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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.



#### **All Recent Content**

Burke Hilsabeck named Director of Faculty Relations and CommunityNew Second	TITLE	TYPE
Professor Ester de Jong Selected as SEHD's New Associate Dean for Research and Academic AffairsNew selectedDepartment of Surgery Physician Assistant Alexis Keyworth, PA-C, Honored as PA of the YearNew selectedMemorial Day closureAlertES Memorial Day closureAlertGetting Help: Financial Services & Solutions (FSS)BasicData ClassificationBasicIT Purchases with the Procurement CardPSC FSocial Security Basics Webinar June 2025 BannerDepartAJ PetersenDirected	Burke Hilsabeck named Director of Faculty Relations and Community	News
Department of Surgery Physician Assistant Alexis Keyworth, PA-C, Honored as PA of the YearNew setMemorial Day closureAlertES Memorial Day closureAlertGetting Help: Financial Services & Solutions (FSS)BasicData ClassificationBasicIT Purchases with the Procurement CardPSC FSocial Security Basics Webinar June 2025 BannerDirectAJ PetersenDirect	Professor Ester de Jong Selected as SEHD's New Associate Dean for Research and Academic Affairs	News
Memorial Day closureAlertES Memorial Day closureAlertGetting Help: Financial Services & Solutions (FSS)BasicData ClassificationBasicIT Purchases with the Procurement CardPSC PSocial Security Basics Webinar June 2025 BannerDepartAJ PetersenDirect	Department of Surgery Physician Assistant Alexis Keyworth, PA-C, Honored as PA of the Year	News
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Procurement

#### **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.



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

## **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.

HOME » OVERVIEW » ENABLEMENT & TRAINING

## **Revisions for Enablement & Training**

👁 View 🛛 🐼	Edit 📰 🖽	anage display	🕑 Webform	Outline
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Revisions allow you to track differences between multiple versions of your content, a

REVISION
September 22, 2023 - 2:52pm by Melanie Jones
September 21, 2023 - 10:45pm by Melanie Jones
March 16, 2023 - 3:08pm by Melanie Jones
March 15, 2023 - 4:13am by Melanie Jones
March 15, 2023 - 3:54am by jennifer.mortensen
March 14, 2023 - 5:29pm by Melanie Iones

#### 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

	Link X	
	Link Info Target Advanced	
1	URL	2.2
_	Protocol URL http:// V	
	Browse Server	
	OK Cancel	

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

Link	×
Link Info Target Advanced	
Target New Window (_blank, 🗸	
 OK Cancel	

• 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

.inkit	
	Change profile
▲	The settings for this theme are currently served from a variable. You might want to export them to your .info file. This is optional and can be done the Drush command 'drush omega-export'.
Second	for contant
e-ser	vices/need-integrated-online-services-ios-help-start-here
Need This is	Integrated Online Services (IOS) Help? Start Here. an internal path.
This wi	Il be populated by the search, or you can fill it in yourself.
• OP	TIONS
	t link Cancel
Inse	

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

??

Linkit		×
	Change profile	
	The settings for this theme are currently served from a variable. You might want to export them to your .info file. This is optional and can be done the Drush command 'drush omega-export'.	
Search	for content.	
https	://www.cu.edu/blog/integrated-online-services/need-integ	
Start ty	ping to find content or paste a URL.	
Link UR	L*	
/node	e/324404	
This wi	ll be populated by the search, or you can fill it in yourself.	
• OP	TIONS	
Inse	rt link	

• 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

Me	dia browser		
1	The settings for this theme are currently served from a variable. You might wa optional and can be done the Drush command 'drush omega-export'.	ant to export t	them t
Ur File All icc	pload a new file *         Choose File       9e7b4c55-f0454 (16).png         Upload         es must be less than 100 MB.         owed file types: jpg jpeg gif png txt doc docx xls xlsx pdf ppt pptx pps ppsx odt ods odp m         owed file types: jpg jpeg gif png txt doc docx xls xlsx pdf ppt pptx pps ppsx odt ods odp m         vext	Upload	Wel

- 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

#### Media browser

#### Name \*

9e7b4c55-f0be-4d0d-9106-6298a3bda454 (16).png

#### Focal Point



#### Image Preview

Click and drag the crosshair to target the most important portion of the image. This portion of the image will never be cropped.

Title	
Constant .	
Caption	
Caption to appear below this image when displayed.	
Photo Credit	7
Alt Text	
HIMLICON Micenative text is used by server readers, search engines, and when the i	e cannot be loaded. By adding alt text you improve accessibility and search engine
Title Text	

Title text is used in the tool tip when a user hovers their mouse over the image. Adding title text makes it easier to understand the context of an image and impro



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

embedding s	<i>erb4</i> c35-j0 <i>be</i> -4000-9100-029803 <i>b</i> 00454 (10).plig
	Display as Original
9e7b4c55-f0be-4d0d-9106-	Choose the type of display you would like for this file. Please be aware that files may display differently than they do when they a Title
6298a3bda454 (16).png Edit file	Caption
	Caption to appear below this image when displayed.
	Photo Credit
	Alt Text
	Alternative text is used by screen readers, search engines, and when the image cannot be loaded. By adding alt text you improve optimization.
	Title Text
	Title text is used in the tool tip when a user hovers their mouse over the image. Adding title text makes it easier to understand th usability.
	URL REDIRECTS
Submit	

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

Media browser

## Embedding 907h4c55\_f0ho\_4d0d\_9106\_6298a3hda454 (16) nng



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

#### Insert shortcode

#### Choose the Shortcode you want to insert.

Button

This Shortcode will be inserted in your textfield.

Button Title		
Link url		

For external URL's enter www.yourdomain.com or http://www.yourdomain.com For internal URL's enter "/node/node#"

Button size	
Large 🗸 🗸	
Button Color	
Blue 🗸	
Link target _blank ∨	
Float left ∽	•
	Insert shortcode Cancel

#### 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

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

Column 1 Column 2 Column 3

P

```
      [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.

D

P

```
    P
    [infobox title="Related Wikis"]
    Related Wiki 1
    Related Wiki 2
    etc.
    P
    [/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 of
```

[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**

```
[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** 

[accordion]

ہ [accordion-item title="Accordion Title Here"]The first accordian is open by default. Other ac

P [accordion-item title="Accordion Title Here"]Content Here[/accordion-item]

P [accordion-item title="Accordion Title Here"]Content Here[/accordion-item]

P [/accordion]

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.



## Need Help? Start Here.

## Movember 4, 2019 by jennifer.mortensen

Click on the name of the tab below that matches the eComm category with whic assistance:

ecialists	Cvent	Marketing Cloud	Salesforce
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## **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.

All Recent Content 🛛							
My content	Create content						
My Edits All Recent Cont	tent						
Title	<b>Type</b> Department L	_ayout ∽	Published Yes ✓	<b>Nam</b> Enter			
TITLE		TYPE		PU			
SSC August 2023 Home	page	Department	Layout	Ye			
2024-10 UIS Front Page	- Impact Report	Department	Layout	Ye			
Employee Services - 202	25-05	Department	Lavout	Ye			

- 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:
  - $\circ$  a column that takes up 1/3 of the page will indicate 4 (out of 12).
  - $\circ$  a column that takes up 1/4 of the page will indicate 3 (out of 12).

•	😑 🔵 👶 Edit Departi	ment Layout SSC	× +				
÷	→ C 🕄 cu.eo	du/node/34377(	D/edit				
0	Back to site 🛛 🗮 Ad	min Menu 🌱	Shortcuts	1 jennifer.morter	isen		
1	🔧 My Workbench	Content	🚓 Structure	🔍 Appearance	People	Hodules	🔧 Configu
Tit	e *						
S	SC August 2023 Home	epage					
Nod	le path: node/343770						
1	🛱 Row settings 🛛 🗗	Add column					
	0.0					No tit	le
	Department Slider	r					
	Department Slid	der					
1	🗘 Row settings 🛛 🗗	Add column					
	0.0					No tit	le
	Custom text						
	Custom text						
1	🛱 Row settings 🛛 🔂	Add column					
	o 🔅 No title		5 ÷	No title			0 ÷
			Custom text			o 8-	Custom text
			Custom text				Custom t

• 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*.

🕜 Back to site 🗧 Admin Menu 🔺 Shortcuts								
My Workbench	ontent 🔥 Structure	Appearance	People	ň				
HOME » ADMINISTRATION » MY WORKI	BENCH							
All Recent Cor	ntent 🛛							
My content Cre	ate content							
My Edits All Recent Content								
Title	Туре	Р	ublished	Nam				
SSC	Department SI	ide 🗸	Yes 🗸					
				Enter				
TITLE	ТҮРЕ	PUBLISHED	STATUS					
ssc_home_slider_02	Department Slide	Yes						
ssc_home_slider_01	Department Slide	Yes						

- 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

[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