Self-Help Guide

Drupal Enterprise 7: Contribute Content

This is the self-help guide for contributing content to a University of Minnesota Enterprise Drupal site.

Get Started

Drupal Overview

Introduction

See an overview of Drupal's features compared with other website options available on campus.

Website Solution Selection Guide
/services-technologies/resources/website-solution-selection-guide

Drupal Roles

Definition of Default User Roles
/services-technologies/how-tos/drupal-enterprise-7-definition-user
Understanding the Site Builder Role
/services-technologies/how-tos/drupal-enterprise-7-lite-7-understanding
Understanding the Content Contributor Role
/services-technologies/how-tos/drupal-enterprise-7-understanding
Drupal Page Construction

Understanding Views (Automated Lists)
/services-technologies/how-tos/drupal-enterprise-7-understanding-views
Understanding Your Site Organization (Taxonomy)
/services-technologies/how-tos/drupal-enterprise-7-understanding-your

Implementing Good Practice

Accessibility

About Accessibility
http://accessibility.umn.edu/your-role-accessibility
Accessible Web Development
http://accessibility.umn.edu/web-development/core-skills-web-developers
Web Content Accessibility Guidelines (WCAG) 2.0
http://www.w3.org/TR/WCAG20/
WebAIM WCAG 2.0 Checklist
http://webaim.org/standards/wcag/checklist
Contact Computer Accommodations Program
http://cap.umn.edu/cap-team.html

Writing for the Web

Structuring Your Prose
Online Style
http://webstyleguide.com/wsg3/9-editorial-style/3-online-style.html
Text Formatting for Web Document

Getting Help

Get Help

Get Help
Logging In to Your Site

Log in to your Site

Create & Edit

Working with Content

General Content Tasks

Creating New Content
Publishing Content
Scheduling Content to be Published
Finding Pages
Editing an Existing Page

Versioning of Content

Create a Draft of an Already Published Page
Reverting to a Previous Page Version
Understanding Page Versioning
Removing Content

Unpublishing Content
/services-technologies/how-tos/drupal-enterprise-7-unpublishing-content
Scheduling Content to be Unpublished
/services-technologies/how-tos/drupal-enterprise-7-scheduling-content-0
Deleting Content
/services-technologies/how-tos/drupal-enterprise-7-deleting-content

Working with Text

Formatting Text

Types of Text Fields in the Content Form
/services-technologies/how-tos/drupal-enterprise-7-types-text-fields-in
Formatting Text in Rich Text Fields Using the Editor Toolbar
/services-technologies/how-tos/drupal-enterprise-7-formatting-text
Inserting Tables into Rich Text Fields
/services-technologies/how-tos/drupal-enterprise-7-inserting-tables
Copy/Paste into Rich Text Fields
/services-technologies/how-tos/drupal-enterprise-7-copypaste-rich-text

Working with Media

Adding New Media

Upload an Image Using the Media Module
/services-technologies/how-tos/drupal-enterprise-7-lite-7-upload-image
Upload Documents Using the Media Module
/services-technologies/how-tos/drupal-enterprise-7-upload-documents
Hot Link and Image Using the Media Module
/services-technologies/how-tos/drupal-enterprise-7-lite-7-hot-link

Embedding Video
Movie files should never be uploaded to Drupal. Instead, upload your movies to a streaming media service (YouTube is the most popular service), and embed the movie in your content in Drupal.

Embed a Video Using the Media Module (YouTube or Vimeo)
/services-technologies/how-tos/drupal-enterprise-7-embed-video-using

Re-Using Media

All of your uploaded media (images, files, videos) will be stored in your Drupal files. You can easily re-use files on multiple pages.

Re-Use an Image Using the Media Module (Already Uploaded)
/services-technologies/how-tos/drupal-re-use-image-using-media-module
Re-use Documents Using the Media Module
/services-technologies/how-tos/drupal-enterprise-7-8-re-use-documents

Updating Existing Media

Finding Files Using the Content Tab
/services-technologies/how-tos/drupal-enterprise-7-finding-files-using
Updating Media
/services-technologies/how-tos/drupal-enterprise-7-updating-media

Removing media

Deleting Media From Your Site
/services-technologies/how-tos/drupal-enterprise-7-deleting-media-your

Working With Links
Advanced Features

Page Layout

Layout & Design

An Overview of How a Webpage Gets Displayed in Drupal
/services-technologies/how-tos/drupal-enterprise-7-overview-how-webpage
Understand Views
/services-technologies/how-tos/drupal-enterprise-7-understanding-views

Editorial Workflow

Workflow and Roles

Understand Workbench (aka My Workbench)
/services-technologies/how-tos/drupal-enterprise-7-understand-workbench
Understand Roles and Permissions
/services-technologies/how-tos/drupal-enterprise-7-8-understand-roles

When Will Content Show up on the Site?

Caching

Overview of Drupal Caching
/services-technologies/how-tos/drupal-enterprise-7-overview-de7-caching