



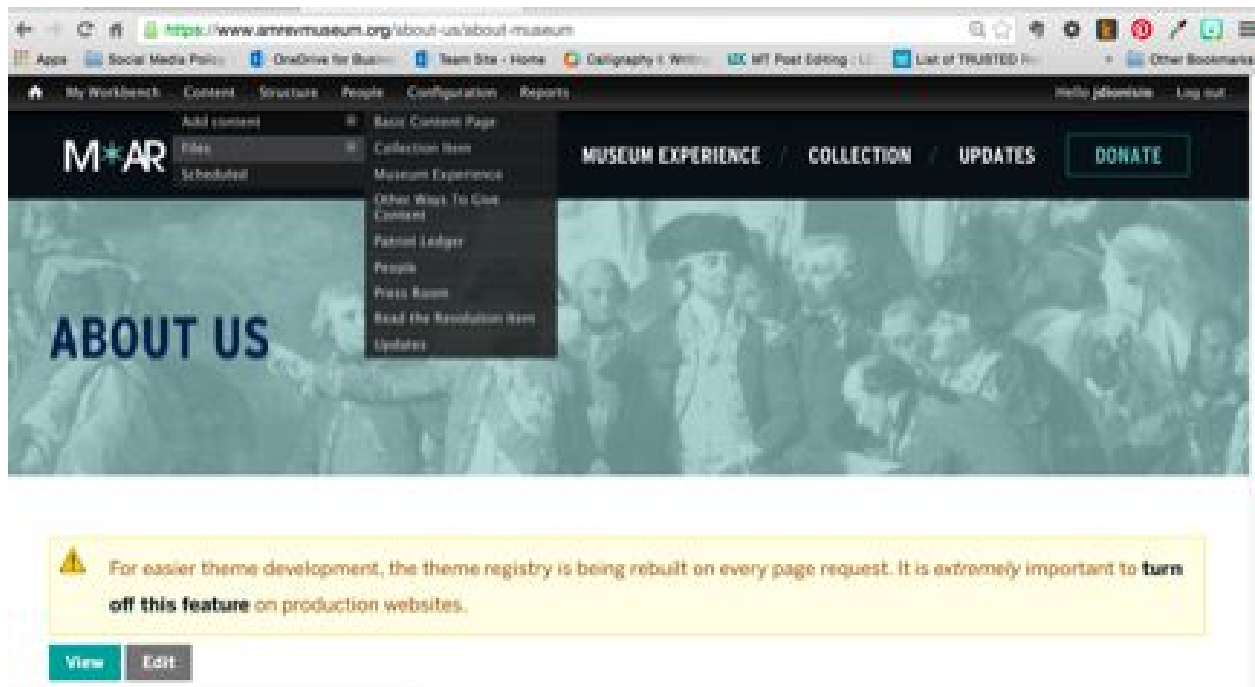
MoAR Website Content Governance Instructions

The Museum’s CMS is Drupal-based. Training on how to use the CMS can be provided by Bluecadet. Contact Peter Hall at peter@bluecadet.com to coordinate. Other staff who are trained on the Museum’s CMS include Julie Shaver and Michelle Moskal.

To access the CMS, go to <http://amrevmuseum.org/user>. Enter username and password. Your dashboard is called “My Workspace.” It’s where you can search for any content on the website and update, edit, unpublish, or delete.

Main Content Types

This navigation shows the main content you have access to edit and/or credit. (Content > Add Content)



It's from this menu that you will choose one of the below "content types" to edit: Read the Revolution Item, Press Room, or Updates.

Create Read the Revolution Entry

1. Hover over "Content" in top navigation.
2. Hover on "Add Content," then select "Read the Revolution Item."
3. Update all relevant fields. Some helpful information to know:
 - *Date*: Select date the page will go live if scheduling ahead.
 - *RTR Type*: Will usually be "History."
 - *Featured Image*: Cover image of book.
 - *Buy The Book*: The URL generated by the Amazon widget in Constant Contact.
 - *Summary*: Same as the eblast intro. Style title in italics by writing `Title`
 - *Body*: Paste intro and body. Use Amazon widget-generated URL to add links to title in intro and credit. Copy style from previous edition for end of post book credit.
 - *RTR Description*: Delete everything but the first sentence. (We don't need NEH credit for new posts.)
 - *Scheduling Options*: Can pre-schedule.
4. Save when ready.

Create Press Release

1. Hover over "Content" in top navigation.
2. Hover on "Add Content," then select "Press Room."
3. Update all relevant fields. Some helpful information to know:
 - *Title*: Press Release Headline
 - *Press Room Type*: Press Releases
 - *Summary*: Skip
 - *Body*: Paste in text. (Paste in plain text and then style with WYSIWYG editor.)
 - To add PDF at the end of body, hit picture icon (bottom right). Choose file, upload, then hit next. On the next screen, hit save.
4. Save when ready.

Create Update

1. Hover over "Content" in top navigation.
2. Hover on "Add Content," then select "Updates."
3. Update all relevant fields. Some helpful information to know:
 - *Title*: Will appear on Updates homepage
 - *Update Layout*: "Normal" will create a new post on our website. "External" will link to a webpage off-site.
 - *Date*: I tend to keep these blank.
 - *Featured Image*: Shows up on Updates homepage with title and summary.
 - *Summary*: Shows up on Updates homepage with title and featured image.
4. Save when ready.

Update Fundraising Numbers and Graphic

ON HOMEPAGE

1. Scroll down to "Help Make it Possible" banner.
2. Hover mouse over right corner of "Help Make it Possible" box so that gear appears. Click the gear, and select "Configure Block."
3. Scroll down to "Overlay Image" and change if needed.*
4. Scroll down to "Donation Goal Information" and change # in "Current Amount Donated."
5. Hit save.

ON DONATE PAGE

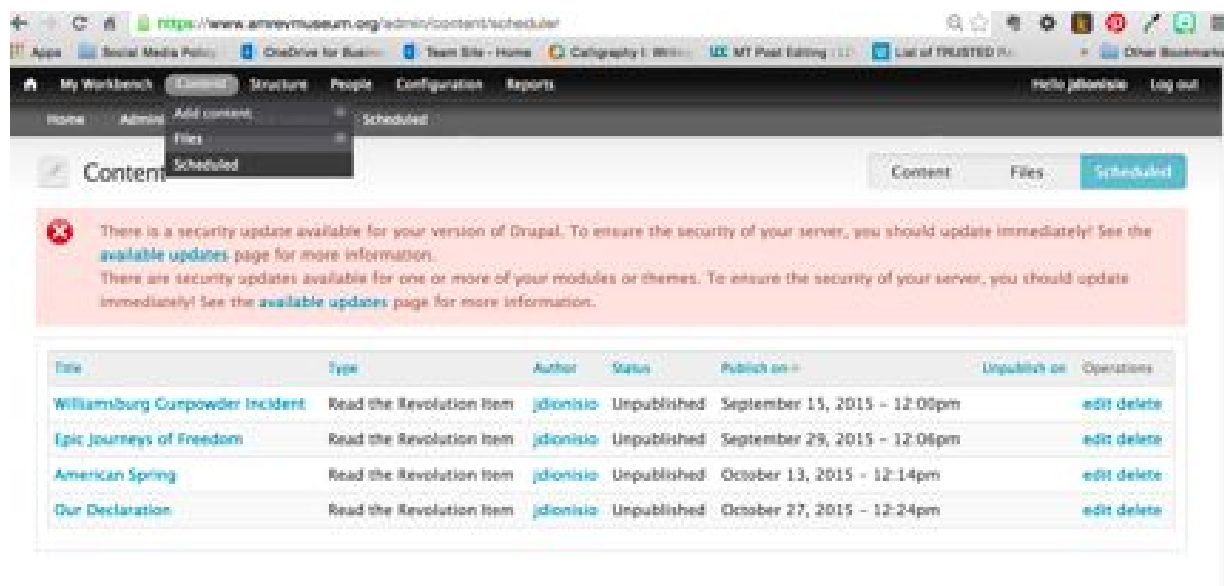
1. Scroll down to "Support the Campaign" banner.
2. Hover mouse over right corner of "Support the Campaign" banner (flush with the line that reads "Donate") so that gear appears. Click the gear, and select "Configure Block."
3. Scroll down to "Overlay Image" and change if needed.*
4. Scroll down to "Donation Goal Information" and change # in "Current Amount Donated."

5. Hit save.

** Updated fundraising graphics are saved on Sharepoint under Marketing and Communications Docs > Web and Social Media > Fundraising Graphics*

Editing Scheduled Content

I have pre-scheduled the next four Read the Revolutions. They need updated intros added. To modify those pages, first, hover over “Content.” Then select “Scheduled.” You will see the list below, which are any articles that have not yet been published but have been scheduled to live in the future.



The screenshot shows the Drupal Content Scheduler interface. At the top, there is a navigation menu with options like 'Content', 'Files', and 'Scheduled'. Below the navigation, there is a red warning banner about security updates. The main content area displays a table of scheduled items.

Title	Type	Author	Status	Publish on	Unpublish on	Operations
Williamsburg Gunpowder Incident	Read the Revolution Item	jdionisio	Unpublished	September 15, 2015 - 12:00pm		edit delete
Epic Journeys of Freedom	Read the Revolution Item	jdionisio	Unpublished	September 29, 2015 - 12:06pm		edit delete
American Spring	Read the Revolution Item	jdionisio	Unpublished	October 13, 2015 - 12:14pm		edit delete
Our Declaration	Read the Revolution Item	jdionisio	Unpublished	October 27, 2015 - 12:24pm		edit delete

To add the intros, select “edit” for the appropriate article. Add the intro to the “Summary” field and the “Body” field. Then select save.