



NJLA CUS Website Training August 10, 2016

Editing an existing article/event -- Login > Click on Title of item you want to edit > Click on the Edit Tab > Make Edits> Save.

Add Documents -- Login > Content > Add Content > CUS Committee Documents > Add Title > Private or Public Document (Private will only be seen to logged in members) > Select a Committee > Body (If you want to add a descriptions) > Committee Document (Browse and Upload Document) > Add Description of Document > Save.

Add Events -- Login > Content > Add Content > CUS Events > Add Title > Enter Event Time > Select Committee > Add Location > Add Body for Description > Save. If you want online registration, contact James jkeehbler@piscatawaylibrary.org and we will set up something through njla.org.

Add a FAQ -- Login > Content > Add Content > FAQ > Add Title (Question to be answered) > Select Committee > Add Answer > Save.

Add a Page (More Static than Story) -- Login > Content > Add Content > Page > Title > Menu Settings > Add Menu Link Title > Parent Item (Select Menu)> Add Body > (File Attachments > Browse > Attach (if necessary) > Save

Add a Story -- Login > Content > Add Content > Story> Title > Select Committee > Add Body > Save.

Add a Webform -- The module for making surveys in Drupal. After a submission, users may be sent an e-mail "receipt" as well as sending a notification to administrators. Results can be exported into Excel or other spreadsheet applications.

Tutorial: <http://www.youtube.com/watch?v=2onrw5jDmHo>

Other Website Options:

For further control on appearance of published items, **Click on Publishing Options, then select Sticky at Top of Lists or Promote to Front Page.**