Beydler, Van

From:	Soil & Water Conservation Program
Sent:	Monday, December 18, 2017 1:41 PM
To:	DNR.Soil and Water Conservation Districts staff
Cc:	DNR.SWC Staff
Subject:	Drupal Webpage Creation Instruction Training Manual Updated

The Drupal Training Manual has been updated.

The new addition involves adding tags to all uploaded files. When you upload an image, a PDF, Word document, etc., please add a tag to the file. **The tag to always add to your file is your capitalized county name. For example: Cole**

By adding the county name in tags to uploaded files, it will allow you to sort all files for your county instead of having to include the county name in your filenames. You will also be able to sort and find files from other counties using the tag search window as long as the files are tagged. There is also a way to add tags to the files you already have online.

An example showing how to add tags to existing files is on page 79 in the training manual at https://mosoilandwater.land/sites/mosoilandwater/files/drupal-training.pdf. An example about how to add tags during initial uploading is on page 27 of the manual.

Remember to always add tags to any files you upload! Feel free to contact Van Beydler, van.beydler@dnr.mo.gov or 573-522-2343, if you have any questions or if you need assistance about how to add tags to your files.

Thank you,
Soil and Water Conservation Program