



Training Manual

Georgia GovHub, Drupal 8

Prepared by: Digital Services Georgia

Support: For further assistance, visit our support page (digitalservices.georgia.gov/support)

Logging into your GovHub site

Register for account

For help setting up your account, or to set up accounts for others in your organization, please see the article [User Roles & Adding Users](#).

First time logging into website

We **strongly encourage** content managers that are new to GovHub to attend training. You can view upcoming training events and register at digitalservices.georgia.gov/events.

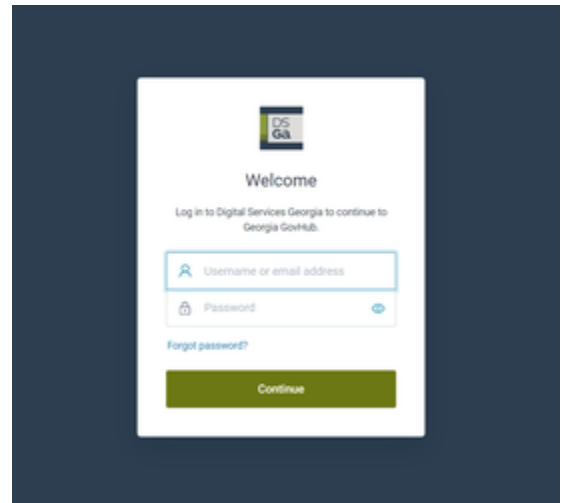
- Navigate to **<https://SITENAME.georgia.gov/user>** where SITENAME is the name of your site. Example: <https://digitalservices.georgia.gov/user>
- Click on **Forgot password?**.
- Enter your **username** or **email address** associated with your account.
- Click the **Continue** button.
 - *Hint: Typical usernames consist of firstname.lastname (i.e. taylor.swift)*
- An email will be sent to your inbox with a link to reset your password.
 - You may need to check your Junk or Clutter box if you don't receive the email immediately.

Logging into website

- Navigate to **<https://SITENAME.georgia.gov/user>** where SITENAME is the name of your site. Example: <https://digitalservices.georgia.gov/user>
- Enter your **username/email address** and **password**.
- Click the **Continue** button.

Forgot password

- If you have forgotten your password, click on **Forgot password?**.
- Enter your **username** or **email address** associated with your account.
- Click the **Continue** button.
 - *Hint: Typical usernames consist of firstname.lastname (i.e. taylor.swift)*
- An email will be sent to your inbox with a link to reset your password.
 - You may need to check your Junk or Clutter box if you don't receive the email immediately.



Scheduling and Publishing Content

- [Publishing Content](#)
- [Scheduling Content](#)

Publishing Content

Once you have finished creating or editing your content, you will need to Publish the content in order for users to see it.

Save as Draft

Before you **Save** your content, make sure all required fields are filled out (*an error message will appear at the top of your page if fields are left incomplete after saving*) and your content appears the way you want it to display on the site.

- Scroll to the bottom of the edit page.
- Locate the **Content Moderation** section.
 - It's located at the bottom-right of the page.
- Select the **Draft** option from the drop-down to Save as Draft.
- Click **Save**.

Publish

Before you **Publish** your content, make sure all required fields are filled out (*an error message will appear at the top of your page if fields are left incomplete after saving*) and your content appears the way you want it to display on the site.

- Scroll to the bottom of the edit page.
- Locate the **Content Moderation** section.
 - It's located at the bottom-right of the page.
- Select the **Published** option from the drop-down to Publish.
- Click **Save**.

Scheduling Content

Using the Schedule a status change feature can be helpful if you need to make some type of status change to your content during a busy or inconvenient time. You can use this feature for content that need to publish at 12:01am or content that needs to be taken off your website by a set deadline.

There are many ways you can use this feature.

Scheduled content

Note: Scheduled content **may not change at the exact minute** you have it scheduled for. It's best to wait approximately 30 minutes to ensure the content has changed to its scheduled status.

Schedule to Publish

Before you **Schedule a status change** to your content, make sure all required fields are filled out and your content appears the way you want it to display on the site.

- Scroll to the bottom of the edit page.
- Locate the **Content Moderation** section.
 - It's located at the bottom-right of the page.
- Select the **Schedule a status change** link below the **Save-as** menu.
- In the **Save as** drop-down, **select how you want your content to appear now**.
 - In this case, you are scheduling content to publish at a later time so you'll want to select Save as Draft for now.
- In the **Change to** drop-down, select **Publish**.
- Select the **Date** and **Time** that you want your content to Publish.
 - *Note: If you want to add additional status changes, select **add another** and follow the same process as above (your drop-down selections will change based on the status you want).*
- To delete a status change, select **remove** next to the change you want to delete.
- Click **Save**.

Schedule to Draft

Before you **Schedule a status change** to your content, make sure all required fields are filled out and your content appears the way you want it to display on the site.

- Scroll to the bottom of the edit page.
- Locate the **Content Moderation** section.
 - It's located at the bottom-right of the page.
- Select the **Schedule a status change** link below the **Save-as** menu.
- In the **Save as** drop-down, **select how you want your content to appear now**. In this case, you are scheduling content to move to Draft at a later time so you'll want to select Save as Published for now.
- In the **Change to** drop-down, select **Draft**.
- Select the **Date** and **Time** that you want your content to move to Draft.
- Click **Save**.
 - *Note: If you want to add additional status changes, select **add another** and follow the same process as above (your drop-down selections will change based on the status you want).*
- To delete a status change, select **remove** next to the change you want to delete.

Schedule to Trash

- Scroll to the bottom of the edit page.
- Locate the **Content Moderation** section.
 - It's located at the bottom-right of the page.
- Select the **Schedule a status change** link below the Save as drop-down option from the drop-down to Publish.

- In the **Save as** drop-down, **select how you want your content to appear now**. In this case, you are scheduling content to move to Trash at a later time so you'll want to select Save as Published or Draft for now.
- In the **Change to** drop-down, select **Archived**.
- Select the **Date** and **Time** that you want your content to move to Trash.
- Click **Save**.
 - *Note: If you want to add additional status changes, select **add another** and follow the same process as above (your drop-down selections will change based on the status you want).*
- To delete a status change, select **remove** next to the change you want to delete.

Using Menus

For end users to find your agency's services and information quickly and easily, be mindful when organizing and labeling the navigational menu and sub-menus.

Your website has 2 menus:

- **Main menu** - the main navigation bar across the center of your site
- **Footer menu** - sits in the bottom of your site in the footer

Adding a Menu Item

- Users with the Editor role are able to edit the menu.

There are two methods to adding a new item to the menu:

- In Content Item
- Using the Menu Structure

In Content Item

- When editing, there is an option in the right column called **Menu Settings** that are available in the following content types:
 - Bio
 - Book Page
 - FAQ
 - How Do I
 - Important Date
 - Landing Page
 - Listing Page
 - Program or Service
 - Topic Page
 - Webform
- After expanding the Menu Settings section, check the **Provide a menu link** box to add the content item to the navigation.
 - This will reveal the menu settings options including:
 - Menu Link Title
 - Description
 - Parent Item
 - Weight
- Add **Menu link title** (optional) - Enter a title. If left blank, the title of the content item will be used.
- Add **Description** (optional) - Enter text that will appear when hovering over the menu item.
- **Parent** item (required) - Select the navigational item that this content item will nest under.
 - If it will be a main navigational item, and not nest under anything else, you should leave it set to **<Main Navigation> option**.
- **Weight** (optional) - Enter a number to determine the placement. Lower numbers will appear higher in the menu.

Using the Menu Structure

- Click on Structure > Menus > Main Menu.
 - This brings you to your complete, main navigation.

Title *
 Main navigation Machine name: main

Administrative summary
 Site section links

Sitemap display name
 A user-friendly name for the menu that will display on the sitemap.

MENU LINK	EDIT CHILDREN	ENABLED	OPERATIONS
+ Blog		<input checked="" type="checkbox"/>	Edit ▾
+ Our Work	Edit child items	<input checked="" type="checkbox"/>	Edit ▾
+ Services	Edit child items	<input checked="" type="checkbox"/>	Edit ▾
+ Support		<input checked="" type="checkbox"/>	Edit ▾
+ Resources	Edit child items	<input checked="" type="checkbox"/>	Edit ▾
+ Training	Edit child items	<input checked="" type="checkbox"/>	Edit ▾
+ GOVTalks	Edit child items	<input checked="" type="checkbox"/>	Edit ▾

Save

Adding a Menu Link

- Add **Menu link title** (required) - Enter the text that will appear in the menu.
- Add **Link** (required) - Enter an internal node path or an external URL. For internal links, start typing the name of the content item and the field will auto-suggest items.
- The **Enabled** box is checked by default so that the menu link appears. To hide the menu link, un-check this box.
- Add **Description** (optional) - Enter text that will appear when hovering over the menu item.
- Check the **Show as expanded** box to automatically show child menu items (if they exist).
- **Parent** item (required) - Select the navigational item that this content item will nest under.
 - If it will be a main navigational item, and not nest under anything else, you should leave it set to **<Main Navigation> option**.
 - If no Parent is chosen, it will default to the main level navigation.
 - Hover over the handlebars next to the menu item you want to move and then nest it under the correct item.
 - Click **Save**.
 - Click **Edit child items** next to the menu item you nested it under and you should see it correctly under the right main menu item.
 - Use the handlebars again to move the item up and down in the menu.
- **Weight** (optional) - Enter a number to determine the placement. Lower numbers will appear higher in the menu.
- Click the **Save** button to add the menu link to the navigation.

Editing Your Menu and Using Edit Child Items Function

The visible links under the Menu Link column are your main menu items.

- Click on Structure > Menus > Main Menu.
- To hide a menu link, un-check its **Enable** box.
- To move the menu link higher or lower in the list, you can either:
 - Click and hold the + sign beside the menu link name. Drag and drop to the desired position.
 - Click **Show row weights** and change the number in the drop down box. Lower numbers will appear higher in the menu.
- Click the **Save** button.

To edit a menu item under one of the top level headings, you'll have to use the Edit Children function.

- Click **Edit child items** next to the main menu item that hosts the menu item you want to edit.
- This will bring up all of the menu items that sit under that heading.
- Edit the item by clicking on the **Edit button** (under the Operations column) associated with that item.
 - From here, you can change:
 - the **name** of the menu item
 - the **link**

- the **parent** item
 - If no Parent is chosen, it will default to the main level navigation.
 - Hover over the handlebars next to the menu item you want to move and then nest it under the correct item.
 - Click **Save**.
 - Click **Edit child items** next to the menu item you nested it under and you should see it correctly under the right main menu item.
 - Use the handlebars again to move the item up and down in the menu.
- Click **Save**.
- To get back to the main navigation top level, click on the **Back to Main navigation top level** link above the Menu Link column.

Title *

Main navigation Machine name: main

Administrative summary

Site section links

Sitemap display name

A user-friendly name for the menu that will display on the sitemap.

Back to Main navigation top level

MENU LINK	EDIT CHILDREN
+ Services	
+ Georgia GovHub	Edit child items
+ Hosting & Support	Edit child items
+ Accessibility Testing and Audits	
+ Consulting	
+ Data Visualization	

Removing a Menu Item

- Click on Structure > Menus > Main Menu.
- Click on the drop down menu under the **Operations** column and select **Delete**.
- Click on the **Delete** button to confirm removal or click on the **Cancel** button to undo the deletion command.
 - *Note: A better option may be to Disable the menu item, rather than delete it. That way the menu item is still available if you ever need it again.*

Using Taxonomy

Creating a taxonomy system allows content to be better categorized and more find-able for users. Taxonomy terms are grouped into vocabularies, and can then be referenced from within content items.

How to Create Taxonomy Terms

When editing content, site editors enter or select controlled vocabulary terms that Taxonomy Managers have created. To add terms to the predefined vocabulary, you must have the role of Taxonomy Manager.

- Log into your agency website.
- Navigate to Structure > **Taxonomy** at the top-left of the page.
- Find the **Vocabulary Name** you would like to add terms to and select **List Terms** under Operations.

- Here you'll find all of the terms already created for that vocabulary.
- To **Add** a new term:
 - Click on the **Add Term** button.
 - Enter the name (required).
 - Enter a description (optional).
 - Expand the Relation section to nest the new term under an existing term.
 - Enter a **URL Alias** if you want the URL path of the new Term to be different than the default. For example, if you are adding a new Term called "Customer Support Team", the default URL would be [yourdomain.georgia.gov/customer-support-team](#). You can manually change this URL by adding a URL Alias like [/customer-support](#) (or any other path you choose) to this field. Your new URL would then be [yourdomain.georgia.gov/customer-support](#).
 - Click **Save**.
- You can also **Edit, Delete, or Clone** existing terms.
 - Under **Operations**, select an option beside the term name.

Using Taxonomy

Site Editors enter or select controlled vocabulary terms when creating or editing content using one or more of the following fields:

Field	Used in Content Types	Limit	Purpose
Tags	News	Multiple, Free-form	To categorize News items so that users can easily sort and find other similar news items.
Categories	Bio, Book, Contact, Emergency, Event, FAQ, How Do I, Important Date, News, Opinion, Press Release, Topic Page, Webform	Multiple, Pre-determined	To categorize content site-wide so that users can more easily find all related content across the site regardless of site section, content type, etc.
Division/Section	Bio, Contact, Emergency, Event, Event, How Do I, Important Date, Location, News, Opinion, Press Release, Program or Service, Topic Page	Multiple, Pre-determined	To categorize content site-wide, relating content items to a segment of the Agency's hierarchy.
Type	Alert, Bio, Contact, Event, Location, News, Opinion	Only 1 term allowed, Pre-determined	To segment content per content type. See individual content type training to understand the "type" field's use in context.
Service	Bio, Book, Contact, Emergency, Event, FAQ, How Do I, Important Date, Location, News, Opinion, Press Release, Topic Page	Multiple, Pre-determined	To relate content site-wide to a specific service offered by the Agency. This helps users seeking information about the service find all relevant content, regardless of site section or content type. The service list is not a taxonomy, but a list of items using the Service Content Type. To add a Service, first create a content item using the Service Content Type.

Managing Taxonomy

Introduction

What is Taxonomy and how does it work? It's a way to classify content similar to tagging or categorizing. Taxonomy makes it possible for content to appear in lists filtered by topic.

A site's taxonomy consists of several vocabularies (such as "Color"). Each of these vocabularies contains several terms (such as "Red", "Yellow", "Blue", etc.). Your platform contains a few useful vocabularies that are applied to various content types.

Types of Taxonomy

There are different types of Taxonomy that can help you categorize your content better:

Content Types	Topics
Content type-specific	Not content type-specific
Do not span different content types <ul style="list-style-type: none"> • Example: Event terms do not relate to Bio terms 	Spans across the whole site

Only 1 term allowed per page	Division / Section: <ul style="list-style-type: none"> • <i>One</i> term allowed per page Program / Service and Categories: <ul style="list-style-type: none"> • <i>Multiple</i> terms allowed per page
Content types that use Taxonomy: <ul style="list-style-type: none"> • Bio • Contact • Document • Event • Location • News • Location 	Topical Taxonomy Terms: <ul style="list-style-type: none"> • Categories • Division / Section • Location Area • News Type • Program / Service • Search Terms • Telephone Type

Taxonomy for Content Types

Adding Taxonomy Terms for Content Types

You must have the **Taxonomy Manager** role to complete this action.

- From the Admin Toolbar, click on **Structure**.
- From the Structure menu, select **Taxonomy**.
- Click on **list terms** to view existing terms or
- Click on the drop-down arrow under **Operation** in the row associated with the content type you want to add terms to.
- Click on **Add Terms**.
 - Type your term in the **Name field**.
 - If the term requires more description, add it to the **Description field**.
 - If the term relates to an already-existing Term, select the **Parent term** from the Relations section.
 - The default URL for this term will be a generic Taxonomy path (i.e. /taxonomy/term/01234). If you want your term to be found at a specific URL, type it in the URL Alias field (i.e. /new-taxonomy-term).

URL alias

Specify an alternative path by which this data can be accessed. For example, type "/about" when writing an about page.

- Click **Save**.

Adding Taxonomy to Content Items

To add a Taxonomy term to a new or existing document:

(only 1 Taxonomy term can be added to content)

- **Add Content**
- Create a **Content Item**
 - most Content Types have the option to add Taxonomy terms but using different methods:
 - Bio > add Bio Type
 - Contact > add a Contact Type
 - Event > add Event Type
 - Locations > add Location Type
 - News > add News Type
- Scroll down to the Type depending on your Content Type: Document/Press Release/Locations/Staff
- Choose a **Type** from the list.
- Click **Save**.
- **Publish** when ready.

Taxonomy for Topics

Adding Taxonomy Terms for Topics

- From the Admin Toolbar, click on **Structure**.
- From the Structure menu, select **Taxonomy**.
- Click on **list terms** to view existing terms or
- Click on the drop-down arrow under **Operation** in the row associated with the Topic you want to add terms to.
- Click on **Add Terms**.
 - Type your term in the **Name field**.
 - If the term requires more description, add it to the **Description field**.
 - If the term relates to an already-existing Term, select the **Parent term** from the Relations section.
 - The default URL for this term will be a generic Taxonomy path (i.e. /taxonomy/term/01234). If you want your term to be found at a specific URL, type it in the URL Alias field (i.e. /new-taxonomy-term).

URL alias

Specify an alternative path by which this data can be accessed. For example, type "/about" when writing an about page.

- Click **Save**.

Adding Taxonomy to Topic Fields

To add a Taxonomy term to a Topic field like, Program / Service, Division / Section, Categories, Search, or Telephone.

ADD A PROGRAM / SERVICE

- In the Edit form of your content.
- Go to the right side of the page and locate **Associate this Content with...**
- Click the **Add Program / Service** button to associate a program or service with this page.
 - If the program or service already exists, select it from the window.
 - Add a new program or service by selecting the **Create Program or Service** tab at the top of the window.
- Click the **Remove** button to remove the program or service from this page.
- Click the **Add Program / Service** button to add more.

ADD A DIVISION / SECTION

- In the Edit form of your content.
- Go to the right side of the page and locate **Associate this Content with...**
- Click the **drop-down box** below Division / Section.
- Select a **Division / Section**.
 - *Note: The Division / Sections must be created in advance. Refer to the steps above to create new terms.*
- **Only one term** can be selected per page.

ADD CATEGORIES

- In the Edit form of your content.
- Go to the right side of the page and locate **Associate this Content with...**
- Click the **drop-down box** below Categories.
- Select a **Category**.
 - *Note: The Categories must be created in advance. Refer to the steps above to create new terms.*
- **Multiple terms** can be selected per page.

ADD SEARCH TERMS

- Adding Taxonomy Terms for Topics
- Adding Taxonomy to Topic Fields
 - Add a Program / Service
 - Add a Division / Section
 - Add Categories
 - Add Search Terms

- In the Edit form of your content.
- Go to the right side of the page and locate **Associate this Content with...**
- Begin typing in the **Search field** for a term.
 - Existing terms can be selected as they pop-up.
 - To add new terms, type the new term in the field.
 - New terms can be added from this field.
- Click **Add Another Item** to add more terms.

When all terms are added, Save and Publish as you normally would.

How to Edit the 'About Us' Page

Overview

Your agency's 'About Us' page is created using the content from your agency's Primary Organization (Content type). This page is designed to be consistent across all agencies so users can find similar information on every site. The information on this page will be shared on Georgia.gov so users searching for government services and information can find the same information in a centralized location. Note that only administrators can set an Organization as the agency's Primary Organization. If you would like to change this association, please open a Support Request.

Editing the 'About Us' Page

- Log into your agency website.
- Navigate to your agency's 'About Us' page.
 - This usually can be found by appending /about-us to the end of your agency's URL (i.e. digitalservices.georgia.gov/about-us).
- Click **Edit** at the top of the page.
- Edit the content as needed.
- Select your moderation state – Draft, Needs Review, Archived, Published.
- Click **Save**.

Note

Note: You cannot locate the Organization page by searching for it on the back-end in the content library. This is a safety measure to ensure it's not accidentally deleted or moved to Trash.

Information about the Different Fields

- **Name** (required).
 - The Title appears at the top of the page, and is also used in URLs and anywhere the page is linked to from other content across the site.
- **Acronym**.
 - This is only for use on Georgia.gov.
- **Overview** about the Organization.
 - This should be a brief description about your agency. This is the information that will appear in search results on Google.
 - Character limit: 500.
- **Website** section can be used to add related links to the Organization page (optional).
 - If you're linking off to an external site, you'll need to include the full URL (<https://google.com>).
 - If you have included a URL in the URL field, you might want to add **Link Text**. This is how your URL will display to users. For example, you might enter "Learn more about Hurricane Relief" in the **Link Text field**.
 - Use the **Add another item** button if you want to include more links.
- The **Add Location** button is used to add a primary location.
 - *Note: If you have address information in your footer, this field is required. If you remove the Primary Location, the address information in the footer will be removed and default back to a standard footer.*
 - From the new window, select an existing location or create a new location using the **Create Location** tab at the top of the screen.
 - Click **Select**.
 - Click **Remove** to remove the location and choose another location.
- The **Add Contact** button is used to add a primary contact.
 - *Note: If you have Contact information in your footer, this field is required. If you remove the Primary Contact, the address information in the footer will be removed and default back to a standard footer.*

- From the new window, select an existing location or create a new location using the **Create Location** tab at the top of the screen.
- Click **Select**.
- Click **Add Contact** to add multiple contacts.
- Add more information about the Organization in the **Additional Information** field.
- In the **Associate this Content with box...**
 - Associate the Organization with other content on the site by **Selecting** the appropriate:
 - Program or Service References
 - Division / Section
 - Categories
 - *Note: Learn more about [how to use Taxonomies](#) to associate this content*
- **Publish, Save as Draft, or Schedule Publishing** for your Event (see **Publishing instructions** for more information).

How to Create an Agency Alert

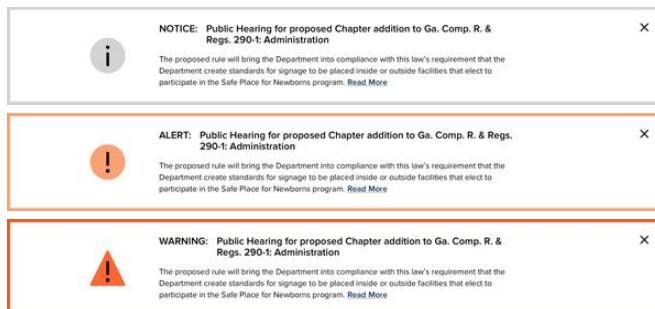
When to use an Alert

(this section was updated; 6/27/19) Agency Alerts allow you to post temporary, text-only messages site-wide on your website, or on specific [Locations](#). Agency Alerts offer displays to convey varied levels of urgency: Notice, Alert, and Warning. Agency Alerts are singular - one alert may be displayed at any time. Alerts may be scheduled or manually published and removed.

- The Alert will only appear on **your** agency's website
- If an Alert is published, the alert block shows the content of the alert
- If more than one Alert is published, only the newest one will appear
- You can choose to display an Alert site-wide or on any [Location](#) (content type) on your website.

How to create an Alert

- Log into your agency website.
- Click on **Add Content**.
- Select **Alert**.
- Add **Alert Title** (required). This will be the headline of the Alert.
- Select an **Alert Type** (required). Choose the level of Alert which will convey the appropriate level of urgency:
 - Lowest Level: Notice
 - Medium Level: Alert
 - Highest Level: Warning



- **Select a Destination** (optional). Enter the URL and Link Text for the page that your Alert should link to.
 - If you're linking off to an external site, you'll need to include the full URL (<https://google.com>).
 - If you have included a URL in the URL field, you might want to add **Link Text**. This is how your URL will display to users. For example, you might enter

Create Alert

Alert Title *

Alert Type
Notice

DESTINATION
URL
Start typing the title of a piece of content to select it. You can also enter an internal path such as `/node/add` or an external URL such as `http://example.com`. Enter `<front>` to link to the front page.
Link text

☐ Show alert site-wide

Show this alert on
- None -

Select one or more Locations where this alert should be visible.

Alert Details
B I [icons] Source

About text formats ?

"Learn more about Hurricane Relief" in the **Link Text** field.

- *Note: If your Alert will link to a full page for more information, please be sure that page is created and published before creating the Alert.*
- **(this section was updated on 6/27/29)** Determine the pages which should display your Alert:
 - **Show Alert Site-wide** will display the Alert to display on every page of your website. [screen shot]
 - Use the **Show this Alert On** field if you do not want the Alert on every page, but instead only want the alert on a specific **Location**. Enter the title of the Location on which you want the Alert to show.
 - Type another Location to add the Alert on multiple Locations.
- Add **Alert Details** (optional). This is a short explanation of the Alert.
- **Publish, Save as Draft, or Schedule Publishing** for your Alert (see [Publishing instructions](#) for more information).

Removing an Alert

To remove the Alert from your site, either **Unpublish** or **Delete** the published Alert.

Similar Content

The Location Content Type gives the ability to add a "Temporarily Closed" notification to any Location page, separate from an Agency Alert. Please see the Location Content Type Training for more information.

How to Create a Bio (D8)

When to use Bio

Use a Bio page to provide information about a specific person at your agency. The Bio content type allows you to add a photo and a narrative about an individual. With a Bio, you can also associate his or her contact information, location, or authored blog/news posts with a pre-formatted, attractive layout. A key feature of Bios is categorization by **type** (like staff, leadership, board members, etc.) allowing for auto-generated lists of like Bios.

How to create a Bio

- Log into your agency website.
- Hover over **Add Content**.
- Select **Bio**.

Nikhil Deshpande

Chief Digital Officer

OUR TEAM

As Chief Digital Officer for the state of Georgia, Nikhil Deshpande leads the Office of Digital Services Georgia under the Georgia Technology Authority (GTA).

Nikhil envisioned and led state government's transition to an enterprise web-publishing platform based on Drupal, an open source content management system hosted in the cloud. The platform currently supports over 80 state agency websites. Under his direction, Georgia became the first state in the nation to use Drupal across its enterprise and meet special needs of constituents with a range of disabilities affecting vision, hearing, motion and cognition making the platform Section 508 and WCAG 2.0 AA compliant.

Nikhil strongly advocated the use of social media for Georgia.gov when using social media for government was not common, and established a presence for the state on Facebook and Twitter to quickly address citizens' questions and concerns.

Nikhil also served as adjunct faculty at the Atlanta campus of the Savannah College of Art and Design for ten years, where he taught graduate classes in Interaction Design and Game Development.

Share this:



Contact

Notes: Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

Call: (404) 463-0373, ext. 5858
Fax: (404) 463-0373

nikhil.deshpande@ga.gov

www.nikhil.com



Visit:
Digital Services Georgia
47 Trinity Avenue S.W.
Atlanta, Georgia 30334

[Location details](#)

Mail to:
Digital Services Georgia
PO Box 740387
Atlanta, GA 30374

Create Bio

Name

<small>First</small>	<small>Last</small>

Display Name

If the name should be listed as anything other than [First Name] [Last Name], enter it here.

▼ PORTRAIT

Upload a headshot, if available.

Select

Job Title

Bio Type ^A

Staff ✕ ▾

The Listing Page to which this Bio item belongs..

Intro Text ^A

B I [List Bullets] [List Numbered] [Link] [Image] [Table] [Code] [Omega] [Info] [Source]

[About text formats ?](#)

One sentence to kick off the bio. Used as summary for Listings or cards, and shown with a larger font size on the detail page.

Biography

Format ▾ B I [List Bullets] [List Numbered] [Text Color] [Background Color]

[Link] [Image] [Table] [Code] [Omega] [Info] [Source]

[About text formats ?](#)

Biographical text of the individual, should begin with the text that follows *after* the Intro sentence above.

▼ CONTACT INFORMATION

Create or link to an existing Contact to display email, phone number, social media links, etc. with this Bio.

Select Contact

- Enter a **First Name** (required).
- Enter a **Last Name** (required).
 - The page title will be a combination of the First and Last Name fields. If you would like a different name to appear on the page's display, select the **Override Display Name** checkbox, and enter the name as you'd like it to appear.

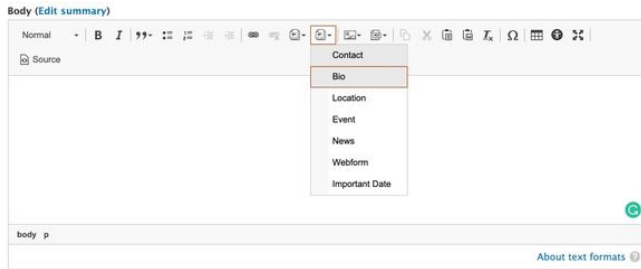
- Upload a picture into the **Portrait** field (optional).
 - *Note: See [image dimension recommendations](#) for help on image size.*
- Enter the **Job Title** (optional).
- Select a **Bio Type** (required).
 - *Note: To edit the list of Bio Types, please see the [Taxonomy Management](#) section of training.*
- Add a short introduction to the **Intro Text** field (required).
 - This should be one sentence to introduce the Bio. This will be used as the summary for listing pages or cards.
 - *Note: No additional text formatting is available in this field. Intro Text will automatically be displayed in a larger font size on the detail page.*
- Add content to the **Body** field.
 - This is the main area for the content of your Bio and **will appear on the screen immediately after the Intro Text**. Use the WYSIWYG editor to format the content as needed.
- Associate **Contact Information** (optional).
 - Select a Contact which has already been created, or create a new **Contact**.
 - The Contact information will be displayed as a teaser.
- If this Bio is for someone who has authored News or blogs on the site, and you'd like to include links to their articles, select the checkbox for **Include News Posts**. This adds a

block at the bottom of the page linking to the most recent News or Press content authored by this person.

The screenshot shows a web interface for managing content. At the top, there's a section titled "▼ ASSOCIATE THIS CONTENT WITH..." which includes a sub-section "▼ PROGRAM OR SERVICES REFERENCES" with an "Add Program/Service" button. Below this are two dropdown menus: "Division / Section" and "Categories", both currently set to "- None -". A list of expandable sections follows: "▶ MENU SETTINGS", "▶ METATAGS", "▶ BOOK OUTLINE", and "▶ URL ALIAS". The "▼ HIDE PAGE" section contains a checkbox labeled "Hide Page" with the instruction "Check this if the detail page should not be available on the website." Below this, it shows "Last saved: Not saved yet", "Author: EditLead", and a "Revision log message" text area with a placeholder "Briefly describe the changes you have made." The "▼ CONTENT MODERATION" section has a "Save as:" dropdown set to "Draft" and a link "Schedule a status change". At the bottom are "Save" and "Preview" buttons.

- In the **Associate this Content with** box...
 - Associate the Bio (optional) - Associate the Bio with other content on the site by **Selecting**:
 - Program or Service References
 - Division / Section
 - Categories
 - *Note: Learn more about [how to use Taxonomies to associate this content](#).*
- If you would like to include this person in lists of staff, but do not want a full-page Bio to display on your site, select the checkbox labeled **Hide this Page**.
- **Publish, Save as Draft, or Schedule Publishing** for the Bio (see [Publishing instructions](#) for more information).

Embed Bio in another Page



Bio information can be embedded into other pages on the website, like Topic Pages or News Pages. When embedding a “teaser” of the Bio, content will display on the page and will link to the full Bio. Visit the [training on embedding content](#) to learn how.

Removing a Bio Page

To remove a Bio Page from the site, either **Unpublish** the page or move it to the **Trash**.

Similar Content

Bios are intended to be about an individual, and may *include* Contact or Location information. If the information you want to present is purely logistical, consider using a [Contact](#) or [Location](#) instead.

How to Create a Contact (D8)

How to create a Contact

- Log into your agency website.
- Click on **Add Content**.
- Select **Contact**.
- Enter a **Name** and/or **Role**. Either Role or Name is required.
 - If a Role is not directly linked to a specific person, you may leave the Name blank. For example, "Help Desk" may be the role with no name associated.
- Select a **Contact Type** (optional).
 - *Note: To edit the list of Contact Types, please see the [Taxonomy Management](#) section of training.*
- Add **Notes** (optional).
 - This may include information such as a brief explanation of services that this Contact provides.
- Add one or more **Phone Numbers** (optional).
 - Type the **Phone Number Type** and enter the number in the open field. Please keep the phone number types consistent across your site. For example, if you're using Fax numbers, please consistently label Fax (versus sometimes using FAX).
 - Add **Phone Tree Instructions**, if appropriate. This is a short description of how to navigate, like "Press 2, then 4".
 - Select the checkbox to **Add a Vanity Telephone Number** if your numeric number is also associated with words. Enter the letters in the open field. For example "1-800-CALL-GA".
 - Use the **Add Another** button to open another phone type / number fieldset.
- Add an **Email Address** (optional; max of 1 email).

Contact Chief Digital Officer

Nikhil Deshpande

MAIN OFFICE

Notes: Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

Office: 1-844-MYGADHS ([844-694-2347](#)),
ext. 5858

Toll-free: ([800](#)) 463-5555
Press 1, then 2

nikhil.deshpande@ga.gov

www.nikhil.com



Visit: Digital Services Georgia
47 Trinity Avenue S.W.
Atlanta, Georgia 30334

[Location details](#)

Mail to: Digital Services Georgia
PO Box 740387
Atlanta, GA 30374

- ▼ ASSOCIATE THIS CONTENT WITH...

▼ PROGRAM OR SERVICES REFERENCES

Add Program/Service

Division / Section

None

Categories

None

► BOOK OUTLINE

► URL ALIAS

▼ HIDE PAGE

☒ Hide Detail Page

Check this if the detail page should not be available on the website.
(The information will still be available to embed and list with other content.)

Last saved: Not saved yet

Author: EditLead

Revision log message

Briefly describe the changes you have made.

▼ CONTENT MODERATION

Save as:

Draft

Schedule a status change

- ## Embed Contact in a News Page

Role

For example, "Press Secretary" or "Front Desk."

Name

First Last

Either Role or Name is required. If a Role is not directly linked to a specific person, you may leave the Name blank.

Contact Type

The Listing Page to which this Contact item belongs, if applicable.

Notes

Format | B I |

Source

[About text formats ?](#)

For example, for what services could this contact provide assistance?

▼ PHONE NUMBERS

Add each number available to reach this contact.

[Add new Phone number](#)

Contact Email

[Show row weights](#)

WEBSITE

URL

+ This must be an external URL such as <http://example.com>.

Link text

[Add another item](#)

▼ SOCIAL MEDIA LINKS

Paste the full URL of the social media page. The system will generate the associated icon and link to the page.

Instagram

<https://www.instagram.com/>

Vimeo

<https://www.vimeo.com/>

LinkedIn

<https://www.linkedin.com/>

Twitter

<https://www.twitter.com/>

Youtube

<https://www.youtube.com/>

Pinterest

<https://www.pinterest.com/>

Facebook

<https://www.facebook.com/>

SlideShare

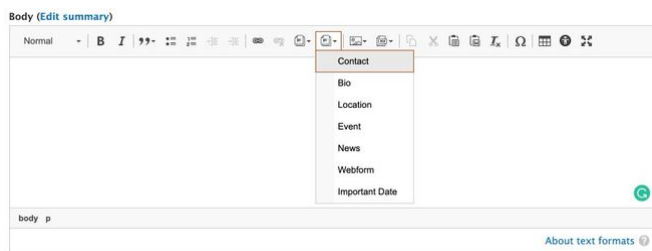
<https://www.slideshare.net/>

LOCATION

▼ LOCATION

If you want to show the contact's physical location , create or link to an existing Location.

[Select Location](#)



Contact information can be embedded into other pages on the website, like Topic Pages or News Pages. When embedded, a teaser of the Contact will display on the page and will link to the full Contact.

Removing a Contact Page

To remove a Contact Page from the site, either **Unpublish** the Contact, or move it to the **Trash**.

- *Note: This will remove the Contact detail page as well as removing all references to the contact from other pages and lists.*

How to Create an Event (D8)

How to create an Event

- Log into your agency website.
- Click on **Add Content**.
- Select **Event**.
- Add **Title** (required).
 - The Title appears at the top of the page, and is also used in URLs and anywhere the page is linked to from other content across the site.
- Add **Short Title** (optional).
 - The Short Title, if used, will replace the title in URLs and anywhere the page is linked to from other content across the site.
 - *Note: The Short Title will NOT replace the Title at the top of the page.*
- Add a **Thumbnail** if your event has a logo or associated image (optional).
 - If the image is already in your site library, search for it in the window.
 - To upload a new image, select the **Upload Image** tab at the top of the window.
 - Select the image from your computer or drag it into the **File Upload** screen.
 - Enter required image metadata and Click **Save**.
- Select an **Event Type** (optional) from the drop down menu if you'd like to categorize your event.
 - This may be used to create lists of similar events, like Board Meetings, etc.
 - *Note: To edit the list of Event Types, please see the **Taxonomy Management** section of training.*
- Enter **Intro Text** (required) to be displayed at the top of your event page.
 - This text will also be used as a short description of the event in lists.
- Add **Registration Information** (optional).
 - Add an **Event Link** - Enter the website URL where users may register or learn more about the event.
 - Add **Button Text** - This is the text that should appear on the button.

☞ Mailing address differs from physical address
If you want to list a mailing address that does not match an office location, such as a PO box, check this box.

▼ MAILING ADDRESS

Country
United States ▼

Street address

City

State

Zip code

Event Display

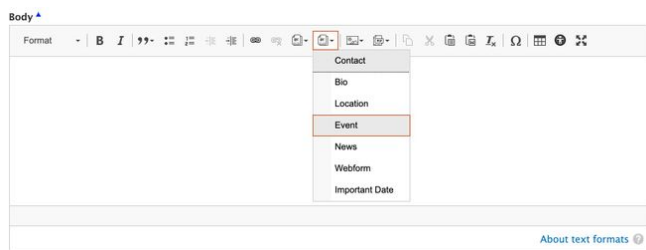
- Include additional **Registration Details** (optional) – You may enter text with more event details. For example, you may include information about pricing, coupon codes, or room or floor information.
- Enter a **Date and Time** for your Event, or select **All Day Event** (one or the other is required)
 - *For an All Day Event, Start Date is required.*
- Associate a **Location** to you event (required).
 - Click the Add Location button.
 - Select either an existing Location or enter a new one using the **Select Location** button.
 - If your event does not have a physical location (webinars, etc.) select the checkbox **"This event does not have a location"**.
- Add **Event Details** (optional).
 - This field is used to expand on the event's purpose, requirements, or any related information.
- Attach **Related Files** (optional) if you would like to provide supporting documents with your event (like agendas, presentations).
 - Use the **Add Related File** button to browse for an **al ready-uploaded document** or to upload a new one.
- Use the **Add Contact** button (optional) to provide Contact Information by selecting an existing contact, or creating a new one.
- The **Recap** Field (optional) can be used to enter meeting notes, summaries or follow-up information.
- In the **Associate this Content with box...**
 - Associate the Event by **Selecting** (optional):
 - Program or Service References
 - Division / Section
 - Categories
 - *Learn ,ore about how to use Taxonomies to associate this content.*
- **Publish, Save as Draft, or Schedule Publishing** for your Event (see **Publishing instructions** for more information).

Past Events

After an event date has passed, the event will be removed from any lists of upcoming events. Users may find the event in the link to **Past Events** that appears in event lists.

Embed an Event in a News Page

Event information can be embedded into other pages on the website, like Topic Pages or News Pages. When embedded, a "teaser" of the Event will display on the page and will link to the full Event Display Page.



Removing an Event

GOV Talks: For the People, With the People

TRAINING

Georgia state agency employees, register now for GOV Talks: For the People, With the People!

REGISTER

Thursday, September 13 at 10 a.m. - Friday, September 14, 2018 at 3 p.m.

200 Piedmont Ave. West Tower, 20th Floor Atlanta, GA 30334

ADD TO CALENDAR

Get Directions Print Map

The past few months, we've been hard at work on the new digital platform with our design partners at IDEO, and content and development partners at Lullabot. We're excited to share our branding and design direction now!

We are eager to present and discuss:

- The future design direction
- New technical features of the platform
- Content migration details
- A high level timeline for the migration.

Don't miss this opportunity to find out how these changes will impact your web presence.

Time	Details
9AM	Check-in and morning snacks
10AM	<p>Why Georgia needs a unified branded platform built with the people</p> <p>What do state agencies have in common with companies like Apple and Amazon? We have the same customers who are also citizens who expect a similar experience from their government. NIKH will talk about how the Digital Services team is teaming up with state agencies and Georgians to build a digital platform to move the needle on customer experience.</p> <p>NIKH Deshpande Chief Digital Officer, State of Georgia</p>

Hashtag: #GaGOV Talks

Sponsor: IDEO

Related Files

- Editor's Training Guide (721.01 KB)
- Editor's Guide Exercises (723.01 KB)

Contact Chelsea Stephens

chelsea.stephens@ga.gov

Create Event

Title *

Short Title

If the title is long, enter a shorter descriptive title to be used in the URL path and Listings of Event items. Content limited to 40 characters, remaining: 40

THUMBNAIL

Select a small image to associate with your event.

Select

Event Type

None

If your organization has multiple listings for Events, they will show in this list. Select the one to which this event belongs.

Intro Text *

Past events will automatically be removed from lists of upcoming events, and will be accessible via the *Past Events* link at the bottom of lists.

Recap



How to Create an FAQ (D8)

How to create an FAQ

- Log into your agency website.
- Click on **Add Content**.
- Select **FAQ**.
- Add **Title** (required).
 - The Title appears at the top of the page, and is also used in URLs and anywhere the page is linked to from other content across the site.
- Add **Short Title** (optional).
 - The Short Title, if used, will replace the title in URLs and anywhere the page is linked to from other content across the site.
 - *Note: The Short Title will NOT replace the Title at the top of the page.*
- Add an **Overview** to describe the FAQ which will display above the question and answer list.
- Use the **Questions & Answers** section to begin adding your FAQs. Type the first Question in the **Question** field.
 - In the WYSIWYG, just below the Question, add the corresponding **Answer** and any other related information.
 - Use the formatting tools to further format the text.
 - Continue to add Questions & Answers by clicking the **Add another item** button and following the steps above until your FAQ is complete.
 - Use the **handlebars**, to the left of the Answer field, to reorder or move your Questions & Answers up or down.

FAQ Display

Individuals FAQs - Child Labor

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat.

Change my address on my tax return?

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

Can I start a work permit online?

Do I need a work permit if I am a minor performing community service?

I work in a restaurant and have a 12-year old daughter. I do not want to leave her home during the day on non-school days. May I take her to work with me? Can she clear tables and sweep/mop floors as long as she is there anyway?

Save Preview

- Associate the FAQ by **Selecting** (optional):
 - **Program or Service References**
 - **Division/Section**
 - **Categories**
- *Learn more about [how to use Taxonomies](#) to associate this content.*
- **Publish, Save as Draft, or Schedule Publishing** for your FAQ (see **[Publishing instructions](#)** for more information).

How to Create a How Do I?

How to create a “How Do I?”

How Do I Page Display

- Log into your agency website.
- Click on **Add Content**.
- Select **"How Do I?"**.
- Add a **Task** (required).

- This is the name of the process you are getting ready to explain. This field will become part of the Title of the page, displayed as follows: “How Do I [Task]?” Remember to enter the task name in mixed-case. For example, enter “Get This Service” rather than “get this service” so that the title of the page will read, “How Do I Get This Service?”
- Use **Short Title** (optional).
 - The Short Title, if used, will replace the title in URLs and anywhere the page is linked to from other content across the site.
 - *Note: The Short Title will NOT replace the Title at the top of the page.*
- Enter the **Explanation** of the “How Do I?” (optional).
 - This is where you can briefly describe what process the “How Do I?” will clarify.
 - This content will appear onscreen just above the How Do I steps, which you will create next.
- **Display As.** Here is where you will choose how your steps are displayed:
 - **Numbered Steps:** This will display as a numbered list. This display style is recommended for a process that **must be done in a particular order**.
 - **Bullet List:** This will display as a bulleted list, which is appropriate for steps that need not be completed in a particular order.
 - **Accordion List:** This display-type is best used when there is a lot of information about each step. Users will be able to expand and collapse each step at their own will. Use this design treatment when you don't want your page to be too long.
- Add **Steps.** This is where you'll begin piecing together your “How Do I?” You can either create brand new content (most common), or reuse steps that already exist in other How Do Is on your site.
 - To create brand new steps:
 - To begin, click the **Add new Step** button.
 - **Subtitle:** This is the name of your first step and is required.
 - **Details:** In the WYSIWYG, enter a more detailed description about this step. You might include additional links, resources, or things you'll need to gather before moving on to the next step.
 - **Associate a Contact:** For each step, you can *optionally* choose to [associate a Contact](#) with that step.
 - Click **Select Contact**.
 - Choose an existing contact from the contact library or create a new contact.
 - Once your step is complete, click **Create Step** to save your work.
 - Continue to **Add new Step** until your “How Do I?” is complete.
 - To use an existing step in your How Do I:
 - Rather than selecting Add New Step, use the **Add Existing Step** button.
 - Find the existing How Do I step in the library, and select the radio button. Click **Select**.
 - To **Edit a Step** that's already been created, click **Edit**. Once editing is complete, select **Update Step** to save your work.
 - *Important Note: If you **edit** a step that's shared with another How Do I, your edits will impact the other How Do I also. If you*

How Do I Create a How Do I?

This is a test of the HDI. This is the explanation field.

- 1 **First, select "Add Content"**
Either hover over "content" and select "add content", or click "content" and then use the "add new content" button.
- 2 **Add your explanation text**
Add some text in the "explanation" field to provide context. This text is also used in "teaser" versions of the How Do I.
- 3 **Add the steps!**
Add each step for your How Do I, including a subtitle and details. Add a contact if desired.
- 4 **Tag the page, and publish.**
Associate the How Do I with related content for ease of navigation. Then publish!

How Do I Edit Screen

only want to change it on one How Do I, you will need to create a new step rather than reusing an existing step.

- To **Remove a Step** that's already been created, click Remove. When prompted, click **Remove** again to confirm, or **Cancel** to retain the step.
- To **Reorder Steps**, use the handlebars to the left of the Step Title to move up or down.
- Add **Related Links** (optional).
 - If you want to link off to a page with additional information about the How Do I?, you can include additional Links. Add the URL to the page you want users to visit to the **URL field**.
 - If you're adding a link to an existing page on your site, you can begin typing in the name of the page and select from the dropdown.
 - If you're linking off to an external site, you'll need to include the full URL (<https://google.com>).
 - If you have included a URL in the URL field, remember to add **Link Text**. This is how your URL will display to users. For example, you might enter "More Information on Tax Breaks" in the **Link Text** field.
- In the **Associate this Content with** box...
 - Associate the "How Do I?" (optional) - Associate the How Do I? with other content on the site by **Selecting**:
 - **Program or Service References**
 - **Division/Section**
 - **Categories**
 - *Learn more about [how to use Taxonomies](#) to associate content.*
 - Add **Related Search Terms** [optional]. Help search engines find your content by adding terms or phrases that may be used when searching for your content.
 - To add additional terms, select the **Add another item** button, and continue adding search terms.
- Publish, Save as Draft, or Schedule Publishing for your "How Do I?" (see [Publishing instructions](#) for more information).

Edit How Do I Create a How Do I

View Edit Outline Revisions Move to Trash Unpage Close

Task *
How Do I? Create a How Do I?

Short title
If your title is long, enter a shorter descriptive title to be used in menus and the URL path. Content limited to 40 characters, remaining: 40

Explanation [Edit summary](#)
This is a test of the HCL. This is the explanation field.
[About text formats](#)

Provide a short introduction for your topic.

Display as *
☒ Numbered Steps
☐ Accordion List
☐ Bullet List
 How should these steps show on the screen?
 • Numbered Steps: List distinct steps in a specific order.
 • Accordion List: List options for how to proceed. (For example, apply online or by mail.)
 • Bullet List: List steps that can happen in any order.
 • Checklist: List steps that can happen in any order that the user might want to track over time.

STEPS

	TITLE	STATUS	OPERATIONS
⬅ ➡	First, select "Add Content"	Published	Edit
⬅ ➡	Add your explanation text	Published	Edit
⬅ ➡	Add the steps!	Published	Edit
⬅ ➡	Tag the page, and publish.	Published	Edit

[Add new Step](#)

RELATED LINKS

URL
Start typing the title of a piece of content to select it. You can also enter an internal path such as /node-add for an external URL, such as <http://example.com>. Enter <brand> to link to the front page.

Link text

[Add another item](#)

▼ ASSOCIATE THIS CONTENT WITH...

▼ PROGRAM OR SERVICES REFERENCES

Select the Program or Service relating to these instructions. Makes it possible to group and list items by Service or Program.

Add Program/Service

Division / Section

- None -

Categories

- None -

Group by a specific category that doesn't match a Program or Service you offer. Makes it possible to group and list items by any term.

▼ SEARCH

Search Terms

- None -

Is there another phrase or term someone may type when looking for this information? If so, list them here, separated by commas. That will help this page appear in auto-suggest and search results. (For example, someone may search for the phrase "pen in hand" when looking for information about obtaining a birth certificate.)

▶ MENU SETTINGS

▶ METATAGS

▶ BOOK OUTLINE

▶ XML SITEMAP

▶ URL REDIRECTS

▼ URL ALIAS

☒ Generate automatic URL alias
Uncheck this to create a custom alias below. [Configure URL alias patterns.](#)

URL alias

/how-do-i--create-how-do-i

Specify an alternative path by which this data can be accessed. For example, type "/about" when writing an about page.

▶ AUTHORIZING INFORMATION

▶ PROMOTION OPTIONS

Published

Last saved: 05/28/2019 - 10:13
Author: gta.donna
☒ Create new revision
Revisions are required.

Revision log message

Briefly describe the changes you have made.

▼ CONTENT MODERATION

Current state: Published

Change to: Published ▼

[Schedule a status change](#)

Removing a "How Do I?" Page

24

To remove a “How Do I?” Page from the site, either **Unpublish** the How Do I?, or move it to the **Trash**. **This will remove the “How Do I?” detail page as well as removing all references to the “How Do I?” from other pages and lists.**

How to Create a Landing Page

Landing Pages are not intended to house content but rather to easily connect users to related content, acting as the starting point for sections of information. Consider Landing Pages a “hub” of related content.

Landing Pages work well as the starting point for sections of information. They are typically high in the site navigation, have only short blurbs of text, and lots of links. Landing Pages give you control over the layout with stackable sections.

Landing Pages function significantly differently from other D8 content types.

Creating the Landing Page Container

1. Log into your agency website.
2. Click on **Add Content**.
3. Select **Landing Page**.
4. Add **Title** (required).
 - a. The Title is required so that the Landing Page can be found in the back-end of the system.
 - b. It will not appear on the Landing Page itself.
5. Add **Short Title** (optional).
 - a. The Short Title will replace the title in URLs, navigation, and anywhere the page is linked to from other content across the site.
6. Select the **Include Navigation? checkbox** if you want the Landing Page to display with the side navigation visible (optional).
7. Add a **Label** (optional).
 - a. This will only display in very specific circumstances and in most cases can be skipped.
8. Add **Summary** (optional).
 - a. Add a short statement to summarize the page's content or purpose. In most cases, this **will not show on the page** itself but will be used in any links to the page that are configured to include a description.
9. In the **Associate this Content with box...**
 - a. Associate the Landing Page by **Selecting** (optional):
 - i. **Program or Service References**
 - ii. **Division / Section**
 - iii. **Categories**
10. For the moment, leave the moderation state to **Save as: Draft**.
 - a. Until you complete the next phase – Adding Layout and Content – the page will appear empty.
11. Click **Save**.

Adding Layout and Content

You can customize the layout of your Landing Page by stacking **Sections** of various layouts. Then add **Blocks** of content to each section.

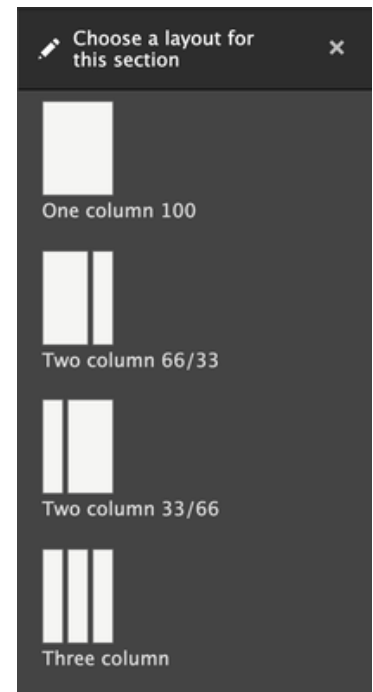
The Layout initially provides one default section which you do not have to use. Since there is no way to change the layout of a section, once created, click the **X** next to the Configure Section link if you don't want to use it.

Add a Section

1. Click **+ Add Section** link in the middle of your screen.
2. Select which **layout** you need for this section:
 - a. One full-width column
 - b. Two columns, with a 2/3-width region on the left and a 1/3-width region on the right
 - c. Two columns, with a 1/3-width region on the left and a 2/3-width region on the right

- **Creating the Landing Page Container**
- **Adding Layout and Content**
 - Add a Section
 - Add Content to a Section
 - Remove a Section
 - Remove a Block
- **Save Layout and Publish Landing Page**
- **Edit an Existing Landing Page**
 - Delete a Landing Page

- d. Three equally-sized columns
3. Enter a **Section title** (optional).
 - a. This title will display at the top of the section, so leave this blank if the section doesn't need a title.
4. Select a **Background color** (optional).
 - a. Use the drop-down selector to see what colors are available in your palette.
 - b. The lightest background color in every palette is White.
 - c. You can also remove the background color with the **X** on the right side of the selector.
 - i. This is, in effect, the same as selecting White as the background color.
 - d. If the Landing Page includes side navigation, all sections should have a White or no background color.
5. If the Section uses the layout with one full-width column, you can choose to show a **Background image** (optional).
 - a. Select an image from the system library.
6. Click **Add section**.
7. To edit the section title or background, click **Configure Section** to return to the options.



Add Content to a Section

1. Click **+ Add Block** in the area you want to add the content.
2. Use the menu on right side to select the content you want to add. Block options are categorized by Micro-content and Content:
 - a. **Micro-content** is content created specifically to be embedded as a block on another page. [Learn about Micro-Content Types](#)
 - b. **Content** is content that exists on a page of its own. When embedded on the Landing Page, it will display as a type-specific teaser.
 - i. For help understanding each content type or deciding which is most appropriate for your needs, refer to [training](#) on those content types.
3. To rearrange content, drag and drop the content block into different sections and regions in the layout.

Note: Content is formatted based on pre-determined designs and according to the width of the containing section. A Promo, for example will look different in a one-third width block than it will in a full-width block.

Remove a Section

1. Click the **X** next to the Configure Section link.
2. Select **Remove** from the menu on the right to confirm you want to remove the section.

Note: Once you confirm removing a section, this cannot be undone.

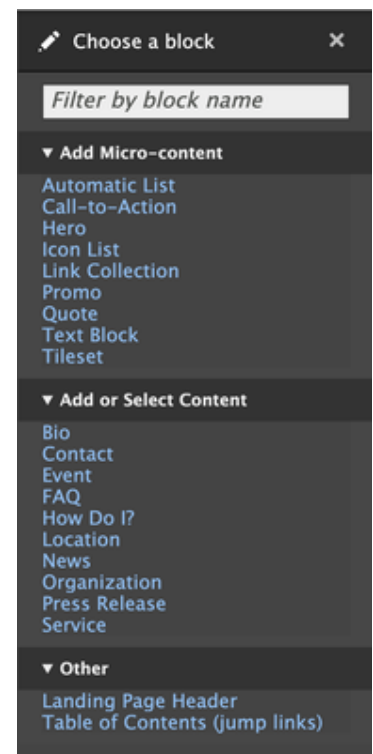
Remove a Block

1. Select the **Edit Icon** in the top right corner of the block, which looks like a pencil.
2. Select **Remove block**.
3. Select **Remove** from the menu on the right to confirm you want to remove the block.
 - a. *Note: Once you confirm removing a block, this cannot be undone.*

Save Layout and Publish Landing Page

Once your Landing Page is ready to go live, you can either publish it from the Layout page or save your Layout and return to the Edit page.

1. Publish through the Layout page:
 - a. At the top of the Layout page, set the status dropdown to **Change to Published**.



- b. Click **Save Layout**.
 - c. Other options at this point include:
 - i. Click **Discard Changes**, then **Confirm** to abandon all unsaved edits and revert to the last saved Layout.
 - ii. Click **Revert to Defaults**, then **Revert** to clear the whole page and start over.
 - d. *Note: When you publish changes through the Layout tab, you will also publish any unpublished changes in the Edit tab.*
2. Save Layout and publish through Edit page:
 - a. At the top of the Layout page, set the status dropdown to any of the following:
 - i. **Change to Draft** (current)
 - ii. **Change to Needs Review**
 - iii. **Change to Archived**
 - b. Click **Save Layout**.
 - i. At this point, you will see the unpublished Landing Page in progress.
 - c. Click **Edit** to get back to the Landing Page container.
 - d. Confirm that all fields are correct.
 - e. Change the moderation state to **Change to: Published**
 - f. Click **Save**.
 - g. *Note: When you publish changes through the Edit tab, you will not publish any unpublished changes in the Layout tab.*
3. Confirm that the Landing Page displays as expected.

Edit an Existing Landing Page

1. Locate the Landing Page you want to edit from the content list.
 - a. Filter the list by Landing Page to ease your search.
2. Select **Edit** to change the Title, Summary, or Associations of the Landing Page container.
 - a. Set the desired moderation state.
 - b. Click **Save**.
3. Select **Layout** to change the content that appears on the Landing Page.
 - a. Make changes to the layout by adding or removing sections or blocks as described above.
 - b. To edit the contents of a block:
 - i. Select the **Edit Icon** in the top-right corner of the block, which looks like a pencil.
 - ii. Click **Configure**.
 - iii. Click **Edit**.
 1. If you edit a Micro-Content, you will see the Micro-content edit screen. Changes made on this screen will affect the block everywhere it is placed.
 2. If you edit a Content, you will see the Content edit screen. Changes made on this screen may affect the original full-page Content as well as any teasers of it. For example, if you click the edit button on a News teaser, you will edit the original News node which may affect either or both the teaser and the full page, depending on what fields you change.
 - iv. Edit the content as needed.
 - v. Select the desired moderation state.
 - vi. Click **Save**.
 1. If you set the moderation state **Change to: Published**, the block or content will update immediately upon clicking Save, regardless of whether or not you save the Layout of the Landing Page.

Delete a Landing Page

To remove a Landing Page from your site, either:

- Change the moderation state to **Change to: Archived**, or
- Move it to the **Trash**.

Archiving or moving a Landing Page to Trash has no effect on the blocks included on the page. All

published Micro-content blocks will still be published and available to embed on other pages. All published Content will still be published.

How to Create a Listing Page (D8)

How to create a Listing Page

Listing Pages are very powerful! We encourage you to come to [Advanced Training Class](#) to see examples of complex Listing Pages. Also, you are welcome to open a [Support Ticket](#) to discuss how a Listing Page may address your unique content needs.

- Log into your agency website.
- Click on **Add Content**.
- Select **Listing Page**.
- Add **Title** (required).
 - The Title appears at the top of the page, and is also used in URLs and anywhere the page is linked to from other content across the site.
- Add **Short Title** (optional).
 - The Short Title, if used, will replace the title in URLs and anywhere the page is linked to from other content across the site.
 - *Note: The Short Title will NOT replace the Title at the top of the page*
- Add **Summary** (optional).
 - Add a short statement to summarize the page's content or purpose. This **will show on the page** above the list that you create.
- Choose the **List Behavior** (required).
 - This will determine how your list is built.

Curated List

List Behavior *

☒ Curated

☐ Automatic

☐ External

Curated lists have their values manually chosen and sorted.

Automatic lists are criteria-driven, and get updated as soon as new content meets the pre-defined criteria.

External lists support embedding external content displayed as a list, such as a Knack or Quickbase URL.

CURATED LIST *

List Type *

Design Treatment *

Bio ▼

List of teasers ▼

▼ LIST ITEMS - BIO

Add Bio

- Select **Curated** if you want to select specific content to appear on the page and how it is sorted.
- In the Curated List box, first select the **List Type** (required) - Choose what type of list you want to build based on the content type.
 - Bio (to list only bio pages)
 - Link Collection (to create a mixed-type list of any content type)
 - Program or Service (to list only program/service pages)
 - Document (to list only documents)
- Select the **Design Treatment** for that list (required) - This is how your list will visually display to users.
 - The Design Treatments available depend on the type of list you're creating. For example, for lists of Bios, There are three options:
 - **List of teasers** - This will display a block of information from the content you selected with an image.
 - **List of teasers (no image)** - This option will non include the image from the Bio.
 - **List of links** - This will display the title of each piece of content you select, linked to that content's page.
- Select the **List Items** (optional) - Based on the List Type you selected above, here is where you will choose which pieces of content get added to your page.
 - For List Types other than Link Collection: Choose the **Add [Content Type]** button.

- When the dialog box appears, select each piece of content that you want to include.
- Once you've selected your content, hit the **Select** button at the bottom of the screen.
- All of the content you selected will appear in the **List Items** box.
- If you want to delete a piece of content from your list, click the **Remove** button below it.
- Drag and drop items to rearrange the sort order.
- For Link Collection List Types:
 - Click **Add Link Collection**
 - If you want to create a new Link Collection, fill in the form, per the instructions from the [Link Collection Training](#).
 - If your Link Collection is already created, select **Link Collection Library** at the top of the window. Find the Link Collection you want to add, and click the Select button at the bottom of the screen.
- **Publish, Save as Draft, or Schedule Publishing** for your Listing Page (see [Publishing instructions](#) for more information).

Automatic List

List Behavior *

- ☐ Curated
☒ Automatic
☐ External

Curated lists have their values manually chosen and sorted.

Automatic lists are criteria-driven, and get updated as soon as new content meets the pre-defined criteria.

External lists support embedding external content displayed as a list, such as a Knack or Quickbase URL.

AUTOMATIC LIST

List

Bio

Note that contextual filters defined on the list will only appear as an option here if they refer to non-empty vocabularies / node types.

Display as

Linked Title

Select the view mode to be used when rendering results.

Items per block *

25

☐ Show pager

Enabled filters

☐ Title

Select which filters should be included in the view

Bio type

- None -

Program or Service

- None -

- Select **Automatic** if you want the system to determine how your list is built. Any time content is added based on the pre-defined criteria, it will automatically update this list.
 - An **Automatic list** can create lists of the following, by selecting its corresponding **List Type**:
 - Bio
 - *Contact Directory - see below for details
 - Events
 - News
 - Press Releases
 - Topic Page
 - Documents
 - The **Display as** field determines how it is viewed on your site when rendering results of the list. Your display choices (for most content types) are:
 - Linked Title
 - Teaser
- Enter **Items per block** (required) - Enter the number of items from this list you want to display on a single page.
- Check **Show Pager** (optional) - If your list is going to be very long (more items than you selected for your 'items per block', you should check the Show Pager box. This will add page numbers to the bottom of the page for users to click through multiple pages of the list.
- Enabled filters (vary per list type):
 - **Title** (optional) - This is a Title filter that will be added to the top of the page if checked. Users will be able to search the Listing

Page by Title.

- **Type** (optional) - For certain list types, users can select from your Type Taxonomy to filter the list.
- **News Type & Topics** (optional) - These filters are only available when List Type is News.
- **Name** (optional) - This filter is only available when List Type is Documents.
- Select the **Type of content** you want to display (optional & dependent upon List Type) -
 - **Bio type** allows you to display your Listing Page for different types of content. For example, if you have 2 Types of Bios (Staff and Board Members), you could choose **bio_type: Staff** to only show a list of Staff Members on this page.
 - **Event type** allows you to select a subset of all events on your site for display. For example, if you have 2 types of Events (Board Meetings and Conferences), you could choose **event_type: Conferences** to limit your list to Conferences only.
 - **News type**, like Event and Bio types, allows you to segment your list to a subset of your News content based on taxonomy.
 - **Document type** allows you to segment your list to show only documents tagged with a specific document_type taxonomy term.

*Note: **Contact Directories** are pre-designed tables to display contacts with their associated role, email, phone number and notes. If any of these fields are blank for all entries, the column will not display.*

- To create a Contact Directory:
 - Select **Contact Directory** from the **Automatic List Type** selection
 - Enter **Items per block** (required) - Enter the number of items from this list you want to display in the directory table
 - Select **Contact Type** to include in the directory
 - **Notes label override**: Enter the term you would like to appear at the top of the Notes column; this column will display any content entered in the "notes" field when the contact was created.
 - You can further segment your list by selecting the **Program or Service** for which you want to create the directory. This will show content which has been associated with the selected Program or Service when the contact was created.
- **Publish, Save as Draft**, or **Schedule Publishing** for your Listing Page (see [Publishing instructions](#) for more information).

External List

List Behavior *

- ☐ Curated
- ☐ Automatic
- ☒ External

Curated lists have their values manually chosen and sorted.

Automatic lists are criteria-driven, and get updated as soon as new content meets the pre-defined criteria.

External lists support embedding external content displayed as a list, such as a Knack or Quickbase URL.

EXTERNAL LIST *

Provider *

☒ Knack

☐ Quickbase

▼ KNACK EMBED

Create Knack

Title *

Knack URL *

Paste the knack URL here. It should start with "https://api.knackhq.com/..." or with "https://loader.knack.com/..."

Save

- Select **External** to create a list built from external content, like Knack or Quickbase.
- In the External List box, select the **Provider** (required) for your external list. This can be either:
 - Knack
 - Quickbase
- Select either **Knack** or **Quickbase**. You can create something new by clicking Create Knack or Create Quickbase.
- Add a **Title** (required) - This will be the Title of your list.

- Add the **URL** (required) - Whether you chose Knack Embed or Quickbase, input the correct URL for your list.
 - *Note: Use the help text under the URL field to help with the formatting of your URL.*
- Click **Save**.
- **Publish, Save as Draft**, or **Schedule Publishing** for your Listing Page (see [Publishing instructions](#) for more information).

Remove a Listing page

To remove a Listing Page from your site, either **Unpublish** the page, or move it to the **Trash**.

How to Create a Location (D8)

When to use a Location

Use this content type for physical locations where the public can interact with your agency, receive services, or participate in public events.

How to create a Location

- Log into your agency website.
- Click on **Add Content**.
- Select **Location**.
- Add a **Name** (required).
 - The Name appears at the top of the page, and is also used in URLs and anywhere the page is linked to from other content across the site.
- **Temporarily Closed (optional)**.
 - Check this box if the Location is closed during normal operating hours. An alert will display at the top of the page.
- Select a **Location Type** (optional).
 - Select from Event Location, Office or search for locations across the site. (See [Taxonomy training](#).)
- Add **Areas Served** (optional).
 - Enter the counties or cities that this Location serves. The field will auto-suggest Location names.
- Add **Notes** (optional).
 - Text in this field will appear above the map on the page.
- Add the **Physical Address** (required).
 - Enter the physical address to generate the interactive map that will display on the page, included the Street address, City, State and Zip Code.
- Add Location **Hours** (optional).
 - Enter the opening and closing hours. If hours are similar across several days, you can copy the previous day's hours. Leave the hours blank for days the Location is closed.
- Add **Contact Information** for the Location (optional).
 - Select or create a new Contact to include the phone number or email address for the location.
- Add **Related Links** (optional).
 - Add links to internal or external URLs that can supplement the Services Offered section.
- Include any **Additional Information** (optional).
 - Use this field to describe any other details about the Location. Use the WYSIWYG editor to format content as needed. Further, you may embed various other content from across the site into the body of the Location. Content which can be embedded into a Location includes:
 - **Media:**
 - Images
 - Links to documents or files

Appling

DFCS OFFICE

456 Oglethorpe St
[View larger map](#)

[Get Directions](#) [Print Map](#)

2062 Newton Rd
Albany, GA 31701

Open now:

Sunday	Closed
Monday - Friday	8:00 AM - 5:00 PM
Saturday	Closed

All times in Eastern Time Zone

Areas Served

Region 9: Baxley, Graham, Surrency

Get in Touch

Appling Office
Joe Smith

Call: [912-366-1010](tel:912-366-1010)

joe.smith@dhs.ga.gov

Mail to:
Digital Services Georgia
PO Box 740387
Atlanta, GA 30374

CPS Central Intake Center
To report child abuse.

Call: [912-366-1010](tel:912-366-1010)

Customer Contact Center
For questions regarding Food Stamps, Medicaid, TANF or Childcare.

Call: [912-366-1010](tel:912-366-1010)
Fax: [912-366-1010](tel:912-366-1010)

Additional Information

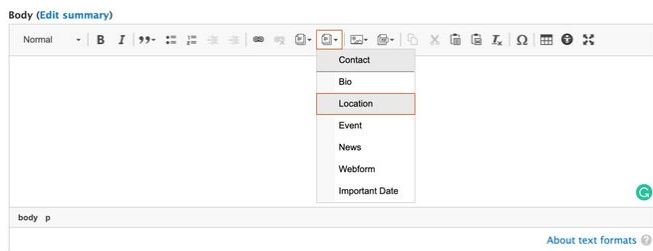
Director: Vickie Jackson

Share this:

[Facebook](#) [Twitter](#) [Email](#) [Print](#)

- **Links to other web pages**
- **Micro-Content:**
 - Accordions
 - Call to Actions
 - Promos
- In the **Associate this Content with box...**
 - Associate the **Important Date** by Selecting (optional):
 - **Program or Service References**
 - **Division / Section**
 - *Learn more about [how to use Taxonomies](#) to associate content*
- **Publish, Save as Draft, Archive, or Schedule Publishing** for your Location (see [Publishing instructions](#) for more information).

Embed a Location



Use an existing Location in WYSIWYG

- Place your cursor at the spot where you would like the Location to display.
- Click on the **Embed Node** button.
- In the pop-up window, search for the existing Location by typing in the **Title** field and clicking the **Apply** button.
- Click on the content item in the search results. A check mark will indicate the content item is selected.
- Click on the **Select** button at the bottom of the pop-up window.
- Select how the Location should appear by choosing from the drop-down list.
- Check the **Card** button if you would like a box to appear around the Location.
- Click the **Embed** button.
- The Location will display in the WYSIWYG.

Remove a Location

To remove a location from your site, either **Unpublish** the Location, or move it to the [Trash](#).

How to Create a News Page (D8)

How to create a News Page

- Log into your agency website.
- Click on **Add Content**.
- Select **News**.
- Add **Title** (required).
 - The Title appears at the top of the page, and is also

Create Location

Name *

☐ **Temporarily closed**
Check this box if the location is closed beyond the normal hours of operation.

Location Type *

☐ **Primary Location**
Check if this is the main office location for your agency.

☐ **Exclude from Lists**
Check box if this location is not an office location that should appear in lists (for example, a rented event location).

Areas served *

Enter all counties and/or cities this location serves. (County options will auto-suggest). To list cities, simply type the full city names, separated by commas.

PHYSICAL ADDRESS *

Enter the street address that people would visit to complete their tasks.

Street address *

City * **State *** **Zip code ***

HOURS

Enter the times this Location is open to the public each day of the week. (Leave all fields blank for any day that the office is closed.)

	FROM	TO	OPERATIONS
Sunday	Hour: Minute: AM/PM	Hour: Minute: AM/PM	Add time slot Copy last day
Monday	Hour: Minute: AM/PM	Hour: Minute: AM/PM	Add time slot Copy previous day
Tuesday	Hour: Minute: AM/PM	Hour: Minute: AM/PM	Add time slot Copy previous day
Wednesday	Hour: Minute: AM/PM	Hour: Minute: AM/PM	Add time slot Copy previous day
Thursday	Hour: Minute: AM/PM	Hour: Minute: AM/PM	Add time slot Copy previous day
Friday	Hour: Minute: AM/PM	Hour: Minute: AM/PM	Add time slot Copy previous day
Saturday	Hour: Minute: AM/PM	Hour: Minute: AM/PM	Add time slot Copy previous day

CONTACT INFORMATION

Create or link to existing Contacts to display email, phone number, and mailing address with this Location. The first Contact in the list will show on Location headers.

[Show row weights](#)

RELATED LINKS

URL

Start typing the title of a piece of content to select it. You can also enter an internal path such as /node/add or an external URL such as http://example.com. Enter <front> to link to the front page.

Link text

Additional Information

[About text formats](#)

used in URLs and anywhere the page is linked to from other content across the site.

- Add **Short Title** (optional).
 - The Short Title, if used, will replace the title in URLs and anywhere the page is linked to from other content across the site.
 - *Note: The Short Title will NOT replace the Title at the top of the page.*
- Select **News Type** (required).
 - Select a type from the drop down list to which your News item belongs (Announcement, Blog, or News, or another term you may have created in the Taxonomy list).
- Add **Summary** (required when published).
 - Add a short statement to summarize the page's content or purpose. This **will not show on the page** itself but will be used in any links to the page that are configured to include a description.
- Select a **Teaser image**.
 - Upload or select an existing image. This image will appear at the top of the News page and on listing pages. It is required if you have a block listing News teasers with images on any page.
- Add content to the **Body** (required when published).
 - This is the primary container for the page's content. Use the WYSIWYG editor to format content as needed. Further, you may [embed](#) various other content from across the site into the body of your News Page. Content which can be embedded into a News Page includes:
 - **Media:**
 - Images
 - Video
 - Links to documents or files
 - **Links to other web pages**
 - **Micro-Content:**
 - Accordions
 - Call to Actions
 - Link Collections
 - Promos
 - Automatic lists
 - **Teasers or full versions** of other site content:
 - News
 - Bios
 - Events
 - Contacts
- Choose an **Author** (optional).
 - Select or create a new **Bio**.
- Choose **Tags** (optional).
 - Enter terms that relate to the subject of the News page. You may associate the news item with any range of subtopics that your team tends to write about.
 - Makes it possible for editors and users to filter similar News posts by their topic. Before creating a new Tag, check to see if a similar one is already present, to avoid duplicates.

Back to School: Bus & Transportation Safety

JULY 25, 2018

Do you believe it's almost time for kids to go back to school? It seems like we were just celebrating the last day of school with pizza parties and ice cream. Summers go by fast down here in the south, so that means you have to fit in family vacations and summer reading before it's time for back-to-school shopping and homework.

But with back to school comes preparing for school safety, too. Whether you have a first-time school-goer or you're a pro at sending your kids back to school, there are always things to think about and prepare for while they're at school all day.

In this blog series, we'll take a look at some of the most common school safety concerns and share ways that can help you and your children plan to be safe and protected this year. Our first blog will look at safety and tips for riding the bus to school and sharing the road with others.

When in Doubt, Take the Bus to School

It can be hard, as parents, to feel safe about sending our children to school on a bus. We place a lot of responsibility on our kids when we let them wait at the bus stop alone, trust them to get on the bus, and deal with the unknowns of what could happen on the way.

Buses Are Safer Than Cars

Research shows that students are 70 times more likely to make it safely to school by taking the bus than traveling by car. School buses are the most regulated vehicles on the road, so they're designed to be safer and prevent more injuries in accidents. Bus riders are also protected by stop arms and traffic laws are written to protect children getting on and off buses.



This is the caption of the image. Photo credit Fred Rogers, 2018.

- In the **Associate this Content with box...**
 - Associate the News Pages by **Selecting:**
 - **Program or Service References**
 - **Division / Section**
 - **Categories**
 - *Learn more about [how to use Taxonomies](#) to associate this content.*
- Add **Search Terms** (optional). Help search engines find your content by adding terms or phrases that may be used when searching for your content.

- To add additional terms, select the **Add another item** button, and continue adding search terms.
- **Publish, Needs Review, Save as Draft, or Schedule Publishing** for your News (see [Publishing instructions](#) for more information).

Embed a News Page

Use an existing News Page in WYSIWYG

- Place your cursor at the spot where you would like the News Page to display.
- Click on the **Embed Node** button.
- In the pop-up window, search for the existing News Page by typing in the **Title** field and clicking the Apply button.
- Click on the content item from the search results. A check mark will indicate the content item is selected.
- Click on the **Select** button at the bottom of the pop-up window.
- Select how the News Page should appear by choosing from the drop-down list.
- Check the **Card button** if you would like a box to appear around the News Page.
- Click the **Embed button**.
- The News Page will display in the WYSIWYG.

Remove a News page

To remove a News page from your site, either **Unpublish** the page, or move it to the [Trash](#).

How to Create a Press Release (D8)

When to use a Press Release

Press Releases are intended for formal news and announcements from your agency's communications office. They are most often distributed to media on official letterhead and include your communications director's or press secretary's contact information.

How to Create a Press Release

- Log into your agency website.
- Click on **Add Content**.
- Select **Press Release**.
- Add **Title** (required).
 - The Title appears at the top of the page, and is also used in URLs and anywhere the page is linked to from other content across the site.
- Add **Short Title** (optional).
 - The Short Title, if used, will replace the title in URLs and anywhere the page is linked to from other content across the site.
 - *Note: The Short Title will NOT replace the Title at the top of the page.*
- Add **Summary** (optional).
 - Add a short statement to summarize the page's content or purpose. This **will not show on the page** itself but will be used in any links to the page that are configured to include a description.
- Add content to the **Body** field (optional).

- This is the primary container for the narrative and **will appear on the screen immediately after the Intro Text**. Use the WYSIWYG editor to format the content as needed. You can also embed various other content from across the site into the body of your Press Release.
- Content which can be embedded into a Press Release includes:
 - Links to documents or files
 - Links to other web pages
- Add any **Contact Information** (optional).
 - Select or create a new Contact to display email, phone number, social media links, etc. with this Press Release.
- **PDF Version** (optional).
 - Upload a PDF version of the Press Release. If present, this will be the copy that users will print rather than using the browser-generated PDF.
- Add any **Contact Information** (optional).
- **Header Image** (optional) Select the appropriate Press letterhead style.
- Add **Related Files** (optional).
 - Upload images or other files that accompany the Press Release, including any files sent with the official media distribution.
- **Publish, Save as Draft, or Schedule Publishing** for your Press Release (see [Publishing instructions](#) for more information).

Additional Features

- Official Record Header can be applied to all Press Releases.

Remove a Press Release

To remove a press release from your site, either **Unpublish** the Press Release, or move it to the **Trash**.

UX Recommendations for Press Release (D8)

This Version has Everything Except for a Header Image

Loan commitments include energy and water conservation projects

NOVEMBER 8, 2018

Eight Georgia communities were awarded financing totaling \$35,365,000 for water, wastewater, and solid waste infrastructure improvements by the Georgia Environmental Finance Authority (GEFA) board of directors.

Approved loans:

- Atlanta awarded a \$25,000,000 Clean Water State Revolving Fund (CWSRF) loan
- Braselton awarded a \$1,926,000 CWSRF loan
- Byron awarded a \$2,500,000 CWSRF conservation loan
- DeKalb County awarded a \$3,000,000 Georgia Fund loan
- Dudley awarded a \$1,163,000 Georgia Fund loan
- Lyerly awarded a \$130,000 CWSRF conservation loan
- Social Circle awarded a \$416,000 Georgia Fund conservation loan
- Thomson awarded a \$1,230,000 Drinking Water State Revolving Fund (DWSRF) loan

Quotes:

"I'd like to thank Gov. Deal, the Georgia Congressional delegation, and the members of the General Assembly for their support. The state's commitment to helping cities and counties finance infrastructure contributes greatly to improving Georgia's water resources." – GEFA Executive Director Kevin Clark.

"Low-interest financing from GEFA helps communities throughout the state. The projects financed today demonstrate that GEFA is investing in communities that are willing to invest in themselves." – Chairman of the GEFA Board of Directors and White County Commission Chairman Travis Turner.

Project and loan details:

City of Atlanta

The \$25,000,000 CWSRF loan will finance rehabilitation of the West Area Water Quality Control Facility. Inefficient equipment is causing hydraulic and operational issues. This project will improve plant reliability and efficiency and ensure compliance with water quality standards. The city will pay 2.25 percent interest on the 20-year loan.

Town of Braselton

The \$1,926,000 CWSRF will help finance the replacement of a lift station and the installation of sewer force main. This project will enhance pumping efficiency, increase sewerage capacity, and accommodate for the town's current and future service demand needs. The town will pay 1.25 percent interest on the 20-year loan, which is eligible for a reduced interest rate because the town is a WaterFirst Community.

Contact Press Secretary

Angelyn Dionysatos
For media inquiries only.

Call: (404) 416-3883

✉ angelyn.dionysatos@dbhdd.ga.gov

Related Files

- ▢ [375-5-4-.02 Scope.pdf](#) (223.05 KB)
- ▢ [375-5-4-.03 Definitions.pdf](#) (232.17 KB)
- ▢ [375-5-4-.04 General Regulations.pdf](#) (227.49 KB)
- ▢ [375-5-4-.05 Instructor Requirements.pdf](#) (224.7 KB)
- ▢ [375-5-4-.06 Course Content and Materials .pdf](#) (232.77 KB)
- ▢ [375-5-4-.07 Testing.pdf](#) (223.85 KB)
- ▢ [375-5-4-.08 Parental Component.pdf](#) (91.11 KB)

Share this:



Title

Short Title

If the title is long, enter a shorter descriptive title to be used in the URL path and Listings of Press items.
Content limited to 40 characters, remaining: 40

Summary

B I [bold] [italic] [link] [unlink] [list] [ul] [table] [table border="1"] [code] [quote] [undo] [redo] [source]

About text formats

Add a short summary of the article to be used for Search Engine descriptions and when this item is shown on Landing Pages, Teasers, and Listing Pages.

Body

Format B I [bold] [italic] [list] [ul] [table] [table border="1"] [code] [quote] [undo] [redo] [link] [unlink] [table] [table border="1"] [code] [quote] [source]

About text formats

Enter the main content of the press release. If you are copying and pasting from Word, be sure to remove and header, Release Date, or and Contact Information present in the body and move them to the appropriate fields.

▼ CONTACT INFORMATION

Create or link to an existing Contact to display email, phone number, social media links, etc. with this Press Release. Note: remove any email addresses from the Body of the page and add them as Contacts instead to limit spam.

Select Contact

▼ PDF VERSION

If there's a PDF of this Press Release that you're also sending out on letterhead, you may upload that here for printing purposes.Please note: this is not a substitute for placing the content of the release in the Body field.

Select documents

▼ HEADER IMAGE

Select the appropriate Press letterhead style, if applicable.

Select header

▼ RELATED FILES

Select documents

PROGRAM / SERVICE OVERVIEW

- Log into your agency website.
- Click on **Add Content**.
- Select **Program or Service**.
- Add **Title** (required).
 - The Title appears at the top of the page, and is also used in URLs and anywhere the page is linked to from other content across the site.
- Select a **Category** (required).
- Check the **This is a Primary Service** checkbox if you would like this service to be listed on your agency's About Us page. It will also be available to Georgia.gov.
- Add an **Overview** about the Program or Service (required when published). This can be a brief description about the service, who it serves, and how it's administered.
- Add a **Logo** (optional).
 - If the image is already in your site library, search for

it in the window and click **Select**.

- To upload a new image, select the Upload Image tab at the top of the window.
 - Select the image from your computer or drag it into the File Upload screen.
- Click **Save**.
- Select the appropriate **Audience** for this service using the dropdown (required when published).
 - You can choose among:
 - Government to Citizen
 - Government to Government
 - Government to Business
 - Government to Organization
- Add a **First Step** (required).
 - This section is used to tell users the first step they need to make to use this service.
 - Add a **First Step Summary**.
 - This is a brief description about the First Step. It could include documents that need to be filled out or additional information about the first step.
 - Add a **First Step URL**.
 - Use this section to link off to another page related to the first step of this Program / Service.
 - If you're linking off to an external site, you'll need to include the full URL (<https://google.com>).
 - Add **Link Text** for the URL.
 - If you have included a URL in the URL field, you might want to add **Link Text**. This is how your URL will display to users. For example, you might enter "Learn more about Hurricane Relief" in the **Link Text field**.

▼ ASSOCIATE THIS CONTENT WITH...

Division / Section

- None -

▼ SEARCH

Search Terms

- None -

► MENU SETTINGS

► METATAGS

► BOOK OUTLINE

► URL ALIAS

Last saved: Not saved yet

Author: EditLead

Revision log message

Briefly describe the changes you have made.

Save

Preview

Create Program or Service

Name *

Overview ^

B *I*

[About text formats](#)

LINKS

URL

+ Start typing the title of a piece of content to select it. You can also enter an internal path such as `/node/add` or an external URL such as `http://example.com`. Enter `<front>` to link to the front page.

Link text

[Add another item](#)

▼ LOGO

[Add Image](#)

Audience ^

Government To Citizen ▼

FIRST STEP

First Step Summary ^

B *I*

[About text formats](#)

FIRST STEP

URL

Start typing to find content or paste a URL and click on the suggestion below.

Link text

When referencing documents, we ignore "Link text" and use the document's name instead.

- In the **Associate this Content with** box...
 - Division / Section
 - *Learn more about [how to use Taxonomies to associate this content](#).*
- Add **Related Search Terms** (optional). Help search engines find your content by adding terms or phrases that may be used when searching for your content.
 - To add additional terms, select the **Add another item** button, and continue adding search terms.
- Check the **Exclude from Services Directory** box to prevent this service from being listed on Georgia.gov.
- **Publish, Needs Review, Save as Draft, or Schedule Publishing** for your Program / Service (see [Publishing instructions](#) for more information).

How to Create a Text Block (D8)

How to Create a Topic Page (D8)

When to use a Topic

Topic Pages are general-use pages for your site. Topic pages are text-based, but may also include numerous other types of media and embedded content via the [WYSIWYG Editor](#). We encourage you to use Topic Pages to aggregate content from across your site related to a specific topic.

How to Create a Topic

- Log into your agency website.
- Click on **Add Content**.
- Select **Topic Page**.
- Add **Title** (required).
 - The Title appears at the top of the page, and is also used in URLs and anywhere the page is linked to from other content across the site.
- Add **Short Title** (optional).
 - The Short Title, if used, will replace the title in URLs and anywhere the page is linked to from other content across the site.
 - *Note: The Short Title will NOT replace the Title at the top of the page.*
- Add **Summary** (optional).
 - Add a short statement to summarize the page's content or purpose. This **will not show on the page** itself but will be used in any links to the page that are configured to include a description.
- Add content to the **Body** field (optional).
 - This is the primary container for the narrative and **will appear on the screen immediately after the Intro Text**.
 - Use the [WYSIWYG Editor](#) to format the content as needed. You can also [embed various other content](#) from across the site into the body of your Topic Page.
 - Content which can be embedded into a Topic Page includes:
 - **Media:**
 - Images
 - Video
 - Links to documents or files
 - **Links to other web pages**
 - **Micro-Content:**
 - Callouts
 - Promos

Topic Page Display

Weatherization Facts and Figures

With a focus on the lifelong aspects of adoption, this annual training seminar celebrates, promotes and explores issues related to adoption, with its primary focus being to support and strengthen adoptive families.



Promo or Teaser Using Promo Styling

Community action agencies provide weatherization services to eligible, low-income households throughout Georgia.
[Learn how to apply](#)

Through this event, adoptive parents and foster to adopt parents who have adoptive children placed in their homes are provided an excellent opportunity to increase their knowledge base and skills concerning adoption-related issues, services for adoptive families and the parenting of adopted children.

A wide variety of workshops are offered on topics such as understanding developmental assessments, parenting children with complex medical issues, coping with attachment-related issues, guidance and behavioral concerns, identifying emotional triggers, special educational services, supporting children through developmental stages, and much more.

- Link lists
- Quotes
- Important Dates
- **Teasers** or **full versions** of other site content
 - News
 - Press Releases
 - Events
 - How Do I
 - FAQ
 - Contacts
 - Locations
 - Webforms

▼ ASSOCIATE THIS CONTENT WITH...

▼ PROGRAM OR SERVICES REFERENCES

Add Program/Service

Division / Section

- None -

Categories

- None -

▼ SEARCH

Search Terms

- None -

► MENU SETTINGS

► METATAGS

► TABLE OF CONTENTS

► BOOK OUTLINE

► URL ALIAS

Last saved: Not saved yet

Author: EditLead

Revision log message

Briefly describe the changes you have made.

▼ CONTENT MODERATION

Save as: Draft

Schedule a status change

Save

Preview

- In the **Associate this Content with** box...
 - Associate the Topic Page by **Selecting** (optional):
 - **Program or Service References**
 - **Division / Section**
 - **Categories**
 - [Learn more about how to use](#)

Taxonomies to associate this content.

- Add **Related Search Terms** (optional). Help search engines find your content by adding terms or phrases that may be used when searching for your content.
 - To add additional terms, select the **Add another item** button, and continue adding search terms.
- **Publish, Save as Draft, or Schedule Publishing** for your Topic Page (see [Publishing instructions](#) for more information).

Additional Features available on Topic Pages:

1. [Table of Contents](#)
2. Book Outline

Removing a Topic Page

To remove a Topic Page from your site, either **Unpublish** the page, or move it to the [Trash](#).

Similar Content

Topic Pages are general-purpose. More structured content types are a better choice if your content falls into one of several categories, like:

- [News](#)
- [Biographies of people](#)
- [Contact Information](#)
- [Locations](#)
- [Press Releases](#)
- [Events](#)
- Lists of documents or other items on your site
- Announcements or promotions for other content on your site

Webform

- [A Quick Tour of the Webform Interface](#)
 - [Creating a Simple Form](#)
 - [Adding Form Elements](#)
 - [Managing Form Fields](#)
 - [Viewing the Form](#)
 - [Customizing the Submit Button and Making Fields Required](#)
 - [Testing the Form and Viewing Results](#)
 - [Emailing Results](#)
 - [Related articles](#)

A Quick Tour of the Webform Interface

Adding and managing Webforms **requires a two-step process**:

- 1.

1. Create a webform.
 - a. Click on **Structure** on the Administrative toolbar
 - b. Click **Webforms**.
 - c. After following the steps outlined on this page, be sure to reference the webform (Step #2 directly below).
2. Reference the webform by creating a content item.
 - a. Click on **Content > Add Content**.
 - b. Click on **Webform**.
 - c. Enter a **Title** and select the **Webform**.

Some of points of interest are:

- The tabs along the top are self-explanatory and we'll look at these throughout the tutorials.
- You'll see "Watch video" buttons in various places in the Webform module. These short videos are a great way to learn about Webform features.
- Add a new Webform.
- "Filter webforms" is useful if you have a large number of Webforms.
- An Operations button for each Webform allows you to build forms and view submissions.

Webforms

Forms Submissions Help

The Forms management page lists all available webforms, which can be filtered by the following: title, description, elements, category and status. [Watch video](#)

[+ Add webform](#)

▼ FILTER WEBFORMS

Filter by title, description, elements, user name, or role Filter by category All [Filter](#)

TITLE	DESCRIPTION	CATEGORY	STATUS	AUTHOR	RESULTS	OPERATIONS
Apply			Open	rachel.hart	0	Build ▼
Basic Webform		KB R&D	Open	editor.test	0	Build ▼

Creating a Simple Form

In this example, we'll start off with a very simple newsletter signup form and then later we'll add more complex elements. We'll initially create two elements – first name and email address. One way to do this would be to duplicate the existing Contact form by clicking on the down arrow on the Operations button and then selecting Duplicate. We could then edit the form. The other way is to create the form from scratch and we'll show you how to do that here.

- Click on the **Add webform** button.
- Enter a **Title**.
 - Example: "Newsletter Sign-up" or some other appropriate description to fit the purpose of your form.
- Choose a **Category** (optional)

1 - Creating a form.

l).

- If you plan to have a lot of forms then adding categories can be useful.
- We'll add a Newsletter category by selecting the "Other..." option.
- Select the **Status** to be Open if you are ready to accept submissions. Otherwise, select Closed.
- Click **Save** to create the form.

Add webform

Title *

Administrative description

Format | B | I | x₂ | x² | Ω | [Icons] | Source

Category

- None -

Status

☒ Open ☐ Closed

Save

Adding Form Elements

After saving, you will be redirected to the Build screen. Here, you can start adding elements to the form.

- The captcha element is automatically placed on your form.
- Click the **Add element** button.
- Use the **Filter by element name** box at the top to find "Text field".
- Click on **Add element** next to that field.

2 - Add form elements.

Managing Form Fields

- Enter **First Name** for the field title.
- For this example, leave all the other settings as they are.
- Click **Save** to finish.
- Click **Add element** again.
- This time, find the **Email** field and click on Add element next to that field.
- Enter **Email** for the field title.
- Click **Save**.

3 - Webform fields.

View | Test | Results | Build | Settings | References

The Elements page allows users to add, update, duplicate and delete elements and wizard pages. [Watch video](#)

[+ Add element](#) [+ Add page](#) [+ Add layout](#) [Show row weights](#)

[Show all columns](#)

TITLE	OPERATIONS
+ First Name	Edit
+ Email	Edit
+ [captcha]	Edit
Submit button(s)	Customize

[Save elements](#) [Reset](#)

Viewing the Form


4 - Select the View tab.

- Click on the **View** tab to see the form.

First Name

Email

☐ I'm not a robot



 reCAPTCHA
 [Privacy](#) - [Terms](#)

SUBMIT

Customizing the Submit Button and Making Fields Required

There are several ways to customize each field, or you may choose to leave the default settings for the form.

- To change the Submit button text:
 - Click the **Edit** tab.
 - To the right of Submit button(s), click **Customize**.
 - Enter **Signup** under "Submit button label".
 - Click **Save**.
- To make a field required:
 - Select the checkbox under the **Required** column for both the First name and Email fields.
 - Click **Save elements**.

Note: When using a customized submit button you can adjust the position of it relative to other elements.

When you select the **View** tab, you will see that both fields are Required and the Submit button is labelled **Signup**.

5 - Customize the Submit button.

Submit button(s)	actions	Submit button(s)	Customize
------------------	---------	------------------	-----------

6 - Making a field required.

View	Test	Results	Build	Settings	References
------	------	---------	-------	----------	------------

The Elements page allows users to add, update, duplicate and delete elements and wizard pages. [Watch video](#)

[+ Add element](#)
[+ Add page](#)
[+ Add layout](#)
[Show row weights](#)

[Hide lower priority columns](#)

TITLE	KEY	TYPE	REQUIRED	OPERATIONS
+ First Name	first_name	Text field	<input checked="" type="checkbox"/>	Edit ▾
+ Email	email	Email	<input checked="" type="checkbox"/>	Edit ▾
+ [captcha]	captcha	CAPTCHA		Edit ▾
+ Submit button(s)	actions	Submit button(s)		Edit ▾

7 - Required fields and customized button.

First Name (required)

Email (required)

☐

I'm not a robot



SIGN UP

Testing the Form and Viewing Results

To test the form:

- Either manually fill out the form and Submit.
- You can also use the **Test tab** to generate data.

To generate multiple test results:

- Fill out the newsletter a few times
- Click on the **Results tab**.
- Click on the **Customize button** to change the columns shown if necessary.
 - You can mark particular submissions with a **Star** or **Lock** or **Add Administrative Notes**.
- Select the **Edit button** next to each submission to Edit, View, Clone, Duplicate, or Delete submissions.
- The **Download sub-tab** allows you to export the submissions in a variety of ways.
 - You can filter based on date or submission ID, so you don't need to download all the data at once if it's not necessary.

Testing the Form

Testing *test123* webform

First Name (required)

Ringo

Email (required)

example@example.com

☐

I'm not a robot



SIGN UP

Viewing the Results

[Submissions](#)
[Download](#)
[Clear](#)

The **Submissions** page displays a customizable overview of a webform's submissions. Submissions can be reviewed, updated, flagged and/or annotated. [- Watch video](#)

▼ FILTER SUBMISSIONS

All [2]
[Filter](#)

[Customize](#)

2 submissions

#	★ 📄	CREATED	SUBMITTED TO	USER	IP ADDRESS	FIRST NAME	EMAIL	OPERATIONS
2	★ 📄	Mon, 01/27/2020 - 14:43		editor.test@er	167.192.187.246	Paul	test@test.com	Edit
1	★ 📄	Mon, 01/27/2020 - 14:43		editor.test@er	167.192.187.246	Ringo	example@example.com	Edit

Emailing Results

While the Results tab allows you to review submissions, it can also be useful for results to be emailed once submitted.

- Select the **Settings** tab at the top of the webform.
- Click on the **Emails / Handlers** sub-tab.
- Select **Add email**.
- In the **Send to** section, enter the email address of the person (or mailbox) that will receive the results. In the **Send from** section, use the default settings for now. This will use the email address and name that are configured for the site (administrative toolbar – Configuration, “Basic site settings”).
- The email that’s sent can be customized in the Message section if required but we’ll just stick with the default message.
- Click **Save** to create the email handler.

[View](#)
[Test](#)
[Results](#)
[Build](#)
[Settings](#)
[References](#)

[General](#)
[Form](#)
[Submissions](#)
[Confirmation](#)
[Emails / Handlers](#)
[CSS / JS](#)
[Access](#)

The **Emails/Handlers** page allows additional actions and behaviors to be processed when a webform or submission is created, updated, or deleted. **Handlers** are used to route submitted data to external applications and send notifications & confirmations. [- Watch video](#)

[+ Add email](#)
[+ Add handler](#)

[Show row weights](#)

[Hide lower priority columns](#)

TITLE / DESCRIPTION	ID	SUMMARY	STATUS	OPERATIONS
+ Email Sends a webform submission via an email.	email	To: [site:mail] From: [site:name] <[site:mail]> Subject: Webform submission from: [source-entity] Settings: Plain text Attachments Sent when: Completed	Enabled	Edit

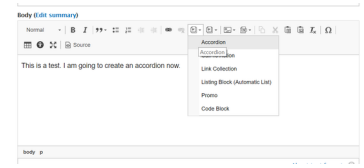
[Save handlers](#)
[Reset](#)

Accordion

How to Create an Accordion

Accordions are intended to be used within the context of a page's WYSIWYG. You can create the accordion content from the page you are editing. Once it's created, you will be able to reuse that same content on other pages, too, if needed.

- Log into your agency website.
- While editing the page in which you'd like to place the collapsible content (accordion), select the **embed micro-content** button from the WYSIWYG Toolbar.
- Select **Accordion**.
- The **Create Accordion** Screen will display; if you would rather select an existing accordion, use the **Accordion Library** tab (see screenshot).
- Add **Title** (required).
 - The Title is required so the Accordion can be found in the back-end of the system. *It will not display on your page.*
- Within the **List** portion of the screen, start building your collapsible content.
 - Add **Title** and **Text** for each group of collapsible content.
 - *Note: The Title will show by default; the Text will display when the user expands the accordion.*
 - After adding the first group, use the **Add Another Item** button to add more groups of collapsible content.
 - You can use the + handles to the left of the text area to drag and drop the order/placement of your groups.
- When you have added all of the content, ensure the **Published** checkbox is checked, and click the blue **Save** button to save your Accordion.
- After saving, you will be back in the context of your original page's WYSIWYG. The system will ask you how you would like to embed your new Accordion relative to other content on your page.
 - *Note: Accordions work best when **Full Width** is selected.*
 - After selecting Full Width, click **Embed**. You will now see the embedded icon indicator in your WYSIWYG editor.
- Finish editing your page's content and **Save** and **Publish** as normal.
- Review your Accordion in the context of your page.

A screenshot of a dialog box titled 'Select content to embed'. It has two tabs: 'Create Accordion' and 'Accordion Library'. The 'Create Accordion' tab is active. It contains a 'Title' field with the text 'This is the title of my accordion'. Below it is a 'List' section with a 'Title' field containing 'This is the content that will show by default' and a 'Text' field containing 'This is the content that will show when a user expands the accordion'.A screenshot of a dialog box titled 'Embed content'. It shows 'Selected entity' as 'This is the title of my accordion (View - Edit)'. Under 'Align', the 'Full width' radio button is selected, along with 'Left' and 'Right'. At the bottom are 'Back' and 'Embed' buttons.

Test Page Accordion

This is a test. I am going to create an accordion now. I'll add some text above and below it to show its placement in the page.

This is the content that will show by default

This is the second group of collapsible content

This is the text that appears after my accordion. I can drag and drop the accordion higher and lower on the page if I want to. Accordions are fun.

How to Edit an Accordion

After you've created an Accordion, you may need to edit it.

Accordion

If the Accordion is used in multiple pages, edits that you make will impact every placement of the Accordion.

Edit the Accordion in the Page

- Navigate to the page where the Accordion is in use.
- Select **Edit**.
- Double-click the **Accordion placeholder** in the WYSIWYG.
- Select **Edit**.
- Edit the content of your Accordion in the same way that you added content initially (see above).
- When you are finished editing, select **Save**.
- You will now be shown the updated Accordion. If it looks good, close this window to return to your original page.
- Close the Embed window.
- Make any other needed updates to your containing page, and then **Save** and **Publish** your content as usual.

Edit via the Micro-Content Library

- If you would like to edit the Accordion directly, without editing the containing page, you can navigate to it via the **Micro-Content Library**.
 - To get to the library, click **Content** at the top left of your window.
 - Use the **Micro-Content Library** tab.
- Find the Accordion in your micro-content library, and click the title.
- Use the **Edit** link and then edit your Accordion as described above.

Embed an Accordion in Other Pages

You can reuse an Accordion across various pages in your site.

To reuse an existing Accordion:

- From the WYSIWYG toolbar on the page where you want to embed your existing Accordion, select the **Embed Micro-Content** button.
- Select the **Accordion Library** link at the top of the screen.
- Select the Accordion you wish to embed.
- Select the placement (we recommend always using **Full Width** for Accordions).
- Select **Embed**.
- Finish edits to your containing page, then **Save** and **Publish** as usual.

How to Create a Call to Action (CTA)

How to Create a Call To Action

1. Log into your agency website.
2. Click on **Add micro-content**.
3. Select **Call-To-Action (CTA)**.
4. Add **Title** (required).
 - a. The Title is required so that the CTA can be found in the back-end of the system.
 - b. It will display at the top of the CTA block.
 - c. Check the **Hide Title** box if you don't want the title of the CTA to be displayed on the site as a part of the content.
5. Enter a **URL Destination** (required). Enter the URL and Link Text for the page that your CTA should link to.
 - a. If referencing an internal link (another link on this site), begin typing the name of the page you want to reference. A drop-down list will appear and you can select a page from there.
 - b. If you're linking off to an external site, you'll need to include the full URL (<https://www.google.com>).
 - c. Add **Link Text**. This is how your URL will display to users (displayed as a button). For example, you might enter "Apply" in the **Link Text field**.
 - i. **Link Text** is required if you are linking to an external site.
 - ii. For links to internal pages, if you leave Link Text blank, the word "More" will appear in the button by default.
6. Use the **Description field** to give more detail to your CTA (optional).
 - a. This field is limited to 150 characters.
7. **Add an image** to the CTA (optional).
 - a. Click the **Add Image** button.
 - b. You can choose an image that's already been added:
 - i. Click on the desired image.
 - ii. Click the Select button at the bottom of the window.

Create Call To Action

Title *

☐ Hide title
If checked, the title of this component will not be displayed.

URL *

URL

Start typing the title of a piece of content to select it. You can also enter an internal path such as `/node/add` or an external URL such as `http://example.com`. Enter `<front>` to link to the front page.

Link text

The link text is *required* for external targets, but optional for internal content, where the referenced content's label will be used automatically. If an internal content is referenced *and* there is a value here, this will override target title.

Description

B I [link icon] [image icon] [video icon] [audio icon] [embed icon] [code icon] [text icon] [link icon] [Omega icon] [Help icon]

About text formats ?

The description is *required* for external targets, but optional for internal content, where the referenced content's description will be used automatically. If an internal content is referenced *and* there is a value here, this will override the description from the target content.
Content limited to 150 characters, remaining: 150

▼ PHOTO

Add Image

☐ Card
Mark this if you want this component to be displayed with a card decoration around it.

Icon

- None -

You cannot set an Icon and a Photo. The photo receives display priority.

- c. You can also upload a new image:
 - i. Click **Upload** at the top of the screen.
 - ii. **Drag the image** from a location on your computer or choose **Select Files** to open the location of the image. [How to Upload an Image](#)
 - iii. Click **Save**.
8. Select the **Card checkbox** if you want the CTA to display with the card decoration around it (optional).
9. Select an **Icon** from the list provided (optional).
 - a. The selected Icon will only display if Card box is checked and there is no Image.
10. To publish your CTA, check the **Published checkbox**.
 - a. To Save as a Draft without publishing, leave the box unchecked.
11. Click **Save**.

Embed a CTA in Other Pages

CTAs can be embedded into other pages on the website, like Topic Pages or News Pages. Visit the training on embedding content to learn how.

How to Create an Icon List

1. Log into your agency website.
2. Click on **Add Content**.
3. Select **Icon List**.
4. Add **Title** (required).
 - a. The Title is required so that the CTA can be found in the back-end of the system.
 - b. It will display at the top of the Icon List block.
 - c. Check the **Hide Title** box if you don't want the title of the Icon List to be displayed on the site as a part of the content.
5. Add a **Summary** to give more detail to your Icon List (optional).
6. Add Icon Links (at least one required):
 - a. Name the link in the **Title** field.
 - i. This is the text that will display under the Icon in the published block.
 - b. Select an **Icon** from the list provided.
 - c. Add a **URL** in the URL field (required).
 - i. If referencing an internal link (another link on this site), begin typing the name of the page you want to reference. A drop-down list will appear and you can select a page from there.
 - ii. If you're linking off to an external site, you'll need to include the full URL (<https://www.google.com>).
 - d. Click **Create Node**.
 - e. Click the **Add new node** button to add more Icon Links.
7. Add a **View More URL** (optional)
 - a. **URL**: If you'd like to send users to a page related to all links in this Icon List, add the page URL here.
 - b. **Link Text**: Give the URL link above a name.
8. Select the **Card checkbox** if you want the Icon List to display with the card decoration around it (optional).
9. To publish your CTA, check the **Published checkbox**.
 - a. To Save as a Draft without publishing, leave the box unchecked.
10. Click **Save**.

How to Create a Link Collection (D8)

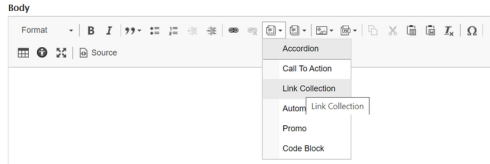
How to Create a Link Collection

Link Collections are microcontent, which must be used in the context of other content such as Topic Pages or Landing Pages. You can create Link Collections and embed them later, or you can create them while you're building the page on which you'll embed them.

To create a Link Collection to be embedded later:

To create a Link Collection while creating other content:

1. Log into your agency website.
2. Either start to create a page or navigate to the page where you would like to embed a Link Collection.
 - a. For Landing Pages, follow the [steps to add content to Landing Pages](#). After selecting Link Collection, follow the instructions above, starting at **Step 4**.
 - b. For Topic Pages, or other pages which allow embedded content, use the WYSIWYG toolbar to **Embed Microcontent**, and select Link Collection (see screenshot below). Then, follow the instructions above, starting at **Step 4**.



Adding an Image to a Link Collection

You have the option to add an image to a Link Collection just like a [Promo](#). An image is not required in a Link Collection but can be used to draw attention or add information when embedding Link Collections on Landing Pages or Topic Pages.

- Follow the steps listed above.
- When you reach the Image field, select the **Add Image** button.
- If the image is already in your site library, search for it in the window.
- To upload a new image, select the **Upload Image** tab at the top of the window.
 - Select the image from your computer or drag it into the File Upload screen.
 - Click **Select**.
- The Image and content within the Link Collection will expand and collapse based on how and where you choose to embed it.
- Move the Link Collection around on a Landing Page, or embed it at different widths and designs within a Topic Page, to see the different results.

You can see different ways Link Collections display on a Landing Page in an example to the right.



Learn about Link Collections

If you want to learn more about Link Collections, on Georgia GovHub, read through our knowledgebase and training articles on Link Collections. There are different ways you can display them on Landing Pages and Topic pages.

[Learn more about Link Collections](#)



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[Learn more about Link Collections](#)

How to Create a Promo

1. Log into your agency website.

2. Click on **Add micro-content**.
3. Select **Promo**.
4. Add **Title** (required).
 - a. The Title is required so that the Promo can be found in the back-end of the system.
 - b. It will display at the top of the Promo block.
 - c. Check the **Hide Title** box if you don't want the title of the Promo to be displayed on the site as a part of the content.
5. Enter a **URL Destination** (required). Enter the URL and Link Text for the page that your Promo should link to.
 - a. If referencing an internal link (another link on this site), begin typing the name of the page you want to reference. A drop-down list will appear and you can select a page from there.
 - b. If you're linking off to an external site, you'll need to include the full URL (<https://www.google.com>).
 - c. Add **Link Text**. This is how your URL will display to users.
6. Use the **Description** field to give more detail to your Promo (optional).
 - a. This field is limited to 150 characters.
7. **Add an image** to the Promo (optional).
 - a. Click the **Add Image** button.
 - b. You can choose an image that's already been added:
 - i. Click on the desired image.
 - ii. Click the Select button at the bottom of the window.
 - c. You can also upload a new image:
 - i. Click **Upload** at the top of the screen.
 - ii. **Drag the image** from a location on your computer or choose **Select Files** to open the location of the image. [How to Upload an Image](#)
 - iii. Click **Save**.
8. Choose the **Promo Style** by selecting *Normal* or *Big Description*
9. Select the **Card checkbox** if you want the Promo to display with the card decoration around it (optional).
10. Select an **Icon** from the list provided (optional).
 - a. The selected Icon will only display if the Card box is checked and there is no Image.
11. To publish your CTA, leave the **Published checkbox** checked.
 - a. To Save as a Draft without publishing, uncheck the box.
12. Click **Save**.

Create Promo

Title *

☐ Hide title

URL

URL

Start typing the title of a piece of content to select it. You can also enter an internal path such as `/node/add` or an external URL such as `http://example.com`. Enter `<front>` to link to the front page.

Link text

The link text is required for external targets, but optional for internal content, where the referenced content's label will be used automatically. If an internal content is referenced and there is a value here, this will override target title.

Description

B I

Content limited to 150 characters, remaining: 150 [About text formats](#)

PHOTO

Add Image

Promo Style *

☒ Normal

☐ Big Description

☐ Card

Mark this if you want this component to be displayed with a card decoration around it.

Icon

You cannot set an Icon and a Photo. The photo receives display priority.

How to Create and Manage Documents

How to upload a Document

- Log into your agency website.
- Click on **Add Content > Media > Document**.
- Add **Name** (required). The name will appear in links to this document by default (unless other text is specified at the time of adding a link to the document). Make sure your Name is human-readable and descriptive.
- To upload, click on the **Choose File** button (required).
 - File size is limited to 256 MB.
 - File types must be one of the following:
 - pdf
 - doc

- docx252px
 - xls
 - xlsx
 - xslm
 - ppt
 - pptx
 - ppsx
 - zip
 - csv
 - rar
 - txt
- **Select** the file from your computer.
 - The system will not allow duplicate files to be uploaded. If the file already exists in your Document library, you will get an error message letting you know to use the existing file.
 - Select the document **Type** (required).
 - *Note: Document Types can be added/edited in the Taxonomy area of GovHub.*
 - Select the **Category** (optional)
 - *Note: Categories can be added/edited in the Taxonomy area of GovHub.*
 - Enter a **Description** (optional).
 - Enter **Search Terms** to help make this Document more find-able through search (optional).
 - Associate the Document with a **Program / Service** (optional)
 - Associate the Document with a **Division / Section** (optional)
 - Edit the **Publication Date** (if needed) of the Document.
 - *Note: Publication Date is the field used when lists of documents are sorted by date.*
 - If you do **not** want your document to be returned by the **internal site search**, check the **Exclude from Search** box.
 - *Note: This box affects internal site search only; this box does not exclude the document from Google or other external search engines.*
 - Check the **Published check box** to make it available on the production site.
 - Click on the **Save** button when finished.

This Document can now be referenced by its Name when embedding into content items.

Embed or Link to a Document

To add a Document while editing content:

- Click on the **Document button** (the file image with 'PDF')



on top) in the WYSIWYG menu.

- To simply link to a document, select **Link to Document**.
 - Choose the **Add Document** link.

- If the document is already uploaded to the site, search the **Document**

- Library** to select the document.
 - Scroll down to click the blue **Select** button.
 - Click **Save**.
 - If you need to upload a document to the system, click on the **Upload tab**.
 - Drag and drop** the file from your computer.
 - Fill in the fields --- all same as above except there are Categories here.
 - Click **Save**.
 - To treat the document in a card, standing out from other content, select **Embed Document**.
 - If the document is already uploaded to the site, search the **Document Library** to select the document.
 - Scroll down to click the blue **Select** button.
 - Click **Save**.
 - If you need to upload a document to the system, click on the **Upload tab**.
 - Drag and drop** the file from your computer.
 - Fill in the fields --- all same as above except there are Categories here.
 - Click **Save**.
- Continue editing the rest of the content fields.

Administrative Document Library

All of the documents on your site are accessible via the Document Library. Here, you can find documents by searching, or filtering based on various criteria. You can then perform actions on documents either singularly or in bulk.

Document Library

Content Content Trash Micro-content Micro-content Trash Media Media Trash Documents Document Trash Bin Item Library Imported Clusters

+ Add document

Search Type Division / Section Published

Search in name, filename or description.

Filter

Action

SELECTED ITEMS IN THIS VIEW

Apply to selected items

NAME	TYPE	AUTHORED ON	SIZE	FILENAME	STATUS	OPERATIONS
Testing a Doc	Form	03/04/2020 - 11:41	1.19 KB	gpc_home_page.pdf	Unpublished	Edit
New Doc New Name Root-2959	Document	03/03/2020 - 08:21	77.61 KB	migrations_scheduled_-_executive.pdf	Published	Edit

- To access the Document Library, click on **Content**.
- Select the **Documents tab** from the page menu.
- To locate a specific document, you can filter the list by:
 - Search by Name, filename or description
 - Filter by Type
 - Filter by Division/Section
 - Filter by Published State
- Once you find a specific document to act upon, select an option from the **Operations column** of the Document to:
 - Edit
 - Clone
 - Move to Trash
 - Replace everywhere
 - View the document's usage
- You can select multiple documents to perform the following bulk actions, by using the **Action** drop down menu located above the list of documents:
 - Move to Trash

- Modify Field Values
- Publish
- Unpublish

Replacing a Document version globally

- Click on **Content**.
- Select the **Documents tab** from the page menu.
- To locate a specific document, you can filter the list by:
 - Name
 - Type
 - Category
 - Description
 - Author
 - Published State
- Select **Replace everywhere** from the Operations column of the Document.
- Click the **Select Document button**.
- **Select the new file** from the Document Library or **Upload** from your computer.
- Click the **Select** button.

Moving a Document to the Trash Bin

We encourage you to use the Trash bin rather than deleting documents entirely, unless you are absolutely sure that you will never need the document again. Moving a document to the trash bin unpublishes the file, making it inaccessible to the public.

- Click on **Content**.
- Select the **Documents tab** from the page menu.
- Locate the document by filtering/searching as described above.
- Select **Move to Trash** from the Operations column of the Document.
 - A confirmation page will give you the option to Move to Trash or to Cancel the request.
 - *Note: moving an item to the trash does not purge the item from the system entirely, but it does unpublish the item making it inaccessible to the public. You can restore an item from the trash if needed.*

Publishing a Document

When a Document is embedded within a content item and the content item is published, the Document will also be published if it is currently unpublished.

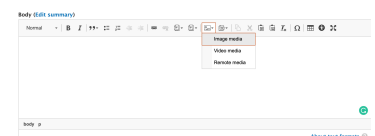
Image

Images are considered Media Items on the platform.

[See Guidelines on Image Dimensions](#)

Adding a new Image

You can add an Image directly to a page by embedding it in the WYSIWYG editor or adding it to an image field, or you can add an image to the media library to access later.



File restrictions

There is a **5MB limit**. Allowed file types are: **PNG, GIF, JPG, JPEG**

1. Login to your agency website.
2. Add the image to a page, a block, or the Media Library.
 - a. **Upload an Image directly in a text editor (WYSIWYG):**
 - i. Images can be embedded into the text editor, or "What You See Is What You Get" (WYSIWYG), field of certain Content Types.
 - ii. Select **Edit** for the page to which you'd like to add the image, or **Create** a new page.
 - iii. In the WYSIWYG box, click the **Embed Media** icon and select **Image media**.
 - iv. Check the Image Library first to make sure the image you need is not already saved to your website.
 - v. Click on **Upload Image** at the top of the selection screen.
 - vi. Either **drag-and-drop** or click **Select files** to upload an image from your computer.
 - b. **Upload an Image directly to an image field:**
 - i. Certain [Content Types](#) and [Micro-Content Types](#) have a field specifically for an image.
 - ii. Edit the node:
 1. If you want to add an image to a block on a Landing Page or Program or Service page:
 - a. Select **Layout** for the page.
 - b. Edit or create a block:
 - i. To add a new block:
 1. Click **+ Add Block** in the area you want to add the content.
 2. Use the menu on right side to select the content you want to add.
 - ii. To edit the contents of a block:
 1. Select the **Edit Icon** in the top-right corner of the block, which looks like a pencil.
 2. Click **Configure**.
 3. Click **Edit**.
 - iii. See our training on [How to Create a Landing Page](#) for more.
 2. If you want to add an image to an image field on a Content Type (like a Teaser Image on News):
 - a. Select **Edit** for the page.
 3. If you want to add an image to block embedded into the WYSIWYG of a page:
 - a. Select **Edit** for the page.
 - b. Locate the block in the WYSIWYG, indicated by a grey box with the title and type of block.
 - c. Either **double-click** the box, or right-click and select **"Edit BLOCK TYPE"**
 - d. In the pop-up window, click **Edit**.
 - iii. Locate the image field.
 - iv. Click the **Add Image** button.
 - v. Check the Image Library first to make sure the image you need is not already saved to your website.
 - vi. Click on **Upload Image** at the top of the selection screen.
 - vii. Either **drag-and-drop** or click **Select files** to upload an image from your computer.
 - c. **Add an Image to the Media Library to access later:**
 - i. Select **Content** from the toolbar at the top of the screen.
 - ii. Select the **Media tab**.
 - iii. Click the **Add media** button.
 - iv. Select **Image**.
 - v. Click **Choose File** and select the file you want to upload from your computer.
 3. Enter a **Name** for the Image so you can find it later (required).



4. Add **Alternative Text** for the Image (required).
 - a. This text should be a brief description of the image to be read aloud on screen readers for people with visual impairments.
5. Add a **Caption** if needed.
6. Select a **Category** to which you'd like to associate the image (optional).
7. Add an Image **Credit** if needed.
8. Click **Save**.
 - a. If you uploaded directly in a WYSIWYG:
 - i. Select the image alignment (Full-width, Left, or Right).
 - ii. Click the **Embed** button.
 - b. If you uploaded directly to an image field:
 - i. Make sure the **Published** checkbox is checked, or the Moderation state is set to Published.
 - ii. Click **Save**.
 1. If you're editing a block embedded into the WYSIWYG of another page, the edit page will be open in a separate window from your previous window. Once your block edits are published, it will immediately update on the page, and you can close the extra window where you were editing the embedded block.
 - c. If you uploaded to the Media Library:
 - i. Make sure the **Published** checkbox is checked, or the Moderation state is set to Published.
 - ii. Click **Save**.
9. Your image is now available to be embedded in pages across your website.

Placing an existing Image

Once you've added an image to your website through any of the methods describe above, it is available for reuse anywhere else on the site. If, at any point, you edit the Image media item itself, all placements will update.

To add an existing image either to a WYSIWYG or to an image field, follow the same steps listed above, except:

1. Instead of clicking "Upload Image," locate the image you want from the **Image Library**.
 - a. If you know the name given to the image on upload to the site, you can filter the list to find it easier.
2. Click the image **thumbnail** to select it.
3. Click **Select**.

Edit or replace an Image throughout the entire site

If you want to edit or replace an Image across all placements on the site:

1. Navigate to the Image in the Media Library by clicking **Content** in the Admin toolbar.
2. Select the **Media Tab**.
3. Find the Image you would like to delete in the list.
4. Select **Edit** in the Operations column.
5. Update any information: Name, Alternative text, Caption, Category, or Credit.
6. To replace the image itself in all placements across the entire site:
 - a. Click the **Remove** button under the Alternative text field.
 - b. Follow the steps above for adding a new image through the Media Library.

Remove an Image from a page

If you want to remove an Image from a certain page without deleting it from the entire site:

1. To remove the image from a WYSIWYG editor:
 - a. Navigate to the page housing the Image.
 - b. Select **Edit**.
 - c. Scroll down to the WYSIWYG editor and highlight the Image placeholder.

- d. Hit **Delete** on your keyboard.
- e. **Publish** the page.
2. To remove the image from an image field:
 - a. Edit the node:
 - i. On a Landing Page or Program or Service page:
 1. Select **Layout** for the page.
 2. Select the **Edit Icon** in the top-right corner of the block, which looks like a pencil.
 3. Click **Configure**.
 4. Click **Edit**.
 - ii. On a Content Type:
 1. Select **Edit** for the page.
 - iii. In a block embedded into the WYSIWYG of a page:
 1. Select **Edit** for the page.
 2. Locate the block in the WYSIWYG, indicated by a grey box with the title and type of block.
 3. Either **double-click** the box, or right-click and select "**Edit BLOCK TYPE**"
 4. In the pop-up window, click **Edit**.
 - b. Click **Remove** under the image preview.
 - c. Make sure the **Published** checkbox is checked, or the Moderation state is set to Published.
 - d. Click **Save**.

Remove the Image from the entire site

If you want to remove an Image from the site entirely:

1. Navigate to the Image in the Media Library by clicking **Content** in the Admin toolbar.
2. Select the **Media Tab**.
3. Find the Image you would like to delete in the list.
4. Select the drop-down in the Edit button in the **Operations** column.
5. Select **Move to Trash**.
 - a. *Note: If the image is being used on any pages or blocks, it will be listed in a table on the confirmation page. Check this table to be sure that you're aware of all pages and blocks that will be impacted by deleting this Image. If you do not want to delete the image, select Cancel.*
 - b. **Move to Trash** if you're sure that you want to move the item to the Media Trash.

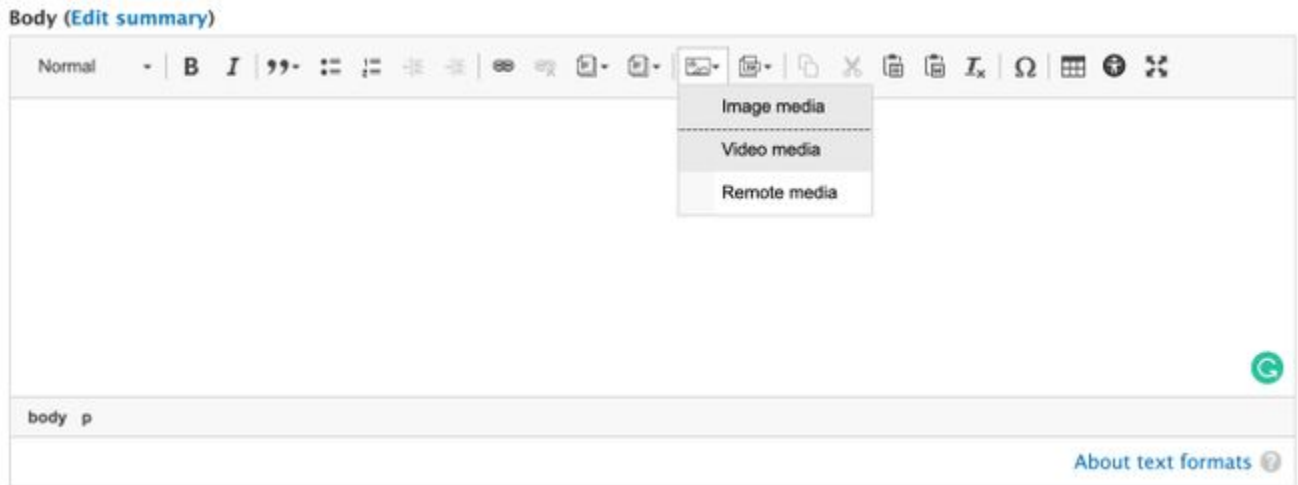
Once the item is in the Media Trash, public users will no longer see the Image in any of its previous placements on the site.

Video

How To Add a Video

Videos are not directly hosted or uploaded to the CMS. Instead, host your Video on an external provider such as YouTube or Vimeo. When your video is accessible on YouTube you can embed it on a page within your website. Videos are considered Media Items on the platform. You may add a video directly to a page via the WYSIWYG (most common) or you may add it to the media library to access later.

Add a Video to a Page



- Login to your agency website.
- **Create** or **Select** the page to which you'd like to add the Video.
- Select **Edit**.
- In the WYSIWYG box, click the **Embed Media** icon.
- Select **Video Media**.
- Select an existing Video from the **Video Library** or Click **Create Remote Video** at the top of the selection screen.

A screenshot of a dialog box titled 'Select media to embed'. It has two tabs: 'Video Library' and 'Create Remote Video'. The 'Create Remote Video' tab is active. The form contains several fields: 'Name' (required), 'Video URL' (required), 'Thumbnail image' (with a 'Choose file' button and a note about uploading a thumbnail), 'Category' (a dropdown menu), 'Search Terms' (a text input), and 'Caption' (a text area). At the bottom, there's a small toolbar with icons for text formatting and media insertion.

- Enter a **Name** for the video (required).
 - This is so that you can find the Video within the system later.

- Enter the **Video URL** (required).
- Add a **Thumbnail Image** (optional).
 - Select or upload an image to be displayed if the Video should appear as a thumbnail size. If no image is uploaded, the video provider will determine the thumbnail image.
- Add a **Category** (optional).
 - Select a Category of content to associate with the video.
- Enter **Search Terms** (optional).
 - If you want this Video to be more find-able when users search in the site search box.
- Enter a **Caption** (optional).

- Enter a **Credit** (optional).
- Copy in a **Transcript** (optional).
- Select a **Program or Service** (optional).
- Click **Save**.

Add a Video to the Media Library

- Login to your agency website
- Select **Content** from the Admin toolbar.
- Select the **Media Tab**.
- Click the **Add Media** button.
- Select **Remote Video**.
- Enter a **Name** for the video (required).
 - This is so that you can find the Video within the system later.
- Enter the **Video URL** (required).
- Add a **Thumbnail Image** (optional).
 - Select or upload an image to be displayed if the Video should appear as a thumbnail size. If no image is uploaded, the video provider will determine the thumbnail image.
- Add a **Category** (optional).
 - Select a Category of content to associate with the video.
- Enter **Search Terms** (optional).
 - If you want this Video to be more find-able when users search in the site search box.
- Enter a **Caption** (optional).
- Enter a **Credit** (optional).
- Copy in a **Transcript** (optional).
- Select a **Program or Service** (optional).
- Select the **Published** check-box.
- Click **Save**.

The video is now available to be embedded in pages across the website.

How to Remove a Video from the Site

To remove a video, first determine if you want to remove the video from the site entirely or only from a certain page.

Remove the Video from one page

- Navigate to the page with the Video.
- Select **Edit**.
- Scroll down to the WYSIWYG and highlight the Video placeholder.
- Hit **Delete** on your keyboard.
- **Publish** the page.

Remove the Video from the Entire Site

- Navigate to the Video in the Media Library by clicking **Content** in the Admin toolbar.
- Select the **Media Tab**.
- Locate the Video you want to delete.
- Select the drop-down in the Edit button in the **Operations** column.
- Select **Move to Trash**.
 - *Note: Check the **Usage Tab** to be sure that you're aware of all of the pages that will be impacted by deleting this Video. If you do not want to delete the Video, select **Cancel**.*
- **Move to Trash** if you're sure that you want to move the item to the trash bin.

Once the item is in the trash bin, public users will no longer see the Video on the site.

User Roles & Adding Users

Here are the user roles available to authenticated content managers on your website:

- **Editorial Leads:** Everything Editors can do, plus purge Trash.
- **Editors:** Create, edit, publish content, edit the homepage, landing pages, and the main navigation of the site.
- **Taxonomy Managers:** Create, edit and delete [Taxonomy](#) on the platform.
- **Creators:** Create and edit content, but CANNOT publish content. This is a stand-alone role, **not to be combined with any other roles**; combining Creators with other roles may cause issues.
- **Reviewers:** Can see content that is not published, but cannot edit, delete, or publish the content. This role should be used sparingly for a user who need to review content before it is published but should not have control over the content of the website. It is a stand-alone role, **not to be combined with any other roles**.

Adding Users

To add a user to your site, [open a support request](#) with this information about the new user:

- Name (first and last)
- Email Address
- Role or roles to be assigned

We **strongly encourage** content managers that are new to GovHub to attend training. You can view upcoming training events and register at digitalservices.georgia.gov/events.

Deleting Users

To remove access to a site, [open a support request](#), include the account email address, and ask that they be blocked.