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

County Websites Drupal 9:

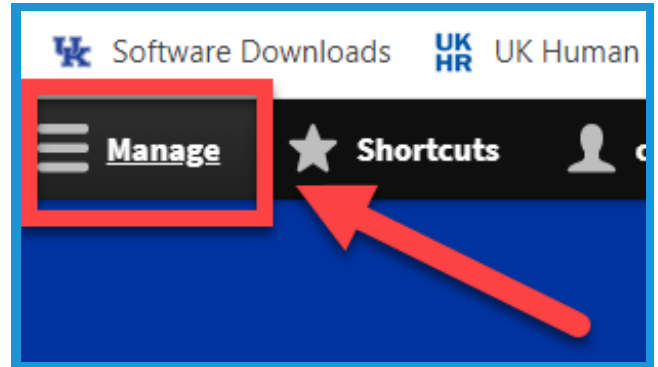# Basic Pages, Events, Newsletters, and Annoucements

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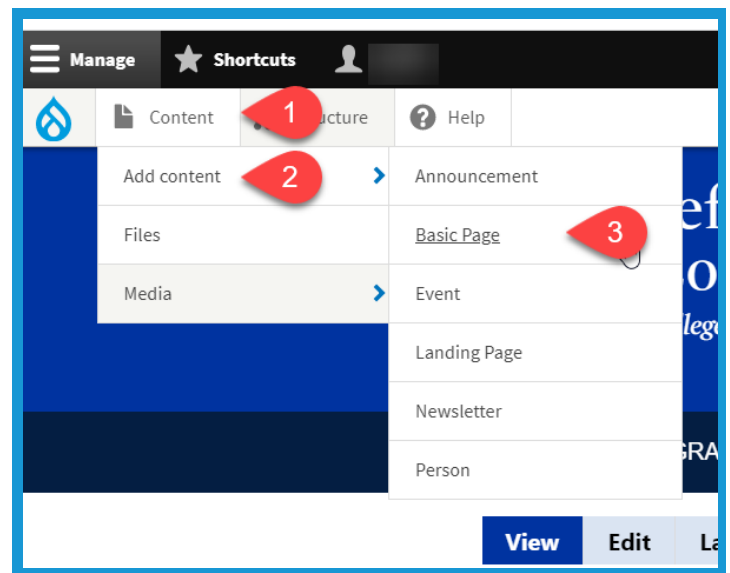chad.jennings@uky.edu**

Table of Contents

County Websites

University of Kentucky
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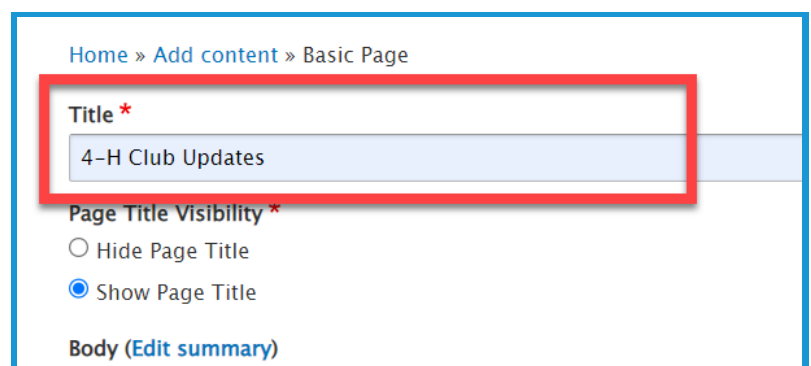
Section 1a: Basic Pages - Getting Started

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.
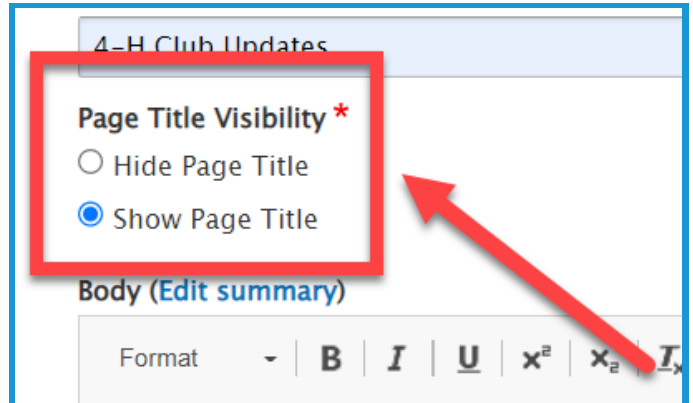

3. Type text into the **Title field** in the **upper left** corner to label your page. **This is a required field**.

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.
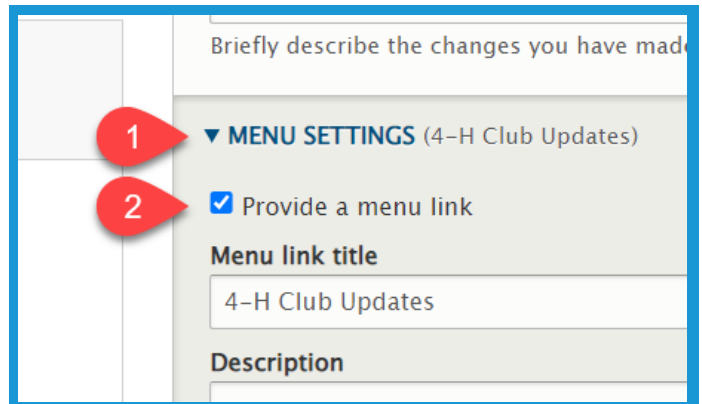
5. Click **Menu Settings (1)** on the right side of the screen. Then click the checkbox next to **Provide a menu link (2)**.
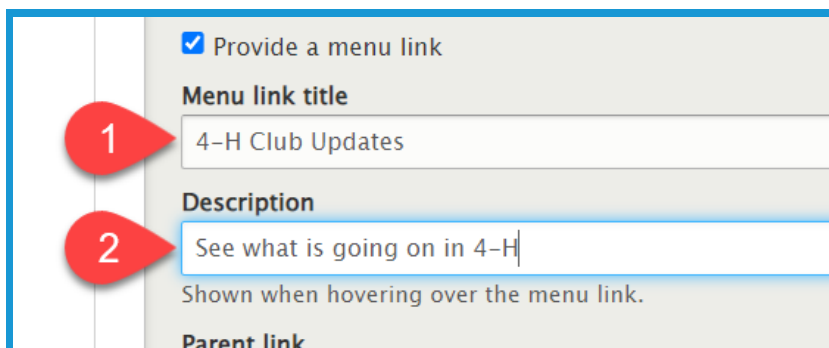
6. **Menu link title (1)** will auto-populate based on the text entered in step 3. This can be altered if needed by changing the text in the field. Type in the **Description field (2)** to have the user see information when placing their mouse over the link to the page.
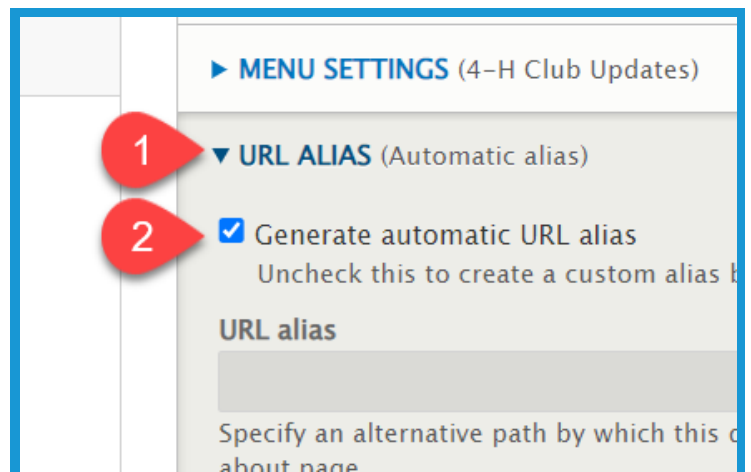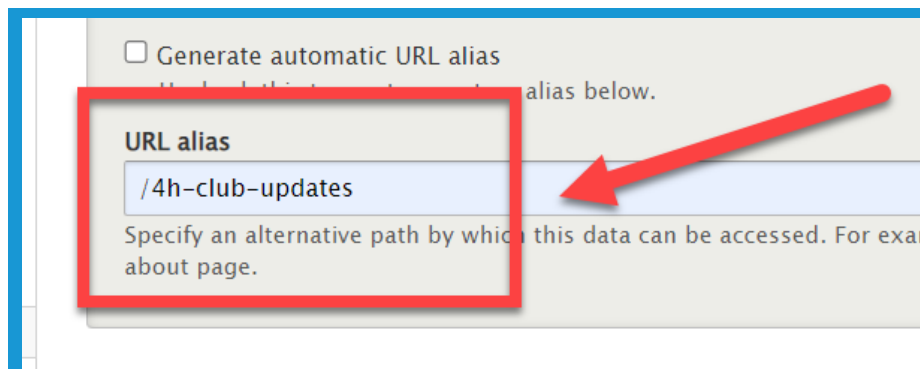
Section 1a: Basic Pages - Getting Started

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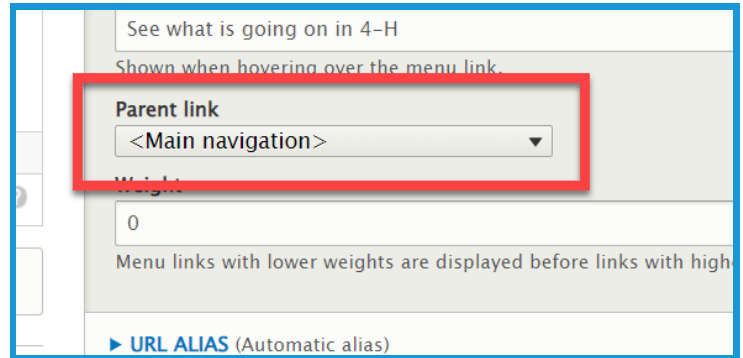
8. Click the **URL Alias dropdown (1)** on the right side of the screen. Uncheck the box next to **Generate automatic URL alias (2)** to modify the web address. This is not a required step. If left checked, Drupal will generate a web address for you.
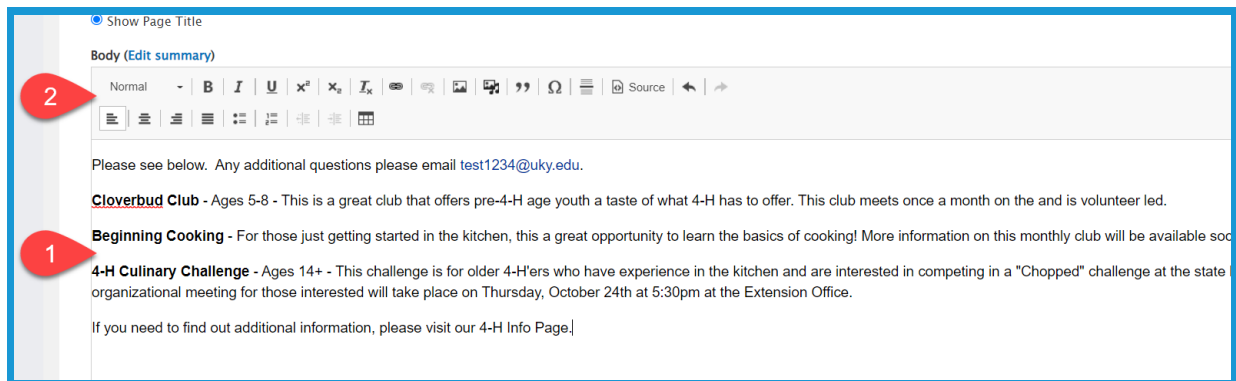

9. Type the path in the **URL alias field**. Make sure to begin each path with a **forward slash (/)**. Also, if you want to separate words put a **dash (-)** between each word.
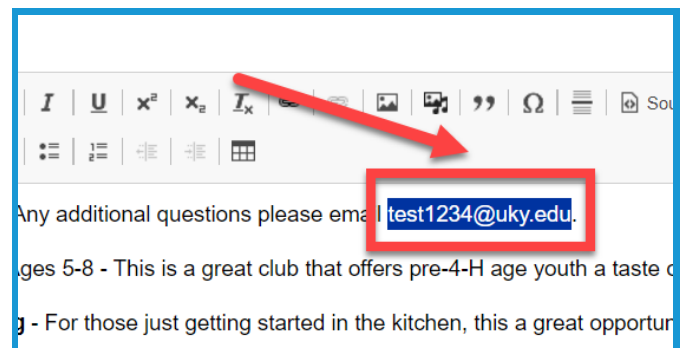

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Section 1a: Basic Pages - Getting Started

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.
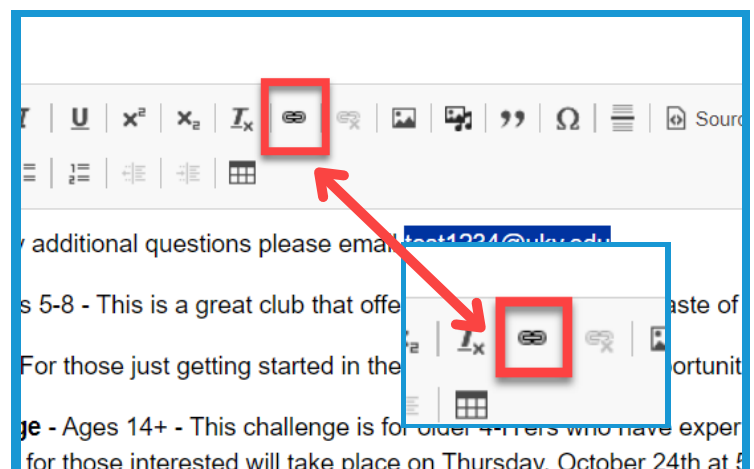

Section 1b: Basic Pages - Email Addresses

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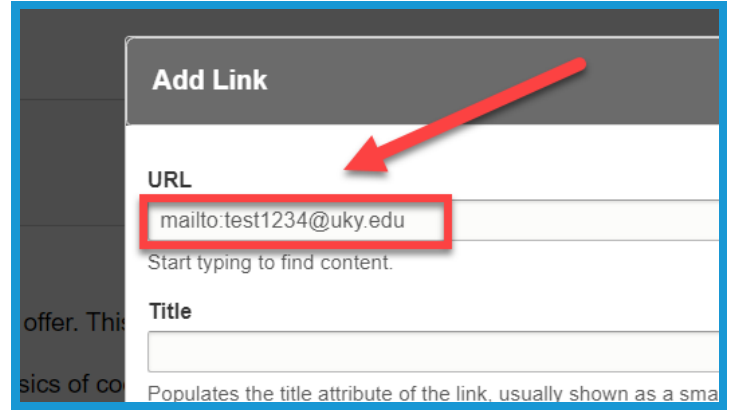

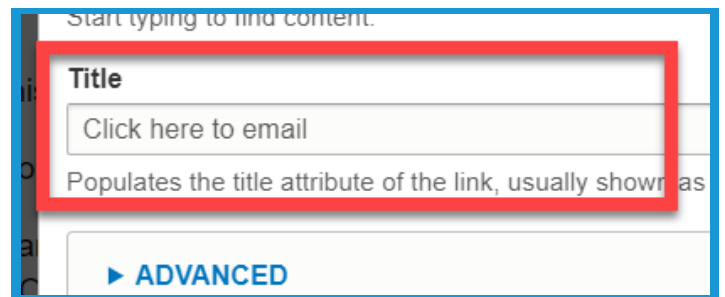2. Click the **Link to Content** button.

Section 1b: Basic Pages - Email Addresses

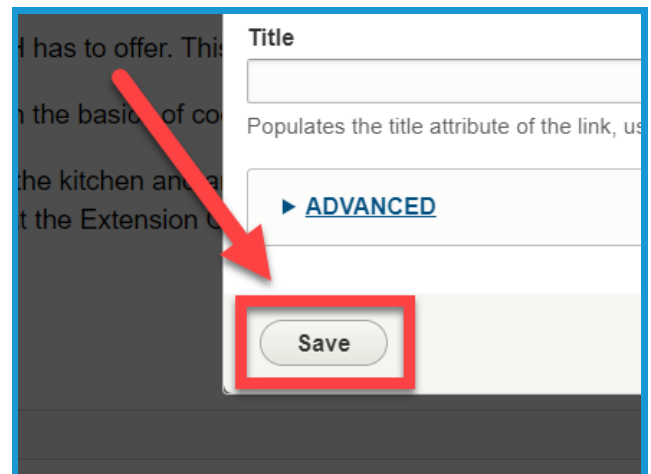3. In the URL field type "**mailto:**" before typing out the email address.

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

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

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Section 1c: Basic Pages - Hyperlinks

1. Click and drag to highlight the text you are wanting to turn into a hyperlink.
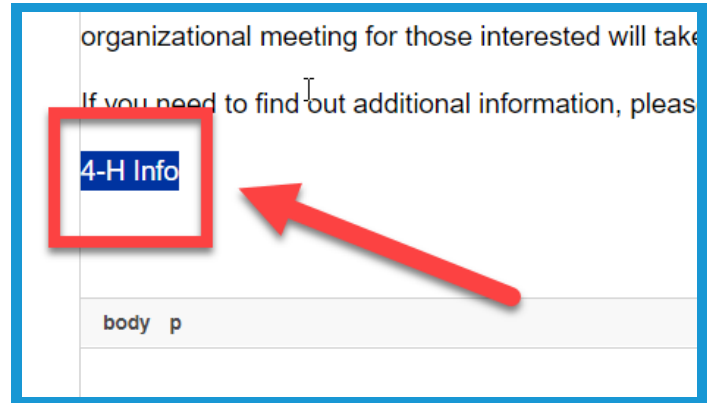
2. Click the **Link to Content** button.
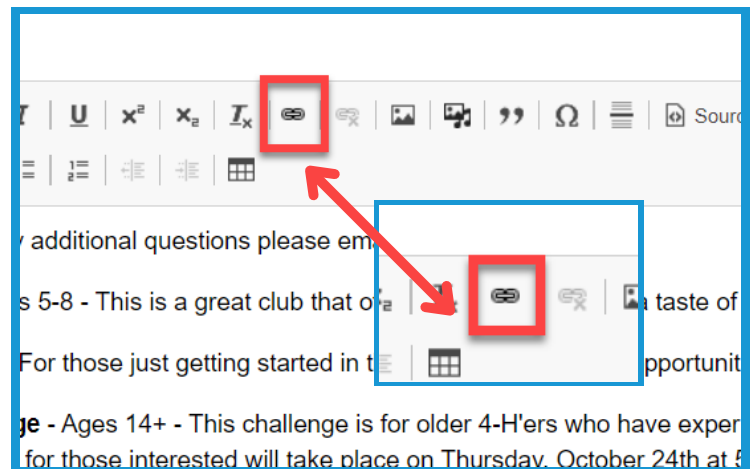
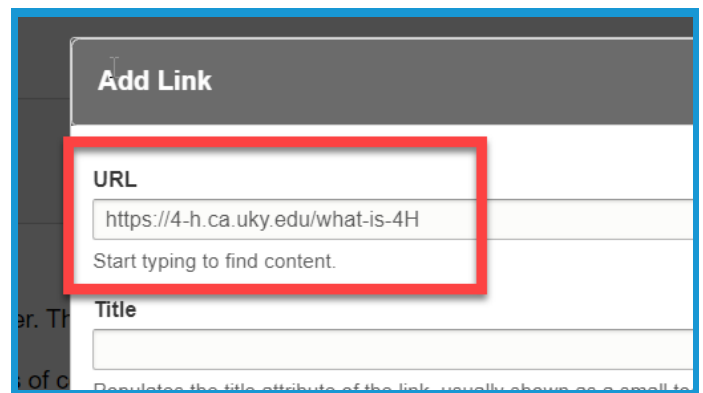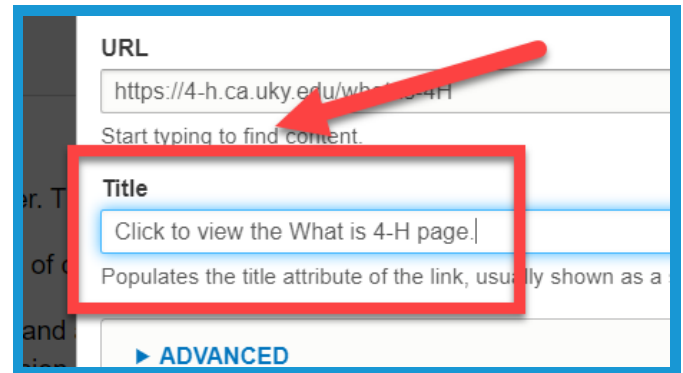3. Paste the web address in the **URL field**. This field also works as a search engine for content or files loaded to the website.

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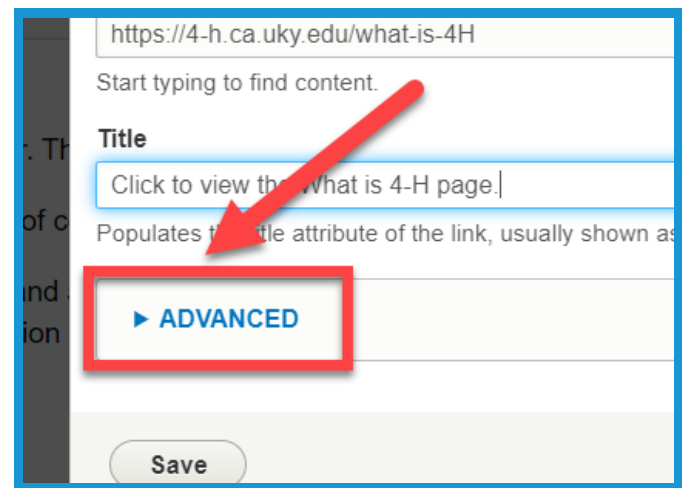
5. Click the **Advanced** dropdown.
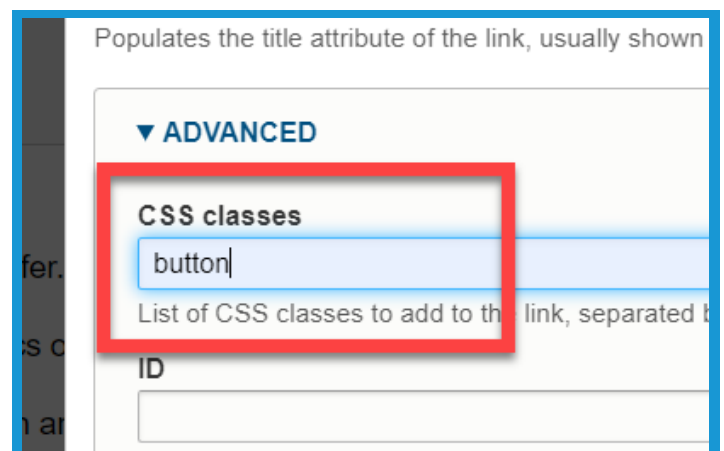
6. Type **"button" in lowercase** in the **CSS classes field** to turn the highlighted text into a clickable button.

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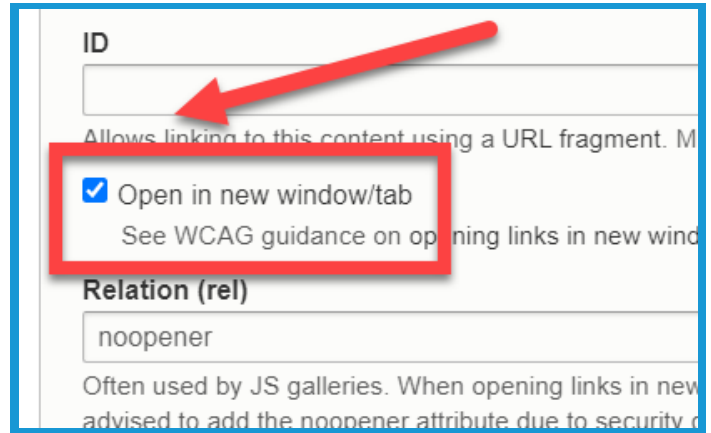
8. Click **Save** in the lower left corner.

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.
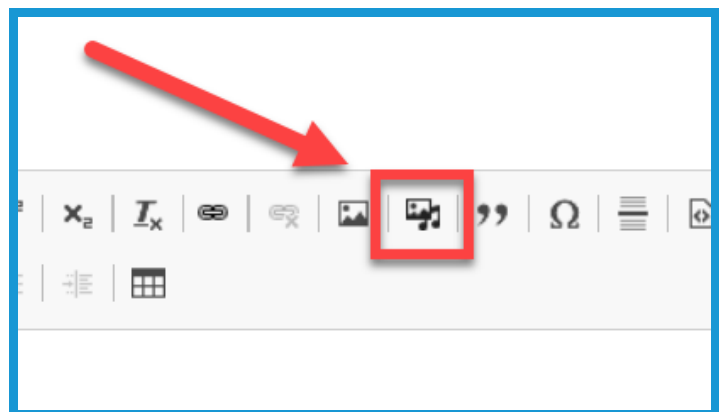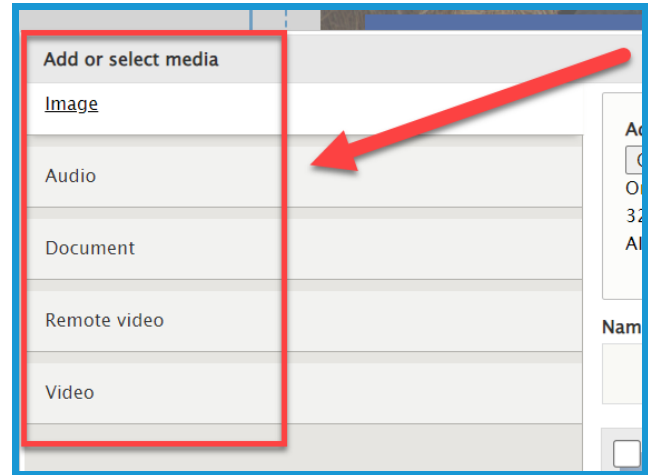

3. Click **Insert Selected** when the media is chosen from the Media Library or imported.

Section 1e: Basic Pages - Featured Header

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

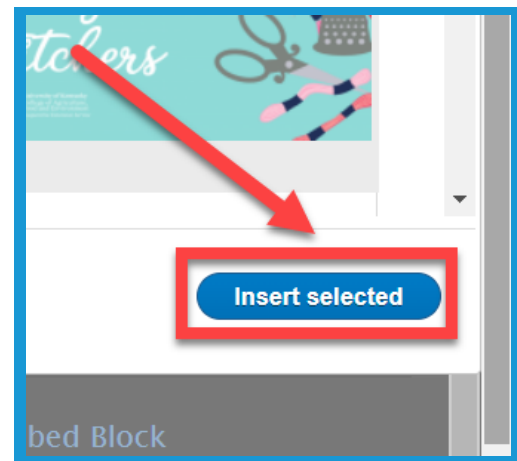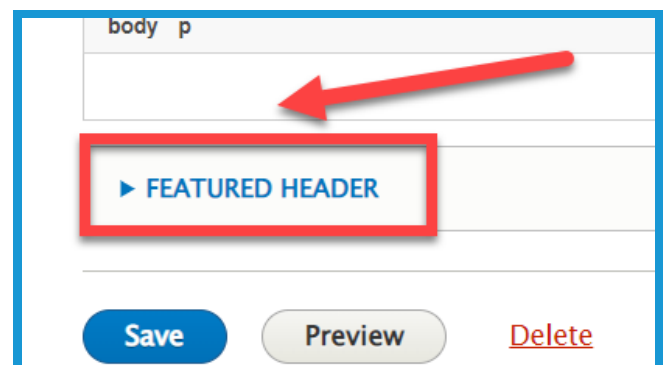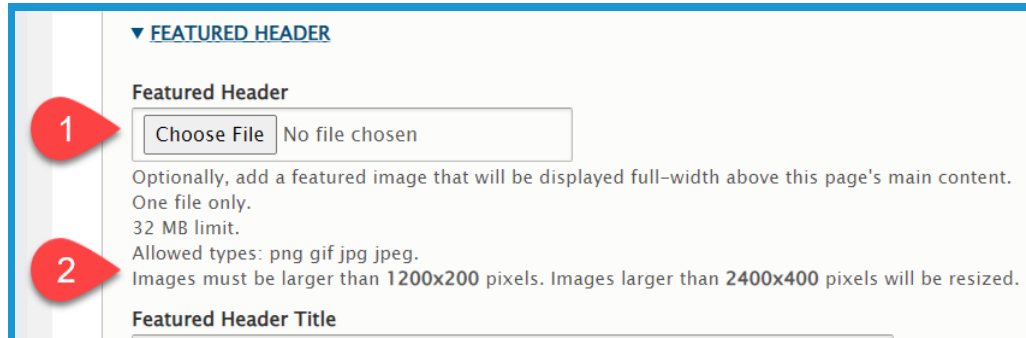## Section 1e: Basic Pages - Featured Header

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.
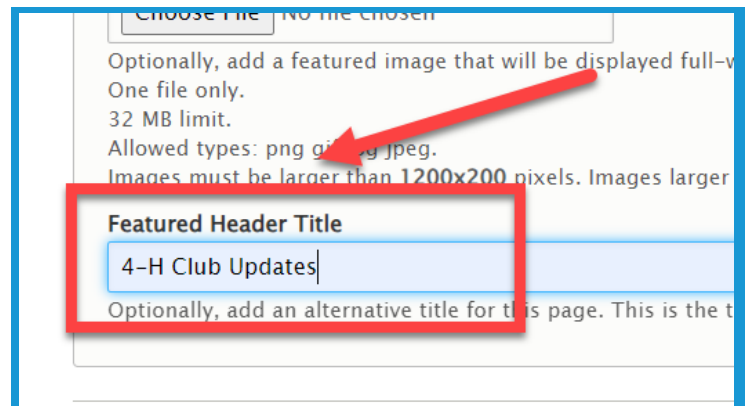

3. Enter the text to be displayed over the header in the **Featured Header Title**.
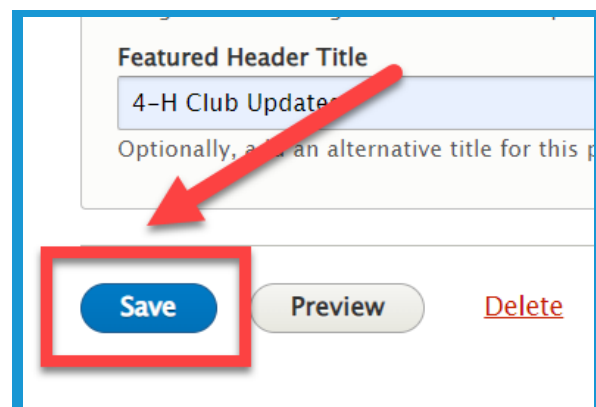
Section 1f: Basic Pages - Saving

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

Section 2a: Creating Events - Getting Started

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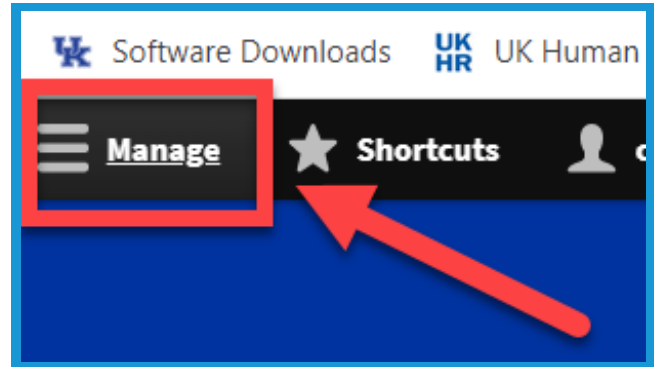
2. Place your mouse over **Content (1)** in the upper left. Place your mouse over **Add Content (2)**. Click **Event (3)** in the new menu.

Section 2b: Creating Events - Event Information

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

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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.**
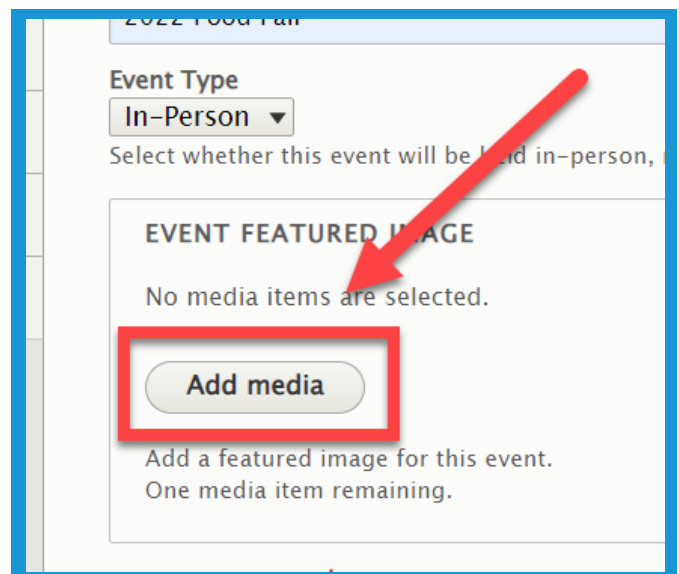
Event Title *

2022 Food Fair

Event Type

– None –

Select whether this event will be held in-person, remotely,
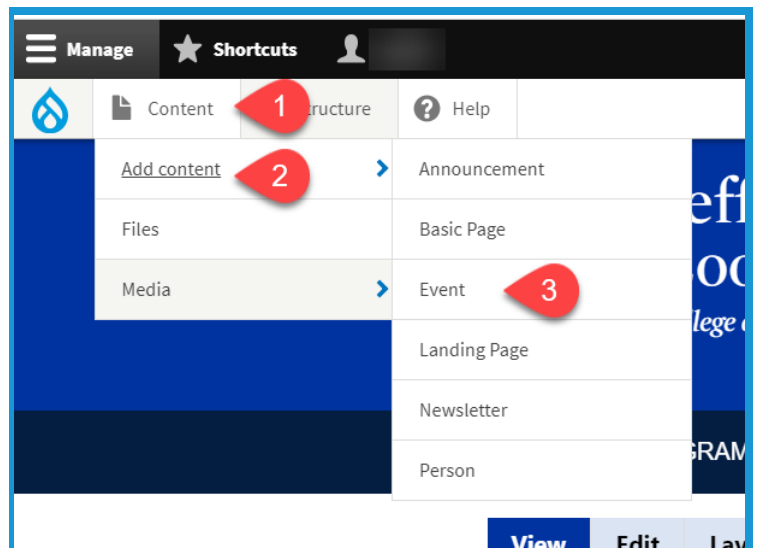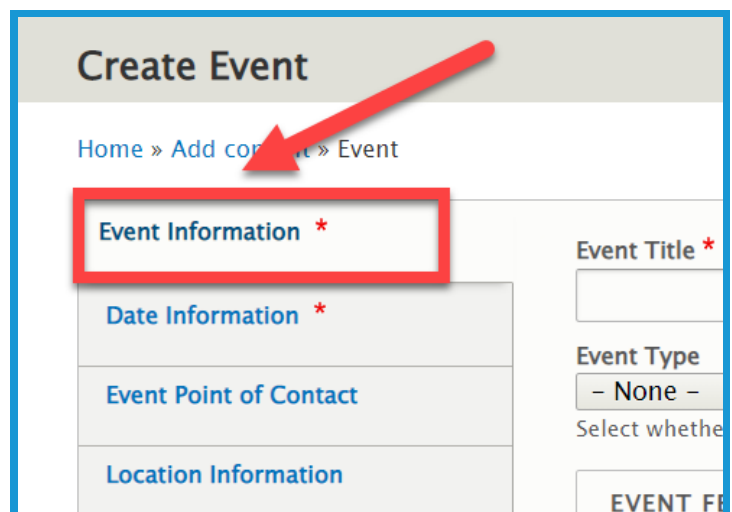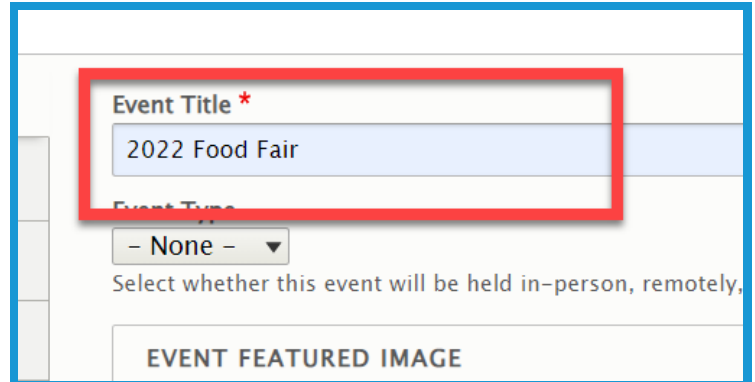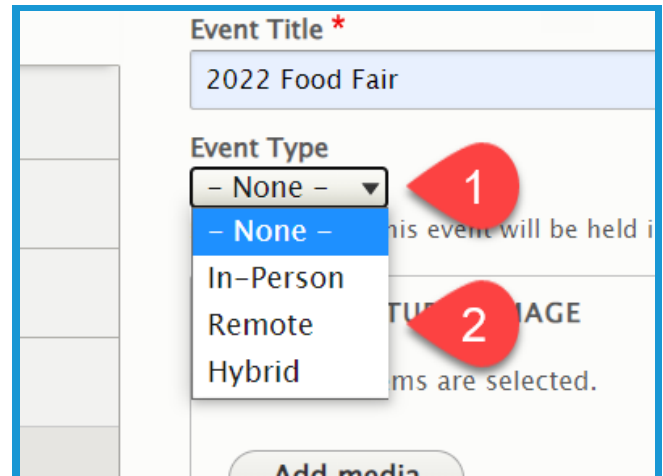
EVENT FEATURED IMAGE

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

Event Title *

2022 Food Fair

Event Type

– None –   1

– None –   his event will be held i

In-Person

Remote   2   AGE

Hybrid   ms are selected.

Add media

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

2022 Food Fair

Event Type

In-Person

Select whether this event will be held in-person,

EVENT FEATURED IMAGE

No media items are selected.

Add media

Add a featured image for this event.
One media item remaining.

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).**
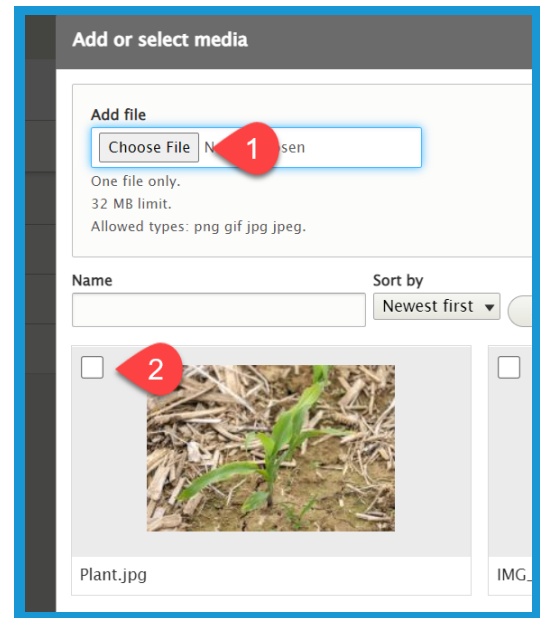
6. Click **Insert selected** in the lower left corner.
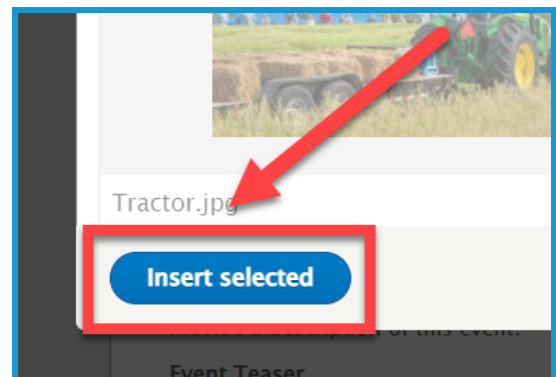
7. Type the specifics of the event in the **description field (1)**. Use the **toolbar (2)** to modify the text as needed. **This is a required field.**

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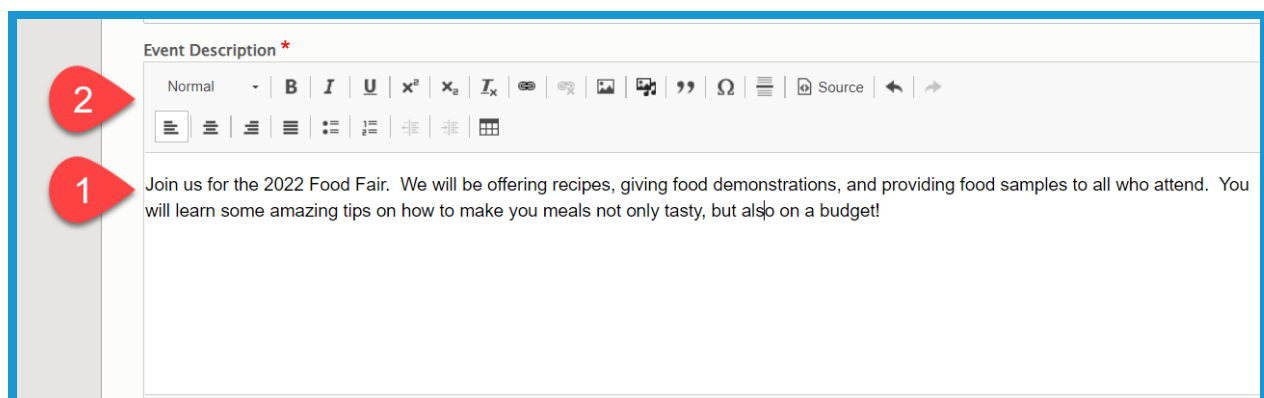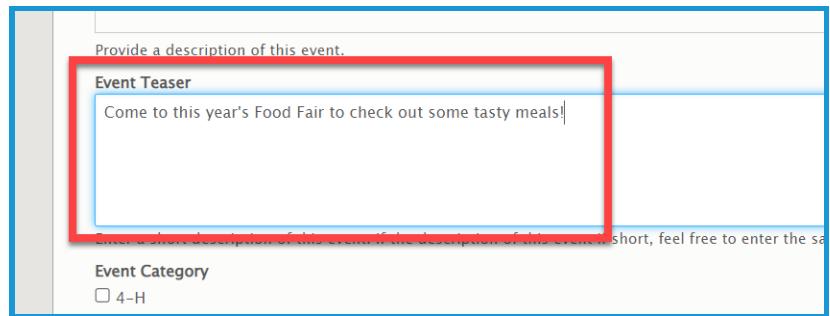# Section 2b: Creating Events - Event Information

8. In the **Event Teaser** field, type a 1 or 2 sentence summary of the event to grab the user's interest.
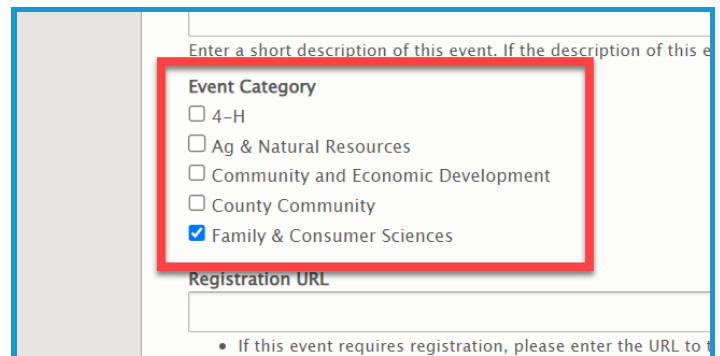
9. Under **Event Category**, check the box next to the section that is hosting the event.
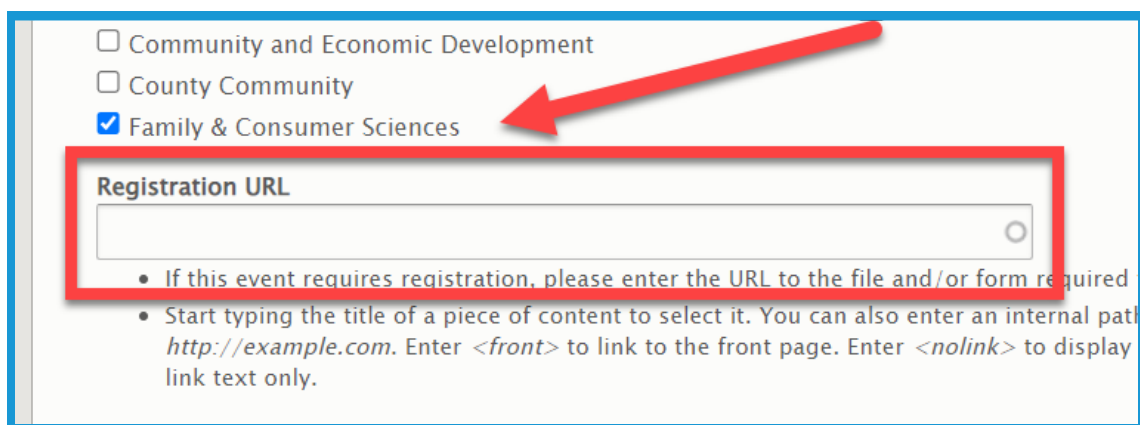
10. In the **Registration URL** field place a link to the location where participants can sign up for the event.

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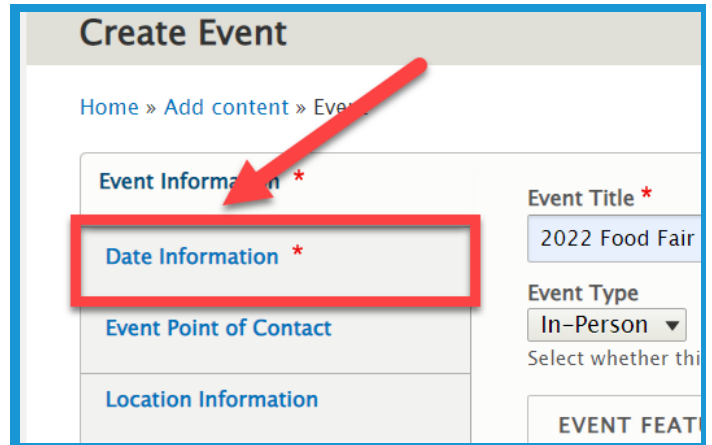
Section 2c: Creating Events - Date Information

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.
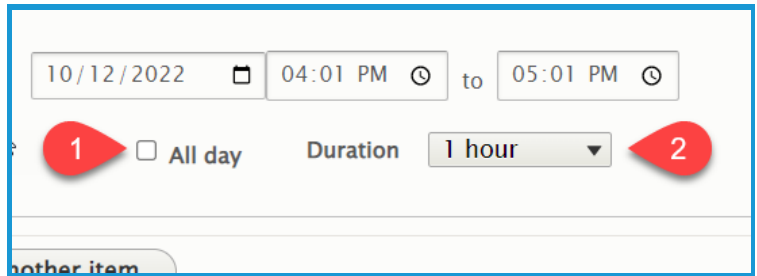
3. Click the clock button to set the **start (1)** and **end time (2)**.
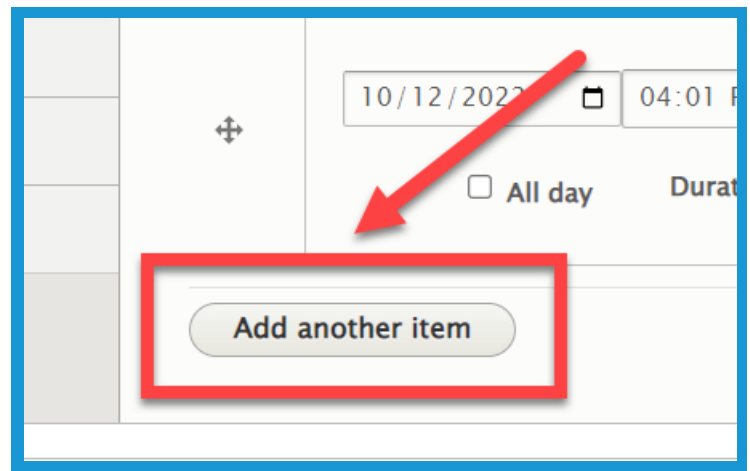
Section 2c: Creating Events - Date Information

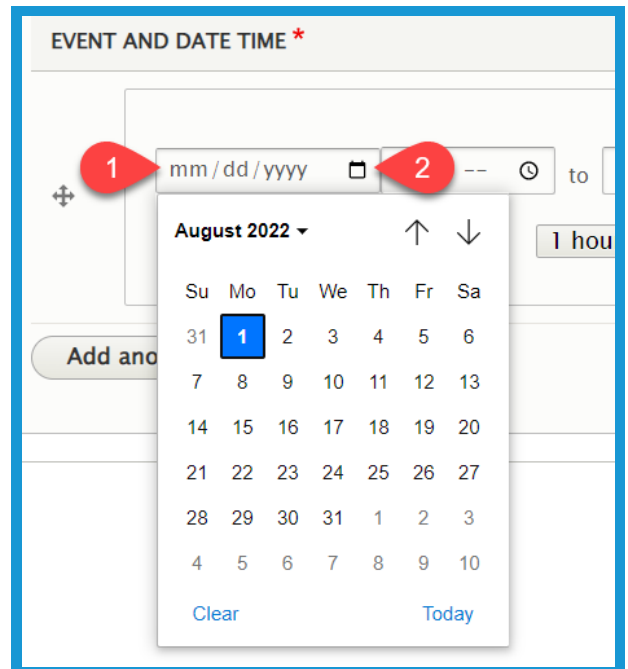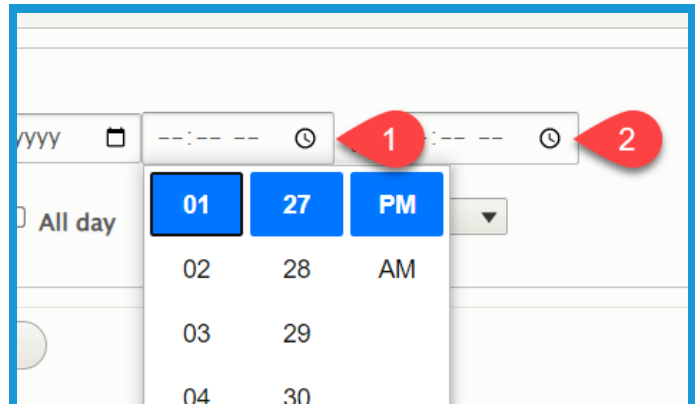4. Check the box next to **All day (1)** if the event is that length. Also, you can use the **Duration (2)** dropdown if you want to set the length of the event.

5. Click the **Add another item** button if the event occurs over multiple days and additional dates need to be added.
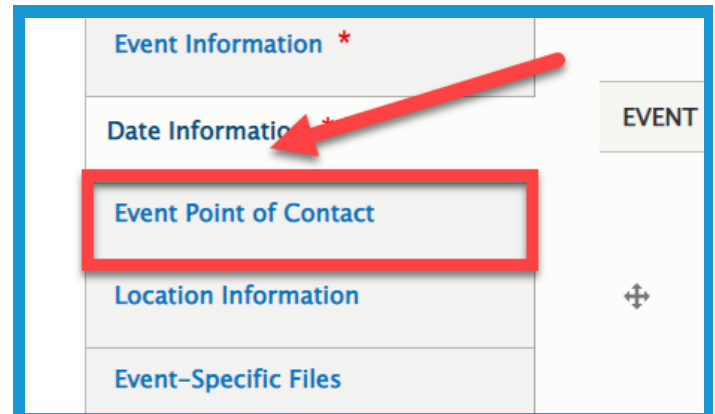
6. Left click and hold the **directional cross** to the left of a date and time to drag it to a different location if needed.
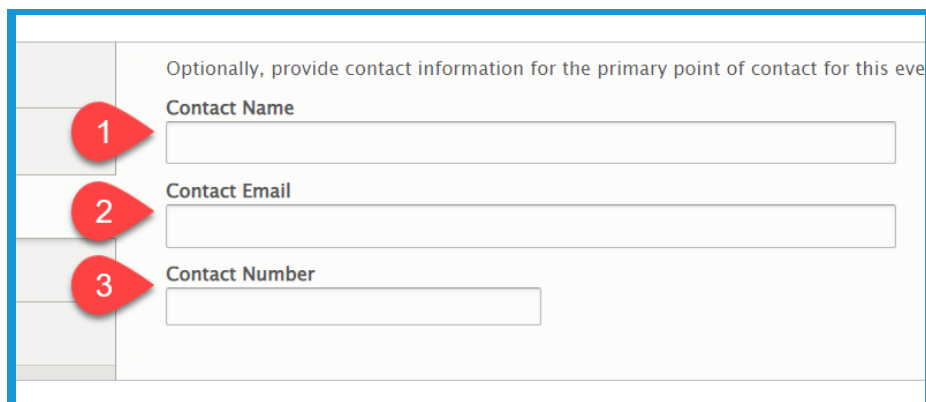
Section 2d: Creating Events - Event Point of Contact

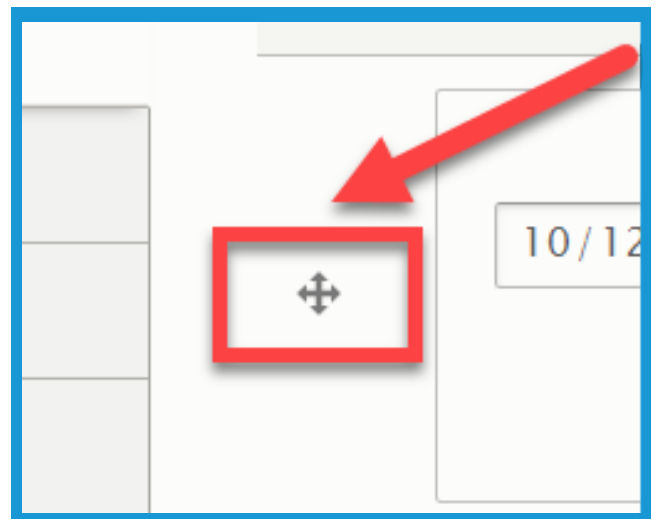1. Select the **Event Point of Contact** tab on the left side of the screen**.**

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

Section 2e: Creating Events - Location Information
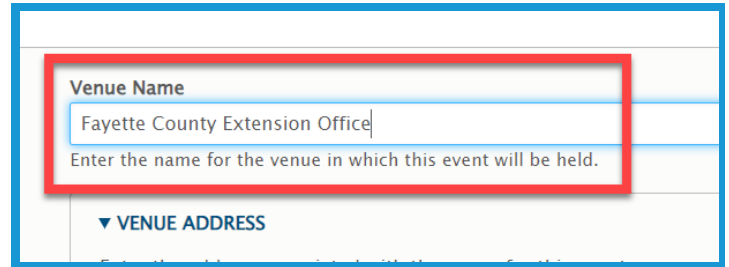
1. Select the **Location Information** tab on the left side of the screen**.**

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Section 2e: Creating Events - Location Information

2. Under **Venue Name** type the name of the event location.
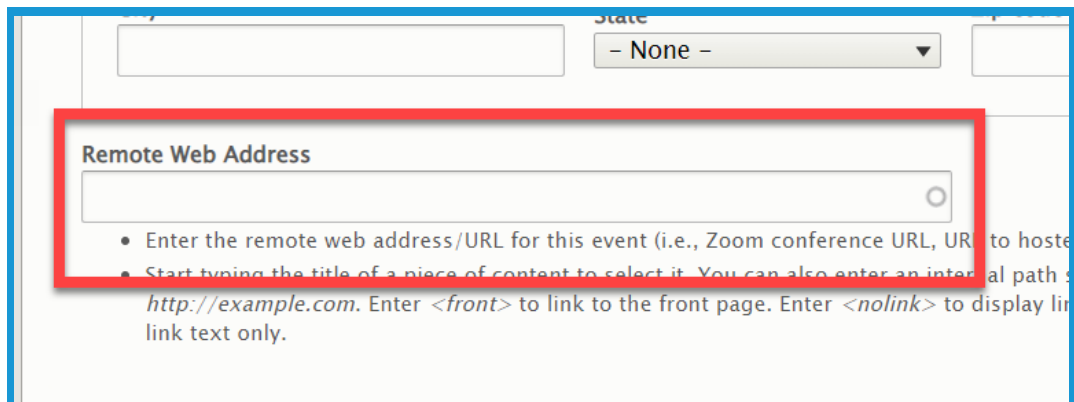
3. In the **Venue Address** section enter the address of the event.

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.**

Section 2f: Creating Events - Event Files

1. Select the **Event-Specific Files** tab on the left side of the screen**.**
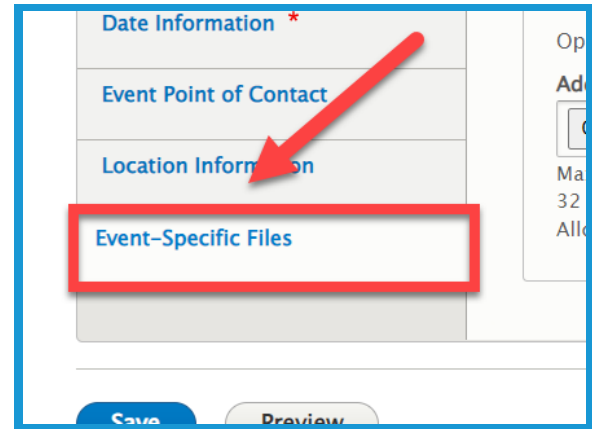
2. Click the **Choose Files** button at the top of the screen, and import the file from your computer.
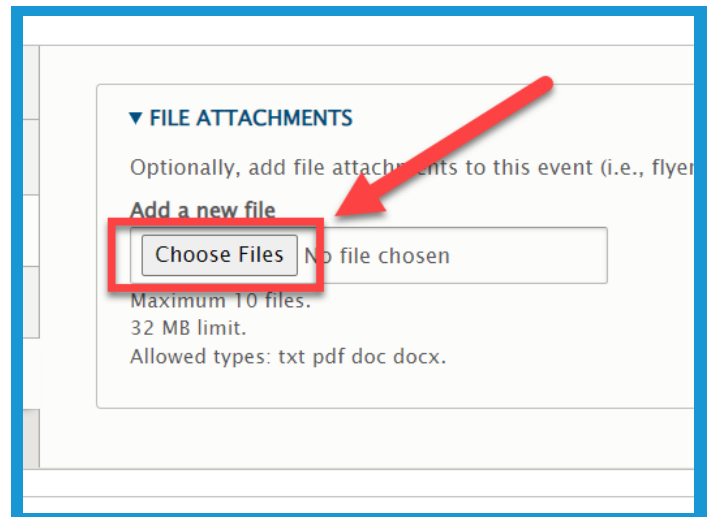
3. In the **Description** field, give the file a label.
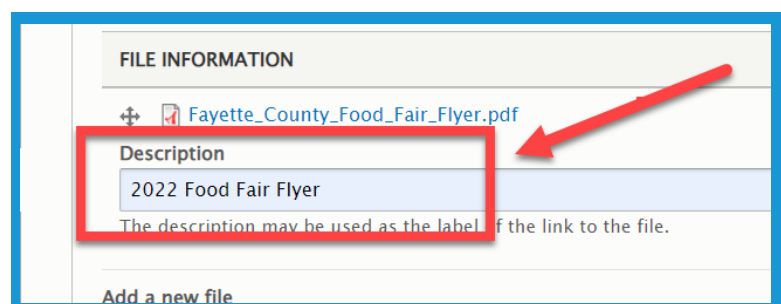
Section 2g: Creating Events - Finalizing

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.

> MENU SETTINGS (4–H Club Updates)
>
> **1** ▼ URL ALIAS (Automatic alias)
>
> **2** ☑ Generate automatic URL alias
> Uncheck this to create a custom alias
>
> URL alias
>
> Specify an alternative path by which this
> about page.

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.

> ☐ Generate automatic URL alias
> alias below.
>
> URL alias
> /4h–club–updates
> Specify an alternative path by which this data can be accessed. For exa
> about page.
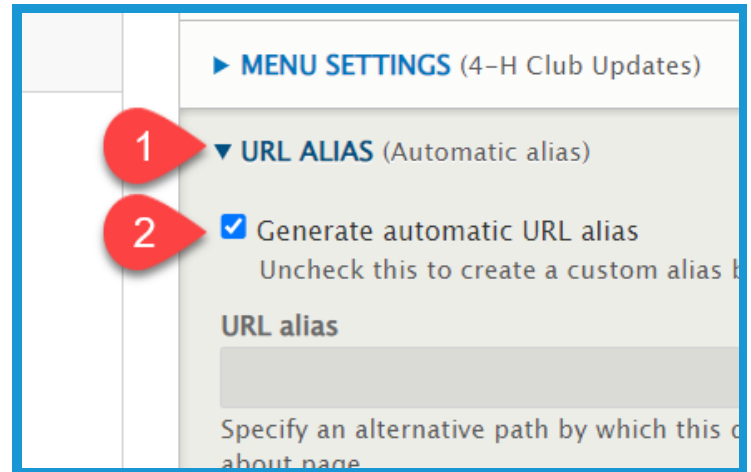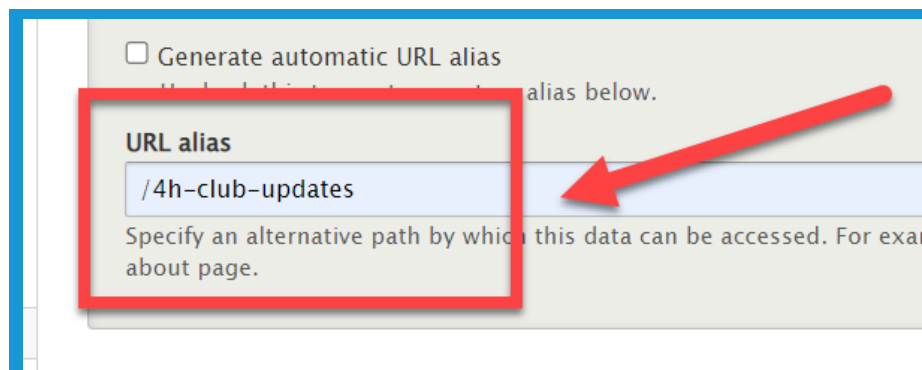
3. Click **Save** in the lower left corner.

> Save   Preview

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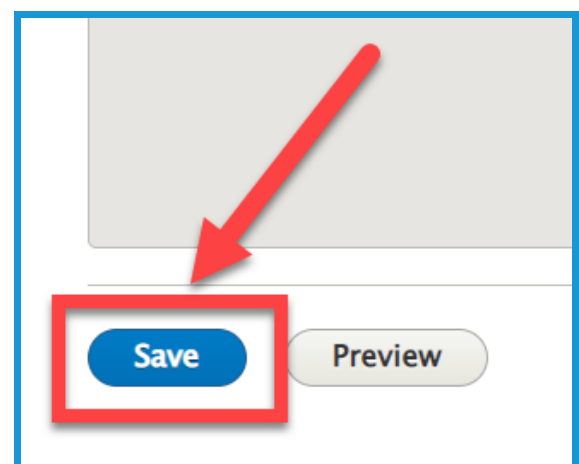
Section 2h: Creating Events - Adding an Event Block

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.)**

Club

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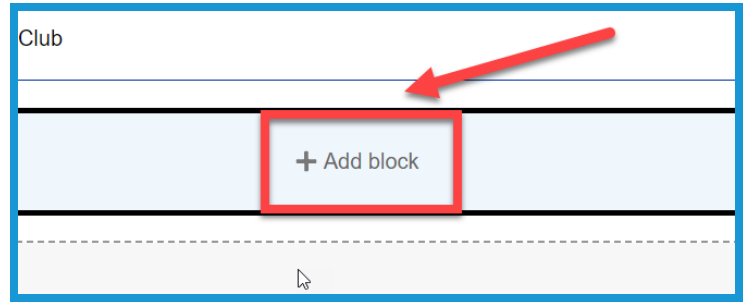
2. Under **CAFE Event Blocks** in the Blocks Menu on the right side of the screen, choose which **Event Block** you would like to use.

CAFE Event Blocks

Events: Events (Grid Format)

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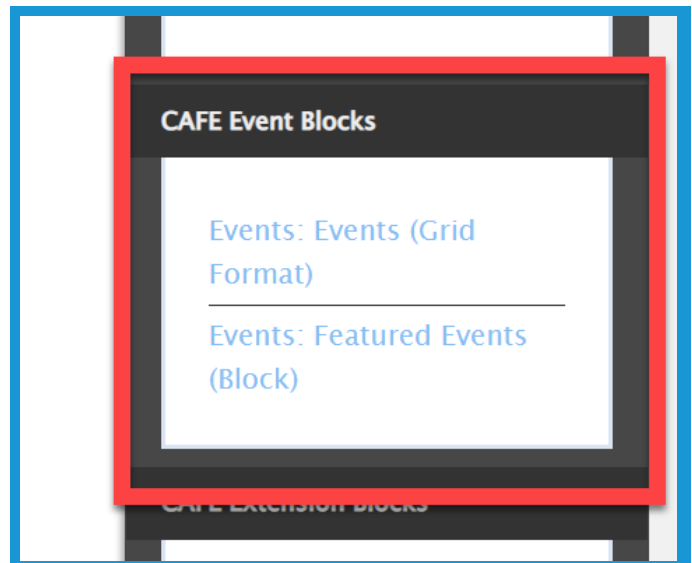
3. Under the **Event Format** dropdown, choose to only display events using a specific delivery method. By default, all events will be displayed.

Events: Events (List Format)

☑ Display title

Event Format

– Any –

– Any –
In-Person
Remote
Hybrid

Override title
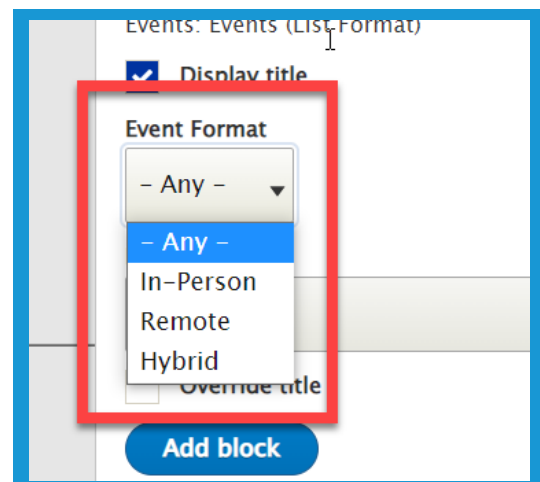
Add block

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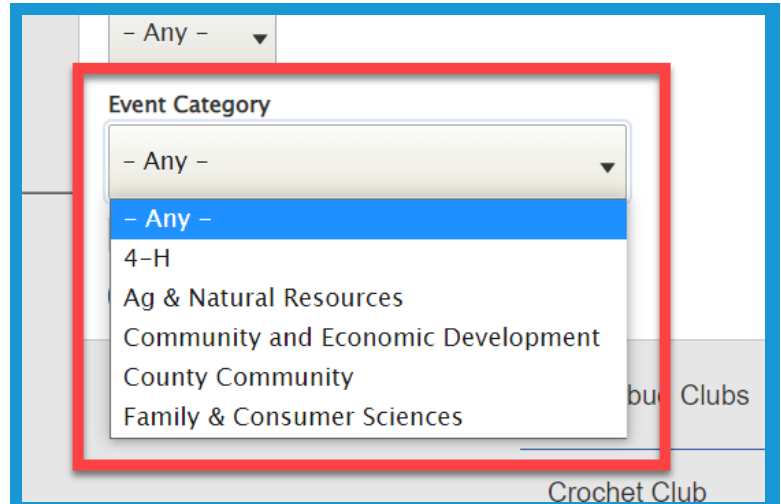
5. Click **Add block** in the lower left corner of the Configure Block Window.

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.

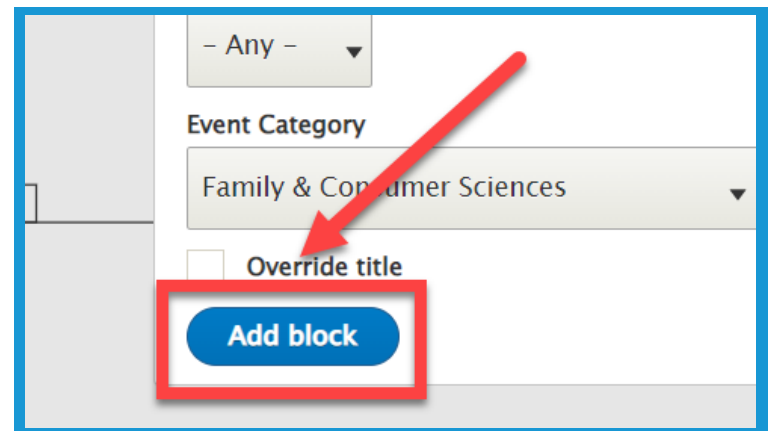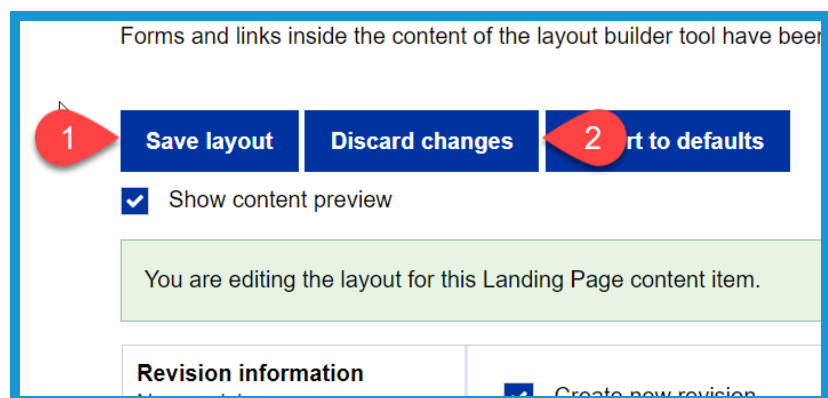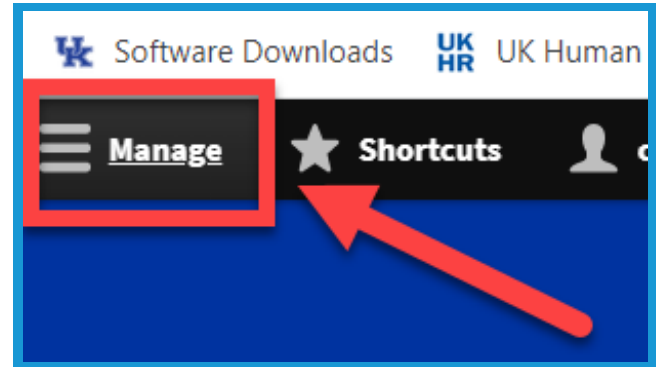2. Place your mouse over **Content (1)** in the upper left. Place your mouse over **Add Content (2)**. Click **Newsletter (3)** in the new menu.
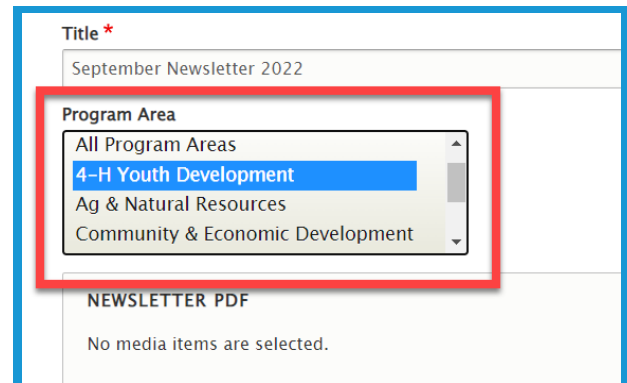
3. In the **Title** field type the name of the newsletter. Try to remain consistent in the naming of the newsletters when posting.

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Section 3a: Creating Newsletters

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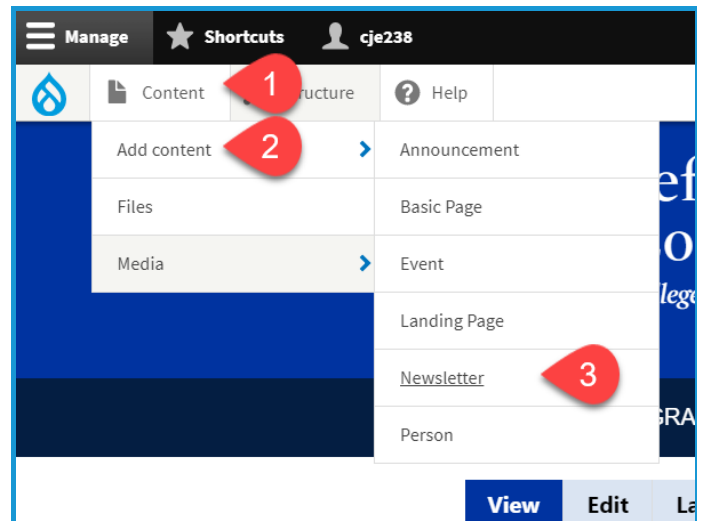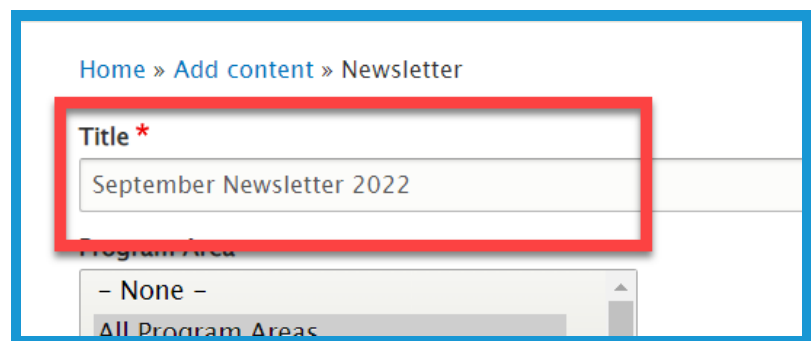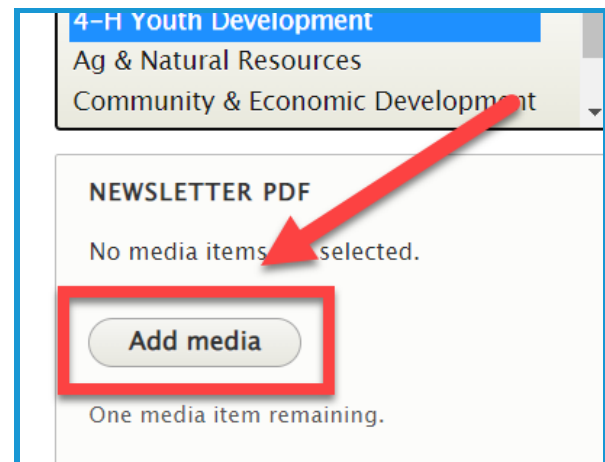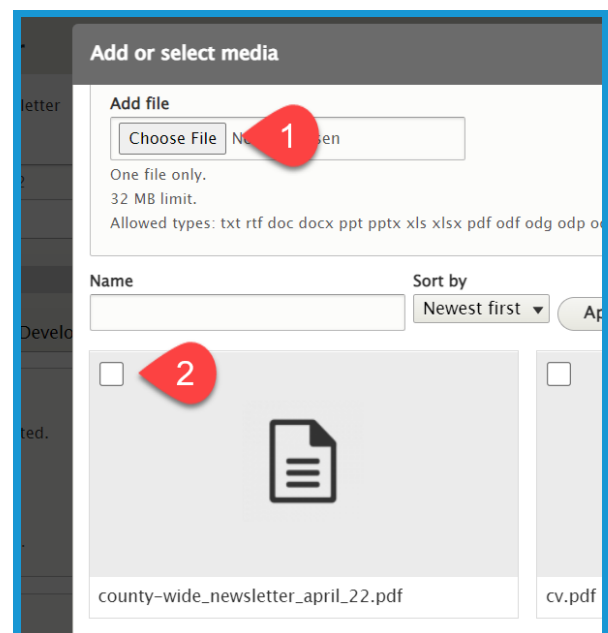

5. Click **Add Media** under Newsletter PDF to load the needed file.

6. Select the **Choose File (1)** to import a file from your computer, or load a newsletter from the **File Library (2)**.
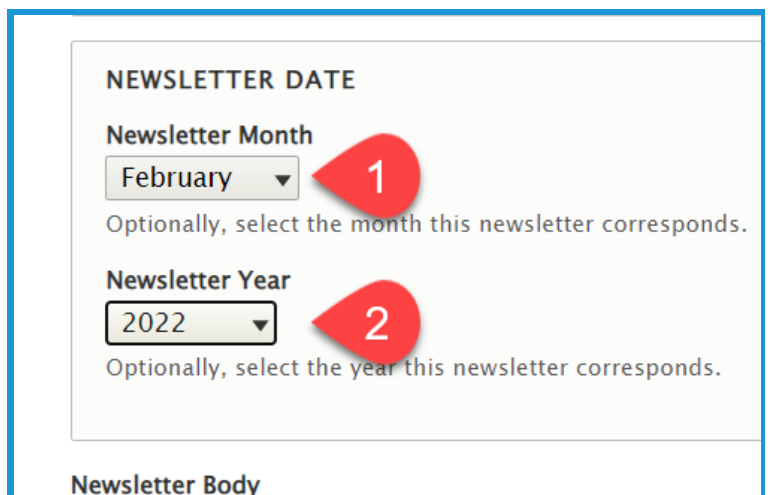
Section 3a: Creating Newsletters
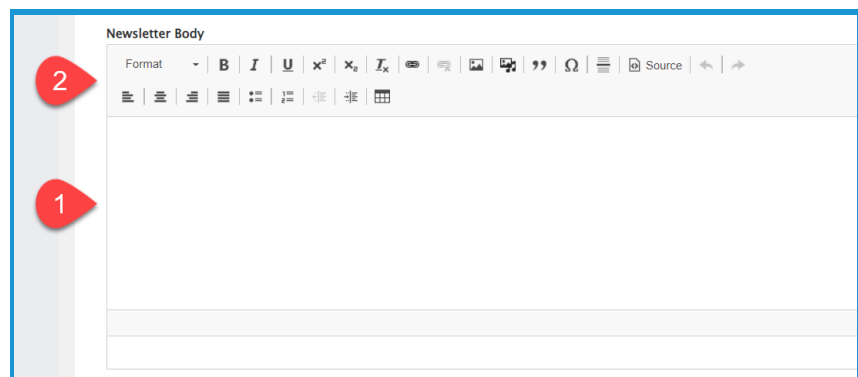
7. Select **Insert selected** in the lower left corner.
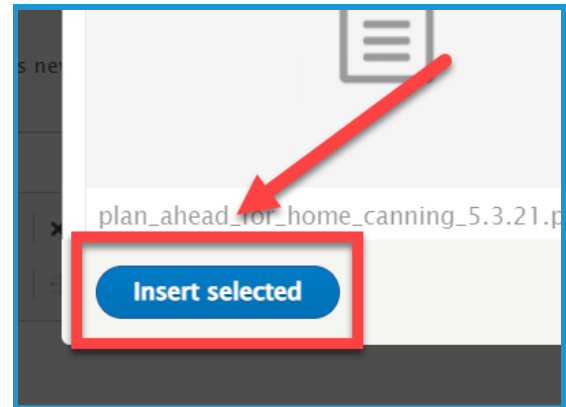
8. Choose the **Newsletter Month (1)** and **Newsletter Year (2)** from the dropdowns under Newsletter Date.

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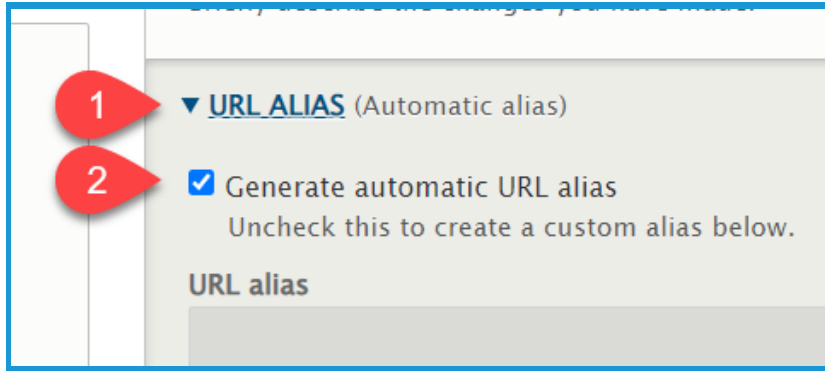
11. Type the path in the **URL alias field**. Make sure to begin each path with a **forward slash (/)**. Also, if you want to separate words put a **dash (-)** between each word.
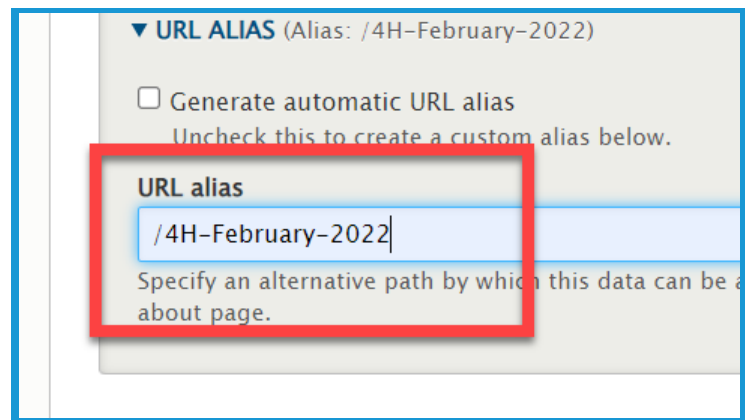
12. Click **Save** in the lower left corner of the screen.

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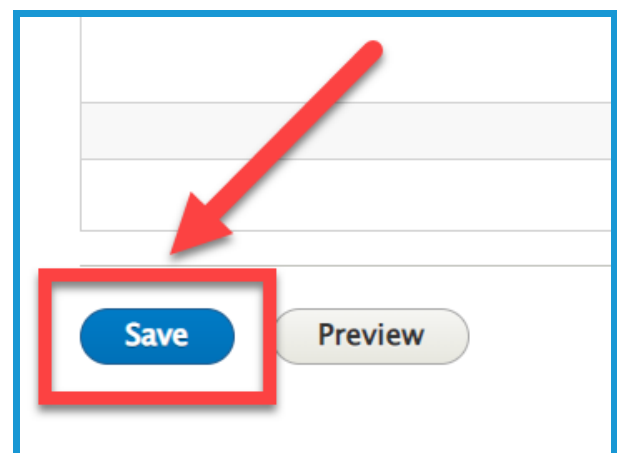
Section 3b: Newsletters Blocks

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.)**

Club

+ Add block

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

CAFE Extension Blocks

1 Newsletters (Block)

2 Newsletters by Section (Block)
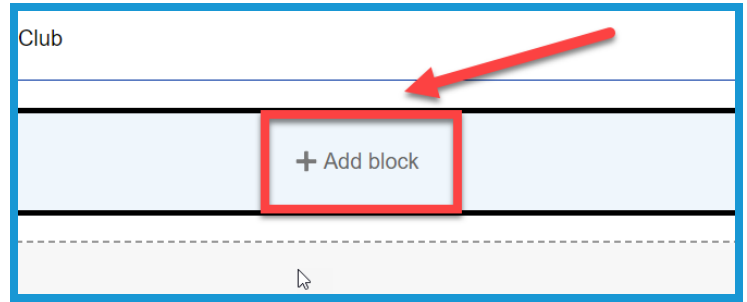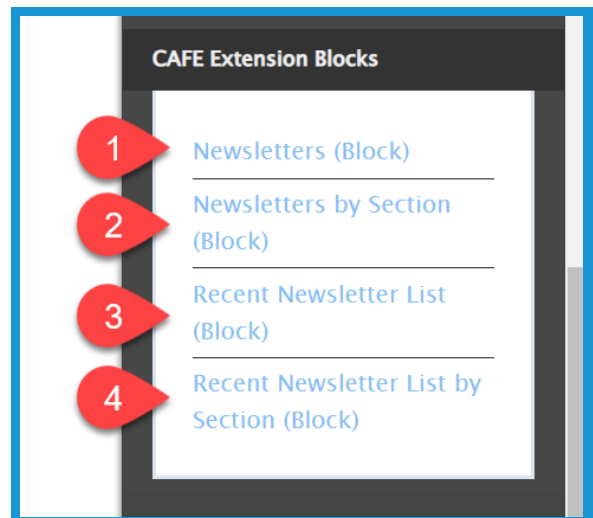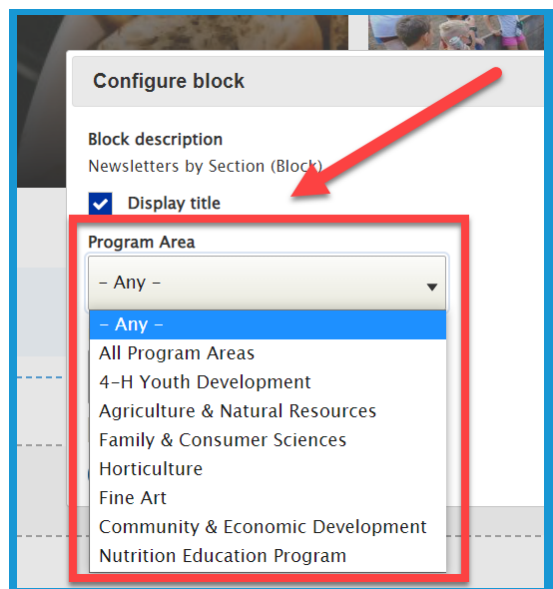
3 Recent Newsletter List (Block)

4 Recent Newsletter List by Section (Block)

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

Configure block

Block description
Newsletters by Section (Block)

☑ **Display title**

Program Area

– Any –

– Any –
All Program Areas
4–H Youth Development
Agriculture & Natural Resources
Family & Consumer Sciences
Horticulture
Fine Art
Community & Economic Development
Nutrition Education Program

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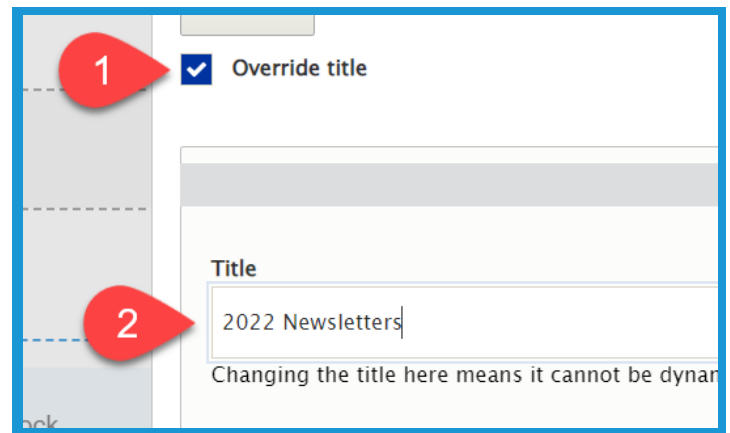Food and Environment
*Cooperative Extension Service*

Section 3b: Newsletters Blocks

4. Click the **Newsletter Year** dropdown to select a specific year to highlight. Select **Any** to display all Newletters.
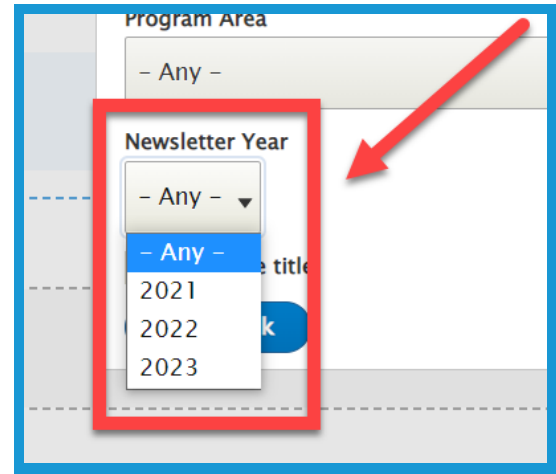
5. Check the **Override title box (1)** to change the Block Title. Enter the new label in the **Title field (2)**.
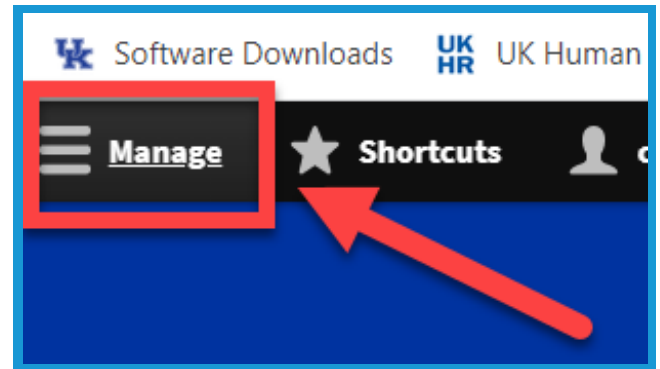

6. Click **Add block** in the lower left corner. Make sure to click **Save Layout** in the upper left of the landing page.
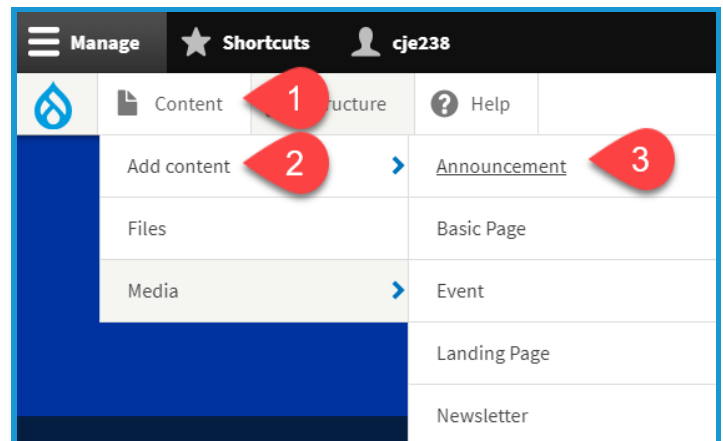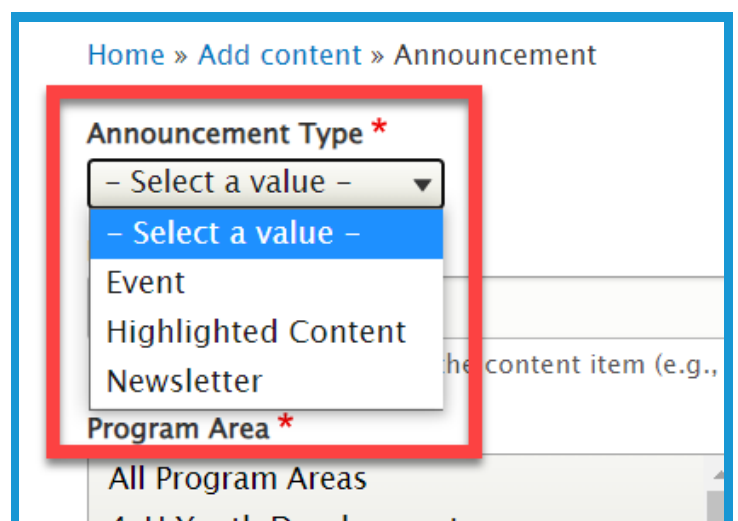

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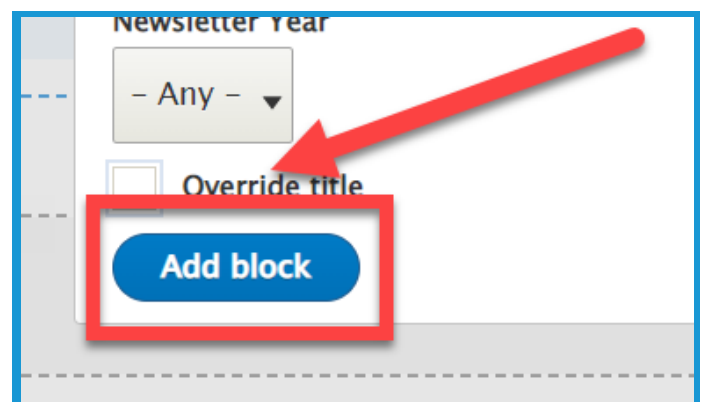
Section 4a: Adding Announcements

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.
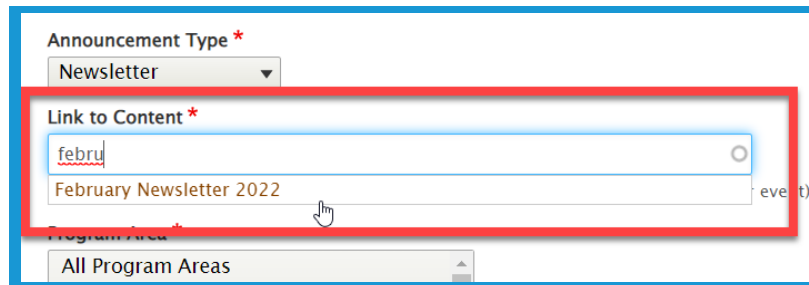

3. Under **Announcement Type**, select the type of material you are highlighting. **Steps 3-5 are required fields.**

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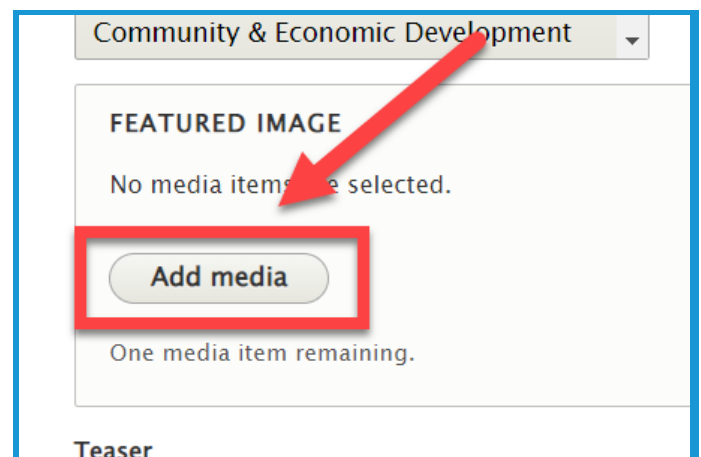
5. Under **Program Area** select the program associated with the announcement.

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

Section 4a: Adding Announcements
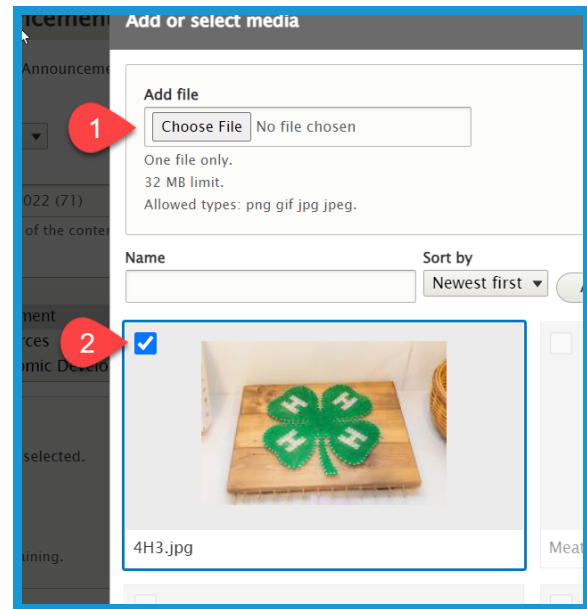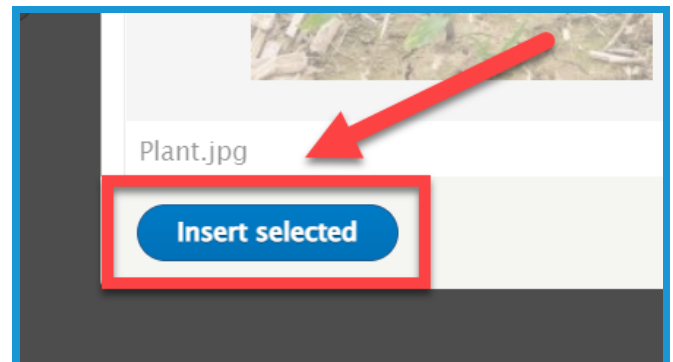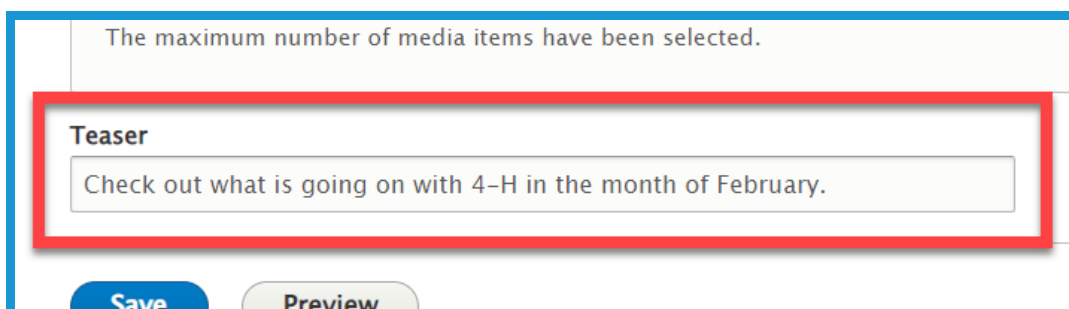

7. Select the **Choose File (1)** to import an image from your computer, or load an image from the **File Library (2)**.

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.


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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.
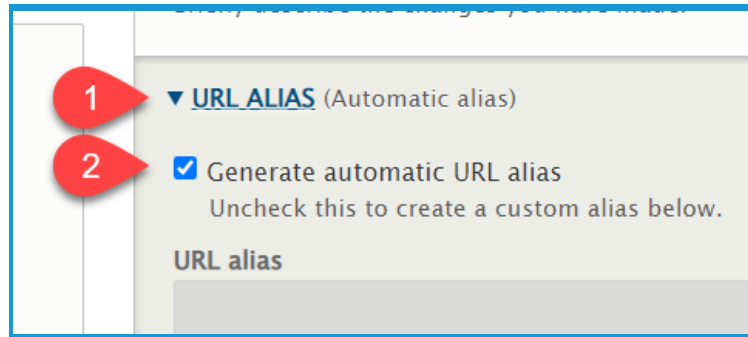
11. Type the path in the **URL alias field**. Make sure to begin each path with a **forward slash (/)**. Also, if you want to separate words put a **dash (-)** between each word.
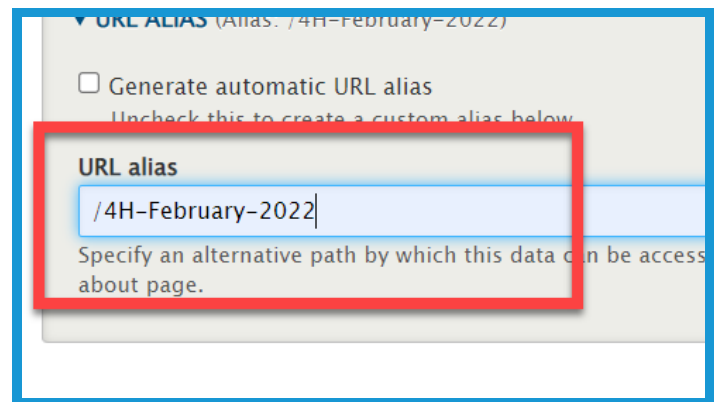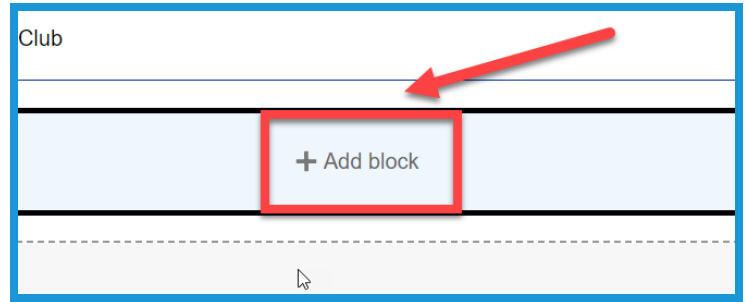
12. Click **Save** in the lower left corner
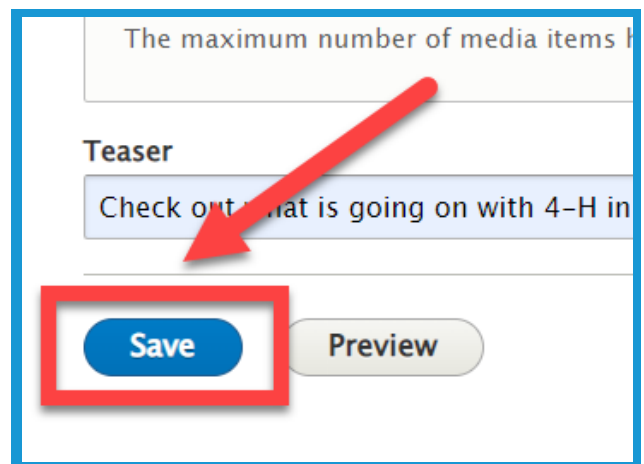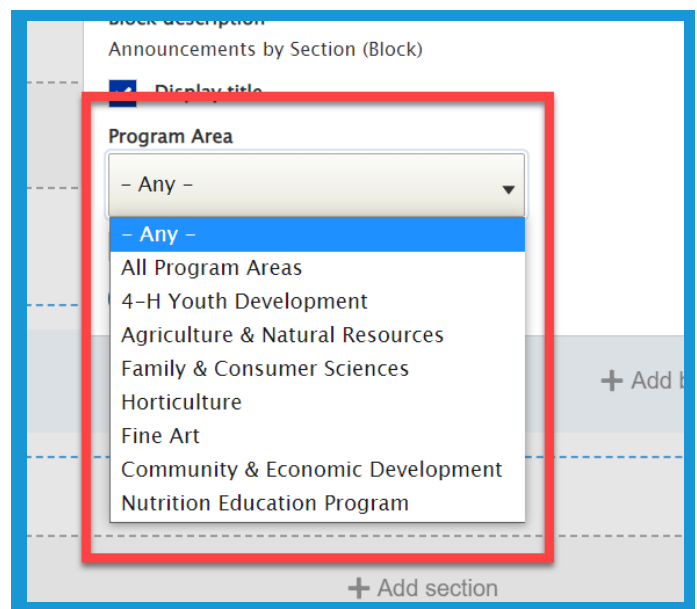
Section 4b: Announcements Blocks

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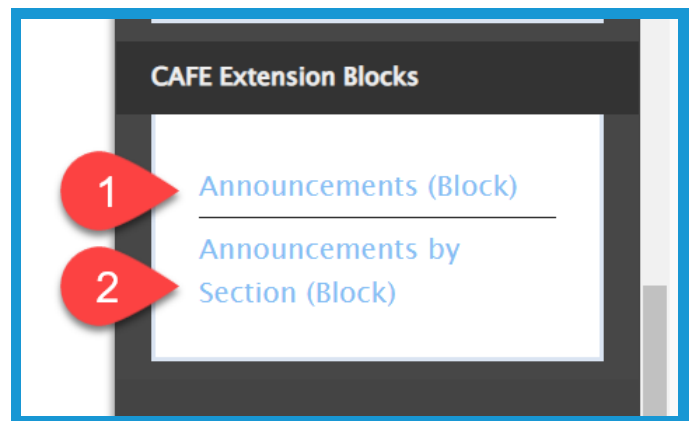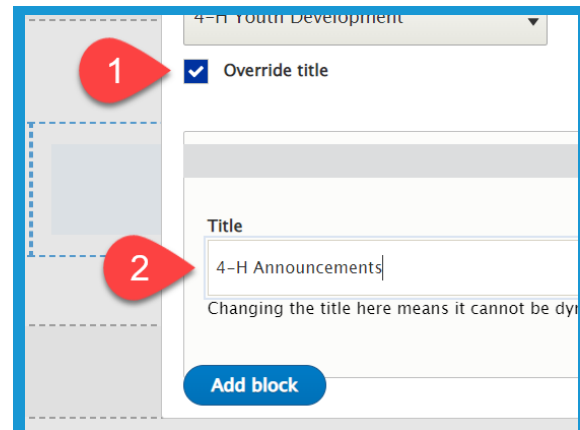
3. If selecting **a "by Section" block**, click the **Program Area dropdown menu** to select the needed program.

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)**.
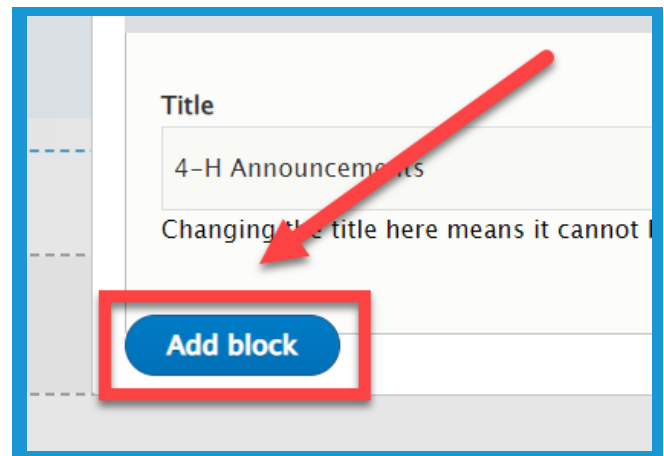
5. Click the **Add block button** in the lower left corner.
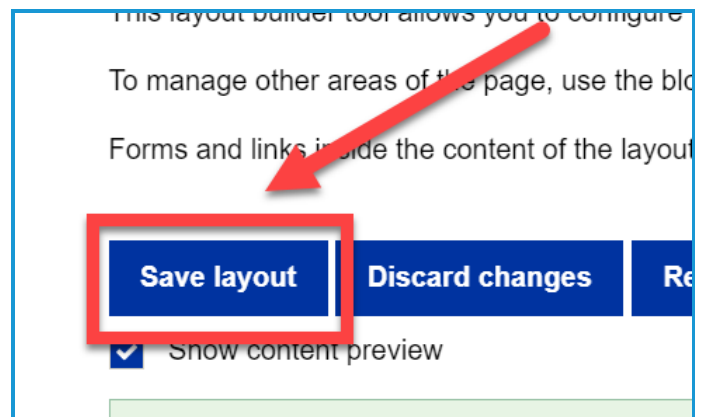
6. Click **Save layout** at the top left corner of the page to confirm the block.

Section 5: Removing Program Areas From Filters

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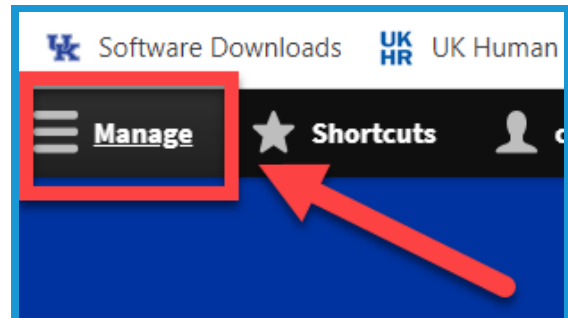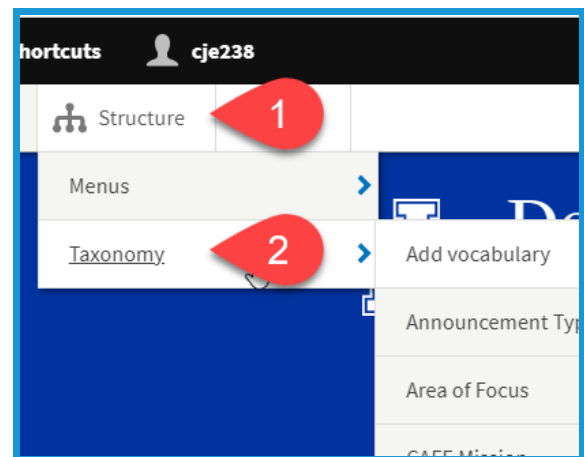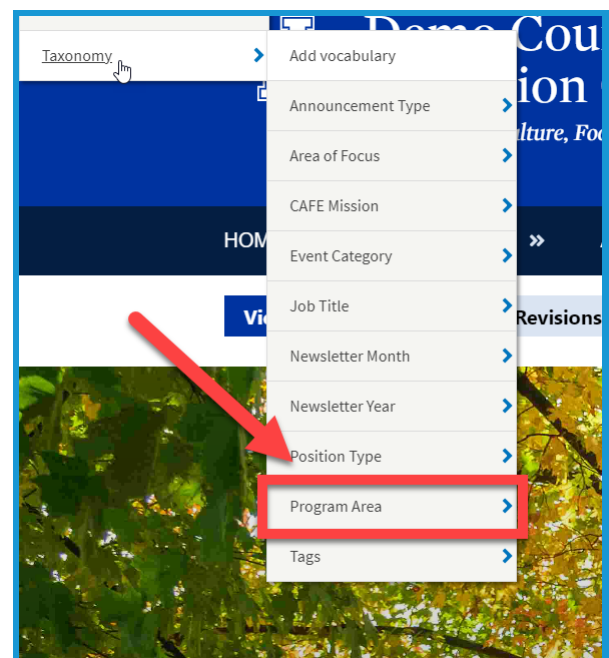

2. Place your mouse over **Structure (1)** in the upper left corner. Then place your mouse over **Taxonomy (2)**.
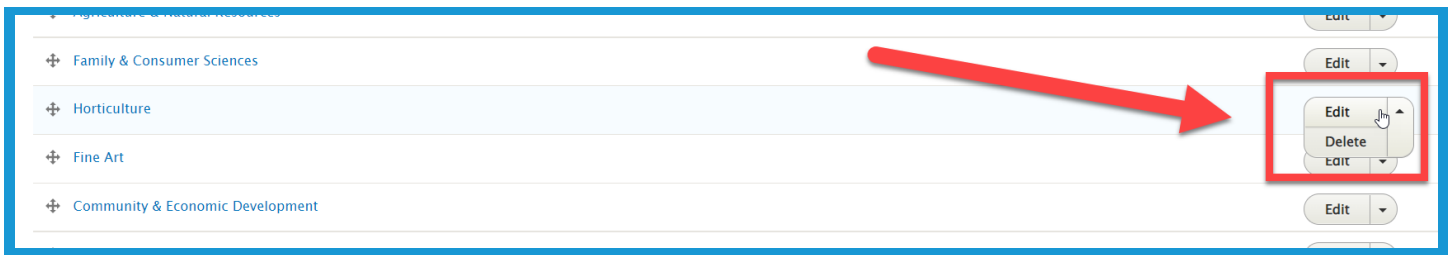

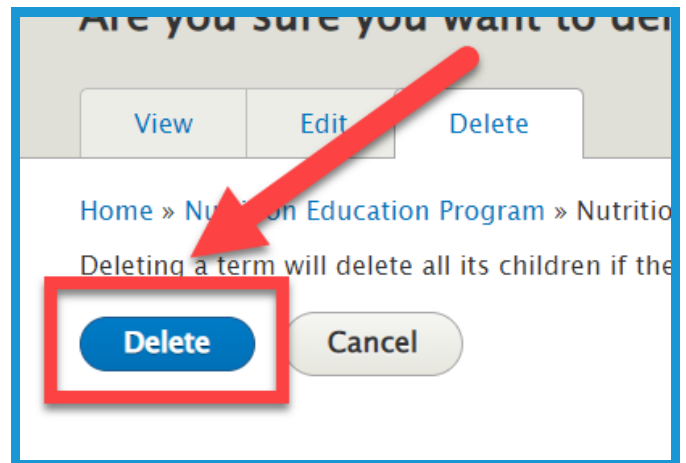3. Click **Program Area** in the Taxonomy menu.

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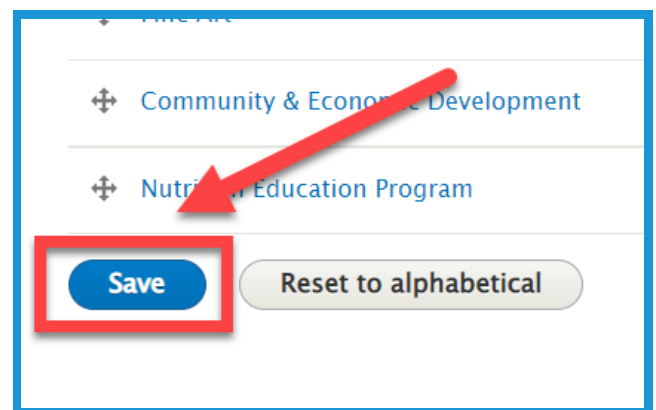## Section 5: Removing Program Areas From Filters

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 Annoucements

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