# **Drupal Training – Part Two**

In this tutorial, we will cover: outline designer, adding/deleting content, renaming pages, duplicating pages, and rearranging pages.

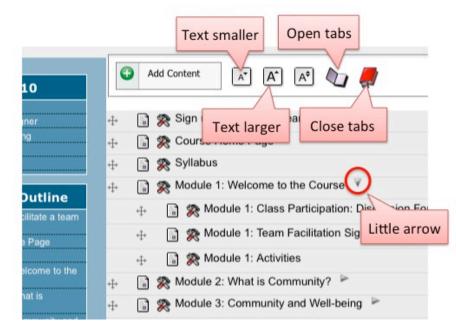
### **Outline Designer**

To get to the Outline Designer, click the arrow at the top of the black bar on the left side of your screen to open the editor menu. Then, click on "Outline Designer."

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The page that opens shows all your modules/lessons and the pages for each.

On the mini-tool bar across the top, the buttons make the text smaller and larger. The open book opens all the folders in your content and the closed book closes them. To open and close each folder individually, click on the little arrow to the right of the folder name.

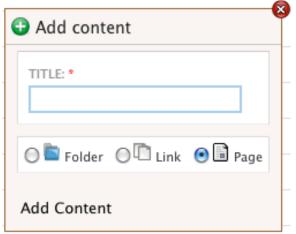


## Adding/deleting content

To add new content, click on the "Add Content" button.



A pop-up will open. You have the choice to add a folder, link, or page.



A folder is used to hold all the pages for each module. It will display in the left navigation with all its pages listed below it.

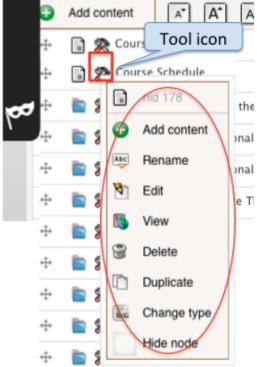
A link will add an external link directly into the left navigation. After you create a link title, you must then edit the title to add the URL. Edit it by clicking on the tool icon and clicking edit. Don't forget to save. To test it, you must masquerade as a student (covered in part 1 of training). This is only for links in the navigation. You

may add links anywhere in your content pages by editing your page and using the editing buttons found there.

And a page can be added to folders, or on the top level in the navigation (like the Course Home Page).

To create a page, enter a title, highlight the "page" option, and click "Add Content". Your new page will list with your other pages. It will also appear in the left navigation when you refresh the page.

To delete the content, click on the tool icon next to the item you wish to delete. This will bring up the tool icon menu.



On the tool icon menu, click delete. A pop-up will open, click delete again. **Warning**: on this second pop-up, do **NOT** check "Delete hierarchy." This will delete the entire course! (There is a fix for this in the works.)

### **Renaming pages and duplicating pages**

The tools icon menu has several other features:

Add Content: just another way of adding content.

Rename: Click this to change the title. You can also double click on the title. **Important**: You must press Enter for the name change to save.

Edit: This is another way to access the editing mode. The page will open in a new window.

View: Another way to view your pages. The page will open in a new window.

Duplicate page: This will make a copy of the entire page.

Change type: Change to page, link, or folder.

Hide Node: Make content unavailable to students. The page/folder/link will appear differently in your left navigation indicating that it is not available for all users.

### **Rearranging pages**

To move pages, click and drag on the 4-sided arrow icon.

