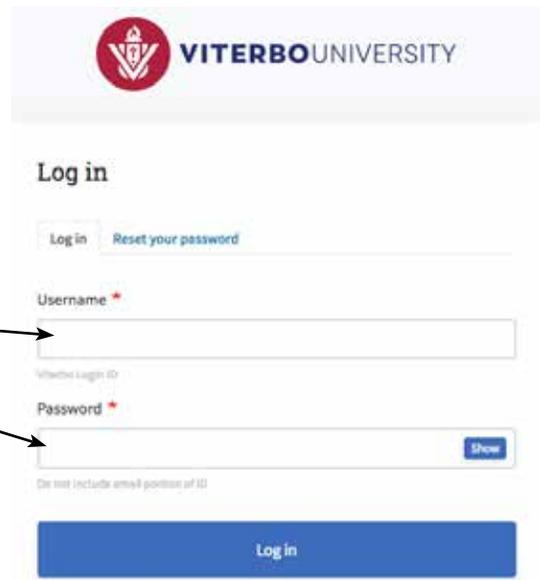


# DRUPAL WEB EDITING TRAINING 2019

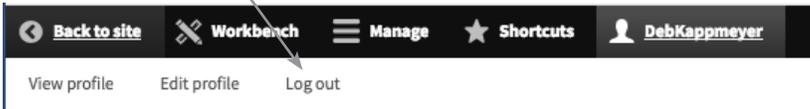
## Log In

- Open a web browser (Firefox, Chrome, etc.).
- Go to <https://www4.viterbo.edu/user>.
- Log in with your Vitebo credentials.



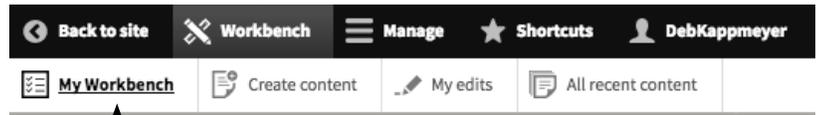
## Log Out

- Click on your username in the top black menu bar to log out of the system.



## Workbench

- Click on **Workbench** in the top black menu, and then **My Workbench** in the white menu below that.



TITLE	TYPE	PUBLISHED	LAST UPDATED
Forms	Basic page	Yes	5 seconds ago
Communications	Basic page	Yes	31 seconds ago
University Facts and Statistics	Basic page	Yes	3 hours 43 minutes ago

TITLE	TYPE	ACTION	PUBLISHED	LAST UPDATED	LAST EDITOR	SECTIONS
Forms	Basic page	edit	Yes	5 seconds ago	DebKappmeyer	Communications
Communications	Basic page	edit	Yes	31 seconds ago	DebKappmeyer	Communications
Project Manual	Basic page		Yes	3 minutes 8 seconds ago	astibb63059	Title III Grant

- “My Workbench” is where you create and find your content.
- Under your user name profile is a list of the **Site Sections** you have permission to edit. You can access the content by clicking on the name of the section.
- To the right are **Your most recent edits**. You can also access content via these links.

## Access Existing Content

- There are several ways to access existing content once you are logged in:
  - Navigate to your page via links and menus on the site.
  - Access content via My Workbench **Site Sections** (see above).
  - Access content via My Workbench **Your most recent edits** (see above).
- Once you are on the page you want to edit, click the **Edit** tab at the top of the page.



With professional training and skills in public relations, writing design, staff in the Office of Communications serves the needs

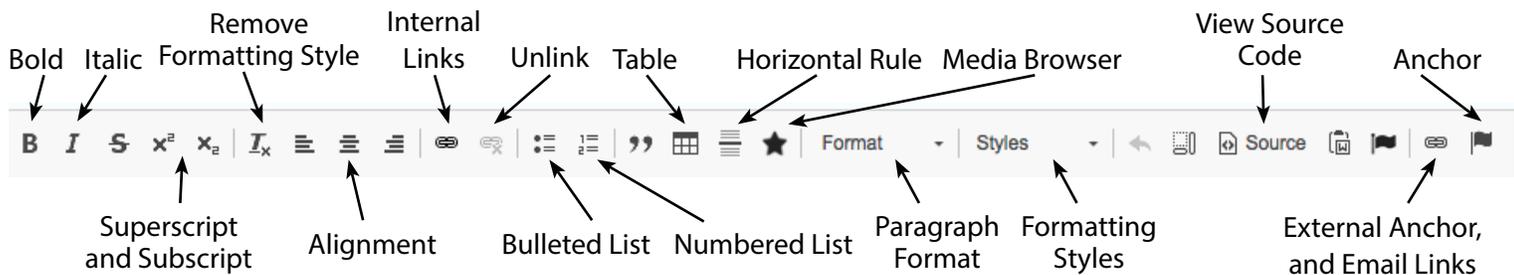
To **search for content** across the site:

- Click on **Manage** in the top black menu, and then **Content** in the white menu below that.
  - You can search by a number of variables:
    - Title of the content
    - Content type
    - Section the content belongs to
  - Click on the **Filter** button to get results.



## Edit Content

Use the toolbar to edit your content. Very similar to the previous website.



## Insert an Image

- Place the cursor where you want the image to be loaded.
- Click on the **Media Browser** icon in the toolbar .
- If the image is already uploaded to the library or you would like to look for an image in the library:
  - Search for the image you want to use via the **Keywords Filter**.
  - Select the image.
  - Click on **Place** (continued below).
- If you need to upload a new image:
  - Click the **Upload tab**.
  - **Browse** to find the image you want to upload. Select the image and click **Open**.
  - Enter the optional **Alternate Text** and required **Name**.
  - Click **Place** (continued below).

- After placing an image from the library or uploading an image, follow these steps:
  - To crop/resize the image, choose an option from the *Image style* dropdown.
  - Enter the required *Alternate Text* and optional *Title* (if not already populated).
  - Choose to *align the image* Left, Center, Right, or None.
  - Add an optional *Caption* if you want.
  - Click *Embed*.
- *Note*, you can right click on any image on a page and choose *Edit Entity* to change size, alternate text, title, etc.

## Content Links

- Link to *content within the university website*.
  - Highlight the type that you want to be a link.
  - Click on  in the tool bar (farthest left link button) to bring up the window.
  - Start typing the name of the content you want to link to.
  - Results will appear categorized by content type.
  - Click on the item you want to link to.
  - Click *Save*
- Link to *an anchor within text*.
  - Place and name the anchor  that you want to link to on the page.
  - Highlight the type that you want to be a link.
  - Click on  in the tool bar (far right link button) to bring up the window.
  - Under *Link Type*, select “Link to anchor in the text.”
  - Fill in the appropriate information under *Select an Anchor*.
  - Click *OK*.
- Link to *content outside of the university website*.
  - Highlight the type that you want to be a link.
  - Click on  in the tool bar (far right link button) to bring up the window.
  - Under *Link Type*, leave the default “URL” option.
  - Type or paste in the URL.
  - Click *OK*.
- Create an *Email link*.
  - Highlight the email address that you want to be a link.
  - Click on  in the tool bar (far right link button) to bring up the window.
  - Under *Link Type*, select the “Email” option.
  - Type or paste in the Email address.
  - Click *OK*.

## Link to a Document (embed document entity on a page)

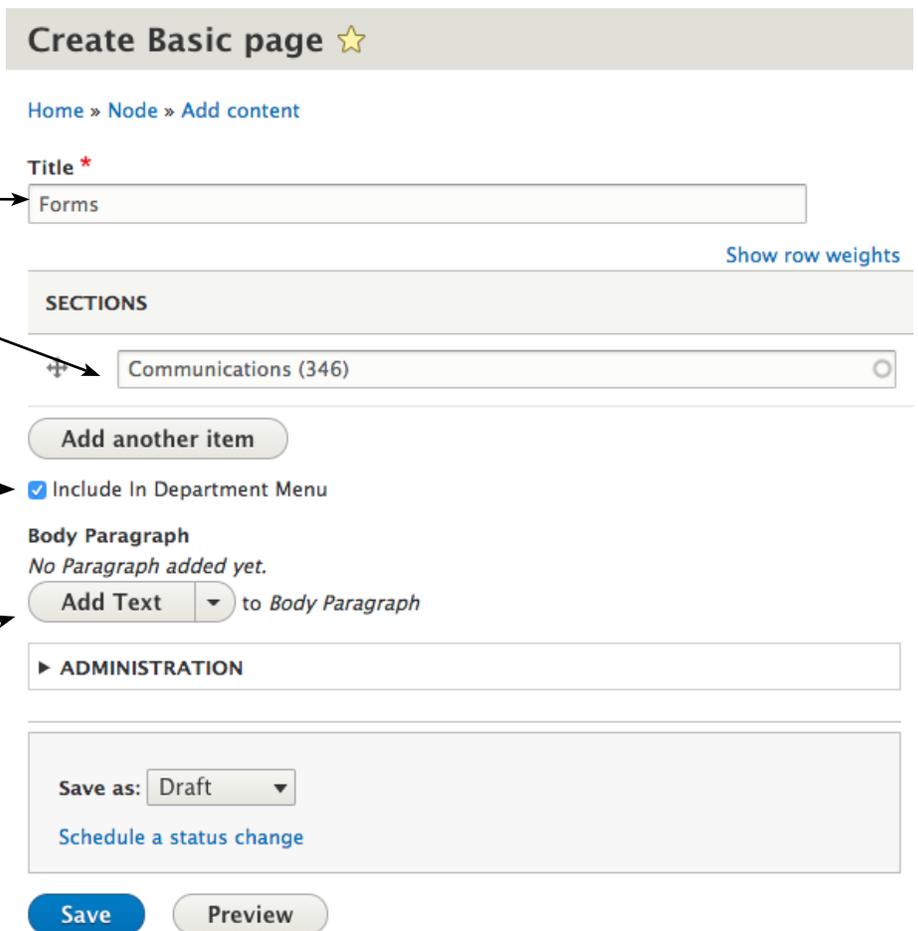
- You can link to (embed) a pdf, Word document, or Excel document.
- Place the cursor where you want the document link to be.
- Click on the *Media Browser* icon in the toolbar .
- If the document is not already in the system, click the *Upload* tab. Click *Browse* and find the document on your computer. Click *Open*. Give the document a name and click *Place*. Click *Embed*.
- If the document is already uploaded to the library or you would like to look for a document in the library:
  - Search for the document you want to use via the *Keywords Filter*.
  - Select the document.
  - Click on *Place*. Click on *Embed*.
- To change the name of the document on the page after it is placed, save the page. Hover your mouse to the right of the entity. Click on the button that appears at right  and choose *Edit*. Enter the new document name in the *Description* box. *Save*.

## Add a Document Link Within Content.

- Follow previous instructions to temporarily embed a document entity on the page.
- Save the web page.
- Click on the link to the document and copy the URL for the document.
- Edit the web page.
- Highlight the type that you want to be a link.
- Click on  in the tool bar (farthest left link button) to bring up the window.
- Paste the URL you copied into the box. Delete "https://www4.viterbo.edu" from the beginning of the URL.. (The URL in the link box should start with /site/default...)
- Delete the embedded document from the page.
- Click **Save**.

## Create New Content

- Under **Manage**, hover over **Content** and **Add Content**. Choose **Basic Page**.
- Give it a **Title** (this will become the page header). 
- Under **SECTIONS** begin typing the name of section you are editing and want this page to fall under. Autofill options should drop down (dropdown will include only sections you have permission to edit). Choose the option you want. 
- If you do **not** want the newly created content to appear in the **Department Menu**, uncheck the box (it defaults to being checked). 
- To add content to the **Body Paragraph** area of the page, click on **Add Text**. (Other options/widgets in that dropdown are covered on page 5.) 
- A **Text** window will open.
- Type or paste in your content.
- Format your content using the toolbar.
- If you want the content to be available on the website after you save it, choose **Published**. If you do not want the content available (because you are still working on it, or you will publish it later, etc.), leave **Draft** chosen.
- Click **Save**.



**Create Basic page** ★

[Home](#) » [Node](#) » [Add content](#)

**Title \***  
Forms

[Show row weights](#)

**SECTIONS**

+ Communications (346)

**Add another item**

Include In Department Menu

**Body Paragraph**  
No Paragraph added yet.

**Add Text** to Body Paragraph

**ADMINISTRATION**

Save as: **Draft**

[Schedule a status change](#)

**Save** **Preview**

## Widgets

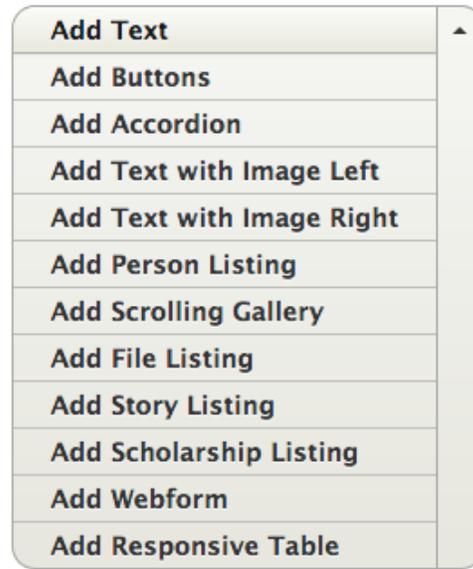
The list of widgets at right are available to be added to the *Body Paragraph* area of any web page.

### Add Text

- This is a basic text box designed to hold formatted content on the page.

### Add Buttons

- This widget should be used to create a block of buttons. If you want to create just one button, use the Styles dropdown in the toolbar.



to *Body Paragraph*

### Add Accordion

- Accordions display collapsible content panels for presenting information in a limited amount of space. Accordions should be used sparingly. Limit the number of accordion panels to less than seven whenever possible. Essential content should never be put into accordions, as it is impossible to link directly to the content within an accordion panel.

### Add Text with Image Left

- This widget will place an image at left and content at right in a section separate from other content on the page. If you want to add an image and align it left, right, or center, etc., within the text box, use Media Browser as shown on page 2.

### Add Text with Image Right

- This widget will place an image at right and content at left in a section separate from other content on the page. If you want to add an image and align it left, right, or center, etc., within the text box, use Media Browser as shown on page 2.

### Add Person Listing

- A Person Listing pulls in content for employees from the directory information that already exists in the system.

### Add Scrolling Gallery

- A Scrolling Gallery presents photos that rotate when the user clicks the right or left arrows. Captions are available for photos in a Scrolling Gallery.

### Add File Listing

- A File Listing presents a bulleted list of document links with a title (if desired).

### Add Responsive Table

- A Responsive Table is the equivalent of columns, which will stack one above the other when the screen is smaller (responsive design).

## Add Buttons Widget

- This widget should be used to create a block of buttons. (If you want to create just one button, use the Styles dropdown in the toolbar.)
- Click on the dropdown arrow next to Add Text, and choose **Add Buttons**.
- Give the buttons a **Title** (optional). If content is entered, it will appear as a header above the block of buttons.
- In the **URL** window, either:
  - start typing the title of a piece of content within the site, and it should auto complete, or
  - enter an external URL.
- The wording that you want to appear on the button should be entered in the **Link text** box.

Buttons

Title  
Online Order Forms

LINK

Show row weights

URL  
https://www.viterbo.edu/communications/business-card-order

Start typing the title of a piece of content to select it. You can also enter an internal path such as `/node/add` or an external URL such as `http://example.com`. Enter `<front>` to link to the front page.

Link text  
Business Card

Remove

URL

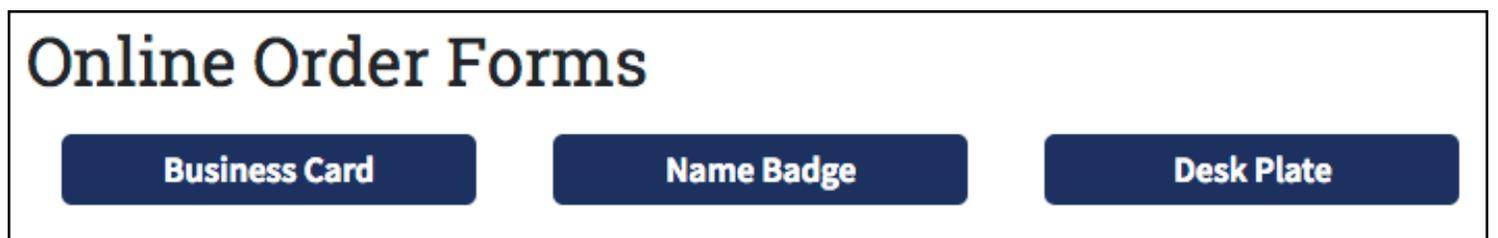
Start typing the title of a piece of content to select it. You can also enter an internal path such as `/node/add` or an external URL such as `http://example.com`. Enter `<front>` to link to the front page.

Link text

Add another item

Button Type  
- None -

- Click the **Add another item** button to make the next button. And continue until you have all of the buttons you need.
- To style the buttons, choose from the **Button Type** dropdown.
- If you need to remove the button block from the page, click the **Remove** button. And confirm removal. If you need to delete a button, delete the information for the particular button you want to delete.





## Add Text with Image Left/Right

- This widget will place an image at left and content at right in a section separate from other content on the page. (If you want to add an image and align it left, right, or center, etc., within the text box, use Media Browser as shown on page 2.)
- Click on the dropdown arrow next to Add Text, and choose **Add Text with Image Left** or **Add Text with Image Right**.
- Enter the content you want to appear beside the image in the **Body** box and style using the toolbar.
- Scroll down and either Upload a new image or find an image in the library to place with the content. Click on the blue **Place** button and then **Save** at the bottom of the page.
- If you need to remove the text/image block from the page, click the **Remove** button. And confirm removal.

The screenshot shows a content management system interface. At the top, there is a title "Text with Image Left" and a "Remove" button. Below the title is a "Body" section with a rich text editor toolbar containing options for bold, italic, strikethrough, link, unlink, bulleted list, numbered list, quote, table, and star. Below the toolbar is a "Text format" dropdown set to "Rich Text" and a link to "About text formats". The "MEDIA" section is visible below, with tabs for "Library", "Upload", and "Create embed". A "Keywords" search bar with a "Filter" button is present. Below the search bar are four image thumbnails: a Viterbo University logo, a large classical building, a group of people with a rainbow and the text "DREAMS DON'T WORK UNLESS YOU DO", and a table titled "Three Year Plan of Study".



## Explore La Crosse

Don't have a car? No problem. With the **U-Pass** free bus service, you can go virtually anywhere in La Crosse at no cost. Viterbo is just blocks from **downtown La Crosse**. Discover why **La Crosse** is ranked as one of the country's best cities.

## Add Person Listing

- A Person Listing pulls in content and a photo for employees from the directory information that already exists in the system.
- Click on the dropdown arrow next to Add Text, and choose **Add Person Listing**.
- Start typing in the box under Person Reference and autofill options should appear. Choose the correct option.
- Click **Add another item** button to add more boxes to fill. And repeat the process until you have all of the listings you need.

+ Person Listing

PERSON REFERENCE

+ hughe

+ Hughes, Karla (School of Performing Arts) [Profile, Published]

+ Hughes, Susan (Susie) (School of Education) [Profile, Published]

+

Add another item



**Karla  
Hughes**

Associate Professor  
Theatre and Music Theatre

FAC 430  
608-796-3775  
[kmhughes@viterbo.edu](mailto:kmhughes@viterbo.edu)

## Add Scrolling Gallery

- A Scrolling Gallery presents photos that rotate when the user clicks the right or left arrows. Captions are available for photos in a Scrolling Gallery.
- Click on the dropdown arrow next to Add Text, and choose **Add Scrolling Gallery**.
- Upload the images, one at a time, that you want to appear in the scrolling gallery or choose images already in the library. Click the blue **Place** button after each photo is chosen.
- Give the gallery a **Title** (optional). And check the box to **Include Captions** if you choose.

**Place**

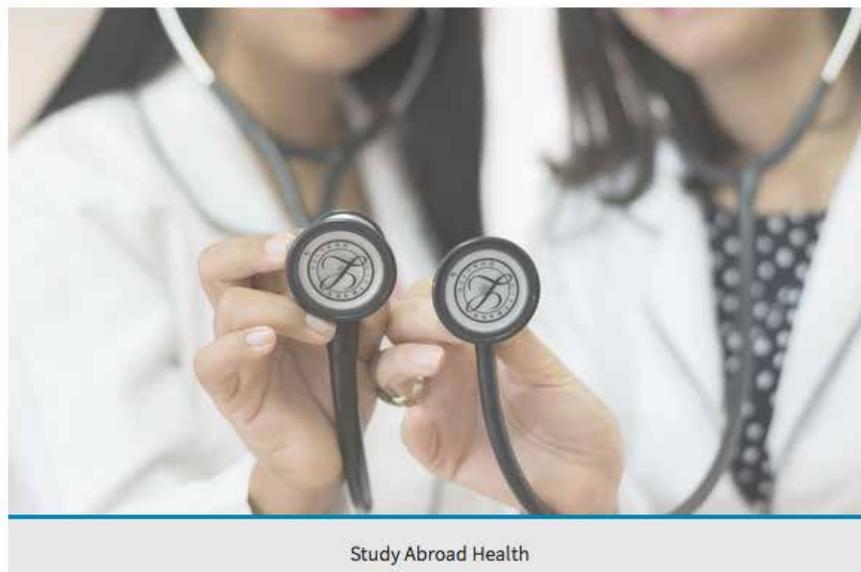
**CURRENT SELECTIONS**



**Title**  
Study Abroad Photos

Include Caption

## Study Abroad Photos



## Add Responsive Table

- A Responsive Table is the equivalent of columns, which will be side by side on a desktop screen, and stack one above the other when the screen is smaller (responsive design).
- Click on the dropdown arrow next to Add Text, and choose **Add Responsive Table**.
- Give the Table a **Title** (optional).
- Enter the content you want to appear in the first column, in the **Body** box and style using the toolbar.
- Click the **Add another item** button to add a second column.
- Enter the content you want to appear in the second column, in the **Body** box and style using the toolbar.
- Continue until you have all the columns you want.
- Under **Grid Layout**, choose the columns per row that you need.

The screenshot displays the configuration interface for a Responsive Table widget. At the top, there is a 'Remove' button. Below it, the 'Title' field contains the text 'WIDGETS'. A 'Show row weights' link is located to the right of the title field. The main area is labeled 'BODY' and contains a rich text editor toolbar with various formatting options (bold, italic, strikethrough, subscript, superscript, underline, bulleted list, numbered list, link, unlink, quote, table, indent, star) and a 'Format' dropdown. Below the toolbar is a list of widget options: 'Add Text', 'Add Buttons', 'Add Accordion', 'Add Text with Image Left', 'Add Text with Image Right', and 'Add Person Listing'. The 'Add Text' option is currently selected. Below the list, the text 'body ul li' is visible. At the bottom of the interface, there is an 'Add another item' button and a 'Grid layout' dropdown menu set to '2 Per Row'. A 'About text formats' link with a question mark icon is located at the bottom right of the body section.

### WIDGETS

- Add Text
- Add Buttons
- Add Accordion
- Add Text with Image Left
- Add Text with Image Right
- Add Person Listing
- Add Scrolling Gallery
- Add File Listing
- Add Story Listing
- Add Scholarship Listing
- Add Webform
- Add Responsive Table