



University of Kentucky
College of Agriculture,
Food and Environment
Cooperative Extension Service

**County Websites Drupal 9:
Basic Pages, Events,
Newsletters, and
Announcements**

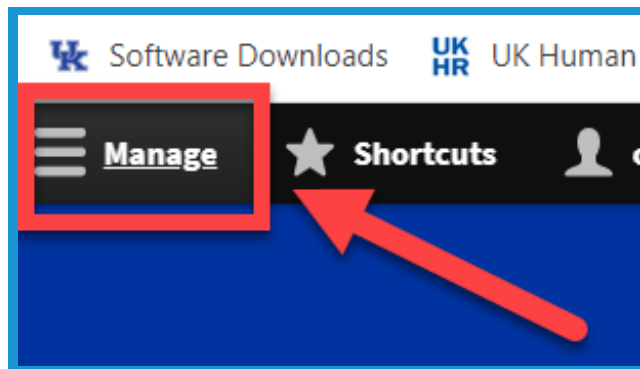
**Any questions or training request:
chad.jennings@uky.edu**

Table of Contents

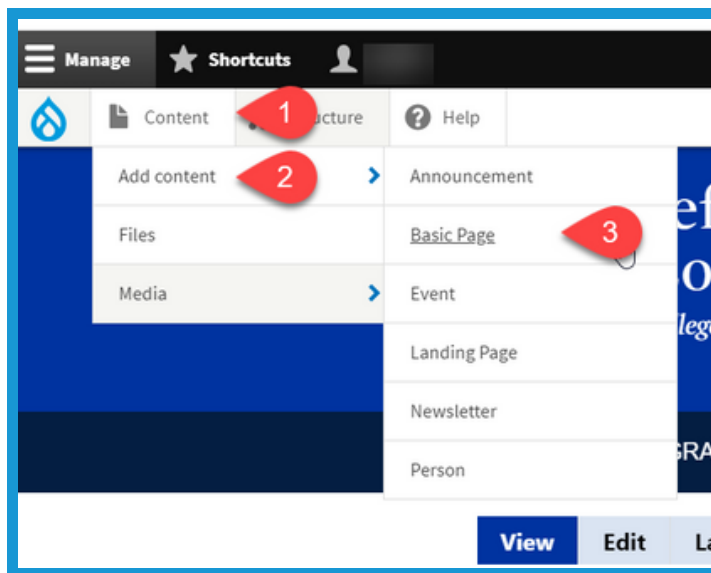
Section 1: Basic Pages.....	1
Section 1a: Getting Started.....	1
Section 1b: Email Addresses.....	4
Section 1c: Hyperlinks.....	6
Section 1d: Loading Media.....	8
Section 1e: Featured Header.....	9
Section 1f: Saving.....	10
Section 2: Events.....	11
Section 2a: Getting Started.....	11
Section 2b: Event Information.....	11
Section 2c: Date Information.....	15
Section 2d: Event Point of Contact.....	17
Section 2e: Location Information.....	17
Section 2f: Event Files.....	19
Section 2g: Finalizing.....	20
Section 2h: Accessin the Calendar.....	22
Section 2i: Adding Event Blocks.....	24
Section 2c: Date Information.....	15
Section 3: Newsletters.....	26
Section 4: Announcements.....	30

Section 1a: Basic Pages - Getting Started

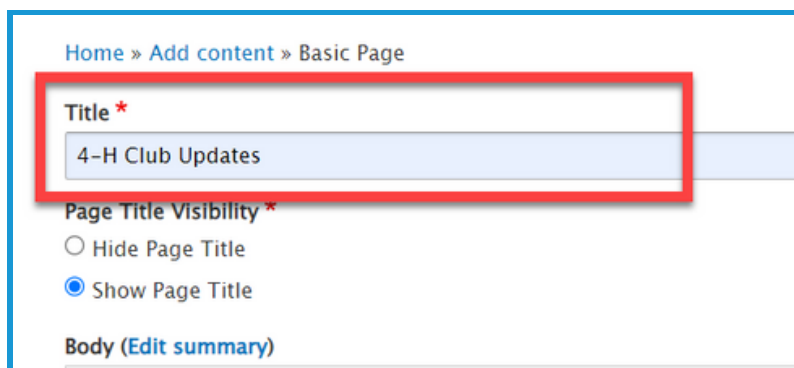
1. Click **Manage** in the upper left corner.



2. Place your mouse over **Content (1)** in the upper left. Place your mouse over **Add Content (2)**. Click **Basic Page (3)** in the new menu.

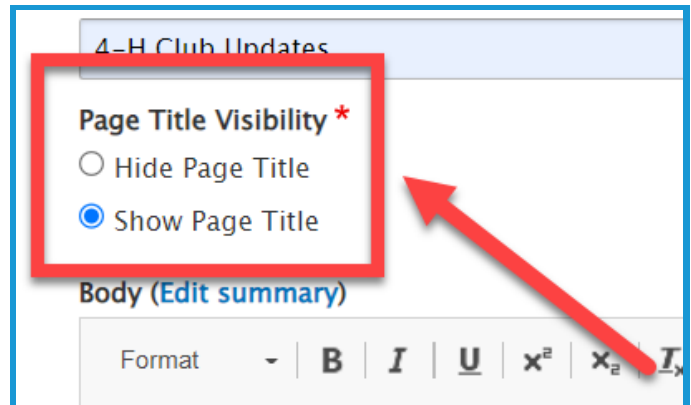


3. Type text into the **Title field** in the upper left corner to label your page. **This is a required field.**

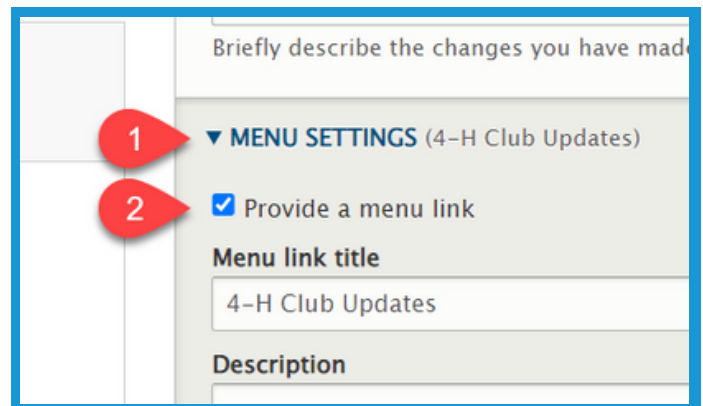


Section 1a: Basic Pages - Getting Started

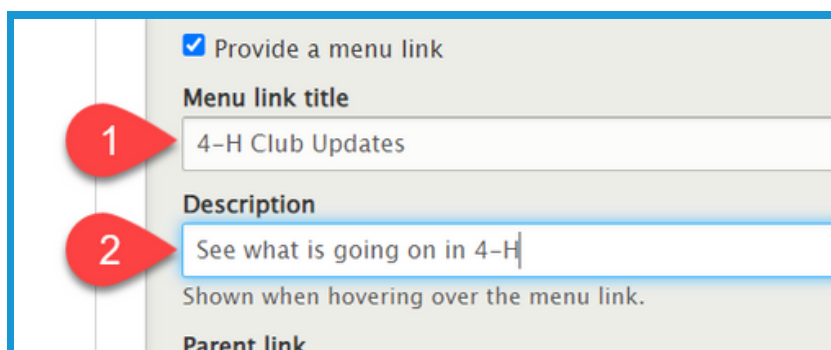
4. Click the **Hide Page Title** button under **Page Title Visibility** in the **upper left** to not display the title on the published page.



5. Click **Menu Settings (1)** on the right side of the screen. Then click the checkbox next to **Provide a menu link (2)**.

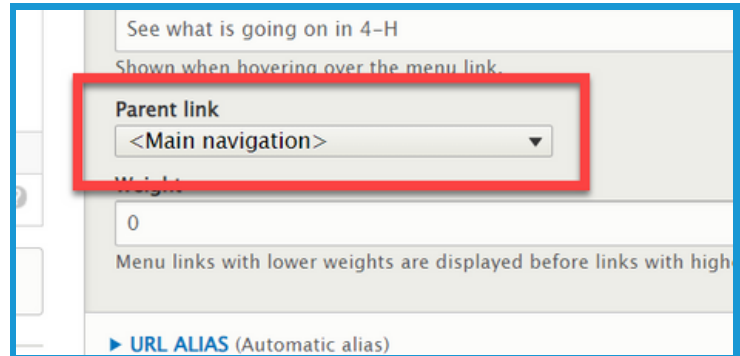


6. **Menu link title (1)** will auto-populate based on the text entered in step 3. This can be altered if needed by changing the text in the field. Type in the **Description field (2)** to have the user see information when placing their mouse over the link to the page.

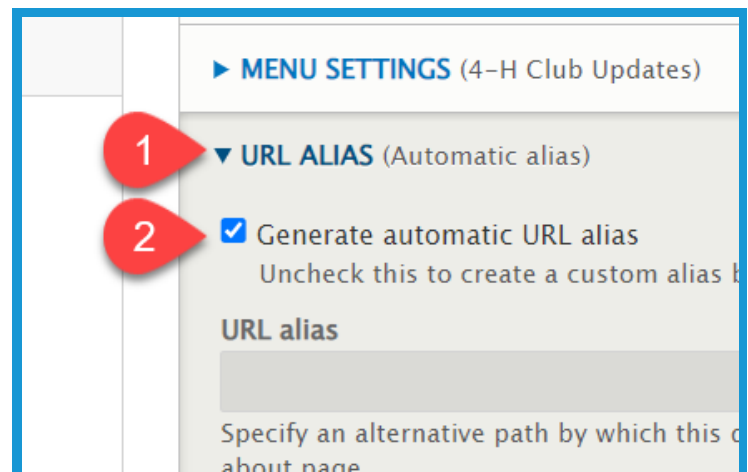


Section 1a: Basic Pages - Getting Started

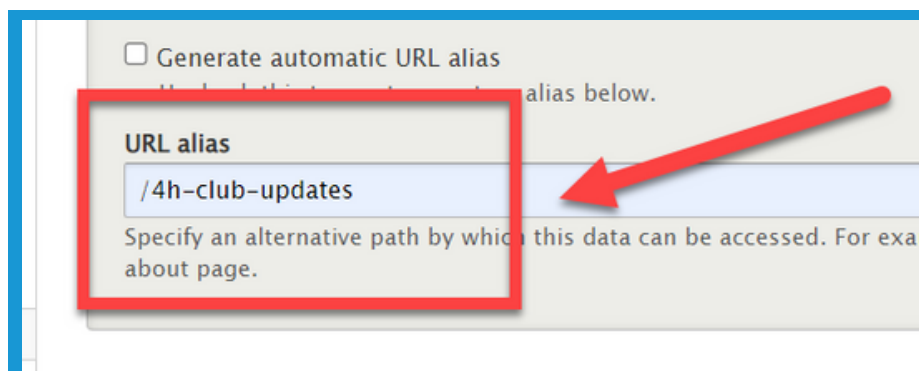
7. Click the **Parent link dropdown** to choose a location to host the page. By default, the page will be posted to the menu at the top of the website.



8. Click the **URL Alias dropdown (1)** on the right side of the screen. Uncheck the box next to **Generate automatic URL alias (2)** to modify the web address. This is not a required step. If left checked, Drupal will generate a web address for you.

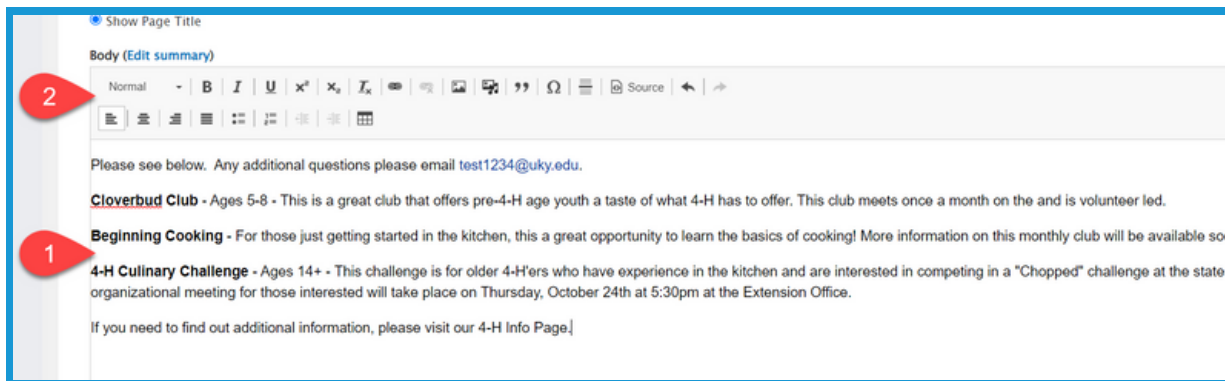


9. Type the path in the **URL alias field**. Make sure to begin each path with a **forward slash (/)**. Also, if you want to separate words put a **dash (-)** between each word.



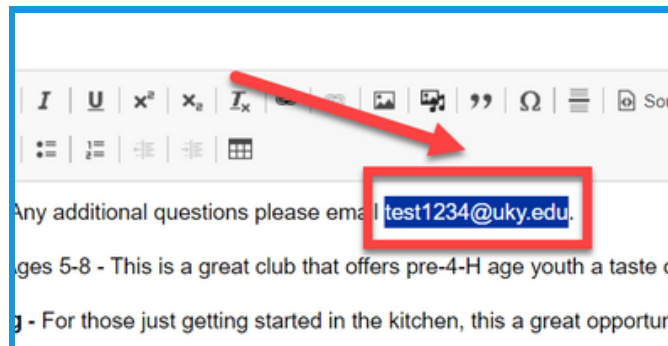
Section 1a: Basic Pages - Getting Started

10. Click in the **provided textbox (1)** to enter information into the body of the page. Use the **toolbar (2)** at the top to format the text.

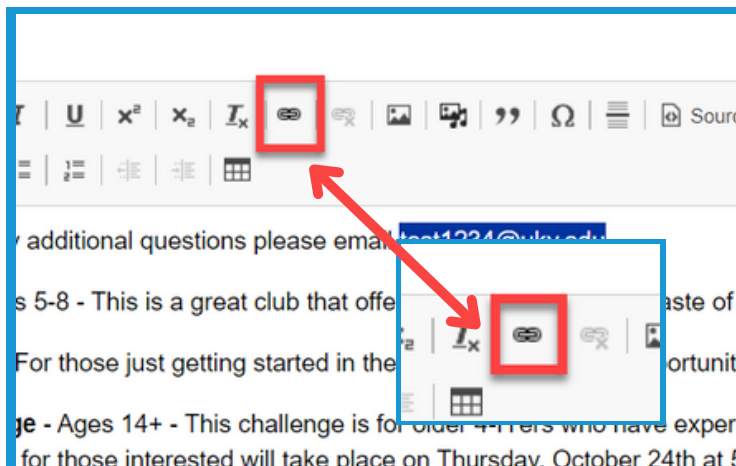


Section 1b: Basic Pages - Email Addresses

1. Click and drag to highlight the email address in the body of the basic page.

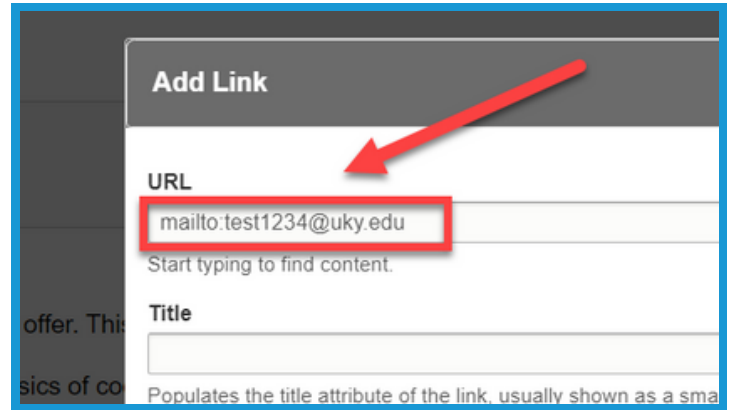


2. Click the **Link to Content** button.



Section 1b: Basic Pages - Email Addresses

3. In the URL field type "**mailto:**" before typing out the email address.

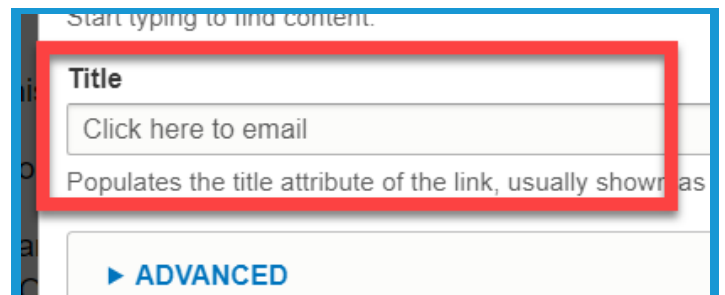


The screenshot shows the 'Add Link' form with the following fields:

- URL:** mailto:test1234@uky.edu (highlighted with a red box)
- Title:** (empty)

A red arrow points to the 'mailto:' prefix in the URL field. Below the URL field, there is a placeholder text: "Start typing to find content." Below the Title field, there is a placeholder text: "Populates the title attribute of the link, usually shown as a sma".

4. Enter text in the **Title field** to provide a tooltip for the users when they place their mouse over the hyperlink.

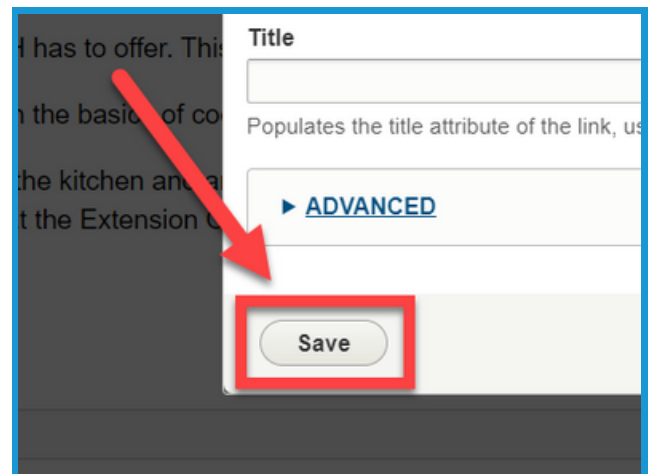


The screenshot shows the 'Add Link' form with the following fields:

- Title:** Click here to email (highlighted with a red box)

Below the Title field, there is a placeholder text: "Populates the title attribute of the link, usually shown as". Below the Title field, there is a button labeled "▶ ADVANCED".

5. Click **Save** in the lower left corner.



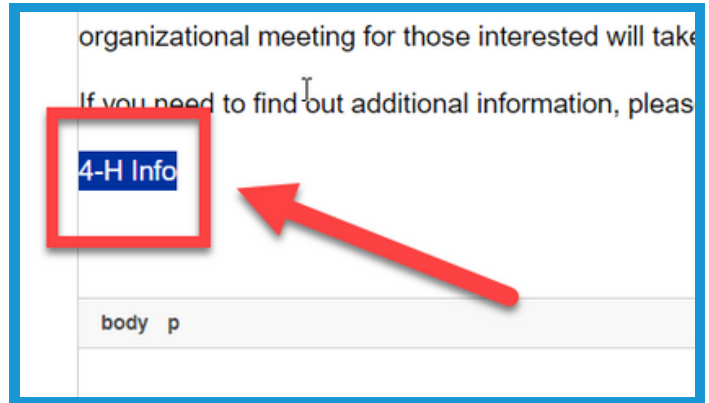
The screenshot shows the 'Add Link' form with the following fields:

- Title:** (empty)

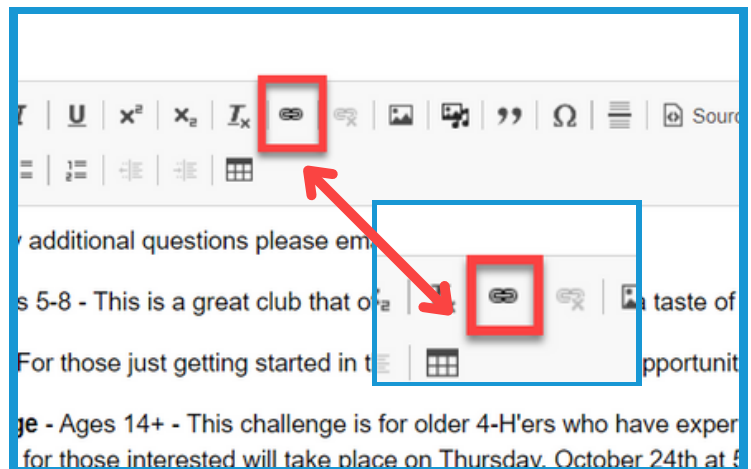
Below the Title field, there is a button labeled "▶ ADVANCED". Below the "▶ ADVANCED" button, there is a button labeled "Save" (highlighted with a red box). A red arrow points to the "Save" button.

Section 1c: Basic Pages - Hyperlinks

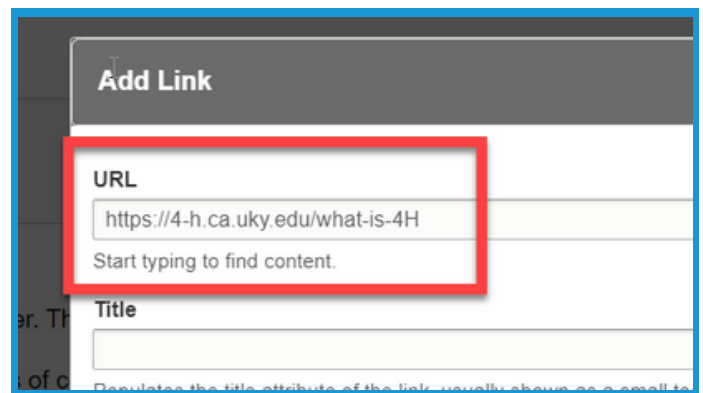
1. Click and drag to highlight the text you are wanting to turn into a hyperlink.



2. Click the **Link to Content** button.

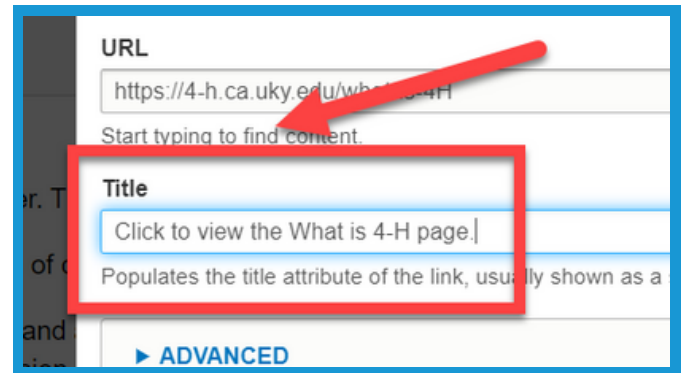


3. Paste the web address in the **URL field**. This field also works as a search engine for content or files loaded to the website.



Section 1c: Basic Pages - Hyperlinks

4. Enter text in the **Title** field to provide a tooltip for the users when they place their mouse over the hyperlink.

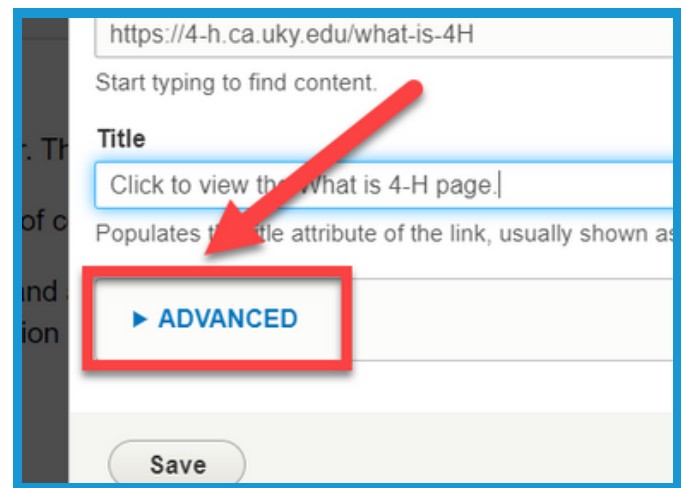


URL
https://4-h.ca.uky.edu/what-is-4H
Start typing to find content.

Title
Click to view the What is 4-H page.
Populates the title attribute of the link, usually shown as a

▶ ADVANCED

5. Click the **Advanced** dropdown.



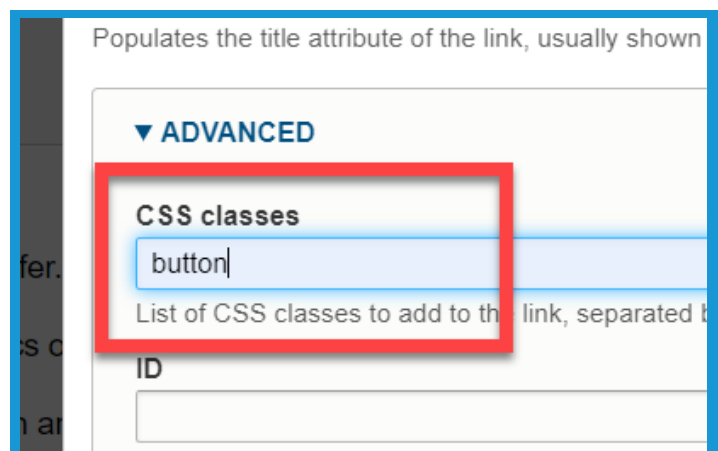
https://4-h.ca.uky.edu/what-is-4H
Start typing to find content.

Title
Click to view the What is 4-H page.
Populates the title attribute of the link, usually shown as a

▶ ADVANCED

Save

6. Type **"button"** in lowercase in the **CSS classes** field to turn the highlighted text into a clickable button.



Populates the title attribute of the link, usually shown

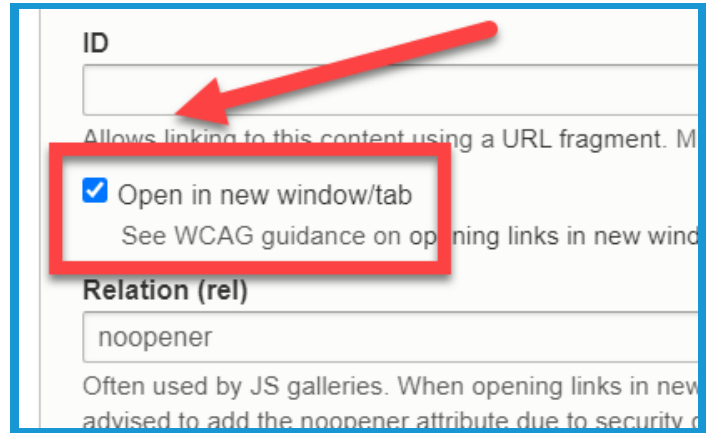
▼ ADVANCED

CSS classes
button
List of CSS classes to add to the link, separated by

ID

Section 1c: Basic Pages - Hyperlinks

7. Check the box next to **Open in new window** to have the link open in a new tab on the user's internet browser.

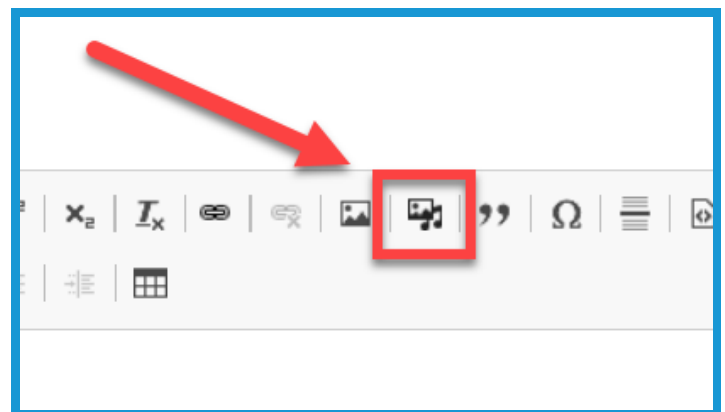


8. Click **Save** in the lower left corner.



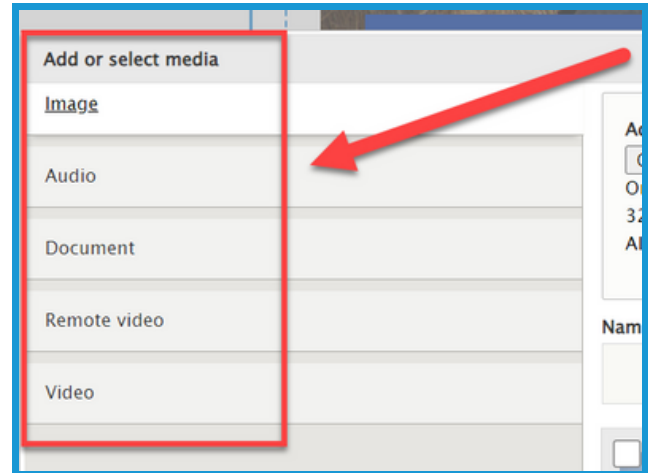
Section 1d: Basic Pages - Loading Media

1. Click the **Media Library** button in the toolbar to load an image, video, or document.

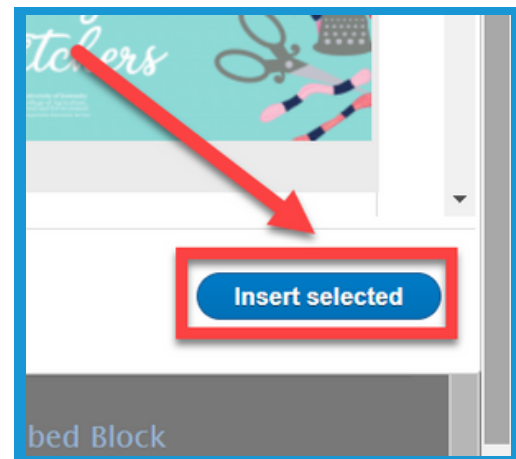


Section 1d: Basic Pages - Loading Media

2. On the left side of the screen, choose the type of media you wish to import.

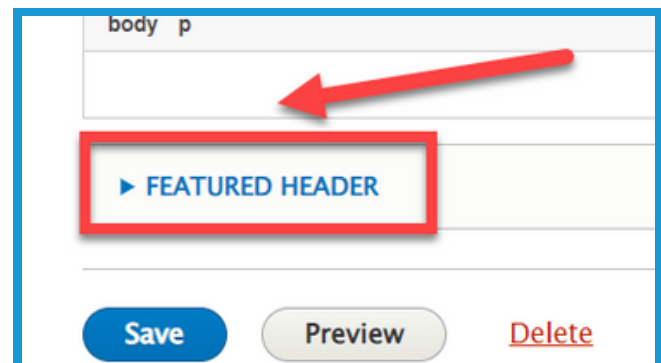


3. Click **Insert Selected** when the media is chosen from the Media Library or imported.



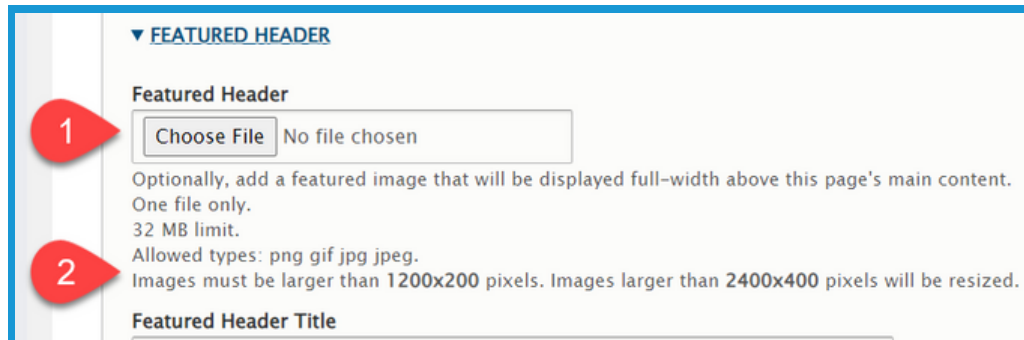
Section 1e: Basic Pages - Featured Header

1. Click the **Featured Header** dropdown menu in the lower left corner.



Section 1e: Basic Pages - Featured Header

2. Select **Choose File (1)** to import the needed image. Review the **requirements (2)** a photo must meet before being used as a Featured Header. The image may need to be resized.



▼ FEATURED HEADER

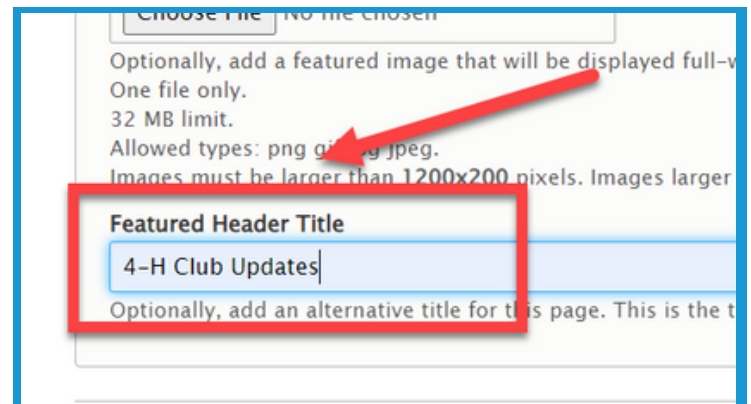
Featured Header

1 Choose File No file chosen

2 Optionally, add a featured image that will be displayed full-width above this page's main content. One file only. 32 MB limit. Allowed types: png gif jpg jpeg. Images must be larger than 1200x200 pixels. Images larger than 2400x400 pixels will be resized.

Featured Header Title

3. Enter the text to be displayed over the header in the **Featured Header Title**.



Choose File No file chosen

Optionally, add a featured image that will be displayed full-width above this page's main content. One file only. 32 MB limit. Allowed types: png gif jpg jpeg. Images must be larger than 1200x200 pixels. Images larger than 2400x400 pixels will be resized.

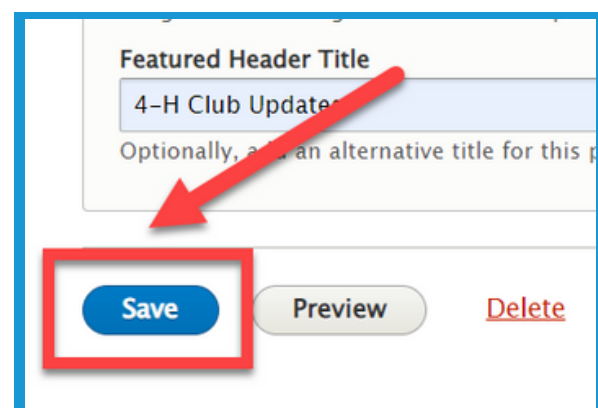
Featured Header Title

4-H Club Updates

Optionally, add an alternative title for this page. This is the t

Section 1f: Basic Pages - Saving

1. Click **Save** in the lower left corner.



Featured Header Title

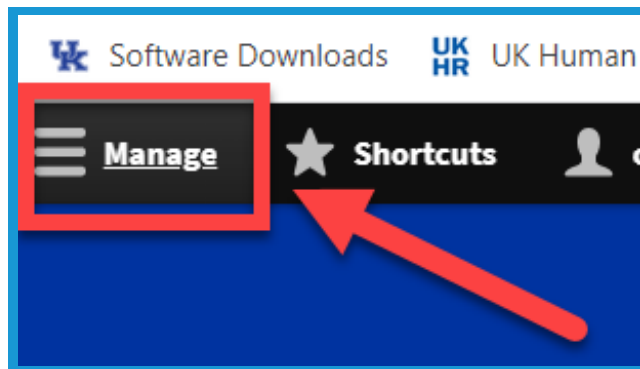
4-H Club Updates

Optionally, add an alternative title for this p

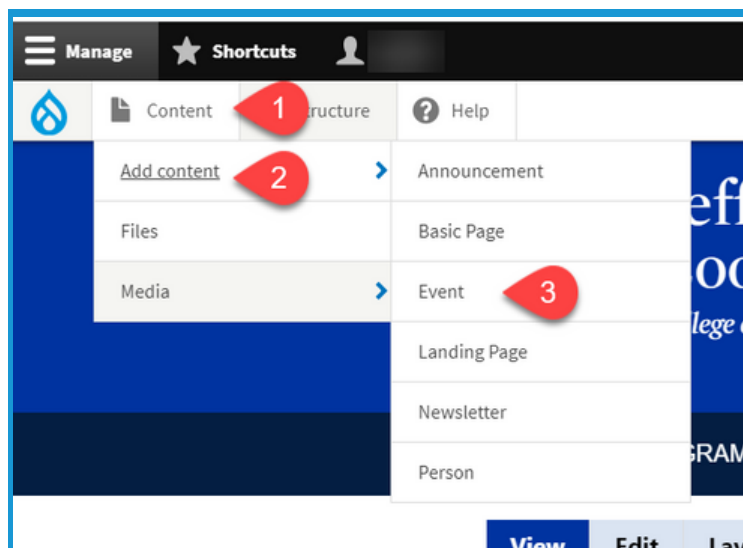
Save Preview Delete

Section 2a: Creating Events - Getting Started

1. Click **Manage** in the upper left corner.

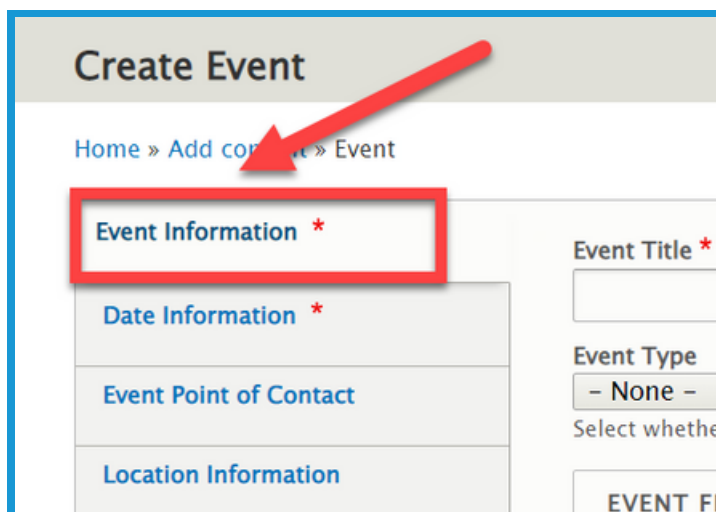


2. Place your mouse over **Content (1)** in the upper left. Place your mouse over **Add Content (2)**. Click **Event (3)** in the new menu.



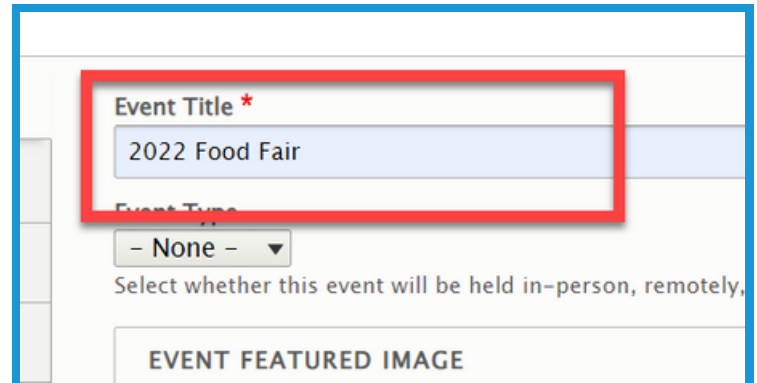
Section 2b: Creating Events - Event Information

1. Click the **Event Information** tab in the upper left corner.

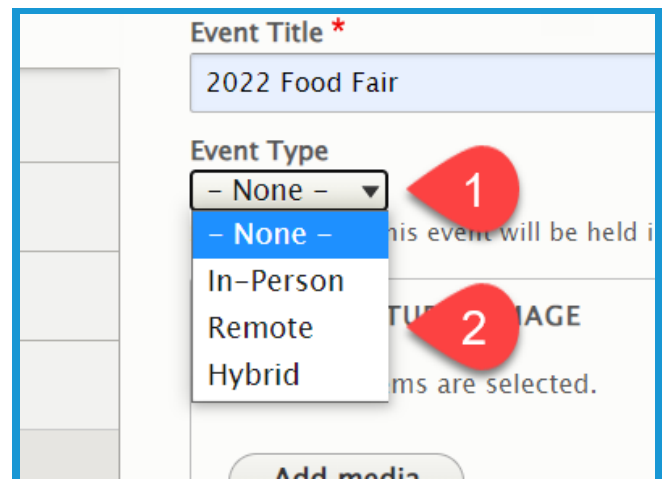


Section 2b: Creating Events - Event Information

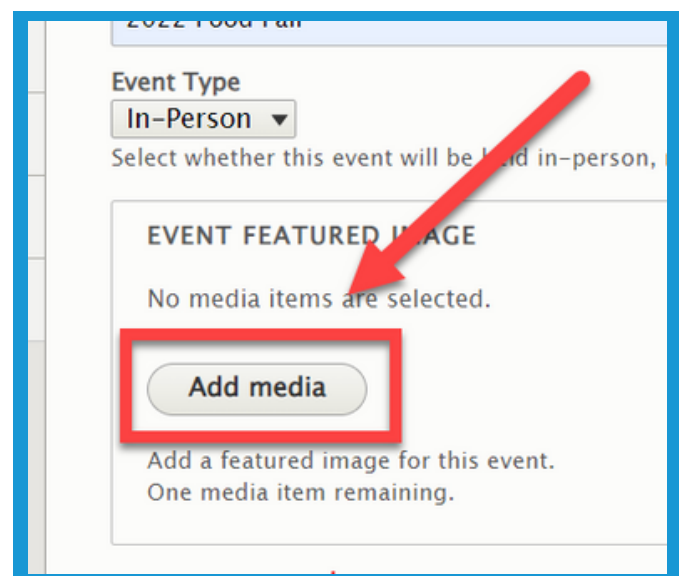
2. Type the name of the event in the **title field** at the top of the screen. **This is a required field.**



3. Click the **Event Type (1)** dropdown to select one of **three delivery options (2)** for the event.

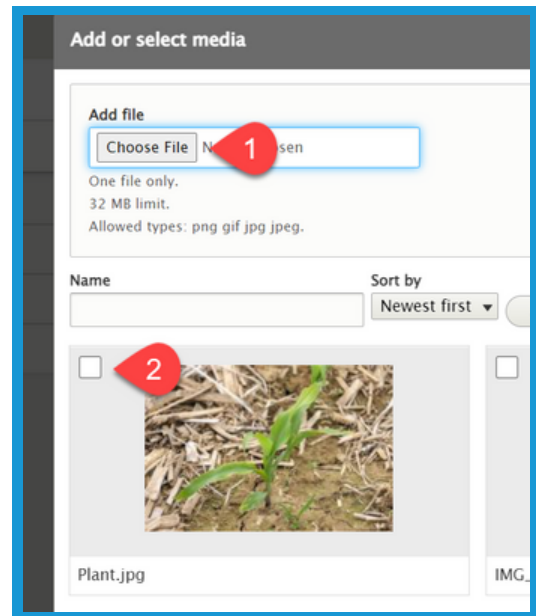


4. Click the **Add media** button.

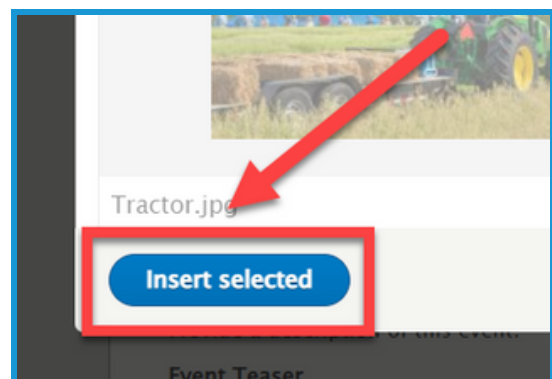


Section 2b: Creating Events - Event Information

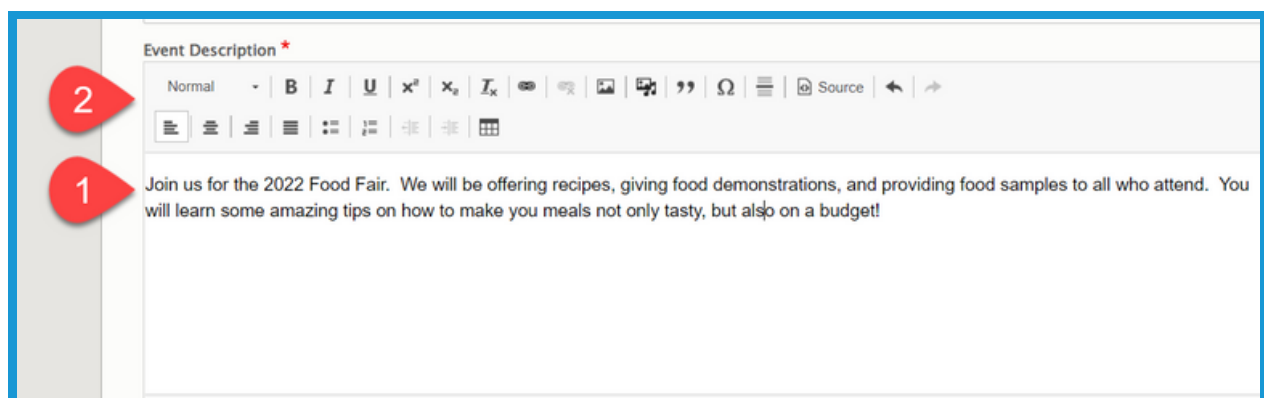
5. Click **Choose File (1)** to import a picture from your computer, or choose one from your **Media Library (2)**.



6. Click **Insert selected** in the lower left corner.

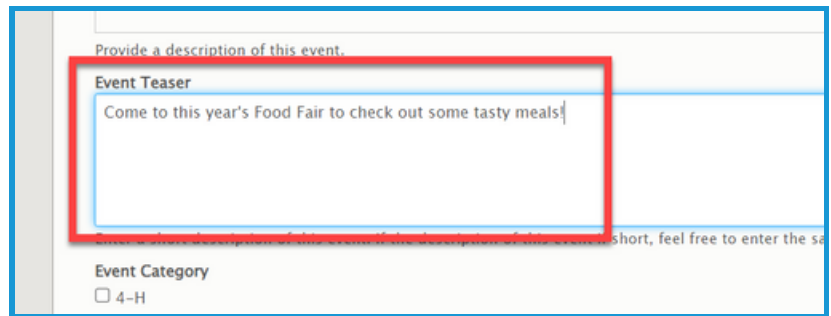


7. Type the specifics of the event in the **description field (1)**. Use the **toolbar (2)** to modify the text as needed. **This is a required field.**



Section 2b: Creating Events - Event Information

8. In the **Event Teaser** field, type a 1 or 2 sentence summary of the event to grab the user's interest.



Provide a description of this event.

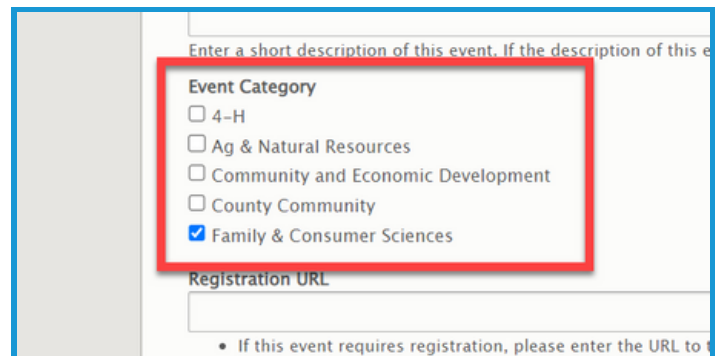
Event Teaser

Come to this year's Food Fair to check out some tasty meals!

Event Category

4-H

9. Under **Event Category**, check the box next to the section that is hosting the event.



Enter a short description of this event. If the description of this event is short, feel free to enter the s

Event Category

4-H

Ag & Natural Resources

Community and Economic Development

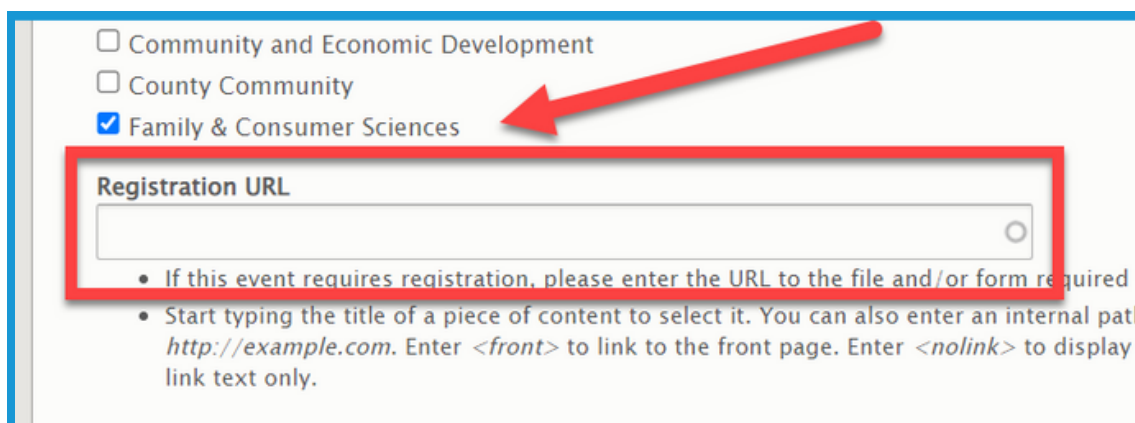
County Community

Family & Consumer Sciences

Registration URL

• If this event requires registration, please enter the URL to t

10. In the **Registration URL** field place a link to the location where participants can sign up for the event.



Community and Economic Development

County Community

Family & Consumer Sciences

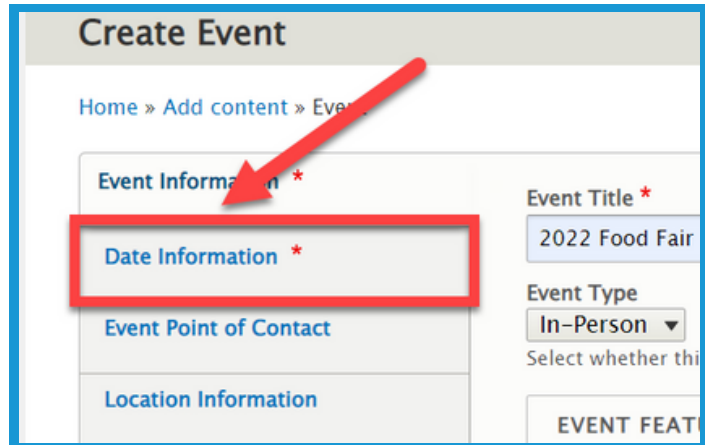
Registration URL

• If this event requires registration, please enter the URL to the file and/or form required

• Start typing the title of a piece of content to select it. You can also enter an internal path *http://example.com*. Enter <front> to link to the front page. Enter <nolink> to display link text only.

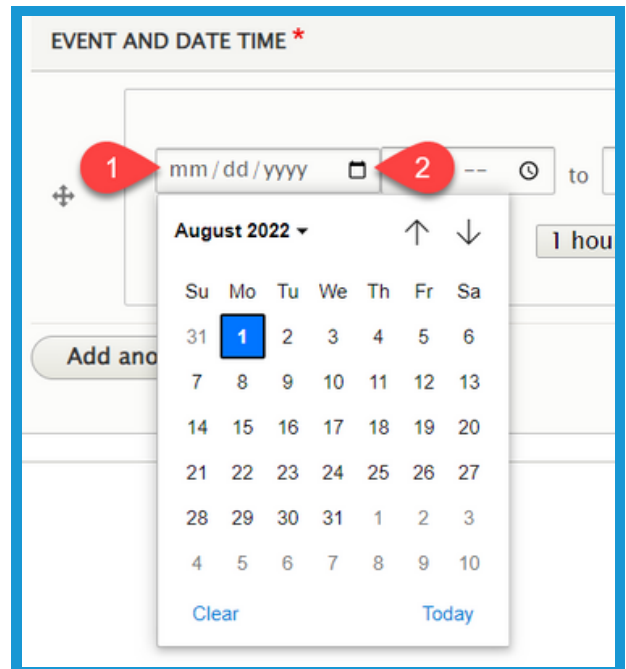
Section 2c: Creating Events - Date Information

1. Select the **Date Information** tab on the left side of the screen. The tab is required when creating an event.



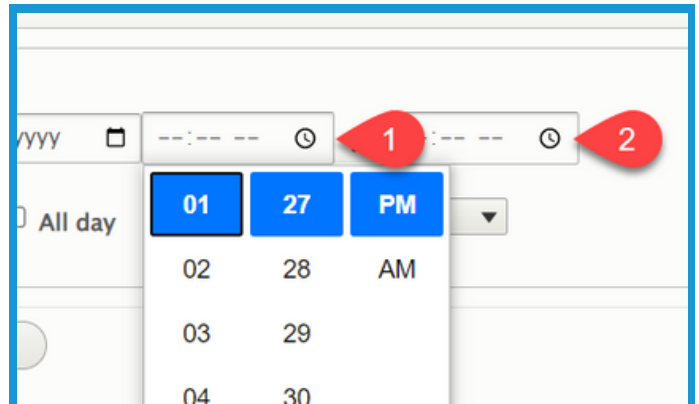
The screenshot shows the 'Create Event' form. On the left side, there are several tabs: 'Event Information *', 'Date Information *', 'Event Point of Contact', and 'Location Information'. The 'Date Information *' tab is highlighted with a red box. A red arrow points to this tab. On the right side, there are fields for 'Event Title *' (with the value '2022 Food Fair'), 'Event Type' (set to 'In-Person'), and a dropdown for 'Select whether this event is...'. There is also a button labeled 'EVENT FEAT'.

2. You can type the date by clicking in the **field (1)** or click the **calendar button (2)** to select the needed date.



The screenshot shows the 'EVENT AND DATE TIME *' form. It features a date input field with a placeholder 'mm/dd/yyyy' and a calendar icon. A red circle labeled '1' is over the input field, and another red circle labeled '2' is over the calendar icon. A calendar for August 2022 is displayed below the input field, with the date '1' selected. The calendar shows days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and dates from 1 to 31. There are 'Clear' and 'Today' buttons at the bottom of the calendar.

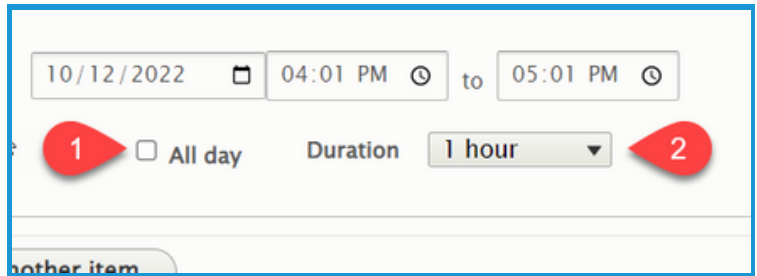
3. Click the clock button to set the **start (1)** and **end time (2)**.



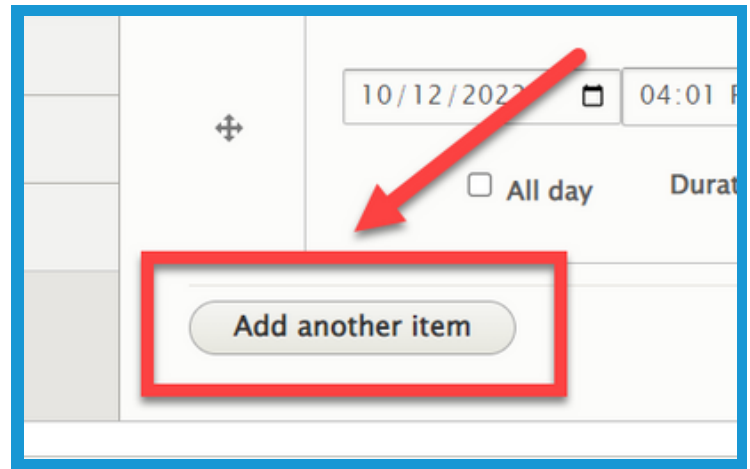
The screenshot shows the time selection part of the 'EVENT AND DATE TIME *' form. It features two time input fields with clock icons. A red circle labeled '1' is over the first clock icon, and another red circle labeled '2' is over the second clock icon. A dropdown menu is open below the first field, showing time options: '01 27 PM', '02 28 AM', '03 29', and '04 30'. The 'All day' checkbox is also visible.

Section 2c: Creating Events - Date Information

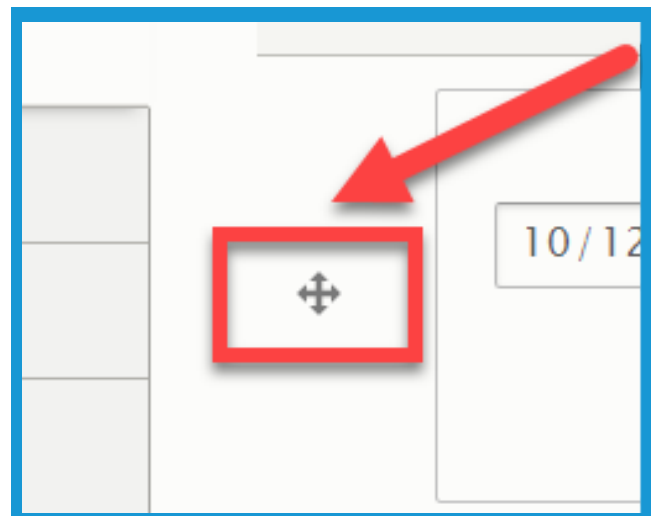
4. Check the box next to **All day (1)** if the event is that length. Also, you can use the **Duration (2)** dropdown if you want to set the length of the event.



5. Click the **Add another item** button if the event occurs over multiple days and additional dates need to be added.

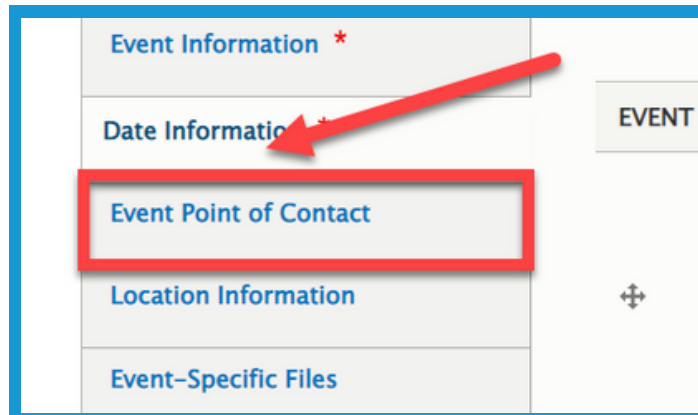


6. Left click and hold the **directional cross** to the left of a date and time to drag it to a different location if needed.



Section 2d: Creating Events - Event Point of Contact

1. Select the **Event Point of Contact** tab on the left side of the screen.

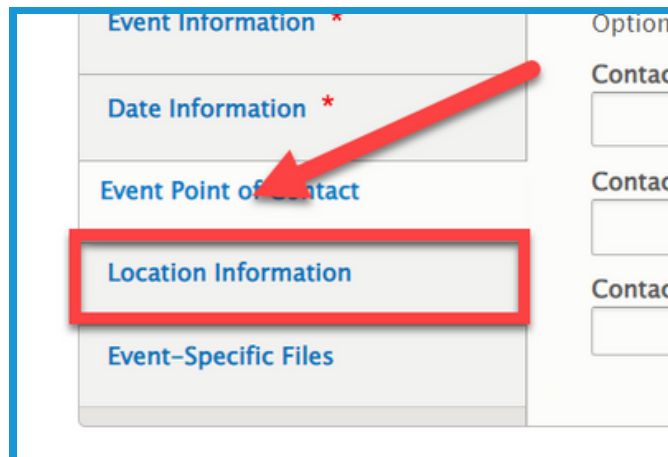


2. In the provided fields enter the **Contact name (1)**, **Contact Email (2)**, and **Contact Number (3)**.

A screenshot of a form titled 'Optionally, provide contact information for the primary point of contact for this event'. The form contains three input fields: 'Contact Name', 'Contact Email', and 'Contact Number'. Each field is preceded by a red teardrop-shaped callout containing a white number: '1' for Contact Name, '2' for Contact Email, and '3' for Contact Number. The entire form is enclosed in a blue border.

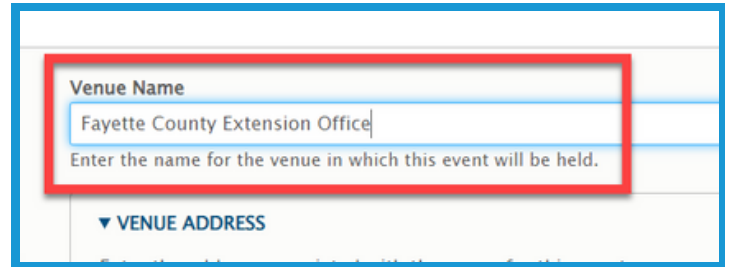
Section 2e: Creating Events - Location Information

1. Select the **Location Information** tab on the left side of the screen.



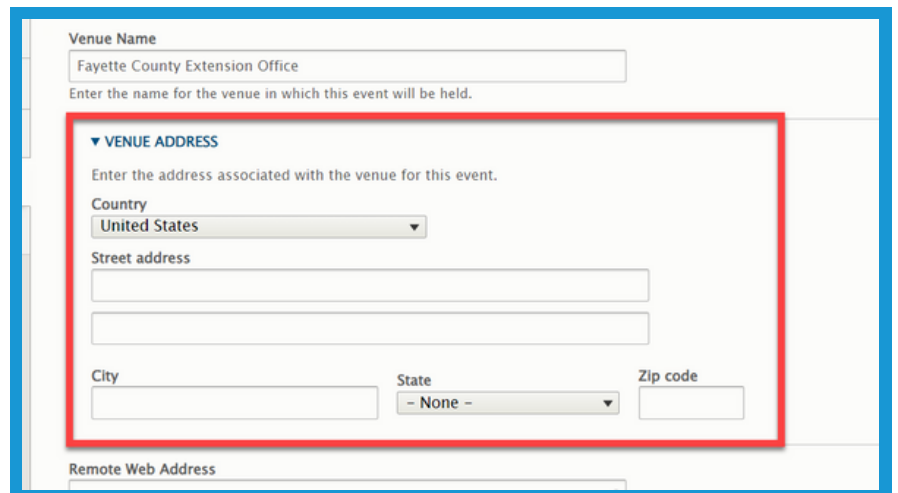
Section 2e: Creating Events - Location Information

2. Under **Venue Name** type the name of the event location.



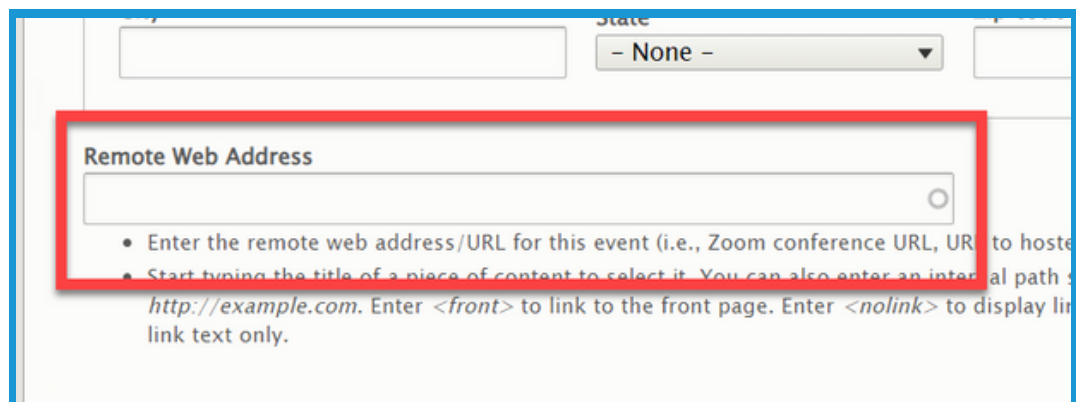
A screenshot of a web form showing the 'Venue Name' field. The text 'Fayette County Extension Office' is entered into the input box. Below the input box is the instruction 'Enter the name for the venue in which this event will be held.' A red rectangular box highlights the input field and the instruction. Below this section is a collapsed 'VENUE ADDRESS' section.

3. In the **Venue Address** section enter the address of the event.



A screenshot of the 'VENUE ADDRESS' section of the web form. The section is expanded, showing the instruction 'Enter the address associated with the venue for this event.' Below this are fields for 'Country' (set to 'United States'), 'Street address' (two input boxes), 'City', 'State' (set to '- None -'), and 'Zip code'. A red rectangular box highlights the entire 'VENUE ADDRESS' section.

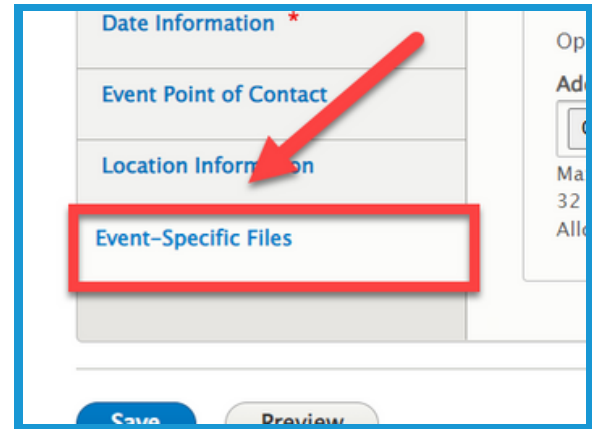
4. The **remote web address** field can be used to include a link to a Zoom meeting or other form of online conference tool. **We do not recommend using this field as it might result in individuals accessing the event to cause disruptions.**



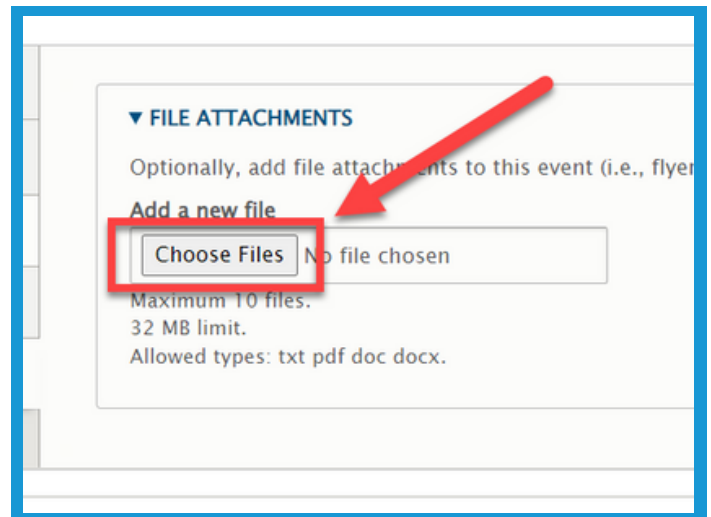
A screenshot of the 'Remote Web Address' field in the web form. The field is empty. Below the input box is a list of instructions: 'Enter the remote web address/URL for this event (i.e., Zoom conference URL, URL to host...)', 'Start typing the title of a piece of content to select it. You can also enter an internal path : http://example.com. Enter <front> to link to the front page. Enter <nolink> to display link text only.' A red rectangular box highlights the input field and the instructions.

Section 2f: Creating Events - Event Files

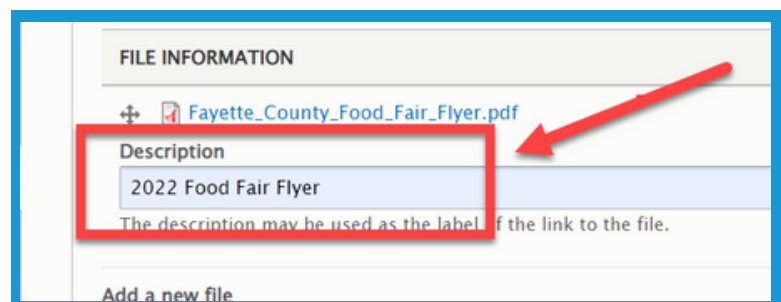
1. Select the **Event-Specific Files** tab on the left side of the screen.



2. Click the **Choose Files** button at the top of the screen, and import the file from your computer.

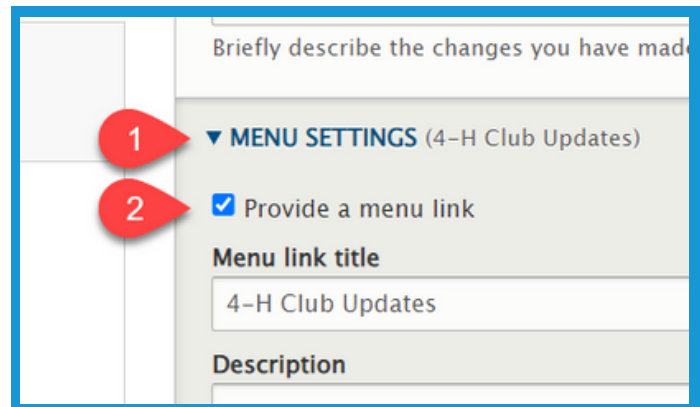


3. In the **Description** field, give the file a label.

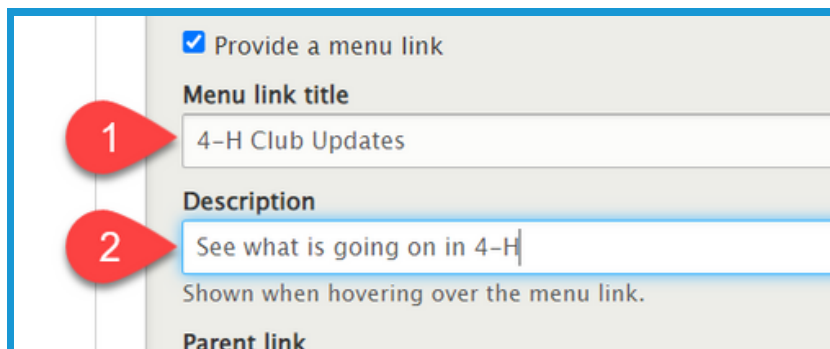


Section 2g: Creating Events - Finalizing

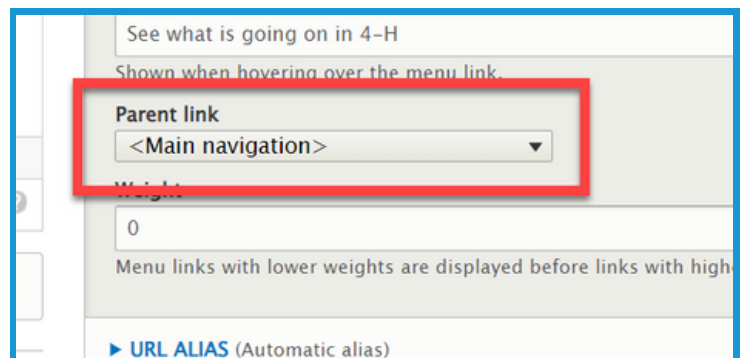
1. Click **Menu Settings (1)** on the right side of the screen. Then click the checkbox next to **Provide a menu link (2)**.



2. **Menu link title (1)** will auto-populate based on the text entered in step 3. This can be altered if needed by changing the text in the field. Type in the **Description field (2)** to have the user see information when placing their mouse over the link to the page.

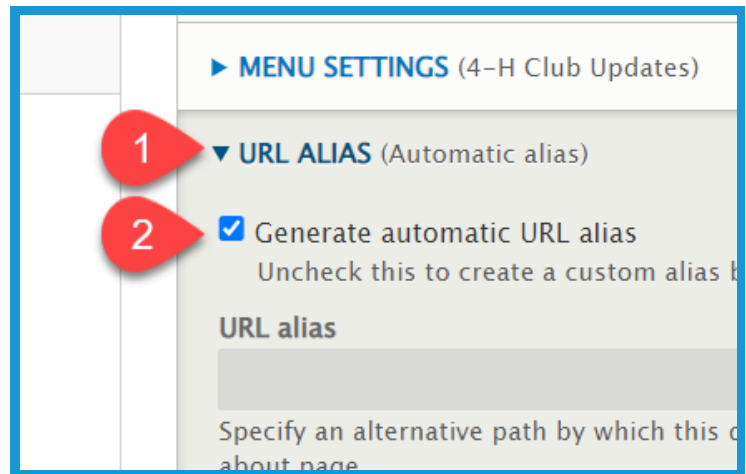


3. Click the **Parent link dropdown** to choose a location to host the page. By default, the page will be posted to the menu at the top of the website.

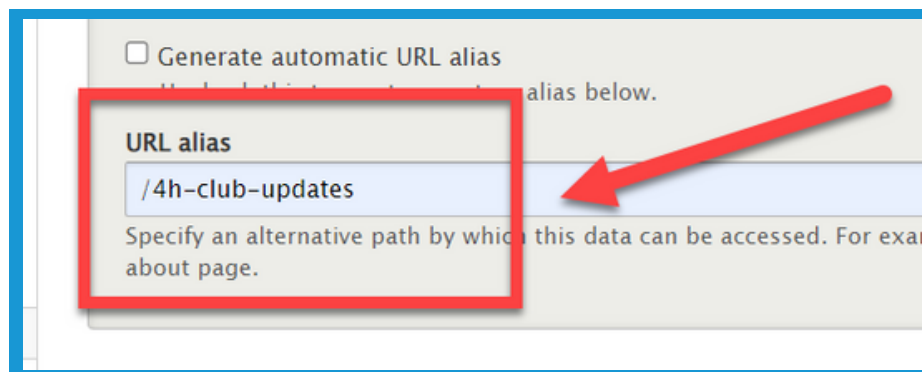


Section 2g: Creating Events - Finalizing

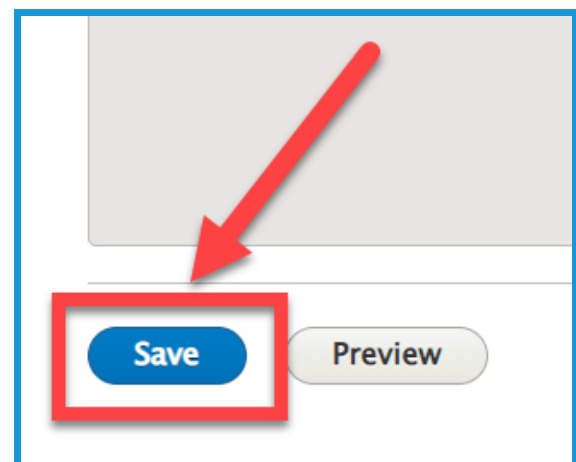
1. Click the **URL Alias dropdown (1)** on the right side of the screen. Uncheck the box next to **Generate automatic URL alias (2)** to modify the web address. This is not a required step. If left checked, Drupal will generate a web address for you.



2. Type the path in the **URL alias field**. Make sure to begin each path with a **forward slash (/)**. Also, if you want to separate words put a **dash (-)** between each word.

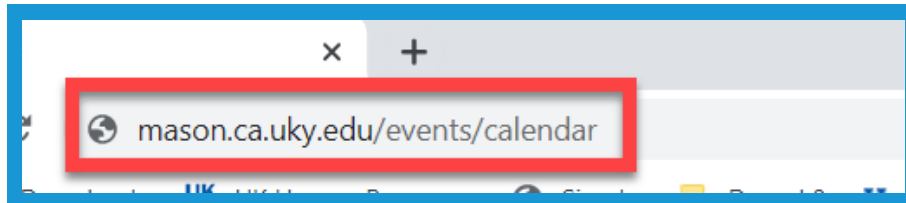


3. Click **Save** in the lower left corner.

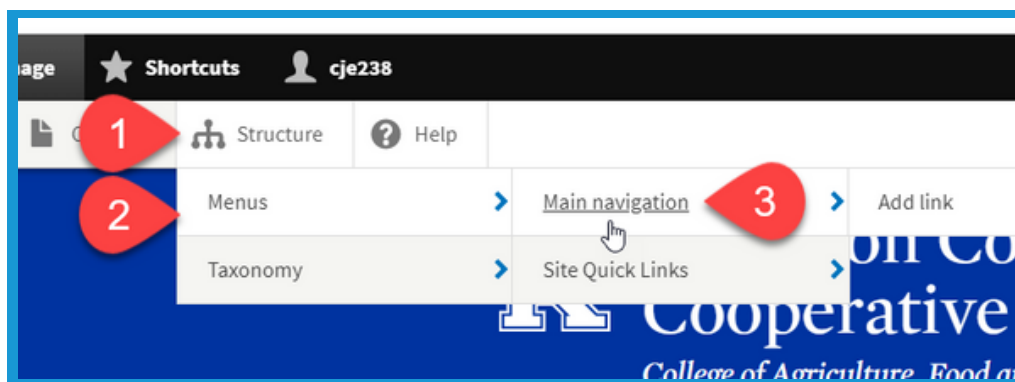


Section 2h: Creating Events - Accessing the Calendar

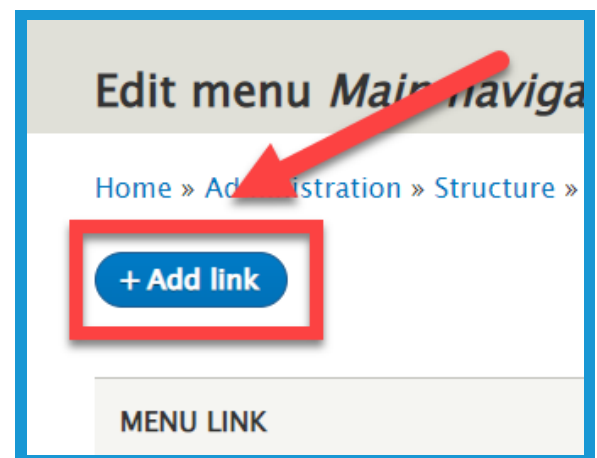
1. In your browser's URL field type your county's address. At the end type **"/events/calendar"**, and then hit the Enter Key. **If you want to post the calendar, copy this link and follow steps 2-6.**



2. Place your mouse over **Structure (1)** in the upper left corner. Then place your mouse over **Menus (2)**. Click **Main navigation (3)** in the next menu.

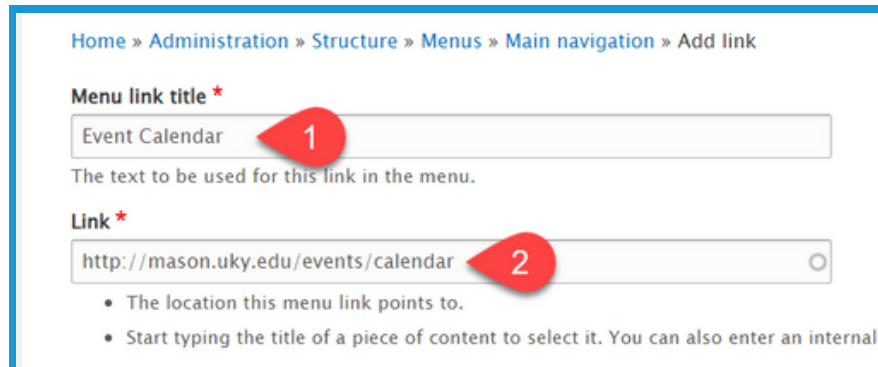


3. Click the **Add link** button in the top left corner of the screen.



Section 2h: Creating Events - Accessing the Calendar

4. Type a title in the **Menu link title (1)** field. Paste the web address in the **Link (2)** field.



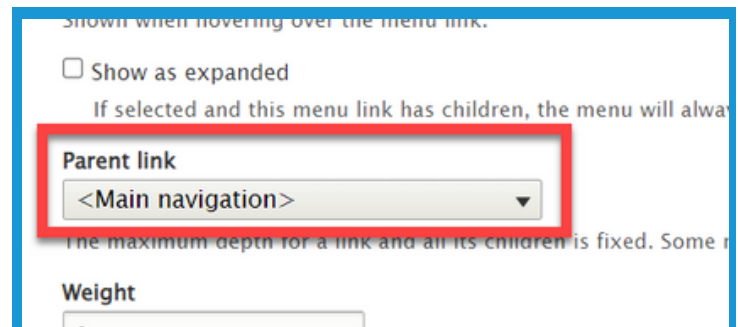
Home » Administration » Structure » Menus » Main navigation » Add link

Menu link title *
Event Calendar **1**
The text to be used for this link in the menu.

Link *
http://mason.uky.edu/events/calendar **2**

- The location this menu link points to.
- Start typing the title of a piece of content to select it. You can also enter an internal

5. Click the **Parent link** dropdown menu to choose the location to place the calendar. By default, the calendar will be placed in the menu at the top of the screen.



Shown when hovering over the menu link.

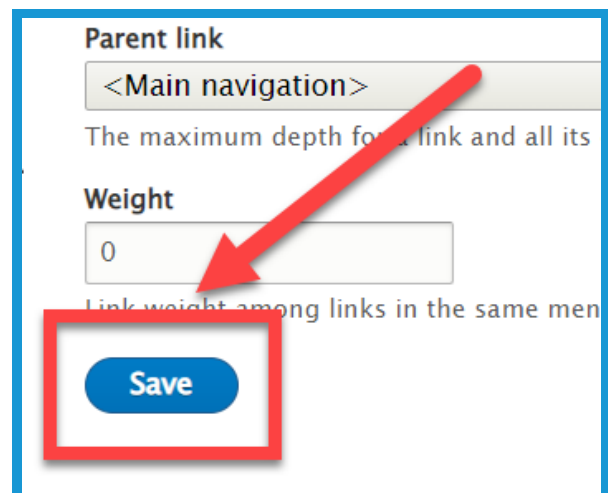
Show as expanded
If selected and this menu link has children, the menu will always

Parent link
<Main navigation>

The maximum depth for a link and all its children is fixed. Some r

Weight
0

6. Click the **Save** button at the bottom left corner of the screen.



Parent link
<Main navigation>

The maximum depth for a link and all its

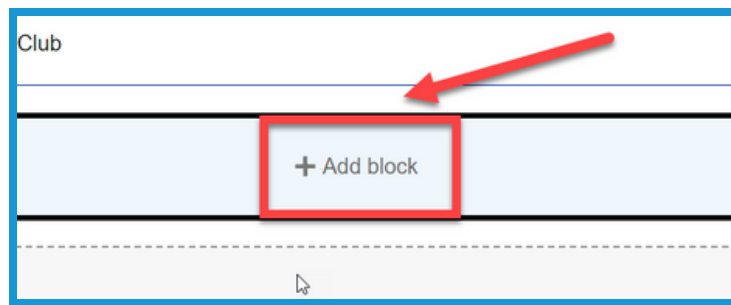
Weight
0

Link weight among links in the same men

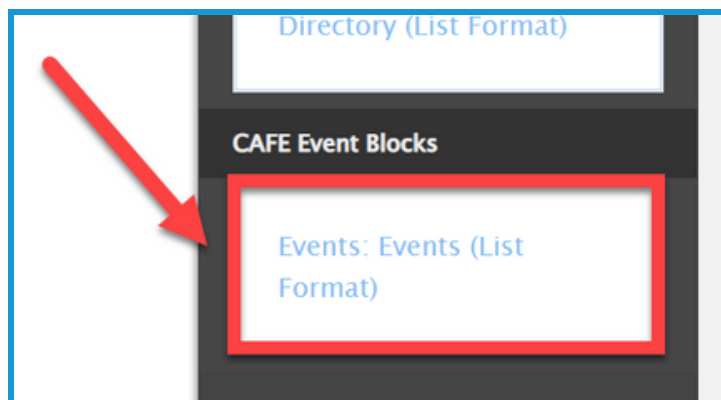
Save

Section 2i: Creating Events - Adding an Event Block

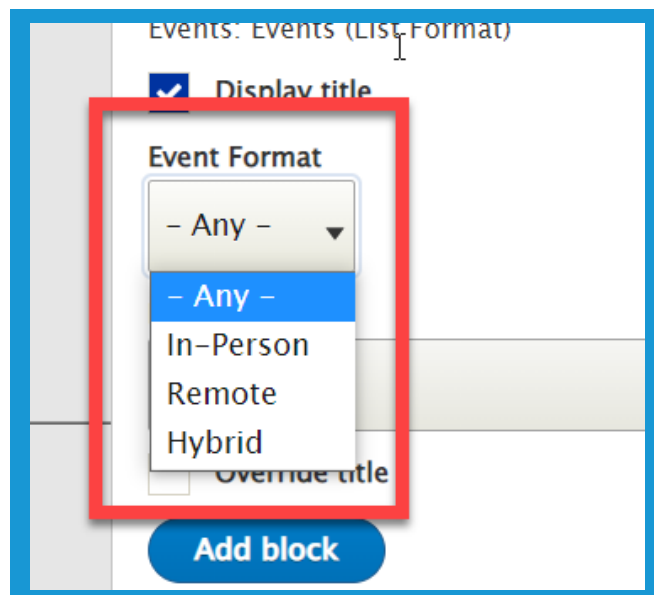
1. On a **landing page**, Click the **Add block** button in a new or existing column.



2. Click **Events**, under CAFE Event Blocks on the right side of the screen.

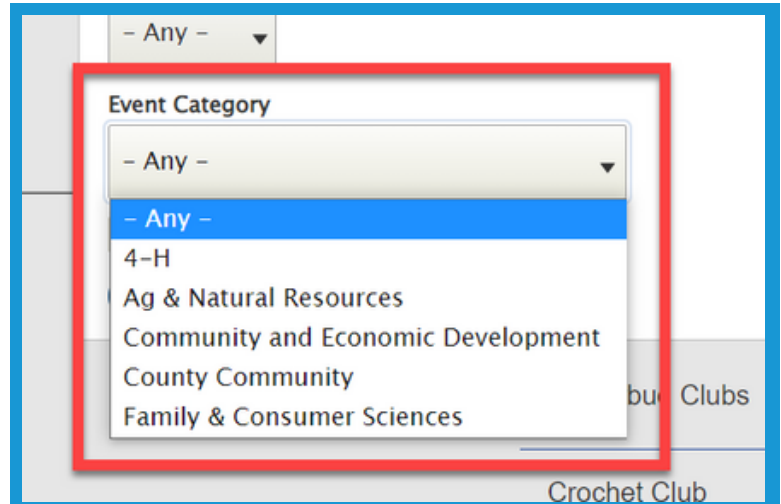


3. Under the **Event Format** dropdown, choose to only display events using a specific delivery method. By default, all events will be displayed.

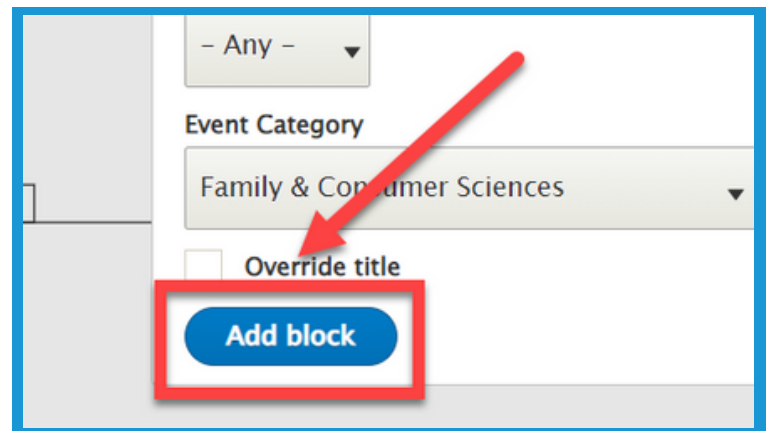


Section 2i: Creating Events - Adding an Event Block

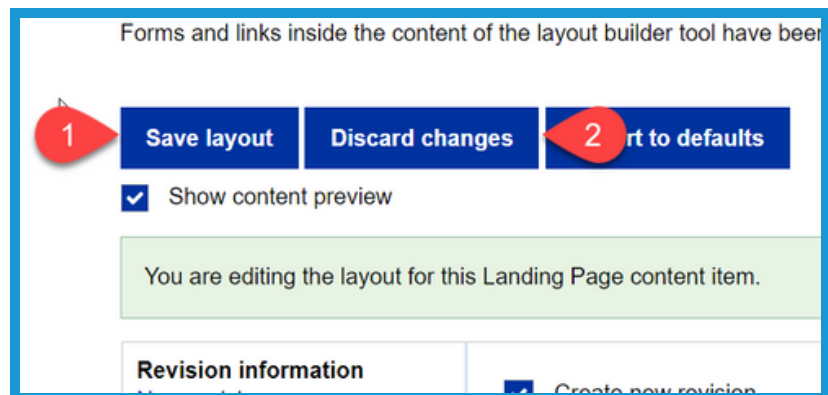
4. Click the **Event Category** dropdown to select events from a specific area to display. By default, all events will be shown.



5. Click **Add block** in the lower left corner of the Configure Block Window.

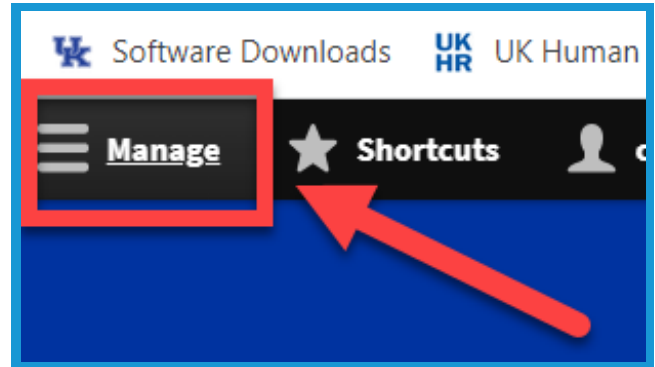


6. Select **Save layout (1)** in the upper left corner of the page to confirm the changes. To remove the changes select **Discard Changes (2)**.

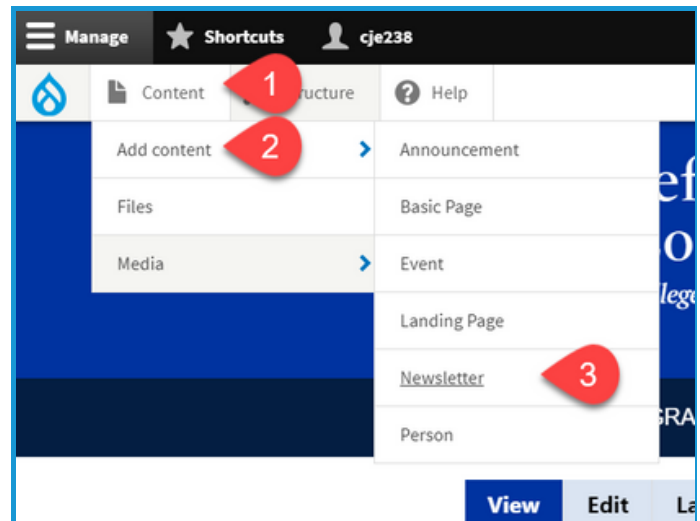


Section 3: Newsletters

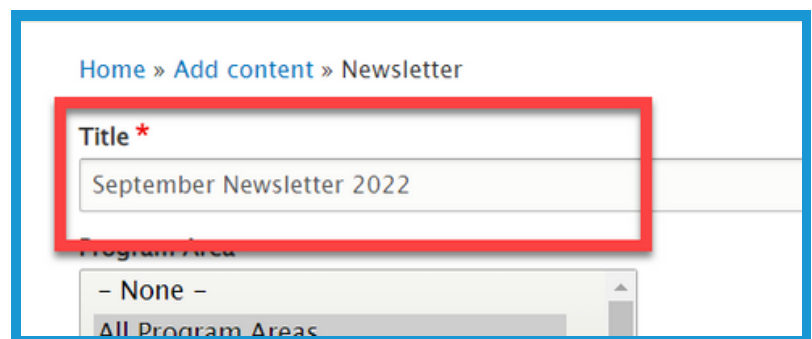
1. Click **Manage** in the upper left corner.



2. Place your mouse over **Content (1)** in the upper left. Place your mouse over **Add Content (2)**. Click **Newsletter (3)** in the new menu.



3. In the **Title** field type the name of the newsletter. Try to remain consistent in the naming of the newsletters when posting.

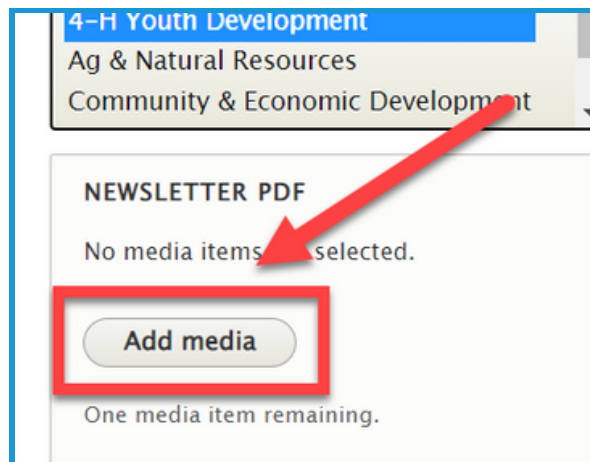


Section 3: Newsletters

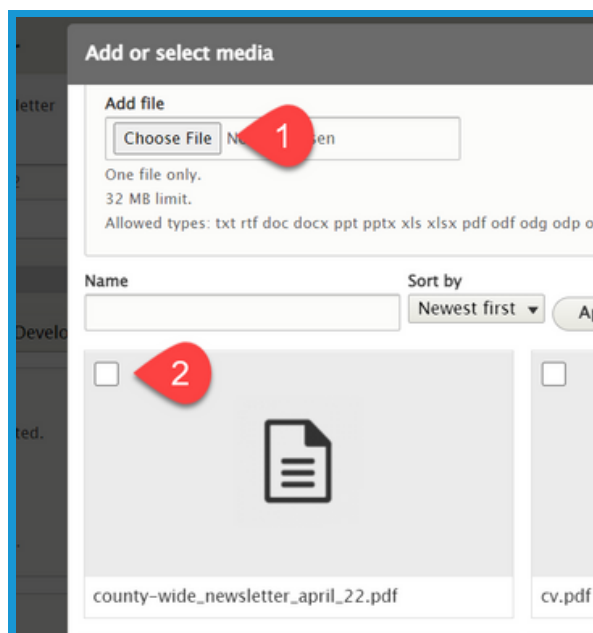
4. In the **Program Area** section select the program associated with the Newsletter.



5. Click **Add Media** under Newsletter PDF to load the needed file.

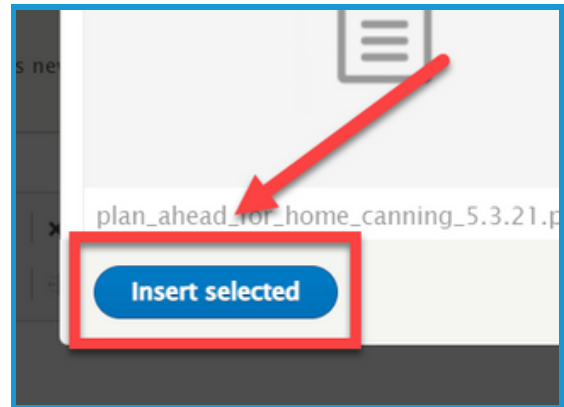


6. Select the **Choose File (1)** to import a file from your computer, or load a newsletter from the **File Library (2)**.

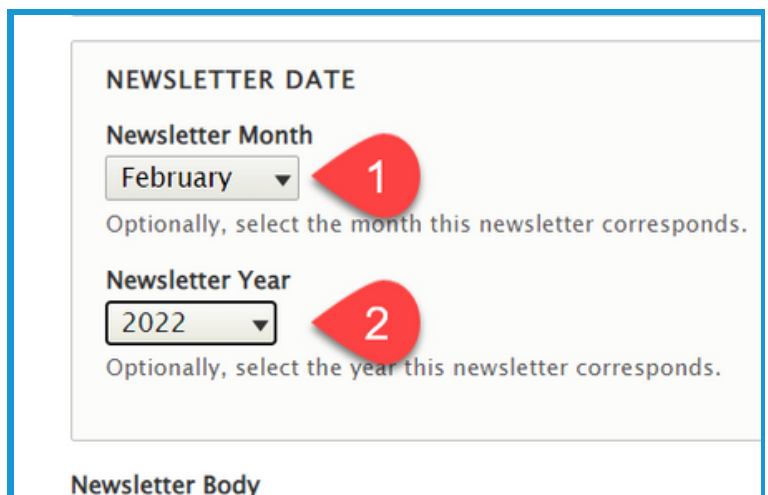


Section 3: Newsletters

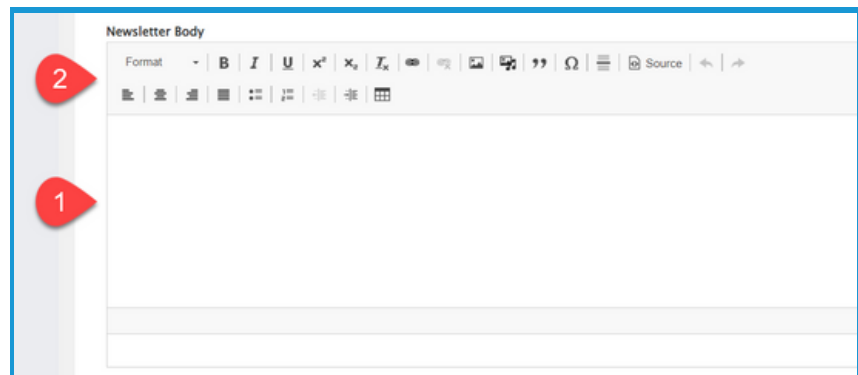
7. Select **Insert selected** in the lower left corner.



8. Choose the **Newsletter Month (1)** and **Newsletter Year (2)** from the dropdowns under Newsletter Date.

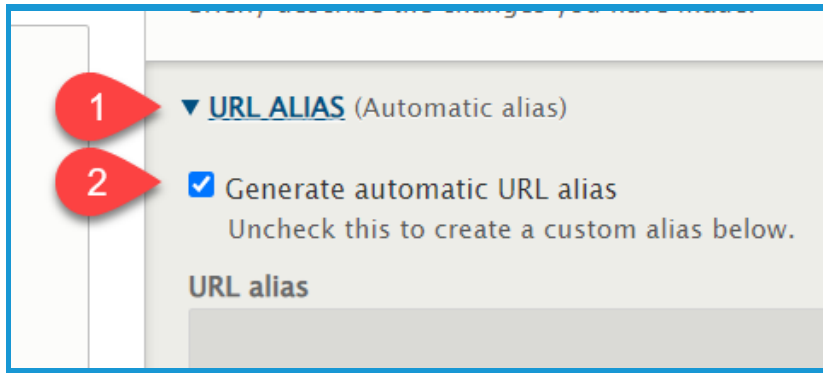


9. In **Newsletter body**, enter the text from the **newsletter (1)**. You can use the **toolbar (2)** of the textbox to modify the text.

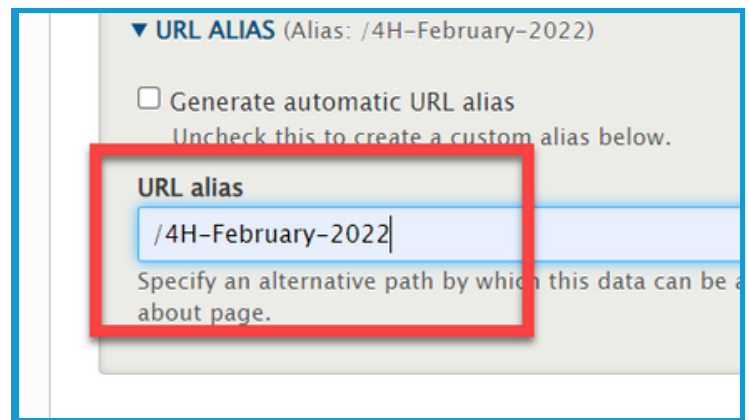


Section 3: Newsletters

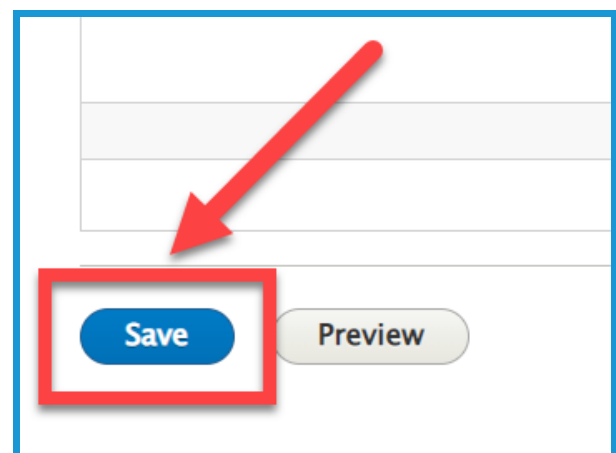
10. Click the **URL Alias dropdown (1)** on the right side of the screen. Uncheck the box next to **Generate automatic URL alias (2)** to modify the web address. This is not a required step. If left checked, Drupal will generate a web address for you.



11. Type the path in the **URL alias field**. Make sure to begin each path with a **forward slash (/)**. Also, if you want to separate words put a **dash (-)** between each word.

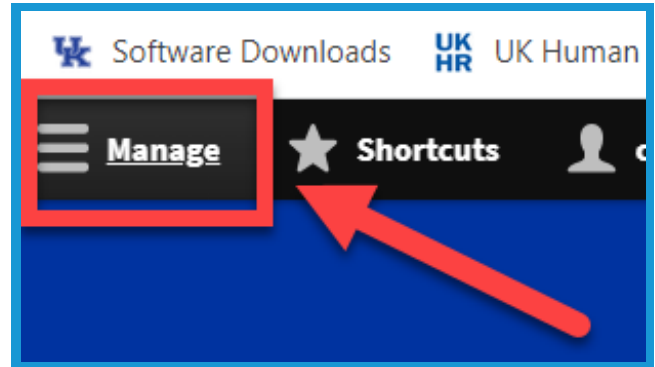


12. Click **Save** in the lower left corner of the screen.

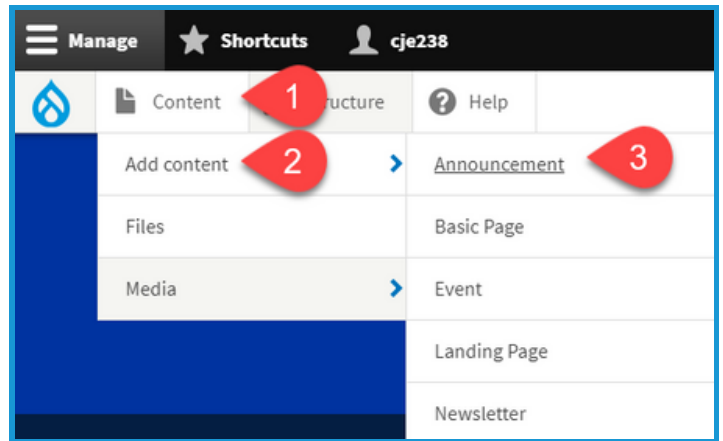


Section 4: Announcements

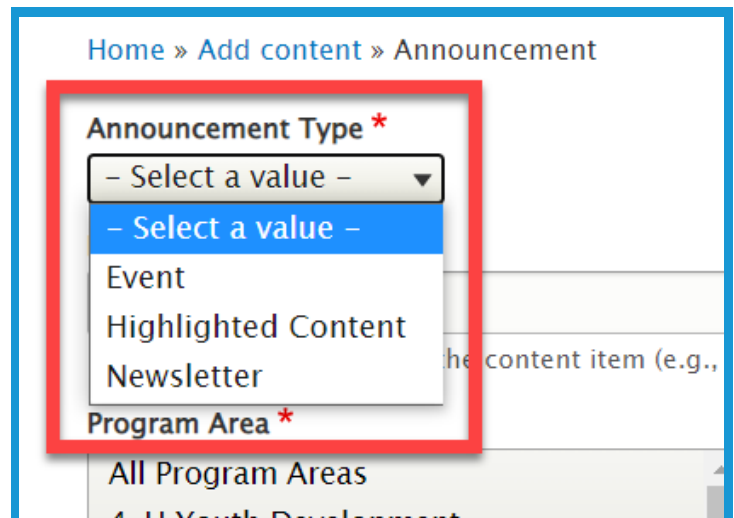
1. Click **Manage** in the upper left corner.



2. Place your mouse over **Content** (1) in the upper left. Place your mouse over **Add Content** (2). Click **Announcement** (3) in the new menu.

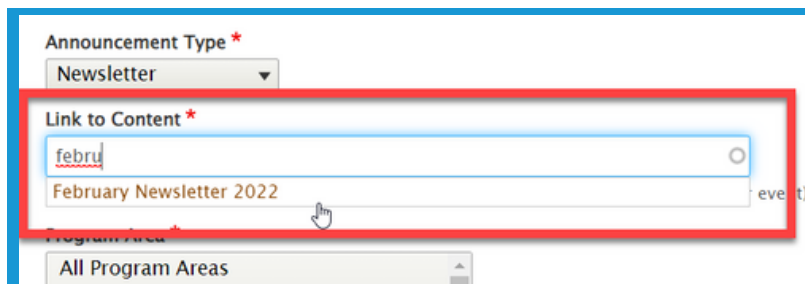


3. Under **Announcement Type**, select the type of material you are highlighting. **Steps 3-5 are required fields.**



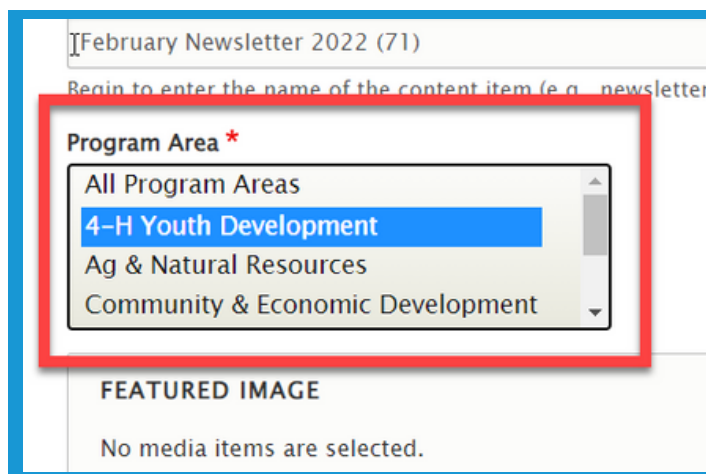
Section 4: Announcements

4. Under **Link to Content**, search for the content you are wanting to display by typing in keywords. Select the item once it appears in the dropdown menu.



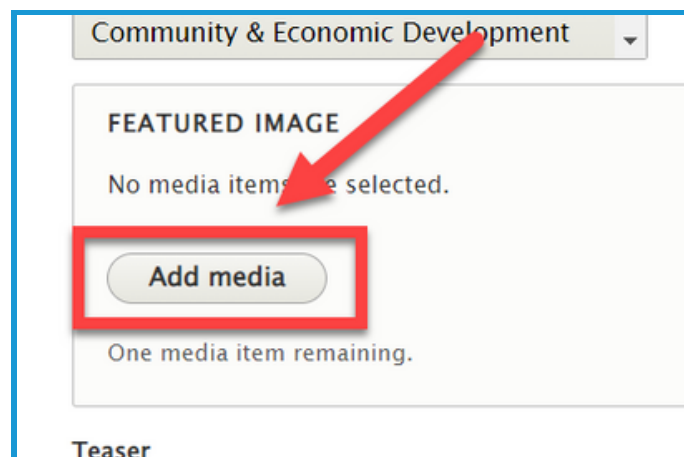
A screenshot of a web form. At the top, there is a dropdown menu labeled 'Announcement Type *' with 'Newsletter' selected. Below it is a text input field labeled 'Link to Content *' containing the text 'febru'. A dropdown menu is open below the input field, showing 'February Newsletter 2022' as a search result. Below the search field is another dropdown menu labeled 'Program Area' with 'All Program Areas' selected.

5. Under **Program Area** select the program associated with the announcement.



A screenshot of a web form. At the top, there is a text input field containing 'February Newsletter 2022 (71)'. Below it is a dropdown menu labeled 'Program Area *' with a list of options: 'All Program Areas', '4-H Youth Development' (highlighted in blue), 'Ag & Natural Resources', and 'Community & Economic Development'. Below the dropdown menu is a section labeled 'FEATURED IMAGE' with the text 'No media items are selected.'

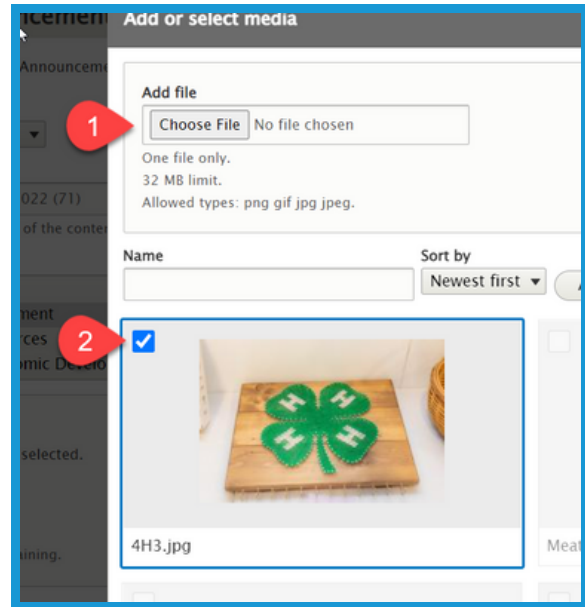
6. Click the **Add media** button under **Featured Image** to load a still image to highlight the announcement.



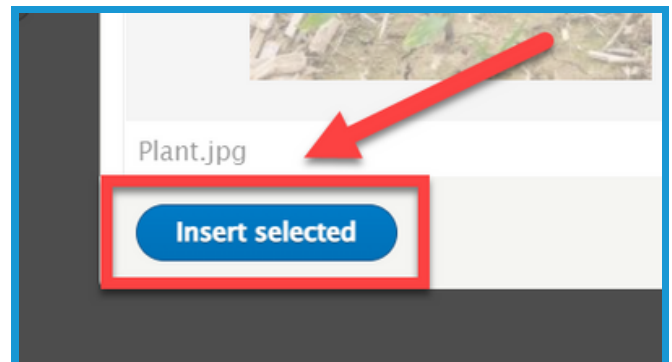
A screenshot of a web form. At the top, there is a dropdown menu labeled 'Community & Economic Development'. Below it is a section labeled 'FEATURED IMAGE' with the text 'No media items are selected.' Below this text is a button labeled 'Add media'. Below the button is the text 'One media item remaining.' At the bottom of the form is the label 'Teaser'. A red arrow points from the 'Add media' button to the 'FEATURED IMAGE' section.

Section 4: Announcements

7. Select the **Choose File (1)** to import an image from your computer, or load an image from the **File Library (2)**.



8. Click the **Insert selected button** in the lower left corner.



9. In the **Teaser** field type a one sentence summary of the announcement to get the user's attention.

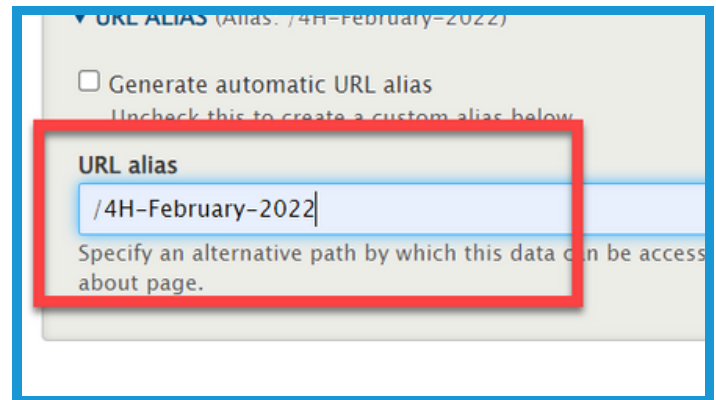


Section 4: Announcements

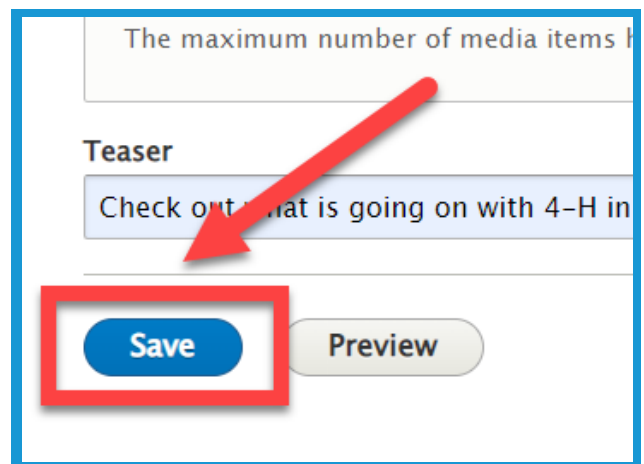
10. Click the **URL Alias dropdown (1)** on the right side of the screen. Uncheck the box next to **Generate automatic URL alias (2)** to modify the web address. This is not a required step. If left checked, Drupal will generate a web address for you.



11. Type the path in the **URL alias field**. Make sure to begin each path with a **forward slash (/)**. Also, if you want to separate words put a **dash (-)** between each word.



12. Click **Save** in the lower left corner





University of Kentucky
College of Agriculture,
Food and Environment
Cooperative Extension Service

County Websites Drupal 9: Basic Pages, Events, Newsletters, and Announcements

**Any questions or training request:
chad.jennings@uky.edu**