

Drupal General Walkthrough

CMS Training

Agenda

- How to log in
- Finding existing pages
- Understanding Drupal terms
- Creating basic page
 - Add title
 - Add slideshow
 - Add Content/Media
- Publish page and assign to menu

How To: Logging In

- Login link
 - Navigate from menu
- City College credentials
 - Username
 - Password
- Adhering to CCNY password guidelines & resetting password

How To: Find Existing Page

- The user interface
 - Locating key features
- Finding a page
 - Step 1
 - Click on “Find Content”
 - Search for specific page
 - Step 2
 - Click on page title or edit to make changes on the page

Drupal Terms

- Node is another word for page.

Example 1:

node/7479

Example 2:

Found in the url

<http://www.ccny.cuny.edu/communications-and-marketing/welcome-78#overlay-context=users/pnankoo&overlay=node/7479/edit>

How To: Create a New Page

** You should already be logged in**

- Step 1
 - Select “Basic Page” or “Add Content >>> Basic Page”
- Step 2
 - Give page a title
- Step 3
 - Assign page to site
- Step 4
 - Create a slide show browse for image
 - Place content for image in slide caption (optional)
 - Assign Url link in slide link (optional)
- Step 5
 - Basic Layout: all content and media are placed here and will fill the page from left to right.

How To: Publishing Page/ Uploading to Menu

- Step 1
 - Select “Revision information”
 - Options for publishing:
 - “Modify current revision, no moderation”
 - Editing current page version and goes live.
 - “Create new revision, no moderation”
 - Creating a new version and page goes live.
 - “Create new revision and moderate”
 - Creating a new version and page is pending.
- Step 2
 - Select “Publishing Options”
 - Check “Published”

How To: Publishing Page/ Uploading to Menu

- Step 3
 - Select “Menu Settings” then check “Provide a Menu Link”
- Step 4
 - Menu link title: Customize title
 - Parent item: Drop page to a specific location

Step 5

- Menu Order:
 - Click on the circle icon in the left menu bar
 - Select list links
 - Drag and drop links

We are here to help!

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