

# Content Authoring

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## How to Log In To Your Site

Users and administrators log in to the site the same way. To log in add /cas to the end of your URL. Replace "yoursitename" with your actual sitename.

Example: **yoursitename.princeton.edu/cas**

You will be taken to Princeton's CAS login page. Enter your username and password and click submit. You will be returned to the website and the editor tools will appear.

## Exercises

### Login into the site

1. Open a web browser and navigate to **<https://templatetraining.princeton.edu/>**
2. Click the **Log in** link at the top of the page
3. Click the **Log in** button at the bottom of the page
4. Enter your Princeton username and password in order to login through CAS
5. You should now see "Logged in via Princeton University Authentication as username" at the top of the page
6. If you see the Admin Toolbar at the top of the page, then you are logged in

### Logout of the site

1. Click the **Log out** link at the top of the page
2. You should be redirected to the homepage and not see the Admin Toolbar at the top of the page

## Adding Content

A Basic Page is a simple information content page, which only consists of Title and Body text, but with additional layout customization options.

- As you begin creating your website, learn that Drupal stores every basic page, article, event, etc. that you add as a block of content called a node. Nodes and web pages are not the same thing -- and later, you will need to refer to your content blocks as published nodes.

- A basic page is a node that is static and doesn't allow comments or dynamic content. Your basic page can be seen as a web page, but to Drupal it is a content node.

## Exercises

### Create a Page

1. In the Admin Toolbar, click on the **Menu** button, go to **Add Content** and click **Basic Page**
2. Enter the title (Call your page "**NetID's Page**")
3. Body is the main text of content. Enter any text here. (<http://www.lipsum.com/feed/html>)
4. Optional: Generate automatic URL alias (Permalink)

Note: Most times you want to let Drupal choose the automatic alias for the page. However there are times when you want to specify a URL for a particular page. You can uncheck the "Generate automatic URL alias" box and enter your own custom URL. Be sure to avoid special characters when choosing a URL.

5. Authoring information. Contains content creator user and date/time of when the content was created.
6. Click **Publish** (if the page is newly created) or **Save** (to continue working on the content later).

Note: If you are impatient, hurried, or accidental, and click Save or Publish twice for a node (basic page, news, event, etc.) the Drupal system will create a duplicate of that node. The solution for duplicates is simply to delete one of them. Keep calm, slow down the clicking, and delete duplicates.

## Using the WYSIWYG Editor

When you edit a page, you will see this menu that provides a "What You See Is What You Get" method of formatting the webpage. The menu provides a word processor-like interface for inputting content. If you are comfortable with raw html, you can always click "Disable rich-text" below the WYSIWYG to edit the html code (sometimes this is the only way to accomplish complicated layouts).

The WYSIWYG has "Word-like" buttons for you to use to align and style text. You can also add links, insert and upload images. One of the most important features is the paste from MS Word (the button that looks like a clipboard with a Word icon on it – W letter). If you are cutting and

pasting directly from an Microsoft Office document it is important to use the paste from Word feature to strip extraneous Microsoft code from the clipboard contents.



## Multimedia

### Images

There are two methods for adding images to your web pages. You can add a Featured image (highly recommended for People, News, and Events pages) or you can add an Embedded image into the body of the text.

- You cannot alter the upper-left corner setting of the Featured image, but the image can be cropped as well as re-sized. Automatically, the Featured image will be rendered properly in the listing pages for People, News, and Events.
- Embedded images in the body of the content can be altered, re-sized, cropped, and manipulated.

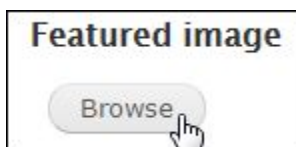
### Exercises

#### Featured images

1. Click on the the Edit tab to begin editing your page.



2. You can Upload a new file or you can choose an image that is in your LIBRARY. Click the Browse button on the right.



3. Locate the file either from another location using the Choose File button, or from your LIBRARY.



4. Once your image is uploaded and selected, click the Submit button
5. You will see your featured image in the thumbnail box as in the image below.



6. If you want to change the image, click on the Remove button.
7. You can crop the image using the Edit button and then the Crop button
8. Click and drag around the portion of the image to crop and select, and click the Save button.
9. Always remember to click the Save or Publish button at the bottom of the page for your edits to appear.

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#### Embedded images

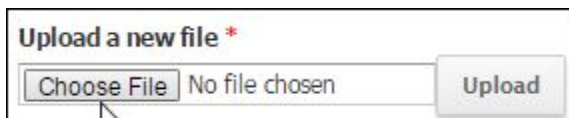
1. Click on the the Edit tab to begin editing your page.



2. Place your cursor within the Body text at the location you want the image to appear.
3. Click the Media browser icon

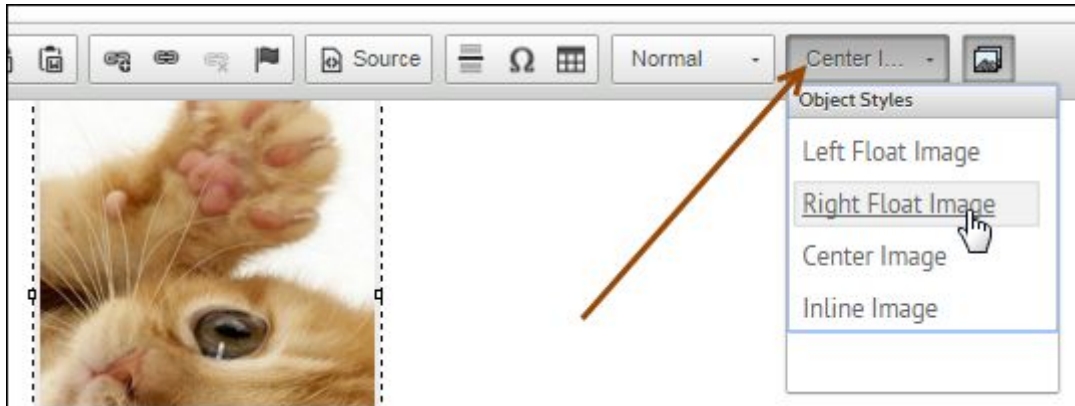


4. Locate the file either from another location using the Choose File button or from your LIBRARY.



5. Click Upload

6. Click Next
7. Select the image and use the Styles pull-down menu to left float, right float, center, or format as an inline image.



8. You can also alter the size of the image by grabbing and dragging the resize handles around the corners of the image.



9. Remember to always click the Save button for your edits to appear



## Videos

Videos may be embedded into the Body area of content.

## Exercises

### Media Central

1. Navigate to Media Central (<https://mediacentral.princeton.edu/>)
2. Choose any featured video
3. Click on the Share tab.
4. Click the oEmbed tab

5. Optional: Choose your video player skin and player size
6. Copy the URL in the oEmbed Code field.
7. Paste the embed code into the Body of your page.
8. Surround the url with the [embed]...[/embed] shortcode. Make sure the oEmbed code is on its own line

Example:

```
[embed]https://mediacentral.princeton.edu/id/1_b024qge9[/embed]
```

9. Optional: You can manually change the size of the player. To adjust the size of the player, change the size pulled in with the embed code. For example, for a video with a base size of 608x402 you can manually edit the size to 275x155 in pages with a left panel and two body columns. When in doubt use an aspect-ratio calculator to help.

YouTube and more

If you are using YouTube, Flickr, QIK, Revision3, Scribd, SmugMug, SoundCloud, Twitter, Viddler, and Vimeo. You may wrap the URL or "share" URL with the embed tags, similar to Media Central steps above.

## Menus

The menu structure is a hierarchical organization of the pages on your site.

There are several types of Menu categories for a site. This document will focus on the following four:

- User menu: Links at the top right of the page
- Main menu: The main horizontal navigation menu of the site
- Footer menu: Links in the footer, at the bottom right of the page
- Social links menu: Links next to the footer menu, at the bottom right of the page

## Exercises

### Adding Menu Items

1. Click the Edit tab on a Basic Page.
2. On the right, under the Menu options, check the box Provide a Menu link.
3. By default the page will appear in the Main Menu. If you wish to nest the page under another page, choose the Parent page from the Parent dropdown.

Note: It is a best practice NOT to nest your pages more than 3 levels deep.

4. Click Save to save your changes.

### Navigate the Menu Section

1. In the Admin Toolbar, click on Structure, then Menu.
2. Next to Main Menu, click Edit Menu to see the list of menu items.
3. Drag items up or down to reorder.
4. Drag items left or right to make them a parent or child term within the hierarchy.

Note: Your changes will not be saved until you click the Save button at the bottom of the page.


### Renaming a Menu Item

1. Next to your menu item, click Edit.
2. Change the name in the Menu link title field.
3. Click the Save button.

## Links

### Inserting a Link to a File

To upload a document and insert a link to the file (ex, a PDF file):

1. Place your cursor within the Body text at the location you want the file to appear.
2. Click the Add Media icon. 
3. Click Browse. A pop up window will open. Locate the file you wish to upload, select it, and click Open. The pop-up window will close.
4. Click Upload
5. Click Next
6. Leave the default Options.
7. Click Submit and the file name will appear as a link within the text.

Note: You should rename the file name to a 2 - 3 word useful link.

- Ex. "Funding Request Form (PDF)" NOT filename123.pdf

## Uploading a Document or File

1. Click the Content button
2. Click on the Files tab on the right
3. Click +Add File on the left
4. Upload your document from your desktop computer
5. Click on the document to copy the absolute web address of the file
6. Paste the web address to link to the document where needed on your site