

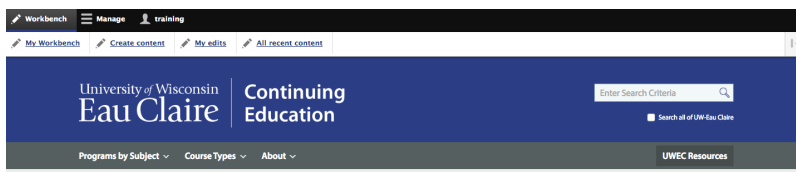
# Drupal (CE): Editing a Basic Content Page

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** > **All Recent Content** from the navigation menu.



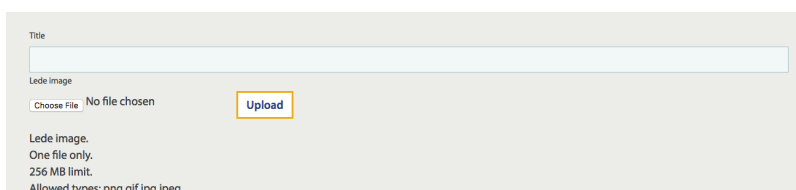
## 3. Search for the desired content.



## 4. Click **Edit** to edit the selected content

## 5. Edit the *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.*



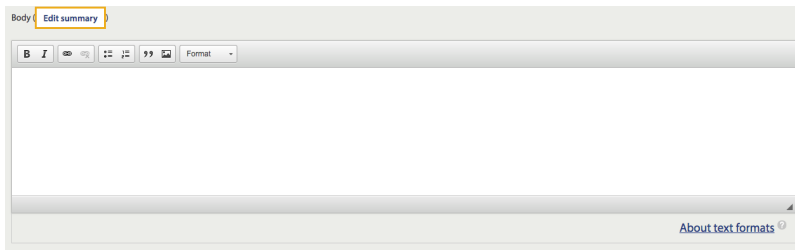
## 6. Upload an optional *Lede Image*.

*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.*

## 7. 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.*



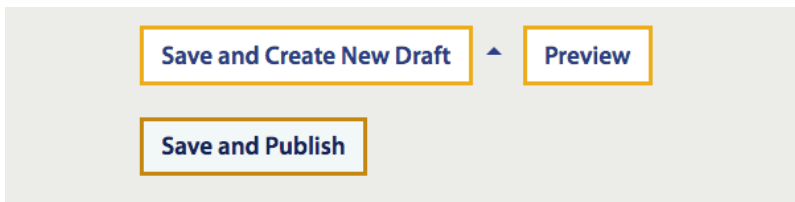
8. Edit the Body of the page, which can include headings, supplemental images, lists, links, and other basic formatting.

*NOTE: To remove an image, select it and press [Backspace] or [Delete] on your keyboard. Images added here will not be added to Athena Images (functionality to come Summer 2017).*

9. 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](mailto:helpdesk@uwec.edu).