

NEBO SCHOOL DISTRICT DRUPAL BASICS

URL: (school).nebo.edu/user ←

Please Note:
This is your school's website,
NOT http://nebo.edu/user

Username: _____

Password: _____

Editing an existing page

- If the page is a menu item, click on the page under “Primary Links”
- If the page is not a menu item, select “Administer/Content Management/Content. A list of the created pages should appear
- Click on the edit tab

Creating a new page

- In left column under wm-(school), select “Create content”
- Select “page”
- Create title for page
- Open Menu settings
- Create Menu Link title
- Under “Parent item,” Select <Primary links> if the page will link from your main menu, or a parent link if it is going to be a “child.” (Parent links are listed at the bottom of the drop down menu).
- Select menu item weight
- Under the “Body” window, open the URL path settings. Enter a short name for the page
- Select “Save” at the bottom of the page

Managing Content

- Text
 - Enter text as you would in a typical text editor
 - Text font and color is managed through your site’s theme. They can be customized using HTML code
 - Font size is managed by selecting Heading options. The smaller the heading number, the larger the font.

- Tables
 - Use tables to arrange content on page
 - Click table icon on editor
 - Select number of rows and columns
 - Set border size to “1” to show borders and “0” to hide them
 - Set table width to 100 percent
 - To modify table format, right click on the table

- Hyperlinks
 - Navigate to the web page to which you want to link and copy the URL . The link can be to another page in the site, an attachment, or to an external web address
 - Select text or graphic to which you want to attach a link
 - Click hyperlink icon on editor
 - Paste URL

- Images
 - Graphics first need to be uploaded to your computer, then to Drupal
 - Select “Insert/edit image” icon from editor
 - Select “Browse Server”
 - Select “Upload” button on the top left of screen
 - Select “Browse.” Browse to graphic on your computer.
 - If you want to create a thumbnail image, medium, or large image, select the box
 - Select graphic and click “Upload” next the browse button
 - Select “Send to FCK Editor
 - In the “Alternative Text” box, enter a short description of graphic
 - Use the Align drop down menu to position graphic on page
 - Click “OK”

- File attachments
 - Open File attachments dialogue box (under main body editor)
 - Browse to desired file (jpg,gif,txt,doc, xls,pdf, ppt,pps, etc.)
 - Select file and click “open”
 - Click “attach”
 - The file will appear in a list
 - If the box under “list” is checked, a link to the file will automatically appear at the bottom of your page under a heading “attachments”
 - Alternatively, the URL under the listed file can be copied and hyperlinked into your page using the instructions under hyperlink

Creating a menu item to an external link

- Select Administer/Site building/Menu
- Select Primary links
- Select Add item tab
- Enter the URL path
- Enter the Menu link title