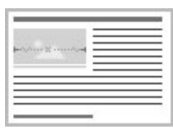# CCAS DRUPAL CONTENT ENTRY GUIDELINES

TEMPLATES

Use the built-in WYSIWYG templates, tabs and accordions to layout your page. These options are available by clicking on the templates, tabs and accordion icons in the bottom right of the WYSIWYG editing toolbar.

Use either left- or right-aligned image templates (🗎) with wrapping text for page introductions

Left-Aligned Image with Wrapping Text
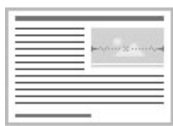
Right-Aligned Image with Wrapping Text

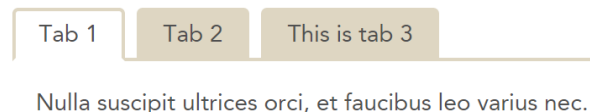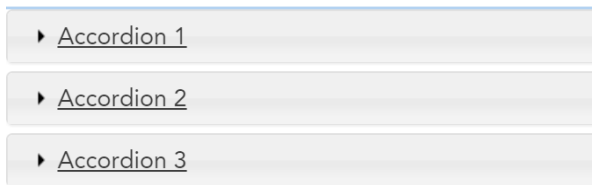Use across templates (🗎) to arrange content horizontally and/or in columns

2 Across

3 Across

Use the tabs (⬜) or accordions (☰) for lists/grouped information such as a suggested plan of study

▸ Accordion 1

▸ Accordion 2

▸ Accordion 3

| Tab 1 | Tab 2 | This is tab 3 |

Nulla suscipit ultrices orci, et faucibus leo varius nec.

HEADINGS

Use appropriate headings to break content into sections. **Be sure to insert a horizontal line before each Heading 2 to indicate a section break.**

Heading 1 for page title

Heading 2 for section

Regular Text

Heading 3 for subsection

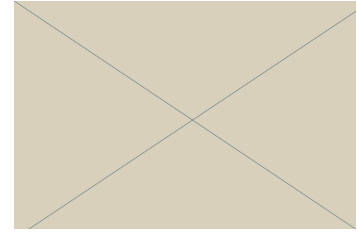Subsection Text

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IMAGES

Images must be resized to appropriate dimensions before being uploaded.

1080x1080 px
for faculty headshots on a directory page

720x1080 px
for faculty headshots on individual Person pages

1080x720 px
all other images, such as main images, promos

IMAGE UPLOADING CHECKLIST

☐ Image is resized using an external platform (Canva, Photoshop, etc)

☐ Resized image is not stretched or distorted in ay way

☐ Image must have descriptive alt-text (alt-text that describes what is in the image)

☐ Any text that appears in an image must also appear in the alt-text

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CONTENT QUALITY AND ACCESSIBILITY

ACCESSIBILITY

Follow these guidelines to ensure your content is accessible to users.

- Use descriptive alt-text on all images.

- Do not use directional language (above, below, the following) to refer to links and/or page elements.

- Any image with overlay text must pass AA accessibility contrast.

- PDFs should be used rarely, and only in an accessible format. Instead of uploading a PDF, move the information into the content of a regular web page or create a Drupal form.

LINKS

- Hyperlinks must be informative and integrated into the text. For example, a link should say "Sign up on the alumni registration page," NOT "click here to sign up."

- Links to PDFs must include "(PDF)" after the link text. Example: Download the Newsletter (PDF)

CONTENT ENTRY BEST PRACTICES

Use these best practices when entering your content to avoid duplication and errors.

- Do not click the "Delete" button on a draft unless you want to permanently delete a page. This action cannot be undone. If you do not wish to keep the changes you've made, simply close the window without saving it.

- Avoid repeating information that is already published/hosted on another GW webpage (e.g., Program Finder, CCAS major/minor declaration, GW Academic Commons). Instead, link to other page(s) by using a hyperlink or button.

- Bulletin information is pulled in automatically. If there are errors in the Bulletin, contact Gina Harris at gharris@gwu.edu.

BUTTONS

Buttons should use the "medium button - standard" option listed in the Styles drop-down menu and follow the color order: dark blue, light blue, green, yellow. If you have more than one button on a page, adjust them in the Source code to make them all the same width. Contact ccasweb@gwu.edu if you need help with editing HTML.

The source/HTML view can be open via the Source button (⬚ Source) on the toolbar or by selecting the "PHP Code" or "Plain Text" option on the "Text Format" dropdown underneath the text editor.

In the source/HTML view, add this code to the top of the page:

```
<style type="text/css">
    .justifyButtons {display:block!important;text-align:center;width:100%;padding:0;} .justifyButtons
    li { display:inline-block; width:100%;padding:8px 8px 0 0; max-width:325px; list-style:none; }
    .justifyButtons li span {width:100%:} .justifyButtons li a {display:block;}
</style>
```

Code your line of buttons as follows. All four colors are listed; delete any buttons you don't use:

```
<ul class="justifyButtons">
    <li><span class="reg-button darkblue"><a href="URL">Text</a></span></li>
    <li><span class="reg-button lightblue"><a href="URL">Text</a></span></li>
    <li><span class="reg-button green"><a href="URL">Text</a></span></li>
    <li><span class="reg-button yellow"><a href="URL">Text</a></span></li>
</ul>
```

SPECIAL ELEMENTS

NEWS AND EVENTS

- Use the "Article" content type for news
- Use the Event" content type for events
- Every event and article must be assigned a category tag. To tag an event, click on the "Tagging" menu near the bottom of the page draft, then select a category from the category dropdown based on the desired location for the article/event

TAGGING		Category
		- None -
Menu settings		About
About		-Where We Are
URL path settings		-Staff
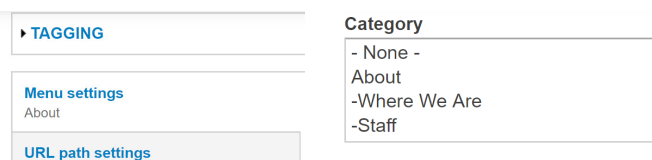
OTHER ELEMENTS

Email ccasweb@gwu.edu if you need to edit:

- Testimonials
- Header/footer
- Graphics
- Hero images (The large images on the homepage and each landing page. Note that we try to make these as evergreen as possible.)
- Social media feeds (adding or removing) Drupal users (adding or removing)

We can also provide assistance with collecting analytics/metrics on how a page or site is performing.

Columbian College
of Arts & Sciences

THE GEORGE WASHINGTON UNIVERSITY

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