

# 1. Logging In & Admin Menu



You should edit pages using Firefox

## Logging into Drupal:

Click the LOGIN link at the bottom of a Drupal page(s) you have permission to edit. Use your Geneseo email username and password to login.



## Administrative Navigation Menu:

The administrative navigation menu is found on the left side of the screen after logging in.

- My account
  - » Navigation Menu
  - » Site Contents
  - » Site Images
  - » Web File Manager
  - » Update Site Info
- » Create content
- » Administer
- » Log out

**Navigation Menu:** Edit the left menu associated with your site(s).

**Site Contents:** View all pages created for your site(s)

**Site Images:** View all images uploaded to your site(s)

**Web File Manager:** View & Upload files to your site(s)

**Update Site Info:** Update the contact information and name of your site(s)

**Create Content:** Create content and layout pages for your site(s).

# Drupal Training

Brought to you by **Computing & Information Technology (CIT)**



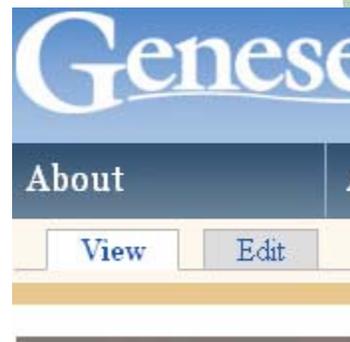
For complete instructions on using Drupal, visit [www.geneseo.edu/drupal\\_training](http://www.geneseo.edu/drupal_training)

## 2. Editing Page Content



### To Edit Webpages:

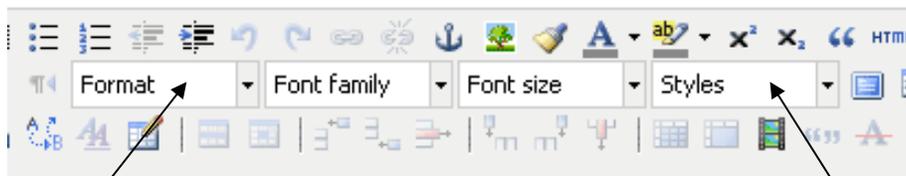
When logged in, if a user has permission to edit a page he or she will see a menu bar across the top of the page content. Clicking the 'View' and 'Edit' tabs toggles between the view and edit modes of the page.



### Text/Font Styles to Use:

With Geneseo's new web design, it's important to stay consistent with the use of fonts, colors and layouts. When in editing mode, a menu bar appears that is very similar to the icons people use in MS Word. However, for these web pages, we would like you to stay consistent with the Geneseo theme.

**Avoid using the Font family, Font size and Font color tools. Instead, use the Format and Styles dropdown menus to alter the appearance of text (Geneseo styles are shown on page 2).**



**Format:** Choose from various text formats (e.g. paragraph, Heading 1, etc.)

**Styles:** Preset styles that define the font family, font size and color of the text

# Editing Page Content Continued...

When creating a page, the default font style is "Paragraph," which is found in the "Format" dropdown menu. The "Paragraph" format should suit the needs for the majority of your content, excluding headings.

## Geneseo's Recommended CMS Font/Text Styles:

The table below shows examples of what the most commonly used Format & Style combinations will look like. The steps below explain how you use this formatting.

1. To style text, first highlight the text.
2. Choose the appropriate option from the Format drop-down menu.
3. Choose the appropriate option from the Styles drop-down menu
4. For example, select "Heading 3" from the Format menu and then select "h3-blue" from the Styles menu.



Geneseo	Format	Style	Usage
<b>Geneseo</b>	Heading 1	h-1 large (the Heading 1 format automatically defaults to this style)	Title on department's homepage only
<b>Geneseo</b>	Heading 2	h2-grey-32 (The Heading 2 format automatically defaults to this style)	Titles on departmental sub-pages
<b>GENESE0</b>	Heading 3	H3-gold (The Heading 3 format automatically defaults to this style)	When a subhead is needed
<b>Geneseo</b>	Heading 4	H4-blue	When a subhead is needed and an h-3 sub head has already been used
<b>Geneseo</b>	Paragraph	p-grey-16	"Welcome" text on a department's homepage only
<b>Geneseo</b>	Paragraph	p-black-12 (Paragraph format automatically defaults to this style)	When putting written content on a page

General rules of thumb:

- Stick with the default format settings for paragraph and use headings sparingly
- Both headings and paragraph text should be aligned left (not centered or aligned right).

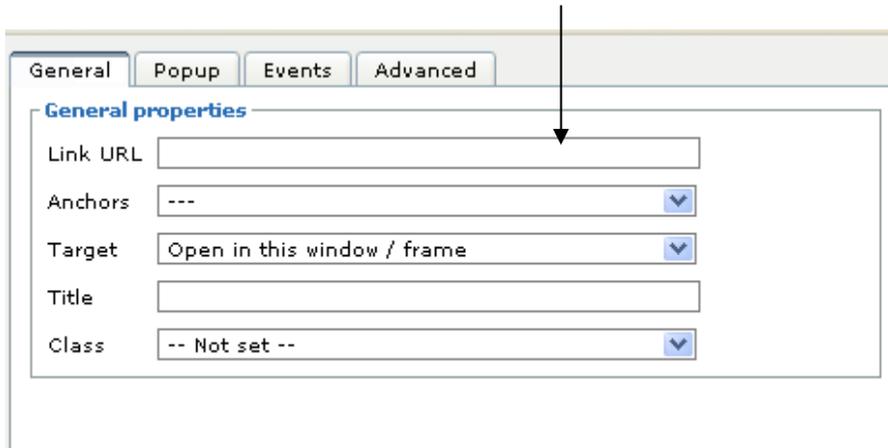
# 3. To Create a Link



1. Highlight the text or click the image you wish to act as a link. Click on the 'link' button (chain icon), .



2. Type the URL of the page to be linked to in the 'Link URL' field.



3. If the url is an external url (not linking to another Drupal page) the url must begin with http://. If the url is linking to another page in Drupal, the url field should start be '/<sitename>/<pagename>' (e.g. /business/about). Make sure to include the initial '/' if linking to another page in Drupal.
4. The 'Target' drop-down menu allows you to select where the link will open. For example, it can open in the current page or in a new one.

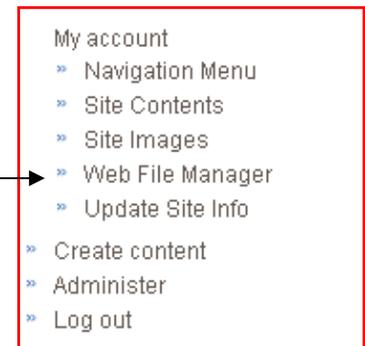
**Editing and Unlinking:** To edit a link, click the text or image which is acting as a link, and press the link button (chain icon), . To unlink an item, highlight the text or click the image and press the broken chain button, .

# 4. To Upload a File



To upload files to your website and link to those files, you will use the File Manager (located in the left editing menu).

[http://www.geneseo.edu/drupal\\_training/file-attachments](http://www.geneseo.edu/drupal_training/file-attachments)



# 5. To Add an Image



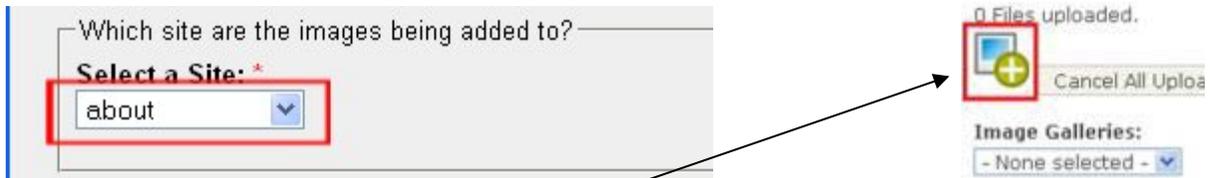
Note: the image must first be uploaded into Drupal.

## Step 1: Upload your image

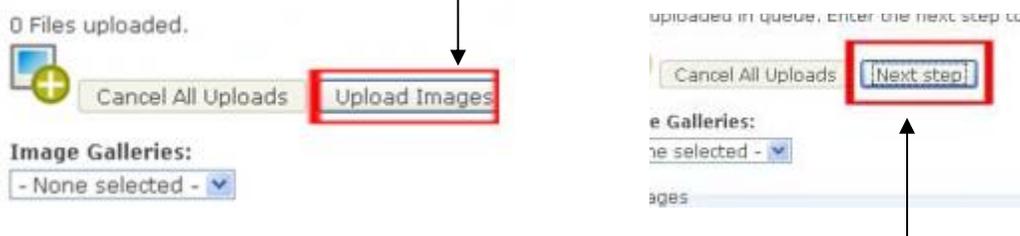
1. When editing a content page, click the image assist icon (  ) then click the 'Upload Button'.



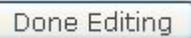
2. Select the site you are uploading the photos to from the drop-down menu.



3. Click the image upload icon.
4. Locate the photo(s) on your computer then click 'Open'. Multiple photos can be selected before clicking the 'Open' button. Repeat this process until all desired photos have been chosen. Click 'Upload Images'.



5. After the images have uploaded, click 'Next Step'. The 'Next Step' button appears in place of the 'Upload Photos' button. Optionally, you can change the titles of the photos you have uploaded.
6. When finished, click the 'Done Editing' button.



## Step 2: Add your Image to the webpage

1. In edit mode of a page, click the camera icon (  ). Locate the photo from your uploaded photos in Drupal.
2. Optionally, you can change the size and alignment of the photo and/or link the photo to a url. By default, all images are inserted as Preview size and aligned to the left of the text.
3. Click 'Insert' after all changes have been made.

Note: Only photos you yourself have uploaded will be displayed for you to select. If you would like to display an image another user has uploaded, see self-help on line at [http://www.geneseo.edu/drupal\\_training](http://www.geneseo.edu/drupal_training)

# 6. Changing Your Left Menu



- My account
- » Navigation Menu
- » Site Contents
- » Site Images
- » Web File Manager
- » Update Site Info
- » Create content
- » Administer
- » Log out

1. To modify your left menu, click 'Navigation Menu' on the administrative menu.
2. Click the name of the website whose menu you would like to modify.

### 3. Adding a Menu Item:



- a. Click the 'Add Item' tab on the top of the page.
- b. In the 'Path' field, enter the url of the page you would like the menu item to link to. If you are linking to another page in Drupal, use a relative url of the form <sitename>/<page title> (e.g. business/about\_us). **Do not start the url with a forward slash.** If the menu item is linking to a page outside of Drupal, start the url with http://.
- c. In the 'Menu link title' field, enter the name of the menu item.
- d. If you would like this menu item to be a submenu item, select the correct parent item from the 'Parent Item' drop-down menu. Click 'Save' to create the menu item.

### 4. Change the Order of Menu Items →

Click the 4-arrow icon to the left of the menu item you would like to rearrange and drag to the new desired location in the menu. To make a menu a sub-menu, drag the menu item below the desired parent item and then drag the menu item to the right.



### 5. Editing/Deleting Menu Items:

Menu items can be edited or deleted by clicking the 'Edit' or 'Delete' link to the right of the menu item.

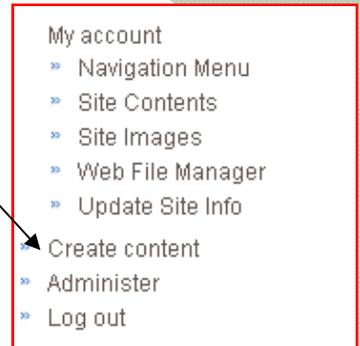
Enabled	Expanded	Operations	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	edit	delete
<input checked="" type="checkbox"/>	<input type="checkbox"/>	edit	delete
<input checked="" type="checkbox"/>	<input type="checkbox"/>	edit	delete

Note: Once on the edit page, the Path field will read "node/<nid>" where <nid> is a number. This path will look different from the url originally entered (e.g. business/about). The Path still refers to the page that was originally entered and does not need to be changed (unless you are editing the menu item in order to change the url).

## 7. Creating Pages



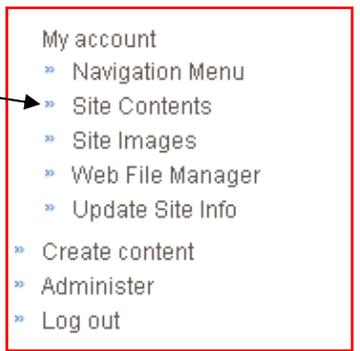
1. To create a new page in your website, click 'Create Content' on the administrative menu.
2. Click the name of the site you would like to add a page to. For example, to create a page in the Biology site, click 'Biology'.
3. A new (blank) webpage will appear. Title this page and add your content.



## 8. Deleting Pages



1. After logging in to one of your pages, click 'Site Contents' from the administrative menu.
2. Click the name of the site containing the page you would like to delete.
3. Locate the page(s) you would like to delete and click the 'delete' link.



452	Need Help	edit	delete	myCourses
454	Policies	edit	delete	myCourses
456	What is myCourses?	edit	delete	myCourses
460	News	edit	delete	myCourses
463	Instructor Resources	edit	delete	myCourses

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