

# Advanced Content Authoring

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## Content Types

A single web site could contain many types of content, such as informational pages, news items, polls, blog posts, real estate listings, etc. In Drupal, each item of content is called a node, and each node belongs to a single content type, which defines various default settings for nodes of that type, such as whether the node is published automatically and whether comments are permitted.

### Basic Page

Typically Basic pages are used for static content that can (but are not required to) be linked into the main navigation bar. This is one of the most "basic" content types and can be very flexible.

#### Basic Page fields

- Title: the main title of the page
- Permalink: Generates the URL alias
- Page Text: the main content of the page
- Featured Image: the main reusable image associated with the page
- Content Category: site-wide list of shared categories

### News

News Articles are generally used for information that is updated more frequently and often cross-referenced and categorized (such as news items or resources). By default, News Articles are sorted with the most recent post at the top.

#### News fields

- News Title: the main title of the news article
- Permalink: generates the URL alias
- News Text: the main content of the news article
- Date of Publication: the date the news article was, or will be, published
- Author: the author of the news article, can be either local or remote user
- Featured Image: the main reusable image associated with the news article
- News Category: a list of news specific categories
- Content Category: site-wide list of shared categories

## Events

Similar to news articles, except Events are upcoming items that are going to happen and can recur daily, weekly, or monthly if needed. By default, Events are sorted by the event's starting time.

### Event fields

- Event Title: the main title of the event
- Permalink: generates the URL alias
- Event Description: the main content of the event
- Date: the exact date of the event, can also include an end date
- Audience: the target audience for the event
- Location: the location where the event will be held
- Speaker(s): the event's guest speaker information, can add more than one speaker
- Featured Image: the main reusable image associated with the event
- Event Category: a list of event specific categories
- Content Category: site-wide list of shared categories

## Person

A Person content type allows you to create a directory listing of the faculty, staff, or students for your website.

### Person fields

- Permalink: generates the URL alias
- Name: the first, middle, and last name of the person
- Description: the bio of the person
- Position/Role/Title:
- Contact Information: the person's main contact information, including phone, email, and office information.
- Curriculum Vitae: the CV for the person
- Degrees: a list the person's degrees
- Publication List: a list of the person's publications
- Featured Image: the main image used for the person
- Person Category: a list of categories the person may belong to
- Content Category: site-wide list of shared categories

## Blogs

Use the Blogs content type to enter structured content – content in which you want consistent formatting, ordered lists (usually by post date), and the capability to tag content into categories.

## Blog fields

- Title: the main title of the blog post
- Permalink: generates the URL alias
- Blog Text: the main content of the blog post
- Author: the author of the blog post, can be either local or remote user
- Featured Image: the main reusable image associated with the blog post
- Blog Category: a list of event specific categories
- Content Category: site-wide list of shared categories

## Courses

Course information is pulled from the Registrar's database. It is not entered or edited within the Template website.

## Exercises

### Adding a News Item

1. In the Admin Toolbar, click on the Menu button, go to Add Content and click News
2. Enter text for the News Title
3. Enter text into the News Text field
4. Optional: Click Edit summary link above News Text and enter a brief summary of your news article
5. Choose any past date for the Date of Publication, do not use future dates, since it may not show up on the homepage
6. Under the Author switcher, choose Other and enter the author's name and an optional website
7. Optional: enter a Featured image
8. Choose any News Category and/or Content category the news article belongs in.
9. Click Publish

### Adding an Event

1. In the Admin Toolbar, click on the Menu button, go to Add Content and click Event
2. Enter text for the Event Title
3. Enter text into the Event Description field
4. Optional: Click Edit summary link above Event's content and enter a brief summary of your event
5. Choose any future date and time for the Date field
6. Check the Show End Date box and choose any date after the starting date
7. Optional: Check the Repeat box and choose a repeating event
8. Enter your target Audience
9. Enter text for Location

10. Enter the Speaker's name and Speaker's Affiliation.
11. Optional: enter a Featured image
12. Choose an Event Category and/or Content category the event belongs in.
13. Click Publish

### Add a Person

1. In the Admin Toolbar, click on the Menu button, go to Add Content and click Person
2. Enter the First, Middle, and Last Name of the person
3. Enter the person's bio into the Description field
4. Optional: Click Edit summary link above Person's bio field and enter a brief summary
5. Enter the person's Position/Role/Title in any order
6. Enter the person's Phone and E-mail Address
7. Enter the person's personal homepage in the Website field
8. Enter the person's Office Location
9. Expand the Office Hours fieldset and choose any day(s) start and end time
10. Optional: enter Additional Information regarding office hours information
11. Upload a CV in PDF or Word format
12. Optional: enter a Featured image photo of the person
13. Choose a Person Category and/or Content category the person belongs in.
14. Click Publish

### Enter a Blog Post

1. In the Admin Toolbar, click on the Menu button, go to Add Content and click Blog entry
2. Enter text for the Blog post title
3. Enter text into the Blog Text field
4. Optional: Click Edit summary link above Blog's content and enter a brief summary of your post
5. Under the Author switcher, choose Other and enter the author's name and an optional website
6. Optional: enter a Featured image
7. Choose a Blog category and/or Content category the blog post belongs to.
8. Click Publish

## Taxonomy

A site Taxonomy is a very useful way to categorize and organize how content is displayed on your site. Terms are organized into groups called "vocabularies." For example, a vocabulary called "Fruit" would contain the terms "Apple" and "Banana." Taxonomies appear throughout many of the website's content Edit screens.

Since taxonomy structure is important to the overall site structure, only users with an elevated

user role in the Drupal system can add or edit Taxonomy Terms. See User Roles for more information.

## Exercise

### Adding a Taxonomy Term

1. Click Structure in the Admin Toolbar
2. Click Taxonomy
3. Under Categories, click list terms
4. Click + Add term.
5. Add a name for the Term.
6. Click Save. You will be presented with another form, this is because the system is anticipating you need to add another Term. If you are done, click the tab in the upper right named List. Your new Term should appear in the list.
7. Optional: order the terms by dragging and dropping.

## Web Forms

Webform is the module for making forms and surveys in Drupal. After a submission, users may be sent an e-mail "receipt" as well as sending a notification to administrators. Results can be exported into Excel or other spreadsheet applications. Webform also provides some basic statistical review and has an extensive API for expanding its features.

### Webform Components

You can add several components (think fields) to the webforms. There are several component types available: fieldset, pagebreaks, grid, textarea, textfield, select (checkboxes, pulldown lists), email addresses and many more. Here is the list of all the components available with Webforms:

- Date
- Email
- Fieldset
- File
- Grid
- Hidden
- Markup
- Pagebreak
- Select
- Textarea
- Textfield
- Time

## Exercises

### Create a webform

1. In the Admin toolbar, click Add Content and choose Webform
2. Enter any title for the form (i.e. "Department Name Feedback Form")
3. Enter a description that will describe the purpose of the form
4. Click the Publish button
5. Enter "Name" under the Label field
6. Choose Textfield for the component and click the Add button
7. Click Save Component
8. Enter "E-mail" under the Label field
9. Choose E-mail for the component and click the Add button
10. Click Save Component
11. Enter "Message" under the Label field
12. Choose Textarea for the component and click the Add button
13. Choose the Required checkbox
14. Click Save Component

### E-mail form submissions

1. Under the Webform tab, click the E-mail button
2. Enter your e-mail in the Address field and click Add
3. Under the E-mail subject section, click Custom, and enter "Department Name feedback submitted". Replace Department Name with anything you like.
4. Optional: Under E-mail Template section, change the format of the email to anything you like.
5. Click Save e-mail settings button at the bottom of the page
6. Click the View tab and submit the form
7. Check your e-mail and verify you received the form submission