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

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
/services-technologies/how-tos/drupal-enterprise-lite-getting-help-your

Logging In to Your Site

Log in to your Site
/services-technologies/how-tos/drupal-enterprise-7-how-log-in-your-site
Create & Edit

Working with Content

General Content Tasks

Creating New Content
/services-technologies/how-tos/drupal-enterprise-7-creating-new-content

Publishing Content
/services-technologies/how-tos/drupal-enterprise-7-publishing-content

Scheduling Content to be Published
/services-technologies/how-tos/drupal-enterprise-7-scheduling-content

Finding Pages
/services-technologies/how-tos/drupal-enterprise-7-finding-content

Editing an Existing Page
/services-technologies/how-tos/drupal-enterprise-7-editing-existing

Versioning of Content

Create a Draft of an Already Published Page
/services-technologies/how-tos/drupal-enterprise-7-create-draft-already

Reverting to a Previous Page Version
/services-technologies/how-tos/drupal-enterprise-7-reverting-previous

Understanding Page Versioning
/services-technologies/how-tos/drupal-enterprise-7-understand-page

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**

**Types of Links in Your Content**
/services-technologies/how-tos/drupal-enterprise-7-types-links-in-your

Linking to External Pages
/services-technologies/how-tos/drupal-enterprise-7-linking-external

**Advanced Features**

**Page Layout**

**Layout & Design**

An Overview of How a Webpage Gets Displayed in Drupal
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