

# INDEX

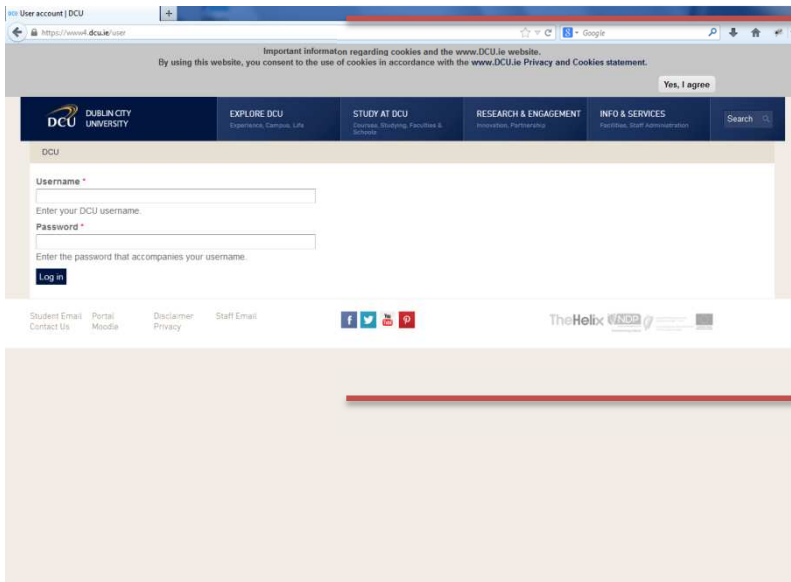
	<b>Page</b>
<b>Test logging into Drupal</b>	<b>2</b>
<b>Creating a new Page</b>	<b>3</b>
<b>How to insert an image</b>	<b>5</b>
<b>How to insert a Word or PDF document</b>	<b>8</b>
<b>How to insert a hyperlink to another webpage</b>	<b>11</b>
<b>How to create an anchor</b>	<b>12</b>
<b>Adding a link to the left hand menu</b>	<b>13</b>

## How do I log into Drupal?

1. **NOTE:** We recommend using Mozilla or Chrome web browser to when logging into Drupal.

**Log in to Drupal** at [Https://www4.dcu.ie/user](https://www4.dcu.ie/user)

Login page appears and you will need to enter your Network User Name and Password



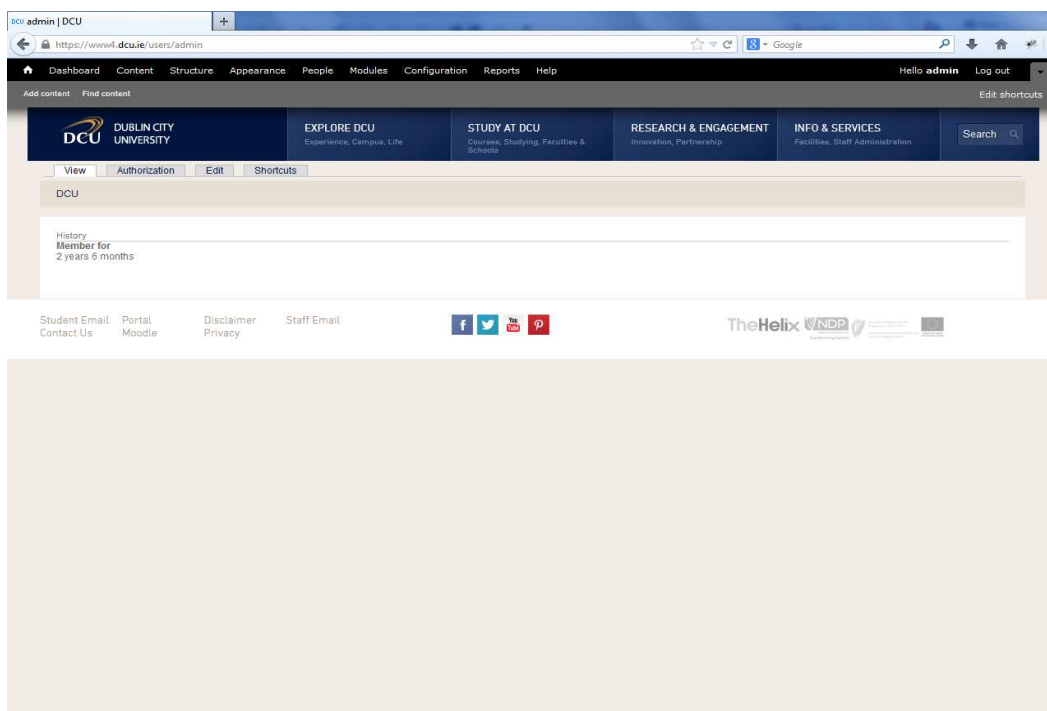
In the Address bar you need to type  
<http://www4.dcu.ie/user>

*Appendix 1*

Enter your Network  
Username & Password

2. Once logged in you will see something similar to the image below

*Appendix 2*



## Creating a new Page

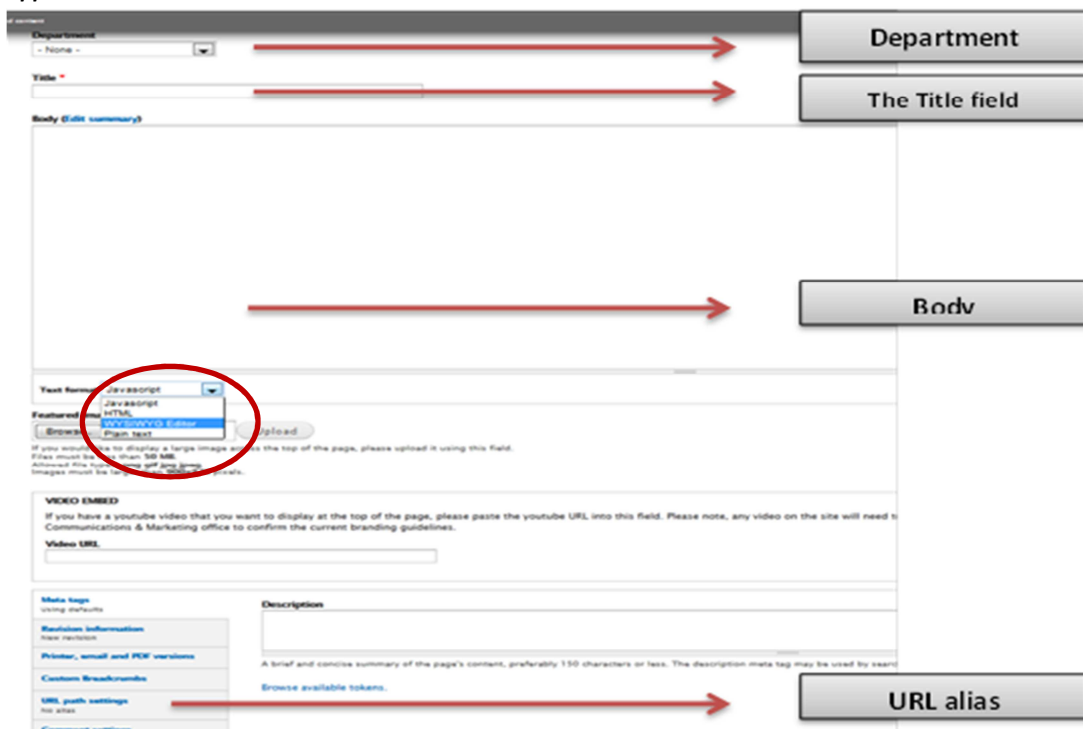
1. Click on the “Add Content” option (*top left hand corner*)

### Appendix 3



2. Click on “Basic Page” option

### Appendix 4



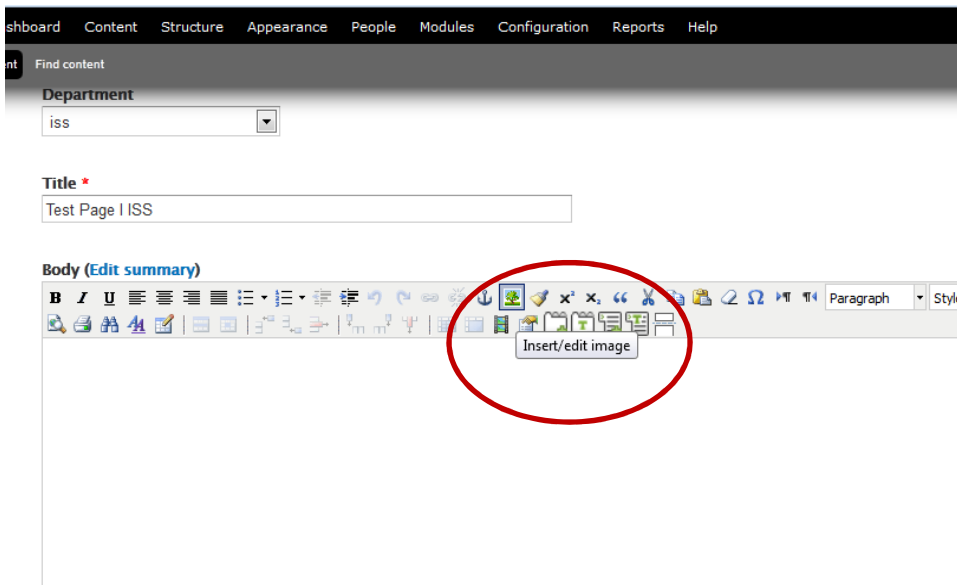
## Creating a new Page

3. There are four things that you need configure when creating a basic page
  - a. **Department:** - the department name used within the URL  
**NOTE:** It is very important to choose the correct department, should you choose an incorrect department you will not have the correct permissions to edit the page you create
  - b. **Body:** - your web pages content (Make sure the WYSIWYG option circled in **Red** above in *Appendix 4* is selected in the Text Format option)
  - c. **Title:** - should be in the format Page Title | Department  
for example: ***Tutorial | Information Systems & Services***
  - d. **URL Path Settings:** - Name of your department and name of your web page  
**for example:** - ***iss/contact-us.shtml***  
**NOTE:** It is very important to never use spaces in web address or file names if however you wish to break up a name always us a – (hyphen) instead of a space.
4. Define a URL alias for the new page. The URL alias allows you the content creator to define the URL that will be used to access the new page. The alias inserted is the part of the URL after <http://www.dcu.ie>. Therefore for a webpage “***http://www.dcu.ie/iss/new-page.shtml***” will have an alias of “***iss/new-page.shtml***”
5. Make a note of the URL alias you have created and click **Save**.

## How to insert an image

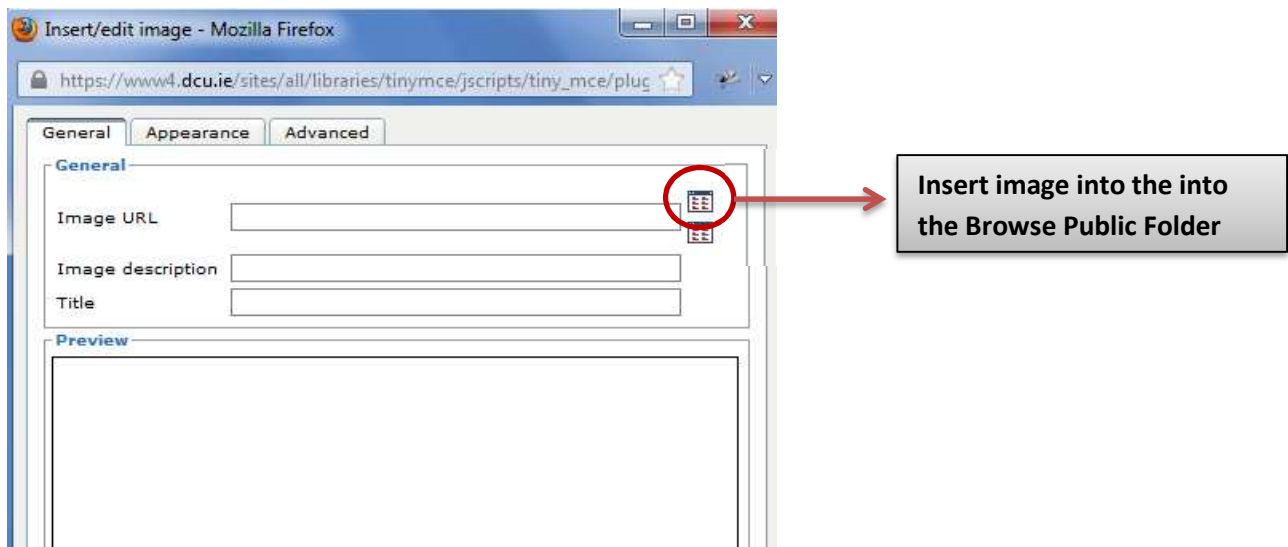
There are two ways to upload an image into the body of your webpage, clicking on the “upload an image from the Drupal toolbar circled in *Appendix 5*” or simply right click in the body where you wish to place

### Appendix 5



After inserting an image, an insert image dialog box will appear (*appendix 6*) will need to click onto the “Browse Public folder” circled here in red.

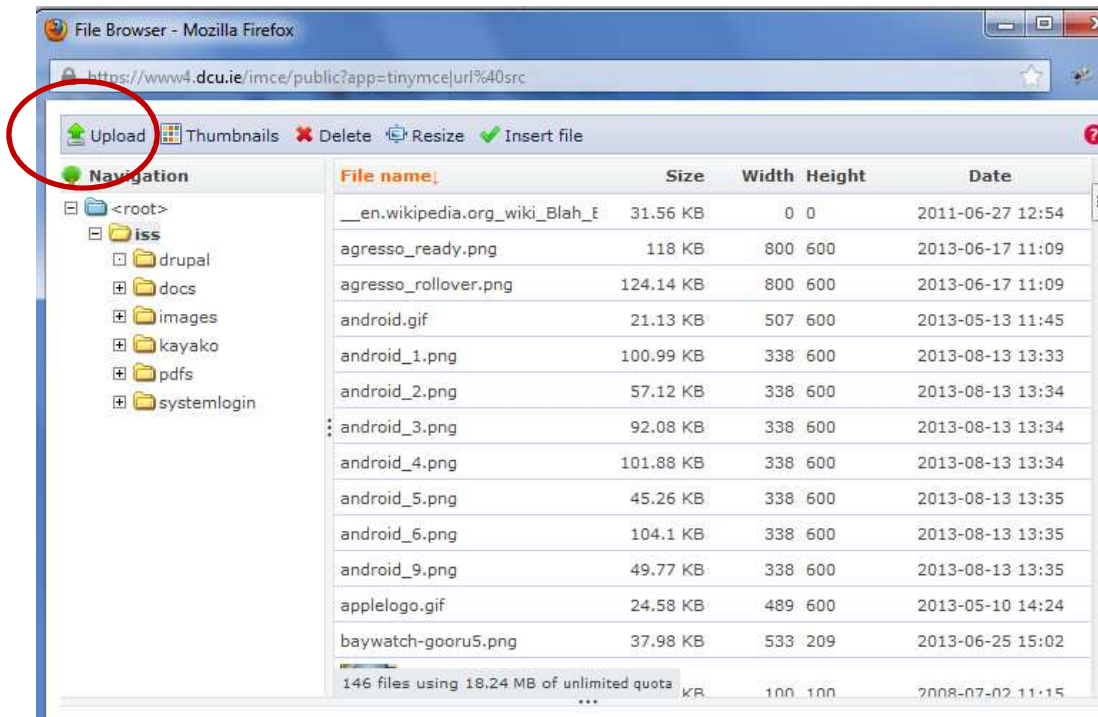
### Appendix 6



## How to insert an image

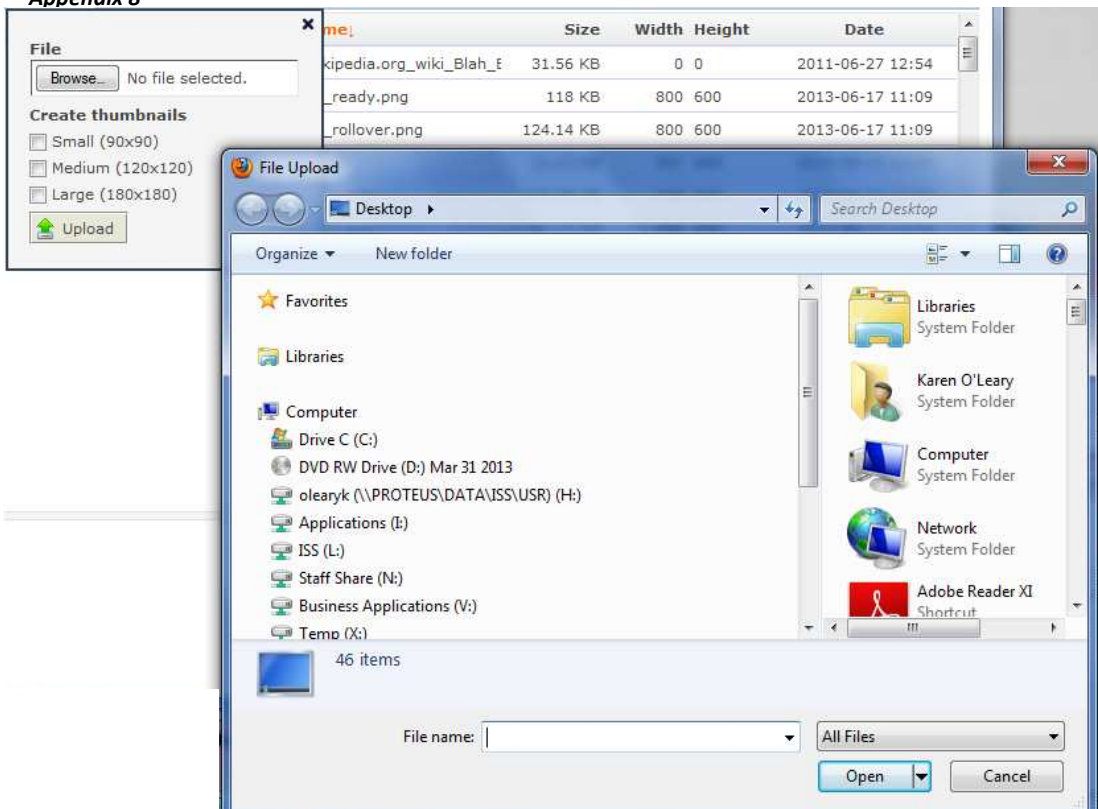
After Clicking onto the “**Browse Public Folder**” another dialog box pops up. This dialog box shows the folders files and images associated with your department.

### Appendix 7



However if the image that you wish to insert is not available from within the images folder you will need to upload this image from your computer.

### Appendix 8



## How to insert an image

When image is selected click “upload” the image will then appear in your department’s folder. To display or add the image to your webpage you just simply double click on the image. You will then be brought back to the very first dialog box “*see appendix 6*” where you will need to add a “*title*” to the image before clicking on the “*Insert button*”

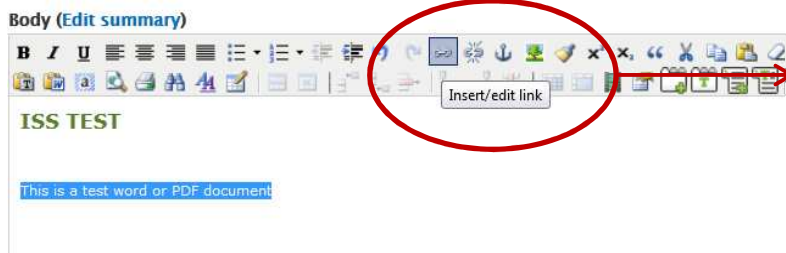
## How to insert a Word or PDF document

First you need to either select text or enter the text you wish to have as your hyperlink to your Word or PDF document.

Just like inserting an image you need to either right click or choose from the toolbar “insert/edit link” option. *See Appendix 9*

**Note:** - when uploading a new file onto the webserver using this process please make sure there are not spaces in your file name, either use a – or \_ to replace a space

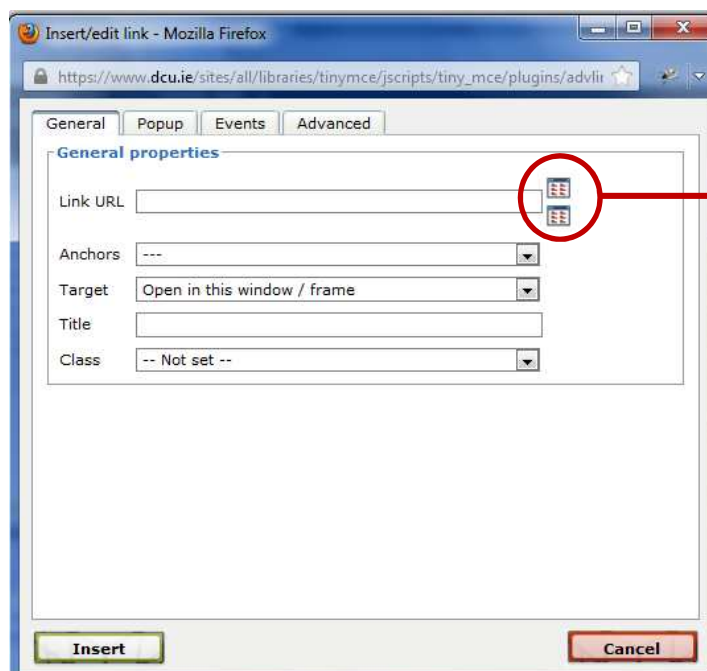
### Appendix 9



First you need to select or highlight the text you want to make a hyperlink to and click on the “insert/edit link” option on the toolbar

The “insert/edit link” dialog box is similar to the insert image dialog box

### Appendix 10



When the **Insert/edit link** dialog box opens, you then need to click onto the “**Browse Public**” or “**Browse Private**” option. “Public” means all links are available for public to see where the “Private” means all links are available for staff and students only.

**NOTE:** you will need to contact ISS web team to have this option configured for you department.



# How to insert a Word or PDF document

## Appendix 11

**NOTE 1:** - Select the Sub folder within your department in which you want to upload your word/PDF too

**NOTE 2:** - When folder is selected click on the “upload” button on the top left hand corner. You can see this button above folder options

**Note:** - : if the file you’re uploading already exists and the new file has to replace existing make sure the original file on the database is deleted before uploading the new fi. This is to make sure that any other department web pages are automatically updated with this new document

## Appendix 12

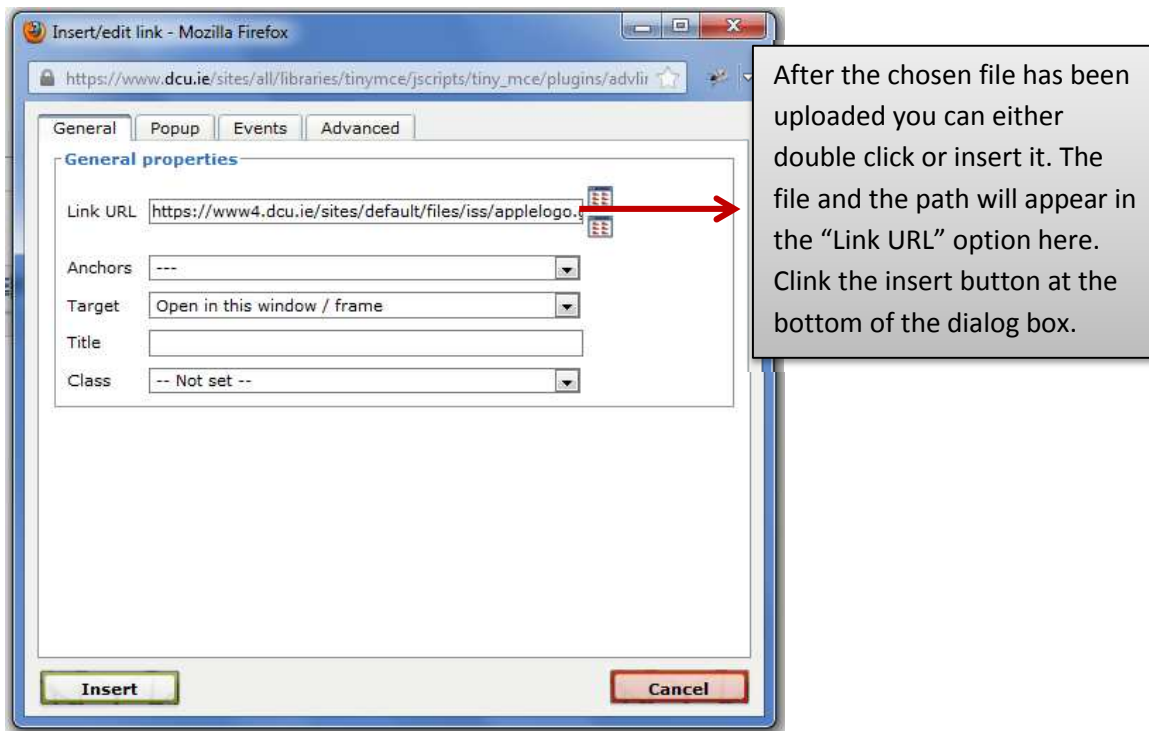
**NOTE 1:** - After you have clicked on the “upload” option, click on the Browse button

This will allow you to upload the file needed from your hard-drive to the webserver where it will be stores

**NOTE 2:** - Once file (*either PDF or Word*) is selected it will appear here. Click on the upload button and close manually by clicking on the “X” button on the top right hand corner of this box

## How to insert a Word or PDF document

### Appendix 13

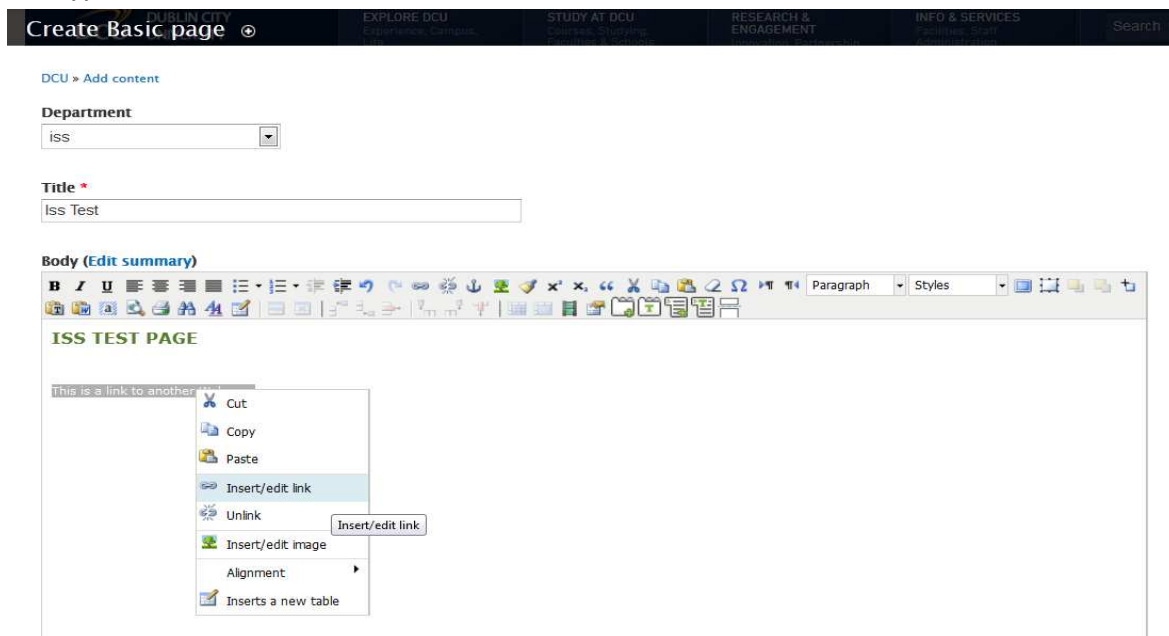


After the chosen file has been uploaded you can either double click or insert it. The file and the path will appear in the “**Link URL**” option here. Click the insert button at the bottom of the dialog box. You will then be brought back to the webpage you’re working on scroll down to the bottom and save. Your word or PDF link is now live

## How to insert a hyperlink to another webpage

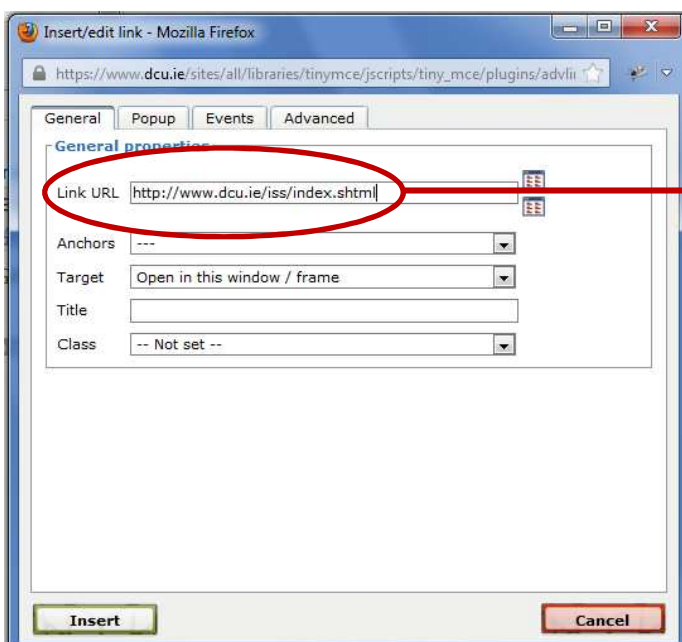
Similar to inserting a link to a PDF / Word document you highlight the sentence you wish to link from, either right click or use the “insert edit link” from the toolbar. See *appendix 14*

### Appendix 14



After clicking “insert edit link” the dialog box will pop open. You then insert the URL or web link of you chosen site into the “Link URL” option. See *Appendix 15*.

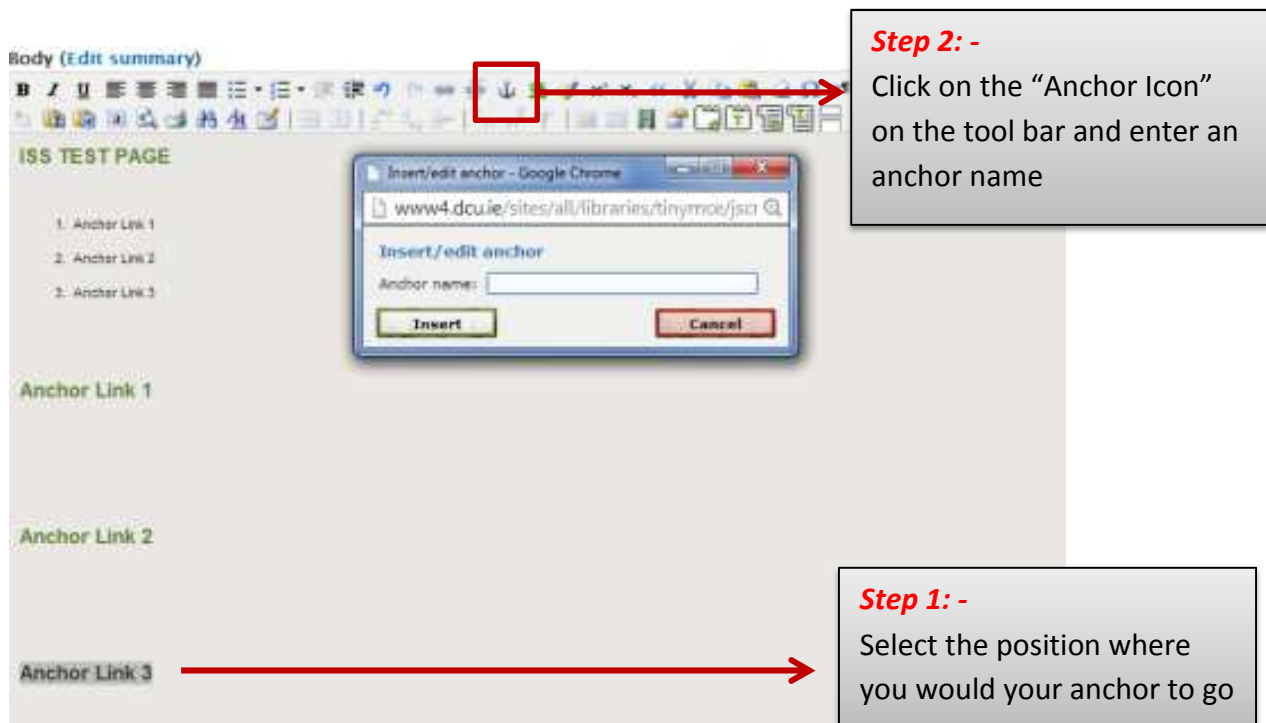
### Appendix 15.



For example if I wanted to link to either another page within my department or a YouTube video I simply either type or copy the URL or web address link into the “Link URL” option. Example of a URL web address is  
***“http://www.dcu.ie/iss/index.shtml”***

## How to create an anchor

An Anchor is the visible characters and words that hyperlinks display when linking to another document or location within a document or on the web.



**Step 2: -**  
Click on the “Anchor Icon” on the tool bar and enter an anchor name

**Step 1: -**  
Select the position where you would your anchor to go

**Step 1: -** begin with inserting any or all anchors within your webpage first.

The reason for creating anchors first is because when you make a link reference to these anchors they are all listed in the anchor list.

To create the anchor, place cursor at the beginning of a sentence. Click the anchor icon on the toolbar shown in **Appendix 21** . Give the anchor a name with NO spaces and click insert.

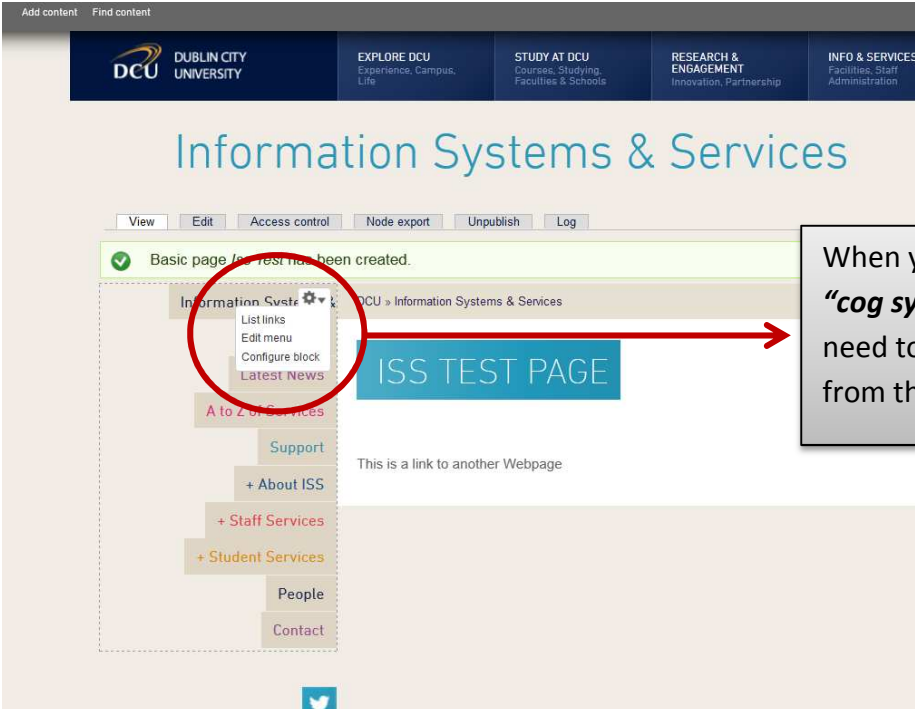
You should see the anchor sign at the beginning of this sentence.

**Step 2: -** create the link to the anchors by highlighting the text you want to link the anchor from. Click on the “insert/edit link” icon on the toolbar. In the “insert/edit link” dialog box there is a drop down option beside the anchor option.

## Adding a link to the left hand menu

The left hand menu is classed as a “Block”. This menu block will appear on the left hand side of all of your department’s webpages. To edit this menu block hover your cursor over the top right of your menu block and click on the “*cog symbol*”, see *Appendix 16*

### Appendix 16



The screenshot shows the DCU website editor interface. At the top, there is a navigation bar with the DCU logo and several menu items: 'EXPLORE DCU', 'STUDY AT DCU', 'RESEARCH & ENGAGEMENT', and 'INFO & SERVICES'. Below this is the main content area with the heading 'Information Systems & Services'. A left-hand menu is visible, containing items like 'A to Z of Services', 'Support', '+ About ISS', '+ Staff Services', '+ Student Services', 'People', and 'Contact'. A red circle highlights the 'List links' option in the dropdown menu that appears when hovering over the top right of the menu block. A red arrow points from this option to a text box on the right that reads: 'When you click on the “cog symbol” you will need to select list links from the drop down menu.'

The list link dialog box will appear with a list of all your departments’ left hand menu links.

At the top you will need to click on “**Add Link**” see *Appendix 17* it will bring you to a page that will allow you to add and configure your new left hand menu link. The two things that need to be configured when adding a new link is **1) Menu link title** and **2) Path**.

- **Menu link** title is simply the name of your left hand menu link. **For example** ISS test page.
- **The path** should be identical to the URL alias you have given your page, i.e. the part after the *http://www.dcu.ie/* part of the address. Or again if you want this link to link to an outside page you just simply copy and paste the URL / Web address into the path section as discussed in How to insert a hyperlink to another webpage page 11 of this document.

## Adding a link to the left hand menu

### Appendix 17

DEU » Administration » Structure » Menus

**+ Add link** → Add Link

MENULINK	ENABLED	OPERATIONS
+ Information Systems & Services	<input checked="" type="checkbox"/>	<a href="#">edit</a>
+ Contact / Map (disabled)	<input type="checkbox"/>	<a href="#">edit</a>
+ Latest News	<input checked="" type="checkbox"/>	<a href="#">edit</a>
+ A to Z of Services	<input checked="" type="checkbox"/>	<a href="#">edit</a>
+ Support	<input checked="" type="checkbox"/>	<a href="#">edit</a>
+ About ISS	<input checked="" type="checkbox"/>	<a href="#">edit</a>
+ Feedback (disabled)	<input type="checkbox"/>	<a href="#">edit</a>
+ ISS Staff List (disabled)	<input type="checkbox"/>	<a href="#">edit</a>
+ ICT Policies & Guidelines	<input checked="" type="checkbox"/>	<a href="#">edit</a>
+ Home	<input checked="" type="checkbox"/>	<a href="#">edit</a>
+ ISS Connected - December 2010 (disabled)	<input type="checkbox"/>	<a href="#">edit</a>

### Appendix 18

**Menu link title \***  
ISS test page  
The text to be used for this link in the menu.

→ Name of your left hand menu link

**Path \***  
test\_page.shtml  
The path for this menu link. This can be an page. Enter "<nonlink>" to generate non-link. URL such as *http://*, *tem*.

→ The Path of your left hand menu link should consist of department name and page name for example **iss/test\_page.shtml**

Enabled  
Menu links that are not enabled will not be visible.

Show as expanded  
If selected and this menu link has children, the menu will always appear expanded.

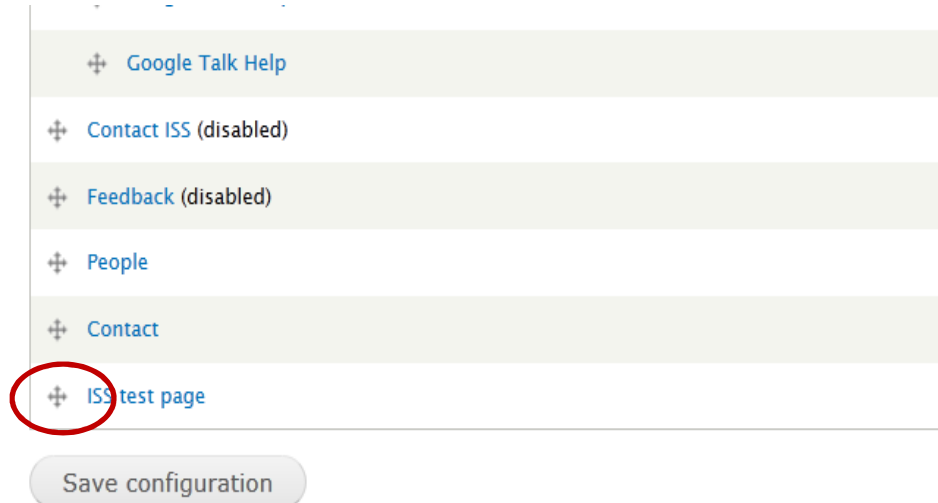
**Parent link**  
<iss-OLD>

The maximum depth for a link and all its children is fixed at 9. Some menu links may not be available as parents if s

## Adding a link to the left hand menu

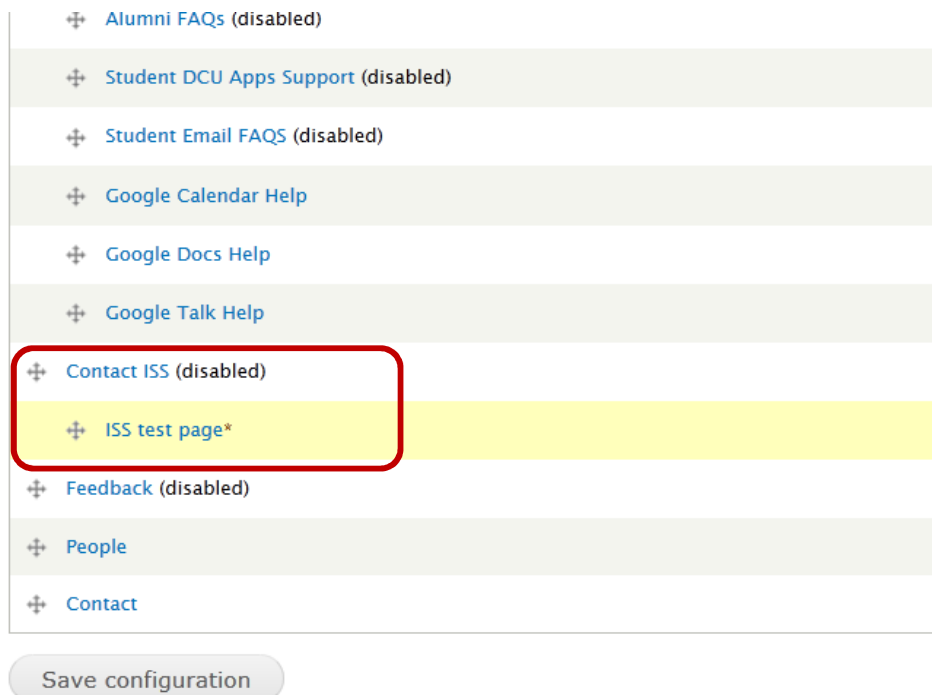
Click on save and you are then brought back to the add link dialog box where you will see your added menu link at the bottom of the list of links

### Appendix 19



To move your menu link to appropriate location simply click on the move icon circled in *Appendix 19* and drag it to the chosen place in your menu structure. See *Appendix 20* once happy with menu link move you then “Save Configuration” and new link will appear within your left hand menu links.

### Appendix 20



## Adding a news article

Creating a **“News Article”** is quite similar to creating a **“Basic Page”** page in Drupal see **appendix 3 page 3**. After clicking on the **Add content** link on the top right corner of your browser window, you should select **News Article** from the dialog box. As you can see in **Appendix 21 & Appendix 22** the following configuration is needed when creating a **“News Article”**

- Title: -
- News Article page Title: - } **What you fill in should be identical in both**
- Image upload
- Article Content
- Department
- URL Path Settings: - **name of department/news/name-of page.shtml for example “iss/news/news-130714.shtml”**

### Appendix 21

The screenshot shows the Drupal News Article creation form with several fields highlighted by red boxes and arrows pointing to callout boxes:

- Title \*** and **News Article Page Title \*** fields are highlighted together, with an arrow pointing to the text: **What you fill in should be identical in both**.
- The **DATE** section, containing **Date** (22/04/2014) and **Time** (11:30) fields, is highlighted with a red box and an arrow pointing to a callout box: **Date and time is automatically set**.
- The **IMAGE** section, containing **Add a new file**, **Upload** and **File browser** options, and a **Browse...** button, is highlighted with a red box and an arrow pointing to a callout box: **Date and time is automatically set**.

Other visible fields include **Image caption**.

News title and News article page title can be set to the same wording. The function of these is that the title appears with image on your main Department news page see **Appendix 23**



# Adding a news article

## Appendix 22

Summary (Hide summary)

Leave blank to use trimmed value of full text as the summary.

**Article Content \***

Text format: HTML

**Department \***  
- Select a value -

Frontpage Slideshow  
The Frontpage Slideshow checkbox is for Communications and Marketing use only.

**VIDEO**  
If a Video is included the article will become a video article

**Video URL**

**Menu settings**  
Not in menu

**URL path settings**  
No alias

**URL alias**

Optionally specify an alternative URL by which this content can be accessed. Add a trailing slash or the URL alias won't work.

**ARTICLE CONTENT**  
*NOTE: - Make sure WYSIWYG editor is selected in the "text format" option.*

**URL Path Setting** *NOTE: - Make sure WYSIWYG editor is selected in the "text format" option.*

As you can see in **Appendix 23** what your news article should look like after it is saved.

## Appendix 23



**IMAGE**  
*NOTE: To avoid distortion Article image must be set at 900 x 370 pixels*

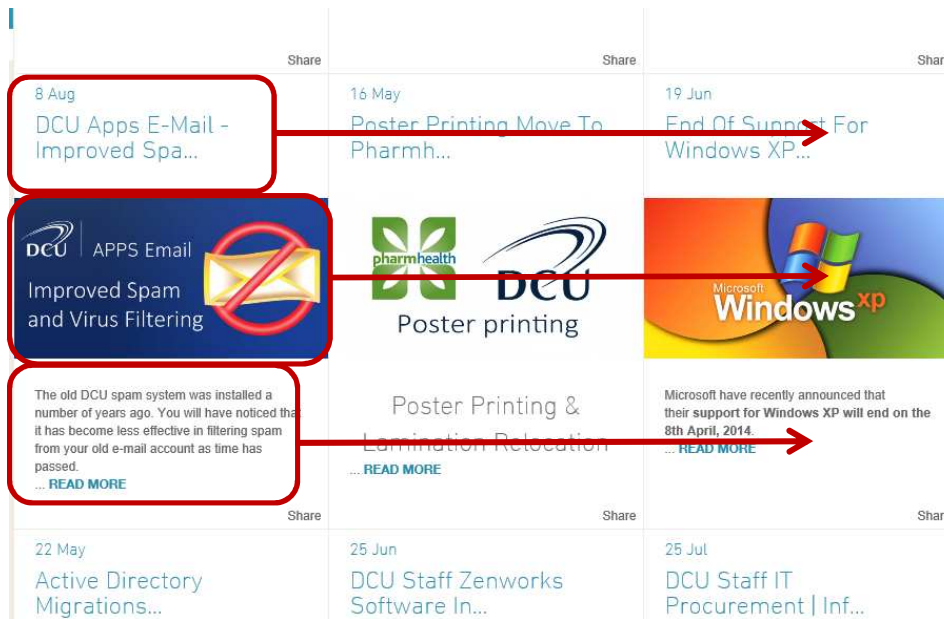
**TITLE**

**ARTICLE CONTENT**

**DATE**

# Adding a news article

## Appendix 24



**After Creating and saving the new news article it should appear like a New Basic page.**

**However clicking on the "news & Events" link of your department's left hand links the page should display like this**

## Testing when configuring a Drupal Web form

Just like adding a “Basic page” goes to add content but choose “web form”

### Appendix 25

Title \*  
ISS Test Web Form | Information Systems & Services

Body (Edit summary)  
ISS Test Web Form:  
Welcome to ISS Test Webform

Path: p  
Disable rich-text

Text format: WYSIWYG Editor

Department \*  
iss

Revision information  
No revision

Printer, email and PDF versions

Custom Breadcrumbs

URL path settings  
Alias: iss/test-web-form.html

URL alias  
iss/test-web-form.html  
Optionally specify an alternative URL by which this content can be accessed. For example, type "about" when on page. Use a relative path and don't add a trailing slash or the URL alias won't work.

As soon as you go to save the web form page in “Appendix 25” you are automatically brought to a new section that will allow you to add the label fields for your form see “Appendix 26”

### Appendix 26

ISS Test Web Form | Information System VIEW EDIT WEBFORM RESULTS ACCESS CONTROL NODE EXPORT UNPUBLISH LOG

DCU | ISS Test Web Form | Information Systems & Services

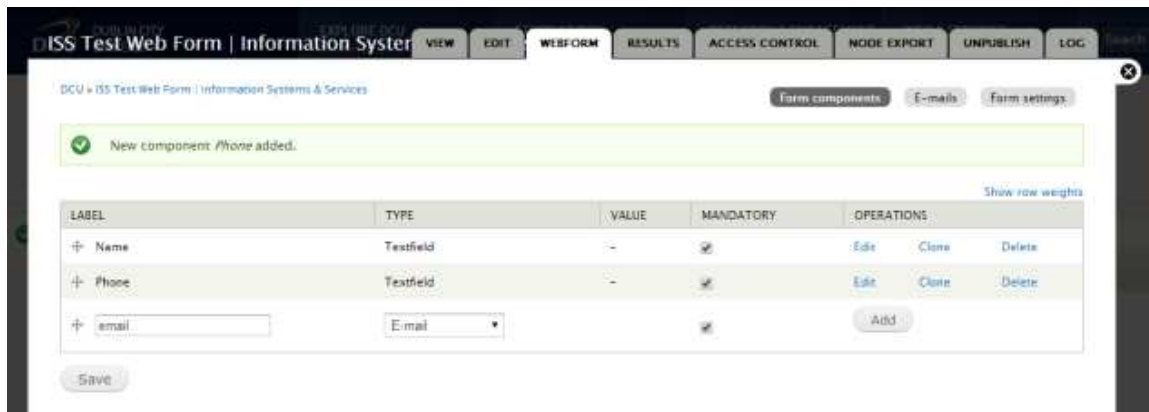
Form components E-mails Form settings

✓ Webform ISS Test Web Form | Information Systems & Services has been created.  
• The new webform ISS Test Web Form | Information Systems & Services has been created. Add new fields to your webform with the form below.

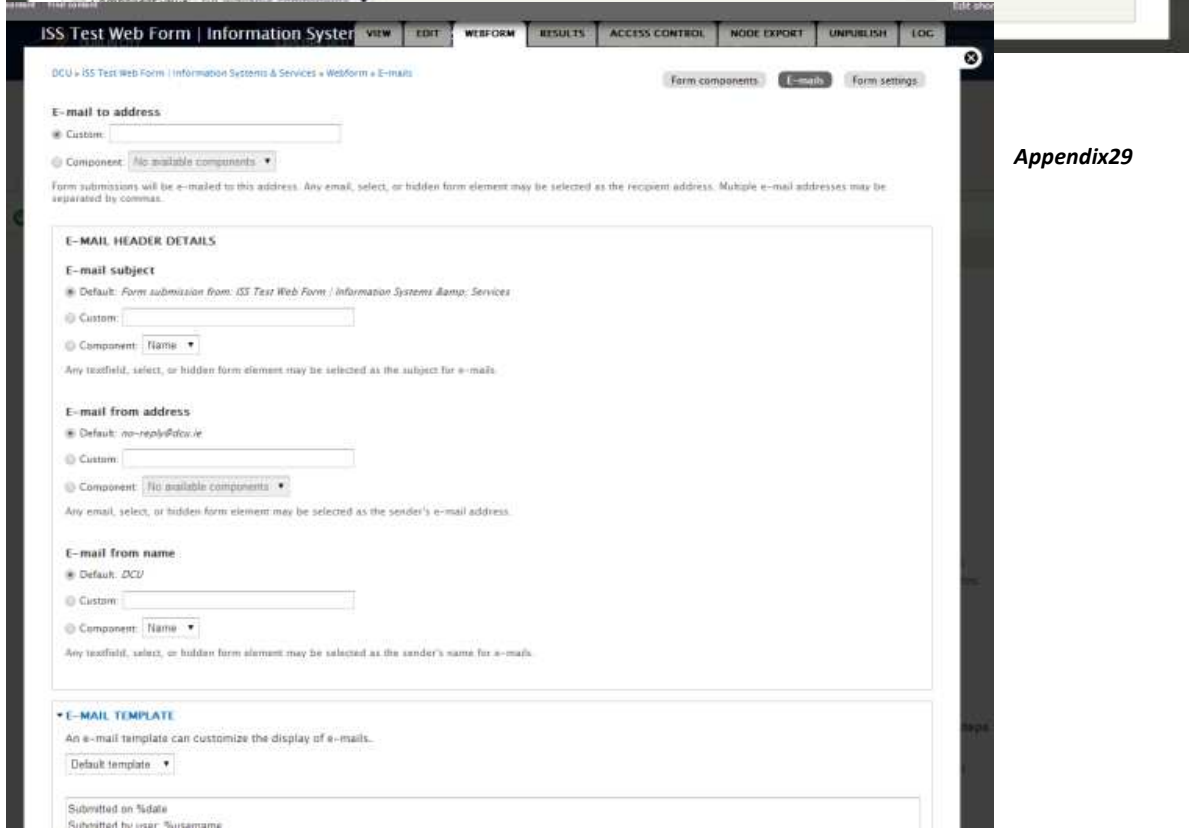
Show row weights

LABEL	TYPE	VALUE	MANDATORY	OPERATIONS
No Components, add a component below.				
+ New component name	Textfield			Add

Appendix 27



Appendix 28



Appendix 29

Appendix30

The screenshot displays the configuration page for an ISS Test Web Form. At the top, a navigation bar includes tabs for VIEW, EDIT, WEBFORM, RESULTS, ACCESS CONTROL, NODE EXPORT, UNPUBLISH, and LOG. Below the navigation bar, the page title is 'ISS Test Web Form | Information System' and the breadcrumb is 'DCU > ISS Test Web Form | Information Systems & Services > Webform'. There are three buttons: 'Form components', 'E-mails', and 'Form settings'. The main content area is titled 'SUBMISSION SETTINGS' and contains several sections:

- Confirmation message:** A large text area for entering a message to be shown upon successful submission.
- Text format:** A dropdown menu currently set to 'Javascript'. A link 'More information about text formats' is available.
- Message to be shown upon successful submission:** A note stating that if the redirection location is set to 'Confirmation page', the message will be shown on its own page; otherwise, it displays as a message.
- Redirection location:** Three radio button options: 'Confirmation page' (selected), 'Custom URL:' (with an input field), and 'No redirect (reload current page)'. A note below states: 'Choose where to redirect the user upon successful submission. The Custom URL option supports Webform token replacements.'
- TOKEN VALUES:** A section for defining token replacements.
- Total submissions limit:** Two radio button options: 'Unlimited' (selected) and 'Limit to' (with an input field for 'total submission(s)' and a dropdown for 'ever'). A note below says: 'Limit the total number of allowed submissions.'
- Per user submission limit:** Two radio button options: 'Unlimited' (selected) and 'Limit each user to' (with an input field for 'submission(s)' and a dropdown for 'ever'). A note below says: 'Limit the number of submissions per user. A user is identified by their user login if logged-in, or by their IP Address and Cookie if anonymous. Use of cookies may be modified in the global Webform settings.'

## Testing when configuring a Drupal Web form

### Result / outcome

Can the user

#### [Appendix 26](#)

Automatically directed to the label fields section after saving the web form page?

Can each of the fields be selected and configured for examples can the user select

- Date (Date can be selected from a drop down box)
- Email (when selected has to be configured) [Appendix27](#)

After adding and configuring the following components in the email label the form owner and the user filling out the form should receive the following

- E-mail to address
- E-mail subject
- E-mail from address
- E-mail from name
- Confirmation message
- Redirection location
- Feildset (can be made collapsible)
- File
- Grid
- Hidden
- Markup (can this be configured as a sentence field with no label)
- Number
- Pagebreak
- Selected options (can be configured as radio buttons or multiple choice)
- Textarea (can this be configured as an area where multiple sentences can be typed)
- Textfeild (single sentence typed here)
- Time (can the user configure time label so that time can be selected with either a 12 hour or 24 hour clock)

## Testing when configuring a Drupal Web form

### Email field

#### [Appendix 29](#)

After adding and configuring the following components in the email label the form owner and the user filling out the form should receive the following

- E-mail to address
- E-mail subject
- E-mail from address
- E-mail from name
- Confirmation message
- Redirection location