

Custom Layouts Training Documentation

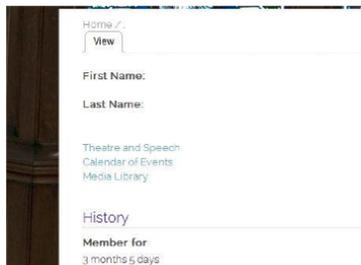
Office of Communications and Marketing

Drupal CMS

As a Content Editor, it is important to recognize and understand the following features:

Once you are logged on – done by simply going to CCNY.CUNY.EDU and clicking on the Login drop-down from the homepage and selecting Content Editor.

You will see your personal login screen. This login screen features a list of sites the you as a content editor are responsible for. All content editors will see Media Library listed as this is where images are shared across campus by the Office of Communications and Marketing or any other subgroup.



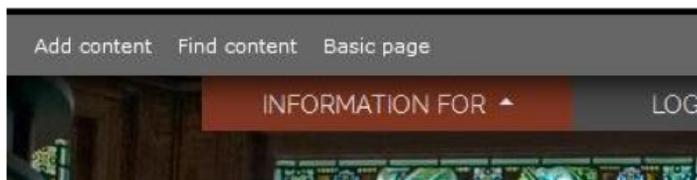
At the top Left corner of the screen you will see:

Add Content

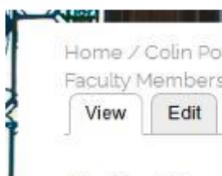
Find Content

Basic Page

Using these key features, you will add content to your subsite, find content that you or a peer content editor have added, or create (new) a basic page.



Once on your area subsite, you will notice that the View and Edit tabs display at the top of each page. This is how you either View the page as published or Edit the page to make changes.



Custom Layout

In custom layout no parameters are set like in a basic layout. Rows and columns are used to set overall layout in a custom layout.

Rows are set horizontally and hold the columns. Columns are set vertically and hold content. A minimum of 1 column fills 1/12 of the row, while a maximum of 12 columns fill an entire row.

Using Custom Layouts

To Begin: Login –“Basic Page” and “Custom Layouts”

Click on “Add Row” to build the first row.



After creating the first row, the option to add column appears.



Click “Add Column”

Under the options for column and grid sizes, the large and medium device numbers should match. Even if you change from 3 (Large Devices)/3(Medium Devices) – to 6(Large Devices)/6 (Medium Devices) – the numbers should still match. This is what allows viewing on different devices to happen without an issue.

Column settings
Close

Title

Grid size settings

Styles settings

Animation settings

Advanced settings

Large devices Desktops: x

Medium devices Desktops: x

Small devices: x

Extra small devices: x

Custom Layout Example

The custom layout below shows two rows. The top row have two columns each set to 6(Large Devices)/6 (Medium Devices) and the bottom row have one column set to 12(Large Devices)/12 (Medium Devices).

CUSTOM LAYOUT

Settings Add column

No title

No title

Settings Add column

No title

Add row
Tools

Content Types

Custom layout allows a variety of content to get upload in a column, such as node, text, image, and video.

Add content

Node
Text
Image
Video

Node

Importing a page or web form using the node.

Text

Title: Providing a main headline.

Custom Text: The text edit box allows content editor to upload texts, images, videos, and files.

Settings: Custom text Close

Title

Custom text

Disable rich-text

Text format [More information about text formats](#)

- Web page addresses and e-mail addresses turn into links automatically.
- Lines and paragraphs break automatically.

Visibility settings

Animation settings

ROLES

PERMISSIONS

Save

Image

Title: Headline for image.

Upload Image: Browse through desktop to load image.

Image Link: Assigning URL to an image so the end user can click on the image.

Settings: Insert an image

Title

Upload image * No file selected.

Allowed extensions: gif png jpg jpeg

Image alt

Image style

Use your image style for image view. Default will be original of your image.

Image link

Video (Youtube/ Vimeo)

Title: Headline for video.

Video URL: The Youtube or Vimeo link of the specific video for the end user to see goes here.

Auto play: Video can automatically play when the end user land on the page.

Width & Height: The dimensions are automatically set and will adjust based on the custom layout.

Settings: Youtube

Title

Youtube video URL *

Width *

Height *

Auto play
Check if you want video auto play on page load.

Responsive
Play the video automatically on load.

Revision information New revision	<input type="checkbox"/> Published
Menu settings Not in menu	<input type="checkbox"/> Promoted to front page
URL path settings Automatic alias	<input type="checkbox"/> Sticky at top of lists
Meta tags Using defaults	
Comment settings Closed	
Scheduling options Not scheduled	
Authoring information By prankoo	
Publishing options Not published	

Published Options: Check “Published”
Save

Checklist:

- Add Row
 - Add Column
 - Set Column Parameters
 - Insert Node, Images, Text, or Videos
- Publishing
 - Save