**Updating a Site in Drupal**

If your site has already been set up and the theme added on the Drupal server, you are able to add content to the site.

You should be able to find your site at a URL similar to the following:

`sitename.cas2.lehigh.edu`

**Where sitename = your website’s name**

**Logging In**

We will use the STS site as an example. Enter the URL `sitename.cas2.lehigh.edu/user`. So, if you were logging into sts.cas2.lehigh.edu, you would see something like the following image:

![Login Screen](image)

Enter your username and password. Your screen should now look something like this:

![Logged In Screen](image)

(***Note: You will not have the black menu bar at the top unless you are a site administrator.***)
Adding a Page and New Content
You may need to add a page to your site. In order to do this, go to the gray menu bar at the top of your screen and click on “Add content.”

A screen should come up allowing you to choose which type of content you are adding.

In most cases, you will want to just select “Basic page”:

After clicking on “Basic page” you will be brought to a WYSIWYG (“what you see is what you get”) content editor where you will edit the content of your site.

(Note: We will talk about “Adding and Formatting Different Types of Content” in the section below, where you will find information on adding tables, images, links, etc.)

Title: Type the name of the page (e.g., “Home,” “About Us,” “Contact,” etc.) in the Title field.
Setting up WYSIWYG editor: Below the Body field (the large box in which you would type your content), you should see a drop-down menu labeled “Text format” directly below blue words which read “Disable rich text.”

If you already have content prepared, you can copy and paste it in the Body field of the WYSIWYG editor. It should still have the same formatting from where you copied it.

NOTE: If your content is not displaying correctly and you are copying from a Word document, copy the content into Notepad (or any text editor) – and then copy it from Notepad into the WYSIWYG editor. This will remove the unnecessary formatting (and background coding) that Word sometimes includes.

If not, or if you are just typing content right into the field rather than copying it from elsewhere, you can use the icon options at the top of the editor to format the text.

If you would like to provide a menu link to the page and one does not already exist, you can scroll down and select “Provide a menu link” under the “Menu settings” section:

Also, be sure to click on “Publishing options” (located down from “Menu settings” on the left-hand menu bar). Make sure that “Published” is selected:
Now that the content is added to your page, you can click “Save” at the bottom, and you are finished editing the page.

**Editing Existing Content**

In order to edit content on an existing page, navigate to the page you would like to edit by simply going to the actual page you wish to change, or choosing “Find Content” on the grey navigation bar. There are two tabs above the content region - View and Edit. Click on the Edit tab to edit the content. That will bring you to a page similar to this:

At this point you can use the WYSIWYG editor to edit the content and format -- as described in the previous section. Make sure you click “Save” before navigating away from the page.
Adding and Formatting Different Types of Content

There are many different types of content. Following are some examples with descriptions of how you add and edit them.

Most simply involve adding a content type by clicking on its relative icon in the WYSIWYG editor bar.

The following is a screenshot of some of the options available to you. (*Please note that depending on the configuration of the WYSIWYG editor, some may be unavailable.*)

![Screenshot of WYSIWYG editor options](image)

Note: Hovering over any of these icons will also provide you with a short description of what that icon does.

*The following icons work just the same as in MS WORD:*

1. **Bold, Italics, Underline, & Strike Through** - These icons allow one to edit text, just as in MS WORD.
2. **Align** - These icons allow you to align text. From left to right, they are: left aligns, center, right align, and justify. *Justify* spaces the text so that the last words of each line appear straight down each side margins to form even blocks. (Not recommended – hard to read.)
3. **Lists** - These two icons allow you to add lists in your content. The left icon provides you with a bulleted list, while the second icon provides you with a numbered list.
4. **Indent** - These icons allow you to indent text. The increase indent icon moves to the right by approximately one tab space. Pressing the decrease indent icon similarly moves to the left. These icons can be useful for indenting bullets.

*The following icons work similarly to other text editors:*

5. **Undo & Redo** - These icons allow you to undo and redo a process just completed. For example, if you accidentally deleted a line and now you want it back, press *undo* and the line will reappear. (*Note: In other text editors, you would normally press control-x/control-y or go to Edit → Undo/Redo.*)
6. **Link & Unlink** - These icons allow you to hyperlink text or images, as well as to unlink. To create the link, highlight the selected text or image, and the following window will come up:
The **Link Type** drop-down menu provides four different options:

- **Internal path**: Use this if you would like to add a link to another page within your site.
- **URL**: Use this if you would like to provide a link to another web site (e.g., `http://www.google.com`). Be sure to provide the entire URL for the site after the protocol. (Make sure the correct protocol is selected in the Protocol drop-down menu. In most cases, this is just going to be `http://`).
- **Link to anchor in the text**: This allows you to link to an anchor. *(Note: There is also an icon on the menu bar for adding anchors. Refer to #7 - Anchor for directions on how to use this icon.)*
- **E-mail**: This allows users to open a new blank email to send to the person to whom you are linking. You must provide an email address. You can also provide a default subject and message body if you so desire.

For advanced users, some of these different **Link Types** provide you with different types of **Targets**. The **target** specifies to what the next screen will open to when the user clicks on the link. This could be another tab, a window, a frame, etc. You can view the various targets by clicking on the drop-down menu on the **Target** tab. The names of the
targets are self-explanatory and should only be used if explicitly required. You do not have to bother with the Advanced tab unless you are dealing with CSS attributes.

To remove a link you have created (or one that already existed), highlight the linked text and click the unlink icon. The link will be removed and the text will appear with its normal formatting.

7. Anchor - This icon allows you to put points within your page to which you can link. If you have a long page where you have to scroll down, you can use anchors to link to content set points. To use this function, place your cursor within the content where you’d like the anchor to be located. Click on the anchor icon and give your anchor a name. This screen should look like this:

A little yellow anchor should appear at the location where you inserted it, like this:
When you insert a link, your anchor will show up and you can select it as the link location. Click the “By Anchor Name” drop-down box to display your anchor:

8. **Image** – This icon allows one to insert an image into content. Clicking on the icon brings up this window:
You must click on the "Browse server" icon to find the image you would like to display. This brings up the File Browser:

Here, you must upload the images you would like to use.

- Click on "Upload," then you should see an icon that says "Choose File." This will allow you to browse your computer.
- Find the file you would like to use and click “Open.”
- Check off every thumbnail listed below “Create thumbnails”. (This list usually includes “Small,” “Medium,” and “Large.”)
- Press “Upload” under the last thumbnail you just checked. You should afterward see your image listed in the file browser.
- Click on it and select “Insert file.” This fills the URL field of the Image Properties box with the file directory.
- In this box, you can add alternate text (which displays a description of the image for user accessibility and as metadata for search engines), width, height, border, horizontal and vertical spacing, and alignment. When an alignment is chosen, text will automatically wrap around the image.
- There is also a Link tab that you can use to make your image into a link.
- Unless you are familiar with CSS and want to give your image specific IDs and styles, you probably will not need to bother with the Advanced tab.

Captions – In order to add captions to your photos, you must create a table. The easiest way to do this is to create a 1x2 table. Place the image on top, and the text on bottom. Creation of tables is explained later in the guide.

9. **Text color** - The next icon on the menu changes the text color -- also very similar to the same tool in Word.
10. **Background color** - This icon allows you to change the background color of text, in a manner similar to the text color icon.

11. **Superscript & Subscript** - These two icons are useful for superscripting and subscripting characters, for notation or other purposes. Either highlight the character you would like to superscript/subscript and click the icon -- or click the icon prior to typing the character. Here are examples of what superscripting and subscripting do:

   Here is a Superscript
   Here is a Subscript

12. **Block Quote** - This icon allows you to format selected text as a block quote. This is useful for when you have longer multi-line quotes — which you would like to have stand out. Select the text which you are quoting, click the icon, and the result should look something like this:

   ![Block Quote Example]

   Notice that the middle paragraph is indented, indicating that it is a block quote. Before using the block quote icon, make the selection into a separate paragraph. Note: If you highlight a segment within a paragraph, it will apply the block quote formatting to the entire paragraph.

13. **Source** - This icon switches the view to the source code. This view shows the HTML and CSS generated by everything you are doing in the WYSIWYG editor. If you know HTML and are having problems getting something to format correctly, this will be useful. Clicking on the Source icon again switches the view back to normal.

14. **Insert Horizontal Rule** - This icon inserts a horizontal rule in the page at the location of your cursor. A horizontal rule is a horizontal line that can be useful as a divider in web pages. Your horizontal rule will show up in the text editor as a 1-pixel gray line. Note: If there is a style in the CSS affecting horizontal rules, your page
may display differently.

15. **Cut, Copy, Paste, & Paste from Word** - The Drupal editor can be uneven when copying and pasting. Drupal will attempt to format text it is inserted into the field.

16. **Show Blocks** - This icon toggles the blocks view in the editor. When you switch it on, you will see different segments of the content outlined. This is useful for determining where a paragraph or header begins or ends -- if you are having issues with formatting.

17. **Remove Format** - This icon removes any formatting you may have applied to text. For example, if you had text which was of font Trebuchet, red color, size 18 px, with yellow background color, selecting this icon would change it back to the default format: black text with a white background and the default font and font size.

18. **Insert Special Character** - This icon is similar to the **Character Map** in Windows, or the **insert Symbol** option in Word. If you need to insert a special character - i.e., one not found on the keyboard - use this icon.

![Select Special Character](image)

19. **Paragraph Format** - This icon allows you to change the text format to a pre-designed format. "**Normal**" will give you the basic paragraph format. The decreasing heading sizes will do just that. The drop-down box shows you a preview of what the text would look like with the various formats. This is useful to make your headings the same type.

20. **Font Name** - This drop-down box gives some of the most common fonts - ones that successfully render in almost any web browser.
21. **Font Size** – This drop-down allows changing the size of your text, with font sizes ranging from 8 pixels to 72 pixels.

22. **Formatting Styles** - This drop-down box a number of pre-made font styles. It is useful to apply the conventional formatting for things such as: variables, computer code, inline quotations, and cited work.

23. **Table** - Clicking this icon brings up the **Table Properties** box:

![Table Properties](image)

In this window, one can specify various attributes of the table. Again, the **Advanced** tab is not to be used unless dealing with CSS

24. **Select All** - Selects everything you have typed/pasted into the content, same as other editors.
25. **Find & Replace** – Same as other editors. The next 3 illustrations are Find, Replace, and Replace All:
Notice that in the content, every instance of “Example here.” has been replaced by “Example there.”

26. N/A

27. **Flash** - This option allows you to insert **Flash** into your content. If you are familiar with Flash, going through the **Flash Properties** window should be relatively easy.

28. **Smiley** - This icon brings up a window with various smileys (also known as “emoticons.”) Click on one to insert it into your content.

29. **Create Div Container** - If you are familiar with CSS, the **Create Div** pop-up specifies the classes from your CSS that you would like to apply to this new div.

30. **Iframe** – You should not have to use this icon. If you do, please contact the web people who helped create your site.

31. **Maximize** - This icon makes fills your screen almost completely with the Body field (so you can better see what content will look like on a full screen) and places the formatting options at the top as you see here in this un-cropped screenshot:
32. **Check Spelling & Check Selling as You Type** - Clicking the **Check Spelling** icon searches through your content for spelling errors and gives you suggestions and options for changing them. The box which would come up looks like this:

When **Check Spelling as You Type** is turned on, you will see your spelling mistakes underlined and be able to right-click on them to view a menu of possible corrections.
Rearranging Menus

One of the most powerful features of Drupal is the ability to dynamically modify your menus and have every page on your site instantly reflect the modified menu.

To do this, you must have a higher user status. Check with your web team if you cannot see the black administration bar.

To modify menus, click “Structure” in the black administrative navigation bar and then choose “Menus”.

Under “Main Menu”, click the “list links” in the tabs to the right. You will be shown a list of all the links on your site. By clicking and dragging the crosshair icons immediately to the left of the link titles, you can change the order of links in your menus.
In some cases, you may want to create a ‘nested menu.’ A ‘nested menu’ contains menu items which are ‘child’ menus of other ‘parent’ menu items.

For instance, you could have an “Undergraduate” menu that contains nested menus for “Program of Study” and “Key Contacts.” To make a nested menu, drag the crosshair to the right.