

DIGITAL CULTURE BOOKS

A collaborative imprint of the University of Michigan Press and
the University of Michigan Library



SITE DOCUMENTATION

Executive Summary

As a preliminary step in the creation of a digital publishing model, the Scholarly Publishing Office (SPO) and the University of Michigan Press (UM Press) have partnered with the University of Michigan School of Information (SI). The result of this collaboration is a website, <http://dcb.cms.si.umich.edu>¹, which was created using an open-source content management system called Drupal. Four SI students created the site during the Winter 2007 semester under the supervision of Professors Mark Ackerman and Paul Resnick.

The site itself is comprised of several key features. First, it allows registered users access to content from three digitally published books, *The Best of Technology Writing 2007*, *Wiki Book*, and *The Electronic Antidote*. The site also creates a dynamic community around published content by allowing users to tag book sections, comment on books in a discussion forum, interact with authors who are actively blogging on the site and contribute through their own on-site blog, as well as many other exciting features. In the future, the site will allow users to purchase on-demand print versions of the digital content. The following document provides an overview of the site including technical documentation for both content managers and site administrators, and concludes with recommendations for further project site development.

The screenshot shows the homepage of the Digital Culture Books website. At the top, the title "Digital Culture Books" is displayed in a large, serif font, with a subtitle "A collaborative imprint of the University of Michigan Press and the University of Michigan Library" below it. A navigation bar contains links for Home, About, Events, Featured Books, and Discussion. The main content area is divided into several sections:

- User login:** Includes fields for Username and Password, a Log in button, and links for "Create new account" and "Request new password".
- Best of Technology Writing 2006:** Features a book cover image, the title, author "Koerner, Brendan I.", publisher "Ann Arbor: University of Michigan Press and University of Michigan Library, c2006.", and a "Read the book" link.
- Wiki Book:** Shows a globe icon, the title "Wiki Book", authors "Many Authors", publisher "Ann Arbor: University of Michigan Press and University of Michigan Library, c2007.", and a "Read the book" link.
- Upcoming events:** Lists "Graduation!! Congratulations Class of 2008!" with a duration of "(31 days) (event)" and a "more" link.
- Recent blog posts:** Lists several posts such as "Site Log", "It's alive!!", "First Blog", "TinyMCE", and "I'm checking the comments module", with a "more" link.
- Recent Discussion:** Lists discussion topics like "What is outlandish about gaming?", "What is being bleeped and zapped?", "What is Nupedia", "What is this all about", and "New topic for Origins", with a "more" link.
- tags in all books:** Lists various tags including "about education ethics history introduction justice non-techy old chapter social networking technology techy wiki".
- Weekly Archives:** Lists date ranges for weekly content, such as "03/18/07 - 03/24/07".
- Navigation:** Includes a "Contribute" button.

University of Michigan Press Scholarly Publishing Office
Copyright © 2007 University of Michigan Press + University of Michigan Library.

¹ The final URL for this website will be digitalculture.org. At the time of writing, the site has not yet been migrated.

Acknowledgements

DIGITAL CULTURE BOOKS

Site Development, Support and Training

A School of Information Project Developed By:

Farah Faisal
Mike Schleif
Sheri Washington
Jeremy York

In conjunction with:

- The University of Michigan Press
- The Scholarly Publishing Office (SPO) of the University of Michigan Library

We would like to express our thanks to Maria Bonn, Director of the Scholarly Publishing Office at the University of Michigan Library, Kevin Hawkins, Electronic Publishing Librarian at the Scholarly Publishing Office, Alison Mackeen Digital Culture editor for the University of Michigan Press, and Jim Reische, Political Science and Executive Editor for the University of Michigan Press, for their willingness to meet with us and offer valuable feedback throughout the development process. We would like to thank Shana Kimball, Electronic Projects Editor for the Scholarly Publishing Office and project manager for the *digitalculturebooks* project in particular, for perusing our copious documentation and meeting to discuss minute details of the project on a moment's notice. This sustained contact helped us to focus our efforts and develop a fully functional site.

Our support team from the SI side has included the instructors of the course, Professors Paul Resnick and Mark Ackerman, Cory Knobel, Graduate Student Instructor for the class, and Michael Hess, consultant and Drupal installation manager. A special "thank you" goes to Scott Trudeau, our Drupal mentor outside of the School of Information, who was on-call for us and provided valuable support at several key stages of the project.

Thank you!

© The University of Michigan
School of Information
Ann Arbor, MI 48109
Phone 734.764.1817

Introduction

digitalculturebooks.org is an imprint of the Michigan Digital Publishing Initiative (MDPI), a collaboration between the University of Michigan Press and the University of Michigan Library.² It is an "experimental publishing strategy with a strong research component" that seeks to publish "innovative and accessible work about the social, cultural, and political impact of new media."³

An example of this "innovative and accessible work" is the *Best of Technology Writing* series they have recently launched. Its goal is to bring together communities of differing expertise and knowledge about technology through writing that appeals to both "bookworms and gearheads alike." It encourages the publication of materials that transcend traditional norms of tech writing encountered in journals such as *Wired* and *Technology Review*.⁴ Brendan Koerner, editor of *The Best of Technology Writing 2006*, writes: "With all due respect and love to Slashdot, the Google of geekdom, we didn't want writing for the Slashdot crowd; we wanted writing that might bring a mainstream audience a little closer to (someday) appreciating Slashdot itself."⁵

Through series such as these and technologies enabling group participation and collaboration, *digitalculturebooks* hopes to engage users from a variety of backgrounds and interests in community involvement surrounding the content it publishes. Its aims, as stated on the *digitalculturebooks* website, are to:

1. Develop an open and participatory publishing model that adheres to the highest scholarly standards of review and documentation;
2. Study the economics of Open Access publishing;
3. Collect data about how reading habits and preferences vary across communities and genres;
4. Build community around [its] content by fostering new modes of collaboration in which the traditional relationship between reader and writer breaks down in creative and productive ways.⁶

The aims of the MDPI itself are to:

- Develop a model for press/library collaboration at Michigan and elsewhere;
- Showcase and extend Michigan's leading role in the development of digital resources;
- Encourage and participate in a national dialogue about the future of scholarly communication.

The Project

In order to achieve these goals and further the mission of MDPI and the *digitalculturebooks* collaboration, *digitalculturebooks* engaged our project team to do the following:

- Analyze the current site (www.digitalculture.org) and their first online book, *The Best of Technology Writing 2006*;
- Consult with them about adding interactive features and building community around their content;
- Implement these features, and
- Suggest mechanisms for collecting and reporting data about user preferences, responses, and needs in the context of online books. (*digitalculturebooks* Project Proposal for SI 631)

² *digitalculturebooks* "About" page <<http://www.hti.umich.edu/d/dculture/about.html>>

³ See *digitalculture* main page <<http://digitalculture.org>>

⁴ Koerner, Brendan I. "Introduction." *The Best of Technology Writing 2006*. University of Michigan Press and University of Michigan Library.

⁵ Ibid.

⁶ *digitalculturebooks* "About" page <<http://www.hti.umich.edu/d/dculture/about.html>>

The result is a new *digitalculturebooks* website (dcb.cms.si.umich.edu). The following documentation provides detailed information about the site through step-by-step instructions for installing, configuring, and using the site. It also includes documents that, though they do not explain how to use the site, were instrumental in the development process. These are the site's information architecture, an explanation of the Drupal modules that are used on the site, an analysis of the key project stakeholders, a workflow analysis including the different roles and responsibilities of users of the site, and personas and scenarios of use of the site. The concluding section is a set of recommendations for how to continue the work and improve the site in the future.

Table of Contents

Executive Summary	i	Title page setup	39
Acknowledgements	ii	Configuring a Table of Contents	41
Introduction	iii	Creating Menu Items	41
SITE ADMINISTRATORS			
Overview of Site Use	1	Constructing book hierarchy	42
Administrative Overview	6	Adding Book Content	
Information Architecture	7	Upload MS Word text	43
Content types created for DCB	8	Format Footnotes	43
DCB Modules	10	Upload and insert images	45
Installing Drupal and the DCB site		Configure page settings	48
Drupal 4.7	13	Preview the Page	49
Drupal 5.x	14	Add new Chapter or Section	49
Upgrade from 4.7 to 5.x	15	Display the Table of Contents	
Transferring site to new server	16	Configure menu blocks	50
Initial site setup		Change menu configuration	51
Access Controls	17	Add Tagging Vocabulary	52
Permissions	18	<i>Configuring Front Page and Featured Books</i>	
Input Formats	21	Panels Module	53
User Management		Add and remove FP blocks	53
User account configuration	22	Create new FP block	53
Deleting users from DCB site	22	Change FP block configuration	55
Adding author Profiles	22	How to Style a block	55
Enable Clean URLs	23	Add a Forum	
Create and Edit primary links	23	Add Views for Forums	56
Edit Breadcrumbs	25	<i>Configuring features on the site</i>	
Change Themes	26	Adding an Event	58
For DCB site and users		Configure Navigation Menu	58
Security and Site Maintenance	27	Configuring Blocks	58
CONTENT MANAGERS			
<i>Adding a Book</i>			
Add content type	28	How to style a Block	59
Settings for new content type	31	Administer Views	60
Content type Access Controls	33	A P P E N D I C E S	
Configure Node Reference	34	(A) DCB Blocks	61
Configure comment visibility	36	(B) Stakeholder Analysis	64
Upload Book images	37	(C) Roles, Responsibilities & Workflows	71
Add Image Gallery	37	(D) Scenarios and Personas	76
Add images	38	(E) Recommendations	84

This page is intentionally blank.

Overview of Site Use

Digitalculturebooks is much more than a digital publishing imprint for the latest books exploring the intersection of technology, culture, and political issues. It is a complete environment that employs the latest Web 2.0 technologies to transform each book into an interactive world – a world where a book’s publication is only the beginning and the rest is up to you!

The Home Page provides a portal to all the different areas of the site: Featured Books, Upcoming Events, Author Blog posts, Recent Discussion, and the tags, or subject headings, users have created to describe portions of a book.

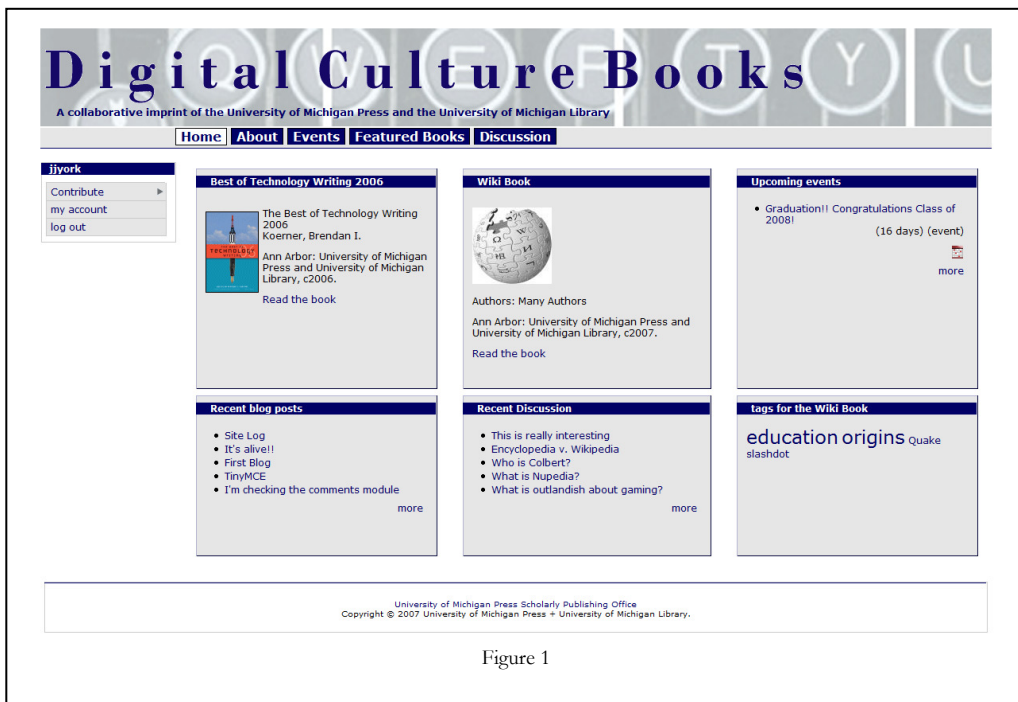


Figure 1

Each book has a title page which includes a table of contents in the left sidebar and a “tag cloud”, showing the tags that users have added, on the right.

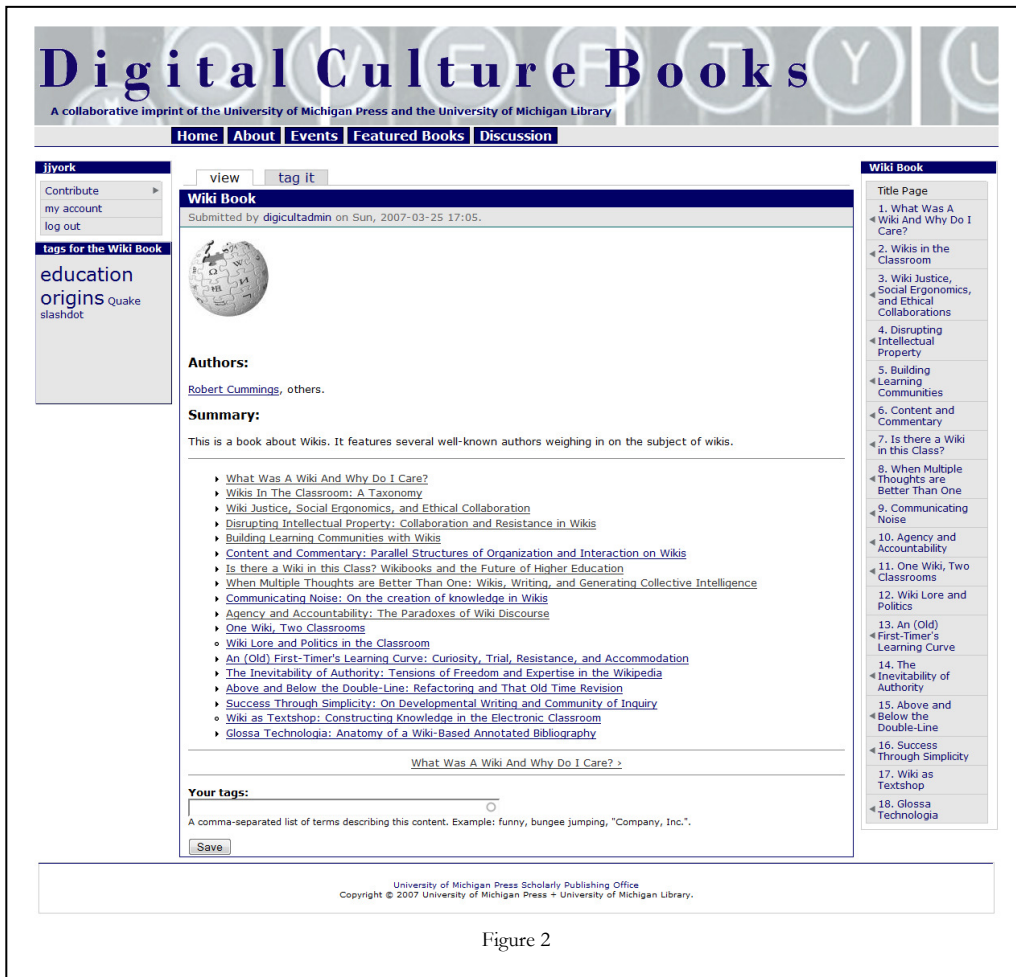


Figure 2

From here, users can access the profiles and blogs of authors . . .

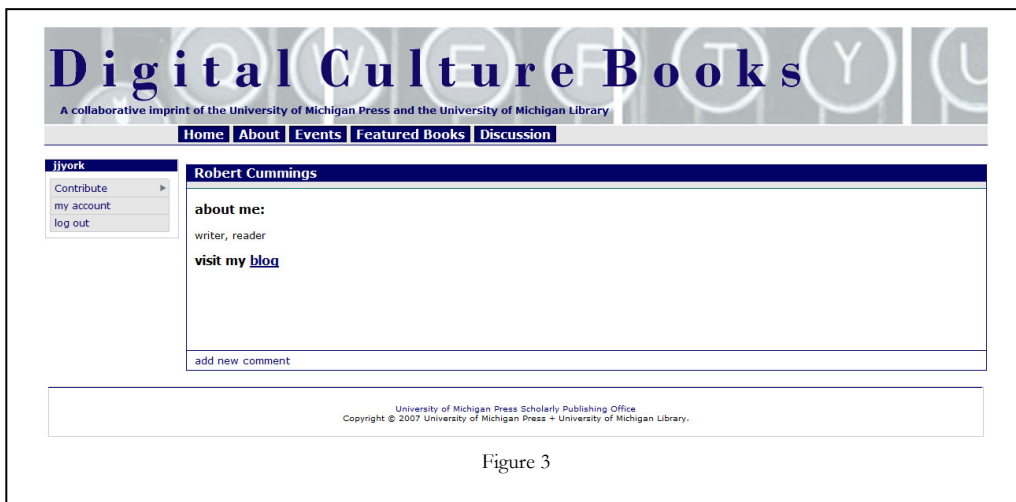


Figure 3

... or read the book. Sections of the book can be tagged by clicking on the “tag it” tab or entering tags into the “your tags” field at the bottom the page. They can also be commented on by choosing the “add new comment” link that appears at the end of each section. All reader-contributed tags for this page appear in a block in the upper right, and reader comments in the left sidebar.

The screenshot shows the Digital Culture Books website interface. At the top, the title "Digital Culture Books" is displayed in a large, serif font, with a subtitle "A collaborative imprint of the University of Michigan Press and the University of Michigan Library" below it. Navigation tabs for "Home", "About", "Events", "Featured Books", and "Discussion" are visible. The main content area is titled "Nupedia to Wikipedia" and includes a submission date of "Submitted by digicultadmin on Sun, 2007-03-25 18:35." The text discusses the history of Nupedia and its transition to Wikipedia, mentioning Jimmy Wales and the year 1995. A "Your tags:" field is present with a "Save" button. A "Footnotes" section contains three references. On the left sidebar, there are sections for "Ijyork" (with links for "Contribute", "my account", "log out"), "Discussion on this page", "What is Nupedia?", and "Encyclopedia v. Wikipedia". On the right sidebar, there are "tags for Nupedia to Wikipedia" and a "Wiki Book" section with a list of 18 items.

Figure 4

Once the “add new comment” link is clicked, a pop-up form appears. Here readers enter the thoughts and opinions they have about the selection they have just read. They also select the discussion forum they wish their comment to be part of and enter the title of the section they are commenting on.

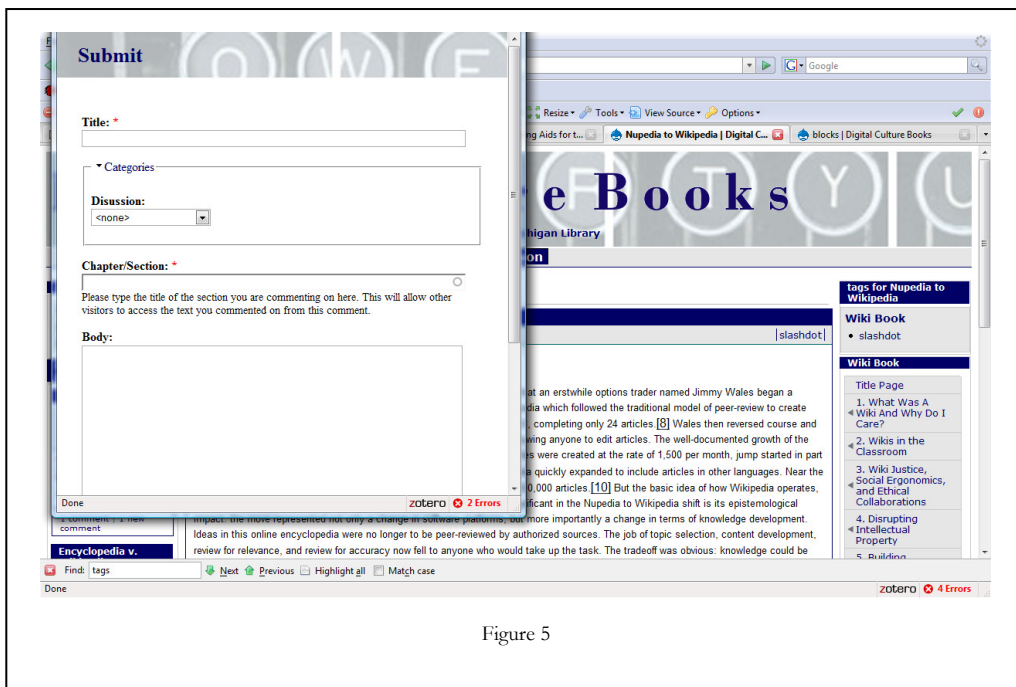


Figure 5

This information allows the comment to be accessed from multiple sections of the site. (see below and the comments in the left margin of Figure 4 above).

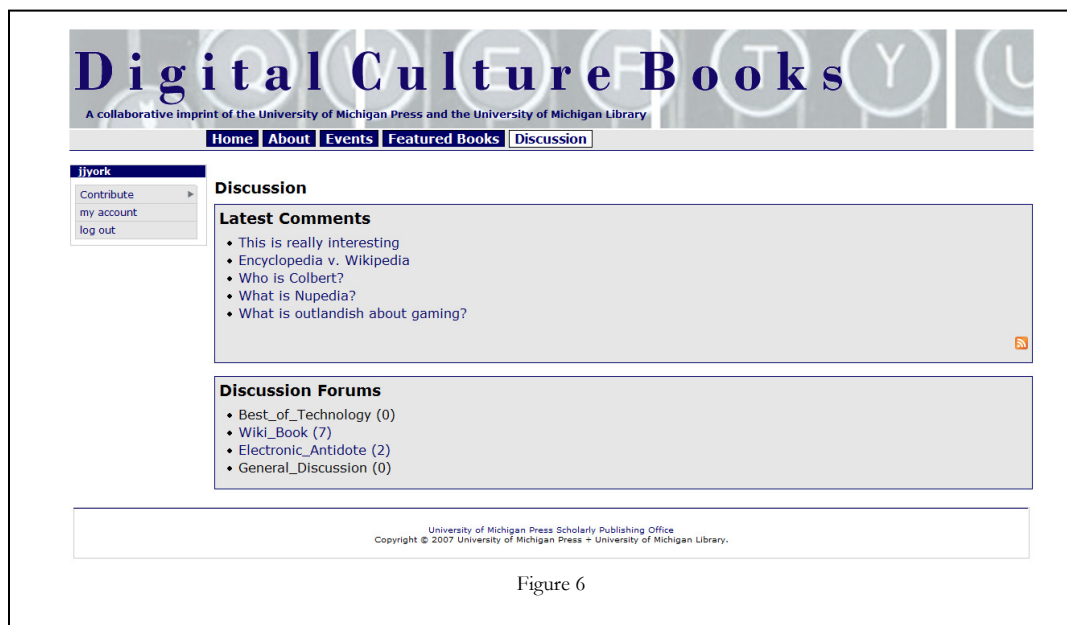


Figure 6

Users can then link directly from comments they have made back to the section that was commented on by clicking the Chapter/Section link...

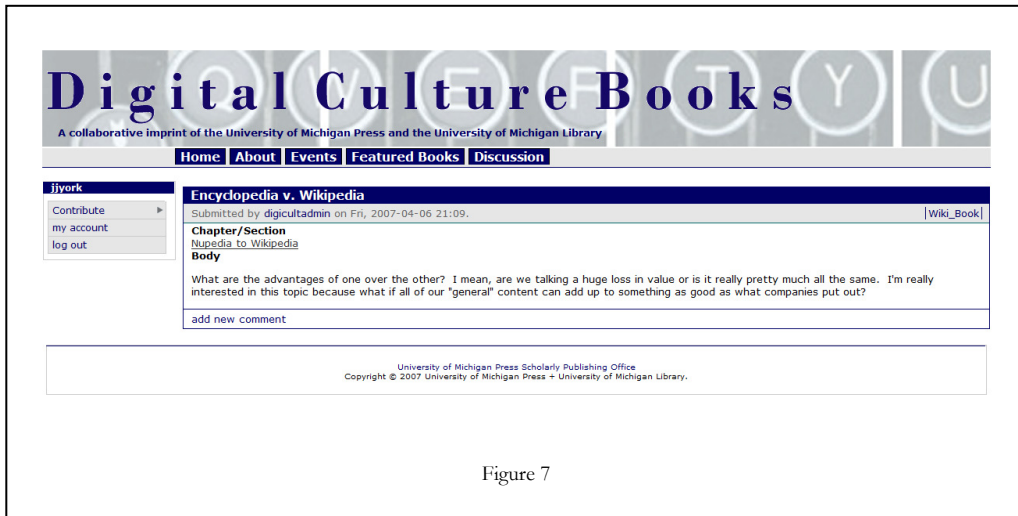
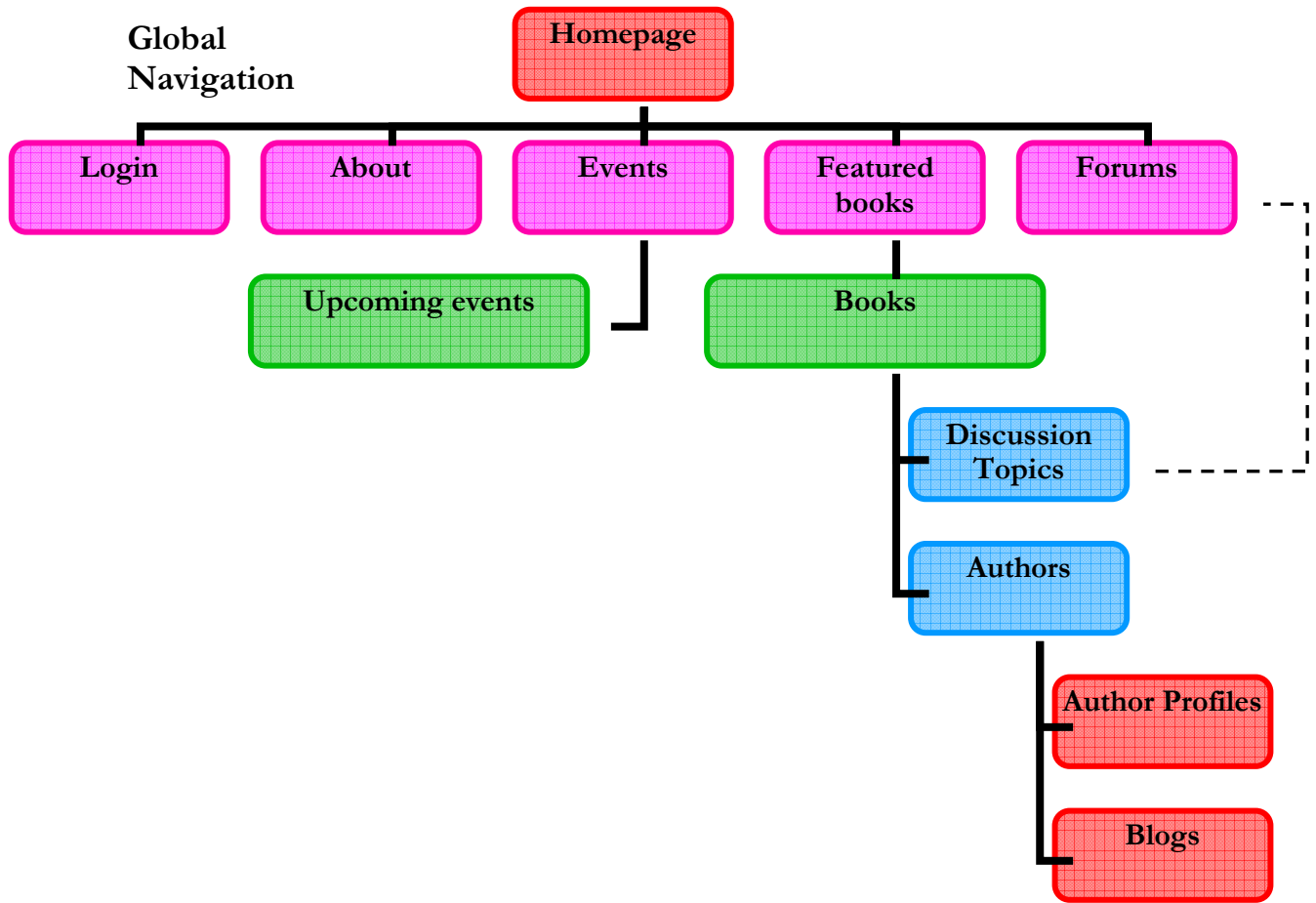


Figure 7

... completing the circle of interactivity.

Administrative Overview

Information Architecture



Content Types

The *digitalculturebooks* website uses 6 different types of content. The table below illustrates the content types, used as fields that each content type will have:

Content Type	Fields Available
Books	<ul style="list-style-type: none"> ➤ Title ➤ Text content (body) – to include Authors, Summary, etc.
Discussion Topics	<ul style="list-style-type: none"> ➤ Title ➤ Forum Selection ➤ Node Reference ➤ Body/text
Author's Blog	<ul style="list-style-type: none"> ➤ Title ➤ Author ➤ Body/text ➤ Date of entry ➤ If the author already has a blog and chooses to share it, a link or RSS feed to the blog will be provided instead.
Author's Profile	<ul style="list-style-type: none"> ➤ Name ➤ Body/text – to include any of the following: ➤ Personal information ➤ Homepage ➤ Email ➤ Previous works (resembling a CV) ➤ Personal picture upload ➤ Link(s) to video (e.g. interview)
Member's profile	<ul style="list-style-type: none"> ➤ Name ➤ Personal information ➤ Webpage ➤ Email
Events	<ul style="list-style-type: none"> ➤ Title of event ➤ Start date ➤ End date ➤ Text field for information about the event

Relationship between content types

1. Blog authors are the same as book/article authors (only selected authors may be asked to blog on the site – not all).
2. Author profiles belong to book/article authors.
3. Member profiles belong to registered members/users.
4. Comments made in sections/chapters are linked to forum posts.
5. Discussion topics appear on the pages they were created from, as well as in the main forum section of the site.

Taxonomy and Free-Tagging Scheme

The site gives registered members the ability to use free-tagging (adding a personal identification term to content) on discussion topics and book sections/chapters. Clicking on a tag will bring up all content of the site that has the same tag. We hope that this will allow these members to perform a more comprehensive search on topics of interest.

Modules used in DCB (for Drupal version 4.7 – X indicates availability in 5.x)

Article	X	<ul style="list-style-type: none"> ➤ The article module allows for nodes of any type to be organized and displayed in a centralized location on the site. ➤ This module is used as a substitute for the forums module to gather all "discussion" content in one place. Discussion topics submitted by users will be accessible from pages of books and from a broader forum area as well. The site will contain forums for each book, as well additional ones such as General Discussion, Technical Help and Digital Publishing, as the administrator sees fit. <p>Note: discussion topics are called “comments” on the site. We use the term “discussion topic” here to help distinguish between the commenting system we have created (our discussion topics) and the one that already exists on Drupal (comments).</p>
Block	X	<ul style="list-style-type: none"> ➤ Blocks are a basic way to organize and display content in Drupal ➤ Some of the main ways blocks are used on the <i>digitalculture</i> site are to display featured books, recent comments, blog posts, etc. on the front page, and to show the table of contents on pages of each book.
Blog	X	<ul style="list-style-type: none"> ➤ A basic Drupal module which enables blogs for site users. ➤ As it is currently planned, <i>digitalculturebooks</i> will have selected authors blog on the site for a set period of time. Users will be notified of the times and will be able to interact with their favorite authors through this feature.
Book	X	<ul style="list-style-type: none"> ➤ Provides an interface for flipping through pages of a book. ➤ This module, in combination with menus, provides the core functionality for navigating through books on the site. It is used to create the hierarchical relationships between sections, chapters, and books, and click through them easily.
Content Construction Kit (CCK)	X	<ul style="list-style-type: none"> ➤ The Content Construction Kit allows for the creation and customization of fields and content types. Some additional features of CCK in Drupal 5.x, (for when the site is upgraded) are that it allows custom content types to be hard-coded into the Drupal core and custom fields to be added to any content type (not just CCK). ➤ CCK is being used to add a node reference field to the form for submitting discussion topics on the site. This allows users to back-track from discussion topics to the sections they are commenting on. CCK content types are also used to distinguish books on the site from one another (each is a different content type), allowing for customizable interfaces for each.
Click Thru Tracking/Google Analytics	X	<ul style="list-style-type: none"> ➤ Google Analytics allows the tracking of user movement through the site ➤ Google Analytics is being used to see how visitors are using the site.
Comment	X	<ul style="list-style-type: none"> ➤ Allows users to comment on and discuss published content. ➤ Commenting will be enabled on discussion topics, and blogs, when comments are desired by the blog author. (Recall that comments are attached to discussion topics, which are attached to books – commenting is not enabled directly on books because these comments would only be accessible from book pages themselves, and not in a broader forum.
Community Tags		<ul style="list-style-type: none"> ➤ Allows members of the community to tag other users' content, and can use the Tagedlic module to show a "tag cloud" for a node based on popularity of tags. ➤ Allows users to tag content on the site. Works in conjunction with the Tagadelic module.
Content Moderator		<ul style="list-style-type: none"> ➤ Allows a user role to approve content or place it in moderation. ➤ This module will aid content editors in monitoring content contributed to the site by registered users.

DIGITAL CULTURE BOOKS

Devel	X	<ul style="list-style-type: none"> ➤ The Devel module will be used by the administrator to check that code that is running as expected, check the object structure of specific content, and help during development of the site and modifications in the future. ➤ The Devel module was important for us as we developed the site. It will most likely be useful for the next site administrator as well.
Embed Filter		<ul style="list-style-type: none"> ➤ Lets users safely add <object> and <embed> tags to posts. ➤ This allows users to embedded code snippets into posts but gives us the power to decide which hosts to trust. It might be useful if authors are interested in uploading interviews, videoblogs or audio. Regular users will not have any of these features.
Event	X	<ul style="list-style-type: none"> ➤ Allows designated user roles to post upcoming events on the site.. ➤ The site will have multiple ongoing events happening at once. These might include the period of time when authors are blogging on the site, publication dates for books, times and locations for lectures, or site update times. The event module will allow events to be advertised and placed into a calendar.
Image	X	<ul style="list-style-type: none"> ➤ This module allows users with proper permissions to upload images into Drupal. Thumbnails and additional sizes are created automatically. ➤ Allows the administrator or content editor to add images for site- and/or book-content.
JSTools	X	<ul style="list-style-type: none"> ➤ Javascript Tools provides an integrated set of Javascript and AJAX modules and a common set of methods extending those available in Drupal core (drupal.js) for Javascript and AJAX module development in Drupal. http://drupal.org/project/jstools ➤ We are using this module to create the drop-down menus on our site. Nice menus is the name of the relevant child module.
Legal	X	<ul style="list-style-type: none"> ➤ Displays Terms and Conditions of site use upon registration. ➤ Currently not used, but is being left in the site for future use.
Nodeform popup	X	<ul style="list-style-type: none"> ➤ Provides popup windows and bookmarklets to submit new nodes with ease. http://drupal.org/project/nodeformpopup ➤ Clicking the “add new comment” link at the end of each section of book text opens a pop-up browser window containing a comment form. Users are returned to the last page they viewed when the form is submitted. It is the Bookmarklets URL for submitting discussion topics that is accessed when users click on this “add new comment” link.
Panels	X	<ul style="list-style-type: none"> ➤ Allows for the creation of paneled pages http://drupal.org/project/panels ➤ Currently being used for the layout of the “Home” and “Featured Books” pages.
Profile	X	<ul style="list-style-type: none"> ➤ A core Drupal install for user profiles. ➤ The site will allow both members and authors to have profiles. Authors will have a supplemental profile (created using CCK) where additional information can be added such as favorite links, published works, and a link to their blog.
Search	X	<ul style="list-style-type: none"> ➤ Allows users to search content on the site. ➤ Users will, of course, need to be able to search various sections of the site.
Side content		<ul style="list-style-type: none"> ➤ When creating or editing a page, this module enables content to be added to a side bar block. The content will only be seen when viewing the page (node) that it's been added to. http://drupal.org/project/sidecontent ➤ This module is used to display footnotes underneath book pages and not interfere with book navigation.

DIGITAL CULTURE BOOKS

Tagadelic	X	<p>➤ Tagadelic is a small module, without any databases, or configuration, that generates a page with weighted tags. The cool thing is that by merely altering font sizes, which occurs when the same tag is used by multiple people, these lists gain a whole new dimension. http://drupal.org/project/tagadelic</p> <p>➤ Tagging content will help users to find and group together the things they are interested in.</p>
Taxonomy	X	<p>➤ A core Drupal installation that enables the categorization of content.</p> <p>➤ This module makes taxonomies for forums and free-tagging schemes for books (includes the taxonomy_browser and taxonomy_defaults modules).</p>
TinyMCE	X	<p>➤ This module integrates the TinyMCE WYSIWYG editor into a Drupal site for editing advance site content. http://drupal.org/project/tinymce http://tinymce.moxiecode.com/</p> <p>➤ Because <i>digitalculturebooks</i> is planning on a fairly large and dynamic discussion community, we are going to give users as many tools as possible to express themselves. One component of this will be the TinyMCE module, which will allow users to alter the style of their posts the same way they could alter text fonts and sizes in a word processor. TinyMCE also allows content editors to easily manage hotlinks in book text in the text of some books, including the pop-up discussion topic form.</p>
Troll	X	<p>➤ This module provides troll management tools for community sites including users by IP address, banning IP addresses, advanced user searching and blocking user by role. http://drupal.org/project/troll</p> <p>➤ Troll will help site administrators. It will allow them to do things like ban IP addresses instead of just banning by username. This module is currently activated but not in use.</p>
Views	X	<p>➤ The views module provides a flexible method for Drupal site designers to control how lists of content (nodes) are presented. http://drupal.org/project/views</p> <p>➤ Views will be used in conjunction with the Article module to display forum posts for each book. They may also be used to display different sections of a book on a single page.</p>

Installing Drupal and the DCB site

Drupal 4.7 Installation

Assumptions

- Drupal is not already installed.
- Drupal is being installed on an Apache webserver (all of the instructions below pertain to installation on an Apache webserver. Please consult these instructions and your own webserver's documentation if something other than Apache is being used.)

Step / Action:

1. Go to the Drupal homepage (www.drupal.org) and click the link for installing the latest version of Drupal 4.7.x
2. If you don't have an auto-installer (e.g., fantastico)
Download and extract the tar.gz file
3. Place in a web-accessible folder on your server (ex: htdocs)
3. Edit sites/default/settings.php file
 - Directions in the comments in this file
 - location of your database
 - \$base_url path
4. Import the database
 - Get directions from your ISP
 - E.g., `mysql dbname -u dbuser -p password < drupaldb_file`

*Drupal 5.x Installation***Assumptions**

- Drupal is not already installed on server.

Step / Action:

1. Go to the Drupal homepage (www.drupal.org) and click the link for installing the latest version of Drupal 5.x
2. If you don't have an auto-installer (e.g., fantastic) Download and extract the tar.gz file
3. Place in a web-accessible folder on your server E.g., htdocs
4. Change perms on /sites/default/settings.php to 666
 - Owner, group, and other all read/write privileges
5. Access your Drupal install via web and follow the directions

Upgrading Drupal 4.7 to 5.x

Assumptions

- Drupal 4.7 is already installed on server.

Step / Action:

1. See this URL for visual instruction:
http://www.lullabot.com/videocast/upgrading_from_drupal_4_7_x_to_drupal_5_x

Result:

This video walks you step by step through upgrading a Drupal site from 4.7.x to 5.x

Topics covered include:

1. How to evaluate your site to decide whether you should upgrade or not.
2. How to create backups of your database and files.
3. The preparation steps you should take prior to upgrading your site.
4. How to perform the upgrade itself, both of core Drupal and contributed modules.
5. Some testing tips to help ensure the upgrade went smoothly.
6. Where to find additional support should something go wrong.

Content index

0:07	Introduction
0:49	Step 1: Evaluation
2:23	Checking for ported modules
3:42	Step 2: Backup
4:23	Backing up the database
5:57	Backing up the files
7:31	Step 3: Preparation
10:03	Step 4: Upgrade
10:38	Upgrading your files
11:48	Upgrading your database
12:45	Upgrading your modules
14:39	Step 5: Testing
15:09	Upgrade support

Transferring *digitalculturebooks* files and folders from the School of Information Server

Assumptions

- Drupal 4.7 or higher is already installed on server.

Step / Action:

1. Create an account on the SI server
 - a. Go to cms.si.umich.edu
 - b. Click on “Create new account”
 - c. Enter your umich uniqueness as the username (this will allow you to login to the server later on) and a valid email address
 - d. Email Michael Hess (mlhess@umich.edu – SI Drupal installation manager) to let him know you have requested a new account
 - i. Although it says an email will be sent, this feature is not currently functional
 - e. Once you have an account sign-on, login to the site and find the “dcb” group
 - f. You must request to be a member of this group in order to copy and paste files from the SI server
 - g. In the upper right-hand corner will be a link saying “request subscription” – click this link
 - h. Once the request is made, it will need to be approved by a member of the dcb team. We will approve the request and you will have permission to copy files
2. Login to the SI server
 - a. Using WinSCP or similar program, login to the SI server (login.cms.si.umich.edu) from the server on which installation is desired
 - b. You will be in the “data” folder
 - c. Find the “dcb” folder
 - d. Select this folder and copy it to the appropriate place on your server.

Initial Site Set-up

Access Controls

Creating and deleting user roles

Step / Action:

1. Administer >> Access Control
2. Select Roles tab
3. Two roles are created by default: anonymous users and authenticated users
4. Enter the title of the new role that is desired (such as Content Editor)
5. Click “Add role” (note: by default, the first sign-in created on the site has complete administrative authority. It is only necessary to configure an additional Administrator role if a second admin sign-on is desired)
6. After a role is created, it can be deleted by clicking on “edit” next to the name of the role and following the prompt
7. Default access rules do not exist and must be added or created as needed.

Permissions

Once all desired roles have been created, permissions for those roles can be configured. Many modules have an option to configure permissions for that module, although some do not.

We envisioned the following four roles and configured their access controls accordingly:

- Anonymous Users (searching the site)
- Registered Users (searching the site, creating comments and tags, and using the TinyMCE text editor),
- Authors (creating and editing “Author” content, creating and editing blogs), and the
- Content Editor (enabling all permissions except those applying to user accounts – or as desired by DCB staff).

Once initial permissions are set, they will only need to be modified to allow content editors to add text to new content types for each book.

For current system settings, see the screen shots on the next two pages.

DIGITAL CULTURE BOOKS

access control

permissions roles access rules

Permissions let you control what users can do on your site. Each user role (defined on the user roles page) has its own set of permissions. For example, you could give users classified as "Administrators" permission to "administer nodes" but deny this power to ordinary, "authenticated" users. You can use permissions to reveal new features to privileged users (those with subscriptions, for example). Permissions also allow trusted users to share the administrative burden of running a busy site.

Permission	anonymous user	authenticated user	Author	Content Editor	Site Admin
block module					
administer blocks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
use PHP for block visibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
blog module					
edit own blog	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
book module					
create book pages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
create new books	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
edit book pages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
edit own book pages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
outline posts in books	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
see printer-friendly version	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
bookimport module					
import books	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
comment module					
access comments	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
administer comments	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
post comments	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
post comments without approval	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
community_tags module					
edit own tags	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
tag content	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
content module					
administer content types	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
create content_author content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
create content_best_of_tech content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
create content_book_networked_ideologie content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
create content_book_test_wiki_book_body content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
create content_book_the_electronic_an_0 content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
create content_forum_topic content	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
edit content_author content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
edit content_best_of_tech content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
edit content_book_networked_ideologie content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
edit content_book_test_wiki_book_body content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
edit content_book_the_electronic_an_0 content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
edit content_forum_topic content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
edit own content_author content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
edit own content_best_of_tech content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
edit own content_book_networked_ideologie content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
edit own content_book_test_wiki_book_body content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
edit own content_book_the_electronic_an_0 content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
edit own content_forum_topic content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
content_moderator module					
moderate nodes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
devel module					
access devel information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
execute php code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
switch users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
devel_node_access module					
view devel_node_access information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
fckeditor module					
allow fckeditor file uploads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
use advanced fckeditor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
use default fckeditor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
filter module					
administer filters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
image module					
create images	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
edit own images	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
view original images	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

DIGITAL CULTURE BOOKS

image_gallery module					
administer images	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
img_assist module					
access advanced options	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
access all images	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
access img_assist	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
use original size	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
legal module					
administer Terms and Conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
view Terms and Conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
linktocontent module					
administer linktocontent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
administer linktonode	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
menu module					
administer menu	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
node module					
access content	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
administer nodes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
revert revisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
view revisions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
nodeformtemplate module					
administer form templates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
page module					
create pages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
edit own pages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
panels module					
create panels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
path module					
administer url aliases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
create url aliases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
search module					
administer search	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
search content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
sidecontent module					
access side content	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
create side content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
system module					
access administration pages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
administer site configuration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
select different theme	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
taxonomy module					
administer taxonomy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
textimage module					
access textimages	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
tinymce module					
access tinymce	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
administer tinymce	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
troll module					
administer trolls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
upload module					
upload files	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
view uploaded files	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
user module					
access user profiles	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
administer access control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
administer users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
change own username	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
views_ui module					
administer views	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
week module					
administer week	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Save permissions

Configure Input Formats

Input formats are the formatting options users (and administrators) have for adding content to the site. Some of these include HTML, filtered HTML, full HTML, TinyMCE (text editor)

Step / Action:

These can be configured by role

1. Go to Administer >> settings >> TinyMCE
2. Choose “create new profile”
 - We recommend creating different profiles for registered users, administrators, and content editors.
4. Fill in the form beginning with Basic Setup
5. Basic Settings
 - Mark default state as “true” for all users if TinyMCE options are desired to be the default for this profile
 - Be sure to mark “Show disable/enable rich text editor toggle” as “true” for Content Editors.
6. Visibility
 - Choose what pages should have the TinyMCE editor options
7. Buttons and Plug-ins
 - Choose the options you want users and the content editors to have
8. Editor Appearance
 - Toolbar location: top
 - Align: left
9. Cleanup and output
 - Further restrictions on input formats
10. CSS
 - CSS can be modified here if desired, although it is recommended that CSS be accessed through the file system at themes >> slash >> slash_blue >> style.css

User Management

Registered user account configuration

Step / Action:

1. **Administer>>settings>>users** (all options for managing new registered users of the site)
 - This section controls who can create new user accounts; settings for emails sent to new users; and adding pictures to site/profiles
2. **Administer>>users** (shows list of all registered users)
 - Allows you to see/edit personal user information, control roles, and choose themes for individual users, and adjust time zones for that user. Can also edit user signatures for comments left on the site. NOTE: see configuring Themes (Page #26) for more information
3. **Deleting users from the DCB site**
 - Administer>>Troll (to ban individual users)
 - Ban IP Addresses
 - Blacklist users (email)
 - Can view recent posts by users “actions >> action details”
 - Click username and choose “block user” to delete a user on DCB site

Adding supplemental Author Profiles

Step / Action:

1. **Contribute >> Author**
2. Enter information and style fields as desired

Enable Clean URLs

Step / Action:

When new content is created on the Drupal site, it has a default URL that includes the characters `?q=` in the middle of the url. In order to get rid of these characters and ensure “clean” URLs, the Clean URL settings must be enabled.

1. The first steps in this process are to enable `mod_rewrite` for Apache and edit the Apache configuration files for the site. A full explanation of these steps can be found at drupal.org/node/15365.
2. When these steps are completed, enable the “path” module
 - administer >> modules
3. Then enable clean URLs
 - administer >> settings >> general settings
 - The last option is Clean URLs
 - Select “enabled”, then “save configuration”

Create and Edit Primary Links

Registered user account configuration

Step / Action:

1. Go to file system and locate Themes folder
 - Navigate through the folders to Themes>>slash>>navigation.php
 - Edit the navigation.php code.
 - Ex: Insert an “About” link after the “Home” link.
 - The original code is:

```
<li<?php if ($title=="")
  echo " id=\"currentpage\""; ?>
  <a href="/3panel">Home</a></li>
```

```
<li<?php if ($title=="Events")
    echo " id=\"currentpage\""; ?>
    <a href="/events">Events</a></li>
<li<?php if ($title=="Featured Books")
    echo " id=\"currentpage\""; ?>
    <a href="/4panel">Featured Books</a></li>
<li<?php if ($title=="Discussion")
    echo " id=\"currentpage\""; ?>
    <a href="/discussion">Discussion</a></li>
```

- Noticing the pattern, you can see that the “About” link code would look like:

```
<li<?php if ($title=="About")
    echo " id=\"currentpage\""; ?>
    <a href="/about">About</a></li>
```

- You then insert the code after the code for the “Home” link so that the code now looks like:

```
<li<?php if ($title=="")
    echo " id=\"currentpage\""; ?>
    <a href="/3panel">Home</a></li>
<li<?php if ($title=="About")
    echo " id=\"currentpage\""; ?>
    <a href="/about">About</a></li>
<li<?php if ($title=="Events")
    echo " id=\"currentpage\""; ?>
    <a href="/events">Events</a></li>
<li<?php if ($title=="Featured Books")
    echo " id=\"currentpage\""; ?>
    <a href="/4panel">Featured Books</a></li>
<li<?php if ($title=="Discussion")
    echo " id=\"currentpage\""; ?>
    <a href="/discussion">Discussion</a></li>
```

- **NOTE:** The menu for primary links (at Admin>>menus>>Primary Links) is non-functional using the current system (You must go to the file system folder for the site to make any changes. Primary links are hard-coded.)

Edit Breadcrumbs

Step / Action:

1. Information on editing breadcrumbs can be found on the Drupal site, including at the address: <http://drupal.org/node/72850>
2. In order to remove the “Home” breadcrumb, follow these instructions by creating a “template.php” file and inserting the following theme function override:

```
<?php
function slash_breadcrumb($breadcrumb) {
  if (!empty($breadcrumb)) {
    array_shift($breadcrumb); //gets rid of "Home"
    return '<div class="breadcrumb">' . implode('&nbsp;&raquo;&nbsp; ',
$breadcrumb) . '</div>';
  }
}
?>
```

3. To re-enable “Home” link in Breadcrumbs:
 - Go to file system and find Themes folder: Themes—>slash
 - Delete “template.php” – This brings back the “Home” link

Change Themes

Step / Action:

For DCB site

- **Administer >> themes** (this allows the site administrator to change the theme for the entire site. There typically is a list of themes here (you must load them first before they will appear in themes list)

For DCB users

- **Administer >> users** (shows list of all registered users; allows you to edit personal user information, including the theme that is seen by individual users)

Security and Site Maintenance (See Page 10 for list of Modules)

Step / Action:

1. It is recommended that you subscribe to Drupal Security lists for most up-to-date information regarding patches, updates, etc.
2. You will find useful information regarding how to recognize and thwart security breaches, attacks and compromises of your site.
3. If you're the site administrator: Join the security mailing list.
 - Login to drupal.org
 - My account → my newsletters
4. When you get a security alert for a module you're using, upgrade as soon as you can
5. Follow the suggested action ASAP:
 - It is not recommended to install modules not found on Drupal.org, since they do not include a security alerting system
6. Input Masks (administer >> input format – choose 'Full HTML')

Add a Book to DCB site

Add "Content Type" for new book

Step / Action:

1. **Administer >> content >> content types** (existing content types appear.)
2. "Add Content Type" Label = title of content type in the list
3. "Title" in the Title field is default. Leave this as it appears. This field denotes title of the book

[administer](#) » [content](#)

content types

[list](#) [add content type](#) [fields](#)

Label: *

 The human-readable name of this content type.

Description:

 A brief description of the content type.
[add image](#)

Help text:

 Instructions to present to the user when adding new content of this type.
[add image](#)

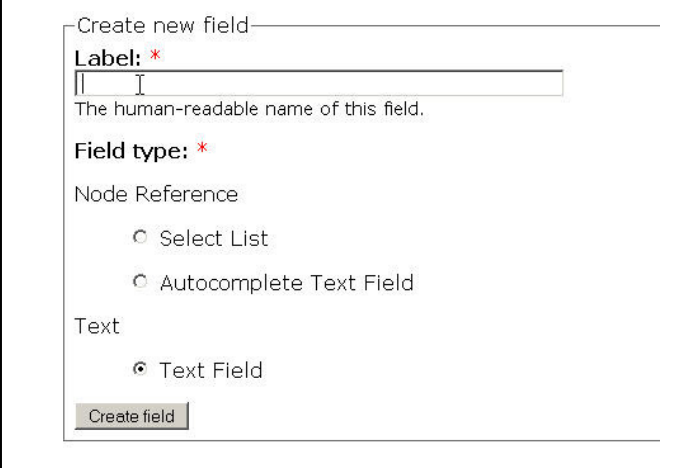
Title field label: *

 The label for the title field.

[Save content type](#)

University of Michigan Press Scholarly Publishing Office
 Copyright © 2007 University of Michigan Press + University of Michigan Library.

4. 'Save Content Type'
5. Scroll to the top of Content Type page you just created and click "Add Field" to add existing field
6. Enter a "space" character for the title of this field. This will prevent a field title from appearing when uploading text to the site. This will allow the content editor to enter titles for different sections (i.e. Author, Summary) directly into the text of this "field."
7. Under "Field Type" choose Text>>Textfield



Create new field

Label: *

The human-readable name of this field.

Field type: *

Node Reference

Select List

Autocomplete Text Field

Text

Text Field

Create field

8. Click Create Field
9. The next screen will allow you to configure settings for the field
10. Enter the number "30" for the Rows option. This field will contain all content, including entire sections, for the book. 30 does not limit the text to 30 rows, it merely sets 30 as the number of viewable rows before scrolling is needed to view more text.
11. Leave Display in Group as the default: No Group
12. Under Data Settings, it is not necessary for the field to be required, but recommended. Text processing should be set to Filtered text to allow the text to recognize URLs that may occur in the body (such as links to author profiles and other web pages).
13. Leave the Maximum length and Allowed values list blank.

administer » content » content types » Electronic Antidote

Created field .

Widget settings
These settings apply only to the field as it appears in the *Electronic Antidote* content type.

Widget: *
 Text Field

Label: *

Rows: *

→ Default value

Display in group:

Select a group, in which the field will be displayed on the editing form.

Help text:

Instructions to present to the user below this field on the editing form.
[add image](#)

Data settings
These settings apply to the field in every content type in which it appears.

Required
 Multiple values

Text processing:
 Plain text
 Filtered text (user selects input format)

Maximum length:

The maximum length of the field in characters. Leave blank for an unlimited size.

Allowed values list:

The possible values this field can contain. Enter one value per line, in the format key|label. The key is the value that will be stored in the database and it must match the field storage type, text. The label is optional and the key will be used as the label if no label is specified.

[add image](#)
 → [Php code](#)

[Save field settings](#)

University of Michigan Press Scholarly Publishing Office
 Copyright © 2007 University of Michigan Press + University of Michigan Library.

15. Click Save Field Settings.
16. The content type for the new book is established and new content can be added.
17. Click 'Configure' to make any modifications to the fields (number of rows, label, type of field).

Configure settings for new content types

(Including commenting and tagging)

Step / Action:

1. Administer >> settings >> content types
2. Find the name of this content type in the list and click “configure”

administer » settings

content types

Type	Operations
blog entry	configure
book page	configure
Author	configure
Book	configure
Book Networked Ideologies	configure
Book Test Wiki Book	configure
Wiki Book	configure
The Electronic Antidote	configure
User Login	configure
Electronic Antidote	configure
Comment	configure
Page	configure
Profile	configure
image	configure

3. Scroll to ‘Workflow’ section and uncheck “Promoted to Front Page”
 - ‘Default Comment Settings’ – choose “disabled” (Read/Write is the default selection)
 - Under attach images choose Enabled
 - Scroll to ‘Community Tagging’ – choose “enabled”
 - Click ‘Save’
4. It is recommended to configure the settings for each content type before beginning to create content of that type

5. For instance, before uploading images (below) the content type should be configured so that new images are not promoted to the front page

6. Different options will most likely be desired for different content types. We will specify the options that we recommend being configured for each as they are encountered.

Configure Access Controls for new Content Type

Step / Action:

1. In the main navigation, go to administer >> access control, scroll to “content module” section
2. For “create content_” of the title for this content type make sure that the boxes for Administrator, Content Editor are checked. You may also check the boxes for other type of users whom you would like to give permission to create and edit the content of the title page.

content module					
administer content types	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
create content_author content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
create content_book content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
create content_book_networked_ideologie content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
create content_book_test_wiki_book content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
create content_book_test_wiki_book_body content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
create content_book_the_electronic_an_0 content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
create content_chapter content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
create content_electronic_antidote content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
create content_forum_topic content	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
create content_page content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

3. Click “Save permissions”. The Book title page should now be available for creating and editing.

Configure Node Reference settings for new Content Type

Step / Action:

Node reference is the function that allows forum topics (they are called “comments” on the site) to be connected with the pages they are commenting on. In order for this to work, new comments must be configured to recognize pages belonging to the new content type.

1. Go to Administer >> content >> content types. (Note: this is the “content type” option under “content”, not “settings”).
2. Find the “Comment” content type and click “edit”.

[administer](#) » [content](#)

content types

Label	Name	Description	Operations
Author	content_author		edit duplicate delete
Book	content_book	This is the whole book.	edit duplicate delete
Book Networked Ideologies	content_book_networked_ideologie		edit duplicate delete
Book Test Wiki Book	content_book_test_wiki_book	This is the test book for Wiki book using filtered MS 2003 filter	edit duplicate delete
Wiki Book	content_book_test_wiki_book_body	Test Wiki book body with filtered html	edit duplicate delete
The Electronic Antidote	content_book_the_electronic_an_0		edit duplicate delete
User Login	content_chapter		edit duplicate delete
Electronic Antidote	content_electronic_antidote		edit duplicate delete
Comment	content_forum_topic		edit duplicate delete
Page	content_page	This is a page of the chapter.	edit duplicate delete
Profile	content_profile		edit duplicate delete

3. Click the “manage fields” tab. For the Chapter/Section field, select “configure”

administer » content » content types

Comment

edit manage fields display fields add group add field

There are no groups configured for this content type.

Label	Name	Type	Weight	Group	Operations
title	title	title	-5		
taxonomy	taxonomy	taxonomy	-3		
Chapter/Section	field_node_reference	Node Reference	-1	No group	configure remove
Body	field_body_0	Text	0	No group	configure remove

Update

4. Scroll down to “Content types that can be referenced” and chose the title of the new content type (the title of the book) that was just created

Content types that can be referenced:

- blog entry
- book page
- Author
- Book
- Book Networked Ideologies
- Book Test Wiki Book
- Wiki Book
- The Electronic Antidote
- User Login
- Electronic Antidote
- Comment
- Page

5. Click “Save field settings”

Configure comment visibility – “Post on page” – for new Content Type

Step / Action:

The “Post on page” block is the block that displays discussion topics on the page they were submitted from. It is already configured for the books that are on the site (The Wiki Book, The Best of Technology, and The Electronic Antidote). To enable this function for new content types, do the following;

1. Go to Administer >> block
2. Find the block “post_on_page” (left sidebar) and click “configure”
3. Scroll down to “Page Specific Visibility Settings”
4. “Show if the following php code returns TRUE” is the selected option
5. In the Pages window, you will need to add an “if” statement that included the content type you have just created
6. Copy and paste the entire statement (highlighted below) and change the \$type entry to the name of the new content type you have just added. This can be found by going to content >> content types and looking at the underscored name of the content type in the “Name” column.

```
<?php
$match = FALSE;
if (arg(0) == 'node' && is_numeric(arg(1))) {
    $nid = arg(1);
    $node = node_load($nid);
    $type = $node->type;

    if ($type == 'content_book_test_wiki_book_body') {
        $match = TRUE;
    }

    if ($type == 'content_book_the_electronic_an_0') {
        $match = TRUE;
    }
}

return $match
?>
```

Upload Book Images

There are two main methods for displaying images on the site. The first is to upload them into galleries on the Drupal site and the second is to modify the image link information. The second method is useful for quickly activating images that have been copied from a Word Document. This method will be discussed in greater detail in the “Add Book Content” section below.

The second method is useful for displaying images anywhere on the site, including pages of text; images can be added simply by clicking the “add image” link that appears in a variety of different places on the site when adding or editing content. Instructions are given on how to do this directly below. Although in our opinion the second method (described in the “Add Book Content” section) is more efficient for activating images embedded in text, the second can also be used for that purpose, and is more flexible for other uses as well. For instance, we have used this method of uploading images to easily display the “cover art” for books in different areas of the site.

Add image gallery

If the book has images associated with it, these will need to be uploaded to the Drupal site. Workflow preferences may vary, but it is recommended to upload all images for a book before beginning to add text. This will help to speed up processing.

Step / Action:

This allows all images from one book to be kept together

1. Administer >> Image Galleries
2. Click on the “add gallery” tab
3. Use the book title for the name of the Gallery
4. Add a description if desired
5. Galleries may be nested, so if a book has many images per chapter, it may be useful to create a parent gallery and child galleries for each chapter
6. Select a weight or leave it as the default (0)
 - a. Weight is a Drupal concept that allows users with administrative privileges to assign how a block is displayed in relation to other blocks. A more negative weight causes blocks to float higher to the top of the site, while positive weights cause blocks to sink towards the bottom.
7. Click “Submit”

| **administer**

image galleries

Gallery name: *

 The name is used to identify the gallery.

Description:

The description can be used to provide more information about the image gallery.

Parent: *

Image galleries may be nested below other galleries.

Weight:

When listing galleries, those with with light (small) weights get listed before containers with heavier (larger) weights. Galleries with equal weights are sorted alphabetically.

Add Images

Step / Action:

1. Make sure Images are not promoted to the front page by checking Administer >> content >> content types. For the site's purposes, this is the only one that matters for images.
2. Select Contribute >> Image
3. Enter a name in the textfield.
4. Choose the image gallery to which the image should belong
5. Browse for the image to upload
6. **Note:** if images are embedded in a Word document, they will first need to be saved as JPG images by copying them to a photo editor such as Photoshop. Then they can be uploaded to the site.
7. Enter any caption information in the body
8. Click "Submit"

Title Page Set-up

Step / Action:

The Title Page will have information about the book, such as its authors, a summary, and cover art

NOTE: If functionality is desired at any point to have books on the site belong to larger series, please read the section “Change Menu Configuration” under “Display the Table of Contents” on page 50.

1. In the main navigation, go to Contribute >> Title of the Book
2. Enter the title
3. Enter “Summary” and other information for title page
4. To add an Image, disable rich text
 - a) Place cursor in desired location for image
 - b) Click “add image”
 - c) Select image from gallery (See “Uploading and inserting images” in the following section more for information)
 - d) Select configuration options, including size, whether or not the image is a link, alignment, and insert mode (be sure to set Insert Mode to HTML and not Filter Tag)
 - e) Note: whatever was added to the “Body” field when the image was added initially will appear in the “Description” field here. This can be modified if desired.
5. Expand the “URL Path Settings” section, and enter the URL for the title page. Our recommendation is to enter the URL as ‘book/book_title/titlepage’. The URL specified here will be appended to the site URL.
6. Click “Preview” to preview the resulting page and page URL, then click “Submit”.

Configure a Table of Contents (TOC)

Step / Action:

There are three main steps to forming the table of contents:

- 1) Creating the menu structure that will serve as the table of contents,
- 2) Assigning the appropriate URL to the Chapter or Section being created, and
- 3) Constructing the book hierarchy

Note: Some of these instructions will be repeated in the “Add Book Content” section.

Creating the menu structure

The table of contents that will be created for each book relies on the creation of “Menu” items for each Book, Chapter, and Section. The title page of each book will serve as the initial item in the menu hierarchy (see “Title page Setup”). Other portions of the book will be added later on.

1. Once the title page information has been entered, scroll down to the menu options below the main text window. They begin with Input Format
2. Open the “Menu settings” menu
3. Enter the title of the book or the way you would like the title to appear in the table of contents – e.g. *9. Communicating Noise*

Note: The menu item will not appear in the table of contents if a title is not added here.

4. For the parent item, choose book (Ex: for “Communicating Noise”, choose the Wiki Book).
5. Assign a weight to this Chapter in the overall scheme. This will determine the order in which this Chapter appears in the table of Contents. It is recommended to give chapter near the beginning a lighter weight. A weight of -14 or -15 might be used for What Was A Wiki and Why Do I Care, for instance, so there is plenty of room for the next 17 chapter after it.

6. Menus, and therefore the Table of Contents can also be modified by accessing Administer >> Menus. See “Change Menu Configuration” in the “Display the Table of Contents” section (page #51) for more information.

Assigning the URL

7. URL path settings allow for the selection of a customized URL for the new chapter/section of the book. The URL configuration menu is just above “Menu settings” on Page >> Edit pages.
8. A scheme for these paths should be developed for each book in the form of book/wikibook/chapter1, etc. No forward slash (/) or (http://) is needed at the beginning – only the path after the core URL (Example: dcb.cms.si.umich.edu/book/wikibook/chapter1/origins)

Constructing the book hierarchy

1. Once a new title page is created, it must be instantiated as the “Parent” for all chapters and sections of the book that will be created later.
2. Choose the “Outline” tab, visible just above the title of the page, next to “View”, “Object Structure”, and “Edit”
3. This will be the parent of Chapter pages to be created later, so leave it as <top-level>
4. If this were not the parent, a weight would be selected to indicate the order this chapter should appear in as the chapters of the book are clicked through.
5. Click “Add book to outline”
6. Now when chapters (or corresponding sections) are created (explained below), they can be added as “children” of the new “parent”, thus forming a hierarchical book structure. Remember as you proceed to add content that Sections are children of Chapters, which are children of Books.

Add Book content

Step / Action:

Upload Microsoft Word documents/content

1. Loading an entire chapter onto the site
 - a) Format MS Word document
 - b) Go to the Word document
 - c) Save the document as a web page of type “filtered HTML”. To do this, go to File >> Save As. Insert the file name in the “File name” box. In the “Save As” box, choose “Web page, filtered (*.htm, *.html)” option from the drop-down box.
 - d) Once the file is saved, find it in the directory and right-click on it
 - e) Select “Open With” and choose Notepad or another text editor. This will make the HTML code viewable
 - f) In Drupal, select Contribute >> Title of the (desired) Book
 - g) Enter the title of the chapter or section
 - h) Below the text window that appears is a link that reads “disable rich-text
 - i) Click this
 - j) In the body, copy the text from the Notepad (or other ASCII text editor) file
 - k) Make sure the input format in Drupal is set to Full HTML. This should be the case if you have configured the roles and TinyMCE correctly
 - l) Click on “enable rich-text” to see what the page will look like

2. Dividing the chapter into sub-sections and formatting footnotes
 - a) The entire chapter is now loaded onto one page of the site.
 - b) To separate this into sections, do the following:
 - c) Cut the desired section
 - d) Open a new browser window or tab
 - e) Create a new page for this book’s type of content (i.e. Contribute >> Wiki Book)
 - f) Enter the title and text of the section
 - g) You will need to return to the original page and cut and past the footnotes corresponding to each individual section separately

- h) For all of the book pages created by the SI team, the footnotes are pasted into the “Side Content” block and made this block to appear at the bottom of the page instead of the side. This makes it easier to see and use the book navigation features at the bottom of each page, but is stylistic. Footnotes may be left in the main body of the page.
 - i) The input field for “Side Content” is directly below the main text field. To enter footnotes, click on the menu item and paste the footnotes in the resulting entry area. The Side Content block can be configured at administer >> blocks.
3. Adding the “add new comment” link
- a) To add the link for the pop-up comment field, copy it from an existing page and paste it at the end of the new page
 - b) The link can be modified by highlighting it in the “edit” mode and clicking on the “link” TinyMCE menu item, which appears as a chain link

Insert images

Step / Action:

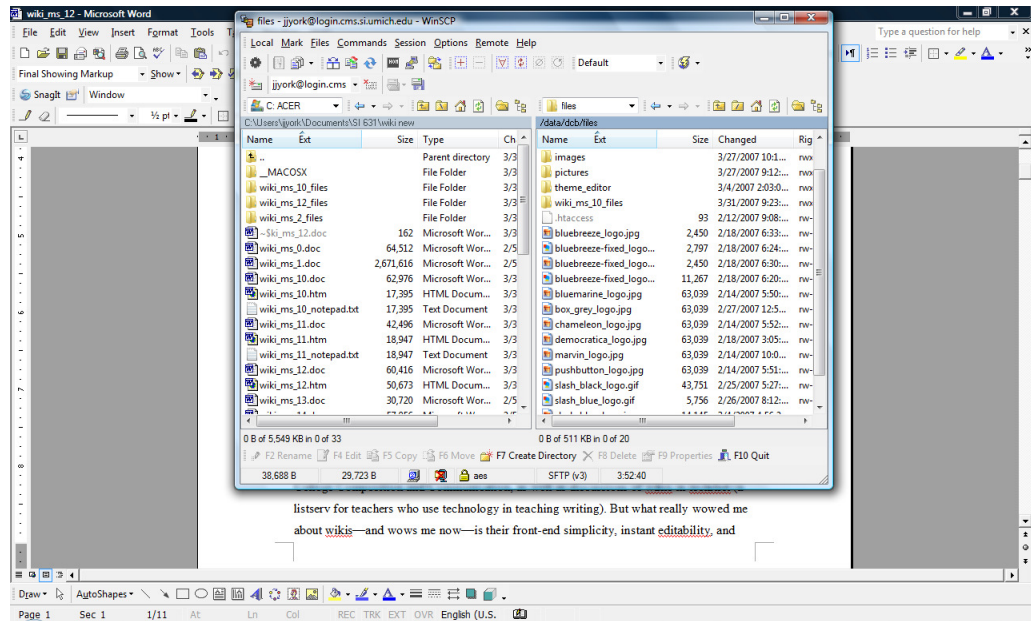
If images have been loaded onto the site using the image gallery method described above, follow the first set of instructions. The quicker way of displaying images already embedded in the text is given in the second set of instructions.

Add an image from an image galleries

1. Find place in html where you want to add image text
2. Place cursor where you want to insert image text
3. Click “add image”
4. Select appropriate gallery from Browse Images pull-down menu
5. Choose desired image
6. Choose options as above for size, linking, etc.
7. Click “Insert”

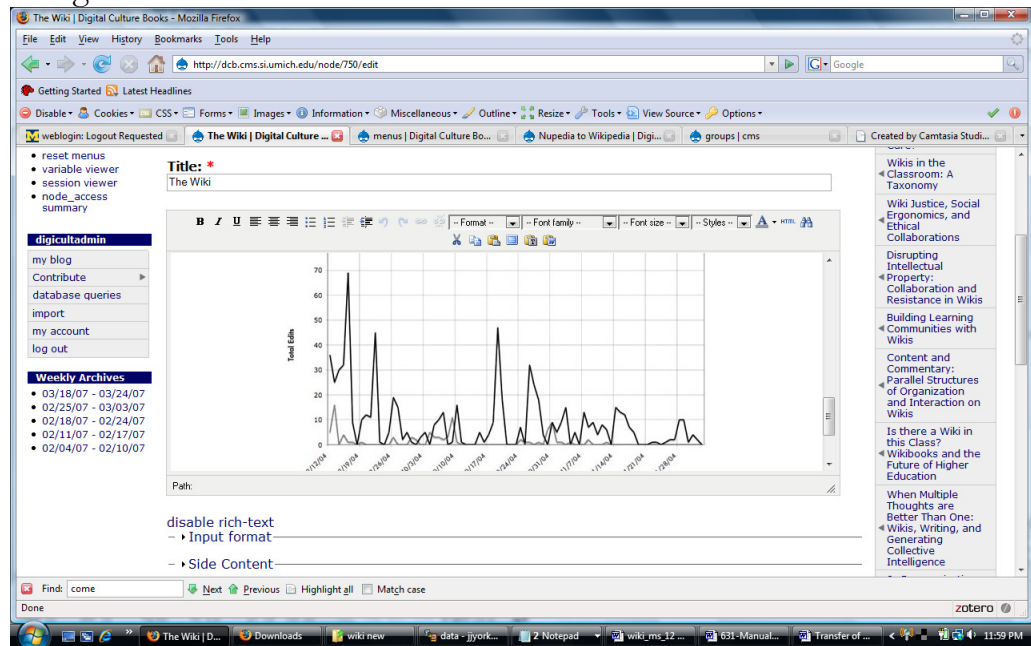
Activate an embedded image

1. In the steps for adding book content above, when a Word Document containing images is saved as a filtered Web Page, a separate folder that contains those images is also created. This file must be added to a folder on the same server with the Drupal installation for this method to work.
2. In the illustration below, the file has been named wiki_ms_10_files and copied from the user’s computer onto the SI server in the same folder where as the “images” folder, where images are loaded when the gallery feature is used (described above)
3. It has been pasted into data/dcb/files

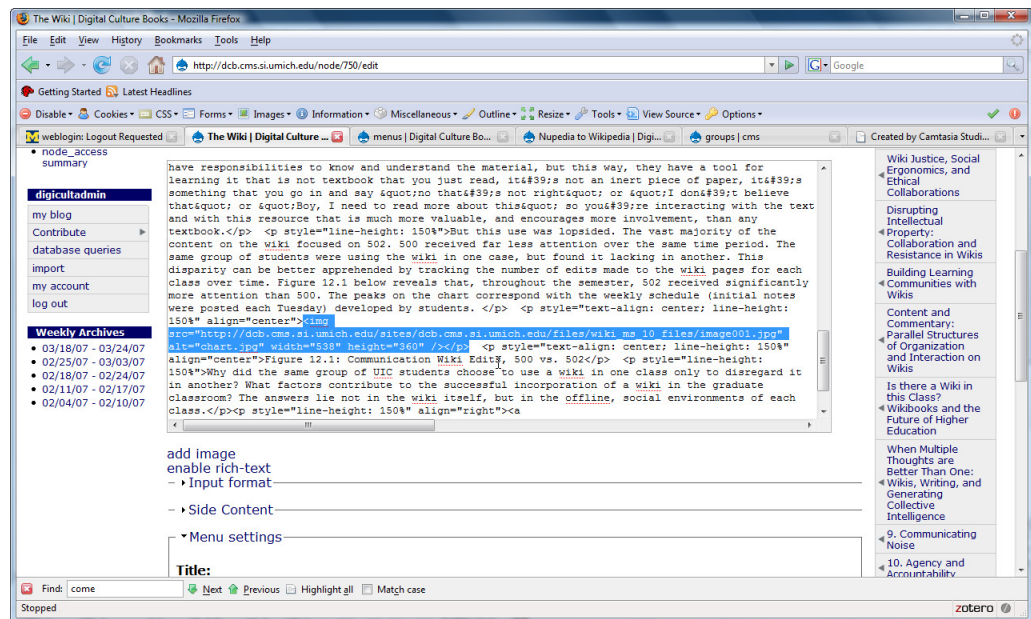


4. Now that a folder with these images is on the same server as Drupal, all that is needed is to reroute the path of the current image link in the Word Document that was pasted onto the site earlier.

5. Return to the Drupal page you are editing and disable the rich-text once again



6. Find the “img src” tag for this image in the HTML



7. Currently, it shows a path to the image location on a computer or server (if the steps for adding content have been followed correctly)
8. For our purposes, we were forced to add the following absolute path for our image source:

`http://dcb.cms.si.umich.edu/sites/dcb.cms.si.umich.edu/files/wiki_ms_10_files/image001.jpg`

However, you should use the path to the location of the image on your server.

9. The image will now display with the rest of the text. We have essentially by-passed Drupal's gallery feature and loaded direct onto the site. If this image is desired for use somewhere else on the site, this same path name must be used to access it.

Troubleshooting:

If the image does not appear, check to make sure the extension of the file in the path you have created matches the one of the file on the server. (i.e. .jpg, .png, .gif)

Configure settings for page

Step / Action:

1. URL path settings allow for the selection of a customized URL for the new chapter/section of the book. A scheme should be created for each book in the form of book/electronicantidote/chapter1, etc. No forward slash (/) or (http://) is needed at the beginning – only the path after the core URL
(Example: digitalculture.cms.si.umich.edu/book/electronicantidote/chapter1)
2. Menu settings must be set to add a menu, and thus a table of contents entry, for each Chapter and Section
3. Set the title in this section equal to the title of the book
4. Add a description if desired (we have not added any)
5. Choose the Parent item = Title of Book (the menu item that was created above for the title page)
6. Select the weight for this menu item
7. Weights control the order that menu items appear in
8. Sections that come first have *lower* weights (i.e. if Section 1 has weight -10, Section 2 should have weight -9)

Preview the Page (if desired)

Step / Action:

1. Click the Preview button to make sure the text looks right
2. If everything is in order, click ‘Submit’

Add new Chapter or Section

Step / Action:

1. After the new page is submitted, choose the “Outline” tab that appears above the title for the page
2. If a Chapter is being added, choose the title of the book as the Parent from the drop-down menu
3. If a Section is being added, choose the title of the Chapter
4. Enter a weight for this section
5. Whereas the menu weight controls where each Chapter/Section appears in the table of contents, the Book Outline weight controls the order that pages appear in when the page navigation at the bottom of each page is used

Display the Table of Contents (TOC)

Step / Action:

Configure new Menu Blocks

1. Administer>>Setting>>nice menus
2. Choose as many blocks as you have Books
3. Choose 'configure nice menu' (Administer>>blocks – select block you want to configure)
4. Click 'Configure' (configuration page loads)
5. Go to "Block Specific Settings"
6. Menu name = Name of the Book (name appears as "name" in Administer>>blocks)
7. In "Source Menu Tree", scroll down and select the name of the book from the list
8. In "Menu Style" select 'left' (this enables menu to pop-up on the left side from TOC)
9. To "Show Block on Specific Pages" – paste the following php code

NOTE: Be sure the type after \$type is set to the content type for the new book you have added. This can be found by going to content >> content types and looking at the underscored name of the content type in the "Name" column. The type below is set to the type for the Wiki Book.

```
<?php
    $match = FALSE;
    if (arg(0) == 'node' && is_numeric(arg(1))) {
        $nid = arg(1);
        $node = node_load($nid);
        $type = $node->type;
        if ($type == 'content_book_test_wiki_book_body') {
            $match = TRUE;
        }
    }
    return $match
?>
```

Change Menu Configuration (to incorporate Series)

1. **Administer >> Menus**
2. Clicking “edit” on any menu item gives a set of options for modifying it
3. The Title, Description, Path, Parent, and Weight can all be modified. The “Path” setting controls which node the menu links to. “Parent item” controls the relationship of this node to others.
4. To change which menu a particular menu item appears under, change the “Parent item” to the desired menu.
5. To change the order in which it appears in that menu, give it a different weight
6. This is the way modify hierarchies of Series, books, chapters, and sections.

NOTE: If there is a possible desire of adding books to a deeper hierarchy (including Series) it is recommended to create a dummy menu entry that will be the parent of all books to go in a particular series. This is due to the fact that it will be very time consuming to change the hierarchical relationships (moving everything down one step) in the future.

7. To do this, before creating any content, go to Administer >> Menus and click “add menu” and fill out the form with the name of the intended Series
8. Configure the Menu settings of the title page for each book you create to show that Series as its “Parent”.
9. Until it is desired to activate the series in the Table of Contents or elsewhere, disable the Series menu.
10. Go to Administer >> Menus, find the title of the series, and click “disable” in the space to the right. Drupal will ask if you are sure once to verify.

Add Tagging Vocabulary

Step / Action:

Adding Tagging Vocabulary (for each Book content)

1. Administer>>categories>>add vocabulary (this will be the name of the category for the book. Use the book title)
2. Make category: select the 'Free Tagging' check box
3. Click 'Submit'
4. Type in your Vocabulary Name = Name of the book
5. In 'Types' – choose the content types you created for this book
6. Select 'Free Tagging'
7. Click 'Submit' – you will then see your new vocabulary in the list

Configure Front Page and Featured Books

Step / Action:

Panels Module: Add and remove Front Page Blocks

1. To add and remove blocks from the front page (currently displayed by using the Panels module), Go to Admin>>Panels, and then find the URL “3panel” and click the “edit” link (“3panel” is the URL for the current front page, if a different URL is being used, you must click on that URL in order to modify the front page).
2. Add and remove blocks by following the instructions on that page.
3. **Remember:** Click “Save” at the bottom of the page when you are done.

Create a new block for the front

1. Go to Admin>>Blocks and then find the “add block” tab underneath the title of the page (the title should be “blocks”).



2. Click on “add block”.

3. If entering a block for a book to be displayed on the front page, the current practice is to use “Block for (book name)” for the “Block description” field. Otherwise, fill out the fields with appropriate information.
4. After the block has been created, go to Administer>>Panels
5. Find the URL “3panel” and click the “edit” link (“3panel” is the URL for the current front page, if a different URL is being used, you must click on that URL in order to modify the front page).



6. Place your block on the page by following the instructions on the “edit” page.
7. Click “Save” at the bottom of the page when you are done.

Change Front Page Block configuration

1. The block configuration of the front page (the ratio of the size of the blocks as well as the positioning) is done
2. Using the “Panels” module. Panels creates URLs and then allows you to control which blocks are displayed as well as how they are displayed. However, once a layout has been selected for a URL, it cannot be changed. Thus, if you want to change the layout of the front page using the Panels module, you will have to create a new Panel URL. To do this, first go to Admin>>Panels.
3. Now find the “add” tab (nest to the “list” tab) underneath the title of the page (the title should be “panels”). Click on “add.”
4. Choose the desired configuration and follow the instructions presented.

How to Style a Block

1. How to style a Block
2. Go to the file system and find the Themes folder
3. Themes/slash/slash_blue
4. Look for the file named style.css
5. To comply with the blue-gray-white color scheme, add this code to the CSS ID for the block you are trying to change within themes>>slash>>slash_blue>>style.css:

```
background-color: #e6e6e6;  
border: 1px outset #000066;
```

Add a Forum

Step / Action:

Adding a forum

1. Administer>>categories. Find category called 'Discussion'
2. discussion>>list terms (these are the existing forums)

categories

The taxonomy module allows you to classify content into categories and subcategories for classification (controlled vocabularies) and offers the possibility of vocabularies that indicate the relationship of terms, taxonomies (controlled vocabularies that are indicated hierarchically), and free vocabularies where terms, or tags, are defined. To view and manage the terms of each vocabulary, click on the associated *list terms* and all its terms, choose "edit vocabulary".

Name	Type	Operations
all books	book page	edit vocabulary list terms add terms
Discussion	Comment	edit vocabulary list terms add terms
Electronic Antidote	content_book_electronic_antidote	edit vocabulary list terms add terms
forum posts	Comment	edit vocabulary list terms add terms
Forums	forum	edit vocabulary list terms add terms
Image Galleries	image	edit vocabulary list terms add terms
Networked Ideologies	Book Networked Ideologies	edit vocabulary list terms add terms
Node Reference		edit vocabulary list terms add terms
Page		edit vocabulary list terms add terms

3. "Add Term" = add new forum (if more than one word in name, separate words with an underscore, NOT a dash "-" i.e. best_of_technology)
4. Next screen is List Terms (form).
5. Term name = name of the Forum
6. Click 'Submit'

Add Views for Forums

1. Administer>>Views (views allow you to aggregate certain types of content on Drupal. Views are used to collect Forum discussion topics created for specific books and place them into one place – i.e. book discussion forum)
2. When a Forum is created, a new View must also be created so all discussion forum topics in that forum can be viewed together.

3. To create a new view (administer>>views), select an already created/existing forum view and then click 'Clone', to make a copy of the selected view.
4. Edit the cloned View properties to reflect the name of the new view. Use this syntax for naming the view: "forum_name" (new name of the forum view)

NOTE: You can create an Author-only forum or other user-specific forums as well.

5. Under 'Page' section of View configuration, select 'Provide Page View'
6. Change URL to reflect the name of the new forum: "discussion/name" (name of the forum)
7. Note: for views to link properly with forums, URLs must have "discussion" as the first item and be in the form of discussion/forum_name
8. Change title = new forum name
9. Select 'Use Pager' (if desired)
10. 'Nodes per page' (choose a number from 10 -20). This number reflects the number of discussion topics that appear (in menu) before clicking "more topics"
11. Filters – choose the 'Taxonomy' term you created for the forum.
12. Click 'Save'

Configuring Features on the Site

Step / Action:

Adding an Event

1. Administer>>contribute>>Event
2. Title = name of the event you're adding
3. Body = Event description - you can remove start/end date if desired
4. Click 'Submit'

NOTE: to display Events on the site – see configuring Block section

Configure Navigation Menu

1. To select options available for users when they are logged in go to Administer>>menus
2. Add or edit items listed in menus. You can also change what each menu items link to (i.e. create a 'Help' link and have it link to a node with help documentation)

Configure Blocks

1. In Drupal, "Blocks" are known as grouped content that appears in the margins of Drupal pages (i.e. Login block, Navigation block, TOC, etc.)
2. Inside the DCB site, blocks are used to display: Navigation menus, Footnotes, Recent discussions, Tags for current posts, Tags for this Book, Tags for all books, Upcoming Events, Current page discussion topics, Upcoming Events, TOC
3. Blocks can be configured to appear on all or select pages throughout site

How to style a Block

1. Go to the file system and find the Themes folder
2. Themes/slash/slash_blue
3. Look for the file named style.css
4. To comply with the blue-gray-white color scheme, add this code to the CSS ID for the block you are trying to change within themes>>slash>>slash_blue>>style.css:

```
background-color: #e6e6e6;  
border: 1px outset #000066;
```

Note: This information is identical to that found in the “Panels Module” section, on page 55 above.

Administer Views

Step / Action:

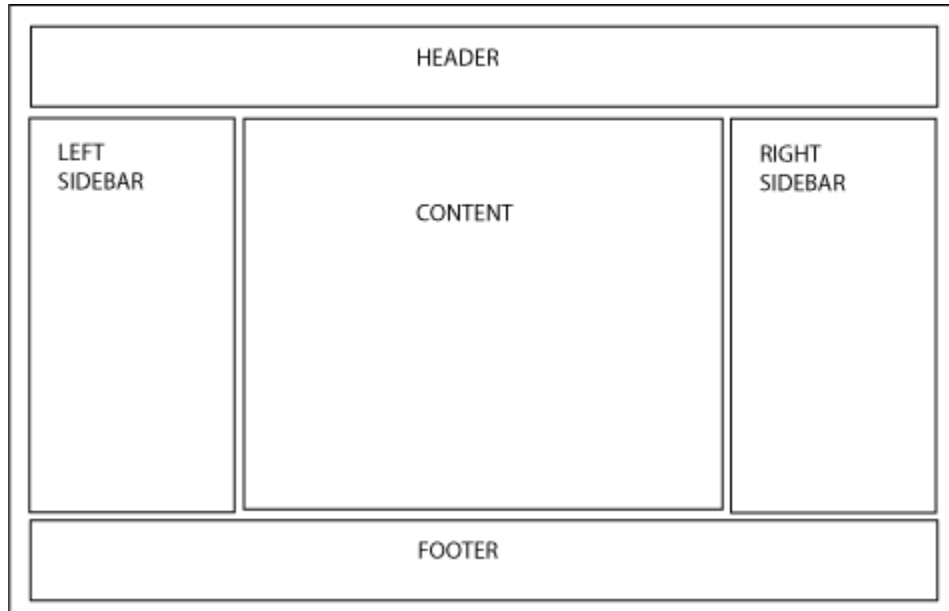
Views allow you to aggregate certain types of content in Drupal (see <http://drupal.org/project/views> for more information). Views are used to collect Forum discussion topics created for specific books and place them into one place – i.e. book discussion forum)

1. To create a new view, go to (**administer>>views**), select an already created/existing forum view and then click ‘Clone’, to make a copy of the selected view.
2. Edit the cloned View properties to reflect the name of the new view. Use this syntax for naming the view: ”forum_name” (new name of the forum view)

Appendix A: DCB Blocks

Blocks in DCB site

Blocks are set-up in the following areas:



The current configuration of blocks is given on the next page:

Block	Enabled	Weight	Placement	Operations
Content				
forum_wiki	<input checked="" type="checkbox"/>	0	content	configure
forum_best	<input checked="" type="checkbox"/>	0	content	configure
Side content	<input checked="" type="checkbox"/>	4	content	configure
Footer				
Execute PHP	<input checked="" type="checkbox"/>	0	footer	configure
Devel Node Access	<input checked="" type="checkbox"/>	0	footer	configure
Header				
Admin Menu Block	<input checked="" type="checkbox"/>	0	header	configure
Left sidebar				
User login	<input checked="" type="checkbox"/>	-5	left sidebar	configure
Navigation (Nice Menu)	<input checked="" type="checkbox"/>	-4	left sidebar	configure
tags for the Wiki Book	<input checked="" type="checkbox"/>	-3	left sidebar	configure
post_on_page	<input checked="" type="checkbox"/>	-3	left sidebar	configure
Devel	<input checked="" type="checkbox"/>	0	left sidebar	configure
Right sidebar				
Search form	<input checked="" type="checkbox"/>	-6	right sidebar	configure
tags for the current post	<input checked="" type="checkbox"/>	-4	right sidebar	configure
The Electronic Antidote (Nice Menu)	<input checked="" type="checkbox"/>	-3	right sidebar	configure
Wiki Book (Nice Menu)	<input checked="" type="checkbox"/>	-3	right sidebar	configure

Appendix B: Stakeholder Analysis

Stakeholder Analysis

There are three primary groups of stakeholders, and two secondary for this project. They are:

- The University of Michigan Press
- The Scholarly Publishing Office (SPO) of the University of Michigan Library
- Authors and Contributors to the site
- The University of Michigan School of Information (Secondary)
- The University of Michigan Provost's Office (Secondary)

This report begins with background information introducing the context in which the project is taking place and the motivations of these parties in pursuing it. It then discusses the interests of each group more specifically and concludes with their expectations of use for the site and the site's future trajectory.

Background

Academic publishing at the University of Michigan is currently in a state of crisis. The University of Michigan Press is called upon to spend valuable time and resources coordinating and conducting peer review, editing and publishing of works of its own faculty and other scholars. However, the monetary returns of these works often do not meet the costs of publishing them. Thus, the University Press is often faced with the undesirable alternatives of either not publishing otherwise qualified books or not getting sufficient returns on the time and resources they devote to them. A new model is needed.

Advances in computer technology, particularly in areas of networking and storage, of recent years have opened the way to a new publishing paradigm. The fact that anyone with a web server and internet connection can begin to "publish" content on the internet has presented attractive alternatives for scholars and others who wish to distribute their works to a broader public but do not have the time, resources or patience to pursue publication through traditional publishing means. The creation of personal web pages, weblogs, discussion boards, comment sections on websites and other Web 2.0 technologies that depend upon everyday users for content and continued use provide strong evidence of this.

What these means of publication lack is the stamp of quality and credibility that major publishing bodies, including the University of Michigan Press, provide. For professors seeking tenure or academics seeking to further their careers and influence, publication by a trusted and known publishing house ensures a standard of quality and academic excellence that publishing through alternative means cannot provide.

The University of Michigan Press and the University of Michigan Library's Scholarly Publishing Office have formed a collaboration (the Michigan Digital Publishing Initiative – MDPI) to address the cost inefficiencies and increasingly outdated nature of the traditional publishing model, as well as credibility and standards issues that continue to make it the best option for publishing in many fields. They have begun a project to create a new cost-effective and

innovative paradigm for publishing that employs the full extent of the internet's distributive and interactive qualities. The *digitalculturebooks* website is a part of the project.

The Stakeholders

The University of Michigan Press

The University of Michigan publishes books on a wide range of topics including political science, gender studies, theater, medieval and Renaissance history, law, economics, and others.⁷ While its core mission is publishing for academic and intellectual advancement, it is also a business operation. In the end, it has a lot to gain from a new model that legitimately and effectively publishes much of the content it currently publishes at a loss, and would rather not be responsible for.

The University of Michigan Press (UM Press) would like to see this project be a transition from traditional print publishing to a new model. In particular, it would like to see those communities which rely the most on the current system (political scientists for example) become more familiar and comfortable with technological means of publishing as a standard. It hopes to engage these groups in a dialogue with more progressive and technologically savvy communities of users, and by so doing, develop new ideas about what it means to publish and the forms that academic publications take.

Key players

- Phil Pochoda: Director, University of Michigan Press
- Mark Sandler: Collection Development Officer, University Library
- Jim Reische: Political Science and Executive Editor, University of Michigan Press
- Alison Mackeen: Digital Culture editor, University of Michigan Press

All four of these members were co-authors of the original proposal for the Michigan Digital Publishing Initiative. Jim Reische and Alison Mackeen have attended several project meetings through the course of the semester and have been the primary interface to the Press for the SI 631 team. As their titles state, they are acquisitions editors for the UM Press and in the *digitalculturebooks* project, they have been tasked with identifying areas of interest to publish in, recruiting the best new projects in those areas for publication at UM, and negotiating contracts for selected authors.

The Scholarly Publishing Office of the University of Michigan Library

The Scholarly Publishing Office (SPO) is similar to the University of Michigan Press in that it is responsible for publishing scholarly content, but it has very different values and goals. It is an alternative publishing house that seeks to serve the needs of the University of Michigan community that fall outside the scope of the University of Michigan Press. These include developing ways of publishing content that exist in non-traditional forms such as informational databases and websites, consulting with faculty and library staff on the creation of electronic

⁷ See "About the Press" on the University of Michigan Press website <<http://www.press.umich.edu/press.jsp>>

projects that utilize University of Michigan Library digital resources, and exploring new ways to package and distribute the Library's collections.⁸

SPO publishing is conducted entirely electronically and it publishes materials as much as possible so that they are free of cost and openly accessible to all users. It uses software for hosting its subscription-based and other publications that was designed by the Digital Library Production Service (DLPS) at the University of Michigan. Though the software is used for publishing purposes, it was designed to hold digital library content and, as such, supports the long-term preservation of digital materials, which is of critical importance to the mission and goals of the SPO.

One of the key ways that the SPO differs from the University of Michigan Press is the emphasis they place on the mechanisms by which content is published. The first bullet in the SPO's list of goals is the development of

"Low cost, scalable mechanisms for electronic publication and distribution of journals and monographs. This includes issuing material in conventional forms (i.e., periodic issuing of journals, monographs that are linear narratives and that are distributed in editions) and enhancing those forms (i.e., through publication on a rolling basis, through hyperlinking, or through the addition of multimedia elements)"⁹

By creating and supporting *digitalculturebooks* the SPO is furthering its mission of addressing current issues and concerns in scholarly communication in the online environment. It is also bringing attention to the University of Michigan as an innovator and forerunner in this arena and increasing its own prestige as an organization.

Key players

- Maria Bonn: Director Scholarly Publishing Office, University Library
- Shana Kimball, Electronic Projects Editor, Scholarly Publishing Office
- Kevin Hawkins, Electronic Publishing Librarian, Scholarly Publishing Office

As the director of the Scholarly Publishing Office, Maria Bonn is one of the key stakeholders in the *digitalculturebooks* project. She is one of the original authors of the Michigan Digital Project Initiative Proposal, and has been present at several SI 631 project meetings.

In addition to being the Electronic Projects Editor for the Scholarly Publishing Office, Shana Kimball is the project manager for *digitalculturebooks*. She is responsible for coordination with the UM Press and the School of Information (SI) project team, as well as among staff of the Scholarly Publishing Office. As our primary interface with MDPI, Shana has provided direction and feedback at every stage of the project.

Kevin Hawkins is the electronic publishing librarian at the SPO. He is the manager of the Drupal installation that is being used by the SPO office for their internal site, and will likely be

⁸ See "About SPO" at <<http://spo.umdl.umich.edu/intro.html>>

⁹ < <http://spo.umdl.umich.edu/intro.html>>

one of the system administrators when the *digitalculturebooks* website is handed over to the SPO at the end of the semester.

Authors and Contributors

Authors who participate in this digital publishing experiment are key stakeholders in the website because their work will be the focus of new online communities. Authors who host blogs on the site, especially, will play a significant and very public role in promoting their work and providing the energy both to get communities started and to help them endure over time.

Those who contribute to the site in the form of comments on published works also have a stake in the site. Offering suggestions and ideas, pointing out inconsistencies, and engaging intelligently in discussions of substance require a significant investment of time and energy. In order to be successful the site must gain the trust of its users and their confidence in the continued value of the site to themselves and to society at large.

The School of Information

The School of Information has achieved national and international recognition for its innovative approach to information science and for the preparedness and effectiveness of its graduates in diverse working environments. One of the hallmarks of SI education is the ability to gain experience working with professional businesses and organizations. SI 631 – Content Management Systems is a continuation of this tradition, but is in its maiden voyage as a course offering at SI.

For this reason, success by students in the course not only reflects well on the teaching staff and the school itself, but can help to draw other students to take the course in the future, and businesses to serve as clients as well. Drupal is a powerful tool for managing dynamic web content and providing interactive features on a website, features are becoming more important, and more desirable in all sectors of industry and community. In addition to serving the purposes of the students and instructors, preparing students with the skills to build these kinds of systems is an important way that the School of Information can reach out and have an impact on the greater communities of the state of Michigan, the country, and world.

Key Players

- Paul Resnick, Professor, University of Michigan School of Information
- Mark Ackerman, Associate Professor School of Information and Electrical Engineering and Computer Science University of Michigan

The University of Michigan Provost's Office

The Provost Office as a whole is responsible for the distribution of the intellectual property of the University. The current provost has made the transformation of learning through digital media and improving the world of scholarly communication priorities on her agenda.

As part of these initiatives, the Provost’s Office is lending its support to a proposal by the UM Press and the SPO to the MacArthur Foundation to host the publishing of its Digital Learning series. If the proposal is accepted, the Provost’s Office is likely to have a more vested interest in the project

Key Players

- John King, the Vice Provost for Academic Information

Current State of the Project and Future Trajectory

The *digitalculturebooks* website currently consists of a handful of static web pages that outline its mission and purpose and link to its first publication, *The Best of Technology 2006* (see screenshot below). The goals of the University Press and Scholarly Publishing Office are somewhat vague as yet in that they know they want to encourage collaboration between diverse groups (diverse both in fields of expertise and in experience and comfort with technology) but they are not sure what forms that collaboration might take. One of the things they are hoping to get out of the project with the School of Information is a better idea of what technological tools for interaction and discussion are available. This will help them define the features they want to be available and develop a clearer vision of the site as a whole.



Figure 1: Digitalculturebooks screenshot

<http://www.hti.umich.edu/d/dculture/index.html>

That being said, these are some of the things the Press and the Scholarly Publishing Office envision on the site:

- online works that can be commented on, tagged, reviewed, discussed, and recommended by users
- blogs hosted by various users and contributing authors
- user-created compilations of content available on the site
- a streamlined and fluid process for creating these "books" and other types of materials
- incentive structures for both reviewers and authors that would draw people from various disciplines into the site
- a data collection system that provides information on usage and interaction patterns between users (who uses which materials for what purpose) to serve them more effectively

While the series *digitalculturebooks* publishes will be available for purchase in print form, one of its primary aims is to create such an environment online that these print editions are transformed from finished products into portals to the fuller, more dynamic space of the internet.

The site that we are currently implementing is trying to address most of the aforementioned vision. We are focusing primarily on ensuring that our book contents are easily accessible and provide an easy reading experience. Some of the most important objectives are providing the abilities to easily tag and comment on content on the site. Users will be able to link their comments directly to the content they are referring to as well as relevant discussion forums, offering multiple means of accessing reader input and interacting with published texts. The site will also provide blogging capabilities to authors so that they can expand the discussion of their featured works and introduce other past or future works to users of the site.

Appendix C: Workflow Analysis

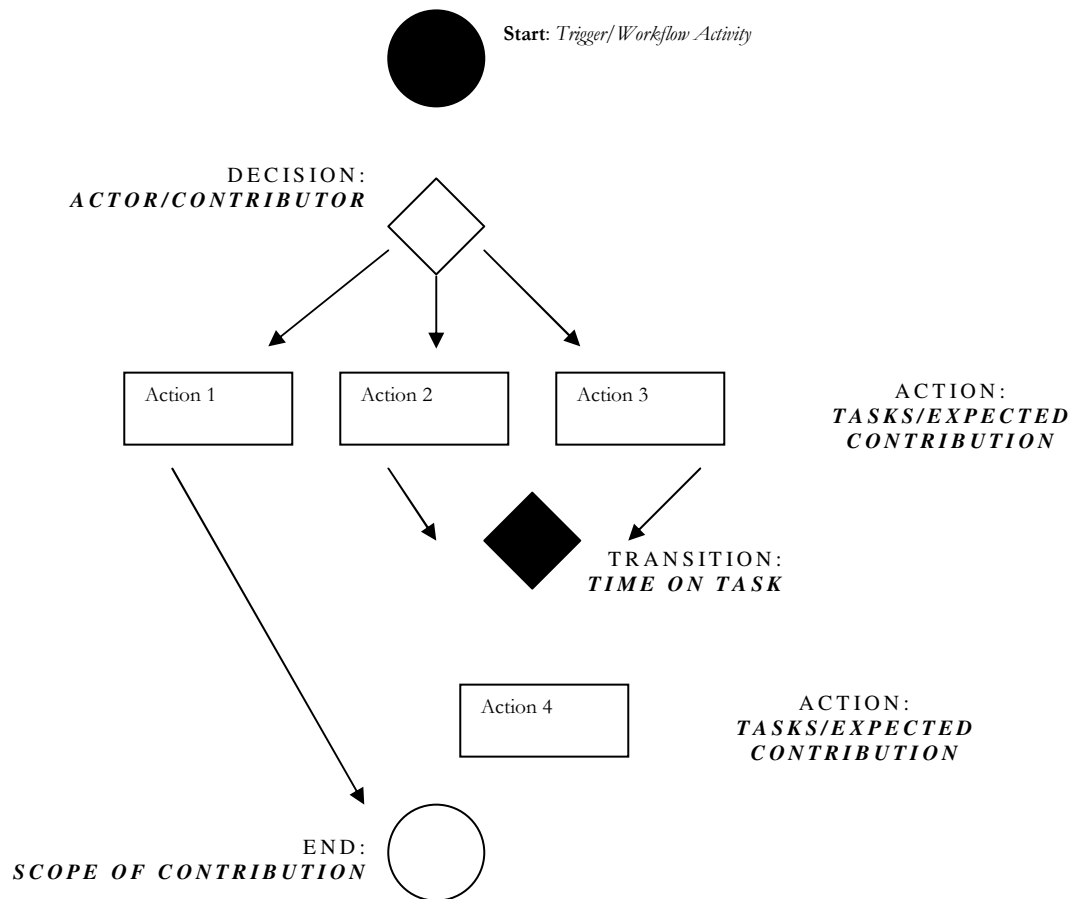
Roles & Responsibilities, Workflow Analysis

Roles and responsibilities

Roles	Responsibilities
<p>Administrator Access Control: Full privileges</p>	<ul style="list-style-type: none"> ➤ Provides complete website administration and is the lead interface to business sponsor. ➤ Provides recommendations for site upgrades and updates. ➤ Creates and maintains technical documentation for the website. ➤ Coordinates training as needed to stakeholders. ➤ Uploads approved content to site, including book content, images, events, etc. ➤ Authorizes and administers all user accounts and access controls ➤ Maintains site blog
<p>Content Editor Access Control: Power user (Some administrator privilege)</p>	<ul style="list-style-type: none"> ➤ Moderates forums and posted comments: removes outdated or inappropriate content ➤ Backs up administrator – uploads approved content ➤ Verifies hyper links that authors add to profiles/blogs/forums ➤ Assists in maintaining site blog.
<p>Authors (Books/Articles) Access Control: Limited privileges</p>	<ul style="list-style-type: none"> ➤ Submits work(s) to SPO/UM Press ➤ Edits own profile ➤ Contributes comments and tags and responds to reader questions ➤ Blogs on the site during promotion period ➤ Edits own blog
<p>Registered User Access Control: Limited privileges</p>	<ul style="list-style-type: none"> ➤ Creates new discussion items, comments, and tags ➤ Views content ➤ Edits own profile
<p>Guest User Access Control: Extremely limited privileges</p>	<ul style="list-style-type: none"> ➤ Views content only ➤ Does not have permission to contribute discussion topics, comments, or tags ➤ Requests Registered User access

Workflow analysis – a process for adding, approving, and removing content

The workflow synopsis encompasses the online content publishing process that SPO and UM Press have outlined for the site. It takes into account the roles, actions and privileges of each user type.



Step	Trigger	Actor / Contributor	Task / [time]	Expected Contribution	Scope of Contribution
1	Receive Book or article from Author	SPO/UM Press	Review Author's content [Time TBD]	Recommend "publish" or "no publish".	Determine requirements for online publishing. Identify "benefits" of publishing the approved content.
2	ALERT	Administrator and Content Editor (backs up the Admin);	Format and upload approved content [Approx. 5 hours]	Admin notifies SPO/UMP of uploaded content.	Author is oriented to the site and Terms of Usage, SPO/UMP expectations, promotional timelines, etc. Book content is uploaded onto site.
3	Orientation and notification from SPO/UM Press	Author(s)	Complete personal profile [30 min.], and starts blog [Ongoing]	Engage, promote and encourage users in discourse and purchase of online book	Develop optimal outline and timeline to meet online distribution goals for the featured book/article
4	Creation of Author profile and notification from site administrator	Content Editor	Create forums based on book/article topics [15 minutes] Review and remove content as needed [Ongoing]. Notify Authors of objectionable content on blog as needed [Ongoing]	Monitor site and user contributions and ensures adherence to terms of usage	Collaborate with Administrator to determine any weaknesses and how to improve site.
5	Account set-up notice	Registered User	Comment on books and articles, tag content [Ongoing]	Submit relevant feedback to authors	Contribute to scholarly conversations, adding value to site usage

Key to Columnar Workflow Analysis	
Step	➤ The order in a sequence of events (from start to finish)
Trigger	➤ That which initiates the need for an action
Actor	➤ Who is to take an action (this may be expressed as the name of a person and/or their role)
Task	➤ What needs to be done, including an expected deadline for completing the action
Task time	➤ The level of effort (amount of time) required to complete the task
Expected Contribution	➤ The actions that advance the task to the next step
Scope of Contribution	➤ The overall contribution by the actor(s) in this step

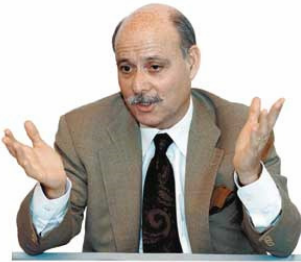
Appendix D: Personas and Scenarios

Scenarios and Personas

The following (6) personas represent classes of users of digitalculture.org. Each persona is fictitious, with a composite of characteristics of real people and projections made by the stakeholders. For each persona, one or more usage scenarios follow. The personas are:

- Rick, a tenured professor
- Matthew, a systems administrator
- Mary Alice, a content administrator
- David, a computer programmer
- Myla, home school parent coordinator
- Aaliyah, an international student

Rick: *tenured professor*



Personal: Rick, 51, is a Caucasian professor of history at the University of Michigan. He specializes in the history of technology and has a particular interest in the effects of new technologies on culture and social structure. He came to Michigan 6 years ago after teaching for 5 years at Georgia State University, and was recently offered tenure. This was partly due to the broad success of his most recent book, published one year ago. Rick has no known disabilities.

Technical: Rick is a medium technology user. Despite the fact that he studies technological innovation, he is extremely distrustful of the Internet when it comes to finding content for articles, books, or materials for his class to use. He uses the Internet for e-mail and to check weather updates, but believes it is just too difficult to know if primary sources on the web are authentic or have been modified in some way.

Scenario: Rick is in the final stages of writing a new book and has been approached by the University of Michigan Press (to whom he submitted the manuscript) to try an experimental way of publishing his new work online. His new book examines the “technological divide” between Americans and Indians at the beginning of the Industrial Revolution in American, and the effect of this divide on mutual perceptions and corporate actions on both sides. Because Rick is an accomplished author and digital divide issues have loomed large on the world stage in recent years, the Press believes his book is a prime candidate for publication on its new site. They believe it will appeal to current socially- and politically-minded users of the site, and help to draw in a new base of scholarly users who are interested in discussions of culture and politics, but not as familiar with the internet as an environment where those discussions can occur.

Rick is dubious about this offer, but decides to visit the website and see for himself what it is all about. When he reaches the site, he sees that there are several books currently being showcased. One is a collection of essays entitled *The Best of Technology 2006*. Three others focus, respectively, on issues of social networking and multi-media in learning, online publishing and American politics, and scholarly communication in the digital age. Each of these appears as links with short summaries of their contents in a side bar at the left of the main page.

Rick’s curiosity is piqued and he decides to click on the link to the book about scholarly publishing. He is greeted with a welcome message at the head of the page, written by the author of the book

herself. She describes the contents of the book, why she is publishing it online, and invites him, the user, to read the book's introduction. She also refers him to the list of discussion topics that have arisen around the book and encourages him to join in the conversations other users are having about the state of scholarly publishing and related issues. If he decides to read the book, he is free to tag the pages of the book with different taxonomies, make comments on different portions of the text, and read the comments others have made. Finally, she invites him to visit the blog she is hosting on the site for updates about her current work, responses to questions from readers, and links to other sites of interest.

Rick is intrigued by the site. He immediately has concerns about the security of the site and how easy it might be for users to change the contents of what authors have written. He is also suspicious about the annotating and commenting features on the site. Though he finds that it is necessary to register on the site to post comments, it still concerns him that people who may know nothing about his field or specialty would make comments that would be attached to the text that people read. He decides to investigate further and find information about other publishing projects that might be doing similar kinds of things. He also resolves to ask around with some of their colleagues and get their opinions on whether he should accept the Press's offer or not.

Summary:

- Education and outreach are an extremely important part of his values as a historian and scholar, and he sees the potential for reaching a broader audience and stimulating important discussions.
- Interested in participating in online discussions regarding the featured works.
- Interested in exploring and reading comments that others make.
- Concerned about site security and quality of user comments

Matthew: *systems administrator*

Personal: Matthew, 29, Caucasian male, has been working with computers since he was eight years old. Here he is in CERN in Geneva, Switzerland with Tim Berners-Lee's NeXTcube, where the World Wide Web was invented.

Technological: Matthew interacts with computers everyday for several hours in order to give technical support, administer various web sites, check his e-mail and check out the latest publications and breakthroughs in computer science. He has been out of school and working for over six years.

Scenario: Matthew used to be part of an IT team at the University of Michigan Scholarly Publishing Office that would administer *digitalculturebooks* by making sure that content housed in the current content system (DLXS) was accessible through the old static HTML website. In the new version of *digitalculturebooks*, however, his job is a bit different.

In the new system, based on a content management system called Drupal, after going through the traditional editing processes, authors' works are submitted to Matthew and must be properly formatted before going "live" on the site. It is Matthew's job to oversee this process, and to manage the accounts of authors and users who register on the site. Drupal has allowed *digitalculturebooks* to introduce new interactive features on the site such as commenting, tagging, and subscription to discussion threads of interest. Though there is one staff member to back him up, Matthew bears primary responsibility for ensuring the proper functioning and use of these features.

Some things this involves practically for Matthew are enforcing the terms and conditions of site use with registered users and authors, and making judgment calls about what is appropriate or inappropriate use of the site. Two days ago, for example, an author hosting a blog on *digitalculturebooks* began using the blog to promote the views of his favorite presidential candidate. Matthew's content editor notified him of this and he took the decision to let the postings stand, but to notify the author that postings of this kind should be restricted to personal blogs, and not be included on *digitalculturebooks*.

The idea of managing all the content on the site was somewhat daunting to Matthew when he first heard about how his position would be changing. He is finding it much less complicated than he imagined, however, and has been pleasantly surprised at the efficiency and power of the Drupal system. He has some concerns about needing more people on his team if *digitalculturebooks* should grow into a much larger community, but overall he is impressed by the current ease of community and content management and is confident that the Drupal environment will be manageable and scalable in the future.

Summary:

- Manages content on site, user accounts, associations between author-created and user-created content
- Moderates user comments, forum additions and nominated article sections of *digitalculturebooks*
- Is confident in Drupal scalability for a possible larger online environment
- Impressed by the current ease of community management with Drupal

Mary Alice: content editor



Personal

Mary Alice, 23, Caucasian female, is a co-worker of Matthew (the system administrator). She has just received a BA in English Literature from the University of Wisconsin, with a minor in Anthropology. During her college years, Mary Alice had the opportunity to work with a computer science professor in helping him write technical documentations, such Systems Requirements

Specification (SRS) documents and training manuals.

Technological

Mary Alice owns a Dell Latitude desktop, which she has recently upgraded the operating system to Windows Vista, and also a 13-inch MacBook laptop which she received as a graduation present from her parents. She is comfortable with all applications in the Microsoft Office suite, though she mostly works with Word, PowerPoint and Publisher. She is very much interested in designing websites, and have recently started to master Adobe Illustrator and Photoshop (for designing graphics) and is currently learning how to program in Ruby and also creating Flash applications.

Scenario

Mary Alice works closely with Matthew to ensure that the *digitalculturebooks* site is not only running properly but also has properly moderated content. This means that comments that users make on the site are reviewed by Mary Alice before they get published to be read by other users. This is to ensure the validity of the comments and that this feature of the site is not misused by users who are posting links to objectionable external sites. Comments with objectionable content or language are removed from the moderation queue, and the users posting the comments are sent warning emails. She also periodically archives comments that are considered as old and are not relevant to new materials posted on the site.

In addition to moderating user postings on the site, Mary Alice uploads the articles and books that are featured on *digitalculturebooks*, and works closely with Matthew, book and article authors, and editors to determine how content should be presented and which of the sites features are utilized. For instance, currently Mary Alice is working with an author who has one of his articles published in the *Best of Technology* series. The author would like to use the site's blogging capabilities, but would also like to export the contents of his blog to an external blogging site once his work is no longer featured on the *digitalculturebooks* website. Mary Alice works with Matthew to ensure that the author has the option of doing that. She also helps the author create his profile, upload materials (such as the cover picture of his new book) and set up his blog.

Aside from uploading articles and books, Mary Alice maintains the event calendar to reflect upcoming featured works, and sales and author-specific events (such as book readings and book signings). With the amount of work that she is currently handling, Mary Alice is feeling slightly overwhelmed. Although she does not have to deal with any actual coding in order to maintain the site, there is still a lot of work for her to do in moderating and updating contents. She hopes that as the *digitalculturebooks* website grows bigger and attracts more users, the administration will hire more content editors to make sure that the site is maintained and updated in a timely manner.

Summary

- Moderates contents posted by users and authors to filter objectionable content.
- Works closely with the systems administrator to help customize the look and feel of the site.
- Works closely with the authors and help them utilize the site's capabilities.

David: *computer programmer*

Personal: David, 37-year-old Caucasian male, is a computer programmer thinking about changing careers and perhaps publishing his creative works digitally. He is a quick learner and is always looking for a new challenge.



Technological: As a programmer, David is extremely familiar with computers. He normally uses the computer for most of his workday as well as at home for checking e-mail and recreational Internet usage. David is extremely interested in the new digital frontiers and the opportunities they offer.

Scenario: David is a programmer and project manager for *CareerSite*. The company (*CareerSite*) was recently acquired by *Yahoo*. David is looking at some downtime and is thinking about getting into writing. David has done writing in the past and is

looking for a way into a writing/publishing community. Considering his strong technological and computer background, David is especially interested in digital publishing. After conducting a search on the internet, he came across the *digitalculturebooks* site. He is interested in some of the featured works displayed in the site, and creates an account so that he can participate in the online forums and discussions. He later learns that though it does not require registering, he will also be able nominate articles to be featured in a series the site publishes (*The Best of Technology*), something that he feels is a good way to contribute to the site community since he has read many excellent technology articles.

While looking through the additional features of the site, David comes across a book about learning and online gaming that sounds interesting. As he starts to read the online content provided, he scans a piece of code sampled for the book and notices some minor inefficiencies. He looks at the comments section next to the book content and sees that nobody has noticed the problem yet, so he decides to post a comment of a more efficient code to help the author.

Shortly after this, David starts looking at a book about the digital publishing world itself by an author he recognizes. He then he sees that the author has started a discussion area to go along with the book and there are many people giving help and suggestions. David looks through the threads and finds several posts that give him especially compelling information. Overall, David is impressed with the functionality and community centered on the digital publishing world and is further compelled to try and publish his writings digitally instead of pursuing publication through traditional methods.

Summary:

- Interested in learning more about digital publishing and getting involved in the community
 - Interested in commenting on digitally published works
 - Interested in the forum community around a digitally published work
- More compelled to digitally publish his work than following the traditional publishing methods

Myla: *home school parent coordinator*



Personal: Myla, 42, multi-ethnic female, is a lead parent curriculum coordinator for the Washtenaw County Home School Parents Association. She moved to Ypsilanti, MI from southern California. Her husband is an engineer for Daimler-Chrysler. They home school three children: one elementary student, and two secondary students. Myla was injured in an automobile accident several years ago and has limited mobility as a result of the accident.

Technical: Myla and her household are moderate to significantly technologically literate. They run a secure, wireless network in their home and operate with other parents and families who home school their children in Washtenaw County. Myla communicates via e-mail and uses databases to archive shared lesson plans.

Scenario: Myla develops lessons plans in secondary history, government and social studies to share with parents in the association. She relies heavily on Internet research, rubrics and WebQuests to format and deliver her educational content. She is responsible for researching background information that is used to teach the lessons. She coordinates monthly meetings with parents and shares resources and techniques for grading, evaluating and discussing lessons.

She frequents many online educational sites for tips and resources. Myla is impressed with the scholarly subject-based discussions and commentary she finds on digitalculture.org. The citations, forum discussions and hyperlinked references are especially helpful to Myla in the researching of her subject matter. She uses the site to prepare advanced secondary lessons for home schooled students at the secondary level.

Summary:

- Interested in reading the scholarly commentary in history, politics (government) and the social sciences.
- Interested in reading books online, with color pictures, audio and commentary.

Aaliyah: *International Student*



Personal: Aaliyah, 22, is a Malay student at the University of Malaya (UM), which is located in Kuala Lumpur, Malaysia. She currently majors in Multimedia and Communications Studies. She is in the last year of her undergraduate program. After graduating, she is interested in either pursuing a career in web development or doing post-graduate studies in the field of human-computer interaction. She is fluent in both Malay and English.

Technological: Through her studies, she is comfortable with working on both the Windows and Mac platforms. She is proficient in HTML, PHP and MySQL due to her interest in web development. Applications that she uses most are Adobe Illustrator, Adobe Photoshop, Flash, ImageReady and DreamWeaver.

Scenario: Aaliyah is currently in the second-to-last semester of her undergraduate studies, and she is currently at a crossroads: either to go into the working world or pursue a post-graduate degree. Although she enjoys web designing and hopes to be a multimedia developer, she also has an avid interest in the field of human-computer interaction (HCI). This interest stemmed from friend of hers, who is currently pursuing a master's in human-computer interaction at the University of Illinois, Urbana-Champaign.

However, the field of HCI is relatively new in Malaysia. Not a lot of people have heard of it, and the program is not offered in any of the universities. Aaliyah is considering the option of studying abroad but would first like to learn a lot more regarding the field and its impact in the realm of information technology. She is proficient in English and therefore favors reading scholarly articles from the US and UK while doing research for her classes. Rather than simply reading articles, she also enjoys reading and participating in discussions around topics she found of interest.

Aaliyah first encountered *digitalculturebooks* through a professor's recommendation for one of her research papers. Aaliyah found the site to be extremely useful because not only is she able to read the books and articles themselves, but she is also able to read comments left by other readers/members of the site. She is also intrigued by the authors' blogs, which provide her with an insight to what are the motivations of each author while creating their work.

Aaliyah decides to visit *digitalculturebooks* again and search for articles that fall under the field of HCI. By no means is this her only resource for deciding whether the field is right for her, but she would

like to know more about advances in this field as well as see how it connects to her interest in multimedia development right now.

Aaliyah looks through the different series available and identifies which ones would be most pertinent to her search. Out of the 5 series, *Information in Context* and *The Networked Imagination* seemed closest to what she has in mind. After conducting a search on the site, she does not find anything relating to HCI. However she does find a few relevant chapters that pertain to multimedia technology that she finds interesting. She bookmarks these pages to return to them at a later time. She realizes that although the site did not help her with her initial search, it provides an invaluable resource because it allows her to read articles that are not available through her university or even in her country, and it allows her to participate in discussions with people who are, geographically, located oceans apart from herself.

Summary:

- Interested in reading the scholarly articles in the field of information technology.
- Particularly interested in discussions and communicating with scholars in different countries.
- No particular desire to be published and instead uses the articles as references for research and classes. Might have interest in online publishing further along the way.

Appendix E: Recommendations

Recommendations for site improvement

1. Upgrade site from 4.7 to 5.x (the latest, stable version of Drupal). This will allow for more feature flexibility and functionality throughout the DCB site.
2. Make ‘Node Reference’ load automatically when submitting a discussion topic. Hence, when submitting a new comment, the Discussion field (the forum) and Chapter section should load automatically. This will save time and add user convenience. URL for reference: See <http://api.drupal.org>
3. Consider using PDFs to load book content, one page at a time. This may speed up the Book loading process (but would make it difficult for users to comment on small sections).
4. Drupal includes a “Book Import” module that will display books uploaded in a Drupal XML format. It is possible that this could also be used as an alternate way to load books onto the site.
5. In Drupal 5.x there is a module in development that turns comments into a node type. This module gives you more options for comments and forum relationships.
6. Explore other ways of displaying the TOC (i.e. having it appear as a drop-down menu above the text, versus on the left side) in order to free valuable screen real estate and lower the number of pages users need to click through in order to access book content.
7. Keep the custom banner. (it looks nice)
8. Conduct usability testing.

9. Explore these features as ways to engage users and get them to actively participate on the site: Polls, Hall of Fame module, Voting, Five Star.
Use these with book reviews or other user content to provide incentives.