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Drupal Content Creation [1]

May 29, 2025 by Melanie Jones [2]

The resource below is growing and details common topics. For less common topics, there is a 36-page how-to guide [3] available.

Check out some basics that apply across numerous types of content below.

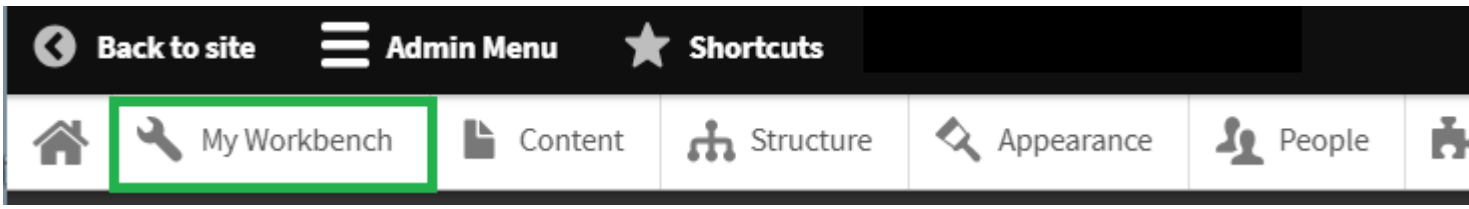
Login

- Use this link to log in: cu.edu/user [4]
- Select *CU Staff Login* >> then login via SSO (select the correct campus and use your university credentials)

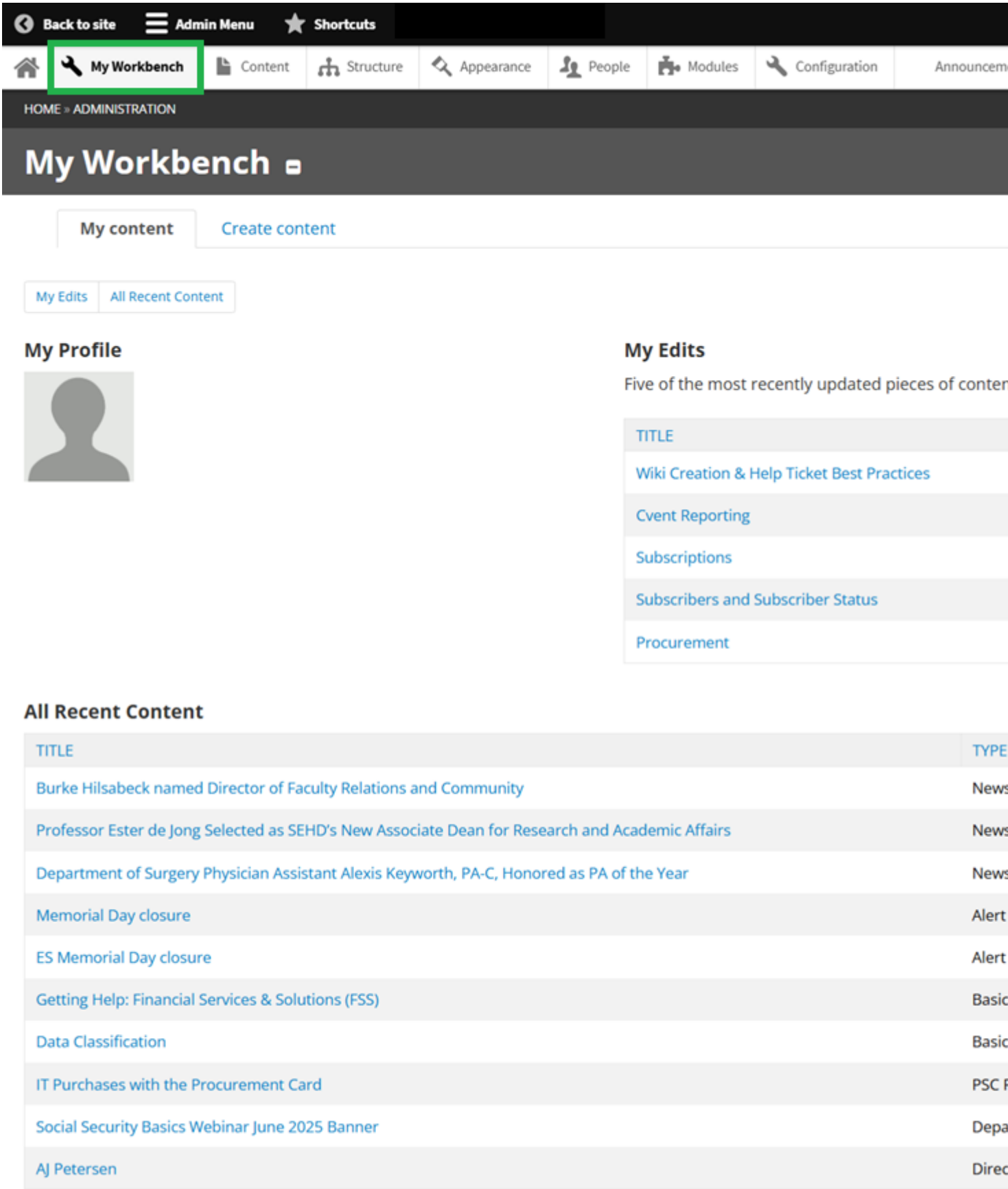
Find Existing Content

Workbench

- Once logged in, navigate to **My Workbench** in the top navigation.

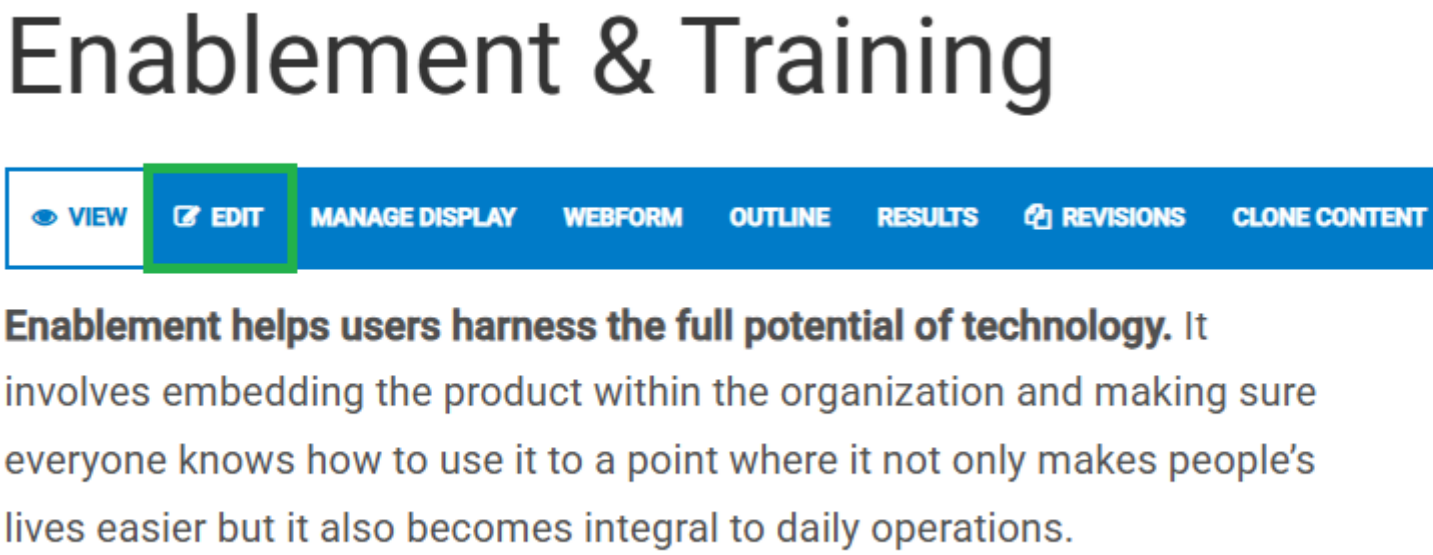


- From there, two sections exist. You can 'View all' if you created the content originally. Or 'View all', for content created by someone else.


Back to site
Admin Menu
Shortcuts
My Workbench
Content
Structure
Appearance
People
Modules
Configuration
HOME » ADMINISTRATION
My Workbench
My content
Create content
My Edits
All Recent Content
My Profile
My Edits
Five of the most recently updated pieces of conten
TITLE
Wiki Creation & Help Ticket Best Practices
Cvent Reporting
Subscriptions
Subscribers and Subscriber Status
Procurement
All Recent Content
TITLE
TYPE
Burke Hilsabeck named Director of Faculty Relations and Community
News
Professor Ester de Jong Selected as SEHD's New Associate Dean for Research and Academic Affairs
News
Department of Surgery Physician Assistant Alexis Keyworth, PA-C, Honored as PA of the Year
News
Memorial Day closure
Alert
ES Memorial Day closure
Alert
Getting Help: Financial Services & Solutions (FSS)
Basic
Data Classification
Basic
IT Purchases with the Procurement Card
PSC
Social Security Basics Webinar June 2025 Banner
Depa
AJ Petersen
Direc

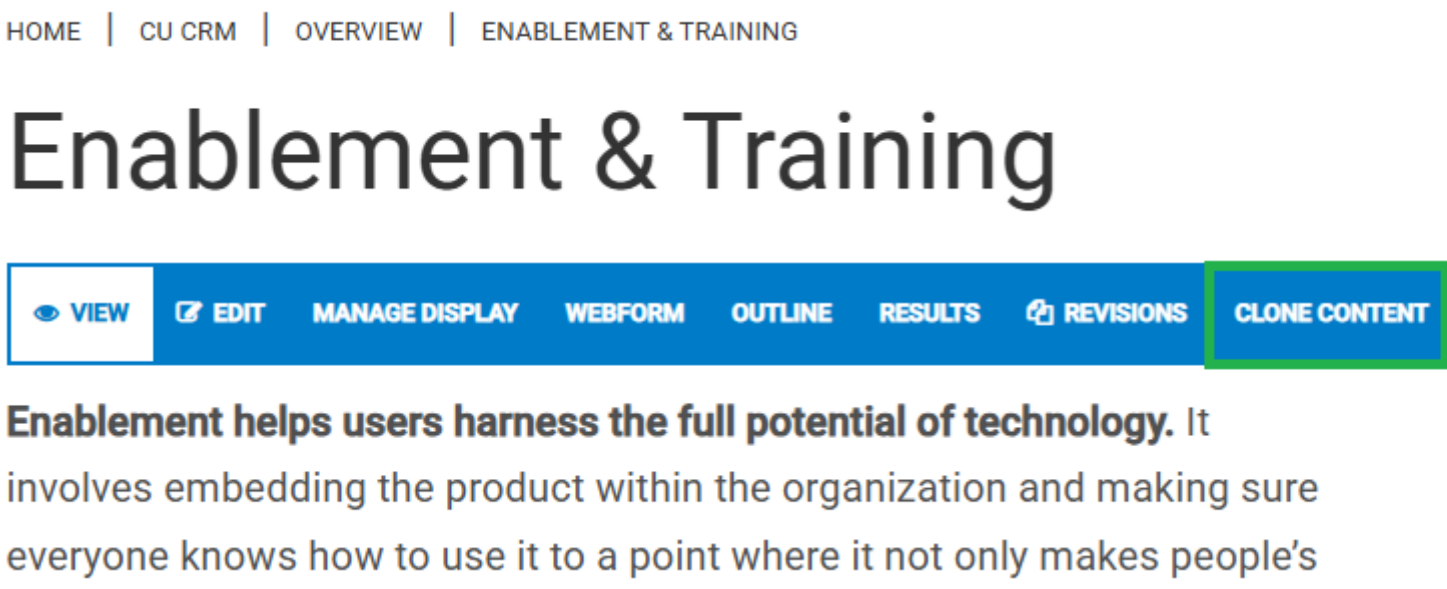
Edit From Page

- Basic Pages and Blog Posts have an *Edit* option at the top. Department slides and homepages must be found via the *Workbench* option above.



New / Clone

It is recommended to Clone an existing, similar piece of content rather than starting from scratch. Pages, Blogs, Webforms, Department Slides, and Department Layouts can all be cloned by selecting *Clone Content* across the top.

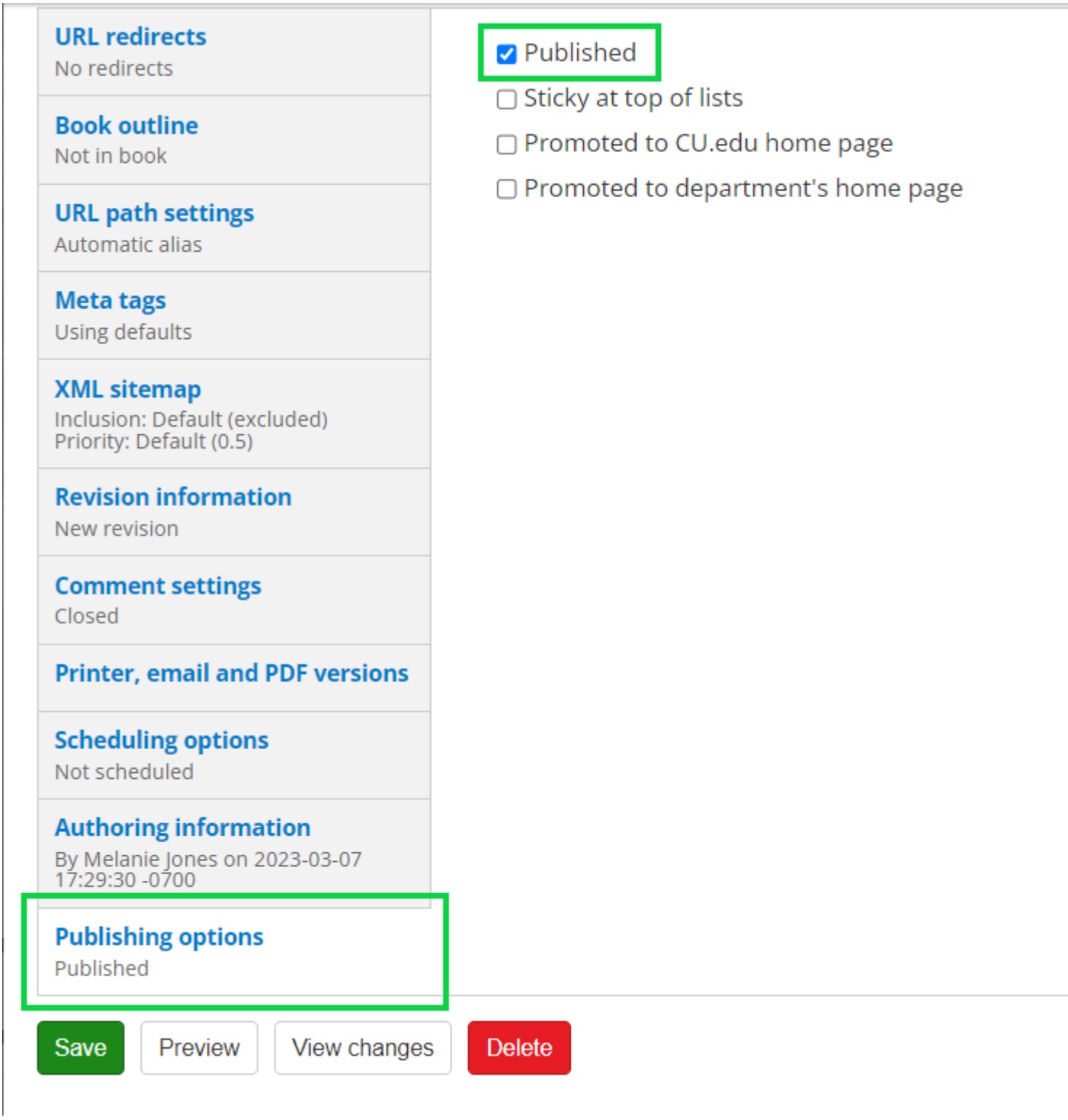


Publish Content

Published vs. Unpublished

Content can be published or not, which is found at the bottom, in the last option of the navigation.

- While creating content, if it's not 'ready', keep it unpublish (not checked) >> then select *Save* to view it. Once finalized, you can publish (check) it. The 'Preview' option is not recommended.

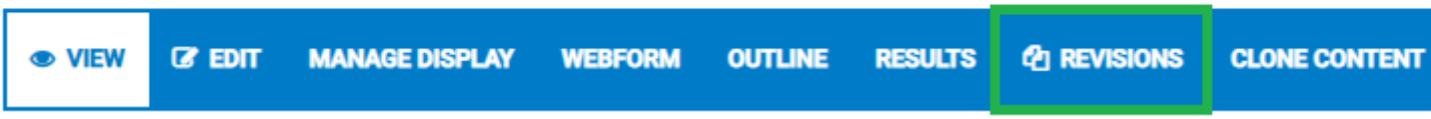


Revert to Previous

Revisions

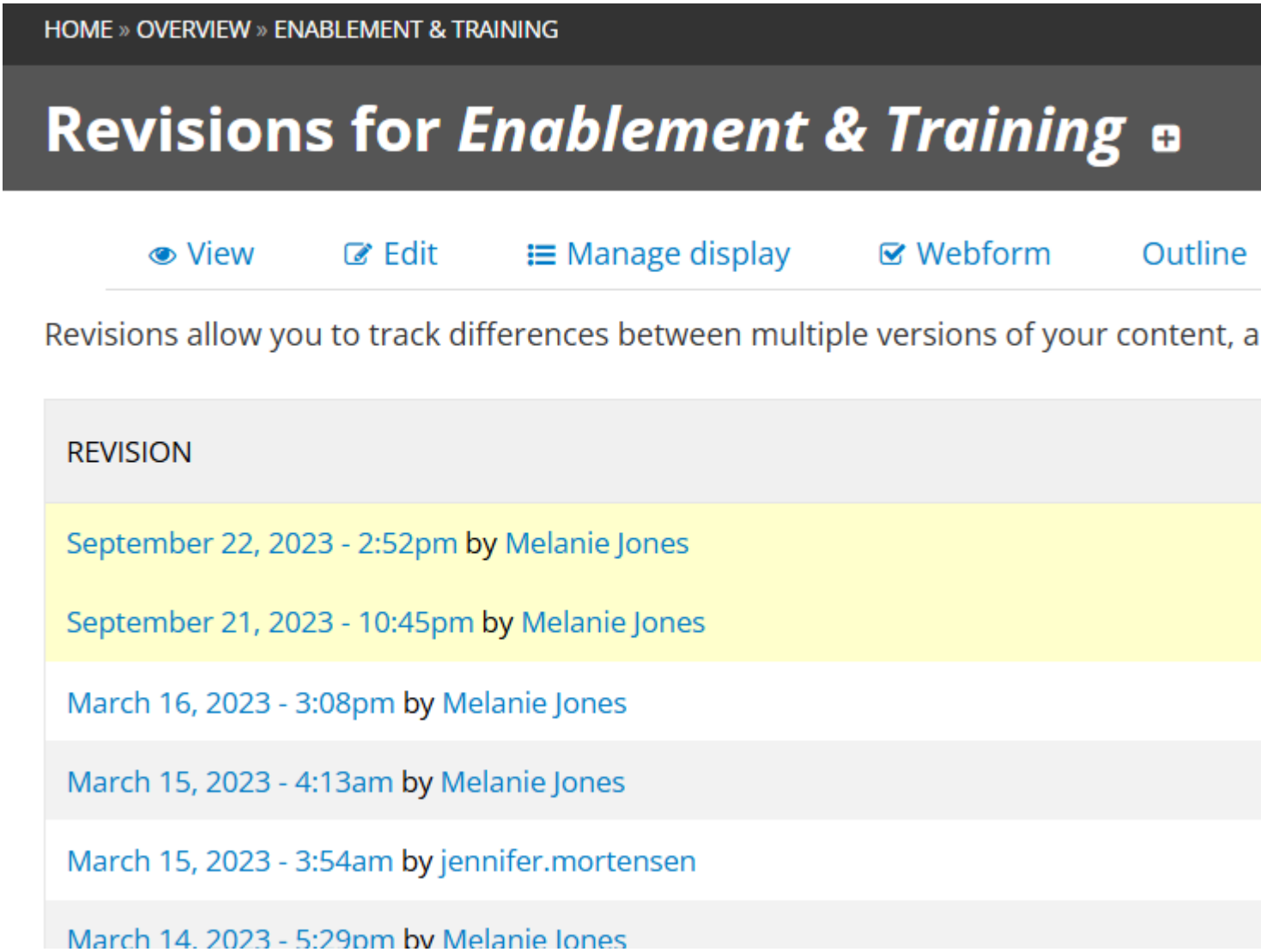
- Ever 'break' a page? Revert to an earlier version.*
    - *not available within forms.

Enablement & Training



Enablement helps users harness the full potential of technology. It involves embedding the product within the organization and making sure everyone knows how to use it to a point where it not only makes people's lives easier but it also becomes integral to daily operations.

- You can ***Compare*** versions (if you are not sure which one is correct), and ***Revert*** to that version.



Below are specifics for different types of content.

Basic Page / Format Text (General)

Text formatting is relevant in many areas of Drupal, including basic pages, blog posts, homepages, department sliders, and more.

- To edit a Basic Page, navigate to it and then select *Edit* in the top navigation.

Text Formatting (Bold & Italic)

- Add **bold** or *italics* to the formatting of the text.



Bullets / Lists

- Add numbered or unnumbered lists, particularly for step-by-step instructions.



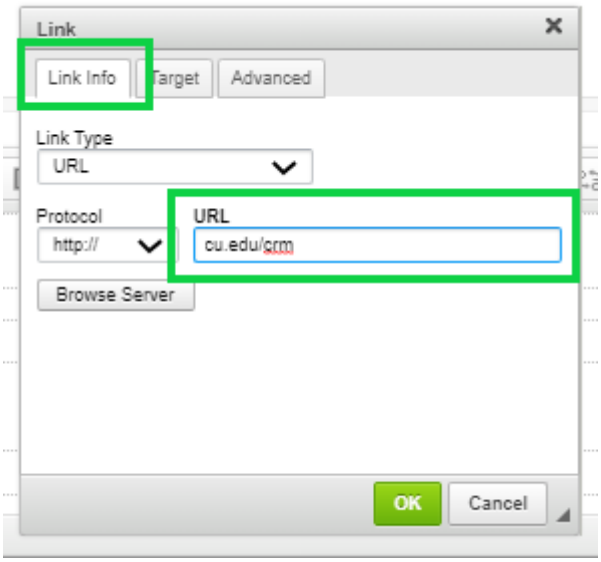
Links

- External Linking
- Internal Linking

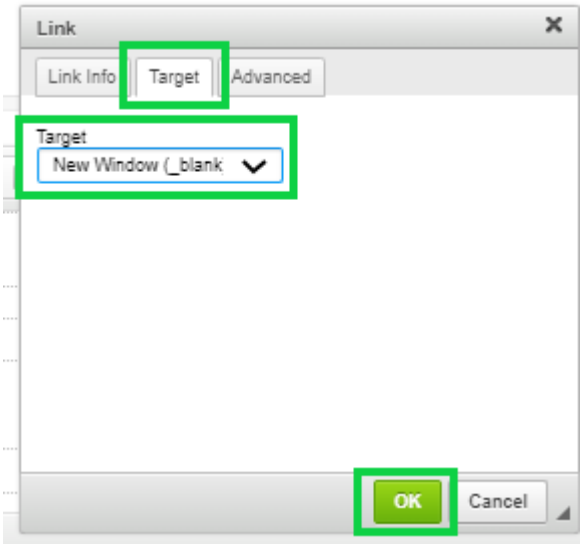
- Highlight the word(s) you wish to link, then select the **link icon** in the navigation.



- The **Link info** tab will open by default to include the **URL**



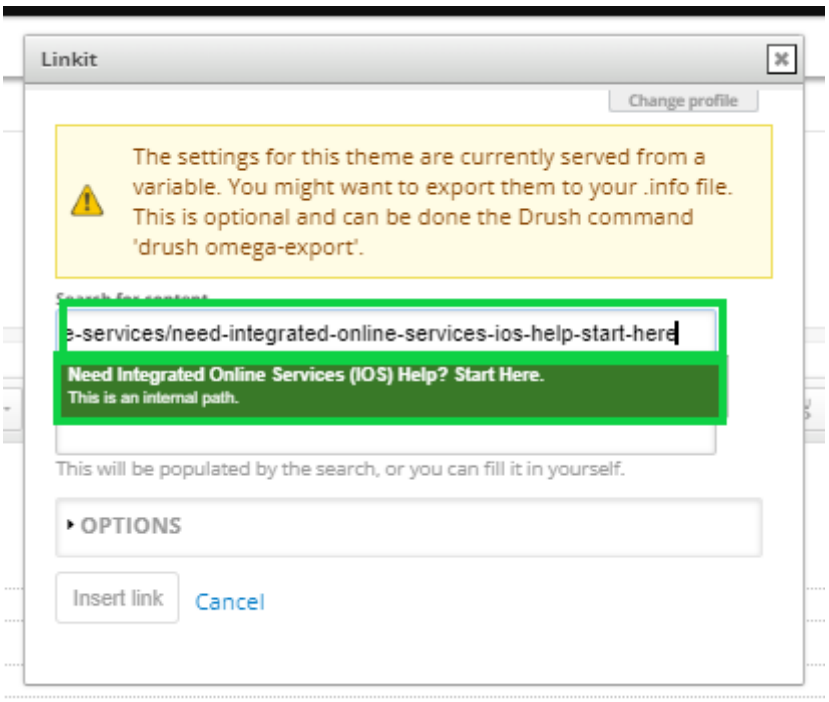
- Select the **Target** tab and choose **New Window blank** in the dropdown. Click the green **OK** button



- Highlight the word(s) you wish to link, then select the **link icon with the plus sign** in the navigation. It will read *Link to Content* when hovered.

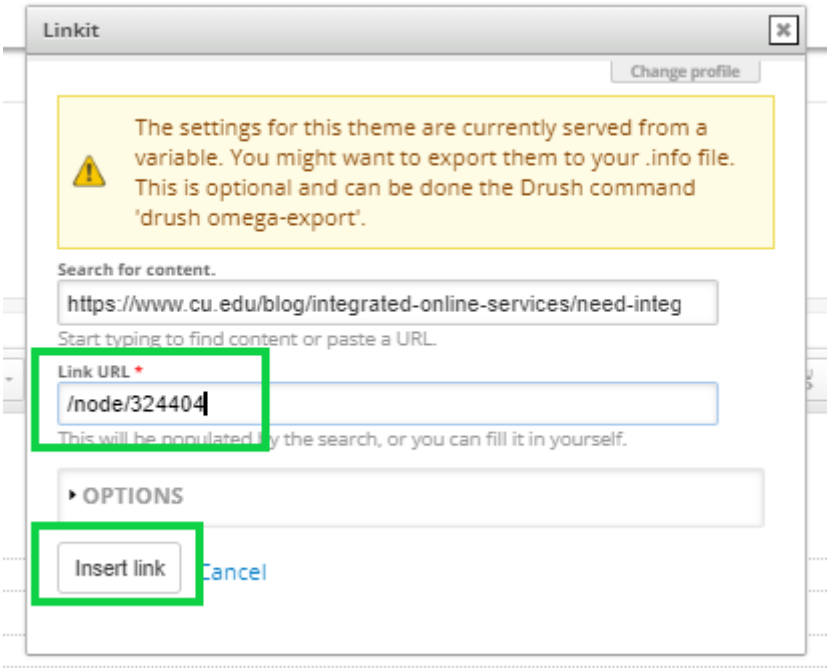


- Paste the internal link (cu.edu). Once it finds the URL, click the **green box**



- This gets the **Link URL** field to populate with the **node** (a best practice when linking to internal pages)
- Select the **Insert Link** button

??



- Use the **Internal Linking** directions to set the **Target = New Window Blank**. This ensures the link opens in a new tab, rather than refreshing the existing page.

Images

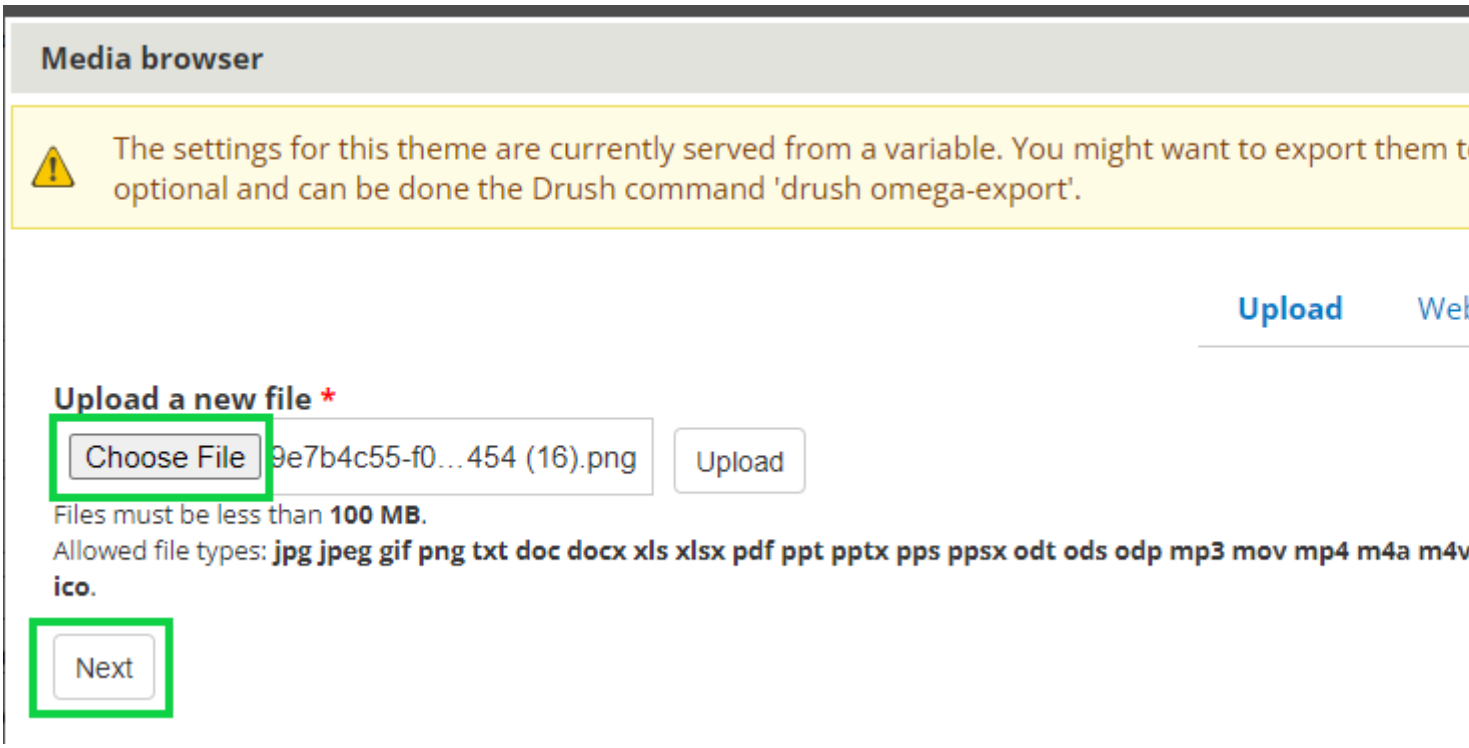
- Click in the body of the post, where you want the image to be inserted. It's usually best

to be on its line/paragraph.



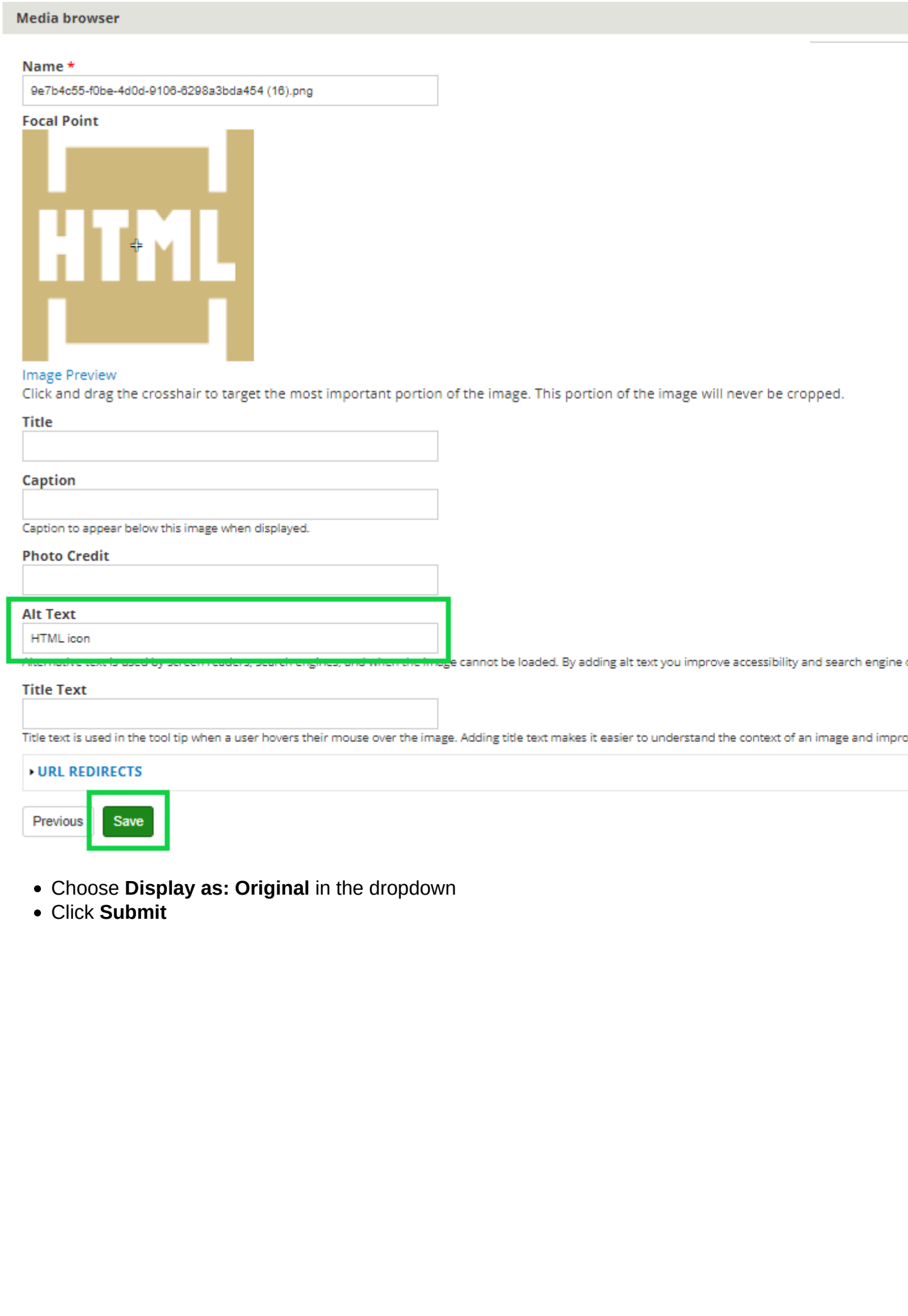
- New Image
- Previously Uploaded Images

- **Choose File,** then click **Next**

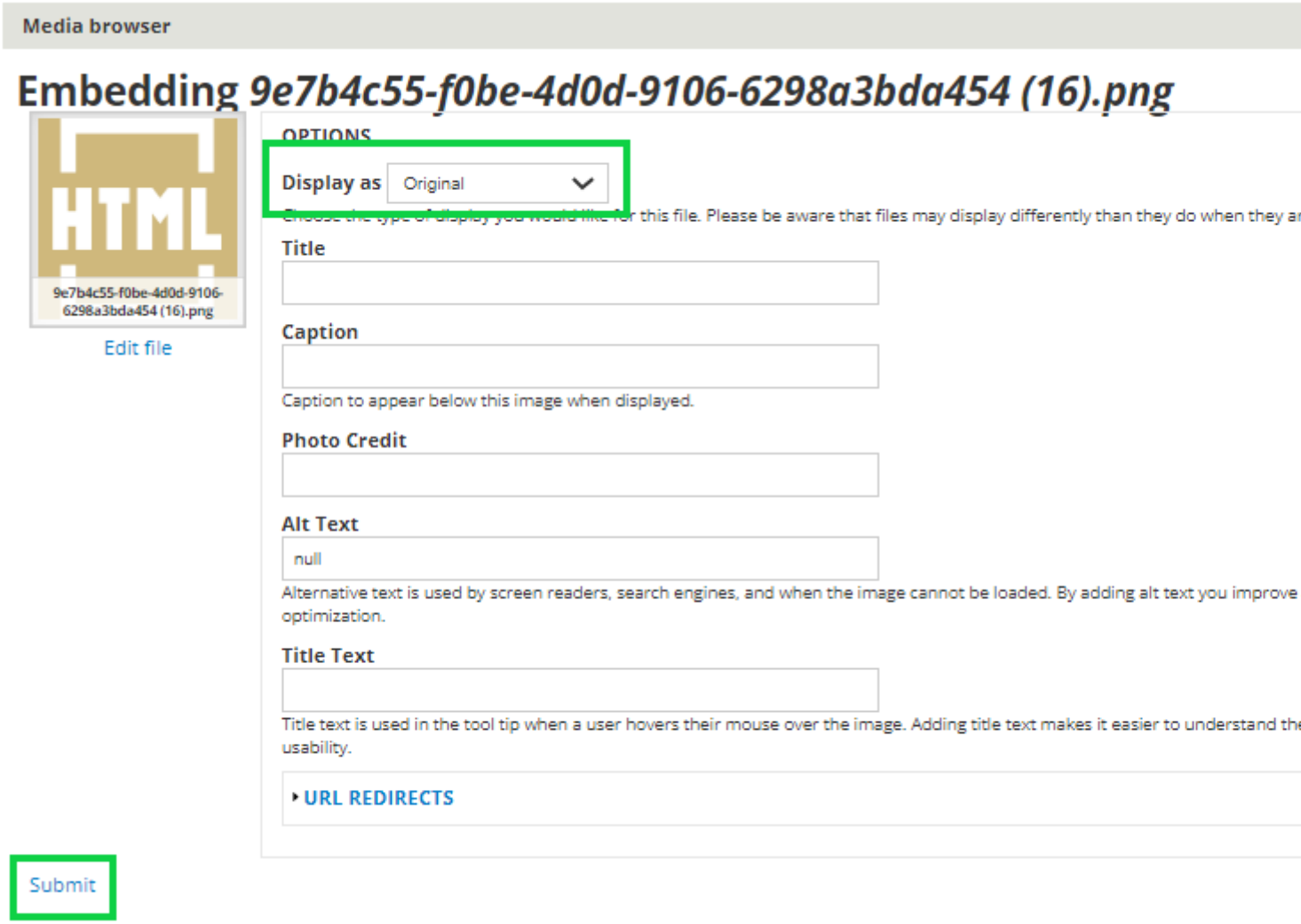


- Populate the **Alt Text*?**
  - Provide alternative (ALT) text that is contextually relevant, accurate, and concise. For example:
    - lists the relevant data so that a bar graph can be understood
    - to explain what an image contains and why it is being used, rather than details about how the image looks
  - *DO NOT LEAVE BLANK. Although not a best practice, typing ***'null'*** is better than leaving it blank.

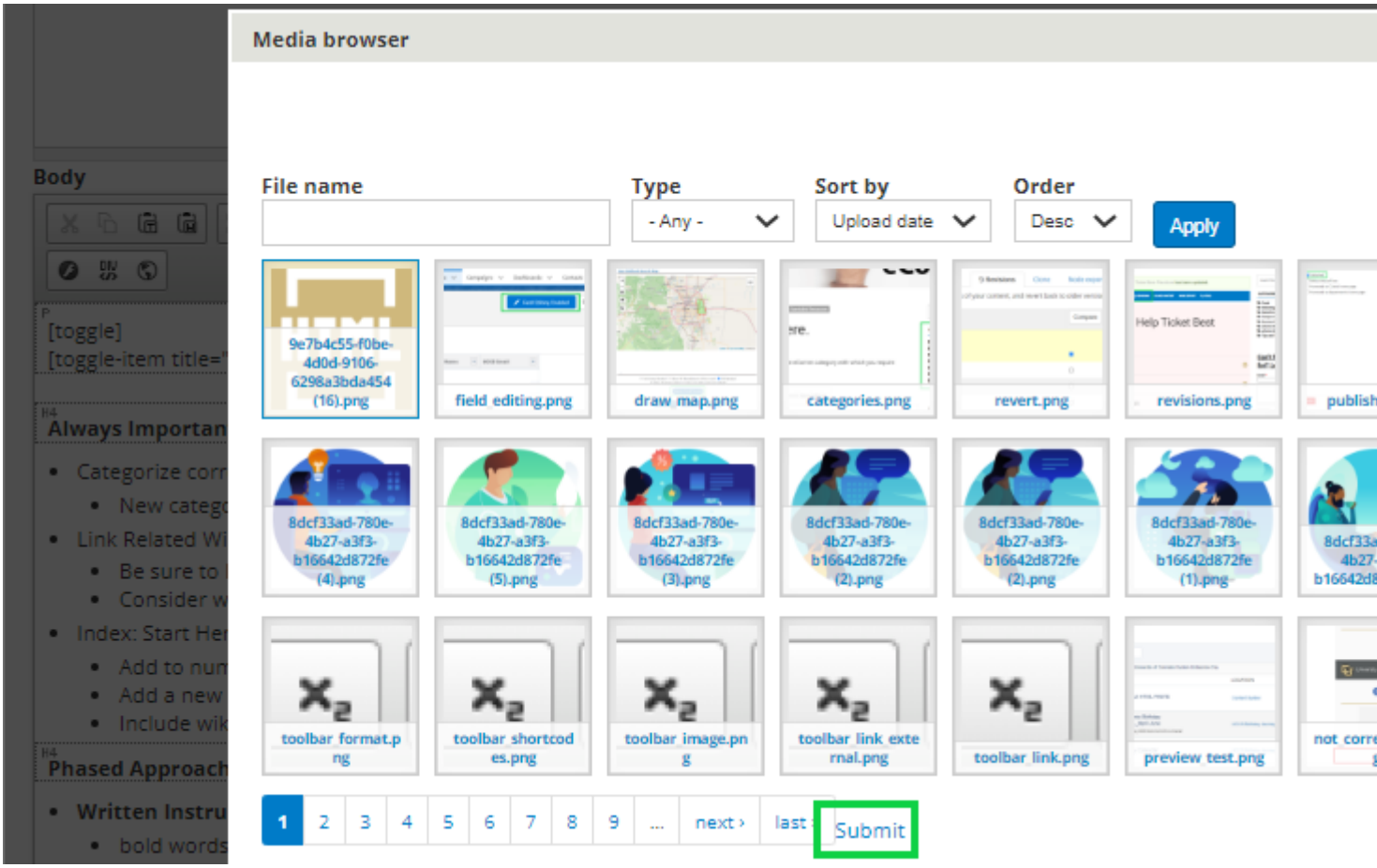
  - Click the green **Save** button



- Choose **Display as: Original** in the dropdown
- Click **Submit**



- Access previously uploaded images in the **My Files** or **Library** tabs
- Click the image, then select **Submit**



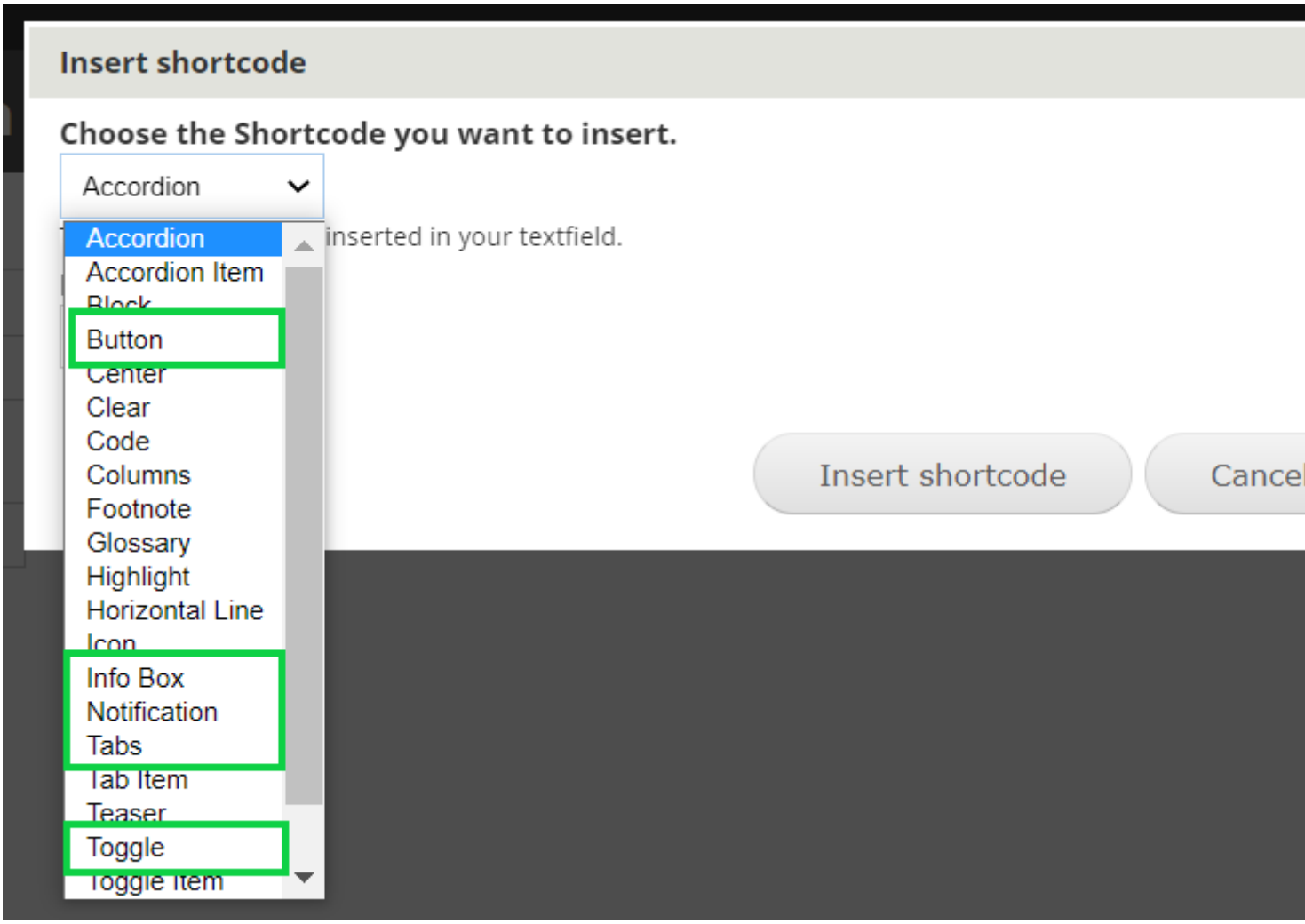
If you need to re-size an image, click the image after it has been placed in the body, then select the **Image Icon** found to the left. Input the size in the pop-up.



Shortcodes

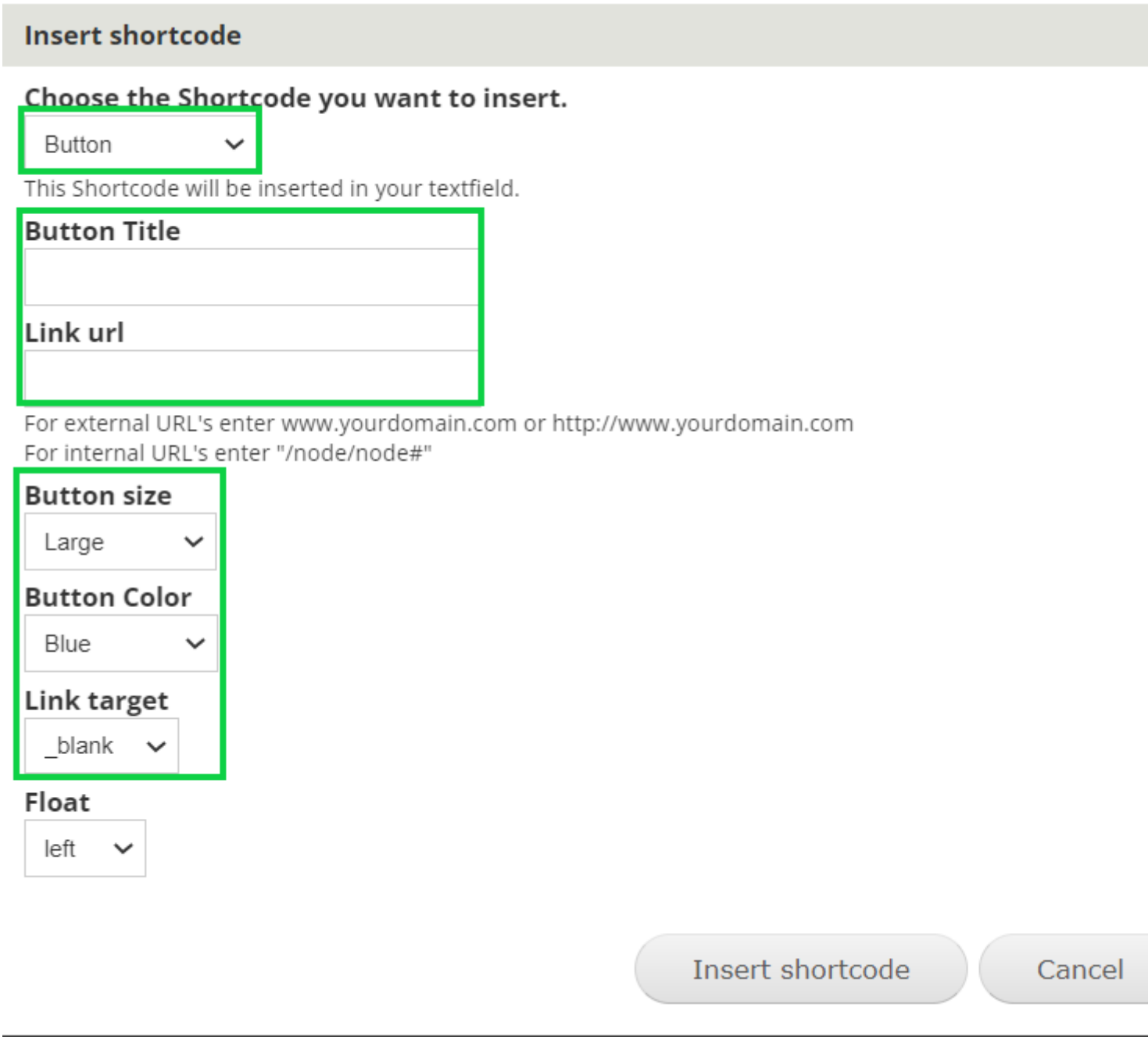
- Click in the body where you want to insert the shortcode
- Select the **Shortcodes icon (black box with down arrow)** in the top navigation
- A pop-up will appear (may need to scroll up on the entire page to find it)
- **Choose the Shortcode** you want to insert via the dropdown





- Different fields will be presented based on the Shortcode you select.
- **Fill out the details** and select **Insert shortcode**.

- In the example below, the **Button** was selected in the Shortcode dropdown.
- Populate details for:
  - **Button Title**
  - **Button URL**
  - **Button Size = Large**
  - **Button Color = Blue**
  - **Link Target = Blank**
- Click the **Insert Shortcode** button



Shortcode Examples

You'll notice the shortcodes use brackets [] surrounding the shortcode name to start and end (with an additional /). This is important because after inserting some shortcodes, you must type in the body between these brackets to format your email as desired.

The tabs below show common examples of shortcodes used, so you can see how they render and what code is creating it:

- Buttons
- Columns
- Infobox
- Notification Blocks
- Toggle / Accordion

Large Blue Button, Float=Left, Target=Blank [5]

```
[button url="/node/#" size="large" color="blue" target="_blank" float="left"]Large Blue Butto
```

Column 1
Column 2
Column 3

```
[col width="1-3"]Column 1[/col]

[col width="1-3"]Column 2[/col]

[col width="1-3" last="1"]Column 3[/col]
```

Related Wikis

- Related Wiki 1
- Related Wiki 2
- etc.

```
[infobox title="Related Wikis"]

- Related Wiki 1
- Related Wiki 2
- etc.

[/infobox]
```

Important Callout warnings, important notes, or crucial pieces of information with red notification boxes.

Best Practices / Tips & Tricks / FAQs Add tips & tricks, best practices, frequently asked questions, or notes to blue notification boxes.

```
[notification bold="Important" color="notification-red"] Callout warnings, important notes o

[notification bold="Best Practices / Tips & Tricks / FAQs" color="notification-blue"] Add tips &
```

Toggle

Toggle Title Here

All toggles are closed by default, and numerous toggles can be expanded at any time.

Toggle Title Here

Content Here

Toggle Title Here

Content Here

```
P
[toggle]
[toggle-item title="Toggle Title Here"]All toggles are closed by default and all toggles can be
[toggle-item title="Toggle Title Here"]Content Here[/toggle-item]
[toggle-item title="Toggle Title Here"]Content Here[/toggle-item]
[/toggle]
```

Accordion

Accordion Title Here

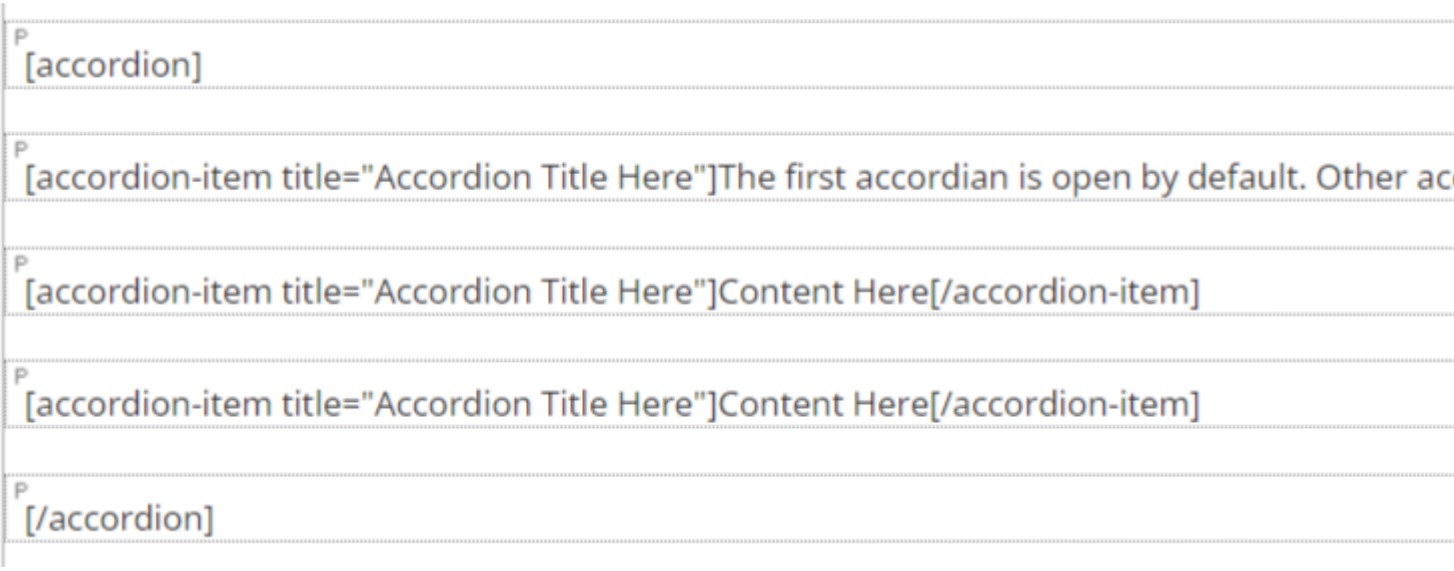
The first accordion is open by default. Other accordions can be expanded, but only one at a time (meaning the other, already expanded one, is minimized automatically).

Accordion Title Here

Content Here

Accordion Title Here

Content Here



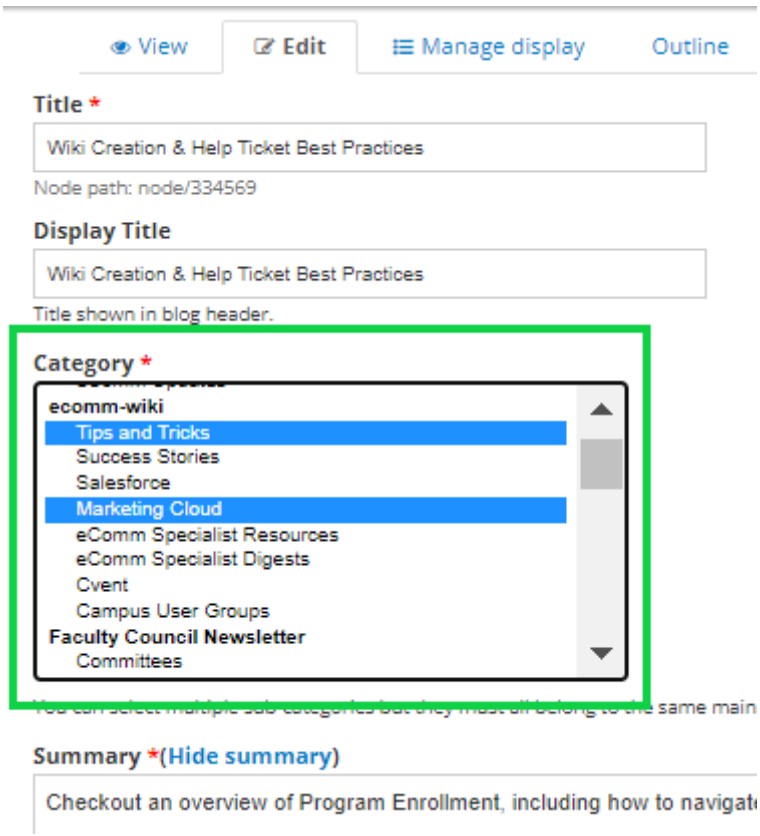
When in doubt, add space If you ever notice areas are overlapping others or formatting oddly, it's usually resolved with additional space.

Blog

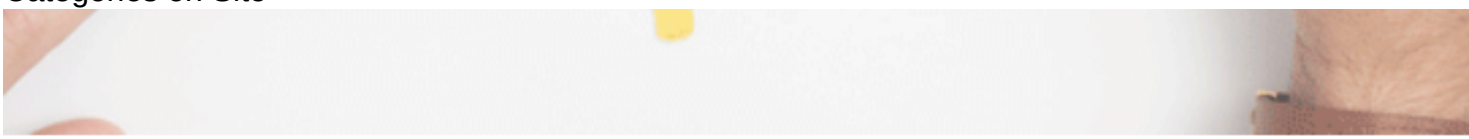
Navigate to a blog post, then select *Edit* in the top navigation.

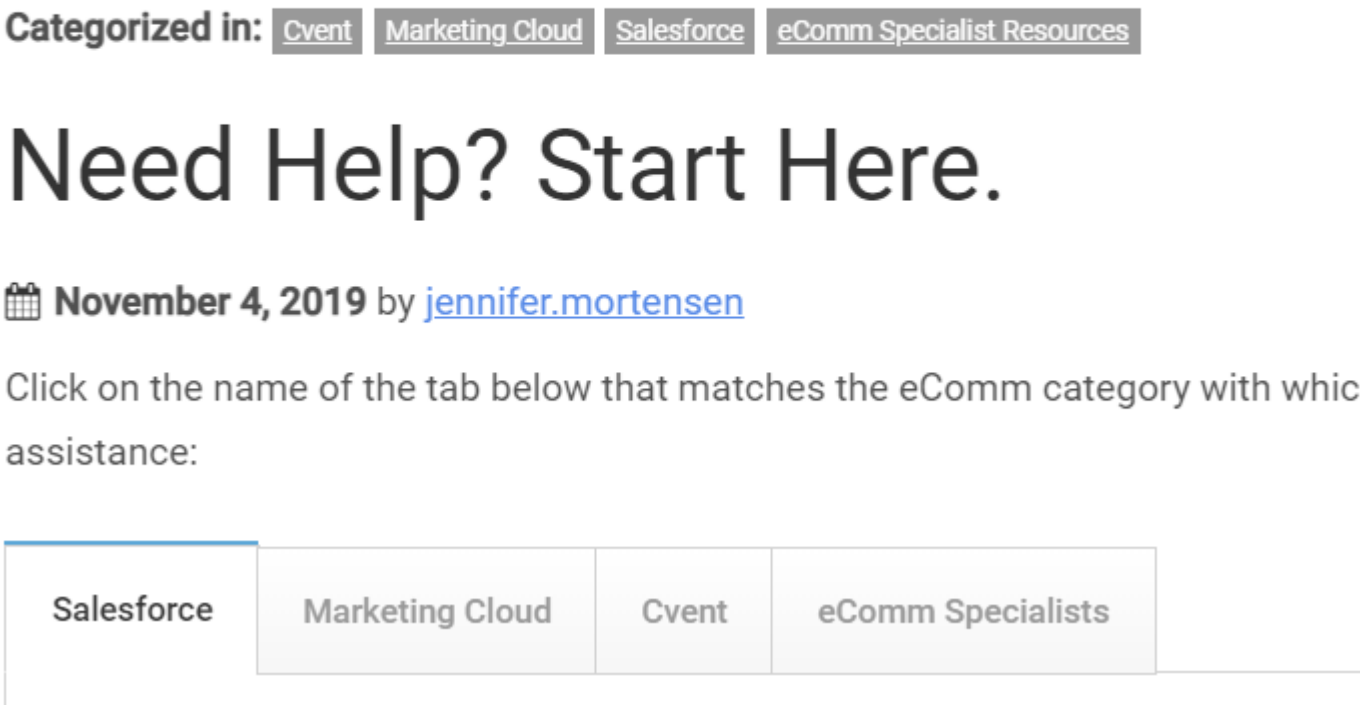
Categorize

Select Category(s) associated with the blog post. If it's more than one, use CTRL and select multiple.



Categories on Site

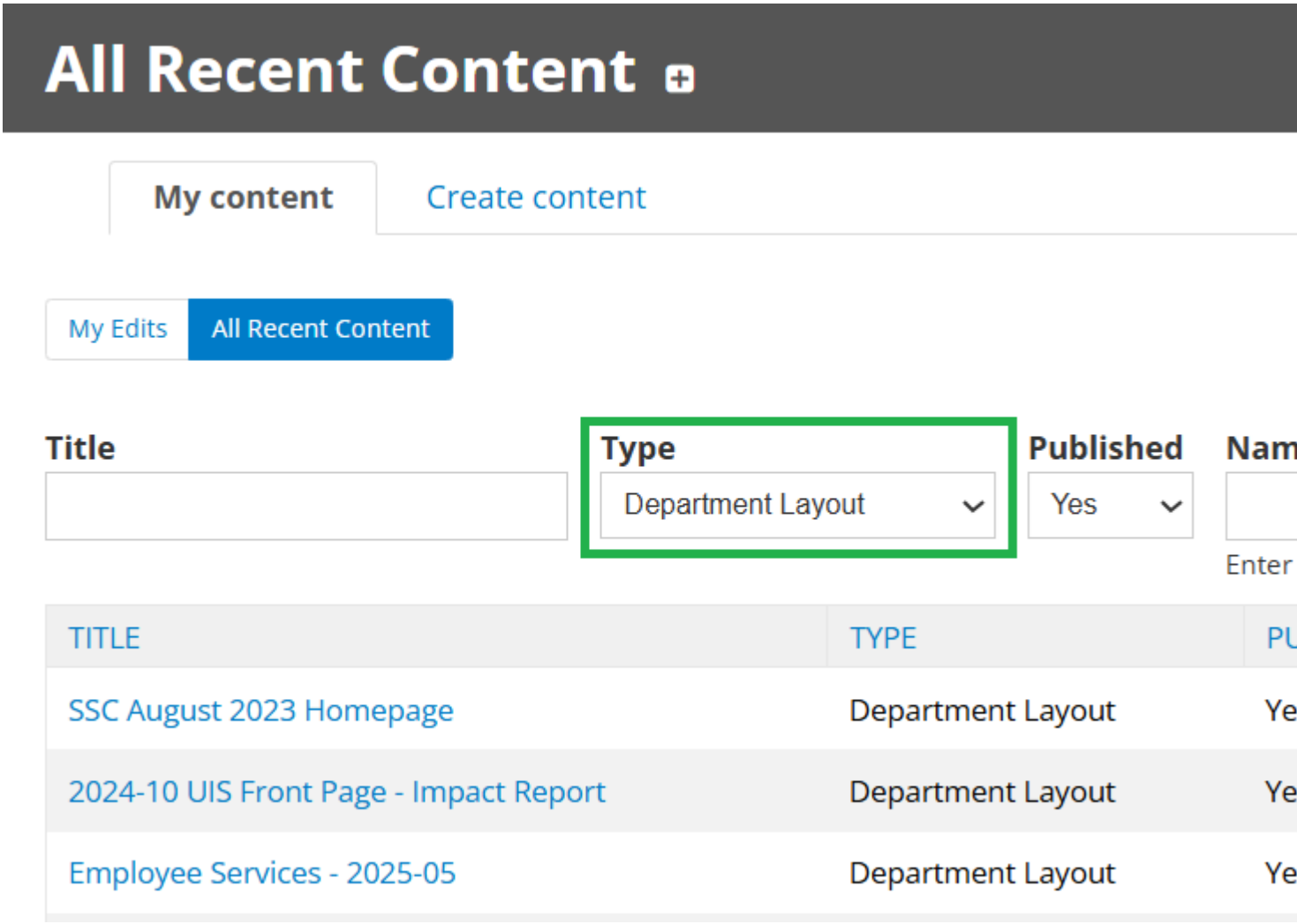




Department Layouts / Homepages

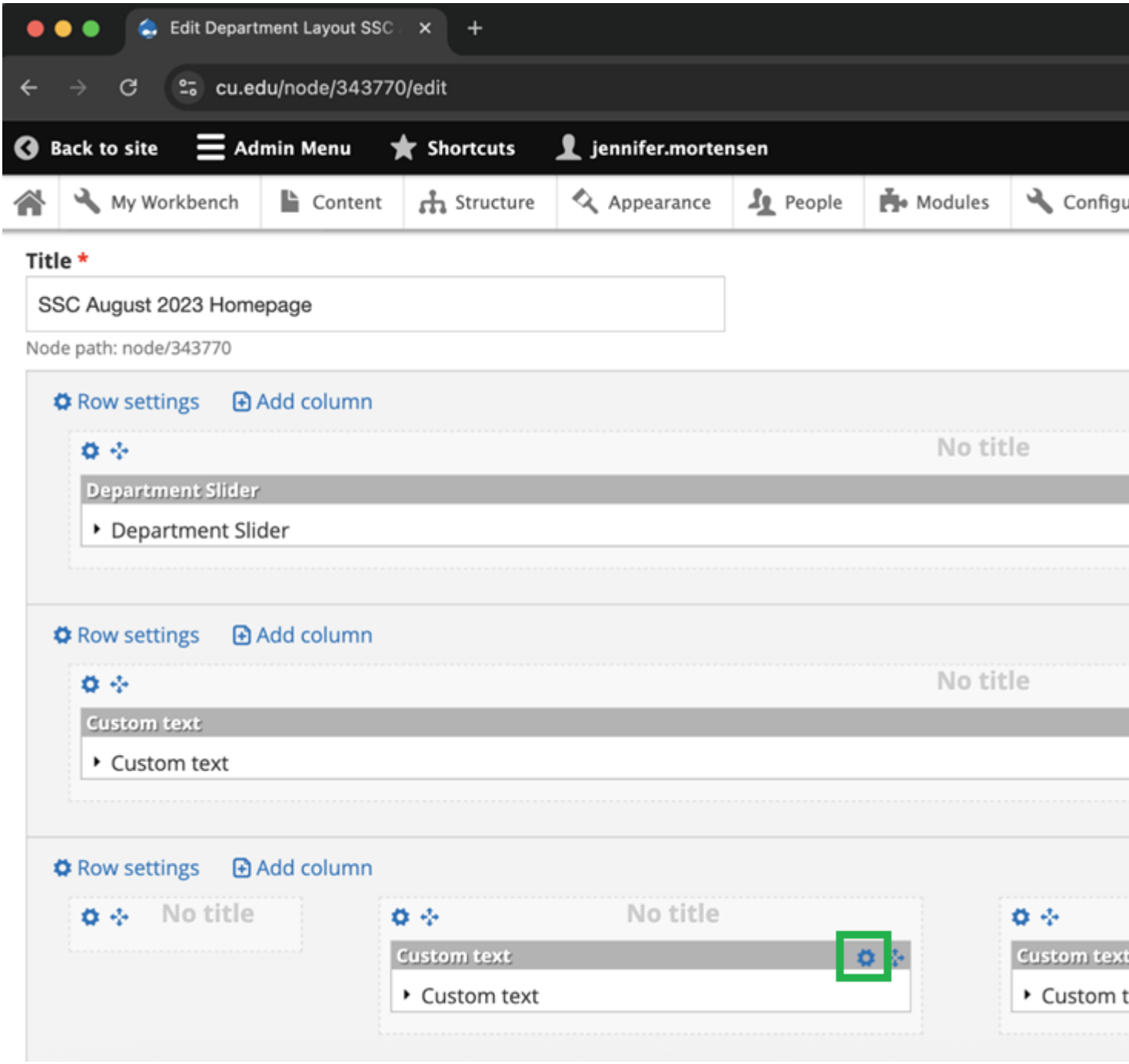
Homepages are called Department Layouts

- Use the *Find Existing Content* section from above to find your Department Layout. Then filter for *Type* = Department Layout.



- Once opened, you can ***Edit***.

- Department Layout are created with rows and columns. To edit an area, select the gear icon in the top right of the content (screenshot below).
- Rows can be edited with the gear icon in the top-left that reads Row Settings >> Edit Row in the dropdown.
- Columns can be edited with the gear icon to the top-left of the column area >> Edit Column in the dropdown. The entire width of a page is broken down into 12ths, so:
    - a column that takes up 1/3 of the page will indicate 4 (out of 12).
    - a column that takes up 1/4 of the page will indicate 3 (out of 12).

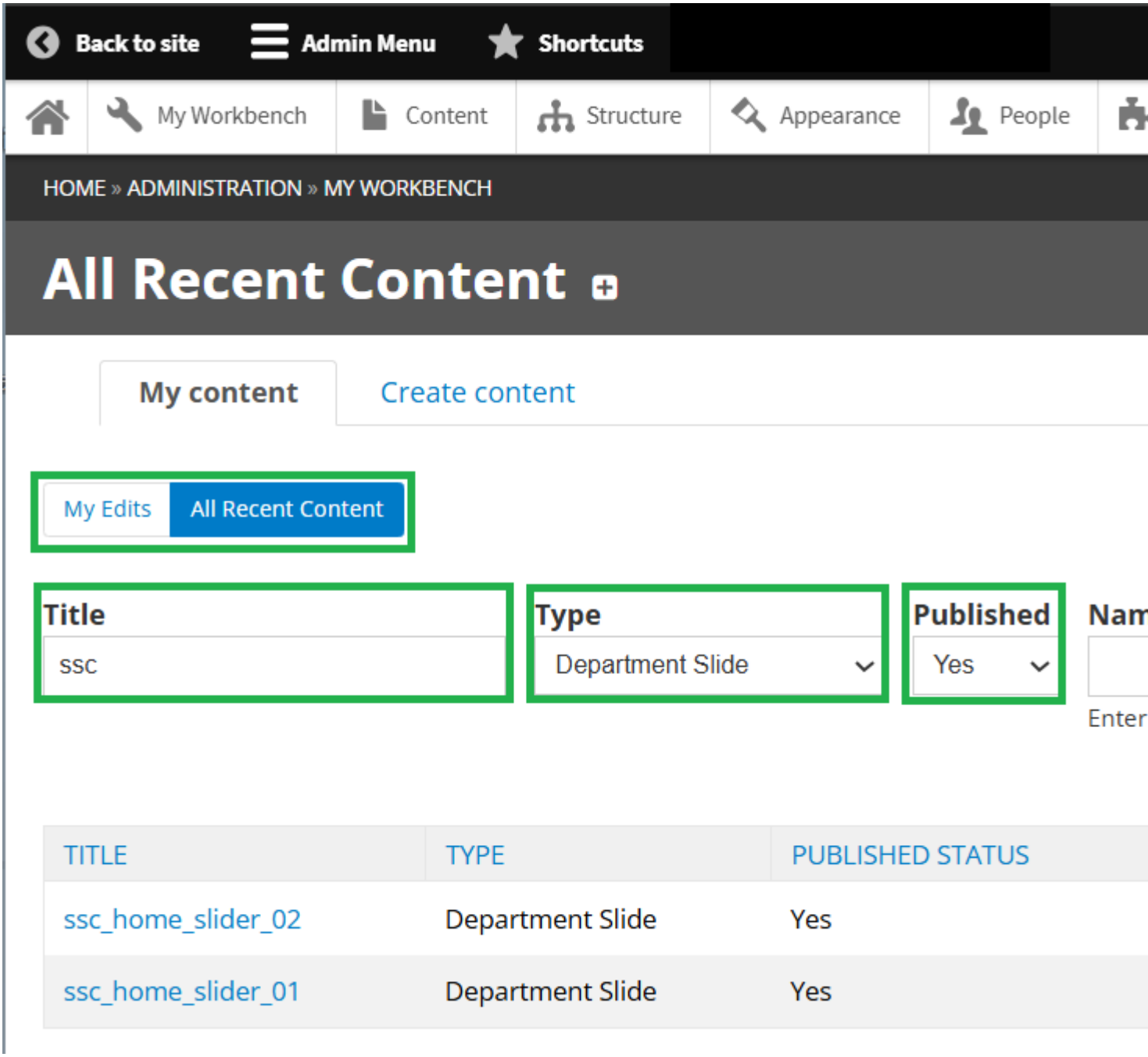


- When you edit a section, select *Save*. Then scroll to the bottom of the Department Layout and also select *Save*.

Department Slides

Department Layouts (above) often have the top section for *Department Slides*. There could be one or many slides published (in which case they will be flipped through).

- Use the *Find Existing Content* section from above to find your Department Slide(s) by using the *Type* filter = *Department Slides*.



- After selecting the Department Slide title, you can *Edit*.
- Once opened, you can upload a different image or change the setting. Images should be high quality and around 1400 pixels wide and 300 pixels tall.
- Once complete, *Save* at the bottom. To view changes, you will need to look at the associated Department Layout.

website_how_to_master-V4-mjj.docx [6]

Display Title:
Drupal Content Creation
Send email when Published:
No

Source URL:https://www.cu.edu/blog/ecomm-wiki/drupal-content-creation

Links
[1] https://www.cu.edu/blog/ecomm-wiki/drupal-content-creation

[2] https://www.cu.edu/blog/ecomm-wiki/author/39
[3] https://www.cu.edu/system/files/pages/334569-Drupal%20Content%20Creation/docs/website_how_to_master-V4-mjj.docx [4] https://www.cu.edu/user
[5] https://www.cu.edu/node/%23 [6] https://www.cu.edu/doc/websitehowtomaster-v4-mjjdocx?download=true