

Tab 1

## Questions ...

- We'll need to figure out the relationship between the existing Drupal user guide ([https://www.drupal.org/docs/user\\_guide/en/index.html](https://www.drupal.org/docs/user_guide/en/index.html)) and this new Drupal CMS guide.
- Let's get a review of the proposed outline from starshot leadership and ask them what do they want to highlight about starshot that's not in this outline? Then see if we can fit it in.

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Goals and other guidelines moved here: [Guidelines for Writing](#)

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Drupal CMS Documentation - draft content for use as part of the DrupalCon Barcelona presentation.

This is a parsed-down simplified version of the Table of Contents with emphasis on the Events and Locations sections, and the Starshot tracks.

Formatting note: Stubbed links are enclosed by square brackets; for example, [this is a link].

## Drupal CMS Guide - Version 1 - Table of Contents

*Drupal CMS Guide version 1 (January 2025) - This outline represents current thinking for the first deliverable of the Drupal CMS Guide.*

*Items with "SEC:" in the title indicate sections the DA is promoting to potential Adopt-a-Doc sponsors.*

- [Get started](#)
  - SEC: Install Drupal CMS
    - Task: Use the In-Browser Trial
    - Task: Install Locally with DDEV
  - SEC: Welcome to Drupal CMS (Was: Log in for the first time)
    - Concept: First visit to Drupal CMS
    - Task: Finish setting up your account (Update your password)

- Set up your first user account (previously its own section, but now just a page here)
  - Concept: Getting around Drupal CMS (Navigation overview, Shortcuts, (and coffee module))
  - Task: Add or Remove a Shortcut
  - Concept: Public facing site versus admin ui?
- ~~SEC: Concept: Dashboard~~
  -
- SEC: Get to know Drupal CMS
  - Concept: Drupal as a Content Management System
  - Concept: The Drupal Project
  - Concept: Drupal Licensing
  - Concept: The Drupal Community
- **Create a site**
  - SEC: Features (Recipes)
    - Concept: What are Features? (Recipes)
    - Task: Find and Evaluate a Feature
    - Task: [Enable|Install|Use|Apply] a Feature
  - SEC: Modules
    - Concept: What are Modules?
    - Task: Enable a Module
    - Task: Find and Evaluate A Module on Drupal.org
    - Task: Find and Download A Module Using Project Browser
  - SEC: Structure
    - Concept: Content Types and Fields
    - Concept: Views
    - Concept: Menus
    - Concept: Blocks
    - Task: Create a Content Type
    - Task: Create a Custom Block type?
    - Task: Create a View
  - SEC: Appearance
    - Concept What are: Themes?
    - Task: Finding a Theme
    - Task: Enable and Configure A Theme
    -
  - SEC: Layouts
    - Concept: Blocks
    - Task: Create A Custom Block Type
    - Concept: Layout Builder
    - Task: Customize the Dashboard Layout
  - SEC: Configuration
    - Basic site config ... site name ...
    - Pathauto

- **Manage content**

- SEC: Concept: Content administration
  -
- Tour the Drupal CMS Text Editor
  - SEC: How to use the AI assistant in the editor
- SEC: Concept: Publishing workflows
  - ... wait until [https://www.drupal.org/project/drupal\\_cms/issues/3461530](https://www.drupal.org/project/drupal_cms/issues/3461530)
- SEC: Concept: Accessible content
  - Concept: Accessible content
  - Looks like drupal\_cms uses <https://www.drupal.org/project/editoria11y> right now, and we can look to <https://editoria11y.princeton.edu/> for ideas about what to document.
  - ... This recipe is not enabled by default ... so we'll potentially need to walk through enabling it.
  - ... Any AI related tools for helping with accessibility included in Drupal CMS?
- SEC: Basic pages
  - Concept: Basic pages
  - Task: Create a basic page
  - Task: Add a page to the navigation
  - Task: Change the URL of a page
  - Task: Change the layout of a page
- SEC: Blog posts
  - Concept: Blog posts
  - Task: Create a blog post
  - Task: Configure the blog post listing page
  - Task: Sharing your blog post on social media
- SEC: Events
  - [Concept: Events](#)
  - Task: [Create a single event](#)
  - Task: [Create a recurring event](#)
  - Task: Customize the event content type
  - Task: Configure the event listing and calendar pages
- SEC: Locations
  - Concept: Locations
  - Task: Create a location
- SEC: Blocks
  - Concept: Blocks
  - Task: Create A Custom Block
  - Task: Place A Block in a Region
  - Task: Place A Block in a Layout
- SEC: Media
  - Concept: Media Types
  - Concept: Media Library

- Task: Add / Upload A Media Item
  - Task: Use A Media Item on a Page
  - ... responsive images ... ([there's an in-progress recipe for this](#))
- SEC: Webforms
  - Concept: Webforms
  - Task: Create a Basic Survey
  - Task: Send An Email When A Form Is Submitted
  -
- SEC: Translate content
  - Note: Prereqs in Customize your site > Set up a multilingual site
  - Task: Translate a Piece of Content
  - Task: Translate a Configuration Item
- **Customize your site**
  - SEC: Change the appearance of your site
    - Concept: Theme settings
    - Task: Add a custom logo to your theme
    - Task: Customize settings for your installed theme
    - Task: Add a block to the global footer
  - SEC: Configure your site
    - Manage data privacy and compliance (GDPR/CCP)
    - Configure site search
    - ... Something related to account registration maybe
    -
  - SEC: Set up a multilingual site [Combine section with Manage Content > Translate content]
    - Concept: Multilingual Sites
    - Task: Add a Language (See UG 11.1. Adding a Language)
    - Task: Configure Content Translation (See UG 11.2. Configuring Content Translation)
- **SEC: Manage people on your site**
  - 8.1. Concept: Users, Roles, and Permissions
  - 8.2. Concept: The User 1 Account
  - 8.3. Creating a Role (maybe more specific like Create an Editor Role)
  - 8.4. Creating a User Account
  - 8.5. Assigning Permissions to a Role
  - 8.6. Changing a User's Roles
  - 8.7. Assigning Authors to Content
- **SEC: Access reports and logs**
  - Site analytics
  - Errors logs
  - Security Updates?
- **SEC: Promote your site**
  - Concept: Optimize your site for search engines (SEO)
  - Task: Customize Metatags for Individual Pages

- Task: SEO Checklist
  - Task: Manage your sitemap.xml file
  - ... Task: Integrate with Google Tag Manager? – need to figure out what marketing related features are being added to Starshot so we can know what to put in here
  - ...
  - **SEC: Keep your site up-to-date**
    - Concept: Automatic Updates
    - Set up your site for automatic updates
- 

## Current User Guide Outline ...

*Just here for reference ...*

- 1. Preface
  - 1.1. Copyright
  - 1.2. Audience and Goal
  - 1.3. Organization
  - 1.4. Reporting Problems
  - 1.5. Conventions of the Guide
  - 1.6. Guiding Scenario
- 2. Understanding Drupal
  - 2.1. Concept: Drupal as a Content Management System
  - 2.2. Concept: Modules
  - 2.3. Concept: Themes
  - 2.4. Concept: Distributions
  - 2.5. Concept: Types of Data
  - 2.6. Concept: The Drupal Project
  - 2.7. Concept: Drupal Licensing
- 3. Planning Your Site
  - 3.1. Concept: Regions in a Theme
  - 3.2. Planning Your Site Layout
  - 3.3. Concept: Content Entities and Fields
  - 3.4. Concept: Modular Content
  - 3.5. Planning your Content Structure
  - 3.6. Concept: Editorial Workflow
  - 3.7. Concept: User Interface, Configuration, and Content translation
- 4. Installation
  - 4.1. Concept: Server Requirements
  - 4.2. Concept: Additional Tools

- 4.3. Concept: Methods for Downloading and Installing the Core Software
  - 4.4. Preparing to Install
  - 4.5. Using Composer to Download and Update Files
  - 4.6. Running the Interactive Installer
- 5. Basic Site Configuration
  - 5.1. Concept: Administrative Overview
  - 5.2. Editing Basic Site Information
  - 5.3. Installing a Module
  - 5.4. Uninstalling Unused Modules
  - 5.5. Configuring User Account Settings
  - 5.6. Configuring the Theme
- 6. Basic Page Management
  - 6.1. Concept: Paths, Aliases, and URLs
  - 6.2. Creating a Content Item
  - 6.3. Editing a Content Item
  - 6.4. Designating a Front Page for your Site
  - 6.5. Concept: Menu
  - 6.6. Adding a Page to the Navigation
  - 6.7. Changing the Order of Navigation
- 7. Setting Up Content Structure
  - 7.1. Adding a Content Type
  - 7.2. Deleting a Content Type
  - 7.3. Adding Basic Fields to a Content Type
  - 7.4. Concept: Reference Fields
  - 7.5. Concept: Taxonomy
  - 7.6. Setting Up a Taxonomy
  - 7.7. Adding a Reference Field
  - 7.8. Concept: Forms and Widgets
  - 7.9. Changing Content Entry Forms
  - 7.10. Concept: View Modes and Formatters
  - 7.11. Changing Content Display
  - 7.12. Concept: Image Styles
  - 7.13. Setting Up an Image Style
  - 7.14. Concept: Responsive Image Styles
  - 7.15. Concept: Text Formats and Editors
  - 7.16. Configuring Text Formats and Editors
- 8. Managing User Accounts
  - 8.1. Concept: Users, Roles, and Permissions
  - 8.2. Concept: The User 1 Account
  - 8.3. Creating a Role
  - 8.4. Creating a User Account
  - 8.5. Assigning Permissions to a Role
  - 8.6. Changing a User's Roles
  - 8.7. Assigning Authors to Content

- 9. Blocks
  - 9.1. Concept: Blocks
  - 9.2. Creating A Custom Block
  - 9.3. Placing a Block in a Region
- 10. Creating Listings with Views
  - 10.1. Concept: Uses of Views
  - 10.2. Concept: The Parts of a View
  - 10.3. Creating a Content List View
  - 10.4. Duplicating a View
  - 10.5. Adding a Block Display to a View
- 11. Making Your Site Multilingual
  - 11.1. Adding a Language
  - 11.2. Configuring Content Translation
  - 11.3. Translating Content
  - 11.4. Translating Configuration
- 12. Extending and Customizing Your Site
  - 12.1. Finding Modules
  - 12.2. Enabling and Disabling Maintenance Mode
  - 12.3. Downloading and Installing a Module from *Drupal.org*
  - 12.4. Finding Themes
  - 12.5. Downloading and Installing a Theme from *Drupal.org*
  - 12.6. Manually Installing Module or Theme Files
  - 12.7. Concept: Development Sites
  - 12.8. Making a Development Site
  - 12.9. Deploying New Site Features
  - 12.10. Synchronizing Configuration Versions
  - 12.11. Managing File and Configuration Revisions with Git
- 13. Preventing and Fixing Problems
  - 13.1. Concept: Cache
  - 13.2. Clearing the Cache
  - 13.3. Concept: Data Backups
  - 13.4. Concept: Log
  - 13.5. Concept: Status Report
- 14. Security and Maintenance
  - 14.1. Concept: Cron
  - 14.2. Configuring Cron Maintenance Tasks
  - 14.3. Concept: Security and Regular Updates
  - 14.4. Keeping Track of Updates
  - 14.5. Updating the Core Software
  - 14.6. Updating a Module
  - 14.7. Updating a Theme
- 15. Final Thoughts
  - 15.1. Connecting with the Community
  - 15.2. Getting Support

- 15.3. Learning More
- 16. Glossary
- 17. Index

## Merged outlines ...

*Example of what it might look like to merge the user guide and drupal cms guide into one future mega guide to rule them all ...*

- Preface
  - 1.1. Copyright
  - 1.2. Audience and Goal
  - 1.3. Organization
  - 1.4. Reporting Problems
  - 1.5. Conventions of the Guide
  - 1.6. Guiding Scenario
- Getting started with Drupal CMS
  - Install Drupal CMS
  - Log in for the first time
  - Concept: Dashboard
  - Set up your first user account
- Understanding Drupal CMS
  - Get to know Drupal CMS
  - 2. Understanding Drupal
    - 2.1. Concept: Drupal as a Content Management System
    - 2.2. Concept: Modules
    - 2.3. Concept: Themes
    - 2.4. Concept: Distributions
    - 2.5. Concept: Types of Data
    - 2.6. Concept: The Drupal Project
    - 2.7. Concept: Drupal Licensing
- Managing your site
  - Concept: Content administration
  - Tour the Drupal CMS Text Editor
    - How to use the AI assistant in the editor
  - 5. Basic Site Configuration
    - 5.1. Concept: Administrative Overview
    - 5.2. Editing Basic Site Information
    - 5.5. Configuring User Account Settings
    - 5.6. Configuring the Theme
  - 6. Basic Page Management

- 6.1. Concept: Paths, Aliases, and URLs
- 6.2. Creating a Content Item
- 6.3. Editing a Content Item
- 6.4. Designating a Front Page for your Site
- 6.5. Concept: Menu
- 6.6. Adding a Page to the Navigation
- 6.7. Changing the Order of Navigation
- Managing specific content types (Drupal CMS content types)
  - Blog posts
  - Events
    - [Concept: Events](#)
    - [Create a single event](#)
    - [Create a recurring event](#)
    - Customize the event content type
    - Configure the event listing and calendar pages
  - Locations
    - Concept: Locations
    - Create a location
  - Profiles
- 8. Managing User Accounts
  - 8.1. Concept: Users, Roles, and Permissions
  - 8.2. Concept: The User 1 Account
  - 8.3. Creating a Role
  - 8.4. Creating a User Account
  - 8.5. Assigning Permissions to a Role
  - 8.6. Changing a User's Roles
  - 8.7. Assigning Authors to Content
- Editorial workflows
  - Concept: Publishing workflows
- Concept: Accessible content
- Managing media
  -
- Managing Webforms
  -
- 11. Making Your Site Multilingual
  - 11.1. Adding a Language
  - 11.2. Configuring Content Translation
  - 11.3. Translating Content
  - 11.4. Translating Configuration
- Building a site
  - 3. Planning Your Site
    - 3.1. Concept: Regions in a Theme
    - 3.2. Planning Your Site Layout
    - 3.3. Concept: Content Entities and Fields

- 3.4. Concept: Modular Content
- 3.5. Planning your Content Structure
- 3.6. Concept: Editorial Workflow
- 3.7. Concept: User Interface, Configuration, and Content translation
- 4. Installation
  - 4.1. Concept: Server Requirements
  - 4.2. Concept: Additional Tools
  - 4.3. Concept: Methods for Downloading and Installing the Core Software
  - 4.4. Preparing to Install
  - 4.5. Using Composer to Download and Update Files
  - 4.6. Running the Interactive Installer
- Features (Recipes)
  - Concept: Recipes
  - Finding Recipes
  - Installing Recipes
- Modules
  - Concept: Modules
  - Concept: Project Browser
  - Installing a module w. Project Browser
  - 5.3. Installing a Module (w. Composer)
  - 5.4. Uninstalling Unused Modules
  - 12.1. Finding Modules
  - 12.2. Enabling and Disabling Maintenance Mode
  - 12.3. Downloading and Installing a Module from *Drupal.org*
  - ~~12.6. Manually Installing Module or Theme Files~~
- Structure
  - 7. Setting Up Content Structure
    - 7.1. Adding a Content Type
    - 7.2. Deleting a Content Type
    - 7.3. Adding Basic Fields to a Content Type
    - 7.4. Concept: Reference Fields
    - 7.5. Concept: Taxonomy
    - 7.6. Setting Up a Taxonomy
    - 7.7. Adding a Reference Field
    - 7.8. Concept: Forms and Widgets
    - 7.9. Changing Content Entry Forms
    - 7.10. Concept: View Modes and Formatters
    - 7.11. Changing Content Display
    - 7.12. Concept: Image Styles
    - 7.13. Setting Up an Image Style
    - 7.14. Concept: Responsive Image Styles
    - 7.15. Concept: Text Formats and Editors
    - 7.16. Configuring Text Formats and Editors
  - 9. Blocks

- 9.1. Concept: Blocks
  - 9.2. Creating A Custom Block
  - 9.3. Placing a Block in a Region
- 10. Creating Listings with Views
  - 10.1. Concept: Uses of Views
  - 10.2. Concept: The Parts of a View
  - 10.3. Creating a Content List View
  - 10.4. Duplicating a View
  - 10.5. Adding a Block Display to a View
- Appearance
  - 5.6. Configuring the Theme
  - 12.4. Finding Themes
  - 12.5. Downloading and Installing a Theme from *Drupal.org*
- Layouts
- Configuration
- Hosting & Deployment
  - 12.7. Concept: Development Sites
  - 12.8. Making a Development Site
  - 12.9. Deploying New Site Features
  - 12.10. Synchronizing Configuration Versions
  - 12.11. Managing File and Configuration Revisions with Git
- Promote your site
  - Optimize your site for search engines (SEO)
  - Site analytics
- Preventing and fixing problems
  - 13.1. Concept: Cache
  - 13.2. Clearing the Cache
  - 13.3. Concept: Data Backups
  - 13.4. Concept: Log
  - 13.5. Concept: Status Report
  - Accessing logs and reports
- Security and maintenance
  - Concept: Automatic Updates
  - Set up your site for automatic updates
  - 14.1. Concept: Cron
  - 14.2. Configuring Cron Maintenance Tasks
  - 14.3. Concept: Security and Regular Updates
  - 14.4. Keeping Track of Updates
  - 14.5. Updating the Core Software
  - 14.6. Updating a Module
  - 14.7. Updating a Theme
- Connecting with the community
  - 15.1. Connecting with the Community
  - 15.2. Getting Support

- 15.3. Learning More
  - Hiring a professional
- 

## Expanded outline

*This outline mirrors the table of contents above and provides more details about what will be covered in each section.*

Synopsis: What is someone who lands in this section trying to do? Why are they here? What should they expect to be able to accomplish once they've completed these tutorials?

Learning objectives: Students will be able to ... do these 3 to 5 things after completing this section

✅ ToDo ... things that should be in this outline somewhere but aren't yet ...

- Views
- 

## Get started

🗣️: You've just heard of Drupal CMS and you're wondering what it is, and how to get started with setting up a new site that will let you experiment and learn by doing.

Someone should be able to walk through this section in 15 minutes.

### 📖 SEC: Install Drupal CMS

**Synopsis:** You've decided to install Drupal CMS, and you want to know how to get Drupal CMS up and running. You're looking for guidance on choosing between, and then using, the two install options; The in-browser trial, and the DDEV setup.

### Learning objectives:

By the end of this section, learners will be able to:

- Describe what kind of software Drupal CMS is, and what is required to run the software.

- Download the Drupal CMS software or try it out in a browser.
- Use the installer UI to install Drupal CMS
- Navigate each step of the installer and how you can “change your mind later”
- Interpret each of the status or warning messages that commonly appear on the Dashboard page when you have successfully installed Drupal CMS and what you should do next.

 Task: Use the In-Browser Trial

 Task: Install Locally with DDEV

 ... Concept: Drupal CMS Requirements

## SEC: Welcome to Drupal CMS (was Log in for the first time)

This section is an introduction to the Drupal CMS as a user sees it on the page. Things like the primary navigation, how to navigate, the pre-defined content types, etc. This is information aimed at someone who is wanting to take their first steps using the Drupal CMS UI.

 Concept: First visit to Drupal CMS

**Synopsis:**

**Learning objectives:**

 Task: Finish setting up your account

**Synopsis:** When you first installed Drupal, a user account was created for you. Learn what kind of privileges this account has, how you can change the password, and finish setting it up post-installation.

**Learning objectives:**

By the end of this section, learners will be able to:

- Change the password on the first user account.
- Navigate to the account settings page.
- Finish setting up the first user account.
- Log out and log in to the first user account.

### Concept: Getting around Drupal CMS

**Synopsis:** An overview of the structure, and tools, that make up Drupal CMS primary admin navigation with the goal of helping new users be able to locate what they are looking for. Overview of the navigation, shortcuts, and coffee module.

#### **Learning objectives:**

### Task: Add or remove a shortcut

**Synopsis:** Drupal CMS allows users to bookmark frequently accessed pages. Show a user where to find their shortcuts, and how to add/remove items from the list.

#### **Learning objectives:**

### Concept: Public facing site versus admin UI

**Synopsis:** Help new users distinguish between the public facing portion of your site, and the administrative UI. And understand what the differences are.

#### **Learning objectives:**

### SEC: Concept: Dashboard

**Synopsis:** Out-of-the-box, the Dashboard contains links to possible next steps you may want to take with your new Drupal CMS installation. It's a page that you can make your own, updating the links, layout, or adding new information to this page for site managers.

#### **Learning objectives:**

By the end of this section, learners will be able to:

- Recall the purpose of the Dashboard and its potential to be customized.
- Navigate to the Dashboard from another page in Drupal CMS.
- Use the Dashboard to navigate to a page that will enable you to change your password.

## SEC: Get to know Drupal CMS

This section is an introduction to the Drupal CMS as an open-source project, community, and ecosystem. Where the above welcome section focuses on introducing the UI, this section focuses on introducing the project and making the case for why you should choose Drupal CMS, open-source, etc.

 Concept: Drupal as a Content Management System

**Synopsis:**

**Learning objectives:**

 Concept: The Drupal Project

**Synopsis:**

**Learning objectives:**

 Concept: Drupal Licensing

**Synopsis:**

**Learning objectives:**

 Concept: The Drupal Community

**Synopsis:**

**Learning objectives:**

## Create a site

: This top-level section of the guide is focused on site-building tasks. The types of things that someone might do, and the decisions they will have to make, when they are first assembling their Drupal CMS site and/or when they are ready to add new features to their site. The target is suite-builders, in comparison to the manage content section below which targets people working with a site's content.

## SEC: Features (Recipes)

*aka Recipes ... but there's ongoing conversation about what to call this from an end user perspective.*

### **Synopsis:**

What are recipes? When should you use them? What are the implications? What is the difference between bundled (ships with Drupal CMS) recipes and contributed recipes?

 Concept: What are Features?

### **Synopsis:**

### **Learning objectives:**

 Task: Find and Evaluate a Features

### **Synopsis:**

### **Learning objectives:**

 Task: [Enable|Install|Use|Apply] a Feature

### **Synopsis:**

### **Learning objectives:**

### **Learning objectives:**

## SEC: Modules

### **Synopsis:**

What is someone who lands in this section trying to do? Why are they here? What should they expect to be able to accomplish once they've completed these tutorials?

 Concept: What are Modules?

### **Synopsis:**

### **Learning objectives:**

 Task: Enable a Module

**Synopsis:**

**Learning objectives:**

 Task: Find and Evaluate A Module on Drupal.org

**Synopsis:**

**Learning objectives:**

 Task: Find and Download A Module Using Project Browser

**Synopsis:**

**Learning objectives:**

## SEC: Structure

This relates to the “Structure” section of the standard Drupal navigation with a focus on Block layout, Content types, Menus, and Views. This section is doing a lot of work, for version 1 we’ll stick to broad strokes. Future versions of the Drupal CMS guide can probably break this up into sections on individual *structure* features like Content Types, Views, Blocks, Menus, and Taxonomy and go into more detail about each.

**Synopsis:**

This section is all about understanding Drupal’s content modeling tools (entities and fields). It should provide readers with a broad overview of the system’s concepts and terminology. Readers should learn how to create a new content type with fields, how to modify an existing content type or its fields, and how to model complex data with references.

**Learning objectives:**

- Explain at a high level the tools Drupal provides for content modeling.
- Identify content types, and fields, when they are encountered in various places in the UI.
- Create a new content type
- Modify an existing content type

There’s a lot of overlap with the User Guide here:

- [2.3. Concept: Content Entities and Fields](#)
- [2.4. Concept: Modular Content](#)
- [2.5. Planning your Content Structure](#)

- [Chapter 6. Setting Up Content Structure](#)

 Concept: Content Types and Fields

**Synopsis:**

**Learning objectives:**

 Concept: Views

**Synopsis:**

**Learning objectives:**

 Concept: Menus

**Synopsis:**

**Learning objectives:**

 Concept: Blocks

**Synopsis:**

**Learning objectives:**

 Task: Create a Content Type

**Synopsis:**

**Learning objectives:**

 Task: Create a Custom Block type?

**Synopsis:**

**Learning objectives:**

 Task: Create a View

**Synopsis:**

**Learning objectives:**

 SEC: Appearance

**Synopsis:**

What are themes? What role do they play? How can you find, evaluate, enable, and configure a theme? Without getting into the details of how to create a custom theme where you can go to find out more?

 What other tools are available in Drupal CMS for making changes to a site's appearance?

**Learning objectives:**

- Students will be able to ... do these 3 to 5 things after completing this section

 Concept What are: Themes?

**Synopsis:**

**Learning objectives:**

 Task: Finding a Theme

**Synopsis:**

**Learning objectives:**

 Task: Enable and Configure A Theme

**Synopsis:**

**Learning objectives:**

 SEC: Layouts

**Synopsis:**

This section is all about understanding Drupal's layout tools. Until experience builder is included in Drupal CMS this should focus on Blocks, Layout Builder

**Learning objectives:**

- Students will be able to ... do these 3 to 5 things after completing this section

 Concept: Blocks

**Synopsis:**

**Learning objectives:**

 Task: Create A Custom Block Type

**Synopsis:**

**Learning objectives:**

 Concept: Layout Builder

**Synopsis:**

**Learning objectives:**

 Task: Customize the Dashboard Layout

**Synopsis:**

**Learning objectives:**

 SEC: Configuration

**Synopsis:**

This section is all about understanding Drupal's global settings. The things that usually exist under /admin/config. With an emphasis on the ones that site-builders will change (site name, account registration emails) and not developer centric ones (logging, error reporting, caching).

**Learning objectives:**

- Students will be able to ... do these 3 to 5 things after completing this section

# Manage content

**Synopsis:** This section is targeted at people who are working on, or with, content and concerned with things like authoring, editing, promoting, moving, and otherwise managing content. They are working within the existing structure of the site, as opposed to creating the structure which is covered the create a site section. Drupal CMS ships with a handful of different content types, each of which has some things about it that are unique. We'll focus on helping people work with those specific content types, while also teaching them Drupal skills that will apply broadly to any content type.

## SEC: Publishing Workflows

Synopsis: Drupal's workflows module allows for the creation of custom publication workflows. Why would you want to have a custom publication workflow? How do you create one? And, how do you work with content that is in a workflow?

... Right now workflows is not configured by default. We should wait until the related track is further along to start documenting this.

## SEC: Accessible content

 Concept: What is Accessible Content?

## SEC: Basic pages

 Concept: What are Basic Pages

 Task: Create a basic page

 Task: Add a page to the navigation

 Task: Change the URL of a page

 Task: Change the layout of a page

... Layout builder is enabled, but not for the basic page content type. We should confirm that using Layout Builder in this way is advised for Drupal CMS or if the expectation is to wait for XB.

## SEC: Blog posts

 Concept: Blog posts

 Task: Create a blog post

 Task: Configure the blog post listing page

 Task: Sharing your blog post on social media

## SEC: Events

 [Concept: Events](#)

.. Completed as part of DrupalCon Barcelona demo

 Task: [Create a single event](#)

.. Completed as part of DrupalCon Barcelona demo

 Task: [Create a recurring event](#)

.. Completed as part of DrupalCon Barcelona demo

 Task: Customize the event content type

 Task: Configure the event listing and calendar pages

## SEC: Locations

 Concept: Locations

 Task: Create a location

## SEC: Blocks

 Concept: Blocks

 Task: Create A Custom Block

 Task: Place A Block in a Region

 Task: Place A Block in a Layout

## SEC: Media

 Concept: Media Types

 Concept: Media Library

 Task: Add / Upload A Media Item

 Task: Use A Media Item on a Page

 ... Task: something about responsive images when that recipe is complete

## SEC: Webforms

 Concept: Webforms

 Task: Create a Basic Survey

 Task: Send An Email When A Form Is Submitted

## SEC: Translate content

Note: Prereqs in Customize your site > Set up a multilingual site

 Task: Translate a Piece of Content

 Task: Translate a Configuration Item

## Customize your site

**Synopsis:** This is content that relates more to configuration of an existing site than building the structure of a site. Though there is often some overlap. Things like changing the site's name, configuring translations, and adjusting configuration for specific features. For example; Setting up your API keys for using the suite of AI tools.

### SEC: Change the appearance of your site

 Concept: Theme settings

 Task: Add a custom logo to your site

 Task Customize settings for your installed theme

 Task: Add a block to the global footer

### SEC: Configure your site

 ... Manage data privacy and compliance settings

 ... Configure site search features

 ... Configure account registration features

### SEC: Set up a multilingual site

 Concept: Multilingual Sites

 Task: Add a Language

 Task: Configure Content Translation

## SEC: Manage people on your site

**Synopsis:** Site administrators need to know how to add, remove, and promote users. They are tasked with building a team of content creators and editors and granting (and restricting) access to different site features in order to ensure that each user gets the correct experience. This requires understanding Drupal's user accounts, permissions, and roles and how to combine them together into concepts like a content editor, or guest author for blog posts.

## SEC: Access reports and logs

**Synopsis:** This is content for site administrators who are trying to troubleshoot and issue with their site, or need detailed reporting about the Drupal CMS environment. Where to find reports and logs related to errors, security updates, and other troubleshooting information.

Should this also include information about Drupal CMS and analytics like Google Analytics or other tracking services?

## SEC: Promote your site

**Synopsis:** Content related to promoting your site. SEO features built into Drupal CMS, integration with 3rd party marketing services, and social media sites (eg. Twitter cards).

 Concept: Optimize your site for search engines (SEO)

**Synopsis:**

**Learning objectives:**

 Task: Customize Metatags for Individual Pages

**Synopsis:** Drupal CMS will automatically populate common metatags, while allowing per-node modification of these values. Explain how the content strategy for Drupal CMS has some fields

common to all content types, and those are used to populate metatags. But, you can override those on a per-node basis if you need something more specific.

### **Learning objectives:**

#### Task: SEO Checklist

**Synopsis:** Use the SEO checklist / real time analysis features to improve the SEO of a page.

### **Learning objectives:**

#### Task: Manage your sitemap.xml file

**Synopsis:** Drupal CMS will automatically generate a sitemap.xml file. This helps search engines to more intelligently crawl a website and keep their results up to date. The sitemap created by the module can be automatically submitted to Ask, Google, Bing (formerly Windows Live Search), and Yahoo! search engines. For best results you'll want to configure the priority settings, and which content types are included in the sitemap for your site.

### **Learning objectives:**

Right now it looks like the sitemap module is enabled, but none of the content types are included by default ... I wonder if they should be? And/or we should walk through how to include them, set the priority, and regenerate the sitemap once you do.

#### SEC: Keep your site up-to-date

Synopsis:

---

# Verbs for Learning Objectives

Moved to [Guidelines for Writing](#)

## 2 Version 2 Docs Outline: Launch Your Site with Drupal CMS

Moved to [Drupal CMS docs - v1](#)

*The following content was moved to .md files in the drupal\_cms project. Those .md files should be considered the canonical version of this content. But these are still here for reference sake.*

---

## Concept: Events

### Summary

Whether you are planning a meeting, hosting a party, or getting people together for a weekly coffee, Drupal CMS Events let you tell others about your event.

### What are Drupal CMS Events?

The events feature consists of an *Event* content type with a date field, and pre-configured listing pages such as a calendar and an archive. Whether you're building a calendar to track community meetings, a site for listing upcoming games for your soccer league, or the capability of tracking who is registered for an upcoming workshop, the Drupal CMS Events feature is a great starting point.

### Events feature

In order to use the events capabilities the Drupal CMS Events, and Events Locations features must be enabled. Learn more in [\[Enabling New Features\]](#).

### Single or recurring events

With Drupal CMS, you can either [\[create single events\]](#) or [\[create recurring events\]](#).

If you regularly host the same event, there's no need to start from scratch each time. By setting up a [recurring event], you can streamline the process and save time, while still having the flexibility to adjust individual instances.

[Home](#) > [Upcoming Events](#) > [Trivia Night](#)

# Trivia Night

Get ready for a fun and competitive evening with the pub quiz! There will be 6 rounds of 10 questions each, covering everything Drupal and a few general web topics. Form a team of 5 and vie for the title of Drupal trivia champions, with small prizes to be won. You can join also as an individual or a small team and we will help you to form a team.

## When

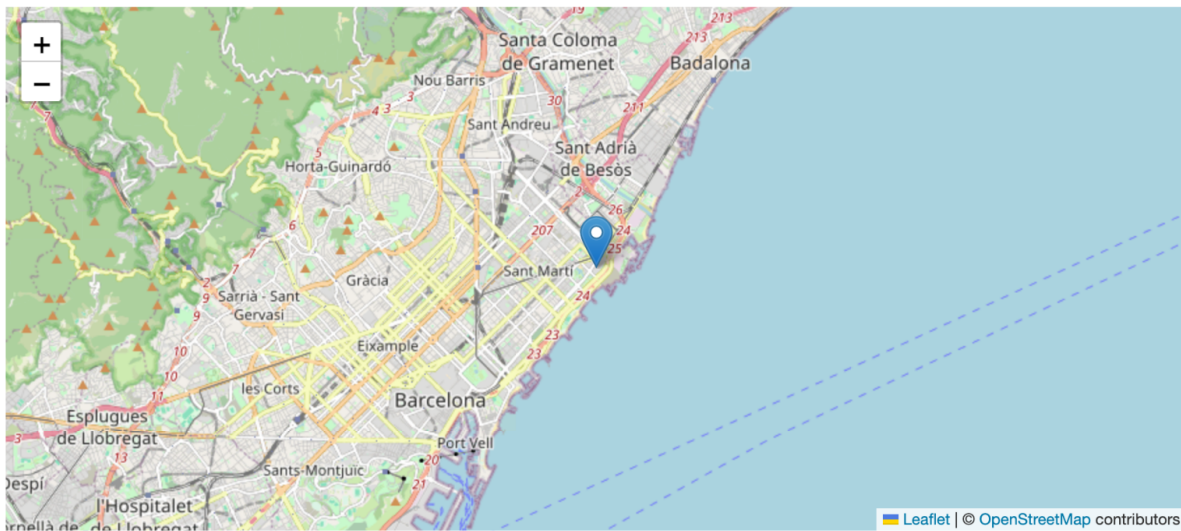
Thu, Sep 26 2024, 7 - 11:59pm

## Where

# International Barcelona Convention Center

## Address

Plaça de Willy Brandt, 11-14  
08019 Barcelona Barcelona  
Spain



Browse events

Your site’s users can browse a list of future and past events on the provided *Events* listing or *Events Calendar* pages. Both pages can be customized to meet your site’s needs.

– 📸 Screenshot of calendar with events on it.

Home > Upcoming Events > Events Calendar

<

>

today

September 2024

month

week

day

list

| Sun         | Mon                     | Tue                      | Wed | Thu | Fri             | Sat                     |
|-------------|-------------------------|--------------------------|-----|-----|-----------------|-------------------------|
| 1           | 2                       | 3                        | 4   | 5   | 6               | 7<br>5p Sarah's Birthda |
| 8           | 9                       | 10<br>1p All team meetir | 11  | 12  | 13              | 14                      |
| 15          | 16<br>12p All team meet | 17                       | 18  | 19  | 20              | 21                      |
| 22          | 23                      | 24                       | 25  | 26  | 27              | 28                      |
| Dries - OOO | 1p All team meetir      | DrupalCon Barcelona      |     |     | 7p Trivia Night |                         |
| 29          | 30                      | 1                        | 2   | 3   | 4               | 5                       |
| 6           | 7                       | 8<br>1p All team meetir  | 9   | 10  | 11              | 12                      |

## View detailed event information

Visitors can select any event in the Events listing or Calendar pages to view event-specific details. This includes a detailed description of the event (including media), a map (for events with a location), and date and time information. All of which can be customized for your specific use case.

The event details page includes handy *Add to calendar* links to make it straightforward for visitors to add an event to their calendar.

## Manage your guests

With the Event Registration feature enabled, visitors can RSVP to an event, and event managers can see who is coming, email participants, print a list of attendees, check in attendees when they arrive, and more.

## Custom event details

Like all Drupal CMS content types, the base event content type can be extended by adding application-specific fields. Add categories for event types, collect and display links for online meeting spaces, or add a field for uploading event specific documents. Learn more in [Managing Drupal CMS Content Types].

## Feedback

Was this tutorial helpful? [yes] | [no] [comment]

## Additional resources

- [Create a Single Event]
- [Create a Recurring Event]
- [Manage Drupal CMS Content Types]
- [Concept: **Features**]
- [Enabling New Features]

---

## Create a Single Event

### Summary

Learn to create one-off events like a meeting or a party. Start by creating and previewing an event draft. When everything looks good, publish the event, and share it with the world.

## Goal

Publish a new single occurrence event.

## Prerequisites

The Events feature must be enabled. If this was not done when the site was initially created, enable it before continuing. Learn more in [\[Enabling a New Feature\]](#).

## How to create and publish one-off events

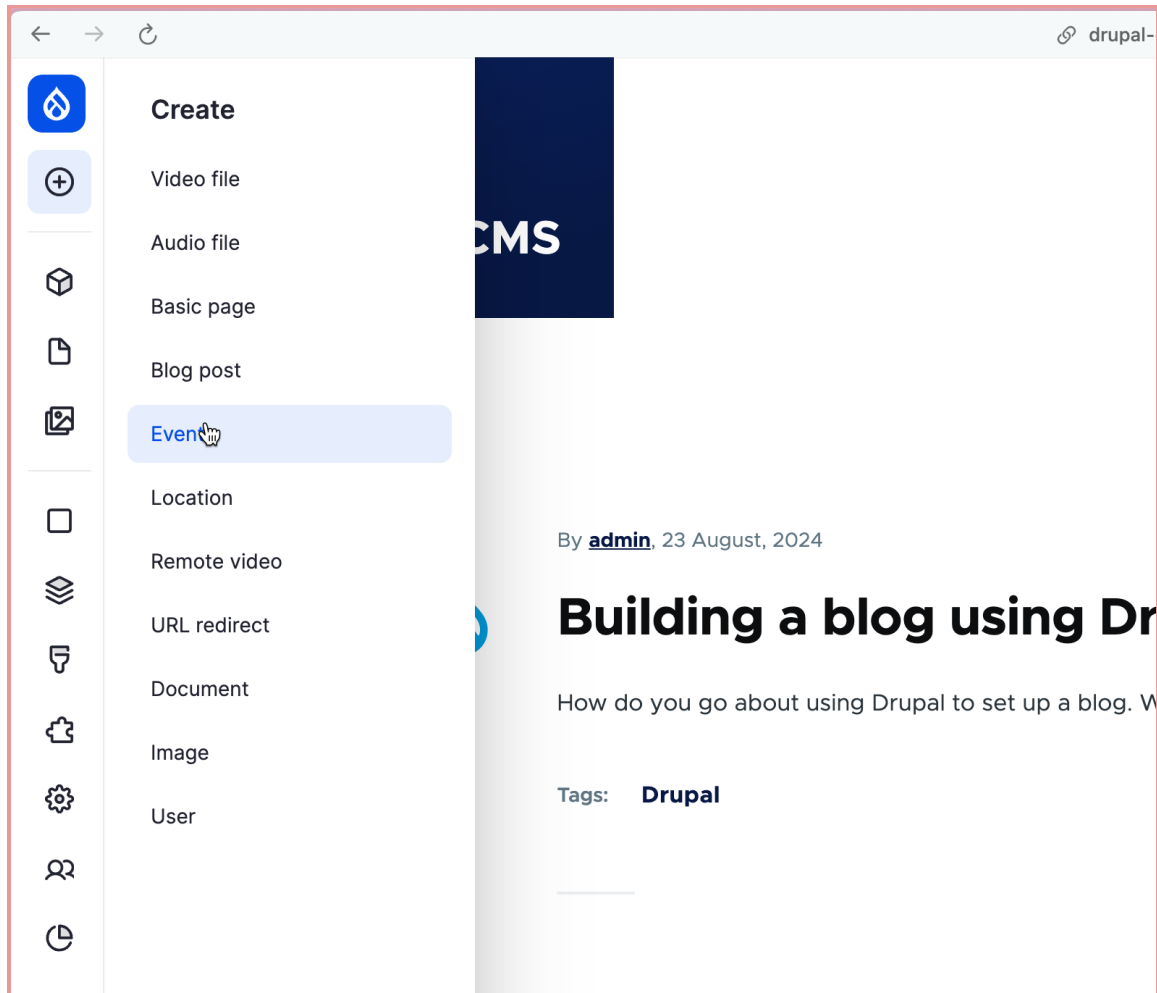
### Callout:

If you create the same event more than once, save time by [\[creating a recurring event\]](#).

### Create an event draft

1. In the *Administration Toolbar* navigate to *Create > Event (/admin/event)*.

–  Screenshot of add event in admin menu



2. Fill in the *Create Event* form with the details for your event.

**Title:** Enter a name for the event.

**When:** Enter the dates and times for when the event begins and ends. Or choose *All day* for events that don't have a specific time. For single occurrence events, enter *Repeats: never*.

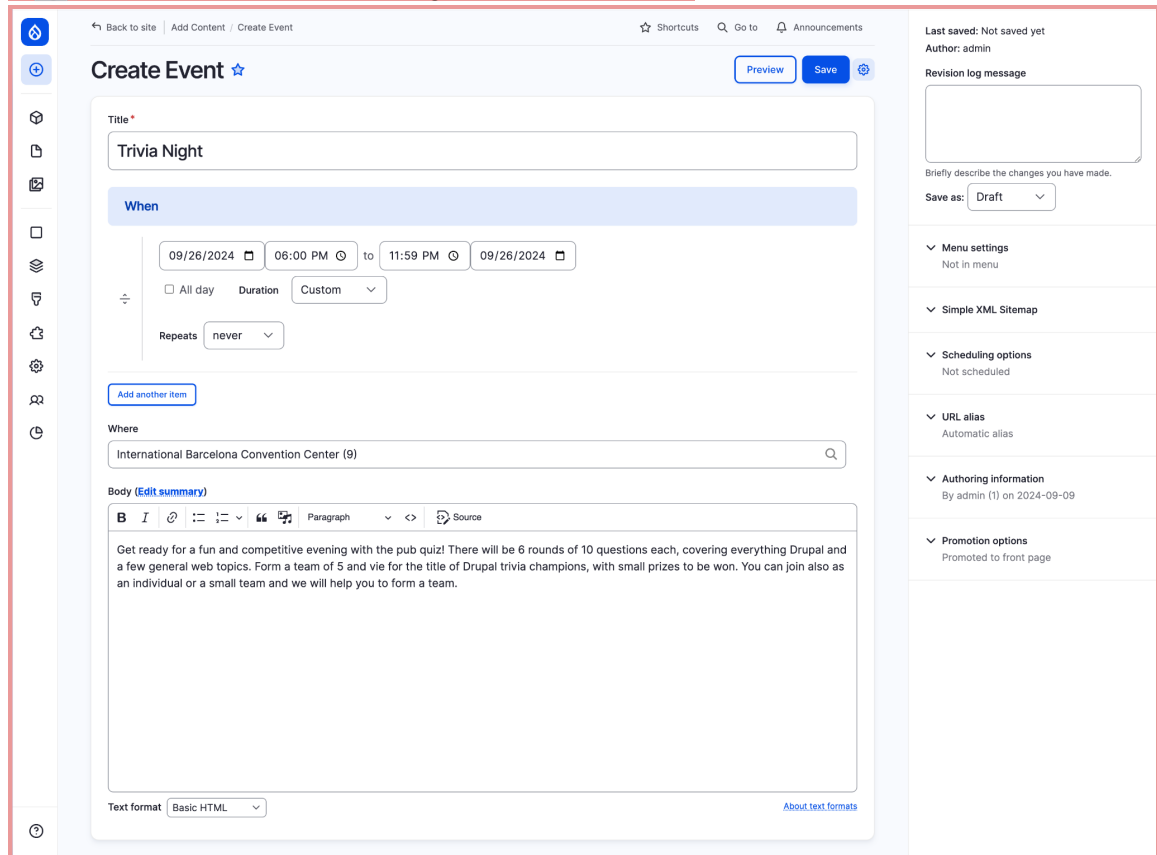
Tip: For events that happen more than once, but don't follow any specific recurring pattern like weekly, or every 2nd Monday, you can add additional single dates for the same event by selecting the *Add another item* option.

**Where:** Choose a location for the event from the list of available locations. To add new locations to the list see [Task: Add a Location].

**Body:** Add a detailed description of the event. The description can include formatted text, images, and other media. Learn more about how to [use the Drupal CMS text editor] and [manage media].

By default, a trimmed version of the description is used on the Events listing page. For more control over the content of the summary, select the *Edit summary* link and fill in the *Summary* field.

– 



The screenshot shows the 'Create Event' form in Drupal. The form is titled 'Create Event' and has a 'Preview' button and a 'Save' button. The form fields are as follows:

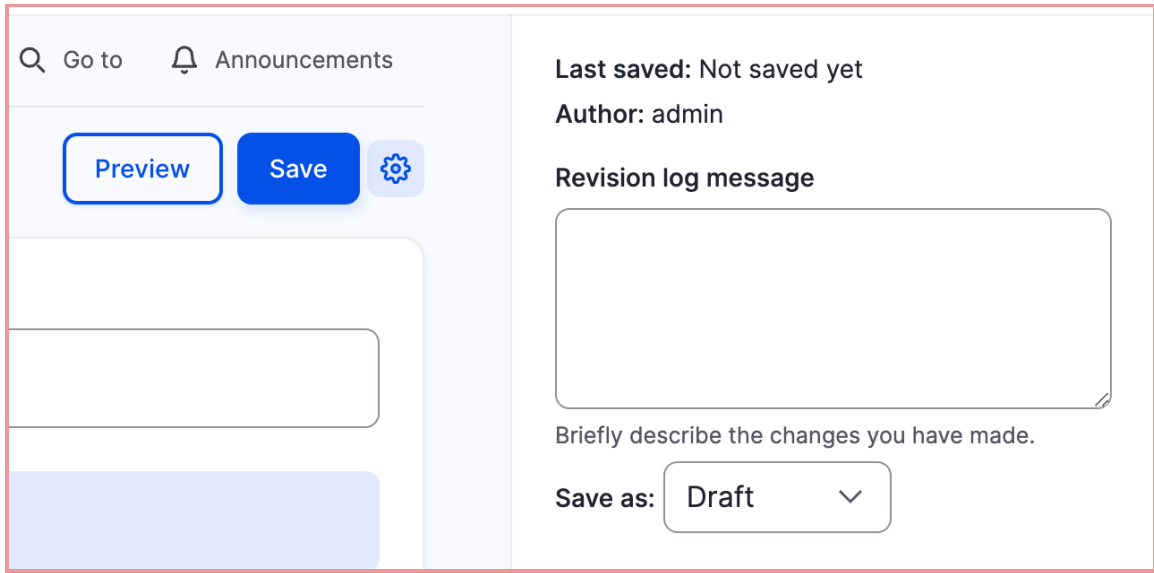
- Title \***: Trivia Night
- When**: 09/26/2024 06:00 PM to 11:59 PM, 09/26/2024. Duration: Custom. Repeats: never.
- Where**: International Barcelona Convention Center (9)
- Body (Edit summary)**: Get ready for a fun and competitive evening with the pub quiz! There will be 6 rounds of 10 questions each, covering everything Drupal and a few general web topics. Form a team of 5 and vie for the title of Drupal trivia champions, with small prizes to be won. You can join also as an individual or a small team and we will help you to form a team.
- Text format**: Basic HTML

On the right side of the form, there is a sidebar with the following sections:

- Last saved:** Not saved yet. Author: admin.
- Revision log message**: A text area for entering a message.
- Save as:** Draft (dropdown menu).
- Menu settings**: Not in menu.
- Simple XML Sitemap**: Not in menu.
- Scheduling options**: Not scheduled.
- URL alias**: Automatic alias.
- Authoring information**: By admin (1) on 2024-09-09.
- Promotion options**: Promoted to front page.

3. In the editor sidebar, the Event's *Current state* will default to *Draft*. Leave it as *Draft* to save the event as a draft. Or, set *Change to* to *Published* if you're ready to publish the event. Draft events are only viewable by editors. Once published, the event will become available to the public.

– 📸 Screenshot of publish/save section of event create form.

A screenshot of a web form for creating an event. The form is divided into two main sections. The left section contains a search bar with 'Go to' and a bell icon with 'Announcements'. Below this are three buttons: 'Preview' (blue outline), 'Save' (solid blue), and a settings gear icon (blue outline). The right section displays 'Last saved: Not saved yet' and 'Author: admin'. It features a 'Revision log message' label above a large text area. Below the text area is the instruction 'Briefly describe the changes you have made.' and a 'Save as:' dropdown menu currently set to 'Draft' with a downward arrow.

4. Select the Save button.

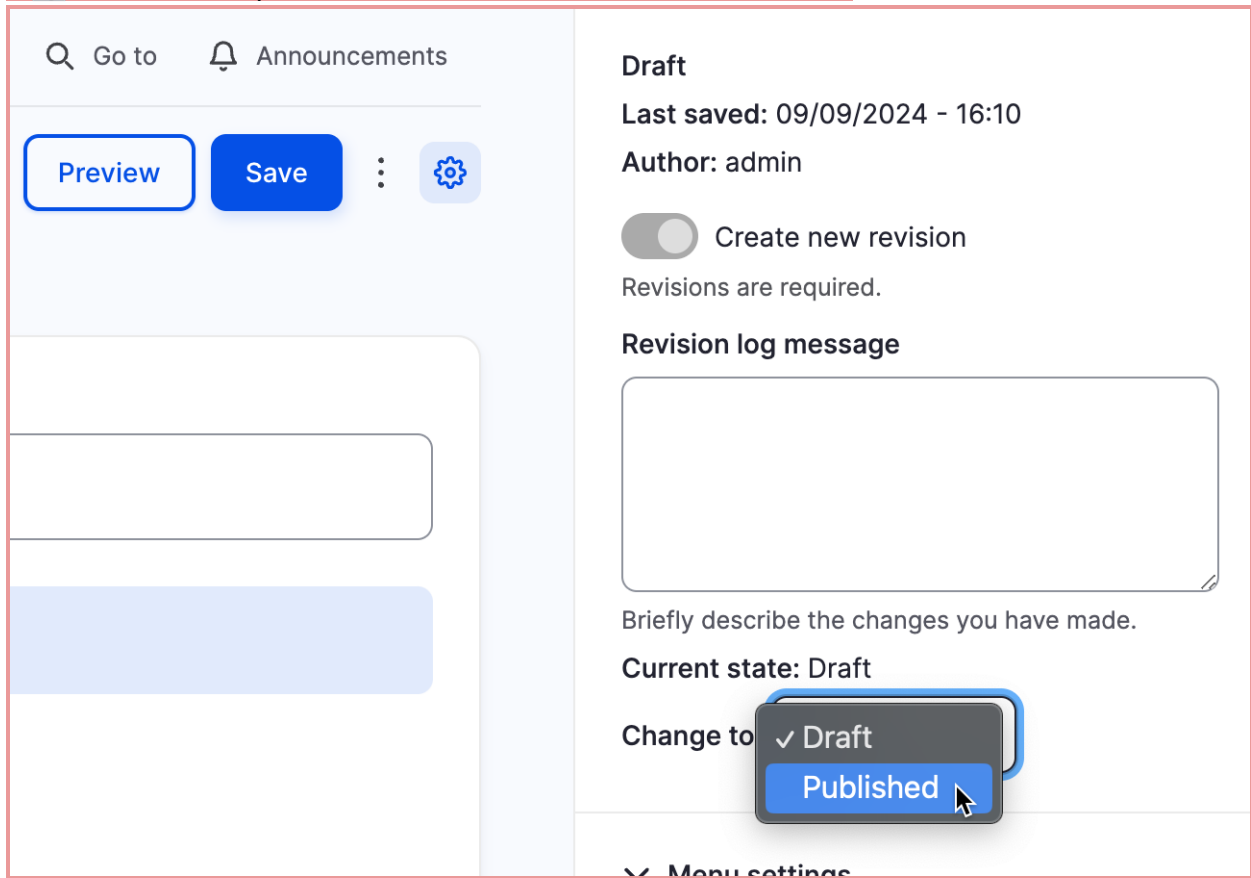
## Publish an event

After creating a draft of the event and previewing the content to ensure it looks correct, publish your event to share it with the world.

To publish an event:

1. In the *Administration Toolbar*, navigate to *Content (/admin/content)*.
2. Filter the list to display *Content type: Events* and *Published status: Draft*.
3. Find the event in the list and select the *Edit* button.
4. In the sidebar, the *Current status* should be *Draft*. Set *Change to* to *Published*.
5. Select the *Save* button.

–  Screenshot of publish/save section of event create/edit form.



Your event is now available to the public and can be found on your site's *Events* listing and *Calendar* pages.

## FAQs

- Q: Can I share the drafts I created with other editors?  
A: Yes.
- Q: Can I change a published event back to a draft?  
A: No. But you can create a new draft version of an event with edits that need to be reviewed. Or, you can remove an event from your public website by changing its status to *Archived*. Learn more about [publishing workflows].

## Feedback

Was this helpful? [yes] | [no] [comment]

## Additional resources

- [Create a Recurring Event]
  - [Configuring the Event Listing and Calendar Pages]
  - [Concept: Events]
- 

## Create a Recurring Event

### Summary

Have a weekly team call, or need to schedule a volunteer training that takes place at the same time from 9:00 am to 11:00 am over 3 consecutive days? Save time by creating a recurring event instead of multiple single events.

### Goal

Publish an event that repeats.

### Prerequisites

The Events feature must be enabled. If this was not done when the site was initially created, enable it before continuing. Learn more in [Enabling a New Feature]. After the feature is enabled, it must be configured for recurring events. See the “Configure Drupal CMS for recurring events” section below.

### Configure Drupal CMS for recurring events

Before a content editor can create recurring events, an administrator will need to add a module and configure it.

1. Install the *Smart Date Recurring* module. Learn how to [install modules].
2. Edit the *When* field for the *Event* content type. In the *Administration Toolbar*, navigate to *Structure > Content types > Event*. Select the *Manage fields* button for the *Event* content type, then select the *Edit* button for the *When* field in the field list. (*admin/structure/types/manage/event/fields/node.event.field\_when*).
3. Toggle *Allow recurring date values* to **on**.

–  Screenshot of recurring date values toggled on.

^ Recurring Dates

☒ Allow recurring date values

Months to Extend

12

For recurring dates without a specified end, how many months out should instances be generated? If left empty or zero, a default value of 12 will be used.

4. Select *Save settings* to update the field settings.

A content editor will now be able to use the recurring dates feature with Drupal CMS Events.

## How to create and publish a recurring event

1. In the *Administration Toolbar* navigate to *Create > Event (/admin/event)*.
2. Fill in the *Create Event* form with the details for your event.

**Title:** Enter a name for the event.

**When:** Start by entering the date and time of the **first** occurrence of the event.

Then configure the repeating sequence:

1. Choose a repeating frequency (for example, daily or monthly).
2. Set the relevant time frame for the event to repeat (for example, every 2 weeks).  
For events that repeat on specific days, open the *Advanced* configuration, and choose the day(s) the event should repeat on.
3. Configure when the recurring event will end by entering a specific number of occurrences or a specific date using the *Ends* field.

– 📷 Screenshot of an event that repeats every other Tuesday

The screenshot shows a Drupal event form. The title field is labeled 'Title \*' and contains the text 'All team meeting'. Below the title is a blue header labeled 'When'. The date and time fields show '09/10/2024' at '01:00 PM' to '02:00 PM' on '09/10/2024'. There is an 'All day' checkbox which is unchecked, and a 'Duration' dropdown set to '1 hour'. The 'Repeats every' field is set to '2' weeks, and the 'Ends' field is set to 'Never'. Below these fields is an 'Advanced' section with a 'on days' field showing a sequence of days: S, M, T, W, T, F, S. The 'T' (Tuesday) is highlighted with a black dot. At the bottom of the form is a 'Manage Instances' button.

**Where:** Choose a location for the event from the list of available locations. To add new locations to the list see [Add a Location].

**Body:** Add a detailed description of the event. The description can include formatted text, images, and other media. Learn more about [using the Drupal CMS text editor] and how to [manage media].

By default, a trimmed version of the description is used on the *Events* listing page. For more control over the content of the summary, select the *Edit summary* link and fill in the *Summary* field.

3. In the editor sidebar, the event's *Current state* value defaults to *Draft*. Leave it as *Draft* to save the event as a draft. Or, set *Change to* to *Published*, if you're ready to publish the event. Draft events are only viewable by editors. Once published, the event will become available to the public.

– 📷 Screenshot of publish/draft area of form. Repeat from previous tutorial.

The screenshot shows a user interface for editing content. At the top, there is a search bar with 'Go to' and a bell icon with 'Announcements'. Below this, there are three buttons: 'Preview' (outlined), 'Save' (solid blue), and a settings gear icon. The main content area is partially visible, showing a text input field and a blue bar. On the right side, there is a sidebar with the following information: 'Last saved: Not saved yet', 'Author: admin', and a section titled 'Revision log message' which contains a large text area for logging changes. Below the text area, it says 'Briefly describe the changes you have made.' At the bottom of the sidebar, there is a 'Save as:' dropdown menu currently set to 'Draft'.

4. Select the **Save** button.

### Override a specific instance of a recurring event

What if you need to override a single occurrence of a recurring event? For example, an event that occurs once a week on Tuesday needs to be canceled on the date that it overlaps with a holiday.

1. In the *Administration Toolbar*, navigate to *Content (/admin/content)*.
2. Filter the list to display *Content type: Events*.
3. Find the event in the list and select the *Edit* button.
4. Select the *Manage instances* button for the *When* field.

–  Screenshot of editing the “When” field with the manage instances button highlighted.

When

09/10/2024

01:00 PM

to

02:00 PM

09/10/2024

☐ All day

Duration

1 hour

Repeats every

2

weeks

Ends

Never

^ Advanced

on days

S

M

T

W

T

F

S

Manage Instances

5. A modal window opens listing all future dates for the event. Find the one you wish to modify and select the *Override* button.

### Add a one-off date to a recurring event

Add a specific date that falls outside the recurring schedule for special events, or other exceptions.

1. Edit the recurring event.
2. Under the *When* section of the event form, select the *Add another item* button to add an additional date that occurs outside of the recurring schedule.
3. Set the date and time of the one-off date.
4. Select the *Save* button to save the updated event.

– 📸 Screenshot of “When” field on Event form with multiple date values added. One for “Every other Tuesday”, and one for a “random Monday in September”.

Title \*

All team meeting

When

09/10/2024 📅

01:00 PM 🕒

to

02:00 PM 🕒

09/10/2024 📅

☐ All day

Duration

1 hour ▾

Repeats every

2

weeks ▾

Ends

Never ▾

^

Advanced

on days

S

M

T

W

T

F

S

Manage Instances

09/16/2024 📅

12:00 PM 🕒

to

01:00 PM 🕒

09/16/2024 📅

☐ All day

Duration

1 hour ▾

Repeats

never ▾

Add another item

## Feedback

Was this helpful? [yes] | [no] [comment]

## Additional resources

- [Configure Content Types]
- [Add a Module]
- [Concept: Events]

- [Add a Single Event]

---

Notes about setup used to create the above docs and screenshots.

Step 1: ✨

Step 2: Use this repo: [https://git.drupalcode.org/project/drupal\\_cms](https://git.drupalcode.org/project/drupal_cms) - instructions here [https://git.drupalcode.org/project/drupal\\_cms/-/wikis/Contributing-to-Drupal-CMS](https://git.drupalcode.org/project/drupal_cms/-/wikis/Contributing-to-Drupal-CMS)

Step 3: Use the drupal/events, drupal/events\_calendar, and drupal/events\_locations recipes instead of the drupal\_cms\_events one that comes with the project for now. These other ones are more up-to-date.

```
composer require drupal/events drupal/events_calendar drupal/events_locations
```

Then, you also need to update the *recipe.yml* file in *drupal\_cms/recipe.yml*. From the recipes section, remove - drupal\_cms\_events, and add events, events\_calendar, and events\_locations.

Example:

```
# - drupal_cms_events
- events
- events_locations
- events_calendar
```

Finally, re-install Drupal so that it uses the latest recipes instead of the drupal\_cms\_events one.

```
drush si -y
```

Enable recurring events – instructions in the docs above.

Create some dummy Locations and Events (or ask Joe for a DB dump).