

Drupal Basics

Learning how to use Drupal



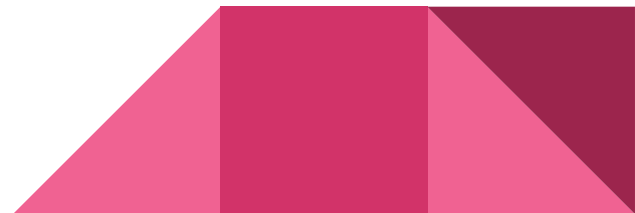
About Us

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Goals of this Talk

Learn what is a Drupal

Feel comfortable with terminology

Feel comfortable navigating through Drupal!



What's a Drupal?

CMS - a Content Management System

Open Source

Collaborative

Lego set



What is Drupal 8?

Mobile friendly

CMS

Off the Island!

Accessibility improvements



Terminology

Content Type - a category like basic page, event, news article

Node - a piece of content in a particular Content Type

Block - a piece of content that can be placed on many pages



Terminology II

Theme - how the site looks: colors, fonts, layout

Regions - sections of a page such as sidebar, main body, footer

Menus - main navigation, side navigation

Weights - control the order of entries in a menu or list



Terminology III

Taxonomy - tags to help group content into categories

Views - lists of collected content to display in various places

Modules - Lego bricks to expand what the site can do



Demo: Start work by logging in

<https://www.sitename.cornell.edu/user/login>

Log in

Log in

Create new account

Reset your password

Username*

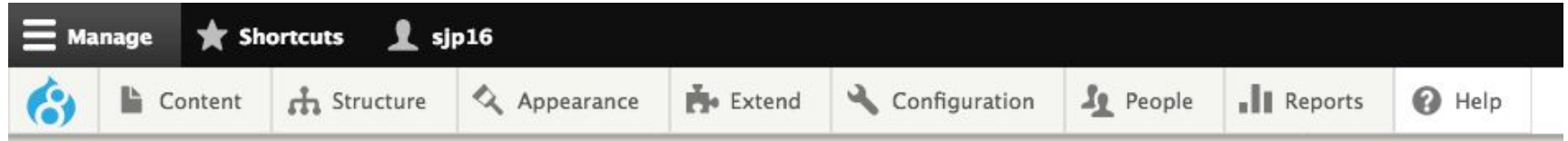
sjp16

Password*

.....

↪ Log In

The Admin Toolbar



Where you do your work

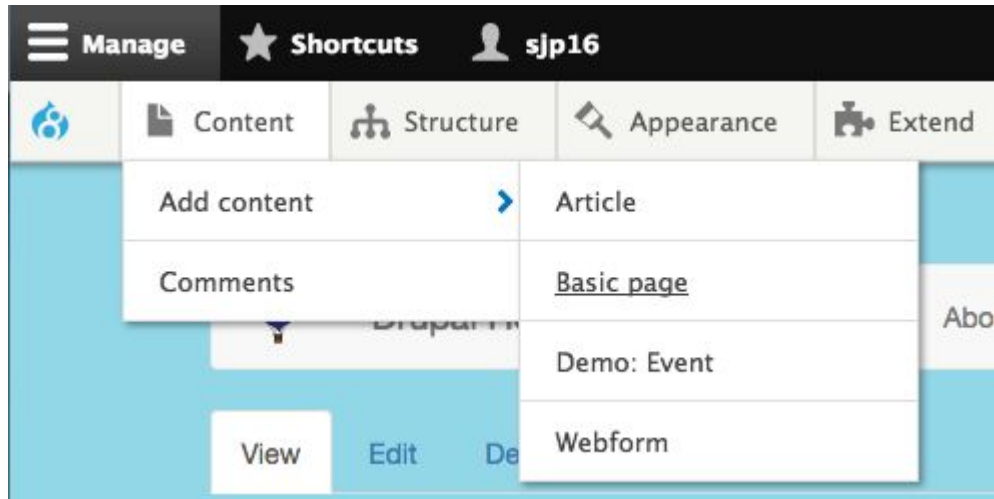
Indicator of being logged in (/user)

Find content, add content, manipulate blocks and administer views

Creating a Node

Use the admin toolbar!

Know what content type you are going to use



Creating a Node 2: fill out the fields

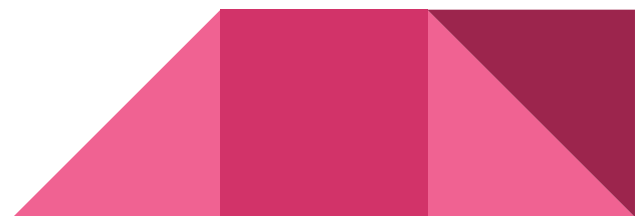
Create Basic page ☆

[Home](#) » [Node](#) » [Add content](#)

Title *

Body ([Edit summary](#))

B *I* |   |   |   | Format ▾ |  Source



Creating a Node 3: assign it to a menu

MENU SETTINGS

Provide a menu link

Menu link title

Description

Shown when hovering over the menu link.

Parent item

<Main navigation> ▾

- <Main navigation>
- Home
- About
- Demo: Events

Menu links with lower weights are displayed before links with higher weights.



Creating a Node 4: choose a URL, and save

URL PATH SETTINGS

URL alias

Specify an alternative path by which this data can be accessed. For example, type "/about" when writing an about page.

Make sure the Published checkbox is checked

Then click Save

Published

Save

Preview

Delete

Editing a Node

On a page, click the Edit tab or the pencil icon



Or in the Admin toolbar, choose Content to see a list of nodes

Filter list to find the right page, then click Edit

Working with Blocks

2 places to edit a block



Choose "Edit" to edit the content - similar to a node

Choose "Configure block" to place the block

Placing a Block

Select which pages should show the block, and who should be able to see it.

Visibility

| | |
|---|--|
| Content types Basic page | Pages <input type="text" value="/about"/> Specify pages by using their paths. Enter one path per line. <input checked="" type="radio"/> Show for the listed pages <input type="radio"/> Hide for the listed pages |
| Pages Restricted to certain pages | |
| Roles Not restricted | |
| Webforms Not restricted | |

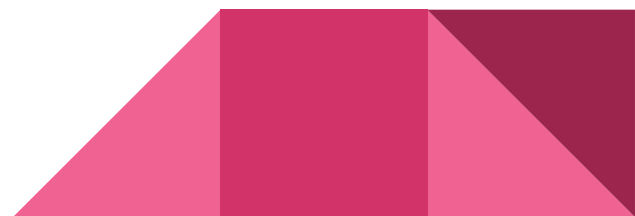
Region *



Select the region where this block should be displayed.

[Save block](#)

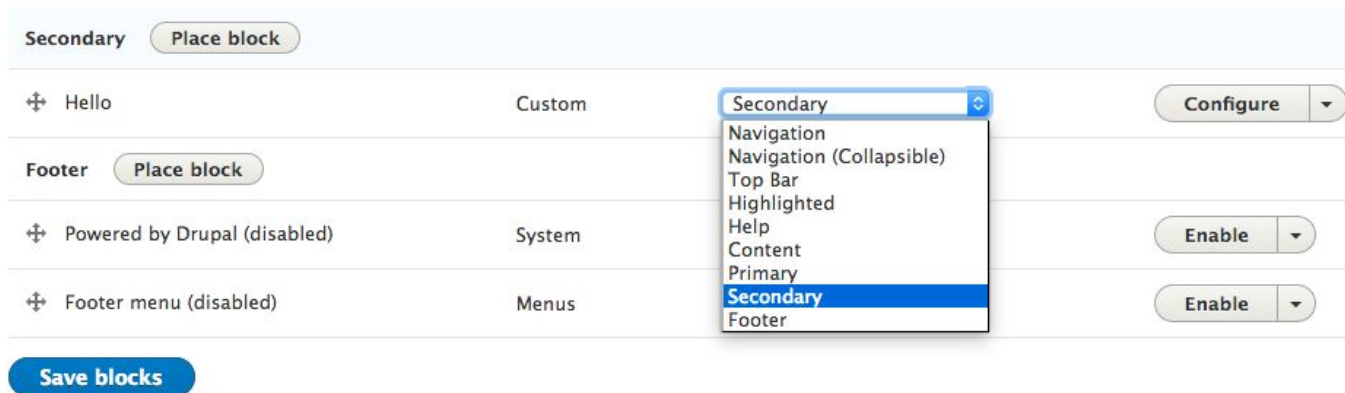
[Remove block](#)



Placing a Block Another Way

In the Admin toolbar, under Structure, choose Block Layout

Select the Region you want the block in



The screenshot shows the 'Block Layout' section of the Drupal Admin toolbar. It features a light blue header with the text 'Secondary' and a 'Place block' button. Below this, there are three rows of block configurations. The first row is for a 'Hello' block of type 'Custom', with a 'Configure' button. The second row is for a 'Powered by Drupal (disabled)' block of type 'System', with an 'Enable' button. The third row is for a 'Footer menu (disabled)' block of type 'Menus', with an 'Enable' button. A dropdown menu is open over the 'Secondary' region selection, listing options: 'Secondary' (selected), 'Navigation', 'Navigation (Collapsible)', 'Top Bar', 'Highlighted', 'Help', 'Content', 'Primary', 'Secondary', and 'Footer'. At the bottom left, there is a blue 'Save blocks' button.

| Secondary | | Place block | | |
|-----------|------------------------------|-------------|--------------------------|-----------|
| + | Hello | Custom | Secondary | Configure |
| + | Powered by Drupal (disabled) | System | Navigation | Enable |
| + | Footer menu (disabled) | Menus | Navigation (Collapsible) | Enable |
| | | | Top Bar | |
| | | | Highlighted | |
| | | | Help | |
| | | | Content | |
| | | | Primary | |
| | | | Secondary | |
| | | | Footer | |

Save blocks

To add a new block, click Place block

Uploading a File

Admin toolbar, pick Content, then Media, then Add a new media

Add File

Media name *

The name of this media.

File

 No file selected.

One file only.

100 MB limit.

Allowed types: txt doc docx pdf ppt pptx xls xlsx.

URL alias

Specify an alternative path by which this data can be accessed. For example, type "/about" when writing an about page.

| Revision information | |
|---|--|
| Authoring information By sjp16 (63) on 2017-10-18 | <input checked="" type="checkbox"/> Create new revision |
| | Revision log message <input type="text"/> Briefly describe the changes you have made. |

Save and publish

Taxonomy Vocabulary: a list of terms

In the Admin toolbar, choose Structure, then Taxonomy, then a vocabulary







Months

List Edit Manage fields Manage form display Manage display

[Home](#) » [Administration](#) » [Structure](#) » [Taxonomy](#) » [Months](#)

You can reorganize the terms in *Months* using their drag-and-drop handles, and group terms under a parent term

[+ Add term](#)

| NAME | OPERATIONS |
|--|---|
|  January | Edit  |
|  February | Edit  |
|  March | Edit  |



Taxonomy Term

Edit term ☆

[View](#) [Edit](#)

[Home](#) » [October](#)

Name *

Description

B *I* | | | | Normal ▾ | Source

An autumn month famous for falling leaves|

Nodes can be tagged with taxonomy terms

For example, to group events by month



Adjusting the Menu

Admin toolbar, choose Structure, then Menus, then pick a menu

The screenshot shows the Drupal admin toolbar with the following navigation path:

- Manage
- Shortcuts
- sjp16
- Content
- Structure (selected)
- Appearance
- Extend
- Configuration
- People

The Structure dropdown menu is open, showing the following options:

- Block layout
- Comment types
- Contact forms
- Content types
- Display modes
- Menus (selected)
- Taxonomy
- Views
- Webforms
- Tools
- User account menu

The Menus dropdown menu is open, showing the following options:

- Add menu
- Administration
- Footer
- Main navigation (selected)
- Tools

The Main navigation dropdown menu is open, showing the following options:

- Add link
- Delete

The background of the page shows a navigation menu with the following items: Home, About, and Demo: Events. The About item is highlighted.



Adjusting the Menu, step 2

Drag and drop menu entries to rearrange the order

Edit menu *Main navigation* ☆

Home » Administration » Structure » Menus

+ Add link

Title *

Main navigation

Machine name: main

Administrative summary

Site section links

| MENU LINK | ENABLED | OPERATIONS |
|--|-------------------------------------|------------|
|  Home | <input checked="" type="checkbox"/> | Edit ▾ |
|  About | <input checked="" type="checkbox"/> | Edit ▾ |
|  Demo: Events | <input checked="" type="checkbox"/> | Edit |

Save

Adjusting the Menu Another Way

Or when editing a node, change its menu position by assigning a weight

MENU SETTINGS

Provide a menu link

Menu link title

Description

Shown when hovering over the menu link.

Parent item

Weight

Menu links with lower weights are displayed before links with higher weights.



Starting a new site? More to think about

Hosting: Where will your website live - Acquia, Pantheon, other?

Ask your website vendor to plan for compatibility

Search: build on-site search, or rely on Google?

Domain names: plan ahead, these can take time to set up



Additional Terms

Environments: Dev/Test/Prod

Roles & Permissions: who can do what

Paths & Aliases

