

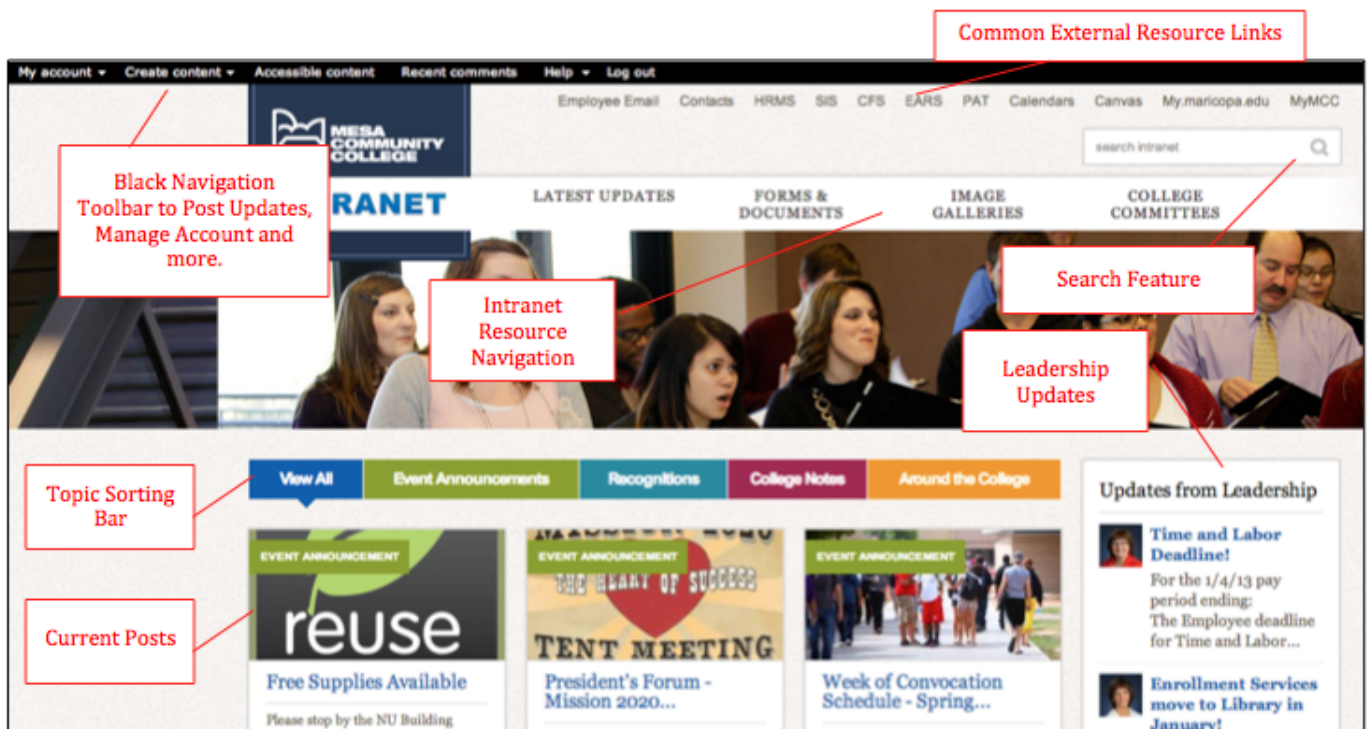
MCC INTRANET INSTRUCTIONS

The MCC Intranet serves as a communications center for employees, centralizing news and information about the college, employee awards and recognition, and resources to perform job duties. The Intranet is available to all MCC employees and provides links to common resources, forms and campus activities.

Accessing the MCC Intranet

You can access the Intranet at <https://www.mesacc.edu/intranet> or by clicking the "Intranet" link at the bottom of the [MCC home page](#). A college-wide email is sent out each business day notifying employees of new items posted to the Intranet.

Navigating the MCC Intranet



Posting Information to the MCC Intranet

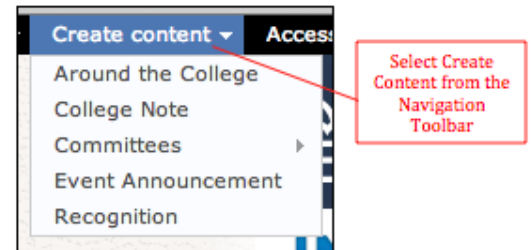
Types of Content

- **Around the College** - use for feature length articles, long messages and announcements.
- **College Note** - use for brief announcements, requests and updates (less than 2,000 characters).
- **Event Announcements** - best for promoting activities with dates, the event will appear on the intranet the day you post it and again the day of the event.
- **Recognition** - use to recognize employee accomplishments.

Create Content

Step One: Select Content Type

- From the **Black Navigation Toolbar** select **Create Content**.
- From the drop-down menu select a content type (Around the College, College Note, Event Announcement, Recognition) that best fits your message.

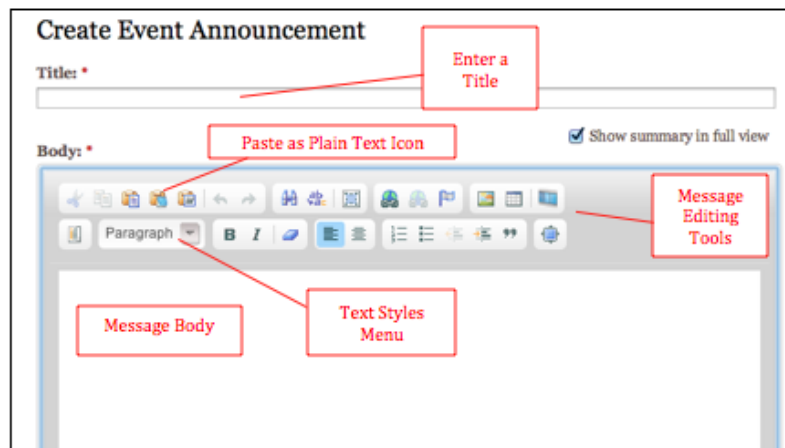


Step Two: Title

- Enter a **Title** for the message.

Step Three: Body

- Enter the message using the Intranet tool (Drupal) Rich Content Editor (similar to email and word processing editors) to enter and format your message. **Note:** If you paste text from Word, paste it as plain text to avoid formatting conflicts.
- Use the Style Menu to format your text headers. **Note:** There is no choice for font type. For consistency and readability, all posts will default to the Intranet tool (Drupal) font type.



Step Four: Uploading and Inserting Images

Images are required for most Intranet post types. You must use the Intranet tool (Drupal) to upload and insert your images into the post. DO NOT copy and paste images into the post.

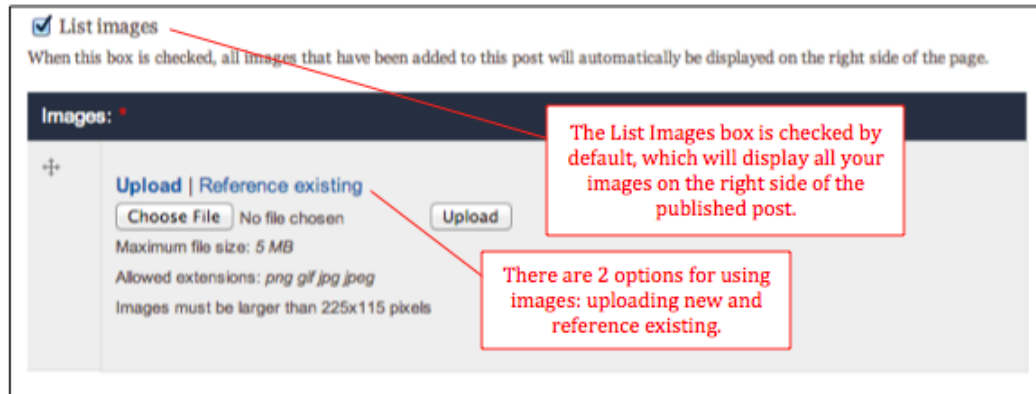
The Image Tools appear below the Post Body Editor window.

Image Upload Options

1. **Uploading** - To upload an image from your computer, click **Choose File** to find the image on your computer hard drive or other computer storage device and then click **Upload**.

2. Reference Existing - To re-use an image that has already been uploaded to the Intranet, Click **Reference Existing** and type all or part of the image's name in the box. If the image is found, it will appear in a list below the search box. To use the image in your post, click **Select**.

Note: Image formats allowed are png, gif, jpg and jpeg. Images must be larger than 225 x 115 pixels OR approximately 3" x 1.53". Maximum size 5MB. Your image(s) will not be visible until you **Preview** the post.



Formatting Images

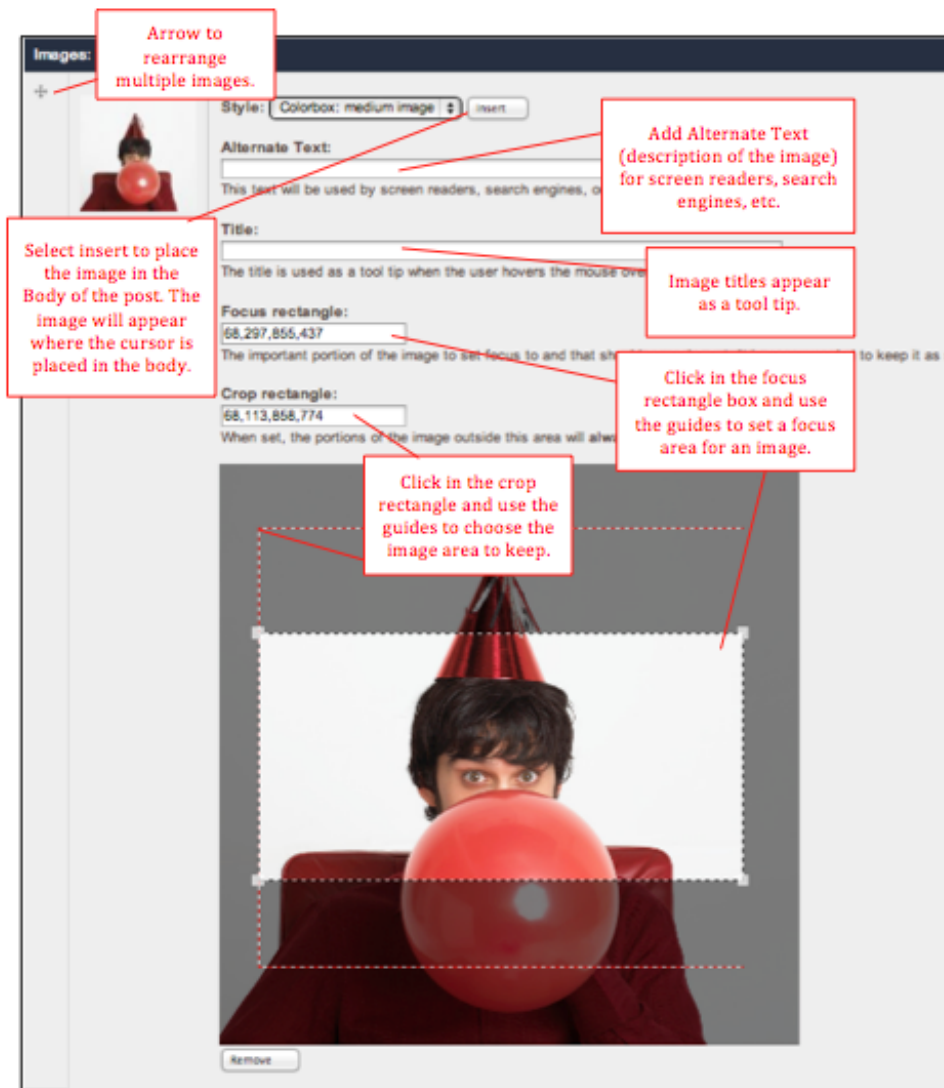
Formatting images gives you control over the look and feel of the image. Once you upload an image these options will appear.

- **Alternate Text** - Enter descriptive text in these fields. Alternate Text will be used by screen readers, search engines, or when the image cannot be loaded.
- **Title** - The title is used as a tool tip. When the user hovers the mouse over the image, the title will appear.
- **Focus Rectangle** - Allows you to set focus to the important part of your image, which is especially important for the small boxes on the Intranet homepage. To use, click in the box beneath Focus Rectangle, then click in your picture to select the area you want to highlight. The focus guides will only allow the dimensions of the MCC Intranet image feature area.
- **Crop Rectangle** - When set, the portions of the image outside the area will always be cut out. To use, click in the box beneath Crop Rectangle, then click in your picture to select the area you want to retain.

Image Placement

Controlling the Placement of an Uploaded Image - If you want to control the placement of your image in the **Body** of the post, **place the cursor where you want the image to appear and click**. Then scroll down to the image and **click Insert**.

By default, the List images box is checked so that images appear on the right side of your post. Unchecking the box will remove the image from the right side (your image will still appear in the daily summary email and in the small box on the Intranet homepage). **Note:** Make sure you format your image prior to placement.



Note: Click the **Add another item button** below the Image Tools if you have more than one image for your post. To rearrange your photos, click the arrow to the left of your picture.

Step Five: Working with Attachments

The Attachment Tools appear below the Post Body Editor window. There are two options for adding attachments:

1. **Uploading** - To upload an attachment from your computer, click **Choose File** to find the file on your computer hard drive or other computer storage device and then click **Upload**.
2. **Reference Existing** - To re-use an attachment that has already been uploaded to the Intranet, Click **Reference Existing** and type all or part of the file's name in the box. If the file is found, it will appear in a list below the search box. To attach the file to your post, click **Select**.

Note: File attachment formats allowed are txt, pdf, doc, docx, xls, xlsx, ppt, pptx, pps, tiff, eps. Maximum file size 5MB. Your file attachment will not be visible until you **Preview** the post.

Optional Step: Event Dates (Only Applies to Event Announcements)

When you create an “Event Announcement” in the Intranet, it will automatically appear twice.

Once on the day that you publish it in the “Event Announcements” area and once again the day of the event in the “Upcoming Events” section of the Intranet homepage.

To have your event appear in the "Upcoming Events" section, **you must enter the "Event Date" in the section that appears just below the "Body" section of the post** you are creating. **Note:** If it is a recurring event, click the "Repeat" button to see a list of options.

Step Six: Previewing the Post

Click **Preview** at the bottom of the page to see how the post will appear and proof for errors. The Rich Content Editor appears beneath the previewed version so that you can easily make changes.

Step Seven: Saving & Publication

When you are ready for the post to appear on the Intranet, click Publishing Options, make sure the Published box is checked, then click Save. The system automatically sets the date and time that you Publish the post. **Note:** If you would like to create a post that will be published at a future date, change the date in the **Authored on** box.

If you would like to Save a post and come back later to Publish it, **unclick the Published box**, then **click Save**. To come back to it later, **click Accessible Content** located in the **Black Navigation Toolbar** at the top of the page.

Managing Revisions & Other Tools

Other Toolbar Options

My Account - Manage Profile

You can edit the information that appears in the MCC Contact tool, edit your picture, and generate a Google Email Signature. Click on **My Account** in the **Black Navigation Toolbar** to access these options.

Accessible Content - Manage Revisions & Posts

You can look at content you created, modified, or can edit an existing post. Under the tabs you can sort your posts by Published, Unpublished, or All. Click on **Accessible Content** in the **Black Navigation Toolbar** to access these options.

Post Composition Tips

Using HTML

The Drupal Rich Content Editor supports HTML.

- There is no HTML editor toggle, simply add the code into the Body Composition Window.
- Allowed HTML tags: <a> <u> <i> <h1> <h2> <h3> <h4> <h5> <code> <div> <dl> <dt> <dd> <p>
 <table> <tr> <td> <th> <thead> <tbody> <tfoot> <blockquote> <sup> <sub>

Videos, Links & Other Media

- You may insert videos and other embeddable media with [video:URL]. For a list of supported tools visit <https://www.mesacc.edu/intranet/filter/tips>.
Example: [video:<http://www.youtube.com/watch?v=uN1qUeId>]
- Web page addresses and e-mail addresses turn into links automatically.

Styles

- Empty paragraph killer - multiple returns will not break the site's style.
- In the Body Composition Window use the Paragraph Styles Menu to create a consistent look and feel to your headers.

Other Resources

Help - <https://www.mesacc.edu/intranet/content/online-help>

Formatting Tips - <https://www.mesacc.edu/intranet/filter/tips>

Using Generic MCC Images - <https://www.mesacc.edu/intranet/around-college/default-images>