

## 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

[http://webstyleguide.com/wsg3/9-editorial-style/2-structuring-prose.html](#)

Online Style

[http://webstyleguide.com/wsg3/9-editorial-style/3-online-style.html](#)

Text Formatting for Web Document

[http://webstyleguide.com/wsg3/9-editorial-style/5-web-text-formatting.html](#)

## **Getting Help**

### **Get Help**

Get Help

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

## **Logging In to Your Site**

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## **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**

### **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

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## When Will Content Show up on the Site?

### Caching

Overview of Drupal Caching

</services-technologies/how-tos/drupal-enterprise-7-overview-de7-caching>