



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

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

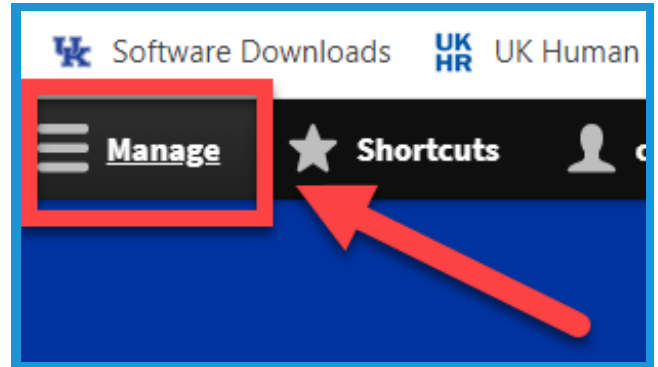
**Any questions or training request:  
[chad.jennings@uky.edu](mailto:chad.jennings@uky.edu)**

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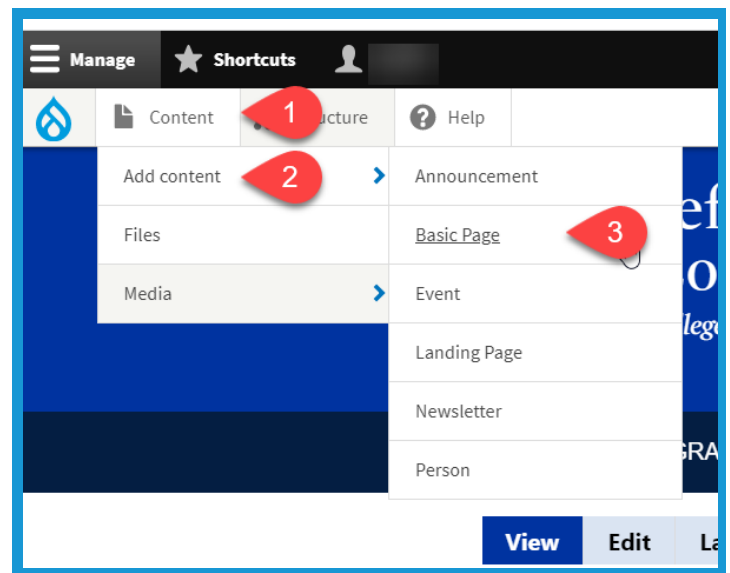
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## Section 1a: Basic Pages - Getting Started

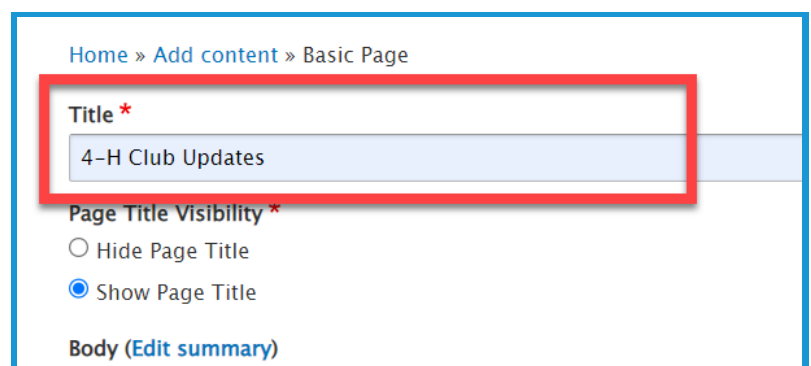
1. Click **Manage** in the upper left corner.



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.

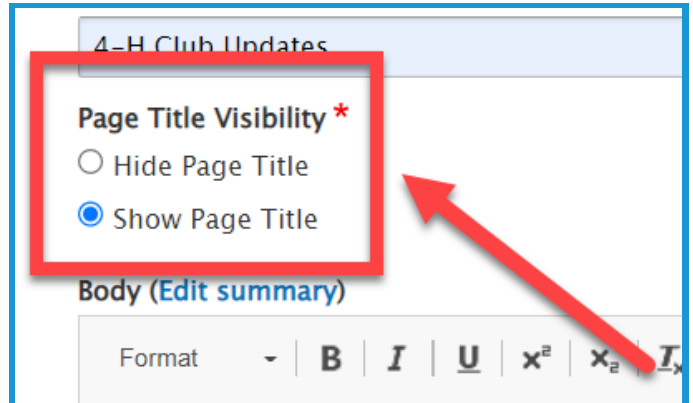


3. Type text into the **Title** field in the upper left corner to label your page. **This is a required field.**

A screenshot of the 'Basic Page' form. The 'Title' field is highlighted with a red rectangular box. The text '4-H Club Updates' is entered in the field. Below the title field is the 'Page Title Visibility' section with two radio buttons: 'Hide Page Title' and 'Show Page Title'. The 'Show Page Title' option is selected. At the bottom, there is a 'Body' section with a link to '(Edit summary)'. The background is white.

## 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.



4-H Club Updates

**Page Title Visibility \***

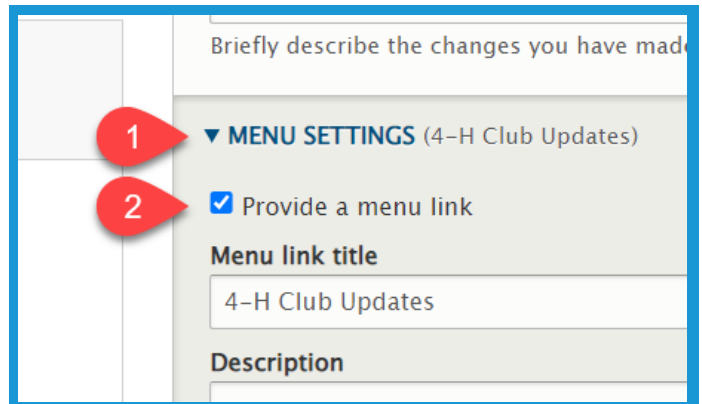
☐ Hide Page Title

☒ Show Page Title

Body ([Edit summary](#))

Format **B** **I** U <sup>x<sup>2</sup></sup> <sub>x<sub>2</sub></sub> *I<sub>x</sub>*

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



Briefly describe the changes you have made

**1** ▼ **MENU SETTINGS** (4-H Club Updates)

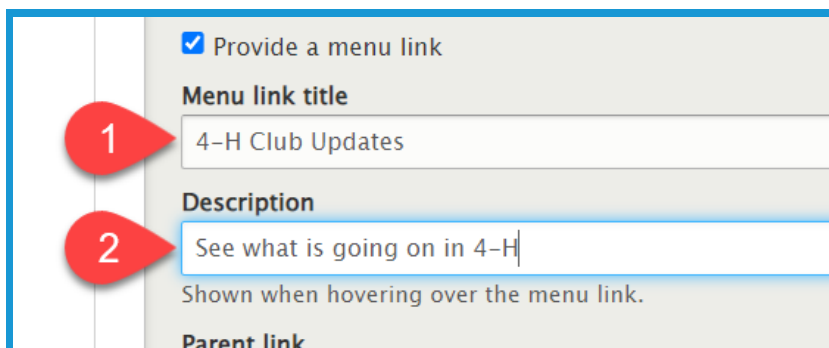
**2** ☒ Provide a menu link

**Menu link title**

4-H Club Updates

**Description**

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.



☒ Provide a menu link

**Menu link title**

**1** 4-H Club Updates

**Description**

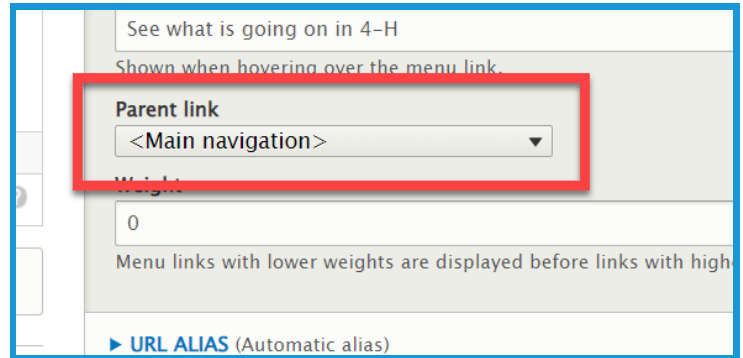
**2** See what is going on in 4-H

Shown when hovering over the menu link.

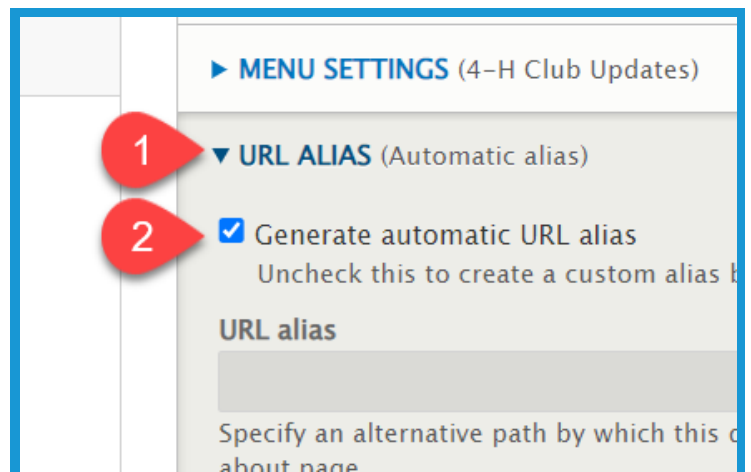
**Parent link**

## Section 1a: Basic Pages - Getting Started

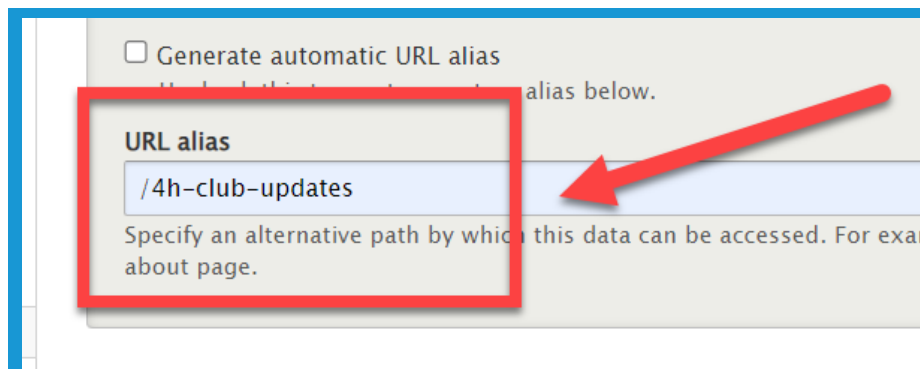
7. Click the **Parent link dropdown** to choose a location to host the page. By default, the page will be posted to the menu at the top of the website.



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.

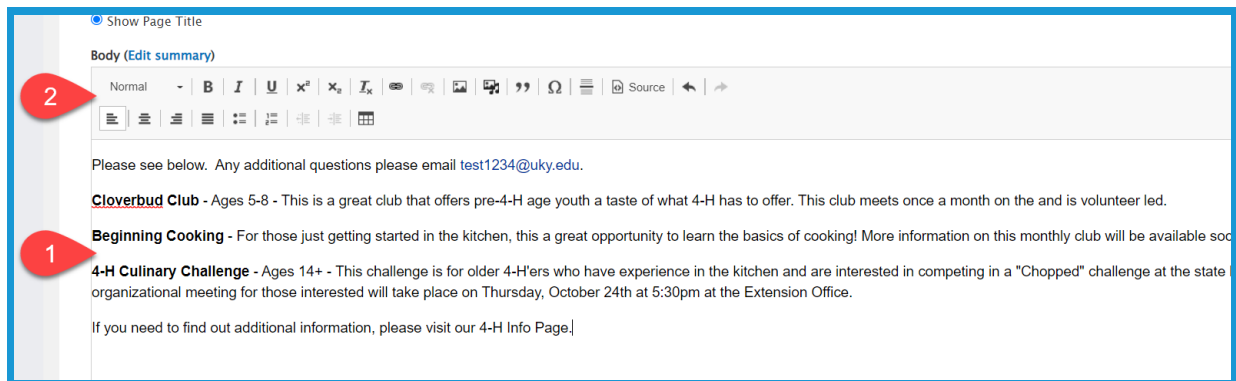


9. Type the path in the **URL alias field**. Make sure to begin each path with a **forward slash (/)**. Also, if you want to separate words put a **dash (-)** between each word.



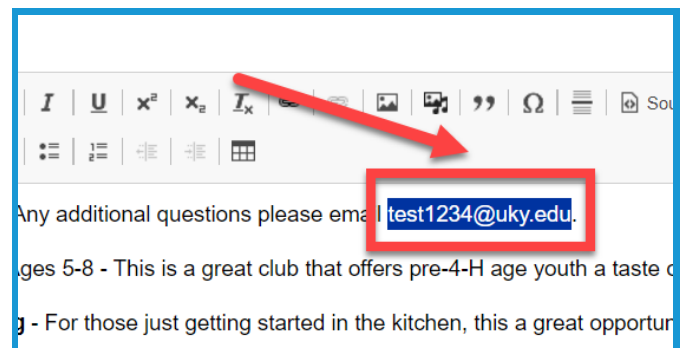
## Section 1a: Basic Pages - Getting Started

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.

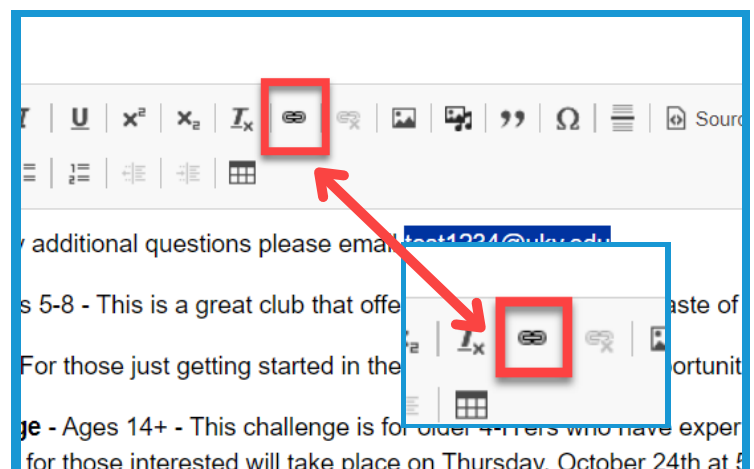


## Section 1b: Basic Pages - Email Addresses

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

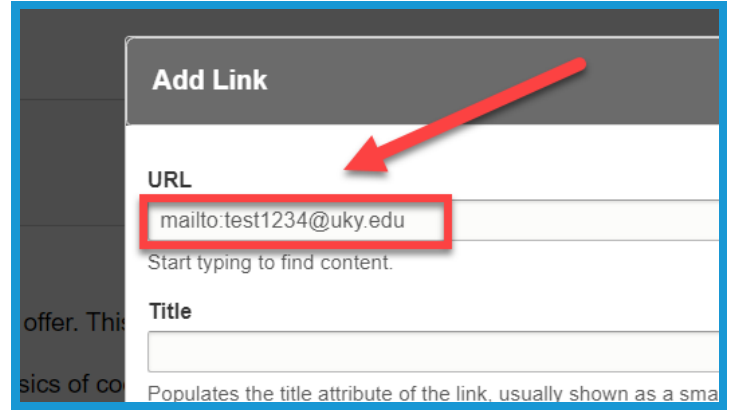


2. Click the **Link to Content** button.



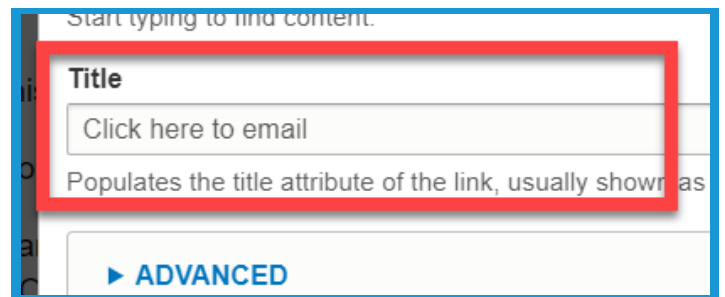
## Section 1b: Basic Pages - Email Addresses

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



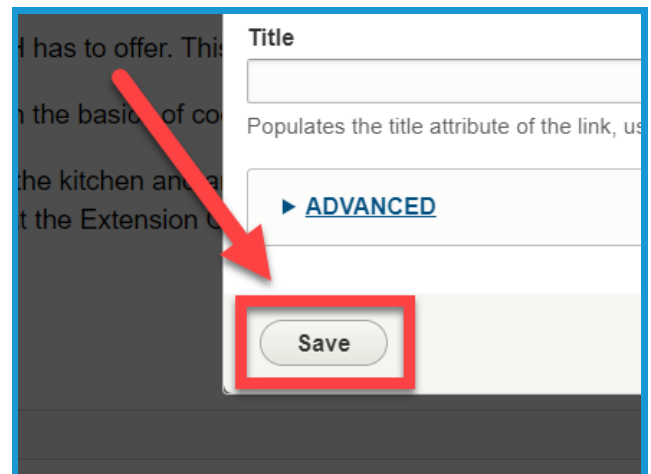
The screenshot shows a form titled "Add Link". The "URL" field is highlighted with a red box and contains the text "mailto:test1234@uky.edu". A red arrow points to the "mailto:" prefix. Below the URL field is a "Title" field. The text "Start typing to find content." is visible below the URL field. The text "Populates the title attribute of the link, usually shown as a sma" is visible below the Title field.

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 "Title" field highlighted by a red box. The text "Click here to email" is entered in the Title field. The text "Start typing to find content." is visible above the Title field. The text "Populates the title attribute of the link, usually shown as" is visible below the Title field. A blue button labeled "ADVANCED" is visible at the bottom.

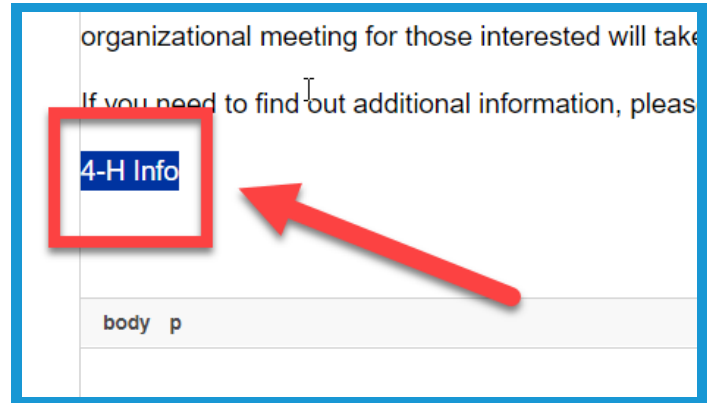
5. Click **Save** in the lower left corner.



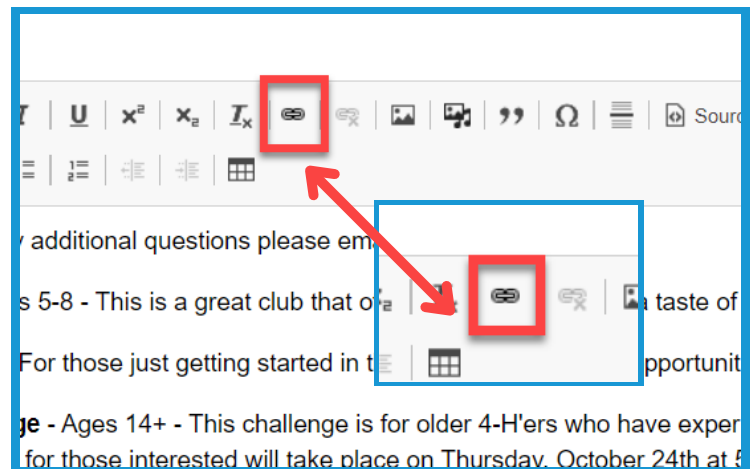
The screenshot shows the "Add Link" form with the "Save" button highlighted by a red box. A red arrow points to the "Save" button. The text "I has to offer. This" is visible on the left. The text "the basic of co" is visible on the left. The text "the kitchen and a" is visible on the left. The text "t the Extension C" is visible on the left. The "Title" field is visible at the top. The text "Populates the title attribute of the link, us" is visible below the Title field. A blue button labeled "ADVANCED" is visible below the Title field.

## Section 1c: Basic Pages - Hyperlinks

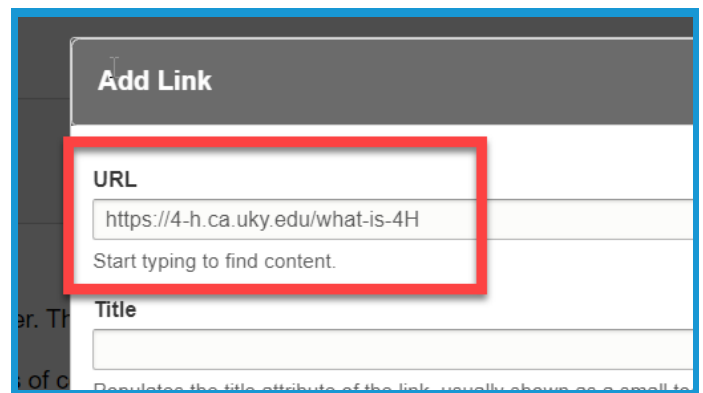
1. Click and drag to highlight the text you are wanting to turn into a hyperlink.



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



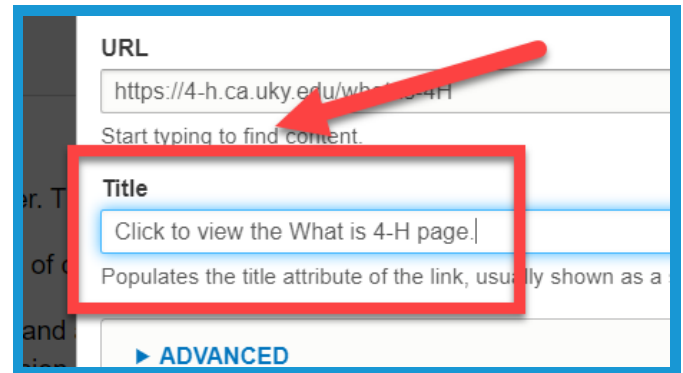
3. Paste the web address in the **URL field**. This field also works as a search engine for content or files loaded to the website.





## 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.

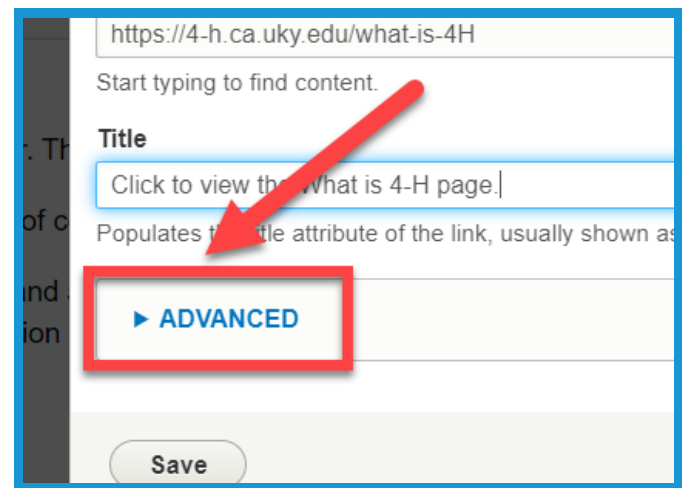


URL  
https://4-h.ca.uky.edu/what-is-4H  
Start typing to find content.

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

► ADVANCED

5. Click the **Advanced** dropdown.



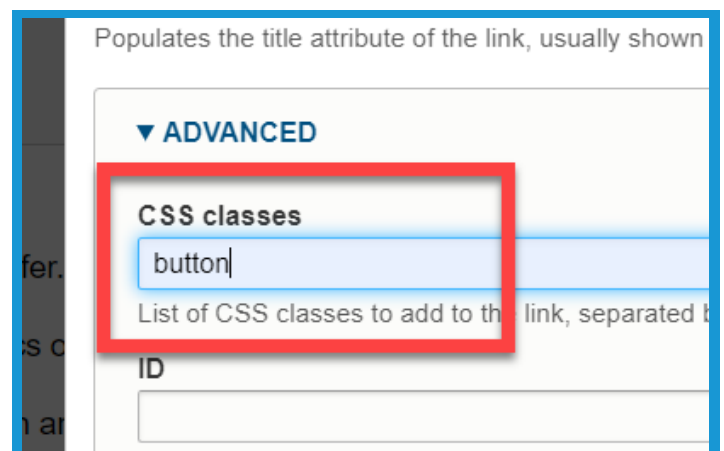
https://4-h.ca.uky.edu/what-is-4H  
Start typing to find content.

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

► 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 as a tooltip.

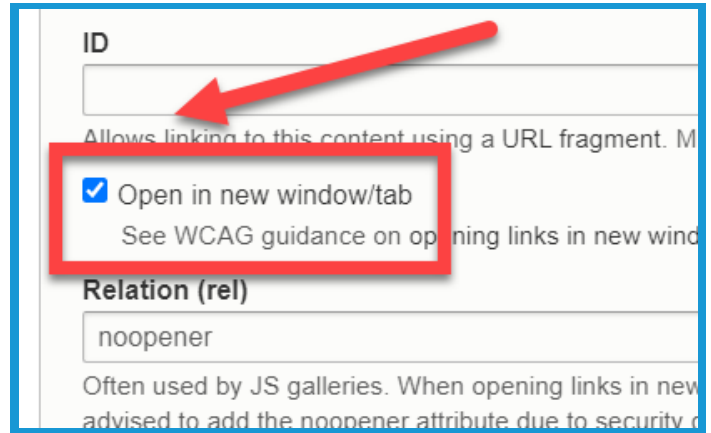
▼ ADVANCED

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

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.

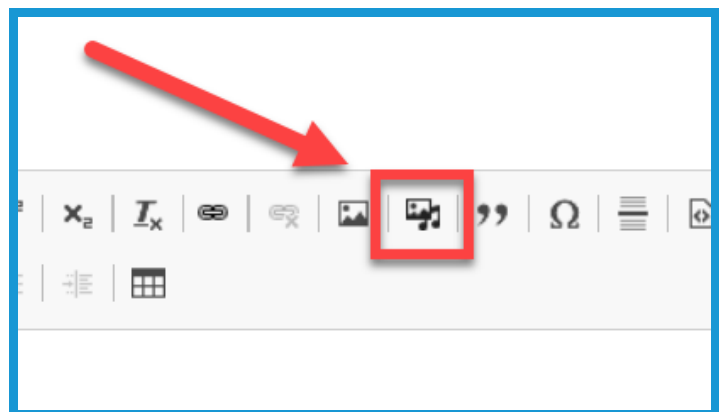


8. Click **Save** in the lower left corner.



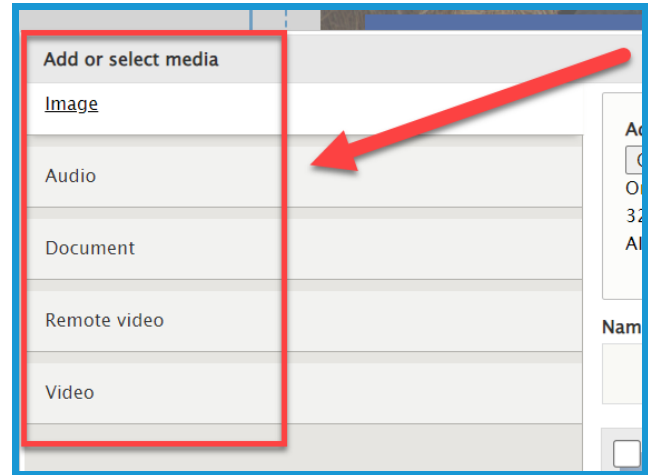
## Section 1d: Basic Pages - Loading Media

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

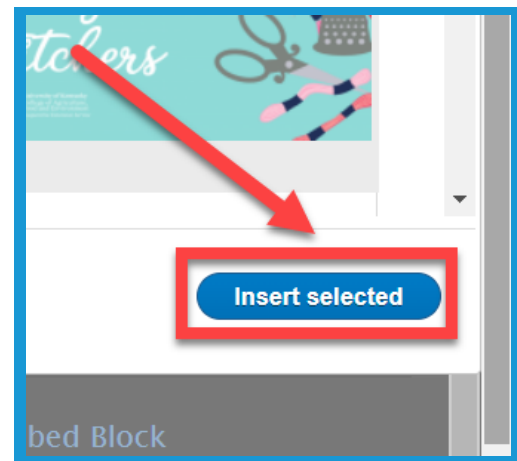


## Section 1d: Basic Pages - Loading Media

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

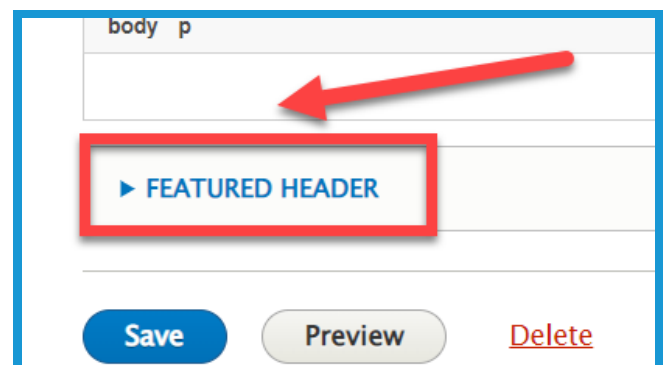


3. Click **Insert Selected** when the media is chosen from the Media Library or imported.



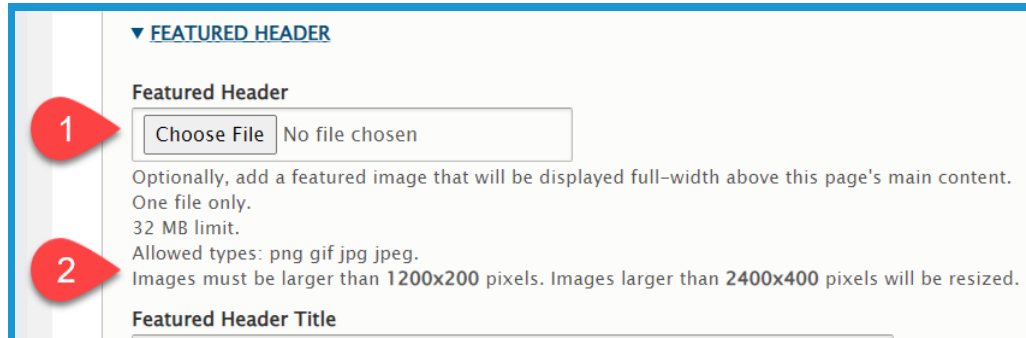
## Section 1e: Basic Pages - Featured Header

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**

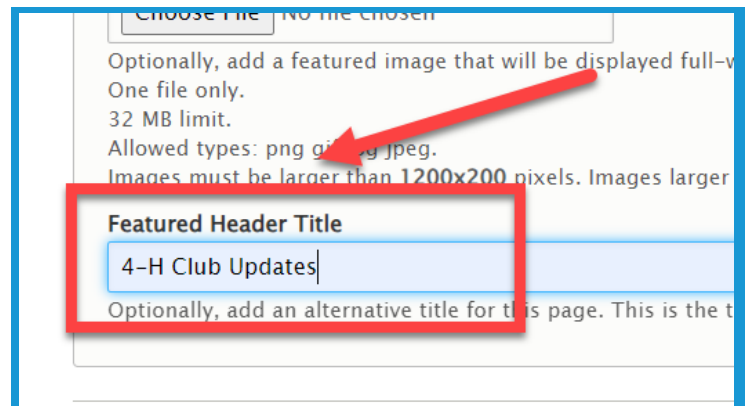
**Featured Header**

1  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.

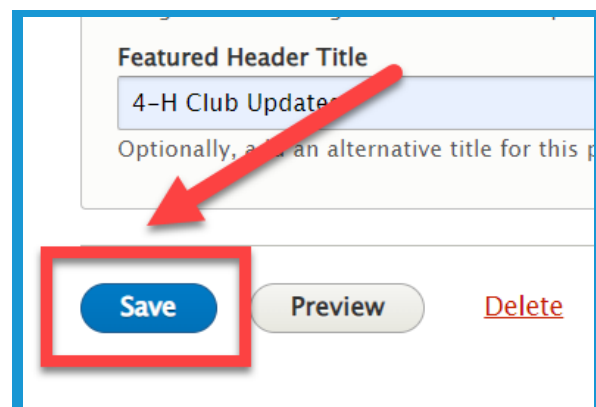
**Featured Header Title**

4-H Club Updates

Optionally, add an alternative title for this page. This is the title that will be displayed if the featured image is not loaded.

## Section 1f: Basic Pages - Saving

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



**Featured Header Title**

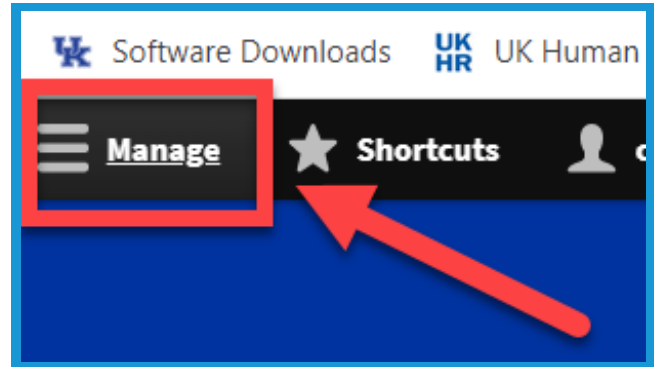
4-H Club Updates

Optionally, add an alternative title for this page. This is the title that will be displayed if the featured image is not loaded.

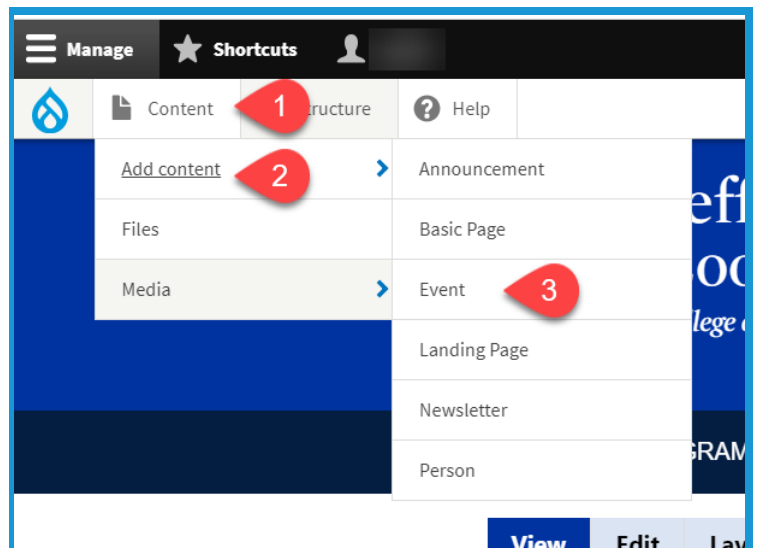
[Delete](#)

## Section 2a: Creating Events - Getting Started

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

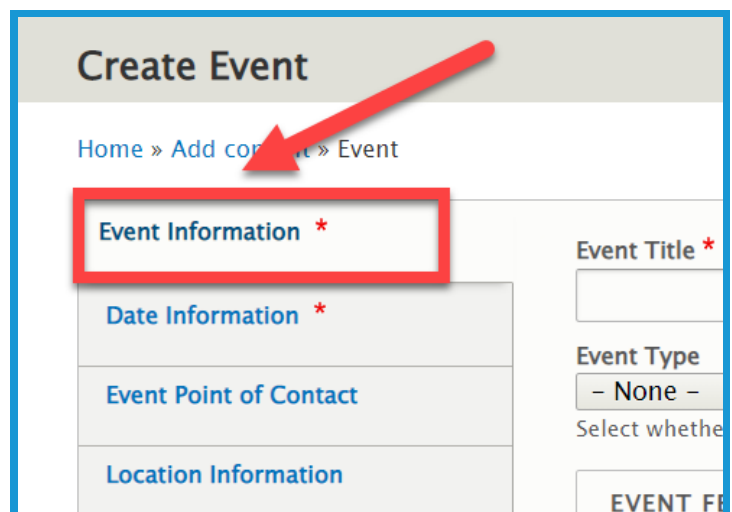


2. Place your mouse over **Content** (1) in the upper left. Place your mouse over **Add Content** (2). Click **Event** (3) in the new menu.



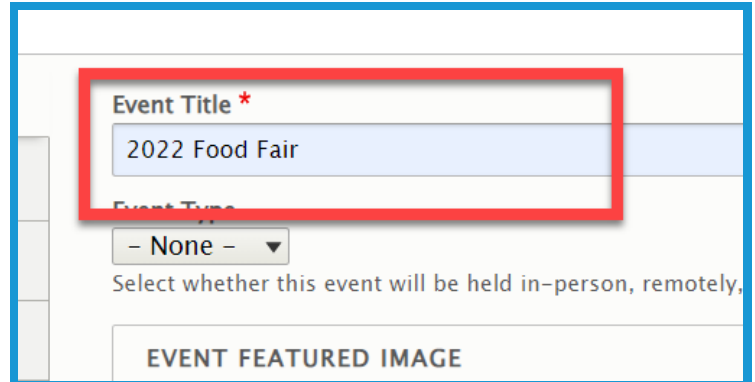
## Section 2b: Creating Events - Event Information

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



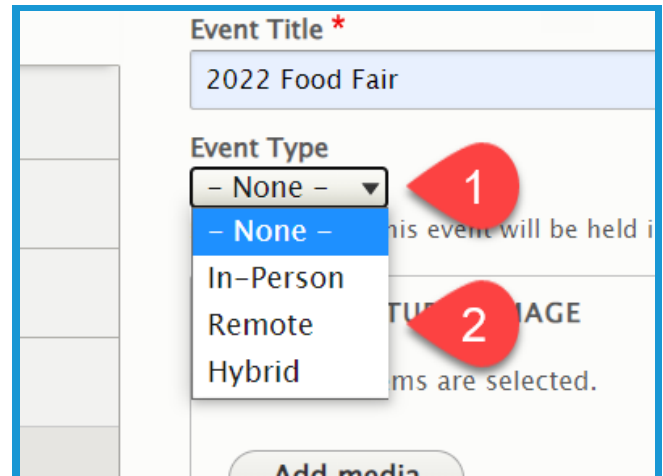
## Section 2b: Creating Events - Event Information

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



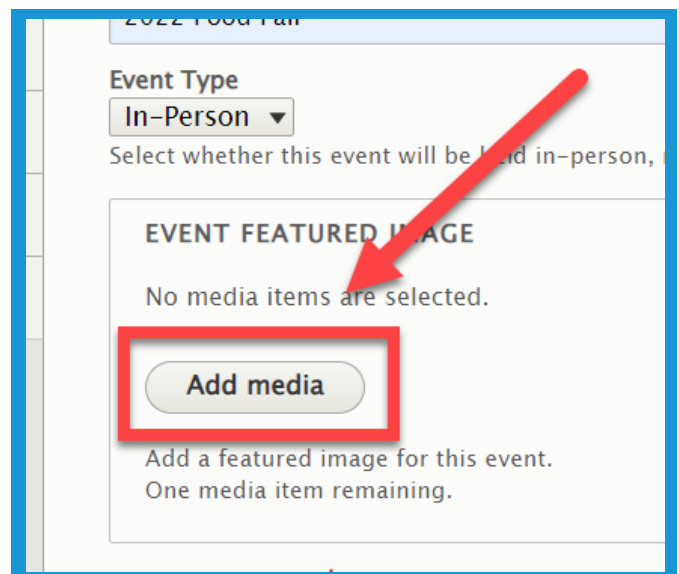
The screenshot shows the 'Event Title' field with the text '2022 Food Fair' entered. A red rectangular box highlights this field. Below it, the 'Event Type' dropdown menu is set to '- None -'. Further down, there is a section for 'EVENT FEATURED IMAGE'.

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



The screenshot shows the 'Event Type' dropdown menu open, displaying three options: 'In-Person', 'Remote', and 'Hybrid'. A red teardrop-shaped callout with the number '1' points to the dropdown arrow. Another red teardrop-shaped callout with the number '2' points to the 'In-Person' option.

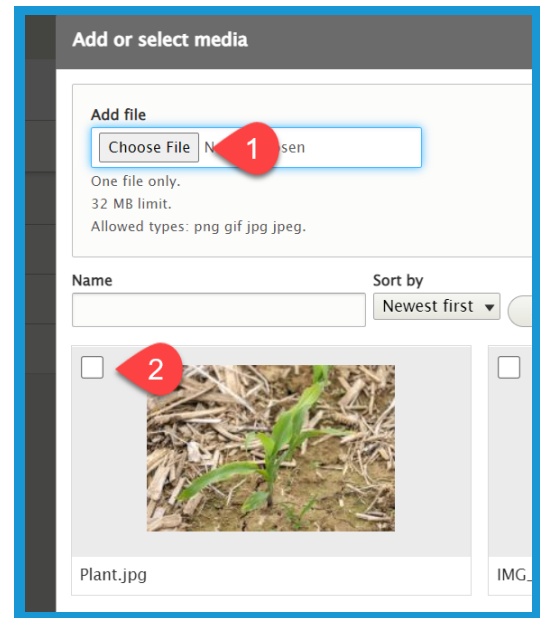
4. Click the **Add media** button.



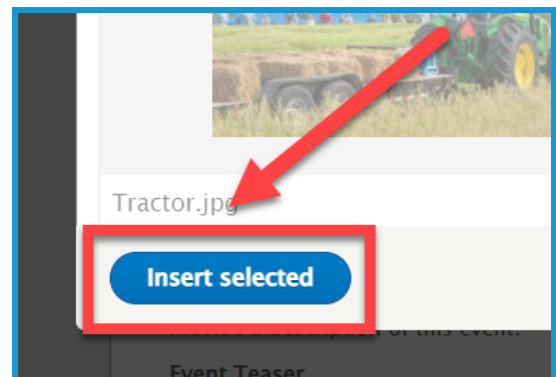
The screenshot shows the 'Add media' button highlighted with a red rectangular box. A red arrow points to the button from the top right. The text 'No media items are selected.' is visible above the button, and 'Add a featured image for this event. One media item remaining.' is visible below it.

## Section 2b: Creating Events - Event Information

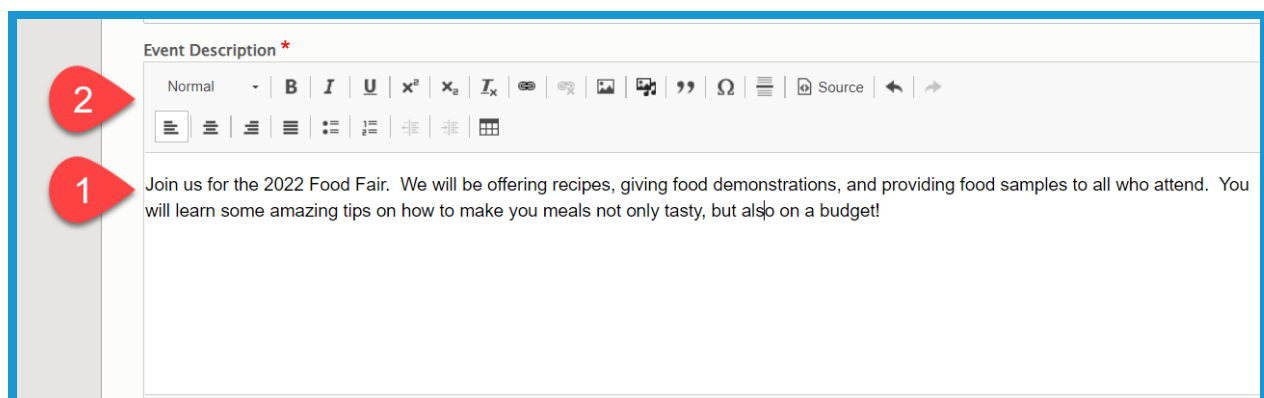
5. Click **Choose File (1)** to import a picture from your computer, or choose one from your **Media Library (2)**.



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

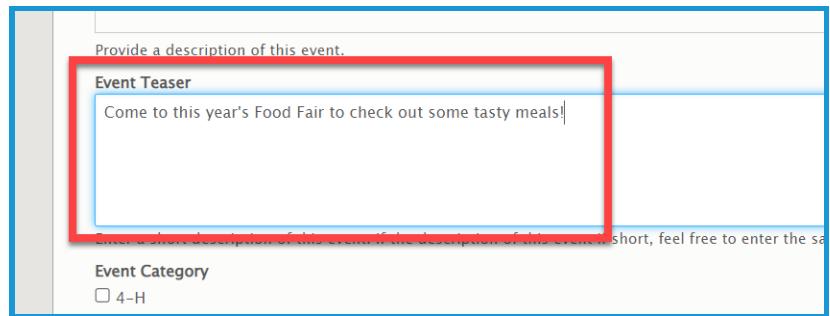


7. Type the specifics of the event in the **description field (1)**. Use the **toolbar (2)** to modify the text as needed. **This is a required field.**



## 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**

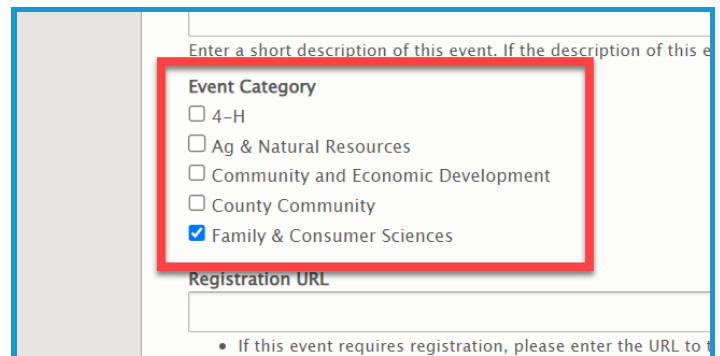
Come to this year's Food Fair to check out some tasty meals!

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

**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 e

**Event Category**

☐ 4-H

☐ Ag & Natural Resources

☐ Community and Economic Development

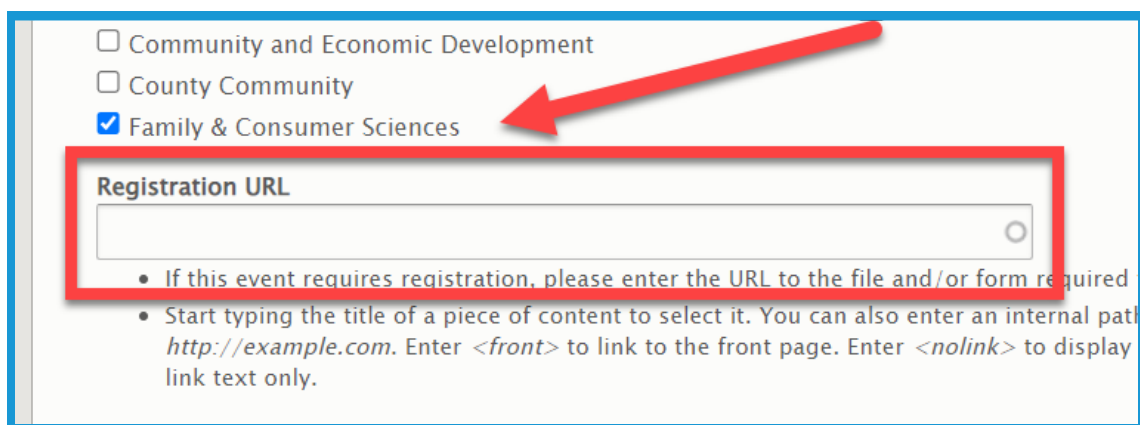
☐ County Community

☒ 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**

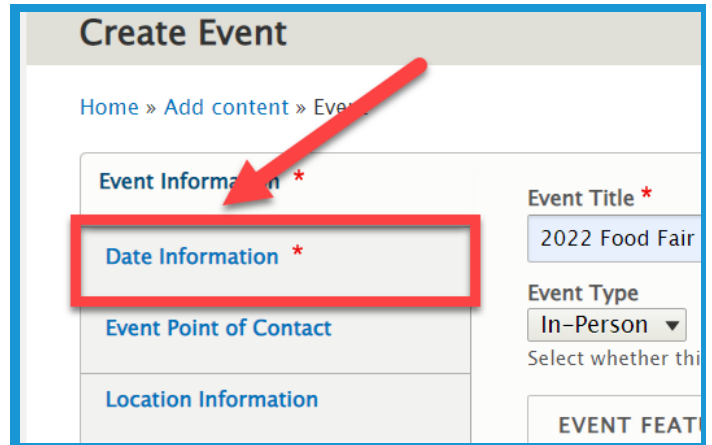
• If this event requires registration, please enter the URL to the file and/or form required

• 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.

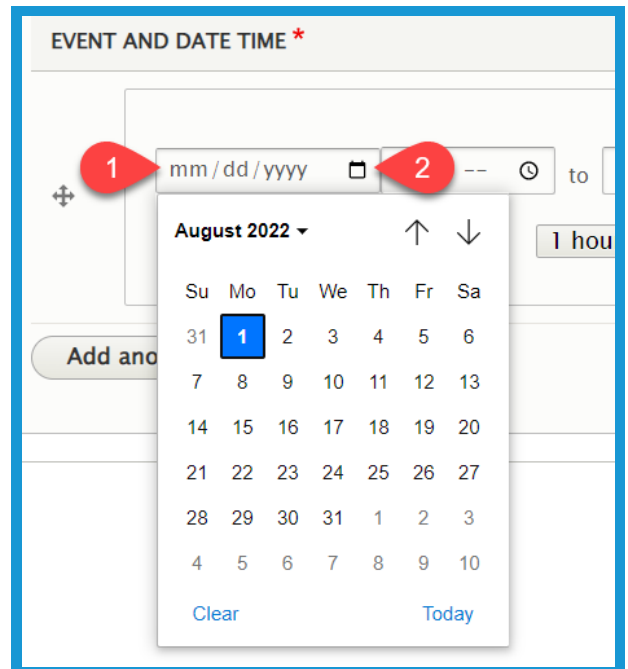


## Section 2c: Creating Events - Date Information

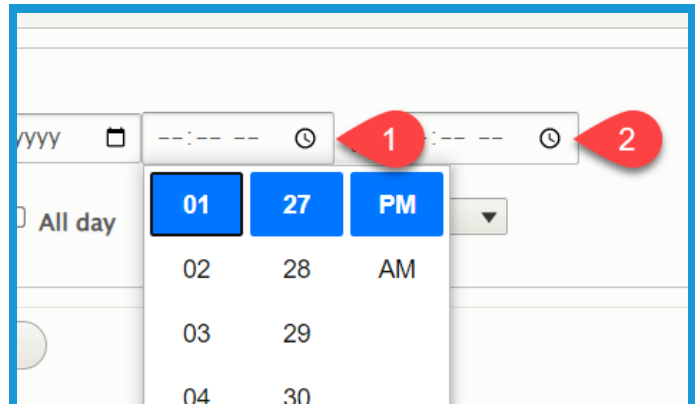
1. Select the **Date Information** tab on the left side of the screen. **The tab is required when creating an event.**



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

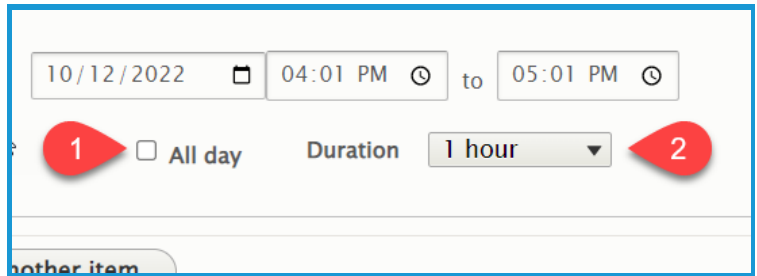


3. Click the clock button to set the **start (1)** and **end time (2)**.



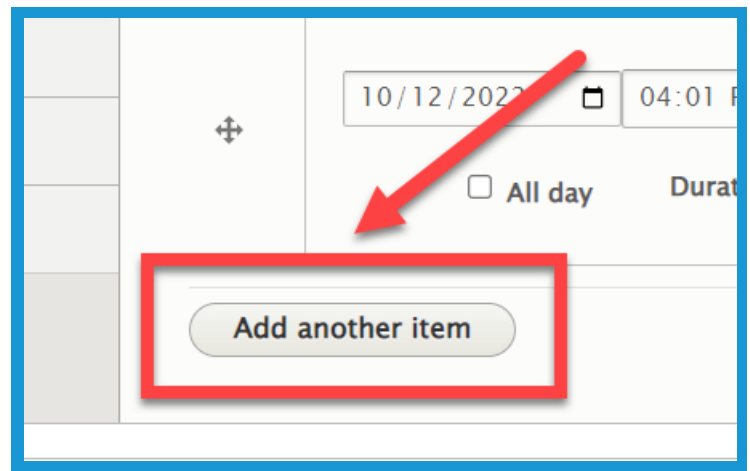
## Section 2c: Creating Events - Date Information

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.



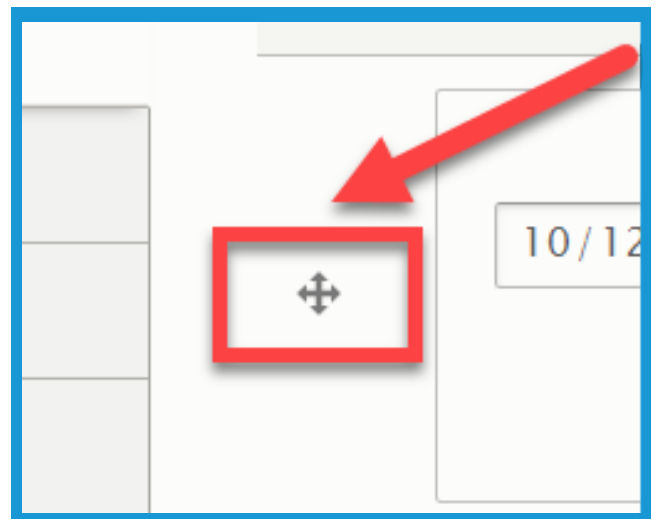
A screenshot of a web form for creating an event. It shows a date field with '10/12/2022', a time field with '04:01 PM', and a 'to' field with '05:01 PM'. Below these, there is a checkbox labeled 'All day' with a red circle '1' next to it, and a 'Duration' dropdown menu set to '1 hour' with a red circle '2' next to it. A partial button labeled 'Add another item' is visible at the bottom.

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



A screenshot of the 'Add another item' button, which is a rounded rectangle with the text 'Add another item'. A red arrow points to the button from the top right. The button is highlighted with a red rectangular border.

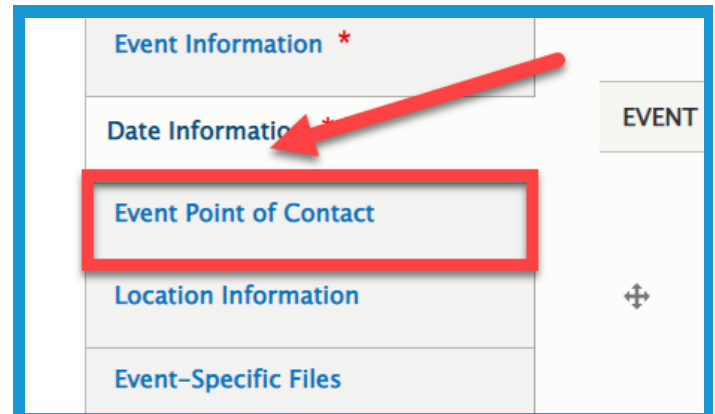
6. Left click and hold the **directional cross** to the left of a date and time to drag it to a different location if needed.



A screenshot of a directional cross icon, which is a small square with a cross inside. A red arrow points to the icon from the top right. The icon is highlighted with a red rectangular border.

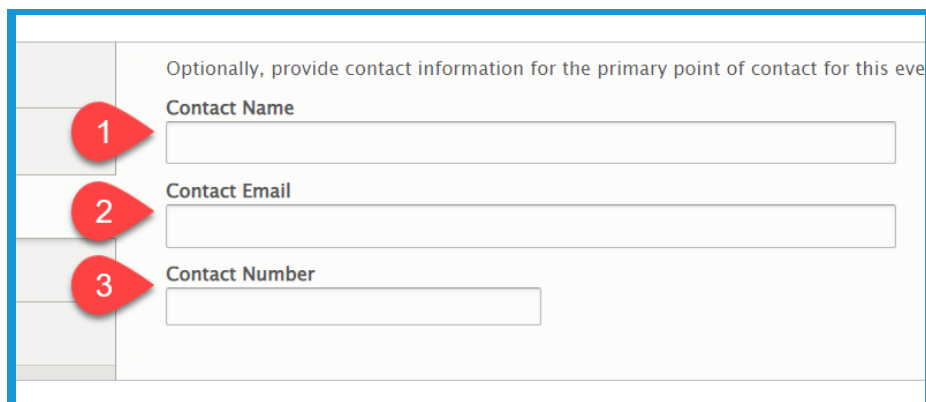
## Section 2d: Creating Events - Event Point of Contact

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



The screenshot shows a sidebar with several tabs: 'Event Information \*', 'Date Information \*', 'Event Point of Contact', 'Location Information', and 'Event-Specific Files'. The 'Event Point of Contact' tab is highlighted with a red rectangular box. A red arrow points from the top right towards the 'Date Information \*' tab.

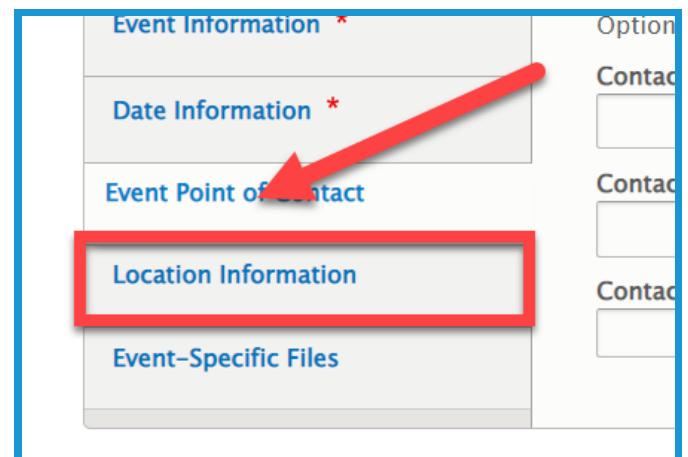
2. In the provided fields enter the **Contact name (1)**, **Contact Email (2)**, and **Contact Number (3)**.



The screenshot shows a form titled 'Optionally, provide contact information for the primary point of contact for this event'. It contains three input fields: 'Contact Name', 'Contact Email', and 'Contact Number'. Red callout bubbles with numbers 1, 2, and 3 are positioned to the left of each respective input field.

## Section 2e: Creating Events - Location Information

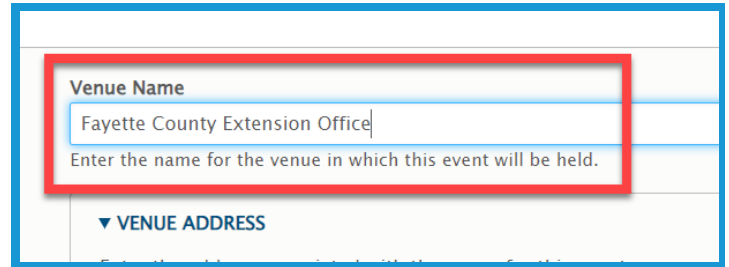
1. Select the **Location Information** tab on the left side of the screen.



The screenshot shows the same sidebar as in the previous section. The 'Location Information' tab is now highlighted with a red rectangular box. A red arrow points from the top right towards the 'Date Information \*' tab.

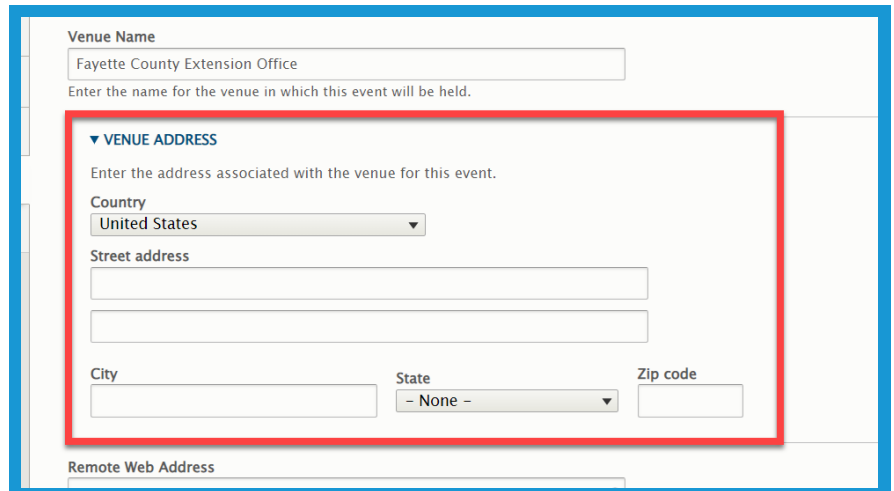
## Section 2e: Creating Events - Location Information

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



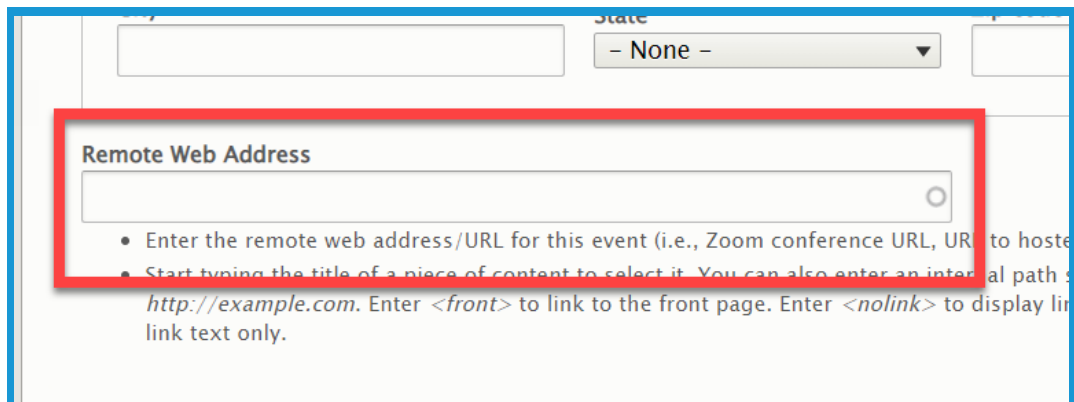
A screenshot of a web form. A red rectangular box highlights the 'Venue Name' section. Inside the box, there is a text input field containing 'Fayette County Extension Office'. Below the input field is a small instruction: 'Enter the name for the venue in which this event will be held.' Below the red box, the text '▼ VENUE ADDRESS' is visible.

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



A screenshot of a web form. A red rectangular box highlights the 'VENUE ADDRESS' section. The section is titled '▼ VENUE ADDRESS' and contains the instruction 'Enter the address associated with the venue for this event.' Below this are several input fields: 'Country' (a dropdown menu with 'United States' selected), 'Street address' (two stacked text input fields), 'City' (a text input field), 'State' (a dropdown menu with '- None -' selected), and 'Zip code' (a text input field). Below the red box, the text 'Remote Web Address' is visible.

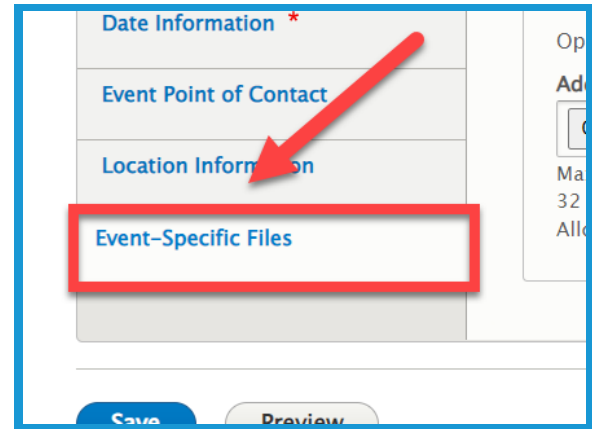
4. The **remote web address** field can be used to include a link to a Zoom meeting or other form of online conference tool. **We do not recommend using this field as it might result in individuals accessing the event to cause disruptions.**



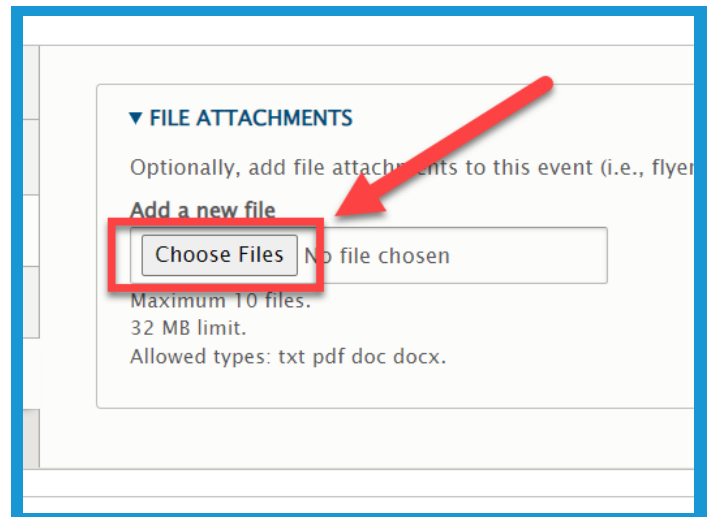
A screenshot of a web form. A red rectangular box highlights the 'Remote Web Address' section. The section is titled 'Remote Web Address' and contains a large text input field. Below the input field is a list of instructions: 'Enter the remote web address/URL for this event (i.e., Zoom conference URL, 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 <nofollow> to display link', and 'link text only.'

## Section 2f: Creating Events - Event Files

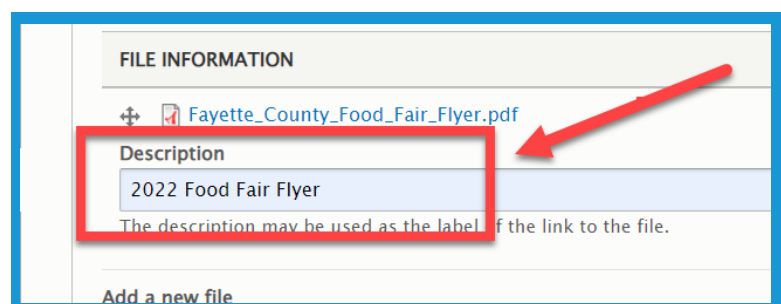
1. Select the **Event-Specific Files** tab on the left side of the screen.



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

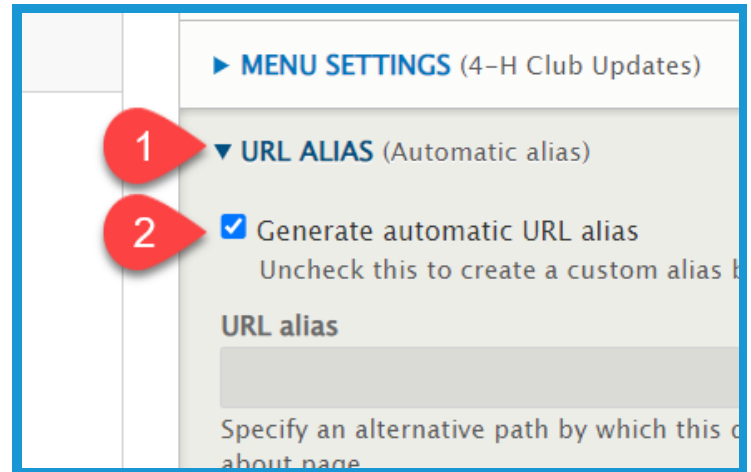


3. In the **Description** field, give the file a label.

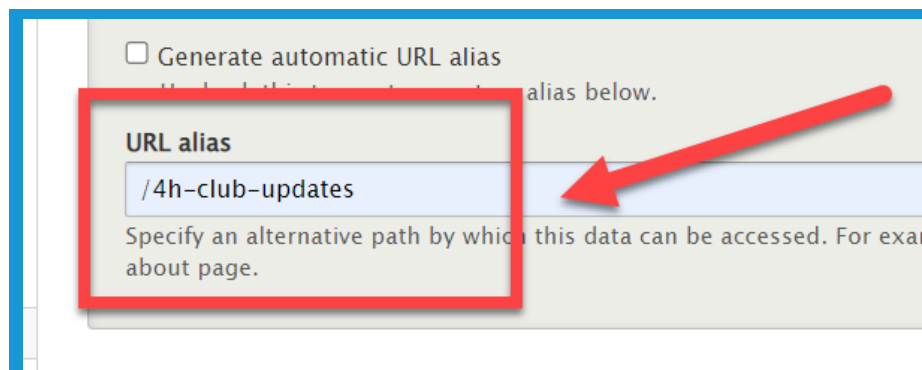


## Section 2g: Creating Events - Finalizing

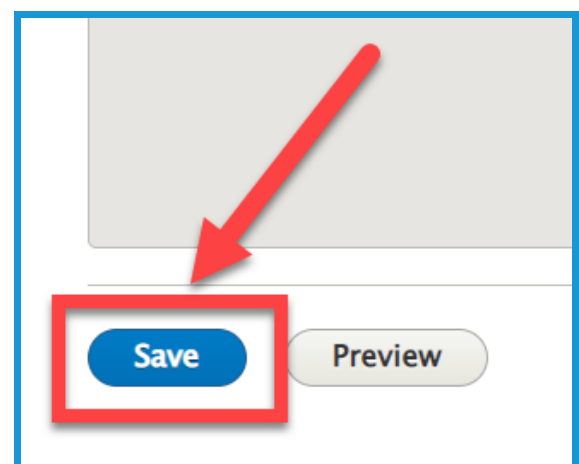
1. Click the **URL Alias dropdown (1)** on the right side of the screen. Uncheck the box next to **Generate automatic URL alias (2)** to modify the web address. This is not a required step. If left checked, Drupal will generate a web address for you.



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.

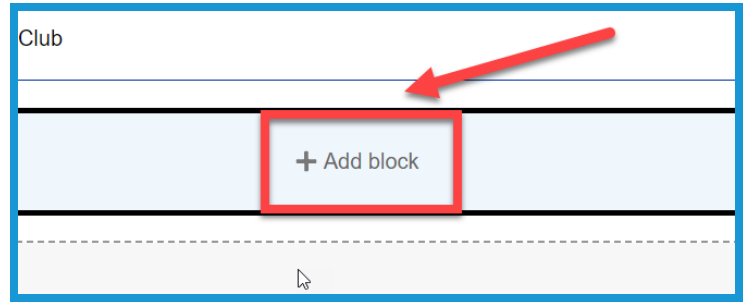


3. Click **Save** in the lower left corner.

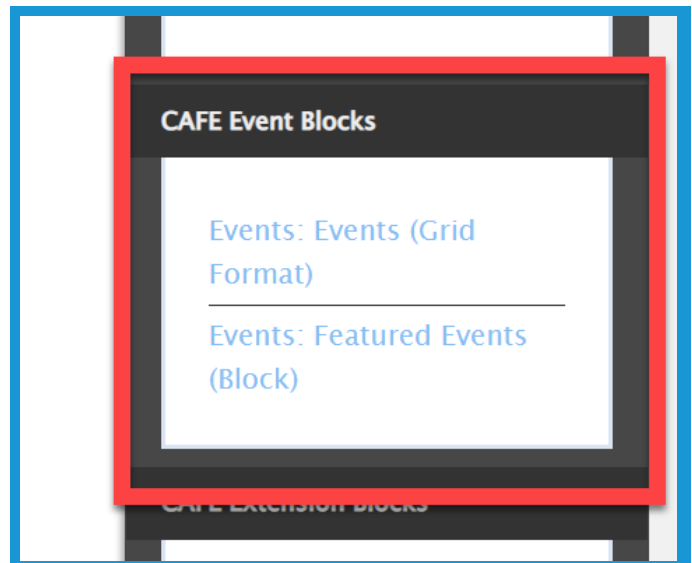


## Section 2h: Creating Events - Adding an Event Block

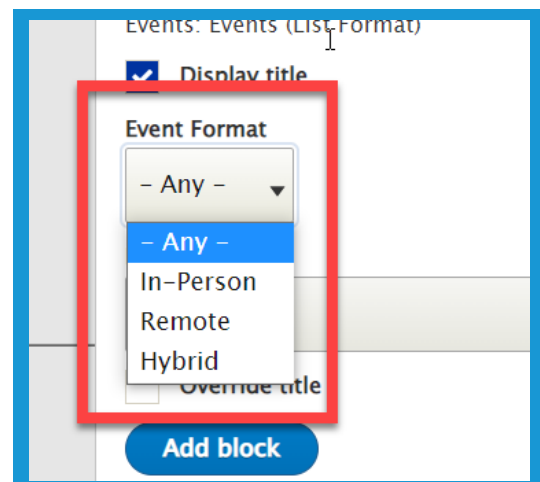
1. On a **landing page**, Click the **Add block** button in a new or existing column. (**Event blocks are only available in the 1 or 2 column options.**)



2. Under **CAFE Event Blocks** in the Blocks Menu on the right side of the screen, choose which **Event Block** you would like to use.

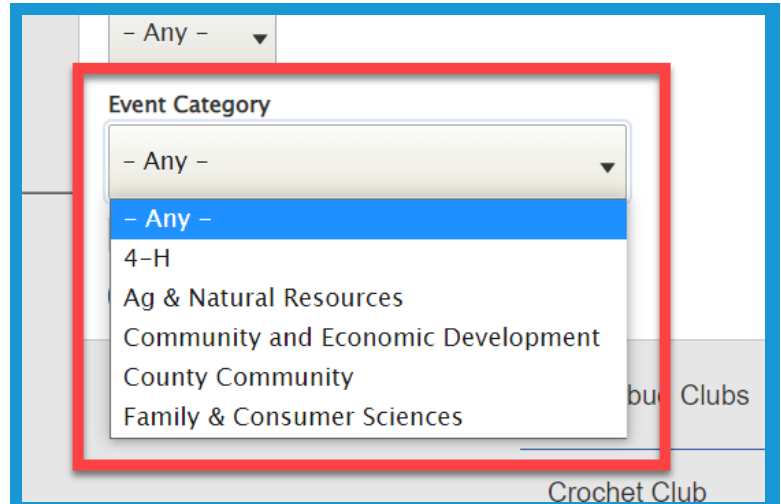


3. Under the **Event Format** dropdown, choose to only display events using a specific delivery method. By default, all events will be displayed.

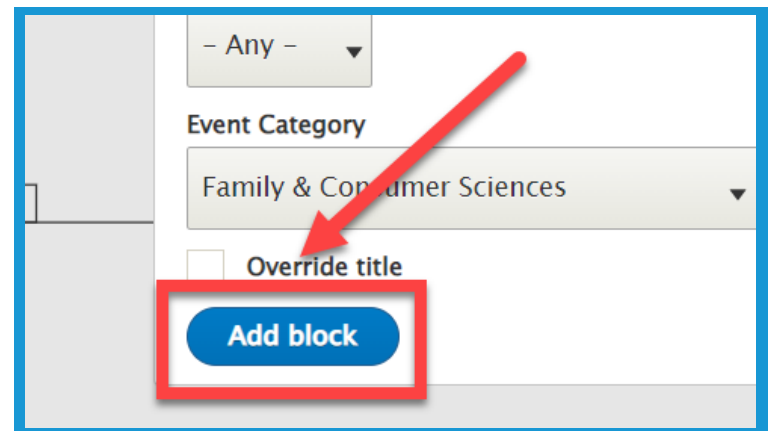


## Section 2h: Creating Events - Adding an Event Block

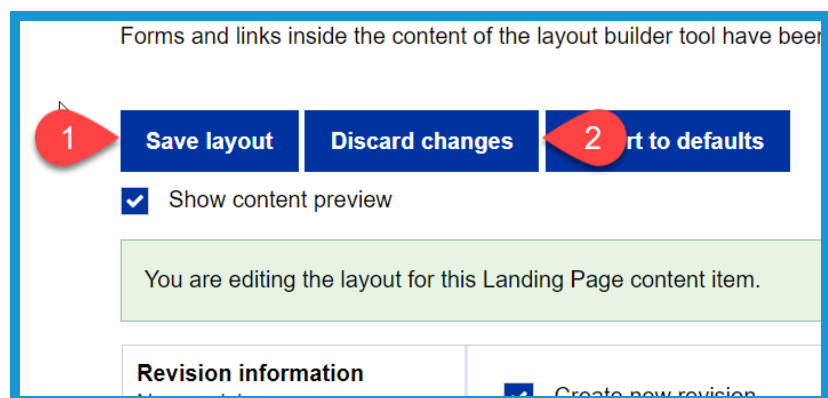
4. Click the **Event Category** dropdown to select events from a specific area to display. By default, all events will be shown.



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



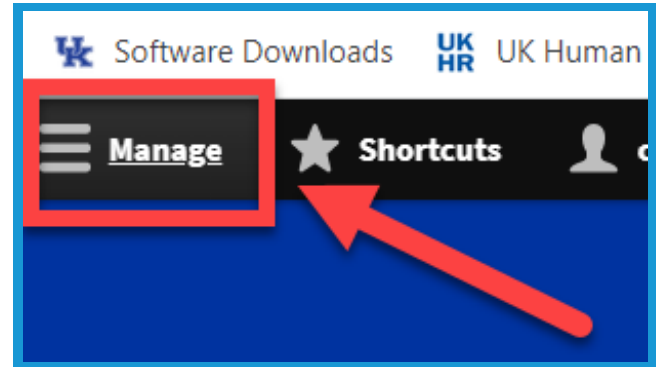
6. Select **Save layout (1)** in the upper left corner of the page to confirm the changes. To remove the changes select **Discard Changes (2)**.



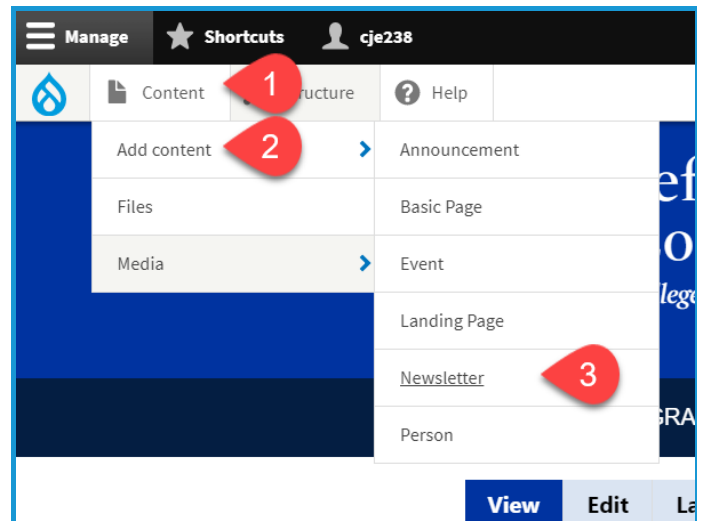


## Section 3a: Creating Newsletters

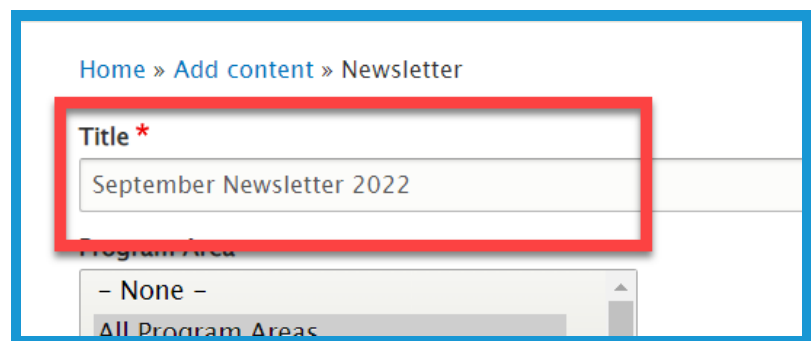
1. Click **Manage** in the upper left corner.



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.

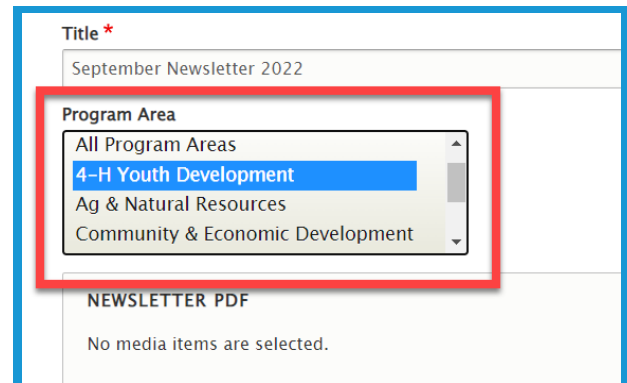


3. In the **Title** field type the name of the newsletter. Try to remain consistent in the naming of the newsletters when posting.



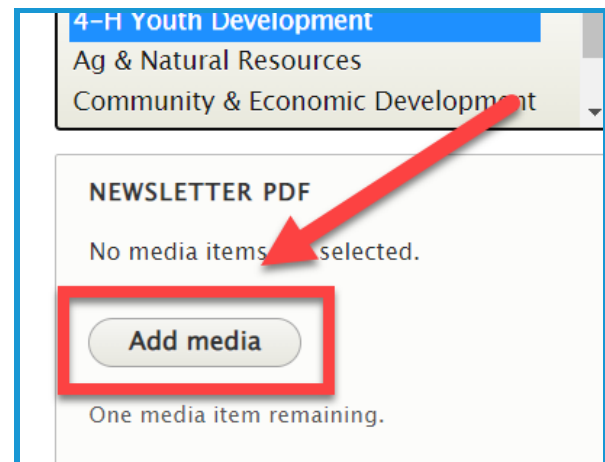
## Section 3a: Creating Newsletters

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



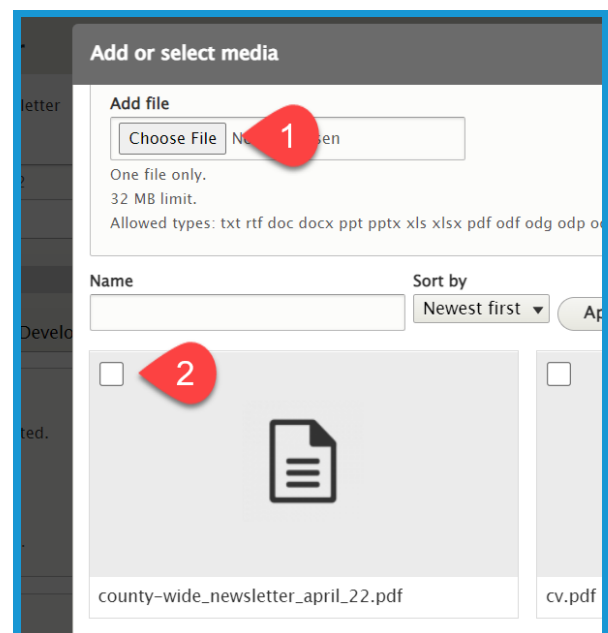
The screenshot shows a form titled "September Newsletter 2022". Below the title is a "Program Area" dropdown menu. The menu is open, showing four options: "All Program Areas", "4-H Youth Development" (highlighted in blue), "Ag & Natural Resources", and "Community & Economic Development". Below the dropdown is a section labeled "NEWSLETTER PDF" with the text "No media items are selected."

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



The screenshot shows the "4-H Youth Development" program area selected in the dropdown menu. Below the dropdown is a section labeled "NEWSLETTER PDF" with the text "No media items are selected." Below this text is a button labeled "Add media", which is highlighted with a red box. Below the button is the text "One media item remaining."

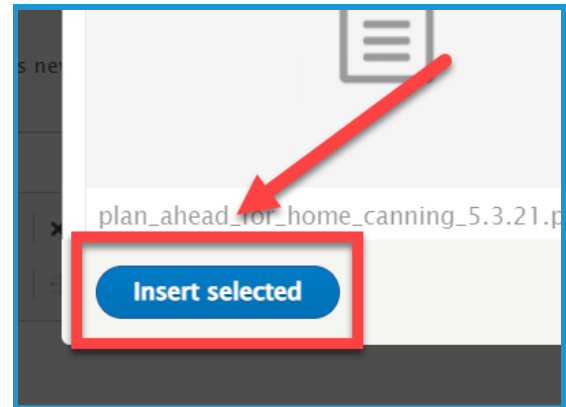
6. Select the **Choose File (1)** to import a file from your computer, or load a newsletter from the **File Library (2)**.



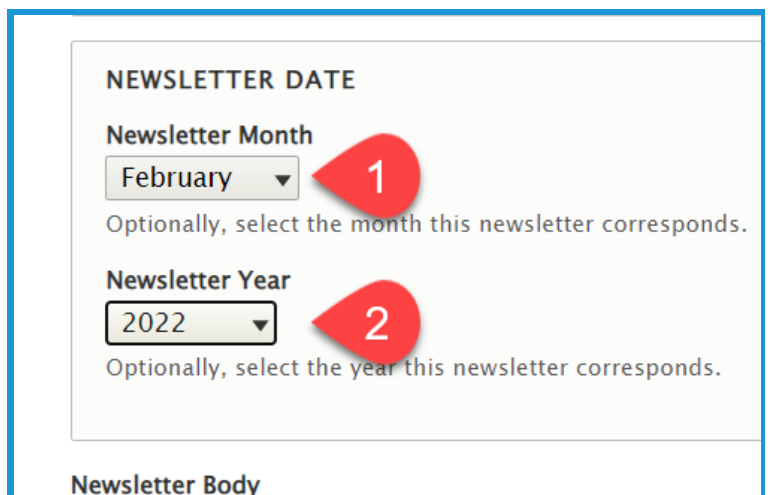
The screenshot shows a dialog box titled "Add or select media". It has two main sections. The top section is "Add file" and contains a "Choose File" button (labeled with a red circle and the number 1) and a text input field. Below this is the text "One file only. 32 MB limit. Allowed types: txt rtf doc docx ppt pptx xls xlsx pdf odf odg odp odt". The bottom section is "File Library" and contains a list of files. The first file is "county-wide\_newsletter\_april\_22.pdf" (labeled with a red circle and the number 2) and the second file is "cv.pdf".

## Section 3a: Creating Newsletters

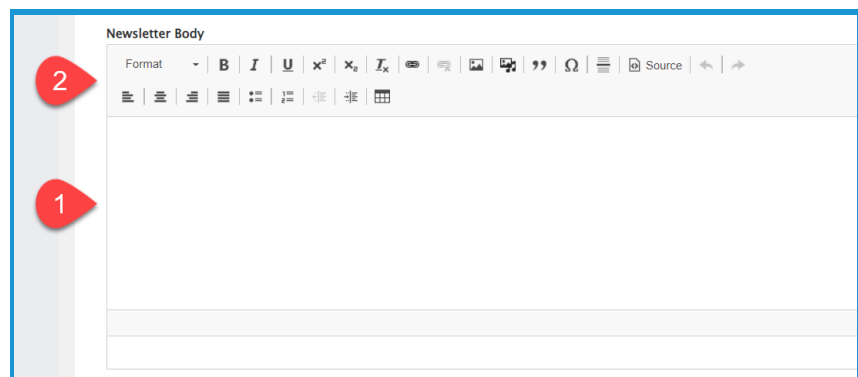
7. Select **Insert selected** in the lower left corner.



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

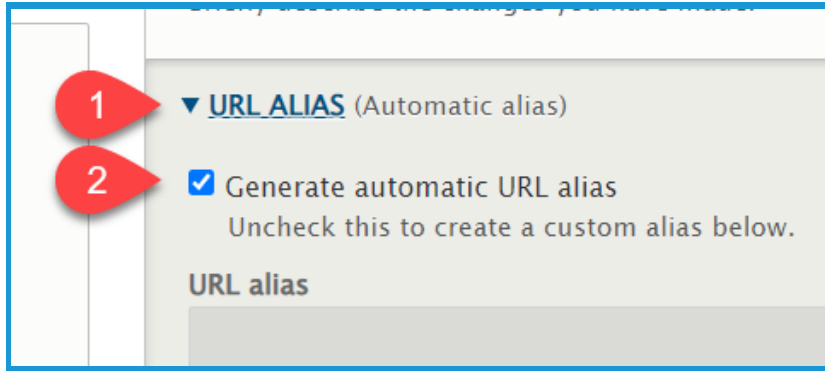


9. In **Newsletter body**, enter the text from the **newsletter (1)**. You can use the **toolbar (2)** of the textbox to modify the text.

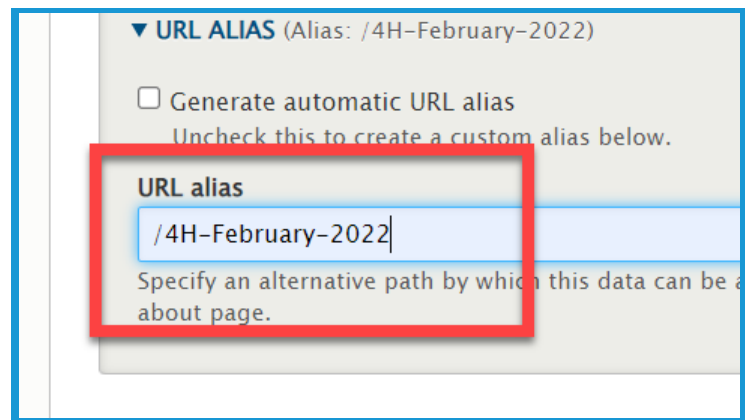


## Section 3a: Creating Newsletters

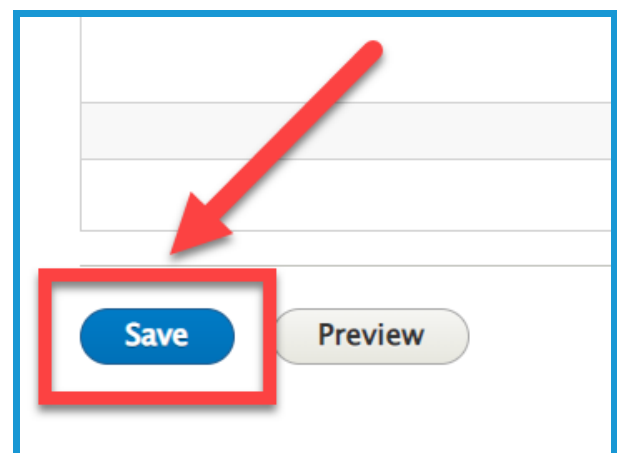
10. Click the **URL Alias dropdown (1)** on the right side of the screen. Uncheck the box next to **Generate automatic URL alias (2)** to modify the web address. This is not a required step. If left checked, Drupal will generate a web address for you.



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.

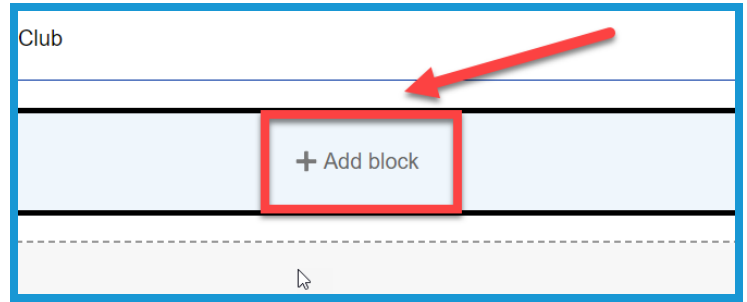


12. Click **Save** in the lower left corner of the screen.

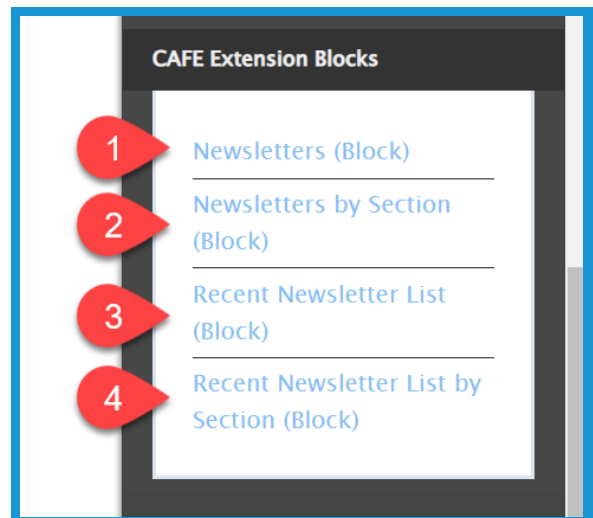


## Section 3b: Newsletters Blocks

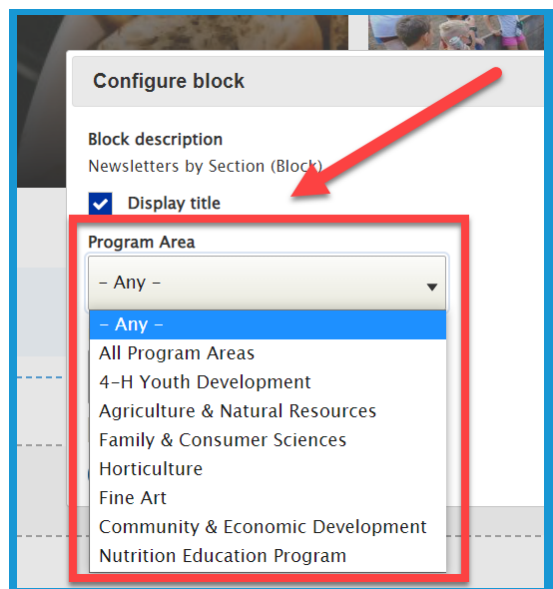
1. On a **landing page**, Click the **Add block** button in a new or existing column. **(Newsletter blocks are only available in the 2, 3, or 4 column options.)**



2. Look for **CAFE Extension Blocks** in the block menu on the right side of the screen. **Choose Newsletters (1) or Recent Newsletter (3) to display all Newsletters. Choose one of the "by Section" blocks (2 and 4) to filter by a program area.**

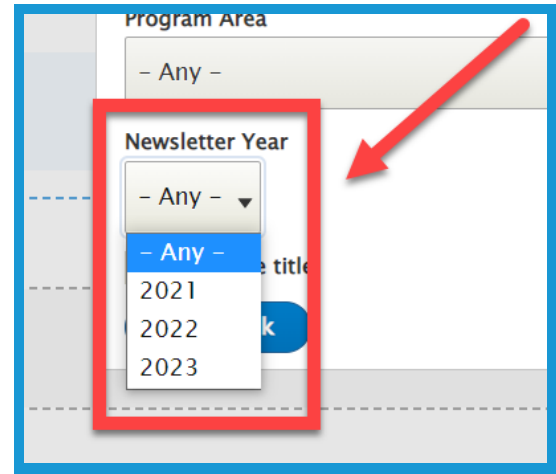


3. If selecting a **"by Section" block**, click the **Program Area dropdown menu** to select the needed program.

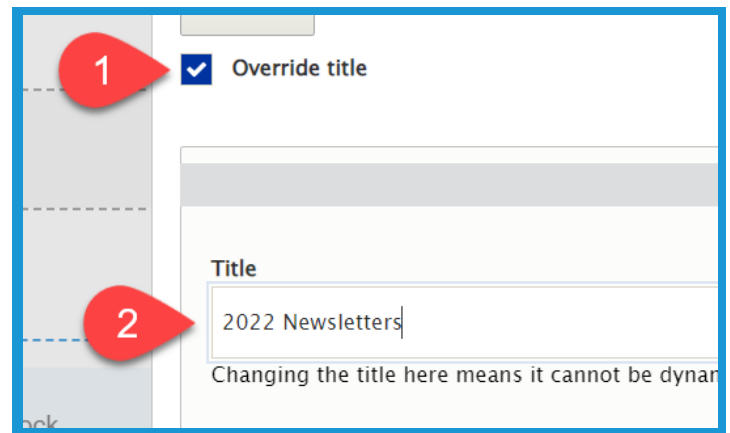


## Section 3b: Newsletters Blocks

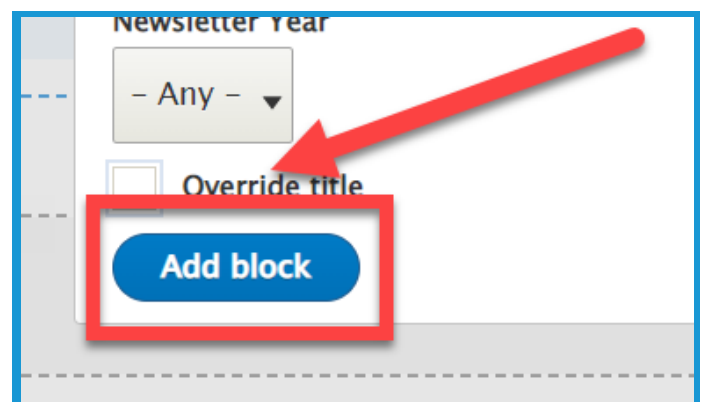
4. Click the **Newsletter Year** dropdown to select a specific year to highlight. Select **Any** to display all Newsletters.



5. Check the **Override title** box (1) to change the Block Title. Enter the new label in the **Title** field (2).

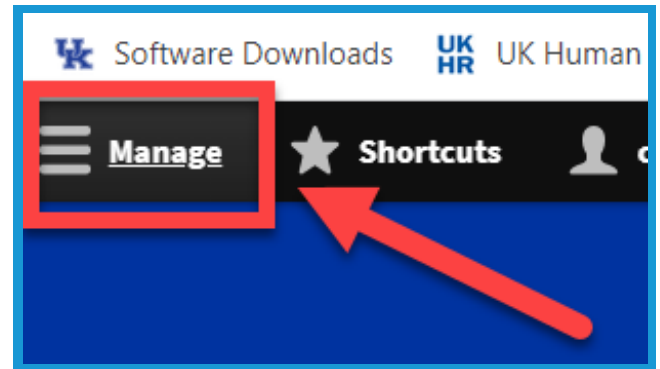


6. Click **Add block** in the lower left corner. Make sure to click **Save Layout** in the upper left of the landing page.

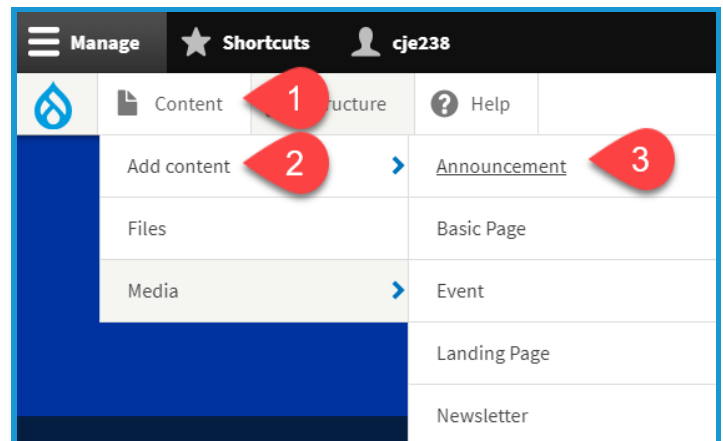


## Section 4a: Adding Announcements

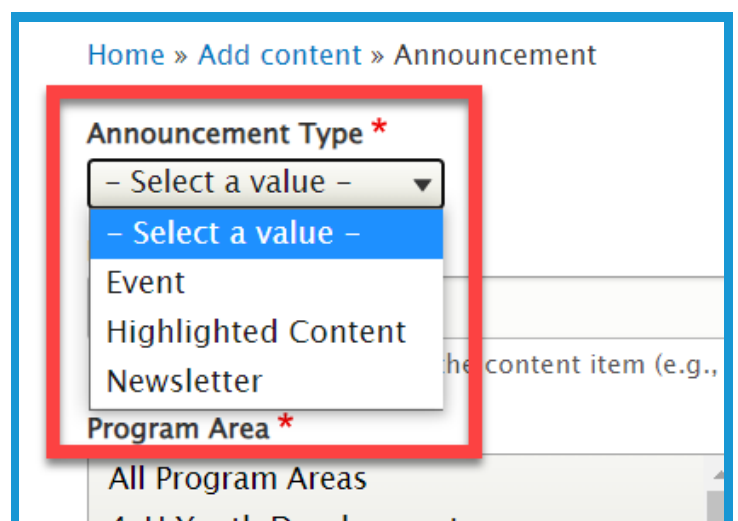
1. Click **Manage** in the upper left corner.



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.

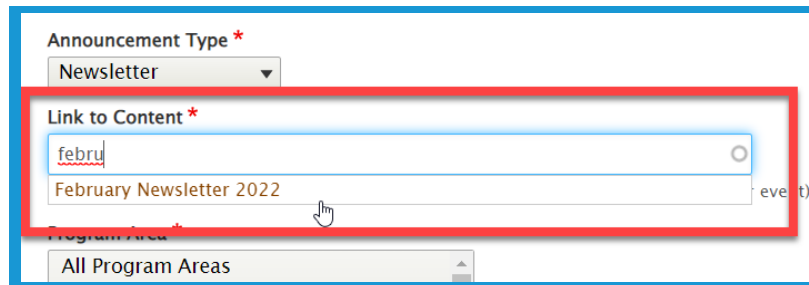


3. Under **Announcement Type**, select the type of material you are highlighting. **Steps 3-5 are required fields.**



## Section 4a: Adding 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.



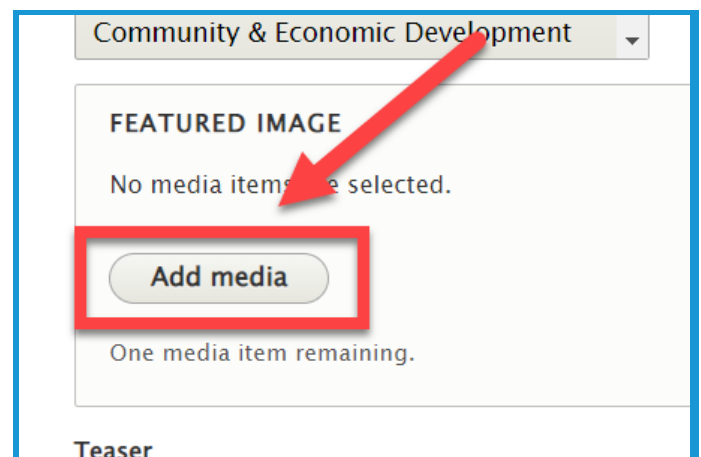
A screenshot of a web form. At the top, 'Announcement Type' is set to 'Newsletter'. Below it, the 'Link to Content' field has 'febru' entered. A dropdown menu is open, showing 'February Newsletter 2022' as a suggestion. A mouse cursor is hovering over this option. The 'Program Area' dropdown below is set to 'All Program Areas'.

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



A screenshot of the 'Program Area' dropdown menu. The menu is open, showing a list of options: 'All Program Areas', '4-H Youth Development' (which is highlighted in blue), 'Ag & Natural Resources', and 'Community & Economic Development'. Above the menu, the text 'February Newsletter 2022 (71)' is visible. Below the menu, the 'FEATURED IMAGE' section shows 'No media items are selected.'

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

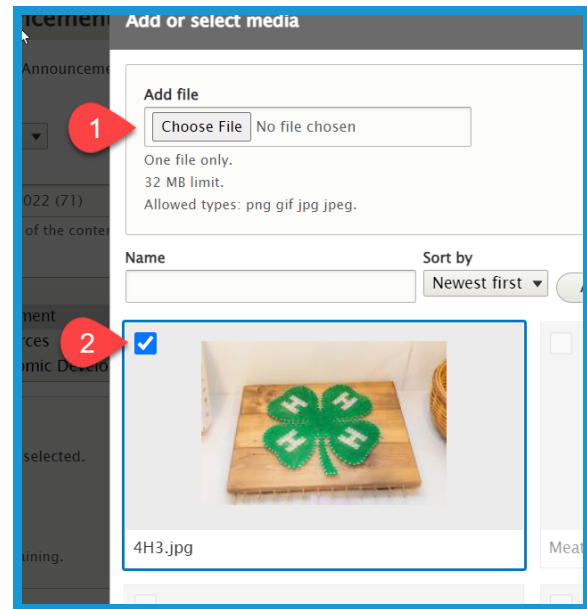


A screenshot of the 'FEATURED IMAGE' section. The dropdown menu above is set to 'Community & Economic Development'. The text 'No media items are selected.' is displayed. A red arrow points to the 'Add media' button, which is highlighted with a red box. Below the button, it says 'One media item remaining.' At the bottom, the 'Teaser' field is partially visible.

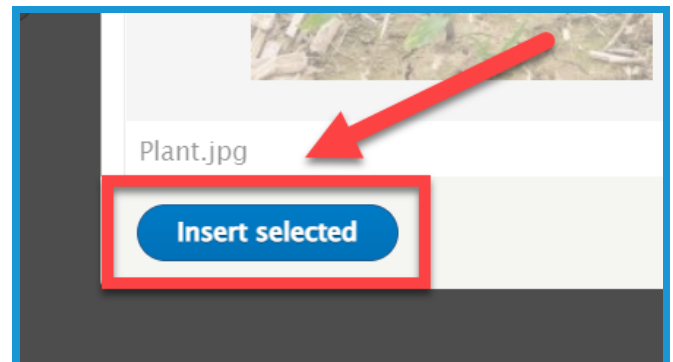


## Section 4a: Adding Announcements

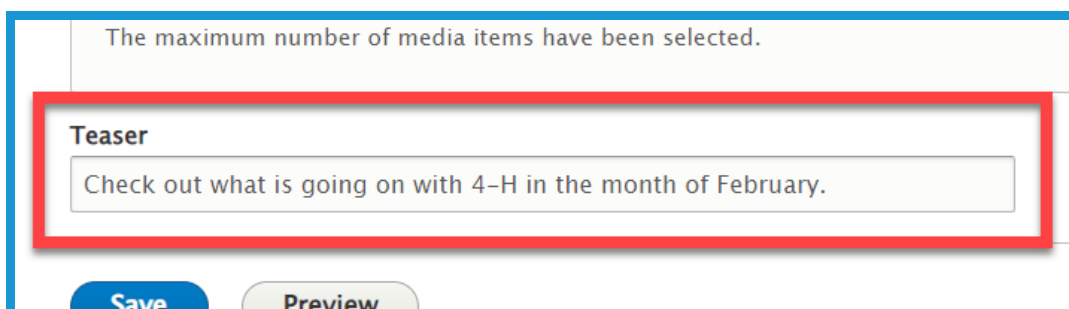
7. Select the **Choose File (1)** to import an image from your computer, or load an image from the **File Library (2)**.



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



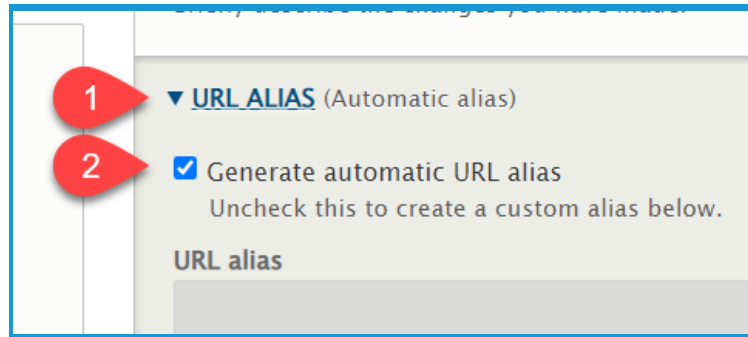
9. In the **Teaser** field type a one sentence summary of the announcement to get the user's attention.



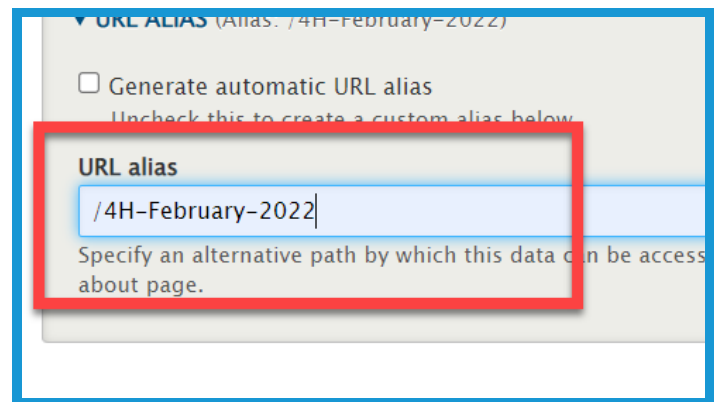
## Section 4a: Adding Announcements

10. Click the **URL Alias dropdown (1)** on the right side of the screen.

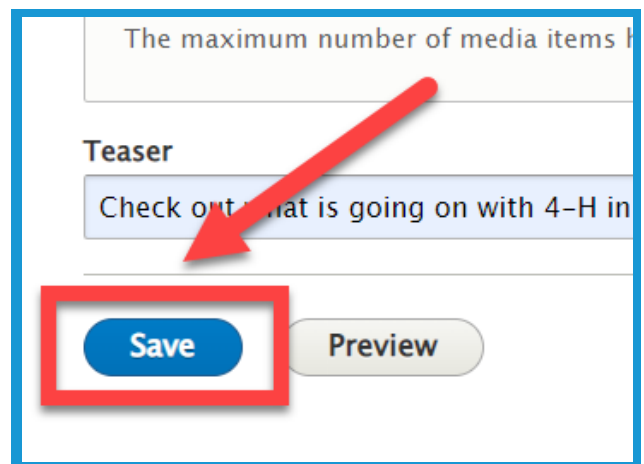
Uncheck the box next to **Generate automatic URL alias (2)** to modify the web address. This is not a required step. If left checked, Drupal will generate a web address for you.



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.

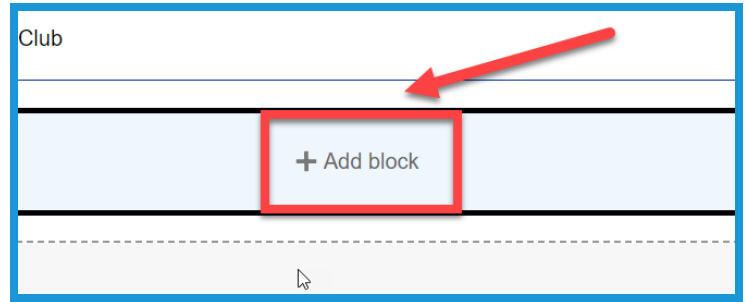


12. Click **Save** in the lower left corner

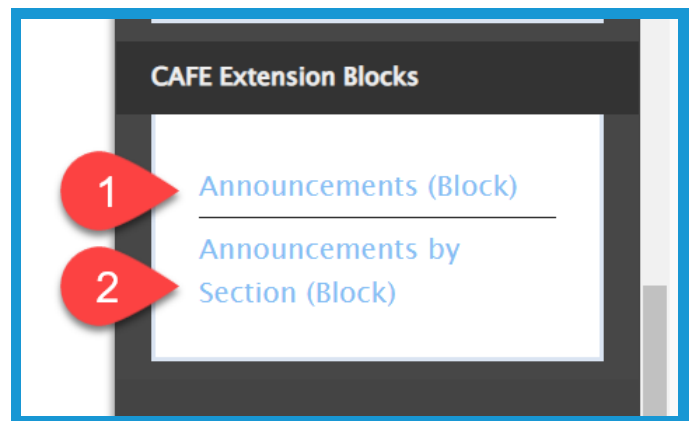


## Section 4b: Announcements Blocks

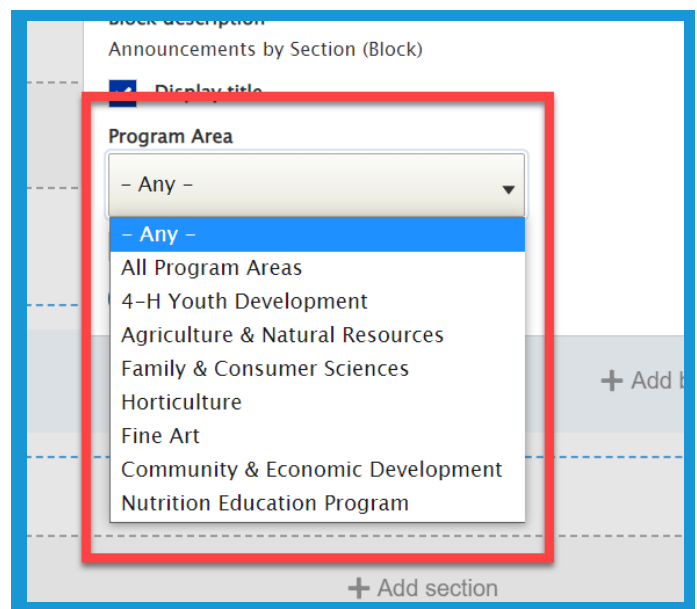
1. On a **landing page**, Click the **Add block** button in a new or existing column. (**Newsletter blocks are only available in the 1 or 4 column options.**)



2. Look for **CAFE Extension Blocks** in the block menu on the right side of the screen. **Choose Announcement (1)** to display all options. Choose **"by Section" (2)** to filter by a program area.

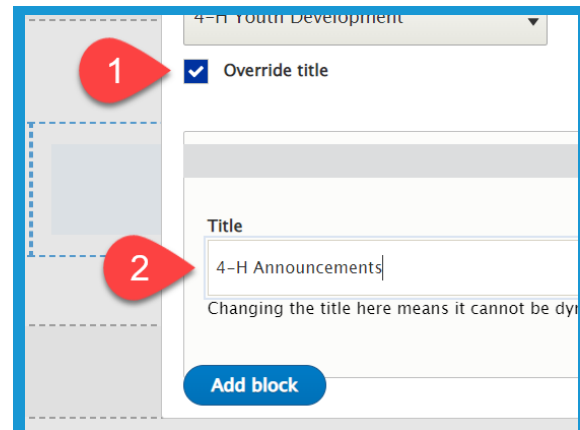


3. If selecting a **"by Section"** block, click the **Program Area** dropdown menu to select the needed program.



## Section 4b: Announcements Blocks

4. Check the **Override title** box (1) to change the Block Title. Enter the new label in the **Title** field (2).



4-H Youth Development

☒ Override title

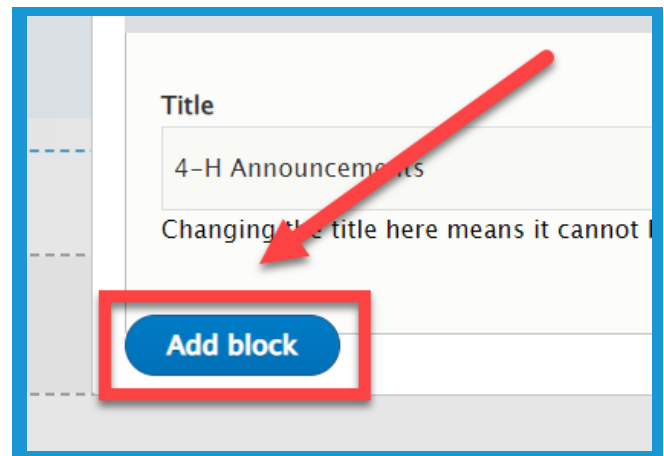
Title

4-H Announcements

Changing the title here means it cannot be dy

Add block

5. Click the **Add block** button in the lower left corner.



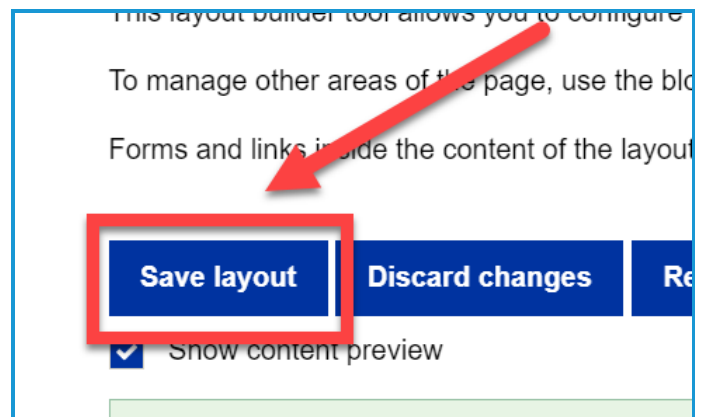
Title

4-H Announcements

Changing the title here means it cannot be l

Add block

6. Click **Save layout** at the top left corner of the page to confirm the block.



This layout builder tool allows you to configure

To manage other areas of the page, use the blo

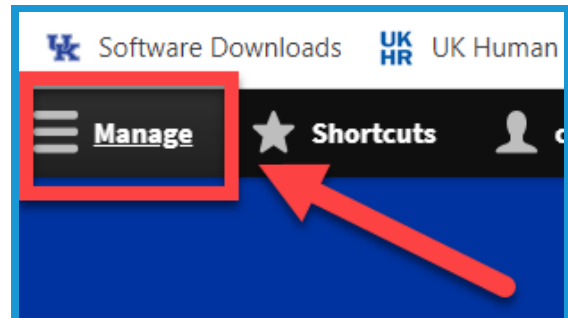
Forms and links inside the content of the layout

Save layout Discard changes Re

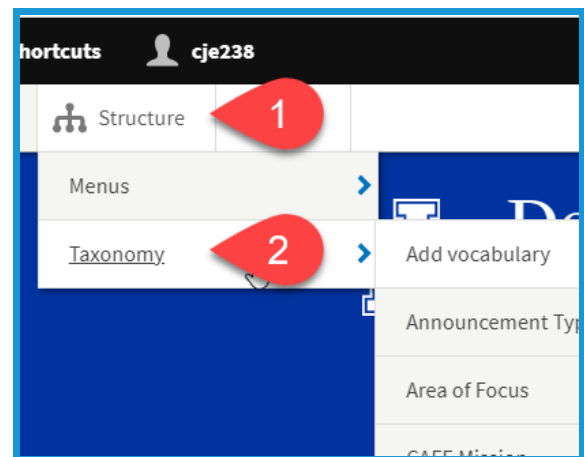
☒ Show content preview

## Section 5: Removing Program Areas From Filters

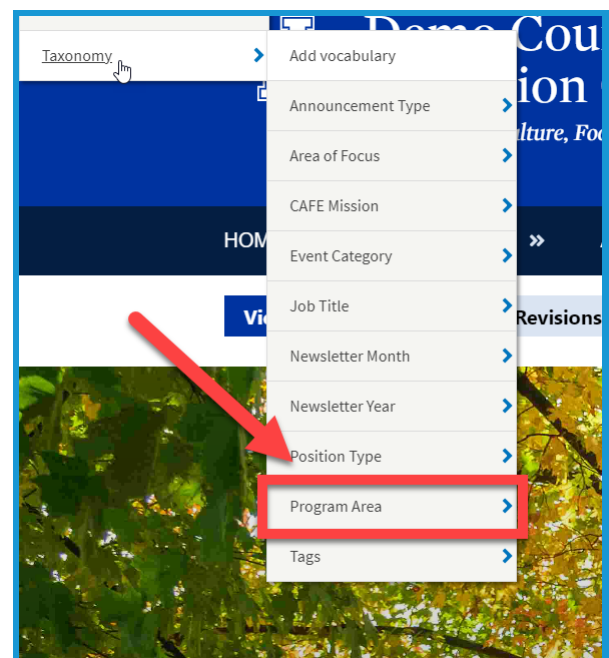
1. Click **Manage** in the upper left corner.



2. Place your mouse over **Structure (1)** in the upper left corner. Then place your mouse over **Taxonomy (2)**.

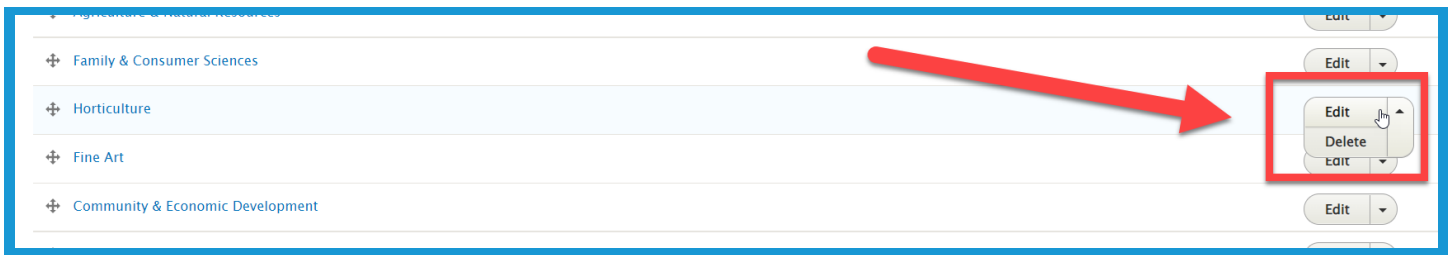


3. Click **Program Area** in the Taxonomy menu.

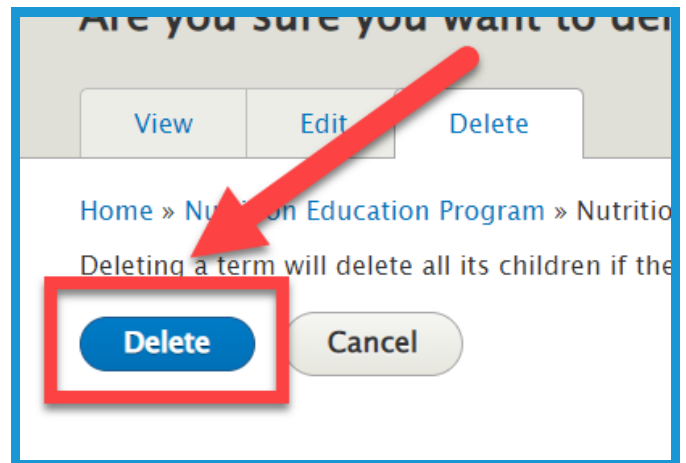


## Section 5: Removing Program Areas From Filters

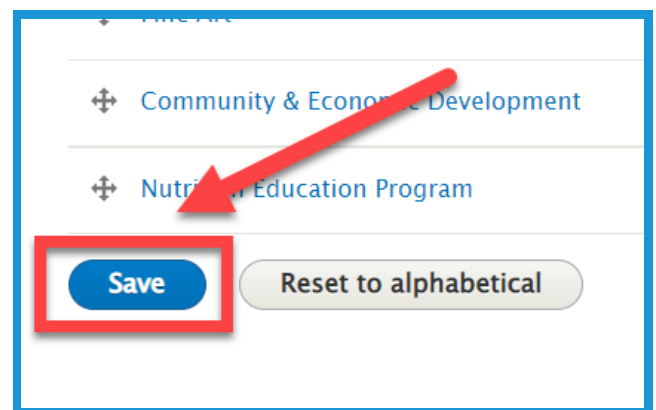
4. Click the **Edit dropdown menu** to the right side of the program area that needs to be removed. Then click, **Delete**.



5. Click **Delete** at the top of the screen to confirm the removal.



6. 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](mailto:chad.jennings@uky.edu)**