Training Manual for Site User
HKUST Drupal Platform

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

HKUST Drupal Platform
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Revision History

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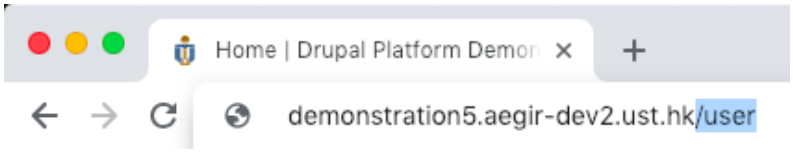
Part 1 | The Basics

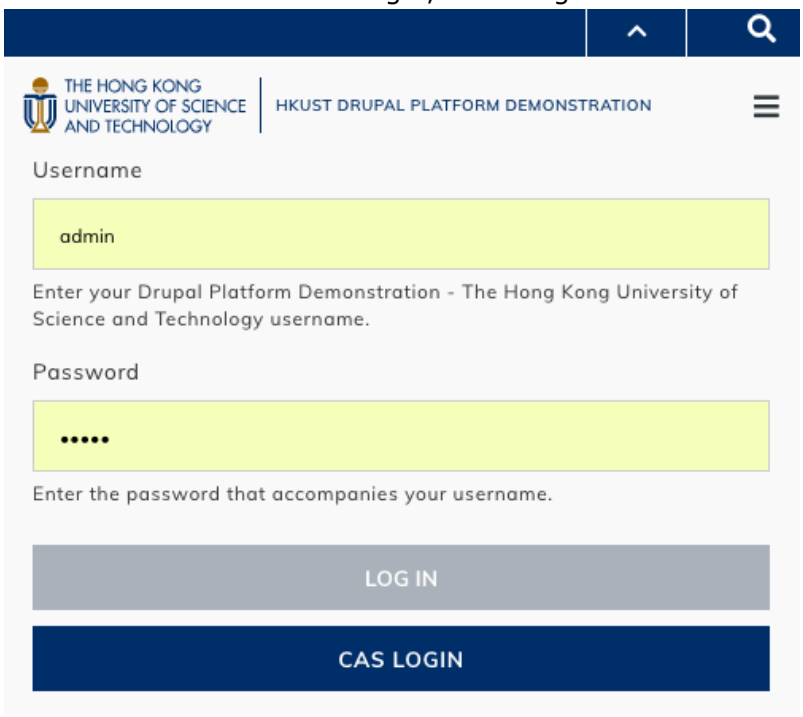
1.1 Access to Drupal Platform

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.

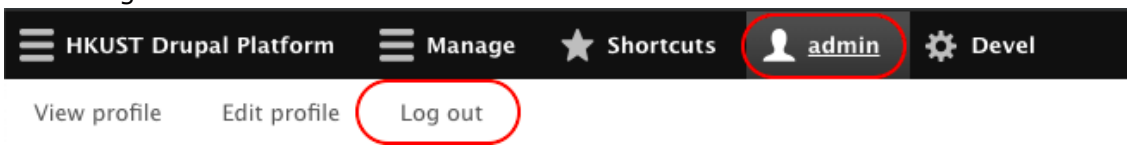


3. There are two methods to login, direct login click "LOG IN" and using "CAS Login".



1.1.2 Logout

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



1.1.3 Reset Password

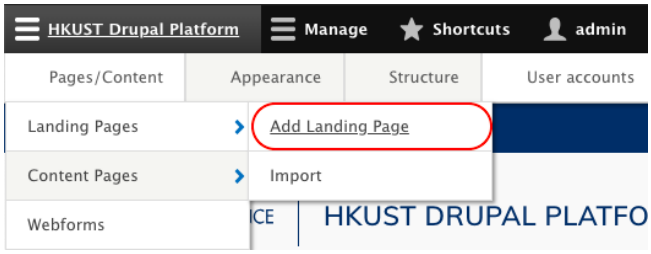
If you have forgotten your password, please refer to the guide in the link below.
https://itsc.ust.hk/services/general-it-services/user-account/forgot-password

1.2 Landing Page

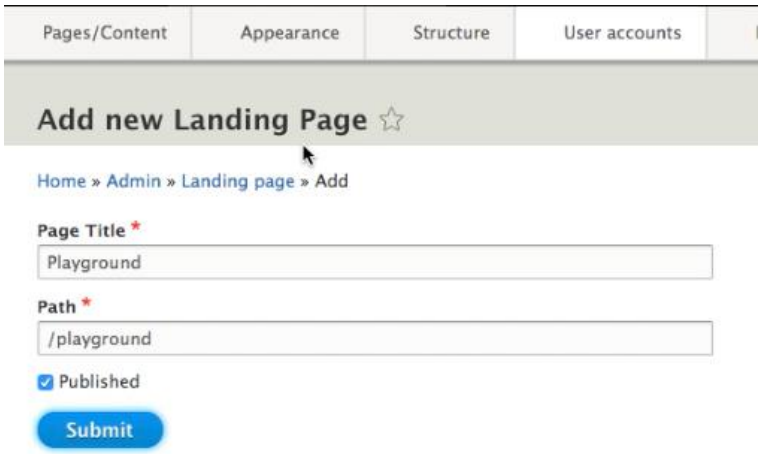
A landing page acts as an entry point to the website or sections of the website. In order to create new page, users are suggested to create new landing page.

1.2.1 Create New Landing Page (Demo Video 1)

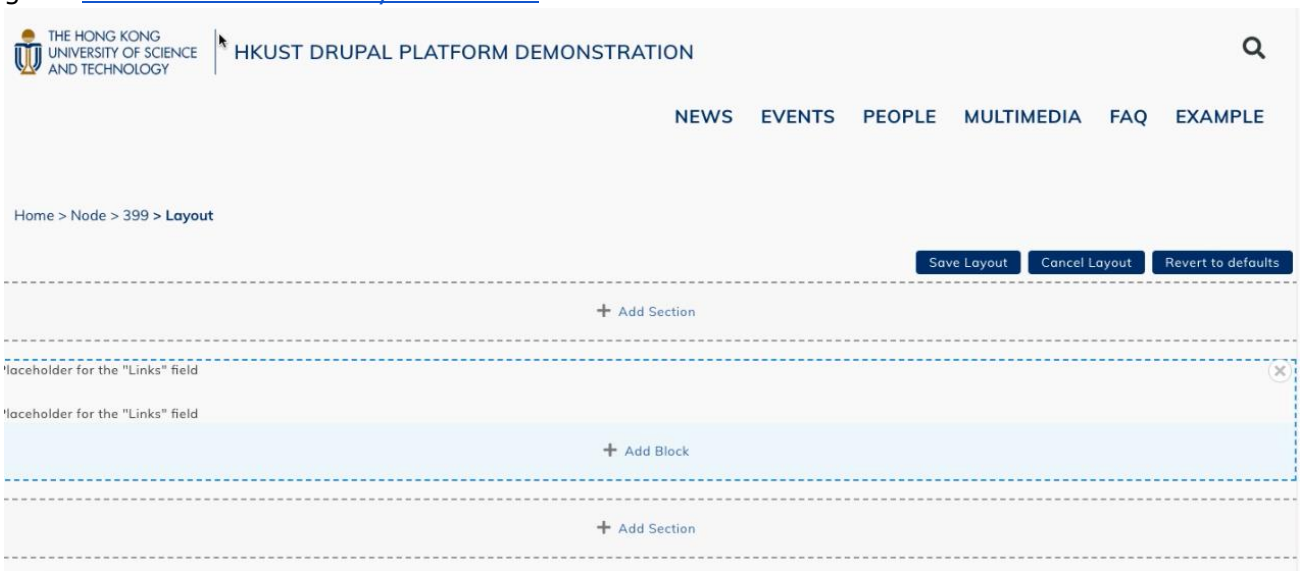
1. Go to “HKUST Drupal Platform” → “Pages / Content” → “Landing Pages”. Click “Add Landing Page”.



2. Input the page name (Page Title) and URL alias[#1] (Path), which will be shown after the domain name and click “Submit”.



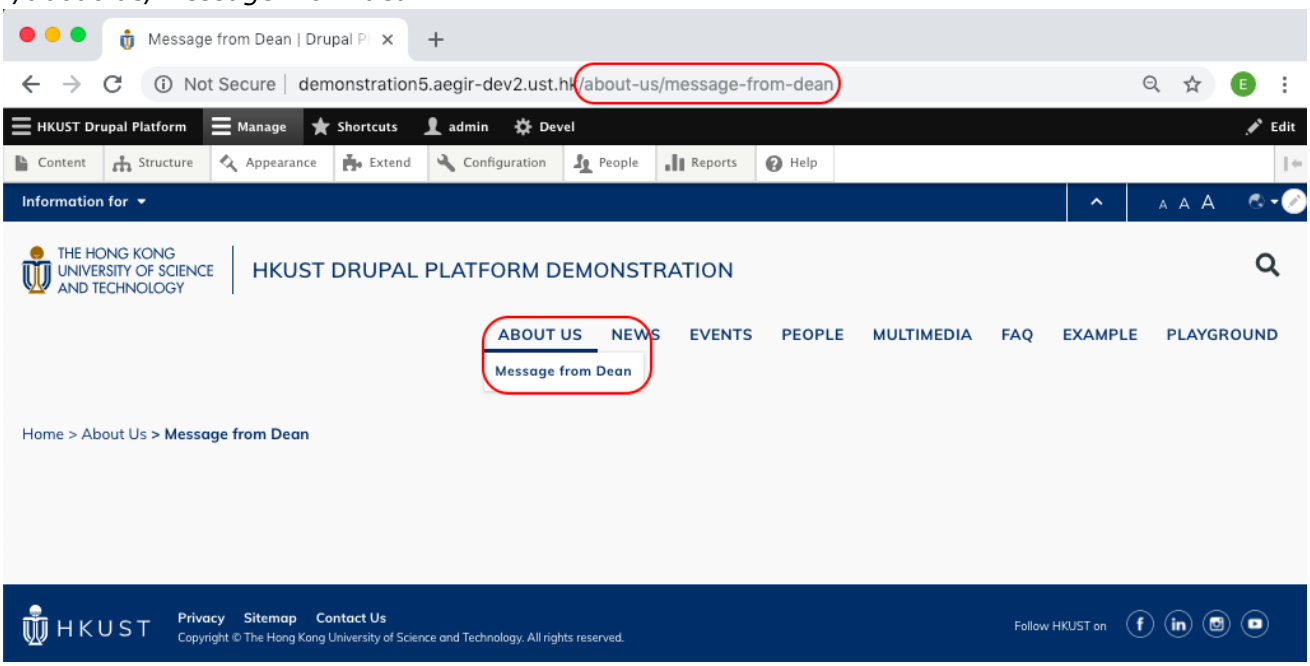
3. Landing page has been created and the page is redirected to Layout Builder. For details, please go to 2.1 Introduction to Layout Builder.



Remark

#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.

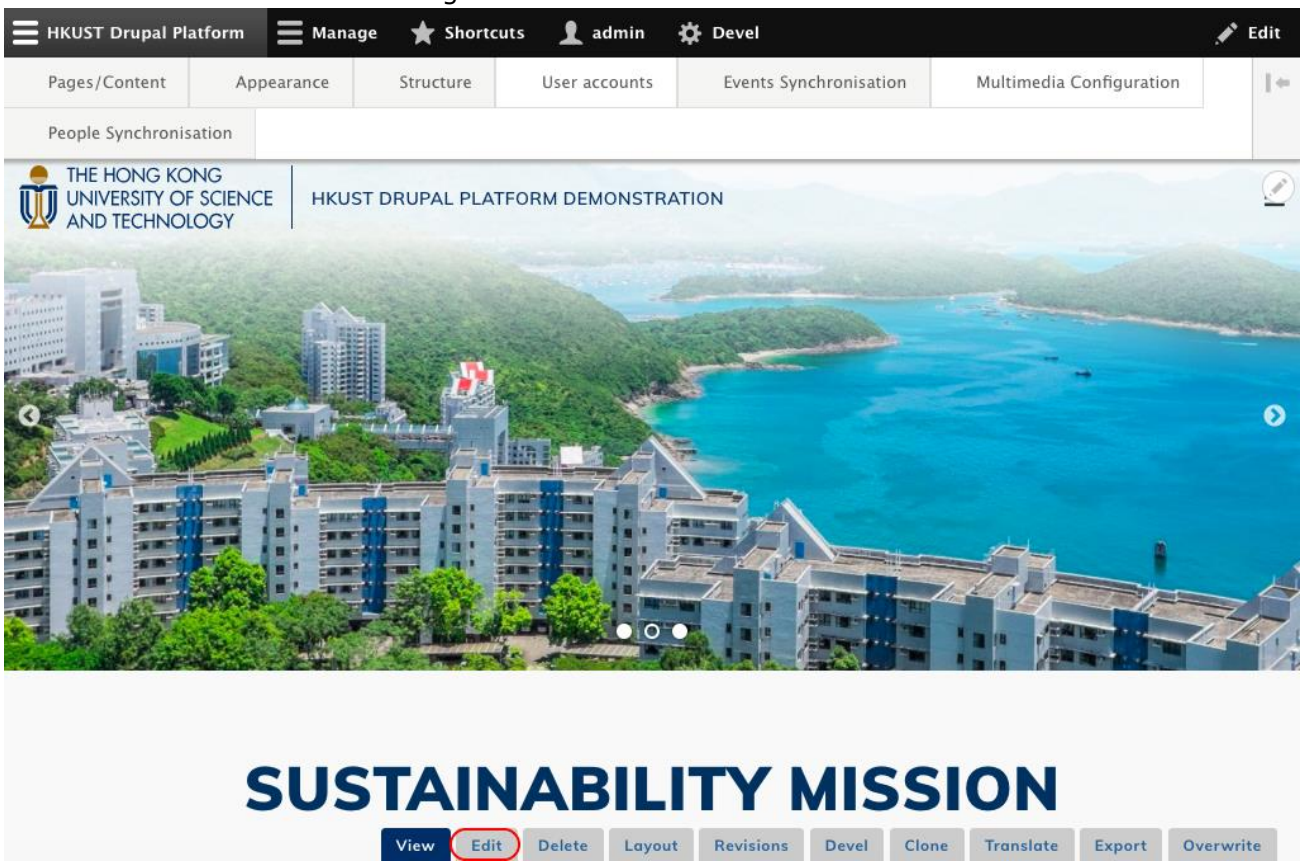
For example, if user would like to create a new landing page "Message from Dean" under the existing landing page, "About Us", path of the new landing page should be under that of "About Us", i.e., "/about-us/message-from-dean".



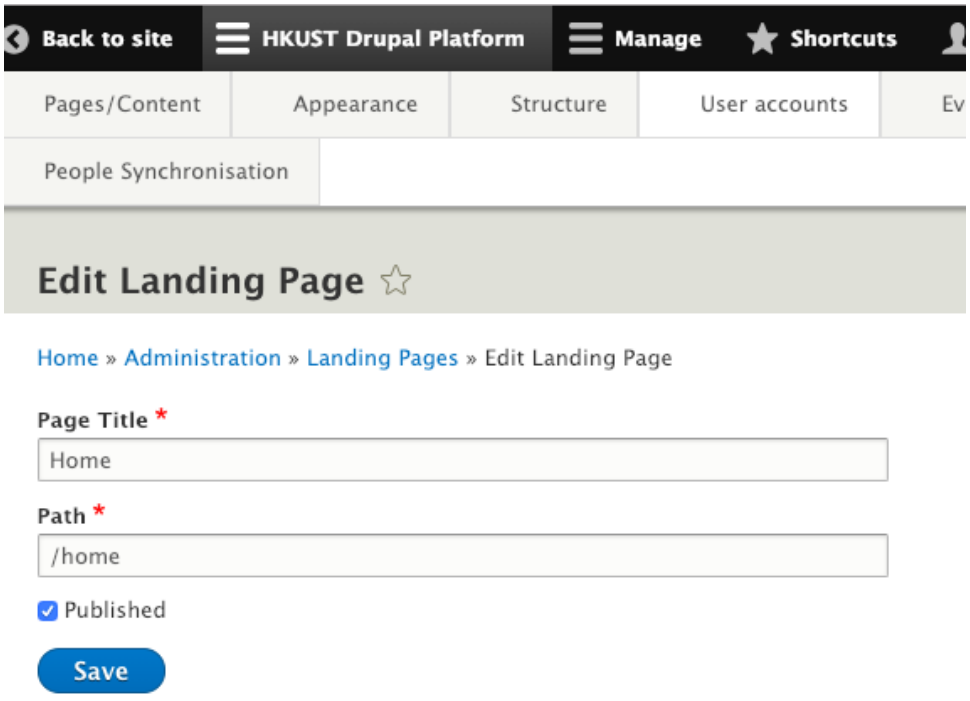
1.2.2 Edit Landing Page#2

1. Go to the toolbar under the landing page.

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



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

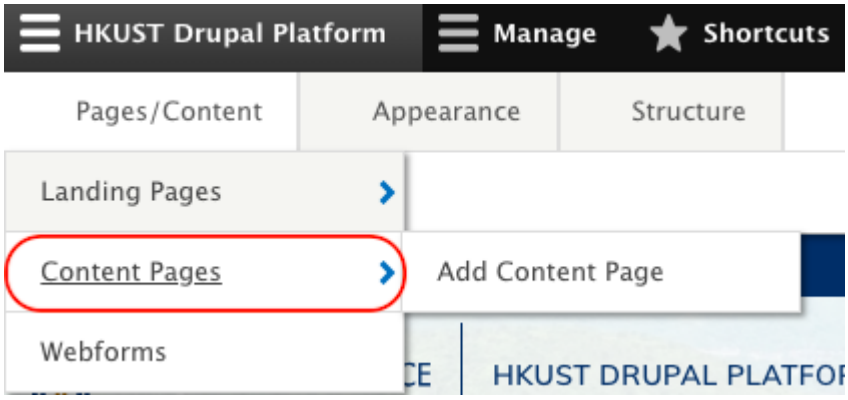


Remark

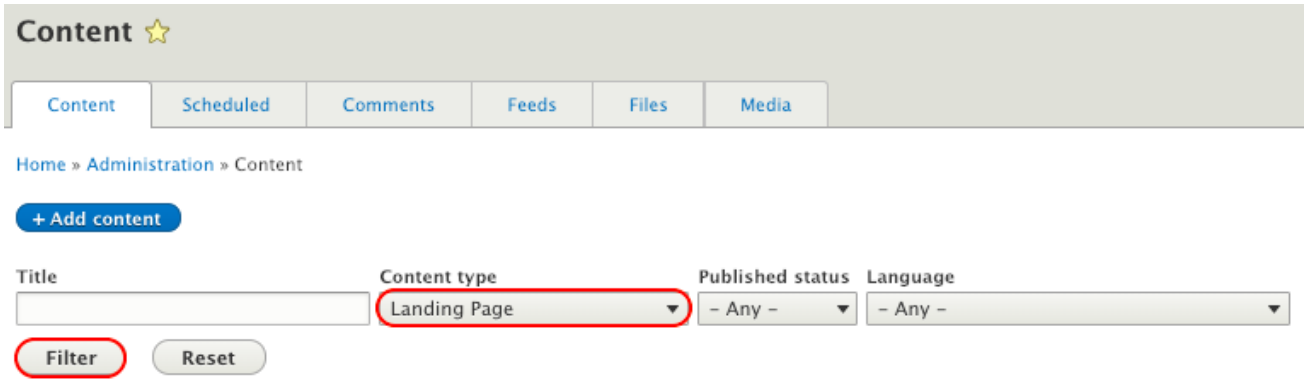
[#2] Do not edit the paths of modules with dynamic content which are FAQ, Multimedia (Publication, Video and Gallery), News, Event and People.

1.2.3 Disable Landing Page

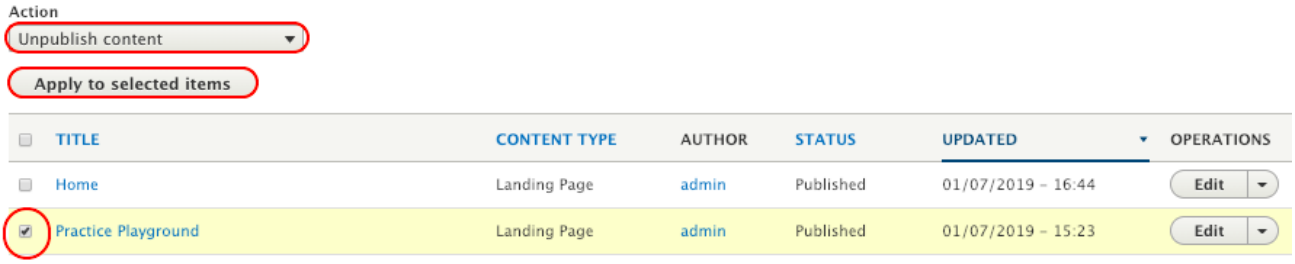
1. Go to “HKUST Drupal Platform” → ”Pages / Content” → “Content Pages”.



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



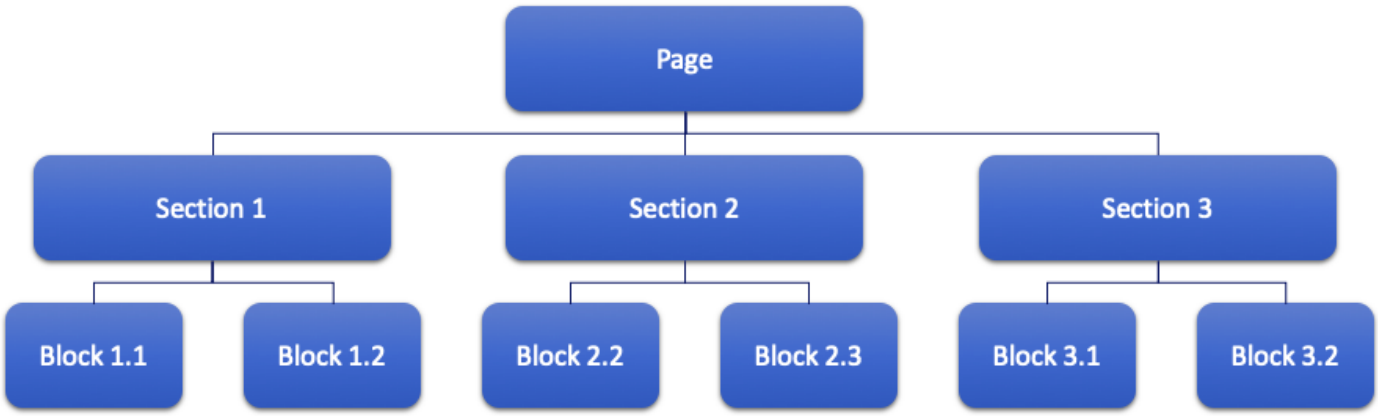
3. Select the landing page to be disabled. Select the Action "Unpublish content" and click "Apply to selected items".



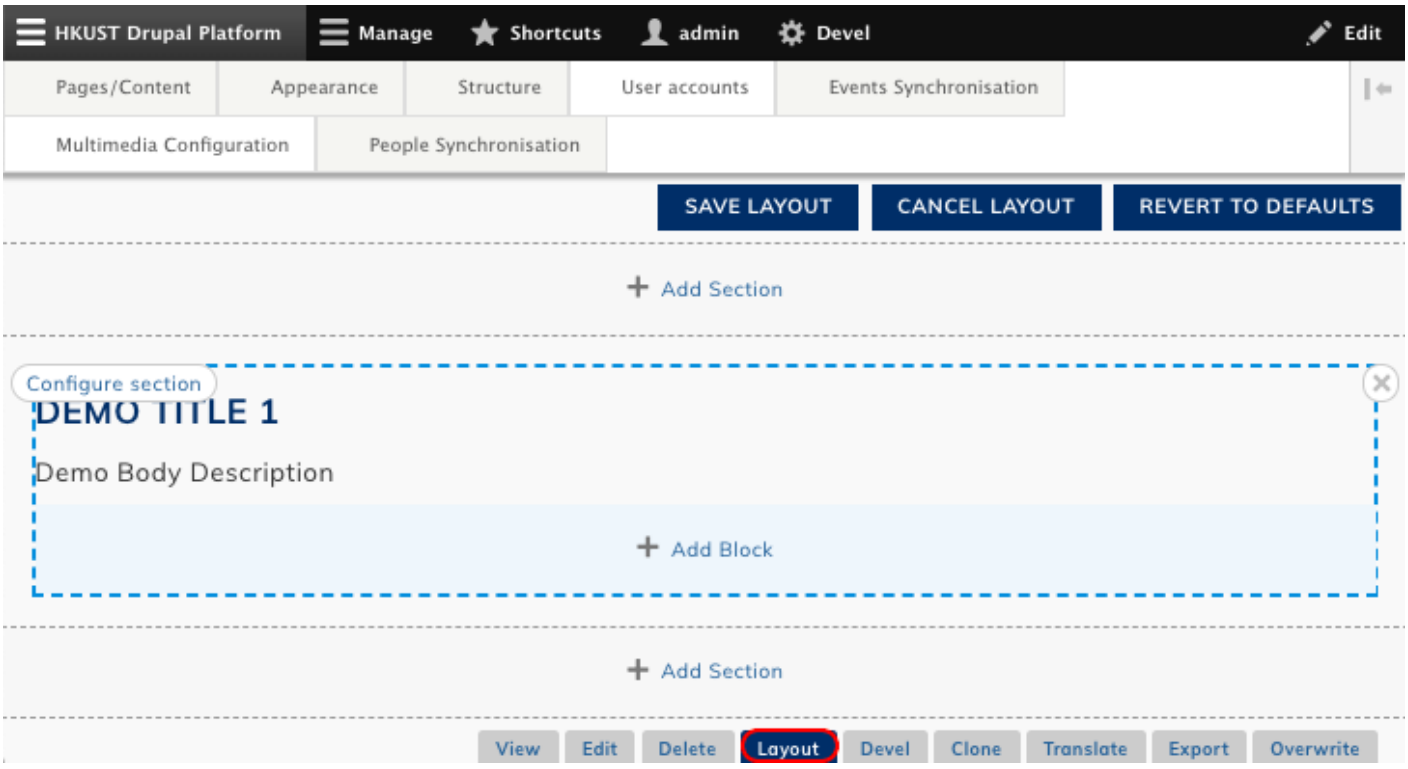
Part 2 | Introduction to Layout Builder

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.



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 1.2.1 Create New Landing Page. 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:

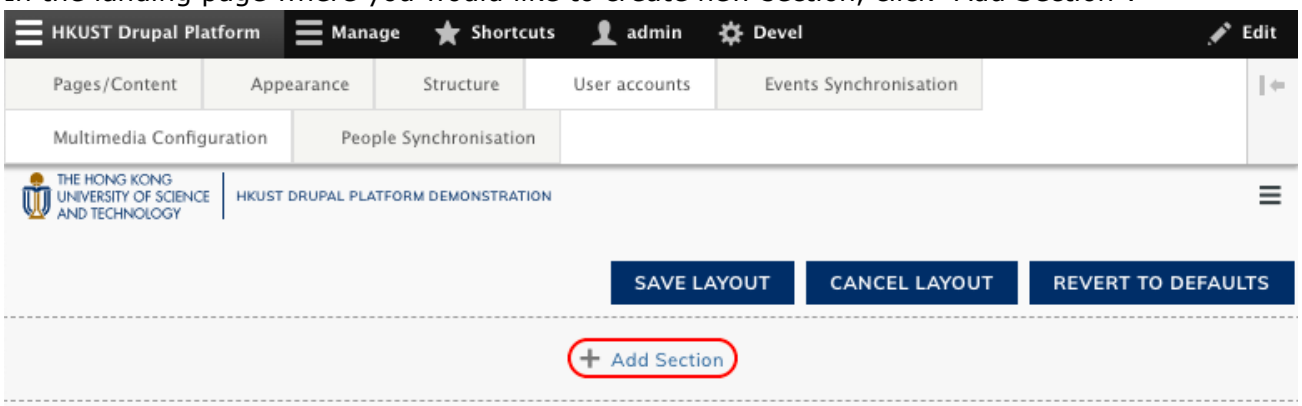
- Content Area - Full Width
- Content Area - Bounded
- Content Area - Two columns (50/50)
- Content Area - Three columns (33/33/33)

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 3.8.3 Columnized Static Content for details.

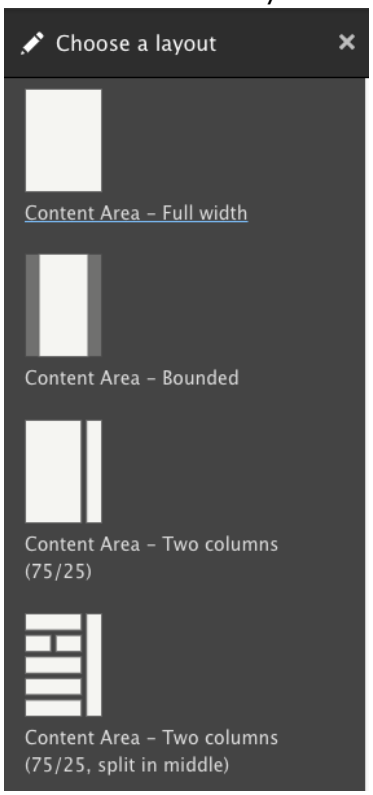
We could also add styling to each section by assigning the section to different CSS Class.

2.2.1 Create New Section (Demo Video 1)

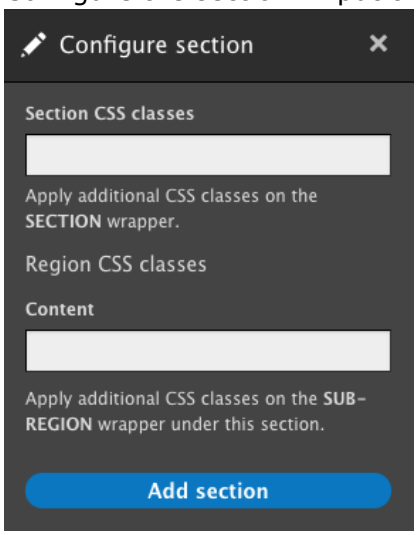
1. In the landing page where you would like to create new section, click "Add Section".



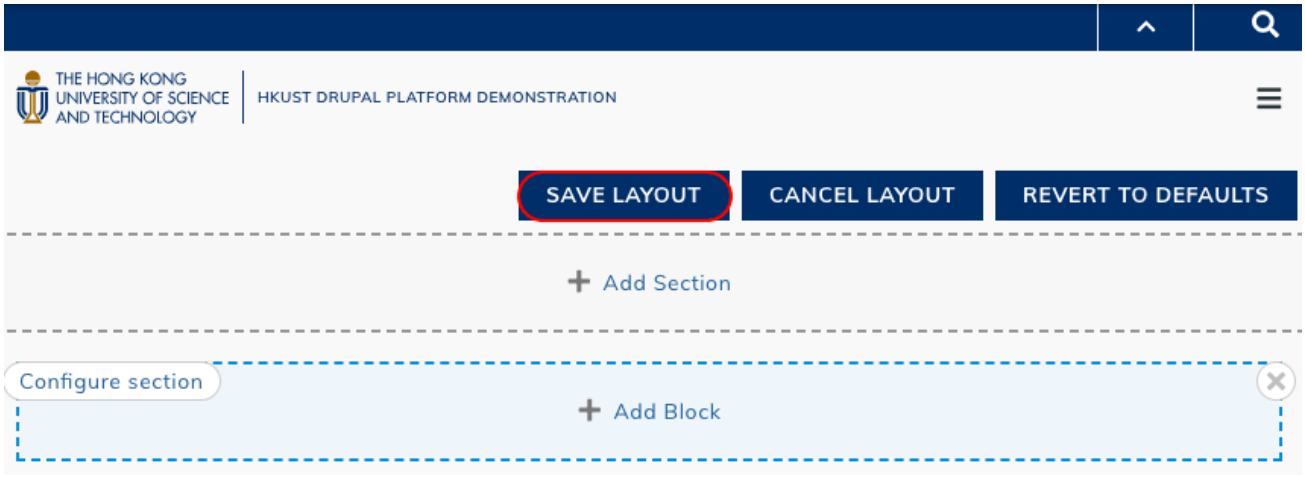
2. Choose a section layout.



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



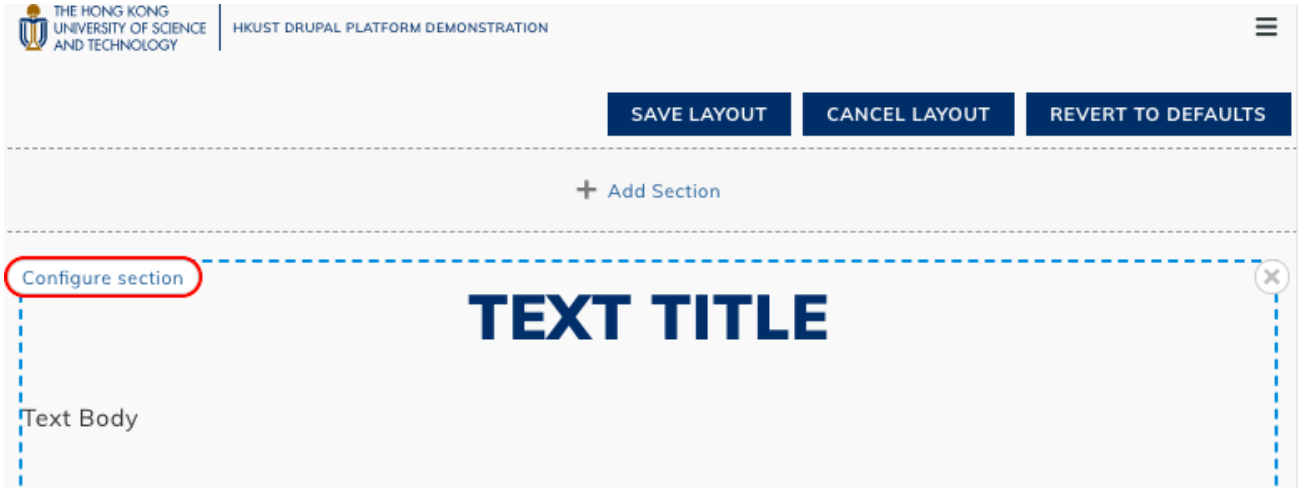
4. A section has been added to the page. (Refer to 2.3 Block to add block to the section)
   Click "Save Layout" to save the page.



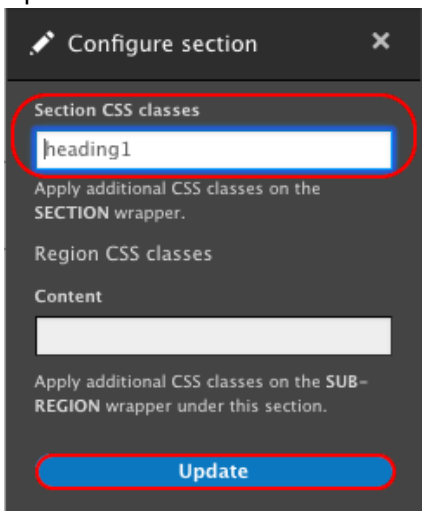
2.2.2 Edit Section

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".

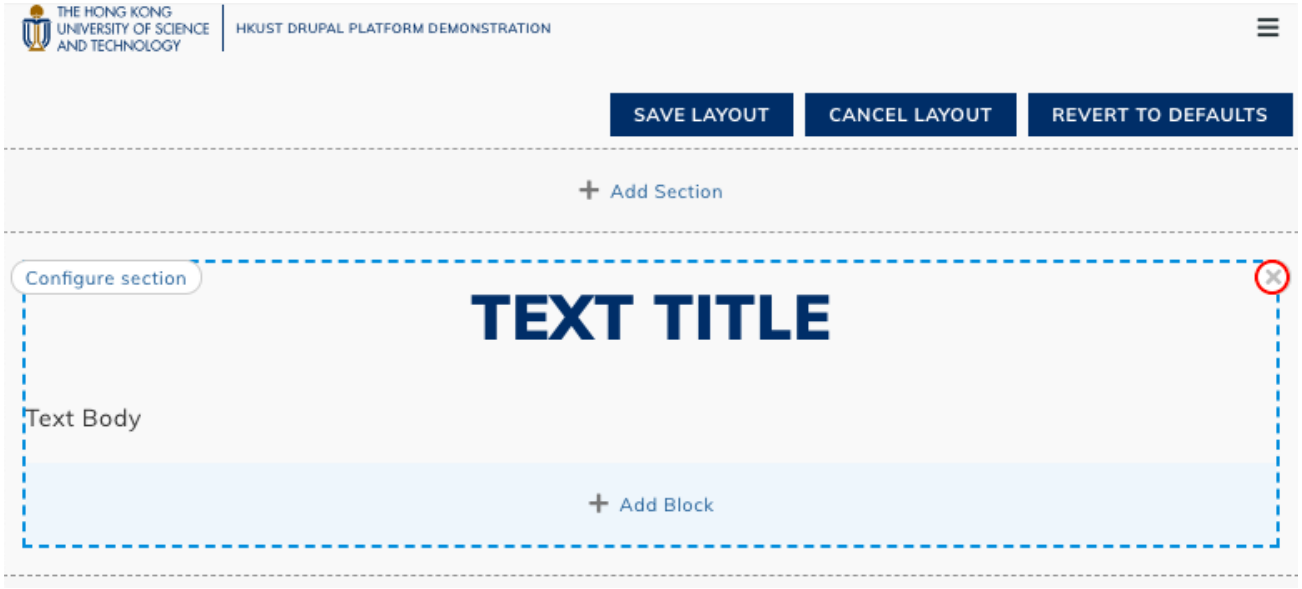


2. Update the Section CSS classes and click "Update".

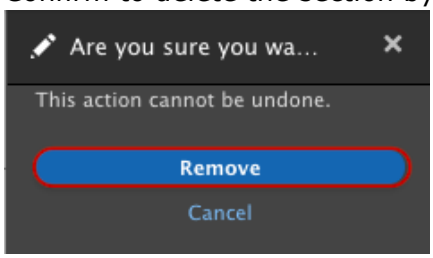


2.2.3 Delete Section

1. Go to the section to be deleted and click the cross.



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.

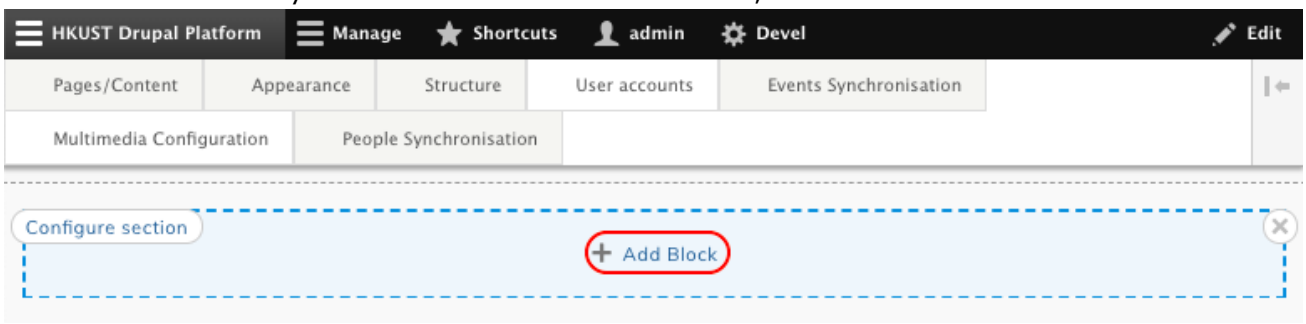
- HKUST Core
- HKUST Core - UI Elements
- HKUST Core - UI Elements (Events)
- HKUST Core - UI Elements (Multimedia)
- HKUST Core - UI Elements (News)

And here are some common blocks:

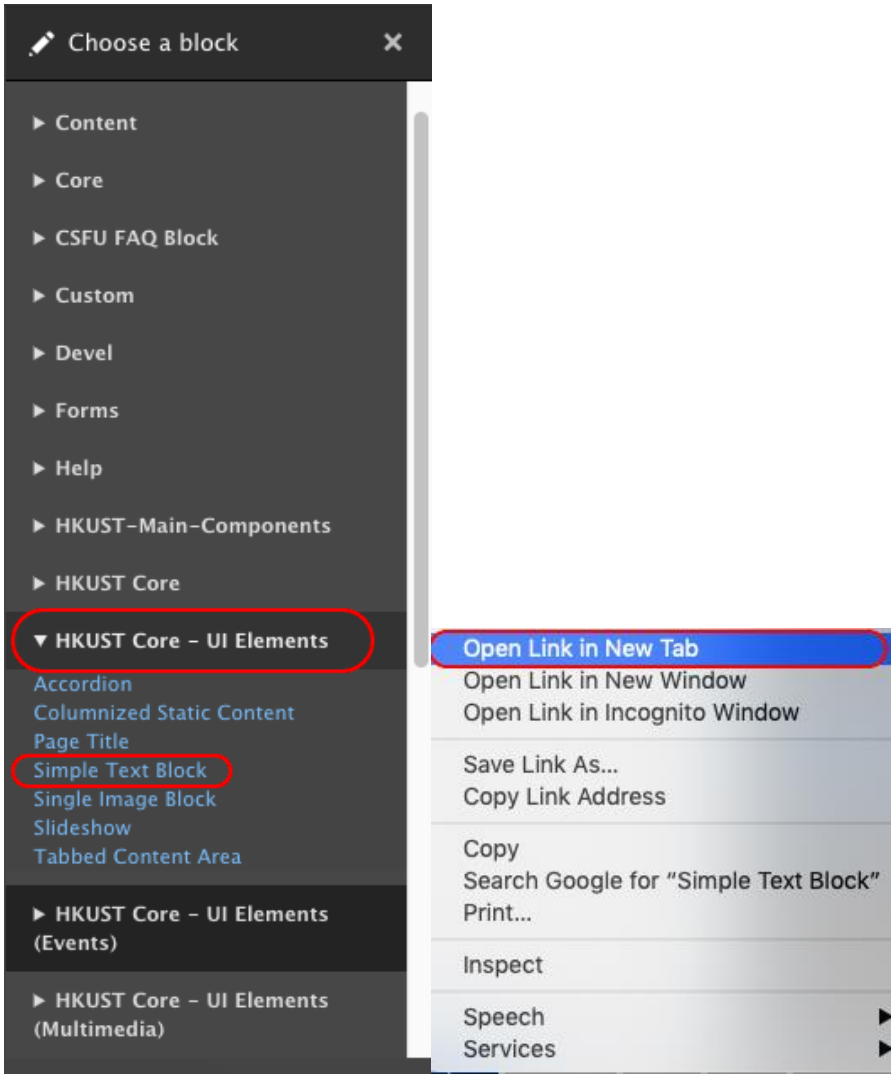
- HKUST Core - UI Elements → Simple Text Block
- HKUST Core - UI Elements → Simple Image Block
- HKUST Core - UI Elements → Accordion
- HKUST Core - UI Elements → Columnized Static Content
- HKUST Core - UI Elements → Slideshow
- HKUST Core - UI Elements → Tabbed Content Area

2.3.1 Create New Block (Demo Video 1)

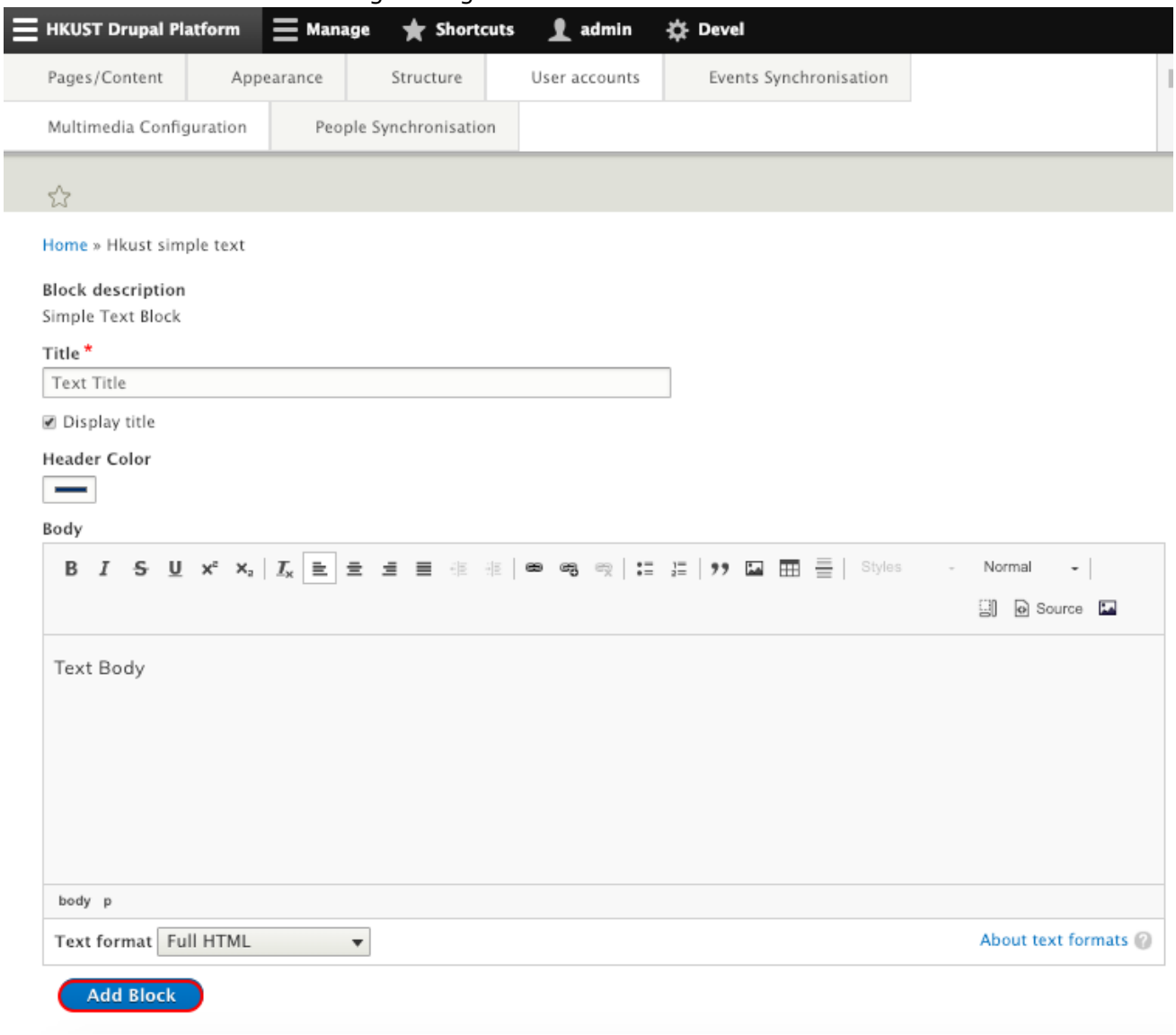
1. In the section where you would like to create new block, click "Add Block".



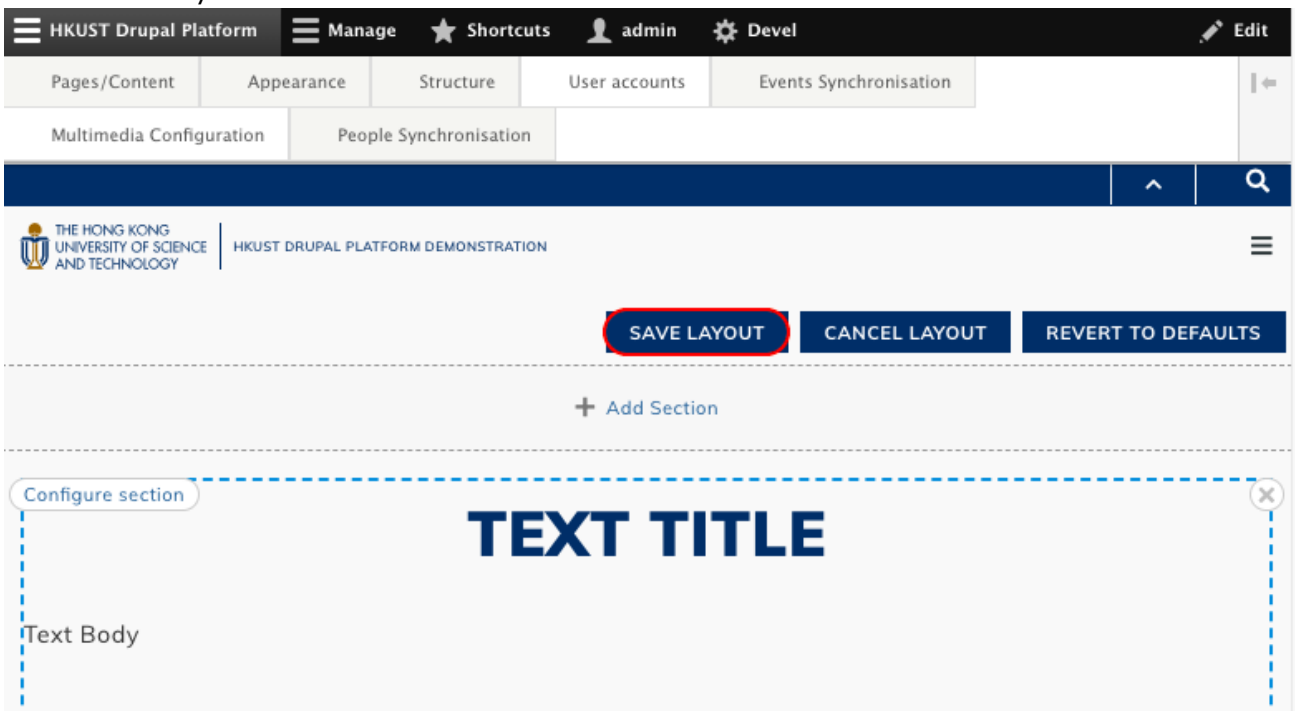
2. Select the block to be created. For example same as the demo video, we need to insert text. Go to "HKUST Core - UI Element" and select "Simple Text Block" by right click to open a new tab.



3. Click "Add Block" after finishing editing.



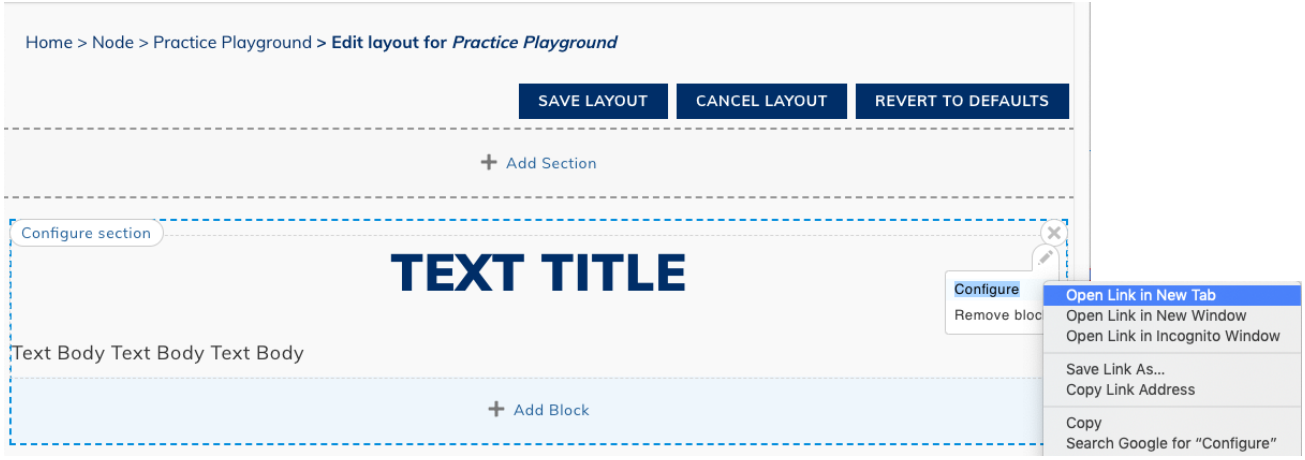
4. Click "Save Layout" to save the block creation.



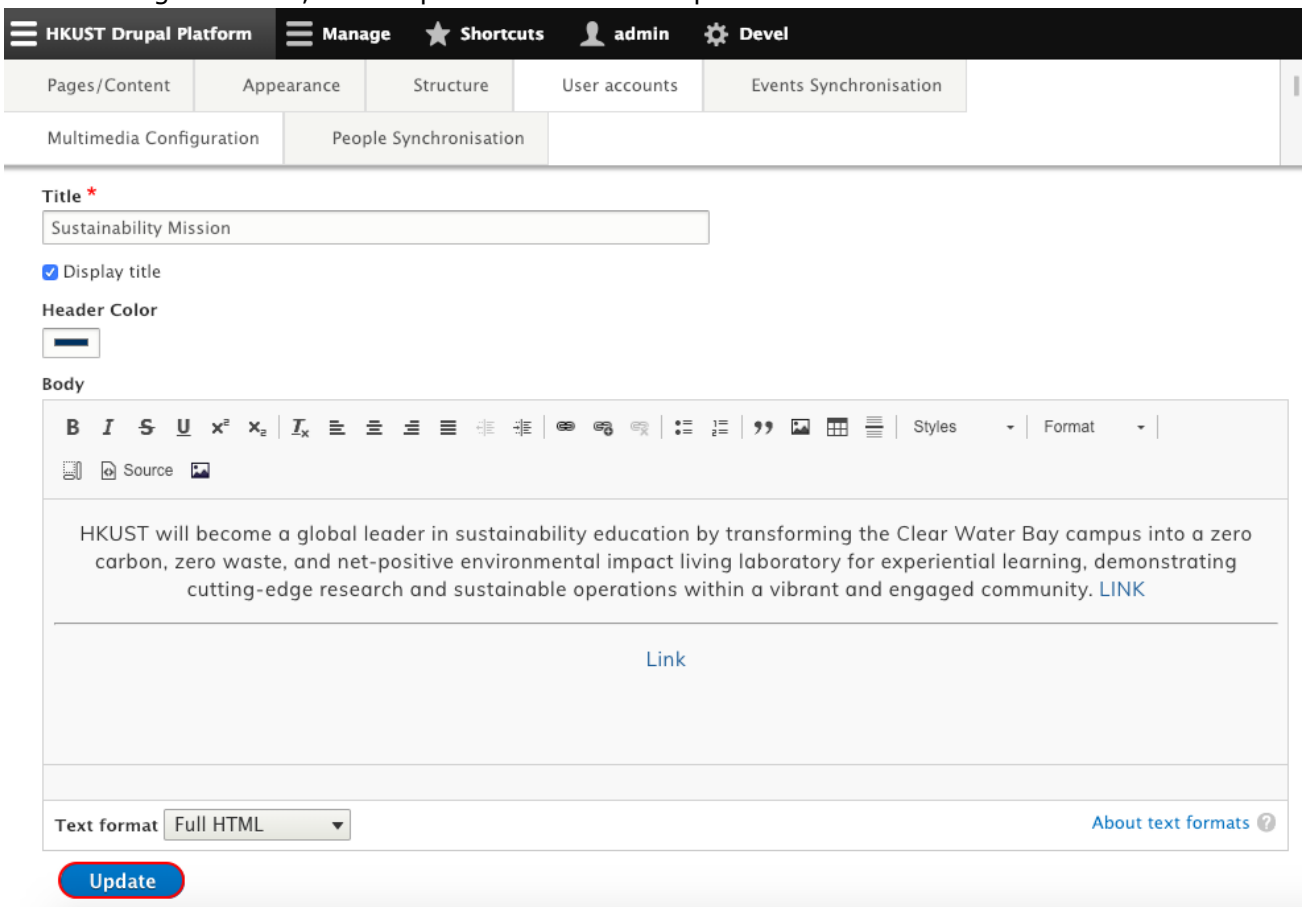
5. A successful message "The layout override has been saved." would appear.

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.

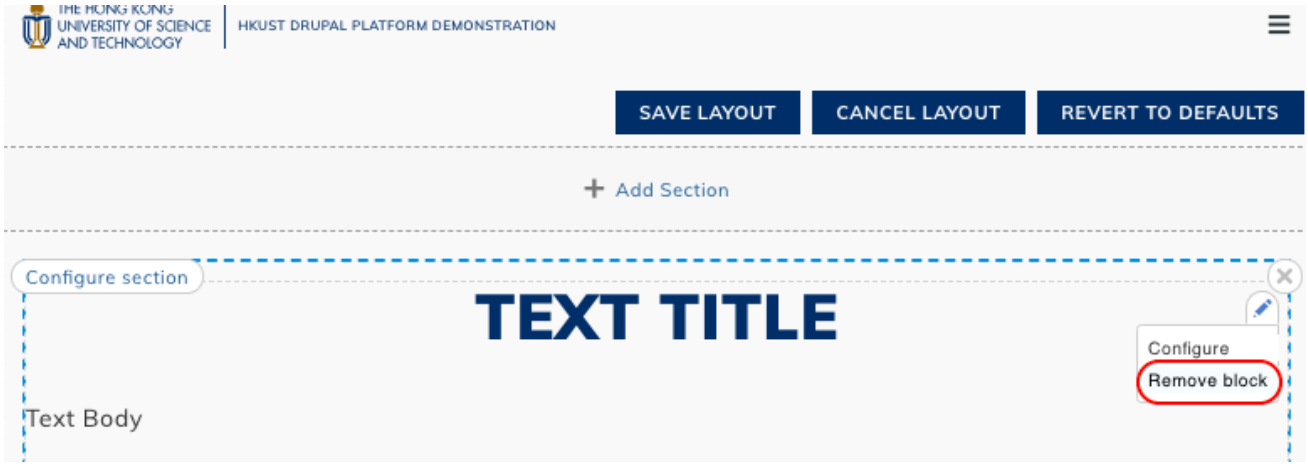


2. After editing the block, click "Update" to save the update.

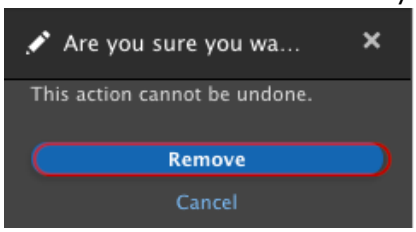


2.3.3 Delete Block

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



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	3.2 Image - Method B	Content Area - Bounded	img-center-important	HKUST Core - UI Elements → Simple Image Block
Insert image (align left) in bounded section	3.2 Image - Method B	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	3.7.2 Update Latest News Block	Content Area - Bounded	heading4-with4	HKUST Core → News: Latest 4 News
Insert Latest Event in bounded section	3.7.4 Update Latest Event Block	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	3.8.2 Tab 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 Columnized Static Content	Content Area - Full Width	heading4-with4	HKUST Core - UI Elements → Columnized Static Content
Create section with	3.8.3	Content Area	heading4-with4	HKUST Core - UI Elements

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

Part 3 | Common Content Update

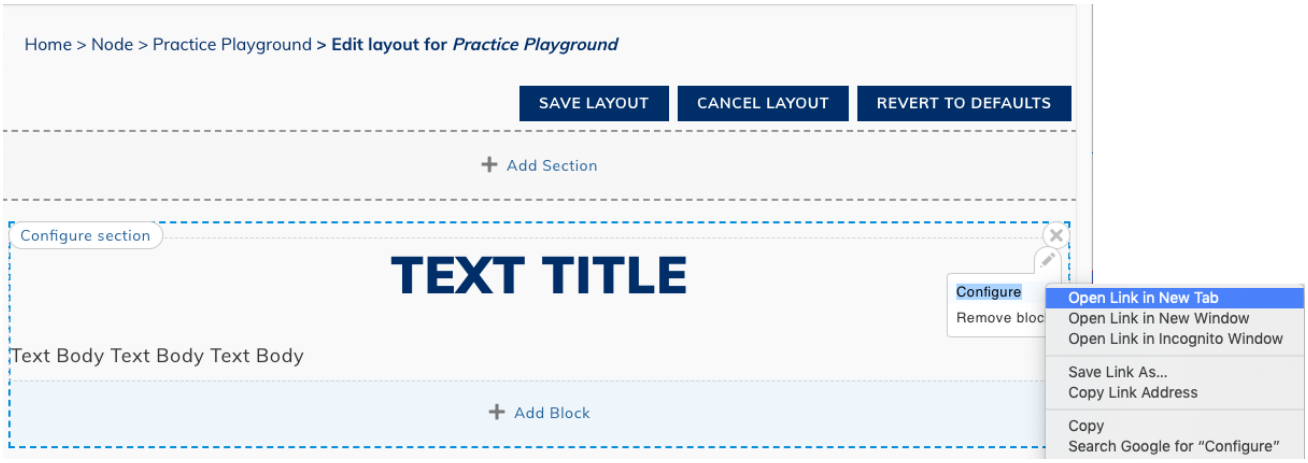
3.1 Text

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 → Simple Text Block

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



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

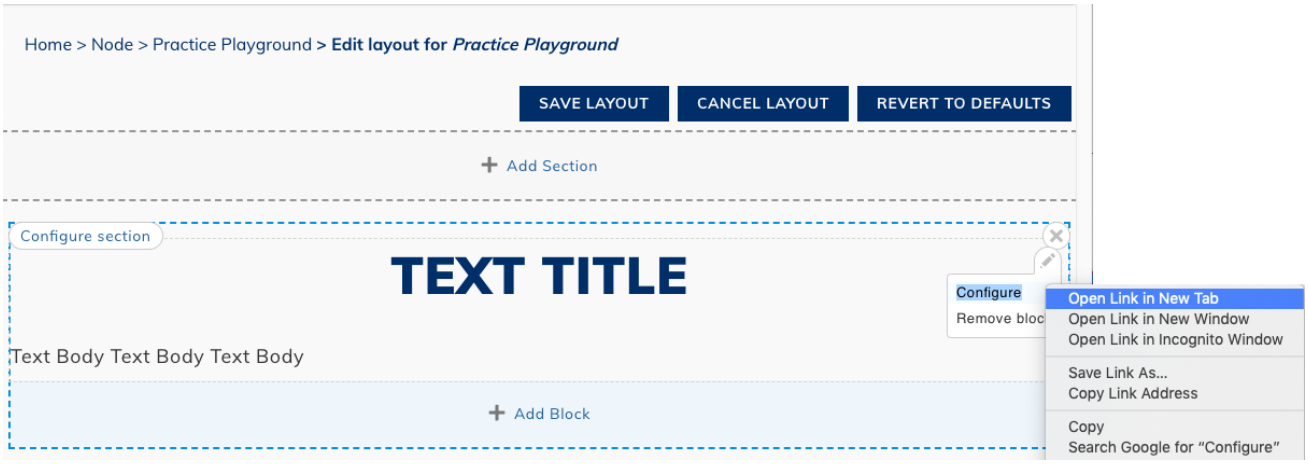
Tool Icon	Body Text Formatting Description
B I S U x² x₂	Bold, Italic, Strikethrough, Underline, Superscript, Subscript
Tx	Remove Format, Align Left, Align Centre, Align Right
	Bulleted List, Numbered List
	Insert Horizontal Line
Format	Text Format: Use only "Normal", "Heading 2", "Heading 3" or "Heading 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)

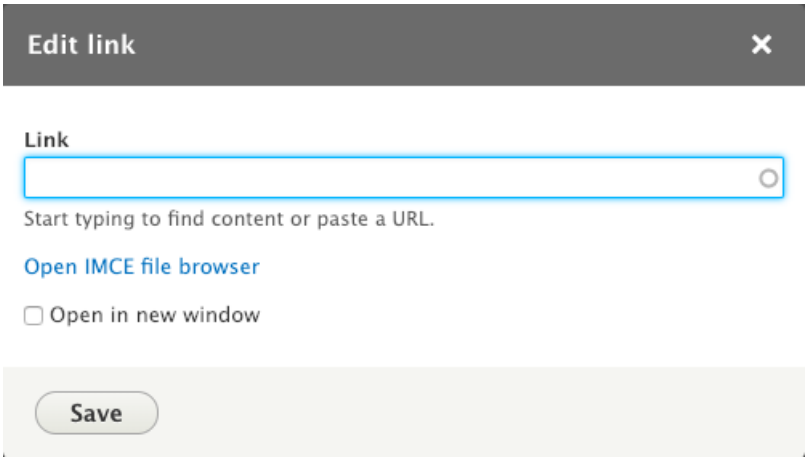
Section Layout	Section CSS Class	Block
Content Area - Bounded	heading1	HKUST Core - UI Elements → Simple Text Block

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



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

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

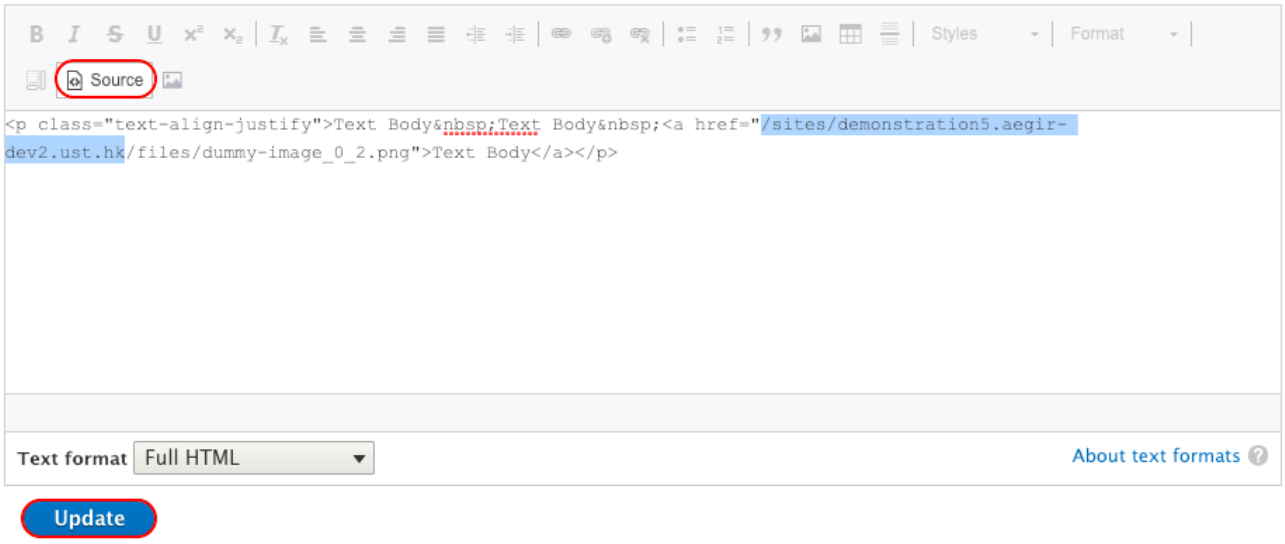


Link to External and Internal Websites
For links to external websites, insert the full URL starting with "http://" or "https://". For example, if the link is to be redirected to google.com, the link "https://www.google.com/" should be inserted. For links to internal pages, it is not required to insert 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 - Upload Image to Web Server) 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.

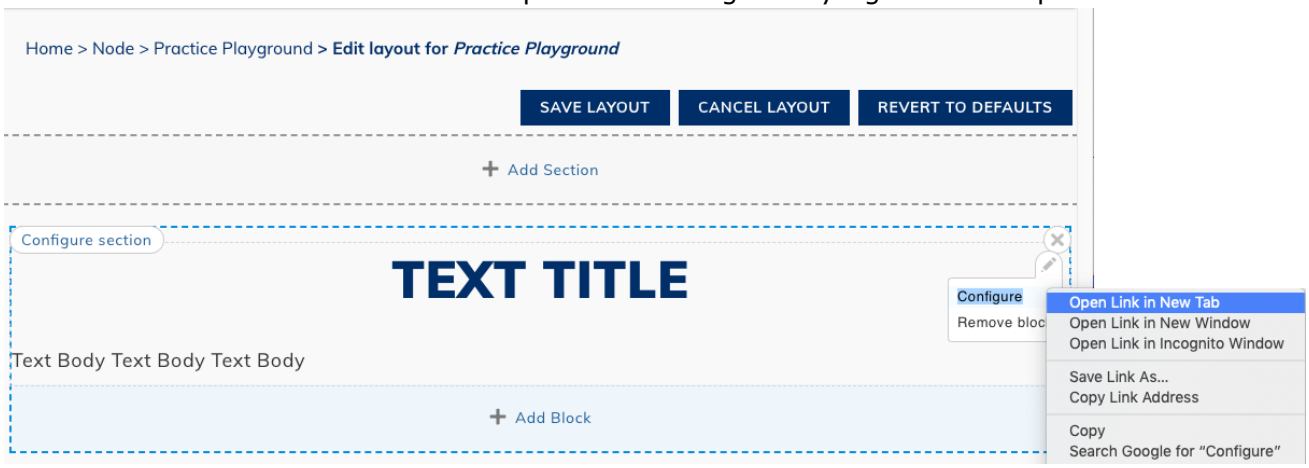


3.1.3 Table

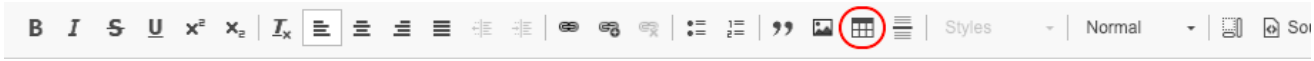
Prerequisite:
Create a section with layout and CSS class and block stated below.
(Refer to 2.2 Section and 2.3 Block to create section and block)

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

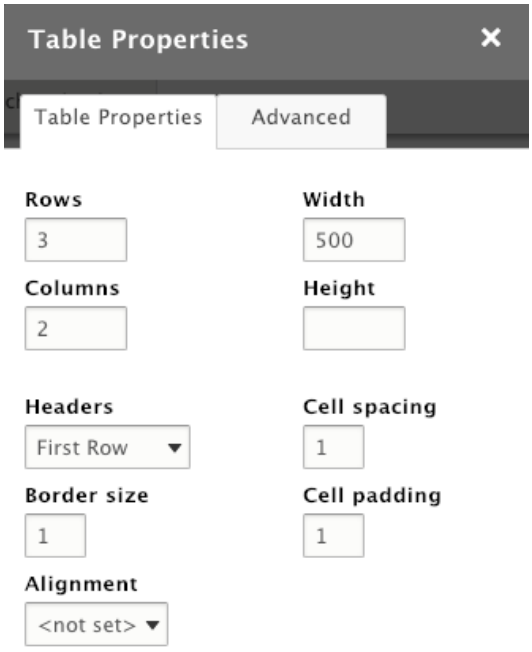
1. Go to the block to be edited. Click the pen and "Configure" by right click to open a new tab.



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



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



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.

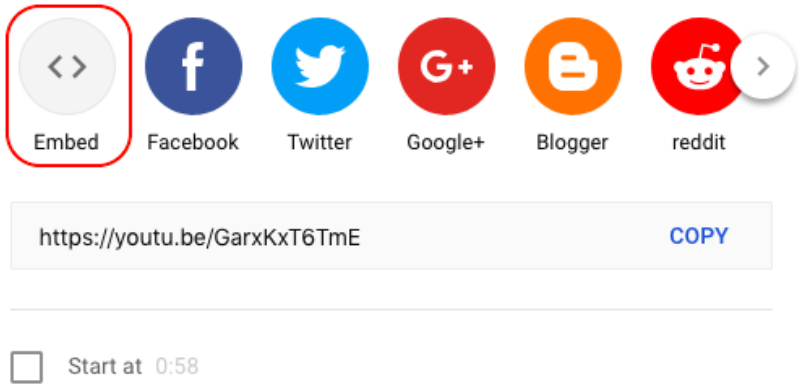
```
<table border="1" cellpadding="1" cellspacing="0" class="tablesaw tablesaw-stack" data-tablesaw-mode="stack">
```

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.

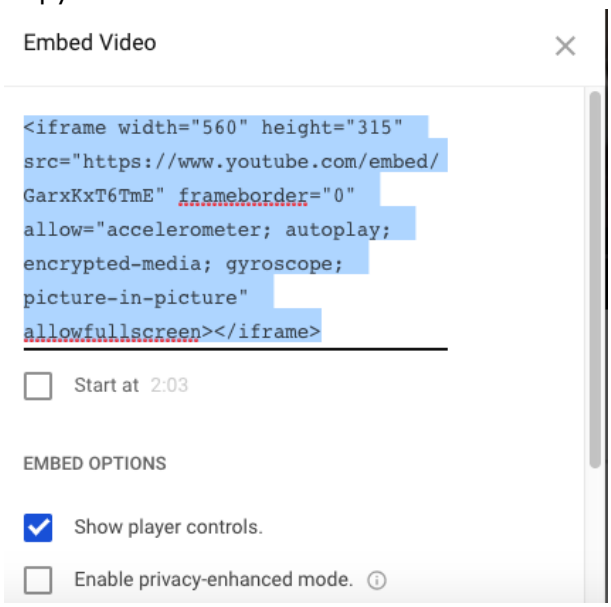
5. Click "Update" and save the layout of the page.

3.1.4 Youtube Video

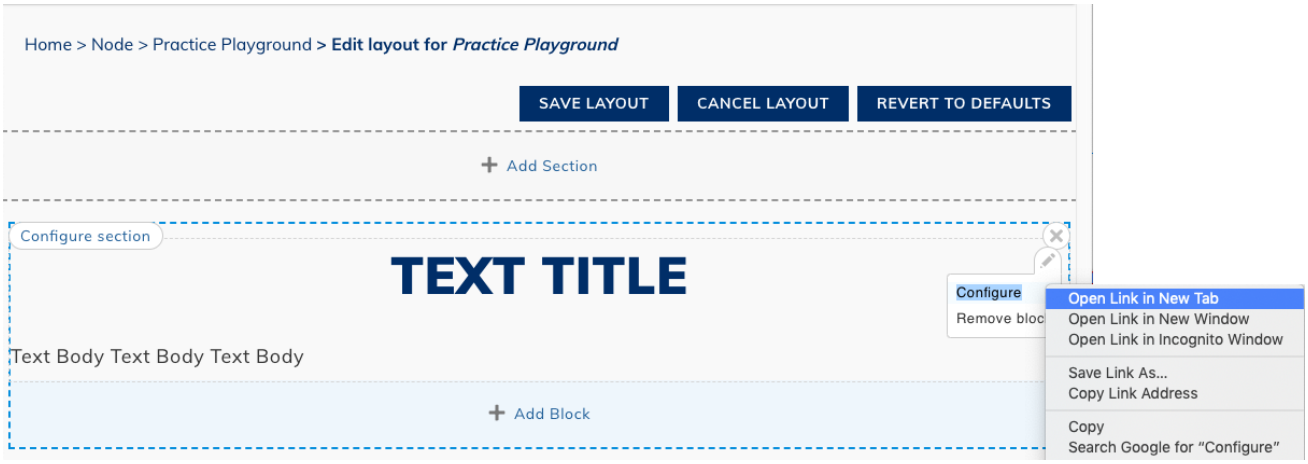
1. Go to youtube video link and click "SHARE".
2. Click "Embed".



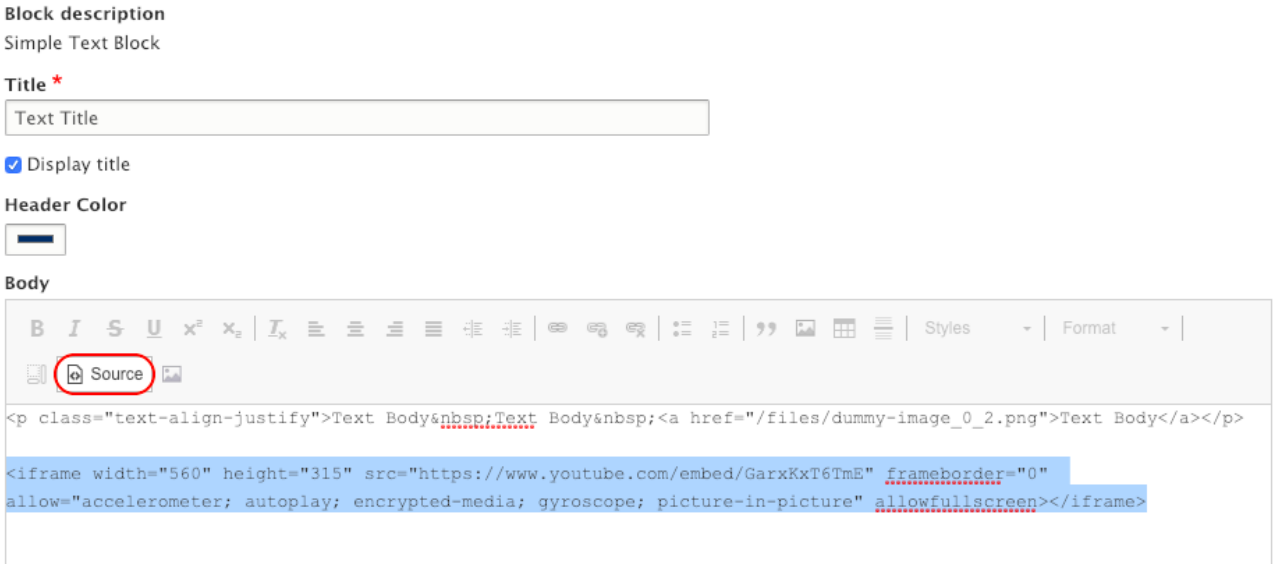
3. Copy the code.



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.



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



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

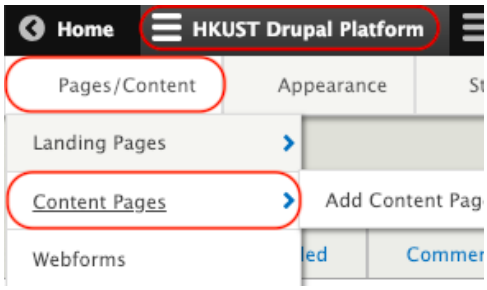
3.2 Image

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

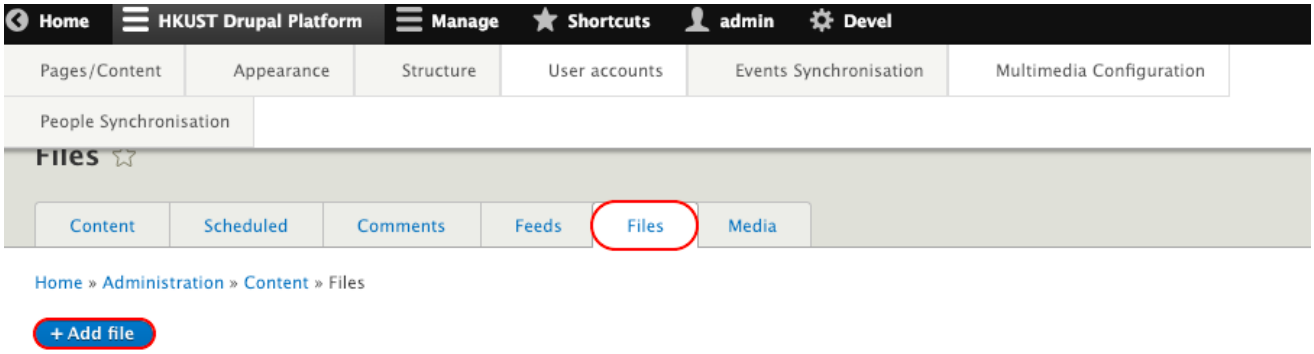
Method A - To Embed Image in Simple Text Block

Upload Image to Web Server

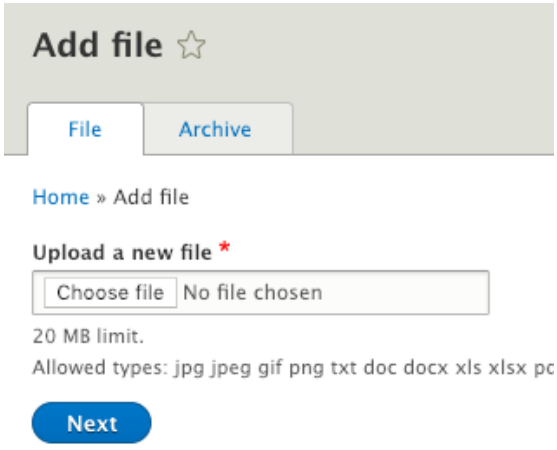
1. Go to “HKUST Drupal Platform” → “Pages / Content” → “Content Pages”.



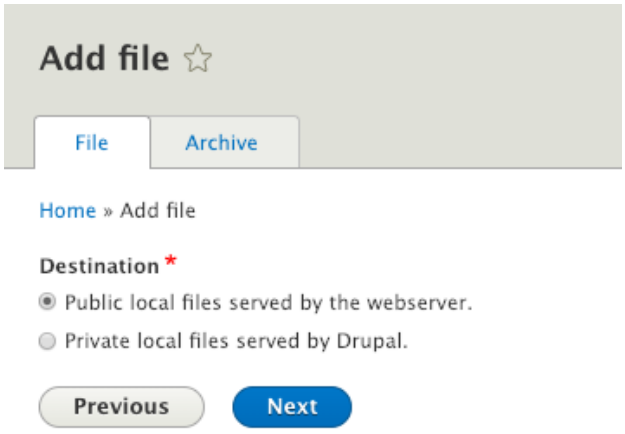
2. Click “Files” and “Add File”.



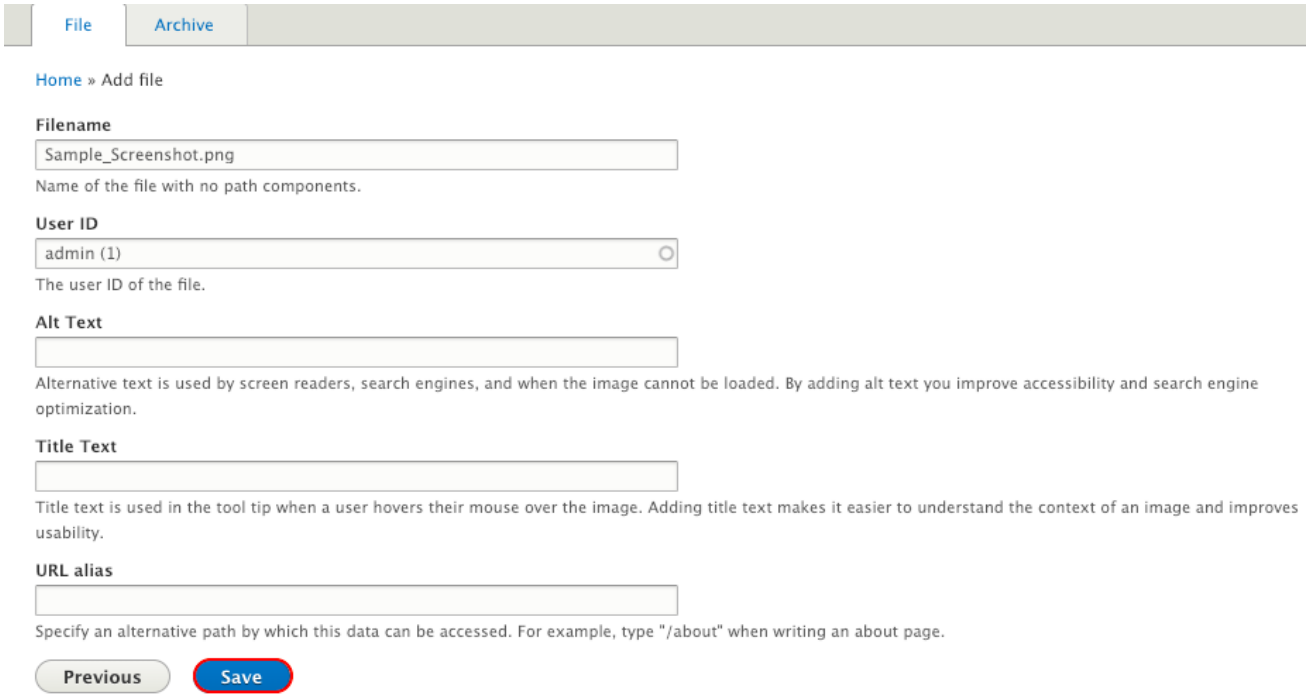
3. Click “Choose file” to choose image from local path. Remember to rename the local file name before uploading. Click “Next”.



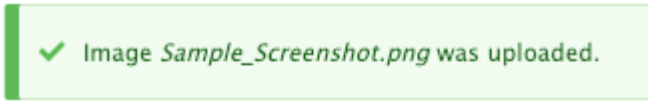
4. Choose the Destination, "Public local file served by the webserver".



5. Click "Save".

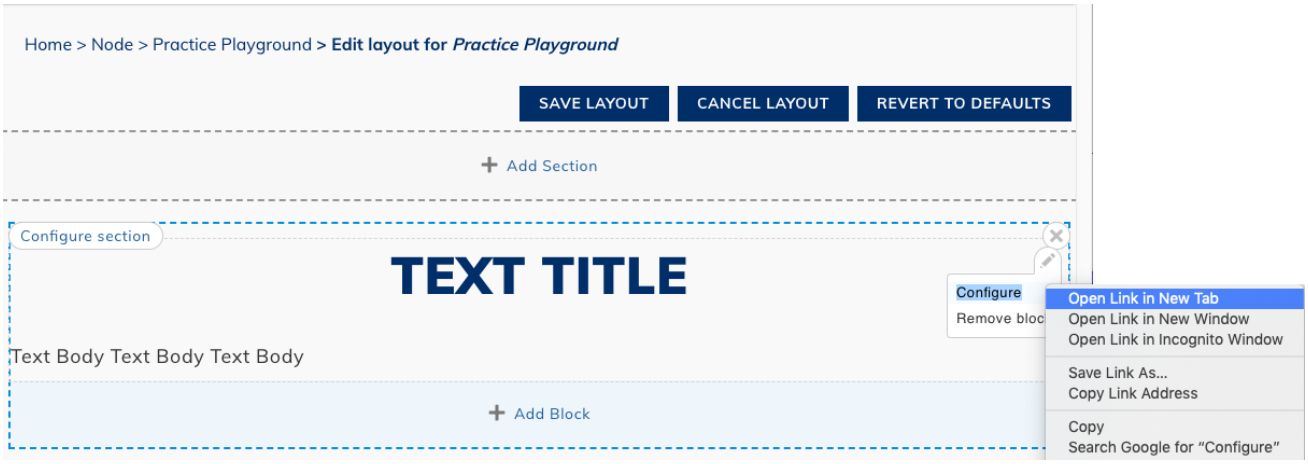


6. A message "Image XXX was uploaded." would appear.

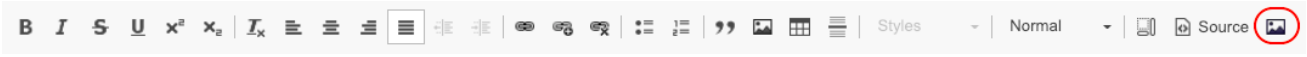


Embed Image in Simple Text Block

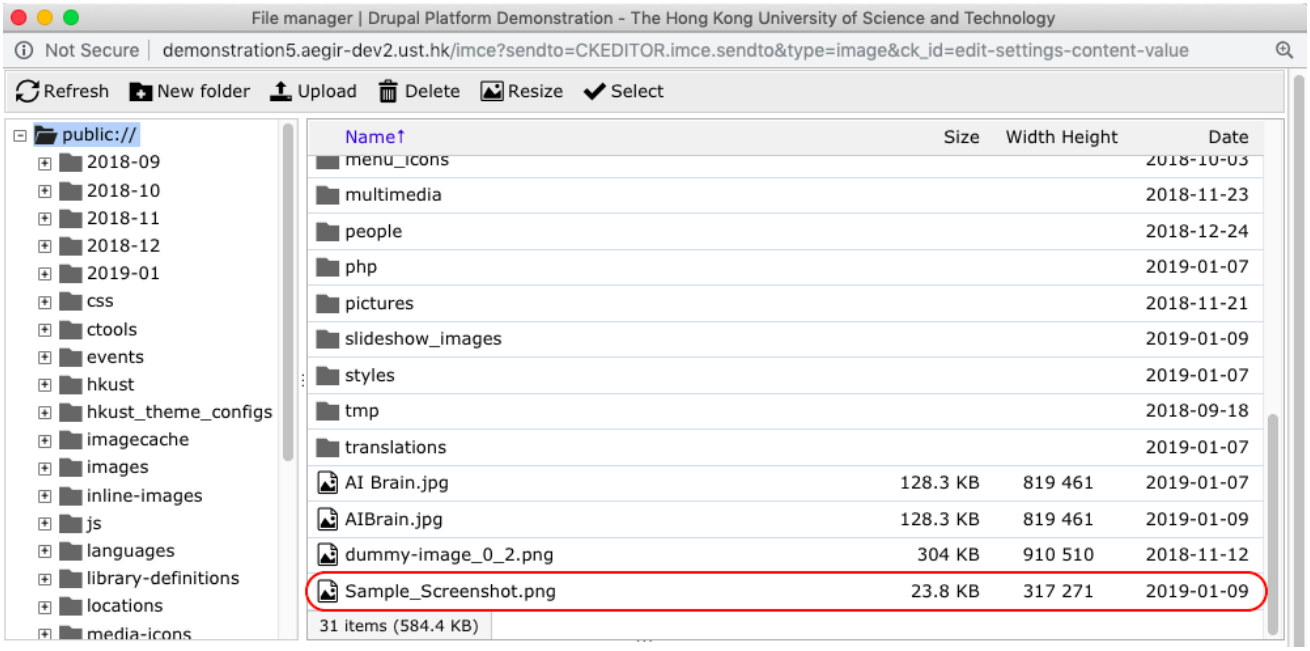
7. Go to the Simple Text Block where the image would be added. Click the pen and "Configure" by right click to open a new tab.



8. Go to "Body" and click the circled icon to embed image



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



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

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

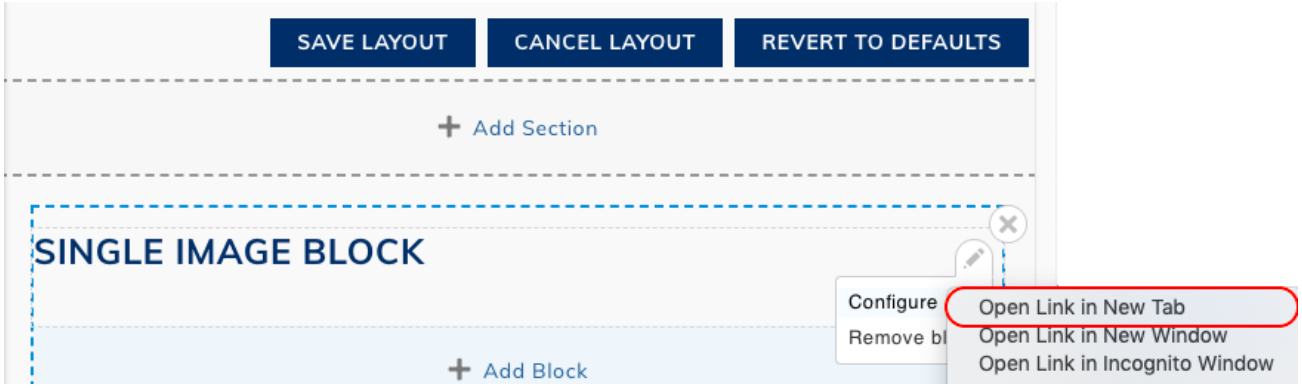
Method B - To Insert Image Block Directly

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

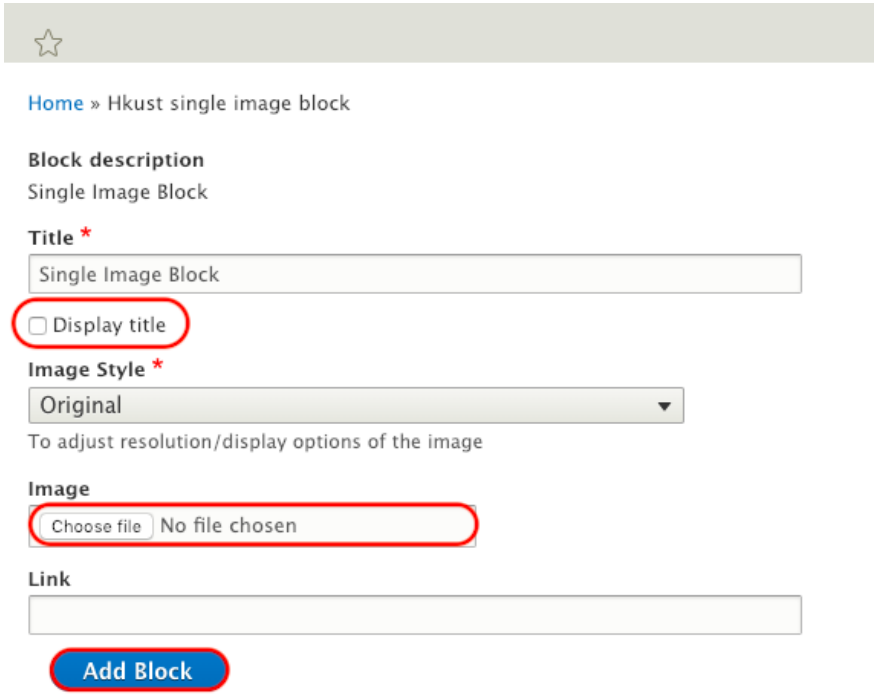
Section Layout	Section CSS Class	Block
Content Area - Bounded	Nil	HKUST Core - UI Elements → Simple Image Block
Content Area - Bounded	img-center-important	HKUST Core - UI Elements → Simple Image Block

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.



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.



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.

1. Create a section with layout and CSS class and block stated below
   (Refer to 2.3 Block 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

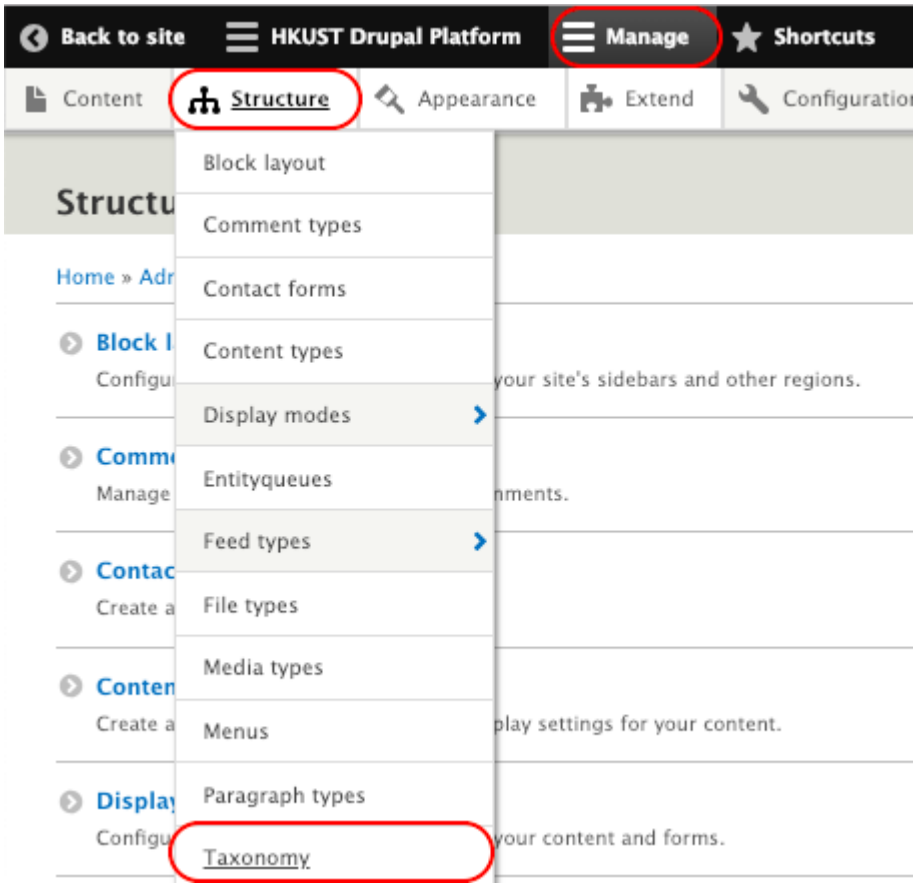
No.	Field Name	Field Nature	Remark
1	Title	Mandatory	Title of the slideshow. If title is not required to be shown, uncheck "Display title"
2	Slider mode	Mandatory	Default slide mode is Multiple Mode
3	Autoplay speed	Optional	Default speed is 4000
4	Slide to Show	Mandatory	Default number of slide to show 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

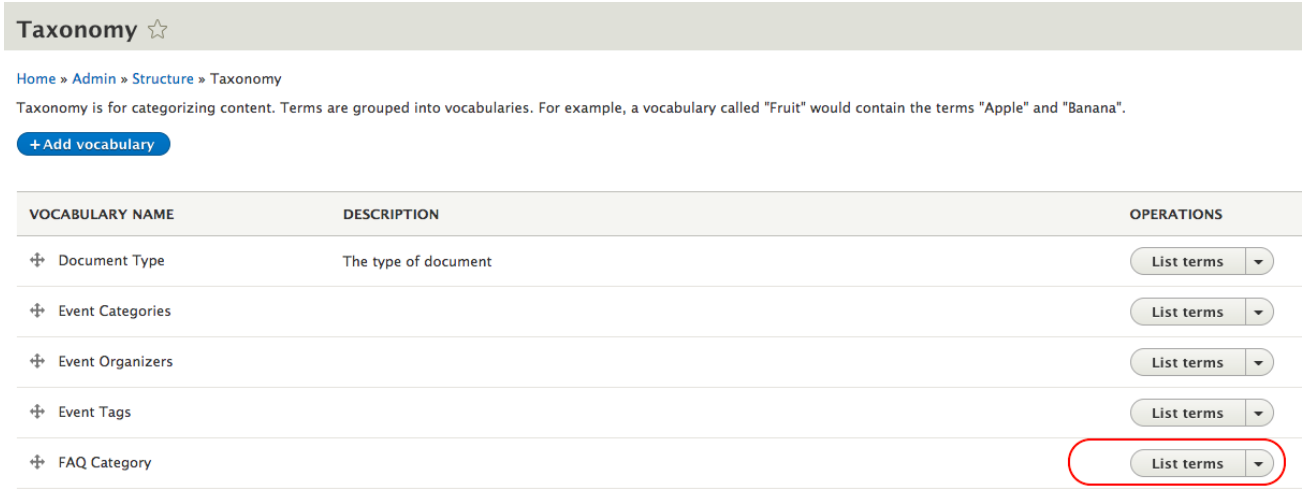
3.4.1 FAQ Category

3.4.1.1 Create New FAQ Category

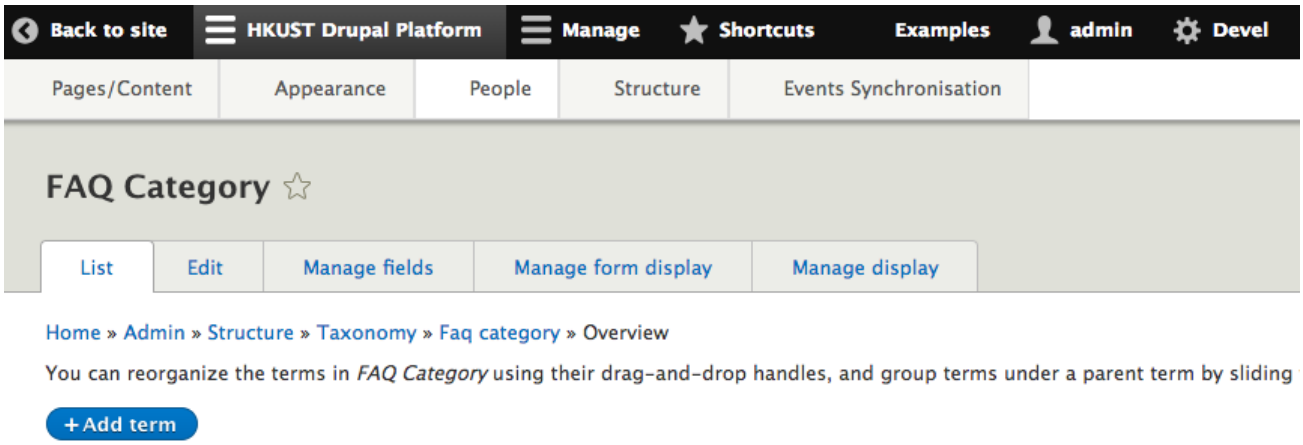
1. Go to “Manage” → “Structure” → “Taxonomy”



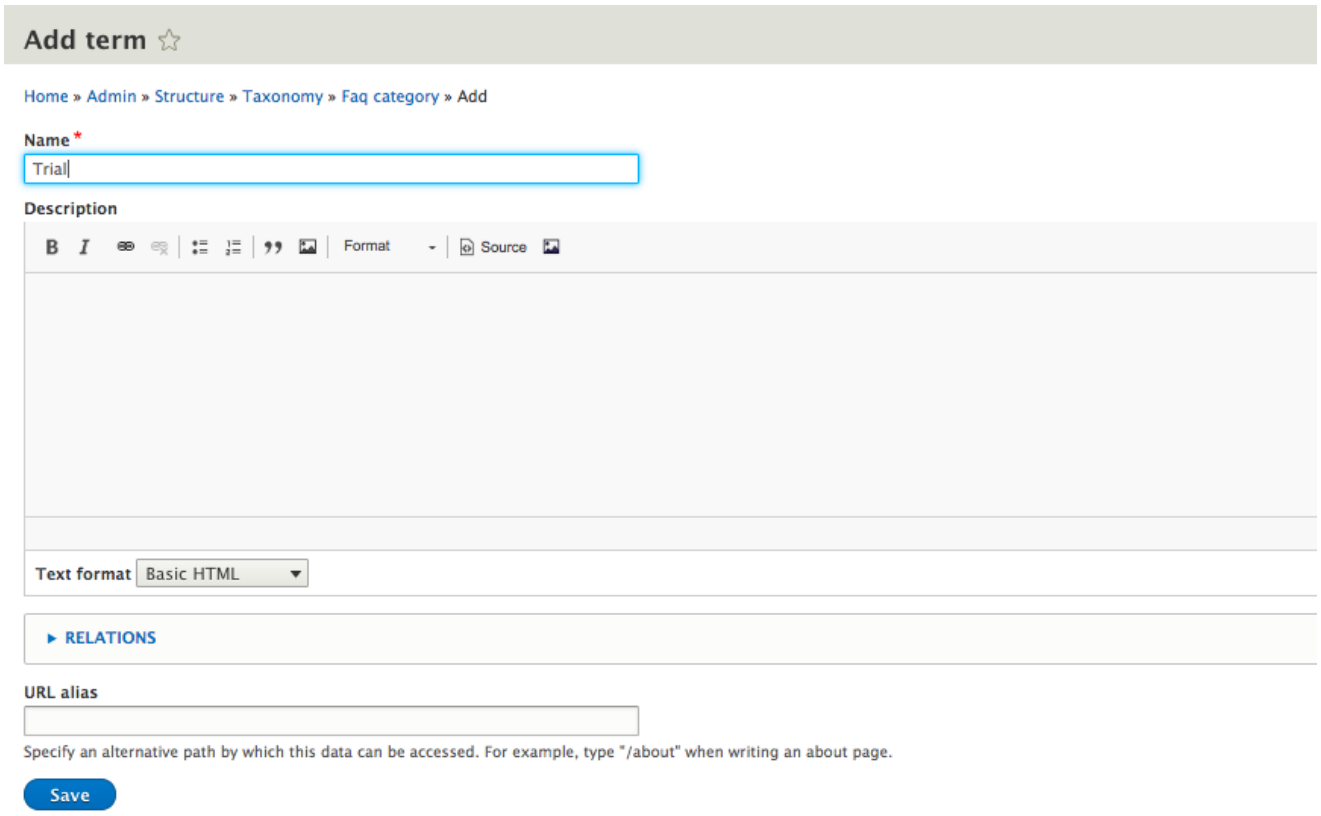
2. Go to “FAQ Category” and click “List terms”



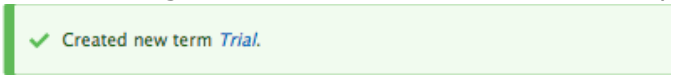
3. Click “Add term”



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



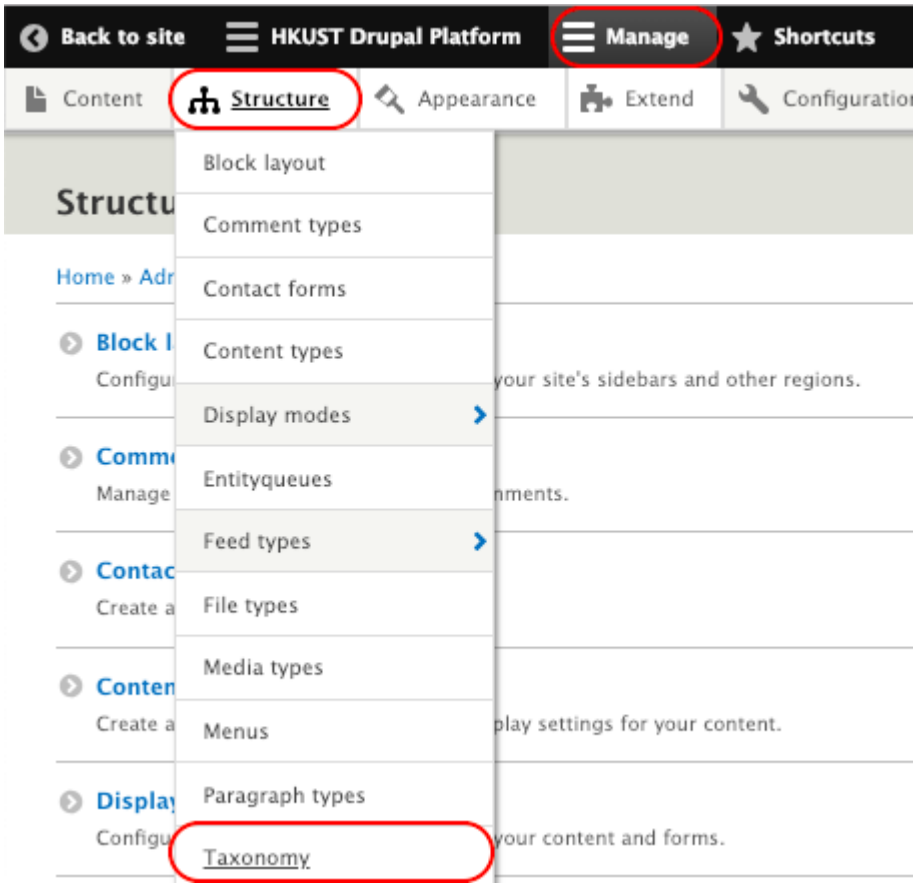
5. A successful message "Created new term XXX." would appear



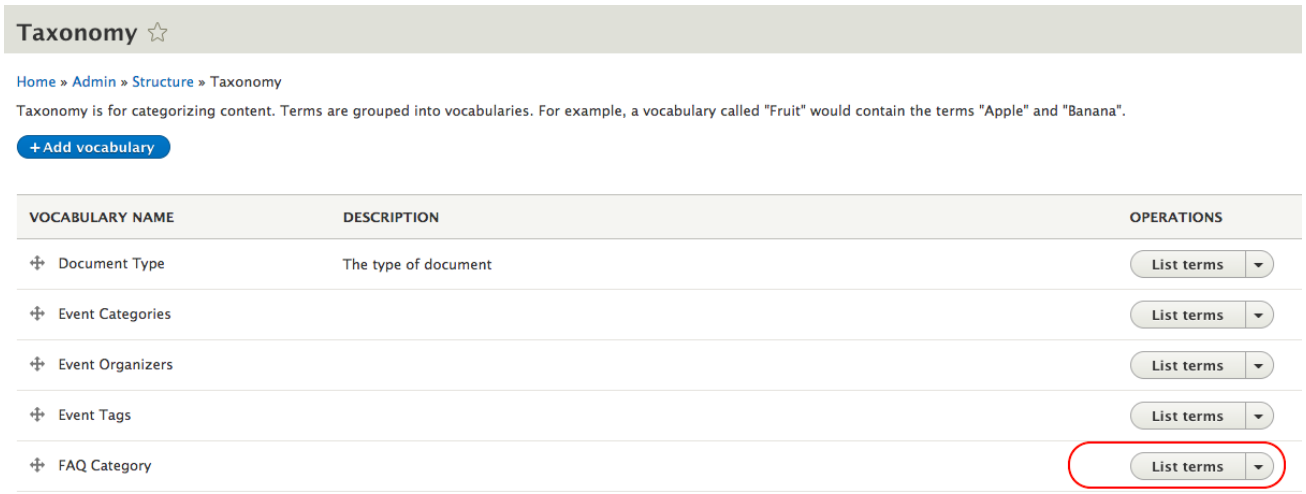
6. (Optional) You could go back to the page "Taxonomy" to add more FAQ Categories and repeat step 3-5

3.4.1.2 Edit Existing FAQ Category

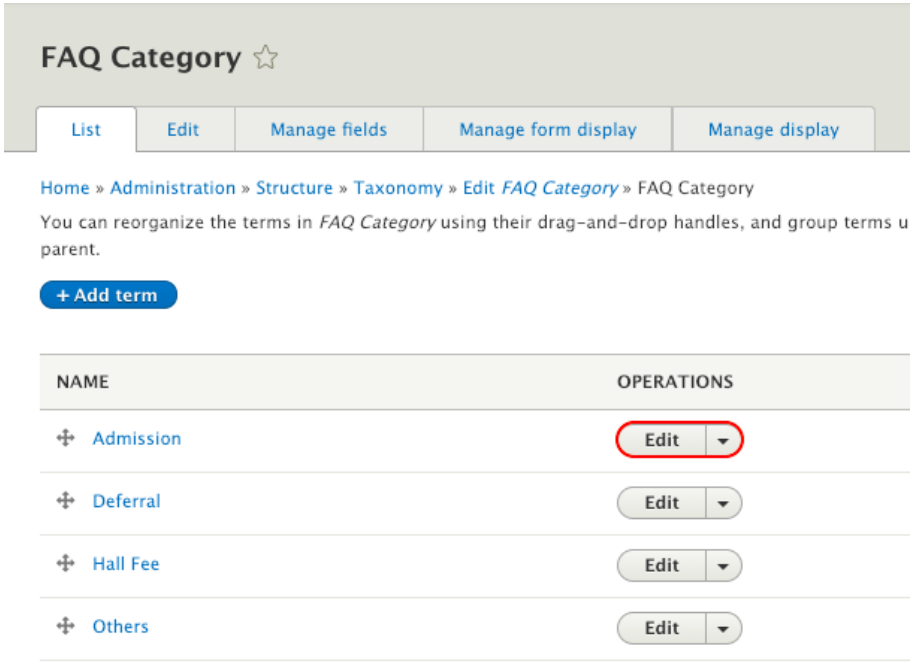
1. Go to "Manage" → "Structure" → "Taxonomy".



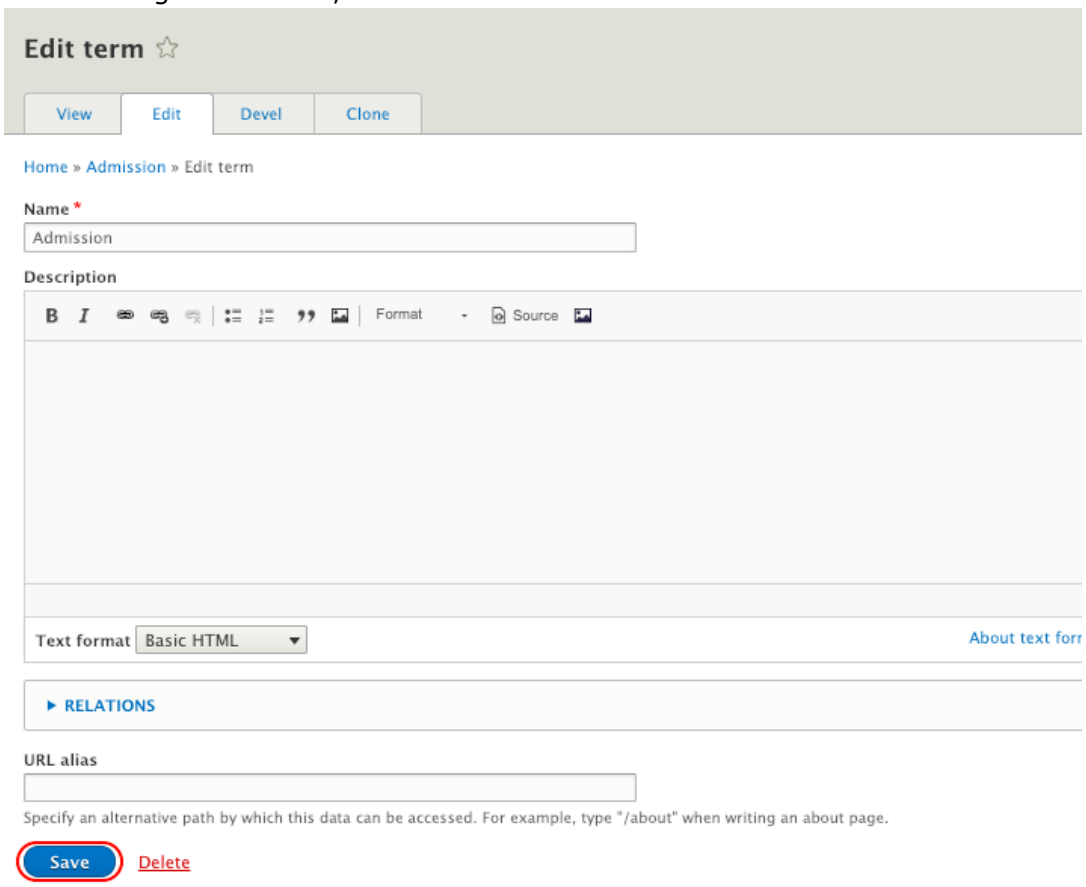
2. Go to "FAQ Category" and click "List terms".



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

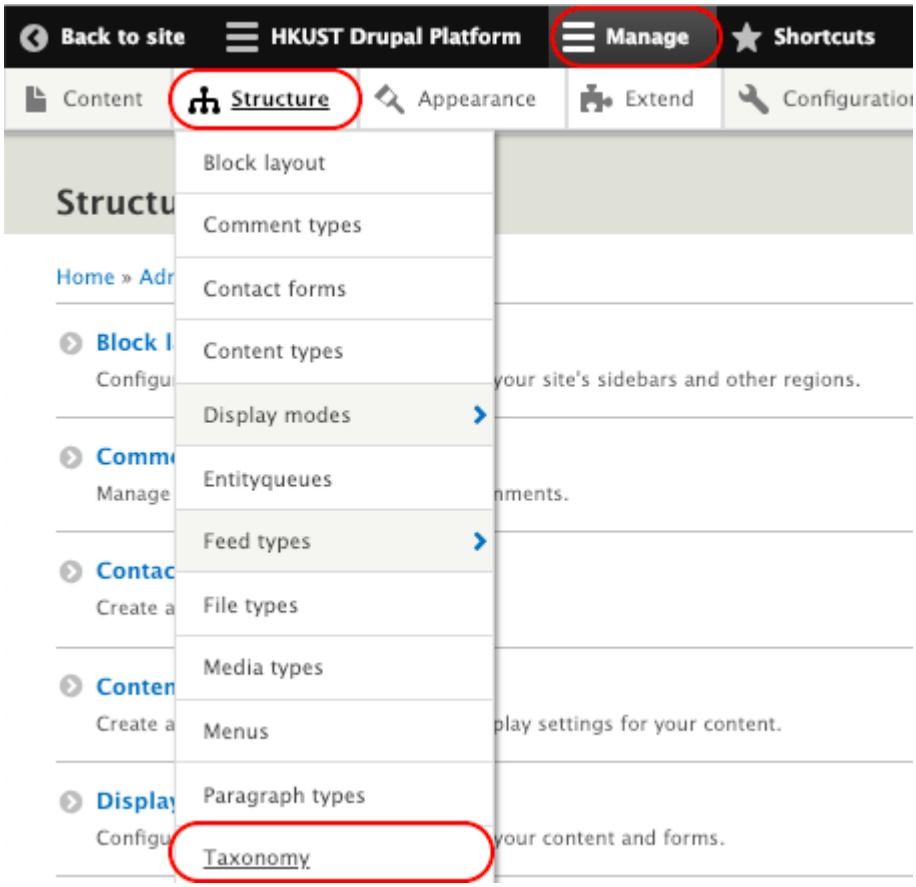


4. After editing the content, click “Save”.

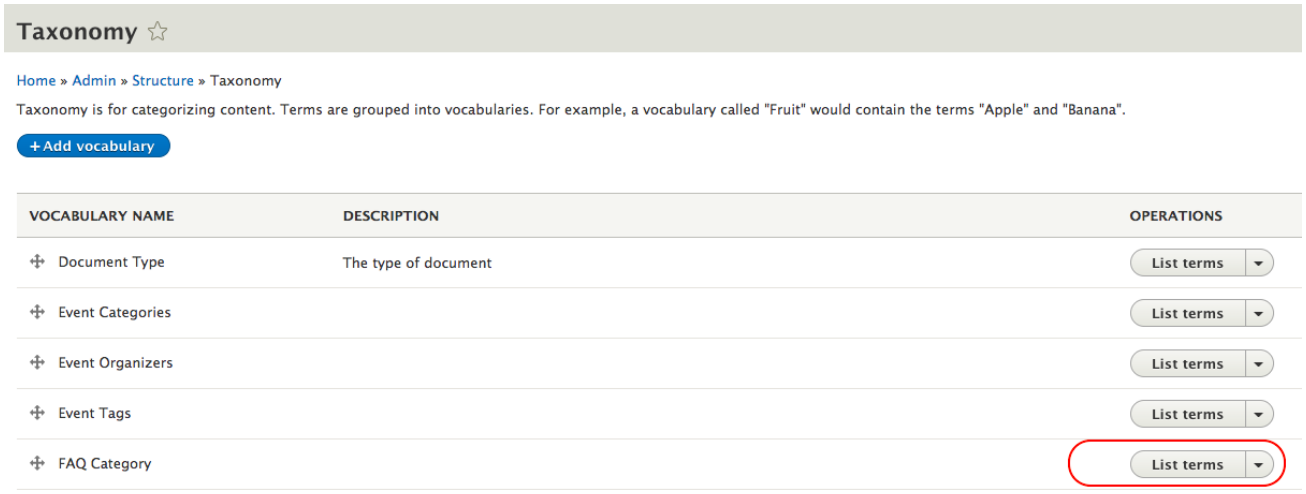


3.4.1.3 Delete FAQ Category

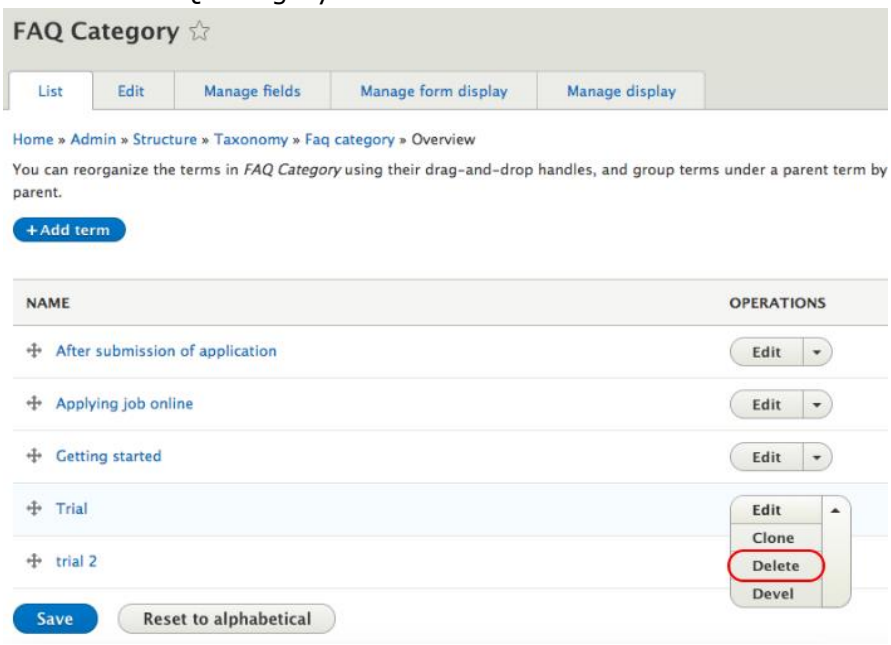
1. Go to “Manage” → “Structure” → “Taxonomy”.



2. Go to “FAQ Category” and click “List terms”.



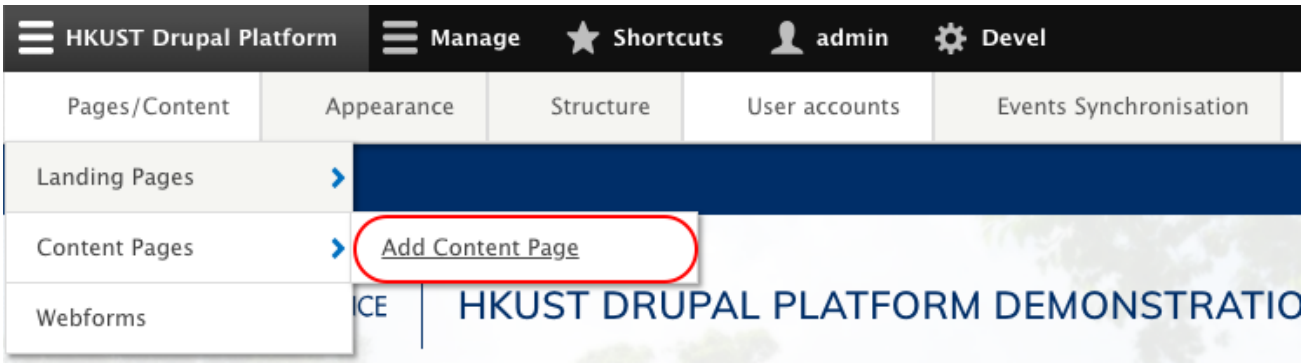
3. Select the FAQ Category to be deleted and click "Delete".



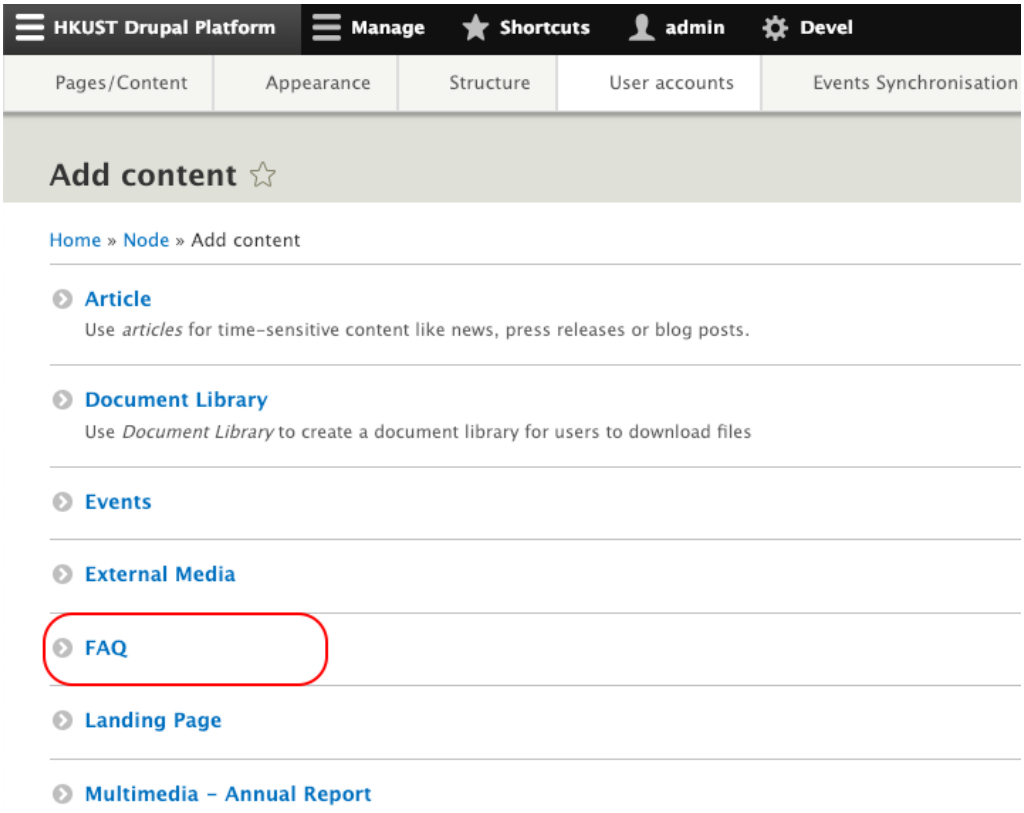
3.4.2 FAQ Type Content

3.4.2.1 Create New Set of Q&A

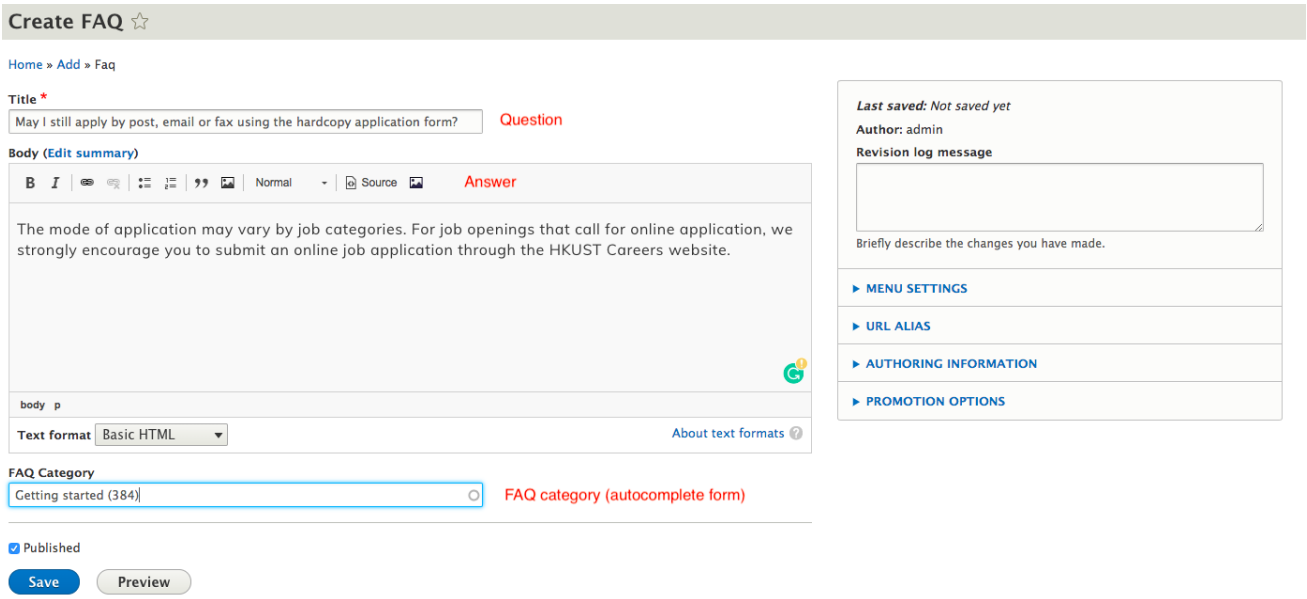
1. Go to "HKUST Drupal Platform" → "Pages/Content" → "Content Pages" → "Add Content Page" and create a new set of Q&A .



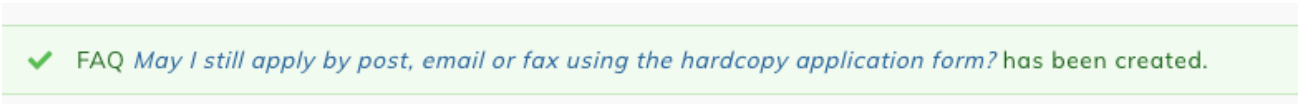
2. Click "FAQ".



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



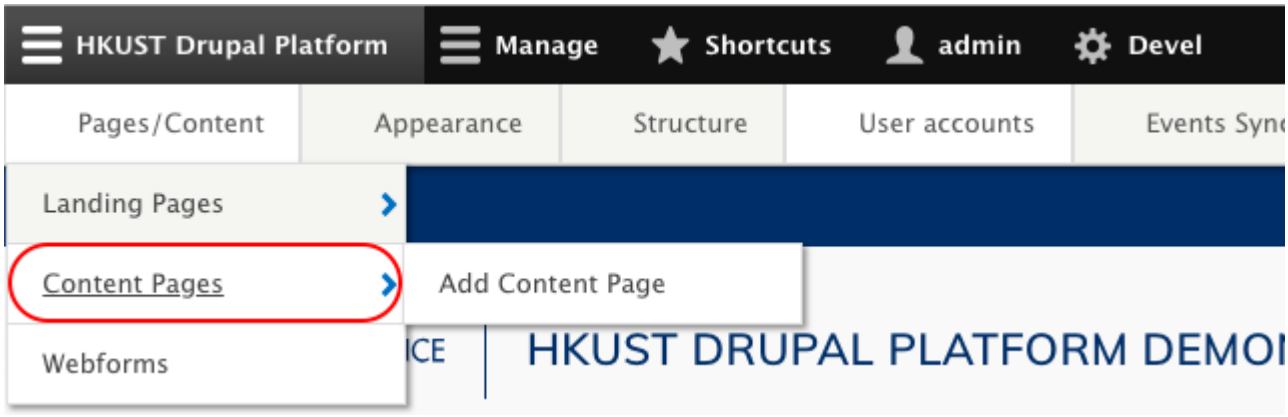
4. A successful message "FAQ XXX has been created" would appear.



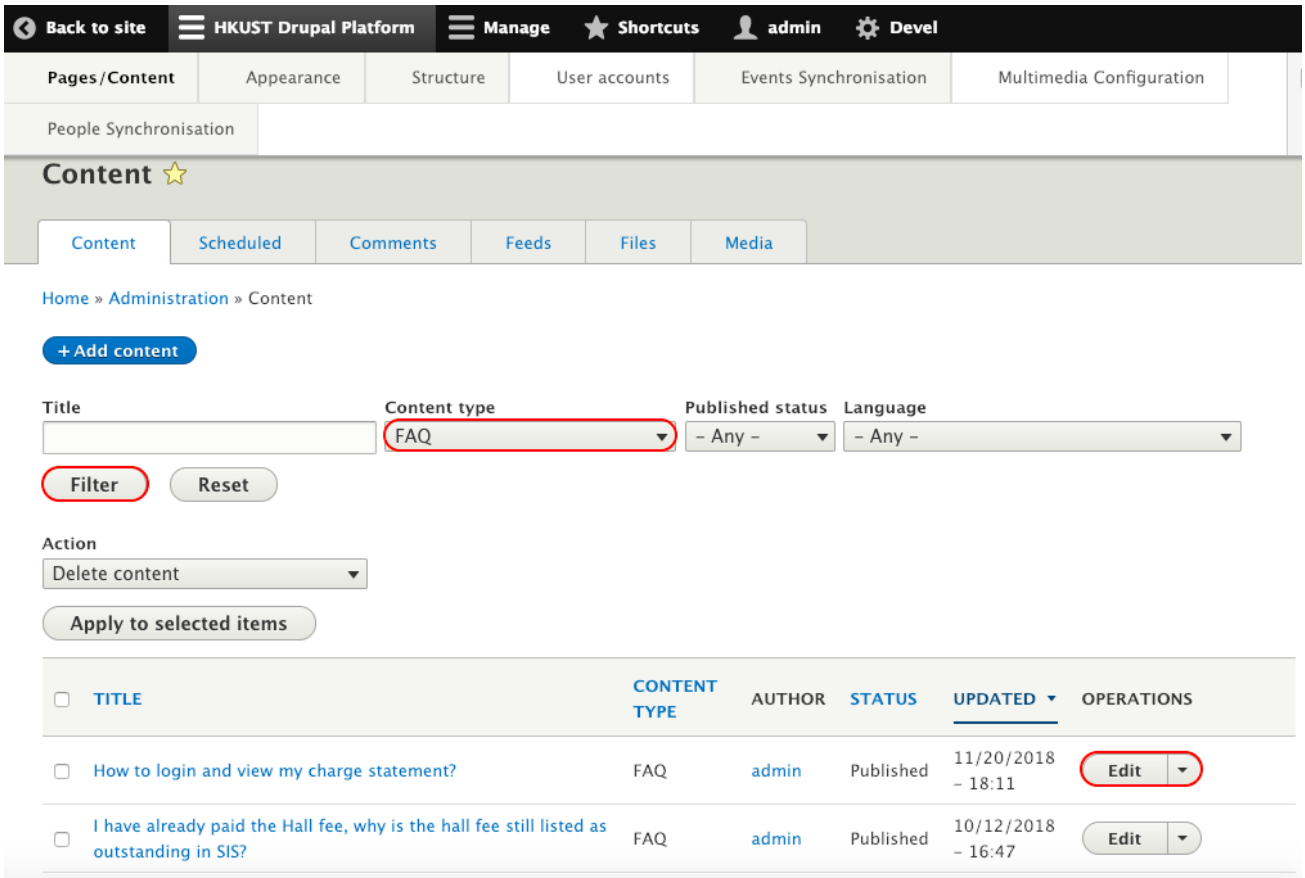
5. Go to the FAQ page of designated website "xxx.ust.hk/FAQ" to see whether the new set of Q&A is correctly displayed.

3.4.2.2 Edit Existing Set of Q&A

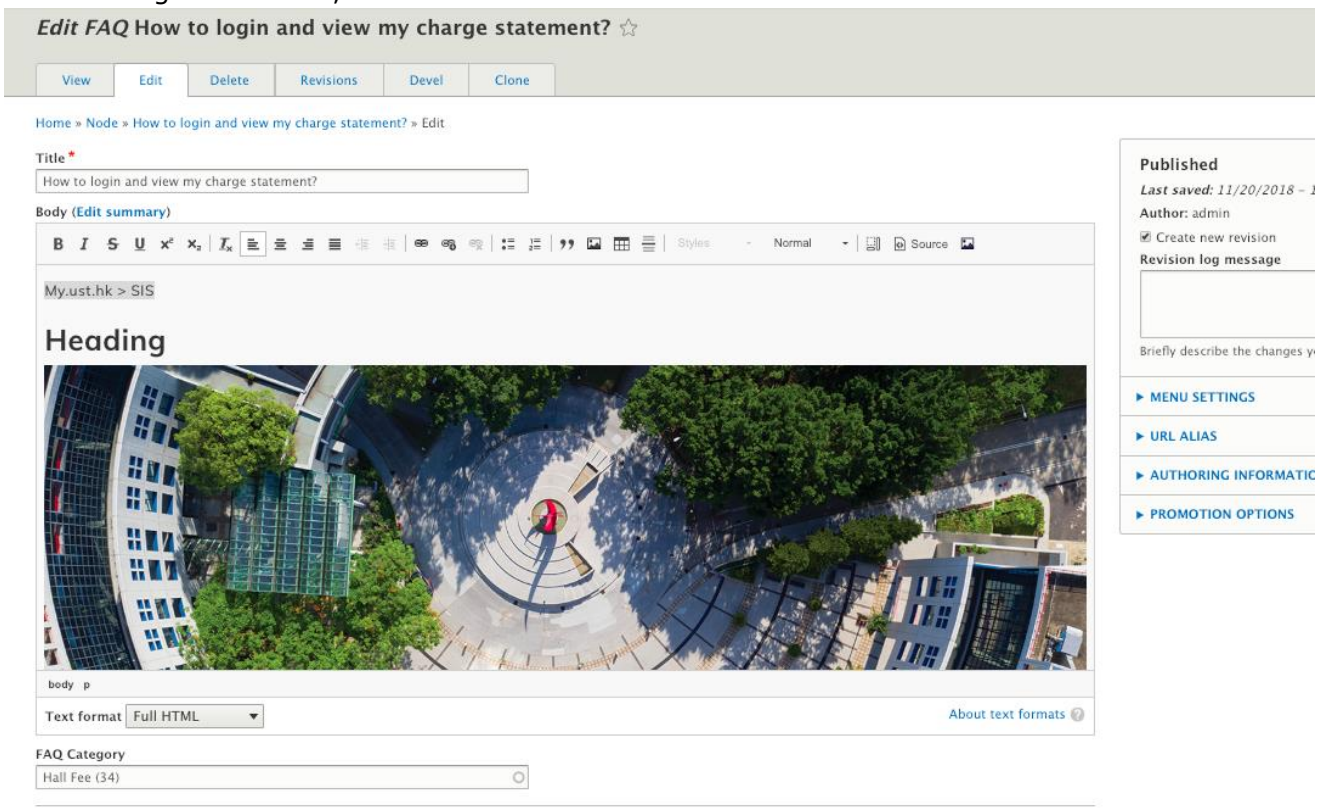
1. Go to “HKUST Drupal Platform” → ”Pages/Content” → “Content Pages”.



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”.



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

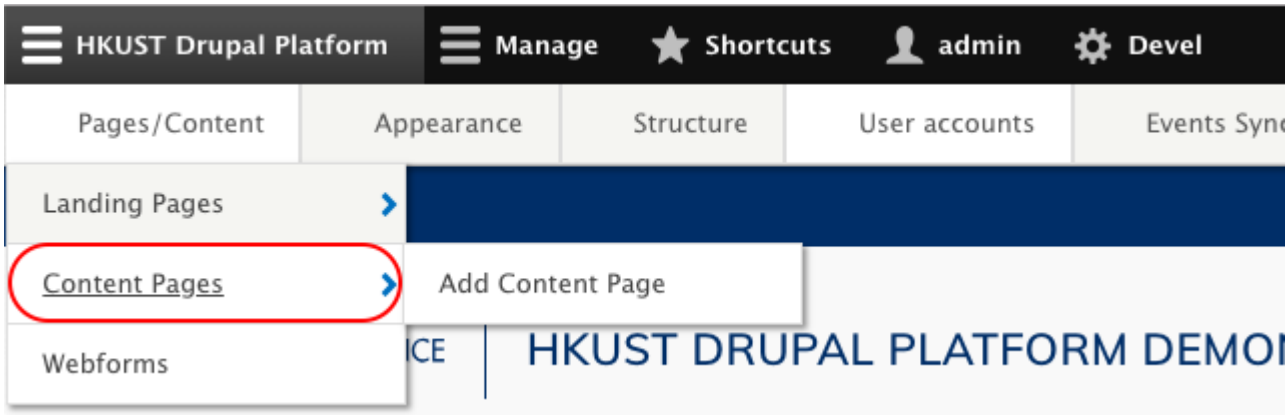


4. A successful message "FAQ XXX has been updated." would appear.

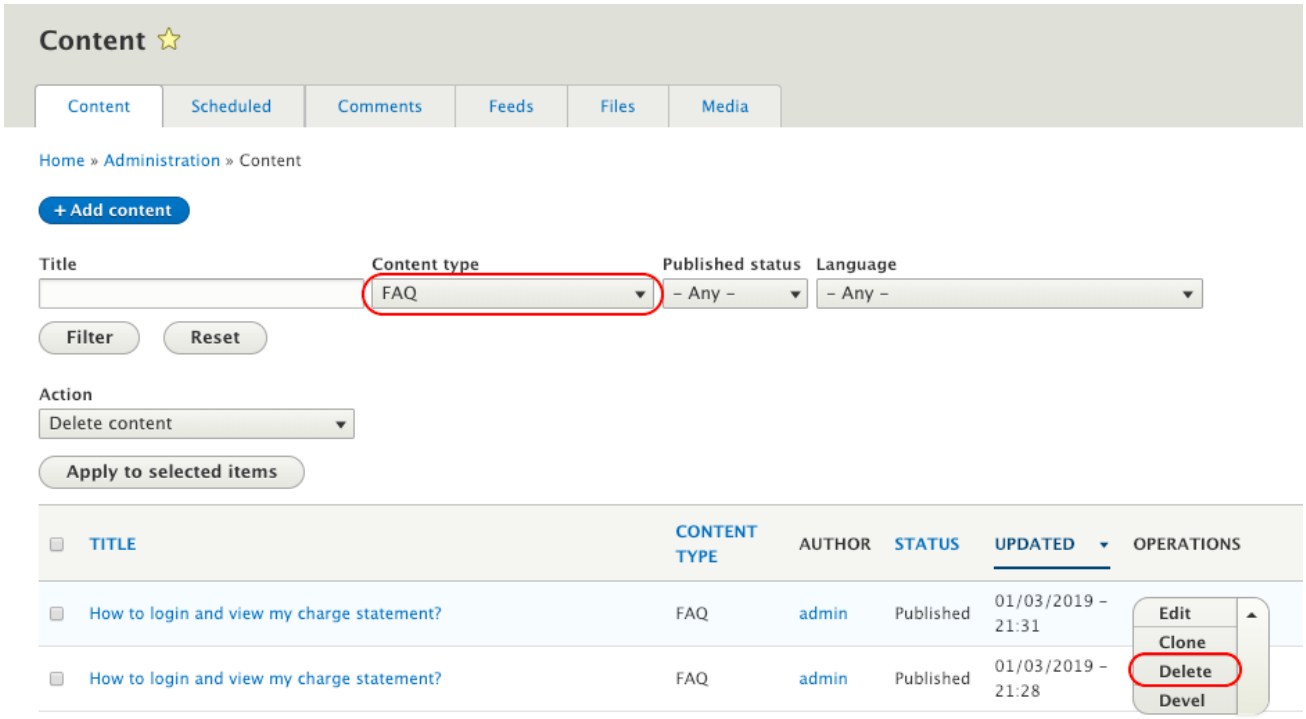
5. Go to the FAQ page of designated website "xxx.ust.hk/FAQ" to see whether the set of Q&A is updated.

3.4.2.3 Delete Set of Q&A

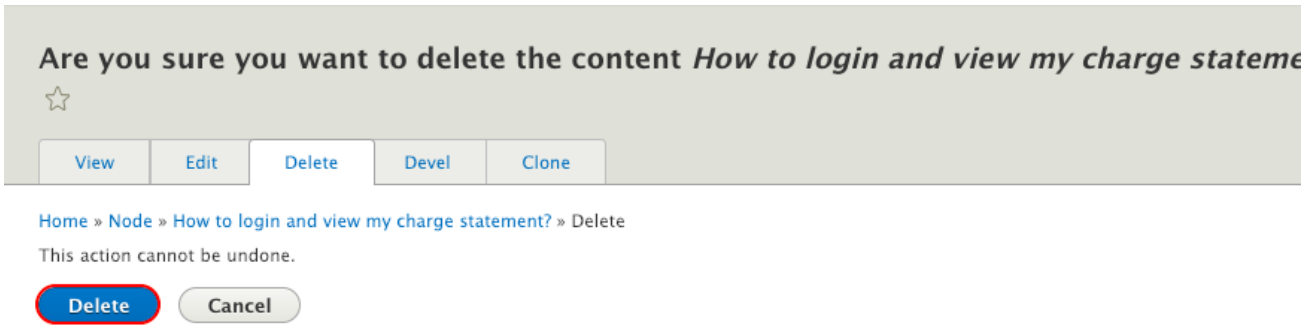
1. Go to "HKUST Drupal Platform" → "Pages/Content" → "Content Pages".



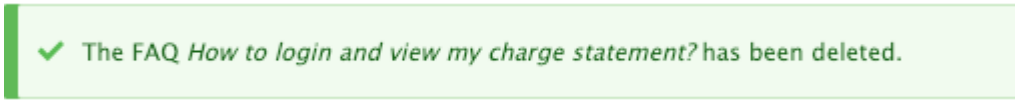
2. Select "FAQ" under "Content type" and click "Filter" to filter the FAQ type contents only. Find the target set of Q&A and click "Delete".



3. Click "Delete".



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

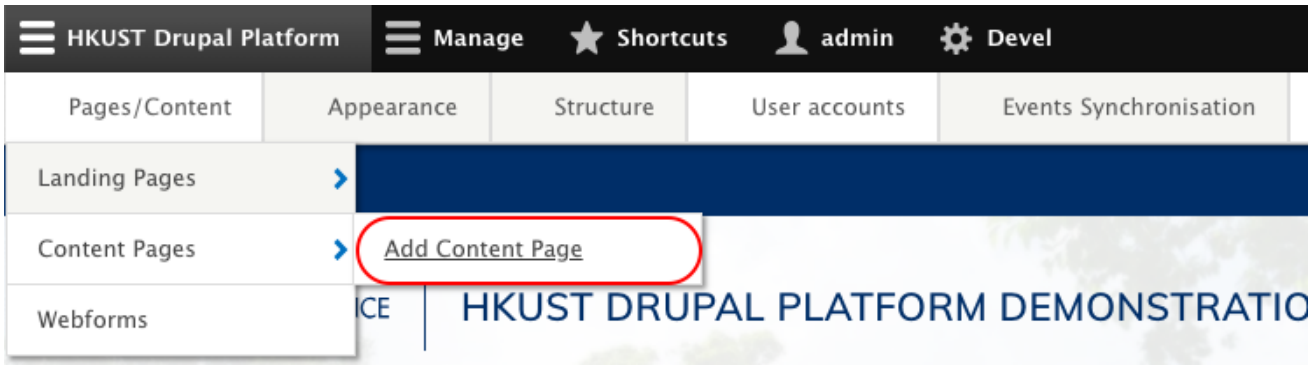


3.6 Multimedia

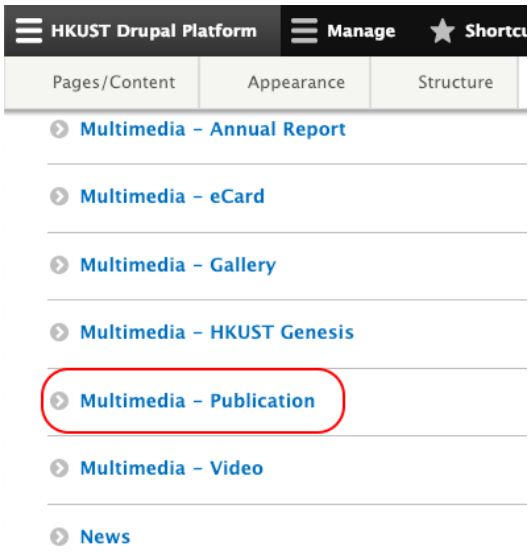
3.6.1 Publication

3.6.1.1 Create New Publication

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



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.

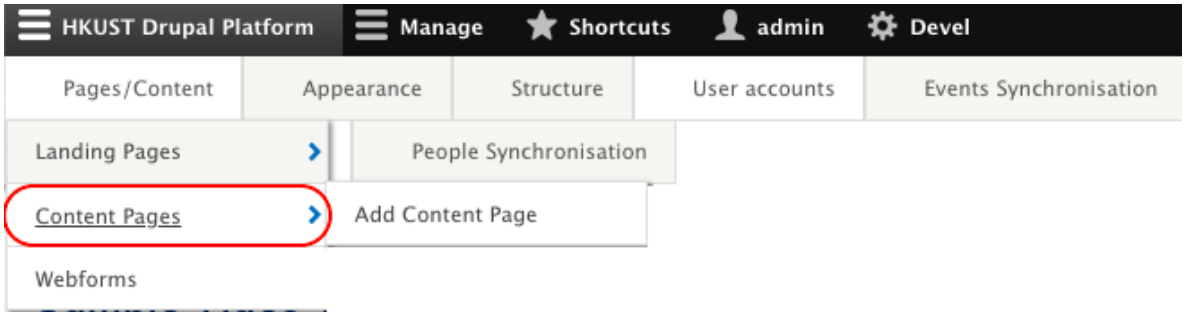
7	File	Optional	Title Link and File are mutually exclusive. If File has been uploaded, no Title Link should be inserted.
8	Other links - URL	Optional	This is another link shown below the publication, for purpose like "More Details".
9	Other links - Link text	Optional	This is the text shown for the link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

Below is a sample Publication for reference.

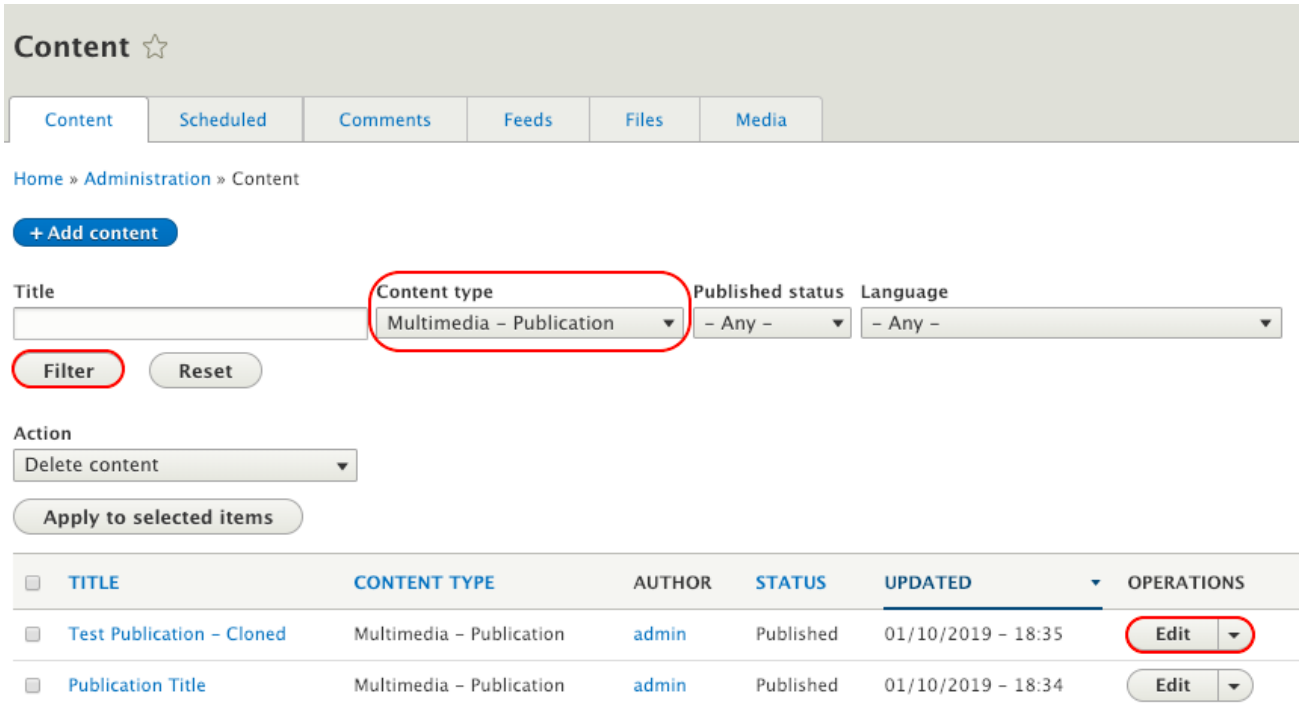
4. A successful message "Multimedia - Publication XXX has been created." would appear.

3.6.1.2 Edit Existing Publication

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



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

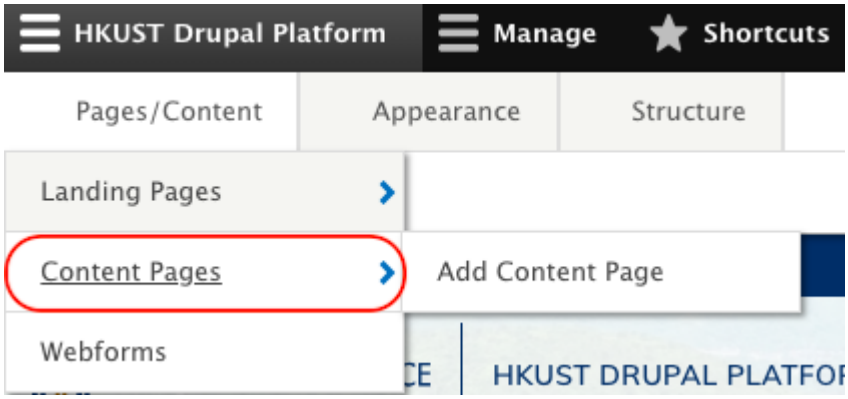


3. Check "Published" and click "Save" to save the updates.

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

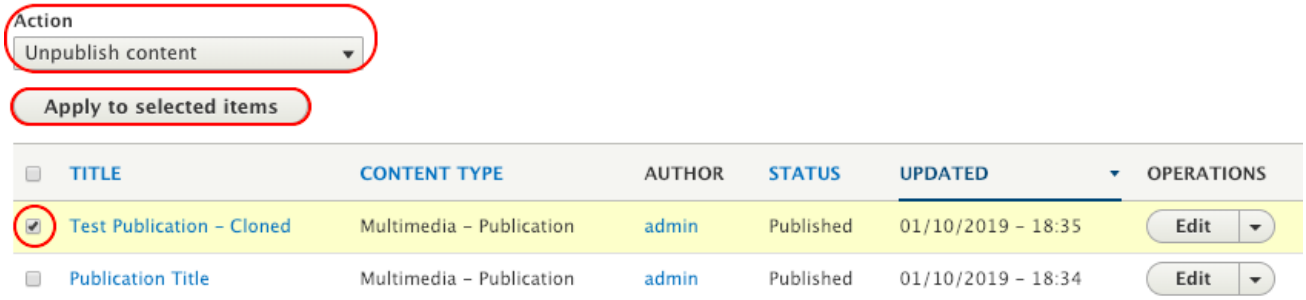
3.6.1.3 Disable Publication

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



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

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



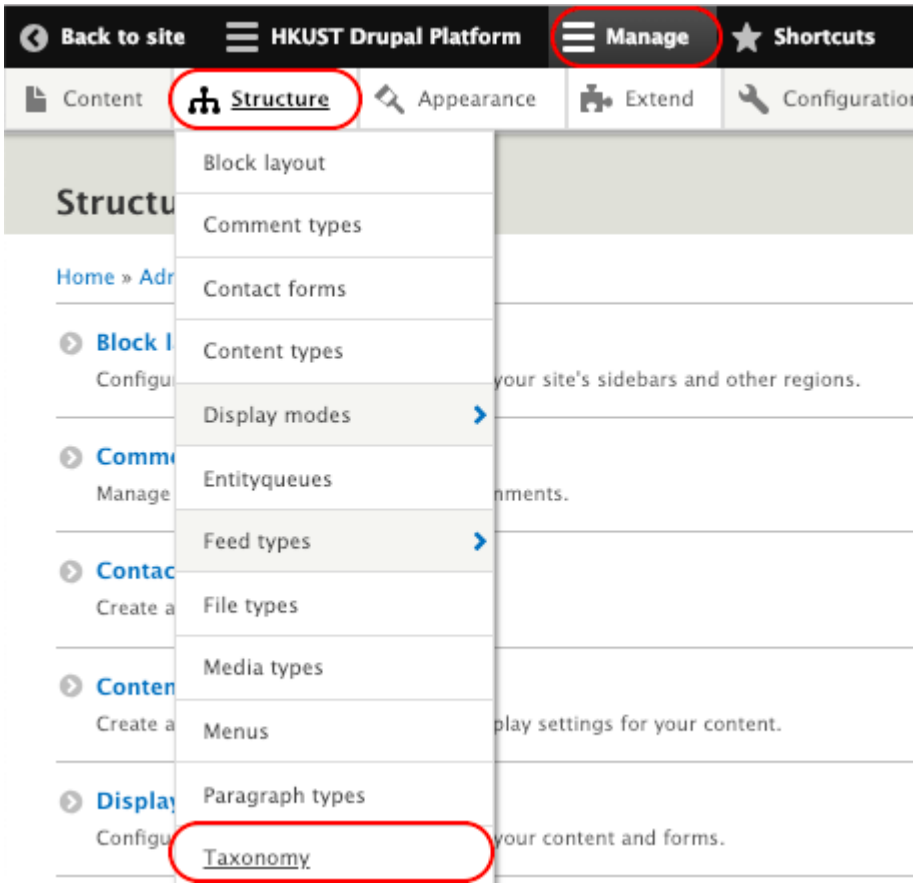
4. A message "Unpublish content was applied to X item(s)." would appear.

3.6.2 Video

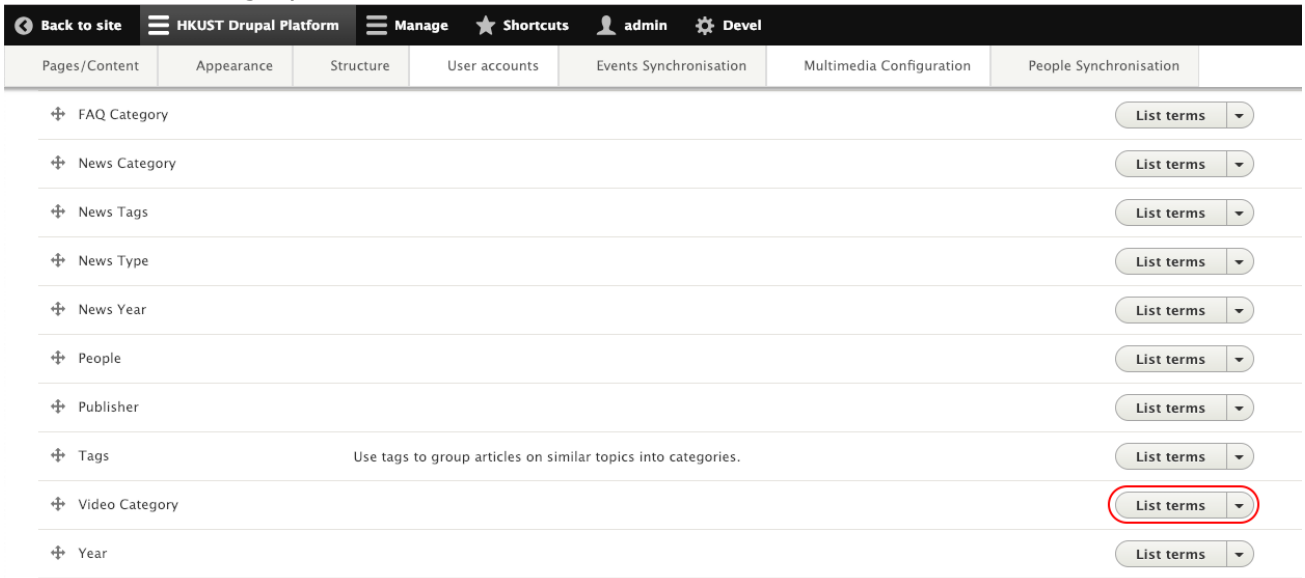
3.6.2.1 Create New Video

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

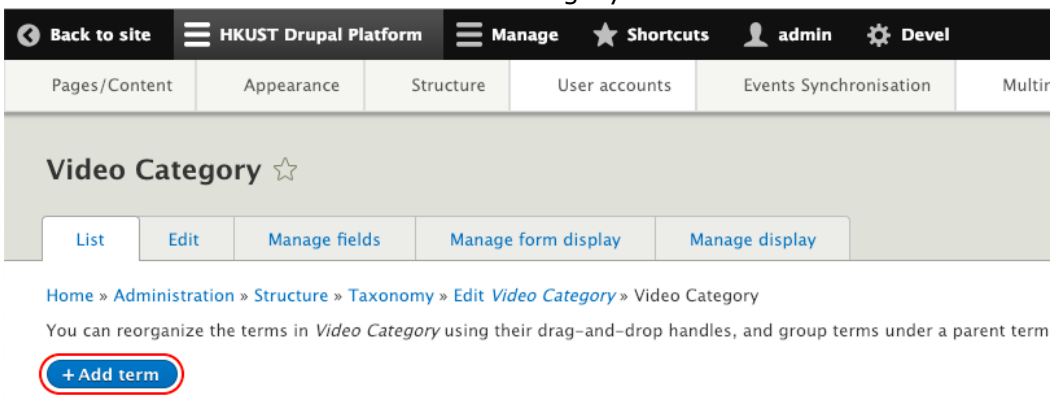
1. Go to “Manage” → “Structure” → “Taxonomy”.



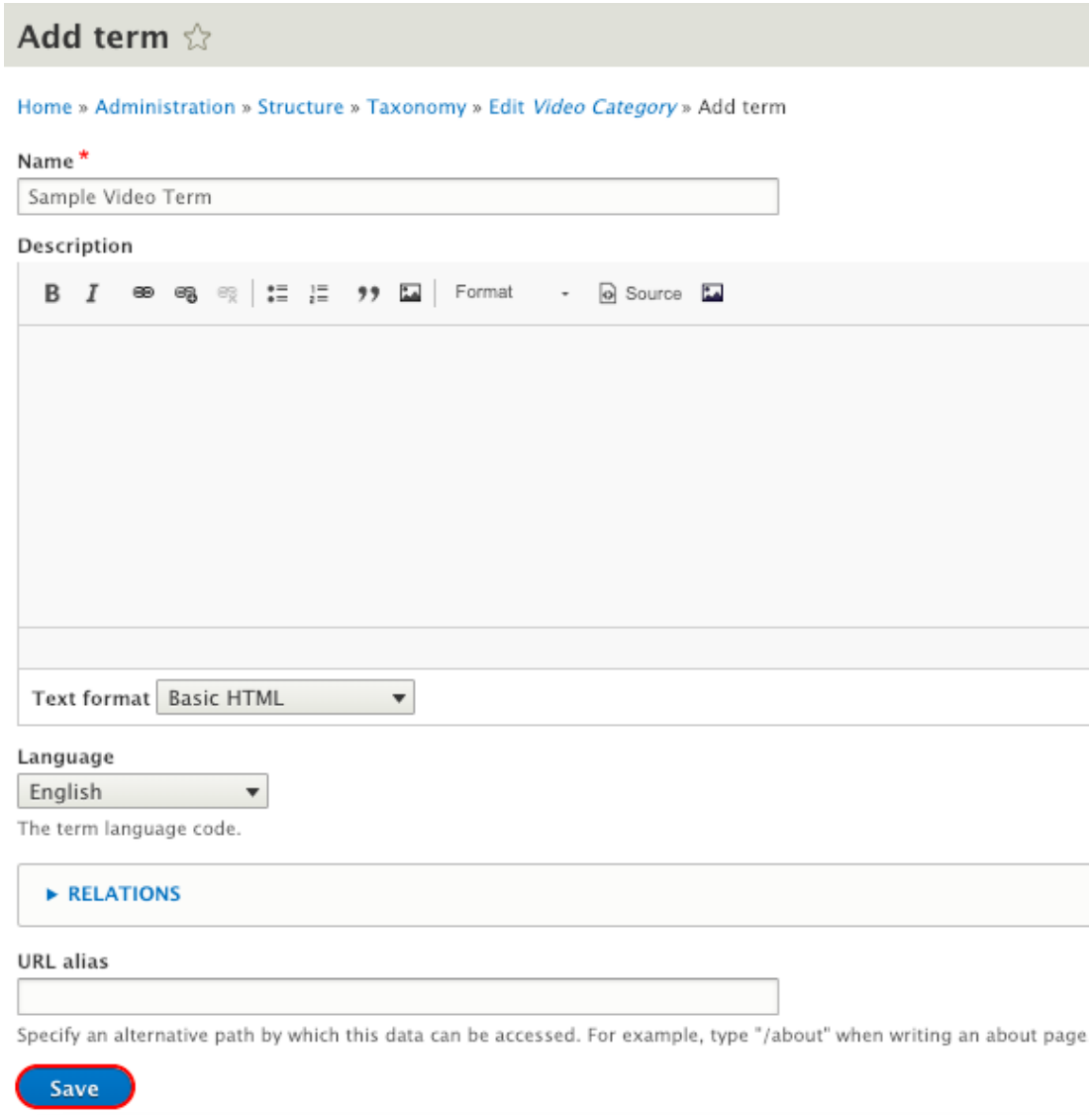
2. Go to “Video Category” and click “List terms”.



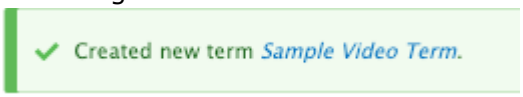
3. Click "Add term" to add a new Video Category.



4. Create and save a new Video Category.

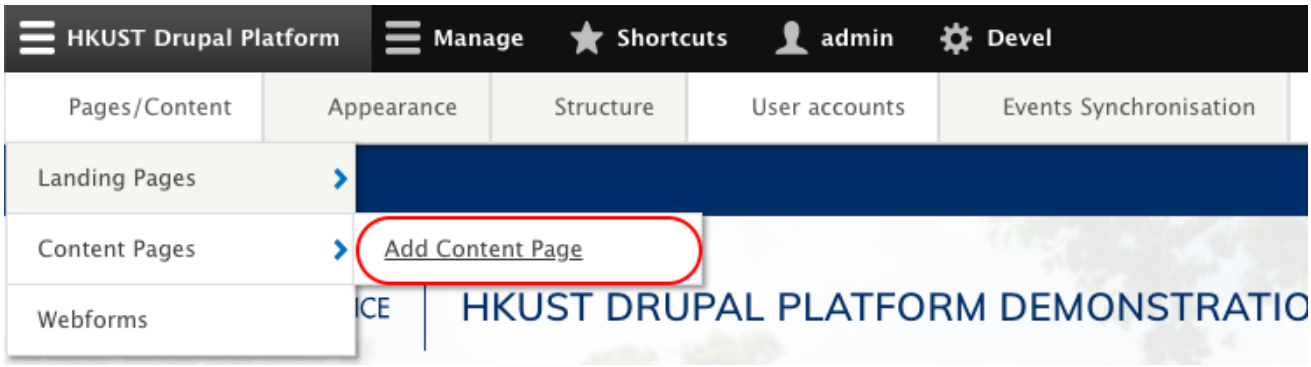


5. A message "Created new item XXX." would appear.

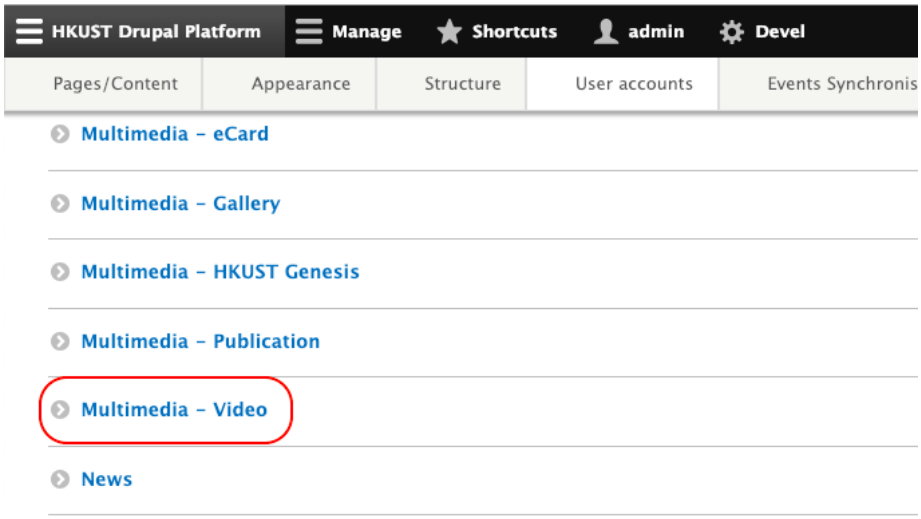


Create New Content (Step 6-9)

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



7. Select "Multimedia - Video".

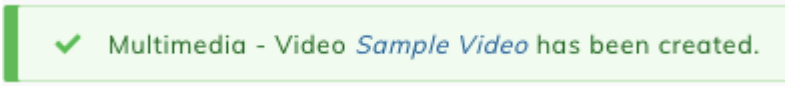


8. Input the field listed below, check "Published" and click "Save".

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	Optional	In case that Thumbnail does not work, Alternative text will be shown
5	Video Link	Mandatory	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 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.

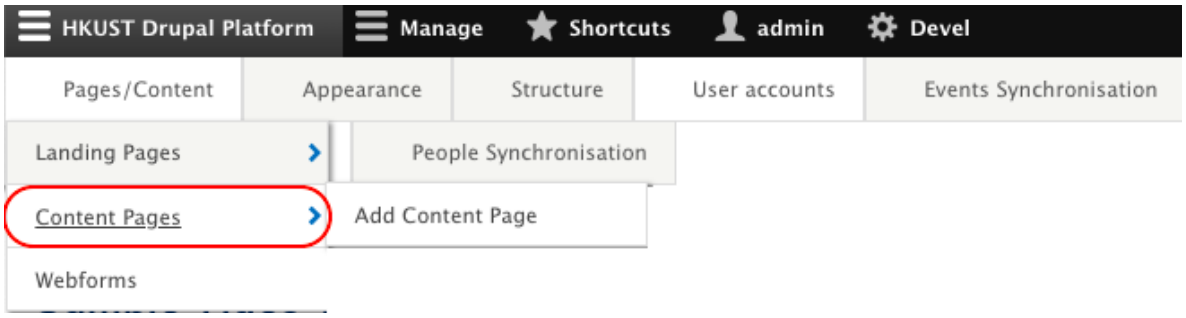
9. A successful message "Multimedia - Video XXX has been created." would appear.



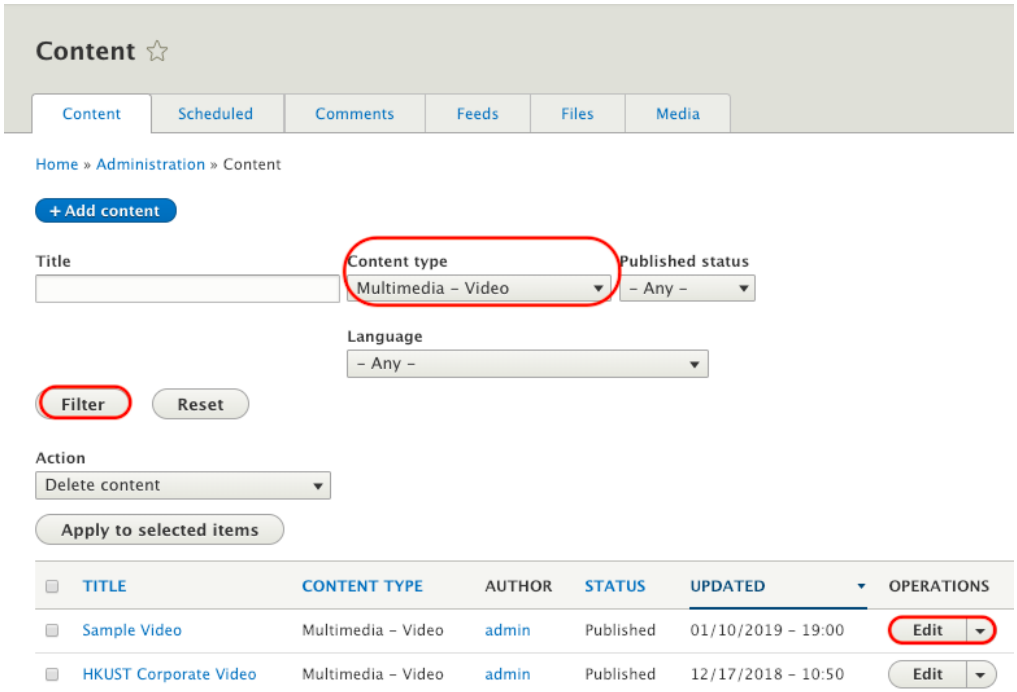
Remark
[#4] Step 1-5 can be skipped if the video can be defined with existing Video Category.

3.6.2.2 Edit Existing Video

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



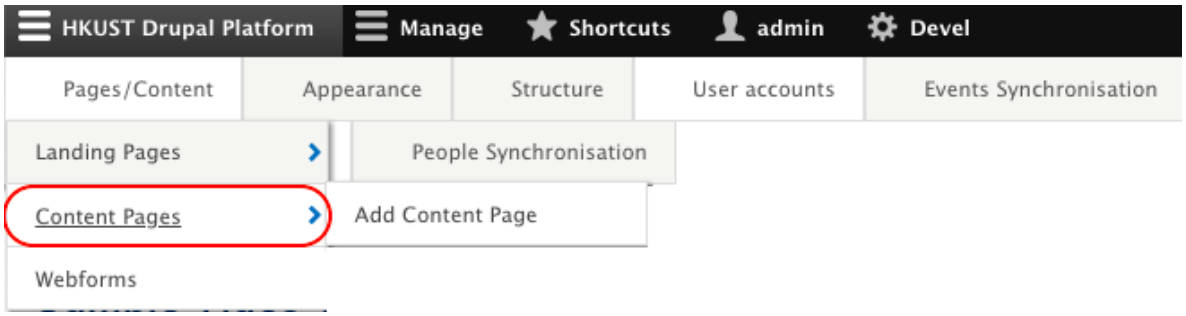
2. Select "Multimedia - Video" under "Content type" and click "Filter" to filter the Video type contents only. Find the target video and click "Edit".



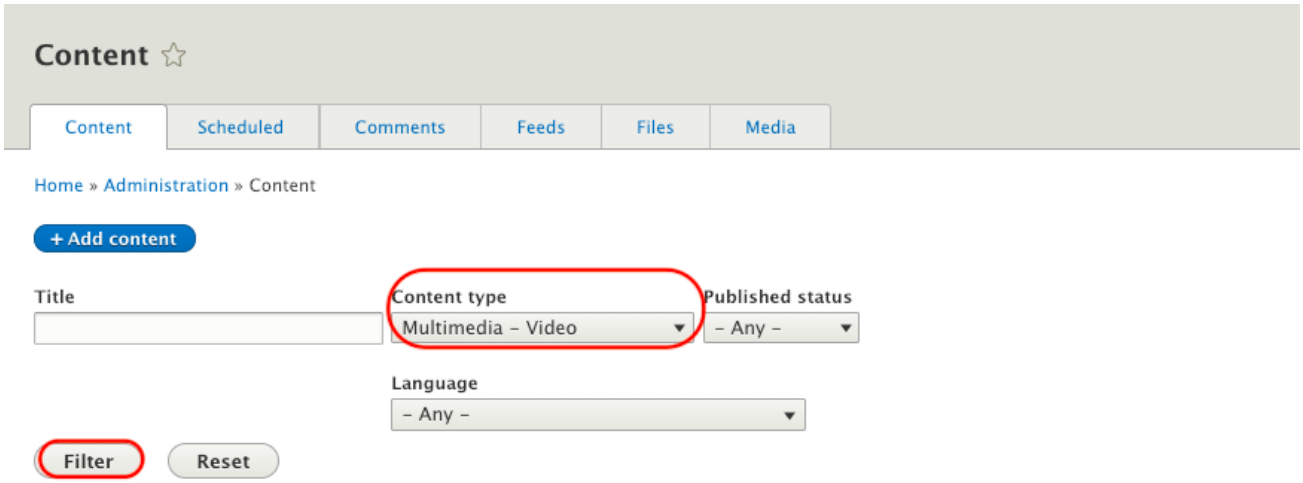
3. Check "Published" and click "Save" to save the updates.
4. A message "Multimedia - Video XXX has been updated." would appear.

3.6.2.3 Disable Video

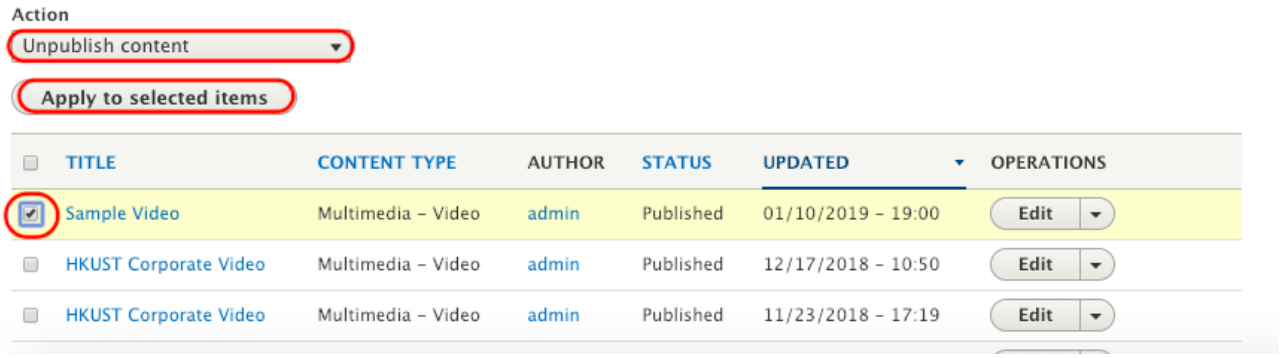
1. Go to "HKUST Drupal Platform" → "Pages / Content" → "Content Pages".



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



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

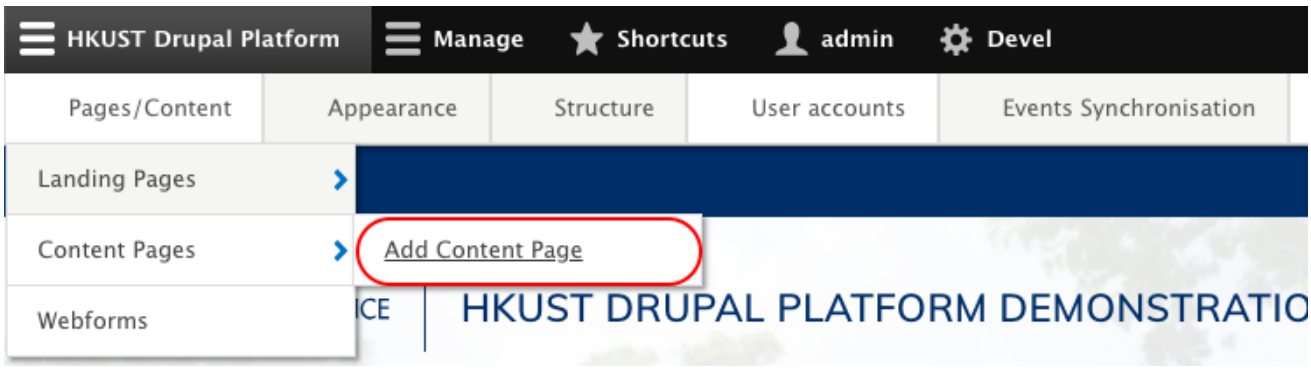


4. A message "Unpublish content was applied to X item(s)." would appear.

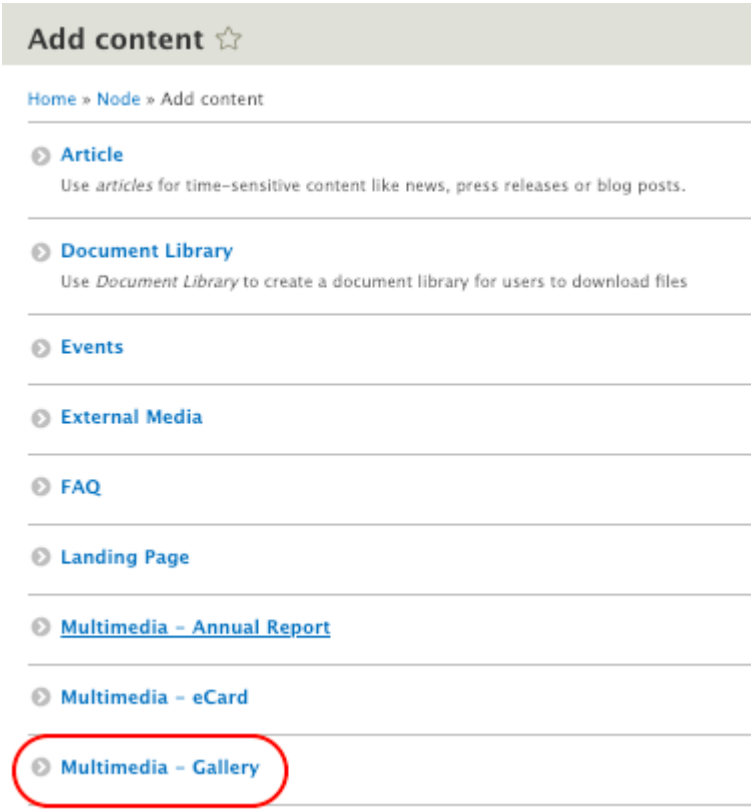
3.6.3 Gallery

3.6.3.1 Create New Gallery

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



2. Select "Multimedia - Gallery".

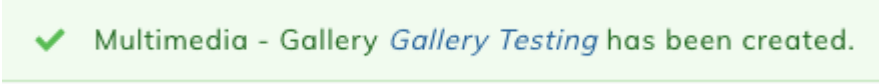


3. Input the field listed below, check "Published" and click "Save".

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.
5	Images	Optional	Alternative text: Text shown in case that Thumbnail does not work. Title: Title of the image. Add new file: To add additional image to the gallery.

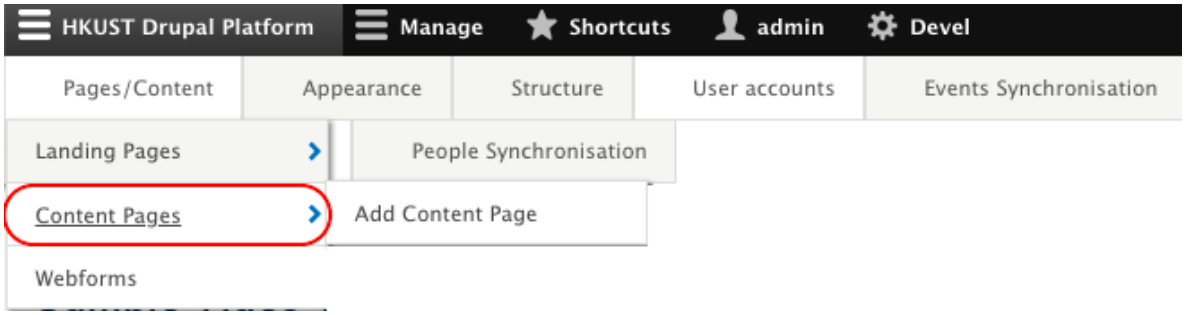
Sequence of images could be changed by dragging the icon, up and down.

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

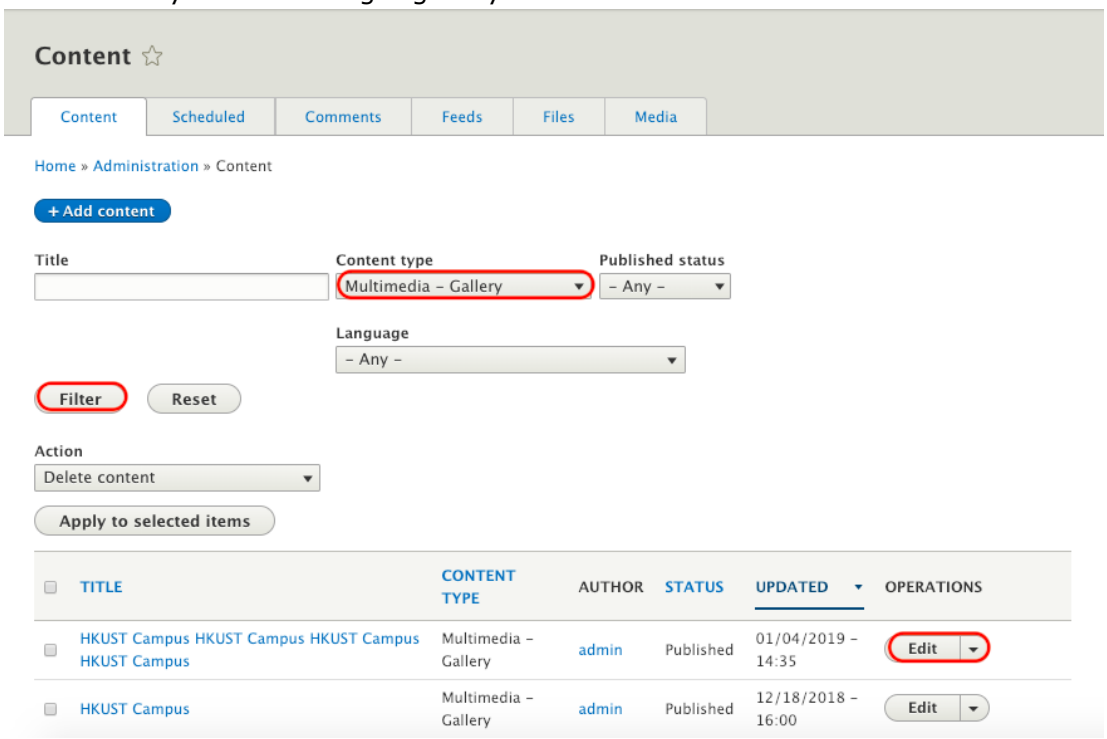


3.6.3.2 Edit Existing Gallery

1. Go to “HKUST Drupal Platform” → ”Pages/Content” → “Content Pages”.



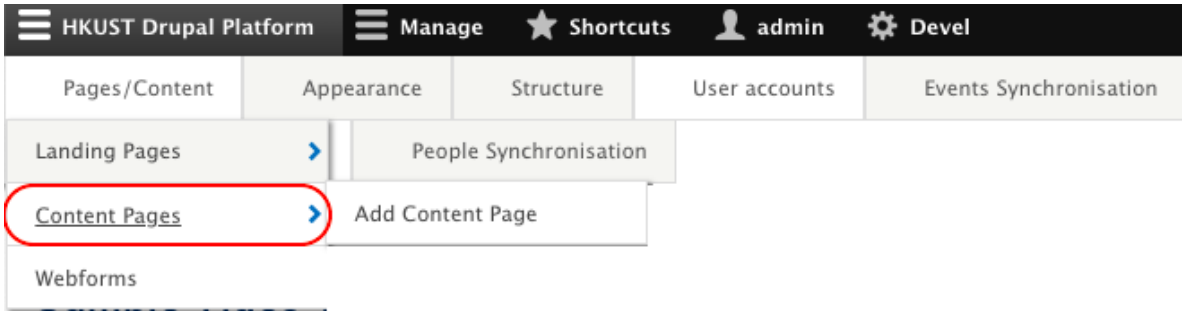
2. Select “Multimedia - Gallery” under “Content type” and click “Filter” to filter the Gallery type contents only. Find the target gallery and click “Edit”.



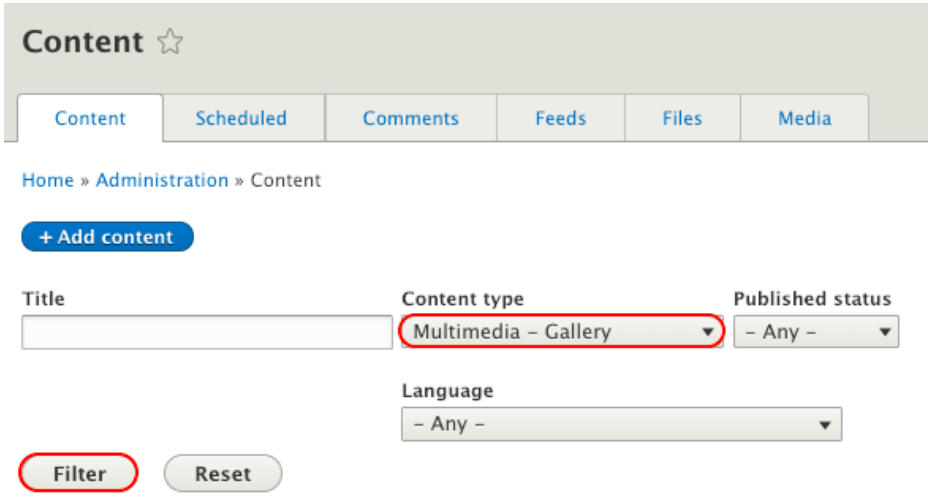
3. Check “Published” and click “Save” to save the updates.
4. A message “Multimedia - Gallery XXX has been updated.” would appear.

3.6.3.3 Disable Gallery

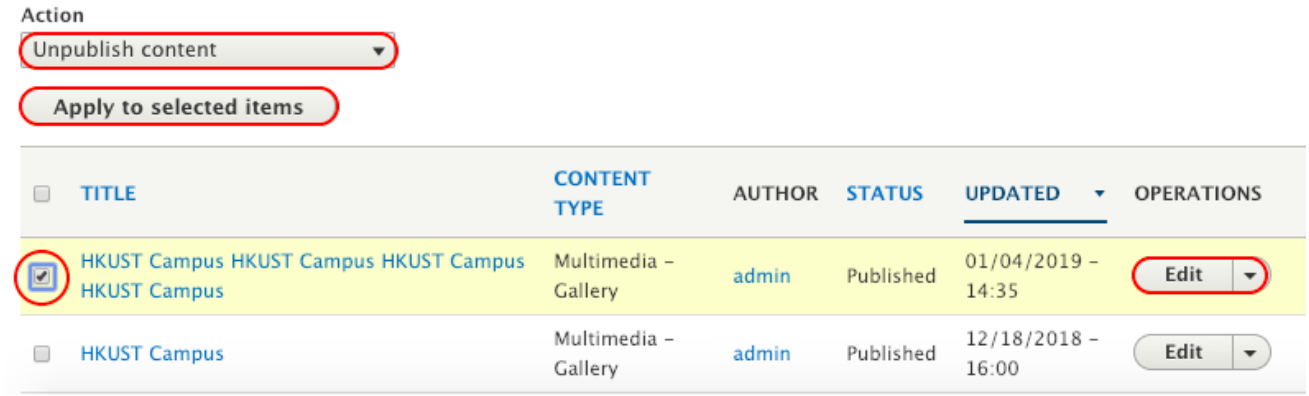
1. Go to “HKUST Drupal Platform” → ”Pages / Content” → “Content Pages”.



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



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



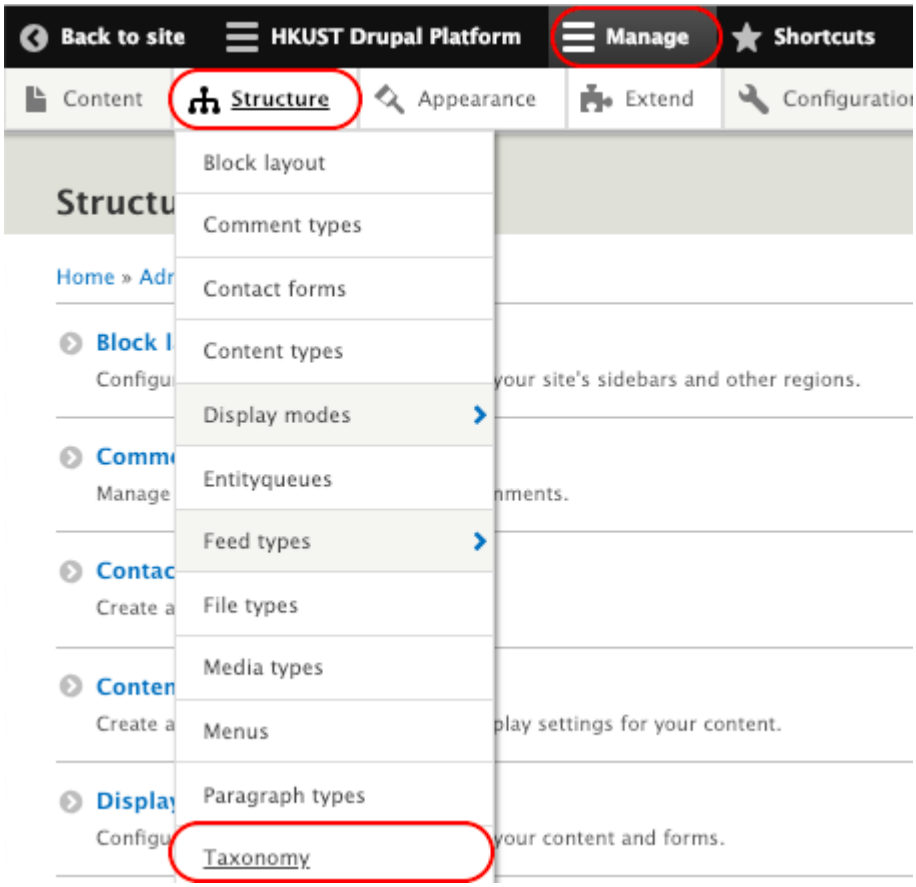
4. A message "Unpublish content was applied to X item(s)." would appear.

3.7 News & Events

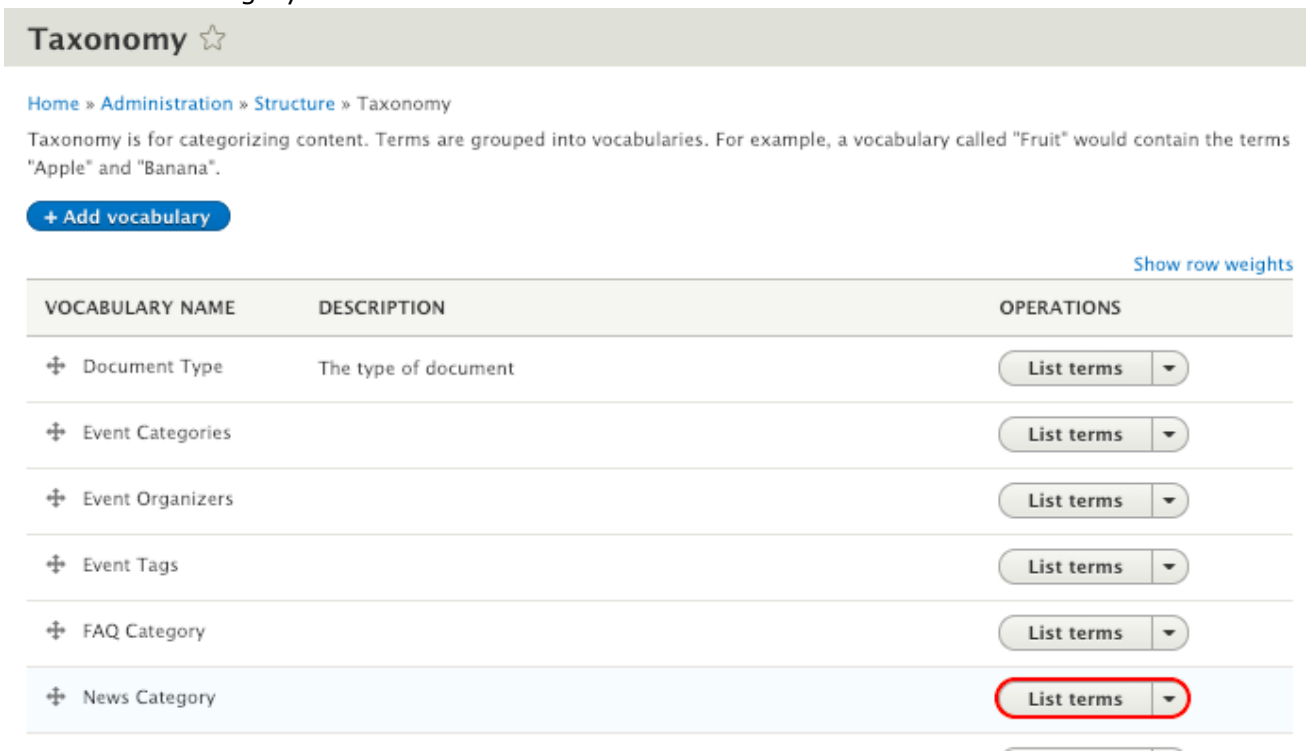
3.7.1 Add News

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

1. Go to “Manage” → “Structure” → “Taxonomy”.

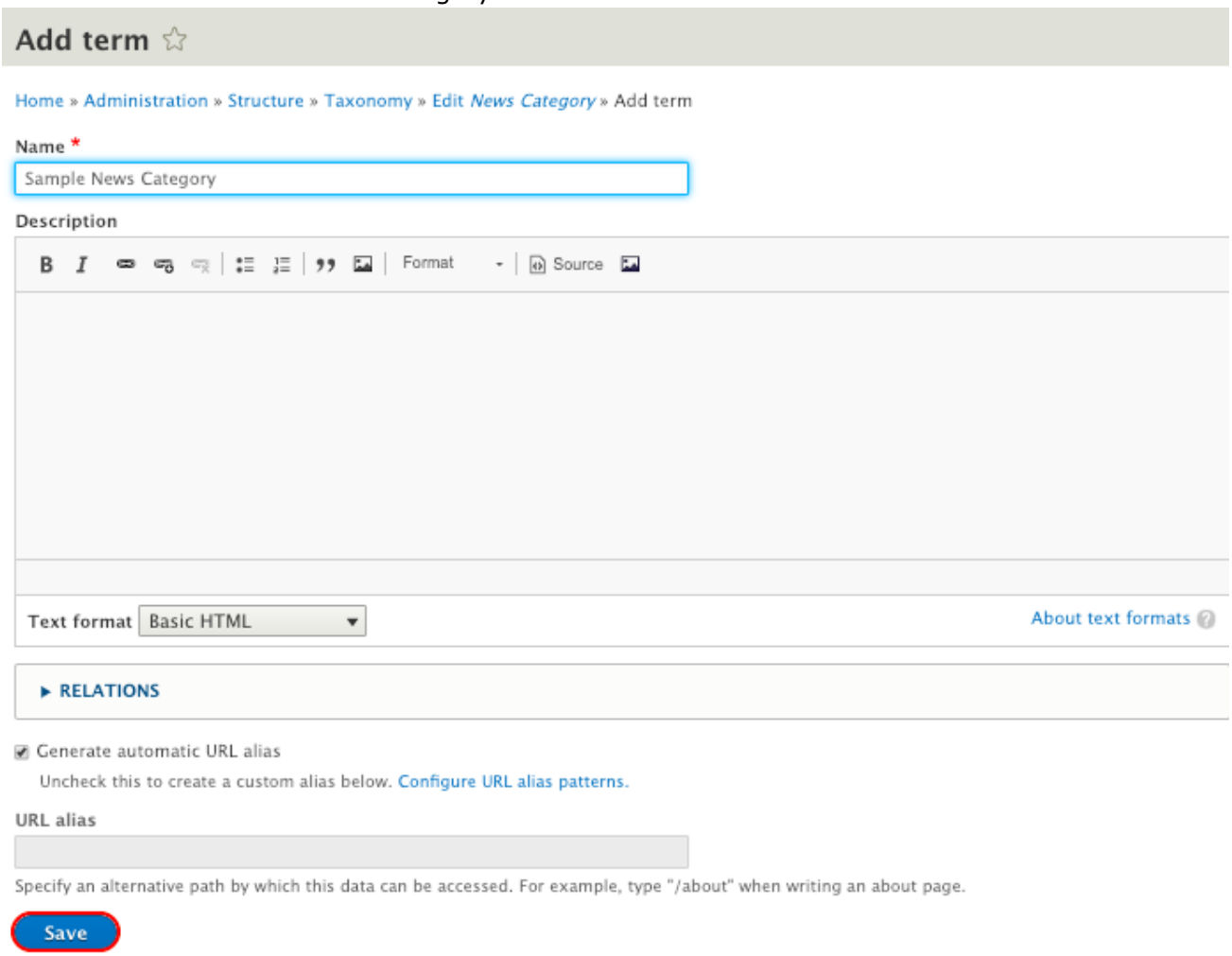


2. Go to “News Category” and click “List terms”.



3. Click “Add term” to add a new News Category.

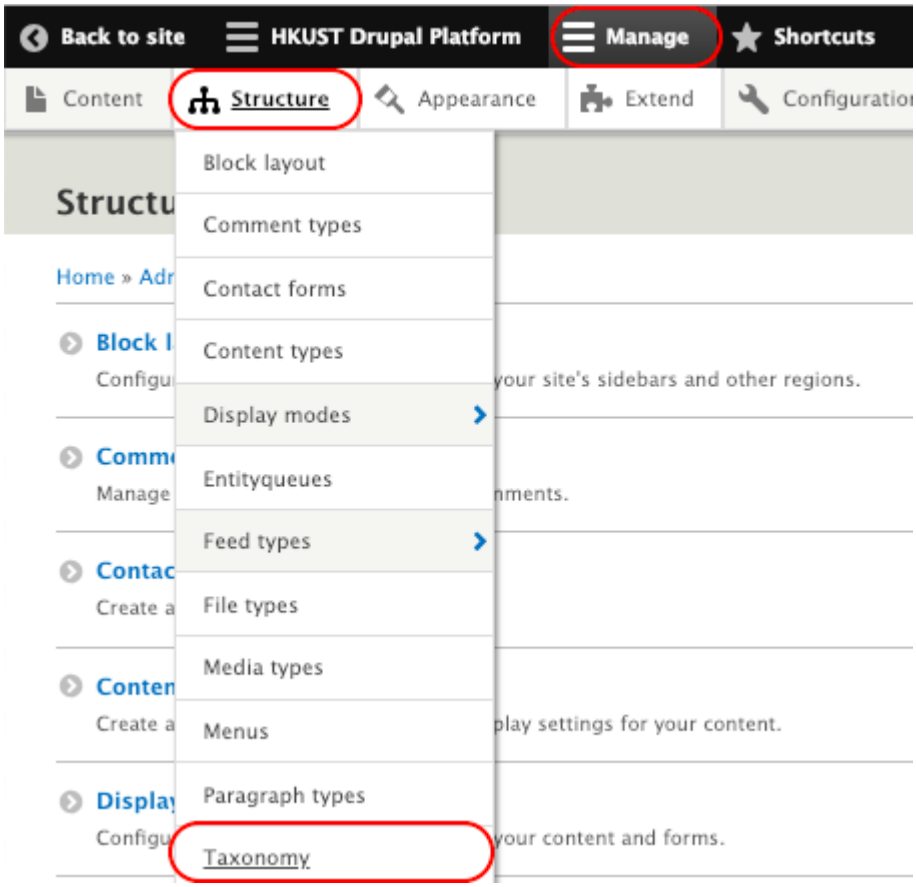
4. Create and save a new News Category.



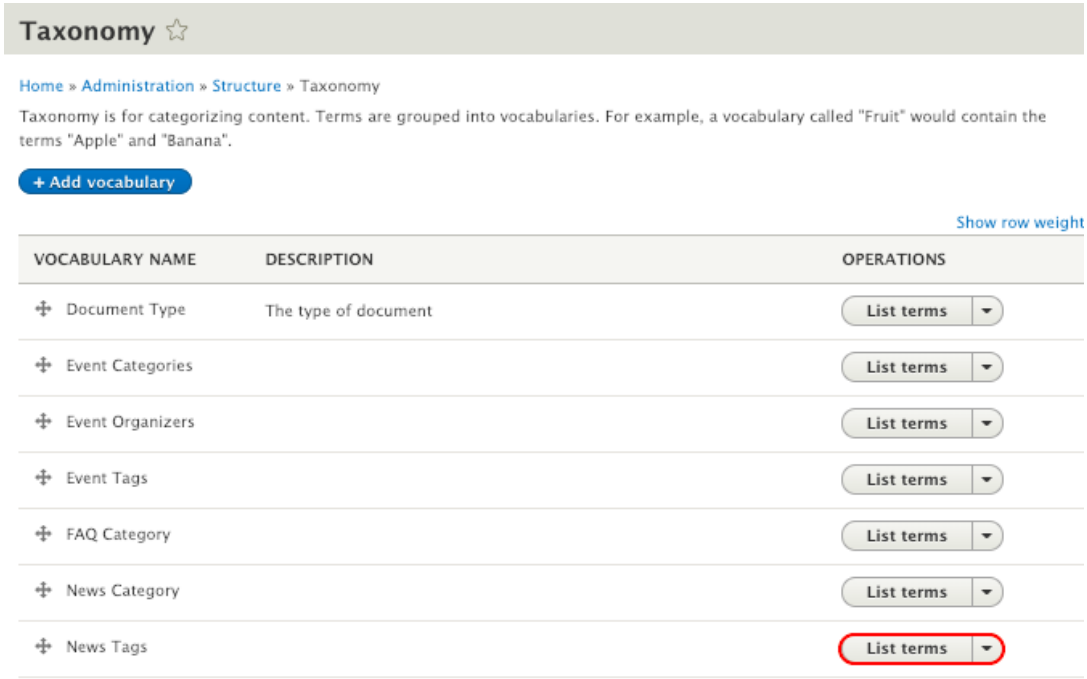
5. A message "Created new item XXX." would appear.

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

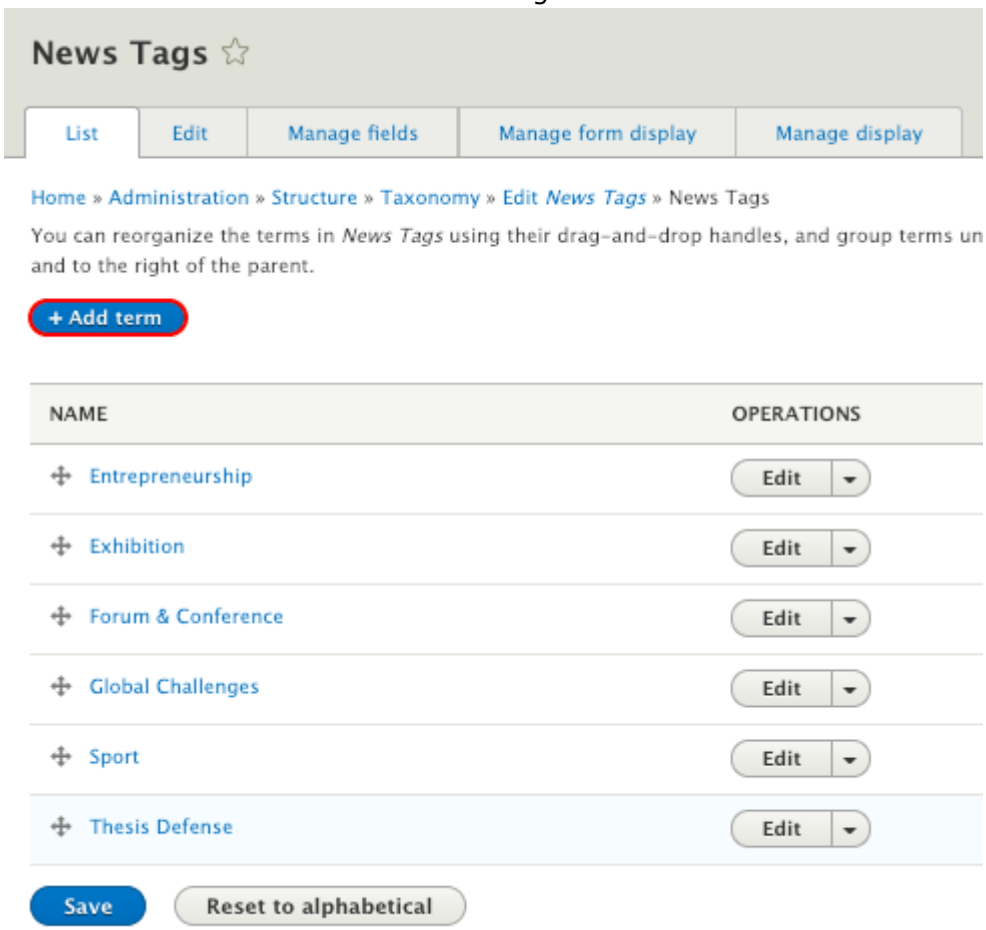
6. Go to “Manage” → “Structure” → “Taxonomy”.



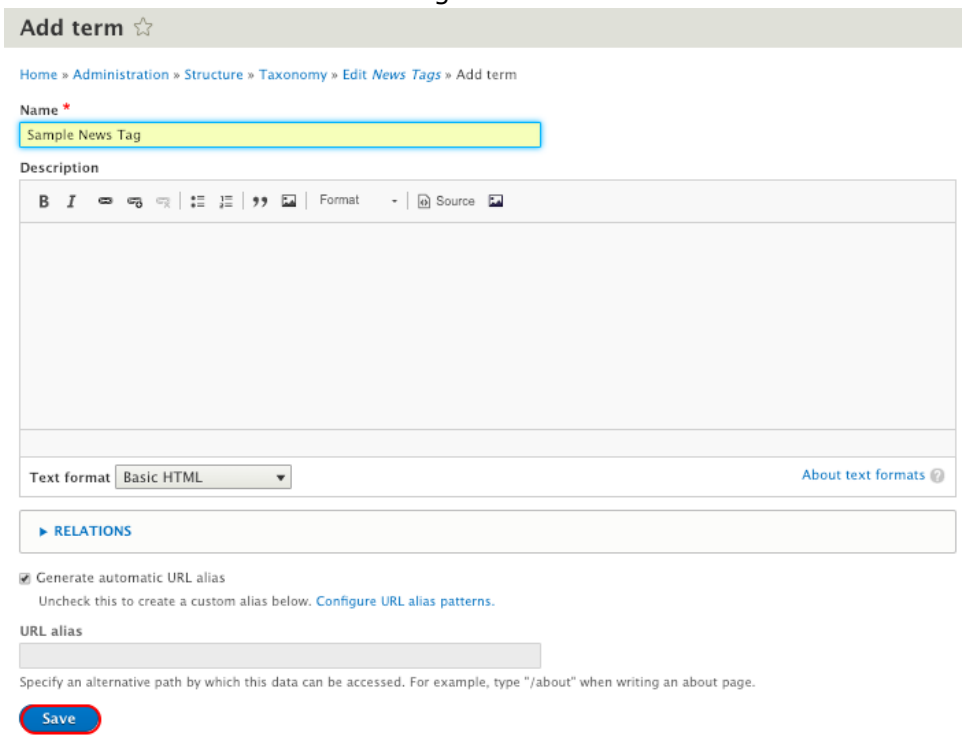
7. Go to “News Tags” and click “List terms”.



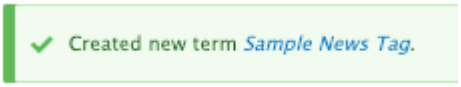
8. Click "Add term" to add a new News Tags.



9. Create and save a new News Tag.

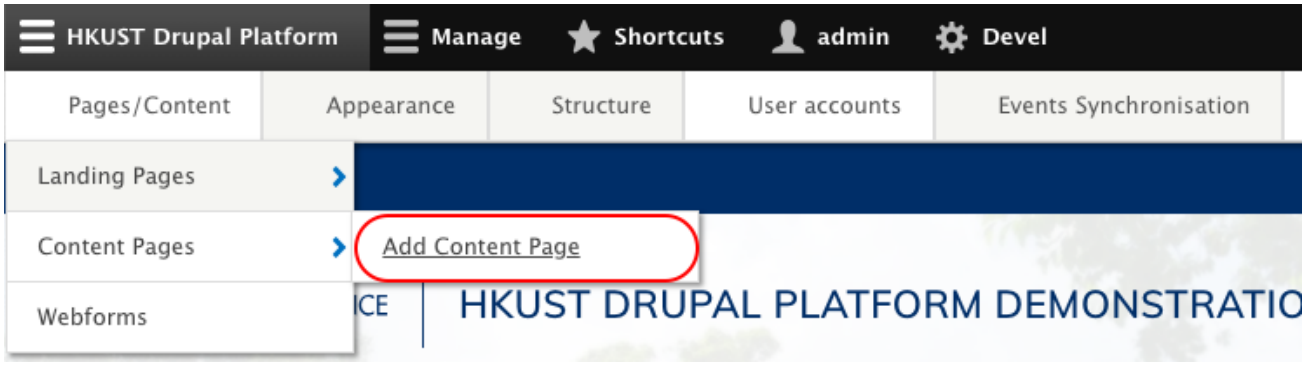


10. A message "Created new item XXX." would appear.

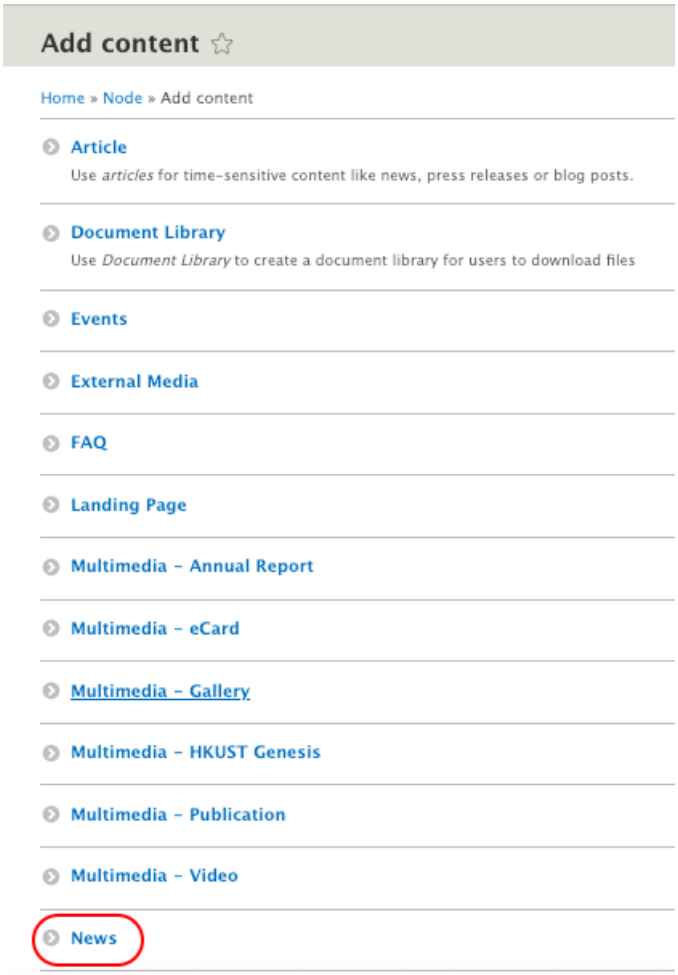


Create News Content (Step 11-13)

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



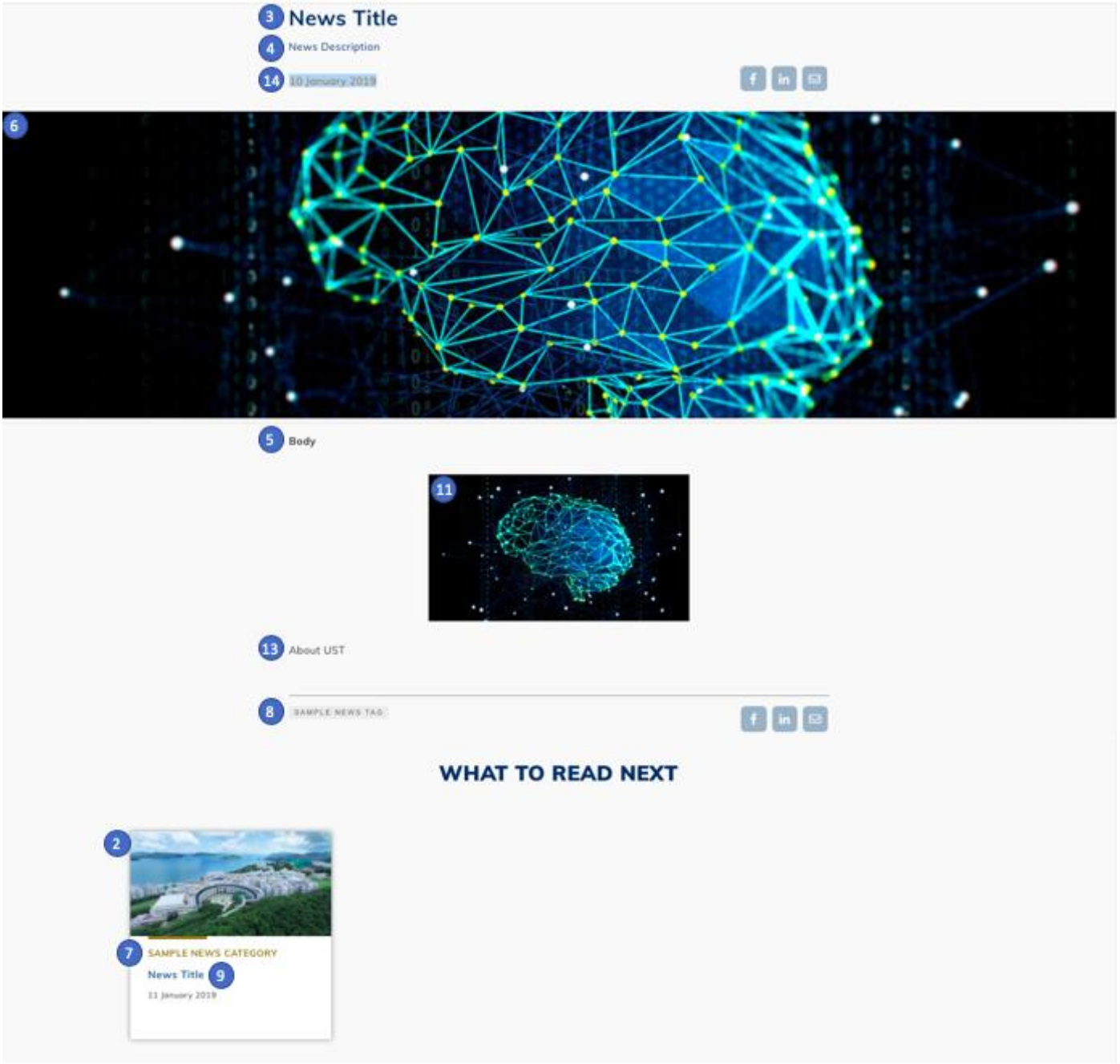
12. Click "News".



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

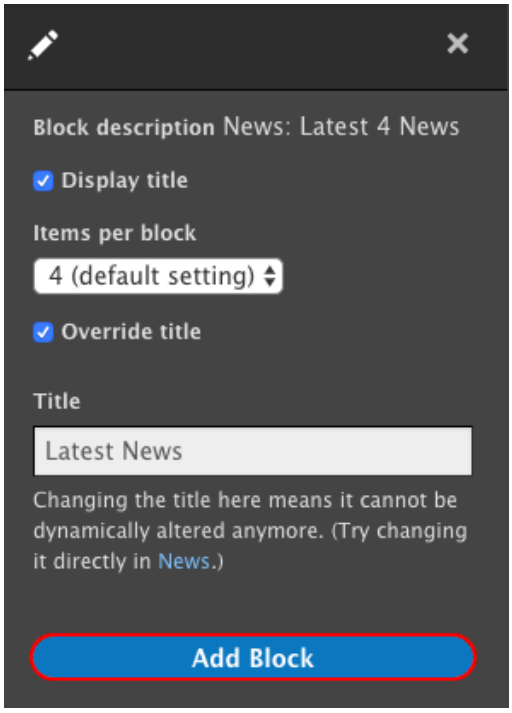
[#5] Step 1-5 can be skipped if the news can be defined with existing News Category. Step 6-10 can be skipped if the news does not require any News Tags or can be defined with existing News Tag.

3.7.2 Update Latest News Block

1. Go to the page where Latest News would be added and open Layout Builder.
2. Create a section with layout, 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	heading4-with4	HKUST Core → Events: Nearest 3 events

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

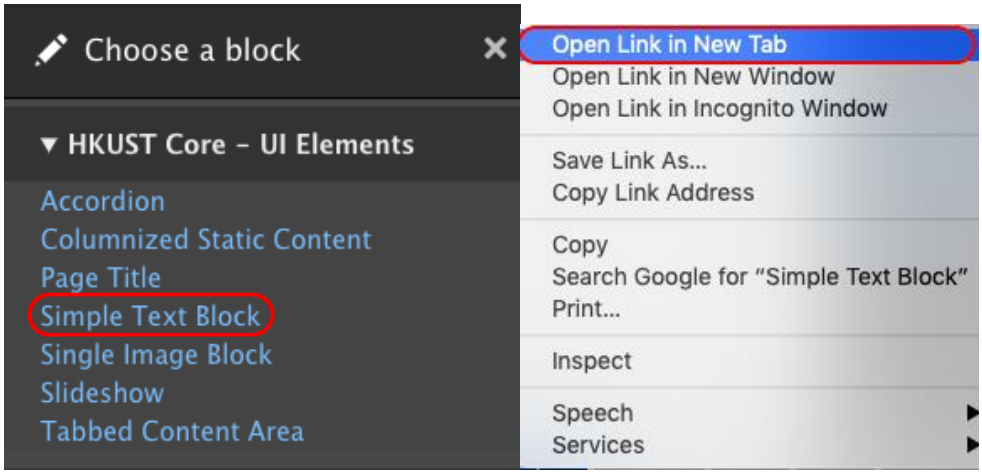


3. Save the layout of the page.

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 → Simple Text Block

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



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

```
<p class="text-align-center"><a class="btn" href="/news">More News</a></p>
```

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.

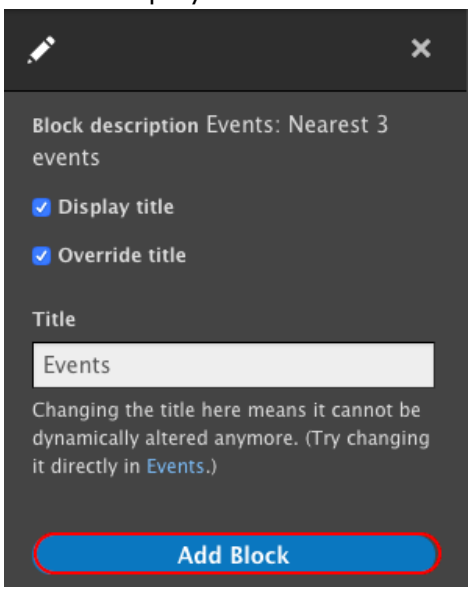
3.7.4 Update Latest Event Block

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 2.2 Section and 2.3 Block to create section and block)

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

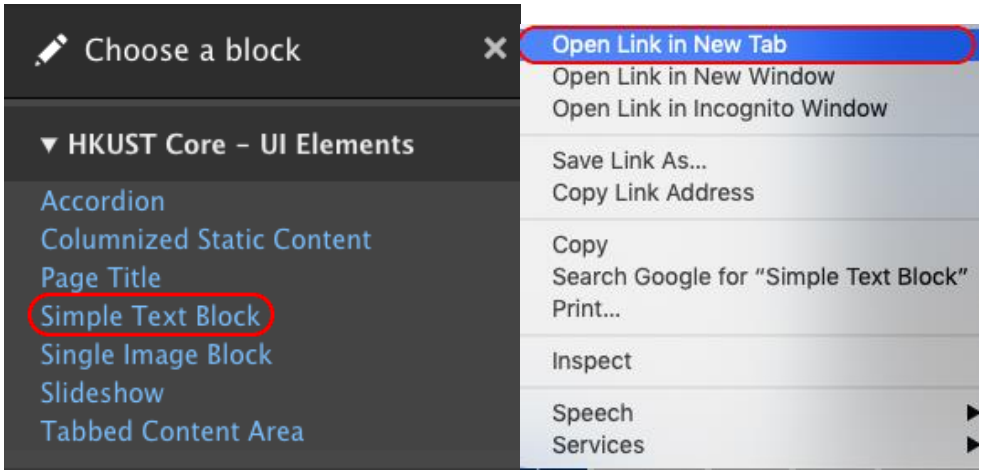
Check "Display title" and "Override title". Click "Add Block".



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.



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

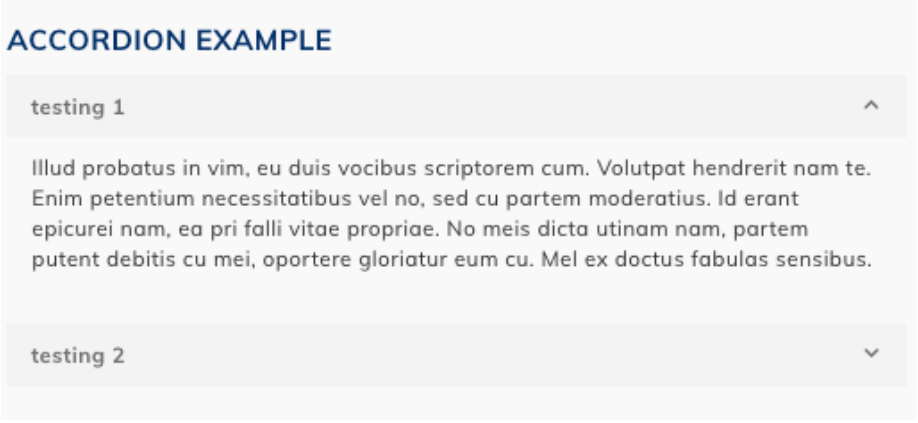
```
<p class="text-align-center"><a class="btn" href="/events">More Events</a></p>
```

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.

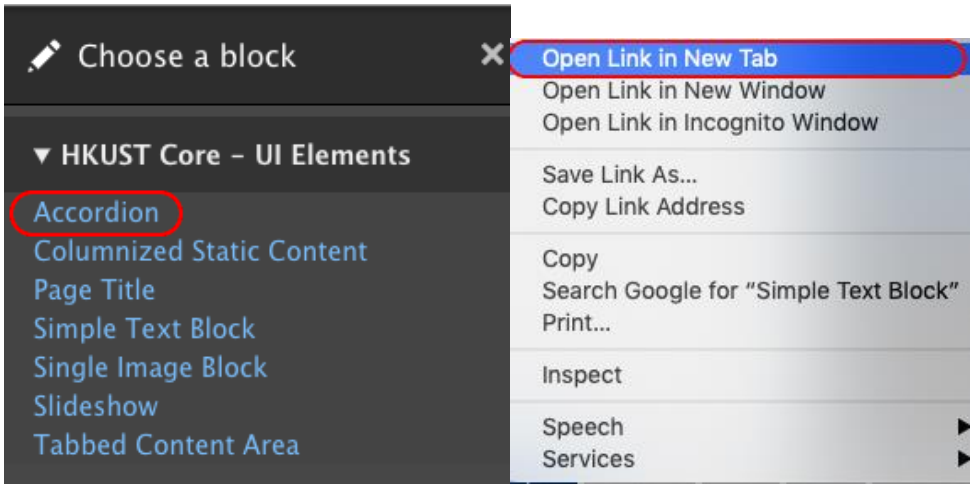


In this section, you will learn how to create, edit and delete an Accordion Module.

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



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 3.1.1 Text Editing Format for text styling. To remove the item, click "Remove"

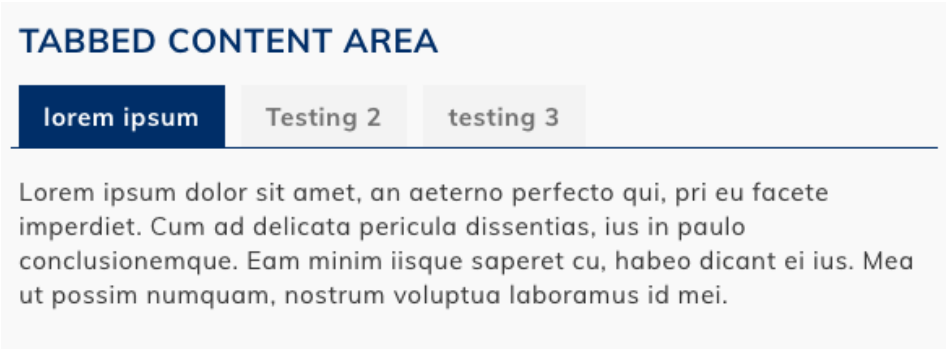
Click "Add one more" to add another tab to the Accordion Module.

Sequence of tabs could be changed by dragging the icon, 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.

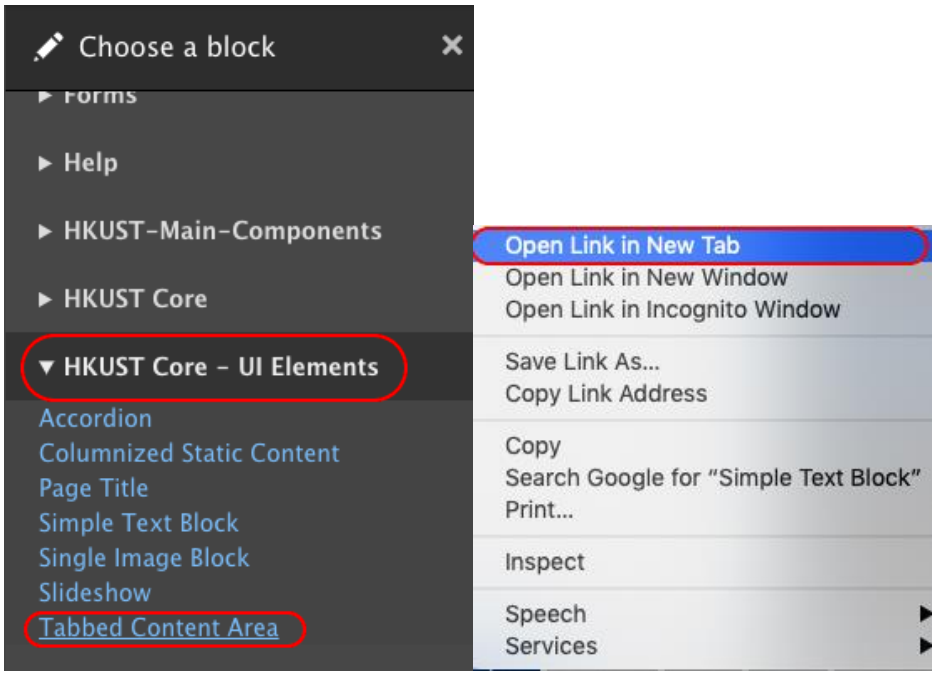


In this section, you will learn how to create, edit and delete a Tab Module.

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

Section Layout	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.



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.
2	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 3.1.1 Text Editing Format 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, up and down.

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

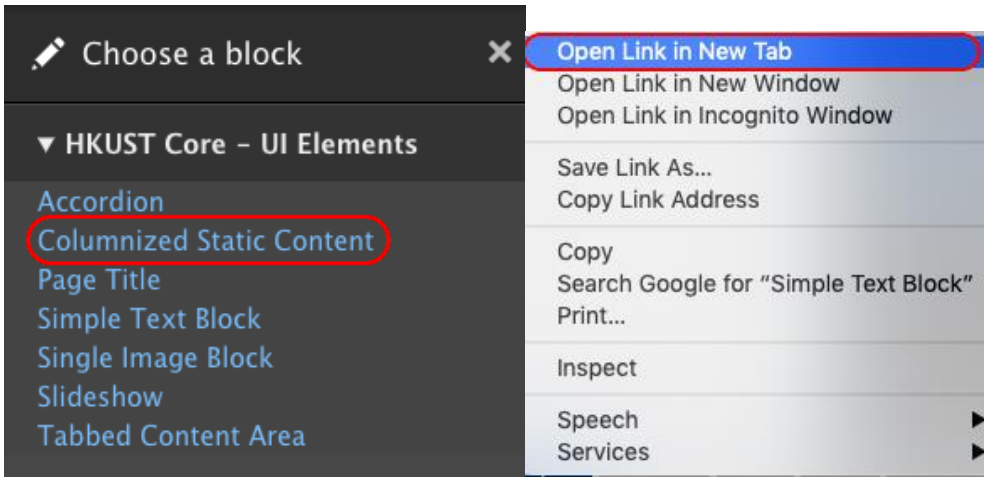
3.8.3 Columnized Static Content

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.

1. 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 - 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.



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 3.1.1 Text Editing Format 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, up and down.

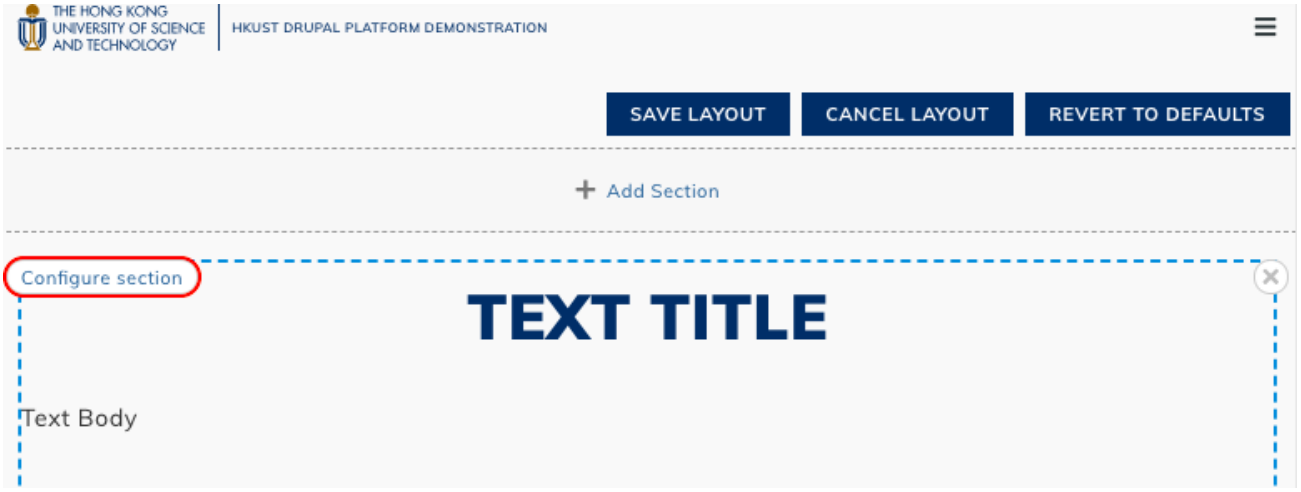
3. Click "Add Block" after finish editing and save the layout of the page.

3.8.4 Section Break

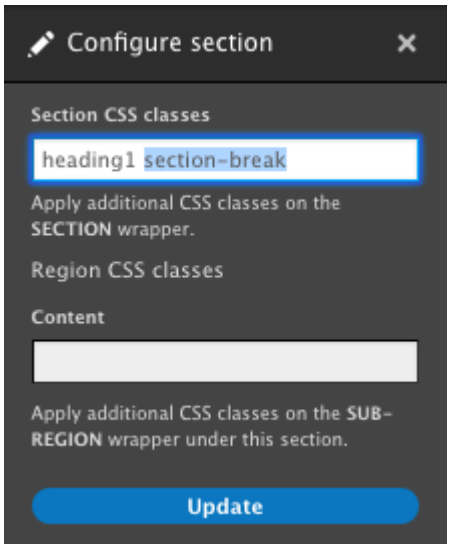
Prerequisite:
Create a section with layout and CSS class and block stated below.
(Refer to 2.2 Section and 2.3 Block to create section and block)

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".



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.

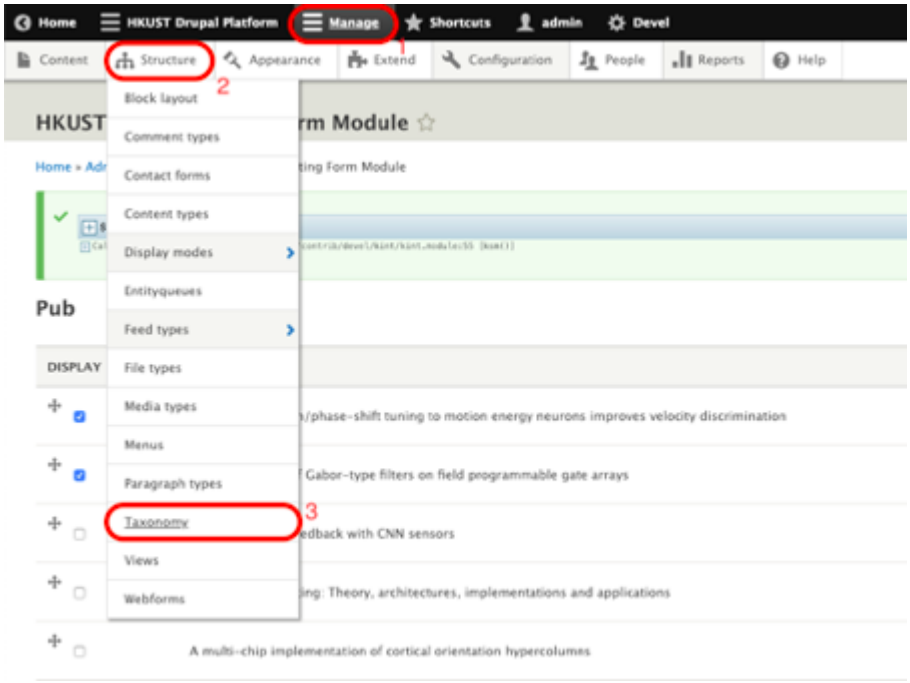


3.9 People

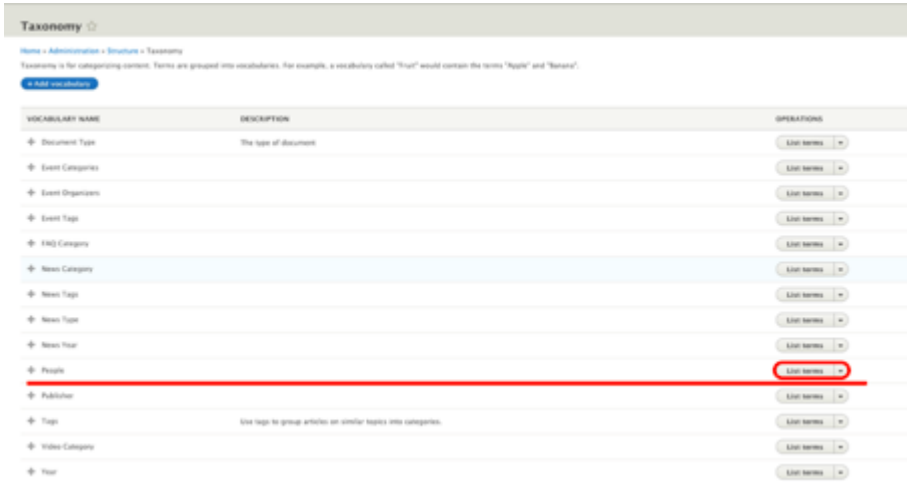
3.9.1 Define People Category

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.

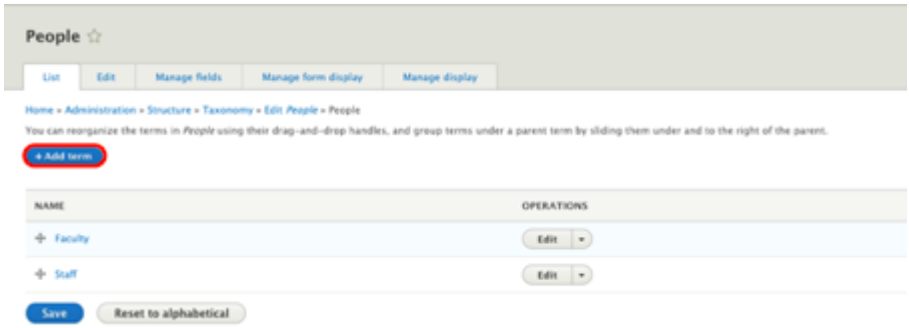
1. Go to "Manage" → "Structure" → "Taxonomy".



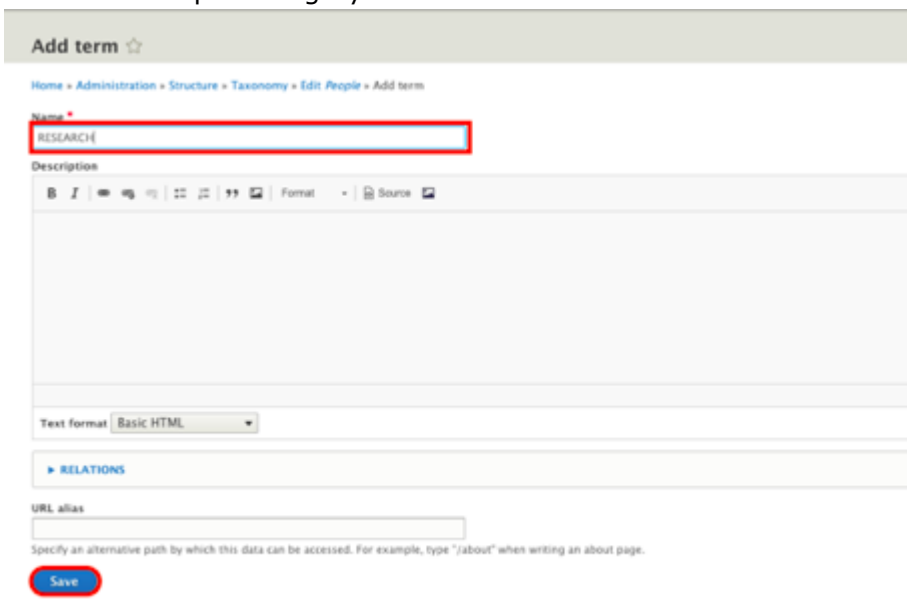
2. Go to the category "People" and click "Edit terms".



3. Click "Add term".



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

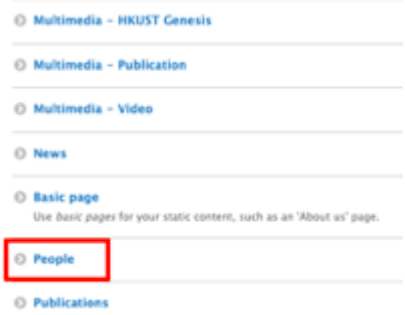


5. The page will be returned to People Listing Page. Sequence of tabs could be changed by dragging the icon, up and down.

3.9.2 Add People

1. Go to "Manage" → "Content". Click "Add content".

2. Select the content type, "People".



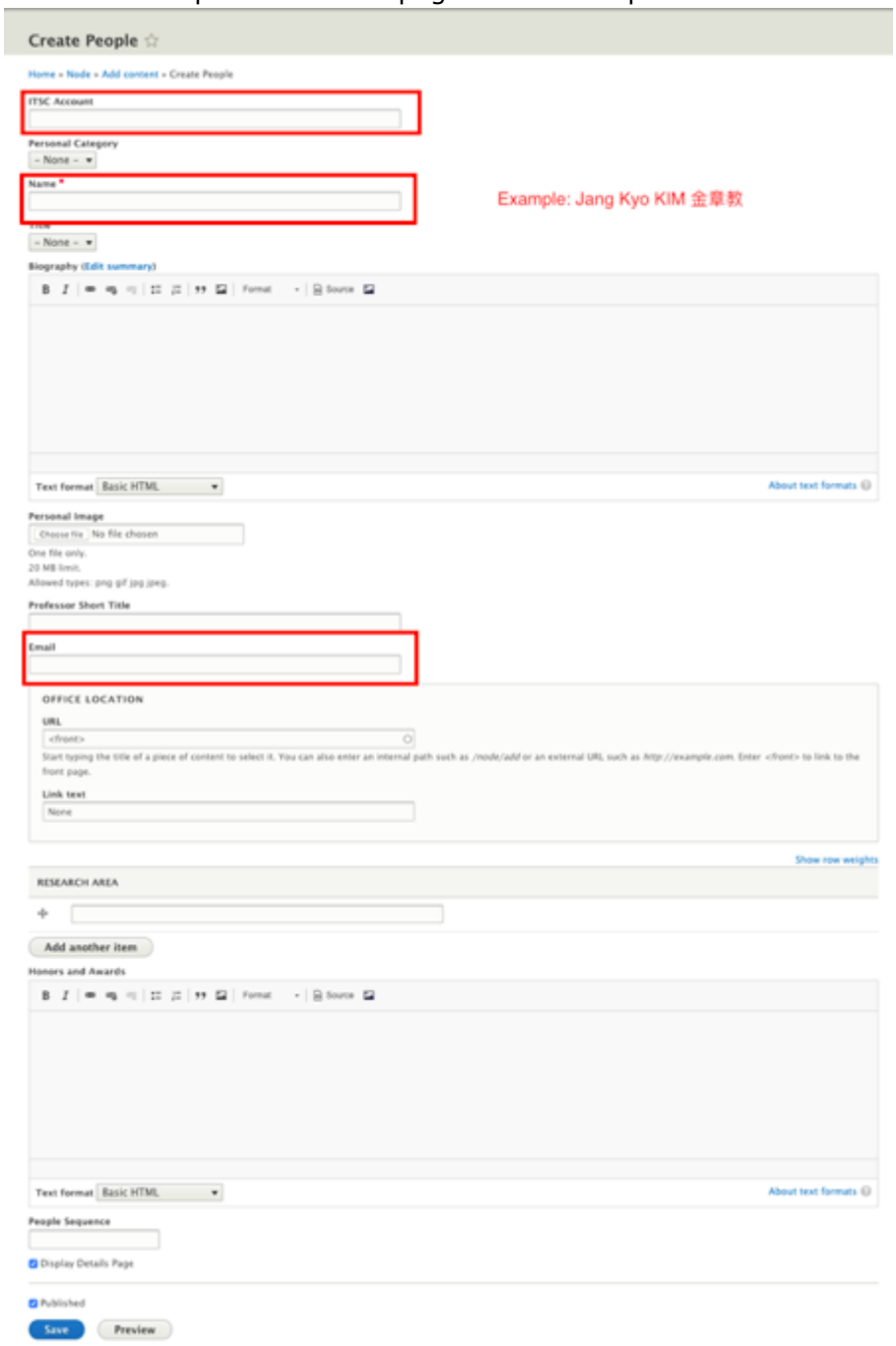
3. Input the field listed below. Check "Display Details Page" and "Published". Click "Save".

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	

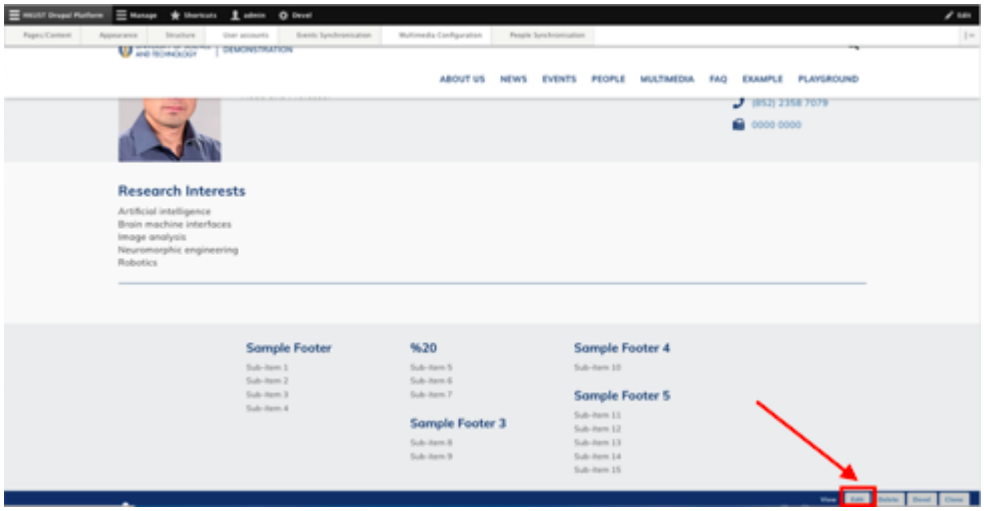
People Sequence	Not Required	Not Required	

Here is a sample view of the page "Create People".

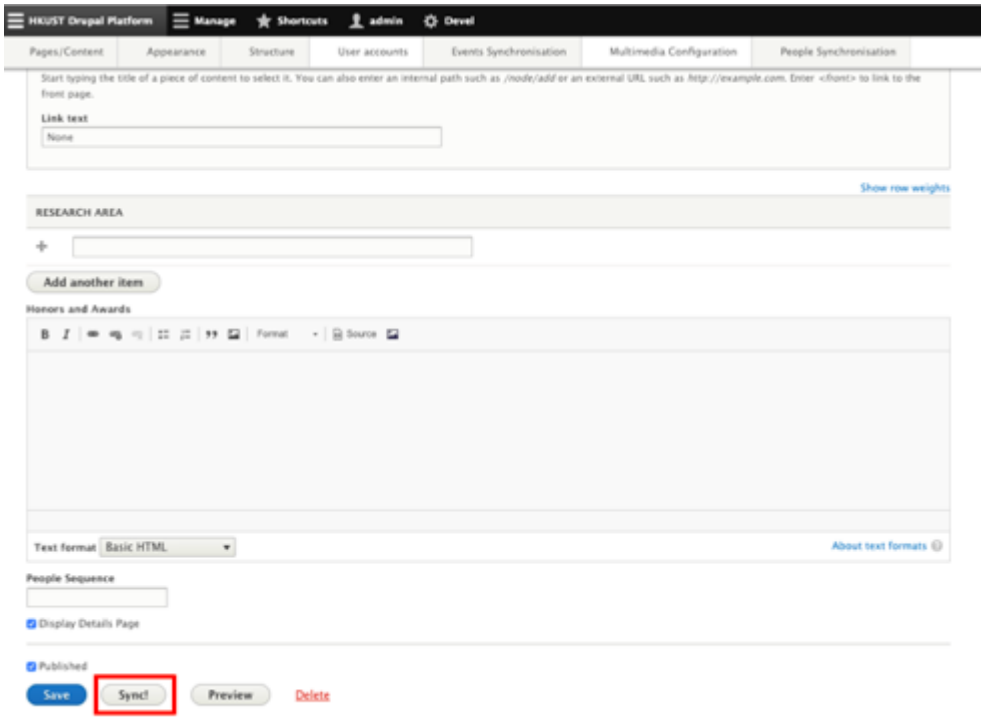


4. A message "People XXX has been created." would appear.

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



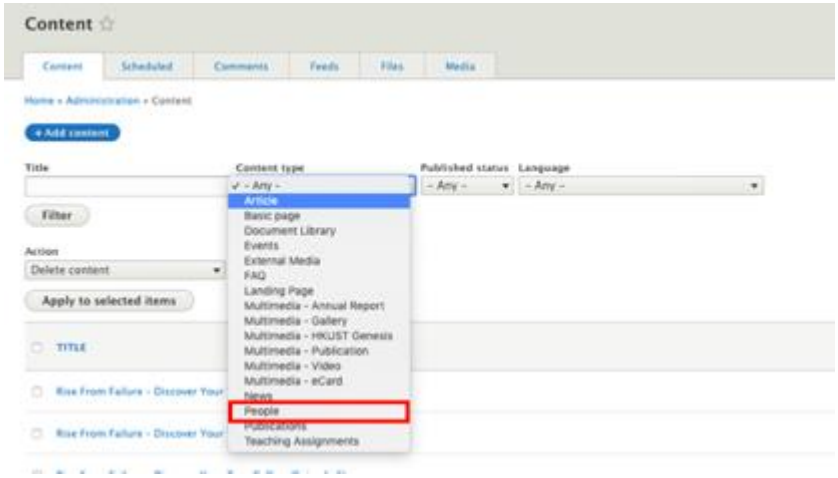
6. Click "Sync!" at the bottom of the page. Click it to synchronize the basic content, publication & teaching assignment to the site.



3.9.3 Update Existing People

1. Click "Manage" → "Content".

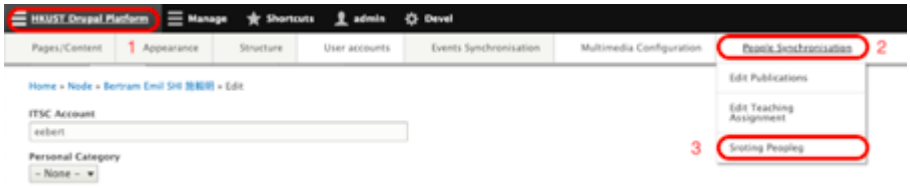
2. Select "People" under "Content type" and click "Filter" to filter the People type contents only. Find the target people and click "Edit".



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

3.9.4 People Sequencing

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

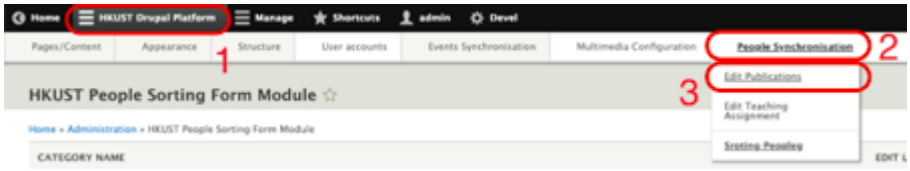


2. Select People Category to sort and click "Link".

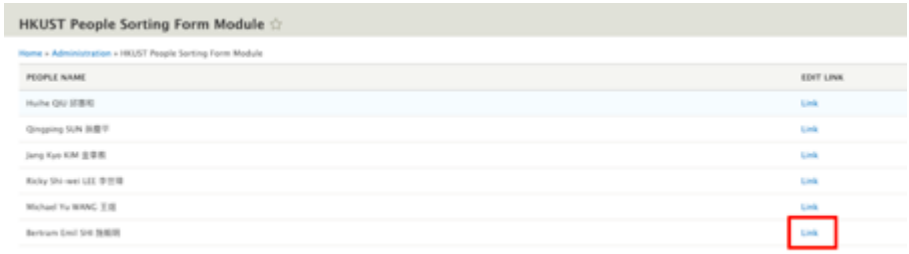
3. Sequence of tabs could be changed by dragging the icon, up and down.
4. Click "Save changes".

3.9.5 Edit Publication of People

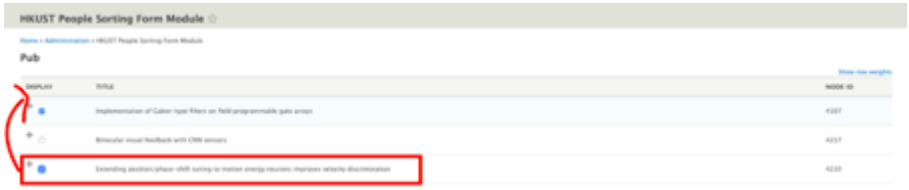
1. Go to “HKUST Drupal Platform” → “People Synchronisation” → “Edit Publications”.



2. Click “Link” to edit faculty or staff.



3. Tick which publication you want to display.



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

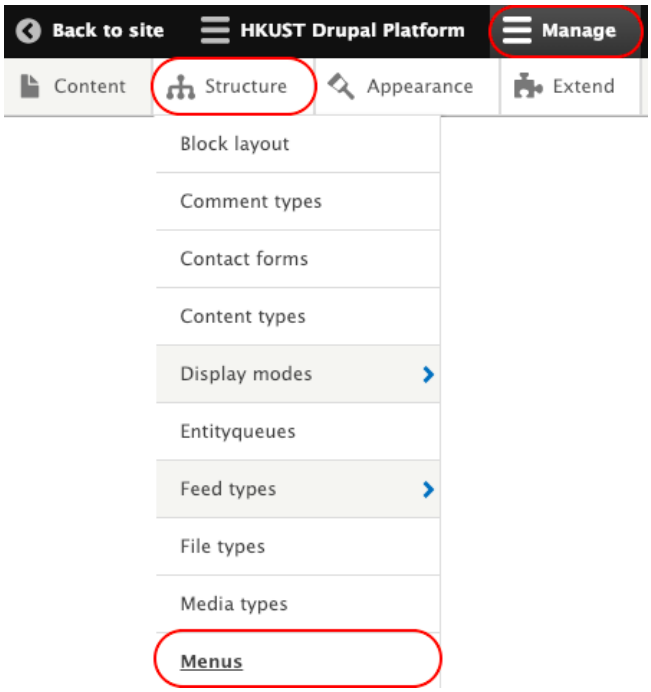
Part 4 | Get Pages Navigated

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

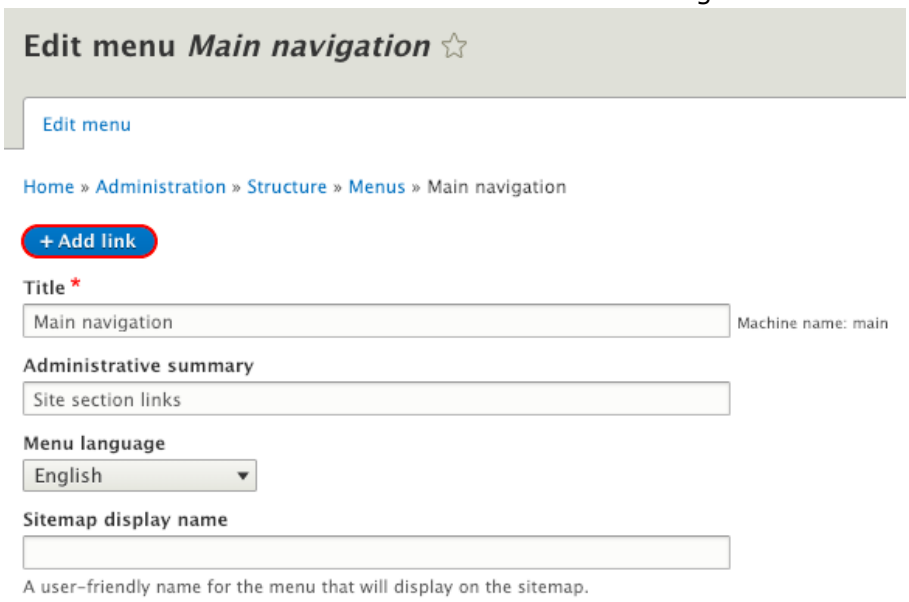
1. Go to “Manage” → “Structure” → “Menu”.



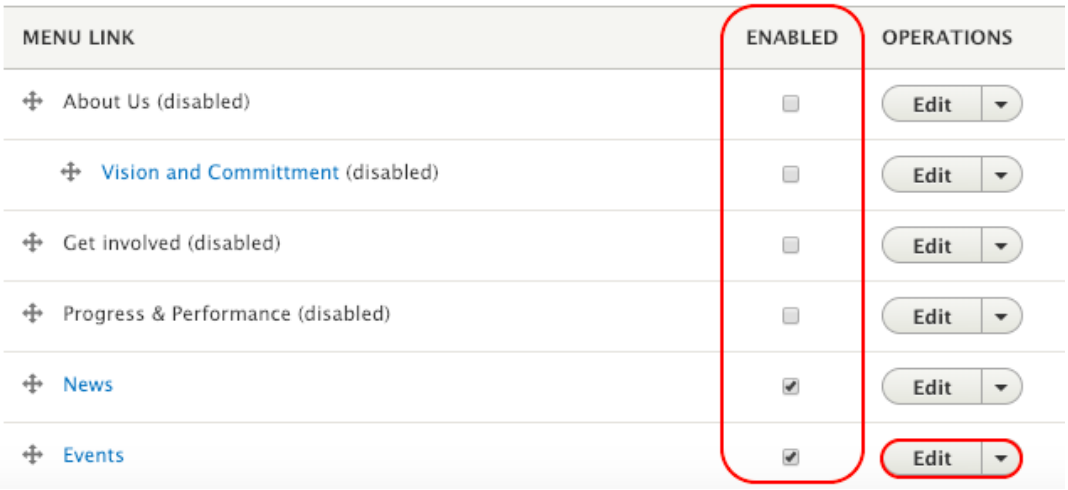
2. Go to “Main navigation” and click “Edit menu”.

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*



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

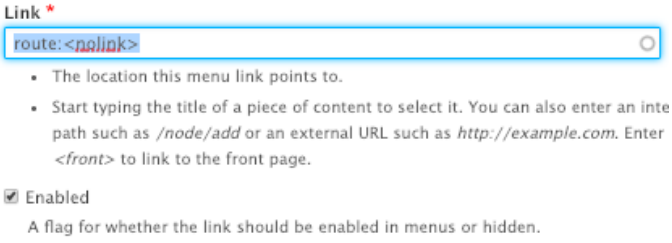


Ordering of menu item could be changed by dragging the icon, in different directions:

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

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

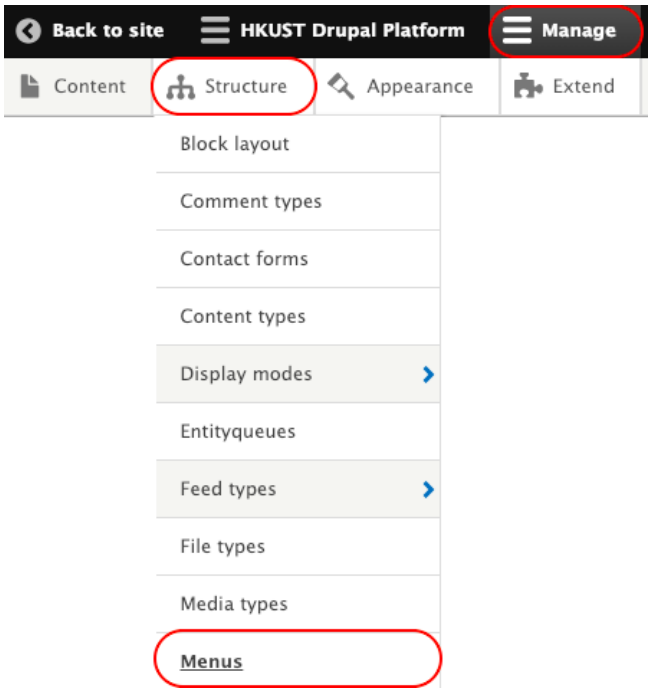
No.	Field Name	Field Nature	Remark
1	Menu link title	Mandatory	This is the title of the menu item.
2	Link	Mandatory	This is for inserting links to menu item. For links to internal pages, it is not required to insert the domain. For example, in the site "http://demonstration5.aegir-dev2.ust.hk/", if the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

			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. 
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.

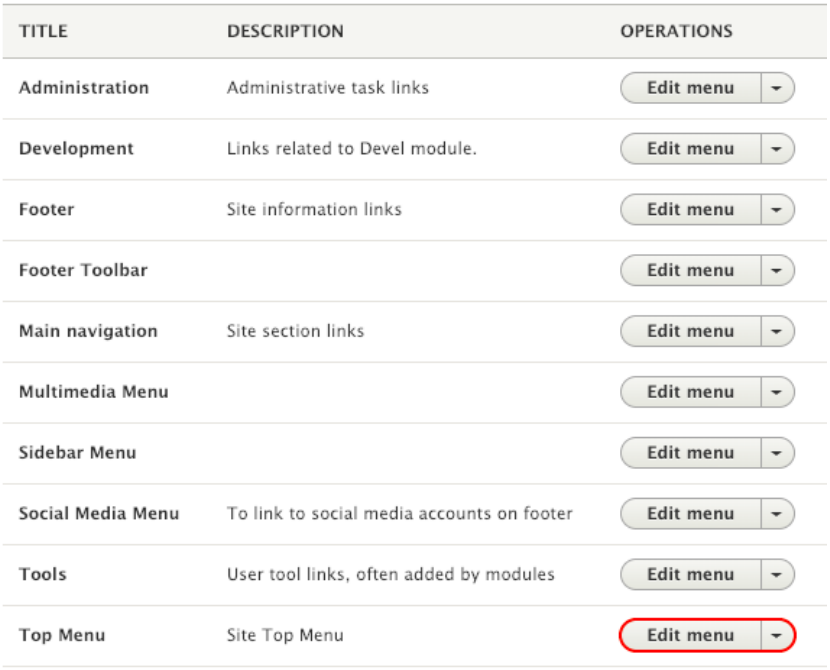
5. Save the menu.

4.2 Top Menu

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

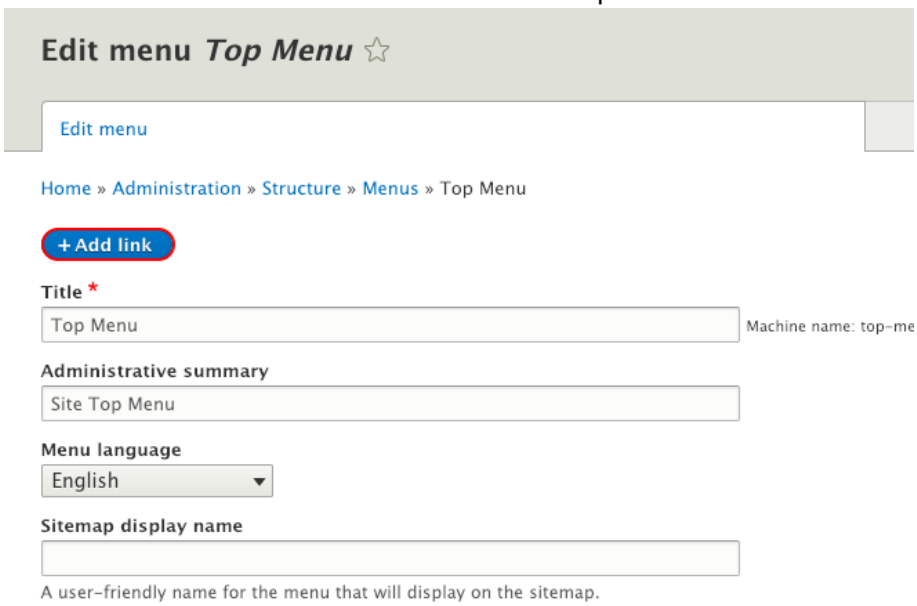


2. Go to “Top Menu” and click “Edit menu”.

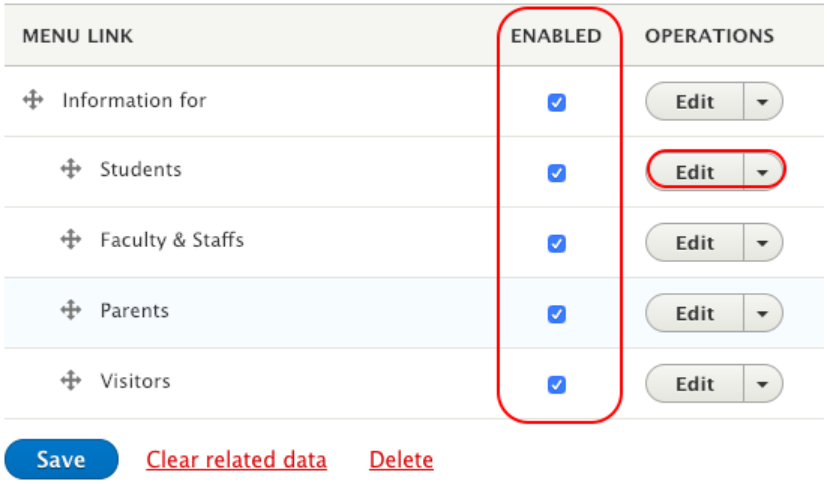


TITLE	DESCRIPTION	OPERATIONS
Administration	Administrative task links	Edit menu
Development	Links related to Devel module.	Edit menu
Footer	Site information links	Edit menu
Footer Toolbar		Edit menu
Main navigation	Site section links	Edit menu
Multimedia Menu		Edit menu
Sidebar Menu		Edit menu
Social 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*



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

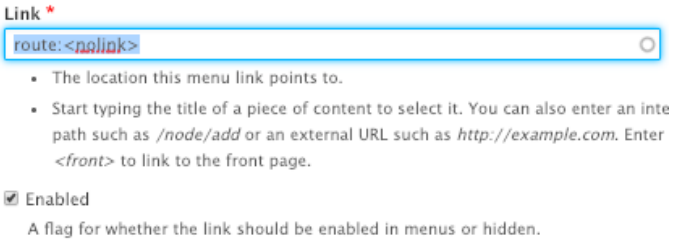


Ordering of menu item could be changed by dragging the icon, in different directions:

- 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.
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 "http://demonstration5.aegir-dev2.ust.hk/", if the link is to be redirected to News "http://demonstration5.aegir-

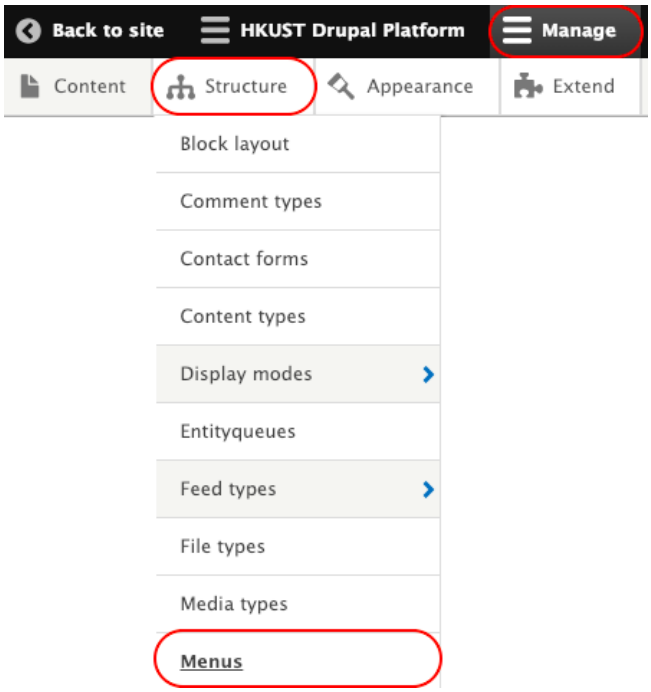
			dev2.ust.hk/news", only the link "/news" should be inserted. For the menu item without link, put "route:<nolink>" and do not uncheck the box "Enabled" even for menu item without link. Refer to the sample below. 
3	Description	Optional	Description shown when hovering over the menu link.
4	Icon Image	Optional	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.

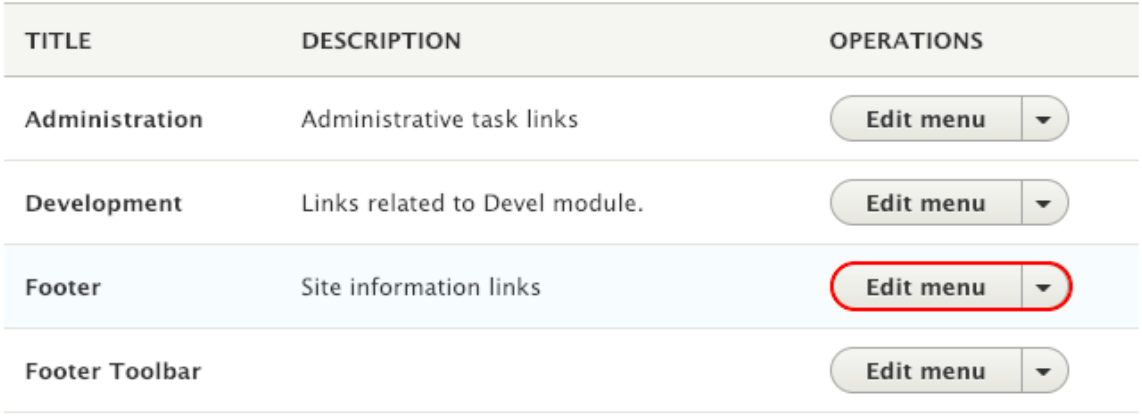
4.3 Footer

Edit Footer Menu Structure (Step 1-5)

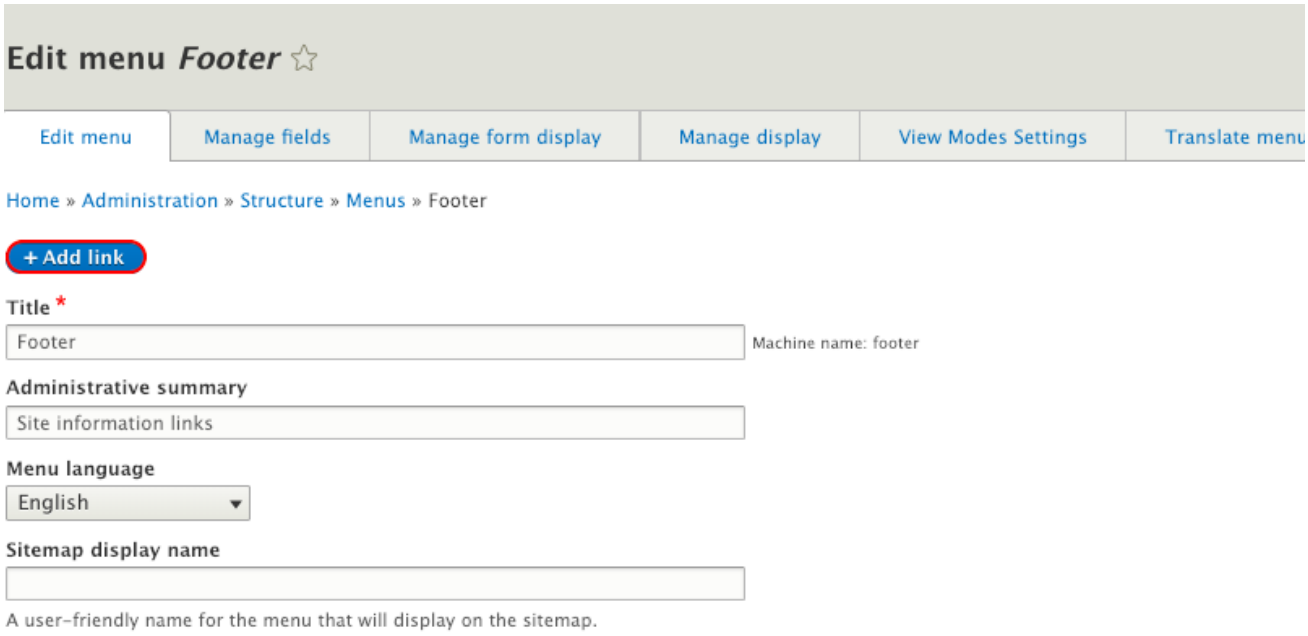
1. Go to "Manage" → "Structure" → "Menu".



2. Go to “Footer” and click “Edit menu”.

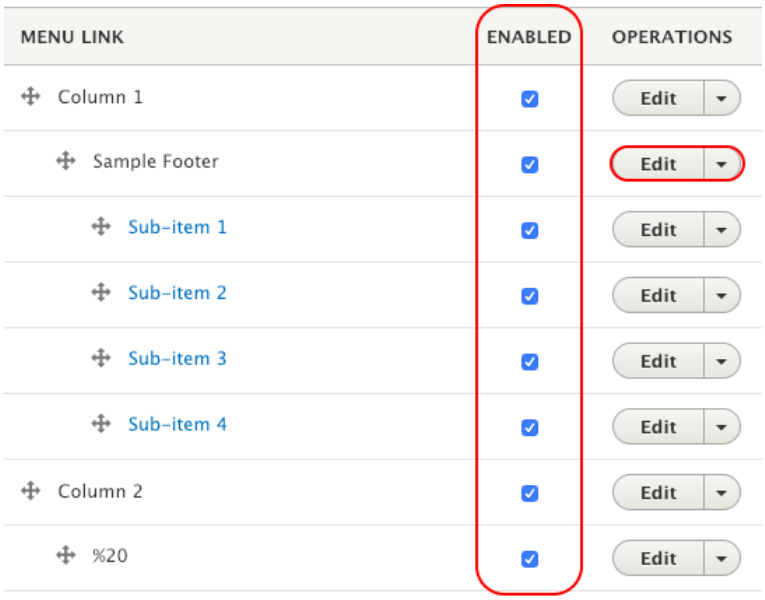


3. Click "Add link" to add new menu item in Footer *or*



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

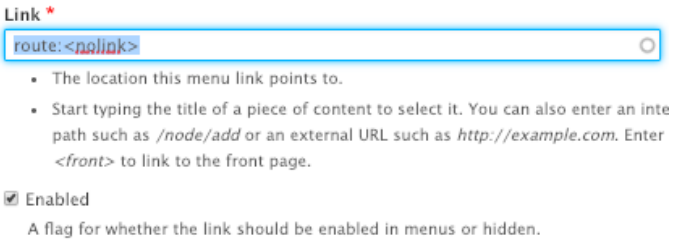
The first level of menu item[#6] is defined in columns, which would be used to sort the Footer menu by columns but not be shown in Footer.



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

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

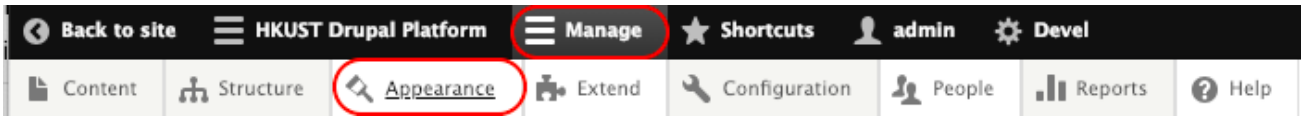
4. Input the field listed below for menu item and save after editing.

No.	Field Name	Field Nature	Remark
1	Menu link title	Mandatory	This is the title of the menu item.
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 "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. 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. 
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.

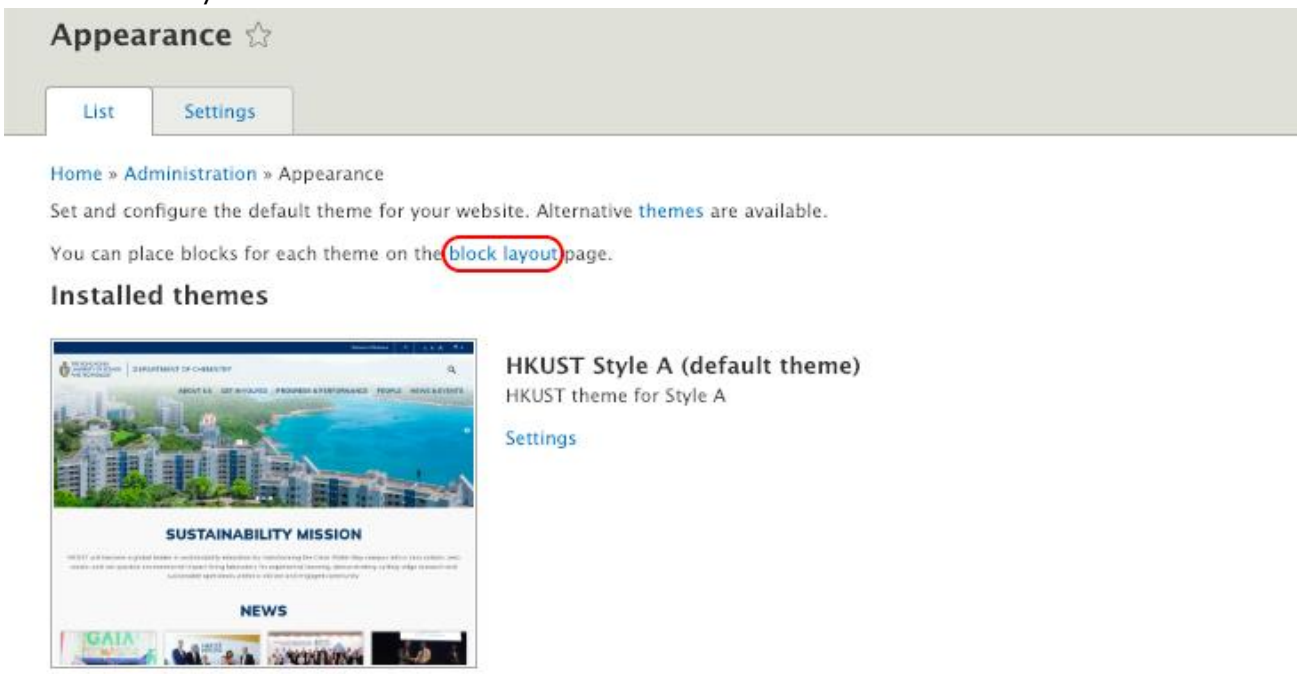
5. Save the menu.

Apply Footer to Site (Step 6-15)

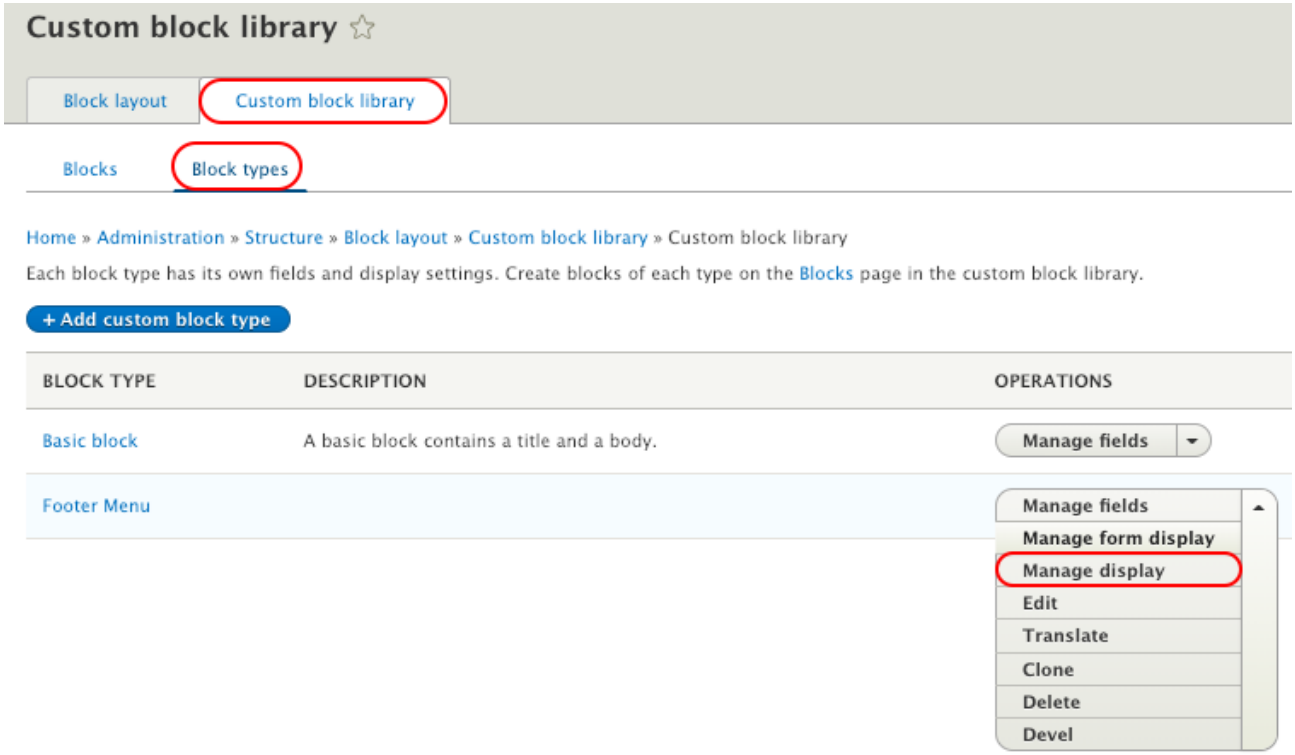
6. Go to "Manage" → "Appearance".



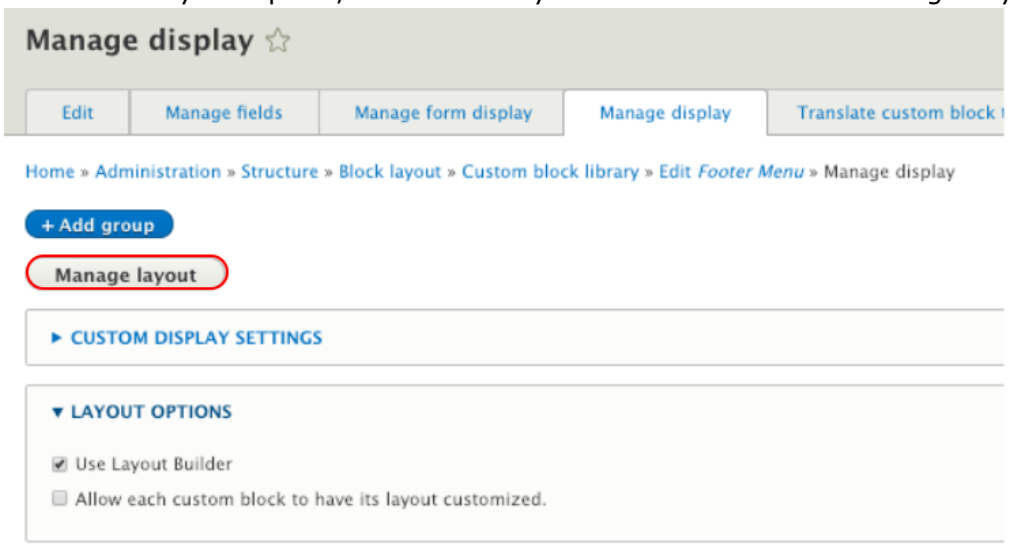
7. Click "Block Layout".



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

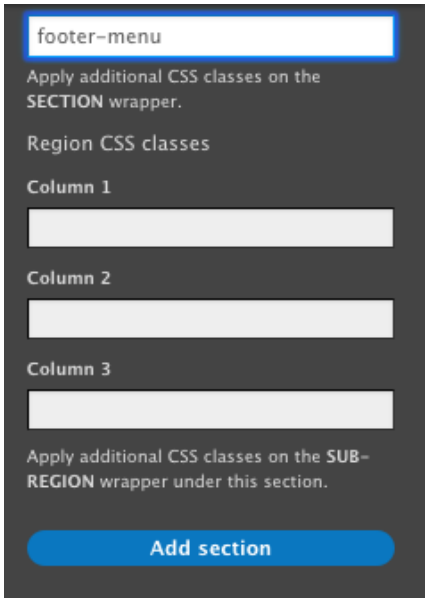


9. Select the Layout Option, check"Use Layout Builder" and click "Manage Layout



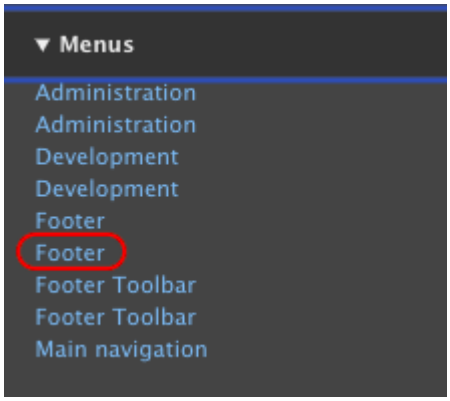
10. Click "Manage Layout" to redirect to the footer Layout Builder. Create a section with layout according to the number of columns needed for Footer. The following commonly-used section layouts are recommended for Footer. They include:
    - Content Area - Two Columns (50/50)
    - Content Area - Three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

    (Refer to 2.2 Section to create section)
    Input "footer-menu" as Section CSS Class and click "Add section".

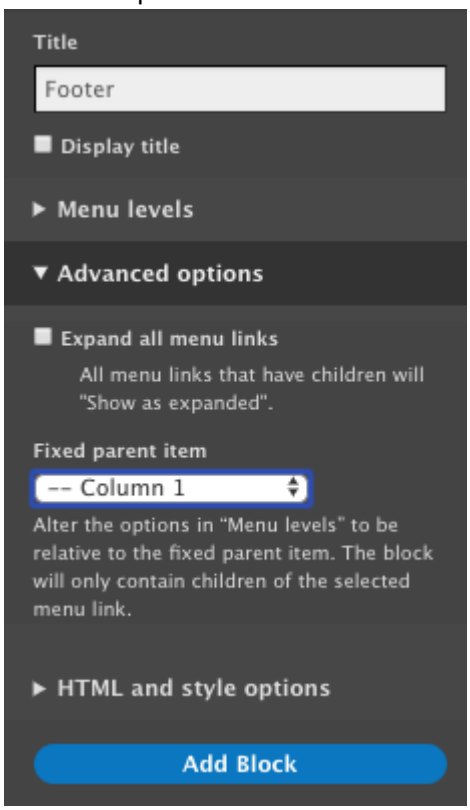


11. Click "Add Block" for each column.

12. Go to “Menus”, select “Footer”.

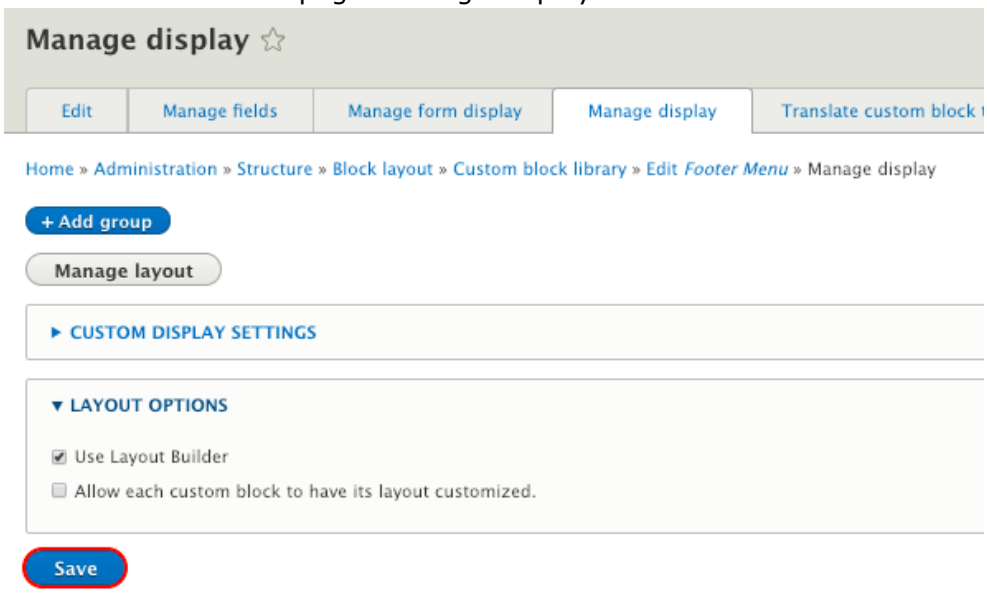


13. Uncheck the box “Display title”. Go to “Advanced options” and choose the designated column as the Fixed parent item. Click “Add Block”.



14. Save the layout of the page.

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



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

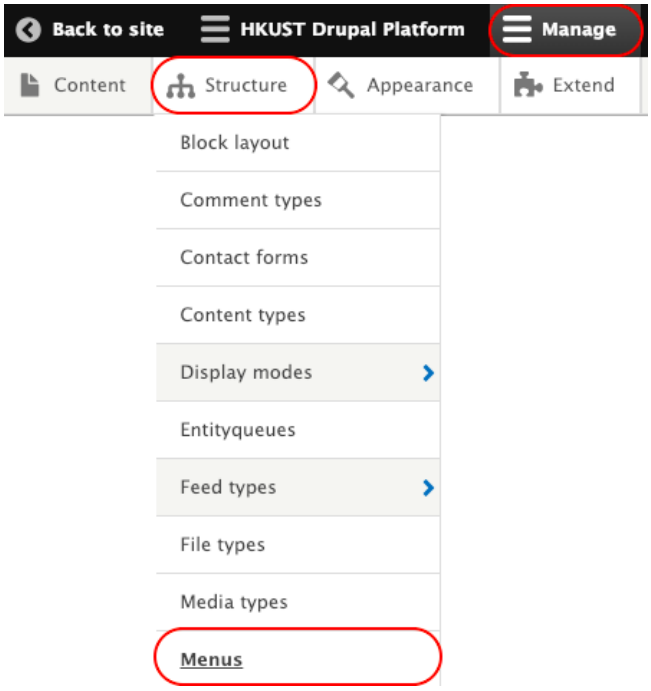
Remark

[#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.

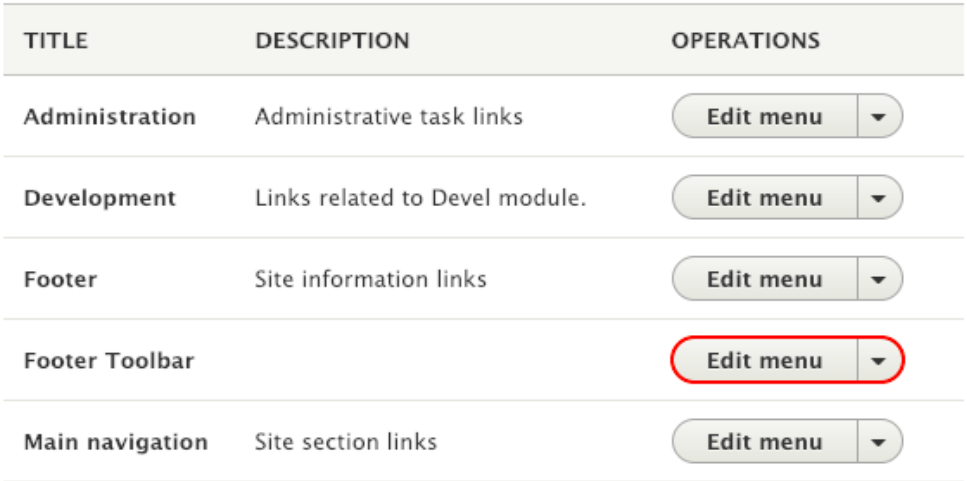
4.4 Footer Toolbar

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".

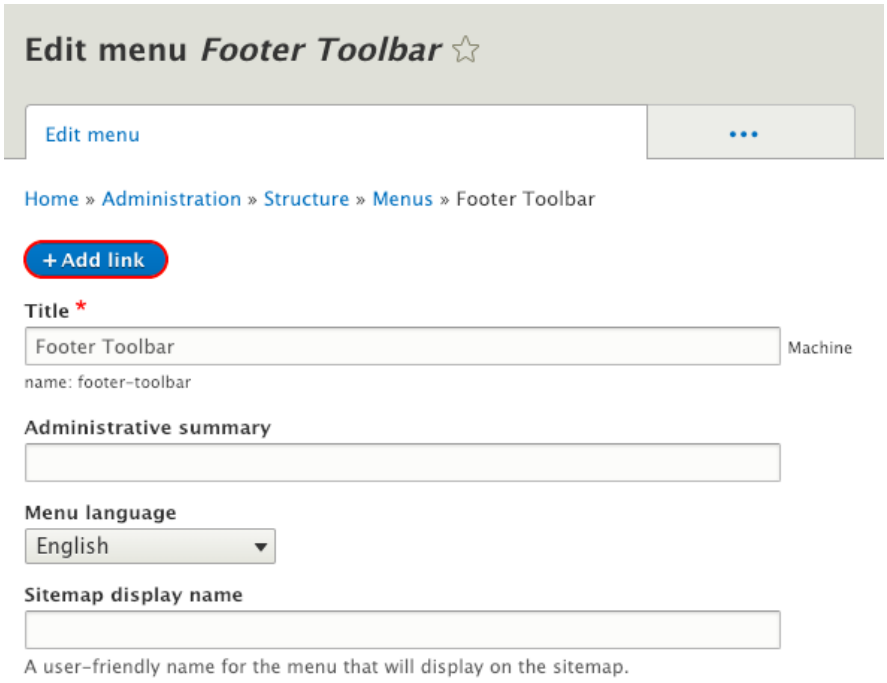
1. Go to "Manage" → "Structure" → "Menu".



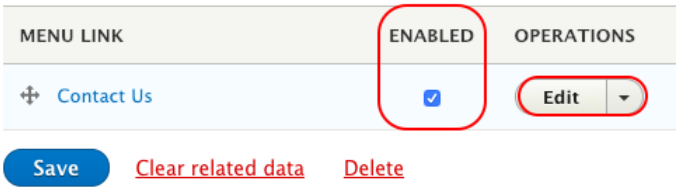
2. Go to "Footer Toolbar" and click "Edit menu".



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



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



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- Right / Left: Indent Level

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

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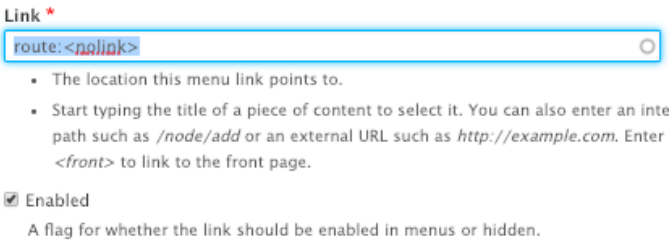
2	Link	Mandatory	This is for inserting links to menu item. For links to internal pages, it is not required to insert the domain. For example, in the site "http://demonstration5.aegir-dev2.ust.hk/", if the link is to be redirected to News "http://demonstration5.aegir-dev2.ust.hk/news", only the link "/news"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

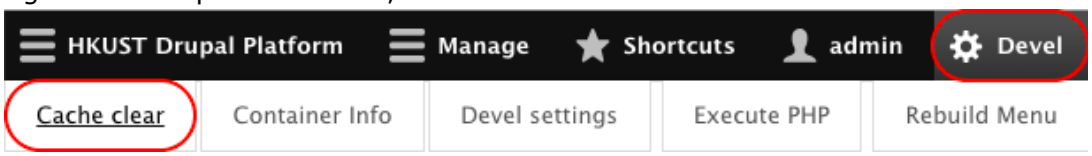
			to the sample below. 
3	Description	Optional	Description shown when hovering over the menu link.
4	Icon Image	Optional	Click "Choose file" to upload image from local path.
5	Parent link	Optional	Link with a parent link if the link to be created is a child link.
6	Weight	Optional	This is to prioritise fields in footer menu under same parent links.

5. Save the menu.

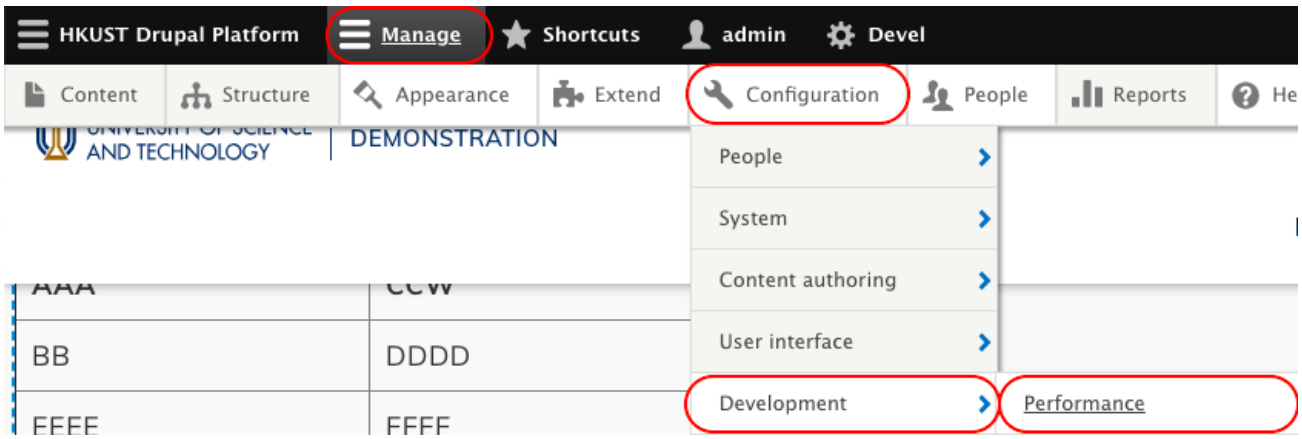
Appendix - Common Error Handling Tips

5.1 Clear Cache of the Whole Platform

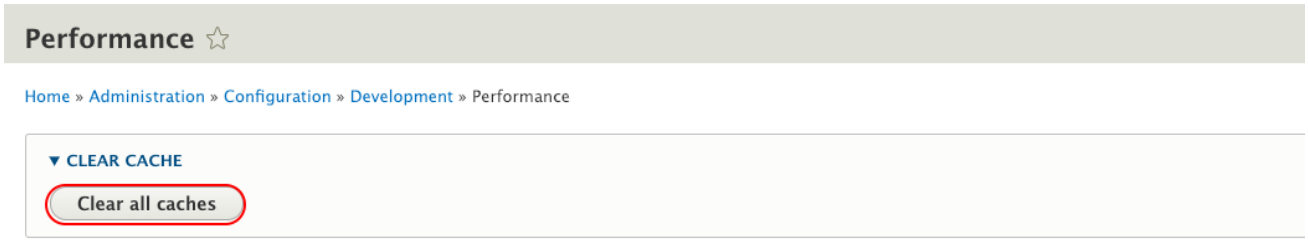
1. Clear cache every time after changing the configuration of the website structure (e.g. menu) by right click to open a new tab, *OR*



1. Go to “Manage” → “Configuration” → “Development” → “Performance”.



2. Click “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