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)

Understand Roles and Permissions

When Will Content Show up on the Site?

Caching

Overview of Drupal Caching