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

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Scheduling Content to be Unpublished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

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