

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 site using it.umn.edu/saml_login

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>

View a Content Inventory for a Service

</services-technologies/how-tos/technology-help-website-view-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>

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

Archive Content

Prepare a Page for Archiving

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>

Archive a Page

Archive a Page

</services-technologies/how-tos/technology-help-website-archive-page>

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 1-HELP it.umn.edu/help