



Training Manual for Site User HKUST Drupal Platform

Client: The Hong Kong University of Science and Technology Version: 1.1



issupprt@ust.hk

Revision History

Version	Author	Comments	Date
0.1	Jeffrey Mok	1st draft for initial review	26-Nov-2018
1.0	Eunice Li	Ready for UST review	10-Jan-2019
1.1	Eunice Li	Added "People"	17-Jan-2019

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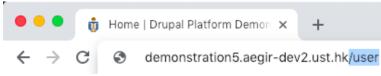
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Part 1 | The Basics

1.1 Access to Drupal Platform

1.1.1 Login

- 1. Go to the site URL.
- 2. Add "/user" at the end of the URL to go to the login page.



3. There are two methods to login, direct login click "LOG IN" and using "CAS Login".

	Q
THE HONG KONG UNIVERSITY OF SCIENCE HKUST DRUPAL PLATFORM DEMONSTRATION AND TECHNOLOGY	≡
Username	
admin	
Enter your Drupal Platform Demonstration - The Hong Kong University of	f
Science and Technology username.	
Password	
•••••	
Enter the password that accompanies your username.	
LOG IN	
CAS LOGIN	

1.1.2 Logout

- 1. Go to "admin".
- 2. Click "Logout".

HKUST Drupal Platform		Manage	★ Shortcuts	1 admin	🔅 Devel
View profile	Edit profile	Log out			

1.1.3 Reset Password

If you have forgotten your password, please refer to the guide in the link below. <u>https://itsc.ust.hk/services/general-it-services/user-account/forgot-password</u>

1.2 Landing Page

A landing page acts as an entry point to the website or sections of the website. In order to create new page, users are suggested to create new landing page.

1.2.1 Create New Landing Page (Demo Video 1)

1. Go to "HKUST Drupal Platform" → "Pages / Content" → "Landing Pages". Click "Add Landing Page".

E HKUST Drupal Pl	atform H M	anage 🔺 Shorto	cuts 👤 admin
Pages/Content	Appearance	Structure	User accounts
Landing Pages	> Add La	inding Page	
Content Pages	> Import		
Webforms	ICE	HKUST DRU	PAL PLATFO

2. Input the page name (Page Title) and URL alias^{#1} (Path), which will be shown after the domain name and click "Submit".

Pages/Content	Appearance	Structure	User accounts	_
Add new La	nding Page	ŵ		
Home » Admin » La	nding page » Add			
Page Title *				
Playground				ĺ.
Path *				
/playground				
Published				
a rabisited				

3. Landing page has been created and the page is redirected to Layout Builder. For details, please go to <u>2.1 Introduction to Layout Builder</u>.

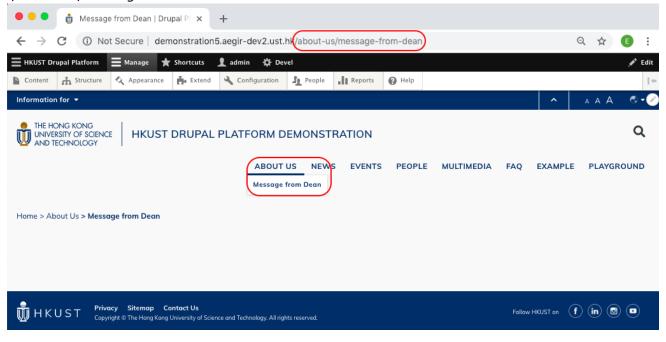
s
X)
-

<u>Remark</u>

#1 What is URL Alias?

URL alias is the path of the link to direct visitors to the landing page that you create. Please be reminded that the path should not include any space. After completion of creating landing page, the path would be shown at the URL bar of that landing page.

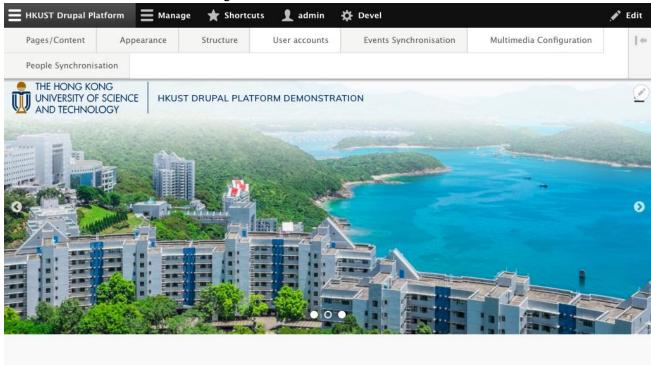
For example, if user would like to create a new landing page "Message from Dean" under the existing landing page, "About Us", path of the new landing page should be under that of "About Us", i.e., "/about-us/message-from-dean".



1.2.2 Edit Landing Page^{#2}

1. Go to the toolbar under the landing page.

2. Click "Edit" from the toolbar in right bottom corner.



SUSTAINABILITY MISSION

3. Click "Save" after editing the Page Title and Path.

		atform Ma	inage 🔺 Shortcuts					
Pages/Content	Appearance	Structure	User accounts					
People Synchronisation								
	-							
Edit Landing	g Page 🕁							
Home » Administrat		g : .	- g -					
Page Title * Home								
_								

<u>Remark</u>

^{#2} Do not edit the paths of modules with dynamic content which are FAQ, Multimedia (Publication, Video and Gallery), News, Event and People.

1.2.3 Disable Landing Page

1. Go to "HKUST Drupal Platform" \rightarrow "Pages / Content" \rightarrow "Content Pages".

HKUST Drupal Pl	E Mana	ige 🔺 Short	cuts	
Pages/Content	App	earance	Structure	
Landing Pages	>			
Content Pages	>	Add Cont	ent Page	
Webforms	¢.	Е НКИ	ST DRUPAL PLA	TFOR

2. Select "Landing Page" under "Content type" and click "Filter" to filter the Landing Page type contents only.

concentes of						
Content	☆					
Content	Scheduled	Comments	Feeds	Files	Media	
Home » Admini	stration » Content					
+ Add conter	nt					
Title		Content ty	/pe	1	Published stat	tus Language
		Landing	Page	•	– Any –	▼ - Any - ▼
Filter	Reset					

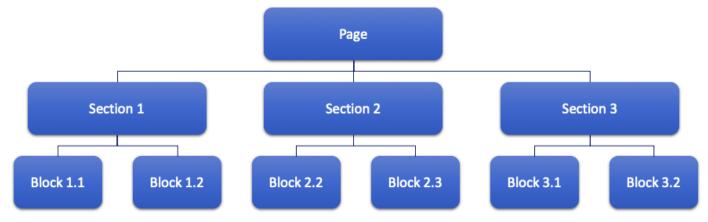
3. Select the landing page to be disabled. Select the Action "Unpublish content" and click "Apply to selected items".

Action Unpublish content Apply to selected items					
TITLE	CONTENT TYPE	AUTHOR	STATUS	UPDATED	 OPERATIONS
Home	Landing Page	admin	Published	01/07/2019 - 16:44	Edit -
Practice Playground	Landing Page	admin	Published	01/07/2019 - 15:23	Edit

Part 2 | Introduction to Layout Builder

2.1 Layout Builder^{#3}

Layout Builder is the tool used to update page layout and content. The structure of a page as below.



The view of Layout Builder is as below. Layout Builder could be redirected from Creating New Landing Page. Another method to enter Layout Builder is to click "Layout" at the Drupal footer toolbar at right bottom corner.

= нкиз	T Drupal Platforr	m 🗮 Manag	je ★ Shortcuts	👤 admin	🌣 Deve	I			💉 Edit
Pages	/Content	Appearance	Structure	User accounts	Even	nts Synchronisatio	n		1 er
Multi	media Configuratio	on Peopl	e Synchronisation						
				SAVE L	AYOUT	CANCEL LAY	OUT F	REVERT TO	DEFAULTS
				+ Add Section	n				
DEN	Body Descri								×
				+ Add Bloc	k				
				+ Add Section	on				
			View Ed	lit Delete 🚺	.ayout [Devel Clone	Translate	Export	Overwrite

Each page can be built with sections and each sections can be built with blocks. For the guide to create a landing page, please refer to <u>1.2.1 Create New Landing Page</u>. You will learn how to create a section and block in the parts below.

Remark

^{#3} Do not use Layout Builder to edit the sections and blocks of modules with dynamic content which are FAQ, Multimedia(Publication, Video and Gallery), News, Event and People.

2.2 Section

When we are creating a new section, it is required to choose a specific section layout . Here are some common section layouts:

- Content Area Full Width
- Content Area Bounded
- Content Area Two columns (50/50)
- Content Area Three columns (33/33/33)

Section Layouts like "Content Area - Two columns" helps user to divide the section into two (or more) blocks. However, using Section Layouts above limits user with the number of columns per section. There is another method to put columns in the sections manually, which is to use the block "Columized Static Content". Refer to <u>3.8.3 Columnized Static Content</u> for details.

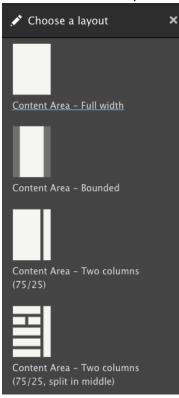
We could also add styling to each section by assigning the section to different CSS Class.

2.2.1 Create New Section (Demo Video 1)

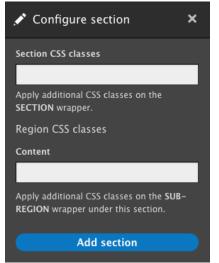
1. In the landing page where you would like to create new section, click "Add Section".

HKUST Drupal PI	atform	Man	age 🛨 Shorto	uts 👤 admin	🔅 Deve	4	ø	[®] Edit
Pages/Content	Appe	earance	Structure	User accounts	Ever	nts Synchronisation		$\ \cdot \cdot $
Multimedia Config	guration	Peo	ple Synchronisatio	n				
THE HONG KONG UNIVERSITY OF SCIENCE HKUST DRUPAL PLATFORM DEMONSTRATION								
				SAVE L	AYOUT	CANCEL LAYOU	T REVERT TO DEFAI	ULTS
				+ Add Section	on			

2. Choose a section layout.



3. Configure the section. Input the Section CSS classes and click "Add section".



 A section has been added to the page. (Refer to <u>2.3 Block</u> to add block to the section) Click "Save Layout" to save the page.

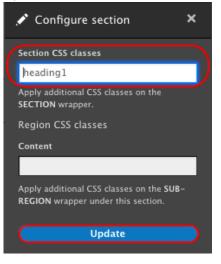
	^	٩
THE HONG KONG UNIVERSITY OF SCIENCE AND TECHNOLOGY		≡
SAVE LAYOUT CANCEL LAYOUT REVE	RT TO DEF	AULTS
+ Add Section		
Configure section		
+ Add Block		

2.2.2 Edit Section

It is not allowed to edit the layout once the section has been created. It is only allowed to edit the styling i.e., CSS class of the section.

1.	Click "Configure section".			
	THE HONG KONG UNIVERSITY OF SCIENCE AND TECHNOLOGY			≡
		SAVE LAYOUT	CANCEL LAYOUT	REVERT TO DEFAULTS
		+ Add Section		
	Configure section TE		E	×
	Text Body			

2. Update the Section CSS classes and click "Update".



- 2.2.3 Delete Section
 - 1. Go to the section to be deleted and click the cross.

THE HONG KONG UNIVERSITY OF SCIENCE AND TECHNOLOGY	HKUST DRUPAL PLATFORM DEMONSTRATION			≡
		SAVE LAYOUT	CANCEL LAYOUT	REVERT TO DEFAULTS
	4	 Add Section 		
Configure section	TEX	T TITL	E	Ø
Text Body				
		🕇 Add Block		

2. Confirm to delete the section by clicking "Remove".



2.3 Block

In HKUST Drupal Platform, user should only use the following 5 types of blocks. The other types are not applicable.

- HKUST Core
- HKUST Core UI Elements
- HKUST Core UI Elements (Events)
- HKUST Core UI Elements (Multimedia)
- HKUST Core UI Elements (News)

And here are some common blocks:

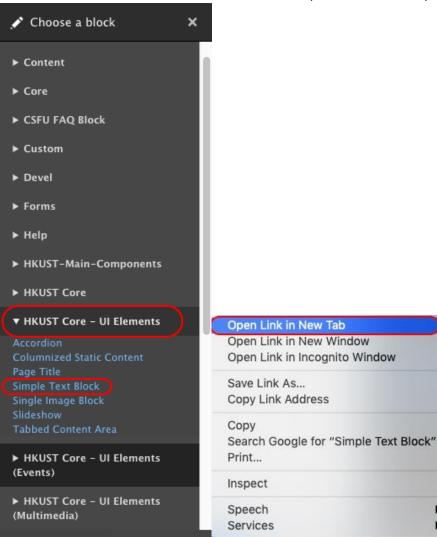
- HKUST Core UI Elements \rightarrow Simple Text Block
- HKUST Core UI Elements → Simple Image Block
- HKUST Core UI Elements → Accordion
- HKUST Core UI Elements → Columnized Static Content
- HKUST Core UI Elements → Slideshow
- HKUST Core UI Elements → Tabbed Content Area

2.3.1 Create New Block (Demo Video 1)

1. In the section where you would like to create new block, click "Add Block".

E	HKUST Drupal Pl	atform	Mana	ge 🔺 Shortcu	ts 👤 admin	🔅 Devel	e e e e e e e e e e e e e e e e e e e	Edit
	Pages/Content	App	earance	Structure	User accounts	Events Synchronisation		$\ \in$
	Multimedia Config	guration	Peop	le Synchronisation				
Ģ	Configure section				+ Add Block	2		8
						y 		

2. Select the block to be created. For example same as the demo video, we need to insert text. Go to "HKUST Core - UI Element" and select "Simple Text Block" by right click to open a new tab.



.

	" after finishin			the proved	
HKUST Drupal Pla	tform Manage	Structure	s 1 admin	Events Synchronisation	
Multimedia Configu		Synchronisation		Events Synchronisation	
		-,			
☆					
Home » Hkust simp	le text				
Block description					
Simple Text Block					
Title * Text Title					
Display title					
Header Color					
Body					
BI S U	$\mathbf{x}^{\mathbf{z}} \times_{\mathbf{z}} \mathbf{I}_{\mathbf{x}} \equiv \equiv$		e e , m ::	🗄 🤧 🖬 🎹 🗮 Styles	- Normal -
					🗐 🕢 Source 📘
Text Body					
body p Text format Full	I HTML 🔻				About text forma

4.	Click "Save Layout	" to save	the block cre	eation.					
	HKUST Drupal Platform	Manag	ge 🔺 Shortcuts	s 👤 admin	🔅 Devel				💉 Edit
	Pages/Content A	ppearance	Structure	User accounts	Events	Synchronisation			1+
	Multimedia Configuratio	n Peopl	le Synchronisation						
								^	٩
	THE HONG KONG UNIVERSITY OF SCIENCE AND TECHNOLOGY	JST DRUPAL PLAT	FORM DEMONSTRATION						≡
				SAVE LA	AYOUT	CANCEL LAYOUT	REVER	T TO DE	AULTS
				+ Add Sectio	'n				
	Configure section		TE	хт ті	TLE				×
	Text Body								

5. A successful message "The layout override has been saved." would appear.

The layout override has been saved.

2.3.2 Edit Block

1. Go to the block to be edited. Click the pen and "Configure" by right click to open a new tab.

Home > Node > Practice Playground > Edit layout f	or Practice Playground			
	SAVE LAYOUT	CANCEL LAYOUT	REVERT TO DEFAULTS	
	+ Add Section			
Configure section				\mathbf{x}
T	EXT TITLE		Configure	Oper
Text Body Text Body Text Body			Remove bloc	Oper
				Save Copy
	🕈 Add Block			Copy Sear

2. After editing the block, click "Update" to save the update.

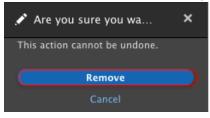
HKUST Drupal Plat	tform 🗮 Man	age 🔺 Shortcuts	👤 admin	🔅 Devel						
Pages/Content	Appearance	Structure	User accounts	Events Synchronisation						
Multimedia Configu	Iration Peo	ple Synchronisation								
Title * Sustainability Mission										
	B I Styles → Format → B I Styles → Format → B Source ■									
carbon, zer	o waste, and ne	t-positive environm	nental impact liv		/ater Bay campus into a zero tial learning, demonstrating a community. LINK					
			Link							
Text format Full	HTML 🔻				About text formats 🕜					
Update										

2.3.3 Delete Block

1. Select the block to be deleted, click the pen on right top corner of the block and click "Remove block".

UNIVERSITY OF SCIENCE AND TECHNOLOGY	HKUST DRUPAL PLATFORM DEMONSTRAT	ION		=
		SAVE LAYOUT	CANCEL LAYOUT	REVERT TO DEFAULTS
		+ Add Section		
Configure section	TI	EXT TITL	E	Configure Remove block

2. Confirm to delete the block by clicking "Remove".



2.4 Commonly-Used Mapping of Sections, CSS Classes and Blocks

Styling Description	Related Guide	Section Layout	Section CSS Class	Block
Insert text in bounded section	2.2.1 Create New Section	Content Area - Bounded	heading1	HKUST Core - UI Elements → Simple Text Block
Insert image (align centre) in bounded section	<u>3.2 Image -</u> <u>Method B</u>	Content Area - Bounded	img-center- important	HKUST Core - UI Elements → Simple Image Block
Insert image (align left) in bounded section	<u>3.2 Image -</u> <u>Method B</u>	Content Area - Bounded	Nil	HKUST Core - UI Elements → Simple Image Block
Insert slideshow in full-width section	3.3 Slideshow	Content Area - Full Width	Nil	HKUST Core - UI Elements → Slideshow
Insert Latest News in bounded section	<u>3.7.2 Update</u> Latest News Block	Content Area - Bounded	heading4-with4	HKUST Core → News: Latest 4 News
Insert Latest Event in bounded section	<u>3.7.4 Update</u> <u>Latest Event</u> <u>Block</u>	Content Area - Bounded	heading4-with4	HKUST Core → Events: Nearest 3 events
Insert Accordion Module in bounded section	3.8.1 Accordion Module	Content Area - Bounded	Nil	HKUST Core - UI Elements → Accordion
Insert Tab Module in bounded section	<u>3.8.2 Tab</u> Module	Content Area - Bounded	Nil	HKUST Core - UI Elements → Tabbed Content Area
Create section with more than 1 column in full-width section	3.8.3 <u>Columnized</u> <u>Static Content</u>	Content Area - Full Width	heading4-with4	HKUST Core - UI Elements → Columnized Static Content
Create section with	<u>3.8.3</u>	Content Area	heading4-with4	HKUST Core - UI Elements

more than 1 column in bounded section	<u>Columnized</u> <u>Static Content</u>	- Bounded		→ Columnized Static Content
Insert section break in full-width section	<u>3.8.4 Section</u> <u>Break</u>	Content Area - Full Width	section-break	(Any Blocks)
Insert section break in bounded section	<u>3.8.4 Section</u> Break	Content Area - Bounded	section-break	(Any Blocks)

Part 3 | Common Content Update

3.1 Text

3.1.1 Text Editing Format

Prerequisite:

Create a section with layout and CSS class and block stated below. (Refer to 2.2 Section and 2.3 Block to create section and block)

Section Layout	Section CSS Class	Block				
Content Area - Bounded	heading1	HKUST Core - UI Elements \rightarrow Simple Text Block				

1. Go to the block to be edited. Click the pen and "Configure" by right click to open a new tab.

Home > Node > Practice Playground > Edit layout	for Practice Playground							
	SAVE LAYOUT	CANCEL LAYOUT	REVERT TO DEFAULTS					
	+ Add Section							
Configure section			Configure Remove bloc	Open Link in New Tab Open Link in New Window				
Text Body Text Body Text Body	Open Link in Incognito Window Save Link As Copy Link Address							
	+ Add Block							

2. Go to "Body" and update body text with the tools below.

Tool Icon	Body Text Formatting Description
B I S <u>U</u> x ² x₂	Bold, Italic, Strikethrough, Underline, Superscript, Subscript
$I_{x} \equiv \equiv \equiv$	Remove Format, Align Left, Align Centre, Align Right
:=]=	Bulleted List, Numbered List
=	Insert Horizontal Line
Format -	Text Format: Use only "Normal", "Heading 2", "Heading 3" or "Heading 4" here only as used for Title

3.1.2 Hyperlink

Prerequisite:

Create a section with layout and CSS class and block stated below. (Refer to 2.2 Section and 2.3 Block to create section and block)

Section Layout	Section CSS Class	Block				
Content Area - Bounded	heading1	HKUST Core - UI Elements \rightarrow Simple Text Block				

1. Go to the block to be edited. Click the pen and "Configure" by right click to open a new tab.

Home > Node > Practice Playground > Edit layout fo	r Practice Playground			
	SAVE LAYOUT	CANCEL LAYOUT	REVERT TO DEFAULTS	
	+ Add Section			
Configure section			Configure Remove bloc	Open Link in New Tab Open Link in New Window Open Link in Incognito Win
Text Body Text Body Text Body				Save Link As
	Copy Link Address Copy Search Google for "Configu			

2. Go to "Body" and click the circled icon to insert hyperlink.

B I — S U x³ x₂ Ix È ≐ ≐ ≡ ∉ ∉ 📾 🚱 🙊 🗄 ½ ୨୨ 🖾 🎛 🚆 Styles	ΒI	s	<u>U</u> x ^a	X ₂	<u></u> <i>T</i> _× ≡	≘	≡	≣	θE	÷	œ	67	ę	•= •=	1=	,,	14			Styles	
--------------------------------------------------------------------	----	---	-------------------------	----------------	---------------------------------	---	---	---	----	---	---	----	---	----------	----	----	----	--	--	--------	--

3. Insert the link in the field "Link" and click "Save".

Edit link	×
Link	
	0
Start typing to find content or paste a URL.	
Open IMCE file browser	
□ Open in new window	
Save	

Link to External and Internal Websites

For links to external websites, insert the full URL starting with "http://" or "https://". For example, if the link is to be redirected to google.com, the link "https://www.google.com/" should be inserted. For links to internal pages, it is not required to insert the domain. For example, in the site "http://demonstration5.aegir-dev2.ust.hk/", if the link is to be redirected to News "http://demonstration5.aegir-dev2.ust.hk/news", only the link "/news" should be inserted.

Link to Images

The image to be embedded should be uploaded to web server before creating link. (Refer to 3.2 Image - <u>Upload Image to Web Server</u>) For links to image, click "Open IMCE file browser" and select image from File Manager on the web server.

Open in Same Tab and New Tab

The link redirected will be opened in the same window, same tab. If you would like the link to be opened in a new tab, check "Open in new window".

4. For link to image, go to Body and click "Source". Remove the file name before "/files". Click "Update" and save the layout of the page.

B I S U x ^a x _a I _x E E E E ⊞ ⊞ ⊞ @ ® ® ♥ := := 99 ⊡ ⊞ ≣ Styles -	Format 👻
<pre>Text Body Text Body <a (files="" 0.2="" bk="" body<="" dev2="" dummusimerse="" href="/sites/demonstration5.aegin" p="" ppgn="Text" ust=""></pre>	-
<pre>dev2.ust.hk/files/dummy-image_0_2.png">Text Body</pre>	
Text format Full HTML 🔻	About text formats 🕜
Update	

3.1.3 Table

Prerequisite:

Create a section with layout and CSS class and block stated below. (Refer to 2.2 Section and 2.3 Block to create section and block)

Section Layout	Section CSS Class	Block					
Content Area - Bounded	heading1	HKUST Core - UI Elements → Simple Text Block					

1. Go to the block to be edited. Click the pen and "Configure" by right click to open a new tab.

Home > Node > Practice Playground > Edit layout for	Practice Playground		
	SAVE LAYOUT	CANCEL LAYOUT	REVERT TO DEFAULTS
	+ Add Section		
Configure section			Configure Remove bloc
Text Body Text Body Text Body			
	🕂 Add Block		

2. Go to "Body" and click the circled icon to insert table.

в I S	<u>U</u> x ² >		en en la	🛙 📻 🚪 Styles	- Normal - 🗐 💿 So
	_	 			

3. Update the Table Properties like "Rows", "Columns" and "Alignment". Choose "First Row" for Headers.

Table Properti	es 🗙
Table Properties	Advanced
Rows 3 Columns 2	Width 500 Height
Headers First Row 🔻	Cell spacing
Border size	Cell padding
Alignment	

4. Uncheck "Display title" to hide the title of the table. Click "Source" and update the first row about table border with the codes below.

```
stack" data-tablesaw-mode="stack">
```

To edit the table property, select the table and right click to select Table Property and edit the height, width. Do not drag the table width.

5. Click "Update" and save the layout of the page.

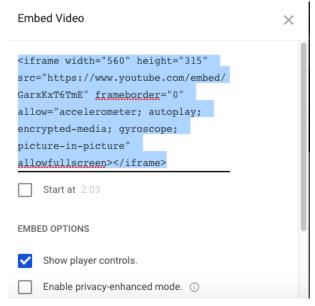
3.1.4 Youtube Video

- 1. Go to youtube video link and click "SHARE".
- 2. Click "Embed".

() f	9	G+	8	6 >
Embed Facebook	Twitter	Google+	Blogger	reddit
https://youtu.be/Gar	KxT6TmE			СОРҮ

3. Copy the code.

Start at 0:58



4. Go to the block where the YouTube video would be added. Click the pen and "Configure" by right click to open a new tab.

Home > Node > Practice Playground > Edit layout for <i>Practice Playg</i>	round			
SAV	E LAYOUT CAN	ICEL LAYOUT	REVERT TO DEFAULTS	
+ Add Sec	tion			
Configure section TEXT T	ITLE		Configure Remove bloc	Open Link in New Tab Open Link in New Window Open Link in Incognito Window
+ Add Bio	ock			Save Link As Copy Link Address Copy Search Google for "Configure"

5. Go to "Body" and click "Source". Paste the codes to the body.

Block description
Simple Text Block
Title *
Text Title
Z Display title
Header Color
Body
B I S U x ^a x _a I _x ≧ Ξ Ξ ⊕ ⊕ ⊕ ⊕ ⊕ ⊕ ⊕ ♥ := := ?? 🖬 🚍 = Styles - Format -
<pre>Text Body Text Body Text Body</pre>
<iframe <="" frameborder="0" height="315" src="https://www.youtube.com/embed/GarxKxT6TmE" th="" width="560"></iframe>
allow="accelerometer; autoplay; encrypted-media; gyroscope; picture-in-picture" <u>allowfullscreen</u> >

6. Click "Update" and save the layout of the page.

3.2 Image

Image can be inserted in Simple Text Block (along with other texts) and Simple Image Block.

Method A - To Embed Image in Simple Text Block

Upload Image to Web Server

1. Go to "HKUST Drupal Platform" \rightarrow "Pages / Content" \rightarrow "Content Pages".

(3 Home 둦 H	KUST Drupa	l Platfo	rm) =
(Pages/Content	Appe	arance	St
	Landing Pages	>		
(Content Pages	>	Add Co	ntent Pag
	Webforms	lec	1	Commer

2. Click "Files" and "Add File".

Home 🗧 H	KUST Drupal Platfo	orm 📃 Manage	★ Shortcuts	👤 admin 🔅 Devel	
Pages/Content	Appearance	Structure	User accounts	Events Synchronisation	Multimedia Configuration
People Synchron	isation				
Files 🖸					
	Scheduled	Comments	Feeds Files	Media	

3. Click "Choose file" to choose image from local path. Remember to rename the local file name before uploading. Click "Next".

Add fil	e 🏠		
File	Archive		
Home » Ad	d file		
Upload a n	ew file *		
Choose f	ile No file cho	sen	
20 MB limit. Allowed typ		png txt doc docx xls	xlsx pc
Next			

5.

4. Choose the Destination, "Public local file served by the webserver".

	Add fi	le 🕁		
	File	Archive		
	Home » A	dd file		
	Destinati	on *		
			by the webserver.	
		local files served		
	omate	iocal mes served	by brapal.	
	Previo	ous Ne	xt	
Cl	ck "Sav	e".		
	File	Archive		
	Home » Add	file		
	Filename	eenshot.png		
		file with no path com	ponents.	
	User ID			
	admin (1)			0
	The user ID o	f the file.		
	Alt Text			
	Alternative te optimization.		readers, search engines, and when the ima	ge cannot be loaded. By adding alt text you improve accessibility and search engine
	Title Text			
	Title text is u usability.	sed in the tool tip wh	nen a user hovers their mouse over the ima	ge. Adding title text makes it easier to understand the context of an image and improves
	URL alias			
	Specify an alt	ernative path by whic	ch this data can be accessed. For example,	type "/about" when writing an about page.
	Previou	s Save		

6. A message "Image XXX was uploaded." would appear.

Image Sample_Screenshot.png was uploaded.

Embed Image in Simple Text Block

- 🗐 🐼 Source 🕻 🖾

7. Go to the Simple Text Block where the image would be added. Click the pen and "Configure" by right click to open a new tab.

Home > Node > Practice Playground > Edit layout for <i>Practice Playground</i>		
SAVE LAYOUT CANCEL LAYOUT	REVERT TO DEFAULTS	
+ Add Section		
Configure section TEXT TITLE	Configure	Open Link in New Tab
Text Body Text Body	Remove bloc	Open Link in New Window Open Link in Incognito Wind Save Link As
+ Add Block		Copy Link Address Copy Search Google for "Configure

- 8. Go to "Body" and click the circled icon to embed image
 - B I S U x² x₂ | I_x ≧ Ξ Ξ Ξ Ξ Ξ Ξ Ξ Ξ Ξ Ξ Ξ □ II = | 99 II II Ξ Ξ | Styles Normal

9. In File Manager, double-click to select the image to be embedded.

🗧 🥚 🗧 File ma	anager Drupal Platform Demonstration - The Hong Kong Universit	ty of Science and Tec	hnology	
 Not Secure demonstration5. 	aegir-dev2.ust.hk/imce?sendto=CKEDITOR.imce.sendto&type	=image&ck_id=edit-	settings-conten	t-value
CRefresh 🖪 New folder 💶	Upload 💼 Delete Resize 🖌 Select			
<pre> public:// 2018-09 2018-10 2018-11 2018-12 2019-01 2019-01 css cools events hkust </pre>	Name1 menu_icons multimedia people php pictures slideshow_images styles	Size	Width Height	Date 2018-10-03 2018-11-23 2018-12-24 2019-01-07 2018-11-21 2019-01-09 2019-01-07 2018-09-18
hkust_theme_configs imagecache	translations			2019-01-07
 images inline-images 	🛃 AI Brain.jpg	128.3 KB	819 461	2019-01-07
🛨 🚺 js	AIBrain.jpg	128.3 KB	819 461	2019-01-09
Ianguages	dummy-image_0_2.png	304 KB	910 510	2018-11-12
Ibrary-definitions Iocations media-icons	Sample_Screenshot.png 31 items (584.4 KB)	23.8 KB	317 271	2019-01-09

10. Click "Source" and remove the file name before "/files".

```
B I S U x<sup>2</sup> x<sub>2</sub> | I<sub>x</sub> ≧ Ξ Ξ ∉ ∉ ∞ ∞ ∞ := E 9? ⊡ ⊞ E Styles - Format -

Source □
```

width="317" />

11. Click "Update" and save the layout of the page.

Method B - To Insert Image Block Directly

Prerequisite:

Create a section with layout and CSS class and block stated below. (Refer to <u>2.2 Section</u> and <u>2.3 Block</u> to create section and block)

Section Layout	Section CSS Class	Block
Content Area - Bounded	Nil	HKUST Core - UI Elements → Simple Image Block
Content Area - Bounded	img-center-important	HKUST Core - UI Elements → Simple Image Block

For images to be aligned left, it is not required to input Section CSS Class. For images to be aligned centre, "img-center-important" should be selected for Section CSS Class.

1. Go to the block to be edited. Click the pen and "Configure" by right click to open a new tab.

SAVE LAYOUT	CANCEL LAYOUT	REVERT TO DEFAULTS
+ A	dd Section	
SINGLE IMAGE BLOCK		
		Configure Open Link in New Tab
+ /	Add Block	Remove bl Open Link in New Window Open Link in Incognito W

2. Uncheck "Display title" to hide the title of the image. Click "Choose file" to choose image from local path. If necessary, input link which will be redirected from the image. Then click "Add Block" and save the layout of the page.

Home » Hkust single image block
Block description
Single Image Block
Title *
Single Image Block
Display title
Image Style *
Original 🔹
To adjust resolution/display options of the image
Image
Choose file No file chosen
Link
Add Block

3.3 Slideshow

Slideshow is a block to be put under a section on a landing page. Instructions below demonstrate the specific guide to create a slideshow.

 Create a section with layout and CSS class and block stated below (Refer to <u>2.3 Block</u> to create, edit and delete a block)

Section Layout	Section CSS Class	Block	
Content Area - Full Width	Nil	HKUST Core - UI Elements → Slideshow	

2. Input the field listed below in Block Description

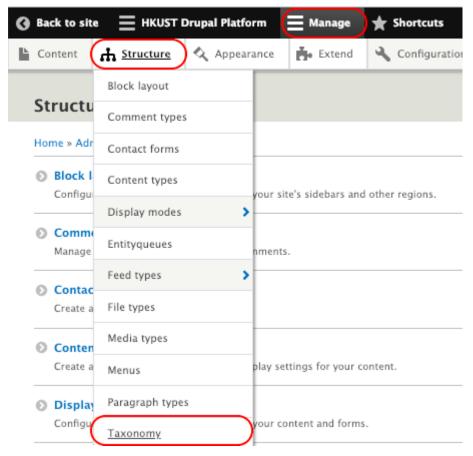
No.	Field Name	Field Nature	Remark
1	Title	Mandatory	Title of the slideshow. If title is not required to be shown, uncheck "Display title"
2	Slider mode	Mandatory	Default slide mode is Multiple Mode
3	Autoplay speed	Optional	Default speed is 4000
4	Slide to Show	Mandatory	Default number of slide to show at a time is 2
5	Slide to scroll	Mandatory	Default number of slide to scroll at a time is 1
6	Description Position	Mandatory	Default description position is Hidden
7	Image Style	Mandatory	Choose "home_banner" as Image Style for slideshow
8	Image	Optional	Click "Choose file" to upload image. Click "Add one more" to add new images
9	Link	Optional	Input link to the image. You could choose to open in current window or new window

3.4 FAQ

3.4.1 FAQ Category

3.4.1.1 Create New FAQ Category

1. Go to "Manage" → "Structure" → "Taxonomy"



2. Go to "FAQ Category" and click "List terms"

Taxonomy 🕁		
Home » Admin » Structure » Taxono Taxonomy is for categorizing conter + Add vocabulary	ny t. Terms are grouped into vocabularies. For example, a vocabulary	called "Fruit" would contain the terms "Apple" and "Banana".
VOCABULARY NAME	DESCRIPTION	OPERATIONS
Document Type	The type of document	List terms 💌
+ Event Categories		List terms 🔹
🕂 Event Organizers		List terms 💌
🕂 Event Tags		List terms 🔹
↔ FAQ Category		List terms 🔻

3. Click "Add term"

Back to sit	e =	HKUST Drupal Pl	atform	Manage 🔺 🕇	Shortcuts Exam	ples 👤 admin	🔅 Devel
Pages/Con	tent	Appearance	People	Structure	Events Synchroni	sation	
FAQ Category ☆							
List	Edit	Manage field	ds Man	age form display	Manage display		
Home » Ad	nin » Str	ucture » Taxonomy	» Faq category	» Overview			

You can reorganize the terms in FAQ Category using their drag-and-drop handles, and group terms under a parent term by sliding

|--|

4. Input the name of FAQ category and save Remark: You may just leave the rest of the optional fields blank

Add term 🏠			
Home » Admin » Structure » Taxonomy » Faq category » Add			
Name *			
Trial			
Description			
B I ® ∞ 1 = 1 = 1 99 E Format - 1 D Source E			
Text format Basic HTML			
► RELATIONS			
URL alias			
Specify an alternative path by which this data can be accessed. For example, type "/about" when writing an about page.			
Save			

5. A successful message "Created new term XXX." would appear

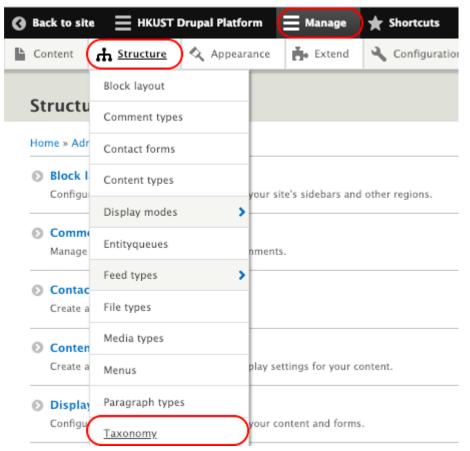
Created new term Trial.

 (Optional) You could go back to the page "Taxonomy" to add more FAQ Categories and repeat step 3-5

Add term 🏠	
Home » Admin » Structure (Taxonomy) Faq category » Add	
✓ Created new term <i>Trial</i> .	

3.4.1.2 Edit Existing FAQ Category

1. Go to "Manage" \rightarrow "Structure" \rightarrow "Taxonomy".



2. Go to "FAQ Category" and click "List terms".

List terms 💌

List terms 💌

APPNOVATION

+ Event Tags

+ FAQ Category

Taxonomy 🕁		
Home » Admin » Structure » Taxonc Faxonomy is for categorizing conte + Add vocabulary	my at. Terms are grouped into vocabularies. For example, a vocabulary called "Fruit" wo	uld contain the terms "Apple" and "Banana".
VOCABULARY NAME	DESCRIPTION	OPERATIONS
Document Type	The type of document	List terms 💌
+ Event Categories		List terms 💌
+ Event Organizers		List terms 💌

3.	Select the FAQ Category to be edited and click "Edit".

FAG	FAQ Category ☆								
Li	ist	Edit	Manage fields	Manage form display	Manage display				
You o parer	Home » Administration » Structure » Taxonomy » Edit <i>FAQ Category</i> » FAQ Category You can reorganize the terms in <i>FAQ Category</i> using their drag-and-drop handles, and group terms u parent. + Add term								
NA	ME			OPERA	TIONS				
÷	Admis	sion		Edi	t 🔻				
÷	Deferra	al		Edi	t 💌				
÷	Hall Fe	e		Edi	t 💌				
÷	Others			Edi	t 🔻				

4. After editing the content, click "Save".

Edit ter	m ☆				
View	Edit	Devel	Clone		
Home » Adm	iission » Edit	term			
Name *					
Admission					
Description					
BI		:= ;= ??	Format	it - 🗟 Source 🌇	
Text forma	at Basic HT	TML 🔻			About text forr
► RELATI	IONS				
URL alias					
Specify an alt	ernative path	n by which this	data can be ac	ccessed. For example, type "/about" when writing an about page.	

3.4.1.3 Delete FAQ Category

1. Go to "Manage" \rightarrow "Structure" \rightarrow "Taxonomy".

() Back to site	HKUST Drupal Platfo	orm (📃 Manage	🛨 Shortcuts
🖺 Content 🤇	🔥 Structure	rance	📕 Extend	🔧 Configuration
	Block layout			
Structu	Comment types			
Home » Adr	Contact forms			
Block I Configure	Content types	your sit	e's sidebars and	other regions
	Display modes	1	es sidebais and	other regions.
Common Manage	Entityqueues	nments		
S Contac	Feed types	-		
Create a	File types			
O Conten	Media types			
Create a	Menus	play set	tings for your co	ontent.
🕥 Display	Paragraph types			
Configu	<u>Taxonomy</u>	your co	ntent and forms	

2. Go to "FAQ Category" and click "List terms".

Taxonomy ☆						
Home » Admin » Structure » Taxor	lomy					
Taxonomy is for categorizing cont	ent. Terms are grouped into vocabularies. For examp	le, a vocabulary called "Fruit" would contain the terms "Apple" and "Banana".				
+ Add vocabulary						
VOCABULARY NAME	DESCRIPTION	OPERATIONS				
Document Type	The type of document	List terms 🔹				
🕀 Event Categories		List terms 🔹				
1 Event Organizers		List terms 🔹				
🕀 Event Tags		List terms 💌				
+ FAQ Category		List terms 🔹				

3. Select the FAQ Category to be deleted and click "Delete".

List	Edit	Manage fields	Manage form display	Manage display	
	organize the	ure » Taxonomy » Faq e terms in <i>FAQ Categol</i>	category » Overview ry using their drag-and-drop	handles, and group ter	ns under a parent te
AME					OPERATIONS
Afte	r submission	of application			Edit •
					Edit -
	lying job onli	ine			Lun
+ App	lying job onli ing started	ine			Edit -
H App	ing started	ine			
+ App + Gett	ing started	ine			Edit •

3.4.2 FAQ Type Content

3.4.2.1 Create New Set of Q&A

 Go to "HKUST Drupal Platform" → "Pages/Content" → "Content Pages" → "Add Content Page" and create a new set of Q&A .

HKUST Drupal Pl	latform 📕 Mana	age 🔺 Shorto	cuts 👤 admin	🋱 Devel
Pages/Content	Appearance	Structure	User accounts	Events Synchronisation
Landing Pages	>			
Content Pages	> Add Cont	ent Page)	()
Webforms	ICE H	KUST DRU	IPAL PLATFO	RM DEMONSTRATIO

2	Click	"FAQ"
Ζ.	CIICK	FAQ .

HKUST Drupal P	atform Mana	age 🌟 Shorto	uts 👤 admin	🔆 Devel		
Pages/Content	Appearance	Structure	User accounts	Events Synchronisatio		
Add conte	nt 🕁					
Home » Node » Ad	ld content					
Article Use articles for time-sensitive content like news, press releases or blog posts.						
Document Library Use Document Library to create a document library for users to download files						
S Events						
External Media						
S FAQ						
Landing Pag	e					
Multimedia	- Annual Report					

3. Input question under "Title", answer under "Body" and specific FAQ category added in 2.7.1.1. Click "Save".

Create FAQ 🟠	
Home » Add » Faq	
Title * May I still apply by post, email or fax using the hardcopy application form? Question Body (Edit summary) Compared to the summary	Last saved: Not saved yet Author: admin Revision log message
B I ∞ ∞ := := ?? ⊑ Normal - ⊙ Source ⊑ Answer	
The mode of application may vary by job categories. For job openings that call for online application, we strongly encourage you to submit an online job application through the HKUST Careers website.	Briefly describe the changes you have made. MENU SETTINGS URL ALIAS
ේ	► AUTHORING INFORMATION
body p	► PROMOTION OPTIONS
Text format Basic HTML 🔻 About text formats 🔘	
FAQ Category Cetting started (384) FAQ category (autocomplete form)	
2 Published	
Save	

4. A successful message "FAQ XXX has been created" would appear.

✓ FAQ May I still apply by post, email or fax using the hardcopy application form? has been created.

5. Go to the FAQ page of designated website "xxx.ust.hk/FAQ" to see whether the new set of Q&A is correctly displayed.

(

3.4.2.2 Edit Existing Set of Q&A

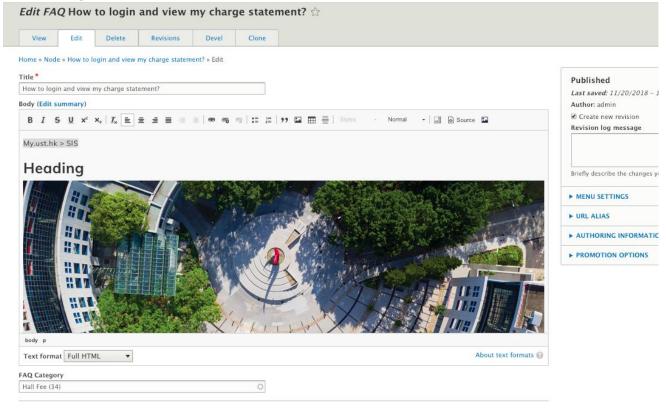
1. Go to "HKUST Drupal Platform" → "Pages/Content" → "Content Pages".

HKUST Drupal PI	atform 🗮 Mana	age 🔺 Shorto	uts 👤 admin	🌣 Devel
Pages/Content	Appearance	Structure	User accounts	Events Sync
Landing Pages	>			
Content Pages	Add Cont	ent Page		
Webforms		KUST DRU	PAL PLATFO	RM DEMOI

2. Select "FAQ" under "Content type" and click "Filter" to filter the FAQ type contents only. Find the target set of Q&A and click "Edit".

Back to s	site 📃	HKUST Drupa	al Platform	Manage	\star Shortcut	s 👤 admi	n 🔅 Devel			
Pages/C	ontent	Appearan	ce Structu	ire Use	er accounts	Events Sy	nchronisation	Multime	dia Configuration	
People Sy	People Synchronisation									
Conte	ent 🕁									
Conte	nt	Scheduled	Comments	Feeds	Files	Media				
Home » A	dministra	tion » Content								
+ Add o	content									
Title			Content t	уре	F	ublished statu	us Language			
			FAQ		•	– Any –	 Any - 			•
Filter		Reset								
Action										
Delete o	content		•							
Apply	/ to selec	ted items								
п тіт	LE				CONTE TYPE	NT AUTHO	R STATUS	UPDATED V	OPERATIONS	
	w to login	and view my ch	arge statement?		FAQ	admin	Published	11/20/2018 - 18:11	Edit 🔹	
	ave alread standing i		ee, why is the hal	l fee still listed	as FAQ	admin	Published	10/12/2018 - 16:47	Edit 💌	

3. After editing the content, click "Save".



4. A successful message "FAQ XXX has been updated." would appear.

✓ FAQ How to login and view my charge statement? has been updated.

5. Go to the FAQ page of designated website "xxx.ust.hk/FAQ" to see whether the set of Q&A is updated.

3.4.2.3 Delete Set of Q&A

1. Go to "HKUST Drupal Platform" → "Pages/Content" → "Content Pages".

HKUST Drupal PI	atform 📕 Mana	age 🔺 Shorto	uts 👤 admin	🔅 Devel
Pages/Content	Appearance	Structure	User accounts	Events Sync
Landing Pages	>			
Content Pages	Add Cont	ent Page		
Webforms	ICE H	KUST DRU	PAL PLATFO	RM DEMOI

2. Select "FAQ" under "Content type" and click "Filter" to filter the FAQ type contents only. Find the target set of Q&A and click "Delete".

Content									
Content	Scheduled	Comments	Feeds	Files	Media				
Home » Admini:	stration » Content								
+ Add conten	t								
Title		Content t	pe		Published stat	us Languag	ge		
		FAQ			– Any –	🔻 – Any	-		•
Filter	Reset								
Action									
Delete conter	it	•							
Apply to se	elected items								
TITLE					CONTENT TYPE	AUTHOR	STATUS	UPDATED -	OPERATIONS
How to lo	gin and view my c	harge statement?			FAQ	admin	Published	01/03/2019 - 21:31	Edit Clone
How to lo	gin and view my c	harge statement?			FAQ	admin	Published	01/03/2019 - 21:28	Delete

3. Click "Delete".

Are you sure you want to delete the content How to login and view my charge statement

View

Edit

Delete

Home » Node » How to login and view my charge statement? » Delete

This action cannot be undone.

Delete

Cancel

4. A successful message "FAQ XXX has been updated" would appear.

The FAQ How to login and view my charge statement? has been deleted.

3.6 Multimedia

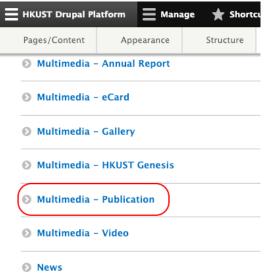
3.6.1 Publication

3.6.1.1 Create New Publication

1. Go to "HKUST Drupal Platform" → "Pages/Content" → "Content Pages" → "Add Content Page".

HKUST Drupal Pl	atform 🗮 Mana	age 🔺 Shorto	cuts 👤 admin	🔅 Devel
Pages/Content	Appearance	Structure	User accounts	Events Synchronisation
Landing Pages	>			
Content Pages	Add Cont	<u>ent Page</u>)	
Webforms	ICE H	KUST DRU	PAL PLATFO	RM DEMONSTRATIO

2. Select "Multimedia - Publication".



3. Input the field listed below, check "Published" and click "Save".

No.	Field Name	Field Nature	Remark
1	Title	Mandatory	This is the Title of the Publication.
2	Thumbnail	Mandatory	Click "Choose file" to upload the image. The optimum image size of Thumbnail is 300 X 186.
3	Alternative text	Optional	In case that Thumbnail does not work, Alternative text will be shown.
4	Language	Optional	Default language is English.
5	Title Link	Optional	Title Link and File are mutually exclusive. If Title Link has been inserted, no File should be uploaded.
6	Description	Optional	This is the Description of the Publication.

7	File	Optional	Title Link and File are mutually exclusive. If File has been uploaded, no Title Link should be inserted.
8	Other links - URL	Optional	This is another link shown below the publication, for purpose like "More Details".
9	Other links - Link text	Optional	This is the text shown for the link input in field #8.

Below is a sample Publication for reference.



4. A successful message "Multimedia - Publication XXX has been created." would appear.

✓ Multimedia - Publication *Publication Title* has been created.

3.6.1.2 Edit Existing Publication

1. Go to "HKUST Drupal Platform" → "Pages/Content" → "Content Pages".

HKUST Drupal PI	atform 📕 Mana	age 🔺 Shorto	uts	👤 admin	🔅 Devel
Pages/Content	Appearance	Structure	ι	Jser accounts	Events Synchronisation
Landing Pages	ges > People Synchronisation				
Content Pages	Add Cont	ent Page			
Webforms					

2. Select "Multimedia - Publication" under "Content type" and click "Filter" to filter the Publication type contents only. Find the target publication and click "Edit".

Content	☆							
Content	Scheduled	Comments	Feeds	Files	Media			
Home » Admin	istration » Content							
+ Add conte	nt							
Title		Content ty	-		ublished status			
Filter	Reset	Multimed	lia – Publicat	ion 🔻	– Any – 🔹 🔻	- Any -		•
Action Delete conte	nt	•						
	selected items)						
TITLE		CONTENT TY	'PE	AUTHO	R STATUS	UPDATED	•	OPERATIONS
Test Pub	lication - Cloned	Multimedia –	Publication	admin	Published	01/10/2019 - 1	8:35	Edit 👻
Publicat	ion Title	Multimedia -	Publication	admin	Published	01/10/2019 - 1	8:34	Edit 💌

- 3. Check "Published" and click "Save" to save the updates.
- 4. A message "Multimedia Publication XXX has been updated." would appear.

Multimedia – Publication Test Publication – Cloned has been updated.

3.6.1.3 Disable Publication

1. Go to "HKUST Drupal Platform" → "Pages / Content" → "Content Pages".

HKUST Drupal PI	atform	Mana	ige 🔺 Shorto	cuts
Pages/Content	Appea	arance	Structure	
Landing Pages	>			
Content Pages	>	Add Cont	ent Page	
Webforms	DE	нки	ST DRUPAL PLA	TFOR

2. Select "Multimedia - Publication" under "Content type" and click "Filter" to filter the Publication type contents only.

cype conten	ico onnyi						
Content	<u>ک</u>						
Content	Scheduled	Comments	Feeds	Files	Media		
Home » Adminis	stration » Content						
+ Add conten	t						
Title		Content ty				tus Language	
		Multime	dia – Publicat	tion 🔻	– Any –	 Any – 	•
Filter	Reset						

3. Select the publication to be disabled. Select the Action "Unpublish content" and click "Apply to selected items"

Action Unpublish content Apply to selected items					
TITLE	CONTENT TYPE	AUTHOR	STATUS	UPDATED	 OPERATIONS
Test Publication - Cloned	Multimedia - Publication	admin	Published	01/10/2019 - 18:35	Edit 👻
Publication Title	Multimedia – Publication	admin	Published	01/10/2019 - 18:34	Edit -

- 4. A message "Unpublish content was applied to X item(s)." would appear.
 - Unpublish content was applied to 1 item.

3.6.2 Video

3.6.2.1 Create New Video

Define New Video Category (Step 1-5)#4

1. Go to "Manage" \rightarrow "Structure" \rightarrow "Taxonomy".

• Back to site	📃 НКUST Drupa	l Platform	E Manage	★ Shortcuts
🕒 Content 🌔	ሐ <u>Structure</u>	Appearance	📥 Extend	🔧 Configuration
	Block layout			
Structu	Comment types			
Home » Adr	Contact forms			
Block I Configu	Content types	YOUR S	ite's sidebars and	other regions
Connigu	Display modes	>	tes sidebals and	other regions.
Common Manage	Entityqueues	nment	s.	
Contac	Feed types	>		
Create a	File types			
S Conten	Media types			
Create a	Menus	play se	ettings for your co	ontent.
🕥 Display	Paragraph types			
Configu	<u>Taxonomy</u>	your co	ontent and forms	

2. Go to "Video Category" and click "List terms".

3 Back to site	HKUST Drupal P	latform I Ma	anage 🔺 Shortcut	s 👤 admin 🔅 Devel		
Pages/Content	Appearance	Structure	User accounts	Events Synchronisation	Multimedia Configuration	People Synchronisation
💠 FAQ Categor	у					List terms 💌
News Catego	ory					List terms 💌
News Tags						List terms 💌
News Type						List terms 💌
🕀 News Year						List terms 💌
🕀 People						List terms 💌
🕆 Publisher						List terms 💌
🕁 Tags		Use tags	to group articles on sir	nilar topics into categories.		List terms 💌
🕀 Video Catego	ory					List terms 🔹
🕀 Year						List terms 🔹

+ Add term

3. Click "Add term" to add a new Video Category.

Pages/Content Appearance Structure User accounts Events Synchronisat									
Video Category 🏠									
	Edit	Manage fiel	ds Manage	e form display	Manage display				

4. Create and save a new Video Category.

Add term 🕸
Home » Administration » Structure » Taxonomy » Edit Video Category » Add term
Name *
Sample Video Term
Description
B I ⊕ ⊕ ⊕ :≣ !≣ 99 ⊑ Format - ⊙ Source ⊑
Text format Basic HTML
Language
English The term language code.
► RELATIONS
URL alias
Specify an alternative path by which this data can be accessed. For example, type "/about" when writing an about page
Save

5. A message "Created new item XXX." would appear.

✓ Created new term Sample Video Term.

Create New Content (Step 6-9)

6. Go to "HKUST Drupal Platform" → "Pages/Content" → "Content Pages" → "Add Content Page".

HKUST Drupal PI	atform 📕 Mana	age 🔺 Shorto	uts 👤 admin	🔅 Devel
Pages/Content	Appearance	Structure	User accounts	Events Synchronisation
Landing Pages	>			
Content Pages	Add Cont	<u>ent Page</u>)	(A
Webforms	ICE H	KUST DRU	PAL PLATFO	RM DEMONSTRATIO

7. Select "Multimedia - Video".

📕 НКUST Drupal Pl	latform	Manag	e 🔺 Shortc	uts 👤 admin	🛱 Devel
Pages/Content	App	earance	Structure	User accounts	Events Synchronis
🔊 Multimedia	- eCard				
O Multimedia	- Gallery				
O Multimedia	- HKUST	Genesis			
Multimedia	- Publicat	ion			
O Multimedia	– Video)			
News					

8. Input the field listed below, check "Published" and click "Save".

No.	Field Name	Field Nature	Remark	
1	Video Category	Mandatory	This is the Video Category defined in Step 1-5.	
2	Language	Optional	Default language is English.	
3	Thumbnail	Mandatory	Click "Choose file" to upload the image. The optimum image size of Thumbnail is 300 X 186.	
4	Alternative text	In case that Thumbnail does not work,OptionalAlternative text will be shown		
-		Mandahami	URL: The URL should be a YouTube link. In case the video has not been posted on YouTube, the video should be to YouTube before posting the URL. Link text: This is the text shown for the Video	
5	Video Link	Mandatory	Link under Thumbnail.	

6	Youku Link	Optional	URL: The URL should be a Youku link. In case the video has not been posted on Youku, the video should be to Youku before posting the URL. Link text: This is the text shown for the Youku Link under Thumbnail.
7	External Link	Optional	URL: The URL is the video link on other servers than YouTube and Youku. Link text: This is the text shown for the External Link under Thumbnail.

9. A successful message "Multimedia - Video XXX has been created." would appear.

✓ Multimedia - Video Sample Video has been created.

Remark

^{#4} Step 1-5 can be skipped if the video can be defined with existing Video Category.

3.6.2.2 Edit Existing Video

1. Go to "HKUST Drupal Platform" \rightarrow "Pages/Content" \rightarrow "Content Pages".

HKUST Drupal Pl	atform 🗮 Mana	age 🔺 Shorto	uts 👤 admin	🔅 Devel
Pages/Content	Appearance	Structure	User accounts	Events Synchronisation
Landing Pages	> Peo	> People Synchronisation		
Content Pages	Add Cont	ent Page		
Webforms			_	

2. Select "Multimedia - Video" under "Content type" and click "Filter" to filter the Video type contents only. Find the target video and click "Edit".

Content	☆						
Content	Scheduled	Comments	Feeds	Files	Media		
Home » Admin	istration » Content						
+ Add conte	nt						
Title		Content ty Multimed	rpe dia - Video	,	Published sta – Any –	tus ▼	
		Language					
\frown		- Any -			•		
Filter	Reset						
Action Delete conte	nt	•					
	selected items						
TITLE		CONTENT TYPE	AUTHO	DR STAT	US UPD/	ATED	OPERATIONS
Sample S	Video	Multimedia – Vid	eo admin	Publi	shed 01/1	0/2019 - 19:00	Edit 👻
HKUST C	Corporate Video	Multimedia – Vid	eo admin	Publi	shed 12/1	7/2018 - 10:50	Edit 👻

- 3. Check "Published" and click "Save" to save the updates.
- 4. A message "Multimedia Video XXX has been updated." would appear.

Multimedia – Video Sample Video has been updated.

3.6.2.3 Disable Video

1. Go to "HKUST Drupal Platform" \rightarrow "Pages / Content" \rightarrow "Content Pages".

E	HKUST Drupal Pl	atform		age 🔺 Short	cuts	👤 admin	🛱 Devel
	Pages/Content	App	earance	Structure		User accounts	Events Synchronisation
	Landing Pages	>	People Synchronisation				
(Content Pages	>	Add Cont	ent Page			
	Webforms				_		

2. Select "Multimedia - Video" under "Content type" and click "Filter" to filter the Video type contents only.

Content	Å					
Content	Scheduled	Comments	Feeds	Files	Media	
Home » Admini	stration » Content					
+ Add conter	ht					
Title		Content ty	-)	Published stat	15
		Multimed	dia – Video		– Any –	•
		Language				
		– Any –			•	
Filter	Reset					

3. Select the video to be disabled. Select the Action "Unpublish content" and click "Apply to selected items".

_	oublish content	•				
	pply to selected items	CONTENT TYPE	AUTHOR	STATUS	UPDATED	OPERATIONS
	Sample Video	Multimedia – Video	admin	Published	01/10/2019 - 19:00	Edit 👻
	HKUST Corporate Video	Multimedia – Video	admin	Published	12/17/2018 - 10:50	Edit -
	HKUST Corporate Video	Multimedia – Video	admin	Published	11/23/2018 - 17:19	Edit -

4. A message "Unpublish content was applied to X item(s)." would appear.



3.6.3 Gallery

3.6.3.1 Create New Gallery

1. Go to "HKUST Drupal Platform" → "Pages/Content" → "Content Pages" → "Add Content Page".

HKUST Drupal Pl	atform 📕 Manage	e 🔺 Shortcuts	i 👤 admin	🔆 Devel
Pages/Content	Appearance	Structure	User accounts	Events Synchronisation
Landing Pages	>			
Content Pages	> Add Conten	t Page		
Webforms		UST DRUP	AL PLATFO	RM DEMONSTRATIO

2. Select "Multimedia - Gallery".

Add content 🏠
Home » Node » Add content
O Article Use articles for time-sensitive content like news, press releases or blog posts.
Document Library Use Document Library to create a document library for users to download files
S Events
📀 External Media
© FAQ
♥ Landing Page
Multimedia - Annual Report
📀 Multimedia - eCard
🛛 Multimedia - Gallery

3. Input the field listed below, check "Published" and click "Save".

No.	Field Name	Field Nature	Remark
1	Title	Mandatory	This is the Title of the Gallery.
2	Description	Optional	This is the Description of the Publication.
3	Language	Optional	Default language is English.
4	Thumbnail	Mandatory	Click "Choose file" to upload the image. The optimum image size of Thumbnail is 300 X 186.
		Ontinuel	Alternative text: Text shown in case that Thumbnail does not work. Title: Title of the image.
5	Images	Optional	Add new file: To add additional image to the gallery.

Sequence of images could be changed by dragging the icon, Φ up and down.

4. A successful message "Multimedia - Gallery XXX has been created." would appear.

Multimedia - Gallery Gallery Testing has been created.

3.6.3.2 Edit Existing Gallery

1. Go to "HKUST Drupal Platform" → "Pages/Content" → "Content Pages".

HKUST Drupal PI	latform 📕 Mana	ige 🔺 Shorta	uts	👤 admin	🛱 Devel
Pages/Content	Appearance	Structure		User accounts	Events Synchronisation
Landing Pages	> Peop	ple Synchronisatio	n		
Content Pages	Add Cont	ent Page			
Webforms					

2. Select "Multimedia - Gallery" under "Content type" and click "Filter" to filter the Gallery type contents only. Find the target gallery and click "Edit".

Conte	Content ☆							
Conter	nt Scheduled	Comments	Feeds	Files Me	dia			
Home » Ad	ministration » Content							
+ Add c	ontent							
Title		Content typ			ed status			
		Multimedia	a – Gallery	- Any	- •			
		Language						
Filter	Reset	– Any –			•			
Action								
Delete c	ontent	•						
Apply	to selected items							
	LE		CONTENT TYPE	AUTHOR	STATUS	UPDATED •	OPERATIONS	
	IST Campus HKUST Cam IST Campus	pus HKUST Campus	Multimedia - Gallery	admin	Published	01/04/2019 - 14:35	Edit 🗸	
🗆 нкц	IST Campus		Multimedia Gallery	admin	Published	12/18/2018 - 16:00	Edit -	

- 3. Check "Published" and click "Save" to save the updates.
- 4. A message "Multimedia Gallery XXX has been updated." would appear.

Multimedia – Gallery HKUST Campus HKUST Campus HKUST Campus HKUST Campus has been updated.

3.6.3.3 Disable Gallery

1. Go to "HKUST Drupal Platform" → "Pages / Content" → "Content Pages".

HKUST Drupal Pl	atform 📕 Man	age 🔺 Shorto	uts 👤 admin	🗱 Devel
Pages/Content	Appearance	Structure	User accounts	Events Synchronisation
Landing Pages	> Peo	ple Synchronisatio	n	
Content Pages	Add Cont	tent Page		
Webforms			_	

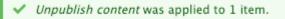
2. Select "Multimedia - Gallery" under "Content type" and click "Filter" to filter the Gallery type contents only.

Content	Å					
Content	Scheduled	Comments	Feeds	Files	Media	
ome » Admini	stration » Content					
+ Add conten	nt					
	ht	Content to	/DP		Published sta	tus
	ht	Content ty	/ pe dia - Gallery		Published sta – Any –	tus T
+ Add conten	It	Multimed	dia – Gallery			
	ht		dia – Gallery			

3. Select the gallery to be disabled. Select the Action "Unpublish content" and click "Apply to selected items".

Unp	Action Unpublish content Apply to selected items							
	TITLE CONTENT AUTHOR STATUS UPDATED - OPERATIONS							
	HKUST Campus HKUST Campus HKUST Campus HKUST Campus	Multimedia – Gallery	admin	Published	01/04/2019 - 14:35	Edit		
	HKUST Campus	Multimedia - Gallery	admin	Published	12/18/2018 - 16:00	Edit -		

4. A message "Unpublish content was applied to X item(s)." would appear.

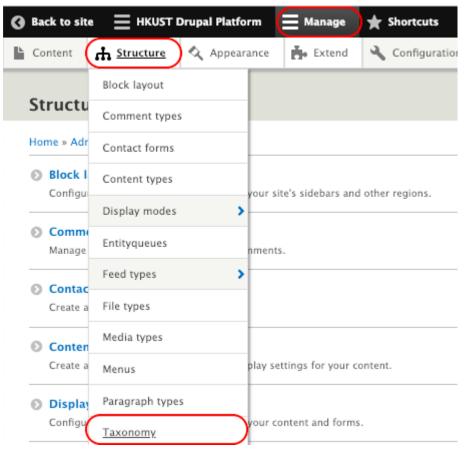


3.7 News & Events

3.7.1 Add News

Define New News Category (Step 1-5)#5

1. Go to "Manage" \rightarrow "Structure" \rightarrow "Taxonomy".



2. Go to "News Category" and click "List terms".

Taxonomy 🟠

Home » Administration » Structure » Taxonomy

Taxonomy is for categorizing content. Terms are grouped into vocabularies. For example, a vocabulary called "Fruit" would contain the terms "Apple" and "Banana".

+ Add vocabulary

			Show row weights
vo	CABULARY NAME	DESCRIPTION OPERA	TIONS
÷	Document Type	The type of document	terms 💌
÷	Event Categories	List	terms 💌
+	Event Organizers	List	terms 💌
÷	Event Tags	List	terms 💌
÷	FAQ Category	List	terms 💌
÷	News Category	List	terms 🔻

3. Click "Add term" to add a new News Category.

News Category 🕾								
Lis	st Edit	Manage fields	Manage form display	Manage display				
You ca under		e terms in News Categ	my » Edit <i>News Category</i> » Ne <i>ory</i> using their drag–and–drop	ws Category 9 handles, and group terms ur				
NAM	ME			OPERATIONS				
÷	Arts & Creativity			Edit 👻				
\oplus	Community and	Sustainability		Edit -				

4. Create and save a new News Category.

Add term 🟠	
Home » Administration » Structure » Taxonomy » Edit News Category » Add term	
Name *	
Sample News Category	
Description	
B I 🚥 🖙 👾 📰 📰 🤧 🖬 🛛 Format 🕞 🕢 Source 🖬	
Text format Basic HTML	About text formats 🕜
► RELATIONS	
Generate automatic URL alias Uncheck this to create a custom alias below. Configure URL alias patterns.	
URL alias	
Specify an alternative path by which this data can be accessed. For example, type "/about" when writing an about page.	

5. A message "Created new item XXX." would appear.



Define New News Tag (Step 6-10)#5

6. Go to "Manage" \rightarrow "Structure" \rightarrow "Taxonomy".

Back to site	HKUST Drupal Pl	atform (📃 Manage	★ Shortcuts	
🗅 Content	🛧 <u>Structure</u> 🔍 App	pearance	Extend	🔧 Configuration	
	Block layout				
Structu	Comment types				
Home » Adr	Contact forms				
Block I Configu	Content types	your cit	your site's sidebars and other regions.		
	Display modes	>	es sidebais and	other regions.	
Commo Manage	Entityqueues	nments			
O Contac	Feed types	>			
Create a	File types				
O Conten	Media types				
Create a	Menus	play se	ttings for your co	ontent.	
💿 Display	Paragraph types				
Configu	<u>Taxonomy</u>	your co	ntent and forms		

7. Go to "News Tags" and click "List terms".

Taxonomy 🟠

+ Add vocabulary

Home » Administration » Structure » Taxonomy

Taxonomy is for categorizing content. Terms are grouped into vocabularies. For example, a vocabulary called "Fruit" would contain the terms "Apple" and "Banana".

		Show row weight
VOCABULARY NAME	DESCRIPTION	OPERATIONS
🕆 Document Type	The type of document	List terms 💌
+ Event Categories		List terms 💌
🕂 Event Organizers		List terms 💌
🕂 Event Tags		List terms 💌
+ FAQ Category		List terms 💌
+ News Category		List terms 💌
🕂 News Tags		List terms 🔹

8. Click "Add term" to add a new News Tags.

News Tags ಭ				
List	Edit	Manage fields	Manage form display	Manage display
Home » Administration » Structure » Taxonomy » Edit <i>News Tags</i> » News Tags You can reorganize the terms in <i>News Tags</i> using their drag-and-drop handles, and group terms un and to the right of the parent. + Add term				
NAME				OPERATIONS
🕂 Entre	preneurship)	(Edit -
+ Exhib	vition		(Edit 👻
+ Forur	n & Confere	nce	(Edit 👻
🕂 Globa	al Challenge	s	(Edit 👻
+ Sport			(Edit 👻
🕂 Thesi	is Defense		(Edit 💌
Save	Res	et to alphabetical)	

9. Create and save a new News Tag.

Add term 🟠
Home » Administration » Structure » Taxonomy » Edit News Tags » Add term
Name *
Sample News Tag
Description
B I 🚥 🖙 🛒 🔚 🔚 🤧 🖬 Format - 问 Source 🖬
Text format Basic HTML About text formats @
► RELATIONS
Generate automatic URL alias Uncheck this to create a custom alias below. Configure URL alias patterns.
URL alias
Specify an alternative path by which this data can be accessed. For example, type "/about" when writing an about page.
Save

10. A message "Created new item XXX." would appear.

Created new term Sample News Tag.

Create News Content (Step 11-13)

- 11. Go to "HKUST Drupal Platform" → "Pages/Content" → "Content Pages" → "Add Content Page" and create a
 - piece of news.

HKUST Drupal PI	atform 📕 Mana	age 🔺 Shorto	cuts 👤 admin	🔅 Devel
Pages/Content	Appearance	Structure	User accounts	Events Synchronisation
Landing Pages	>			
Content Pages	> Add Cont	<u>ent Page</u>)	(A
Webforms	ICE H	KUST DRU	PAL PLATFO	RM DEMONSTRATIO

12. Click "News".

Add content 🛱
Home » Node » Add content
Article Use articles for time-sensitive content like news, press releases or blog posts.
Document Library Use Document Library to create a document library for users to download files
© Events
O External Media
● FAQ
S Landing Page
Multimedia - Annual Report
Ø Multimedia − eCard
O <u>Multimedia - Gallery</u>
Multimedia - HKUST Genesis
Multimedia - Publication
Multimedia - Video
News

13. Input the field listed below, check "Published" and click "Save".

No.	Field Name	Field Nature	Remark
1	News Type	Mandatory	Choose "News"
2	Thumbnail	Optional	This is the thumbnail shown in news summary. Click "Choose file" to upload the image. The optimum image size of Thumbnail is 300 X 186.
3	Title	Optional	This is the title of news.
4	News Description	Optional	This is the description to be shown under Title.
5	Body	Optional	This is the body of news.
6	Content Banner	Optional	This is the banner which will be shown in full width after the Title, News Description and Published Date. The optimum image size of Content Banner is 1920 X 530.
7	News Category	Mandatory	This is the News Category defined in Step 1-5.
8	News Tag	Optional	This is the News Tag defined in Step 6-10.
9	Outside Link	Optional	This is a suggested link to readers after reading the news.
10	Year	Optional	The year of news. Format of year: XXXX
11	News Images	Optional	Images will be shown after the piece of new. Alternative text: Text shown in case that image does not work. Title: Description of the image will be shown below each image. Add new file: To add additional image to the news.
12	Video	Optional	URL: The URL should be a YouTube link. In case the video has not been posted on YouTube, the video should be to YouTube before posting the URL.
13	About HKUST	Optional	This is the description about HKUST.
14	Published Date	Optional	Only published date will be shown in the News. The published time will be hidden. Refer to the sample of published date below for date format: 10 January 2019

Below is a sample News for reference.



Remark

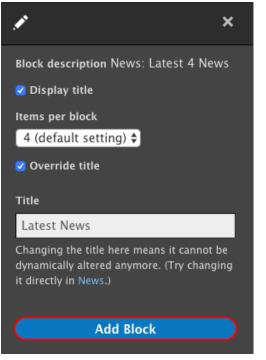
^{#5} Step 1-5 can be skipped if the news can be defined with existing News Category. Step 6-10 can be skipped if the news does not require any News Tags or can be defined with existing News Tag.

3.7.2 Update Latest News Block

- 1. Go to the page where Latest News would be added and open Layout Builder.
- Create a section with layout, CSS class and block stated below. (Refer to <u>2.2 Section</u> and <u>2.3 Block</u> to create section and block)

Section Layout	Section CSS Class	Block	
Content Area - Bounded	heading4-with4	HKUST Core → Events: Nearest 3 events	

Check "Display title" and "Override title" and click "Add Block".



3. Save the layout of the page.

4. (Optional) To add a button, "More News" below the Latest News to redirect to the page News, create another section with layout, CSS class and block stated below.

Section Layout	Section CSS Class	Block
Content Area - Bounded	btn-view-more	HKUST Core - UI Elements \rightarrow Simple Text Block

Go to "HKUST Core - UI Element" and select "Simple Text Block" by right click to open a new tab.

🖍 Choose a block	Copen Link in New Tab Open Link in New Window
▼ HKUST Core – UI Elements	Open Link in Incognito Window Save Link As
Accordion	Copy Link Address
Columnized Static Content	Сору
Page Title	Search Google for "Simple Text Block"
Simple Text Block	Print
Single Image Block	Inspect
Slideshow	Speech
Tabbed Content Area	Services

5. Uncheck "Display title". Go to "Body" and click "Source". Paste the codes below to the body.

More News

6. Click "Add Block" and save the layout of the page.

3.7.3 Add Event

It is not allowed to add event directly onto HKUST Drupal Platform but events will be interfaced from University Event Calendar. To add new events, please go to University Event Calendar.

3.7.4 Update Latest Event Block

1. Go to the page where Latest News would be added and open Layout Builder.

2. Create a section with layout, CSS class and block stated below. (Refer to <u>2.2 Section</u> and <u>2.3 Block</u> to create section and block)

Section Layout	Section CSS Class	Block
Content Area - Bounded	heading4-with4	HKUST Core → News: Latest 4 News

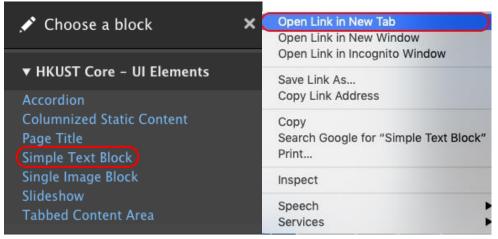
Check "Display title" and "Override title". Click "Add Block".

×
Block description Events: Nearest 3 events
🗹 Display title
🗹 Override title
Title
Events
Changing the title here means it cannot be dynamically altered anymore. (Try changing it directly in Events.)
Add Block

- 3. Save the layout of the page.
- 4. (Optional) To add a button, "More News" below the Latest News to redirect to the page News, create another section with layout, CSS class and block stated below.

Section Layout	Section CSS Class	Block	
Content Area - Bounded	btn-view-more	HKUST Core - UI Elements → Simple Text Block	

Go to "HKUST Core - UI Element" and select "Simple Text Block" by right click to open a new tab.



- 6. Click "Add Block" and save the layout of the page.

3.8 Layout Organization

3.8.1 Accordion Module

An Accordion Module is a design where content is grouped into vertical lists on the same page, and each row is expandable one-by-one by clicking the content's corresponding first row without redirecting to another page. Below is a sample Accordion Module for reference.

ACCORDION EXAMPLE

testing 1	^
Illud probatus in vim, eu duis vocibus scriptorem cum. Volutpat hendrerit nam Enim petentium necessitatibus vel no, sed cu partem moderatius. Id erant epicurei nam, ea pri falli vitae propriae. No meis dicta utinam nam, partem putent debitis cu mei, oportere gloriatur eum cu. Mel ex doctus fabulas sensib	
testing 2	~

In this section, you will learn how to create, edit and delete an Accordion Module.

1. Create a section with layout and CSS class and block stated below. (Refer to <u>2.2 Section</u> and <u>2.3 Block</u> to create section and block)

Section Layout	Section CSS Class	Block
Content Area - Bounded	Nil	HKUST Core - UI Elements → Accordion

Go to "HKUST Core - UI Element" and select "Tabbed Content Area" by right click to open a new tab.

🖍 Choose a block	Copen Link in New Tab Open Link in New Window	
▼ HKUST Core – UI Elements	Open Link in Incognito Window Save Link As	
Accordion	Copy Link Address	
Columnized Static Content Page Title Simple Text Block	Copy Search Google for "Simple Text Block" Print	
Single Image Block	Inspect	
Slideshow Tabbed Content Area	Speech Services	

2. Input the field listed below.

No.	Field Name	Field Nature	Remark
1	Title	Mandatory	This is the Title of Accordion Module. Uncheck "Display title" to hide the title.
2	Contents	Optional	Title: This is the title of item. Body: This is the body of item. The text styling is same as Simple Text Block. Refer to <u>3.1.1 Text Editing Format</u> for text styling. To remove the item, click "Remove"

Click "Add one more" to add another tab to the Accordion Module.

Sequence of tabs could be changed by dragging the icon, igoplus up and down.

3. Click "Add Block" after finish editing and save the layout of the page.

3.8.2 Tab Module

A Tab Module is a design where content is separated into different panes on the same page, and each pane is viewable one at a time by clicking the content's corresponding tab control without redirecting to another page. Below is a sample Tab Module for reference.

TABBED CONTENT AREA

lorem ipsum Testing 2 testing 3

Lorem ipsum dolor sit amet, an aeterno perfecto qui, pri eu facete imperdiet. Cum ad delicata pericula dissentias, ius in paulo conclusionemque. Eam minim iisque saperet cu, habeo dicant ei ius. Mea ut possim numquam, nostrum voluptua laboramus id mei.

In this section, you will learn how to create, edit and delete a Tab Module.

1. Create a section with layout and CSS class and block stated below. (Refer to <u>2.2 Section</u> and <u>2.3 Block</u> to create section and block)

	Section CSS Class	Block
Content Area - Bounded	Nil	HKUST Core - UI Elements → Tabbed Content Area

Go to "HKUST Core - UI Element" and select "Tabbed Content Area" by right click to open a new tab.

💉 Choose a block	×
▶ Forms	
► Help	
► HKUST-Main-Components	Open Link in New Tab
► HKUST Core	Open Link in New Window Open Link in Incognito Window
▼ HKUST Core - UI Elements	Save Link As Copy Link Address
Accordion Columnized Static Content Page Title Simple Text Block	Copy Search Google for "Simple Text Block" Print
Single Image Block	Inspect
Slideshow Tabbed Content Area	Speech Services

2. Input the field listed below.

No.	Field Name	Field Nature	Remark
1	Title	Mandatory	This is the Title of Tab Module. Uncheck "Display title" to hide the title.
	Contents	Optional	Title: This is the title of tab. Body: This is the body of tab. The text styling is same as Simple Text Block. Refer to <u>3.1.1 Text Editing Format</u> for text styling. To remove the tab, click "Remove"

Click "Add one more" to add another tab to the Tab Module.

Sequence of tabs could be changed by dragging the icon, \clubsuit up and down.

3. Click "Add Block" after finish editing and save the layout of the page.

3.8.3 Columnized Static Content

Columnized Static Content is a block used to divide the section into two (or more) parts. It does not limit user with the number of columns per section.

 Create a section with layout and CSS class and block stated below. (Refer to <u>2.2 Section</u> and <u>2.3 Block</u> to create section and block)

Section Layout	Section CSS Class	Block
Content Area - Full Width	heading4-with4	HKUST Core - UI Elements → Columnized Static Content
Content Area - Bounded	heading4-with4	HKUST Core - UI Elements → Columnized Static Content

Go to "HKUST Core - UI Element" and select "Columnized Static Content" by right click to open a new tab.

🖍 Choose a block 🔹 👂	Copen Link in New Tab Open Link in New Window
▼ HKUST Core – UI Elements	Open Link in Incognito Window Save Link As
Accordion	Copy Link Address
Columnized Static Content Page Title Simple Text Block	Copy Search Google for "Simple Text Block" Print
Single Image Block Slideshow	Inspect
Tabbed Content Area	Speech Services

2. Input the field listed below.

No.	Field Name	Field Nature	Remark
1	Title	Mandatory	This is the title of section. Uncheck "Display title" to hide the title.
2	Contents	Optional	Title: This is the title of column. Body: This is the body of column. The text styling is same as Simple Text Block. Refer to <u>3.1.1 Text Editing Format</u> for text styling. To remove the tab, click "Remove"

Click "Add one more" to add another tab to the section.

Sequence of section could be changed by dragging the icon, \clubsuit up and down.

3. Click "Add Block" after finish editing and save the layout of the page.

3.8.4 Section Break

Prerequisite:

Create a section with layout and CSS class and block stated below. (Refer to <u>2.2 Section</u> and <u>2.3 Block</u> to create section and block)

Section Layout	Section CSS Class	Block
Content Area - Full Width	section-break	(Any Blocks)
Content Area - Bounded	section-break	(Any Blocks)

1. Click "Configure section".

enere connigure				
THE HONG KONG UNIVERSITY OF SCIENCE AND TECHNOLOGY	HKUST DRUPAL PLATFORM DEMONSTRATION			≡
		SAVE LAYOUT	CANCEL LAYOUT	REVERT TO DEFAULTS
		+ Add Section		
Configure section	TEX		E	×
Text Body				

2. To insert a break before the section, insert " section-break" after the original CSS Class in Section CSS Class field. Do not to input any symbols like "," or ";" between the CSS Classes.

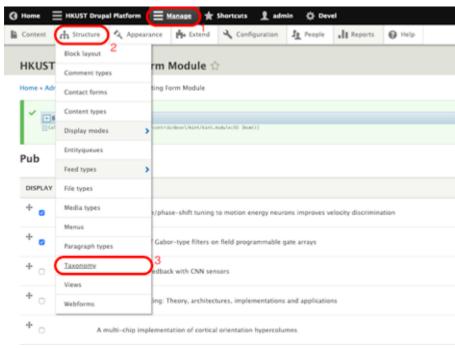
💉 Configure section	×
Section CSS classes	
heading1 section-break	
Apply additional CSS classes on the SECTION wrapper.	
Region CSS classes	
Content	
Apply additional CSS classes on the SUB- REGION wrapper under this section.	
Update	

3.9 People

3.9.1 Define People Category

Each site has its unique people category. As a consequence, we need to define the people category before the content migration. Taking "ce.ust.hk" as an example, "staff" and "faculty" are the terms needed to be defined.

1. Go to "Manage" \rightarrow "Structure" \rightarrow "Taxonomy".



2. Go to the category "People" and click "Edit terms".

Taxonomy 🕸		
Home + Administration + Investme + Taxanomy Taxanomy is for comparizing commer. Terms are grouped in Add vesceledary	to excludence. For example, a socialisity called "Star" would contain the torus "Spatia" and "Staran".	
VOCABULARY NAME	DESCRIPTION	OMERATIONS
+ Document Type	The type of document	List terms +
+ Exert Camparias		List terms +
+ Event Organizans		List terms +
+ EventTaps		List terms +
+ 180 Geograp		the seres +
News Category		List terms =
+ NextTaps		List terms +
News Type		the terms +
+ Nexs Tear		List terms =
+ huik		List terms -
+ halisher		the terms +
+ Tapi	Use tags to prove articles on similar topics into categories.	List terms w
Yideo Category		List terms +
+ Tear		List terms +

3. Click "Add term".

List Edit	t Manage fields Manage form display Manage display					
ume + Administration + Structure + Taxonomy + Edit People						
u can reorganize	e the terms in Prople using their drap-and-drop handles, and proup terms under a parent term by sliding them under and to the ric	pht of the parent.				
ou can reorganize the terms in Prophrusing their drag-and-drop handles, and group terms under a parent term by sliding them under and to the right of the parent.						
+ Add term						
+ Add term						
+ Add term	OPERATIONS					
NAME						
	OPERATIONS					
NAME						

4. Insert the People Category under "Name" and click "Save".

Add term 🕸
Home + Administration + Structure + Taxonomy + Edit People + Add term
Name *
RESEARCH
Description
B I = = = = 11 1 1 1 1 Format - ≙ Source ⊑
Text format Basic HTML *
► RELATIONS
URL alias
Specify an alternative path by which this data can be accessed. For example, type "/about" when writing an about page.
Save

The page will be returned to People Listing Page. Sequence of tabs could be changed by dragging the icon,
 up and down.

3.9.2 Add People

1. Go to "Manage" \rightarrow "Content". Click "Add content".

had to de 📃 min	F Drapel Parlam	t Balan 1 ales	() trust	
Games als Structure	A Appendix By Drived	A Configuration & Anna	un di tuon O mu	14
Content ©				
Carnet Made	And Commercia Associa	The Made		
Tota	Carrient type	Published status		
	- Mary -	a - Ary - a	a straight and the stra	

2. Select the content type, "People".

0	Multimedia	- HKUST Genesis
0	Multimedia	- Publication
0	Multimedia	- Video
0	News	
0	Basic page Use basic page	es for your static contern, such as an 'About us' page.
0	People	
0	Publications	

3. Input the field listed below. Check "Display Details Page" and "Published". Click "Save".

Field name	Faculty	Staff	Remark
ITSC Account	Not Required (To be interfaced from HR system)	Not Required	ITSC account is for grab faculty data
Personal Category	Optional	Optional	Faculty / Staff
Name	Mandatory	Mandatory	Name of the contact. Can be searched in Content. Will not be shown in site Default format: Jang Kyo KIM 金章教
First Name	Not Required (To be interfaced from HR system)	Optional	Will be shown in site
Middle Name	Not Required (To be interfaced from HR system)	Optional	Will be shown in site
Last Name	Not Required (To be interfaced from HR system)	Optional	Will be shown in site
Chinese Name	Not Required (To be interfaced from HR system)	Optional	Will be shown in site
Biography	Optional	Not Required	Remove unwanted HTML tags first. Change it back to full HTML afterwards. Use heading 4 for the sub-titles.
Personal Image	Not Required (To be interfaced from HR system)	Optional	

Degree	Not Required (To be interfaced from HR system)	Optional	
Professor Short Title	Optional	Optional	Position of the Staff/Faculty shown in summary Example: Acting Head & Professor
Pro Title	Not Required (To be interfaced from HR system)	Not Required	Shown in detailed page Example: Acting Head & Professor of Mechanical and Aerospace Engineering
Telephone	Optional	Optional	
Fax	Optional	Optional	
Email	Optional	Optional	ITSC email should be inserted.
Office location	Optional	Optional	Path Advisor
			http://pathadvisor.ust.hk/interface.php? roomno=xxx, where xxx is the room number. In this example, the URL would be "http://pathadvisor.ust.hk/interface.php ?roomno=2546".
Reference link / Link Text	Optional	Optional	Quite often it is a personal homepage. In the example, type in "Personal Home Page" at the "Link Text" field whereas inputing http://www.mae.ust.hk/~meqiu/ at the "URL" field.
Research Area	Optional	Not Required	Please do not use punctuations here to separate items. Instead, please select "add another item".
Research Interests	Not Required (To be interfaced from HR system)	Not Required	
Honors and Awards	Optional	Not Required	
Teaching Assignments	Not Required	Not Required	
Related Publications	Not Required	Not Required	

People Sequence	Not Required	Not Required		
Here is a sample	view of the page	"Create People".		_
Create People 🏫				
Create People 12 Home - Node - Add context - Create People TTSC Account Personal Category - Note - Name * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Issame * Is		Example: Jang Kyo KIM 金章	数	
Text format Rasic HTML •			About text formuts ()	
Choese fre. Na file chosen One file only. 20 MB limit. Allowed types: prog pill jog joeg. Professor Short Title Email				
OFFICE LOCATION URL choses Start toying the title of a piece of content to from page. Link text Norm	O select it. You can also enter an internal path such as	/mode/add or an external URL such as http://example.co	en. Enter «Front» to link to the	
			Show row weights	
RESEARCH AREA				
 Add another item Honers and Awards B I = m = II I I I I I I I I 	Fernat - 🔒 Bours 🖬			
Text format Basic HTML •			About text formats ()	
People Sequence				
Save Preview				

4. A message "People XXX has been created." would appear.

✔ People Jang Kyo KIM 金章教 has been created.

5. After Save the content. It will redirect to content page. People data on the site is not yet synchronized yet. Click "Edit".

≣ mill Dragel Rathers ≡ Manager ★ University 1	admin () Devel						/ 101
Pages, Centert Appearance Introduce User a	onoris Beets Systemation	Wuttinedia Configuration	People 1	and representation			 1=
Research Intereste Bron machine interfores Image analysis Neuromaphic engineering Redotos	5	ABOUT US	NEWS	EVENTS PEOP	PLE MULTIMEDIA	■ FAQ EXAMPLE ■ [BIS3] 7 ■ 0000 0	
	Sample Footer Sad-ten 1 Sad-ten 2 Sad-ten 3 Sad-ten 4	%20 Sub-tern 5 Sub-tern 6 Sub-tern 7 Sub-tern 8 Sub-tern 9	ra	Sub-Item	e Footer 5	~	

6. Click "Sync!" at the bottom of the page. Click it to synchronize the basic content, publication & teaching assignment to the site.

HKUST Orepal Platform	≡ Manage	* Shortcuts	1 admin	Oevel			
Pages/Content App	Harance	Structure	User accounts	Events Synchronisation	Multimedia Configuration	People Synchronisation	
Start typing the title of a p front page.	iece of content to	o select it. You can	also enter an inte	ornal path such as //node/add or an	n external URL such as http://examp	nle.com. Enter «chant» to link to t	he
Link text							
None							
						Show row	weights
RESEARCH AREA						and the	
+							
Add another item							
Honors and Awards							
B I = - 1 - 1	: ;:] ?? 🖬	Format +	🗟 Source 🔛				
Text format Basic HTMI	. •					About text form	uts ©
People Sequence							
	1						
Display Details Page							
2 Published Save Synct	Previe	Delete					

3.9.3 Update Existing People

1. Click "Manage" \rightarrow "Content".



 Select "People" under "Content type" and click "Filter" to filter the People type contents only. Find the target people and click "Edit".

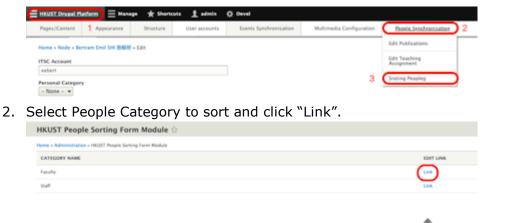
Content	Scheduled	Ca	mants .	Freds	Files	Media			
ume = Adress	mation - Content								
• Add costs	D								
itle			Content ty	ee.	-	Published s	tatus	Language	
			V - Arty -	_	-	- Any -	*	- Any -	
Tilter .)			Basic pag						
rolen			Events	et Library					
Delete conter	rt.		External FAQ	Media					
Apply to se	elected items		Landing	Page Sa - Annual R	222				
			Multimed	la - Galery					
nne :				sa - HKUST (Ra - Publicati					
				sa - Video sa - eCard					
Base From	Failure - Discover Yo	-	Digwa.		_				
Risefron	Failura - Discover V		People	5716	_				
	CONTRACTOR - CONTRACTOR	100	Valorbian	Assignments					

3. For example, we can update Personal Category. After editing, click "Save".

View Ed	Delete	Devel	Clone
Home = Node = Ber	tram Emil SH 200	= Edit	
ITSE Account			
eebert	_		
Personal Category - None - Faculty Staff			
Title - None - +			
Biography (Edit so	ammary)		
8 7 1 = -9		D Formet	+ B tevr

3.9.4 People Sequencing

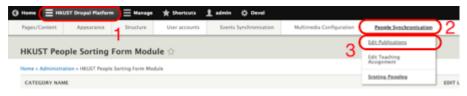
1. Go to "HKUST Drupal Platform" → "People Synchronisation" → "Sorting People".



- 3. Sequence of tabs could be changed by dragging the icon, up and down.
- 4. Click "Save changes".

3.9.5 Edit Publication of People

1. Go to "HKUST Drupal Platform" \rightarrow "People Synchronisation" \rightarrow "Edit Publications".



2. Click "Link" to edit faculty or staff.

HKUST People Sorting Form Module 🕁					
EDIT LINK					
Lon.					
Los Los					
Los.					
Los Los					
LAK .					
Los .					
UN					

3. Tick which publication you want to display.

	IST People Sorting Form Module 🗠		
000			File te e NOL 0
٨·	Implementation of Calour type Thes on full programmable pate and		6307
* :	D Breache musi Bediack with OW among		4117
1.	Driveding position; place whit lucing to matter energy reurses imp	es which during the	4230

- 4. Sequence of tabs could be changed by dragging the icon, Φ up and down.
- 5. Click "Save changes".

1	Save changes		
1	0	SAM-based Localization of 3D (and tran Mathin (pr. Yankara	4286
1	• o	Improved Humination Insurance Science a Calor Edge Representation Read on Read-In Opportune Neurones	1085
1	• o	Neuronepits; implementation of active gues, and vergence control	1001

Part 4 | Get Pages Navigated

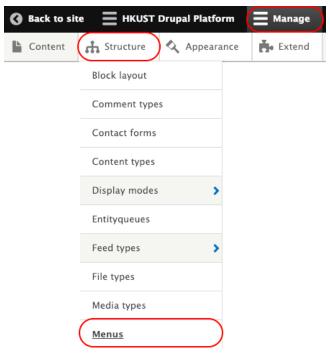


In this part, you will learn how to edit different menus. The following parts will cover:

- Adding menu items
- Editing menu items
- Disabling menu items

4.1 Main Navigation Menu

1. Go to "Manage" \rightarrow "Structure" \rightarrow "Menu".



2. Go to "Main navigation" and click "Edit menu".

TITLE	DESCRIPTION	OPERATIONS
Administration	Administrative task links	Edit menu 👻
Development	Links related to Devel module.	Edit menu 🗸
Footer	Site information links	Edit menu 🗸
Footer Toolbar		Edit menu 🗸
Main navigation	Site section links	Edit menu 👻

3. Click "Add link" to add new menu item in Main Navigation Menu or

Edit menu Main navigation 🕁	
Edit menu	
Home » Administration » Structure » Menus » Main navigation	
+ Add link	
Title *	
Main navigation	Machine name: main
Administrative summary	
Site section links	
Menu language	
English •	
Sitemap display name	

A user-friendly name for the menu that will display on the sitemap.

Select the menu item to be edited and click "Edit" or To disable the menu item by unchecking "Enabled".

MENU LINK	ENABLED	OPERATIONS
+ About Us (disabled)		Edit -
Vision and Committment (disabled)		Edit -
💠 Get involved (disabled)		Edit -
Progress & Performance (disabled)		Edit -
+ News		Edit -
⊕ Events		Edit 🔻

Ordering of menu item could be changed by dragging the icon, in different directions:

- Up / Down: Sequence
- Right / Left: Indent Level
- 4. Input the field listed below for menu item and save after editing.

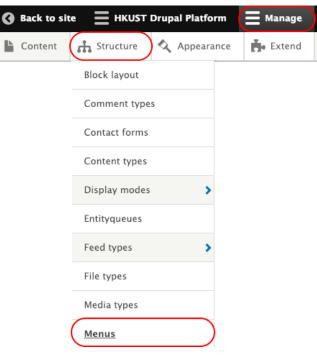
No.	Field Name	Field Nature	Remark
1	Menu link title	Mandatory	This is the title of the menu item.
			This is for inserting links to menu item. For links to internal pages, it is not required to insert the domain. For example, in the site " <u>http://demonstration5.aegir-dev2.ust.hk/</u> ", if the link is to be redirected to News " <u>http://demonstration5.aegir-</u> <u>dev2.ust.hk/news</u> ", only the link "/news" should be inserted.
2	Link	Mandatory	

			For the menu item without link, put "route: < nolink>" and do not uncheck the box "Enabled" even for menu item without link. Refer to the sample below. Link * route: <nolink> • The location this menu link points to. • Start typing the title of a piece of content to select it. You can also enter an inte path such as /node/add or an external URL such as http://example.com. Enter <front> to link to the front page. © Enabled A flag for whether the link should be enabled in menus or hidden.</front></nolink>
3	Description	Optional	Description shown when hovering over the menu link.
4	Icon Image	Optional	Click "Choose file" to upload image from local path.
5	Parent link	Optional	Link with a parent link if the link to be created is a child link.
6	Weight	Optional	This is to prioritise fields in footer menu under same parent links.

5. Save the menu.

4.2 Top Menu

1. Go to "Manage" \rightarrow "Structure" \rightarrow "Menu".



2. Go to "Top Menu" and click "Edit menu".

TITLE	DESCRIPTION	OPERATIONS
Administration	Administrative task links	Edit menu 👻
Development	Links related to Devel module.	Edit menu 👻
Footer	Site information links	Edit menu 👻
Footer Toolbar		Edit menu 👻
Main navigation	Site section links	Edit menu 👻
Multimedia Menu		Edit menu 👻
Sidebar Menu		Edit menu 👻
Social Media Menu	To link to social media accounts on footer	Edit menu 👻
Tools	User tool links, often added by modules	Edit menu 👻
Top Menu	Site Top Menu	Edit menu 🗸

3. Click "Add link" to add new menu item in Top Menu or

Edit menu <i>Top Menu</i> 🏠				
Edit menu				
Home » Administration » Structure » Menus » Top Menu				
+ Add link				
Title *				
Top Menu	Machine name: top-me			
Administrative summary				
Site Top Menu				
Menu language				
English •				
Sitemap display name				
A user-friendly name for the menu that will display on the sitemap.				

Select the menu item to be edited and click "Edit" or To disable the menu item by unchecking "Enabled".

MENU LINK	ENABLED	OPERATIONS
🕆 Information for		Edit •
🕆 Students		Edit -
🕆 Faculty & Staffs		Edit •
🕆 Parents	۷	Edit 🔻
🕆 Visitors		Edit •
	\smile	

Save <u>Clear related data</u>

Ordering of menu item could be changed by dragging the icon, Φ in different directions:

- Up / Down: Sequence
- Right / Left: Indent Level
- 4. Input the field listed below for menu item and save after editing.

<u>Delete</u>

No.	Field Name	Field Nature	Remark
1	Menu link title	Mandatory	This is the title of the menu item.
2	Link	Mandatory	This is for inserting links to menu item. For links to internal pages, it is not required to insert the domain. For example, in the site " <u>http://demonstration5.aegir-dev2.ust.hk/</u> ", if the link is to be redirected to News " <u>http://demonstration5.aegir-</u>

			dev2.ust.hk/news", only the link "/news" should be inserted. For the menu item without link, put "route: <nolink>" and do not uncheck the box "Enabled" even for menu item without link. Refer to the sample below. Link * O • The location this menu link points to. • Start typing the title of a piece of content to select it. You can also enter an inte path such as /node/add or an external URL such as http://example.com. Enter <front> to link to the front page. ✓ Enabled A flag for whether the link should be enabled in menus or hidden.</front></nolink>
3	Description	Optional	Description shown when hovering over the menu link.
4	Icon Image	Optional	Click "Choose file" to upload image from local path.
5	Parent link	Optional	Link with a parent link if the link to be created is a child link.
6	Weight	Optional	This is to prioritise fields in footer menu under same parent links.

5. Save the menu.

4.3 Footer

Edit Footer Menu Structure (Step 1-5)

1. Go to "Manage" \rightarrow "Structure" \rightarrow "Menu".

Back to site		oal Platform	Manage
🕒 Content	🔥 Structure	Appearance	뵭 Extend
	Block layout		
	Comment types		
	Contact forms		
	Content types		
	Display modes	>	
	Entityqueues		
	Feed types	>	
	File types		
	Media types		
(Menus	$\overline{}$	

2. Go to "Footer" and click "Edit menu".

TITLE	DESCRIPTION	OPERATIONS
Administration	Administrative task links	Edit menu 💌
Development	Links related to Devel module.	Edit menu 💌
Footer	Site information links	Edit menu 🔻
Footer Toolbar		Edit menu 💌

3. Click "Add link" to add new menu item in Footer *or*

Edit menu	Footer යි				
Edit menu	Manage fields	Manage form display	Manage display	View Modes Settings	Translate men
Home » Administ	ration » Structure » Me	nus » Footer			
+ Add link					
Title *					
Footer Machine name: footer					
Administrative s	ummary				
Site information links					
Menu language					
English	•				
Sitemap display	name				

Select the menu item to be edited and click "Edit" or To disable the menu item by unchecking "Enabled".

The first level of menu item^{#6} is defined in columns, which would be used to sort the Footer menu by columns but not be shown in Footer.

MENU LINK	ENABLED	OPERATIONS
Column 1		Edit •
🖶 Sample Footer		Edit 🔹
💠 Sub-item 1		Edit -
🕀 Sub-item 2		Edit •
💠 Sub-item 3		Edit •
💠 Sub-item 4		Edit •
Column 2		Edit •
⇔ %20		Edit •

Ordering of menu item could be changed by dragging the icon, \clubsuit in different directions:

- Up / Down: Sequence
- Right / Left: Indent Level

4. Input the field listed below for menu item and save after editing.

No.	Field Name	Field Nature	Remark
1	Menu link title	Mandatory	This is the title of the menu item.
			This is for inserting links to menu item. For links to internal pages, it is not required to insert the domain. For example, in the site " <u>http://demonstration5.aegir-dev2.ust.hk/</u> ", if the link is to be redirected to News " <u>http://demonstration5.aegir-</u> <u>dev2.ust.hk/news</u> ", only the link "/news" should be inserted.
			For the menu item without link, put "route: <nolink>" and do not uncheck the box "Enabled" even for menu item without link. Refer to the sample below.</nolink>
			Link *
			route: <nolink> O The location this menu link points to.</nolink>
			 The location dris menu link points to: Start typing the title of a piece of content to select it. You can also enter an intepath such as <i>/node/add</i> or an external URL such as <i>http://example.com</i>. Enter <<i>front></i> to link to the front page.
2	Link	Mandatory	Enabled A flag for whether the link should be enabled in menus or hidden.
3	Description	Optional	Description shown when hovering over the menu link.
4	Icon Image	Optional	Click "Choose file" to upload image from local path.
5	Parent link	Optional	Link with a parent link if the link to be created is a child link.
6	Weight	Optional	This is to prioritise fields in footer menu under same parent links.

5. Save the menu.

Apply Footer to Site (Step 6-15)

6. Go to "Manage" \rightarrow "Appearance".

G Back to si	te 📃 HKUST I	Drupal Platform	😑 Manage	🛨 Shortcuts 🔒	admin -☆	Devel	
Content	🔒 Structure	Appearance	🔥 Extend	🔧 Configuration	Le People	Reports	🕜 Help

7. Click "Block Layout".

Appearance 🏠				
List	Settings			

Home » Administration » Appearance

Set and configure the default theme for your website. Alternative themes are available.

You can place blocks for each theme on the block layout page.

Installed themes

The second se	
	HKUST Style A (default theme) HKUST theme for Style A Settings
SUSTAINABILITY MISSION	
With all house sprad latter a set output by requiring the Case Oble Star Star Star Star Star Star Star Star	
NEWS	
GAIA	

8. Click "Custom Block Library" → "Block types". Go to Footer Menu and select "Manage display".

Custom block library A Block layout Custom block library Blocks Block types

Home » Administration » Structure » Block layout » Custom block library » Custom block library

Each block type has its own fields and display settings. Create blocks of each type on the Blocks page in the custom block library.

BLOCK TYPE	DESCRIPTION	OPERATIONS
Basic block	A basic block contains a title and a body.	Manage fields 💌
Footer Menu		Manage fields
		Manage form display
		Manage display
		Edit
		Translate
		Clone
		Delete
		Devel

9. Select the Layout Option, check"Use Layout Builder" and click "Manage Layout

Edit	Manage fields	Manage form display	Manage display	Translate custom block
ome » Adr	ninistration » Structure	» Block layout » Custom bloc	k library » Edit <i>Footer N</i>	Menu » Manage display
+ Add gro	bup			
Manage	alayout			
► CUSTO	OM DISPLAY SETTING	5		
	JT OPTIONS			
▼ LAYO				
	yout Builder			

- 10. Click "Manage Layout" to redirect to the footer Layout Builder. Create a section with layout according to the number of columns needed for Footer. The following commonly-used section layouts are recommended for Footer. They include:
 - Content Area Two Columns (50/50)
 - Content Area Three columns (33/33/33)
 - Content Area Four columns (25/25/25)
 - Content Area Five columns (20/20/20/20)

(Refer to 2.2 Section to create section)

Input "footer-menu" as Section CSS Class and click "Add section".

footer-menu
Apply additional CSS classes on the SECTION wrapper.
Region CSS classes
Column 1
Column 2
Column 3
Apply additional CSS classes on the SUB- REGION wrapper under this section.
Add section

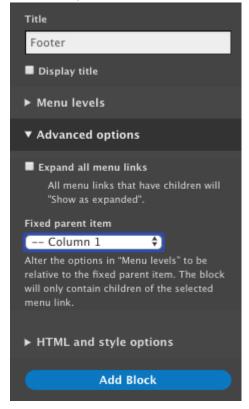
11. Click "Add Block" for each column.

onfigure section			
+ Add Block	+ Add Block	+ Add Block	

12. Go to "Menus", select "Footer".

▼ Menus	
Administration	
Administration	
Development	
Development	
Footer	
Footer	
Footer Toolbar	
Footer Toolbar	
Main navigation	

13. Uncheck the box "Display title". Go to "Advanced options" and choose the designated column as the Fixed parent item. Click "Add Block".



14. Save the layout of the page.

15. It is redirected to the page "Manage display". Click "Save" to save the footer menu layout.

Edit	Manage fields	Manage form display	Manage display	Translate custom block
me » Adn	ninistration » Structure	» Block layout » Custom blo	ck library » Edit <i>Footer I</i>	Menu » Manage display
+ Add gro	oup			
Manage	alayout			
N CUSTO	M DISPLAY SETTING	c		
P COSTO	M DISPERT SETTING.	,		
▼ LAYOU	JT OPTIONS			
🗹 Use La	iyout Builder			
		have its layout customized.		

16. A message "Your settings have been saved" would appear.



<u>Remark</u>

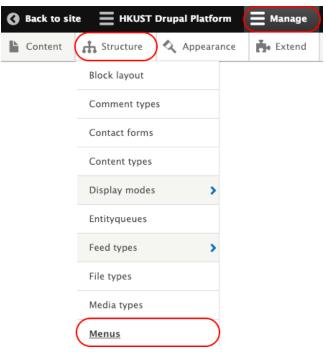
^{#6} Format of the first level (of menu item) should not be changed. It must be kept in the format - "Column X", where X is the column number.

4.4 Footer Toolbar

By default, "Privacy" and "Sitemap" are built-in under Footer Toolbar and editing is not required for the 2 menu items. It is allowed to add/edit the other menu items like "Contact Us".

	, onemap	Contact Us
HKUST Copyrig	ht © The Hong k	Kong University of Science and Technology. All rights reserved.

1. Go to "Manage" \rightarrow "Structure" \rightarrow "Menu".



2. Go to "Footer Toolbar" and click "Edit menu".

TITLE	DESCRIPTION	OPERATIONS
Administration	Administrative task links	Edit menu 💌
Development	Links related to Devel module.	Edit menu 💌
Footer	Site information links	Edit menu 💌
Footer Toolbar		Edit menu 🔻
Main navigation	Site section links	Edit menu 💌

3. Click "Add link" to add new menu item in Footer Toolbar or

Edit menu Footer Toolbar ਨੇ	
Edit menu	
Home » Administration » Structure » Menus » Footer Toolbar	
+ Add link	
Title *	
Footer Toolbar	Machine
name: footer-toolbar	
Administrative summary	
Menu language	
English 🔻	
Sitemap display name	
A user-friendly name for the menu that will display on the sitemap.	

Select the menu item to be edited and click "Edit" or To disable the menu item by unchecking "Enabled".

MENU LIN	к	ENABLED	OPERATIONS
Contact Us			Edit 🔻
Save	<u>Clear related data</u>	<u>Delete</u>	

Ordering of menu item could be changed by dragging the icon, Φ in different directions:

- Up / Down: Sequence
- Right / Left: Indent Level
- 4. Input the field listed below for menu item and save after editing.

No.	Field Name	Field Nature	Remark		
1	Menu link title Mandatory		This is the title of the menu item.		
			This is for inserting links to menu item. For links to internal pages, it is not required to insert the domain. For example, in the site " <u>http://demonstration5.aegir-dev2.ust.hk/</u> ", if the link is to be redirected to News " <u>http://demonstration5.aegir-</u> <u>dev2.ust.hk/news</u> ", only the link "/news" should be inserted.		
2	Link	Mandatory	For the menu item without link, put "route: < nolink>" and do not uncheck the box "Enabled" even for menu item without link. Refer		

			to the sample below. Link * route: <nolink> • The location this menu link points to. • Start typing the title of a piece of content to select it. You can also enter an inte path such as /node/add or an external URL such as http://example.com. Enter <front> to link to the front page. © Enabled A flag for whether the link should be enabled in menus or hidden.</front></nolink>
3	Description	Optional	Description shown when hovering over the menu link.
4	Icon Image	Optional	Click "Choose file" to upload image from local path.
5	Parent link	Optional	Link with a parent link if the link to be created is a child link.
6	Weight	Optional	This is to prioritise fields in footer menu under same parent links.

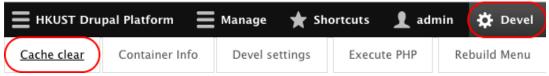
5. Save the menu.

2.

Appendix - Common Error Handling Tips

5.1 Clear Cache of the Whole Platform

1. Clear cache every time after changing the configuration of the website structure (e.g. menu) by right click to open a new tab, *OR*



1. Go to "Manage" \rightarrow "Configuration" \rightarrow "Development" \rightarrow "Performance".

HKUST Drupal Platform	🚍 <u>Manage</u> 🗙 Sh	ortcuts	👤 admin 🛛 🔅 D	evel		
Content	\land Appearance	Extend	Configuration	People	Reports	🕜 He
			People	>		
			System	>		I
ААА	CCVV		Content authorin	g >		
вв	DDDD		User interface	>		
EEEE	FFFF		Development	<u>Pe</u>	rformance	
Click "Clear all caches".						
Performance කි						
Home » Administration » Configuration » Development » Performance						
▼ CLEAR CACHE						
Clear all caches						

5.2 Hard Refresh to Clear Browser Cache of Specific Pages

1. "Shift" + Refresh Icon (hard refresh) to clear the cache of the browser when something goes wrong in the layout builder