For this walkthrough in Drupal I will be using the Office of Strategic Communications webpage. First, if you are off campus you must connect to the NJIT network via VPN. Then open up Google Chrome or Firefox. Continue to your site’s home page. In order to log in to manage your site, you will have to enter “user” or “/user” at the end of your URL Ex:(www.njit.edu/YOURSITEURL/user) then hit enter.
Once you have entered user or /user at the end of your site’s URL (www.njit.edu/YOURSITEURL/user), it should bring you to a page that looks similar to this one. Here you will enter your UCID and Password to log in.
Once you have logged in, you should be redirected to a page that looks like this. To edit the content of your page you need to click the “Content” tab in the black bar at the top of the page.
Once you have clicked the “Content” tab you will be brought to a page that lists all of the pages on your site. Find the page that you would like to edit. Then to edit a page either click on the page title or the edit button on the right hand side. If you clicked the edit button skip to slide 6.
After clicking the page title, you will be brought to that page and you will see tabs underneath the page title. In order to edit this page, you need to click the “Edit Draft” tab.
Once you have begun to edit your page, it will now look like this and you can now make the necessary edits to your page.
As you continue to scroll down, you will also see the fields for Callouts and Related Links that you can also make edits to.
First, add the text that you would like the link to appear as. In this case, I am using “NJIT” and I am going to link back to the NJIT homepage. Once the text is in place, highlight(select) the text. Then click the icon that looks like a chain on the tool bar, this is the icon to add a link.
Once you clicked the link icon to add a link, this box will appear. Click on the drop down menu, and select what type of link you are creating. For creating a link use URL, and for E-mail use the E-mail.
Now that you have selected the URL type, the box now appears like this. If the protocol is something different than HTTP:// click the drop down menu and change accordingly. In the URL field enter the URL that you are linking to, **NOT** including the HTTP://. Then click OK.
Once you click OK it will then add the link for you as you can see the text will now appear in blue and underlined.
First, write the text that you want to be linked. In this case I am just going to use PDF. When you are done writing the text, highlight (select) it like above. Then click the icon that looks like a chain, this is the add a link icon.
Once you clicked the add link icon this box will appear. Select the drop down menu for Link Type, and Select URL. Once you have selected URL, click the “Browse Server” button.
Once you click the Bowser Server button, a pop up similar to this will open. Find the PDF you are looking for, once you have found it and clicked it so it is now highlighted in blue. Click on “Insert File” in the tool bar at the top.
Once you have clicked Insert File it will bring you back to this box, now all that is left to do is click OK.
Once you have clicked OK, the text that you linked your PDF too will now appear in blue and underlined.
Once you are finished editing your page, scroll all the way down in “Revision Information” for “Moderation State” if you are an Approver for your site pick “Published” and then click Save. However if you are NOT an Approver for the site you choose “Needs Review” and then click Save.
Creating a New Page
When creating a new page click “Content” tab in the black bar at the top of the page.
Once you clicked “Content” you will be brought to this page. In order to create a new page you will have to select “Add Content”
After you clicked “Add Content” you will be brought to a page that looks like this. Here you want to select “Common NJIT Base Template.”
Once you have selected the “Common NJIT Base Template” your screen should now look this. Here you will fill in the Title, Body Content, Callouts if any, and Related Links if any.
Once you have finished putting in all the content for your new page, scroll completely to the bottom in “Revision Information” for “Moderation State”. If you are an Approver for your site, pick “Published” and then click Save. However, if you are NOT an Approver for the site, choose “Needs Review” and then click Save.