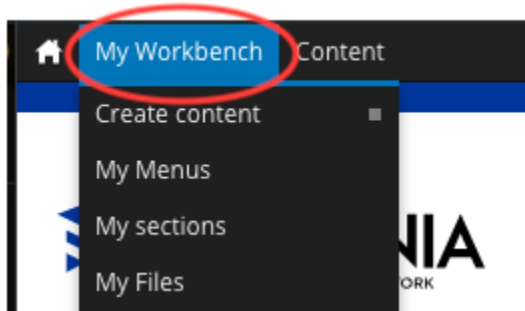


Drupal: Editing an Office

1. Click on My Workbench in the top left menu.



2. Click on "All Recent Content".

A screenshot of the Drupal 'My Workbench' page. The 'All Recent Content' link is highlighted with a red circle. The page shows a navigation bar with 'My content', 'Create content', 'My Menus', 'My sections', 'My Files', and 'My draft'. Below the navigation bar, there are sections for 'My Profile', 'My Edits', and 'Recent Content'. The 'My Edits' section shows a message: 'You haven't created or edited any co'. The 'Recent Content' section contains a table with two rows of content.

Title	Section	Type	Node
Cathy and Jesse Marion Art Gallery	art-gallery	Basic Page	85536
Marion Gallery Current Exhibition	art-gallery	Basic Page	31871

3. Select Type "Office" then click the green Apply button to only show your Office block in the Workbench list of web pages.

The screenshot shows the 'All Recent Content' page. At the top, there is a navigation bar with 'My Workbench' and 'Content'. Below that, a breadcrumb trail reads 'Home > Administration > My Workbench'. The main heading is 'All Recent Content'. A secondary navigation bar includes 'My content', 'Create content', 'My Menus', 'My sections', 'My Files', 'My drafts', and 'Needs review'. Under 'My Edits', 'All Recent Content' is selected. The main content area has several filters: 'Title' (text input), 'Type' (dropdown menu with 'Office' selected), 'Published' (dropdown menu with '- Any -'), 'Sections' (dropdown menu with 'art-gallery'), and 'Items per page' (dropdown menu with '300'). There are 'Apply' and 'Reset' buttons. The 'Apply' button is circled in red. Below the filters is a table with the following columns: 'Title', 'Section', 'Type', 'Node', 'Author', 'Last updated', 'Is Published?', and 'Edit'. The table contains one row: 'Cathy and Jesse Marion Art Gallery', 'art-gallery', 'Office', '15556', 'rackerb', '4 weeks 18 hours ago', 'Yes', and 'edit'. A red arrow points to the 'Office' type in the table.

4. Click the blue [edit](#) link next to the Office.

Title	Section	Type	Node	Author	Last updated	Is Published?	Edit
Cathy and Jesse Marion Art Gallery	art-gallery	Office	15556	rackerb	4 weeks 18 hours ago	Yes	edit

5. You can then edit the office like you would a web page. You can change things like address, office hours, and phone number.

Edit Office Cathy and Jesse Marion Art Gallery

View draft **Edit draft** Moderate

- ✔ This document is now locked against simultaneous editing.
- Your lock will be considered stale and up for grabs in 30 min.

Section: *art-gallery*
Status: *New draft from current revision*
Actions:

Office Name *

Cathy and Jesse Marion Art Gallery

Introduction *

Cathy and Jesse Marion Art Gallery

Address #1 *

Michael C. Rockefeller Arts Center

Address #2

Symphony Circle

Company/Institution

State University of New York at Fredonia

City, State ZIP

Fredonia, NY 14063

[Hide row weights](#)

Phone *	Order
<input type="text" value="(716) 673-4897"/>	0 ▾
<input type="text"/>	1 ▾

Use the format XXX-XXX-XXXX.

[Add another item](#)

[Hide row weights](#)

Email *	Order
<input type="text" value="Barbara.Racker@fredonia.edu"/>	0 ▾
<input type="text"/>	1 ▾

[Add another item](#)

[Hide row weights](#)

Hours	Order
<input type="text"/>	0 ▾

[Add another item](#)

6. Click **Save & Preview**, then Publish (or you can skip Save & Preview and just click **Publish**).

7. Go to one of your department website pages to see the office updates appear under the left site menu.


Cathy and Jesse Marion Art Gallery


The Cathy and Jesse Marion Art Gallery in the Michael C. Rockefeller Arts Center is an educational and cultural institution dedicated to exhibiting and interpreting modern and contemporary art. Gallery programs embrace Fredonia's mission to enrich audiences through scholarship, artistic expression, and community engagement.


The Marion Art Gallery features group and solo exhibitions by regionally to internationally renowned artists. Catalogs accompany major exhibitions. Programming includes gallery talks, lectures, workshops, and seminars by artists and scholars. The Marion Art Gallery also educates and inspires students through invaluable experiential opportunities, a biennial art student showcase, and three annual senior thesis exhibitions. The Emmitt Christian Gallery features self-curated three-person exhibitions of student work; exhibitions are rotated every two weeks during the academic year.

Subscribe to our mailing list

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8. When you finish editing, press Save & Preview, and then press Publish.