

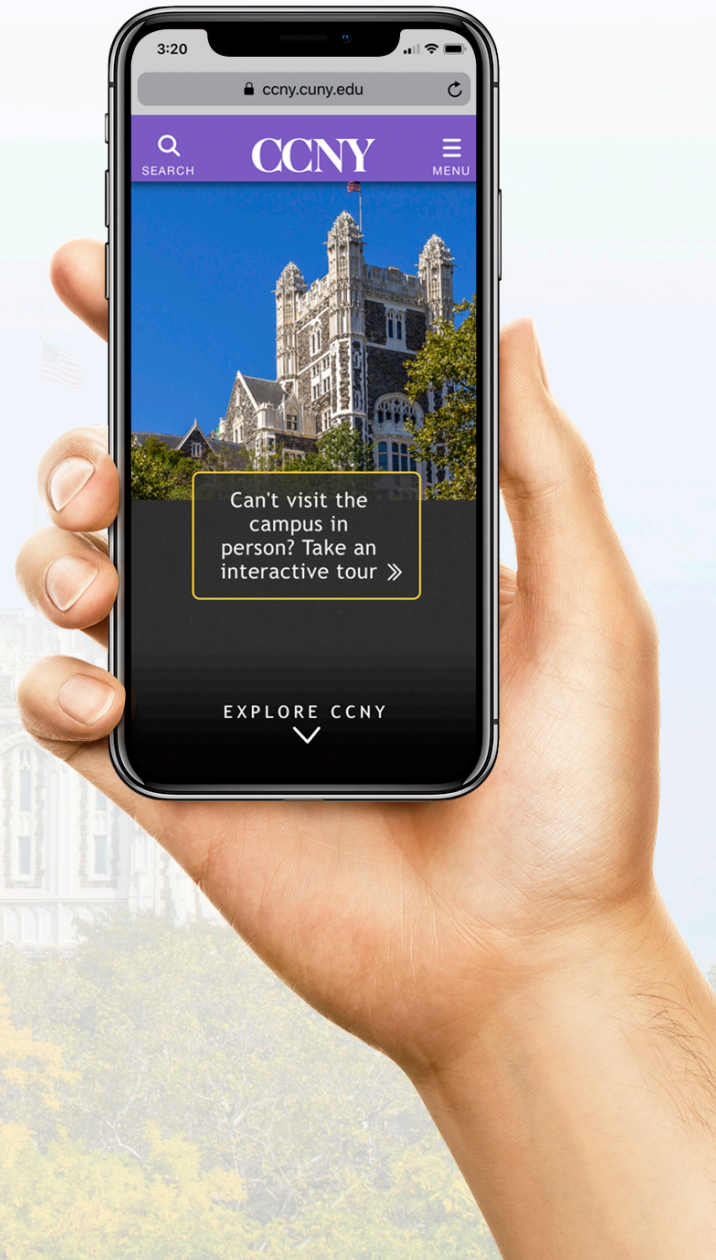
Drupal 8 General Walkthrough

Office of Institutional Advancement and Communications



Agenda

- Introduction
- How to log in
- Finding existing content
- Creating basic page
- Examples of new paragraph components
- Assign page to menu
- Contact information
- Open Q&A



Introduction

Overview & Purpose

- New CCNY website from the front-end and the back-end using Drupal 8 content management system
- Worked with [Mediacurrent](#) to help develop the new site
- To get familiar with the general practice of building and updating content using our open-source Drupal 8 content management system.

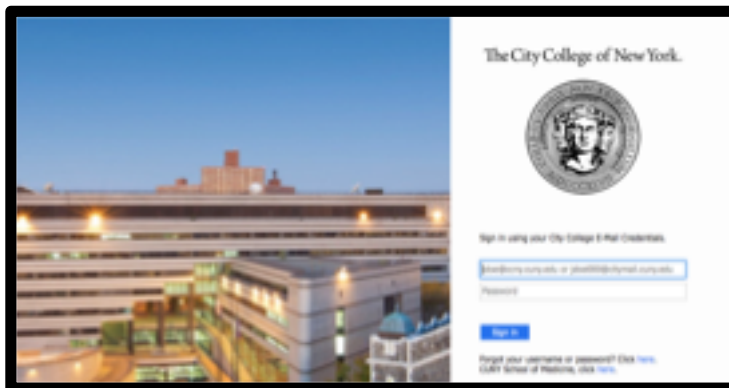
How To: Logging In

Login Link

- From the main menu click on “Login” and then “Content Editor” which will redirect you to CCNY SSO login system for authentication

City College Credentials

- Sign in using your City College e-mail credentials
 - **Username** - Enter full email
 - Ex. jdoe@ccny.cuny.edu
 - **Password** - Enter the password that accompanies your username



How To: Find Existing Content

Finding Content

Once you are logged in click on "Content" located on the top left toolbar

Search For Content

- **Title**
Ex. Title of the page
- **Content Type**
Ex. Basic page, Profile, Events, Webform
- **School/Division**
Ex. CUNY School of Medicine

- **Click on title or edit to make changes on the page**



How To: Create a New Page

Overview

- In D7 the Basic page allowed a content editor to create a simple static page.
- Now in D8, a content editor can use the "Paragraph" component to create a unique page layout.
- List of Paragraph components can be found in later slides

Steps on how to create a new page

- **** You should already be logged in****
- Click on “Content” and click on “Add Content”
- Select “Basic Page”
- Give page a Title
- **Hero** - new feature in D8
 - Allow a content editor to upload a static photo above their content.
- **Categorization** - Assign page to group

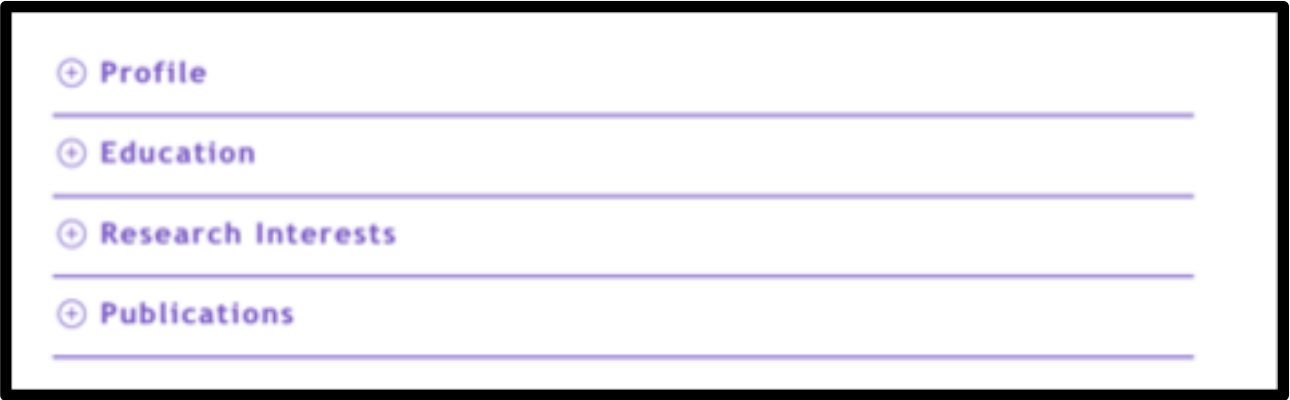
How To: Create a New Page

Steps on how to create a new page (Continued)

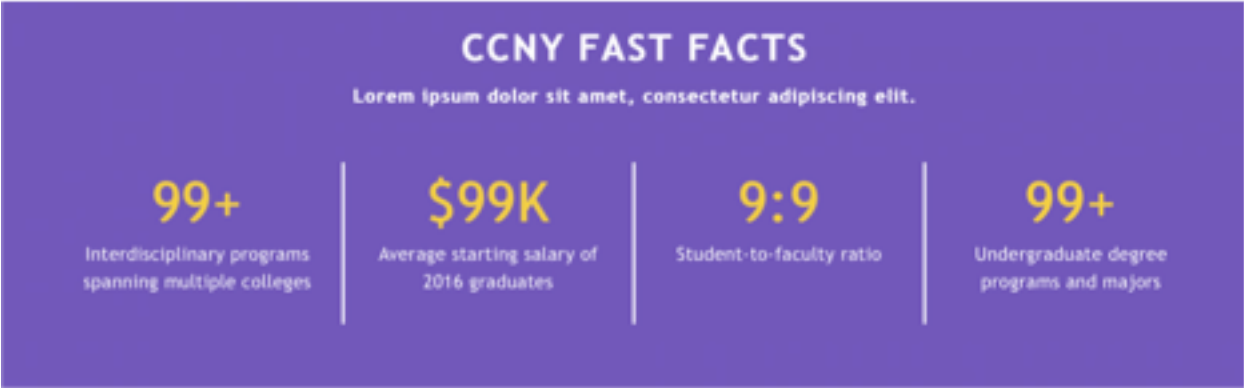
- **Content** - The main area to upload content in the following sections:
 - **Content** - All content and media are created here using the drag and drop paragraph component
 - **Quick Links** - Formerly known as a right sidebar in D7
 - **Sub-Footer** - Content that shows up above the site footer.
- **Change To** – Published
- **Save**

List of Paragraph Components

Accordion



Fast Facts

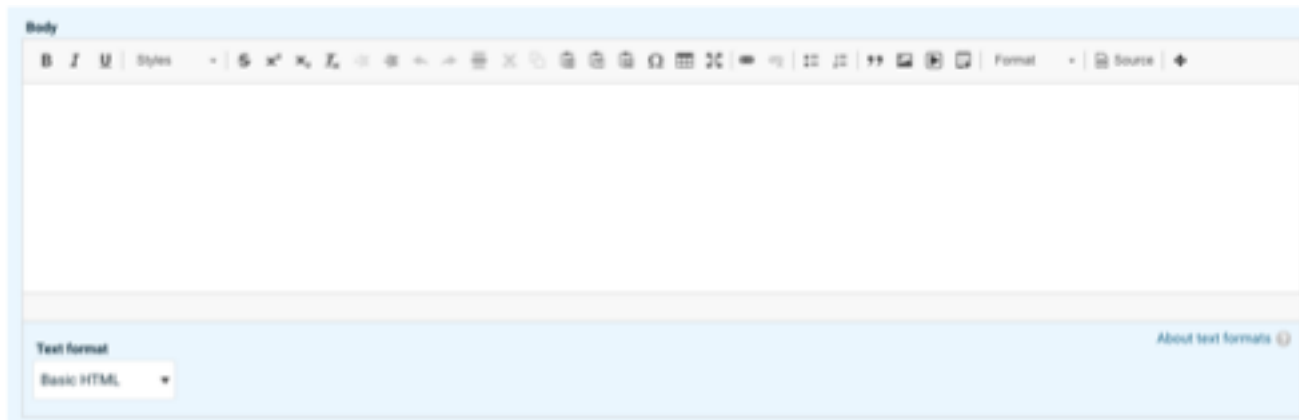


List of Paragraph Components

Breaker Image w/ Text

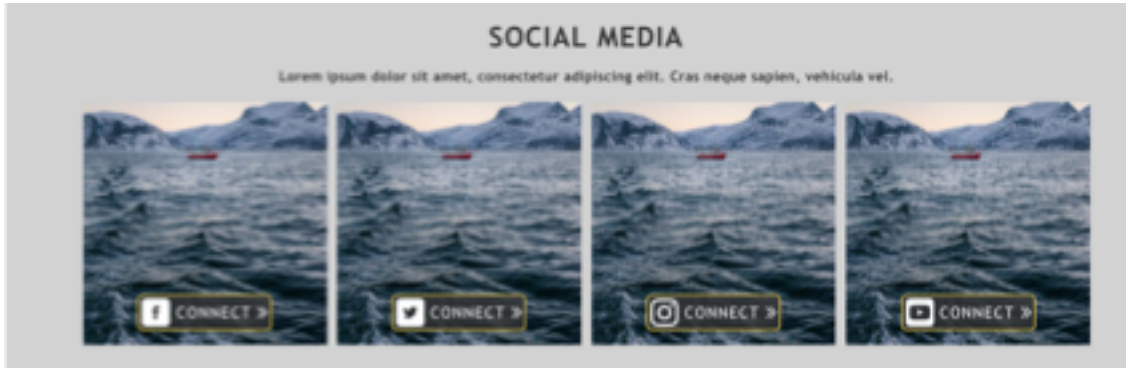


Text



List of Paragraph Components

Social Media



Hero

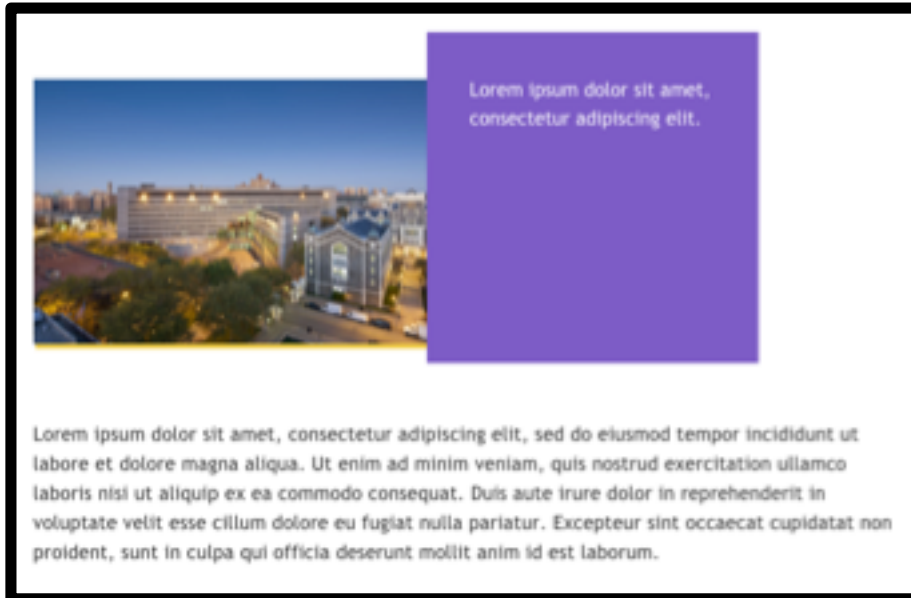


List of Paragraph Components

Schools and Divisions

SCHOOLS AND DIVISIONS			
The Bernard and Anne Spitzer School of Architecture	Colin Powell School for Civic and Global Leadership	CUNY School of Medicine	School of Education
Grove School of Engineering	Division of Interdisciplinary Studies at the Center for Worker Education	Division of Humanities & the Arts	Division of Science

Highlighted image



List of Paragraph Components

Multi-Layout- 2 Column

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Multi-Layout- 3 Column

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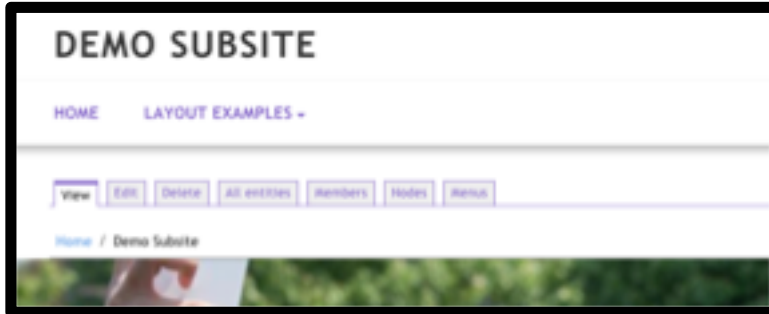
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How To: Uploading to Menu

Steps on how to edit menu

- Select “Menus” on the Home page of your subsite



- Subsite Menus– Name of the menu will appear



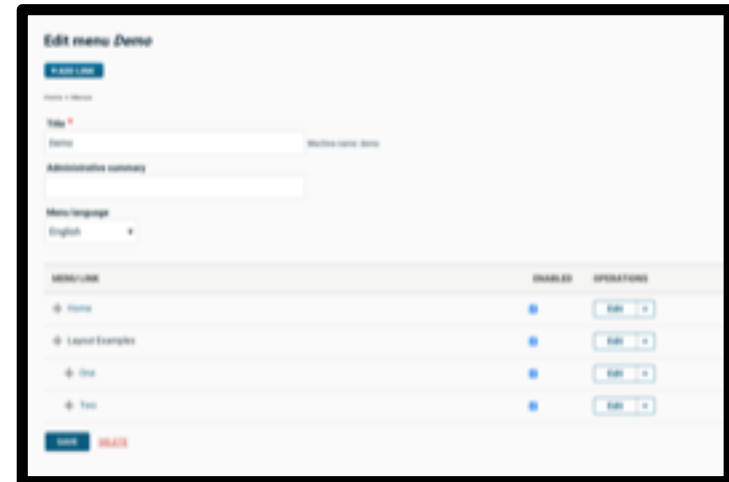
- Operations- Click on “Edit Menu”



How To: Uploading to Menu

Steps on how to edit menu (Continued)

- Drag and drop menu will appear
- Click on "Add Link"
- **Menu Link Title-** Name of the link
- **Link-** Is the URL for the page
 - In D8 you start typing the title of a piece of content to select it
 - Add node
 - Copy and paste URL



- **Save-** Menu item will appear in the drag and drop area

We are here to help!

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THANK YOU