Using Your Drupal Web Site

Questions?
Email Amy Alexander: aalexander@nwresd.k12.or.us
With thanks to Paul Nelson for his Drupal expertise

Contents

FOR GENERAL USERS

FOR SITE ADMINS

FOR GENERAL USERS
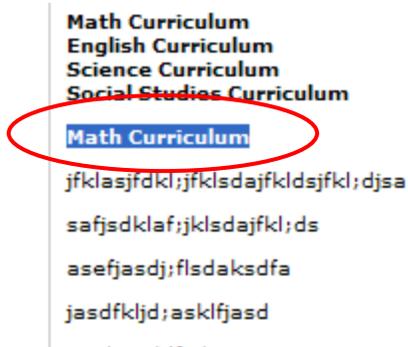
Anchoring Sections of a Page

Sometimes you may want to put a lot of content on one page. To keep the reader from having to scroll so much to find what they are looking for, it can be helpful to use anchors. An anchor is a link within a page that takes you directly to that portion of the page. In essence you are "bookmarking" part of the page.

For example, let's say I want to create a page describing the curriculum at my district. I want to have sections for the math, English, science, and social studies aspects of the curriculum
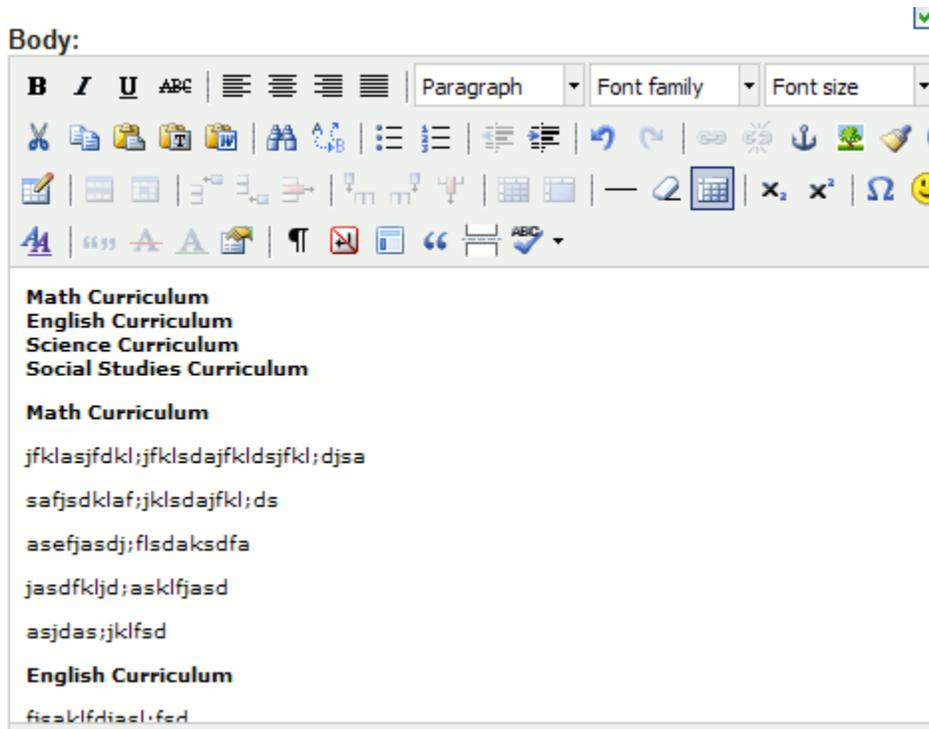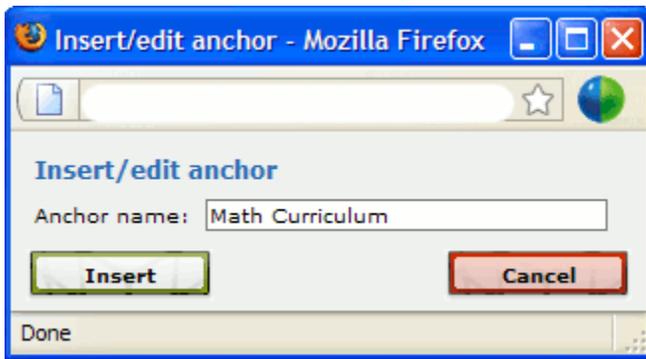
You can tell already that this is going to be a very, very long page. To help my readers, I am going to create anchors to each part of the curriculum. Here is how:

1. Select the text (usually a heading) that you want to point your readers to.

Math Curriculum
English Curriculum
Science Curriculum
~~Social Studies~~ **Curriculum**

Math Curriculum

jfklasjfdkl;jfklsdajfkldsjfkl;djsa

safjsdklaf;jklsdajfkl;ds

asefjasdj;flsdaksdfa

jasdfkljd;asklfjasd

2. Click the little anchor icon in the editing toolbar.

3. The anchor window pops up. Type in the name of the anchor (it's something only you will see). Then click **Insert**.

Insert/edit anchor - Mozilla Firefox

Insert/edit anchor
Anchor name: Math Curriculum

Insert   Cancel

Done

4. A tiny little anchor symbol appears next to the heading, showing you that the anchor has been inserted.

Math Curriculum

5. When you are done creating all your anchors, you need to put links for the anchors at the top of your page. In my example, I have typed headings for each type of curriculum at the very top of my page.
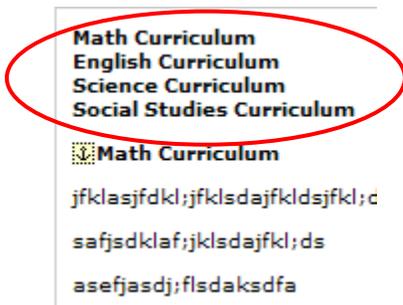
6. Select the link that corresponds to the first anchor. Then click the chain link icon in the editing toolbar.
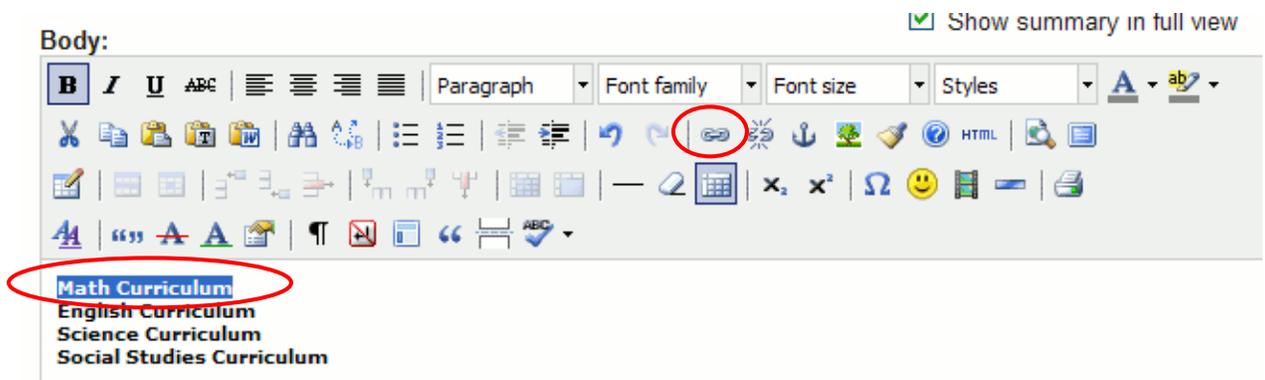
7. The Insert/edit link window pops up. Use the Anchors drop-down menu to select the name of the anchor.
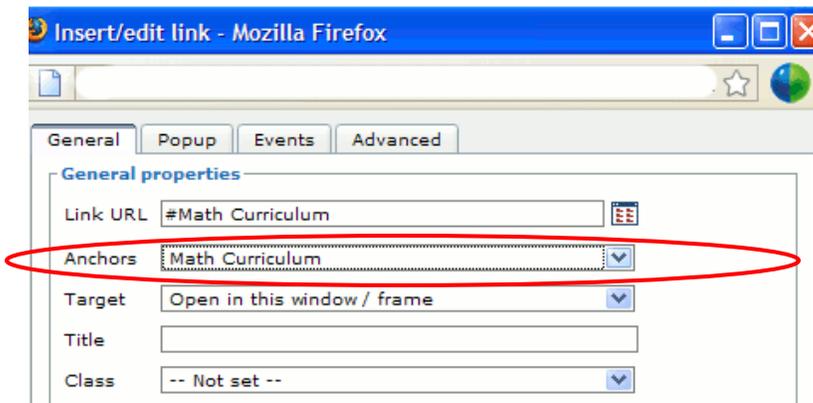

8. Click **Insert.**
9. Continue these steps for each anchor link.
10. The reader just needs to click on the link at the top of the page, and they will be directed to that portion of the page.

Attaching Files

Attaching a file in Drupal is simple, but there are a couple of extra steps you need to take in order to create a link to a file attachment.

1. While in the **Edit** tab of your page or story, scroll down to **File attachments** and click the little black arrow next to the words, to display the **Browse** button.
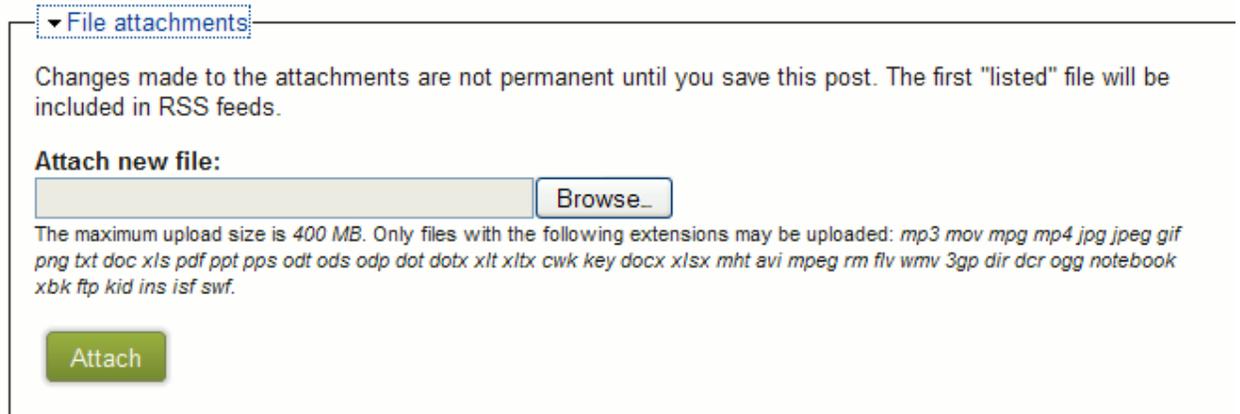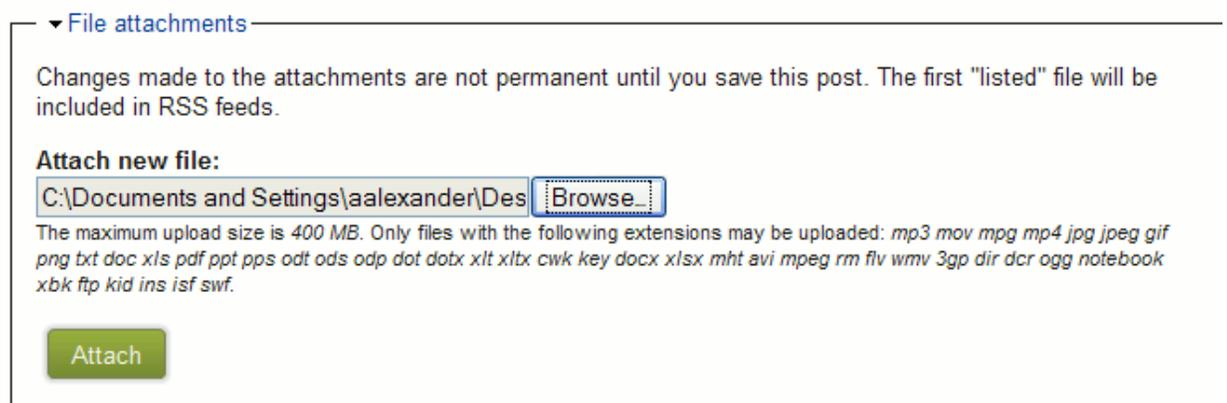

2. Click **Browse.**

3. A dialog box displays allowing you to search for the file on your computer. Select it and click **Open.**

4. You are returned to the **File attachments** section of Drupal. Click **Attach.**

5. The file is now listed in the **File attachments** section.

Note that beneath the Description box, there is a small URL listed. This is the URL of the file. If you are planning to create a link to the file from the Body, rather than just leaving the file at the bottom of the page, <u>copy the URL by highlighting it, then clicking Control+C.</u>

6. Select the text (you could also select an image) that you would like to become the link to the file attachment, then click the chain link icon.
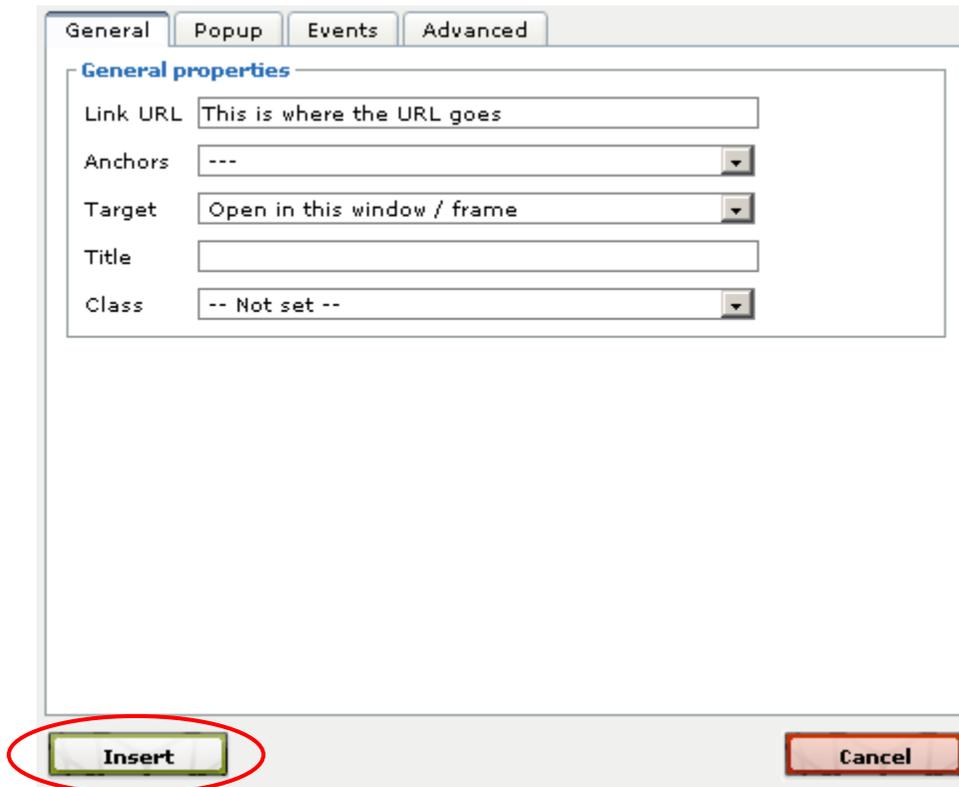
7. In the **Link URL** box, paste the URL of the document, which you copied in Step 5. Click **Insert.**

General | Popup | Events | Advanced

General properties

Link URL | This is where the URL goes

Anchors | ---

Target | Open in this window / frame

Title |

Class | -- Not set --

Insert   Cancel

8. Your linked text is now highlighted in blue.

Test Document

9. You're almost done! Scroll down to the bottom of the page. Under the **File attachments** section, you will see your file listed. Un-check the box that says **List** by clicking once on it. This will prevent the file from also being listed at the very bottom of your page. Or, you can leave the List button checked if you would like the file to show up at the bottom of the page.

10. Save your changes.

Blogging

Some districts use the Drupal blogging feature. The blogging feature is handy because you can quickly post a series of announcements to your own area of the site, without having to link any of them up.

To create a blog entry, you must have blogging enabled. Ask your site admin if you are unsure of your permissions.

1. Click Create content > Blog Entry

   » My account
   » Create content
      » Blog entry
      » Event
      » FAQ
      » Flash_Video
      » Page
      » Story

2. Enter a title for your blog entry and add content.
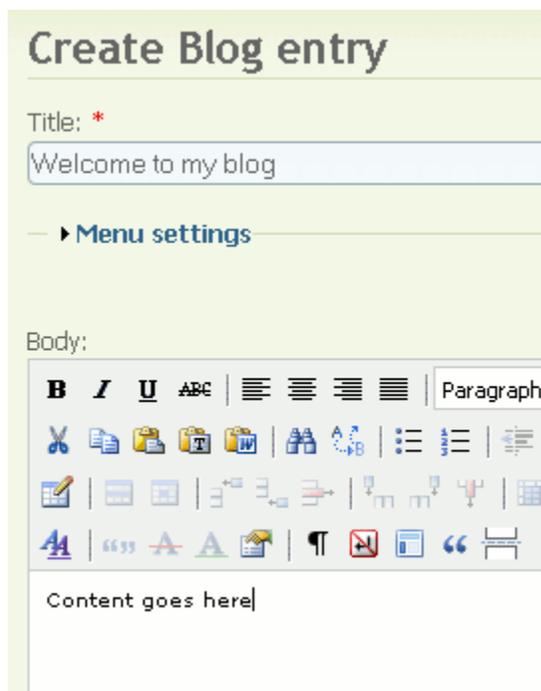
3. You may add pictures, links, and files just as with any other content type. See individual sections on how to do this.

4. Save.

5. *If blogging is enabled, your name is probably linked to your blog somewhere on your district's web site – usually in a staff contact page. Click on your name to view your blog. Or, you can go to* My account > View > View recent blog entries
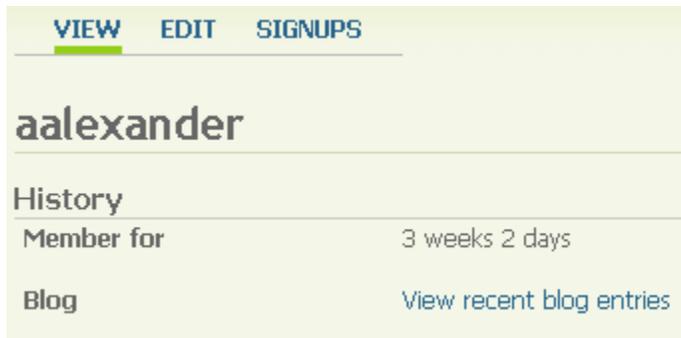
6. If you need to edit your blog, **click on the title of an individual post to edit or delete it.**

Creating Events

Events will show up on the web site calendar. There is one calendar for the entire web site. Different categories of events may be created by NWRESD or by your site admin.

NOTE: Your account must be specifically set up with permission to create events. Ask your site admin if you are unsure of your permissions.

1. Go to *Create content > Event*
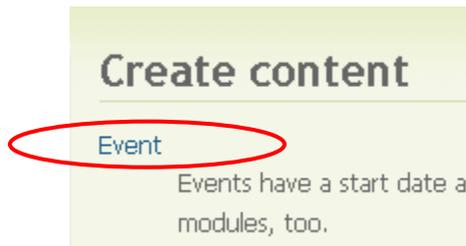
2. Enter a title for your event. The title will be visible on the calendar.

   Also select a category for your event, if categories are available.
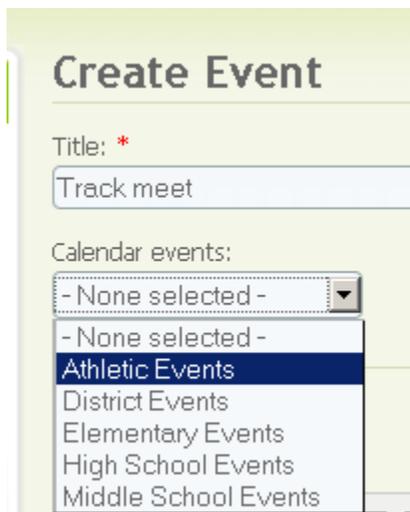
3. In the **Body** section, type additional information if needed. You can insert images and links, and attach files, just like you can with any other type of content.

   Caution: your readers may not realize they need to click the event title to get to the additional information. You might have to train your readers to do this.
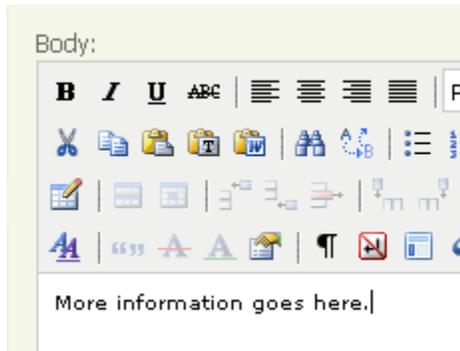
4. Enter the start and end times and dates for your event.

5. There may be optional **Signup** settings enabled so people can sign up for the event over the web.

6. At the bottom of the screen, click **Save**.

7. Your event will be published to the site-wide events calendar.

Note that the reader can use the top drop-down menu to filter their view of the calendar by a specific category:

Creating Links

You can turn **text or an image** into a **link** to an email address, a file, another page within the Drupal site, or an external site. File attachments are covered in the next section, but here's how to link to anything besides a file attachment.

1. Select the text or image that you would like to become the link.
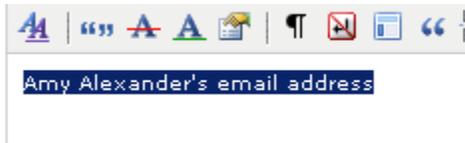
2. Click the chain link icon in the editor.

3. In the **Link URL** box, type or paste the URL to which you want to link.

   - To link to an email address, type **mailto: address**.
     Example: mailto: aalexander@nwresd.k12.or.us
   - To link to an external site, type or paste the entire URL.
     Example: http://www.cnn.com
   - To link to another page or story within the Drupal site, type **?q=node/node #**
     Example: ?q=node/270
   - To link to an anchor, you should have already created the anchor. Use the drop-down anchor menu to select the appropriate anchor.

4. NWRESD recommends leaving the **Target** at the default, **Open link in the same window,** unless you're linking to an external site. In that case you may want to use the drop-down menu to change the target to **Open link in a new window.** This way, your readers won't have to leave the school/district site to get to the external link.
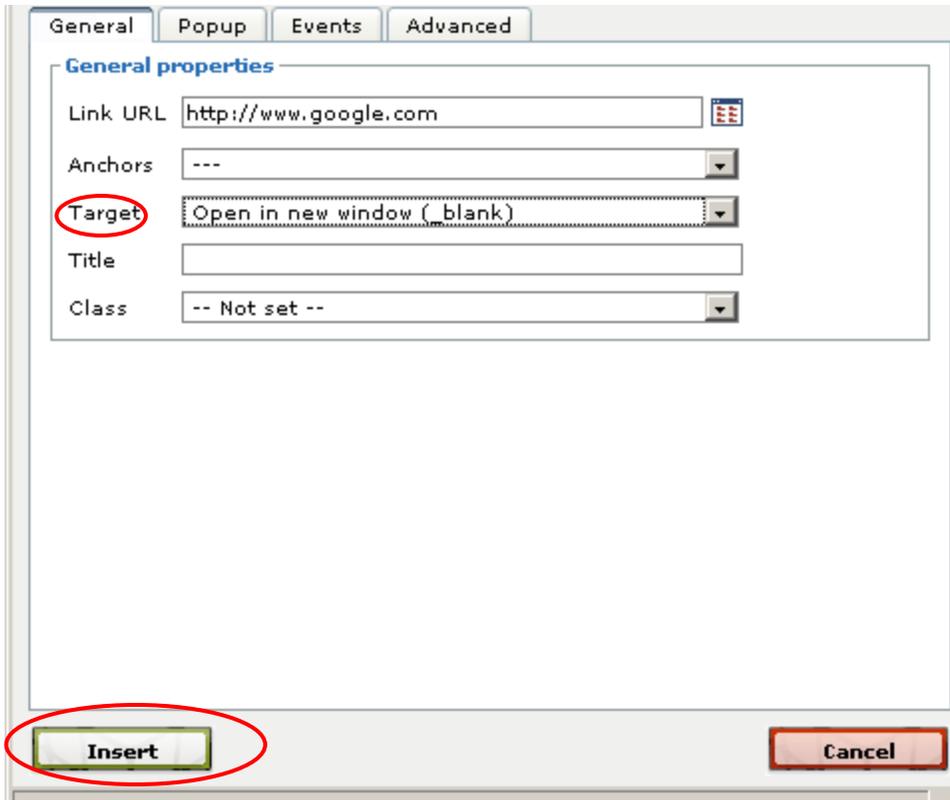
5. Click **Insert.**

6. Don't forget to **Submit/Save** at the bottom of the page to save this link!

Creating Pages

You would create a page when:
- You want to create content that does not need to be posted to a category
- You want to capture a lot of information such as long paragraphs of text, many links to different documents, a staff list, etc.

From any page, you can link to additional pages that you have created.

For example, a classroom teacher might want to have a main page introducing herself and her class, and then links to separate pages that contain assignments for each class.

1. On the right-hand menu underneath your username, go to *Create content > Page.*
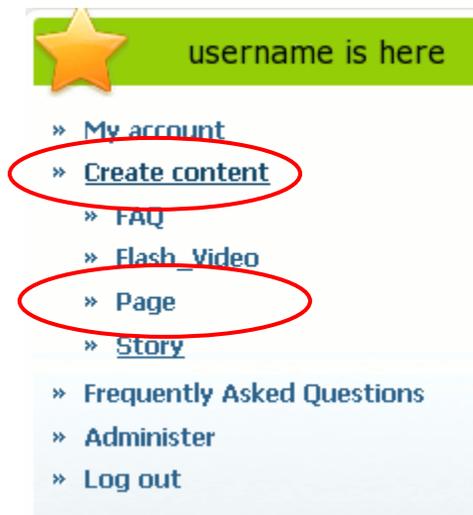
2. The page creation form appears. <u>Assign your page a title, but do NOT assign it a topic from any drop-down menus that may be available; otherwise it will show up on the main school or district page.</u>

Create Page

Title: *

Information about Dress Code

Topics:

- None selected -

— ▸ Menu settings

☑ Show summary in full view
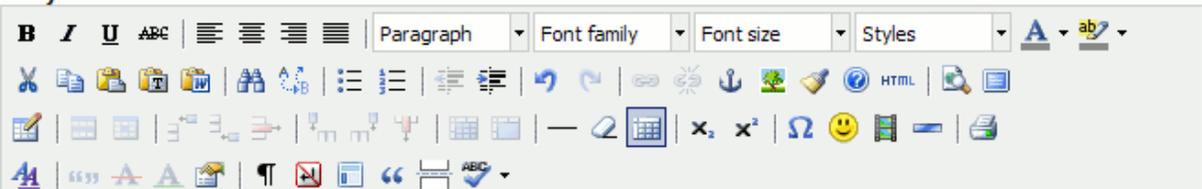
Body:

The dress code is designed to create a safe, comfortable learning environment for all students.

Click here for the Middle School dress code

Click here for the High School dress code

3. In the **Body** section, type the content you want to appear on your page. Images and links may be inserted if desired. Files may also be attached. For more information, see pages 18, 26, and 28.

4. Click the **Save** button at the very bottom of the page. In older versions of Drupal the button might be called **Submit** instead of Save.

Save   Preview

5. A screen displays confirming that your page has been created.

Home

Information about Dress Code

View | Edit | Outline | Track

Page *Information about Dress Code* has been created.

The dress code is designed to create a safe, comfortable learning environment for all students.

Click here for the Middle School dress code

Click here for the High School dress code

6. In the address bar, you will see the node number of the page. That's the address of the page. You will need this address if you link to this page from another page or area of the site.

The format should be:

?q=node/#

Or

/node/# (newer versions – ask NWRESD if you are unsure)

http://webtest.nwresd.org/node/9

Creating Page Breaks

Drupal automatically cuts off portions of content that are posted to categories (in order to allow for more posts to show on one page).

For example, I created a page with the entire prologue from Henry V. When I posted it to the ABC High School category, here's what showed up:
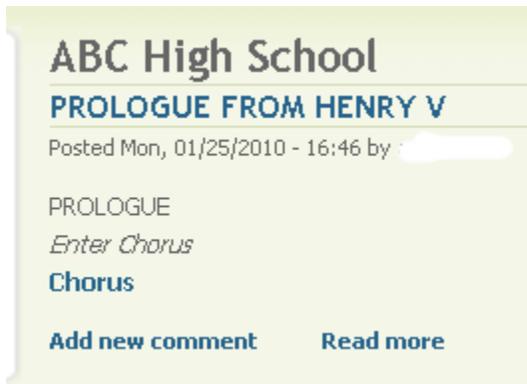
The user would have to click **Read more** to see the full prologue.

You can ensure that all your content shows up immediately, however, by inserting a page break at the very end of your content.

A page break may be inserted either by clicking the **Page Break** button in the editing toolbar:

or by clicking **disable rich-text** and entering the following code:

<!--break-->

Either way, make sure your page break is at the VERY END of all your content.

When I insert a page break, the reader sees all of my content:

Story *Prologue from Henry V* has been updated.

VIEW   EDIT

Prologue from Henry V

Posted Mon, 01/25/2010 - 16:46 by

PROLOGUE
Enter Chorus
Chorus
O for a Muse of fire, that would ascend The brightest heaven of invention, A kingdom for a stage, princes to act And monarchs to behold the swelling scene! Then should the warlike Harry, like himself, Assume the port of Mars; and at his heels, Leash'd in like hounds, should famine, sword and fire Crouch for employment. But pardon, and gentles all, The flat unraised spirits that have dared On this unworthy scaffold to bring forth So great an object: can this cockpit hold The vasty fields of France? or may we cram Within this wooden O the very casques That did affright the air at Agincourt? O, pardon! since a crooked figure may Attest in little place a million; And let us, ciphers to this great accompt, On your imaginary forces work. Suppose within the girdle of these walls Are now confined two mighty monarchies, Whose high upreared and abutting fronts The perilous narrow ocean parts asunder: Piece out our imperfections with your thoughts; Into a thousand parts divide on man, And make imaginary puissance; Think when we talk of horses, that you see them Printing their proud hoofs i' the receiving earth; For 'tis your thoughts that now must deck our kings, Carry them here and there; jumping o'er times, Turning the accomplishment of many years Into an hour-glass: for the which supply, Admit me Chorus to this history; Who prologue-like your humble patience pray, Gently to hear, kindly to judge, our play.
Exit

Topics: ABC High School

Add new comment

Deleting Content

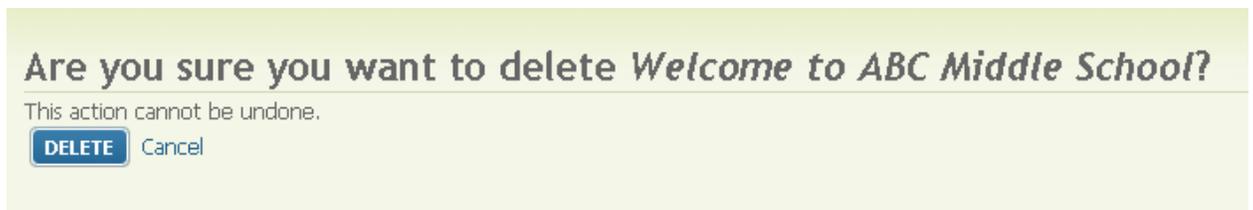To delete content you have created (page, story, blog entry, event), do the following:

1. Once you have navigated to the content, click the **Edit** tab.
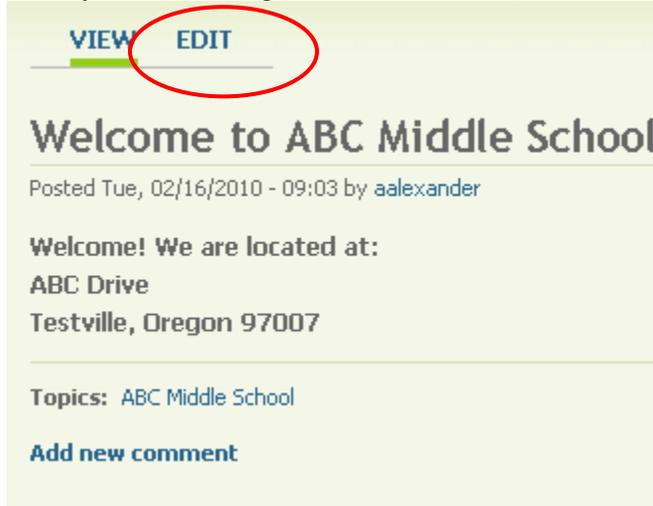
2. Scroll all the way to the bottom of the page. Click the **Delete** button.

3. A warning appears, asking if you are sure.

4. Click **Delete** if you are sure, or **Cancel** if you don't want to delete your content.

Editing Content

To edit content you have created (page, story, blog entry, news event), do the following:

1. Navigate to the page, story, or event that you have created.
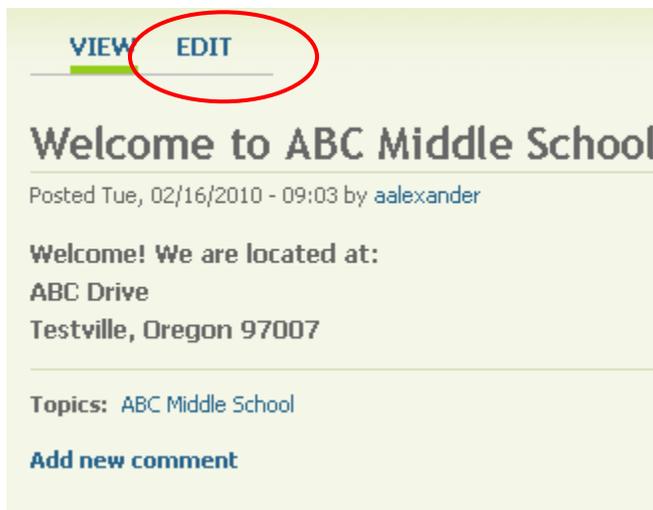2. Once you have navigated to the content, click the **Edit** tab.

   Note: If you have posted a story to a category, as in the screen shot below, you will not immediately see an edit tab. You need to click the title of the individual story/post to get the edit tab.

   For example, I have to click on "Welcome to ABC Middle School."

Then I can click the **Edit** tab:

Make any changes you desire, and then scroll down to the bottom of the screen and hit **Save** again.

Entering Single-Spaced Carriage Returns

By default, when you click Enter at the end of a line, Drupal separates the two lines with a space.

You can single-space text by clicking Shift+Enter at the end of a line.

Finding Content You Have Created

When you create content, it doesn't automatically become viewable by the public – you have to create links to each page or story separately. So, what if you have just created a new page, or a bunch of pages, and they aren't linked yet? How do you find them?

1. Go to the block with your username, and beneath it, click **My account**.

2. Click **Track**.

3. You will see a list of all the content you have created. Click the title of any piece of content to find its URL or continue editing it.

    Also, if you hover your mouse over the title, its node number will display in the bottom left hand corner of your browser.

Inserting an Image

An image can be inserted into any page or story. While in the **Body** section of a page or story, do the following:

1. Click the tree icon on the editing toolbar.

2. The insert image dialog box appears. Click the red and white box to the right of **Image URL**.
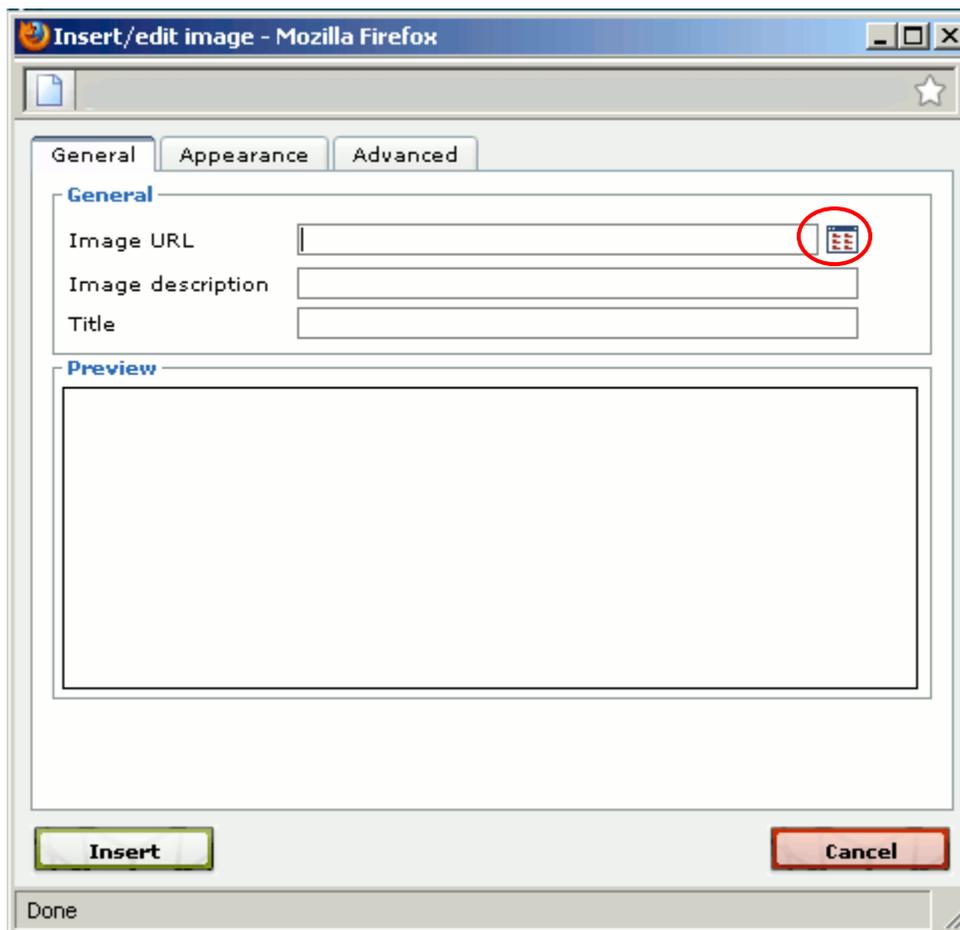
3. Another dialog box appears allowing you to search for the image on your computer. Click the **Upload** button.

4. The screen expands, giving you a **Browse** button.

5. Click **Browse** and locate the file on your computer.

6. Once you have located the file, click **Open.**

7. You are returned to the image upload screen. Click the second **Upload** button – the one to the right of the word **Browse**.

8. The image will appear in the bottom right corner of the screen, as in the screen shot above.

9. Click on the picture, or click **Send to Editor**.

Upload | Thumbnails | Delete | Resize | Send to Editor

10. You are returned to the original Image Insert window. The link to the image appears in the Image URL box. Add an optional image description and title. Then click Insert.
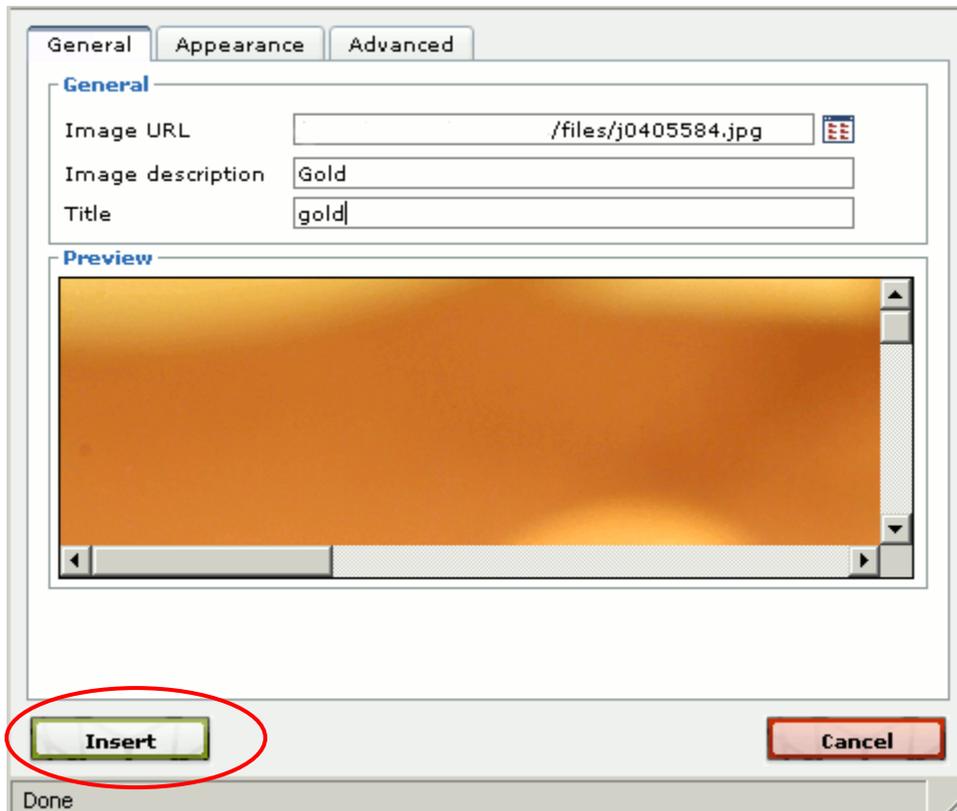
11. Once you have inserted the image, you can click once on it so it is outlined with little white boxes. Click once and hold on any of the edges or white boxes to drag the picture smaller or larger.
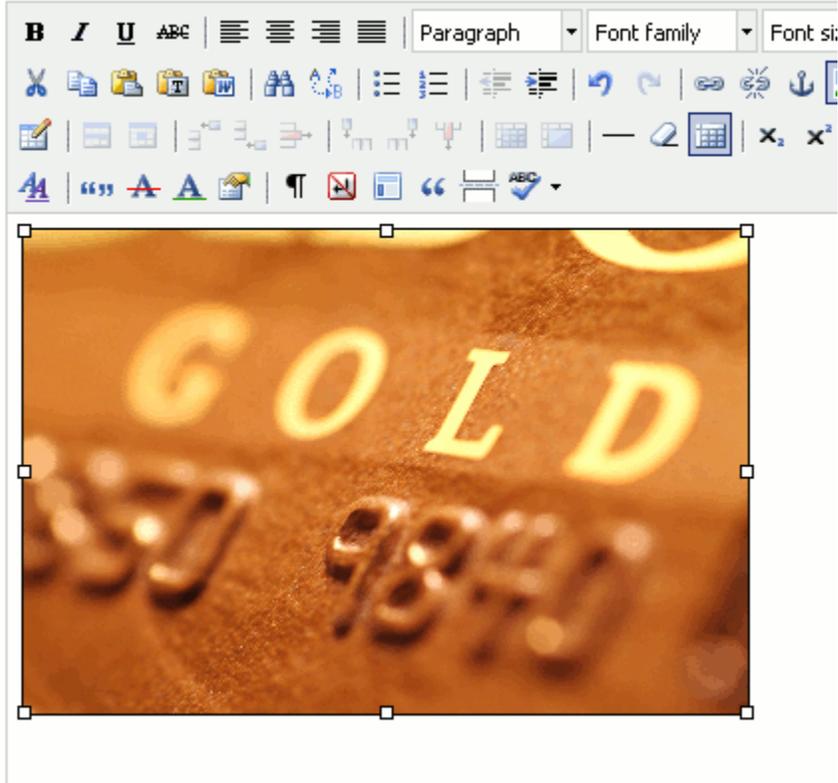
12. Before inserting the image, you can click the Appearance tab to add a border, border style, or some space between the picture and surrounding text.
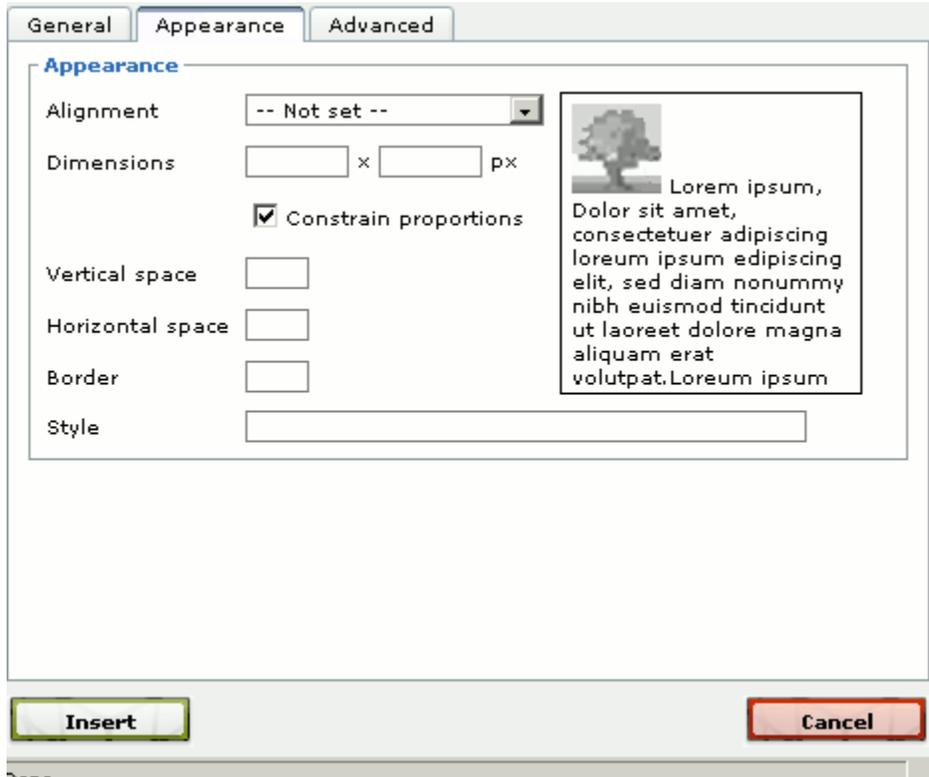
After inserting the image, you can get back to this tab: click on the picture and click the tree.

Inserting a Table

1. While in **Edit** mode, or while creating a new page, click the **insert table** icon.
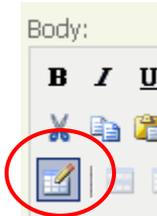
2. The **Insert/Modify table** window pops up.
    a. Enter the number of columns for the table.
    b. Enter the number of rows.
    c. Enter cellpadding and cellpacing in pixels (optional)
    d. Fill in alignment, eight, width (optional)
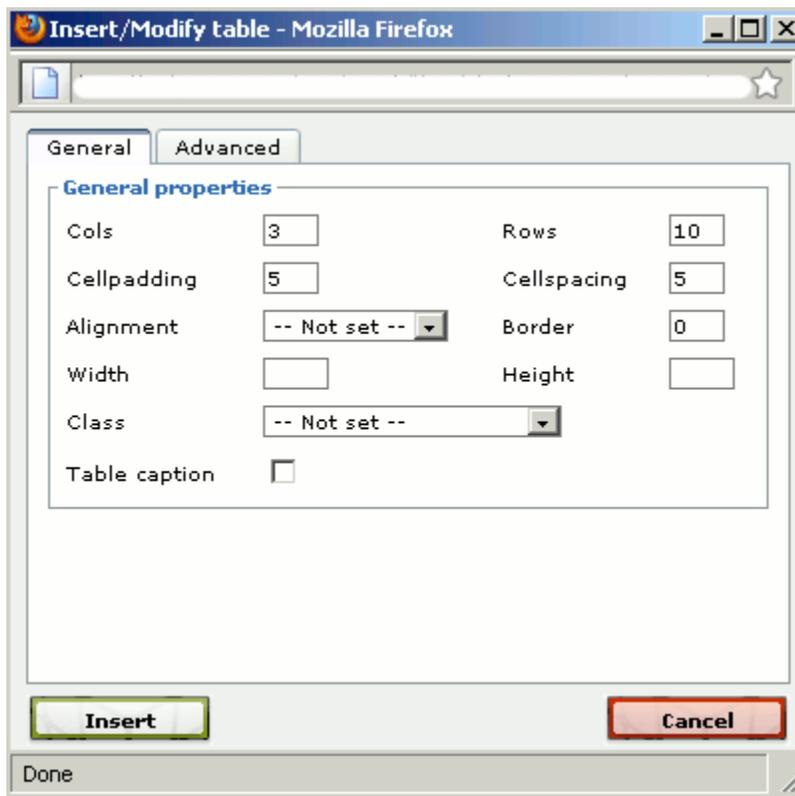
e. Click the **Advanced** tab to set a border color, background color, or background image (optional)
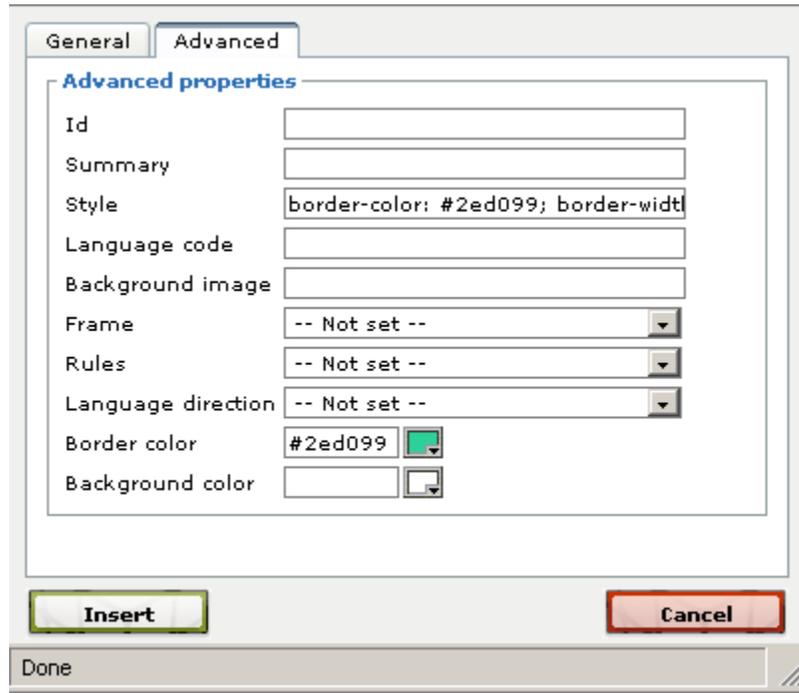
f. Click **Insert.**

3. The table appears in the body section. Click in any of the cells and start typing to add your content.

4. To add or delete rows click one of the following buttons:

Add row before   Add row after   Delete row
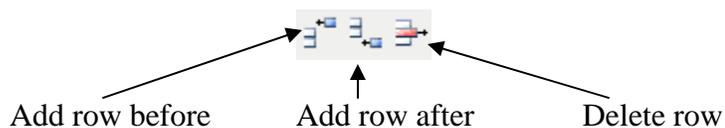
5. To add or delete columns click one of the following buttons:

Add column before   Add column after   Delete column
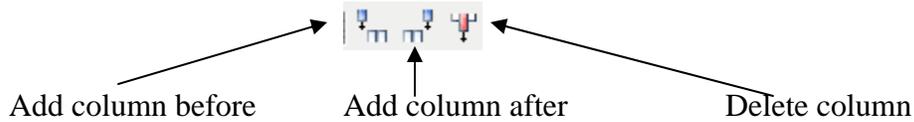
6. To align text at the top of a cell:
   a. Click in the cell where the text is misaligned.

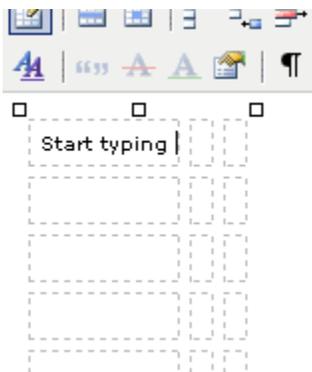Text centered by default | This text is now preventing the text to the left from being aligned at the top.
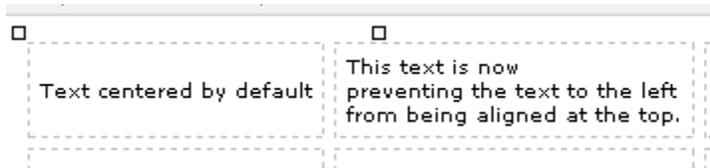
   b. Click the table cell properties button.

   c. Set **Vertical alignment** to **Top**.
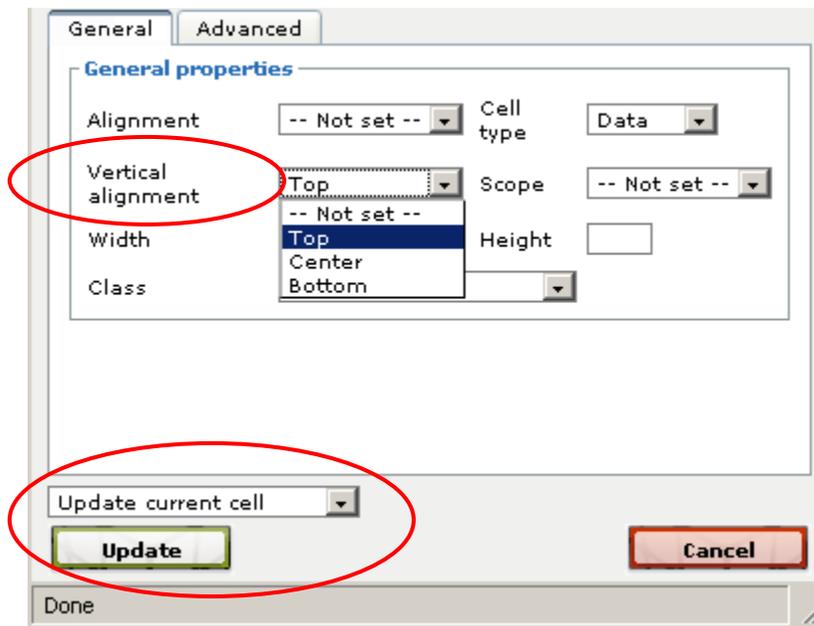
   d. Right above **Update** you may choose to update all cells in the row or the table, or to update only the current cell.

   e. Click **Update.**

Posting a Story

In general, stories are announcements that are posted to categories in Drupal. An example would be a category called "ABC High School," where all the news and announcements for ABC High School get posted to that category and appear in the same part of the web site.

You would post a story if:
- You are a site editor, site admin, or a teacher with special permissions to post stories, and
- You have an announcement that you want to share with the entire school or district

1. On the right or left-hand navigation menu, underneath your username, go to *Create content > Story*
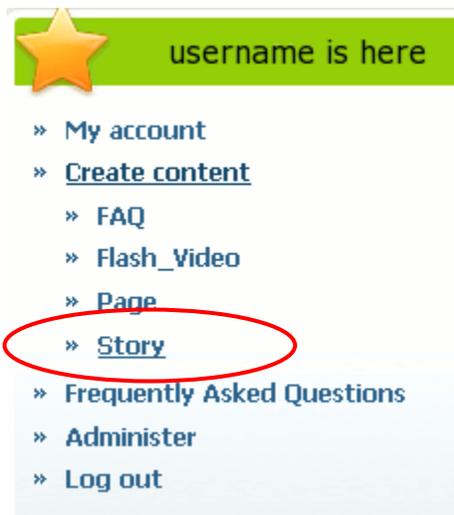
2. The story submission form appears. Assign your story a title. Select the appropriate category. In the screen shot below, the **Topics** drop-down menu is where I select my category.
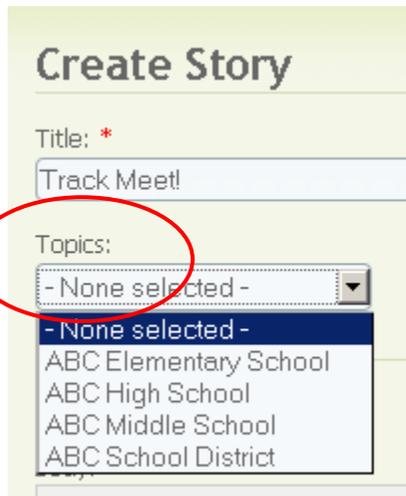
Create Story

Title: *
Track Meet!

Topics:
- None selected -

- None selected -
ABC Elementary School
ABC High School
ABC Middle School
ABC School District

3. In the **Body** field, type the text of your story. Images and links may be inserted if desired. Files may also be attached.
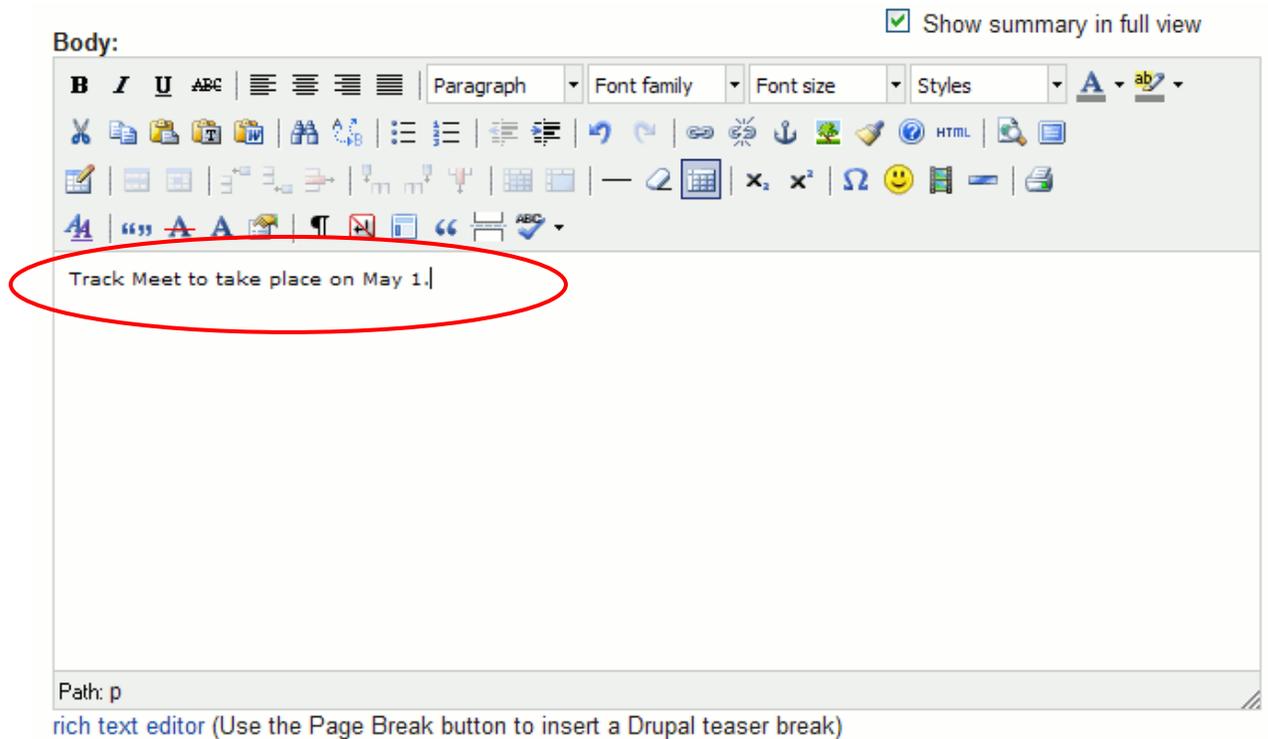
☑ Show summary in full view

Body:

Track Meet to take place on May 1.

Path: p

rich text editor (Use the Page Break button to insert a Drupal teaser break)

4. Click the **Save** button at the very bottom of the page. In older versions of Drupal the button might be called **Submit** instead of Save.

Note: the first time you create content, you will see only two buttons, **Save** and **Preview.** However, when you go back to edit content, you will also see a **Delete** button.

5. A screen displays confirming that your story has been created.

Story *Track Meet!* has been created.

VIEW   EDIT

Track Meet!
Posted Mon, 01/25/2010 - 16:44 by

Topics: ABC Elementary School

Add new comment
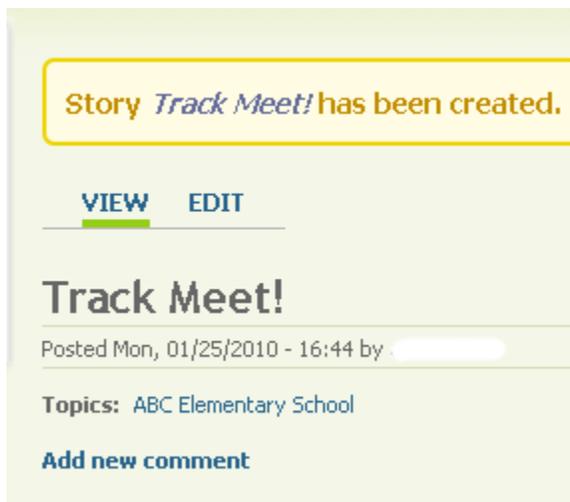
6. To edit or delete your story, you will need to locate the area of the site where you posted it. Then click the title of your story.

"Sticky at Top of Lists"

When you post content to a category, normally the newest story will appear at the top of the page. However, you can force a story to always appear at the top of a page by making it "sticky at top of lists."

When you are creating the page or story, scroll down to Publishing Options and select **Sticky at top of lists.**
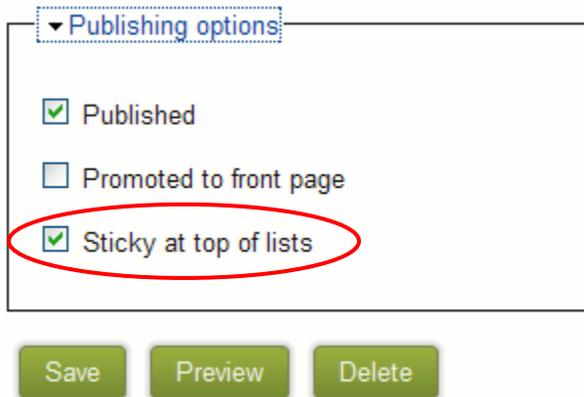
This ensures that your post will always be at the top of the page. This is useful if posting a "welcome to our school" type blurb to a category – it makes sense to always have the "welcome" message at the top of the list of posts.

Using the Editing Toolbar in the <u>Body</u> Section

There are many tools available that can be used to edit the **Body** section of a page or story. Here is a screen shot of what the toolbar looks like, followed by an explanation of what some of the buttons do. By hovering your mouse over any button, you can also find out what the button does.

If you do not see all of the following buttons, it is probably because your site editor does not have them all turned on.

Respectively, these four buttons apply bold, italics, underline, or strikethrough.

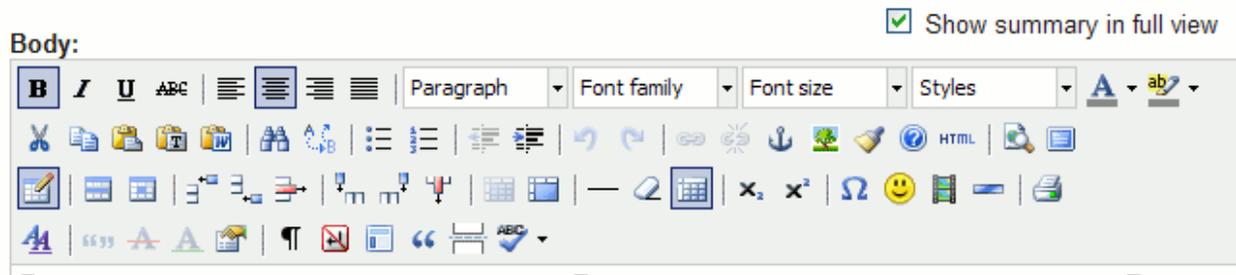Respectively, these four buttons will align text to the left, the center, the right, or justified on both sides.

These four drop-downs will automatically size your text into different header sizes; allow you to select a font type; and allow you to select a font size. *Styles* is not currently in use on NWRESD sites.

Respectively, these buttons change font color and highlighting color.

Cut text (scissors), Copy (2 white documents), Paste (clipboard 1), Paste as Text (clipboard with T), Paste from Word (clipboard with W)

Creates a bulleted list.

Creates a numbered list.

Respectively, these two buttons "outdent" or "indent" the text. Outdent just means the text is pushed to the left (like hitting backspace once you have tabbed over). The outdent button will be grayed out until indentation is applied to the text. You can still use tabbing and backspacing, however. These buttons are simply a shortcut.

Respectively, these two buttons undo the last action, or redo the last action.

Inserts a link to a file, an email address, another section of the Drupal site, or an external site. Select the text you want to become the link before you click this button.

Breaks a link. Select the linked text that you want to "un-link" before clicking this button.

Creates an anchor. (see page 70).

Inserts an image.

Cleans up messy code (html)

Inserts a gray horizontal ruler (line) that can be used to separate information on the page.

Removes formatting once text has been selected. Useful if you are copying and pasting from another source that has fancy text formatting (font size, color, etc.) you don't want to use.

Allows you to turn on the spellchecker by clicking the button once. The little downward arrow selects the language for the spellchecker, but the only language right now is English, so no need to click the arrow. Click the button a second time if you wish to turn off spellchecker.

Inserts a new table.

Respectively, these two buttons allow you to adjust the properties of the entire table row, or just the table cell. These buttons will be grayed out unless you are working within a table. The table cell properties button is very useful because it allows you to adjust the width and alignment of the table cell, and you can also select background colors for the table.

Respectively, these three buttons allow you to insert a new table row before the current row, insert a new table row after the current row, or delete the current row.

Respectively, these three buttons allow you to insert a new table column before the current column, insert a new table column after the current column, or delete the current column.
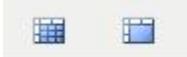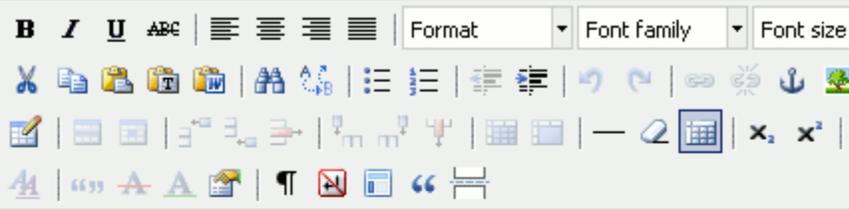
Respectively, these two buttons will split table cells that have been merged, or merge table cells that have been selected.

This button will insert a page break.

Finally, you may hit **disable rich-text** or **rich-text editor** (depends on your version of Drupal) to view and edit html.

Body:

```
<p><strong>Welcome! We are located at:</strong></p>
<p><strong>ABC Drive</strong></p>
<p><strong>Testville, Oregon 97007</strong></p>
```

rich text editor (Use the Page Break button to insert a Drupal teaser break)

You can also click the **HTML** button which displays the html in a separate window.

HTML

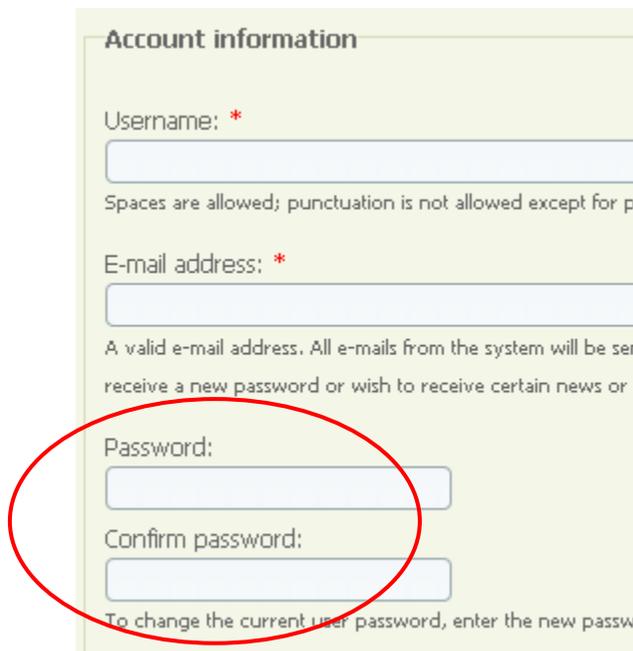# Changing Your Password

1. Go to the block with your username, and beneath it, click **My account**.

2. Click **Edit**.

3. Change your password by typing it in the **Password** and **Confirm password** box.

   Don't forget to scroll all the way to the bottom of the screen, and hit **Save** when you are done making changes.

INSTRUCTIONS FOR SITE ADMINS

Administering Users

Adding Users:
1. Go to *Administer > User management > Users*
2. Click **Add User**
3. Fill out username, email address, password.
4. Check off any Roles that may apply to the user.
5. Click **Create New Account**

Creating New Roles:

You can create custom roles in Drupal to allow specific access to different content types. Note that since Drupal permissions are role-based, you generally do not assign permissions based on specific pages of the site. Rather, permissions are assigned based on the ability to edit, delete, or create certain types of content.

However, if you set someone's permissions so they can only edit their own content, and then make them the author of the page (enter their username in the Authoring Information section of a page), you can give them editing rights to that page, in essence.

To create a new role:

1. Go to *Administer > User management > Roles*
2. Type the role name in the white box next to Add Role.
3. Click Add Role.
4. Click edit permissions.
5. Check boxes for the appropriate permissions you want to give to this role type.

Checking User Permissions:
1. Go to *Administer > User management > Permissions.*
2. Roles appear at the top of the page. Scroll down to see permissions for all roles.
3. Check or uncheck any boxes relating to any permissions you want to give or take away.
4. Save.

Finding a User's Blog Number:

A user's blog number is the same as their user number. In order to link a person's name (i.e. on a staff contact page) to their blog, you must know their blog number.

1. Go to Administer > User management > Users
2. Hover your mouse over the person's username.
3. Their blog number displays in the bottom left corner of the browser window.

4. Or, click their username. Their user number displays as part of the URL in the address bar.
5. The address is in the form: user/#. For example, user/3.
6. Link to this number but replace the word user with blog.

   For example, for user 3, I would link to:
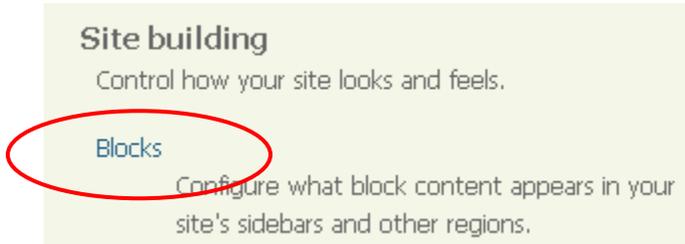
   ?q=blog/3

   OR

   /blog/3 (depends on which link style you are using – ask NWRESD if unsure)

Creating Blocks

You can add a quick announcement or link to your web site by adding a block. A block is literally an outlined block that displays on the right or left hand side of your site.

1. Go to *Administer > Site Building > Blocks*

Site building
Control how your site looks and feels.

Blocks
Configure what block content appears in your site's sidebars and other regions.

2. Click **Add block**.

LIST   **ADD BLOCK**

3. The **Add block** form displays.
   a. Type a Block description in all lowercase letters, no spaces.
   b. Type a Block title (what the reader sees).
   c. Insert your text in the Block body. If inserting a link you will need to know html.

      The format for a link in html is:

      Title of link goes here

Block description: *
announcement
A brief description of your block. Used on the block overview page.

Block title:
Test Announcement
The title of the block as shown to the user.

Block body:
School will be closed on February 15, 2010 in honor of Presidents' Day.

4. Scroll down to the very bottom of the screen and click **Save Block**.

5. Your new block now appears in the block list. You can find it by scrolling down to the **Disabled** section and looking for the title.

6. Use the drop-down menu, which defaults to **<none>,** and select the area where you want the block to appear.

    NOTE: While you are in editing mode, the right sidebar, left sidebar, content, header, and footer areas will be outlined or highlighted so that you can see where your block will go. Most people put blocks on the left or right sidebar.
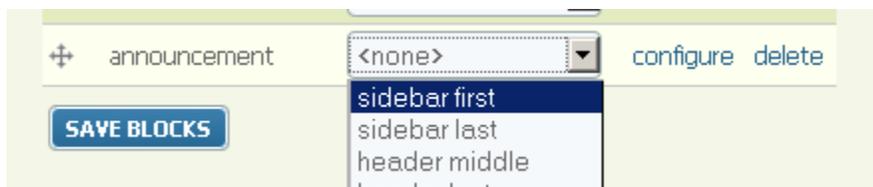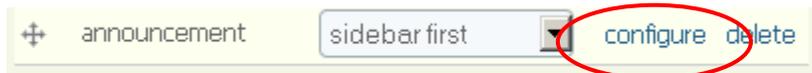
7. The instant you select a location, the block moves to that list:

8. To save the block in this location, click **Save Blocks** at the bottom of the screen.
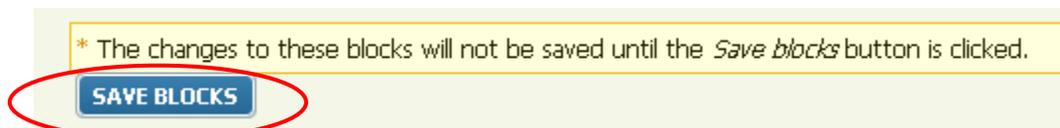
9. You can edit your block anytime by coming back to the list of blocks and clicking **configure** next to your block title.

10. You can also control which page(s) or categories your block shows up on. Click configure and scroll down to **Page specific visibility settings**.

11. In the white space under **Pages,** enter the node number or taxonomy/term number where you want your block to show up.

12. Save.

13. You can remove a block from visibility anytime by using the first drop-down menu to change the area from left or right sidebar to **<none.>**

14. All blocks, except for things like newsfeeds, also have a **delete** option next to **configure**. You can click this word if you wish to delete the block entirely.

Creating Categories

Sometimes you want to create a section on your web site where multiple stories and pages about the same topic can be "filed" or posted. For example, a school district might have an athletics section and they want all athletics-related announcements and pages to always go to this section. The idea is that many different stories and pages could all go to the same area. This is accomplished with **categories, also called Taxonomy**.

1. Go to *Administer > Content management > Taxonomy*
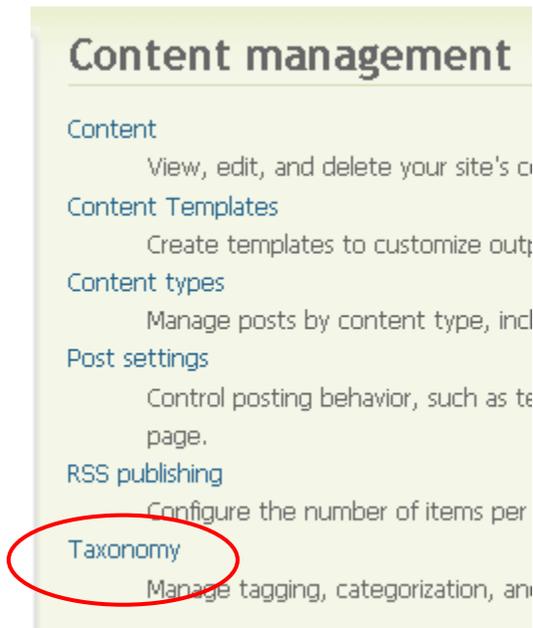
2. To get started, you need to tell Drupal what overall kinds of categories are available to users when they post. For example, you might have an athletics section, a music section, and a drama section that all fall under the general category of "District Announcements." District Announcements would be the first category you create. To begin, click **Add vocabulary**.

3. Type the **Vocabulary name**.

   The **Description** is optional, but it is often helpful to describe what this category is used for.

Help text is also optional.

4. Under **Content types**, check off the types of content that are permitted under this category. For example, you could specify that only pages or stories can be a part of this category. Select as few or as many content types as you wish. **NOTE: If running a large site where a lot of staff members are posting content, it might be a good idea to select content types here that most staff members don't have access to. Otherwise you may end up with teacher pages accidentally posted to news categories.**

5. Under Settings, check the boxes if you want:
   a. Tags – users tag their posts with keywords rather than you, the admin, creating the categories ahead of time.
   b. Multiple select – users can post content to more than one category (useful if you may have announcements or events that need to appear on multiple areas of the site)
   c. Required – users cannot create one of these content types without posting to a category
   d. Weight – can adjust weight number up or down to control the order in which vocabularies appear

Finally, click **Save.**

6. Now you have told Drupal what types of content will be allowed for this "umbrella" category. But you still have to set up your individual category, such as Middle School News or Athletics.

Click **List,**

OR,

If you are not already there, go to *Administer > Content management > Taxonomy*

You will see a list of all the vocabularies, including the one you have just created.

7. Click the words **add terms** next to the name of your vocabulary.

8. Type the **Term name** (the name of the category, such as Middle School News) and an optional **Description**. Click **Save**.

9. Once you save, you will be returned to a blank **Add Term** form, where you can keep adding categories.

10. When you are done adding terms, click **List** to view a list of all your categories.

11. You are now ready for users to begin posting content to these categories.

12. To link to a category you have created, you need to know its address. Categories/taxonomies in Drupal have the following type of address:

   ?q=taxonomy/term/#

   For example:

   ?=taxonomy/term/22

   Note: you might need to check with NWRESD about addresses as some sites now just use an extra slash:

   /taxonomy/term/22

   You will need to create a link to the URL of your category. The link could be within a page, from a menu button at the top of the site, from within a menu on the left or right sidebar – it's up to you.

Need help finding the URL of your taxonomy? Here's how to find it:

   1. Go to *Administer > Content management > Taxonomy*
   2. Click **list terms** next to the vocabulary you created.
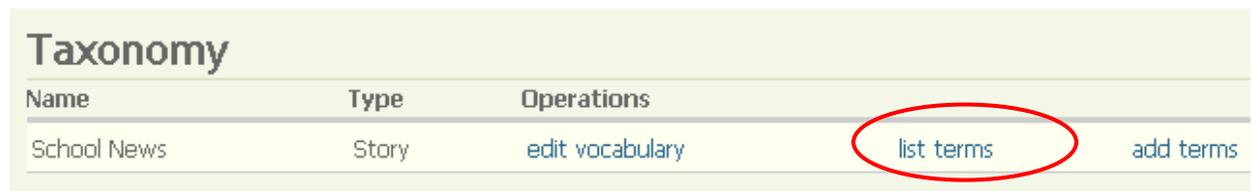

   3. Hover your mouse over the name of each term.

LIST   ADD TERM

School News is a free-tagging vocabulary. To change the name or description of a term, o

Terms in *School News*

Name	Operations
Elementary News	edit
High School News	edit
Middle School News	edit

4. The URL displays in your address bar, and also (in Firefox) in the bottom left corner of your browser.

http://webtest.nwresd.org/taxonomy/term/7
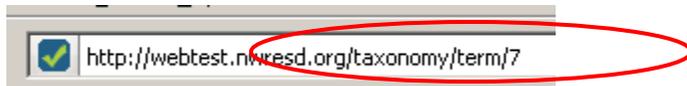
Creating Menu Buttons

It is easy to create and delete menu items at the top of the web site. These items appear as navigation buttons or tabs that the user can click to navigate to certain parts of the site.

Before you can create a new menu item, you must already have a page or category set up for the menu item you want to add. You must also know the address of this page or category, such as **node/27** or **taxonomy/term/3**.

1. Go to *Administer > Site building > Menus.*
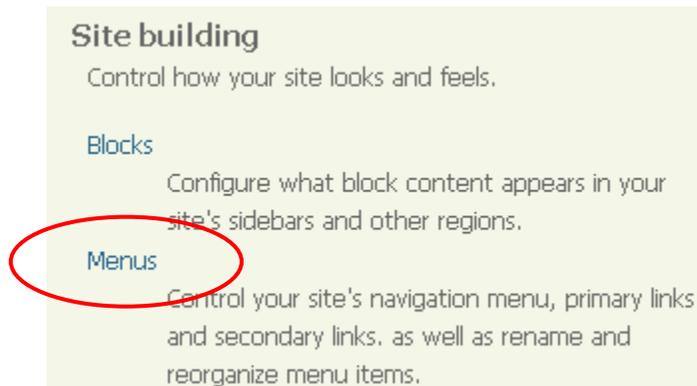
2. Click **Primary links.**
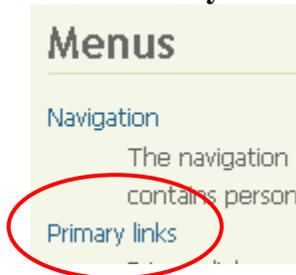
3. Click **Add item**.

4. In the **Path** field, type **node/#** (for static content) or **taxonomy/term/#** (for a category). In the **Menu link title** field, type the name of the button.

   The **weight** drop-down menu controls the placement of the item in the list. Negative numbers are either highest or, in this case, farthest left. If you leave everything at weight 0, it will fall in alphabetical order.

Click **Save** when done making changes.

5. The button now appears near the top of the site.

6. If you ever want to delete a button completely, you can return to Administer > Site building > Menus and click on Primary links. Next to each button will be a delete option. Click delete.
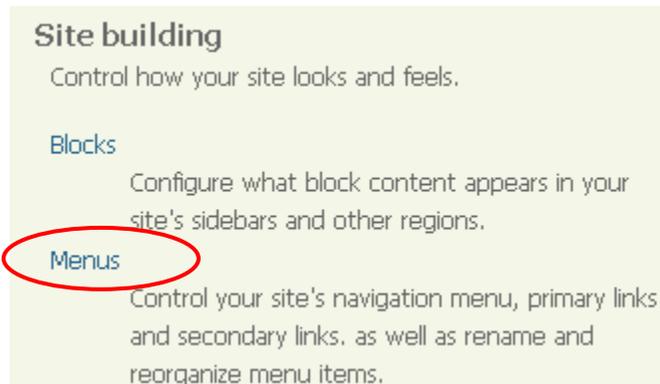

7. You may also click **edit** if you need to point the link to a different page.

Creating Menus

Please note that prior to making a menu of links, you need to have created all the pages first. Any files you want to link to must be uploaded to a "dummy" page so that you can get the URL of the file.

1. Go to Administer > Site building > Menus

2. Click **Add menu**.

3. Enter menu information.
    a. Type the **menu name** – it must be all lower case and joined only with hyphens.
    b. Enter the **Title** which is what users will see.
    c. The **Description** is optional, but recommended if you are building a large number of menus.
    d. When you are done, click **Save**.

4. The name of your menu appears at the top of the screen. Click **Add item**.

5. In the **Path** field, type **node/#** (for static content) or **taxonomy/term/#** (for a category).
    In the **Menu link title** field, type the name of the button.

    The **weight** drop-down menu controls the placement of the item in the list. Negative numbers are either highest or, in this case, farthest left. If you leave everything at weight 0, it will fall in alphabetical order.

    Click **Save** when done making changes.

6. The new item is listed. Click **Add item** again to add another link.

   You may also use the plus signs to drag items up and down in the menu. If you do this, you must click Save configuration.

7. If you ever want to come back to your menu to add more items later, go to *Administer > Site building > Menus*. Click the title of the menu, then click **Add item**.

   You can also click **Edit menu**, then **Delete** if you want to get rid of the menu completely.

8. Finally, to make your menu visible, go to *Administer > Site Building > Blocks*.

9. Locate your menu in the Disabled list.

10. Move your menu to the desired area of the site using the drop down menu.

11. Click **Save Blocks**.

12. Click **configure** and scroll down to **Page specific visibility settings** to make your menu visible on only certain pages or areas of the site (see Blocks section for more info).