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CREATE CHANGE

UQ Drupal – Panel and components User manual

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EXERCISE 1 – CREATE A PANEL PAGE

Step 1

In the administration menu, go to **Structure > Pages > Add custom page**

1. **Administrative Title** – PANEL PAGE ONE
2. **Administrative description** - If it is not obvious, it may be beneficial to describe the purpose of this page
3. **Path** – panel-page-one
4. **Make this your site home page** – do not tick
5. **Variant type** - keep panel
6. **Optional features** – do not tick any
7. **Click Continue** to Choose layout
8. **Click the Category drop-down** - select UQ Pages
9. **Layout** – select single column full width option
10. **Click Continue** - proceed to the panel layout
11. **Renderer** - Select In-Place Editor (IPE) – it will be set at default.
12. **Click Continue** - to proceed to panel content
13. **Click finish**
14. **Click Update and save** - when the save is complete.

Step 2

Add page to Menu

1. **Click Menu** in the left-hand menu.
2. **Type** - Click normal menu entry
3. **Title** – Panel page one
4. **Click the Menu dropdown** - select Main Menu.
5. **Weight** – do not change - the order of links can be manipulated later.
6. **Click** update and save.

You can also add a page to a menu by going to:

structure > menu > main menu > add link and add panel page to the menu

Step 3

To access your new page

1. Summary – next to **Path** click on panel-page-one

MORE INFORMATION

Panel page - <https://web-publishing.uq.edu.au/guides/panels/panel-page>

EXERCISE 2 – CREATE A HERO BANNER

At the bottom of your panel page click on **Customise this page**

The available regions where components can be added are displayed as blue shaded fields. Click the plus (+) button to open the list of available components grouped by category.

The available components display. Click on the **UQ** category and then select the **Hero Banner** component to open the configuration form.

The configuration form for the Hero Banner displays.

1. **Title** - insert a title for the component
2. **Image** - select an upload an image from your computer
3. **Layout** - retain the default banner or select a thinner banner.
4. **Theme** - retain the theme or add a dark or light tint.
5. **Text** - retain light text or change to dark text
6. If the Hero banner has three links, insert the title and URL for the links and click **Finish**.

Complete the fields before clicking Finish.

The system returns to the panel page In-Place Editor. Click **Save** to complete process of adding the component.

Follow steps on <https://web-publishing.uq.edu.au/uq-drupal-panels-and-components#4>

EXERCISE 3 – CREATE HORIZONTAL CONTENT LIST

This component automatically lists the latest 3 Articles and/or Blog Posts.

Click - Customise this page

Click - plus (+) button to open the list of available components grouped by category. Click – view panes > horizontal content list: latest.

Configure new view: horizontal content list: latest will now display

1. **Override title** - NOT APPLICABLE
2. **Num items** - retain 3 as the number of items to display
3. **Offset** - retain 0 to skip no items or enter the number of recent items to skip.
4. **Type** - Select content type to display. Usually it is Article
5. **Sort by** - Select one of the options.
 - Post date - date the content type is saved
 - Publication date - date selected on the publication date field on the article content type
 - Title - alphabetical ordering by article title.
6. **Order** - sort by field can ordered in an ascending or descending order.
7. **Click Finish** after completing the configure new view form

The system returns to the panel page In-Place Editor.

- a) **Click paint brush icon** “Style” on left hand side of component to edit the display of the component on the panel page.
- b) In the dialog box select “Section” and click “Next”.
- c) If required add section title, content, background image and customised display options.
- d) Click Save to complete the process of adding the component.
- e) Items in component will now be centred in the middle of the page.
- f) In the top right hand corner for this horizontal content list hover over the arrows and drag under the banner. Click **save** when this is in place.
- g) Follow steps on <https://web-publishing.uq.edu.au/uq-drupal-panels-and-components#5>

EXERCISE 4 – CREATE A CARD GRID

At the bottom of your panel page click on **Customise this page**

Click the plus (+) button at the top of the page to open the list of available components.

Click on the **UQ** category and then select the **Card Grid** component.

1. **Title** – Card Grid. This assists in identifying the component on the Panel Content page.
2. **View mode:** 3 column (default)
3. **Paragraph type** – Custom card (if node reference is selected, node (e.g. basic page) title, teaser image and URL are used for the card)
 - a. Select custom card to insert a title, summary and link and proceed OR
 - b. Select node reference to select a node to display as a card.
4. **Click Add new Paragraph** - to start first custom card.
5. **Title** – Test page 1
6. **Image** – Browse - recommended width is 640px X 640px.
7. **Content** - (optional) brief summary of up to 20 words.
8. **Primary Link** – can paste in absolute url i.e. <https://www.business.uq.edu.au/>.
or
 - a. Click Search
 - b. Type in a minimum of 3 letters of a word in the Search for content field.
 - c. Select the Content from the list of suggested content
 - d. Click Insert Link.
9. **Click Add another Paragraph** - Add cards 2 and 3. Click Finish to save the configured card grid (column card) and return to the panel page.

Action Links - secondary links on the card that can be used for further information or calls to action.

Add pane style for the card grid – see exercise 3 for instructions.

EXERCISE 5 – VERTICAL CONTENT LIST: CARD COMPACT

At the bottom of your panel page click on **Customise** this page.

Click the plus (+) button at the top of the page to open the list of available components.

Click on the **View Panes** category and then select: **Vertical content list: Card Compact**

1. **Override title** - NOT APPLICABLE
2. **Content**: Has Taxonomy term ID (with depth) - insert the ID related to the term by which the view is filtered (Research Area A).
3. **Use pager** - if more than 9 items will display, allow additional content to display on subsequent pages.
4. **Num items** - retain 3 as the number of items to display
5. **Offset** - retain 0 to skip no items or enter the number of recent items to skip.
6. **Type** – Article.
7. **Sort by** – publication date.
8. **Order** - sort by field can ordered in an ascending or descending order.

Click **Finish** after completing the configure new view form.

Add pane style for the vertical content list – see exercise 3 for instructions.

Follow steps on - <https://web-publishing.uq.edu.au/uq-drupal-panels-and-components#7>

EXERCISE 6 – GRID OF LINKS

At the bottom of your panel page click on **Customise this page**

Click the plus (+) button at the top of the page to open the list of available components.

Click on the **UQ** category and then select UQ category: **Grid of Links**

1. **Title** – Grid of links.
2. **View mode** – leave a default 3 column.
3. **Add Links** - insert the title (128 character limit) and URL
4. **Click Add another item** - add 2 additional links.
5. **Click Save** after links have been edited.

Add pane style for the grid of links – see exercise 3 for instructions.

Drag Grid of links to the bottom of the page and save.

EXERCISE 7 – INSERT A CONTENT COLUMN BLOCK

At the bottom of your panel page click on **Customise this page**

Click the plus (+) button at the top of the page to open the list of available components.

Click on the **UQ** category and then select the **Content column block** component

Step 1

1. **Title** – Content column block
2. **Click Add new paragraph** – fill in left, middle and right paragraphs.
3. **Title** - enter the paragraph title
4. **Content** - enter the content to display in the paragraph
5. **Click Finish** after all the links have been added.

Step 2

To add the required CSS, hover the mouse over the plus (+) button and the cog will appear. Click the cog and then click **Edit Panel**.

1. **Click** the right-hand edit cog on the **Content column block** component. Click CSS properties.
2. Enter **content-column-block** in the CSS class field and click Save.
3. Click **Update and Save**

Add pane style for the card grid – see exercise 3 for instructions.

Drag Content column block to the bottom of the page and save.

EXERCISE 8 – CREATE A MINI PANEL

In the administration menu, go to **Structure > Mini panels > Add**

1. **Administrative title** – MP: My Mini Panel.
Tip: Use a naming convention to easily tell them apart. e.g. MP-Home-Socialmedia
2. **Administrative description** - Optional.
3. **Category** - The group your custom components and mini-panels will appear in
Tip: Use your Org Unit abbreviation (e.g. ITS) to group all your reusable components and mini panels.
4. **Click Continue** to move to context.
5. **Click Continue** to move to layout (context not required)
6. **Select UQ Components** - most commonly used mini-panel
7. **Choose layout** – 2 column
8. **Click Continue** to move to Content
9. **Click Finish** to save the mini panel. This will ensure you don't lose any progress.
Go to **Structure > mini panels** – locate your mini-panel and click **Edit**
10. **Click on the Content tab** – top right hand corner
11. **Click the edit cog** within each layout region to add components to that region.
12. **Select** Add content
13. **Choose a category** - and then select component to add
14. **Add components** to the remaining columns
15. **Click Save** to save the mini panel.

Add mini panel to a panel page

1. At the bottom of your panel page click on **Customise this page**
2. Click the plus (+) button at the top of the page to open the list of available components.
3. Click on the new category (i.e. ITS) - select the mini-panel
4. Click finish

Add pane style for the mini panel – see exercise 3 for instructions.

Drag mini panel to the bottom of the page and save

MORE INFORMATION