

Drupal How-To's

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How to log into Drupal:

First, make sure you are logged into Drupal if you are ready to do any editing:

<https://dese.mo.gov/user>

Note: Once you log in, to edit a page, ensure the address starts with **https** and not http, if you jump to the regular http address, it will no longer show your login menu.

How to edit a page

To locate a page for editing:

1. Navigate to the address you want to edit by either selecting it from a browser bookmark, pasting in the address or navigate from the homepage (example: <https://dese.mo.gov/college-career-readiness/assessment>)
or
2. Shortcuts – Find content – and do a full or partial search for the page name

Select the “Edit” tab

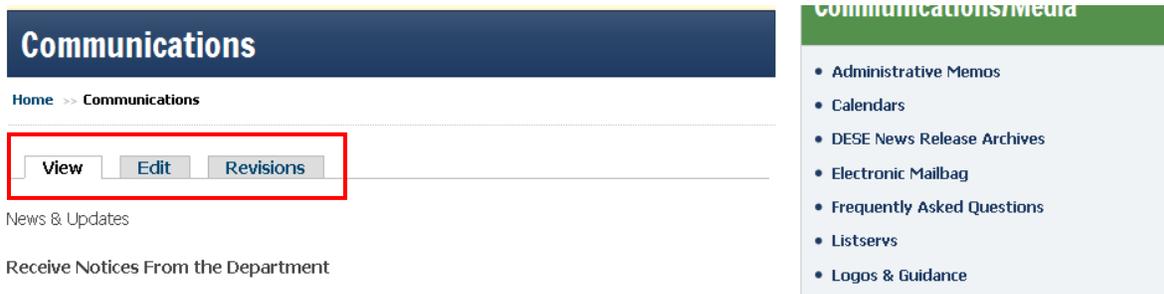
View vs. Edit vs. Revisions tab

View: This is equivalent to ‘Browser View’ only you will see your login menu at top

Edit: This is edit mode to edit the page

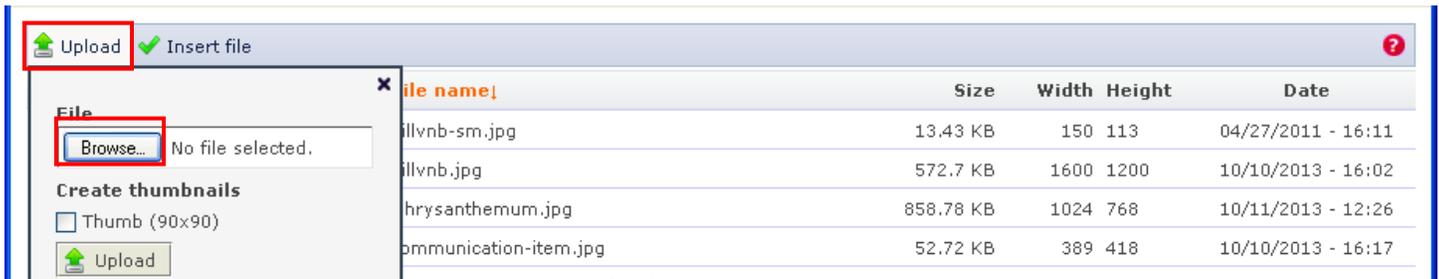
- “**Preview**” button at bottom while in Edit Mode – this gives you the ability to preview the content before hitting save. It will show the content portion only and not the content within the template.

Revisions: Every time you hit save, a revision is saved. This gives you the ability to look at an old version, revert back to an older version of the page, or see who last edited or made any other prior revisions to the page.

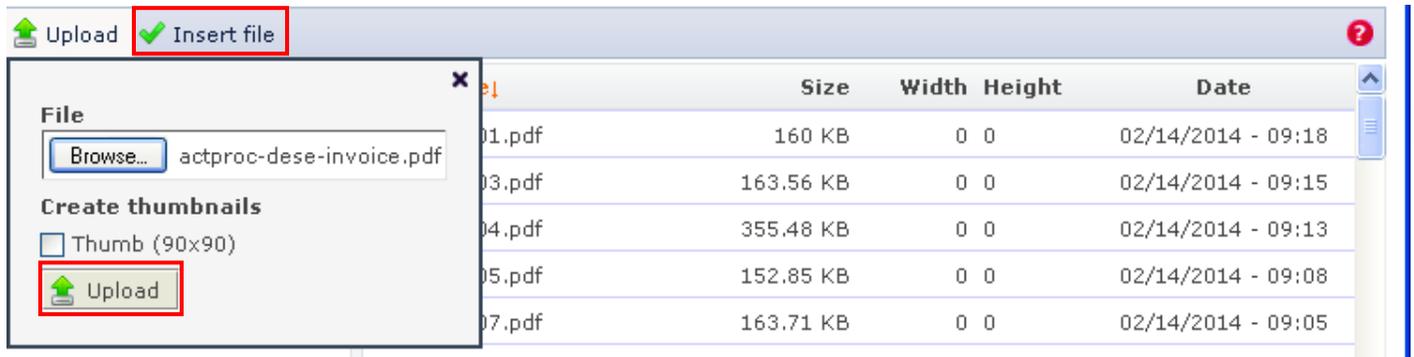


Uploading a NEW file as you create your link (pdf, word, etc)

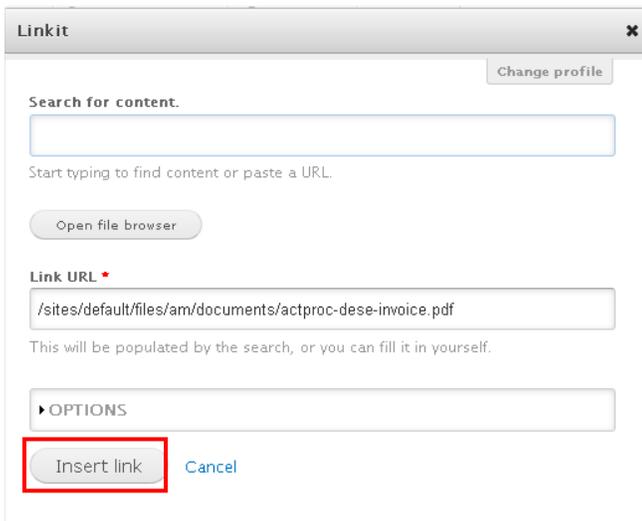
- Create/highlight you link text.
- Select the linkit button
- Click File browse button -
- Browse server button, then next screen Upload



- Browse to your I drive to locate the file and select Open
- Select Upload, then Insert file - the file will upload to a files folder on the Drupal server.



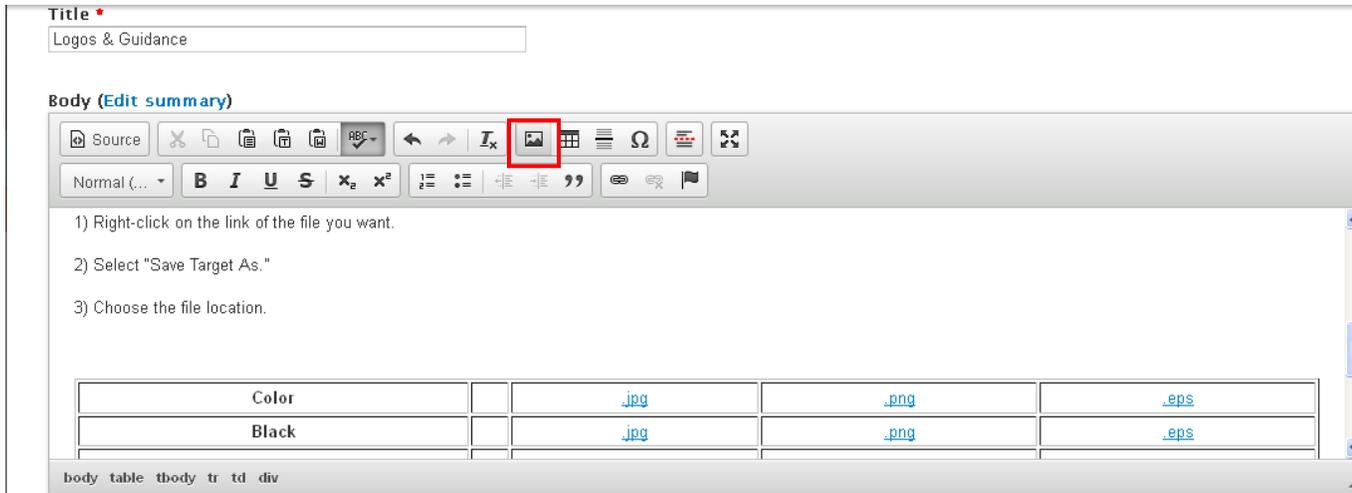
Then Insert link



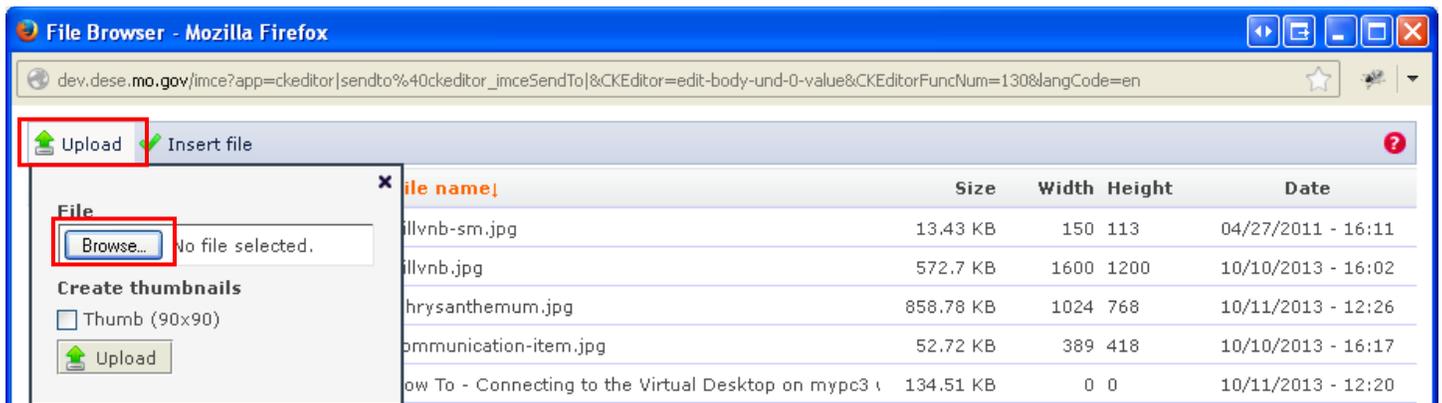
NOTE: If you notice as you upload the file that appends an _0 or any _number to the end, this indicates the file already exists on the server. At this point, you should cancel and link to the version that is already located in the Drupal file library. **If you are wanting to update a file which already exists on the server, see directions for replacing a file that is already in the file library.**

How to upload new images

Place cursor in location to insert and choose the 'image' button.



Select Browse Server button, Upload, then browse:



Locate image on network drive and select, then select Upload, then Insert file



The next screen, add your alt attribute (alternative text for Section 508 Compliance) and set image size to **mo.gov site**. Setting this image size sets the image to resize and adjust properly no matter what device is accessing the web page (responsive design).

URL

The alt attribute may be used by search engines, and screen readers.

Image Alignment

Image size (required)

The title attribute is used as a tooltip when the mouse hovers over the image.

Preview



NOTE on images:

1. If you notice as you upload the file that appends an **_0** or any **_number** to the end, this indicates the file already exists on the server. At this point, you should cancel and link to the version that is already located on the Drupal file library. If you are wanting to update a file which already exists on the server, see directions for replacing a file that is already in the file library.
2. For proper image sizing, please size your images ahead of time to the size you need it for desktop view of the page. Then the image will size down accordingly for smaller devices. You cannot resize images within the Drupal editor.

How to Update/Replace a File/image that is already in the File Library

Go to “Content” tab, then “Files” tab

Dashboard **Content** Structure Configuration Help

Content **FILES** WEBFORM

Home » Administration » Find content

[+ Add file](#)

Name Type User

OPERATIONS

<input type="checkbox"/>	NAME	TYPE	USER	SIZE	UPLOADED			
<input type="checkbox"/>	DESE-Torch-bw.png	Image	Lainie	5.72 KB	11/18/2013 - 15:50	Edit	Usage	Delete

Here you can search through the files list by typing part or all of the file name. You can also filter by file type or the user who uploaded it. Then hit apply. Once you locate it, choose “Edit”

The screenshot shows the 'Content' management interface. At the top, there are tabs for 'CONTENT', 'FILES', and 'WEBFORM'. Below the tabs, the breadcrumb path is 'Home » Administration » Find content'. There are 'List' and 'Thumbnails' view options. A '+ Add file' link is visible. The search filters include 'Name' (with 'logo-' entered), 'Type' (with a dropdown menu open showing options: '- Any -', '- Any -', Audio, Document, Image, Video), and 'User'. There are 'Apply' and 'Reset' buttons. Below the filters is an 'OPERATIONS' section with a dropdown menu. At the bottom, a table lists files with columns: NAME, TYPE, USER, SIZE, and UPLOADED. The first row shows 'logo-guidelines.pdf' by 'Lainie' (302.88 KB, uploaded 11/15/2013 - 16:28). The 'Edit' button for this file is highlighted with a red box.

	NAME	TYPE	USER	SIZE	UPLOADED			
<input type="checkbox"/>	logo-guidelines.pdf	Document	Lainie	302.88 KB	11/15/2013 - 16:28	Edit	Usage	Delete

Then you will choose Replace file – browse. Locate the file on your network drive. Make sure the name is exactly same.

The screenshot shows the 'Edit document' interface for 'logo-guidelines.pdf'. At the top, there are tabs for 'VIEW', 'EDIT', 'USAGE', and 'DELET'. The breadcrumb path is 'Home » logo-guidelines.pdf'. The 'Name' field contains 'logo-guidelines.pdf'. Below the name is a document icon. The 'Replace file' section is highlighted with a red box and contains a 'Browse...' button and the text 'No file selected.'. Below this, there is a warning: 'This file will replace the existing file. This action cannot be undone. Files must be less than 20 MB. Allowed file types: pdf.'

Then hit save and the file is now updated.

The screenshot shows the 'Edit document logo-guidelines.pdf' interface. At the top, there is a navigation bar with 'Dashboard', 'Content', 'Structure', 'Configuration', and 'Help'. Below this, the document title 'Missouri Department of Education Edit document logo-guidelines.pdf' is displayed, along with 'MO.gov', 'Governor Jay Nixon', 'Find an Agency', and 'Online Services'. There are buttons for 'VIEW', 'EDIT', 'USAGE', and 'DELETE'. The main content area shows the file name 'logo-guidelines.pdf' in a text box. Below that is a document icon. A 'Replace file' section contains a 'Browse...' button and the filename 'logo-guidelines.pdf'. A note states: 'This file will replace the existing file. This action cannot be undone. Files must be less than 20 MB. Allowed file types: pdf.'

Upload multiple files to the library at once

An alternative to uploading files as you link them is to upload multiple files at once.

Menu → Content → Files Tab → Add File →

You can either drag files from a Windows Explorer window or choose + Add files

Select one or more files and select “Start Upload”

The screenshot shows the 'Add file' interface. At the top, there is a navigation bar with 'Dashboard', 'Content', 'Structure', 'People', 'Configuration', 'Reports', and 'Help'. Below this, the title 'Home Add file' is displayed, along with 'UPLOAD', 'REMOTE', and 'WEB' tabs. A table lists files with columns for 'Filename', 'Size', and 'Status'. The files listed are: '2014-SLC-Evaluation-Form.pdf' (60 KB, 0%), '2014-SLC-Health-Form.pdf' (34 KB, 0%), '2014-SLC-Leaders-to-Watch.pdf' (289 KB, 0%), and '2014-SLC-Letter.pdf' (135 KB, 0%). Below the table, there are buttons for '+ Add files' and 'Start upload'. A note states: 'Files must be less than 20 MB. Allowed file types: jpg jpeg gif png txt doc docx xls xlsx pdf ppt pptx pps ppsx odt ods odp mp3 mov mp4 m4a m4v mpeg avi ogg oga ogv weba webp webm.' At the bottom, there is a 'Next' button.

Filename	Size	Status
2014-SLC-Evaluation-Form.pdf	60 KB	0%
2014-SLC-Health-Form.pdf	34 KB	0%
2014-SLC-Leaders-to-Watch.pdf	289 KB	0%
2014-SLC-Letter.pdf	135 KB	0%
+ Add files	562 KB	0%

Select next and then hit save. You do not need to add a title.

There is also a “remote” and “web” tab to upload files straight from other web sites. (not sure what the difference is between these two, they both ask for a URL). Typically, you would not want to do this as we usually store local copies of files on our I drive and that would be skipping this step.

How to link to files when you have added them via multi-file upload

Highlight your text and choose linkit

Choose open file browser and locate the file, choose insert link, then insert link again. Repeat for other files

Linkit ✕

[Change profile](#)

Search for content.

Start typing to find content or paste a URL.

[Open file browser](#)

Link URL *

This will be populated by the search, or you can fill it in yourself.

▶ **OPTIONS**

[Insert link](#) [Cancel](#)

NOTE: do not use “**search for content**” to link to uploaded files. If you do, it will link to it incorrectly. Use “**search for content**” to link to other **website web pages**.

Linkit ✕

[Change profile](#)

Search for content.

File
eel-exl-sl-K-12-SL-Toolkit.pdf
eel-exl-sl-service-learning-cycle.pdf

Link URL *

This will be populated by the search, or you can fill it in yourself.

▶ **OPTIONS**

[Insert link](#) [Cancel](#)

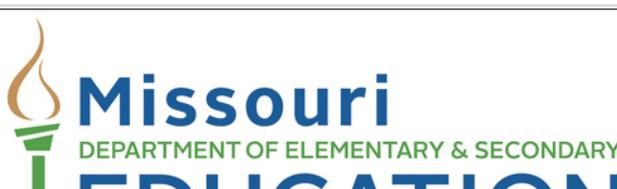
How to Edit Table Properties

Click somewhere inside the table, and right-click table prop

Body [\(Edit summary\)](#)

Source

Normal (...) **B** **I** **U** **S** x_2 x^2

Color		.jpg	.png	.eps
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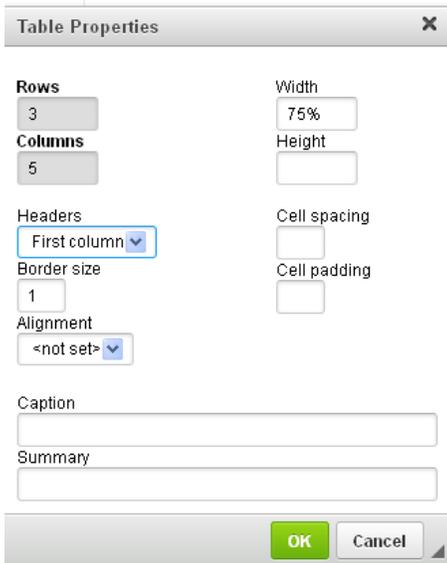
body table tbody tr td div img

[Switch to plain text editor](#)

Text format Full HTML [More information about text formats](#)

You can adjust several settings: Width, Height, spacing, padding, Headers, border, alignment, etc. Always choose percentages for widths.

Section 508 Compliance: If it is a data table and the first row is the table headers, you would choose headers - first row. If the first column was data headers, you would choose Headers - first column. If both first row and first column are data headers, choose both.



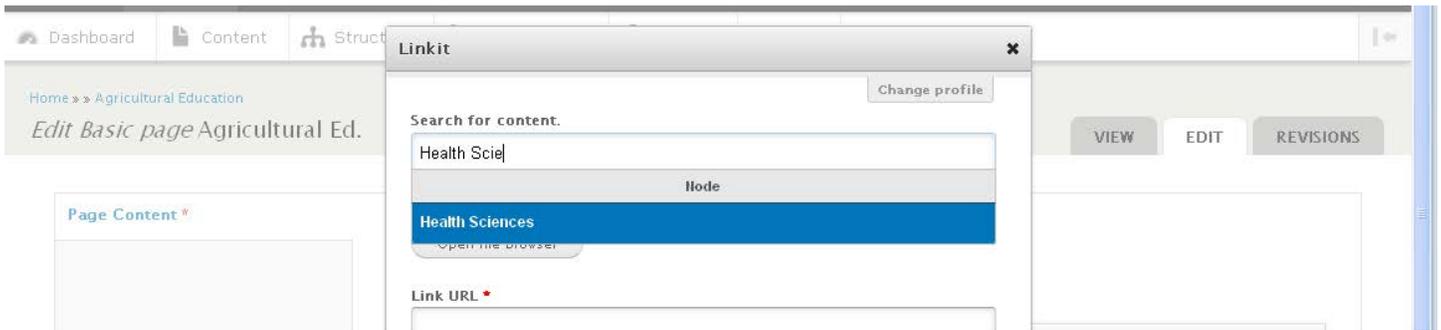
How to add links to other Drupal web pages within the site

In this example, we are linking to the “Health Sciences” homepage.

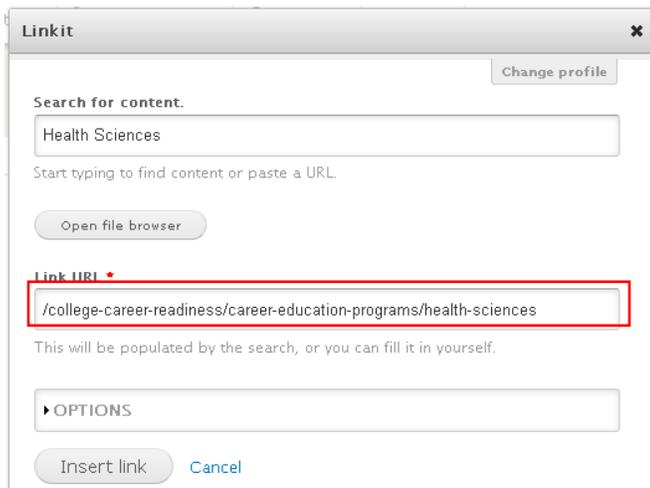
Highlight your text and select the “Linkit’ button

The screenshot shows the Drupal administrative interface for editing a page titled "Agricultural Ed.". The "Page Content" area is empty. The "Title" field contains "Agricultural Ed.". The "Body (Edit summary)" field has a rich text editor with a "Linkit" button highlighted in a red box. Below the editor, a "Quick Links" section shows a link to "Health Sciences".

To locate the page, you will need to know all or part of the page title. In this case, I will type “Health” and it will start auto-displaying several options, including those from the downloadable files library. Continue to type and it will narrow down your search.



Select Health Sciences and then you will see the address populate in the link URL. This will also help confirm if this was the intended file to link to. Select Insert link.



You can also paste in a web page address if you want. Just make sure to format it like the below, not including dese.mo.gov at the beginning.

Example:

/college-career-readiness/career-education-programs/health-sciences

Adding External Links

You can also paste in external links.

Highlight your text and select the “Linkit’ button

- [2013-14 scholarship application](#)

JoAnne Newcomer Scholarship

The Joanne Newcomer Scholarship is a state project. Chapters that participate in the Joanne Newcomer scholarship state project should complete a project form online at [FBLA](#) to receive recognition.

body p

[Switch to plain text editor](#)

Text format Full HTML ▾

[More information about text formats](#) ?

- Images with a data-picture-group attribute will be responsive, with a file size appropriate for the browser width.
- Web page addresses and e-mail addresses turn into links automatically.

Paste in your address in Link URL, then expand “Options” and under Target select “_blank”. This will open the page into a new window.

The screenshot shows a dialog box titled "Linkit" with a close button (X) in the top right corner. At the top right of the dialog is a "Change profile" button. Below it is a "Search for content." section with a text input field and the instruction "Start typing to find content or paste a URL." Below the search field is an "Open file browser" button. The "Link URL" field is highlighted with a red rectangle and contains the text "http://www.missourifbla.org". Below this field is the text "This will be populated by the search, or you can fill it in yourself." The "OPTIONS" section is expanded, showing several fields: "Classes", "Relationship", "Id", "Title", and "Target". The "Target" dropdown menu is open, showing the following options: "self", "blank" (which is highlighted in blue), "_parent", and "top". At the bottom of the dialog are "Insert link" and "Cancel" buttons.

How to save a draft of a page

This is currently not available.

How to send a page to a publisher to be published

This is currently not available.

Linking to an email address

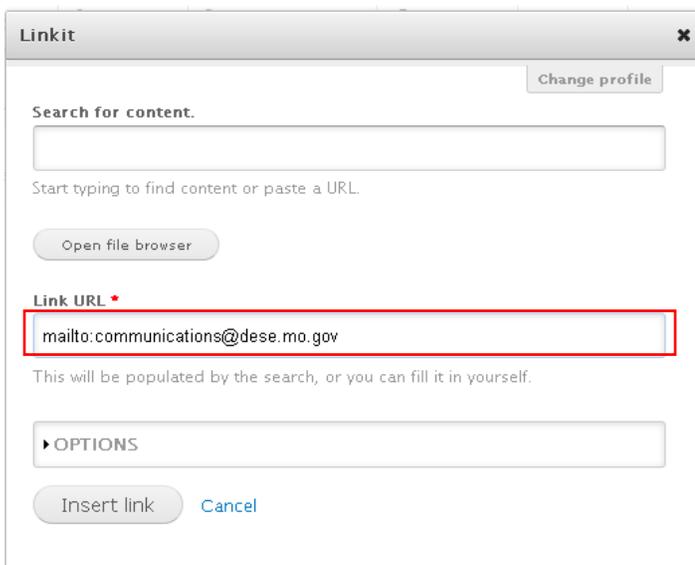
Note: this feature needs to be updated in the Drupal editor. There is an automated way to do this.

For now, this is how you do it.

Highlight text to create link – select Linkit button

In Link URL, type:

mailto:(email address) and select insert link



Linkit

Change profile

Search for content.

Start typing to find content or paste a URL.

Open file browser

Link URL *

mailto:communications@dese.mo.gov

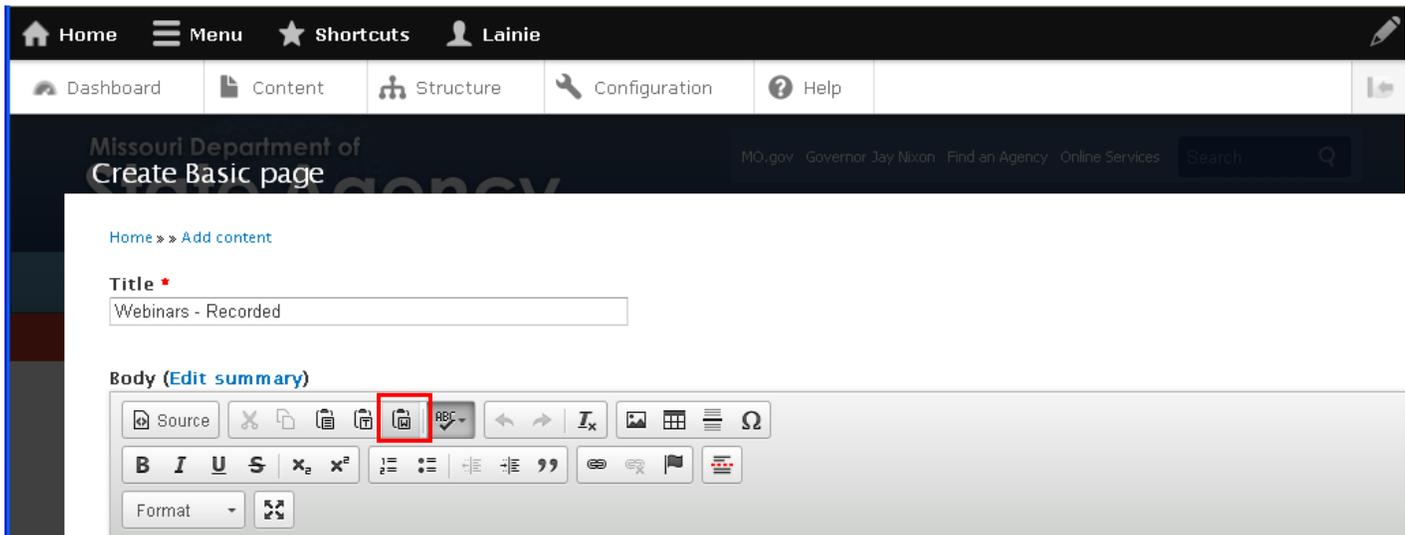
This will be populated by the search, or you can fill it in yourself.

OPTIONS

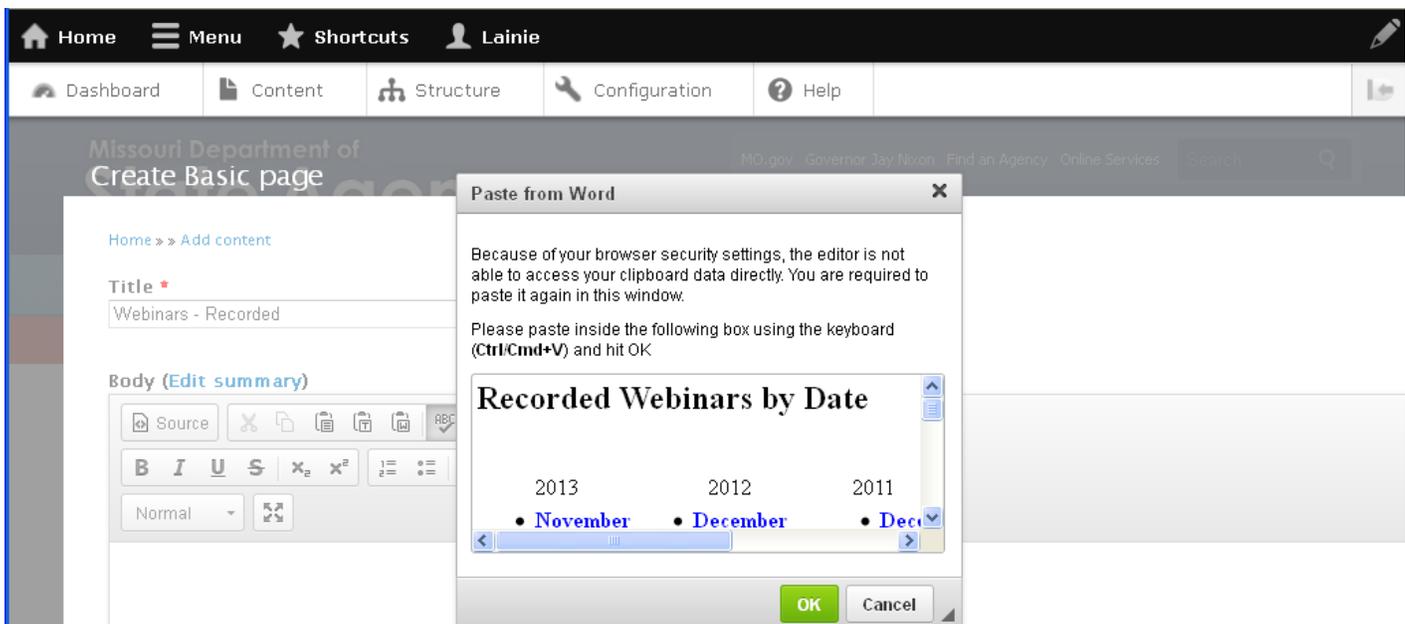
Insert link Cancel

How to copy and paste content into a page

1. Navigate to your source file and select Ctrl + C the content. Come back to your Drupal page, insert your cursor in the correct location and select “Paste from Word” button (this will retain links and other formatting like bulleted lists, etc.)

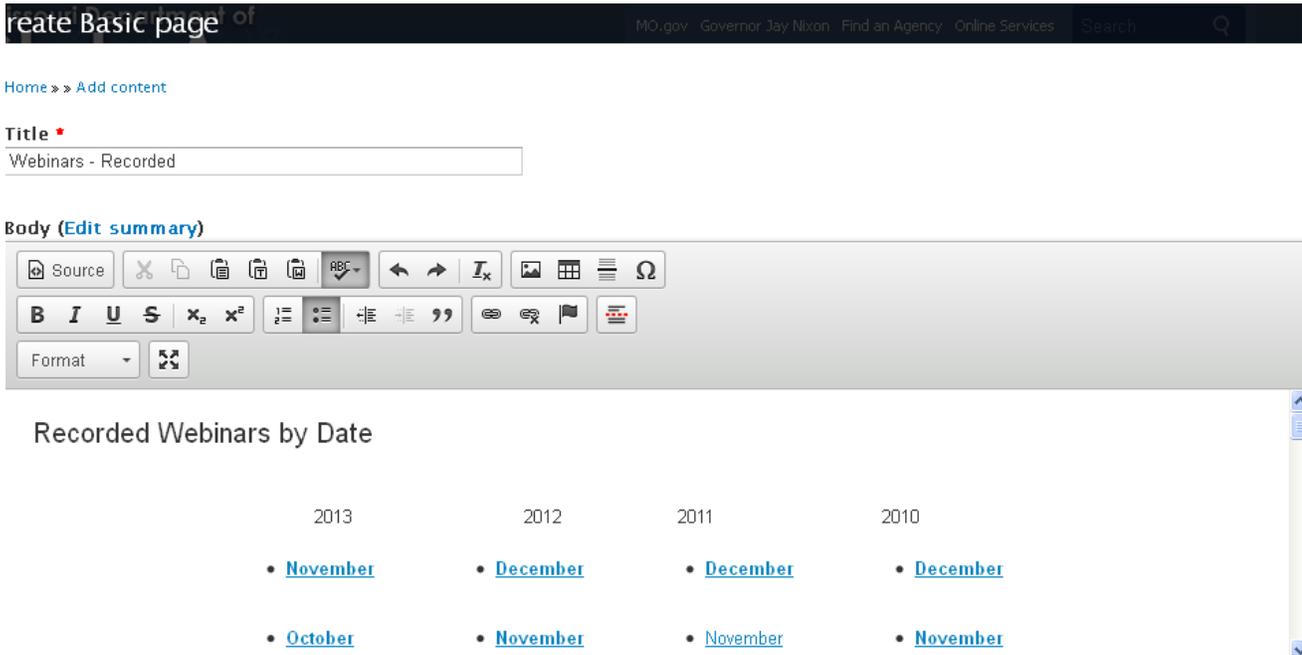


2. Select Control + V to paste into box. Select OK.



3. If you have any secondary headings within the page like the below, go ahead and double-check they are set to "Heading 2" under "Format".

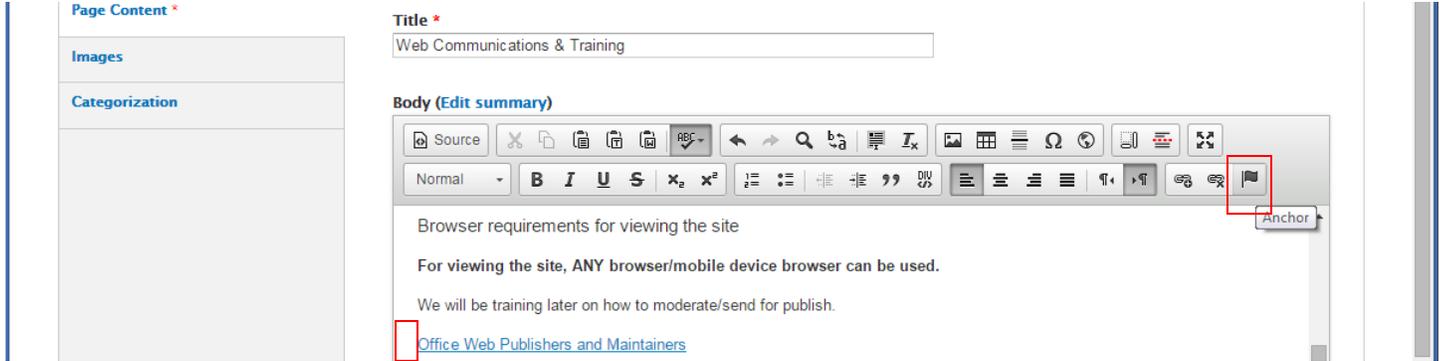
If you have embedded links in the content to downloadable documents, etc. You will need to ensure they are correct and/or upload the files to the server.



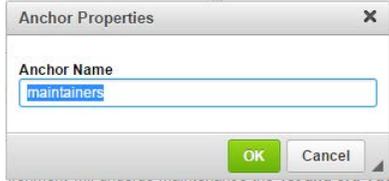
How to add section anchors

Place your cursor in front of the line you want to set the anchor down in the content.

Click the anchor button



Set you anchor – (no spaces) – remember what you named it or copy it.



Go to your text at the top where you will set your link and click your link button

