Drupal: START HERE to edit your website

- Learn how to use Drupal to edit and publish web pages.
- The short link for this ANSWERS page is fredonia.edu/drupal.

Requirements

- Drupal Web Publishers must attend a Drupal Basics training.
- At the Drupal training, Web Publishers are granted access to create and edit web pages for their department website.
- Send requests for Drupal training to webrequest@fredonia.edu.

Log into Drupal

Users who have received Drupal training may log into their website to make changes using the Drupal link in the page footer.

Edit a Webpage

Create a New Draft of a page, save your changes, then publish them.
Drupal Layout & Editing Page Elements

Here are the major areas of the web page.

My Workbench
Start here to edit menus, upload files, and manage your site.

Your Username

Log out of Drupal

New Draft
Click to edit page.

Moderate
Click to review previous versions of this page and revert to another version if needed.

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The Department of Visual Arts and New Media provides a balanced, comprehensive undergraduate program in the practice, theory, and history of the visual arts and new media. Visual Arts and New Media is an accredited institutional member of the National Association of Schools of Art and Design.
How to edit each part of a Drupal web page

A. Page URL: To edit the Page URL, log into Drupal, edit the URL Path Settings > URL Alias field. See: https://answers.fredonia.edu/x/xQEHAQ
B. Top Nav Menu: To request a change to the site-wide Top Nav Menu, send an email to webrequest@fredonia.edu.

C. Hero Image: To edit the Hero Photo image for your site, log into Drupal and edit the page. See: https://answers.fredonia.edu/x/oQiHAQ

D. Page Title: To edit the Page Title, log into Drupal and edit the Page Title field. See: https://answers.fredonia.edu/x/_gAHAQ

E. Intro Text: To add or edit Intro Text, log into Drupal, edit the Intro Text section of the page. See: https://answers.fredonia.edu/x/_gAHAQ

F. Site Navigation Menu: To add or edit an Site Menu, log into Drupal, and choose My Workbench > My Menus. Click the name of the menu to edit. See: https://answers.fredonia.edu/x/vAiHAQ

G. Page Content (Body): To add or edit the main content, log into Drupal and edit the Body section of the page. See: https://answers.fredonia.edu/x/_gAHAQ

H. Office: To add or edit an Office, log into Drupal, and follow these steps to change the content of the Office. See: https://answers.fredonia.edu/x/rwIHAQ

I. Accordion: To add or edit an accordion, log into Drupal, and follow these steps: https://answers.fredonia.edu/x/2wEHAQ

J. Calls to Action (CTAs): To hide or show the CTA links block, see https://answers.fredonia.edu/x/0wA6Ag

K. Footer: To request a change to the text or link that appears in the site-wide Footer, send an email to webrequest@fredonia.edu.

L. Drupal Login: Click the Login in the lower left of the page Footer to access Drupal tools. See: https://answers.fredonia.edu/x/FYEg

M. Statistics: To add a Statistics block to your page, see: https://answers.fredonia.edu/x/9AA6Ag

N. W1, W2, W3. Page Widgets: To add a page widget, see: https://answers.fredonia.edu/x/ywA6Ag

Site Search Results: To request a change to the search results for a specific Fredonia page for a search term, send an email to webrequest@fredonia.edu with the details of the page and the change you want. The Web Team can make some minor adjustments to site search results.

Editing a Drupal Page:

These are the page editing fields available when a Drupal user clicks New Draft or Edit Draft.
A. **Page URL**: To edit the Page URL, log into Drupal, edit the **URL Path Settings > URL Alias** field. See: [https://answers.fredonia.edu/x/xQEHAQ](https://answers.fredonia.edu/x/xQEHAQ)

C. **Hero Image**: To edit the Hero Photo image for your site, log into Drupal and edit the page. See: [https://answers.fredonia.edu/x/oQIHAQ](https://answers.fredonia.edu/x/oQIHAQ)

D. **Page Title**: To edit the Page Title, log into Drupal and edit the **Page Title** field. See: [https://answers.fredonia.edu/x/_gAHAQ](https://answers.fredonia.edu/x/_gAHAQ)

E. **Intro Text**: To add or edit Intro Text, log into Drupal, edit the Intro Text section of the page. See: [https://answers.fredonia.edu/x/_gAHAQ](https://answers.fredonia.edu/x/_gAHAQ)

G. **Page Content (Body)**: To add or edit the main content, log into Drupal and edit the **Body** section of the page. See: [https://answers.fredonia.edu/x/_gAHAQ](https://answers.fredonia.edu/x/_gAHAQ)

I. **Accordion**: To add or edit an accordion, log into Drupal, and follow these steps: [https://answers.fredonia.edu/x/2wEHAQ](https://answers.fredonia.edu/x/2wEHAQ)

L. **Calls to Action (CTAs)**: To hide or show the CTA links block, see [https://answers.fredonia.edu/x/0wA6Ag](https://answers.fredonia.edu/x/0wA6Ag)

S. **Statistics**: To add a Statistics block to your page, see: [https://answers.fredonia.edu/x/9AA6Ag](https://answers.fredonia.edu/x/9AA6Ag)

W1, W2, W3. **Page Widgets**: To add a page widget, see: [https://answers.fredonia.edu/x/ywA6Ag](https://answers.fredonia.edu/x/ywA6Ag)