



Introduction to Drupal

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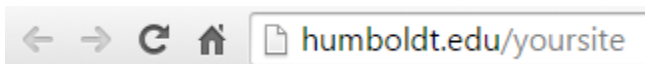
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Logging into Your Site

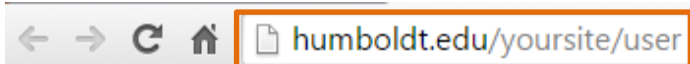
1. Open any web browser, such as Chrome or Firefox.



2. Navigate to your site by entering the site's URL in the browser's address bar.



3. Add "/user" to the end of your site's URL in the address bar and press the Enter key.



4. Log in using your standard HSU username and password.

User account

[Create new account](#)[Log in](#)[Request new password](#)**Username ***

Enter your Training Demo username.

Password *

Enter the password that accompanies your username.

5. Once logged in, you will be presented with your profile page.

[View](#)[Edit](#)[Shortcuts](#)[File browser](#)

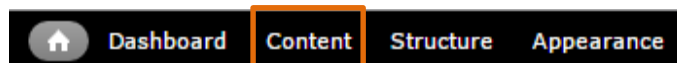
History

Member for

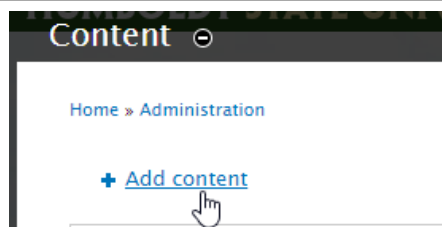
3 days 22 hours

Adding a Basic Page

1. Select Content in the administration menu.

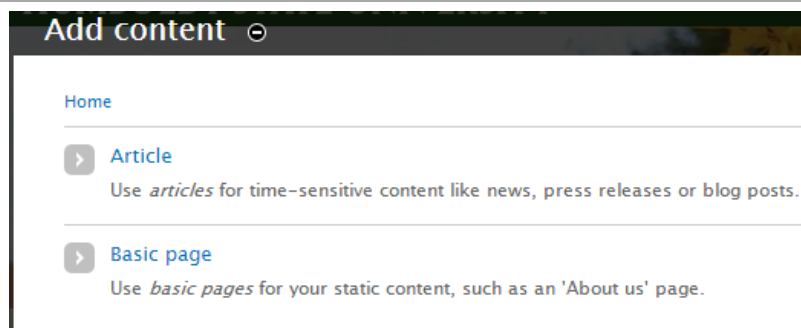


2. Select Add content.



3. Select Basic page.

Note: Content options can vary depending on the site configuration.



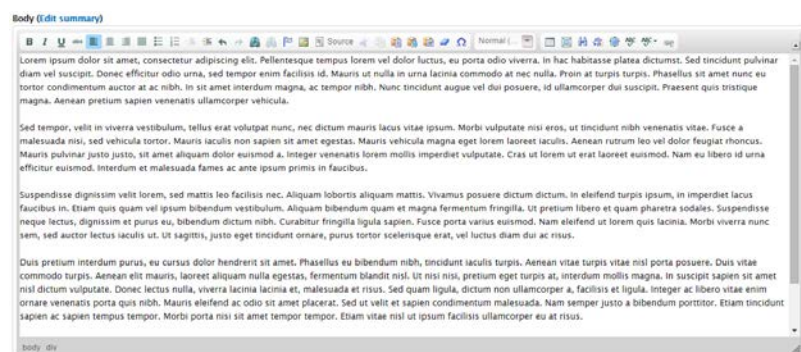
4. Add a Title.

Note: This is the page title that a visitor will see.



5. Type or paste content.

Note: This screen does not accurately reflect the appearance of text when viewed live.



6. Select Save to preserve changes.



Page Settings

1. Under Menu settings, select Provide a menu link to have the link appear in a menu. You will be presented with several options:

- a. **Menu link title:** text used for the link in the menu.
- b. **Description:** can be left blank.
- c. **Parent item:** generally controls the indentation of links within your menus. Depending on the settings, links will often be indented under the parent item.
- d. **Weight:** controls the order of an item in the menu. This is easier to set elsewhere, so it can be ignored here.

[Menu settings](#)
Not in menu

☒ Provide a menu link

Menu link title
About Us

Description

Shown when hovering over the menu link.

Parent item
<Main menu> ▼

Weight
-49 ▼
Menu links with smaller weights are displayed before links with larger weights.

2. Comments allow site visitors to remark on a page and other visitors to read those remarks. In most cases, this should be set to Closed.

[Comment settings](#)
Closed

☐ Open
Users with the "Post comments" permission can post comments.

☒ Closed
Users cannot post comments.

3. Leave Published unchecked to keep a page in draft form while you or others on your team are working on it. When the page is ready for public consumption, check Published. Generally, you will leave the other options unchecked.

[Publishing options](#)
Published

☒ Published

☐ Promoted to front page

☐ Sticky at top of lists

4. Other settings, such as Revision information, URL path settings and Authoring information can generally be left as-is.

[Revision information](#) ⚙️
No revision

[URL path settings](#)
Automatic alias

[Comment settings](#)
Closed

[Authoring information](#) ⚙️
By training on 2015-03-27 18:22:19 -0700

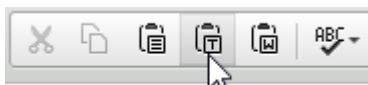
Formatting Text

1. Select the text to be formatted, then use the formatting buttons as you would in a word processing program.

Body (Edit summary)

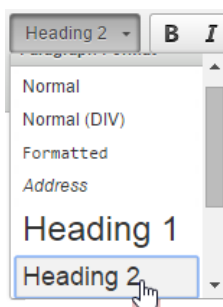


2. When pasting content from MS Word, paste as plain text, then reformat as necessary.



3. Use the styles in the Paragraph Format drop-down to format text when possible.
4. To remove previously applied paragraph formatting, apply the Normal option.

Note: Using paragraph formatting keeps the appearance of text consistent throughout the site and makes pages more accessible.



5. Use the Remove Format button to remove any undesired formatting.



6. To view or edit the HTML for the page, select the Source button.



Working with Tables

1. Select the Table button on the toolbar.



2. Choose the options for the table and select OK.

- a. **Rows:** Select the minimum number of rows you will need. Rows can easily be added later.
- b. **Columns:** Select the number of column you will need.
- c. **Headers:** If the table will have column or row headings, select those here. This changes the table's appearance and increases the accessibility of the table.
- d. **Caption:** The text entered here will appear as a title above the table.
- e. **Summary:** The table summary is not displayed.
- f. **Width:** This creates a fixed width for the table. Leaving this blank will allow the table to expand to the available space.
- g. **Border size, Alignment, Cell spacing, Cell padding:** Leave these blank to allow the styles for the site to control these options.

3. The table will be inserted into the body of the page where you can edit the contents.

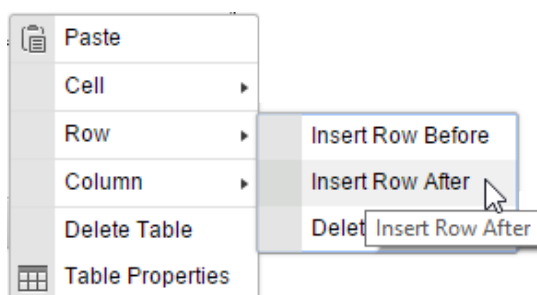
Note: The table's appearance will be different when viewed live.

2015 Training Reports		
Month	Title	File
January	Report 1	
February	Report 2	

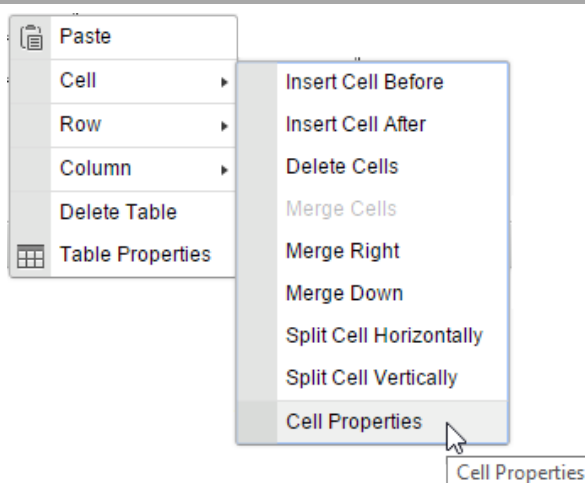
4. The table can be modified by right clicking within the table and choosing an option.

5. To insert a row at the bottom of the table:

- Select the last row in the table.
- Right click on the table.
- Select Row > Insert Row After.



6. To modify cell settings, right click on the cell and select Cell Properties.



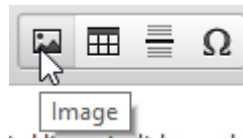
7. Adjust settings as necessary for the cell.

8. To resize a cell, enter a Width value. Adjusting the cell width generally changes the width for the entire column.

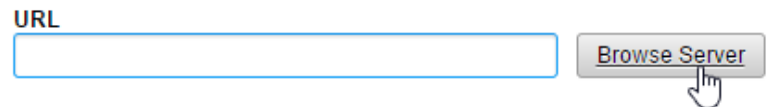
9. Change the Text format to Full HTML before saving the page. If this setting is not changed, the table will not display properly and some settings will be lost.

Uploading and Displaying Images

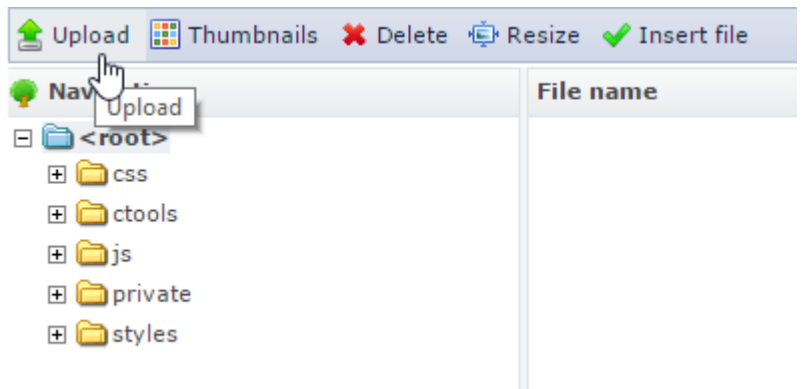
1. Select the Image button in the toolbar.



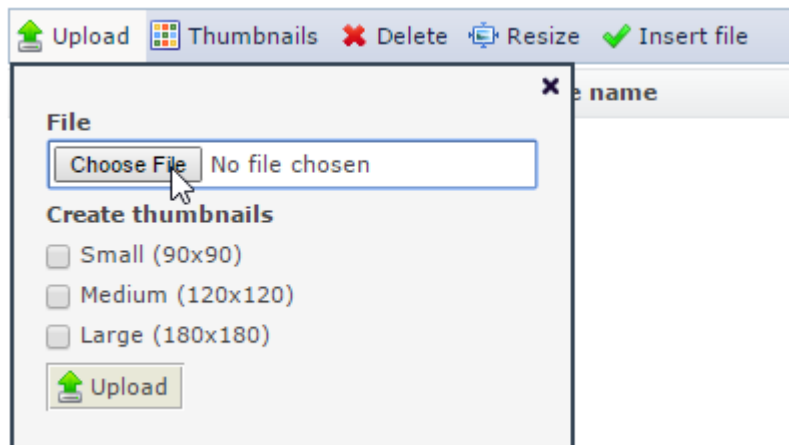
2. Select Browse Server.



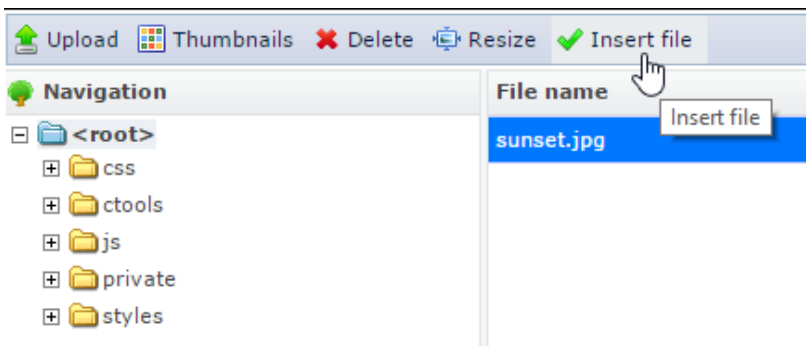
3. To upload a new image from your computer, select Upload.



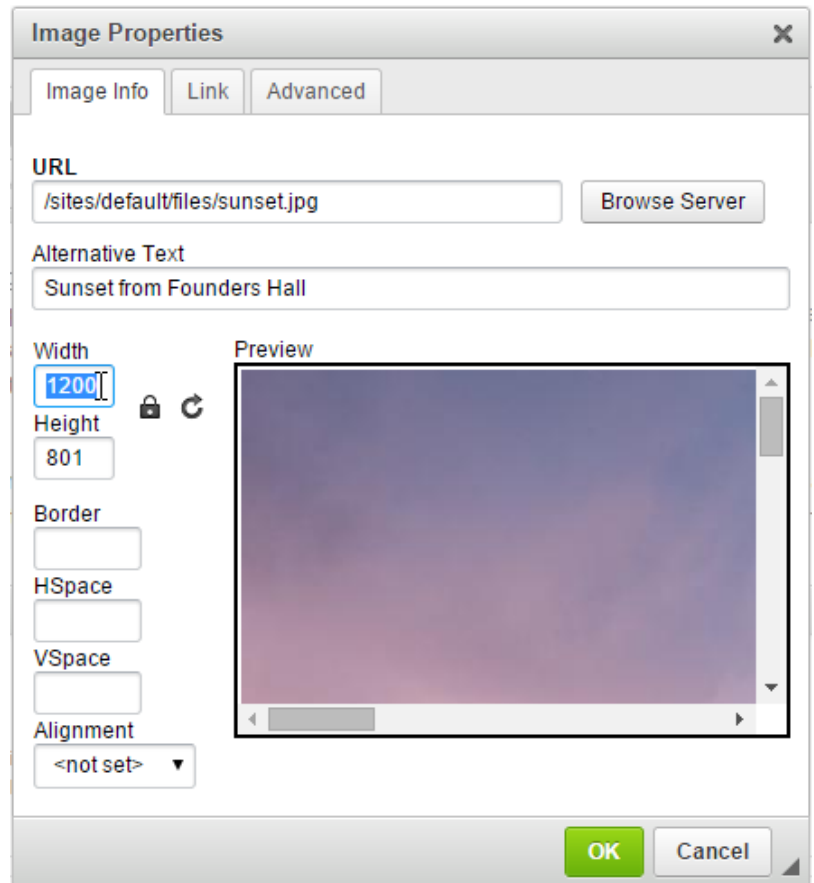
4. Select Choose File and locate the image file on your computer. The uploaded file will be included in the list of files.



5. With the file selected, choose insert file.



6. The Image Properties dialog box will appear.



The Image Properties dialog box is shown with the 'Image Info' tab selected. It contains the following fields and controls:

- URL:** A text field containing '/sites/default/files/sunset.jpg' and a 'Browse Server' button.
- Alternative Text:** A text field containing 'Sunset from Founders Hall'.
- Width:** A text field containing '1200'.
- Height:** A text field containing '801'.
- Border:** A text field.
- HSpace:** A text field.
- VSpace:** A text field.
- Alignment:** A dropdown menu showing '<not set>'.
- Preview:** A large image area showing a sunset over a body of water.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom right.

7. Enter a width, in pixels. The height should change automatically to keep the same proportions.

Width
400

Height
267

8. To add more space between the image and the text wrapping around the image (horizontal spacing), add a number in the HSpace box. A number between 5 and 20 is a good starting point.

HSpace
10

9. Adjust the Alignment of the image if desired.

Alignment
Left

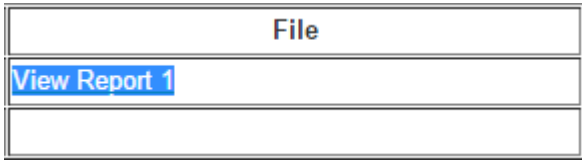
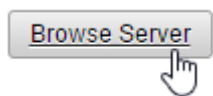
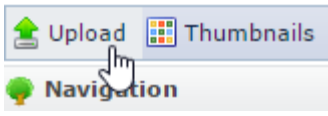
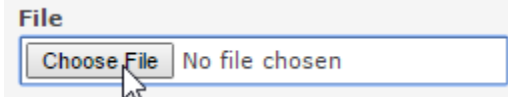
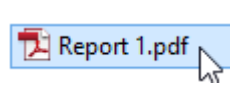
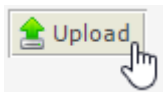
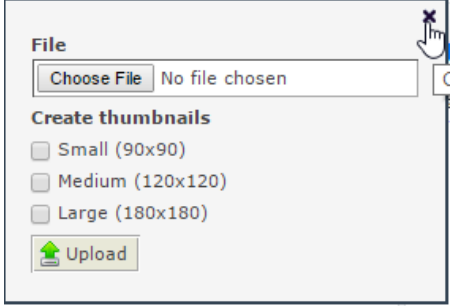
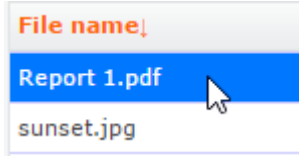
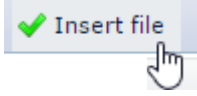
10. Change Text format to Full HTML.

Text format
Full HTML

11. Select Save.

Save Preview Delete

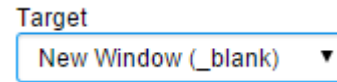
Uploading and Linking to Files

1. Select the text you would like to link.	
2. Select the Link button.	
3. Select Browse Server.	
4. Select Upload.	
5. Select Choose File.	
6. Locate the file on your computer that you will be linking to.	
7. Select Upload. This will upload the file to the web server.	
8. Close the Upload dialog box.	
9. Select the file from the list of files.	
10. Select Insert file.	

11. When linking to a file, it may be preferable to have the file open in a new tab or window. To do so, select the Target tab.



12. Under Target, select New Window (_blank)



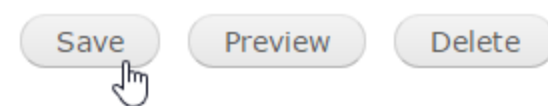
13. Select OK.



14. The text should appear as linked.

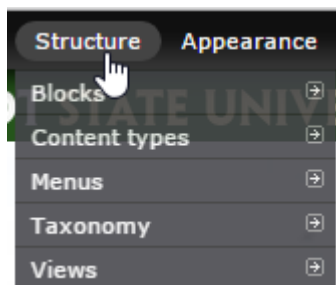


15. Select Save.

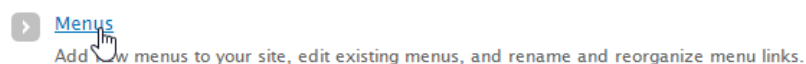


Adding and Ordering Menu Links

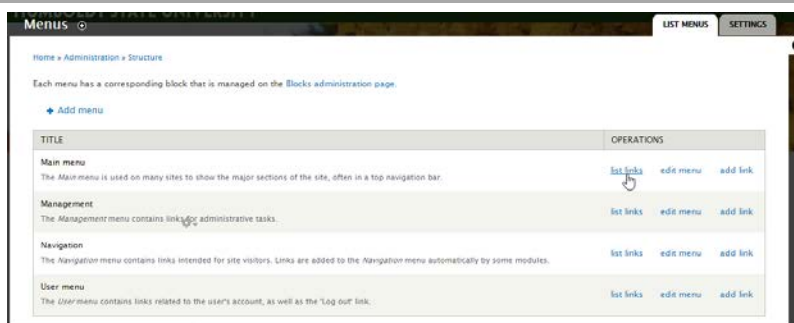
1. Select Structure from the Administration menu.



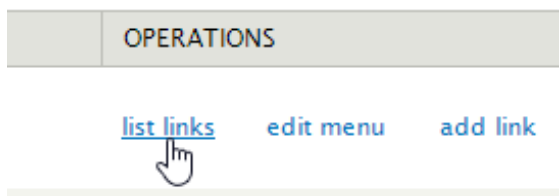
2. Select Menus.



3. You will be presented with a list of the available menus.



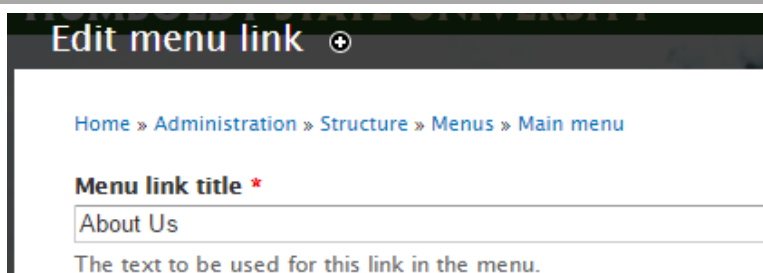
4. Locate the menu you would like to add the link to and select list links.



5. From the list of links, choose Add link.



6. Add a Menu link title. This is the text that the visitor will click on the menu.



- 7.** Enter the Path or destination for the link.
The Path can be a page or file on your site or it can link to another site.

Note: For links to your site, only include the portion of the URL after the main address for your site.

Path *

node/1

The path for this menu link. This can be an internal Drupal

- 8.** Uncheck Enabled if you would like to hide a menu item without deleting it from menu.

Note: you could use this if you intend to include the menu item again in the future.

☒ Enabled

Menu links that are not enabled will not be listed in any menu.

- 9.** If this link will have other links indented under it, select Show as expanded to always show the indented links.

☒ Show as expanded

If selected and this menu link has children, the menu will always

- 10.** Choose the Parent link using the drop-down.

Note: This is one way to indent a link or move a link to another menu.

Parent link

-- Home ▼

The maximum depth for a link and all its children is fixed at 9. Some

- 11.** The Weight controls the order of an item in the menu. This is easier to set elsewhere, so it can be ignored here.

Weight

0 ▼

Optional. In the menu, the heavier links will sink and the lighter links

- 12.** Select Save to keep your changes.

Save

Delete

- 13.** The list of links can be used to re-order the menu items. To do so, select the 4-pointed arrow and drag it to the appropriate position.

MENU LINK

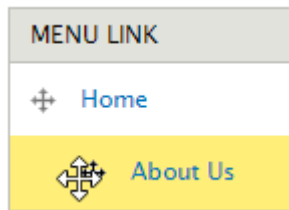
⛶ Home

⛶ About Us

⛶ Table Example

Save configuration

- 14.** To indent a menu item, drag it to the right using the 4-pointed arrow.

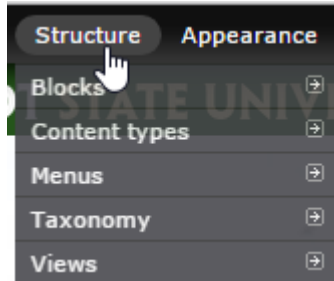


- 15.** Be sure to select Save configuration when finished.

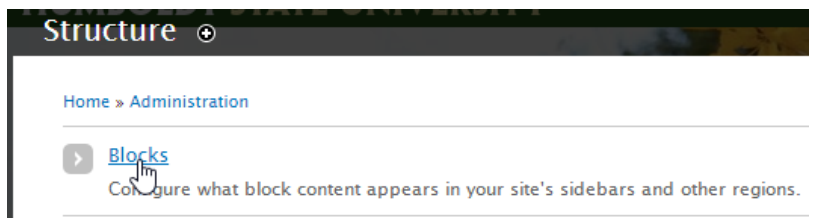
Save configuration

Menus and Blocks

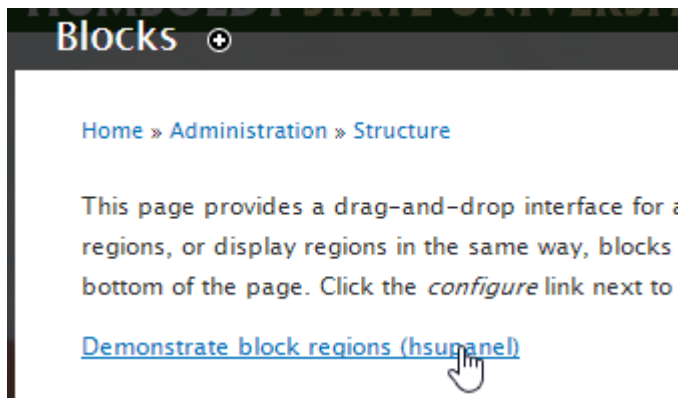
1. Select Structure.



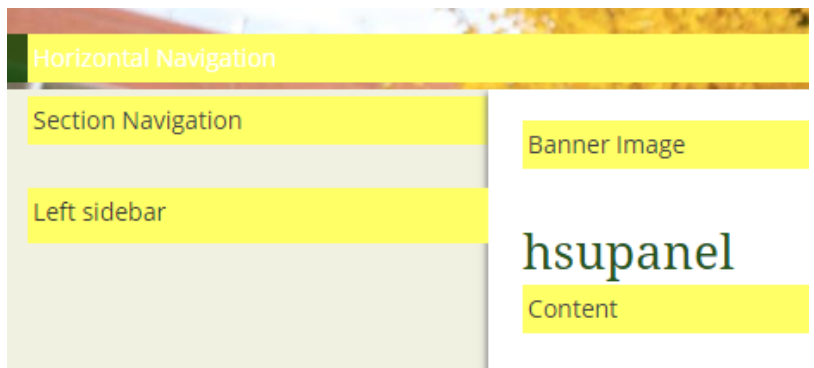
2. Select Blocks.



3. To see where you can put blocks on the page, select Demonstrate block regions...



4. Areas of the page are displayed where blocks can be placed.



5. On the blocks page, blocks can be moved to a different region, reordered within a region, and configured.

BLOCK	REGION	OPERATIONS
Banner Image		
<i>No blocks in this region</i>		
Horizontal Navigation		
<i>No blocks in this region</i>		
Section Navigation		
+ Search form	Section Navigation ▼	configure
+ Main menu	Section Navigation ▼	configure

6. To move a menu block to a new location, locate the menu and select the region in the drop-down. To hide a block, select None.

Section Navigation ▼

- None -

Banner Image

Horizontal Navigation

Section Navigation

7. To edit the settings for the block, select configure.

+ Main menu

Horizontal Navigation ▼

[configure](#)

8. To hide a menu title, enter "<none>" as the Block title.

Block title

<none>

9. Select Save block when finished.

Save block

Allow Others to Edit the Site

1. Ask the individual to log into the site as described previously in this guide.
2. Select People in the administration menu.



3. Find the user you would like to allow to work on the site.
4. Select edit for that user.

☐	USERNAME	STATUS	ROLES	MEMBER FOR	LAST ACCESS	OPERATIONS
☐	training	active	• administrator	4 days 12 min	41 sec ago	edit

5. Under Roles, select administrator or another appropriate role

Roles

☒ authenticated user

☒ administrator

6. Select Save
7. The individual to whom you have assigned the role should immediately be able to edit the site. If they are still logged into the site, they may need to refresh their web browser.



Turn off Maintenance Mode

1. Maintenance mode restricts access to the site and changes its appearance.

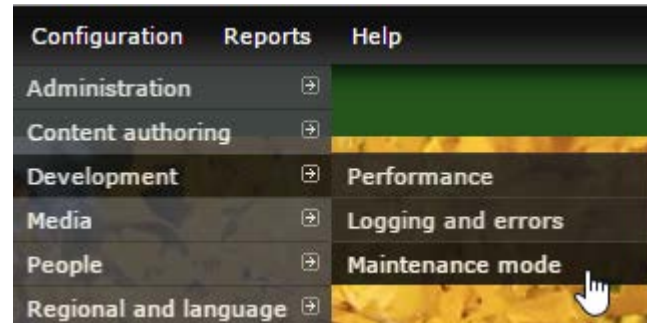
[Home](#)

[Training Demo](#)

Site under maintenance

Training Demo is currently under maintenance. We should be back shortly. Thank you for your patience.

2. Select Configuration > Development > Maintenance Mode.



3. Uncheck Put site into maintenance mode.

☒ Put site into maintenance mode

Other Modules

1. Collapse Text:

```
[collapse collapsed]

<h2>Section 1</h2>

<p>In consequat varius velit eu int.
Suspendisse potenti. Phasellus pos-
us at arcu. Donec ut mauris hendrer-
suere posuere nunc. Nam accumsan no-
</p>

<p>[/collapse]</p>
```

2. Special Menu Items:

Path *

3. Other modules of interest:

-  admin_menu
-  backup_migrate
-  ckeditor
-  collapse_text
-  ctools
-  date
-  entity
-  imce
-  imce_wysiwyg
-  libraries
-  linkit
-  module_filter
-  pathauto
-  special_menu_items
-  stringoverrides
-  token
-  views
-  webform
-  wysiwyg