Drupal 101

Rachel Vacek, Head of Web Services
University of Houston Libraries

TLA Annual Conference
Houston, TX
April 17, 2012

Slides available at:

http://slideshare.net/vacekrae

I'm on twitter:

@vacekrae

Agenda

- **Introductions**
- Drupal Overview
- Content
- Regions, Blocks & Menus
- Users, Roles & Permissions
- Themes
- Modules: Core, Contributed & Custom
- Maintenance & Security
- Tips & Tricks
- Questions & Answers

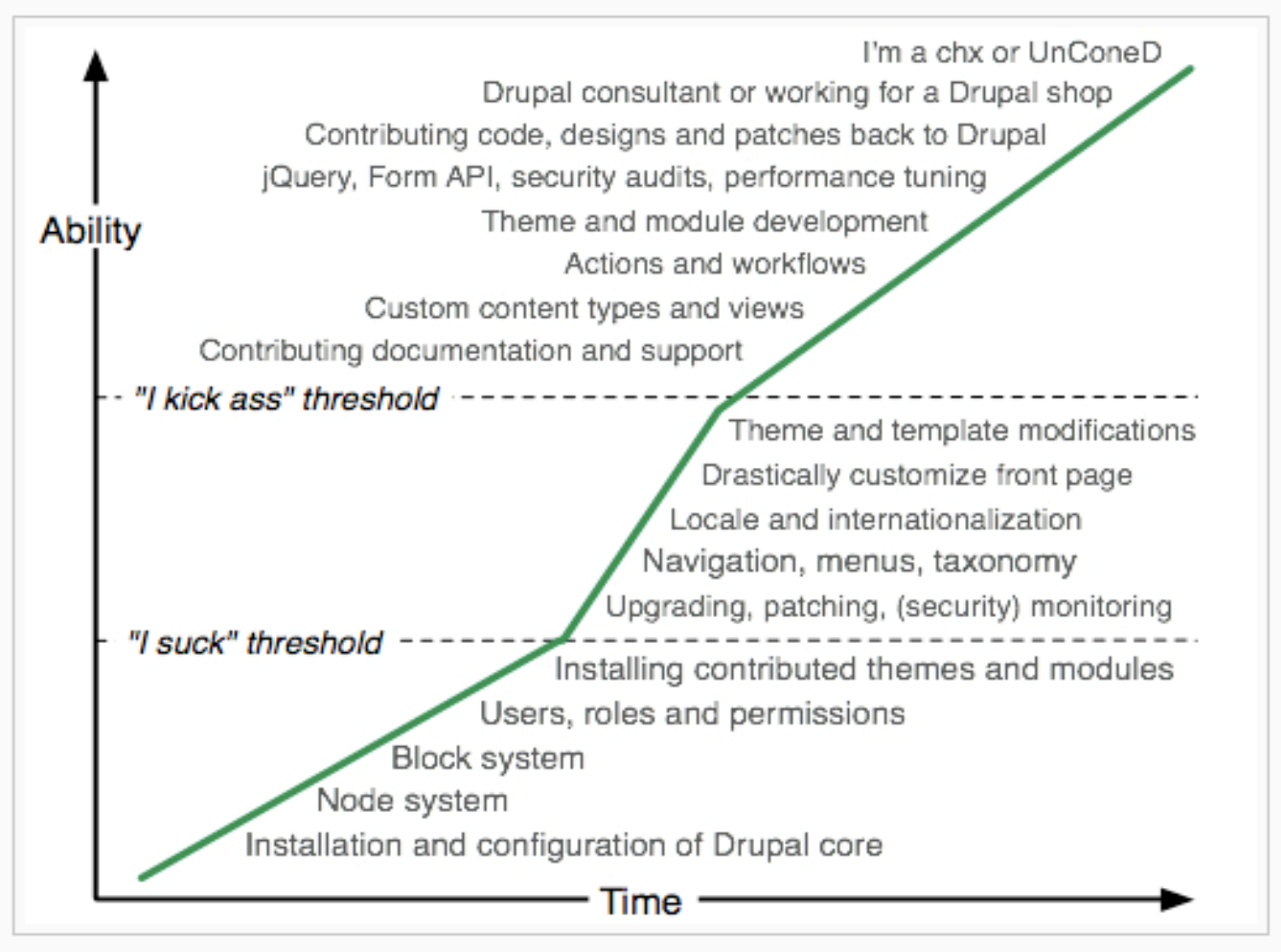
30-Second Introductions

- Your name, title, affiliation
- What's your role in your library?
- What web development or content management tools are you currently using?
- What do you want to do with Drupal at your library?

Our Objectives Today

- To become more conversant in Drupal speak
- To learn what is involved in developing, managing and maintaining a basic Drupal site
- To learn about modules most often used by libraries
- To help one another in answering questions about Drupal

Drupal Learning Curve



http://buytaert.net/drupal-learning-curve

Agenda

- Introductions
- **Drupal Overview**
- Content
- Regions, Blocks & Menus
- Users, Roles & Permissions
- Themes
- Modules: Core, Contributed & Custom
- Maintenance & Security
- Tips & Tricks
- Questions & Answers

Drupal: What is it?

- An open source content management system (CMS)
- Created by Dries Buytaert
- Web standards-friendly
- Timeline/history
  - Dorp → Drop → Drupal
  - derived from the Dutch word "Druppel" which in English means "Drop"
  - Drupal was born in January 2001
- Version 7 released in January 2011

Drupal: Why Libraries Love It

- Easy to deploy a robust web site quickly and easily
- Easy to include many elements of social networking
- Makes customizing library tools for local specifications easy
  - ILS
  - Discover Layer/metasearch tools
  - LibGuides

Open Source: Good for Libraries

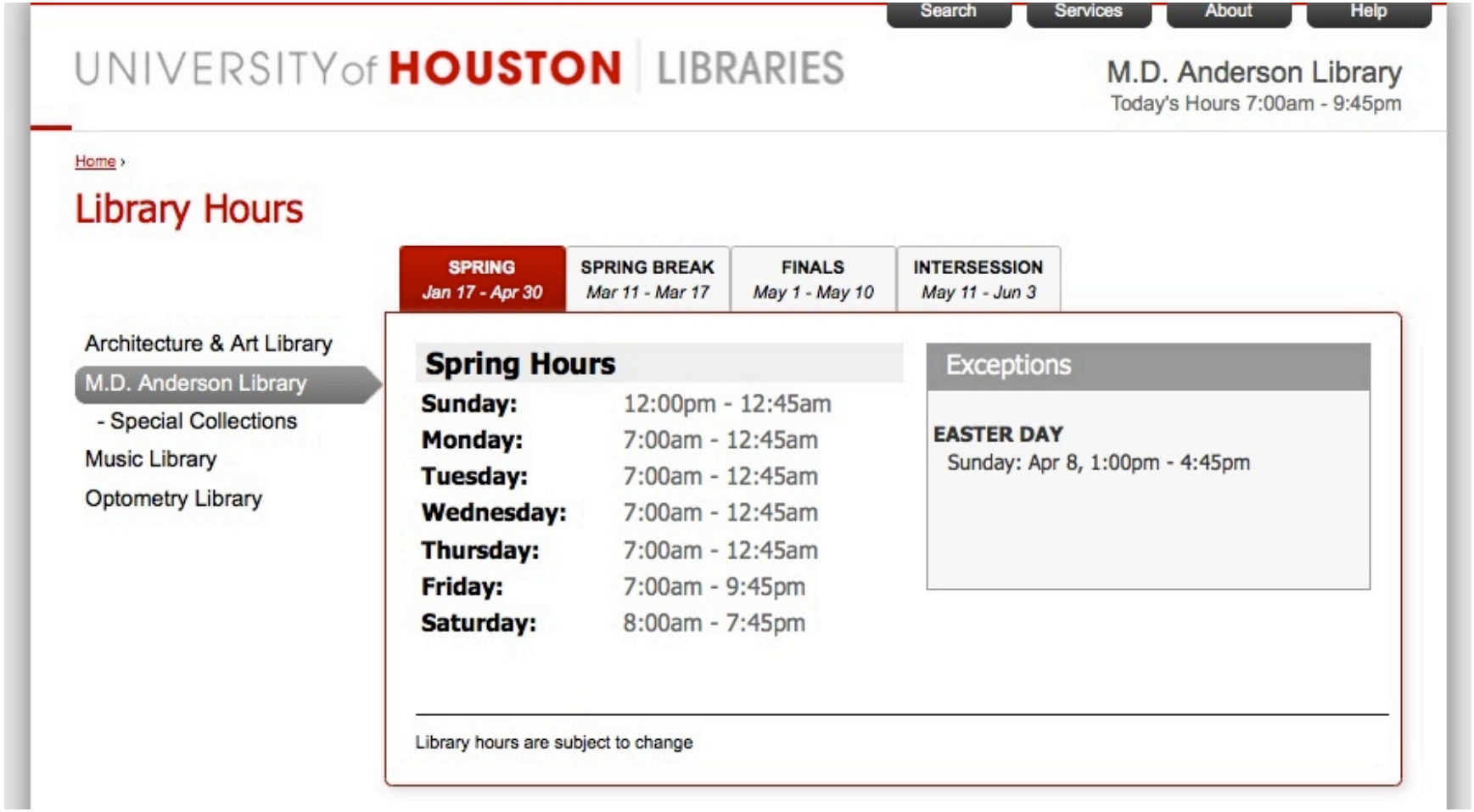
- Active community of users and developers
- Develop modules that can be shared
- Libraries are expected to do more and more online
- Libraries without in-house programming support can quickly deploy robust sites
- Libraries with programmers can create and contribute modules
- Actively participating in open source communities can save everyone time, headaches, and effort

TONS of libraries are using Drupal

http://groups.drupal.org/node/13473

Open source is about sharing!

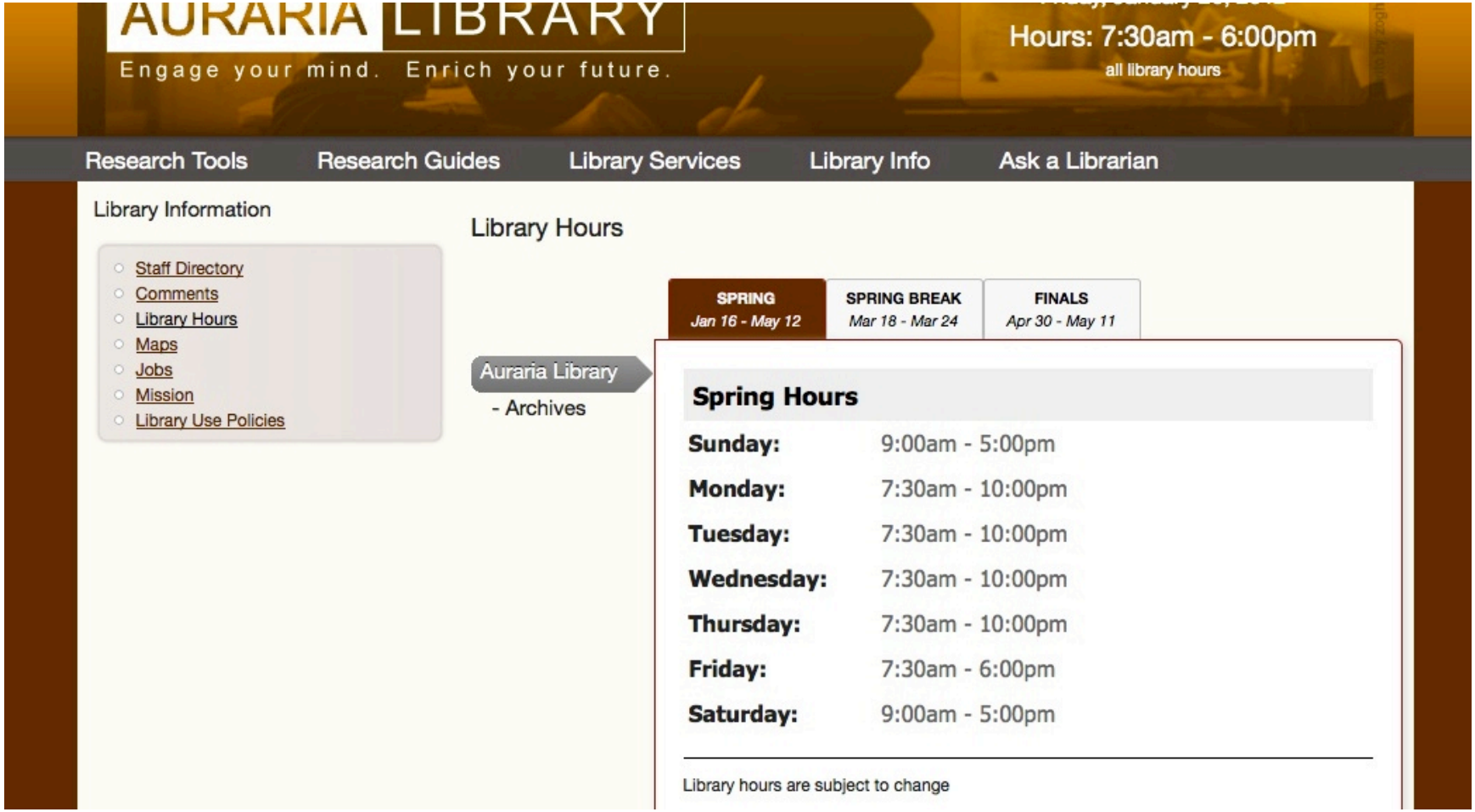
Custom Libhours Module



Libhours Module

- http://drupal.org/node/1510636
  - A custom module that lets libraries create hours and exceptions for multiple semesters at multiple branch locations
  - Submitted to Drupal community, still waiting on approval (as of April 17, 2012).
  - Created by Sean Watkins, Web Developer at UH Libraries

Libhours Module at Auraria Library



Drupal UX

- Steep learning curve → takes time to get across the "I suck" threshold
- More development flexibility than other open source CMSs like Wordpress or Joomla!
- Drupal 7 improves the CMS user experience over previous versions

Drupal Terminology

Drupal site examples

- UH Libraries private intranet
  - Our 1st Drupal 6 instance
- UH Libraries main website
  - info.lib.uh.edu
  - Our 2nd Drupal 6 instance
- Web Services documentation/project management
  - Our 3rd Drupal 6 instance
  - Open Atrium: **http://openatrium.com/**

Agenda

- Introductions
- Drupal Overview
- **Content**
- Regions, Blocks & Menus
- Users, Roles & Permissions
- Themes
- Modules: Core, Contributed & Custom
- Maintenance & Security
- Tips & Tricks
- Questions & Answers

Content: Concepts

- A **node** is a piece of content in Drupal, typically corresponding to a single page on the site
- Every node also belongs to a particular content type, and can additionally be classified using the taxonomy system
- Examples of nodes are polls, stories, book pages and images

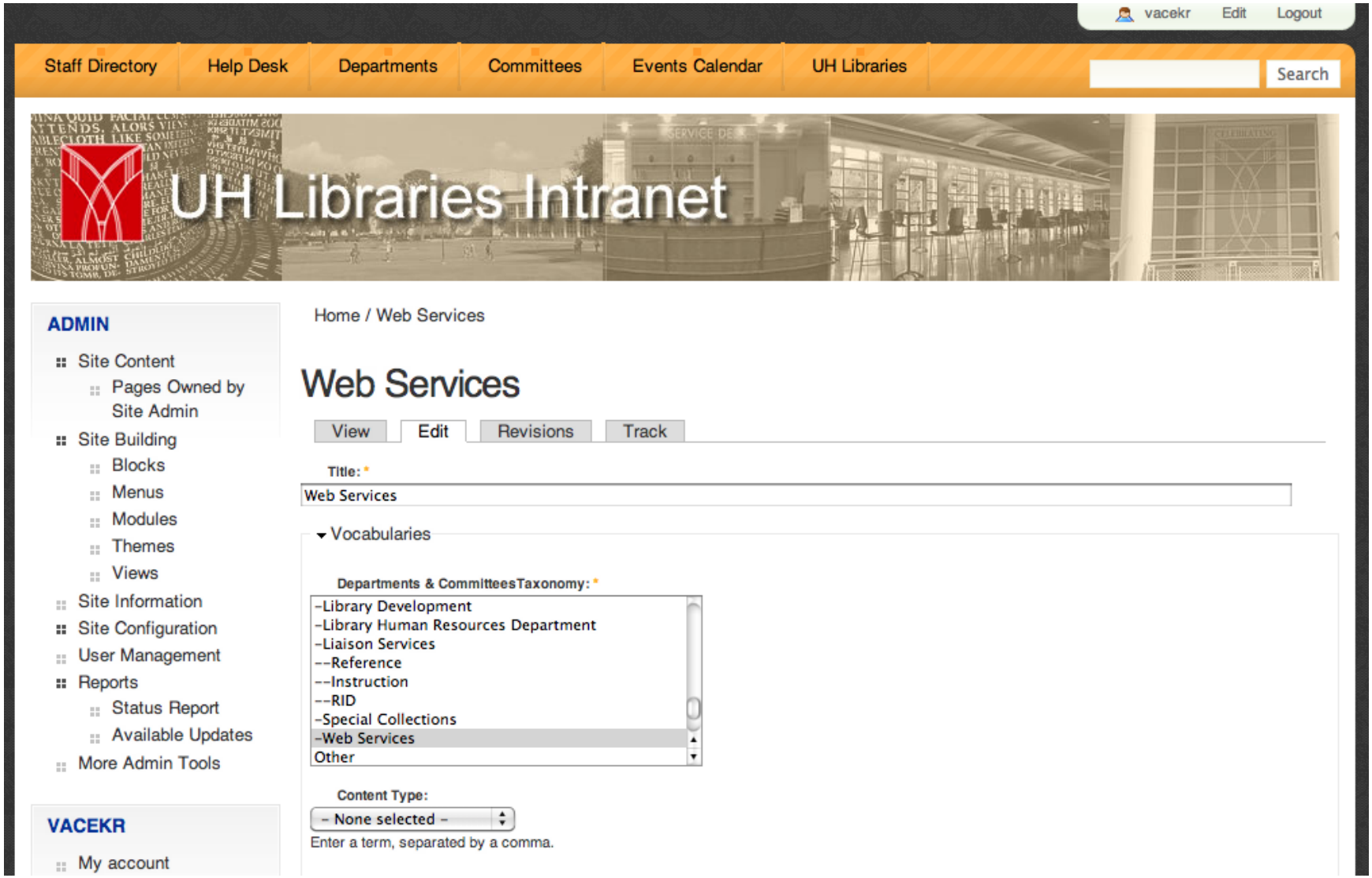
Content: Concepts

- Think of nodes as atoms
  - Building blocks of the Drupalverse
- Think of nodes as structured pieces of content on the site, such as
  - A database listing in a directory of databases
  - A post in a library's news blog
  - The text of a library policy posted online
- These different things, and anything you can think to create, are "content types"

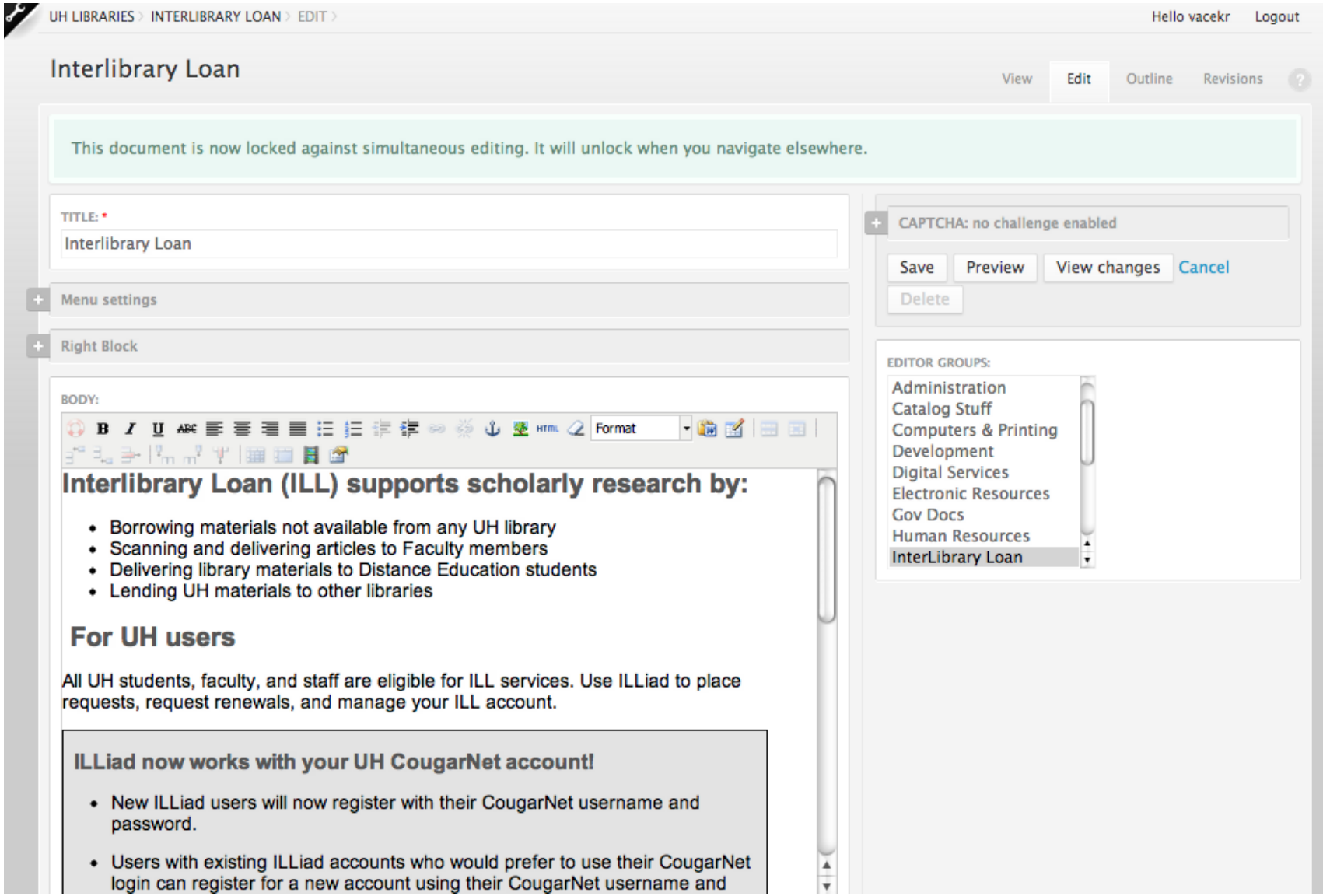
Content: Concepts

- Options for your home page content
  - Static content
    - Create a page that displays desired content
    - Set as homepage: Configuration → Site Information
  - Dynamic
    - Use "promote to front page" box to display content on the home page
  - A combination
    - Use blocks to display both static and dynamic content

Content: Examples



Content: Examples



Content: Tips

- Before you build your site, ask these questions:
  - What types of content do you need?
  - How many content types are appropriate?
- Don't create more than what is needed.

23 = Too many content types!

Create content

- Audio

  Audio files.
- Electronic Resource License
- Event

  Events have a start date and an optional end date as well as a teaser and a body. They can be extended by other modules, too.
- Excel Data

  Data files in Excel, tsv, or csv format
- External Links
- Fund Code
- ILS Files

  These are files which the ILS Department is making available for folks to download (batch load files, etc)
- Image

  An image (with thumbnail). This is ideal for publishing photographs or screenshots.
- Library Logos
- Page

  A *page*, similar in form to a *story*, is a simple method for creating and displaying information that rarely changes, such as an "About us" section of a website. By default, a *page* entry does not allow visitor comments and is not featured on the site's initial home page.
- Panel

  A panel a page layout broken up into rows and columns.
- PDF

  PDF file that you want to be viewed
- Poll

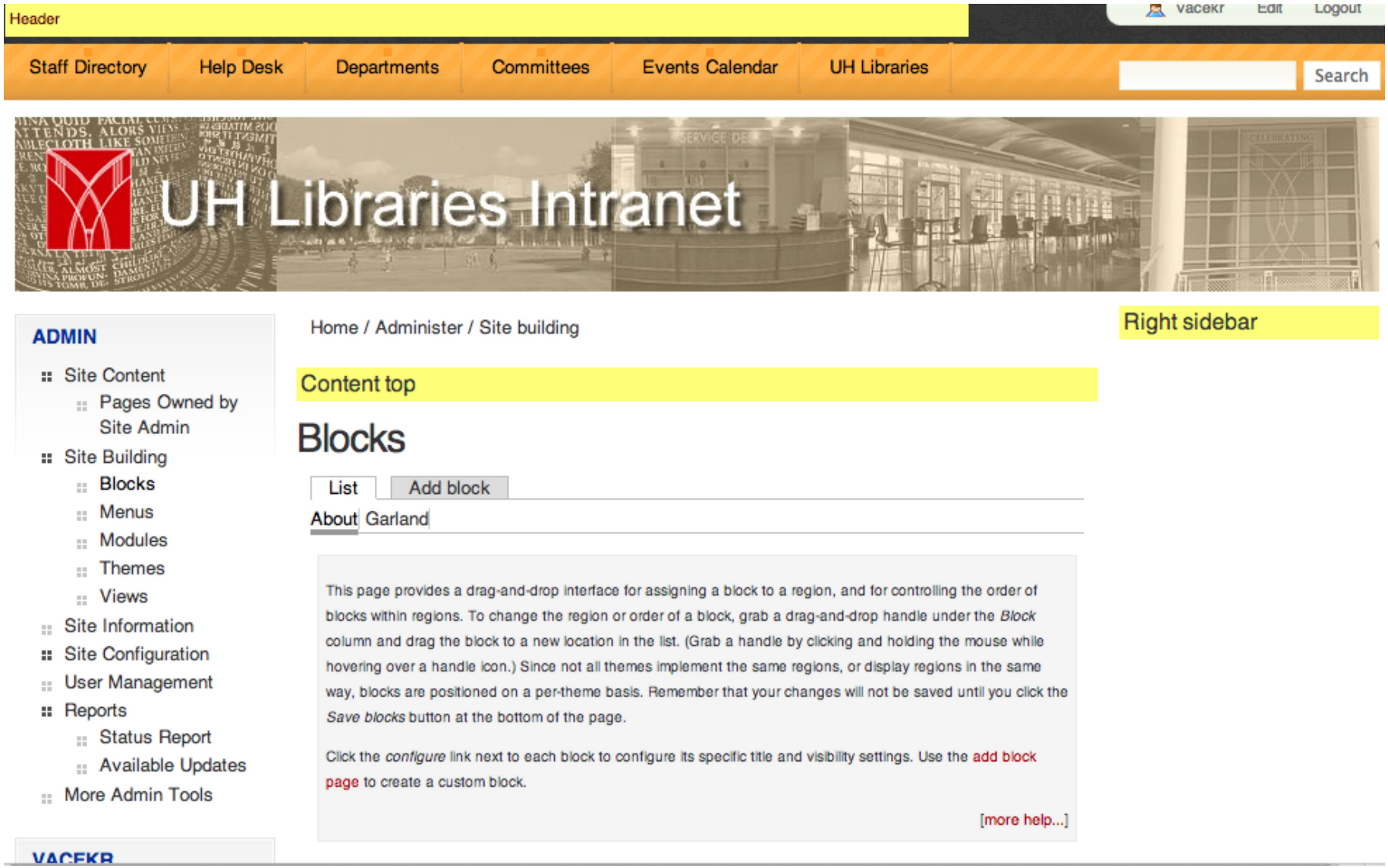
Agenda

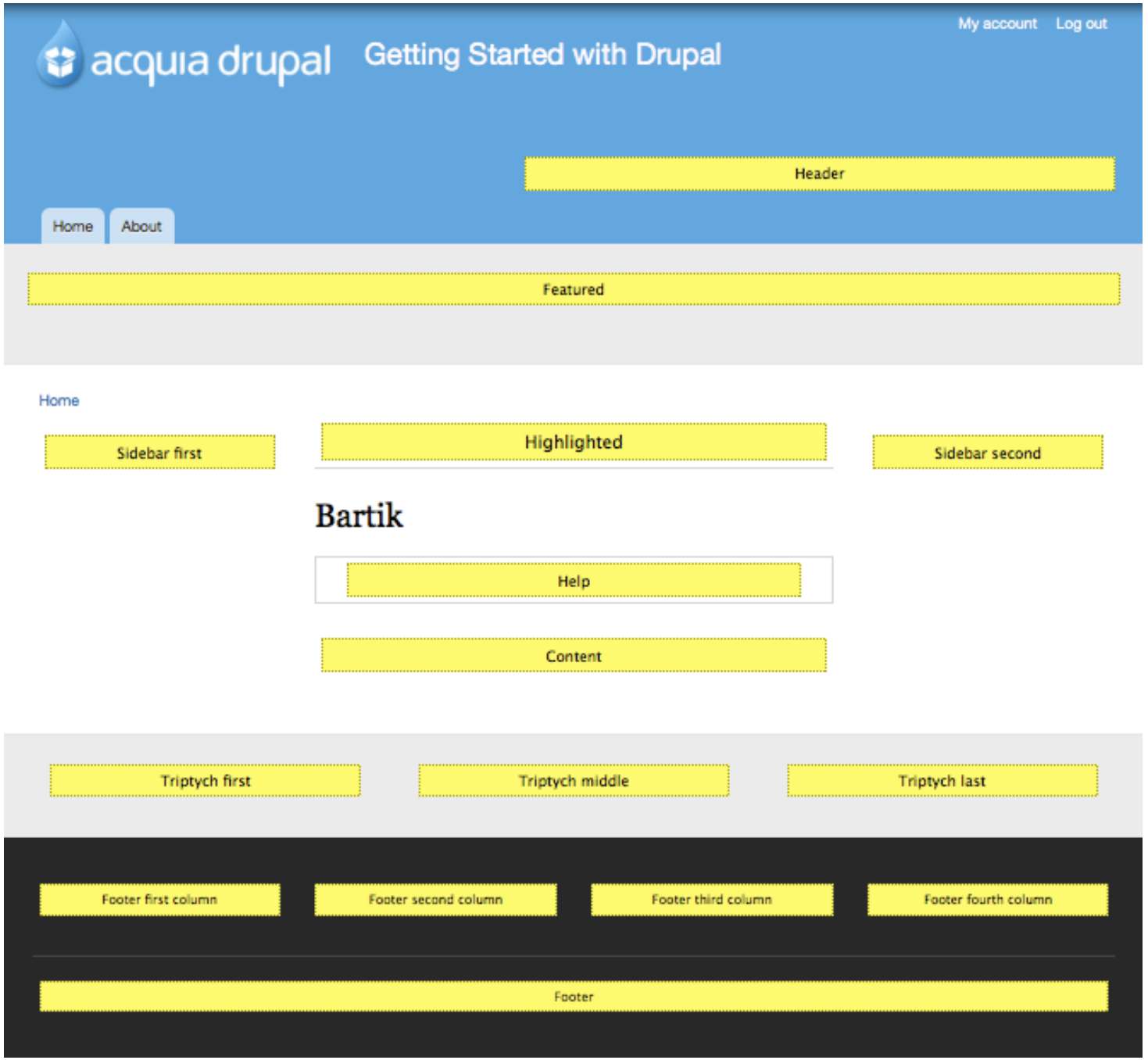
- Introductions
- Drupal Overview
- Content
- **Regions, Blocks & Menus**
- Users, Roles & Permissions
- Themes
- Modules: Core, Contributed & Custom
- Maintenance & Security
- Tips & Tricks
- Questions & Answers

Regions, Blocks & Menus: Concepts

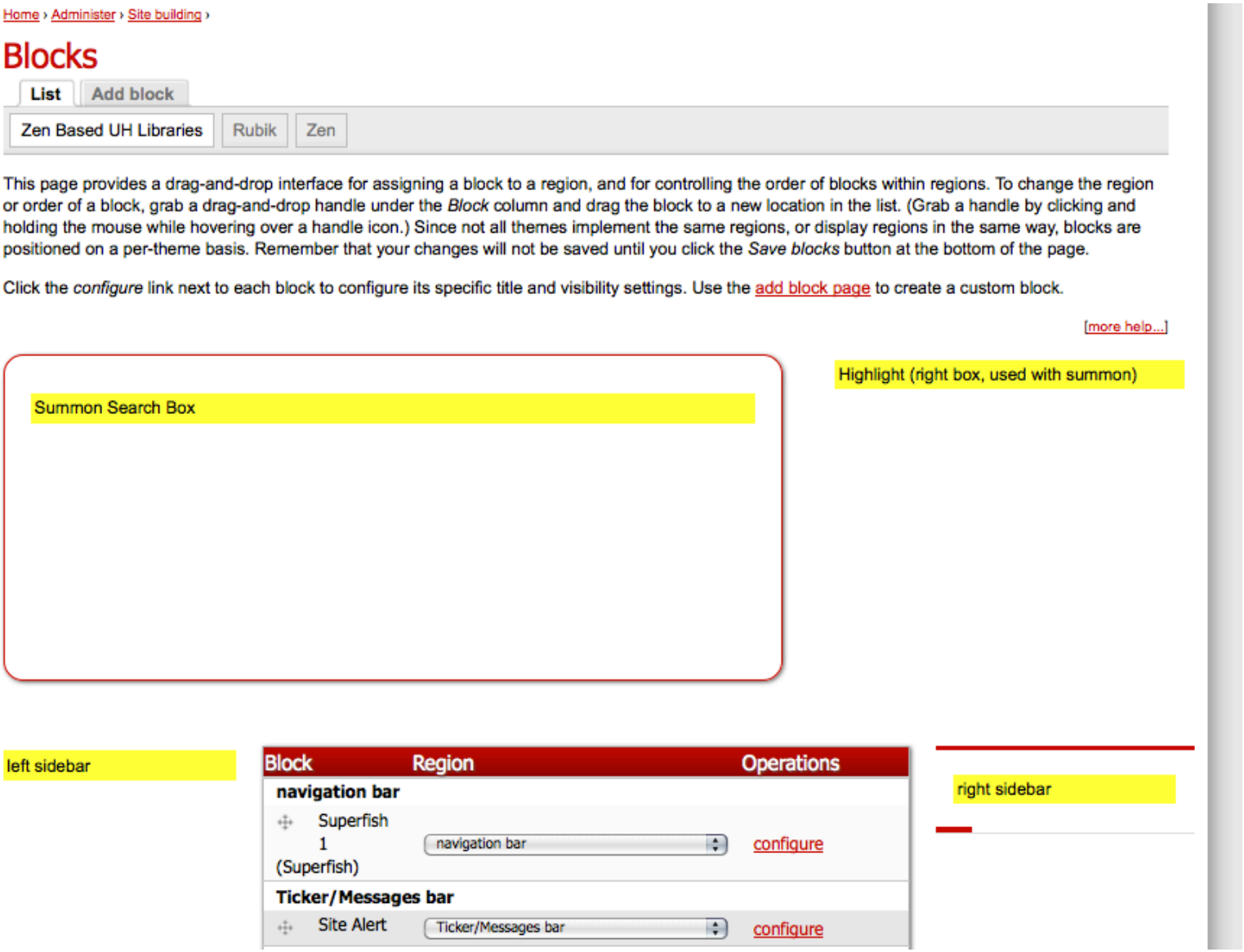
- Regions
  - Preset areas on your web pages into which you may add and arrange content (i.e., blocks)
  - Determined largely by the theme used
- Menus
  - Provide site navigation, sub-navigation
  - They "live" in blocks
- Blocks
  - Think of them as widgets
  - They are chunks of content outside of the main content area of your pages
  - Their visibility on pages can be controlled very precisely

Regions, Blocks & Menus: Examples

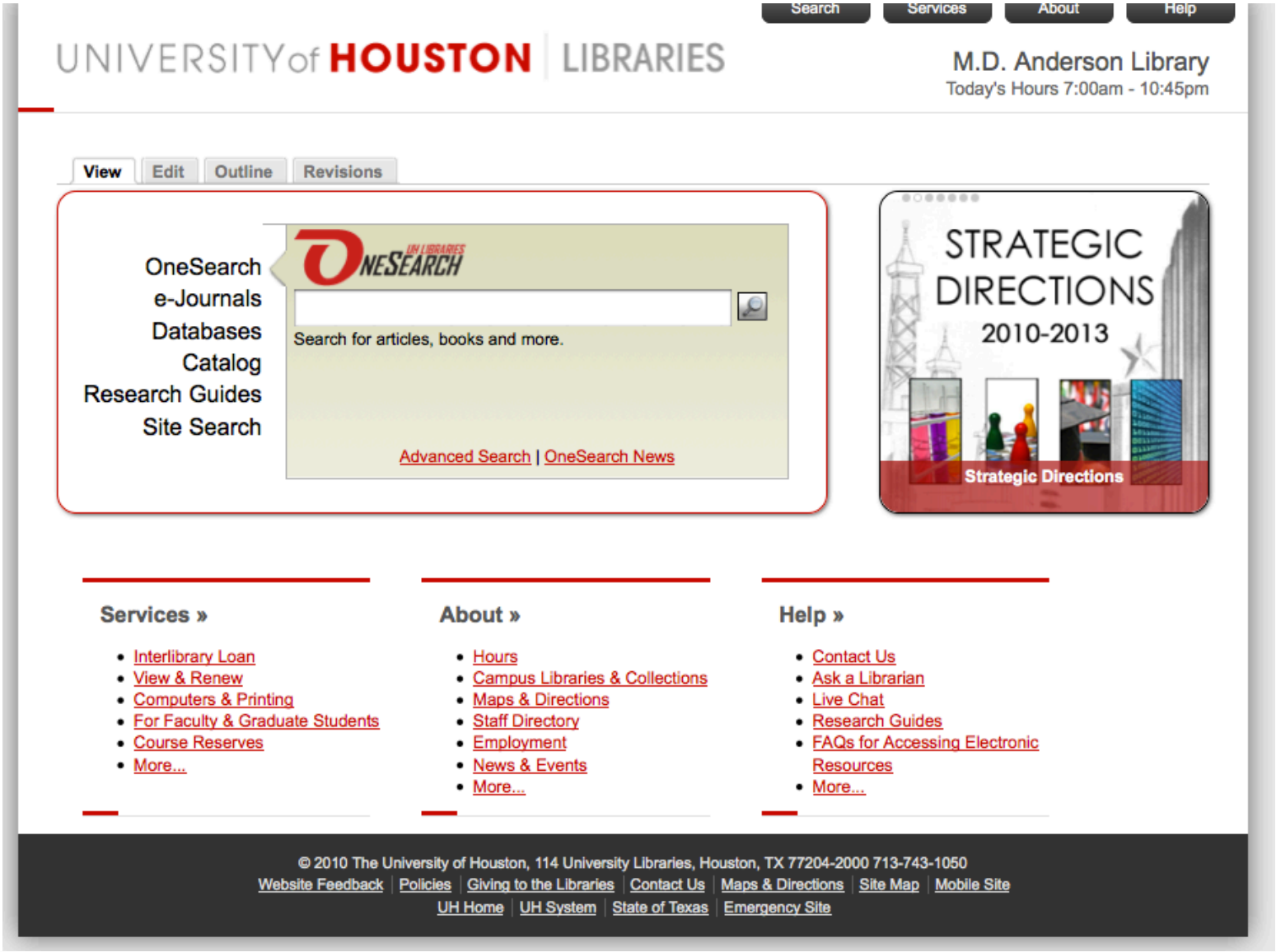



My account
Log out
acquia drupal
Getting Started with Drupal
Header
Home
About
Featured
Home
Sidebar first
Highlighted
Sidebar second
Bartik
Help
Content
Triptych first
Triptych middle
Triptych last
Footer first column
Footer second column
Footer third column
Footer fourth column
Footer

Regions, Blocks & Menus: Examples



Regions, Blocks & Menus: Examples



Agenda

- Introductions
- Drupal Overview
- Content
- Regions, Blocks & Menus
- **Users, Roles & Permissions**
- Themes
- Modules: Core, Contributed & Custom
- Maintenance & Security
- Tips & Tricks
- Questions & Answers

Users, Roles & Permissions: Concepts

- "Users" are:
  - People who will visit your site
  - People who will create content for your site
  - People who will manage your site
- Users are placed into "roles" that allow them access to the parts of the site that they work on
- "Permissions" are assigned to roles to control the actions that they can take on parts of the site
- One of Drupal's great strengths is flexibility and granularity regarding users

Users, Roles & Permissions: Concepts

- To create a user, you need 3 pieces of info
  - Username
  - Password
  - Email address (verification highly recommended)
- More options: include picture/signature
  - Useful? Maybe on an intranet site or a more social library site

Users, Roles & Permissions: Concepts

- Options for user account creation
  - Unmoderated
    - Use with extreme caution!
    - Spammers WILL find you!
  - Moderated
    - Users can request accounts, but site admins have to approve requests
  - Administrative approval required
    - Recommended

Users, Roles & Permissions: Concepts

- Create roles conservatively and precisely
- Too many roles can complicate permissions management
- Always follow the "principle of least privilege"
  - Everyone should have access to exactly everything they need to do their jobs, and nothing more

Users, Roles & Permissions: Concepts

- The roles that you create will depend heavily on your environment
- The more types of content that you have, the more roles you should have
- Analogy:
  - Think of roles relative to job duties among various staff in libraries
  - Different staff have access to different physical resources

Users, Roles & Permissions: Examples

Name		Operations
anonymous user	locked	edit permissions
authenticated user	locked	edit permissions
administrator	edit role	edit permissions
collections	edit role	edit permissions
editor	edit role	edit permissions
super editor	edit role	edit permissions
	Add role	

Roles on our Intranet

Users, Roles & Permissions: Examples

Name	Operations	
anonymous user	locked	edit permissions
authenticated user	locked	edit permissions
admin editor	edit role	edit permissions
administrator	edit role	edit permissions
developer	edit role	edit permissions
editor	edit role	edit permissions
form editors	edit role	edit permissions
form recipient	edit role	edit permissions
senior editor	edit role	edit permissions
	Add role	

Roles on our main website

Users, Roles & Permissions: Examples

Permission	anonymous user	authenticated user	admin editor	administrator	developer	editor	form editors	form recipient	senior editor
add content to books	☐	☐	☐	☑	☐	☑	☐	☐	☑
administer book outlines	☐	☐	☐	☑	☐	☐	☐	☐	☑
create new books	☐	☐	☐	☑	☐	☐	☐	☐	☑
captcha module									
administer CAPTCHA settings	☐	☐	☐	☑	☐	☐	☐	☐	☐
skip CAPTCHA	☐	☑	☐	☑	☐	☑	☐	☐	☑
cas module									
administer cas	☐	☐	☐	☑	☐	☐	☐	☐	☐
comment module									
access comments	☐	☑	☐	☑	☐	☐	☐	☐	☐
administer comments	☐	☐	☐	☑	☐	☐	☐	☐	☐
post comments	☐	☑	☐	☑	☐	☐	☐	☐	☐
post comments without approval	☐	☑	☐	☑	☐	☐	☐	☐	☐
content module									
Use PHP input for field settings (dangerous – grant with care)	☐	☐	☐	☑	☑	☐	☐	☐	☐
content_lock module									
administer checked out documents	☐	☐	☐	☑	☑	☐	☐	☐	☐
check out documents	☐	☐	☐	☑	☐	☑	☐	☐	☑
keep documents checked out	☐	☐	☐	☑	☐	☑	☐	☐	☑
content_permissions module									
edit field_event_date	☐	☑	☐	☑	☐	☐	☐	☐	☐
edit field_location	☐	☑	☐	☑	☐	☐	☐	☐	☐
edit field_rightblock_content	☐	☐	☐	☑	☐	☑	☐	☐	☑
edit field_rightblock_title	☐	☐	☐	☑	☐	☑	☐	☐	☑
view field_event_date	☑	☑	☐	☑	☐	☑	☐	☐	☑
view field_location	☑	☑	☐	☑	☐	☑	☐	☐	☑
view field_rightblock_content	☑	☑	☐	☑	☐	☑	☐	☐	☑
view field_rightblock_title	☑	☑	☐	☑	☐	☑	☐	☐	☑

Users, Roles & Permissions: Tips

- Before creating roles and permissions, ask these questions:

What are our internal user policies?

–Who should have access?

–What should they have access to?

What are our external user policies?

–Will you allow user-contributed content?

–Will you allow users to create their own accounts?

–Will you require user email account verification?

–Who will manage user accounts and monitor user activity?

Users, Roles & Permissions: Tips

- Helpful Modules
  - **LDAP**: integration synchs user accounts with your network accounts
  - **CAS**: allows for single sign-on into multiple systems
  - **Inactive User**: Sends notifications to and deletes inactive users

Agenda

- Introductions
- Drupal Overview
- Content
- Regions, Blocks & Menus
- Users, Roles & Permissions
- **Themes**
- Modules: Core, Contributed & Custom
- Maintenance & Security
- Tips & Tricks
- Questions & Answers

Themes: Concepts

- Themes control the look and feel of your web site
  - PHP templates with HTML and CSS
  - There are currently ~955 contributed themes for Drupal sites
- Drupal 7 comes with four standard themes:
  - Bartik: named for Jean Bartik
  - Seven: administrative theme
  - Garland: an old Drupal standard
  - Stark: used primarily as demonstration

Themes: Concepts

“Build first. Then theme.”

- Stephanie Pakrul,
Drupal Enthusiast

Themes: Concepts

- Four kinds of themes:
  - Default: comes with your installation of Drupal
    - Bartik, Seven, Garland as examples
  - Starter: you have to find, download and install
    - Zen, Fusion as examples
  - Contributed: you have to find, download and install
    - 8 gazillion, or so it seems
  - Custom: requires advanced HTML + CSS skills
    - And once you build it, share it with the Drupal community

Themes: Concepts

- Default and Contributed themes:
  - Modify colors
  - Change fonts
  - Add images
  - Check configuration options for different layout possibilities, i.e., column arrangements

Themes: Concepts

- Starter and Custom themes:
  - Starter themes give a basic layout that can be heavily modified
  - Custom themes, which are beyond the scope of this workshop, can be created using HTML and CSS with a PHP template

Themes: Concepts

To find contributed themes:

http://drupal.org/project/Themes

Themes: Tips

- When looking for themes:
  - Search by:
    - Drupal version
    - Project status
    - Keyword
    - Most installed
    - Date released
  - Check for:
    - Commits
    - Maintainer
    - Community activity

Agenda

- Introductions
- Drupal Overview
- Content
- Regions, Blocks & Menus
- Users, Roles & Permissions
- Themes
- **Modules: Core, Contributed & Custom**
- Maintenance & Security
- Tips & Tricks
- Questions & Answers

Modules: Concepts

- Modules add functionality to your cms, extending the flexibility, making it more powerful
- There are ~9914 contributed modules for Drupal sites
- If a module doesn't do what you want it to do, if you find a bug, or have a suggestion, work with the module owner/contributors
- Warning: **DO NOT HACK CORE!**
  - Upgrades will be hell

Every time you hack core
God kills a kitten
Please, think of the kittens!

Modules: Concepts

- Three kinds of modules:
  - Core: comes with your installation of Drupal
    - Bartik, Seven, Garland as examples
  - Starter: you have to find, download and install
    - Zen, Fusion as examples
  - Contributed: you have to find, download and install
    - 8 gazillion, or so it seems
  - Custom: requires advanced HTML + CSS skills
    - And once you build it, share it with the Drupal community

Modules: Concepts

- Not everything comes in core: you'll still need to add some essential modules
- Why?
  - As Drupal evolves, you want your CMS to remain flexible.
  - If modules that have functionality that will evolve constantly, it's better to not lock them down by including them in core.
  - If modules provide a UI, then it's better to not be in core, providing more flexibility.

Modules: Concepts

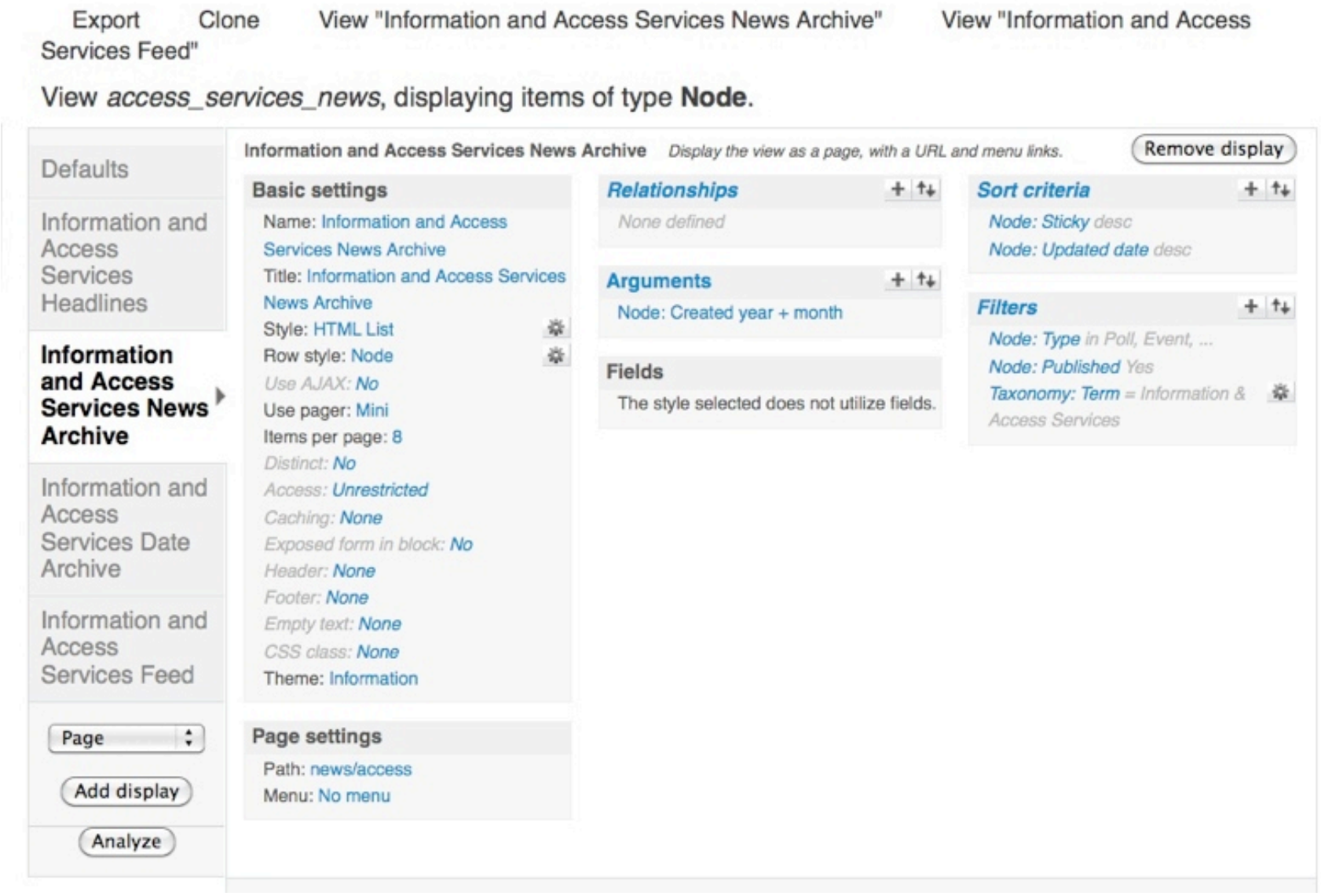
To find contributed modules:

http://drupal.org/project/modules

Essential Contributed Modules

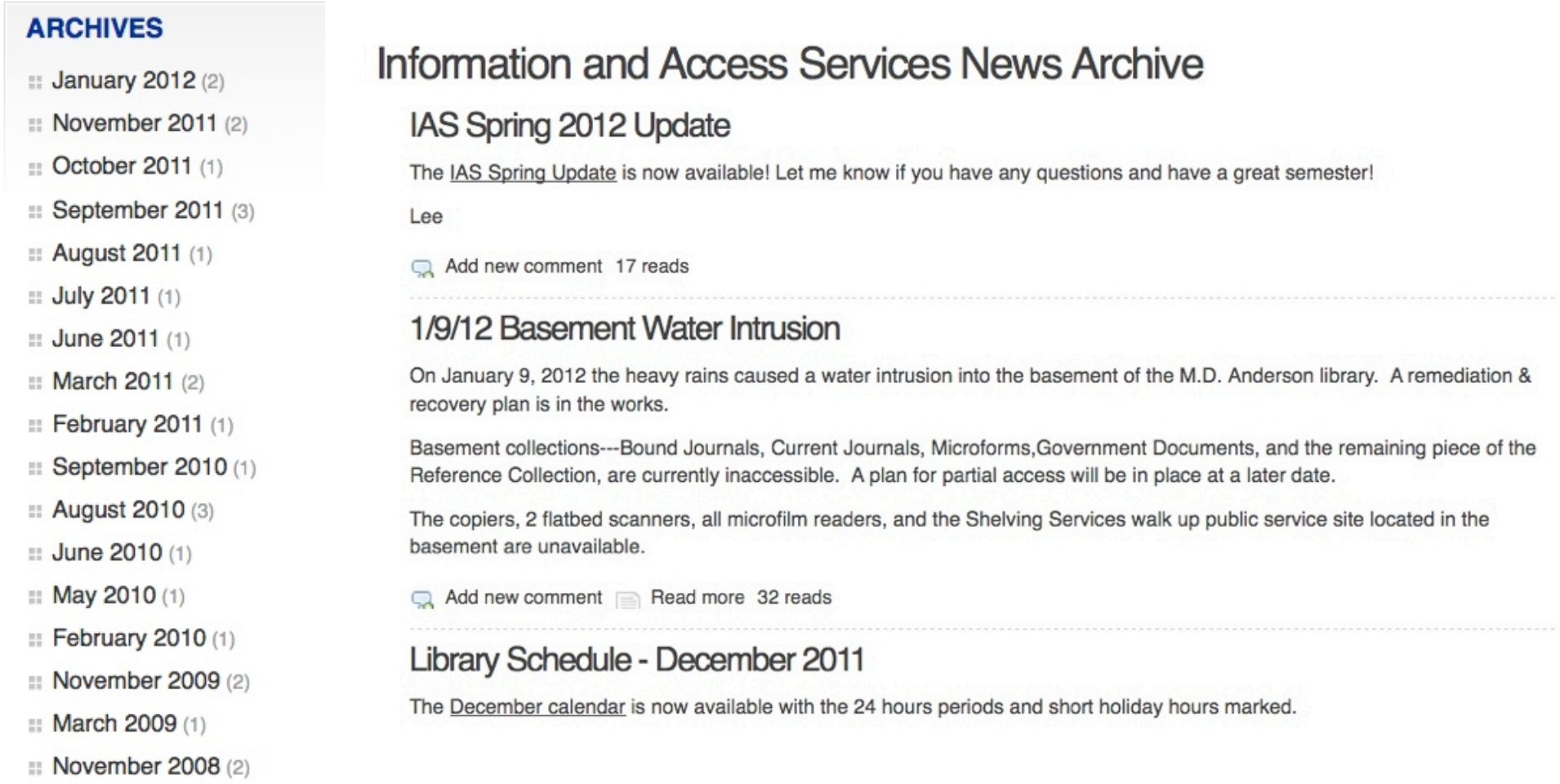
- **Views** provide a flexible method for Drupal site designers to control how lists and tables of content are presented. This tool is essentially a smart query builder that, given enough information, can build the proper query, execute it, and display the results. It's very powerful and one of the most used modules on this entire list.

Example of Views Module



Example of Views Module

Example of Views Module



Modules: Tips

- Tutorial: Intro to Views
  - http://lin-clark.com/blog/intro-drupal-7-intro-views-pt-1
- Drupalove: 100 Drupal Views Tutorials
  - http://www.drupalove.com/article/100-drupal-views-tutorials-and-resources
- Book: Foundation Drupal 7, by Robert Townsend,
  - Appendix D: Views Recipes

Essential Contributed Modules

- **Organic Groups** enable users to create and manage their own 'groups'. Each group can have subscribers, and maintains a group home page where subscribers communicate amongst themselves.

Essential Contributed Modules

- **Pathauto** automatically generates human-friendly URL path aliases for content nodes.

- **Google Analytics** offers more options and is cleaner than just pasting google analytics code in your site.

Essential Contributed Modules

- **Mollom** is an "intelligent" content moderation web service. By monitoring content activity on all sites in the Mollom network, Mollom is in a unique position to determine if a post is potentially spam; not only based on the posted content, but also on the past activity and reputation of the poster.
- Also provides CAPTCHAs

Essential Contributed Modules

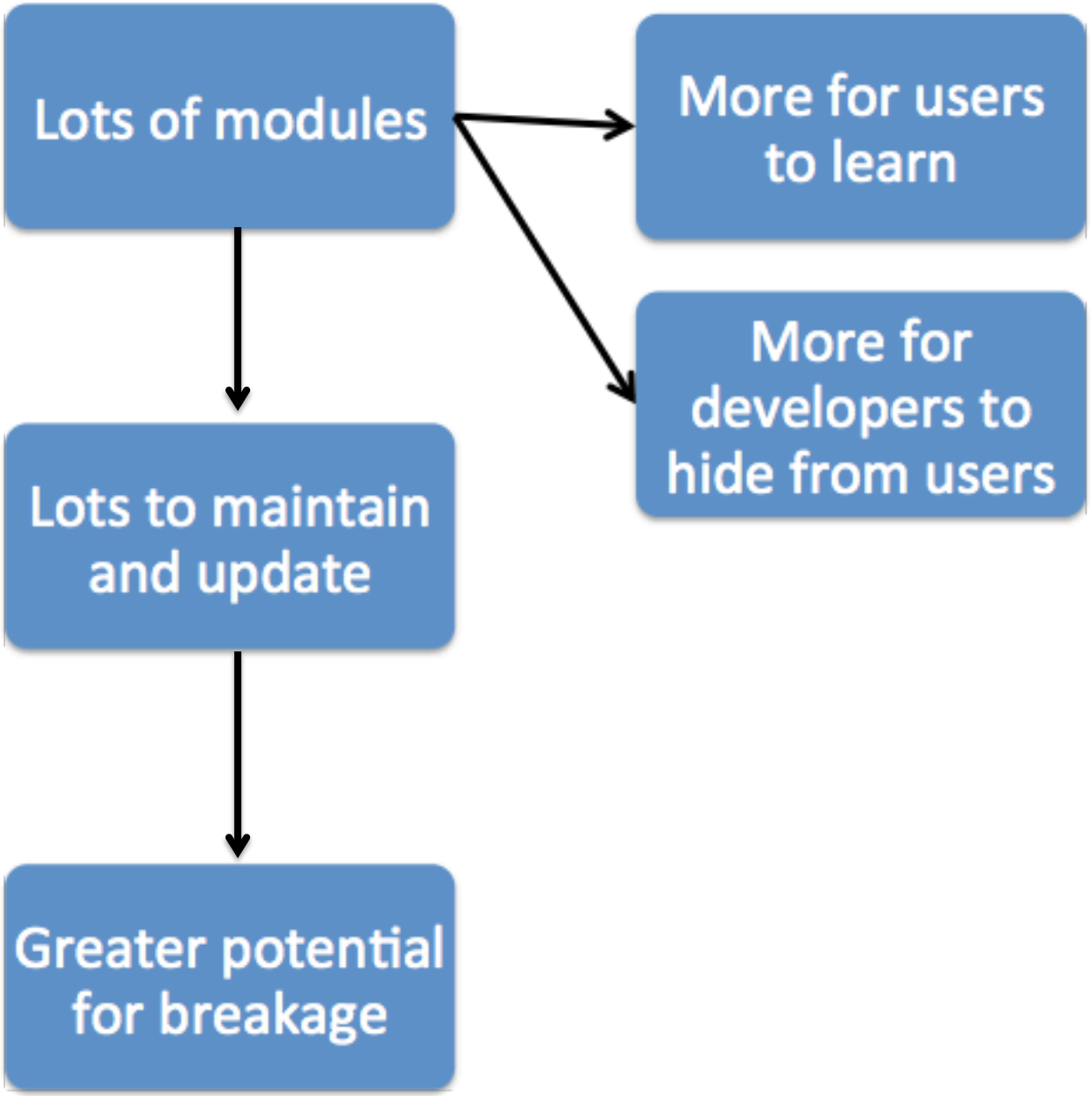
- **Millennium Module** works with III's Millennium catalog to import data to create a mini nextgen catalog in Drupal
  - OPAC items are imported as a nodes
  - Amazon can be used to provide cover images
  - Import a few items for a featured list, or recreate your whole catalog
  - Similar modules (not yet available for Drupal 7):
    - SOPAC
    - eXtensible Catalog

Modules: Tips

- When looking for modules:
  - Search by:
    - Drupal version
    - Project status
    - Keyword
    - Most installed
    - Date released
  - Check for:
    - Commits
    - Bug reports
    - Maintainer
    - Community activity

Modules: Tips

An investment in CMS simplification and respect for the user experience can yield an extremely powerful system run by satisfied, happy users.


Lots of modules
More for users to learn
More for developers to hide from users
Lots to maintain and update
Greater potential for breakage

Custom Modules: Examples

- Custom modules
  - Beyond the scope of what I'll cover today
  - You need a programmer
  - Examples at the University of Houston Libraries
    - Staff Directory System (SDS)
    - Electronic Database System (EDBS)
    - Libhours → has been submitted to Drupal community, awaiting approval as of April 2012

Agenda

- Introductions
- Drupal Overview
- Content
- Regions, Blocks & Menus
- Users, Roles & Permissions
- Themes
- Modules: Core, Contributed & Custom
- **Maintenance & Security**
- Tips & Tricks
- Questions & Answers

Maintenance & Security

- Maintenance
  - Backing up your site
  - Keeping your site up-to-date
- Security
  - Keep your site safe from spammers and other baddies
  - Use the correct file permissions settings to prevent manipulation via the web server (Apache)

Maintenance: Concepts

- Backups are an important part of your maintenance and security routine
- What needs to be backed up?
  - The MySQL database (most content)
  - The site file structure, especially the "files" directory (uploaded images and files)
- Backup routines can be automated (cron) to save time and circumvent forgetfulness

Maintenance: Concepts

- When you opt to use a robust CMS such as Drupal, you are committing to to a maintenance regime
- A site that is not maintained becomes a security risk not only to itself, but to the environment hosting it
- A site that is not maintained will eventually become obsolete and /or broken beyond repair

Maintenance: Concepts

- Modules and themes need to be updated
  - View available updates: Reports → Available updates
  - Your "Available updates" page should look like a healthy lawn, not look like a Christmas tree
- Your overall version of Drupal core needs to be updated as well
  - Requires (hopefully a small amount of) down time

Maintenance: Concepts

- Your underlying web environment (OS, Apache, PHP, and MySQL) need to remain up-to-date as well
- Create a regular backup and maintenance schedule
- Regular updates of both the web server and Drupal components keep the update process shorter and simpler and minimize down time

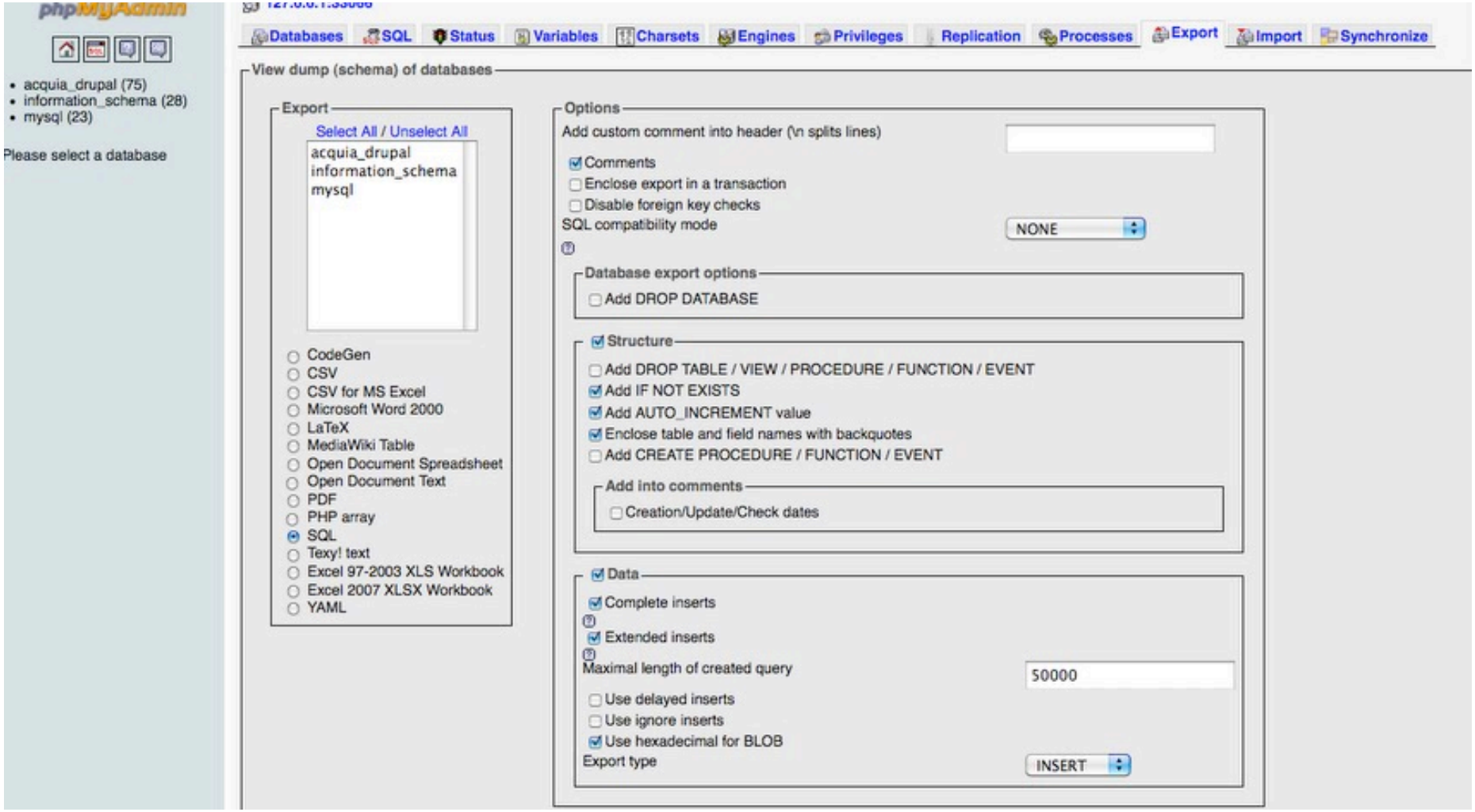
Maintenance: Concepts

- Update vs. Upgrade
  - Update: moving from one minor version to another
    - Drupal 6.18 → Drupal 6.20
  - Upgrade: moving from one major version to another
    - Drupal 6 → Drupal 7

Maintenance: Tips

- Helpful Modules
  - **Backup and Migrate**: Provides interface in Drupal admin screens to create and restore databases. It's also a command line alternative.

Php myAdmin


phpMyAdmin
acquia_drupal (75)
information_schema (28)
mysql (23)
Please select a database
Databases
SQL
Status
Variables
Charsets
Engines
Privileges
Replication
Processes
Export
Import
Synchronize
View dump (schema) of databases
Export
Select All / Unselect All
acquia_drupal
information_schema
mysql
CodeGen
CSV
CSV for MS Excel
Microsoft Word 2000
LaTeX
MediaWiki Table
Open Document Spreadsheet
Open Document Text
PDF
PHP array
SQL
Texy! text
Excel 97-2003 XLS Workbook
Excel 2007 XLSX Workbook
YAML
Options
Add custom comment into header (\n splits lines)
Comments
Enclose export in a transaction
Disable foreign key checks
SQL compatibility mode
NONE
Database export options
Add DROP DATABASE
Structure
Add DROP TABLE / VIEW / PROCEDURE / FUNCTION / EVENT
Add IF NOT EXISTS
Add AUTO_INCREMENT value
Enclose table and field names with backquotes
Add CREATE PROCEDURE / FUNCTION / EVENT
Add into comments
Creation/Update/Check dates
Data
Complete inserts
Extended inserts
Maximal length of created query
50000
Use delayed inserts
Use ignore inserts
Use hexadecimal for BLOB
Export type
INSERT

Maintenance: Examples

Maintenance: Examples

Maintenance: Examples

Diff 6.x-2.1			Update available
Recommended version:	6.x-2.3 (2011-Aug-07)	Download Release notes	
Includes: *Diff*			
Email Field 6.x-1.2			Up to date
Includes: *Email*			
Global Redirect 6.x-1.2			Update available
Recommended version:	6.x-1.4 (2011-Dec-20)	Download Release notes	
Includes: *Global Redirect*			
Google Analytics 6.x-3.0			Update available
Recommended version:	6.x-3.3 (2011-Mar-28)	Download Release notes	
Includes: *Google Analytics*			
jQuery UI 6.x-1.4			Update available
Recommended version:	6.x-1.5 (2011-Jun-17)	Download Release notes	
Includes: *jQuery UI*			
Menu Breadcrumb 6.x-1.3			Up to date
Includes: *Menu breadcrumb*			
Pathauto 6.x-1.5			Update available
Recommended version:	6.x-1.6 (2011-Oct-31)	Download Release notes	
Also available:	6.x-2.0 (2011-Oct-31)	Download Release notes	
Includes: *Pathauto*			
reCAPTCHA 6.x-1.4			Update available
Recommended version:	6.x-1.7 (2011-May-04)	Download Release notes	
Includes: *reCAPTCHA, reCAPTCHA Mailhide*			
Superfish 6.x-1.6			Update available

Maintenance: Examples

Maintenance: Tips

- Updates to Drupal Core require downtime
- Clone your environment and test before upgrading to a live site
- The more complicated your site, the more complicated the upgrade process
- Customizations should be checked

Security: Concepts

- Controlling user behavior
  - User settings:
    - As mentioned earlier, require user account creation by admins
    - Or, at the very least, require email verification
  - Comment settings:
    - Always set comments for "moderated"
  - IP blocking: somewhat limited in use

Security: Concepts

- Ensure that file permissions settings are secure and not writable by the server
- Untrusted users are prevented from inputting dangerous code
- Errors are written to the logs, not the screen
- Unsafe file extensions are not allowed

Security: Tips

- If you hacked core:
  - You have to un-customize and re-customize all of your modifications before and after each update/ upgrade
  - You won't be able to find support or documentation to help you solve problems created by the ways you developed

Security: Tips

- Have a full disaster recovery plan that covers your server environment, your Drupal installation, and your content (database)
- Document and practice the restoration procedure
- Train others in the process as appropriate
- Don’t wait until an actual disaster to test your plan

Agenda

- Introductions
- Drupal Overview
- Content
- Regions, Blocks & Menus
- Users, Roles & Permissions
- Themes
- Modules: Core, Contributed & Custom
- Maintenance & Security
- **Tips & Tricks**
- Questions & Answers

Tips & Tricks

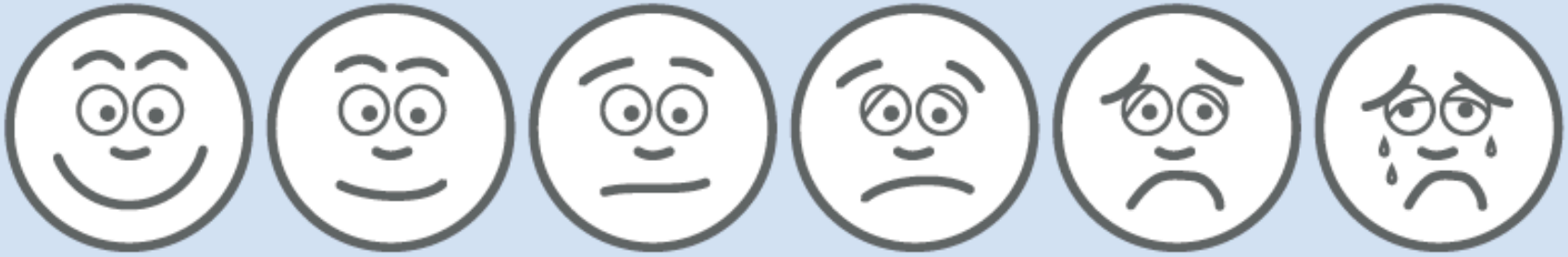
- Do research on themes an modules FIRST
- Pay attention to your peers
- Follow the “use only what you need” philosophy
- Find balance between usability and functionality
- Don’t give users too many options

Tips & Tricks

- “Remove” the extraneous stuff
- Create templates for multiple page layouts
- Create roles for basic users as well as advanced users
- Documentation
  - How certain tools work
  - Reasoning for choices
- Create and embed self-help within CMS
- Conduct usability testing on the CMS

CMS Pain Assessment Tool

Choose the face that best represents how your CMS makes you feel



Hearts! Rainbows! Puppies!

Meh, it could be worse.

Is it happy hour yet?

What did I do to deserve this?

CMS stands for Cruel, Maleficent, Sadist.

THIS IS WHY WE CAN'T HAVE NICE THINGS.

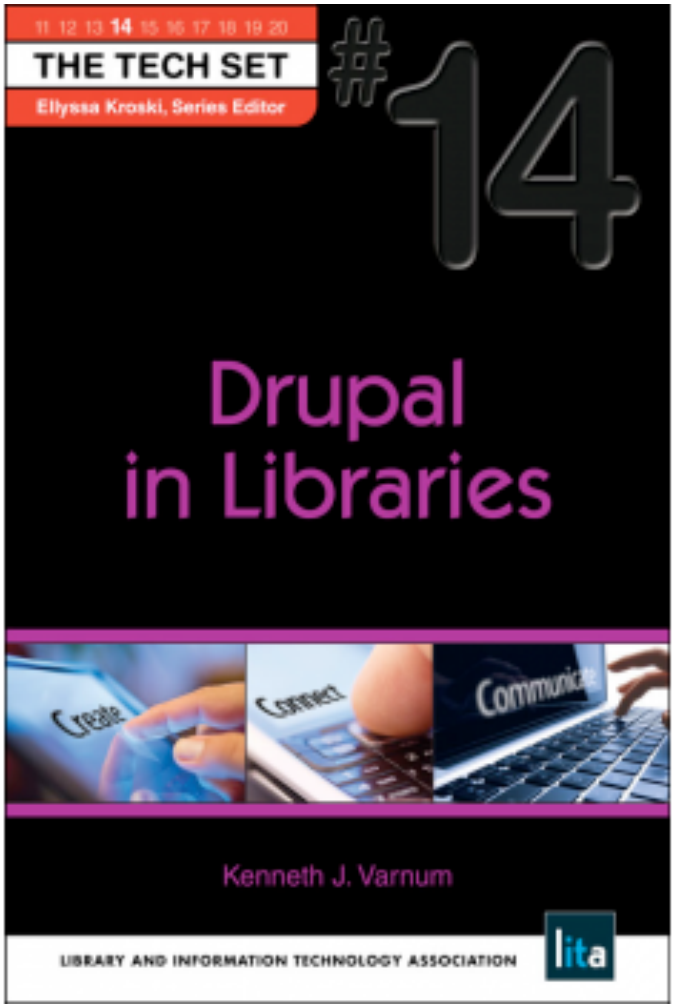
http://www.isitedesign.com/insight-blog/10_11/cms-pain-assessment

Further Resources: Books

- **Foundation Drupal 7**, by Robert J. Townsend
- **Cracking Drupal: A Drop in the Bucket**, by Greg Knaddison
- **The Definitive Guide to Drupal 7**, tons of authors, published by Apress
- **Beginning Drupal 7**, by Todd Tomlinson

Further Resources: Books coming soon!

- **Drupal in Libraries**, by Ken Varnum
  - #14 in The Tech Set
  - June 2012



Futher Resources: Tutorials

- Lynda, http://www.lynda.com/
  - Some free tutorials, full access requires subscription
  - Drupal offerings
    - 7 Essential Training
- Lullabot, http://www.lullabot.com/
- Drupal Easy, http://drupaleasy.com/, Free podcasts on Drupal

Further Resources: Drupal Communities

- ALA LITA Drupal Interest Group
  - http://connect.ala.org/node/71787
  - Meetings and programming at ALA Midwinter and Annual
  - drupal4lib email list
  - Level: Beginner → Advanced
  - Don't have to be a LITA member to go to meetings or participate in activities
  - Presentations about uses of Drupal in libraries
  - Coming soon: Online training

Further Resources: Drupal Communities

- Drupalib
  - http://drupalib.interoperating.info/
  - a place for library Drupallers to hang out that lists library specific modules
- Drupalcons
  - Conferences for Drupallers, different cities every year
  - Drupalcon, Portland, Oregon, May 20-24, 2013
- Drupal Meetup Groups
  - http://drupal.meetup.com/

Thanks!

Rachel Vacek

Head of Web Services

University of Houston Libraries

vacekrae@gmail.com

Twitter: @vacekrae

http://rachelvacek.com

And special thanks to Nina McHale, my Drupal partner in crime.