



NORTH-WEST UNIVERSITY<sup>®</sup>  
YUNIBESITI YA BOKONE-BOPHIRIMA  
NOORDWES-UNIVERSITEIT  
INSTITUTIONAL OFFICE

# Information Technology

## **Drupal Manual**

**Revised: August 2013**

**Training and Empowerment**

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## Drupal Manual

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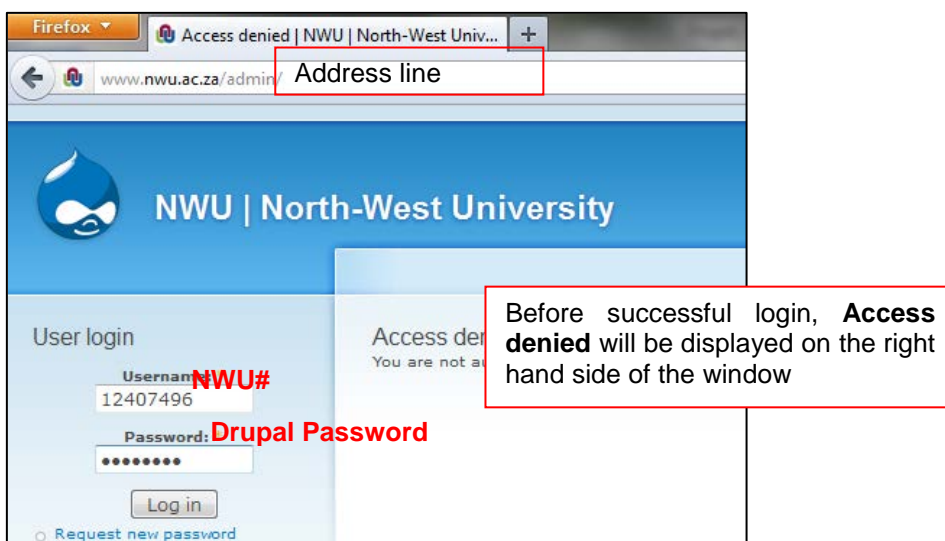
## Drupal Manual

### 1 Important notes

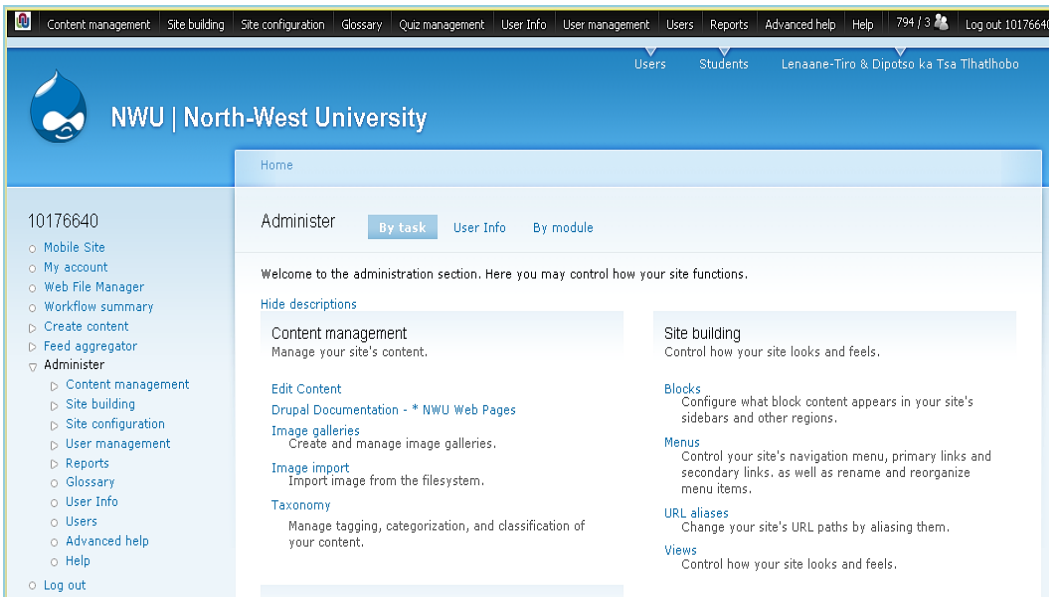
- The NWU uses [Drupal](#), which is one of the most popular content management systems around to develop our website and publish new created or edited content on our web pages.
- URL to open Drupal: <http://www.nwu.ac.za/admin/>
- We recommend you to use **Mozilla Firefox** as browser when creating or editing in Drupal. If this browser is not available on your workstation, please log a [Call-it](#) and request the Firefox version as used for Share.
- **Login** with your NWU# and given Drupal password. You can change your Drupal password after login and remember it doesn't expire or synchronize with your network password.
- Just as in Word, different templates are created for NWU web pages. We select the **Information About** template because we publish information about our faculty, school or department.
- Each web file or page has a **node number** as well as a **user friendly name**, choose a file name short and easily recognizable for later editing e.g. Old IT Home page.
- There are 2 methods to **create new web pages**: **Content management > Create content > Information About** or **Clone** (copy) an existing web page.
- **When copying text** from other sources such as Word or Email, first paste the text in Notepad to remove the formatting.
- To move from one cell to another in a table use the **Tab key** or the arrow keys.
- Use the **shortcut keys** for Copy (Ctrl + C), Cut (Ctrl + X) and Paste (Ctrl + V) in the editor.
- It is recommended to upload .pdf format documents, thus saving them as .pdf beforehand and uploading them with the New Window (\_blank) target option. The target option will cause the document to open in a separate window in the browser.

### 2 How to login

1. Open your Firefox browser and type <http://www.nwu.ac.za/admin/> in die address line to open Drupal.
2. Login with your NWU# and the given password.

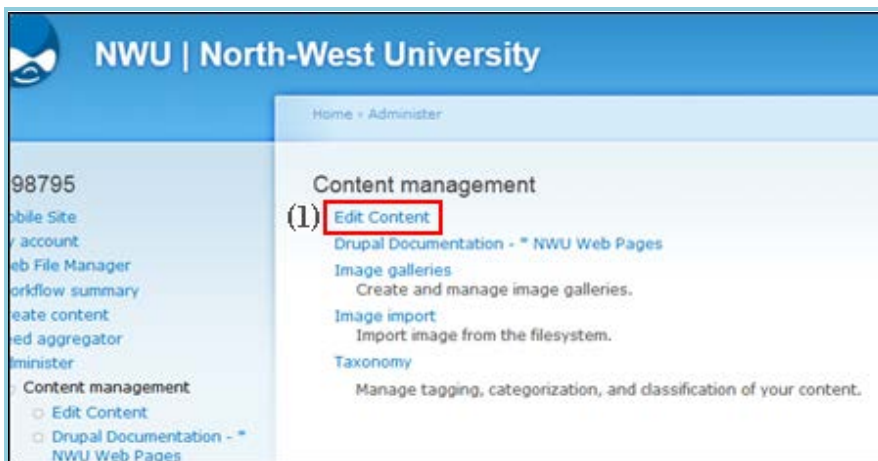


- After successful login the following screen with the black Administration toolbar at the top of the Drupal window will appear.



### 3 How to create a Bookmark to your Business Unit

- After you have logged into Drupal, click **Edit Content** link.



- Select your **Business Unit** from the drop-down list on the following screen.
- Click the **Apply** button.



- (4) All the web pages to which you have permission will appear as shown below.

Title	Path	Node	Type	Updated date	Publish	Edit	User name	Translate
NWU, Faculties & Schools	/content/nwu-faculties-schools	5384	Information About	10/12/2012 - 09:09	Yes	edit	20035772	translate
NWU, Fakulteite & Skole	/node/5512	5512	Information About	11/01/2012 - 12:00	Yes	edit	20035772	translate
NWU, Magoro & Dikolo	/node/5639	5639	Information About	11/01/2012 - 12:00	Yes	edit	20035772	translate

- (5) Click **Bookmarks > Bookmark This Page**

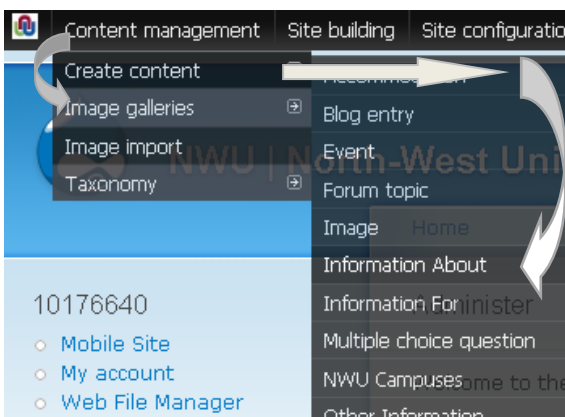


- (6) Type a **name** (6a) for your Bookmark and select **Bookmarks Toolbar** or **Bookmarks menu** (6b) depending on your preference e.g. Edit name of your Business Unit.

- (7) You have now created a bookmark for easier or faster access in the future – just remember to login.

## 4 How to create a new web page

1. To create a new web page: Click on **Content management > Create content > Information About** on the black Administration toolbar. See image below.



The following screen will appear and each topic labelled with a red number will be explained. A red asterisk (\*) means required information.

The screenshot shows the Drupal content editor interface with several numbered annotations:

- 1 Title [for sitemap]:\***: Points to the title input field.
- 2 Page title:**: Points to the page title input field.
- 3 Business Unit:\***: Points to the Business Unit dropdown menu.
- 4 Language:**: Points to the Language dropdown menu.
- 5 Body:**: Points to the CKEditor text editor.

Other visible elements include: "Show summary in full view" checkbox, "Switch to plain text editor" link, CKEditor source code, "Input format", "Location", "Meta tags", "WebFM Attachments", "URL path settings", "File attachments", "Publish", "Save as draft", and "Preview" buttons.

1. **Title [for sitemap]:\***  
This field resembles the **user friendly file name** of your web page. This file name should be short and easily recognizable, e.g. Course Practise.

A close-up of the "Title [for sitemap]:\*" input field, showing a text box with a yellow border and a red asterisk indicating it is required.

2. **Page title:**  
The information in this field is displayed at the top of the browser window to indicate which web page you are currently viewing. This field should be filled out in accordance to the **NWU standard:**

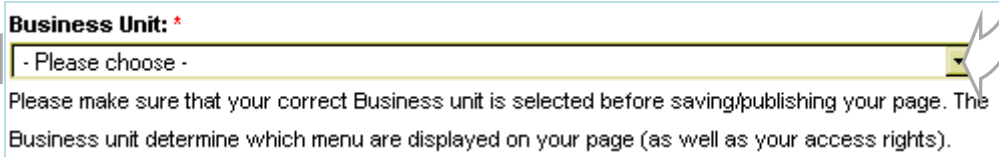
**NWU, Faculty, School/Department, Content Topic**

Example: NWU, Faculty of Natural Sciences, Research Entities Space Physics

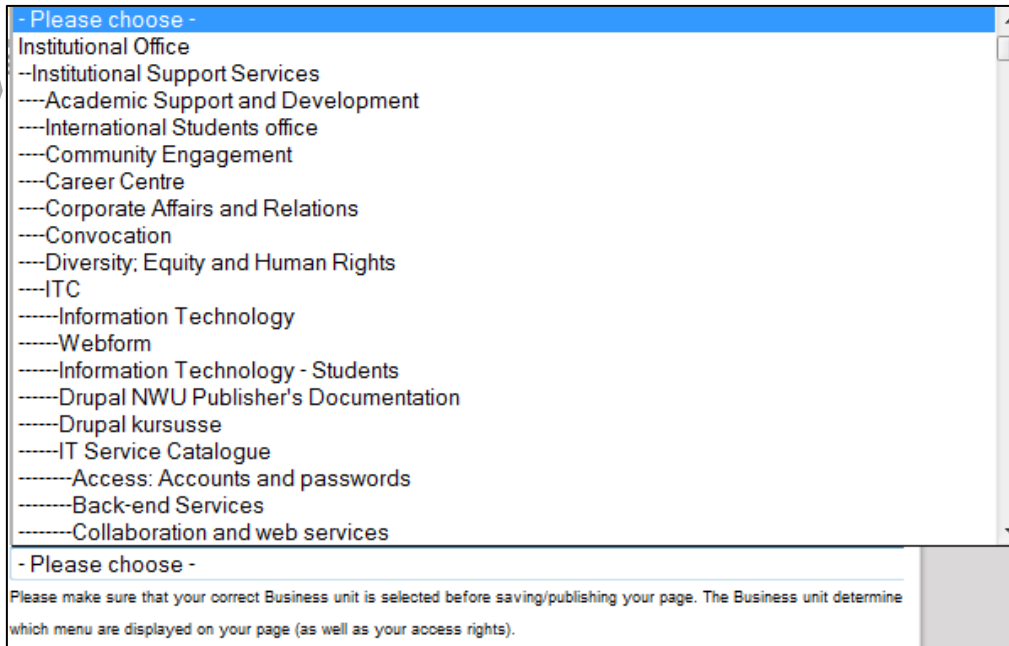
A close-up of the "Page title:" input field, showing a text box with a yellow border. Below the text box, there is a description: "Provide a description of this node to appear in the <title> tag which search engines can use in search result listings (optional). It is generally accepted this field should be less than 70 characters." and "Characters Entered: 0".

3. **Business Unit:**\*

Click the drop-down menu and select your Business Unit from the list displayed. Please make sure it is your correct Business Unit that is selected before saving or publishing your page.



Drop-down menu



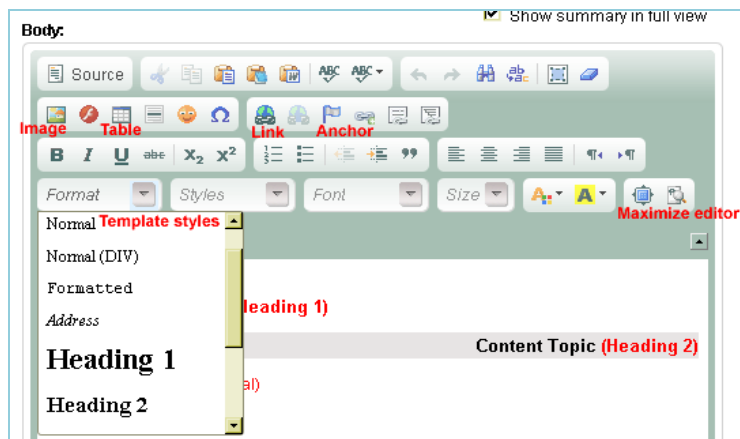
4. **Language:**

Click the drop-down menu and select the applicable language depending on the language of the content to be published.



5. **Body:**

The Editor Toolbar:



**Please take note:** It is very important that you use the formatting as defined in the **NWU web template**.

Styles	Typed and Applied to:
Heading 1	<b>FACULTY / DEPARTMENT</b> – (name in CAPITAL letters. Press Shift + Enter) <b>School/Centre/Division</b> – (name in CAPITAL and small letters)
Heading 2	<b>Content Topic / Other Important headings</b>
Heading 3	<b>Other less important Headings</b> (Black and bold in text)
Normal	Text, Tables and Image paragraphs

6. **Meta tags** (Click on the ► arrow the expand the meta tags)

Fill in the Keywords and Description of your page. These keywords will help to conduct a Internet search.

▼ Meta tags

**Description:**

Enter a description. Limit your description to about 20 words, with a maximum of 350 characters. It should not contain any HTML tags or other formatting.

CKEditor: the ID for [excluding or including](#) this element is `nwu:nwu-campus@node/add/nwu-campus.edit-nodewords-description-value`.

**Keywords:**

NWU, Pukke, Potchefstroom, Mafikeng, Vaal Triangle, University, PUK, Study at I

Enter a comma separated list of keywords. Avoid duplication of words as this will lower your search engine ranking.

7. **URL path settings** (Click on the ► arrow the expand the path settings)

Normally you keep this option checked and when you click the Publish button to save the page, Drupal will create an alias according to the name you have specified in the **Title [for sitemap]:\*** field, e.g. /content/course-practise.

▼ URL path settings

Automatic alias

An alias will be generated for you. If you wish to create your own alias below, uncheck this option.

**Example of an alias generated by the system:**

[Old IT Home page](#) /content/old-it-home-page 6979 Information About 08/17/2012 - 08:33 Yes [edit](#) 10176640 [translate](#)



**NB: Only** de-select it if you want to specify an alternative URL by which this node can be accessed.

▼ **URL path settings**

Automatic alias  
An alias will be generated for you. If you wish to create your own alias below, uncheck this option.

Optionally specify an alternative URL by which this node can be accessed. For example, type "about" when writing an about page. Use a relative path and don't add a trailing slash or the URL alias won't work.

8. **Publish, Save as draft and Preview** buttons

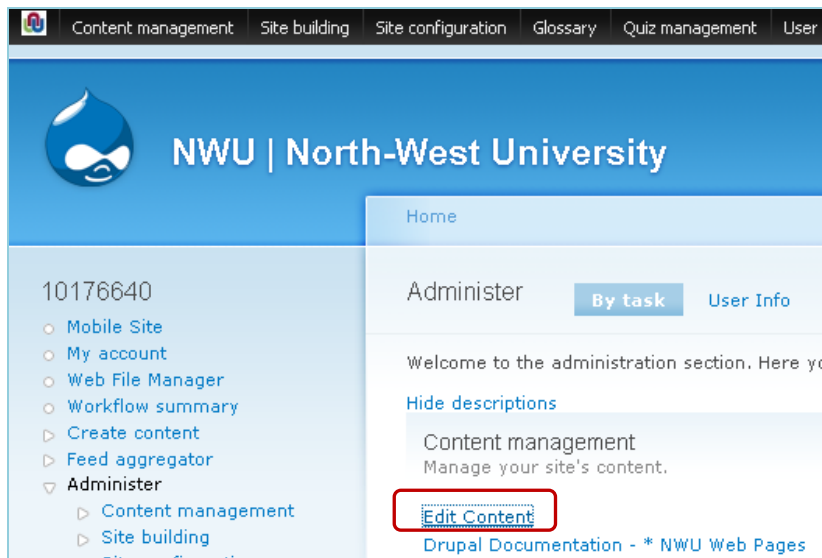
Click the Publish button to save the new web page to the database. These buttons will only be displayed when creating a new web page from scratch.

9. **Save as draft** button is self-explanatory.

## 5 How to edit an existing web page

**NB:** Follow steps 1 till 2 if you have forgotten to Bookmark your Business Unit otherwise you just login, select the relevant language, click the Apply button and follow from step 3 onward.

1. Click the **Edit Content** link as shown in the image below.



2. The following screen showing all the web pages of the NWU will appear.

Select your **Business Unit** and **Language** (preferably English) from the drop-down menu and click the **Apply** button.

Title	Path	Node	Type	Updated date	Publish	Edit	User name
VTC Ditirelo Tsa Setegeniki - Kamogelo	/node/1232	1232	NWU Campuses	04/26/2012 - 12:04	Yes	edit	12581550
PC Campus Registrar - About us	/content/pc-campus-registrar-about-us	1233	NWU Campuses	03/29/2012 - 14:01	Yes	edit	10857141
NWU, Virtual Tour, Potchefstroom	/content/nwu-virtual-tour-potchefstroom	1234	NWU Campuses	08/16/2011 - 00:11	Yes	edit	22989854

3. When the screen listing your web pages is displayed, click on **Title** to sort the list alphabetically because it is easier to remember a file name than a lot of long node numbers.

4. Click the **edit** link on the right hand side next to the web page you want to edit - in this example course practise web page you have just created.

Course Practise	/content/course-practise	16952	Information About	10/17/2012 - 15:39	Yes	edit	10176640	translate
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5. The edit page screen with your **course practise** web page will be displayed

### 5.1 How to format the headings and paragraphs

**Format the paragraphs** according to the style displayed in brackets next to it as shown in the image above. If no style is specified, it is a Normal paragraph style.

1. Highlight the text


2. Click the drop-down menu and select the relevant style from the list. See picture below.

Normal Styles Font

Paragraph Format

- Normal
- Normal (DIV) (Heading 1)
- Formatted (g 2)
- Address
- Heading 1

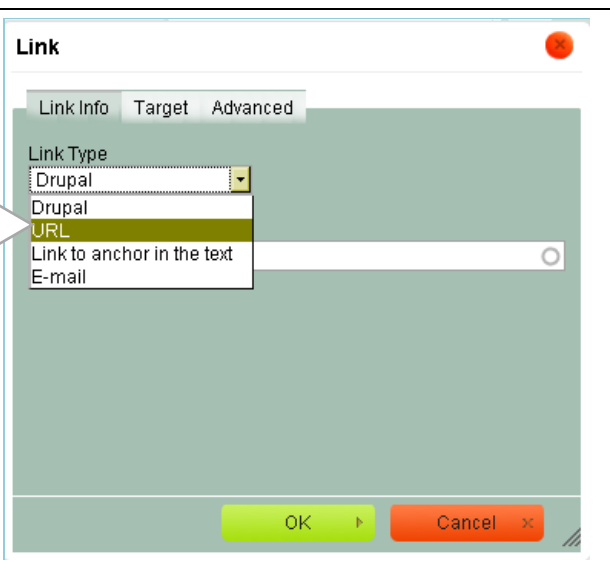
## 5.2 How to create Hyperlinks

1. **Hyperlinks** can be created to:
  - \* Another **website** – get the web address.
  - \* Another **web page** – it is best to use the node number of that web page.
  - \* **Documents** – pdf format. You have to **upload the file** (see page 12 for the procedure).
  - \* **Mail to:** – get the relevant email address.
  - \* **Images** – jpg, png and gif format. You have to **upload the image** (see page 12 for the procedure).
  - \* **Anchor** – create an anchor to link to on the same web pageAlways **highlight the text** that has to be linked.
2. Click the **Link** button  – the **Link** dialog box will be displayed.



### \* Creating a link to another website

- Beforehand get the address of that website e.g. [www.google.com](http://www.google.com) for Google.
- Click the **Link Type** drop-down menu and select **URL** in the list.



- Type the web address in the field below URL as shown in the image.

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- Click the **Target** tab, select **New Window (\_blank)** and click the **OK** button.

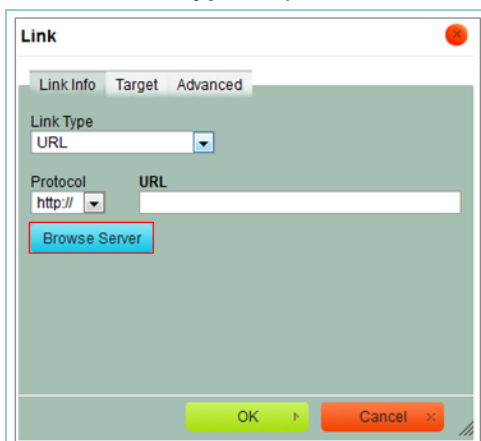
**\* Creating a link to another web page**

- Beforehand get the node number of that web page.
- Type the link in this format /node/number in the field below **Link** as shown in the image and click the **OK** button.

**\* Creating a link to a Document or Image**

You can upload the document or image beforehand or during the link process (Turn to page 12 for the procedure).

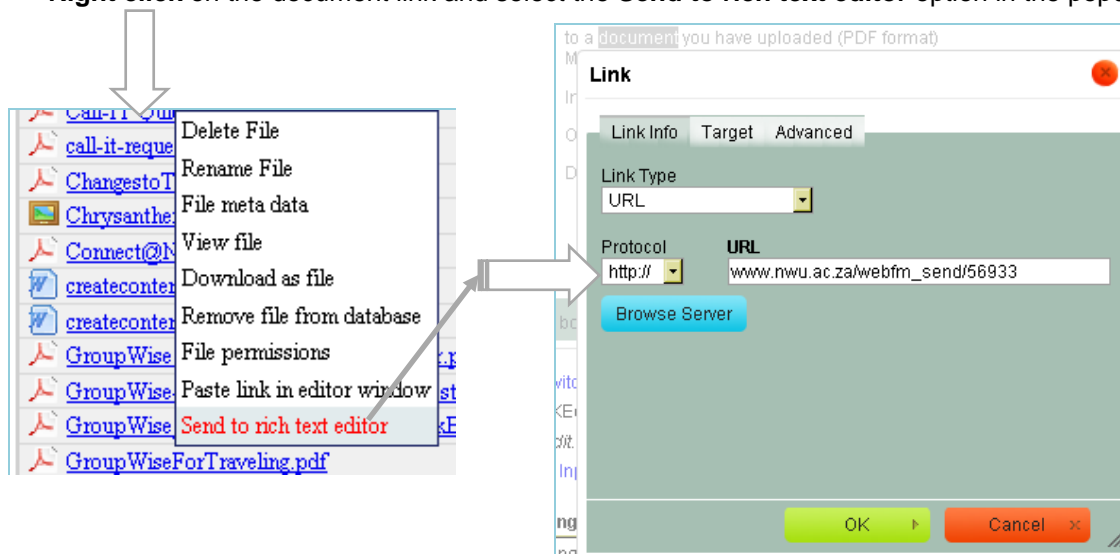
- Click the **Link Type** drop-down menu, select **URL** in the list and click the **Browse Server** button.



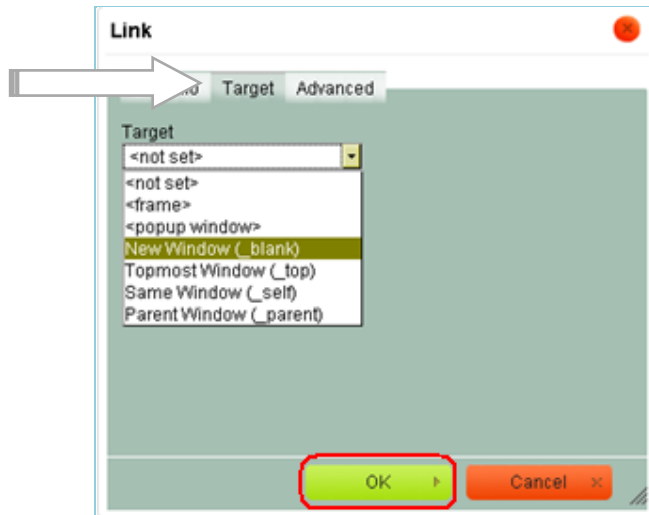
- The **File Browser** window with all the Business Units displayed in alphabetical order will be displayed – Be very careful when using the mouse because you can accidentally move a folder.
- Scroll down and **click** on your Business Unit.



- Normally there should be an image as well as a documents folder in your Business Unit. **Click** the **documents** folder and scroll down till you find the document you want to link. If the file is not yet uploaded, you can upload it now (see page 12 How to upload a file).
- **Right click** on the document link and select the **Send to rich text editor** option in the popup list.



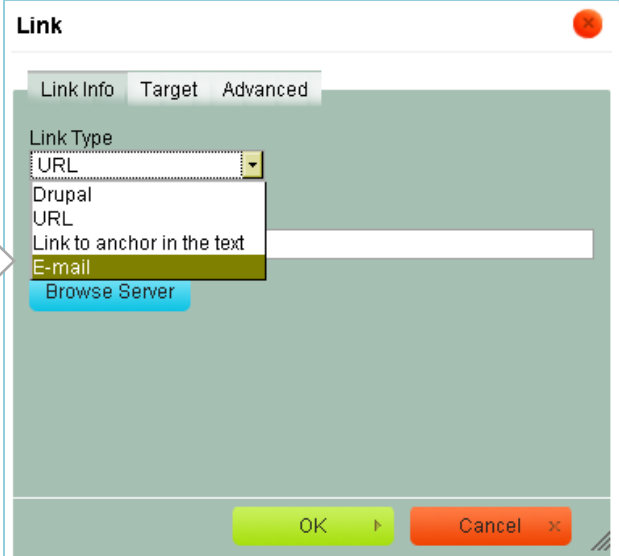
- Click the **Target** tab and select **New Window (\_blank)** so that the document can open in a new window and click the **OK** button.
- Documents must open in a new window.



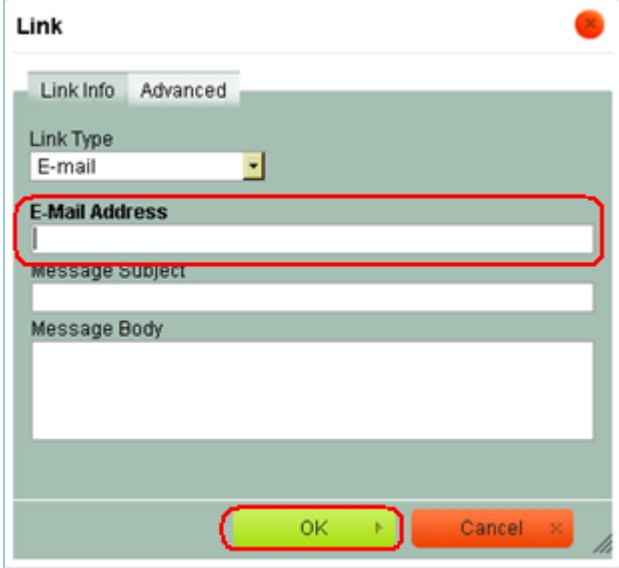
### \* Creating a Mailto: link

You can make it easier for a reader to send email to a specific person or mail alias by including a mailto link.


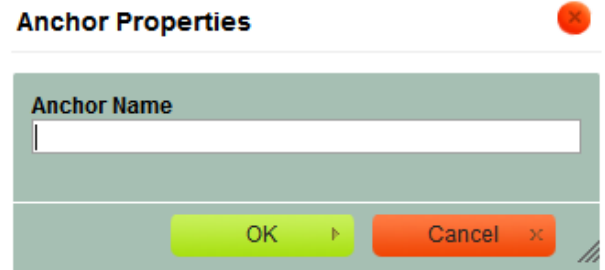

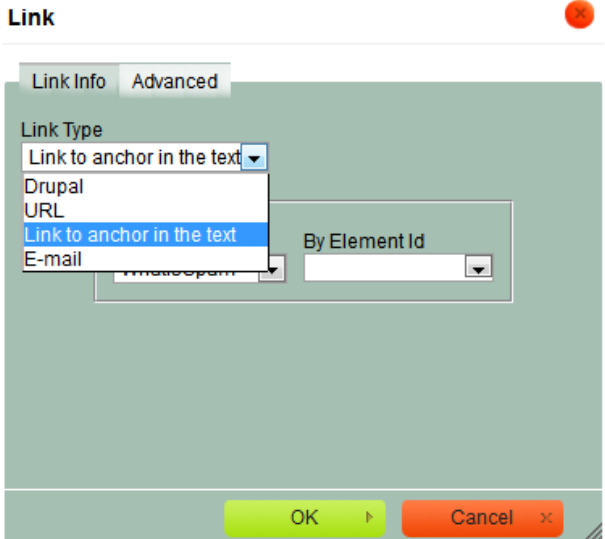
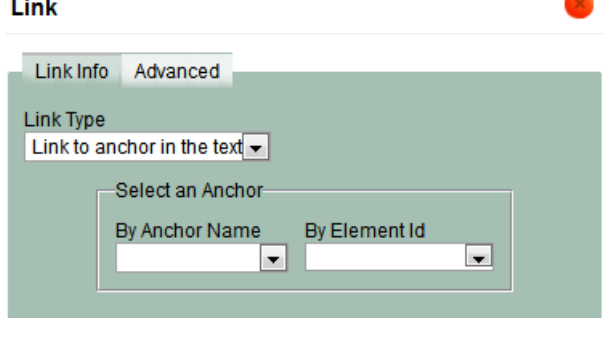
- Beforehand get the email address of the person that need to receive email.
- Click the **Link Type** drop-down menu and select **Email** in the list.



- Type the email address in the field provided.
- Click the **OK** button.



## \* Creating an Anchor link

<p>You can link to a position on the same web page by creating an Anchor link.</p> <ul style="list-style-type: none"> <li>• Select the text that is to contain the anchor.</li> <li>• Click on the <b>Anchor</b>  button.</li> <li>• Type a name for the anchor.</li> <li>• Click on <b>OK</b> button.</li> </ul>	 <p><b>Anchor Properties</b></p> <p>Anchor Name</p> <p>OK Cancel</p>
<ul style="list-style-type: none"> <li>• Select the text that should link to the anchor.</li> <li>• Click the <b>Link</b> button  – the <b>Link</b> dialog box will be displayed.</li> <li>• Click the <b>Link Type</b> drop-down menu.</li> <li>• Select <b>Link to anchor in the text</b> in the list.</li> </ul>	 <p><b>Link</b></p> <p>Link Info Advanced</p> <p>Link Type</p> <p>Link to anchor in the text      Drupal      URL      Link to anchor in the text      E-mail</p> <p>By Element Id</p> <p>OK Cancel</p>
<ul style="list-style-type: none"> <li>• Choose the anchor to link to in the <b>By Anchor Name</b> list (if no anchor is available it implies that you have not yet created an anchor to link to).</li> <li>• Click the <b>OK</b> button.</li> </ul>	 <p><b>Link</b></p> <p>Link Info Advanced</p> <p>Link Type</p> <p>Link to anchor in the text</p> <p>Select an Anchor</p> <p>By Anchor Name By Element Id</p> <p>OK Cancel</p>

## 6 How to upload a document or an image to the server

1. Navigate to the Drupal home page.

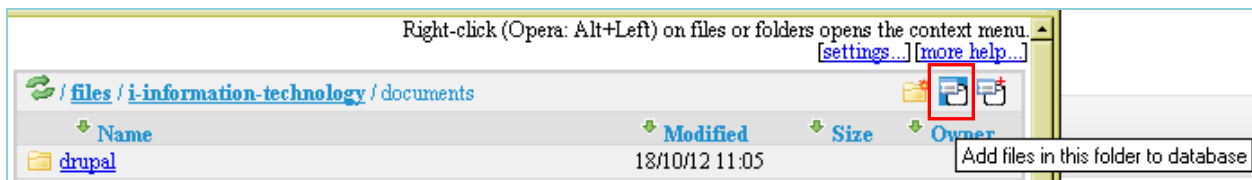


2. Click on the **Web File Manager** option.
3. In the **File Browser** window of your Business Unit, **browse** to the folder where you want to upload the document or image to. Normally there should be a folder for both your documents and images.

Name	Modified
drupal	18/10/12 11:05
efuncti	07/10/11 10:57
gov-man	07/10/11 10:57
it-news	07/10/11 10:58
it_departments	07/10/11 10:57
it_service_catalogue	13/03/12 14:29
it_services	07/10/11 10:58
office	13/03/12 08:12
s_admin	07/10/11 10:58
staff_empowerment	07/10/11 10:58
student_laptop	07/10/11 10:57
toets_search	07/10/11 10:58
AfSkryfGoed2011.pdf	06/07/11 14:37

4. Scroll down to the bottom left hand side of the page, click the **File Upload** link.
5. Click on the **Browse** button.

6. Browse to the document or image that you want to upload. This document or image may be located on the workstation's hard drive, network drive, USB drive or from My Documents.
7. Select the document or image and click the **Open** button.
8. Click on the **Upload** Button.
9. The document/image has now been uploaded, but won't be available in the browser for "surfers" to see unless you do the following step – Click on the **Add files in this folder to database** button.

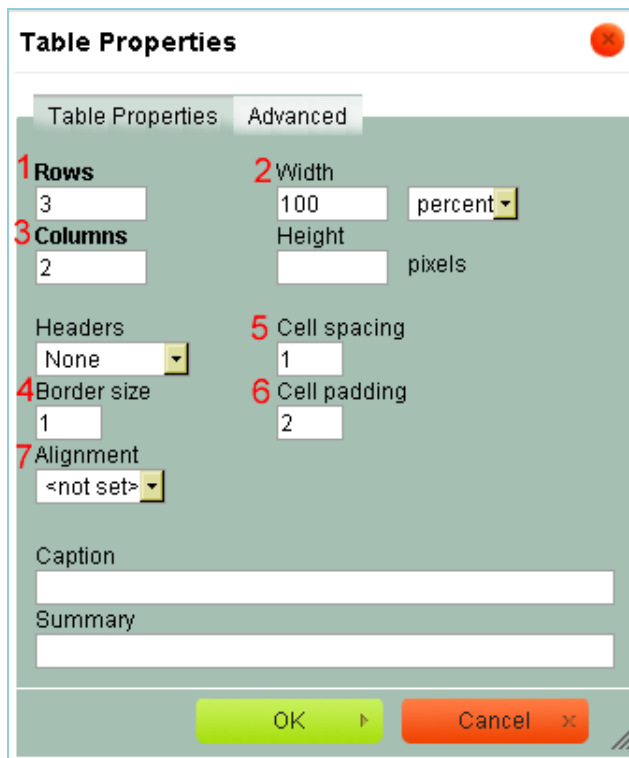




## 7 Creating Tables

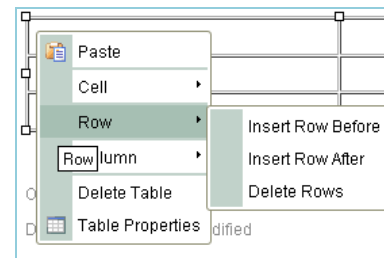
**Tables** are very useful tools that can be used to organize the content in a specific place on the web page.

Click on the **Table** button  in the toolbar. The **Table Properties** popup window will be displayed.



### (1) Rows

- Here you specify the number of rows the table may have.
- You can always **Insert** more rows Before or After a row.
- Right click the row and select the relevant option.

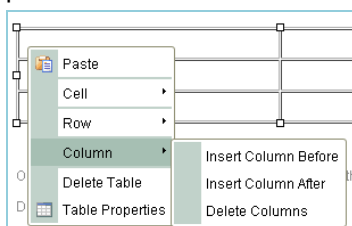


### (2) Width

- It is best to specify the width of the table in percentage. This will ensure that the table will adjust automatically to each user's browser settings or to the width of a cell if you create another table within that cell.

### (3) Columns

- Specify the number of Columns the table may have.
- You can always **Insert** more cells Before or After, Split or Merge cells (see image below).
- Right click the cell and select the relevant option:

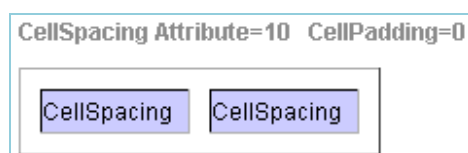


### (4) Border size

- **1** specifies that the table has borders as well as the thickness of the lines.
- **0** means no lines.

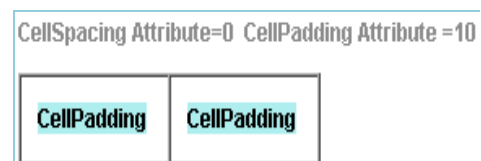
### (5) Cell spacing

- **Cell spacing:** Is the pixel width between the individual data cells in the TABLE. (The thickness of the lines making the TABLE grid).
- The cell spacing tag is to create space between different cells within your table.



### (6) Cell padding

- **Cell padding:** Is the pixel space between the cell contents and the cell border.

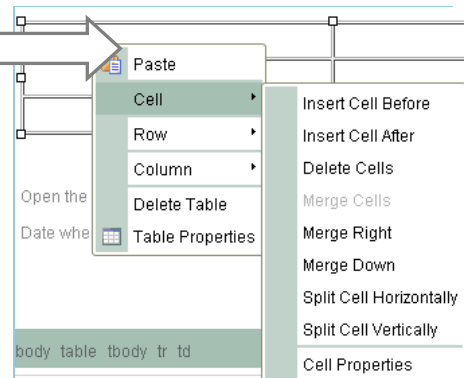


### (7) Alignment

To align the table left, right or centre on the page.

## Creating complicated tables

You can split or merge cells, a cell can span more than one row, change the alignment of text inside a cell by right clicking the cell and selecting the correct option or insert rows.




The table below was originally created with 3 rows and 2 columns.


Afterwards it was changed using the correct cell and row options to look like this as shown below.

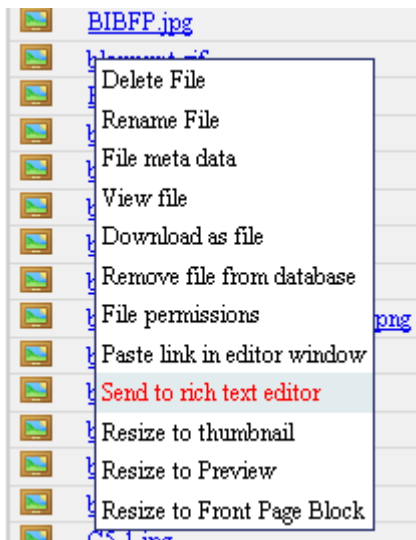

This is how it was done – Cells were merged and rows were added.

(1) Right click in the first cell	
(2) Select Cell > Merge Down	(3) Right click this cell >Insert Row Before
	to add this row
(4) Extra rows was added: Right click cell	> Insert Row Before (3 times)
(5) This row was merge: Click 1st cell > Merge Right	
(8) Right click this cell >Insert Row Before	(6) Right click in the first cell
to add this row	(7) Select Cell > Merge Down

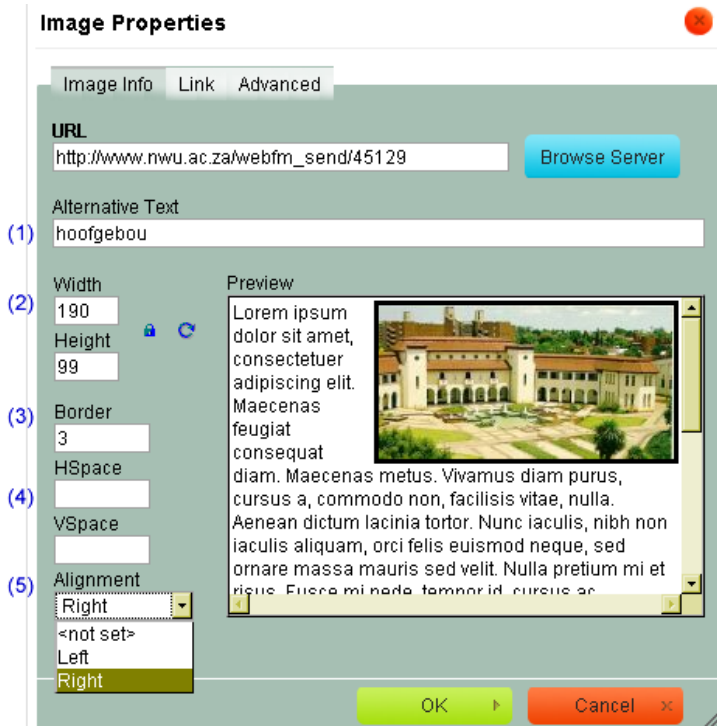
## 8 How to insert an image to a web page

1. Place the cursor in the position where you want the image to appear on the web page.
2. Click the **Image** button 

3. Click the **Browse** button, scroll down and click on your Business Unit.
4. Click on the images folder and scroll down till the image you want to insert in your web page. (You can also upload it now if not available turn to page 12 for the procedure).
5. Right-click on the image and select the **Send to rich text editor** option to add the image.



### 6. Image Properties



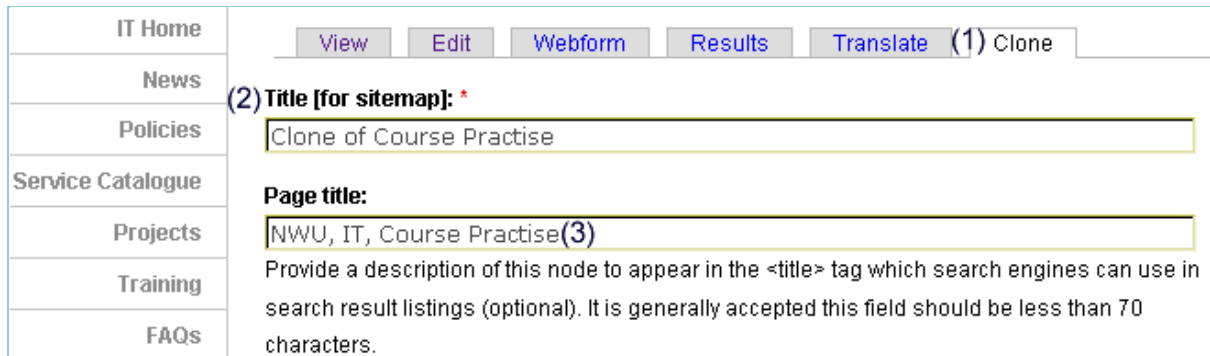
7. Click the **OK** button.

- (1) Some users turn off image loading when using a modem or have a slow connection. The ALT attribute lets you specify text to be displayed instead of an image.
- (2) Template specifies the width of pictures should be 190 pixels. The height will be changed correspondingly.
- (3) A number here will result in a **border** around the picture and the line thickness depends on the number entered.
- (4) You can specify the amount of space that has to surround the image.
- (5) Specify if the image must be aligned to the left or right side of the page or table cell.

## 9 How to Clone (Copy) an existing web page

The advantage of cloning an existing web page is that the left menu that appears on your entire Faculty, School or Department web pages is automatically link to the cloned page. All you have to do is to change the name of your web page and the content.

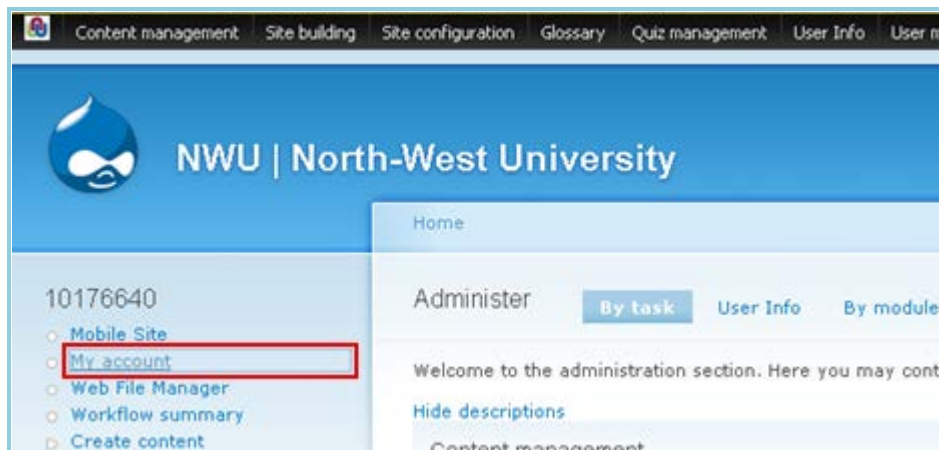
- (1) **Edit** the relevant web page to be cloned e.g. the Course Practise and click the **Clone** tab at the top of the page on the right hand side.



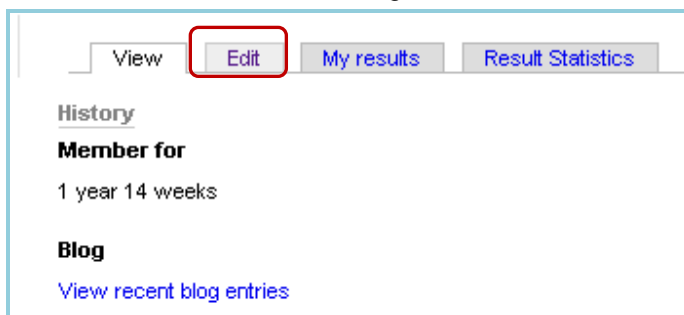
- (2) **Title [for sitemap]:\*** – Replace the name of the old web page with the name of the new web page.
- (3) **Page title:** – Change the Content Topic name as well.
- (4) Delete the irrelevant Headings and content in the Body and type and format the new content.
- (5) Scroll down and click the **Publish** button.

## 10 How to change your Drupal password

1. Click **My account** as shown in the image below.



2. Click the **Edit** tab on the following screen.



- Type your new password in the Password and Confirm password fields.

View Edit My results Result Statistics

Account information

**E-mail address: \***  
  
 A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

**Password:**  
 Password strength: High

**Confirm password:**  
 Passwords match: Yes

To change the current user password, enter the new password in both fields.

- Scroll down and click the **Save** button.

## 11 How to use the Translate option

The NWU's website caters for 3 languages, namely Afrikaans, English and Setswana. Each page has the option to view the specific page in another language.

The available languages are indicated at the top of the screen as seen in the example below. Should Setswana for example not be available, then Setswana won't be displayed.



The **Translate** option doesn't imply that your pages will automatically be translated into another language.

The **Translate** option is used to link the corresponding Afrikaans and Setswana pages to the English page and vice versa. If there is no corresponding Afrikaans or Setswana page you will skip the Translate option.

**Very Important:** Translations are setup from the **English page** (source).

There are two ways to use the Translate option. You can either create the Afrikaans and Setswana pages before-hand or can create the pages in the **Translate** option.

### 11.1 Create the pages before-hand

- Get the node numbers of the corresponding Afrikaans and Setswana web pages e.g. Afrikaans (17001) and Setswana (17002).
- Edit the English source page e.g. 17000).

Testing Translate	/content/testing-translate	17000	Information About	10/29/2012 - 15:15	Yes	<a href="#">edit</a>	10176640	<a href="#">translate</a>
Testing Afr Translate	/node/17001	17001	Information About	10/29/2012 - 15:17	Yes	<a href="#">edit</a>	10176640	<a href="#">translate</a>
Testing Setswana Translate	/node/17002	17002	Information About	10/29/2012 - 15:22	Yes	<a href="#">edit</a>	10176640	<a href="#">translate</a>

- Click the **Translate** tab at the top on the right hand side of the page.

View Edit Webform Results Translate Clone

**Title [for sitemap]: \***

**Page title:**

Provide a description of this node to appear in the <title> tag which search engines can use in

- (4) Type the node numbers of the corresponding web pages in the appropriate fields as shown in the image below e.g. [nid:17001] and [nid:17002].

Select translations for *Testing Translate*  
 Alternatively, you can select existing nodes as translations of this one or remove nodes from this translation set. Only nodes that have the right language and don't belong to other translation set will be available here.

(5) Afrikaans [nid:17001]

Setswana [nid:17002]

Update translations

- (5) Click the **Update translations** button.

View Edit Webform Results Translate Clone

Language	Title	Status	Operations
Afrikaans	Testing Afr Translate	Published	edit
<b>English</b> (source)	Testing Translate	Published	edit
Setswana	Testing Setswana Translate	Published	edit

Select translations for *Testing Translate*  
 Alternatively, you can select existing nodes as translations of this one or remove nodes from this translation set. Only nodes that have the right language and don't belong to other translation set will be available here.

Afrikaans Testing Afr Translate [nid:17001]

Setswana Testing Setswana Translate [nid:17002]

Update translations

- (6) The Title of the pages are automatically added.

## 11.2 Create the pages while in the Translate option

- Edit the English page.
- Click on the **Translate** option.

View Edit Webform Translate Clone

Language	Title	Status	Operations
Afrikaans	n/a	Not translated	<b>add translation</b>
<b>English</b> (source)	NWU IT Service Catalogue	Published	edit
Setswana	n/a	Not translated	add translation

Select translations for *NWU IT Service Catalogue*  
 Alternatively, you can select existing nodes as translations of this one or remove nodes from this translation set. Only nodes that have the right language and don't belong to other translation set will be available here.

Afrikaans

Setswana

Update translations

- Click on the **add translation** button as shown in the example above.
- A copy of the English page will be made with the language automatically set to the language you chose to translate.
- Modify the body of the page and save the page.

Original details: Geraldine Gerhardi(12407496) P:\2012 empower stuff\Drupal Manual.docm  
 22 October 2012

Current details: Chandré Anne Botha(10088458) P:\Drupal Manual.docm  
 4 February 2013