

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...](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-upload-image-add-it-page>

## **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](#).