Drupal State Agency Websites
Documentation

Index

Request a new User Account

The web coordinator (or person in charge of the website) has to send an email to InforME (creative@informe.org) with the website URL, full name and email address of the person that needs a new user account, and the user role this person should get.

Reset Password

Please use the "Forgot Password" link that will show after you entered the password wrong. *(While your website is still in development, email creative@informe.org for a password reset)*

Log-in

To log in to your website admin, go to the homepage of your website and add **/user/login** at the end of the URL. This will bring you to your log-in screen.

Example: https://www.maine.gov/corrections/**user/login**

Admin Overview

Once you are logged into your admin, you will see your admin bar at the top of the browser window.

Note:

- Depending on your user role and permissions, you might see more/less options in the admin bar.
- Only users that are logged into the admin see this bar. It is not visible to website visitors.

Depending on your tasks and user role, you will only need the "Content" and "Structure" sections of the admin to maintain your website.

Content Section

Go to "Content" for all content related changes/updates of your website.

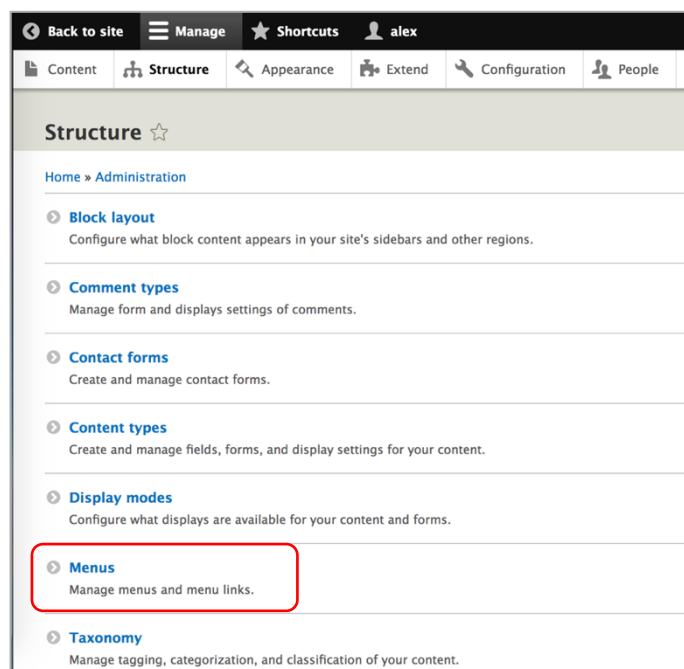Here you will find a list of all pages, images and files/documents of your website.

To **find specific content**, you can use the filter option at the top of the page:

Title	Content type	Published status	Language
	– Any –	– Any –	– Any –

Filter

Structure Section

In this section you create/update the menus of your website. Depending on your user role, you might not have access to this section.

The most relevant part in this section is the "Menus" section.

Create a new Page

To create a new page

1. go to the "Content" tab in your admin bar and then
2. click the blue "+ Add Content" button at the top: `+ Add content`

On the next screen you can choose which page template you want to use. *(Unless your website had some special templates created by InforME, you will most likely only see "Home Page" and "Basic Page Template")*

3. Select "Basic Page Template" ($\rightarrow$ used for all pages of your website, except the homepage)

Add content ☆

Home » Node

Home Page
This template is used for home pages, it will not display a title, and has only one content area

Basic Template Page
If you would like a two column page to be displayed leave the Right Hand Column Contents Field empty. If you would like a three column page to be displayed then place content into the right hand column content field.

On the next screen:

4. Enter the page title
5. Enter the page content in the "Body" field
6. If your page has a right sidebar, enter that content into the "Right Sidebar Content" field
7. You can preview the page by clicking "Preview".
8. Before you save/publish your page you need to create an URL path for the page (see next section in this documentation)
9. To publish the page, select "Published" and click "Save".
10. To save the page without immediately publishing it, uncheck "Published" before saving.

Create the URL Path

Important: You have to create a URL for every page you create, or else Drupal generates a generic URL like https://www.maine.gov/corrections/**node/32/** which is not ideal.

After entering your page's content, find the "URL Path Settings" section in the right column:

URL PATH SETTINGS

URL alias

/state

Specify an alternative path by which this data can be accessed. For example, type "/about" when writing an about page.

If you want your About page to live at https://www.maine.gov/corrections**/about** you have to enter **/about** (or whatever the name of your page is)

If you have a contact page that should live in the About section of your website, you'd enter **/about/contact** so the URL of the page would be https://www.maine.gov/corrections**/about/contact**

Edit a Page

There are two ways to edit a page:

1. Go to the "Content" tab in your admin bar and find the page you want to edit and click the "Edit" button on the far right.

   or

2. Navigate to the page on your website, hover over the main content with your mouse and click the little pencil icon that appears at the top right of the content. Click "Edit". **Note:** The pencil icon will only appear when you are logged into your admin.

Community Stories

Susan Corbett: Improving Business and Medicine in Machias and Beyond

When Susan Corbett moved her medical billing business to Jonesport in 1998, she had a problem. Her internet-intensive business needed more access at higher speeds than available. "Why can't we do this ourselves?" she asked. Today, she owns Axiom Technologies, a local telecommunications company supported with ConnectME funding, that began in 2005 to provide wireless, high-speed broadband service over a 2500-mile stretch of Downeast Maine

On the edit screen, make your content changes and click "Save". The changes will now show up on your website.

Revisions

In case you need to undo changes, you have made to a page, you can revert back to an older version of the page. To do this

1. Go to the "Content" tab in your admin bar and find the page you want to edit and click the "Edit" button on the far right.

   or

2. Navigate to the page on your website, hover over the main content with your mouse and click the little pencil icon that appears at the top right of the content. Click "Edit". **Note:** The pencil icon will only appear when you are logged into your admin.

At the top, click on the "Revisions" tab and then select the version you want to revert back to. You can preview the revision by clicking on its date.

Un-publish a Page

Drupal gives you the option to un-publish a page. Reasons for this might be:

- you haven't completed the page yet and want to finish it at a later time
- the page shouldn't be public at the moment but should be made public again in the future

There are two ways to un-publish a page:

1. Go to the "Content" tab in your admin bar and find the page you want to un-publish and click the "Edit" button on the far right.

   or

2. Navigate to the page on your website, hover over the main content with your mouse and click the little pencil icon that appears at the top right of the content. Click "Edit". **Note:** The pencil icon will only appear when you are logged into your admin.

On the next screen, scroll all the way down and uncheck "Published" and save the page. The page won't be visible on your website anymore and you have to navigate to it in the "Content" section in your admin if you want to work on it or publish it again.

Scheduled Publishing/Un-Publishing

SCHEDULING OPTIONS

Publish on

mm / dd / yyyy   -- : -- : -- --

Enter a date and time. Leave the date blank for no scheduled publishing.

Unpublish on

mm / dd / yyyy   -- : -- : -- --

Enter a date and time. Leave the date blank for no scheduled unpublishing.

URL PATH SETTINGS

AUTHORING INFORMATION

If you wish to schedule the publishing or un-publishing of a specific page, you can do so by entering the date and time of when you want to publish or un-publish the page in the right sidebar under "Scheduling Options".
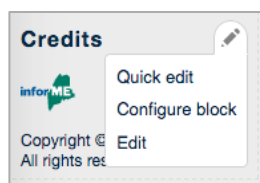
Delete a Page

Depending on your user role, you may or may not be able to delete content from the website. If you have permissions to delete a page, there are two ways to delete a page:

1. Go to the "Content" tab in your admin bar and find the page you want to delete and select "Delete" from the dropdown button on the far right (by default it says Edit)

   or

2. Navigate to the page on your website, hover over the main content with your mouse and click the little pencil icon that appears at the top right of the content. Click "Delete". **Note:** The pencil icon will only appear when you are logged into your admin.

You will be asked to confirm that you want to delete the page.

Important: Once you delete a page, it **cannot** be recovered!

Edit Footer

Credits

inforME

Quick edit

Configure block

Copyright ©   Edit

All rights res

To edit any of the footer content, hover over the footer column you'd like to edit and click on the little pencil icon that appears. **Note:** The pencil icon will only appear when you are logged into your admin.

Click either "Quick Edit" to edit the content on the page or "Edit" to edit the content in the backend/admin. Make sure to save your changes.
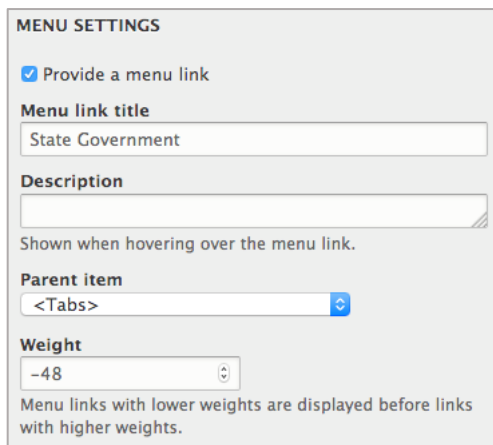
Menus

Depending on your user role, you might not have permissions to edit your website's menus.

Add page to Menu

There are two ways to add a page to a menu:

1. When you create a page, you can add the page to a menu by checking "Provide a Menu Link" in the right sidebar under the Menu Settings:

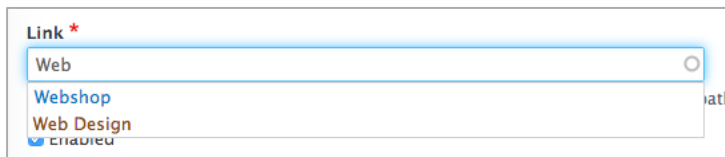**Menu link title:** Title that will show up in the menu

Description: Leave blank

Parent item: Menu you want to add the page to

Weight: Determines the position of the link in the menu. Lower weight means the link will show up further down.

2. Go to "Structure" → "Menus" and click on the "Edit Menu" button of the menu you want to update.

   On the next screen click the blue "Add link" button. Enter the Menu link title. In the Link field, start typing the title of the page you are trying to add, and Drupal should automatically find it for you.
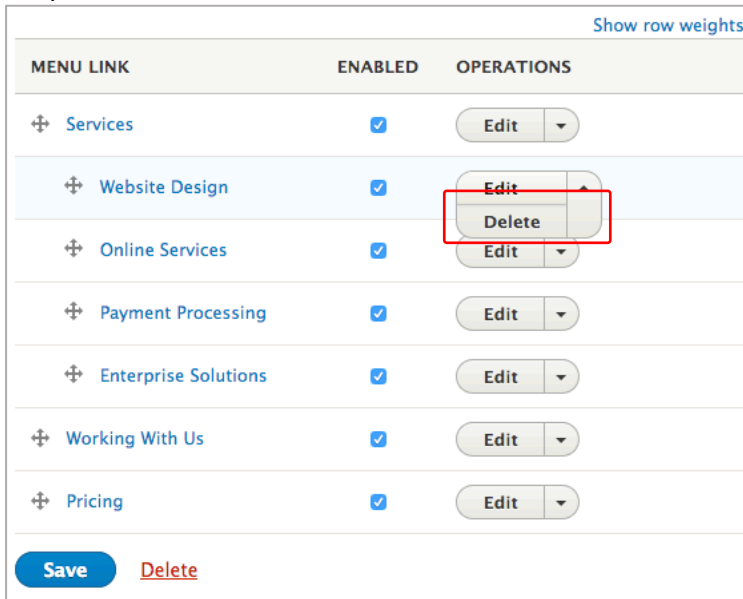

   You don't have to enter the weight because once you added the link to the menu you can drag and drop the link to the position in the menu you want it to have.

   Save the menu!

Remove page from Menu

To remove a page link from a menu, go to "Structure" → "Menus" and click on the "Edit Menu" button of the menu you want to update.

On the next screen, find the page link you want to remove and select "Delete" from the "Edit" drop down button.
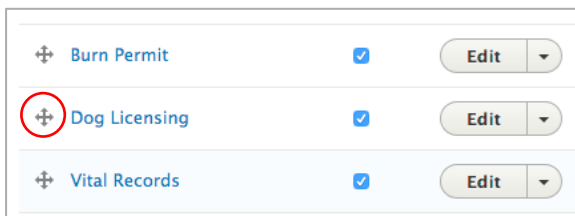

Link Position in Menu

You can position a link in a menu by dragging and dropping it in the Menu admin.

Go to "Structure" → "Menus" and click on the "Edit Menu" button of the menu you want to update.

On the next screen, drag the link by the cross arrow and drop it where you want it to appear in the menu. Make sure to save the menu afterwards or else your changes won't show up on the website.
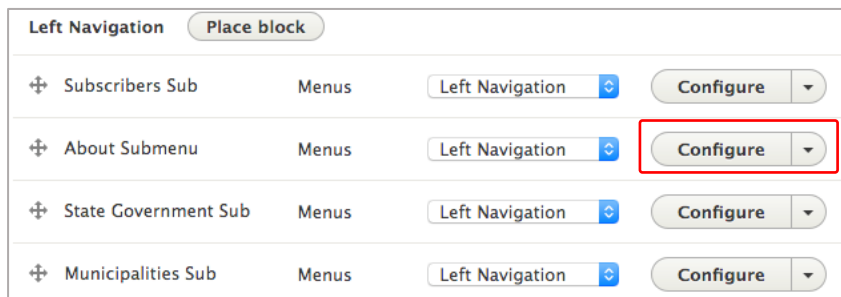
rev. 7/2018

Display Menu in certain section

You can tell Drupal to display a menu on certain pages or in a certain section of your website.

For example, the left menu with the sub-pages of your About section should only show up in the About section of your website.

To do this, go to "Structure" → "Block Layout" and find your menu under "Left Navigation" headline. Then click "Configure":

On the next screen, go to "Pages" under "Visibility". Here you have to tell Drupal on what pages to display your menu. In the example below, we tell Drupal to display the menu on the about page (/about) and on all pages that live under about (/about/*).

Click "Save Block" when you are done.

Tips

How to upload and link to a document (PDF, Word, etc.)

To add a document to your content, highlight the text you want to be the link and then click the upright paperclip:

If you like to link to a document that you have previously uploaded, highlight the text you want to be the link and then click the link symbol with the little plus:
In the pop-up window, start typing the name of the document
and select the correct file from the list that drops down, then click save.

List of all uploaded files/documents

You can view a list of all of your uploaded files under the File tab in the Content section of your admin. To view a file, just click on the name of the file.

How to get the URL of an uploaded file

Go to the "Files" tab in the content section of your admin and right click on the file name link, then click "Copy link location".

Clear text format

If the page content you copied and pasted from Word looks different (font, size, color, etc.), highlight the text and click the little T_x button to remove all formatting. Copying text from Word sometimes brings over also Word's formatting which can mess up your content's styling.

Body

B I S x² x₂ I_x ≡ ≡ ≡ | ⇥ ⇤ ⚑ | ≔ ≔ | ⏀ '' ▣ ⊞ ≡ | Format ▾ | ⎙ ⟨⟩ Source