Navigating and Making Changes to Your Drupal Site

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On this page:

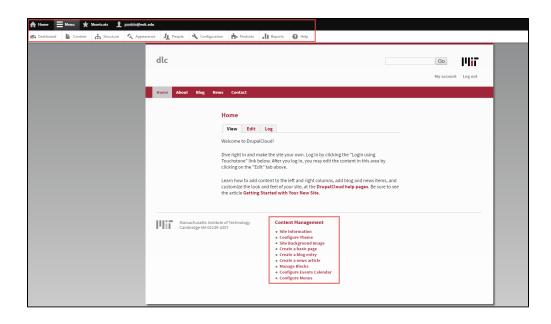
Logging Into Your Site Using the Menu (Administrative Toolbar) Making a Change to Your Site Some Things to Consider when Making Edits Using the Content Management Links See Also

Logging Into Your Site

As a site administrator you can log in to your site to make changes. From your site's home page click Login using Touchstone. If your Login using Touchstone option is missing you can access the login page at YOURSITE.mit.edu/omg/login

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Home	About Blo	og News	Contact							
		We Div To cli Le cu	uchstone" link t cking on the "Ec arn how to add stomize the lool	nake the site your ow pelow. After you log ir	n, you may e d right colun e, at the Drup	dit the content	nt in this area l	ns, and		
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Once you are logged in your screen will look like this:



Using the Menu (Administrative Toolbar)

As an administrator you have access to options which can change the design and functionality of your site. These options are accessed through the admin menu, or administrative toolbar, across the top of your screen. You may need to click **Menu** to toggle the admin menu on and off.



Also on the top level of the menu, Home will return you to the Home page. Shortcuts toggles a customizable menu. You'll see further down how to add items to your shortcut menu. Finally, the Account menu with your Kerberos email gives you access to your profile and the Log out link.

Here is a quick description of each of the choices on the admin menu:

- · Dashboard: a customizable menu to track site traffic
- Content: view your current pages or add a new one
- Structure: the place to access Blocks and and to work with Menus
- Appearance: holds the basic formatting options for your site
- · People: assign users permission to view certain pages or perform certain functions
- Configuration: access some of the more technical functionality of your site
- Modules: turn functions on and off
- Reports: access stock activity reports
- Help: explanations of many Drupal modules and functions

Making a Change to Your Site

Below are the basic steps for making all changes to your site:

- 1. Log in to your site.
- 2. Click the your menu choice from the Administrator toolbar. This displays the options screen (overlay) for the menu choice.

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Style schemes	Styles Red and Gray
Breadcrumbs	None Red and Gray
Search Results	Blue and Green Slate
Login Block	Department, Lab or Center
Comments	Optional subtitle or tag line
CSS Classes	

- 3. Make your changes.
- 4. Scroll to the bottom of the overlay screen and click Save. You will see a confirmation at the top of the page.

Appearance ⊚					LIST	SETTINGS	
Home » Administration » Appearance » Settir	igs	Global settings	Bartik	MIT Adaptive Theme	MIT DLC	Seven	8
The configuration options have	e been saved.						
Set and configure the default theme for y	our website.						
Style schemes	Styles Red and Gray 🔻						
Breadcrumbs							
Search Results	Department, Lab or Cent Optional subtitle or tag line	er		Go	14117		

5. Click the X at the top right to close the overlay.

Some Things to Consider when Making Edits

- You will need to be logged in to make changes.
- As always, you will want to save often. If you leave an edit window open without saving for too long, your login session may time out.
 Some screen areas show an edit tab. Others will show a gear icon when you hover at the top right of the area. Click the tab or gear.

		and feel of your site, at the DrupalCloud help pages. Be sure to see Started with Your New Site.
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- It may be advantageous to have two browser tabs open. You can be logged in and make edits in one tab then view those edits as a user in the second tab. Be sure to refresh your browser after each edit.
- To change how your site looks begin by using the Appearance overlay screen. This is easier than customizing with the CSS Injector. You can learn more about the Appearance overlay options in the Drupal Cloud Home Page section Getting Started with Your Drupal Cloud Site.

Using the Content Management Links

The Content Management links on the lower left are quick links to pages where you can make changes. All of these pages are also accessible through the menus. For example, *Configure menus* opens the same screen for working with menus but gets you there in fewer clicks.

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ambridge MA 02139-4307	 Site Information 	
	 Configure Theme 	
	 Site Background Image 	
	 Create a basic page 	
	 Create a blog entry 	
	 Create a news article 	
	 Manage Blocks 	
	 Configure Events Calendar 	
	 Configure Menus 	

See Also

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