

Drupal 7 Content Editing Tutorial

Note: If, at any time, you are unable to access a certain part of the site or do not see an option shown in the tutorial, please kindly ask your administrator to give you access.

Logging In

1. First, visit the login page of your website. This is the home URL with the word “user” at the end of it; for instance, <http://engineering.case.edu/user> would be the login page for the main engineering website.
2. Then click “Log in” to login using your Case Network and ID. The login was successful if a black control bar appears above the page and the option to Log out is visible at the top-right of the page.

Creating a New Page

1. Click on *Content* at the top to view the list of site content.



2. Click on *Add content*, then choose *Page*.
3. Here, we will want to enter in a short but fitting title for the page.

A screenshot of the 'Create Page' form. At the top, there is a 'Create Page' button. Below it is a text input field labeled 'Title *' with a red asterisk indicating it is required. The input field is currently empty.

Note that the red asterisk (*) means it is required for the page to be created.

4. If you wish, you can attach a file such as a word document, PDF, or image to the page by uploading it in the area shown below:

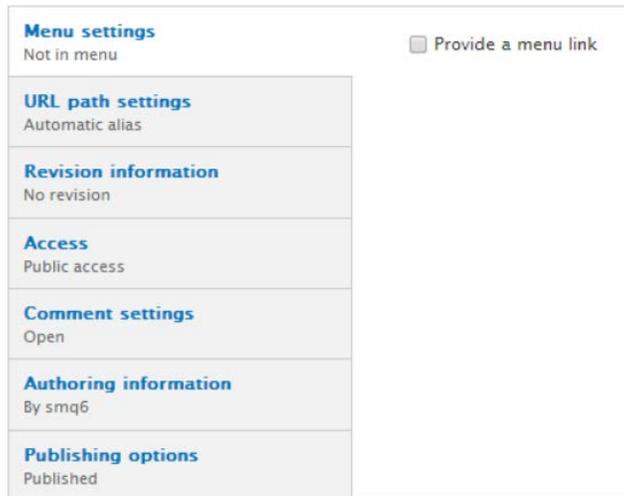
A screenshot of the 'ATTACHMENT - TOP' section. It shows the text 'Attachment shown at the top of the page.' Below this is a section titled 'Add a new file' which contains a 'Choose File' button, a text box showing 'No file chosen', and an 'Upload' button. At the bottom, it states 'Files must be less than 32 MB.' and lists allowed file types: 'txt pdf doc docx png jpg gif jpeg.'

Just hit “Choose File”, navigate to the file you wish to upload, and hit “Upload” to attach it.

5. In the *Body*, we are presented with a large area that makes up the content of the page. It may consist of text, links, images, or other elements. Many of the buttons/options available to you may be familiar from Microsoft Word or other such programs, such as **bold** text or font size. You can hover over any icon with your mouse to show a description of what it does. However,

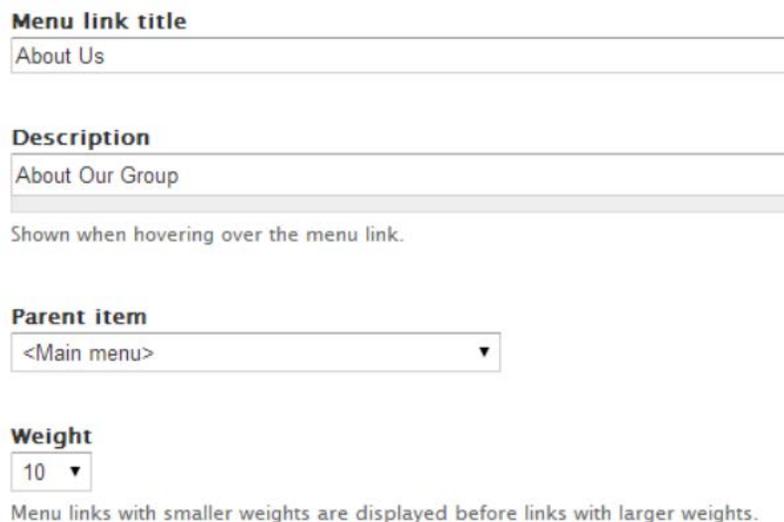
inserting links and images into a page can be a bit more complicated, and so these topics will be covered in a later section.

6. After scrolling down, you will notice many settings/options available to you. You can click on any section to bring up the relevant settings. One important setting is the inclusion of your page on the menu. To add it to the menu, click the checkbox next to “Provide a menu link”.



The screenshot shows the 'Menu settings' section of a Drupal page configuration. It includes a checkbox for 'Provide a menu link' which is currently unchecked. Below this are several expandable sections: 'URL path settings' (Automatic alias), 'Revision information' (No revision), 'Access' (Public access), 'Comment settings' (Open), 'Authoring information' (By smq6), and 'Publishing options' (Published).

7. You will then need to fill out some basic information about your page. Generally speaking, the link will go under the main menu, and while *weight* affects page ordering, it can be difficult to know which number to put, so it is possible to edit it via the *Structure* part of the site at a later time. Here is an example:



The screenshot shows the configuration form for a menu link. It includes fields for 'Menu link title' (About Us), 'Description' (About Our Group), 'Parent item' (Main menu), and 'Weight' (10). A note below the weight field states: 'Menu links with smaller weights are displayed before links with larger weights.'

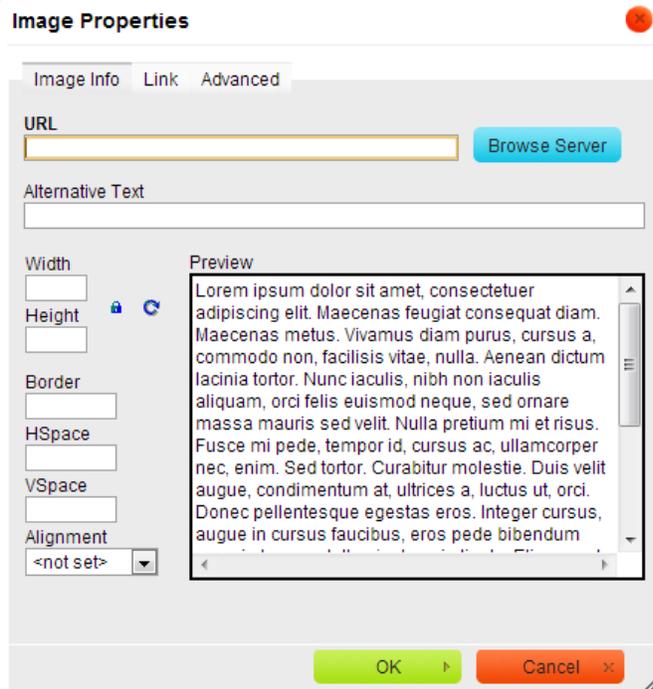
8. There are other options such as the URL path settings (which allows you to change the URL your page is accessed at), revision information (which allows you to essentially create back-ups of the page; this is only useful for *editing* pages, however), access permissions and commenting settings, authoring information, and finally publishing options (if you want your page live, “Published” should be checked).

- Once you are done changing your pages settings (aside from menu links, they will often be set to their defaults), hit “Preview” to view your page, or “Save” to finish creating it.

Inserting an Image

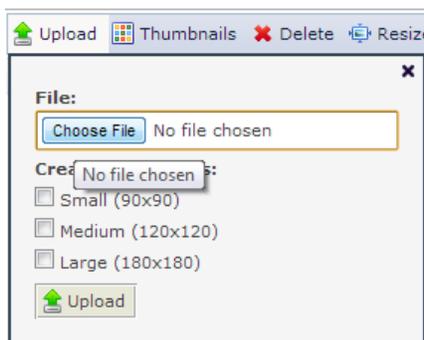
Begin by clicking the “Image” button, pictured here: .

A menu like so should pop-up:



There are **two ways** to add an image. **The first is to enter the URL of an image** from online. For instance, the Google logo is located at: <https://www.google.com/images/srpr/logo4w.png> and by entering that under “URL”, we can add the image to our website. (However, be wary of copyrighted images when using images from online.)

The other option is to upload the image from our computer and onto the website. To do this, we must first select “Browse Server”. From here, select “Upload” at the top-left, then select “Choose File”.



You may then navigate to an image file on your computer and double-click it to choose it, then hit the Upload button at the bottom to upload it. Your image should now appear on the right. Double-click the name (or click it once and hit “insert file” at the top) to insert it.

Notice that upon entering an image, the Preview box will now show an example of your image being used in a page. Furthermore, you may now edit the various options given to you.

Breakdown of Options

Alternative text is optional text regarding the image (e.g. a couple-word description or title for the image).

Width and **height** control the dimensions of the image. You may enter new ones to resize it if you wish. Notice that by default, changing one dimension automatically adjusts the other one: you can stop this by clicking the small lock to the right of the width/height boxes.

Entering a number for **Border** will add a black border to the image. A value of 0 means no border, and a value of 1 or 2 will place a thin border around the image.

HSpace and **VSpace** control the horizontal and vertical spacing respectively. This is the space between the image and any text around it. This helps separate the text from the image (which simply put, often looks nicer). A value such as 5 or 10 may be appropriate here.

Lastly, **alignment** allows you to control where the image is in relation to the text. Setting it to *left* will place the image to the left and the text to the right, assuming there is enough space to fit both. Setting it to *right* will do the opposite, placing the image to the right and the text to the left. “None” will simply place text above and below the image, as opposed to next to it.

Example of Image Properties:

Image Properties

Image Info Link Advanced

URL
/it/sites/engineering.case.edu.it/files/medium_xenapp [Browse Server](#)

Alternative Text
Example Picture

Width
120

Height
120

Border
2

HSpace
5

VSpace
5

Alignment
Left

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,

OK Cancel

When you are done changing image options, hit “OK” to insert your image. If needed, you may right-click the image in the Body to bring up the option to edit it again.

Inserting a Link

A link allows you to create text that someone can click on to take them to another website. To create a link, we may enter the URL directly, or we may enter text first and turn it into a link.

The link button is featured on the left below:



Click on it to bring up a small menu. To link to a page, make the link type “URL”; to link to an e-mail (that someone can click on and send an e-mail to), make the link type “E-mail”. Then simply enter the URL, such as www.case.edu, or the e-mail address, such as abc123@case.edu.



Afterwards, hit “OK” to create the link.

The alternate way to create a link is to enter text in the Body and highlight it. Then click the link button once more (pictured above) and enter the URL or e-mail address. This will turn the text into a clickable link just like before.

Editing a Page

Once you have created the page, you may wish to edit it. To do this, navigate to the page either using the menu on the left or by going clicking on **Content** at the top and clicking on the name of the page in the list of pages below.

Once you are on the page you wish to edit, you should see the option to View or Edit the page at the top.

[Home >](#)

CSE Information Technology

[View](#)

[Edit](#)

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Simply click “Edit” to be brought back to the same page editor you used to create the page. Be sure to hit “Save” at the bottom to save your changes when you are done.