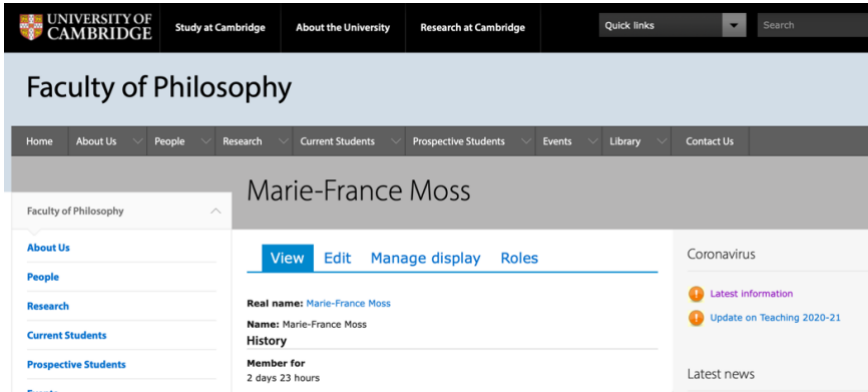


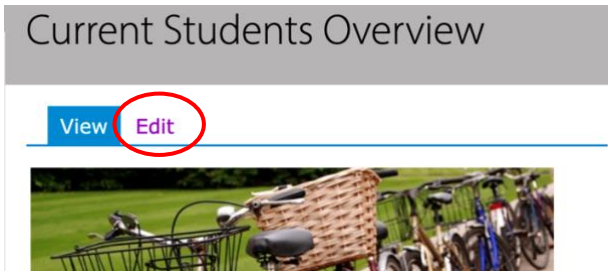
Philosophy Falcon on Drupal Notes

1. Falcon on Drupal – edit a page:

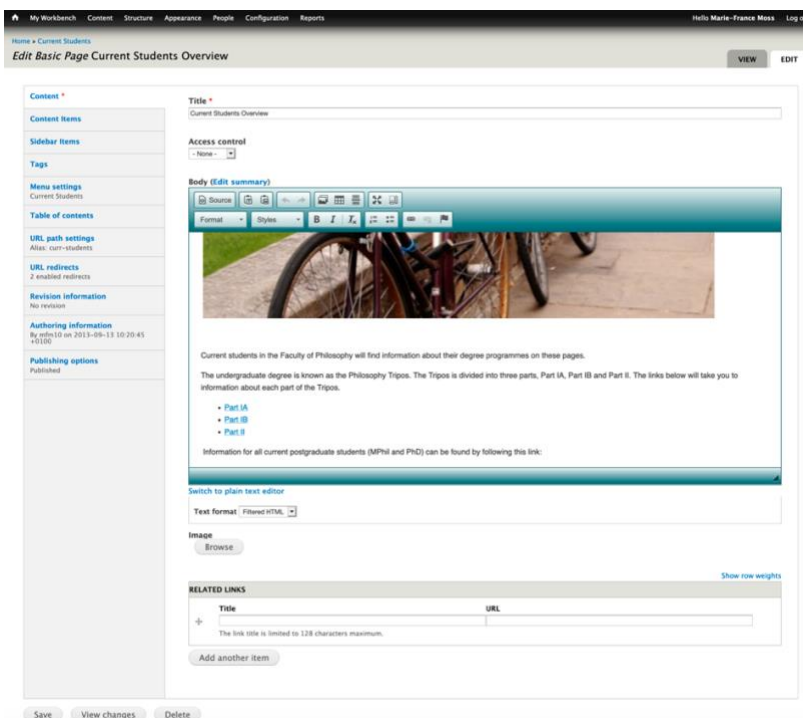
Login to the Drupal site: <https://www.phil.cam.ac.uk/user> and enter your CRSid/Raven password. **Note:** when working from home you will need to connect to the University VPN before making any editorial changes. If you receive a 'Forbidden' error message in the browser window you will need to fully 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:



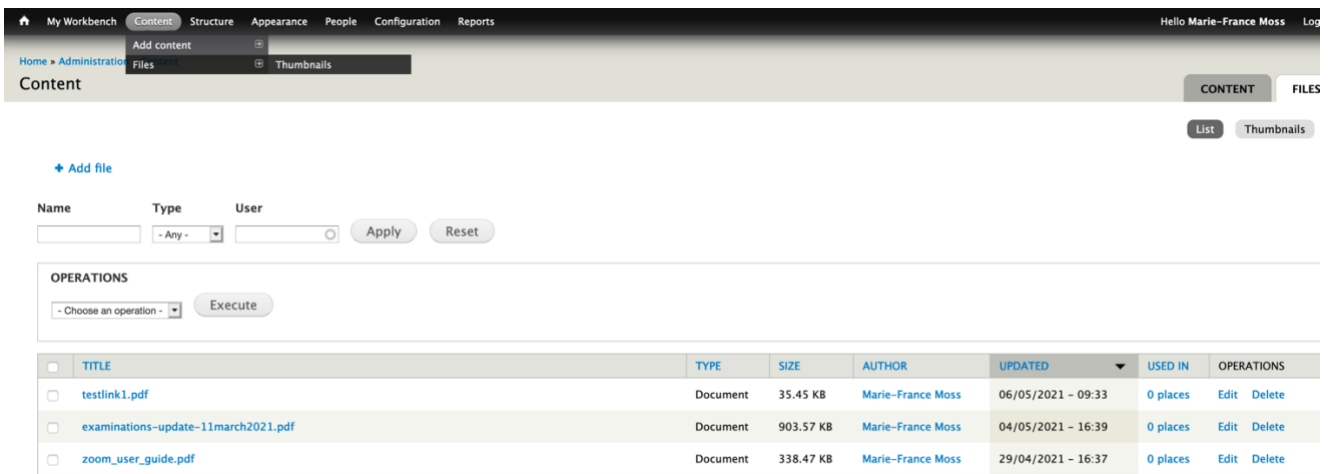
Navigate to the page to be edited and click on the 'Edit' tab above the page content (see example below):



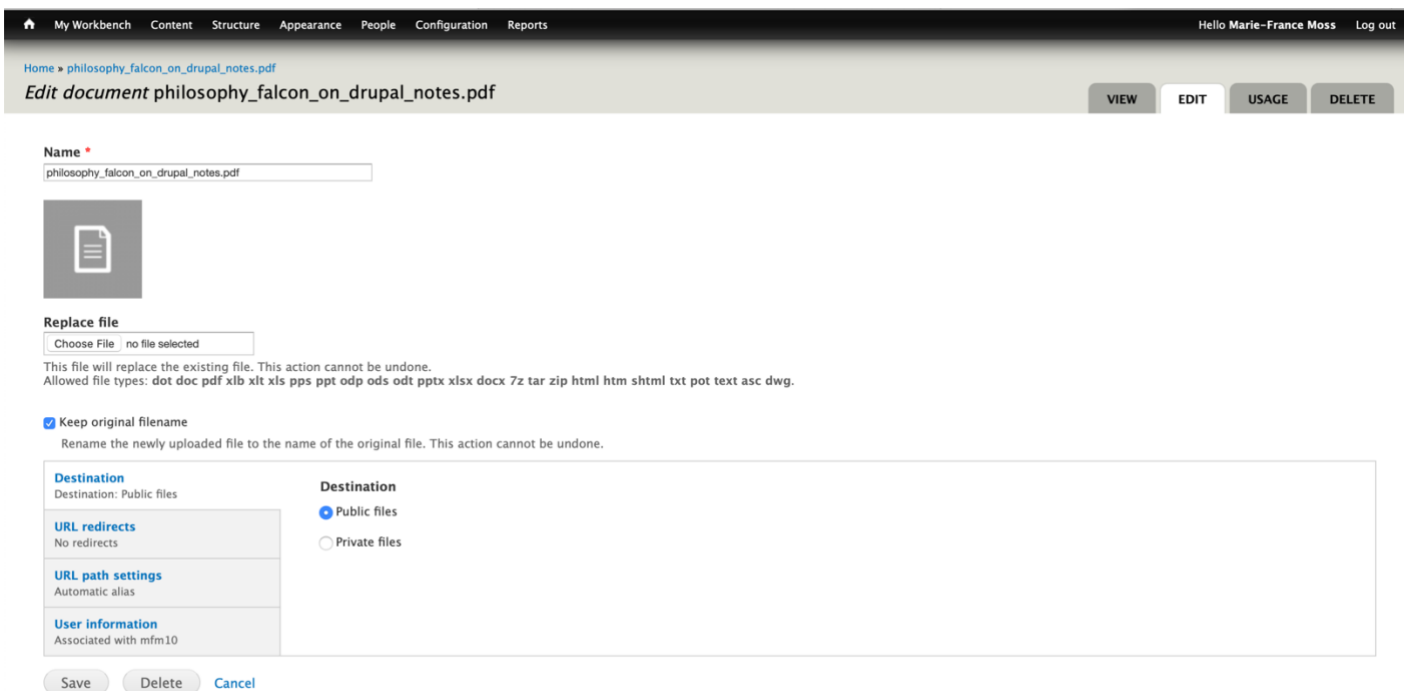
Edit content on the page: to add files, links, images etc. see the 'Useful Drupal CMS video tutorials and links' section below. Once all changes have been made, click on the 'Save' button on the bottom left-hand side of the page. If you wish to discard the changes made and revert to the original content 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.



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. 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>