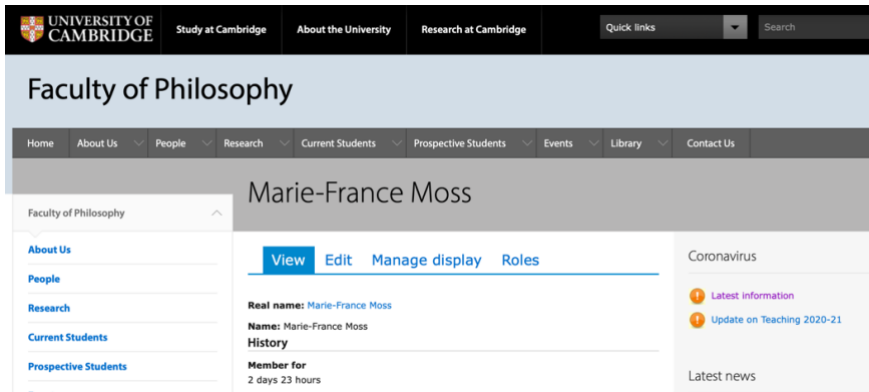


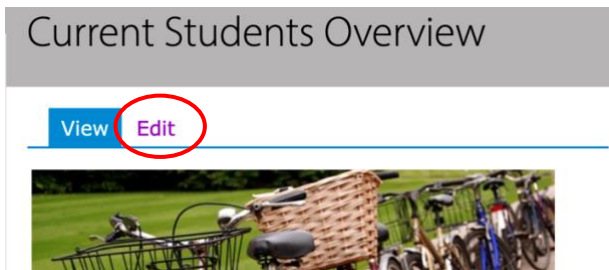
# Philosophy Falcon on Drupal Notes

## 1. Falcon on Drupal – edit a page:

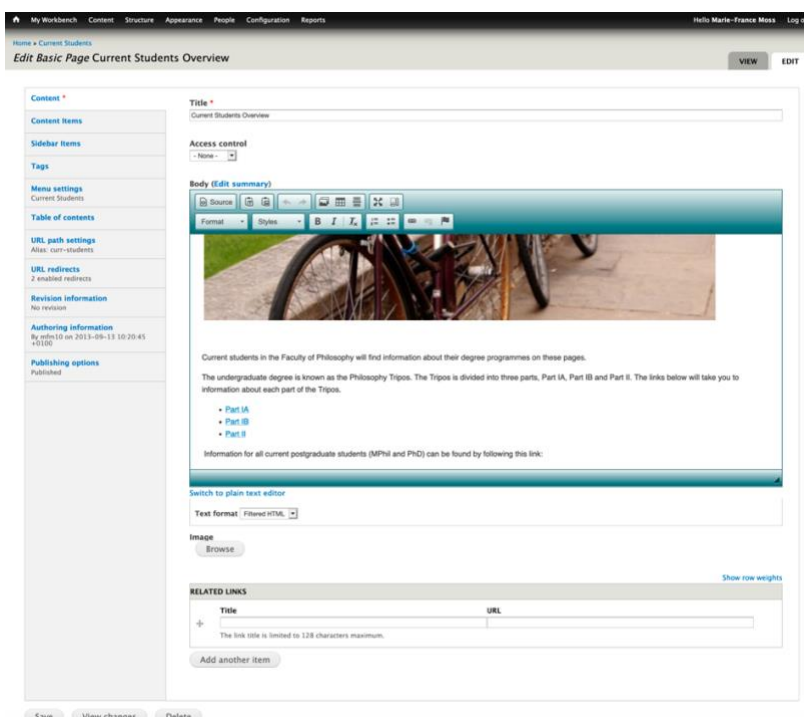
Login to the Drupal site: <https://www.phil.cam.ac.uk/user> and enter your CRSid/Raven password. **Note:** when working from home you will need to connect to the University VPN before making any editorial changes. If you receive a 'Forbidden' error message in the browser window you will need to fully quit the browser window and relaunch it before logging in via the link above. Once logged in you should see the user screen as shown in the example screenshot below:



**Navigate** to the page to be edited and click on the 'Edit' tab above the page content (see example below):



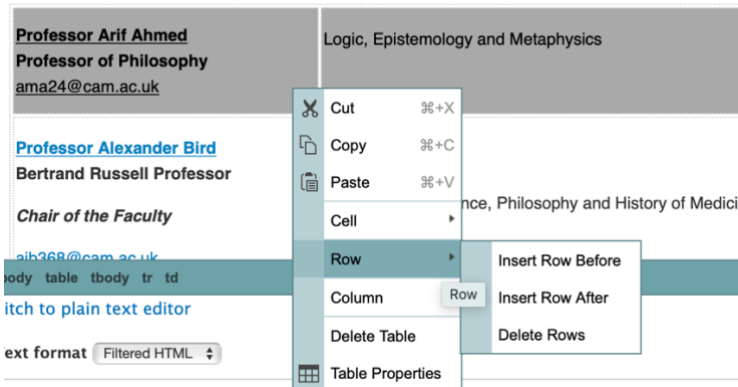
**Edit content on the page:** to add files, links, images etc. see the 'Useful Drupal CMS video tutorials and links' section below. Once all changes have been made, click on the 'Save' button on the bottom left-hand side of the page. If you wish to discard the changes made and revert to the original content click on the back button of your browser window. Changes can be previewed by clicking on the 'View changes' button. **Note:** the 'Delete' button deletes the whole page although you will be prompted to confirm the deletion if it is selected.



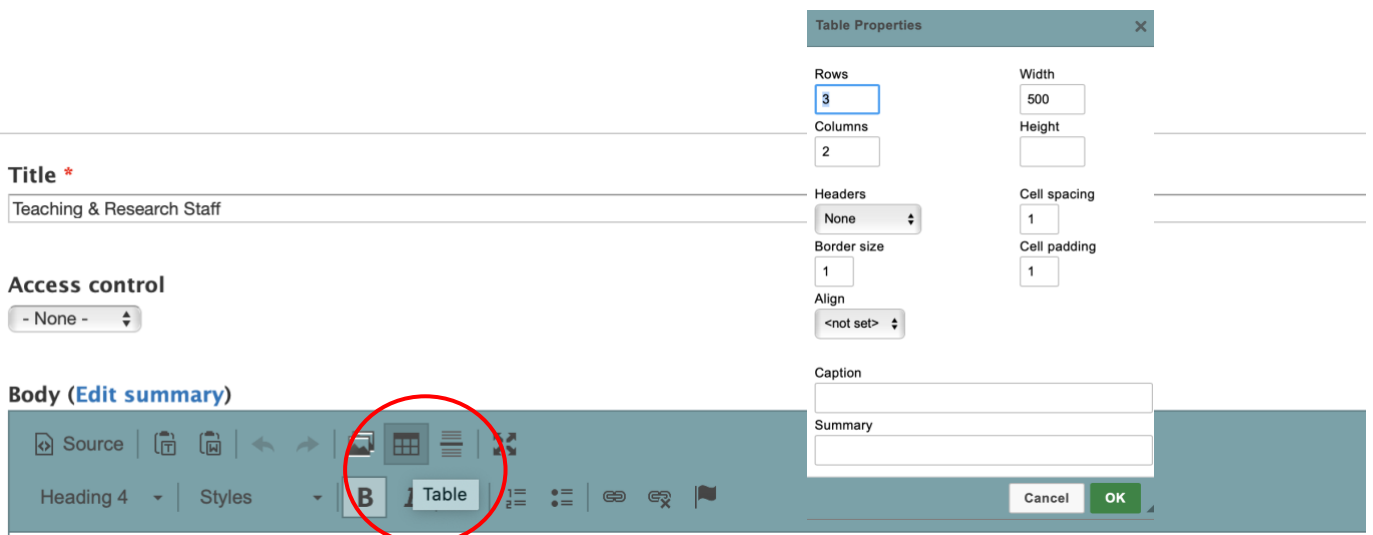
## Tables – Add or Amend tables:

**Amend an existing table:** in the edit page screen right-click on a row or column in the table to be amended. A menu appears which provides options to amend cells, rows and columns. For example, in the screenshot below, the 'Row' menu displays options to insert rows before or after the currently selected row or to delete the current row.

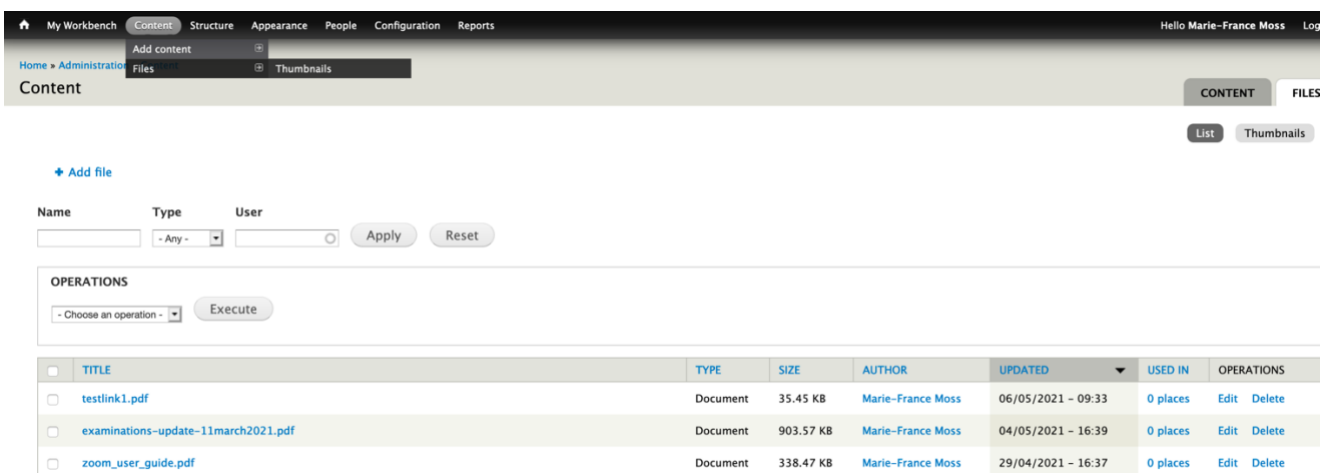
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**Add a new table:** in the edit page screen, click on the table icon in the green menu bar (circled in red below) then define the number of rows and columns for the new table in the Table Properties pop up window that displays (see below).



**Replace an existing file:** select 'Content' then 'Files' from the top level menu to see the files listing page (see example screenshot below). To filter the list of files, type in the filename (or start of filename) into the 'Name' box and click 'Apply' to display a filtered list of files.



Click on the 'Edit' link under the 'Operations' column next to the file to be replaced and select 'Choose File' button in the following window (see example below) then select the replacement file from your folder. **Make sure that you tick the 'Keep original filename' box to ensure that existing links to the file are maintained.** If you wish to rename the file (i.e. do not tick the 'Keep original filename box') then you will need to amend any links that exist on the website or in documents that point to the file as they will point to the old filename. For information on how to amend links on the web site, see 'Create a link to a file' guide in the useful Drupal links section below.

**Note:** It can take several minutes for the file replacement to be available on the live web site. To force a refresh of the file in the browser window navigate to the file (e.g. the PDF file) and hold down the 'command' and 'r' keys at the same time on the keyboard. The file displayed should be refreshed and you should now see the replaced file. Note: it may also be necessary to disconnect from the VPN (if connected) and fully quit the browser then force a refresh as described above.

## 2. Add Users with Roles to Access Protected Pages (e.g. Director of Studies Area)

Login to the Falcon Drupal site (as in 1. Above) and click on the 'People' menu in the top menu bar then click on the 'Add User' link. Enter the 'Name', 'Username' (**NOTE:** username should be the CRSid only not the full email address) and 'Email' (see screenshot on next page). Enter a 'Password' and 'Confirm password' in the relevant boxes (NOTE: the entered password is a for account creation purposes only and does not need to be remembered as the user's Raven password will be used for authentication).

In the 'Roles' section, tick the 'member' box so that the user can access protected pages on the web site (e.g. Director of Studies Area or Postgraduate Advisors Area). If the user needs to edit web site content tick the 'editor' box then click on 'Create new account' to save the details.

**To setup access to web pages** for users with the 'member' role, edit the web page and select 'Members' from the 'Access control' drop down menu. To setup pages so that a Raven password is needed, select 'Cam only' as shown in the screenshots below:

My Workbench Content Structure Appearance **People** Configuration Reports

This web page allows administrators to register new users. Users' e-mail addresses and usernames must be unique.

**Common \***

**Name \***  
 Joe Bloggs  
 The user's full name.

**Username \***  
 jb1234  
 Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.

**E-mail address \***  
 jb1234@cam.ac.uk  
 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 password or wish to receive certain news or notifications by e-mail.

**Password \***  
 [password field] Password strength: **Fair**

**Confirm password \***  
 [password field]

To make your password stronger:

- Add uppercase letters
- Add numbers
- Add punctuation

Provide a password for the new account in both fields.

**Status**

☐ Blocked

☒ Active

☐ Notify user of new account

**Roles**

☐ editor

☐ moderator

☐ site admin

☐ member

☐ Research Editor

Change roles assigned to user.

Create new account

### 3. Useful Drupal CMS video tutorials and links (Raven login required):

- **Main Drupal help page (Raven login required):**  
<https://www.drupal-help.uis.cam.ac.uk/content>
- **Create a new page:**  
<https://www.drupal-help.uis.cam.ac.uk/content/adding-new-page>
- **Create an event:**  
<https://www.drupal-help.uis.cam.ac.uk/content/adding-event>
- **Create a news item:**  
<https://www.drupal-help.uis.cam.ac.uk/content/adding-news-article>
- **Uploading files to the web site and creating links to files:**  
 Add a file: <https://www.drupal-help.uis.cam.ac.uk/content/uploading-files>  
 Create a link to a file: <https://www.drupal-help.uis.cam.ac.uk/content/links#document>
- **Creating links to web pages, email addresses and documents:**  
<https://www.drupal-help.uis.cam.ac.uk/content/links>
- **Add an image file to a page:**  
<https://www.drupal-help.uis.cam.ac.uk/content/images/images-body>