



MDC ROS Main Site

User Guide Prepared by Gorton Studios

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## **Drupal Tips/How-To Guide**

A menu link to Drupal Tips for functionality on your site can be found in your Admin Nav Bar in the Content section. This should be used for any basic Drupal questions that you might have that are not in the below manual. This will include Terms and Concepts, how to log in and out, how to use the WYSIWYG editing tool, misc. Content items, administrative settings at the bottom of the edit screens, Url Redirects and Aliases, Broken Link module, Nodequeues, Blocks, Webforms and Users. Not all items are used on your site.

## **Web Style Guide(s)**

A menu link to a style guide for the theme of your site can be found in your Admin Nav Bar in the Content section. There is also a link to a pdf with tips on how to enter content as well as Fonts and colors used on the site.

## Content Types on your Website

You must be logged into the system and assigned a role, to complete any of the tasks in this section. **We highly recommend that editing be done in Firefox or Google Chrome as they seem to be the browsers that are most compatible with the WYSIWYG editing system.**

Content Types have been created for your website which allows admins to enter data and have it displayed based on the coding and theme for the site. Below is a list of content types on your site. Note that the content that you are allowed to enter, edit and delete are based on your assigned user role. How to use individual fields will be discussed later in the User Manual in the section titled: How to Manage Content.

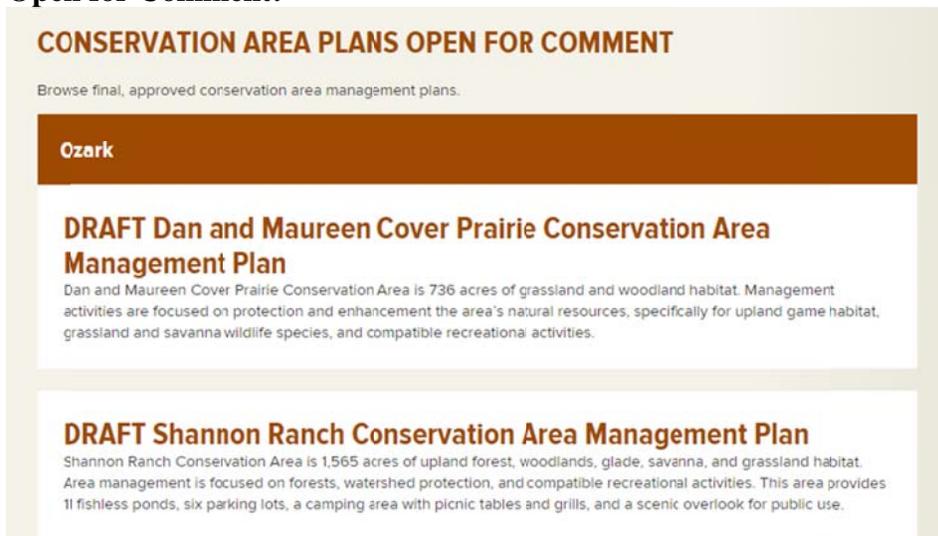
### Area Plan

Conservation Area Plans are set and placed by using the status tag in the edit screen of each plan. Changing the Area Status when you are updating the items will move it from the Open to the Finalized areas. You can add a new Conservation Area Plan using the link in the admin nav bar.

This content type can be scheduled for publishing and unpublishing.

An Area Plan editor role has been created which can be assigned to maintain this content type. Blocks have been created within the Area Plan section of the site which will be displayed for this user role.

### Open for Comment:



The screenshot shows a web interface with a header 'CONSERVATION AREA PLANS OPEN FOR COMMENT' and a sub-header 'Browse final, approved conservation area management plans.' Below this, there is a section for 'Ozark' containing two draft plans:

- DRAFT Dan and Maureen Cover Prairie Conservation Area Management Plan**  
Dan and Maureen Cover Prairie Conservation Area is 736 acres of grassland and woodland habitat. Management activities are focused on protection and enhancement the area's natural resources, specifically for upland game habitat, grassland and savanna wildlife species, and compatible recreational activities.
- DRAFT Shannon Ranch Conservation Area Management Plan**  
Shannon Ranch Conservation Area is 1,565 acres of upland forest, woodlands, glade, savanna, and grassland habitat. Area management is focused on forests, watershed protection, and compatible recreational activities. This area provides 11 fishless ponds, six parking lots, a camping area with picnic tables and grills, and a scenic overlook for public use.

When an Area Plan is open for commenting, the URL to the prefilled webform should be used within the download attached to the plan. The pattern used in the pdf should be:

**<http://mdc.mo.gov/node/10013?ap=XXXX> (URL of the Area Plan)**

So to link to a prefiltered webform it would look like:

<http://mdc.mo.gov/node/10013?ap=10609>

*Node/10013 = Area Plans Comments webform*

*Node 10609 = the node number of the Area Plan that was created in Drupal.*

## Finalized Area Plans:

### FINALIZED AREA PLANS

Browse final, approved conservation area management plans.

**Filter by Region**  
Show all

#### Statewide

#### Test Area Plan Finalized

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec magna magna, fermentum ut massa dapibus, maximus scelerisque nisi. Nulla at tempus sapien. Nunc sit amet commodo erat, a sagittis lorem.

#### Test Area Plan Two Finalized

## Blog

The base blogs have been added to the site and additional blogs may no longer need to be added. You can add a new Blog using the link in the admin nav bar. The new blog will sit automatically as a child of the base blog page.

The latest Blog Post in each Blog will be displayed on the base blog page.

### BLOGS

- Duck Creek CA Updates
- MCre Quail
- The Pine Needle
- Busch Range Renovations
- Fresh Afield

### BLOGS

#### from BUSCH RANGE RENOVATIONS

#### Test Blog Post

by Denise Testing, May 04, 2016  
here is my teaser



#### from MORE QUAIL

#### Test Blog Post

by Denise Beyer, Feb 01, 2016  
Here is my teaser text. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Phasellus placerat vestibulum nulla quis suscipit. Fusce dictum ex viverra massa vestibulum porttitor. Nulla facilisi. Pellentesque sed massa ut augue ultr



When you go to a blog detail node, the last 10 blog posts within that blog will be displayed with a pager for later posts at the bottom of the detail page.

Home » Blogs »

**ARCHIVE**

- 2016
- 2015
- 2014
- 2013
- 2012
- 2011
- 2010
- 2009
- 2008

**MORE QUAIL** More Blogs

Want to bring the bobwhite's call back to your land? Follow MDC's quail guys, who share periodic tips and insights that will help you create high-quality habitat in every season. To subscribe, scroll down, and click the RSS icon.

**Test Blog Post**  
 by Denise Beyer, Feb 01, 2016  
 Here is my teaser text. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Phasellus placerat vestibulum nulla quis suscipit. Fusce dictum ex viverra massa vestibulum porttitor. Nulla facilisi. Pellentesque sed massa ut augue ultr



**Performing Early Successional**



**New ADA Blind at Duck Creek**  
 by Frank Nelson, Jul 16, 2015

With the recent release of the Breeding Duck Populations Report and the announcement of early migratory bird hunting season dates in Missouri, it may be tempting to daydream about this fall's waterfowl season.



1 2 3 4 5 6 7 8 9 ... next > last >

Each blog will also have an archive. Posts will automatically be displayed into the associated year of the post in descending date order. A pager will appear if there are more than 20 posts.

Home » Blogs » Duck Creek CA Updates »

**ARCHIVE**

- 2015
- 2014
- 2013
- 2012
- 2011
- 2010
- 2009

**BLOG POSTS FROM DUCK CREEK CA UPDATES - 2014**

**Journeys of a Commoner**  
 by Frank Nelson, Dec 23, 2014

Mallards are abundant and have a wide distribution across the continent and are quite a common duck. Lucky for us, concentrations of these waterfowl primarily occur in the Mississippi Flyway both on the breeding and wintering grounds so they fly through Missouri on their way to and from twice a year.



**Whole Foods**  
 by Frank Nelson, Nov 19, 2014

I always enjoy seeing what is happening in the marsh. Whether it is while you're picking up decoys or tromping back through the muck to the truck, you never know



## Blog Post

Blog posts are used to populate the Blogs. You can add a new Blog Post using the link in the admin nav bar. The new blog post will be placed automatically into the correct blog based on the Blog Category chosen.

A Blog Post editor role has been created which can be assigned to maintain this content type. Blocks have been created within the Blog section of the site which will be displayed for this user role.

The screenshot shows a blog post layout. At the top left is a breadcrumb trail: Home > Blogs > The Pine Needle >. Below it is an 'ARCHIVE' menu with years from 2015 to 2010. The main header reads 'from THE PINE NEEDLE' and a 'More Posts' button is on the right. The article title is 'FIRST FROSTS AND FALL HUNTS', dated Sep 10, 2015, by Wyatt Layman. The text discusses hunting in the Ozarks and the challenges of fall. It includes sub-sections: 'THE TROUBLE WITH FALL' and 'CHASE THEM ANYWAY'. At the bottom, there are two photos: one of Matt L'Heureux receiving an award from John Tuttle, and another of Matt L'Heureux with his family holding an award.

Admins can choose Related Content on a Blog Post, if desired.

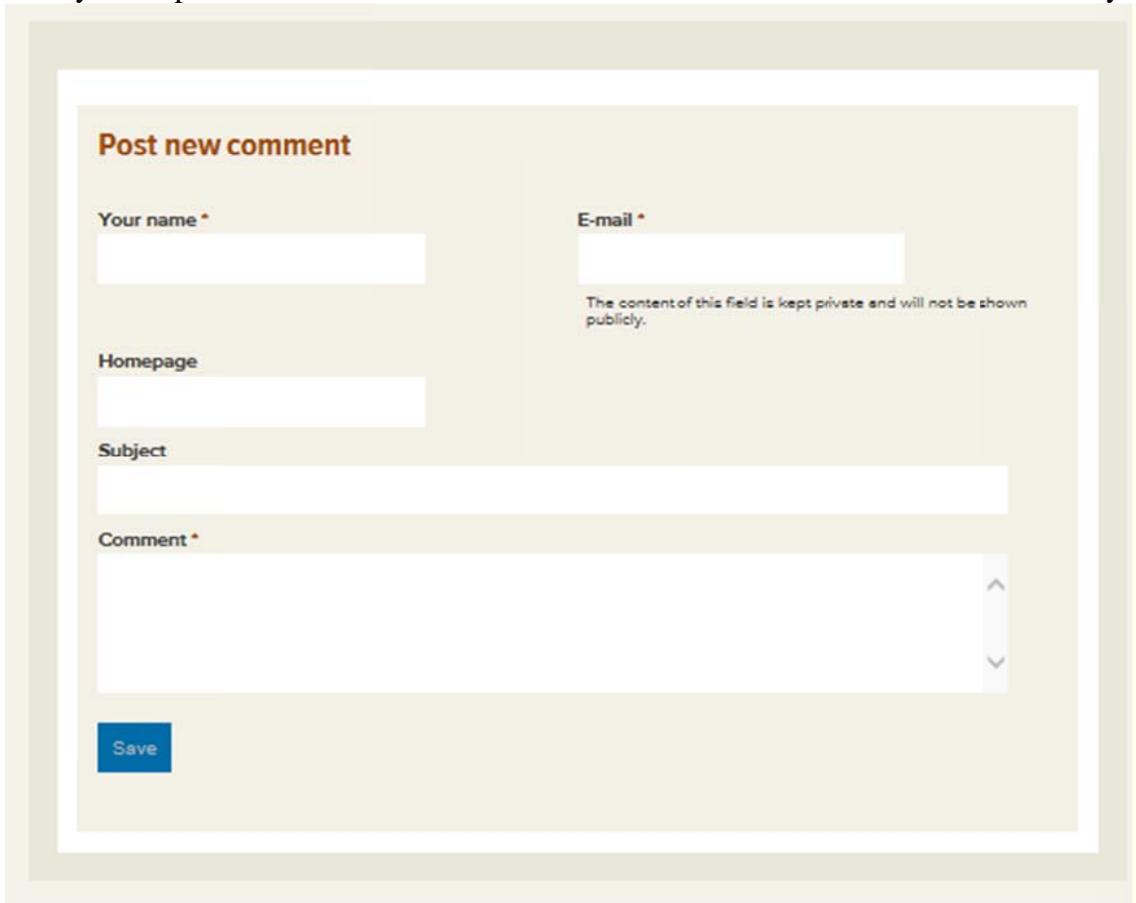
The screenshot shows a 'Related Content' section with three items:

- 01. The First 50 Years: Foreword and Table of Contents (pdf, 179 KB)**
- 02. The First 50 Years: The Way Things Were (pdf, 882 KB)**
- Here is an Offsite Link [🔗](#)**

The three most Recent Posts from any Blog will be displayed below the body area of the Blog Post.



Comments are set up so that for 30 days individuals can comment on a blog post. After 30 days the option to add a comment will be turned off and comments will be read only.



**Comments**

**Here is a new comment that is**  
[Permalink](#) Submitted by Anonymous (not verified) on Nov 02, 2015  
 Here is a new comment that is not a reply and is a new thread

---

**This is my comment and it**  
[Permalink](#) Submitted by Anonymous (not verified) on Nov 02, 2015  
 This is my comment and it needs to be approved to show up

---

**This is my reply to the first**  
[Permalink](#) Submitted by Anonymous (not verified) on Nov 02, 2015  
 This is my reply to the first comment

---

***Donation***

Add a Memorial donation to be displayed on the site. You can add a new Donation using the link in the admin nav bar. This will be placed after the Gifts within the Donation section of the site.

A donation should include all the individuals who gave and the title should be the date range of the donations.

**JULY-SEPTEMBER 2015**

**Cameron Bird, Union**

- Elmer & Debbie Oswald
- Pat & Brenda Taylor & Family
- Loretta & Dennis Bennett
- Terl & Lisa Tanner

**Hank Blodgett, St. Louis**

- Debbie Hipp

**Tom Clayton, Fenton**

- James Powers
- Stephen & Connie Dore
- Thomas & Priscilla Jackman

**James Dean, Wildwood**

- Thomas & Susan Mitchell

**Tom Ely, Saint Charles**

- Steven & Linda Freeman
- Cletus Friedman
- Bradley & Patti Green
- Dave & June Calvert

The latest 6 donations will be shown in the side block and will have a “view all” link that will take users to an archive page of all the donations.



A partner/donation/gift editor role has been created which can be assigned to maintain this content type. Blocks have been created within the Donate section of the site which will be displayed for this user role.

## ***Download***

A download can be added in order to share files across different areas. You will also have the option to add files on to specific content types but only the download content type will be allowed to be referenced in the Node Reference fields. Downloads will automatically display the file type and size. This content type does not have a detail page. Always add teaser text on a download.

Before adding a new download, verify in the content list that the download has not already been added. To add a download, travel to the node where you would like to place it as a child or choose to Add Content in your Admin Nav Bar. A default image will be displayed if a thumbnail is not added in certain view.

Note that if you need the download displayed in more than one area - this content type allows multi-parents – choose the primary parent and then add additional parents in the node hierarchy section.



**Test Download One (pdf, 343 KB)**



**Test Doc (doc, 22 KB)**

### ***Event***

The Event content type is not being used at this time. See the Events section later in this manual for how events are currently being used on the website.

### ***Feature***

This content type will allow you to create a horizontal block of “featured” items to different sections through-out the site. To edit the homepage feature, a link has been added to the Admin Nav Bar within the content area. If you want to edit additional features, travel to the children of where it shows up and enter the edit field of the feature node.

<p><b>Read the Latest Fishing Report</b> The weekly fishing report is updated every Thursday from the start of April to the end of September.</p>	<p><b>Watch Nature Online</b> Watch Missouri wildlife from web cameras stationed around the state.</p>	<p><b>Porous-Soled Wader Ban</b> Control the spread of didymo</p>	<p><b>Wildfire Prevention</b> High winds increase the threat of wildfire to habitat, homes, and communities.</p>

To add additional features, travel to the page where you want to add a new feature and add it as a child of the page. If there is an existing feature as a child on a page, simply edit it with new content and highlighted items. Pages can only have one feature item and if multiple feature children are created, only the last created one will be displayed.

<p><b>THE TURKEY OUTLOOK FOR THIS SPRING</b></p> <hr/> <p><b>2015 Turkey Outlook</b></p> <p>Despite poor hatches from 2007 to 2010, production in three of the last four years has improved enough to stabilize turkey numbers throughout much of the state. Because of Missouri's diverse landscape, however, turkey population trends often vary regional</p>	 <p><b>Learn more about Turkeys</b></p> <p>Comprehensive guide to turkey hunting</p>	<p><b>TELECHECK AND TURKEY REGULATIONS FOR SPRING</b></p>  <p><b>Regulations</b></p> <p>Complete telecheck and regulations information</p>	<p><b>LEARN ABOUT TRAPPING</b></p> <hr/> <p><b>How Do I Get Started Furbearer Trapping For Sport?</b></p> <p>Knowledge and tools for getting started</p>
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## Gift

Add a Gift to be displayed on the site. You can add a new Gift using the link in the admin nav bar. This will be placed within the Donation section of the site based on the gift type chosen.

## Land Gift:

**RUCKER LAND DONATION**

Patricia Meagher Rucker (Trish) has wonderful memories of visiting the family farm near Silvermines in Madison County while growing up. Her grandparents lived on the farm from 1890 to 1944, raising pigs, cattle, chickens—and children. Her grandfather was also the Silvermines postmaster, a position he held for over 44 years. The farm was later owned by her aunt and uncle, James and Erma Royer, and inherited by her father, Robert Meagher, who practiced law in Fredericktown.

Following her father's death in 2007, Trish contacted the Department about donating the 84-acre home place, situated immediately south of Millstream Gardens Conservation Area approximately 8 miles west of Fredericktown. "I simply could not sell the land," Trish said. "It had been in the family since my great-great grandparents bought it in 1860 and was a place filled with so many memories. I knew that the St. Francis River straddled Millstream Gardens and that my family's land would provide public access to the part of the conservation area lying south of the river. I also liked the idea that my family and I would still be able to hike around on it."

Trish's donation to the Department was given in honor of her children, Roberta and James, and the tract is named to honor her grandparents. The Robert Patrick and Lula Ellis Meagher Conservation Tract, which consists of a mix of pasture and woodlands, is managed as part of the Millstream Gardens Conservation Area.

*Directions to Millstream Gardens Conservation Area: From Fredericktown: take Highway 72 west 8 miles to the area. South of the river: take Route D to the area.*




You can highlight one monetary gift which will place the item at the top of the list with a highlighted title. **Make sure that when you highlight one – that you unhighlight the other one.**

**LEWIS LAND DONATION**

The Lewis Family, Dean, Anna Mae and David D. Lewis Memorial Conservation Area, located northeast of Branson and consisting of 362 acres, was made possible through the generosity of David D. Lewis, who passed away in December 2009. David was born and raised in Rockaway Beach and worked for Sears in Springfield for nearly 40 years. He was known for his humility and frugality. The area, which was opened to the public in December 2013, consists of a mix of upland and bottomland forest, woodland, savanna, and glades, and contains several small wildlife watering holes. Bull Creek runs through the southern portion of the area and empties into Lake Taneycomo approximately 2 ½ miles downstream. A parking lot has been constructed on the east side of the area along Highway 176. Greg Cassell, Resource Forester for the Department said, "Mr. Lewis contacted the Department back in 2008 and expressed his interest in donating the land. He was passionate about preserving his family's homestead and sharing it with generations to come. Folks coming to the area have the opportunity to enjoy a range of outdoor activities including hiking an old woods road, bird watching, fishing along Bull Creek, and hunting small game, turkey, and deer. This is just a wonderful donation and the fact that the area is so close to Branson makes it even that more special."



*Directions to The Lewis Family, Dean, Anna Mae and David D. Lewis Memorial Conservation Area: From Hwy 465/Hwy 65/Hwy F intersection on the north side of Branson, travel east on Hwy F 3.4 miles to Hwy 160. Turn right and go southeast ¼ mile to Hwy 176. Turn right and go south 2/3 mile to parking lot on the right (west) side of Hwy 176.*

### Monetary Gift:

**SHELTON BEQUEST CONSERVES NATIVE PRAIRIE AND BENEFITS PRAIRIE CHICKEN HABITAT**

Joplin residents Wade and June Shelton enjoyed watching birds in their back yard and could be seen strolling along Shoal Creek. Before retirement, Wade worked as a receiving clerk with Vickers Hydrolics. June worked a number of years as a programmer for a local television station. Having no children, they wanted their legacy to be one that would provide Missourians with additional outdoor opportunities and at the same time preserve natural habitat for Missouri's wildlife. To make their plans become a reality, they selected the Missouri Department of Conservation as beneficiary of their estate and, in 1983, began working with department staff to ensure that their lifetime of savings would be used to fund a land purchase to benefit southwest Missouri and its residents. "No bits and pieces," Wade said.

June passed away in 1983 not long after their first contact with the Department. Wade passed away in October 2007 following a short illness. Through saving and sound investments, the Sheltons left a gift of over \$1,007,000. Mindful that the Sheltons desired that either prairie or forest land in southwest Missouri be purchased with their gift, in June of 2009 the Department acquired a 320 acre tract in Dade County that consists almost entirely of native prairie. The Wade and June Shelton Memorial Conservation Area, named to honor the conservation legacy of these two Missourians, is known to provide nesting, brood rearing, and escape cover for a flock of greater prairie chickens.

You can highlight one monetary gift which will place the item at the top of the list with a highlighted title. **Make sure that when you highlight one – that you unhighlight the other one.**

## \$2.2M FROM THE EDNA A. RICHTER TRUST TO PROMOTE HUNTING, FISHING & SHOOTING SPORTS

Mindful of her husband's love for hunting and fishing and the satisfaction that her only child derived from his work as a dedicated conservation agent, Mrs. Edna A. Richter designated the Missouri Department of Conservation as the primary beneficiary of her estate. Mrs. Richter, a resident of St. Charles, passed away in February 2007, leaving funds exceeding \$2.2M to the Department. In accordance with the terms of Mrs. Richter's trust, the Conservation Department will use the funds in her name and the names of her husband, Paul Richter, Jr., and her son, Robert Richter, to promote the hunting, fishing, and shooting sports. Mrs. Richter was born in 1922 in St. Charles and was employed for over 25 years with American Car Foundry Industries in St. Charles. Her husband, Paul, was born in Sedalia in 1921 and was a WWII veteran, serving as a paramedic in both the Navy and Marines. He was at Iwo Jima when the famous flag-raising photograph was taken. Mr. and Mrs. Richter were married in 1948. Mr. Richter, who preceded his wife in death, was a sales representative for Metropolitan Life Insurance Company for over 35 years. Their son, Robert, was born in 1949 and served as a conservation agent in Benton County prior to his untimely death in 1981.

### Partner Project:

#### QUALITY DEER MANAGEMENT ASSOCIATION

In 1988, the Quality Deer Management Association (QDMA) was developed by a small group of South Carolina sportsmen to enhance state's deer herd. By 1990, the organization had grown beyond the modest borders of South Carolina. And today, the QDMA is an international nonprofit wildlife conservation organization and remains the leading advocate of the quality deer management philosophy.

Understanding that the QDMA is a technical research-based organization, the Missouri Department of Conservation has looked to the QDMA for information and partnerships. Both organizations prioritize efforts to manage habitat and promote sustainable, high-quality white-tailed deer populations on private and public land. Highlighting this is a joint position established in Missouri focused toward developing wildlife cooperatives. Groups and organizations across the country are making efforts to model the position to better achieve management goals and objectives through this voluntary program.

Missouri Department of Conservation staff members have been provided opportunities to attend training by the QDMA. In an effort to ensure employees have the most recent deer management information, the QDMA hosted an accelerated version of its Deer Steward 1 course. The course was taught by QDMA staff biologists, leading deer researchers from major universities and Missouri Department of Conservation's biologists.

Missouri's QDMA Branches annually host educational workshops for private landowners on prescribed fire, forest stand improvement, food plots, and a variety of deer management topics. Many of these workshops are performed in cooperation with Missouri Department of Conservation staff. Missouri Branches also contribute to a variety of community and food pantry programs such as Share-the-Harvest, donating over \$10,000 in recent years.



[QDMA Homepage](#)

You can highlight one monetary gift which will place the item at the top of the list with a highlighted title. **Make sure that when you highlight one – that you unhighlight the other one.**

**MISSOURI CONSERVATION HERITAGE FOUNDATION**

MCHF advances conservation, enjoyment and appreciation of our forest, fish and wildlife resources by funding priority projects of donors, the Foundation, and the Missouri Department of Conservation. Although we are separate from MDC, we share the agency's mission and recognize it as our primary strategic partner. Private donors, grants, and our Stream Stewardship Trust Fund (an in lieu fee stream mitigation program with the U.S. Army Corps of Engineers) provide MCHF funding. Missourians also support us when they display a Conservation Heritage license plate on their vehicles.

MCHF has sponsored projects and events with dozens of conservation partners, always in coordination with MDC. We have invested over \$12 million in projects since our founding in 1997. We recently raised over \$60,000 to help MDC and Bennett Spring State Park to construct two fishing/viewing platforms along the spring branch at this popular trout park. Examples of other recent projects include support for Girls Exploring Nature outdoor camps, watershed protection and land acquisition in the LaBarque Creek watershed and other watersheds, Missouri Archery in the Schools programs, disabled hunter and angler events, woman and youth hunting experiences, Joplin tree planting, river access improvements, endangered species recovery projects, and numerous others.

Donors can direct their support to the programs that they care most about, such as public land acquisition, hunter education, natural areas protection, or for an individual nature centers or conservation areas. Please visit [mochf.org](http://mochf.org) for more information and to sign up for our newsletter.

[MCHF Homepage](#)



A partner/donation/gift editor role has been created which can be assigned to maintain this content type. Blocks have been created within the Donate section of the site which will be displayed for this user role.

### Homepage Banner

Homepage Banner images can be added to the banners which rotate on the homepage. You can add a new HP Banner using the link in the admin nav bar. Banners are automatically added to the nodequeue with the latest one moving to the front. The order of the banners can be managed within the Homepage Banner nodequeue.



MISSOURI DEPARTMENT of CONSERVATION

**LEARN TO PREVENT AND CONTROL FIRE  
SPRING WILDFIRE DANGER**

High winds increase the threat of wildfire to habitat, homes, and communities.  
[Read more](#)

## Homepage Pod

Homepage Pods populate the homepage and can have different looks. You can add a new HP Pod using the link in the admin nav bar. Pods are automatically added to the nodequeue with the latest one moving to the front. The order of the pods can be managed within the Homepage Pod nodequeue.

With a featured item and just icons:



With images and no featured item:



With icons and no featured item:



## Homepage Popular Tool

Homepage Popular Tools have all been added for you and additional ones should not be added. You can edit the current ones, if desired. The order of the items are based on the order of the Homepage Popular Tools nodequeue.



## Link

This content type is used to place links as children items as well as to have a link to an external item that can be referenced in other areas yet only have one spot where the link needs to be changed. This content type does not have a detail page.

Before adding a new link, verify in the content list that the link has not already been added. If you want to add a link, travel to the node where you want to add the link and add it as a child of the node. Always add teaser text on a link.



Test Onsite Link

Here is my subtitle on a link



Test Off-site Link [↗](#)

Offsite links will show a link icon next to it showing end users that they will link to the item. This will also be displayed within body text as well:

### LOREM IPSUM DOLOR SIT AMET, CONSECTETUR ADIPISCING ELIT(THIS IS H3)

Curabitur ultrices ipsum eget orci finibus, quis eleifend erat molestie. Vestibulum tellus nisi, pretium vitae purus non, varius venenatis urna. Aliquam bibendum ullamcorper dolor non lobortis. Duis eget diam laoreet felis porta tincidunt vitae nec leo. Donec eu congue libero. In ligula nulla, scelerisque non dui luctus, lacinia mattis nisi. Ut ullamcorper lobortis dui, sagittis consectetur magna convallis et. Etiam nec ipsum placerat, dignissim est sit amet, vulputate dolor. [Maecenas sed lectus eget neque](#) [↗](#)



Here is my caption

Here is My credit



Here is my credit on the item

Here is my caption

vestibulum tempor cursus id enim. Sed sit amet leo laoreet mauris cursus rutrum at sit amet odio. [Etiam quis nisi dapibus](#). egestas dui id, congue nibh. Sed sollicitudin vitae quam non dictum.

We do not recommend adding external links to the menu items. If you need to add an external link to the menu, it must be done using the menu system and not the node hierarchy section within the link node. Since a link added using the link content type is assigned an internal URL, the menu system will not recognize it as an external link. You can add it through the menu system and add the link directly. In this case – the external link url will be recognized. The example has an external link (first item) entered in through the menu system while the bottom one is using the node hierarchy section in the link node. Note that one of them is not recognized as an external link:

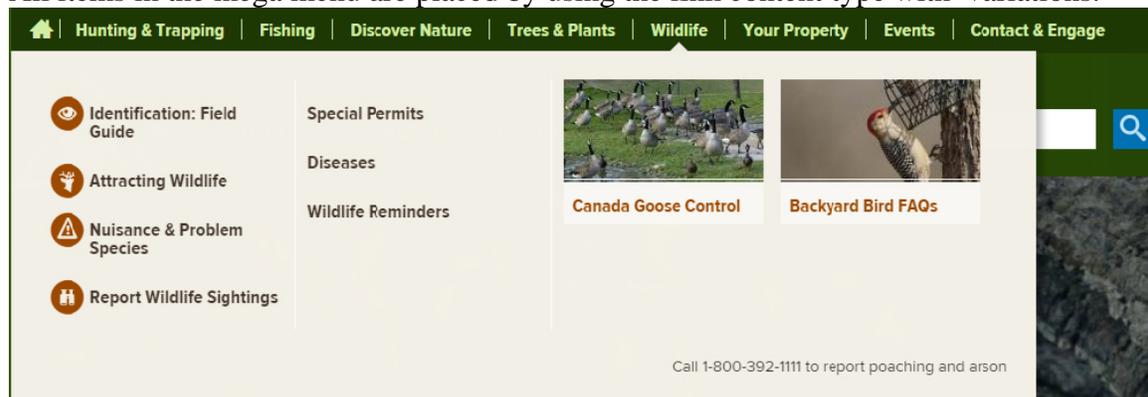


## Mega Menu Links

The Link content type will allow you to place the node in the Mega Menu. When adding a link to the menu make sure and enter a **FULL URL** to the link (since this will be shared across sites) and to open the collapsed icons sections to pick an icon, if desired. Note that not all menu items should have icons as they are placed based on what is added.

► [Mega Menu Icons \(Expand if adding link to the mega menu\)](#)

All items in the mega menu are placed by using the link content type with variations.



The first two columns are links that are added to the mega menu links nodequeue for each section. If a link is added and an icon is selected – then it will be displayed in the first column in nodequeue order. If no icon is selected – it will be displayed in the second column in nodequeue order.

The last two items are links with thumbnail images added and placed in the mega menu features nodequeue. Make sure and add a thumbnail when featuring an item. The call out feature (poaching in the above example or other notice) is a block that can be edited.

Each section of the mega menu has three components which build the functionality. Two nodequeues (contact only has one as they have the contact block in the mega menu and features are not allowed there) and one block.

The following icon options are available:

-  General Regulations [↗](#)
-  Seasons and Hours
-  Permits
-  Limits
-  Special Area Rules
-  Reports & Prospects
-  Getting Started
-  Safety & Health
-  Where to... [↗](#)
-  Better Tips for... [↗](#)
-  ID Your... [↗](#)
-  Managed Hunts [↗](#)
-  Antler Restrictions [↗](#)
-  Maps [↗](#)
-  Mobile App
-  Prohibited [↗](#)
-  Recipes
-  Reports [↗](#)
-  Sightings

-  Telecheck
-  Warnings
-  Hunting
-  Watershed
-  Water
-  Tree
-  Soil
-  Sapling
-  Forest
-  Reading
-  Food
-  Fish
-  Comment
-  Fire
-  Activities
-  Default

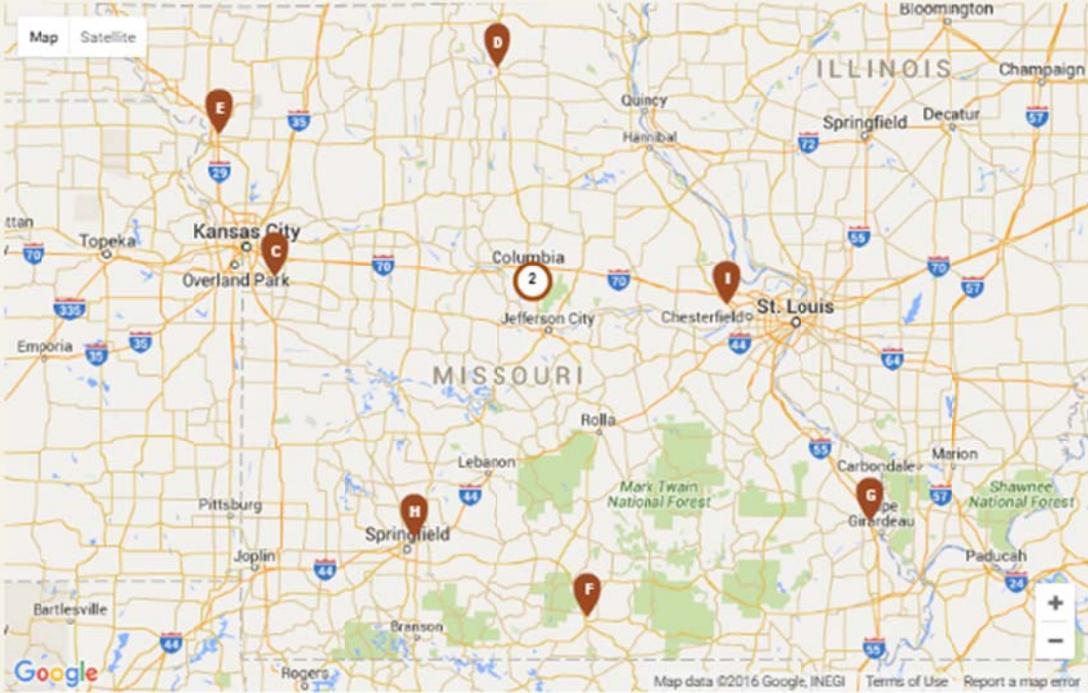
## MDC Office

Add additional offices by using the Add content link in the Admin Nav Bar. Make sure and check the content list first to see if the Office has already been added. Offices will be displayed on Regional Contacts page in the Contact & Engage section if they have the following expression in their title: “Conservation Headquarters” or “Regional Office”.

Regional Contacts reference an office for their work location.

Using the location that is added, Regional contacts based on the above expression will be placed on the map showing their location.

### REGIONAL OFFICES



**A** **Central Regional Office and Conservation Research Center**  
3500 East Gans Road  
Columbia, MO 65201  
Phone: 573-815-7900  
Fax: 573-815-7902  
See map: [Google Maps](#)

**B** **Conservation Headquarters**  
2901 W. Truman Blvd.  
Jefferson City, MO 65109  
Phone: 573-751-4115  
Fax: 573-751-4467  
See map: [Google Maps](#)

If the office accepts volunteers, check the box and fill in the volunteer information in the edit screen and the office will be displayed on the Places to Volunteer page and map with the volunteer information.

**PLACES TO VOLUNTEER**

**A Andy Dalton Shooting Range and Outdoor Education Center**  
Andy Rhodes, Resource Assistant  
417-742-4361  
4097 N. Farm Road 61  
Ash Grove, MO 65604  
See map: [Google Maps](#)

**B Anita B. Gorman Discovery Center**  
Wendy Parrett, Assistant Manager  
816-759-7305 ext 1141  
4750 Troost Ave.  
Kansas City, MO 64110  
See map: [Google Maps](#)

An office/contacts editor role has been created which can be assigned to maintain this content type. Blocks have been created within the Regional Offices section of the site which will be displayed for this user role.

## Magazine

Add a Magazine for either the Conservation or Xplor magazines. Use the Add content link in the admin nav bar. When added this way, based on the two selection fields, the magazine will be added to specific views. The latest published magazine along with the magazine cover uploaded will be used for multiple views. Make sure and add all the content needed when adding the magazine. Make sure and unpublish a magazine that is not ready yet for end users as it needs to be kept from being pulled into different views. **ALWAYS** add a magazine cover as this pulls into multiple views.

## Magazine Base Pages

The base page of the Magazines will show the last four Magazine articles published for the magazine. You will also see the latest cover of the other magazine.

Home > Magazines > Conservationist Magazine >

### CONSERVATIONIST MAGAZINE

Check out Xplor our kids' magazine 

#### Featured Articles



**Sporting-Dog Rescue**  
"Second-chance" bird dogs can enrich your life in the field and at home.



**Wondrous Wetlands**  
The Department is planning for the future so the wonder continues for generations to come.



**Discovering Nature at Night**  
Discovering nature doesn't end when the sun sets. All you need is a clear night and an open sky.



**Forest Management for White-Tailed Deer**  
Manage your forestland to create an oasis for white-tailed deer.

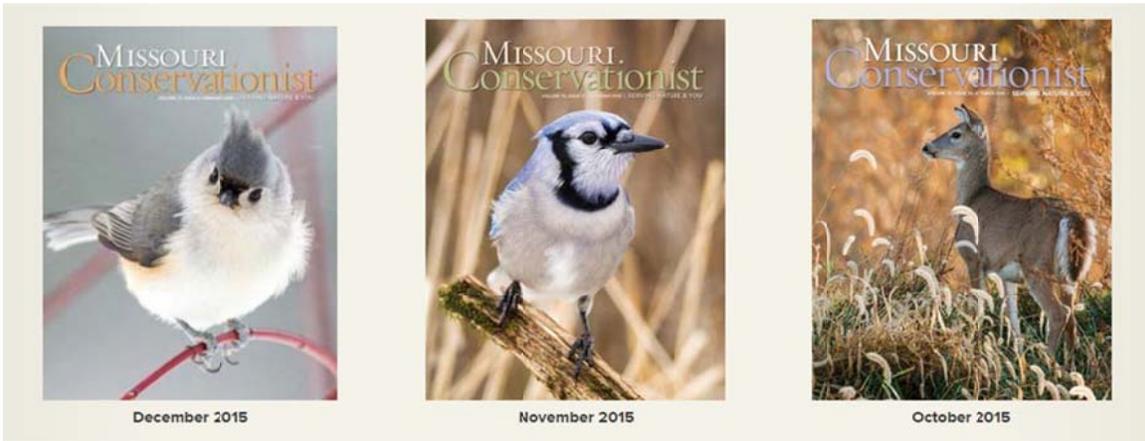
The magazine base page will offer links for users to manage their subscriptions and renews.

[Subscribe by Mail](#) [Subscribe by Email](#) [Update Your Info](#) [Renew Subscription](#)

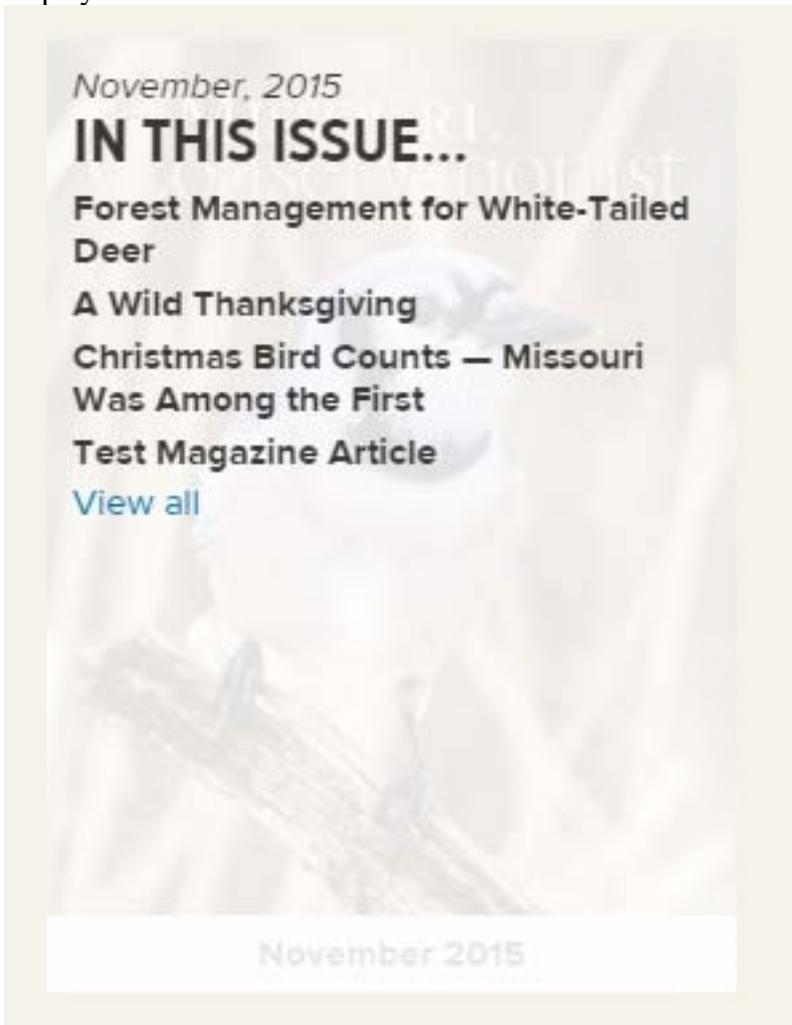
Each magazine will have it's own search. This pulls based on the URL – so best to use the standard url format that is automatically created with new content for the magazine section.

Search the Magazine 

All the magazines will show up in the archive area and pager.



When you roll over a magazine cover, the articles that are in the magazine will be displayed.



## Magazine Detail Pages

The detail page of each individual magazine will show all the articles and pages that are created as children of the magazine.

Articles will be shown on the top portion based on the children order.

Home » Magazines » Conservatolist Magazine » Missouri Conservationist: Nov 2015 »

**CONSERVATIONIST**

Missouri  
Conservationist  
Magazine

Subscribe by Mail

Subscribe by Email [↗](#)

Update Your Info

Renew Subscription

**MISSOURI CONSERVATIONIST: NOV 2015** [More Issues](#)

Volume: 76 Issue: 11

Lorem ipsum door sit amet, consectetur adipiscing elit. Donec ut placerat lorem. Sed maximus suscipit nunc, ut fermentum ex dictum at. Morbi cursus efficitur lectus quis interdum. Praesent aliquet enim tincidunt justo congue, a fringilla quam tempus. Duis nec tortor purus. Aliquam in sem massa. Proin id ex nec eros gravida egestas non ac leo.



**Forest Management for White-Tailed Deer**  
Manage your forestland to create an oasis for white-tailed deer.  
[Read more](#)



View the Magazine  
Flip Book [↗](#)

Download Issue (pdf, 6 MB)

**A Wild Thanksgiving**  
Add excitement to your feast with ingredients from outdoor Missouri.  
[Read more](#)

Magazine pages will be shown in the “And More” section based on the children order.

**AND MORE...**

<a href="#">Note To Our Readers</a>	<a href="#">Places to Go</a>
<a href="#">Letters</a>	<a href="#">Miscellany</a>
<a href="#">News &amp; Events</a>	<a href="#">I Am Conservation</a>
<a href="#">Discover Nature</a>	<a href="#">Test Magazine Page</a>
<a href="#">Plants &amp; Animals</a>	

The Staff for the Issue will be shown below. When creating new content, the Conservation staff will default. Change this text as needed. If Staff changes – the default can be changed within the field in the Magazine content type.

### This Issue's Staff:

Editor - Angie Daly Morfeld  
Art Director - Cliff White  
Associate Editor - Bonnie Chasteen  
Staff Writer - Heather Feeler  
Staff Writer - Kristie Hilgedick  
Photographer - Noppadol Paothong  
Photographer - David Stonner  
Designer - Stephanie Thurber  
Circulation - Laura Scheuler

The children order is used for the ordering of the items on the magazine detail page. You can order the items within the magazine as desired but the items will be separated by content type into each section.

### CHILDREN OF MISSOURI CONSERVATIONIST: NOV 2015

[View](#) [Edit](#) [Children](#) [Devel](#)

[Show row weights](#)

Title	Type	Operations
+ <a href="#">Note To Our Readers</a>	Magazine Page	<a href="#">edit</a> <a href="#">delete</a>
+ <a href="#">Letters</a>	Magazine Page	<a href="#">edit</a> <a href="#">delete</a>
+ <a href="#">News &amp; Events</a>	Magazine Page	<a href="#">edit</a> <a href="#">delete</a>
+ <a href="#">Discover Nature</a>	Magazine Page	<a href="#">edit</a> <a href="#">delete</a>
+ <a href="#">Plants &amp; Animals</a>	Magazine Page	<a href="#">edit</a> <a href="#">delete</a>
+ <a href="#">Places to Go</a>	Magazine Page	<a href="#">edit</a> <a href="#">delete</a>
+ <a href="#">Miscellany</a>	Magazine Page	<a href="#">edit</a> <a href="#">delete</a>
+ <a href="#">I Am Conservation</a>	Magazine Page	<a href="#">edit</a> <a href="#">delete</a>
+ <a href="#">Forest Management for White-Tailed Deer</a>	Magazine Article	<a href="#">edit</a> <a href="#">delete</a>
+ <a href="#">A Wild Thanksgiving</a>	Magazine Article	<a href="#">edit</a> <a href="#">delete</a>
+ <a href="#">Christmas Bird Counts — Missouri Was Among the First</a>	Magazine Article	<a href="#">edit</a> <a href="#">delete</a>
+ <a href="#">Test Magazine Article</a>	Magazine Article	<a href="#">edit</a> <a href="#">delete</a>
+ <a href="#">Test Magazine Page</a>	Magazine Page	<a href="#">edit</a> <a href="#">delete</a>

[Save child order](#)

## Magazine Article

To add a magazine article, travel to the magazine that the article should be a part of and add it as a child of the magazine.

Create new child [Magazine Article](#) | [Magazine Page](#)

Note that the Parent Magazine items will carry through the magazine articles that are children of the magazine.

Home » Magazines » Conservationist Magazine » Missouri Conservationist: Nov 2015 » Test Magazine Article »

**CONSERVATIONIST**

Missouri Conservationist Magazine

Subscribe by Mail

Subscribe by Email 

Update Your Info

Renew Subscription



View the Magazine Flip Book 

Download Issue (pdf, 6 MB)

From the Missouri Conservationist Magazine  
**NOVEMBER 2015 ISSUE**

**TEST MAGAZINE ARTICLE**

Publish Date: Feb 09, 2016  
Revised Date: May 11, 2016  
Denise Beyer and Other Testing person

More Issues

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut semper quis risus vitae dapibus. Nam molestie odio leo, at lacinia eros porttitor et. Ut aliquam risus sed imperdiet vulputate. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; Quisque consectetur cursus elit sed consectetur. Morbi elit ante, mattis eu pretium id, viverra vitae tellus. Nulla aliquam eros at sapien posuere auctor.

I'm a block quote. I'm really important. Look at me.

Donec tempus sem enim, et dapibus diam faucibus vitae. Donec rhoncus nisi et eros facilisis sodales. Aliquam scelerisque leo eget tincidunt vestibulum. Mauris vel bibendum nisi. Suspendisse non quam et metus semper ultricies ut ac ligula. Ut vel ultrices lacus. Nam blandit varius dolor, non iaculis justo tempus eu.

A purple thing

Here is my caption on the video - youtube

Below the magazine article detail page will lay the rest of the items that are part of the magazine. The view built for the detail page will show up to 10 Magazine Articles and up to 15 Magazine pages.

## ALSO IN THIS ISSUE



### Forest Management for White-Tailed Deer

Manage your forestland to create an oasis for white-tailed deer.

[Read more](#)

### A Wild Thanksgiving

Add excitement to your feast with ingredients from outdoor Missouri.

[Read more](#)

### Christmas Bird Counts — Missouri Was Among the First

At a time when bird populations were at risk, birders put their hobby to good use for science.

[Read more](#)

## AND MORE...

[Note To Our Readers](#)

[News & Events](#)

[Plants & Animals](#)

[Miscellany](#)

[Test Magazine Page](#)

[Letters](#)

[Discover Nature](#)

[Places to Go](#)

[I Am Conservation](#)

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Photographer - Noppadol Paothong

Photographer - David Stonner

Designer - Stephanie Thurber

Circulation - Laura Scheuler



Admins can choose Related Content on a Magazine Article, if desired.

**Related Content**

01. The First 50 Years: Foreword and Table of Contents (pdf, 179 KB)

02. The First 50 Years: The Way Things Were (pdf, 332 KB)

Here is an Offsite Link [↗](#)

Once the Public Publish date is older than one year – the content will be marked as “Archived”.

## Magazine Page

To add a magazine page, travel to the magazine that the page should be a part of and add it as a child of the magazine.

Create new child [Magazine Article](#) | [Magazine Page](#)

Note that the Parent Magazine items will carry through the magazine pages that are children of the magazine.

Home » Magazines » Conservationist Magazine » Missouri Conservationist: Nov 2015 » Test Magazine Page »

**CONSERVATIONIST**

Missouri Conservationist Magazine

Subscribe by Mail

Subscribe by Email [↗](#)

Update Your Info

Renew Subscription

View the Magazine Flip Book [↗](#)

Download Issue (pdf, 6 MB)

From the Missouri Conservationist Magazine

**NOVEMBER 2015 ISSUE**

[More Issues](#)

**TEST MAGAZINE PAGE**

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut semper quis risus vitae dapibus. Nam molestie odio leo, at lacinia eros porttitor et. Ut aliquam risus sed imperdiet vulputate. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; Quisque consectetur cursus elit sed consectetur. Morbi elit ante, mattis eu pretium id, viverra vitae tellus. Nulla aliquam eros at sapien posuere auctor.

Donec tempus sem enim, et dapibus ciam faucibus vitae. Donec rhoncus nisi et eros facilisis sodales. Aliquam scelerisque leo eget tincidunt vestibulum. Mauris vel bibendum nisi. Suspendisse non quam et metus semper ultricies ut ac Igula. Ut vel ultrices lacus. Nam blandit varius color, non iaculis justo tempus eu.

Vestibulum hendrerit magna sit amet dui cursus faucibus ege; et neque. Phasellus ullamcorper consectetur rutrum. Duis porttitor efficitur urna eu vestibulum. Cuiusque maximus euismod lorem vitae lobortis. Praesent lacinia at erat quis varius. Vestibulum velit ante, bibendum quis efficitur vitae, fermentum et sapien. Fusce at varius augue, tincidunt dictum urna. Nam tincidunt eget augue at gravida. Nam porttitor malesuada eros eget volutpat. Proin feugiat, magna eget iaculis rhoncus, massa ante ultrices dui, eu gravida eros tortor at meus.

View the Magazine Flip Book [↗](#)

Download Issue (pdf, 6 MB)

Here is my caption on the video upload

Here is my caption of the audio without an image

Below the magazine page detail page will lay the rest of the items that are part of the magazine. The view built for the detail page will show up to 10 Magazine Articles and up to 15 Magazine pages.

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[Read more](#)

**A Wild Thanksgiving**

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Once the Public Publish date is older than one year – the content will be marked as “Archived”.

Admins can choose Related Content on a Magazine page, if desired.

**Related Content**

01. The First 50 Years: Foreword and Table of Contents (pdf, 179 KB)

02. The First 50 Years: The Way Things Were (pdf, 332 KB)

Here is an Offsite Link

## News

Add a News item to be placed in the newsroom. Use the Add content link in the admin Nav Bar.

This content type can be scheduled for publishing.

Once the Public Publish date is older than one year – the content will be marked as “Archived”.

Home > Newsroom >

**NEWSROOM**

Nature Notes  
Test Page  
Public Comment Opportunities  
Newsletters

**STAY IN TOUCH WITH MDC**

Stay in Touch with MDC news, newsletters, events, and manage your subscription

**SIGN UP**

**OUR MAGAZINES**

**Conservationist Magazine**  
Our monthly publication about conservation in Missouri—free to all residents.

**Xplor Magazine for kids:**  
Xplor helps kids find adventure in their own backyard. Free to residents of...

**NEWSROOM**

Working on a conservation story? Check our latest news releases, review our archives, download hi-res images and find topic experts.

**Filter by Region**

St. Louis

**Test News One**  
News from the region: St. Louis  
by Denise Still Testing, Feb 15, 2016

Mauris sit amet euismod elit. Sed posuere arcu enim, nec efficitur massa iaculis vehicula. Praesent ut erat tincidunt, sodales ante et, egestas eros. Donec faucibus, odio et placerat rutrum, dui neque tincidunt nunc, at condimentum ipsum augue vitae risus.



**Test News Item**  
News from the region: St. Louis  
by Denise Beyer and Other Testing person, Feb 09, 2016

Mauris sit amet euismod elit. Sed posuere arcu enim, nec efficitur massa iaculis vehicula. Praesent ut erat tincidunt, sodales ante et, egestas eros. Donec faucibus, odio et placerat rutrum, dui neque tincidunt nunc, at condimentum ipsum augue vitae risus.

## News Detail Page:

Home > Newsroom > Test News One >

### NEWSROOM

- Nature Notes
- Test Page
- Public Comment Opportunities
- Newsletters

### STAY IN TOUCH WITH MDC

Stay in Touch with MDC news, newsletters, events, and manage your subscription

**SIGN UP**

### OUR MAGAZINES

**Conservationist Magazine**  
Our monthly publication about conservation in Missouri--free to all residents.



## TEST NEWS ONE

News from the region: St. Louis  
by Denise Still Testing, Feb 15, 2016

Mauris sit amet euismod elit. Sed posuere arcu enim, nec efficitur massa iaculis vehicula. Praesent ut erat tincidunt, sodales ante et, egestas eros. Donec faucibus, odio et placerat rutrum, dui neque tincidunt nunc, at condimentum ipsum augue vitae risus. Mauris sit amet euismod elit. Sed posuere arcu enim, nec efficitur massa iaculis vehicula. Praesent ut erat tincidunt, sodales ante et, egestas eros. Donec faucibus, odio et placerat rutrum, dui neque tincidunt nunc, at condimentum ipsum augue vitae risus. Mauris sit amet euismod elit. Sed posuere arcu enim, nec efficitur massa iaculis vehicula. Praesent ut erat tincidunt, sodales ante et, egestas eros. Donec faucibus, odio et placerat rutrum, dui neque tincidunt nunc, at condimentum ipsum augue vitae risus.

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This one should be shared

Admins can choose Related Content on a News item, if desired.

### Related Content

<b>01. The First 50 Years: Foreword and Table of Contents (pdf, 179 KB)</b>	<b>02. The First 50 Years: The Way Things Were (pdf, 882 KB)</b>	<b>Here is an Offsite Link</b> 
---	--	--

## Page

Pages should be used for structural parts of the website such as “About Us” or “Base pages”. Always check first if your content will fit into another content type before you use the page content type. Before adding a new page, verify in the content list that the page has not already been added. Travel to the area that you want to add a page and add it as a child of the node. If no parent is needed on the page, add it through your Admin Nav Bar.

Note that if you need the page displayed in more than one area - this content type allows multi-parents – choose the primary parent and then add additional parents in the node hierarchy section.

You will have the option to have a full-width page, if desired, for situations such as a live camera or other feature that needs the full space and no sidebar items. If you choose the full-width option, menus and sidebar blocks will be removed and not be shown.

For two column width nodes, horizontal images will still work, but the proportion will be a bit different. Using an image that is 1000 X 500 pixels will fit the area nicely.

For full page width nodes, we recommend adding images that are horizontal in nature. Using an image that is 1000 X 300 pixels will fit the area nicely. The below example is not the correct size – but shows how a page changes when you choose the full-width option in the edit screen of the node.

### Standard page view:

The screenshot displays a standard page layout. On the left is a sidebar with a blue header 'TEST AREA' and several links: 'Test Download as Child', 'Test Child Link Offsite', 'Test Child Link Onsite', 'Test page as a child', 'Test Webform as a child', and 'Test Page Children - Title List'. Below this is a 'STAY IN TOUCH WITH MDC' section with a 'SIGN UP' button. Further down is 'OUR MAGAZINES' featuring 'Conservationist Magazine' and 'Xplor Magazine for kids'. The main content area has a blue header 'TEST AREA' and a subtitle 'HERE IS MY SUBTITLE'. Below the subtitle is a large image of a forest with the text 'fpo' overlaid. Underneath the forest image is a grid of three smaller images: a white kitten, a pink flower, and a seal. Each image has a caption and a credit line. The seal image has the text 'fpo' overlaid on it. The page also includes a 'Home' link at the top left and a 'Here is my banner caption' label below the forest image.

Here is a highlight: consectetur adipiscing elit. Pellentesque ultrices quam quam, molestie bibendum nisi consequat ac. Donec in maximus libero.

Aenean nisi massa, vehicula quis laoreet e, metis non risus. Aenean sed arcu sed tellus dictum rutrum in sit amet massa. Pellentesque eleifend malesuada risus eget pretium. In finibus dui est, vitae volutpat libero rhoncus ut.

**Here is a blockquote: Quisque odio neque, dapibus quis elit a, pellentesque sodales urna. Ut aliquam lacus quis pharetra dignissim. Nunc malesuada sem sed libero eleifend, sed tincidunt quam maximus. Integer egestas massa orci. Curabitur ex mi, tempor vitae eleifend et, blandit a neque. Donec quis tortor a ipsum aliquet ornare. Nunc luctus scelerisque eros id sollicitudin. Vivamus dignissim vitae urna a viverra. Sed ultricies nibh ut purus suscipit, ac lobortis quam lobortis.**

Nem scelerisque leo mauris, quis tristique est cursus eu. Phesellus magna nunc, ornare eget pulviner ut, condimentum ut enim. Mauris euismod elit eget est tempor, sit amet ornare

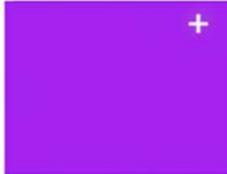
Steck One	Steck Two
Underneath	Underneath two
bottom	bottom two

lectus efficitur. Praesent id nibh nibh. Nam nulla leo, metis dapibus sem in, interdum volutpat nibh. Praesent maximus nulla lectus, quis lobortis lacus eleifend quis. Vestibulum nisi diam, convallis eget enim non, pretium pellentesque nisi. Integer venenatis lorem id varius ultrices, Mauris mollis vitae tellus ac aliquet. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Pellentesque ultrices quam quam, molestie bibendum nisi consequat ac. Donec in maximus libero. Mauris id eugue non purus posuere placeret in a lorem. Maecenas malesuada eu nisi ullamcorper dignissim. Nulla sed rhoncus diam. Phesellus bibendum e justo ut tristique.

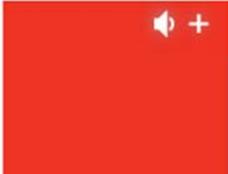
[Aliquam aliquam](#)

#### RELATED DOWNLOADS

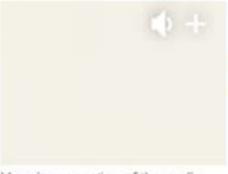
[Test PDF \(pdf, 19 KB\)](#)  
[Test Word Doc \(doc, 22 KB\)](#)



Here is my caption of the image

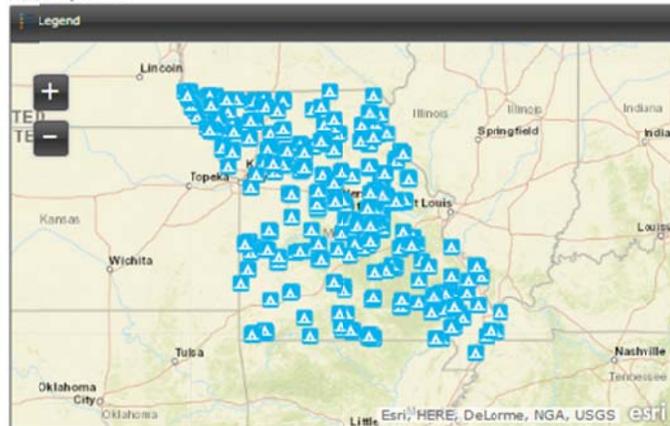


Here is my caption of the audio



Here is my caption of the audio without an image

Here is my embed:



# Full width page:

Home

## TEST AREA

HERE IS MY SUBTITLE



Here is my banner caption

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nam e tellus messe. In hec habitasse platea dictumst. Mauris facilisis mauris ut ultricies ullamcorper. Interdum et malesuada fames ec ante ipsum primis in faucibus. Suspendisse hendrerit tincidunt sollicitudin. Nunc facilisis fringilla dignissim. Nulla sit amet condimentum nibh. Aenean id sagittis elit. In commodo sem. Mosecenes nec mi vulputate orci feugiat ultricies. Aliquam nibh nibh, varius vitae tincidunt nec, luctus fermentum mauris.



This is a kitty  
attaciofthecute.com



Here is my caption  
Here is my credit

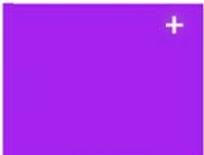


Here is my caption on the image  
Here is my credit on the image

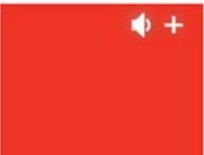
Ces vehicula ariet dui, pulvinar sollicitudin urna imperdiet ec. In rhoncus porttitor feis, id dictum ante lobortis id. Integer sit amet ligule euctor, tristique neque non, posuere mi. Nem tellus libero, suscipite quam eu, tempor cursus locus. Nem sed mi id dolor rhoncus laoreet. Aliquam luctus nisi et enim posuere interdum. Morbi bibendum mattis leo, nec pharetra libero semper in. Integer faucibus nibh fermentum, vulputate tellus vitae, finibus turpis. Vestibulum accumsan dapibus dolor, sit amet consectetur quam grevide id. Donec nec tempor ex. Curebitur neque purus, finibus sed rutrum nec, mollis o ligule. Suspendisse varius ante et dui molestie finibus. Phasellus suscipit, purus eget ultricies volutpat, nisi dui ornare orci, ut tempor eros magna id magna.

### RELATED DOWNLOADS

Test PDF (pdf, 19 KB)  
Test Word Doc (doc, 22 KB)



Here is my caption of the image



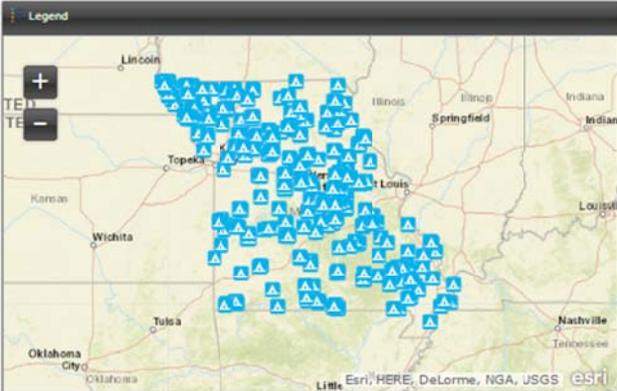
Here is my caption of the audio



Here is my caption of the audio without an image



Here is my caption on the video upload



Here is my embed.

Admins can choose Related Content on a Page, if desired.

**Related Content**

- 01. The First 50 Years: Foreword and Table of Contents (pdf, 179 KB)
- 02. The First 50 Years: The Way Things Were (pdf, 382 KB)
- Here is an Offsite Link

## Regional Contact

Add additional contacts by using the Add content link in the Admin Nav Bar. Make sure and check the content list first to see if the Contact has already been added. Contacts will be displayed on Contacts page in the Contact & Engage based on the Contact type chosen.

Public contacts will be a part of the filter in the Contact & Engage mega menu area.

Home >

**STAY IN TOUCH WITH MDC**

Stay in Touch with MDC news, newsletters, events, and manage your subscription

**SIGN UP**

**OUR MAGAZINES**

**Conservationist Magazine**  
Our monthly publication about conservation in Missouri--free to all residents.

**Xplor Magazine for kids**  
Xplor helps kids find adventure in their own backyard. Free to residents of Missouri.

**LOCAL MDC CONTACTS**

Adair

**REGIONAL OFFICES MAP >>**

**Adair County**

**Northeast Regional Office**  
3500 S. Baltimore  
Kirksville , MO 63501  
Phone: 660-785-2420  
Fax: 660-785-2553

**Marsha Jones**  
Conservation Agent  
660-216-1389  
Northeast Regional Office  
3500 S. Baltimore  
Kirksville , MO 63501  
See map: [Google Maps](#)

**Karen Armstrong**  
Education Consultant  
660-785-2420  
Extension: 6506  
karen.armstrong@mdc.mo.gov  
Northeast Regional Office  
3500 S. Baltimore  
Kirksville , MO 63501  
See map: [Google Maps](#)

**\* VACANT**  
Fisheries Management Biologist  
660-785-2420  
Northeast Regional Office  
3500 S. Baltimore

**Krista Noel**  
Natural History Biologist  
660-785-2420  
Extension: 6510  
krista.noel@mdc.mo.gov

MDC Media Staff are placed alphabetically by their last name in the newsroom area

An office/contacts editor role has been created which can be assigned to maintain this content type. Blocks have been created within the Regional Offices section of the site which will be displayed for this user role.

### **Reminders (Private Lands Almanac)**

Reminders can be added to the Trees & Plants, Wildlife and Property Sections. To add a reminder, use the Add content link in the Admin Nav Bar.

The reminder has a date span that it will be displayed in the Reminders views. Make sure and schedule it for unpublishing so that it doesn't stay published and accessible on the site.

All Reminders will be shown on the base page that are published and the end date has not passed:

**NATURE/ MANAGEMENT REMINDERS**

Filter by reminder type  
Show all

MAR 31 to MAY 31	MAR 31 to MAY 31	MAY 09 to JUN 30
<b>CALL TO ACTION TWO</b> Lorem ipsum dolor sit amet, consectetur adipiscing elit.	<b>THIS IS A TITLE WITH NO LINK</b> Lorem ipsum dolor sit amet, consectetur adipiscing elit. No Link to go to - just a notice.	<b>FOOD PLOTS</b> Plant food plots from the start of May through the end of June.

The next two reminders will also be shown within the specific areas:  
Wildlife: wildlife/attracting-wildlife\* & wildlife/nuisance-problem-species\*  
Property: property/agriculture-programs\*  
Trees & Plants: trees-plants/tree-care\*

**MDC MEDIA STAFF**

**Lucas Bond**  
(Statewide), (Central), (Northeast)  
Lucas.Bond@mdc.mo.gov  
Conservation Headquarters  
573-751-4115

**Candice Davis**  
(Ozark), (Southeast)  
Candice.Davis@mdc.mo.gov  
Southeast Regional Office  
573-290-5730

**Bill Graham**  
(Kansas City), (Northwest)  
Bill.Graham@mdc.mo.gov  
Anita B. Gorman Discovery Center  
816-759-7305



**WILDLIFE Reminders**

**CALL TO ACTION TWO**

Lorem ipsum dolor sit amet, consectetur adipiscing elit.

**THIS IS A TITLE WITH NO LINK**

Lorem ipsum dolor sit amet, consectetur adipiscing elit.  
No Link to go to - just a notice.

[More >>](#)

## Watershed

All the Watersheds have been added as children of the main watershed page found in Your Property. If you need to add an additional one, you can add it using the Add Content link in your Admin Bar as this will place it automatically as a child of the correct page.

Note that a Watershed should be a base description and then a file upload of all the Watershed information.

Home » Your Property » Missouri Watershed Inventory and Assessment »

**YOUR PROPERTY**

- Property Assistance
- Community Grants & Aid
- Soil & Erosion Control
- Pond & Stream Care
- Fire
- Agriculture Programs
- Responsible Construction
- Wetland Improvements

---

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Stay in Touch with MDC news, newsletters, events, and manage your subscription

**SIGN UP**

## BIG RIVER

[Test File \(pdf, 19 KB\)](#)

### INVENTORY AND ASSESSMENT FOR BIG RIVER WATERSHED

**Executive Summary**

The Big River basin is located in east-central Missouri and drains 955 square miles of the Ozark plateau in portions of six counties. Big River has eight, order five tributaries and flows northward for 138 miles until it reaches the Meramec River.

The majority of basin land use is forest and pasture with some row cropping along stream bottoms. However, urbanization is rapidly increasing in the lower basin. Only 5% of the basin is owned by state and federal agencies. Surveys have found that local-users spend much time recreating (especially fishing) on and around Big River.

Basin streams exhibit typical Ozarkian characteristics: good water quality and fish habitat, and representative Ozark fish assemblages. Nineteen sensitive natural communities, including good examples of Ozark creeks and Ozark springs and spring branches are present. However, damage to some aquatic habitats and the potential for serious damage to several streams exists due to past lead and barite mining activity. Stabilization and reclamation projects are beginning to address some of these problems. Unsafe mine dams and poorly-stored mine waste continue to degrade habitat or biota in about 110 miles of basin streams. The United States Army Corps of Engineers predicts catastrophic results from 27 high-hazard, unsafe dams during a moderate earthquake or major flood.

Riparian corridor habitat is fair to good, with Big River having slightly better habitat than tributary streams. About 75% of basin streambanks have either minimal or no erosion and are protected by trees or shrubs. Riparian corridors are negatively affected by riparian land use, especially along tributary streams.

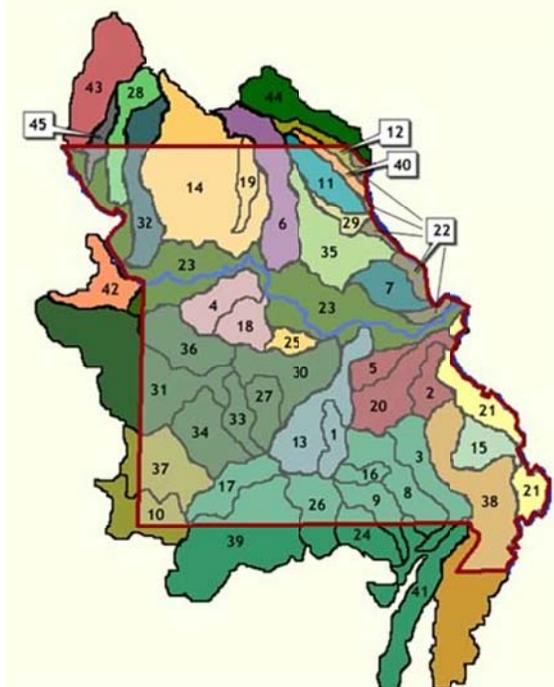
If adding a new Watershed – make sure and edit the main Watershed page and add a link to the new watershed. The map image may also need to be switched out on the main page when adding additional watersheds.

## MISSOURI WATERSHED INVENTORY AND ASSESSMENT

This site has been established to provide natural resource-related information specific to Missouri's primary watersheds, especially information pertaining to the wise management of the aquatic resources. The state's watersheds are often indexed in one of two ways, either with the [USGS 8-digit hydrologic unit listing](#) or the primary watershed delineation used by the Missouri Department of Conservation. These two indexing methods differ slightly, but you will be able to find information on watersheds in the state by using either index. On this page you may select which ever index you are most comfortable with using.

1. [BIG PINEY RIVER](#)
2. [BIG RIVER](#)
3. [BLACK RIVER](#)
4. [BLACKWATER RIVER](#)
5. [BOURBEUSE RIVER](#)
6. [CHARITON RIVER](#)
7. [CUIVRE RIVER](#)
8. [CURRENT RIVER](#)
9. [ELEVEN POINT RIVER](#)
10. [ELK RIVER](#)
11. [FABIUS RIVER](#)
12. [FOX RIVER](#)
13. [GASCONADE RIVER](#)
14. [GRAND RIVER](#)
15. [HEADWATER DIVERSION](#)
16. [JACKS FORK RIVER](#)
17. [JAMES RIVER](#)
18. [LAMINE RIVER](#)
19. [LOCUST CREEK](#)
20. [MERAMEC RIVER](#)
21. [MISSISSIPPI RIVER, LOWER\\*](#)
22. [MISSISSIPPI RIVER, UPPER\\*](#)
23. [MISSOURI RIVER\\*](#)

a. [CROOKED RIVER](#)



A watershed editor role has been created which can be assigned to maintain this content type. Blocks have been created within the Watersheds section of the site which will be displayed for this user role.

### Webform

Create a new form or questionnaire accessible to users. Submission results and statistics are recorded and accessible to privileged users. Travel to the area that you want to add a webform and add it as a child of the node.

# TEST WEBFORM CHILD

## HERE IS A SUBTITLE

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam non dolor dolor. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Nam iaculis vehicula rhoncus.

Phasellus venenatis purus ultricies, ornare ligula non, consequat nisi. Vestibulum at facilisis odio, eget mattis nulla. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vivamus eget ante id ipsum blandit sollicitudin ut vel nisi. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam non dolor dolor. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Nam iaculis vehicula rhoncus.



Here is my caption

*Here is my Credit*

### Information

**Name**

**Your email**

**Subject**

- option 1
- option 2
- option 3

Here is a description

### Comment

Here is a description

### Test Fieldset

**Item 1**

Here is a description

**Item 2**

**Field Upload**

No file chosen

Here is a description  
Files must be less than **2 MB**.  
Allowed file types: **gif jpg png**.

## Contact Us Webform

Note that one Main Contact form with conditional fields has been added to the site in the Contact Us link within the Contact & Engage section and in place of adding a new webform – you may wish to incorporate the items into the contact us form.

Note that if you want to create a section without the submit button on the webform, use the following rule:

*Create a top level Fieldset with only a markup field within it – the submit button will be hidden.*

If you need to link to a specific topic within the contact us form, use the following format:

*contact-engage/contact-us?topic=record*

*Note “record” is the topic value from the webform, current list of topics:*

areaplan|Comment on Conservation Area Management Plans  
regulations|Comment on Regulations (Wildlife Code of Missouri)  
foresthealth|Emerald Ash Borer  
jobs|Employment  
fish|Fish, Fishing and Fisheries  
updates|Get Email Updates  
cards|Heritage Cards  
ed|Hunter Education  
animals|Hunting, Wildlife and Nuisance Animals  
invasive|Invasive Species and Plant Identification  
mag\_subscribe|Magazine Subscription Issues  
mag\_photo|Magazine - Submit Reader Photo  
mobile\_app|Mobile Apps  
record|Open Records Request  
permits|Permits  
id|Plant & Animal Identification  
privatelands|Private Lands Management  
illegal|Report Illegal Activity  
shooting|Shooting Ranges  
trees|Trees and Forestry  
web|Web Site  
wildlifehealth|Wildlife Health  
general|Other - Misc.

## Area Plan Commenting Webform (Node/10013)

Note that if you want to create a Url to use in a PDF on an area plan for commenting, use the following example to build the URL:

<http://mdc.mo.gov/node/node/10013?ap=10609>

*the ap# would be the node number of the area plan*

*-the one above is for Dan and Maureen Cover Prairie Conservation Area - note the Node number is 10609 and the webform is node/10013*

## **Wildlife Code/Regulations**

The Wildlife Code content type is used to Populate the Regulations in the Wildlife Code of Missouri section. You can use the Add Content link in the Admin Nav Bar to add new Regulations.

This content type can be scheduled for publishing and unpublishing.

The Regulations will be placed in the Proposed Regulation Changes or Comment on Existing Regulations views based on the following rules:

All Wildlife Code that are published are displayed in the Comment on Existing Regulations view.



— Chapter 1: Organization and Methods of Operation

**3 CSR 10- 1.010: Organization and Methods of Operation**

**Purpose:** State departments are required by sections 536.023(3) and 252.002, RSMo to provide descriptions of their organizations. This rule describes the internal organization of the Department of Conservation, the methods of operation of the Conservation Commission and procedures for receiving information and requests from the public.

[Read the existing regulation](#) 

[Comment on this regulation](#)

**3 CSR 10- 1.test: Here is My test Title**

**Purpose:** Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut auctor vehicula leo quis pulvinar. Donec at nisl massa. Donec venenatis, diam eu luctus vestibulum, neque velit portitor arcu, at feugiat elit libero quis lectus.

[Read the existing regulation](#) 

[Comment on this regulation](#)

[Read the proposed amendment to the regulation](#)

The code will also be displayed in the Proposed Regulation Changes view if the date is between the Start and End Dates on the node.

## 3 CSR 10- 1.test: Here is My test Title

[Read the existing regulation](#)

### Summary:

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut auctor vehicula leo quis pulvinar. Donec at nisl massa. Donec venenatis, diam eu luctus vestibulum, neque velit porttitor arcu, at feugiat elit libero quis lectus. Sed id tristique massa, sed tincidunt nunc. Proin viverra, eros vitae bibendum tincidunt, tortor nibh mollis diam, sed tristique massa ligula sed diam. Cras aliquam a velit vitae cursus. Vivamus a tempor dui. Aliquam non odio porttitor, accumsan elit eget, porttitor sapien. Vestibulum euismod feugiat ligula, sit amet accumsan ligula rhoncus varius.

### ▼ Read and comment on the proposed changes

**Title 3 – Department of Conservation**  
**Division 10 – Conservation Commission**  
**Proposed Amendment**  
**3 CSR 10- 1.test: Here is My test Title**

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut auctor vehicula leo quis pulvinar. Donec at nisl massa. Donec venenatis, diam eu luctus vestibulum, neque velit porttitor arcu, at feugiat elit libero quis lectus. Sed id tristique massa, sed tincidunt nunc. Proin viverra, eros vitae bibendum tincidunt, tortor nibh mollis diam, sed tristique massa ligula sed diam. Cras aliquam a velit vitae cursus. Vivamus a tempor dui. Aliquam non odio porttitor, accumsan elit eget, porttitor sapien. Vestibulum euismod feugiat ligula, sit amet accumsan ligula rhoncus varius.

In sed justo volutpat, vulputate nunc sit amet, ullamcorper massa. Praesent scelerisque dignissim massa, eget dapibus sapien lacinia et. Suspendisse maximus nec augue sed condimentum. In hac habitasse platea dictumst. Mauris posuere ut magna quis imperdiet. Phasellus at ex non nisl placerat ullamcorper. Nullam fermentum vel nibh in placerat. Phasellus bibendum tristique eros, eget sagittis ipsum dapibus a. Sed ut mi iaculis, gravida mauris non, porttitor nisi. Duis fringilla augue in sapien pharetra vestibulum.

[Comment on this proposed regulation](#)

Public comment period: December 14, 2015 to January 13, 2016

Published in the [Missouri Register](#) on December 14, 2015 — Volume 10 Number 20

A wildlife code editor role has been created which can be assigned to maintain this content type. Blocks have been created within the Wildlife Code of Missouri section of the site which will be displayed for this user role.

# How to manage and populate your Homepage

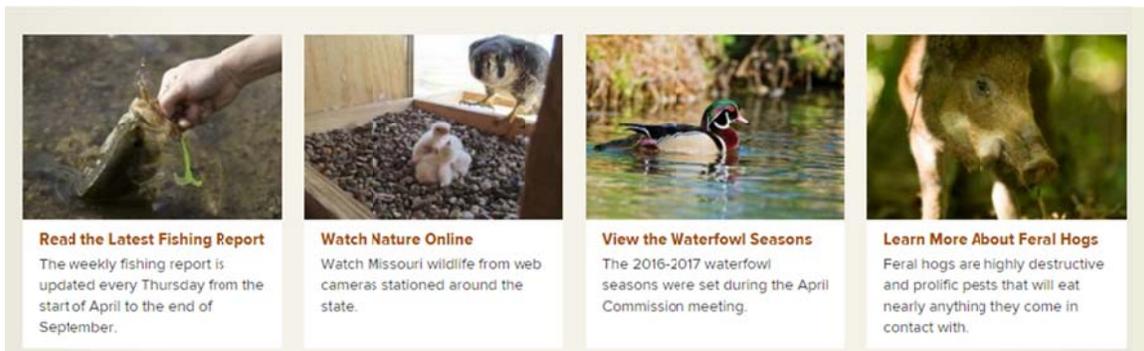
Your homepage is created by views and blocks.

## Homepage Banners



Shows published homepage banner nodes placed into the homepage banner nodequeue. These display in nodequeue order. New nodes are placed automatically into the queue in the top position. You can change the order, if desired.

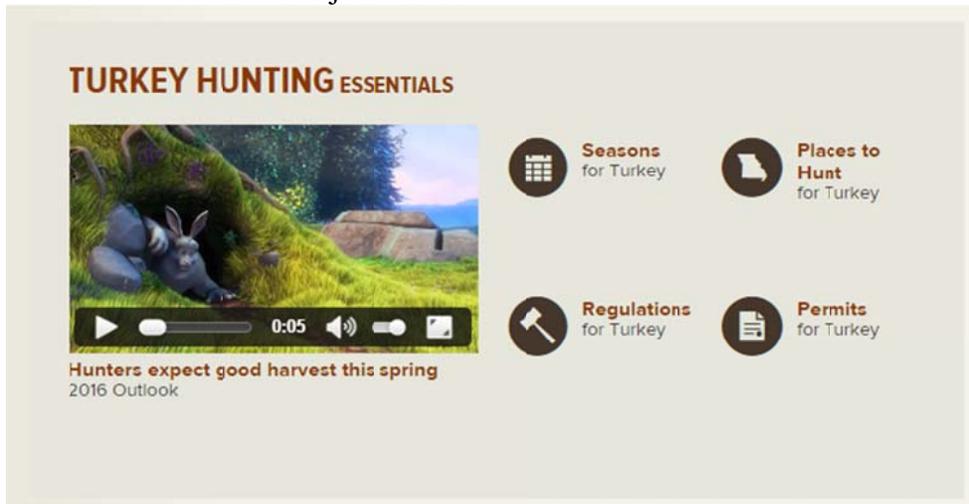
## Homepage Feature



The homepage feature has been created for you which sits on the homepage. You can edit the content in the feature by using the “Edit the homepage feature” in the content drop down of your Admin Nav Bar.

## Homepage Pods

With a featured item and just icons:



With images and no featured item:



With icons and no featured item:



Shows published homepage pod nodes placed into the homepage banner nodequeue. These display in nodequeue order. New nodes are placed automatically in the queue in the top position. You can change the order, if desired.

## Popular Links

This block is built using the Menu system. If you want to edit or add items, travel to the Popular Links menu and make the changes. The numbers next to the items should populate automatically based on the order of the menu links.



## Our Magazines

This area is compiled of three blocks. You can change the title, if desired, in one block while the other two blocks are set to automatically pull the latest magazine cover. If you need to change any of the text next to the Magazine covers, carefully change the text in the Global text area of the view(s) that create those blocks. Note that this is a different block from the internal magazine block – so changes may need to be completed twice, if desired.



## ***Stay in Touch with MDC***

This is built with a block that you can edit as needed.



## ***The Latest News from MDC***

This block is created with a view that shows the latest three news items added to the site.



## ***Popular Tools***



Shows published homepage tool nodes placed into the homepage popular tools nodequeue. These display in nodequeue order. Do not add additional items to the queue. You can change the order or items, if desired.

## Footer Menus

INSIDE MDC	RESOURCES
About Us	Careers
Magazines & Newsletters	Professional Outreach & Assistance
Newsroom	Community Grants & Aid
Blogs	Mobile Apps
Area Management Plans	AskMDC Videos
About Regulations	Nature's Calling Videos
	Fish Story Videos
	Test Area

Both of these sections are built with menus. Make sure and when adding a menu item to embed it into the menu on the menu page. Any menu items outside the section will cause issues when going to secondary pages as the menu will expand and contract and the side menus will not be shown. Embedding it will take care of the issue.

Menu link
+ <a href="#">Resources</a>
+ <a href="#">Careers</a>
+ <a href="#">Professional Outreach &amp; Assistance</a>
+ <a href="#">Community Grants &amp; Aid</a>
+ <a href="#">Mobile Apps</a>
+ <a href="#">AskMDC Videos</a>
+ <a href="#">Nature's Calling Videos</a>
+ <a href="#">Fish Story Videos</a>
+ <a href="#">Test Area</a>

## Mission & Vision

This is a block that you can edit, if desired.

MISSION & VISION
MDC protects and manages Missouri's fish, forest, and wildlife resources. We also facilitate your participation in resource-management activities, and we provide opportunities for you to use, enjoy and learn about nature.

### ***Social Icons/Follow MDC***

This is a block that you can edit, if desired.



### ***Bottom Footer Menu***

This is menu items placed in the Bottom Footer Menu. You can edit and change links in the menu for this section.



## The Content Edit Screen

Once you select an existing content item to edit or create a new item, you will enter the information you want using the edit screen. Below is information on fields that are used on different content types. Some fields are not addressed as they are self-explanatory in the edit screen.

### **Titles**

(used and required in all content types)

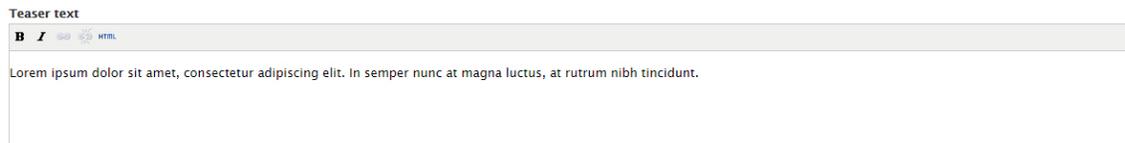
Titles are used to create the URL's, the page titles, filters and the title placed into the node reference fields throughout the sites edit screens.

Some content types also have subtitle fields.

### **Teaser & Thumbnail Images**

Teasers are an important part of leading visitors through your site. They give the visitor an idea of what is on a node before they click on it to learn more. Teaser text will only show up in certain children views. **Don't add images, links, bolding, ads, or italics to a teaser.** The point of a teaser is to quickly and clearly convey what's on a page. Extra formatting and links can confuse the issue. Additional teaser information can be found in the Style Guide. If there is no teaser field on a content type, you can add summary text to be used in teaser areas, if desired.

Teaser text



The thumbnail is the image that will show up in certain children views and lead site users to the full node. With thumbnail images as well as all other images uploaded through the image fields in the content types, once uploaded you should add Alt text for screen readers, search engines, or when the image cannot be loaded. This should be a short description of the image. You can also add a Credit or caption for image fields that will be shown on the detail page under the image. If a teaser view requires a thumbnail image and one is not uploaded, the view will show a default thumbnail. Note that other fields will be shown when you add images. You should fill out all the information as well as determine if it should be shown in the media gallery as the image may be used in other situations and all the information will be shared wherever the image is used and shown.

### **Text Fields (& Body text)**

Body text is typically the full information that you are sharing with your end users.

Typically these text fields will have the WYSIWYG editing tool shown below.

Additional information on using the WYSIWYG can be found in the Drupal Tips link in your Admin Nav bar and in the section later in this manual.

Some text fields will be plain text and not allow any formatting.



**Upload**

Web

Library

### Uploads

Upload option:  
Choose to Browse and upload the file, choose next

#### Upload a new file \*

Browse...

No file selected.

Upload

Files must be less than **100 MB**.

Allowed file types: **m4v mp4 png gif jpeg jpg mp3**.

Next

Enter in all the information desired on the image/video/audio. The Name should be descriptive of the media item so you can find it easier at a later date. Once complete, hit save. The title field and Name field can be the same text – but used differently throughout the site.

#### Image Fields:

**Name \***

**Replace file**  No file selected.  
This file will replace the existing file. This action cannot be undone.  
Files must be less than **100 MB**.  
Allowed file types: gif ief jpeg jpe jpg pcx png svgz svg tif tiff djvu djv ico wbmp ras cdr pat cdt cpt art jng bmp psd pnm pbm pgm ppm rgb xbm xpm xwd webp

**Sharing Rights**  
 N/A  
 yes  
 no  
Is this image allowed to be shared?

**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.

**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.

**Caption**

**Credit**

**Teaser**

## Audio Fields:

**Name \***

**Replace file**  No file selected.  
This file will replace the existing file. This action cannot be undone.  
Files must be less than **100 MB**.  
Allowed file types: **au and mid midi kar mpeg4 mpga m4a mp3 mp2 ogg oga spx sid aif aiff aifc gam m3u wax wma rm ram ra pls sd2 wav f4a f4b mka weba**

**Title Text**

**Teaser**

**B I**    

Here is teaser on the audio without an image

[Switch to plain text editor](#)

• Lines and paragraphs break automatically.

**Image**

**Caption**

**Credit**

## Video Fields: (This is only for uploaded videos and not for videos being pulled from Youtube or Vimeo – those would be handled in the Web tab)

**Name \***

**Replace file**  No file selected.  
This file will replace the existing file. This action cannot be undone.  
Files must be less than **100 MB**.  
Allowed file types: **3gp dl dif dv fli gl mp4 f4v f4p mpe mpeg mpg ogv qt mov mxu lsf lsx mng asx asf wm wmv wmx vvx avi movie flv m4v mkv webm**

**Video Classification**

AskMDC  
 Nature's Calling  
 Fish Stories

Choose the video classification, if applicable.

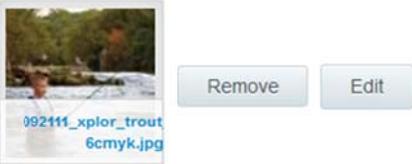
**Title Text**   
This title text is used in the Video Library

**Alt Text**

**Caption**

**Credit**

**Image**



Only add an image for uploaded video.

**Teaser**

Here is my teaser

body p

[Switch to plain text editor](#)

- Lines and paragraphs break automatically.

**Closed Caption**  [outdoor\\_survival.srt](#) (1.75 KB) [Remove](#)

Upload .srt or .xml ("timed text XML," ttXML) captions file

## Web/YouTube or Vimeo videos

To add a video from YouTube or Vimeo, enter the Web tab (upper right hand side) after hitting the browse button. Enter in the link to the video. **Note that only videos that are allowed to be shared should be placed on the site.** When adding a private video, errors will show up on the site and create issues with loading pages.

File URL or media resource \*

Enter a URL to a file or media resource. Many media providers also support identifying media via the embed code used to embed the media into external websites. Supported internet media providers: **YouTube Vimeo.**

[Next](#)

Once you hit next, enter in all the information desired. Do NOT upload an image as this will pull automatically from the source.

## Library

To choose an existing image, change the tab to Library (upper right hand side) after hitting the browse button

Look through the images and choose the image you desire OR filter by file name, caption or other option.

File name  Filter by Caption  Filter by Title Text  Type  Sort by  Order

Show all  Upload date  Desc

Displaying 1 - 52 of 14265 1 2 3 4 5 6 7 8 9 ... next last >

Once you select the image (click on it), travel to the bottom of the page and hit submit:

Once the image is in the field, you can edit the information. Note this will be changed everywhere the image is used, except in the body areas of the text.

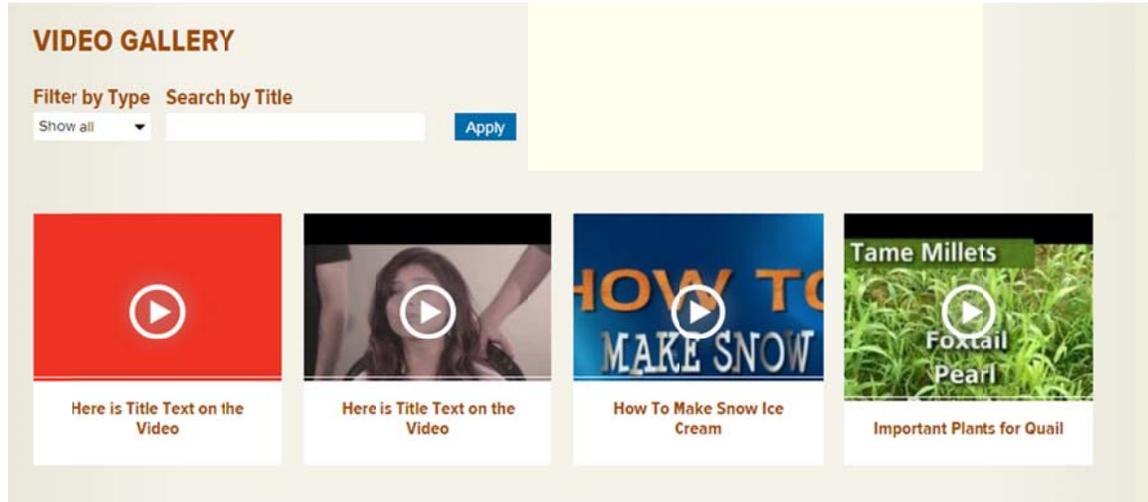
**Thumbnail**

**Video Gallery**

When adding a video, you can classify it as one of the following:

- AskMDC
- Nature's Calling
- Fish Stories

Videos tagged with any of those will sit in a video gallery and can be filtered by the classification. Links have been added into the Resources footer menu to filtered lists as well.



A media editor role has been created which can be assigned to maintain and add YouTube videos. Blocks have been created that sits on the Video Gallery page of the site which will be displayed for this user role.

## Sharing Rights on Images

When adding an image, choose whether it should be shared or not shared:

### Sharing Rights

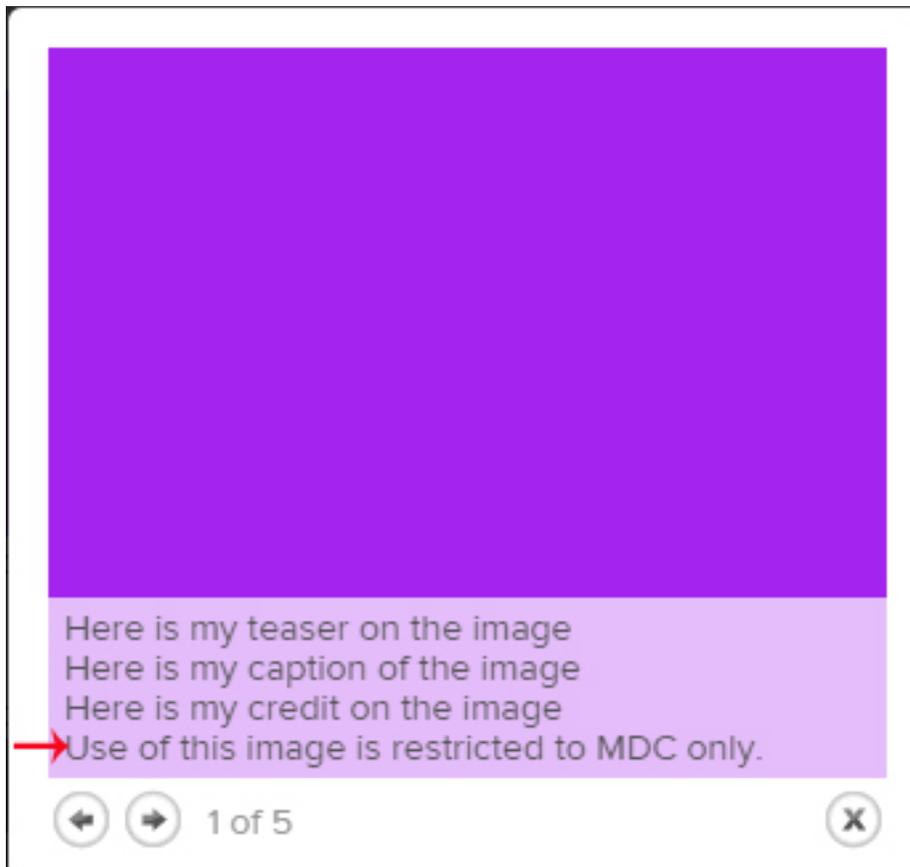
- N/A
- yes
- no

Is this image allowed to be shared?

If you choose to share it – the image will display its download in certain views as well as ask if they need a larger size and courtesy sentence in the image below.



If you choose not to share it – the download will not be displayed and it will say: Use of this image is restricted to MDC only. This will also apply to any image that is tagged N/A or not tagged at all.



## Banner Images

Banner Images are not part of the media library and will need to be uploaded each time. For full page width nodes, we recommend adding images that are horizontal in nature. Using an image that is 1000 X 300 pixels will fit the area nicely.

### HUNTING / TRAPPING



For two column width nodes, horizontal images will still work, but the proportion will be a bit different. Using an image that is 1000 X 500 pixels will fit the area nicely.

**TEST PAGE** HERE IS MY SUBTITLE



*Here is a Banner Image Caption*

### Detail page images

Will scale to 300 pixels in width with variable height.

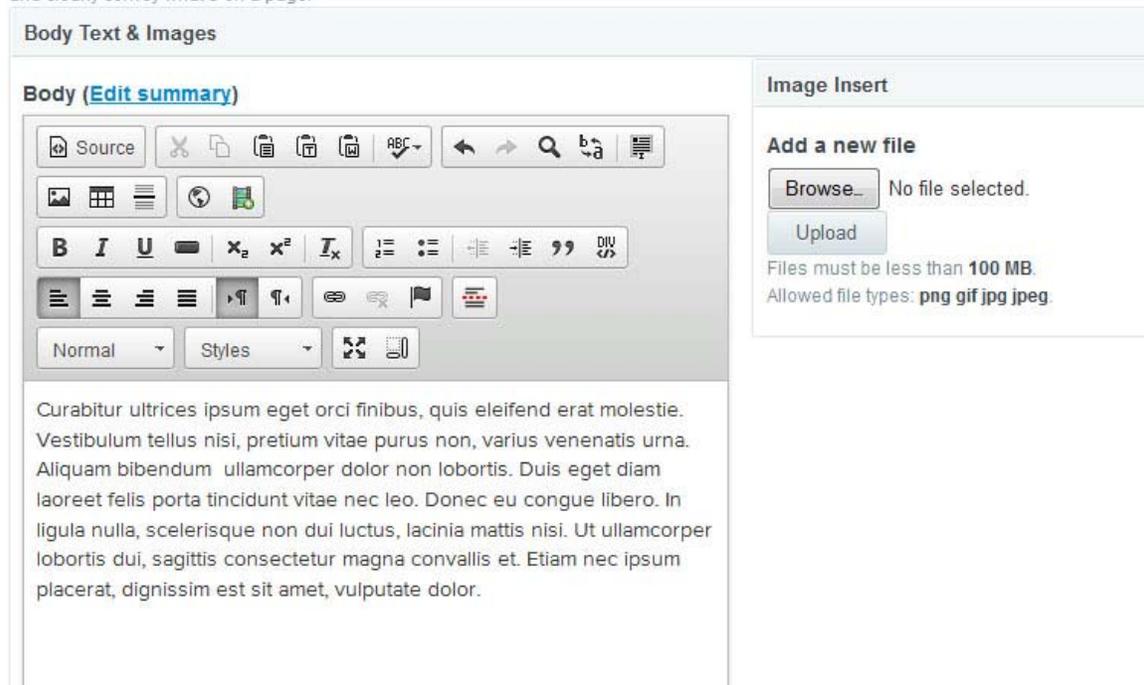


Here is my caption on the image

*Here is my credit on the image*

## Body Text Images

You can insert images within the body text field on pages by using the Image insert field displayed next to the body text area in the edit nodes. Images that are entered this way will become a part of the media options elsewhere but cannot be used in the insert function.



The screenshot displays a CMS editor interface. The main window is titled "Body Text & Images" and contains a rich text editor. The editor's toolbar includes options for source code, undo, redo, search, and various text formatting tools such as bold (B), italic (I), underline (U), strikethrough (ABC), and text color. Below the toolbar, there are style dropdowns for "Normal" and "Styles". The text area contains several lines of placeholder text: "Curabitur ultrices ipsum eget orci finibus, quis eleifend erat molestie. Vestibulum tellus nisi, pretium vitae purus non, varius venenatis urna. Aliquam bibendum ullamcorper dolor non lobortis. Duis eget diam laoreet felis porta tincidunt vitae nec leo. Donec eu congue libero. In ligula nulla, scelerisque non dui luctus, lacinia mattis nisi. Ut ullamcorper lobortis dui, sagittis consectetur magna convallis et. Etiam nec ipsum placerat, dignissim est sit amet, vulputate dolor."

To the right of the main editor is a sidebar titled "Image Insert". It features a section "Add a new file" with a "Browse..." button and the text "No file selected." Below this is an "Upload" button. At the bottom of the sidebar, it states "Files must be less than 100 MB." and "Allowed file types: png gif jpg jpeg."

Browse and upload the image that you wish to add to the body text area. Once uploaded – add alt text, Caption and Credit, etc. This will be part of the Media options. If this text is edited in the Media module, it will not change it to the image used in the body text area, only when used in the file upload fields.

February-20-2012-20-58-35-catsncats.tumblr1.jpeg (20.04 KB)

Style: Colorbox Float Right: 150px

**Title Text**

Kitty!

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.

**Alt Text**

Here is my 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.

**Caption**

This is a kitty

**Credit**

attackofthecute.com

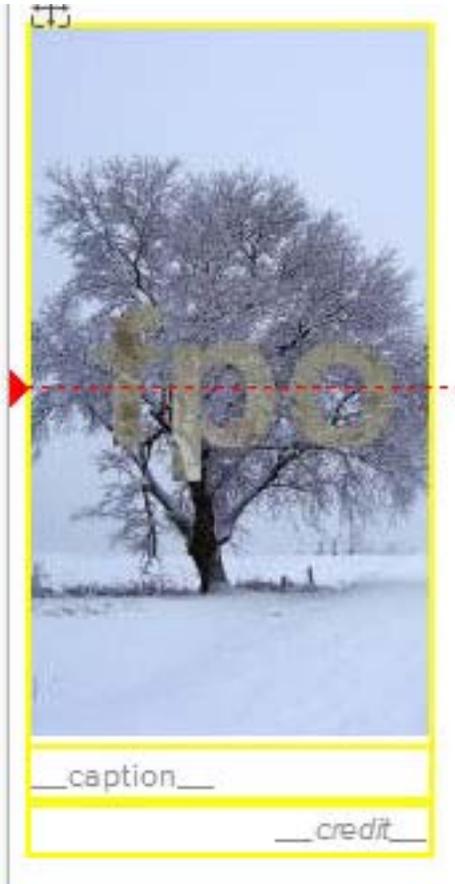
Place your cursor where you want to add the image within the body text area. Choose the location and size that you would like the image

Colorbox Float Right: 150px

- Centered Full
- Colorbox Float Left: 150px
- Colorbox Float Left: 300px
- Colorbox Float Right: 150px
- Colorbox Float Right: 300px

aption Here

Note if you don't add Caption and Credit, you will need to remove the text that automatically uploads with it. Just delete the text within the body text area.



End Users will see:

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nam a tellus massa. In hac habitasse platea dictumst. Mauris facilisis mauris ut ultricies ullamcorper. Interdum et malesuada fames ac ante ipsum primis in faucibus. Suspendisse hendrerit tincidunt sollicitudin. Nunc facilisis fringilla dignissim. Nulla sit amet condimentum nibh. Aenean id sagittis elit, in commodo sem. Maecenas nec mi vulputate orci feugiat ultricies. Aliquam nibh nibh, varius vitae tincidunt nec, luctus fermentum mauris.



This is a kitty  
*attackofthecute.com*

Cras vehicula erat dui, pulvinar sollicitudin urna imperdiet ac. In rhoncus porttitor felis, id dictum ante lobortis id. Integer sit amet ligula auctor, tristique neque non, posuere mi. Nam tellus libero, suscipit a quam eu, tempor cursus lacus. Nam sed



Here is my caption  
*Here is my credit*

## Related Content

Within different Content Types, you will be able to select related nodes/taxonomies in order to tie items together. Each field is a bit different, but this explains how to use these node reference fields in order to select items correctly.

### Node Reference:

Start to type the title (uses the title from the title field) of the item that you want to relate in the text box. All items that are the specific content type allowed in the field and created on the site will start to autofill. As you type more letters, the list will narrow. Travel to the correct selection and choose to insert it in the box. Note that the content type and nid have been added to the view to help you with selecting the item.

#### Sponsored by



A screenshot of a text input field with the word "test" entered. Below the input field, a dropdown menu is open, displaying two options: "Test Company" and "Test Company Two".

The field is a node reference field that will display any of the nodes that has been created on the site and allowed to be referenced. If you desire to have an item show up that isn't currently being displayed, you must enter them in as the specific content type. Simply open up another tab and choose to create the new item from the Create Content in your Admin Nav bar. Once it is submitted, it will become available in the node reference field. If you are not sure if the Item has already been entered, refer to the content list which can be found in your Admin Nav bar.

When you have chosen correctly, a Node ID will be displayed behind the title (nid: 201175). This is for internal use only and will not be visible by site users.

#### Sponsored by



A screenshot of a text input field containing the text "Test Company [nid:201175]".

In some cases, terms may be used so many times and Drupal Core only allows 10 items to be displayed in node references. You can always simply add the node number in the following format of the item that you want to reference and once the node is saved, the node id will be displayed.

Use the following format: [nid:47] directly into the field (note only nid's that are allowed will show up once the node is submitted)



A screenshot of a "Related Content" section. It features a light blue header with the text "Related Content". Below the header, there are two input fields. The first input field contains the text "[nid:47]". The second input field is empty. Each input field has a plus sign to its left and a circular icon to its right.

End Users will see:



### Term Reference:

The options are based on the Vocabularies and the options within them. If additional options are needed, they can be added to the Taxonomy vocabulary. Additional information on adding and editing the terms is listed separately in the manual.

### Select Lists

Some content types will have lists that you will use to select specific information for the node. This could be used simply to have it be displayed on the detail page, placed in a category/location or used in a filter. Some lists will be single select and some will allow multiple selections. Examples of these fields are below.

### Multiple Select Lists:

Choose the items that you want selected and use the green and red arrows in the center to add or remove them.

#### Region:

##### Available Options:

- Statewide
- Central
- Northeast
- Northwest
- Ozark
- Southeast
- Southwest
- St. Louis



##### Selected Options:

- Kansas City

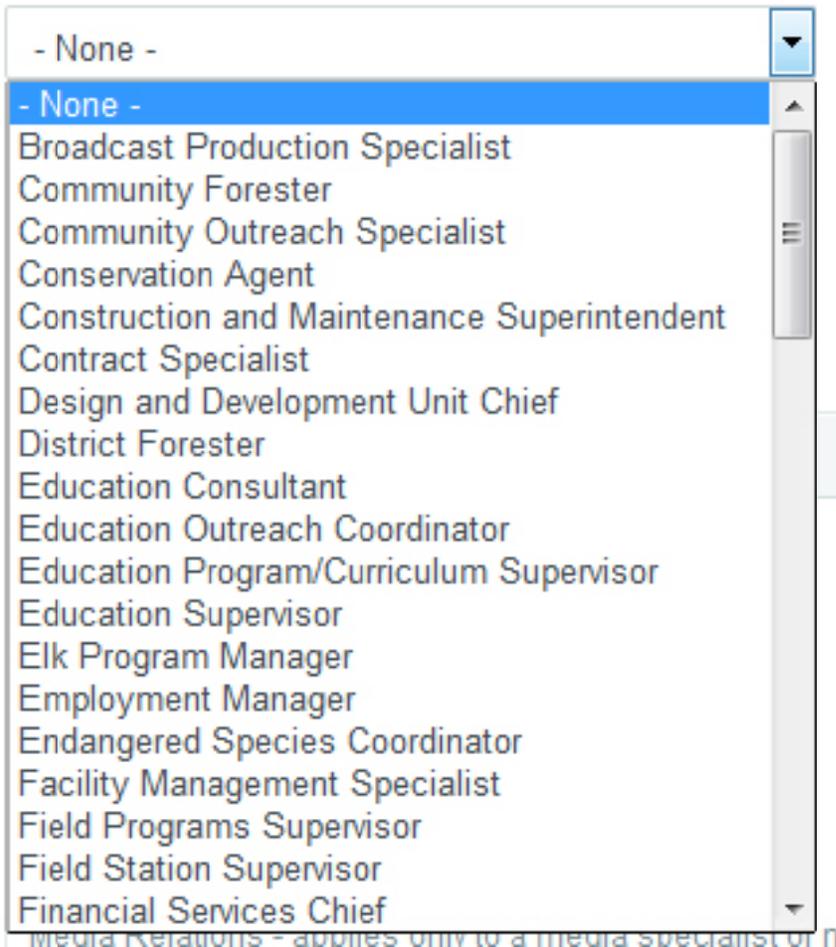
#### Contact Type \*

- Media Relations
- Public Contact
- Topic Expert

(Select all that apply)

## Single Select Lists:

### Job Title



A dropdown menu for 'Job Title' is shown. The menu is open, displaying a list of job titles. The top option is '- None -', which is currently selected and highlighted in blue. Below it are the following job titles: Broadcast Production Specialist, Community Forester, Community Outreach Specialist, Conservation Agent, Construction and Maintenance Superintendent, Contract Specialist, Design and Development Unit Chief, District Forester, Education Consultant, Education Outreach Coordinator, Education Program/Curriculum Supervisor, Education Supervisor, Elk Program Manager, Employment Manager, Endangered Species Coordinator, Facility Management Specialist, Field Programs Supervisor, Field Station Supervisor, and Financial Services Chief. The list is scrollable, as indicated by the vertical scrollbar on the right side of the menu.

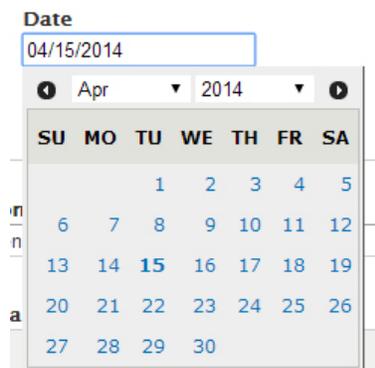
### Gift Type \*

- Land Gift
- Monetary Gift
- Partner Project

What type of web entry are you creating?

### Date

Most date fields default to today's date when you create a new item. If you want it to be a different date, simply change it using the format shown or use the popup calendar to choose the date.



A date selection interface is shown. At the top, there is a text input field containing the date '04/15/2014'. Below the input field is a calendar popup. The calendar shows the month of April 2014. The days of the week are listed as SU, MO, TU, WE, TH, FR, SA. The dates are arranged in a grid. The date 15 is highlighted in blue, indicating it is the selected date. The calendar also shows the days 1 through 5 in the first row, 6 through 12 in the second row, 13 through 19 in the third row, 20 through 26 in the fourth row, and 27 through 30 in the fifth row.

## Link Fields

(used in multiple content types)

Link fields will vary depending on the specific field in each content type, but the same rules will apply to all.

To link to a page within the site, enter the full path, excluding the domain root (i.e.: **contact-us** instead of **http://website.com/contact-us**). To link to an external page, use the entire URL (i.e.: **http://www.google.com/research**). Links to the other mdc sites need the full URL's added.

### **THIS IS ESPECIALLY IMPORTANT TO USE WHILE WORKING ON THE DEV SITE!**

If the link field includes a title input field, add the title that you would like displayed to your end Users. On many content types this title should be the action.

Speaker Name	URL
<b>Title</b> Denise Beyer	http://www.gortonstudios.com

The link title is limited to 128 characters maximum.

Enter in the name of the speaker and add a link to additional information or a bio.

## Direct Link

This is a link where a title is not needed.

To link to a page within the site, enter the full path, excluding the domain root (i.e.: **contact-us** instead of **http://website.com/contact-us**). To link to an external page, use the entire URL (i.e.: **http://www.google.com/research**).

Example:

### **Company URL**

To link to an external page, use the entire URL (i.e.: **http://www.website.org**).

## File Attachments

We recommend that before you upload a file, that it be named without any spaces.

Example: In place of: 2011-2012 budget.pdf use 2011-2012\_budget.pdf. End users may still be using a browser that would have an issue with the space in the title.

Upload any file(s) that you want on the node that are listed as allowed file types. Once added, enter in the title of the document that will be displayed to end users. The type and size are generated automatically.

**File Attachments**

Upload any file attachments.

If you are going to link to it through the body text and do not want the file to show up, simply uncheck the display box next to the file.

The link you should use within the body text should be: `/sites/default/files/public/downloads/file name here.ext`

[Show row weights](#)

File information	Display	Operations
+ <a href="#">Test PDF.pdf</a> (19.13 KB) <b>Description</b> <input type="text" value="Here is a PDF"/> <small>The description may be used as the label of the link to the file.</small>	<input checked="" type="checkbox"/>	<a href="#">Remove</a>
+ <a href="#">Test Word Doc.doc</a> (21.5 KB) <b>Description</b> <input type="text" value="Test Word Doc"/> <small>The description may be used as the label of the link to the file.</small>	<input checked="" type="checkbox"/>	<a href="#">Remove</a>

What end users will see:

## RELATED DOWNLOADS

[Test PDF](#) (pdf, 19 KB)

[Test Word Doc](#) (doc, 22 KB)

If you are going to be linking to a file in the body text on the node and do not want the file to be shown below, simply uncheck the display option and the file will not be displayed. You can then place a link into the body text using the following URL patterns:

- Magazine Article:  
***/sites/default/files/downloads/magazine-article/file name here.ext***
- Watershed:  
***/sites/default/files/watersheds/file name here.ext***
- Page:  
***/sites/default/files//downloads/page/file name here.ext***

Some file upload fields are singular and so once uploaded will be shown based on the site theme.

### Download Now

No file chosen

Files must be less than **100 MB**.  
Allowed file types: **flv avi mp4 mov ogg mpeg**.

### Download Now

[test\\_countdown-w-sound-640x480\\_0-2.mp4](#) (741.96 KB)

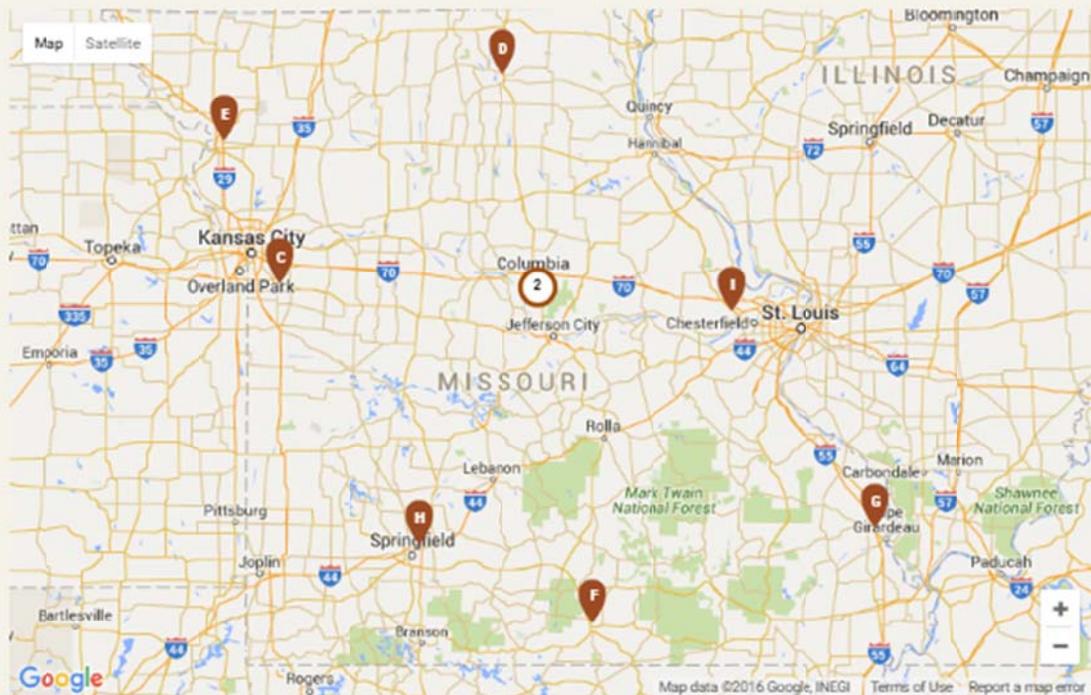
## Location (Address)

The address fields will need to be entered for the contacts location using the fields for individual address items. If you change an address on an existing node, check the re geocode box so that the map location will be fixed.

Office Info	
<input type="checkbox"/> Re geocode	Check this box to re-geocode location.
<input type="checkbox"/> Delete	Check this box to delete this location.
<b>Street</b>	<input type="text" value="2901 W. Truman Blvd."/>
<b>Additional</b>	<input type="text"/>
<b>City</b>	<input type="text" value="Jefferson City"/>
<b>State/Province</b>	<input type="text" value="MO"/>
<b>Postal code</b>	<input type="text" value="65109"/>
<b>Email address</b>	<input type="text"/>
<b>Phone number</b>	<input type="text" value="573-751-4115"/>
<b>Fax number</b>	<input type="text" value="573-751-4467"/>

This address will also be used for creating maps in certain situations:

## REGIONAL OFFICES



### **A** Central Regional Office and Conservation Research Center

3500 East Gans Road  
Columbia, MO 65201  
Phone: 573-815-7900  
Fax: 573-815-7902  
See map: [Google Maps](#)

### **B** Conservation Headquarters

2901 W. Truman Blvd.  
Jefferson City, MO 65109  
Phone: 573-751-4115  
Fax: 573-751-4467  
See map: [Google Maps](#)

## ***Field Collections***

On the Feature content type, field collections are used that will allow you to set up groups of items on the node or make selections for specific areas. These consist of multiple fields that allow you to add text, items as desired.

**Super Title**

The Turkey Outlook for this Spring

Add a feature title to be displayed if no thumbnail image has been entered in to the node referenced below.

**Image**

Browse

**Teaser**

**B I** [Image] [Link] [List] [Table]

Despite poor hatches from 2007 to 2010, production in three of the last four years has improved enough to stabilize turkey numbers throughout much of the state. Because of Missouri's diverse landscape, however, turkey population trends often vary regional

body p

[Switch to plain text editor](#)

- Lines and paragraphs break automatically.

[? More information about text formats](#)

**Call to Action text**

2015 Turkey Outlook

**Call to Action URL**

hunting-trapping/species/turkey/turkey-harvest-reports/2015-turkey-c

Add a URL for where the item should link to.

Note the variations of what you enter will be displayed:

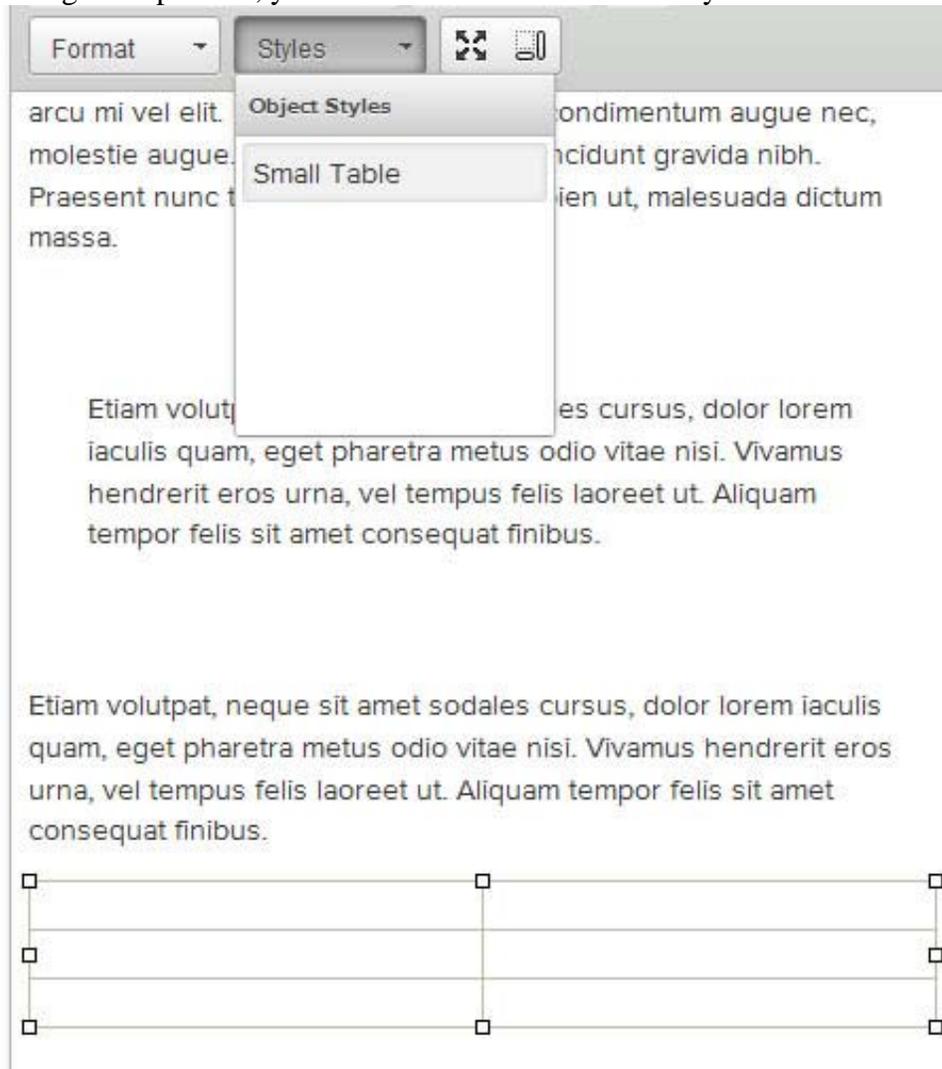
<p><b>THE TURKEY OUTLOOK FOR THIS SPRING</b></p> <hr/> <p><b>2015 Turkey Outlook</b></p> <p>Despite poor hatches from 2007 to 2010, production in three of the last four years has improved enough to stabilize turkey numbers throughout much of the state. Because of Missouri's diverse landscape, however, turkey population trends often vary regional</p>	 <p><b>Learn more about Turkeys</b></p> <p>Comprehensive guide to turkey hunting</p>	<p><b>TELECHECK AND TURKEY REGULATIONS FOR SPRING</b></p>  <p><b>Regulations</b></p> <p>Complete telecheck and regulations information</p>	<p><b>LEARN ABOUT TRAPPING</b></p> <hr/> <p><b>How Do I Get Started Furbearer Trapping For Sport?</b></p> <p>Knowledge and tools for getting started</p>
---	---	--	--

Field Collections are also used on the Homepage Pod content type.

## Editing Tool Notes specific to your site

### ***Small Tables***

To tighten up tables, you can also use the small table style.



### ***Table Tips***

You should format the table borders in Word before copying the table to the website. When you create a table in word, you see the table grid, but it might not show up or print in other formats unless you change the setting.

- Select the entire table in the word document.
- Right click and select "Table Properties" from the drop down menu.
- Click the "Borders and Shading" tab in the Table Properties menu.
- Select "all" under "setting", a solid line under "style" and black (or whatever it should be) under "color."
- Hit OK.
- Copy the table into the way you normally would.

Also, if you've already brought the table into the website, and you find it has no borders - and you would just like to have a simple line border, you can do the following:

Click on "Disable rich-text"

Look for the table definition. It looks like this:

```
<table border="0" cellspacing="0" cellpadding="0"><tbody>...
```

Change the first "0" to a "1" so it looks like this:

```
<table border="1" cellspacing="0" cellpadding="0"><tbody>...
```

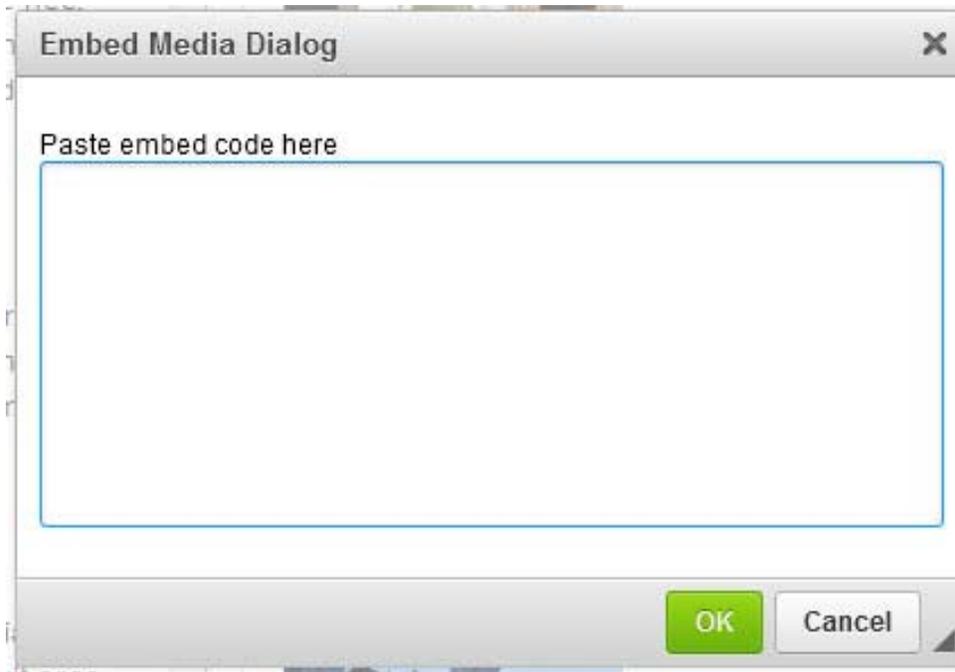
Click on "Enable rich-text"

## ***Video Embed Field***

Use the embed button to easily add YouTube and Video Embed codes and not have an editing tool that tries to strip out misc. code. Place your cursor where you want to add the video and then click on the embed button.



Insert the embed code and hit ok.

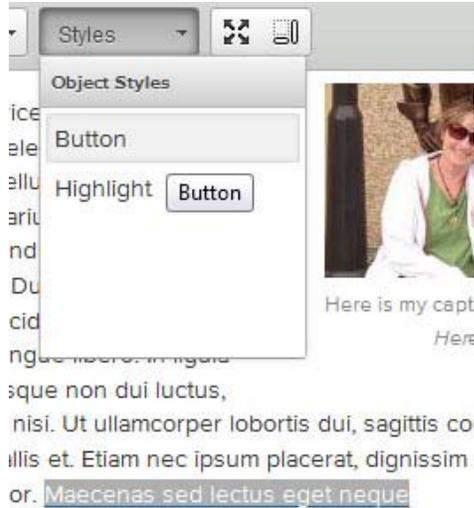


There is also an embed field area on certain content types to also be able to add items easily to those nodes. Videos can also be added to the media area on some content types.

## ***Button Class***

If you want to add a call to action button, enter in the text and link the text to the URL desired. Highlight the link and within the styles section, you will have the option to

create a button.

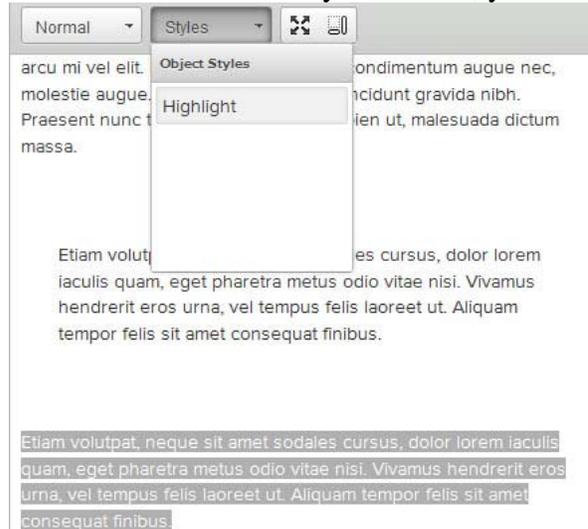


End users will see:



## Highlight

If you want to add a highlighted area to the body text area, enter in the text. Highlight the text and within the styles section, you will have the option to highlight the area.



End users will see:



Note the highlight is not intended to be for multiple-elements (like a header plus a paragraph). The only way to accomplish fixing this is to wrap the items in a div and manually change the html.

Example of changing the html code and wrapping it in a div:

```
<div style="background: #f4f2e9">  
<h3 class="highlight">Application Workshops</h3>
```

```
<p style="padding: 15px; padding-top: 0">Workshops are scheduled around the state to  
assist new or returning grantees. Please check the TRIM Events calendar on this page, or  
get in touch with your local MDC Forester.</p>  
</div>
```

## ***Saving in Drupal***

Always SAVE before moving away from a node. **NOTHING IS SAVED UNTIL YOU PRESS THE SAVE BUTTON.**

## **Events**

The events pull from Kevin's module. A view has been set up that is used to pull events in and are placed as a page on the main events page. The view can be found at:  
[/admin/structure/views/view/mdc\\_events](/admin/structure/views/view/mdc_events)

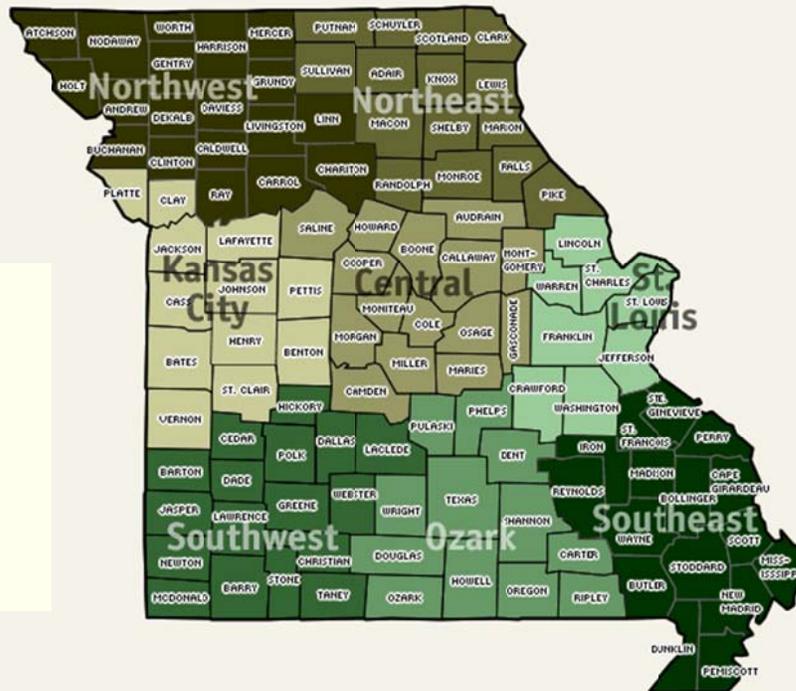
The events page will allow your end users to filter as they wish to find an event. The Mega menu will direct end users to the page filtered to the selected region.

## **Heritage Program**

The heritage program module was rewritten from Drupal 6 and uses the same non-drupal tables that you used on the D6 site. Annually update the tables as you have done in the past.

## MISSOURI NATURAL HERITAGE PROGRAM

Select a county below for a listing of heritage species for that county.



Counties

Select a county

- Adair
- Andrew
- Atchison
- Audrain

Select a county

Find

## MISSOURI NATURAL HERITAGE PROGRAM

### Heritage Results for Carroll County

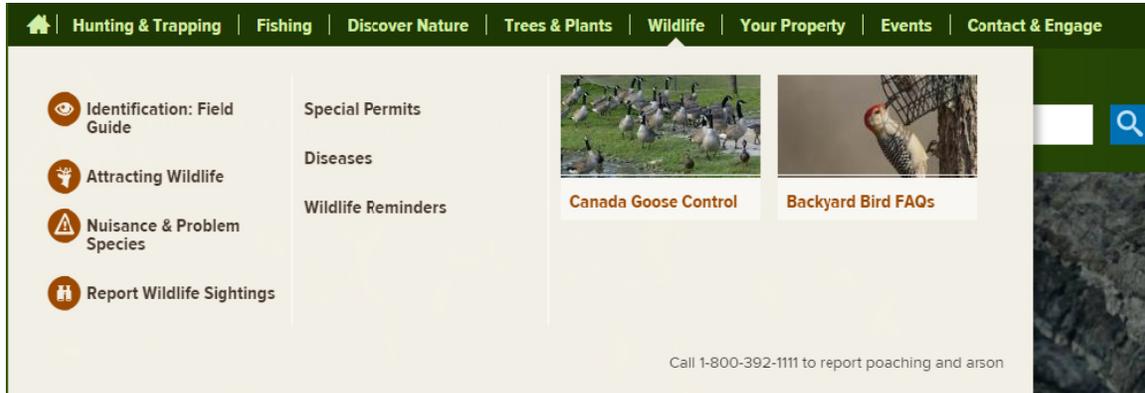
Name	State Rank	Global Rank	State Status	Federal Status
Central Plains - Warmwater - Large river	Unranked Code: S?	Not ranked Code: GNR		
Dry-mesic loess/glacial till prairie	Critically imperiled Code: S1	Not ranked Code: GNR		
Dry-mesic loess/glacial till woodland	Vulnerable Code: S3	Not ranked Code: GNR		
A Bulrush <i>Schoenoplectus saximontanus</i>	Critically imperiled Code: S1	Secure Code: G5		
American Badger <i>Taxidea taxus</i>	Unrankable Code: SU	Secure Code: G5		
American Bittern <i>Botaurus lentiginosus</i> <a href="#">More information</a>	Critically imperiled Code: S1	Apparently secure Code: G4	Endangered Code: E	

## Mega Menu

The Mega Menu is built by using the link content type. When adding a link to the menu make sure and enter a **FULL URL** to the link (since this will be shared across sites) and to open the collapsed icons sections to pick an icon, if desired. Note that not all menu items should have icons as they are placed in order based on what is added.

► [Mega Menu Icons \(Expand if adding link to the mega menu\)](#)

All items in the mega menu are placed by using the link content type with variations.



The first two columns are links that are added to the mega menu links nodequeue for each section. If a link is added and an icon is selected – then it will be displayed in the first column in nodequeue order. If no icon is selected – it will be displayed in the second column in nodequeue order.

The last two items are links with thumbnail images added and placed in the mega menu features nodequeue. Make sure and add a thumbnail when featuring an item.

The following icon options are available:

 **General Regulations** [↗](#)

 **Seasons and Hours**

 **Permits**

 **Limits**

 **Special Area Rules**

 **Reports & Prospects**

 **Getting Started**

 **Safety & Health**

 **Where to...** [↗](#)

 **Better Tips for...** [↗](#)

 **ID Your...** [↗](#)

 **Managed Hunts** [↗](#)

 **Antler Restrictions** [↗](#)

 **Maps** [↗](#)

 **Mobile App**

 **Prohibited** [↗](#)

 **Recipes**

 **Reports** [↗](#)

 **Sightings**

 Telecheck

 Warnings

 Hunting

 Watershed

 Water

 Tree

 Soil

 Sapling

 Forest

 Reading

 Food

 Fish

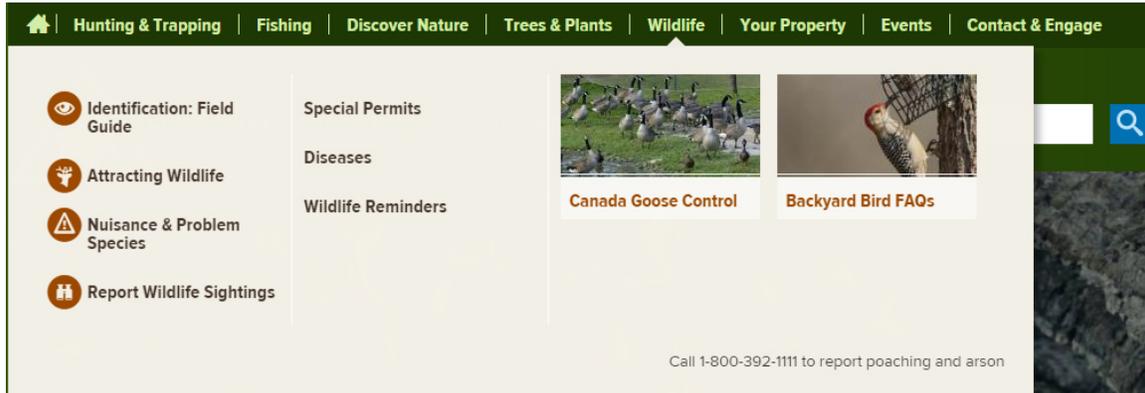
 Comment

 Fire

 Activities

 Default

All items in the mega menu are placed by using the link content type with variations.



The first two columns are links that are added to the mega menu links nodequeue for each section. If a link is added and an icon is selected – then it will be displayed in the first column in nodequeue order. If no icon is selected – it will be displayed in the second column in nodequeue order.

The last two items are links with thumbnail images added and placed in the mega menu features nodequeue. Make sure and add a thumbnail when featuring an item.

The call out feature (poaching or other notice) is a block that can be edited.

Each section of the mega menu has three components which build the functionality. Two nodequeues and one block. The Contact area does not have the option for featured items as that section contains the Public Contact filter.

All blocks are placed in the Mega Menu regions on the block page.

## Revisions

Revisions are kept automatically when changes are made on specific Content Types: Magazine Articles, Magazine Pages, News, Pages, Watersheds & Wildlife Code.

If you do not want to keep a revision, when in an edit screen – simply uncheck “Create new revision” in the collapsed section titled: Revision information before saving your changes.

If you want to keep a revision on the other content types that are not set by default to keep a revision, you can do so by expanding the collapsed Revision Information section and check the “Create new revision”

You can also add comments to what you are changing which will be for internal use only.

Create new revision

### Revision log message

Enter a Revision note here, if desired.

Provide an explanation of the changes you are making.  
This will help other authors understand your motivations.

If you need to view a past revision, go to the revisions tab at the top of the page. The tab will only show up if there is a revision to the node.



The comments that were entered when a new revision was completed are listed there and you can revert back to a previous version or delete revisions.

Revision	Show diff	Operations
Thu, 07/05/2012 - 2:16pm by test admin Enter a Revision note here, if desired.	<input type="radio"/> <input checked="" type="radio"/>	current revision
Tue, 07/03/2012 - 4:38pm by test admin	<input checked="" type="radio"/> <input type="radio"/>	revert delete
Tue, 07/03/2012 - 2:47pm by test admin	<input type="radio"/> <input type="radio"/>	revert delete
Tue, 07/03/2012 - 2:46pm by test admin	<input type="radio"/> <input type="radio"/>	revert delete

If you want to compare two revisions, check the two to compare and select the compare button.

A screenshot of a revision comparison interface. At the top, it shows two revision dates: 'January 24, 2012 - 3:13pm by admin' and 'January 25, 2012 - 11:04am by test admin'. Below this is a text input field with the placeholder 'Enter a Revision note here.'. The main content area is split into two columns. The left column is labeled '&lt;- previous diff' and the right column is labeled 'Changes to body'. Both columns contain a large block of placeholder text (Lorem Ipsum) with some HTML tags visible, such as &lt;p&gt;&lt;img src=...&gt;&lt;/p&gt; and &lt;span class=...&gt;Aenean vel urna libero&lt;/span&gt;.

If you want to revert back to an older revision, choose the date of the Revision you want to revert too and choose to revert it.

## Menus

Most items should be added to the menus (other than the Mega Menu items) by using the Node Hierarchy section in the node edit fields. If you have to add something manually, typically the menu items that you will need to manually edit or add through the menu system and not the node hierarchy section will take place in the Main Menu.

Enter the list links for the Main menu under the Structure area of your Admin Nav Bar. Choose the section that you want to manage and click on the title. The menu will expand and show you the items that are in the menu

+ <a href="#">Hunting / Trapping</a>	<input checked="" type="checkbox"/>	<a href="#">edit</a>
+ <a href="#">Seasons</a>	<input type="checkbox"/>	<a href="#">edit</a>
+ <a href="#">Permits</a>	<input checked="" type="checkbox"/>	<a href="#">edit</a>
+ <a href="#">Species A-Z</a>	<input checked="" type="checkbox"/>	<a href="#">edit</a>
+ <a href="#">Seasons</a>	<input checked="" type="checkbox"/>	<a href="#">edit</a>
+ <a href="#">Regulations</a>	<input checked="" type="checkbox"/>	<a href="#">edit</a>
+ <a href="#">Permits</a>	<input type="checkbox"/>	<a href="#">edit</a>
+ <a href="#">Trapping</a>	<input checked="" type="checkbox"/>	<a href="#">edit</a>
+ <a href="#">Events</a>	<input checked="" type="checkbox"/>	<a href="#">edit</a>
+ <a href="#">Trophies &amp; Certificates</a>	<input checked="" type="checkbox"/>	<a href="#">edit</a>
+ <a href="#">Where to Hunt &amp; Shoot</a>	<input checked="" type="checkbox"/>	<a href="#">edit</a>
+ <a href="#">Hunter Education &amp; Training</a>	<input checked="" type="checkbox"/>	<a href="#">edit</a>
+ <a href="#">Wild Game Recipes</a>	<input checked="" type="checkbox"/>	<a href="#">edit</a>
+ <a href="#">Test Page</a>	<input checked="" type="checkbox"/>	<a href="#">edit</a>
+ <a href="#">Diseases</a>	<input checked="" type="checkbox"/>	<a href="#">edit</a>

If you want to edit the title, choose to enter the edit area and make the needed changes. Note menu items added through the Node Hierarchy section in the node edit screens will not show a delete next to it. If added this way, you cannot change the path – only the

Menu link title and positioning in the menu system.

**Menu link title \***

The text to be used for this link in the menu.

**Path \***

The path for this menu link. This can be an internal Drupal path such as *node/add* or an external URL.

**Description**

Shown when hovering over the menu link.

Enabled

Menu links that are not enabled will not be listed in any menu.

Show as expanded

If selected and this menu link has children, the menu will always appear expanded.

**Parent link**

The maximum depth for a link and all its children is fixed at 9. Some menu links may not be available at this depth.

**Weight**

Optional. In the menu, the heavier links will sink and the lighter links will be positioned nearer the top.

If you want to add a new menu item, use the Add link at the top of the page and enter in the desired information and placement. Once it is saved, you can also move it around using the drag and drop options when viewing the menu links.

**Footer Menus**

There are two menus in the Footer Area: Inside MDC & Resources.

INSIDE MDC	RESOURCES
About Us	Careers
Magazines & Newsletters	Professional Outreach & Assistance
Newsroom	Community Grants & Aid
Blogs	Mobile Apps
Area Management Plans	AskMDC Videos
About Regulations	Nature's Calling Videos
	Fish Story Videos
	Test Area

When you place items in to these menus – they must be nested into the menu and cannot stay in a sibling relationship as issues will occur.

Once you add a new item to the menu – go to the menu and move the item as a child of the main section. Doing this will resolve any menu issues that may occur.

Menu link
+ <a href="#">Resources</a>
+ <a href="#">Careers</a>
+ <a href="#">Professional Outreach &amp; Assistance</a>
+ <a href="#">Community Grants &amp; Aid</a>
+ <a href="#">Mobile Apps</a>
+ <a href="#">AskMDC Videos</a>
+ <a href="#">Nature's Calling Videos</a>
+ <a href="#">Fish Story Videos</a>
+ <a href="#">Test Area</a>

## Contextual Links

You can edit items by hovering over in the left hand corner of the item. When you have the permissions, a cog will appear which will allow you to edit and item from this location. Be careful that you edit the correct item as sometimes these can be confusing.

## Blocks

### *Left Sidebar Region*

Most of the blocks have been created for you. If you want to add an informative block in the left hand sidebar – add it through the block page. Any block that is not a menu added to this region will be themed to have the darker hue behind it.



## Broken Links

A Broken Links module has been added to your site to help you verify and check for broken links. The following content types are set as part of this functionality: Donation, Gift, Link, Magazine Article, Magazine Page, Page and Wildlife Code.

**There are two ways that you can use the Broken Links information. The second option is what is recommended.**

### *Broken Links Site Report*

1. To view a full report of broken links, travel to the Broken Links Report under Reports in your Admin Nav Bar.
2. You will see a list of links that the computer shows as broken. If a website is down or a link is not attained when cron is run – a broken link will show up in the report. Note that redirects and URL's that don't have www may show as a broken link even though your end users are getting to the page. You can change and insert the final URL rather than the forwarding URL and add www's in order to get the items off the report. Note that if you go to a link that has https and it is in the system as http – it will show up as a broken link since it is redirecting. This especially applies to YouTube as all their links are https.

URL	Response	Error	Operations
<a href="http://www6.sans.edu/MOSCE/">http://www6.sans.edu/MOSCE/</a>	404	Not Found	<ul style="list-style-type: none"> <li>Edit link settings</li> <li>Edit node 1367</li> </ul>
<a href="http://www.who.int/csr/don/03jan_07/">http://www.who.int/csr/don/03jan_07/</a>	301	Moved Permanently	<ul style="list-style-type: none"> <li>Edit link settings</li> <li>Edit node 1365</li> </ul>
<a href="http://www.wheensportsmen.org/wheens/">http://www.wheensportsmen.org/wheens/</a>	404	Not Found	<ul style="list-style-type: none"> <li>Edit link settings</li> <li>Edit node 1366</li> </ul>

- To verify the link is not working –link to the URL in the report.

URL	Response	Error	Operations
<a href="http://www6.sans.edu/MOSCE/">http://www6.sans.edu/MOSCE/</a>	404	Not Found	<ul style="list-style-type: none"> <li>Edit link settings</li> <li>Edit node 1367</li> </ul>
<a href="http://www.who.int/csr/don/03jan_07/">http://www.who.int/csr/don/03jan_07/</a>	301	Moved Permanently	<ul style="list-style-type: none"> <li>Edit link settings</li> <li>Edit node 1365</li> </ul>
<a href="http://www.wheensportsmen.org/wheens/">http://www.wheensportsmen.org/wheens/</a>	404	Not Found	<ul style="list-style-type: none"> <li>Edit link settings</li> <li>Edit node 1366</li> </ul>

- If the link is working and is due to a redirect, you can choose to edit the link setting and uncheck the check link status for the report to ignore the link. This should be done sparingly as if the link ever is changed or broken, you would never know unless you come across it while looking at item. Note some items will show as broken links when the www is not entered into the URL

**SETTINGS**

The link <http://www1.umn.edu/twincities/maps/HHHctr/> was last checked on Thu, 02/13/2014 - 5:37pm and failed 1 times.

**Select request method**

HEAD ▾

Select the request method used for link checks of this link. If you encounter issues like status code 500 errors with the HEAD request: method you should try the GET request method before ignoring a link.

Check link status  
 Uncheck if you wish to ignore this link. Use this setting only as a last resort if there is no other way to solve a failed link check.

- You can also travel to the node to repair the URL by entering the edit node # field:

Broken links			
URL	RESPONSE	ERROR	OPERATIONS
<a href="http://www1.umn.edu/twincities/maps/HHHctr/">http://www1.umn.edu/twincities/maps/HHHctr/</a>	301	Moved Permanently	<ul style="list-style-type: none"> <li>Edit link settings</li> <li>Edit node 14087</li> </ul>
<a href="http://www.usaprojects.org/user/mcswamy">http://www.usaprojects.org/user/mcswamy</a>	301	Moved Permanently	<ul style="list-style-type: none"> <li>Edit link settings</li> <li>Edit node 815</li> </ul>

## Node Edit Screens

The content types that are being checked for broken links will show you any broken links on the node when you enter the edit page. I recommend that if that is noticed when you are in the edit field of the node that the URL be tested and fixed. These notices should not be ignored. This is the preferred way to manage broken links over the report.

 • Link check of <http://gortonstudios.com> failed once (status code: 301).

• Link check of <http://www.ticketmaster.com/event/06004AFAD7DDC29F> failed once (status code: 404).

## URL Default Path Settings

The following Patterns are set up for the site and should not be changed as blocks, breadcrumbs and views rely on the standardized paths:

Default for any content type not noted below:

[node:nodehierarchy:parent:url:path]/[node:title]

Area Plan: about-us/conservation-area-management-plans/area-plans/[node:title]

Blog: blogs/[node:title]

Blog Post: blogs/[node:field\_blog\_category]/[node:title]

Donation: contact-engage/donate/[node:title]

Downloads: [node:nodehierarchy:parent:url:path]/resource/[node:title]

Feature: feature/[node:title]

Gift: contact-engage/donate/[node:title]

Homepage Banner: hp/[node:title]

Homepage Pod: hp/[node:title]

Homepage Popular Tool: hp/[node:title]

Link: [node:nodehierarchy:parent:url:path]/resource/[node:title]

MDC Office: mdc-offices/[node:title]

Magazine: [node:field\_magazine\_type]/[node:field-magazine-date:custom:Y-m]

News: newsroom/[node:title]

Regional Contact: mdc-contacts/[node:title]

Reminders: contact-engage/reminders/[node:title]

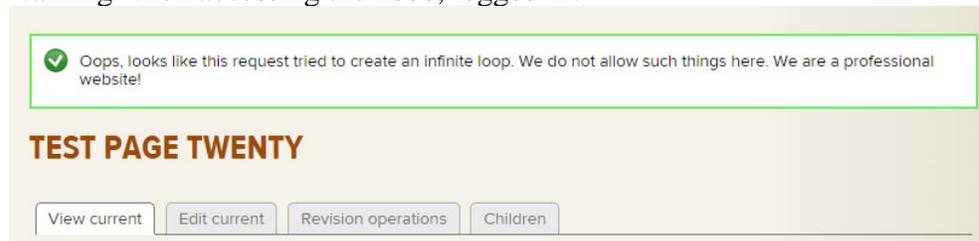
Watershed: property/watersheds/[node:title]

Wildlife Code: about-us/about-regulations/wildlife-code-missouri/[node:title]

Taxonomy: [term:vocabulary]/[term:name]

## URL Redirects

The site is set up to create automatic redirects when a node title is changed. There are sometimes when a user titles a page, changes it to something else and then decides they like the original title and change the page back. When this is done, an infinite loop is created and will not allow users to access the page. If this happens you will see the warning when accessing the node, logged in:



Enter the edit area of the node and expand the URL redirect section and simply delete the offending redirect. Note it would be the one that is the same URL as what the page currently is.

▼ URL redirects (2 redirects)

The following are a list of URL redirects that point to this node.

<a href="#">From</a> ▲	<a href="#">Type</a>	<a href="#">Count</a>	<a href="#">Last accessed</a>	Operations
<a href="#">test-page-twenty</a>	Default (301)	5	47 sec ago	<a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">test-page-twenty-one</a>	Default (301)	0	Never	<a href="#">Edit</a> <a href="#">Delete</a>

## How to view a list of existing content

Most content in the system can be navigated to the same way a public site user would.

Multiple views have been created to help you maintain your site. All should be accessible within the Content area of the Admin Nav bar.

From this area, you can also mass change items using the Bulk Operations field:

## Children Views on your Website

Placing children on the site is discussed on the page title “Administrative settings at the bottom of the edit screens” if you go to the Drupal Tips link in your Admin Nav Bar.

If a child has been placed onto a parent item and they are not showing up, it most likely means that a view has not been selected for how the children should be displayed. Most views are set to populate new content, but you may need to add a view or change the way something is displayed. To do this - enter the edit screen of the parent item that is not displaying its children. Do NOT add a child view to pages with special views attached to them. Do Not use the magazine children views as these are being used to populate and build the magazine pages.

1. Expand and enter the Node Hierarchy section.

2. Choose the view for the way that you want children to be displayed.



### ***Node hierarchy children – Teaser Grid (no images)***

(displays children in the order that you have them in the children list as teasers)

#### **IN THIS SECTION**

##### **Test Webform Child**

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##### **Default**

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##### **Feeding**

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### ***Node hierarchy children – Title list***

(displays children in the order that you have them in the children list as a list)

## IN THIS SECTION

Test Webform Child

Default

Feeding

Test Off-site Link

Test Download PDF

Why Important

Test Page with Title Grid Children

### ***Node hierarchy children – Image Grid***

(displays children in the order that you have them in the children list as images with title and subtitles)

#### IN THIS SECTION



**Test Webform Child**  
Here is a subtitle



**Default**  
Here is My Subtitle on a Page



**Feeding**

### ***Node hierarchy children – Title Grid***

(displays children in the order that you have them in the children list as a list)

#### IN THIS SECTION

Test Webform Child

Default

Feeding

Test Off-site Link

Test Download PDF

Why Important

Test Page with Title Grid  
Children

## Node hierarchy children – Deluxe Grid

(displays children in the order that you have them in the children list as images with title and subtitles)\*\* This should be used on full-width pages with consistent content types under it. Important to have short same length titles so all images line up. You also want to make sure and upload an image for all children when using this children view.



## Node hierarchy children –Teaser Grid w/images

(displays children in the order that you have them in the children list as images with title and teasers)

**In This Section**

<p><b>Test Webform Child</b> Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam non dolor dolor. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Nam iaculis vehicula rhoncus. Phasellus venenatis purus ultricies, ornare ligula non, consequat nisi. Vestibulum at facilisis odio, eget mattis nulla. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vivamus eget ante id ipsum blandit sollicitudin ut vel nisi.</p>	<p><b>Default</b> Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam non dolor dolor. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Nam iaculis vehicula rhoncus. Phasellus venenatis purus ultricies, ornare ligula non, consequat nisi. Vestibulum at facilisis odio, eget mattis nulla. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vivamus eget ante id ipsum blandit sollicitudin ut vel nisi.</p>	<p><b>Feeding</b> Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam non dolor dolor. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Nam iaculis vehicula rhoncus. Phasellus venenatis purus ultricies, ornare ligula non, consequat nisi. Vestibulum at facilisis odio, eget mattis nulla. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vivamus eget ante id ipsum blandit sollicitudin ut vel nisi.</p>

## Node hierarchy children – Teaser Grid Reversed (no images)

(displays children in the opposite order that you have them in the children list as teasers. This is helpful if adding new items that should sit at the top of the list and be more in “date” order versus children order)

Example: being used for Plan comments as will place the newest one at the top rather than having to drop & drag it into the correct order: /about-us/conservation-area-management-plans/previous-area-plan-comments

## PREVIOUS AREA PLAN COMMENTS

Browse the summary reports to see the comments you've given. Find Department staff responses to public comments for each area plan on the Finalized Conservation Area Plans page.

### IN THIS SECTION

#### Busiek State Forest and Wildlife Area Public Input Summary: Idea Gathering Stage (pdf, 1003 KB)

We heard from 96 people in 2015. Here's what they said.

#### July – September 2015 Area Plan Public Comment Summary (pdf, 646 KB)

For the period of July – September, 2015, 27 area plans were posted for month-long public comment periods. This document contains a summary of the comments submitted by any member of the public who cared to participate.

#### April - June 2015 Area Plan Public Comment Summary (pdf, 499 KB)

For the period of April – June, 2015, 30 area plans were posted for month-long public comment periods. This document contains a summary of the comments submitted by any member of the public who cared to participate.

#### Runge Nature Center Public Input Summary: Idea Gathering Stage (pdf, 846 KB)

We heard from 28 people in 2015. Here's what they said.

## Node hierarchy children – Children\_Grandchildren

(displays children as a section with the grandchildren within that section)

Example: separates the Nuisance from Invasive species at: /wildlife/nuisance-problem-species

## Nuisance Native Species

Find info and help with wildlife that can become a problem in Missouri and learn how to prevent wildlife from becoming a nuisance.



#### Wildlife Control Guidelines

If wildlife is damaging your property, you may control it, but learn the wildlife-control guidelines and related regulations first.



#### Armadillo Control

Learn to identify, prevent, and control armadillo damage on your Missouri property.



#### Badger Control

Learn to identify, prevent, and control badger damage on your Missouri property.



#### Bat Control

Learn to prevent and control nuisance bats in your Missouri home or outbuildings.



#### Beaver Control

Learn to identify, prevent, and control beaver damage on your Missouri property.



#### Black Bear Control

Learn to identify, prevent, and control black-bear damage on your Missouri property.

# Taxonomy

Taxonomy is used for multiple items.

The Counties, Regions and Wildlife Code are the ones that you may want to edit and adjust. The other vocabularies are not being used and simply imported over or compile the list of the icons that can be selected on the homepage banner..

You can manage the items by going to the Taxonomy link found in the Structure section under Administer in your Admin Nav Bar.

Enter the “list terms” link to manage the list.

Vocabulary name	Operations
+ Counties	<a href="#">edit vocabulary</a> <a href="#">list terms</a>
+ Regions	<a href="#">edit vocabulary</a> <a href="#">list terms</a>
+ Slide indicators	<a href="#">edit vocabulary</a> <a href="#">list terms</a>
+ Special Grouping	<a href="#">edit vocabulary</a> <a href="#">list terms</a>
+ Tags	<a href="#">edit vocabulary</a> <a href="#">list terms</a>
+ Wildlife Code	<a href="#">edit vocabulary</a> <a href="#">list terms</a>

To delete any of the terms or edit any of the terms, enter the list terms link. Remember if you delete an item, anything associated with it will no longer have that place to be grouped by that term.

Add the new term by choosing the link at the top of the page: “add term”. Enter in the title and a description (if desired) as well as any other information that the vocabulary is asking for. Fields vary depending on the vocabulary.

Save the term.

# Nodequeues

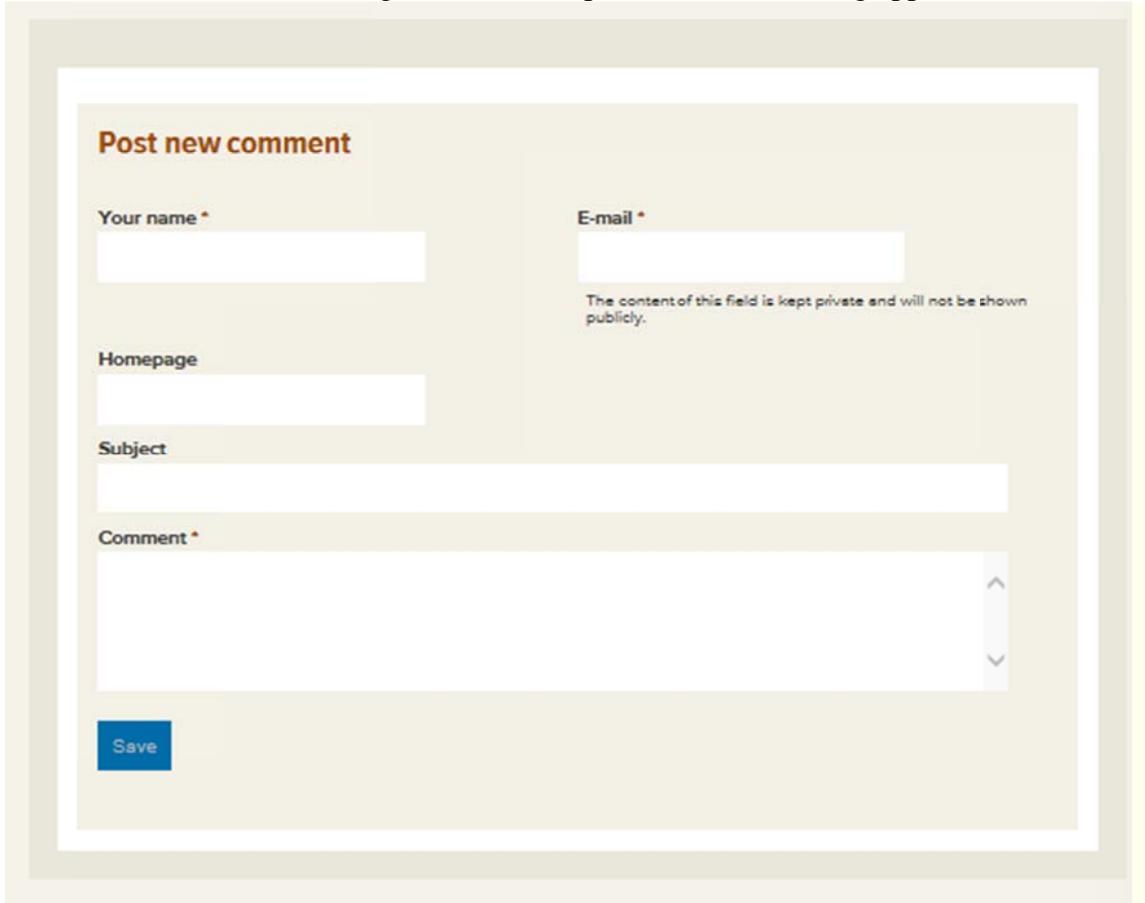
There are multiple nodequeues on the site. All are used to either build the components of the homepage or the components of the mega menu.

Contact menu links	Infinite	1 (9 in queue)	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
Discover Nature menu features	2	1 (Queue full)	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
Discover Nature menu links	Infinite	1 (10 in queue)	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
Events menu features	2	1 (Queue full)	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
Events menu links	Infinite	1 (11 in queue)	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
Fish Menu features	2	1 (Queue full)	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
Fish menu links	Infinite	1 (11 in queue)	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
Homepage Banner	Infinite	1 (4 in queue)	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
Homepage Pod	Infinite	1 (5 in queue)	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
Homepage Popular Tools	7	1 (Queue full)	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
Hunting/Trapping menu features	2	1 (Queue full)	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
Hunting/Trapping menu links	Infinite	1 (11 in queue)	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
Property menu features	2	1 (Queue full)	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
Property menu links	Infinite	1 (9 in queue)	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
Trees/Plants menu features	2	1 (1 in queue)	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
Trees/Plants menu links	Infinite	1 (10 in queue)	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
Wildlife menu features	2	1 (Queue full)	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
Wildlife menu links	Infinite	1 (7 in queue)	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>

You can change the order on the individual items within a nodequeue by going to the “Nodequeues” link under Structure and viewing the nodequeue. Additional information can be found by using the Drupal Tips link in your Admin Nav Bar.

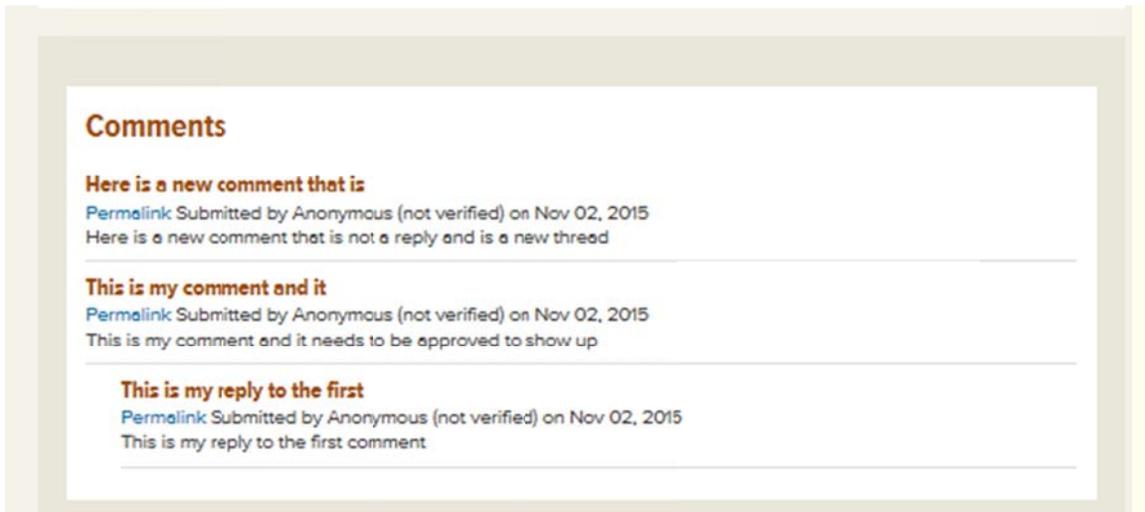
## Comments on Blog Posts

Anonymous users will be able to post comments on the Blog Posts which will be placed in a queue waiting for your approval to go live. An email will be sent letting the node author know when a new Blog Post has been posted and is awaiting approval.



The image shows a screenshot of the 'Post new comment' form in a Drupal administration interface. The form is titled 'Post new comment' in a bold, orange font. It contains several input fields: 'Your name \*' (required), 'E-mail \*' (required), 'Homepage', 'Subject', and 'Comment \*' (required). The 'E-mail \*' field has a small note below it stating 'The content of this field is kept private and will not be shown publicly.' At the bottom left of the form is a blue 'Save' button. The form is set against a light beige background with a white border.

Comments are set up so that for 30 days individuals can comment on a blog post. After 30 days the option to add a comment will be turned off and comments will be read only.



All comments will be listed and can be found at the [Comments](#) link in Your Admin Nav bar.

To view comments waiting for approval, enter the [Unapproved comments](#) link.



Enter the edit link to view, edit and approve the comment.

<input type="checkbox"/>	Subject	Author	Posted in	Updated	Operations
<input type="checkbox"/>	<a href="#">This is a test</a>	Denise Testing (not verified)	<a href="#">Test Blog Post by Test Blogger</a>	05/10/2016 - 10:57am	<a href="#">edit</a>
<input type="checkbox"/>	<a href="#">This is another test with all</a>	Testing Twenty Streeb (not verified)	<a href="#">Test Blog Post by Test Blogger</a>	05/10/2016 - 10:56am	<a href="#">edit</a>

Once in the edit link, you can edit the comment or subject line, if desired. Once it is ready to be published, open the [Administration](#) link at the top of the page:

Change the Status to “Published” and the comment will go live. You can also delete the comment, if desired.

## EDIT COMMENT *THIS IS A TEST*

[View comment](#) [Edit](#) [Delete](#) [Devel](#)

▼ **Administration**

**Authored by**  
   
Leave blank for *Anonymous*.

**E-mail**  
  
The content of this field is kept private and will not be shown publicly.

**Homepage**

**Authored on**

**Status**

Published

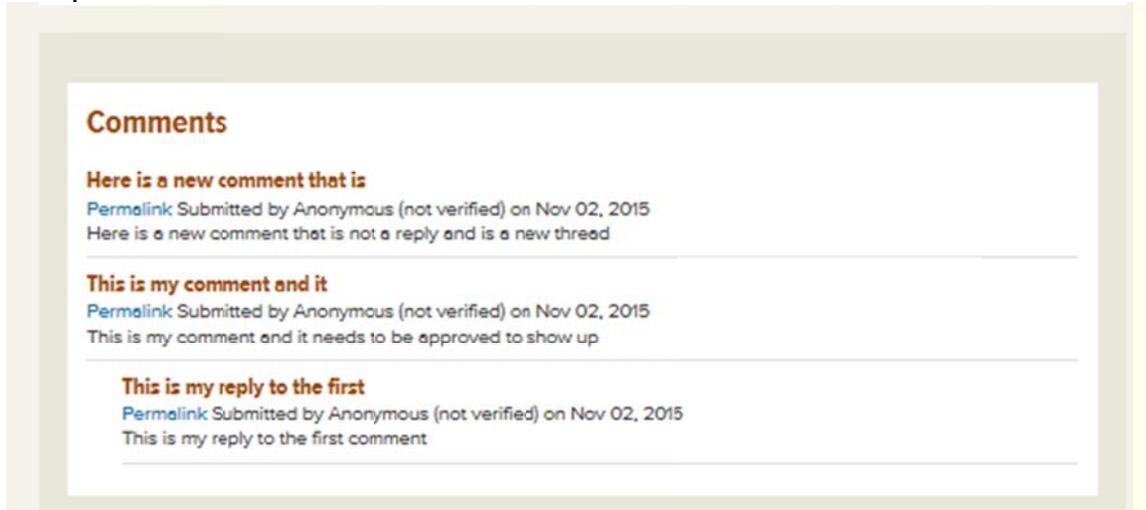
Not published

**Subject**

**Comment \***

[Save](#)

This places the items in the comment area on the node:



## Scheduled Publishing/Unpublishing

There will be a list of items waiting to be published and unpublished in the Content area of the website. You can travel there through your Admin nav Bar

Title	Type	Author	Status	Publish on	Unpublish on	Operations
<a href="#">Test Reminders Test</a>	Reminders	admin	Published		May 31, 2016	<a href="#">edit</a> <a href="#">delete</a>
<a href="#">Test Area Plan scheduled for publication</a>	Area Plan	<a href="#">test.area.plan...</a>	Unpublished	May 18, 2016	May 31, 2016	<a href="#">edit</a> <a href="#">delete</a>
<a href="#">Test Area Plan by area plan editor</a>	Area Plan	<a href="#">test.area.plan...</a>	Unpublished	May 19, 2016	May 27, 2016	<a href="#">edit</a> <a href="#">delete</a>

Keep in mind that Cron has to run in order to trigger the publishing and unpublishing. We ask that your server be set up to run Cron hourly. So this will affect the time of unpublishing and scheduling. If you set up an item to unpublish/publish at 14:32 but cron doesn't run until each hour – the item will not publish until cron runs at 15:00.

**Publish on**

**Date**  **Time**

E.g., 06-11-2016      E.g., 12:00:00  
The default time is 23:59:00. Leave the date blank for no scheduled publishing.

**Unpublish on**

**Date**  **Time**

E.g., 06-11-2016      E.g., 12:00:00  
The default time is 23:59:00. Leave the date blank for no scheduled unpublishing.

If you need to run cron in order to have something published and can't wait for the site run Cron, you can do so by going to the Run Lightweight Cron for Scheduler link under Content in your Admin Nav Bar. Do not change anything in the settings tab.

You can test Scheduler's lightweight cron process interactively:

Run Scheduler's lightweight cron now

## SAML Settings

Users will need to log in to the site using their SAML credentials. The following steps should be used in order to give users admin privileges on the site.

1. Have them log in using their SAML credentials
2. Once they are logged in, a User with the super admin role will need to find their information in the people area of the site and assign them a role.