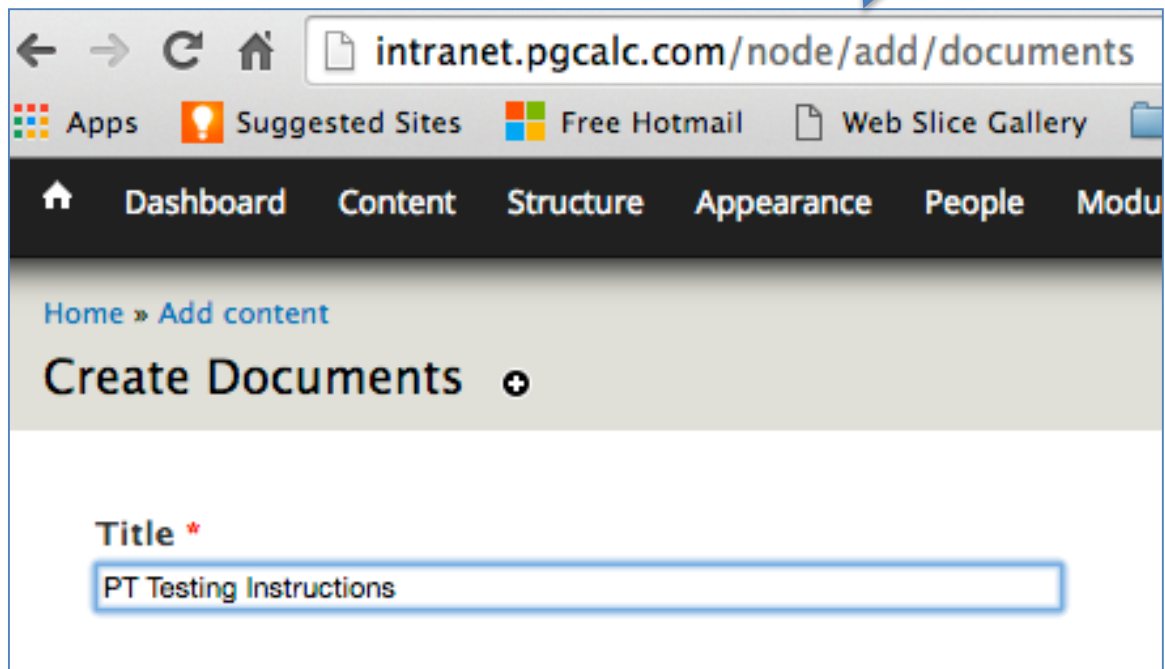# How to add/edit a page on the Intranet

Updated 12/4/16 (GMP)

To add a page to the Intranet, you need to first create the document. During that step you will assign it a place in the Main Menu. Then, you edit the Main Menu links to really put it where you want it. Finally, you go to the TB Mega Menu page and made final adjustments, which is especially important when you are adding a new secondary level of menu. <u>If you are editing content you can simply go to that page on the Intranet once logged in as an administrator and use the edit tab. Editing does not require completing the menu steps unless you change the menu title or want to place the page in a different part of the menu!</u>

1. Creating the Content:

You start by signing in to the Intranet and using the Content menu. The URL shown below will also get you directly there.

The first item is the Title, which is the name the page is called (although it is also assigned a "node" which is also how it's found). The title will be the default menu name, although that can be changed later. Keep it relatively short and remember there will be context for the menu name (e.g. MIS/Phones).

Next, you need to consider what kind of content you're going to be adding. There are three kinds of page content:

- regular HTML that you either compose in Drupal or paste in from Word on another web page,
- an external link (like a bookmark),
- or an attachment.

Attachments are necessary for XLS files, and sometimes are preferred when the item is already formatted perhaps as a PDF (which loads faster than a Word document). But if you use an attachment then you need to store the original for editing in a common place.

Below is a picture of how you choose your type. Note that N/A is what you use for simple HTML. Note further that if you are changing types, especially if you previously had an attachment you need to remove that attachment before you can successfully have one of the other types.

If you are choosing an external link, you simply push that button and put in a URL. Remember to start with http or https whichever the case may be.

Manage External link/attachment

○ N/A

⦿ External Link

○ Attachment

External Link

https://login.qacomplete.smartbear.com/Common/logon.asp?app=agSP

Please write Absolute URL for ex http://www.diaspark.com/

If you are attaching a document you choose the third button and then attach the file you wish. Note that your file can exist on your local drive, or the P drive, or

wherever you can point to it from the dialog box. First you choose the file, and then you hit the Upload button. Note the allowed file types shown in the box below:

Manage External link/attachment

○ N/A

○ External Link

● Attachment

Attachment

[Choose File] Sugar Train... Manual.pdf   [Upload]

Files must be less than **2 MB.**
Allowed file types: **txt pdf doc docx csv xlsx xls.**

One other thing you may wish to do for an attachment-type page is to open the "Menu Link Attributes" and set the "target" to "New Window" so that your page opens in a new window

- MENU LINK ATTRIBUTES

Title

The description displayed when hovering over the link.

**ID**

Specifies a unique ID for the link.

Name

Relationship

Specifies the relationship between the current page and the link. Enter 'nofollow' here to nofollow this link.

Classes

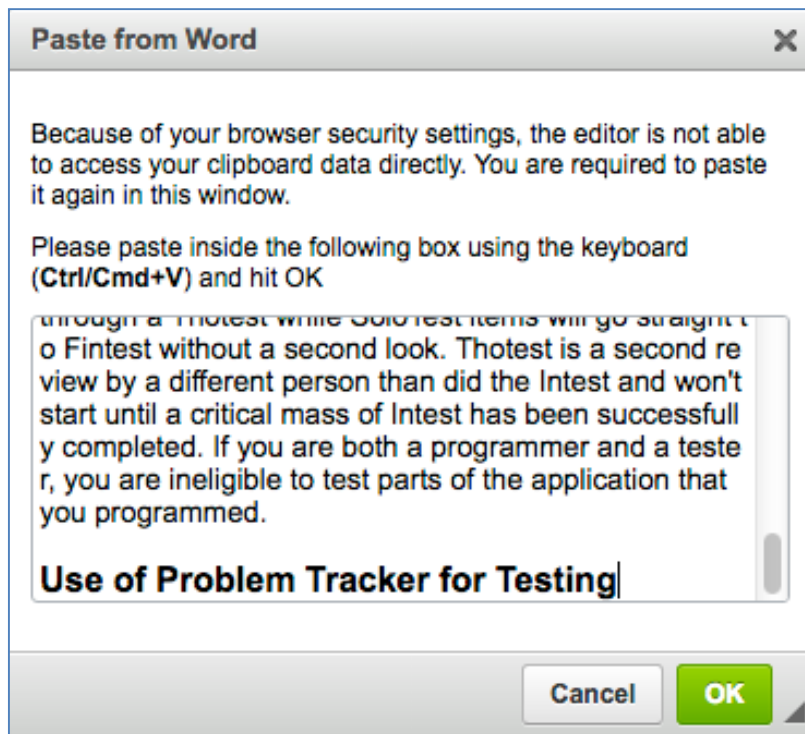Enter additional classes to be added to the link.

Style

Enter additional styles to be applied to the link.

Target
[New window (_blank) ⇕]
Specifies where to open the link. Using this attribute breaks XHTML validation.
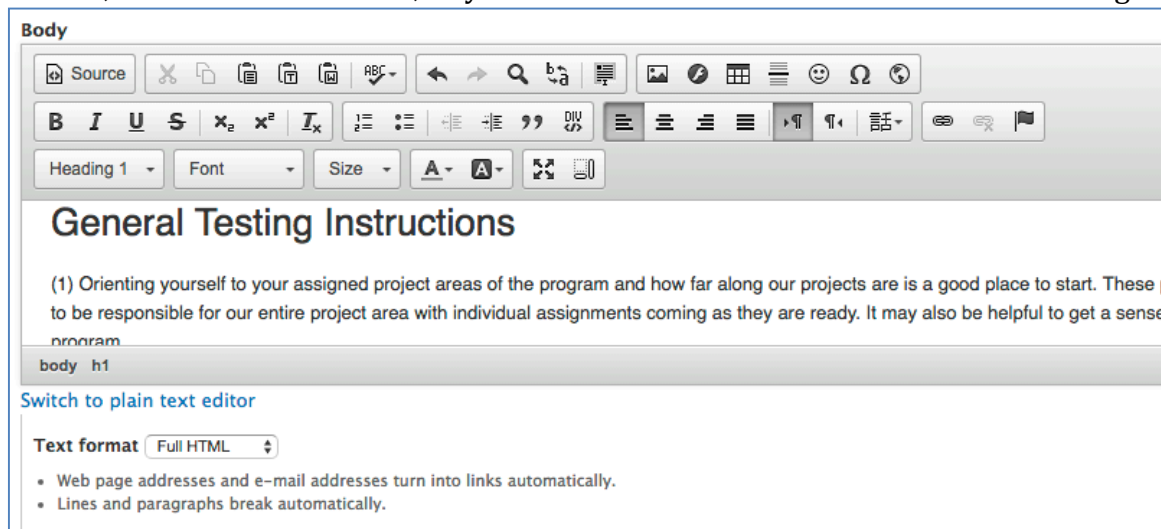
The third type of content (called N/A because it's not a link or attachment) is when you type or paste HTML into the Body box. If you're going to paste anything in you want to go to the Word button and paste into its little box.
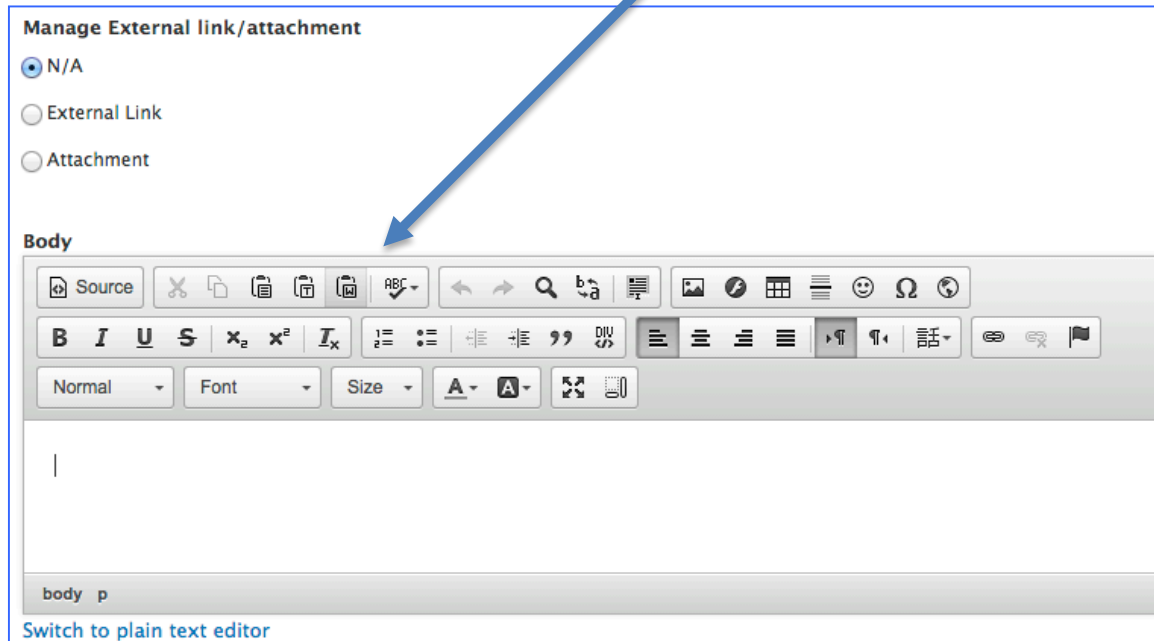
Once you press the Paste from Word button you will be able to paste into the empty box and fill it up. Then you should hit "OK which will return you to the body section.
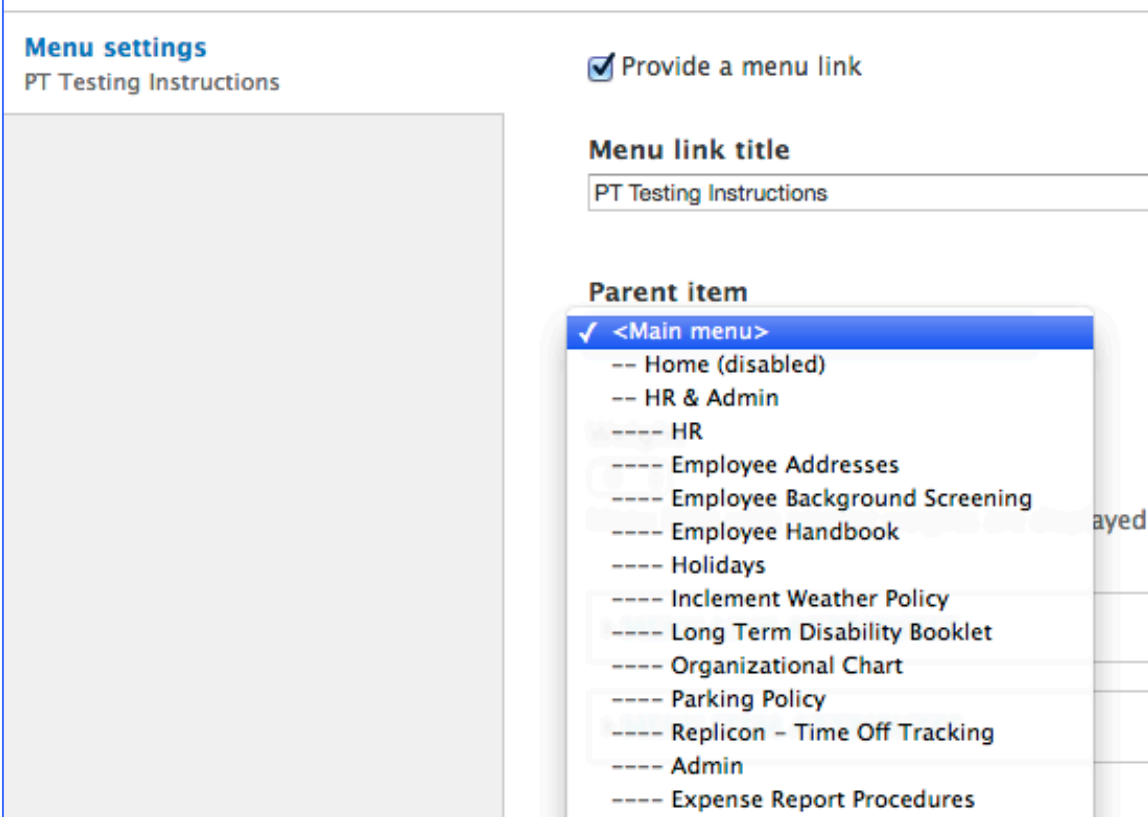
Paste from Word ✕

Because of your browser security settings, the editor is not able to access your clipboard data directly. You are required to paste it again in this window.

Please paste inside the following box using the keyboard (**Ctrl/Cmd+V**) and hit OK

through a Thotest while Solo Test items will go straight to Fintest without a second look. Thotest is a second review by a different person than did the Intest and won't start until a critical mass of Intest has been successfully completed. If you are both a programmer and a tester, you are ineligible to test parts of the application that you programmed.

Use of Problem Tracker for Testing

Cancel   OK

You can review your text here, or for fine-tune adjustments use the WYSIWYG buttons, such as Bold or Italics, or you can hit the "Source" button for HTML editing:

Body

General Testing Instructions

(1) Orienting yourself to your assigned project areas of the program and how far along our projects are is a good place to start. These to be responsible for our entire project area with individual assignments coming as they are ready. It may also be helpful to get a sense program

body h1

Switch to plain text editor

Text format [Full HTML ⬍]
- Web page addresses and e-mail addresses turn into links automatically.
- Lines and paragraphs break automatically.

The final step in creating a page is provisionally setting it up in the menu system. It's provisional because without some additional steps you probably won't have it end up looking like you want. You do this for all three types (links, attachments, and HTML) pages.

Below the body section is the Menu area, which will open up once you check the box asking if you want to Provide a menu link. The Menu link title will be pre-filled from you title at the top of the page. It's useful to have these the same, but they don't have to be.

For the Parent item you want to specify only the primary menu area (HR & Admin, MIS, CS, etc) and NOT THE REAL SECONDARY PLACE such as HR or Admin or Phones or Outlook. You do that later.

That's it (except, please, please hit SAVE at the bottom).
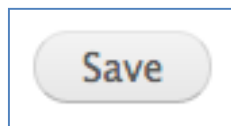
2. Adjusting the menu links

You need to get to the menu links page. Go to intranet.pgcalc.com/admin/structure/menu/manage/main-menu or navigate

through via Structure, Menu, Main Menu. There are a couple menus in the system and you only want to change the Main Menu.

If you want to add a new secondary menu item (Such as HR from the HR & Admin primary menu item) you have to add a link here using the "Add link" area below. This is a special case, because when you want to add a link to a content item you do it by checking the box and specifying the name and the parent when adding or editing content.
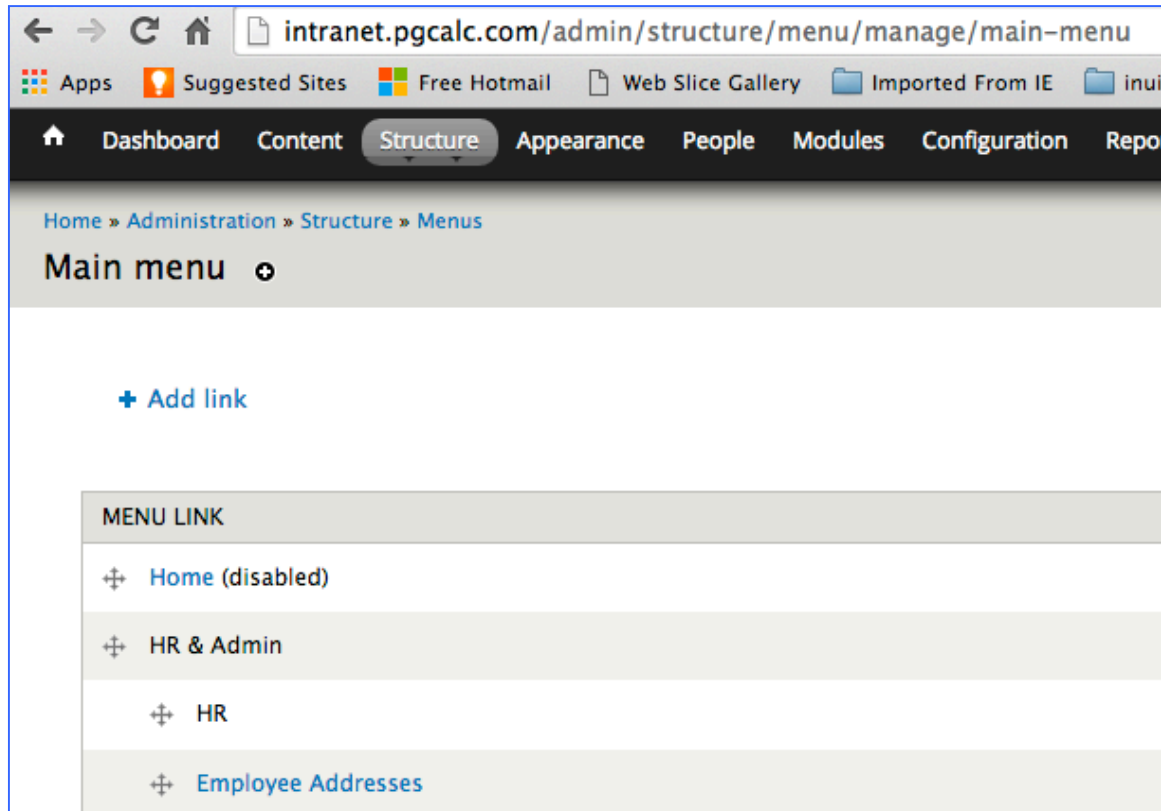
Assuming your mission is to adjust the menu item of a new piece of content, you first need to find it in the long list. The list should be familiar and in the order of the main menu. If you are arriving at this page already opened up, and especially if you don't see your new title, refresh this page.   You should find the title in the right primary menu item but will need to move it to the exact spot in the list where you want it. For example, dragging dropping Sugar Training Manual where it originally was at the end of the MIS primary section to the third item of the Sugar secondary item section. Place your cursor on the ⊞ icon to the left of the menu item to drag and drop.

MIS		MIS
Outlook		Outlook
How to Archive Outlook Mail		How to Archive Outlook Mail
Outlook Portal Access		Outlook Portal Access
File Extension Blocked In E-ma		File Extension Blocked In E-n
Phones		Phones
Conference Call Instructions		Conference Call Instructions
Home Phone Setup		Home Phone Setup
Phone Extensions List (XLS)		Phone Extensions List (XLS)
Phone Numbers Flow Chart (DC		Phone Numbers Flow Chart (I
Printers		Printers
Printer Locations		Printer Locations
Sugar		Sugar
Sugar Login		Sugar Login
Sugar Sandbox		Sugar Sandbox
Other		Sugar Training Manual*
FTP Site Info		Other
Hosting Contacts		FTP Site Info
VPN Setup		Hosting Contacts
Sugar Training Manual		VPN Setup
Sales & Marketing		Sales & Marketing

That's it for this step, (except, <u>please, please hit SAVE CONFIGURATION at the bottom</u>).

Save configuration

3. Making the final Menu adjustments in TB Mega Menu

You're almost there. Even though you have lined up the menu link perfectly in the previous step, in order to be able to do very fancy things you may need to visit one more area.

Most of the time, if you are adding a third level item to an existing primary and secondary area you will just have to reload your home page to have the menu change accepted. And don't forget you don't have to do this step, or the one before, if you're editing a page that is already in the menu system in the right place.

However, if you need to change the structure of the menu even a little bit (add a new primary or secondary item), things get weird fast. TB Mega Menu is a pretty cool Drupal add-in, but it has some limitations and requires some trickery.

Use the URL intranet.pgcalc.com/admin/structure/tb-megamenu/main-menu/# or find it via the Sttructre/TB Mega Menu menu item. Be sure to pick the Main menu if you navigate this way.
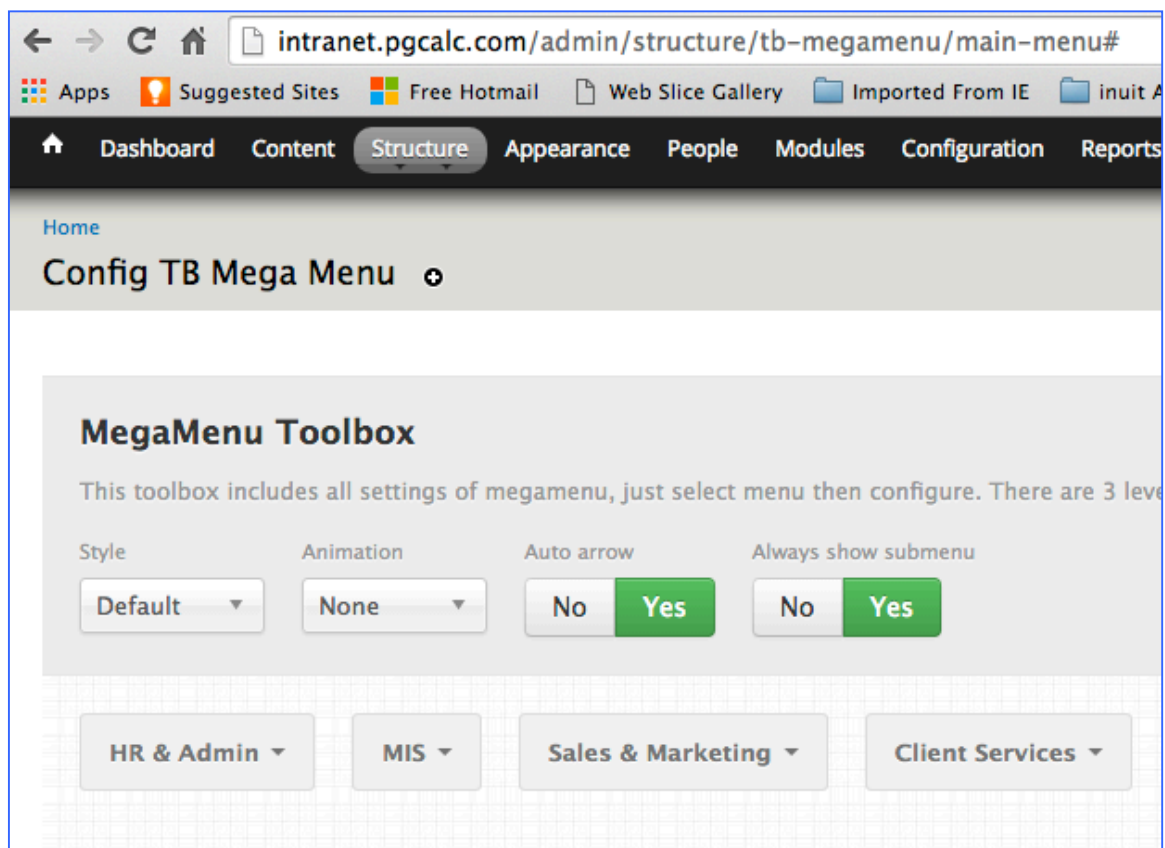
There are three levels of configuration: sub-megamenu settings, column settings and menu item settings.

When you highlight one submenu (by clicking its corner and having the whole large rectangle turn yellow) you get the box below. 700 pix seems to be good for the Intranet and all are set that way. Also, the justification is set to "both" but there may be some advantage for the first items in a menu to be left justified, the middle ones centered, and the last ones right justified. I wouldn't add a row and I don't understand "extra class" at this point, but it might be helpful someday.

When you highlight the corner of just one column of a menu you can choose the width of the column (2, 3, or 4 seem good) but this seems to reset on its own from time to time, and you can't exceed a certain total number or it breaks funny. If you end up with a ghost column then removing it with the "-" is very helpful. The reason to change widths is if you have one column with some long items (or the title of the column itself).

Item configuration is where you clean up any messes made by the menu link rearranging. It's easy to end up with your menu items under the wrong headlines or combined with other menus but remain calm.

Break column is important to move items left or right, and everything else after it goes with it. Just do it until it seems right and be sure to save the configuration when done.

4. Reload the Home Page

And you're done.