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Logging in

Navigate to the Drupal URL
Training: https://wwwtraining.ohsu.edu/cms

You will first be presented with a grayish login box. This box requires a special login and password combination that will be provided in class.

Special login screen

This will then take you to a login screen where you will enter your OHSU credentials.

Log in screen
User and group dashboard

The dashboard is a one-stop landing place for managing content. It lists your Group memberships and role(s) as well as providing information about Group content.

User dashboard

After logging in, you should be redirected to your User Dashboard. If not, click the User Dashboard Tab on the right-hand side of the page. You can also get to your user dashboard by clicking on Shortcuts on the top menu and then clicking the User Dashboard link.

The User Dashboard contains a listing of all Groups of which you are a member. It also contains a listing of all Group content. You can edit all of your content and metadata from the User Dashboard. At the bottom are Quicklinks, where you can upload documents and images, create and edit Promos, and access help resources.
Group dashboard

Clicking on a Group Title in the User Dashboard will take you to that Group’s dashboard. Here you will see all content for that specific Group in their differing moderation states, as well as a list of Group members. You can also create additional Group content and edit the Group menu/navigation here.

Note: Due to the complex nature of Landing pages, The Group Dashboard is the best place from which you should make content changes to the landing page. Simply locate the landing page in the dashboard and click the Edit content link on the right.
Practice exercise instructions

The required practice exercise consists of two parts. Instructions and assets that you can use can be found at [https://wwwtraining.ohsu.edu/exercise](https://wwwtraining.ohsu.edu/exercise). A link to an example of a finished assignment can be found at the end of the instructions. The two required exercises are below:

Assignment 1: Create a promo – DO THIS FIRST

1. Be sure to start on your User dashboard
2. Find the quicklink to Create Promo
3. Title should contain your name as part of the title
4. Promo can be image or button type
5. Save and Publish

Assignment: Create a basic page

1. Create Group content using the Basic page content type.
2. Title should contain your name and 'practice basic' in the title.
3. Add a TEXT element and add a paragraph of text to that element under Main Body Content.
4. Save the page as Needs Review status and complete the Metadata portion.
5. Click Edit Content to add additional content on your newly created page.
6. Add a two column layout 55/45.
7. Add a TEXT element to the left column and add 5 lines of link text to create links and a heading called “Links” at Heading 2 size
8. Create links for the 5 link items in the left column
9. Add a HEADING Element to the right column and a heading called “Promo” at Heading 2 size
10. Add the previously created PROMO to the right column.
11. Scroll down and click Save to save your page again.
12. Click Edit Content to add the last section of content to your page.
14. Add a HEADING Element to the Left Column, add a heading called “Embedded Video” and give it a Heading 3 size
15. Add a VIDEO Element to the left column and add a video link to the element to embed it on the page.
16. Add another HEADING Element to the right column, and add a heading called “Building Information Element” and give it a Heading 3 size
17. Add a BUILDING INFORMATION element to the right column and add the building name for the building whose information you want displayed, and check the boxes for information you want displayed.
18. Save and Publish the page
19. Compare your page to the [completed basic page](#).
Practice exercise content types

Promotions

Promotions or promos are reusable pieces of content that promote an event or program. They first must be created, and later added to a page as an element. Standard promos are of two types: they can either have an image included or a button, both linking to a page with more information about the promotion.

Create a promotion

1. Go to your User Dashboard
2. Click Create Promo
3. Add a Title.
4. Promotion Type - Use the drop-down arrow to select either Promotion with Image or Promotion with Button
5. If Promo contains an image, Click Select Image(s).
   a. If the image already exists in Drupal
      i. Verify that Library tab is selected and click on the desired image to select it
      ii. Click the Select button.
   b. If the image does not yet exist in Drupal
      i. Click Upload tab
      ii. Click Choose file to find the image that will need to be uploaded.
      iii. Select the image to be used then click Open.
      iv. Add Alternative Text for the image being uploaded.
      v. Perform any necessary cropping to any new images being uploaded
      vi. Add a Name for any new image being uploaded
      vii. Click the Select button
6. Add Alternative Text metadata
7. Add Descriptive Text describing the contents of the Promo
8. Add Call to Action (text)
9. Add Link for the promo
10. Click Save

Create a promotion
Edit a promotion

1. Go to your User Dashboard
2. Click on View All Promos
3. Locate the promo to be edited
4. Click on the title of the Promo
5. Click Edit
6. Make any changes to the promotion
7. Click Save.

Delete a promotion

1. Go to your User Dashboard
2. Click on All Promos
3. Locate the promo to be deleted
4. Click Edit Content
5. Click the Delete tab
6. On the confirmation page click Delete again
Basic page content type

Create a basic page

1. Go to the User Dashboard
2. Under **Group Title** Click on **Drupal Basics**
3. Click **Create Content in group** button from the **Group Quicklinks**
4. Click **Basic Page** (content type)

Create group content

5. **Add a page title**

Steps 6-7 and 14-19 that follow are specific to our Practice Exercise in class and will vary with the content on each page you create in Drupal. After you have added all of your content, the next steps in creating a page will start with Step 20.

6. Under **Main Body Content** click on **ADD TEXT**
7. Add text in the Text Element Copy area. Leave the Optional Heading field empty. (Note: You may copy directly from MS Word into Drupal).

8. Set Save As to Needs Review
9. Click Save
10. Click the arrow next to Menu Settings and check the box next to Provide a menu link since we want the page to show in the menu.
   a. Add a Menu link title that will show in the menu (navigation).
   b. Add a Description (This is not the metadata description. This is what will show when someone hovers over the menu item).
11. Click the arrow next to Metatags
   a. Leave the Page Title unless there is a reason to change it
   b. Add a 1 or 2-sentence Description of the content on your page (this is the metadata description and must have a minimum of 50 characters).
   c. Add Keywords and preferably key phrases, separated by commas.

12. Click Add New Content to Drupal Basics

13. Now that you have saved the initial page, click the Edit Content tab to add additional content to your page.

14. Under the text block added above, click the drop-down arrow next to ADD TEXT to Main body content, and select ADD LAYOUT – TWO COLUMN, 55/45

Metadata fields

2-column layout
<table>
<thead>
<tr>
<th>Elements that can be added to main content area</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADD TEXT</td>
</tr>
<tr>
<td>ADD TEXT WITH IMAGE</td>
</tr>
<tr>
<td>ADD IMAGE</td>
</tr>
<tr>
<td>ADD HEADING</td>
</tr>
<tr>
<td>ADD ACCORDION</td>
</tr>
<tr>
<td>ADD ALERT</td>
</tr>
<tr>
<td>ADD BLOCK STYLE</td>
</tr>
<tr>
<td>ADD BUILDING INFORMATION</td>
</tr>
<tr>
<td>ADD BUTTON</td>
</tr>
<tr>
<td>ADD DROPDOWN LINKS</td>
</tr>
<tr>
<td>ADD FACEBOOK PAGE</td>
</tr>
<tr>
<td>ADD FACEBOOK POST</td>
</tr>
<tr>
<td>ADD HEADING, BUTTON AND LINK</td>
</tr>
<tr>
<td>ADD INSTAGRAM</td>
</tr>
<tr>
<td>ADD LATEST TWEET</td>
</tr>
<tr>
<td>ADD LAYOUT – TWO COLUMN, 55/45</td>
</tr>
<tr>
<td>ADD LAYOUT – TWO COLUMN, 70/30</td>
</tr>
<tr>
<td>ADD LAYOUT – THREE COLUMN, 33/33/33</td>
</tr>
<tr>
<td>ADD MAKE A GIFT PROMO</td>
</tr>
<tr>
<td>ADD MULTIBUTTON ELEMENT</td>
</tr>
<tr>
<td>ADD PROMOTION</td>
</tr>
<tr>
<td>ADD QUOTATION</td>
</tr>
<tr>
<td>ADD SOCIAL MEDIA LINKS</td>
</tr>
<tr>
<td>ADD TABLE DATA</td>
</tr>
<tr>
<td>ADD TABS</td>
</tr>
<tr>
<td>ADD TWEET</td>
</tr>
<tr>
<td>ADD TWITTER FOLLOW</td>
</tr>
<tr>
<td>ADD VIDEO</td>
</tr>
</tbody>
</table>
15. In the left column
   a. Under **Left Column Content**, click **ADD TEXT**
   b. Add a heading in the Text element called **Links** and verify the **Level** is set to **Heading 2**
   c. Add 5 lines of link text content in the **Copy** section of the text element
   d. Create links for the 5 link items in the text element
16. In the right column
   a. Under **Right Column Content**, click **ADD HEADING**
   b. Add a heading called **Promo** and verify the **Level** is set to **Heading 2**
   c. Use the drop-down arrow next to **ADD TEXT to Right Column content** and click **ADD PROMOTION**
   d. In the Promotion element, under **Select a Promotion**, begin typing the name of the promo that you created earlier, and when the name of the promo appears, click on it to select it.
17. Click **Save** to save the page again.
18. Click the **Edit Content** tab to add additional content to your page.
19. Add a Second 2-column layout under the 2-column layout you have already added by
    clicking the drop-down arrow next to **ADD TEXT to Main Body Content** and select **ADD LAYOUT – TWO COLUMN, 55/45**
20. In the left column
    a. Under **Left Column Content**, Click the drop-down arrow next to **ADD TEXT to Left Column Content** and Click **ADD HEADING**
    b. Add a heading called **Embedded Video** and set the level to **Heading 3**
    c. Use the drop-down arrow next to **ADD TEXT to Left Column Content** and click **ADD VIDEO**
    d. In the Video element under **Video URL**, add the URL of a video to embed it on the page.
21. In the right column
    a. Under **Right Column Content**, click the drop-down arrow next to **ADD TEXT to Right Column Content** and click **ADD HEADING**
    b. Add a heading called **Building Information Element** and set the level to **Heading 3**
    c. Use the drop-down arrow next to **ADD TEXT to Right Column Content** and click **ADD BUILDING INFORMATION**
    d. In the Building information element, under **Building**, start typing the official name of the building and when it appears, click on it to select it. Check the boxes next to the information about the building that you would like displayed in the element.
22. Set **Save As** to **Published**
23. Click **Save**
Delete a basic page

1. Locate the page to be deleted
2. Click **Edit Content** to make content changes
3. Click the **Delete** tab
4. On the confirmation page click **Delete** again

**Note:** Only Editors and Senior Editors will be able to delete published pages.

Optional exercise instructions

If you complete the two required tasks in the practice exercise above and have extra time and would like to challenge yourself some more, try the optional exercise.

Assignment: Create a landing page

Create a landing page and add content following these instructions:

1. Create Group content using the Landing page content type.
   1. Title should contain your name and 'practice landing' in the title.
   2. Add Banner information from below or use your own.
2. Add a three-column layout 33/33/33.
3. In the Left Column add a Text with Image element. You may add any text with any image.
4. In the middle column add an Accordion element. You may add any content you would like.
5. In the right column add a button. Be creative.
6. Compare your page to the completed landing page.

Optional Exercise landing page content type

Create a landing page

1. Go to the Group Dashboard
2. Click **Create Content in group**
3. Click **Landing Page**
4. Add **Title**
5. Click the drop-down arrow to select the position for the **banner layout**
6. Add a **Banner Headline**
7. Add **Banner Text**
8. Add **Banner Link Destination URL**
9. Add optional **Link text**
10. Click **Browse** under **Banner background image** and navigate to the location of the banner image
11. Select the banner image
12. Click **Open** (this may vary slightly depending on your browser and choosing images)
13. Add **Alternative Text** describing the image
14. Under **Page Sections**, click the drop-down arrow next to **ADD TEXT to Page Sections** and select **ADD LAYOUT – THREE COLUMN, 33/33/33**.
15. Set **Save As** to **Needs Review**
16. Click **Save**.

![Create landing page interface](image)

17. Click the **Edit Content** to add content to the page. You will also need to add Metadata to the page. For this you would click the **Edit Content metadata** tab. ([instructions below](#))
18. Click the pencil icon to edit the 3-column layout element

![Closed 3-column layout element](image)
19. In the First Column, click the drop-down arrow next to **ADD TEXT to First Column** and Click **ADD TEXT WITH IMAGE.** *(Instructions below)*
20. In the Second Column click the drop-down arrow next to **ADD TEXT to Second Column** and Click **ADD ACCORDION** *(Instructions below)*
21. In the Third Column, click the drop-down arrow next to **ADD TEXT to Third Column** and Click **ADD BUTTON** *(Instructions below)*
22. Change state of page to **Publish**
23. **Save**

### Add/edit content metadata for a landing page

Unlike basic pages, landing pages don’t force you to add metadata during the initial page creation process. You will need to go back and manually add metadata.

1. After saving the Landing page, you will be taken to the landing page node view. From here click **Edit Content Metadata.** *(Alternatively, you can find the page in the User Dashboard.)*
2. Click the arrow next to **Menu Settings** and check the box next to **Provide a menu link** since we want the page to show in the menu.
   a. Add a **Menu link title** that will show in the menu (navigation).
   b. Add a **Description.** *(This is not the metadata description. This is what will show on hover.)*
3. Click the arrow next to **Metatags**
   a. Leave the **Page Title** unless there is a reason to change it
   b. Add a 1 or 2-sentence **Description** of the content on your page *(this is the metadata description and must have a minimum of 50 characters).*
   c. Add **Keywords** and preferably key phrases, separated by commas.
4. Click **Save**
Elements

Add an accordion element to a page

1. Click the down-arrow next to ADD TEXT and select ADD ACCORDION
2. Type a heading in the Accordion item header field.
3. Add one or more elements to the accordion item along with any content.
4. Click the Add Accordion Item button to add additional accordion items accordion items
5. Repeat steps 2-4 as needed.

Add a button element to a page

1. Click the drop-down arrow next to ADD TEXT and select ADD BUTTON
2. Click the radio button to select center or left alignment
3. Add the destination URL where clicking the button will take you
4. Add text in the Link Text field for the button action
5. Click Save

Add a heading to a page

6. Click the drop-down arrow next to ADD TEXT and select ADD HEADING
7. Add the heading to the Heading text box
8. Under SIZE, use the drop-down arrow to select the size of the heading
9. If necessary, drag the heading to its correct location by clicking the mouse on the lines to the left and dragging it to the correct location.
10. Click Save.

Adding a promotion element to a page

1. Go to the user or Group Dashboard
2. Locate the page where you will be adding the Promo
3. Click Edit Content
4. Click the Drop-down arrow next to ADD TEXT and select ADD PROMOTION
5. In the Select a Promotion text box, start typing the name of the promo to be added to the page.
6. When the name of the Promo appears, click on it
7. Click Save
Add text with image element to a page

1. Go to your User or Group Dashboard
2. Locate the page where you will be adding the text with image element
3. Click **Edit content**
4. Find the section where you will be adding the element
5. Click the drop-down arrow next to **ADD TEXT** and select **ADD TEXT WITH IMAGE**
6. Select Left or Right **Image Alignment**
7. Add text and formatting in the **Text** field
8. Click the **Browse** button to locate the image then open (may vary depending on browser)
9. Add **Alternative text** to describe the image
10. Add an optional **Image Caption** and/or **image link**
11. Click **Save**

Adding a 2-column layout

1. Go to your User or Group Dashboard
2. Locate the page where you will be adding the 2-Column Layout
3. Click the Drop-down arrow next to **ADD TEXT** and select one of the 2-column layout options, depending on whether you want near equal column widths (**ADD LAYOUT – TWO COLUMN, 55/45**) or a narrower right channel (**ADD LAYOUT – TWO COLUMN, 55/45**)
4. Add elements and content as needed to each column

![2-column layout page section](image)

Edit a text element

1. Go to your User or Group Dashboard
2. Locate the page whose text element will be edited
3. Click **Edit content**
4. Locate the specific Text element on the page that you will be editing
5. If collapsed, click the pencil icon to reveal the text block
6. Make any changes necessary
Selecting the **Edit All** Button opens all of the elements on the page. You can select individual elements by clicking the pencil icon.

**Delete an element from a page**

1. Locate the page where you will be deleting the element
2. Click **Edit content**
3. Go to the right of the element you will be deleting
4. Click on the ellipses
5. Click **Remove**
6. Save and Publish the page
Images

Add an image element to a Drupal page

7. Go to your User or Group Dashboard
8. Locate the page whose text element will be edited
9. Click Edit content
10. Click the drop-down arrow next to ADD TEXT and select ADD IMAGE to add the image element
11. Click Select an Image

a. If an image has already been uploaded in Drupal, click the Library tab
   i. Locate the image you will be adding to the page. Click the LOAD MORE button at the bottom of the page until you find your image.
   ii. Click on the image to select it
   iii. Click the Place Image button

OR

b. If you will be uploading an image, click the Upload tab
   i. Click the Choose file button
   ii. Locate the image you will be uploading
   iii. Click on the image name
   iv. Click Open (or other option depending on browser)
   v. Crop image if necessary
   vi. Add a Name and Alternative Text for the image
   vii. Click the Place Image button
Documents

Adding a document

1. Go to your User Dashboard
2. Click Files

3. Click Document
4. Click Choose File
5. Navigate to the location on your computer where the document is located and click it to select it
6. Click Open (may vary depending on your browser)
7. In the Name field, provide a Name for the document which will be used to find the document
8. Click Save

Add media (document)

Add a document interface

Add document interface completed
Editing a document

You will not be making edits to the document itself, just to things like the name, possibly replacing it, etc.

1. Go to your User Dashboard
2. Click on View All Files
3. Click on the Media Tab
4. Locate the document you will be editing
5. To the far right under Operations, click Edit
6. Make any changes to the document including changing the name or replacing the document if necessary. To Replace the document, Click Remove to remove the old document, then click Choose File, select the new document that will be the replacement, click open, then click Save.

Deleting a document

1. Go to your User Dashboard
2. Click on View All Files
3. Click the Media Tab
4. Locate the document you will be deleting
5. Click the drop-down arrow to the right of that document under Operations and next to the word Edit
6. Click Delete
7. Click Delete again to confirm the deletion

Note: If you removed the document while editing the document and replaced it, you will not find the document as an option to delete. You can also delete the document from the Edit option above. Once in the Edit Document window, click the Delete tab.
Links

Creating links in a text element follow a same general set of steps with a few differences based on the type of link being created. Link styles are usually automatically detected so content authors won’t have to worry about adding them. There currently is one exception, the authenticated link style which may, at times, need to be updated manually.

Link to another Drupal page

1. Go to your User or Group Dashboard
2. Locate the page containing the text block where you will be creating the link.
3. Click *Edit content*
4. Locate the text element where you will be creating the link
5. Create and highlight the link text in the text block that you will be linking
6. Click the link icon
7. Begin typing the name of the Drupal page you will be linking to. When the name of the page you are seeking displays, click on it to select it
8. Click *Save*. There is no link style for this type of link.

![Add and edit link interface]

Link to an external website

1. Go to your User or Group Dashboard
2. Locate the page containing the text block where you will be creating the link.
3. Click *Edit content*
4. Locate the text element where you will be creating the link
5. Create and highlight the text in the text block that you will be linking
6. Click the link icon
7. Type the full URL (including the https:// portion) of the external website to which you will be linking
8. Click *Save*. There is no longer a link style for this type of link.

![Link to an external website]
Link to a website requiring logging in/authentication

Links from the public website to O2, Bridge, or other sites on our network require logging in and is known as an Authenticated Link and comes with an associated authenticated link style displaying as a blue padlock icon. Because of the variety of these types of links, some of these will not be auto-detected and will need to be added manually from the text editor. Creating the link is very similar to creating a link to an external website. To create this type of link:

1. Go to your User or Group Dashboard
2. Locate the page containing the text block where you will be creating the link
3. Click Edit content
4. Locate the text element where you will be creating the link
5. Create and highlight the text in the text block that you will be linking
6. Click the link icon
7. Type the full URL (including the https:// portion) of the external website to which you will be linking
8. If the authenticated link icon does not show, click your mouse within the newly created link then click the drop-down arrow next to Styles in the text editor and select Authenticated Link style
9. Click Save. A lock icon link style should appear after the link.

Link to a document uploaded in Drupal

1. Locate the page containing the text block where you will be creating the link.
2. Click Edit to edit the page
3. Create or highlight the text in the text block that you will be linking
4. Click the link icon
5. Begin typing the name of the document in Drupal you will be linking to. Note that the results are found under media. When the name of the document you are seeking displays, click on it to select it.
6. When you select the document, the full path to the document will now display in the link box.

7. Click **Save**

**Link to an email address**

1. Locate the page containing the text block where you will be creating the link.
2. Click Edit to edit the page
3. Create or highlight the text in the text block that you will be linking
4. Click the link icon
5. Type the full email address to which you will be linking
6. This will generate a fully formatted email address in the space below with some additional text.
7. Click the generated text. This will change the format of the email and add the **mailto:** before the email address as required for linking to emails. (The link will not work if it is missing “mailto:”.)
8. Click **Save**
Centralized buildings and campus pages

For consistency, please use centralized locations buildings and campus content that has been created and included in Drupal for providing locations and directions on your websites. These pages include maps and directions that will provide a consistent look and feel across all of OHSU’s web properties. Do not link to static maps. There are two ways to link to this content.

Building information element

The building information element will add a gray box to your page that has basic information about a centralized location building page. Clicking on the building name will take you to the full page containing more detailed information about the building, including a map. To use this element.

1. Go to your User Dashboard.
2. Locate the page you will be adding the building information element to.
3. Click Edit content.
4. Find the section on the page where you will be adding the building information element.
5. Click the drop-down arrow next to Add Text.
6. Click Add Building Information.
7. In the text box under Building start typing the name of the building. It must be the official building name.
   When the name of the building appears, click on it to select it.
8. Check the box(es) next to the information you would like displayed for the building.
9. Save and publish the page.

Note: If no buildings show up as you type a building name that’s spelled correctly, remove the building element, save the page, and go back to Edit Content and try again. (A bug currently exists where deleting any element on a page and then trying to add a building stops the building list from populating.)
Link to buildings and campus pages

1. Locate the page containing the text block where you will be creating the link.
2. Click Edit to edit the page
3. Create or highlight the text in the text block that you will be linking
4. Click the link icon
5. Begin typing the name of the building or campus. It must be the official building or campus name. When the name of the building appears under Group content: Places: Group node (Building), select it.

6. When the building is selected, the path to the building will now be displayed in the link box
7. Click Save
Menus and navigation

There is a limit of nine items per level and a total of three levels. Adding more than nine items will still only result in a maximum of nine displaying.

Add a Drupal page to the menu

If this was not done when the page was created, it will need to be done by editing the page’s metadata.

- If you are already on the page: Click the Edit Content Metadata tab OR
- From your User Dashboard: locate the page you are working on, and to the right of it, click Edit Metadata.
- Click the arrow next to Menu Settings and check the box next to Provide a menu link
  - Add a Menu link title that will show in the menu (navigation).
  - Add a Description (This is not the metadata description. This is what will show on hover)

Edit what is displayed on a menu item

1. Go to the group dashboard for the group whose menu item you will be editing
2. Click Edit Group menu
3. Locate the menu link item you will be editing and click the Edit button on the right of it under OPERATIONS
4. Make any changes to the menu settings
5. Click Save

Change the order or level of menu items

- Go to the group dashboard for the group whose menu you will be changing
- Click Edit Group menu
- Drag the cross-hair arrows to the left of the menu link to create your preferred menu hierarchy
- You can re-order the menu items and/or change the levels up to a total of 3 levels
- Click Save Group Menu after making all changes

Below are examples of how easy it is the change the menu using your mouse to drag the change the order of menu items. Menus can be reordered or levels can be added to menus by content authors.
<table>
<thead>
<tr>
<th>MENU LINK</th>
<th>MENU LINK</th>
<th>MENU LINK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original menu order</td>
<td>Reordered menu</td>
<td>Multi-level menu items</td>
</tr>
<tr>
<td>+ Assets</td>
<td>+ Assets,*</td>
<td>+ Completed Basic Page</td>
</tr>
<tr>
<td>+ Exercise Instructions,*</td>
<td>+ Completed Landing Page,*</td>
<td>+ Assets</td>
</tr>
<tr>
<td>+ Completed Hands-On Exercise,*</td>
<td>+ Completed Basic Page</td>
<td>+ Completed Landing Page</td>
</tr>
<tr>
<td>+ Completed Basic Page</td>
<td>+ Exercise Instructions,</td>
<td>+ Completed Hands-On Exercise,*</td>
</tr>
<tr>
<td>+ Completed Landing Page</td>
<td></td>
<td>+ Exercise Instructions,</td>
</tr>
</tbody>
</table>

- Original menu order:
  - Assets
  - Exercise Instructions,*
  - Completed Hands-On Exercise,*
  - Completed Basic Page
  - Completed Landing Page

- Reordered menu:
  - Assets,*
  - Completed Landing Page,*
  - Completed Basic Page
  - Completed Hands-On Exercise,*

- Multi-level menu items:
  - Completed Basic Page
  - Completed Landing Page
Getting help

There are a number of resources available to you from Digital Strategy.

Important URLs

- **Digital Strategy Blog**: [https://o2.ohsu.edu/blogs/webstrategies/](https://o2.ohsu.edu/blogs/webstrategies/)
- **Digital Strategy Help Desk**: [https://o2.ohsu.edu/websupport](https://o2.ohsu.edu/websupport)
- **Digital Strategy O2 Site**: [https://o2.ohsu.edu/digital-strategy/index.cfm](https://o2.ohsu.edu/digital-strategy/index.cfm)
- **Digital Strategy Search Center**: [https://webtools.ohsu.edu/confluence/display/DSHELP/Digital+Strategy+Search+Center](https://webtools.ohsu.edu/confluence/display/DSHELP/Digital+Strategy+Search+Center)
- The correct location to log in to our Production environment of Drupal: [https://www.ohsu.edu/cms](https://www.ohsu.edu/cms)

Reminders

- All authors must log in to our production environment after completing Drupal training so that we can configure your account for authoring access.
- All pages must go through the full workflow in order to be published. This includes both initial publication of the page as well as any future changes made to the page.
- The minimum steps required for all pages to be published:
  
  Draft ➔ Needs Review ➔ Publish

- There is no warning when deleting elements from a page. Once you click the button to remove them, they are gone.
- For pages to show in the menu/navigation, they must first be set to **Provide a menu link** or they will not be available in the menu
- Editing landing pages should be started by going to the **Group Dashboard** and clicking the **Edit Content** link to the right of the landing page name.
- There is a minimum of 50 characters for the metadata description of pages.
- The menu link description is not the same as the metadata description. Menu link description will not help with search results.
- Elements cannot be moved from one column to another column on a page or on another page.
- Elements cannot be duplicated from one page to another or from one column or element to another.
- There is not yet an option for maintaining previous version history of documents. When a document is deleted, thus goes its history. The only way to update a document is to delete the document and replace it with a new document.
- Please use the Centralized Locations and Campus pages for locations and directions to your website. Do not add individual locations pages. Likewise, do not link to static maps, as our location pages also contain a map to the location.