

Rice Drupal 8 Theme Training

Creating a Page

Adding/Editing the Page Content Type

[Level – Beginner]

The majority of the content on your Drupal 8 site will be in the form of a “page”. This quick start guide will show you the major elements of adding and editing the page, how to assign an alias, creating a menu item and setting up metadata.

Step 1: Login to the site with your netid and password by going to <https://www.rice.edu/user/login> [The highlighted part of the URL will vary based on the websites you maintain] and click the blue “Netid Login” button to enter your Rice netid and password. Once logged in you will see the dark gray admin menu appear at the top of the browser window.

RICE UNIVERSITY
Carbon Hub

← 🔍 Menu ☰

Netid Login

Username
Enter your Carbon Hub | Rice University username.

Password
Enter the password that accompanies your username.

Submit

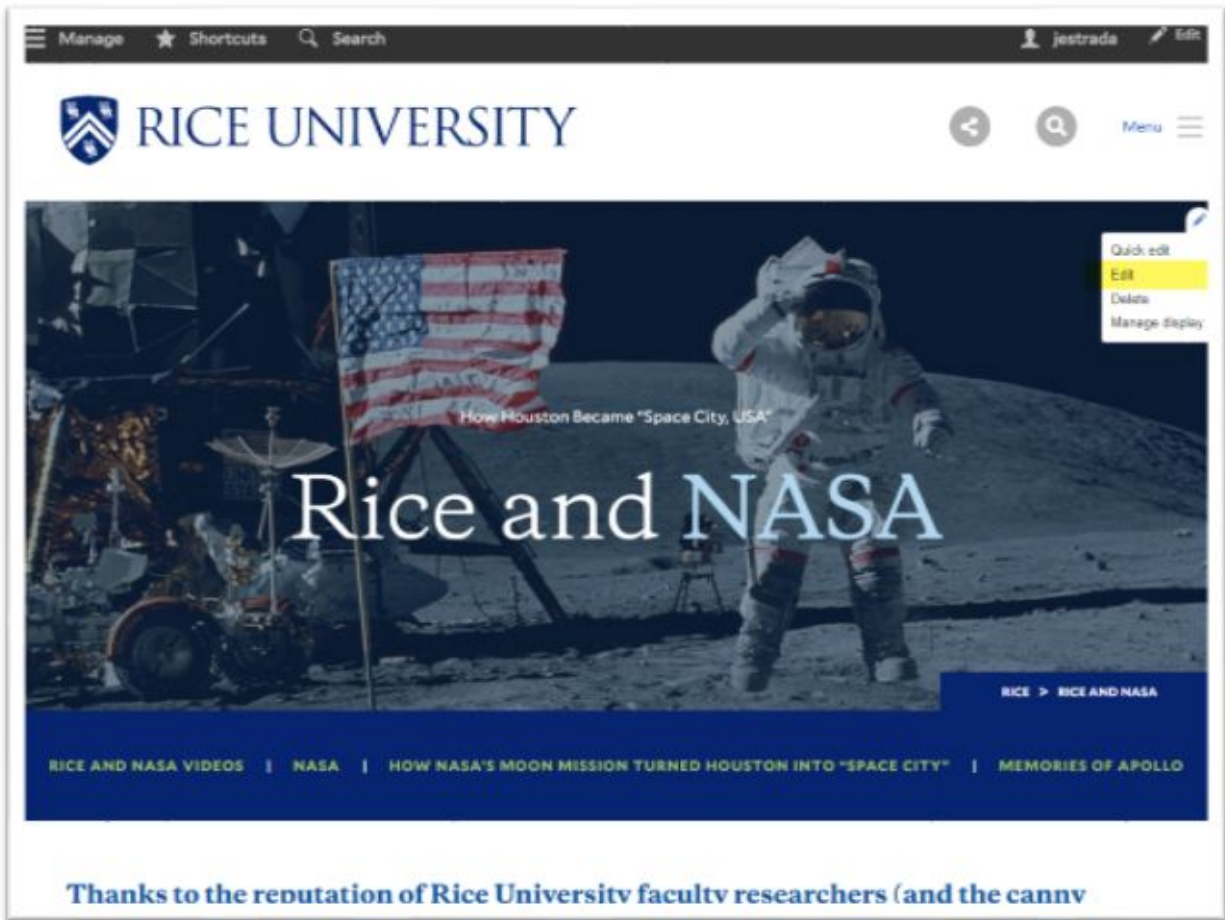
RICE UNIVERSITY

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BACK TO TOP

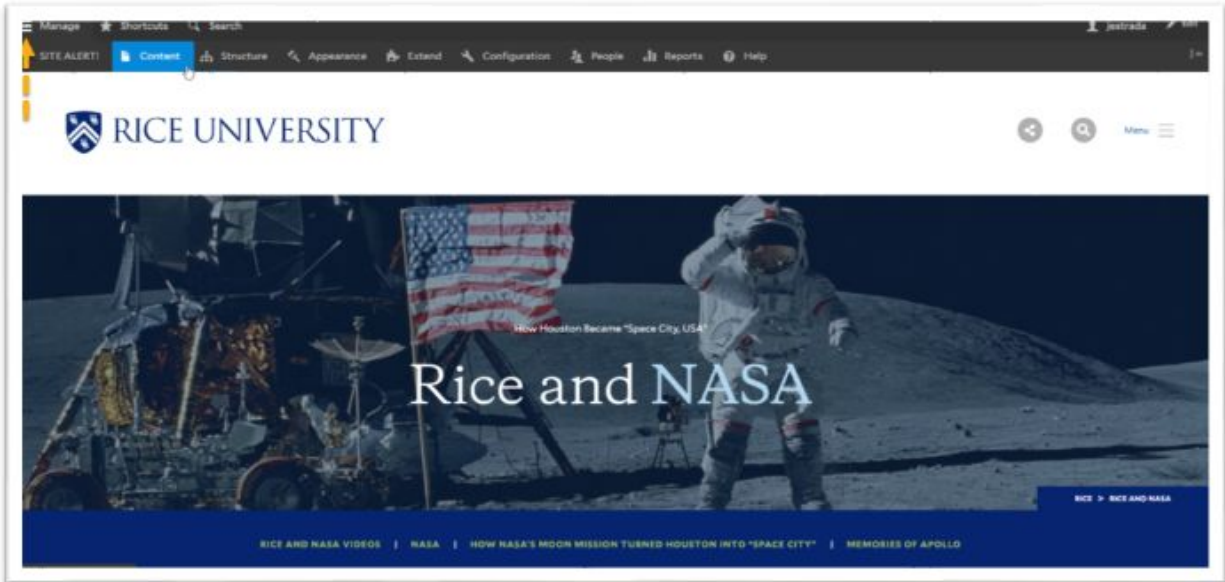
6100 Main St., Houston, TX 77005-1827 | Mailing Address: P.O. Box 1892, Houston, TX 77251-1892 | 713-348-0000 | [Privacy Policy](#) | [Campus Carry](#)

Step 2a: Browse the site as you normally would to find current content and then roll over the banner image where you will see a pencil icon appear. Click the icon and click “Edit” from the menu that appears.

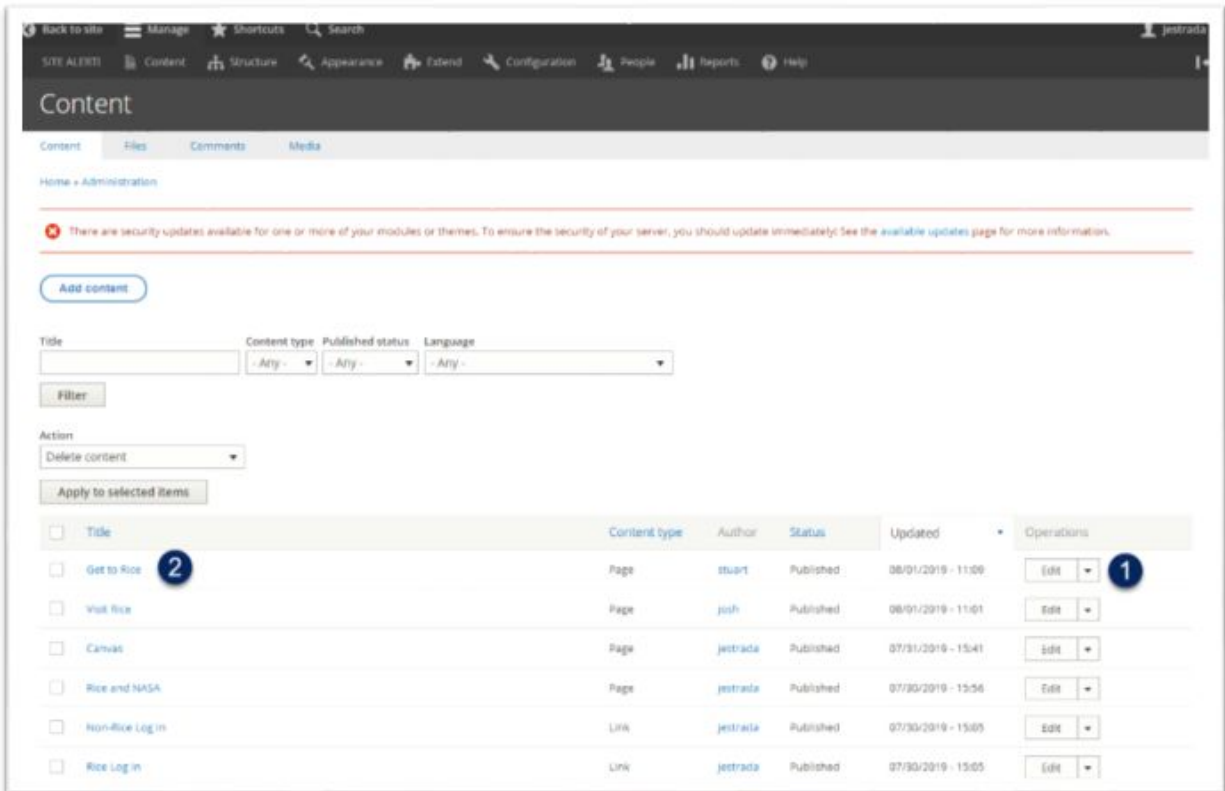


You can also find content this way...

Step 2b: In the Admin Menu at the top of the browser window click the "Manage" tab and then "Content" to display all the content in the CMS.



After you click “Content” the screen will change to a listing of all the content on the site where you can sort and search for a specific piece of content or type.

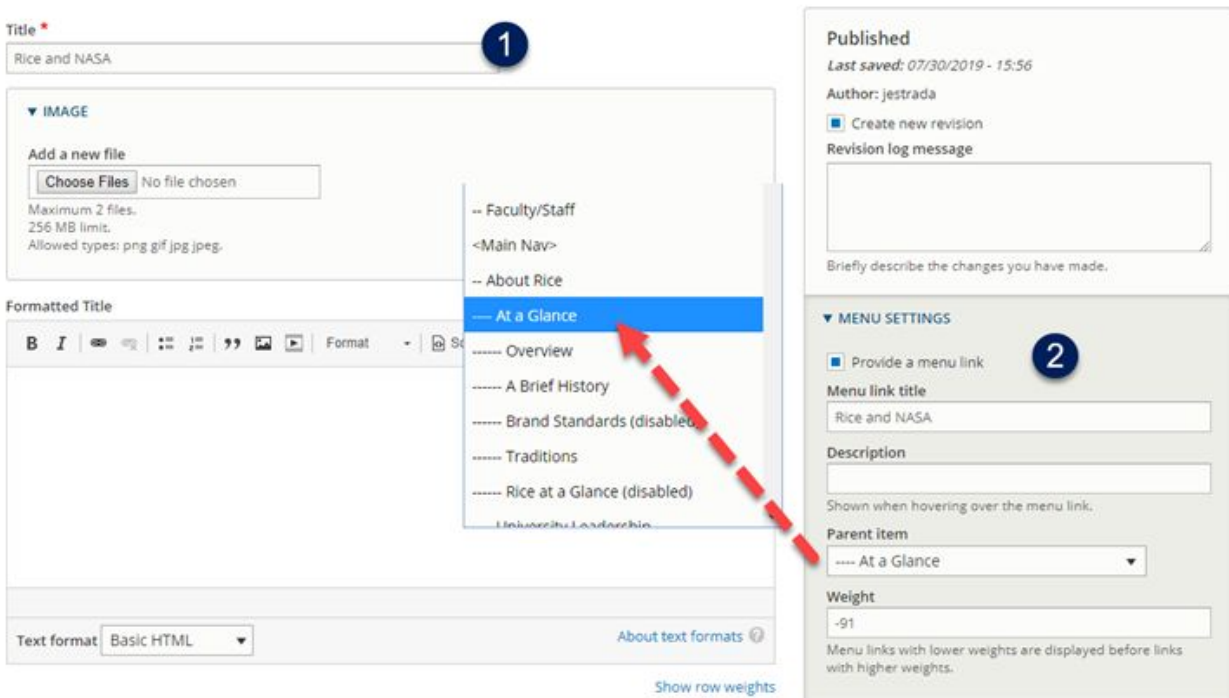


Once you find the content you want to edit you can view it in multiple ways:

1. Click the “edit” button and this will open up the WYSIWYG editor in Drupal, or
2. Click the title of the content “e.g. Get to Rice” and then follow the steps in 2a.

Step 3: The Drupal WYSIWYG editor – this is where you will edit the content of the page, this section is broken down into different parts to show you what each part controls on the page.

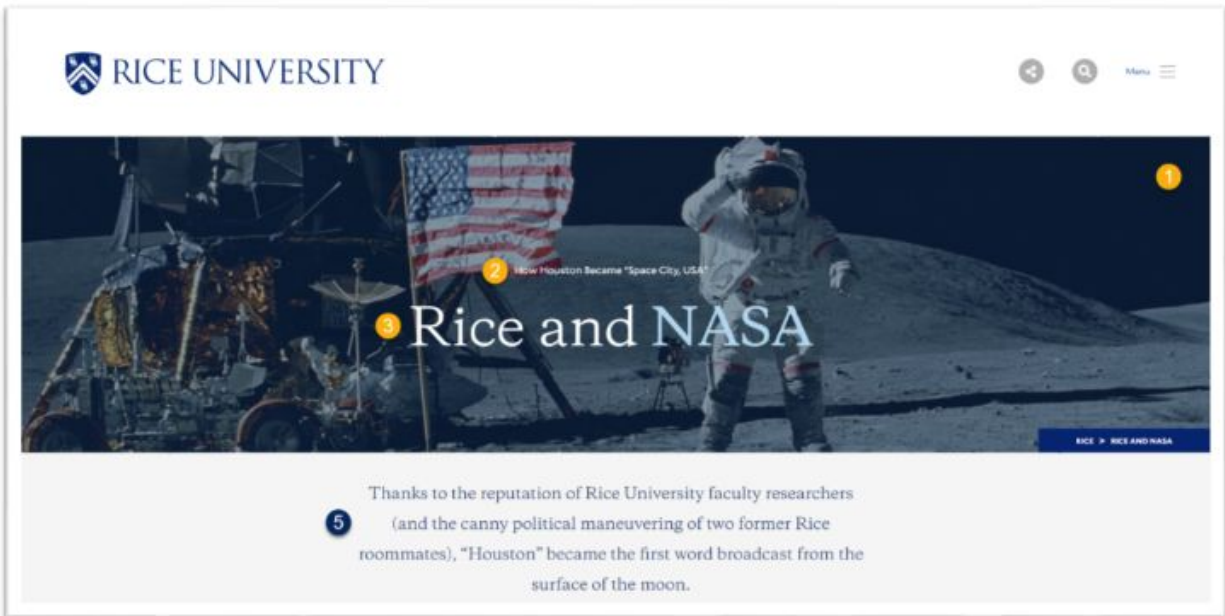
Title and Menu Area:



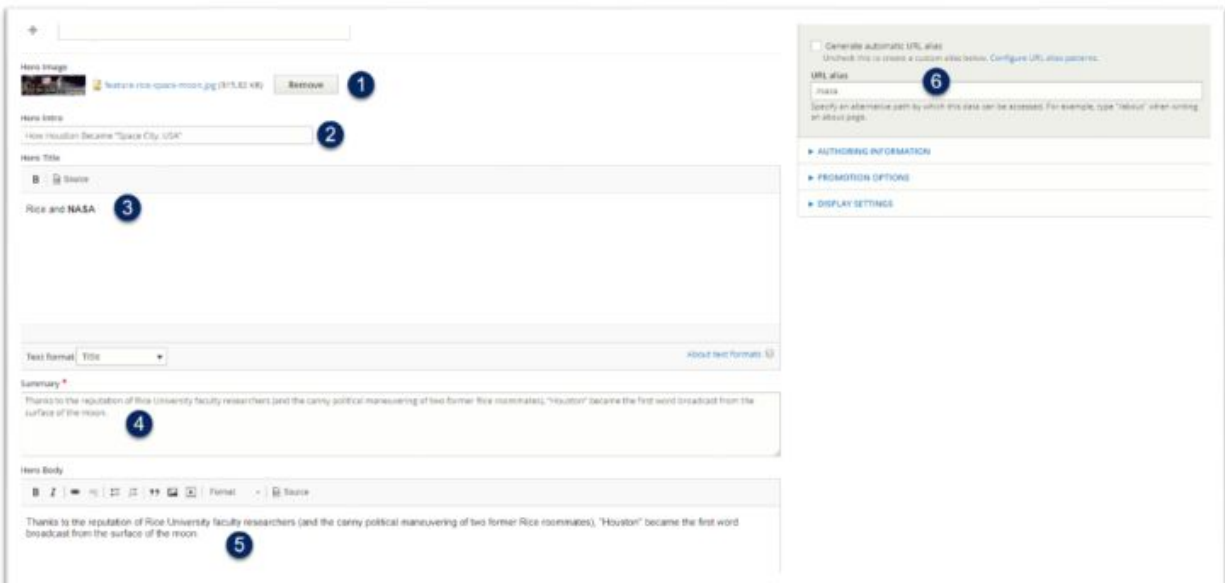
1. **Title:** Place the title of the page here (this is what will show up in the search engines and in the tab on your browser)
2. **Menu Settings:** This is what will display in the website main menu and at what level.
 - 2.1. If “Provide a menu link” is selected, you will have the following options:
 - 2.1.1. **Menu link title** – This will either replicate the title of the page or you can create a custom title for the menu.

2.1.2. **Description** – only necessary if your title doesn't make sense.

2.1.3. **Parent Item** – This is where you can position the page with in the menu



3. **Hero Image, Intro, Title and Body + Page Summary and Alias:** The following area has multiple pieces to build out a dynamic hero image as well as set up summary for the search engines and alias to shorten the URL.



- 3.1. **Hero Image:** This is where you will add the image that displays in the top of the content. The dimensions for this image are (1600px wide by 500px high) – *please compress the images in a program like Photoshop to be under 400k.*



- 3.2. **Hero Intro:** This is the intro text that goes above the Hero Title (optional)
- 3.3. **Hero Title:** This is the large text that is displayed over the Hero Image (Tip: You can add color to the text by bolding the word(s) – see example below)
- 3.4. **Summary:** This text is what the search engine uses to display under the title of the page in its results; it is also used in the preview for social media platforms such as Facebook and Twitter)
- 3.5. **Hero Body:** This text is what shows up under the Hero Image and is separated from the main copy with a gray background. This can be used to emphasize what is in the Hero Image or a lead in to the Body copy that follows.



3.6. **Body:** Main content to the page. This area will also allow you to caption images, add pull quotes and embed other elements in the copy of the page.

3.7. **Quick Links:** These links appear below the Hero Body in a blue bar. These links are used to link other internal or external content to the page.

3.8. **Category (Advanced)**

3.9. **Tags (Advanced)**

3.10. **Publish**

4. **Meta Tags (Advanced)** are snippets of text that describe a page's content; the meta tags don't appear on the page itself, but only in the page's code.

4.1.

Site Alert!

Adding/Editing the *SITE ALERT!*

[Level – Beginner]



RICE UNIVERSITY
Brand and Identity Standards Model Site
The branded website theme of Rice University



Menu ☰

The *SITE ALERT!* Allows the website administrator to broadcast a special message across the top of their site. In the event of a university wide emergency this area will be automatically updated by the university crisis management team.

Step 1: Login to the site with your netid and password by going to <https://www.rice.edu/user/login>.

Step 2: Click the “*SITE ALERT!*” menu item and it will take you to “Home >> Administration >> Configuration >> System >> **Bootstrap Site Alert Configuration**”. Below there are 3 areas the user should focus on when updating the alert system.

1. **Severity:** Select your severity level: (examples below)
 - a. Primary
 - b. Secondary
 - c. Success
 - d. Danger
 - e. Warning
 - f. Info

- g. Light
- h. Dark

The screenshot shows the 'Bootstrap Site Alert Configuration' page in a Drupal administration interface. The left sidebar contains a menu with 'SITE ALERT!' highlighted by a yellow arrow. The main content area is titled 'Bootstrap Site Alert Configuration' and includes a breadcrumb trail: 'Home » Administration » Configuration » System'. A security update notification is visible at the top. The main form is titled 'Use this form to setup the bootstrap site alert(s)'. It contains several sections: 'Select Bootstrap Version' (set to 4), 'BOOTSTRAP SITE ALERT #1' (with a checkbox for 'If Checked, Bootstrap Site Alert is Active'), 'Severity' (a dropdown menu currently showing 'Warning'), 'Alert Message' (a rich text editor containing the text 'Watching Gulf of Mexico For Possible Tropical Development'), and 'Text format' (set to 'Basic HTML'). A 'Severity' dropdown menu is also shown as a separate inset, listing options: Warning, - SELECT -, Primary, Secondary, Success, Danger, Warning (highlighted in blue), Info, Light, and Dark. A dashed green arrow points from the 'Warning' option in the inset to the 'Warning' dropdown in the main form. At the bottom of the form, there are two buttons: 'Add Another Alert' (highlighted with a green circle '3') and 'Save Alert Message(s)' (highlighted with a green circle '4' and a green arrow pointing to it).