Portal Agency Training Manual

Advanced Editors Guide

Drupal 7 – GeorgiaGov Platform

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Support: For further assistance, fill out a Support Request at http://portal.georgia.gov/support

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1.0 Review

1.1 Terminology

Absolute URL – a link that is formatted with a full web path, e.g. http://georgia.gov/education.

Alternative (or Alternate) Text – a sentence that describes what's happening in a graphic or photograph. Search engines and screen readers display alternative text for site visitors who have visual impairments. The better your agency's alternative text, the more accessible and user-friendly your site will be.

Block – a placeholder for content on a page, also known as a content area.

Box – a feature that is placed inside of a content area on a page (Page Elements)

Categories - the Master "tag" list for content on the GeorgiaGov Platform. This list is filled with high level categories that can define any content item.

Content Area – a placeholder for content on a page

Content Item – a piece of content (built with articles, images and videos) that typically corresponds to a single page on your agency's site and includes a title, an optional body and other customized fields. In Drupal, developers also refer to content items as **nodes**.

Content Type – the formatting you chose for a content item. Examples include blog posts, photo galleries and press releases.

Menu – a place to organize your content so that users can find it. The Navigation Menu is your primary menu for this.

Node – Drupal term for any Content item.

Relative URL – a link that is formatted with a partial web path and points to content on your agency's site. On GeorgiaGov, for example, the relative URL "/agency-list" points to http://georgia.gov/agency-list. These URLs work on all content types, although they do not work on the homepage.

Template - the layout and presentation display that your information "fits" into.

2.0 Webforms

When you need to collect information or feedback from your site visitors, you'll need to build a webform. Many agencies use webforms to build interactive *Contact Us* pages, for example.

After visitors fill out the form, those form results can be stored in a number of ways. You can send their responses to a recipient via e-mail, and view results when you're logged into Drupal. You can also export the results into an Excel spreadsheet to review data trends.

2.1 Building a Webform

To start building your webform:

1. From the Admin Toolbar's shortcut area, click on **Add Content.**
2. From the **Add Content** screen, select **Webform.**
3. Add a **Title**. This title should be unique for each webform you build, as it will create the page URL and serve as a reference when you *Search Content*.
4. Enter introductory **Body** text. This text will display directly above your form.
5. Under **Menu Settings**, ***do not*** check "Provide a menu link" yet. Only after you've built your entire form and checked it for accuracy will you want to create a menu link.
6. When you're done, **Save** the beginning of your form.

> ***Note:*** The fields for **Secure with SSL** and **Access Restrictions** are only needed for Secure Webforms. **Secure Webforms** allow you to create a forced HTTPS webform for secure communication and submissions through your website. Submissions through the secured webform are stored in a way that only authorized and authenticated users can view the results. For more information and training materials on how to use Secure Webforms, ask your GTA Web Account Manager.

2.1.1 Understanding Components

Now you will add **Components** to your new form. Components create the interactive fields that allow visitors to submit their responses. You can collect data in the following formats using Webforms:

Component	Purpose
Date	Select a date by Month, Day, and Year format, or using a pop-up calendar.
E-mail	Requires a response in e-mail address format.
Fieldset	Organize multiple components in one section and make the section collapsible.
File	Allows the respondent to upload a file.
Grid	Creates a multiple-choice survey table.
Hidden	Allows you to submit additional information about the form's processing to a Web application. Your form respondents will not see these fields. (*This field's function is very specific, and it's unlikely that you'll need to use it. To learn more about Hidden fields, visit Drupal.org.*)
Markup	Add additional text between interactive component fields.
Number	Accepts only numerical data.
Page Break	Creates a multi-page form with a "Next" button to advance to the next series of form fields.
Select Options	Allows for creation of dropdown lists, select lists, checkboxes and radio buttons.
Text Area	Allows the respondent to enter a block of text. (e.g. comment fields)
Textfield	Allows the respondent to enter one line of text. (e.g. name field)
Time	Allows respondent to specify a time by Hour and Minute.

Once you know the information you need to gather from your form and determine which components will work best, you'll continue building your form on the Webform Components page.

To add components:

1. Under **Label**, type in the *New Component Name* field. This is the title for your field. So, if you want to collect a respondent's name, you'll type in "Name" for *New Component Name*.
2. Under **Type**, select the type of component you need (see list above for descriptions).
3. If you'd like to make the field **Mandatory**, select the checkbox.
4. Under **Operations**, click to **Add** the component.

You'll be directed to a new screen to add more information about that one component. The following section outlines the settings you will see on your next screen based on the component type you select.

2.1.1.1 Date component

Mandatory fields:

- **Label** already shows the field name you've selected
- **Field Key** automatically fills in based on that label.

Optional fields:

- **Default Value** – text to automatically display in the field itself. If you don't set a Default Value, the field will be left blank.
- **Description** – help text that will show beneath the field to guide respondents as they answer.
- **Default Value Timezone** – which timezone you'd like data to reference.
- **Validation** – to make the field *mandatory* and set parameters on the date itself. By default, the start date can fall two years before the date of the webform submission, and it can extend two years after the webform submission. You can change these parameters to best suit your needs.
- Under **Display**, check if you want the **popup calendar** to display, or show the year as a textfield.

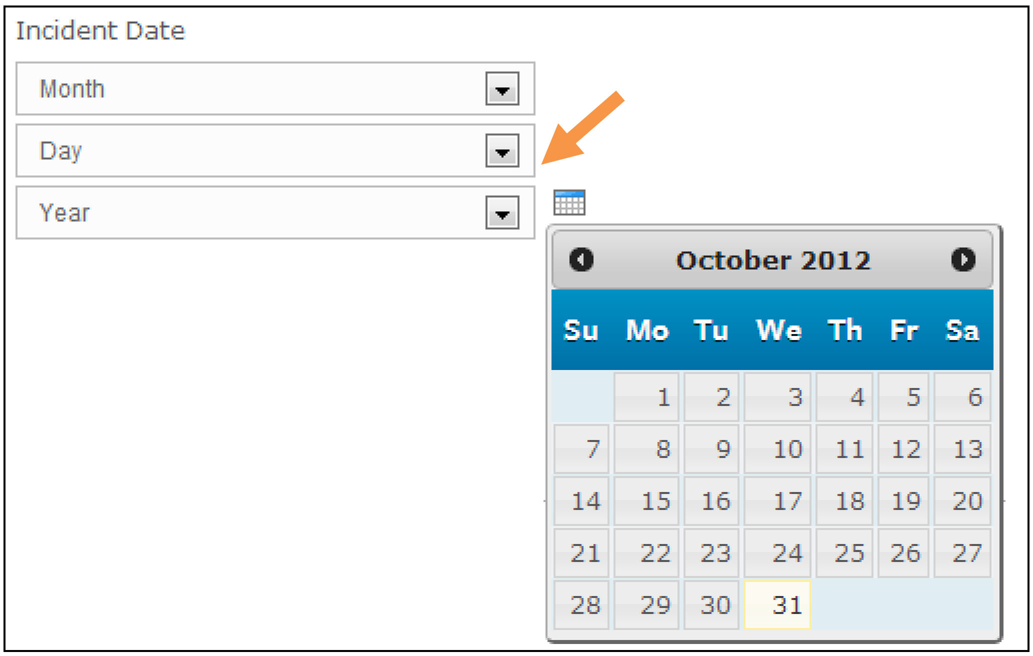


Figure 1 Date field with popup calendar

- **Label Display** – can be set to ***None*** from the label display dropdown if you don't want the label to show.
- **Private** – checking this box limits who from your agency can see the results from that field. Because only one or two contacts at your agency will likely ever see these results, this option to add privacy to a field is not so important. ***Note:*** *We recommend just leaving that box unchecked.*

When you've finished filling out the form, click **Save**.

2.1.1.2 E-mail

Mandatory fields:

- **Label** already shows the field name you've selected
- **Field Key** automatically fills in based on that label.

Optional fields:

- **Default Value** – text to automatically display in the field itself. If you don't set a Default Value, the field will be left blank.
- **User e-mail as a default** – prepopulates the field with the e-mail address of a person logged into the system (*typically not needed – leave this unchecked*).
- **Description** – help text that will show beneath the field to guide respondents as they answer.
- **Validation** – check to make the field *mandatory*. You can also make it *unique*; this will check to make sure no one has entered that e-mail address into this form before. (Useful if you want to ensure that each person only fills out a form once).
- **Width** – Not used. Because your agency site uses a particular theme that comes with defined styles (via its cascading style sheet, or CSS), this setting is overridden.
- **Label Display** – can be set to ***None*** from the label display dropdown if you don't want the label to show.
- **Disabled** – check if you don't want respondents to type an answer into this field.
- **Private** – checking this box limits who from your agency can see the results from that field. Because only one or two contacts at your agency will likely ever see these results, this option to add privacy to a field is not so important. ***Note:*** *We recommend just leaving that box unchecked.*

When you've finished filling out the form, **Save**.

2.1.1.3 Fieldset

Mandatory fields:

- **Label** already shows the field name you've selected
- **Field Key** automatically fills in based on that label.

Optional fields:

- **Description** – this help text will display beneath the fieldset's label and guide respondents as they answer.
- Check to make the fieldset ***Collapsible***, and you can chose to have the fieldset show as ***Collapsed by default***. Unless your form is long, there's little reason to make the fieldset collapsible.
- If you don't want the field label to display, you check to ***Hide label***.
- **Private** – checking this box limits who from your agency can see the results from that field. Because only one or two contacts at your agency will likely ever see these results, this option to add privacy to a field is not so important. ***Note:*** *We recommend just leaving that box unchecked.*

When you've finished filling out the form, **Save**.

After saving, you'll return to the main Webform page. To move components, click and hold on the handle to the left of the component name; now drag-and-drop those components into your new fieldset (nested components will be indented under the fieldset).

Figure 2 Components nested under a fieldset (*handle for drag-and-drop is circled*.

2.1.1.4 File

Mandatory fields:

- **Label** already shows the field name you've selected
- **Field Key** automatically fills in based on that label.

Optional fields:

- **Description** – help text that will show beneath the field to guide respondents as they answer.
- Select which **Upload Directory** you'd like to store your files. By default, the system stores your files in the *webform* directory. Optionally, if you'd like to store files in a folder under the webform directory, type in your new directory name. Your image and file upload area, or IMCE, will create this new directory as a sub-directory of its root folder. (***Note****: be sure to follow standard web folder naming conventions and do not include spaces or special characters in your directory name.*)

Figure 3 Upload Directory with new directory added

- **Validation** – check to make the field *mandatory*. You can also define what your maximum file upload size will be and what file extensions you'll accept.

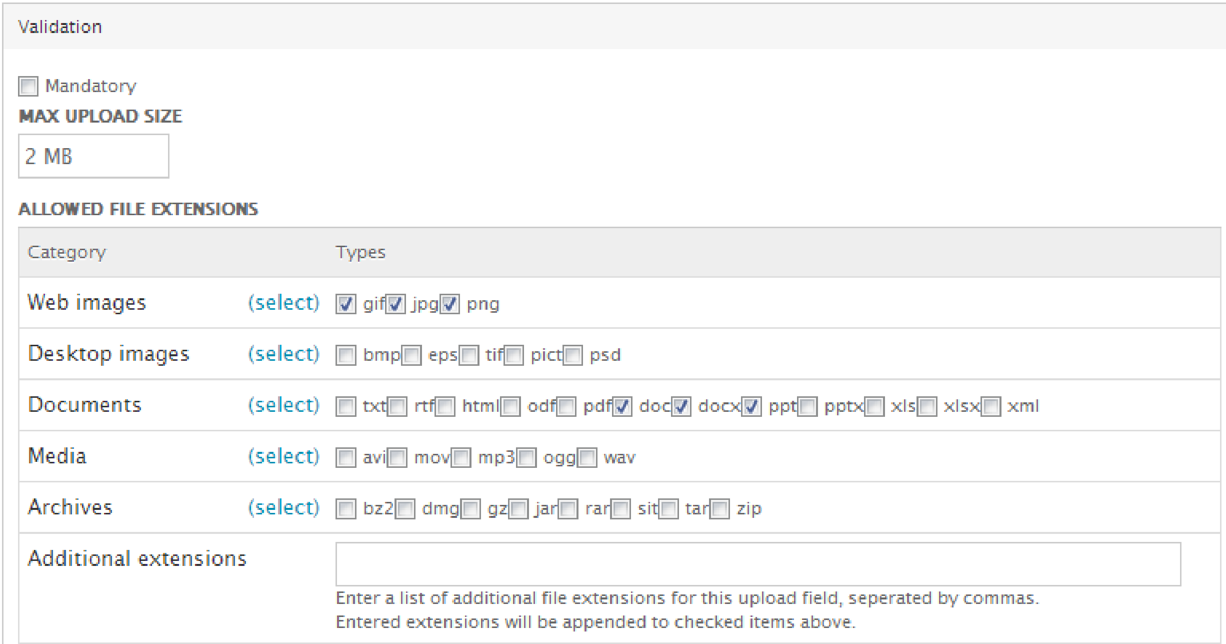


Figure 4 Validation options

- **Label Display** – can be set to ***None*** from the label display dropdown if you don't want the label to show.
- **Progress Indicator** – shows while a file is in the process of uploading. Choose between the ***throbber*** or the ***bar with progress meter***.

Figure 5 Progress Indicators: Throbber (left), Bar with progress meter (right)

- **Private** – checking this box limits who from your agency can see the results from that field. Because only one or two contacts at your agency will likely ever see these results, this option to add privacy to a field is not so important. ***Note:*** *We recommend just leaving that box unchecked.*

When you've finished filling out the form, **Save**.

2.1.1.5 Grid

Mandatory fields:

- **Label** already shows the field name you've selected
- **Field Key** automatically fills in based on that label.

- Under **Options**, type in the multiple-choice options you're offering respondents. You'll also need to add **a key,** or short identifier, for each of those options. You'll divide your key from its option using a vertical bar. So, for a satisfaction survey, your options could look like this:

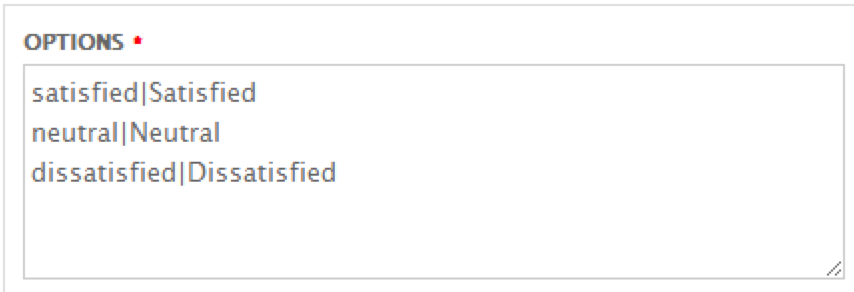


Figure 6 Grid Options field

> ***Note***: To type in a vertical bar, press **Shift** + **** (the backslash key). The backslash key is directly above Enter.

- Under **Questions**, type in the multiple-choice questions you're asking respondents. Again, add a key for each of those questions, and divide your key from its question using a vertical bar. For the satisfaction survey, your questions might read:

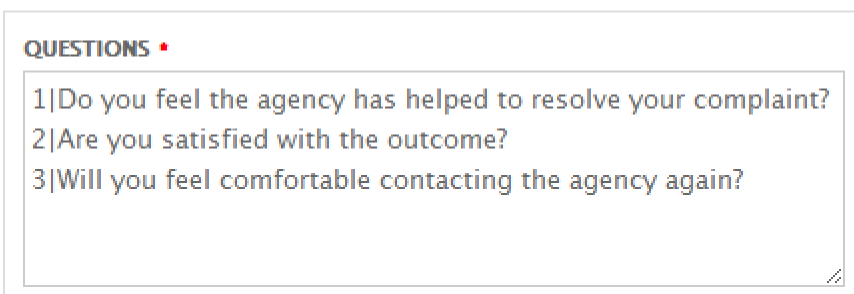


Figure 7 Grid Questions field

Optional fields:

- **Description** – help text that will show beneath the field to guide respondents as they answer.
- **Validation** – check to make the field *Mandatory*.
- Under **Display**, you can opt to *Randomize* the order of the Options and Questions. You can also check *Hide Label* if you don't want the form component's label to show.
- **Private** – checking this box limits who from your agency can see the results from that field. Because only one or two contacts at your agency will likely ever see these results, this option to add privacy to a field is not so important. ***Note:*** *We recommend just leaving that box unchecked.*

When you've finished filling out the form, **Save**. Below is an example of a completed Grid component.

	Satisfied	Neutral	Dissatisfied
Do you feel the agency has helped to resolve your complaint?			
Are you satisfied with the outcome?			
Will you feel comfortable contacting the agency again?			

Figure 8 Grid component

2.1.1.6 Markup

Mandatory fields:

- **Label** already shows the field name you've selected
- **Field Key** automatically fills in based on that label.

Optional fields:

- **Value –** this is where you add whatever text you need in the middle of your form.

When you've finished filling out the form, **Save**.

2.1.1.7 Number

Mandatory fields:

- **Label** already shows the field name you've selected
- **Field Key** automatically fills in based on that label.

Optional fields:

- **Default Value** – text to automatically display in the field itself. If you don't set a Default Value, the field will be left blank.
- **Description** – help text that will show beneath the field to guide respondents as they answer.
- **Validation** – check to make the field *mandatory*. You can also make it *unique*; this means that the same value cannot be used by any other respondents.
- Also under **Validation**, determine whether you'd like your respondents to type in only *integers* and set a *minimum* to *maximum* range for numbers. So, if your field asks about age, and you want to see forms from respondents of professional working age only, you might set your minimum as 21 and maximum as 65.
- If you want to collect information at numerical intervals (*i.e.* the sequences ***2, 4, 6*** or ***5, 10, 15***), you can also choose a *step.*

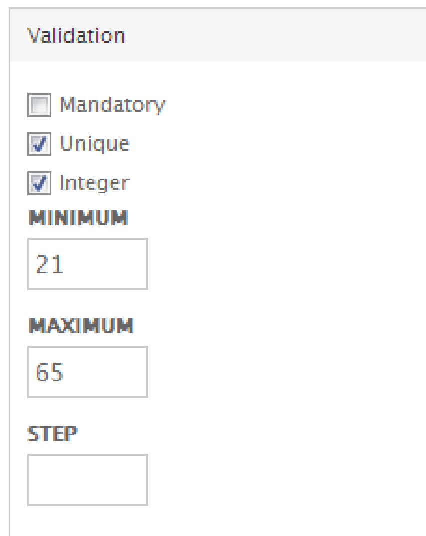


Figure 9 *(Right)*Sample Number Validation fields

- Under **Display**, choose whether you'd like to collect information from a *text field* or from a *select list*. In this area, you may also add *labels* to either side of the field, determine how many *decimal places* you'll accept and select styling for the *thousands separator* and *decimal point.*
- **Label Display** – can be set to ***None*** from the label display dropdown if you don't want the label to show.
- **Private** – checking this box limits who from your agency can see the results from that field. Because only one or two contacts at your agency will likely ever see these results, this option to add privacy to a field is not so important. ***Note:*** *We recommend just leaving that box unchecked.*
- **Analysis** - If, when you analyze your data, you'd like to ignore instances of the input value "0," check *Exclude Zero.*

When you've finished filling out the form, **Save**.

2.1.1.8 Page Break

Your **Label** already shows the field name you've selected, and the **Field Key** automatically fills in based on that label. For this component, simply click **Save**.

2.1.1.9 Select Options

Mandatory fields:

- **Label** already shows the field name you've selected
- **Field Key** automatically fills in based on that label.

- **Options –** type in the options you're offering respondents. You'll also need to add **a key,** or short identifier, for each of those options. You'll divide your key from its option using a vertical bar. For example, if you were to build a multiple option list that asks respondents how they get community news, it could look like this:

OPTIONS *

```
Blog| I follow community blogs.
Newspaper|I read the newspaper.
Radio| I listen to my local radio station.
Television| I watch the local newscasters.
```

> ***Note***: To type in a vertical bar, press **Shift** + **** (the backslash key). The backslash key is directly above Enter.

Optional fields:

- **Default Value** – text to automatically display in the field itself. If you don't set a Default Value, the field will be left blank.
- **Description** – help text that will show beneath the field to guide respondents as they answer.

Your list can take on one of the following display options based on your settings:

Listbox: not checked, **Multiple**: checked ☐ I follow community blogs. ☐ I read the newspaper. ☐ I listen to my local radio station. ☐ I watch the local newscasters.	**Listbox**: not checked, **Multiple**: not checked ○ I follow community blogs. ○ I read the newspaper. ○ I listen to my local radio station. ○ I watch the local newscasters.
Listbox: checked, **Multiple**: checked I follow community blogs. I read the newspaper. I listen to my local radio station. I watch the local newscasters.	**Listbox**: checked, **Multiple**: not checked I follow community blogs. ▼

- **Multiple** – check if you'd like users to be able to select more than one option, or if you'd like to build a checkbox for a single option. ***Note:*** *All single options will by default display as radio buttons, not check boxes. That's why you would need to select "Multiple" for a single option checkbox.*
- You can also choose to ***Load a pre-built option list***; you can use a pre-built list to list countries, days of the week, or US States.
- Under **Validation**, you can make the field *mandatory*.
- Under **Display**, check *Listbox* if you'd like the options to show in a dropdown selector. If you'd like to put the options in a random order, check *Randomize Options*
- **Label Display** – can be set to ***None*** from the label display dropdown if you don't want the label to show.
- **Private** – checking this box limits who from your agency can see the results from that field. Because only one or two contacts at your agency will likely ever see these results, this option to add privacy to a field is not so important. ***Note:*** *We recommend just leaving that box unchecked.*

When you've finished filling out the form, **Save**.

2.1.1.10 Text Area

Mandatory fields:

- **Label** already shows the field name you've selected
- **Field Key** automatically fills in based on that label.

Optional fields:

- **Default Value** – text to automatically display in the field itself. If you don't set a Default Value, the field will be left blank.
- **Description** – help text that will show beneath the field to guide respondents as they answer.
- **Validation** – check to make the field *mandatory*.
- **Display** - *Width* and *Height* are not used. *Resizable* is checked by default. If you don't want users to be able to resize this box manually, uncheck the *Resizable* box. If you don't want the field label to display, check *Hide Label*. To prevent respondents from entering text into the field, check to *Disable* the field. ***Note:*** *Because this may confuse your respondents, we do not recommend that you disable a field.*
- **Private** – checking this box limits who from your agency can see the results from that field. Because only one or two contacts at your agency will likely ever see these results, this option to add privacy to a field is not so important. ***Note:*** *We recommend just leaving that box unchecked.*

When you've finished filling out the form, **Save**.

2.1.1.11 Textfield

Mandatory fields:

- **Label** already shows the field name you've selected
- **Field Key** automatically fills in based on that label.

Optional fields:

- **Default Value** – text to automatically display in the field itself. If you don't set a Default Value, the field will be left blank.
- **Description** – help text that will show beneath the field to guide respondents as they answer.
- **Validation** – check to make the field *mandatory*.
- **Display** - *Width* and *Height* are not used. *Resizable* is checked by default. If you don't want users to be able to resize this box manually, uncheck the *Resizable* box. If you don't want the field label to display, check *Hide Label*. To prevent respondents from entering text into the field, check to *Disable* the field. ***Note:*** *Because this may confuse your respondents, we do not recommend that you disable a field.*
- **Private** – checking this box limits who from your agency can see the results from that field. Because only one or two contacts at your agency will likely ever see these results, this option to add privacy to a field is not so important. ***Note:*** *We recommend just leaving that box unchecked.*
- Under **Validation**, you can make the field *mandatory*. You can also make it *unique*; this will check to make sure no one has entered the same text into this form field before (useful for creating unique usernames, for example). Entering a number into *Maxlength* sets the maximum number of characters a person can fill into this form field.
- **Width** – Not used. Because your agency site uses a particular theme that comes with defined styles (via its cascading style sheet, or CSS), this setting is overridden.
- You can add text **Labels** to the **Left** or **Right** of the textfield, if necessary.
- **Label Display** – can be set to ***None*** from the label display dropdown if you don't want the label to show.
- **Disabled** – check if you don't want respondents to type an answer into this field.
- **Private** – checking this box limits who from your agency can see the results from that field. Because only one or two contacts at your agency will likely ever see these results, this option to add privacy to a field is not so important. ***Note:*** *We recommend just leaving that box unchecked.*

When you've finished filling out the form, **Save**.

2.1.1.12 Time

Mandatory fields:

- **Label** already shows the field name you've selected
- **Field Key** automatically fills in based on that label.

Optional fields:

- **Default Value** – text to automatically display in the field itself. If you don't set a Default Value, the field will be left blank. ***Note***: you may input strings such as **now**, **+2 hours**, and **10:30pm** as valid responses.
- **Description** – help text that will show beneath the field to guide respondents as they answer.
- **Default Value Timezone** – chose which timezone you'd like data to reference.
- **Validation** – check to make the field *mandatory*.
- **Time Format** – select whether you'd like your time field to display standard 12-hour (AM and PM) or 24-hour military time.
- **Label Display** – can be set to ***None*** from the label display dropdown if you don't want the label to show.
- **Private** – checking this box limits who from your agency can see the results from that field. Because only one or two contacts at your agency will likely ever see these results, this option to add privacy to a field is not so important. ***Note:*** *We recommend just leaving that box unchecked.*

When you've finished filling out the form, **Save**.

Apply Your Knowledge: Exercises

Complete **Exercise 1** in your Advanced Editor's Guide: *Exercises* manual.

2.2 Completing a Webform

Once you've added all the components you need for your Webform:

1. Place all the components in the desired order for the form by dragging the handle on the left hand side of the component's title (*see diagram*).

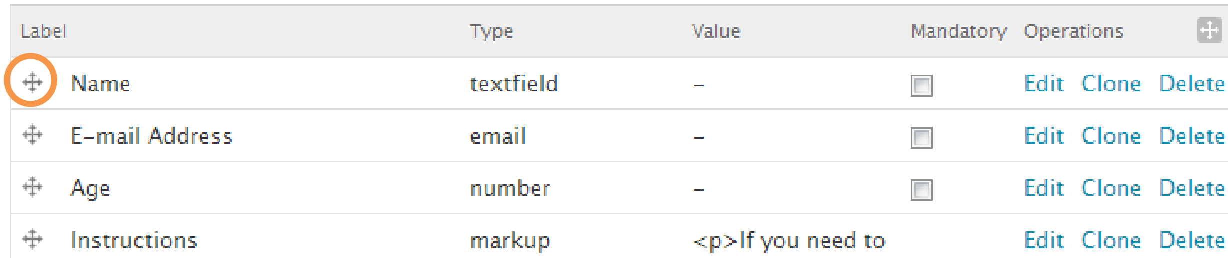


Figure 10 Rearranging Form Fields

2. **Save** your changes by clicking the Save button at the bottom of the form.
3. In the Webforms toolbar, mouse over **+ Form Components.** You'll see dropdown selections for **E-mails** and **Form Settings.**

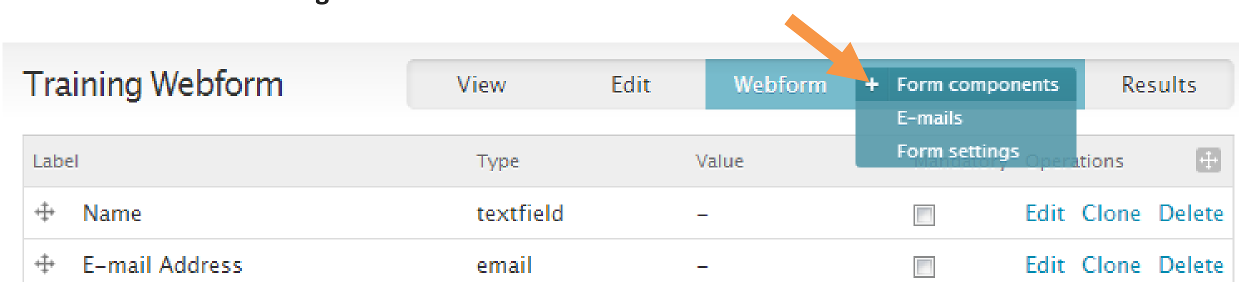


Figure 11 Accessing Form Components

4. First, click on **Form Settings**.
   a. **Confirmation Message** - type in the text that should display once a respondent has submitted the form.
   b. If you don't want to show a confirmation message but instead want to send the respondent to another page on your agency website, select the radio button for *Custom URL* under **Redirection Location**, and type in the URL on your website to which you want to direct users. ***Note:*** *We recommend including a confirmation message; some respondents may not think their forms have been delivered unless they read a confirmation.*
   c. Set a **Total Submissions Limit** only if you want to receive a predetermined number of forms, and close the form after the limit has been reached.
   d. Set a **Per User Submission Limit** only if you want to receive a limited number of forms from each individual.
   e. Select the **Status of This Form**. If it's a new form, you'll want to leave the status *Open*. When you no longer need to collect data from the form, but you still want the inactive form to be available on your site, change the status to *Closed*.
   f. Under **Submission Access**, do not make any changes to this form. Drupal considers your site visitors to be *anonymous users*.

g. Click the **Advanced Settings** header to see more settings. From here, you can:
    - Make your webform **available as a block**; this is helpful if you want the webform to show on your homepage. ***Note:*** You'll still need to contact GTA support to place this block on your homepage.
    - Show your complete form as a teaser.
    - Allow *authenticated users* – your site's editors – to save their own submission drafts.
    - Automatically save drafts of a multi-page form.
    - Remind respondents if they've already previously submitted a form.
    - Change the **Submit Button Text**.

5. When you're done formatting the settings, click **Save Configuration**.
6. At the top of the form settings page, you'll see the confirmation, "The form settings have been updated."
7. Now, in the Webforms toolbar, click **View** to see your finished form.
8. Once you're happy with your finished form, you will want to make it available on your website.
    a. **Edit** the Webform
    b. Under **Menu Settings**, check *Provide a Menu Link,* and select where your link should appear on your website.
9. Click **Save**.

Your new Webform is now accessible to the public, and it can start collecting data.

When you need to access your Webform again to make edits, you can either navigate directly to the form from the front end of your site, or you can *Search Content* to find the form by its title. ***Note:*** *Unlike other content types, Webform does not use Workbench, and so you will not see your forms listed there.*

2.3 Setting Up E-mail Recipients for a Webform

To send Webform results to a person or people within your agency:

1. Navigate to your new Webform, and click the **Webform** tab.
2. In the Webforms toolbar, mouse over **Form Components** and select **E-mails**.
3. In the *Address* field, type in the complete e-mail address of a person who should receive individual form results, and click **Add**. You'll be sent to a form which will allow you to add more detail:
    a. **E-mail Header Details** - how you want the submission to display its *Subject*, *From Address*, and *From Name*.
    b. **E-mail Template** - you can opt to send the default template, or you can build a custom template. ***Note:*** *Because building custom templates requires greater knowledge of Token values, we'd suggest using the default settings.*
    c. Click **Included E-mail Values** to further customize your e-mail by selecting which fields your recipient will see. If you want the recipient to see only certain components, you can check those particular components and deselect the others.
4. When you're done formatting this e-mail address, **Save E-mail Settings**.

2.4 Setting Up E-mail Confirmation

To send Webform results to the user who filled out the form:

1. Navigate to your new Webform, and click the **Webform** tab.
2. In the Webforms toolbar, mouse over **Form Components** and select **E-mails**.
3. In the *Address* field, under Component Value, choose Email, and click **Add**. You'll be sent to a form which will allow you to add more detail: (***Note:*** In order for a recipient to receive an email, the webform itself must contain a field for their email address.)
   a. **E-mail Header Details** - how you want the submission to display its *Subject*, *From Address*, and *From Name*.
   b. **E-mail Template** - you can opt to send the default template, or you can build a custom template. ***Note:*** *Because building custom templates requires greater knowledge of Token values, we'd suggest using the default settings.*
   c. Click **Included E-mail Values** to further customize your e-mail by selecting which fields your recipient will see. If you want the recipient to see only certain components, you can check those particular components and deselect the others.
4. When you're done formatting this e-mail address, **Save E-mail Settings**.

You can add a number of e-mail recipients to your new webform this way.

2.4 Viewing & Exporting Results

To review Webform results:

1. Navigate to your new webform, and select the **Webform** tab.
2. In the Webforms toolbar, select **Results**.

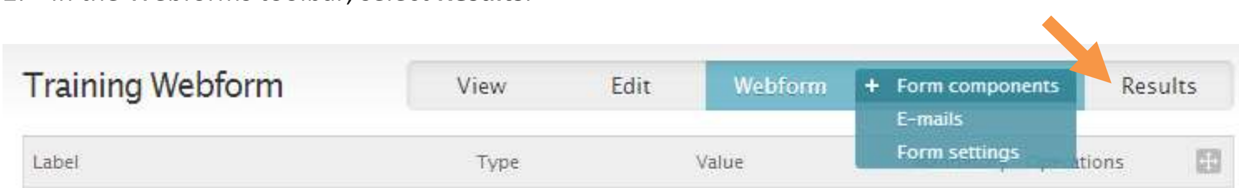
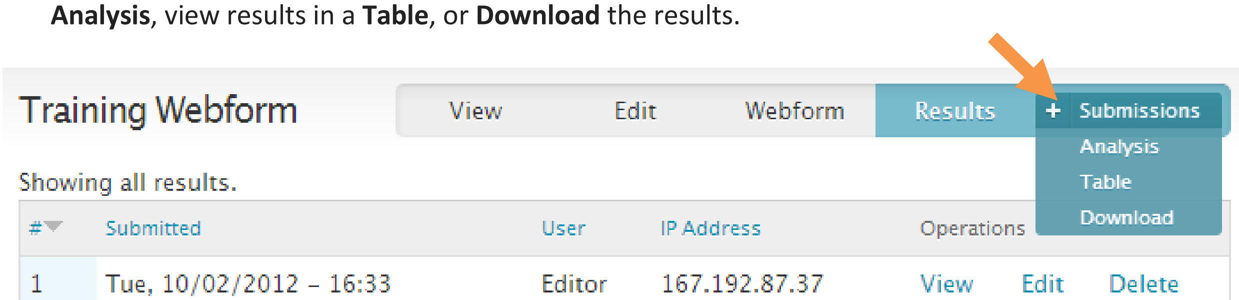


Figure 12 Viewing Form Results

3. From here, you can *View*, *Edit* or *Delete* individual submissions that have come into your system. You can also see your respondents' IP addresses.

4. In the Webforms toolbar, you can also mouse over **Submissions** to look at a comprehensive form **Analysis**, view results in a **Table**, or **Download** the results.



2.4.1 Downloading Results

To download your Webform results:

1. After you open the **Download** tab, you'll select your **Export Format** - either *Delimited Text* or *Microsoft Excel*.
2. If you chose to download in *Delimited Text*, you'll also select your text format. The default is set as the *Tab* format.
3. Under **Select List Options**, choose if you'd like your keys to display as either full, human-readable options or short, raw options. It's generally easiest to read the first of these.
4. Decide how you want select list data to display. It will export either as separate data or as compact data.
5. Select which components you'd like to include in your export. By default all components will be checked.
6. Under **Download range options,** select which submissions you'd like to include in the report. You can limit your submissions by number or date submitted.

2.5 Editing a Webform

To **add** fields to a Webform:

1. Navigate to your new Webform, and select the **Webform** tab.
2. Add your new components, and arrange them as needed.
3. Save the form.

When you need to **delete** fields from your Webform, first ask yourself whether you may ever need to reference those fields' results from previous entries. ***Once you delete a field, all results data associated with that field will also delete.*** If you still need to remove a field, but you'll need to reference that field data at some later point, you will want to either:

- Export all your results data for future reference, and then delete the necessary fields.
- Close your current Webform, and then build a new Webform.

2.6 Closing or Deleting a Webform

When you've finished collecting all data, you can either close or delete your Webform. A **Closed** webform still has a page available on the website but with a message stating that the form has been closed. You can always refer to data gathered from a closed webform in the backend. A **Deleted** webform will no longer appear anywhere on the website, and all data in the backend will be deleted.

To **Close** your Webform:

1. Navigate to your webform, and select the **Webform** tab.
2. In the Webforms toolbar, mouse over **Form Components,** and select **Form Settings.**
3. Scroll down to **Status of your form**, and select a *Closed* status.
4. Save your configuration changes.

To **Delete** your Webform:

1. Navigate to your new webform, and select the **Edit** tab.
2. Delete the webform, just as you would a site page or press release.

Apply Your Knowledge: Exercises

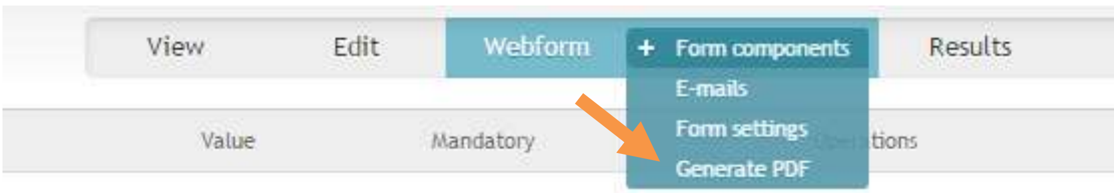
Complete **Exercises 2-3** in your Advanced Editor's Guide: *Exercises* manual.

2.7 Convert a Webform to PDF

You can convert individual webform submissions to downloadable PDFs with a few additional settings. Agencies can design the format of the PDF using HTML, and the Webform will automatically populate the fields of the PDF and apply a PDF version (that users can also download) for each submission. These PDFs are simple, but can be customized to adhere to a specific format by using html.

To **add PDF conversion** to your form:

1. Navigate to **Generate PDF** under **Form Components** to build the PDF.



2. Check the box titled "Generate PDF Document"
    - By clicking this box, you enable editing options for creating a PDF
3. PDF components are listed in the following drop down menus
    a. **General Settings**:
        i. Set the **paper size** to the appropriate site, e.g. **Letter, Legal**
        ii. Upload a background image for your PDF. e.g. Watermark
        iii. Choose between Portrait or Landscape as your page orientation. **Note:** These settings will determine the paper size set up when printed and background imagery.
    b. **E-mail Settings –** To include the PDF in an email to be sent to the recipient, check "Attach PDF as an attachment to the e-mails sent to the form recipients.
        i. Use this feature if it is necessary for the user to receive a copy of the form they filled out. An example would be a complaint form, voluntary back ground check form, etc.
        ii. Control which email addresses should or should not receive the attachment. If any form recipient should NOT receive it, uncheck that specific email account. Email accounts will be listed in this area under the "DON'T ATTACH PDF FILE" header.
    c) PDF Header-
        i. **Upload Left Side Logo**: click Choose File button and select a graphic from your machine to appear in the top left corner of the PDF. If the size of the uploaded image is more than 270x205, it will be resized to this size.
        ii. **Header Text**: enter any text you want to appear at the top of the page – This text should explain the document or act as a title.
        iii. **Text alignment** – Choose Align Center, Align Right or Align Left for your paragraph text.
        iv. **Font Family** – Choose the preferred font family to use for your PDF.
        v. Adjust the **font size** of your PDF.
        vi. **Upload Right Side Logo**: click Choose File button and select a graphic from your machine to appear in the top right corner of the PDF. If the size of the uploaded image is more than 270x205, it will be resized to this size.

b) **Content of the PDF Document**- control the text, layout, and fields of the PDF using the WYSIWYG. Be sure to make sure to use the **field key** of each Webform field to generate the results in the PDF. Each Field Key needs to be listed in the format `%value[FIELD_KEY_HERE]` in the Content field.
example: Facility Name: `%value[facility_provider_name]`.

   i. To add the field key:
      1. Use a separate browser window to navigate back to "Form components" and click "Edit" under Operations for each specific field.
      2. Copy the text under the Field Key header.
      3. Back in the Content of the PDF Document browser window, paste the field key in your desired location. *You will need to do this for each field you want to display in the PDF form.*

   ii. Use the WYSIWYG form controls to adjust the alignment, font, and font size of the field keys

Facility/Provider Name: %value[facility_provider_name]	
License Number: %value[license_number]	**Type:** %value[type]
Facility Address*: %value[facility_address]	
Owner/Administrator: %value[owner_administrator]	**Email:** %value[email]
** Please complete a separate Participation Agreement for each facility/provider location.*	

a) **PDF Footer**- similar to PDF Header, fill out appropriate fields for what should appear at the bottom of the PDF page. Your Footer text will show at the bottom of the PDF. (See PDF header descriptions above)

Once the PDF is set up, click save.

Note: If you need a custom template for your Webform please submit a ticket to: support.georgia.gov

3.0 Managing Menus

Menus establish the navigational hierarchy of your site. They control the main navigation and the navigation that appears when you click on each of those pages.

1. To administer menus, select **Structure** > **Menus** from the Admin Toolbar.

The site has the following important menus that provide navigation to Site Visitors:

Menu	Purpose
Header Utility	A single row of menu items at the top of all pages.
Main Menu	The multi-level menu. It appears as a dropdown menu at the top of all site pages, showing the first two levels of navigation. The sub levels of a top level Main Menu item are also displayed as left hand navigation. Up to four levels of the menu can be displayed on the left of pages that appear in the menu.
Footer Utility	The single row of menu items at the bottom of all pages.

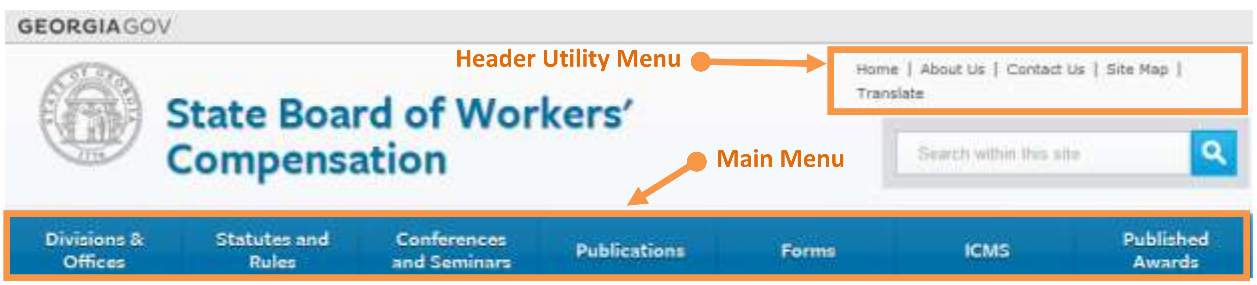


Figure 13 Header Utility Menu and Main Menu

Figure 14 Footer utility menu

There are other utility menus available that are never shown to site visitors. These include Development, Management, Navigation, and User Menu. **Do not change these menus**, as they affect how the backend functions for contributors. If you believe that the menu needs to be altered, please consult with a Site Manager or the GeorgiaGov Interactive team.

For each menu, there are controls to customize it:

- **Add a Link** to the menu
- **Edit Menu** to edit the description and settings for a menu
- **List Links** to view all of the links that are within the menu and their hierarchy

Figure 15 Menus screen

2. Select **List Links** to see the hierarchy of the menu and edit the menu items.

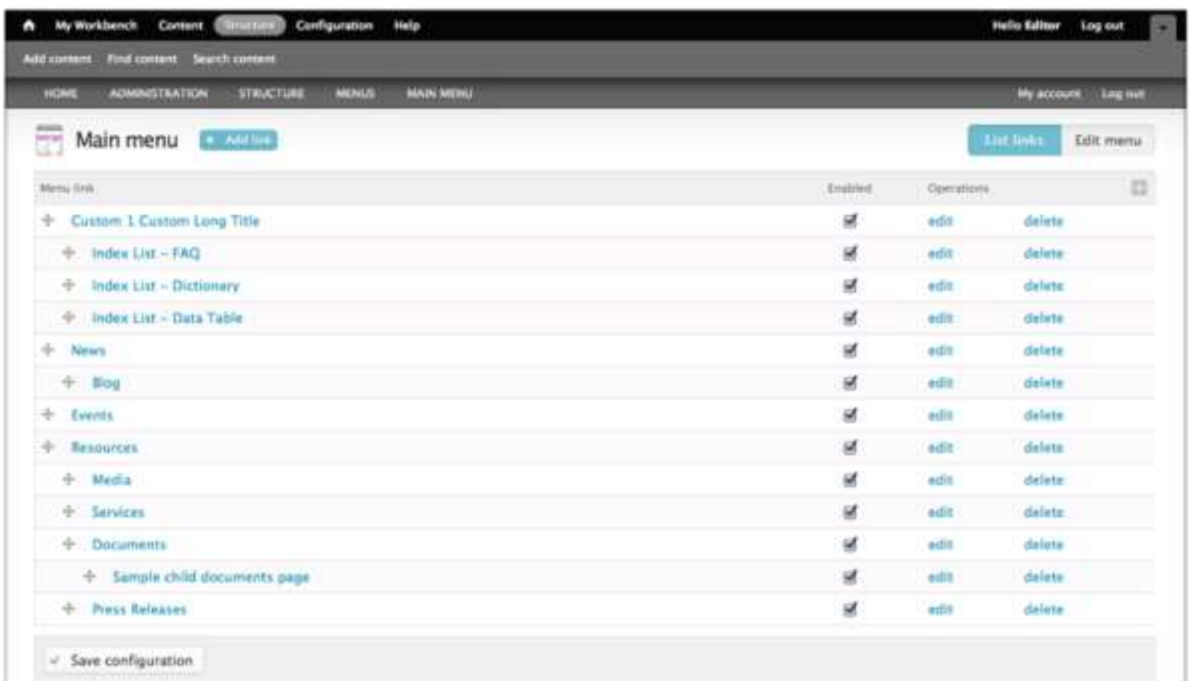


Figure 16 List links for the main menu

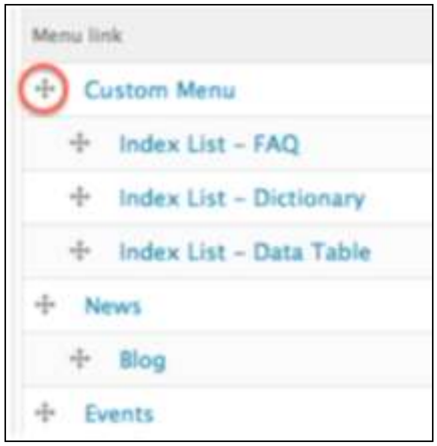


Figure 17 Menu handle appears to the left of the menu item description

- To **move** menu links around in the hierarchy, click the handle to the left of the menu item, and drag and drop it to its new place in the menu. Click **Save Configuration** at the bottom of the page to save your changes.
- To **disable** menu links (so they don't appear in the visible navigation menu), uncheck the **Enable** checkbox for the menu item.
- To **edit** a menu item's URL or Title, click the **Edit** link to the right of the menu item.
- To **delete** a menu item, click the delete link to the right of the menu item.

3.1 Editing Links

When you click **Edit** to the right of a link, you can update the:

- **Menu Link Title:** The menu title displayed to visitors.
- **Path:** The target URL (or internal link) that the menu should link to.
- **Description:** The text description of the menu item, which will not be displayed to the user.
- **Enabled:** To turn the link on or off in the Main Menu
- **Show as Expanded:** To indicate if the menu item has children, or sub-items.
- **Parent Link:** To assign a menu item to a parent menu item. If you select **<Menu Name>**, the link will display at the top level of the menu
- **Weight:** A text-based way to place a menu item. When done, select **Save** to close the menu.

3.2 Adding Links

To add a new link,

1. Go to **Structure** > **Menus**
2. Select **List Links** to edit the menu
3. From the top of the menu's screen, select **Add Link**.

Figure 18 Menu screen's add link button

4. The screen to add a new link is exactly the same as the screen for editing a link. Add the link information.
5. Select **Save**.

3.3 Adding Special Pages to the Menu

There are several special pages that can be used on the site. These pages can be linked to from menus or from within body content. **IMPORTANT: These pages auto-generate as soon as you create relevant content, but the pages will not appear in your navigation menu until you create a menu item**:

- **blogs** is a listing page showing only the latest blog entries. This page has pagination to show ten blog entries at a time.
- **documents** is a listing page showing all documents, with the most recent at the top. This page has pagination to show ten documents at a time.
- **Forms** is a listing page showing all forms, with the most recent at the top. This page has a filter and search bar to navigate through the forms types.
- **events** is a listing page showing upcoming events, with the soonest occurring at the top. In addition, a "Featured Event" content area appears at the top of the page to promote events.
- **Locations** is a listing page showing all locations.
- **Location/[type]** is a listing page showing all locations checked with a type attribute.
- **Find-Location** shows a map of all of your locations. The click filter on the page works with the search bar or separately. By default, the page will show all location types in map format using geolocation.
- **Find-location/[location type]** is a map of all of your locations listed under a specific type in a map view using geolocation. The filter allows you to search by services offered under that type. By default, the page will show all of the services offered. The search bar works with the click filter.
- **media** shows a featured image, the three latest photo galleries, the three latest videos, and a stream of all the latest photos added to the site.
- **media/photo-galleries** is a listing page showing the latest photo galleries, with the most recent at the top. This page shows ten galleries at a time.
- **media/videos** is a listing page showing the latest videos, with the most recent at the top. This page shows ten videos at a time.
- **press-releases** is a listing page showing only the latest press releases. This page has pagination to show ten releases at a time.
- **press-releases/2013** is a listing page showing press releases for 2013 only. You can use the same format to display press release items for any year.
- **press-releases/2013-02** is a listing page showing press releases for February 2013 only. You can use the same format of a 4 digit year, followed by a dash and the two digit month to display any month.
- **services** is a listing page showing all services, with the most recent at the top. This page has pagination to show ten items at a time.
- **staff-directory** is a listing page showing all Profiles checked with the Staff attribute
- **staff-directory/leadership** is a listing page showing all Profiles checked with the Leadership attribute.

These pages are available to help organize site content. To add one to your website, use the steps in **3.0.2 Adding Links** above, and use the Path Name in bold above (e.g. **press-releases**) in the Path field.

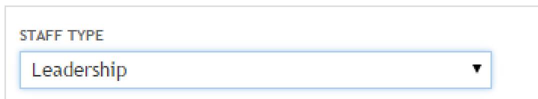
Apply Your Knowledge: Exercises

Complete **Exercises 4-5** in your Advanced Editor's Guide: *Exercises* manual.

4.0 Managing Profiles

4.1 Organize Profile Listing Page

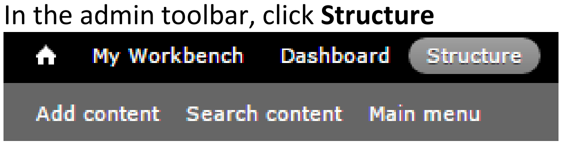
All published Profiles are listed at **yourdomain.georgia.gov/staff-directory**. You can also list a subset of Profiles by associating them with a specific taxonomy term. This feature allows you to classify your profiles according to your hierarchal structure. By default, you have the option to set the Staff Type to Leadership on a Profile to display all Leadership profiles under **yourdomain.georgia.gov/staff-directory/leadership**.



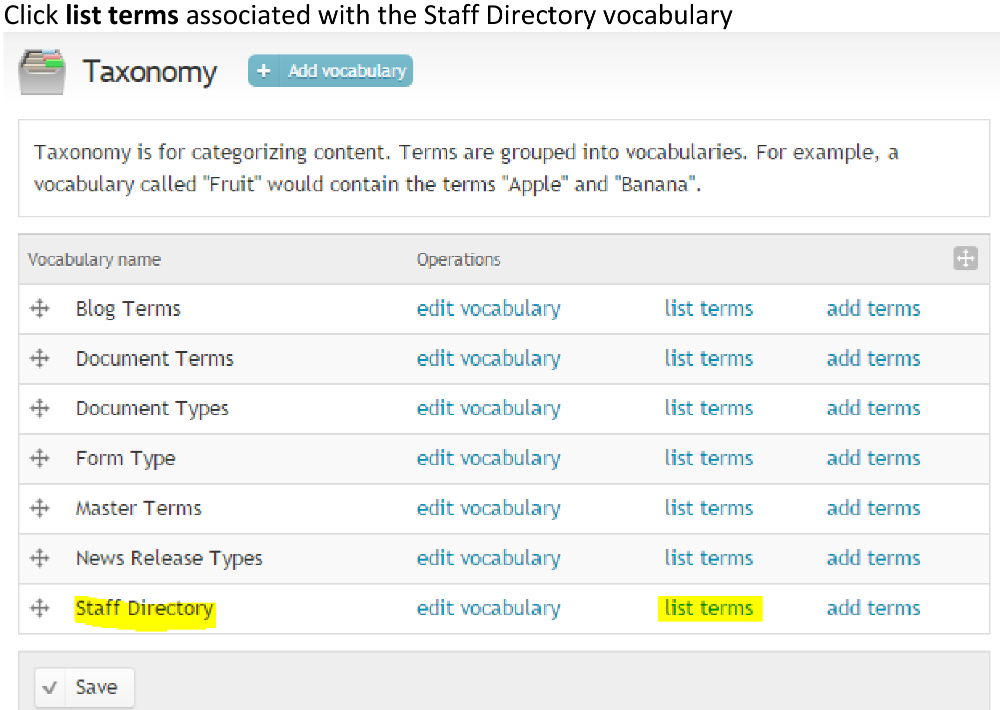
4.1.1 Create New Profile Staff Types

To create an additional Profile listing page, you need to add a new term to your Staff Type drop-down list. Someone with Taxonomy Manager permissions for your website can create new taxonomy terms. *(Note: this is typically the primary web manager for your website)*. To create a new Taxonomy term for Staff Type:

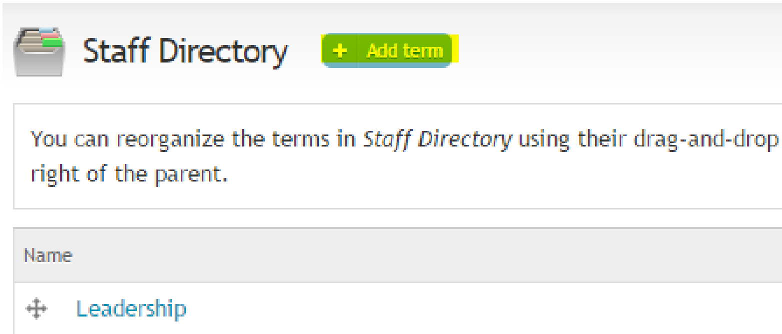
1. In the admin toolbar, click **Structure**



2. Click **Taxonomy**
3. Click **list terms** associated with the Staff Directory vocabulary



4. On the Staff Directory screen, click **+ Add term**



5. On the new screen, in the **Name** field, enter the name for your term, such as Board Members,
6. Do not change any of the settings in the Taxonomy menu.
7. Click **Save** to finish adding your term.

4.1.2 To view your new Profile listing page

Upon adding terms to the Staff Directory, you are able to view the URL of the new page by placing your added term after the last slash of **yourdomain.georgia.gov/staff-directory/**. If your term has more than one word, use a dash(es).

1. Type **yourdomain.georgia.gov/staff-directory/[fill in with your term]**
   a. e.g. the URL of a listing page showing all Profiles with a Staff Directory type of "Board Members" would be at **yourdomain.georgia.gov/staff-directory/board-members**

Note: These pages are Views. Although they can be disabled/turned off from showing in the menu, they cannot be unpublished.

4.2 Sort Profile Pages

You can rearrange the order of your Profiles on the listing pages with drag-and-drop from a special Staff Directory Sort page.

4.1.1 Sort Using Drag-and-Drop

1. Log in and add "/staff-directory-sort" to the end of the agency URL (www.YOURDOMAIN.georgia.gov**/staff-directory-sort**).

2. To move Profiles, click and hold on the handle to the top left of the individual profile box; now drag-and-drop those profiles in the order you desire.

3. Click **Save** at the bottom of the page.

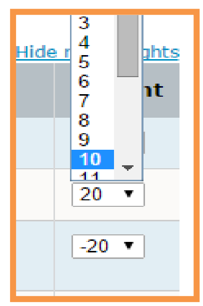
4. Visit the associated profile page (e.g. **/staff-directory** or **/staff-directory/leadership**) to make sure changes have been implemented as expected.

4.1.2 Sort By Row Weights

If for any reason, you have trouble using the drag-and-drop method, you can adjust the order using row weights:

1. To rearrange profiles by row weights, click on "Show row weights."

2. To change the weight of the profile, simply click the drop-down box next to the profile and choose a weight from the list given. Profiles with lower weight will "float" to the top of lists, while larger numbered items will "sink." Negative numbers are lighter than positive numbers.



3. Click **Save** at the bottom of the page.

4. Visit the associated profile page (e.g. **/staff-directory** or **/staff-directory/leadership**) to make sure changes have been implemented as expected.

5.0 Managing Metatags

Metadata is data (information) about data. Metadata will not be displayed on the page, but will be machine readable. Meta elements are typically used to specify page description, keywords, and author of the document, last modified, and other metadata. The metadata can be used by browsers (how to display content or reload page), search engines (keywords), or other web services.
Your site uses the following:

Description: Almost all the major search engines like Yahoo, Google, Fast and Altavista will use your description tag. You have a direct input on the way people will see your website in the list of results. And because you control this, you can influence the click-behavior.

Abstract: The meta tag abstract can be used to indicate in just a very short sentence what the web-page is about. So every web-page of your website gets its own abstract-tag.

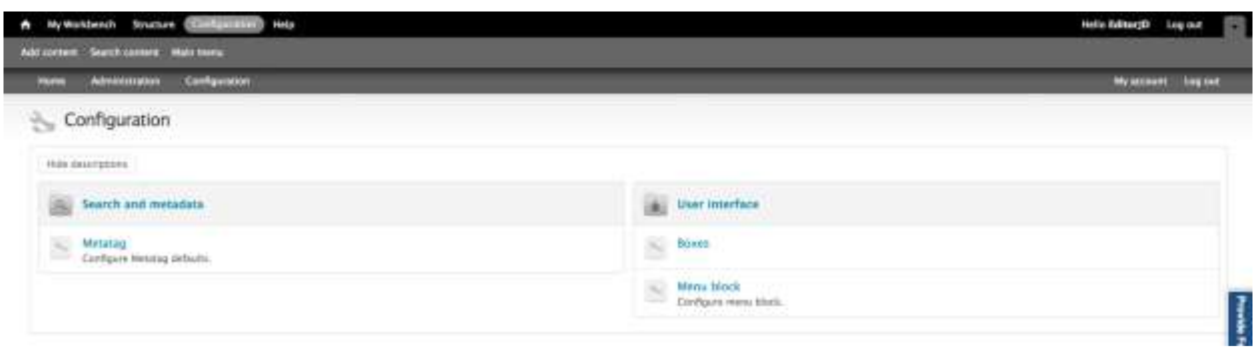
Keywords: A lot of online proceedings start with a search query. You browse to a search engine and you will fill out certain keywords that match what you are looking for. That's why it's so important to put relevant and correct keywords in your meta tags in the source of your web-page.

Note: Abstract meta tag appears to be equal to the description meta tag but they are different. The description meta tag is used by many search engines as a small text under the click-able title. The abstract-tag is hardly used by anybody.

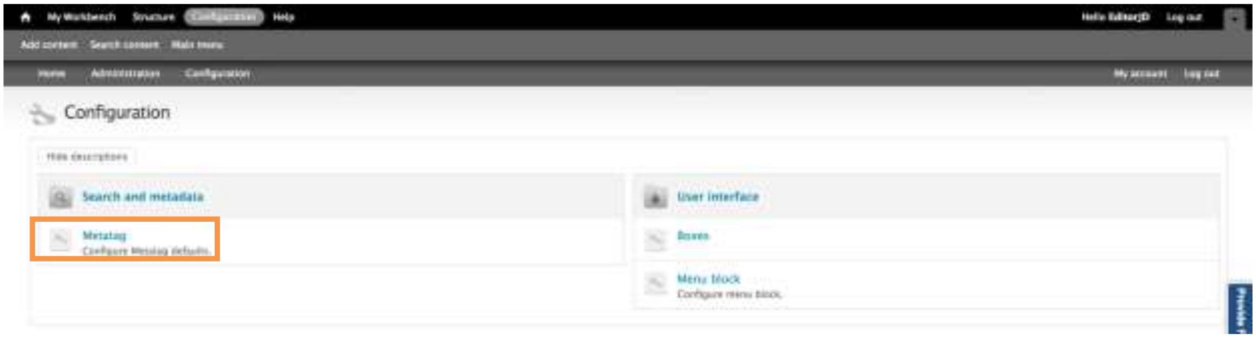
But there are several search engines that use abstract to archive your page. And this increases your change that your website will be better archived, including a link to your website. But we don't suggest that you edit all your web-pages to add this abstract-tag.

5.1 Homepage

1. Login as an Editor
2. From the admin toolbar, click “Configuration"



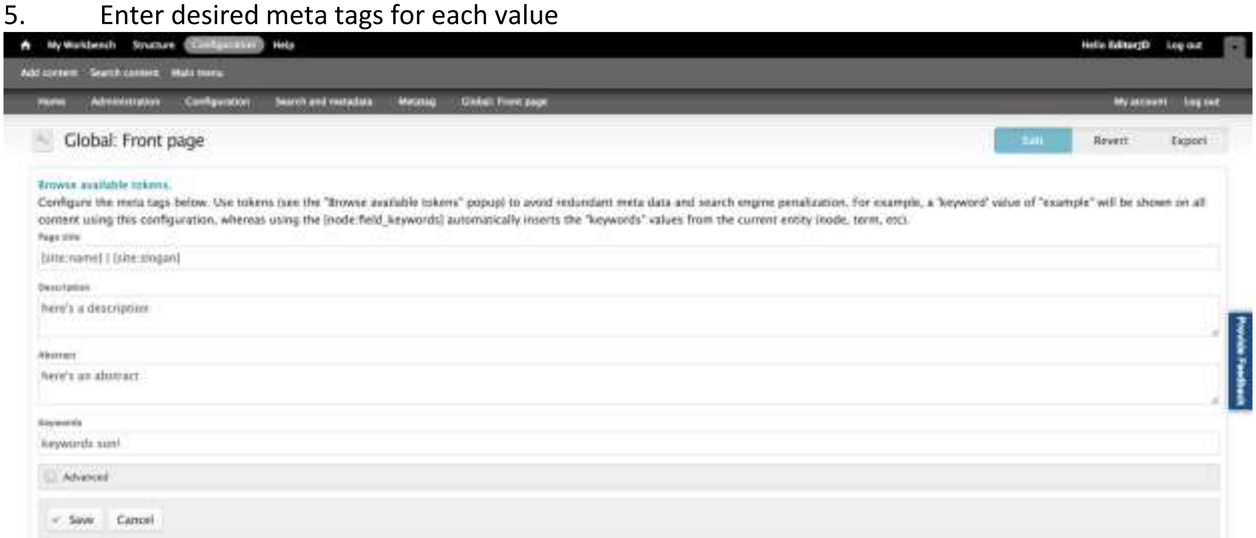
3. Next, click “Metatag” from the “Search and metadata” section



- Under “Type”, find “Global: Front page” and click “Override” area (note the option will be “Edit” if this has already been update).

4.

5. Enter desired meta tags for each value

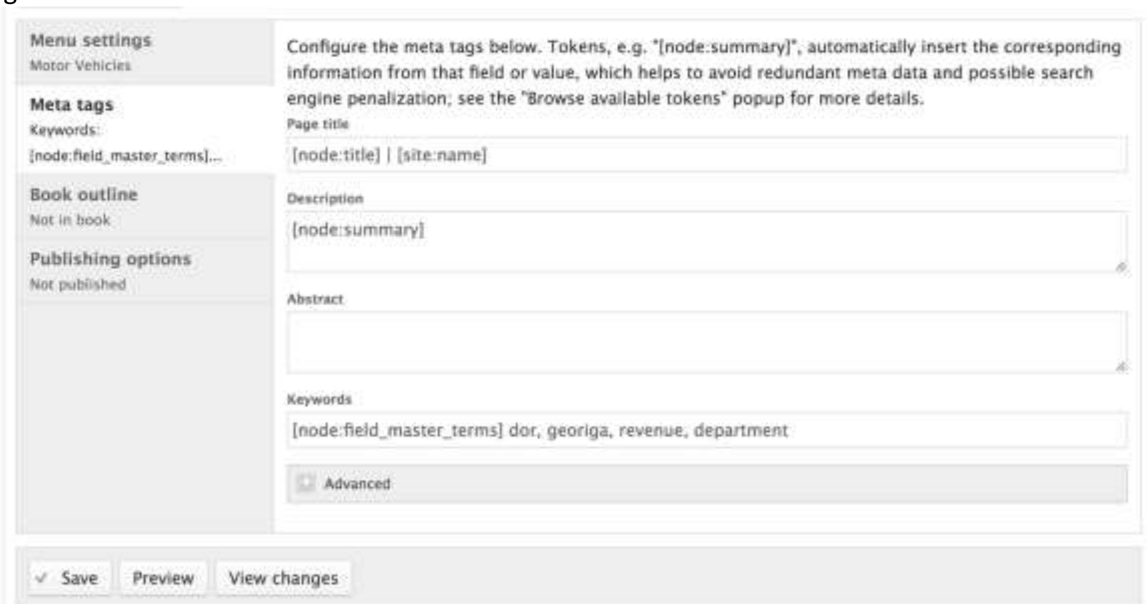


6. Click “Save”

5.2 Landing Pages

1. Log in as an Editor
2. Select a landing page to edit

3. Scroll to the very bottom to select “Meta tags”



4. Enter desired meta tags for each value
5. Click “Save”

5.3 Site Pages

1. Log in as an Editor
2. Select the content type to edit
3. Scroll to the very bottom to select “Meta tags”
4. Enter desired meta tags for each value
5. Click “Save”

6.0 Managing the Homepage

Homepages typically contain many content areas to feature content promotions that draw visitors further into the site. In the GeorgiaGov Drupal Platform, some content areas automatically update, and you can use these to directly curate what site visitors see.

6.0.1 Automatic content areas include:

- **Latest News Articles**: Automatically shows the three most recent blog entries and press releases
- **Upcoming Events**: Automatically shows the next three upcoming events
- **Latest Twitter**: The latest tweet from a specified Twitter user or hashtag
- **Stay Connected Box**: Links to your agency’s social networking pages. A Site Manager or Administrator can configure this box with the appropriate links.
- **Most Viewed**: A list showing the documents (or other content type) that are most viewed on the site according to Google analytics.

6.0.2 Manually Updated content areas:

- **Rotator Box**: Used for the Homepage Feature Rotator
- **Image Box**: Promotional Image
- **List Index**: Hand curated list of links (in or outside of the platform)
- **Promotion Box**: Promotional call to action content area with image, text, and links
- **Promotion List Box**: Hand curated list of content on the site with a thumbnail

Note: New homepage content areas for your site must be added by an Administrator. To request a new homepage area, fill out the Support Request form at http://portal.georgia.gov/support.

6.1 Rotator Boxes

Rotator Boxes are used to feature items on your site, or display pictures related to your agency. They can be placed in several positions and sizes on the homepage:

- Full Width text and Image
- Double Column Image with text below
- Double Column Image with no text (Image Only)
- Single Column Image with text below
- Single Column Image with no text (Image Only)

To add or remove images and/or captions, hover over the upper right corner of the image and select **Edit Box** from the dropdown. Complete the following:

- **Box Description** does not show to site visitors and only needs to be a descriptive name to identify the box in the back end interface.
- **Box Title** also does not show for Rotators.
- **Rotator Elements:** each item has its own section in this larger section.
    - **Title** is the title of that rotator item.
    - **Custom Description** gives some detail to that item.
    - **Image** is the image to be used for that item (see Appendix for dimensions).
    - **Alternative Text** is text that describes the PHOTO for screen readers, and is required for 508 Accessibility compliance.
    - **Title** is used as a tool tip when the user hovers the mouse over the image.
    - **External Link** is used to link this item off to a page that is NOT on your website.
    - **Node Reference** is used to link to a piece of content that IS on your website. (If you use this, do not fill in an External Link).
- **Add Another Item** creates another set of fields for adding another rotator element.
- **Image Only:** check this to make this an image-only rotator.

6.2 Image Boxes

Image boxes display an image and its caption in a single column.

Figure 19 An Image Box

To change the image or caption, hover over the upper right corner of the image and select **Edit Box** from the dropdown. Complete the following:

- **Box Description** does not show to site visitors and only needs to be a descriptive name to identify the box in the back end interface.
- **Box Title** is *optional.* If you enter a title it will show above the image for site visitors.
- **Image** is the image to be used in the box (see Appendix for dimensions).
- **Caption** displays beneath the image to site visitors.
- **Link** specifies what, if anything, the image box should link to (optional):
    - **Title** is the title of the link (not shown)
    - **URL** is the target for the link (must be an absolute URL)
- **Node Reference** can be used instead of a Link to connect to content within the site. Begin to type the title of any content, and the auto-complete field will show the titles of matching content.

6.3 Promotion Boxes: Images and Calls to Action

Promotion boxes can take two forms: a large image promotion, or a “Call to Action” promotion with a small thumbnail image or icon.

Figure 20 Promotion Boxes: Large Image and Call to Action

To configure a Promotion or Call to Action box, hover over the upper right corner of the box area, and select **Edit Box** from the dropdown. Complete the following:

- **Box Description** is not visible to site visitors, and only needs to be a descriptive name to identify the box in the administrative interface.
- **Box Title** shows to site visitors for the Promotion Box as a heading for the content area (note the style difference for Image Promotion and Call to Action promotions).
- **Explanatory Text** shows beneath the heading.
- **Image** is the image to be used in the promotion (see Appendix A for dimensions).
- **Link** specifies what, if anything, the image box should link to (optional)
  - **Title** is the title of the link beneath the explanatory text
  - **URL** is the target for the link (must be an absolute URL)
- **Call to Action** is a check box that changes the Image Promotion into the differently styled, small image Call to Action promotion.

6.4 List Index (Link List)

The Index List is a simple, text-only way to present links on your site.

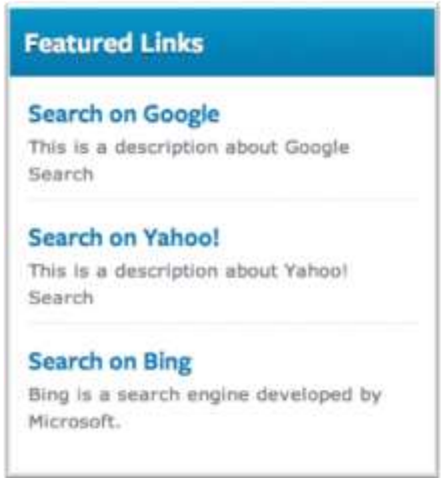


Figure 21 Featured Links box

To configure a Link List box, hover over the upper right corner of the box area, and select **Edit Box** from the dropdown. Complete the following:

- **Box Description** does not show to site visitors and only needs to be a descriptive name to identify the box in the back end interface.
- **Box Title** is visible to site visitors above the list.
- Each link has a title and link, related content reference and a description:
    - **Title** and **URL** are used together to specify an external link and the text to show users. (Must be an absolute URL)
    - **Related Content** can be used *instead of the Title and URL* to select a piece of content on the site by title (It is an auto-complete field).
    - **Description** is shown below the link to describe the link. It can be set to a WYSIWYG field using the Text Format dropdown menu.
    - **Remove** button to remove the link from the box.
- **Add Another Item** button will add another link to the content area.

6.5 Promotion List Box (Featured Items)

Featured Items are a list of promoted items along with image thumbnails. More than image links, the small images can be used to draw attention to the topic and description.

Figure 22 Featured Items

To configure a Promotion List box, hover over the upper right corner of the box area, and select **Edit Box** from the dropdown. Complete the following:

- **Box Description** is not shown to site visitors but should be a unique title as it is displayed in the administrative interface.
- **Box Title** is displayed to site visitors above the list (e.g. " Featured Topics", above).
- Each link has an image, title and link, node reference, and a description:
    - **Image** is an image upload field (see Appendix A for dimensions).
    - **Alt Text** is a field to add alternate text for the image.
    - **Title** is used as a tooltip for the image (this is shown to users when they hover their mouse over the image).
    - **Description** is shown below the link.
    - **URL** is used to specify an absolute URL for the featured item (Must be an absolute URL).
    - **Related Content** can be used instead of the URL to select a piece of content on the site by title (It is an autocomplete field).
    - **Remove** button to remove the link from the box.
- **Add Another Item** button to add another featured item to the box.

6.6 Editor’s Choice (Static Homepage Text)

Editor’s Choice is a static, two-column block of text on the homepage. To edit:

Figure 23 Homepage static box

1. Hover your mouse over the box, and select the **Gear Icon**.
2. In the dropdown menu that appears, select **Edit**.
3. An editing form will open for the box. This looks similar to a Content Item form.
4. Make any necessary changes to the content (**Title** and **Body**).
5. Select **Save**.

6.7 Automatically Updated Content Areas

Once placed by a Site Manager or Administrator, many content areas do not require any updates or work. These areas allow the site to remain fresh, displaying the latest or most relevant content with no additional effort from content creators.

6.7.1 Latest News

Figure 24 Latest News showing Most Recent Blog Entries and Press Releases

The **Latest** box shows the three latest Blog Entries and Press Releases automatically. When these items are published, they fill the content area with the most recent entry at the top.

The “More” link at the bottom goes to the **/latest-news** page, which shows the most recent ten items and is paginated for site visitors to go back through press releases and blog entries.

6.7.2 Upcoming Events

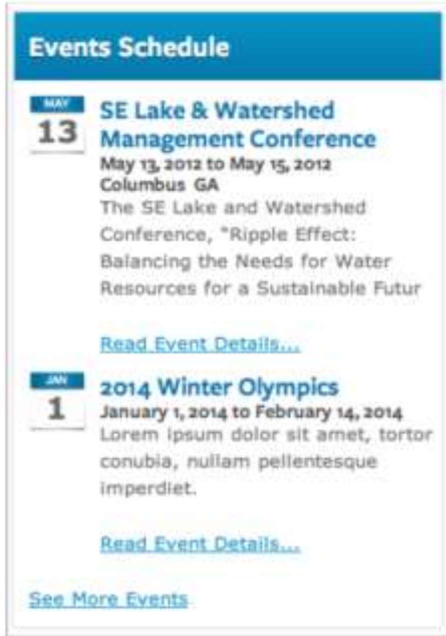


Figure 25 Upcoming Events – most recent at the top

Upcoming events are displayed in the "Events Schedule" content area. This shows a list of the events that will occur soonest.

The "See More Events" link directs visitors to the **/events** page.

6.7.3 Most Viewed Boxes

Most Viewed boxes use your Google Analytics code to find the top five most viewed items of a particular type on the site. Once configured, they do not require any editing or curation.

Figure 26 Most Viewed Documents, and Most Viewed Blog Entries

6.7.4 Latest Twitter

Figure 27 Latest tweet

Once configured, this content area shows the latest tweet(s) from a configured feed or hashtag.

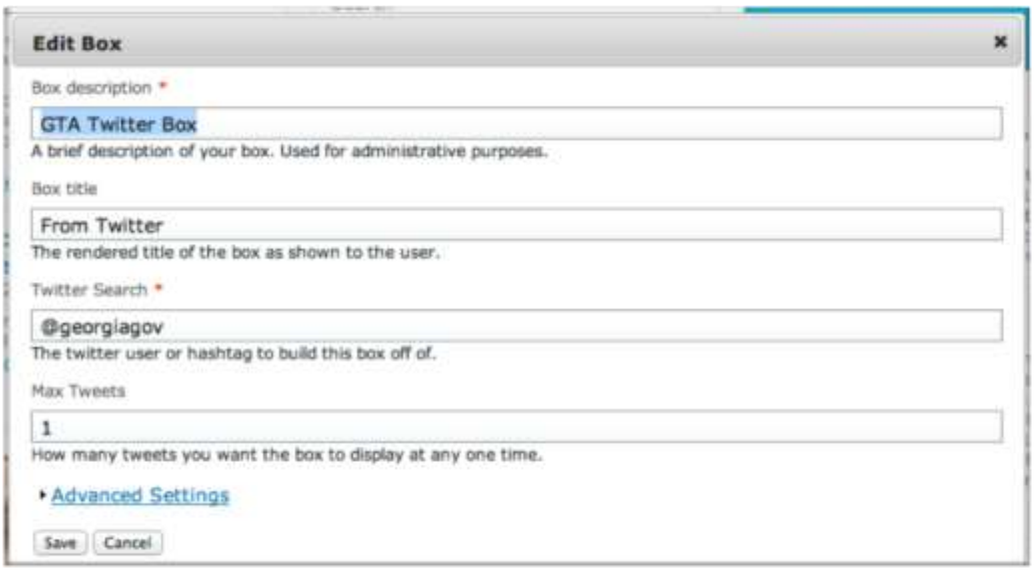


Figure 28 Twitter box settings

To edit these settings, hover over the box, and select the **Gear Icon** > **Edit Box**, and then you can change the following:

- **Box Description** is used in the back-end interface to identify this box, so it should be unique, though it is not shown to site visitors.
- **Box Title** is the title shown to site visitors at the top of the tweet box.
- **Twitter Search** is the **@username** or **#hashtag** that will populate the tweet box. Be aware that hashtag searches are all inclusive of Twitter, so select the hashtag to follow carefully.
- **Max Tweets** is the number of tweets to show at a time. Typically, this is 1, but the content area can accommodate many more. When configured for more, the latest tweet will appear at the top of the content area.

6.7.5 *Stay Connected*

The Stay Connected box is a special content area to link to your Agency's social networks.

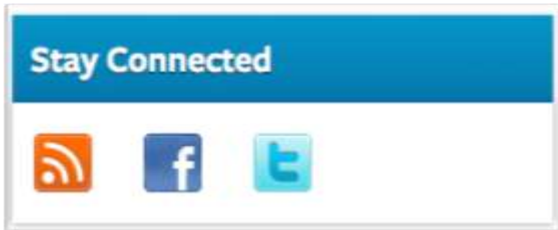


Figure 29 Stay Connected content area

From this content area, you can link to the following:

- Agency RSS Feed
- Facebook
- Twitter
- YouTube
- Flickr
- Tumblr
- Picasa
- Vimeo

> ***Note:*** This feature must be configured by an Administrator. To request changes to your Stay Connected content area, fill out the Support Request form at http://portal.georgia.gov/support.

Apply Your Knowledge: Exercises

Complete **Exercise 6** in your Advanced Editor's Guide: *Exercises* manual.

7.0 Checking for Broken Links

While a number of online tools can help you find broken links on your site, Xenu's Link Sleuth is free and reliable. Xenu scans your site to identify both external and internal broken links and provides you a report that points you to the site pages that reference these broken links.

Visit http://xenus-link-sleuth.en.softonic.com/ to download and install Xenu's Link Sleuth.

After you install Xenu and open the application, you'll see a *Tips & Tricks* pop-up window. If you'd like to disable this pop-up window in the future, uncheck the pop-up prompt checkbox.

You'll now be looking at a large, empty, gray window. When you run your site's links report, the report will fill in on this window.

To run the report:

1. Under **File,** select *Check URL*.
2. In the first blank field, type in your site's Web address.

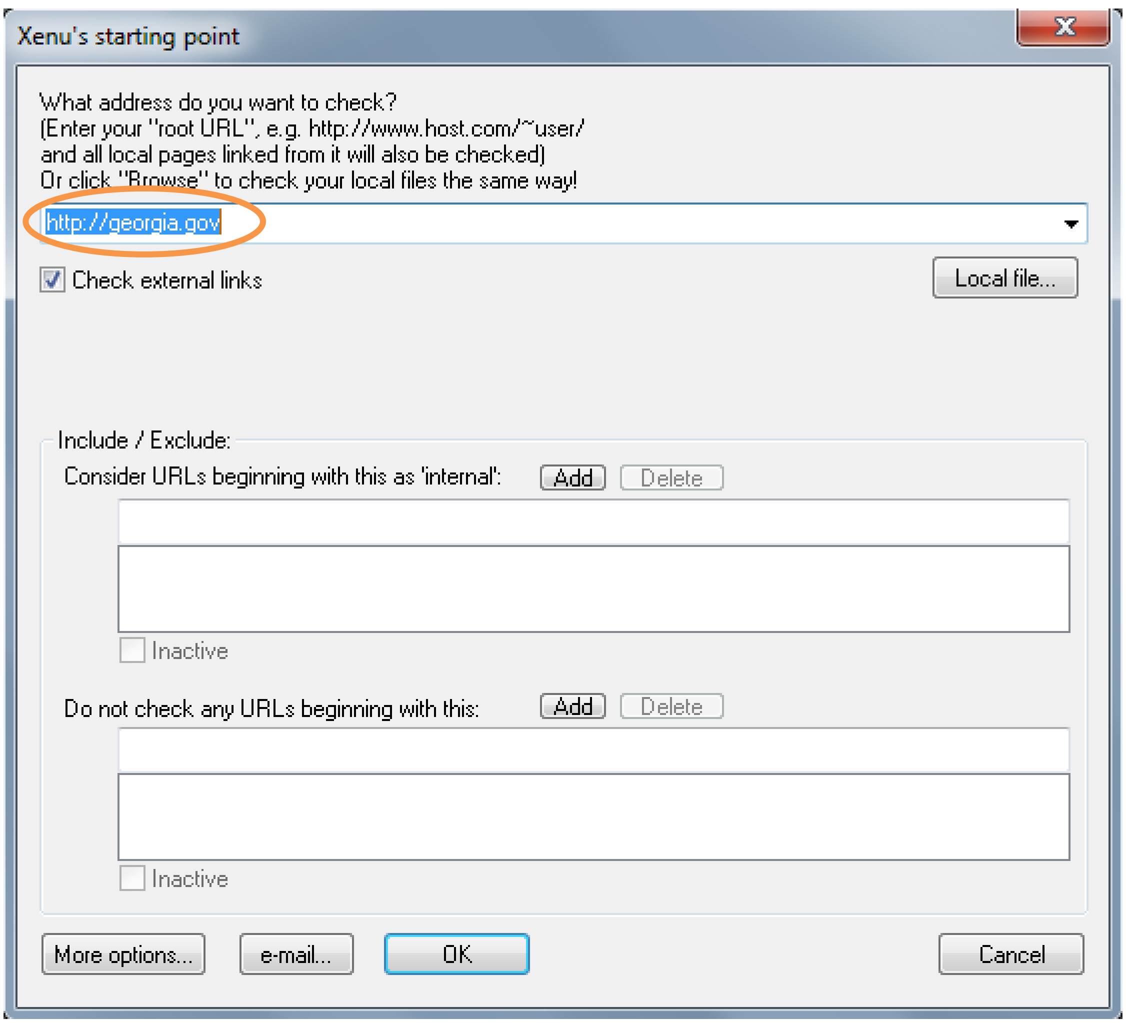


Figure 30 Entering a URL to check links in Xenu

3. If you want to check the status of all links on your site, check the box for *Check external links.* If you'd like to check your sites' internal links only, uncheck that same box. ***Note:*** *Running a comprehensive check of all links on your site could take some time but is an invaluable way to let you know if any links to external locations no longer work.*
4. Under **Include/Exclude**, add additions or exceptions to your URL check.
5. Press **Okay**.

Xenu will now start to look at the links on your site. Your status bar - on the lower right hand side of the window - will show the percent progress of the report. Be patient during this step. It could take upwards to 30 minutes for Xenu to scan the links if you have a large site.

After Xenu completes its scan, the program will ask you if you'd like a report. Unless you need to archive a copy of the links report, you can select **No**.

In the window, you can now review all of your site's links. By clicking **Status**, you can sort your links by those that are *OK* and those that are broken. Broken links display in red, so they're easy to spot.

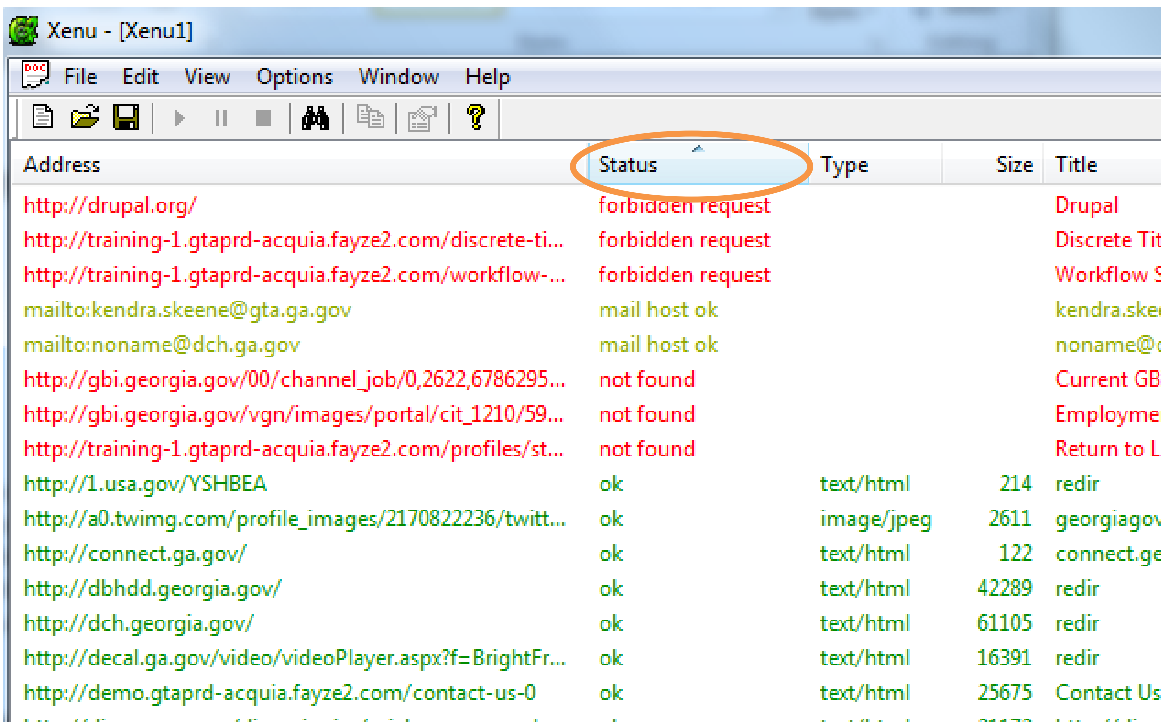


Figure 31 Sorting URLs by Status in Xenu

Once you find your broken links, you can start to fix them:

1. Right-click on the broken link.
2. From the dropdown, scroll down to **URL Properties**.
3. When you open **URL Properties**, look at the bottom of the pop-up window to see the box *Pages Linking to This One*. The pages listed here are those that reference the broken link.

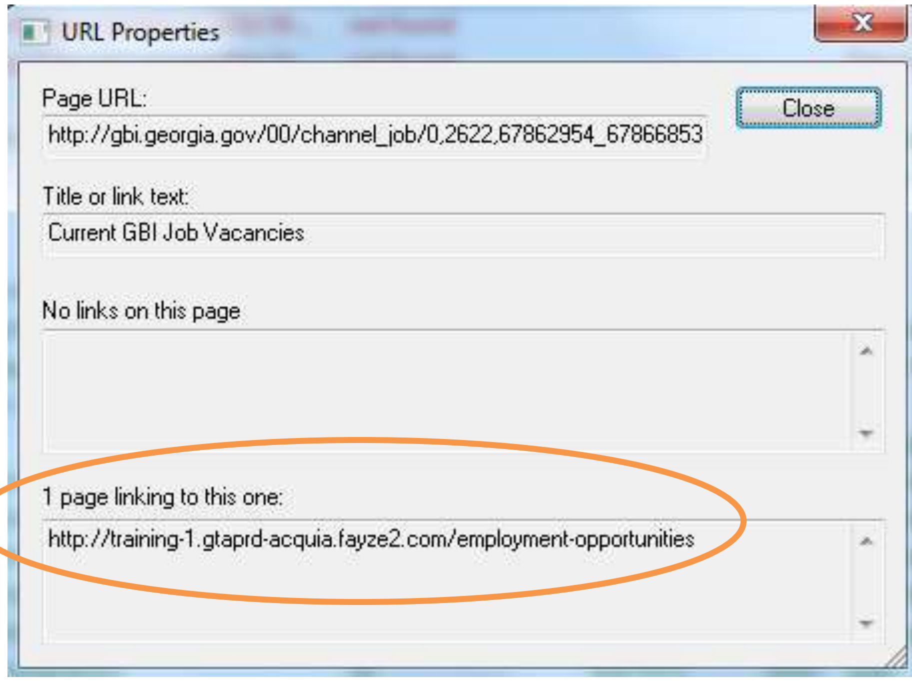


Figure 32 URL Properties

4. Copy the first URL listed under *Pages Linking to This One,* and paste it into your Web browser.
5. Now, looking back at your **URL Properties** pop-up window, look at the field labeled *Title or Link Text*. That's the broken link you'll need to fix.
6. Go back to your Web browser, and on that site page you just pulled up, find the broken link.
7. If you're not already signed into Drupal, log in, navigate to that page and replace the broken link with a working one. If you don't know of a working link, delete the broken link altogether.
8. After you've replaced or deleted the broken link from all pages formerly linking to it, you can close the **URL Properties** pop-up window.

You'll go through this process for each broken link on your site.

6.1 How Often Should I Check my Links?

The larger your site is, the more likely it is that links, both external and internal, will break. So, depending on how much or little content your offer, you may schedule your link checks as frequently as once a month or as infrequently as once every three months. At the very least, plan to run a report twice a year. Running these reports will keep your site healthy and indicate to your visitors that you care about their experience as they browse your site.

Appendix A: Image Sizes

The following are the standard image sizes you may need for different content areas on your website.

Image	Width (Pixels)	Height (Pixels)
Homepage Rotator – Image and Text • Full Width • 2 Column • 1 Column	620 600 300	400 390 195
Homepage Rotator – Image Only • 2 Column • 1 Column	600 300	400 195
HD (Full Width) Homepage Rotator - Image Only	940	400
Image Promotion	280 (max)	180 - 225 (recommended)
Call to Action Promotion (Icon)	48	48
Homepage Promotion List	100 (max)	100 (max)
Featured Topics Thumbnail	100 (max)	100 (max)
	Featured Topic Thumbnail will be restricted to 100 pixels in both directions; images will proportionally scale down to make the largest dimension 100 pixels.	
Featured Image on Media Page	760	570 (recommended)
Photo Gallery and Video Thumbnail	100	100
Photo Gallery Full Size Image	800	600
Profile Thumbnail	200	200