Drupal Content Management Guide

Logging in

- Go to "www.yoursitename.ucsb.edu/dashboard" to access the login screen.
- Enter your username and password to log in.
- If you receive a message stating that your username or password is unrecognized, please verify that you have spelled both correctly (they are case sensitive).
- If you still have issues signing in, please contact help@lsit.ucsb.edu.

Working With Large Text Boxes for Content Types

Linking Text

- To link a specific piece of text to another web address, highlight the portion you want linked and then press the "link" button near the top middle of the editor (This button looks like the earth with a chain around it).
- You will be prompted to enter the desired URL. Once you enter the URL, click "OK" and your text will be linked.

Adding an Image

- To add an image in the editor, place the cursor at the desired location for the image and click the "Image" button near the top middle of the editor, next to the flag icon.
- When the prompt appears, click "browse server" and the file database will pop up.
- If you have already uploaded the image, locate its file in the database and select it.
- If you have not yet uploaded the image, click the "Upload" button in the top left corner and proceed to select the image from its location on your computer. Hit "upload" once you have located your image, it will be added to the database.
- Select your photo from the database, press "OK" and it will be added to the text box.

Removing Formatting

- To remove formatting from a text field, highlight the text you wish to modify and click the "Remove Format" button. It looks like an eraser. This removes all formatting from the highlighted text, including italics, typeface, size, and indentation.

"People" Page Content

People Pages

- Click the "People" link at the top of your site. Find the entry you would like to edit.
- Click on the name of the entry and you will be taken to its individual page.
- Click the "edit" tab above the photo, if there is a photo, to edit the entry.
- Click "save" at the bottom to save your changes.

People Edit Fields

- Biography
    - **First Name and Last Name** – First name and last name are both required fields, located at the top of the edit pane. Profiles will appear in alphabetical order by last name.
    - **Category** – Choose a category from the list of check boxes. Profiles with multiple boxes marked will be listed in each category marked.
    - **Affiliation** – You can use the affiliation field to specify a title or position, such as: student, professor, business officer, etc. If you wish to use multiple affiliations, you can separate them with commas.
    - **Photo** – Click "Choose File', to add a profile photo. A window will open, prompting you to choose a photo. Select a photo, click "Upload". After it is uploaded, you can fill in the "Alternate Text" and "Title" fields. The Alternate Text field is displayed to screen readers and when the image cannot be loaded. The Title field text displays when you hover your mouse over the image.
    - **Specialization** – This field can be used to add a specialization or emphasis, such as "microbiology", "plate tectonics", or "East Asian Religions".
    - **Education** – You can use this space to list previous and current education, including academic degrees, or schools and universities attended.
    - **Bio** – Use this field to add information about you. You can add information on extracurricular activities, interests, or whatever else you wish to add.
    - **Research** – The Research field can be used to list information about past and current research interests and emphases.
    - **Projects** – This area is available for information about past or current research projects and project interests.
    - **Publications** – If you have published books, articles, journals, etc.; list them here.
    - **Courses** – You can list courses that you teach here. This field may be useful for Professors, Lecturers, TAs, etc.
- Contact Information
    - **Office Location** – If you have an office, provide that information here. To add another location, click "Add another item", under the text field.
    - **Office Hours** – If you offer office hours, list them here. To add more times, click the "Add another item" box under the text field.
    - **Contact Phone** – Here, you can list contact phone or fax numbers.
    - **Contact Email** – This field is for your primary email contact address. Only one email can be used for this field.
- Additional Information
    - **Curriculum Vitae** – If you would like to upload a CV, click "Choose File" under "Curriculum Vitae", and choose a file in the window that opens. Once you have selected a file, click "Upload". After uploading the file, you can optionally add a description.
    - **Website** – The website description includes two fields: Title and URL. The title field determines how the link is displayed on your profile. The URL field is where you provide the link to your research or personal website.