Adding Content to Your Site - DLC Theme

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Articles in this Guide:

- Getting Started Guide - Lab Site (DLC Theme)
- Configuring Your Drupal Site Layout - DLC Theme
- **Adding Content to Your Site - DLC Theme** (this page)
- Customizing Your Drupal Site's Style - DLC Theme

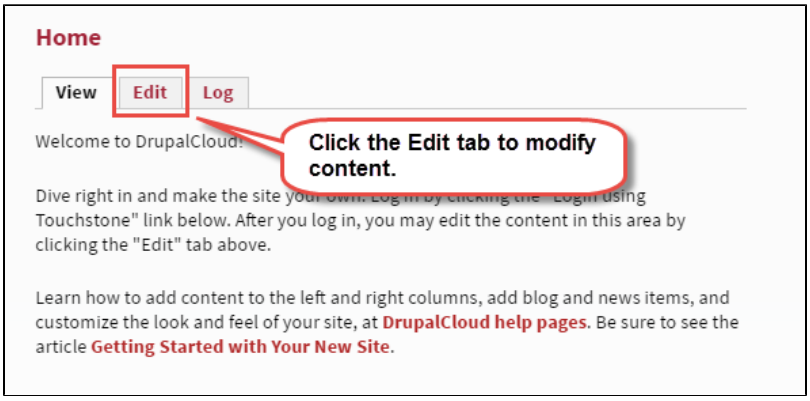
On this page:

Modifying Existing Content
Adding Graphics
Modifying the About page
Adding Pages
Using Tables to Position Content
Adding News Items
Customizing the Main Menu

In the previous section you followed along while Jack, the Content Manager creating our example website, customized the layout of his Lab's site. Now, he will add the content. Jack has already planned out the content which you can view in the KB Article Getting Started Guide – Site Components. Find it at this web address - http://kb.mit.edu/confluence/x/jRdBCQ.

Modifying Existing Content

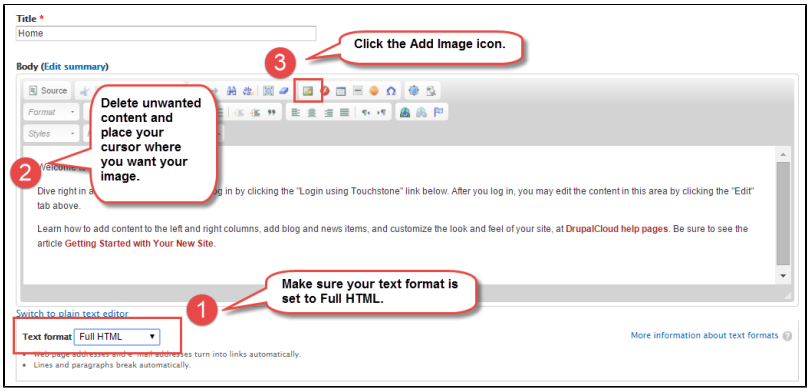
Your Drupal Cloud website comes with areas containing placeholder content on the **Home** page, the **About** page, and the **Contact** page. To modify this content, log into your website and click the **Edit** tab in the main content area. The image below shows this tab on the Home page.



Adding Graphics

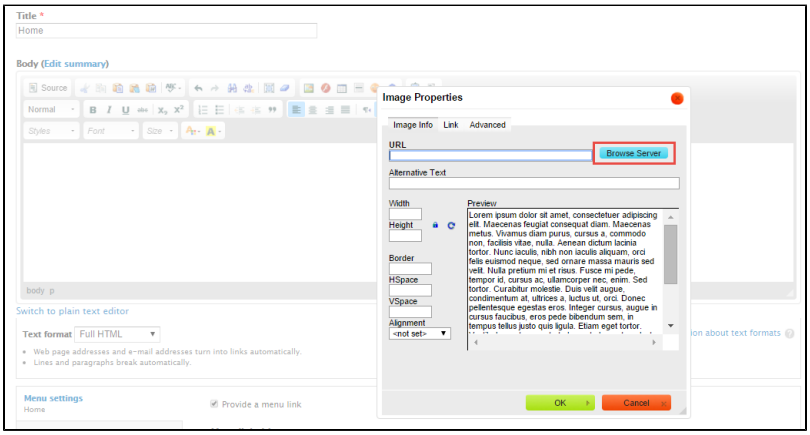
Jack is going to use a large image as the only content for the home page. Adding images is a process with several steps which includes first uploading your graphic image to your website and then selecting it for insertion. There are many clicks and pop-up windows to go through. The first step is to click the **Edit** tab to go into edit mode. Below are the steps you must take to insert an image file.

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 image shows you where you can select the Full HTML text format.



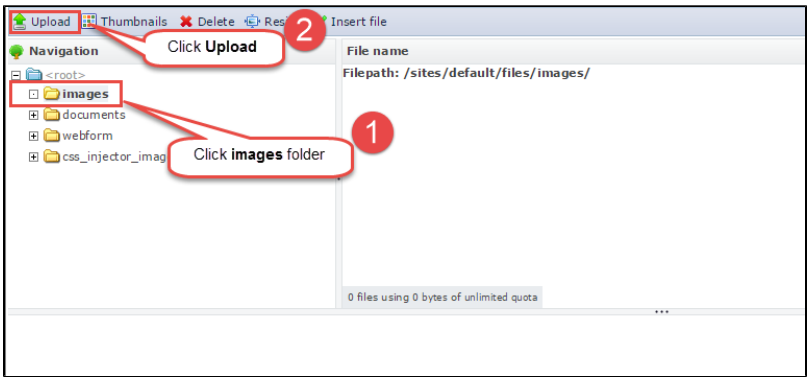
Note: It is best to resize and prepare your image completely outside of Drupal in your favorite image processing program. You can upload you first image to determine the size you need but be sure to size the image outside then upload the final version.

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

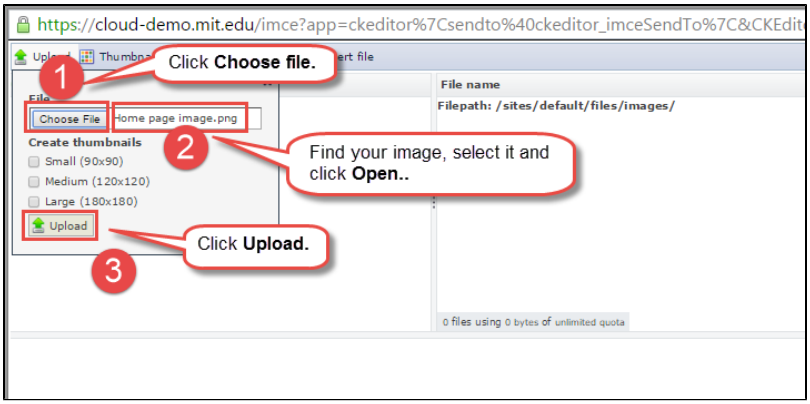


Select the images folder to be certain the image will upload to that folder.

Then click **Upload**.



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



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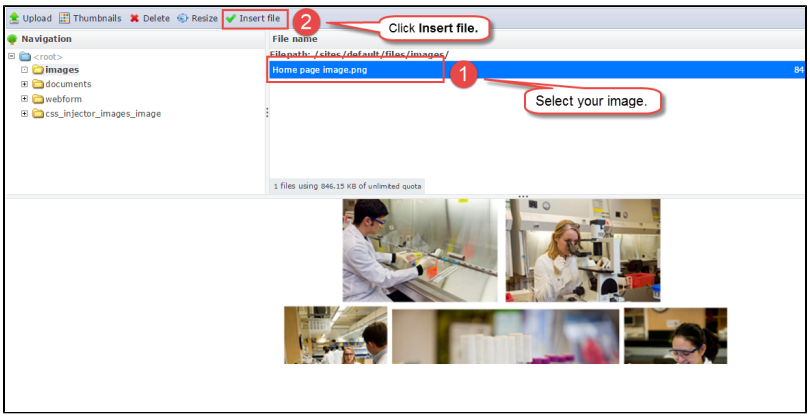
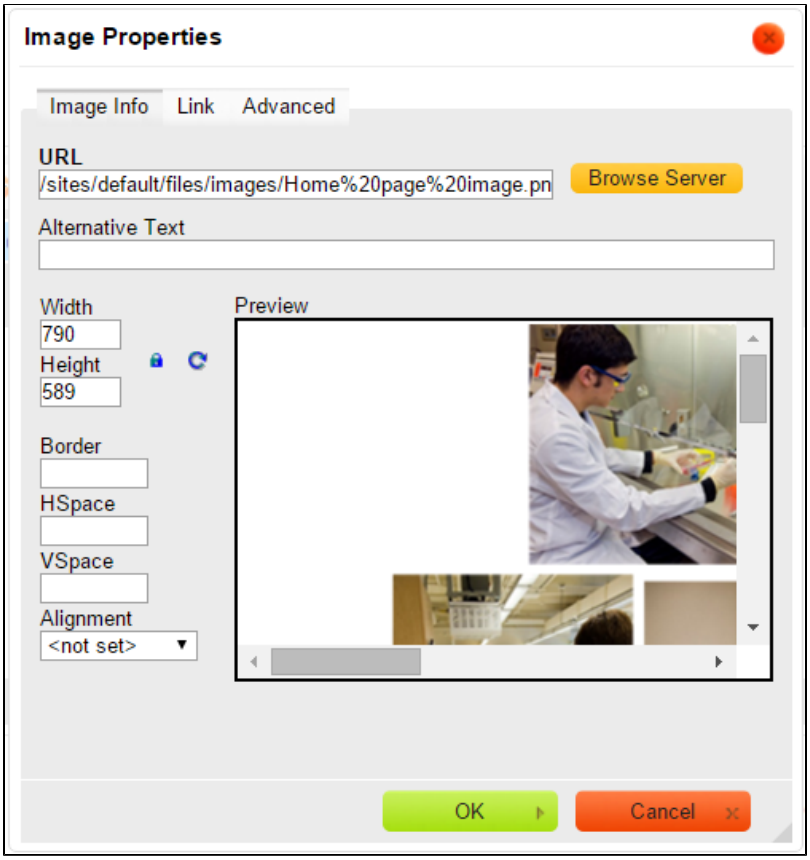
After the upload it will be included in the list at the right. The graphics file is uploaded and ready to be inserted. Select the image name and click **Insert file**.



You're returned to the **Image Properties** screen where you can make adjustments before the graphic is inserted. Be sure to add Alternative text to your graphic to help those using screen readers when accessing your website. In this example Alt text like “Lab Homepage graphic” could be used.

Click **OK** and then **Save**.



This is how your graphic image will look.

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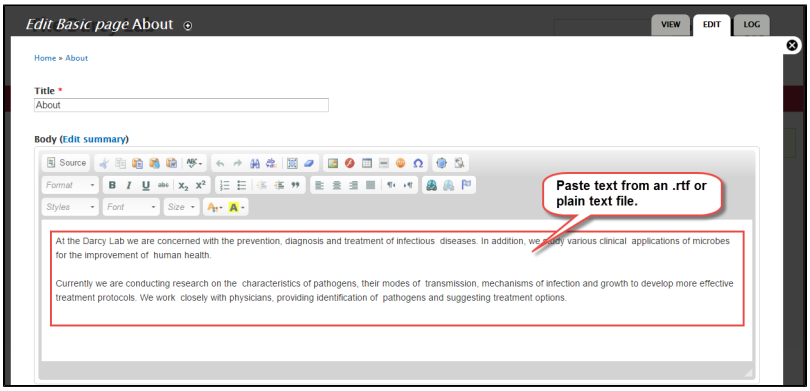
Modifying the About page

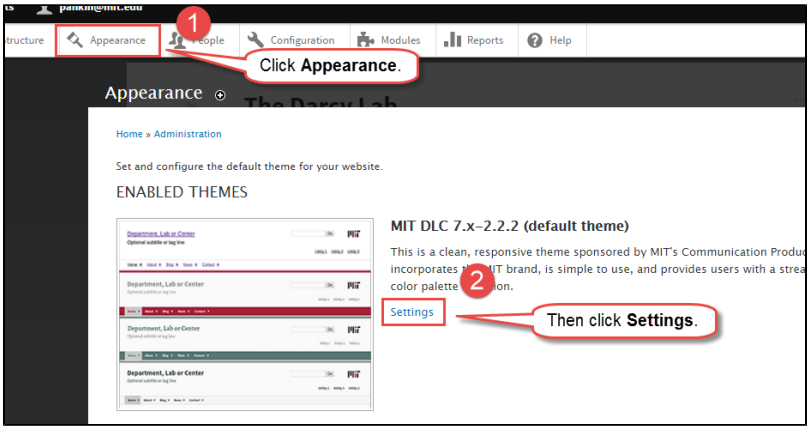
Next Jack will modify the **About** page. While in Edit mode, he copies the text for the About page from the .rtf file or plain text file and pastes it into the HTML editor. Then he clicks **Save**.

If you will be cutting and pasting your content from a Word 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.



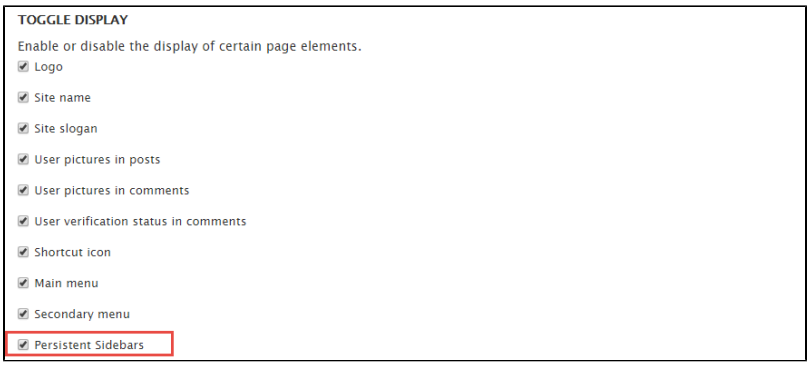
The text on the **About** page stretches to the right edge of the page. There is nothing in the sidebar region on the right to prevent that from happening.

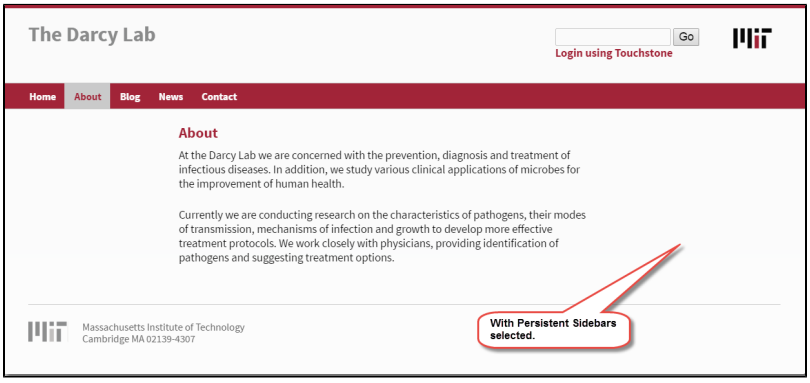
You can avoid that situation by selecting **Persistent sidebars** in the *Appearance* settings screen for the DLC theme.



On the DLC theme Appearance page, scroll to the **Toggle Display** area and choose **Persistent Sidebars**.

Your page will hold a blank area for sidebars on the left and right even if there is no content.

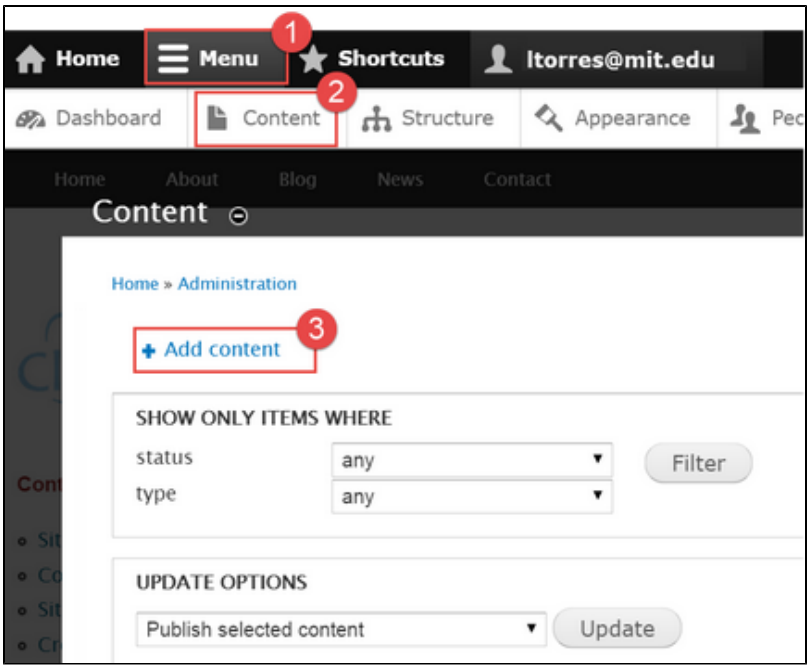




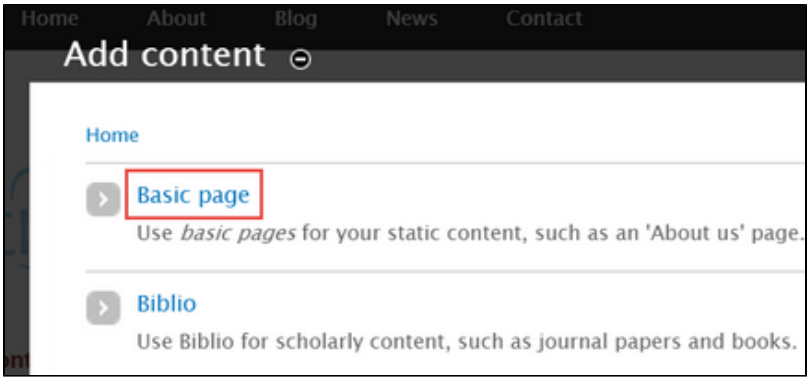
Adding Pages

Jack needs two new pages for the website. He wants a page to list events and one to list research interests for the Lab faculty. He will need to add links to them on the site's main menu.

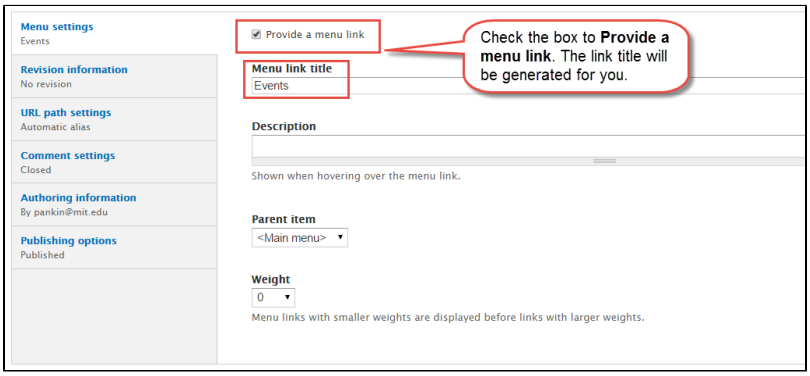
To do this, he starts at the Admin Menu and clicks on **Content**, and then clicks on the link labeled **+ Add content**. The image below highlights these steps.



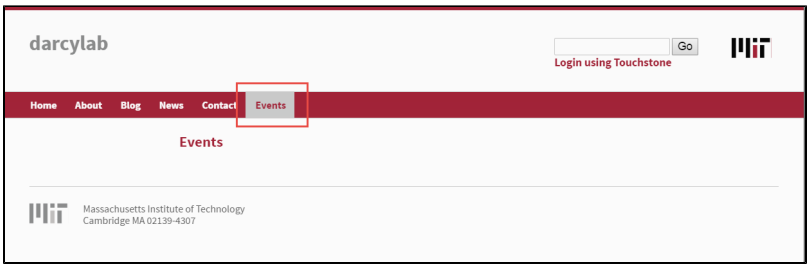
On the **Add Content** screen, he clicks on *Basic Page* as shown here.



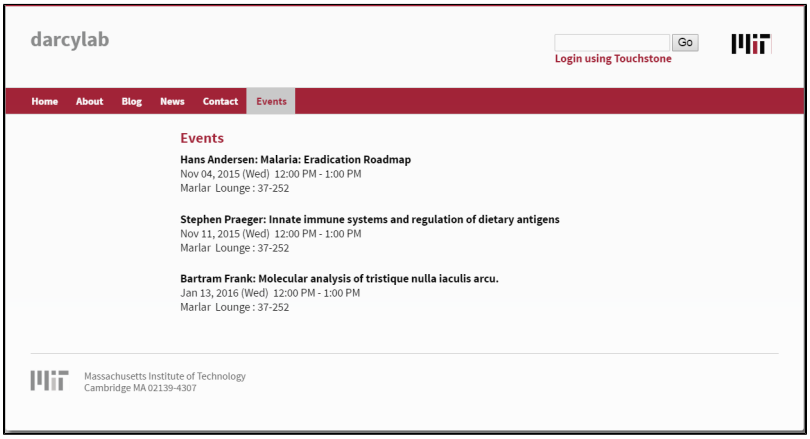
On the *Create Basic page* screen, Jack enters “Events” for the Title. He will enter the content in a moment but first he clicks the option **Provide a menu link** for the page and then clicks the **Save** button. The next image highlights these steps.



There is now a link to the new **Events** page on the main menu. The image shows the result of adding this page.



Jack adds content to the **Events** page from a previously created text file.



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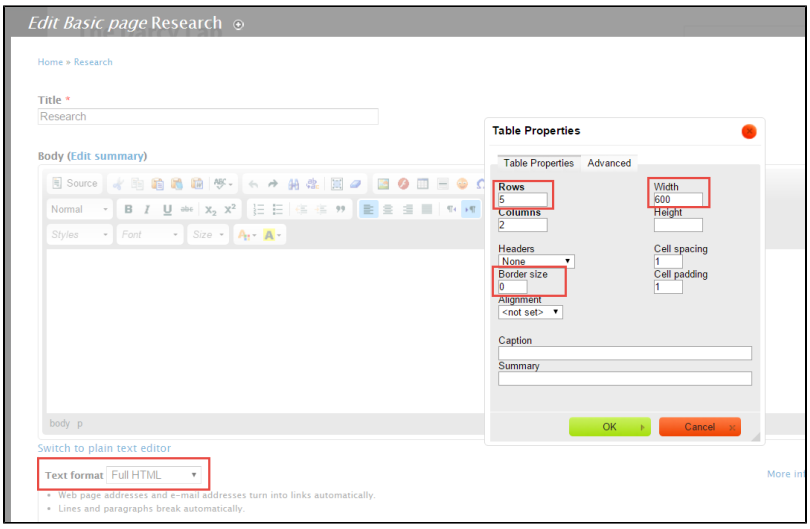
Using Tables to Position Content

For the content of the **Research** page, Jack would like to have images of faculty members with a research summary for each person. Tables are a simple means for accomplishing this design. Jack begins just as he did when he created the Events page, by creating a new Basic page..

To add a table Jack checks to make sure he has selected the Full HTML text format. Then he clicks the table icon in the toolbar. There are many options for Table Properties. Jack adds 5 rows with 2 columns per row. He also increases the width to 600 pixels and changes the border width to 0, which eliminates the border completely. Then he clicks OK.



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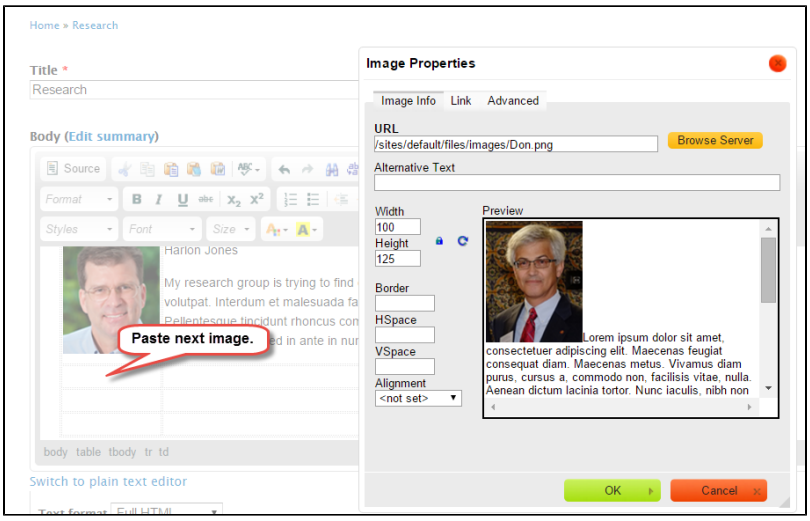
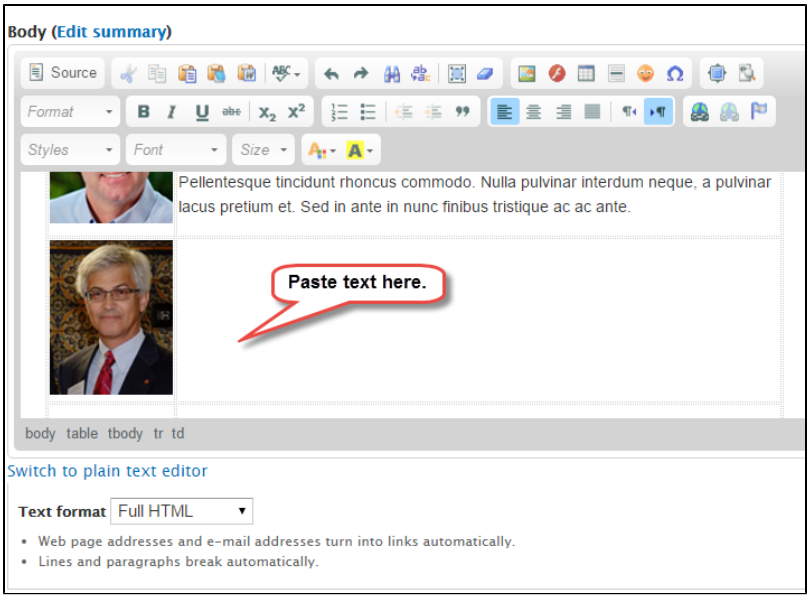
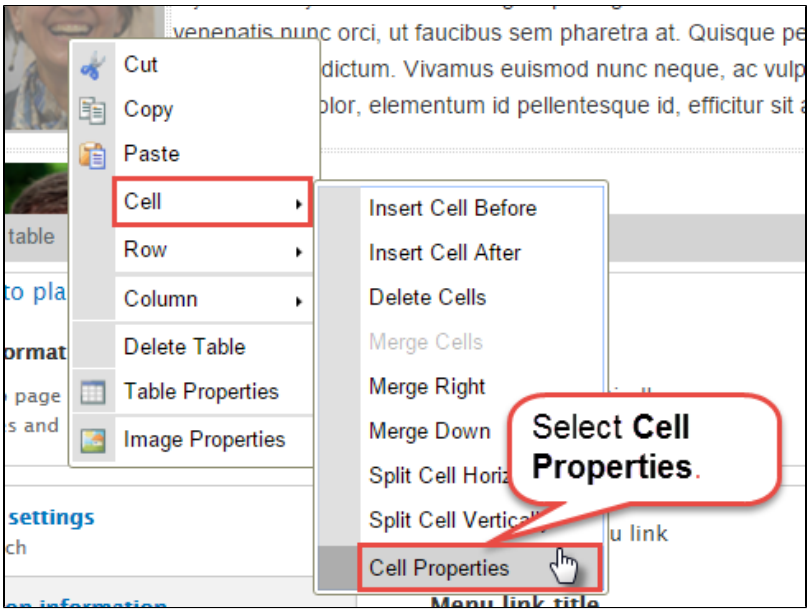
Jack adds his images into each the table cells on the left and the text content on the right in the manner described earlier.



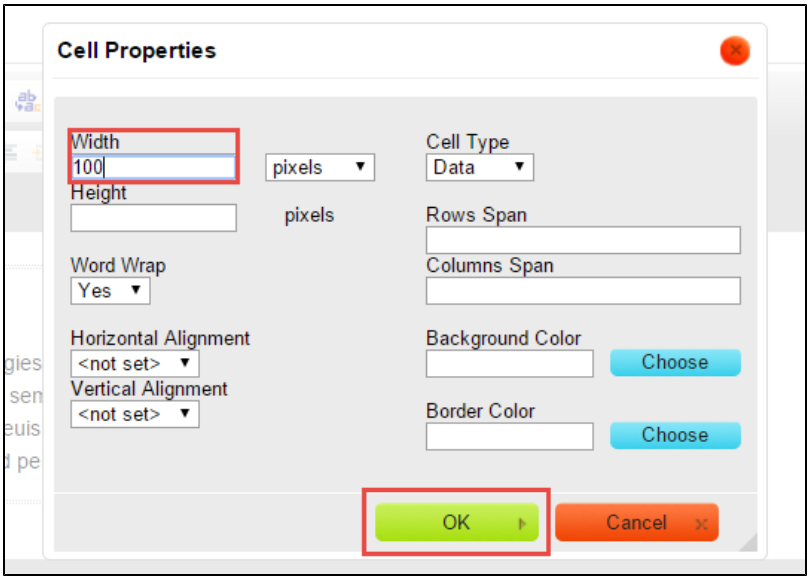


Before saving, Jack remembers to click the box to **Provide a menu link** so that Drupal will automatically create the menu link to the **Research** page.

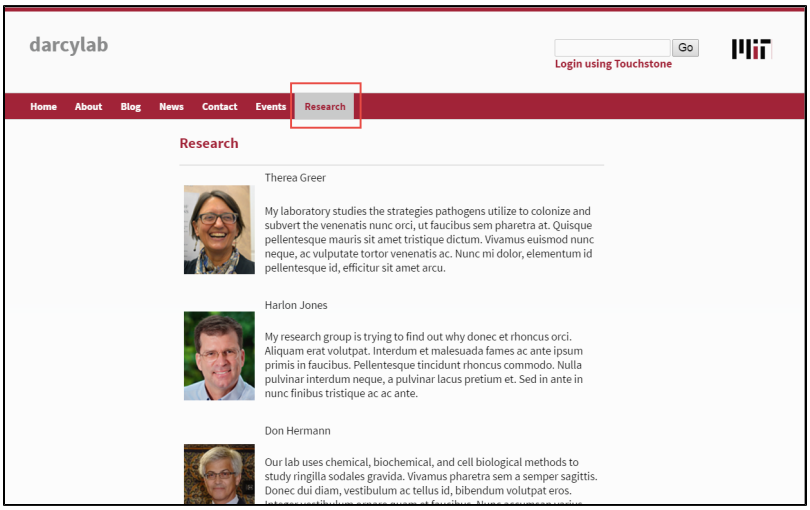
When Jack saves and views the page, he notices that the images are not displayed in the proper width. He goes back into the edit mode for the Research page. He right-clicks, or Command-clicks on any of the table cells with an image. A pop-up menu appears. He clicks **Cell**, then **Cell Properties**.



In the Cell Properties box Jack sets the cell width to 100 pixels – the appropriate width for the size of his headshot images. He only needs to do this for one table cell to change the width of the entire column.

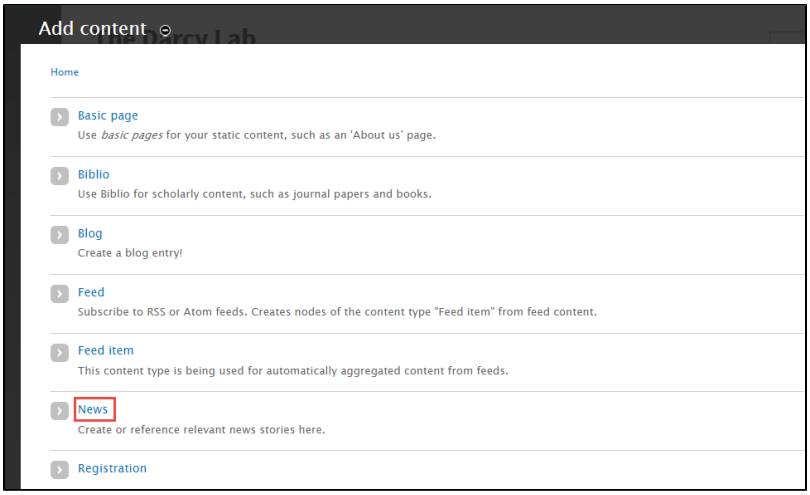


After saving he sees that his images fit nicely within the table.

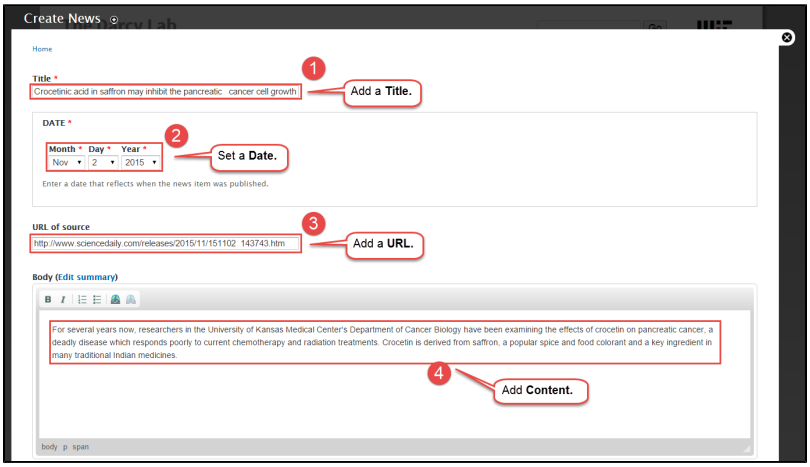


Adding News Items

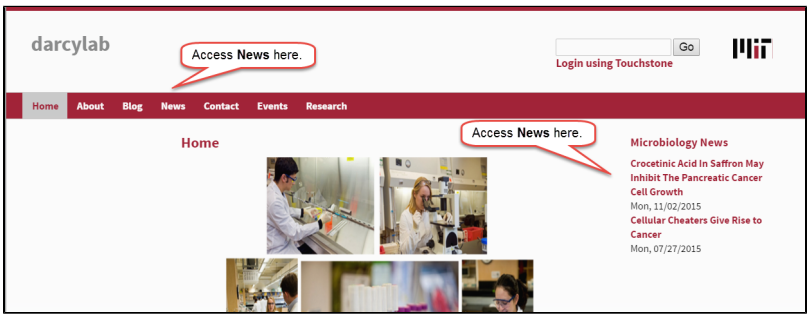
News items are useful for summarizing and linking to actual articles on the internet. Adding a news item is very similar to adding a page. From the Admin menu click on **Content**, then + *Add content*. Select **News** for the type.



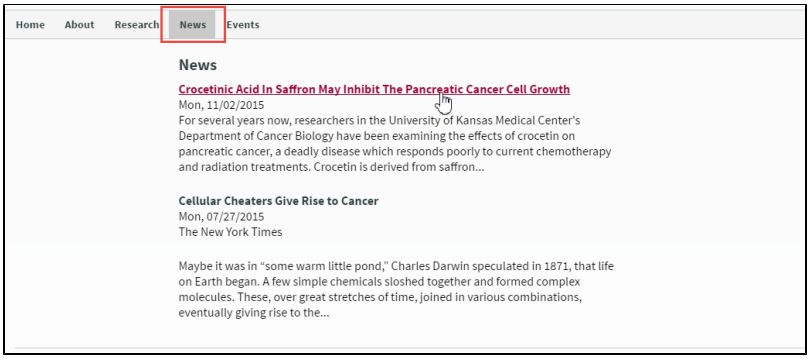
Jack adds a Title, sets a date, adds a URL to the original news article online and adds a text description. He then clicks **Save**. Jack adds several more news articles.



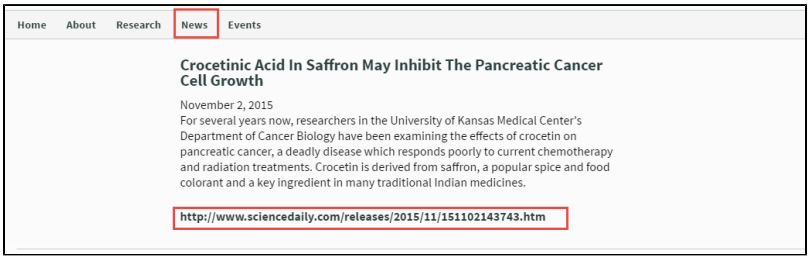
Remember, **News** entries can be accessed from the *Main menu* or the blocks in the *Sidebar second* region on the right.



The **News** page looks like this.



And an individual news item looks like this. Note the link to the original article.



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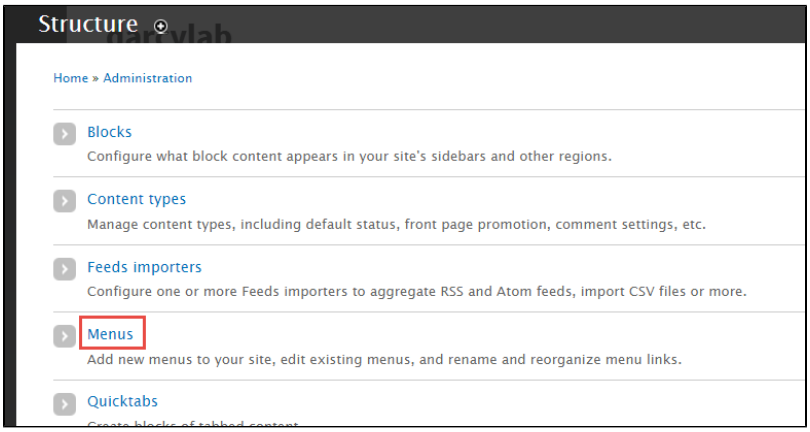
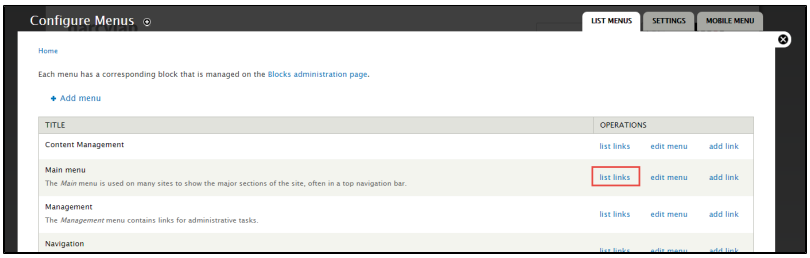
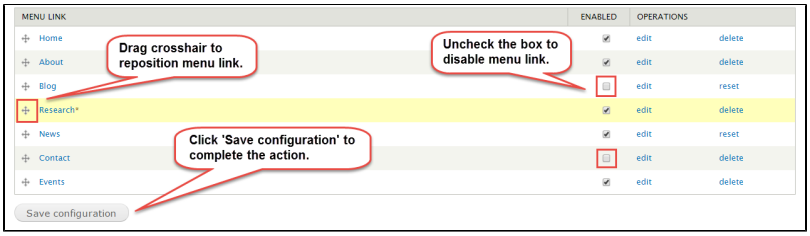
Customizing the Main Menu

Since Jack will not be using the *Blogs* feature or *Contact* page, he needs to remove them from the main menu. He also wants to rearrange the link to the **Research** page. To do this, he will click **Structure**, then **Menus** from the *Admin menu*. Then he will click list links as highlighted in the image below. Doing so, he will be able to enable or disable links, delete them, and move them.





This image shows how to remove the *Blog* and *Contact* links and move the link to the **Research** page. Jack will deselect the Enabled option beside Blog and Contact and drag and drop the Research link to its correct position.



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

Click here for additional Drupal documentation