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
Add an Image to a Header
/services-technologies/how-tos/technology-help-website-add-image-header
Create Hyperlinks
/services-technologies/how-tos/drupal-lite-8-9-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-8-use-tables
Use the Media Browser to Upload and Embed Media
/services-technologies/how-tos/drupal-9-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
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

Password Protect Individual Pages
Password Protect Individual Pages
/services-technologies/how-tos/technology-help-website-password-protect

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