

# Drupal Cloud – Getting Started Guide

## Introduction

In this **Getting Started Guide**, you can follow along as a personal website is built using the *MIT Adaptive Theme*. Whether you are building your own personal website or a simple site for a club or group, this Guide will give you what you need to be up-and-running in a small amount of time without using any HTML or CSS code.

There are four sections in this Getting Started Guide. In addition to this PDF document, each section is also a separate article in the Knowledge Base (KB) which you will find at this web address - <http://kb.mit.edu/confluence/x/2AFBCQ>. A file with the raw components for building this site can be accessed at this web address - <http://kb.mit.edu/confluence/x/aARBCQ>. And there is a more complete set of Drupal Cloud documentation at this web address - <http://kb.mit.edu/confluence/x/ns8wCQ>.

## Requesting Your Site

You can click the green button below to request a site which will be created for you within 24 hours. After you click you'll be sent to another web page where you'll need to login using Touchstone to proceed. Then you'll be asked to work through **4 Steps** to complete and submit a form.

**Don't forget to come back here.** You can begin **planning your site** and reading through this Getting Started Guide while waiting for your site to be ready. When your site is ready, you can use this guide to build a sample site. Then that sample site can easily be turned into your personal, customized site using what you learn here.



<http://drupalcloud.mit.edu/register>

Here is an image of the form you need to fill out to request your website. You will need to include a desired URL, or address. In this example, the Postdoc requesting a site is named Louise Torres, so she requests the URL *ltorres.mit.edu*. Next, select "A personal site." This will enable the MIT Adaptive Default theme for your site. Then, select "A new website" and click on the button labeled "Contact info."

On another form, you will enter your name and email address and finish the request process by confirming your details. After completing the process, you will receive an email confirming that your request was received, and a second email telling you when your site is ready.

A screenshot of a web form titled "CREATE A SITE". At the top, there is a progress bar with four steps: 1, 2, 3, and 4. Step 2, "Register Site", is highlighted. Below the progress bar, there are four numbered callouts: 1. A red circle with the number 1 points to the "Desired URL" field, which contains "ltorres" and ".mit.edu". A speech bubble says "Enter your desired website address." 2. A red circle with the number 2 points to the "A personal site" radio button. A speech bubble says "Select 'A personal site' to use the MIT Adaptive theme." 3. A red circle with the number 3 points to the "A new website" radio button. A speech bubble says "Select 'A new website.'" 4. A red circle with the number 4 points to the "Contact Info" button. A speech bubble says "Click to move to the next form." The form also includes a "Get Ready" button and a "Contact Info" button. The "Desired URL" field is labeled "Desired URL \*". The "What will this site be used for?" section has three radio buttons: "DLC website", "An MIT organization website", and "A personal site". The "Is this primarily?" section has three radio buttons: "A move of an existing website", "A new website", and "Some of each".

## Planning Your Site

After clicking on the **Create a Site** button, Step 1 presents you with some helpful advice for getting started with your site. These steps are included here for your convenience.

1. Create a site map This is a road map that shows how all your pages connect. It will help you identify gaps you'll need to fill.
2. Assign someone to start writing your content. Be sure to set a deadline because as soon as your request gets approved, you can start building your site — and you'll obviously need copy to fill it.
3. Gather and organize all your media and artwork. If you want to customize your site with more than just fonts and colors, make sure you have easy access your digital media files, such as logos, photos, illustrations and video.
4. For DLCs: Learn about the use of MIT's graphic identity. If you need assistance with branding for your DLC, contact the advisors at Communication Production Services. They can be reached through this web address - <http://web.mit.edu/cps/>.

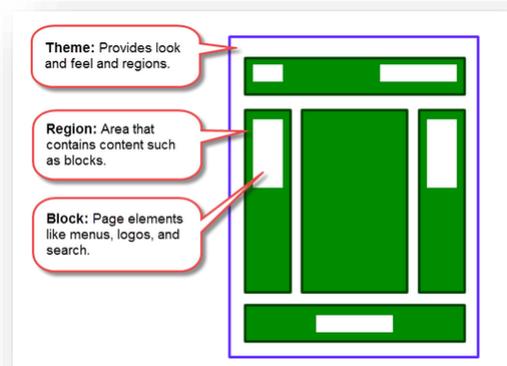
In the example given in this *Getting Started Guide*, the Postdoc building her website has all of her needed content in a document, including her sitemap, graphics, and text. It is a good idea to have some basic content to work with when setting up your site, including the pages you want to include. A file with the raw components for building this site can be accessed at this web address - <http://kb.mit.edu/confluence/x/aARBCQ>.

## Anatomy of a Site

Before creating your site, you should have a basic understanding of how content is presented in Drupal using Themes, Regions, and Blocks.

A theme provides a default look and feel for your website that can be customized. You can change text and link colors, fonts, background colors, etc. A theme also provides a default content structure that can be customized. Pages are split into different regions such as a header, sidebars, a main content area, and a footer. Inside these regions are blocks like a main menu or a search bar.

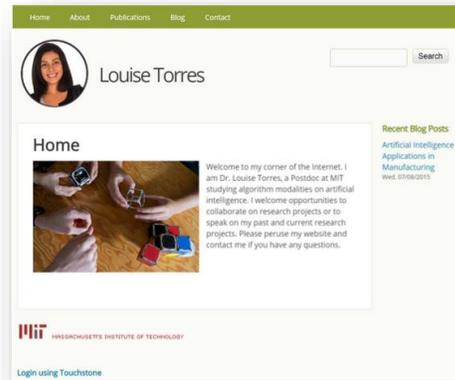
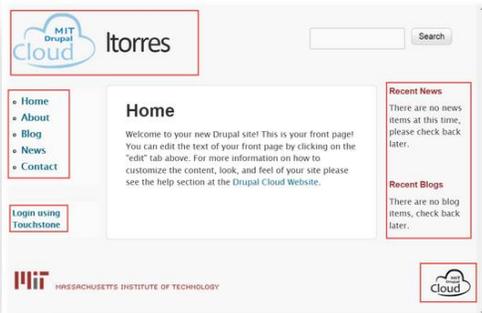
You can customize the layout of your site by moving Blocks to different regions. For example, if a theme places the main menu in a left-hand sidebar, you could move it to a right-hand sidebar or the header.



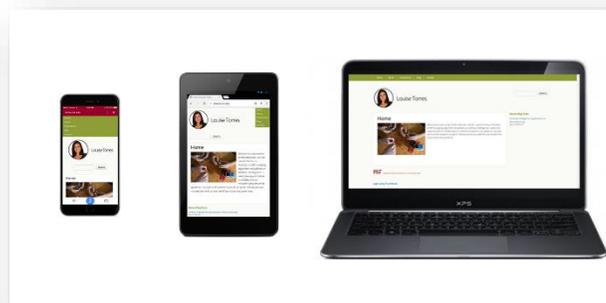
## Before and After - Customizing the default MIT Adaptive Theme

Your initial website will look very similar to the one shown in the image below on the left. The sections that will be modified are highlighted in red. This is the default MIT Adaptive theme which contains a Home page, an About page, a Contact page, a Blog, and a News section.

The second image below on the right shows the customized website we will be building throughout the rest of this *Getting Started Guide*. Even without using HTML or CSS, you can personalize your website in many ways to make it your own.



It is highly recommended that you use the MIT Adaptive theme and modify it for your personal or group website rather than using another theme. The MIT Adaptive theme is responsive, meaning that it will look good and function properly on large monitors and laptops as well as tablets and smartphones. It also includes the MIT logo by default. The image below illustrates how Drupal Cloud sites built using the MIT Adaptive theme respond to the size of the screen.



## Getting Started!

The rest of the articles in this Quick Start Guide cover customizing the MIT Adaptive theme. Specifically, you will learn how to:

- Change the region of your main menu.
- Change the location of your Touchstone login link.
- Remove links to the “News” section.
- Remove the Drupal logo in the footer.
- Modify content on an existing page.
- Add a new page.
- Add a blog post.
- Change your color scheme.
- Change your fonts.

## Configuring Your Site's Layout

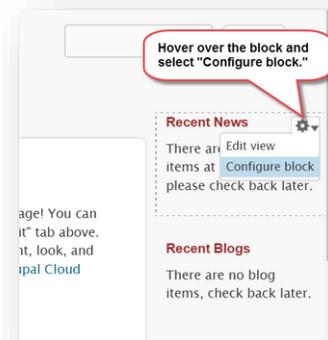
In the first section in this *Getting Started Guide*, you read about the structure of a Drupal Cloud website and the default MIT Adaptive theme. In this article, you will see how a Postdoc, Louise Torres, begins to customize her newly created Drupal Cloud website by changing the location of some blocks of content and by deleting others.

Like many applications, you can complete the same tasks in different ways in Drupal. You can modify your site's layout by moving or removing blocks. You can access the options for a block directly from the current page. Or, you can click **Structure**, then **Blocks** in the Admin menu.

Louise, our Postdoc building her personal website, will complete the following changes.

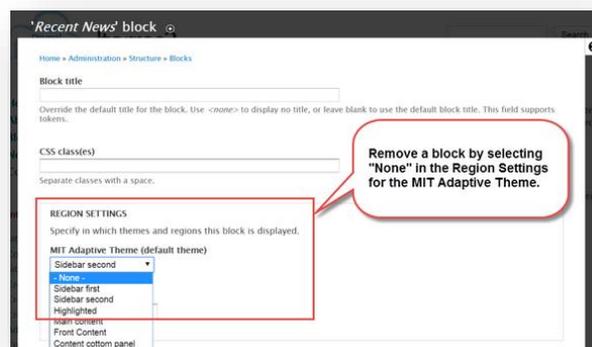
- Remove the *Recent News* block from home page.
- Change title of "Recent Blogs" to "Recent Blog Posts".
- Remove the Drupal logo from the footer.
- Move the main menu from the Sidebar first region to the Menu bar region.
- Move Touchstone login link to the footer region.
- Working with Blocks Directly on the Page

Since News content is very similar to Blog content, our Postdoc decides that she does not need both on her website. She decides to include a blog on her site and needs to remove the Recent News block from the second sidebar region on her home page. To remove it, she will hover over the block and click the gear icon that appears. She will then click the option **Configure block** as shown in the image here.



After clicking **Configure block**, she is taken to an overlay screen with a form that contains several settings for that block. Here, she could change the title or select the pages on which the block is displayed. Since she wants to remove it from her home page, she changes the region from "Sidebar second" to "None" and clicks the **"Save block"** button at the bottom of the screen.

Do not close the overlay screen without clicking the **Save block** button, otherwise your changes will not be saved. The image on the right shows this overlay screen and the Region Settings area where you can move or remove the selected block.



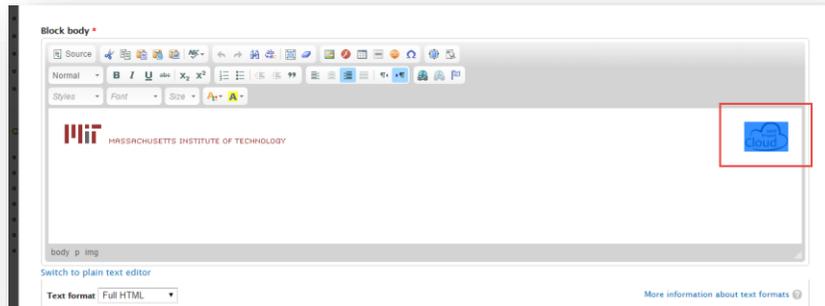
She follows the same steps to change the title of the Blogs block from “Recent Blogs” to “Recent Blog Posts,” and to remove the Drupal logo from the footer. These steps are captured in the images below.

Changing the title of a block.



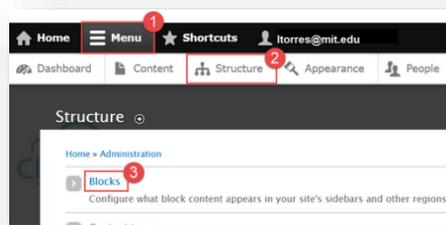
Removing the Drupal logo from the Powered by Drupal block.

Click the logo, press **Delete**, then Save changes.



### Modifying Blocks via the Admin Menu

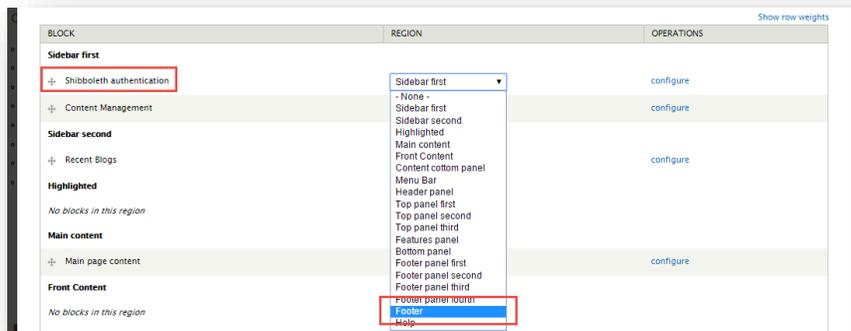
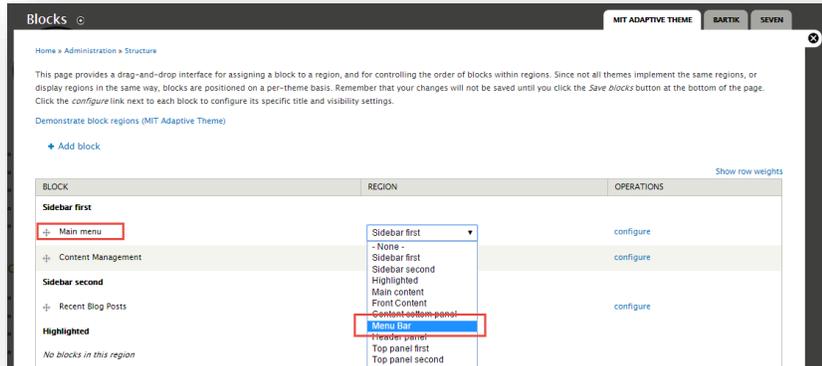
You can get a broader picture of the blocks included on your website by navigating to Structure -> Blocks on the Admin menu. The image below shows these steps in Drupal.



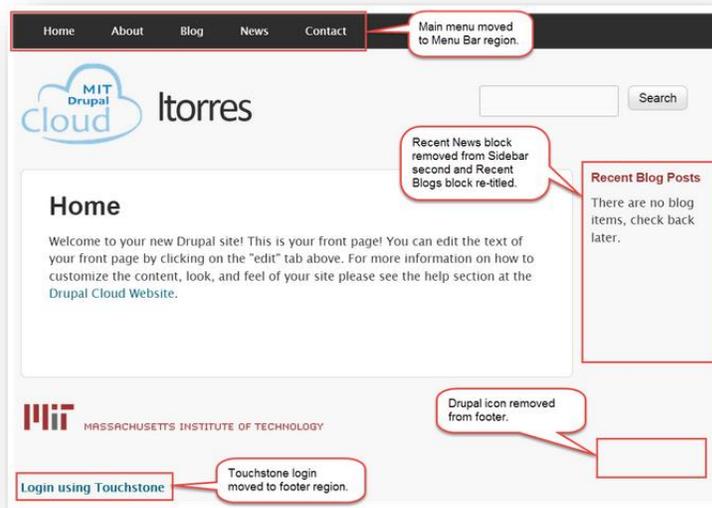
On the **Blocks** screen, you will see all of the blocks included with the MIT Adaptive theme. From here, you can move blocks from one region to another, set the region to “None” to remove them from your layout, or access other configuration settings. After customizing your blocks, click the button labeled “**Save blocks**” at the bottom of the screen to save your changes.

The images below show the final changes to be made for the layout of our example personal website. Louise wants her menu to be horizontal and located at the top of her web pages. She also wants to move the Touchstone login (Shibboleth authentication) link to the footer so it does not stand out as much on her site.

Removing these two blocks from the first sidebar region will cause the region to collapse for site visitors who are not logged in. When Louise is logged into her site, the first sidebar will display Content Management (quick links) she can use to build her site.



Louise is now done with configuring her site's layout. The image below provides a summary of the changes she made. Next, she will work on adding content to her site.



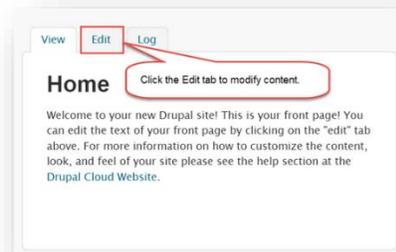
## Adding Content to Your Site

In the previous section you followed along while Louise, the Postdoc creating our example website, customized the layout of her site. Now, she will add the content. Louise has already planned out her content which you can view in the KB Article *Getting Started Guide – Site Components* which can be found at this web address - <http://kb.mit.edu/confluence/x/aARBCQ>.

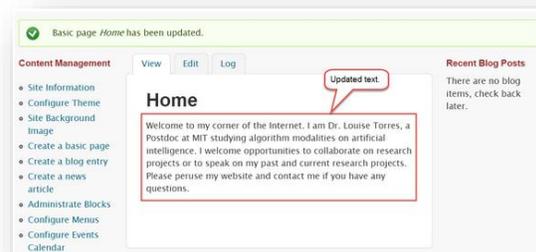
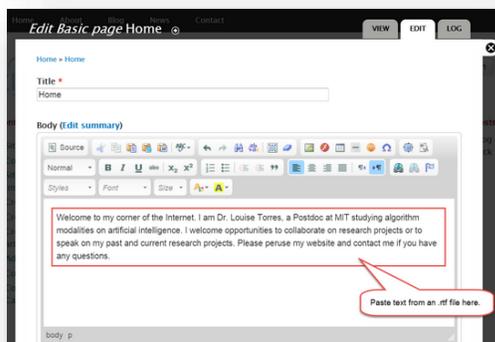
Tip: If you will be cutting and pasting your content from another document, it is recommended that you save your file in the Rich Text Format with a .rtf file extension. Otherwise, the text formatting from your document will be pasted into your website. You can also paste text into a plain text editor (Notepad or TextEdit) to strip away any formatting before pasting. It is a best practice to style text using your theme's settings and avoid the Style, Font, Size and color settings on the format toolbar. The next section in this document will show you how.

### Modifying Existing Content

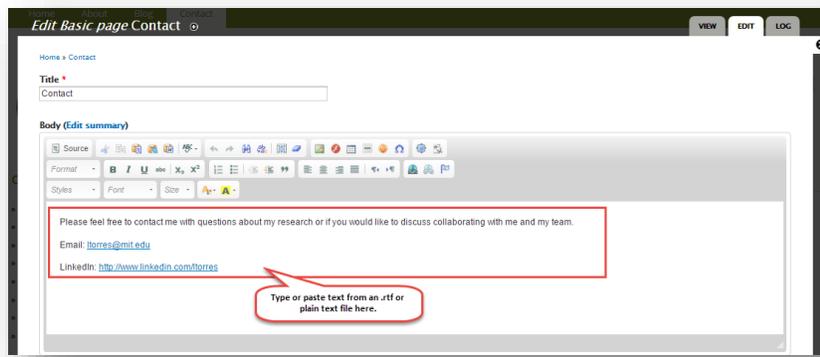
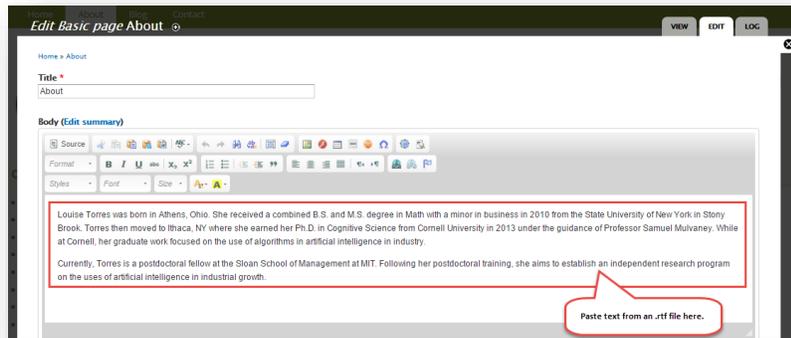
Your Drupal Cloud website comes with areas containing placeholder content on the **Home** page, the **About** page, and the **Contact** page. To modify this content, log into your website and click the **Edit** tab in the main content area. The image below shows this tab on the Home page.



While in Edit mode, Louise copies the text for her Home page from her .rtf file and pastes it into the HTML editor. She then clicks the **Save** button at the bottom of the overlay screen. The image below the left shows the HTML editor where she pasted her text, while the second image on the right shows the successfully updated Home page.

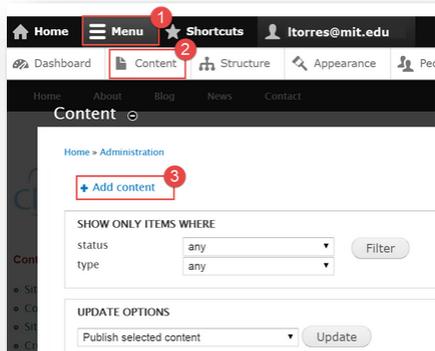


Louise will now update the content on the *About* and *Contact* pages. The images below show these steps. On the *Contact* page, Louise will add links to her email address and LinkedIn profile.



## Adding Pages

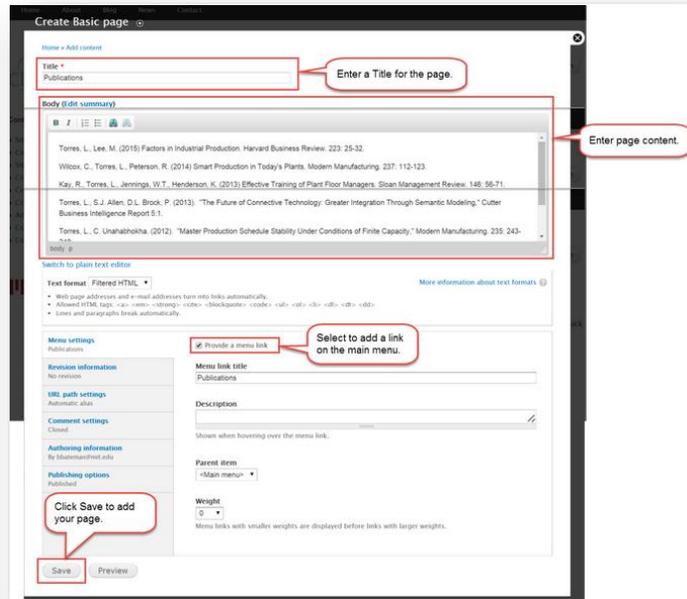
Louise needs one more page for her website. She wants a page to list her publications, and she wants a link to it on her site's main menu. To do this, she goes to the *Admin Menu* and clicks on **Content**, and then clicks on the link labeled *+ Add content*. The image below highlights these steps.



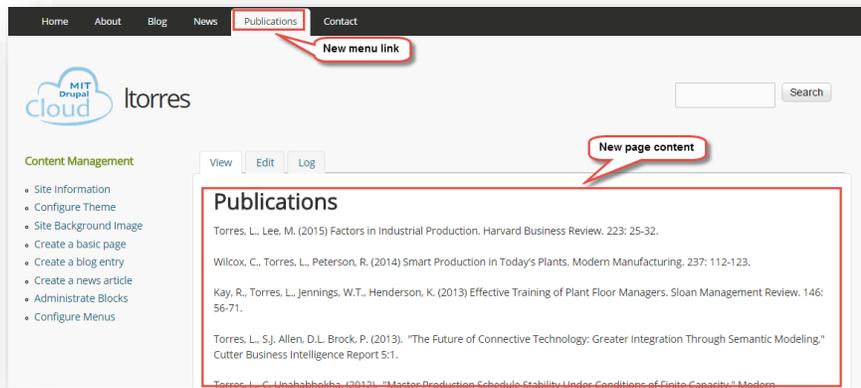
On the **Add Content** screen, she clicks on *Basic Page* as shown here.



On the *Create Basic* page screen, Louise enters “Publications” for the Title and adds her list of articles from her .rtf file. Then, she clicks the option **Provide a menu link** for the page and clicks the **Save** button. The next image highlights these steps.

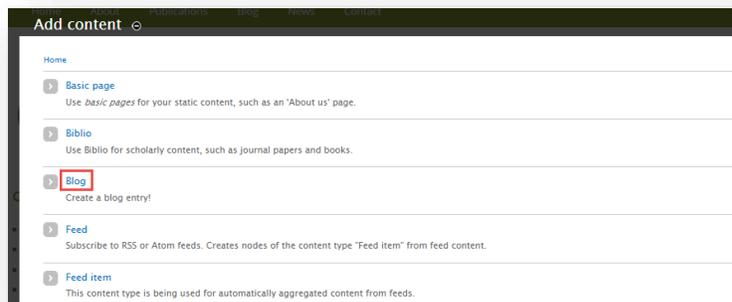


After clicking the **Save** button, Louise is taken to her new page. There is now a link to her new page on the main menu. The image shows the results of adding this page. She can now edit the content of this page as she did earlier with the Home, About, and Contact pages.

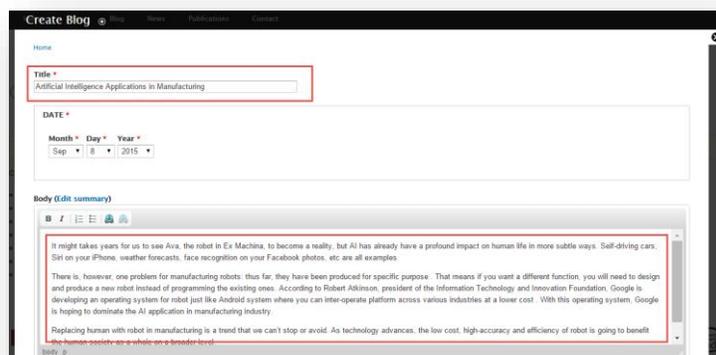


## Adding Blog Posts

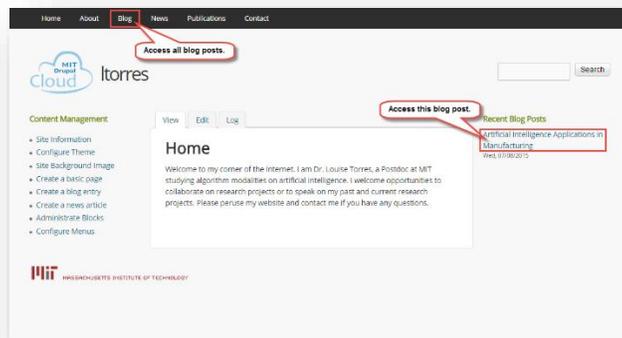
Adding a blog post is very similar to adding a page. From the *Admin menu* click on **Content**, then **+ Add content**. Select **Blog** for the type.



Louise adds a Title and content in the Body. She can set a date or leave as it is. She then clicks **Save**.



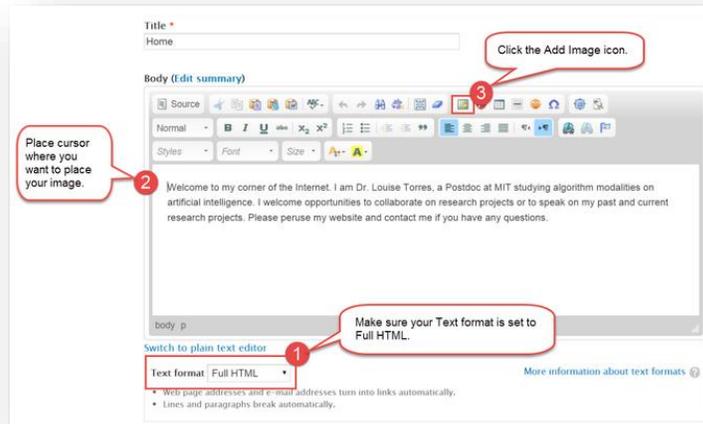
Remember, Blog entries can be accessed from the Main menu or the blocks in the Sidebar second region on the right.



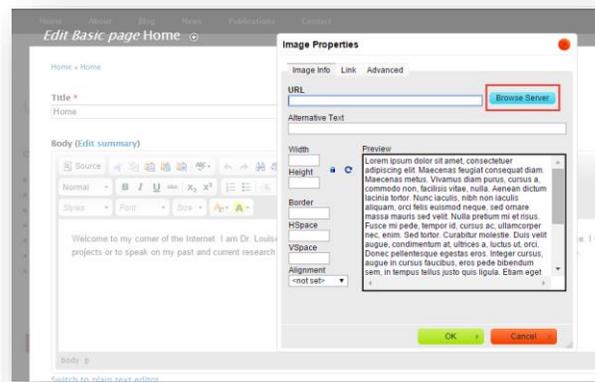
## Adding Graphics

There is one more change that Louise would like to make to her Home page. She wants to add a graphic to the main content. This process has several steps to it that includes first uploading your graphic to your website and then selecting it for insertion. There are many clicks and pop-up windows to go through. The first step is to click the **Edit** tab to go into edit mode.

To get started, you should make sure that you are using the *Full HTML* text format. Then, place your cursor where you want to add your graphic, and click the **Add Image** icon. If you do not see this icon, you are probably using the Filtered HTML or Plain Text format. The next image shows you where you can select the *Full HTML* text format.

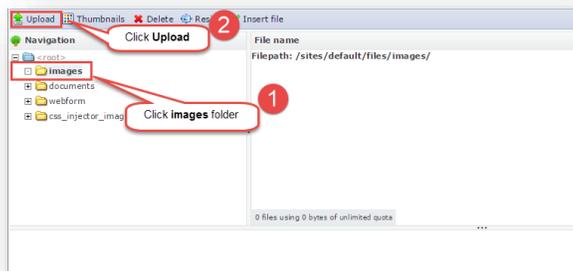


The **Image Properties** window will open. Click **Browse Server** to locate an image on your computer.

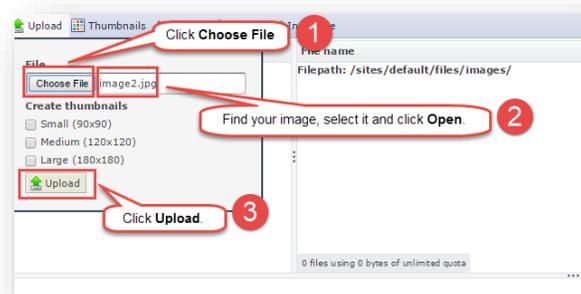


Select the *images* folder to be certain the image will upload to that folder.

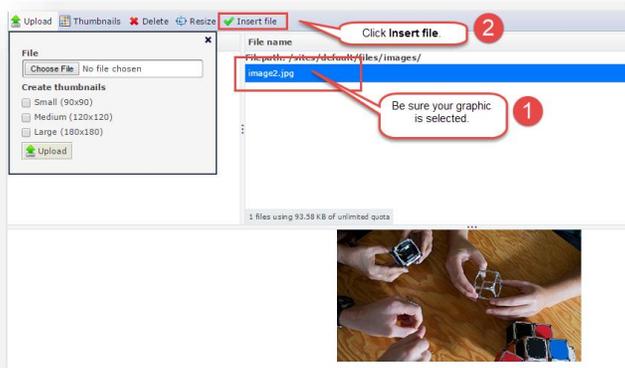
Then click **Upload**.



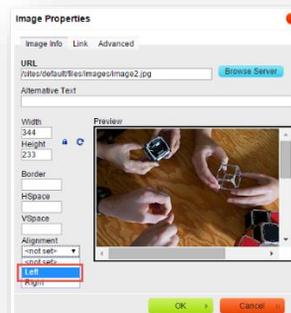
Locate your graphics file, select it and click **Open**. Now you can click **Upload** to upload your file.



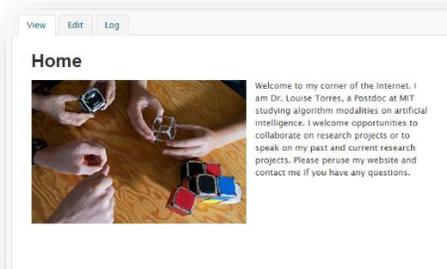
After the upload it will be included in the list at the right. The graphics file is uploaded and ready to be inserted. Select it and click **Insert file**.



You're returned to the **Image Properties** screen where you can make adjustments before the graphic is inserted. Select **Left** in the **Alignment** popup list.



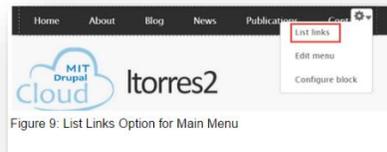
This is how your text and graphic will look.



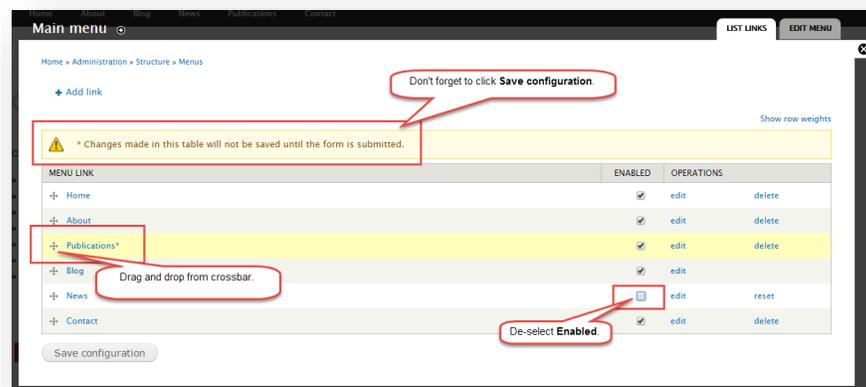
## Customizing the Main Menu

Since Louise will not be using the News feature, she needs to remove it from her main menu. She also wants to move the link to the *Publications* page so that it is in between the links to the *About* and *Blog* pages.

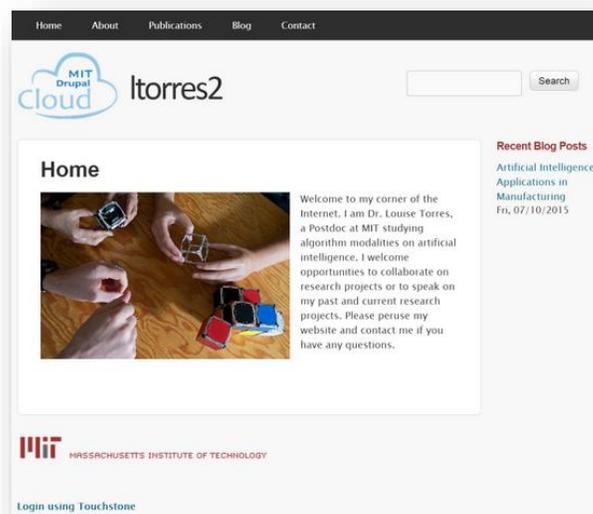
The process for doing this is similar to moving the Main menu block from one region to another as shown in the previous section. To do this, she will hover over the block and instead of selecting the option *Configure Block*, she will select **List links**, as highlighted in the image below. Doing so, she will be able to enable or disable links, delete them, and move them.



This image shows how to remove the link to News and move the link to the Publications page. Louise will deselect the Enabled option beside News and drag and drop the Publications link to its correct position.



The image below shows the final results Louise gets after completing all of these steps. She's added all of her content and is now ready to put the finishing touches on her site by making some stylistic changes.

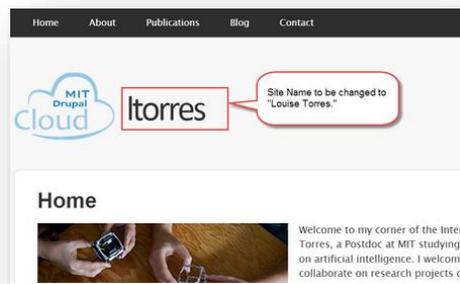


## Modifying Your Site Name, Logo, Colors and Fonts

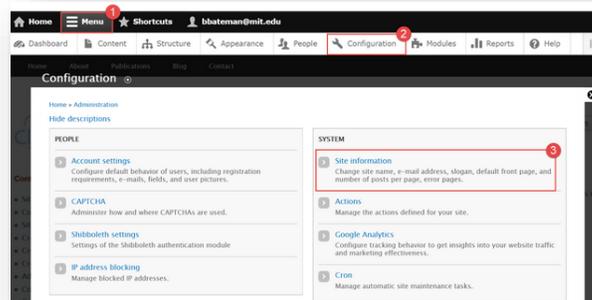
So far, you've seen the steps that our Postdoc Louise took to customize her Drupal Cloud site's structure and add content. Now comes the fun part! In this section, you will learn how easy it is to take your site from the plain vanilla MIT Adaptive Theme to something that reflects your own style preferences.

### Changing Your Site Name

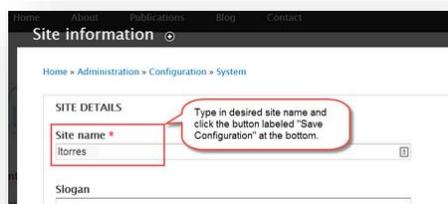
The first style element that Louise will customize is the site name found at the top of every page. By default, the site name is the custom URL you entered when requesting your site. In this example, the URL is <http://litorres.mit.edu>, and the site name at the top of the page is "litorres." Louise will change it to her name so that it will make more sense to her visitors. The image below shows the area that will be customized in this section.



To change the name of her site, Louise opens the Admin Menu and clicks **Configuration**. On the Configuration screen, she clicks on the link labeled **Site Information** in the *System* category. The image below shows these navigation steps.

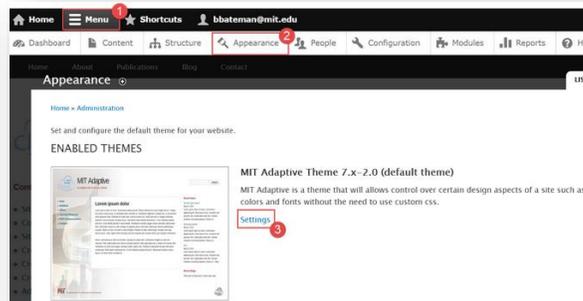


In the Site Details area, Louise types in "Louise Torres" in the field labeled Site name and saves her configuration. The image below shows where to enter this new site name.



## Changing Your Logo

Now that her site name is updated, Louise will replace the default Drupal Cloud logo with a picture to personalize her site. This task, as well as many others that modify the look and feel of the MIT Adaptive theme, are performed by navigating to the **Appearance** tab in the *Admin menu* and clicking on the link labeled **Settings** for that theme. The image below shows how to get to the Settings area.



To replace the default logo with her own, Louise scrolls down the bottom of the page and clicks on **Logo Image Settings** to expand the area. She unchecks *Use the default logo* box, then clicks **Choose File** to upload her logo. Finally, she clicks the **Save configuration** button. The image below shows the steps for replacing the logo.

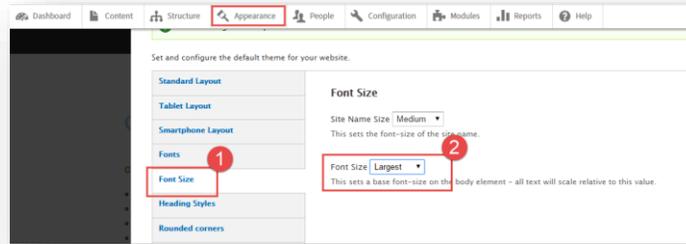


## Changing a Theme's Color Scheme

Louise's site is looking pretty good now, but there are a couple more changes she would like to make. First, she would like her site to have a little more color. She decides to change the color scheme of the site to her favorite color, green. The MIT Adaptive theme has several built-in color schemes to choose from.

She goes back into the theme's Settings which are found under the Appearance tab and scrolls down to the section labeled **Color Scheme**. Here, she could customize her own color scheme by setting colors for elements such as page background, text, and links. Instead, she clicks the drop-down menu beside the label *Color set*. Here are several pre-created color sets to choose from. She decides to go with the color "Green 2" and clicks the button labeled **Save configuration** at the bottom. The next image shows the Color set area on the Appearance screen.





With this last change made, Louise is done customizing her personal website. Without having to use any HTML or CSS code, she was able to modify her default website so that it had the layout, content, and style that she wanted. The image below shows the final results of all of Louise's work on her website.

