

Drupal Content Editor Training: Hands-on Exercise

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 - How to revert a revision in case they make a mistake, maybe add a new blade, then ask them to restore previous revision.
 - How to add action panels

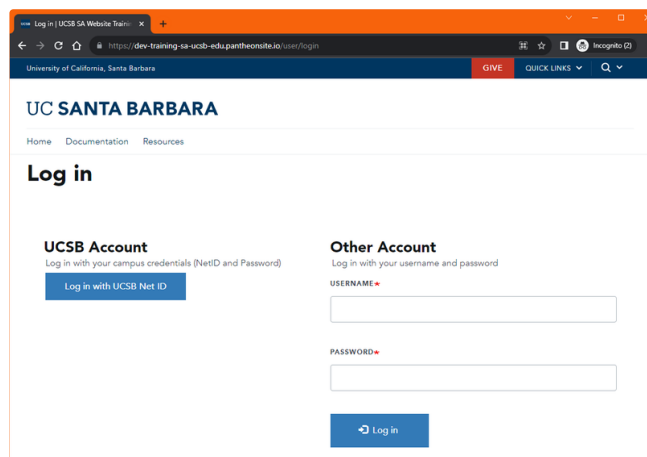
Step-by-Step Instructions

How to add or edit a Basic page with Panels, Grid, Images, Videos, Documents, and Accordions.

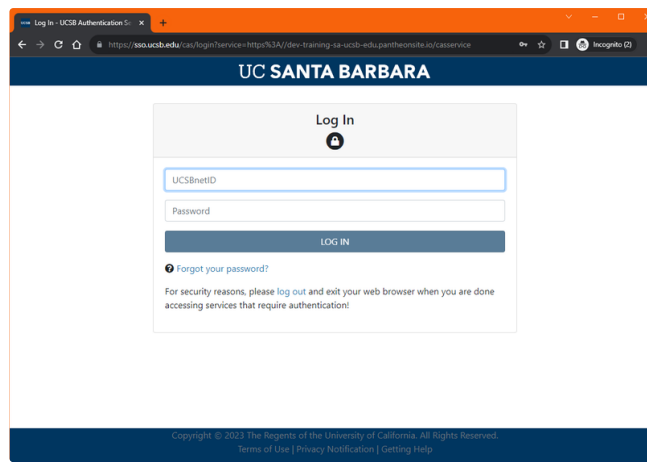
For this Tutorial, please use the following website: <https://dev-training-sa-ucsb-edu.pantheonsite.io/>

Login as a Content Editor

1. Go to the website login page <https://your-website-url/login> or <https://your-website-url/user/login>
 - a. <https://dev-training-sa-ucsb-edu.pantheonsite.io/user/login>
2. Click on **[Log in with UCSB Net ID]** button

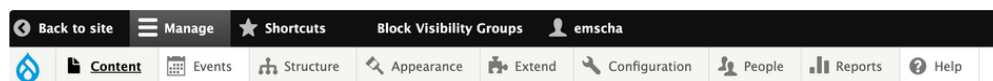


3. Enter your **UCSBnetID** and **Password** then click the **LOG IN** button

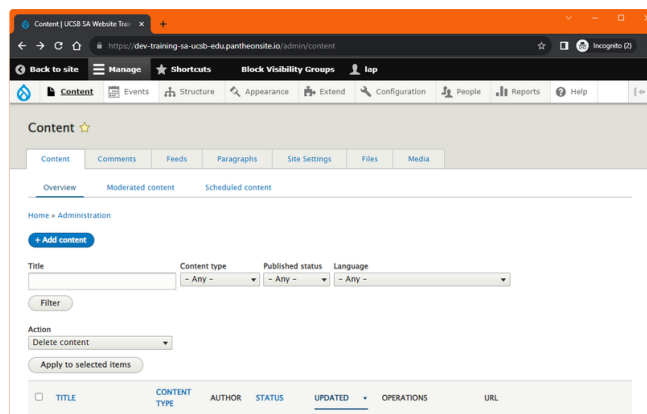


Create a **Basic** page

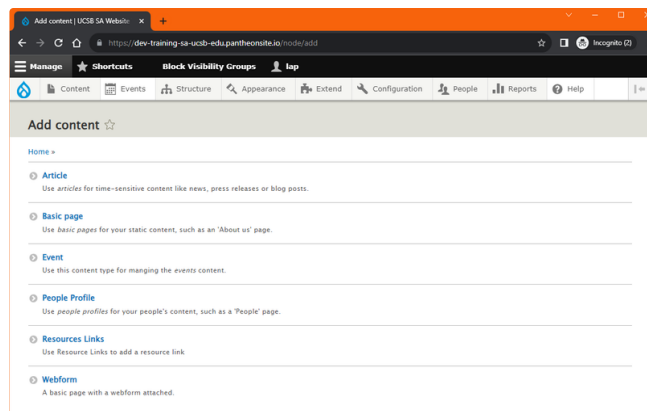
1. Click **[Manage → Content]** tab from the top Admin menu or go to <https://your-website-url/admin/content>
 - a. Example: <https://dev-training-sa-ucsb-edu.pantheon.site.io/admin/content>



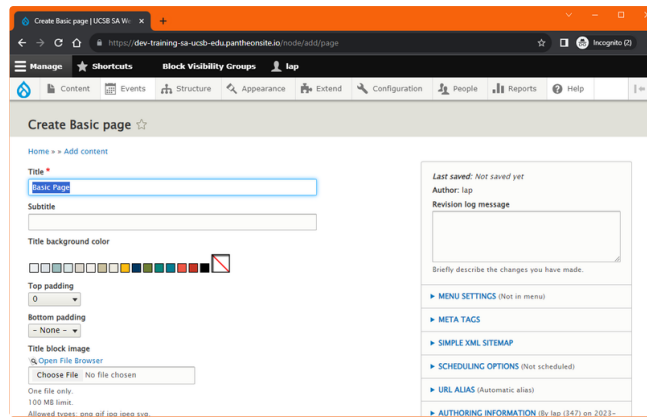
2. Click **[+Add content]** button



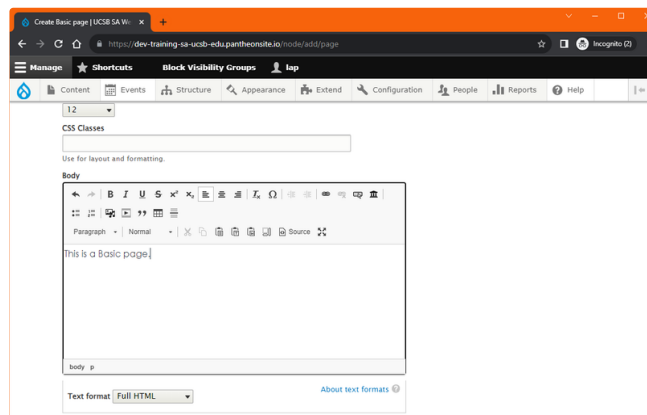
3. Click **[Basic page]**



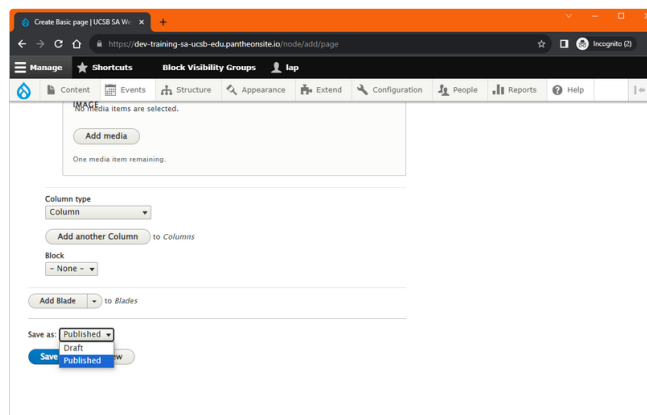
4. Enter **Title:** *Basic Page*



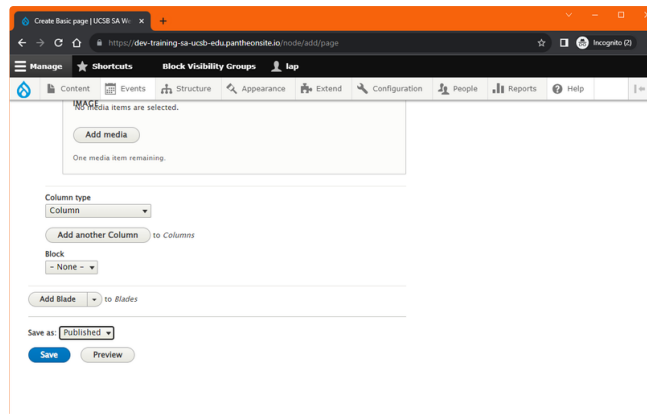
5. Scroll down to **Body** panel, and enter: *This is a Basic page*



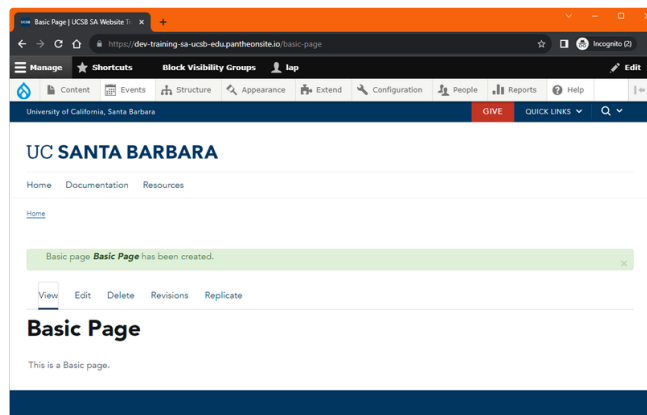
6. Scroll down to the bottom, and select **Save as: Published**



7. Click **[Save]** button on

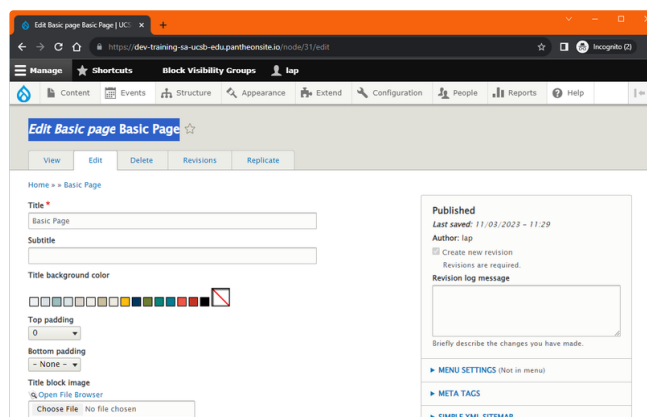


8. A **Basic Page** is added to the website.

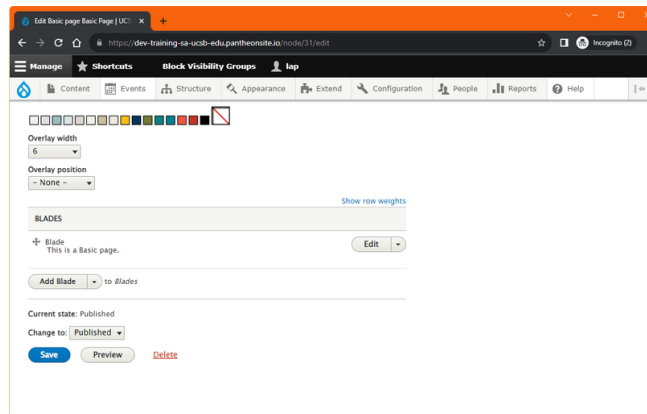


How to add a panel to the **Basic Page**

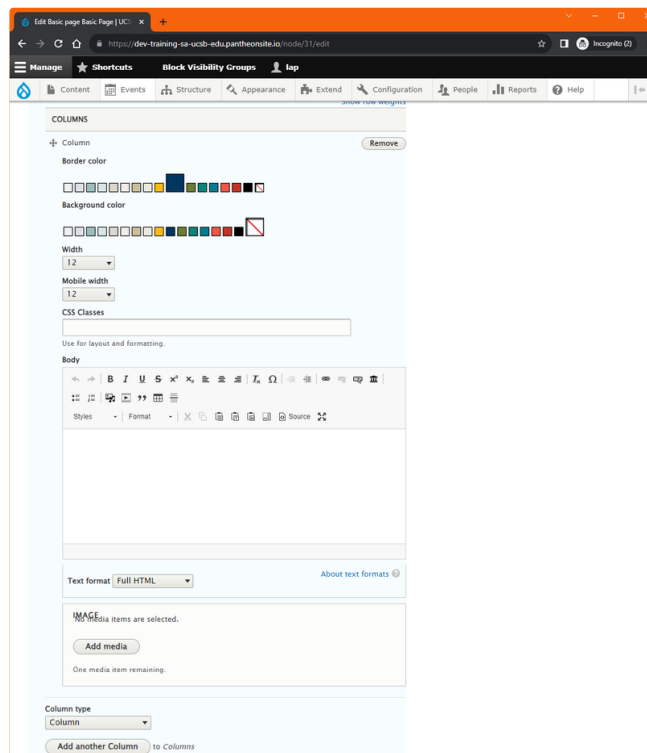
1. Click [Edit] to enter *Edit Basic page Basic Page*



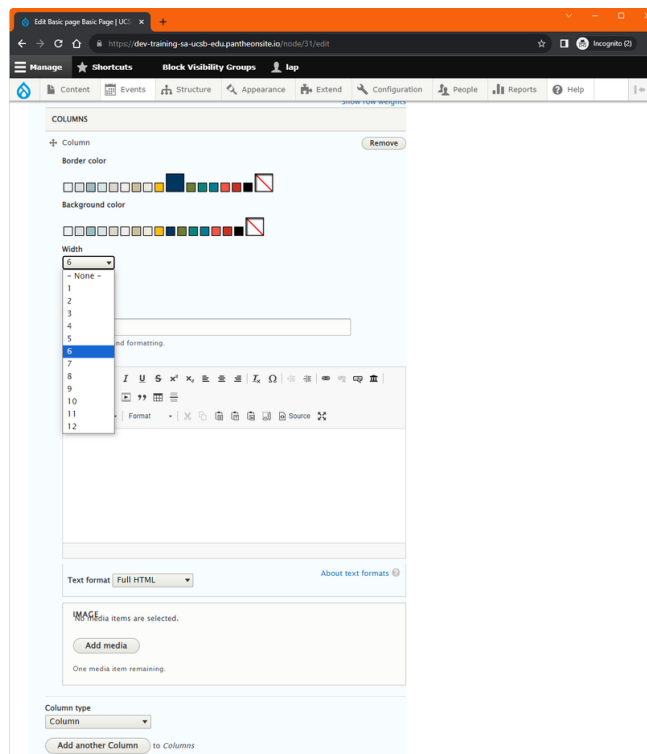
2. Scroll to the bottom, and click **[Add Blade]** button



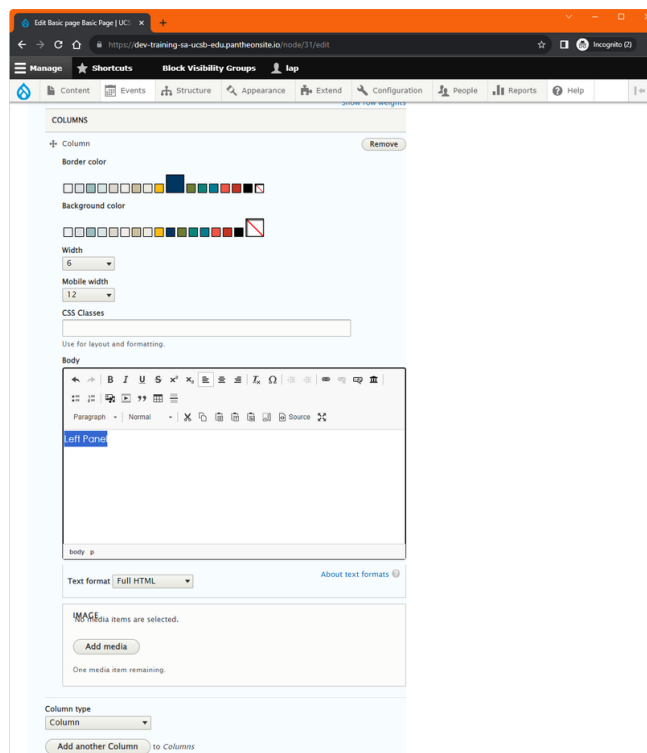
3. Scroll up to the new empty **COLUMNS** section, and click a **Border color**, blue



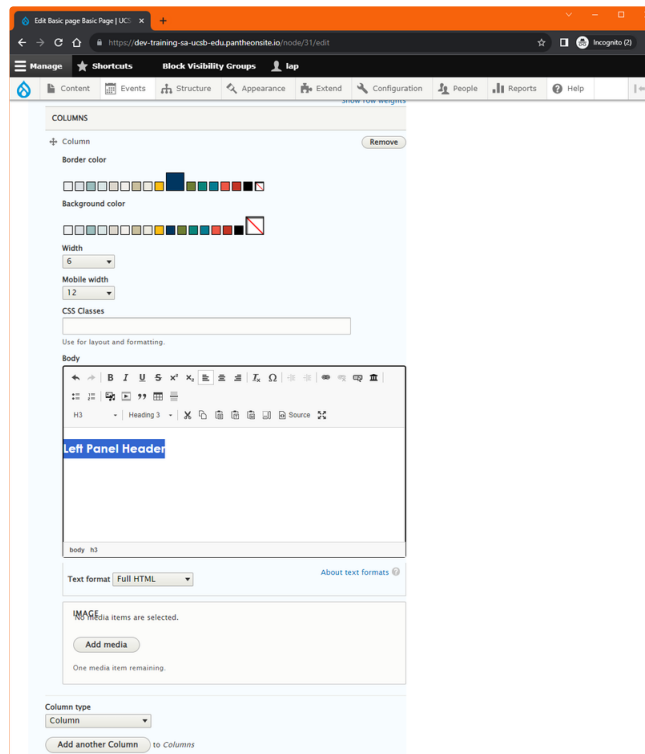
4. Select **6** from the **Width** drop-down list.



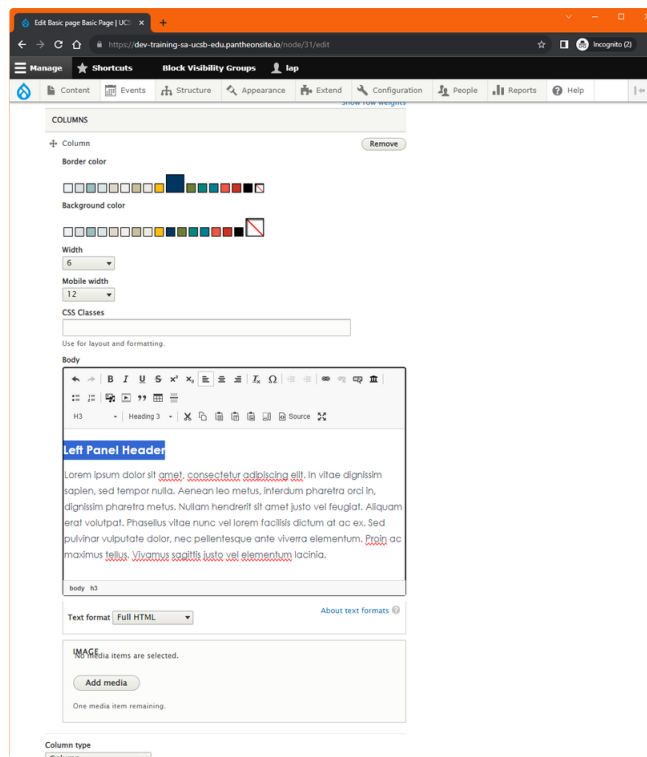
5. Enter *Left Panel Header* on the **Body** panel, and highlight the text.



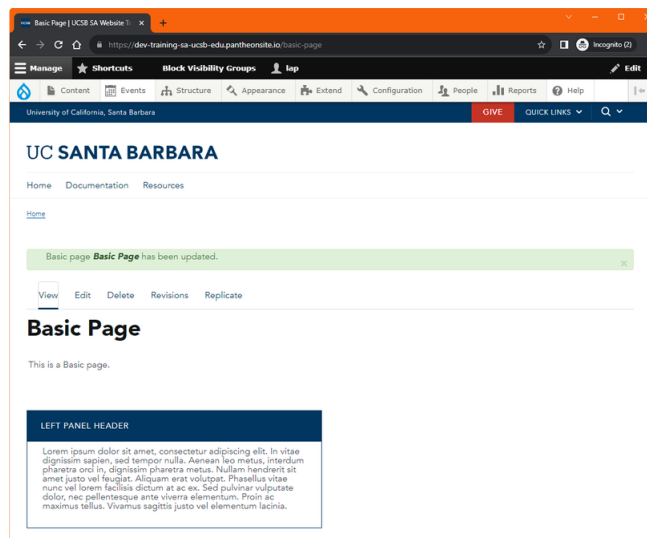
6. Select **Heading 3** from the **Normal** drop-down list.



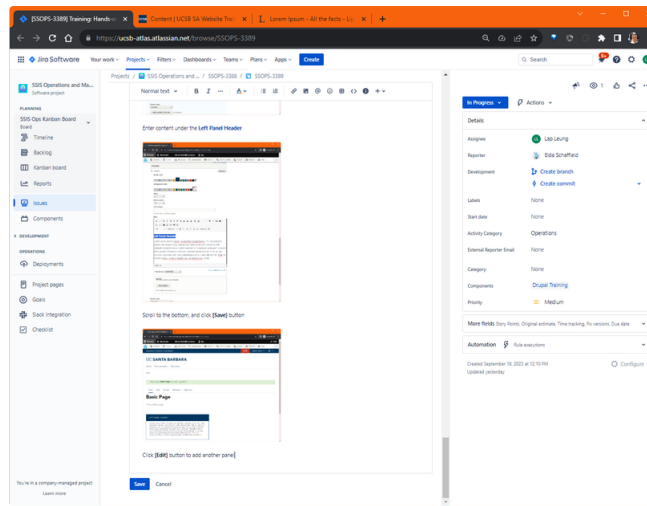
7. Enter content under the **Left Panel Header**



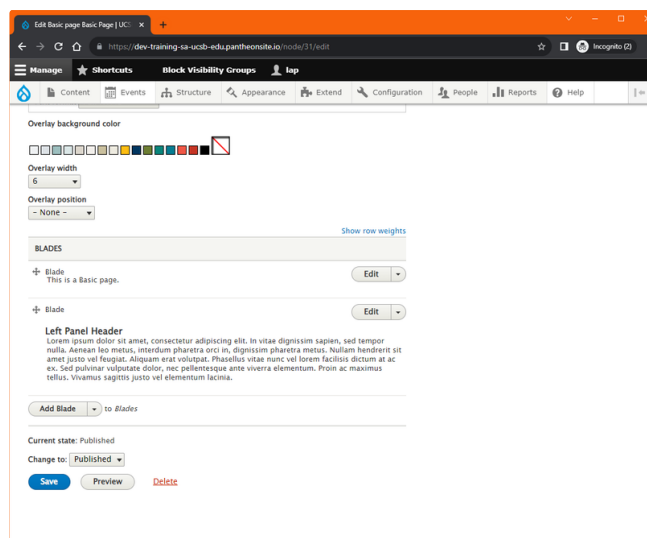
8. Scroll to the bottom, and click **[Save]** button



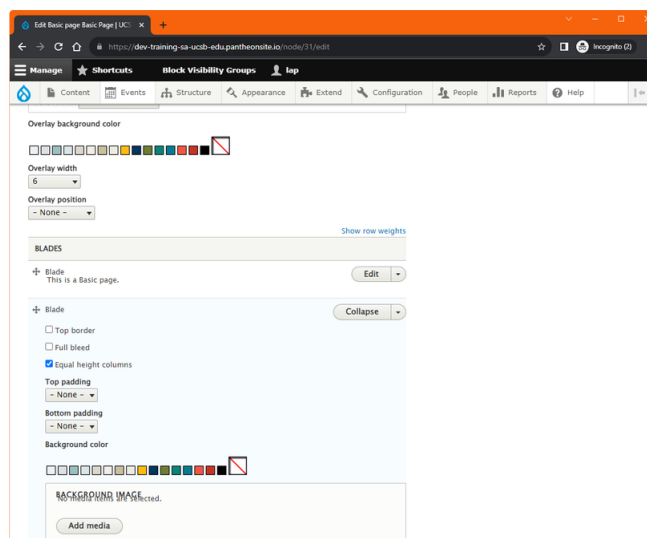
9. Click **[Edit]** button to add another panel



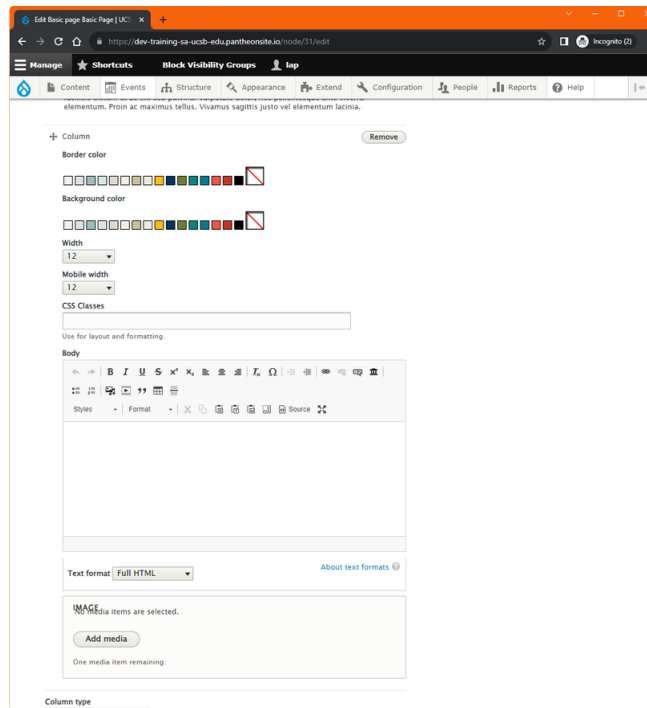
10. Scroll down to the Blade with **Left Panel Header**, and click **[Edit]** button



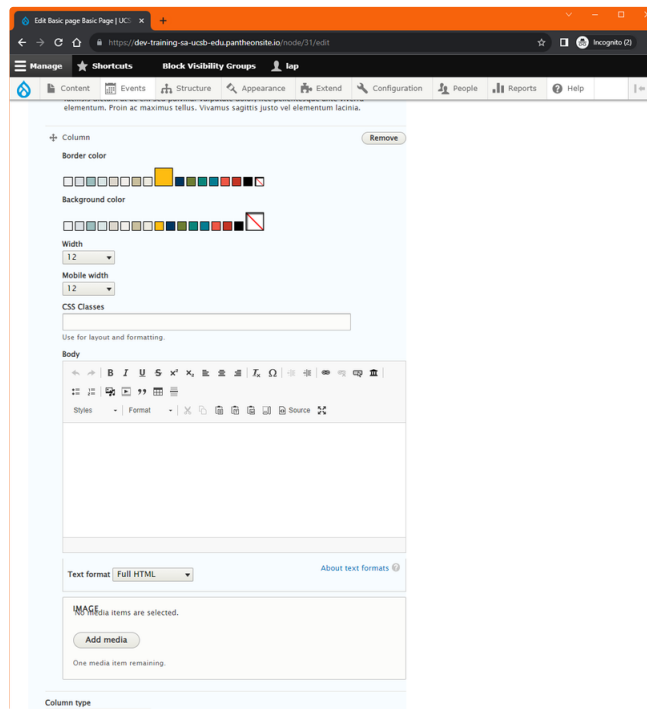
11. Click check box **[] Equal height columns** on



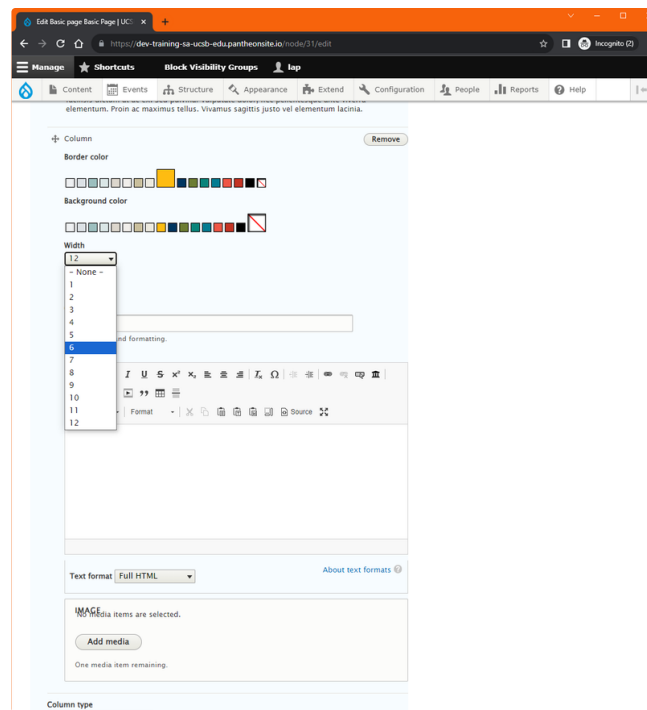
12. Scroll down to click **[Add another Column]**



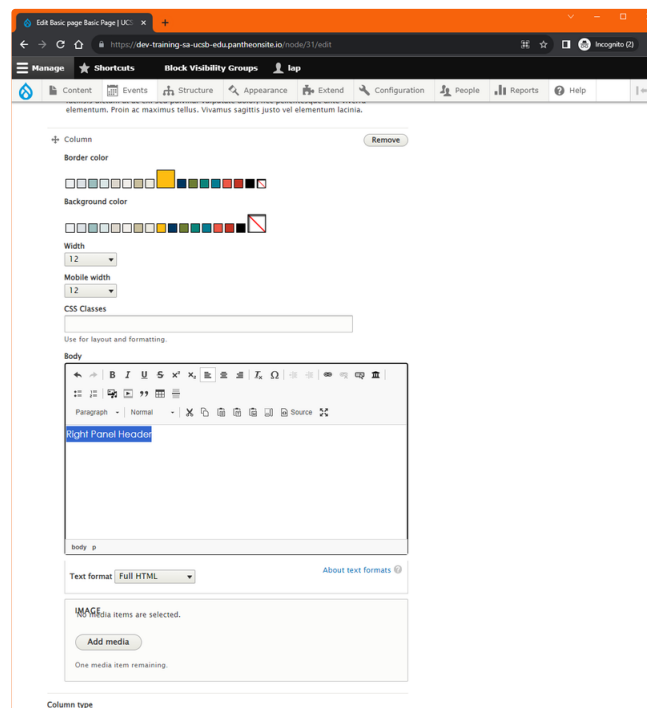
13. Scroll up to **Border color**, and select Yellow



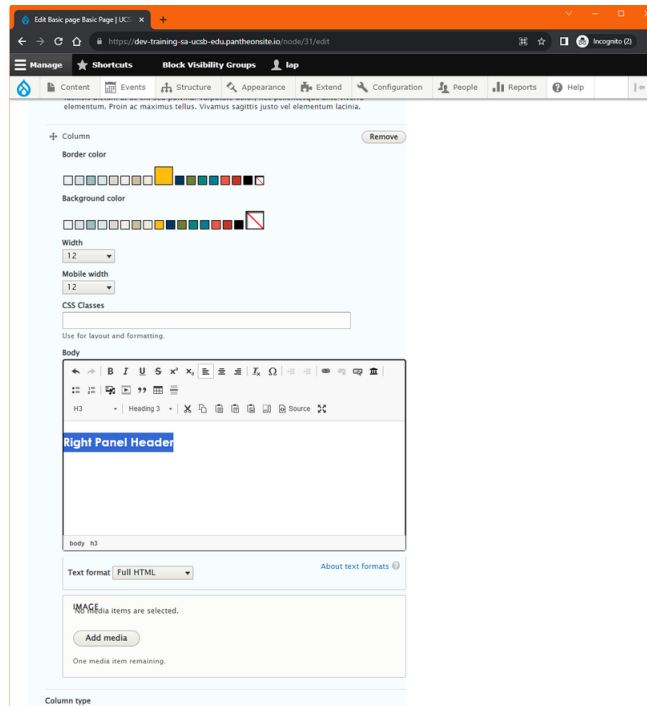
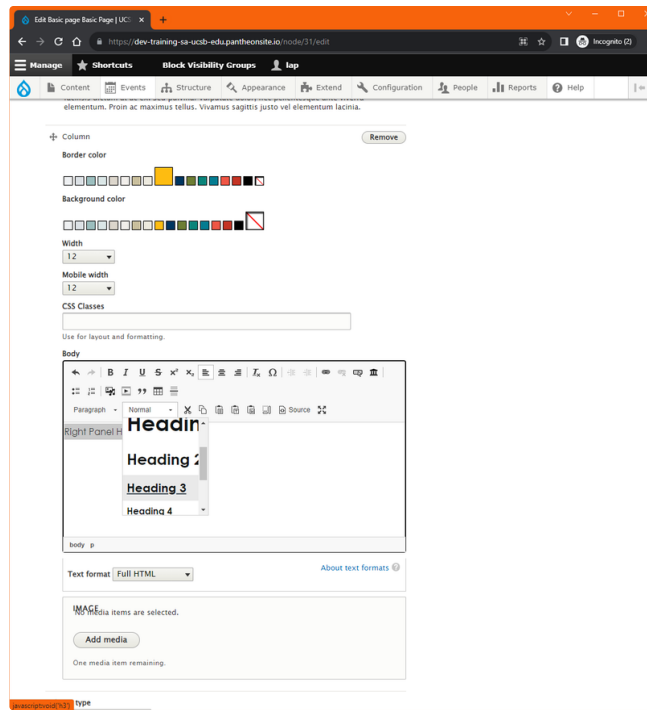
14. Select 6 from the **Width** drop-down list



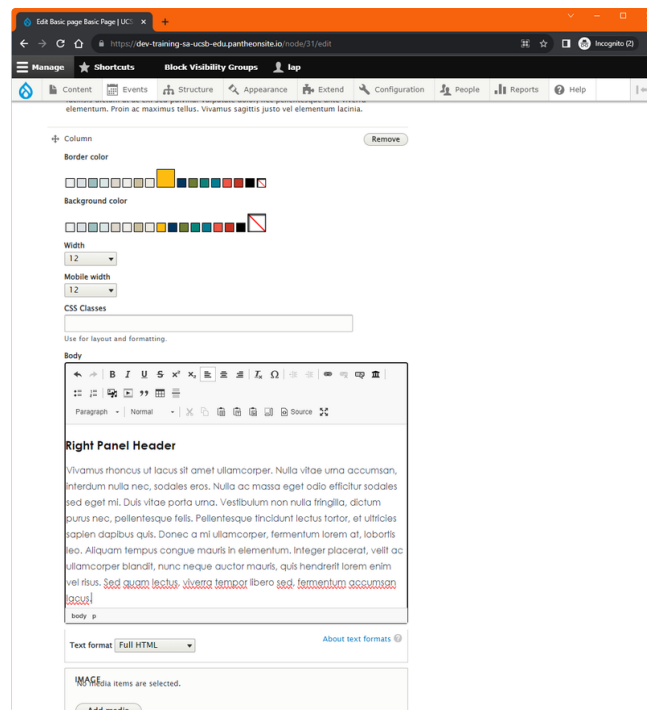
15. Enter *Right Panel Header* on the **Body** panel, and highlight the text



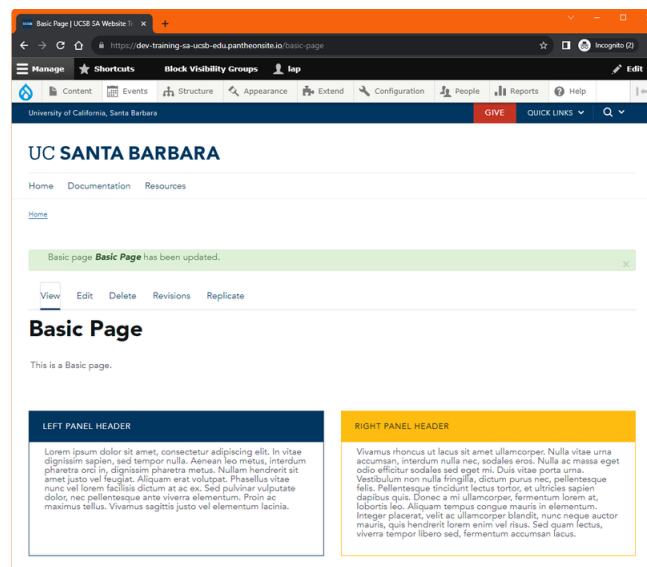
16. Select **Heading 3** from the **Normal** drop-down list



17. Enter content under the **Right Panel Header**

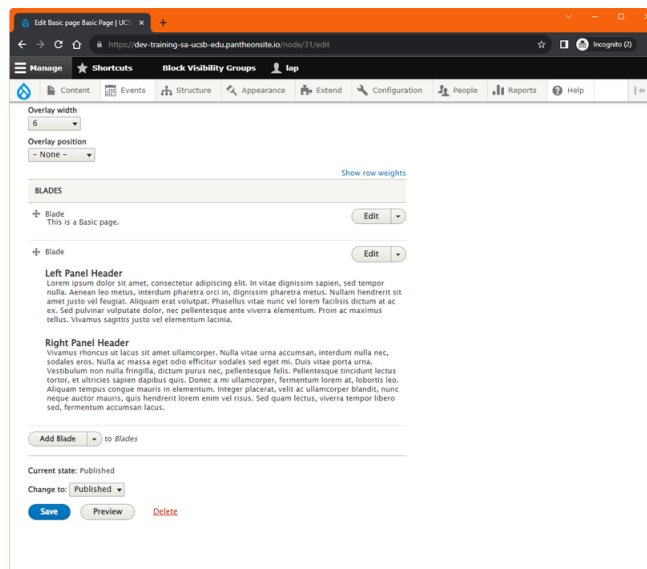


18. Scroll to the bottom, and click **[Save]** button

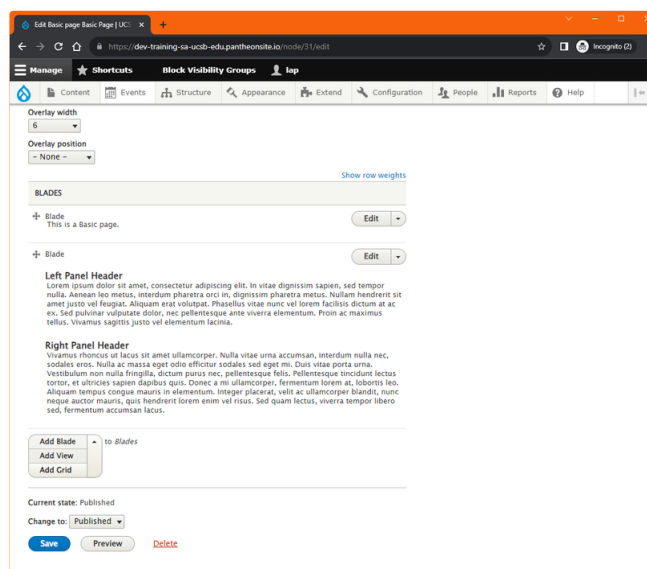


How to add Grids to the **Basic Page**

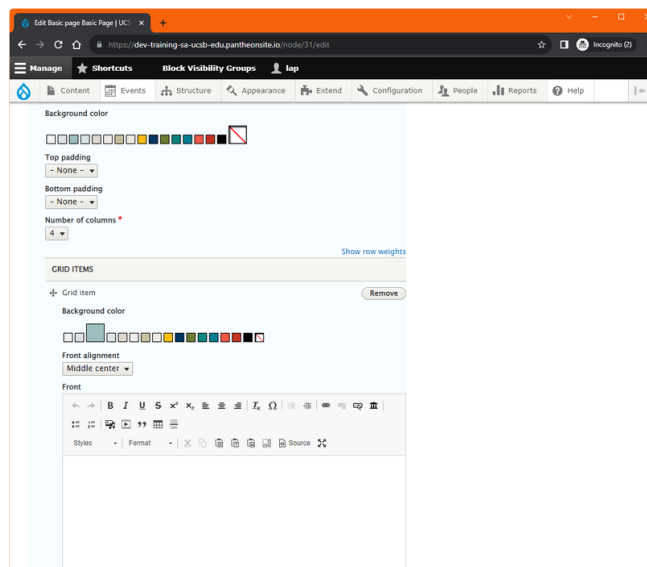
Click **[Edit]** button and scroll to the bottom



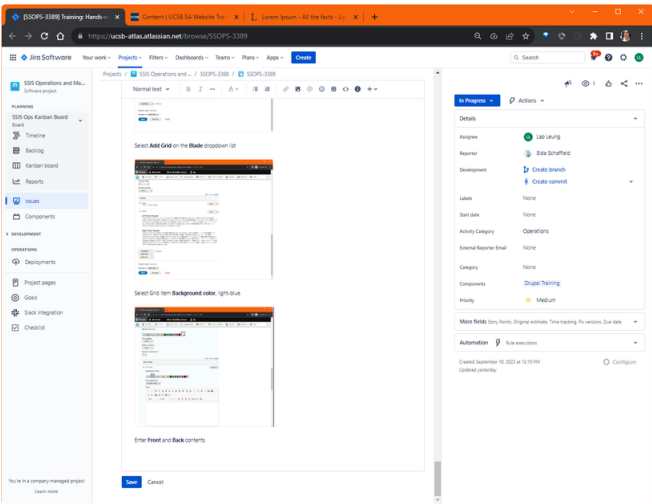
Select **Add Grid** on the **Blade** dropdown list



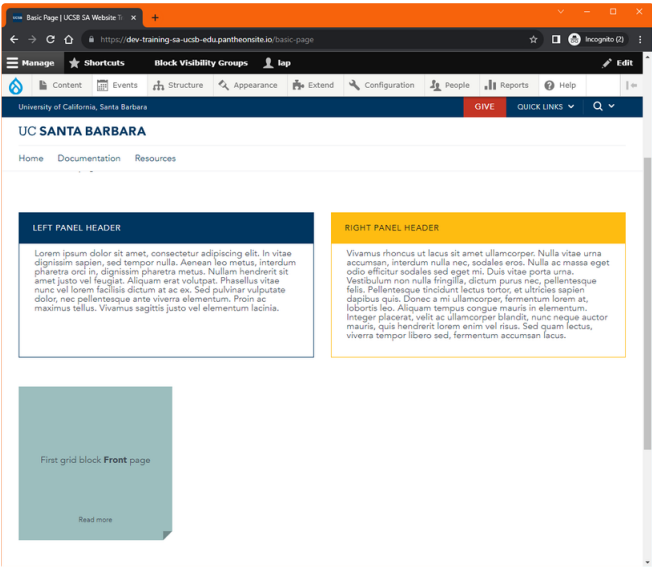
Select Grid item **Background color**, light-green



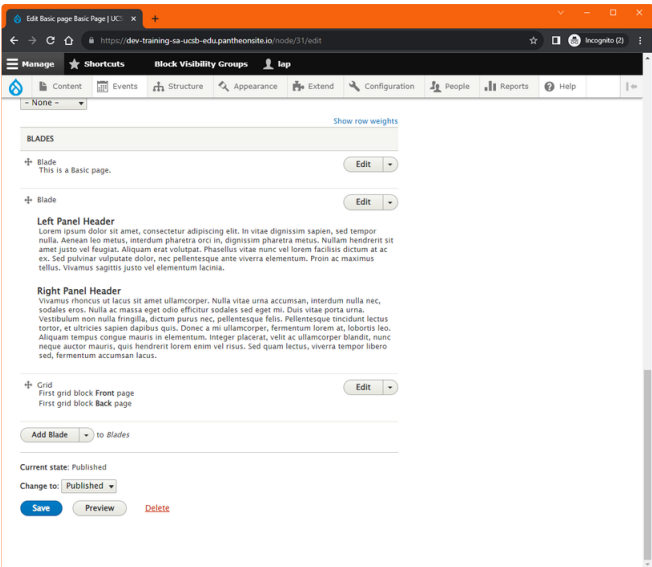
Enter **Front** and **Back** contents



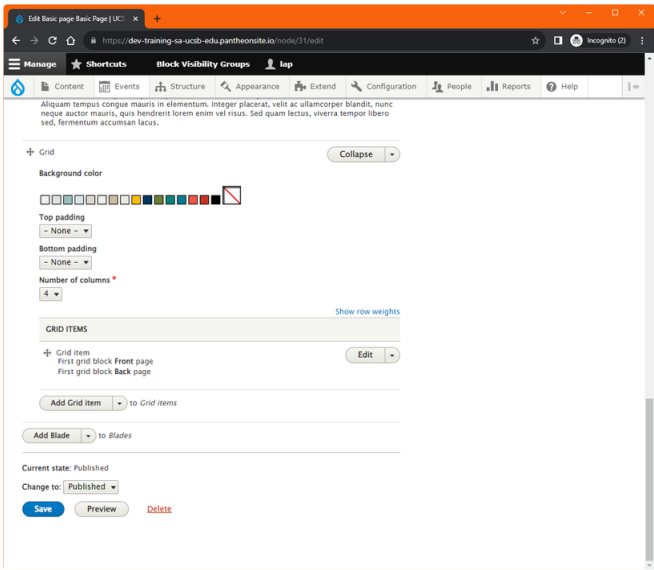
Scroll to the bottom and click **[Save]** button



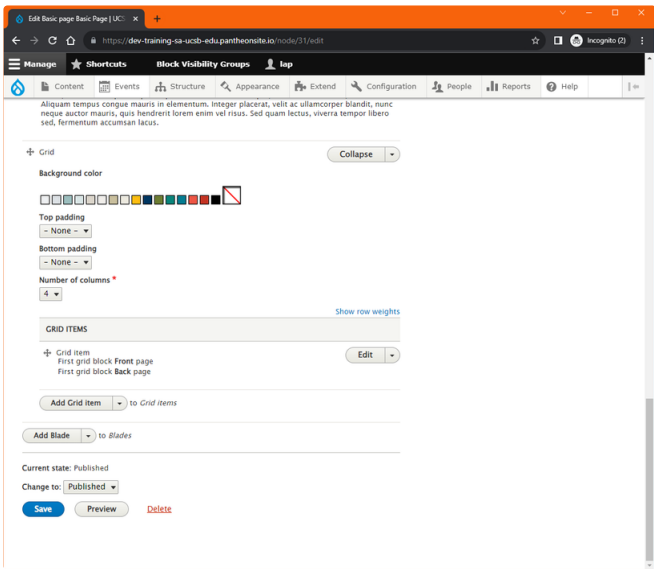
Add more Grid blocks. Click **[Edit]** and scroll to the bottom



Click **[Edit]** and scroll to the bottom

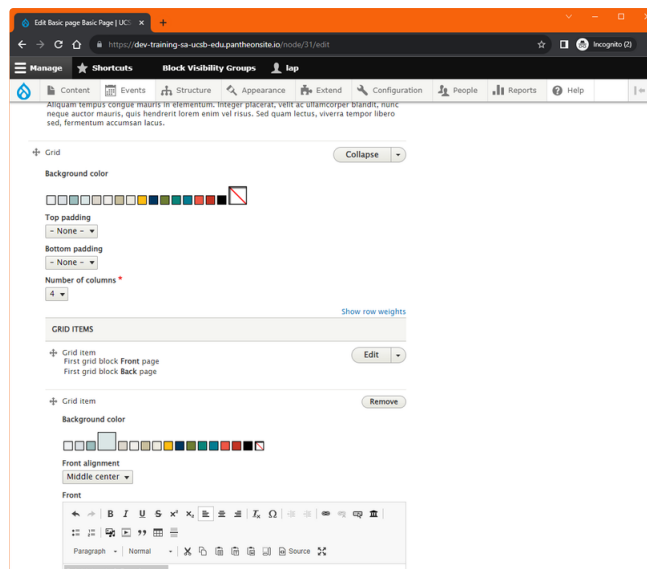


Click the Grid **[Edit]** button

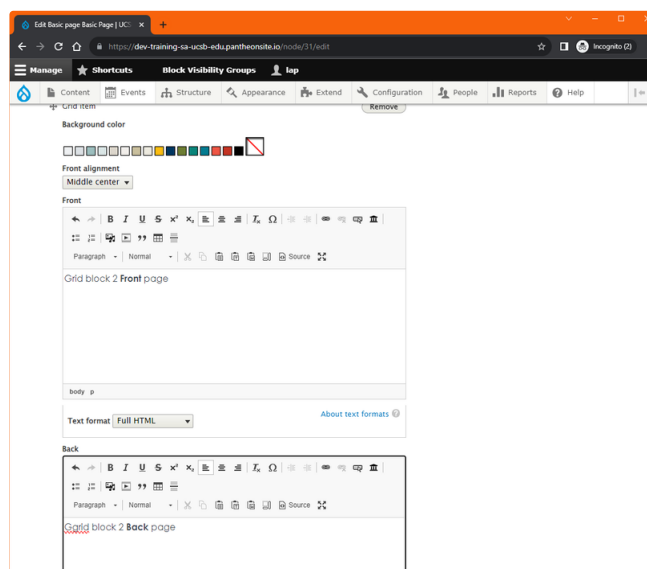


Scroll to the bottom and click **[Add Grid item]** button

Select Grid item Background color, light blue

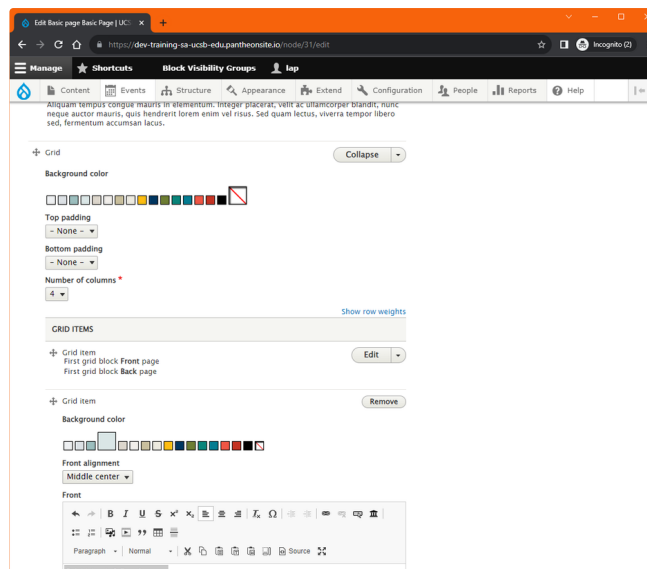


Scroll down and enter Grid block 2 contents, “Grid block 2 **Front** page” and “Grid block 2 **Back** page”

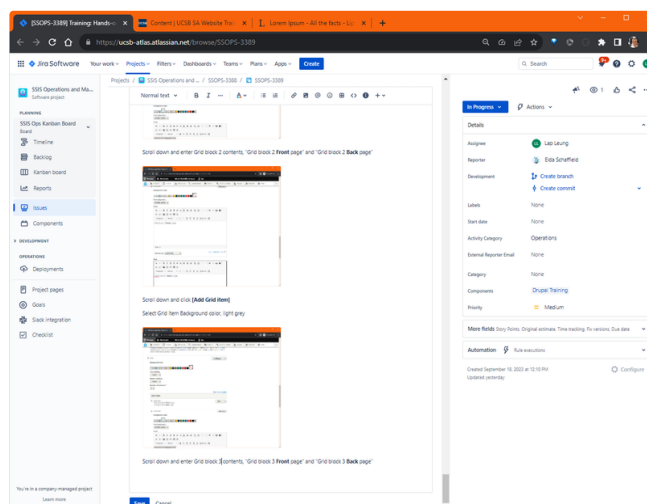


Scroll down and click **[Add Grid item]**

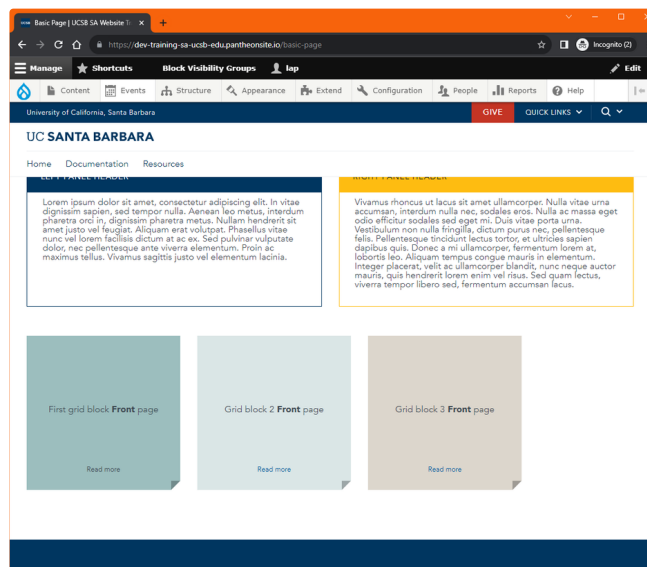
Select Grid item Background color, light grey



Scroll down and enter Grid block 3 contents, “Grid block 3 **Front** page” and “Grid block 3 **Back** page”

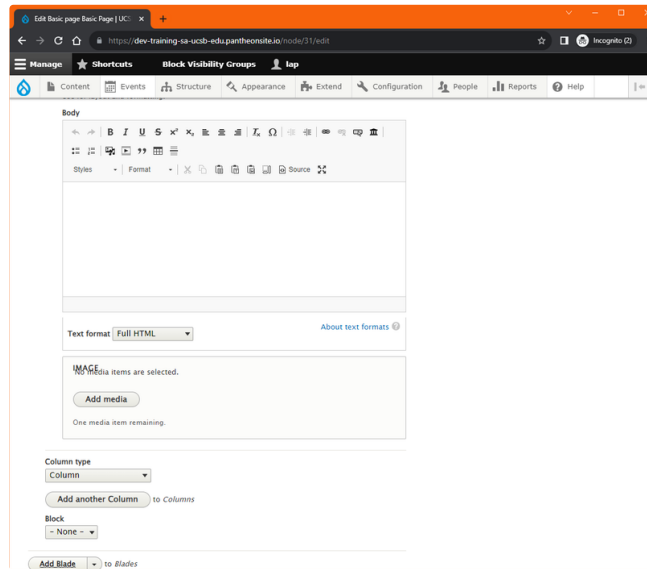


Scroll to the bottom and click **[Save]** button

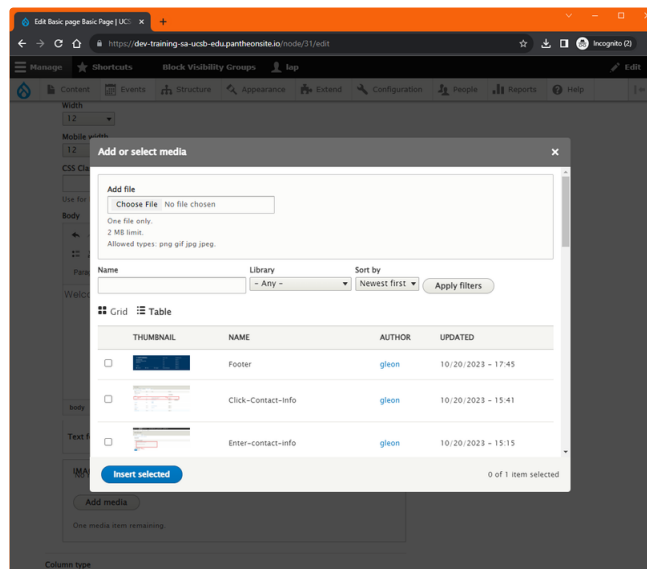


How to add an image

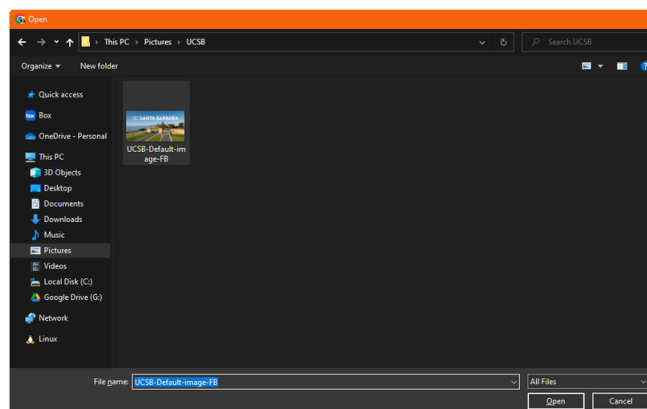
Click **[Edit]** on the **Basic Page**, and scroll to the bottom, click **[Add Blade]** button



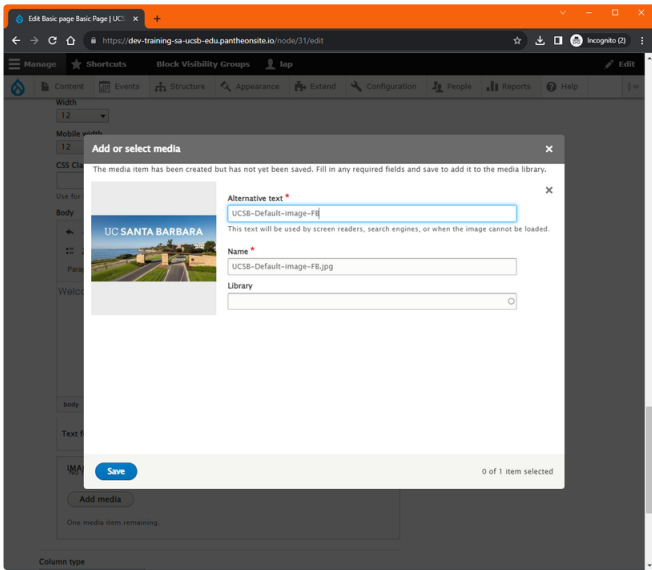
Click **[Add media]** button



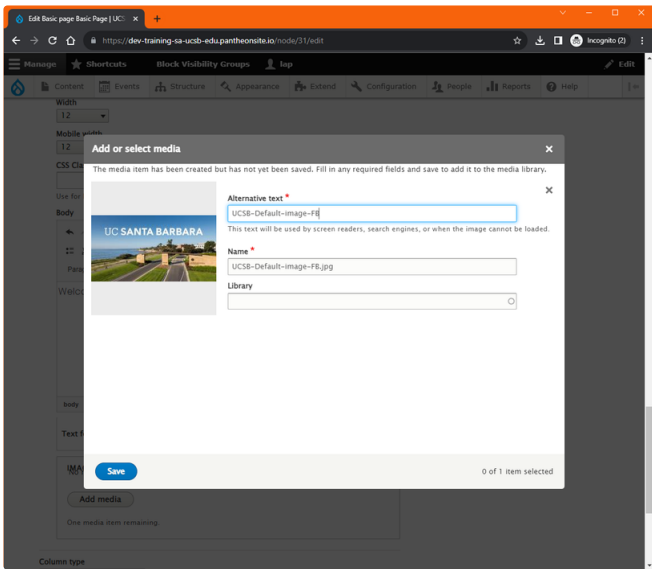
Click **[Choose File]** button to upload an image file



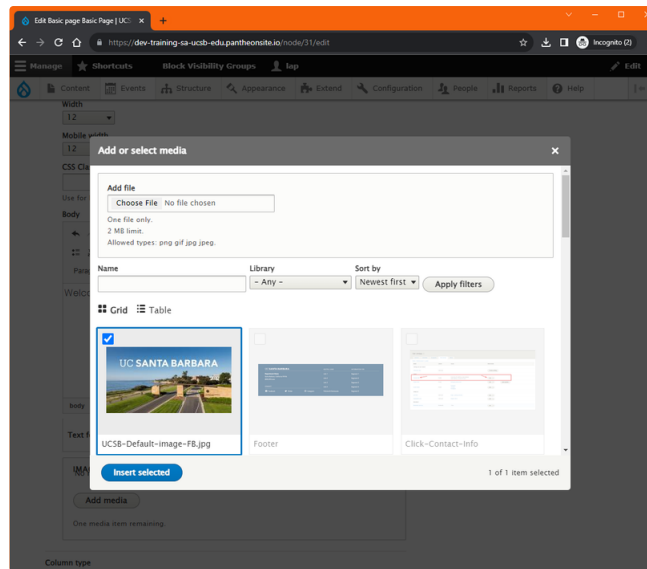
Choose an image file, highlight and copy the **File name**, and then click **[Open]** button



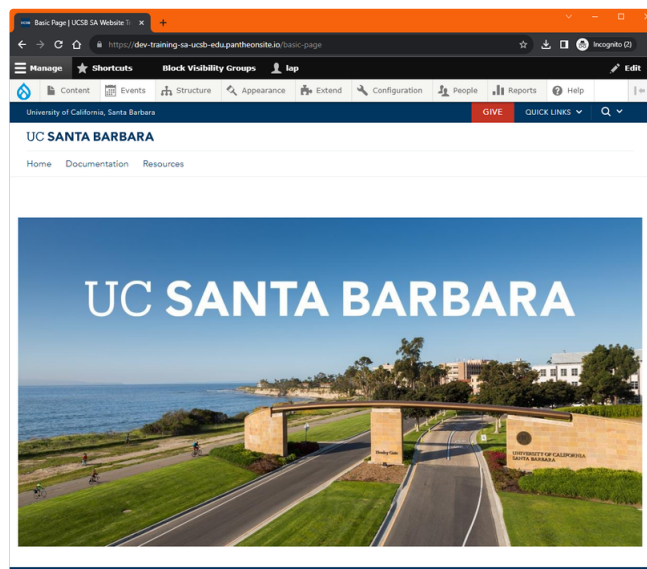
Paste the File name to the **Alternative text**, and click **[Save]**



Click **[Insert selected]** button on

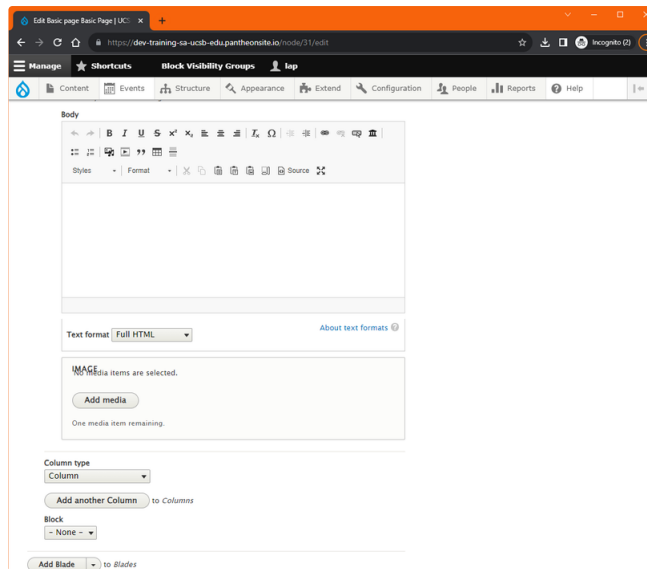


Click **[Save]** button at the bottom

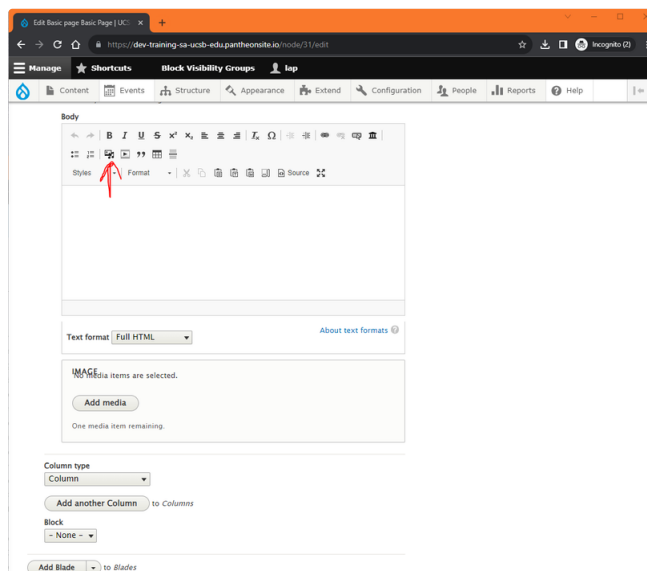


Add another image

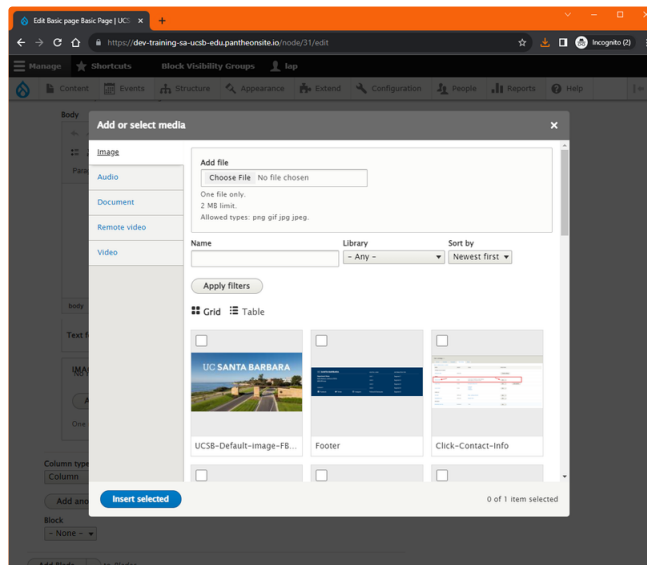
Click **[Edit]** on the **Basic Page**, and scroll to the bottom, click **[Add Blade]** button



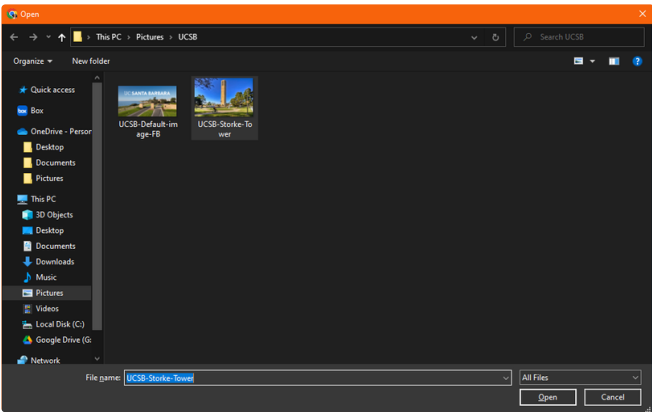
Click the [Insert from Media Library] icon (Red Arrow)



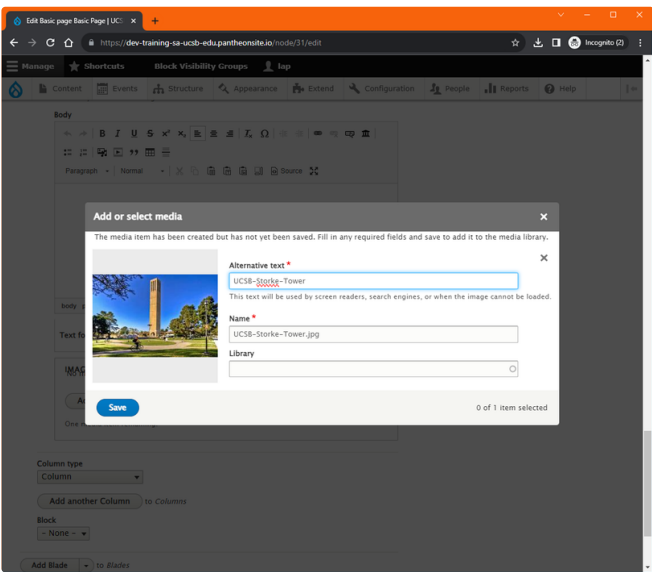
Click [Choose File] button on to upload an image file



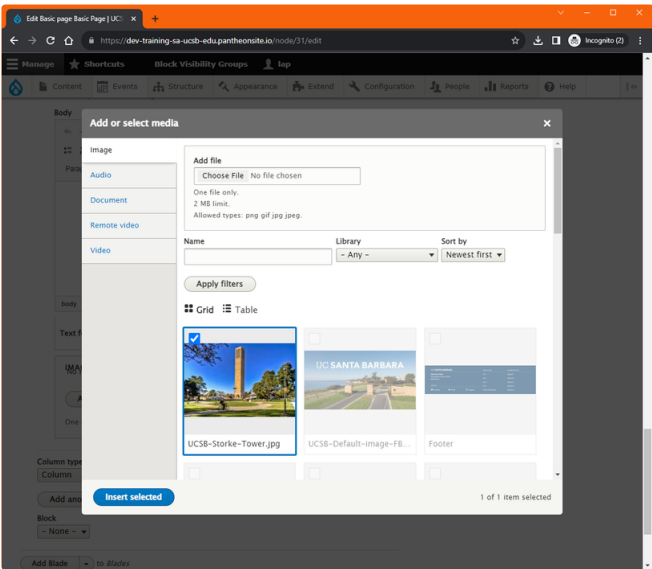
Choose an image file, highlight and copy the **File name**, and then click **[Open]** button



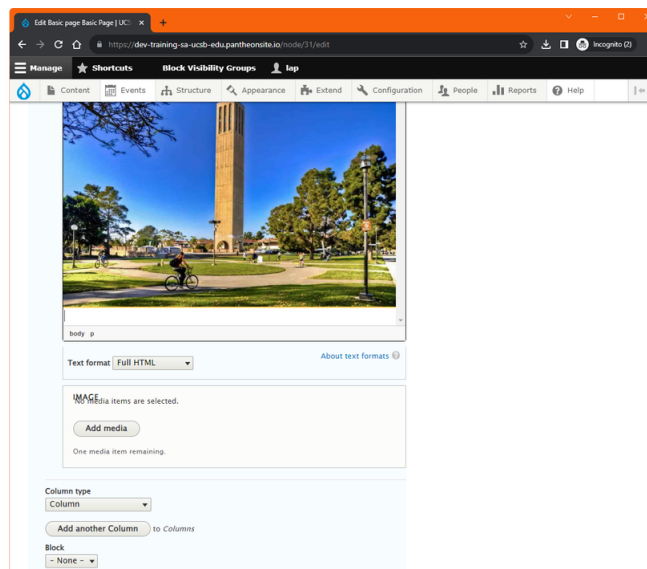
Paste the File name to the **Alternative text**, and click **[Save]**



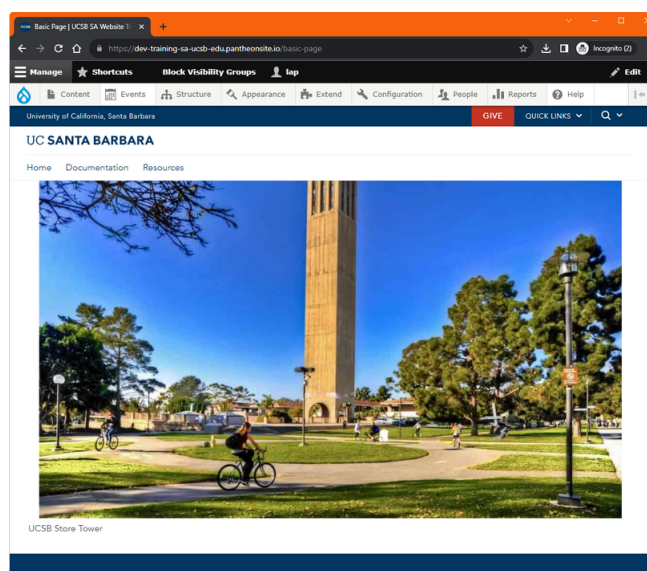
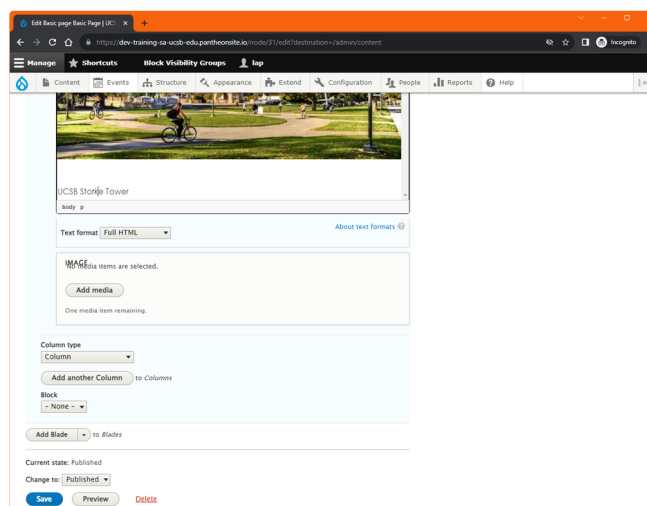
Click **[Insert selected]** button on



Move pointer to the image lower-right corner and click the **[Return]** arrow

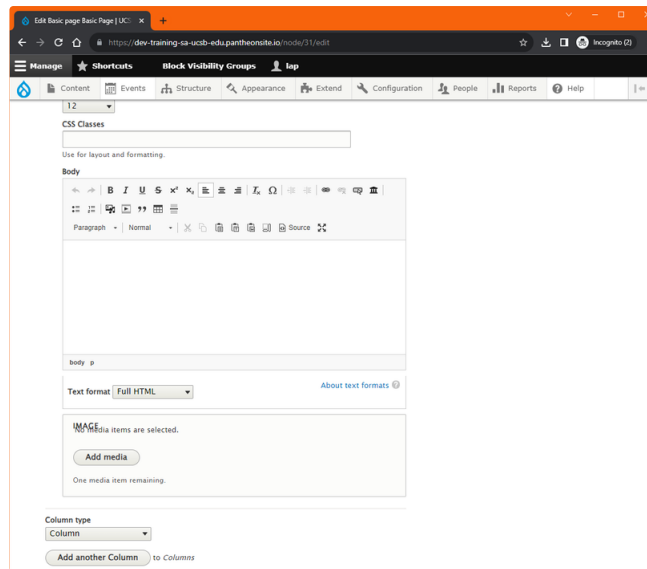


Enter text “UCSB Storke Tower”, and then click **[Save]** button at the lower-left bottom

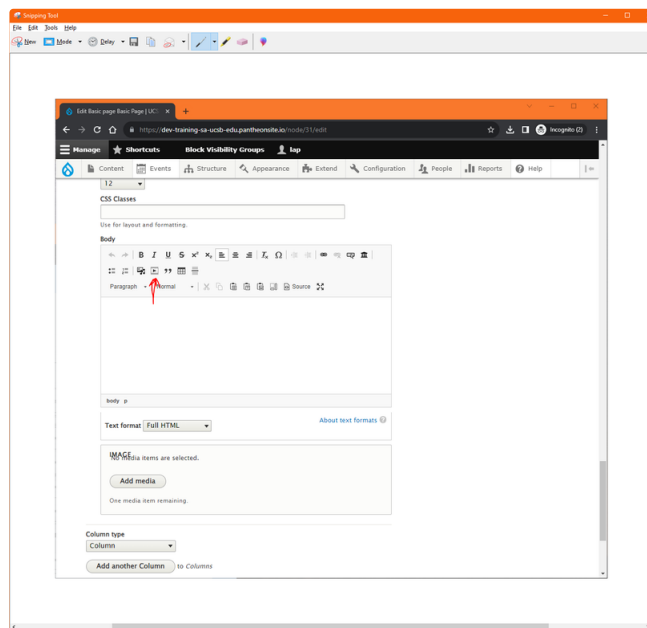


How to add a video to the **Basic Page**

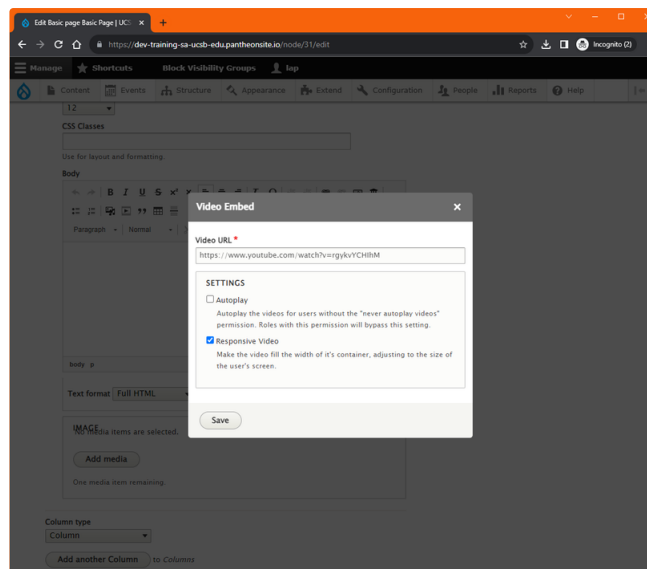
Click **[Edit]** on the **Basic Page**, and scroll to the bottom, click **[Add Blade]** button



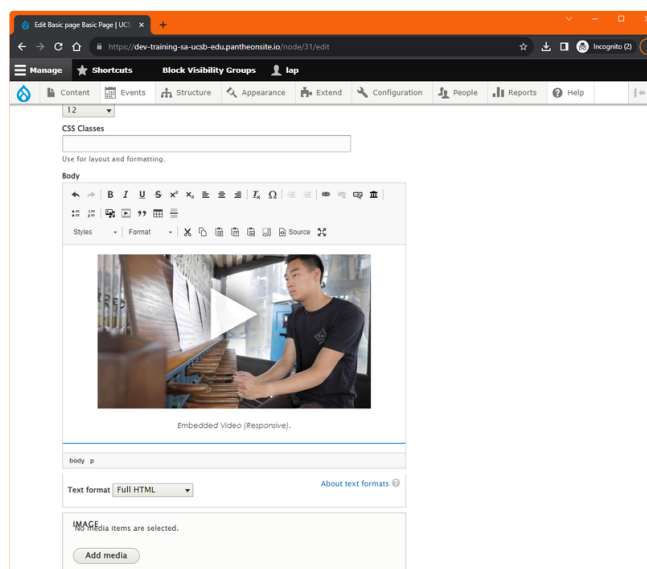
Click the **[Video Embed]** icon (Red Arrow)



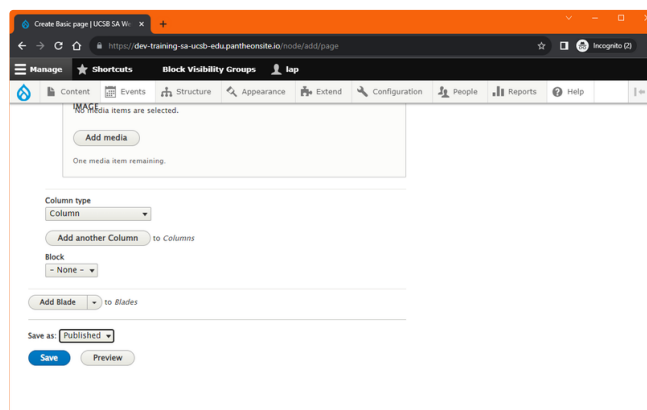
Enter **Video URL**  **On the San Antonio River | UCSB Storke Tower's Carillon** , and uncheck Autoplay box



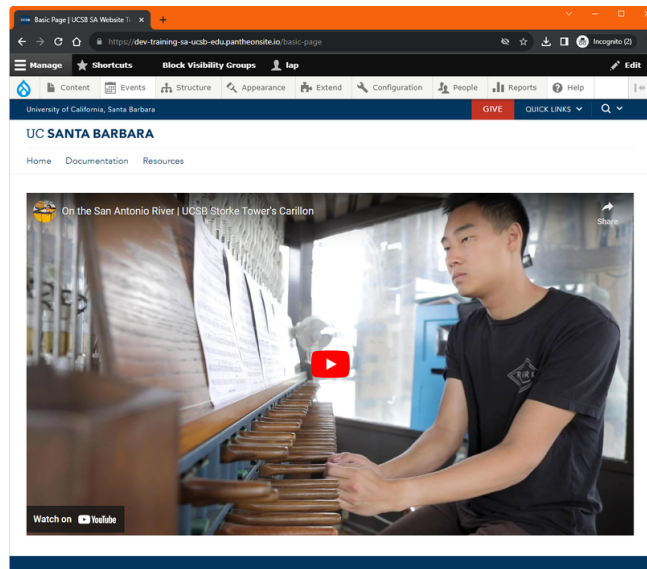
Click **[Save]** button



Click **[Save]** button at the lower-left bottom



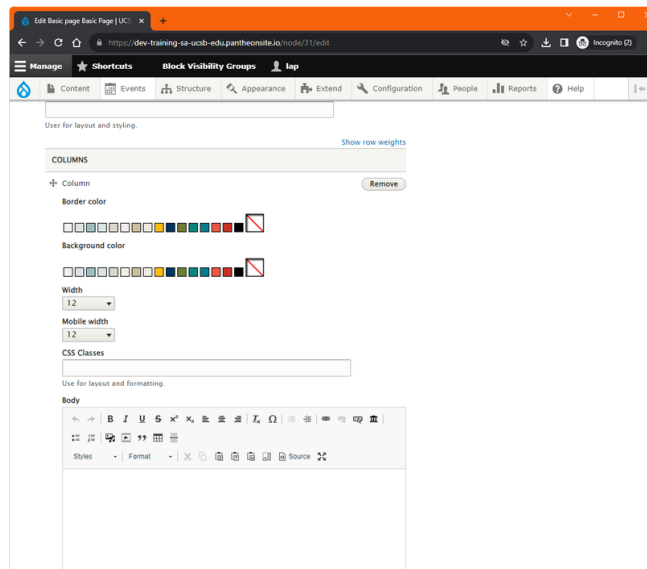
Click **[>]** to play the video on



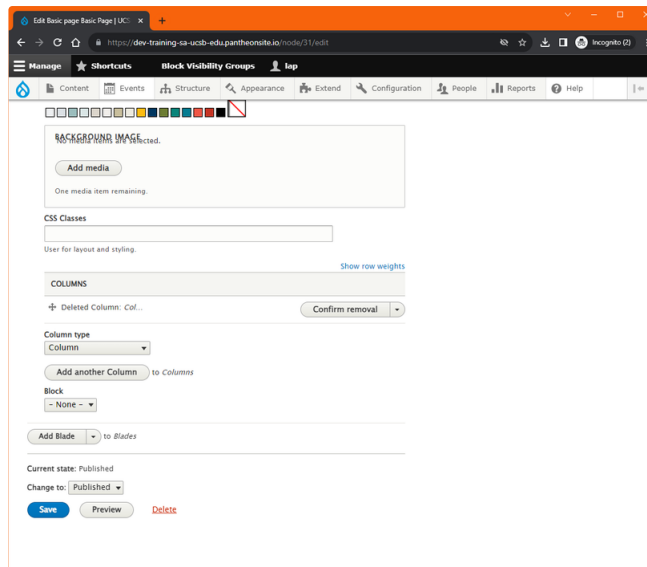
How to add an accordion to the **Basic Page**

Click [Edit] on the **Basic Page**, and scroll to the bottom, click **[Add Blade]** button

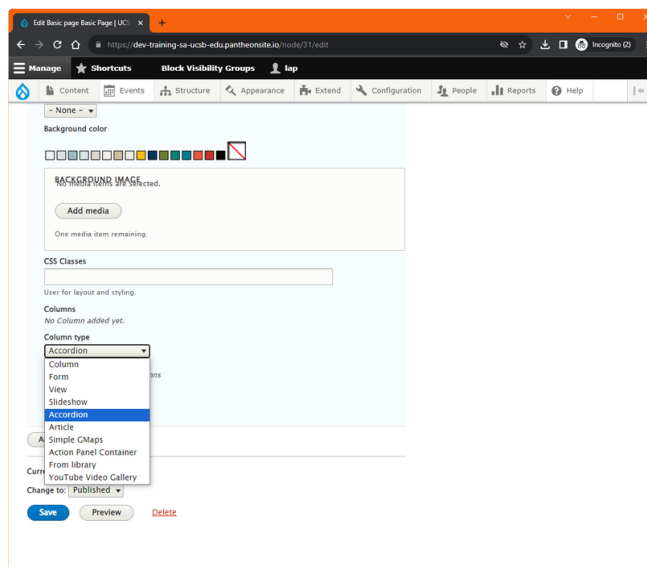
Click **[Remove]** to delete the empty Column on



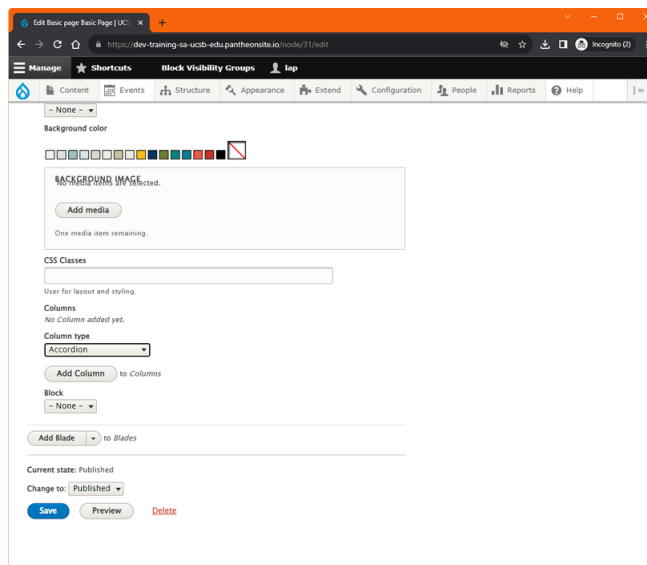
Click **[Confirm removal]** on



Select **Accordion** from the **Column type** dropdown list

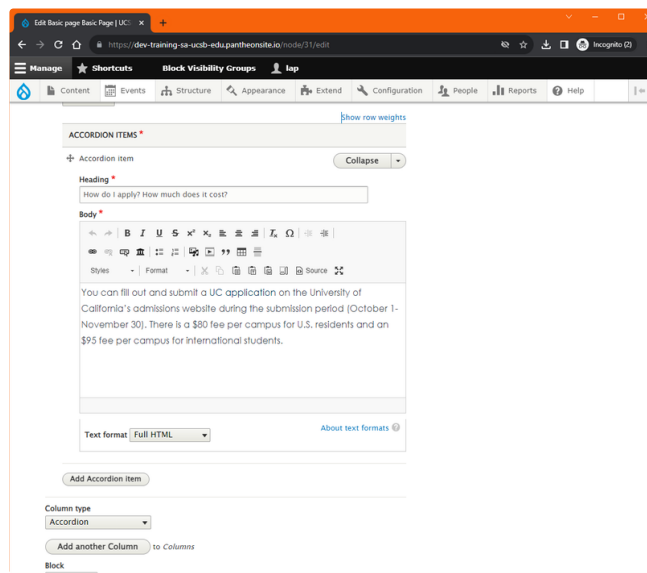


Click **[Add Column]** button on



Enter **Heading**: How do I apply? How much does it cost?

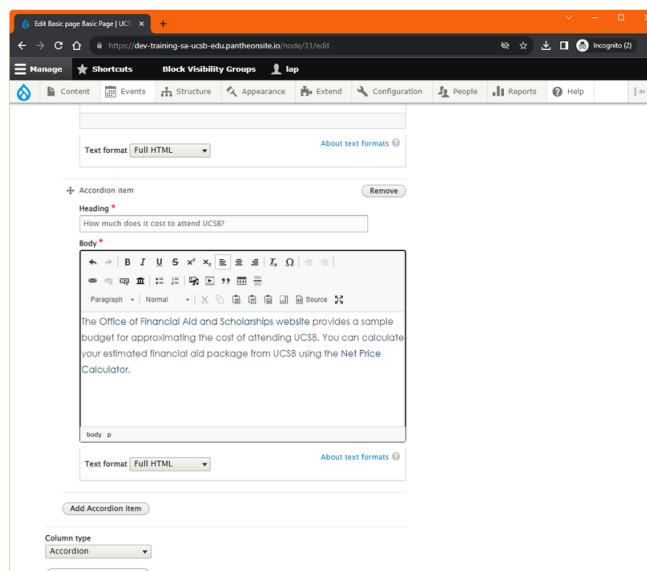
Body: You can fill out and submit a UC application on the University of California's admissions website during the submission period (October 1-November 30). There is a \$80 fee per campus for U.S. residents and an \$95 fee per campus for international students.



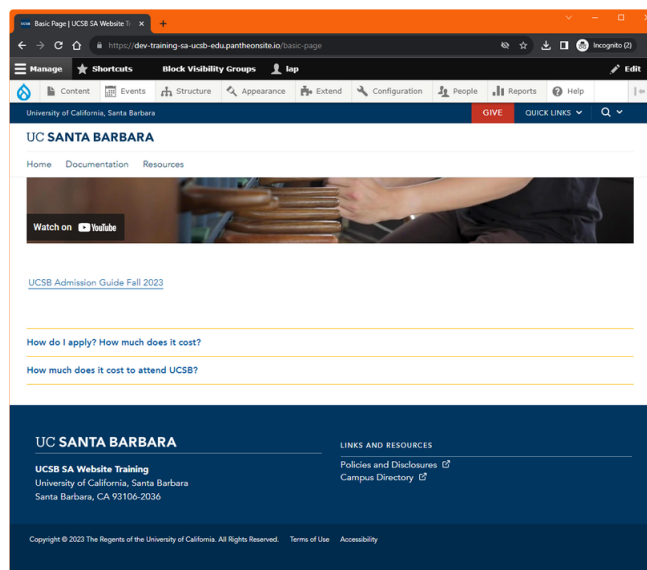
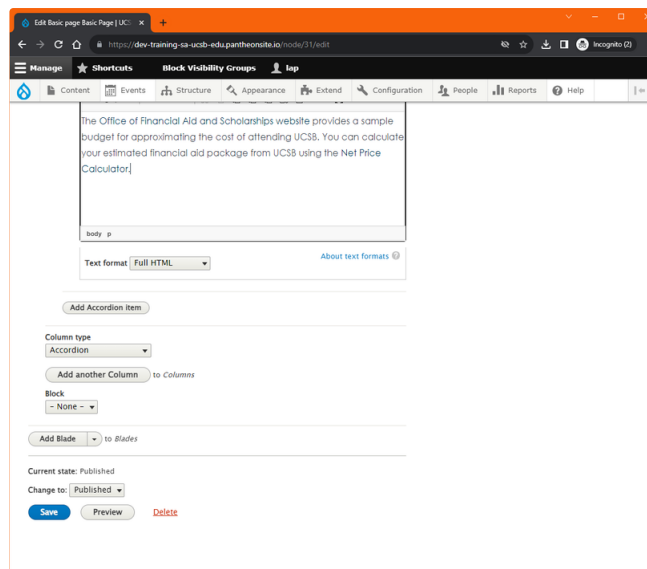
Click **[Add Accordion item]**, and enter

Heading: How much does it cost to attend UCSB?

Body: The Office of Financial Aid and Scholarships website provides a sample budget for approximating the cost of attending UCSB. You can calculate your estimated financial aid package from UCSB using the Net Price Calculator.

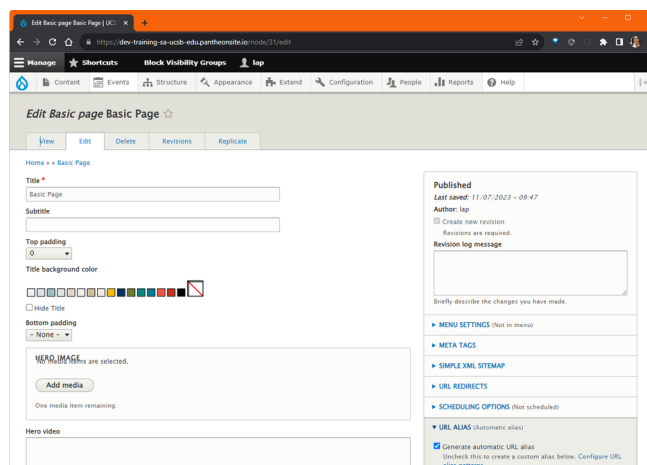


Click **[Save]** button at the lower-left bottom

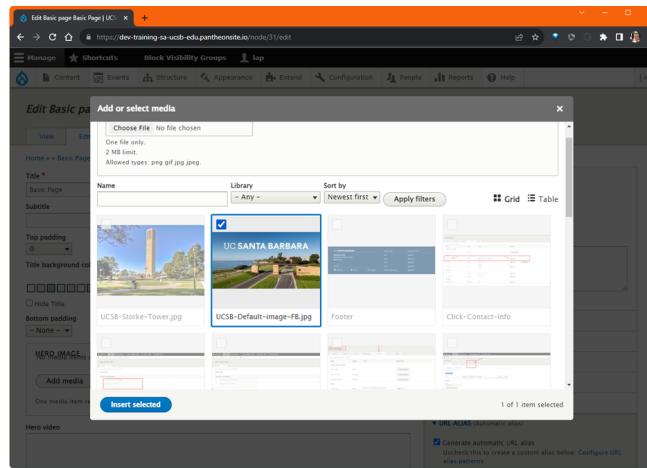


How to add a Hero Image to the Basic Page

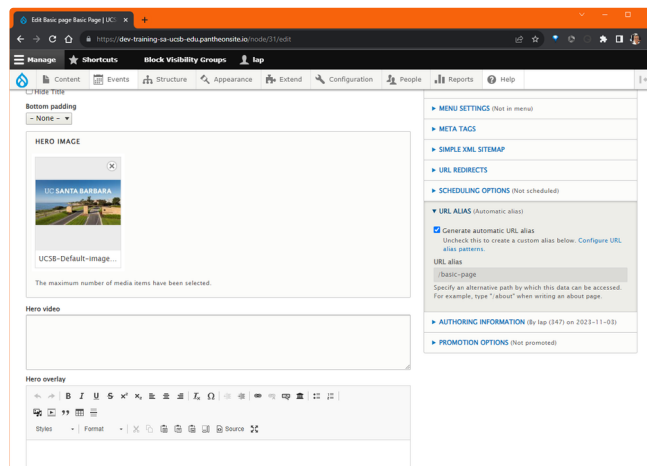
Click **[Edit]** on the **Basic Page**, and then click **[Add media]** button on



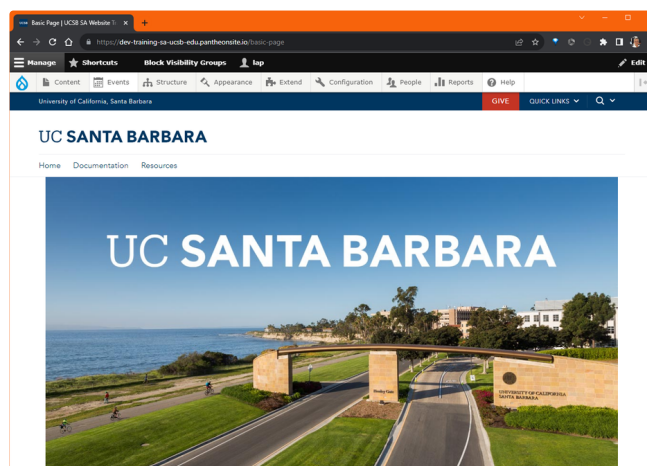
Select an image from the media library



Click **[Insert selected]** button

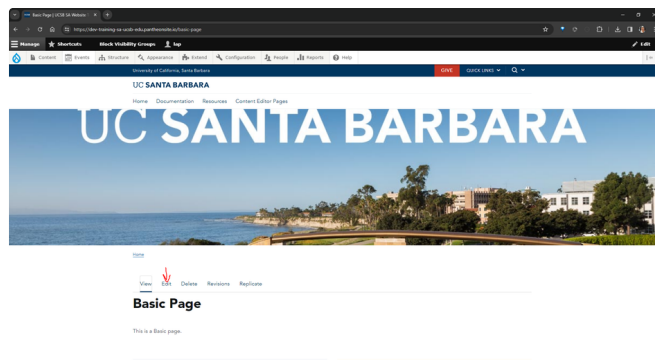


Scroll to the bottom and click **[Save]** button

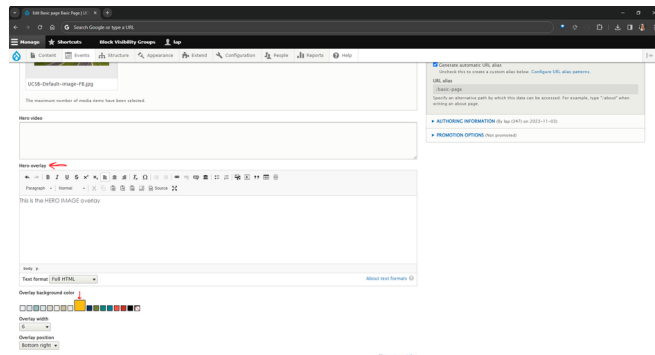


How to create a Hero image with overlay

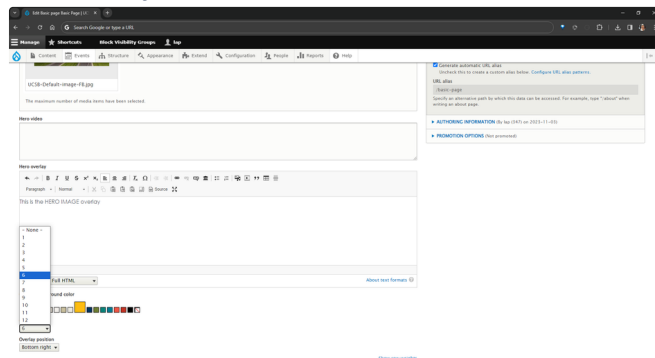
1. Click **[Edit]** on the **Basic Page**



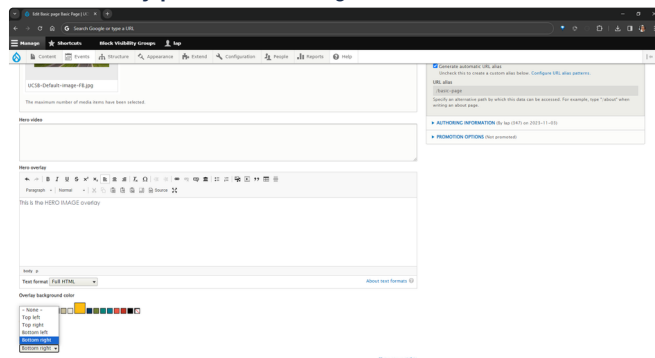
2. Scroll down to **Hero overlay**, enter "This is the HERO IMAGE overlay", and click **Overlay background color Yellow**



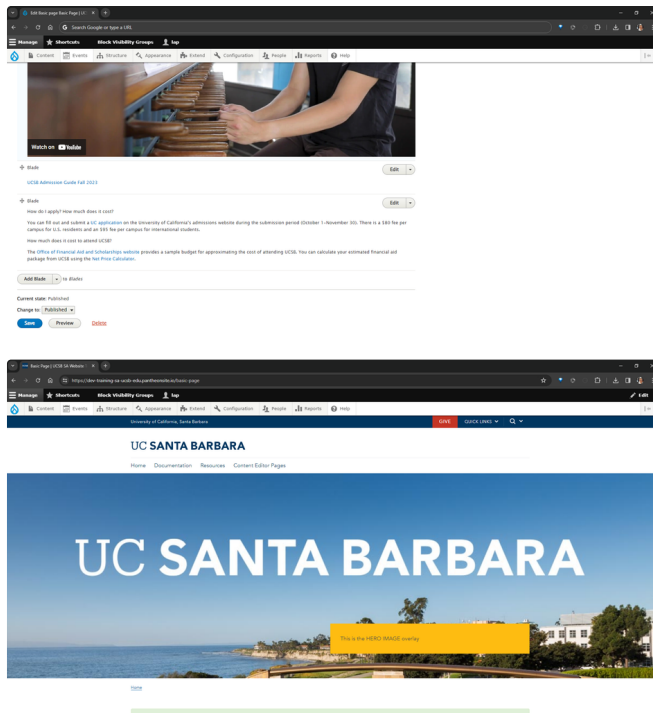
3. Select **Overlay width 6**



4. Select **Overlay position Bottom right**

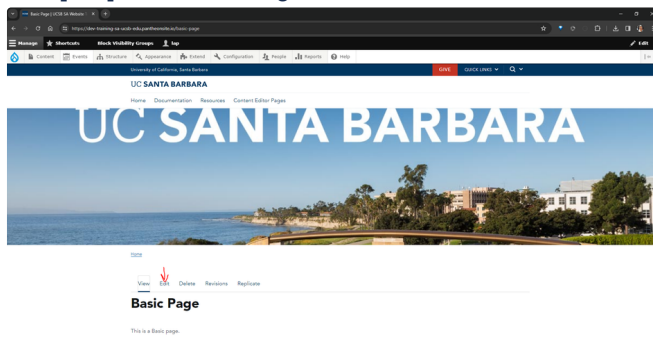


5. Scroll to the page bottom and click **[Save]** bottom

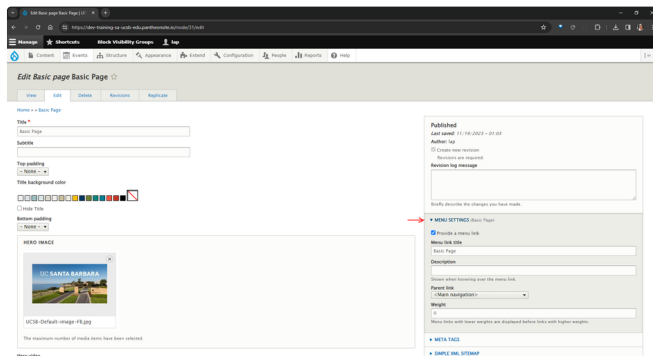


How to add menu link for the page under this parent: [Content Editor Pages | UCSB SA Website Training](#)

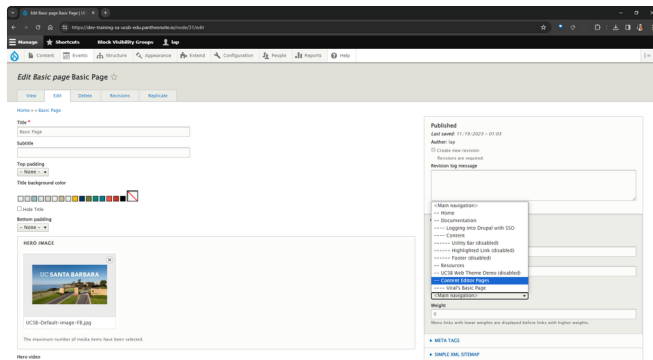
1. Click [Edit] on the **Basic Page**



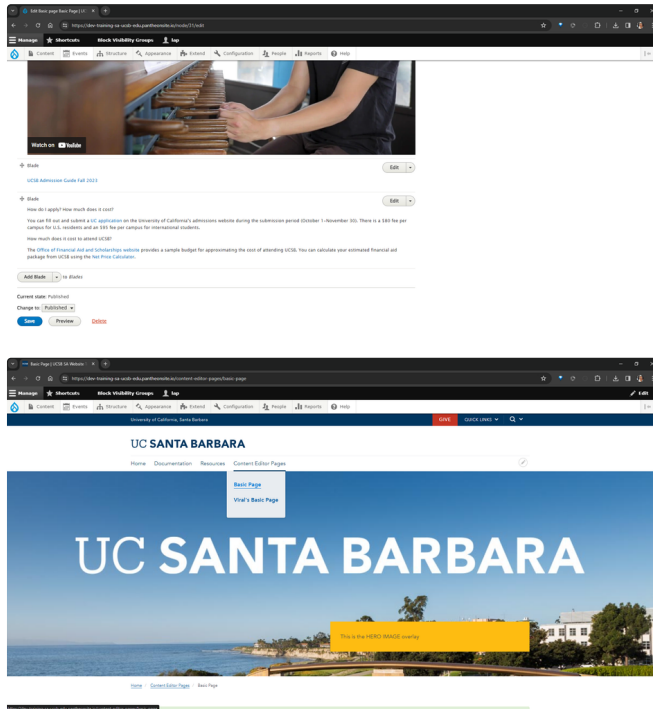
2. Click **MENU SETTINGS** (Basic Page) and check **Provide a menu link**



3. Select **Parent link** Content Editor Pages

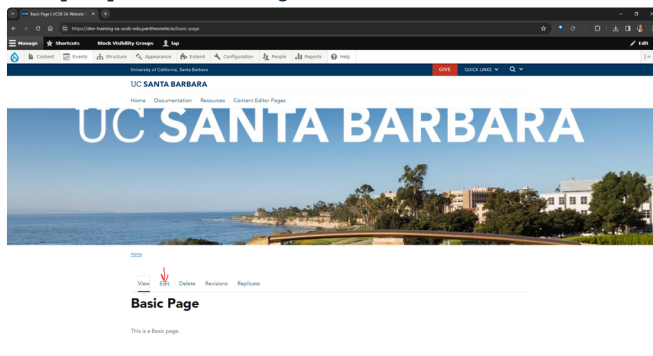


4. Scroll to the bottom and click **[Save]** button

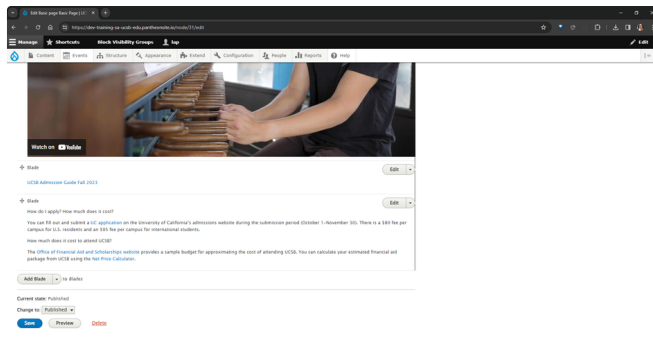


How to create slider of images

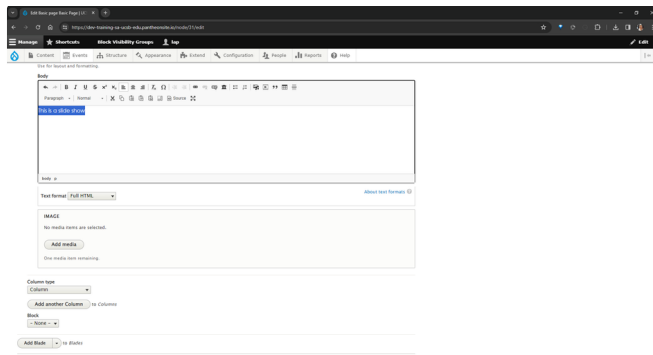
1. Click **[Edit]** on the **Basic Page**



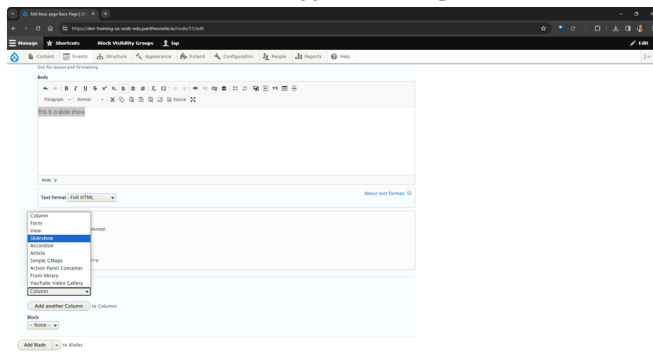
2. Scroll down to the bottom and click **[Add Blade]** button



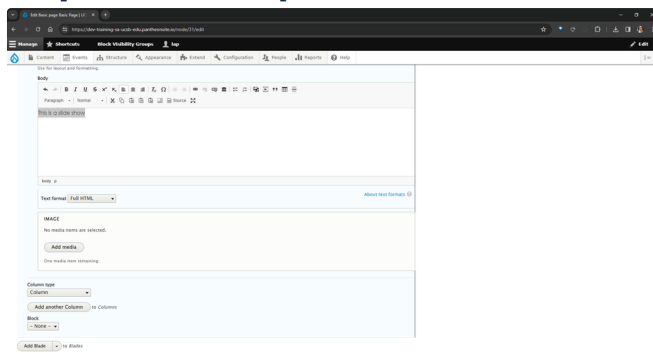
3. Enter "This is a slide show" on the **Body** panel



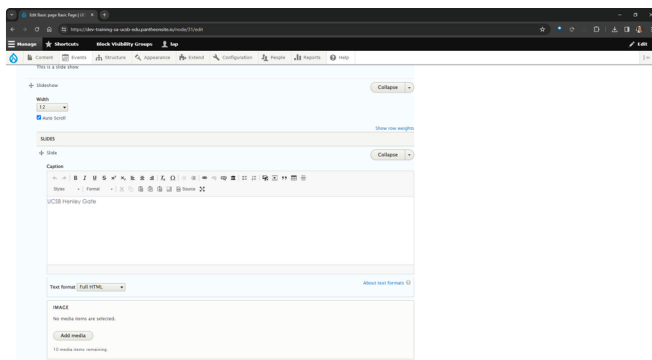
4. Select **Slideshow** on **Column type** and Click **[Add another Column]** button on



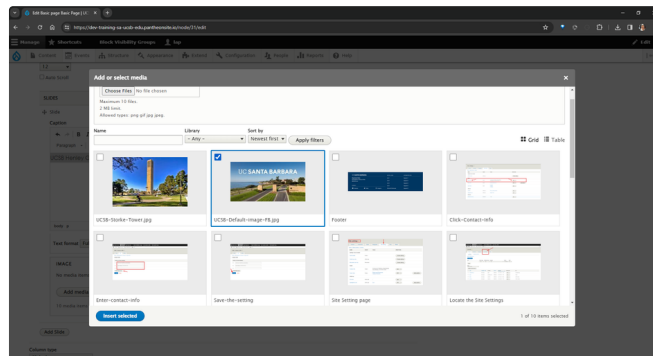
5. Click **[Add another Column]** button on



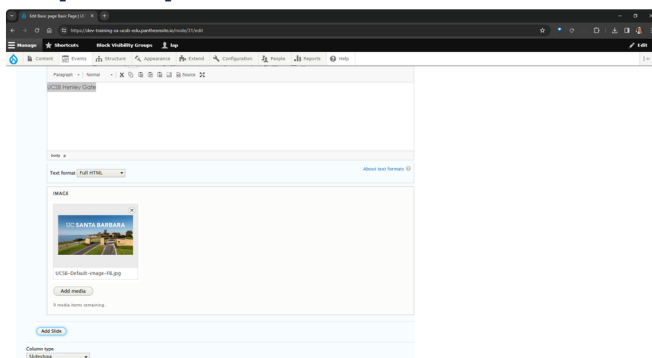
6. Check **[Auto Scroll]**, enter **Caption UCSB Henley Gate.** and click **[Add media]** button



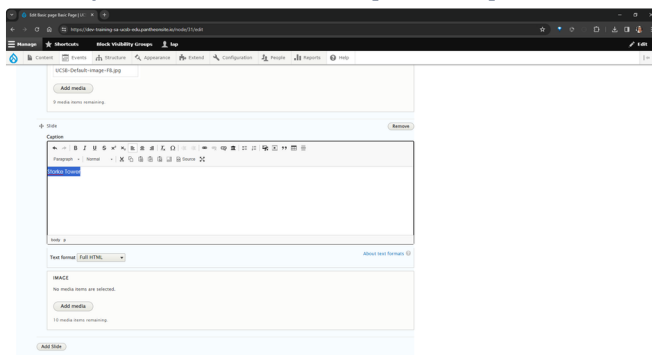
7. Select a UCSB Henley Gate image and click **[Insert selected]** button



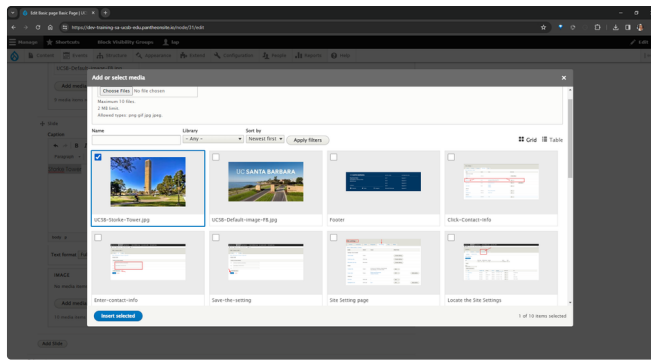
8. Click **[Add Slide]** button on



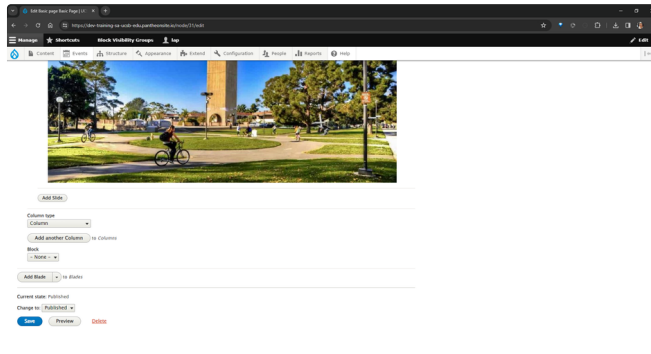
9. Enter **Caption Storke Tower** and click **[Add media]** button



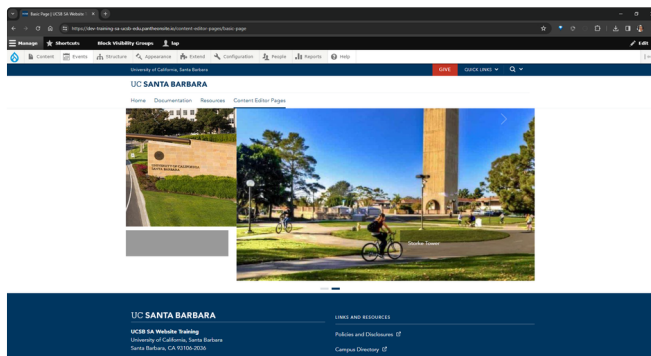
10. Select a Storke Tower image and click **[Insert selected]** button



11. Scroll to the bottom and click **[Save]** button

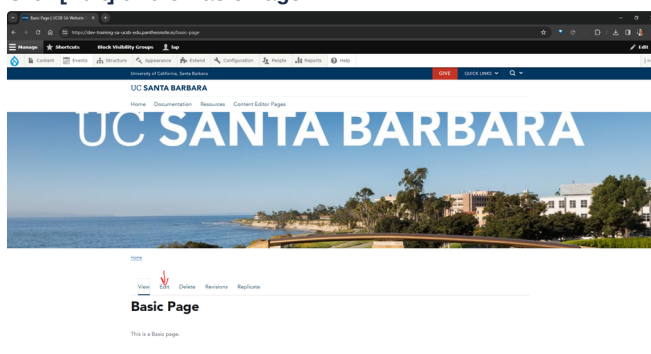


12. Scroll to the bottom of the page and watch

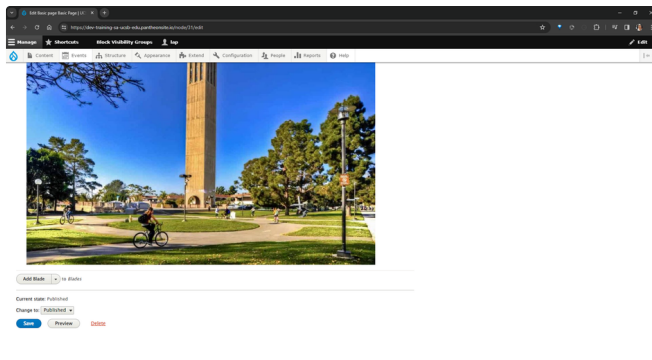


How to add a document file

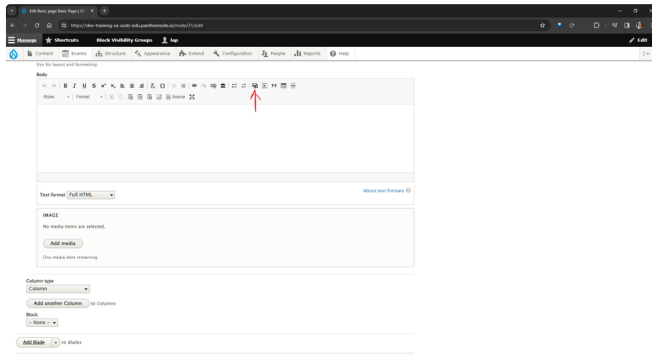
1. Click **[Edit]** on the **Basic Page**



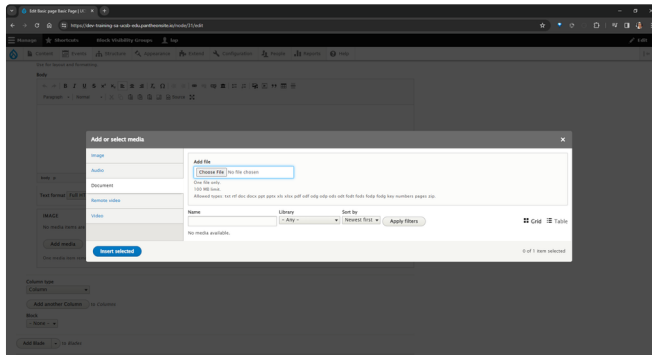
2. Scroll down to the bottom and click **[Add Blade]** button on



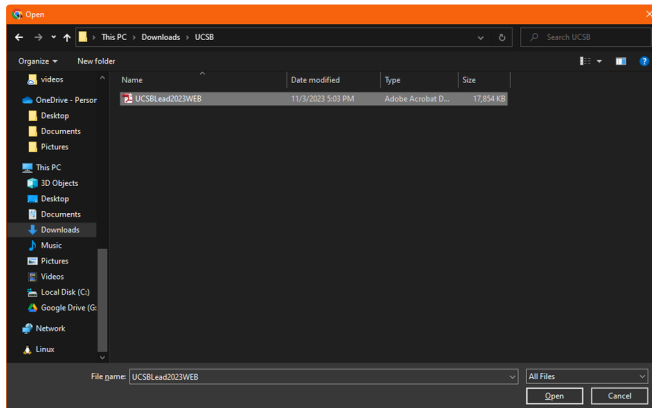
3. Click [Inset from Media Library] button



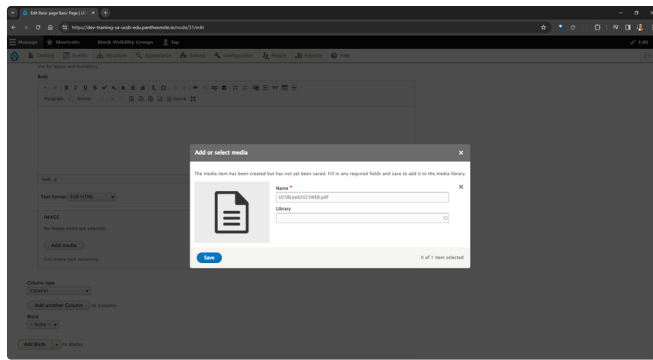
4. Click [Document] tab and Click [Choose File] button



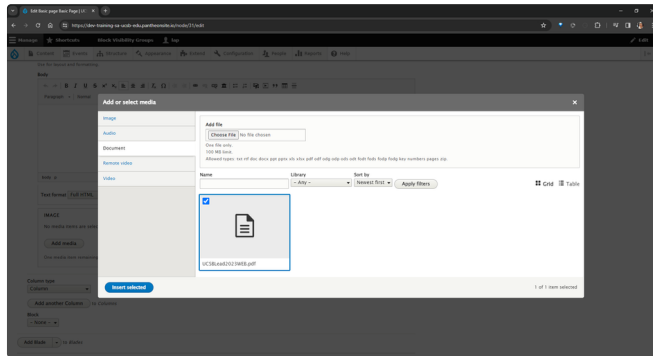
5. Select a file from the Explore and Click [Open] button



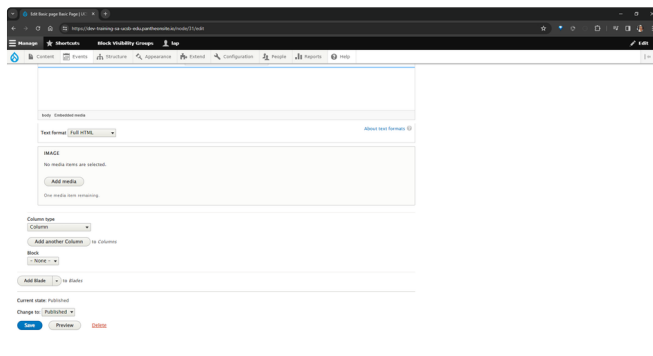
6. Click [Save] button



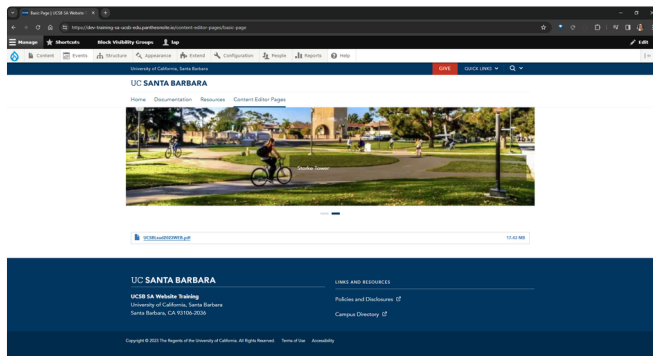
7. Click [Insert selected] button



8. Scroll to the bottom and click [Save] button

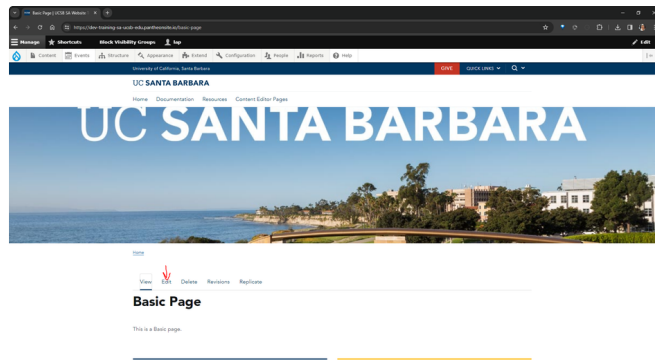


9. Scroll to the bottom of the page

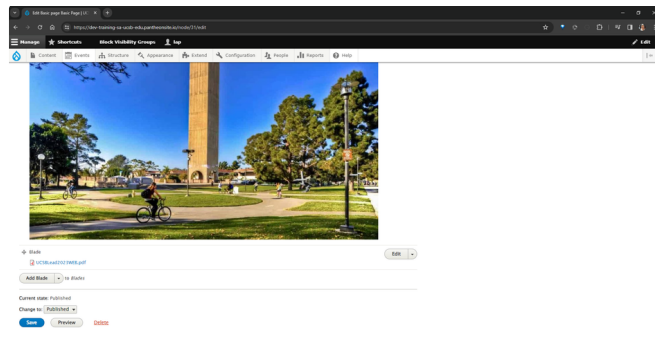


how to create a blade that has image, blurb, and a button like this page

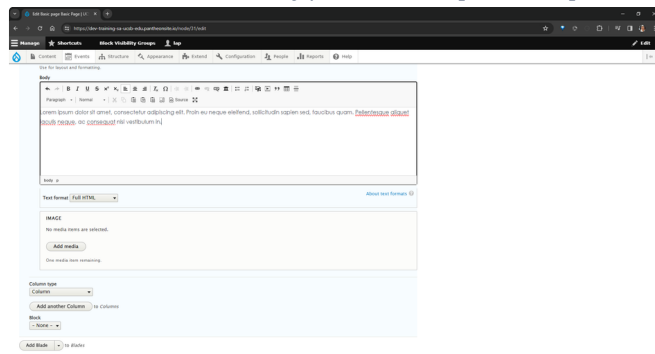
1. Click [Edit] on the **Basic Page**



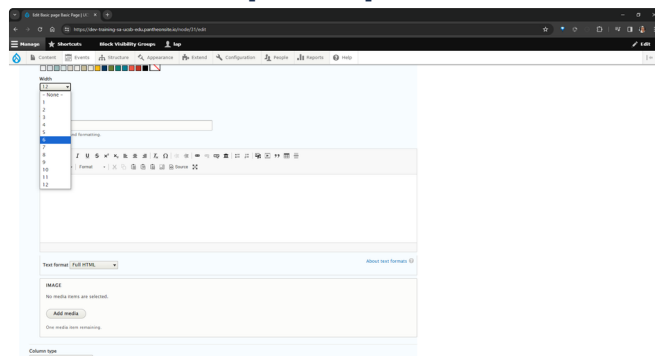
2. Scroll down to the bottom and click **[Add Blade]** button on



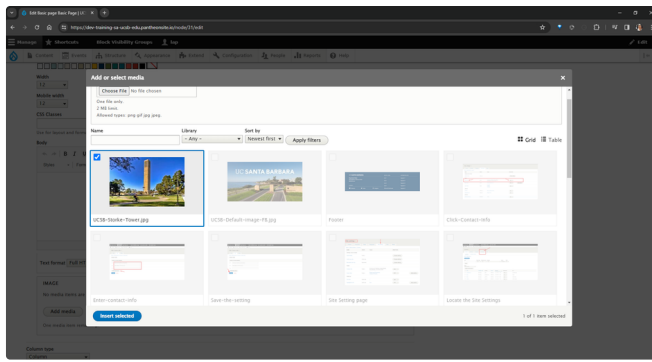
3. Enter some blurb text on **Body** panel and click **[Add blade]** button



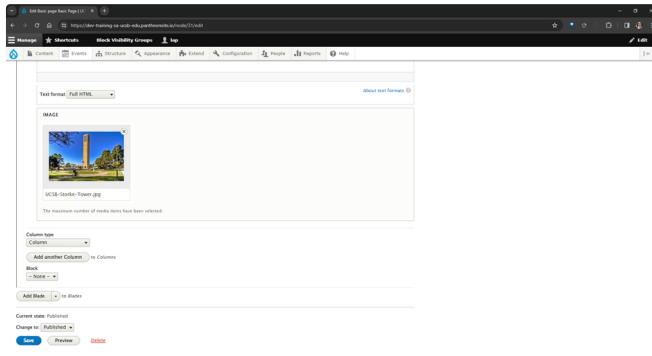
4. Select **Width 6** and click **[Add media]** button



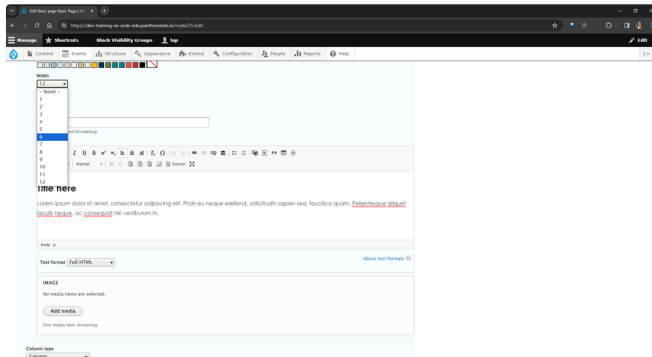
5. Select an image and click **[Insert selected]**



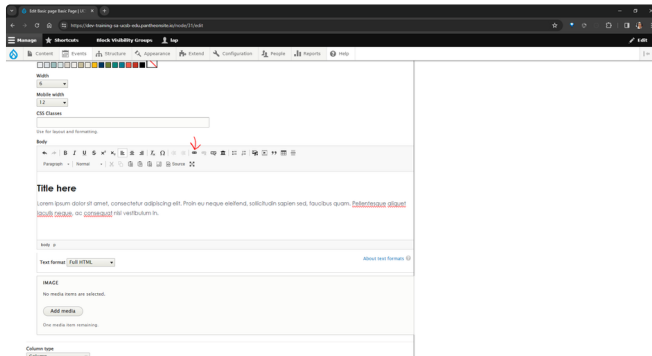
6. Click [Add another Column] button on



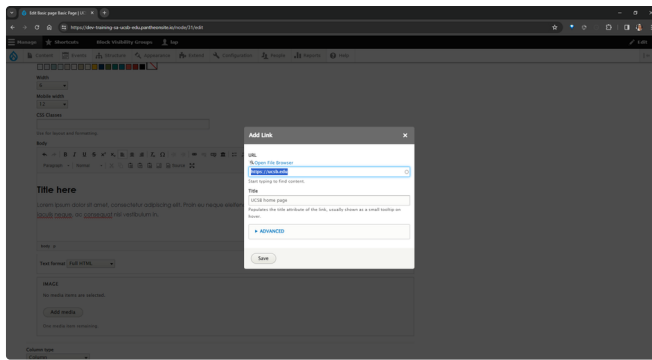
7. Enter some text on **Body** panel and Select **Width 6**



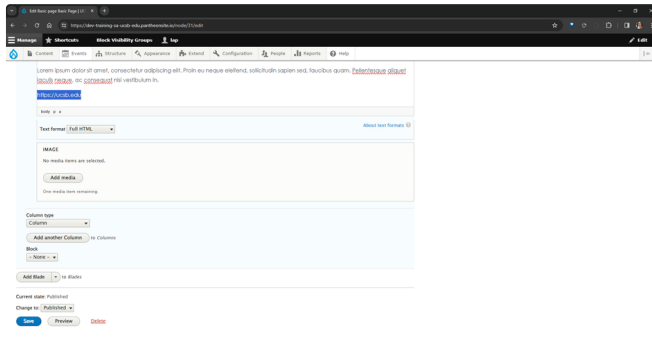
8. Click [Link (Ctrl+K)] button on



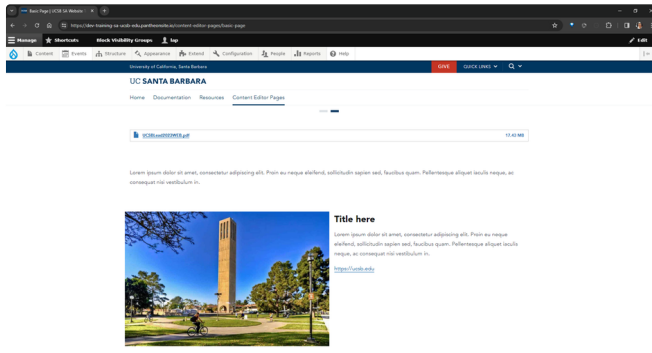
9. Enter **URL** <https://ucsb.edu> and **Title** "UCSB home page"



10. Scroll to the bottom and click [Save] button

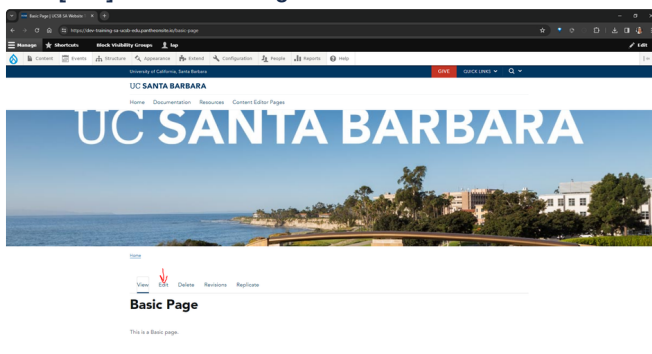


11. Scroll to the bottom of the page

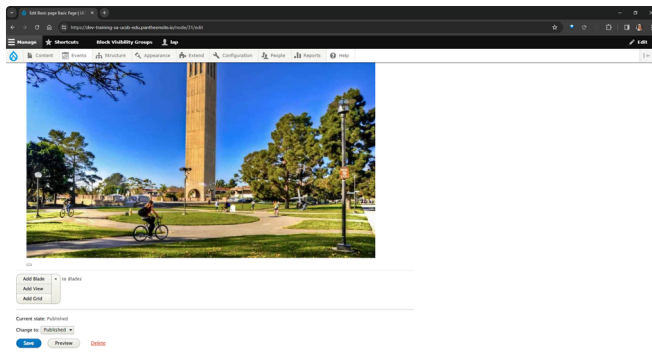


How to create photo gallery

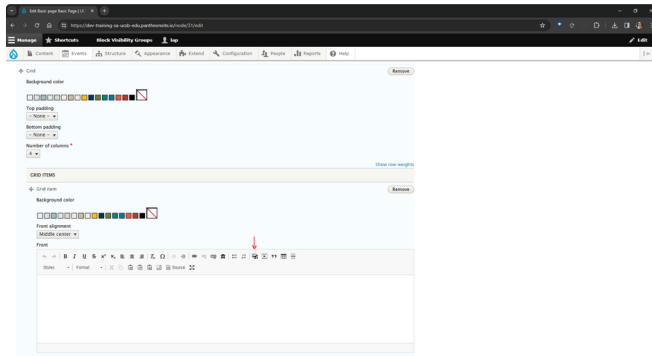
1. Click [Edit] on the **Basic Page**



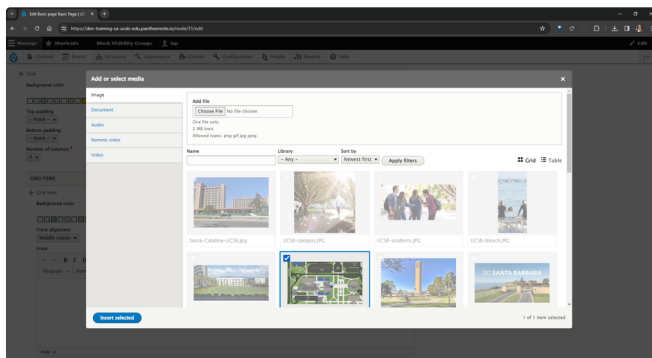
2. Scroll down to the bottom and Select [Add Grid] on



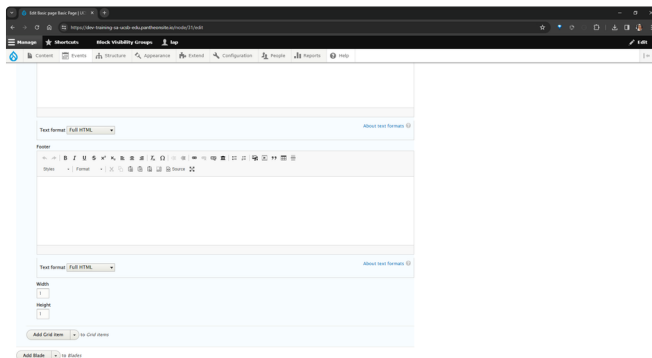
3. Select **Number of columns** 4 and Click **[Insert from Media Library]** button on the **Front** panel



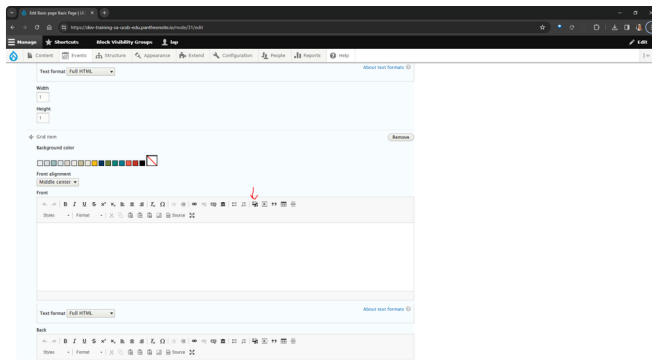
4. Select an image and click **[Insert selected]** button on



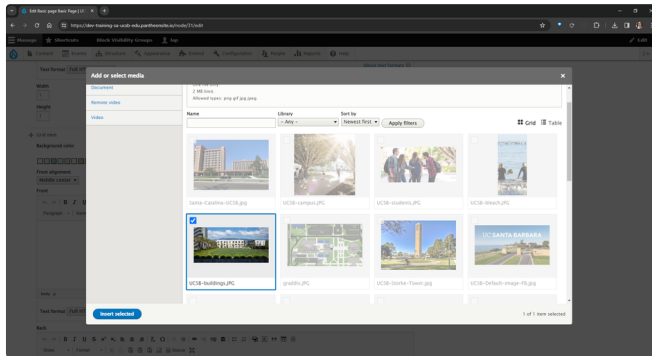
5. **Width = 1, Height = 2**, and click **[Add Grid item]** on



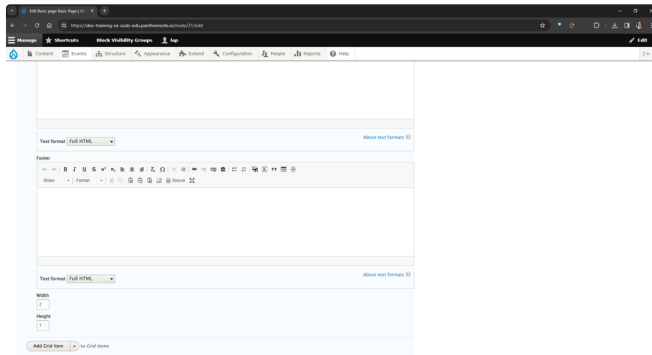
6. Click **[Insert from Media Library]** button on the **Front** panel



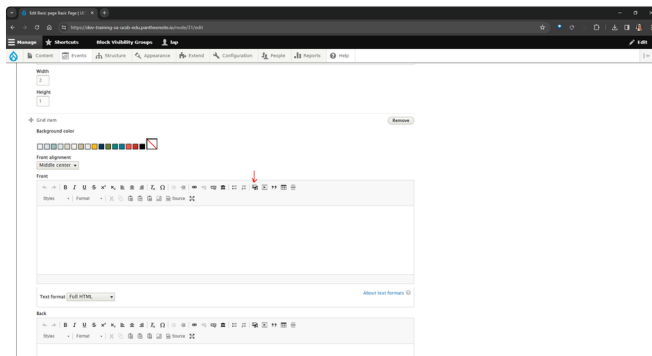
7. Select an image and click **[Insert selected]** button on



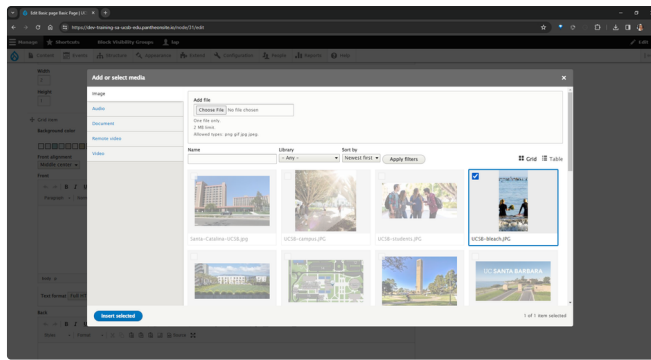
8. Width = 2, Height = 1, and click **[Add Grid item]** button on



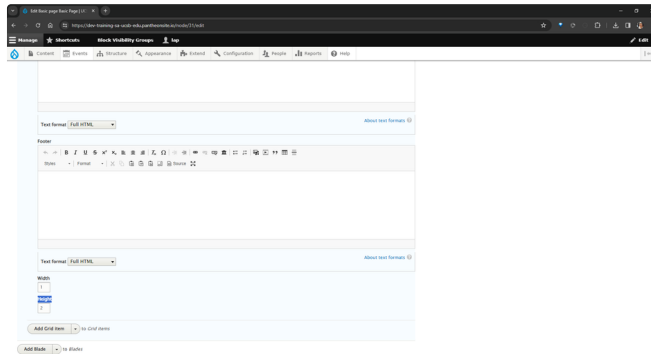
9. Click **[Insert from Media Library]** button on the **Front** panel



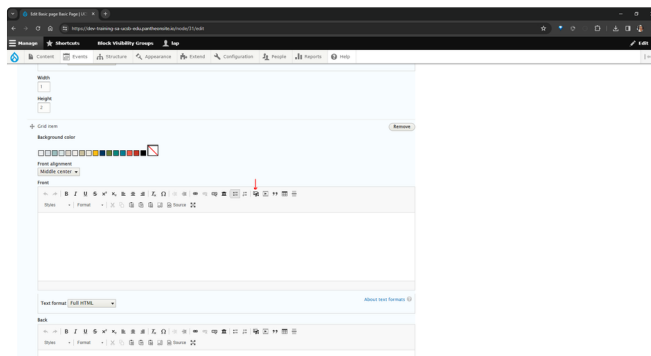
10. Select an image on and click **[Insert selected]** button on



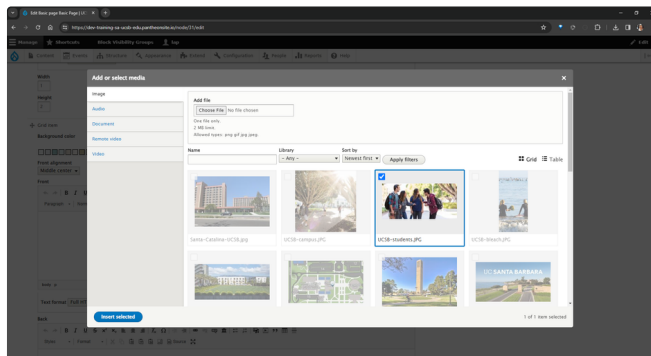
11. **Width = 1, Height = 2**, and click [Add Grid item] on



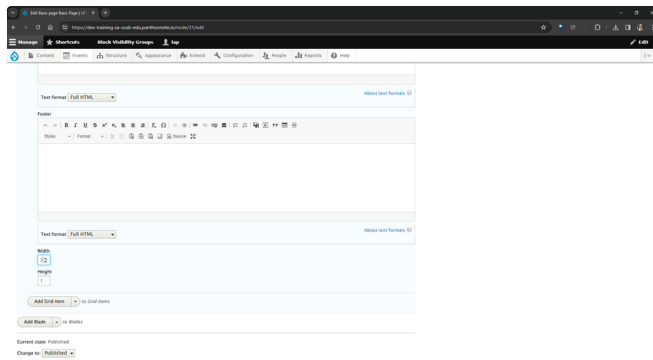
12. Click [Insert from Media Library] button on the **Front** panel



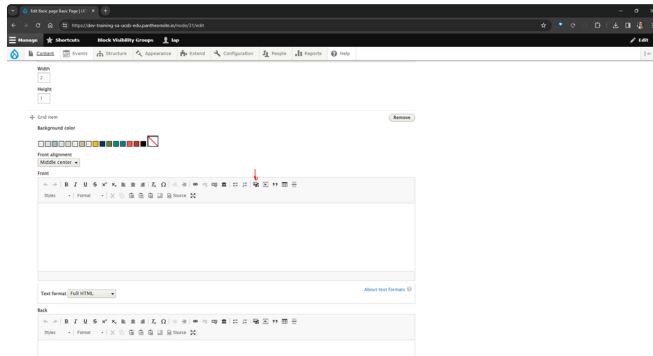
13. Select an image on and click [Insert selected] button on



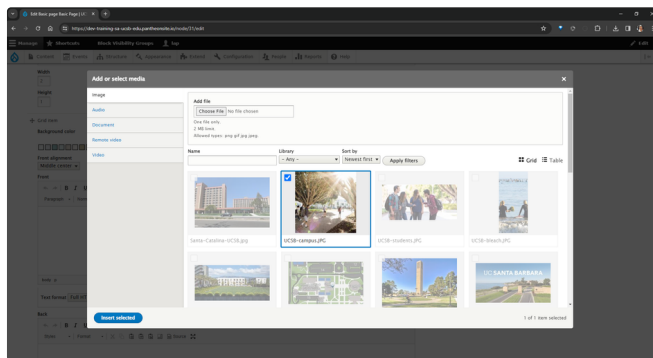
14. **Width = 2, Height = 1**, and click [Add Grid item] on



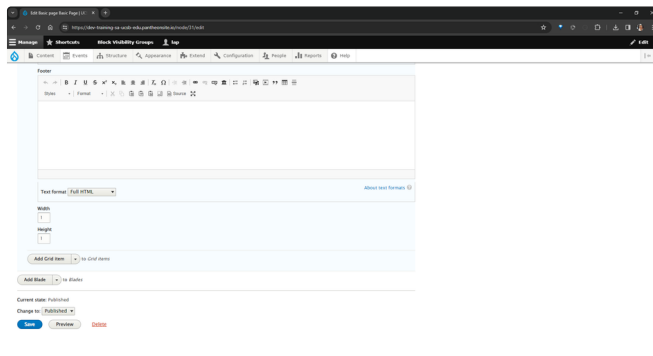
15. Click **[Insert from Media Library]** button on the **Front** panel



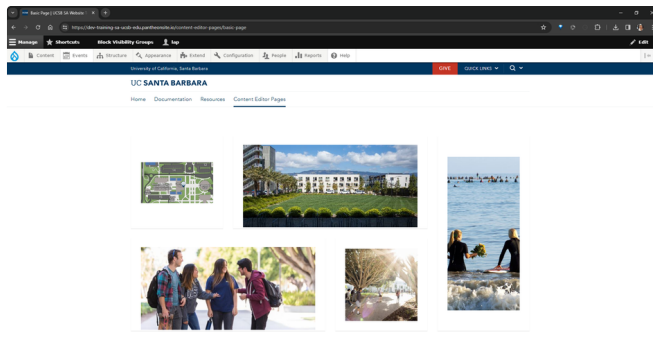
16. Select an image on and click **[Insert selected]** button on



17. Scroll to the bottom and click **[Save]** button

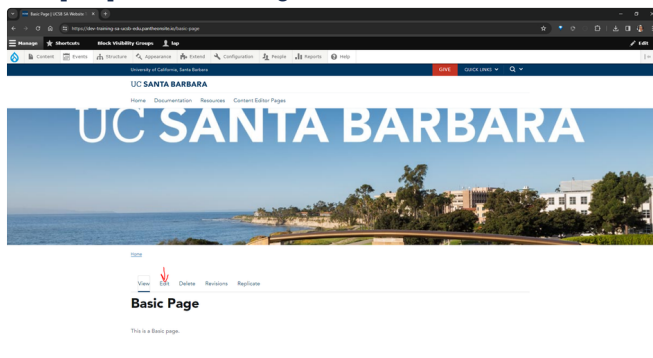


18. Scroll to the bottom of the page

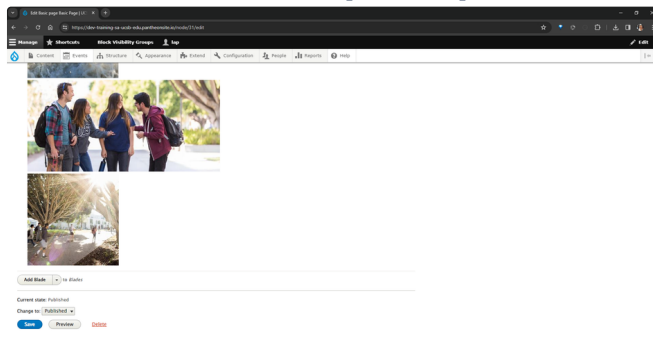


How to revert a revision in case they make a mistake, maybe add a new blade, then ask them to restore previous revision.

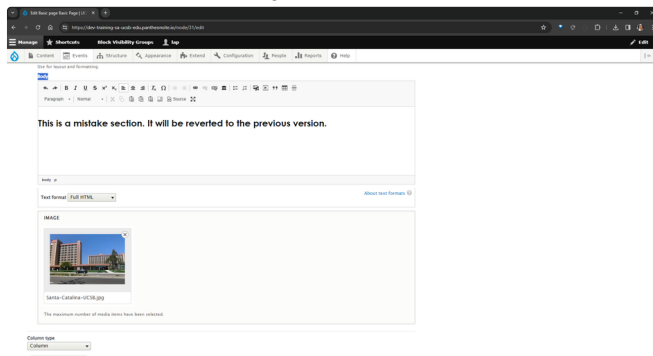
1. Click **[Edit]** on the **Basic Page**



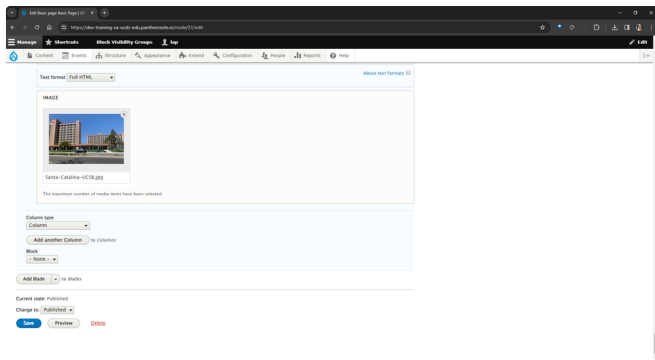
2. Scroll down to the bottom and click **[Add Blade]** button on



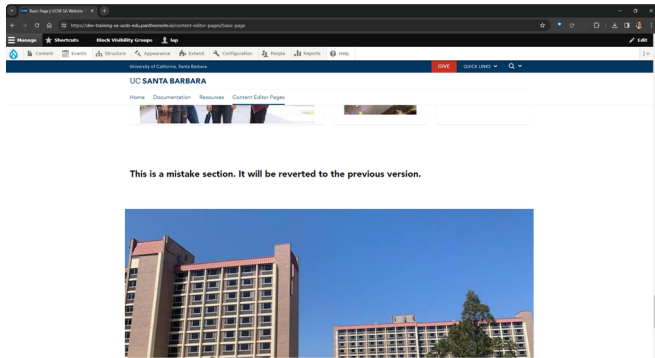
3. Enter some text on the **Body** and select an **IMAGE**



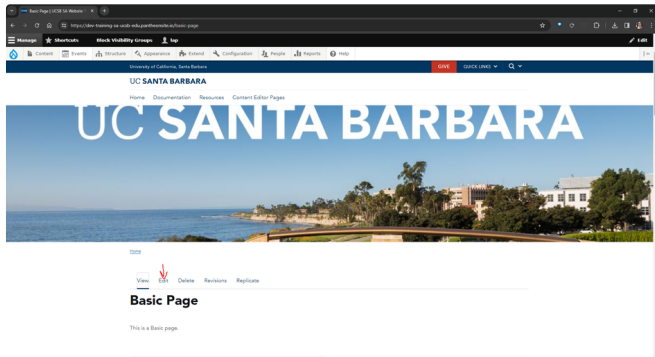
4. Scroll to the bottom and click **[Save]** button on



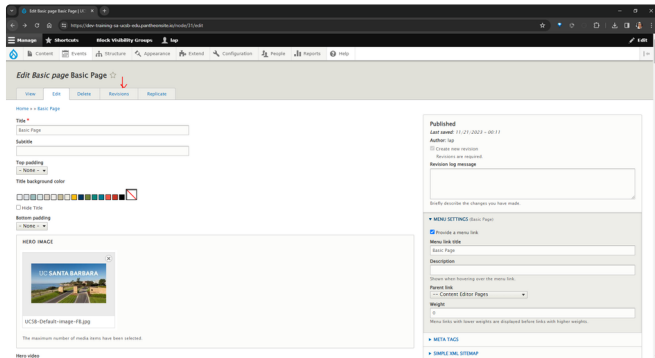
5. Scroll to the bottom of the page



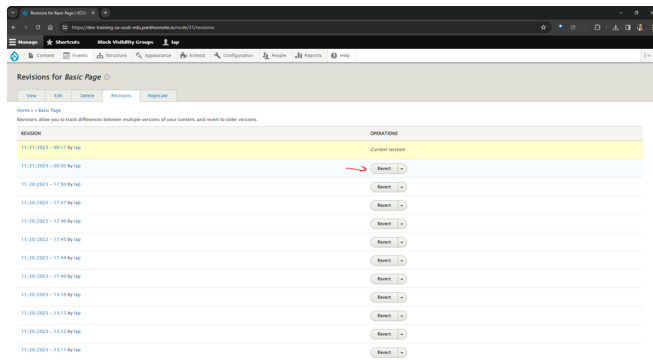
6. Click [Edit] on the Basic Page



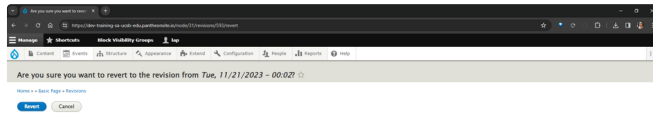
7. Click [Revisions] tab on



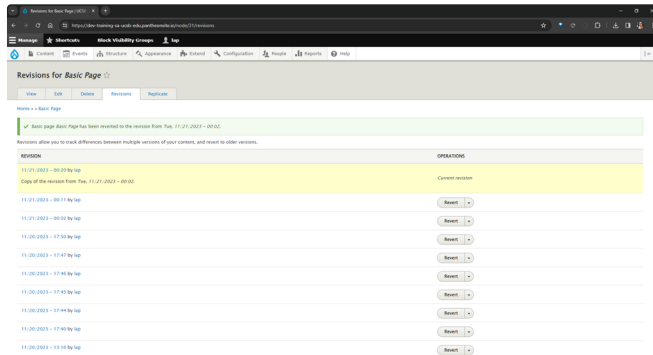
8. Click [Revert] button on



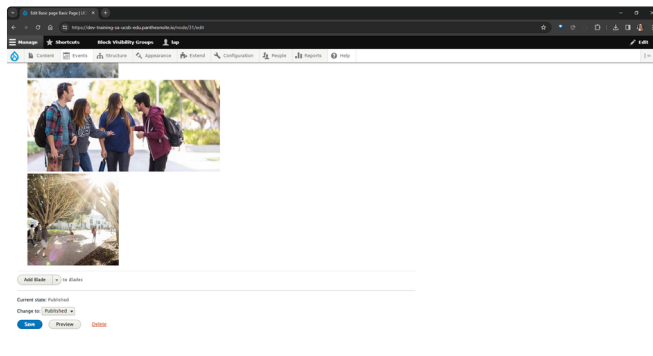
9. Click **[Revert]** button to confirm



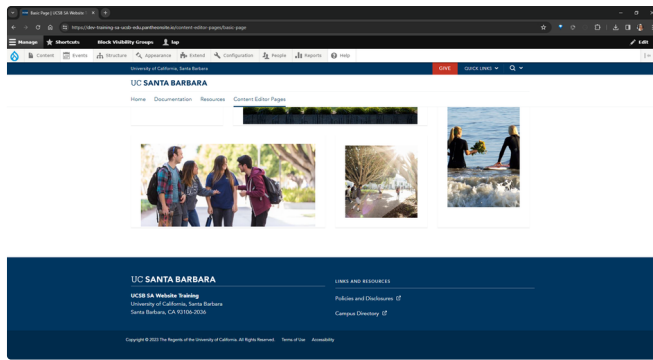
10. Click **[Edit]** tab on



11. Scroll to the bottom to review and click **[Save]** button on

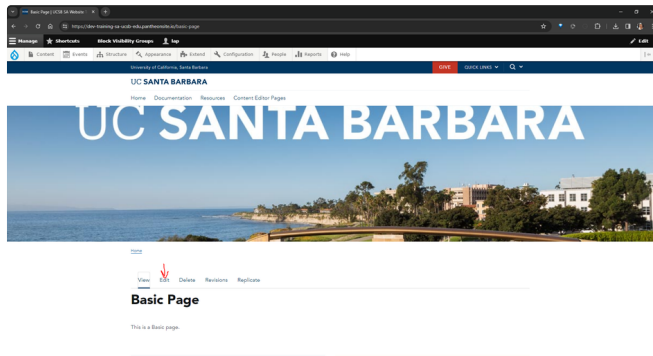


12. Scroll to the bottom of the page - the mistake section is gone.

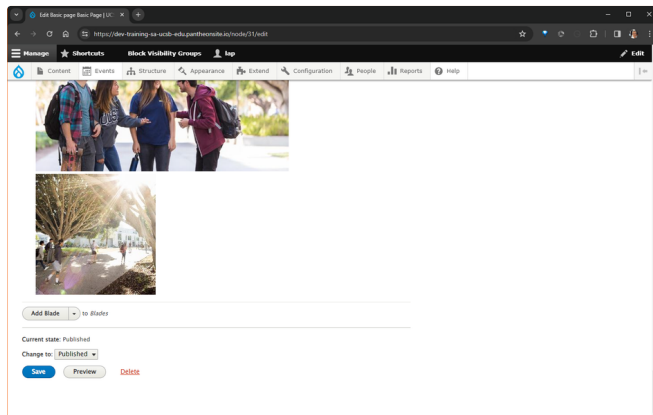


How to add action panels

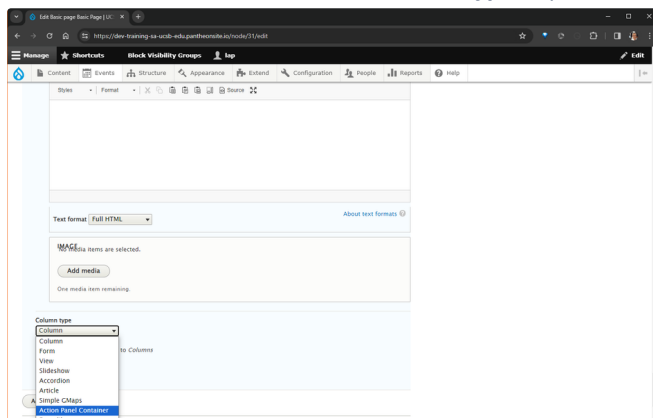
1. Click **[Edit]** on the **Basic Page**



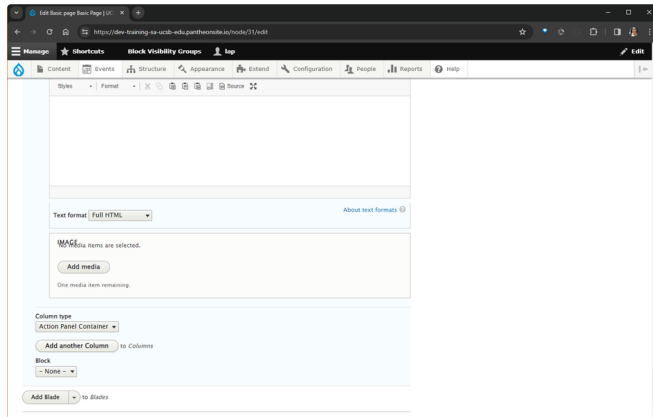
2. Scroll down to the bottom and click **[Add Blade]** button on



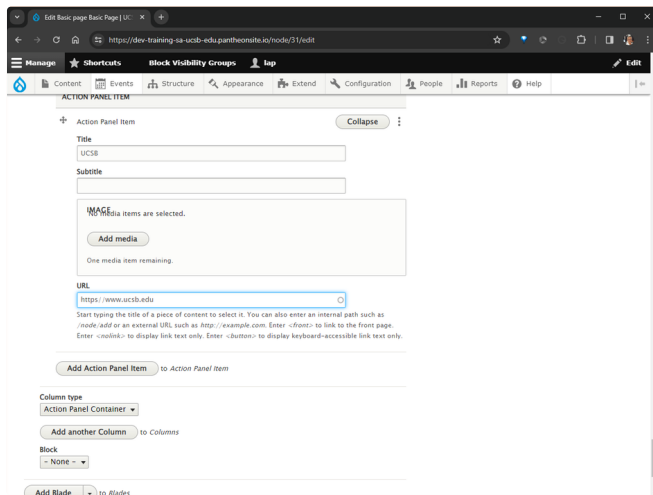
3. Select **Action Panel Container** on the **Column type** dropdown list



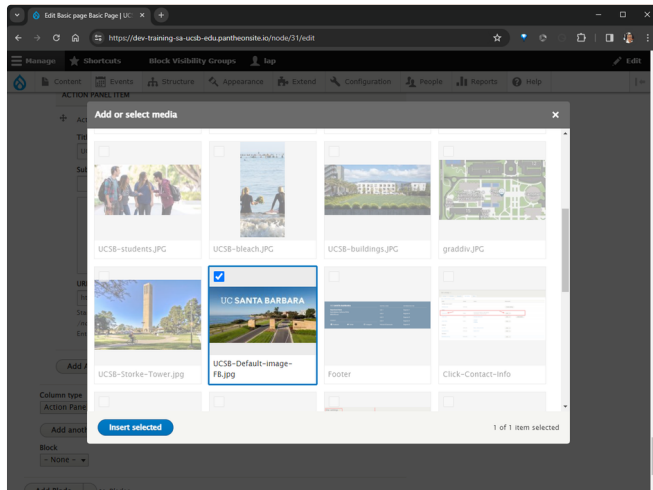
4. Click **[Add another Column]** button on



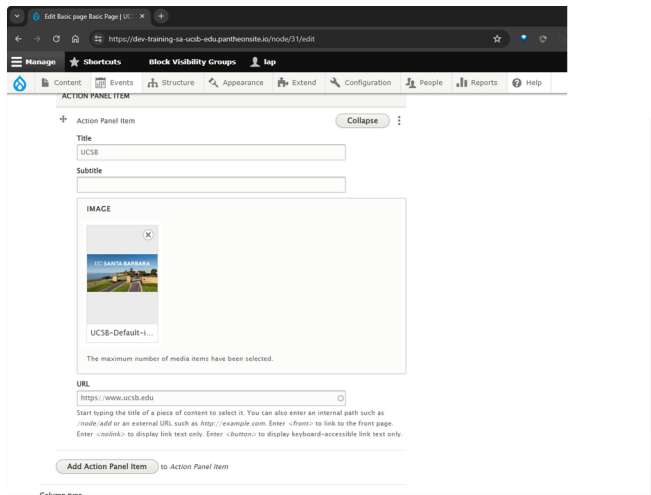
5. Enter **Title:** UCSB, **URL:** <https://www.ucsb.edu>, and click **[Add media]** button



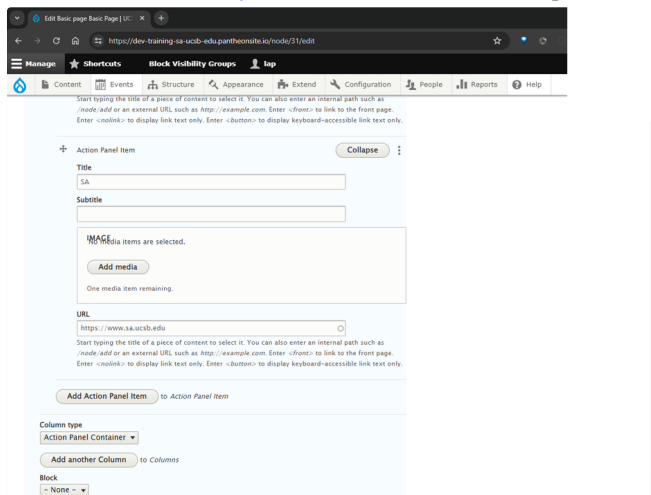
6. Select an image, and click **[Insert selected]** button on



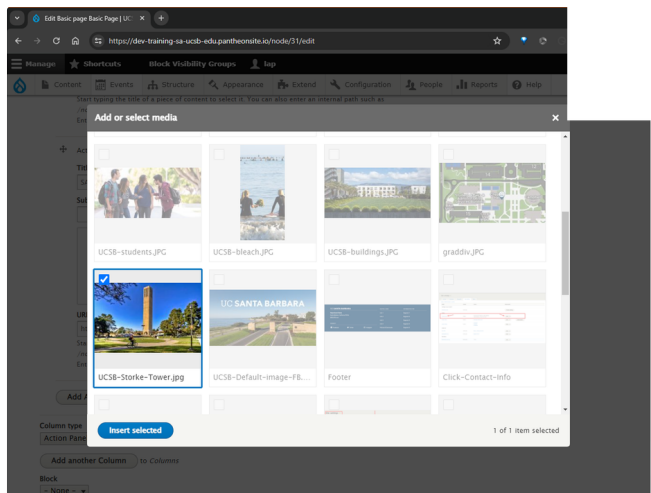
7. Click **[Add Action Panel Item]** button on



8. Enter **Title:** SA, **URL:** <https://www.sa.ucsb.edu>, and click **[Add media]** button on



9. Select an image and click **[Insert selected]** button on



10. Scroll to the bottom and click **[Save]** button

UCSB-Storke-T...

The maximum number of media items have been selected.

URL
https://www.ssa.ucsb.edu

Start typing the title of a piece of content to select it. You can also enter an internal path such as /node/add or an external URL, such as http://example.com. Enter <front> to link to the front page. Enter <uid:1> to display link text only. Enter <button> to display keyboard-accessible link text only.

Add Action Panel Item to Action Panel Item

Column type
Action Panel Container

Add another Column to Columns

Block
None

Add Blade to #blades

Current state: Published
Change to: Published

Save Preview Delete

11. Scroll to the bottom of the page

