Drupal™

Drupal 7 Manual for Content Managers

Version 1.0.0

avatar new york

Introduction

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What Is Drupal?

"Drupal is a free software package that allows an individual or a community of users to easily publish, manage and organize a wide variety of content on a web site."[1]

A Content Management System (CMS for short) is a computer system that allows website owners and administrators to publish and edit content to the web as well as perform basic site administration. People using the CMS need to have only basic experience managing a website to be successful content managers.

Drupal is a CMS which currently powers millions of websites and applications. It is an open source content management model which means that developers are constantly working to make sure Drupal is a cutting edge platform that supports the latest technologies that the web has to offer.

Drupal's flexible core handles countless content types, including

- video
- images
- text
- audio and
- document files

Content can be associated together into web pages via the CMS and many tools are available to help you organize, structure, find, and reuse your content, tools such as taxonomies, menus and cloning.

Used correctly, Drupal can be easy-to-use and powerful web interface with a short learning curve.

We go over all the above and more in this straightforward and simple manual, created to train and support content administrators with little or no experience working with Drupal.

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[1] Source: www.drupal.org.

What's This Manual All About?

We have found from working with our clients that one of the biggest hurdles new website content managers face is understanding and remembering basic Drupal content management concepts and processes.

To help our clients more easily and consistently navigate their website content management tasks, we decided to bring together in a brief and concise manual instructions focused on the most common content management tasks for Drupal 7. We have now made this manual available to the public as well.

This manual is in no way comprehensive and was not created to replace or supplement existing content management manuals or guides produced by Drupal and its community. This manual is for the novice Drupal content manager with brief explanations of a few basic content management concepts and tools.

For illustrating concepts and tools discussed in the manual, we use examples from our own website. We hope that using a real, instead of an abstract, example, will prove useful and instructive.

This manual is a work in progress and we will be updating it periodically, so if you have any recommendations or suggestions, please let us know.

May all your content management days be cheerful and bright. Let us know what you think at info@avatarnewyork.com.

Basic Web Page Elements

Before we get started, we feel it is helpful to understand what basic elements compose a web page, as no matter the website, these elements appear over and over again, albeit in different guises. These same elements will occur on your website. Getting to know them is a first step in being a successful website content manager.
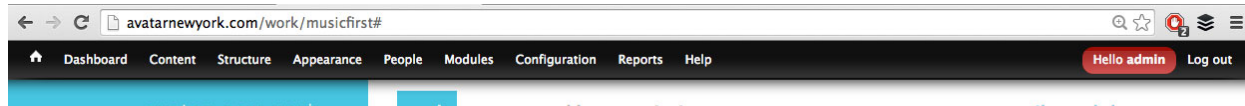
- **Page Title** is the title of the web page. There is only 1 page title per page.
- **Section Title** is a title of a section within a page. There may be one, a few, or many sections titles on a web page.
- **Body Text** is text that composes the main body of web page or section of a page.
- **Images**: Graphical elements in an image format, such as .jpg, .gif or .png. There may be no images or one or more images on a web page.

General Content Definitions

Below are some general common content editing terms and their definitions that we refer to throughout this manual. This list is not comprehensive, but does cover terms we use day to day.

- **Content**: any content used on a web page, including text, images, and video.
- **Content Type**: a grouping of content having pre-defined characteristics for organization and display. A blog post is an example of a "Content Type."
- **Content Fields**: content fields are the smallest unit of information defined for a specific Content Type. Different content field exist for different types of content, such as,
  - numbers
  - dates, or
  - text.

An example is a date field to input a date, such as 10/29/1969.

- **Menu**: a menu in Drupal is a simple hierarchy of paths from a point A to a point X. For example, a potential menu for News content would include a path from the
  - Homepage to the
  - News section to an
  - Individual news article
- **Taxonomy** - taxonomies are a way to classifying content. Taxonomies consist of **vocabularies** (a group of taxonomy terms) that are used, often hierarchically, to organize Content Types into groups. For example, on our Avatar New york we have categorize posts by taxonomy terms, such as
  - Design & Dev
  - Technology
  - News
  - Web Awards

The blog taxonomy would be displayed on the blog interface and visitors can filter posts, for, say, "Technology" only.
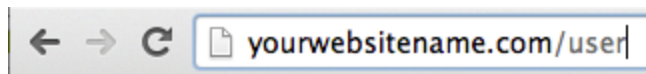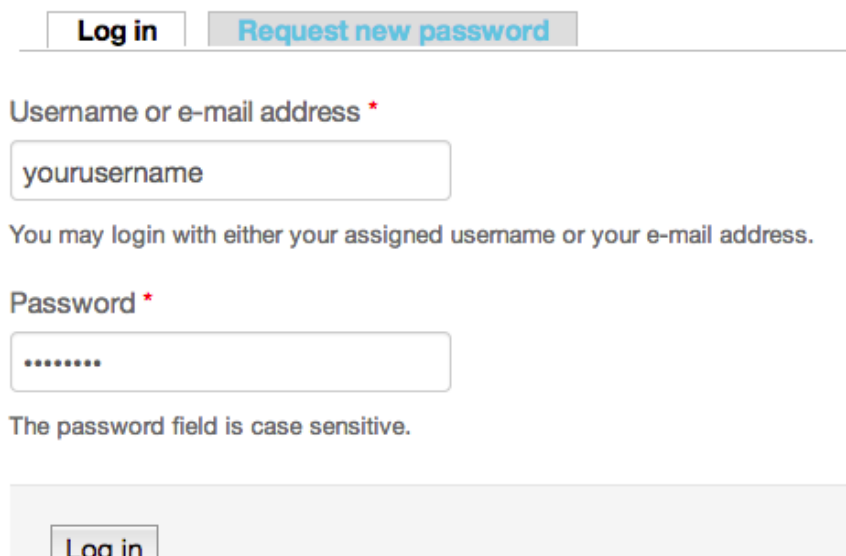
Drupal CMS Basics

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Logging In and Out of the CMS

Logging In

To access your Drupal CMS, log in to your account with your username (or possibly an email address) and password. There may be a login link visible somewhere on your site, but you can always log in by adding "/user" to your site domain in your web browser address bar. See example, below.
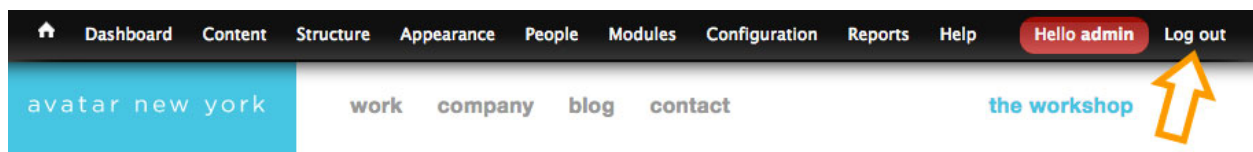

You will be directed to a "user account" login screen where you can enter your username and password. See below image.

Logging Out

You can log out of Drupal by clicking on the **Log out** link in the top-right corner of the admin menu on the top of the page. See example, below.


Finding Your Way Around Drupal CMS

Just like your website, Drupal, is a web-based application. So you can be certain that wherever you are on your website, your Drupal CMS will be close by. In this section we give you a basic tour of the Drupal CMS.

Drupal Navigation Bar

Whenever you are logged into your Drupal user account, a Drupal CMS navigation bar should be visible near the top of the page, wherever you go on your site or the CMS. See example, below.
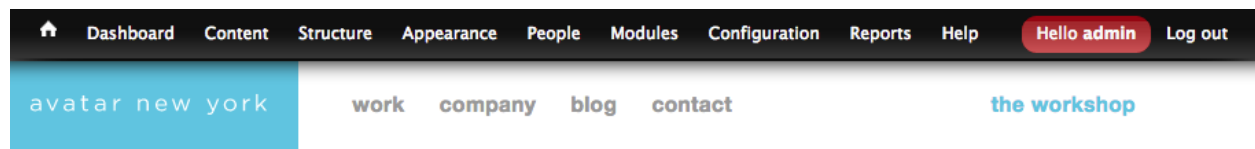
Once you log into Drupal, you will see some or all of the below items in the navigation bar, depending on your account permissions.

- **Home** Icon - brings you to the Homepage of your site.
- **Dashboard** - summarized view of created content, users, etc.
- **Content** - Content creation and editing options
- **Structure** - Controls for Blocks, Views, Menus, Taxonomies, etc.
- **Appearance** - Controls for your website's design theme.
- **People** - User account creation and editing options
- **Modules** - Controls for module installation and configuration.
- **Configuration** - Controls website configuration and information settings and tools
- **Reports** - CMS activity Log, Status Report, Available Updates, etc.
- **Help** - Drupal CMS documentation
- **Hello (your username)** - link to your account profile
- **Log out** - Link to log out of Drupal

Finding and Managing Content Via the CMS

As a content editor, you will be mostly interested in navigation items that assist you in managing content. To find content that has been created and saved on your website, roll your mouse over the **Content** navigation menu item.

Available content action options will appear in a dropdown menu. See example, below. You

will see similar items in your dropdown.
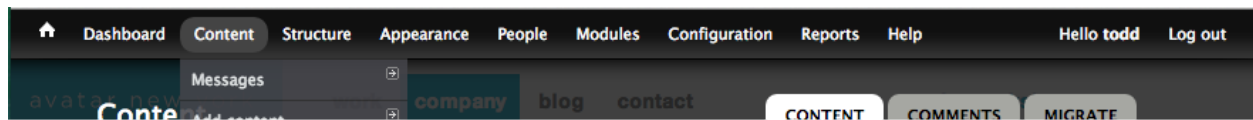
Depending on your Drupal set up, your view may be different. Clicking on the following links, should result in the following outcomes.

- Content - List of all content saved to your website that you can edit and manage.
- Add Content - List of Content Types available on your website used to create content.

If you do not see the Content option, then the content editing permissions may not be enabled on your user role.

Content Administration

Clicking on "Content" from the Drupal navigation bar will open the content administration interface which lists all of the content on your website along with summary information and action items. See below an example from our website.

The above image contains the following items. Depending on your Drupal set up and permissions, your view may be different.

- Title - Page title of each content item (links to the associated web page.)
- Type - The associated content type, such as blog article, case study, news item.
- Author - The user who created the content item (links to user's profile.)
- Status - The current status of content items, such as "Published" or "Not Published."

- Updated - The most recent date and time a content item was saved.
- Operations - Links to edit, delete and clone a content item.

Filtering Content

On the content administration interface, you can apply filters to refine the viewable content by **Status** or **Type**.

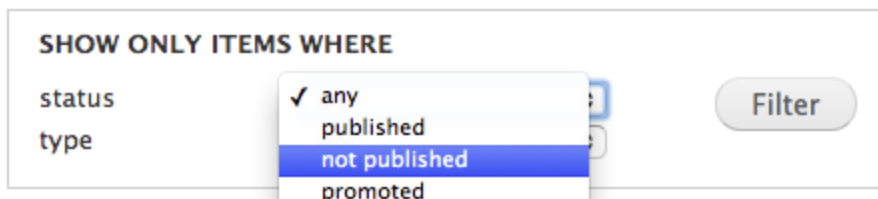To apply a filter, use the drop down menus under **Show Only Items Where** to select an appropriate filter and click the **Filter** button. The list of content will be updated to show only items associated with that filter type.

For example, to view only unpublished content items, select **Not Published** located under the status type and click the **Filter** button.

You will know that you have been successful if the **Status** for each content items display as **Not Published**. To clear your filter option click reset or undo.

Bulk Editing

On the Content Administration interface, Drupal allows you to perform bulk editing on available content, such as unpublishing several content items at once.

Select the content items you wish to bulk edit using the checkboxes next to each content item. Then select the bulk editing option you wish to use from the dropdown, show below.

Once you have selected the bulk editing option you wish to apply, such as **Publish selected content**, click the **Update** button to complete the intended action.

UPDATE OPTIONS

Publish selected content ▲▼   Update

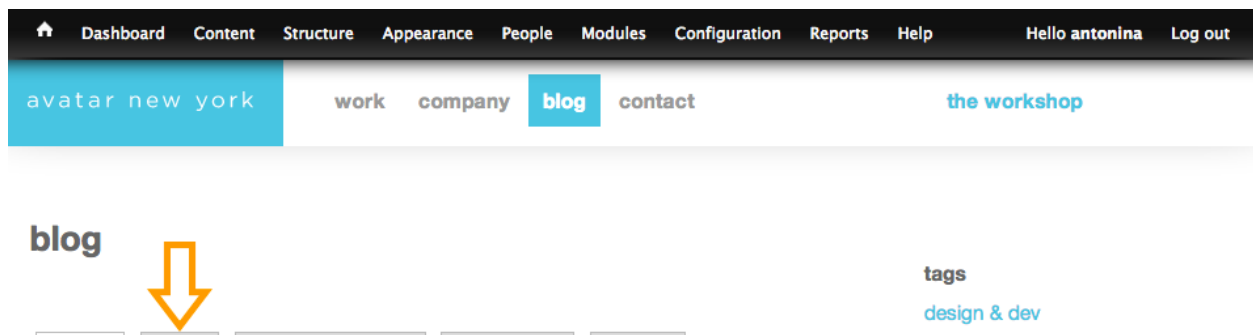| ☐	TITLE		TYPE	AUTHOR	STATUS	UPDATED ▼	OPERATIONS
☑	Open Loop new		Client	todd	published	12/15/2014 – 11:38	edit delete clone

Finding and Managing Content Via the Website Front-end Interface

Now that you understand the basics of finding and managing content via the CMS, we'd like to show you an even easier way of finding and managing content on your website. Drupal displays editing tools on the front-end website interface when administrators and editors are logged into the CMS.

These editing tools will be visible on a per page or per page section basis and allow you to open the underlying Drupal CMS interface. Below we show you instances where Drupal editing tools may be available on the your website's front-end interface.

**Editing Pages Via your Website's Front-end Interface**

If you are logged into the CMS, front-end editing tools are available, they should be visible on each web page. In the below example, taken from an article page in our website's Blog section, available editing tools are displayed between the section title "Blog" and the page title "Why Small Is Good."

🏠 Dashboard Content Structure Appearance People Modules Configuration Reports Help   Hello **antonina** Log out

avatar new york   work   company   **blog**   contact   the workshop

blog

tags

design & dev

Editing Web Page Section Via your Website Front-end Interface

If you are logged into the CMS, additional editing tools will be available for specific areas within a web page. These tools often do not display by default, but when you roll over them with your mouse cursor.

In the below example, the header area of our Company main page contains a block of marketing content at the top of the page. Rolling over this content block reveals a small "gear" icon. Clicking on the gear, reveals content management options, here an **Edit** link. Clicking on the **Edit** link will open the CMS editing interface for this content block.
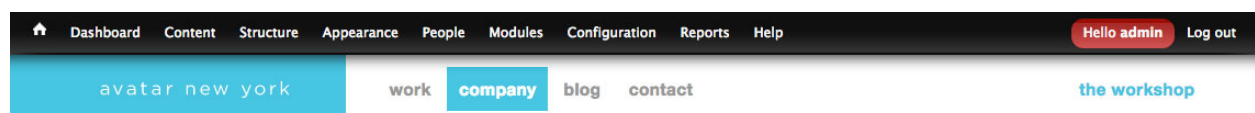
Types of Content Fields

All content on a website is entered into the CMS via a content field available within an editing interface associated with a specific Content Type. There are many kinds of content fields, but most can be cataloged into a small number of types that share similar characteristics. Below we list and explain several common content field types encountered when creating and editing content in Drupal.

Examples of how to use the content fields below can be found in the "Creating and Editing Content Section."

- **Text Field:** The Text Field allows you enter text into a single line. Text Fields only accept plain text (text without formatting) and line breaks are not allowed.

  Example Text Field:

  Title *

  Example Title

- **Text Box:** The Text Box is similar to a Text Field, but allows you to enter multiple lines of text.

  Example Text Box:

  Leadin

  Identity, a personality and voice that speaks directly to your customers and clients, forms the essence of your brand.

- **Content Editor:** A content editor allows you to input many types of content, including text, images, and videos. In addition, a content editor provides options to style and format the content you input, such as changing the font size or color, adding bullets, or resizing and positioning an image. Many of the formatting options and the way you use them will be familiar to you from using other software, such as word processors like Microsoft Word.

  Example Content Editor:

  Body
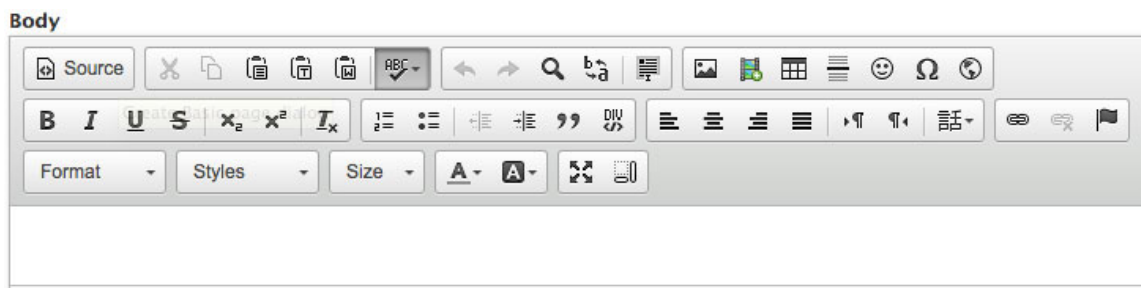
Keep in mind that whatever styles you add to content in the content editor may override or be overridden by HTML / CSS styles defined in the website code.

- **File Uploader:** A File Uploader field, allows you to upload images, videos and documents directly from your computers hard drive. To upload a file, click **Choose File**. Using your computer's file browser, select the file you wish to upload and then click the **Upload** button.

Featured Image

[Choose File] No file chosen   Upload

Files must be less than **200 MB**.
Allowed file types: **png gif jpg jpeg.**

- **Slideshow or Image Carousel:** Many websites have slideshows. If a slideshow is built into your site you may find you have an interface with fields similar to the one shown below.

SLIDESHOW

Image

In this case a slideshow is created by uploading an image and inputting text for titles and alternate text. Multiple images can be added, each with their own title and alternate text. Images can also be set in a specific order within the slideshow by using

Drupal's easy drag and drop feature

Once saved, the slideshow is created and placed on the website in a location pre-defined in the design.

- **Autocomplete:** An autocomplete field searches a pre-populated database of information to show you available selection options. We use an autocomplete field often on our websites.

In the example above , typing into the autocomplete field populates a dropdown list with types of website award competitions that are possibly relevant to our client case study pages. The list narrows the options as more letters are typed into the field. Once you find the option you want, you can select it and populate the field with your selection.

- **Drag & Drop Fields:** Some field types allow you to input multiple content items and order them using a drag & drop feature. On our site, we use a Drag & Drop field to associate client case studies with other content. See example below.

To Drag & Drop items into a particular order, use the cross symbol ✛ to the left of each field.
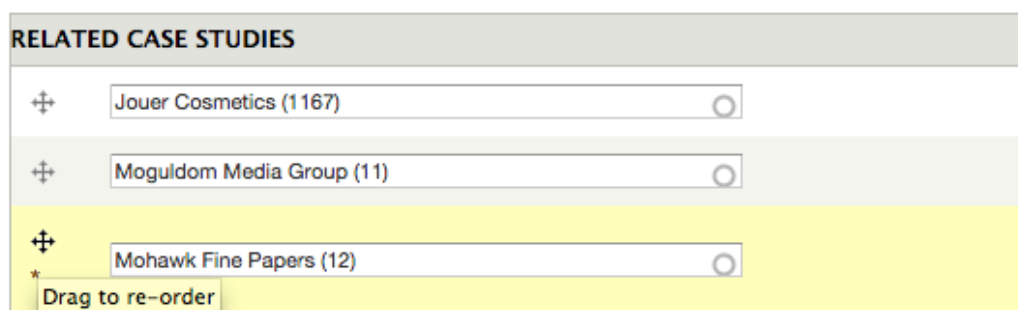
- **Checkboxes:** A checkbox option allows for single or multiple selections from available options. Based on the selection, content display will be affected according to rules built into your website code. In the below example, we have opted to

distribute a piece of content to one of three possible "feature" areas on our website.

Featured Sections

☑ Homepage

☐ Work Featured Slideshow

☐ Work Screenshot Display

- **Radio Buttons:** A radio button allows for a single selection from the available options. Based on the selection, content display will be affected according to rules built into your website code.

  In the below example, we have opted to display content about a client on one of the pages on our website site. We could also opt not to display this content by selecting "No."

  Client Section

  ☐ No

  ⦿ Yes

A Simple CMS Content Management Example

By now you've learned the basics of navigating your Drupal CMS. In preparation for the next section on creating and editing content via your Drupal CMS, we have provided a simple content management scenario from our website, as an example of what you may see on your website when managing content.

This scenario shows two screenshots.

- A section of a web page on our website, namely the Branding & Identity page in our website's Company section.
- The corresponding CMS editing interface for the Branding & Identity page

By comparing these two screenshots, we can show you how content added into the web page's CMS editing interface maps to the actual web page.

Branding and Identity Service Page Hero Area

The below image shows the hero area within a web page on our site. This web page section includes content, such as

- Icon
- Lead-in Text
- Title Text
- Body Text

We have indicated the location of the four types of content in the below image.

In the next image, we show where the above content is entered into the content fields in the editing interface for this web page.

The content fields are:

- Title
- Leadin
- Body
- Icon Image File uploader

Editing Interface for Branding & Identity Web Page
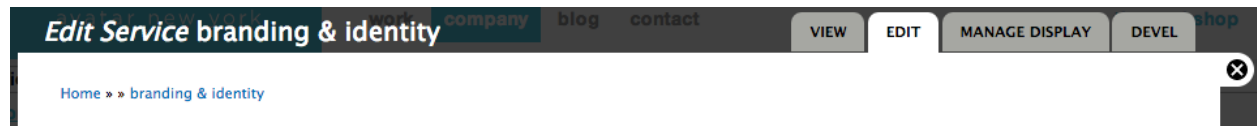
As you can see in the above image, content is entered into specific content fields that map directly to the content seen on the web page. Please refer back to the image of the web page and compare each content field show above to where it maps to the web page.

Your website's pages will follow similar rules as those indicated by comparing the web page to the CMS editing interface. Understanding how a web page corresponds to its CMS editing interfaces is an important first step in successful content management.

While simple, the above content management scenario is extremely common. Scenarios you encounter may appear more complicated, but they are simply variations on what we described above.

As you might be starting to see, a well built website will be easy to manage once you understand how the website works from a content management perspective.

Adding and Editing Content

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Website content management can either be tedious, time consuming and frustrating or fun, expeditious and easy going. Two points are worth noting to ensure your content management experience includes more of the later.

- Understand how your website works in regards to content management. This is possibly the most important factor for success. We provide some information in the opening sections that should help you gain a better understanding of your website.

- Prepare your content before you attempt to add it to the website. Understanding how to add content to your site is a great first step, but having your content gathered together, proofread, sized to appropriate proportions and organized will ensure your content entry tasks take minutes instead of hours.

The remainder of this manual includes step by step instructions about how to add and edit common types of content to your website using basic editing tools. In presenting this material, we assume that you have reviewed and understood the material presented in the preceding sections.

Many references made in the follow sections rely on an understanding of terms and definitions explained in earlier sections.

# Adding Content

To add content to your website, log into the CMS and click the **Content** link in the Drupal CMS navigation bar. See "Drupal CMS Interface Basics" in section 2 for a refresher on the Drupal navigation menu. Under **Content**, select **Add Content**. A Drupal interface, similar to the image below, will appear with a list of available content types.
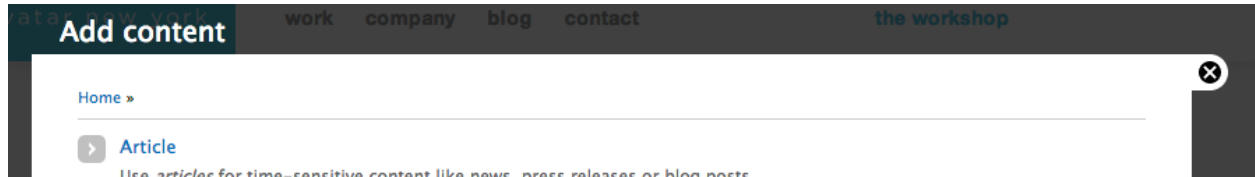
Click on the **Content Type** link for the type of content you wish to create. An editing interface with empty content fields will appear. Enter your content into the available fields.
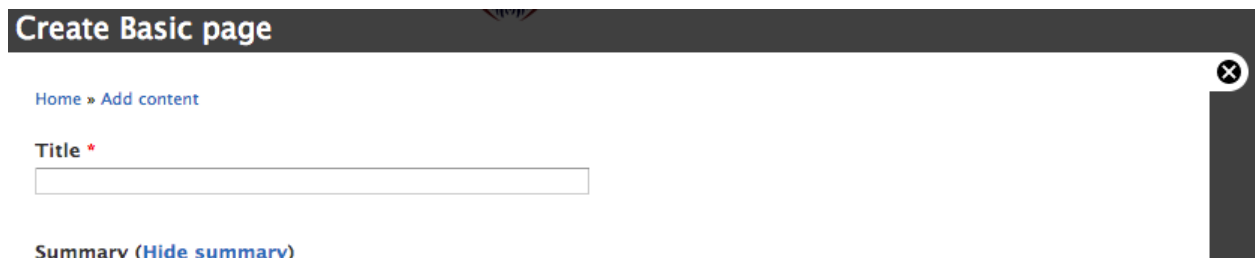
You can also select a Content Type for which to add content directly from the **Add Content** Submenu, shown below.
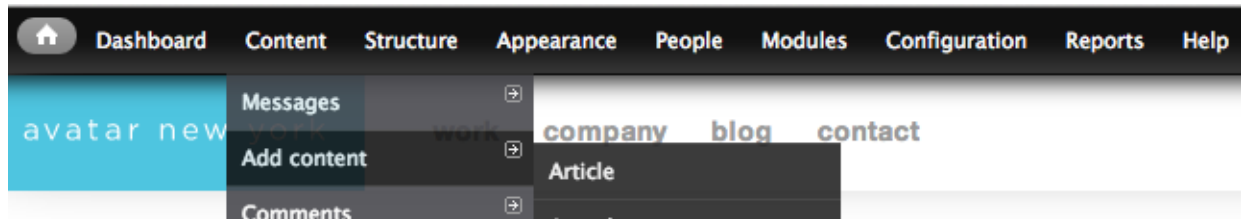
An editing interface with empty content fields will open. Fill in the empty Content Fields with your content.

Cloning Content

If Drupal's clone module is enabled on your website, you can add new content by cloning existing content. When you clone an existing content item, a copy is created with content fields populated from the existing content.

To clone an existing content item, click **Content** in the main Drupal navigation, to display a list of available content. You will find a **Clone** link in the **Operations** column for each existing content item. See image below. Click the **Clone** link for the content item you wish to clone.

A **Clone** link may also be available together with editing links on your website's front-end interface. See the **Clone content** link in the below image.

Clicking the **Clone** link for a content item opens an editing interface populated with existing

content. The below image shows a cloned content item on our website.

Now that you have cloned a content item, just add the new content in place of the existing content.

One advantage of "cloning" instead of "adding" content is that you have a visual guide showing the types and amounts of content required to create a successful web page for that Content Type.

Editing Content

To edit content existing on your website, log into the CMS and click the **Content** link in the Drupal Navigation Bar. See "Drupal CMS Interface Basics" in section 2 for a refresher on finding the Drupal menu **Content** link and content list interface.
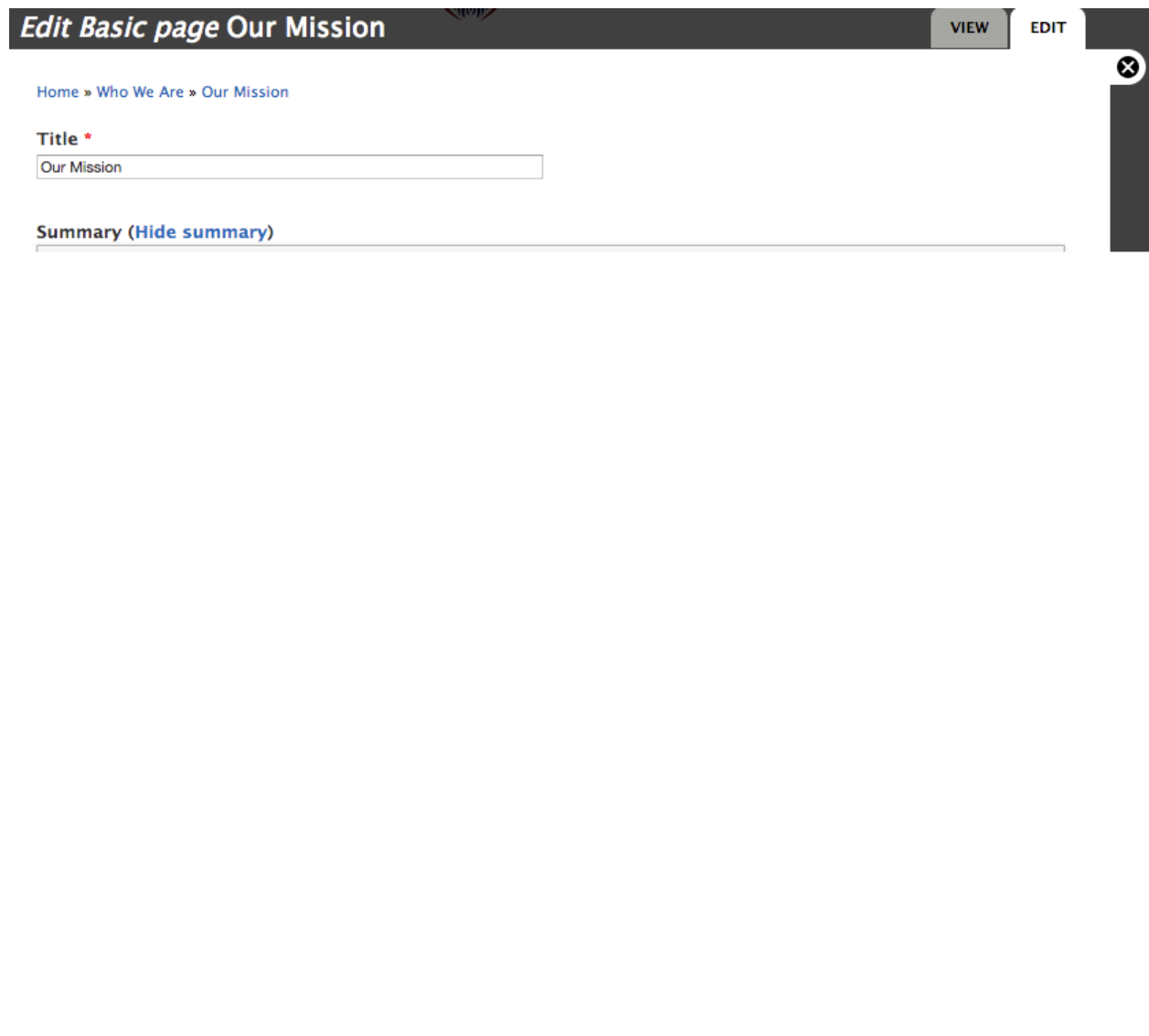
You will find an **Edit** link in the **Operations** column, for each existing content item. See the image below. Click the **Edit** link for the content item you wish to edit.
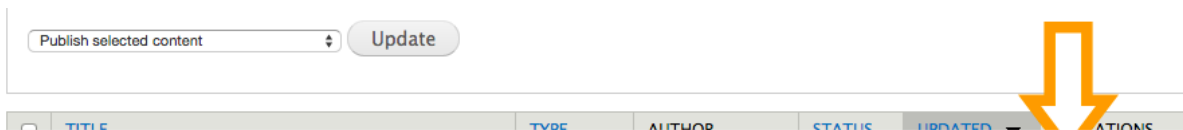
You can also navigate directly to a web page, while logged in to find the edit link.
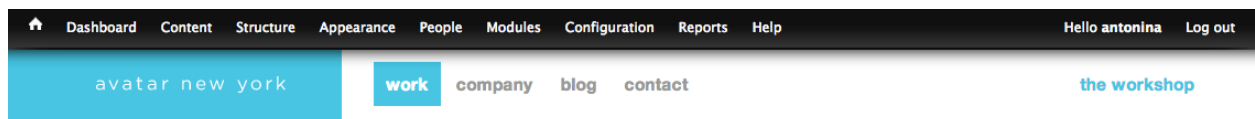
Clicking the **Edit** link for a content item opens an editing interface populated with content associated with that content item. The below image shows the edit view for a content item on our website.

Now that you have opened the editing view for a content item, just edit the existing content as required and click **Save**.

Saving Content

Saving content in Drupal means that you have saved content to your website's database. Saved content has been stored in the database and is now available and manageable within the CMS.

Please note that saving content is not the same as publishing content to your website. A content item can be saved, but not published. Publishing content means content is visible on the website. For information on publishing content see "How to Publish Content Onto Your Site" in section 3.

The **Save** option is available from the Edit, Clone and Add interface. Click the **Save** button shown in the below image to save a content item.
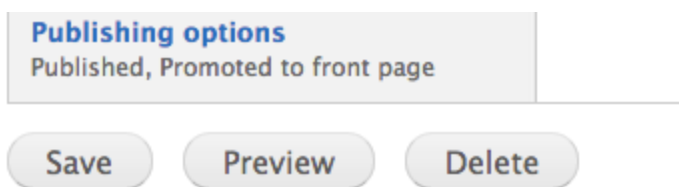
Preview Content

Previewing content shows what the content will look like once it's published. The Preview button is found on the Add, Edit and Clone interfaces. Click the **Preview** button at the bottom of the page.
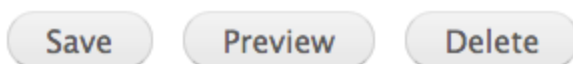
Previewing content in Drupal means that you are opting to view a content item before you save and / or publish it.

Click the **Preview** button shown above to preview a content item.

Deleting Content

Deleting content removes the content item from the CMS, the website and the website's database. **Warning: This action can NOT be undone.**

Generally, we advise against deleting content, unless the content was created by mistake and / or has lost all relevance on your website. It is far safer and less risky to unpublish content you do not wish to display on your website.

The **Delete** option is available from the Edit and Clone interfaces. Click the **Delete** button shown in the below image to delete a content item. You will be asked to confirm the deletion after you click the **Delete** button shown below.
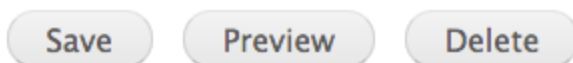
Note: The **Delete** button deletes the entire content item itself. If you want to close an Edit or Cone interface and discard recent unsaved changes, click on the **X** sign on the top-right of the editing interface.
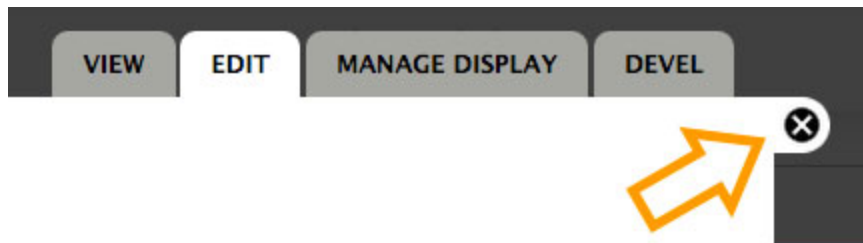
Entering Content Using The Content Editor

A content editor allows you to input many types of content, including text, images, tables, links, and videos. In addition, a content editor provides options to style and format the content you input, such as changing the font size or color, adding bullets, or resizing and positioning an image.

To add content to a content editor, you can either add content directly into the editor (i.e. typing text directly via your keyboard) or copy the text from another software (i.e. MS Word)

and paste it into the editor.

Copying and Pasting Text Content

One of the easiest way to enter text content into a CMS Content Editor is to copy and paste existing text from other website pages, word processors and other software applications. Display issues can arise if pre-existing styles, not compatible with the web styles are inadvertently pasted into the Content Editor along with the text.

NOTE: To make applying styles easy to text within the content editor, input plain text into the editor and then apply your own styles. Most CMS Content Editors provide dialogs to "clean" text copied from other software.

In the below example, we select the **Paste From Word** icon. A dialog text box will pop up into which copied text is pasted. Clicking the dialog's **Insert** button, will paste the text into the content editor minus existing Microsoft Word styles.

If pasting text from another software program use the **Paste as Text** icon and dialog text box.

Apply Basic Styling to Text via the Content Editor

To apply styles available via the Content Editor, highlight the text you wish to style and click on one of the available style icons. That style will be applied to the highlighted text. The below example shows text with various styles applied, such as bold, underline, italics, and bullets.
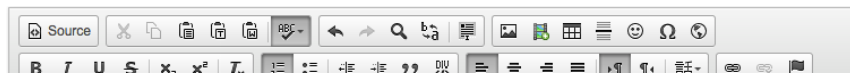
Adding Images into the Content Editor

Adding an image into the Content Editor will display the image within the body of the page. You can resize, position, and align the image within the editor.

To add an image, place your cursor in the spot where you wish to add the image. For example, if you want to add an image to the top of the page, your cursor should be positioned in the first line of the content editor and before any other content already in the content editor. See below screenshot, with cursor positioned in the upper left corner of the content editor with text content below.
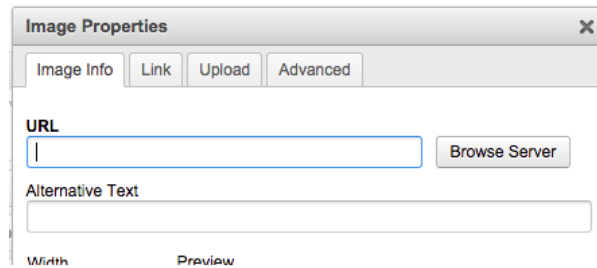
Insert/Edit Image Tool: To open the content editor's image tool, click the **Image** icon, shown below.
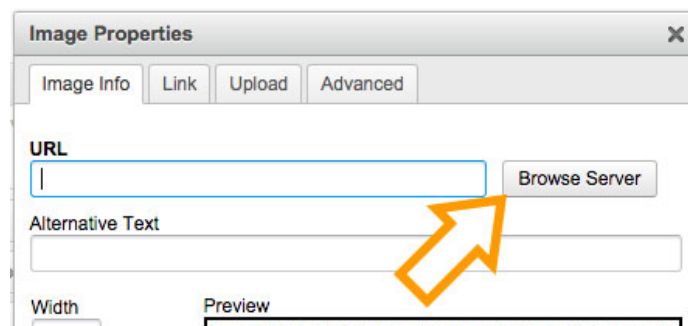
This will bring up a Insert / Edit Image dialogue box. You can either upload an image from an existing URL or from your computer.

Upload from an existing URL: copy the URL path pointing to your image and paste it into the **Image URL** field. Then insert the **Alternate Text**. Click the **Insert** button on the bottom of the dialog box.

Upload from your computer: In the dialog box select the **Browse Server** button, shown below.

This will bring up a dialogue box that displays your website database file directory. You will

upload images to this website database file directory.
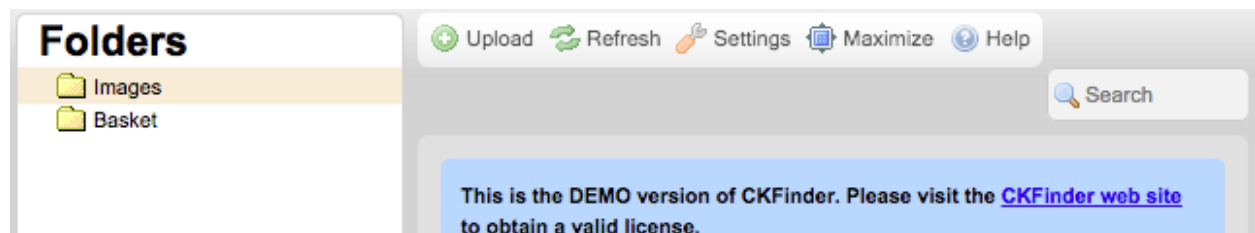
Note: If the image has already been uploaded to the website database, just select the image from the available files, as shown above, and skip down to the section title "Inserting images into the Content Editor."

If the image file does not exist on the website, click the **Upload** button shown below. A dialogue box that allows to your browse your computer hard drive will open.
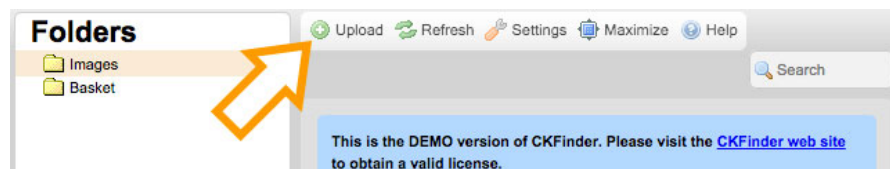
Click the **Choose File** button and locate the image on your computer's hard drive. Select the the image you wish to upload. Click the **Open** button on the Choose File dialogue box and the image will be uploaded to the website.

Inserting the image into the Content Editor: Now that you have uploaded the image,

double-click on the image and it will appear in the Insert / Edit Image dialogue box.

The image path will be added to the **Image URL** field in the Insert / Edit Image dialog. Fill in the **Alternate Text** field and click **OK**.
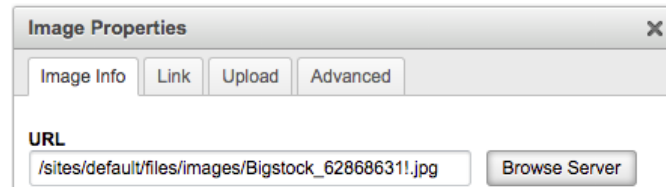
The image will be inserted and be visible in the Content Editor.
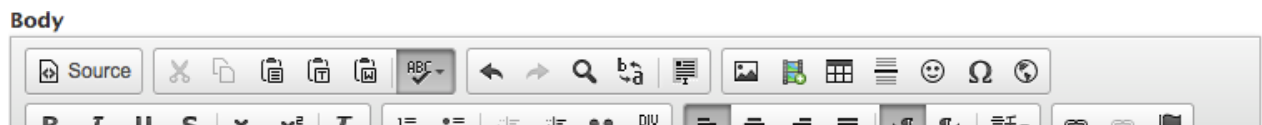
Resizing an Image Using the Content Editor

If an image added into a Content Editor is not the size required, the size can be adjusted directly in the Insert/Edit Image dialog. Alternatively, you can size the image before you upload it.

An image size can be set while you are uploading an image or at any time after you insert the image into the Content Editor.

If you are trying to size an image already inserted into the Content Editor, click on the image to **select** it and then click on the **Image** icon, shown below.
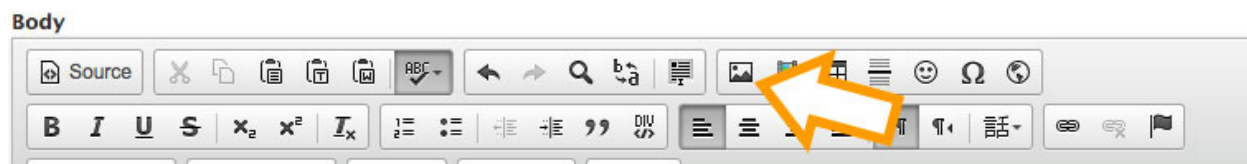
It will open the Insert / Edit Image dialog box. The **Width** and **Height** field will show the current size of the image. The **Constrain Proportions** icon 🔒 is checked by default. It is best to leave it checked, so that the image maintains its aspect ratio when resized. Otherwise the image may become distorted.

Input the desired image dimensions and click **OK**. If the **Constrain Proportions** is checked, inputting one dimension will automatically change the other dimension to maintain the image's aspect ratio.
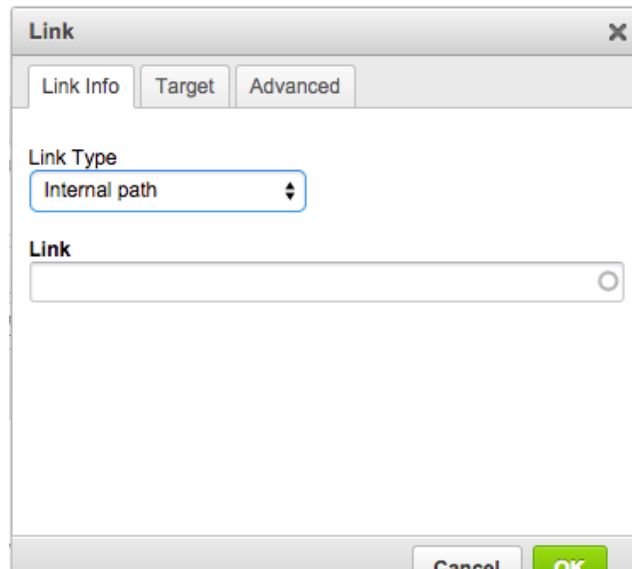
Adding Hyperlinks

Text or Image Hyperlink: A hyperlink is highlighted text or an image that links to any URL on your website or an external URL. To insert a hyperlink, select the image or highlight text you want associated with the link. Click on the icon shown in the image below.
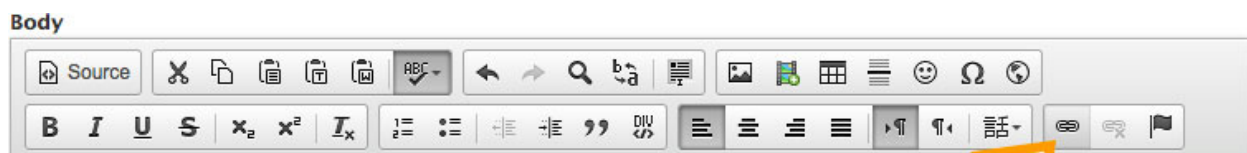
This will bring up the Link Dialogue box. Type or paste the URL you wish to link into the **Link**

field shown below.

Click **OK** and the link will be added to the text or image content you selected.

Note that you can assign a **Link Type** to a link. Links types include Internal path, URL, Link to anchor in the text, and Email.
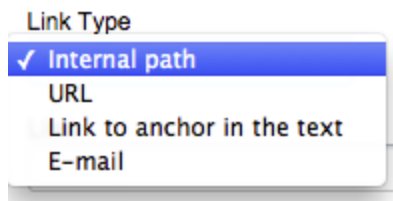
Click **OK** and the link will be added to the text or image content you selected.

Uploading and Linking to Files

You can also upload and hyperlink document files, such as a PDF, via the Content Editor. To insert a link to the file, highlight the image or text you want associated with the link. See example below. Click on the icon shown in the image below.

Body

This will bring up the Link Dialogue box. Choose the **URL** Link Type. You can paste the URL to the document you wish to link into the **URL** field shown below. You can also upload a file or choose an existing uploaded file via the **Browse Server** button.

Click **OK** and the link will be added to the text or image content you selected.

Inserting Tables

Tables are a great tool for displaying factual information and also can help in creating a block of images. Below is an example of a grid of logo images organized in a table of two rows and three columns via a Content Editor.

logos we've created

To add a table using the content editor, click on the **Table** icon shown below.

A dialog window will open. To create the table, fill in the options shown below.

You can set up the number of columns and rows for your table, cell padding and spacing, and alignment. If you wish to change border and background color go to **Advanced tab** in the Insert / Edit dialog.

When you are finished setting up properties for your table, click **OK** to insert the table into the editor.

Then you can fill up the table by simply inserting an image or text into each table via the Content Editor.
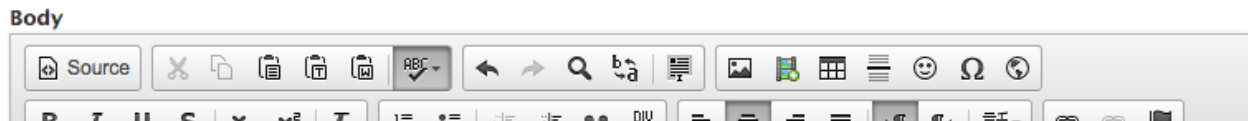
Embedding a Video

Videos are a great tool to engage the user and make the information on your website more comprehensive. You can upload a video from your computer or embed it from a video site.

Embed a video: To add a video from a video site, you need to first get the embed code. Popular video sites such as Youtube and Vimeo have options to give you code you can use to embed the video.

For example, on Youtube you can click the **Share** button. And then click the **Embed** button. It will then give you the code which you can copy.

Once you have the embed code, you have to add it to the content editor.

In your text editor click on the **Embed Media** button.

Paste the video embed code into the **File / URL** field and click **OK**.

You will now see a media item in the content editor. If you **Save** and load the page you will see the video on the page.
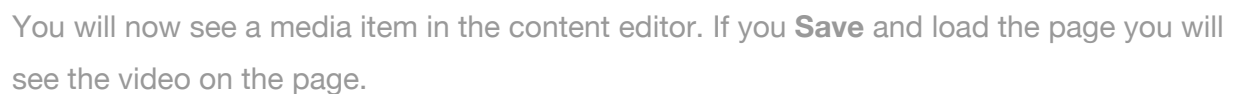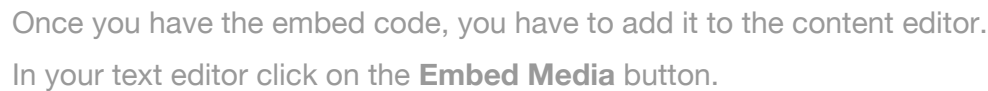
How to Publish Content Onto Your Site

You can create a piece of content and publish it on the site right away or defer for later. These options are available in the **Publishing Options** on the bottom of the Content type Editing interface.

To publish your content, check the **Published** checkbox and **Save**.

To unpublish content, simply uncheck the **Published** checkbox in the Publishing Options and **Save**. Unpublished pages cannot be viewed by anonymous users, only by logged in administrators.

There are 2 other options under the Publishing options tab. The first, **Promoted to front page,** will tell the system to display the article on the homepage. The other option, **Sticky,** tells the system to treat this item differently from other items of the same type.

Note: Promoted to front page and Sticky are theme specific and must be enabled to function as described above.

How to Set Custom URL Alias

URL Alias is essentially a path to a piece of content within your site. In the example below "/work/chaa-creek" is an alias.
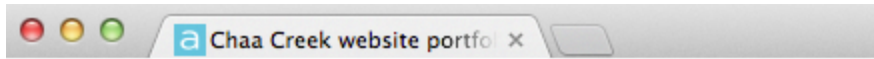
If you wish to customize the URL path to a content item, go to the bottom of the Content Type Editing interface where you will see a tab called **URL Path Settings**.

Uncheck the **Generate automatic URL alias** checkbox and type in your new alias into the **URL alias** field. **Save** the changes.

How to Set an Author

Depending on the way your site is set up some content (like blog posts, articles, or news) can be 'authored' in order for a particular user of the site to publicly get credit for a specific item of content. In the below example you can see a blog post authored by "todd" on the blog page of our site.

If you wish to change or add an author to a piece of content, go to the bottom of the Content Type Editing Interface.There you will see a tab called **Authoring Information** where you will be able to edit the author of this content for another existing user. You can also adjust the
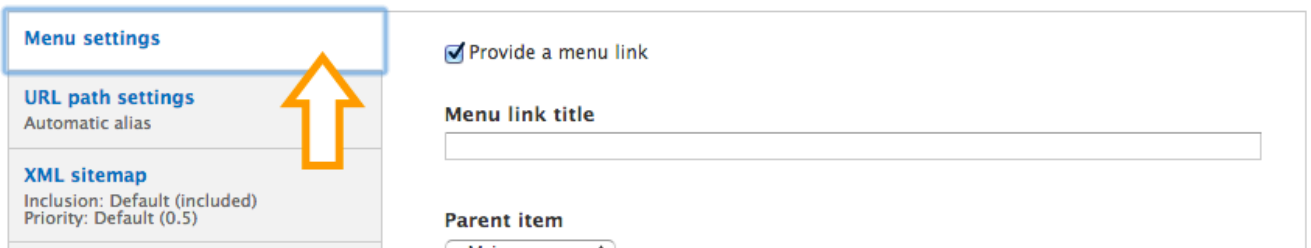
the date/time the content was created.

How to add a Page to a Menu

A published page must be added to a menu to appear in the navigation. To do so, navigate to the bottom of the Content type Editing Interface. A **Menu settings** tab allows you to place the page into any existing menus. To do so, click on **Provide a menu link**. Then:

- Enter the **Menu link title**. This is the text that will be shown in the menu.
- Choose the menu you want the link to live under in the **Parent Item** drop down.
- Set a **Weight**. Weight is the order in which it appears in relation to other items in a menu. The smallest number appears first in the list.

Managing Content Within Drupal Menu System

4

Finding Menus in Drupal

As we explained earlier, a menu is a simple hierarchy of paths from point A to X. There may be many menus associated with your website, but only a few may be relevant to your content management tasks.

The **Menus** link is found under **Structure** in the main Drupal CMS navigation. In the example below from our website, you will see several sub-menus under the **Menus** link. The sub-menus we use to manage content on our site include:

- Blog Tags: the menu of blog post categories in our blog section.
- Footer Links: menu for links in our website's footer.
- Main Menu: menu for our website's main navigation
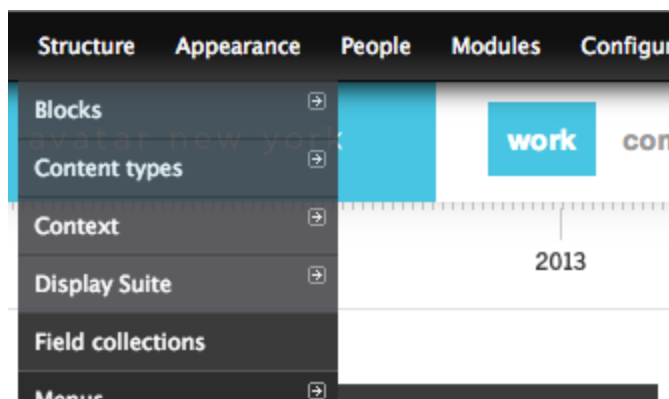
Other menus are used for development purposes or control non-content menus.

Main Menu

Top menu items will appear in the top navigation menu, as well as the side menu on pages where relevant.

The breadcrumbs and menu active states (both the main navigation and the top navigation) on the site are controlled by the menu. Below you can see how the Drupal main menu system is reflected in the top navigation of our website.

Avatar New York Drupal Main Menu

Avatar New York Website Top Navigation
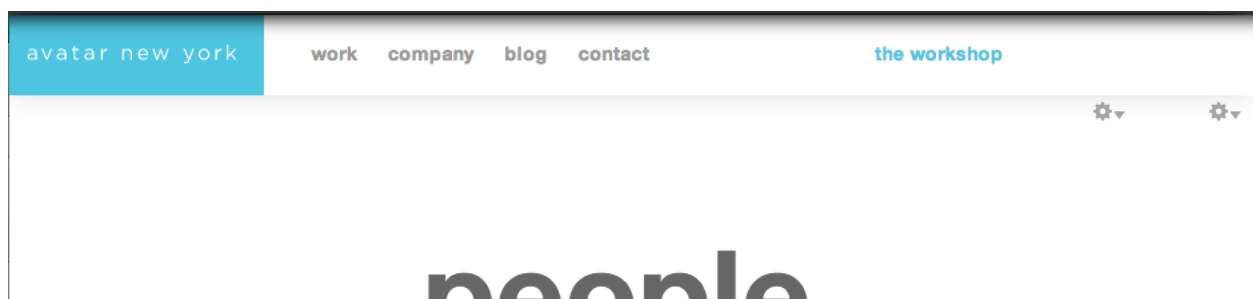
Please note that depending on the user role assigned to your account, you may see different options available to you, such as: Add, Rename, or Delete Menus. Be aware that the use of these options can negatively impact the layout of your site.

Access the Menu List

To see all the existing Menus, go to **Structure / Menus**.
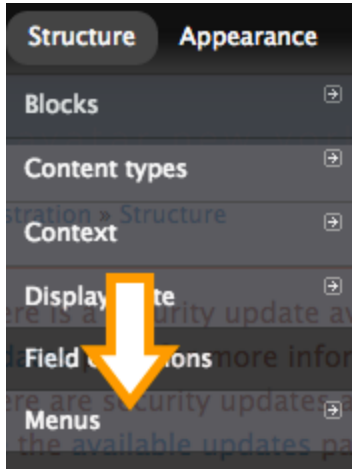
Menu Link Edit Option

Once viewing the Menu List, you can edit a link by first clicking **List Links**.

You will see a list of all the links in this menu. Click **Edit**.

In the edit tab that opens, you will be able to change the link's title, path, parent link, weight, and etc.

Menu link title *

design & dev

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

Path *

blog/web-design-and-development

Don't forget to save your changes by clicking the **Save** button on the bottom of the edit tab.

Rearranging Links in a Menu

Once viewing a menu, you can rearrange the order in which menu items appear and which parent menus they fall under by dragging and dropping using the ⊕ icon.

MENU LINK	ENABLED	OPERATIONS	
⊕ Facebook	☑	edit	delete
⊕ Linked In	☑	edit	delete
⊕ Twitter	☑	edit	delete
⊕ Google Plus	☑	edit	delete

When a menu item is moved, it becomes highlighted in yellow. To save the change, press the '**Save Configuration**' button at the bottom of the page.

Disabling a Link in a Menu

If you wish a page to not appear in the menu you must disable it from the menu list by unchecking the **Enabled** checkbox. To save the change, press the '**Save Configuration**' button at the bottom of the page.

Delete a Link in a Menu

Once viewing a menu, you can delete a link from a menu by clicking **Delete**. You will be asked to confirm the change.

Note: this action can NOT be undone.

Taxonomy

5

How to Add a Taxonomy Vocabulary

For general information on Taxonomy please refer to "Drupal General Content Definitions" in

the section 1 of this manual.
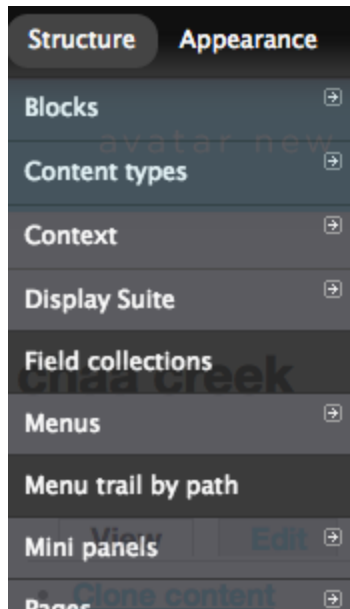
To add a Taxonomy Vocabulary:

1. Navigate to the Taxonomy **Structure / Taxonomy**.
2. Click **Taxonomy**.
3. Identify the Vocabulary Name that you wish to add categories to.
4. Select the **Add vocabulary**.
5. In the **Name** field, enter the vocabulary term.
6. Click **Save**.
7. Repeat if necessary.

How to Add a Taxonomy Term to a Taxonomy Vocabulary

First navigate to **Structure / Taxonomy**. You will see the list of all the existing **Vocabularies**.

It will bring up a tab shown below where you will be able to set up a name, description, parent terms, weight, url path, and etc.

How to Delete a Vocabulary

To delete a vocabulary click on **Edit Vocabulary**.

It will bring up an edit tab. Click on the **Delete** button and confirm.

Note: this action can NOT be undone.

How to Delete a Term from a Vocabulary

To delete a term from a Vocabulary, first click on **List Terms**.

A list of the term for the associated vocabulary will appear. Then click on the **Edit** link of the term you want to delete.

It will bring up an edit tab, scroll to the bottom of the tab and click on the **Delete** button. Confirm the action. **Note: this action can NOT be undone.**

CMS Users

6

Drupal 7 comes with functionality for creating user accounts with assigned roles. Users can be attributed multiple roles, where each role can be granted permissions that define what content users can view, edit and create.

View Existing Users

Click on the **People** link in the admin menu to get to a list of all the users on the site. You can use the filter tabs to narrow your search.
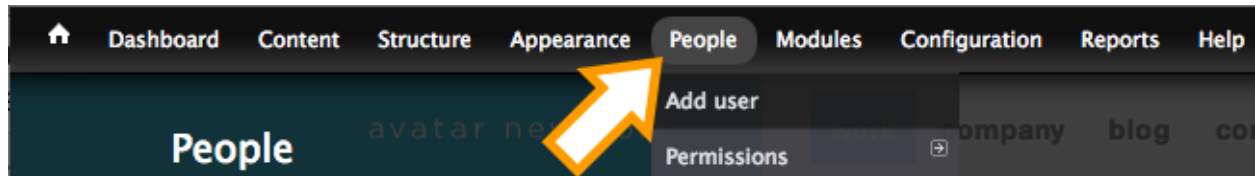
Add a User And Assign Roles
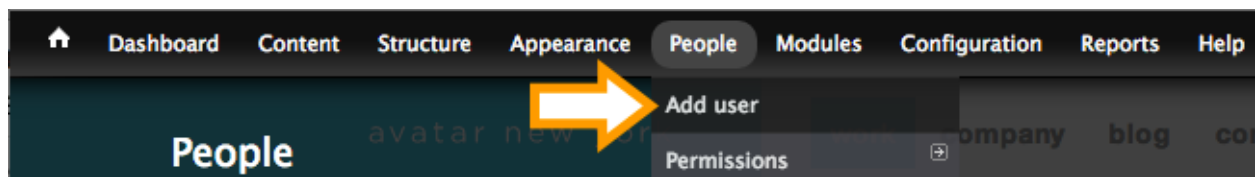
1. Select **Add User** from the People admin menu.
2. Fill in the **Username, Email address and Password**. These credentials will be used to access the CMS.
3. Check the **Active status** box. Active users will have access to the CMS whereas the blocked users won't be able to access the CMS.
4. Check the **Role** box. Different roles define what permissions the user will have.
5. Check the **Notify user of new account** box. That will send the email to the new user informing that the account was created for them.
6. Click the **Create New Account** button.

This web page allows administrators to register new users. Users' e-mail addresses and usernames must be unique.

Username *

enter user name

Create new account

Block or Delete a User

	USERNAME	STATUS	ROLES	MEMBER FOR	▼	LAST ACCESS	OPERATIONS
☐	antonina	active	• administrator	2 months 4 weeks		26 min 3 sec ago	edit

1. Click on the **People** link in the admin menu.

2. Click **edit** next to the person you wish to delete.

3. You can at this stage either **Block** the user from the site.

Status

⦿ Blocked

◯ Active

4. Or you can **Cancel Account** on the bottom of the tab to disable or delete the account and/or its content from the CMS.

Cancel account

4. If you select **Cancel Account** you will be presented with a number of disabling options.

Home » User account » antonina

When cancelling your account

⦿ Disable the account and keep its content.

◯ Disable the account and unpublish its content.

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