

# Drupal - Basic: Pages in Drupal

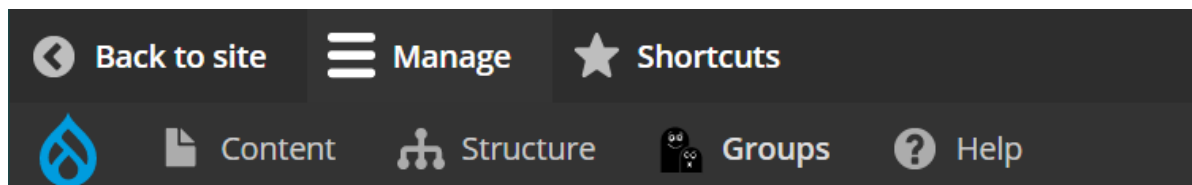
Last Modified on 05/01/2025 4:00 pm EDT

## Login:

Log in and choose the Group in which you want to create or edit a page. Groups in the new website are akin to Sections from the old website. [Read more about logging in and finding content.](#)

## The Group Management Screen:

When you first log in, you can click on the "Groups" tab in the Admin Toolbar you will go to a screen to see links to your sections.



That will take you to a page that looks like this

A screenshot of the 'Group Listing' page in Drupal. The page has a dark header with the same Admin Toolbar as the previous image. Below the header, there is a search section with a 'Group Title' input field and an 'Apply' button. The main content area contains a table with columns: ID, TITLE, GROUP ADMINS, PUBLISHED, USERS, NODES, and OPERATIONS. The table lists three groups: Biology, Chemistry, and Computer Science. Each group row has a 'Members' button in the OPERATIONS column.

ID	TITLE	GROUP ADMINS	PUBLISHED	USERS	NODES	OPERATIONS
116	Biology	1. agallaghe1 2. koconnel 3. tmozdzer	Published	8	44	Members
171	Chemistry	1. agallaghe1 2. jigoldsmi 3. koconnel	Published	8	46	Members
216	Computer Science	1. dxu	Published	9	34	Members

Click the link for the Group you wish to work on to get to your Group management screen.

If you clicked on Biology you would then see this screen

# Biology

- **To View a node (or content)**- Click on the title of it in the *Recent Content* table (below). This will open the page as visitors to your site would see it.
- **To Edit a node (or content)**- Click on the *Edit Node* link in the *Operations* column of the *Recent Content* table (below).
- **To Create a node (or content)**- Click on the appropriate link in the right column to create a new content node.
- **To Submit an Announcement or Event**- Click on the appropriate link in the right column.
- **To Find a node (or content)**-
  - Use the *Recent Content* table (below),
  - Use either the *Content* tab in the Admin Toolbar or the *Nodes* tab at the bottom of the page to filter by content type and or title.

## Section Links

[Biology Landing Page](#)

## Add content to *Biology*

[Courses](#)

[News](#)

[Basic page](#)

[Program Description](#)

[Story](#)

## Submit content

[Announcement](#)

[Event](#)

Learn How to Edit or Create Content in our Tech Docs: <https://askathena.brynmawr.edu/help/drupal>

View

Members

Nodes

## Add Content:

From your Group management screen, under "Add Content to [section]," click "Basic Page."

# Add content to *Biology*

[Courses](#)

[News](#)

[Basic page](#)

[Program Description](#)

[Story](#)

## Basic Page:

This Content Type has Flexible Content to add to the page, but it also has basic parts for you to put minimal content in without getting too fancy.

When you select "Basic Page" from your Group page, you will get a screen where you can enter content into a new Basic Page

The screenshot shows a web application interface for adding a new Basic page. At the top, there is a navigation bar with links for Content, Structure, Groups, and Help. Below this, the page title is "Add Group: Group node (Basic page)". The main form area is divided into several sections:

- Title:** A required text field with an asterisk.
- HERO IMAGE:** A section with a button "Upload or Browse Library" and a note "You can select one media item."
- Introduction:** A rich text editor with a toolbar containing bold, italic, link, unlink, list, and source icons.
- Audience Quick Links:** A section with a button "Add Special List: Small" and a note "No Quick Links Set added yet."
- FLEXIBLE CONTENT:** A section with a button "Add WYSIWYG" and a note "to Flexible Content".
- Save as:** A dropdown menu set to "Draft" and a "Save" button.

On the right side of the form, there is a sidebar with the following information:

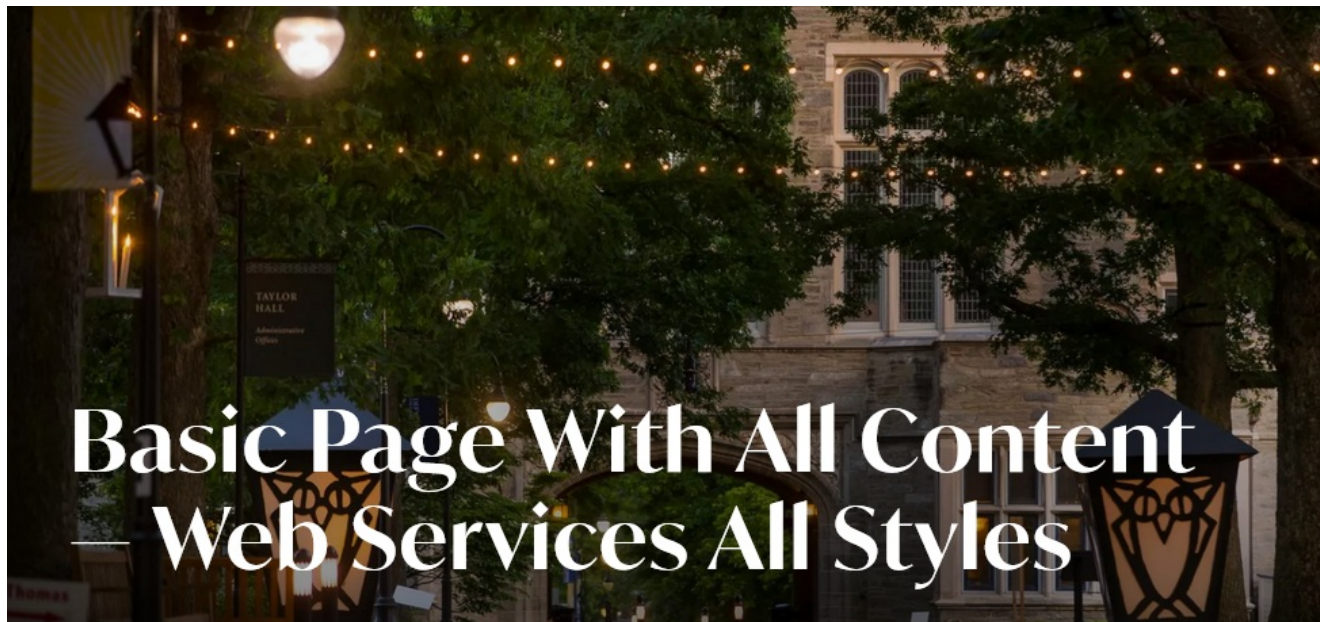
- Last saved:** Not saved yet
- Author:** iftest\_steward
- Revision log message:** A text area for describing changes.
- MENU SETTINGS:** (Not in menu)
- NODE THEME(S) & OPTIONS:**

As you can see, the only required field is the Title.

# Hero Image

You can add a Hero Image by pressing the Upload or Browse Library button and selecting the image to embed. [Read more about uploading media here.](#)

If you pressed Save now, you would see the title overlaying on the Hero Image on your page, like so



## Introduction

The next field available is the Introduction field.

Introduction

**B** *I* Source

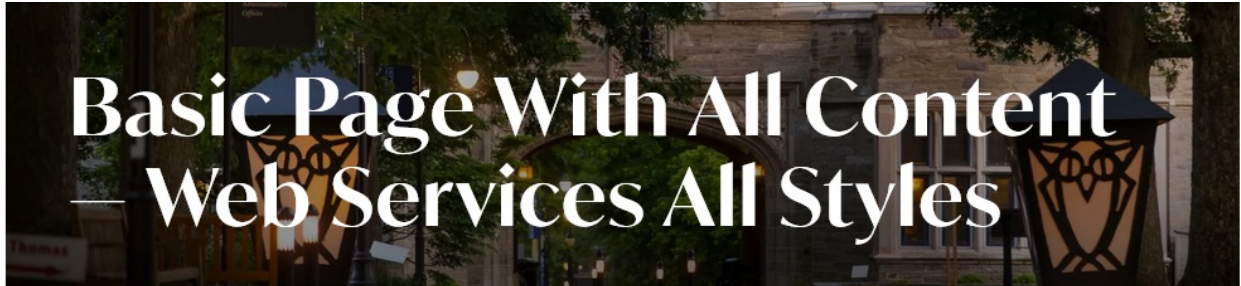
Audience Quick Links  
No Quick Links Set added yet.  
Add Special List: Small

Show row weights

Specify an alternative path by which this data can be accessed. For example, type "/about" when writing an about page.

This field is a simple WYSIWYG field that allows only bold, italic and linked text.

This is what it looks like once we have saved the page. Here you can see the bottom of the Hero Image just before the Intro.



*an intro field for the basic page. how lovely! Let's visit the akTestAnchor in the **blockquote below***

*Cras id mattis dolor. Suspendisse pharetra ullamcorper*

## Quick Links

The next field available is Audience Quick Links.

This is really a specially styled version of the **Special List Small** that you would also find in the Flexible Content area.

This Audience Quick Link version is in a fixed position on the page and can't be reordered or moved.

Welcome to our test page!

### Audience Quick Links

*No Quick Links Set added yet.*

Add Special List: Small

Once the "Add Special List Small" button under Audience Quick Links is pressed, an area to enter a Special List small appears

This is an introduction field. Use it to highlight an important synopsis or description of the page, or as a small welcome message.

Welcome to our test page!

Special List: Small

Remove

Heading \*

Heading Level \*

H2 ▼

[Show row weights](#)

LIST ITEMS

Fill it out with Quick Links you would like to appear at the top of the page. You can use the anchor link



method to link to content within the WYSIWYG further down the page, or you can link to some content on our site or to an external link.

Special List: Small

Remove

Heading \*

quick link special list small

Heading Level \*

H2 ▾

Show row weights

LIST ITEMS

✚ URL

#tableJump

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 `<nolink>` to display link text only. Enter `<button>` to display keyboard-accessible link text only.

Link text \*

this should jump to a table below

✚ URL

<front>

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 `<nolink>` to display link text only. Enter `<button>` to display keyboard-accessible link text only.

Link text \*

this will go to the front page

✚ URL

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 `<nolink>` to display link text only. Enter `<button>` to display keyboard-accessible link text only.

Link text \*

✚ URL

STEM and the Arts (21561)

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 `<nolink>` to display link text only. Enter `<button>` to display keyboard-accessible link text only.

Link text \*

this links to STEM and the Arts on our site

✚ URL

https://google.com

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 `<nolink>` to display link text only. Enter `<button>` to display keyboard-accessible link text only.

Link text \*

this goes to google

✚ URL

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 `<nolink>` to display link text only. Enter `<button>` to display keyboard-accessible link text only.

Link text

Add another item

Show row weights

When you press Save you can see that this list appears next to the Intro that we added



*an intro field for the basic page. how lovely! Let's visit  
the akTestAnchor in the **blockquote below***

*Cras id mattis dolor. Suspendisse pharetra ullamcorper  
faucibus. Cras scelerisque sed enim id porttitor.  
Suspendisse cursus commodo sem vitae vehicula.*

## quick link special list small

---

STEM and the Arts >

google something >

---

Visit the front page >

Summer Research in the Sciences >

---

Look at the Image List on this page! >

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## Flexible Content Items

The rest of the Basic Page gives you Flexible Content that you can add as you wish. The most important one will be the WYSIWYG so you can add the majority of your content. The rest of the Flexible Content Items are to highlight, feature or syndicate content.

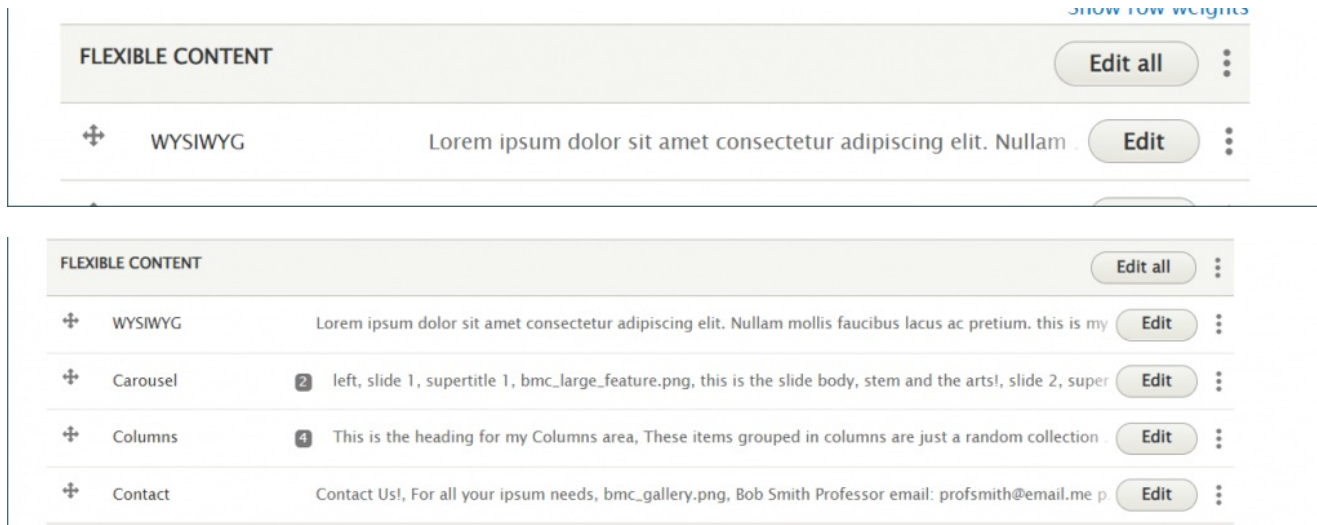
Please see the following Articles for how to use the following Flexible Content Items.

- **FLEX: Basic** - WYSIWYG (basic, links, tables, blockquotes and images & videos from library)
- **FLEX: Basic 2** - Accordion, Callout, Carousel, Contact, Embed, Social Media: Callout, Special List: Large, Special List: Small



- **FLEX: Intermediate A** - WYSIWYG (Video), Columns, Feature: Grid, Image Gallery, Image List
- **FLEX: Intermediate B** - People: List, Social Media: Connect, Feature: Large, Feature: Medium, Feature: Quote, Image Detail: Large
- **FLEX: Advanced** - Event 3-up, News 3-up, News & Contact, Story 1-up, Story 3-up, Announcement 4-up

See an example: a Basic Page with all the Flexible Content Items on our [Web Services Example page](#).



Flexible Content Items on a Basic Page are

- WYSIWYG
- Accordion
- Announcement 4-up
- Callout
- Carousel
- Columns
- Contact
- Embed
- Event: 3-Up
- Feature: Grid
- Feature: Large
- Feature: Medium
- Feature: Quote
- Image Detail: Large
- Image Gallery
- Image List
- News & Contact
- News: 3-Up

- People: List
- Social Media: Callout
- Social Media: Connect
- Special List: Large
- Special List: Small
- Story: 1-Up
- Story: 3-Up

## Positioning content:

Once you've added your Flexible Content, **you can reorder it by drag-n-dropping the Flexible Content Items** when you are editing the page.

**Please note** that *Hero*, *Intro*, and *Audience Quick Links* are all in a fixed position.

**Only the Flexible Content Items can be reordered in relation to other Flexible Content Items.**

## Saving content

Save at the bottom left of the Page creation screen.

**By default, pages will be saved as a Draft**, which means it will be unpublished and only people logged into Drupal would be able to see it.

**To learn more about what Draft, Published and Unpublished** versions of a page are, please refer to our article [Introduction to Drupal Drafts](#)

The page will save with no menu link unless you have the Menu Editor role. If you do not have the *Menu Editor* role, read below for more info on getting your page into the site's menu.

## Menu Links

After you create/save a page you will need to reach out to Communications to have the page set in the menu.

Until this is done, the page will have no left-hand navigation for the department/Group.

The other way you could do this would be to reach out to Communications first and have Communications set up the page in the correct Group with the menu link and leave it in an unpublished state for you to edit.

If you are a Menu Editor, [please read more about how to use menus](#).

## Still need Drupal help? Have more Drupal questions?

If after reading this article or watching the training videos you still have questions, we can help!

Sign-up for any of our [Drupal Drop-ins](#) throughout the year.

[Schedule a Drupal training session](#) for you or your whole department with our Drupal Trainer.

## Questions?

If you have any additional questions or problems, don't hesitate to reach out to the **Help Desk**!

**Phone:** 610-526-7440 | [Library and Help Desk hours](#)

**Email:** [help@brynmawr.edu](mailto:help@brynmawr.edu) | [Service catalog](#)

**Location:** Canaday Library 1st floor

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