

Department of Chemistry

Website Editing Instructions

Course outline

I. Introduction, page 3

II. Writing for the web, page 4

III. Accessing the edit menu, page 5

IV. Adding content to an existing page, page 8

1. Introduction

- A. Edit tab
- B. Main points on the page

2. Adding text

- A. Body (Edit summary)
- B. Edit icons
- C. Cutting and pasting text
- D. Using the format icon

3. Adding links

- A. Links to other pages on my site
- B. Links to external websites
- C. Links to email addresses
- D. Links within a page (anchor links)
- E. Links to uploaded files

4. Uploading files to link to text

5. Adding inline images

V. Editing other elements of a basic page, page 16

1. Related links

2. Publishing options

3. Title

4. Teaser link

5. Menu link title

6. Parent item

7. Weight

VI. Creating new types of pages, page 18

1. Creating a new page (general)

2. Home page set-up

- A. Carousel images
- B. Teasers
- C. Quick Links
- D. To add contact details

VII. Managing the site structure, page 21

1. Find content

2. Delete content

3. Manage main menu and tabs

VIII. Image definitions and recommended sizes page 23

1. Carousel Image: 885x432 pixels
2. Leading Image 1: 885x288 pixels
3. Leading image 2: 590x288 pixels
4. Inline images

IX. Advanced editing skills, page 26

1. Create a block
2. Create or add content to a right hand sidebar
3. Create a teaser page
4. Embed a video

Specialist Sites

I. Research Group microsites, page 29

1. People – current group members
 - A. To populate your group members page
 - B. To add an additional staff category
 - C. To change the hierarchy of staff categories
 - D. To manually change the category of a group member
 - E. To add a visitor to the group members page
 - F. To create a custom current members page
2. People – past group members
 - A. To change the title of the past members page
 - B. To edit the past members page
 - C. To create a custom past members page
 - D. To disable the past members page (so it cannot be viewed)
3. Research pages
 - A. To create a research page
 - B. To change the order of your research pages in the menu
4. Publications
 - A. To change the default publications feed from Symplectic
 - B. To add selected publications to a group member's page
 - C. To add images to your publications feed
5. Other features of your Research Group microsite

II. Committees microsite, page 37

1. Access the Committees microsite
2. Add terms of reference
3. Add/delete committee members
4. RIG committee members: a special case
 - A. To add or delete a RIG member in the database
5. Upload committee papers
6. Trouble shooting

Department of Chemistry Website Editing Instructions

I. Introduction

[The Communications and Web team](#) have overall responsibility for all content on the department web pages. As part of this remit, we provide training for department members who manage the content of particular website sections. We use the Drupal content management system for our web pages and adhere to the overall look and feel of the University of Cambridge [Project Light](#) template.

The department website is composed of many 'microsites' which can all be individually edited. Examples include the [Library](#), [Human Resources](#) and [Teaching](#) microsites. We provide training for all microsites, including Research Group pages which use the department template (see, eg, the [Vignolini Research Group](#) microsite). Some research groups choose to create and run their own websites. We cannot offer training for sites such as these, which are not hosted by the department.

If you ever have any questions about departmental website content, or would like to request a new feature or website section, please contact one of us in the first instance. If we can't deal with your request, we can direct you to the correct channel.

The [Communications and Web Team](#):

- Diane Harris, Project Delivery Manager: dh473@cam.ac.uk
- Rachel Gardner, Chem@Cam editor: rg580@cam.ac.uk
- Carl Hogsden, IT developer: cdh30@cam.ac.uk

Questions relating to purely technical issues (eg, My computer won't start! My email doesn't work!) should always be directed to support@ch.cam.ac.uk.

II. Writing for the web

Although this training is primarily about how to edit web pages using the Drupal content management system, it is also important to remember that writing for the web is different from other types of writing. Here are a few simple guidelines to follow when working on your website:

- Keep sentences short.
- Use bullet points (like this!).
- Divide your content into short paragraphs separated by subheadings.
- Insert links into the content, don't add them separately (you will be taught how to do this).
- Use the active voice.

Example:

The event is free, but please [register](#) to help us determine numbers.

NOT

The event is free, but attendees are requested to register so that numbers can be determined, by clicking on www.website.address.ch.cam.ac.

Example:

You can find further information about my research on my staff page.

NOT

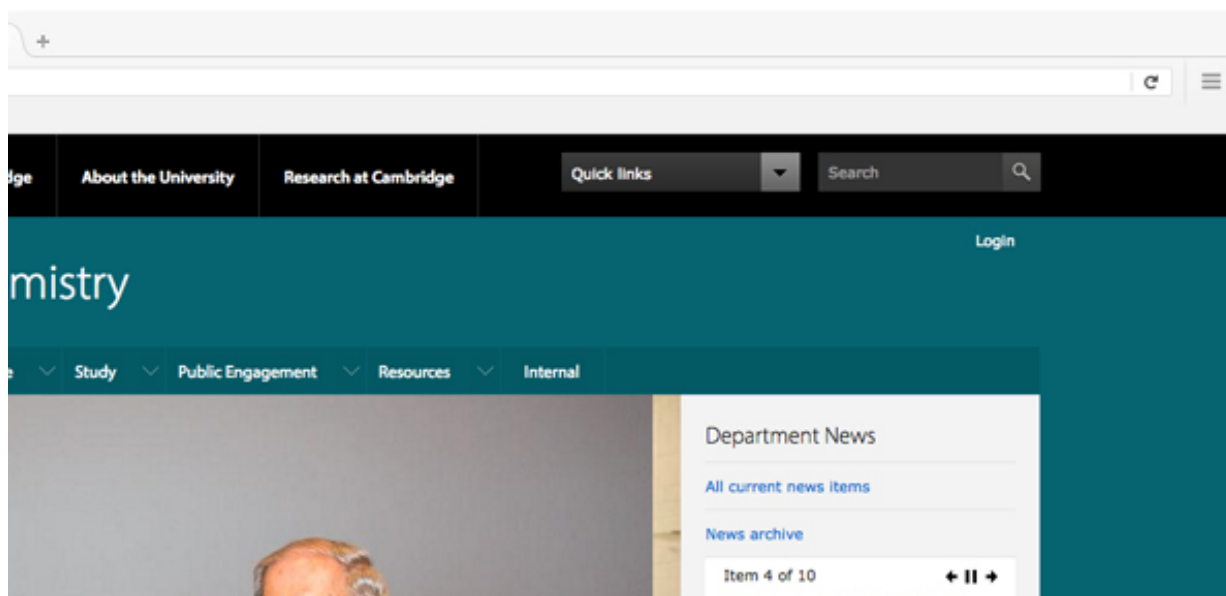
Further information about the research I am involved in can be found by visiting my staff page.

We recommend that you use the [University style guide](#) for consistency.

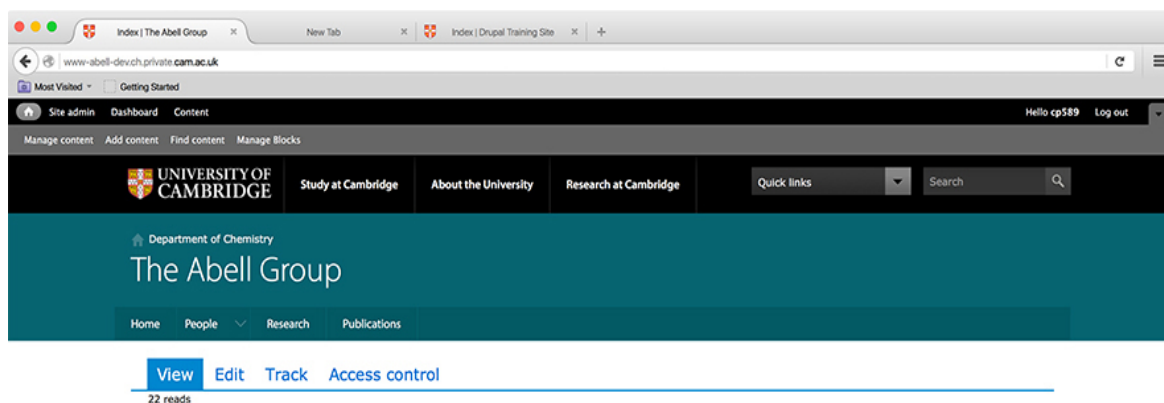
(<http://www.cam.ac.uk/brand-resources/guidelines/editorial-style-guide>)

III. Accessing the edit menu

1. Click the **Login** tab on the top right of the page between the University menu strip and the Department of Chemistry navigation bar.



2. Just above the main content page you will see these tabs: **View**, **Edit**, **Revisions**, **Track**, **Nodequeue** (not all of these tabs may be visible to you, depending on your site). You will use these tabs to edit that page (see “Editing an existing page”, page 7).




3. At the very top left of the window, you will see a further menu with these headings: **Site admin**, **dashboard**, **content**, **manage content**, **add content**, **find content**, **manage blocks**. You will use these tabs to create new pages, set-up quick links or contact details and organise the structure of the site (see “Creating new types of pages”, page 18, and “Managing the site structure”, page 22).

Important: Always save your work!

4. As soon as you have created some work you must remember to save it. You can find the **Save** button at the bottom of the page below **Publishing Options**. If you navigate away from the page

before clicking **Save**, your changes will be lost. Be careful: clicking **Delete** will delete the entire page and deleted pages cannot be recovered!



Menu settings
Accessing Edit Menu

URL path settings
Automatic alias

Revision information
New revision

Authoring information
By cp589 on 2016-08-15 19:41:22 +0100

Publishing options
Not published

☒ Provide a menu link

Menu link title
Accessing Edit Menu

Parent item
-- Training --

Weight
-49

Menu links with smaller weights are displayed before links with larger weights.

[Manage menu structure ...](#)

Save Preview View changes Delete

IV. Adding content to an existing page

1. Introduction

A. Edit tab

Click the **Edit** tab located at the top of the content window to open the page in edit mode. Here you can edit various fields (not all pages will have all fields).

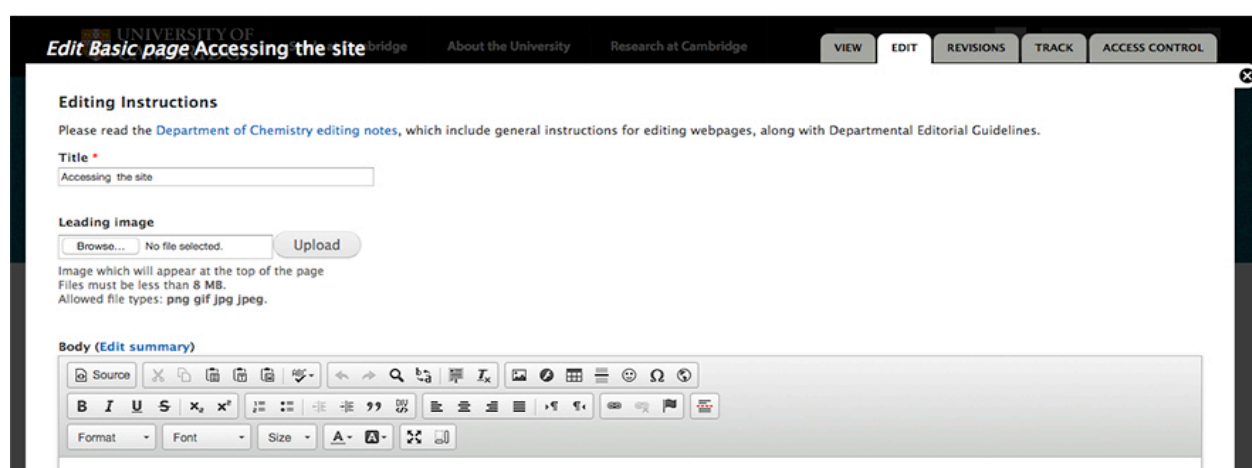
B. Main points on the page

- **Editing Instructions:** a link to the editing notes
- **Title:** where you can edit the page title
- **Leading Image:** the image which will appear at the top of the page
- **Body (Edit summary):** where you can edit the first paragraph and the main body of text
- **Related links:** where you can add links, e.g. to a researcher's group or college
- **Menu settings:** where you can edit the menu link title, description, parent item, weight)
- **Publishing options:** where you can publish or unpublish pages
- **Publications:** (research group pages only)

2. Adding text

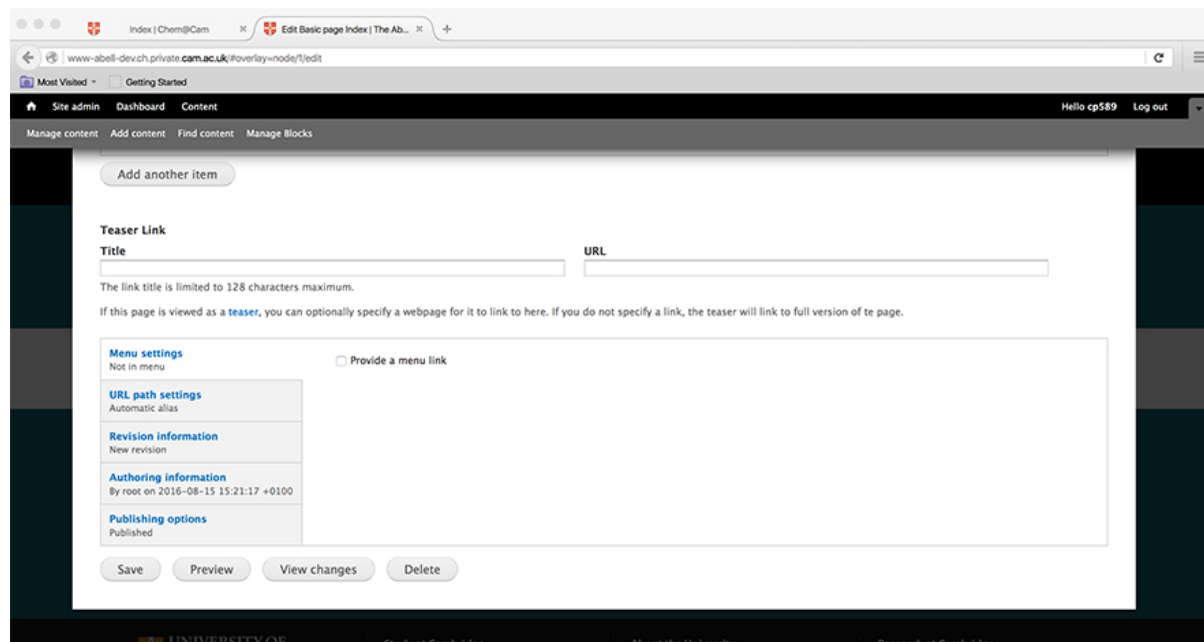
A. Body (Edit summary)

Enter text in the window titled **Body (Edit summary)**. Note: If you click on **Edit summary**, the title will change to **Summary (Hide summary)**. This summary is used when creating Teasers (see page 18). For now, make sure you are working in the window with the title **Body (Edit Summary)**.



B. Edit icons

Use the edit tools displayed in icons across the top of the page editor. Many icons look and function the way they do in Word. These allow you to format text on the page. Hover your cursor over an icon to see its pop-up description.

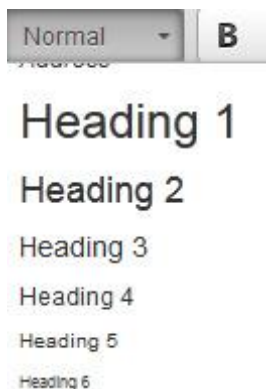


C. Cutting and pasting text

You can type directly into the content area, or you can cut and paste content from other sources, such as Word or another web page. Note, sometimes existing documents have hidden formatting, which may affect the way your text appears on the website. To avoid this, you can use the 'clipboard' icons (the one that says paste as plain text) in the top row to paste from Word or to paste as 'plain text' i.e. without formatting. If you know HTML, and want to use it to edit the text formatting, click the "Source" button to access the HTML coding.

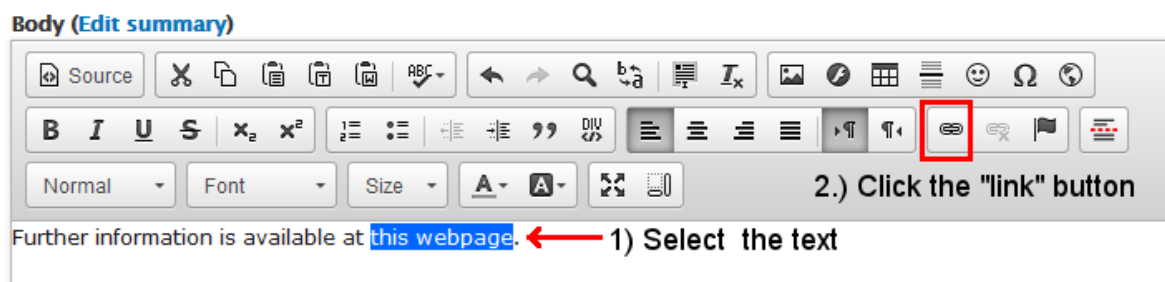
D. Using the format icon

By default, text displays in the pre-set **normal** font style. With the **Format** selection box, you can change text to other pre-set styles. It is recommended you use the pre-set styles to maintain consistency throughout the webpages. Try the different headings, save your work, and see how they look (they look different in the final view). The **Address** format spaces the lines more closely, as in a street address. Experiment with the other heading formats.



3. Adding links

All webpage links consist of some text, which the user will click on, and a *target*, which is the webpage or email address the user will be taken to when they click on the text. Highlight the text for the link, and then click the **Link** icon.

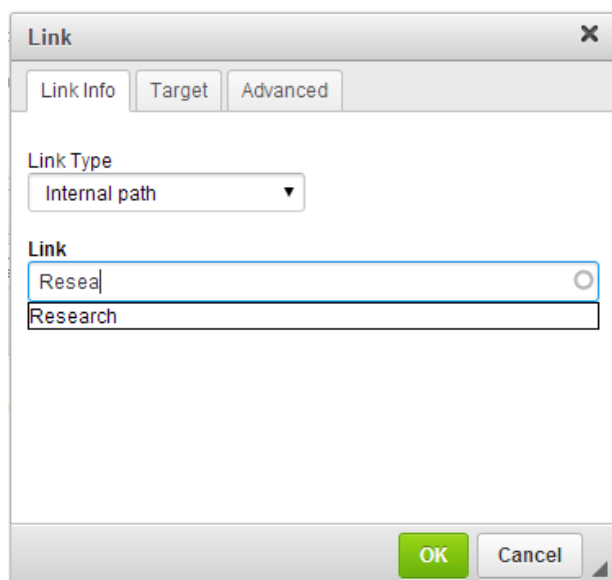


After you have clicked on the **link** icon, a window will pop up. There are then a number of different types of link you can create.

- A. Links to other pages on my site
- B. Links to external websites
- C. Links to email addresses
- D. Links within a page (anchor links)
- E. Links to uploaded files

A. Links to other pages on my site

- 1) For **Link Type** choose **Internal path**.
- 2) Start typing the title of the page you would like to link in the **Link** field. A list of page titles matching the text that you type will automatically appear; click on the page you want.
- 3) Click **OK**.



Link

Link Info Target Advanced

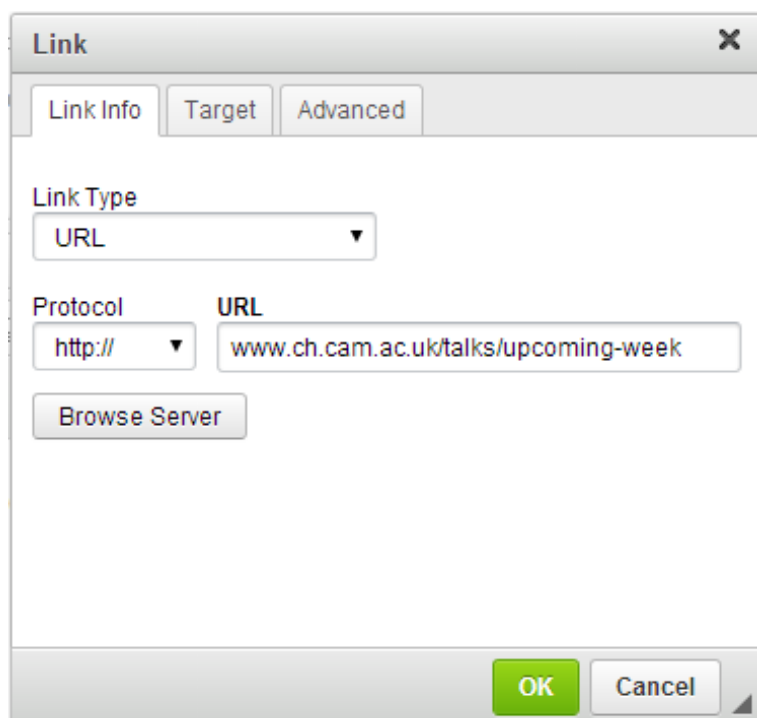
Link Type
Internal path ▼

Link
Resea
Research

OK Cancel

B. Links to external websites

If you are editing a department microsite, the main Department of Chemistry website is considered an external website. You can also link to other web pages. Under **Link Type** choose URL, and then enter the full address of the website you would like to link to in the **URL** box. Ordinarily, you will not need to change the **Protocol** option.



Link

Link Info Target Advanced

Link Type
URL ▼

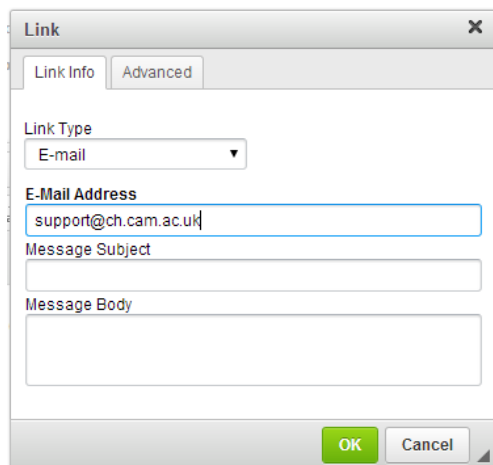
Protocol URL
http:// ▼ www.ch.cam.ac.uk/talks/upcoming-week

Browse Server

OK Cancel

C. Links to email addresses

Change the **Link Type** to E-mail and enter the desired email address in the **E-Mail Address** box. You can optionally specify a **Message Subject** and **Message Body**, which will automatically be set as the default email subject and/or content in the user's email program. It is good practice to include the full email address on the webpage, as not all users can utilise the email link function.

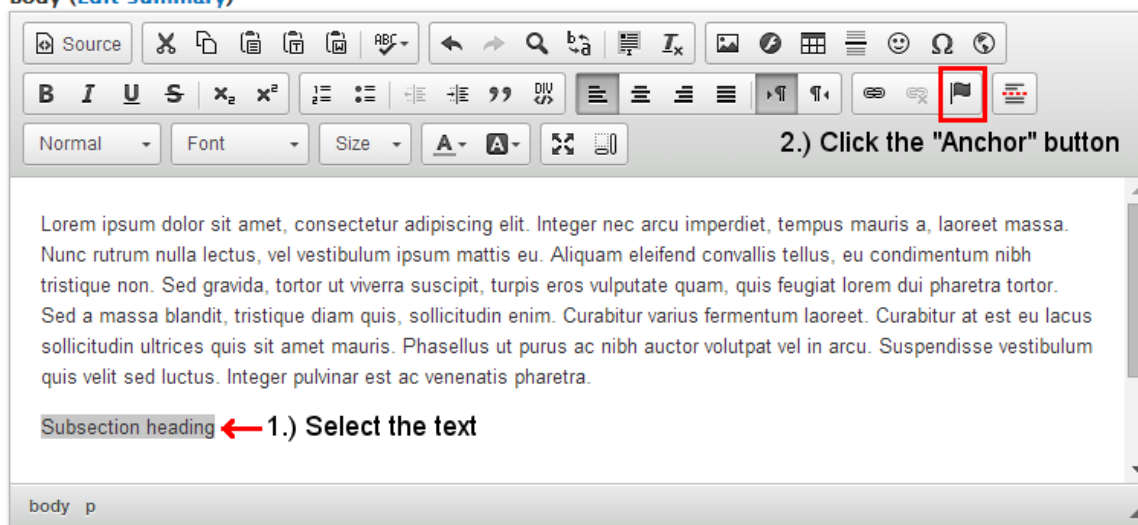


D. Links within a page (anchor links)

It is possible to link to another part of the same page, useful in long documents. This sort of link is called an **anchor**. In the following example, we will create an anchor at the text **Subsection heading**, which a user will be taken to when they click on the link **Lorem ipsum**.

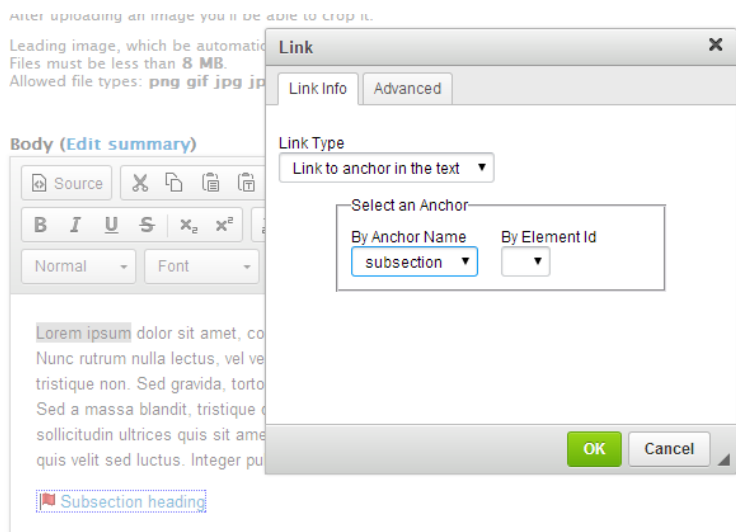
1) First create the anchor: Highlight the desired text (**Subsection heading**, in this example) and then click **Anchor**.

Body (Edit summary)



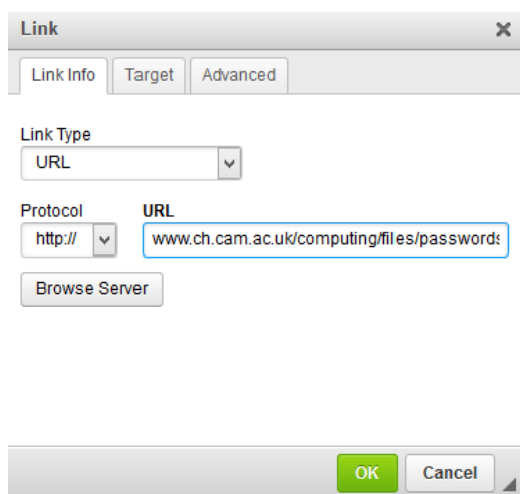
2) You will be asked to specify a title; this can be anything you wish but it is best if you choose a meaningful name. In this example, we have set the title to **subsection**. Select **OK**.

3) Highlight the text you would like to convert to a link (**Lorem ipsum**) and click the **Link** icon. Under **Link Type**, choose **Link to anchor in the text**. Select the anchor name you specified in the previous step in the **By Anchor Name** drop-down list. Select **OK**.

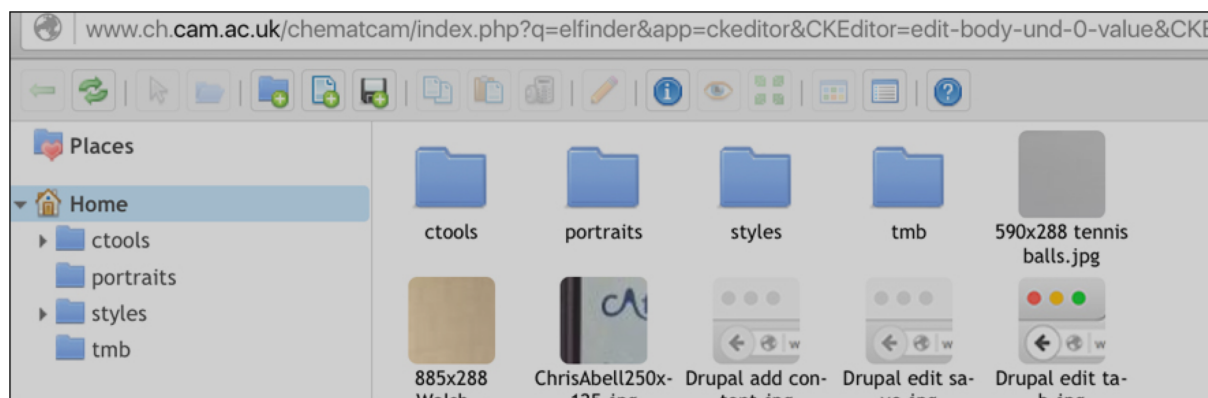


E. Links to uploaded files

- 1) Highlight selected text.
- 2) Click on the **Link** icon.
- 3) Change the **Link type** to **URL**.
- 4) Click **Browse server**. You will be taken to the web server for your site, which shows all files that have been uploaded. (To upload a file, see “Uploading files to link to text”, page 13).
- 5) Browse to the location of the uploaded file, and double-click the file. This closes the file manager display and returns you to the **Link** dialog box, with the URL of the uploaded file inserted into the **URL** box.
- 6) Click **OK** to create the link.



4. Uploading files to link to text

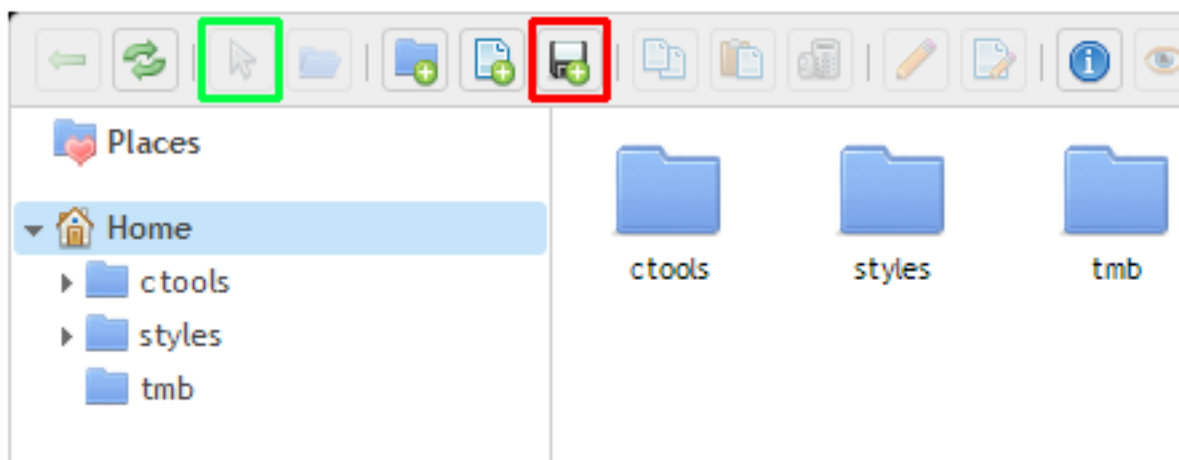


Documents must be in Word, Excel, PowerPoint or .pdf. They may be no larger than 2Mb.

- 1) Highlight text that will be linked.
- 2) Click the **link** icon.



- 3) In the dialog box select the **Link type** URL.
- 4) Click **Browse Server** - you will be taken to the web server for your site, which shows all files that have been uploaded.
- 5) In the menu bar choose **Upload files** (floppy disk icon, green + sign).



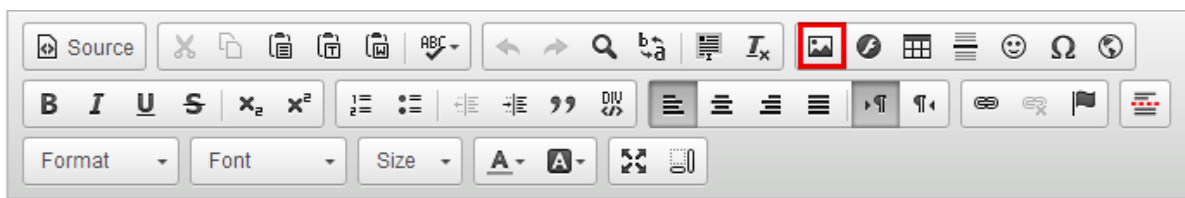
- 6) Select **Browse**, navigate to and select your file (or files), click **OK**.
- 7) The file is uploaded onto the web server for your microsite. Double click on the file.
- 8) You are now returned to the file browser screen, where your document has been added.

- 9) Double click on your document, a dialog box will appear with the new URL for your file. Click **OK**.
- 10) Your highlighted text will now appear blue and underlined.
- 11) Save the page. Click on your new link to check that it is functioning correctly.
 - a. Documents in Word, Excel and PowerPoint will be downloaded.
 - b. Documents in .pdf format will be visible in a new window.

5. Adding inline images

Inline images are pictures, diagrams or graphics that appear in the content area.

- 1) Position cursor where you wish to position your image within the text.
- 2) Click the **landscape** icon.



- 3) You see a new screen with three tabs: **Image Info**, **Link**, **Advanced**.
- 4) Select **Image Info**.
- 5) Select **Browse Server**.
- 6) You are taken to your site's web server which displays files already uploaded to your site.
- 7) Choose **Upload files** in the menu bar (floppy disc with + icon).
- 8) Select the file (or files) from your computer that you wish to upload.
- 9) Double click on the image that has been uploaded to your web server.
- 10) You are returned to the three-tabbed dialogue box with the image in place. Adjust the width and height (see "Image definitions and recommended sizes", page 27).
- 11) Use the **HSpace** and **VSpace** buttons to create a margin around the image, so that the text doesn't run into it. In general, these should be set to '10' but you can experiment with these.
- 12) You do not normally need a border, but again you can experiment.
- 13) Alignment may be **left**, **right**, or **not set** (in which case the image will be placed centrally).
- 14) Click **OK**.
- 15) Your image will appear in the content area. Note that it will not always appear in the final view as it does when editing, so some trial and error may be required.

V. Editing other elements of a basic page

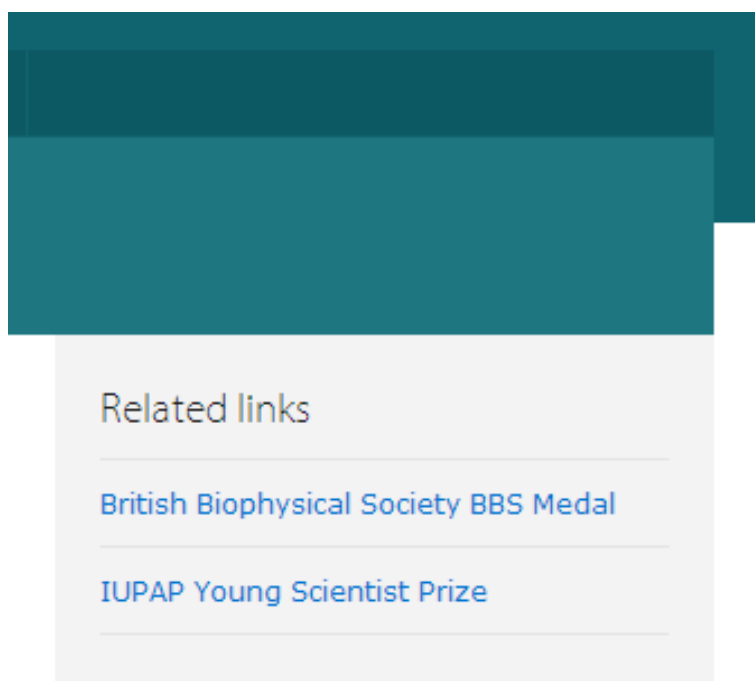
1. Related links

A. The related links feature is located below the text window. Add your desired title and type or copy and paste the web address in the **URL** window. Click **Save**. Check link in **View**.

Show row weights

RELATED LINKS	
Title	URL
<div><div>+</div><input type="text"/></div> <div>The link title is limited to 128 characters maximum.</div>	<input type="text"/>
<div>Add another item</div>	

B. You can add further items by choosing **Add another item**. Related Links will display in the right-hand sidebar on the page, as illustrated below.



2. Publishing options

Sometimes you may be working on a page but it is not in final form. You can unpublish your page so that it still exists but it cannot be viewed by the general public.

- 1) Select **Publishing options** (at the bottom of the page).
- 2) The **Published** field is ticked. Click to untick.
- 3) Click **save**.
- 4) Your page is now unpublished. It has a light pink background, to remind you that it is unpublished.
- 5) When ready to publish, go back to **Publishing options** and tick **Published**.

3. Title

Enter the **Title** of your page in this field. It is important to ensure this title is consistent with the title you use in the menu (see “Manage main menu and tabs”, page 22).

4. Teaser link

See “Teasers”, page 19.

5. Menu link title

This is the title that will appear in the main menu of your site. It is important to ensure this title is consistent with the page title.

6. Parent item

Click the drop down menu to select the **Parent Item**, which your page will appear under in the main menu of your site. If your page is a top level menu item, leave it as **<Main menu>**.

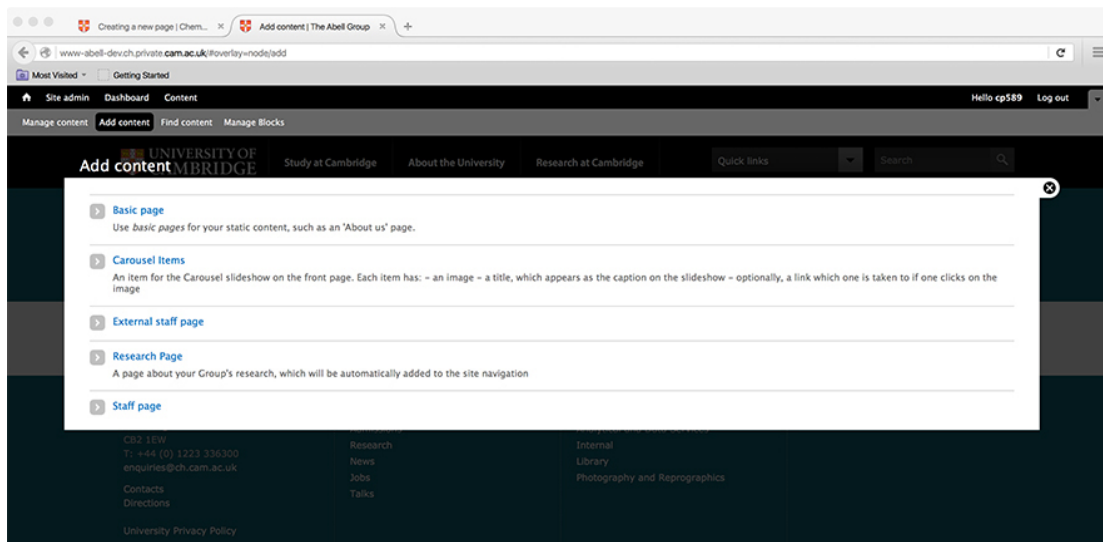
7. Weight

Weight controls the position of the menu link in the menu list, relative to its parent item. This can also be controlled by managing the menu structure. (See “Manage main menu and tabs”, page 22).

Always SAVE your edits. Click Cancel if you don’t want to save (or navigate away from the page without saving). Clicking Delete will delete the entire page. Deleted pages cannot be recovered!

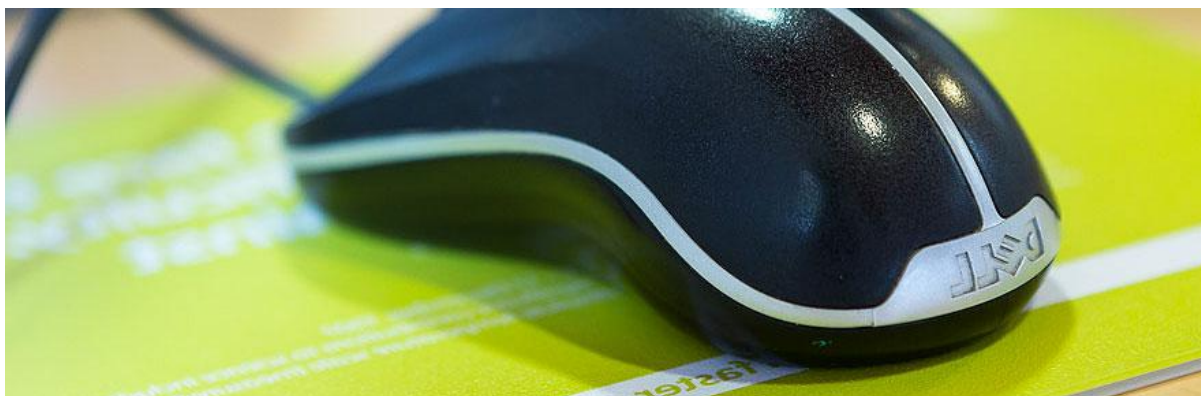
VI. Creating new types of pages

1. Creating a new page (general)



- 1) In the top left corner of the screen, click **Add content**.
- 2) A new window will appear with a selection, in alphabetical order, of content/page types such as:
 - Basic page
 - Carousel page
 - External staff page
 - Research page
 - Staff page
- 3) Choose the appropriate page and work on it as required. Always remember to **SAVE**.

2. Home page set-up



A. Carousel images

1. To create Carousel images on your home page

- 1) Click **add content** at the top-left corner of the page.
- 2) Select **Carousel items**.
- 3) You will see a page called **Create Carousel Items**.
- 4) Enter a title, which will appear at the bottom of the image (see www.cam.ac.uk for an example).
- 5) Upload the image you would like to use. **The image must be exactly 885x432 pixels** (See “Image definitions and recommended sizes”, page 24).
- 6) You may enter a website address in the **Link** field, which will take you to that site when the image is clicked on.
- 7) Click **Save**.
- 8) If you only create one Carousel Item, it will appear as a static image on the home page. If you create multiple items, they will appear as a slideshow.

2. To change the order of Carousel items or delete a Carousel item

- 1) Click on **site admin**.
- 2) Select **Configure front page slideshow**.
- 3) You may drag and drop or delete pages.
- 4) Remember to **Save**.

B. Teasers

Home pages have been set-up with the Teaser feature. If you want to add teasers to other pages please see Section IAdvanced Editing Skills, s. A teaser must have a corresponding page with a leading image.

1. To add a teaser of an existing page to the homepage:

- 1) Make sure you know the title of the page you want to “tease”. On your existing page, you may add lines in the **Summary** field, which will appear in the teaser. If you do not add a summary, a trimmed portion of the full text will appear in the teaser.
- 2) Click on **Site admin** in the top left hand corner of your page.
- 3) Select **Configure Chemistry Nodequeue views**
- 4) Choose the number of columns (eg how many teasers you wish to appear) and whether the teaser will appear in vertical or horizontal format. Experiment with the layout as you wish.
- 5) Select **View nodequeue Front page teasers**
- 6) Start typing the title of your page in the field labelled **enter the title of node to add it to the queue**.
- 7) The full title of your page should appear; select it and click **Add content**.
- 8) Your page will be added to the list. Drag and drop to adjust its position.
- 9) Click **save**.

2. To add a teaser image and a link to an external page:

- 1) Create a basic page.

- 2) Upload your image to the basic page.
- 3) Give the page a **Title**.
- 4) Click **Edit summary**. Enter a very brief summary. This is what will appear next to the Teaser on the home page.
- 5) Scroll down past the body to **Teaser Link**.
- 6) Enter the **Title**. (This is what will appear in the black box next to or under the Teaser, generally “**read more.**”)
- 7) Enter the URL of the page you wish to be linked as a Teaser.
- 8) **Save**.
- 9) Follow the instructions “To add a teaser to the homepage.”

You do not have to make new images for Teasers. These thumbnails are scaled down versions of the leading image in the page you are teasing and render at 250x125px.

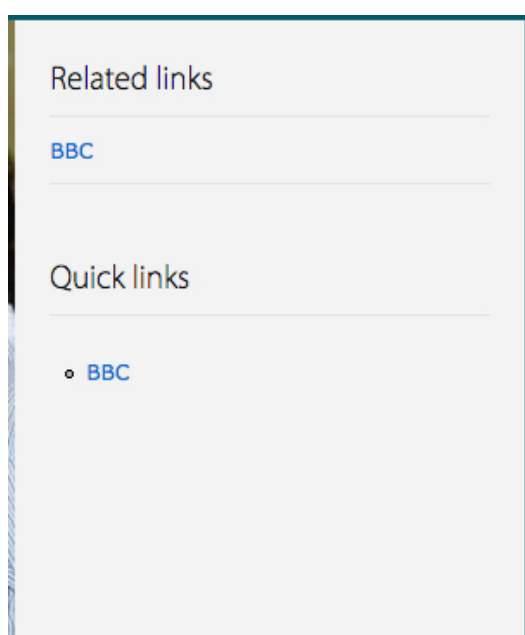
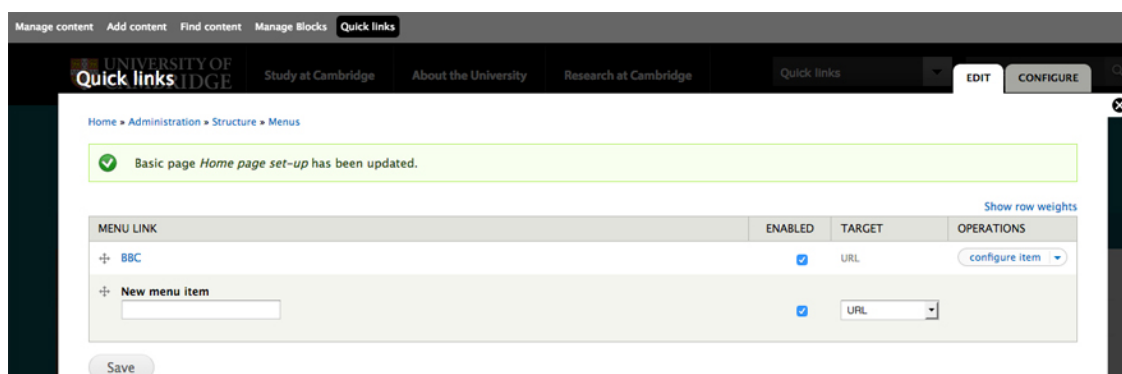
3. To change the order of teasers:

- 1) Go to **Site admin**.
- 2) Choose **Configure Chemistry Nodequeue** views.
- 3) Choose **View Nodequeue**.
- 4) Change the order by dragging and dropping, and **Save**.

C. Quick Links

Quick links appear in the right hand column after Related links (if any) and their format differs slightly.

- 1) Click on **Site admin**.
- 2) Select **Site settings**.
- 3) Select **Links to configurable settings**.
- 4) Select **Quick links**.
- 5) Add name of your link and URL.
- 6) **Save**.
- 7) To change order of Quick Links, drag and drop to desired order.
- 8) **Remember to save**.
- 9) To change the title of a Quick Link, click on the title in this mode to get the **edit title** instruction. Click **edit title**. **Save**.
- 10) To edit the Quick Link, click on **configure item**.



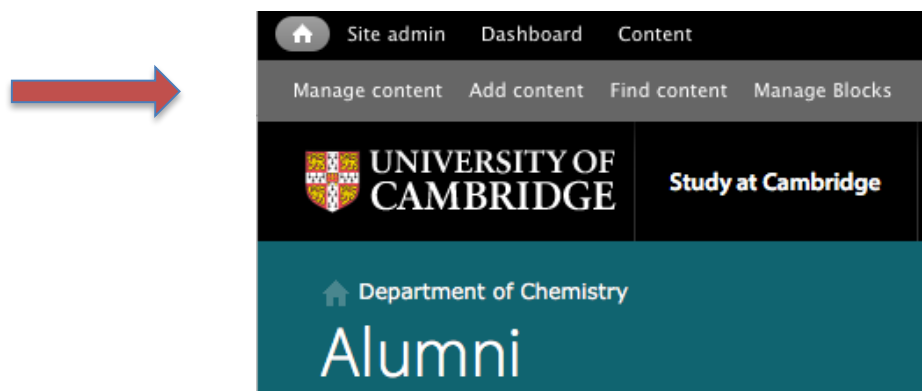
D. To add contact details

- 1) Select **Site admin**.
- 2) Select **Site contacts**.
- 3) Enter correct contact details.
- 4) **Submit**.
- 5) The contact details will appear in the bottom right footer (footer number 4).

E. To add other content to a right-hand sidebar.

See advanced editing skills on page 27.

VII. Managing the site structure



1. Find content

- 1) Click on **Find content** in the top left corner of your screen.
- 2) You may filter the item by **status** (published or not published) and by **type** (basic page, carousel, etc). Select **Filter**.
- 3) You may also enter the full title or key word of the title in the field **Search by Title**.
- 4) Select the content, and choose to **edit** or **delete**.

2. Delete content

Most pages have a **delete** option at the bottom. This action cannot be reversed. Another way to delete content is to:

- 1) Find the content, per the above instructions.
- 2) Select the content, and choose **delete**.

You may also choose more than one page to delete and delete all simultaneously.

- 1) Find the content, per the above instructions.
- 2) Tick all the pages you wish to delete.
- 3) In the **Update Options** field, select **delete selected content** from the dropdown box.
- 4) Select **Update**.
- 5) This action cannot be undone.

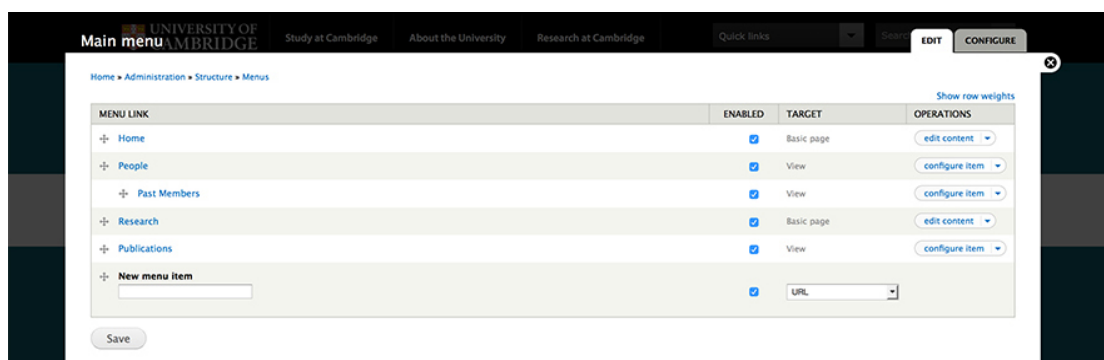
3. Manage main menu and tabs

You can find the main menu to manage in various ways:

- 1) Click on **Manage content**.
- 2) You will see the **Main menu** window.
- 3) You can drag and drop the menu items into the desired places. Move the item to the right to make it a subheading. (Only parent headings and their children are visible on the home page – no 'grandchildren' (ie, sub-sub headings).
- 4) You can also add a **New menu item** (at the bottom of the page):

- a. Type in the new menu item title.
- b. Select Save.
- c. This takes you to a new page. Enter the desired title in the Menu Link Title field.
- d. In the Path field, add a URL for a link, or start typing the name of an existing page within the microsite and the correct page will be prompted.

5) Always remember to **Save** your changes.



OR

- 1) Go to **Structure**.
- 2) Choose **Menus**.
- 3) Choose **Main Menu**.
- 4) Follow the above instructions.
- 5) **Save**.

In Manage Content – delete item, do not delete the page!

VIII. Image definitions and recommended sizes

The Photography and Reprographics Department provides Web-ready photos for the department web pages in the three sizes discussed below. Existing photos are usually made available to view on [onedrive](#).

Please contact Photography and Reprographics at photography@ch.cam.ac.uk for further information about photos.

If you would like to obtain software so you can re-size and crop images on your own computer, contact support@ch.cam.ac.uk.

1. Carousel Image: 885x432 pixels



- 1) The Carousel is generally only used on the home page and must be exactly 885x432 pixels in size.
- 2) Carousel images may be used as leading images on other pages; the system will scale or crop them. The result will depend on the image content; important areas may be lost in the process, rendering the image aesthetically unattractive or incomprehensible in the case of graphics or diagrams. You must check the final image to ensure that it has been scaled appropriately.

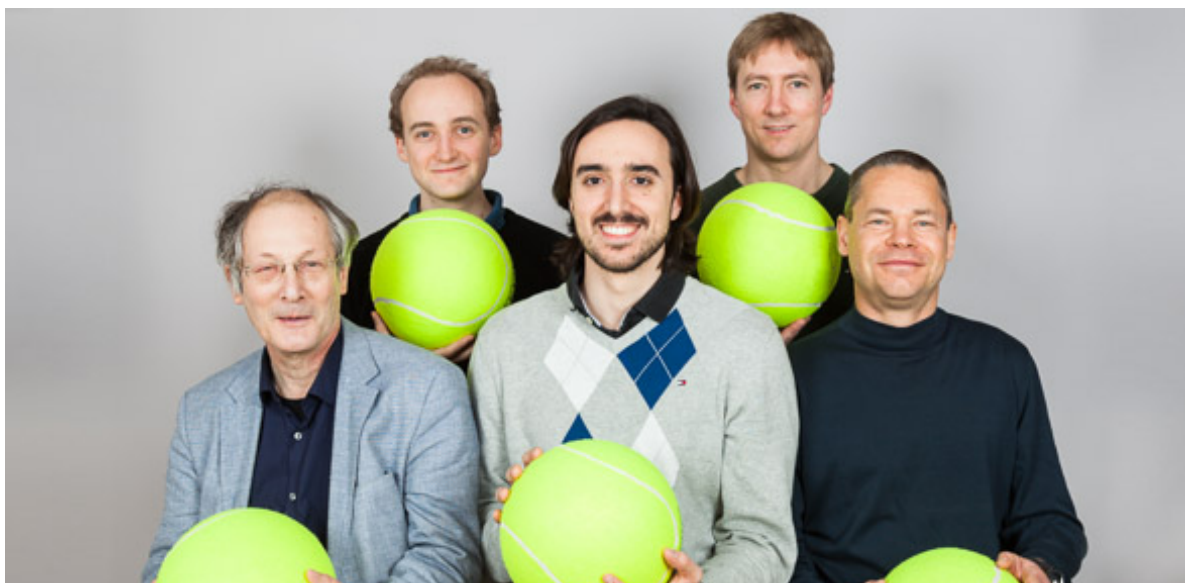
2. Leading Image 1: 885x288 pixels



- 1) Leading image 1 should be used when there is no right hand side bar (eg, no related links or quick links).
- 2) If a sidebar is added the image will be automatically scaled down to 590x288 pixels. You must check the image for correct scaling.
- 3) It is always better to upload the correct-sized image.

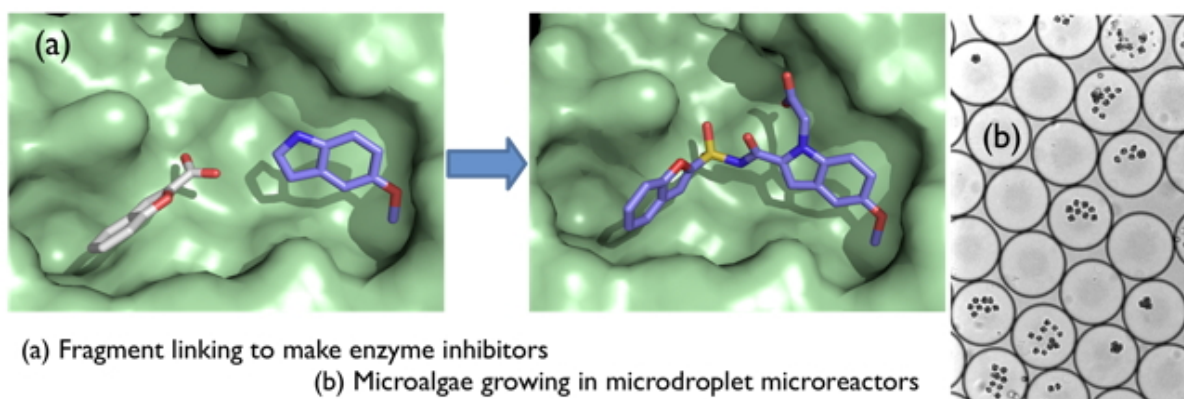
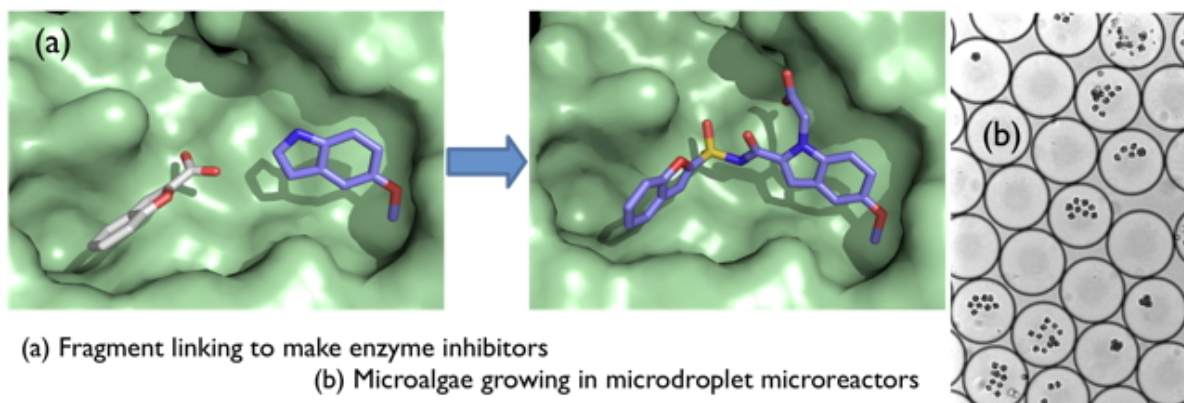
C. Leading image 2: 590x288 pixels

- 1) This image size is designed to work if the right hand side bar is being used for related links, quick links, twitter feed etc.
- 2) If you use a Carousel image or Leading image 1 the system will scale down to 590x288. The aspect ratio of a carousel image would be correct and the picture should display correctly.



4. Inline images

These can be varied in size but it is recommended that you use one of the standard image sizes. Smaller file sizes upload more quickly. Maximum size is 2Mb. See “Adding inline images”, page 15, for instructions.



IX. Advanced editing Skills

You must create and manage blocks in order to create certain sections. These include creating or adding content other than quick links or related links to a right hand sidebar, and creating node queues, such as teaser pages. This use of Drupal is slightly more advanced, and you can ask the Web and Communication team to create these setups for you if you prefer.

1. Create a block

- 1) Go to **Manage Blocks** (menu option in grey menu bar at top of page).
- 2) Select + **Add block**.
- 3) Give the new block a **Block title** and **Block description** (which will appear on the blocks administration page).
- 4) You must enter content in the **Block body**. You may upload a logo, or add the embed code for a Twitter feed or a video, for example.
- 4) Scroll to the bottom of the page and select **Save Block**.

2. Create or add content to a right sidebar (other than quick links or related links)

Most microsites are set up without a right hand sidebar. If you add quick links (page 20) or related links (page 16), then the right hand sidebar will automatically appear. However, sometimes you may wish to add content other than quick or related links, such as a Twitter feed or a logo, to a right hand sidebar. To get content into the right side bar you need to create a block and assign it to the sidebar region. You can either do this all in one block, or create several blocks.

- 1) Follow the steps above to create a block.
- 2) Go to **Manage Blocks**. Find the name of your new block listed under **Disabled** in the **Manage Blocks** page.
- 3) Go to the drop-down menu to the right of your block title and select **Sidebar**, which will transfer the new block to the Sidebar region.
- 4) Select **Save Blocks** (bottom of the page).
- 5) By default, your block should now appear in the sidebar on every page. You may limit the pages on which the block appears (eg, you may only want it to appear on the home page or on a selected page).
- 6) To select where the block will appear:
 - Go to **Manage Blocks**.
 - Find your block and select **Configure**.
 - Go to **Show block on specific pages**.
 - Choose one of the options ("All pages except those listed" OR "Only the listed pages").
 - Enter the page links into the text box that you wish to exclude/include.
 - Enter just the page name for the URL (eg, for <http://www-jones.ch.private.cam.ac.uk/research>, you would enter **research**, for <http://www-jones.ch.private.cam.ac.uk/latest-news> enter **latest-news**.)
 - To exclude or include child pages under a parent url, enter **parent/***.
 - **Save block**.

3. Create a new teaser page

Home pages are already set up with the capacity to create teasers, and you simply have to create the teaser pages (see page 16). However, you may wish to set up a new page of teasers (see, for example, the [“Current news items”](#) page on the department website). To create a new page of teasers, you will need to take the following steps:

- A. Create a node queue
- B. Assign the node queue to a block and configure the block
- C. Configure the way the node queue will look
- D. Add “nodes” (existing pages) to the queue.

We take you through each of these steps below.

A. Create a node queue:

- 1) Go to **Site admin** (top left corner).
- 2) Select **Add a new nodequeue**.
 - For some pages you might have to go to **Site Admin**, then select **Site Settings**, then select **Nodequeues** under “**Links to configurable settings**”, then select **+ add simple queue**.
- 3) Give the page a title (eg, if you are creating a node queue of teasers for your research group’s different research areas, you might call it Research Group Interests)
- 4) Scroll down to **Types** and select **Basic page**.
- 5) Select **Submit** to save.

B. Assign your new node queue to a block and configure the block:

- 1) Go to **Manage Blocks**.
- 2) Find your new node queue under the **Disabled** Section.
- 3) In the drop down menu to the right of your node queue, select **Content**.
- 4) Select **Save blocks**.
- 5) Now your node queue should have moved to the **Content** region of the **Manage Blocks** page.
- 6) Go to **Manage Blocks**, find your node queue and select **Configure**.
- 7) Select your desired visibility settings by choosing one of the options (“All pages except those listed” OR “Only the listed pages”).
 - Enter the page links into the text box that you wish to exclude/include. Generally this will only be on the home page of your microsite, or one particular page (eg, Research News or Research Interests). Note: this page must already exist as a basic page, and you must know the link.
 - Enter just the page name for the URL (eg, for <http://www-jones.ch.private.cam.ac.uk/research>, you would enter **research**, for <http://www-jones.ch.private.cam.ac.uk/latest-news> enter **latest-news**.)
 - To exclude or include child pages under a parent url, enter **parent/***.
 - **Save block**.

C. Configure the way the node queue will look:

- 1) Now you need to configure your node queue. Go to **Site admin**, find the name of your node queue, and select **Configure**.

2) You may now choose to have your nodes appear vertically or horizontally, and you can choose how many columns will appear. Look at other microsites for examples (eg, the [home page](#) of the department website has 9 vertical teaser nodes arranged in three columns. The [Research Interest Group](#) pages have five horizontal teaser nodes arranged in one column.)

D. Add nodes to the node queue.

- 1) Select **Site Admin, Configure Chemistry Node Queue Views**.
- 2) Find your node queue and select **View Node queue**.
- 3) The node queue is empty and you must add nodes.
- 4) If the page you wish to add is a page that already exists within your website, you can simply start typing its name, and it will appear. Click **add content** and **Save**.
- 5) If the page exists in a different website, you will have to create a new basic page with an image, a summary, and a 'teaser link' to the page you wish to tease (see creating Teasers at page 19).

4. Embed a video

- 1) Upload the video to the department YouTube channel at https://www.youtube.com/channel/UC3Jf5CxTQD5_h-HEBI5qolg.
- 2) Go to the **Share** option below the uploaded video and select **embed**.
- 3) Copy the html code presented (<iframe.....</iframe>)
- 4) **Log in** to your website and select **Edit** for the page where you wish to upload the video.
- 5) Select **Source** from the editing tools, which will reveal the html code for that page.
- 6) Select the location where you wish the video to appear and paste the copied html code.
- 7) You will need to ensure the code isn't re-formatted by a text editor if this is in place.
- 8) Remember to **Save**.

Specialist Sites

I. Special instructions for Research Group microsites



The Communications and Web team have developed a template which is available for the use of all research groups. The template incorporates an automatic feed from the departmental database for group members and publications, to prevent the need for manual updates.

You will still need to provide group news and information about your research. It is suggested that in addition to the PI, one or two members of the research group are trained to edit the site.

Instructions on editing the following features are given below:

- 1) People - current group members
- 2) People - past group members
- 3) Research pages
- 4) Publications
- 5) Adding new pages to your Research Group site

If your group requires different features, please contact the [Communications and Web team](#), who would be pleased to work with you to develop new features.

1. People – current group members

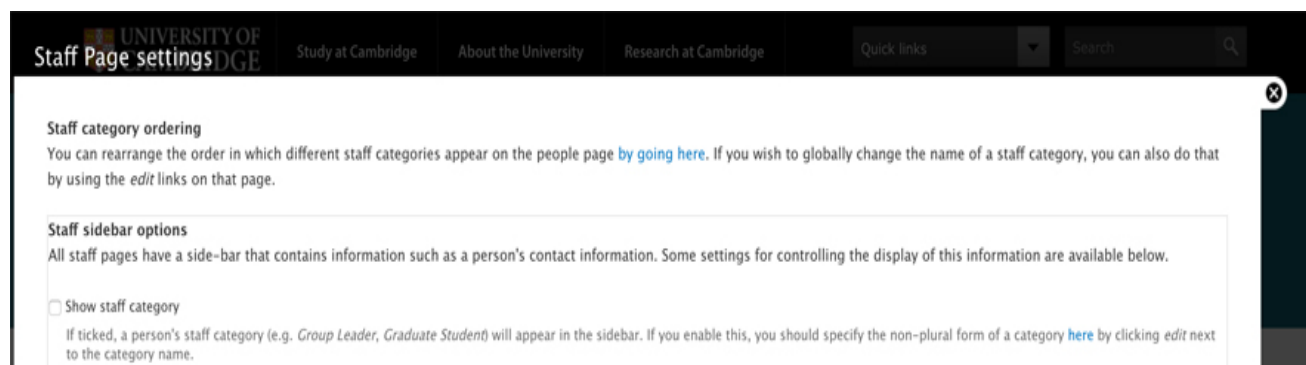
A. To populate your group members page

- 1) Go to **site admin**.
- 2) Click on **staff page settings**.
- 3) You will see the default **Staff Content** options, which will include some or all of these terms:
 - M.Phil
 - Head of group
 - M.Phil student
 - Part III student
 - Support staff
 - Postdoctoral researcher

- Research assistant
 - Graduate student
 - Undergraduate student
 - Visitor
 - Staff
- 4) Click on the categories you wish to appear on your Group Members page. If the category you need does not appear as an option, you can add a customised category name (see next instructions).
 - 5) **Save.**

B. To add an additional staff category

- 1) Go to **Site admin.**
- 2) Click **Staff page settings.**
- 3) Click on **by going here** (in the first line under “Staff category ordering”).



- 4) Click on **+Add term.**
- 5) Create the name of the new staff category.
- 6) Insert both the **Plural** and the **non-plural** form.
- 7) **Save.**

C. To change the hierarchy of staff categories

You may wish to change the orders in which the categories appear on your staff page. To do so, follow these instructions:

- 1) Go to **Site admin.**
- 2) Click on **Staff page settings.**
- 3) Click on **by going here** (in the first line under “Staff category ordering”).
- 4) This takes you to a page called “Staff category.” You can drag and drop the categories into any position you wish by putting your cursor on the cross next to the category name.

[Show row weights](#)

NAME	OPERATIONS
+	edit
+ M.Phil	edit
+ Head of group	edit
+ M.Phil student	edit
+ Part III student	edit
+ Support staff	edit
+ Postdoctoral researcher	edit
+ Research assistant	edit
+ Graduate student	edit
+ Undergraduate student	edit
+ Visitor	edit
+ Staff	edit

5) Always remember to click **Save**, or your changes will not show up.

D. To manually change the category of a group member

- 1) Go to the “People” page.
- 2) Click on the name of the group member whose category you wish to change.
- 3) This will bring you to their staff page on your research group site.
- 4) Click on the **edit** tab of the staff page.
- 5) Tick the field **Custom Staff category**.
- 6) Go to the **Staff category** field and start to type the desired staff category; the category name will be supplied. Note: The desired staff category must already exist (if it doesn’t exist, see “To add an additional staff category”, page 27, which must be done before this step).
- 7) Note that this is a manual override of the group member’s designation in the database, and you must manually update the category if the staff member leaves the group or their role changes (you may also untick **Custom staff category** and the designation will revert to what exists in the database).

E. To add a group member who is external to the department:

This feature enables you to add people who are external to the department (ie, not on the department database or on the University HR system) to your group pages.

- 1) Click on **Add Content**.
- 2) Select **External staff page**.
- 3) Start to type in **Staff category**, and the category will be provided.
- 4) Upload a **photo**, recommended size 150x200 pixels.
- 5) Complete the other information requested.
- 6) **Save**.
- 7) Note, it may take a little while for the new page to show up on the website.

F. To create a custom current members page

This allows you to manually create your own custom group members page. If you choose to do this, you will need to update regularly to ensure it is accurate.

- 1) Go to **Site admin**.
- 2) Click on **Staff page** settings.
- 3) Tick the box marked **Custom current members page**.
- 4) Choose **Save configuration**.

2. People – past group members

The past members page is enabled as an automatic feed from the department database. However, you can make the following changes.

A. To change the title of the past members page

If you prefer to call your page something other than “past members” (eg, “alumni”), take the following steps:

- 1) Go to **Manage content**.
- 2) Go to **Past Members** and click **edit title**.
- 3) Type in your desired title.
- 4) Be sure to click **Save** at the bottom of the page.

B. To edit the past members page

- 1) Under the **People** tab, click on **Past Members**.
- 2) Next to each name, there is an **edit** link.
- 3) Click the **edit link** to bring you to that person’s information page.
- 4) You can change the following information within the page:
 - a. **Staff category** (Check **custom staff category**, then type in the desired staff category (note, this must be a staff category which already exists, see page 27 & 28 above).
 - b. **About**: You can add information about the person.
 - c. **Related links**: Add related links.
 - d. **Switch physical status**: Tick to change status from current to past, or from past to current.
 - e. **Year start/Year end**: You may change this if you wish, or leave blank
 - f. **Current email/current URL**
- 5) Make sure to **Save** any changes.

C. To create a custom past members page

This feature allows you to manually create a custom past group members page. If you choose to do this, you will need to update regularly to ensure it is accurate.

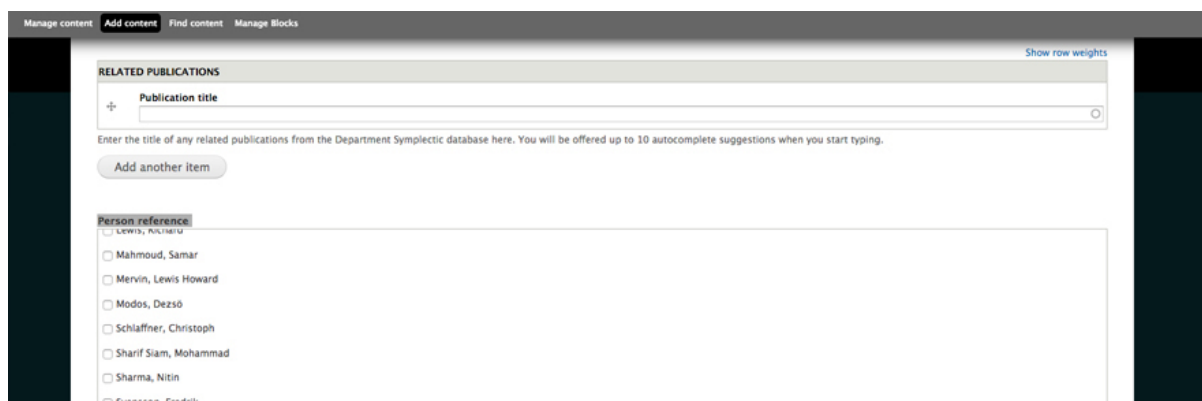
- 1) Go to **Site admin**.
- 2) Click on **Staff page** settings.
- 3) Tick the box marked **Custom past members page**.

- 4) Choose **Save configuration**.

D. To disable the past members page (so it can no longer be viewed)

- 1) Go to **manage content**.
- 2) Find the **past members** page.
- 3) Untick **enabled**.
- 4) The page will no longer be visible.
- 5) Be sure to **Save** the new configuration.

3. Research pages



A. To create a research page

You may create research pages which highlight different areas of your group's research, and include the publications of selected group members. For each page, take the following steps:

- 1) Go to **Add content**.
- 2) Click **Research page**.
- 3) Insert content as you would for any basic page (see "Adding content to an existing page", page 7).
- 4) Notice two features different from a Basic Page:
 - a. **Related Publications**: Typing in the Publication title field will trigger an auto-selection feature, offering items from the publication site. Choose the appropriate paper(s) and save.
 - b. **Person reference**: The names of all group members appear in this field. Select the name/s of the people whose publications you want to see on the page and save.
- 5) At the bottom of the page, choose **Research** as the parent item.
- 6) Ensure the **Menu link title** matches the title that you have given the page.
- 7) **Save**.

B. To change the order of your research pages in the menu

- 1) Go to **Manage content**.
- 2) Drag and drop by clicking on the **cross icon**.
- 3) **Save**.

4. Publications

The screenshot shows a navigation bar with links: Home, People, Research, Publications (highlighted), Equipment, Sponsors, Open Positions, and Collaborations. Below the navigation bar is a teal header with the word "Publications".

Tips on using this search form

- All search terms are case-insensitive
- If you specify more than one search option (e.g. you search for both "Authors" and "Paper title") then the publications returned will be those that match *all* of your search terms
- To reset the search form, click [here](#)
- Currently displaying 1 - 20 of 171 publications

Author(s)
Includes any of [dropdown] [text input]

Publication title
Contains the phrase [dropdown] [text input]

Journal Name
Contains the phrase [dropdown] [text input]

Publication year
Is equal to [dropdown] [text input] [Search > button]

A. To change the default publications feed from Symplectic

By default all publications by the group PI appear on the **Publications** page as an automatic feed from Symplectic. To change the settings (eg, add or delete group members' publications), take the following steps:

- 1) Go to **Site admin**.
- 2) Choose **Publication settings**.
- 3) By default the group PI CSRID will appear in the field. You can enter the CSRID of any other people whose publications you wish to appear on the publications page.
- 4) Alternatively check **Show publications for all staff pages** to include publications of all group members.
- 5) Press **submit**.

B. To add Selected Publications to a group member's page

Each group members's page contains an automatic publication feed from Symplectic. You can choose to add a separate section for **Selected Publications**.

- 1) Go to the group member's page.
- 2) Click on **Edit**.
- 3) Scroll down to **Selected Publications**.
- 4) Start typing the publication title, and the title will be auto-completed.
- 5) **Save**.
- 6) **Selected Publications** will show up as a separate heading on the group member's page.

C. To add images to your publications feed

All publications by members of the department appear on the department website at <https://www.ch.cam.ac.uk/publications> and on individual staff pages and in Group Research

microsites. The website filters the publications via Symplectic, using an algorithm to find an appropriate image for most publications.

If you wish to add or change the image attached to a specific publication, follow these directions:

- 1) Go to the publications microsite: <https://publications.ch.cam.ac.uk>. You must use your Raven password to access the site.

The screenshot shows the 'Publications' page of the Department of Chemistry. It features a search form with four main categories: Authors, Journal Name, Publication Year, and Paper Title. Each category has a dropdown menu for search criteria and a text input field. The Authors dropdown is set to 'Includes any of', Journal Name to 'Contains the phrase', Publication Year to 'Is equal to', and Paper Title to 'Contains all of these words'. A 'Search >' button is located to the right of the input fields. Below the search form, there is a note about the number of publications displayed: 'Currently displaying 1 - 20 of 19881 publications'.

- 2) Search for the publication to which you wish to add an image.
- 3) Click on the title of the publication.
- 4) This takes you to a new page where you can upload the desired image.

The screenshot shows the 'Edit Publication' page for the publication titled 'New horizons for cellulose nanotechnology'. At the top, there are three tabs: 'VIEW', 'EDIT', and 'REVISIONS'. The 'REVISIONS' tab is active. Below the tabs, there is a section for 'Publication image' with a 'Choose File' button (showing 'no file selected') and an 'Upload' button. A note below this section states: 'Please note: all images attached to a publication will be visible on Department websites (including some research group sites, and the Department website). Files must be less than 8 MB. Allowed file types: png gif jpg jpeg.' Below the image section, there is a 'Revision information' section with a 'New revision' label and a 'Revision log message' text area. A note below the text area states: 'Provide an explanation of the changes you are making. This will help other authors understand your motivations.' At the bottom of the page, there are three buttons: 'Save', 'Preview', and 'View changes'.

- 5) Image size must be below 2Mb.
- 6) Please be aware that <http://publications.ch.cam.ac.uk> is a live site, and changes published there will immediately update all department websites. Be very careful when uploading and do not experiment in this area. Seek advice and assistance if you are unsure.

5. Other features of your Research Group microsite

- 1) You may add features such as a Carousel, Teasers and Quick Links to your site (see "Home Page Set-up", page 18).

- 2) You can create additional basic pages (see “Creating a new page”, page 17) and add them as menu items to your home page (see “Menu link title”, page 16 and “Manage main menu and tabs”, page 21).

II. Committees microsite

All committee Chairs and Secretaries should have editing rights to the Committees microsite. If you think you should have editing rights but cannot access the site, please contact the communications team (details below).

In the Committees microsite, will be able to add terms of reference, add/delete committee members and their roles, and upload committee papers, including agendas and minutes.

1. To access the Committees microsite

- 1) Go to the [Committees microsite](https://www.ch.cam.ac.uk/committees/) (<https://www.ch.cam.ac.uk/committees/>).
- 2) Click on your committee's **name** on the diagram, which brings you to that committee page.
- 3) **Log in.** (Note: Our website has a quirk which means if you were previously logged in to a different department microsite and hadn't logged out, you may have to browse to <https://www.ch.cam.ac.uk/committees/user/logout>, before you are able to log in to the Committees site).
- 4) You should see tabs at the top of your committee page that say **View** and **Edit**.
- 5) Click on the **Edit** tab.

You may now make the following revisions:

2. Add terms of reference

- 1) Type the committee's terms of reference in the box headed **Terms of reference**.
 - See "Adding content to an existing page" (page 7) for basic instructions on entering text.
 - Terms of reference should be clear and concise. It is good practice for the terms of reference to have no more than 8 points (see [Library terms of reference](#) for an example).
- 2) Scroll down to the bottom of the page and select **Save** (or your changes will be lost).

3. Add/delete committee members

- 1) Under the **Edit** tab, scroll down to the section headed **Committee Members**.
- 2) To remove an existing committee member, select **Remove** and **Save**.
- 3) To change the role of an existing committee member, select their appropriate role from the drop down box headed **Role** under their name. Remember to **Save**. If the desired role does not exist in the dropdown box, please contact the communications team and we will add it.
- 4) To add a new Committee member:
 - Select **Add another Paragraph**.
 - Start typing the committee member's name in the field headed **Member** and select the correct name when it appears.
 - Select the **Role** of the new committee member.
 - **Save**.

4. RIG Committee members: a special case

- RIG Committee members are taken as an automatic feed from the database.
- Only secretaries can be manually added to the RIG member list.
- RIG secretaries are responsible for ensuring that their RIG membership is correct in the database.

A. To add or delete a RIG member in the database

- 1) Go to the Chemistry database (<https://database.ch.private.cam.ac.uk/db-v3/login.php>) and **log in**.
- 2) Select **View>Research Interest Group**.
- 3) Click on the appropriate RIG.
- 4) To add an Associate RIG member
 - Go to the field **RIG member**.
 - Select **Others**.
 - Find the name you need in the drop down list and click on it.
 - That name is automatically added to the field **RIG member**.
- 5) To add a Core member
 - Go to the field **Primary member**.
 - Select **Others**.
 - Click on the name you need in the drop down box and it is automatically added.
 - Note that this drop down box only includes academic members of staff.
- 6) To delete a RIG member
 - Go to either field (**RIG member** or **Primary member**) and click on the name.
 - It is automatically deleted.
- 7) Select **update** to save your changes. If you have made a mistake, simply navigate away from the page and don't **update**.

5. Upload committee papers

A. Upload minutes, agendas and background or other documents, restrict documents so they can be seen only by committee members, tag restricted documents as “draft” or “pre-approved.” (See B below for replacing draft versions with final versions).

- 1) Go to **Add Content** at the top left (grey area) of the committee page.
- 2) Select **File upload**, which takes you to the **Create file upload** page.
- 3) On the **Create File upload** page, select the **File type** from the drop down menu.
 - An **agenda document** is any type of paper, other than the agenda or minutes, that is relevant to the next meeting. It will appear with the agenda in the committee's list of agendas.
 - An **other document** may be any other type of document (eg, a constitution) that is relevant to the committee as a whole, but not to a particular meeting.
- 4) Select **Browse**, and choose the file from your computer that you wish to upload. Files must be less than 20MB and must be in txt, doc, docx or pdf format.
- 5) **Upload** the file.
- 5) Select your committee from the drop down **Committee** list.
- 6) Select the **Meeting date** to which the file is relevant. (If no meeting date is selected, the default date will be the date the document is uploaded).
- 7) Choose the level of **Access**.
 - **Restricted**: The file is only visible to committee members.
 - **Unrestricted**: The file is visible to members of the department who have Raven access.
 - If you have a document that is permitted to be seen by *some* committee members but not by others, please do not upload it here – circulate by email.
- 8) If the file is set as Restricted, set the relevant **Title tag**.
 - **Restricted**
 - **Restricted Draft** refers to minutes which have not been approved by the committee.

- **Restricted Pre-approved:** Some committees prefer the term pre-approved to refer to minutes which have been reviewed but have not received final approval from the full committee.
- If the File is set as **restricted** and no **Title Tag** is set, then on the page the file will simply be tagged as restricted.

9) Remember to **Save**.

B. Replace draft or pre-approved minutes with final versions

- 1) To prevent several versions of the same Minutes appearing in the Committee documents list, go to **edit** the existing Draft or Pre-approved Minutes, and replace the old file with the final (or different) version.
- 2) Go to your committee page.
- 3) Choose the draft or pre-approved minutes that you wish to change, and click on **view node**.
- 4) Under the heading **file**, remove the existing file and upload the new version.
- 5) Change other headings as needed (eg, restricted to un-restricted).
- 6) **Save**.

6. Trouble shooting

- 1) I am trying to add a new committee member, but their name doesn't show up – what do I do?
 - If the person is a member of the department who should be in the department staff database, please contact Emma Graham (ejg49@cam.ac.uk) to ensure the person is added to the staff database. Note that once they are added to the database, you may need to wait overnight for the system to refresh before the website will pick up their name.
 - If the new member should not be in the department staff database, then you can add them to your Committee by selecting **Extra Committee Member**. Complete all the fields if possible:
 - Title = their name (e.g. "Dr John Smith"); Sortable name = Their name expressed in a way that makes them easy to locate in a list (e.g. "Smith, John").
- 2) I cannot access the editing pages or the RIG view of the database.
 - Try going to the URL and at the end type: /user/logout. Then log in again.
 - Try using a different web browser.
 - If neither of these solutions works, contact support@ch.cam.ac.uk and request editing access.
- 3) I want to add a new RIG member to our RIG committee, but their name doesn't show up on the RIG view in the database.
 - The person must be listed in the database for their name to be visible on the RIG view. Contact Emma Graham ejg49@cam.ac.uk to ensure they are added to the database (see question 1 above).

If you have any further questions about editing the Committees microsite, please contact a member of the [Communications and Web Team](#):

- Diane Harris, Project Delivery Coordinator: dh473@cam.ac.uk
- Rachel Gardner, editor Chem@Cam: rg580@cam.ac.uk
- Carl Hogsden, IT developer: cdh30@cam.ac.uk

Questions relating to purely technical issues (eg, My computer won't start! My email doesn't work!) should always be directed to support@ch.cam.ac.uk.

*Presented by the Communications and Web Team
Contact dh473@cam.ac.uk*

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