

Biocom Drupal Content Management Guide

DEFINITIONS

Drupal: An open source Content Management System. A giant database of information that makes up a website and it's pages of content.

Content Types: "Container" with various text fields to form nodes. A content type can be a page, a news story, a faculty page or anything else that is needed on a site.

Views: A programed display of fields within a particular content type. Biocom will usually deal with creating or altering existing views.

Block: A specific type of content node or view that can be assigned to regions within Drupal.

Regions: Areas within a Drupal theme that content is assigned to.

Nodes: Pieces of content made up of content types, blocks or views

GUIDELINES FOR ADDING TEXT

Pasting Text Into A Text Field

When pasting text into a multi-lined text-field **ALWAYS** paste text into a text field as Plain Text. You will *always* have a button in the multi-lined text field that will let you "Paste As Text".

All text formatting **MUST** be done within the Drupal Text Field Editor. If you need additional formatting options check the **Input Format** link below the text field and be sure to select "**Full HTML**". If, after that, you are still needing additional text formatting options contact Biocom.

IMAGES AND FILES

Remember that all images and files (PDF, Word documents, Powerpoint) need to be uploaded to the web server to be made available for internet viewing or download.

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ADDING LINKS

Text links to other websites, pages or email link

- Log in to the site.
- Navigate to the page that you want to add the link to.
- Click the edit tab at the top of the page.
- Scroll down to the body content field. It looks like a text editor window.
- Highlight or enter the text that you would like to be linked.
- Click the Link button
- When you click on the Link button a window will pop up.
- Select the type of link in the dropdown.
 - URL equals pages within the site or outside website
 - For pages within the site enter or paste the page url.
 - For outside web pages enter the web address and click on the Target tab at the top of the window. Select New Window
 - Email
 - Enter the email address
- Click OK

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UPLOAD AND LINK PDF FILES

- Log in to the site.
- Navigate to the page that you want to add the pdf file and link to.
- Click the edit tab at the top of the page.
- Scroll down to the body content field. It looks like a text editor window.
- To make a file usable on the web it first has to be uploaded to the server.
- Highlight the text that you want to be the link to the pdf file.
- Click the Link button
- When you click on the Link button a window will pop up.
- In that window you will see a button that says Browse Server.
- Click that.
- Yet another window will open. It is here where you will upload the pdf file.
- Click the Upload link in the upper left corner.
- Browser to the file on your computer and upload.
- You will then see the file in the main window in the right column.
- Be sure that file is highlighted then click the Insert File link in the upper left.
- Click OK
- The text should now be linked to the PDF file.

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ADDING IMAGES

- Log in to the site.
- Navigate to the page that you want to add the inline image (an image displayed within the text of a page).
- Click the edit tab at the top of the page.
- Scroll down to the body content field. It looks like a text editor window.
- To make an image viewable on the web it first has to be uploaded to the server.
- Place the cursor where you would like the image to be placed. Usually at the beginning of a paragraph works best.
- Click the Image button
- When you click on the Add A Link button a window will pop up.
- In that window you will see a button that says Browse Server.
- Click that.
- Yet another window will open. It is here where you will upload the pdf file.
- Click the Upload link in the upper left corner.
- Browser to the file on your computer and click upload.
- You will then see the file in the main window in the right column.
- Be sure that file is highlighted then click the Insert File link in the upper left.
- You should now see the first tiny window again. It is here where you can size and position your photo.
- You can align the image to the right or left of the text. The text will wrap around the image.
- You can adjust the height and width of the image. Both values are linked so changing one will change the other to keep the image in proportion.
- Add some horizontal and vertical 'breathing' space around the image.
- Click OK
- The image should now be placed within the text field.