Duke School of Medicine

DRUPAL TUTORIAL
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About Drupal

Drupal is the open source content management system that the prototype was built on. Often called CMS for short, this platform provides you with the ability to fully manage the website content and images. You'll never have to worry about where content or images will appear on a particular page that you're creating, because the Drupal site to output content and images in a very specific way on each type of page.

This tutorial will explain how you can enter textual and visual content for different types of pages, as well as what to do if you run into any problems.

Working in Drupal

The Drupal site is made of several different types of content - including images, events, blogs, and more.

Administrative users may be confused to see these elements as separate content types in the administrative interface, while still appearing on the same page together on the live site.

For example, when you create a blog you will create the post on a separate page from the page on which it will appear. Within the content interface, you'll have the option to pick which program or office the content will be associated with.

Important Recommendations

- Always strip the formatting of your text before pasting it into the WYSIWYG. (*Quick tip, if you are using a Mac you can typing Command, Shift, V into the WYSIWYG to strip the text as you paste it in OR paste your text into Notepad (for PC’s) to strip the formatting of the text before uploading this into the site.)*
- When linking off to external sites always make sure that you set the target to open in a "New Window" to keep users on your site longer.
- When linking to other pages on the School of Medicine site, be sure to use the relative link of the page on the new site that you are linking to. (Incorrect example of a full link: http://medschool.duke.edu/ about-us Correct example of a relative link: /about-us aka everything after the main URL)
- When using different color section circles be sure to use no more than 2 colors on a single page for consistency.
- When editing any existing content, use the "Revision" feature outlined in the Drupal tutorial on page 4. Also, check to make sure the page title is truly the page you are intending to edit.
- We have updated the site to block the creation of duplicate page titles, so if you receive a message saying "Node title already exists. Please choose another." this means that this page title already exists so you should update your page title to be more specific to your program or office. Example: "About DOCR" rather than "About Us"
Logging in and Out

A. Logging In

- [www.medschool.duke.edu/user](http://www.medschool.duke.edu/user)
- Click the “Shibboleth Login” button
- Log in with your NetID and Password.

**Note: When you are logged in and viewing the site much of the styling will look off, so be sure to view it logged out if you are concerned with the styling.

B. Logging Out

- You will always have the option to logout in the top right hand corner of the screen
Adding & Editing Content

When logged in as an administrator, you’ll want to familiarize yourself with how to add different content types, as well as how to find existing content that may need to be edited.

A. Adding New Content

1. Use the administrative navigational bar to add content by navigating to the “Content” tab
   a. “Your admin bar will look slightly different, as your permissions will allow you to access fewer items on the site.
2. All other content can be found by clicking the general “Content” button.
3. Once clicking “Content” you will see a list of existing content. You will also have the option of adding new content by selecting the link “Add content” in blue.

B. Editing Existing Content

There are two ways to edit existing content. If you don’t see an “Edit” link by the page headline in the top right corner, the display is probably not a page but instead is being output by a view. An example of this is the News and Events page.

Method 1 (easiest for top level pages)

1. Browse directly to the page and select “Edit”
2. You will now see an overlay where you can make your changes, once you are through make the changes click “Save”

Method 2 (searching for deeper pages)

1. Select “Content” in the admin menu
2. Once you are at the main content screen that lists all content you can use filters to narrow your search
3. Select which content type you would like to edit and press filter
4. Find your content and select edit

C. Revisions
When editing existing content create a “Revision” each time you edit a page using the following method:

1. Click “edit” to edit the existing page
2. Click on the “Revision Information” section on the left hand navigation
3. Check “Create new revision”
4. Type a message about your revision and sign your name.
5. Go edit the page in the “Main Content” section like described in the tutorial.
6. When you save the page it will save with this revision history and this can be reverted.
7. You can see the revision history by selecting “Revisions” next to the edit tab.
8. If you would like to revert the revision you have made select “Revert” and it will prompt you to confirm this. After confirmed, the page will revert to its original version.
Using the Drupal Editor (WYSIWYG)

The Drupal editor is also referred to as the WYSIWYG, which stands for What You See is What You Get. Coalmarch staffers pronounce this as “wiz-e-wig.” This will be found on virtually every type of content on the site and is the primary way for you to add and style content on the site.

A. Inputting Text
1. On any page that utilizes the WYSIWYG, scroll down and place your cursor in the editor box.
2. From here you can paste text, or begin typing your own. If you are pasting formatted text you will need to strip this formatting in either Text Edit in Mac or Notepad in PC. You can also clear this formatting after pasting it into the page by selecting the content and then clicking on the Tx button in the WYSIWYG editor.
3. You can use functions that look similar to a word document for bolding, italicizing, underlining, making bulleted or numbered lists, and indenting paragraphs at the top of the WYSIWYG controls. Simply highlight the text you want to style, and hit “Bold” as an example.
4. To make specially styled headlines by selecting text, and clicking the “Paragraph” drop down menu shown in the screen shot below.
   a. *This is especially useful to separate text into smaller chunks to make it easier for your target audience to digest and understand.
5. To add a quotation within the content by selecting the copy you want to show up in the quote style, and selecting the button that looks like quotation marks.

B. Creating Links
1. Highlight the text that you want to hyperlink.
2. Click on the link icon.
3. A new window will pop up on your screen.
4. Paste the link to the website. **If you are linking to a page on the School of Medicine site please be sure to use the relative link not the full link (so everything after the site URL).
   a. Incorrect example of a full link: http://medschool.duke.edu/about-us
   b. Correct example of a relative link: /about-us

5. If you are sending the user off site, under the Target tab, select “New Window (_blank)” so that they can still keep your site up on their browsers.
6. Hit “Ok”
7. **Remember to test your link after publishing for quality assurance!**

C. Inserting Images
1. You can insert an image on its own line, or in-line with text so that the text wraps around the image. Simply place your cursor where you would like to insert the image.

2. To upload an image, click on the image icon

3. A new window will pop up on your screen
4. From here you can select “Browse Server”
5. A new screen will pop up with the file browser.

6. Select the picture folder. All images should be in this folder.

7. From here you can select an existing image or upload a new image by clicking “upload” in the top left corner of the screen and select a file from your computer. Click on the image and then double click for it to select.

8. Upon image selection, you will be returned to the original image screen.
   Here you will have the option to add “Alternative Text” for the image. We recommend that this field should be used for SEO value. In this field you should describe the image succinctly. This helps tell search engine spiders what the image is about, as they cannot see this like you and I.

9. Click “ok” to insert the image into the page.
10. If you want to edit the image once inserted, simply double click on the image.

   i. You can enter in values like 5px or 10px for vertical (VSpace) and horizontal (HSpace) space, which will give the image some padding from the text surrounding it. You can also add a border to an image using similar values.

11. If you need to add a photo caption or credit, write this text beneath the image. Highlight the caption/credit text and the image, and select the DIV button

12. Once you have clicked on DIV you will need to input either “image-left” or “image-right” in the section labeled “Stylesheet Classes” depending on where you would like it to show up on the page and click “OK” when you are done.
D. Inserting Section Circles
To insert section circles on any page you will need to follow these steps:

1. Select the templates icon
2. Select 3 or 4 circles (depending on number desired)

Unclick the “Replace actual contents” box or the circles will replace whatever is already in that text box!

3. Click on “Section Name” to rename the text inside the circle
4. Click on the text below to change the content describing the section circle.
   a. *If you do not want to include any descriptive text below the section circles you can simply delete the pre-filled text. However we ask that you be consistent, either have descriptive text for all of the circles on a page or none.
5. Double click on the circle to change the link that the circle will direct users to
   a. Choose URL in link type if not previously selected
   b. Insert URL in line provided
   c. *If linking off site select “Target” and then click “New Window” so the user will be taken to that site in a new window rather than taken off the site.
6. To change the color of the circles click the Advanced tab and input a selection from the list below into the Stylesheet Classes section then hit OK.

   a. Color options include:
i. circle-green  
ii. circle-purple  
iii. circle-orange  
iv. circle-yellow  
v. circle-red

b. *Use no more than two colors per page to remain consistent throughout the site.

The final product should appear like this:

**E. Inserting Buttons**

1. First start by writing out the text that you want to show up in the button
2. Embed the link you want the button to direct users to within that text.
3. While still in the embed link section click the Advanced tab and input “button” into the Stylesheet Classes section.
4. Hit “OK”
5. You will now see a button for the text you inserted

F. Inserting Top Content/Section Headline Items

1. To insert the section headlines go to the Top Content section on any page, this will look like the below screenshot.
   a. *If you do not want a section headline on a page simply do not insert any content into this section on the page.

2. **Top Content Layout:** Select **Image Left** if you want this to have an image to the left of the content, **Image Right** if you want an image to the right of the content, or **Center** if you simply want text centered on the section headline without an image.
   a. *If Center is selected do not upload an image with this!

3. **Image:** Add your section image in the “Top Content Image” upload area, you can select this from the file browser just like any other image upload on the site.

4. **Top Content Text:** Input your content into the section
and style it just like you would on any other section.

5. **Reorder Section Headlines:** If you would like to move the order of the section headlines you will simply move the items up and down using the tool on the left hand side.

6. **Image Size Requirements:** The "Top Content" images on a page should be **250px by 190px**. The original image is being uploaded and sized in our styling and are being scaled by width.
G. Inserting Tables

1. Click the “insert table” button in the WYSIWYG menu.

2. The above screen will pop up.
3. Select the number of columns and rows needed, as well as width and height for each block.
4. Hit “Insert”
5. To edit an existing table, simply click in the editor and re-click the “insert/edit table” button.
6. Place your cursor in each cell to enter content
7. Use the other WYSIWYG functions for adding and removing rows & columns, or styling using the table row and set properties.

H. Embedding Videos

1. To insert a YouTube or Vimeo video into the content, simply copy and paste the video link and add brackets.
   a. For YouTube: [video:https://www.youtube.com/watch?v=r7sPib254ws]
   b. For Vimeo: [video:http://vimeo.com/28162816]

2. After you click “save” the video will appear within the content. Sometimes this takes a little bit of time before the video will show up.
I. Uploading & Linking to PDF Documents

1. To attach a PDF document to a page or article, scroll down to the “File Attachments” section, located just under the WYSIWYG editor.
2. Hit “Choose File” and navigate to the file from your desktop
3. Hit “Upload”
4. Repeat as necessary
5. If the “Display” box is checked, the PDF will display at the bottom of the page in an attachments area.
6. Edit the Title displayed in the Description field.

7. To ONLY link a PDF attachment in the body copy of a page, deselect the “display” checkbox.
   a. Right click on the file link and select “Copy Link Address”

   b. Scroll up to the editor and highlight the text you want to link to the PDF. Click the link tool and insert the link copied from the PDF.
c. Paste the copied link address from the attachment as the link. Make sure to set the target as a "New Window" since you do not want to take the users off site.
d. Hit “Save”

J. Expanding Menu Functionality

Within the WYSIWYG

1. **Write Title in H3**: Select Heading 3 format and write the title of your expanding list. This will describe the text that you will be hiding underneath the expanding list.
2. **Write Text Underneath Title**: Write out the text that you want to include below the title and add any formatting within this text. You can include bold, italics, and underlined formatting, bulleted or numbered lists, as well as links. *You are not able to add an image inside a collapsible list.
3. **Highlight the Title and Text**
4. **Select the DIV Button**
5. **In Stylesheet Classes Type**: accordion
6. **Save - OR - Add More Text**
   a. If you would like to add more text below the expanding list you will need to click the red return paragraph button to the right.

7. **Save the page and the expanding list will look like this:**

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### Centers and Institutes

- Brain Imaging and Analysis Center (BIAC)
- Center for Genomic & Computational Biology (GCB)
- Center for Human Disease Modeling
- Center for Population Health Sciences

When expanded it will look like this:
Sometimes folks have trouble with the Div function and finding the little red arrow. If you have your text written out in a word document, section titles separated, copy and paste it into Notepad. Add the following code:

```html
<div class="accordion">
  <h3>Title of Section 1</h3>
  Text that goes in section. At this point, do not add any formatting, i.e. bullets, bold, underline, etc. but you can use paragraphs.
</div>
```

Repeat as many times as you have sections, saving as you go along.

```html
<div class="accordion">
  <h3>Title of Section 2</h3>
  All Section 2 Text.
</div>
```

When you are ready, go to the section where this expanded list should live.

- Click Edit
- At the bottom of the text box you’re working in, click “switch to plain text editor”
- Paste the text from Notepad in the text box
- Click “switch to rich text editor.” (If you don’t switch back, when you save, you’ll see code on your web site. Go back into edit, click “switch to rich text editor.” and save again.)
- Save.
K. Inserting Callouts
1. At the bottom of the page is the Callout section. This section is for information that can be used to direct users elsewhere after the main content on this page. Insert text into this section and style it just like any other section on the site.
2. Insert a button as mentioned above to lead users to the next or another page on the site.
   a. Linking off site in these callouts is not recommended as this will direct traffic off of your site.
   b. Limit the text inside a button to no more than 30 characters.
3. Save.

L. Changing Text Color
Line of text may be changed to red or green and then formatted as necessary.
1. Highlight the text in question
2. Select “Correct” or “Incorrect” from the Styles dropdown menu, which will make the text green or red.
3. Format (header, bold, italics, etc.) as necessary
4. Save.
Publishing Content

Content administrators do not have the ability to delete content on the site, but they do have the option to publish or unpublish content. Leaving content as "Unpublished" means that it is only visible in the back-end of the site and is inaccessible to end-users.

A. Publishing & Unpublishing Content

1. Before saving, find the “Publishing Options” tab and make sure that “Published” is checked. This should be the default for all content.

2. To save the content without publishing it to the live site, simply uncheck the published box before saving. *This piece of content can now only be found using filters on the “Content” tab in the admin bar.

3. Unpublished content previews with a light pink box around it. This goes away once published.
Content Types Overview

Basic Page

Pages can be added to the site so that they display as a general page. Your site mainly consists of basic pages that rely heavily on the flexibility of the provided templates.

1. **Title:** Enter a title for your page.
2. **Office/Program:** Select the office or program in the office or program drop down menu.
3. **Faculty Lab:** If this page is associated with a faculty lab, select this in the faculty lab drop down.
4. **Image:** Add an image if applicable to the page content.
   a. If this image is not large enough to fill the width of the page (747 pixels by 330 pixels) we would recommend inputting the image at the top of your WYSIWYG so that you may have the content wrap around the image using the instructions in the “Inserting Images” section earlier in the document.
5. **Introduction:** This section allows you to introduce your Top Content section (or section headlines) if you have content for these sections. You can add and style the introduction content by using the WYSIWYG editor. If you do not want to include any introductory text you may simply leave this section blank, however we recommend including introductory text if you will include Top Content.
6. **Top Content:** This section allows you to highlight specific content in section headlines on the page. For each “Top Content” item you add you must include an image related to the content as well as any styling for the content. We recommend including a Heading 2 at the beginning of each Top Content section to help users understand what the content is about. If you do not want to include any Top Content you can simply leave this section blank.
7. **Body:** In the body section you will enter in the main body content for the page using the WYSIWYG.
8. **Attachments:** To include any attachments related to the article from your computer you may upload these via the attachment section.
9. **Callout:** To highlight information in a call to action at the end of the page you may do so in the “Callout” section. You may include a button in this section, as described previously in the tutorial, to encourage users to go to the content you are highlighting.
10. **Menu:** Before you save the page make sure to tell Drupal where you would like to place this basic page on the site by using the menu settings. For example, if you would like the page to show up underneath the About page you would select About as the Parent Item.
News/Blog/Press Release
This content type is very simple and will automatically display in predetermined areas on the site. To add a blog, follow the instructions below: (A screenshot of News Page creation is on the following page).

1. **Title**: Enter a Title for your article. -- This displays at the top of the page and also acts as the page title or Heading 1 in your browser.
2. **Author**: Add the name of the author who this news was written by. If you do not want an author associated with this piece simply leave this field blank.
3. **Date**: Add the date that this news was published if it differs from the date you entered this into the site. You may include an end date if the article requires it.
4. **Featured**: If this is a featured article that you would like promoted to the “Featured News” page, check the provided box.
5. **News Type**: Select from News, Blog Post, or Press Release.
6. **News Category**: If the article is associated with a specific category it can be selected in the dropdown menu.
7. **Topics**: If you write under a specific topic frequently you may add it in this field. This works similar to a tag, so you can tag content with multiple topics and this content will show related content on the news page.

8. **Office/Program**: Select the office/program program (if any) that this post is associated with.

9. **Image**: Upload the image that you would like to show as the main image for this news article.

10. **Body**: Add your main article content here.

11. **Attachments**: If you would like to include any attachments related to the article from your computer you may include these in the attachment section. You can label this attachment if you have referenced this previously in the article.

12. **Callout**: If you would like to add a callout at the end of your article you may do this the same as mentioned earlier. (Tab on the left hand dashboard).

13. **Save**: Click save once you are done editing the page.

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**Events**

Events are pulled in automatically via Events @ Duke integration, however you are still able to create events manually if you will not be entering this into Events @ Duke. If you will be entering this into Events @ Duke do not replicate this event on the Drupal site, as it will then show up twice on the site, causing confusion for your users and administrators.
To enter in an event manually follow the below instructions:

1. **Title:** Enter a Title for your event. -- This displays at the top of the page and also acts as the page title or Heading 1 in your browser.
   a. If you have a corresponding web page for this event, these two pages cannot be named the same thing. I typically add “At Duke” to the events calendar post. Same as when you add an event to Events@Duke. It cannot be named the same thing as your event page.

2. **Office/Program:** Select the office/program (if any) that this post is associated with.

3. **Date:** Add the date that this news was published if it differs from the date you entered this into the site. You may include an end date if the article requires it.

4. **Location Link:** Add the title and link to the location where the event is being held.

5. **Speaker Name:** Add the speaker’s full name and title, if applicable.

6. **Image:** Add the event image, if applicable.

7. **Body:** Add the event description in the body of this page.

8. **More Information Link:** Add a link for users to find more information on the event, if applicable.

9. **Callout:** Add a callout to the end of the event page, if applicable.

*Slideshow Slide*

The home page slideshow content type is the image(s) that you want displayed on the top of your homepage. You may add as many slides as you like (probably no more than four are necessary), and they will rotate through automatically.

1. **Site Menu:** Add a Slideshow Slide
2. **Title:** Add a short title -- Recommended 20 to 75 characters long. This will display on the slide!
3. **Placement:** Identify where you would like this slide to display using the Placement selection.
   a. You will need to type in the title of the main headline of YOUR homepage for the slide to show up in your section.
4. **BannerText Placement:** There are two options for the slideshow text, on the image and below the image. If you want the slide title below the image, select “bottom banner title” If you want the link to go below the image select “bottom banner link”

**Default**
5. **Image Display**: Select how you will want the image to display  
   a. **Use as Background** -- This is the full image slide with text over top. The image size for this display should be **1440px by 392px**.  
   b. **Floated to Right** -- This is the half text-half image slide. The image size for this display should be **425px by 336px**.  
6. **Image**: Add an image  
   a. If utilizing the “Use as Background” slide the image should be relative to the full image size that is 1440px by 392px.  
   b. If utilizing the “Floated to Right” slide the image will scale down to 425px by 336px.  
7. **Body**: Add a short description to the body content area. -- Recommended 75 to 225 characters * usually only if the image is floated right.  
8. **Link**: Add a link - the link will appear in a button on the slide once published.  
9. **Save**: Click save

### Call to Action

The call to action (CTA) content type allows you to highlight/display content prominently on any given page sidebar. To add a call to action follow the instructions below:

1. **Site Menu**: Add a Call to Action  
2. **Title**: Add a brief title for your CTA.  
3. **Placement**: Enter in the title of the page you want this CTA to show up on. If you would like this CTA to show up on more than one page simply select “Add Another Item” to add this to additional pages.  
4. **Body**: Add a short description to the body content area that describes the page you are calling to action. *We do not recommend using images within a CTA.  
5. **Link**: Add a link title and a page link - the link title will appear in a button on the call to action once published and will direct users to the link. We highly discourage linking to external sites as this is directing traffic off of your site.  
6. **Color**: Pick the color you would like the CTA to show up as.  
7. **Save**: Click save
Faculty/Staff Profile

Scholars @ Duke Faculty Profiles
This is currently an administrative function and only site administrators can add Scholar profiles. Please send me the ID numbers of the faculty you’d like me to add, until we can change the permissions. Rebeka.Branagan@duke.edu

For each faculty profile that you will need to pull in from Scholars @ Duke you will need to do the following:

1. **Site Menu:** Add Scholar. You can do this by going to Content>>Add Scholar in the black admin bar.
2. **Scholar ID:** Next you will need to enter in the Scholar ID that they are associated with in Scholars @ Duke. You can find this at the Scholars @ Duke site here: [www.scholars.duke.edu](http://www.scholars.duke.edu)
3. **Add Scholar:** Click the “Add Scholar” button to save.
4. **Editing:** From here you will be able to edit only the white boxes on the edit page, as the gray boxes indicate fields that are being populated by Scholars @ Duke. These fields cannot be edited due to the fact that when the site is synced with Scholars @ Duke the information in Scholars @ Duke will automatically override the information written in the site manually.

Manual Faculty Profiles
If you need to create a faculty or staff profile of someone who is not, and will not be, in to Scholars @ Duke you will need to do the following:

1. **Site Menu:** Add Profile
2. **Name:** Add the full name of the faculty member how you would like this displayed on the site.
3. **Last Name:** Add only add the last name so that the site can use this to sort by last name.
4. **Program:** Select the degree program (if any) that this post is associated with.
5. **Office:** Select the office (if any) that this post is associated with.
6. **Position:** Enter in the position title of the faculty member as you would like it displayed on the site.
7. **Office:** Enter in the office address of that faculty member.
8. **Campus Mail:** Here you will enter in the specific mailbox associated with the faculty or staff member, if necessary.
9. **Email Address:** Enter in the faculty member’s email address, if necessary.
10. **Image:** Add an image if applicable.
    a. If this image is not large enough to fill the width of the page (747 pixels by 330 pixels) we would recommend inputting the image at the top of your WYSIWYG so that you may have the content wrap around the image using the instructions in the “Inserting Images” section earlier in the document.
11. **Phone:** Enter in the office phone number of the faculty or staff member, if necessary.
12. **Fax:** Enter in the fax number of the faculty or staff member, if necessary.
13. **Body:** In the body section you will enter in the additional content for the page using the WYSIWYG.
14. **Details**: In order for the information to show up in specific sections of the page you will need to click “Details” in the left hand sidebar of the edit page. Here you will be able to enter in the specific Contact Information, Education and Training, Research Interests, Publications, and Achievements that they have received.
15. **Save:** Click save
Webform

(You may not be able to edit webforms created by others. If you need to edit your web form (Contact us, etc.) that was developed by Coalmarch, please e-mail rebeka.branagan@duke.edu)

To add a webform:
1. Go to Content>>Add Content>>Webform

2. **Title:** **DO NOT TITLE THIS CONTACT US.** These need to be specific to ensure that they are not swapped out for any other webform on the site.
   a. Type the title of your webform, this will show at the top of the webform.

3. **Body:** Add any descriptive text that should be displayed before the contact form in the body field.
4. **Menu:** Select the appropriate Parent Item so that the form is attached to the appropriate menu.
5. **Save**
6. **Add Components:** These are the fields that you want to collect from the user who will be submitting the contact form to you. Example: Name, Title, Email Address… *Be sure to label these as required if necessary. We recommend requiring at least 2 fields to limit the amount of incomplete submissions.*

7. **Upload Files:** when users need to upload documents with the web form:
   a. Type "Upload File" or "Upload document name" into the "New Component Name" box -
   b. In the "Type" column select "File"
   c. Mark this as required or not required depending on preferences
   d. Select "Add"
   e. Add any other components needed and then follow the same instructions from the regular webform section in the Drupal tutorial.
8. **Save Components**
9. **Select Email Tab:** Enter the email address you would like for these contact form submissions to be sent to.

10. **Confirmation Message:** You can add a confirmation message to display after a contact form submission is completed by selecting the Form Settings tab.

11. **Add your Message**
12. **Save**

To edit a webform:
1. Navigate to the specific form you wish to edit.
2. Select edit (this page is where you can edit the text that appears above the form
3. To change the email address the submissions are sent to
   a. Select webform at the top of the page
   b. Then select the E-mails button at the top right of the page
   c. Select edit on the top item
   d. Input the new email address under custom email to address
4. To edit the thank you email that is sent to those who submit the form:
   a. Select webform at the top of the page
   b. Then select the E-mails button at the top right of the page
   c. Select edit on the second item
   d. Under Email template, enter the message you wish to send, The current message is set up to dynamically enter the users name into the thank you note

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FAQ’s & Troubleshooting

I can’t find the content I need to edit.
1. If you went to content at the top of your admin screen and saw something similar to this:

   ![Image of filters]

2. Try hitting “reset” so that you can regain the use of both filters to search for the content you need.
3. Sometimes Drupal gets stuck on the command that you ran previously.

Why does the text on my page look funny?
Did you copy and paste text into the Drupal editor from a PDF or word document? If so, it is possible that character encoding from that document was retained in the pasted text, rather than adopting the styling of the Drupal site. Follow the steps below and re-save the page:

1. First, highlight all of the content in the WYSIWYG, and then select the Tx button to remove formatting from the text. If that does not fully strip the text of formatting follow the next steps.
2. Copy the text into a text edit document. For Mac, you can try TextEdit, and for PC’s, you can try NotePad.
3. Highlight all of the text and go to “Format”
4. Make the text “Plain Text”
5. Re-paste the converted text into the Drupal editor and save the page.

Why does my image look pixelated?
If you’ve uploaded a photo that is smaller than the minimum image size for a particular space, Drupal resizes the image to fit and often makes the image larger to fill the location. This causes the image to become distorted because the original image’s size doesn’t have a high enough resolution to fill the designated image area.

For the best results, use the help text provided by all image upload sections and make sure that the image you want to use is large enough, and has the correct proportions for a particular area on the site.

My video isn’t working.
Drupal can only embed codes from YouTube and Vimeo, so make sure that your video host is an approved source before contacting. If you’re using YouTube and the video isn’t embedding properly, you can try the “share” link instead of the actual video URL by following the instructions below:
1. Hit the “Share” button underneath the video on the page

![Share button with video](image)

2. Copy the link and paste it into the link field in Drupal

![Link field with copied link](image)

3. Hit save to preview and determine embedding success

I can’t see the content that I just published.
The websites cache clears once every hour, so the updates you make on the site might not appear immediately. This system is in place to increase site performance and Coalmarch strongly discourages allowing for cache clearing any more frequently.

If you still can’t see your new content after an hour has passed, double check that the content is not marked as unpublished.

Coalmarch Recommends:
- **Files Attached**: Files should be attached in the “Attachments” section and not in the “Image” download within the WYSIWYG.
- **Images Uploaded**: Images should be uploaded via the WYSIWYG or Upload sections, not attached in the “Attachments” section.
- **Menu**: Place “Basic Pages” in the menu where you want them to live in the site. Select the Parent item and order them with the “Weight” by saying if you want it to be the first page (1), second page (2), and so on.
  ○ You will not need to place “News” or “Events” in the menu.
- **Recommended Title lengths**: 60 characters is what we recommend, however 70 characters is the maximum allowed before the search engine negates points for the length of your title.