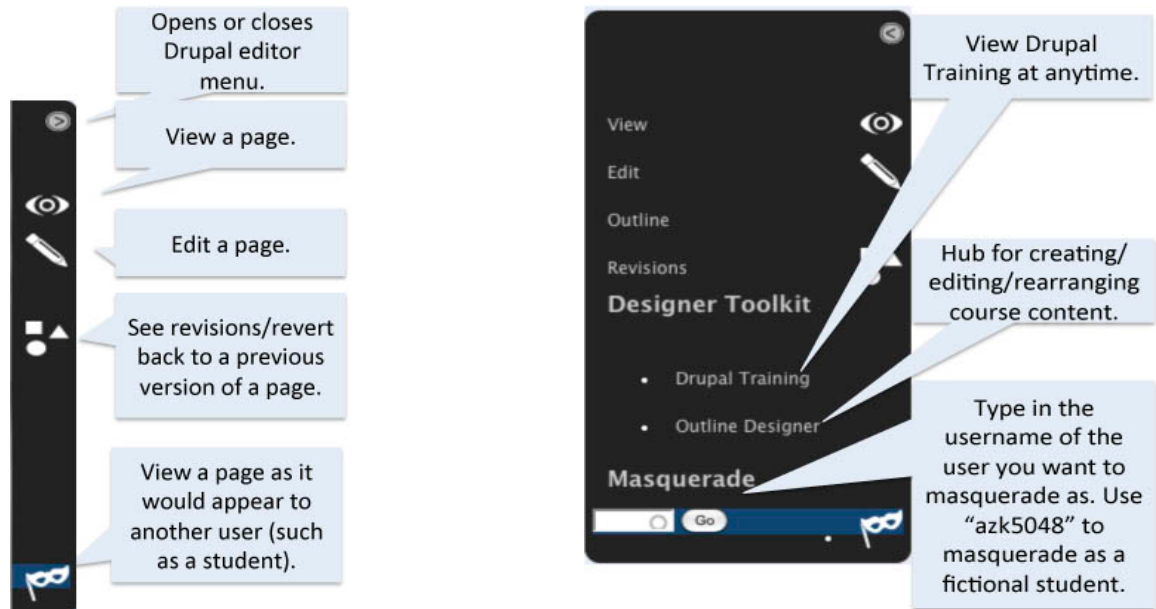# Drupal Training – Part One

In this tutorial, we will cover: Content editing, Uploading images, Revisions tab, and the Masquerade tool.

Overview of Main Tools

The main tools in Drupal are on the left side of your screen. To open the menu, click the arrow at the top of the black bar. From here you can view the page you are currently on, edit that page, see revisions or revert to a previous version of that page, and masquerade as another user to see how the page would appear to them.

For more editing options, click on "Outline Designer." You can also view the Drupal Training materials at any time by clicking on "Drupal Training."

Content editing

When you login to your course, it will open on the "Course Home Page". From here, use the left navigation to view your pages.

To edit your current page, click the edit button (pencil icon).
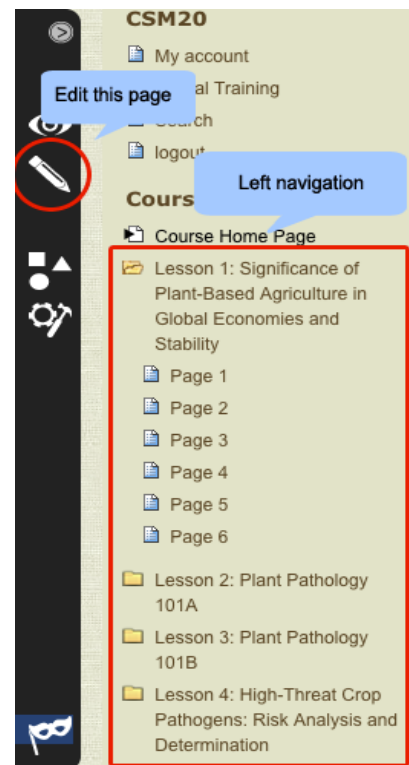
When the edit page opens, you'll see it has an editing tool bar that is a lot like a Word document. Use the formatting buttons to format your content.

Lesson 1: Significance of Plant-Based Agriculture in Global Economies and Stability
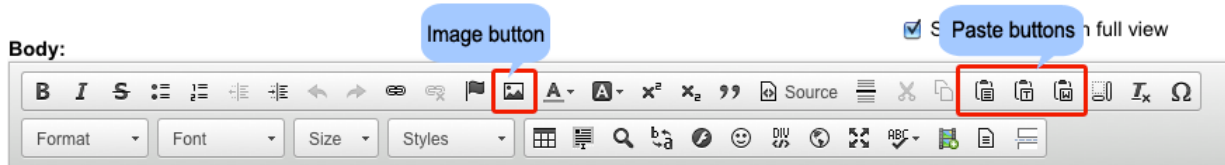
There are some slight differences between the three paste buttons:

The "**paste**" button pastes content copied to the clipboard along with formatting.

The "**paste as plain text**" button pastes content copied to the clipboard without formatting.

The "**paste from Word**" button pastes content copied from Microsoft Word or similar applications along with formatting.

Important note: Use the "paste from Word" button when pasting from a Word Doc! The underlying tags in a Word doc confuses Drupal, which results in unpredictable and strange formatting.

Upload an image

To add an image, first click in the content where you would like the image to be. (You can move it around later.)

Next, click on the "image" icon in the editing tool bar.

A pop-up window opens. To find your image, click on the "Browse Server" button.
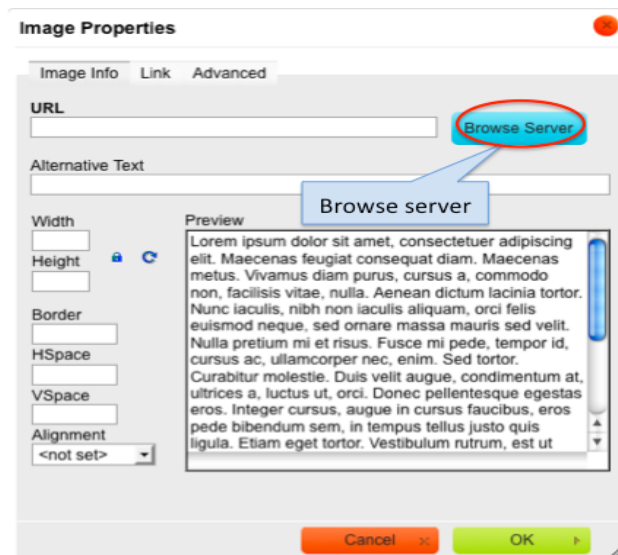
Another pop-up opens. If you already have images in your course, they will list here. You may use an image multiple times. Just double click on it.

If you would like to upload a new image, click the "Upload" button.

| Upload | Thumbnails | Delete | Resize | Crop | Directory | Insert file |

Navigation X

File name

- [root>
  - course_images
  - pdfs

Current images
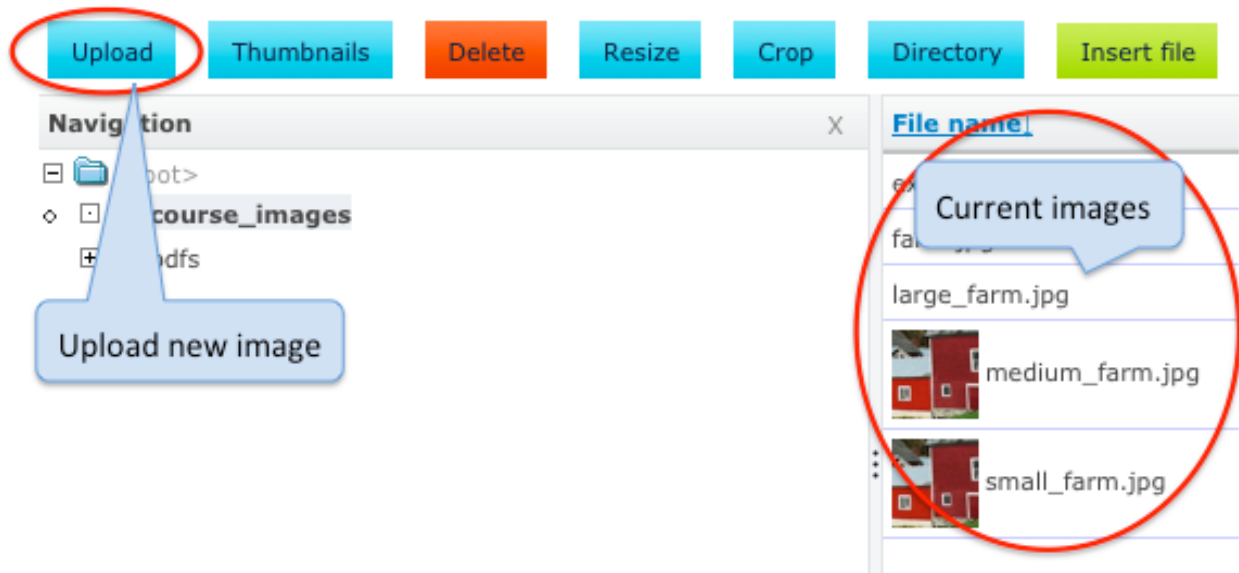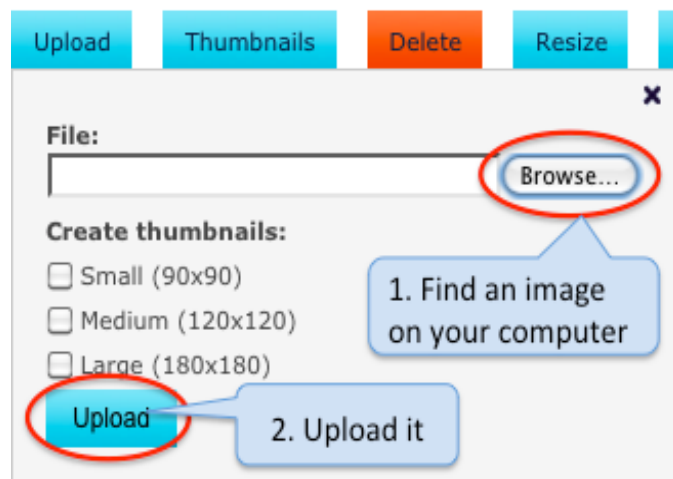
fa...jpg

large_farm.jpg

medium_farm.jpg

small_farm.jpg

Upload new image

| Upload | Thumbnails | Delete | Resize |

A pop-up opens.
Click "Browse".
Find your image on your computer.
Click the "Upload" button.

Your new image will appear in the list with your other course images. Double click it to insert it into your content.

File:

Browse...

Create thumbnails:

☐ Small (90x90)

☐ Medium (120x120)

☐ Large (180x180)

Upload

1. Find an image on your computer

2. Upload it

You'll see a preview of your image with the text, along with the settings for the image.

For accessibility it is VERY important that you add a description of the image in the "Alternative Text" box. Doing so will allow screen readers to describe the image to those who can't see. However, if the image is irrelevant to the content (i.e. purely decorative), then leave the alternative text blank (see image below.)

The width and height of your image appear here. You can change the size of your image. The ratio will stay constant. For comparison, the width of the content area is about 800. The width of a snapshot size image is about 350.

If you like, you can add a border to your image. Start with "1."

The HSpace and VSpace will add padding around your image. Enter about 15 for each.

The Alignment will place your image among the text:

- Not set = the image will stay inline, meaning it will only allow one line of text to follow it.
- Left = the image will stay on the left side of the content and the text will flow around it.
- Right = the image will stay on the right side of the content and the text will flow around it.

When you're all set, click OK (see image below.)
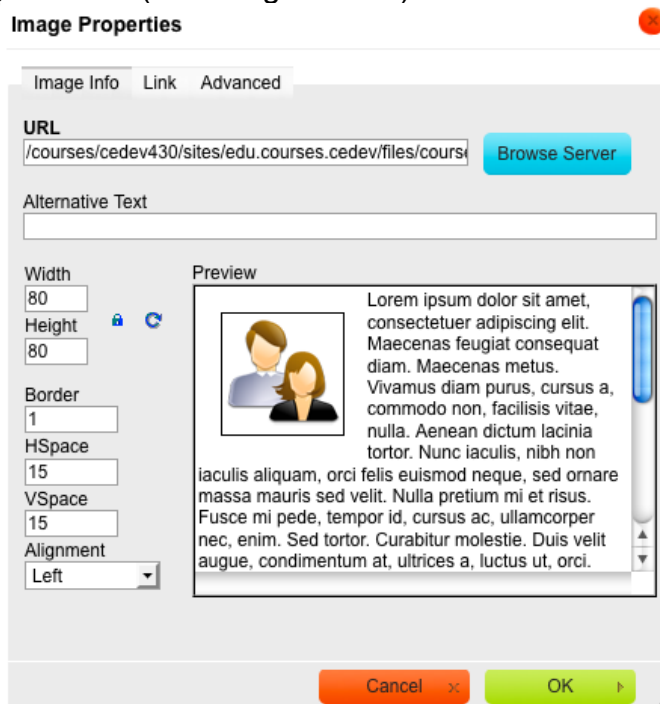
You can change these setting at anytime. To do so, click on the image to highlight it and click on the image icon again, or right click on the image. The image properties box will open for that image. You can also drag and drop the image within the content.

To learn about the other editing buttons, once you're in Drupal, hover your mouse over each one for hints. For in depth information, go to UW Madison's CK Editor User's Guide, which is also provided on the training page.

One more thing about editing... Don't forget to SAVE!!

Be sure to save your page after you make edits. If you leave the page without saving, your edits will be lost. The save button is on the bottom of the page.

Revisions tab
Each time you save, a new version of the page will be saved. Each version is accessible to you to view and/or revert back to. To view your revisions, click on the "Revisions" tab (shapes icon) on the left side of the page.

Click on "Show diff" to compare two different versions. (First, select the two you wish to compare.) Click on the dates to view the revision. Click "revert" to revert your content back to that version. Click "delete" it to delete it forever.

Revision   (Show diff) **Operations**

2012-07-23 10:40 by JEB50   ○ ● *current revision*
2012-07-13 08:36 by RAM415

Outline Designer -- nid:80 parent nid   All revisions are organized by date and time. Each time   ● ○ revert delete
                                         you Save, a new revision is created. Click on the date to
2012-07-13 08:36 by RAM415   view the page as it looked after that revision.   ○ ○ revert delete
2012-07-12 09:23 by RAM415   ○ ○ revert delete
2012-07-12 08:47 by axs197   ○ ○ revert delete

20   To see the difference between two revisions, select two you want to compare and   ○ revert delete
20   click "Show diff." To revert to a previous version, click "revert." Click "delete" next   ○ revert delete
20   to the version you want to delete. This will delete that version **FOREVER**.   ○ revert delete

Masquerade

To view your course as student would see it, use the Masquerade tool located on the lower left of the screen. A Friend's of Penn State account has been set up for this purpose.

Go to Masquerade, type in azk5048, and click "Go".

- Drupal Training

- Outline Designer

Masquerade

○ Go

Type in the username of the user you want to masquerade as. Use "azk5048" to masquerade as a fictional student.

You now see the course as student (azk5048).

To switch back to editing mode, click on the username at the top left of the page. Then, click "Logout."

You will be taken to the PSU WebAccess logout page.

Important: If you want to return to the course as yourself, click the "Back" button!! If you click "Logout," you will be logged out of all PSU web applications you are currently using!

Now you are yourself again.