



South Carolina Revenue and Fiscal Affairs Office

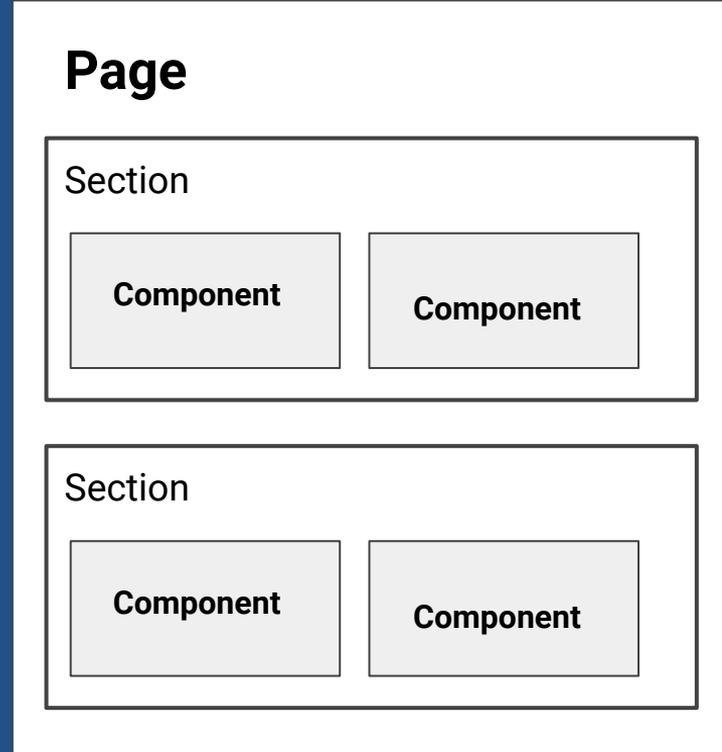
Foundational Content Management Training

Presented by GovWebworks.

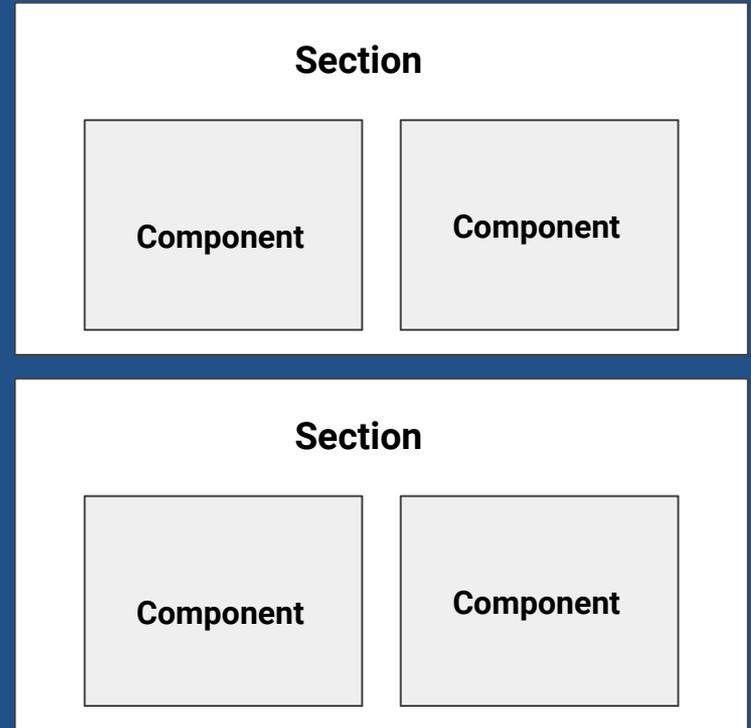


So, how do I get
my content onto
a page?

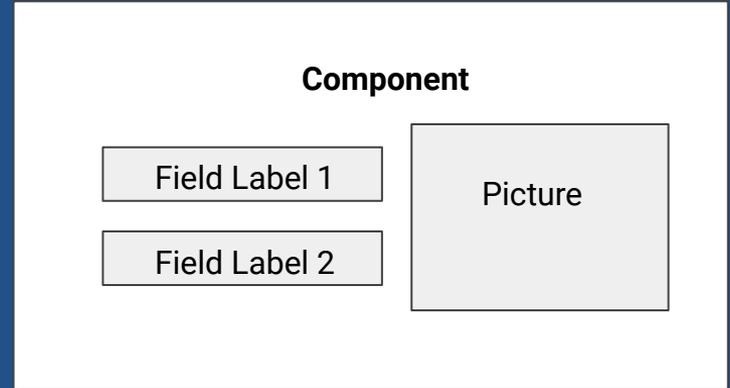
A page is
made up of
sections



Sections are
made up of
components



Components are
made up of
content



So, what *exactly* are
components in the
context of Drupal?

Components are... Templates for Unique Content

- Components are custom user interface elements that **have predefined fields** and styling
- Components have been **defined based on recurring content** throughout the site
- **Components are intended to be flexible** to allow for greater control over content. If you don't feel like using a picture, it still looks great!
- Components are easy to arrange!

Configure block

Administrative Title *

This title is for administrative purposes only. Use a name that will help you find this component in the components list if needed.

Block description

Card

Title

The title of the card.

Subtitle

Body

MEDIA

No media items are selected.

[Add media](#)

Link

- An optional URL which may be used by the title should it want to become a link.
- Start typing the title of a piece of content to select it. You can also enter an internal path such as `/node/add` or an external URL such as `http://example.com`. Enter `<front>` to link to the front page. Enter `<nolink>` to display link text only.

Icon

 No file chosen
One file only.
100 MB limit.
Allowed types: png gif jpeg jpeg.

[Show row weights](#)

ACTION LINKS

URL

Start typing the title of a piece of content to select it. You can also enter an internal path such as `/node/add` or an external URL such as `http://example.com`. Enter `<front>` to link to the front page. Enter `<nolink>` to display link text only.

Link text

[Add another item](#)

View mode

Default ▾

[Add block](#)



Large Vertical Card with Title, Subtitle, & Desc.

Mapping

Data & Research

Find mapping, demographic, and statistical analysis of various geographical areas in South Carolina

Large Vertical Card with Title, Subtitle, Image, & Desc.



Mapping

Data & Research

Find mapping, demographic, and statistical analysis of various geographical areas in South Carolina

Example - Here we see how a card takes shape, from the fields listed (left) → the example (right) which is how it appears to site visitors.

How do we get our content into components?

Content is input via fields

- Components are intended to make your life simpler! All you have to do is fill out the * fields and any other relevant fields
- Within entity items, the **data is stored in individual fields**, each of which holds one type of data, such as formatted or plain text, images or other files, or dates.

The screenshot shows a 'Create Contact' form in a Drupal environment. The form is titled 'Create Contact' with a star icon. The breadcrumb trail is 'Home » Node » Add content » Create Contact'. The form contains the following fields:

- Name ***: A text input field with a small icon on the right.
- Title ***: A text input field.
- Contact Picture**: A file upload field with a 'Choose File' button and the text 'No file chosen'. Below it, there are instructions: 'One file only.', '100 MB limit.', and 'Allowed types: png gif jpg jpeg.'
- Description**: A large text area for entering a description.
- Phone Number ***: A text input field.
- Email ***: A text input field.
- Affiliated Organization**: A dropdown menu with a search icon. Below it, the text reads 'Select the organization this contact is affiliated with.'

At the bottom of the form, there is a 'Published' checkbox which is checked, and two buttons: 'Save' and 'Preview'.

Example- Contact Fields

Questions

Now let's
create a page

Getting Started

Logging In

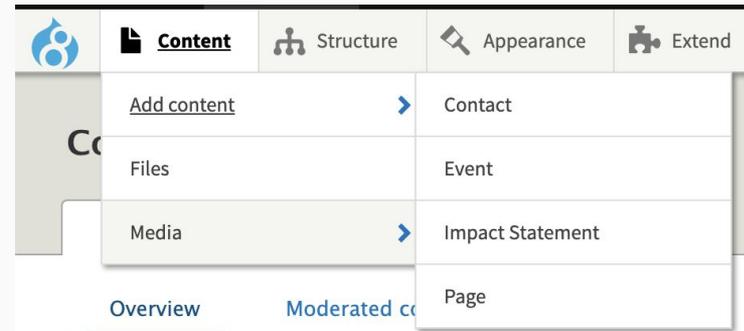
Administrators can simply add **/user** or **/user/login** to the home page URL of the website to access the login page.

The screenshot shows the login page for the South Carolina Revenue and Fiscal Affairs Office. The header includes the office logo, name, and tagline, along with navigation links for Home, About Us, Calendar, and Contact Us. Below the header is a breadcrumb trail: Home > Log in. The main content area is titled "Log In" and contains three links: "Log in", "Create new account", and "Reset your password". There are two input fields: "Username" and "Password". The "Username" field has a placeholder text: "Enter your South Carolina Revenue and Fiscal Affairs Office username." The "Password" field has a placeholder text: "Enter the password that accompanies your username." Below the password field is a blue "Log in" button. In the bottom right corner of the login area, there is a "Back to Top" link with an upward arrow icon. The footer contains the office name, privacy statement, FOIA, and disclosures and reporting links, along with the main office address: 1000 Assembly St, Rembert Dennis Building, Suite 421 Columbia, SC 29201.

Step 1

Choose Content Type

- **Method 1:** From the [admin content page](#), you can choose 'add content' and follow the prompts to add the content type of your choosing.
- **Method 2:** You may also use the [hover menu](#) to add new content from any page on the site.



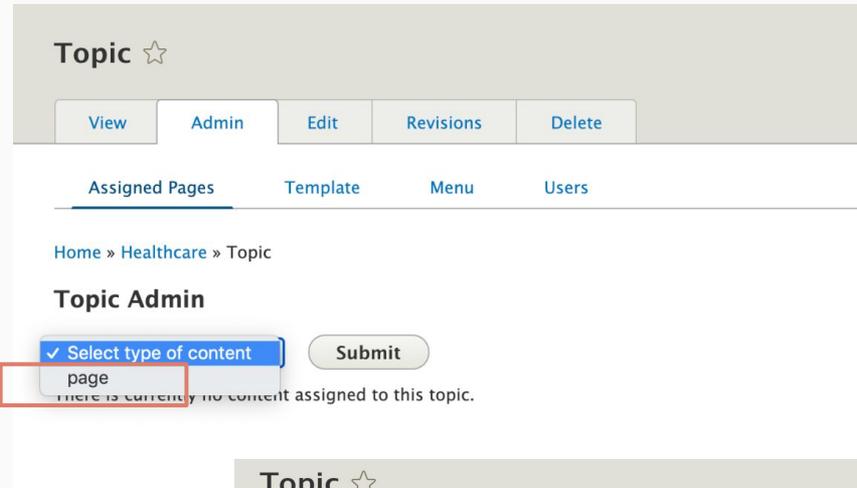
Step 1 (If you are an Editor)

Adding a Page through Topics

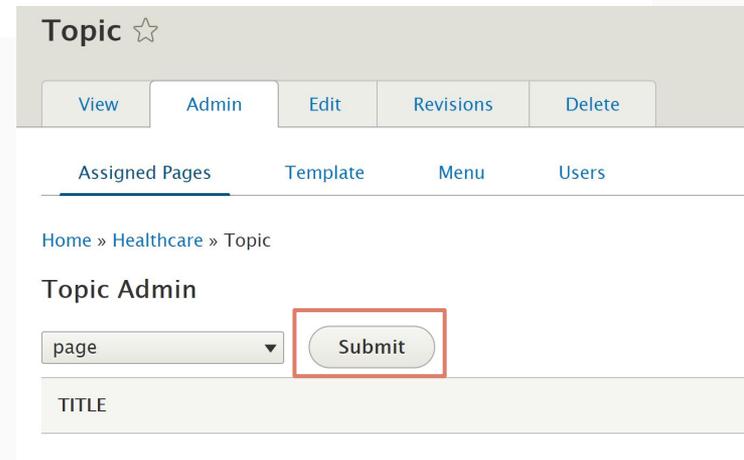
To add a Page:

1. Go to Elemental > Topics and select the topic to which you'd like to add a page.
2. Select 'page' for type of content and click 'submit'.
3. Complete the steps outlined on the next slides to create your new page.

NOTE: Pages are locked down per topic for editors. Editors can edit other content types by selecting "Content" on the menu.



The screenshot shows the 'Topic Admin' interface for a topic named 'Healthcare'. The 'Assigned Pages' tab is active. A dropdown menu is open, showing 'page' as the selected content type. A red box highlights the dropdown menu and the 'Submit' button. Below the dropdown, a message states 'There is currently no content assigned to this topic.'



The screenshot shows the 'Topic Admin' interface for a topic named 'Healthcare'. The 'Assigned Pages' tab is active. The 'page' content type is selected in the dropdown menu. A red box highlights the 'Submit' button. Below the dropdown, there is a text input field labeled 'TITLE'.

Step 2

Create Page & Set Breadcrumb

1. Enter page title in the required 'Title' field
2. In Menu Settings, ensure 'Provide a menu link' is checked, and select the PARENT category the page is intended to live under.

Title *

Summary

Please enter a summary of the page contents

Last saved: Not saved yet

Author: heather

Revision log message

Briefly describe the changes you have made.

▼ MENU SETTINGS

Provide a menu link

Menu link title

Description

Shown when hovering over the menu link.

Parent item

Weight

Menu links with lower weights are displayed before links with higher weights.

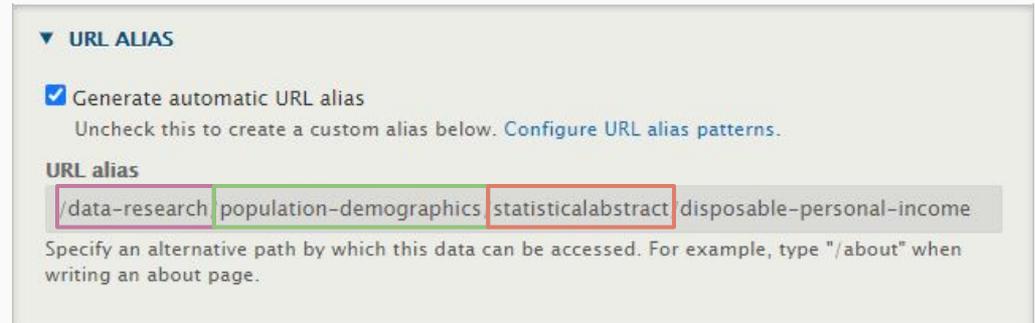
- ✓ <Main navigation>
- Menu
- Side Menu
- Home
- About Us (disabled)
- Events
- Boards & Committees
- Data & Research Section
- **Data & Research**
- Economy
- State Finances
- Education
- Healthcare
- Local Government
- Population & Demographics
- State Budget & Appropriations

Set Breadcrumb Cont.

3. Navigate to URL Alias and check 'Generate automatic URL alias'
4. **Save** your page

NOTE: Breadcrumbs should reflect the location of the page, including what parent it is located under. **All pages should have a breadcrumb.**

[Breadcrumbs will inherit respective page titles.]
Breadcrumb display when published:



Step 4 Add a Section to the Page Layout

1. **Add a new section** - Click the +Add Section button to initiate the dialog to add and configure a new section for page content
2. **Select Section Layout**
 - a. Helpful Tip: Consider creative ways to break up content into different proportioned sections
3. **Configure Column Widths** - Select a desired column width that you would like your content to fit to

The screenshot illustrates the process of adding a section to a page layout in Drupal. At the top, a dashed box contains a button labeled "+ Add Section". Below this, a dialog titled "Choose a layout for this section" is shown. It lists several layout options: "One column", "Two column", "Three column", "Four column", and "Semblance Homepage - Default". A helpful tip is displayed: "Select the number of desired # of columns. Selecting 2 or 3 columns will then present you with various options for columns widths." Two orange arrows point from the "Two column" and "Three column" options to their respective "Configure section" dialog boxes. The "Two column" dialog shows a list of column width options: "50%/50%", "33%/67%", "67%/33%", "25%/75%", and "75%/25%", with "50%/50%" selected. The "Three column" dialog shows a list of column width options: "25%/50%/25%", "33%/34%/33%", "25%/25%/50%", and "50%/25%/25%", with "25%/50%/25%" selected. Both "Configure section" dialogs have an "Add section" button at the bottom.

Helpful Tips & Tricks

Sections

1. Once a column amount has been defined, it cannot be changed
2. To quickly change column amount, create a **new** section above or below the current section with the correct columns/proportions defined and drag the content from the previous section into the appropriate blocks in the newly created section
3. Delete the old section



There are no physical limits to how many sections an administrator can add to a single page, providing an almost limitless number of options to how much content can be configured on a single page.

Step 3

Add a Component to a Section Column

1. **Click +Add Block** - A block that has been selected will have a black outline, making it clear which section of the page is currently being edited.
2. **Select Component type**
 - a. Text Block
 - b. Section Header
 - c. Stat Block
 - d. Card
 - e. Link Group
 - f. Accordion
 - g. Hero Banner
 - h. Featured Media
 - i. Contact Block
 - j. Embedded Content

Fill out and Save

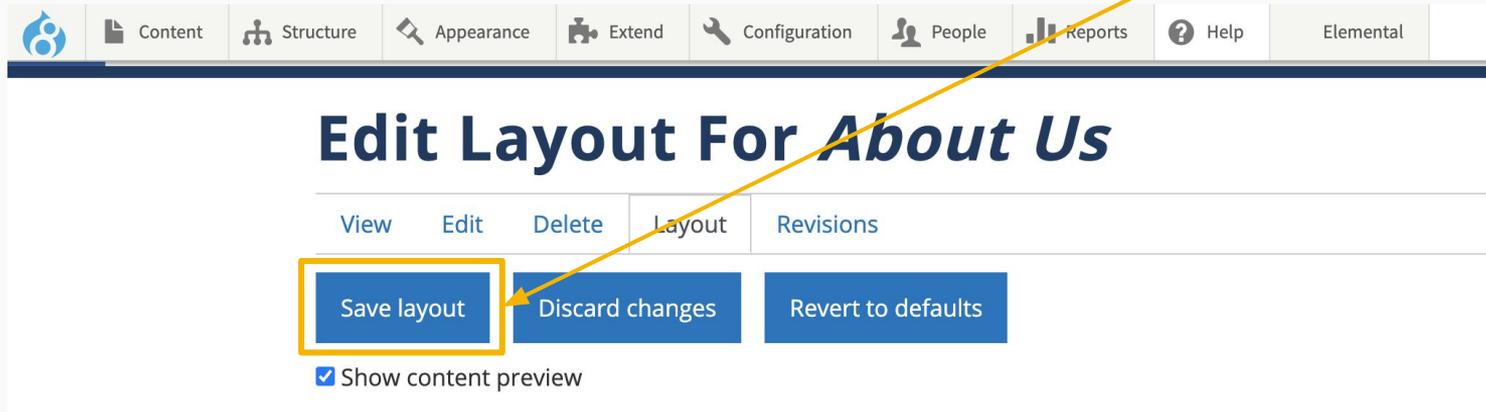
The screenshot displays the Drupal administration interface. At the top, a 'Configure section' dialog is open, showing two 'Add Block' buttons highlighted in orange. Below this, the main page layout is visible, with a dashed box around a section containing an 'Add section' button and a solid box around a block containing an 'Add block' button. On the right side, a 'Choose a block' dropdown menu is open, showing a list of block types under the 'Elemental' category, including Accordion, Bulletin, Card, Carousel, Component Header, Contact, Data Table, Embed, Gallery, Icon Card, Link Group, Media, Section Hero, Stats, and Text.



Helpful Tip: *It is helpful to double check that your section is of the correct proportion(s) before you begin to add components to it*

Step 4. Save the Page Layout

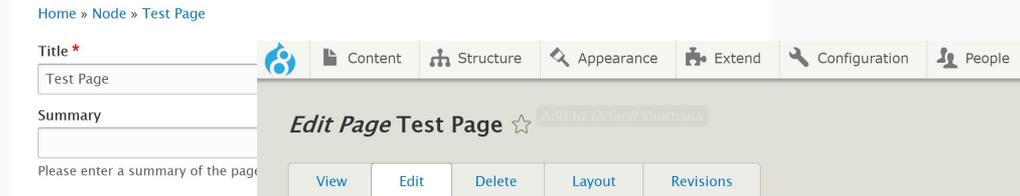
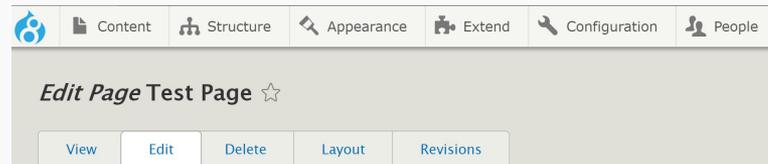
Once the administrator is satisfied with the layout and placement of the content that has been added via the Layout Builder, scroll to the top of the page and click the **Save Layout** button.



The screenshot shows the Drupal administration interface for editing the layout of the 'About Us' page. At the top, there is a navigation bar with icons and labels for 'Content', 'Structure', 'Appearance', 'Extend', 'Configuration', 'People', 'Reports', 'Help', and 'Elemental'. Below this, the main heading reads 'Edit Layout For *About Us*'. Underneath the heading is a tabbed interface with 'View', 'Edit', 'Delete', 'Layout', and 'Revisions' tabs. The 'Layout' tab is active, and it contains three buttons: 'Save layout', 'Discard changes', and 'Revert to defaults'. The 'Save layout' button is highlighted with a yellow border, and a yellow arrow points to it from the top right. Below the buttons is a checkbox labeled 'Show content preview' which is checked.

Content States

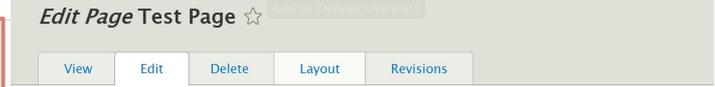
- There are 3 content states: Draft, Review, Published. Content needs to move through each state in order to become published.
- To change the state of a piece of content:
 1. Open the content you want to change and navigate to the Edit tab.
 2. Select the desired state and click Save. Repeat until desired state is reached.



Home » Node » Test Page

Title *
Test Page

Summary
Please enter a summary of the page



Home » Node » Test Page

Title *
Test Page

Summary
Please enter a summary of the page contents



Delete



Great! That concludes
making a page.

Now onto the custom components →



Custom Components

Created for RFA

- Text Block
- Section Header
- Stat Block
- Card
- Link Group
- Accordion
- Hero Banner
- Featured Media
- Contact Block
- Embedded Content

Component

Text Block



Text Block

Use Cases

- Primary way of conveying verbal information to site visitors
- Array of text block header styles to be used for emphasis
- Ability to be customized via rich text editor (bullets, lists, italics)

Stat Block Title - Open Sans Light 54px

Stat Block Title

H1 - Open Sans Bold 18px / 1px letter-spacing / Uppercase

H1 HEADER

H2 - Open Semi Bold 18px

H2 Header

H3 - Roboto Condensed Regular 16px / 1px letter-spacing / Uppercase

H3 HEADER

H4 - Open Bold 13px

H4 Header

H5 - Open Regular 13px / .5px letter-spacing / Uppercase

H5 HEADER

Generic text 16pt / 22pt line-height / 1 column at 100%

The Budget Development Section supports the General Assembly in the development of an appropriation bill by reviewing state agency budget plans and providing analysis and reports to the Ways and Means and Senate Finance Committees.



Component

Section Headers



Section Header

Use Cases

- Break apart text-heavy sections
- Introduce visual interest where there may not be imagery
- Prioritize essential content
- Create a clear informational hierarchy for screen readers and other assistive technologies

Header Style 2

Best used for:

- Headlining Text Sections
- Repeated usage on the page

This is the most prominent header style available besides h1, which is a page title.

HEADER STYLE 3

Best used for:

- Breaking a page into visually discrete sections
- Headlining attachment and link groups
- Introducing visual interest and creating a grouping of sections with varied proportions (50/50, 33/33/33, 75/25)

Generally, the H3 header style should be used sparingly as it is a visually dominant header element.

Section Header

Use Cases

- Break apart text heavy sections
- Introduce visual interest where there may not be imagery
- Prioritize essential content
- Create a clear informational hierarchy for screen readers and other assistive technologies

HEADER STYLE 4

Best used for:

- Creating subsections within a larger section as defined by a different section header style (such as H2 or H3)

Header Style 5

Best used for:

- Subtitles
- Short descriptions
- Longer header text (3 sentences max)
- Categorizing link groups of lesser importance such as “Related Links” or “Extra Links”

What's the difference between a...

Text Block

Text blocks are intended for **large blocks of text** (text exceeding 2+ sentences), which a content manager can then style as rich text and move accordingly in Drupal's layout builder.

Section Header

Section headers are intended to be **short, descriptive, and representative of key concepts** on the page. Section headers should generally not exceed more than one sentence.



Can you pick out the **Page Title**, **Section Header(s)**, and **Text Block(s)** on this slide?

Component

Cards



Card Use Cases

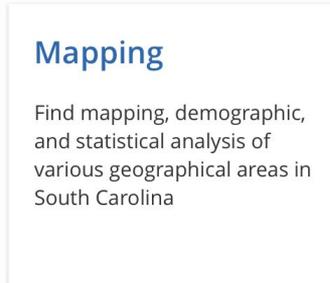
- Used to provide navigation (gateways) to other pages that is more prominent than a text link
- Can support contextual information (such as a text description or image)
- Creates visual variation that is unreliant on imagery

Vertical Card

Vertical Card with Title



Vertical Card with Title & Desc.

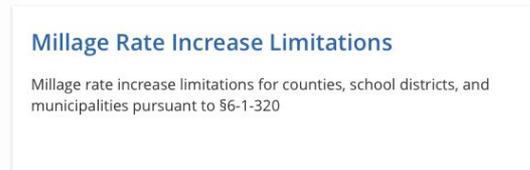


Vertical Card with Title, Subtitle, & Desc.



4 Cards with Section Header

Economic Analysis and Reports



Can you identify what **type of sections** these cards are arranged in?



Card Use Cases

- Used to provide navigation (gateways) to other pages that is more prominent than a text link
- Can support contextual information (such as a text description or image)
- Creates visual variation that is unreliant on imagery

Large Vertical Card

Large Vertical Card with Title & Desc.

Mapping

Find mapping, demographic, and statistical analysis of various geographical areas in South Carolina

Large Vertical Card with Title, Subtitle, & Desc.

Mapping

Data & Research

Find mapping, demographic, and statistical analysis of various geographical areas in South Carolina

Large Vertical Card with Title, Image, & Desc.



Mapping

Find mapping, demographic, and statistical analysis of various geographical areas in South Carolina

Large Vertical Card with Title, Subtitle, Image, & Desc.



Mapping

Data & Research

Find mapping, demographic, and statistical analysis of various geographical areas in South Carolina



Can you identify what **type of sections** these cards are arranged in?



Component

Link Group



Link Group Use Cases

- Group series of links together in a compact and visually distinguishable way

Helpful Tip: It is recommended that link groups always be accompanied by a section header for optimal user experience (H3, H4, or H5 recommended). It is also preferred that links include a description - while this can be initially time consuming, the description greatly improves the visual representation and user experience.

List of Links and Section Header / 3 Columns at 33%

POPULAR SERVICES AND LINKS

[Three Year General Fund Financial Outlook](#)

The three year General Fund Outlook is prepared in consultation with the Board of Economic Advisors in accordance with Section 11-11-350 of the S.C. Code of Laws, 1976.

[Appropriation Bills and Acts](#)

[Employer Contribution Trends - June 4, 2019](#)

[Overview and History of the South Carolina State Budget](#)

[Employer Contribution Trends - June 4, 2019](#)

[Executive Budget Office State Agency Budget Plans\(Requests\)](#)

[Overview and History of the South Carolina State Budget](#)

[Employer Contribution Trends - June 4, 2019](#)

[Historical Analyses - December 31, 2018 \(Updated 3-8-19\)](#)

Historical data about the state's expenditures and revenues

List of Links and Section Header / 1 Columns at 100%

Sales Tax

[Sales and Use Tax Exemptions/Exclusions FY 2019-20](#)

[South Carolina E-Commerce Sales and Use Tax Revenue Estimates After South Dakota v Wayfair - October 10, 2018](#)

[Maximum Sales Tax Cap on Motor Vehicle Sales in South Carolina FY 2018-19](#)

List of Related Section Links and Section Header / 1 Columns at 33%

Related Content

[Education Funding Model and Report](#)

[Revenue Per Pupil Reported by School District and 135-Day Average Daily Membership](#)



Let's talk about link groups

Q&A

1. What are some unique challenges that accompany link groups?
2. How can we handle link groups to be more aesthetically pleasing and user friendly?
3. What component pairs well with link groups?
4. When would you use a link group rather than a card (or cards)?
5. Any questions for us about link groups?



Component

Accordions



Accordion Use Cases

- Breaking up dense text information to allow for a more sequential viewing experience
- Group similar information into categories using section headers
- Allow the user to understand the “big picture” before diving into the details

FREQUENTLY ASKED QUESTIONS

▼ Accordion 1

In hac habitasse platea dictumst. Vivamus adipiscing fermentum quam volutpat aliquam. Integer et elit eget elit facilis tristique. Nam vel iaculis mauris. Sed ullamcorper tellus erat, non ultrices sem tincidunt euismod.

> Accordion 2

> Accordion 3



Can you identify which **section header** is used in the example above?

What are the visual differences between an **open** and a **closed** accordion?



Accordions - let's talk about them

Q & A

1. What are use some cases for accordions?
2. What are some examples of content from your section that would be best suited for accordions?
3. What are the benefits of using accordions?



Component

Stats Block



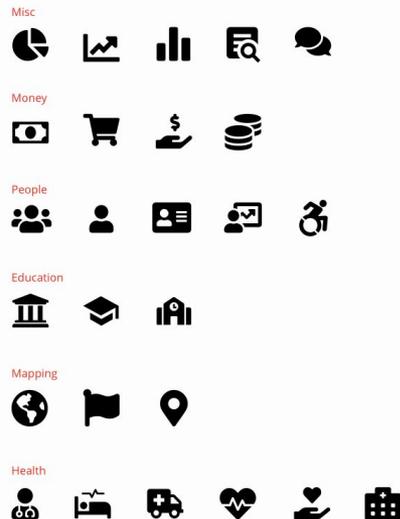
Stat Block Use Cases

- Display at a glance information about the data RFA manages and maintains
- Surface key facts and figures in a visually interesting and easy to digest way
- Encourage a deeper dive into further reports by giving a data preview

Vertical Stats Block / 1 column at 50%



Stats Block Icons to Select From



Horizontal Stats Block / 1 column at 100%



Let's review stat blocks in RFA's site

Q&A

1. Identify one place where we used a stat block, then identify at least one other page where a stat block could be added. What would the actual stat be? What information would go in each field?
2. Any questions for us about stat blocks?

<https://live-scrfa.pantheonsite.io>

scrfa / demo!



Component

Bulletin Block



Bulletin Block

Use Cases

- Display information RFA would like to highlight to users has been recently posted or updated
- A multipurpose component that allows users to view recent updates from one central place without RFA having to manually change the content in this block every time.

Recently Updated

- [Local Government Finance](#)

Vestibulum rutrum quam vitae fringilla tincidunt. Suspendisse nec tortor urna. Ut laoreet sodales

Published: Jan 2, 2020 Updated

- [Transportation Network Carrier Maps](#)

Published: Jan 2, 2020 New

- [BEA Long-Range General Fund Revenue Plan for FY 2019-20 to FY 2022-23](#)

Vestibulum rutrum quam vitae fringilla tincidunt. Suspendisse nec tortor urna. Ut laoreet sodales

Published: Dec 16, 2019 Updated

- [Budget Development](#)

Published: Dec 16, 2019 New

- [November 2019 General Fund Revenue Digest](#)

Published: Dec 13, 2019 New

- [September 2019 General Fund Revenue Digest](#)

Published: Sept 2, 2019 New

VIEW MORE



Component

Contact



Contact Block Use Cases

- Display contact information of key individuals or departments
- Introduce visual interest in a section where contact information is referenced in the body text

Note: Contact blocks are vertical because they can be used alone or next to another component such as a text block, or an image, or banner, as well as in a grid when displaying multiple.

EXAMPLES

Contact block with optional text desc.



Jane Shirley Smith
FISCAL IMPACTS

Optional desc text goes here lorem ipsum dolor sit amet, consectetur adipiscing elit pretium pretium tempo

 (123) 456 7890

 jane.smith@rfa.sc.gov

Budget Development

Contact block without optional text desc.



Jane Shirley Smith
FISCAL IMPACTS

 (123) 456 7890

 jane.smith@rfa.sc.gov

Budget Development

Contact block without headshot and optional text desc.

Jane Shirley Smith
FISCAL IMPACTS

 (123) 456 7890

 jane.smith@rfa.sc.gov

Budget Development

Contact block with optional text desc.

Jane Shirley Smith
FISCAL IMPACTS

Optional desc text goes here lorem ipsum dolor sit amet, consectetur adipiscing elit pretium pretium tempo

 (123) 456 7890

 jane.smith@rfa.sc.gov

Budget Development

Contact Block Recommendations

- Use contact photos where possible
- Keep text descriptions brief (no longer than 2 sentences)
- When placing a single contact, make sure to use other content to the side of it to avoid white space

EXAMPLES

Contact block with optional text desc.



Jane Shirley Smith
FISCAL IMPACTS

Optional desc text goes here lorem ipsum dolor sit amet, consectetur adipiscing elit pretium pretium tempo

 (123) 456 7890

 jane.smith@rfa.sc.gov

Budget Development

Contact block without optional text desc.



Jane Shirley Smith
FISCAL IMPACTS

 (123) 456 7890

 jane.smith@rfa.sc.gov

Budget Development

Contact block without headshot and optional text desc.

Jane Shirley Smith
FISCAL IMPACTS

 (123) 456 7890

 jane.smith@rfa.sc.gov

Budget Development

Contact block with optional text desc.

Jane Shirley Smith
FISCAL IMPACTS

Optional desc text goes here lorem ipsum dolor sit amet, consectetur adipiscing elit pretium pretium tempo

 (123) 456 7890

 jane.smith@rfa.sc.gov

Budget Development

Let's create a contact block

Q&A

1. What is different about how a contact block is populated compared to other components reviewed so far?
2. Why is it valuable to use a contact block component rather than just entering contact information into a text element?
3. Any questions for us about contacts?



Component

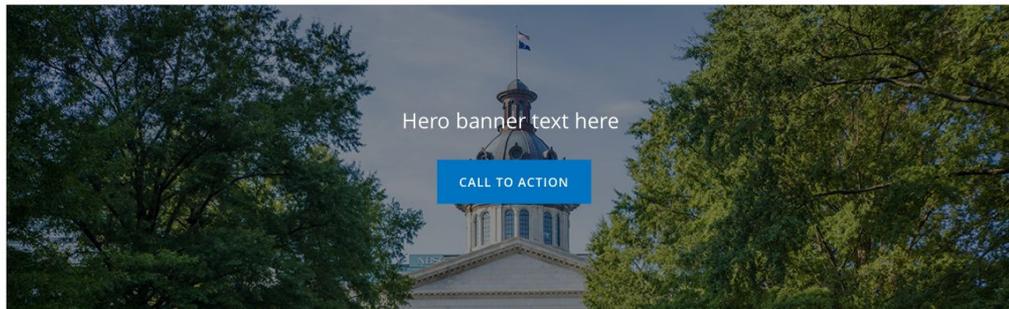
Hero Banner



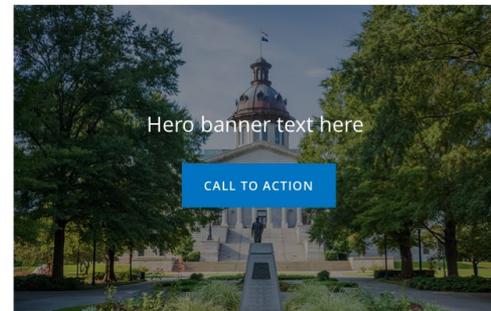
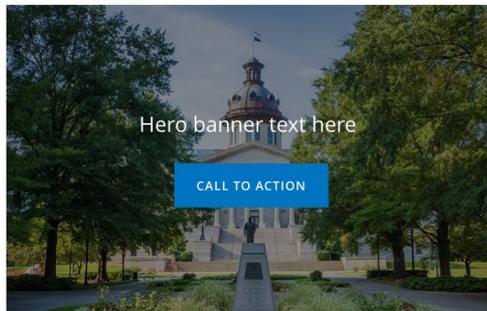
Hero Banner Use Cases

- Denote prominent landing pages
- Use imagery to draw user attention
- Use as a form of navigation or call to action
- Can be used as a secondary header or footer in instances SCRFA would like to emphasize a specific link

Hero banner at 100%



Two hero banners at 50%



Three hero banners at 33%



Component

Media & Featured Media



Media Use Cases

- A component that allows the user to insert an image or video anywhere in the body of the webpage
- Can fit into any section at any size

Note: It is recommended to crop images prior to uploading to ensure consistency in sizing. It is also recommended to upload high resolution images to avoid pixellation or blurriness.

Image slideshow at 50%



2 columns at 50% / 50%



3 columns at 33% with caption text / 33% / 33%



Featured Media Use Cases

- Featured images and videos can only be 100%
- They are meant to be used as a page feature, or separator of content blocks.
- Should be used sparingly with no more than one per page, and used only where an image or video is a key piece of information that a user should see.

Image at 100% (3:2 image ratio)



Caption text cras quis nulla commodo, aliquam lectus sed, blandit augue. Cras ullamcorper bibendum bibendum. Duis tincidunt urna non pretium porta. Condimentum vitae ligula vel ornare. Phasellus at semper turpis.

Working with Hero Banners

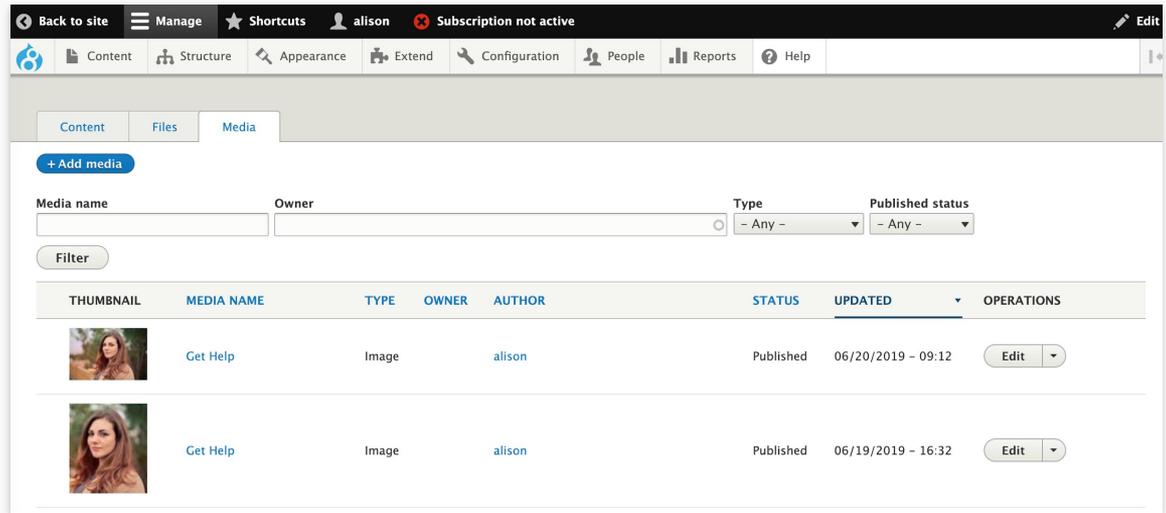
Q&A

1. How do hero banners differ from other images?
2. What do you need to do to a photo to make sure text and the button are readable in the hero banner?
3. Why / when would you use this component instead of a card?
4. Any questions about hero banners?



Types of Media Supported

- A wide variety of media/file types are supported in Drupal, with the possibility of adding additional supported file types through configuration.
- Supported types:
 - Images with extensions of png, gif, jpg, jpeg, svg and tif.
 - Files with extensions of txt, rtf, doc, docs, ppt, pptx, xls, xlsx, pdf, odf, odg, odp, ods, odt, fodt, fods, fodp, fodg, key, numbers, pages, ai, zip, xlsx, dgn, mdb, wmv, mp4, mp3, epub and mht.



The screenshot shows the Drupal Media library interface. At the top, there is a navigation bar with tabs for Content, Files, and Media. Below this, there is a search and filter section with fields for Media name, Owner, Type, and Published status. A table below displays two media items, both of type 'Image' and owned by 'alison'. Each item has a thumbnail, a 'Get Help' link, and an 'Edit' button.

THUMBNAIL	MEDIA NAME	TYPE	OWNER	AUTHOR	STATUS	UPDATED	OPERATIONS
	Get Help	Image		alison	Published	06/20/2019 - 09:12	Edit
	Get Help	Image		alison	Published	06/19/2019 - 16:32	Edit

Audio
File
Image
Impact Statement Document
Remote video
Video

Helpful Tip: It can be beneficial to add images and videos directly to the media library prior to creating your page content, especially if you have multiple media files to make available in the library. This way, it is quick and easy to add them into the page you are working on.

How to...

Add Media

1. **Select** media type
2. **Fill out** appropriate fields
 - a. For images and video, always fill out **ALT TEXT**. Be as descriptive as possible as this is used by screen readers for the visually impaired.
3. **Select a file** from your computer to upload into the content library
4. **Click Save** to complete the addition of the media file to the library. **This file can then be located in the File library** and used where appropriate on the site

Media > Add media > Audio

- Any -

Filter

tion
Delete content

Apply to selected items

TITLE CONTENT TYPE



Name *

Sample Image

Image *

Choose File No file chosen

One file only.
256 MB limit.
Allowed types: png gif jpg jpeg svg.

Image *

Alternative text *

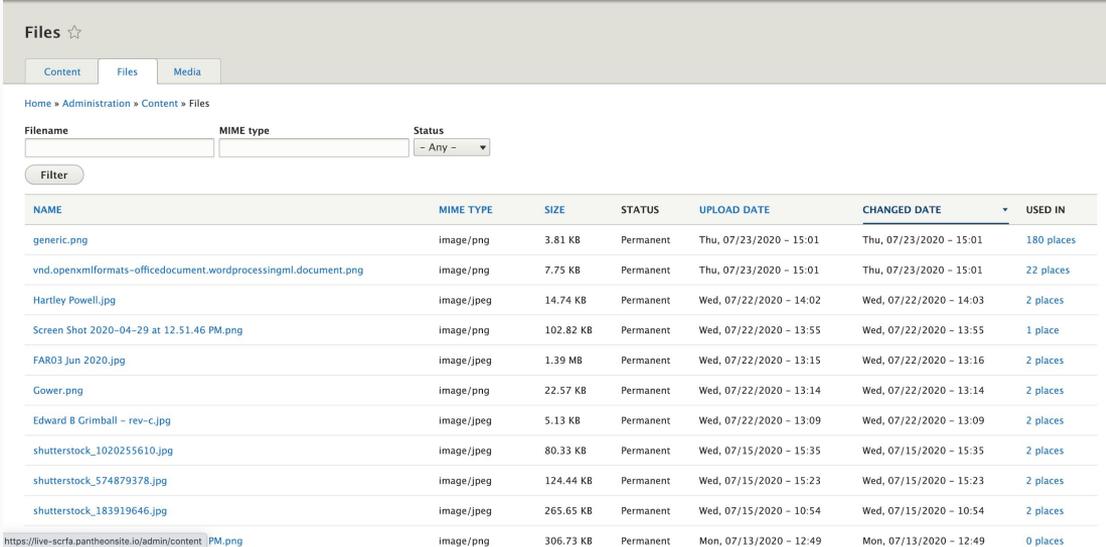
A screenshot of the media area

This text will be used by screen readers, search engines, or when the image cannot be loaded.

Screen Shot 2019-06-21 at 12.31.54 PM.png (92.64 KB) Remove

Manage Media

- **Media Tab**
 - Images and videos
- **Files Tab**
 - All files (of any type) uploaded to the CMS
- Clicking on the media tab while viewing the content area will present a view of available media that is very similar to the content area.
- The administrator can filter the media area by the Media name, Owner (if applicable), the media Type and its Published status.



Files ☆

Content Files Media

Home » Administration » Content » Files

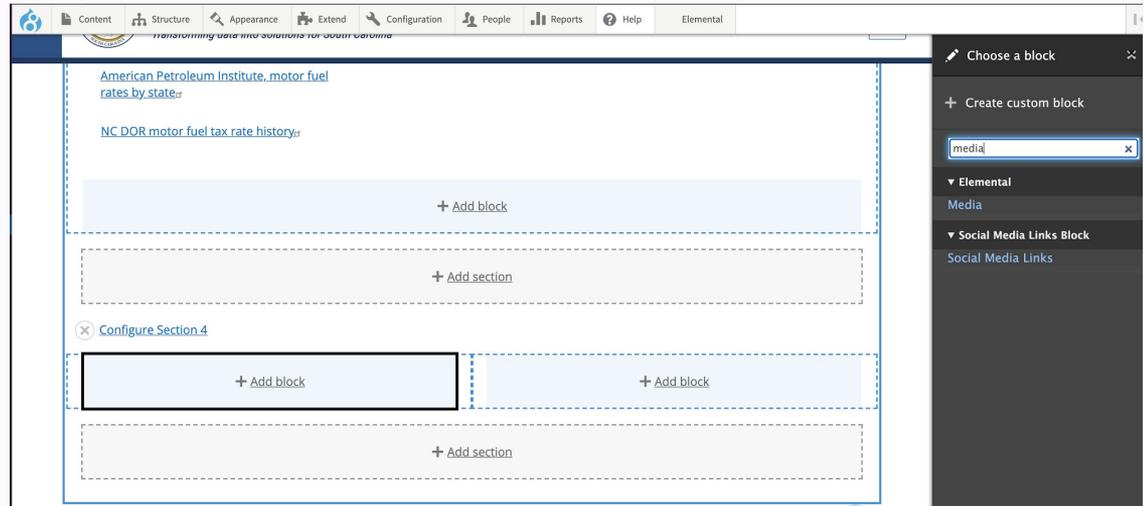
Filename MIME type Status

Filter

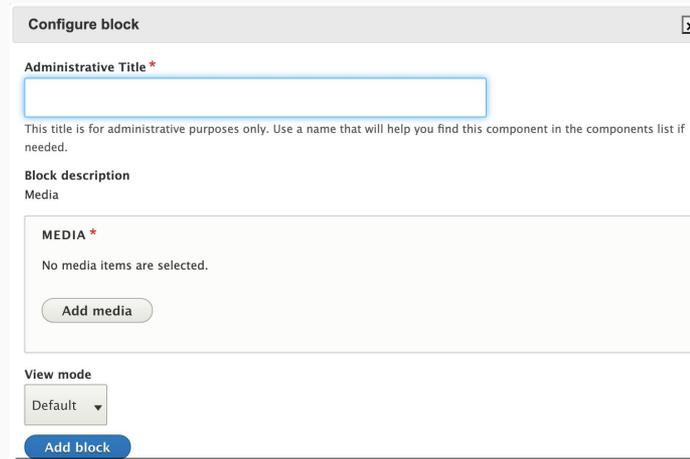
NAME	MIME TYPE	SIZE	STATUS	UPLOAD DATE	CHANGED DATE	USED IN
generic.png	image/png	3.81 KB	Permanent	Thu, 07/23/2020 - 15:01	Thu, 07/23/2020 - 15:01	180 places
vnd.openxmlformats-officedocument.wordprocessingml.document.png	image/png	7.75 KB	Permanent	Thu, 07/23/2020 - 15:01	Thu, 07/23/2020 - 15:01	22 places
Hartley Powell.jpg	image/jpeg	14.74 KB	Permanent	Wed, 07/22/2020 - 14:02	Wed, 07/22/2020 - 14:03	2 places
Screen Shot 2020-04-29 at 12.51.46 PM.png	image/png	102.82 KB	Permanent	Wed, 07/22/2020 - 13:55	Wed, 07/22/2020 - 13:55	1 place
FAR03 Jun 2020.jpg	image/jpeg	1.39 MB	Permanent	Wed, 07/22/2020 - 13:15	Wed, 07/22/2020 - 13:16	2 places
Gower.png	image/png	22.57 KB	Permanent	Wed, 07/22/2020 - 13:14	Wed, 07/22/2020 - 13:14	2 places
Edward B Grimball - rev-c.jpg	image/jpeg	5.13 KB	Permanent	Wed, 07/22/2020 - 13:09	Wed, 07/22/2020 - 13:09	2 places
shutterstock_1020255610.jpg	image/jpeg	80.33 KB	Permanent	Wed, 07/15/2020 - 15:35	Wed, 07/15/2020 - 15:35	2 places
shutterstock_574879378.jpg	image/jpeg	124.44 KB	Permanent	Wed, 07/15/2020 - 15:23	Wed, 07/15/2020 - 15:23	2 places
shutterstock_183919646.jpg	image/jpeg	265.65 KB	Permanent	Wed, 07/15/2020 - 10:54	Wed, 07/15/2020 - 10:54	2 places
https://live-scrfa.pantheon.site.io/admin/content/PM.png	image/png	306.73 KB	Permanent	Mon, 07/13/2020 - 12:49	Mon, 07/13/2020 - 12:49	0 places

Add Media While Editing Content

- **Select Component Type**
 - Media
 - Featured Media
 - Hero Banner
- **Place content in section**
- **Fill out fields**
- **Select file**
- **Save**



The screenshot shows the Drupal content editor interface. The top navigation bar includes links for Content, Structure, Appearance, Extend, Configuration, People, Reports, Help, and Elemental. The main content area displays a section with a highlighted block and an "Add block" button. The right sidebar, titled "Choose a block", shows a search for "media" and lists "Media" under the "Elemental" category. Below "Media", there is a "Social Media Links Block" category with "Social Media Links" listed.



The screenshot shows the "Configure block" dialog for a Media block. The dialog has a title bar "Configure block" with a close button. Below the title bar, there is a field for "Administrative Title" with a red asterisk. Below this field, there is a text description: "This title is for administrative purposes only. Use a name that will help you find this component in the components list if needed." Below the description, there is a "Block description" field with the text "Media". Below this, there is a "MEDIA" field with a red asterisk and the text "No media items are selected." Below the "MEDIA" field, there is an "Add media" button. At the bottom, there is a "View mode" dropdown menu set to "Default" and an "Add block" button.

How to...

Add an Impact Statement

1. Go to Content > Add Content > Impact Statement
2. **Fill out** the required fields
3. Click on **Select entities** under Impact statement file (this opens a pop up window).
4. If you are uploading a new impact statement, choose the file to upload and fill out the required fields.
5. If you are adding an existing file, click on **Select Existing** and choose from the list of existing files displayed here. Click **Select impact Statement** which closes the pop out.
6. Click **Save** on the main screen.

Create Impact Statement ☆

Home > Node > Add content > Create Impact Statement

Subject *

Bill Number *

Legislative Body *

- Select a value - ▾

Bill Author *

RFA Analyst(s)

▼ IMPACT STATEMENT FILE

Select entities

Legislative Session

Published

Save **Preview**

Opens pop out →



Select entities

Upload | Select Existing

Name *

Status

- None - ▾

Date of Status *

mm / dd / yyyy

Requestor

Impact Date *

mm / dd / yyyy

File *

Choose File | No file chosen

One file only.
1 GB limit.
Allowed types: txt doc docx pdf.

Upload Impact Statement

Component

Embedded Content (iFrame)

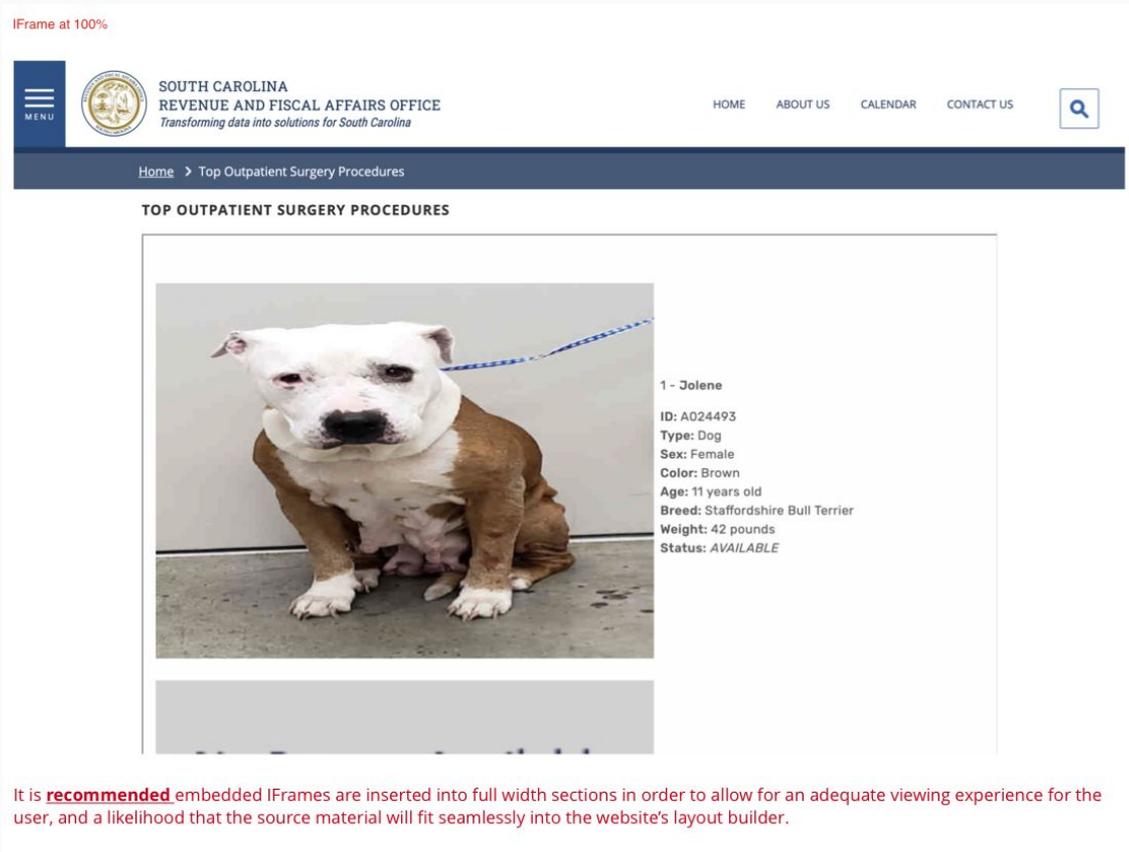


Embedded Content (iFrame) Use Cases

- Intended to be used sparingly in situations where an interactive feature is housed in a separate application

Note: The site's global styling is not applied to content in an iFrame, so using these can create inconsistency in the user experience, which is why they should be used sparingly. If the information can be maintained directly in the CMS using native components, it is recommended to do that.

IFrame at 100%



The screenshot shows a website header for the South Carolina Revenue and Fiscal Affairs Office. The header includes a menu icon, the office name, and navigation links for Home, About Us, Calendar, and Contact Us. Below the header is a breadcrumb trail: Home > Top Outpatient Surgery Procedures. The main content area is titled "TOP OUTPATIENT SURGERY PROCEDURES" and contains an iFrame. Inside the iFrame, there is a photograph of a brown and white Staffordshire Bull Terrier dog sitting on a grey floor. To the right of the photo is a text block with the following information:

1 - Jolene
ID: A024493
Type: Dog
Sex: Female
Color: Brown
Age: 11 years old
Breed: Staffordshire Bull Terrier
Weight: 42 pounds
Status: AVAILABLE

Below the iFrame, there is a red text block that reads: "It is **recommended** embedded IFrames are inserted into full width sections in order to allow for an adequate viewing experience for the user, and a likelihood that the source material will fit seamlessly into the website's layout builder."

Q&A

Homework

Log into Drupal.

Following this training you should see an email in your inbox notifying you an account has been created for you. Go through the process of accessing your account and you should be able to poke around at all the menus and functions we touched on today.

Session 2 will be interactive.