

# Your Website's Drupal Training

January 2017

## First things first:

Login URL:

<http://servewashington.wa.gov/user>

Admin Menu:



Content Editor:



## Content Types:

On our websites we use content types – they may vary depending on the site's content. For example:

- **Basic Page** – used for the majority of page content
- **Events** – used for all events including Board and Committee meetings. Populate the Upcoming Events section of the homepage as well as the meeting information on each Board and Committee page
- **Front Slideshow** – used to create, edit, and remove slides, captions and slide menu text that appear on home page
- **News** – Used to create and edit News articles
- **Programs** – used to create and edit Programs
- **Web forms** – used to create and edit Web forms

## Creating Basic Pages

1. From the **Admin Menu**, hover over **Content > Add Content > Choose Basic Page**
2. Enter a **Title** for the page.
  - a. Note: This is displayed as the Title in the content region, the Title in the Browser and used to generate the URL alias.
3. The **Body** field is used for the main page content. Use the **Content Editor** to edit the content in the body field.
4. The **Callouts** section on the basic page contains a Right Callout, used for related content displayed on the top right of the content, and Bottom Left and Bottom Right sections for additional content or links.

1. **Menu Settings:** Used to assign an item to the Menu (both Mega (Main) Menu and Right Section Navigation)
  - a. Enter a **Title** for the menu item.
    - i. Note: In most cases this should match the page title.
  - b. The **Description** field is optional and not used in general.
  - c. Choose a **Parent Item** by selecting from the second drop down box.
    - i. Note: Additional drop down boxes will appear so you can choose parents from lower in the hierarchy.
    - ii. Note: If you do not select a parent from the second drop down box, the item will appear in the main navigation bar. Be careful!
  - d. **Weight** can be left as default.
  - e. **All pages** should have a parent item assigned, however, in some cases you may not want them to display in the Menu. **The Disable in Menu** checkbox can be used for items that you do not want to display in the menu.
  - f. **Note:** If you do not assign a parent item, the left navigation will not appear on the page.
2. **Revision Information:** Creates a new revision by default when creating and editing pages.
  - a. This is a good idea unless you are making a small, insignificant change like grammar fixes.
  - b. Entering a **Revision Message** is helpful as it describes the change that was made and will allow others to view history.
3. **Authoring Information:** This is auto-generated and doesn't need editing, but can be if there is a need.

## Editing Content:

There are two ways to find and edit content:

### Option 1:

1. Navigate the site to the page you are interested in editing.
2. Click the **Edit Tab** beneath the page title.

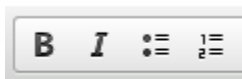
### Option 2:

1. From the Admin Menu, click on **Content**
2. You will see a list of all content.
3. Use the search and filters to find the content you want to edit.
4. When you have completed your edits, choose the **Revision Tab** in the **Publishing Options** section, ensure **Create a New Revision** is checked and enter a helpful revision message.

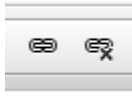
## Content Editor Options:

Here are some things you can do with the content editor in Drupal:

Standard text formatting (bold, italic, lists):



## Linking to internal and external content:



1. To add a link, highlight the text you want linked.
2. Click the **Link Icon** (left)
  - a. Note: The icon on the right unlinks text.
3. If you want to link to an internal URL. By default, the **Link Type** defaults to Internal, this is used for linking to pages within your site.
  - a. In the **Link** field start typing the title of an existing page.
  - b. Content matching the words you've typed will pop-up below the link field.
  - c. Choose the page you want to link to.
  - d. Click OK.
4. If you want to link to an external URL (another website)
  - a. Change the **Link Type** field to **URL**.
  - b. Paste the URL in the Link text box.
5. If you want to link to a document on the site.
  - a. Change the **Link Type** field to **URL**.
  - b. Click **Browser Server**.
  - c. Navigate to the document you want to link to.
  - d. Double-click on the document, or select it and click **Insert File**.
  - e. Note: If the document doesn't exist on the site yet, you can also upload it from here.
6. If you want to link to an email address
  - a. Change the **Link Type** field to **E-mail**.
  - b. Enter the email address.
  - c. Optionally enter an email Subject Line and a Message Body.

## Adding Anchors to a Page and Linking to Them:

Anchors are used to bookmark sections of a page in order to add a link either on that page or a different page that jumps directly to the bookmarked section.



1. To add an anchor to text on a page:
  - a. Select the text.
  - b. Hit the **Anchor Icon** in the content editor.
  - c. Enter an **Anchor Name**
    - i. Note: Anchors should be simple and cannot contain spaces.
2. To link to an anchor on the page:
  - a. Change the **Link Type** field to **Link to Anchor in the Text**.
  - b. Select an existing anchor from the **By Anchor Name** field.

### Pasting and Formatting Content:

There are a number of options for pasting content. You can do a standard paste (left), paste as plain text (middle), or paste from Word (right).



1. It is recommended that you use the Paste from Word option when pasting content from Word or other sources. This removes embedded Word formatting which is very important.
  - a. Select **Paste from Word**.
  - b. Paste your content into the dialog box.
  - c. Click OK.
2. If for some reason there is stubborn formatting, highlight all of the text and choose the **Clear Formatting** (far right) button. This does a nice job of cleaning up format.

### Headings

It is important to use proper heading structures in your content. Heading styles are defined by the stylesheet.

The Page Title (generated by the Title field in content) is the Heading 1. Accessibility standards require only one Heading 1 per page, so you will be unable to assign a Heading 1 to your content. Additional headings should be added and should follow a hierarchical heading structure. For example:

Page Title (Heading 1)

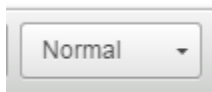
Section 1 Starts Here (Heading 2)

Normal content goes here.

Section Sub Header (Heading 3)

Normal text goes here. Section Sub-Sub Header (Heading 4)

Section 2 Starts Here (Heading 2)



1. To Insert a Heading:
  - a. Select the Heading text.
  - b. From the **Normal drop down box**, select the appropriate **Heading Level**.

### Insert Image:

Images can be inserted into content, but should only be used if they enhance the content and provide meaning.



1. Select the **Insert Image** button.
2. Either paste an external URL or Browse the Server to find or upload your image.
3. Enter **Alternative Text**.
  - a. Note: This is required for accessibility.
  - b. This should be descriptive of the image. “Pretty picture” does not help “Photo of three smiling people in a meeting” does.
4. Set **width** and **height**. Use percentages when possible.
5. If you’d like the image to link to another page or a larger image, select the **Link** tab and paste the link.

#### Insert Table:

Tables should only be used for data, they should not be used to help you format your normal web page content. Table styles are determined by the stylesheet.



1. Select the **Insert Table** button.
2. Choose the **Number of Rows** and **Columns**.
3. Identify which cells should be **Table Headers**.
4. Change the **Width** to a percentage. 100% would be the full width of the page content.
  - a. Note: Using a percentage is important for responsiveness.

#### Embed an iframe in the Page:

iframes can be used to embed content from other sources.



1. Select the **Insert iframe** button.
2. Paste the **URL** of the source you want embedded.
3. Identify a **width** and **height**. These are important for the viewing frame.
4. Choose the options for **scrollbars** and **frame border**.

#### Managing Documents:

You can manage documents in a more global way than by using the link tool in the content editor.

1. Go to <https://servewashington.wa.gov/user>
2. Click the **File Browser** tab.
3. You will see the directory structure. From here you can upload or delete files, as well as create new Sub Directories in the public file structure.