# WebDev Drupal Users Guide

Drupal is a Content Management System (CMS) WebDev uses to allow its clients to easily maintain the content driven parts of their website. It provides a familiar editing interface, similar to Microsoft Word, for formatting things like Bold, Italics, making links, and attaching images and documents.

## Logging In / ISU Login

To log in you will first need to be on the access list for your particular host. You will use your own Net-ID (first portion of your netid@iastate.edu address) and password. The web address to log into your site is not linked anywhere. Simply add “isulogin” to the end of your web address.

* http://www.pscouncil.iastate.edu/**isulogin**

## Action Bar / Navigation Menus

Once you are logged in, you should notice an action bar on the top of (most) pages. These are the actions that you can perform on the current page you are viewing. You should also see three new sections in your left menu: Navigation, Custom Tools, and User Menu



### Navigation

* **Page Tree** Manage the web pages on your site
* **File Browser** Manage the files (images, PDFs, Word Docs, etc) on your site
* **Permission Groups** Control which authors can update your site
* **Trash** Location where you can recover deleted material

### Custom Tools

* **Slideshow** The Slideshow that (may) appear on the homepage

### User Menu

* **My Account** Not generally used with Drupal as configured by WebDev
* **Log Out** Logs you out of your current session

## Logging Out

To log out of your Drupal site, click on the Log Out button in the User Menu.

# Editing a Page / Edit Page

Whether it is a new page or an existing one, whether you clicked on the page in the Page Tree and then clicked Edit, or navigated to the page itself and clicked Edit at the top of the page, you’ll be taken to the Edit Page.

### Navigation

* **Navigation Title** The title as it will appear in the left navigation (and Page Tree)
* **Hover Text** The text that will appear when you hover over the item in the left navigation
* **Display** Whether or not this page is included in the left navigation
 *(pages are always shown in navigation when you are viewing them)*

### Page Title

* **Page Title** The title as it will appear at the top of the page and the Title Tag
* **Suppress** Whether or not the title of the page is displayed at the top

### Page Body

* **Body Content** This is the main content of the page and will appear in the body block
 732px wide - with no Right Sidebar
 482px wide - with Right Sidebar

### Right Sidebar

* **Sidebar Content** This content is will appear as a right sidebar on the page and is optional.
 *(this text will be formatted automatically to the University style)*
 230px wide

### Search Engine Optimization

* **Keywords** Comma separated; this information is used by search engines
* **Description** A couple of sentences that will appear on search results for the page

### Revision Information

* **Revision Log** Used to let other admins/editors know what you changed on a page.
 *(this information does not appear anywhere on the page the viewer sees)*

## Save and Release

Once you’ve finished editing a page, you can click “Save and Release” and it will be immediately available for the public to see (if it is visible). Users may need to reload their page to see the changes.

## Save as Draft

Makes no changes to the current page but saves the changes made as draft that can be continued later. Saved drafts are available from the Drafts tab.

# CKEditor (Body and Right Sidebar Editor)

The text editor used to modify the Body (and Right Sidebar) is called CKEditor. It's a WYSIWYG editor, which means that the text being edited on it looks as similar as possible to the results users have when publishing it. It has common editing features found on desktop editing applications like Microsoft Word.



 View Source - edit the HTML directly; not advised unless you are familiar with HTML

 Paste as Plain Text - this paste box removes all formatting, leaving plain text

 Paste from Word - this paste box will attempt to clean up Microsoft Word content

 Remove Format - removes all font formatting from a selection

 Image - insert an image

 Table - insert and work with tables

 Link, Unlink -

 Flash -

 Horizontal Line -

 Symbol -

 Bold, Italic, Underline - don’t use underline, seriously

 Strikethrough, Subscript, Superscript -

 Numbered, Bulleted Lists -

 Indent Decrease, Increase -

 Blockquote -

 Align Left, Center, Right, Full -

 Paragraph Format -

 Text Color -

 Create Div Container, Show Blocks -

 Maximize

# Page Tree

The Page Tree represents a hierarchical view of your entire site. Every page on your sites lives somewhere in the page tree. Each page on the site, except the homepage, is contained within a “parent” page. The pages within the parent page are called its “children.”

## Creating a New Page

The first step in creating a new page is to determine where it will go in the Page Tree. First select what will be the Parent of the page; for example, if the new page “Mission” is within the “About Us” section, select the “About Us” section in the page tree. If the page will be a new top level navigation item, select the very top “Home” page in the Page Tree.

Once you have the parent selected, click the [**New**] button in the **Page Properties**. Next you will need to complete the Page Properties of your new page.

### Page Properties - Basic Page

* **Type** Basic Page - a typical web page on your website
* **Visibility** Whether the page will appear in the left navigation
* **Nav Title** Title as it will appear in the left navigation (and page title by default)
* **Path** This is the path that will show up in the URL (web address).
 *(only use lowercase letters, numbers and dashes)*
* **Full Path** This will display the final web path of the page. It is based upon the
 page’s path as well as each of its parents

### Page Properties - Link

* **Type** Link - a link from the navigation to a page on or off-site
* **URL** The URL (web address) where the link will lead
* **Visibility** Whether the page will appear in the left navigation
* **Nav Title** Title as it will appear in the left navigation

After completing the information, click [**Save New**] and you’ll proceed to edit the page.

## Reorganizing Items

You can drag and drop pages to reorder them or move them between folders. A small line and arrow will appear if you are moving a between two other items. A small + will appear if you are moving an item into a new parent. **WARNING: Changing a page’s parent will alter that pages Full Path (web address). Any links to this page will be broken.**

## Updating Page Properties

All details of a basic page can be edited from the Edit Page view. You can also locate the item in the page tree to modify some details or to edit Links. Locate the page and click the [**Change**] button.

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# Images

To insert an image into a document, click on the Image button in CKEditor . This will bring you to the Image Properties window. Generally you will be uploading images to your site (instead of linking to other site’s images).

1. Click on the Image Button
2. Click Browse Server
3. Select or Upload the Image - see the section on File Browser for more information
4. Click Insert File
5. Set the image properties you want - see below
6. Click OK

To edit an image later, double click the image or select the image and click the Image button.

### Image Info Tab

URL The web address to the image, selected automatically via Browse Server

Alternative Text that appears in place of the image, often used for screen readers

Width/Height The size of the image in pixels. With aspect ratio locked (), you can resize the image without skewing the picture

Border How many pixels of border to place around the image (blank = no border)

H/V Space Number of pixels to place on the Horizontal and Vertical sides of the image to separate it from the surrounding text

Alignment Whether to leave the image in-line with the text (“not set”) or to float the image to Left or Right of the text

### Link Tab

URL The web address of where the picture should link to (if any)

Target Whether or not to open the page in the current window (“not set”) or a new one

### Advanced Tab

Id The style id attribute associated with the image

Language \* The language display direction and language code for the image

Long Desc URL The web address of the long description (used for handicap accessibility)

Style Classes The style classes attribute associated with the image

Advisory Title The hover text for an image

Style The generated CSS style for the image

# Slideshow

If you have a slideshow on your site, it is managed by clicking on the “Slideshow Admin” link in the “Navigation” menu. If it does not show up here, contact WebDev.

## Add a New Image

To add a new image, click the “Add New Slideshow Image” link at the top of the page. Complete the required fields and save the form.

**Image Title** This text is displayed in the lower left corner of the image. It can be hidden by the “Hide the caption for this slide” option but is stilled used as ALT text on the image.

**Description** (optional) if you wish to link to this page from the slideshow image, you may place the description here (for instance, a story which accompanies the image).

**Image to...** ...display in slideshow. Ideally, images should be the size of the slideshow you are using. If you upload larger images, they will be resized to fit the slideshow size. If you use smaller images, blank areas will appear on your slideshow. Depending upon the size of slideshow you have, you must match the images to it.

 Small: 560 x 280 (pixels wide x tall)
**Medium: 732 x 320**
Large: 960 x 340

**Destination...** ... link. To make this image link to another web page (other than the Description) enter the link here.

**Options** Include this image in the slideshow - check this to have the image included. Generally you want images included unless you’re archiving or releasing later.

 Hide the caption for this slide - check this to hide the title (still used for ALT text)

 Link to this content if no other link is specified - check to link to this image/store; if this is not checked, and there is no destination link, this image will not be a clickable link.

**Display Order:** This field is set to 1 by default. If order is not important to you, you can leave it as 1. Otherwise, enter a number to show files in a specific order.