

# CAS

COMPUTING FOR  
ARTS + SCIENCES

Drupal Basics for COS and CLASS site maintainers



# Introduction

This guide is meant as a starting point for site maintainers in the *UNT College of Science* and *College of Liberal Arts and Social Sciences* supported by *Computing for Arts + Sciences*. The tips included don't apply if you maintain a site hosted by *Central Web Support* and using a theme developed by *University Relations, Communication, and Marketing*.

The information in this packet will walk you through gaining necessary rights, adding content, editing existing content, setting up the homepage, and editing menus on your departmental site.

If you have further questions or issues with a site after reading this guide, please contact us at [cas-web@unt.edu](mailto:cas-web@unt.edu). We're here to support you.

## Navigating your site

### The Administrative Toolbar

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The *Administrative Toolbar* is (nearly) your one-stop shop for anything and everything you need to do on your website.

#### Content

This menu allows you to view a complete list of content on the site and to filter by types of content such as *pages*, *people*, and *stories*. This is also where you will create *new content*.

#### Structure

The *Structure* menu is where you will go to edit the *menu* for the site as well as to add or edit *taxonomy terms* that might be used on the site. *Taxonomy terms* are primarily used to create categories such as faculty type.

#### Appearance

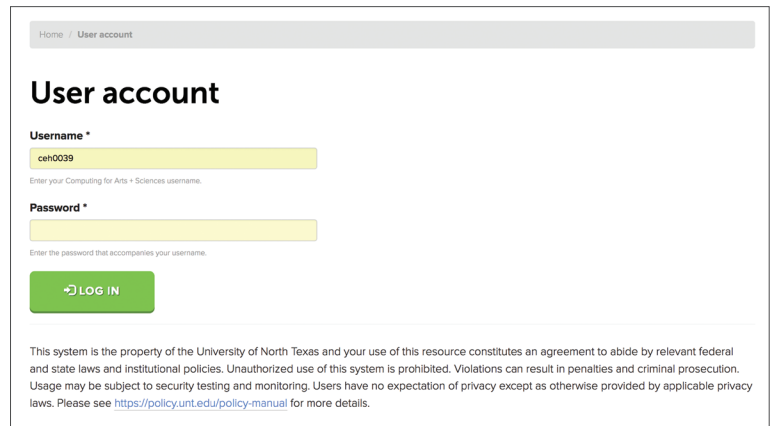
*Appearance* is where you will find settings for the theme. This is primarily used when editing the front page or footer of the site. For more information, see those sections on pages 6 and 7.

# Drupal Access

## How do I log in?

The login page is at `<your site address>/user`. For example, to login to `http://cas.unt.edu`, you would go to `http://cas.unt.edu/user`. You will always use this address to login to your site, so it may be helpful to bookmark it.

Your username is your **EUID**, and your password is your **EUID password**.

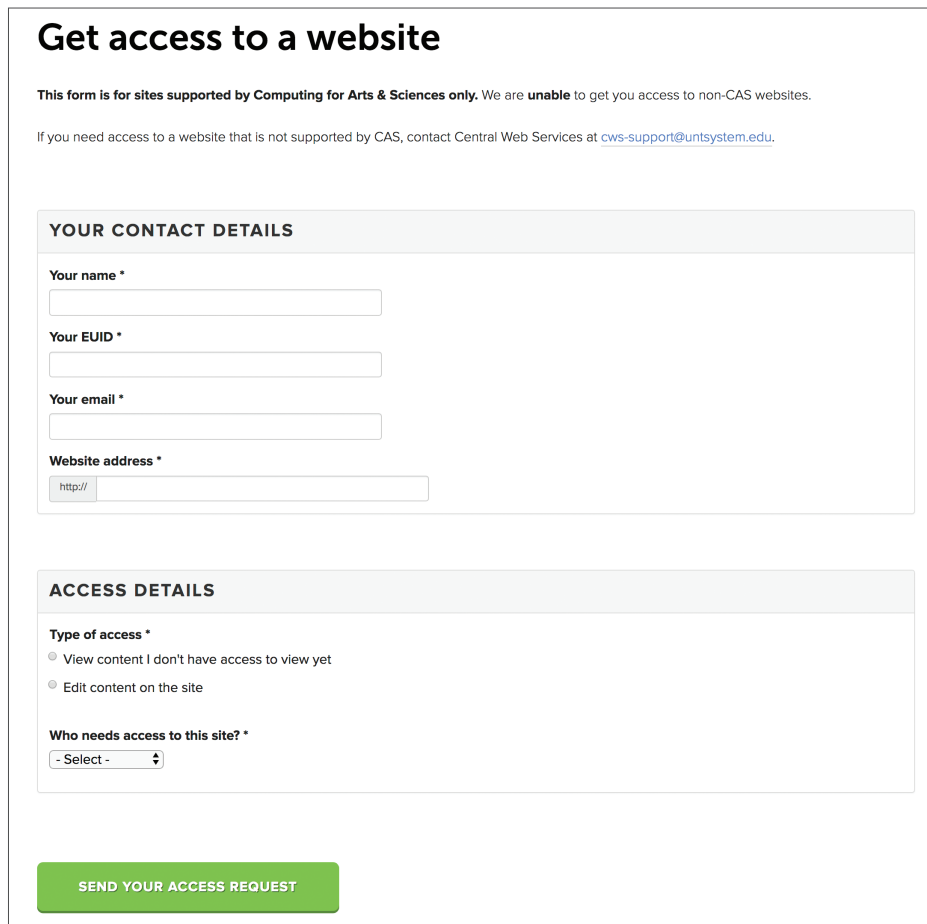


The screenshot shows the 'User account' login page. At the top, there is a breadcrumb trail: 'Home / User account'. The main heading is 'User account'. Below this, there are two input fields: 'Username \*' with the value 'ceh0039' and 'Password \*'. Below the password field is a small text prompt: 'Enter the password that accompanies your username.' A green 'LOG IN' button is positioned below the password field. At the bottom of the form, there is a disclaimer: 'This system is the property of the University of North Texas and your use of this resource constitutes an agreement to abide by relevant federal and state laws and institutional policies. Unauthorized use of this system is prohibited. Violations can result in penalties and criminal prosecution. Usage may be subject to security testing and monitoring. Users have no expectation of privacy except as otherwise provided by applicable privacy laws. Please see <https://policy.unt.edu/policy-manual> for more details.'

## How do I get permissions?

First, make sure you have logged into the site at least once. We will be able to grant you editing permissions once you've logged in for the first time.

Submit the form at `https://itservices.cas.unt.edu/web-access` to request access.




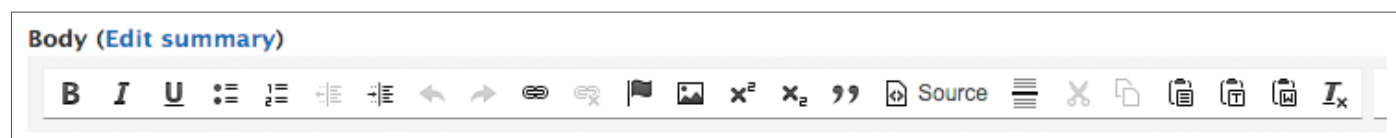
The screenshot shows the 'Get access to a website' form. The title is 'Get access to a website'. Below the title is a note: 'This form is for sites supported by Computing for Arts & Sciences only. We are unable to get you access to non-CAS websites.' Below this is another note: 'If you need access to a website that is not supported by CAS, contact Central Web Services at [cws-support@untsystem.edu](mailto:cws-support@untsystem.edu).' The form is divided into two main sections: 'YOUR CONTACT DETAILS' and 'ACCESS DETAILS'. The 'YOUR CONTACT DETAILS' section has four input fields: 'Your name \*', 'Your EUID \*', 'Your email \*', and 'Website address \*' (with a 'http://' prefix). The 'ACCESS DETAILS' section has two radio buttons for 'Type of access \*': 'View content I don't have access to view yet' and 'Edit content on the site'. Below this is a dropdown menu for 'Who needs access to this site? \*' with the value '- Select -'. At the bottom of the form is a green button labeled 'SEND YOUR ACCESS REQUEST'.

# Drupal Content

## How do I create a web page?

To create a web page, go to **Content management > Add content > Page**.

In the **Title** field, type a descriptive title for your page. This title will be visible when users are accessing the page directly, or when you are viewing Content in the Content List. In the **Body** field, type the content of your page, or copy and paste it from a Word document using the icon  in the editing toolbar.




## How do I edit a page?

Once you are logged in, you can edit a page by navigating to the webpage in your browser, and clicking the **Edit** tab that appears above the page title.

Alternatively, you can go to Content, where you can view all nodes that you've created.

Find the title of the page you wish to edit, and click the **Edit** link in the far right column of the row.


## How do I add an image to a page?

Click the image icon  in the editor that appears above the body field in the page editor, and a pop-up box should appear. To upload an image, click **Browse Server** next to the URL field. Another window should pop up. Click **Upload** in the top left corner of this window, and select the image you want to upload from your hard drive. Once your image has uploaded, double-click the name of your image, and the file path should automatically be entered into the **File URL** field. Click **OK**.

To format where your image floats on the page, click once on your image and use the **Style** field in your text editor to designate where you want your image to align.

*\* If you follow these instructions and run into a problem with the image, contact us at [cas-web@unt.edu](mailto:cas-web@unt.edu). Occasionally an issue pops up with user permissions that we need to address.*

## How do I add and link to a file on a page?

To add a link to a file, type in the text you want linked to the file, then highlight the text. Next click on the insert/edit link icon  and click on the **Browse Sever** button. In the window that comes up, you have the option to select the file if it has already been uploaded into the server. If not, click the **Upload File** icon and choose the file you want to link to. Once you have uploaded and selected your file, click on **Insert File** at the top of the window. This will then place the link to the file on the text you highlighted.

# How do I create sub pages?

To create a sub page, simply follow the above steps to create or edit a page. Under the **Menu settings** tab, set the **Parent item** to the page from which you want your subpage to be accessible. You must also type a menu link title, even if it is the same as the page title.

# How do I add people to the Faculty or People page in Drupal?

To add a person to the Faculty or People page, go to **Content Management > Add content > People**. On some sites, it may be **Faculty** instead of **People**.

Fill out all required fields for the individual. Photos should be cropped to a ratio of 1:1.5. We recommend images be cropped to 400x600 pixels.

After filling out all of their information in the fields provided and saving, their profile should automatically be populated on the default **Faculty** or **People** page.

**Create People**

Home » Add content

Name \*

Title/Position

Faculty Type  
- None -

**HIGHLIGHTS** [Show row weights](#)

You may include brief, 1 to 2 sentence-long highlights here of this faculty member's accomplishments.

**Photo**  
 No file chosen   
Files must be less than 10 MB.  
Allowed file types: png gif jpg jpeg.  
Images must be between 100x150 and 400x600 pixels.

**Office**

**Phone**

**E-mail Address**

**Website**  
Title  URL   
The link title is limited to 128 characters maximum.

**UNT Faculty Profile**  
Title  URL   
The link title is limited to 128 characters maximum.  
The URL of the faculty member's profile at <http://faculty.unt.edu/>.

**Additional Information (Edit summary)**

[Disable rich-text](#)  
 [Insert image or link](#)

**Text format** Full HTML

- You may insert videos with [video:URL]
- HTML header tags generated by Microsoft Office are stripped
- Web page addresses and e-mail addresses turn into links automatically.
- Empty paragraph killer - multiple returns will not break the site's style.
- Allowed HTML tags: <a> <blockquote> <br> <cite> <code> <dd> <dl> <dt> <em> <h1> <h2> <h3> <h4> <h5> <h6> <hr> <img> <li> <ol> <p> <strong> <table> <tbody> <td> <th> <thead> <tr> <ul>
- Allowed Style properties: float, height, margin, margin-bottom, margin-left, margin-right, margin-top, padding, padding-bottom, padding-left, padding-right, padding-top, vertical-align, width
- HTML entities generated by Microsoft Office are converted to plain-text equivalents
- Lines and paragraphs break automatically.
- Adding [TOC:(faq|ol|number|ul|bullet|jump-menu|menu) (title)] will generate a table of contents or jump menu linked to all the <h2> tags with an optional title.

Faculty entries contain contact and other relevant information on individual faculty members, which can then be displayed in various ways on the site.

**FILE ATTACHMENTS**

**Add a new file**  
 No file chosen   
Files must be less than 10 MB.  
Allowed file types: jpg jpeg gif png txt doc xls pdf ppt pps odt ods odp docx.

# Home Page Editing

## How do I change the home page?

The home page is edited in Theme settings by going to **Appearance > Settings > CAS 7.x-1.0**. After navigating to the Settings page, you will see a tab on the left of the page labeled **Front page**. Click on that tab to see the options available for the front page.

| CAS 7.x Settings       |                        |
|------------------------|------------------------|
| Title                  | HERO HEADER            |
| Front page             |                        |
| Footer                 | DESCRIPTION            |
| Social Media           |                        |
| Section Highlights     | SECTION HIGHLIGHTS     |
| Latest News            | LATEST NEWS            |
| Upcoming Events        | UPCOMING EVENTS        |
| Sponsors or Affiliates | SPONSORS OR AFFILIATES |

### Hero Header

Under this tab, you can edit settings for the top section of the home page including the background image and main heading.

### Description

This is a brief description of the department for the home page.

### Section Highlights

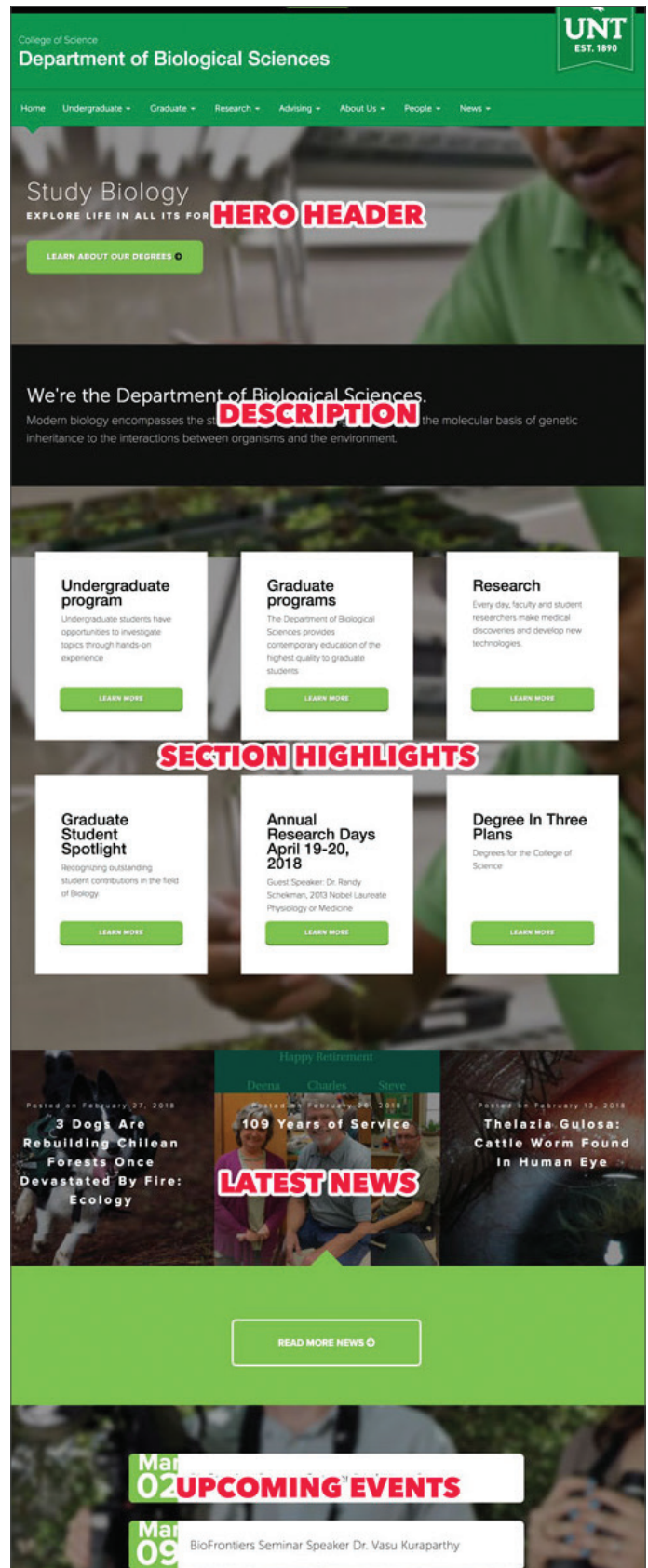
The **Section Highlights** are useful for emphasizing pages or features of the department.

### Latest News

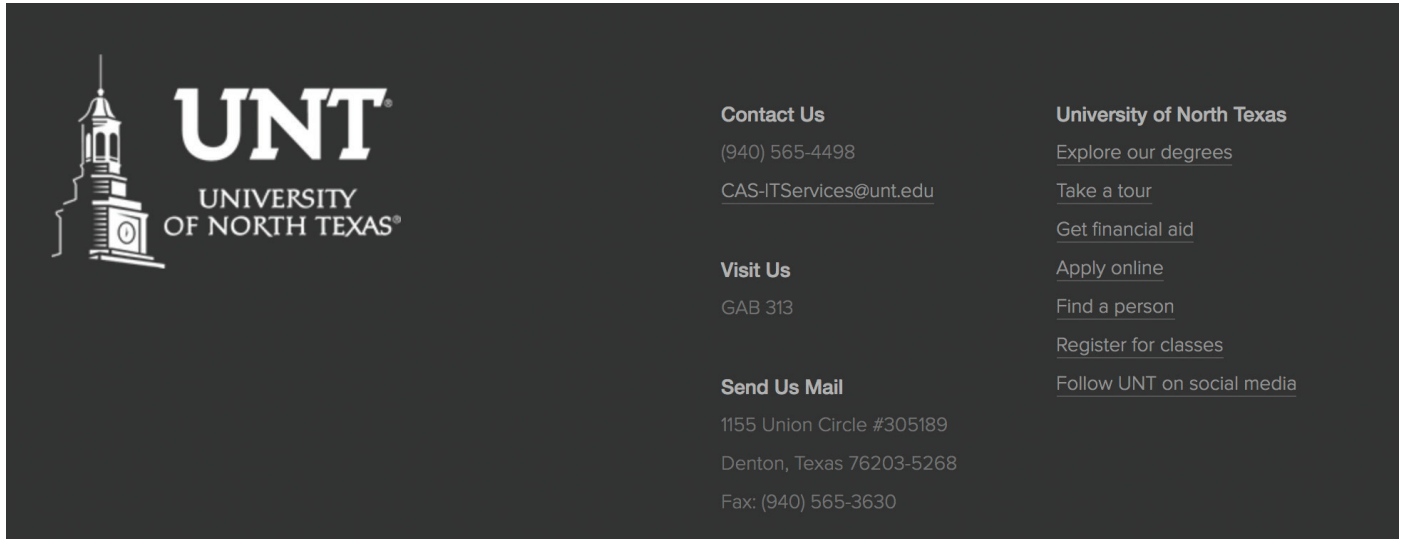
From this page, you can turn on the news section for the front page and choose whether post dates should be displayed. Stories that are created through **Content > Add content** will be added to this section automatically.

### Upcoming Events

From this page, you can turn on the events section and select the background image displayed behind the section. Events that are created through **Content > Add content** will be added to this section automatically.



# Editing Site Footer



The site's footer is also edited by navigating to **Appearance > Settings > CAS 7.x-1.0**.

These settings include **Contact Information** for the department, as well as, **Social Media** links under a separate tab in the left-hand navigation.

A screenshot of the Drupal settings page for the footer. The left-hand navigation menu shows "Title", "Front page", "Footer", and "Social Media". The "Footer" tab is selected. The main content area is divided into three sections: "CONTACT INFORMATION", "ADVISING CONTACT INFORMATION", and "MAILING ADDRESS". Each section contains several text input fields with a small blue arrow icon to the right of each field. The "CONTACT INFORMATION" section includes fields for Phone (940) 565-4498, Fax (940) 565-3630, Email CAS-ITServices@unt.edu, Building GAB, and Room 313. The "ADVISING CONTACT INFORMATION" section includes fields for Advising Phone, Fax, Email, Building, and Room. The "MAILING ADDRESS" section includes fields for Street or PO Box (1155 Union Circle #305189), City (Denton), State (Texas), and Zip code (76203-5268).

# Menu Editing

## How do I add a page to the menu bar?

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Click the **Menu settings** tab when editing a page. It should be near the bottom of the page. This will expand the options that allow you to designate where a page will go on your website.

The **Menu Link Title** does not have to match your page title, but it should still be descriptive and helpful. For instance, a page may be titled *Frequently Asked Questions*, but for the menu title, you may only type *FAQ*. We recommend keeping the menu title as concise as possible in the interest of saving space.

To add a page to the main menu bar, set the Parent item to **Main menu**. To add a page to a sub-menu, set the Parent item to the page you want it to be listed under.

## How do I edit the menu?

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To edit the menu, go to **Structure > Menus > Main menu**. This will allow you to see an entire tree of the navigation menu of your site, which you can rearrange simply by clicking and dragging individual or groups of menu items.



# Contact Us



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