

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.

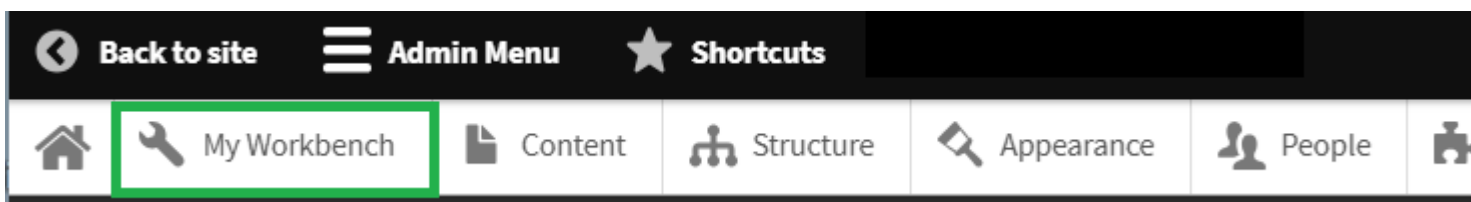
Login

- Use this link to log in: [cu.edu/user](https://www.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.

My Workbench

My content

Create content

My Edits

All Recent Content

My Profile



My Edits

Five of the most recently updated pieces of content

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 F
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.

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.

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.

HOME | CU CRM | OVERVIEW | ENABLEMENT & TRAINING

Enablement & Training



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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.

URL redirects No redirects	<input checked="" type="checkbox"/> Published
Book outline Not in book	<input type="checkbox"/> Sticky at top of lists
URL path settings Automatic alias	<input type="checkbox"/> Promoted to CU.edu home page
Meta tags Using defaults	<input type="checkbox"/> Promoted to department's home page
XML sitemap Inclusion: Default (excluded) Priority: Default (0.5)	
Revision information New revision	
Comment settings Closed	
Printer, email and PDF versions	
Scheduling options Not scheduled	
Authoring information By Melanie Jones on 2023-03-07 17:29:30 -0700	
Publishing options Published	

Save

Preview

View changes

Delete

Revert to Previous

Revisions

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

Enablement & Training

[VIEW](#)[EDIT](#)[MANAGE DISPLAY](#)[WEBFORM](#)[OUTLINE](#)[RESULTS](#)[REVISIONS](#)[CLONE CONTENT](#)

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](#)[Manage display](#)[Webform](#)[Outline](#)

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 Jones

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.

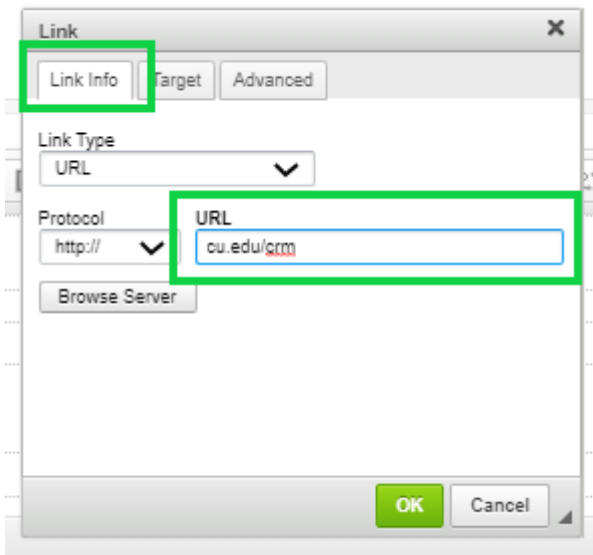


Links

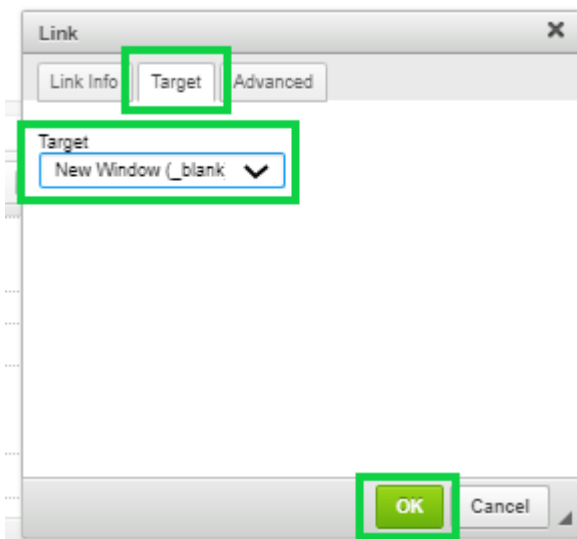
- External Linking
- Internal Linking
- Highlight the word(s) you wish to link, then select the **link icon** in the navigation.



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



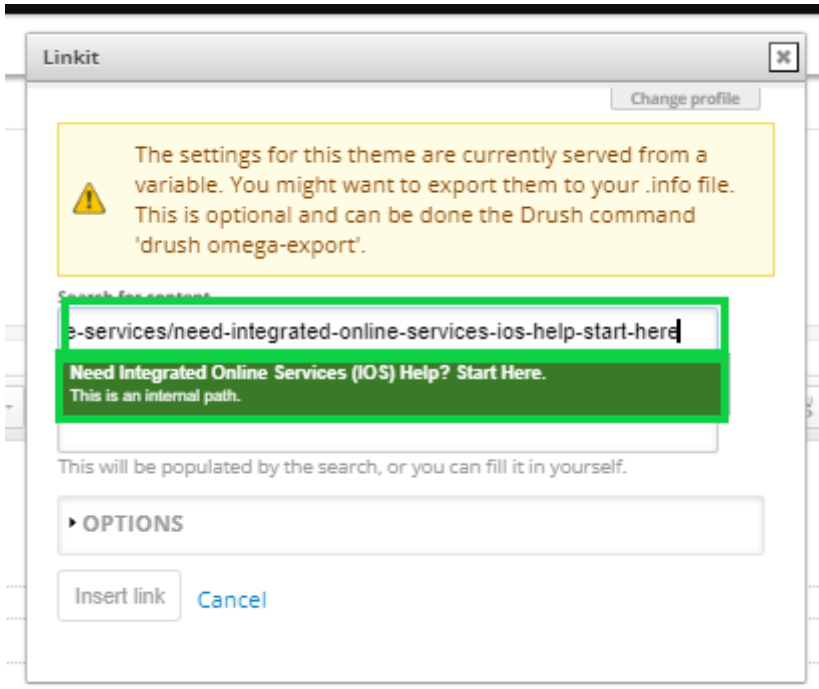
- Select the **Target** tab and choose **New Window blank** in the dropdown. Click the green **OK** button



- 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.

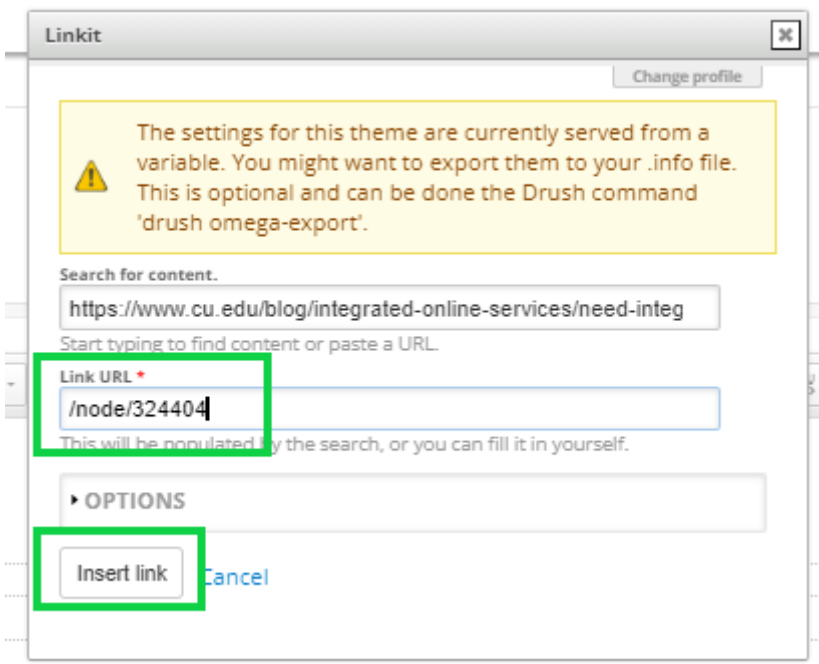


- Paste the internal link (cu.edu). Once it finds the URL, click the **green box**



- 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**

Media browser

 The settings for this theme are currently served from a variable. You might want to export them to a file, which is optional and can be done the Drush command 'drush omega-export'.

[Upload](#) [Web](#)

Upload a new file *

Choose File 9e7b4c55-f0...454 (16).png **Upload**

Files must be less than **100 MB**.
Allowed file types: **jpg jpeg gif png txt doc docx xls xlsx pdf ppt pptx pps ppsx odt ods odp mp3 mov mp4 m4a m4v ico.**

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

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

Caption

Caption to appear below this image when displayed.

Photo Credit

Alt Text

HTML icon

Alternative text is used by screen readers, search engines, and when the image cannot be loaded. By adding alt text you improve accessibility and search engine 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 the context of an image and improves search engine optimization.

► [URL REDIRECTS](#)

Previous

Save

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

Embedding **9e7b4c55-f0be-4d0d-9106-6298a3bda454 (16).png**[Edit file](#)

OPTIONS

Display as Original

Choose the type of display you would like for this file. Please be aware that files may display differently than they do when they are viewed in a browser.

Title

Caption

Caption to appear below this image when displayed.

Photo Credit

Alt Text

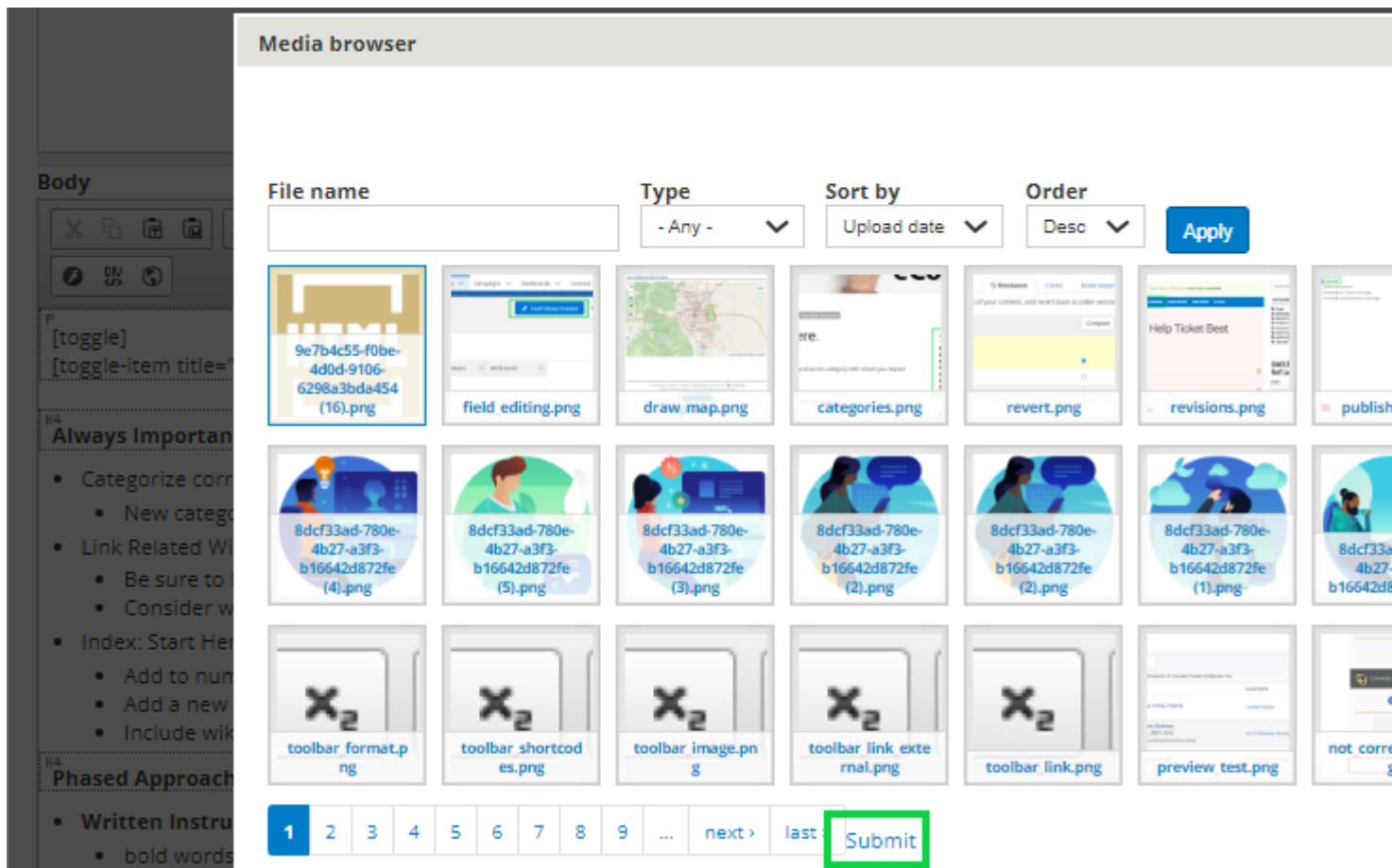
Alternative text is used by screen readers, search engines, and when the image cannot be loaded. By adding alt text you improve the accessibility and optimization of your content.

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 content and improves usability.

[▶ URL REDIRECTS](#)[Submit](#)

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



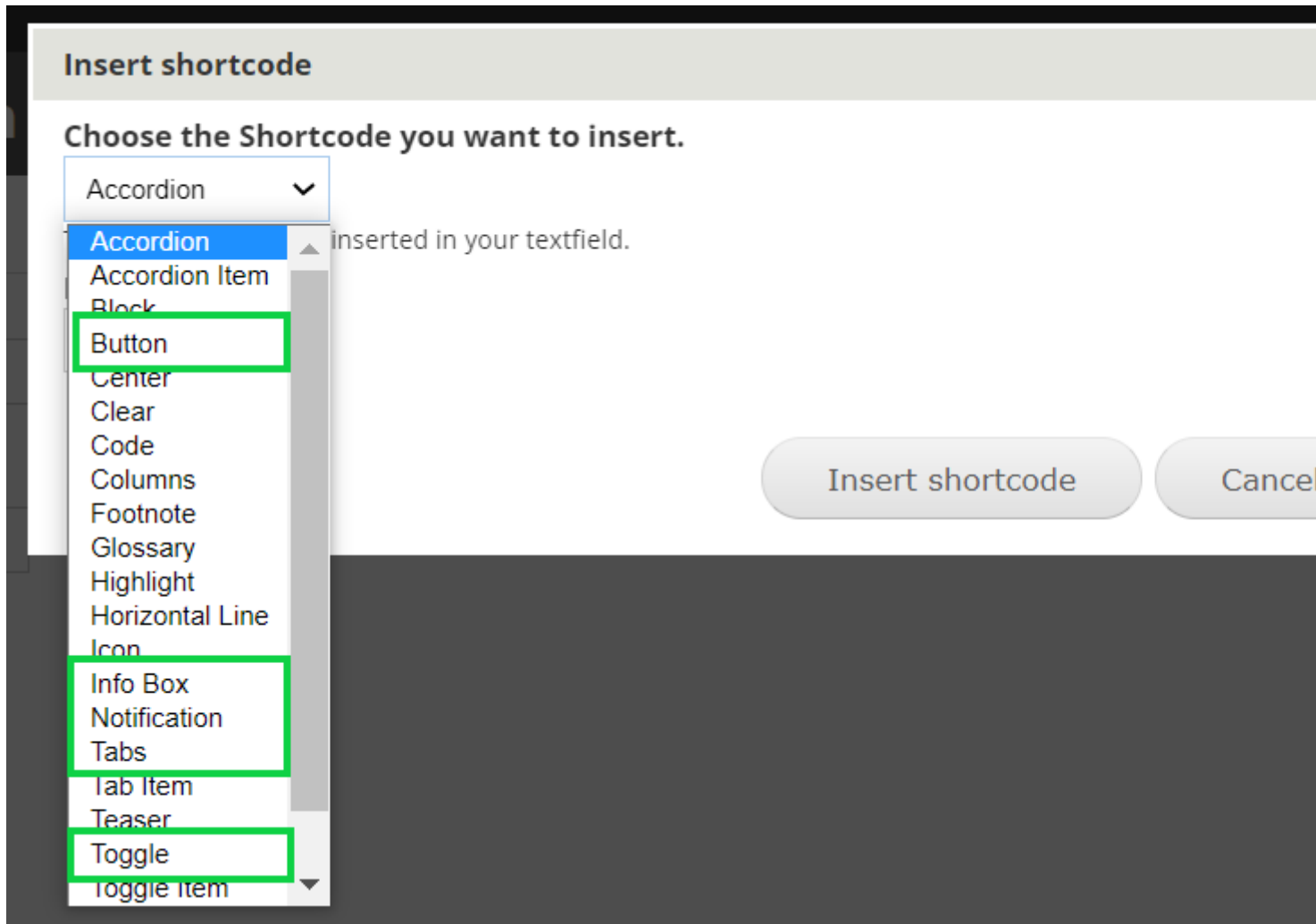
If you need to re-size an image, click the image after it has been placed in the body, then select the **Image Icon** found to the left. Input the size in the pop-up.



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

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

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

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

Column 1
Column 2
Column 3

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

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

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

Related Wikis

- Related Wiki 1
- Related Wiki 2
- etc.

```
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.

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

P
[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

P	[accordion]
P	[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.

[View](#)
[Edit](#)
[Manage display](#)
[Outline](#)

Title *

Wiki Creation & Help Ticket Best Practices

Node path: node/334569

Display Title

Wiki Creation & Help Ticket Best Practices

Title shown in blog header.

Category *

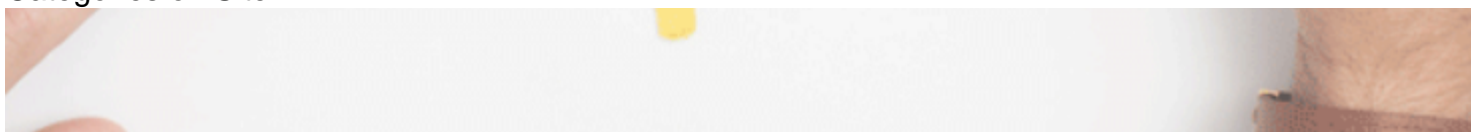
- ecomm-wiki
- Tips and Tricks
- Success Stories
- Salesforce
- Marketing Cloud
- eComm Specialist Resources
- eComm Specialist Digests
- Cvent
- Campus User Groups
- Faculty Council Newsletter
- Committees

You can select multiple sub-categories but they must all belong to the same main

Summary *([Hide summary](#))

Checkout an overview of Program Enrollment, including how to navigat

Categories on Site



Categorized in: [Cvent](#) [Marketing Cloud](#) [Salesforce](#) [eComm Specialist Resources](#)

Need Help? Start Here.

 **November 4, 2019** by [jennifer.mortensen](#)

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

Salesforce	Marketing Cloud	Cvent	eComm Specialists
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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 Content

Title

Type

Published

Name

Department Layout

Yes

Enter

TITLE	TYPE	PU
SSC August 2023 Homepage	Department Layout	Ye
2024-10 UIS Front Page - Impact Report	Department Layout	Ye
Employee Services - 2025-05	Department Layout	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:
 - 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*.

[Back to site](#)
[Admin Menu](#)
[Shortcuts](#)

[My Workbench](#)
[Content](#)
[Structure](#)
[Appearance](#)
[People](#)

HOME » ADMINISTRATION » MY WORKBENCH

All Recent Content

My content

Create content

My Edits

All Recent Content

Title

ssc

Type

Department Slide

Published

Yes

TITLE	TYPE	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/ecommerce/wiki/drupal-content-creation>

Links

[1] <https://www.cu.edu/blog/ecommerce/wiki/drupal-content-creation>

[2] <https://www.cu.edu/blog/ecommerce-wiki/author/39>

[3] [https://www.cu.edu/system/files/pages/334569-](https://www.cu.edu/system/files/pages/334569-Drupal%20Content%20Creation/docs/website_how_to_master-V4-mjj.docx)

[Drupal%20Content%20Creation/docs/website_how_to_master-V4-mjj.docx](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>