Drupal 7 Training
April, 2013

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

The Drupal Environment

When you log in, you will see the admin bar at the top of the screen:

From that menu, you can do the following:

House icon – Return to the University homepage.

My Workbench – Clicking on text gives you a summary of the most recent updates you have made, as well as a list of the most recent updates to all pages in your site. When you hover, you will see the ability create content.

Content – Click on text and you will see a listing of all of the content on the entire site. You can view any of it, but can only edit what you have the rights to. When you hover, you will see the Add Content Menu. This is where you will create new content. All content editors have access to the following content types:

- Event
- News Article
- Page
- Photo Gallery
- Resource
- Student Biography
- Webform

A small number of you will have access to content types created specifically for your departments.

My Drafts – Click on text and you will see a list of content that you have currently in draft status.

Needs review – Click on the text and you will see a list of content that you have access to review and publish.
Creating New Content

Use the black menu bar at the top of the screen to select the kind of content you want to add. All fields that have a red star next to them are required. A title is always required for all content types. The title of the page will also be the URL or address for the page.

To publish content, go to the bottom of the form and click on Revision information. If you were to hit save, it would create a draft of the content. If you are ready to make the content live, select Published from the Moderation state menu and then click Save.

Events

If you create an event and have a block on your landing page for events, it will appear there. All departments have a view of their events they can find at www.stlawu.edu/department-name/events. You can create a link to that page. All events will show up on the new master calendar.

You have to select a start and end date and time. You can choose an on- or off-campus location.

News Article

If you create a news article and have a block on your landing page for news, it will appear there. All departments have a view of their news they can find at www.stlawu.edu/department-name/news. You can create a link to that page.

Page

Most basic content type, most familiar to those who have been using Dreamweaver. This is for more static, long-term content.

Photo Gallery

If you have a series of images for a specific event, topic or theme, create a photo gallery. You can start by putting introductory text in the Body that will appear below the images. You can select multiple images and upload them all at the same time by holding the Ctrl button on your PC keyboard and selecting the images you want to upload. Once you upload the images, you can reorder them by clicking and holding the four-way arrows and dragging the images. The title will appear as the caption for the image on the photo gallery page.

Resources

This is our new way of managing documents on the website. You can start, if you want, with a description or introduction to the document. Then upload the document. Every department will have a view of all its resources created at www.stlawu.edu/department-name/resources. If you check the box on the form to show on the resources page, it will appear there. You can add a Resource Category or select from a list of existing ones site-wide.
**Student Biography**

If your site uses student profiles, this is where you would create them. Once created and published, they will show up on the right side of your landing page and a view of all of them will appear at [www.stlawu.edu/department-name/students](http://www.stlawu.edu/department-name/students).

**Web Forms**

The creation of web forms is a bit more complicated than the other basic content types, and therefore warrants its own set of instructions. In addition, the new Drupal system has a different version of web form that we are still getting to know. Information about forms will follow electronically.

**On-Page Editing**

When you are on a specific piece of content, you will see a set of tabs above the body of the content:

![View published  New draft  Moderate](image)

To edit existing content, click on the New Draft tab. That will take you to the edit form. After you make the changes to the page, go to Revision information, select Published and click the Save button.

**WYSIWYG Editor**

Most content types have an editor embedded above the body of the form, when Editor is selected from the Text format menu. The options are similar to the basic operations you find on Microsoft Word – Bold, Italics, Bulleted Lists, Numbered Lists. In addition, you can create a link, unlink text, view the source (html code), paste as plain text and paste from Word. There is a pull down menu of styles for section headers.

To create a link, select the text you want to link from and click on the link icon. A box will open to enter the link. If it is a link to a resource off site, use the Link Type of URL and leave the protocol as http://, then enter (of paste) the URL in the URL field.

For linking to content in your site or other sites on the new system, select the Link Type of Internal path. In the link box, you can do one of two things:

1. Copy and paste a link with the following path - **department-name/title-of-page** – and hit OK.
2. Start typing the title of the content you want to link to and the site will provide you with a list of pieces of content that are relevant to it, and if you can find the one you want, just select it from the list and hit OK.
If you want to link to someone’s email address, select E-mail from the Link Type.

**Adding Content to Menus**

At the bottom of most content type forms, there is a selection for Menu settings. If you want the content you are working to appear on the left side of the pages of your site, check the box that says Provide menu link. When you do that, more information will appear before. The first three items are what you should be concerned about:

1. **Menu link title** – The Title of the page will appear there by default. You can change what will appear on the navigation menu without impacting the title of the page. You might want to use this to shorten a title to fit in the menu.
2. **Parent item** – You will only see sites you have permission to add content to. If you have only one, it will be the default. If you have access to multiple sites, you’ll want to use the menu to find the appropriate one for your current content. Underneath the parent item will be a list of links that is the same that you see on the left side of your page. In some cases you will see links that are indented under specific links. Those are links that are relevant to the content of the specific link they fall under. If you are adding content that you want to be a standalone link or a parent item, you just have to select the department name as the parent item. If you are creating a sub page to an existing link, select the existing link.
3. **Weight** – This is how Drupal decides what order to display the links. The lower the number, the higher in the list it will appear. You can set where you want your item to appear in the list here. There is another, a bit more effective way to order your menus I will refer to in the next section.

**Site Management**

On your landing page, you will see a series of tabs. The one that is currently active and important for you is the Group tab. Click on Group and it will show you the Menu(s) for your site. Click on the word Menus to see your options. Then you can click on list links for a specific menu and there you can manipulate the links on your menu. You can use the four-way arrows to move items up and down, and you can slide items to the right or left to change whether an item is a parent or a child. If you want to hide a link, you can uncheck the Enabled box. You can delete items here too, and also add items here.

We will be adding some more functionality here, including the ability to edit the text on your landing page, and change the images displayed.