University of Minnesota

Self-Help Guide

Technology Help Website: Create and Edit Content

This self-help guide is for users who create or edit content on the Technology Help website.

Get Started

Understand Access and Roles

Understand Roles

Roles and Editing Permissions
/services-technologies/how-tos/technology-help-website-roles-editing

Get Access

To request access please fill out the OIT-Websites ARF.

Login to Drupal

Log in to the Technology Help site

Understand How the Site Functions

Understand Linking Between TDX Knowledge and Drupal

Content Availability and Linking Between TDX Knowledge and Drupal
/services-technologies/how-tos/tdx-knowledge-drupal-content

Understand How URLs Work in Drupal

Understand How URLs Work in Drupal
/services-technologies/how-tos/technology-help-website-understand-how

Create Effective Content

Write Effective Digital Content

Write Effectively Self-Help Guide
/services-technologies/self-help-guides/digital-content-write-effectively

Review Accessibility Guidelines

Accessible U
https://accessibility.umn.edu/
Folwell Usability and Accessibility
https://folwell.umn.edu/usability-accessibility
Importance of Web Developer Role in Accessibility
https://accessibility.umn.edu/what-you-can-do/extend-core-skills?tid_1%5B206%5D...

Access Accessibility Trainings

Digital Accessibility: Foundations
https://training.umn.edu/courses/15281
Digital Accessibility: Create Accessible Web Content
https://training.umn.edu/courses/16302

Create & Edit

Find and Edit Existing Content

Find Content

Find Existing Content
/services-technologies/how-tos/technology-help-website-find-existing
Create a Content Inventory
/services-technologies/how-tos/oit-digital-content-create-content

Edit Content

Note: The articles in this section are written for Drupal Lite but are also relevant for the Technology Help Website.

Edit and Contribute Content
/services-technologies/how-tos/technology-help-website-edit-contribute
Edit the Content of a Knowledge Article
/services-technologies/how-tos/tdx-knowledge-edit-content-article
Edit an Experts & Communities Page
https://it.umn.edu/services-technologies/how-tos/technology-help-website-create...
Add an Image to a Header
/services-technologies/how-tos/technology-help-website-add-image-header
Create Hyperlinks
/services-technologies/how-tos/drupal-creating-links
Create Pull Quotes and Block Quotes in Text Boxes
https://folwell.umn.edu/typography/pull-quotes-and-block-quotes
Create Callouts in Text Boxes
https://folwell.umn.edu/callouts

Scroll down to the Usage section and follow the instructions for Build Using the WYSIWYG

Use Tables
/services-technologies/how-tos/drupal-lite-use-tables
Use the Media Browser to Upload and Embed Media
/services-technologies/how-tos/drupal-navigating-media-browser
Request a Major Change Banner Message

/services-technologies/how-tos/technology-help-website-request-major

Organize Content

Associate Pages with Categories
/services-technologies/how-tos/technology-help-website-associate-pages
Feature a News Story on the Home Page
/services-technologies/how-tos/technology-help-website-feature-news
Request a Bulk Update to Category Fields
/services-technologies/how-tos/technology-help-website-request-bulk

Use Images on an Existing Page

Find Images

In addition to using screenshots for specific technologies there are a few places to find images that are acceptable to use on the Technology Help website.

Understand Image Copyright
https://it.umn.edu/services-technologies/how-tos/knowledge-understand-image-cop…
Stock Images from Storyblocks
https://it.umn.edu/services-technologies/stock-content-0
UMN Photo and Video Library
https://umn.photoshelter.com/index

Add and Edit Images

Make Images Accessible Using Alternative Text
/services-technologies/how-tos/tdx-knowledge-make-images-accessible
Add or Edit Alternative Text
/services-technologies/how-tos/technology-help-website-add-or-edit
Add an Image to a Header
/services-technologies/how-tos/technology-help-website-add-image-header
Drupal: Add an Image That is Already in the Site
https://it.umn.edu/services-technologies/how-tos/drupal-re-use-image-using-medi…
Drupal: Upload a New Image
https://it.umn.edu/services-technologies/how-tos/drupal-navigating-media-browser

Add a New Page

Create a Page Using a Template

In Drupal new pages are created using Content Types. Content types are similar to templates and are used to create pages for specific purposes.

Create a Service Page
/services-technologies/how-tos/technology-help-website-create-service
Create a News Article
/services-technologies/how-tos/technology-help-website-create-news
Create a Resource Page
/services-technologies/how-tos/technology-help-website-create-resource
Create an Experts & Communities Page
https://it.umn.edu/services-technologies/how-tos/technology-help-website-create…
Content Types
/services-technologies/how-tos/technology-help-website-content-types
Organize and Construct a Self-Help Guide
/services-technologies/self-help-guides/drupal-organize-construct-self-help

Create Knowledge Content

Create and Edit Knowledge Base Articles Self-Help Guide
https://it.umn.edu/services-technologies/self-help-guides/teamdynamix-tdx-knowl…
TDX Knowledge and Drupal: Content Availability and Linking
https://it.umn.edu/services-technologies/how-tos/tdx-knowledge-drupal-content

Exclude from Site Search

Exclude a Published Page from Site Search

Make a Page Non-Discoverable
/services-technologies/how-tos/technology-help-website-make-page-non

Secure a Page

Content that Requires Restricted Access

Put Restricted Content in the TDX Knowledge Base
/services-technologies/how-tos/technology-help-website-put-restricted

Maintain

Content Workflow & Scheduling

Content Moderation & Scheduling

Use Content Moderation & Scheduling
/services-technologies/how-tos/technology-help-website-use-content

Archive Content

Prepare a Page for Unpublishing

Check for Referring Links
/services-technologies/how-tos/technology-help-website-check-referring
Redirect a Page
/services-technologies/how-tos/technology-help-website-redirect-page

Unpublish or Delete a Page

Unpublish or Delete a Page
/services-technologies/how-tos/technology-help-website-unpublish-page
When Should Content Be Unpublished or Deleted
/services-technologies/how-tos/technology-help-website-when-should

Get Help

Request New Content or Content Changes

If you do not have edit access to the site and need to request new content or content changes, please fill out OIT Digital Content and Communications Request

Get Help with Drupal

If you have a Drupal question, please contact Technology Help.