

How-To: Drupal Website

Accessing the Website

To log into the site: **<http://your-domain-name/cas>** OR **<http://your-domain-name/user>**

Editing Content

To edit content on the site, the link to edit either takes the form of a tab at the top of the content or a small gray gear when you hover over a piece of content (shown below).



Once in the editing interface, you'll usually find areas of text with text editors attached to them. To learn more about editing within these areas, go to: <http://sasg.arizona.edu/tutorial/ckeditor-imce>

Adding Content with Content Types

To create new content, hover over the “Content” link in the top left side in the administration bar and click “Add content.” There are a variety of types of content that can be added to your site. These types may include the ones listed below.

Basic page

Use basic pages for your static content, such as an 'About us' page.

Expanding page

Use an expanding page to create a page with sections that expand when a user clicks on the headings—useful for FAQ displays and long pages with many sections.

Person

Use persons to add to the personnel directory of your website at /people.

Event

Use event to add items to the calendar of your website.

Video

Use media to add videos to the website.

View Content

To view every piece of content on the site, click the “Content” link in the administration bar. In that interface you can find content and administer it.

Unpublishing vs. Deleting Content

Do not delete content unless you are absolutely certain you don't want to see it again. If you have permissions to delete content, do not delete content unless you are absolutely certain you don't want to see it again. If content is deleted, the only way to retrieve it is to pull up a database backup and roll back the site.

The best way to remove content from view is to **unpublish** it. When you unpublish something, its background turns pink, it drops out of the menu (if it has a link in the menu), and it drops out of any lists—it cannot be accessed unless you're signed into the site.

To unpublish an item:

1. Edit the piece of content.
2. Scroll down to the bottom of the form.
3. Click "Publishing options" and uncheck the published checkbox and save.

The screenshot shows a Drupal content edit form with several sections: Menu settings (Not in menu), URL path settings (Alias: tutorial/ckeditor-imce), Flags (Tutorial), Revision information (New revision), and Authoring information (By macaulay on 2015-08-27 16:35:38 -0700). The Publishing options section is highlighted with a green box and labeled "USE", showing the "Published" checkbox checked. Below the form are buttons for Save, Preview, and Delete. The Delete button is highlighted with a red box and labeled "AVOID".

Re-Ordering Content

On pages that show list of items, you may have an option to reorder the items manually. Simply hover over the page content and click the uppermost right gear and click "Order view."



You'll be taken to an interface where you can drag and drop the items in the desired order and save.

+ UA Information Security
+ UA VPN Client
+ UA NetID+
+ Accounts Management
+ Box for The University of Arizona

Save Order

Menus and URL Aliases

To give content specific aliases:

1. Edit the piece of content you want to have a specific alias.
2. Scroll down to the bottom of the form and click on “URL path settings.”
3. Uncheck the “Generate automatic URL alias” checkbox.
4. Type in the desired alias in the text field—exclude the site’s root URL and beginning forward slash.
5. Click save.

In some cases, users have the ability to assign content as a menu item:

6. Edit the piece of content you want to have in the site’s menu.
7. Scroll down to the bottom of the form and click on “Menu settings” (if the item you are editing does not have a menu settings option, then it is not allowed to be in the site’s menu).
8. Check the “Provide a menu link” checkbox, and options will appear to create the menu link.

<p>Menu settings About SASG</p> <p>URL path settings Alias: about</p> <p>Flags No flags</p> <p>Revision information No revision</p> <p>Authoring information By macaulay on 2015-05-27 15:30:09 -0700</p> <p>Publishing options Published</p>	<p><input checked="" type="checkbox"/> Provide a menu link</p> <p>Menu link title About SASG</p> <p>Description Services provided by SASG and Supported Units Shown when hovering over the menu link.</p> <p>Parent item <Main menu></p> <p>Weight -49 Menu links with smaller weights are displayed before links with larger weights.</p>
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Please note the image above displays only an example how the “About SASG” content was added as menu item

Menu link title - text that appears on the menu

Description - additional text that appears when hovering over the link

Parent item - where the item lives in the menu hierarchy

Weight (not very user-friendly) - what place the item takes in the menu order: lighter numbers = higher, heavier numbers = lower

9. Configure the menu item where you want it and click save.

Additionally, you may have permissions to edit the entire menu, add new links, enable/disable links, and reorder items with a drag and drop interface by going to the Admin toolbar and going to *Structure* → *Menus* → *Main menu* (NOT Navigation).