Drupal Help Guides

Understanding & Navigating Drupal 8
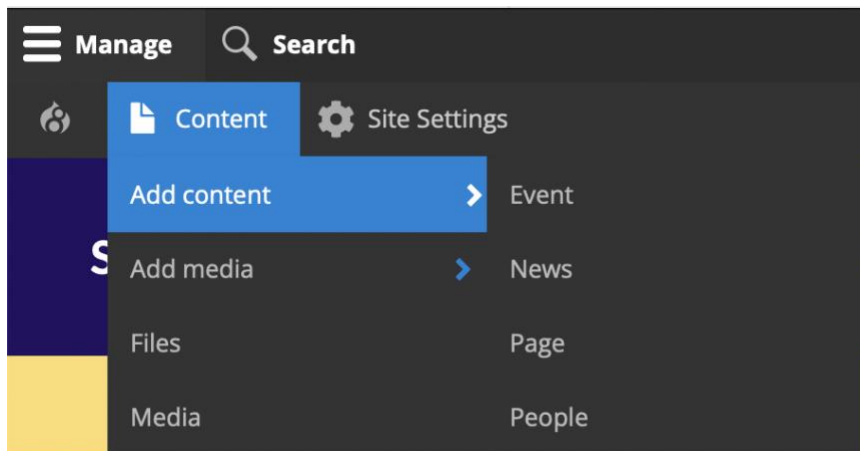
- To **add** content:
  Events: *Content > Add content > Event*
  News: *Content > Add content > News*
  Page: *Content > Add content > Page*
  People: *Content > Add content > People*

- To **view & manage** content (like your pages): Click Content
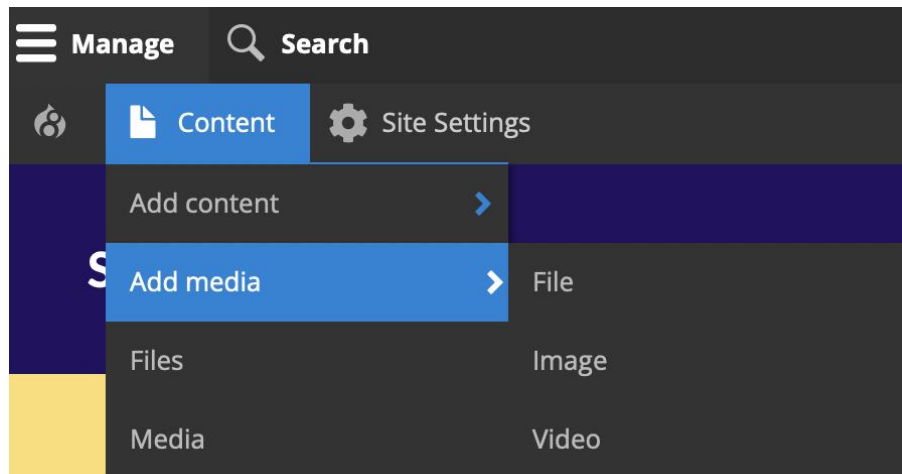
- To **add** media
  File: *Content > Add media > File*
  Image: *Content > Add media > Image*
  Video: *Content > Add media > Video*
- To **view and manage** files & media: *Content > Media*
  - Here you can click on the "**Edit**" button on the right-hand column to manage your files/media

Site Settings:
- Basic Settings: Site Settings > Basic Settings
- Main Menu Settings: Site Settings > Main Menu
- Edit the footer items by navigating to:
  - Editing the Contact info: *Site Settings > Footer > Contact Block*
  - Editing the Location info: *Site Settings > Footer > Location Block*
  - Editing the Hours info: *Site Settings > Footer > Hours Block*
  - Editing the Quick Links info: *Site Settings > Footer > Quick Links Block*
- Edit URL aliases: *Site Settings > Advanced Settings > URL aliases*

Viewing Pattern Lab components: *Site Settings > Pattern Lab*
- Here you will be able to view all the components that are offered while building in Drupal 8
- Think of each component as a puzzle piece and as you put together different components (different puzzle pieces) it comes together to make a complete puzzle or web site!

Creating your first page
1. Click on Content -> Add content -> Page from the top menu.
2. Enter "My First Page" in the **Title** text box.
3. In the **Basic-Content** section, you can type whatever text you would like for example "This is my first page."

4. Click the **Save** button at the bottom of the page and you're done.

Congratulations! You've created your first Drupal web page.

Adding Links

This lesson will show you how to add links and images to a web page.

Add an external link

1. In the **Basic-Content** text field, enter the text "External Link". Select/highlight the text ("External Link") and click on the hyperlink icon.
2. In the "Add Link" pop up, enter the external URL you wish to link to in the **URL** text field, for example "www.sfsu.edu".
3. Then click the **save** button

Add an internal link

This time we're going to link to the My First Page that we created in lesson 1. If you skipped lesson 1, you'll need to make sure you have at least one other page in your site.

1. Start the same way as all links. Click in the **Basic-Content** text field and enter the text "Internal Link". Select/highlight the text ("Internal Link") and click on the hyperlink icon.
2. In the "Add Link" pop up, enter the name of the internal page you would link to link to in the **URL** text field. For example, if we want to link to the page we created in the first lesson, we would type "My First Page".
3. Then click the **save** button.

Add a link to email

1. Start the same way as all links. Click in the **Basic-Content** text field and enter the text "Contact Us". Select/highlight the text ("Contact Us") and click on the hyperlink icon.
2. In the "Add Link" pop up, type "mailto:" followed by an email address that you would like users to be able to email in the **URL** text field.
   For example, enter: "mailto:someone@yoursite.com"
3. Then click the **save** button

When a user clicks on this link, their default email program will open with a new message addressed to the E-mail address you specified and with the subject and body text filled in. The user can then edit any of these fields and send the message.

Images

1. In your page's edit mode, scroll all the way to the bottom where you can add a component.

Click on the arrow to open the dropdown. Find and select **Add Basic-Image**.

2. Here you will be able to select/add a media item to be displayed. Select "Add media"

3. Click on "Choose File" and select the picture from your file system.

4. After selecting your image, give it a **Name** and enter **Alternative text**. Alt text is required so that users with a screen reader will know what the image is. Make the text descriptive but not too long.

After you click save, the image you just uploaded should be selected. Click on "**Insert selected**".

5. There you go! You have added an image. Now you can select which type of image style you want your image to be displayed by clicking on "**Image Styles**" and making your selection with the dropdown menu.

Examples of each image style can be seen in Pattern Labs

Tables

To organize your web page or other content, you may want to add tables.

Adding a Table

We're going to create the sample table below which has 3 rows, 2 columns, a header row, and the name "Sample Table"

1. In your page's edit mode, scroll all the way to the bottom where you can add a component.

Click on the arrow to open the dropdown. Find and select **Add Basic-Content**.
2. Within the Content field, click on the table icon (square with a grid inside)
3. Enter in the Table Properties
    In this case we will have *3 rows and 2 columns*
4. Select "**First Row**" from the Headers dropdown list. This will make the top row use header style.
5. Enter "**Sample Table**" in the Caption field
6. Click the **OK** button.

Table Properties ✕

Rows

3

Columns

2

Headers

First Row ▼

Caption

Sample Table

OK   Cancel

7. Your empty table should be displayed. You can now click in the table cells and enter data.

Sample Table

First Name	Last Name
John	Smith
Robert	Johnson

Documents

1. In your page's edit mode, scroll all the way to the bottom where you can add a component.

   Add a component from the library of pre-built components.

   | Add Basic - Blockquote/Pullquote ▾ | to *Component* |

   Click on the arrow to open the dropdown. Find and select **Add Basic-File**.

   Add a component from the library of pre-built components.

Add Basic - Blockquote/Pullquote	▲	to *Component*
Add Basic - Content		
Add Basic - Heading Section		
Add Basic - Intro		
Add Basic - Image		
Add Basic - File		

2. Here you will be able to select/add a file to be displayed. Select "**Add media**"

   FILE

   No media items are selected.

   Add media

3. Click on "**Choose File**" and select the file(s) from your file system.

   Add files

   | Choose Files | no files selected |

   Unlimited number of files can be uploaded to this field.
   100 MB limit.
   Allowed types: txt doc docx pdf xls xlsx ppt pptx.

4. Click **Save**

   After you click save, the file you just uploaded should be selected. Click on "**Insert selected**".

   Insert selected   1 of 1 item selected

5. If you want to edit the name of your file, go to *Content > Media*
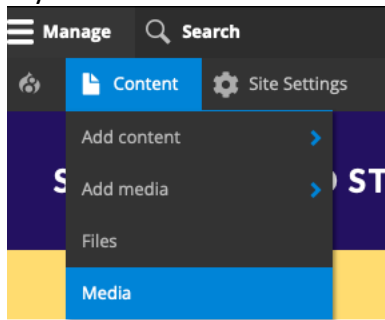
6. Find the file you want to update, click on the "**Edit**" button in the right hand column labeled "Operations"
7. Here you can change the file **Name** and edit the file by **Removing** and reuploading

Embedding Videos

This lesson shows you how to embed video players into a web page.

1. In your page's edit mode, scroll all the way to the bottom where you can add a component.

Click on the arrow to open the dropdown. Find and select **Add Basic-Video**.

2. Click on the **Add Media** button

3. Paste in the URL of the video you would like to add. Then click **Add**.
   *We currently support Youtube and Vimeo

4. Select your Video and click on the **Insert selected** button
5. Choose your preferred **Aspect Ratio** in the dropdown menu
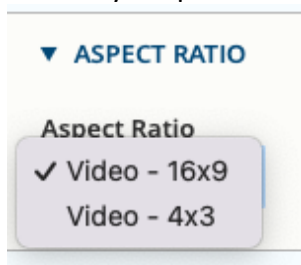
6. Click **Save**

Menus

Once you've added some content, you're going to want a navigation structure. You can do this through menus.

Reorganize menus

1. Go to *Site Settings > Main Menu*
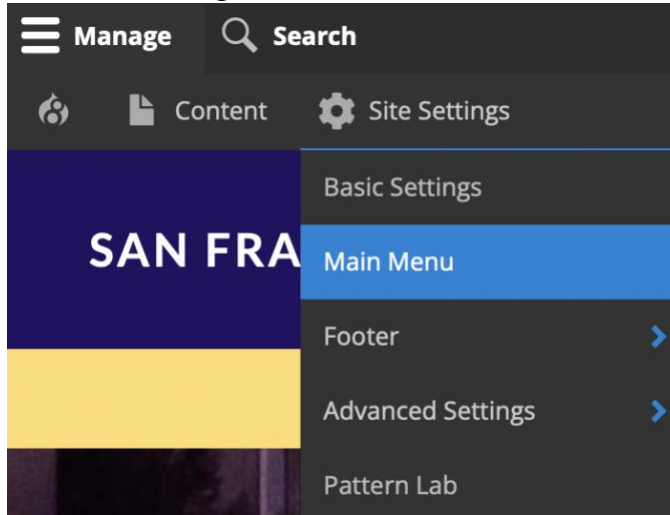
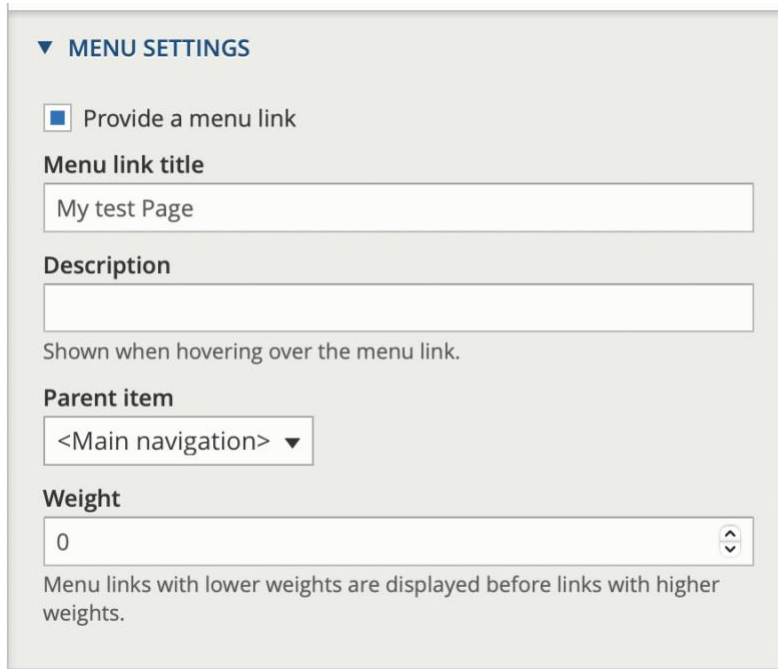2. Here you can **enable** and **disable** pages to be part of the Main Menu

3. Here you can also drag items to a **different order** to **become sub-items** by pushing the to the right.

Add pages to the menu

You can do this either while creating a new content or while editing an existing content. In other words, you can do this from the Edit mode.

Option 1:

1. Look on the right hand side of the screen when in Edit mode
2. Click on the **Menu Settings** to expand
3. Check the **Provide a menu link** check box and type in the Menu Link Title that you want to appear in the Menu

4. Select the appropriate parent item
5. Set the appropriate weight to determine the order of the links (this should be automatically populated) – this is optional because you can always re-arrange the menu as described above in the **Reorganize Menus** section (which can be reached from *Site Settings > Main Menu*).

Option 2:
1. Go to *Site Settings > Main Menu*
2. Click "**Add link**"
3. Give the menu link a title by filling in **Menu link title**
4. Enter the **Link** this menu item will link to
5. Fill in **Description** – this is shown when hovering over the menu link
6. Select the appropriate parent item
7. Set the appropriate weight to determine the order of the links (this should be automatically populated) – this is optional because you can always re-arrange the menu as described above in the **Reorganize Menus** section (which can be reached from *Site Settings > Main Menu*).

Change the default menu for a content type

1. Go to *Content > [content-type]*
2. While in **edit mode**, click on the **Menu Settings** on the right-hand side

3. Select the item from Parent Item list that you wish to be the default. Top level menus are indicated by angle brackets (e.g. <Main Menu>)

Embedding Views

Adding a View to your webpage

1. In your page's edit mode, scroll all the way to the bottom where you can add a component.

    Add a component from the library of pre-built components.

    Add Basic - Blockquote/Pullquote ▾ to *Component*

    Click on the arrow to open the dropdown.
2. Select either:
    - **Add Embed – Student Resources**
    - **Add Embed – Views**

    Add Embed - Student Resources

    Add Embed - Views

Embedding Student Resources

Select which Student Resource you would like to embed on your webpage using the dropdown menu

⊕ Embed - Student Reso...   Preview   Collapse   ⋮
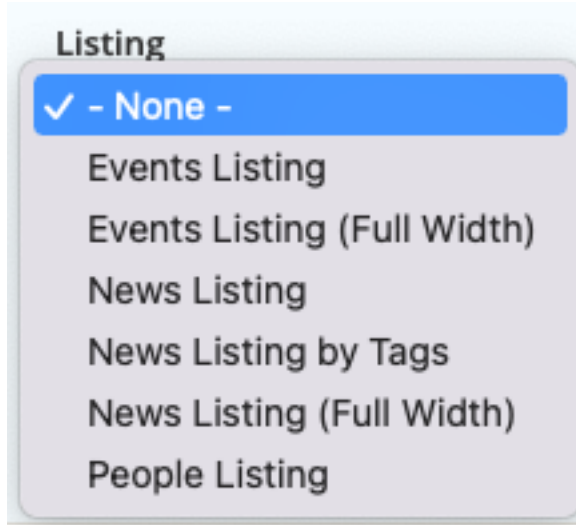
Student Resources

- None - ▾

Select the category to embed a Student Resource from the Student Resource Portal.

Embedding Views

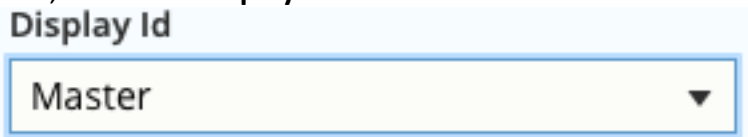There are several listings you can embed onto your webpage
- Events Listing
- Events Listing (Full Width)
- News Listing
- News Listing by Tags
- News Listing (Full Width)
- People Listing

1. Select which **listing** you would like to embed using the dropdown menu

   Listing

   ✓ - None -
   Events Listing
   Events Listing (Full Width)
   News Listing
   News Listing by Tags
   News Listing (Full Width)
   People Listing

2. Then, select the **Display ID**

   Display Id

   Master ▼

3. There are several optional items such as including the **view title** and an **argument**

   ▼ OPTIONS

   ☐ Include View Title
   Argument
   [   ]

Add Different Content Types

In Drupal 8, we provide you with different content types like Events, News Announcements, and People.

Adding Events

Adding an Event content type is essentially creating the contents for the Events Detailed page. This same information will be used for the Events Listings if you were to embed it as a view.

1. To Add an Event Content type, go to *Content > Add content > Event*
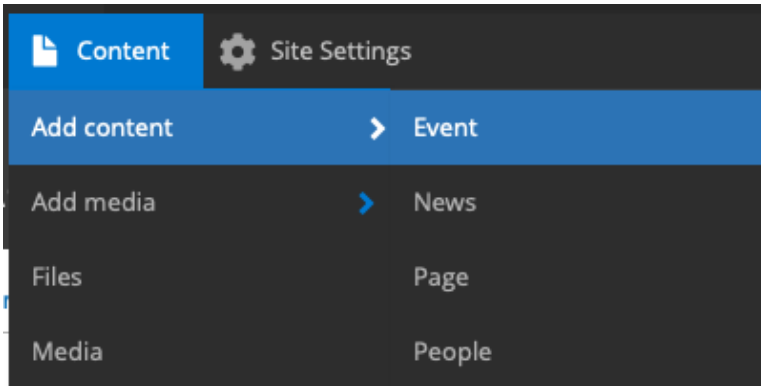
2. Fill in **Title**
   Ex: This can be the name of the event
3. In the **Basic Info** tab, fill out information such as the **Date and Time** of the event, **Location**, and **Contact Email**
4. In the **Ticket Info** tab, fill out information such as the **Cost** of tickets, the **URL** of where to get tickets, and how you want this link to be displayed (**Link text**).
5. In the **Image** tab, add the **Event Image** you want to be displayed in the info card.
   This image will also be displayed as an Events Listing thumbnail if chosen.
6. Select how you want the basic information and image to be displayed by selecting your preferred using the dropdown menu in the **Info Card Styles** section.

Adding News

Adding a New content type is essentially creating the contents for the News Detailed page. This same information will be used for the News Listings if you were to embed it as a view.

1. To Add a New Content type, go to *Content > Add content > News*
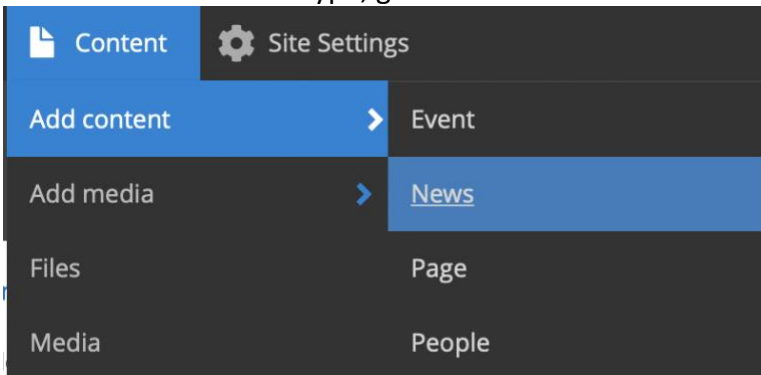
2. Fill in **Title**
   Ex: This can be the name of the news
3. In the Basic Info tab, fill out information such as **Author** and **Date** that it was published
4. In the Image tab, add the News Image you would like to be displayed at the top of your News Page.
   This image will also be displayed as a News Listing thumbnail if chosen.
5. The Basic-Content section is where you will fill in your news article contents.

6. Feel free to add any of the following components into the Description portion of your News Page

 to *Description*

7. Add Tags to provide details about a News Article to make it easy to locate related items that have the same tag. (This is optional)

Adding People

1. To Add a New Content type, go to *Content > Add content > People*
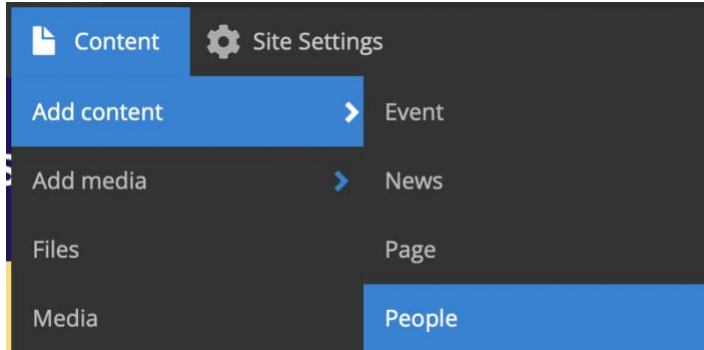
2. Fill in the **First Name** and **Last Name** of the person you are creating a page for
The next contents will be displayed in the People Card.
3. In the **Details** tab, fill in any of the following you would like to be highlighted: **Pronoun, Title, Highlight,** and **Category**
4. In the **Contact** tab, fill in **Email**, **Phone**, and **Office Location**. You can also fill in the day(s) and time(s) of **Office Hours** if it applies.
   a. Click on "Add another item" to add another set of Office Hours
5. In the **Image** tab, add an **image** of the person you would like the upload.

If there is any other content or information you would like to highlight:
6. Enter any other content in **Basic-Content** or add a **different component** by selecting one through the dropdown menu.

Security Groups
In order to let people have 'edit' access to Drupal web content, they need to be added to the security groups via https://gateway.sfsu.edu

1. Click on the "See All Apps"
2. Scroll down till you find "Security Groups"

Security Groups

Update group properties, view and edit members
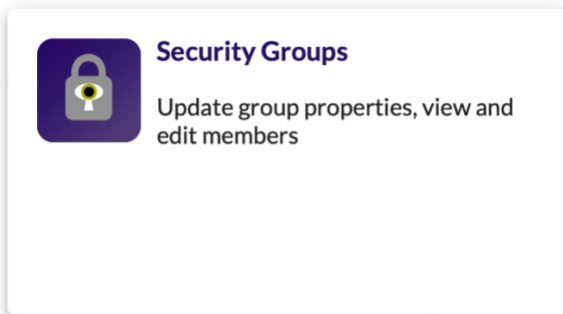
3. Once there, click on the '**Details**' button corresponding to the group that you want to add someone to.

There will be a pop-up that displays details of the security group, a list of managers, and a list of

members for that security group.

- **Managers**: Will have access to Security Groups i.e., that person can add/remove members to that particular group in https://gateway.sfsu.edu like you are doing now.
  - If you want someone to manage the Security Groups but not have access to edit the Drupal site, add that person as a **manager**.
- **Members**: Will have 'edit' access to the Drupal site based on the group to which they are added.
  - If you want to give someone 'edit' access to Drupal site, you need to add that person as a **member**.

To add a Manager

Scroll down to the "Managers" section

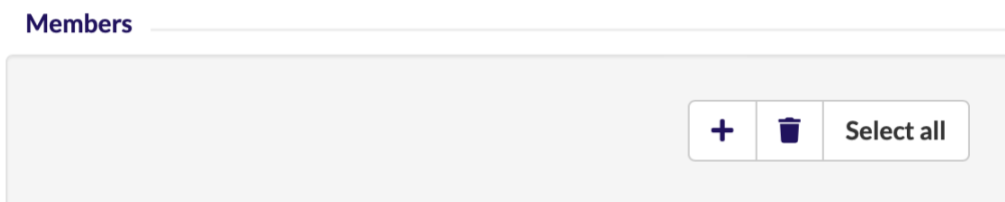Click on the **plus icon** to add manager(s)

Enter the SF State ID or E-mail of the person you wish to grant manager access to, and click "Add".

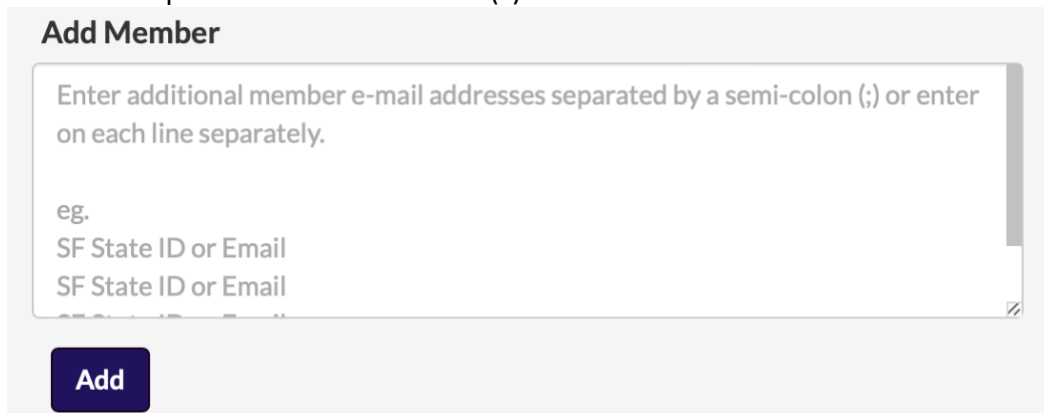Once you have added your manager(s), click on "Save changes" at the bottom.

To add a Member

Scroll down to the "Members" section

Click on the plus icon to add member(s)

Enter the SF State ID or Email of the person you want to add as a member.

You may add more than one member by using a semi-colon or enter on each line separately.

Once you have added your member(s), click on "Save changes" at the bottom.

To Remove a Manager or Member

Scroll to either the Manager or Member section, select the person or people you would like to remove by selecting the row. Your selection will be highlighted. (Note: you can unselect by clicking on that row again.) Once you have made your selections, click on the trash can icon to remove those person(s).
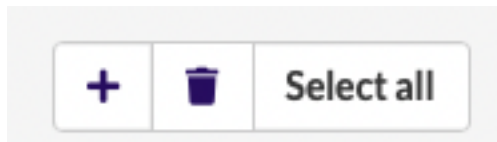
And then click the "Save changes" button at the bottom.