Drupal 7 Site Information
April, 2013

Pre-Launch Site: http://prd.stlawu.edu
Log in: Link in the footer of the page
Credentials: University network credentials

What ISN’T New

Generally, you will find that the interface to create and edit content is very similar to past versions of Drupal you might have used.

- You will still find a log in link at the bottom of every page.
- You will still have a black Admin bar at the top of your screen after you do so.
- You still have tabs above the content on pages after you log in.
- The basic content types are pretty much the same – Page, Event, News, Photo Gallery, Webform and Student Biography.

If you had to, you could easily go in without any problem and edit your existing content, or even create some new content.

That Being Said…..

What’s New

There are some new features, functionality and subtle changes that we want to point out. We hope the vast majority of these will make your lives easier.

Workbench

When you log in, you will see a reference to My Workbench in the admin bar. If you click on that, you will see two main sections here. The first is a list of the pieces of content you personally have most recently edited. The second is all Recent Content in My Sites, which will list all content in any sites you have permission to edit, in order of which were most recently edited. You can sort either of those lists by the titles of the columns you will see there. You can also view all of the content in both sections.

This will be a great place to keep yourself organized, especially if you’re looking for content you can’t easily find by navigating the site.
URLs

Gone are the /academics/programs/department-name/node/10010 days. We have shortened all URLs, to start, so that all departments, programs, etc. can, for the most part, be reached right off the main URL for the site. In other words, your URLs are now www.stlawu.edu/department-name. If you are concerned about old links breaking, or have utilized old URLs in publicity, we will work with you to redirect those links.

As for individual pieces of content, the title of the content will now be the URL. So the URL for an internal page would be www.stlawu.edu/department-name/title-of-page. That makes not only for much nicer URLs, but it will also make it much easier to find content, and create links to content (more on that below!).
Document Management

We have developed a new way to manage documents like forms that need to be printed out, or anything that needs to be in a pdf, Word, PowerPoint, etc. format. Instead of uploading attachments to specific pages, you will create a specific piece of content for each document. That new content type is called Resource. When you create the resource, you will have a place to put a description of what the document is, as well as create a logical, easy to understand title. You will upload the document there, but you will link not directly to the document but to the resource reference for that document.

There are a number of reasons for this:

1. We have set up a view of all resources for each department, which means a page is created that is automatically populated with all of the resources you create for your department. In addition, you can add categories to sort your resources on that page.
2. If you have to upload a new version of a document, you do so on the resource you created for it. That way you want have to worry about changing links to that document.
3. PDFs are not searchable, beyond the title. This will make it easier for search engines to find your content.

Content Management

We have added in the ability to create drafts of content, including having multiple versions of content. You will notice, when you log in, that the tabs no longer include Edit as an option. Instead, you will click on Edit Draft to edit existing content.
After you have made your changes, or added new content when you are creating a new piece of content, you will go down where it says Revision information at the bottom of the form and change the Moderation state to Published if you are ready to put your content out to the world.

Creating Links

We have made it much easier to link from one piece of content to another within the boundaries of the new site. When you select the text you want to create a link from and click on the Link icon in the editor, one option you now have is called Internal Path. In there you can do one of two things.

1. Copy and Paste – You can link to another page on the site by copying and pasting the information after the www.stlawu.edu of the address into the field. So the URL you would insert would be department-name/page-title.
2. Navigate to Content – In that same box, if you know the title of the page you want to link to, you can start typing the title and the system will autofill all options available on the site, and then you just have to select the one you want. This is not fool-proof, as all you see is the title of the page and there might be multiple pages with the same title, but if you know the exact name of the content you want to link to, this can be a great shortcut.
Video

You can now embed video into your pages. To do so, you will need to have the video be hosted in an off-campus location like YouTube or Vimeo.

That is a quick overview of the new system. We will be adding items for specific content management issues to the new website, which will serve as a reference for you.