Adding Content to Your Site - DLC Theme

Adding Content to Your Site - DLC Theme

Click here for additional Drupal documentation

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.

Home
View Edit Log
Welcome to DrupalCloud: Click the Edit tab to modify content.
Dive right in and make the site y our own. Log in by cucking the Login usi ng Touchstone" link below. After you log in, you may edit the content in this area by clicking the "Edit" tab above.
Learn how to add content to the left and right columns, add blog and news items, and customize the look and feel of your site, at DrupalCloud help pages . Be sure to see the article Getting Started with Your New Site .

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.

Home	Olish the Add house issue	
Body (Edit summary)	Click the Add Image icon.	
🖹 Source 🐰	9 4 1 1 4 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
Format - Delete unwanted content and	(4) (4) (4) (4) (4) (4) (4) (4) (4) (4)	
Styles - / place your		
cursor where you want your		1
image.		
Dive right in a tab above	g in by clicking the "Login using Touchstone" link below. After you log in, you may edit the content in this area by clicking the "Edit"	
	ht columns, add blog and news items, and customize the look and feel of your site, at DrupalCloud help pages. Be sure to see the	1
		l
Learn how to add content to the left and rig		
Learn how to add content to the left and rig	Make sure your text format is	
Learn how to add content to the left and rig article Getting Started with Your New Site		
Learn how to add content to the left and rig	Make sure your text format is	ats (

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.

Title *	
Home	
Body (Edit summary)	
3 Source ↓ ○ ○ 和 和 和 和 平 + + + + + + + + + + + + + + +	Image Properties
	Alternative Text Voltin Height Goren pipura dolor sit amet, consectetuer adgisiong Height Goren pipura dolor sit amet, consectetuer adgisiong Hithagene et Maccenas fengula consequal diam. Maccenas methus, Voamos dam pipura, consta a. commodo totor Nune coust, mith hom acutal guaram, cor faile externol externol except, sed onnare musas maiorit sed Hithagene Hithage
body p Switch to plain text editor Text format Full HTML • • Web page addresses and a-mail addresses turn into links automatically. • Unes and puragraphs break automatically.	VSpace condimentium at Mikesa Autou voi co Lonee condimentium at Mikesa Autou voi co Lonee Agriment enot editer sout edit
Menu settings Home Ink	OK > Cancel >

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

Then click Upload.

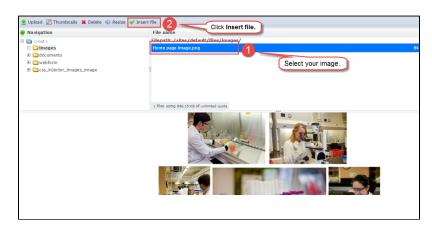
😫 Upload 🗮 Thumbnails 🙁 Delete 🐵 Res 🤿 I	nsert file
Navigation Click Upload	File name
Click images folder	Filepath: /sites/default/files/images/
	0 files using 0 bytes of unlimited quota

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

Attps://cloud-demo.mit.edu/imce?app=ckeditor%	7Csendto%40ckeditor_imceSendTo%7C&CKEdit
Upter Thumber Click Choose file. ert file Choose File Home page image.png Create thumbnails Small (90x90) Create Concerned	File name Filepath: /sites/default/files/images/ ge, select it and
Click Upload	0 files using 0 bytes of unlimited quota

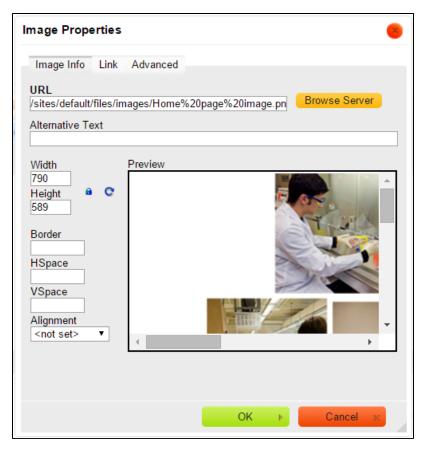
?

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.



?

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**.

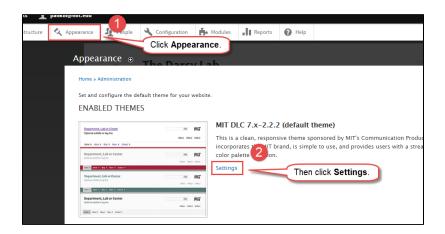
If you will be cutting and pasting your content from a Word document, it is recommended that you save your file in the Rich Text Format with a .rtf file extension. Otherwise, the text formatting from your document will be pasted into your website. You can also paste text into a plain text editor (Notepad 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.

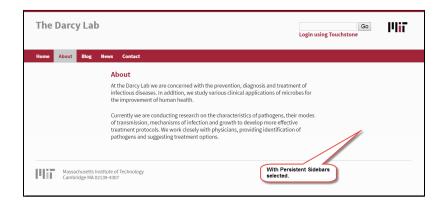




On the DLC theme Appearance page, scroll to the Toggle Display area and choose Persistent Sidebars.

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

TOGGLE DISPLAY
Enable or disable the display of certain page elements.
✓ Logo
✓ Site name
✓ Site slogan
✓ User pictures in posts
☑ User pictures in comments
☑ User verification status in comments
✓ Shortcut icon
🖉 Main menu
✓ Secondary menu
✓ Persistent Sidebars



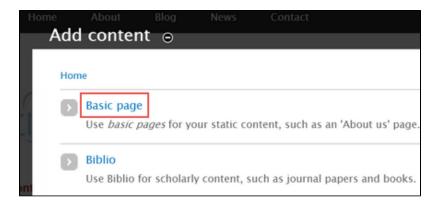
Adding Pages

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.

A Hon	ne 🔳 Menu	0	Shortcuts	1	ltorres@	mit.edu	
🔊 Dasł	nboard 🖺 C	2 Content	👬 Struct	ture	🔍 Appe	arance	J Pe
Home	e About Content ⊝	Blog	News	Con	tact		
ĆĮ	Home » Administr Add conte SHOW ONLY	ent 3	HERE				
Cont	status type	-	any any		•	Filte	r
 Co Sit Cr 	UPDATE OPT Publish sele		nt		• Upd	ate	

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



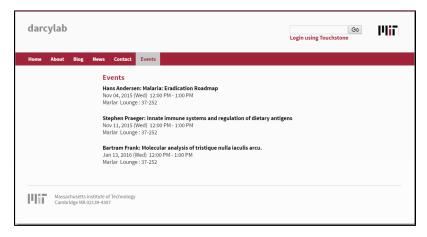
On the *Create Basic page* screen, Jack enters "Events" for the Title. He will enter the content in a moment but first he clicks the option **Provide a menu link** for the page and then clicks the **Save** button. The next image highlights these steps.

Provide a menu link Check the box to Provide a menu link. The link title will
Menu link title Events
Description
Shown when hovering over the menu link.
Parent item
<main menu=""> •</main>
Weight 0 Menu links with smaller weights are displayed before links with larger weights.

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

darcy	ylab					Go Login using Touchstone	l'IliT
Home	About	Blog	News	Contact	Events		
			Ev	ents			
PliT	Massac Cambri	:husetts I idge MA (nstitute of 02139-4307	f Technology 7			

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



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.

Home » Research	
Research Body (Edit summary)	Table Properties
B Source d S S S S S S S S S S S S S S S S S S	Table Properties Advanced Table Properties Advanced With 5 Outmins 2 Heades Heades Cell spacing t Advanced Cell spacing t
body p	OK F Cancel ×
Switch to plain text editor Text format Full HTML • Web page addresses and e-mail addresses turn into links automatically. • Unes and paragraphs break automatically.	М

?

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

Title *	Image Properties
Research	Image Info Link Advanced
Body (Edit summary)	URL /sites/default/files/images/Don.png Browse Server
🗏 Source 😽 🛅 🎼 🦓 🛍 🥙 - 🔶 A 🖨	Alternative Text
Format • B $I \sqcup \Rightarrow x_2 x^2 \boxminus \equiv \blacksquare \Leftrightarrow$ Styles • Font • Size • $A_1 \cdot A_2 \cdot$	Width Preview
Harlon Jones My research group is trying to find volupat. Interdum et malesuada fa Pellentesque tincidunt rhoncus con Paste next image. d in ante in nur	HSpace

🗏 Source	🛃 🖻 🛍 🖗 🦘 r 🔺 🏭 🏩 🖾 🥔 🖾 🖶 🤤 🔉 🌐 🖏
Format	· B I U ↔ X ₂ X ² 등 등 등 ♥ E = = ¶ • • • ■
Styles	▼ Font ▼ Size ▼ At ▼ A
	Pellentesque tincidunt rhoncus commodo. Nulla pulvinar interdum neque, a pulvina lacus pretium et. Sed in ante in nunc finibus tristique ac ac ante.
0.35	
body table	
1	
1.1	tbody tr td

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.

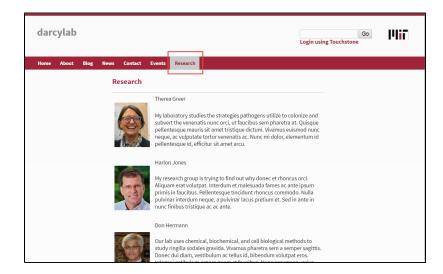
When Jack saves and views the page, he notices that the images are not displayed in the proper width. He goes back into the edit mode for the Research page. He right-clicks, or Command-clicks on any of the table cells with an image. A pop-up menu appears. He clicks **Cell**, then **Cell Properties**.

KE	3	venenatis nu	nc or	ci, ut faucibus sem ph	aretra at. Quisque pe
R	×	Cut	dict	um. Vivamus euismoo	i nunc neque, ac vulp
The.	Ð	Сору	plor	, elementum id pellent	tesque id, efficitur sit a
	e.	Paste			
12		Cell 🔸		Insert Cell Before	
table		Row +		Insert Cell After	
to pla		Column .		Delete Cells	
ormat		Delete Table		Merge Cells	
page		Table Properties		Merge Right	
s and		Image Properties		Merge Down Sel	ect Cell
				Split Cell Horiz Pro	perties.
settin	gs			Split Cell Vertica	u link
ch				Cell Properties 🖞	
on inf	0 × 100	ation	_	Menu link tit	•

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.

Cell Properties		_
Width 100 pixels Height	Cell Type ▼ Data ▼	
pixels	Rows Span	
Word Wrap Yes ▼	Columns Span	
Horizontal Alignment	Background Color	
<not set=""></not>	C	hoose
Vertical Alignment <not set=""></not>	Border Color	
· · · · · · · · · · · · · · · · · · ·	C	hoose
	OK Canc	el ×

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.

Hom	e
Þ	Basic page Use <i>basic pages</i> for your static content, such as an 'About us' page.
Þ	Biblio Use Biblio for scholarly content, such as Journal papers and books.
Þ	Blog Create a blog entry!
Þ	Feed Subscribe to RSS or Atom feeds. Creates nodes of the content type "Feed item" from feed content.
Þ	Feed item This content type is being used for automatically aggregated content from feeds.
Þ	News Create or reference relevant news stories here.

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.

ome	
	1
ittle * Procetinic acid in saffron may inhibit the pancreatic cancer of cancer of the pancreatic cancer of the pancrea	Add a Title.
DATE * Month * Day * Year * Nov * 2 * Enter a date that reflects when the news item was publish	
	Add a URL.
ttp://www.sciencedaily.com/releases/2015/11/151102 1437 ody (Edit summary)	
ttp://www.sciencedaily.com/releases/2015/11/151102_1437	
ttp://www.sciencedaily.com/veleases/2015/11/161102_1437 ody (Edit summary) 8 7 E E 6 6 For several years now, researchers in the University of P	
For several years now, researchers in the University of H deadly disease which responds poorly to current chemot	Add a URL.

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.

Home	About	Research	News Events
			Crocetinic Acid In Saffron May Inhibit The Pancreatic Cancer Cell Growth
			November 2, 2015 For several years now, researchers in the University of Kansas Medical Center's Department of Cancer Biology have been examining the effects of crocetin on pancreatic cancer, a deadly disease which responds poorly to current chemotherapy and radiation treatments. Crocetin is derived from saffron, a popular spice and food colorant and a key ingredient in many traditional Indian medicines.
			http://www.sciencedaily.com/releases/2015/11/151102143743.htm

?

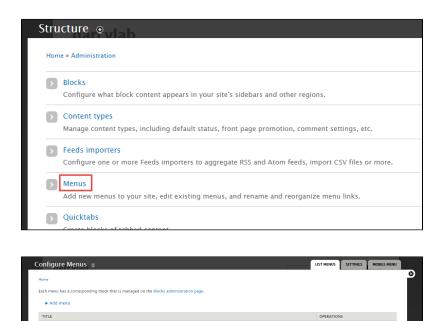
Content Management

ns links for ad

Main menu

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.



		Navigation	t links	adit manu	add link							
-	This	s image shows how to remove the <i>Blog</i> and <i>Contact</i> links and	d ma	ove the	e link t	o the I	Research	n page.	Jack will	deselect t	he Enable	ed option
		ide Blog and Contact and drag and drop the Research link to						- page.				50 op 1011

edit menu add link

add link

list links edit menu

MENU LINK			ENABLED	OPERATION	15
+ Home	Drag crosshair to	Uncheck the box to	×	edit	delete
+ About	reposition menu link.	disable menu link.		edit	delete
+ Blog				edit	reset
+ Research*				edit	delete
+ News	Click 'Save configuration' to		×	edit	reset
+ Contact	complete the action.			edit	delete
+ Events				edit	delete
Save configuration					

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