

CDU website editor's manual

Drupal 9



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Introduction & background

The purpose of this manual is to provide basic Drupal 9 website training for university staff to manage the content of their business unit's website pages with CDU brand guidelines that are applied to the site.

Prerequisites

Requirements to be a CDU Web Editors

- CDU Network or VPN when working off campus
- Active CDU Staff Account
- No web design skills required
- Patience

What's covered in training?

After completion of basic training you will be able to:

- Understand the basic of Drupal
- Login to CDU public facing site to edit or add pages
- Understand Roles and Workflow
- Understand content types, components and other features on the website
- Depending on your role, after the training completion we expect you to be able to create, edit and add contents on the following content types:
 - Basic page
 - Landing page
 - External promotion
 - Launchpad stories
 - News
 - Events
- Adding components to pages
- Upload a document to the media library
- Create links to:
 - documents
 - CDU Drupal 9 web pages
 - CDU Drupal 7 web pages
 - external websites
- Upload an image and video to the media library
- Display an image and video to the page
- Use the tools in the WYSIWYG (editing toolbar).

What is Drupal?

Drupal is an open-source content management framework. It's used to make many of the websites and applications you use every day. Drupal has great standard features, like easy content authoring,

reliable performance, and excellent security. It's used by most of university and Australian government agencies.

Which URL to use

Training and practice

TBA on the training session

Production/live site

To **edit the CDU website**: <http://www.cdu1prdweb1.cdu.edu.au/user/login>

Please note that these editing URLs are subject to CDU network access only.

Accessing these edit interface

Logging in

Before you can edit, you need to login to Drupal 9 to access the editing interface.

Login using your normal CDU username and the password the web team provided you specifically for Drupal 9.

For training purposes only: Sandbox_URL will be given after the training.

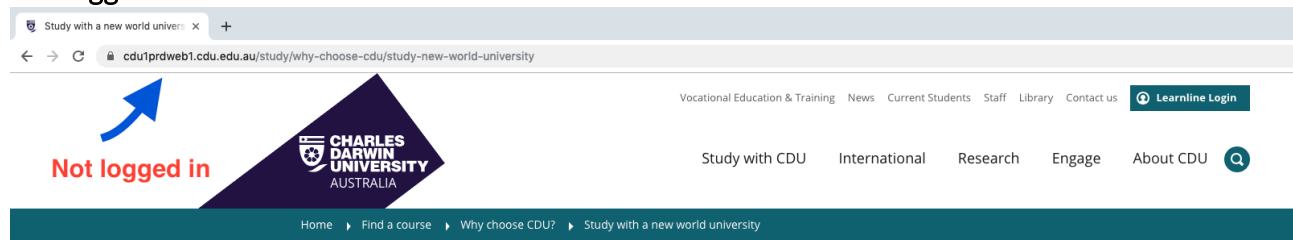
The URL we use for training is specifically for training purposes only. **Any work you do on this URL will not be reflected on the CDU website.** This is for training and practice purposes only.

If you are working off campus or from home, please ensure that you are connected to the CDU VPN. Please refer to ITMS page on how to connect with VPN.

Check whether you are logged in or not

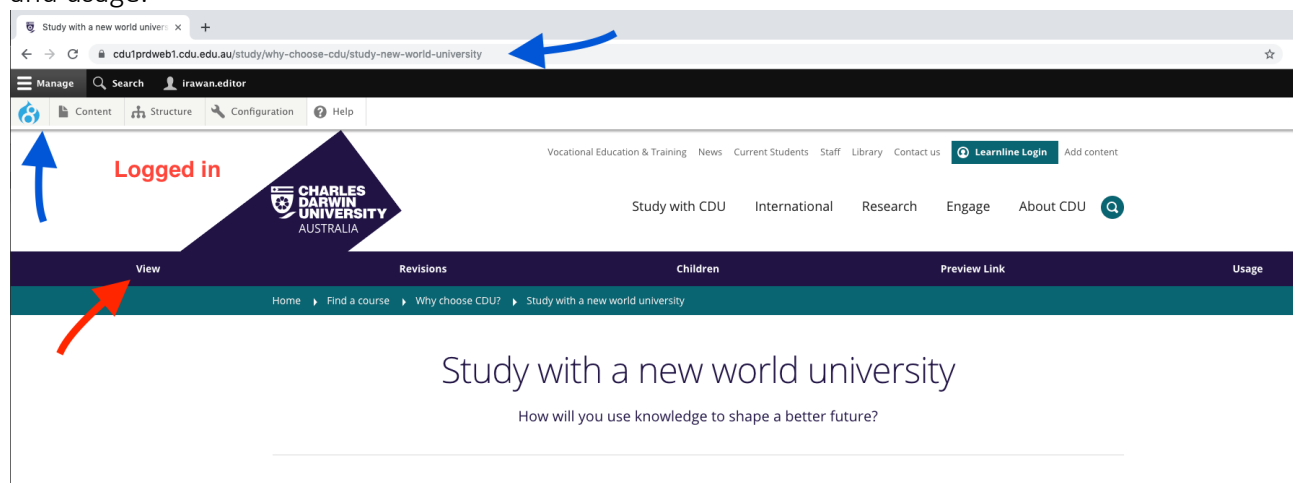
Following are the difference of the views on the same URL:

Not logged in:



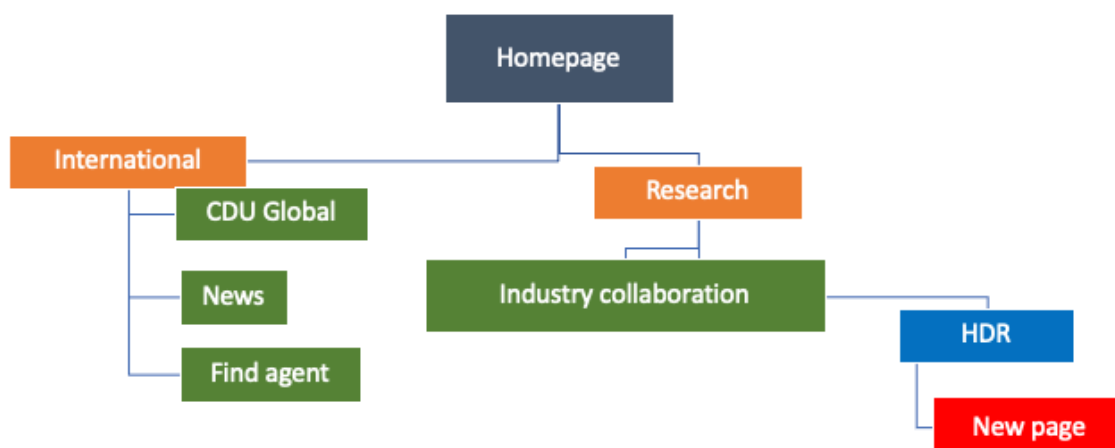
Logged in:

you will see these features such as links to manage, contents, view, revisions, children, preview link and usage.



Page hierarchy

1. Parent page.
2. Child pages of #1 and siblings to each other.
3. Child page of #2, has no siblings.



Workflow and roles

Drupal 9 allows us to allocate different roles and levels of access for our editors. It also allows up to put a *workflow* in place to ensure your work is checked and approved by an *approver* before it is published.

Roles

Role	Create contents	Edit contents	Save as draft	Send for review	Publish changes
Editor	Basic page	Basic page	✓	✓	✗
Advanced editor	Basic page	Basic page Landing page	✓	✓	✗
News editor	News	News	✓	✓	✗
Form editor	Webform	Webform	NA	NA	NA
Launchpad editor	Launchpad	Launchpad	✓	✓	✗
Approver	Basic page	Basic page Landing page	✓	✓	✓
Administrator (Web Team)	Basic page Landing page News Webform Launchpad	Basic page Landing page News Webform Launchpad	✓	✓	✓

Editor

As an editor you have access to edit pages within your designated group. For example, if you work in the College of Education, you will only be able to access pages within the College of Education.

As an editor you can:

- **Create and edit** the following content types:
 - Basic page
 - External promotion
 - Media Gallery
 - Scholarship
 - Student Story
- create and edit certain components within basic pages
- save an edited page in the ***Draft*** state
- save an edited page in the ***Needs review*** state.

You can't:

- delete a page
- create or edit certain components
- create related content feature-set component
- **publish** a page after it's been edited – the approver does that.

Approver

Most editors will have an approver within their department. In some cases, the web team might act as the approver, and in the rare case, we may allow some editors to approve their own work.

As an approver you can:

- **Create, edit and publish** the following content types:
 - Basic page
 - External promotion
 - Image gallery
 - Scholarship
 - Student stories
- Edit and publish a Landing page if you have an Advanced editor role
- create and edit certain components
- save an edited page in the ***Draft*** state
- save an edited page in the ***Needs review*** state
- **Publish** page after reviewing

You can't:

- delete a page
- create or edit certain components
- create related content feature-set component

News Editor

The News editor's role will give you an ability to create, edit and publish News in your department/colleges.

As news editor you can:

- **Create, edit and publish** the following content types:
 - News and Events page
- create and edit certain components
- save an edited page in the *draft* state
- save an edited page in the *needs review* state

You can't:

- delete a news page
- create or edit other content type other than News and events unless if you have multiple roles

Advanced editor

The Advanced editor's role will give you an ability to create, edit and publish Basic page and Landing pages within your department/colleges.

As an advanced editor you can:

- **Create, edit and publish** the following content types:
 - Basic page
 - External promotion
- Edit **Landing page**
- create and edit certain components
- save an edited page in the *draft* state
- save an edited page in the *needs review* state

You can't:

- Create a Landing page
- delete a page
- create or edit other content type other than News and events unless if you have multiple roles

Workflow

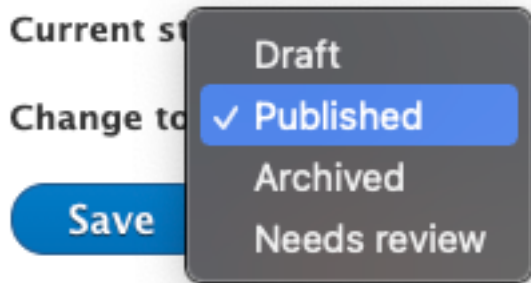
Once you have made the changes to your page, there are two options to save your changes. In both of the following cases, the current published page (without your edits) will remain published, and your edits will remain as a draft that the public can't see.

If your changes are complete and the page is ready to be published:

1. Fill out the log message giving a detailed description of the changes you have made on the page. This allows your approver to check the specific work you have done.
2. At the bottom of the edit interface, choose the dropdown option that says *needs review*.
3. Your approver will receive an email letting them know they have a page to review.
4. Your approver will either:
 - a. Approve your edits and publish the page (this is the end of the workflow)
 - b. Send back a message to you letting you know there is further work to be done on the page and detailing that work.

5. When option b is the case, you will repeat the steps you've taken to this point – make the edits, save the page as *needs review*, and your approver will again receive a notification that they need to check your work.

Save as:



Only Administrators (Web Management Team) can delete or save as 'Archived' state.

If you have more work to do on the page, and want to save it to come back to later:

1. Fill out the log message (this is compulsory even if you are saving your page to come back to later).
2. Use the dropdown to save as ***Draft***
3. When you are ready to come back to the page and continue editing, ensure you are logged into Drupal.
4. Click ***Edit***, and you will be taken to the draft of the page as you last left it.
5. Edit the page
6. As before, save as *needs review* if it is now ready to be approved and published.

Content types

There are several page types in our Drupal 9 system. This training provides you the knowledge and access to create and edit the following content types:

1. Basic page
2. Landing page
3. External promotions
4. News
5. Events
6. Launchpad

Following is the structure of the basic page with components

The Basic page

Is designed to display mostly text, although some “components” are available. Some basic pages that have components on them (at the time of publishing this guide) are:

- [Greek In-country program](#)

- [Admission requirements](#)

Other page types are “landing page”, usually used as the “home page” for the top-level page in a section of the website. Landing pages are built only using components. For example:

- [Asia Pacific College of Business and Law](#) (and other colleges) home page
- [CDU homepage](#)
- [Colleges & faculties page](#)

External promotions

Are used to display external websites in a more visual way than by just using a hyperlink. You can think of them as an advertisement board for external content - websites that are outside Drupal 9.

News

Is used to publish news on the college or area news listing.

The basic page

(See [figure 1](#) next page)

1. CDU logo – links back to CDU homepage.
2. Secondary navigation.
3. Primary navigation.
4. Breadcrumb – this is the path of “parent” pages above the current page. These are all links.
5. Context header – this gives the user context of where in the site they are.
6. Page title, also known as the “heading 1” or the “H1”.
7. Subtitle – use this for a catchy one-liner about the page.
8. Tab menu – in the case where the page is utilising the “elevator” (11) the “sibling” pages appear in the tab menu. These are pages at the same level in the same section of the site.
9. The underlined item in the tab menu is the page you’re currently on.
10. “Sidebar display” – this example is displaying the “table of contents”. This is the on-page navigation, also known as the elevator.
All H2s on the page will automatically display here, click on the elevator and you will be taken to the corresponding section of content on the page. Note – there is also an option for the site navigation to display here instead – see sidebar display section below).
11. Everything in the red rectangle is known as the “body” area.
12. “Heading 2” or “H2” – this informs the “elevator”.
13. “Heading 3” or H3.
14. “Call to action” or “CTA” button.

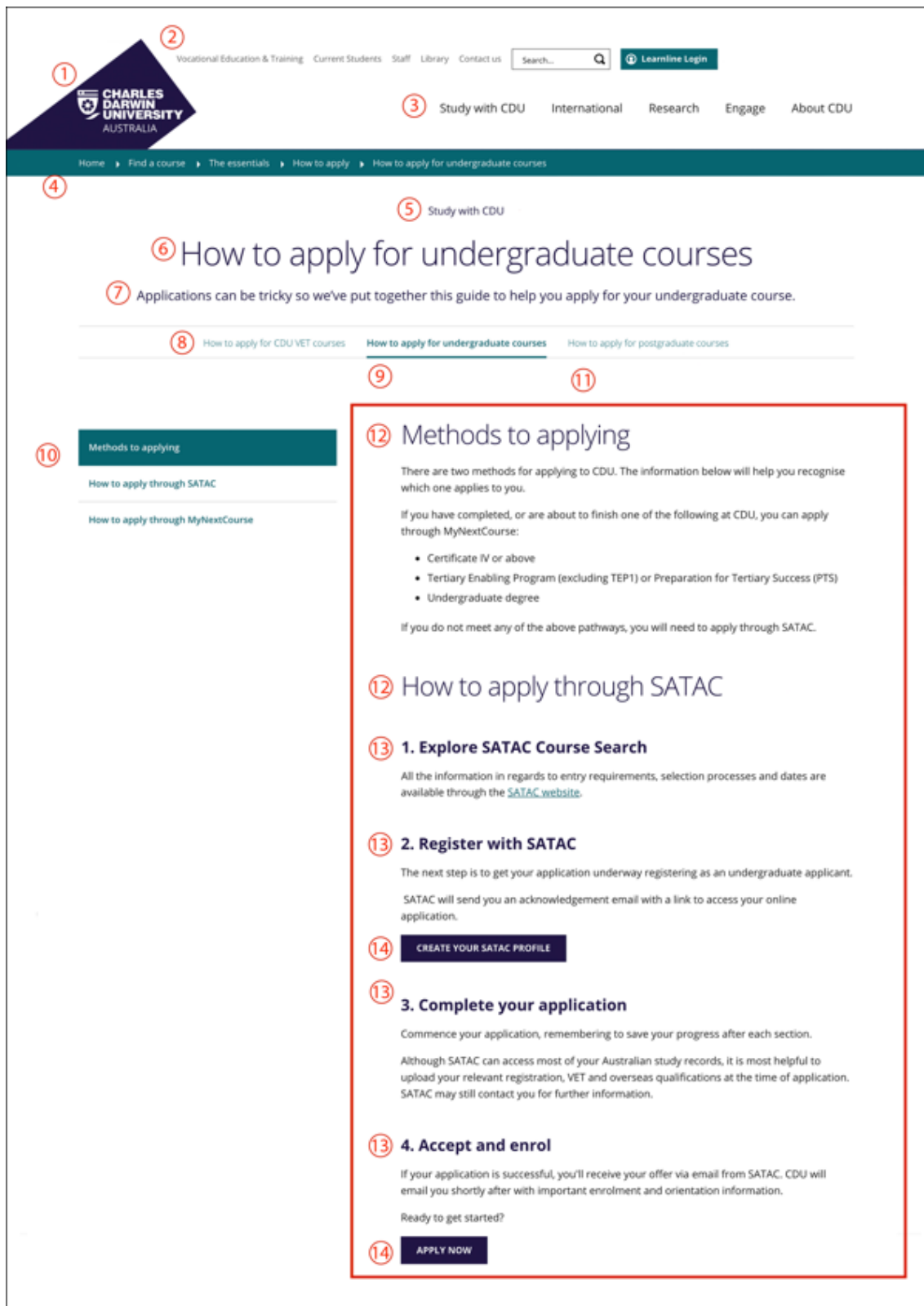


Fig. 1 – The basic page explained.

Sidebar display (Approvers and Administrator access only)

The basic page has a sidebar navigation with two options:

- “Tabs under title”
- “Table of contents”, also known as the elevator (Fig. 2) – this reflects the heading 2s (H2s) on the page, including H2s that appear in “inline components”. The heading of the section you are currently viewing will highlight the corresponding heading in the elevator. The Study with CDU section uses the elevator.
- “Navigation” (Fig. 3) – this is the navigation for the section of the website you’re in, the website section name appears at the top. Our colleges use the navigation system.

Note: The web management team make the decision about when to use the elevator and when to use the navigation. **This feature is restricted to web management team only.**

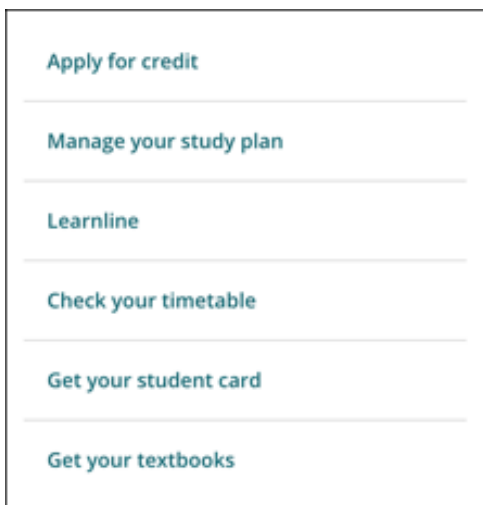


Fig. 2 - “Table of contents” (on-page navigation).

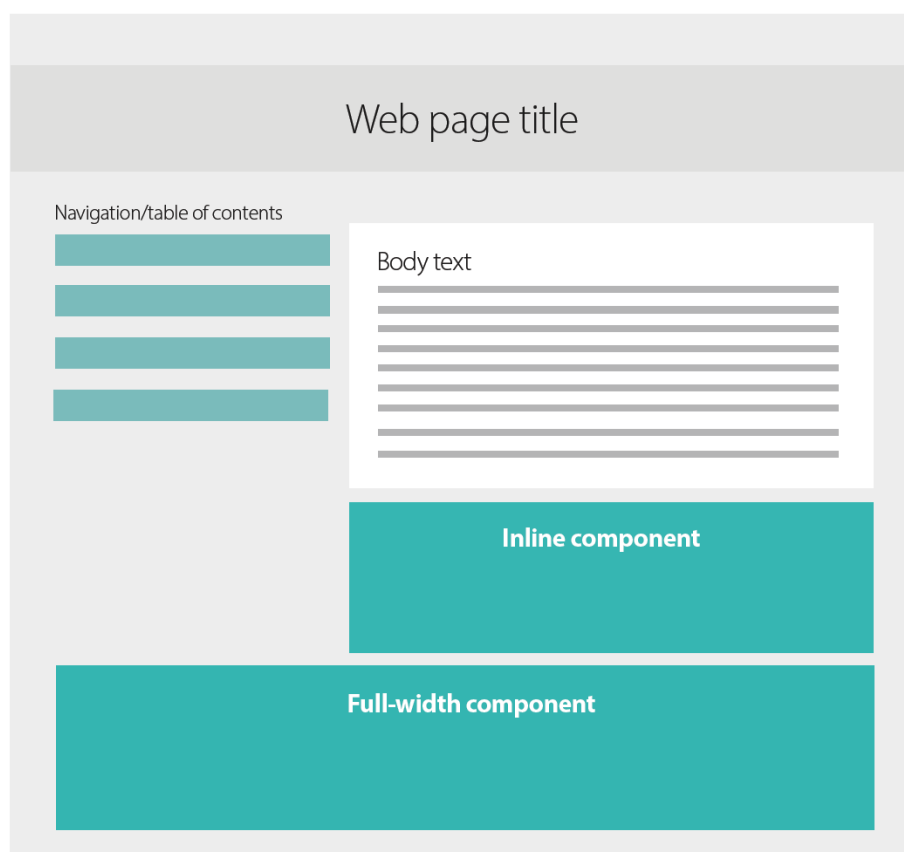


Fig. 3 - “Navigation” (site navigation).

Components in basic page

There are two types of components on the Basic Page type:

- inline components
- full-width components.



Component placement on Basic page (inline and fullwidth)

Inline components

Inline components display on the right side 2/3 of the page, in the body area. This leaves space for the sidebar display on the left side (see fig 4).

Full-width components

Full-width components take up the full width of the page. They display under the main body contents, and don't leave room for the sidebar display (see fig 4).

We only use this if we are directly quoting someone in the content of the page. The vertical line will stick to the entire paragraph. And continue to the next paragraph until you hit the block quote tool again.

Once you hit the tool again, no more block quote style.


About heading 2s

Heading 2s can create the "elevator"

Heading 2 - a different topic

How to apply


①



How to apply

Choosing your course was the hard part, now it's time to apply. Visit our how to apply page for easy-to-follow steps for all study pathways.

FIND OUT MORE



②

How to apply

Choosing your course was the hard part, now it's time to apply. Visit our how to apply page for easy-to-follow steps for all study pathways.

FIND OUT MORE

Fig. 4 – The difference between inline and full-width components.

1. *Inline* component
2. *Full-width* component

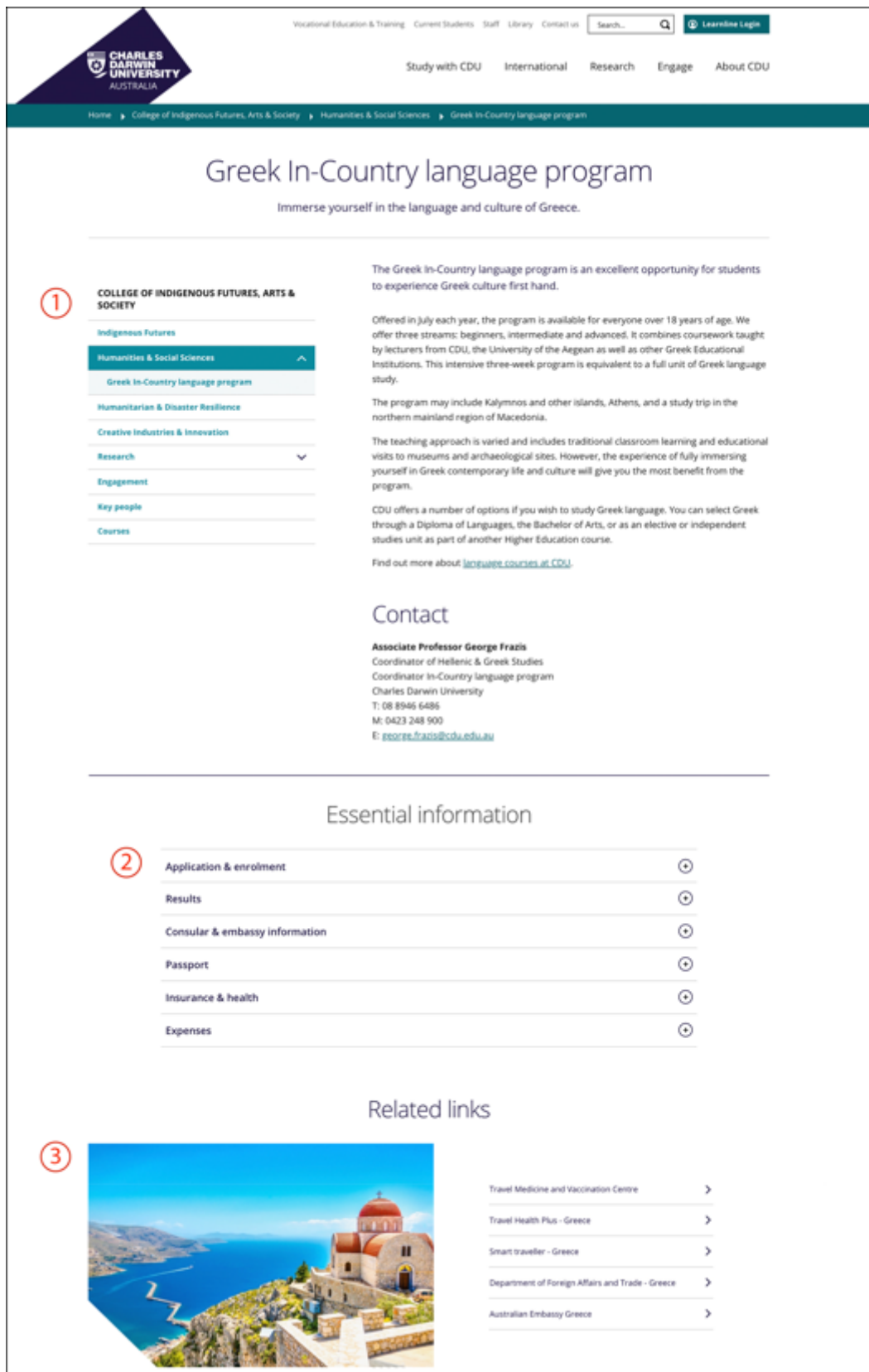


Fig. 5 – Basic page with components and site navigation.

1. Sidebar display as “navigation”.

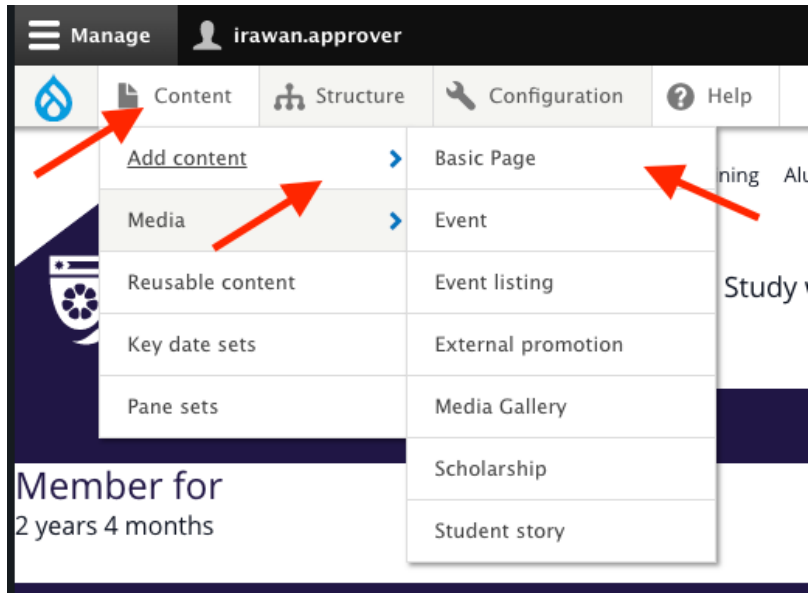
2. Accordion component (full width).

3. Link list with image component (full width)

Create and edit the basic page

Steps to create:

Step 1: Hover over the Content button on top left and click and select **Basic Page**.



Step 2: fill out this form

The screenshot shows the 'Create Basic Page' form in Drupal. The form is divided into several sections, each with a numbered annotation (1-20) indicating a specific field or feature:

- 1**: Context header (text input field)
- 2**: Title (text input field)
- 3**: Sub title (text input field)
- 4**: Editorial section (dropdown menu)
- 5**: Parent (dropdown menu)
- 6**: New sidebar nav section (checkbox)
- 7**: ADD HEADER COMPONENTS (section header)
- 8**: Summary (text area)
- 9**: Body (rich text editor)
- 19**: Revision log message (text area)
- 20**: MENU SETTINGS (Not in menu) (link)

Fig. 8 – Edit interface.

1. **Context header**: displays above page title.
2. **Title**: this is the page title, known as the heading 1, or H1.
3. **Subtitle**: displays under page title.
4. **Editorial section**: this is the group your page is assigned to in Drupal, web services will assign this.
5. **Parent**: the parent is the page this current page sits under in the hierarchy.

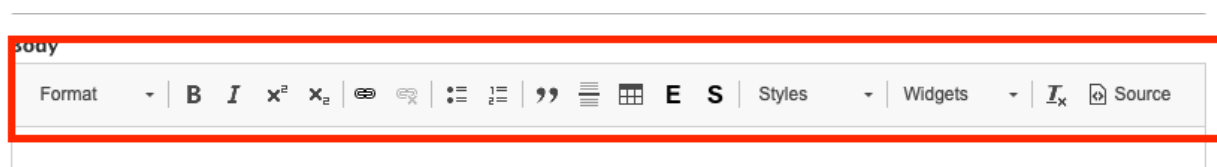
6. New sidebar nav section - Make this page the top level of the sidebar navigation for its children. Leave off to show the full hierarchy.

7. Add header components – please skip this, only used for **Current Students** pages

8. Summary section

Summary section is required for custom search result teaser and metatag description. This is compulsory a compulsory field. Maximum character is 150 including spaces.

9. WYSIWYG toolbar: (What You See Is What You Get) the tool bar lets you format the body (hover over each icon to see what it does). Refer to the [WYSIWYG section](#) of each icons.



10. Inline components: display in the right 2/3 of content in the body area ([refer to the component placement in basic page](#))

11. Full-width components: display as full width, beneath the body area located at the bottom of the page before footer

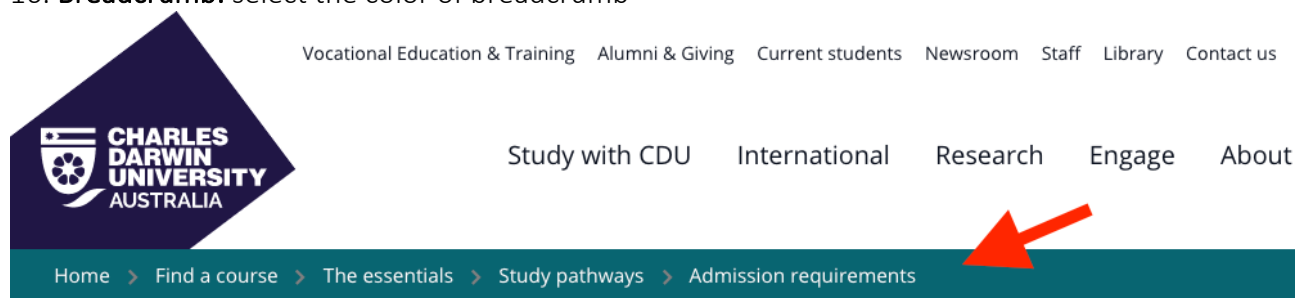
12. Sidebar display: Only Approvers can change this. This is to choose between a fullwidth content without sidebar, a Navigation with links to other pages or a table of contents that anchored to any H2 title within the page.

13. Sidebar social media links: add social media links under the sidebar on left side of page or at the bottom of the page.

14. Sticky header: WEB SERVICES ONLY.

15. Promotion: This area will be utilised if your page is ever promoted in a component. The image and text in here are only be seen if this page is used/linked from other page as a component (feature-set)

16. Breadcrumb: select the color of breadcrumb



ADD INLINE COMPONENTS

Inline components
No Paragraph added yet.

Add components inline with the content

Add Reusable content
to *Inline components*

This is the inline components which will display on the right side on the basic page.

ADD FULL-WIDTH COMPONENTS

Full-width components
No Paragraph added yet.

Add additional components at the end of the content

Add Reusable content
to *Full-width components*

This is full-width components which will display as full width of the page on the landing page.

Sidebar display *

Nothing

Select what should be shown in the sidebar

Sidebar social media links
No Link set added yet.

Add Social media links

▶ STICKY HEADER

▶ PROMOTION

▶ SEARCH

Breadcrumb

Teal

Select the breadcrumb style. Select – None – for no breadcrumb.

Header background

– None –

Select a background colour for the header.

Save as:

Draft

Save

17. **Header background:** background color under title area

18. **Save as button:** use this to save the page or change the state you want to save your page in (*draft* or *needs review*).

19. **Revision log message:** fill in this compulsory field with a description of what you have changed on the page. You can't save the page until this is filled in.

20. **Metatags:** Please fill in the metatag for search engine optimization purposes based on the page information

Adding & editing existing content

If you don't need to create a new page, but need to edit existing content, you still need to [login](#) as per previous instructions. Find your page title by going to **Content > search your page title** and click edit either on the right-hand side or by going to the page and under the CDU logo.

As an editor you can add new text or edit existing text on the basic page in:

- the “Body” area
- “Accordion” component
- “Rich text” component.

After logging in, go to the page you need to edit. Remember, you need to be using this URL:
<http://www.cdu1prdweb1.cdu.edu.au/xxxxxx-xx-xxx-xxxxxx>

Saving your changes

During the editing process you have the option to save a draft of your page, or to send it to your approver for publishing.

Save a draft

There may be times that you can't complete all the changes to your page in one session. If this is the case, you can save your page as a draft and come back later to complete the editing. Drafts are not published. This means the user still sees the version of the page as it was before you started editing.

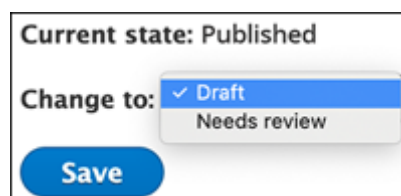


Fig. 9

Save for review

When you have completed editing, you need to send the page for review to your approver. Your approver will check the changes you made (using the log message you filled in) and either publish it or send you feedback about further amendments required.

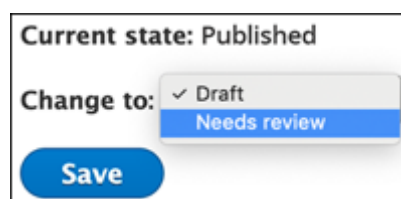
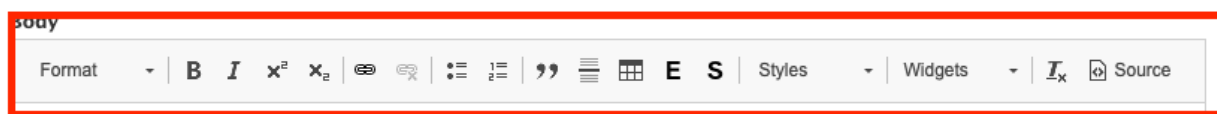



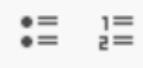



Fig. 10

Adding content to the body area

Figure 11 – WYSIWYG toolbar.



The tool bar helps you style the content. You can:

- **Format:** for paragraph and header levels (H2, H3 etc)
- **B** and **I**: create bold and italic text
- **X²** and **X₂**: create superscript and subscript
- : create links (to documents and other web pages)
- : create unordered and ordered lists
- : create a block quote style. Citing sentences or testimonials
- : insert a horizontal line
- : create and edit tables
- **E**: embed media (documents, images & videos)
- **S**: adding external script to the body of text. Please contact webservices@cdu.edu.au to use this.
- **Styles**: dropdown to formatting style style
- **T_x**: remove formatting
- **Widgets**: insert available widgets such as columns and full bleed quote
- **[<>] Source**: to edit the HTML source code.

Creating “intro text” style

Make your introduction stand out by using *intro text* style. This style increases the font size and makes it a different colour, helping your key message to stand out.

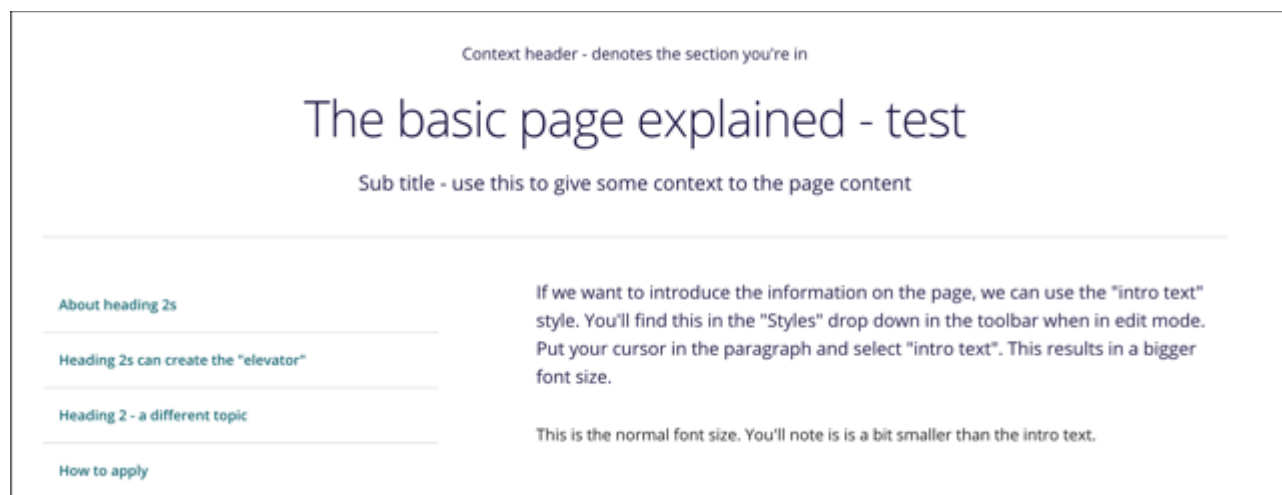


Fig. 12 – Intro text style.

Step 1: Place your cursor anywhere in the paragraph you want to style.

Step 2: Click on the styles dropdown (figure 13).

Step 3: Select *Intro text* (figure 14).

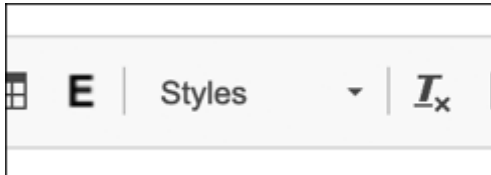


Fig. 13 – Styles dropdown panel.

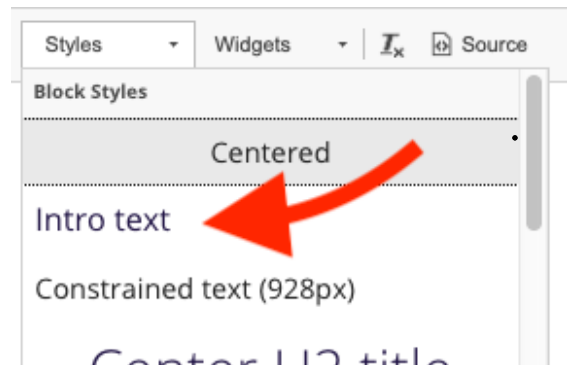


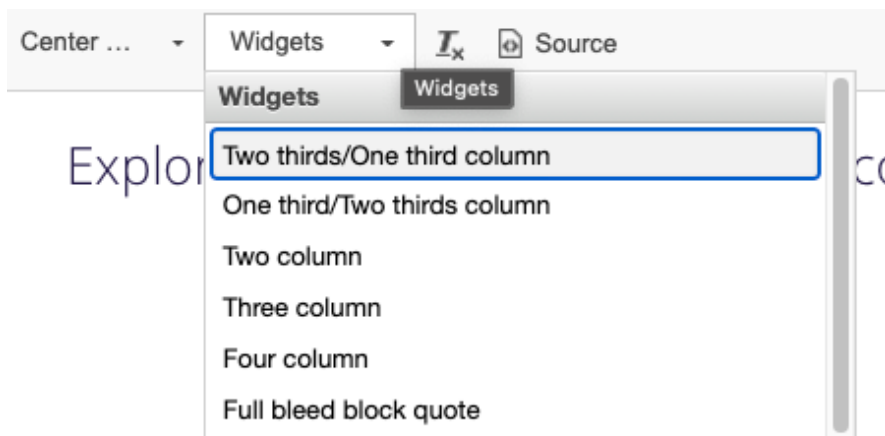
Fig. 14 – Intro text style.

There are some other styles available on the option beside Intro text. To see how they look like, highlight your text and select the styles:

1. Centered
2. Constrained text (298px) – a constrained paragraph text with 928 pixel in width
3. Center H2 title
4. No top margin – a header with less gap on the top. The default H2 has a bigger margin on top
5. Stack title – a centered H3 title

Widgets

Widgets are some feature you can add to style the body text. The available widgets are columns and full bleed block quotes:



Adding headings

Breaking the content up into sections with headings helps the user to find the information they are looking for.

Refer back to the writing for the web guidelines to read more about headings and how to use them.

Step 1: Place your cursor within the line of text you want to make into a heading.

Step 2: Click on the format dropdown (figure 15).

Step 3: Select the heading you need (figure 16).

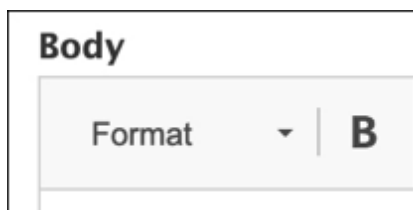


Fig. 15 – Formatting dropdown panel.

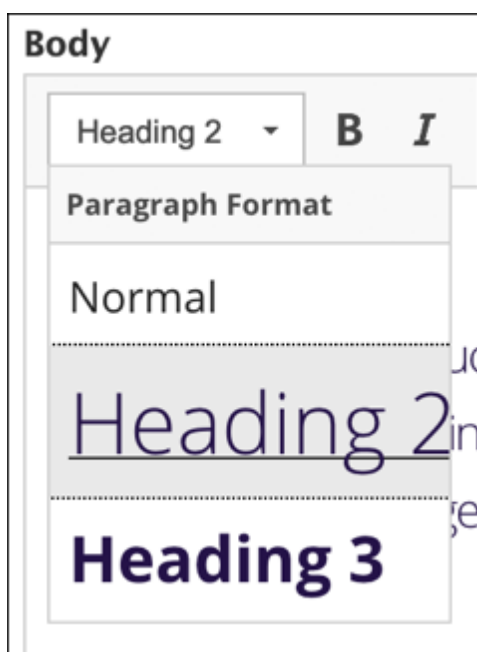


Fig. 16 – Formatting headings

Adding media (files, images & videos)

The media library houses files (documents like Word docs and PDFs), images and videos. 2MB is the largest file you can upload to the media library. For the images, we recommend to resize the width to not over 2000px.

For video embedding, simply copy the URL of your video from **YouTube** and **Vimeo**

There are a couple of ways to add items to the media library and your page.

- If the item you want is already published on the website, it means that it's already in the media library, so you can add it to your page from there.
- If you need to add a new item to the media library you can add it:
 - directly to the media library, or
 - add the new item to the media library from the page you are editing.

Preparing your files for upload

This is relevant to images and documents. Your file must be **under 2mb in size** and renamed as follows:

- lower case letters only
- no special characters (!@\$&_)
- hyphens-between-each-word
- no version number or year in title
- no spaces.

The purpose of file naming convention is to get a clean file path url.

Correct example: document-file-name.pdf

The clean URL will be: <https://cdu.edu.au/files/2021-08/document-file-name.pdf>

Incorrect: Document file name.pdf

The URL will be: <https://cdu.edu.au/files/2021-08/Document%20file%20name.pdf> (with %20 replacing spaces)

Uploading a new file directly to the media library

Note: if you need to upload a new video to the media library please contact [web services](#).

Step 1: Hover over *Content* in the edit menu (figure 17).

Step 2: Hover over *Add media*.

Step 3: Select *File* (or *Image*).

Step 4: Fill in name field (name of the document or image) (figure 18).

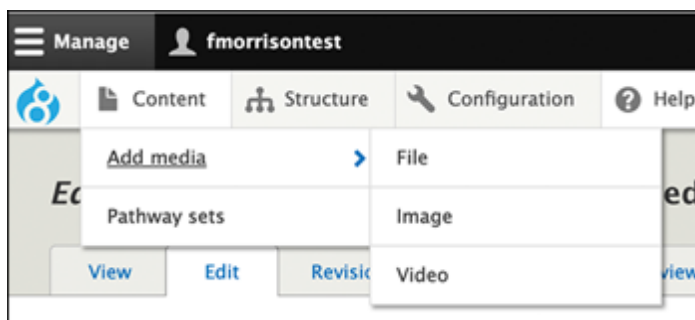


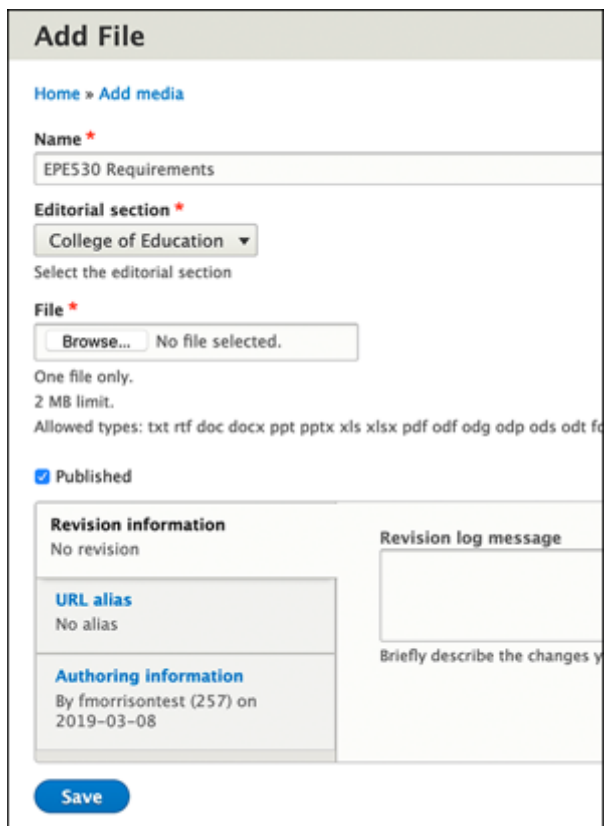
Fig. 17 – Add file

Step 5: Select your editorial section (if you only have access to one section this will be auto-selected for you).

Step 6: Click *Browse* to find and select the file for upload.

Step 7: When your file has uploaded click *Save*.

Note: the *revision log message* is not compulsory when you upload a new file.



The screenshot shows a web form titled "Add File". At the top, there is a breadcrumb trail: "Home » Add media". The form contains several sections:

- Name ***: A text input field containing "EPES30 Requirements".
- Editorial section ***: A dropdown menu currently set to "College of Education". Below it, a label says "Select the editorial section".
- File ***: A "Browse..." button next to the text "No file selected.".
- Below the file section, it states: "One file only.", "2 MB limit.", and "Allowed types: txt rtf doc docx ppt pptx xls xlsx pdf odf odg odp ods odt fo".
- ☒ **Published**
- Revision information**: A section with "No revision" and a "Revision log message" label above a large text area. The text area has a placeholder "Briefly describe the changes y".
- URL alias**: A section with "No alias".
- Authoring information**: A section showing "By fmmorisontest (257) on 2019-03-08".
- A blue "Save" button at the bottom.

Fig. 18 – Add file to media library

Image

Uploading a new image directly to the media library

All files must be **under 2mb** to upload to the media library. If you need assistance resizing an image please contact [web services](#).

Step 1: Follow steps 1 – 6 above.

Step 2: After you have selected the image to upload you will see a thumbnail of the image with a small cross in the middle (fig 19). Drag the cross into the area that should be the main focal point of the image.

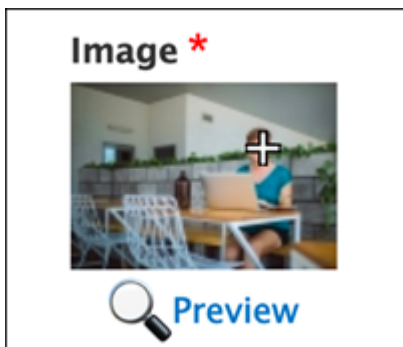


Fig. 19

Step 3: Fill in the *alternative text* (figure 20). The “alt text” is for users with a vision impairment who use screen reading technology. Write a short description of the image.

Step 4: Click *Save*.

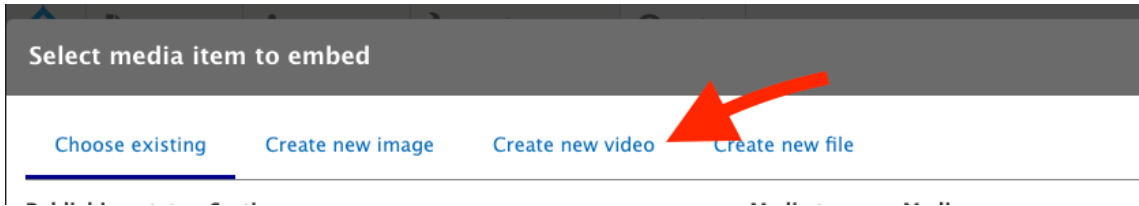
Note: the *revision log message* is not compulsory when you upload a new image.

Fig. 20 – Adding an image to the media library

Video

To add video on our media gallery, it has to be from YouTube or Vimeo only. Once you have the video URL ready, navigate to the body text and place your cursor at where you wish your video to appear and click [E for embedding](#)

Select **Create new video** tab



Name the video media and paste your vide URL from YouTube or Vimeo to the 'Video URL' field.

A screenshot of the 'Select media item to embed' dialog box, showing the 'Create new video' tab. The 'Name' field is empty. The 'Editorial section' dropdown is set to '- Select a value -'. The 'Video Url' field is empty and highlighted with a red arrow. The 'Transcript' section shows a rich text editor toolbar with various formatting options like bold, italic, link, and list.

Embedding images / videos in the body area

If the image or document **already exists** in the media library, you can embed it into the body using the *Embed media* tool (fig 21).

You need to know the file name of the image or video.

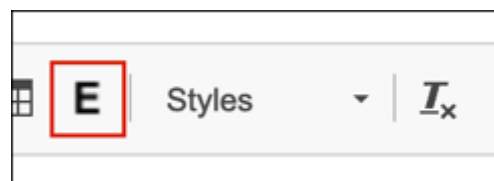


Fig. 21 – Embed media tool.

Step 1: Select *Embed media* (fig 21).

Step 2: Click on *Choose existing* (#1, fig 22).

Step 3: Type all or part of the image file name into the field (#2, fig 22).

Step 4: Click *Apply* (#3, fig 22). All images containing all the words you typed will appear in results.

Step 5: Click on the image you want to use, a green tick will appear (#4, fig 22).

Step 6: Click *Select media* (#5, fig 22).

Fig. 22 – Embedding an image

Updating & deleting items from the media library

Deleting an item

You can only delete items that have been uploaded to the same editorial group you belong to. For example, if you are in the *College of Education* editorial group you can't delete items uploaded by an editor in the *College of Business & Law* group.

Please contact [web services](#) if you believe there is a reason to delete an item from another group.

Deleting images

Because other editors may have used the same image, we recommend that you don't delete images you have uploaded to the media library unless there is a specific reason, such as:

- subject in photo has reversed their permission to use their image
- subject in photo is deceased
- cultural reasons.

Deleting documents (files)

Step 1: Click on *Content* in the Drupal menu at the top of your screen.

Step 2: Click on the *Media* tab (figure 23).

Step 3: Enter the media name in the field.

Step 4: Select media type from the *Source* dropdown (this step isn't compulsory but helps if there are items with the same name).

Step 5: Hit *Filter*. The item should display in a list below (see troubleshooting below if you don't get a result).

Step 6: Select *Delete* from the dropdown on the right (figure 24).

Step 7: Drupal will ask if you are sure you want to delete the item, select *Delete*.

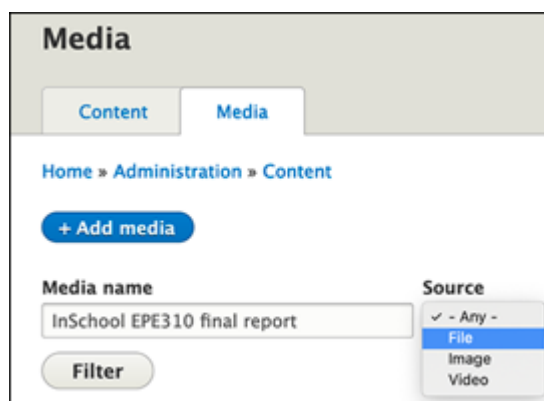


Fig. 23



THUMBNAIL	MEDIA NAME	SOURCE	AUTHOR	STATUS	UPDATED	OPERATIONS
	InSchool EPE310 final report	File	fmmorrison	Published	03/20/2019 - 06:51	<div>Edit Delete</div>

Fig. 24

Replacing an item in the media library

You don't need to delete the item first in order to replace it.

Step 1: Follow steps 1 – 5 above.

Step 2: Select *Edit* from the dropdown on the right (figure 24).

Step 3: Select *Remove* (figure 25).

Step 4: Select *Browse*.

Step 5: Find the replacement document on your computer and select it.

Step 6: Select *Save*.

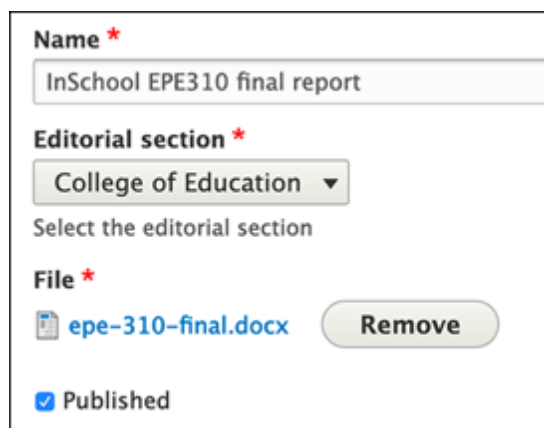


Fig. 25

Creating links

Linking to files in the media library

Step 1: Type and select the link text (figure 26).

Step 2: Click on the link tool.

Step 3: In the pop-up start (fig. 27) start typing the document name, Drupal will automatically find documents as you type.

Step 4: Select the document (fig. 27).

Step 5: Click *Save*.

The document will now be linked, and the document type and size will also be part of the link text.

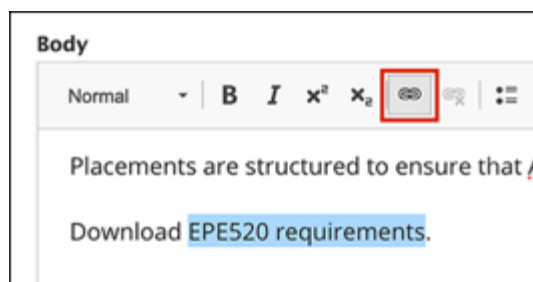


Fig. 26 – Link text

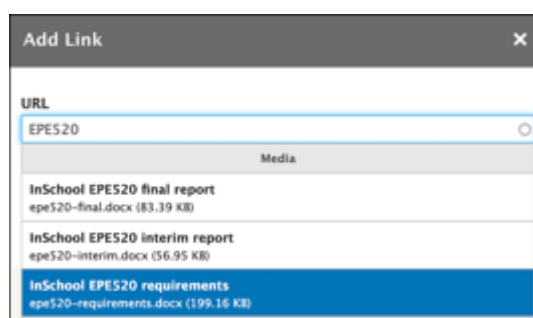


Fig. 27 – Select file.

Linking to web pages in Drupal 9

Step 1: Type and highlight the link text (figure 28).

Step 2: Click on the link tool.

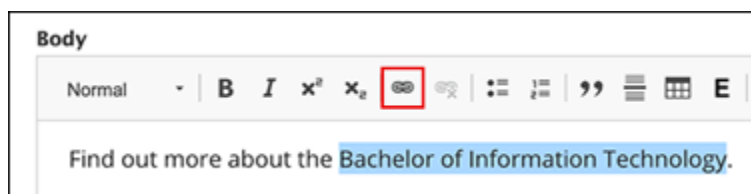


Fig.28 – Linking to a D8 page.

Step 3: In the pop-up start typing the name of the page you want to link to in Drupal 9. Drupal will filter pages with matching titles.

Step 4: Select the relevant page.

Step 5: Click *Save*.

The link text will now be teal, and the page will be linked.

Linking to web pages in Drupal 7 and other websites

Drupal 7 is the “old” CDU website. The steps are similar.

Step 1: Go to the page you want to link to in Drupal 7, or the external site, copy the URL from the address bar.

Step 2: Go to the page you’re editing in Drupal 9.

Step 3: Type and highlight the link text (figure 29).

Step 4: Type and highlight the link text.

Step 5: Click on the link tool.

Step 6: Paste the URL you have just copied into the URL field.

A message will pop up that says “Linkit could not find any suggestions...” this is expected as the page you’re linking to is not in Drupal 9 (Fig. 29).

Step 7: If you are linking to a **non-CDU site** click *Advanced* (Fig. 29), otherwise click *Save*.

Step 8: Check the box *Open in new window* (Fig. 30).

Step 9: Click *Save*. The link text will now be teal, and the page will be linked.

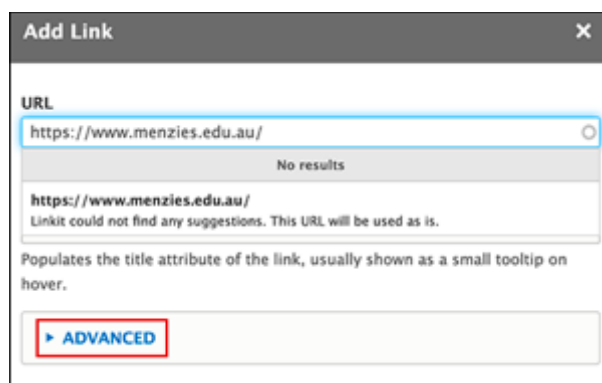


Fig. 29 – Linking to external sites.

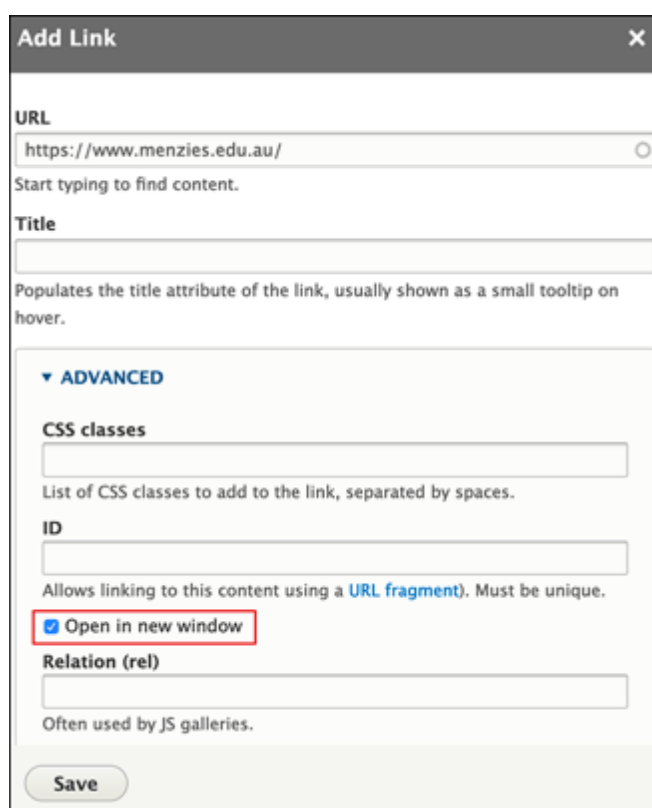
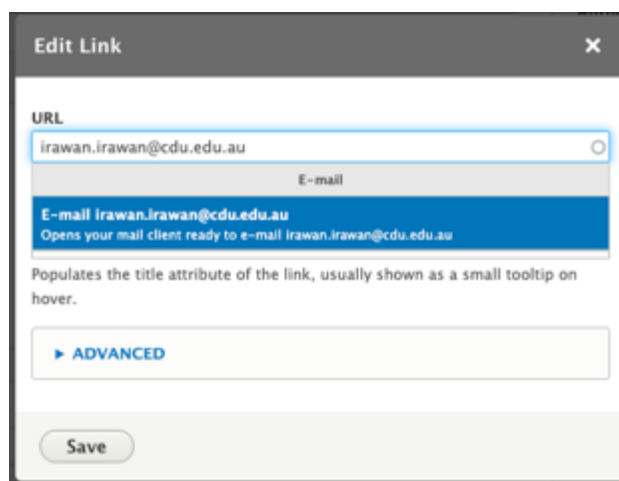


Fig. 30 – Open in new window.

Adding Email link

When adding any links to an email address Drupal 9 will suggest to add 'mailto:' in front of the email address you put in, click the blue highlighted area to confirm that you wish to add this prefix.



Landing page

The Landing page is created mostly with components and has more available components than Basic page. Please refer to the details of each Component to build the landing page.

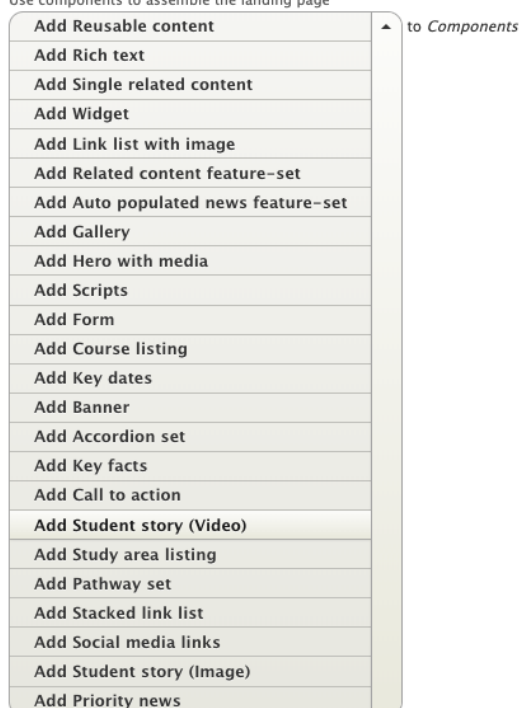
Steps to create

1. Go to Content > Add content > Landing page

Components *

No Component added yet.

Use components to assemble the landing page



2. Fill in the compulsory fields with a red asterisk (*)
3. Select components

Components in landing page

Landing page is mostly built by many different components.

This content type has the most variety of components. Following are the components available:

- Reusable content
- Rich text
- Single related content
- Widget
- Link list with image
- Related content feature-set
- Auto populated news feature-set
- Gallery
- Hero with media
- Script

- Form
- Course listing
- Key dates
- Banner
- Accordion set
- Key facts
- Call to action
- Student story (Video)
- Study area listing
- Pathway set
- Stacked link list
- Stacked link list
- Student Story image
- Priority news

News

Manual for this section is being updated. Please contact webservices@cdu.edu.au for any queries.

External promotion

Overview

External promotion is designed for filling the boxes on the ‘**Related content feature-set**’ component. The individual page of external promotion needed to be created for the box. The external promotion must be linked to external URL (outside of Drupal 9 website).

Steps to build

Content > Add content > External promotion

Add the external URL where you wish to link the box to, or use existing external promotion:



The screenshot shows a form titled "EXTERNAL URL" with a red asterisk. Below the title are two buttons: "Add new Link" and "Add existing Link".

If you choose to select the new link button, add the external URL (outside of CDU Drupal 9 website) (<http://example.com>) and fill in the Promotional Link text for future reference if you wish to use this in another External promotion box.

Add the teaser/blurb and image.

Adding components

Following are the available components on basic page:

Add additional components at the end of the content

Add Reusable content

Add Accordion/Tab set

Add Call to action

Add CTA Buttons

Add Form

Add HSP Component

Add Icon stack

Add Key dates

Add Key facts

Add Link list with image/video

Add Pathway set

Add Related content feature-set

Add Rich text

Add Scripts

Add Single promoted content

Add Social media links

Add Stacked link list

Add Student story (Image)

Add Student story (Video)

Add Widget

Add CS CTA 2 column

Add CS CTA 3 column

Add CS Hero with links

Add CS Important dates

to Full-width components

This is full-width components which will display as full width of the page on the landing page.

Accordion and tab set

Accordion set:

Additional information

Accordion or Tab panel

Pane 1

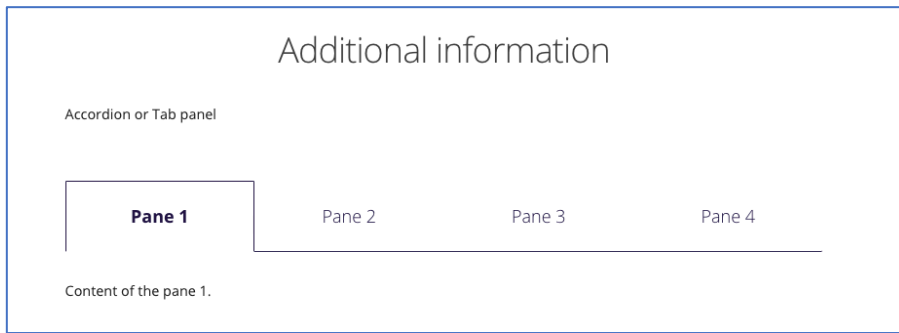
Content of the pane 1.

Pane 2

Pane 3

Pane 4

Tab set



The accordion/tab set allow you to create content that is hidden behind expandable accordion or tab panels.

Accordions or tab can be added as an inline component (appears as part of the body and only uses the right 2/3 of the page) or a full-width component (appears under body of page and uses the full-width of the page).

Step 1: Click on the component drop-down and select *Add accordion/Tab set* (fig 31).

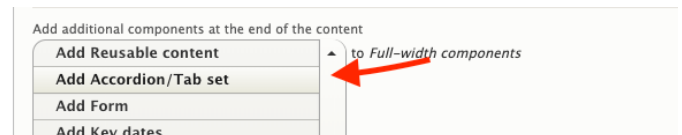


Fig. 31 – Select the accordion component

Step 2: The *Title* field is the title for the entire accordion set. It's auto filled with *Additional information*. You can update this to be relevant to your content (#1, fig. 32).

Step 3: If you want to add some content before the accordions, use the content area (#2, fig. 32).

Step 4: Add the title for the first accordion panel (#3, fig. 32).

Step 5: Add content in the first accordion panel (#4, fig. 32).

Step 6: Click *Add pane* to add more accordion panels (#5, fig. 32).

Step 7: select the style 'Accordion or Tab' (fig.32a)

Reordering accordion panels

Drag the cross handle (#6, fig. 32) up or down to reorder the panels.

Removing accordion panels and sets

To remove one panel, click *Remove* in the panel section you want to remove (#7, fig. 32).

To remove the entire accordion set component, click *Remove* at the very top of the accordion set (#8, fig. 32).

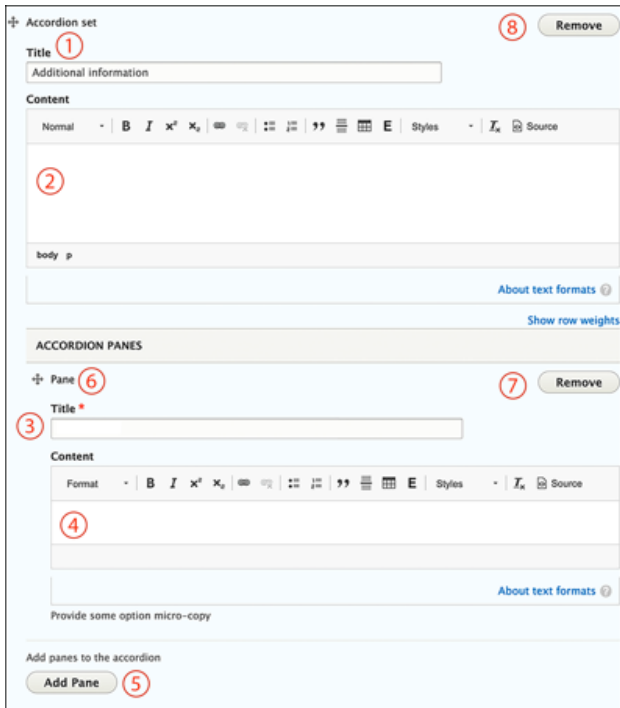


Fig. 32 – Creating accordions

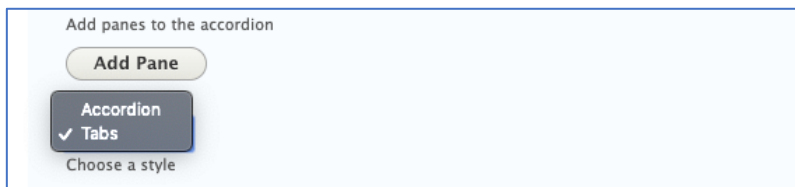


Fig 32.a

Editing an existing accordion set

When in edit mode, scroll down until you find the component sections.

Select *Edit* (figure 33). The accordion set will open for editing.

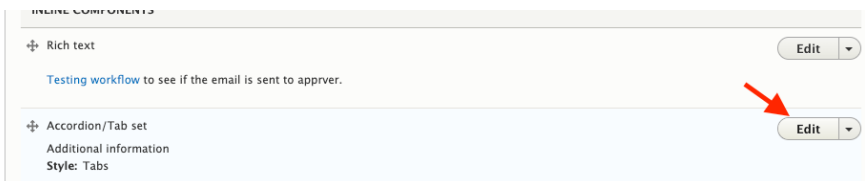


Fig 33

Rich text component

The *inline* and *full-width* rich text component can look the same as the body area on your page. It allows you to add sections of content between other component types.

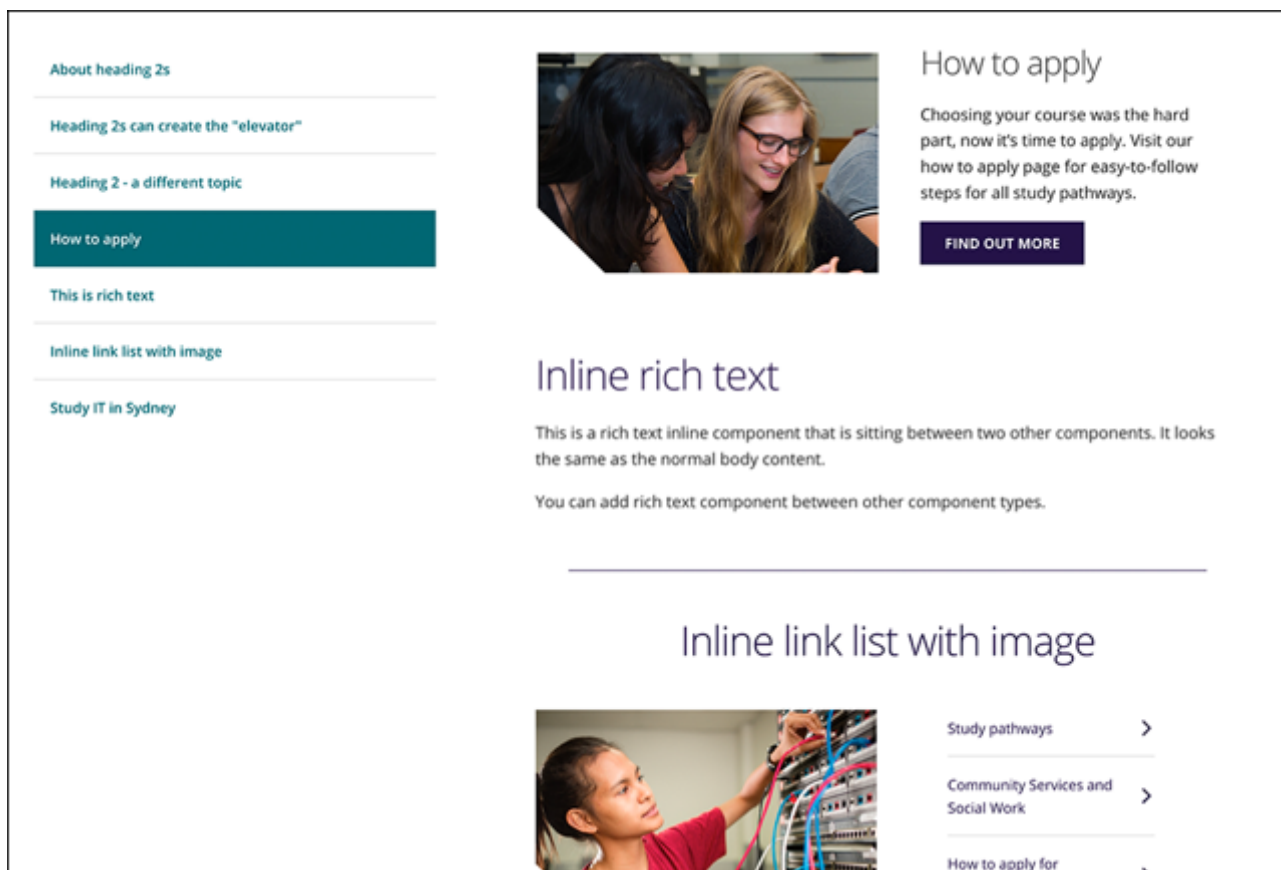


Fig. 34 – Inline rich text example

Add rich text

Step 1: Scroll down the edit interface until you see the *inline components* or *full-width components*. Select the appropriate one.

Step 2: Open the drop-down and select *Rich text* (fig. 35).

Step 3: Add content to the WYSIWYG the same way you would in the body area.



Fig. 35 – Add rich text

Styling a heading in rich text

If you're adding a heading to the top of your rich text component, you need to select the "**no top margin**" style. If you don't, there will be a big gap above the heading.

Step 1: Highlight the heading.

Step 2: Click on the *Styles* dropdown.

Step 3: Select *No top margin* (figure 36).

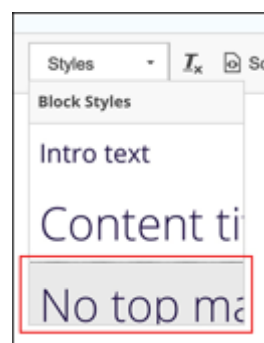
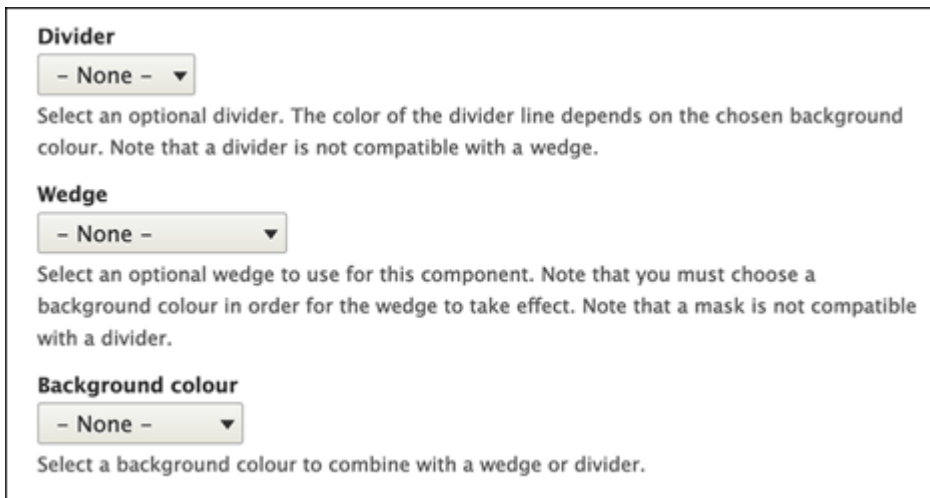


Fig. 36 – No top margin

Styling the rich text component

You can add some styling to the rich text component.



Divider
- None - ▾
Select an optional divider. The color of the divider line depends on the chosen background colour. Note that a divider is not compatible with a wedge.

Wedge
- None - ▾
Select an optional wedge to use for this component. Note that you must choose a background colour in order for the wedge to take effect. Note that a mask is not compatible with a divider.

Background colour
- None - ▾
Select a background colour to combine with a wedge or divider.

Fig. 37 – Styling full-width rich text

Divider inserts a horizontal line at the top or bottom of the rich text component. You can see an example of this in figure 34. You can't use a divider AND a wedge.

Wedge adds a wedge to the top, bottom, or both of the component. You need to select a background colour for this to work. **Note:** don't use the "half wedge" option.

Background colour adds background colour behind the content.

Note: at the time of publishing the **background colour is not recommended for the inline component**. And, not all colours are available for use. We recommend you speak to web management if you want to use a background colour.

Related content feature-set

Overview

The related content feature-set component is a three-blocks section with links either within CDU Drupal 9 pages that has a promotional section filled or external links that was created with External promotion content types.


Step to create

This component is used to display related content to the page you are building with image and blurb. At the moment this component only has option of 3 contents.

There are two styles available:

1. The three-column promotion (Default style):

Events




Infant Feeding in Emergencies - Policy Seminar

Friday 31 May 2019, 9am - 3pm

Implementing national policies and guidelines that will ensure adequate support for mothers and families to continue breastfeeding and safely formula feed infants during emergencies.

[READ MORE](#)




LET'S TALK Aboriginal Languages Symposium

An event in celebration of the 2019 International Year of Indigenous Languages

Join in this unique opportunity to listen to a range of presentations from academics, policy officers and Aboriginal language speakers.

[READ MORE](#)



Discover CDU

18 August 2019 | 10am-2pm

Explore behind the scenes at our CDU Casuarina Campus where you will be inspired to develop academically, socially and culturally. Chat to our lecturers to explore your next degree, Vocational Education and Training possibilities and career options.


[READ MORE](#)

Visit CDU Events for more upcoming events

[CDU EVENTS](#)

2. Two-columns style (Priority style)

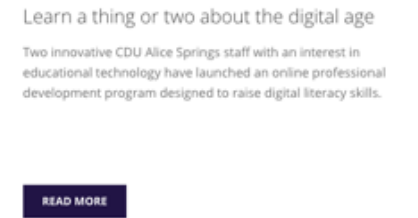
News



Inspirational students celebrate end of their studies

Charles Darwin University (CDU) is recognising its first graduates for 2019, with more than 1800 proud undergraduate, postgraduate and vocational education and training (VET) students receiving their hard-earned qualifications today and tomorrow.


[READ MORE](#)



Learn a thing or two about the digital age

Two innovative CDU Alice Springs staff with an interest in educational technology have launched an online professional development program designed to raise digital literacy skills.

[READ MORE](#)



Rehab turtle returns to the Timor Sea

Arya the Green Turtle felt the cool waters of the Timor Sea for the first time in nearly a year when she was successfully released back into the ocean after her stay at Charles Darwin University's Turtle Rehabilitation Centre.

[READ MORE](#)

Read these stories and more in the CDU Newsroom

[CDU NEWSROOM](#)

To choose between the two styles, select 'Style*' dropdown menu under the call to action section.

LINK TEXT *

CDU Newsroom

► ATTRIBUTES

Add a call to action link

Style *

Priority

Background colour

- None -

Select a background colour to combine with a wedge or divider.

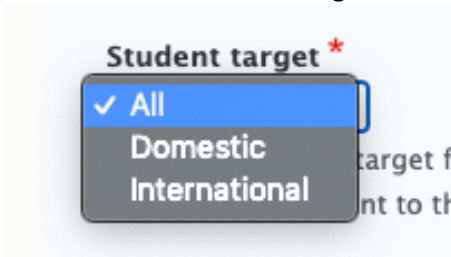
Wedge

- None -

Select an optional wedge to use for this component. Note that you must choose a background colour and a divider.

Student target

The student target option is used for target personalization. If you are editing an older page, you will need to select the target:



- All – if the page or components you are creating is for both Domestic and International students
- Domestic or International if the component or page is either for Domestic or International

Reordering components

Each component has a cross handle associated on the left side (figure 33).

Drag the cross handle up and down the change the order that the components display on the page.

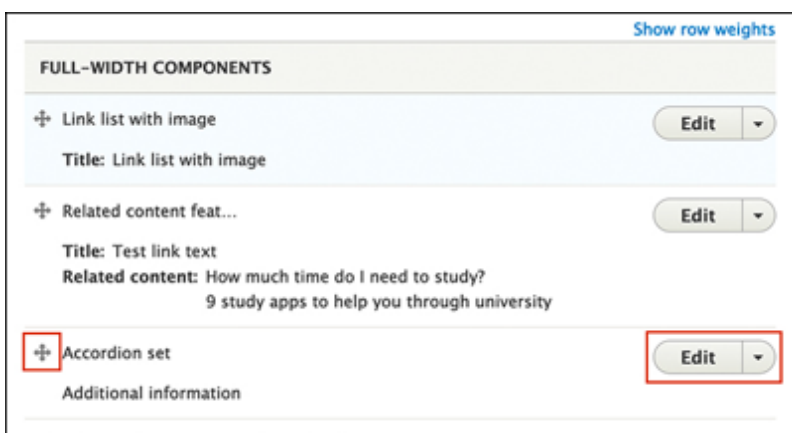


Fig. 33 – Editing accordions

Other Features

Wedges

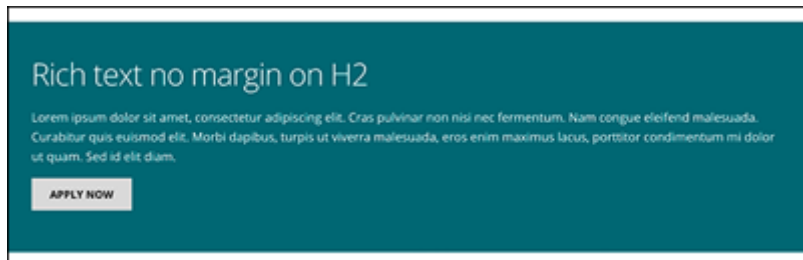


Fig 38a - No wedge.



Fig 38b - Top left wedge.



Fig. 38c – Right wedge.

Promotional section

On the editing mode of the page you wish to place in the feature set, scroll down and expand the Promotion section and fill the field with 'Promotional link text', promotional image for the feature set and teaser. The teaser will be limited/cut up only to 60 words.

Sidebar social media links

No Link set added yet.

Add Social media links

▶ STICKY HEADER

▶ PROMOTION

Breadcrumb

Teal

Select the breadcrumb style. Select - None - for no breadcrumb.

Current state: Archived

Change to: Draft

SaveDelete

When a Basic page or Landing page uses the 'Related Content Feature-set' or 'Single related content', these components will use this promotional section's image and teaser.

Promotion section:

PROMOTION

Promotional Link text


Learn more

Enter the text used for buttons and links when this content is promoted throughout the site.

PROMOTIONAL IMAGE

Select the image to display when this content is shown in promotions throughout the site

Students talking in a group



Remove

Promotional sub title

Enter the featured text here.

Promotional Teaser

Format | B I X² X₂ | [Link icon] [Image icon] [Table icon] [List icon] [Quote icon] | E | Styles | Widgets | [Text icon] Source

Located in the remote far north of Australia, research is central to the purpose of Charles Darwin University, and closely tied to the needs of the Northern Territory and the Territory's immediate region: Timor Leste, Eastern Indonesia and the Arafura Sea.

Text format Basic HTML

About text formats

Provide a short summary of the content to be used when this content is promoted throughout the site.

Please note that this image on Promotion section will be used for the Open Graph. When you share the page to Social Media platforms, this will be displayed as a thumbnail.

Linked on other pages:

Find out more



Administrative divisions

The primary role of University Operations is to facilitate the University's goals, as stated in the Strategic Plan 2015-2025, and activities, through pro-active management and responsible leadership in the efficient acquisition and use of resources.

LEARN MORE



Organisational Structure

Strong leadership and good governance supported by a strong organisational structure ensure the university can deliver great education and research outcomes for the Northern Territory.

LEARN MORE



Strategic Services & Governance

Located in the remote far north of Australia, research is central to the purpose of Charles Darwin University, and closely tied to the needs of the Northern Territory and the Territory's immediate region: Timor Leste, Eastern Indonesia and the Arafura Sea.

LEARN MORE



Create a button

You can create a button for your “call to action” links. A call to action is prompt that tells the user to take some specified action. It’s typically written as a command, such as “Apply now”.

Step 1: Create the link.

Step 2: Highlight the link text.

Step 3: Click on the *Styles* dropdown in the toolbar.

Step 4: Select *button*.

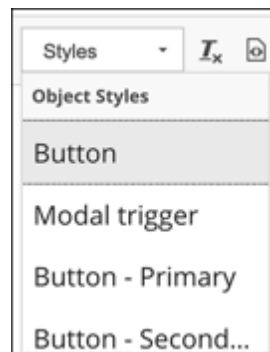


Fig. 39 – Select button