

# Drupal Training

CONTENT EDITORS

# Table of Contents

---

Menu Overview	
• Login	<b>3</b>
• WYSIWIG (What You See Is What You Get)	
Adding A Page	<b>4</b>
Editing A Page	<b>5</b>
Content Area Types	<b>6</b>
Content Area Functions	<b>7</b>
Linking To A PDF or File	<b>9</b>
Adding FAQs	<b>10</b>
Editing FAQs	<b>11</b>
Adding Meeting Archives	<b>12</b>
Editing Meeting Archives	<b>14</b>
Adding Tables	<b>15</b>
Adding Images	<b>16</b>
Adding / Replacing Files	<b>18</b>
Adding Events	<b>20</b>

# Menu Overview

---

So, to start off you must login into Drupal, You will find the “Drupal Login” link on the bottom part of the CSUSB website. It will be on the left hand side under the “Login” title.

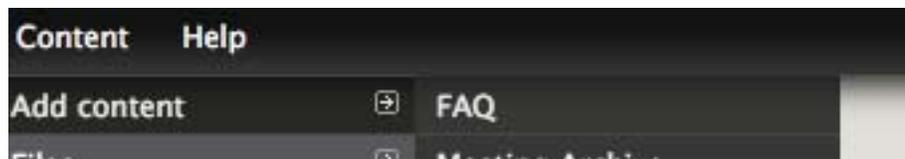
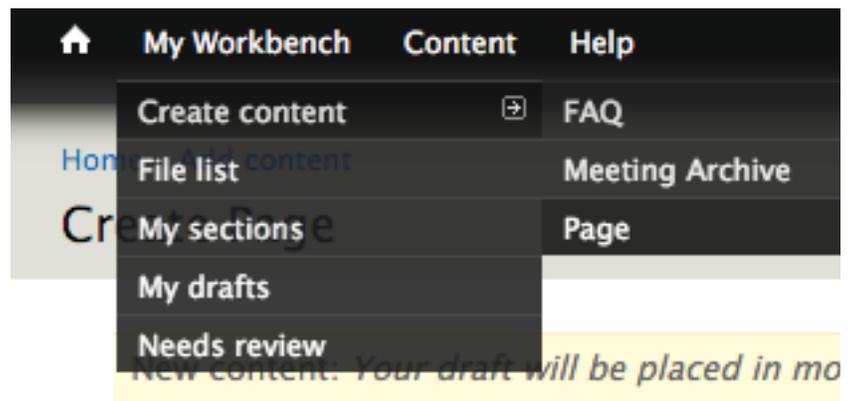
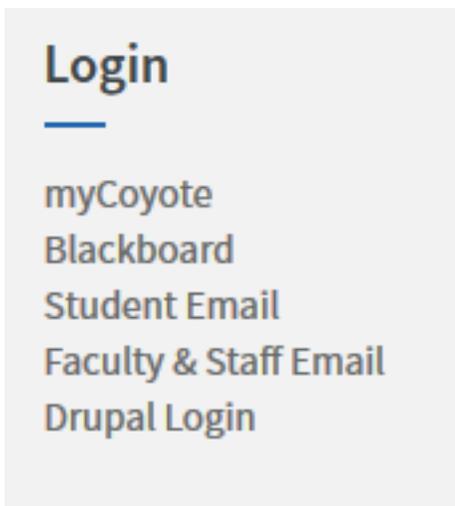
Once you are logged in you will see a black bar on the top of the website just like the examples below.

Here in the menu we have several links such as my workbench, content, and help these are found the left; the links found on the right are your name and the log out menu.

If you hover over “My Workbench” you will find five tabs with “Create Content”, “File list”, “My Sections”, “My Drafts”, and “Needs Review.”

We will only use “Create Content” & “My Sections”

Next, you will find “Content” this drop-down is the same as “Create Content” but, if you select “Content” it will take you to a page where you can see what you have done as well as all other content for the CSUSB Website.



# Adding a Page

Note: You are able to make pages but, we implement them into your specified location on the website. First we are going to access “Content”>”Add Content”>”Page.” This will bring us into the “Create Page” page.

Now we will see multiple input fields such as: title, paragraph, paragraph type, add new paragraph, section access, Revision Information & URL path settings (Do not touch these 2 settings.), and we have the Save Button.

The screenshot shows a web application interface for creating a page. At the top, there is a navigation bar with 'My Workbench', 'Content', and 'Help' menus, a search bar, and user information 'Hello Dusty Lewis' with a 'Log out' link. Below the navigation bar, the breadcrumb 'Home » Add content' is visible, followed by the main heading 'Create Page'. A yellow notification bar states: 'New content: Your draft will be placed in moderation.' The form includes several sections: 'Title \*' with an empty text input field; 'Content Area' with a message 'No Content Areas added yet. Select a Content Area type and press the button below to add one.' and a dropdown menu for 'Content Area type' set to 'Single Column', with an 'Add new Content Area' button; 'Section Access \*' with a dropdown menu set to 'Master Plan' and a message 'Select the proper editorial group(s) for this content.'; 'Revision information' (New revision) and 'URL path settings' (Automatic alias) on the left; 'Revision log message' with a text area containing 'Created by Dusty Lewis.' and a message 'Provide an explanation of the changes you are making. This will help other authors understand your motivations.'; and 'Moderation state' with a dropdown menu set to 'Published' and a message 'Set the moderation state for this content.' At the bottom left, there is a 'Save' button.

# Editing a Page

All you have to do is go to the page you would like to modify. Or you can search for the page by its name using the search too. For this example we will modify the Master Plan's homepage. <http://csusb.edu/master-plan>.

On the page you will see a three tab menu above the content. Simply select "New Draft" to edit the page.

Once you have done that you will be taken into the "Edit Page \_\_\_\_" (Example below). Here you will see very familiar tools, in which, is exactly as how the "Create Page" works.

Just go ahead and do the modifications you want to make and they will be published as soon as you select "Save" at the bottom of the page.

Note: You are not allowed to delete/remove a "paragraph" you may add as many paragraphs as you would like but you cannot delete them.

The screenshot shows the 'Content' management interface. At the top, there is a search bar with the text 'The Senior Project'. Below the search bar, there are several filters: 'Type' set to '- Any -', 'Author' set to an empty field, 'Published' set to '- Any -', and 'Vocabulary' set to '- Any -'. There are 'Apply' and 'Reset' buttons to the right of the filters. Below the filters, there is a navigation menu with tabs for 'Home', 'Event Gallery', 'The Senior Project', 'FAQs', and 'Cogito Magazine'. The 'The Senior Project' tab is selected. The main content area shows the page title 'The Senior Project' and a list of actions: 'View', 'Edit', and 'Revisions'. The 'Edit' action is circled in red. Below the actions, there is a section titled 'Section Access: University Honors Program' with a list of bullet points describing the project requirements and expectations for different years.

**Content** ▾

+ Add content

**Title**      **Type**      **Author**      **Published**      **Vocabulary**

The Senior Project      - Any -           - Any -      - Any -      Apply      Reset

My Workbench    Content    Help      Search      0 / 6      Hello Andrew Castillo    Log out

Home    Event Gallery    **The Senior Project**    FAQs    Cogito Magazine

**Contact Us**

Dr. David W. Marshall, Director  
California State University, San Bernardino  
University Hall 362  
5500 University Parkway  
San Bernardino, CA 92407  
Telephone: (909) 537-7472  
Email: [honors@csusb.edu](mailto:honors@csusb.edu)

California State University San Bernardino  
Serrano Village

**The Senior Project**

View    **Edit**    Revisions

Section Access: *University Honors Program*

- **All Honors Students must complete a Senior Project.**  
It can be completed through either the department Honors Program in their discipline or through an independent study in the University Honors Program (HON 598 – 4 units – Graded S/U).
- **The Senior Project may take various forms.**  
This will depend on the student's discipline: It may be a lengthy research paper, a public performance, a lab experiment, a computer program, a work of art, etc. The Senior Project can also be interdisciplinary. Whatever form it takes, it should be a demanding exercise (4 units = roughly 150 clock hours of work) and the resulting presentation should demonstrate in depth skill and understanding of the topic.
- **Sophomore Year Expectations:**  
Ideally the student will start planning on this work at the end of the sophomore year – Identify the project, consult with and select a mentor, initiate the reading, basic research and outline the methodology. The mentor must be a full-time faculty member who possesses expertise in the subject who is willing and able to provide criticism and direction. S/he will be expected to evaluate the final project before it is presented.
- **Junior Year Expectations:**  
In the junior year, the student will complete as much of the background reading and research as possible, meet with the mentor to refine the scope of the project, agree on a description, on methodology, format, and a time line. By the end of the junior year, it is the responsibility of the student to submit to the Honors Committee a Contract Form with a detailed plan and abstract of the work envisaged.
- **Senior Year Expectations:**  
It is intended, in the senior year, that HON 306, will afford the student the time and where withal to write and prepare the final draft of the Project.
- **Presentation**  
The work in its final form is to be presented in the last quarter of the senior year
- **Editing: Grammar, Punctuation, and Stylistic guides**  
It is the student's responsibility to insure that the manuscript is free of grammatical, mechanical, or stylistic errors and that it conforms to one of the discipline specific style manuals.

# Content Area Type

There are 8 Content Area Types. They are: Single Column, Two Columns, Three Columns, 65% -35% Column Split, Single Column Float Image Left/Right, 35% - 65% Column Split, and Four Columns. Each of these make columns for your content. Some of the most common content areas are shown below.

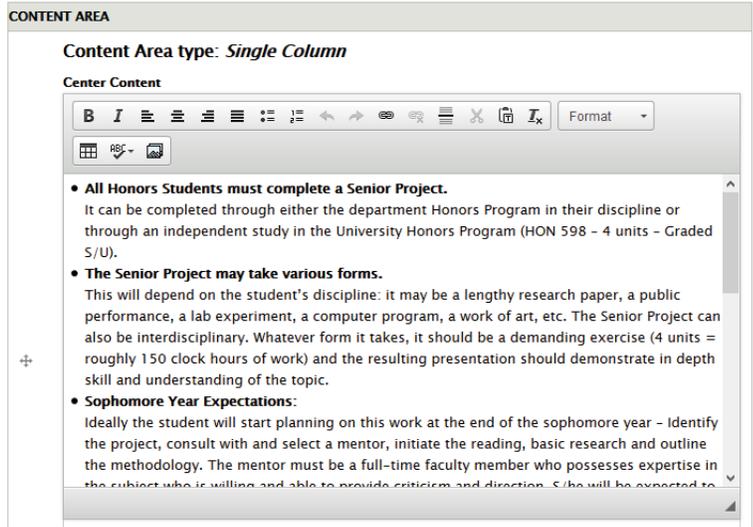
## Content Area type

- ✓ Single Column
- Two Columns
- Three Columns
- 65%-35% Column Split
- Single Column Float Image Left
- Single Column Float Image Right
- 35%-65% Column Split
- Four Columns

**CONTENT AREA**

Content Area type: *Single Column*

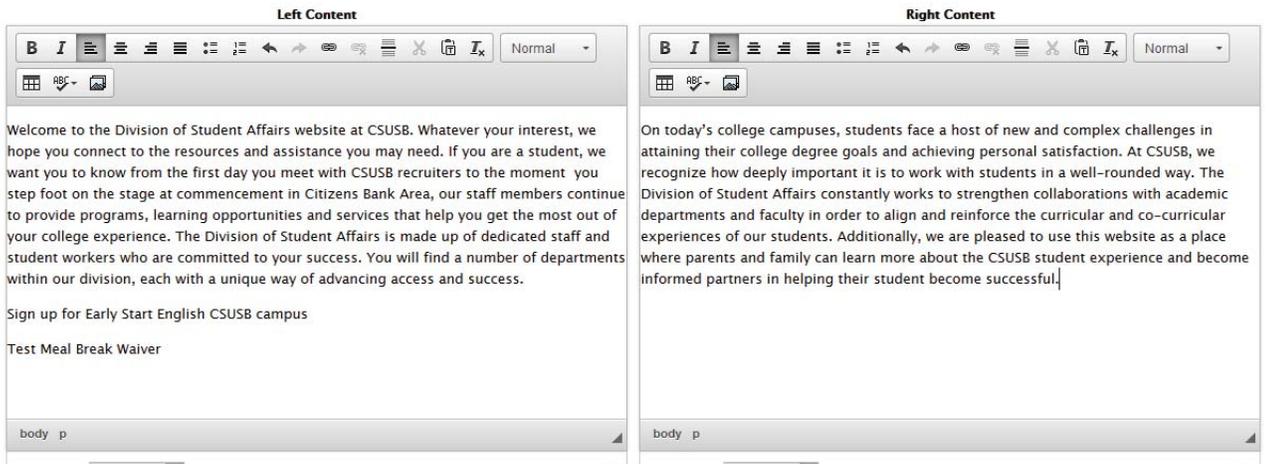
Center Content



- **All Honors Students must complete a Senior Project.**  
It can be completed through either the department Honors Program in their discipline or through an independent study in the University Honors Program (HON 598 - 4 units - Graded S/U).
- **The Senior Project may take various forms.**  
This will depend on the student's discipline: it may be a lengthy research paper, a public performance, a lab experiment, a computer program, a work of art, etc. The Senior Project can also be interdisciplinary. Whatever form it takes, it should be a demanding exercise (4 units = roughly 150 clock hours of work) and the resulting presentation should demonstrate in depth skill and understanding of the topic.
- **Sophomore Year Expectations:**  
Ideally the student will start planning on this work at the end of the sophomore year - Identify the project, consult with and select a mentor, initiate the reading, basic research and outline the methodology. The mentor must be a full-time faculty member who possesses expertise in the subject who is willing and able to provide criticism and direction. s/he will be expected to

## Content Area type: *Two Columns*

Left Content



Right Content

Welcome to the Division of Student Affairs website at CSUSB. Whatever your interest, we hope you connect to the resources and assistance you may need. If you are a student, we want you to know from the first day you meet with CSUSB recruiters to the moment you step foot on the stage at commencement in Citizens Bank Area, our staff members continue to provide programs, learning opportunities and services that help you get the most out of your college experience. The Division of Student Affairs is made up of dedicated staff and student workers who are committed to your success. You will find a number of departments within our division, each with a unique way of advancing access and success.

Sign up for Early Start English CSUSB campus

Test Meal Break Waiver

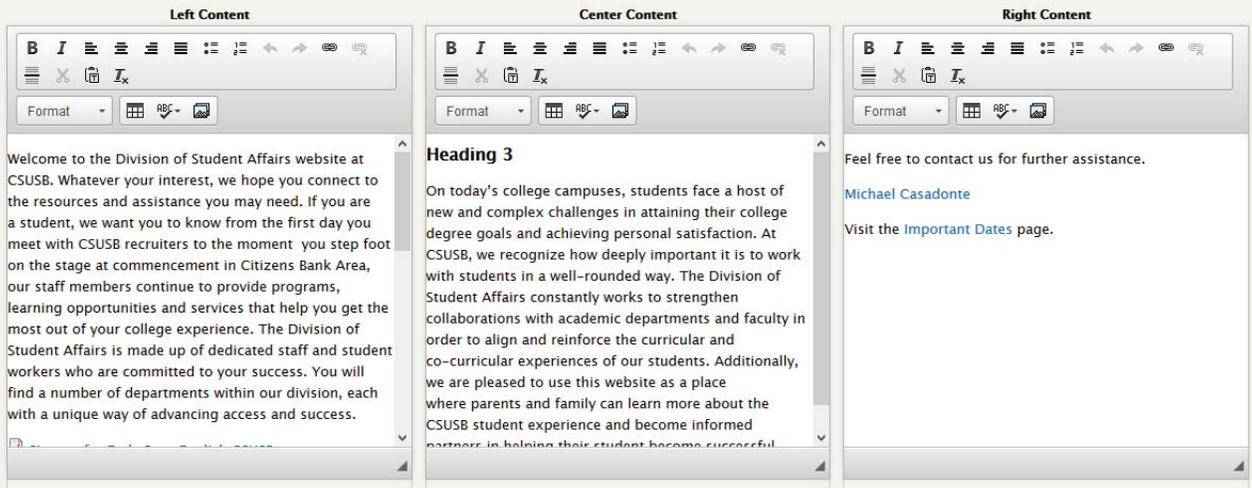
body p

On today's college campuses, students face a host of new and complex challenges in attaining their college degree goals and achieving personal satisfaction. At CSUSB, we recognize how deeply important it is to work with students in a well-rounded way. The Division of Student Affairs constantly works to strengthen collaborations with academic departments and faculty in order to align and reinforce the curricular and co-curricular experiences of our students. Additionally, we are pleased to use this website as a place where parents and family can learn more about the CSUSB student experience and become informed partners in helping their student become successful.

body p

## Content Area type: *Three Columns*

Left Content



Center Content

Right Content

Welcome to the Division of Student Affairs website at CSUSB. Whatever your interest, we hope you connect to the resources and assistance you may need. If you are a student, we want you to know from the first day you meet with CSUSB recruiters to the moment you step foot on the stage at commencement in Citizens Bank Area, our staff members continue to provide programs, learning opportunities and services that help you get the most out of your college experience. The Division of Student Affairs is made up of dedicated staff and student workers who are committed to your success. You will find a number of departments within our division, each with a unique way of advancing access and success.

**Heading 3**

On today's college campuses, students face a host of new and complex challenges in attaining their college degree goals and achieving personal satisfaction. At CSUSB, we recognize how deeply important it is to work with students in a well-rounded way. The Division of Student Affairs constantly works to strengthen collaborations with academic departments and faculty in order to align and reinforce the curricular and co-curricular experiences of our students. Additionally, we are pleased to use this website as a place where parents and family can learn more about the CSUSB student experience and become informed partners in helping their student become successful.

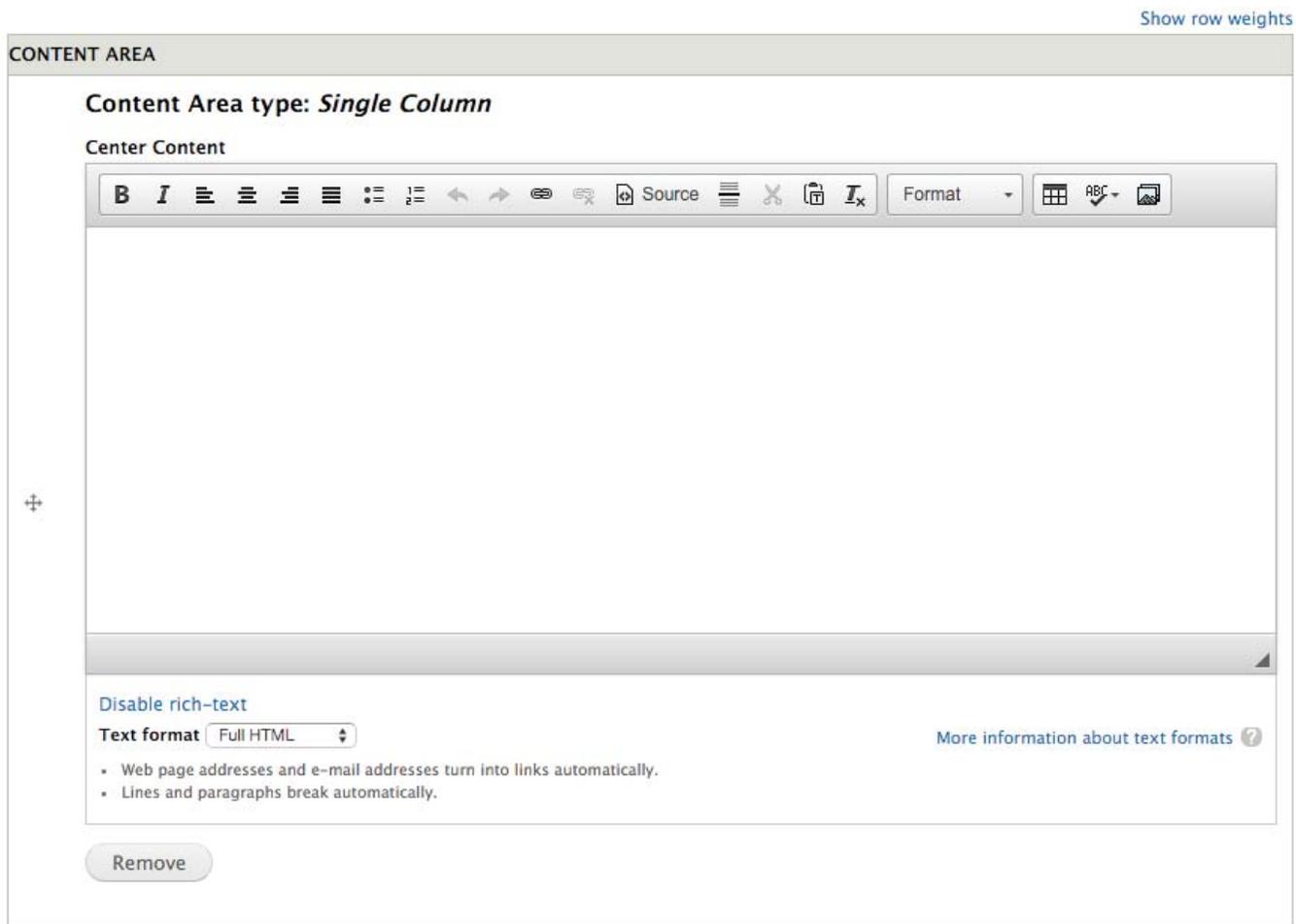
Feel free to contact us for further assistance.

[Michael Casadonte](#)

Visit the [Important Dates](#) page.

# Content Area Functions

We have several settings shown in the paragraph menu once you “add new paragraph” these settings are: bold, emphasis (italics), underline, strike-through, unordered lists (bullet lists), ordered lists (1,2,3,etc. lists), undo button (ctrl + z), redo button (ctrl + shift + z), link button, remove link, anchor, image, super script, sub script, pull quote, source, horizontal line, remove format, format (h2 h3 h4 h5 normal), table, spell check, add media button.



Adding headers, body text and lists can all be accomplished using the WYSIWIG.

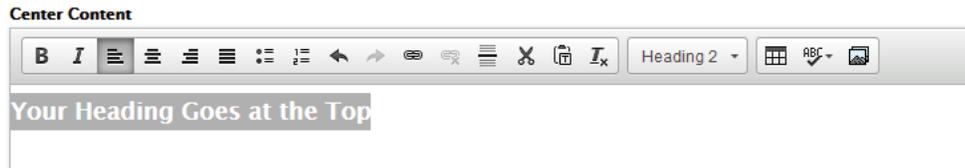
The header tags (<h1><h2> etc) should be used instead of style elements like font size and bolding.

In Drupal, the Header 1 <h1> is set when the page is created. You only have to add headers <h2> - <h5> . Headers must also be used logically with only one Heading 1 per page and the rest of the headers ordered logically by number. Headers allow for users to navigate more easily through a web page.

# Content Area Functions (continued)

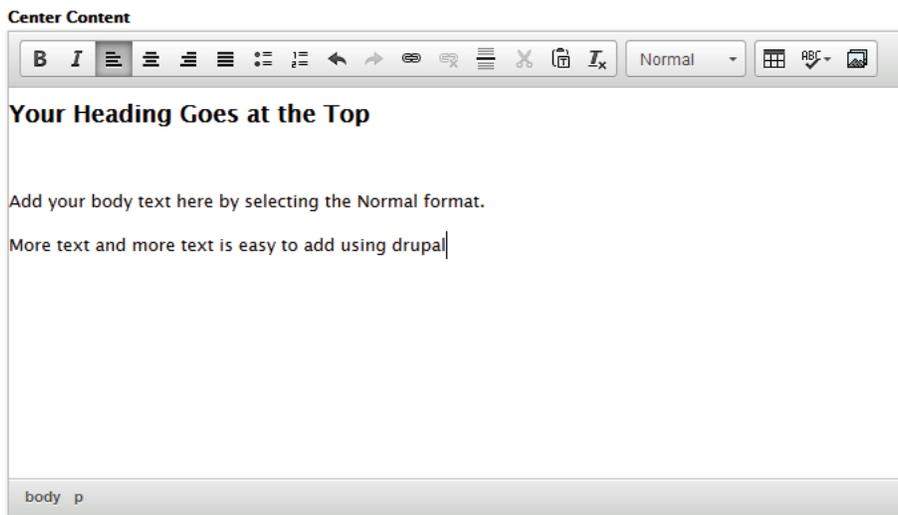
Add a header - type your text, select and click the format button on the toolbar. Be sure to properly nest the headers: h2 - h5.

Content Area type: *Single Column*



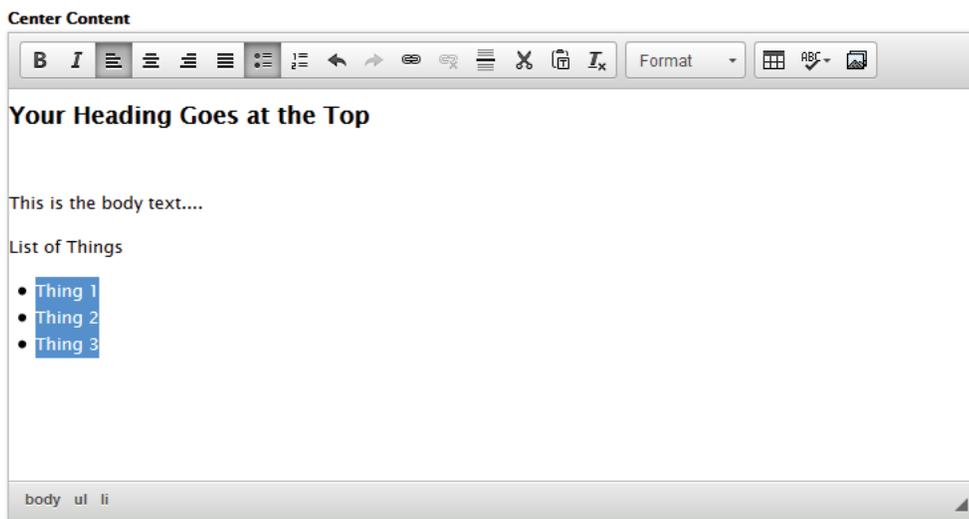
To add text to the body make sure the format is set to Normal then start typing...

Content Area type: *Single Column*



To add a list, simply type your list, select the text and choose bulleted list or numbered list option.

Content Area type: *Single Column*

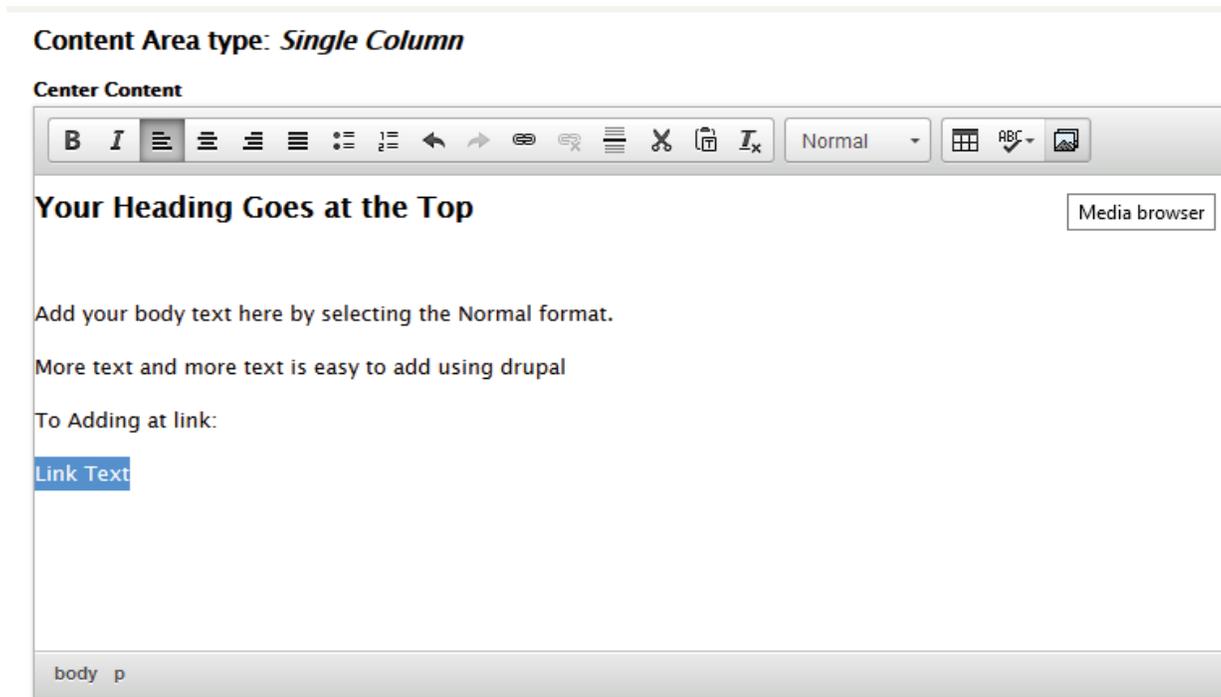


# Linking to a PDF or File

Go to the page you wish to put in the PDF, DOC, EXCEL, etc.

Select “Edit” in one of the tabs above the content on the page you wish to put the file into.

Once there go into the area you wish to put the file in, select/highlight the text if you are placing it within text. Or just click on space you want the file to be in.



Now, look on the top you will see several buttons, select the button that has an image of mountains, i.e. the media button.

Here you will upload the file you wish to link to.

Select “Choose File” and now you select the file you want from your computer.

Now select “Upload”

Next, select “Next”, and one more time when you see “Public Local...” Now rename the file title to how you want it to appear in the text.

“Emergency Guide” would be an example. Select “Save”

Select “Submit”

Now the PDF or file will be linked in the text.

## Upload a new file \*

No file selected.

Files must be less than **100 MB**.  
Allowed file types: **jpg jpeg gif png txt doc docx xls xlsx pdf |**

## Destination \*

- Public local files served by the webserver.
- Private local files served by Drupal.



# Editing FAQs

To edit an “FAQ” select “Content” within content you will see “Title”, “Type”, “Author”, “Published”, “Vocabulary”, “Apply” & “Reset.”

Select “Type” and within the drop down select “FAQ.”

**Title**      **Type**      **Author**      **Published**      **Vocabulary**

When should I take      FAQ      - Any -      - Any -      Apply      Reset

---

**OPERATIONS**

- Choose an operation -      Execute

---

<input type="checkbox"/>	TITLE	TYPE	AUTHOR
<input type="checkbox"/>	When should I take the EPT/ELM test? <span style="color: red;">new</span>	FAQ	Joel Fite

Note: It will be better if you copy and paste the FAQ Question you want to edit into the “Title” text field.

You will then see a long list of FAQs some you will not be able to edit because you do not have the permission to edit them. So, on the right side there is a column titled “OPERATIONS” here is where you would see whether or not you may edit that certain FAQ.

Once you see the FAQ you wish to edit select “edit” you will then be taken into the “Edit FAQ” page.

You will see input fields for the Question, Answer, Category and save.

For the question simply type in the question. For the Answer you can type in the answer and format it the way you would like . You may put links and make certain items bold, italics, strike-through, lists, etc. using the methods previously mentioned. Again just select save and your FAQ will automatically be added to your FAQs.

**Question \***

When should I take the EPT/ELM test?

**Answer**

**B I**    **≡ ≡ ≡ ≡**    **≡ ≡**    **↶ ↷**    **🔗**    **✂**    **🗑**    **I<sub>x</sub>**    **Format**    **📄**    **ABC**    **🖨**

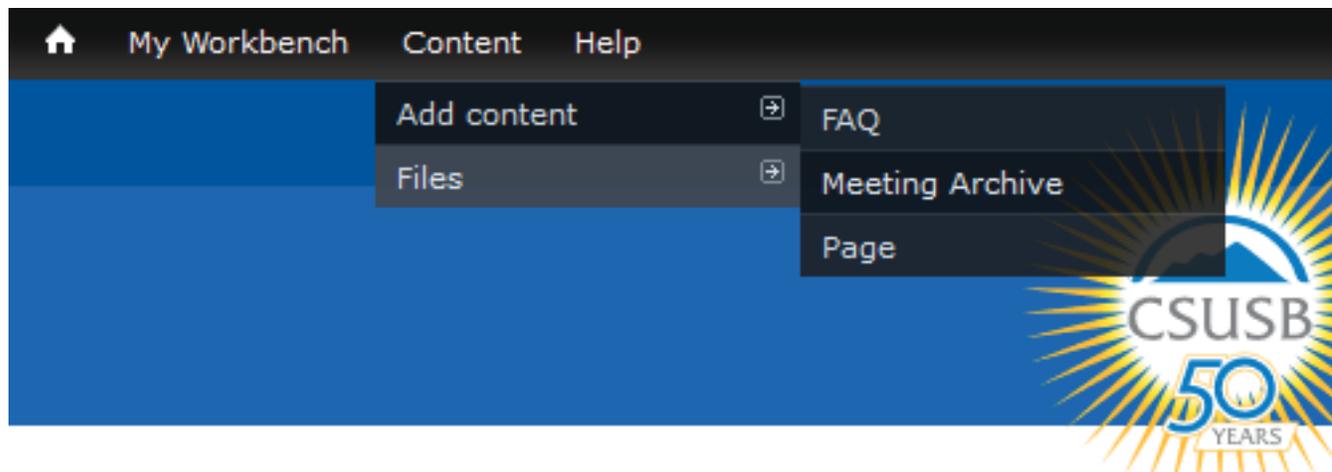
You should take the EPT/ELM as soon as possible. While there are multiple opportunities to take the tests,

**Text format**    Full HTML    **▾**

- Web page addresses and e-mail addresses turn into links automatically.
- Lines and paragraphs break automatically.

# Adding Meeting Archives

To add a “Meeting Archive” go into  
Content > Add Content > Meeting Archive



You will be taken into the create Meeting Archive page. The example on the next page.

Here we have title, section access, meeting announcement information (group, meeting date, special meeting, location, location address), meeting records (agenda and minutes).

For the Title use the name of your “section” - “the date”

Here is an example: “Master Plan” - “03/8/16”

You will need to choose the section access. Whatever you work in you will see the section on the drop-down by selecting it.

The most important part is choosing which group it is going into. Here you will want to choose the group that corresponds to you and your section. If you are making a meeting archive for strategic plan please choose strategic plan.

Next is the Date. The top one is the day of the meeting/ time the bottom one is the end of the meeting/ time.

After you input the date choose whether the meeting is a special meeting or not. The default is at “No.”

Then, type in the location and or location address (if needed).

You can also upload the agenda and minutes documents by selecting “Choose File” next, select the file you wish to upload then, select “Open” and “Upload.”

Finally, you may save the Meeting archive and it will automatically be added into the specified page of your section.

# Adding Meeting Archives Cont'd.

My Workbench Content Help Search 4 / 4 Hello Dusty Lewis Log out

Home » Add content

## Create Meeting Archive

**Title \***  
Master Plan - 03/8/16

**Section Access \***  
Master Plan

Select the proper editorial group(s) for this content.

**MEETING ANNOUNCEMENT INFORMATION**

**MEETING DATE**

Show End Date

Date	Time
03/09/2016	10:45am
E.g., 03/09/2016	E.g., 10:45am

**Special Meeting \***  
No

Select if this meeting is a special meeting

**Location**  
Pfau Library Room 106

Enter the Location of the meeting.

**Location Address**

Enter the Address of the location if one exists or is needed.

**MEETING RECORDS**

**Agenda**

Choose File No file chosen Upload

Files must be less than 5 MB.  
Allowed file types: txt pdf doc docx.

**Minutes**

Choose File No file chosen Upload

Files must be less than 5 MB.  
Allowed file types: txt pdf doc docx.

**URL path settings**

Automatic alias

Generate automatic URL alias  
Uncheck this to create a custom alias below.

**URL alias**

Optionally specify an alternative URL by which this content can be accessed. For example, type "about" when writing an about page. Use a relative path and don't add a trailing slash or the URL alias won't work.

Save

# Editing Meeting Archives

Here in the menu we have several links such as my workbench, content, configuration, and help these are found the left; the links found on the right are your name and the log out menu.

If you hover over “My Workbench” you will find three tabs with “Create Content”, “My Sections”, and “My Drafts.”

Let’s move on to “Content” here you may “Add Content” such as a “FAQ”, “Meeting Archive”, and “Page.” We will explore each item in depth,

The screenshot shows a web application interface for managing content. At the top, there is a navigation bar with 'My Workbench', 'Content', and 'Help' links. The 'Content' link is highlighted with a red circle. Below the navigation bar, there is a search bar and user information: '1 / 2 Hello Tracy Wise Log out'. The main content area is titled 'Content' and has two tabs: 'CONTENT' and 'FILES'. Below the tabs, there is a '+ Add content' link. A filter section includes fields for 'Title', 'Type' (set to 'Meeting Archive'), 'Author', 'Published', and 'Vocabulary'. There are 'Apply' and 'Reset' buttons. Below the filters is an 'OPERATIONS' section with a dropdown menu set to '- Choose an operation -' and an 'Execute' button. The main part of the interface is a table listing meeting archives. The table has columns for 'TITLE', 'TYPE', 'AUTHOR', 'PUBLISHED', 'UPDATED', and 'OPERATIONS'. The first row is 'Presidents Council - January 25, 2016 updated' by Tracy Wise, published on March 09, 2016. The 'edit' link in the 'OPERATIONS' column for this row is circled in red. Other rows include various 'ASI BOD' meeting archives by John Baumann, published on February 22, 2016.

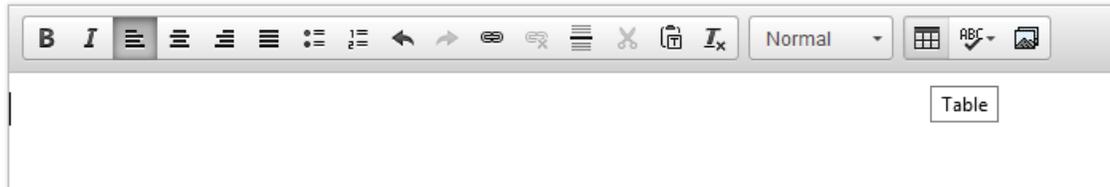
	TITLE	TYPE	AUTHOR	PUBLISHED	UPDATED	OPERATIONS
<input type="checkbox"/>	Presidents Council - January 25, 2016 updated	Meeting Archive	Tracy Wise	Yes	March 09, 2016	edit delete
<input type="checkbox"/>	ASI BOD February 2, 2016 new	Meeting Archive	John Baumann	Yes	February 22, 2016	
<input type="checkbox"/>	ASI BOD January 19, 2016 new	Meeting Archive	John Baumann	Yes	February 22, 2016	
<input type="checkbox"/>	ASI BOD December 1, 2015 new	Meeting Archive	John Baumann	Yes	February 22, 2016	
<input type="checkbox"/>	ASI BOD November 17, 2015 new	Meeting Archive	John Baumann	Yes	February 22, 2016	
<input type="checkbox"/>	ASI BOD November 3, 2015 new	Meeting Archive	John Baumann	Yes	February 22, 2016	
<input type="checkbox"/>	ASI BOD October 6, 2015 new	Meeting Archive	John Baumann	Yes	February 22, 2016	
<input type="checkbox"/>	ASI BOD October 20, 2015 new	Meeting Archive	John Baumann	Yes	February 22, 2016	
<input type="checkbox"/>	ASI BOD June 2, 2015 new	Meeting Archive	John Baumann	Yes	February 22, 2016	
<input type="checkbox"/>	ASI BOD May 19, 2015 new	Meeting Archive	John Baumann	Yes	February 22, 2016	
<input type="checkbox"/>	ASI BOD May 3, 2015 new	Meeting Archive	John Baumann	Yes	February 22, 2016	
<input type="checkbox"/>	ASI BOD April 21, 2015 new	Meeting Archive	John Baumann	Yes	February 22, 2016	
<input type="checkbox"/>	ASI BOD April 7, 2015 new	Meeting Archive	John Baumann	Yes	February 22, 2016	
<input type="checkbox"/>	ASI BOD March 17, 2015 new	Meeting Archive	John Baumann	Yes	February 22, 2016	
<input type="checkbox"/>	ASI BOD March 3, 2015 new	Meeting Archive	John Baumann	Yes	February 22, 2016	
<input type="checkbox"/>	ASI BOD February 17, 2015 new	Meeting Archive	John Baumann	Yes	February 22, 2016	

# Adding Tables

Before adding a table it is important to have the table well defined. You should not use tables for simply layout purposes. Your table should have row and or column headers.

## Content Area type: *Single Column*

Center Content



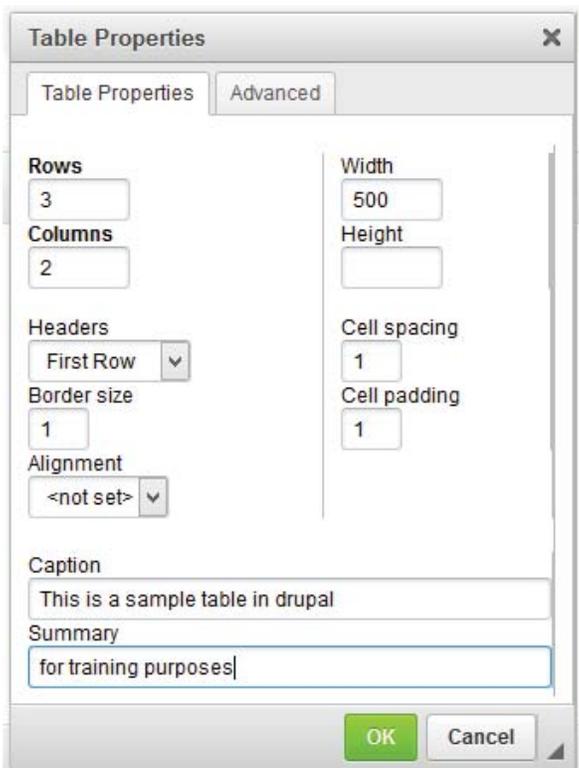
Step 1: Click on the table button. The table properties box will appear. Add the number rows and columns. Under Headers, choose First Row,

First Column, or Both. Add the caption and summary text. These are optional depending on the type of table you are adding. Adjust the border size and cell spacing as needed. Also set the alignment if necessary. Do not adjust the width unless you are certain about the size of the table. The default value of 500 will usually be sufficient for most tables.

Click OK.

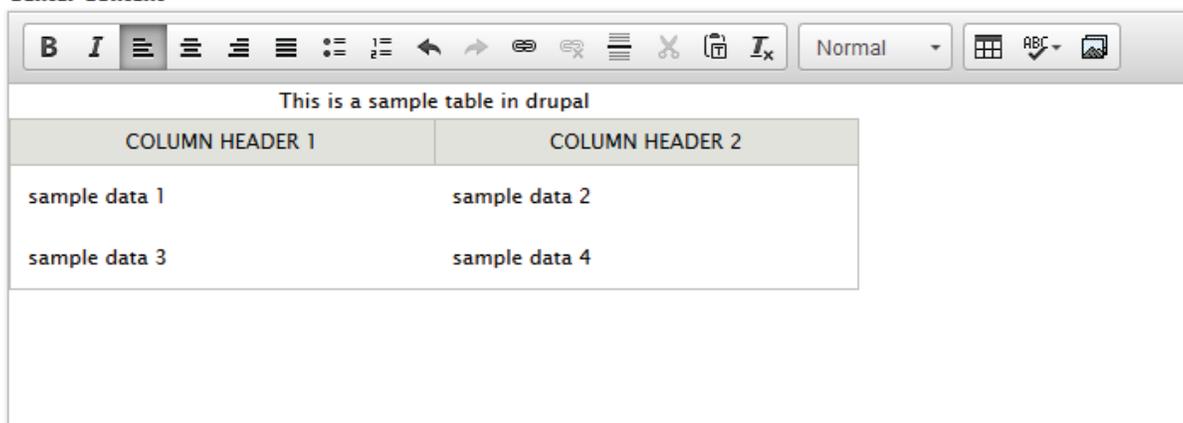
Next, the table will appear and now you can add your headers and field values. Use the Tab key to move between fields. You can also use the Tab key to add rows.

The borders will not appear until you are in view mode.



## Content Area type: *Single Column*

Center Content



# Adding Images

Adding images to content area using the Media Browser button on the WYSIWIG tool bar (circled in red). All images must meet the following requirements:  
Files must be less than 100 MB.  
Allowed file types: jpg jpeg gif png txt doc docx xls xlsx pdf ppt pptx pps ppsx odt ods odp mp3 mov mp4 m4a m4v mpeg avi ogg oga ogv weba webp webm zip 7z.

Content Area type: *Single Column*

Center Content



Adding an Image

Step 1: Click on the Media Browser Button on the WYSIWIG tool bar.

Upload a new file \*

Browse... No file selected. Upload

Files must be less than 100 MB.  
Allowed file types: jpg jpeg gif png txt doc docx xls xlsx pdf ppt pptx

Next

Step 2: Browse to the file on your computer. Select the file. Click Upload, then Next. The Destination will should always be set to Public local files served by the webserver.

Destination \*

- Public local files served by the webserver.
- Private local files served by Drupal.

Previous Next

Step 3: Add Alt Text (also know as Alternative Text) as shown in the example below and click Submit.

## Embedding CTClogo.jpg



Now you will be given an opportunity to Save your work.

ADA Consideration:

Alternative text is used by screen readers, search engines, and when the image cannot be loaded. By adding alt text you improve accessibility and search engine optimization.

Title text (optional) is used in the tool tip when a user hovers their mouse over the image. Adding title text makes it easier to understand the context of an image and improves usability.

Name \*

CTClogo.jpg

Alt Text

California Teaching Commission

Alternative text is used by screen readers, search engines, and when the image c

Title Text

Title text is used in the tool tip when a user hovers their mouse over the image. A

Previous Save

OPTIONS

Display as Default

Choose the type of display you would like for this file

Alt Text

California Teaching Commission

Alternative text is used by screen readers, search eng

Title Text

Title text is used in the tool tip when a user hovers th

Submit

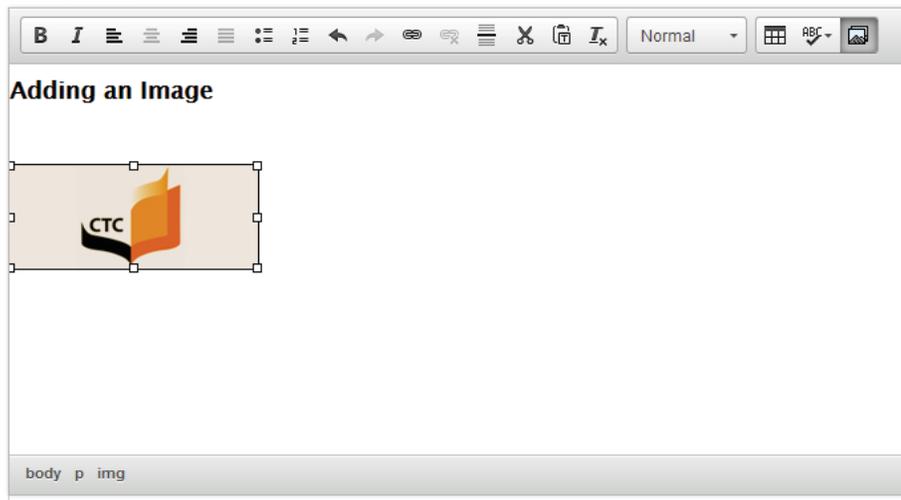
# Adding Images (continued)

There are a couple of types of images you should be aware of. Decorative images don't add information to the content of a page. For example, the information provided by the image might already be given using adjacent text, or the image might be included to make the website more visually attractive. In these cases, the alt text should be empty (alt="") so they can be ignored by assistive technologies.

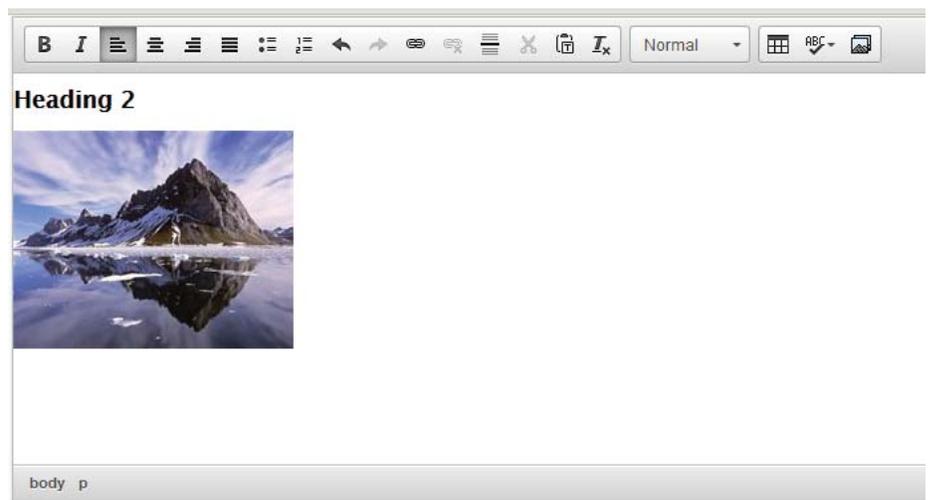
The other type of images are informative images. Informative images convey a simple concept or information that can be expressed in a short phrase or sentence. The text alternative should convey the meaning or content that is displayed visually, which typically isn't a literal description of the image.

## Content Area type: *Single Column*

### Center Content



The screenshot shows a content editor interface. At the top is a toolbar with various icons for text formatting (bold, italic, bulleted list, numbered list, indent, outdent, link, unlink, undo, redo), image insertion, and a 'Normal' style dropdown. Below the toolbar, the text 'Adding an Image' is displayed. A centered image of the CTC logo is shown within a rectangular selection box. The logo consists of the letters 'CTC' in a bold, sans-serif font, with a stylized orange and black graphic element to its right. At the bottom of the editor, a status bar shows the text 'body p img'.



The screenshot shows a content editor interface. At the top is a toolbar with various icons for text formatting (bold, italic, bulleted list, numbered list, indent, outdent, link, unlink, undo, redo), image insertion, and a 'Normal' style dropdown. Below the toolbar, the text 'Heading 2' is displayed. A centered image of a mountain landscape is shown within a rectangular selection box. The image depicts a rugged, snow-capped mountain peak reflected in a calm body of water under a blue sky. At the bottom of the editor, a status bar shows the text 'body p'.

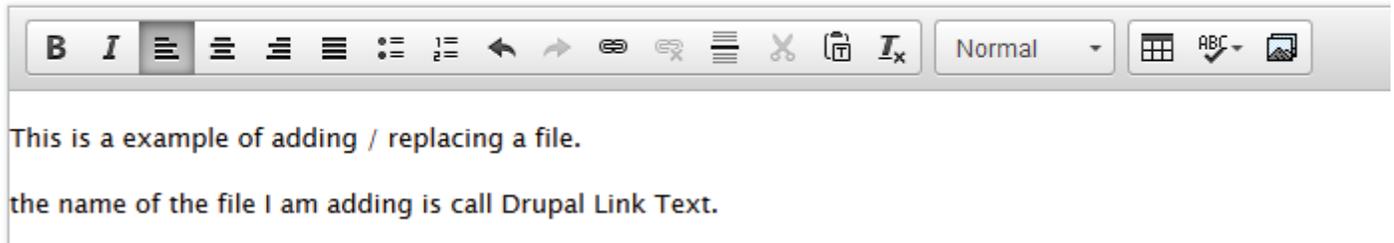
# Adding / Replacing Files

The process for adding and replacing (updating) files is significantly improved in Drupal.

Step 1: In the content area add the link text as shown in the example below.

## Content Area type: *Single Column*

### Center Content



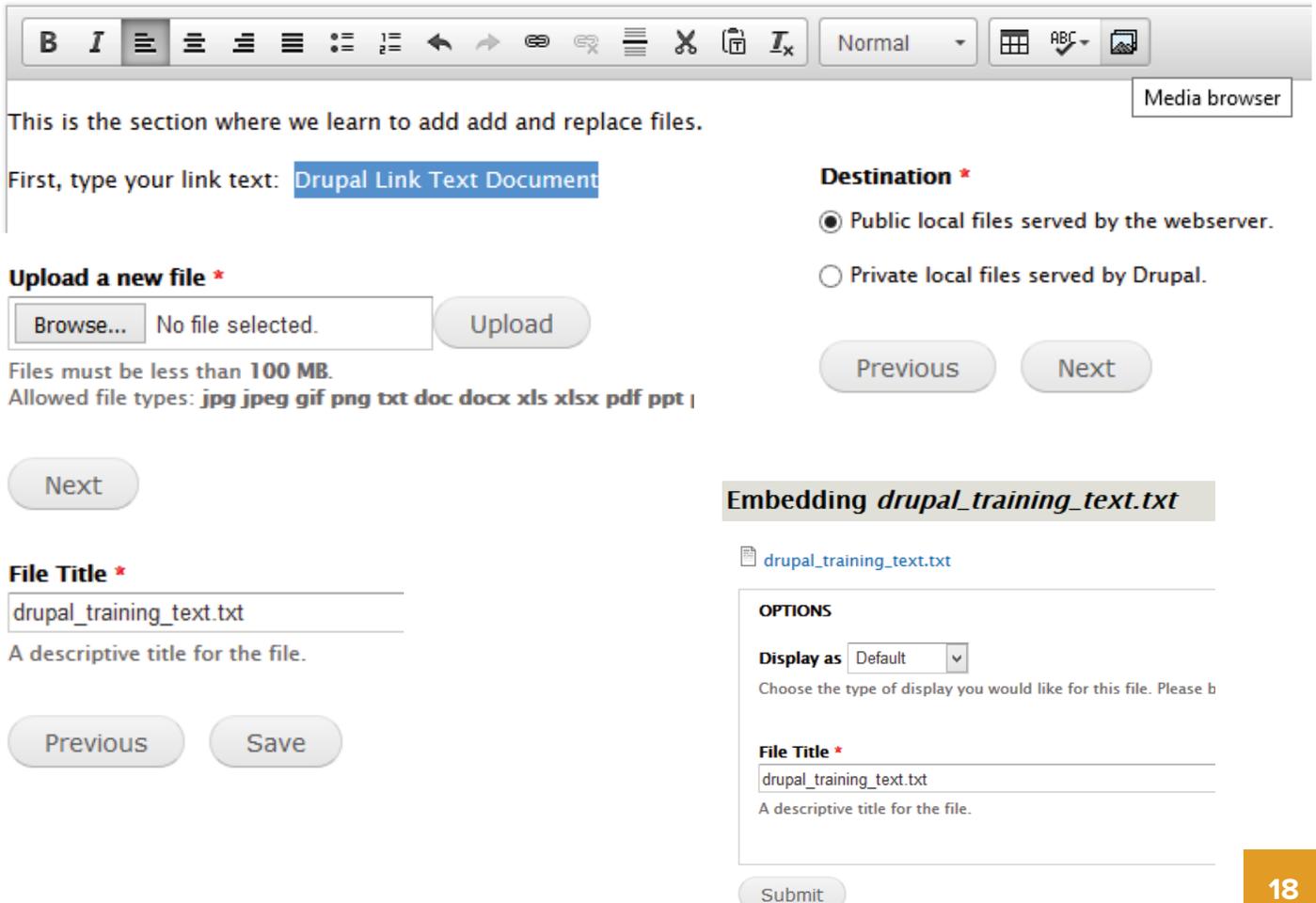
This is a example of adding / replacing a file.

the name of the file I am adding is call Drupal Link Text.

Next, select the link text and click on the media browser button (mountain). Now browse to the file on your computer and click Upload and then click Next. The destination should always be set to Public Local Files served by the webserver. Click Next. Confirm the File Title. This is not the same as the file name. The File Title is descriptive text for the file. Clicking Submit will embed the file on the page.

## Content Area type: *Single Column*

### Center Content



This is the section where we learn to add add and replace files.

First, type your link text: **Drupal Link Text Document**

**Upload a new file \***

Browse... No file selected. Upload

Files must be less than **100 MB**.  
Allowed file types: **jpg jpeg gif png txt doc docx xls xlsx pdf ppt**

**Destination \***

- Public local files served by the webserver.
- Private local files served by Drupal.

Previous Next

**File Title \***

drupal\_training\_text.txt

A descriptive title for the file.

Previous Save

**Embedding drupal\_training\_text.txt**

drupal\_training\_text.txt

**OPTIONS**

Display as Default

Choose the type of display you would like for this file. Please b

**File Title \***

drupal\_training\_text.txt

A descriptive title for the file.

Submit

# Adding / Replacing Files (continued)

You have successfully added a link to a file that you know will be periodically updated. Now it is time to update the file. Go back to the link text and you'll see a small page icon and text is shaded blue to identify it as a hyperlink.

Step 1: In the black menu bar at the top of the page, click on Content>>Files. A large list files will appear. Using the search box, type the title of the file you want to update. In this case, type "drupal" and choose "document" as the type and click Apply.

Step 2: You'll see a list of files will appear. The file needing to be updated is first on the list. Double-click on the file name.

Step 3: Now the file will appear on it's own page. Click Edit.

Now you can change the file by clicking Browse and selecting the replacement file. In this example we will use a file called "drupal2.txt" and click Save. The document has been updated and the replaced file has been deleted.

Content Area type: *Single Column*

Center Content

This is the section where we learn to add add and replace files.  
First, type your link text: [drupal\\_training\\_text.txt](#)

Name	Type	User
drupal	Document	

Apply Reset

**OPERATIONS**

- Choose an operation - Execute

<input type="checkbox"/>	TITLE	TYPE
<input type="checkbox"/>	drupal_training_text.txt	Document
<input type="checkbox"/>	test text drupal.txt	Document
<input type="checkbox"/>	Drupal - Creating Framework.pdf	Document

## drupal\_training\_text.txt

View Edit Usage Delete

drupal\_training\_text.txt

## drupal\_training\_text.txt

- Document *drupal\_training\_text.txt* has been updated.
- The replaced Document *drupal\_training\_text\_1.txt* has been deleted.

View Edit Usage Delete

drupal\_training\_text.txt

**File Title \***

drupal\_training\_text.txt

A descriptive title for the file.

**Replace file**

Browse... drupal2.txt

This file will replace the existing file. This action cannot be undo  
Files must be less than **100 MB**.  
Allowed file types: **dot doc pdf xlb xlt xls pps ppt odp ods odt i**

drupal\_training\_text.txt (29 bytes)

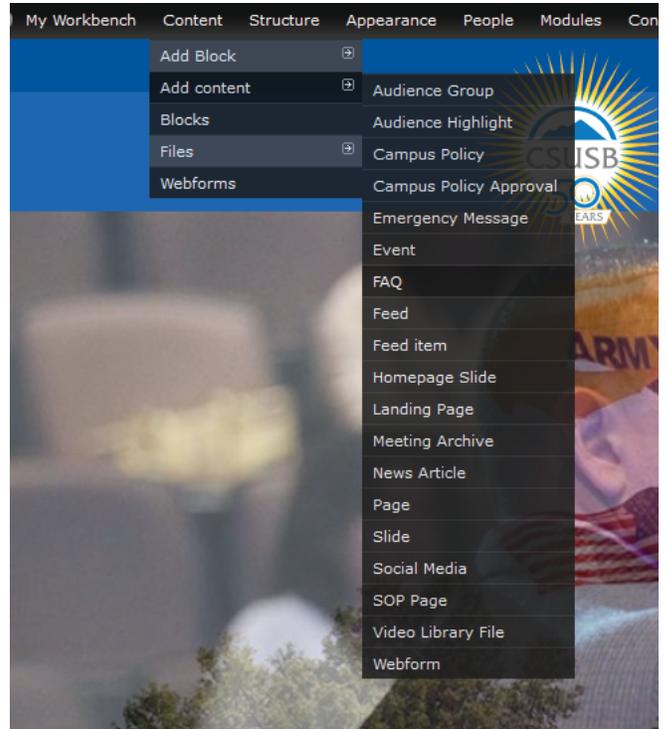
<b>Destination</b> Destination: Public files	<b>Destination</b> <input checked="" type="radio"/> Public files <input type="radio"/> Private files
<b>URL path settings</b> Alias: files/drupaltrainingtexttxt-1	
<b>User information</b> Associated with April Lane	

Save Delete Cancel

# Adding Events

Step 1: On black menu bar at the top of the page, select Content>>Events as shown below. The Create Event page will appear. Next, fill in the name of your event. In this example, use “Drupal Sample Event.” Enter the date and time. You event can have a beginning and ending date, if necessary. In the content area add a description of your event.

Add the Event Location.



**Name \***

**DATE**

Show End Date

<b>Date</b>	<b>Time</b>
<input type="text" value="05/26/2016"/>	<input type="text" value="01:00pm"/>
E.g., 06/25/2016	E.g., 05:55pm

Repeat

**Description**

**B I** [List icons] [Link icon] [Image icon] [Text icon] [Normal]

This is an example of how to create a sample event in drupal.

You can also add a link. Fill in the Title or link text and the URL for the link. Enter the event location, check the type of event and the category. Click Save.

**Event Location**

**Link**

**Title**

The link title is limited to 128 characters maximum.

- Front Page Item  
Select to display event on the CSUSB Homepage.
- Exclude this event from the Events Calendar

**Department Calendar Destination**  
 Select the department calendars this event will be displayed on.

- |  |  |
|--|--|
| <b>Type</b>                            | <b>Category</b>  |
| <input type="checkbox"/> Celebration   | <input type="checkbox"/> Academic Affairs                  |
| <input type="checkbox"/> Competition   | <input type="checkbox"/> Academic Personnel                |
| <input type="checkbox"/> Conference    | <input type="checkbox"/> Academic Programs                 |
| <input type="checkbox"/> Exhibition    | <input type="checkbox"/> Academic Research                 |
| <input type="checkbox"/> Guest Speaker | <input type="checkbox"/> Academic Resources                |
| <input type="checkbox"/> Performance   | <input type="checkbox"/> Academic Scheduling               |
| <input type="checkbox"/> Sports        | <input type="checkbox"/> Accounting                        |
| <input type="checkbox"/> Theatre       | <input type="checkbox"/> Accounting and Finance Department |
| <input type="checkbox"/> Workshop      | <input type="checkbox"/> Accounts Payable                  |

## Drupal Sample Event

Event *Drupal Sample Event* has been created.

[View](#) [Edit](#) [Manage display](#) [Repeats](#) [Track](#) [Devel](#)

Section Access: *Event pages are not under access control*

📅 May 26, 2016 📍 🕒 01:00 PM

This is an example of how to create a sample event in drupal.

**Event Location:**  
 Pfau Library Lawn

[Back to Events](#) ↩