

# Creating a News Story in Drupal

1

## Click “Add News Story” in the Toolbar



2

## Fill out *Title (Required), Subtitle,* and *Author* fields

A screenshot of a form with three input fields. The first field is labeled 'Title \*' and is empty. The second field is labeled 'Subtitle' and is empty. The third field is labeled 'Author' and is empty.

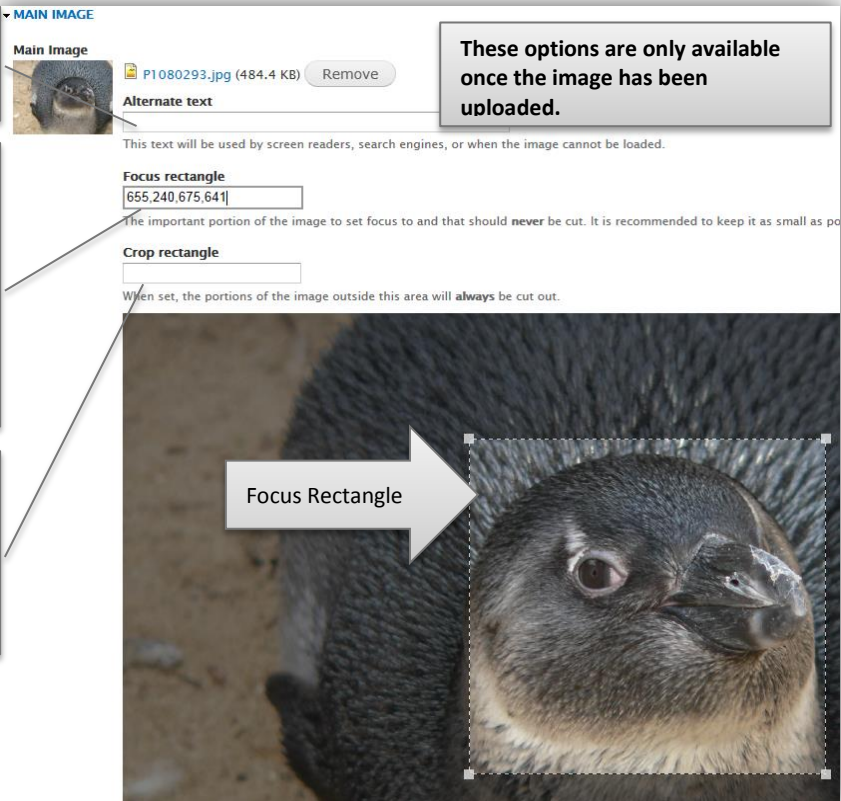
3

## Upload an Image

Alternate text describes the image when it cannot be seen.

Click in the “Focus Rectangle” field, then draw a rectangle on the picture. This area is the most important area of the picture and will be preserved when Drupal automatically crops the image.

Click in the “Crop Rectangle” field, then draw a rectangle on the picture (not shown). The area outside this rectangle will always be cropped out.

A screenshot of the Drupal image upload interface. At the top, it says 'MAIN IMAGE'. Below that, there is a small thumbnail of a penguin, the filename 'P1080293.jpg (484.4 KB)', and a 'Remove' button. Below the thumbnail is an 'Alternate text' field. Below that is a 'Focus rectangle' field with the value '[655,240,675,641]'. Below that is a 'Crop rectangle' field. Below the fields is a large image of a penguin's head. A dashed white rectangle is drawn over the penguin's face, and a white arrow points to it with the text 'Focus Rectangle'.

These options are only available once the image has been uploaded.

This text will be used by screen readers, search engines, or when the image cannot be loaded.

The important portion of the image to set focus to and that should **never** be cut. It is recommended to keep it as small as possible.

When set, the portions of the image outside this area will **always** be cut out.



Fill out *Image Caption* (will be shown underneath the image) and *Image Credit* (to credit the photographer)



## 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** Edit buttons

**Your text, approximately as it will show up on the published page.** 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.** Path: p » span » img.left

**Text format selector.** Text format Formatted Text

**Help text describing the selected text format** Help text describing the selected text format

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



## Add tags

Tags are words or phrases that describe the content, particularly topics covered by the article. As you type, Drupal will suggest words that have been previously used as tags.

**Tags**

Animals, 4-H

Enter a comma-separated list of words to describe your content.



## Attach a Photo Gallery

If a photo gallery exists that pertains to the article, you can select it here and it will show up in the article's sidebar.

**Related Photos**

- None -



## 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 the save button below.

**Menu settings**  
Collegiate 4-H

Published

**Publishing options**  
Published

Save

