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
/services-technologies/how-tos/drupal-enterprise-lite-getting-help-your
Logging In to Your Site

Log in to your Site
Logging 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
Scheduling Content to be Unpublished
Deleting Content

Working with Text

Formatting Text

Types of Text Fields in the Content Form

Formatting Text in Rich Text Fields Using the Editor Toolbar

Inserting Tables into Rich Text Fields

Copy/Paste into Rich Text Fields

Working with Media

Adding New Media

Upload an Image Using the Media Module

Upload Documents Using the Media Module

Hot Link and Image Using the Media Module

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)
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

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
/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