

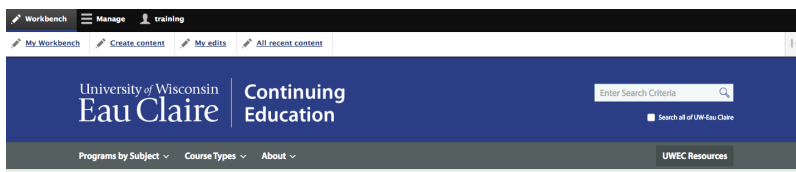
Drupal (CE): Adding a Basic Content Page

Last Modified on 02/27/2020 11:55 am CST

1. Login to Drupal (CE)

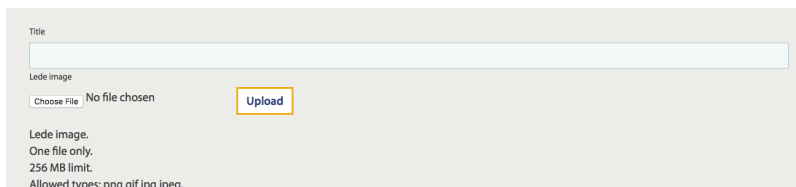
NOTE: Your Drupal credentials are different than your UWEC credentials. If you're not sure whether you have access to Drupal, please contact the Help Desk.

2. Select **Workbench** > **Create Content** from the navigation menu.



3. Add a *Title*.

NOTE: The Title becomes the H1 of the page so be thoughtful when crafting this content. Editing the title may change the URL of the page.

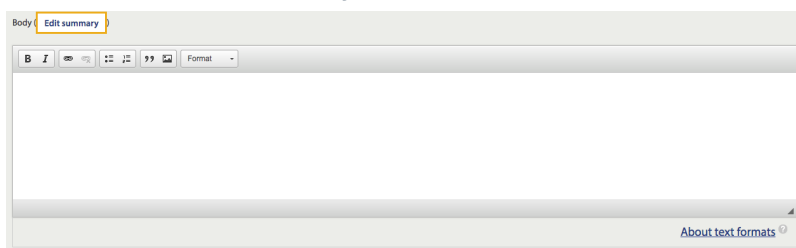
A screenshot of the Drupal form for adding a title and lede image. The 'Title' field is a text input box. Below it is the 'Lede image' section, which includes a 'Choose File' button, the text 'No file chosen', and an 'Upload' button. Below the upload section, there are instructions: 'Lede image. One file only. 256 MB limit. Allowed types: png gif jpeg.'.

4. Upload an optional *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.

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.

A screenshot of the Drupal form for editing the summary. The 'Body' field is a text area with a rich text editor toolbar above it. The toolbar includes buttons for bold (B), italic (I), underline (U), bulleted list, numbered list, link, unlink, and a 'Format' dropdown menu. At the bottom right of the text area, there is a link for 'About text formats'.

6. Fill in the Body of the page, which can include headings, supplemental images, lists, links, and other basic formatting.

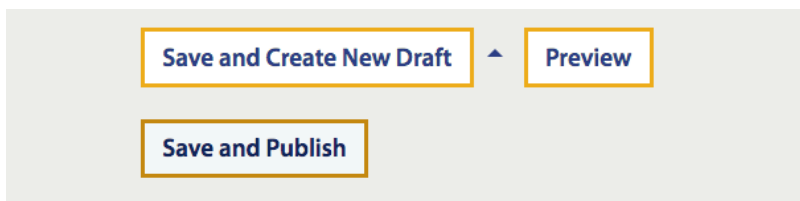
NOTE: Images added here will not be added to Athena Images (functionality to come Summer

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.