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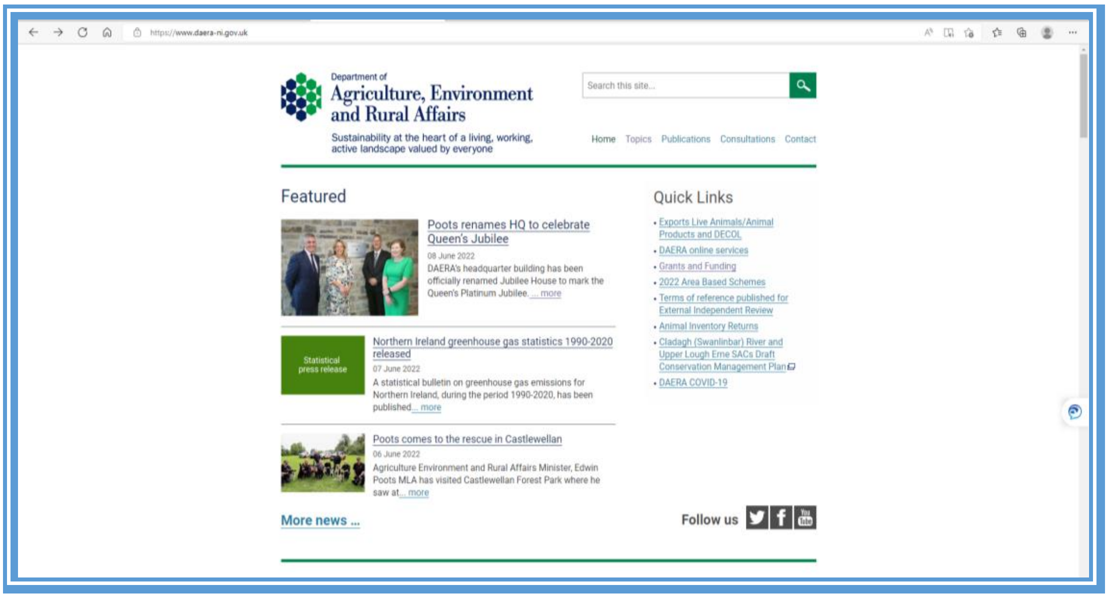
Department of
Agriculture, Environment
and Rural Affairs

www.daera-ni.gov.uk

Internet Contributors Manual (DRUPAL)

www.deara-ni.gov.uk



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***Sustainability** at the heart of a living, working, active landscape valued by everyone.*

Contents

1. Introduction

This manual provides detailed guidance for staff who are responsible for creating, editing or updating content to the DAERA public facing **Internet** page – www.daera-ni.gov.uk. Those DAERA staff who are approved to either create or approve content to be published to the intranet page will require a licence to do so. This licence provide access to the Drupal Content Management System. Users will be permitted to create, edit and update, and approve (publish) content on the DAERA intranet page. The aim of this manual is therefore to ensure that staff are aware of the procedures and policies in place when adding information to the DAERA website / internet page.

This manual brings together guidance and procedural instructions from various sources into a single point of reference that web authors and editors will find easy to use as a reference tool. It is a living document and will be updated as new procedures are developed through the evolution of the site, Drupal system or following any NICS direction which will impact on the procedures in place at that time. Staff must bear this in mind, and be sure to refer to the most recent version of the guidance available.

If there is any doubt about the practice or procedure to be followed, or to report any changes in personnel who require any web publishing role, please contact the Web Admin Team at daerawebsite-admin@daera-ni.gov.uk.

For the purposes of interpreting this manual web authors / editors are those staff who create, update or edit content on the DAERA internet page. The DAERA internet page is www.daera-ni.gov.uk.

In addition, some of these approved Drupal licence holders will also be nominated within their respective branch to review and authorise or publish content. These individuals will also be provided with Publisher Access in additional to all other standard author / editor permissions. There should be at least one nominated staff member with Publisher Access. For information on licence holders within your business area contact the Web Admin Team if required.

***Please note:* A web editor should *NOT* be approving their own content. This should only be done by another web editor with Editor/Publisher Access permissions.**

1.1 Future

Moving forward, all new licence holders will be required to complete training. Existing licence holders can undertake refresher training if desired. This will be available on the intranet.

The Web Admin Team will no longer be uploading and approving (*publishing*) content onto the intranet for business areas. Responsibility will be given to approved Drupal users in each business area within DAERA.

This manual is aimed at assisting licence holders in all aspects of adding content to the DAERA intranet page.

2. Web Admin Team

The Web Admin Team are part of the Data Protection and Information Management Branch (DPIMB) within Digital Service Division (DSD).

The role of the Web Admin Unit is to:

- ensure compliance with NICS Guidelines and Policy relating to departmental intranet pages
- ensure compliance with NICS Style guidelines for publication of information on intranet and internet pages
- assist in checking that DAERA web authors / editors are complying with accessibility of information, which is a statutory requirement of every governmental department

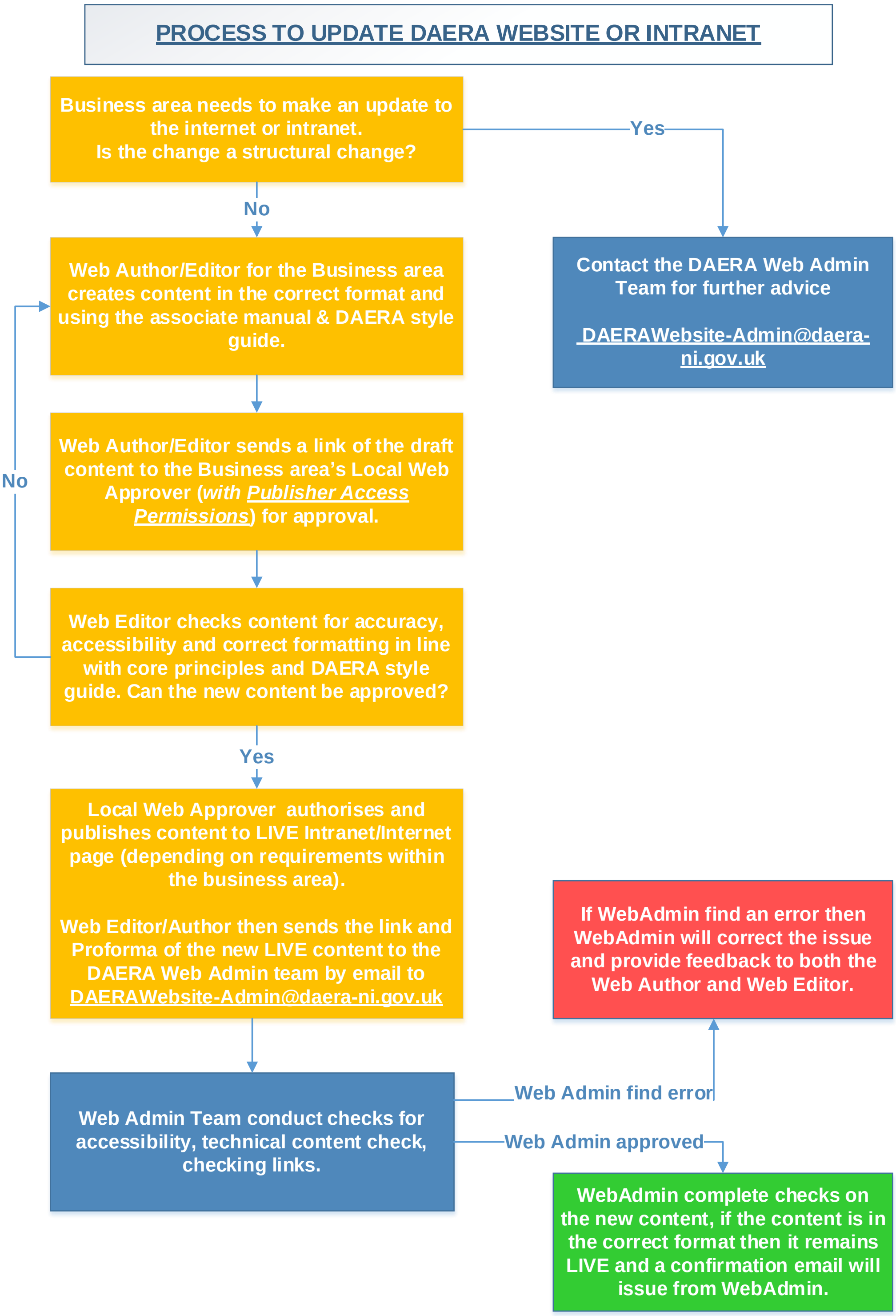
The Web Admin Team will ensure that all DAERA staff comply with the above conditions when publishing content to the DAERA public facing website. Whilst the responsibility for creating the content and approving that content for publishing onto the public facing DAERA website will fall to individual branches, and those approved Drupal users within that branch, the Web Admin Team will make regular checks to ensure that compliance is being met by all. This will involve ongoing audits of sections of the DAERA public facing website.

Where a branch is non-compliant the Web Admin Team may adopt one of the following approaches:

- Amend the content (minor changes)
- Provide feedback to the relevant department / branch by way of an audit report – to assist in future web publishing activity to ensure compliance
- In cases where there are major breaches of compliance the content will be temporarily unpublished by the Web Admin team. The relevant department / branch will be notified and instructed to amend within a specified timeframe

3. Web Publishing Process

The following flowchart provides a step-by-step guide to the process of creating, updating or editing web content and publishing this to the DAERA intranet.



3.1. Pro Forma

Once content has been published onto the public facing, DAERA internet website, web authors / editors must complete a pro forma for each content page created, updated or edited. The pro forma should be completed in full and then saved to CM Container **AE2 -22-17642**. The web author / editor must then notify the Wed Admin Team.

An email should be forwarded to deraerawebsite-admin@daera-ni.gov.uk stating**:**

- Branch / Division
- CM number of the saved pro forma
- CM title of the saved pro forma
- Date published
- Name of Local Editor (Publisher/Approver)

3.1.1 Pro Forma Templates

Depending on the complexity of the intranet content to be created, edited and updated web auditors / editors must complete a pro forma advising of the changes. This should be available to allow the Web Admin Team to undertake ongoing checks on live content.

3.1.2 Minor Changes

Changes within this category include adding up to date publications and policies, attaching images to an exist page, adding text to an existing section within the intranet page. This is typically not a new area to be developed within the internet page. Changes are small with minimal text and format changes to the overall page and content within that page.

See **Web Publishing Minor Amendment Pro Forma** link for more details on information required.

3.1.3 Major (Project) Changes

Changes within the category would include creating a new landing page and involves more complex work including creating new content, images, topic areas etc. This will require more time to develop and therefore check by the Web Admin Team. It is likely that this work will require the involvement of the Web Admin Team in creating the content. Work of this nature will require approval in advance and an agreement relating to input from the Web Admin Team.

See **Web Publishing Major (Project) Amendment Pro Forma** link for more details on information required.

Please contact the Web Admin Team at dearawebsite-admin@daera-ni.gov.uk if you have any queries in relation to the web publishing process.

If you are unsure about publishing content then in the first instance speak with a member of the Web Admin Team who will advise accordingly.

***Important:* Under no circumstances must a web author / editor delete any content on Drupal. Content can be unpublished and therefore not visible by the reader. It *MUST NEVER* be deleted.**

If it is essential that content needs to be deleted, then the web author / editor should contact the Web Admin Team at daerawebsite-admin@daera-ni.gov.uk.

The only Drupal users that should be deleting content, and only in exceptional circumstances, is the Wed Admin Team. Prior agreement with Web Admin Team will be required.

4. Authority

If you are submitting a request for a new Drupal account, an email should be submitted to daerawebsite-admin@daera-ni.gov.uk detailing the following information:

- User full name
- User email address
- Payroll number
- ESS number
- DAERA branch / Division / Department
- Type of account – author/editor licence
- Line manager approval

New Drupal account users must be approved by the Web Admin Team. Web Admin Team will send the request (if content to do so) to the Service Request team for IT Assist to create the licence. Once this has been actioned the user will be notified by IT Assist.

5. Accountability

Individual users must have a unique and verified identity and all transactions must be attributable to the user.

The Web Admin Team will provide advice and guidance on how to contribute accessible content to the website (please read the **Section 6 - Accessibility** for more details).

Accessibility is a key statutory responsibility of all government departments. The Web Admin Team will provide contributor support at all times and clarify any guidance that has not been understood.

All DAERA staff should however be aware of the requirements regarding accessibility and all authors / editors are expected to adhere to this guidance. Further guidance documents can be accessed in **Section 6** of this manual.

6. Accessibility

6.1 Introduction

New legislation came into force in September 2018. It produced new regulations to ensure public sector websites and mobile applications are accessible to all users, especially those with disabilities. Departments have carried out accessibility audits and have published accessibility statements on internet sites.

To be truly accessible, it is not enough for a document just to look well-presented. For it to be read and understood by as wide an audience as possible – including, for example, people with visual impairments, dyslexia or learning difficulties – your document also has to work well with screen reading software.

6.2 Things to Remember

It is good practice to write as though for electronic publishing – based on the following main principles:

6.2.1 Text

Use a Proper 'Headings' Structure

You should use an appropriate heading structure for your document. This means using a hierarchy of headings – such as Heading 1, Heading 2, Heading 3 etc. This enables screen readers to identify headings for the listener, and also allows navigation of the document by its headings.

Write in Short, Simple Sentences

It is essential to use clear, simple language to communicate effectively. Using 'plain language' is a key aspect of organising and presenting information so that it is easy to follow.

Plain language means communication that the listener or reader can understand the first time they hear or read it. It can be defined as a simple, clear, conversational style that uses everyday words and an active voice.

Write in Plain Language and Avoid Jargon and Abbreviations

The presentation and layout of information can make a big difference to reading and comprehension.

Choosing a font

There are no hard and fast rules about the best fonts to use and users have their own preferences. However, for printed documents, many organisations recommend using a clear, 'sans-serif' font without too many flourishes – such as Arial, Helvetica or Verdana. These types of sans-serif fonts are also generally used in web design. Light or thin fonts should be avoided. People with sight problems generally find heavier weight types easier to read.

Point size

Text size of 12 point or higher will benefit most users. However, it is good practice to make 'large print' versions of documents available on request. The RNIB define large print as 16 point Arial or bigger. It is also important to remember that point sizes can vary between fonts. For example:

- this is 12 point text in Arial
- this is 12 point text in Verdana
- this is 12 point text in Times New Roman

Other important guidelines to consider in producing more accessible content are that:

- lowercase letters are easier to read – avoid using capitals for continuous text
- high contrast makes documents more legible – alternative colour contrasts (including black text on a yellow background) can be beneficial, particularly to readers who are dyslexic or have a learning difficulty
- avoid using colour alone to convey meaning - if you use colour to convey information (for example, by formatting certain items in a list in a different colour) then ensure that this is accompanied by a text alternative
- white space makes information easier to read – do not overcrowd the page with text; make sure you leave sufficient space between paragraphs; and consider increasing the space between lines
- large and bold font is useful for highlighting and emphasising text – italics and underlining can make text more difficult to read

- numbers from one to nine are easier to read (in normal text) if they are written as words – numbers from 10 upwards should be presented as numerals
- justify text to the left – this makes it easier to find the start and end of each line and ensures an even gap between words
- do not hyphenate words at the end of lines
- use proper list formatting for numbered or bullet lists
- provide a meaningful description of important images
- check the accessibility of your document using Word's built-in checker

6.2.2 Tables

Tables in Word need to have a simple structure and give column header information. To work with a screen reader, Word tables must not contain split or merged cells, completely blank rows or columns, or nested tables. For screen reader users, it is also useful to add a short descriptive caption for each table under Table Properties > Alt Text.

6.2.3 Lists

Using numbered or bulleted lists in documents can be a very useful way of breaking up complex, content-heavy information, making it easier to read and follow.

For people using a screen reader, the list itself can convey some valuable information including:

- where the list starts and finishes
- how many items are in the list
- what list item the user is on

For the listing feature to work with screen-reading software, the author must create the list using the built-in list formatting within Word.

6.2.4 Images

Using images in a document can help convey complex information. The use of appropriate images can also often help readers with dyslexia and learning difficulties to follow meaning.

However, the placement of images on the page should be carefully considered. Images placed in a random way can interrupt the flow of the text and make it even harder to follow. Information producers should generally avoid fitting text around images. Rather, you should consider placing images at the end of paragraphs and allow sufficient space between the text and the image. You should also avoid placing text over any background image.

Not everyone reading your document will be able to see it. If a document is likely to be made available electronically, you must also consider adding 'alternative text' to your images via the 'Edit Alt Text' function which can be accessed by right-clicking on any image. Screen readers will subsequently convey description that you have added as an alternative to the user being able to view it.

When writing your 'alt text', you should consider what the image conveys. This will help you decide how to describe it so that all of your document makes sense to everyone. You do not need to include words like 'image of' in your text alternative - screen readers will automatically announce that it is an image. 'Alt Text' should also ideally be kept short - about 150 characters at most. If the image additionally requires a longer description, then consider including this in the visible text of the document.

If the image is purely decorative you should mark it as such in the 'Alt Text' options so that screen readers are informed to ignore it.

6.2.5 Hyperlinks

For documents that are accessed electronically, including hyperlinks to web pages can enhance their usefulness for the reader.

Adding hyperlinks in Word is very easy through right-clicking on any word or group of words. However, it is important that the hyperlink makes sense as standalone information. It needs to convey clear and accurate information about what it links to – for example, by including the full title of the destination page. It can also be useful to provide the full URL in brackets after the descriptive link so that it is available if the document is printed of if users wish to cut and paste it.

Avoid restyling links to remove the underline, as this may make them difficult to distinguish as links for some users.

6.2.6 Use the Accessibility Checker

You can check the accessibility of your document in Word by using its built-in checker. The 'Check Accessibility' button is available under the 'Review' menu. This will highlight any accessibility-related problems with your document, describe why you should fix them, and give you guidance on how to do so.

You can also have the accessibility checker check your work while you are writing by checking the 'Keep accessibility checker running while I work' checkbox available under the checker.

6.2.7 Converting to PDF

If you need to convert a Word document to a PDF, follow the instructions above to format headings, tables and lists with Word styles. Also, convert any embedded Office objects to images and add alternative text to all your images.

Ensure that the following options are selected in the PDF creation settings:

- Enable tagged PDF
- Create headings using Word headings

Creating a tagged PDF is especially important for accessibility as it ensures that information about document structure such as headings, lists and alternative text will be available within the PDF document.

6.3 Useful Resources

6.3.1 Office Document Accessibility

Microsoft provide extensive resources in different media on how to make your content accessible for all – in each of the Office 365 apps. These resources are free to access at Create accessible Office documents.

6.3.2 Writing Alternative Text

Benetech provides a useful free tutorial for writing alternative text - the Poet Training Tool.

6.3.3 PDF accessibility

If you need to know more about PDF accessibility, Adobe provides a range of resources on making PDFs accessible covering different versions of their PDF creation software.

6.3.4 In-House Support in DAERA

DAERA's Accessibility Statement can be viewed at the following link:
https://www.daera-ni.gov.uk/articles/accessibility-statement-department-agriculture-environment-and-rural-affairs-daera-ni

This will provide more information on what the department is doing as regards accessibility for staff internally and members of the public externally.

Our own digital services also provide some useful information available via this link http://nics.intranet.nigov.net/daera/campaigns/user-experience-reference-cards.

There is a WAI tool which can be used to check accessibility available at https://www.w3.org/WAI/eval/report-tool/#!/evaluation/report.

Finally, the Web Admin Team are also always available if you need any help or advice regarding accessibility. We can be contacted by emailing daerawebsite-admin@daera-ni.gov.uk.

Making our information accessible to everyone is *everyone's* responsibility!

7. Contingency & Emergency Arrangements

It is important that the website is available to our customers 24 hours per day, 7 days per week. Each branch / division / department should have procedures in place to ensure that essential services are maintained at all times, including arrangements for outside normal working hours. In both cases, if you experience any difficulties with web pages, you should contact the Web Admin Team for assistance (during normal working hours) using the following email address:

daerawebsite-admin@daera-ni.gov.uk

Please note that any technical difficulties with IT systems and software should be raised with IT Assist on 155 or itassist@nigov.net.

The Web Admin Team are available for support Monday to Friday during normal business hours. Operations outside these hours are in exceptional circumstances only with prior agreement between the respective branch / division or department and the DAERA Web Admin Team.

Drupal users are reminded that all content published must meet with Department guidelines. Any content deemed to be in contradiction with DAERA guidelines and statutory obligations regarding Accessibility should be 'unpublished' immediately if discovered. It is the business areas responsibility to check content is accessible, up to date and in keeping with all statutory guidelines. Each business area should have one or more Editors (approvers) with Publisher Access which will allow for content to be unpublished if required.

The Web Admin Team will remove such content without prior notice if they find the same type of content whilst carrying out their daily role of audit checks on web content for the DAERA public facing website.

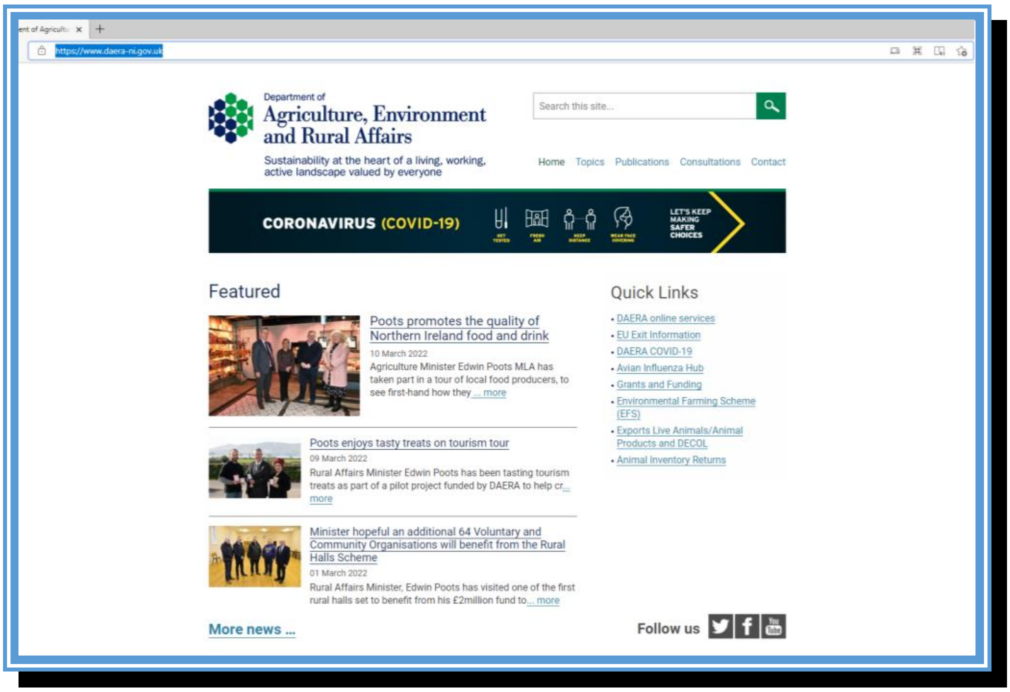
Users are reminded that on no occasion should content be deleted. If in doubt please contact Web Admin Team at daerawebsite-admin@daera-ni.gov.uk immediately.

8. Logging into Drupal

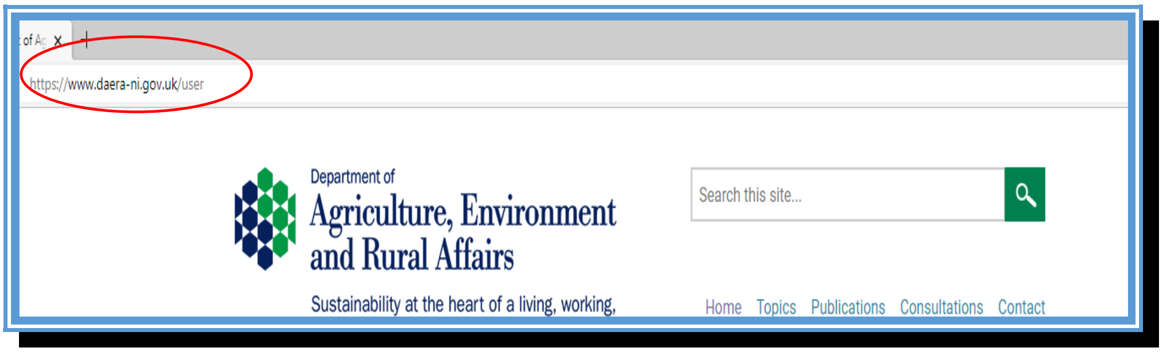
The DAERA website is accessed at www.daera-ni.gov.uk. The preferred browser when updating the internet site is Chrome (see desktop icon below).

You can also use Microsoft Edge or Internet Explorer however Chrome is the easiest browser to use.

Press & hold the ctrl key and click on the above link: to open the website on your browser directly from this manual. Alternatively, you can copy and paste the above link into the address bar of your browser window. You may also wish to store this link to your favourites by selecting favourites, add to favourites, choose a name e.g. DAERA website, DRUPAL etc, and click ok).

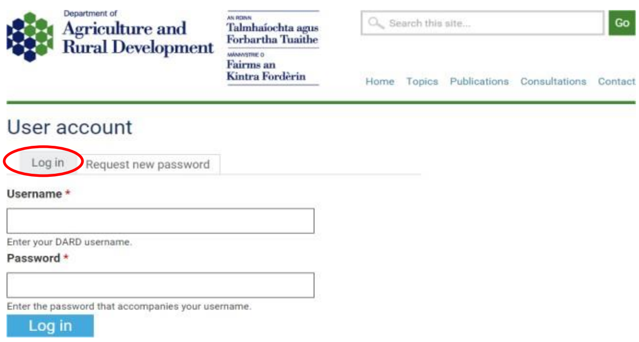


To access DRUPAL, click on the address bar www.daera-ni.gov.uk and type "**/user**" at the end of the link, and press return.



You will then view the screen below:

Insert your ‘**Username**’ and ‘**Password**’



Username should always be your surname and first initial of your first name and all in lower case. For example, if your name is Joe Bloggs, your username is bloggsj.

Next enter the password that the Web Unit have provided you, and once you are content, click “Log in”

8.1 New Users

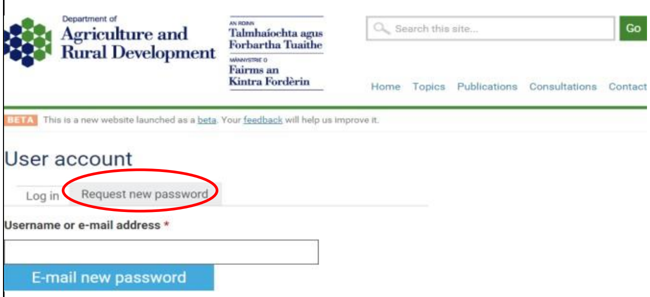
Once the training course has been completed, the Web Admin Team will organise for an account to be set up. You will be issued with confirmation of your username and password.

You are advised to change your password immediately after you log on for the first time! There should be an automatic prompt to do so on first login.

You can opt to have the system remember your login details for future login attempts, rather than having to manual key in the details at each login.

If you have any problems logging into your Drupal Workbench for the Internet page then contact IT Assist at itassist@nigov.net.

8.1.1 Changing your Password

On the Log in screen for DRUPAL, you will see a TAB called "**Request new password**". Click on that TAB, fill in your email address, and click "**E-mail new password**". Follow the instructions emailed to you. This method can also be used if you have forgotten your password for DRUPAL.	

Your username is either your surname followed by the first letter in your first name i.e. **smithj** for John Smith or your DAERA email address:

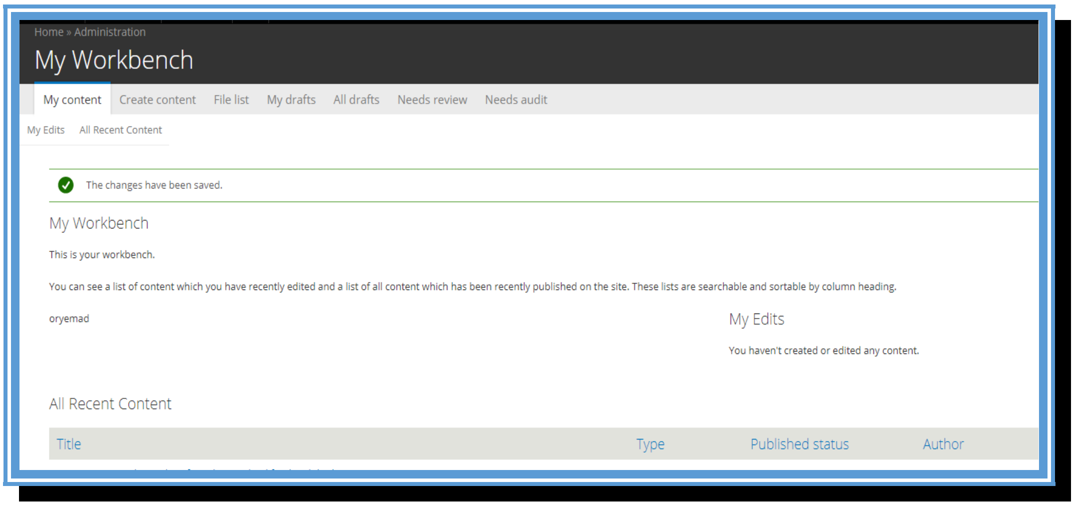
Firstname.Surname@daera-ni.gov.uk

john.smith@daera-ni.gov.uk

You can also request a new password if you have forgotten your password.

9. Your Drupal Workbench

When you log in to DRUPAL, you will be shown the workbench area.



It is from here that you can:

- Access your current draft content (not yet active on the site)
- View your recent content as well as creating new content

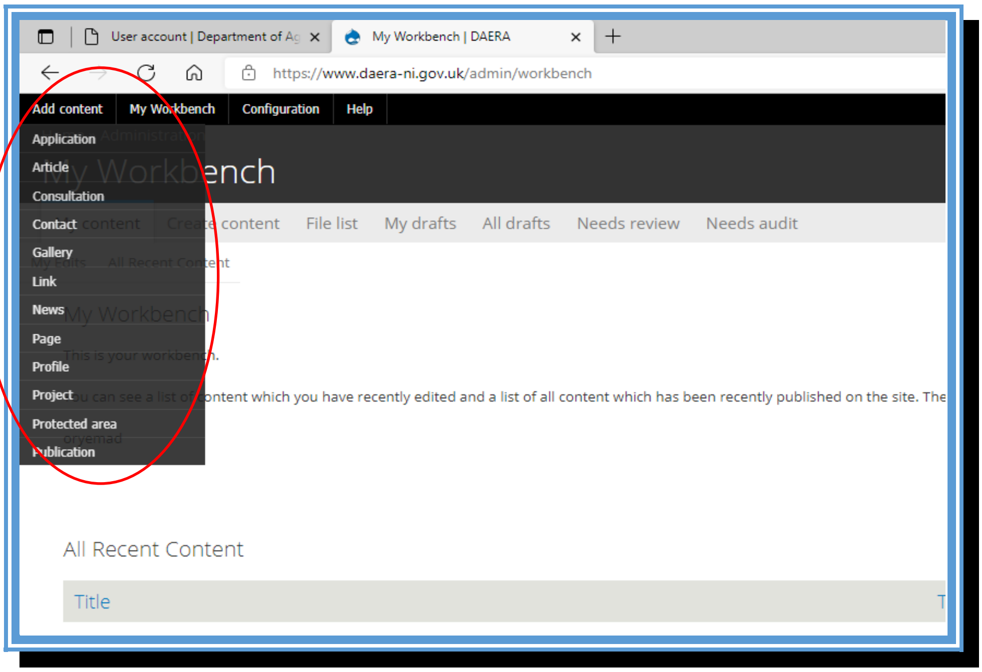
Just above the title “**My Workbench**”, you will see a link to “**HOME**”.

Clicking on this link will return you to the homepage of the site, with the additional DRUPAL menu options on display directly under the address bar. This is useful if you want to navigate through the site to find the page you need to edit.

10. Content Types in DRUPAL

There are several different types of content that can be created, so it is important to think about what type you need before you start publishing, as **it is not possible to change from one content type to another** once you have commenced the process and selected a content type.

The screenshot below lists all the different types of content that can be created for the DAERA public facing website (**internet** page).



10.1 Most Commonly Used Content Types

The main content types that you will make use off, are listed below and are explained in more detail later in the guidance. A brief summary is provided within this section.

Article

Use this content type for generic pages of content

Example: https://www.daera-ni.gov.uk/articles/more-information-ni-plant-health-risk-register

Consultation

Use this content type for non-HTML content that has a closing date (i.e. public consultations)

Example: https://www.daera-ni.gov.uk/consultations/eia-consultation-tullycreevy-monea-co-fermanagh-era1920-86

Contact

Use this content type for pages containing contact information only

Example: https://www.daera-ni.gov.uk/contacts/contact-ni-forest-service

News

Use this content type for news items, press releases and announcements (these pages are generally but not exclusively used by the Press Office and Internal Comms staff)

Example: https://www.daera-ni.gov.uk/news/innovation-and-expansion-are-key-getting-our-rural-economy-moving

Publication

Use this content type for generic non-HTML content such as PDF documents

Example: https://www.daera-ni.gov.uk/publications/felling-charter-2014

Please note that all documents should be published on a publication page only.

There are other templates available via the "Add content" tab however you will not have the required level of permissions to allow you to use these templates and you should speak to a member of the Web Admin team if you need to discuss any of these.

10.2 Key Features for the DAERA Internet Site

Topic / Sub Topic

Topics are used to group pages together, often to a specific business area. Web admin can advise on the creation and use of topic pages and their use.

Link

We use this to add a "quick link" from the DAERA home page to a designated web page. There are 8 "quick links" available on the home page which can be used to make it easy for users to access a web page without using the search function.

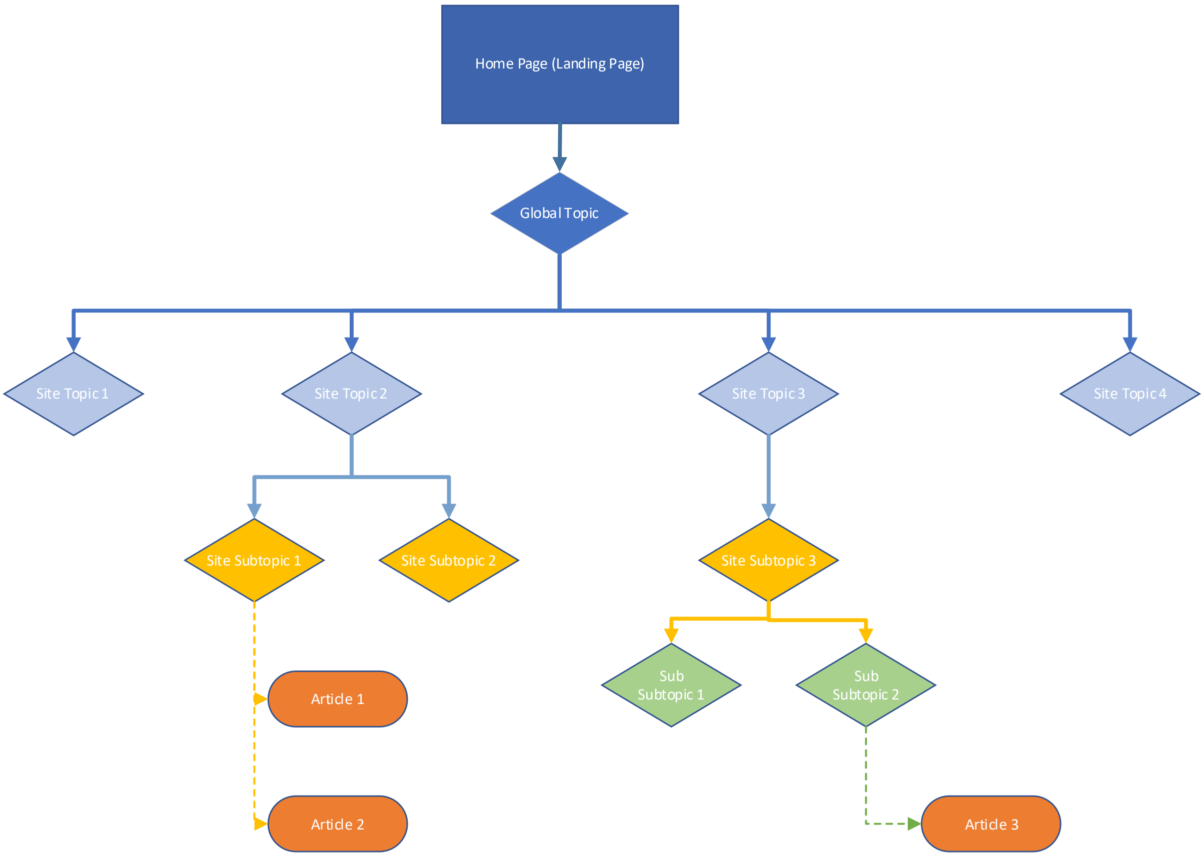
Landing Page

Landing pages are useful for providing access quickly to web pages using images / graphics in an engaging way.

Please see https://www.daera-ni.gov.uk/grants-and-funding for an example of a landing page currently in use on our website.

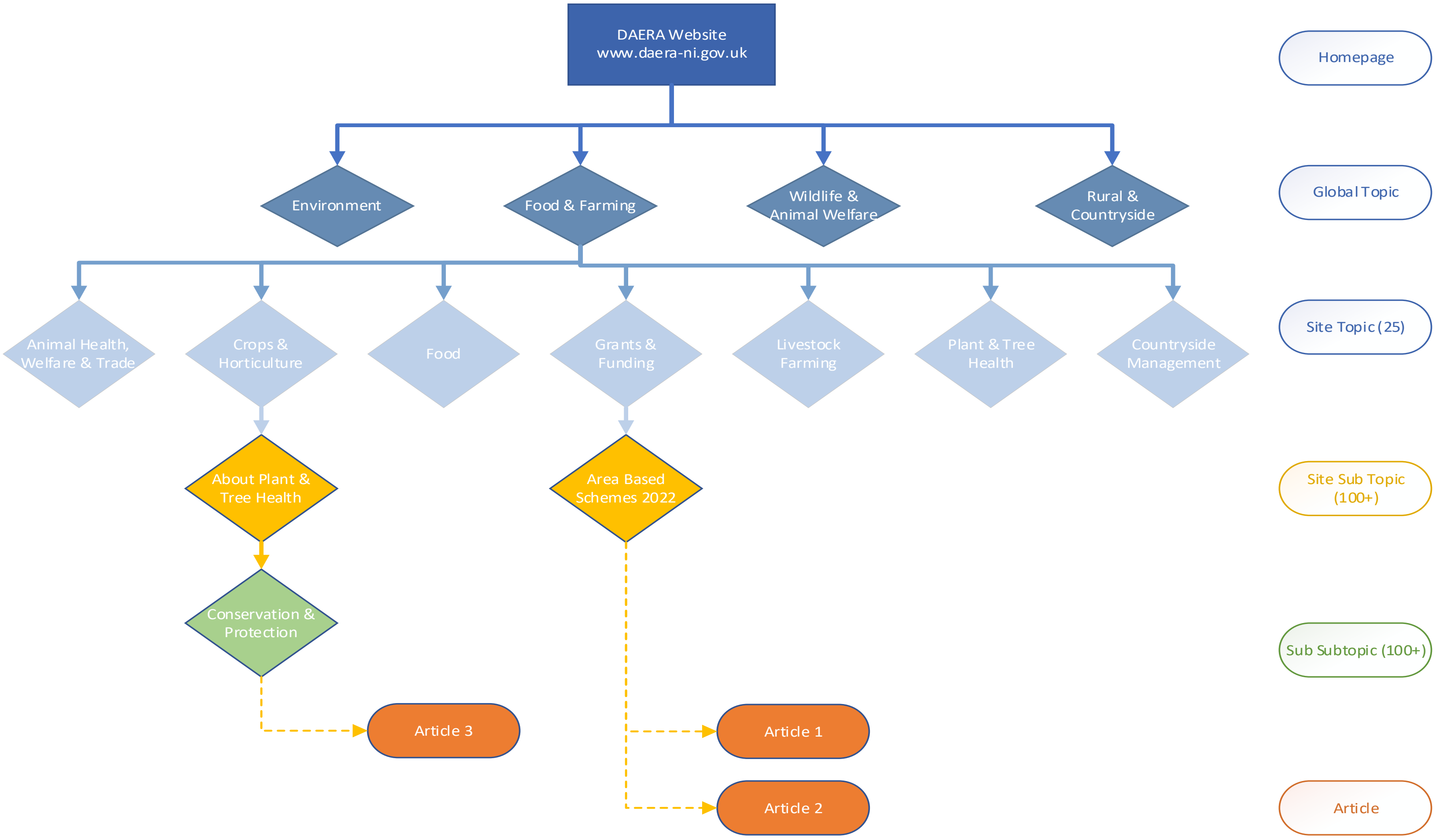
This type of content would be deemed to be a major project and requires input from the Web Admin Team in developing the Landing Page. Need for a new Landing Page must be justified and agreed in advance with the Web Admin Team. You are asked to contact the team at dearawebsite-admin@daera-ni.gov.uk in the first instance to discuss the proposal.

11. Structure in Drupal



In this example diagram, you can see that each Site Topic is associated with the homepage, and likewise, any Site subtopics are associated with a Site Topic, and so on with Sub subtopics. All Topic pages have already been created to form the structure of the website. Article pages are the ones that hold the specific information, and these must in turn be associated with either a Site subtopic, or in some cases a Sub subtopic. An Article page cannot be directly associated with a Site Topic.

Using our own website as an example, we can redraw the above diagram for the **DAERA Website (Internet) -** www.daera-ni.gov.uk



Please note the list of site topics, sub topics and sub subtopics is not exhaustive. This diagram is used only to demonstrate Drupal for the DAERA website and remit of the department. To maximise audience reach you should select as many global topics, site topics and sub topics that are applicable.

A global topic is the overarching theme, objective or purpose of the department. In the case of DAERA there are 51 Global topics (as of March 2022).

The list of topics can change and there is no definitive list. They are updated depending on suitability to the services offered within the Department at the time. Please contact the daerawebsite-admin@daera-ni.gov.uk if you wish to add or remove a topic.

An author will select the global topic that is specific to their content and / or department. Once a global topic is selected the options will filter down through site topic, site subtopic and sub subtopic (as required).

Whilst the above diagrams give the impression of a hierarchy (or tree structure), it is important to note that each Topic page, whether Site Topic, Site subtopic or Sub subtopic, are all held at the same level in a linear form.

Similarly, each Article page is also held at the same level as another Article page.

The way DRUPAL interprets the structure of the website depends on a process called TAGGING.

When new content is created, it is necessary to “tag” it with appropriate Site Topic, Site subtopic (and in some cases sub subtopics). When done so correctly, this process will help build the structure of the website automatically, allow you to have the same information appear in different areas of the website without duplication as well as ensuring that similar information can be made available to a visitor to the website should they require further details.

Tagging correctly is extremely important so that the same information is not put onto two different parts of the website at the same time without being linked. In the event that this would happen there is potential risk that information is updated or edited under one site topic of the website and the same information may not be updated in another part of the website. This is important for example with changes to legislation, processes or rules and when they come into effect.

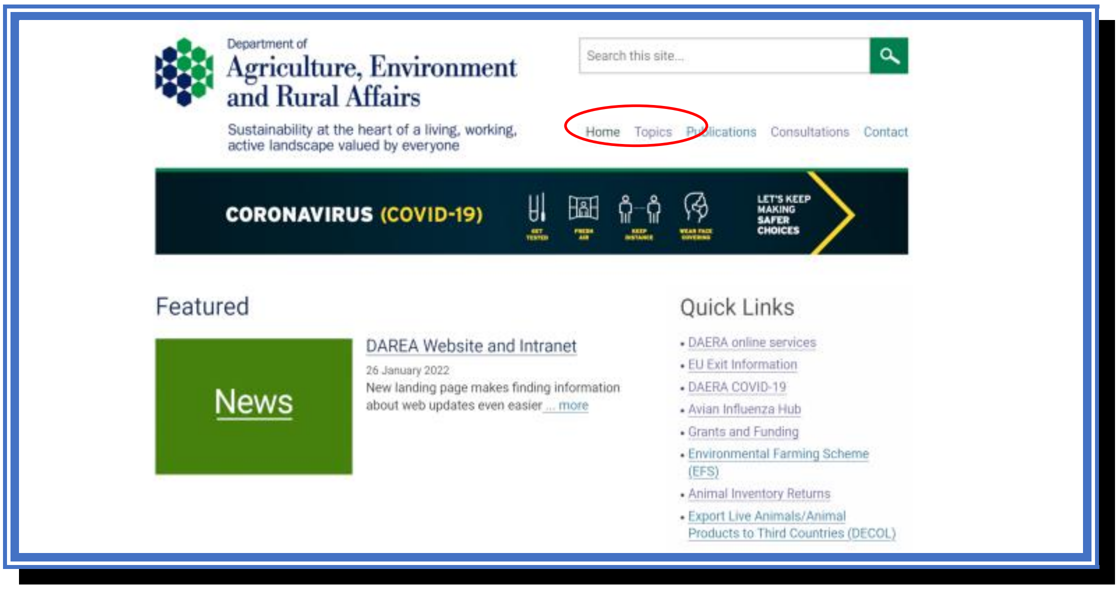
The way to avoid such duplication is to create one template and add as many related topics to that one template, as opposed to creating a new template for each topic area. Drupal is pre-populated with topic and sub topic titles and authors can select the most appropriate to their content.

The benefit of adding multiple topics is that this will reach a wider audience when a search is carried out on the website for phrases or words.

The remaining content types do not fall within this rule, and sit outside of the main structure. With the exception of projects, each one has its own area of the website, but through the TAGGING process, they are also accessible through the main content of the website. TAGGING will be covered in more detail later in the guidance.

11.1 DAERA Internet Staff Facing Page

Starting on the Internet Homepage users can navigate through the Topic structure of the website.



Clicking the **Topics** link on the navigation bar will direct users to a list of all site topics.

From here we can select any **topic**.

Typically, **Topic Pages** will display a short blurb, followed by a list of **Sub-Topics.** Under each **Sub-Topic** a short list or **Articles are displayed.** For example, **Animal Health, Welfare and Trade**:

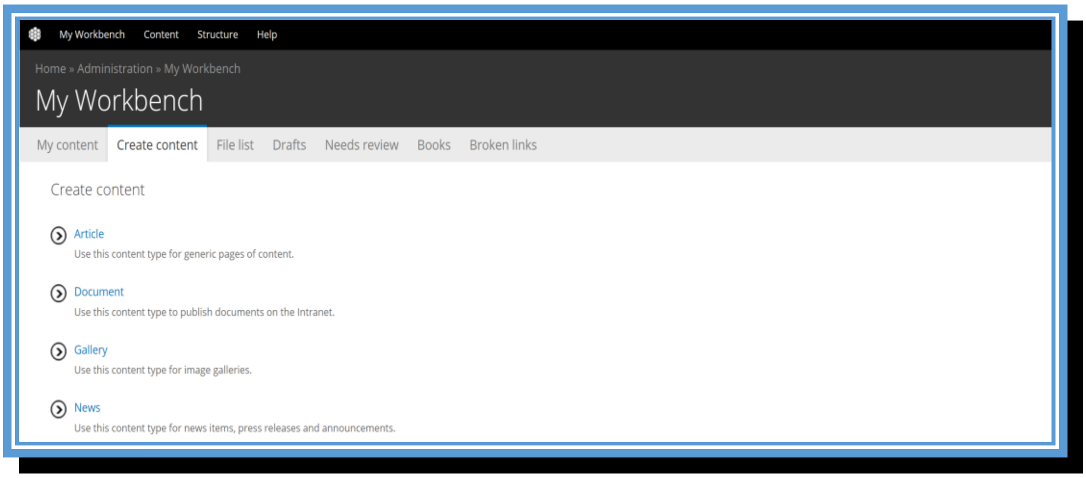
Clicking either the Heading, or “Read More” on ant **Sub-Topic** will show the **Sub-Topic** page, which shows a full list of Articles under that sub topic.

Some areas may have instead requested that their topic or sub-topic is instead represented by a **Landing Page**. In this instance a redirect will divert users from seeing the true **Topic/Sub-Topic** page, and instead open the **Landing Page** create for this topic/sub-topic. For Example, **Avian Influenza (AI)**:

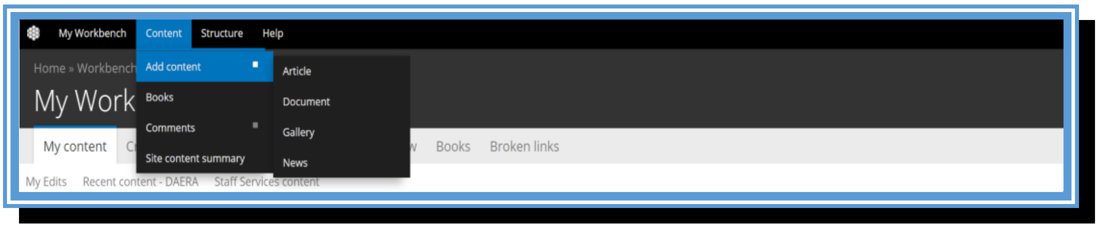
The layout of these pages is much more versatile and allows for grids containing images, text and links to be included. The links included are often links to the main **Article** pages or **Sub-Topics** under the associated **Topic** or **Sub-Topic**.

12. How to Create Content on DRUPAL

From the **My Workbench** screen, you can either click on the **Create Content** tab and then click on the content type you wish to create:



Alternatively, from any screen, you can hover over the **Content** tab, and onto **Add Content** the top of the screen and select the content type you wish to create from there:



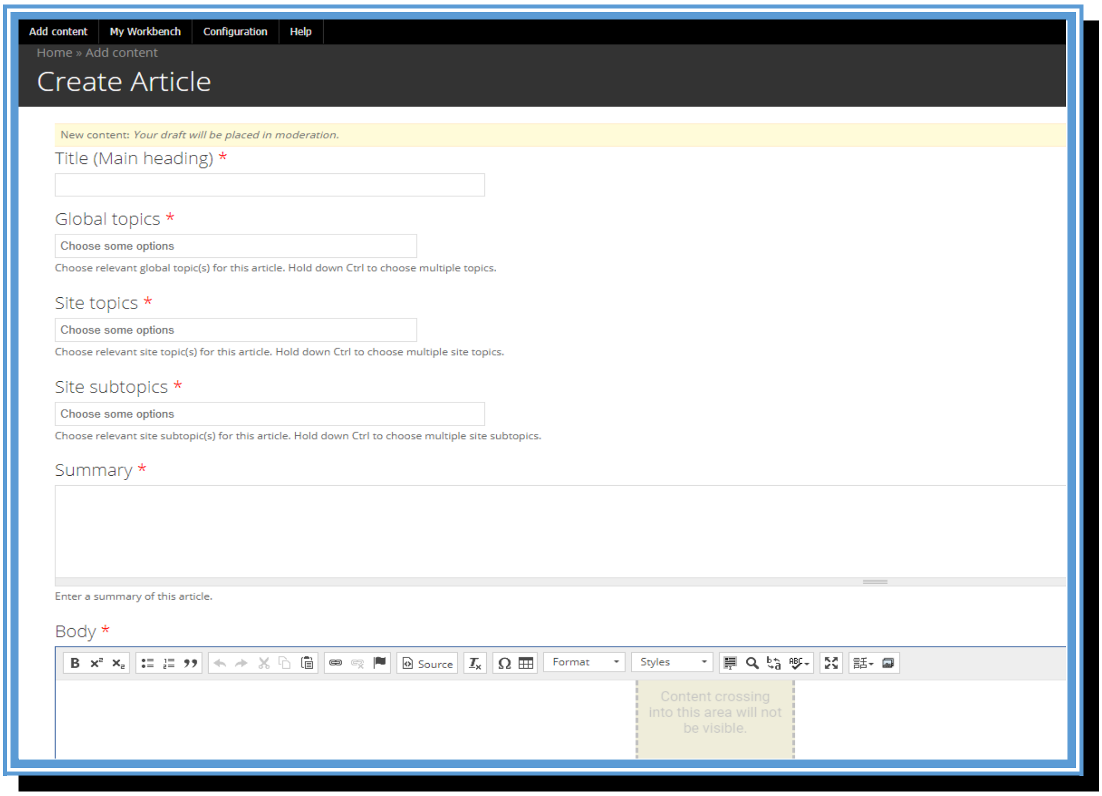
By using either of the above methods you will be directed to a **Create *Content*** Screen.

On this screen, there will be several fields to complete. ***Fields marked with*** * ***are required***, more information is provided below for each content type on how to properly save an update (see Sections 13 – 17) of this manual.

13. How to Create an Article Page

Use this content type for generic pages of content.

Once you have chosen the Article content type, the screen will refresh and looks like this:



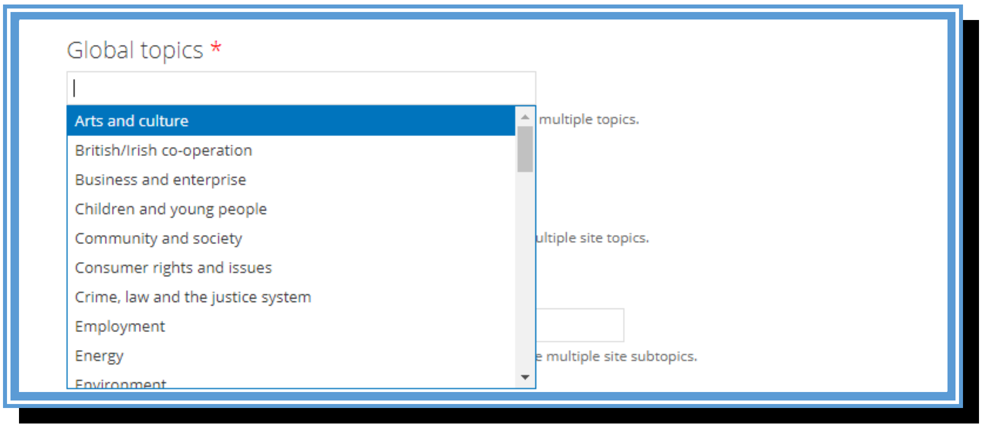
There are several important fields to complete. Fields marked with a red Asterix (*) which are mandatory.

The Article Content type contains several field types:

Title (Main heading) *

This field is fairly self-explanatory, what you type in here will appear at the top of your page as the main heading. As a side note, it is the “title” of a page that you need when it comes to creating a link from another section of the website, but we will cover that in more detail later.

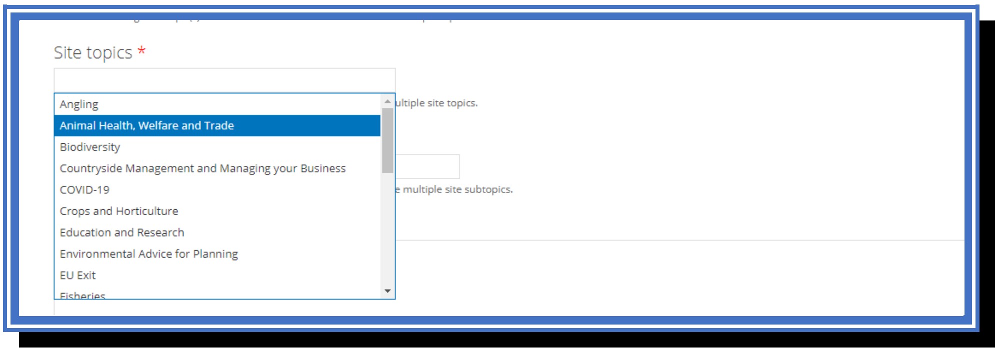
Global Topics*



When you click in this field, a list of topics will appear. This list has been developed through collaboration between all NICS Departments as an over-arching list of topics that covers (or should cover) every aspect of Government responsibility. As you continue to create content, you will become familiar with the global topics that relate to DAERA, for example Food and farming, Rural and countryside etc.

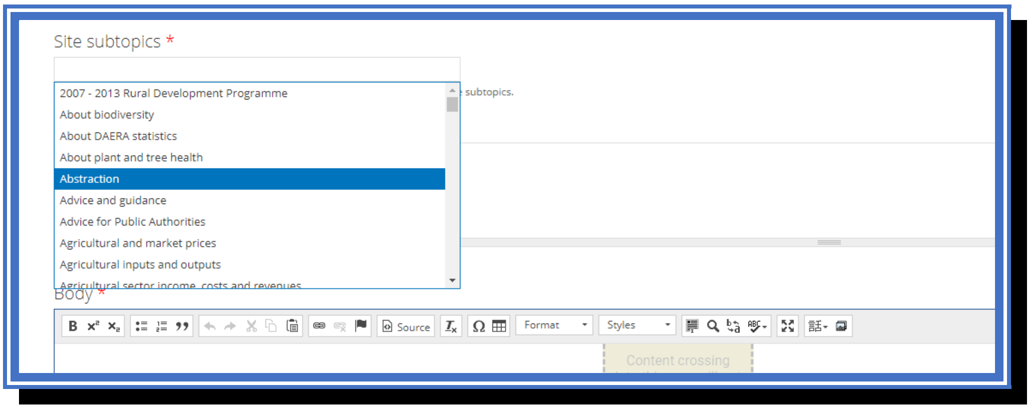
You can have as many or as few global topics as is required, but you must have at least one.

Site Topics*



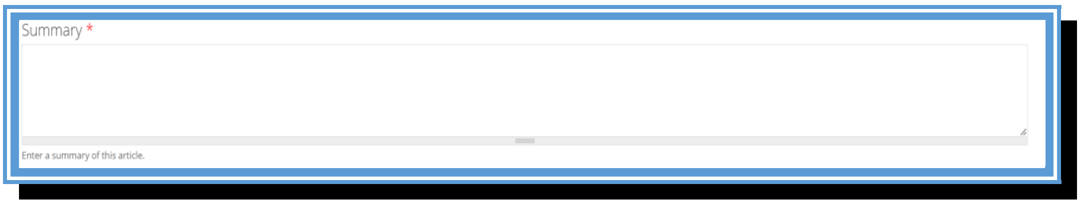
When you click in this field, a list of thirteen site topics will appear. These are the main areas of responsibility for DAERA, and can be seen on the homepage. You can choose as many or as few site topics as is required, but you must have at least one. Only choose site topics that are appropriate for the content you are publishing.

Site Subtopics*



As previously indicated, each site topic is broken down into subtopics. Clicking on this field will display a list of all subtopics (including sub subtopics). As with site topics, you can choose as many or as few site topics as is required, but you must have at least one. Only choose site topics that are appropriate for the content you are publishing.

Summary* (*Brief Summary Sentence*)



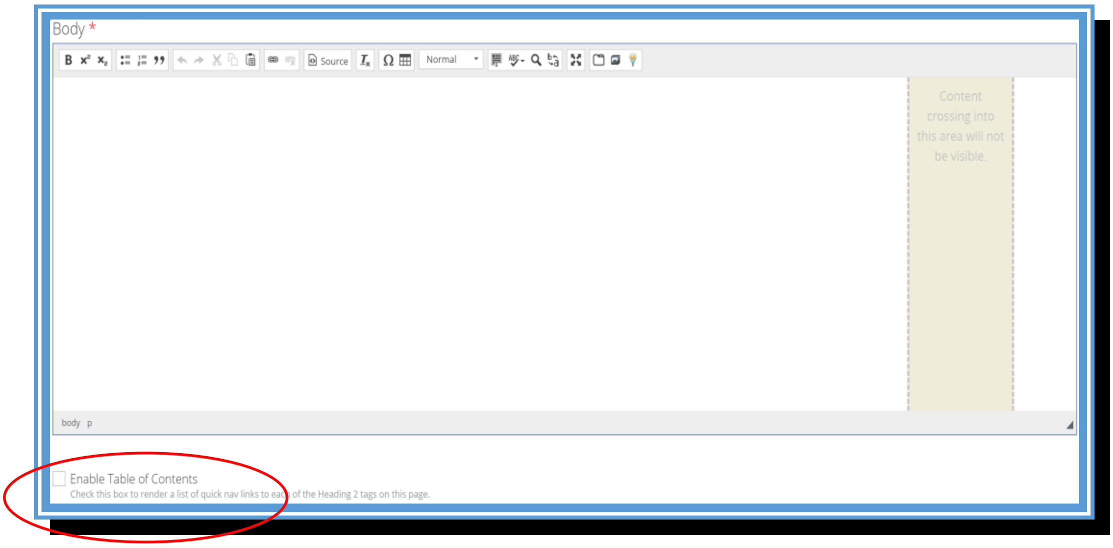
Another self-explanatory field, the summary should consist of a paragraph of text providing visitors with a short introduction to the page's content.

This content is shown on the website so should be concise, meet style guidelines and be accessible for all to read.

This can only be one paragraph, so line breaks will be ignored.

This field cannot contain any images, headings, tables, links, bullet points, videos, email addresses or formatting of any kind.

Body* *(Main Text)*



The field will contain the main content for the page.

As well as normal text, you can enter images, headings, tables, links, bullet points, videos, email addresses, tabs, etc. within this field. Further details on each of these elements will be covered later in the guidance.

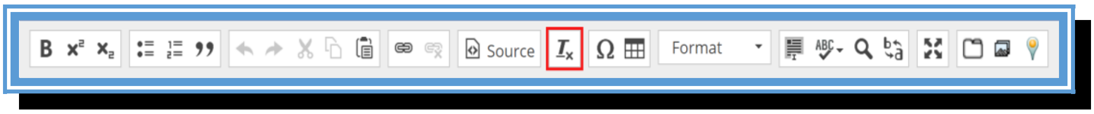
Text can either be typed or copied and pasted from another source such as a web page or word document.

Users should be cautious when copying text from another source as it may <u>not</u> format as expected.

Enabling Table of Contents (As circled above in red)

This can be used where there is volume of information to assist readers to view specific content relevant to their needs. By ticking this box in the main body section Drupal automatically selects all the **Heading 2s** from the Body section. When the content is published links will be created to the right-hand side of the content. This will allow readers to click on a specific link and be directed to that specific section of the content.

Removing Format



You can use the **Remove Format** button to strip out this formatting, however, this may not fix all issues, as some editors may have inserted hidden characters, these can be invisible to most users, but can cause accessibility software, including screen readers, to have difficulties.

Copying text from a simple editor, like notepad, can help to ensure that these kind of issues are avoided.

Once text is added, the buttons at the top of the body field can be used to change formatting of your text, including superscript/subscript text, bullet points, quotation formatting, headings and adding links.

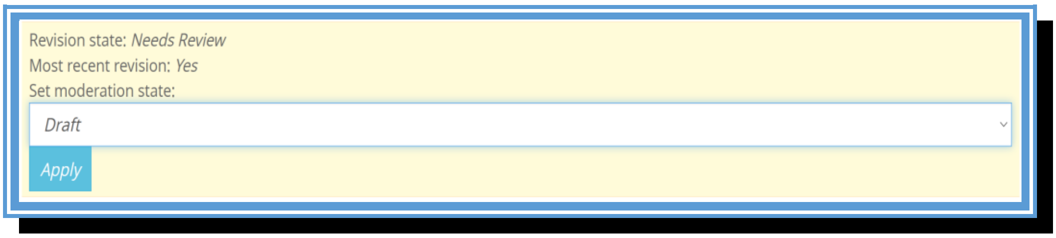
Draft and Publishing

Once you have finished your article page, click on the **Save** button at the bottom of the page.

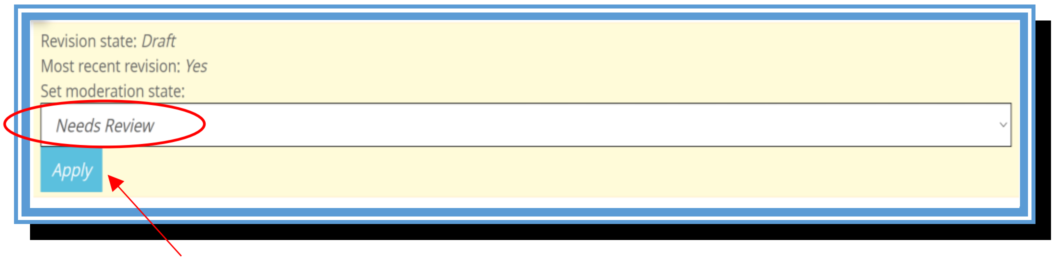
Providing that you have completed all the fields indicated above, the page will now refresh and you will see a draft version of how the page will look.

If you have not completed all mandatory fields, you will get an error message similar to this:

Draft pages cannot be viewed by the public. To make a page live it must be published. This can only be done by a user with Editor Role.



You can then change the state to **Needs Reviewed** in order to designate that it is ready to be published, and click **Apply**.



Approval and Publishing

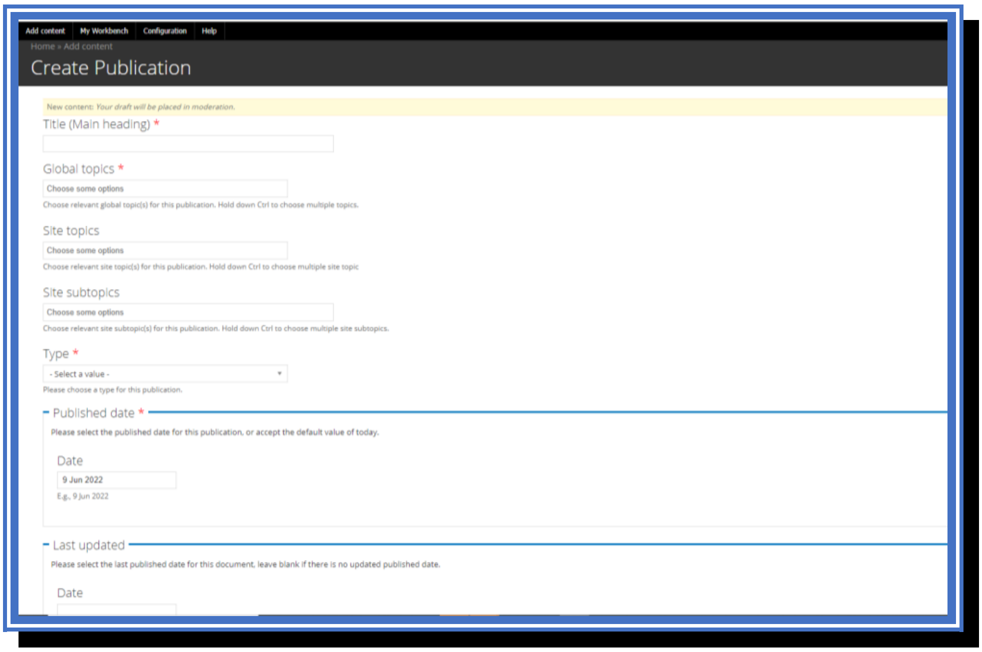
Once the final draft content is ready for publishing the web author / editor must inform the approved publisher for the business area. An email should be sent to the local editor / approver from the web author / editor to inform them that there is now content needing reviewed and publish if the editor / approver is satisfied it meets with guidelines. The URL should also be copied and pasted into the email for the editor/publisher to review.

The local editor / approver will review the content and publish if appropriate. The local editor / approver will then confirm with the web author / editor that the content has been published / not published. If it has been published the local approver will provide the web author / content with a screenshot of the live URL / page. Once this process has been completed the web author / editor will complete a Pro Forma (see **Section 3.1** page 6 for details).

14. How to Create a Publication Page

Use this content type for generic non-HTML content such as PDF documents.

Once you have chosen the Publication content type, the screen will refresh and looks like this:

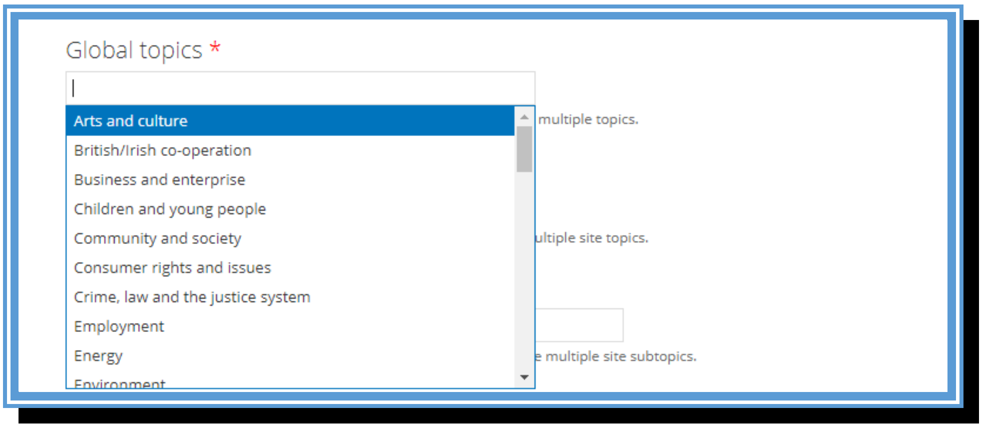


As with an article page, in this section of the publication page screen, there are several important fields to complete.

Title (*Main heading*)*

This field is fairly self-explanatory, what you type in here will appear at the top of your page as the main heading. As a side note, it is the “title” of a page that you need when it comes to creating a link from another section of the website, but we will cover that in more detail later.

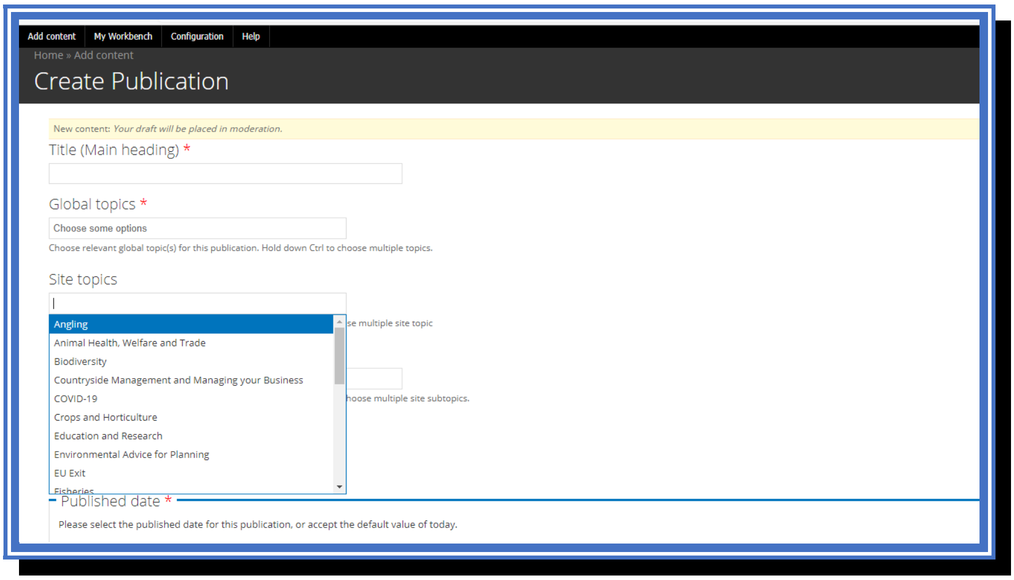
Global Topics*



When you click in this field, a list of topics will appear. This list has been developed through collaboration between all NICS Departments as an over-arching list of topics that covers (or should cover) every aspect of Government responsibility. As you continue to create content, you will become familiar with the global topics that relate to DAERA, for example Food and farming, Rural and countryside etc.

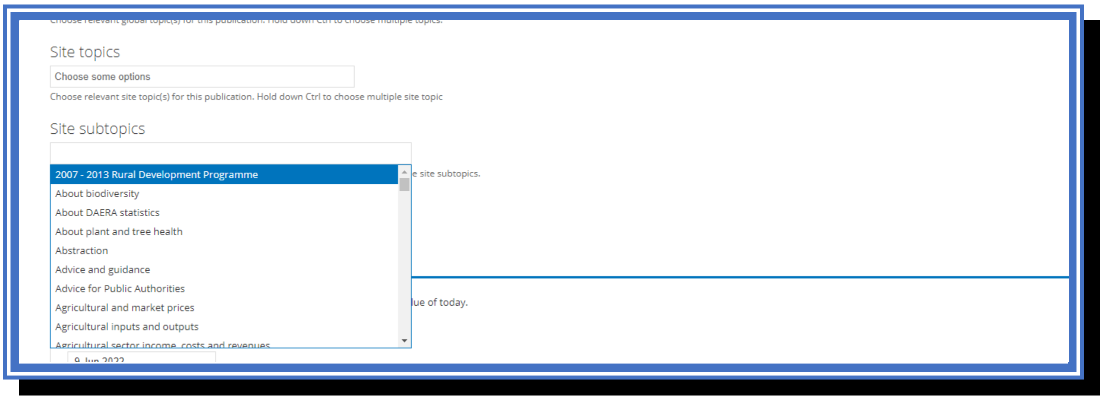
You can have as many or as few global topics as is required, but you must have at least one.

Site Topics



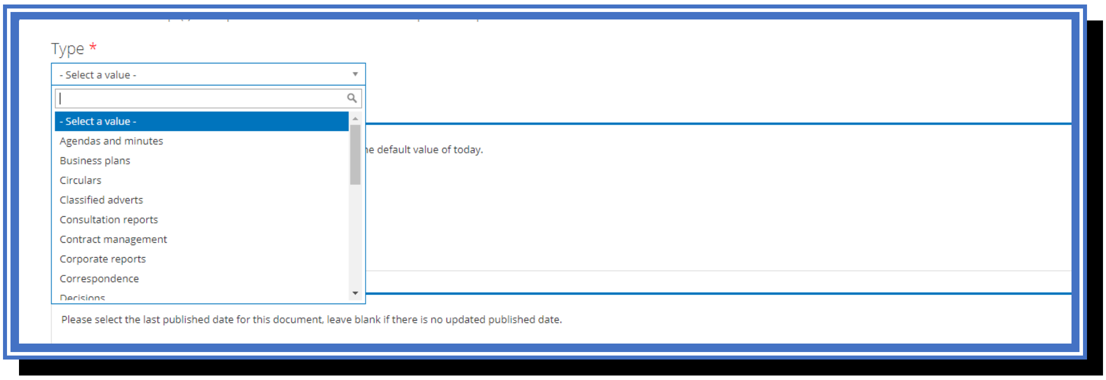
When you click in this field, a list of thirteen site topics will appear. These are the main areas of responsibility for DAERA, and can be seen on the homepage. You can choose as many or as few site topics as is required, but there is no requirement to have any.

Site Subtopics



As previously indicated, each site topic is broken down into subtopics. Clicking on this field will display a list of all subtopics (including sub subtopics). As with site topics, you can choose as many or as few site topics as is required, but in this case, there is no requirement to have any.

Type*

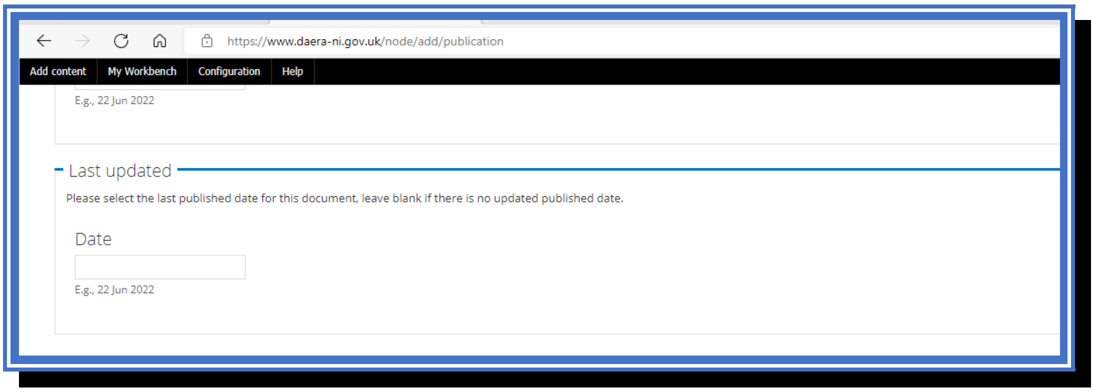


This field relates to the type of information you are publishing, for example, minutes and agendas, policies or forms. You can only have one “**type**” per publication page, so consider carefully. This field is mandatory.

Published Date*

This is the date that the document was published on the website and should be entered either by using the calendar that pops up when you click in the field, or else by manually entering the date using the following format – dd mmm yyyy (for example 24 Jul 2014).

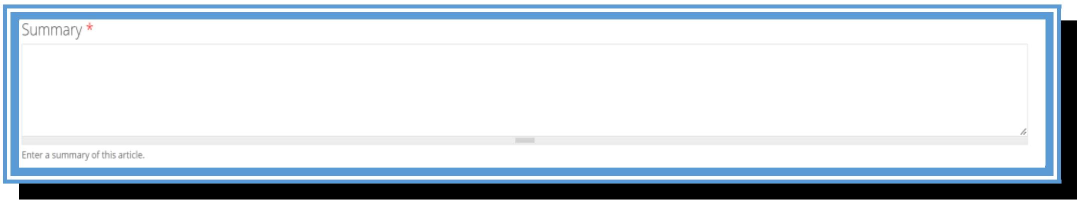
Last Updated*



This is the date that the document was last updated on the website and should be entered either by using the calendar that pops up when you click in the field, or else by manually entering the date using the following format – dd mmm yyyy (for example 24 Jul 2014).

This should be left blank if there is no updated published date.

Summary* (*Brief Summary Sentence*)



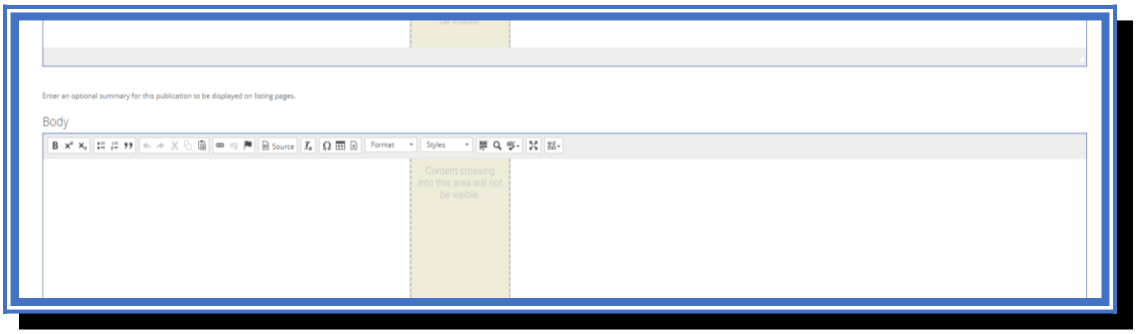
Another self-explanatory field, the summary should consist of a paragraph of text providing visitors with a short introduction to the page's content.

This content is shown on the website so should be concise, meet style guidelines and be accessible for all to read.

This can only be one paragraph, so line breaks will be ignored.

This field cannot contain any images, headings, tables, links, bullet points, videos, email addresses or formatting of any kind.

Body *(Main Text)*



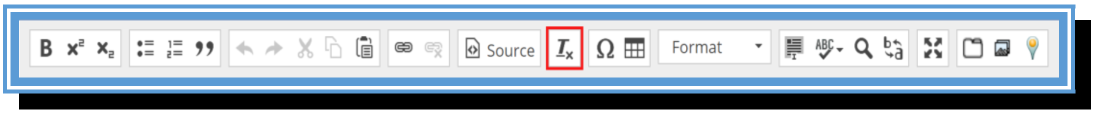
The field will contain the main content for the page. Unlike with an article page, this field is not mandatory. You can use this field to provide some additional information not included in the summary, or perhaps a contact address for further information.

As well as normal text, you can enter images, headings, tables, links, bullet points, videos, email addresses, tabs, etc. within this field. Further details on each of these elements will be covered later in the guidance.

Text can either be typed or copied and pasted from another source such as a web page or word document.

Users should be cautious when copying text from another source as it may <u>not</u> format as expected.

Removing Format



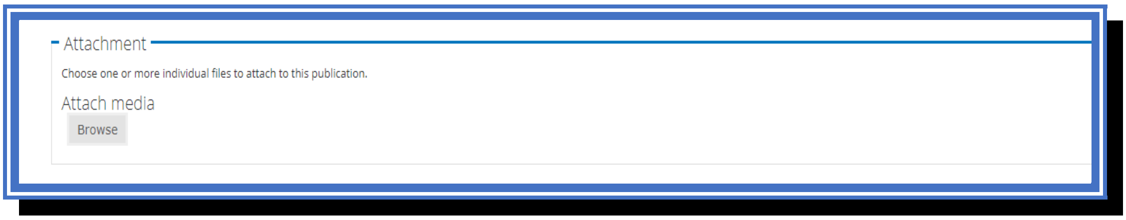
You can use the **Remove Format** button to strip out this formatting, however, this may not fix all issues, as some editors may have inserted hidden characters, these can be invisible to most users, but can cause accessibility software, including screen readers, to have difficulties.

Copying text from a simple editor, like notepad, can help to ensure that these kind of issues are avoided.

Once text is added, the buttons at the top of the body field can be used to change formatting of your text, including superscript/subscript text, bullet points, quotation formatting, headings and adding links.

Attaching a Document

The final section of a publication page involves attaching the document(s) as shown below:

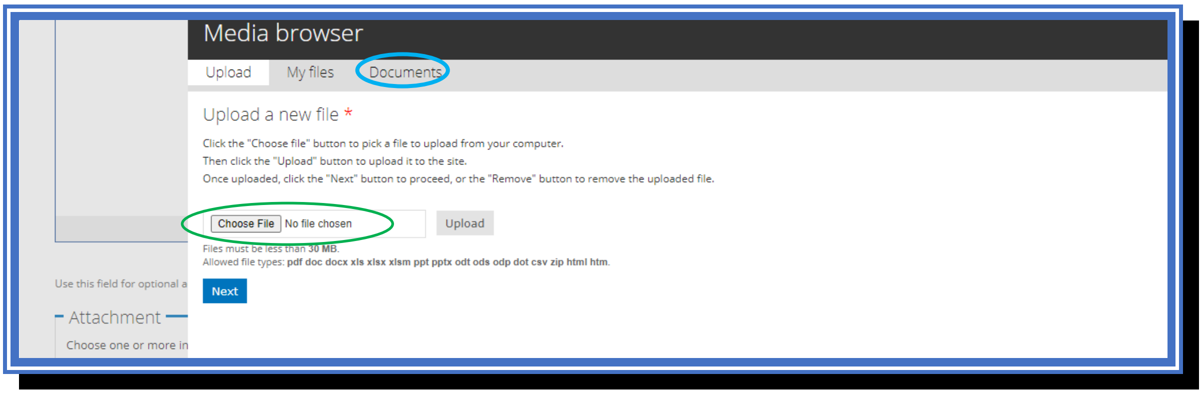


Each publication page needs at least one document attached to it (please note you cannot save a page unless you have at least one document attached).

Document formats currently acceptable are Word, PDF, Excel, PowerPoint, CSV (Comma Separated Values), ZIP and ODT (OpenDocument Text).

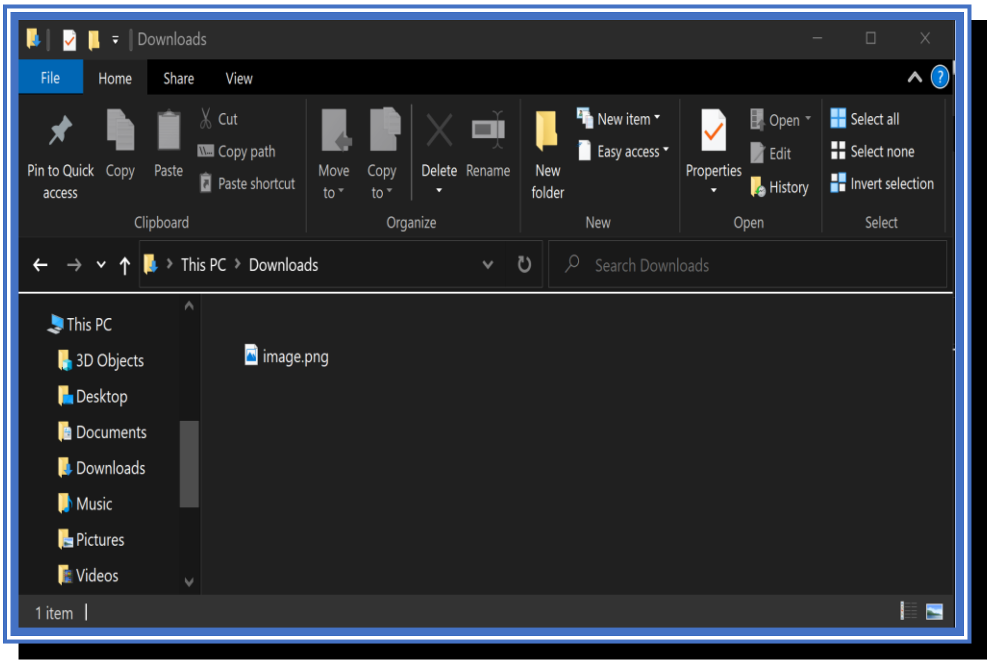
Generally speaking, documents should only be used on the website on occasions where a normal (HTML) web page is not appropriate. **There are some pre-requirements in relation to PDF files that need to be addressed before they are published on the website. Details of this are available later in the guidance note**.

Proceed to click on the browse button. This will open up a dialogue box as below:

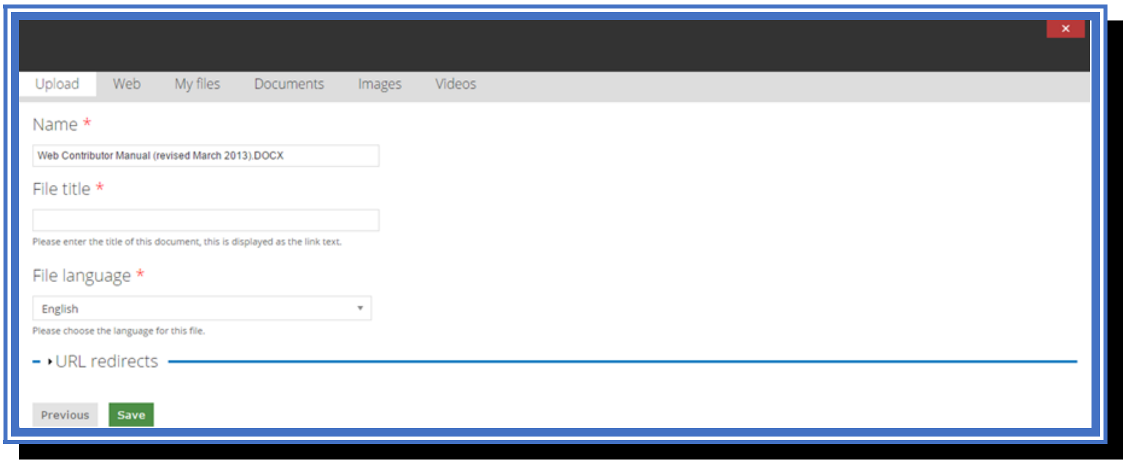


If the document you wish to add to the page is already available from the website, click on the "**Documents**" tab and search for it.

To upload a new document, it is advised to have it saved on your desktop for ease of reference. Click on the "**choose file**" button which will open the next window.



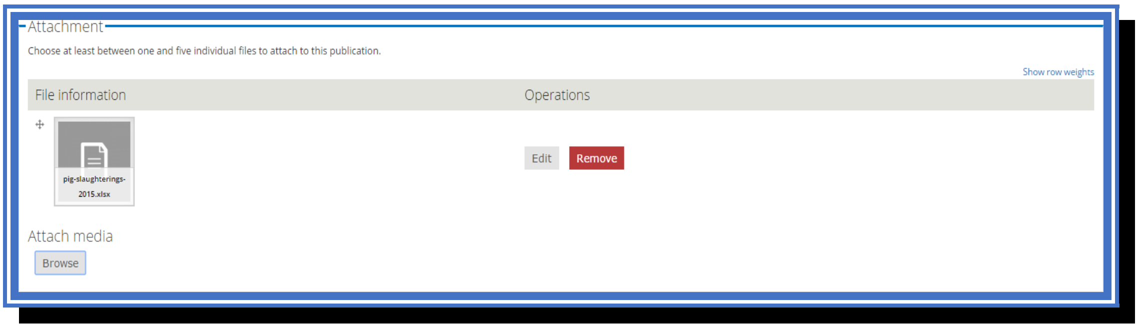
Make sure this is showing your desktop, and look for the document you want to upload, and then press open. The screen will now revert back to the previous stage with the name of your document inserted in the field. Click "next" to upload the document and move on to the next stage in the process as below:



On this screen, you have the chance to give your document a title that will appear on the webpage as a link for visitors to click on in order to open it. As with page title, do not use a capital letter for each word, stick to sentence case. Also try to make them as concise as possible as long titles can be off putting. Finally, click on the "save" button to go back to the draft page.

You can follow this process to attach as many documents as you need to. Please note the order in which documents will appear on the screen is determined by the order in which they are attached.

The attachment section of your page should now look something similar to this:



Once you have finished your publication page, click on the SAVE button at the bottom of the page. Providing that you have completed all the fields indicated above, the page will now refresh and you will see a draft version of how the page will look. If you have not completed all mandatory fields, you will get an error message asking you to revisiting the information.

Publishing PDF Documents

When it comes to publishing PDF documents, you need to ensure that it is fully accessible. You achieve this by ensuring your PDF document has been tagged, and that a language and title have been added to its properties. Please note that in order to do this, Adobe Acrobat Pro is required, so it is probably best to do this as the document is being created in branch, or by the Graphics Unit.

Adding a Title and Language to a PDF

Open your PDF document, click on the “File” menu and select “Properties”. In the “Description” tab, ensure that there is at least a title added for the document.

Click on the “Advanced” tab and ensure that under the reading options, “English” is chosen as the language. Close the properties window.

For reasons I will explain in the next step, it is best to save your document now.

Tagging Your PDF to Make it Accessible

With your document still open, click on the green label icon on the left-hand side of the screen. On the “Tags” panel, there is a dropdown list giving you the option to “Add tags to document”, click on this and tags will be placed in your document.

On occasion, you may notice that tagging will cause some corruption to your document, most notably with the Departmental Logo and other graphics. This is caused by the tagging process.

If this happens, close your document without saving the changes (you'll recall you have already saved it during the previous step, so the title and language will remain, only the tags will be removed).

The document should be recreated either by the branch or the Graphics Unit so that when tagged, it does not become corrupted, or to correct the corruption already in place.

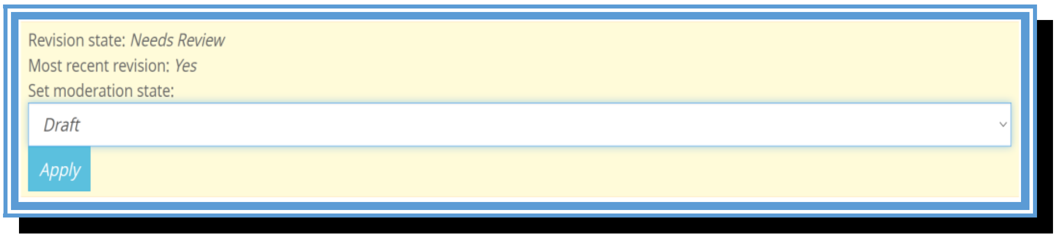
Draft and Publishing

Once you have finished your publication page, click on the **Save** button at the bottom of the page.

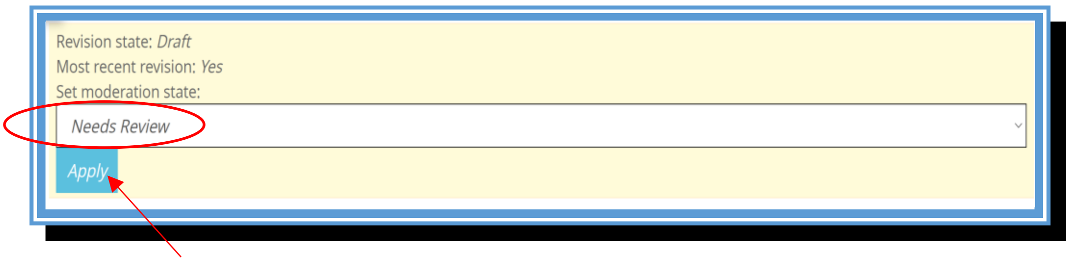
Providing that you have completed all the fields indicated above, the page will now refresh and you will see a draft version of how the page will look.

If you have not completed all mandatory fields, you will get an error message similar to this:

Draft pages cannot be viewed by the public. To make a page live it must be published. This can only be done by a user with Editor Role.



You can then change the state to **Needs Reviewed** in order to designate that it is ready to be published, and click **Apply**.



Approval and Publishing

Once the final draft content is ready for publishing the web author / editor must inform the approved publisher for the business area.

An email should be sent to the local editor / approver from the web author / editor to inform them that there is now content needing reviewed and publish if the editor / approver is satisfied it meets with guidelines. The URL should also be copied and pasted into the email for the editor/publisher to review.

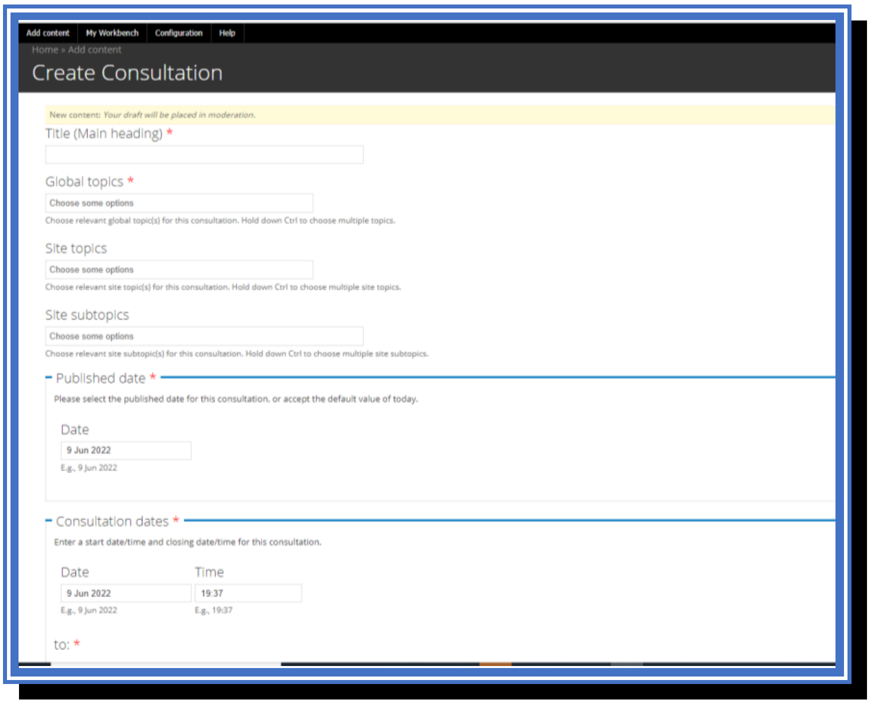
The local editor / approver will review the content and publish if appropriate. The local editor / approver will then confirm with the web author / editor that the content has been published / not published. If it has been published the local approver will provide the web author / content with a screenshot of the live URL / page.

Once this process has been completed the web author / editor will complete a Pro Forma (see **Section 3.1** page 6 for details).

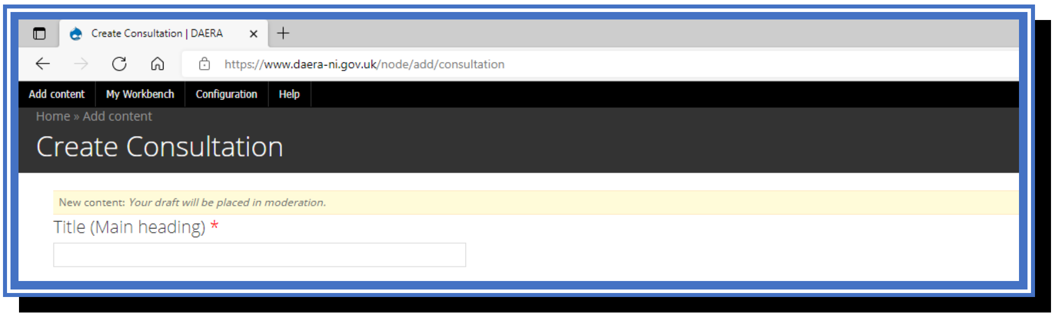
15. How to Create a Consultation Page

Use this content type for **non-HTML content** that has a closing date (i.e. public consultations). Similar to a publication page, consultation pages allow you to publish documents (relating to the consultation) and sit outside the normal structure of the website.

Once you have chosen the Consultation content type, the screen will refresh and looks like this:

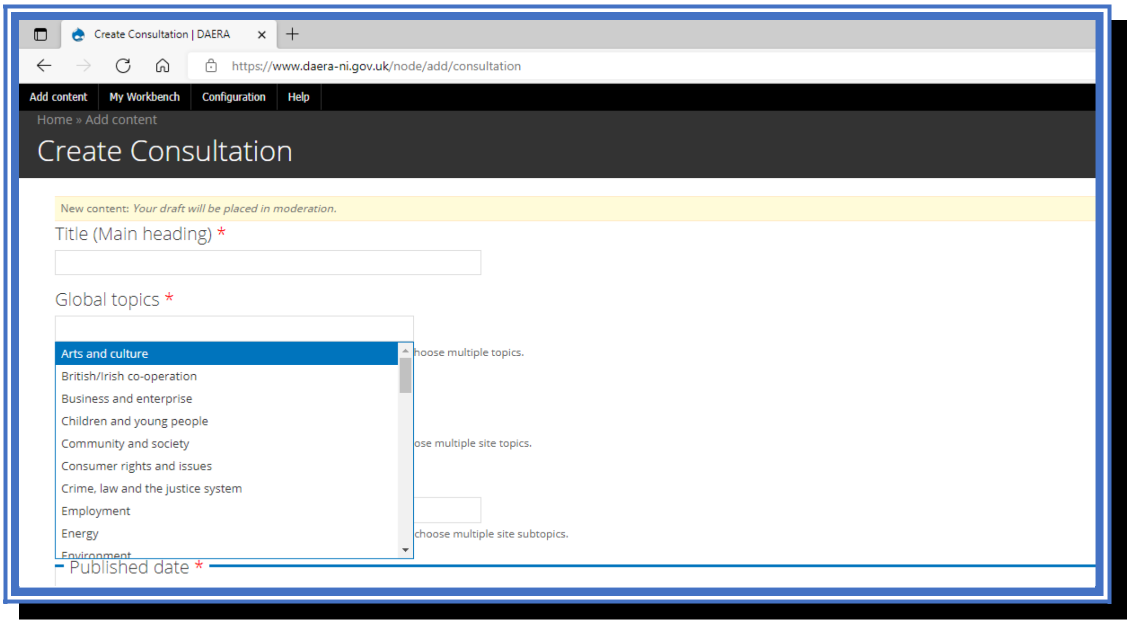


Title* (Main Heading)



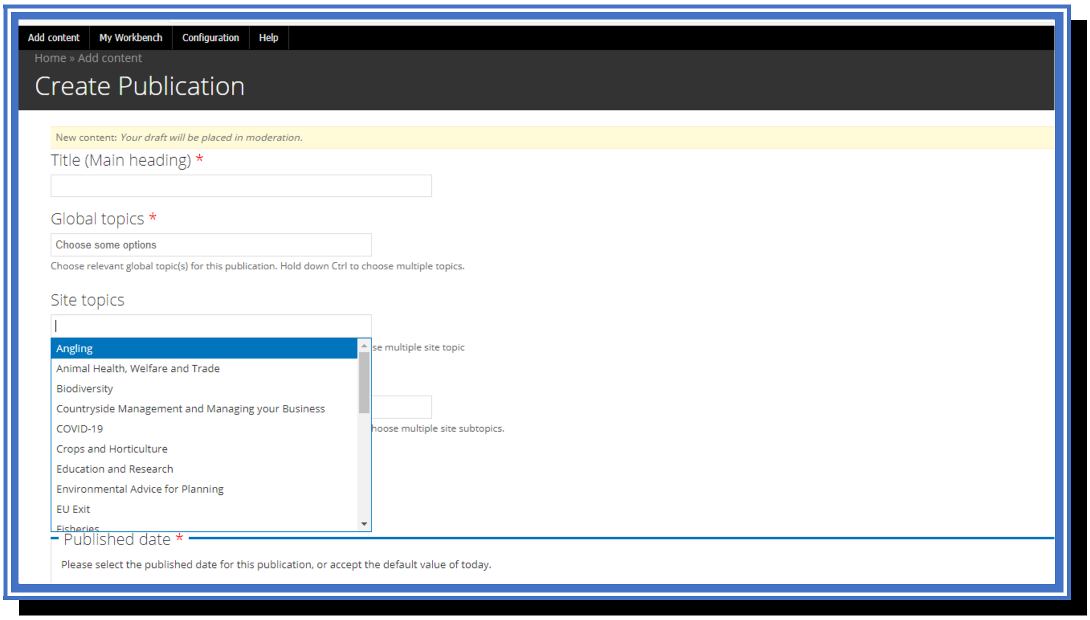
This field is fairly self-explanatory, what you type in here will appear at the top of your page as the main heading. As a side note, it is the “title” of a page that you need when it comes to creating a link from another section of the website, but we will cover that in more detail later.

Global Topics*



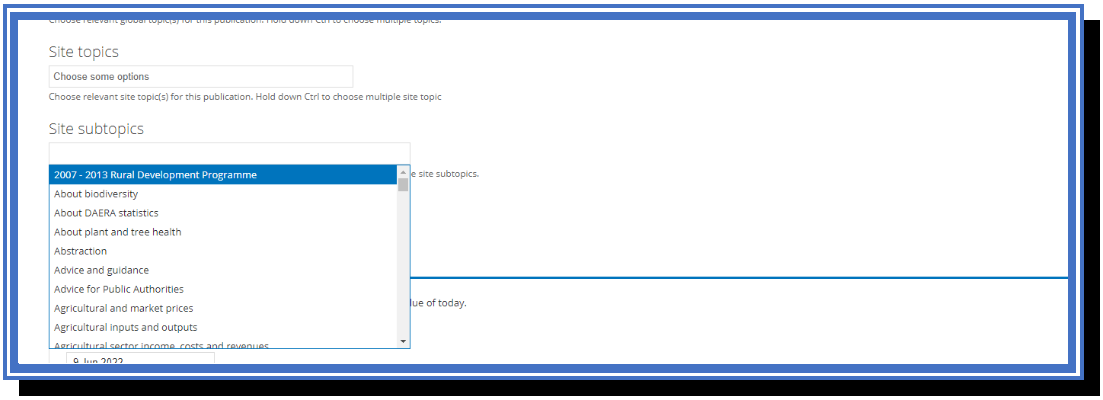
When you click in this field, a list of topics will appear. This list has been developed through collaboration between all NICS Departments as an over-arching list of topics that covers (or should cover) every aspect of Government responsibility. As you continue to create content, you will become familiar with the global topics that relate to DAERA, for example Food and farming, Rural and countryside etc. You can have as many or as few global topics as is required, but you must have at least one.

Site Topics



When you click in this field, a list of thirteen site topics will appear. These are the main areas of responsibility for DAERA, and can be seen on the homepage. You can choose as many or as few site topics as is required, but there is no requirement to have any.

Site Subtopics



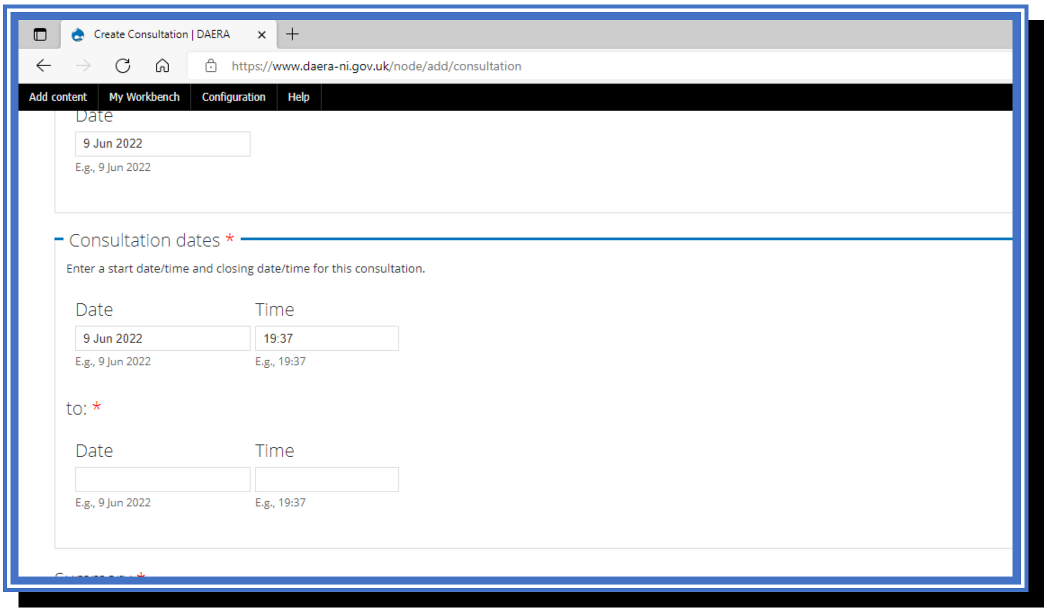
As previously indicated, each site topic is broken down into subtopics. Clicking on this field will display a list of all subtopics (including sub subtopics). As with site topics, you can choose as many or as few site topics as is required, but in this case, there is no requirement to have any.

Published Date*

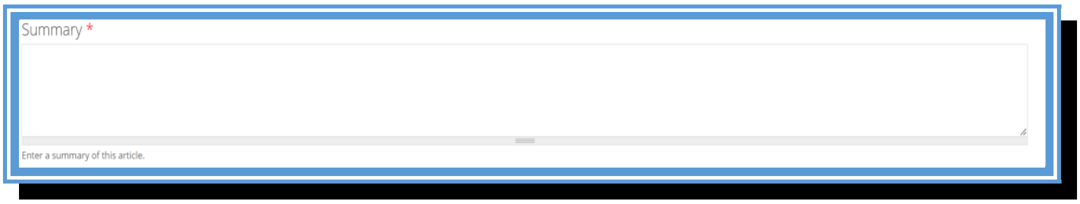
This is the date that the consultation was published on the website and should be entered either by using the calendar that pops up when you click in the field, or else by manually entering the date using the following format – dd mmm yyyy (for example 24 Jul 2014).

Consultation Dates*

These are the dates that the consultation starts, and when it is expected to end. Please note that you have to enter in a start and end time as well as date.



Summary* (*Brief Summary Sentence*)



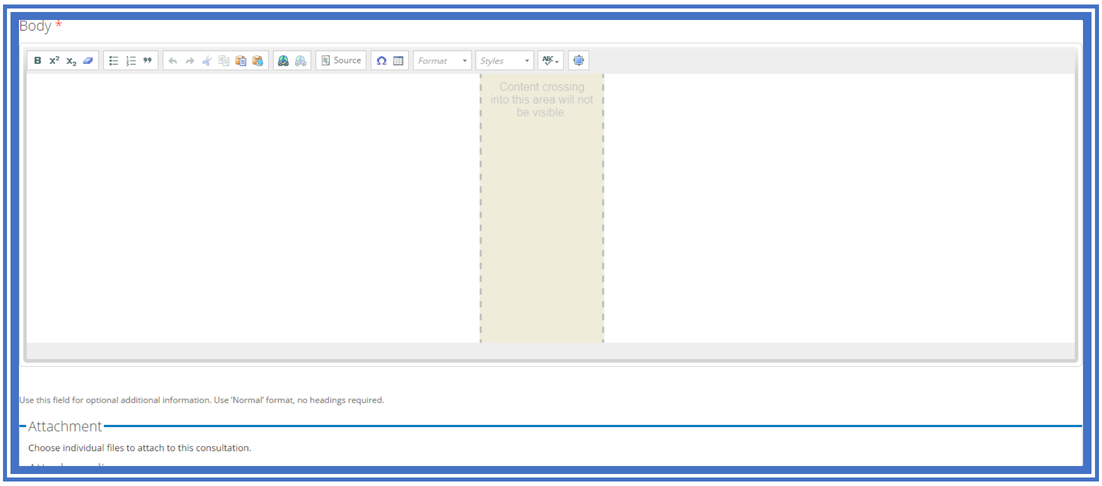
Another self-explanatory field, the summary should consist of a paragraph of text providing visitors with a short introduction to the page's content.

This content is shown on the website so should be concise, meet style guidelines and be accessible for all to read.

This can only be one paragraph, so line breaks will be ignored.

This field cannot contain any images, headings, tables, links, bullet points, videos, email addresses or formatting of any kind.

Body* (*Main Text*)



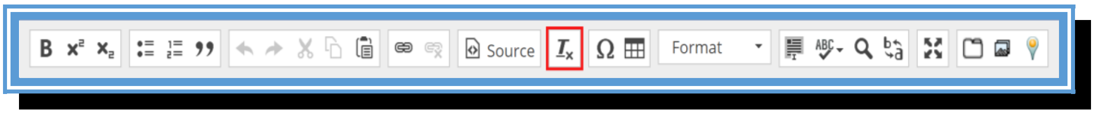
Use this field to provide the visitor with relevant information on the consultation, more detail than the summary. This is a mandatory field, and should therefore contain some information. You may find it useful to copy some of the information from some of the attachments to be published on this page.

As well as normal text, you can enter images, headings, tables, links, bullet points, videos, email addresses, tabs, etc. within this field. Further details on each of these elements will be covered later in the guidance.

Text can either be typed or copied and pasted from another source such as a web page or word document.

Users should be cautious when copying text from another source as it may <u>not</u> format as expected.

Removing Format



You can use the **Remove Format** button to strip out this formatting, however, this may not fix all issues, as some editors may have inserted hidden characters, these can be invisible to most users, but can cause accessibility software, including screen readers, to have difficulties.

Copying text from a simple editor, like notepad, can help to ensure that these kind of issues are avoided.

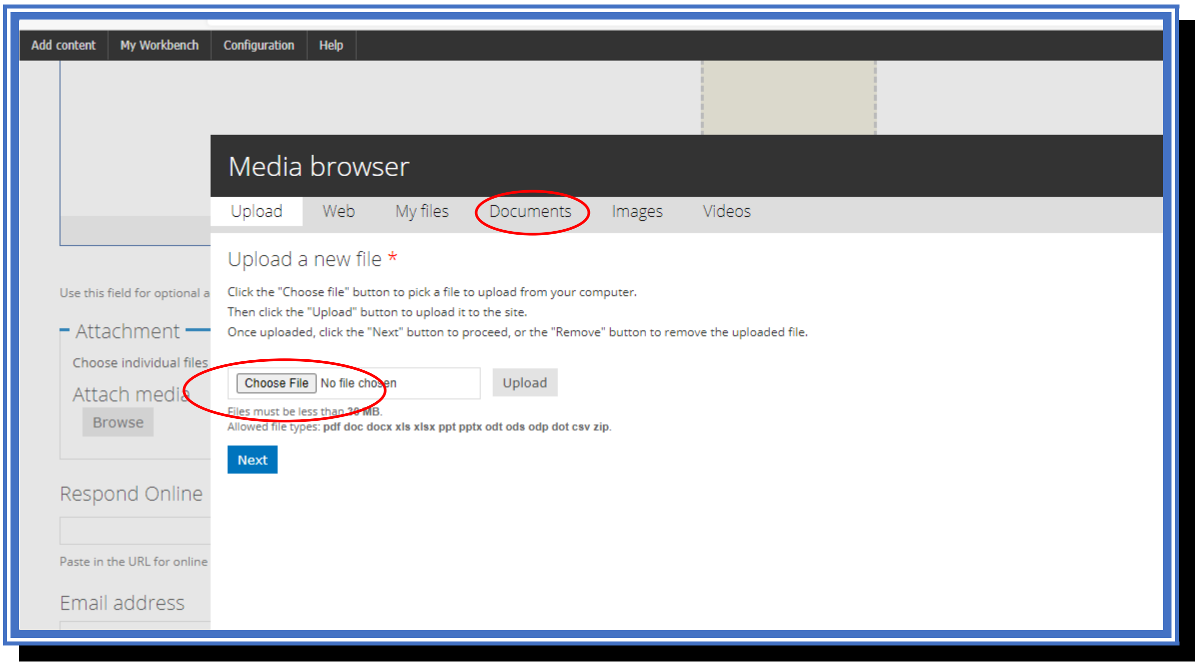
Once text is added, the buttons at the top of the body field can be used to change formatting of your text, including superscript/subscript text, bullet points, quotation formatting, headings and adding links.

Adding an Attachment to a Consultation Page

Each consultation page needs at least one document attached to it (please note you cannot save a page unless you have at least one document attached).

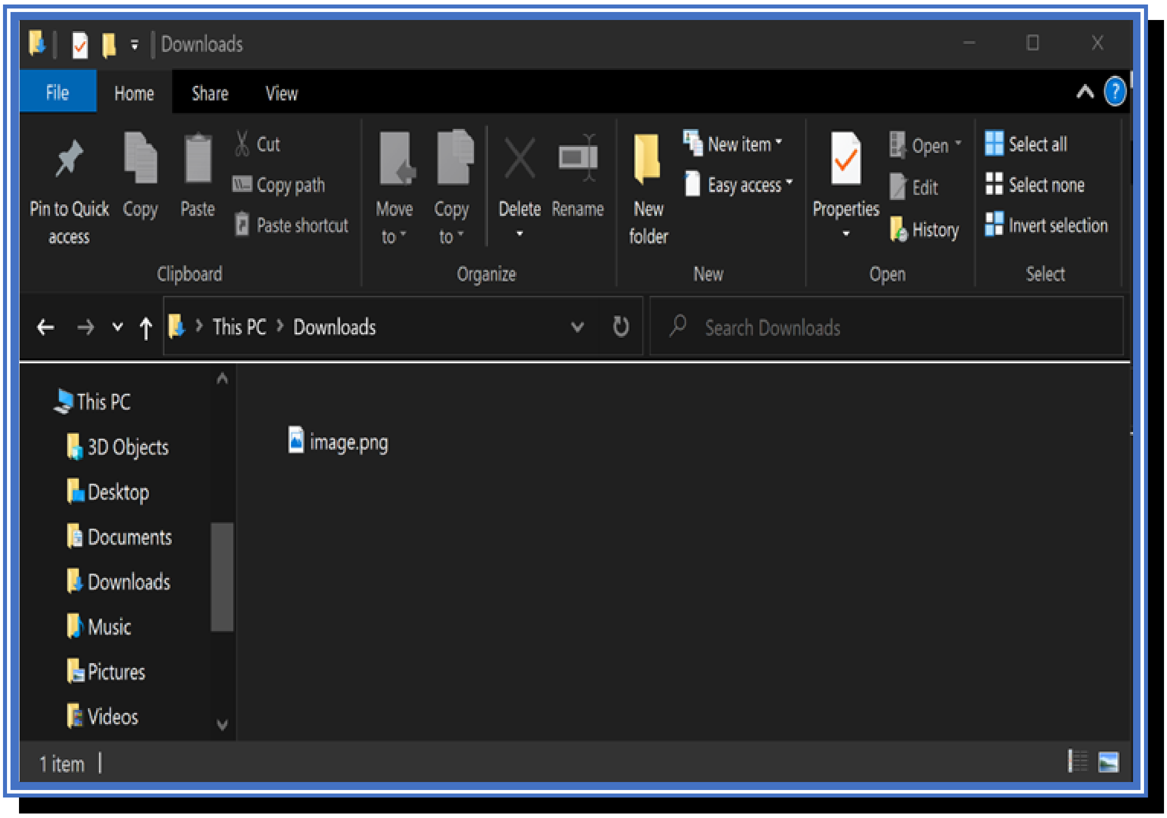
Document formats currently acceptable are Word, PDF, Excel, PowerPoint, CSV (Comma Separated Values), ZIP and ODT (OpenDocument Text). **Please remember the pre-requirements in relation to PDF files that need to be addressed before they are published on the website.**

Click on the browse button. This will open up a dialogue box as below:

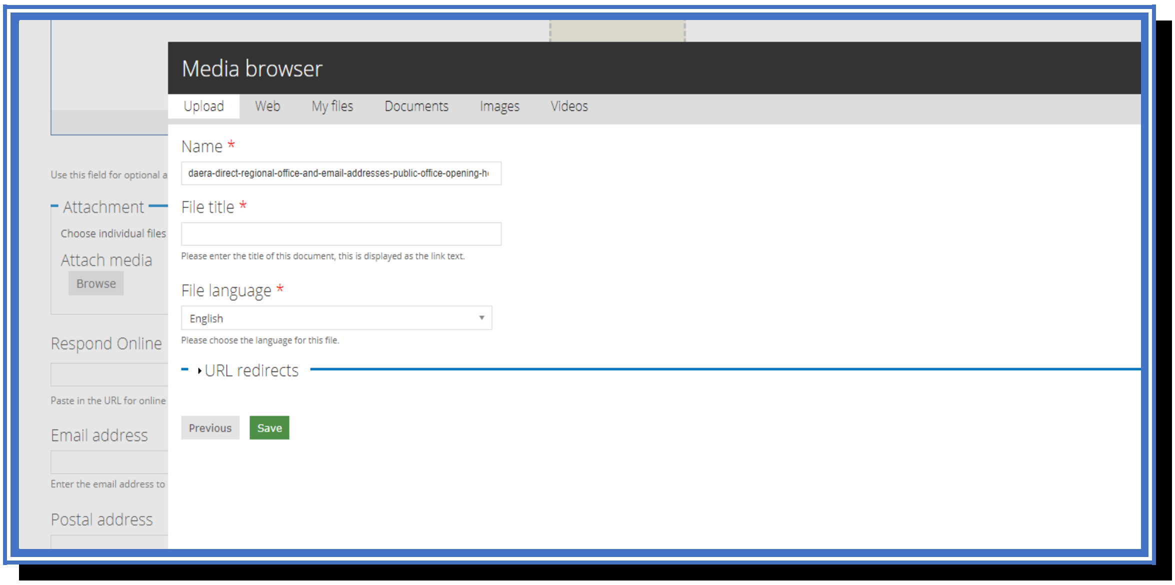


If the document you wish to add to the page is already available from the website, click on the "**Documents**" tab and search for it.

To upload a new document, it is advised to have it saved on your desktop for ease of reference. Click on the "**choose file**" button which will open the following window:

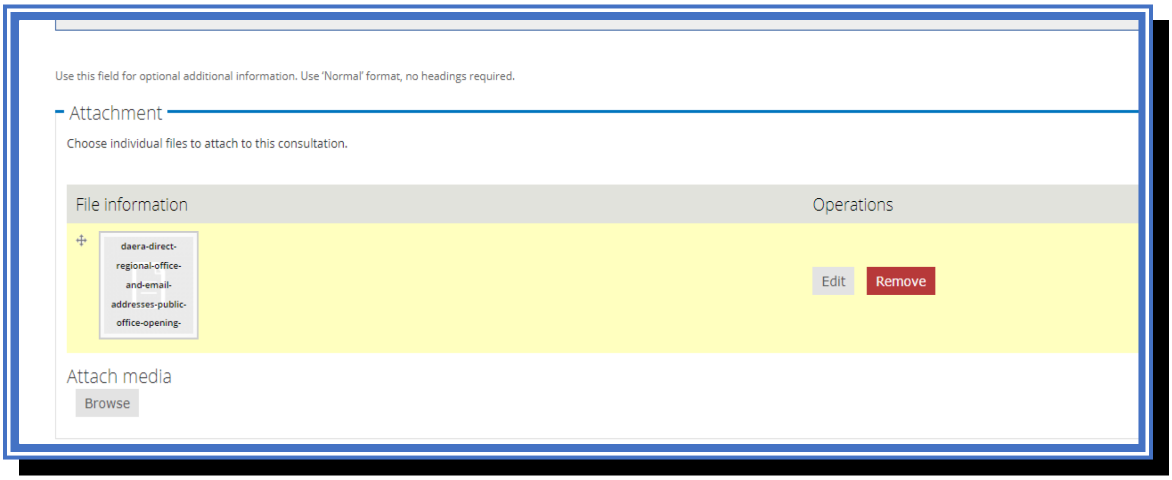


Make sure this is showing your desktop, and look for the document you want to upload, and then press open. The screen will now revert back to the previous stage with the name of your document inserted in the field. Click “next” to upload the document and move on to the next stage in the process as below:



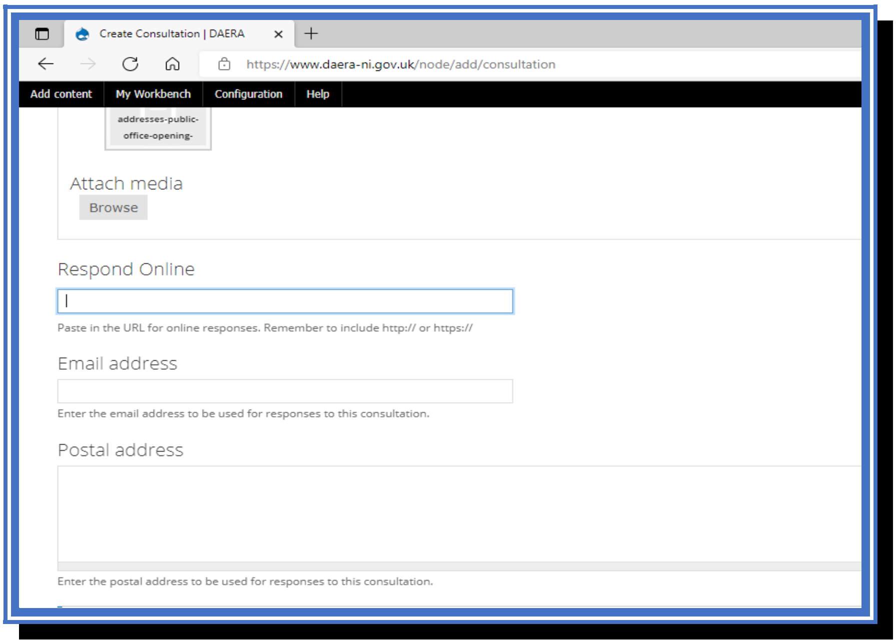
On this screen, you have the chance to give your document a title that will appear on the webpage as a link for visitors to click on in order to open it. As with page title, do not use a capital letter for each word, stick to sentence case. Also try to make them as concise as possible as long titles can be off putting. Finally, click on the “save” button to go back to the draft page.

You can follow this process to attach as many documents as you need to. Please note the order in which documents will appear on the screen is determined by the order in which they are attached. The attachment section of your page should now look something similar to this:



Ways to Respond

In this last part of the page you can provide various methods of responding to the consultation including online, via email or a postal address.



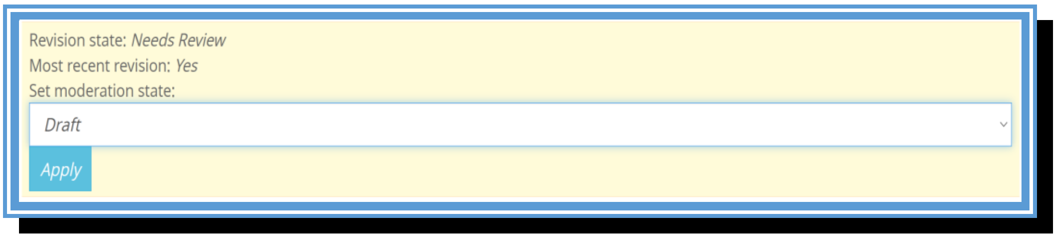
Draft and Publishing

Once you have finished your consultation page, click on the **Save** button at the bottom of the page.

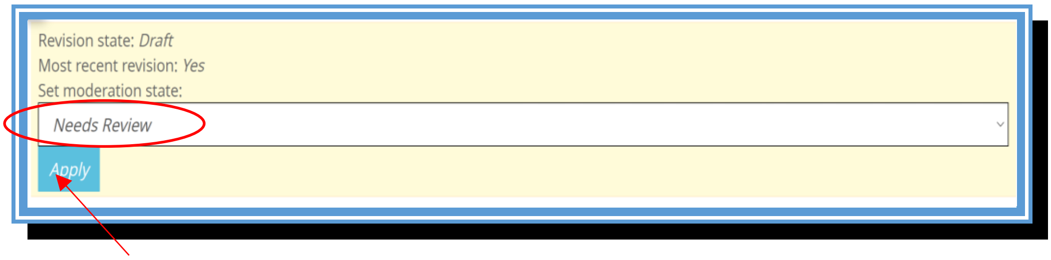
Providing that you have completed all the fields indicated above, the page will now refresh and you will see a draft version of how the page will look.

If you have not completed all mandatory fields, you will get an error message similar to this:

Draft pages cannot be viewed by the public. To make a page live it must be published. This can only be done by a user with Editor Role.



You can then change the state to **Needs Reviewed** in order to designate that it is ready to be published, and click **Apply**.



Approval and Publishing

Once the final draft content is ready for publishing the web author / editor must inform the approved publisher for the business area.

An email should be sent to the local editor / approver from the web author / editor to inform them that there is now content needing reviewed and publish if the editor / approver is satisfied it meets with guidelines. The URL should also be copied and pasted into the email for the editor/publisher to review.

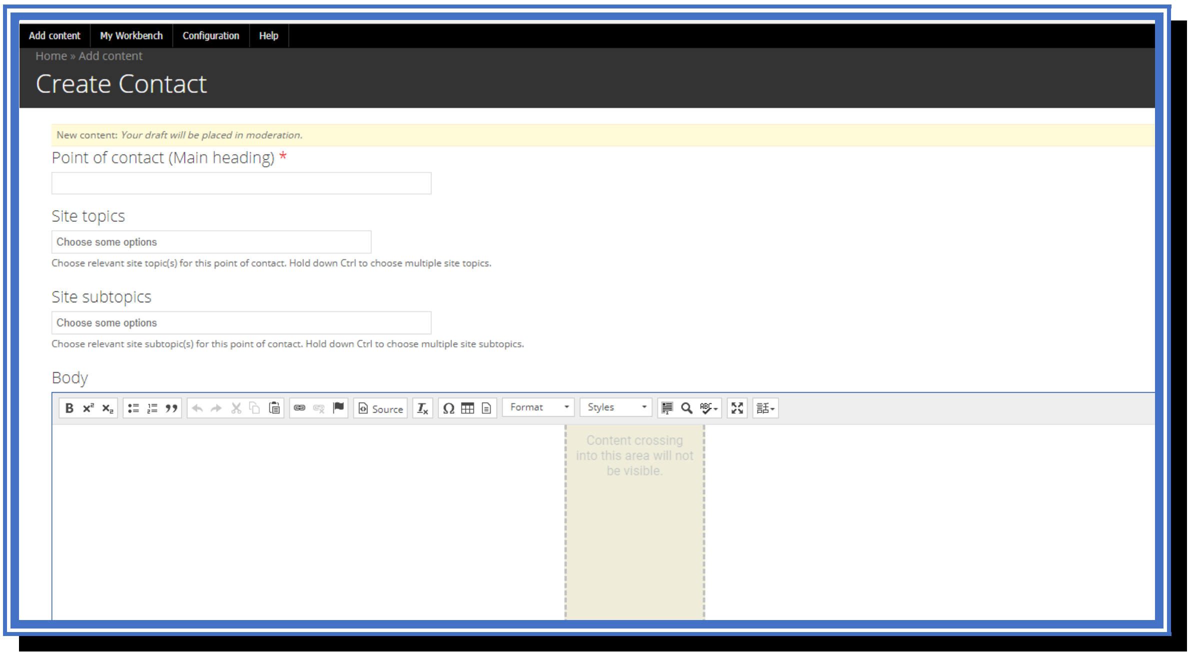
The local editor / approver will review the content and publish if appropriate. The local editor / approver will then confirm with the web author / editor that the content has been published / not published. If it has been published the local approver will provide the web author / content with a screenshot of the live URL / page.

Once this process has been completed the web author / editor will complete a Pro Forma (see **Section 3.1** page 6 for details).

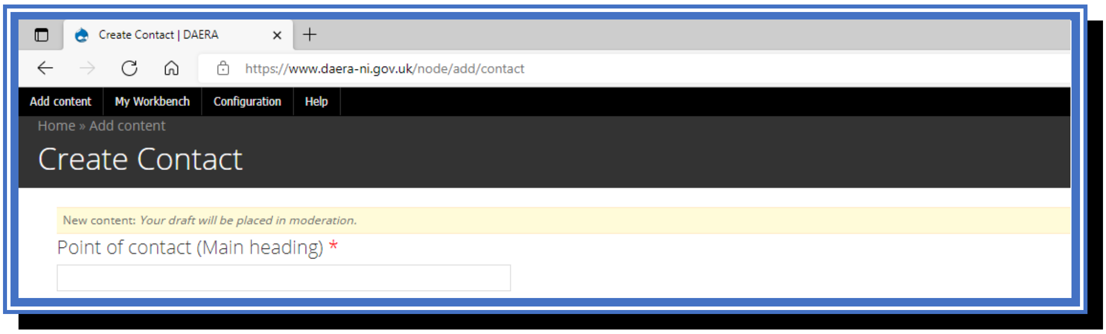
16. How to Create a Contact Page

Use this content type for pages containing contact information only. Contact pages should only be used for listing branch or business area contact information. Once created, all contact pages will be available under the main contacts page.

Once you have chosen the Contact content type, the screen will refresh and looks like this:

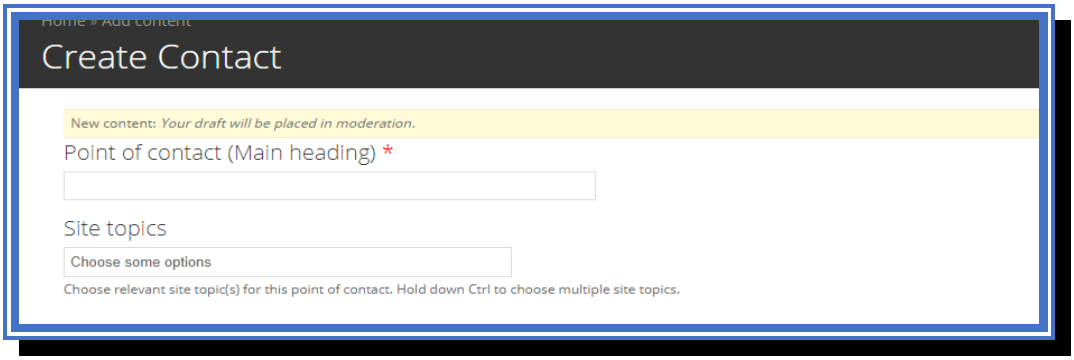


Point of Contact* (*Main heading*)



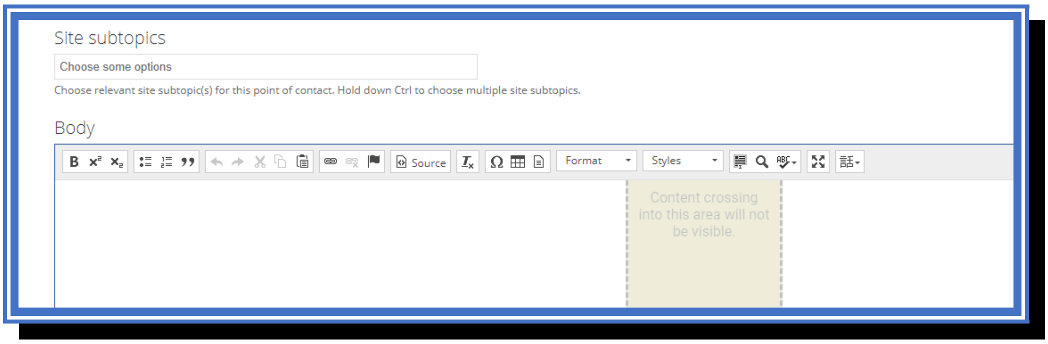
Enter the name of the branch or business area that this information relates to. This will be the main heading for the page.

Site Topics



When you click in this field, a list of thirteen site topics will appear. These are the main areas of responsibility for DAERA, and can be seen on the homepage. You can choose as many or as few site topics as is required, but in this case, there is no requirement to have any.

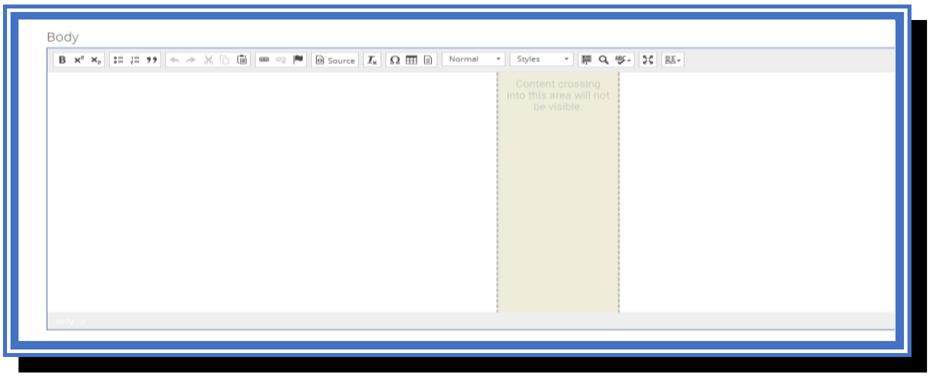
Site Subtopics



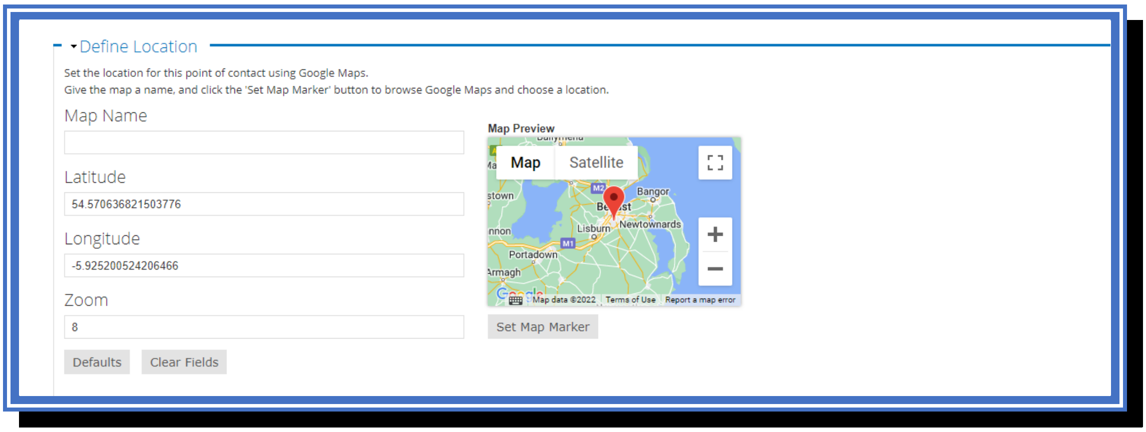
As previously indicated, each site topic is broken down into subtopics. Clicking on this field will display a list of all subtopics (including sub subtopics). As with site topics, you can choose as many or as few site topics as is required, but in this case, there is no requirement to have any.

Body

Use this field to provide the contact information relating to the branch.



Define Location



Only use this section of the template if you intend to provide a map showing the location of your office/building. If you do not wish to include this information, please remove the default details for longitude and latitude.

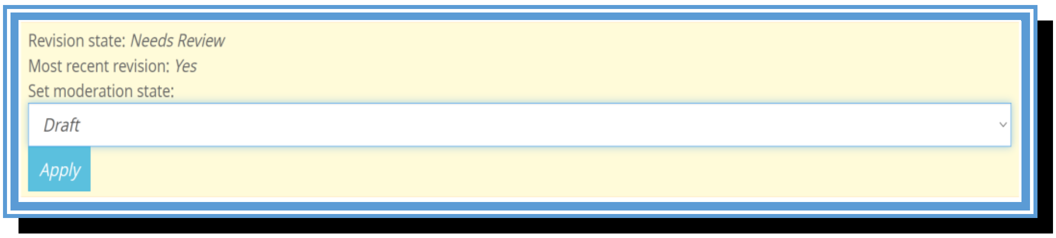
Draft and Publishing

Once you have finished your contact page, click on the **Save** button at the bottom of the page.

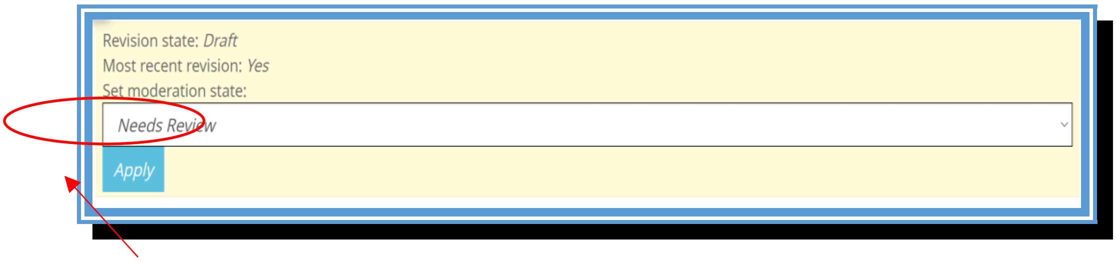
Providing that you have completed all the fields indicated above, the page will now refresh and you will see a draft version of how the page will look.

If you have not completed all mandatory fields, you will get an error message similar to this:

Draft pages cannot be viewed by the public. To make a page live it must be published. This can only be done by a user with Editor Role.



You can then change the state to **Needs Reviewed** in order to designate that it is ready to be published, and click **Apply**.



Approval and Publishing

Once the final draft content is ready for publishing the web author / editor must inform the approved publisher for the business area.

An email should be sent to the local editor / approver from the web author / editor to inform them that there is now content needing reviewed and publish if the editor / approver is satisfied it meets with guidelines. The URL should also be copied and pasted into the email for the editor/publisher to review.

The local editor / approver will review the content and publish if appropriate. The local editor / approver will then confirm with the web author / editor that the content has been published / not published. If it has been published the local approver will provide the web author / content with a screenshot of the live URL / page.

Once this process has been completed the web author / editor will complete a Pro Forma (see **Section 3.1** page 6 for details).

17. How to Create a News Page

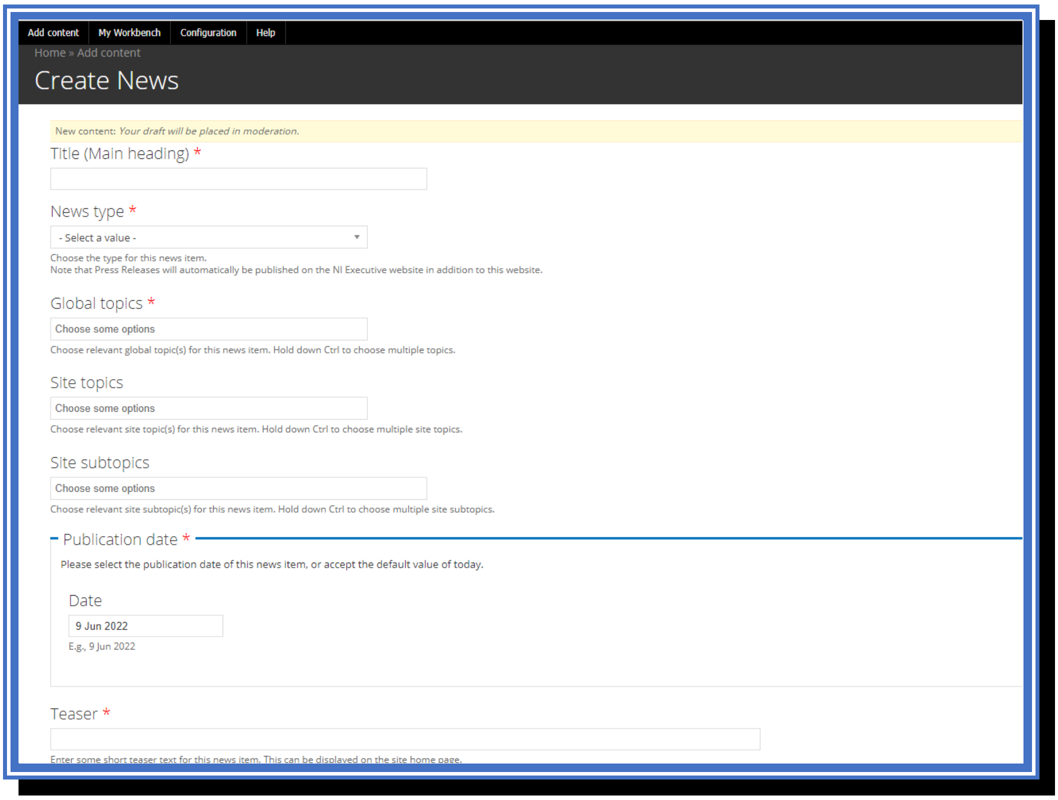
A news page should only be used to publish press releases or articles (news story) and as such, should only be used by the Press Office. If you would like to organise for a press release or article to be published on the website, please contact the Press Office who will provide further guidance.

The Press Office can be contacted via email

internal.comms@daera-ni.gov.uk

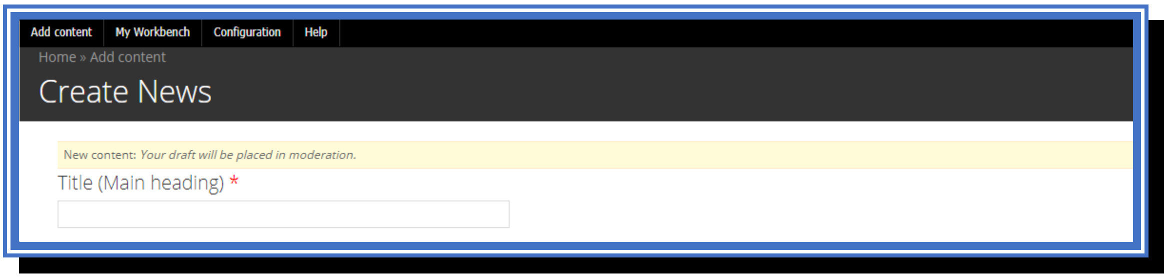
News items are designed to feature on the homepage of the website, and therefore you will see that some additional information is required when creating a news item page, namely Photo and teasers. We will cover these shortly.

Once you have chosen the News content type, the screen will refresh and looks like this:



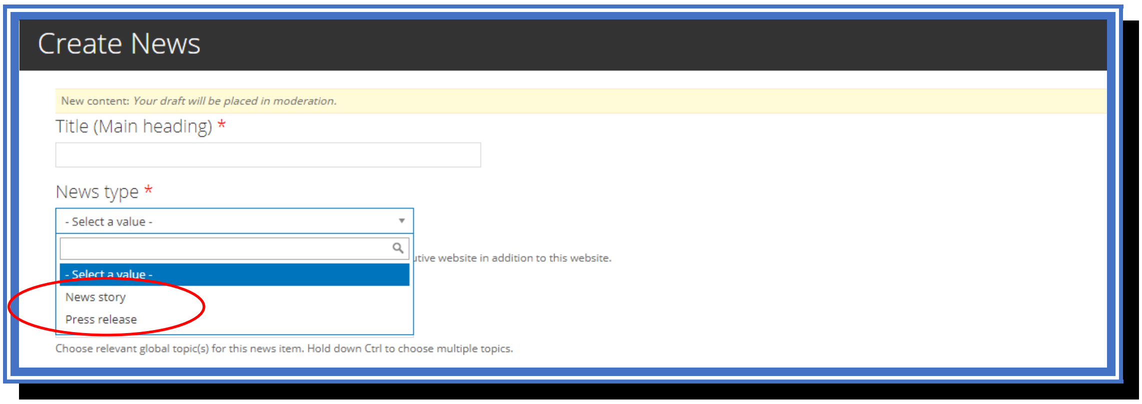
As with other content types, there are several important fields to complete.

Title (Main heading)*



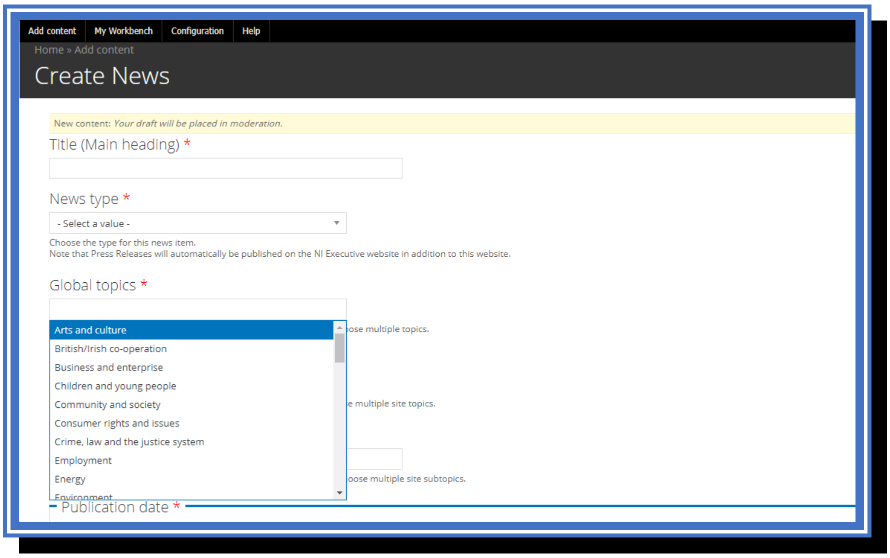
This field is fairly self-explanatory, what you type in here will appear at the top of your page as the main heading.

News Type*



Use this field to select the type of news item you are publishing, News Story (press article) or Press Release.

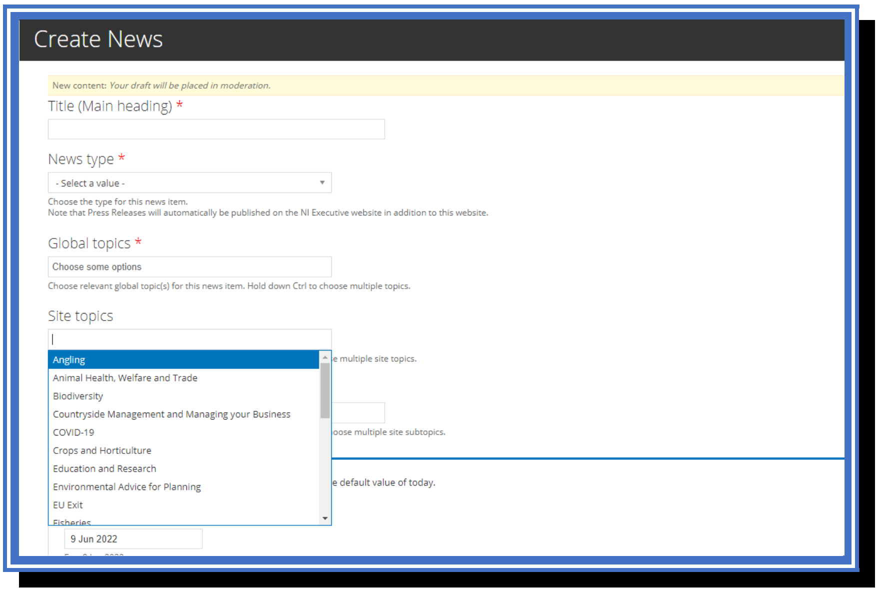
Global Topics*



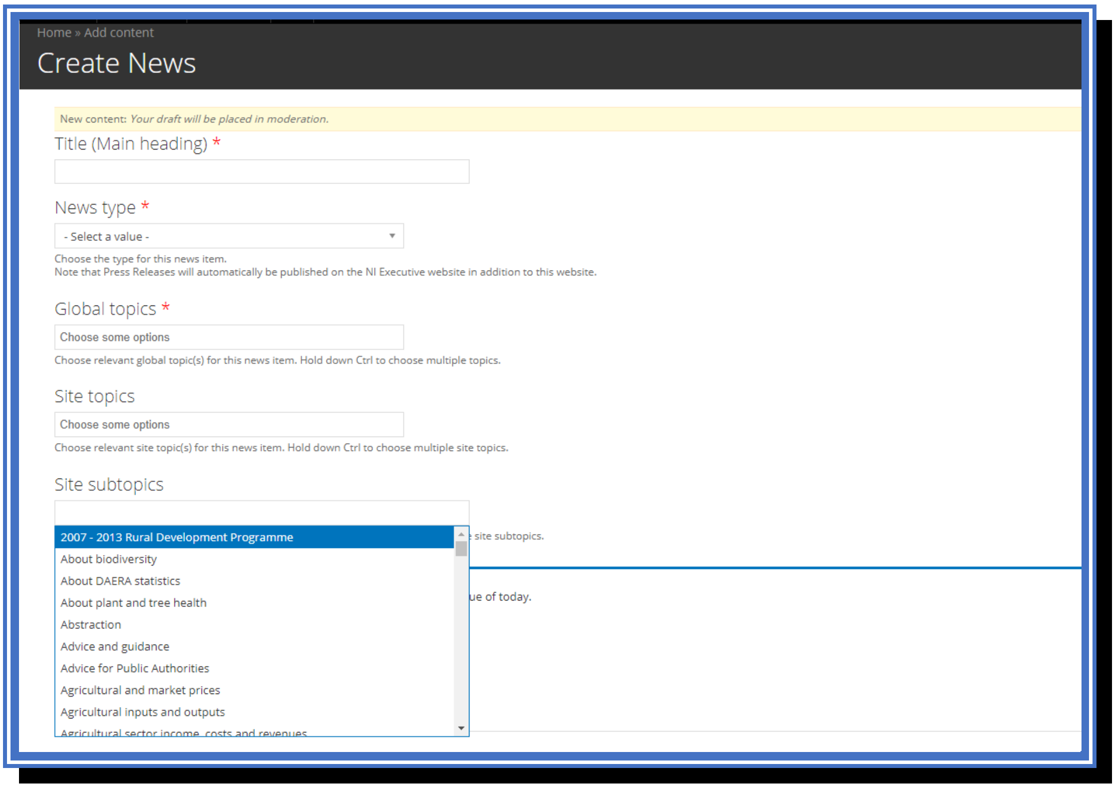
When you click in this field, a list of topics will appear. This list has been developed through collaboration between all NICS Departments as an over-arching list of topics that covers (or should cover) every aspect of Government responsibility. As you continue to create content, you will become familiar with the global topics that relate to DAERA, for example Food and farming, Rural and countryside etc. You can have as many or as few global topics as is required, but you must have at least one.

Site Topics

When you click in this field, a list of thirteen site topics will appear. These are the main areas of responsibility for DAERA, and can be seen on the homepage. You can choose as many or as few site topics as is required, but in this case, there is no requirement to have any.



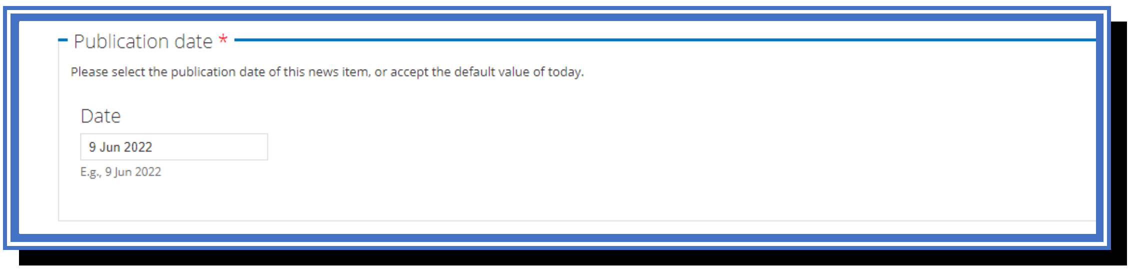
Site Subtopics



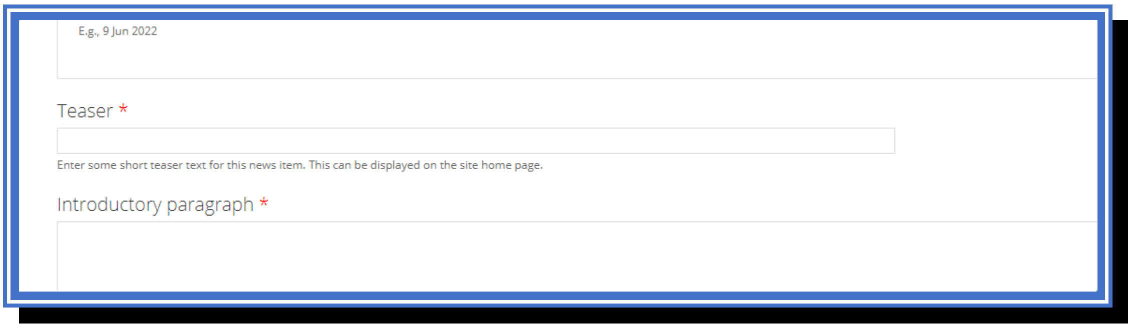
As previously indicated, each site topic is broken down into subtopics. Clicking on this field will display a list of all subtopics (including sub subtopics). As with site topics, you can choose as many or as few site topics as is required, but in this case, there is no requirement to have any. Only choose site topics that are appropriate for the content you are publishing.

Publication Date*

This is the date that the news item was published on the website and should be entered either by using the calendar that pops up when you click in the field, or else by manually entering the date using the following format – dd mmm yyyy (for example 24 Jul 2014).



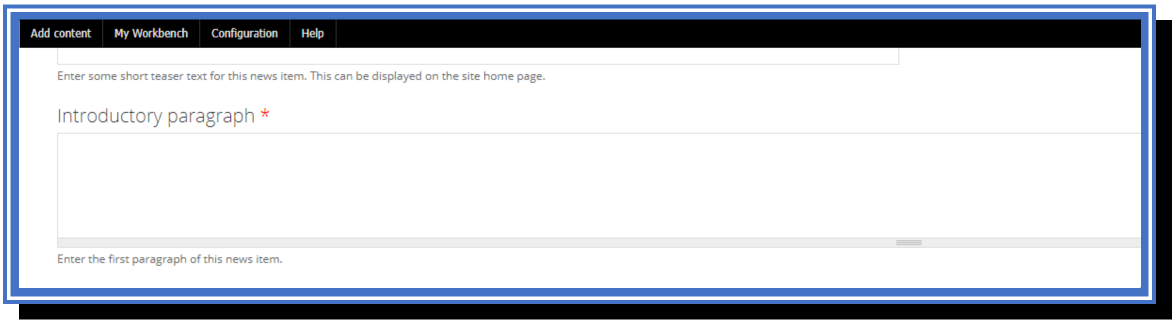
Teaser*



The teaser field is used to provide a short intro to the news item from the main homepage. In almost all cases, the first line of the news item can be copied and pasted into this field. Please note however that this is a limited field, and will only allow you to enter a maximum of 120 characters (including spaces).

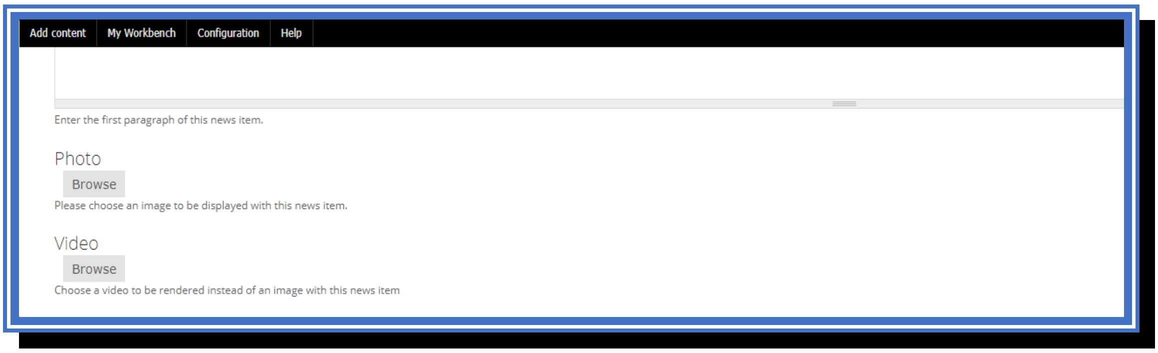
However, when published on the homepage, the teaser text will end with a "**... more**" statement, indicating to the reader that more information is available, so don't worry if you cannot fit all your teaser into this field, as we will use it again in the next field.

Introductory Paragraph*



Use this field to introduce the news item. Please ensure to include the original teaser text (*in its entirety*) as the teaser field is only designed to appear on the homepage.

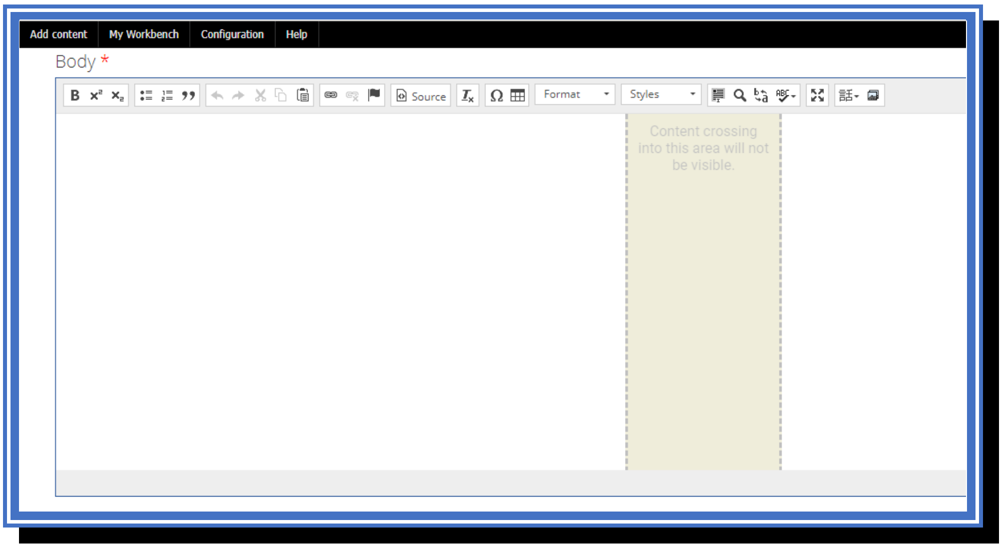
Photo / Video "browse" Button



Adding an image or video to a page is covered later in the guidance booklet. However, there is an opportunity here to raise it in relation to news items. Each news item, whether a Press release or otherwise, should be accompanied by an image, and in this case, this particular image is also used by Drupal to promote the news item on the homepage. **Please note that unlike adding an image to an article page, the images added via this button will have a fixed position at the top right-hand side of the page**.

Body*

Use this field to insert the main content of the news item.



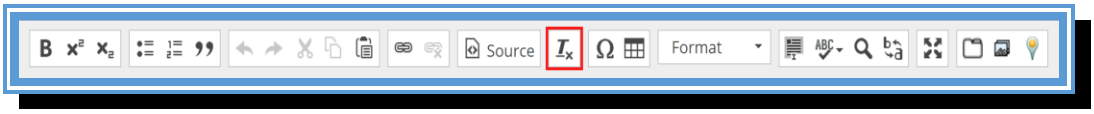
Use this field to provide the visitor with relevant information on the consultation, more detail than the summary. This is a mandatory field, and should therefore contain some information. You may find it useful to copy some of the information from some of the attachments to be published on this page.

As well as normal text, you can enter images, headings, tables, links, bullet points, videos, email addresses, tabs, etc. within this field. Further details on each of these elements will be covered later in the guidance.

Text can either be typed or copied and pasted from another source such as a web page or word document.

Users should be cautious when copying text from another source as it may <u>not</u> format as expected.

Removing Format

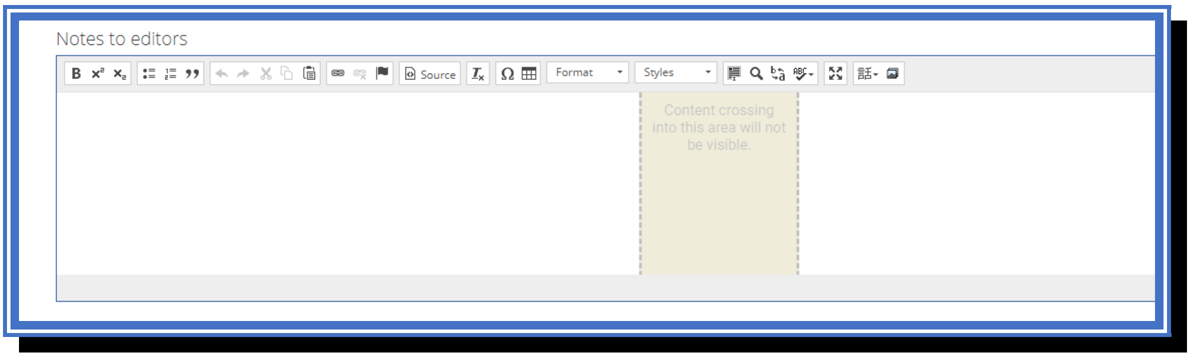


You can use the **Remove Format** button to strip out this formatting, however, this may not fix all issues, as some editors may have inserted hidden characters, these can be invisible to most users, but can cause accessibility software, including screen readers, to have difficulties.

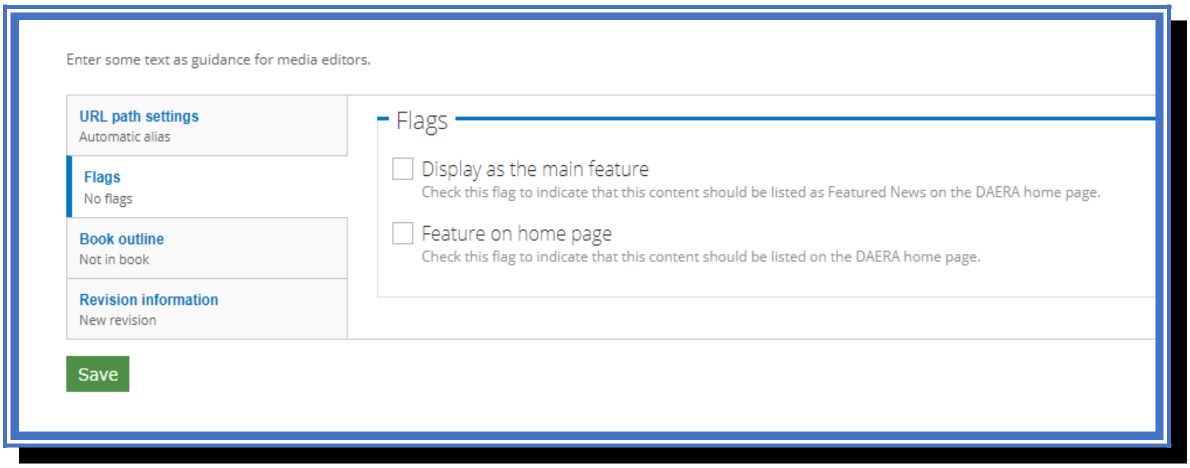
Copying text from a simple editor, like notepad, can help to ensure that these kind of issues are avoided. Once text is added, the buttons at the top of the body field can be used to change formatting of your text, including superscript/subscript text, bullet points, quotation formatting, headings and adding links.

Notes to Editors

Each news item issued from the Press Office will come with "Notes to Editors". This field is used for that information. Once you have entered all the notes, highlight them and click on the "numbered list" button to add number bullet points.



As previously mentioned, news items should appear on the homepage of the website. In order to do this, we make use of “Flags”. Under the notes for editors, you will see some tabs down the left-hand side, one of which is called Flags. Click on that tab.



You’ll notice that there are 2 options, “**Feature on home page**” and “**Display as the main feature**”. If you want your news item to appear first on the homepage, then please select the latter option. If you just want it to feature on the homepage as the second or third news item, then select the first option.

Please note that if you select “Display as the main feature” then you need to edit the current main feature page to remove the flag making it the main feature. There is no need to remove the “feature on homepage” flag as normally they will be replaced with more recent news items as they are published.

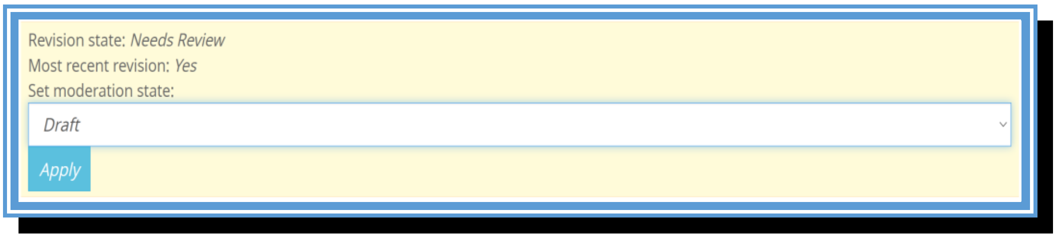
Draft and Publishing

Once you have finished your news page, click on the **Save** button at the bottom of the page.

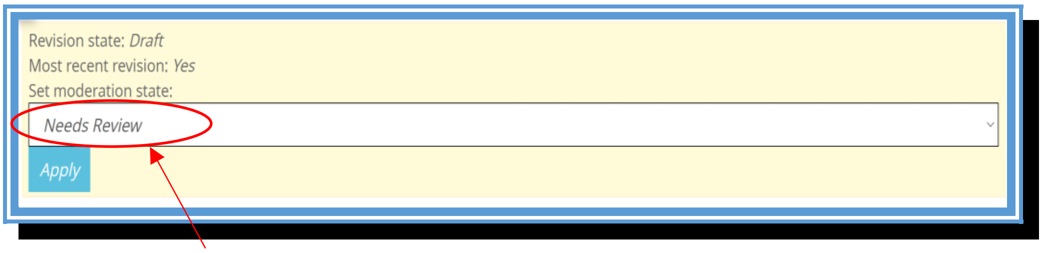
Providing that you have completed all the fields indicated above, the page will now refresh and you will see a draft version of how the page will look.

If you have not completed all mandatory fields, you will get an error message similar to this:

Draft pages cannot be viewed by the public. To make a page live it must be published. This can only be done by a user with Editor Role.



You can then change the state to **Needs Reviewed** in order to designate that it is ready to be published, and click **Apply**.



Approval and Publishing

Once the final draft content is ready for publishing the web author / editor must inform the approved publisher for the business area.

An email should be sent to the local editor / approver from the web author / editor to inform them that there is now content needing reviewed and publish if the editor / approver is satisfied it meets with guidelines. The URL should also be copied and pasted into the email for the editor/publisher to review.

The local editor / approver will review the content and publish if appropriate. The local editor / approver will then confirm with the web author / editor that the content has been published / not published. If it has been published the local approver will provide the web author / content with a screenshot of the live URL / page.

Once this process has been completed the web author / editor will complete a Pro Forma (see **Section 3.1** page 6 for details).

18. Best Practice in Creating Content for Drupal

The remainder of this manual, Section 17 to Section 25, provide guidance in relation to best practice when creating content for the DAERA Internet page on Drupal. This guidance can be used across all content types and is important to undertake to ensure that content meets with accessibility as best possible.

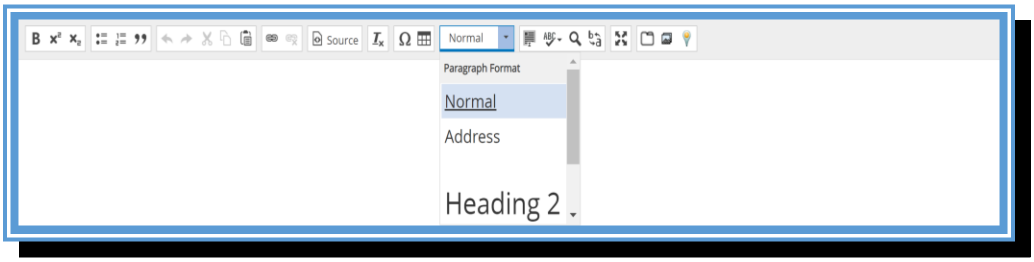
If you are unsure of any of the details and wish to seek clarity in the first instance you should contact the Web Admin Team via email.

18.1 Guidelines for Adding Text to a Page

When adding text to your page, please ensure that you adhere to the following short guidelines:

- The first element in the body field should always be a heading.
- Try to avoid using run-on text in uppercase/bold, it is difficult to read and by convention on the web it indicates shouting.
- Use bulleted lists for listing information. Please refrain from using a capital letter at the start of each bullet point unless required to do so grammatically. Please also refrain from adding ";" and/or "; and" at the end of each bullet point.
- Paragraph you text appropriately breaking down large sections of content to make it easier to read.

Headings



Headings should be nested. In other words, don't skip heading levels. There are 4 heading styles.

- **Heading 1** is automatically used for the page title.
- **Heading 2** should be used as your first heading on the page.
- **Sub Heading** from heading 2 **should be heading 3s**.
- Likewise, a **sub heading from heading 3** should be a **heading 4**.

Any new sections to your page should have a heading 2.

For Example:

Heading 1 → **heading 2** → heading 3 → heading 4

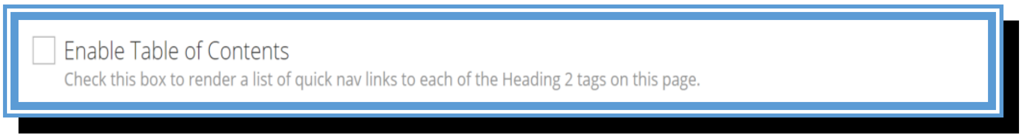
or

Heading 1 → **heading 2**

→ **heading 2 (New Section)** → heading 3

→ **heading 2 (New Section)** → heading 3

Enable Table of Contents



Please note that if the check box to “Enable table of contents” is checked, DRUPAL will automatically pull together all the heading 2s on the page and display them as a list at the top right-hand side of the page. Clicking on an item on this list will take you automatically to that section of the text.

19. Creating a Link

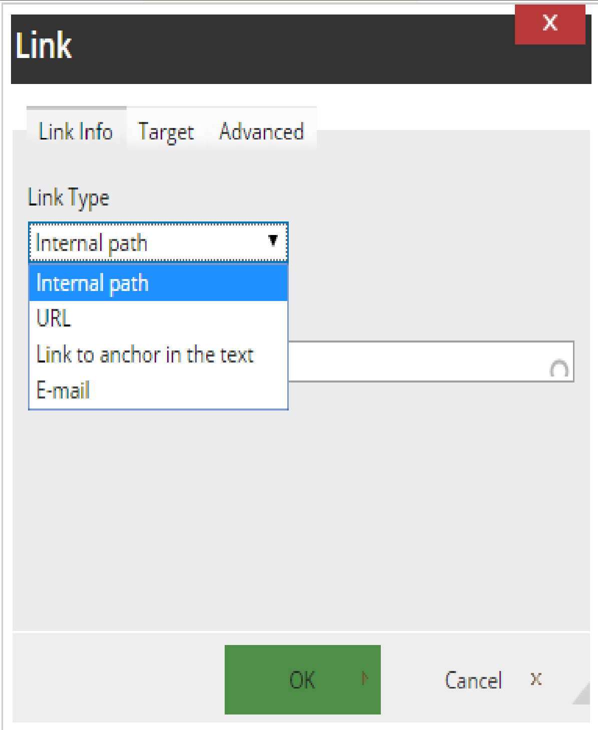
There are 3 kinds of links that can be created, an **internal link**, an **external link** and an **email link**, all of which we will cover in this section.

A forth link option is available (Link to anchor on the page), but this is unavailable for use as such practice is not recommended, and a similar method of scanning information is available through the use of heading 2s.

19.1 Internal Link

In the body field of your page, highlight the text that you would like to use as a link. This could either be a list of links at the bottom of the page (i.e. more useful links) or it can also be text in the middle of a paragraph.

Once the text has been highlighted, click on the "**hyperlink**" button which opens up a Link dialogue box as below.

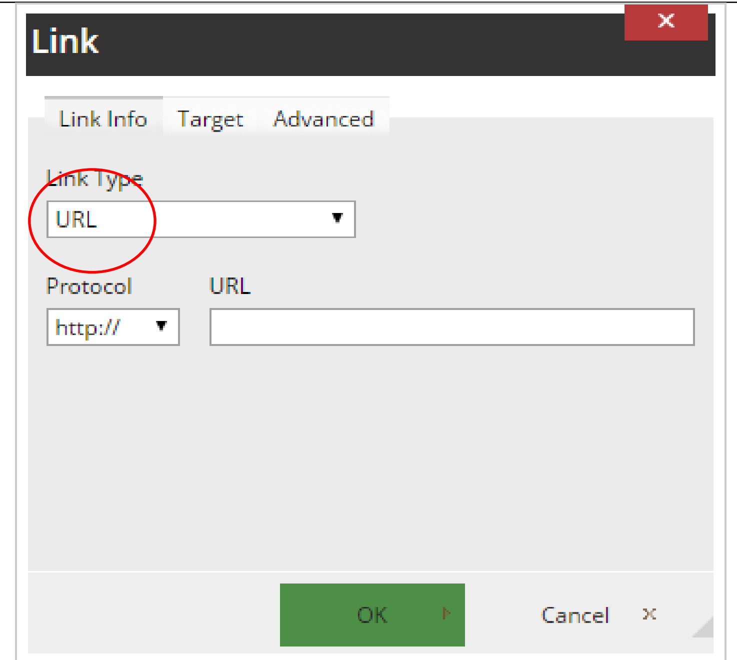
From this box, you can select the type of link you want to create. Internal path is the default option, and the one we want to create this time. In the Link field, type or paste the title (main heading) of the page you want to link to. DRUPAL will start displaying possible pages you want to link to. Once you are happy you have found the page you need, click on it in the results list and then click ok. The window will close, and your link will be created.	

19.2 External Link (Link to Another Website)

Follow the initial steps above until you get to the link dialogue box. This time, instead of keeping the default option of internal path, click on the dropdown arrow and select URL. A new dialogue box will open as below:

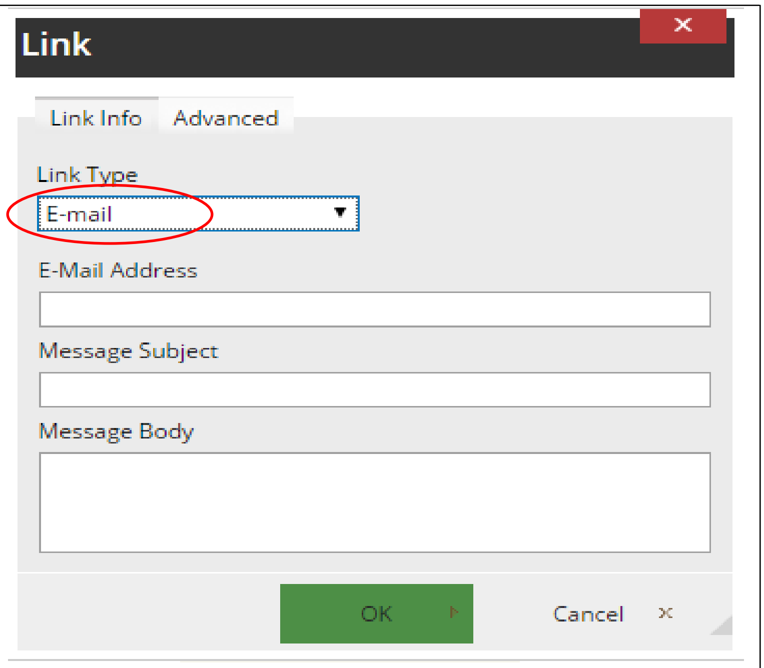
At this stage, you will need to know the URL (web address) of the page on the different website that you want to link to. You can either get this from a document or other literature and type it into the URL box, or you can visit the website in another browser window and copy & paste the URL into the box.

Please note that DRUPAL will automatically drop the http:// from your address



19.3 Creating an Email Link

Follow the initial steps above until you get to the link dialogue box. This time, instead of keeping the default option of Internal path, click on the dropdown arrow and select Email. A new dialogue box will open as below:

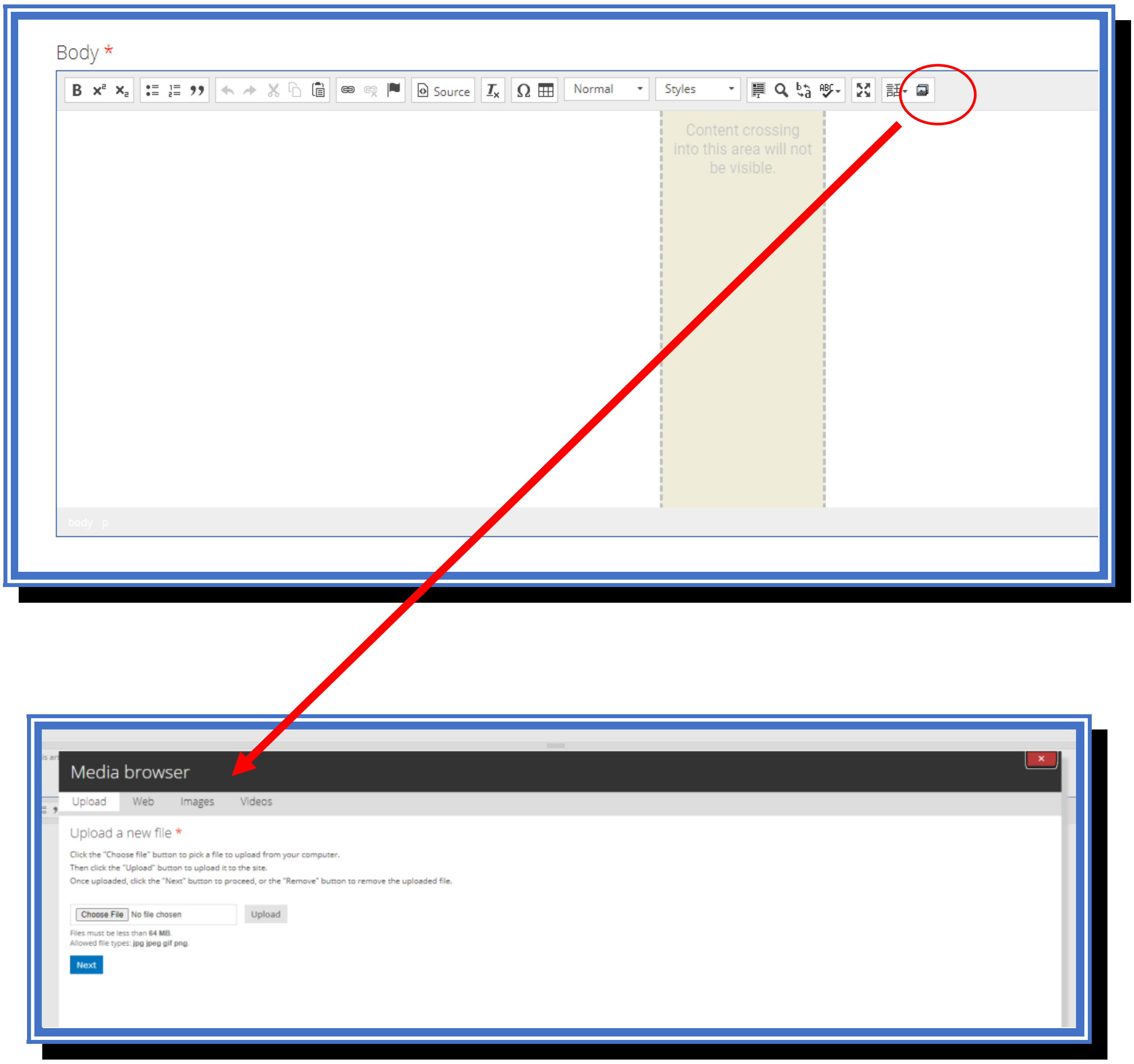
Paste the email address into the first field. At this point you can click ok and create the email link, however it is worth noting the purpose of the remaining 2 fields and how they can be useful. **Message Subject** – The text you enter into this field will be used as the default subject field in emails sent using this link **Message Body** – The text you enter into this field will be used as part of the body in emails sent using this link Using this information could prove a useful tool in the absence of online forms	

20. Adding an Image

Used correctly an image can enhance the page presentation. Please note that there are two types of images you can use, those for News items, and those found in the main body of pages.

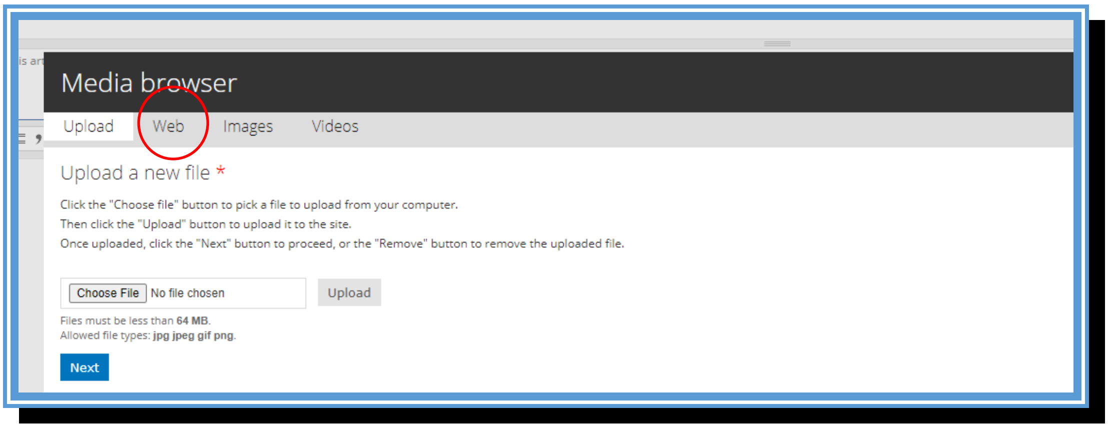
When creating a News item, please click on the Photo “**browse**” button and follow the instructions below.

When adding an image to the body of a page, please click on the “**Add media**” button as indicated below, and then follow the same proceeding instructions.

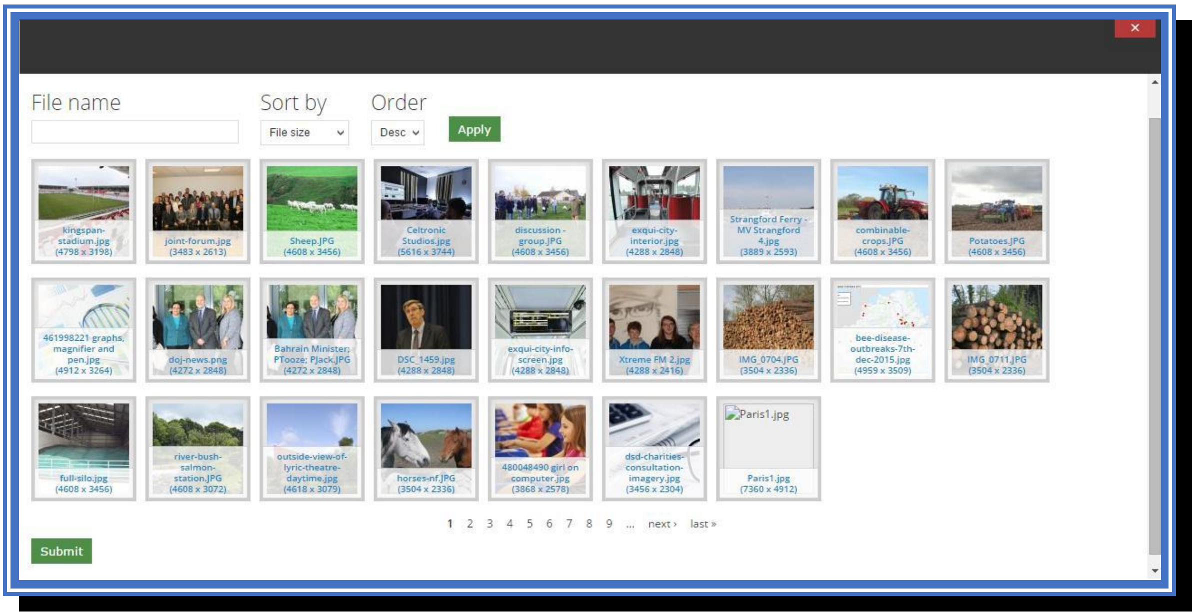


Selecting Your Image to Attach to the Page

If you want to use an image from the pool of images already used on the website, click on the “Images” tab

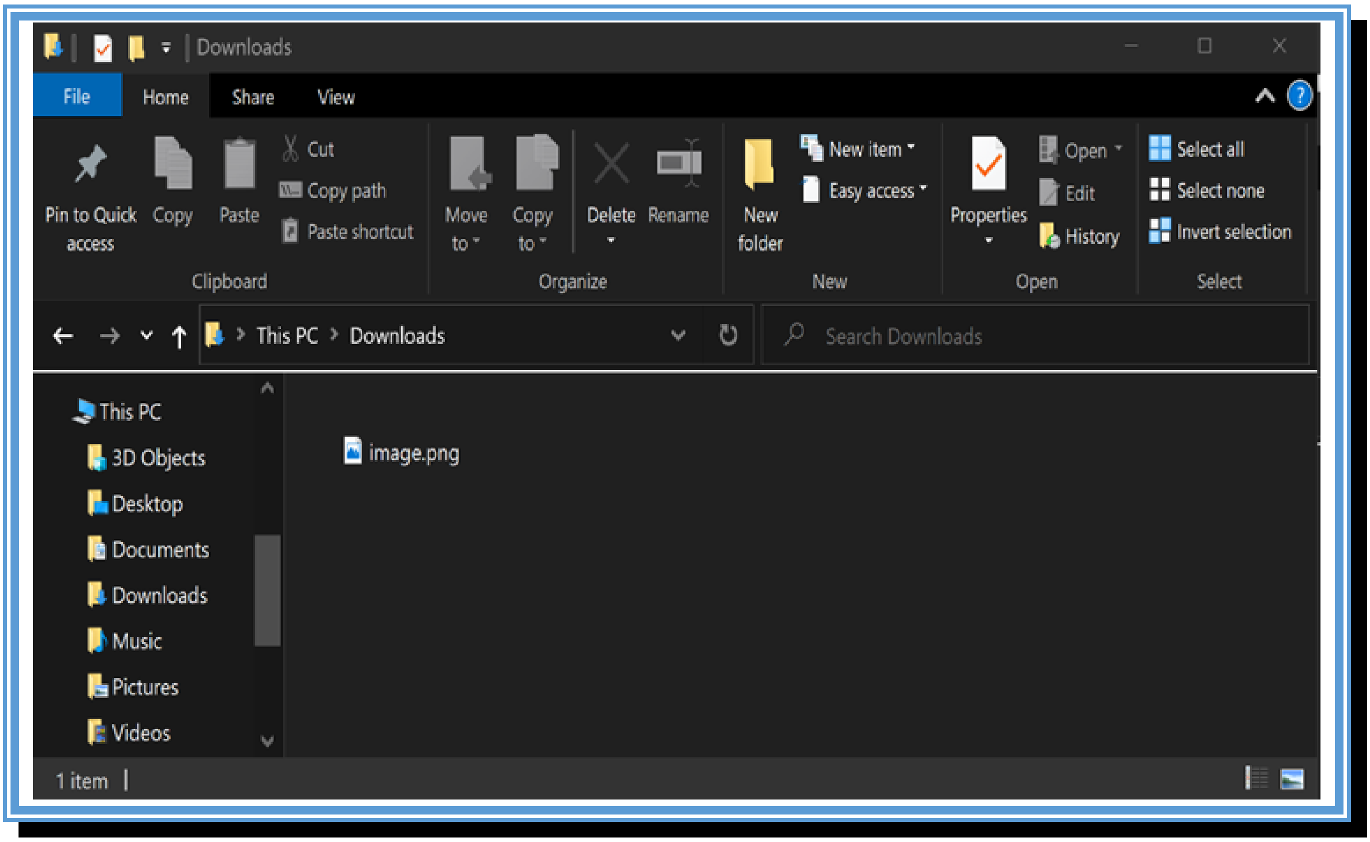


which will load a window like this:

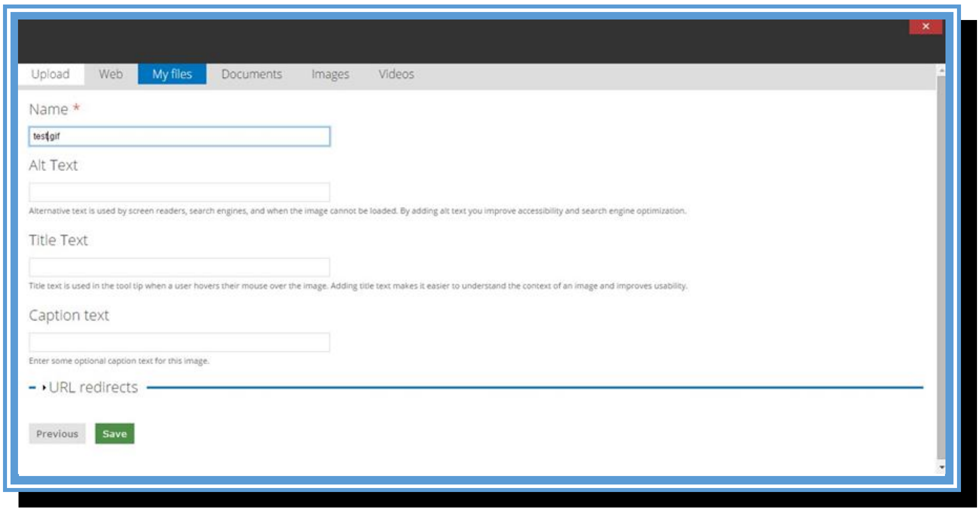


Enter a term into the File Name box and click “**apply**” to filter the results on the screen. Once you have found an appropriate image you would like to use, select it and click on the “**Submit**” button. This will place the image on the page for you.

If you want to use an image from your desktop, make sure to remain on the “upload” tab and then click on the “**Choose file**” button which opens the following window:



Use this window to locate the image you wish to upload. Once you have selected it, click the open button. The name of the file will appear in the “**Choose file**” box, now click on the “**Next**” button. The page will refresh to the next step and seek the following information:



Alt Text

Alternative text is used by screen readers, search engines, and when the image cannot be loaded. By adding Alt text, you improve accessibility and search engine optimization.

Title Text

Title text is used in the tool tip when a user hovers their mouse over the image. Adding title text makes it easier to understand the context of an image and improves usability.

Caption Text

Enter some optional caption text for this image which will appear beneath the image on the web page.

Please note that none of these fields are mandatory, but you are encouraged to make use of them.

Once appropriate information has been added, click on the “Save” button which will return you to the main editing page.

It is important to remember that we must have permission to use any images on our website. You must either own the rights to an image or have a licence which allows their use.

Please speak to the staff in Graphics Unit or the Web Admin staff if you are unsure about this. We can provide a stock image for use if required. The Graphics Unit can be contacted on the details below:

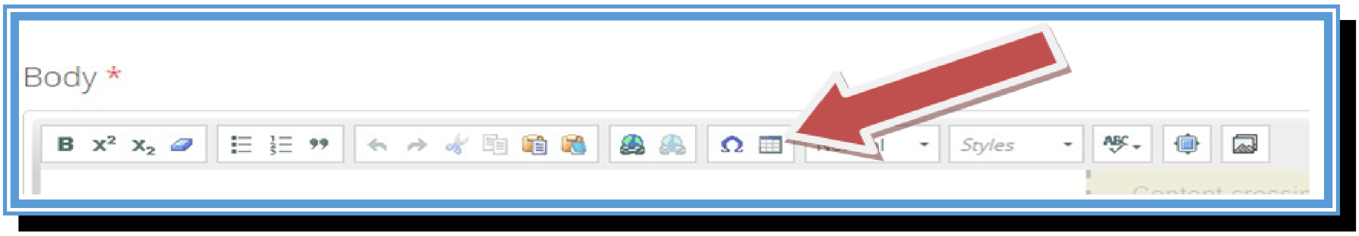
Graphics Unit

Telephone: 028 9052 5486

e-mail: graphic.design@daera-ni.gov.uk

21. Adding a Table

Tables should not be used for display purposes, but simple data/text and can be placed in the body of a page. Click on the table button as indicated below:

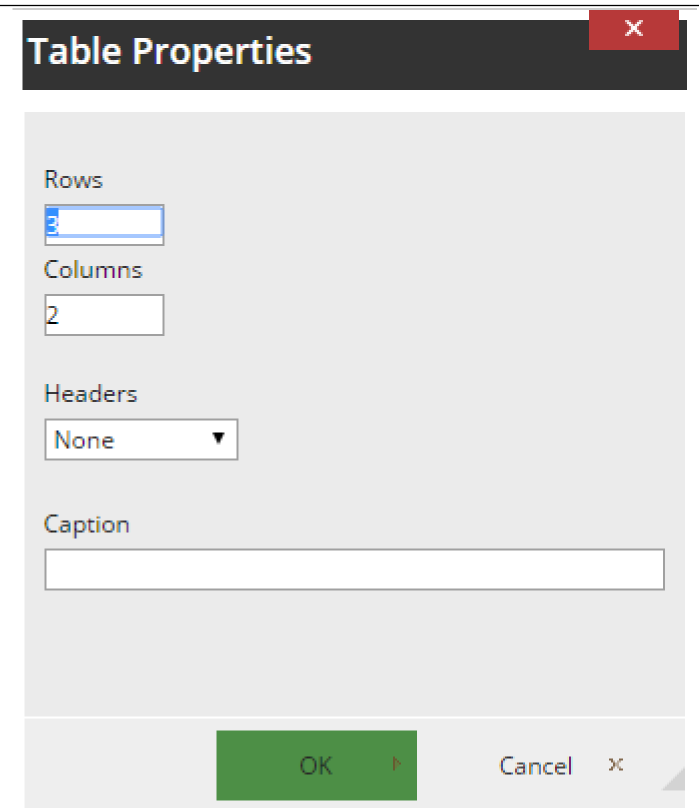


Clicking on the table button will open the following window:

From here, you can select how many rows/columns you would like in your table (although you can add/subtract extra rows and columns after the table has been created).

The "**headers**" drop down menu allows you to choose between having headers in the first row of your table, the first column, both of these or none at all.

If you would like to add a caption to the table, please enter some text into the caption field (this will appear just above the first row of your table).

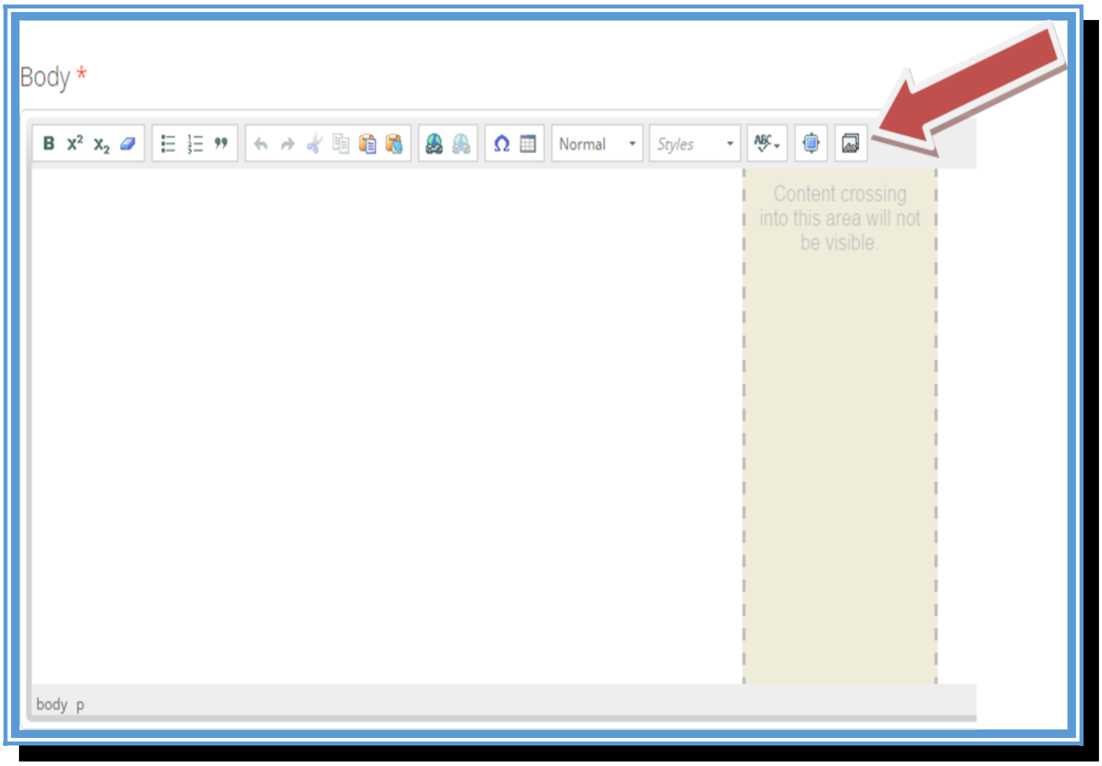


After following the instructions above, your table will be created and available for you to enter data/text. If you need to add/subtract rows or columns, simply right click in the cells of the table and make your selection. Please note that there is no choice of styles, all tables look the same.

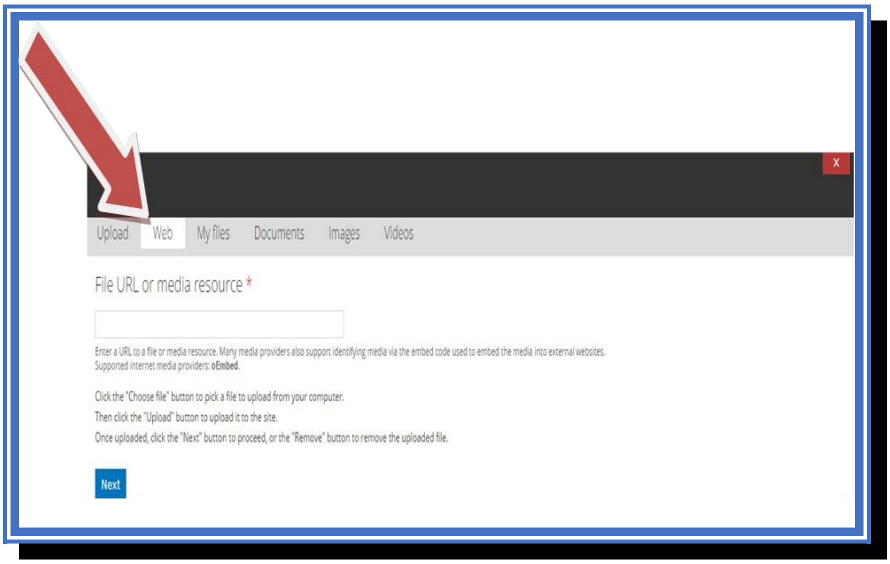
22. Adding a Video

It is now possible to add a video to your webpage. This is done by embedding the video onto the page itself. We recommend using a service such as YouTube for this. DAERA have a YouTube channel specifically for this and you should speak to the Web Admin Team in order to ensure your video is added to this channel prior to upload.

As with images, start this process by clicking on the add media button indicated below:



From the screen below, click on the “**Web**” tab

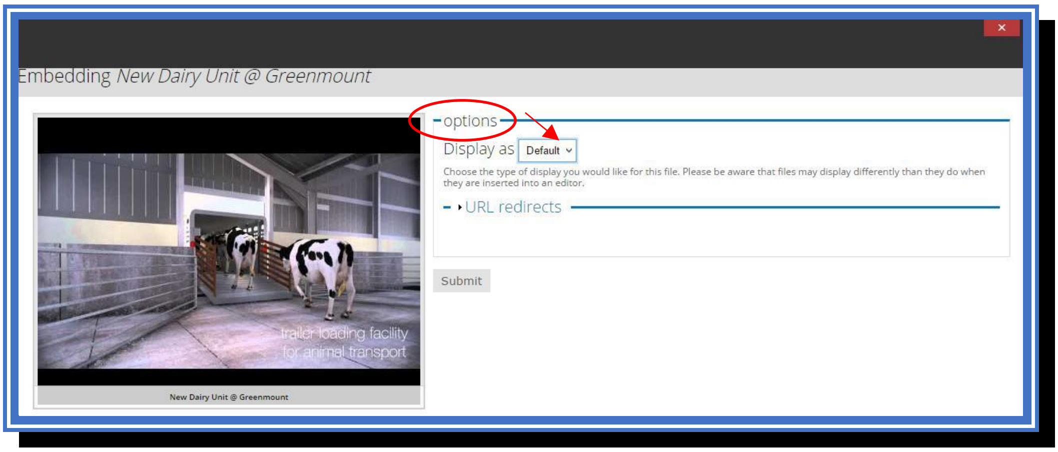


File URL or Media Resource

Enter the URL (web address) for the video you want to embed here. For example:

https://www.youtube.com/watch?v=MAWQwi6azd0

Click next, and if successful, the page will refresh and show something similar to this:

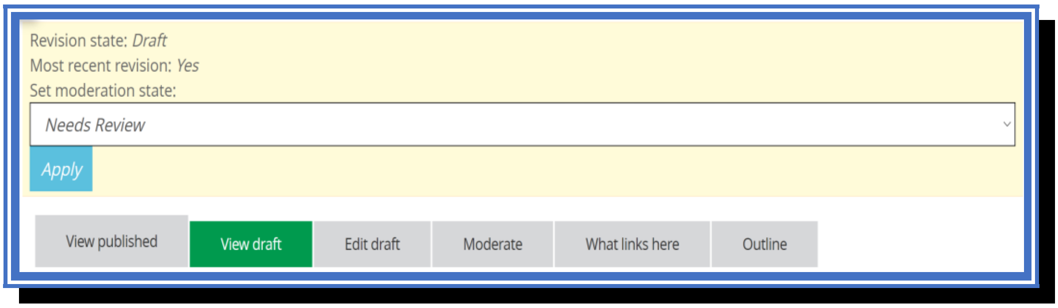


This page will show you a still preview of the video, so make sure it is the right one before proceeding. Under "**options**", click on the box for "**Display as**" and select "**video**". This is important as the video will not function if you don't change that setting.

Finally click on submit, and you should see your video appear in the body of the page.

23. Making your Page Active

Once you have saved a draft version of the page, you will notice the following at the top of the screen:



View published – this shows the live version of the page, what a standard user will see

View draft – this shows the draft version of the page. If you notice a mistake, and/or need to make a further change to the page, click on **Edit draft**

Edit draft - this takes you back to the editing page where you can make additional amendments to the content if necessary

What links here – this shows a list of pages that link to the current page using **Internal Path** links. This information can be useful for ensuring that irrelevant or dead links are not left when content is updated or unpublished

If you are content with the draft and are happy for it to be published, click on the **Apply** button, which will change the revision state from "***draft***" to "**needs review**".

You now need to advise your local approver, with Publisher Access rights, that you have created / amended content for them to make the new content live on the department's Intranet page.

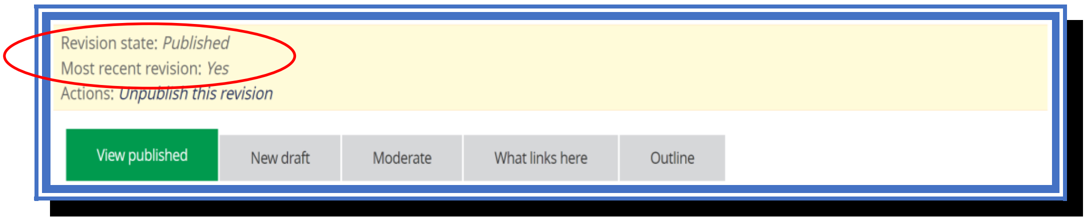
You should send an email to your approver with a link to the page that you created / amended.

If your local approver is not available then members of the Web Admin team can carry out this role for you in exceptional circumstances i.e. if the information is urgent and needs published as an emergency response.

The future role of the Web Admin team will be to carry out checks on all web content to ensure that it is accessible and meets the other required standards for our web content.

The Web Admin team will <u>not</u> be checking spelling, grammar or the relevance etc. of the information. That remains the responsibility of the business area.

Once published, the following will be displayed above the content:

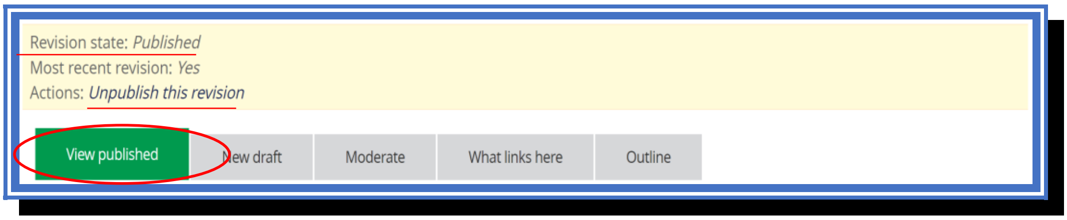


From here you can still access the tabs outlined above, and you can click **Unpublish this revision** as a quick way to unpublish an entire page, if it is no longer relevant.

24. Editing Content

Editing content is a fairly straight forward process, it is very similar to the process of creating content in the first place.

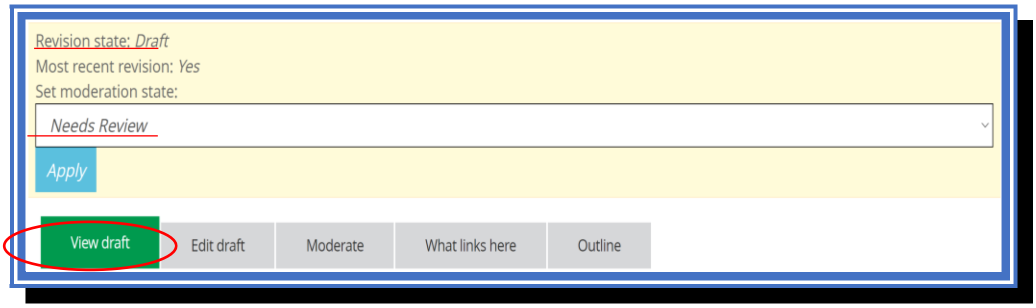
On all relevant pages, options, similar to the following will be displayed, above the content:



If the page is currently live to users of the site, then the option to **View published** will be displayed in the first position. This option displays the page as it appears to users.

If the page is currently published, and there are currently no changes in draft, the **New draft** option will be displayed. If you select this option you will be directed to the edit screen. This screen looks almost identical to the Create Content screen.

If, however the page is ***not*** live then **View draft** will be displayed here. This option displays the page as it would appears to users if it was published.



Regardless of whether the page is published or not, if there is are changes currently in draft, the **Edit draft** option is displayed. If you select this option you will be directed to the edit screen. This screen looks almost identical to the Create Content screen.

If updating a **Document** page ensure that the **Last Updated Date** has been set to the current date.

24.1 Editing Images

There are two approaches to consider when updating **Images**:

- Replace the Image
- Edit the Image

24.1.1 Replace the Image

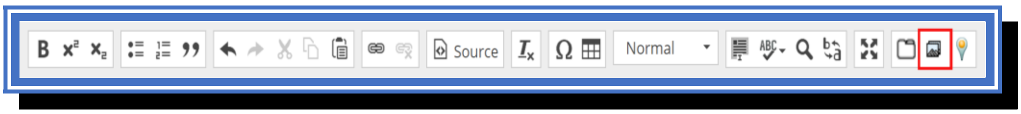
This is the more common approach. It means to delete the image from the **Body** field (or remove it from the **News Photo**) and adding a new image to take its place.

It is more straightforward than editing the image, and also ensures that if the image has been added to any other pages, that these pages are now affected by the change.

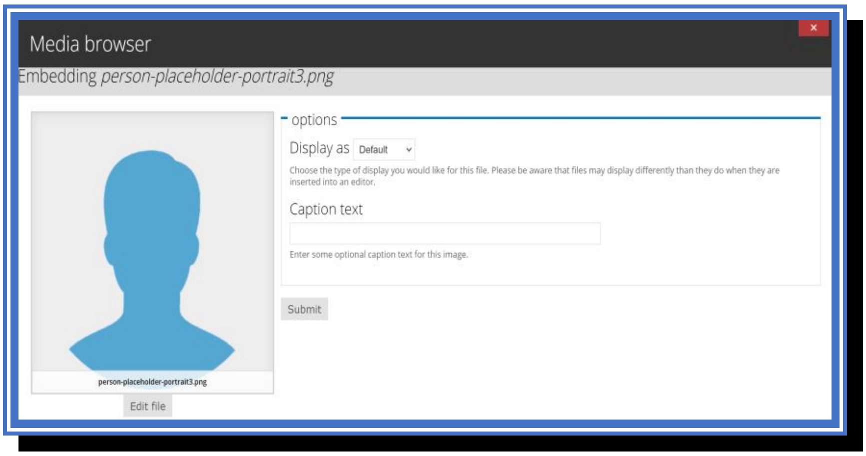
24.1.2 Edit the Image

There are circumstances when an image is shown on multiple pages, and due to an error or change all the images must be updated.

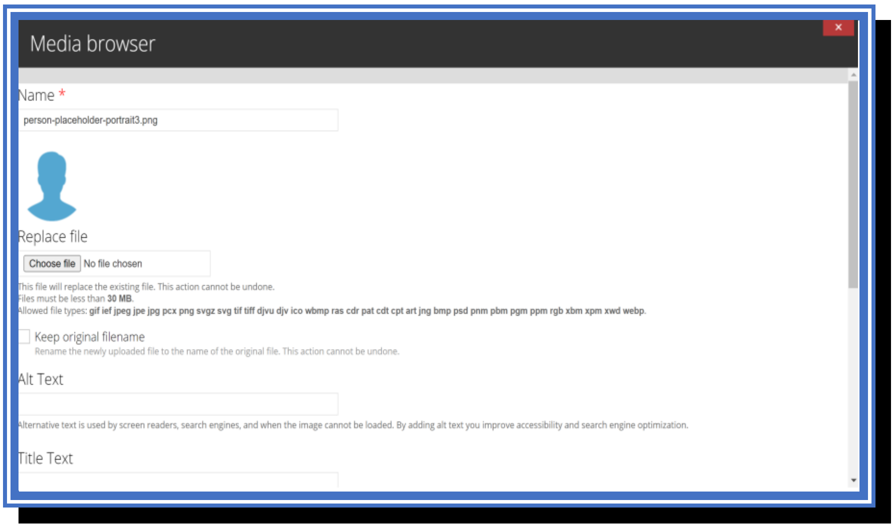
In this instance you can select a page that includes the image and click on the image. Then once again click on the **Media browser** button in the top toolbar.



This will display the same screen as when an existing image is selected from the **Images** tab.



On this screen you can then click the **Edit file** button.



This will then display the details of the image. These details can all be updated from this screen, including the image file. To do to this click on the **Choose file** button, and select the replacement file from your computer.

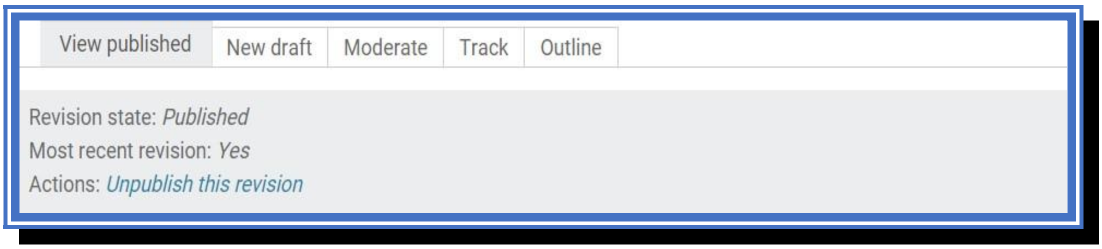
Once you a are happy with the update click the **Save** button.

You will then be redirected to a page displaying the Image and its details. This screen can be closed as the changes have already been saved.

In some cases, these changes will not be displayed instantly – this is due to local memory issues, but the changes will be reflected when the server has pushed through all updates.

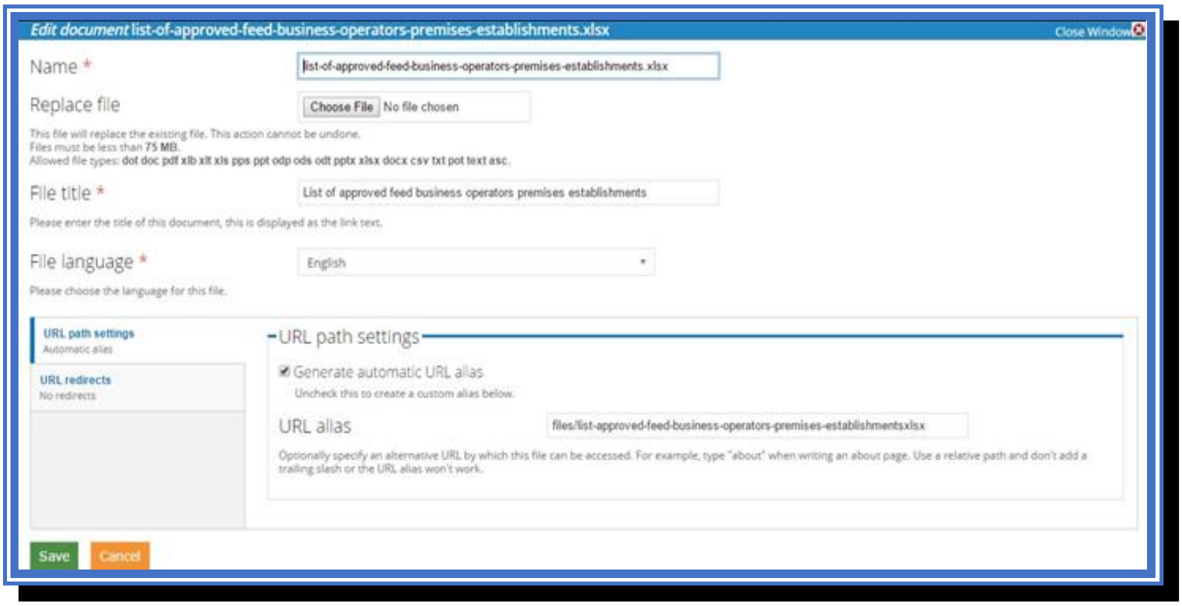
24.2 Updating a Document on a Publication Page

Log into DRUPAL and navigate to the page you need to edit/update. As the page is currently live on the website, the following options will be available from the top of the page:

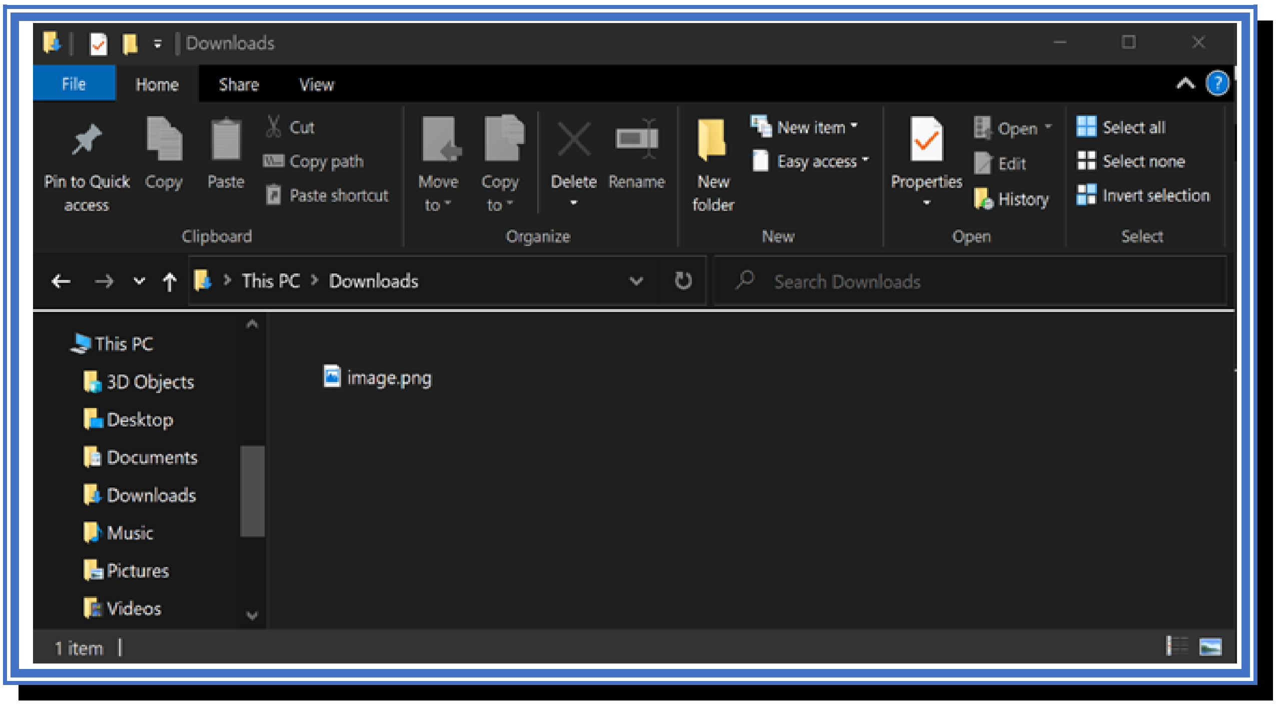


The default tab selected means that you are viewing the published content. Beside this, if you click on the "**New draft**" tab, you will create a new version of the page.

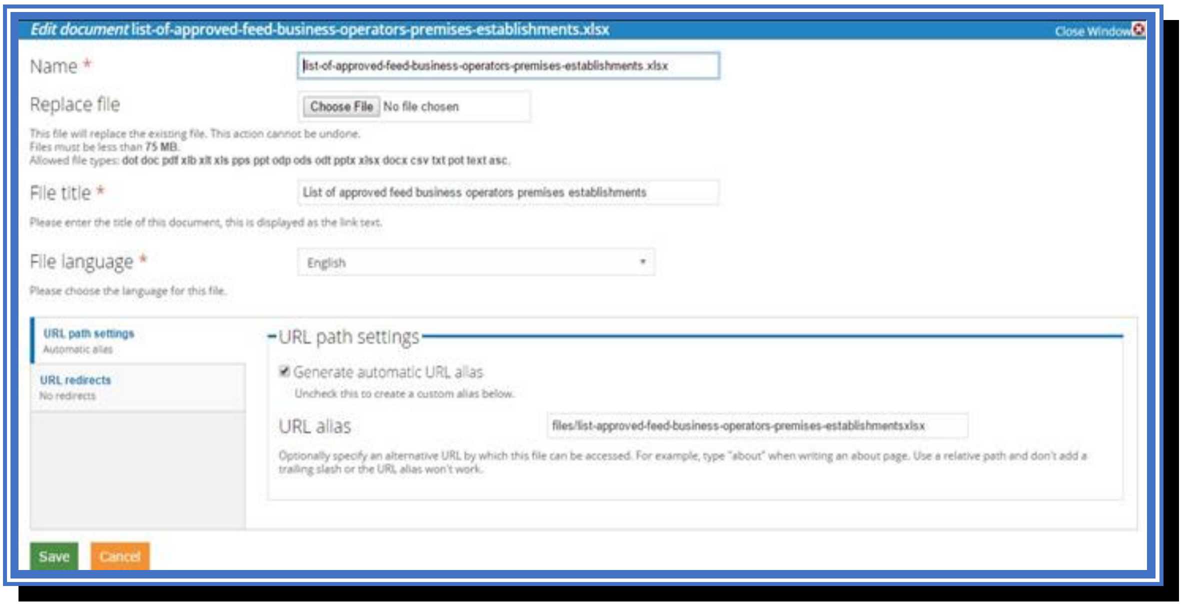
This page will look identical to the page you used when you initially created the page. Scroll down to the part of the page that holes the document. Beside each document on the page, you will see two buttons, **Edit** and **Remove**. Click on the **Edit** button which will open the following window:



Click on the **Choose File** button to begin searching for the document you wish to upload.



Use this window to find the new version of the document you wish to upload and click **Open** which will bring you back to this screen:



Use this screen to update the file name etc is appropriate. Once happy, click "**save**" which will bring you back to the main editing page.

You may wish to update the publish date for the document. However, if content with the changes, click **save** at the bottom of the page and then **apply** at the top to set the status to needs approved. Next, alert your local approver (editor/publisher) that your page needs reviewed and published.

25. Removing Content

Pages can ***only*** be **Deleted** by a user with **Publisher Access**.

We strongly urge that you ***do not delete any content unless absolutely necessary!***

Once a page is **Deleted** it ***cannot be recovered***!

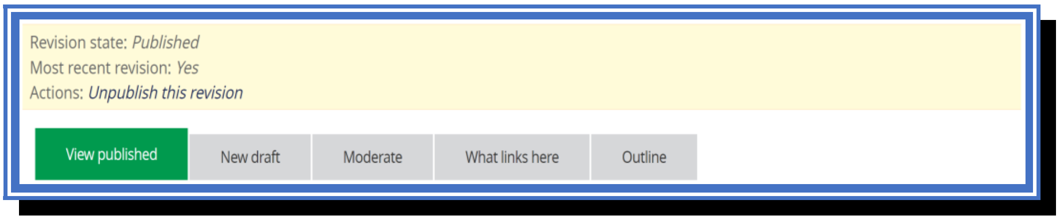
It is advised that in almost every situation, pages that are no longer required are instead unpublished.

If you are positive that a page must be deleted, please contact the Web Unit, providing the link to the page that you wish to delete, at the following email address:

daerawebsite-admin@daera-ni.gov.uk

25.1 Unpublishing Content

The following will be displayed above the content on a published page:



You can click **Unpublish this revision** to unpublish the selected page.

Remember, if you unpublish a page, it can then only be published again by a user with Publisher Access.

If this is required you should send an email to your approver with a link to the page that you need published. If your **local approver** is not available then members of the Web Admin team can carry out this role for you, in exceptional circumstances.

Top Tips & Reminders:

1. To create an **internet** page the best platform is Google Chrome.

2. To create content for the Internet (public facing website page) you must access Drupal via www.daera-ni.gov.uk.

3. DAERA Web Admin Team are the only authors or editors who can create a new or edit an existing landing page. If you require this please contact daerawebsite-admin@daera-ni.gov.uk to discuss your requirements with a member of the team.

4. If you require a new topic (including global topics, site topics and sub topics) to be created you must request this via daerawebsite-admin@daera-ni.gov.uk.

   Before a new global topic can be created, the Web Admin Team must seek agreement from all other NICS departments. Checks must be undertaken to ensure that there are no objections or similar proposals in the pipeline. If there is unilateral agreement across all NICS departments then a Service Request to create the new global topic is forwarded to Enterprise Shared Services by web admin.

5. Publication content is the only type that can attach a pdf or word document.

6. When uploading documents to web pages HTML should be used as the default format. The HTML provides a link to the information as opposed to attaching volumes of information to a web page making it more difficult to navigate and find the information required