

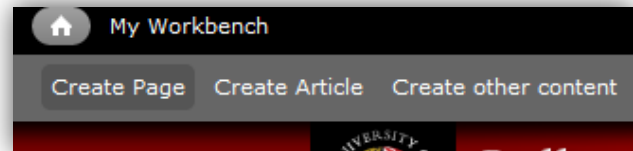
Creating a Basic Page in Drupal

1

Ensure you are logged in and on the secure (https://) version of the site.

2

Click “Create Page” in the Toolbar.



3

Fill out the Title

Title *
Collegiate 4-H

4

Fill out the Body (The main content area)

Body (Edit summary) “Edit Summary” to write “teaser” text for search results and listings pages.

Edit buttons

Your text, approximately as it will show up on the published page.

Path showing the HTML tag of the cursor location, and all its parent tags.

Text format selector.

Help text describing the selected text format

Collegiate 4-H is an organization that provides a sense of identity on campus, offers leadership training, projects and recreation, and develops confidence and leadership skills.

Mainly the chapter here at College Park provides leadership and organization to the College Park Clovers 4-H Club in combination with the other chapters. While also engaging in a variety of projects, there are opportunities to attend the Regional Conference held each spring.

Path: p » span » img.left

Text format Formatted Text

- Allowed HTML tags: <a> <cite> <blockquote> <code> <table> <caption> <thead> <tfoot> <tbody> <tr> <th> <td>
 <p> <div> <object> <param> <embed> <h2> <h3> <h4> <h5> <h6>
- Web page addresses and e-mail addresses turn into links automatically.

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(Optional) Attach Files

Documents such as PDFs or spreadsheets may be attached to pages if downloadable content is needed. Once you have uploaded a file, more options are available.

The screenshot shows a form with two tabs: 'FILE INFORMATION' and 'OPERATIONS'. Under 'FILE INFORMATION', there is a file named 'Drupal Notes.docx' (56.95 KB) with an 'Insert' button. Below this is a 'Description' field with a placeholder text: 'The description may be used as the label of the link to the file.' To the right of the description field is a checked checkbox and a 'Remove' button.

6

(Optional) Choose a Sidebar

The sidebar will go on the right side of your page. You pick from a list of pre-made sidebars.

The screenshot shows a dropdown menu labeled 'Sidebar'. The selected option is 'Undergraduate Sidebar'.

7

Assign a Section

Section: Determines “where” on the site the page will go, what menu will be on the left side, and who will have permission to edit it in the future.

The screenshot shows a dropdown menu labeled 'Section *'. The selected option is 'Students'. Below the dropdown is the text: 'Select the proper editorial group for this content.'

8

Edit the Menu Settings

Menu settings are found in the first vertical tab at the bottom of the page.

The screenshot shows the 'Menu settings' form for 'Collegiate 4-H'. The form has two tabs: 'Menu settings' and 'Publishing options'. The 'Menu settings' tab is active. The form contains the following fields and callouts:

- Provide a menu link:** Check here if you want a link to this page to show up in the menu.
- Menu link title:** Collegiate 4-H Page title as it will be seen in the menu. Does not have to be the same as the title at the top of the page.
- Parent item:** -- Clubs and Organization Parent Item is the item in the menu that this page will be shown under.
- Weight:** 0 Weight determines where in the menu the link to this page appears. Can usually be left at zero and menu will be alphabetical.
- ID:** (blank) ID and Classes should be left blank.
- Classes:** (blank)

9

Edit the Publishing Options and SAVE

Leave “Published” checked if you want this page to be immediately visible to visitors. Uncheck it if you want to save as a draft that only you can see. Press “Save.”

The screenshot shows the 'Publishing options' tab of the menu settings form. It contains a 'Published' checkbox which is checked, and a 'Save' button.