Introduction to Drupal

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Login

To login to a Drupal site, go to the website address and add "/user" to the path (i.e. http://SITENAME.appstate.edu/user). Enter your university username and password and click **Log In**. If this is the first time you are logging in to a Drupal site, complete the Request Drupal Website Access form.

Create a Page

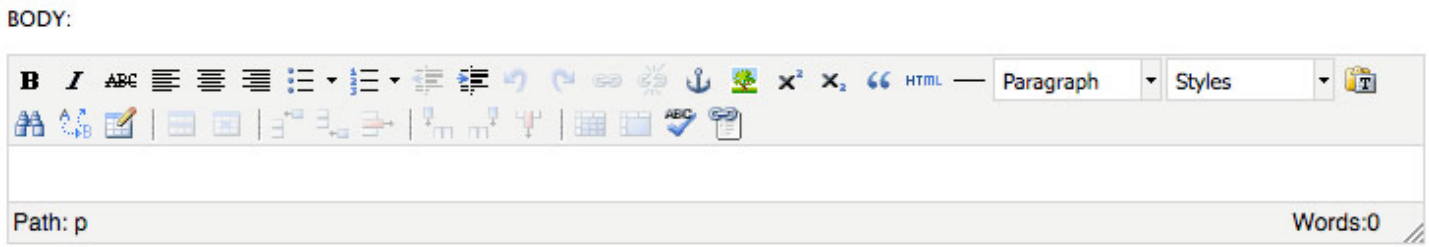
From the admin menu on the top, select **Content management** - **Create content**. On the **Create content** page, click **Page** to start adding the new page to the site.

Title

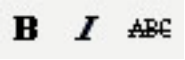
Enter the page title in the title field.

Body

The **Body** field is where all of the content for the new page will be entered - text, links, images, etc. The formatting toolbar at the top (also known as the **Editor**) has a variety of formatting options which are explained below.



Editor


Bold/Italic/Strikethrough: Select the text to be formatted. Click the desired icon to toggle on formatting.

Align Left/Center/Right: Select the text to be aligned. Click the desired icon to toggle on alignment.

Bulleted List/Numbered List: Select the text to be turned into a list. Click the desired icon to toggle on a bulleted or numbered list. Use the drop-down menu next to the list icon to select different **Types** of bullets or numbers.

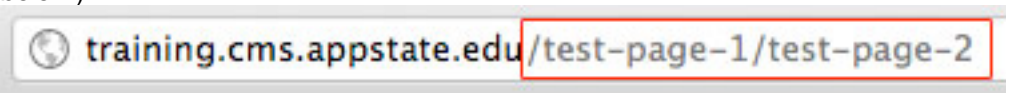
Decrease/Increase Indent: Select the text to be indented. Click one of these icons to toggle on the increased or decreased indentation.

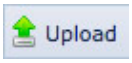
Undo/Redo: Click the desired icon to undo or redo the last action performed in the **Body** field.

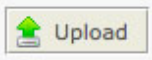
Insert/Edit Link: Select the text to be formatted as a link and choose from the following options:

- EXTERNAL PAGE: Enter the external link URL in the **Link URL** field; be sure to enter the entire URL, including the initial http:// (the site will automatically open external links in a new browser window or tab).

- INTERNAL PAGE: Enter the page path in the **Link URL** field. Enter everything AFTER the .edu, including the initial forward slash. The Internal Content Link icon can also be used to link to pages on the website - see instructions below.)



- FILE:
  - Click the **Browse** icon next to the **Link URL** field.
  - Click the first **Upload** link. 

  - Browse to the file and click open.
  - Click the second **Upload** button to upload it to the web server. 

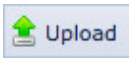
  - With the file highlighted in the file browser, click the **Insert file** link.

  - **When linking to PDF, DOC or other types of files, note what type of file the text is linking to, as well as how large the file is. This helps users know they will be viewing a file and not a web page, as well as about how long they can expect it to take to load the file. Using the File Attachments feature is a way of taking care of this automatically.**
- EMAIL: Enter the email address in the **Link URL** field; choose **OK** when prompted to add the required mailto: prefix; click **Insert.**
- **Always check links to external websites. Links frequently change or are removed as websites are modified over time, and periodically checking these ensures the websites does not have broken links.**

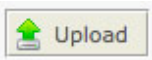
Insert/Edit Anchor

- CREATE ANCHOR: Position the cursor where the first anchor should be placed. Click the **Insert/Edit Anchor** button. Enter a name in the **Anchor Name** field (do not use spaces or symbols). Click **Insert.**
- LINK TO ANCHOR: Select the text to link to this anchor location. Click the **Insert/Edit Link** icon. Select the appropriate anchor from the **Anchors** menu. Click **Insert.**

Insert/Edit Image

- SIZE IMAGE: Ensure that the image is sized to the dimensions it which it should display PRIOR to uploading it to the site. **Uploading large images and then displaying them smaller causes the site to load slower and makes the images display poorly.**
- UPLOAD IMAGE:
  - Position the cursor at the beginning of the line of text where the image is to be placed.
  - Click the **Browse** button next to the **Image URL** field.
  - Click the first **Upload** link. 

  - Browse to the image file and click **Open**.

- Click the second **Upload** button to upload it to the web server. 

- With the file highlighted in the file browser, click the **Insert File** link.

- Enter brief text to summarize the image in the **Image description** field. **In order to comply with ADA laws, it is important that any images containing text or links also include Image Descriptions. This text ensures that any information displayed in the image can also be read by screen readers.**
- **The Alignment, Dimensions, Border, Vertical Space and Horizontal Space fields are deprecated and should NOT be used. See the Align Image section below for instructions on positioning the image.**
- Click **Insert.**

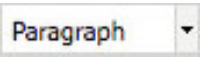
- ALIGN IMAGE: To right align the image, make sure the image is selected and choose **Image Right Border** or **Image Right No Border** from the **Styles** menu. To left align the image, make sure the image is selected and choose **Image Left Border** or **Image Left No Border** from the **Styles** menu.

Superscript/Subscript: Select the text to be formatted and click the desired icon to position text slightly above or below the standard text line.

Block Quote: Select the text to be formatted as a quote and click the icon to indent and format the text.

HTML: Click the icon to view the HTML source code of the **Body** field.

 Insert Horizontal Line: Position the cursor where the horizontal line should be placed and click the icon to insert the line.

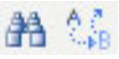


Format: Select the text to be formatted and choose the desired formatting option from the drop-down menu. Recommended formatting is **Heading 3** for paragraph titles, **Heading 4** for paragraph subtitles and **Paragraph** for body text.

Styles: Select the image to be positioned and choose the desired alignment from the drop-down menu.

Paste as plain text: Click the icon to toggle on the plain text filter before pasting content into the **Body** field.

Always paste content into the site as plain text. This step will strip any bad formatting code from the source prior to putting it into the new page, which helps to avoid display and validation errors.

 Find/Replace: Find or find and replace a word or phrase throughout the text in the **Body** field.

Insert/Edit Table: Position the cursor where the table should be placed on the page and click the icon to begin creating a table. Enter the **Columns** and **Rows** for the table. **Width, Cellpadding, Cellspacing, Alignment, Border, and Height** are configured by the theme styling, so these fields can be left blank.

Additional **Table Properties** options are also provided. Select the cells to modify in the table and use the additional Table formatting icons in the toolbar as desired. Position the mouse over the icon to view a description of each icon's action.

Video filter: Position the cursor where the video should be placed and click the icon to begin inserting the video. Enter the **Video URL** (expand the Instructions link at the bottom of the dialog window for more information). Enter the width, height, alignment and autoplay settings (optional). Click **Insert**.

Spell Checker: Click the icon to toggle on the **Spell Checker** to display spelling errors in the **Body** field.

Link to Internal Content: Select the text to link to an internal web page. Click the **Internal Content** link icon. Filter the internal content listings by searching by page title or page type and clicking **Apply.** Click the **Insert Link** text next to the desired page.

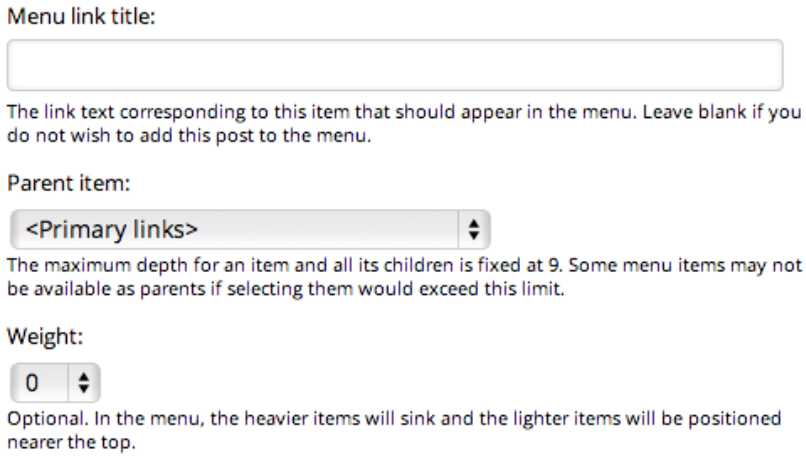
Menu Settings

In the **Menu Link Title** field, enter the text to appear on the menu button for the page.

Under the **Parent Item** drop-down, select the section of the site for the new page's menu button to display. Select **Primary links** to have it appear on the main navigation.

Ignore the **Weight** field. To change the order of the menu buttons, see the section on **Menus** below.

It's a good idea to always assign a menu item to each page on the site. This helps users know what section of the website they are currently viewing.



Attached Images

Attached images allow a header photo to be uploaded for the new page. **Crop any images before uploading as header photos to 740 pixels wide by 200 pixels tall (ASU theme) or 940 pixels wide by 250 pixels tall (RCOE theme). These dimensions fit the width of the content area at the top of a web page properly.**

In the **Upload image** field, browse to the image. Enter a descriptive name in the **Image title** field. Click the **Upload** button.

To use a previously uploaded header photo, select the title from the **Existing images** field. If more than one attached image is selected (done by holding CTRL or CMMD while clicking on an image title), the images will rotate through the selected files on page refresh (ASU theme) or as a slideshow (RCOE theme).

Existing images:

- None -
header.jpg
intermediate.jpg

Choose existing images if you do not upload a new one.

Upload image:

Choose File No file chosen

Image title:

The title the image will be shown with. Leave blank to use the filename.

Upload

Authoring Information

The site will automatically log the username and the date/time a new page is created.

Revision Information

If **Create new revision** is checked, the site will automatically save each version of a page when edits are made. The option of including a **Log message** to note what the revision included is also provided.

☑ Create new revision

Log message:

An explanation of the additions or updates being made to help other authors understand your motivations.

Publishing Options

Published will be checked by default; this means when the page is **Saved**, it will be live on the site for viewers to see. **Promoted to front page** and **Sticky at top of lists** are not configured in the ASU or RCOE themes by default.

To save the work done on the page without making it visible to users of the site, uncheck the **Published** checkbox before the page is saved**.**

☑ Published

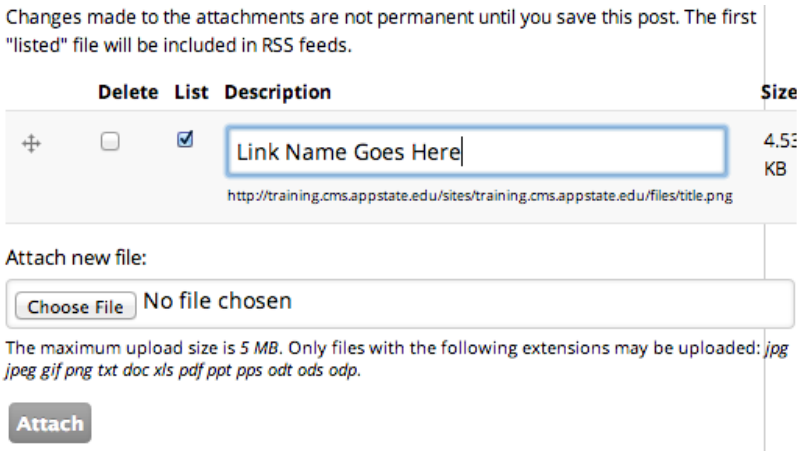
☑ Promoted to front page

☑ Sticky at top of lists

File Attachments

This section provides an alternative way to link to files and documents on the web page.

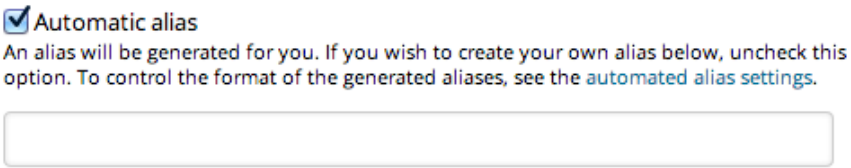
Browse to the file to upload. Click the **Attach** button. Leave the **List** checkbox selected to list the document link on the new page. Enter the link text in the **Description** field for the uploaded document.



URL Path Settings

Leave this set to **Automatic alias**, and the URL path will be generated automatically; to force the page to have a specific URL path, uncheck the **Automatic alias** box and enter the path text in the field. **NOTE: Do not use spaces or symbols.**

Check that each page of the site has a formatted path associated with it (i.e. site.appstate.edu/about or site.appstate.edu/news/my-news-story). A page should never have the default site.appstate.edu/node/# path.

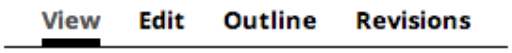


Save

Click the **Save** button to save the new page.

Edit a Page

Browsing: Browse to the page to be changed. Click the **Edit** tab; make the changes and **Save** the page.

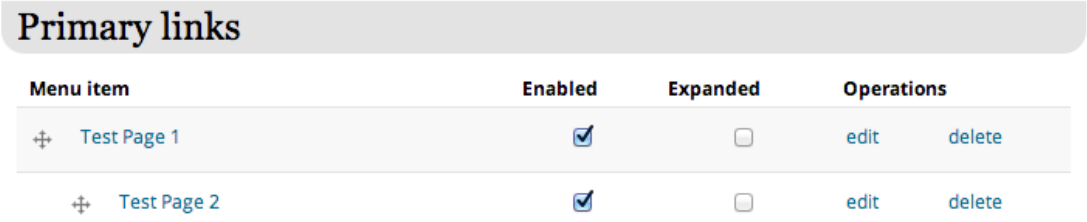


Content List: In the admin menu, select **Content management** - **Content**. From the **Content** list, **Filter** the results using the options at the top of the page. View pages by clicking on their **Title** links, or go directly to the edit page by clicking on the **edit** link next to the page title.

Menus

In the admin menu, select **Site Building** - **Menus** link. Select **Primary links** to edit the main menus of the site. An outline of all the pages of the site is displayed here.

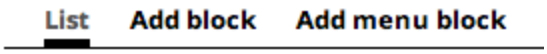
Change the order of the menu buttons by moving the drag-and-drop handle next to each menu title into the preferred location. Uncheck the **Enabled** checkbox to hide the menu button.



Blocks

Add a block

In the admin menu, select **Site Building** - **Blocks**. The **Block Overview** page is displayed. Click the **Add block** tab to begin adding a new block.



Block description: Enter a title for the block to be used on the block overview page.

Block title: Enter a title for the block to be displayed in the gray title bar of the block.

Block body: Enter the content for the block.

Page specific visibility settings: Choose the settings for the pages where the block should be displayed on the site. When entering path aliases here, enter everything in the URL AFTER “appstate.edu/”; DO NOT include the initial forward slash.

Click **Save block**.

Assign a block to a region

The new block will default to the **Disabled** section of the block overview page.

From the drop-down menu next to the new block, select **sidebar first (ASU theme) or sidebar last (RCOE theme)** to have the new block appear on the sidebar of the site.

Use the drag-and-drop handle next to the block to change the order of the blocks in the sidebar region of the site.

Click **Save blocks** at the bottom of the page.

Edit a block

Click the **configure** link next to the block to edit. Make the block changes and click **Save block** at the bottom of the page.

Delete a block

Click the **delete** link next to the block to remove. Confirm by clicking the **Delete** button.

Questions?

If you have any questions about using Drupal to maintain a website, or if there are features you would like added to a website, please contact the Webmaster’s Office at webmaster@appstate.edu.