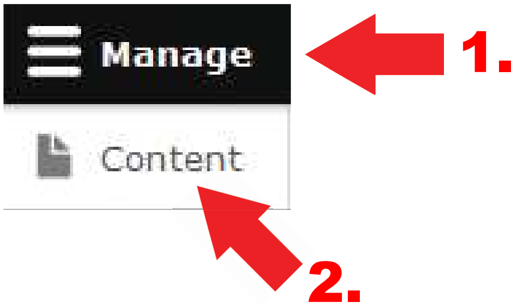
Name	Type	User	Size	Uploaded	
central-region-envirothon-brochure.pdf	Document	Van Beydler	831.63 KB	1/23/2017, 12:57 PM	Edit

To reset the search back to the default files list, remove all text from “Name”, choose “Any” under “Type”, leave “User” blank and click “Apply”.

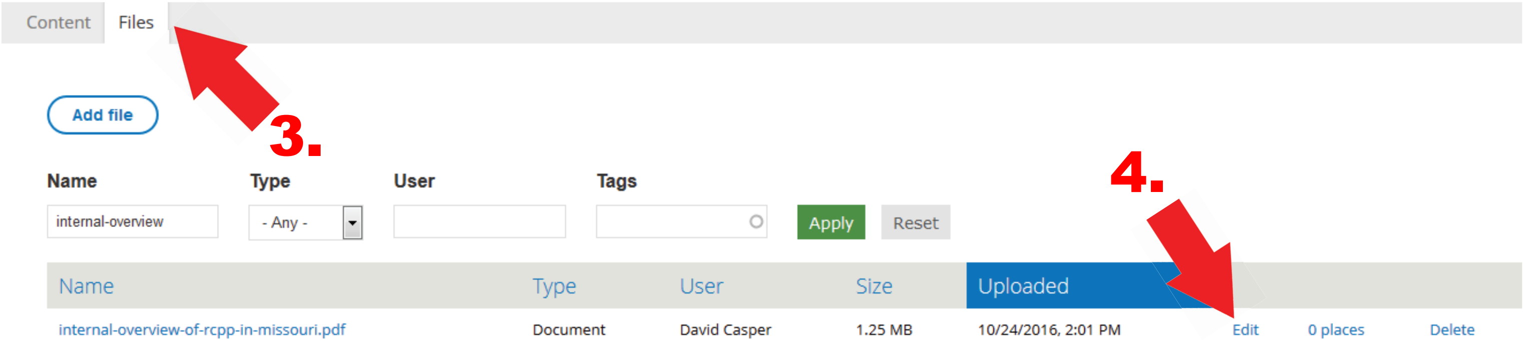
How to Add Tags to Files

You can search for specific files in your “Files” list by using the navigation boxes in “Content” and “Files”.

Click ““Manage” (1) then click Content” (2) to see your list of your webpages.


Manage
1.
Content
2.

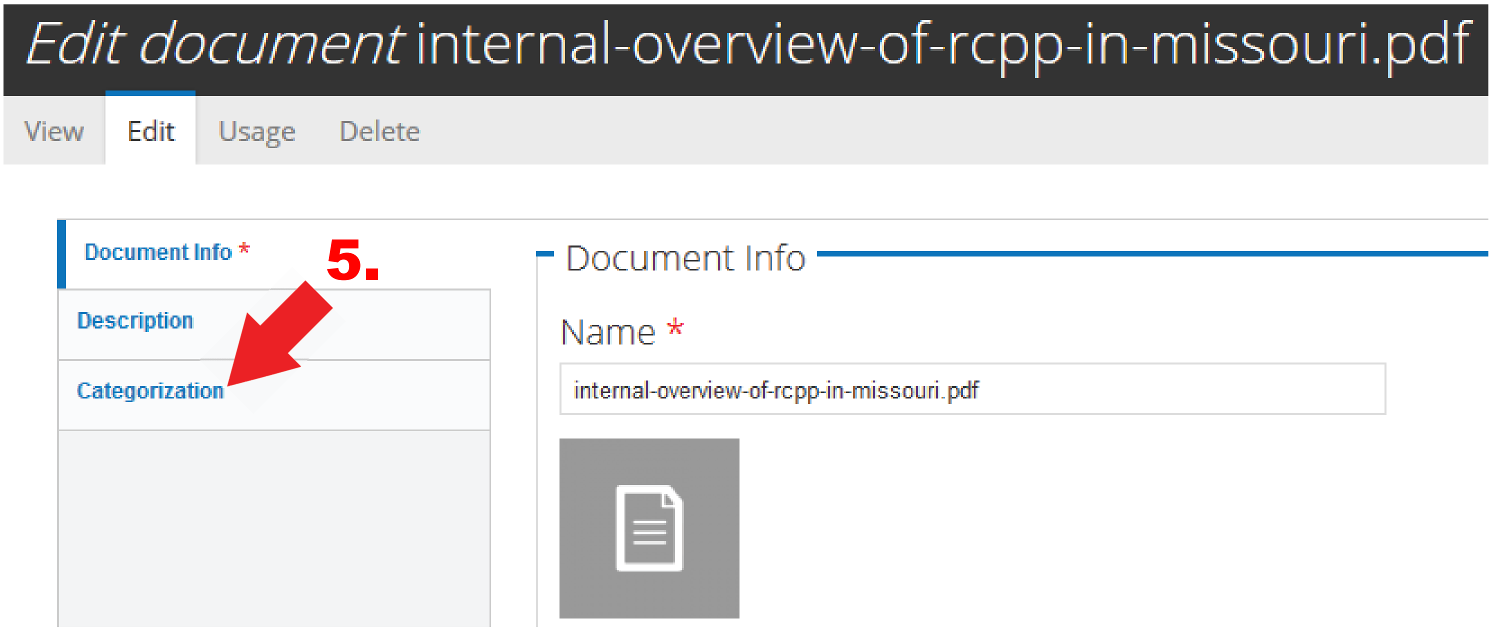
Click “Files”(3) to open the file list. Click “Edit” (4) to open the file you want to tag.


Content
Files
3.
Add file
Apply
Reset
4.

Name: internal-overview
Type: - Any -
User:
Tags:

Name	Type	User	Size	Uploaded			
internal-overview-of-rcpp-in-missouri.pdf	Document	David Casper	1.25 MB	10/24/2016, 2:01 PM	Edit	0 places	Delete

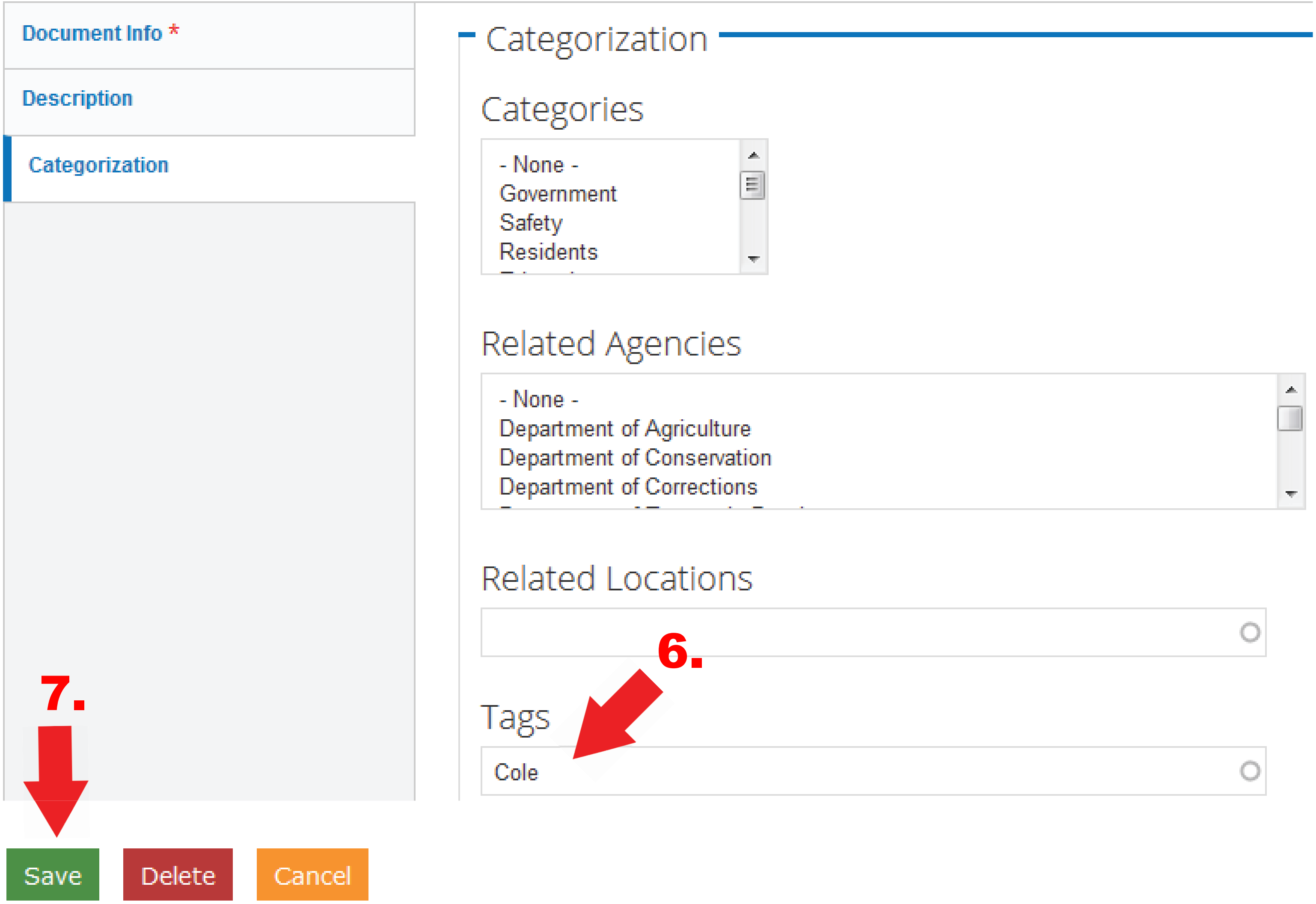
In the left navigation bar, click “Categorization” (5).


View
Edit
Usage
Delete
Document Info *
Description
Categorization
5.
Document Info

Edit document internal-overview-of-rcpp-in-missouri.pdf

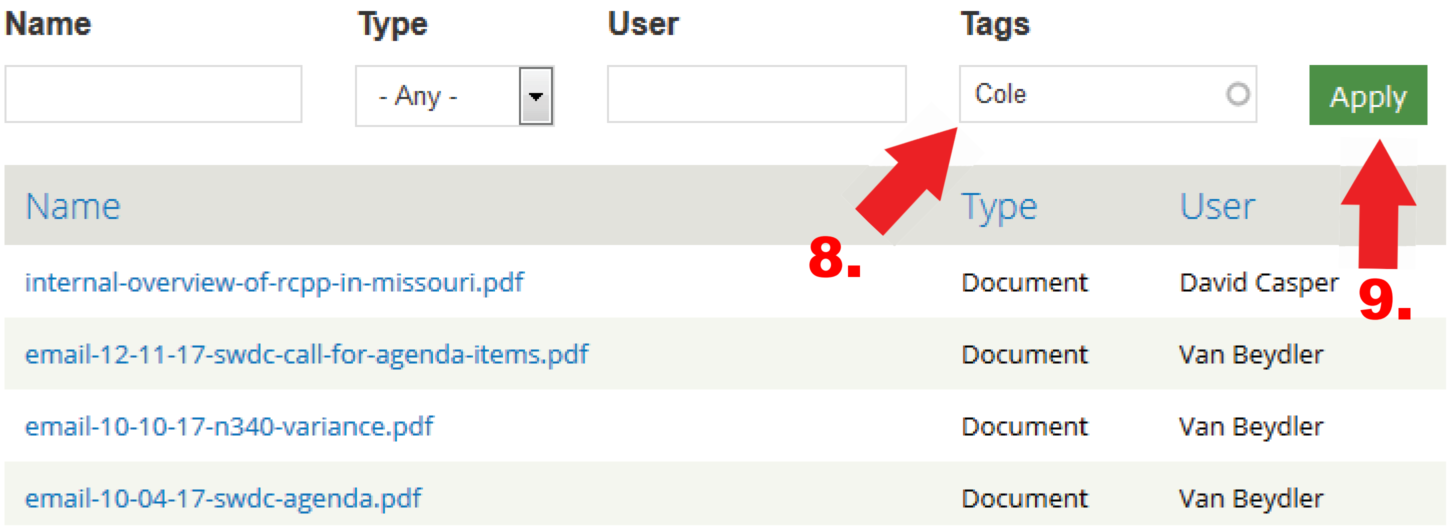
Name *: internal-overview-of-rcpp-in-missouri.pdf

Under “Categorization” there is a “Tags” (6) box. Type the name of your county in the tag box. Then click “Save” (7).


Document Info *
Description
Categorization
Categorization
Categories
- None -
Government
Safety
Residents
Related Agencies
- None -
Department of Agriculture
Department of Conservation
Department of Corrections
Related Locations
6.
7.
Save
Delete
Cancel

Tags: Cole

Now, all files tagged with your county name will show up in the search list results when typing the name of your county in the “Tags” (8) box and clicking “Apply” (9).


Name
Type
- Any -
User
Tags
Apply
8.
9.

Tags: Cole

Name	Type	User
internal-overview-of-rcpp-in-missouri.pdf	Document	David Casper
email-12-11-17-swdc-call-for-agenda-items.pdf	Document	Van Beydler
email-10-10-17-n340-variance.pdf	Document	Van Beydler
email-10-04-17-swdc-agenda.pdf	Document	Van Beydler

How to Delete a Page

If you have an existing page you need deleted, send an email to Judy Stinson at judy.stinson@dnr.mo.gov or Van Beydler at van.beydler@dnr.mo.gov.

The email should contain the following information:

- Name of the your county
- Name of the page you want deleted
- Reason the page is being deleted (old information, etc.)

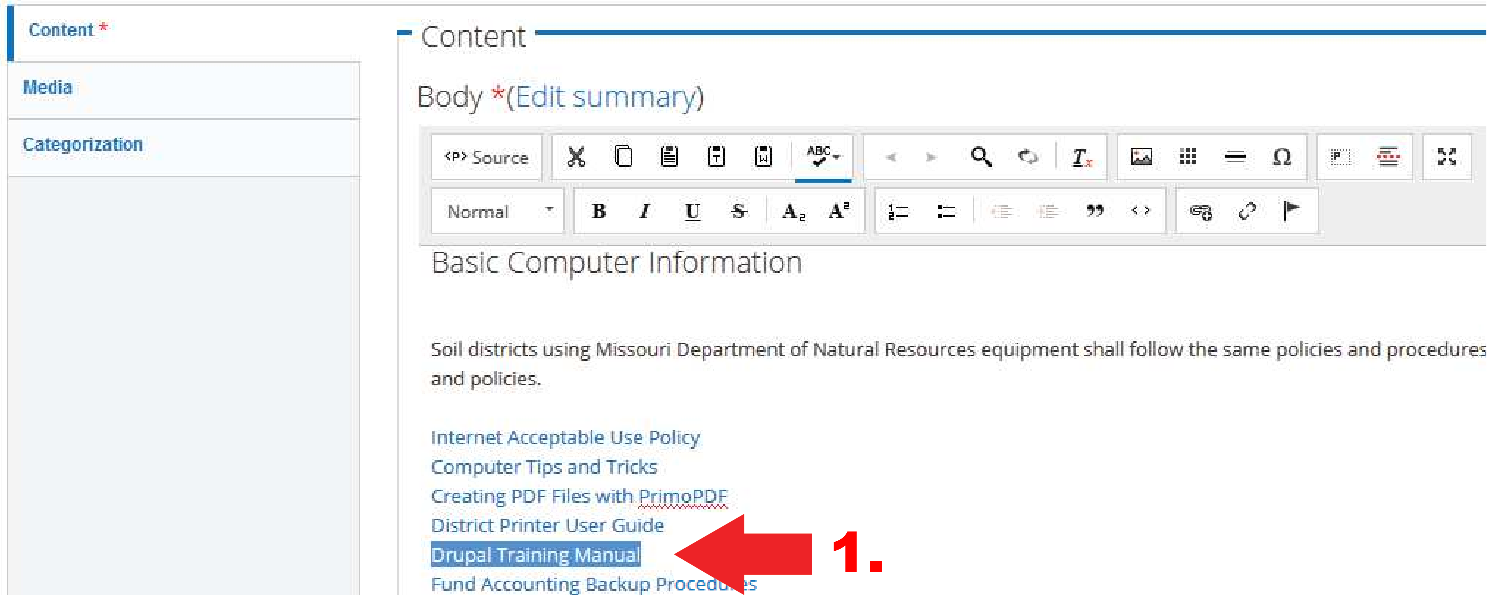
Note: Pages that are in draft can be edited to make changes as described in this instruction manual. You usually will not need to delete them. However, if you need a draft page deleted, follow the same procedure listed above. The program might call you back and help you through the editing process instead of deleting the page.

Feel free to contact Judy or Van at any time if you have questions.

Judy Stinson	573-751-1783
Van Beydler	573-522-2343

How to Open a File or Webpage in a New Window

Put the page you want to edit into draft and highlight the link you want to add. In this example we are using the Drupal Training Manual link (1) shown below.

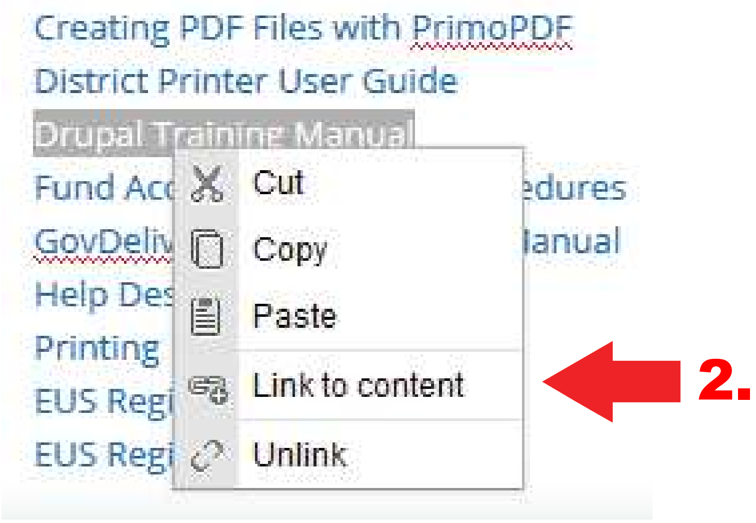

Content *
Media
Categorization
Content
Body *(Edit summary)
Source
Normal
1.

Basic Computer Information

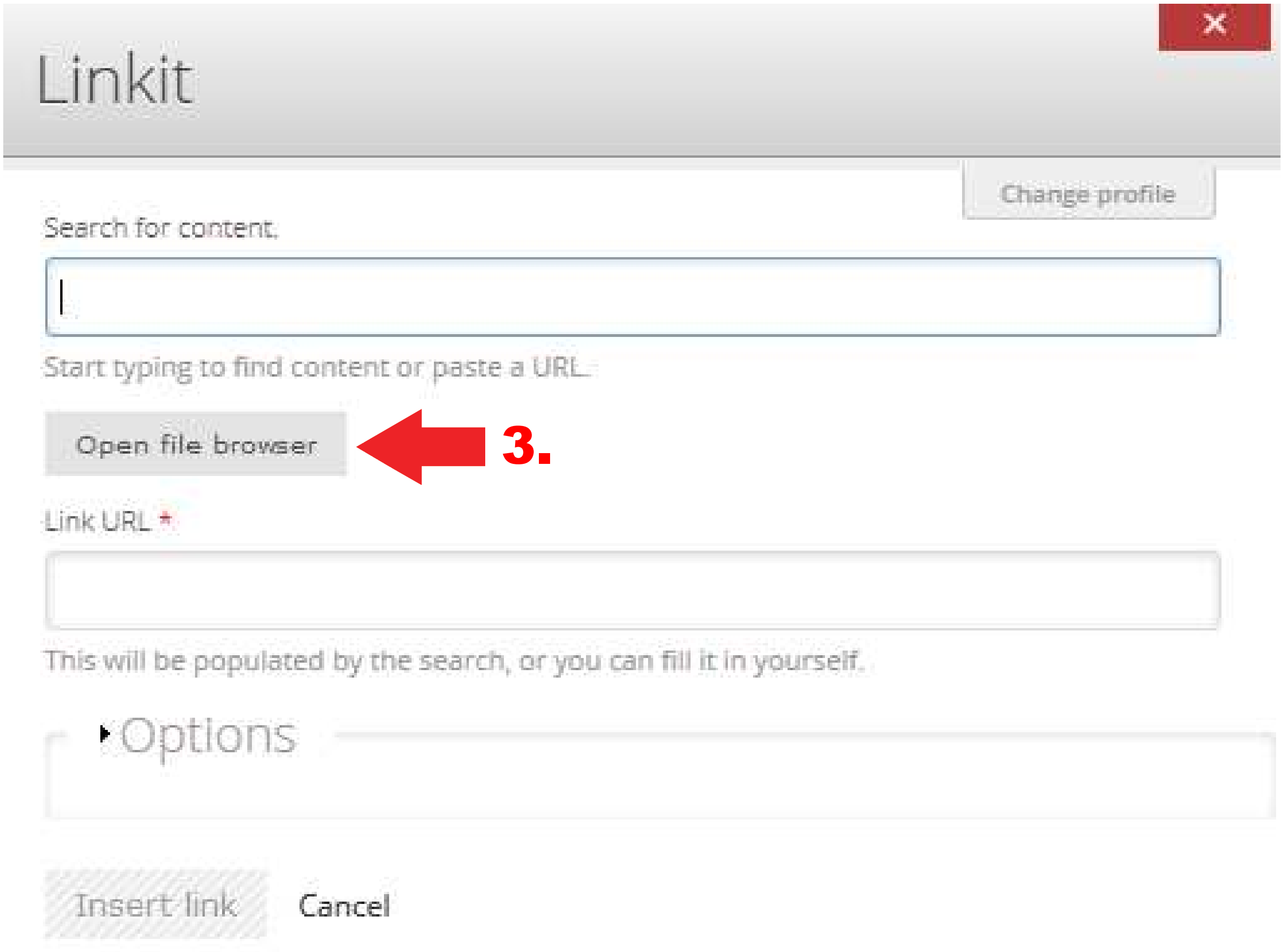
Soil districts using Missouri Department of Natural Resources equipment shall follow the same policies and procedures and policies.

Internet Acceptable Use Policy
Computer Tips and Tricks
Creating PDF Files with PrimoPDF
District Printer User Guide
Drupal Training Manual
Fund Accounting Backup Procedures

Right click the link to show the link dropdown box and choose “Link to Content” (2).


Creating PDF Files with PrimoPDF
District Printer User Guide
Drupal Training Manual
Fund Acc
edures
GovDeliv
lanual
Help Des
Printing
EUS Regi
EUS Regi
Cut
Copy
Paste
Link to content
Unlink
2.

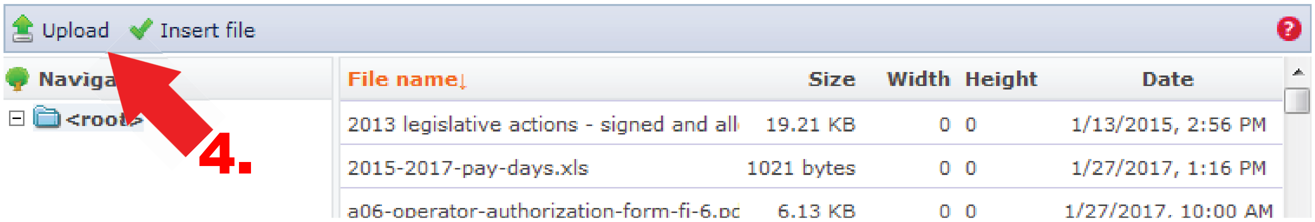
This will open the “LinkIt” window. Click the “Open File Browser” (3) button.


Linkit
Change profile
Search for content.
Open file browser
3.
Link URL *
Options
Insert link
Cancel

Start typing to find content or paste a URL.

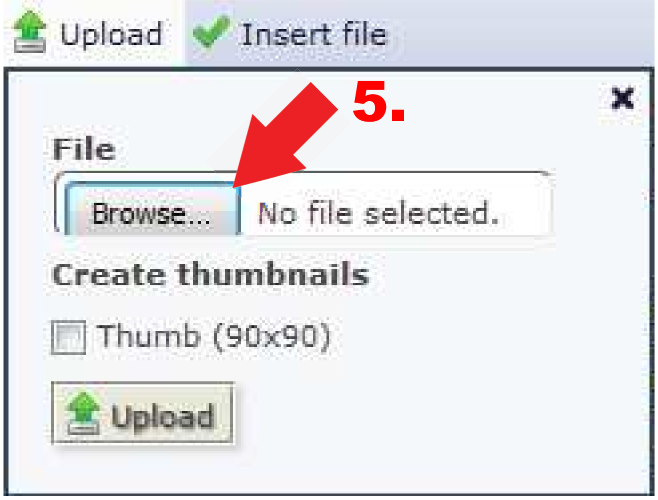
This will be populated by the search, or you can fill it in yourself.

This will open the “File Browser” where you can click “Upload” (4) to add the document.

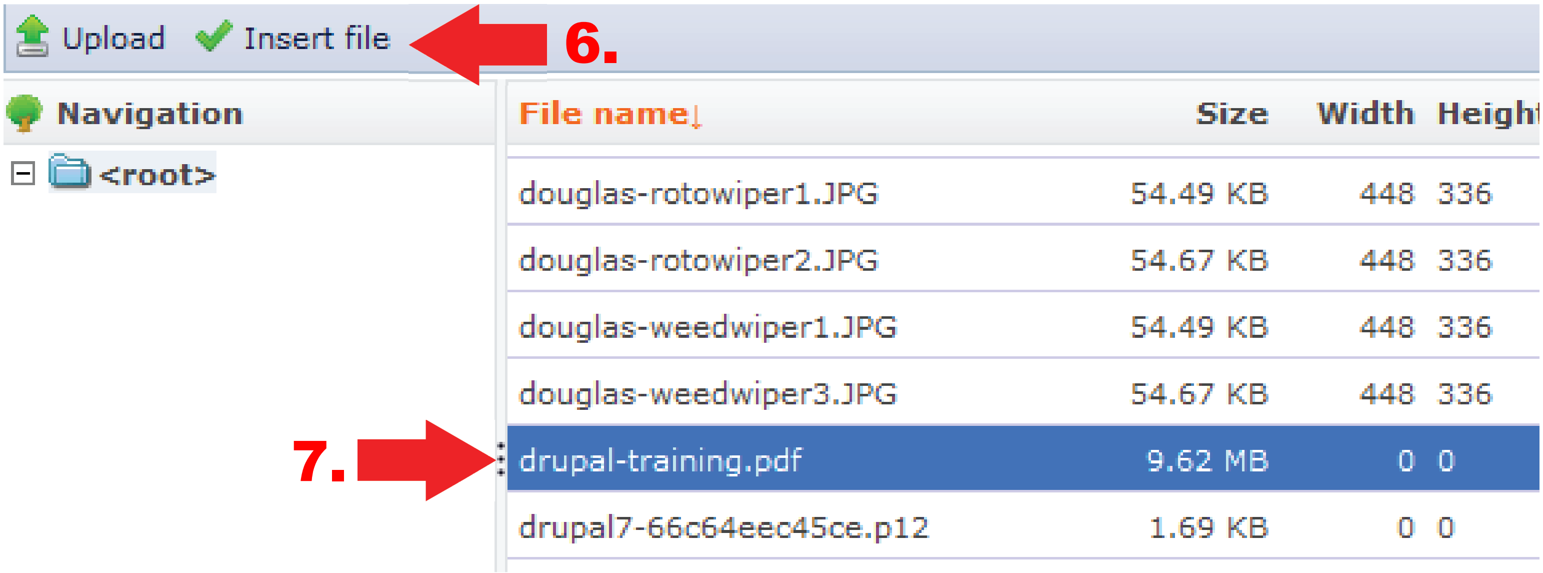

Upload
Insert file
Naviga
<root>
4.

File name↓	Size	Width	Height	Date
2013 legislative actions - signed and all	19.21 KB	0	0	1/13/2015, 2:56 PM
2015-2017-pay-days.xls	1021 bytes	0	0	1/27/2017, 1:16 PM
a06-operator-authorization-form-fi-6.pc	6.13 KB	0	0	1/27/2017, 10:00 AM

This will open the “Upload” window. Click “Browse” (5) to find your file, then click the “Upload” button.

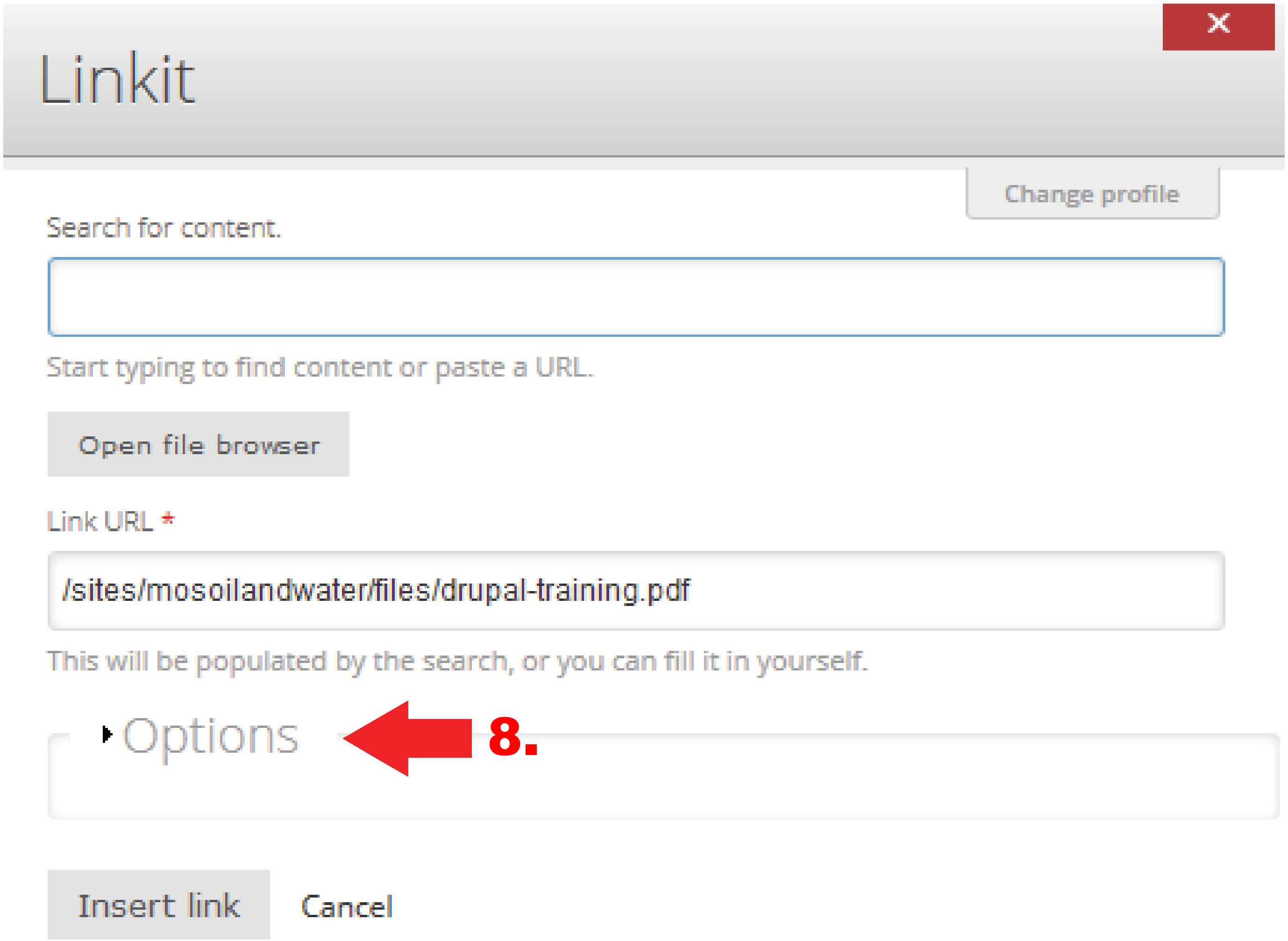

Upload
Insert file
5.
File
Browse...
No file selected.
Create thumbnails
☐ Thumb (90x90)
Upload

The file will be highlighted in blue. You can click “Insert File” (6) or double click the filename (7) to insert it.


Upload
Insert file
6.
Navigation
<root>
7.

File name↓	Size	Width	Heigh
douglas-rotowiper1.JPG	54.49 KB	448	336
douglas-rotowiper2.JPG	54.67 KB	448	336
douglas-weedwiper1.JPG	54.49 KB	448	336
douglas-weedwiper3.JPG	54.67 KB	448	336
drupal-training.pdf	9.62 MB	0	0
drupal7-66c64eec45ce.p12	1.69 KB	0	0

The filename path for the PDF will show in the “Link URL” box. To have the PDF file open in a new window click “Options” (8).


Linkit
✕
Change profile
Open file browser
Options
8.
Insert link
Cancel

Search for content.

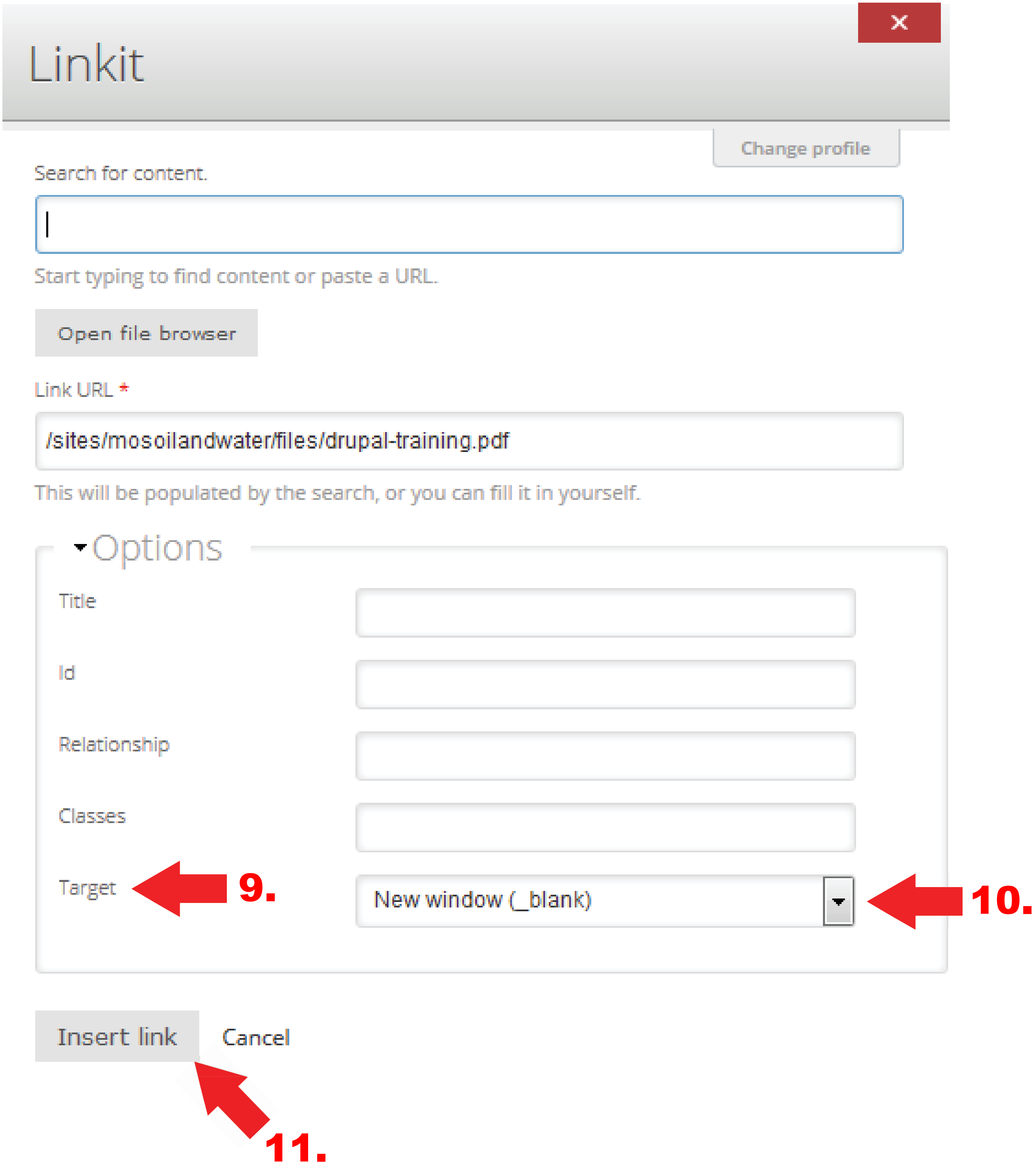
Start typing to find content or paste a URL.

Link URL *

/sites/mosoilandwater/files/drupal-training.pdf

This will be populated by the search, or you can fill it in yourself.

This will expand the “Options” box. Under “Target” (9) choose “New Window (_blank) (10) then click the “Insert Link” (11).



Linkit

Search for content.

Start typing to find content or paste a URL.

Link URL *

/sites/mosoilandwater/files/drupal-training.pdf

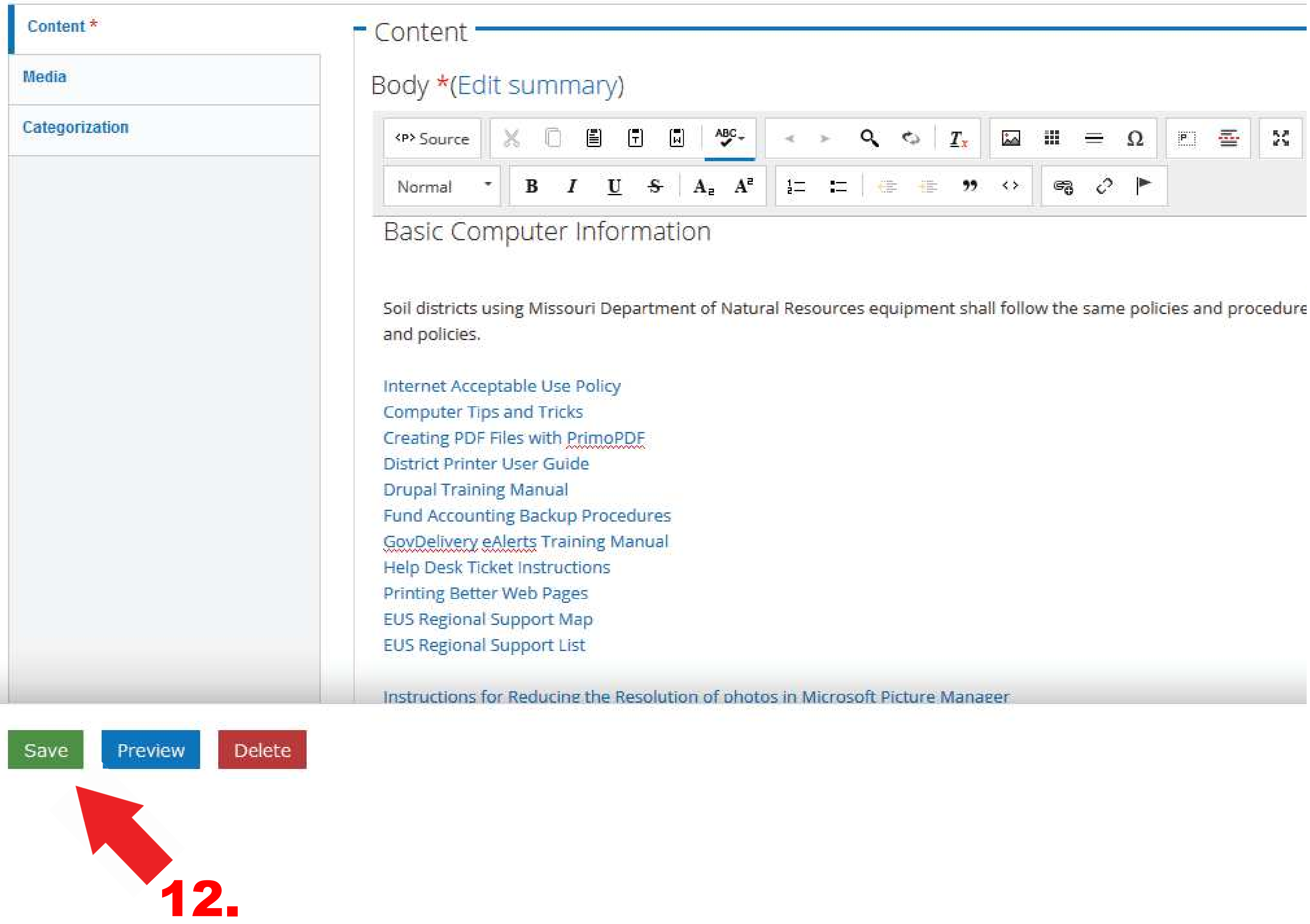
This will be populated by the search, or you can fill it in yourself.

Options

Target: New window (_blank)

Change profile
Open file browser
Title
Id
Relationship
Classes
9.
10.
Insert link
Cancel
11.

The Drupal Training Manual link will now show as blue linked text. Click "Save"(12) then send the page for review to the program.


Content *
Media
Categorization
Content
Body *(Edit summary)
Source
Normal
Save
Preview
Delete
12.

Basic Computer Information

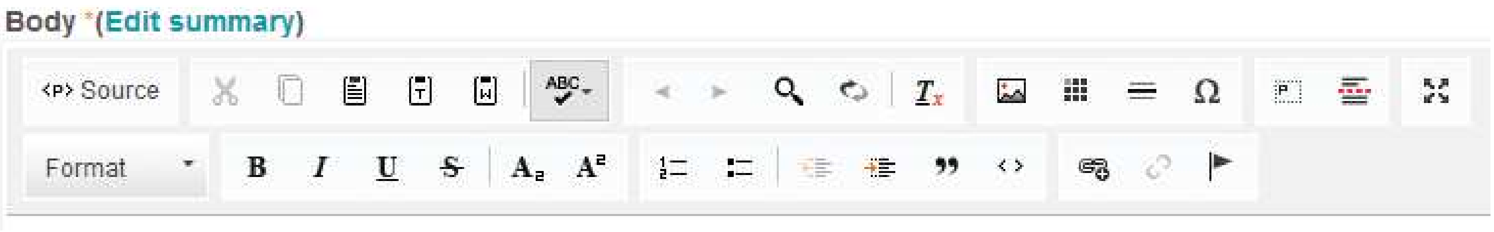
Soil districts using Missouri Department of Natural Resources equipment shall follow the same policies and procedure and policies.

Internet Acceptable Use Policy
Computer Tips and Tricks
Creating PDF Files with PrimoPDF
District Printer User Guide
Drupal Training Manual
Fund Accounting Backup Procedures
GovDelivery eAlerts Training Manual
Help Desk Ticket Instructions
Printing Better Web Pages
EUS Regional Support Map
EUS Regional Support List

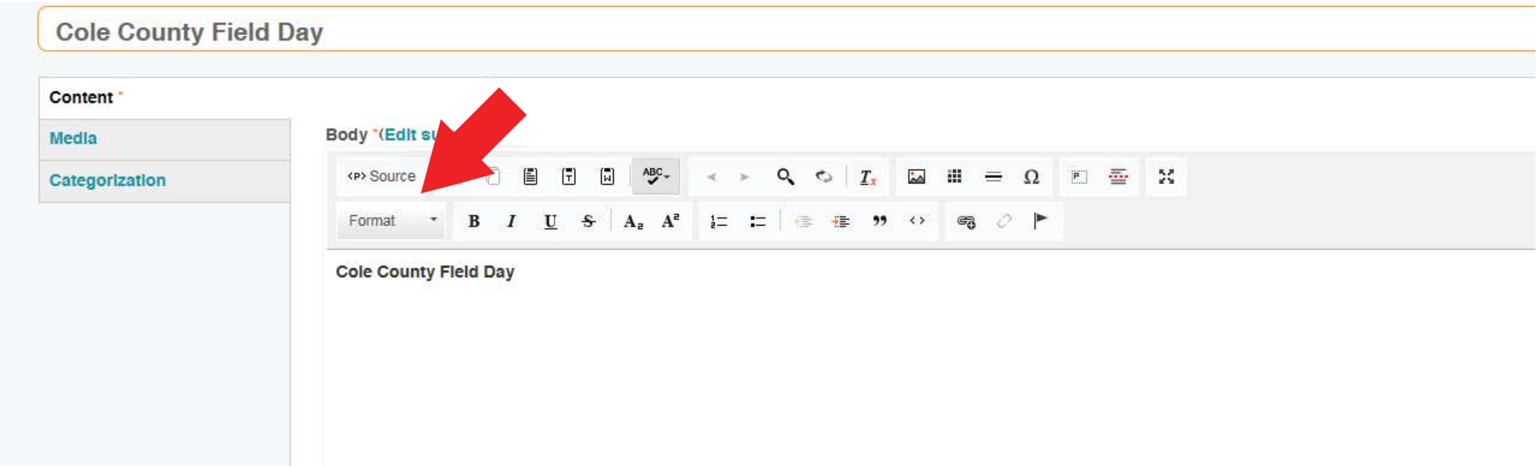
Instructions for Reducing the Resolution of photos in Microsoft Picture Manager

Toolbar Commands

The toolbar has formatting options much like Microsoft® Word®.

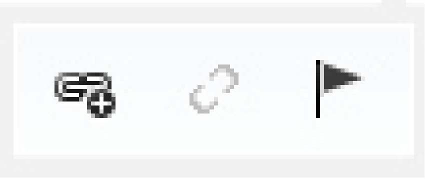

Body *(Edit summary)
<P> Source
Format

Click the “Format” button to open a drop down menu that lets you choose formatting text with normal, headings, etc.


Cole County Field Day
Content *
Media
Categorization
Body *(Edit su
<P> Source
Format
Cole County Field Day

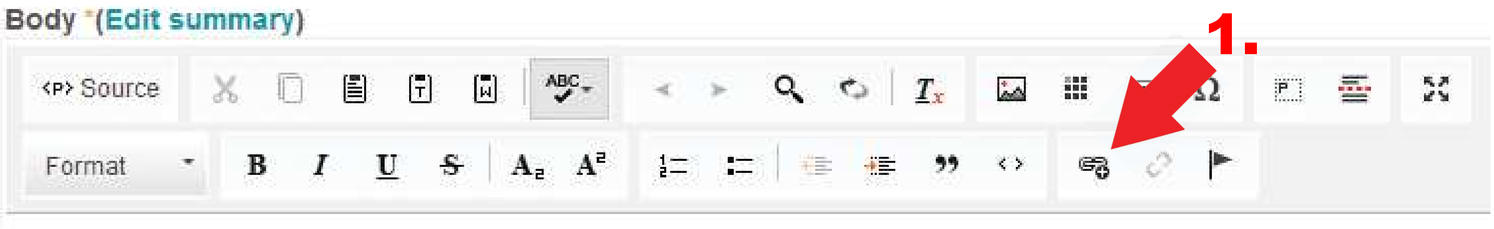
How to Add Links, Unlink and Anchors
The toolbar has icons for adding links, unlinking and adding anchors.

- The “Link to Content” icon looks like a chain with a plus sign.
- The “Unlink” icon looks like a broken chain.
- The “Anchor” icon looks like a flag.

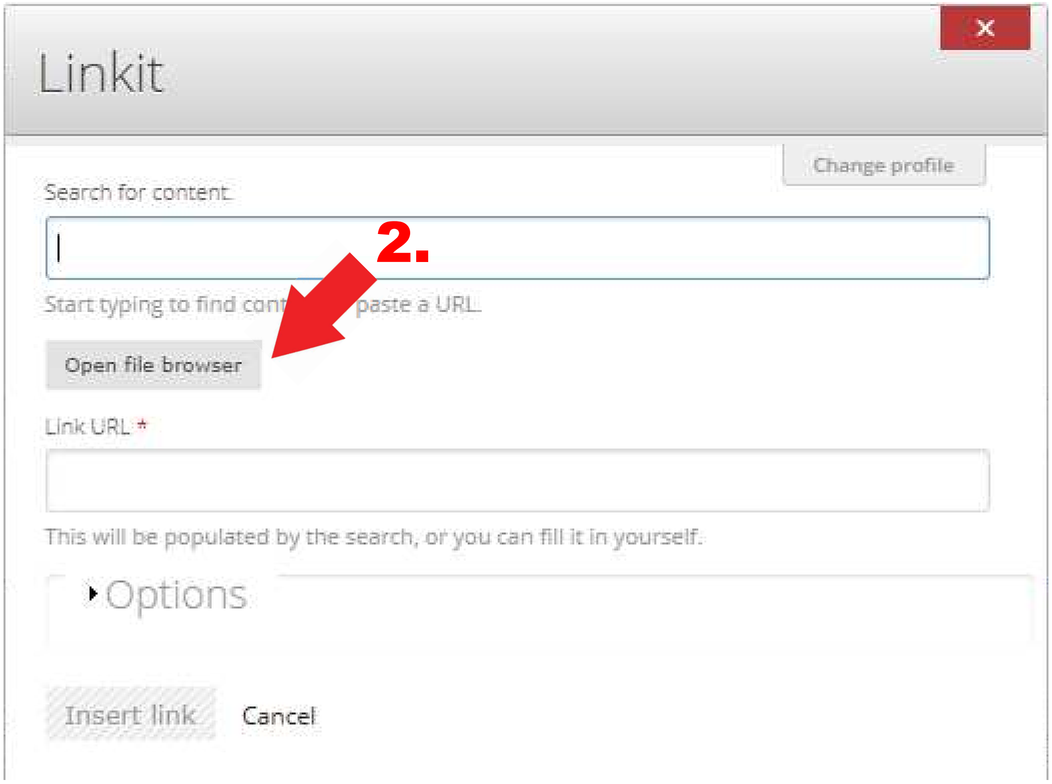


To link to content or upload a document, such as a PDF, Word, etc., follow these steps:

Create your text then highlight it. Click the “Link to Content” (1) icon.


Body *(Edit summary)
1.
<P> Source
Format

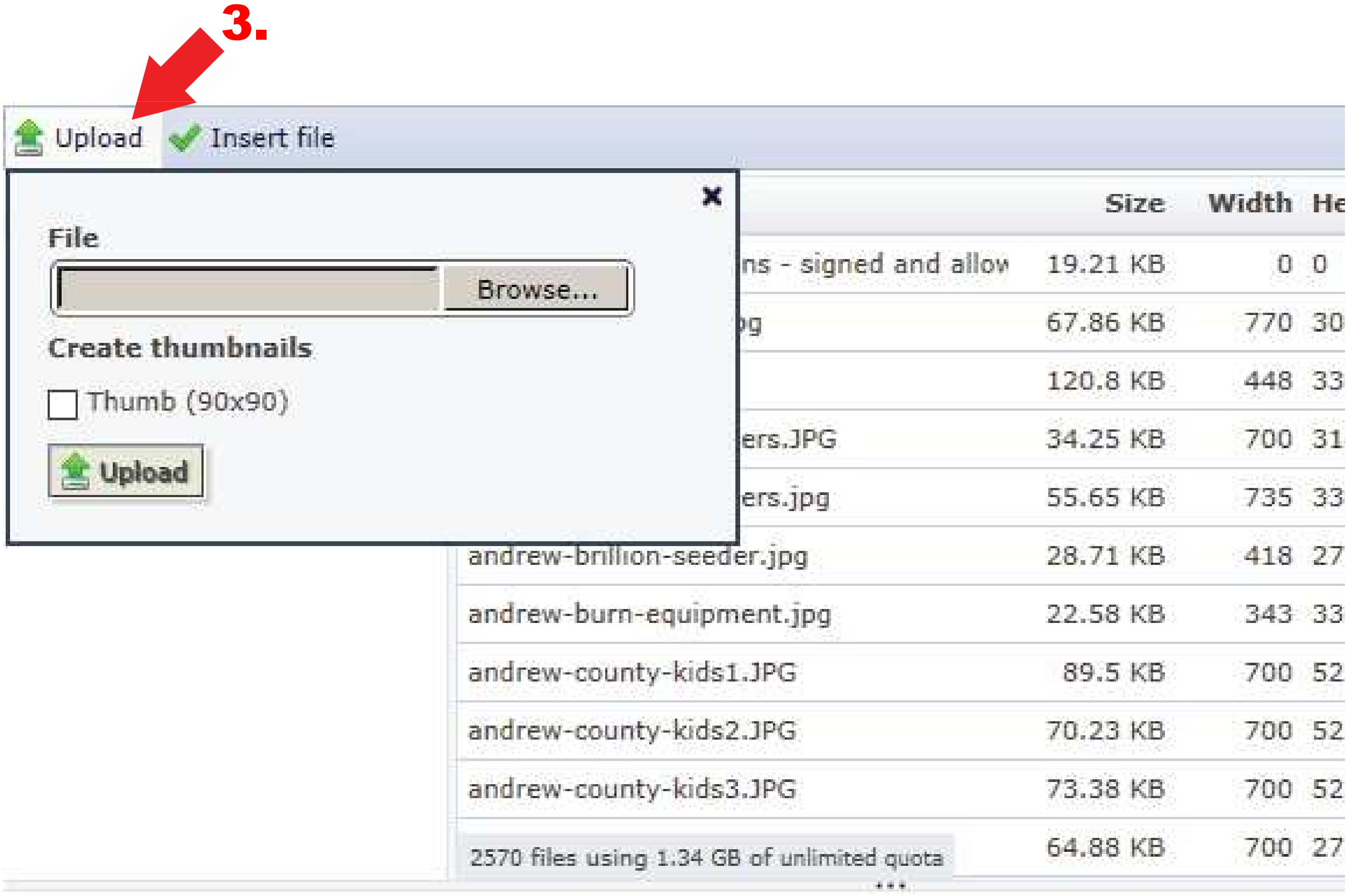
Click the “Open File Browser” (2) button.


Linkit
×
Change profile
Search for content
2.
Open file browser
Link URL *
Options
Insert link
Cancel

Start typing to find cont paste a URL.

This will be populated by the search, or you can fill it in yourself.

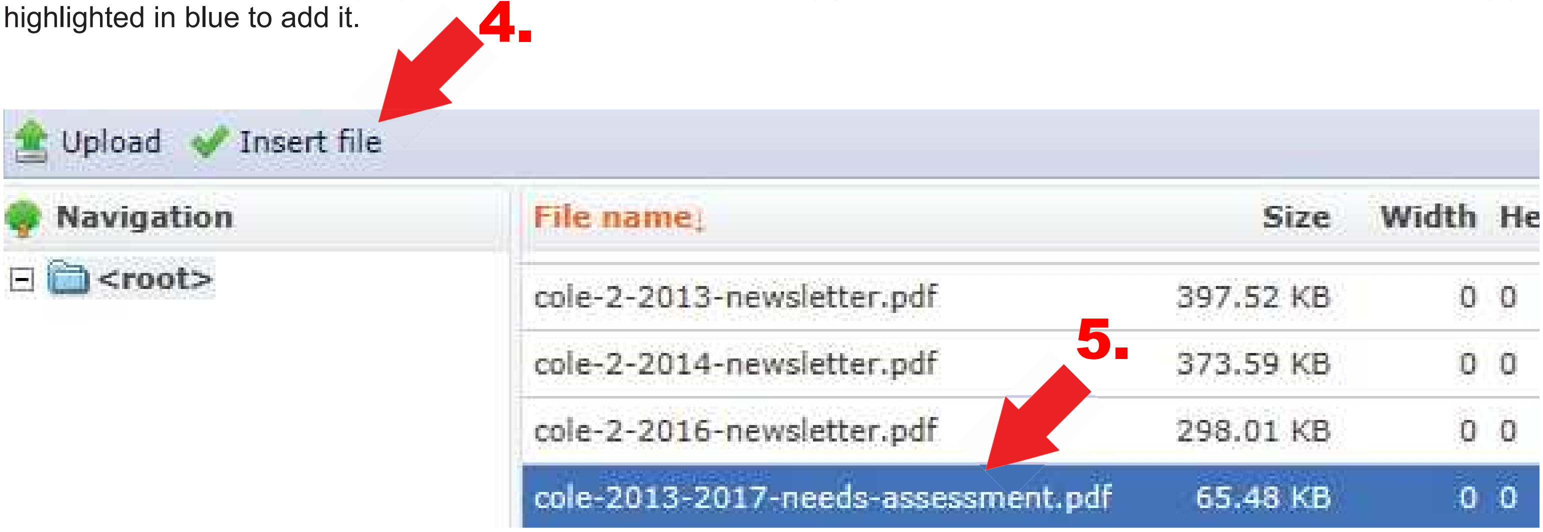
Click the “Upload” (3) button. A drop down will open so you can browse to find the file you want to upload, such as a PDF, Word document, etc. Click “Upload” in the drop down after you have found the file you want to post.


3.
Upload
Insert file
×
File
Browse...
Create thumbnails
☐ Thumb (90x90)
Upload

	Size	Width	He
ns - signed and allow	19.21 KB	0	0
g	67.86 KB	770	30
	120.8 KB	448	33
ers.JPG	34.25 KB	700	31
ers.jpg	55.65 KB	735	33
andrew-brillion-seeder.jpg	28.71 KB	418	27
andrew-burn-equipment.jpg	22.58 KB	343	33
andrew-county-kids1.JPG	89.5 KB	700	52
andrew-county-kids2.JPG	70.23 KB	700	52
andrew-county-kids3.JPG	73.38 KB	700	52
	64.88 KB	700	27

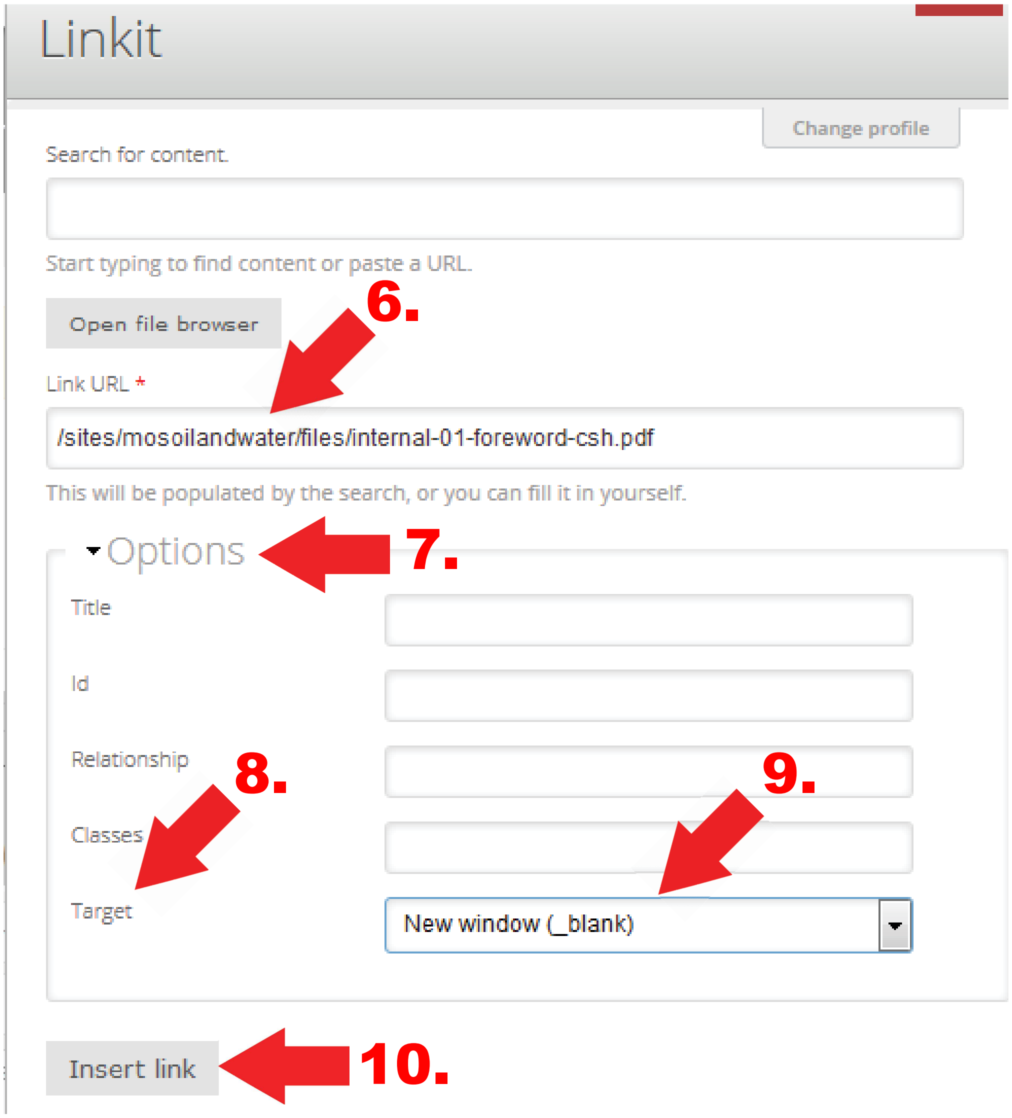
2570 files using 1.34 GB of unlimited quota

The uploaded file will be highlighted in blue. Click “Insert File” (4) to add it or you can double-click the “File Name” (5) highlighted in blue to add it.


4.
Upload
Insert file
Navigation
<root>
5.

File name	Size	Width	He
cole-2-2013-newsletter.pdf	397.52 KB	0	0
cole-2-2014-newsletter.pdf	373.59 KB	0	0
cole-2-2016-newsletter.pdf	298.01 KB	0	0
cole-2013-2017-needs-assessment.pdf	65.48 KB	0	0

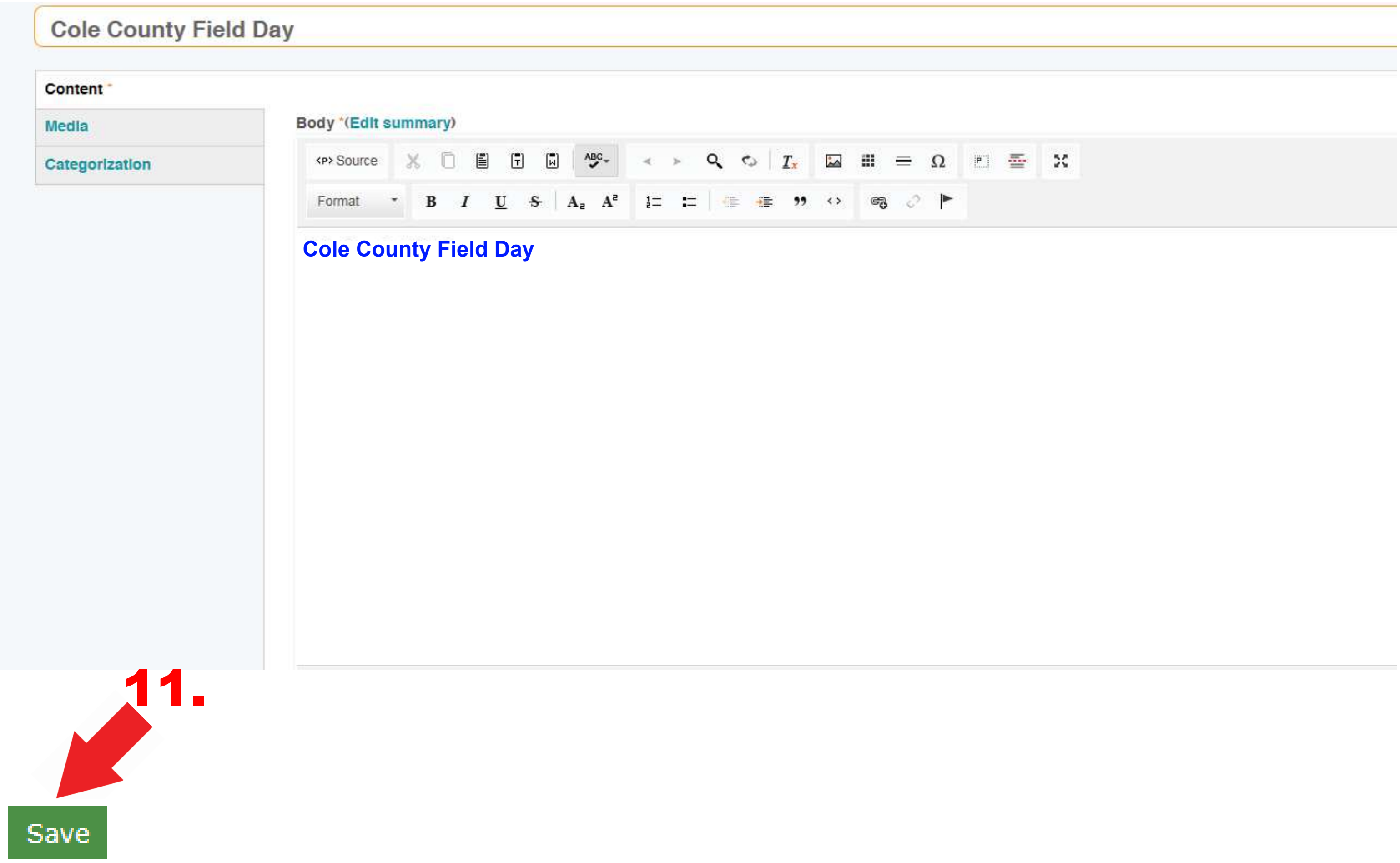
The link to the document will be added to the “Link URL” (6) box. Sometimes you might want the link to open in a new window, such as when linking to a PDF. To have the link open in a new window click the “Options” (7) dropdown button and use the “Target” (8) dropdown button and choose “New Window (_blank) (9). Then click “Insert Link” (10).


Linkit
Change profile
Search for content.
Start typing to find content or paste a URL.
Open file browser
6.
This will be populated by the search, or you can fill it in yourself.
Options
7.
Title
Id
Relationship
8.
9.
Classes
Insert link
10.

Link URL *: /sites/mosoilandwater/files/internal-01-foreword-csh.pdf

Target: New window (_blank)

Click “Save” (11).

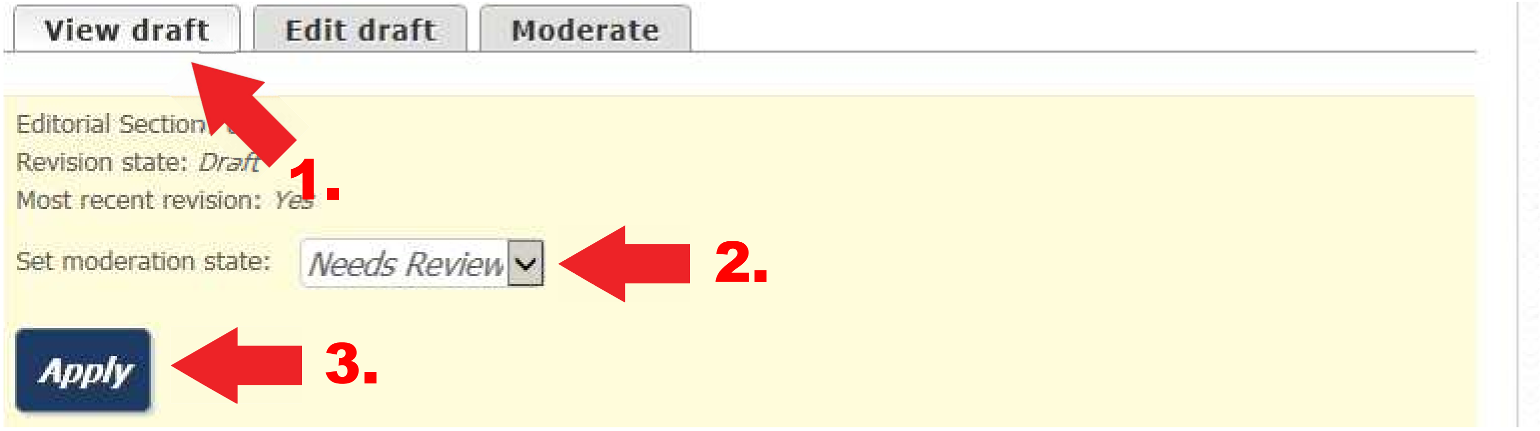

Cole County Field Day

Body *(Edit summary)

Cole County Field Day

Content *
Media
Categorization
Source
Format
11.
Save

A page will open that will allow you to view a draft of your update. Under the “View Draft” (1) tab is a “Needs Reviewed” (2) window. “Needs Reviewed” is the default. To submit the page for review click the “Apply” (3) button. This will send an email to notify the Soil and Water Conservation Program that a new update is ready to be reviewed by the program and published. The program will review the page for style and consistency and may ask you to rework a page or it’s attachments before it is published.


Editorial Section

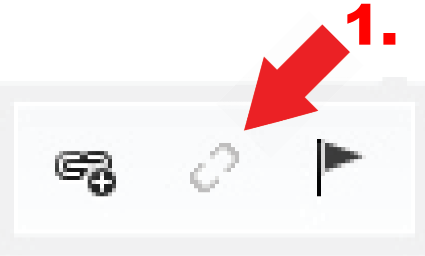
Revision state: *Draft*

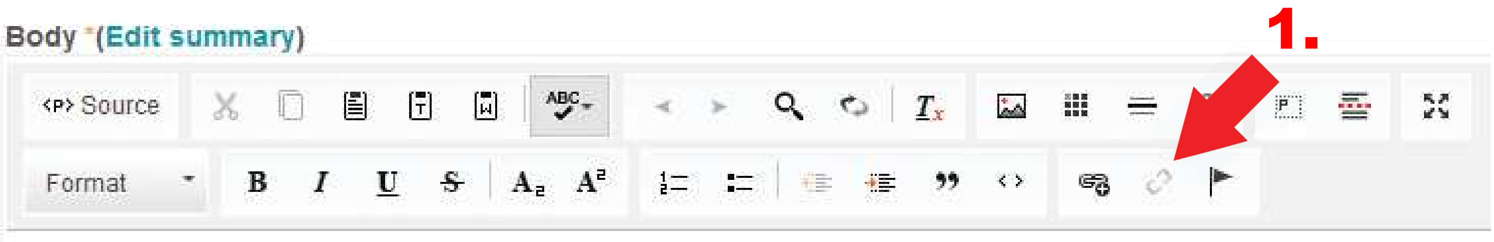
Most recent revision: *Yes*

Set moderation state: *Needs Review*

View draft
Edit draft
Moderate
1.
2.
Apply
3.

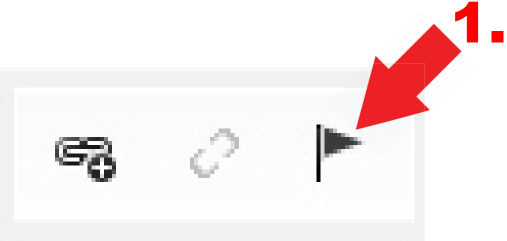
How to Unlink
The “Unlink” (1) icon looks like a broken chain.

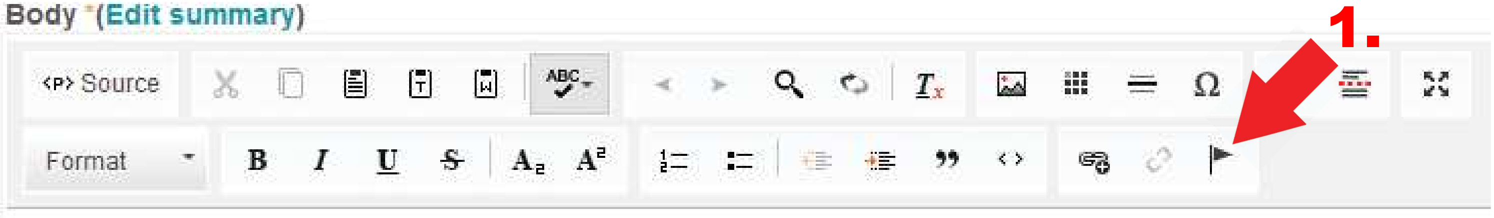



Body *(Edit summary)
1.
<P> Source
Format
B
I
U
S
A₂
A²

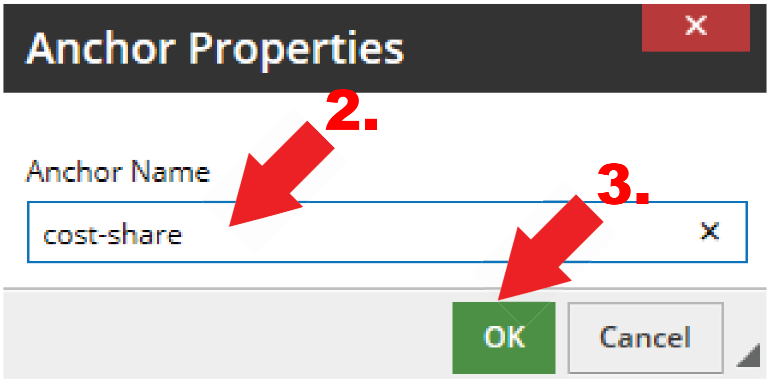
Highlight the text you want to unlink. Select the “Unlink” icon. Save changes.

How to Add Anchor Links
An anchor link is a link on a page that brings you to a specific place on that page. Anchor links can be helpful when you want to bring a website visitor to a specific spot on a page. On the toolbar, the “Anchor” (1) icon looks like a flag.



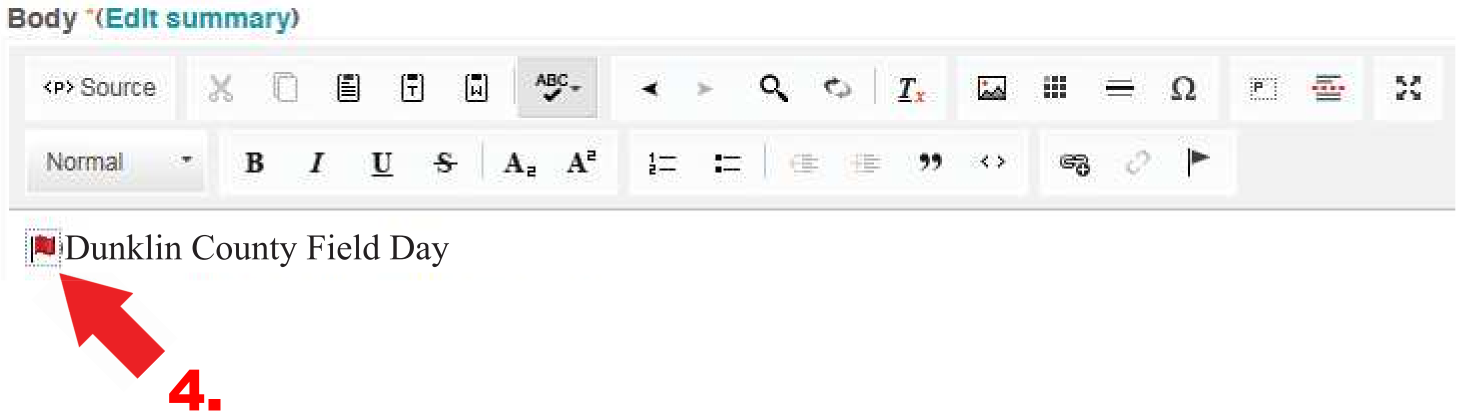

Body *(Edit summary)
1.
<P> Source
Format
B
I
U
S
A₂
A²
Ω

Place your cursor in front of the line of text where you want to set the anchor down in the content. Click the “Anchor” icon. The “Anchor Properties window will open. In the “Anchor Name” box (2), type a short word related to where you are setting the anchor link. Click “OK” (3) to set the anchor.


Anchor Properties
×
2.
3.
OK
Cancel

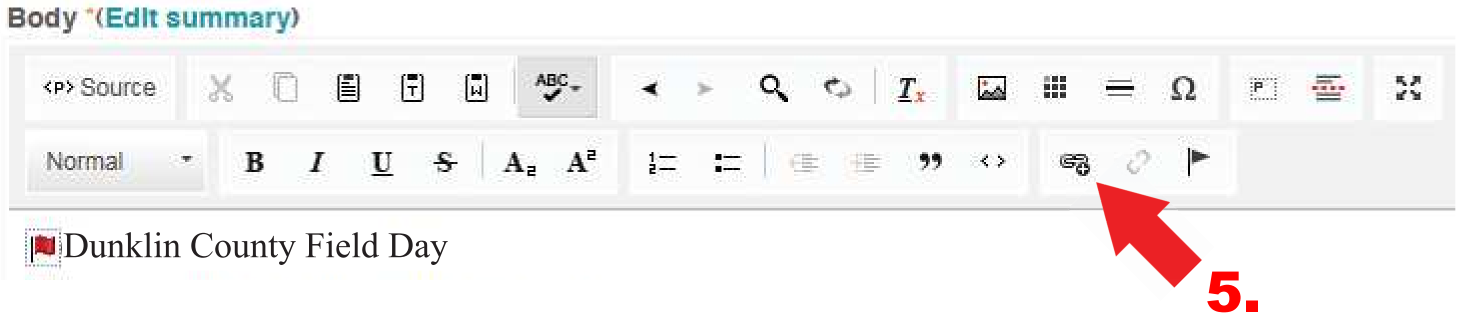
Anchor Name: cost-share

A flag (4) will appear in the spot where you placed the cursor. This is the anchor link. If you wish to change the name of the anchor link, double click the small flag and the “Anchor Link” window will reopen. Save the changes if you rename the anchor.


Body *(Edit summary)
<P> Source
Normal
4.

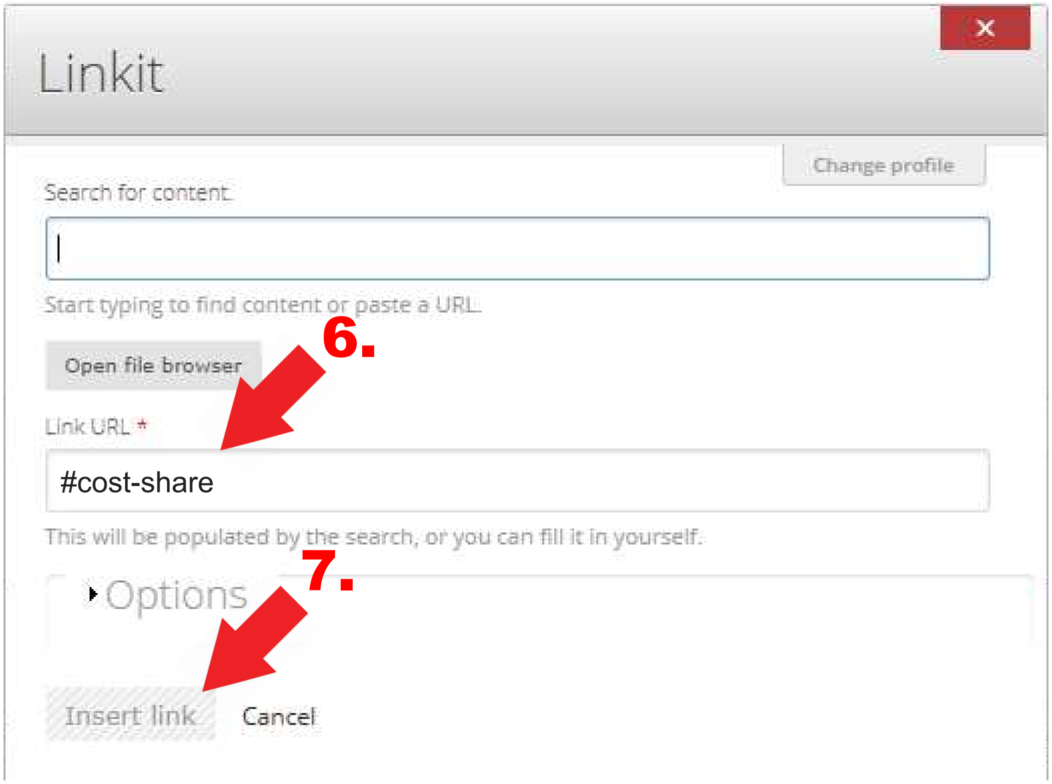
Dunklin County Field Day

Go to your text at the location where you will set your link and click your “Link to Content” (5) button.


Body *(Edit summary)
<P> Source
Normal
5.

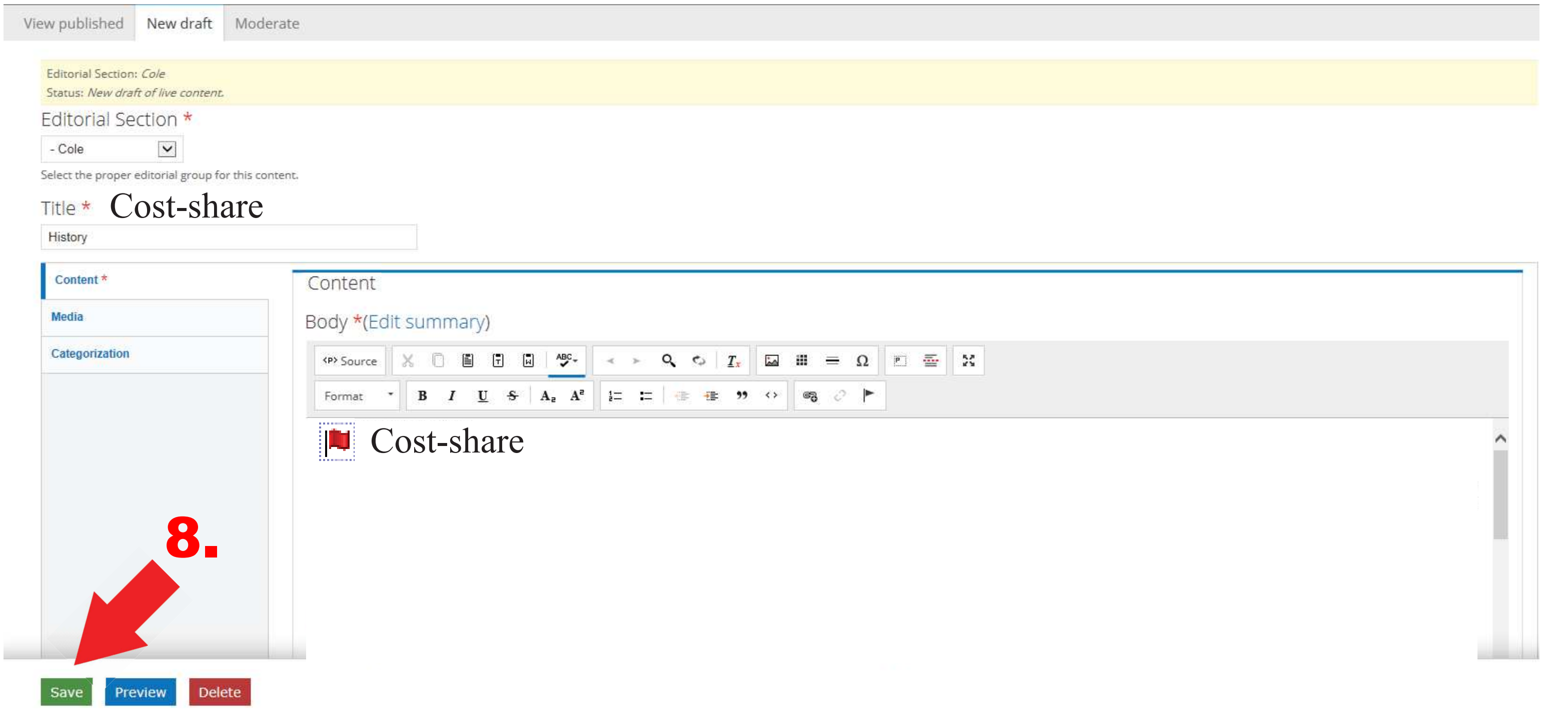
Dunklin County Field Day

In the “Link URL” (6) box, type (in this example) #cost-share, then click the “Insert Link” (7) button.


Linkit
Change profile
Search for content
Start typing to find content or paste a URL
Open file browser
6.
This will be populated by the search, or you can fill it in yourself.
7.
Options
Insert link
Cancel

Link URL * #cost-share

Click “Save” (8).


View published
New draft
Moderate
Content *
Media
Categorization
Content
Body *(Edit summary)
Source
Format
8.
Save
Preview
Delete

Editorial Section: Cole
Status: New draft of live content.

Editorial Section * - Cole

Select the proper editorial group for this content.

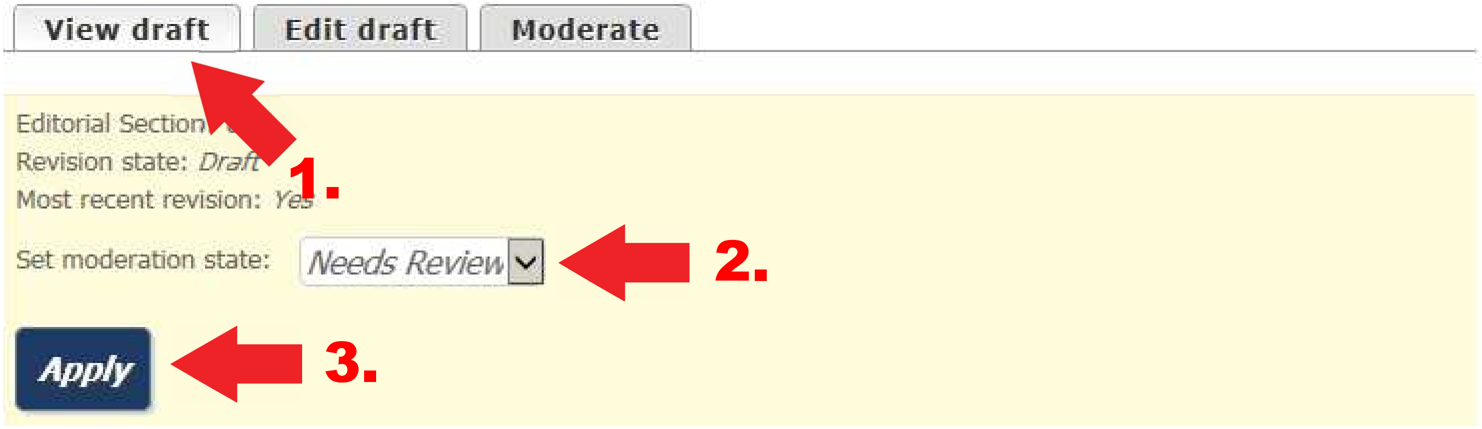
Title * Cost-share

History

Cost-share

IMPORTANT: You should always click “Save” to create a draft. Do not use the mouse back button or click on “Content” before clicking “Save” or you will lose all your edits.

A page will open that will allow you to view a draft of your update. Under the “View Draft” (1) tab is a “Needs Reviewed” (2) window. “Needs Reviewed” is the default. To submit the page for review click the “Apply” (3) button. This will send an email to notify the Soil and Water Conservation Program that a new update is ready to be reviewed by the program and published. The program will review the page for style and consistency and may ask you to rework a page or it’s attachments before it is published.


View draft
Edit draft
Moderate
1.
2.
Apply
3.

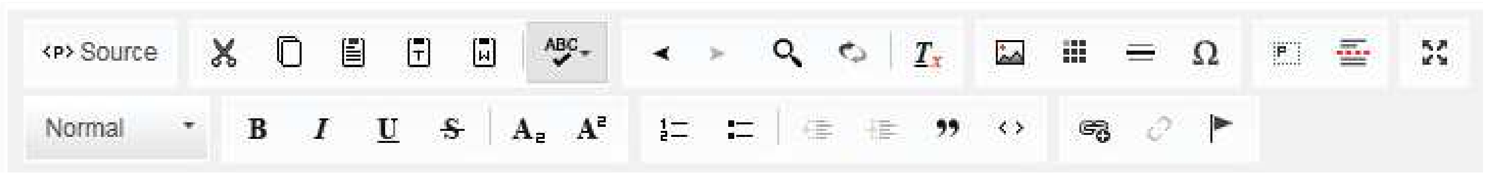
Editorial Section:

Revision state: Draft

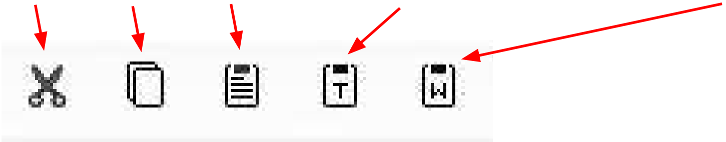
Most recent revision: Yes

Set moderation state: Needs Review

More Toolbar Commands

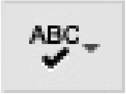


Cut | Copy | Paste | Paste as Plain Text | Paste from Word



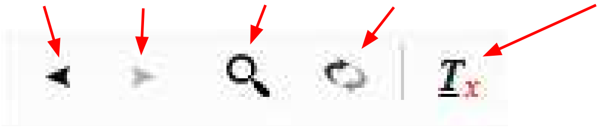
- **Cut** - Removes the selected text out of the body and adds it to your “clipboard” to paste (as long as you don’t copy something else to your clipboard it should be the next thing you can paste somewhere else)
- **Copy** - Copies the last selected text and adds it to your “clipboard” to paste.
- **Paste** - Adds the last thing your copied (or cut) into your page
- **Paste as plain text** - When copying from another website, your computer might try to remember all the formatting that comes with it (ie: font, color, size, links, etc.). This paste as plain text will only copy the verbiage and nothing else.
- **Paste from Word** - This feature enables pasting content directly from Microsoft Word and maintaining the original content formatting with a clean HTML output.

Spell Check



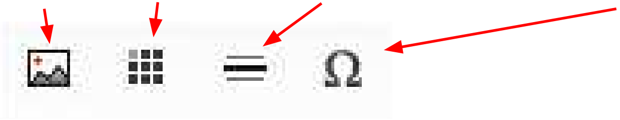
- **Spell Check** - This automatically checks the spelling of the content and puts a red line under any misspelled word. Hover over or right click on the word to see choices of correct spelling.

Undo | Redo| Search | Replace | Remove Format



- **Undo** - This will undo any changes you made step-by-step.
- **Redo** - This will redo any changes you made step-by-step.
- **Find** - Search the content for a specific word or phrase.
- **Replace** - Do a “find and replace” on words and/or phrases.
- **Remove Format** - Remove the current format of the text (ie: font, size, color, etc).

Image | Table | Horizontal Line | Insert Special Character



- **Image** - Insert an image that has already been uploaded. The Image Properties box will pop up. Use the “Browse Server” button to look for your image by name. Fill out the alt attribute for screen readers (we do this to follow 508 Guidelines to be ADA compliant). Choose how you want your image aligned (Not Set (default), Left, Center, Right). Image size - choose Responsive Image Default.
- **Table** - Add a table to your page to put data in. The Table Properties box will pop up. Choose the number of Rows (including the header row) and Columns you will need. Width should be set to 100%. Headers should be the first row (choose from the dropdown).

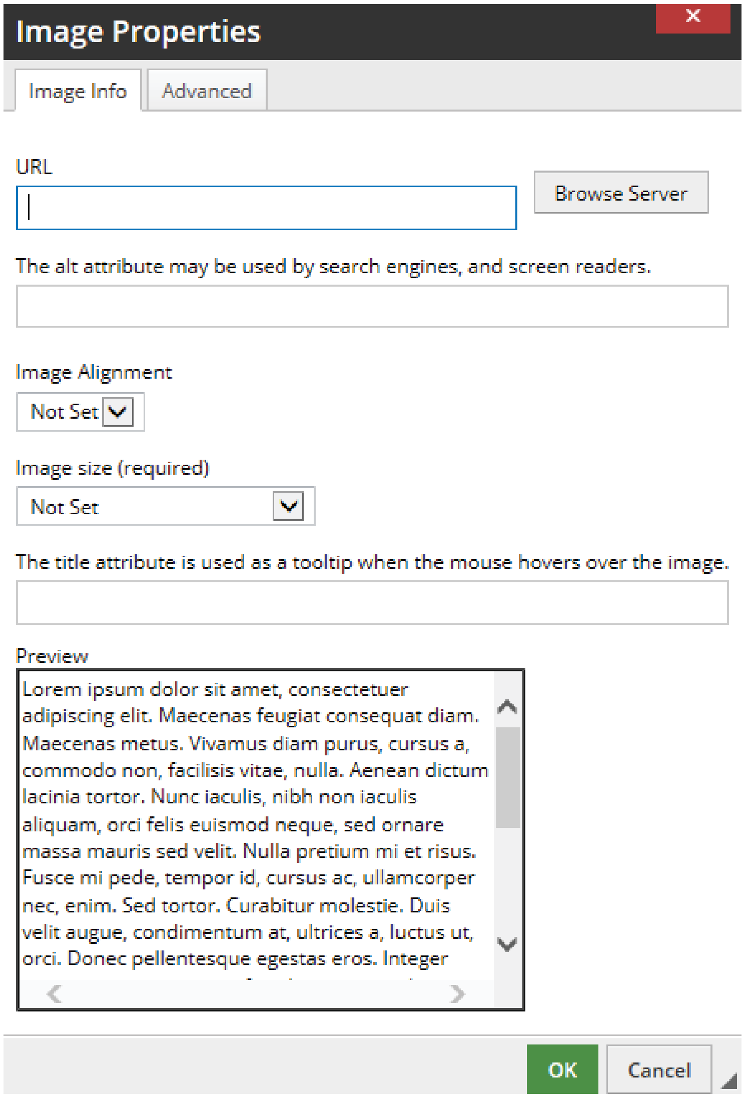


Image Properties

Image Info | Advanced

URL

Browse Server

The alt attribute may be used by search engines, and screen readers.

Image Alignment

Not Set

Image size (required)

Not Set

The title attribute is used as a tooltip when the mouse hovers over the image.

Preview

Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas feugiat consequat diam. Maecenas metus. Vivamus diam purus, cursus a, commodo non, facilisis vitae, nulla. Aenean dictum lacinia tortor. Nunc iaculis, nibh non iaculis aliquam, orci felis euismod neque, sed ornare massa mauris sed velit. Nulla pretium mi et risus. Fusce mi pede, tempor id, cursus ac, ullamcorper nec, enim. Sed tortor. Curabitur molestie. Duis velit augue, condimentum at, ultrices a, luctus ut, orci. Donec pellentesque egestas eros. Integer

OK | Cancel

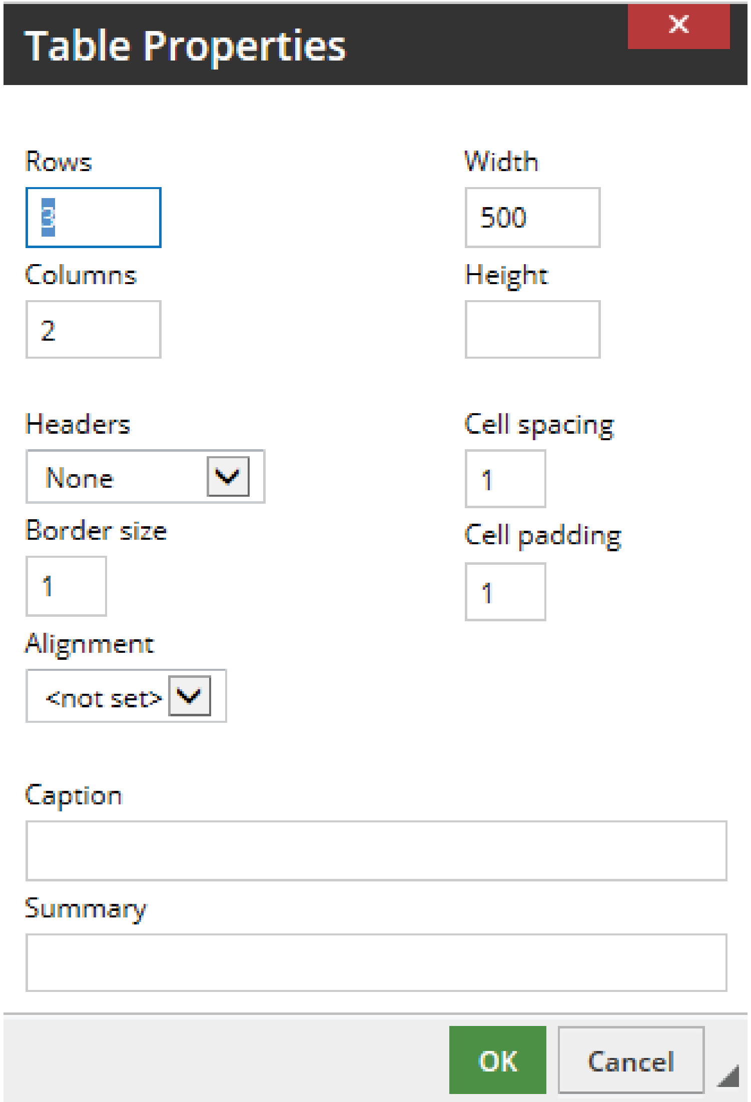


Table Properties

Rows: 3

Width: 500

Columns: 2

Height:

Headers: None

Cell spacing: 1

Border size: 1

Cell padding: 1

Alignment: <not set>

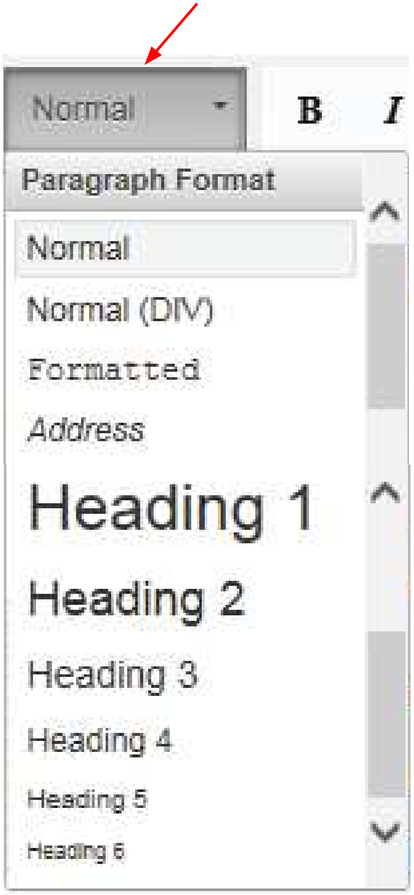
Caption

Summary

OK | Cancel

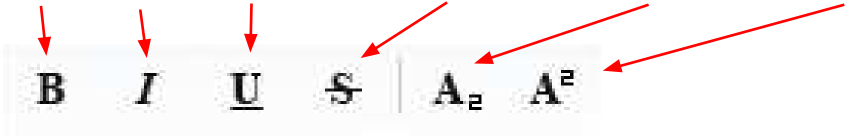
- **Insert Horizontal Line** - Insert a line in between sections of content. We try not to use these very often.
- **Insert Special Character** - Insert a character from a pre-populated list.

- **Paragraph Format** - This dropdown helps format the text with different headings and styles.


Normal
B
I
Paragraph Format
Normal
Normal (DIV)
Formatted
Address
Heading 1
Heading 2
Heading 3
Heading 4
Heading 5
Heading 6

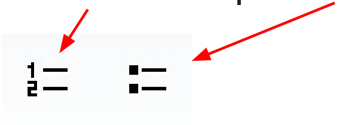
- **Normal** - All normal text except for headings, bullets, and divs
- **Address** - Can be used to display an address (can also use Normal)
- **Heading 1** - Should only be used for a title of the page (doesn't need to be used in the body section of the page).
- **Heading 2** - This should be the first heading used on a page and used for each section of content.
- **Heading 3** - Should be a subheading of Heading 2.
- **Heading 4, 5, 6** - Should be a subheading of Heading 3, 4, and 5

Bold | Italic | Underline | Strikethrough | Subscript | Superscript



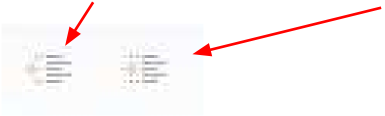
- **Bold** - Bold the selected text.
- **Italic** - Italicize the selected text.
- **Underline** - Underline the selected text.
- **Strikethrough** - Put a line through the selected text.
- **Subscript** - Make selected text subscript
- **Superscript** - Make selected text superscript

Numbered List | Bulleted List



- **Insert/Remove Numbered List** - make or remove a list with numbers (or ordered list)
- **Insert/Remove Bulleted List** - make or remove a list with bullets (or unordered list)

Decrease Indent | Increase Indent



- **Decrease Indent** - decreases the amount of indention if available
- **Increase Indent** - increases the amount of indention if available

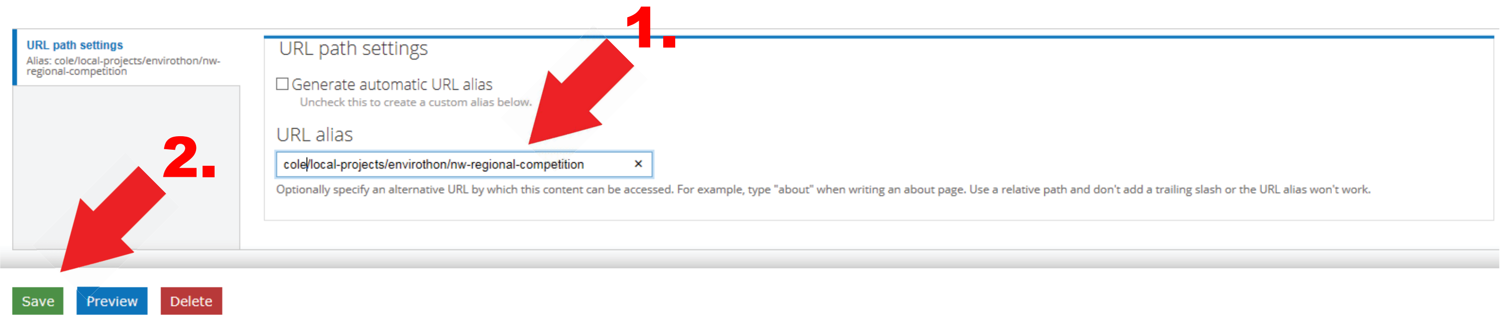
Advanced Editing

Changing the URL for an Existing Page

You will rarely if ever change the URL for an existing page. However, it can be done by following these steps.

When editing a page, the URL path settings are listed at the bottom of each page. To change the URL for a page, change the "URL Alias" (1) in the window shown below. Click "Save" (2).

This is used to change the path of an existing page. **Note:** If you change the path, you will need to manually change any links going from the old URL to the new URL.



Alias: cole/local-projects/envirothon/nw-regional-competition

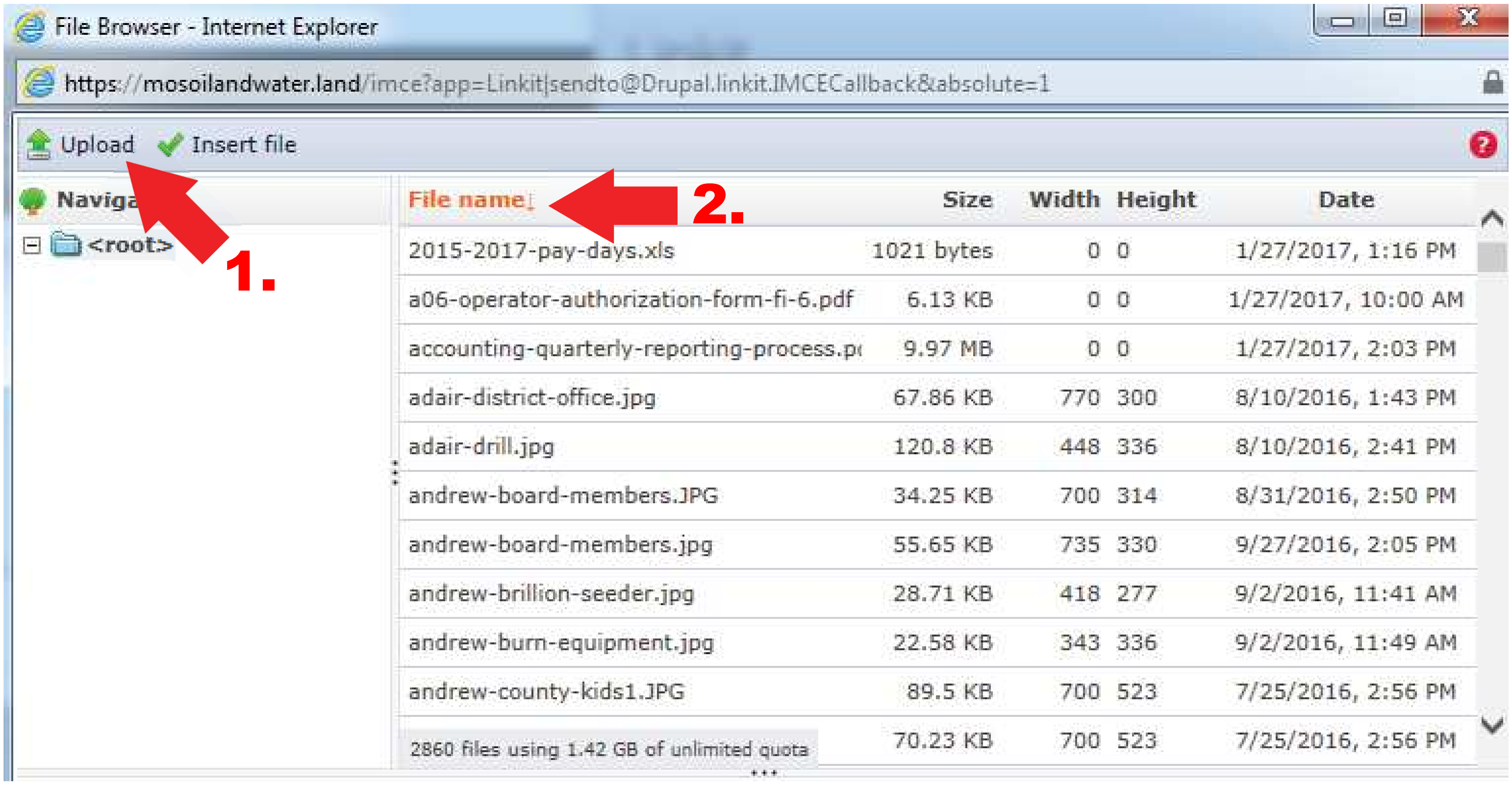
☐ Generate automatic URL alias
Uncheck this to create a custom alias below.

URL alias: cole/local-projects/envirothon/nw-regional-competition ×

Optionally specify an alternative URL by which this content can be accessed. For example, type "about" when writing an about page. Use a relative path and don't add a trailing slash or the URL alias won't work.

How to Search for Files in the “File Browser” Window

When you have the “File Browser” window open you can navigate by using “Upload” (1) to find a file on your PC or you can use the “File Name” (2) list that shows files that have already been uploaded.

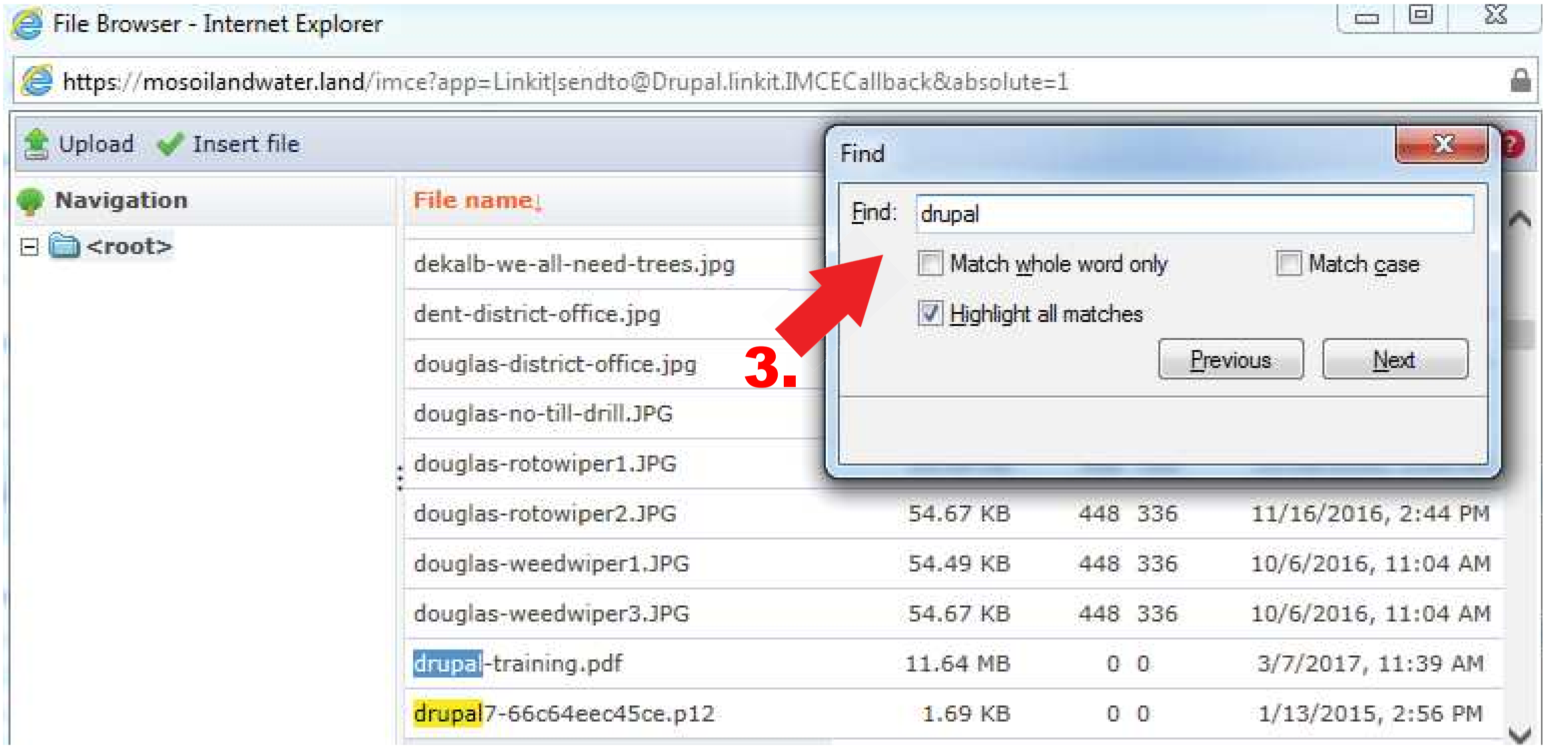


https://mosoilandwater.land/imce?app=Linkit|sendto@Drupal.linkit.IMCECallback&absolute=1

File name	Size	Width	Height	Date
2015-2017-pay-days.xls	1021 bytes	0	0	1/27/2017, 1:16 PM
a06-operator-authorization-form-fi-6.pdf	6.13 KB	0	0	1/27/2017, 10:00 AM
accounting-quarterly-reporting-process.p	9.97 MB	0	0	1/27/2017, 2:03 PM
adair-district-office.jpg	67.86 KB	770	300	8/10/2016, 1:43 PM
adair-drill.jpg	120.8 KB	448	336	8/10/2016, 2:41 PM
andrew-board-members.JPG	34.25 KB	700	314	8/31/2016, 2:50 PM
andrew-board-members.jpg	55.65 KB	735	330	9/27/2016, 2:05 PM
andrew-brillion-seeder.jpg	28.71 KB	418	277	9/2/2016, 11:41 AM
andrew-burn-equipment.jpg	22.58 KB	343	336	9/2/2016, 11:49 AM
andrew-county-kids1.JPG	89.5 KB	700	523	7/25/2016, 2:56 PM
	70.23 KB	700	523	7/25/2016, 2:56 PM

2860 files using 1.42 GB of unlimited quota

To search for a specific file in the “File Name” list, use the “Control+F” keys on your keyboard. A search window (3) will popup to allow you to search for a keyword to find the file you are looking for from the list. In this example, we typed the word drupal, and the two files with drupal in the filename show up in the list.



https://mosoilandwater.land/imce?app=Linkit|sendto@Drupal.linkit.IMCECallback&absolute=1

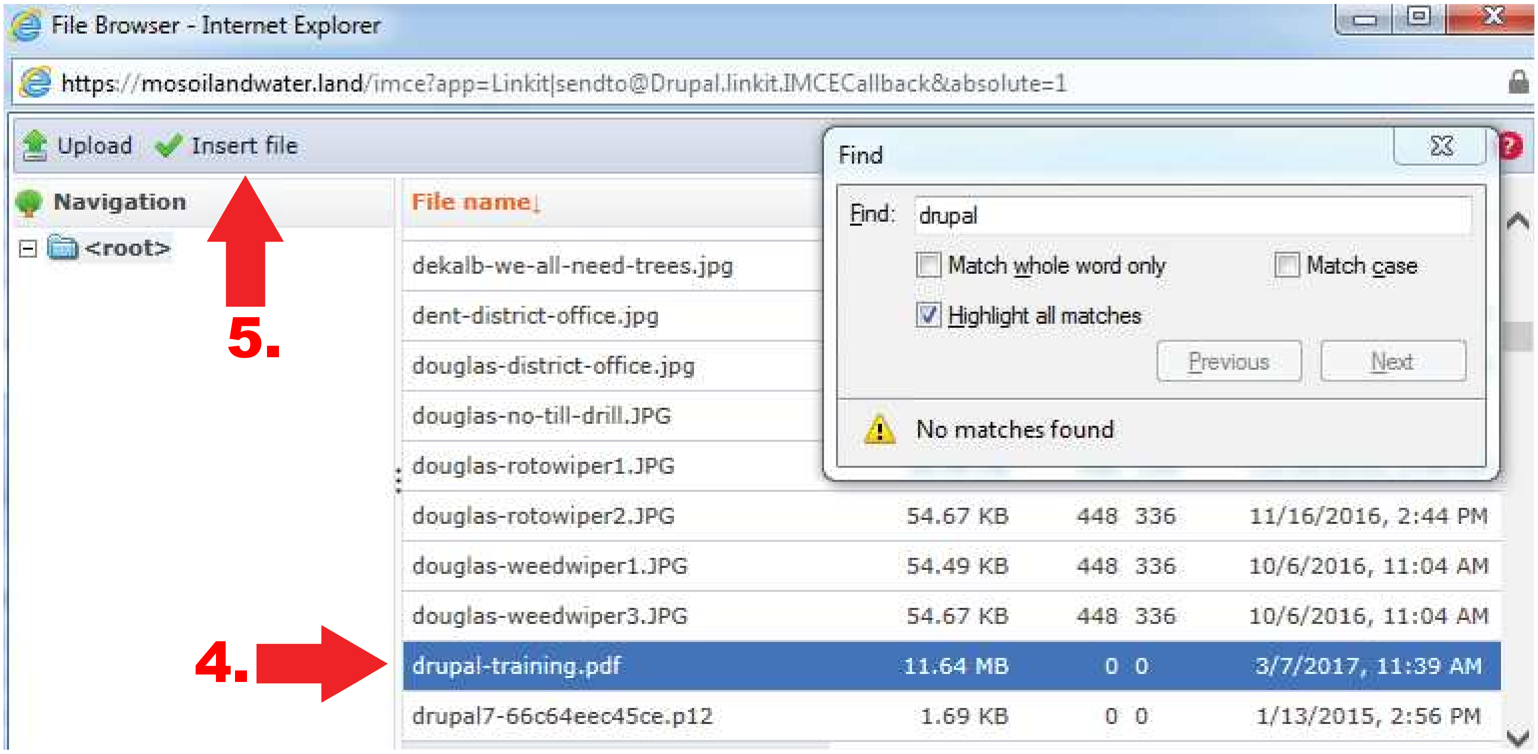
Find: drupal

☐ Match whole word only ☐ Match case

☑ Highlight all matches

File name				
dekalb-we-all-need-trees.jpg				
dent-district-office.jpg				
douglas-district-office.jpg				
douglas-no-till-drill.JPG				
douglas-rotowiper1.JPG				
douglas-rotowiper2.JPG	54.67 KB	448	336	11/16/2016, 2:44 PM
douglas-weedwiper1.JPG	54.49 KB	448	336	10/6/2016, 11:04 AM
douglas-weedwiper3.JPG	54.67 KB	448	336	10/6/2016, 11:04 AM
drupal-training.pdf	11.64 MB	0	0	3/7/2017, 11:39 AM
drupal7-66c64eec45ce.p12	1.69 KB	0	0	1/13/2015, 2:56 PM

Highlight the file you want to insert and it will turn blue (4).


File Browser - Internet Explorer
Upload
Insert file
Navigation
<root>
5.
4.
Find
Previous
Next

https://mosoilandwater.land/imce?app=Linkit|sendto@Drupal.linkit.IMCECallback&absolute=1

Find: drupal

☐ Match whole word only ☐ Match case

☑ Highlight all matches

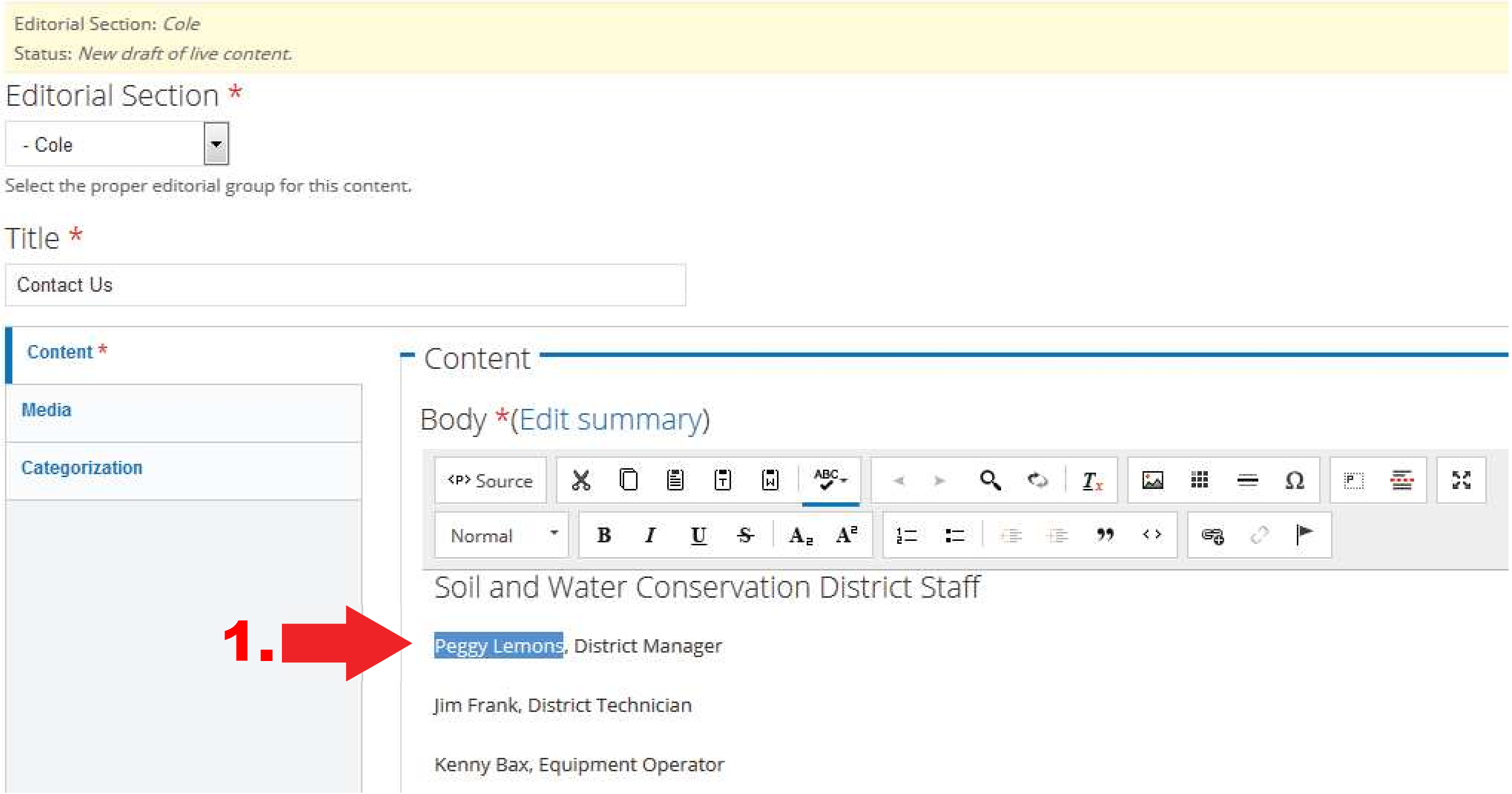
No matches found

File name				
dekalb-we-all-need-trees.jpg				
dent-district-office.jpg				
douglas-district-office.jpg				
douglas-no-till-drill.JPG				
douglas-rotowiper1.JPG				
douglas-rotowiper2.JPG	54.67 KB	448	336	11/16/2016, 2:44 PM
douglas-weedwiper1.JPG	54.49 KB	448	336	10/6/2016, 11:04 AM
douglas-weedwiper3.JPG	54.67 KB	448	336	10/6/2016, 11:04 AM
drupal-training.pdf	11.64 MB	0	0	3/7/2017, 11:39 AM
drupal7-66c64eec45ce.p12	1.69 KB	0	0	1/13/2015, 2:56 PM

Then click "Insert File" (5) or double click the blue filename (4) to add it to your webpage links.

How to Add an Email Link

Follow these steps when you have a page open and you want to add a link to send an email. Highlight the name of the person (1) whose email link you want to add.



Editorial Section: *Cole*
Status: *New draft of live content.*

Editorial Section *
- Cole
Select the proper editorial group for this content.

Title *
Contact Us

Content
Body *(Edit summary)

Soil and Water Conservation District Staff

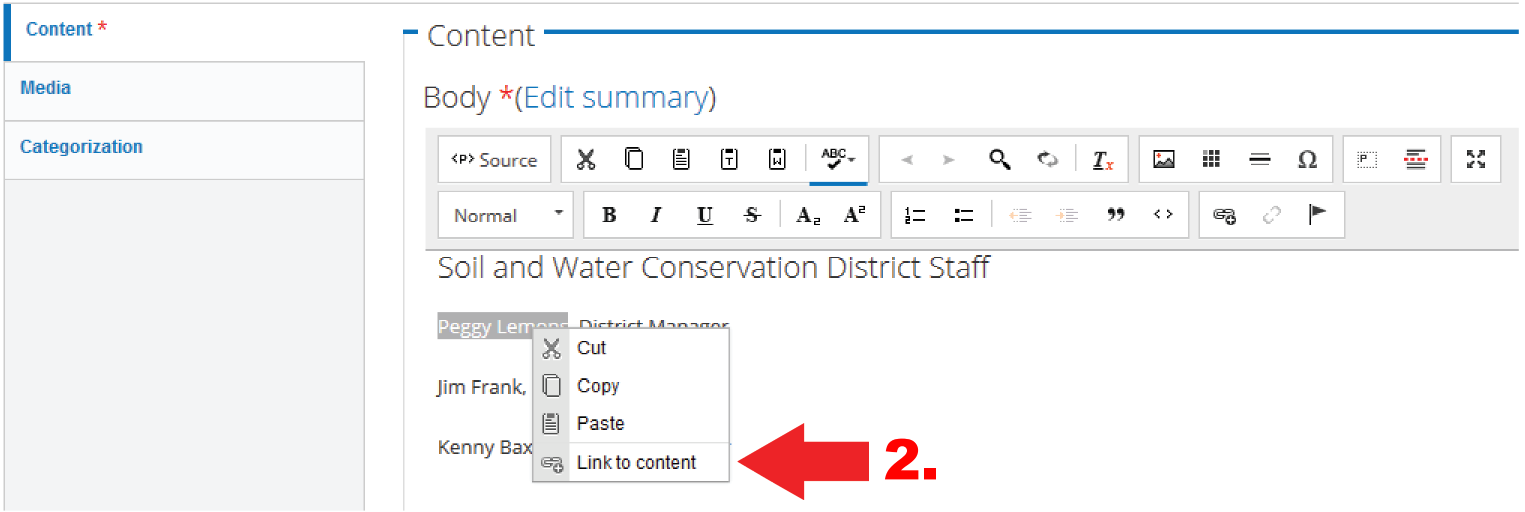
Peggy Lemons, District Manager

Jim Frank, District Technician

Kenny Bax, Equipment Operator

1.
Content *
Media
Categorization
Source
Normal

Right click the tagged area and choose “Link to Content” in the drop down box (2).



Content
Body *(Edit summary)

Soil and Water Conservation District Staff

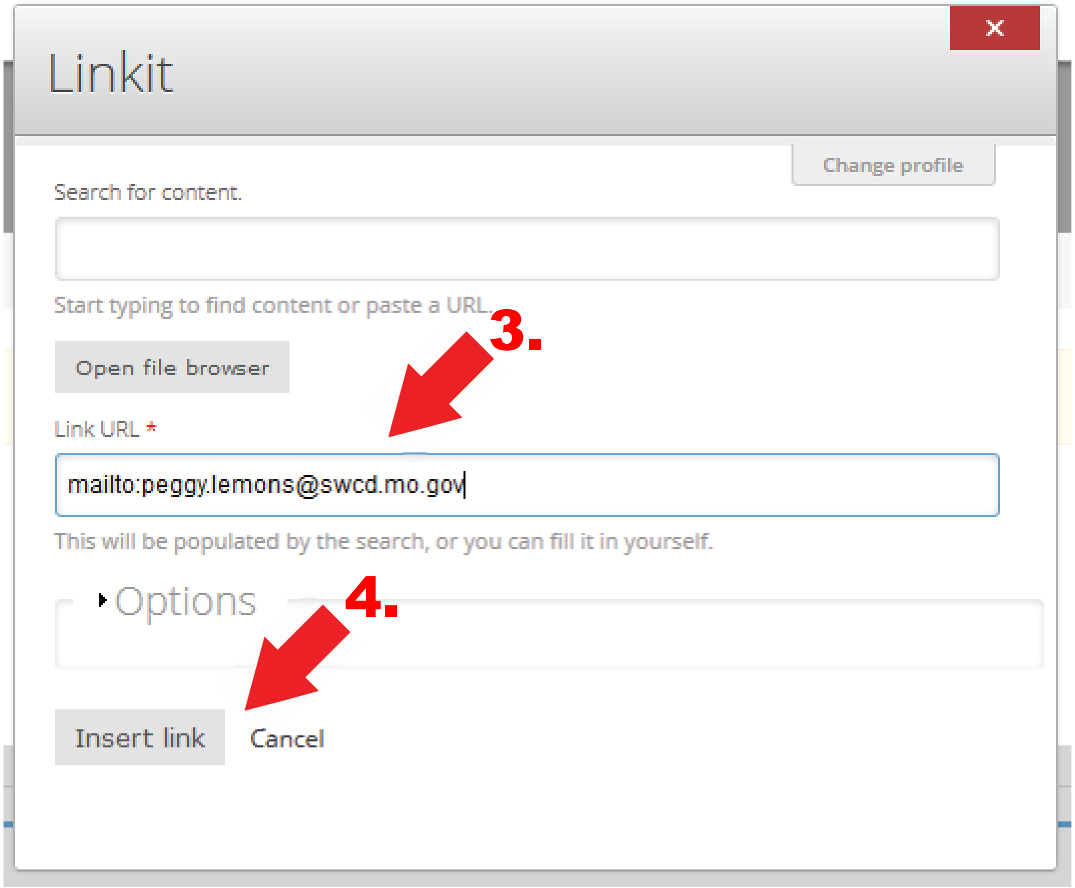
Peggy Lemons, District Manager

Jim Frank,

Kenny Bax

Content *
Media
Categorization
Source
Normal
Cut
Copy
Paste
Link to content
2.

This will open the “Linkit” window. In the “Link URL” box type the words “mailto:username@swcd.mo.gov” (3). Note: The username will be the name of the person to whom the email will be sent. In this example, we will use peggy.lemons@swcd.mo.gov. Then click “Insert link” (4).


Linkit
×
Change profile
Open file browser
Options
Insert link
Cancel
3.
4.

Search for content.

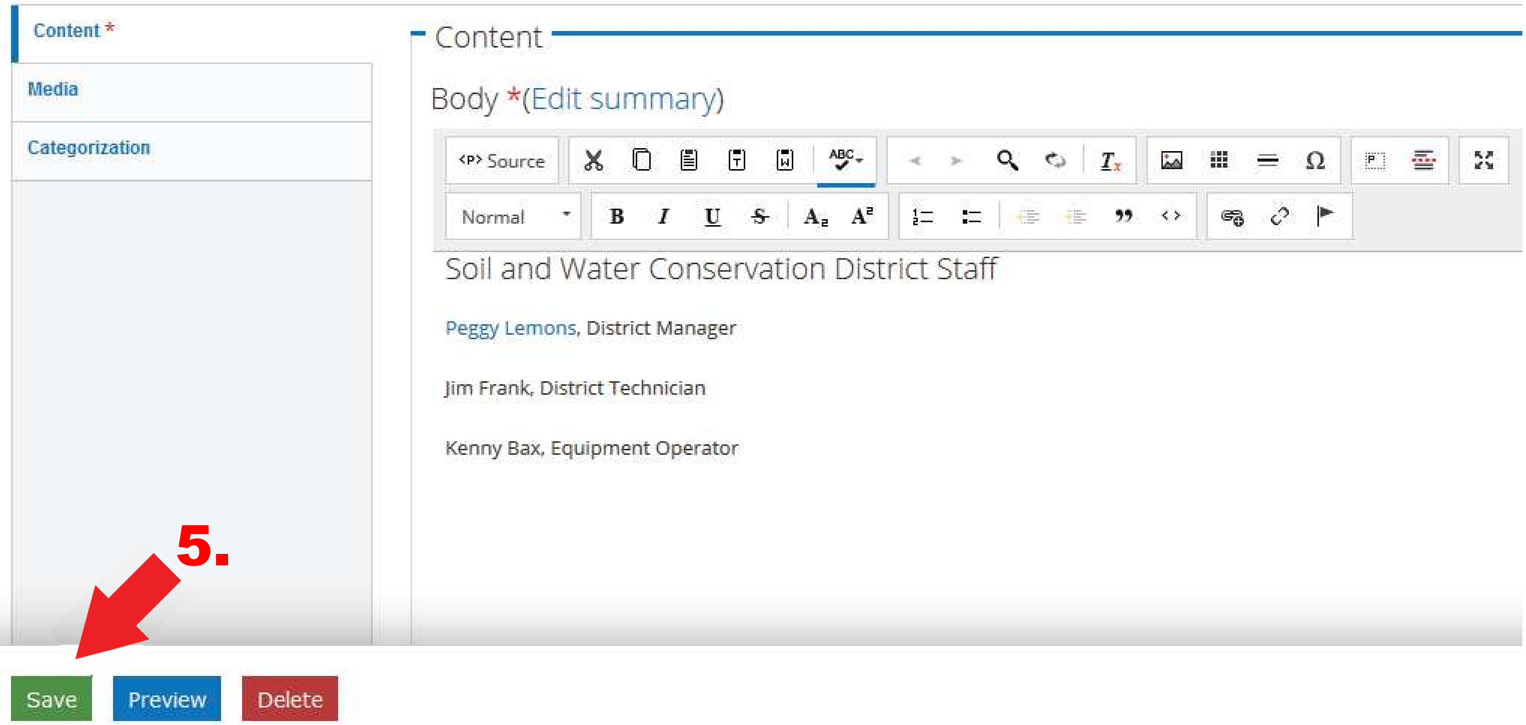
Start typing to find content or paste a URL.

Link URL *

mailto:peggy.lemons@swcd.mo.gov

This will be populated by the search, or you can fill it in yourself.

The link will now show as blue text. Continue to add email links as needed on the page for each user. Then click “Save” (5).


Content *
Media
Categorization
Content
Body *(Edit summary)
Source
Normal
Save
Preview
Delete
5.

Soil and Water Conservation District Staff

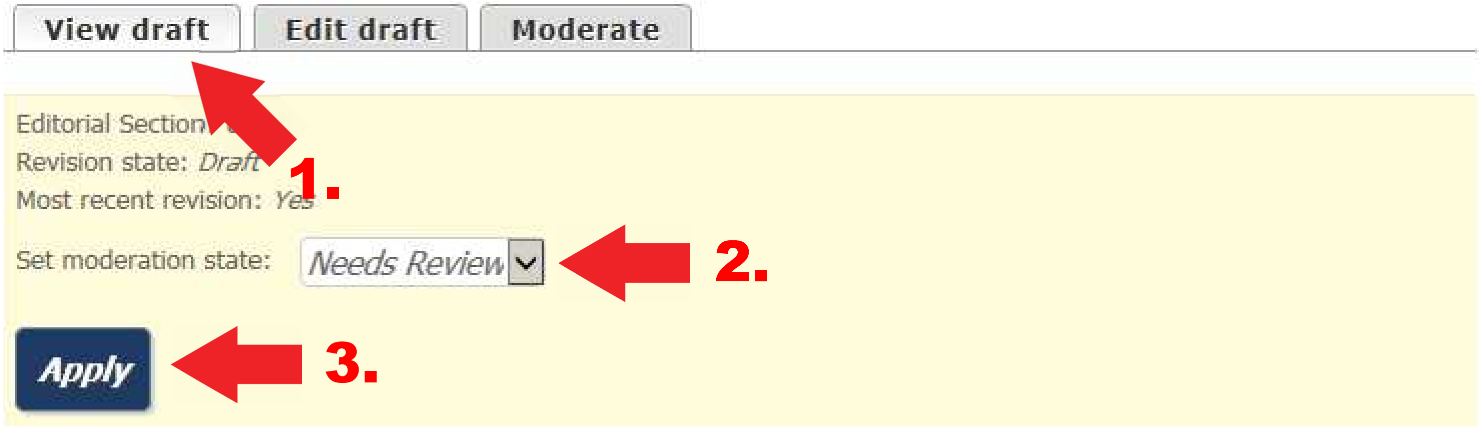
Peggy Lemons, District Manager

Jim Frank, District Technician

Kenny Bax, Equipment Operator

IMPORTANT: You should always click “Save” to create a draft. Do not use the mouse back button or click on “Content” before clicking “Save” or you will lose all your edits.

A page will open that will allow you to view a draft of your update. Under the “View Draft” (1) tab is a “Needs Reviewed” (2) window. “Needs Reviewed” is the default. To submit the page for review click the “Apply” (3) button. This will send an email to notify the Soil and Water Conservation Program that a new update is ready to be reviewed by the program and published. The program will review the page for style and consistency and may ask you to rework a page or it’s attachments before it is published.



Editorial Section

Revision state: *Draft*

Most recent revision: *Yes*

Set moderation state: *Needs Review*

Tips and Tricks - Adding a Subject Line to an Email Address
The standard email address is username@swcd.mo.gov. Here is a little trick to use when you want the Subject Line to automatically be populated with text.

1. Type the standard email address
   username@swcd.mo.gov

2. Add the following to the end of the standard address: ?subject=
   username@swcd.mo.gov?subject=

3. After ?subject= add the Subject Line to the address. Note: At this point you can add spaces between the words.In this example we will use the sujbect line “Farm Tour and Workshop”. You would type the address as follows:
   username@swcd.mo.gov?subject=Farm Tour and Workshop

4. Save the page and send it to be published.

When people click the email link to send an email, the subject line will automatically be populated with the words Farm Tour and Workshop. You can add anything after ?subject= when you want someone to send you an email with the subject line already populated. This comes in very handy when you are asking people to send you an email about a specific topic.

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