

Content Editor FAQ

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General links and contacts

Drupal link (backend)

<https://prod-cms.pwcva.gov/>

Staging site link

<https://stage-cms.pwcva.gov/>

The staging site is used to test changes but please note that these changes cannot be imported to production and will have to be recreated.

Point of Contact

Primary contact: Tavion Britt (tbritt@pwcgov.org)

Secondary contact: PWCNewWeb@pwcgov.org or communications@pwcgov.org

Style Guide

<https://pwcgov.frontify.com/d/Tmbe7CD9GiCf/the-guide?#/brand-identity/design-philosophy>

Account management

For account management please contact Tavion Britt (tbritt@pwcgov.org).

Password reset/Temporary password

Please contact Tavion Britt (tbritt@pwcgov.org).

After 3 failed attempts you will be locked out of your account, if you have forgotten your password, please contact Tavion Britt to give you a temporary password.

How to change your password

After logging in, you select your username at the top (you may have to click it twice) and then "edit profile." From there, you must enter your current password under your last name. Below, you can enter a new password and confirm the new password.

For assistance, please contact Tavion Britt (tbritt@pwcgov.org).

Requesting access/New content editor

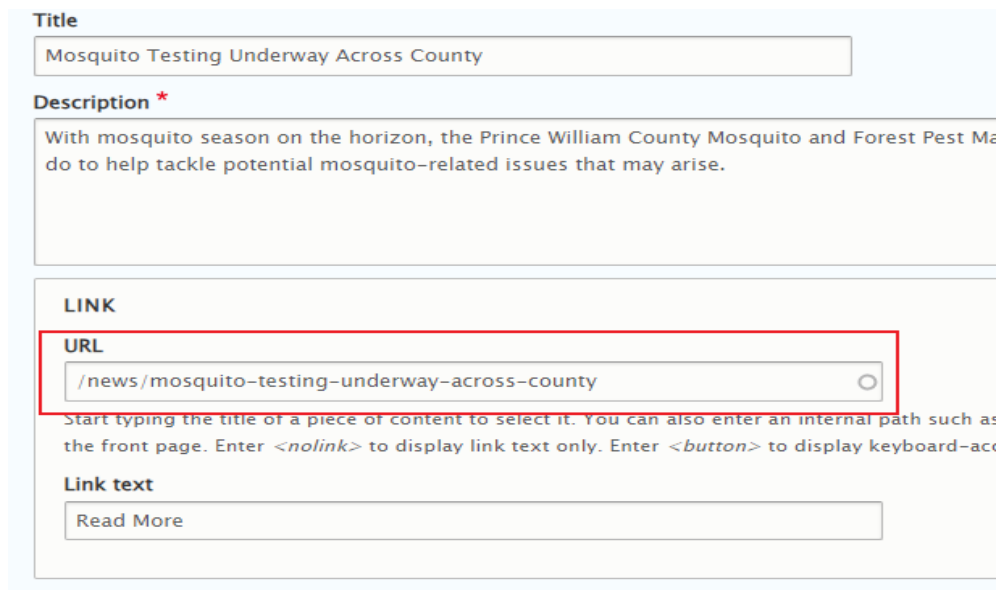
If you have a new content editor, please contact Tavion Britt (tbritt@pwcgov.org) to get their account setup and schedule training.

This request must come from a manager/director or current content editor.

Documents Images and Links

How to add a link

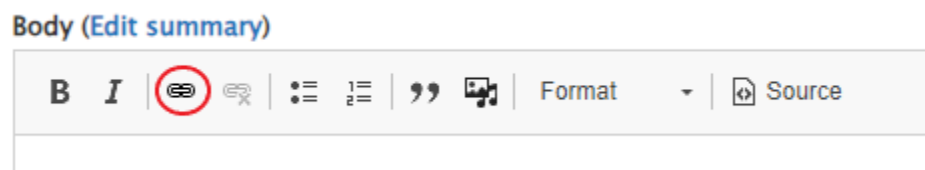
To add a link to a web part you will be prompted by the web part with a text box telling you to add your link there. **Please ensure your link does not include prod-cms. any links with this will not be accessible by the public only those with access to the backend can see these pages.**



The screenshot shows a web part configuration interface. It has three main sections: 'Title' with a text box containing 'Mosquito Testing Underway Across County'; 'Description' with a text box containing 'With mosquito season on the horizon, the Prince William County Mosquito and Forest Pest Management team is working to help tackle potential mosquito-related issues that may arise.'; and a 'LINK' section. The 'LINK' section contains a 'URL' text box with the value '/news/mosquito-testing-underway-across-county' and a 'Link text' text box with the value 'Read More'. The 'URL' text box is highlighted with a red rectangle.

You can add a link to another page, a document added to our backend or an external site. Please note that you will need the full URL of an external site, inputting google.com for example will not work you will need to input <https://www.google.com>.

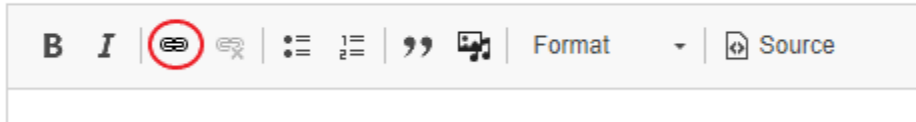
To add a link to a text box you will need to type out the text you want and then highlight it and select the link icon in the toolbar. Then you just need to input the link in the popup box.



How to add an email link

To make a email clickable and automatically open the users email with the selected email in the to field you will select the link icon on the toolbar.

Body ([Edit summary](#))

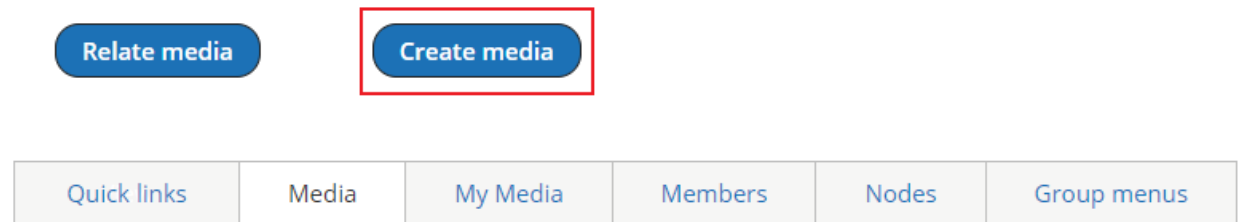


And inside the popup textbox input the following with no spaces:

mailto:email@pwcgov.org

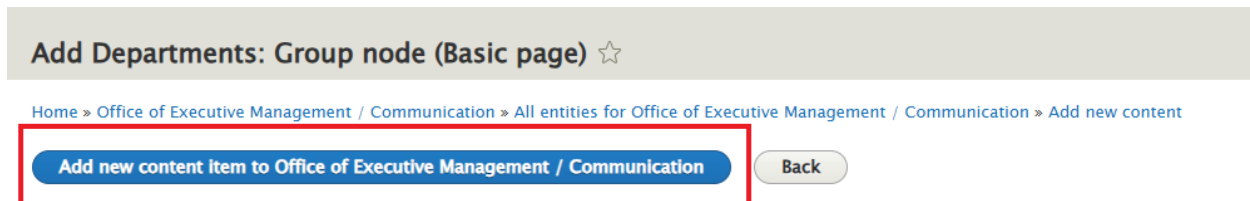
How to add a pdf document to the backend

To add a pdf document, you must go to the media tab and select the Create media button.



After that you will select the document option and then choose file and select where it is stored on your computer. Then you can give the document a title and then scroll to the bottom if necessary and select save.

After selecting save the next screen will look like the following:



Select the blue button that says, “Add new content item to (name of your group)” and then your document will be saved and appear in the media tab of your group.

If you do not select this button the document will not be saved.

How to link to document

To link to a document, it must be already added to the backend (see [“How to add a pdf document”](#)). The link to a document can be found in the media tab, about halfway down the page it will say "Documents List" and it can be found they're under the document URL column. This list is updated by the most recent date modified so if you just uploaded the document it will appear at the top.

Documents List

Document Title		Name		Apply
Thumbnail	Document Title	Media Name	Document URL	Date Modified ▾
	Civil docket	PWHD Update 11-15-21 final.pdf	/assets/2021-11/PWHD%20Update%2011-15-21%20final.pdf	11/28/2022 - 12:08

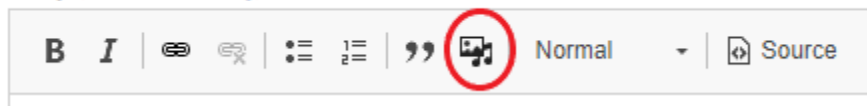
This link is what you will need to add to a web part or text to get the document to appear.

How to add an image to a text block

To add an image to a text block or the body you must select the media library icon in the toolbar (see below). and then you will get the same popup with the option to choose a file from your computer or search through the images in the backend.

Do not use images off of google, this violates copyright laws and the county can be sued for this. Please use a stock image site with a license. The communications office has a Shutterstock account, please see [stock images](#) for more information.

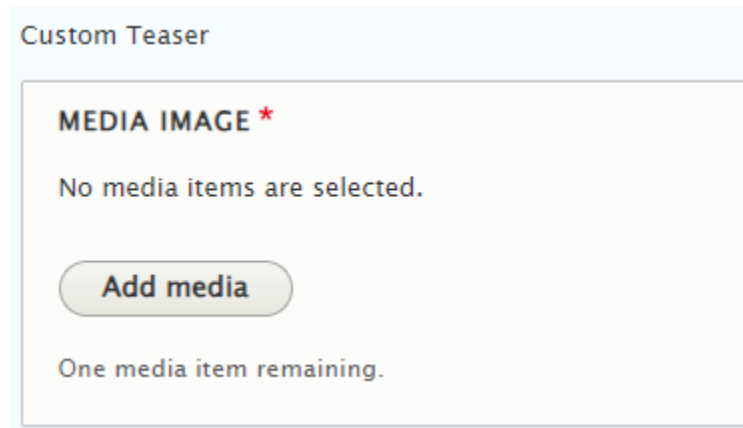
Body ([Edit summary](#))



Please see best practices “Alt text” section for information on alt text.

How to add an image to a web part

To add an image, you don't have to go through the media tab. I would recommend going to the page you want to add to and doing it from there. If it is part of the web part, it will prompt you to add media like below.



And after selecting "add media" you can either select files from your computer or search all the images added to the backend. If you added your image through the media, it will be somewhere in all the images.

Please see best practices “Alt text” section for information on alt text.

Content Editing

How to select or change groups

If you manage content for more than one department/group, you will have to check to ensure you are in the right group before creating or editing pages.

To see the group, you are currently in go to your Home/Dashboard (found under the manage tab at the top) and then it is the group displayed at the top of the screen.

Manage ★ Shortcuts test2

Home/Dashboard Trouble Ticket Content Request

PRINCE WILLIAM VIRGINIA MY GOV INFO & SERVICES

Office of Executive Management / Communication

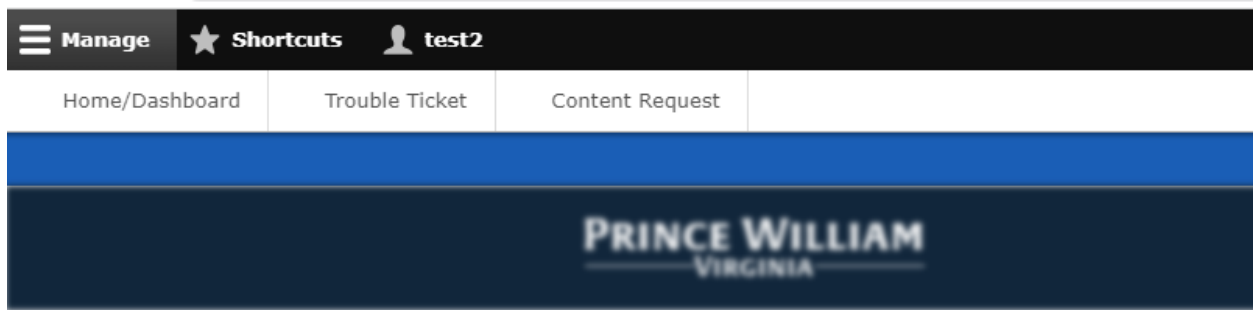
Quick links Media My Media Members Nodes Group menus

- [Office of Executive Management / Communications landing page](#)
- [Add Alert](#)
- [Add Event](#)
- [Add News](#)
- [Add Basic Page](#)

Groups:

- [Office of Executive Management / Communication](#)
- [Police](#)
- [Library](#)

The groups you have access to, including the group you are currently in, are located near the bottom under where it says Groups. You can switch groups by selecting the group you wish to edit. To confirm you are in that group the title at the top should display the group you selected.



Police

Quick links

Media

My Media

Members

Nodes

Group menus

- [Police landing page](#)
- [Add Alert](#)
- [Add Event](#)
- [Add News](#)
- [Add Basic Page](#)

Groups:

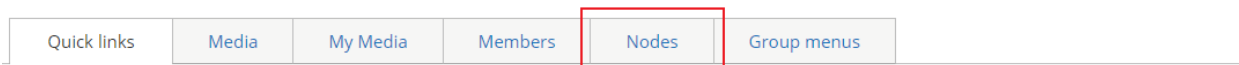
- [Office of Executive Management / Communication](#)
- [Police](#)
- [Library](#)

ex. Switched from Communications to Police

How to create a page

To create a page please ensure you are in the proper group (see **Select a group**) and select the nodes tab below the group title.

Office of Executive Management / Communication



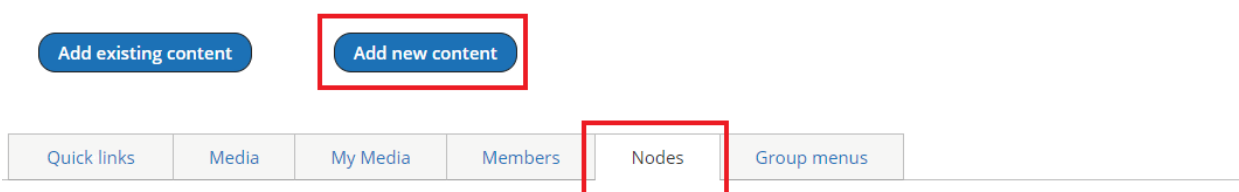
- [Office of Executive Management / Communications landing page](#)
- [Add Alert](#)
- [Add Event](#)
- [Add News](#)
- [Add Basic Page](#)

Groups:

- [Office of Executive Management / Communication](#)
- [Police](#)
- [Library](#)

From the nodes page select the Add new content button at the top of the screen

Office of Executive Management / Communication



From here you will be prompted to select the [type of page](#).

After adding all the content for the page near the bottom of the page there is a dropdown menu that is defaulted to draft/archive. This means by default the page will not go live, to change this select the dropdown and set it to published.

After selecting save at the bottom, the next screen will look like the following.

Add Departments: Group node (Basic page) ☆

[Home](#) » [Office of Executive Management / Communication](#) » [All entities for Office of Executive Management / Communication](#) » [Add new content](#)

[Add new content item to Office of Executive Management / Communication](#)

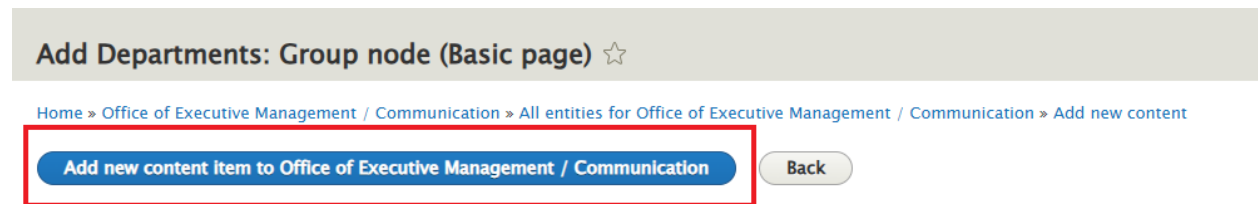
[Back](#)

Select the blue button that says, “Add new content item to (name of your group)” and then your page will be saved and appear in the nodes tab of your group.

If you do not select this button the page will not be saved and all progress on this page will be lost.

Saving a newly created page or document

When you first save a newly created document or page of any type you will get a popup like this.



Select the blue button that says, “Add new content item to (name of your group)” and then your page will be saved and appear in the nodes tab of your group.

If you do not select this button the page will not be saved and all progress on this page will be lost.

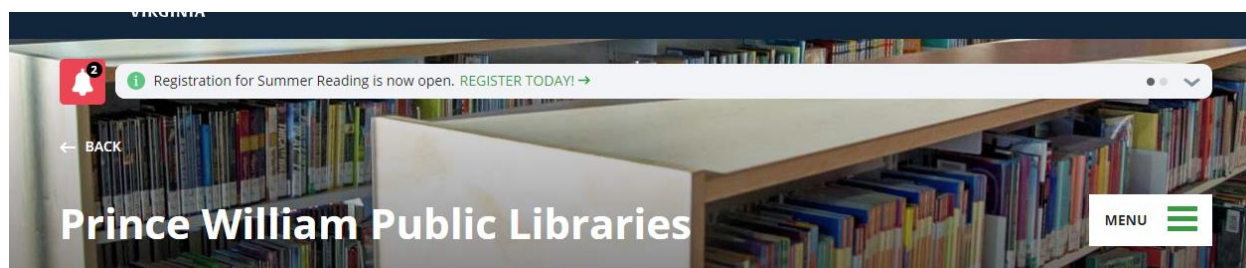
Different types of pages

Basic page: The standard page

Event: adds an event to your group's calendar and if global event selected at the bottom before saving it goes to the county calendar on the landing page

News: adds a news article to your group's news section and if global news selected at the bottom before saving it goes to the county news section on the county landing page

Alert: adds an alert to your group's pages. These are found at the top of **all pages in the group**. Please notify Tavion Britt (tbritt@pwcgov.org) or the communications office (communications@pwcgov.org) if you wish for the alert to be viewable on every page on the website.



example of an alert

Landing page: **Do not create another landing page it will cause issues within the group.** Every group already has one, if you want to test changes on the landing page please do so on the staging site or contact Tavion Britt (tbritt@pwcgov.org)

Contact page: Creates a page used for the department/agencies to display contact information. **Check if your group already has one**

Administrative pages: **Do not use**

How to find a page

To find a specific page please ensure you are in the proper group (see **Select a group**) and select the nodes tab below the group title. The nodes tab is where every page within the group is located.

Office of Executive Management / Communication

Quick links	Media	My Media	Members	Nodes	Group menus
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- [Office of Executive Management / Communications landing page](#)
- [Add Alert](#)
- [Add Event](#)
- [Add News](#)
- [Add Basic Page](#)

Groups:

- [Office of Executive Management / Communication](#)
- [Police](#)
- [Library](#)

From all pages in the group are listed from last update date and time. You can also use the filters to find unpublished pages or pages of a specific type (basic page, news, alert, event, etc..).

Please note that there may be multiple pages so if you don't find it on the first list be sure to scroll to the bottom and select the second page.

Prince William Board of County Supervisors Adopts FY 2024 Budget	News	Published	04/25/2023 - 20:42	View relation
Volunteers Make a Difference in Prince William County	News	Published	04/24/2023 - 19:26	View relation

1 2 3 4 5 6 7 » Last »

How to find a page you have the live link to

If you have the live link you can navigate to the backend version by adding “prod-cms.” to the beginning of the link.

Example:

Live link: pwcva.gov/department/office-communications/community-newsletter

backend link: prod-cms.pwcva.gov/department/office-communications/community-newsletter

Please note that if you don’t have access to the group the page is in it will tell you access denied.

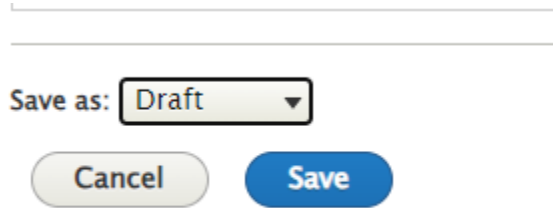
How to publish a page

To publish a page open it up in edit mode and scroll to the bottom of where you select save and select the dropdown next to where it says Save as that says either Draft, Archived, or Publish and select publish

Save as:

How to archive or save a page as a draft

To archive a page open it up in edit mode and scroll to the bottom of where you select save and select the dropdown next to where it says save as and select archive or draft.



Please note that any link to this page will now be broken and this page will now give people that select to go to this page the page not found error.

Please use this as your way of deleting a page, if you accidentally delete a page, we cannot recover it, but we can publish an unpublished page again.

How to add a web part

Select the down triangle next to the Add Overview button

Title ^{*}

New Community Newsletter

[Show row weights](#)

BASIC FLEXIBLE

✚ Rotators June 2023 Community Newsletter, June_NL_Web_Graphic.jpg, June 2023 Community Newsletter, View, May 2023 Community Newsletter, Ma (

Add Overview ▼ to Basic Flexible

Body ([Edit summary](#))

B *I* | | | | Format ▾ | Source

How to get text align options

To get text alignment options in the body or a text block you must change the text format found at the bottom of the body/text block and change it from basic HTML to Full HTML.

Body ([Edit summary](#))

B *I* ~~S~~ x^2 x_2 *I* $\equiv$ $\equiv$ $\equiv$ | | | “ ” | Format ▾ | Source

Text format Full HTML ▾

Accessibility and Best Practices

The Department of Justice has ruled that all government websites must adhere to ADA compliance. This means that our information must be accessible to those with disabilities and their assistive technology.

Alt text

Always add alt or alternative text to all images. Alt text is used only to describe what is happening in an image NOT what the image has to do with the information surrounding it.

Alt text is the description of the image that screen readers say to those who use it. It is also displayed on the screen when the image link is broken.

Links

Links should be distinguishable in 2 different ways from plain regular text, typically color and an underline. Our website has links in a different color and underlined on hover.

If you are coding, please do not alter the link color or text decoration.

Font

The font that our website uses is open Sans, and the default color is black. **Please refrain from changing the font color as this can cause accessibility issues when it comes to color contrast.** If you do, please use a color contrast checker or chrome dev tools

- The color contrast checker I use: <https://webaim.org/resources/contrastchecker/>
- Article on how to use chrome dev tools contrast checker:
<https://dev.to/domizajac/how-to-use-chrome-devtools-to-find-a-color-fixing-insufficient-color-contrast-ratio-on-your-html-element-546k>

Images

Do not use images with meaningful text content on websites. **Keep all important information in plain text and not images.** The text in the image is not accessible to those with assistive technology or may not be easily read by those with visual impairments such as colorblindness. **This includes images with tables**, even with alt text it is difficult to explain to screen readers how the table is set up and how to navigate the table.

Stock images

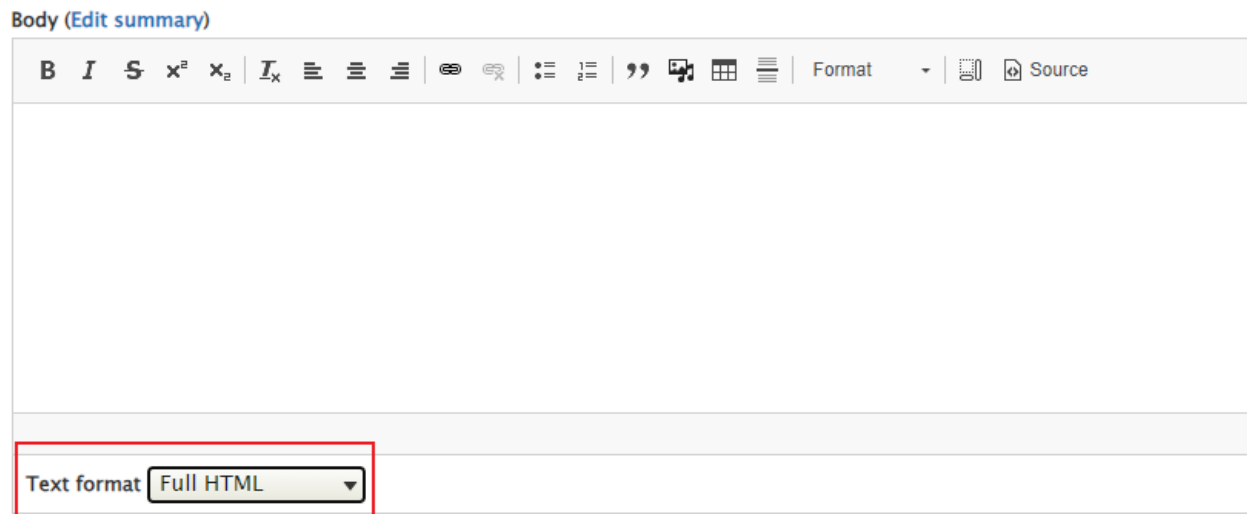
Do not use images off of google, this violates copyright laws and the county can be sued for this. Please use a stock image site with a license if you office/department has one.

If you do not have a stock image site license the communications office has a Shutterstock account so if you find an image on their site you can send the link to the image to the Communications inbox (communications@pwcgov.org) and they can download and send you the image.

Quick Tips

How to get text align options

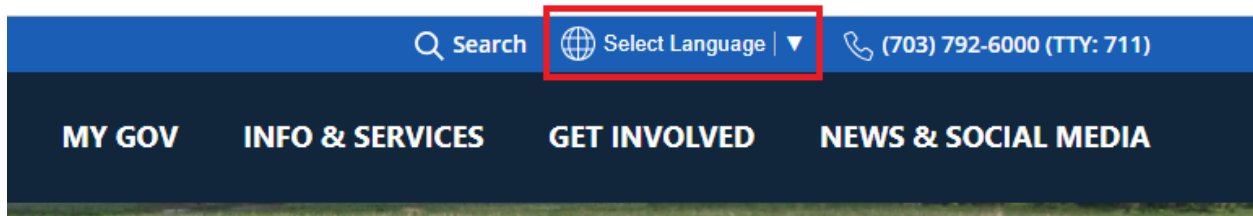
To get text alignment options in the body or a text block you must change the text format found at the bottom of the body/text block and change it from basic HTML to Full HTML.



Website translation

Our website can translate website plain text to numerous languages. This can be found above the main header navigation on every page of the website.

While this translates all plain text, any information in an image or embedded document or form will not be translated.



Page deletion and recovery

I recommend not deleting a page, instead you can [set the page to archived/draft](#) and that takes it off the live version of the site. From here the page can be ignored on the backend so if you need that information again you will still have it.

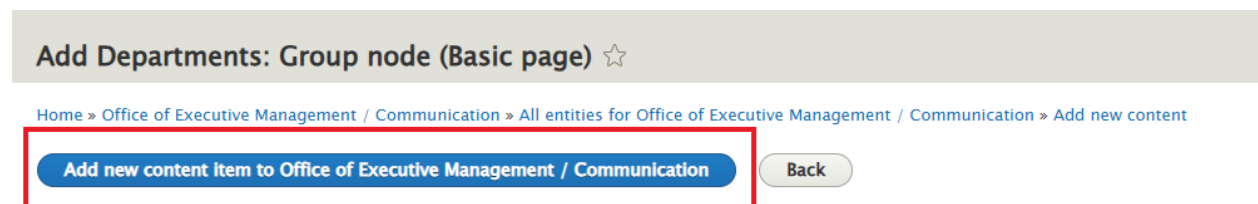
We do not have a way to recover deleted pages without undoing all changes made across the entire website which is unlikely to be approved.

Short link/URL or redirects

To get a short link/redirect please reach out to Tavion Britt (tbritt@pwcgov.org). Because this change can cause issues across the entire site, **do not create one yourself** so that I have a record of these changes in the event the website crashes.

Saving a newly created page or document

When you first save a newly created document or page of any type you will get a popup like this.



Select the blue button that says, "Add new content item to (name of your group)" and then your page will be saved and appear in the nodes tab of your group.

If you do not select this button the page will not be saved and all progress on this page will be lost.

Resources

Image compressor

If your image file size exceeds the requirement you can use this free image compressor (<https://imagecompressor.com/>) to reduce the file size.

Stock images

Do not use images off of google, this violates copyright laws and the county can be sued for this. Please use a stock image site with a license if you office/department has one.

If you do not have a stock image site license the communications office has a Shutterstock account so if you find an image on their site you can send the link to the image to the Communications inbox (communications@pwcgov.org) and they can download and send you the image.

Bugs and Work Arounds

Backend tabs web part

Bug: Only on the backend does the tabs web part only display the text of the first and last tab.

Solution: None, it is only a backend bug. On the live site it will display all the tabs as input in the backend editing mode.

Virtual event

Bug: The virtual event checkbox does not currently work. When you go to select save it will bring you back to the editing view and not display any incorrect fields.

To view the problem, uncheck the virtual event checkbox and the street address box will have a red outline asking for an input. To solve this problem input “Virtual Event” into the street address box.

Solution: Type in “Virtual Event” into the street address bar and save the page.

Featured News at the bottom of a live news page

Bug: At the bottom of a live news page the featured news section is displaying old news articles.

Solution: None at the moment