

Drupal Beginner's Guide

Fall 2012 Edition

Compiled by Danconia Media

About Drupal

Drupal, launched in 2001, is a highly robust and user-friendly content management system (CMS) that has a massive community of developers. As one of the world's most popular CMS platforms, Drupal is used by some of the world's most recognizable brands.

Drupal sites are easily maintainable, scalable and available with a broad range of modules to add virtually unlimited functionality to any web presence. Since Drupal is open-source, it is free to use and very customizable.



Logging Into Drupal

- Go to www.yoursite.com/user using your Internet browser.
- Type in your username and password.

User account

Username *

Enter your American Ground Water Trust username.

Password *

Enter the password that accompanies your username.

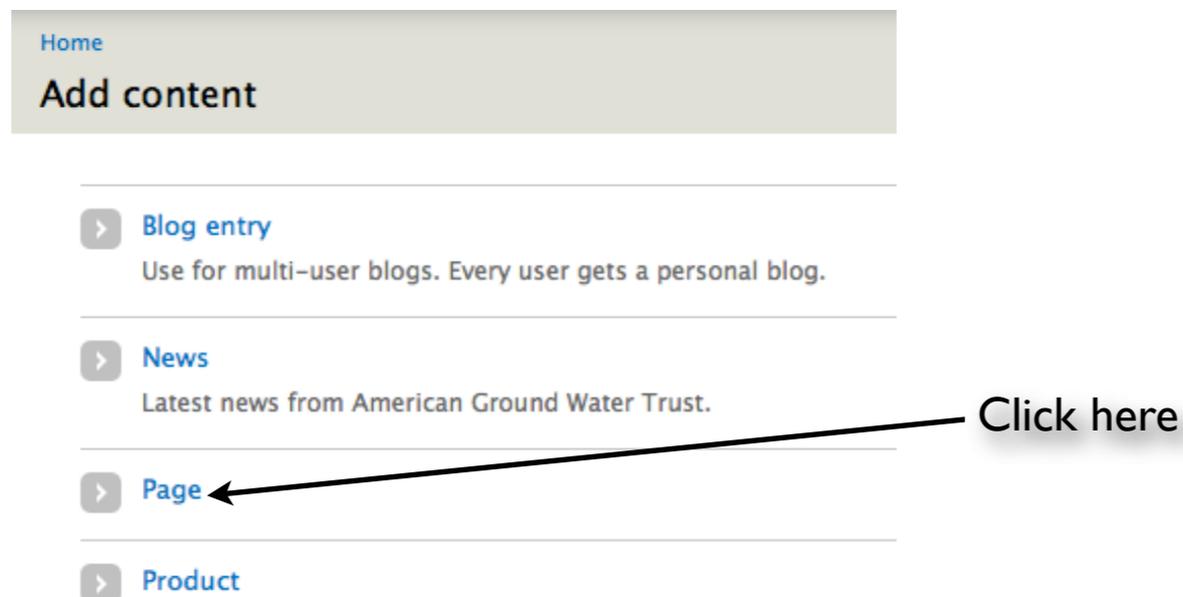
Adding a New Page

- Once you're logged in, click "Content" in the top menu.
- When the content directory loads, click the link near the top that reads "Add content."



Adding a New Page

- You'll be presented with several content-type options: blog entry, news, page, product, slide and webform.
- Click the "Page" option to add a regular page of content to your site.



Adding a New Page

- If you're pasting from Microsoft Word, OpenOffice or another word processing application, click the  button to paste as plain text.
- Paste the desired text into the screen that pops up and click the  button.
- Pasting directly from Microsoft Word and similar software can cause serious formatting issues and negatively affect your site's design.

Adding a Page

Category

- None -

Adds new page to menu

Menu settings

Not in menu

Provide a menu link

Revision information

No revision

URL path settings

No alias

Choose a custom URL for your page (ex: new-page.html)

Authoring information

By Admin

Publishing options

Published

Save your new page as a draft, publish it or promote it to the home page.

Adding a Page

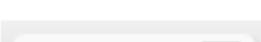
- To save a new page, click the “Save” button at the bottom of the page.
- To see what your new page will look like, click “Preview.”



Using the WYSIWYG Editor

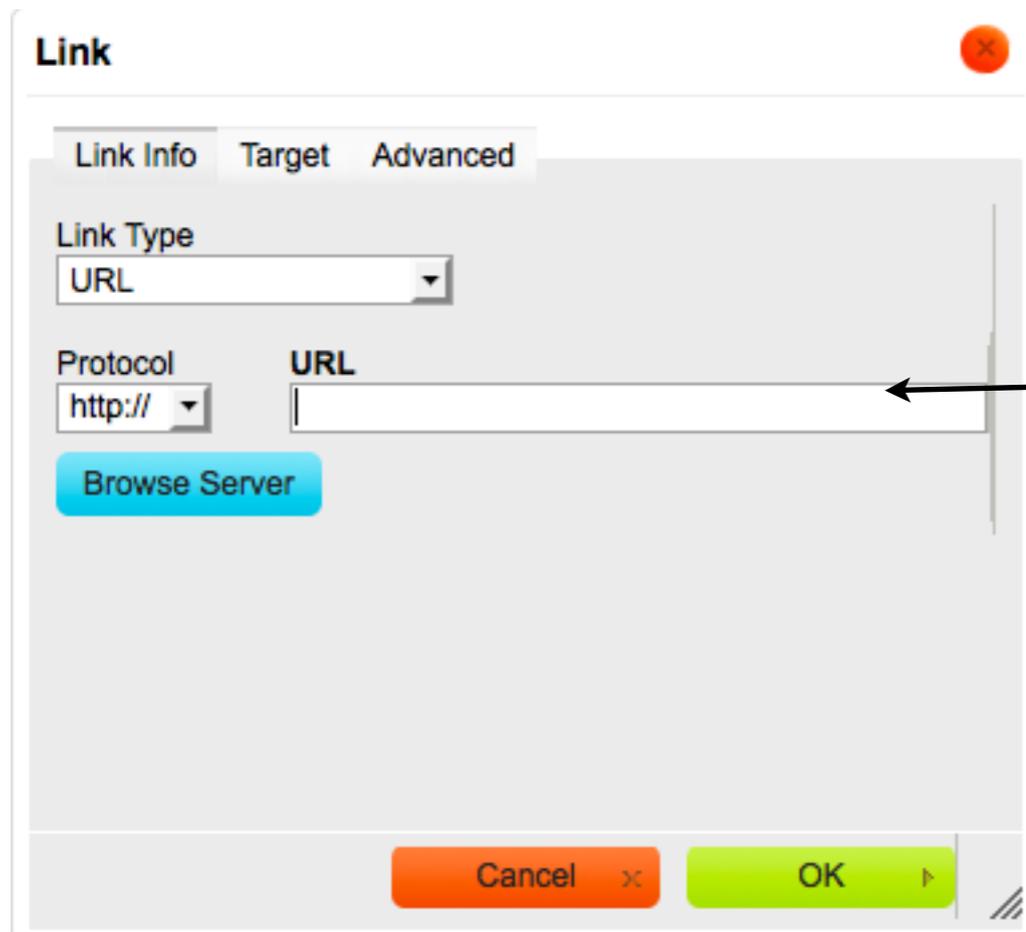
- Drupal's WYSIWYG (What You See Is What You Get) editor makes it easy for people with little or no web editing experience to modify content.
- Most of the icons are self explanatory, but what follows is a breakdown of what they all do.

Using the WYSIWYG Editor

 B	Bold		Link		Paste		Replace
 <i>I</i>	<i>Italic</i>		Unlink		Paste as plain text		Insert emoticon
 <u>U</u>	<u>Underline</u>		Create anchor		Paste from Microsoft Word		Create div container
	Strike-thru		Insert/edit image		Show blocks		Maximize
	Align left		Text color		Remove formatting		Check spelling
	Center		Background color		Insert special character		About editor
	Align left		Superscript		Paragraph format		Insert "read more"
	Justify		Subscript		Select font		
	Insert/remove bullet points		Block quote		Font size		
	Insert/remove numbers		Source code		Formatting styles		
	Decrease indent		Insert horizontal line		Create table		
	Increase indent		Cut		Select all		
	Undo		Copy		Find		
	Redo						

Linking to Content

To link to an internal or external web page, click the  icon in the page's editor while the text or image you want to anchor the link is highlighted.

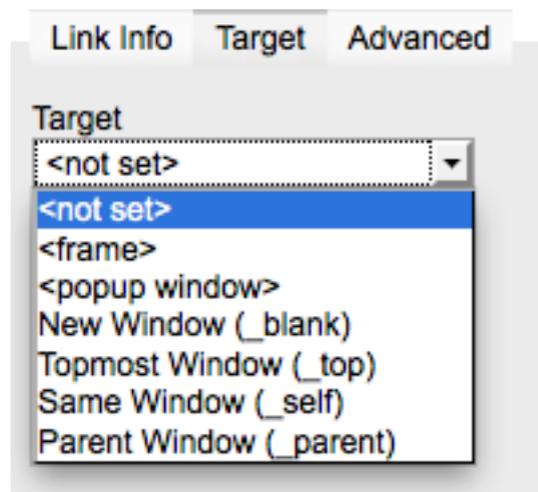


The screenshot shows a 'Link' dialog box with three tabs: 'Link Info', 'Target', and 'Advanced'. The 'Link Info' tab is active. It contains a 'Link Type' dropdown menu set to 'URL'. Below this is a 'Protocol' dropdown menu set to 'http://'. To the right of the protocol is a large text input field labeled 'URL'. A blue 'Browse Server' button is located below the protocol dropdown. At the bottom of the dialog are 'Cancel' and 'OK' buttons.

← Type URL you want to link to here.

Linking to Content

Under the “Target” tab, there are several options for linking to internal/external content:



New Window (_blank): This will open the web page in a new tab in the visitor’s Internet browser. This is the preferred option for linking to external content. The user can view outside information without having to leave your site.

Same Window (_self): This will open the web page in the visitor’s current browser window. This is the default (<not set>) option, and the one you’ll most likely want to use when linking to internal content.

Topmost Window (_top): This replaces all frames, and is not recommended in most instances.

Parent Window (_parent): This opens a whole new browser window. It is also not recommended for the most part.

Editing Existing Pages

- To edit existing pages on your site, click Content in the top menu.
- Once the page loads, you'll see a list of all the pages in your site's directory.
- The pages are ordered by when they were last updated by default.

Editing Existing Pages

Sort by page type Sort by published status Sort by date updated

SHOW ONLY ITEMS WHERE
 status:
 type:

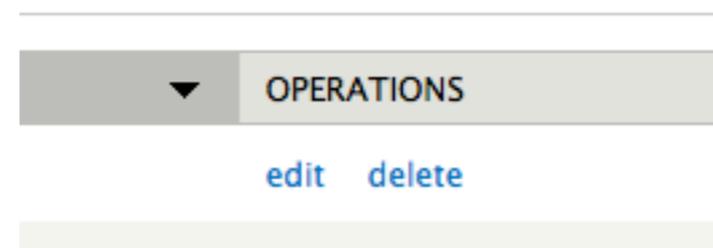
UPDATE OPTIONS

<input type="checkbox"/>	TITLE	TYPE	AUTHOR	STATUS	UPDATED	OPERATIONS
<input type="checkbox"/>	How Water Wells Are Drilled - CD	Product	Admin	published	02/27/2012 - 17:22	edit delete
<input type="checkbox"/>	How Water Wells Are Drilled - Handout	Product	Admin	published	02/27/2012 - 17:21	edit delete
<input type="checkbox"/>	Ground Water Transparencies (3D)	Product	Admin	published	02/27/2012 - 17:21	edit delete
<input type="checkbox"/>	SAFE Water From Your Well	Product	Admin	published	02/27/2012 - 17:20	edit delete
<input type="checkbox"/>	Water Well Basics DVD	Product	Admin	published	02/27/2012 - 17:19	edit delete
<input type="checkbox"/>	Ground Water Rocks™ Baseball Cap	Product	Admin	published	02/27/2012 - 17:19	edit delete
<input type="checkbox"/>	Wetlands and Ground Water in the US	Product	Admin	published	02/27/2012 - 17:18	edit delete
<input type="checkbox"/>	Well...What's All That Drilling About?	Product	Admin	published	02/27/2012 - 17:17	edit delete
<input type="checkbox"/>	Windpump Earrings	Product	Admin	published	02/27/2012 - 17:16	edit delete
<input type="checkbox"/>	Windpump Pendant	Product	Admin	published	02/27/2012 - 17:16	edit delete
<input type="checkbox"/>	Windpump Pin	Product	Admin	published	02/27/2012 - 17:14	edit delete
<input type="checkbox"/>	ASR - Current Status in the USA: A nationwide review of projects, progress and prospects.	Product	Admin	published	02/27/2012 - 17:08	edit delete
<input type="checkbox"/>	Mission	Page	Admin	published	02/14/2012 - 14:03	edit delete
<input type="checkbox"/>	Endangered Species Act	Page	Admin	published	02/14/2012 - 10:05	edit delete
<input type="checkbox"/>	Drugs in Your Water	Page	Admin	published	02/14/2012 - 10:02	edit delete
<input type="checkbox"/>	Water Well Disinfection Procedure	Page	Admin	published	02/14/2012 - 09:42	edit delete
<input type="checkbox"/>	Wells With Buckets On A Rape Being In History Books!	Page	Admin	published	02/14/2012 - 09:27	edit delete
<input type="checkbox"/>	Water Contamination From Backflow?	Page	Admin	published	02/14/2012 - 09:22	edit delete
<input type="checkbox"/>	Acid Rain and Ground Water pH	Page	Admin	published	02/14/2012 - 09:13	edit delete
<input type="checkbox"/>	Septic Systems for Waste Water Disposal	Page	Admin	published	02/14/2012 - 09:08	edit delete
<input type="checkbox"/>	Bacteria and Water Wells	Page	Admin	published	02/14/2012 - 09:08	edit delete
<input type="checkbox"/>	Water Testing	Page	Admin	published	02/14/2012 - 09:08	edit delete
<input type="checkbox"/>	Non-Point Source Pollution	Page	Admin	published	02/14/2012 - 09:08	edit delete
<input type="checkbox"/>	Rural Well Water or Public Water Supply	Page	Admin	published	02/14/2012 - 09:08	edit delete
<input type="checkbox"/>	Mission	Page	Admin	published	02/14/2012 - 09:08	edit delete
<input type="checkbox"/>	Memorial Donation - Michael Piotrowski	Page	Admin	published	02/14/2012 - 09:08	edit delete
<input type="checkbox"/>	Memorial Donation - Ben Everson	Page	Admin	published	02/14/2012 - 09:08	edit delete
<input type="checkbox"/>	Wheels for Education	Page	Admin	published	02/14/2012 - 09:08	edit delete
<input type="checkbox"/>	Associations & Organizations	Page	Admin	published	02/14/2012 - 09:08	edit delete
<input type="checkbox"/>	Companies Offering Water Related Products and Services	Page	Admin	published	02/14/2012 - 09:08	edit delete
<input type="checkbox"/>	Links to Others	Page	Admin	published	02/14/2012 - 09:08	edit delete
<input type="checkbox"/>	Scholarship Rules, Procedures and Criteria	Page	Admin	published	02/14/2012 - 09:08	edit delete
<input type="checkbox"/>	Scholarship Sponsor	Page	Admin	published	02/14/2012 - 09:08	edit delete
<input type="checkbox"/>	Scholarships	Page	Admin	published	02/14/2012 - 09:08	edit delete
<input type="checkbox"/>	Conference and Workshop Opportunities	Page	Admin	published	02/14/2012 - 09:08	edit delete
<input type="checkbox"/>	Domestic Water Treatment for Homeowners	Page	Admin	published	02/14/2012 - 09:08	edit delete

[← first](#) [← previous](#) 1 2

Editing Existing Content

- To edit content on your site, click “edit” underneath the OPERATIONS tab.
- To remove content, click the “delete” link next to “edit.” This is not reversible.
- After clicking “edit,” you’ll arrive at the WYSIWYG editor for that page. Follow the same guidelines for adding a new page.



Uploading/Inserting Images

- To add an image while editing a page, click the  button.
- After the new screen pops up, click the “Upload” tab.
- Once you locate the image, click the blue “Send it to the Server” button to complete the upload.

Editing Images in Drupal

- Once the image is uploaded, you'll have several options for how to present it.
- The Image Properties editor allows you to edit details such as alternative text, dimensions, alignment, margin and borders.

Editing Images in Drupal

Image Properties

Image Info | Link | Advanced

URL

Alternative Text

Width Height

Border

HSpace

VSpace

Alignment

Preview

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas feugiat consequat diam. Maecenas metus. Vivamus diam purus, cursus a, commodo non, facilisis vitae, nulla. Aenean dictum lacinia tortor. Nunc iaculis, nibh non iaculis aliquam, orci felis euismod neque, sed ornare massa mauris sed velit. Nulla pretium mi et risus. Fusce mi pede, tempor id, cursus ac, ullamcorper nec, enim. Sed tortor. Curabitur molestie. Duis velit augue, condimentum at, ultrices a, luctus ut, orci. Donec pellentesque egestas eros. Integer cursus, augue in cursus faucibus, eros pede bibendum sem, in tempus tellus justo quis ligula. Etiam eget tortor. Vestibulum rutrum,

Set alt text here. This is what will appear for users whose Internet connections are too slow to load images or have disabled graphics in their browser settings.

Adjust image size here. Enlarging an image will reduce its sharpness, but shrinking it will not.

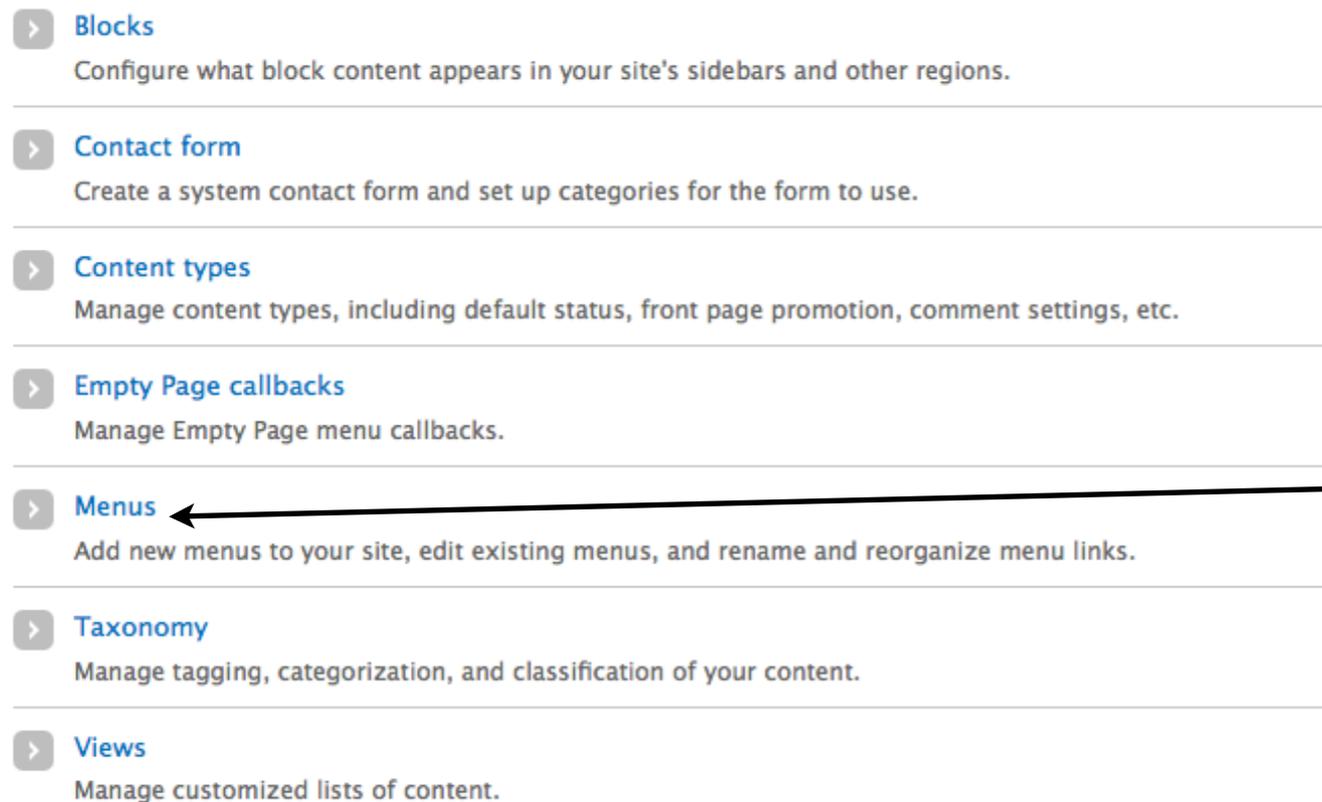
Borders are optional.

Horizontal/vertical padding. 10 is a standard option.

Alignment options are right and left.

Adding Menu Items

- To add a page you've created to your site's main menu, click the Structure link on the top menu while logged in.
- Once the page loads, choose the "Menus" option near the bottom.



> **Blocks**
Configure what block content appears in your site's sidebars and other regions.

> **Contact form**
Create a system contact form and set up categories for the form to use.

> **Content types**
Manage content types, including default status, front page promotion, comment settings, etc.

> **Empty Page callbacks**
Manage Empty Page menu callbacks.

> **Menus** ← **Click here**
Add new menus to your site, edit existing menus, and rename and reorganize menu links.

> **Taxonomy**
Manage tagging, categorization, and classification of your content.

> **Views**
Manage customized lists of content.

Adding a Menu Item

- Once you're in the menu manager, select the "add link" option in the "Main menu" section.
- If you want to edit an existing menu item, select "list links."

Click here

TITLE	OPERATIONS
Left	list links edit menu add link
Main menu <small>The <i>Main</i> menu is used on many sites to show the major sections of the site, often in a top navigation bar.</small>	list links edit menu add link
Management <small>The <i>Management</i> menu contains links for administrative tasks.</small>	list links edit menu add link
Navigation <small>The <i>Navigation</i> menu contains links intended for site visitors. Links are added to the <i>Navigation</i> menu automatically by some modules.</small>	list links edit menu add link
User menu <small>The <i>User</i> menu contains links related to the user's account, as well as the 'Log out' link.</small>	list links edit menu add link

Adding a Menu Item

Menu link title *

The text to be used for this link in the menu.

Menu item title



Path *

The path for this menu link. This can be an internal Drupal path such as `node/add` or an external URL such as `http://drupal.org`. Enter `<front>` to link to the front page.

Link URL



Text that appears when users hover over menu item.

Description

Shown when hovering over the menu link.



Enabled

Menu links that are not enabled will not be listed.

Check this if you're ready for the link to go live.

Show as expanded

If selected and this menu link has children, the menu will always appear expanded.

If you want the link to go under a menu item, select it here. Otherwise, leave as is.

Parent link

The maximum depth for a link and all its children is limited to 10 levels. Only 10 levels are available as parents if selecting them would exceed this limit.

The higher the weight, the closer to the top the menu item will appear.

Weight

Optional. In the menu, the heavier links will sink and lighter links will rise to the top.

Only 10 levels are available as parents if selecting them would exceed this limit.

Only 10 levels are available as parents if selecting them would exceed this limit.

Save

Click here to save menu item.

So you know!

You can also link menu items to external websites, but internal links are the most common.

Adding a User

- In the top menu, click the “People” link that’s between “Appearance” and “Modules.”
- Once the page loads, click the “+Add user” link near the top of the page.

[+ Add user](#)

Click here

SHOW ONLY USERS WHERE

permission

status

Filter

UPDATE OPTIONS

Update

Adding a New User

Home » Administration » People

People

Username *

Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.

Pick memorable username.

E-mail address *

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if

Enter new user's email address.

Password *

Password strength:

Pick unique password that hackers won't be able to guess.

Confirm password *

Provide a password for the new account in both fields.

Status

Blocked

Active

Check "Active" to make account live.

Notify user of new account

Check this box to send new user an email with account information.

Name and Address

First Name *

Last Name *

First and last name will be shared with other visitors to the site.

Street Address (Home)

City (Home)

Postal Code (Home)

Country (Home)

Your state/province and country of residence will be shared with others so folks can find others in their community.

State (Home)

Optional user information.

Create new account

Click here to save account.

Content Blocks

- Blocks are small boxes of content that are placed throughout the site. They usually appear in sidebars, but can be placed virtually anywhere on your site.
- You can view your site's blocks by clicking Structure in the top menu and then selecting Blocks, which will likely be the first option.



Home » Administration

Structure

- **Blocks** ← Click here
Configure what block content appears in your site's sidebars and other regions.
- **Contact form**
Create a system contact form and set up categories for the form to use.
- **Content types**
Manage content types, including default status, front page promotion, comment settings, etc.

Content Blocks

- To edit a content block, find it in the directory and click “configure” under “Operations.”
- Deleting a content block cannot be undone.

BLOCK	REGION	OPERATIONS
Header		
+ Search form	Header ▾	configure
Menu		
+ MainMenu Superfish (Superfish)	Menu ▾	configure
Help		
+ System help	Help ▾	configure
Content		
+ Main page content	Content ▾	configure

Click here



Editing Content Blocks

- You will likely only want to change a block's content, not its position, ordering or title. Tread with caution if you wish to modify anything other than text.
- Content blocks have the same WYSIWYG editor as regular pages, and the editing guidelines are the same.

Adding a Content Block

To add a content block, click the “+Add block” link near the top of the block directory page.

Click here

Home » Administration » Structure

Blocks

[+ Add block](#)

BLOCK	REGION	OPERATIONS
Header		
+ Search form	Header	configure
Menu		
+ MainMenu Superfish (Superfish)	Menu	configure
Help		
+ System help	Help	configure
Content		

Adding a Content Block

Block title
The title of the block as shown to the user.

Block description *
A brief description of your block. Used on the [Blocks administration page](#).

Block body *

Disable rich-text

Text format Rich-text HTML

* Web page addresses and e-mail addresses turn into links automatically.

The content of the block as shown to the user.

REGION SETTINGS
Specify in which themes and regions this block is displayed.

AGWT (default theme)
- None -

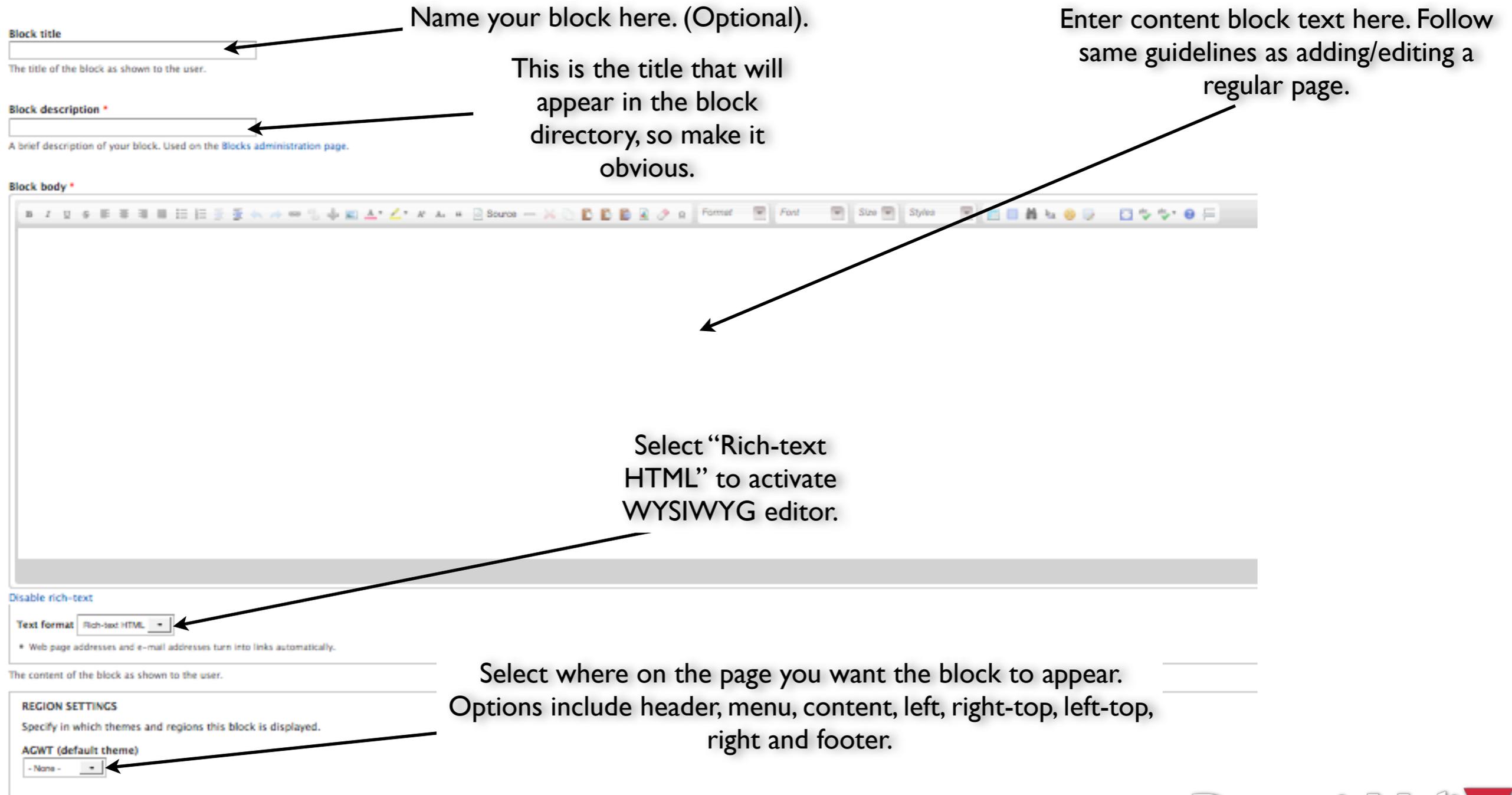
Name your block here. (Optional).

This is the title that will appear in the block directory, so make it obvious.

Enter content block text here. Follow same guidelines as adding/editing a regular page.

Select "Rich-text HTML" to activate WYSIWYG editor.

Select where on the page you want the block to appear. Options include header, menu, content, left, right-top, left-top, right and footer.

A screenshot of the Drupal 'Add new block' form. The form is divided into several sections: 'Block title', 'Block description', 'Block body', 'Disable rich-text', 'Text format', and 'REGION SETTINGS'. The 'Block body' section is a large WYSIWYG editor. Annotations with arrows point to various parts of the form: 'Name your block here. (Optional)' points to the 'Block title' field; 'This is the title that will appear in the block directory, so make it obvious.' points to the 'Block description' field; 'Enter content block text here. Follow same guidelines as adding/editing a regular page.' points to the 'Block body' editor; 'Select "Rich-text HTML" to activate WYSIWYG editor.' points to the 'Text format' dropdown menu; and 'Select where on the page you want the block to appear. Options include header, menu, content, left, right-top, left-top, right and footer.' points to the 'REGION SETTINGS' section, specifically the 'AGWT (default theme)' dropdown.

Adding a Content Block

- The “Visibility settings,” located at the bottom of the page, allow you to pick which pages/types of content on which the block appears.
- You can have the block appear on only pages listed or all pages except those listed. You can also restrict blocks from appearing on certain content types (pages, blog posts, news items, etc.).
- To specify pages, paste the url (ex: [contact.us.html](#)) into the field.

Adding a Content Block

Select here to specify which content types on which the new block will appear.

Visibility settings

Pages Not restricted	Show block on specific pages <input checked="" type="radio"/> All pages except those listed <input type="radio"/> Only the listed pages <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div> <p>Specify pages by using their paths. Enter one path per line. The ** character is a wildcard. Example paths are <i>blog</i> for the blog page and <i>blog/**</i> for every personal blog. <i><front></i> is the front page.</p>
Content types Not restricted	
Roles Not restricted	
Users Not customizable	

Save block

Click here to activate block.

Enter specified URLs (paths) here. One URL per line. *<front>* is the home page.

Bits of Advice

- Give files easy names to remember so that you can locate them quicker whenever you're uploading PDFs or images to your site.
- Practice editing and adding content frequently. You can always add content, take it down, and make changes. The more you do it, the more comfortable you will be managing your site.

Epilogue

We hope you found this basic Drupal guide for beginners helpful. If you need more assistance, extensive CMS training or custom Drupal development, feel free to call us at (603) 529-8175.

Visit us online: www.danconia.com

Follow us on Twitter: twitter.com/danconiamedia

Like us on Facebook: facebook.com/danconiamedia

Follow us on LinkedIn: linkedin.com/company/danconia-media

Notes

Notes