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DC.gov

DRUPAL 7: CMS REFERENCE GUIDE

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INTRODUCTION

DC.Gov comprises over 100 websites and is a reliable, timely source for city services and information for anyone who lives in, works in or visits the District of Columbia. [The site is a citizen-centric public service portal](#) and is oriented around the needs of city residents, business owners and visitors—not individual DC agencies or departments.

The screenshot displays the homepage of the District Department of the Environment (DDOE) on DC.gov. At the top, there is a navigation bar with links for '311 Online', 'District Residents', 'Businesses', 'Visitors', 'Media', and 'Online Services'. The main header includes the DC logo and Mayor Vincent C. Gray's name. Below this is a search bar and a secondary navigation menu with categories like 'Services', 'Environmental Protection', 'Energy in DC', 'Resources', 'Regulation & Law', 'Initiatives', and 'About DDOE'. The primary content area is dominated by a large banner titled 'Get Help With Your Utility Bills', which includes a 'Learn More' button and a pagination indicator (1-7). Below the banner are three columns of featured content: 'Free Home Energy Audits' with an 'Apply Today' button, 'Mayor's Sustainability Awards' for 2013, and 'Upcoming Events' listing a training series. A 'Featured News' section follows, with a tabbed interface for 'Press Releases', 'Newsletters', 'Testimonies', 'Advisories', and 'Job Announcements'. Other sections include 'District Department of the Environment' contact information, 'Lead-Safe and Healthy Homes' with a video player, and 'Grade Your Government' with a 'grade.dc.gov' logo. The footer is organized into five columns of links for 'District News', 'Information Centers', 'Community', 'DC Government', and 'Contact Us'.

The DC.Gov portal is an enterprise web content management system (CMS) used to manage all public-facing internet websites for District agencies as well as the DC.Gov web portal. The system has been designed to:

1. Provide a **simple, intuitive user experience** for all site visitors;
2. Create **one common brand** for the District government's web properties;
3. Create **cost efficiencies across government agencies** to centralize hosting, development and web support services;
4. **Meet the various needs and requirements** provided by District agencies;
5. **Ensure web accessibility** for all users no matter their disability;
6. **Meet mandatory features** mandated by legislation; and
7. **Aggregate, categorize and tag** content to support the citizen-centric service delivery model.

The content entry system has been designed to allow a user who is not highly technical to manage content on a website. The Drupal system employs built-in best practices and web standards; however, Editors/Authors are still responsible for ensuring high quality content that complies with **all** District standards.

A Word from OCTO:

DC.gov's Drupal content entry and management system is in a constant state of flux as we make improvements and add features. Make sure you have the most recent version of this Reference and stay tuned for updates from OCTO.

USER ROLES & PERMISSIONS

The following is a summary of major roles and permissions for authenticated (logged in) users:

Permissions	Administrator	OCTO Editor	Content Author	Agency Editor	Agency Content Author
Access Domain Content	All	All	All	Agency	Agency
Alerts: Create and publish	Y	Y			
Blocks: Administer	Y	Y			
Dashboard	Y	Y	Y	Y	Y
Menu: Administer menus and menu items	Y	Y			
Path: Create and edit URL aliases	Y	Y		Y	
Publish: Publish content	Y	Y		Y	
Publish: View any unpublished content	Y	Y	Y	Y	Y
Redirect: Administer URL redirections	Y	Y			
Search: Use Search	Y	Y	Y	Y	Y
Statistics: View content access statistics					
Toolbar: Use the administration toolbar	Y	Y	Y	Y	Y
Create and Edit Web Forms	Y	Y			

CREATING A DC.GOV USER EXPERIENCE

DC.Gov standards have been developed to produce a [common user experience](#) for website users and visitors. Standards are essential from the look and feel across the DC.Gov portal and all agency websites (including page layout, color palette, font types, etc.) to the types of information that should be available on every page. All pertinent information must be presented to the public and your constituents, and it should be easy to read and understand. The webpage layout specifics and additionally the attributes listed above are built into the content management system as defaults. For more specifics, refer to the [Web Maintenance Team's style guide](#).

Agencies are 100% responsible for the content that they own. Your content fits into the larger DC.gov mix along with content from all other agencies. Content across all agencies is presented in a way that is easy to read on the web.

TIPS FOR MAKING CONTENT EASY TO READ ON THE WEB

- Use bullets and tables instead of wordy text
- Limit content presentation to one page to avoid scrolling
- Use position titles—not names of position holders; for example, use Human Resources Specialist instead of an individual's name
- Post only current information
- Remove, archive or delete obsolete content

OWNERSHIP AND SUPPORT

OWNERSHIP

The District government owns the servers that make the DC portal possible. OCTO is the custodian of these servers and is responsible for their management and performance. OCTO will not allow content or functions to be posted that pose a threat to the security, reliability, accuracy, or standardization of the DC.Gov portal infrastructure.

SUPPORT

OCTO's Web Maintenance Team is the point of contact for any questions regarding DC.Gov Web Standards. The team:

- Establishes, maintains and implements the standards and guidelines for the DC.Gov portal
- Provides centralized, enterprise-wide web development and content management services for the DC.Gov web portal
- Audits 125+ websites and subportals
- Develops/reviews/publishes web content requests within 24-48 hours for agencies with agreements
- Develops and launches new DC.Gov websites based on District standards
- Creates online forms and surveys
- Reviews web applications when applicable
- Acts as POCs for agency PIOs, web contacts, and webmasters
- Provides web content management system technical support and troubleshooting
- Develops and facilitates web training courses
- Provides access to various web tools
- Maintains key matches and search collections for Google Search Appliance
- Maintains accounts for Google Analytics
- Responds to DC.Gov webmaster IQ mail

The Web Maintenance Team also audits websites for content and accessibility standards as well as grammar standards. Agencies that fail to follow acceptable use policy directives will receive a warning to correct the violation. Failure to comply may result in the disabling of the agency's web publication rights or even the entire account.

SERVICE LEVEL AGREEMENTS

OCTO provides support to agencies based on the level of service needed. Agency PIOs or content authors should familiarize themselves with OCTO policies, procedures and schedules for providing web editorial review and web content publications. Website development work may not fall under the scope of services included, but may be included in a Memorandum of Understanding (MOU) agreed upon by the agency and OCTO.

AGENCY RESPONSIBILITIES

- Assumes responsibility for all decisions concerning the maintenance, placement and currency of all content provided on the agency website;
- Appoints a content editor to act as the agency's point of contact, who is empowered with the duties and responsibilities consistent in performing all services;
- Content editor/author attends Content Management System training and is responsible for web development
- With a signed MOU, content editor provides OCTO materials for development
- Provides all content updates, changes and directions as edited copy, "ready-to-publish," to the agency content editor. Requests that are not sent in the proper protocol, with directions, and prioritization status will not be processed until the request is sent in the proper format;
- Monitors the website on a routine basis to ensure consistency, currency and relevancy of all information provided; and
- Maintains records and change requests.

WEB TEAM RESPONSIBILITIES

- Attends scheduled meetings between the Agency and OCTO to provide consulting services;
- Posts and publishes all content updates to the website received from the agency content editor; as established in the Web Update Schedule and provides layout design support for website upgrades as required;
- Incorporates District-wide accepted standards for the publishing of all content and materials; and
- Develops online forms as agreed upon by the Agency and OCTO.

WEB UPDATE WORKFLOW

- Agency Subject Matter Experts (SMEs) provide updates, changes, and directions as edited copy, "ready-to-publish," to the agency content editor.
- Agency Point of Contact (POC) contacts OCTO directly with instructions on how to update agency web content. Agency POC assigns a backup in his/her absence. Any content that is sent to OCTO by another agency staff member will be rejected and sent to POC for approval.
- All content should be sent to mainteditor@dc.gov for processing.
- The Agency Acronym should be part of the subject line.
- All typical web updates (press releases, content updates, etc) should include "Agency (Acronym) Daily Update" in the email subject line.
- All web updates for the overall content update project should include "Agency (Acronym) Project Update."
- Following these email procedures will ensure that items can be sorted, prioritized, assigned and processed in the most effective and timely manner.
- OCTO updates/develops the web content pages and publishes them to the live site within 24 hours of receipt during the weekly business day (Monday through Friday, 8:30 am to 5:30 pm).
- OCTO notifies the Agency POC when the items are live.

WHO TO CONTACT

OCTO Service	Online	Telephone	Email
Citywide Calendar	http://dcportal.dev.dc.gov/level2/admin/adminlogin.asp ;		calendareditor@dc.gov
Help Desk	https://servus.in.dc.gov/		
Email accounts			Citywide.Messaging@dc.gov
Access to Google suite			Citywide.Messaging@dc.gov
VPN	https://vpndc.dc.gov/		
IT Consulting Services	http://pno.octo.in.dc.gov/		
Peoplesoft	https://pshcm.dc.gov/psp/hcmprd/?cmd=login	(202) 727-8700	
DCGIS	http://dcdgis.dc.gov	(202) 727-1140	
Phone Service		(202) 727-6764, (202) 727-2277	octotsc@dc.gov
Email on Mobile Device			wirelessmessaging@dc.gov
Quickbase			quickbasehelp@dc.gov
Drupal Technical Support and Training.		(202) 727-7637	
Web Team	mainteditor@dc.gov		

USING DRUPAL

WHAT IS DRUPAL?

Drupal is one of the leading enterprise web **Content Management Systems (CMS)** available today. Drupal is a framework for building web sites that allows non-technical people to manage their own content. The look and feel of a Drupal site is based on themes which provide a consistent brand across all web pages of the portal.

Content in Drupal is described in terms of **nodes**, **fields** and **blocks**:

- **Nodes:** A node is a basic piece of content. There can be several types of nodes, commonly referred to as **content types**, such as: page, service, events and publications.
- **Fields:** Each content type consists of specific fields, including: title, description (or body), and date.
- **Blocks:** A block is an area of a page that contains content, such as: login, a list of upcoming events, or a twitter feed

HOW DRUPAL IS STRUCTURED

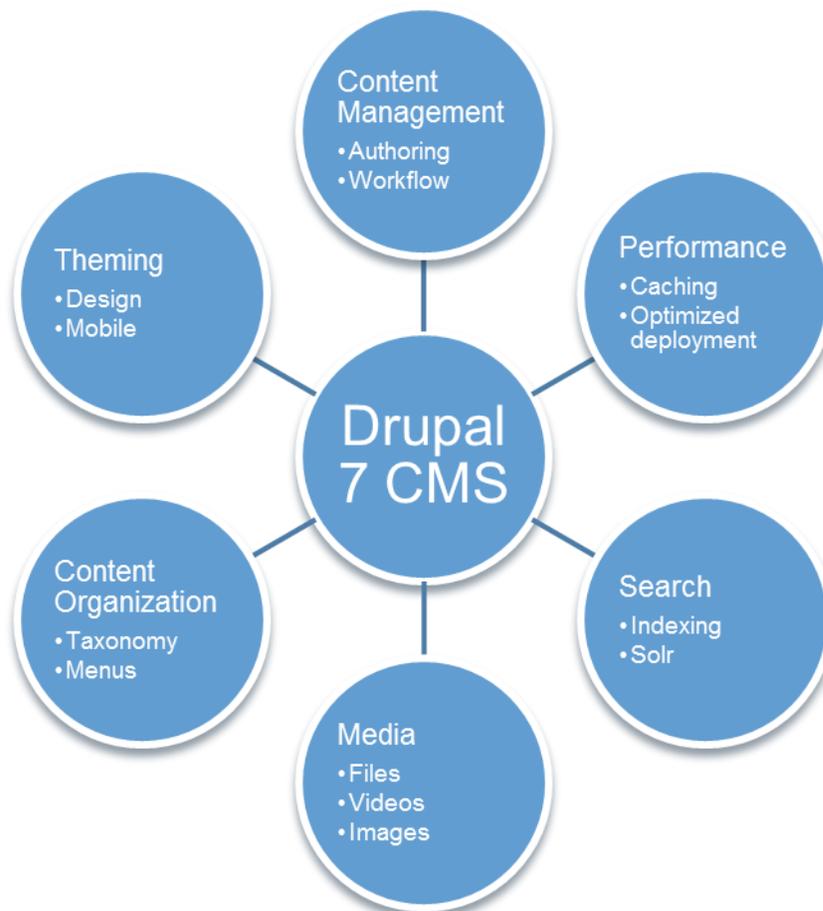


FIGURE 1: DRUPAL 7 CONCEPTUAL DIAGRAM

GETTING STARTED

LOG IN!

Enter any URL on the site followed by “/user” to get the login screen (i.e. osse.dc.gov/user).

User account

Log in

Request new password

Username *

Enter your ddoe username.

Password *

Enter the password that accompanies your username.

This question is for testing whether you are a human visitor and to prevent automated spam submissions.



What code is in the image? *

Enter the characters shown in the image.

THE ADMIN PANEL

The Drupal menu options you are presented with depend on your Role/Permissions.

DC.GOV'S CONTENT STRATEGY

CONTENT TAGGING/TAXONOMY

The following list of terms is used to tag/categorize content. This tagging/taxonomy approach enables site users to access information in various ways and across Agencies.

TOPIC(S)

Select one or more Topics from the Topics list by placing an "X" in front of each topic. Proper tagging of content to various topics is key to DC.gov search. At least one topic must be selected for each content item.

Arts & Culture	Children & Youth Services	Community Relations
Consumer Protection	Contracts & Procurement	Data & Demographics
Doing Business in DC	Education & Schools	Emergency Preparedness
Environment	Grants & Funding	Health & Human Services
Housing & Property	Jobs & Employment	Laws, Regulations & Courts
Official Documents & Records	Parks & Recreation	Permits, Licenses & Certifications
Public Safety	Public Works, Sanitation & Utilities	Streets, Public Spaces & Traffic
Taxes & Payments	Tickets & Fines	Training & Professional Certification
Transportation & Motor Vehicles (DMV)		

EXAMPLES

Your selections should not exceed 2 or 3. The idea is to select those that BEST describe the content. Here are a few examples that may help:

- "Get a fishing license" may be under "Parks & Recreation", "Permit, Licences & Certifications" and "Environment".
- "Construction Permit" may be under "Permits, Licenses & Certifications" and "Housing & Property" or "Doing Business in DC" if it's related to retail or commercial building.
- Parking tickets may be under "Transportation & Motor Vehicles", "Streets, Public Spaces & Traffic", and "Tickets & Fines"

AUDIENCE(S)

Audience is used to tag content that is of particular interest to one of the groups of users below. It is not meant to be an exhaustive list of possible audiences. In fact, we expect that most of your content will **not** be tagged with an Audience.

If your content is addressed to a specific audience from the list below, select it by placing an “X” in front of each Audience that applies. **If you find yourself selecting several audiences, chances are that you should not select any of them.** A good example is the District of Columbia Retirement Board (DCRB). All of their content is for District Retirees, thus you can tag their content with “**District Employees**”.

District Employees	Educators	Homeowners
Non-Profits	Parents	Providers
Renters	Small Business	Students
Vendors	Volunteers	

FOIA CATEGORY

Select the applicable FOIA Category by placing an “X” in front of the category. If none of the FOIA categories apply to this content item, then leave the “Not FOIA” default.

Not FOIA (Default)
I. Administrative staff manuals and instructions to staff that affect a member of the public
II. Final opinions, including concurring and dissenting opinions, as well as orders, made in the adjudication of cases
III. Those statements of policy and interpretations of policy, acts, and rules which have been adopted by a public body
IV. The minutes of all proceedings of all public bodies

AGENCY GLOBAL NAVIGATION OPTIONS – A.K.A. “TOP TABS”

Agencies are allowed up to seven top level menu items (mandatory items are in bold):

1. **Home**
2. **Services**
 - a. This menu is automatically created and will navigate to an alphabetical Listing Page of all content identified as “Service” pages.
 - b. Include drop-down menu items for every top-level service (which will drive the left navigation of the node details)
 - c. If Agencies want to highlight or otherwise structure access to Services nodes, they can use the other optional top level menu items. Note: There is a Drupal limitation that does not allow us to repeat any of the top-level service nodes that are already on the Services drop-down.
3. **News Room** (option to include only under **About** if the Agency doesn’t do a lot of Releases)
 - a. Mandatory 2nd level left nav and dropdown, if News Room is on the Main Nav
 - b. Or none if News Room is in the About section (3rd level never displays as a dropdown, and we don’t need it in the left nav since there are tabs)
4. Optional Nav Item 1
5. Optional Nav Item 2
6. Optional Nav Item 3
7. **About**
 - a. Items that will appear in dropdown and left nav :
 1. **Who we are** (summary, mission/vision, etc.)
 2. **Director’s Bio**
 3. **Newsroom**
 4. **Directions** (include mapping/directions feature)
 5. **Data Feeds** (if they have any). Listing will point to external links of type “Data Feed”
 6. **FOIA Requests**

OPTIONAL NAV ITEM CHOICES:

- **Events**
- **Resources:** For Agencies that have an extensive list of resources/information that they wish to list in one place
- **Publications:** Automated listing of all Publication nodes
- **Biographies:** Automated listing of all Biography nodes
- **Multimedia:** If it can be supported, will showcase gallery, portfolio, video collection, etc.
- **Agency Featured Content:** Service(s) or other featured content that the Agency would like to highlight

CHOOSE AGENCY HOMEPAGE LAYOUT OPTIONS

Agencies may choose from a menu of layout options based on the **location of blocks**.

HOMEPAGE SLIDER OPTIONS:

1. Slider with right caption



2. Slider with bottom caption



3. Banner Slide (single image without caption or rotation)



FEATURED CONTENT TYPE*

Select the single best description of the Event from the Featured Content Type menu.

Homepage Carousel – Up to 7 “slider” images at 614x325

Homepage A – Home page image and/or text. Image should be 275x150 to allow for caption/label.

Homepage B - Home page image and/or text. Image should be 275x150 to allow for caption/label.

Homepage C - Can be either an “Open” box acting like boxes A, B, D, OR can be Events Calendar

Homepage D - Home page image and/or text. Image should be 275x150 to allow for caption/label.

Interior 1 - Appears on interior pages with 3 column option. Image is 200x150

Interior 2 - Appears on interior pages with 3 column option. Image is 200x150

Interior 3 - Appears on interior pages with 3 column option. Image is 200x150

Interior 4 - Appears on interior pages with 3 column option. Image is 200x150

Site Header

Horizontal (Main) Navigation

Homepage Featured Content Slider

Slider Caption (right label option)

Callout A

Callout B

Callout C (Events Option)

Callout D (optional)

Agency Information

Universal Callout DC.gov/Mayor's Office Use only

The screenshot shows the DC.gov website for the District Department of the Environment. The header includes the site logo, navigation links, and Mayor Vincent C. Gray's name. The main navigation menu lists various services. The featured content slider displays a large image of a building with a play button and a text box on the right. Below the slider are sections for 'DC Ranks as "Green City"', 'Accomplishments Report', and 'Upcoming Events'. The 'Featured News' section lists recent press releases. The 'Agency Information' section provides contact details for the Department of the Environment. A 'Universal Callout' box is overlaid on the bottom right of the page.

VIEWS & LISTING PAGES

DRUPAL NAMING CONVENTIONS

Drupal creates “friendly” URLs based on the names you give to files and content titles. Use only letters, numbers, hyphens and underscores when naming content and files. Characters, such as ampersand (&), and em-dash (–), parentheses, slashes, and quotation marks must be avoided. Pay particular attention to your publications.

HOW TO NAME NODES

Node/Page titles should be succinct and meaningful:

- Keep it short
- Make the title unique so that it could not be confused with other nodes. For example, qualify a title Titles

Helpful Hint:

There are times when a single title is appropriate for several content items. For example, “Stop the Violence” may be a brochure, event and featured content item. Drupal may require you to either create several NAMES

- “Stop the Violence – Brochure” for the publication,
- “Stop the Violence – Overview” for the page
- “Stop the Violence – Event” for the event.

You can also make these distinctions in the URL itself (ie stop-the-violence-event) opting out of

QUICK STYLE NOTES

- Citywide and website are one word
- DC, not D.C. US not U.S.
- Percent is spelled out, should not be the symbol
- Click here should be: visit, select, view
- Subheads should be written in sentence case, not title District government: big D, little g, and federal is lowercase
- Email addresses can be exposed, but longer, more complicated URLs should be hidden behind text.
- Use the following documents to guide your style decisions:
 - <http://octo.dc.gov/DC/OCTO/Agency+Support/IT+Standards/Web+Standards>

- <http://octo.dc.gov/DC/OCTO/Agency+Support/IT+Standards/DC+Government+Web+Style+Guide>

HANDLING PUBLICATIONS IN DRUPAL

The **publication** content type is used for publications of all types of documents: PDF, Word, Excel, and PowerPoint. Publications can be stored as publication nodes or attachments.

The preferred way to handle publications in Drupal is to create a publication node. There are several benefits to this approach:

- Each node has metadata for the document that enhances search capabilities
- One Publication node can be referenced (as related content) from multiple nodes
- Publication node appears as separate node in Resources and Search results
- All Publication nodes will appear on the Publications list page for an Agency (under Resources)
- Unlimited number can be entered as Publication Nodes and shown in the list

The exception to this rule is for simple attachments to a single node. There are limitations to this approach:

- Tied to a node, so the file does NOT have its own metadata, except for Title and Description but these are part of the parent node
- Content of file can be searchable but will always be shown with the node
- Limited number of uploaded files (10)
- File would need to be uploaded multiple times to be attached to multiple nodes
- File will not be included in the Publications Listing
- Cannot be referenced (as Related Content) from other nodes

A Word About Newsletters:

Please note that Newsletters are considered **Release** content type and NOT Publications.

Since these are supposedly 'released' as documents, emails, or web pages on a scheduled basis, they are best handled in the News Room. You can also link directly to them from your content.

LINK STANDARDS

PUBLICATIONS

NORMAL LINKING TO A DOCUMENT (NODE)

- [Document Name](#) [PDF]

LINKING TO MULTIPLE FORMATS OF A SINGLE DOCUMENT

Same document in multiple formats: [multiple attachments are in a single publication node](#)

- [Document Name](#) [PDF] [DOC] [XLS] [PPT]

Same document in multiple languages: [multiple attachments are in a single publication node](#); append “– Language” to the each non-English version of the attachment to differentiate it from the English version.

- [Document Name](#) [English] [En Español]

EXTERNAL LINKS

The main purpose of External Link nodes is to capture meta data about the external link that will facilitate searching and being referenced from more than one node. Therefore, the external Link content type should be used in limited circumstances to point to external URLs (links) to:

- [External news sources](#) [“In the News” type] – that is for external articles about an Agency, program, etc. Some agencies want to collect and highlight those on their site. If they add them as External Links of that type, we will be able to give them a list (query the CMS) of the news articles to display on their site.
- [Applications](#) – DC.gov or Agency applications, forms, searchable databases etc.
- [Content in other DC.gov sites](#)
- [Content for Vendors and other entities that partner with DC.gov or your Agency](#)

RELATED LINKS/CONTENT

Related links are used to reference content that is not **of** the node, but are related in some way to the node. Related content may be external links or publications. Related links must not be used for links inside the body of a node.

ACCESSIBILITY STANDARDS

SECTION 508 COMPLIANCE

All DC.Gov websites must meet accessibility and compliance standards.

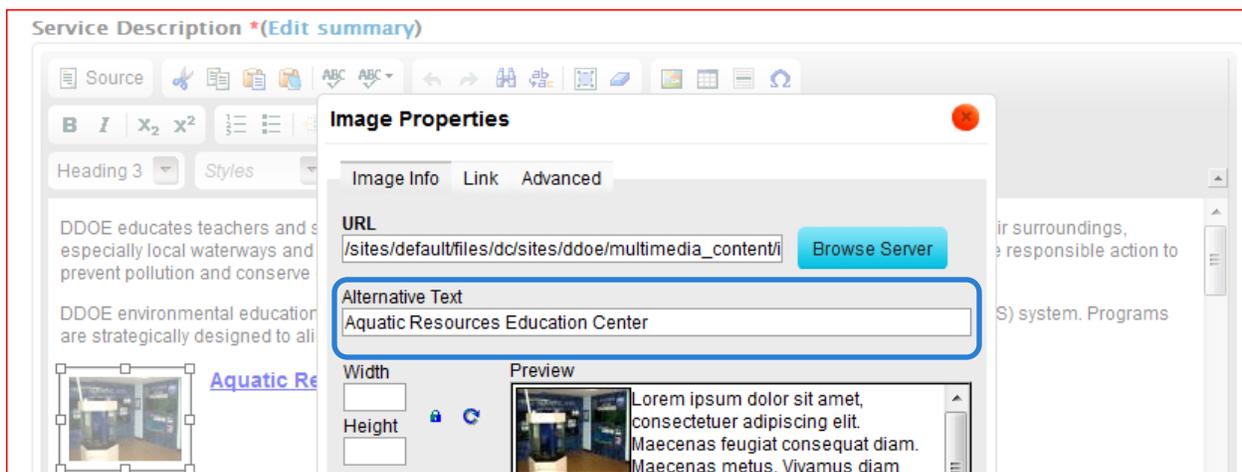
OCTO, with its partnership with the District's Office of Disability Rights (ODR), is authorized to make any changes necessary to templates and workflow to meet Section 508 compliance. These changes are not limited to look and feel, but can include updates such as changes to colors, background colors, font type, file formats and page layout.

Ensuring that all visitors can access the information on the DC.Gov web portal requires only a little extra effort on the part of developers, content creators and editors as they ready text and graphics and develop dynamic applications.

At a *minimum*, all web pages and online applications must meet the criteria described below to be compliant with Section 508 of the Rehabilitation Act of 1998. See <http://www.access-board.gov/sec508/guide/1194.22.htm> for details:

1. A text equivalent for every non-text element shall be provided

- Every image, video file, audio file, plug-in, etc. has an *alt* tag.
- Complex graphics (graphs, charts, etc.) are accompanied by detailed text descriptions.
- The alt descriptions describe the purpose of the objects.
- If an image is also used as a link, make sure the alt tag describes the graphic and the link destination.
- Decorative graphics with no other function have **empty alt descriptions** (alt= "")



2. Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation

Multimedia files include **audio and video** presentations. Each of these types of files should have an alternative that is synchronized to the original presentation.

- Add captions to your video
- Add audio descriptions
- Create text transcript
- Create a link to the video rather than embedding it into web pages
- Add link to the media player download
- Add an additional link to the text transcript

Mayor's Order 2012-160 Regarding Captioning of Videos:

Effective September 27, 2012, all new video content posted on DC.gov must use captioning (subtitles) that is complete, placed in same viewing area as the video, accurate, and timed with the

3. Client-side image maps shall be provided instead of server-side image maps except where the regions cannot be defined with an available geometric shape.

If you are using a graphic that has “hot-spots” for links (for example, you may have a graphic of the US and have area links for each state).

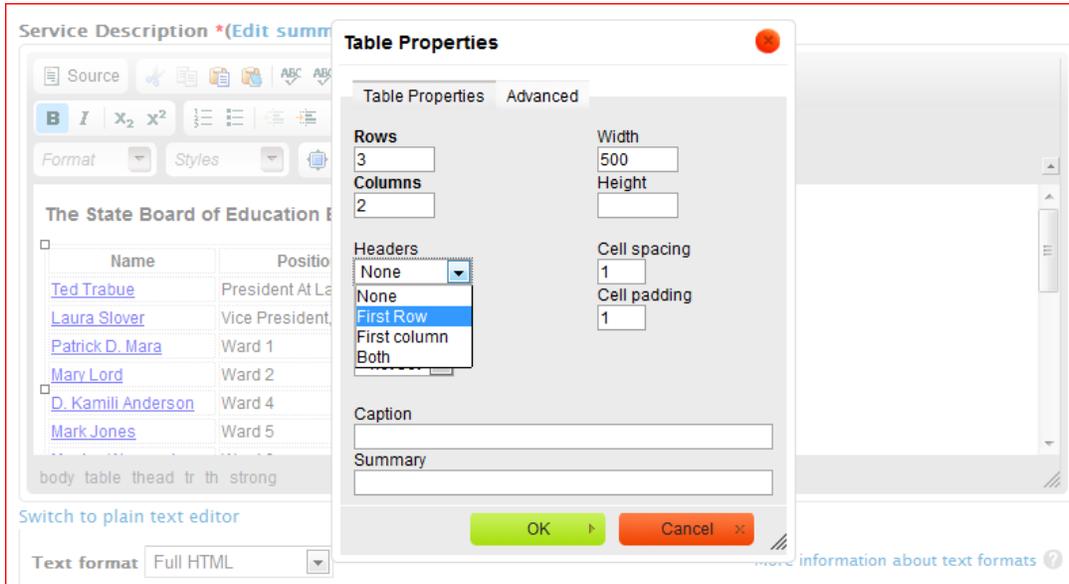
- Does the page provide alternative links to the Image Map?
- Do the <area> tags contain an *alt* attribute?
-

4. When electronic forms are designed to be completed on-line, the form shall allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.

- When form controls are text input fields use the LABEL element
- When text is not available use the title attribute
- Include any special instructions within field labels.
- Make sure that form fields are in a logical tab order.

5. Row and column headers shall be identified for data tables.

- Data tables have the column and/or row headers appropriately identified (Table Properties).
- Tables used strictly for layout purposes do NOT have header rows or columns. **Note: Avoid using tables strictly for layout purposes.**
- Include a description of the table in the **Summary** field of the **Table Properties**.



6. Markup shall be used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers.

- Avoid complex tables that require such markup.

7. Pages shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.

Because of the potentially serious nature of seizures, developers should be extra careful to avoid any graphics, animations, movies, or other objects which have strobing, flickering, or flashing effects. Developers should also avoid graphics which may induce nausea or dizziness.

- Make sure the page does not contain repeatedly flashing images
- Check to make sure the page does not contain a strobe effect

8. When a web page requires that an applet, plug-in or other application be present on the client system to interpret page content, the page must provide a link to a plug-in or applet that complies with §1194.21(a) through (l).

- A link is provided to a disability-accessible page where the plug-in can be downloaded.
- All Java applets, scripts and plug-ins (including Acrobat PDF files and PowerPoint files, etc.) and the content within them are accessible to assistive technologies, or else an alternative means of accessing equivalent content is provided.

WORKING WITH CONTENT IN DRUPAL

To edit existing content, you must first use the [Find content](#) tab in your toolbar to retrieve the content item you wish to edit, then select [Edit](#).

The screenshot shows the Drupal Content management interface. At the top, there is a navigation bar with tabs for 'CONTENT', 'BOOKS', 'SCHEDULED', 'UN-PUBLISHED', and 'WEBFORMS'. Below this, there are filter options for 'SHOW ONLY ITEMS WHERE' (status, type, language) and 'UPDATE OPTIONS'. The main area displays a table of content items. The 'edit' link for the 'Meeting Materials - DEV' item is highlighted with a red box.

TITLE	TYPE	AUTHOR	STATUS	UPDATED	LANGUAGE	OPERATIONS
Office of Finance and Treasury <i>new</i>	Page	neha.shirgaonkar	published	11/15/2012 - 12:53pm	Language neutral	edit delete
Unclaimed Property Inquiry Form <i>new</i>	Webform	neha.shirgaonkar	published	11/15/2012 - 12:52pm	English	edit delete
Meeting Materials - DEV <i>new</i>	Page	sam.hupart	published	11/15/2012 - 12:50pm	Language neutral	edit delete
Department of Motor Vehicles <i>new</i>	Agency	beverly.bricker	published	11/15/2012 - 12:47pm	Language neutral	edit delete
Nine District Residents Appointed to the DC Health Benefit Exchange Authority (HBX) Standing Advisory Board <i>new</i>	Release	sam.hupart	published	11/15/2012 - 12:40pm	Language neutral	edit delete
Unclaimed Property: Frequently Asked Questions <i>new</i>	Page	neha.shirgaonkar	published	11/15/2012 - 12:38pm	Language neutral	edit delete
How to Report Unclaimed Property: Reporting Instructions and Forms <i>new</i>	Page	neha.shirgaonkar	published	11/15/2012 - 12:33pm	Language neutral	edit delete
Bulletin ID: No. 13 - Act Workflow <i>new</i>	Publication	neha.shirgaonkar	published	11/15/2012 - 12:26pm	Language neutral	edit delete
Bulletin ID: No. 12 - Denied Claims Work <i>new</i>	Publication	neha.shirgaonkar	published	11/15/2012 - 12:10pm	Language neutral	edit delete
World AIDS Day 2012 <i>new</i>	Page	jeffrey.coleman	published	11/15/2012 - 12:07pm	Language neutral	edit delete
Bulletin ID: No. 11 - 30-Business-Day Authorization Request Rule <i>new</i>	Publication	neha.shirgaonkar	published	11/15/2012 - 12:05pm	Language neutral	edit delete
Bulletin ID: No. 9 - Cease Providing Reimbursement for Local Code DMH 19 <i>new</i>	Publication	neha.shirgaonkar	published	11/15/2012 - 11:59am	Language neutral	edit delete

Selecting the [Title](#) of the page will take you to the page. Selecting [edit](#) will take you to the Drupal content entry form for that page.

ADDING CONTENT

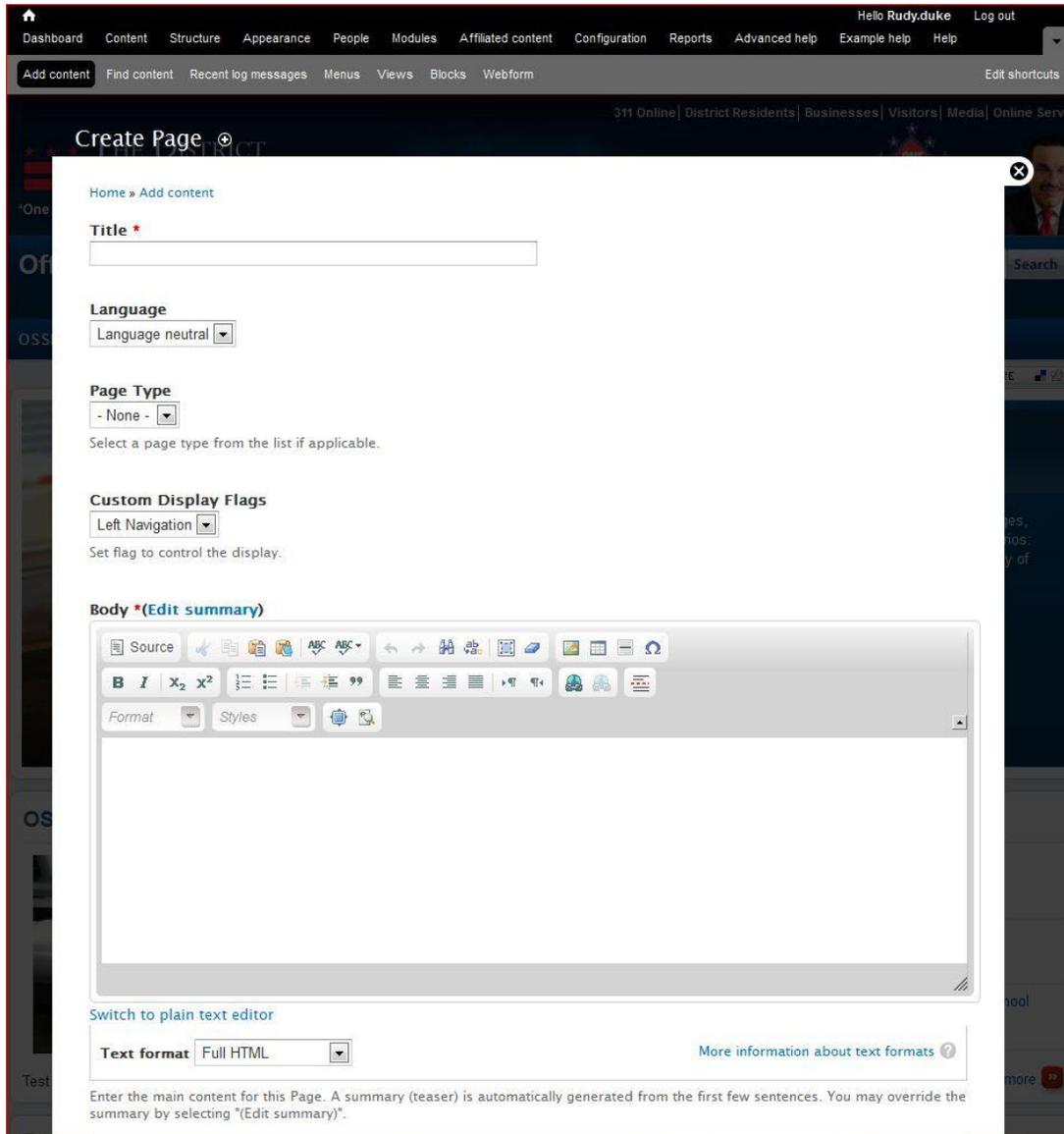
Adding content is as simple as selecting [Add content](#), and then selecting your [Content Type](#) from the Content Type menu. The most frequently used content types are Pages, Events, or Releases.

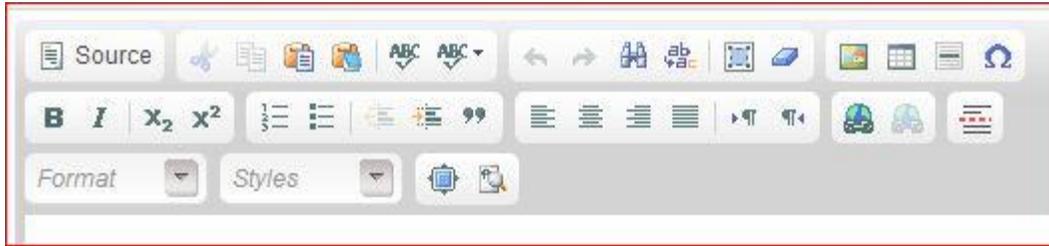
ADD CONTENT

The screenshot shows the 'Add content' interface in the DC.gov Drupal 7 CMS. The 'Add content' button is highlighted with a red box. The interface displays a list of content types with their descriptions:

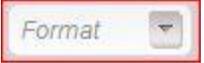
- Address**: Address CTD to store agency office location details received from GIS through FEEDS import.
- Agency**: The Agency content type is used to capture main agency information such as name, address and office hours. There should only be one (1) Agency item per agency site.
- Alert**: The Alert content type is used to post emergency alerts to the DC.Gov home page and other agency home pages and post closure information for agency offices and facilities in a central location and through filtered lists.
- Biography**: The Biography content type is used for Biographical info about Agency Leaders: Name, Position/Title, Photo, Contact info.
- Book page**: Books have a built-in hierarchical navigation. Use for handbooks or tutorials.
- Event**: The Event content type is used for time based Event Details (various types): Date(s), Location, Contact info. These events will appear in the Citywide Calendar.
- External Link**: The External Link content type is for redirection to external websites/URLs including news sources, applications, and links to related content in other DC.gov Content Management Systems.
- Featured Content**: This is used to feature different content for home page and left navigation blocks.
- Multimedia**: The Multimedia content type is used for multimedia (audio, gallery, image, video) attachments containing meta data.
- Page**: The Page content type is used for information that cannot readily be assigned to another content type.
- Publication**: The Publication content type is used for publications.
- Release**: The Release content type is used for time-based news items distributed to the public and media outlets: Advisory, Job Announcement, Newsletter, Press Release or Testimony.
- Restricted Access Page**: This content type has the same fields as the Page content type but should be used when there is a need to restrict content for different users within the same domain.
- Service**: The Service content type is used for content related to a Program, Project or Service.
- System Use**: Content type used for system use only like 404 pages.
- Webform**: Create a new form or questionnaire accessible to users. Submission results and statistics are recorded and accessible to privileged users.

This is the content entry screen for the most commonly used [Page](#) content type.





Function	Icon	Function
Source		Select this button to see the raw HTML code. HTML Knowledge is required to edit in this mode , so we do not recommend Agency Editors use.
Cut Copy Paste		
Paste as plain text		This is the required option for the cleanest code
Spell check Spell check as you type		
Undo Redo		Your friend in need
Find Replace Select all		
Remove formatting		Use to get rid of strange anomalies in display
Image formatting		Select image, then use to edit an image
Media embed		Embed media into the Body of a page
Media upload		Upload a media file
Table		
Horizontal Rule Special Character		Insert an horizontal rule Special character
Bold Italic		Use sparingly; let the site's formatting rule
Subscript Superscript		
Numbered List Bulleted List		Insert/Remove Numbered Bulleted List

Indent Outdent		
Block Quote		
Alignment		Left Center Right Justify Alignment
Link Unlink		Set and unset links
Teaser break		Insert teaser break
Paragraph Format drop-down		
<ul style="list-style-type: none"> • Heading 3 		Top level heading in the Body field. Use Heading 3 through Heading 6 as your hierarchy
<ul style="list-style-type: none"> • Heading 4 		Second level heading in the Body field
<ul style="list-style-type: none"> • Heading 5 		Third level heading in the Body field
<ul style="list-style-type: none"> • Heading 6 		Fourth level heading in the Body field
Formatting Styles		Image formatting alignment

TEXT FORMATTING GUIDELINES

It is important to follow the guidelines for editing content closely. Drupal is a content management system – not a content formatting system. For that reason, Editors should allow the styles of the CMS to prevail by following the general principles below:

1. **Never use tables for layout.** Never. Use tables for tabular data
2. **Never underline text.** Users instinctively expect it to be a link and will click on it.
3. **Never change the font.** The portal-wide styles help maintain a consistent look & feel.
4. **Never change the font color.** The portal-wide styles help maintain a consistent look & feel.
5. **Avoid italics;** it can be hard to read at smaller font sizes.
6. **Paste plain text or remove formatting** whenever possible. Pasting from Word often adds unnecessary markup/code that often overrides the portal-wide styles.
7. **Use Headings (level 3 – 6)** to organize your body text. Heading level 1 is reserved for the site identification (such as logo). Heading level 2 is reserved for the page title. Therefore, the top level heading for the Body is level 3.

CREATING TABLES

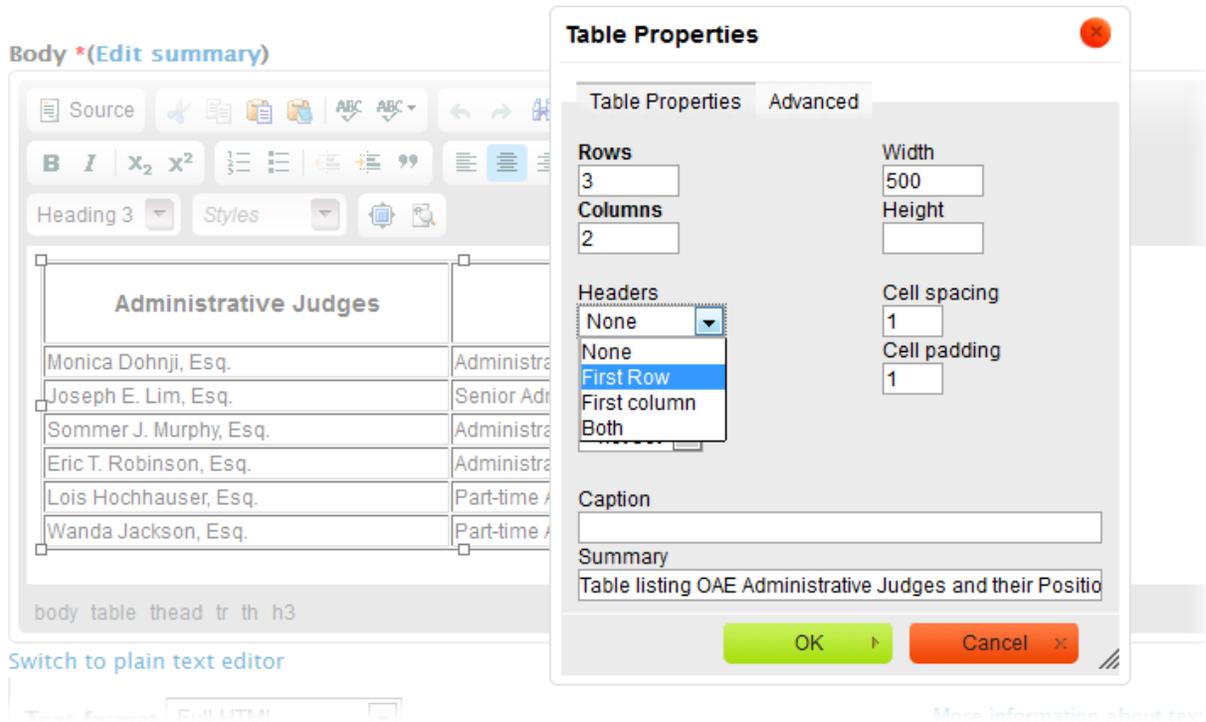
Tables should never be used to lay out a page. There are, however, cases where you need to represent data in tabular format. The most effective way to create tables in Drupal is to use the Table icon in the Editor.



Once you have set up the rows and columns of your table, copy each cell from the Word template and paste it as plain text into the corresponding cell of the editor. This table will automatically pick up the formatting of the CMS, so there is no need for you to format the table contents (bold, color, font, etc.).

SETTING COLUMN AND ROW HEADERS

Get help to control the display.



1. Select the **Table** icon to display the **Table Properties** dialog box
2. Select the **Headers** drop-down, then **First Row**, **First Column**, or **Both** as needed

MAKING TABLES ACCESSIBLE

- Enter a summary describing in detail what the table is displaying.
- Use “First Row” headers

WORKING WITH IMAGES

DRUPAL IMAGE STYLE REFERENCE

Provide the best (highest resolution) image possible that fits the aspect ratio. The CMS will automatically resize and optimize the image to fit the dimensions below. The same image can be resized to fit several types, but you are encouraged to provide separate original images with the exact aspect ratio.

Image Style	Width	Height	Aspect Ratio	Image Usage
Thumbnail	75	56	4:3	Listing pages like “Services” that display a thumbnail with each row, Biography thumbnail
Medium	206	155	4:3	Agency Logo, Details Page Lead Image, Biography Lead Image, Landing/Listing Feature Graphic
Large	418	268	14:9	Large image size for the photo gallery view when you click a gallery thumbnail
Agency Home Featured Slider	614	325	17:9	Homepage featured slider image for the right caption. Width of Photo Gallery large image.
Agency Home Featured Banner	938	325	26:9	Home page featured banner that spreads the width of the home page. Can be for the bottom caption slider or a single graphic
Featured Content Home Boxes A-D	275	206 or 150	4:3	Home page blocks (A, B, C, and D) Use 150 height to make room for caption
Featured Content Interior Graphic	200	150	4:3	Interior right column blocks (1, 2, 3, and 4)
Agency Logo	200	150	4:3	Use in Agency Box

ADDING IMAGES TO NODES

The screenshot shows the homepage of the District Department of the Environment. It features a navigation menu with categories like 'Resources', 'Regulation & Law', and 'Initiatives'. A main content area is titled 'Resources for Residents' and includes a large image of a family. To the right, there is a 'Skip the Bag - Save the River' featured content image. Below the main text, there are smaller images for 'Environmental Health and Safety', 'Energy Assistance & Weatherization', and 'Eco-Friendly Living'. The agency logo is located in the bottom left corner of the content area. Callout boxes identify these elements as 'Lead Image', 'Featured Content Image', 'Embedded Image', and 'Agency Logo (part of Agency Content type)'.

LEAD IMAGES

Lead images are uploaded directly from your hard drive. There is not a caption option for images, so we recommend using clear, self-explanatory images. Image size for lead images is: 206x155. Lead images are resized by the system to be used as thumbnails for Service Listing pages.

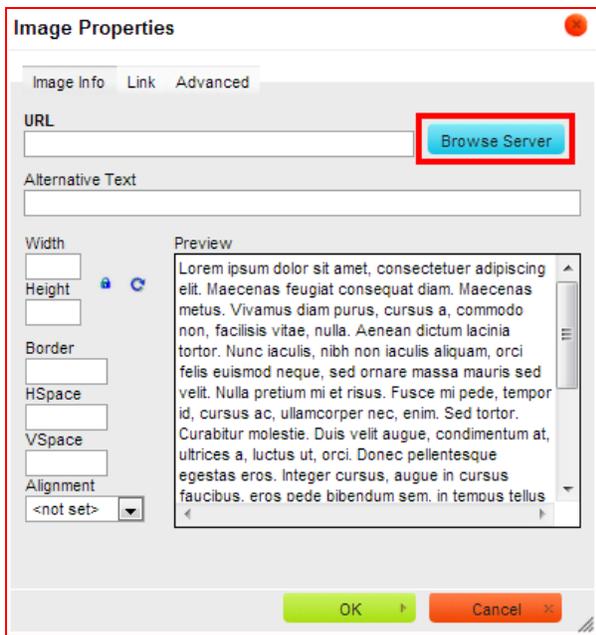
EMBEDDED IMAGES

You can also embed images into the page body. These images are uploaded using the Drupal File Browser.

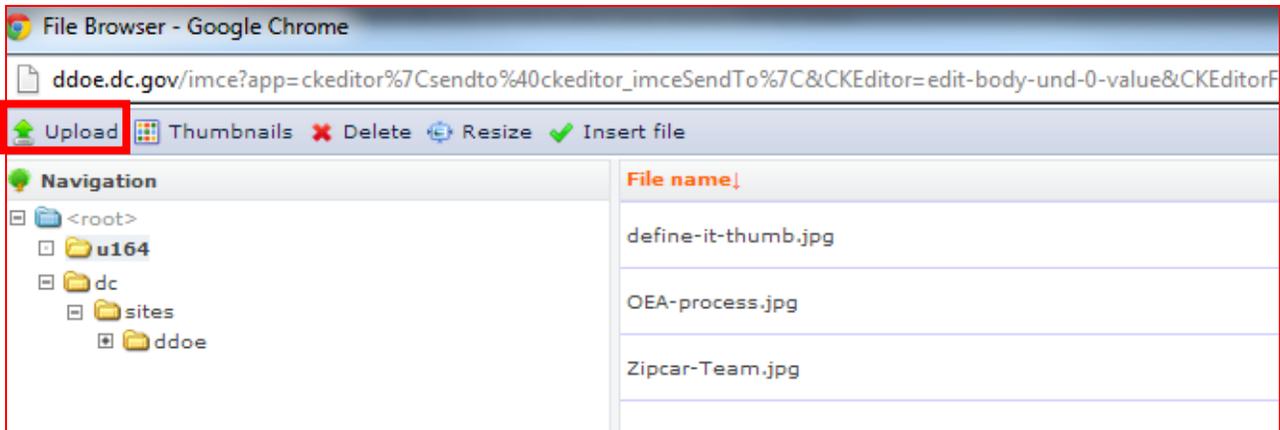
1. Using the Drupal WYSIWYG, select the “image” icon.



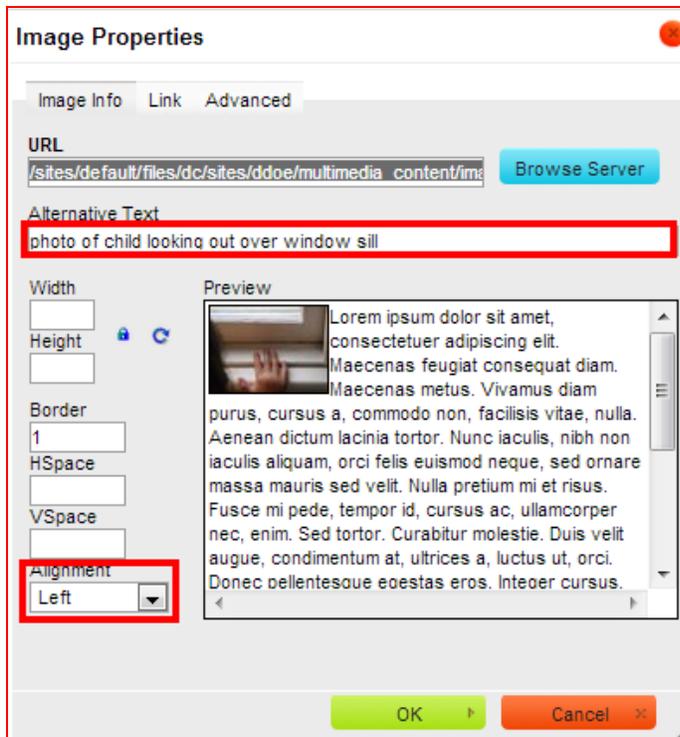
2. Select “Browse Server” to see a list of images that are in your Agency image library.



3. If the image is new, you will need to upload it into the directory

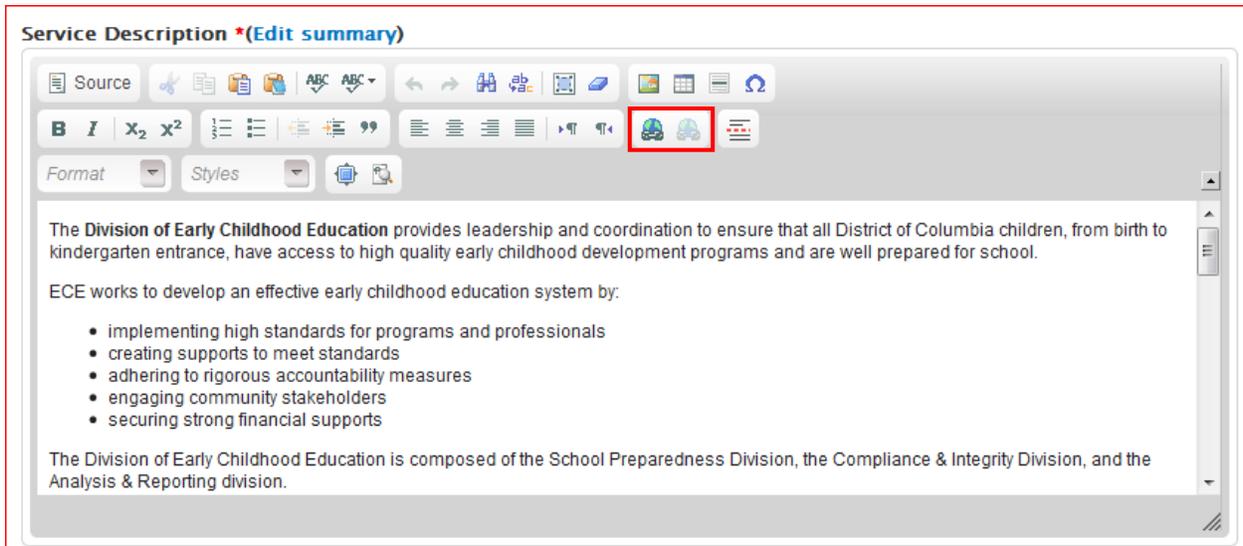


4. Make sure you add alt text and align the image as needed. The Drupal stylesheet will add a thin gray border to your image automatically.



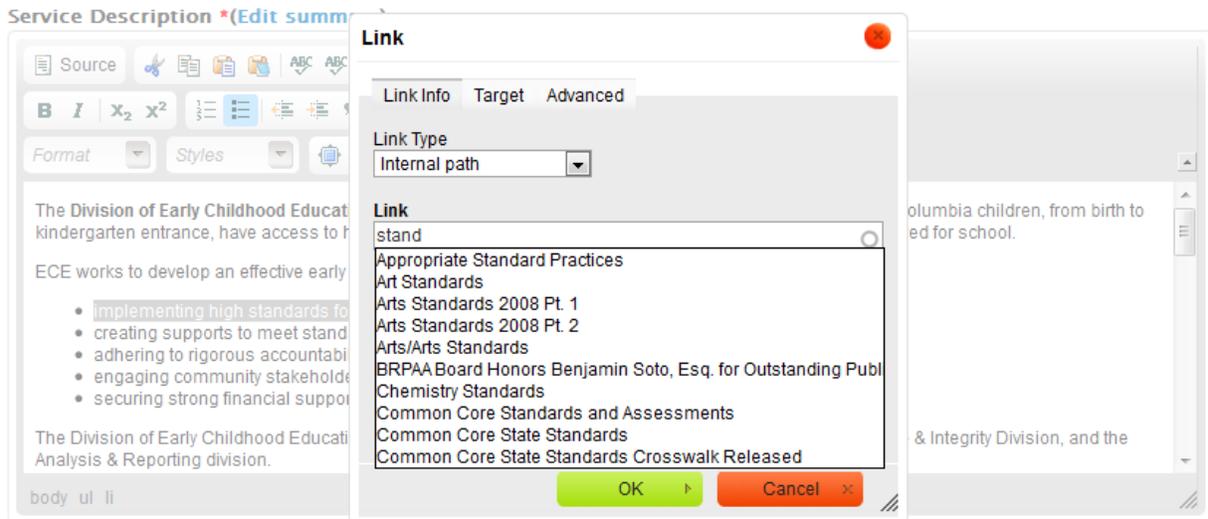
5. Add any captions or description necessary to ensure that those using screen readers will understand what is being displayed.

MANAGING LINKS



LINKING TO ANOTHER NODE ON YOUR SITE (INTERNAL PATH)

1. Highlight the text that you wish to create a link to
2. Select the **Link** button in the Editor toolbar; the **Link** dialog box will display

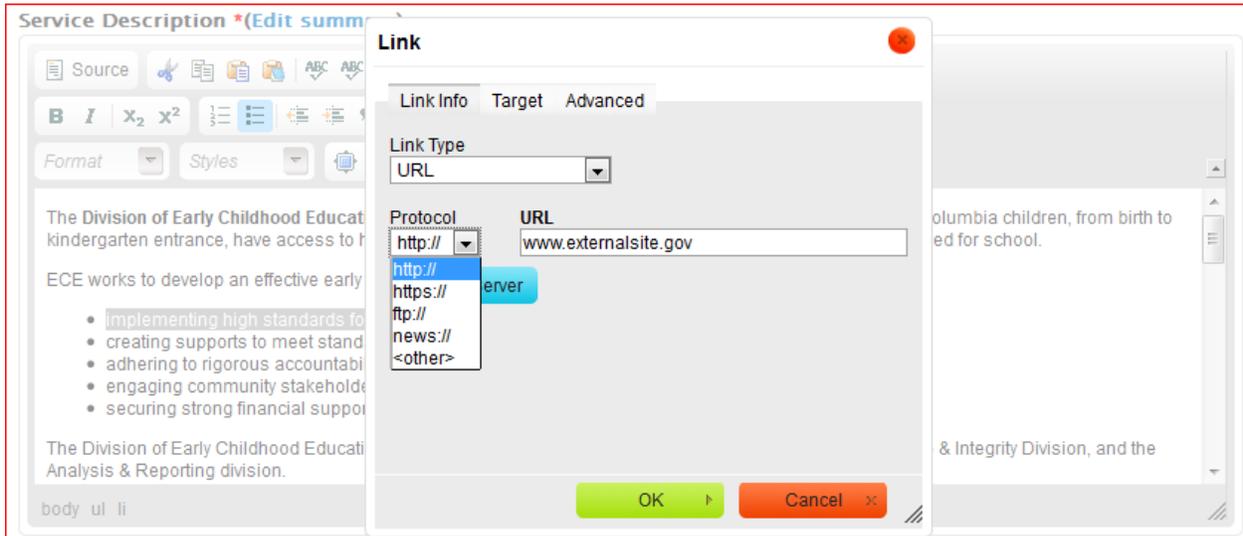


3. The **Link Info** tab is displayed by default; the **Link Type** is set to **Internal path** by default
4. Start typing the title (or other unique word) of the node you wish to link to; the system will search and display your node
5. Select the node and select OK to complete the link

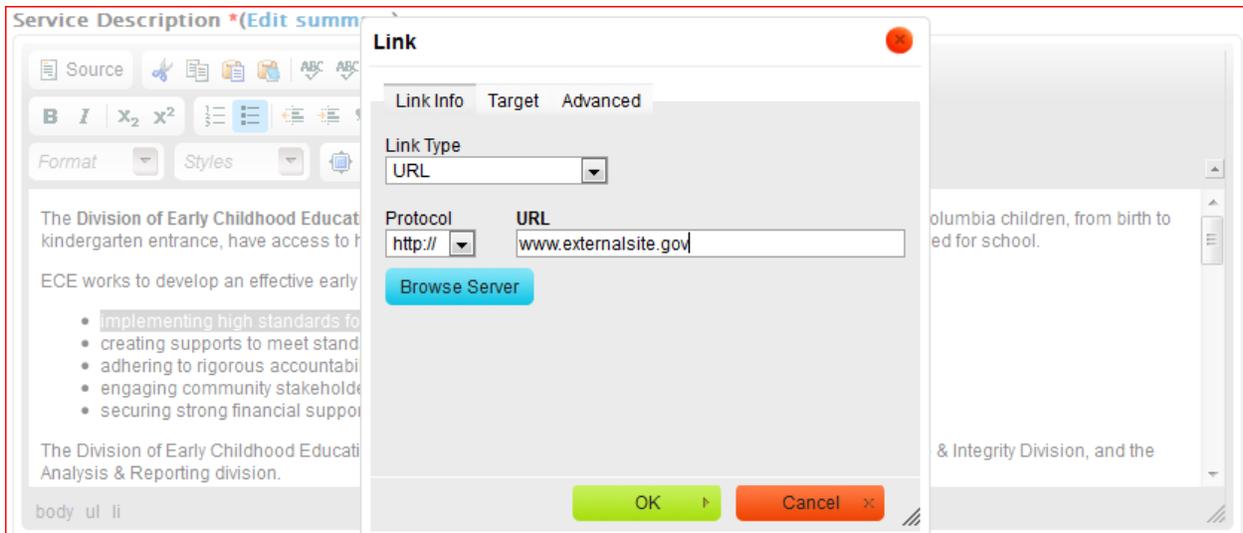
NOTE that Web Forms in Drupal must be linked as if they were a URL link and not an internal path. See next section.

LINKING TO AN EXTERNAL URL

1. Highlight the text that you wish to create a link to
2. Select the **Link** button in the Editor toolbar; the **Link** dialog box will display
3. Select **URL** from the Link Type drop-down; the Protocol drop-down and URL entry field will displayed

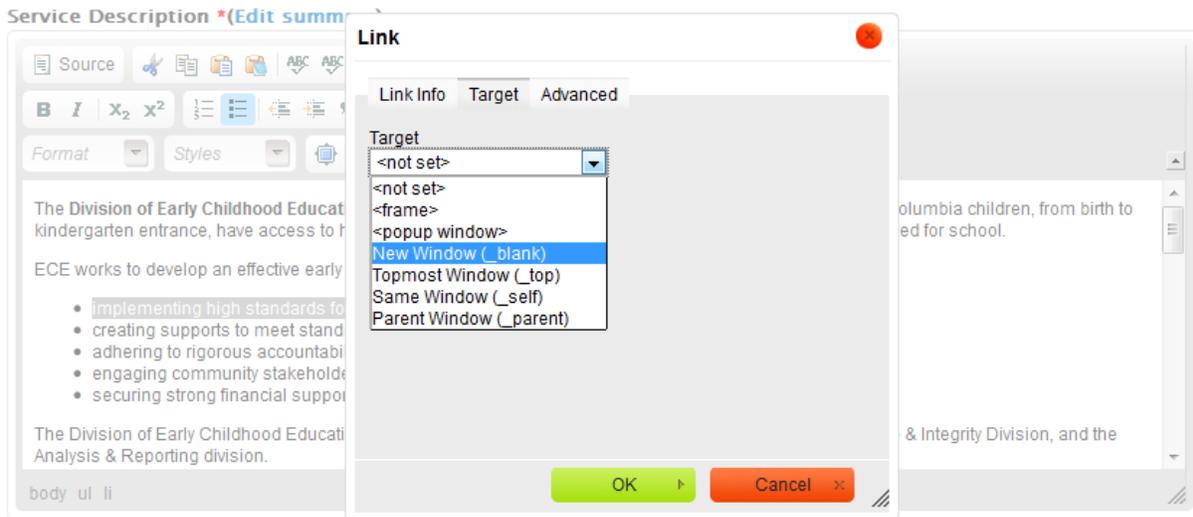


4. Select the Protocol (in this case, "http://")



5. Enter the **URL** you wish to link to

6. Select the **Target** tab; then “New Window (_blank)” from the Target drop-down to open the external link in a new window. (Note: Links to other DC.gov sites need not open in a new window)



7. Select **OK**

MANAGING CONTENT

Content in Drupal is managed based on content types that serve a specific purpose and contains the fields to meet that purpose.

Agency: The Agency content type is used for main agency information such as name, address and office hours. The Agency's social media sites are also identified here with links.

Alert: The Alert content type is used to post emergency alerts to the DC.Gov home page and other agency home pages and post closures information for agency offices and facilities in a central location and through filtered lists.

Biography: Used for Biographical info about Agency Directors, Board members or other leaders: Name, Position/Title, Photo, Contact info.

Event: Used for time based Event Details (various types): Date(s), Location, Contact info. These Events will appear in the Citywide Calendar at <http://calendar.dc.gov>.

External Link: For redirection to external websites/URLs including news sources, applications, and links to related content in other DC.gov Content Management Systems.

Featured Content: Used to feature different content for home page and right sidebar blocks.

Multimedia: Used for multimedia (audio, gallery, image, video) attachments containing meta data.

Page: Used for information that cannot readily be assigned to another content type.

Publication: Used for documents, reports, and other publications in PDF, Word, or Excel format. Content of this type will be displayed by a Publications Listing layout.

Release: Used for time-based news items distributed to the public and media outlets: Advisory, Job Announcement, Newsletter, Press Release or Testimony.

Service: Used for content that is a basic transaction where the District Government delivers something of value or benefit to the public. On the DC.Gov portal, content identified as a Service needs to clearly describe the action that the end user can engage in to be the recipient of this benefit. Content identified as Services will be listed on the Service Listing page.

Book Page: The Book module is used when you have a "collection" of page content that belongs together and you want to have a sub-menu to access the pages.

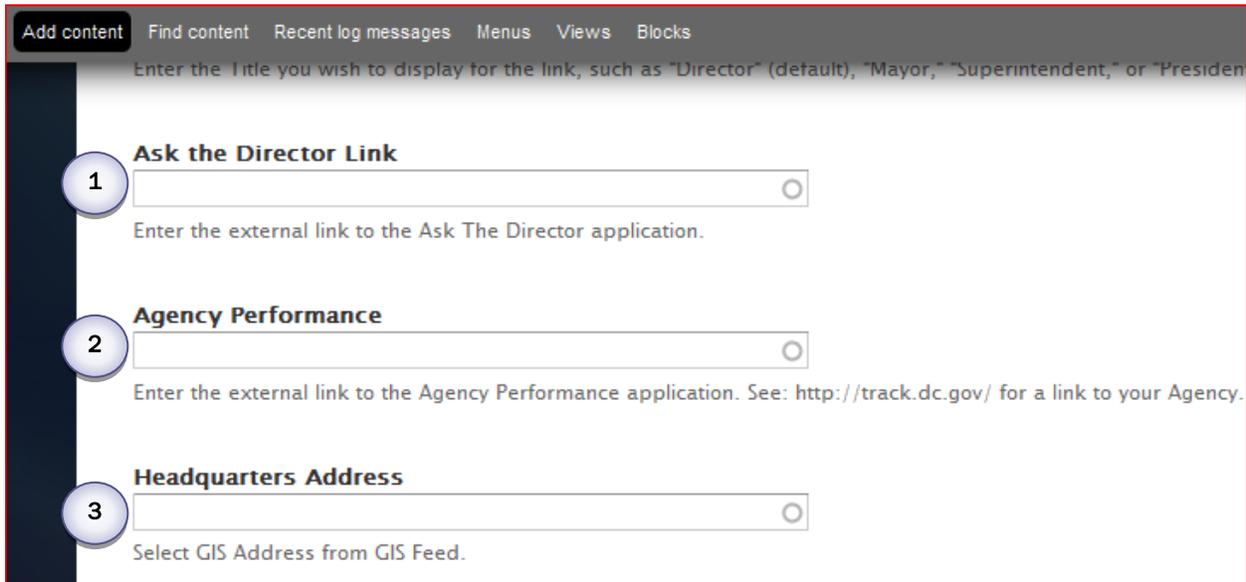
Web Form: Web forms are used to for simple forms (those not tied to databases) to collect data. Data can be emailed to Agency contact or that contact can be given limited access to form data within Drupal. Currently, only OCTO Web Maintenance Editors have the ability to build Web Forms.

MANAGING AGENCY CONTENT

There should be one Agency content item. This information will populate the Agency block on the Homepage and Interior sidebars.

Before you create Agency content, you will need to create the following content items:

1. External Link node for [Ask the Director](#)
2. External Link node for [Agency Performance](#)
3. External Link node for [Headquarters Address](#)
4. Biography node(s) for [Agency Leader\(s\)](#)



Add content Find content Recent log messages Menus Views Blocks

Enter the Title you wish to display for the link, such as "Director" (default), "Mayor," "Superintendent," or "President"

1 **Ask the Director Link**

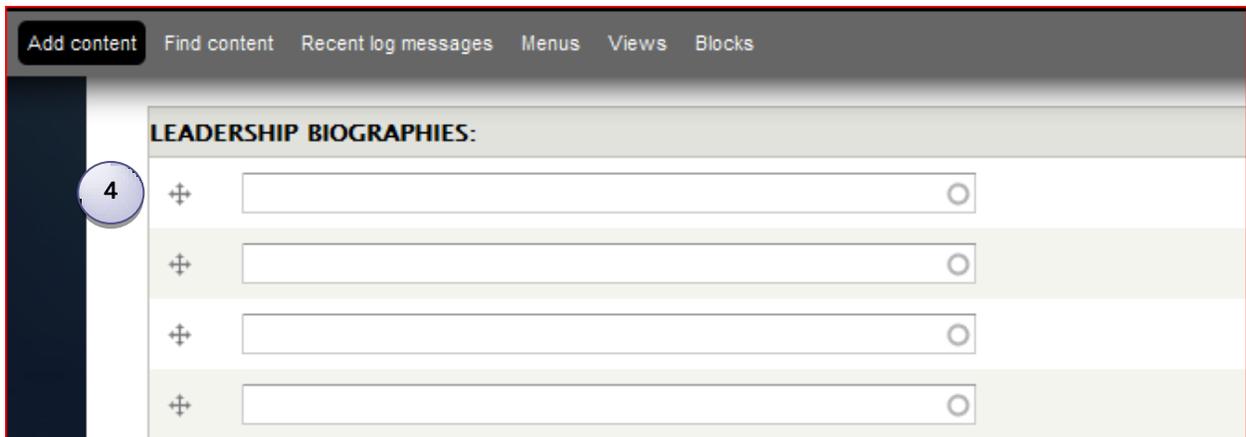
Enter the external link to the Ask The Director application.

2 **Agency Performance**

Enter the external link to the Agency Performance application. See: <http://track.dc.gov/> for a link to your Agency.

3 **Headquarters Address**

Select GIS Address from GIS Feed.



Add content Find content Recent log messages Menus Views Blocks

4 **LEADERSHIP BIOGRAPHIES:**

+	<input type="text"/>	<input type="radio"/>
+	<input type="text"/>	<input type="radio"/>
+	<input type="text"/>	<input type="radio"/>
+	<input type="text"/>	<input type="radio"/>

AGENCY CONTENT DISPLAY

Add content Find content Recent log messages Menus Views Blocks

1 AGENCY LOGO
Browse and upload a full-size agency logo. The image will be auto-cropped to the correct logo dimensions (206 x 155 px).

Add a new file *

Browse... Upload

Files must be less than **4 MB**.
Allowed file types: **png gif jpg jpeg**.

Title for Ask The Director Form

Enter the Title you wish to display for the link, such as "Director" (default), "President."

2 Ask the Director Link

Enter the external link to the Ask The Director application.

3 Agency Performance

Enter the external link to the Agency Performance application. See: <http://www.dc.gov> Agency.

4 Headquarters Address

Select GIS Address from GIS Feed.

Agency Information

1



DISTRICT DEPARTMENT OF THE ENVIRONMENT

District Department of the Environment

Office Hours
Monday through Friday, 9 am to 5 pm

How to Reach Us **4**

1200 First Street NE, Washington, DC 20002
 Phone: (202) 535-2600 Fax: (202) 535-2881
 TTY: (800) 855-1800

2 [Ask the Director](#)

3 [Agency Performance](#)






Office of the State Superintendent of Education



1

1

Office Hours
Monday to Friday 8:30 am to 5:30 pm

4 **Connect With Us**

810 1ST STREET NE, 9th Floor, WASHINGTON, DC 20002
 Phone: (202) 727-6436
 TTY: 711
 Email: osse@dc.gov



2 [Ask the Superintendent](#)

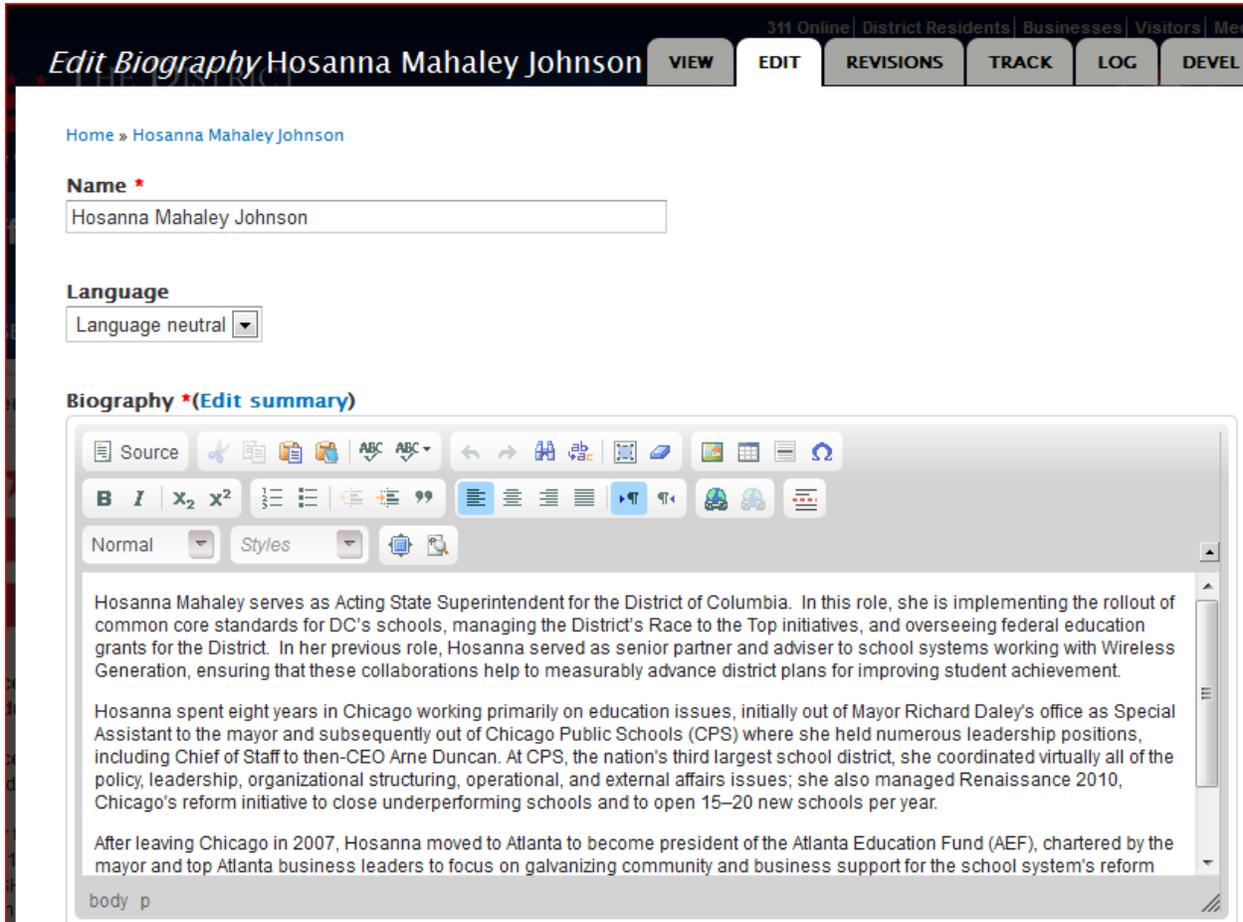
3 [Agency Performance](#)

MANAGING ALERT CONTENT

The Alert content type is used to post emergency alerts to the DC.Gov home page and other agency home pages and post closure information for agency offices and facilities in a central location and through filtered lists.

Alerts are managed by the Web Maintenance Team. They are primarily used by DC.gov to propagate across all agencies. Agency-level Alerts can be posted by placing a request to the Web Maintenance Team.

MANAGING BIOGRAPHY CONTENT



Biography nodes are used for Agency leaders. The head of the Agency's biography photo will appear below the internal agency block.

CREATING A BIOGRAPHY

1. Gather a good photograph of 206 x 155pixels (or 4:3 aspect ratio)

PHOTOGRAPH

Browse and upload a high resolution image of the individual. The image will be automatically resized to meet the requirements of various pages: Large (418 x 268 px); Medium (206 x 155 px); and Thumbnail (103 x 77 px). The maximum file size is 5 MB.

FILE INFORMATION



 [Photo8.18.11_206x155.jpg](#) (7.63 KB)

Alternate text

This text will be used by screen readers, search engines, or when the image cannot be loaded.

Title

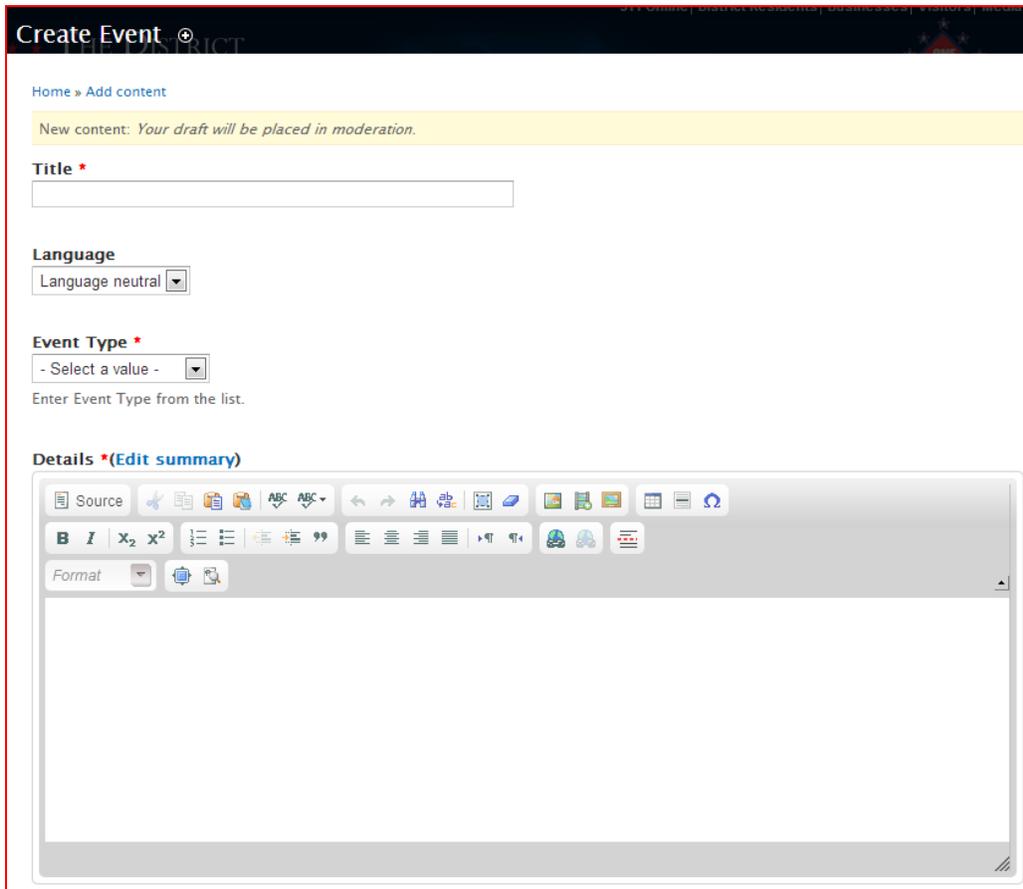
The title is used as a tool tip when the user hovers the mouse over the image.

2. Upload the photograph. Be sure to enter the [Alternate text](#) and [Title](#) for accessibility.
3. Enter all the information, then Preview and Save.

MANAGING EVENT CONTENT

CREATING AN EVENT

1. **Enter Title**, Select **Event Type** and enter a description into the **Details** field.



EVENT TYPES

Select the single best description of the Event from the Event Type pulldown menu.

- | | | |
|--------------------|-----------------------|-------------------|
| Awards | Broadcast | Ceremony |
| Conference / Forum | Daily Schedule | Demonstration |
| Election | Exhibit | Fair / Exposition |
| Festival | Government | Hearing |
| Lecture / Seminar | Marathon / Run / Walk | Meeting |
| Memorial | Music / Film | Observance |
| Other | Parade | Performance |
| Press Conference | Recreation | Training/Class |
| Volunteer | | |

2. Select the [Beginning Date and Time](#) and [Ending Date and Time](#)
3. Check the [Repeat](#) box if this is a recurring event

DATE AND TIME

Enter a start and end date.

All Day

*

Month * Day * Year * Hour * Minute * * am

Nov ▼ 15 ▼ 2012 ▼ 10 ▼ 00 ▼ am ▼

to: *

Month * Day * Year * Hour * Minute * * am

Nov ▼ 15 ▼ 2012 ▼ 10 ▼ 00 ▼ am ▼

Repeat

4. Provide as much information about the Event as possible.
5. Make sure there is an Event [Contact](#) for questions and issues that may arise.

Contact

Enter name of the contact person(s) or department.

Phone

Enter Contact Phone; Format: (202) 123-4567.

Email

Enter Contact Email Address.

6. If your Event is held in partnership with another Agency, select both from the [Agency](#) dropdown menu.

Agency

One City Action Plan

Public Employee Relations Board

Real Property Tax Appeals Commission

Serve DC

Select an agency name to be displayed on the event. For events shared across agencies, choose multiple names.

7. If there are related Services, Pages or Documents, add them to the [Related Content](#) fields

RELATED CONTENT:

+	<input type="text" value="New Teacher Orientation Flyer [nid:1849]"/>	○
+	<input type="text"/>	○
+	<input type="text"/>	○
+	<input type="text"/>	○

8. Enter all applicable fields then [Preview](#) and [Save](#).

EVENT LISTING
[agency.dc.gov/events]

Advisory Neighborhood Commissions

dc.gov anc.dc.gov

ANC Home | Ward 1 | Ward 2 | Ward 3 | Ward 4 | Ward 5 | Ward 6 | Ward 7 | Ward 8 | About ANCs

Events

Start Date	End Date	Keyword/terms	Type
<input type="text" value="2012-11-16"/>	<input type="text"/>	<input type="text"/>	- Any -
<small>E.g., 2012-11-16</small>	<small>E.g., 2012-11-16</small>		

Categories	Audiences	Ward	Police Districts	Sort by	Order		
- Any -	- Any -	- Any -	- Any -	Date	Asc	<input type="button" value="Apply"/>	<input type="button" value="Reset"/>

11/19/2012 - 7:30pm	ANC 3C Monthly Meeting
11/20/2012 - 7:00pm	ANC 8E Monthly Meeting
11/20/2012 - 7:00pm	ANC 8B Monthly Meeting
11/20/2012 - 7:00pm	ANC 5C Monthly Meeting

Locate your ANC

EVENT DETAIL

THE DISTRICT OF COLUMBIA
"One City, One Future"

311 Online | District Residents | Businesses | Visitors | Media | Online Services

Mayor
VINCENT C. GRAY

Calendar

dc.gov calendar.dc.gov

Citywide Calendar | Submit an Event

ANC 8E Monthly Meeting

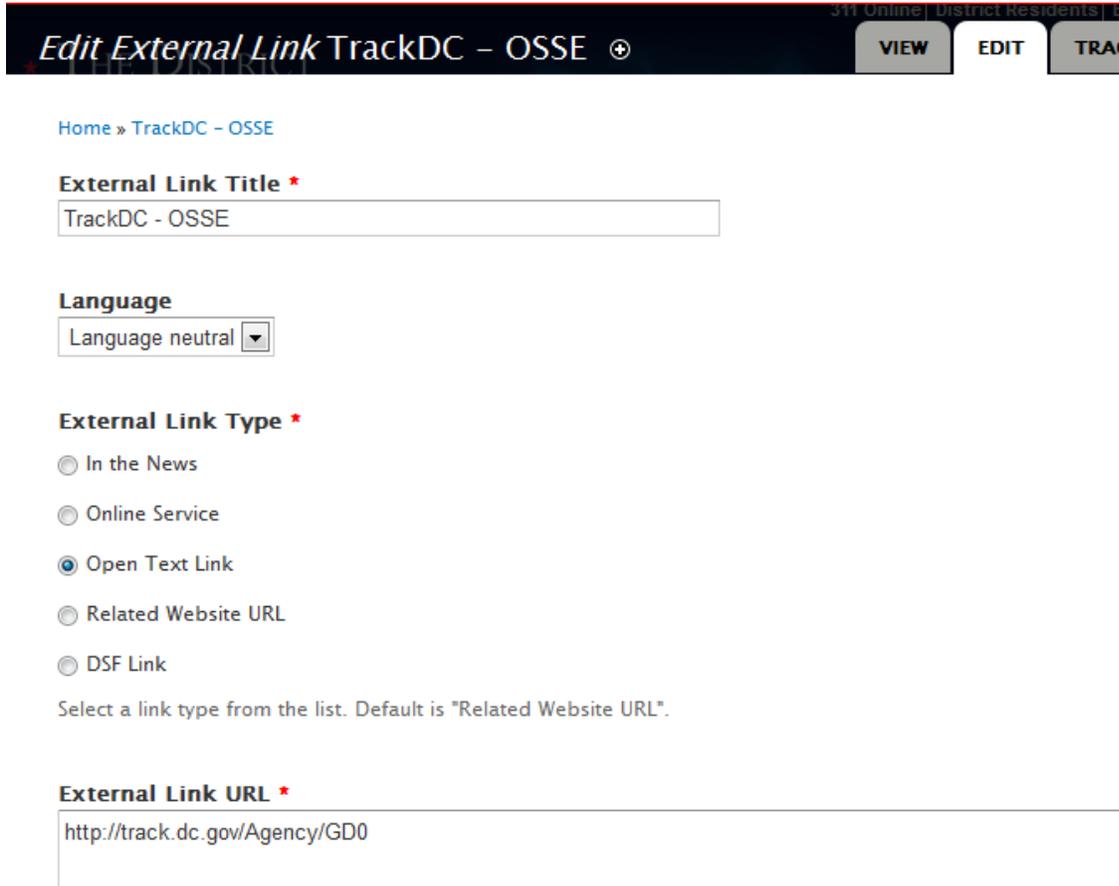
Tuesday, August 21, 2012 - 7:00pm to 8:00pm
 Location: 701 Mississippi Avenue, SE, Washington DC
 Details:

Advisory Neighborhood Commission 8E represents the Congress Heights, Valley Green and Washington Highlands neighborhoods. The Advisory Neighborhood Commissions (ANC) consider a wide range of policies and programs affecting their neighborhoods, including traffic, parking, recreation, street improvements, liquor licenses, zoning, economic development, police protection, sanitation and trash collection and the District's annual budget. In each of these areas, the intent of the ANC legislation is to ensure input from an advisory board that is made up of the residents of the neighborhoods who are directly affected by government action. The ANCs are the body of government with the closest official ties to the people in a neighborhood. The ANCs present their positions and recommendations on issues to various District government agencies, the Executive Branch and the DC Council. They also present testimony to independent agencies, boards and commissions, usually under rules of procedure specific to those entities. By law, the ANCs may also present their positions to federal agencies.

Ward 8
<http://app.anc.dc.gov/wards.asp?ward=8&office=E>
 Contact:
 Advisory Neighborhood Commission 8E
 Phone: (202) 562-7951

MANAGING EXTERNAL LINK CONTENT

External Link content items are used to create a link to external (outside your agency domain) content. This same external link is likely linked to from several places via a node reference.



The screenshot shows the 'Edit External Link' form for 'TrackDC - OSSE'. The breadcrumb trail is 'Home » TrackDC - OSSE'. The form fields are:

- External Link Title ***: A text input field containing 'TrackDC - OSSE'.
- Language**: A dropdown menu set to 'Language neutral'.
- External Link Type ***: A radio button selection with options: 'In the News', 'Online Service', 'Open Text Link' (selected), 'Related Website URL', and 'DSF Link'. Below the options is the instruction: 'Select a link type from the list. Default is "Related Website URL".'
- External Link URL ***: A text input field containing 'http://track.dc.gov/Agency/GD0'.

CREATING AN EXTERNAL LINK

1. Enter the External Link title
2. Select the External Link Type that best describes the link. Indicate whether the link is to a URL within the [Open Text](#) or [DSF](#) Content Management Systems
3. Enter the [full URL](#) of the External Link
4. Enter all remaining fields, then Preview and Save

EXAMPLE EXTERNAL LINKS

- Related Federal Agency: USDA (usda.gov)
- Partner Organization: (helpinghands.org)
- DC.gov applications: TrackDC (track.dc.gov)

MANAGING FEATURED CONTENT

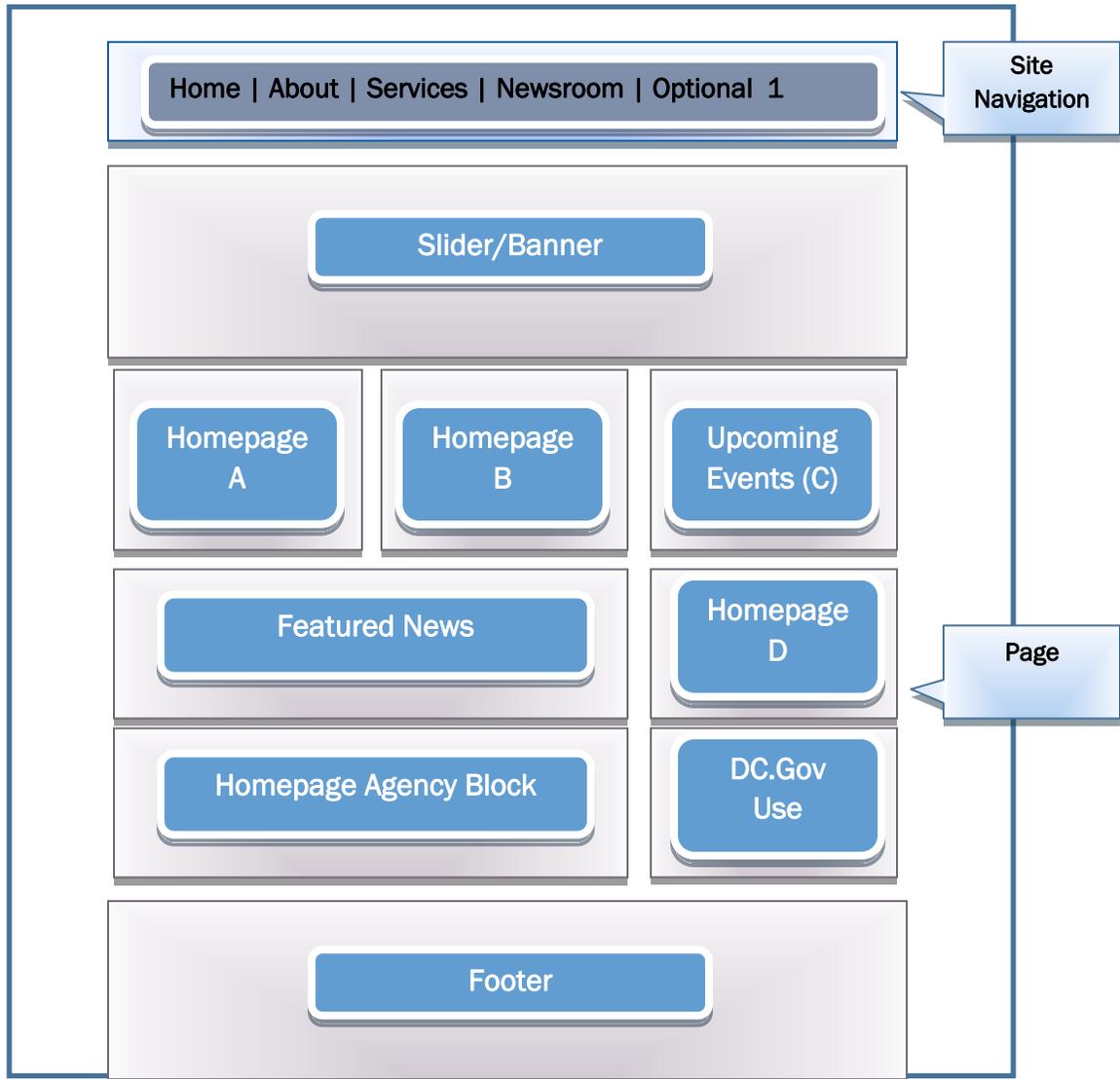
The **Featured Content** content type is used to manage content that you wish to feature on the home page or interior callout blocks on the Agency site. The content to be featured must exist before it can be featured. Some blocks are optional. For example, all of the interior blocks are optional (As indicated below), meaning that you can have from 0 to 4 on the Agency interior pages. If you have no interior featured blocks, the right sidebar will be blank on the default 3-column layout. Therefore, you may want to consider the 2-column layout where applicable.

FEATURE TYPES

Homepage Banner	Choose static banner that spans the page
Homepage Slider	Choose Right Caption Slider or Bottom Caption Slider
Homepage A	Left Block (Free-form use)
Homepage B	Center Block (Free-form use)
Homepage C	Right Block 1 (Upcoming Events or Free-form use) – Choose one option
Homepage D	Right Block 2 (Free-form use) Optional
Interior 1	Right Block 1 (Free-form use) Optional
Interior 2	Right Block 2 (Free-form use) Optional
Interior 3	Right Block 3 (Free-form use) Optional
Interior 4	Right Block 4 (Free-form use) Optional

Refer to the section on Character Limits for the Slider captions.

HOMEPAGE CONTENT BLOCKS



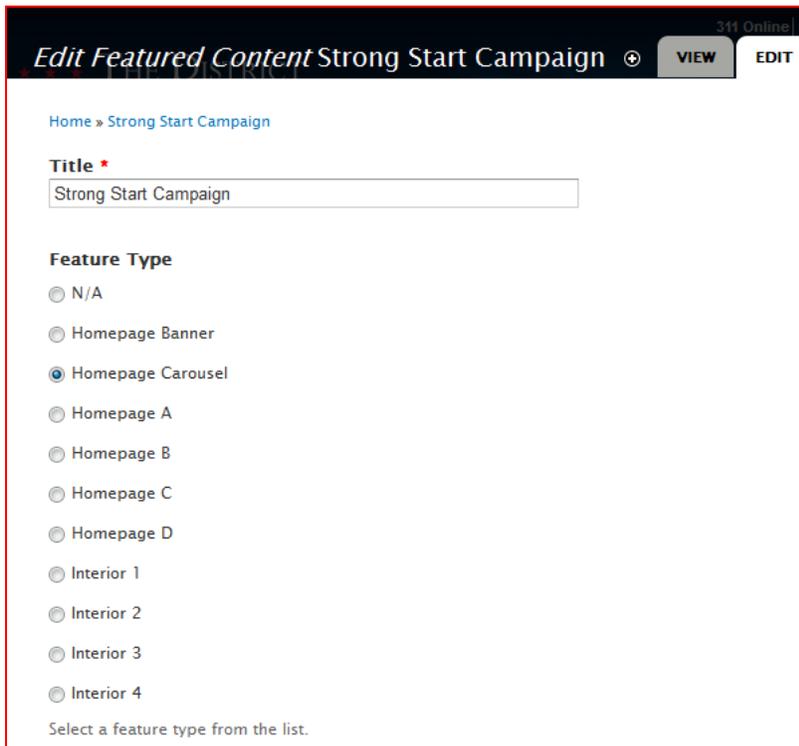
Before you begin, you must identify which content you wish to feature and where it should appear. A good rule of thumb is to assign your most important content to the Homepage Slider (in order of most important first). Content at the next level of importance should be assigned to the Homepage Callout blocks (A, B, C and D). For example, your Twitter Feed could appear in Homepage A for late breaking news items. If you opted to use the [Upcoming Events](#) feature, it would automatically appear in Homepage C.

MANAGING HOMEPAGE SLIDER



ADDING A FEATURED CONTENT SLIDE

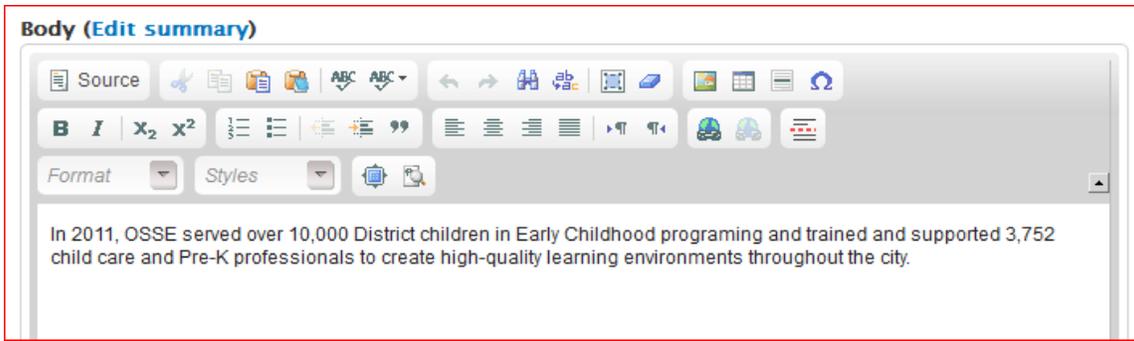
1. Identify the node to be featured (i.e. "Strong Start Campaign"). **The slide must link to a node (including External Link nodes)**
2. Gather the image for the slide. Make sure the image is the right dimensions/aspect ratio (see Drupal Image Style Reference for specifications)
3. Select **Add Content**, then **Featured Content**
4. Enter the **Title** to be displayed on the caption (40 characters max) and select **"Homepage Carousel"**



5. Upload the image; making sure to enter the **Alternate Text** and **Title** for Accessibility compliance



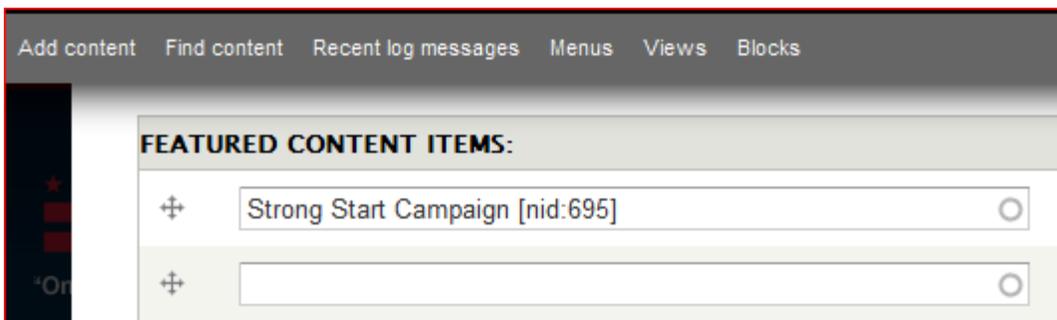
6. Enter the caption text (200 characters max) into the **Body**



Character Limits - Agency Home Page Slider with Caption

- Title= 40 characters max
- Description = 200 characters

7. Select the node of the content to be featured by entering the title of the content item



8. Select the Display Order for this slide (i.e. Slide number 3). Make sure that each slide has a unique order between 1 and 7 that determines the order in which the slide will display



SETTING UP MULTIMEDIA IN HOMEPAGE SLIDER

Your homepage slider can link to images or videos in a multimedia node.



1. You must **first create the multimedia node** (in this case, the Bike to Work Video)
2. Select the **Video Multimedia Type** as we are featuring a video slide in this instance
3. Enter the **Description** of the video –which will be the caption (200 characters max) for the Slide

[Home](#) » [Bike to Work](#)

Title *

Language

Multimedia Type *

Select Multimedia Type from the list.

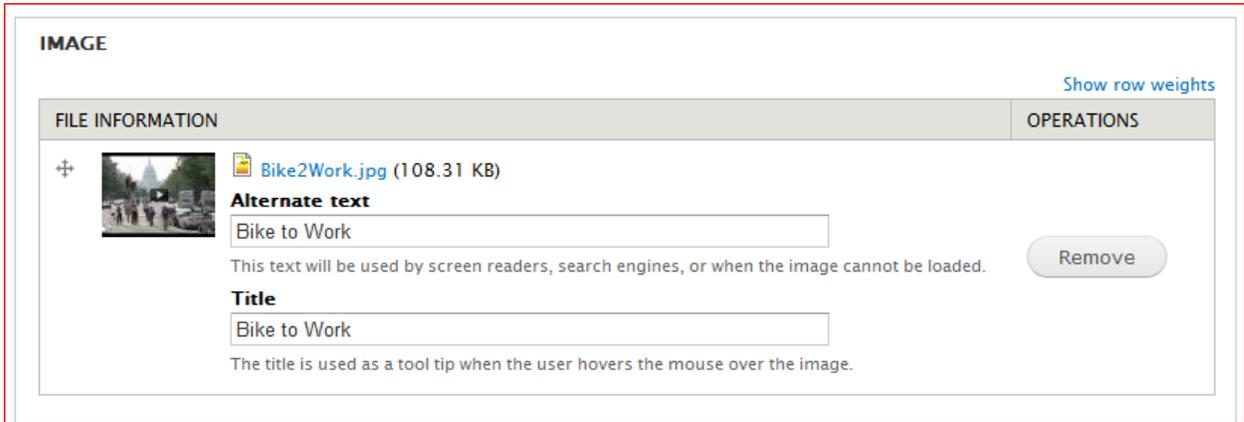
Description (Edit summary)

Source

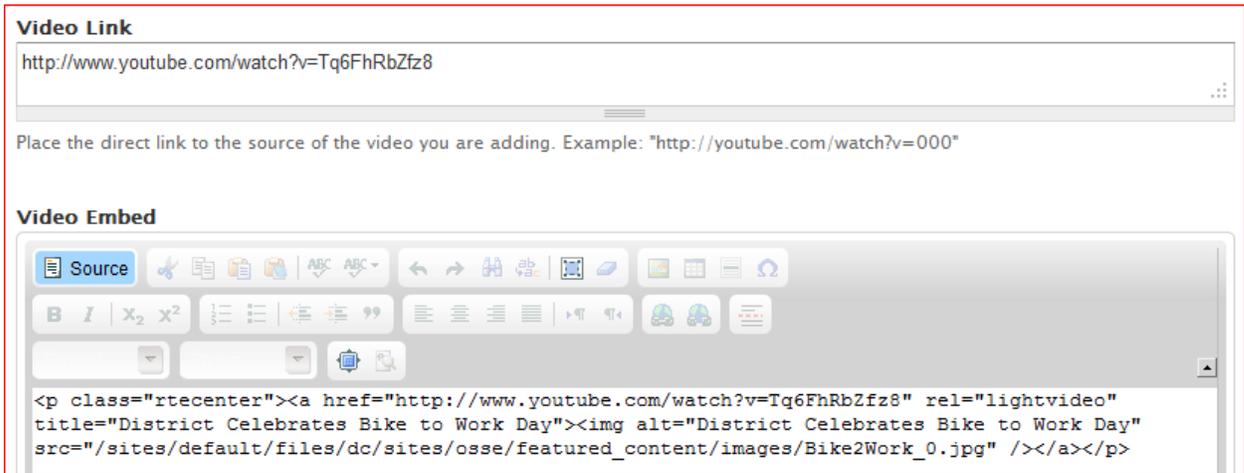
B I X₂ X² [List Icons] [Link Icon] [Image Icon] [Table Icon] [Quote Icon] [Code Icon] [Undo Icon] [Redo Icon] [Format] [Styles] [Image Icon]

As thousands of cyclists across the region participated in Bike to Work Day, Mayor Vincent C. Gray today accepted the Bicycle Friendly Community Award from the League of American Bicyclists.

4. Upload the image representing the video. The dimension of this **image must match the Featured Slide**.



5. Enter the **Video Link** – the full URL for the video (<http://www.youtube.com/watch?v=Tq6FhRbZfz8>)
6. Select the **Source** button in the **Video Embed** to enter the embed source code for the video. Refer to the Multimedia section for the embed code for video, images and iFrames.



7. **Preview**, then **Save** the multimedia node

8. Create the Featured Content Slide

[Home](#) » [DC Bike to Work Program](#)

Title *

Feature Type

- N/A
- Homepage Banner
- Homepage Carousel
- Homepage A
- Homepage B
- Homepage C
- Homepage D
- Interior 1
- Interior 2
- Interior 3
- Interior 4

Select a feature type from the list.

9. Enter the **multimedia node** and **Display Order**

[Show row weights](#)

FEATURED CONTENT ITEMS:	
+	<input type="text" value="Bike to Work [nid:2802]"/>
+	<input type="text"/>

Start typing a word from the title of the piece of content you would like to relate.

More URL Link

Enter full website address (i.e. <http://www.example.com>)

Display Order

3 ▼

10. When the user selects the Featured Slide containing the video, the video player will open in a Lightbox



MANAGING HOMEPAGE BLOCKS



ADDING A HOMEPAGE FEATURED CONTENT BLOCK

In this case we want to add a video to the block. You may also add a list of links, or a callout image.

1. Identify the node to be featured (i.e. "Featured Video") if applicable. You can use this block itself
2. Add the Featured Content for Homepage Block D

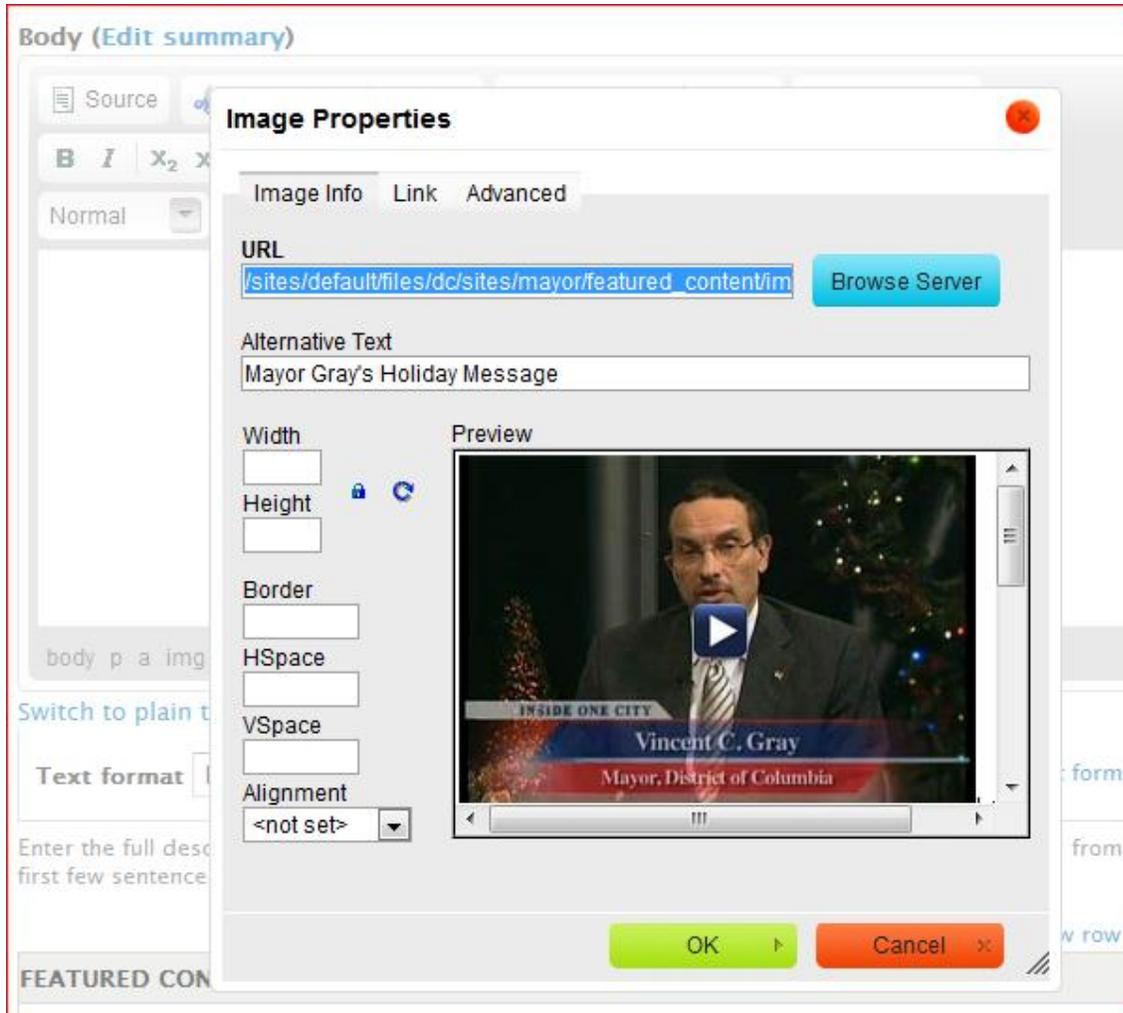
Title *
Featured Video

Feature Type *

- Homepage Banner
- Homepage Carousel
- Homepage A
- Homepage B
- Homepage C
- Homepage D
- Interior 1
- Interior 2
- Interior 3
- Interior 4

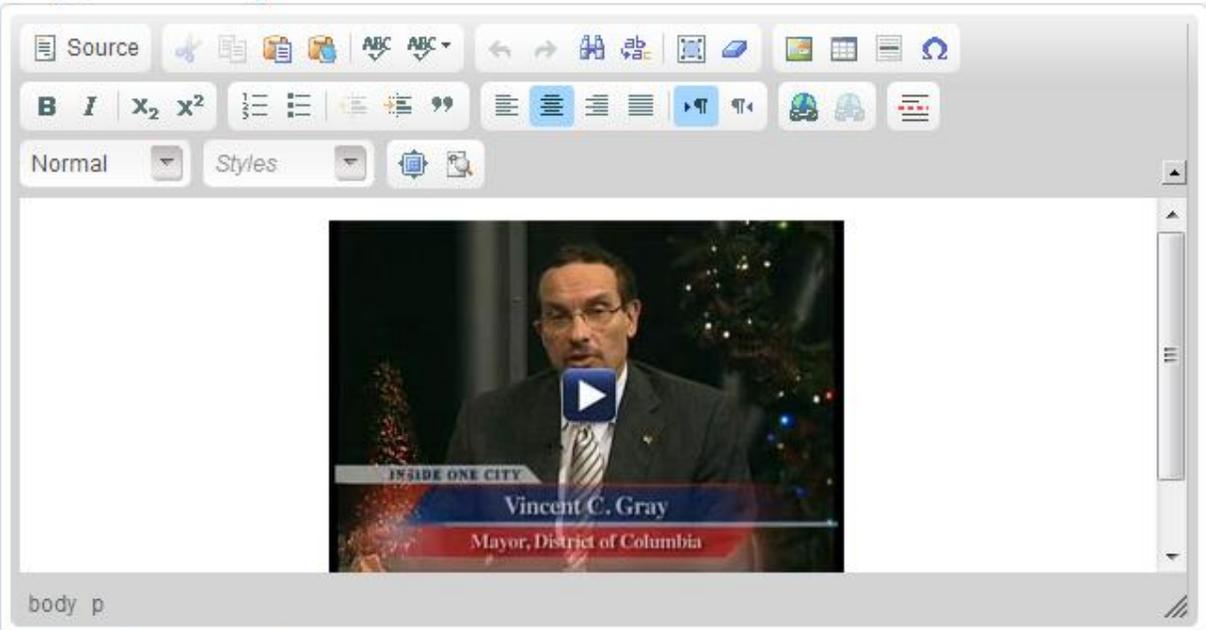
Select a feature type from the list.

- 3. In the Body, upload the image for the video (see Drupal Image Style Reference for image dimensions/aspect ratio)



- 4. Set up the video code using the image that you uploaded

Body (Edit summary)



The screenshot shows a WYSIWYG editor interface. At the top, there is a toolbar with various icons for editing text and media. Below the toolbar, a video player is embedded in the text area. The video player has a large blue play button in the center. Below the video, a caption reads "Vincent C. Gray, Mayor, District of Columbia". The video player is set within a paragraph element, as indicated by the "body p" text at the bottom left of the editor area.

body p

[Switch to plain text editor](#)

MANAGING MULTIMEDIA CONTENT

HANDLING MULTIMEDIA IN THE DRUPAL EDITOR

Multimedia includes the treatment of images, video and iFrame/embed in various scenarios: Homepage Featured Sliders, Callout Blocks, and the Body of node detail pages.

Editors are encouraged to use Lightbox modal display for all multimedia so that the display is not encumbered by the dimensions of the container. This is accomplished by modifying the source HTML to suit the type of media:

IMAGE

```
<p><a
href="/sites/default/files/styles/agency_home_featured_rotator/public/dc/sites/osse/featured_content/images/Draper-Campus-614x325-v2.jpg" rel="lightbox" title="Go to College Now"></a></p>
```

IFRAME/EMBED

```
<p><a href="http://pollmap.dcgis.dc.gov/floodmap/newfloodmap.html"
rel="lightframe[|width: 830px; height: 600px; scrolling: auto;]">View Floodmap</a></p>
```

VIDEO

```
<p class="rtecenter"><a href="http://www.youtube.com/watch?v=Tq6FhRbZfz8" rel="lightvideo"
title="District Celebrates Bike to Work Day"> </a></p>
```

Let's examine each portion of the above code snippet:

- `<p>`: This is a simple container; a `<div>` element can also do the trick
- `href`: Provides input to the Lightbox (instead of `src`)
- `rel`: Set this to "Lightbox" for images; "lightvideo" for videos; or "lightframe" for iFrame/embeds
- `width/height/scrolling`: Set these parameters according to your specific needs – or you can leave it out altogether for video
- `Link text/image`: Use an image or plain text for the user to click on

MULTIMEDIA TYPES

Select the single best description of the Event from the Multimedia Type pulldown menu. Each multimedia type has a 1, 2 or 3 column option.

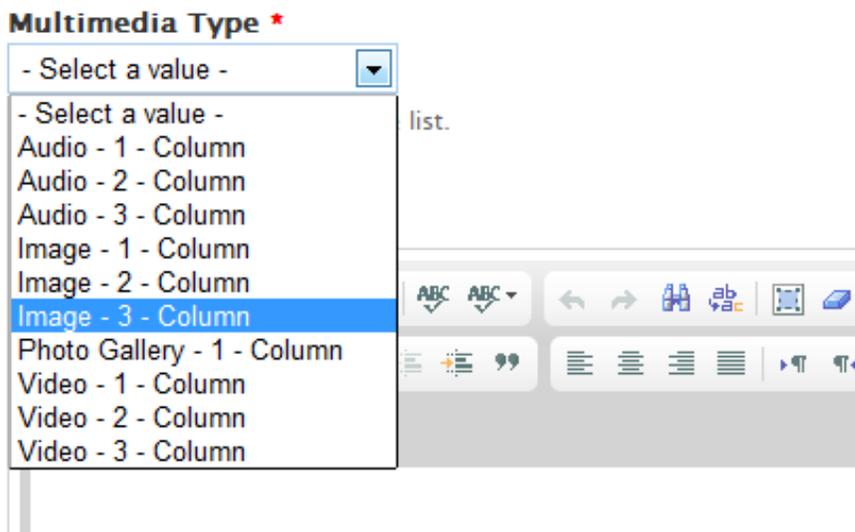
Audio
Video

Gallery

Image

MULTIMEDIA LAYOUT OPTIONS

Your layout options for multimedia are based on type:



For example, Photo Gallery will be displayed as a 1-column layout.

CREATING A PHOTO GALLERY

The District Key Environmental Initiatives

< Previous Next >

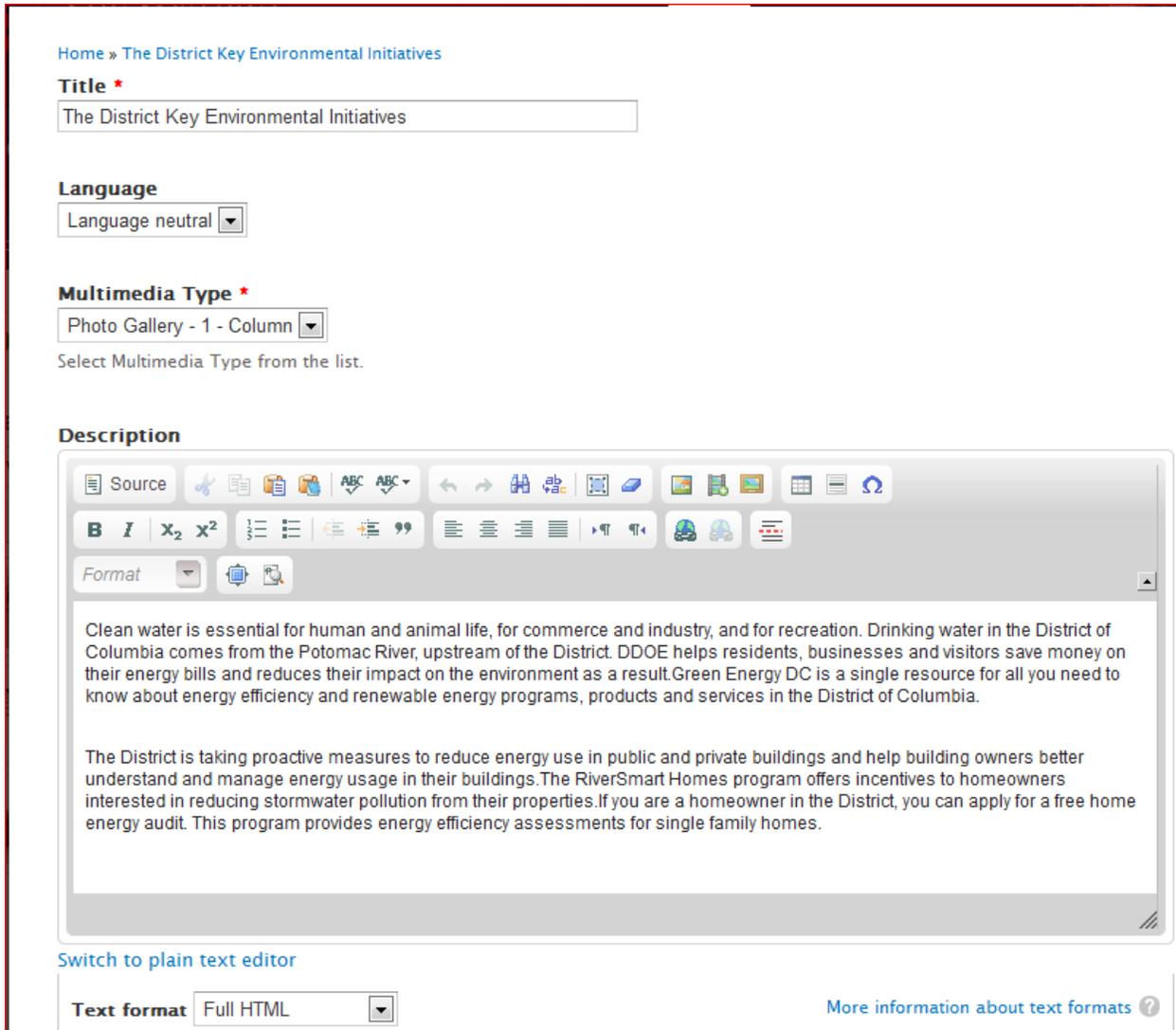
Free Home Energy Audits from DDOE

Clean water is essential for human and animal life, for commerce and industry, and for recreation. Drinking water in the District of Columbia comes from the Potomac River, upstream of the District. DDOE helps residents, businesses and visitors save money on their energy bills and reduces their impact on the environment as a result. Green Energy DC is a single resource for all you need to know about energy efficiency and renewable energy programs, products and services in the District of Columbia.

Photo Galleries are created using the **Multimedia** content type. Before you begin, gather everything you need for the photo gallery:

- Write one or two paragraphs describing the photo gallery. Perhaps the gallery contains photos from a particular event.
- Images (it's best to store these in a folder on your computer). **The large image is 614px wide max.**
- Tile and description of each image.
- You can use the 1-, 2- or 3-column page layout depending on how much screen room you require.
- The Photo Gallery has a **10 image maximum**. If you need more, consider using Flickr or other 3rd party photo galleries and use and iFrame function (describe on **page**)

1. Select Add Content and then the Multimedia content type.



Home » The District Key Environmental Initiatives

Title *
The District Key Environmental Initiatives

Language
Language neutral ▼

Multimedia Type *
Photo Gallery - 1 - Column ▼
Select Multimedia Type from the list.

Description

Source [icons]

B I X₂ X² [list icons] [align icons] [link icons]

Format [icons]

Clean water is essential for human and animal life, for commerce and industry, and for recreation. Drinking water in the District of Columbia comes from the Potomac River, upstream of the District. DDOE helps residents, businesses and visitors save money on their energy bills and reduces their impact on the environment as a result. Green Energy DC is a single resource for all you need to know about energy efficiency and renewable energy programs, products and services in the District of Columbia.

The District is taking proactive measures to reduce energy use in public and private buildings and help building owners better understand and manage energy usage in their buildings. The RiverSmart Homes program offers incentives to homeowners interested in reducing stormwater pollution from their properties. If you are a homeowner in the District, you can apply for a free home energy audit. This program provides energy efficiency assessments for single family homes.

[Switch to plain text editor](#)

Text format Full HTML ▼ [More information about text formats ?](#)

2. Enter the **Title** of the photo gallery.
3. Select the **Photo Gallery – 1 – Column** Multimedia Type.
4. Enter the **Description** of the photo gallery in the Body field.

5. **Upload** all the images for the photo gallery. Enter **Alternate text** and a **Title** for each image. The title will display as a caption for the image.

IMAGE [Show row weights](#)

FILE INFORMATION	OPERATIONS
<div><p></p><p> Water-in-the-District.jpg (40.89 KB)</p><p>Alternate text</p><input type="text" value="Clean Water in the District"/><p>This text will be used by screen readers, search engines, or when the image cannot be loaded.</p><p>Title</p><input type="text" value="Clean Water in the District"/><p>The title is used as a tool tip when the user hovers the mouse over the image.</p></div>	<div><p><input type="button" value="Remove"/></p></div>
<div><p></p><p> HelpWithUtilityBillsImage.jpg (34.49 KB)</p><p>Alternate text</p><input type="text" value="Get Help With Your Utility Bills"/><p>This text will be used by screen readers, search engines, or when the image cannot be loaded.</p><p>Title</p><input type="text" value="Get Help With Your Utility Bills"/><p>The title is used as a tool tip when the user hovers the mouse over the image.</p></div>	<div><p><input type="button" value="Remove"/></p></div>

Add a new file

[Upload](#) | [File browser](#)

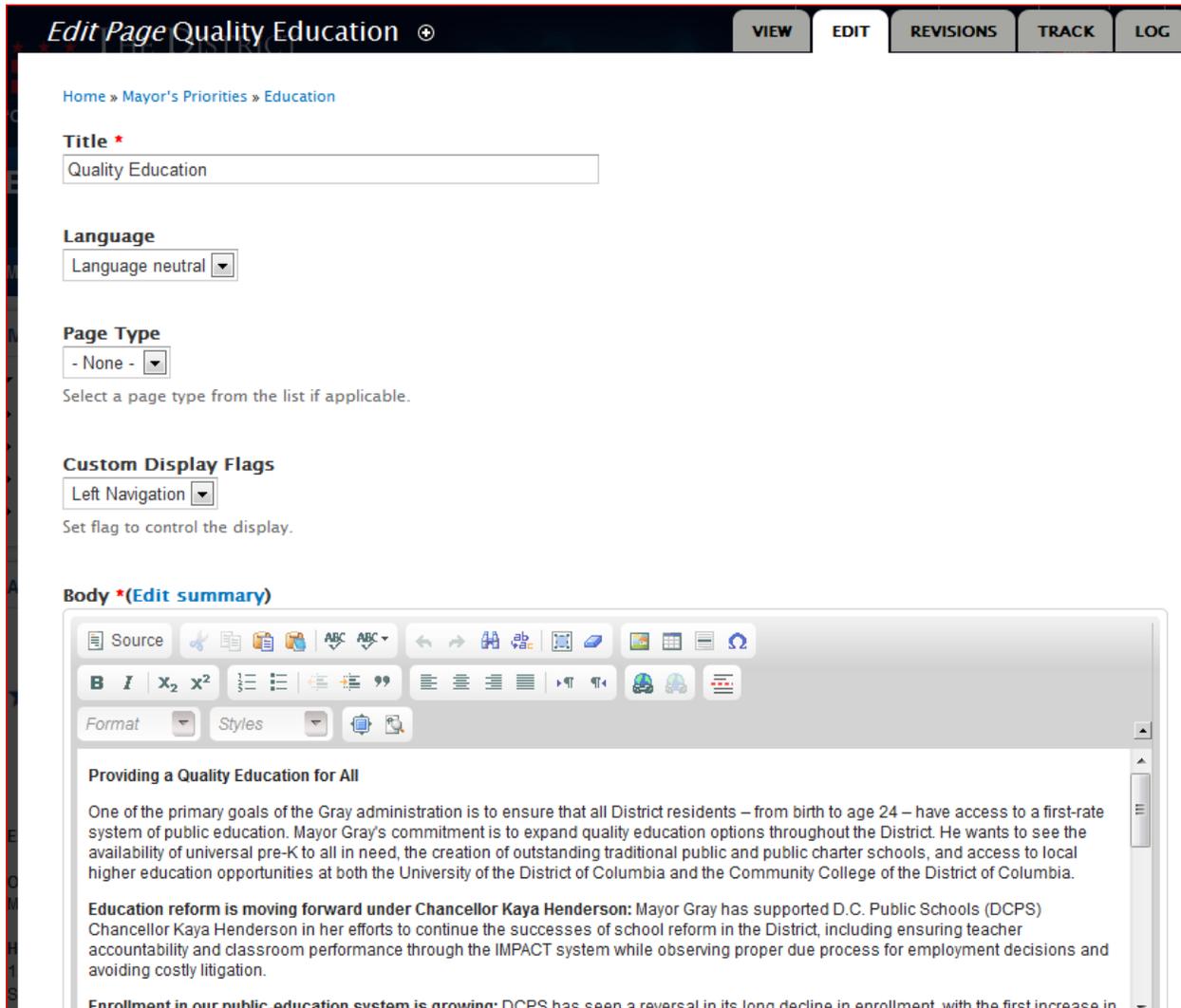
Files must be less than **4 MB**.
Allowed file types: **png gif jpg jpeg**.

6. Enter the other fields then **Preview** and **Save** the photo gallery.

MANAGING PAGE CONTENT

CREATE A PAGE

The Page Content Type is used to create basic web pages:



The screenshot shows the 'Edit Page' interface for 'Quality Education'. At the top, there are navigation tabs: VIEW, EDIT, REVISIONS, TRACK, and LOG. Below the tabs is a breadcrumb trail: Home » Mayor's Priorities » Education. The main form contains several fields:

- Title ***: A text input field containing 'Quality Education'.
- Language**: A dropdown menu set to 'Language neutral'.
- Page Type**: A dropdown menu set to '- None -'. Below it is a note: 'Select a page type from the list if applicable.'
- Custom Display Flags**: A dropdown menu set to 'Left Navigation'. Below it is a note: 'Set flag to control the display.'
- Body *(Edit summary)**: A rich text editor with a toolbar containing icons for source, undo, redo, bold, italic, strikethrough, subscript, superscript, bulleted list, numbered list, link, unlink, image, table, and other formatting options. The editor contains the following text:

Providing a Quality Education for All

One of the primary goals of the Gray administration is to ensure that all District residents – from birth to age 24 – have access to a first-rate system of public education. Mayor Gray's commitment is to expand quality education options throughout the District. He wants to see the availability of universal pre-K to all in need, the creation of outstanding traditional public and public charter schools, and access to local higher education opportunities at both the University of the District of Columbia and the Community College of the District of Columbia.

Education reform is moving forward under Chancellor Kaya Henderson: Mayor Gray has supported D.C. Public Schools (DCPS) Chancellor Kaya Henderson in her efforts to continue the successes of school reform in the District, including ensuring teacher accountability and classroom performance through the IMPACT system while observing proper due process for employment decisions and avoiding costly litigation.

Enrollment in our public education system is growing: DCPS has seen a reversal in its long decline in enrollment with the first increase in

1. Enter a user-friendly, meaningful **Title**
2. For the **Page Type** field, leave the default selection at "None" from the Page Type pulldown menu. We do not use "Program" or "Project".
3. Select **Page Layout Option** (3 Column is the default). See next section for a description of the layout options.
4. Enter **Body** content. Remember to
 - Use the **Paste as Text** option
 - assign H3 and H4 paragraph headers,
 - Use no frivolous formatting (bold, italics, underlines), and
 - Use the WYSIWYG bullets or numbering

5. Select [Edit summary](#) to create a custom summary for this content item
6. Upload a 206 x 155 pixel [Lead Image](#)

FILE INFORMATION

   [Georgetown-University-Theology-class-scaled-to-4-3.jpg](#) (121.22 KB)

Alternate text

This text will be used by screen readers, search engines, or when the image cannot be loaded.

Title

The title is used as a tool tip when the user hovers the mouse over the image.

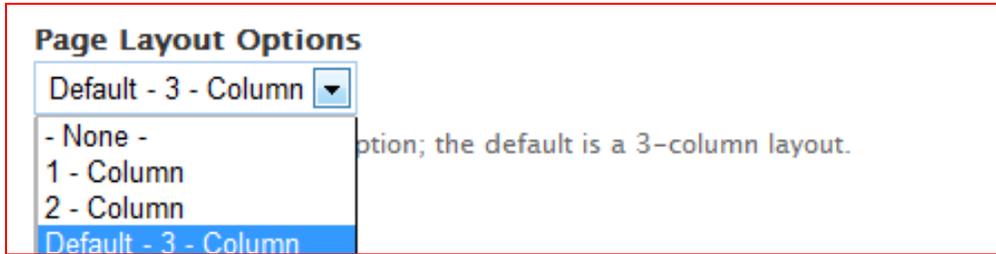
7. Enter the remaining fields; select [Preview](#) and then [Save](#)

PAGE LAYOUT OPTIONS

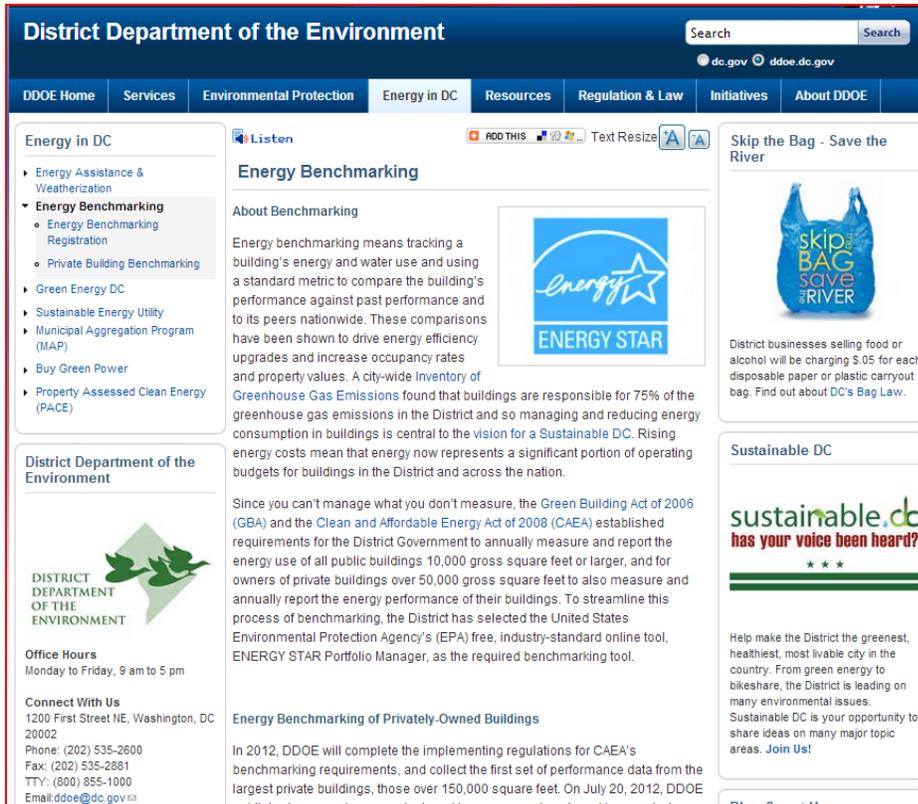
Editors have the ability to select from a variety of Layout Options when creating Biography, Multimedia, Page and Service nodes:

- 1-Column Layout: For use with extra large tables or embedded applications. For use with extra large tables or embedded applications. This option will not display the left navigation and agency block or the right hand Featured Content column.
- 2-Column Layout: For use with large tables. Will not display right column Featured Content blocks.
- 3-Column Layout: This is the default layout. Both left navigation (an agency block) and right Featured Content column will display along with the central content.
- *Note: You may also see an option for "Left Navigation". Ignore this option. We do not use it.*

You can select Page Layouts for Biography, Page and Services:



EXAMPLE 3 COLUMN LAYOUT



EXAMPLE 2 COLUMN LAYOUT

Home
Services
About MPDC
Your Police District
In the Community
Safety & Prevention
Statistics & Data
Get Involved!

[Listen](#)
Text Resize

Statistics & Data

- ▶ Crime Data at a Glance
- ▶ Citywide Crime
- ▶ Crime Totals by District
- ▶ Hate Crimes
- ▶ **Homicide Closure Rates**
- ▶ Juvenile Arrests
- ▶ Crime Map
- ▶ Annual Reports
- ▶ Research and Specialized Reports
- ▶ Request Crime and Activity Data

Metropolitan Police Department

Connect With Us
 300 Indiana Avenue NW, Room 5059,
 Washington, DC 20001
 Phone: (202) 727-9099
 Fax: (202) 727-4106
 TTY: 711
 Email: mpd@dc.gov

Homicide Closure Rates - 2002-2011

	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
Number of Homicides	262	248	198	196	169	181	186	144	132	108
UCR Homicide Clearance Rates	55.6%	60.5%	60.6%	60.7%	64.5%	70.2%	75.3%	75%	78.8%	95.4%

A Note on Homicide Closure Rates and General Homicide Statistics

Information on the agency's annual homicide clearance (closure) rate is published each year in the Metropolitan Police Department's (MPD) Annual Report.

The MPD's homicide clearance rate is calculated, as it is by most police departments in the country, using the Uniform Crime Reporting (UCR) guidelines established by the FBI in the 1930s. These guidelines are the national standard for reporting several categories of crime data, including homicide clearance rates. Nearly 17,000 law enforcement agencies across the United States provide data to the FBI under its UCR program.

Calculation of Homicide Clearance Rate According to UCR Guidelines

Under UCR guidelines, the clearance rate is calculated by dividing the total number of homicide cases closed in a calendar year by the total number of homicides that occurred in that year. The cases closed can be for homicides that occurred in the current year or in the prior years. In other words, some clearances that an agency records in a particular calendar year may pertain to offenses that occurred in previous years. The UCR program measures all of the work that an agency exhausts in closing cases.

Note on Calculating the Annual Number of Homicides

UCR guidelines require that a homicide be counted during the year in which the case is ruled a homicide. In other words, law enforcement agencies are required to count homicide cases resulting from assaults that occurred in previous years. For example, if a person is shot in 2008, but dies in 2011 due to his or her original injuries, this would be counted as a homicide in 2011. In recent years, the department has carried as many as 10 such homicides in a given year.

EXAMPLE 1 COLUMN LAYOUT

Home
Services
About MPDC
Your Police District
In the Community
Safety & Prevention
Statistics & Data
Get Involved!

Locate Police Service Area

This web page provides an overview of police service geographies for given locations in the District of Columbia.

Locate information related to an address by using one of two location types shown below:

Location Types

Address
Street Address

STREET ADDRESS: An address consists of a street number, a street name, and a quadrant (NE, NW, SE, SW). The address number and street name are required. Every address in the MAR has also been assigned an Address Identification Number (AID#) which can be used to retrieve additional data about that address.
Example: 441 4th ST NW

Place
Street Address

PLACE NAME: A place name consists of common place names and public/institutional building names.
Example: "The White House" or "Dupont Circle" or "The Capitol"

CREATING AN “IN THE NEWS” PAGE

Some agencies wish to supplement their Newsroom with a listing of news items/mentions by outside sources. The standard for showing the “AGENCY-ACRONYM In the News” page is as follows:

1. Place it as a Page content item in the “About” tab
2. Create a 3-column table with headings for Date | Source | News Item
3. List news items (ordered by date in reverse chronological order) with links to the external news sources
4. Limit the list (as a rule) to the past 12 months

MANAGING PUBLICATION CONTENT

Edit Publication Clean and Affordable Energy **VIEW** **EDIT** **REPEATS** **REVISIONS** **TRACK** **L**

[Home](#) » [Clean and Affordable Energy Act Quarterly Reports](#)

Publication Title *

Language

Publication Type *

Select Publication Type from the list.

DATE RELEASED

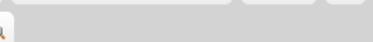
Date

E.g., 03/01/2012
Auto fills with date created but can be overwritten.

Body *(Edit summary)

Source 

B **I** **X₂** **X²** 

Format  Styles 

Quarterly Reports pursuant to sections 210(e) and 211 (e) of the Clean and Affordable Energy Act of 2008, D.C. Law 17-250, effective October 2008,

These reports describe the performance of Energy Assistance Trust Fund and Sustainable Energy Trust Fund programs and expenditures during each quarter and reflect DDOE's continuing commitment to making the District more energy efficient and improving the quality of the environment.

CREATING A PUBLICATION

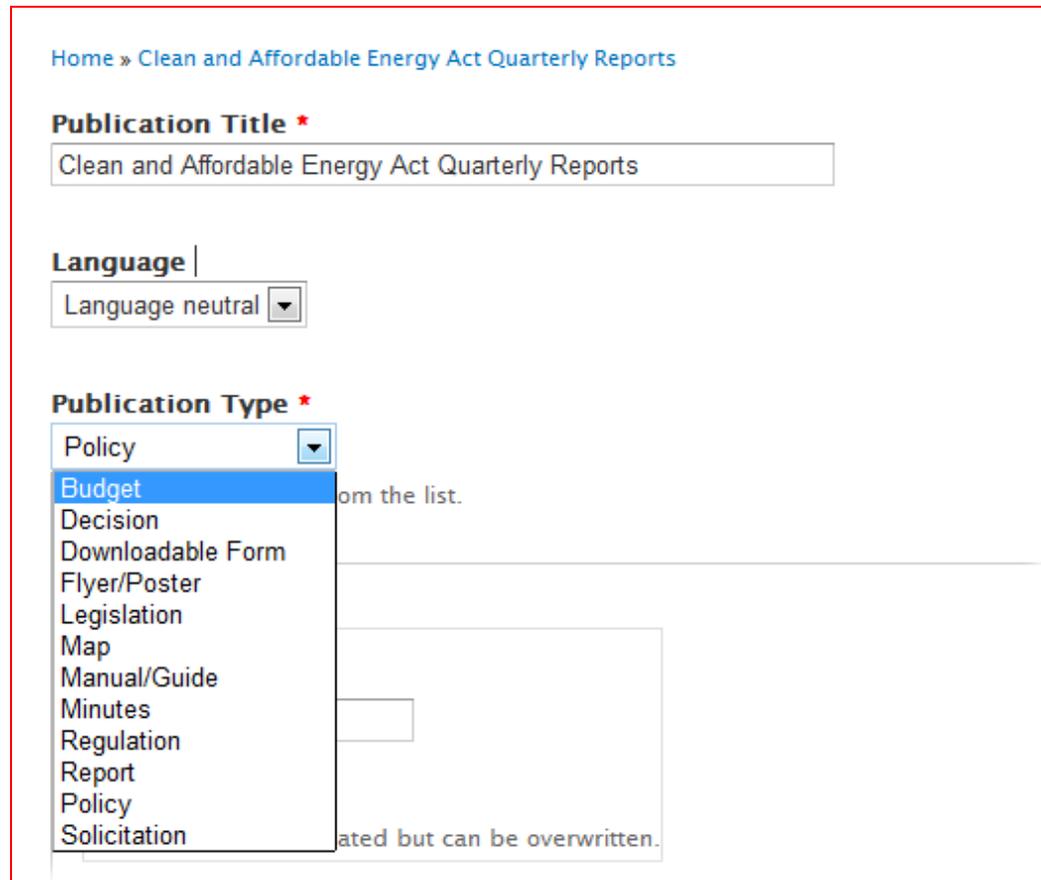
Publication nodes are great for providing meta data and descriptions for a publication or set of related publications.

1. Select [Add Content](#), and then select the [Publication](#) content type.
2. Enter a good Publication Title (be sure to be as descriptive as possible).
3. Select the [Publication Type](#) that best describes your publication.

PUBLICATION TYPES

Select the single best description of the Document from the Publications Type pulldown menu.

Abstract	Budget	Bulletin
Decision	Downloadable Form	Flyer/Poster
Legislation	Letter	Manual/Guide
Map	Minutes	Order
Policy	Recommendation	Regulation
Report	Solicitation	Transmittal



Home » [Clean and Affordable Energy Act Quarterly Reports](#)

Publication Title *

Language |

Language neutral ▾

Publication Type *

Policy ▾

- Budget
- Decision
- Downloadable Form
- Flyer/Poster
- Legislation
- Map
- Manual/Guide
- Minutes
- Regulation
- Report
- Policy
- Solicitation

from the list.

ated but can be overwritten.

- The **Date Released** is automatically populated with today's date, but can be overwritten with a more accurate date that the publication was released. For example, you may be publishing a publication today that was released several months ago. Overwrite today's date with the proper date.

DATE RELEASED

Date

E.g., 03/01/2012

Auto fills with date created but can be overwritten.

- Enter a good description of the Publication in the **Body** field. Edit the summary of needed.

Body *(Edit summary)

Source [Icons]

B I X₂ X² [List icons] [Align icons] [Link icons]

Format [Dropdown] Styles [Dropdown] [Icons]

Quarterly Reports pursuant to sections 210(e) and 211 (e) of the Clean and Affordable Energy Act of 2008, D.C. Law 17-250, effective October 2008,

These reports describe the performance of Energy Assistance Trust Fund and Sustainable Energy Trust Fund programs and expenditures during each quarter and reflect DDOE's continuing commitment to making the District more energy efficient and improving the quality of the environment.

- Attach one or more related publications. Make the **Description** specific, so as to differentiate from the other attachments. Use the same naming conventions.

ATTACHMENT(S)

Browse and upload file(s) of type: pdf, doc, docx, odt, ppt, pptx, pps, ppsx, xls, xlsx. Maximum file size = 10 MB. ALL attachments MUST be for the same publication.

[Show row weights](#)

FILE INFORMATION	DISPLAY	OPERATIONS
<p>✚  CAEA Q1-2012.pdf (784.39 KB)</p> <p>Description</p> <input type="text" value="CAEA Quarterly Report -Q1-2012"/> <small>The description may be used as the label of the link to the file.</small>	<input checked="" type="checkbox"/>	Remove
<p>✚  CAEA Q4-2011.pdf (1.12 MB)</p> <p>Description</p> <input type="text" value="CAEA Quarterly Report -Q4-2011"/> <small>The description may be used as the label of the link to the file.</small>	<input checked="" type="checkbox"/>	Remove
<p>✚  CAEA_Q3-11.pdf (1.15 MB)</p> <p>Description</p> <input type="text" value="CAEA Quarterly Report -Q3-2011"/> <small>The description may be used as the label of the link to the file.</small>	<input checked="" type="checkbox"/>	Remove
<p>✚  CAEA_Q2-11.pdf (1.09 MB)</p> <p>Description</p> <input type="text" value="CAEA Quarterly Report -Q2-2011"/> <small>The description may be used as the label of the link to the file.</small>	<input checked="" type="checkbox"/>	Remove
<p>✚  CAEA_Q1-11.pdf (711.19 KB)</p> <p>Description</p> <input type="text" value="CAEA Quarterly Report -Q1-2011"/> <small>The description may be used as the label of the link to the file.</small>	<input checked="" type="checkbox"/>	Remove
<p>✚  CAEA_Q4-10.pdf (1.49 MB)</p> <p>Description</p> <input type="text" value="CAEA Quarterly Report -Q4-2010"/> <small>The description may be used as the label of the link to the file.</small>	<input checked="" type="checkbox"/>	Remove

- Select the applicable **Disclaimer Type(s)**.
- Select **Preview** and then **Save**.

PUBLICATIONS LISTING OPTIONS

If you choose to list publications, such as Annual or Financial Reports, you have 2 options:

Detailed Publications Listing ([agency].dc.gov/publications) Lists Date, Title, Description (Body), and Attachment file. If there is a description of the file, that description will be listed instead of the file name.

Publications

Start Date	End Date	Keyword/terms	Type
<input type="text"/>	<input type="text"/>	<input type="text" value="examination rep"/>	<input style="border: 1px solid #ccc;" type="text" value="Report"/>
<small>E.g., 2012-11-15</small>	<small>E.g., 2012-11-15</small>		

Sort by	Order	
<input style="border: 1px solid #ccc;" type="text" value="Title"/>	<input style="border: 1px solid #ccc;" type="text" value="Asc"/>	<input type="button" value="Search"/>

12/31/2008	Acacia Life Insurance Company Final examination report for Acacia Life Insurance Company	FINR	
<ul style="list-style-type: none"> • acacia_2008_final_report.pdf - 451.09 KB (pdf) 			
<hr/>			
12/31/2004	Acacia Life Insurance Company Final examination report for Acacia Life Insurance Company	FINR	
<ul style="list-style-type: none"> • Acacia_2004.pdf - 1.52 MB (pdf) 			
<hr/>			
09/15/2003	Acacia Report Final market conduct examination report for	MCE	
<ul style="list-style-type: none"> • Acacia_Final_Report_9_15_05.pdf - 1.31 MB (pdf) 			
<hr/>			
12/31/2007	Advantage Healthplan, Inc. Final examination report for Advantage Healthplan, Inc.	FINR	
<ul style="list-style-type: none"> • advantag_exam_report_12-31-07.pdf - 216.81 KB (pdf) 			
<hr/>			
12/31/2008	Aegis Healthcare Risk Retention Group, Inc., Examination Report for Aegis Healthcare Risk Retention Group, Inc.	CIRRG EXR	
<ul style="list-style-type: none"> • dc115-f19_aegis_2008.pdf - 1.32 MB (pdf) 			

Simple Publications Listing ([agency].dc.gov/publications-list) Displays publication Date and Title only.

Publications List

Start Date **End Date** **Keyword/terms** **Type**

E.g., 2012-11-15 E.g., 2012-11-15

Sort by **Order**

12/31/2008	Acacia Life Insurance Company
12/31/2004	Acacia Life Insurance Company
09/15/2003	Acacia Report
12/31/2007	Advantage Healthplan, Inc.
12/31/2008	Aegis Healthcare Risk Retention Group, Inc.,
12/31/2008	Amalgamated Casualty Insurance Company
12/31/2005	AMERIGROUP Maryland, Inc.
12/31/2005	Ameritas Acacia Privacy Report
12/31/2003	Aon Risk Services, Inc. of Maryland
12/31/2005	AssureCare, a Risk Retention Group

1 2 3 4 5 6 7 8 9 next › last »

MANAGING RELEASE CONTENT

CREATING A RELEASE

1. Select [Add Content](#), and then select the [Release](#) content type.
2. Enter a good [Headline](#) and [Subheadline](#).
3. Select the [Release Type](#) that best describes your release.

RELEASE TYPES

Select the single best description of the content from the Release Type pulldown menu.

Advisory

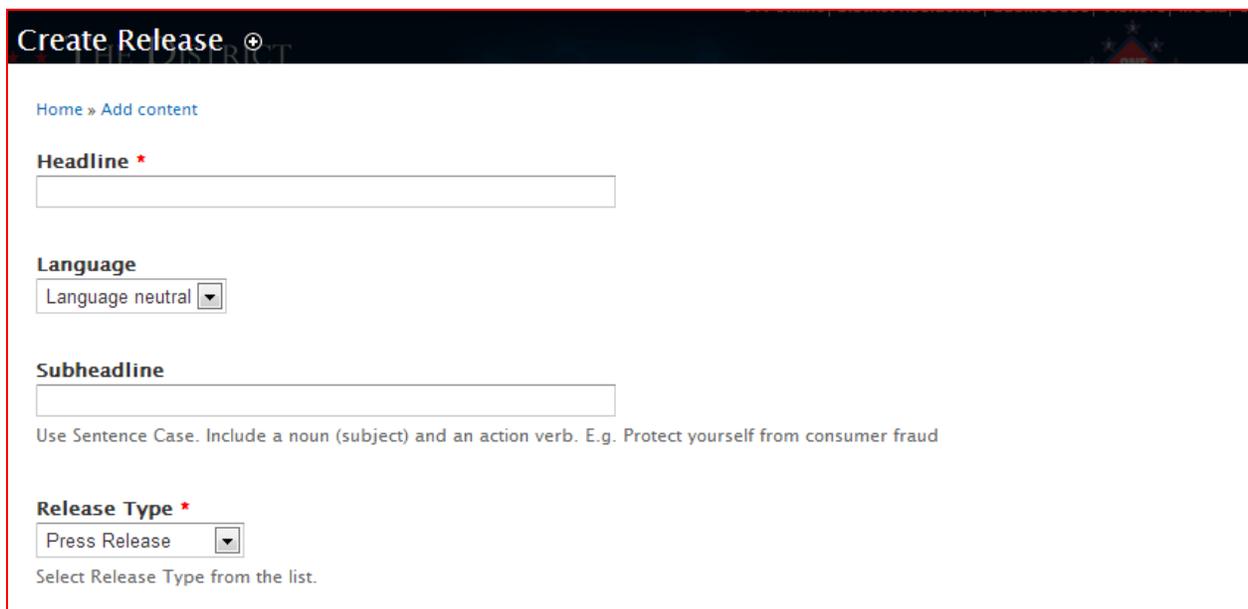
Job Announcement

Newsletter

Press Release

Statement

Testimony



Create Release ⊕

[Home](#) » [Add content](#)

Headline *

Language

Language neutral ▾

Subheadline

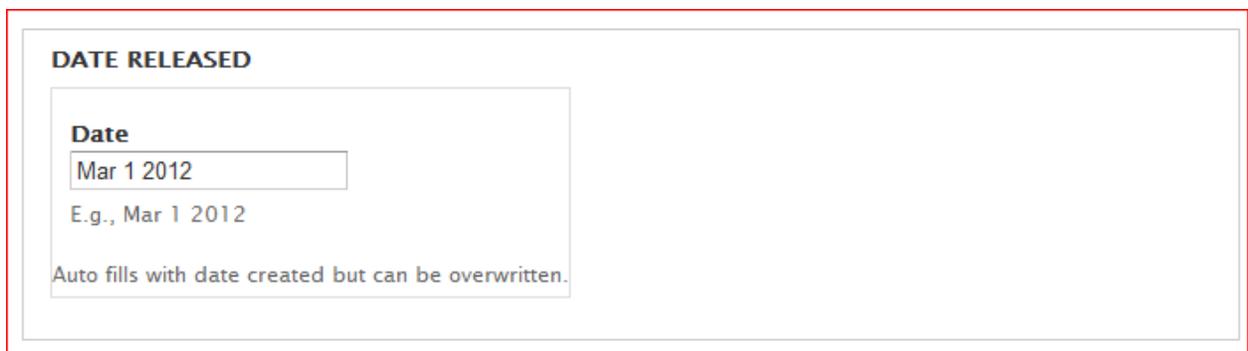
Use Sentence Case. Include a noun (subject) and an action verb. E.g. Protect yourself from consumer fraud

Release Type *

Press Release ▾

Select Release Type from the list.

4. The [Date Released](#) is automatically populated with today's date, but can be overwritten with a more accurate date that the publication was released. For example, you may be publishing a release today that was released several months ago. Overwrite today's date with the proper date.



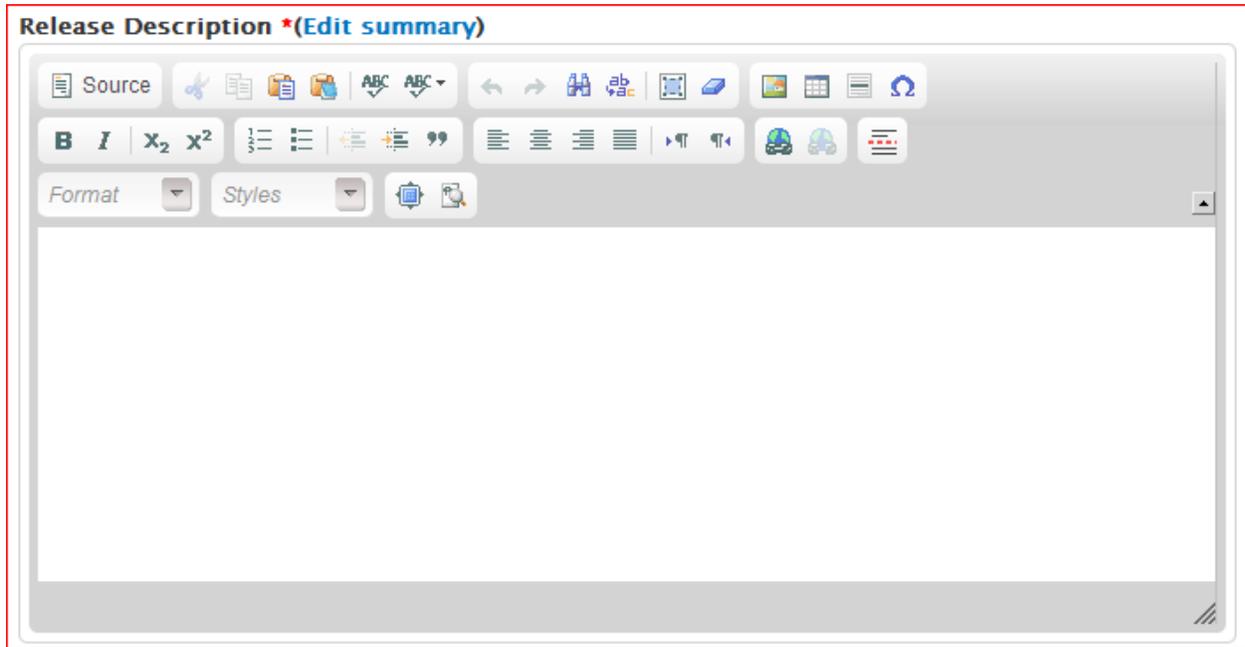
DATE RELEASED

Date

E.g., Mar 1 2012

Auto fills with date created but can be overwritten.

5. Enter the Release Description. Edit the summary as necessary.



6. Upload a Lead Image if applicable.
7. Upload an Attachment if applicable.
8. Select [Preview](#) and then [Save](#).

AGENCY NEWS

FEATURED NEWS

On the home page, the 10 most recent items (regardless of Release Type) in the News Room will display as Featured News on the Agency Home Page.

The screenshot shows the DC DMV website home page. At the top is a blue header with the 'Department of Motor Vehicles' title, a search bar, and social media links. Below the header is a navigation menu with categories like 'DMV Home', 'Services', 'Online Services', etc. The main content area features a large banner for 'Skip the Trip' with a 'Learn More' button. Below the banner are three columns of service information: 'DMV Service Locations', 'Top Online Services', and 'New to the District?'. A 'Featured News' section is highlighted with a red border, containing a list of recent news items with dates and titles. To the right is a 'DMV Twitter Feed' showing recent tweets. At the bottom, there is a 'Department of Motor Vehicles' contact information box and a 'Grade Your Government' logo.

NEWS ROOM

The default display for the News Room shows items (of Release Type “Press Release”) in Descending Date order.

311 Online | District Residents | Businesses | Visitors | Media | Online Services

THE DISTRICT OF COLUMBIA
"One City, One Future"

Mayor VINCENT C. GRAY

Department of Motor Vehicles

Search [] Search

dc.gov dmv.dc.gov

DMV Home Services Online Services Know Before You Go Driver/ID Card Vehicles Adjudication Business About DMV

ADD THIS Text Resize

News Room

Start date [] End date [] Keyword/terms [] Type [- Any -]

E.g., 2012-11-16 E.g., 2012-11-16

Sort by [Date] Order [Desc] [Apply] [Reset]

- Any -
- Any -
- Advisory
- Job Announcement
- Newsletter
- Press Release
- Testimony

11/05/2012	Public Hearing On B19-1013, Safety-Based Traffic Enforcement Amendment of 2012
10/30/2012	District DMV Locations OPEN Wednesday, October 31, 2012
10/22/2012	Motorized Bicycle Amendment Act and the Excise Tax Amendment
09/21/2012	District DMV Locations to Close for Columbus Day Holiday
09/13/2012	District DMV Inspection Station to Close at 10 am on Saturday, September 15, 2012
08/30/2012	District DMV Locations to Close for Upcoming Labor Day Holiday
08/27/2012	DMV Inspection Station Winter Hours
08/27/2012	DMV Facilities Will Be Closed for the Labor Day Holiday
05/23/2012	Driver Privacy Protection Amendment, Immobilization Amendment, Ignition Interlock Amendment
05/23/2012	DMV Memorial Day Closure and Start of Inspection Station Summer Hours

1 2 3 4 5 6 7 next > last »

Service Center Webcams

Know before you go! Check out our Waiting Area Webcams.

Skip the Trip!

WASHINGTON, DC
DMV ONLINE SERVICES
TAXATION WITHOUT REPRESENTATION

- Online Services

Donate Life

DONATE

MANAGING SERVICE CONTENT

IDENTIFYING SERVICE NODES & TYPES

Definition: A service is a basic **transaction** where the District Government delivers something of value or benefit to the public. On the DC.Gov portal, content identified as a Service needs to clearly describe the **action** that the end user can engage in to be the recipient of this benefit.

The service transaction is often supported by **service details** such as:

- Background information
- Instructions
- Checklists
- Required Documents

Some top-level **services**, such as “**Driver License Services**”, may be comprised of various **sub-services**:

- Obtain a Driver License
- Converting an Out-of-State License
- Renew a Driver License
- Duplicate Driver License
- GRAD License (for drivers under age 21)

Use the **Service** content type for top-level services, sub-services and service details, and qualify the relationship between Service nodes by selecting the proper **Service Type**:

- **Service:** a stand-alone top-level service (i.e. has no parent) “**Obtain a Driver’s License**”
- **Sub-service:** a *child* of a top-level service that can also stand on its own, such as “**Schedule an Appointment for Driving Test**”
- **Service details:** *details* of a particular service and cannot stand on its own. “**Driver License Fees**”, for example.

In the future all of these types of service nodes will be bound together by their **relationships**:

- A top-level service node “**is a parent of**” a sub-service
- A service details node “**is details of**” a top-level service or sub-service

All relationships are reciprocal.

CREATING A SERVICE PAGE

Before creating a service node, make sure to create any service details or related sub-service nodes first.

1. Select **Add Content** and then the **Service** content type
2. Enter the **Title** and **Directory/Mobile Title** of the service
3. Select the **Service Type**. In this case, a top-level service, so select the **Service** Service Type
4. In the **Service Details** node reference block, enter all the **service details** nodes that will be displayed in the Body of this service detail node, under the heading **Service Details**
5. In the **Related Services** node reference block, enter all the **sub-service** nodes that will be displayed in the Body of this service detail node, under the heading **Related Services**

The screenshot shows the 'Edit Service' form for 'Air Quality Monitoring and Assessment'. The breadcrumb trail is: Home » Environmental Protection » Air Quality » Air Quality Monitoring and Assessment. The form includes the following fields:

- Service Name ***: Text input containing 'Air Quality Monitoring and Assessment'.
- Language**: Dropdown menu set to 'Language neutral'.
- Directory/Mobile Title ***: Text input containing 'Air Monitoring (MAB)'. Below this field is a note: 'Enter the title as it should appear on the mobile or directory display. Do not use action verbs. List by topic, include the most important word first and be specific. For example: 'Register your Vehicle' should be 'Vehicle Registration.' 'License Applications' for ABRA should be 'Licenses, Alcoholic Beverage Regulation.'
- Service Type ***: Dropdown menu with 'Service' selected. A tooltip shows options: 'Service', 'Service Details', and 'Sub-service'.
- SERVICE DETAILS:** A section with a search input field and a 'Show row weights' link. Below the input is the instruction: 'Start typing a word from the title of the service details content item you would like to relate.' and an 'Add another item' button.
- RELATED SERVICES:** A section with a search input field and a 'Show row weights' link. Below the input is the instruction: 'Start typing a word from the title of the related service content item you would like to relate.' and an 'Add another item' button.

See display details below.

SERVICE RELATIONSHIPS

A **parent** Service page (top-level or sub-service) will display two possible node references under the **Service Description (Body)**:

- Service Details (service_details): **"Service Details:"**
- Sub Services (related_services): **"Related Services:"**
 This relationship is one-way currently, and should be fine. Going forward all relationships will be two-way.

It is important that you build out the service details in a bottom-up fashion. That is, first create the service details nodes, then the sub-services (if any) and then the top-level service.

SERVICES LISTING PAGE (/SERVICES)

The Services listing page shows (at a glance) a full list of top-level services provided by your Agency.

The screenshot shows the 'Services' section of the District Department of the Environment website. It features a list of services with callouts explaining their components:

- Service Title (links to Service page):** Points to the title of the 'Air Quality Monitoring and Assessment' service.
- Default Thumbnail (no lead image):** Points to the default thumbnail image for the 'Air Quality Monitoring and Assessment' service.
- Summary (customized or pulled from Body):** Points to the summary text for the 'Eco-Friendly Living' service.
- Service Thumbnail (from lead image):** Points to the thumbnail image for the 'Energy Assistance - Feature' service.

The services listed include:

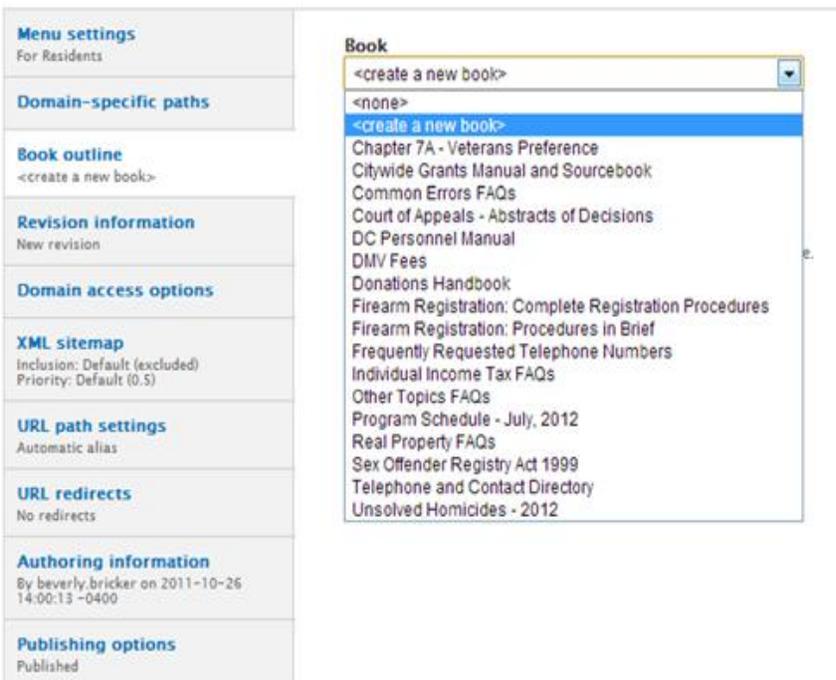
- Air Quality Monitoring and Assessment:** The Monitoring and Assessment Branch (MAB) is a collection of scientists, technicians and specialists who measure pollutants in the District's ambient air.
- Anacostia River Environmental Fair:** For students in grades 5-12, teachers and the community.
- Application Services:** Get information on applying for certification and licensing across several environmental issues, including air quality, hazardous waste, and water quality.
- Controlling Air Pollution:** The District is continually working with industry and the public to develop new solutions to the pollution problem that balance concerns about cost and public health.
- Eco-Friendly Living:** Making District homes environmentally healthy. Our programs and services help you save energy and money, protect the natural environment, and improve the quality of life.
- Energy Assistance - Feature:** DDOE helps residents, businesses and visitors save money on their energy bills and reduces their impact on the environment as a result.
- Eco-Friendly Living:** Making District homes environmentally healthy. Our programs and services help you save energy and money, protect the natural environment, and improve the quality of life.
- Energy Assistance - Feature:** DDOE helps residents, businesses and visitors save money on their energy bills and reduces their impact on the environment as a result.
- Eco-Friendly Living:** Making District homes environmentally healthy. Our programs and services help you save energy and money, protect the natural environment, and improve the quality of life.

USING THE BOOK MODULE

The Book Module is used when you want to create a self-contained “collection” of pages that has its own navigation and is set up in an index format with Chapters and Sub-Chapters. One advantage of the Book Module is that the “Printer-Friendly” version allows the user to print the entire book as one, easy-to-read document. The disadvantage is that the navigation of a book is not integrated with the overall site left nav.

CREATING BOOKS

1. Create the content of your top level page. The content type can be either a Page or a Service.
2. At the bottom of the Edit page, select [Book Outline](#) and [Create New Book](#).
3. [Preview](#) and [Save](#) the page.



4. Add “child” pages by either of two methods:
 - 1) Use the [Add Child Page](#), which will give you a blank “Create Child Page” Drupal Entry form to add content, or
 - 2) Using the same method as above, assign your existing pages to your new book from the [Book Outline](#) dropdown menu.

EXAMPLE BOOKS:

- DMV uses the Book Module to bind together all of their tables of fees.
<http://dmv.dc.gov/book/dmv-fees>

The screenshot shows the DC DMV website with a navigation menu at the top. The main content area features a 'Book Index Navigation' callout pointing to the 'Parking Permit / Reciprocity Fees' section. This section contains a table of fees and a 'Payment and Credit Cards' section. Other callouts include 'Next/Back/Up Navigation' pointing to the navigation links at the bottom of the table, and 'Book Index Navigation' pointing to the left sidebar menu.

DMV Fees

- Driver License Fees
- Vehicle Registration Fees
- Vehicle Inspection Fees
- Vehicle Tag Fees
- Vehicle Title Fees
- Parking Permit / Reciprocity Fees**
- Dealer and Commercial Vehicle Fees
- Insurance Record Fees
- Booted/Towed Vehicle Fees

Parking Permit / Reciprocity Fees

Residential/Reciprocity	Fee
Reciprocity Sticker (Students)	\$338.00/year
Reciprocity Sticker (Temporary DC Resident/Non-Renewable)	\$250.00/6 months
Reciprocity Sticker (Military, Presidential Appointees and Members of Congress)	\$50.00/year
Reciprocity Sticker (Diplomat)	\$50.00/year
Residential Parking Permit	\$35.00/year
Residential Parking Permit (Seniors, 65 or Older)	\$25.00/year

Payment and Credit Cards

- DMV accepts payments in the form of cash, money order, or credit card.
- DC Government accepts VISA, MasterCard, and Discover credit cards. DC Government does not accept American Express credit cards.
- All outstanding debts (child support payments, outstanding tickets, and dishonored checks) to the DC Government must be satisfied before completing most of your DMV transactions.

Navigation: < Vehicle Title Fees up Dealer and Commercial Vehicle Fees >