Custom Layouts
Training Documentation

Office of Communications and Marketing

Drupal CMS

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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 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.

**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).
Content Types

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Enter the title for the image.</td>
</tr>
<tr>
<td>Upload image *</td>
<td>Select the image to upload.</td>
</tr>
<tr>
<td>Image alt</td>
<td>Enter text for the alternative text.</td>
</tr>
<tr>
<td>Image style</td>
<td>Select an image style.</td>
</tr>
<tr>
<td>Image link</td>
<td>Enter the link for the image.</td>
</tr>
</tbody>
</table>

**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

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Enter the title for the video.</td>
</tr>
<tr>
<td>Youtube video URL *</td>
<td>Enter the Youtube or Vimeo link.</td>
</tr>
<tr>
<td>Width *</td>
<td>Enter the width of the video.</td>
</tr>
<tr>
<td>Height *</td>
<td>Enter the height of the video.</td>
</tr>
<tr>
<td>Auto play</td>
<td>Check if you want video auto play on page load.</td>
</tr>
<tr>
<td>Responsive</td>
<td>Play the video automatically on load.</td>
</tr>
</tbody>
</table>
Published Options: Check “Published”
Save

Checklist:
• Add Row
• Add Column
• Set Column Parameters
• Insert Node, Images, Text, or Videos
• Publishing
• Save