

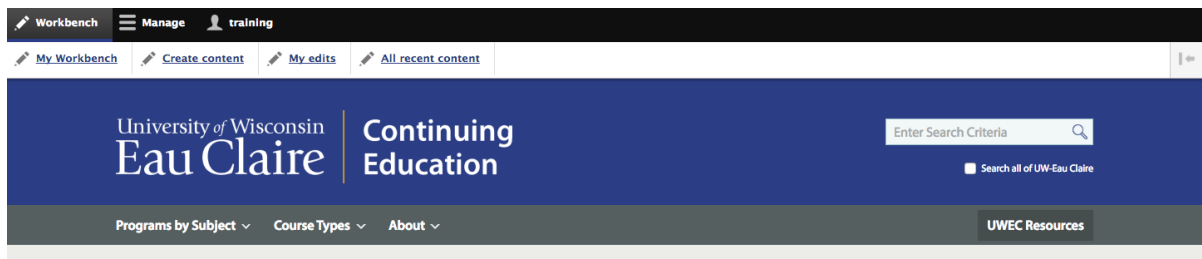
Drupal (CE): Editing the Homepage

Last Modified on 04/19/2022 2:44 pm CDT

1. Login to Drupal (CE)

NOTE: Your Drupal credentials are different than your UWEC credentials. If you're not sure whether you have access to Drupal, please contact the Help Desk.

2. Click **Workbench** and select **All Recent Content** from the navigation menu



3. Search for the desired content, for example the page titled "Home."

A screenshot of the Drupal search results page. It shows a search form with fields for 'Title', 'Type', 'Published', and 'Items per page'. The 'Type' field is set to 'Basic page', 'Published' is set to '- Any -', and 'Items per page' is set to '25'. An 'Apply' button is highlighted with a yellow border. Below the search form, a table displays search results. The table has columns for 'Title', 'Type', 'Published', 'Author', 'Last updated', and 'Actions'. The first row shows a result with a blurred title, 'Basic page' type, 'Yes' published status, 'admin' author, and '1 week 2 days ago' last updated date. An 'edit' link is visible in the 'Actions' column.

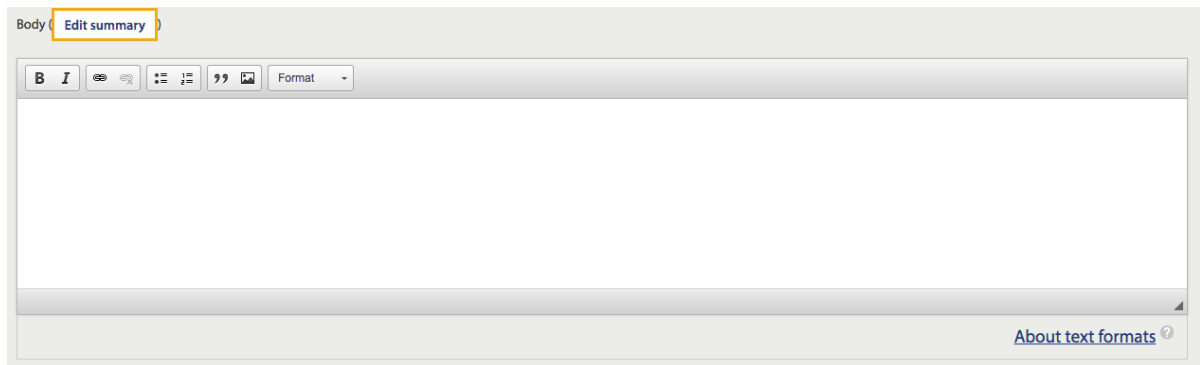
4. (Optional) You can upload a *Lede Image*.

NOTE: The lede image should be an ultra-wide crop, ideally a campus beauty shot, to best fit the available background space on the page.

A screenshot of the Drupal Lede Image upload form. It features a 'Title' field at the top. Below it is a 'Lede image' section with a 'Choose File' button and the text 'No file chosen'. An 'Upload' button is highlighted with a yellow border. Below the upload section, there is a 'Lede image.' label and instructions: 'One file only.', '256 MB limit.', and 'Allowed types: png gif jpg jpeg.'

5. Click **Edit Summary** to edit the optional summary.

NOTE: The meta description is pulled from the summary. If left blank, the optional summary will trim the full text of the body field.



6. Edit the body of the page. On the homepage, this section controls the blue "featured program" bar. This section can include headings and other basic formatting.

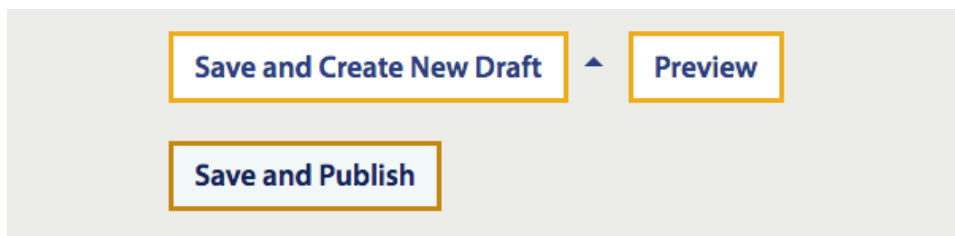
NOTE: Features to add specialty headings and button styles will be coming Spring 2017.



7. Click **Save and Publish** to publish the page immediately;

OR

Click **Save and Create New Draft** to create a draft and publish the page later.



Still need help?

If you have questions related to this article, please contact the LTS Help Desk at [715-836-5711](tel:715-836-5711) or helpdesk@uwec.edu.

