

Drupal Training – Website Editors

Before you get started

- 1. OIT Security Request Form**
apps.csustan.edu/securityrequestform/
Choose "CSU Stanislaus Website (www)
> Website Contributor"
- 2. Login to Drupal**
www.csustan.edu/login
Login using Warrior ID
- 3. Use most current Web browser**
Chrome or Firefox
- 4. Send questions to webupdate@**

Known Issues:
- none that we're aware of

Quick tips:

Edit > Undo or keyboard shortcut: Control + Z

Shift + Enter/Return = single space

Document files names: Use hyphens (-) and underscores (_), no spaces and no special characters

I. Start Editing

- A. www.csustan.edu/login and Warrior ID
- B. After logging in, browse to page to edit
 - 1. Click on site/group name listed
 - 2. Or type in the URL in the address bar
- C. Click "New Draft" to make desired changes as you would in MS Word

[View published](#) [New draft](#) [Moderate](#)

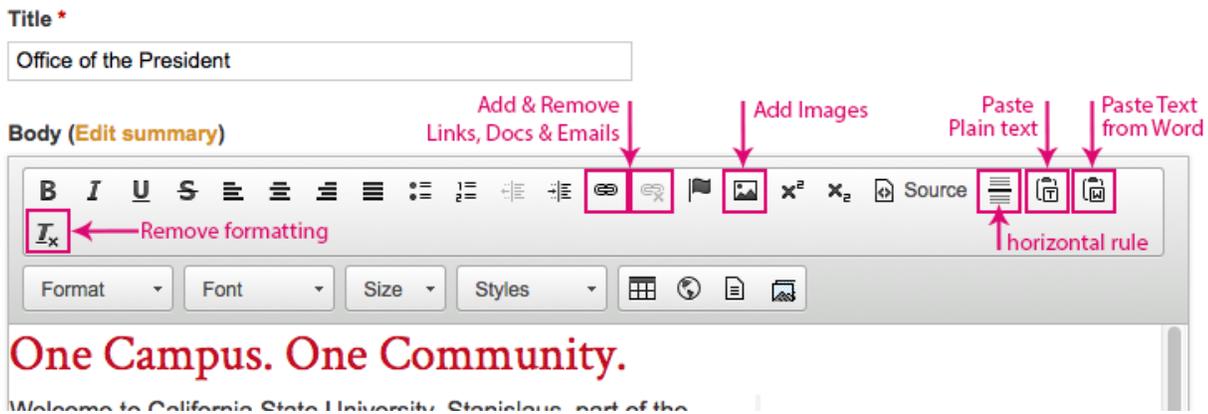
Click "Edit Draft" if the page has previous edits that have not been published yet.

Financial & Support Services Gateway



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Our leaders and staff are committed to providing excellence in service to the entire campus community. Our objective is to provide the highest quality of customer service; effective resource management; an attractively



II. Adding Links

A. Add links to text or images

1. Highlight/select text/image to be linked, Click on the Link tool
2. Type or paste the URL path in the field
3. Open link in new window – Only use when linking to site outside of the university website (i.e. google.com)
 - a) Click Target tab
 - b) Select “New Window (_blank)”
4. *Accessibility check*
 - a) *Link text should be descriptive enough, “click here” discouraged*
 - b) *Click “Advanced” tab and enter “Advisory Title” to either clarify the purpose of the link or when a link opens in a new window*

B. Add email links

1. Select/highlight text to be linked, Click on Link tool
2. Select “E-mail” from the Link Type dropdown
3. Type or paste the email address in the field

C. Remove links

1. Place cursor in linked text
2. Click the Unlink tool

D. Document links

1. Select/highlight text to be linked, Click Link tool, Browse Server button, Select appropriate folder where files are to be saved, Click Upload

2. Click **Add files, browse local computer to locate files and click Open**,
Files with the following extensions are allowed: gif, png, jpg, jpeg, pdf, zip, doc, docx, ppt, pptx, xlsx, xls, xlsx, xlsb, xltm, xlam
3. Click **Upload button (second upload button at bottom of window)**
4. Make sure file to be added is selected and click **Insert file**
5. *Accessibility check*
 - a) *Make sure documents linked are accessible*
 - b) *Contact Tawn Gillihan at (209) 667-3470 to learn more*

III. Add Images

Full width: 710px max and Align left/right: 350px or less

- A. Place cursor where image is to be added
- B. Click **Image tool**
- C. **Browser Server (to locate previously uploaded image or upload new one)**
 1. Navigate directories to locate previously uploaded image and click **Insert file**
 2. To upload new one: **Upload > Add files > Locate files and click Open > Click Upload (second upload button at bottom of window) > Confirm image is selected > Click Insert file**
- D. Select **Alignment options** to place image left or right
- E. *Accessibility check*
 1. *Enter "Alternative Text" brief descriptive text*
 2. *Avoid images that have text unless you can provide text alternative*

IV. Editing Tables

- A. Click **Table icon** to add new table
- B. **Right-click** in existing table to add columns/rows, merge cells, delete table or get table properties

V. Revision Information

- A. To save a draft

1. Scroll to the bottom of the page
 2. Click Save
- B. To send page for publishing, scroll to the bottom
1. Click Revision Information
 2. Add note or instructions in Revision log message box
 3. Select Needs Review from Moderation state drop down
 4. Click save

VI. Adding a New Page

- A. Click Add content and choose Page
- B. Enter Title exactly as it should appear on the page and in the URL
- C. Enter content in Body box
 1. Or save draft and enter text later
 2. When pasting from Word use Paste as Plain Text or Paste from Word icons
- D. Select department in Groups audience box
- E. Slides only work on landing/main pages, ignore on other pages
- F. Under menu settings, check Provide a menu link
 1. Copy and paste page title in Menu link title, revise if too long, but keep close to page name as much as possible, if need be shorten page name to match Menu link title
 2. Description is optional
 3. Enter Weight if you know where it should go in the menu, else leave as is and enter instructions to where it should go when sending for publishing
- G. Revision information, enter notes/instructions as needed
- H. Click Save
 1. The CMS forces you to save a draft the first time.
 2. If coming back to finish at a later time, be sure to note the URL path.
 3. To send page for publishing, click Edit Draft and follow instructions in Section V, B.



VII. Adding Slides

4 Slides can be added to a department's main/landing page only. The images need to be pre-sized at 1020px x 300px dimensions. Save images for web. Rotating sliders can be linked.

A. Click Add content and choose Slide

1. Enter Title (Link Title and URL if applicable)
 - a) Name files starting with site name and image description
for example: PPA-Students walking on campus
2. Choose File to browse for image saved on your computer
3. Scroll to the bottom of the page and click Save
4. Repeat for remaining images

B. To add slide on main/landing page

1. Scroll to Slides section
2. Start typing the Title of the slides added in steps above, i.e. "PPA..." and the remaining title will populate, select title to set
3. Click Add another item to add remaining 3 images
4. Send page for publishing, follow instructions in Section V, B.



VIII. Top Links

- A. "Grey links" located directly below the site's main navigation
- B. Must be added/edited from the site's landing/main page
 1. New Draft, Scroll to section labeled "Top Links"
 2. Enter "Title" and the URL path
 3. Send page for publishing, follow instructions in Section V, B.

