

D10

EDITING UPGRADES

The content management software for your website has been upgraded to Drupal 10 (or D10).

The D10 upgrade includes easier access to basic page content and blocks, as well as the addition of a Media Directory where files such as documents, images, and videos are easily uploaded.

These files can be managed more efficiently by website editors. This guide provides step by step instructions for the following.

MANAGE

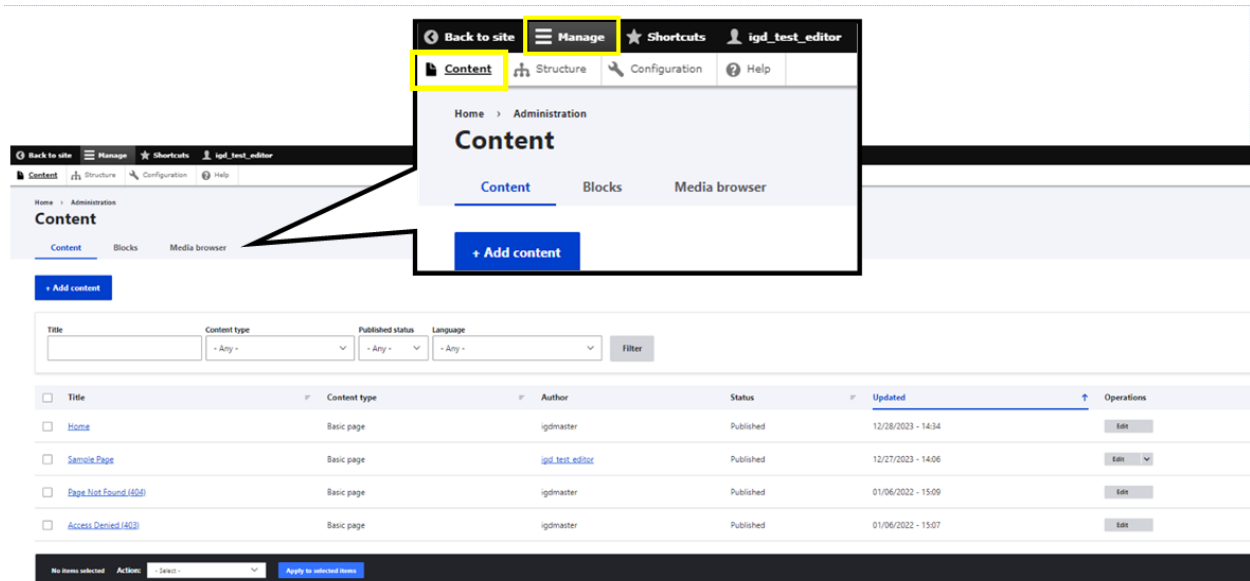
- I. CONTENT (basic pages and blocks)**
- II. MEDIA (images, documents, videos)**

ADD/EDIT

- III. DOCUMENT LINK (link text to a pdf, docx, etc.)**
- IV. INTERNAL LINK (link text to a page within your website)**
- V. EXTERNAL LINK (link text to a page on another website)**
- VI. LIST LINKS (create a list of documents)**
- VII. IMAGES (insert images within a basic page or block)**

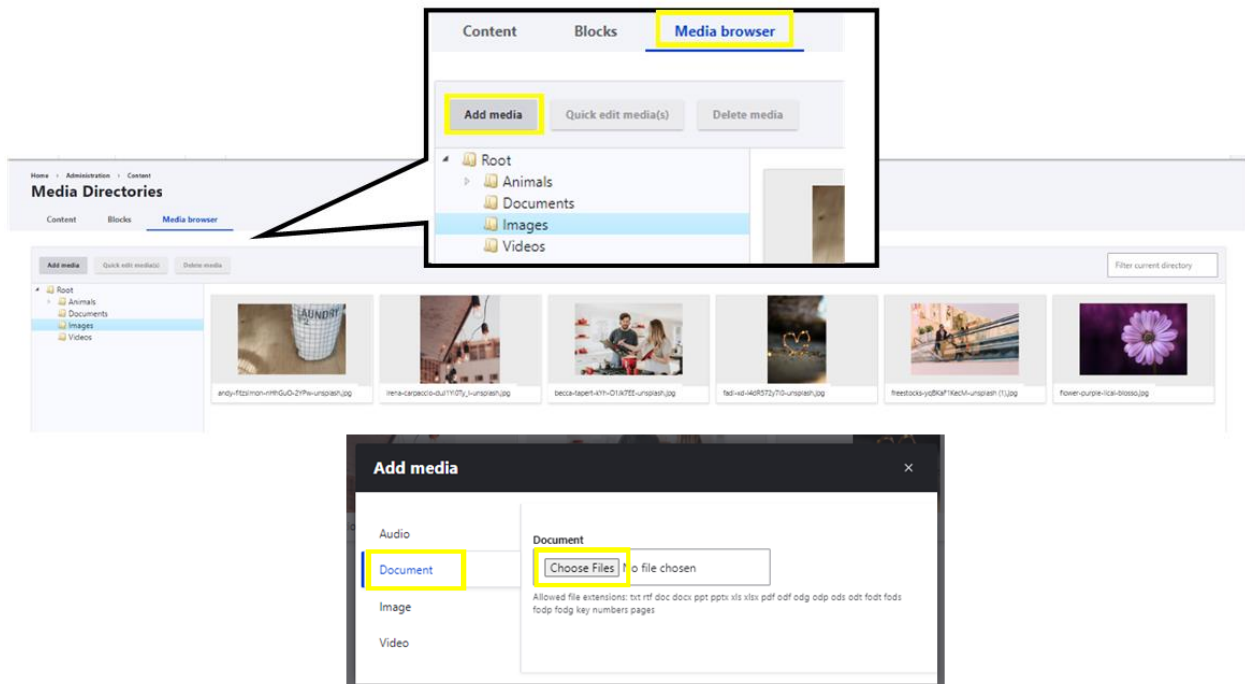
I. MANAGE CONTENT (basic pages and blocks)

Access content for basic pages and blocks by going to **Manage > Content > Content** and **Blocks** tabs. To access a specific item, select **Edit** in the far right Operations column.



II. MANAGE MEDIA (images, documents, videos)

Access content for both basic pages and blocks by going to **Manage > Content > Media browser** tab. Files can be uploaded by file type to their respective folders. Files can be accessed from editor pages.



III.ADD/EDIT DOCUMENT LINK TO TEXT (pdf, docx, etc.)

Access the editing view for the content to be edited.

Highlight the text to be linked and click the Link button. A popup will appear and you can begin typing the name of your file in the Link URL field. Select the file and then click the green check to attach the link. Click Save at the bottom of the page to save your changes.

The screenshot shows the 'Edit Basic page Sample Page' interface. The title is 'Sample Page'. The body text is 'IGD Sample Page' followed by placeholder text. A yellow box highlights the 'Link' button in the toolbar. A popup window is open, showing a list of files under 'Media'. The files include '00 Test document.docx', '00 Test document.pdf', and several image files. A yellow box highlights the 'Link URL' field at the top of the popup, and another yellow box highlights the green checkmark button at the bottom of the popup.

IV.ADD/EDIT INTERNAL LINK TO TEXT (to a page within your website)

Access the editing view for the content to be edited.

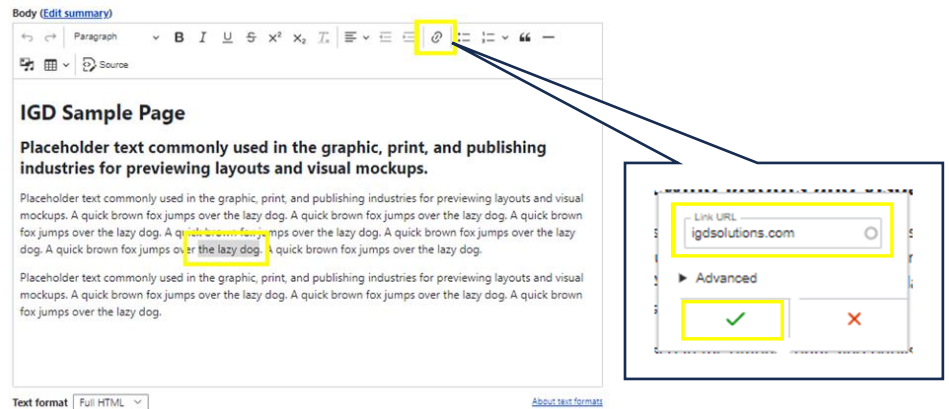
Highlight the text to be linked and click the Link button. A popup will appear and you can begin typing the name of the internal page in the Link URL field. Select the page and then click the green check to attach the link. Click Save at the bottom of the page to save your changes.

The screenshot shows the 'Edit Basic page Sample Page' interface. The title is 'Sample Page'. The body text is 'IGD Sample Page' followed by placeholder text. A yellow box highlights the 'Link' button in the toolbar. A popup window is open, showing a list of files under 'Media'. The files include '00 Test document.docx', '00 Test document.pdf', and several image files. A yellow box highlights the 'Link URL' field at the top of the popup, and another yellow box highlights the green checkmark button at the bottom of the popup.

V. ADD/EDIT EXTERNAL LINK TO TEXT (to a page on another website)

Access the editing view for the content to be edited.

Highlight the text to be linked and click the Link button. A popup will appear and you can add your external link to the Link URL field. Select the page and then click the green check to attach the link. Click Save at the bottom of the page to save your changes.



VI.ADD/EDIT LIST LINKS (pdf, docx, etc.)

Access the editing view for the content to be edited.

Place your cursor where you want to add the list of files; then click the **Insert Media** button to access the files you have saved in your Media Browser. In the popup, you must select **Documents** in the left column and also in the **Directory** dropdown, then click Apply filters. Your document files will display. Mark the file you want and click **Insert selected**. Click Save at the bottom of the page to save your changes.

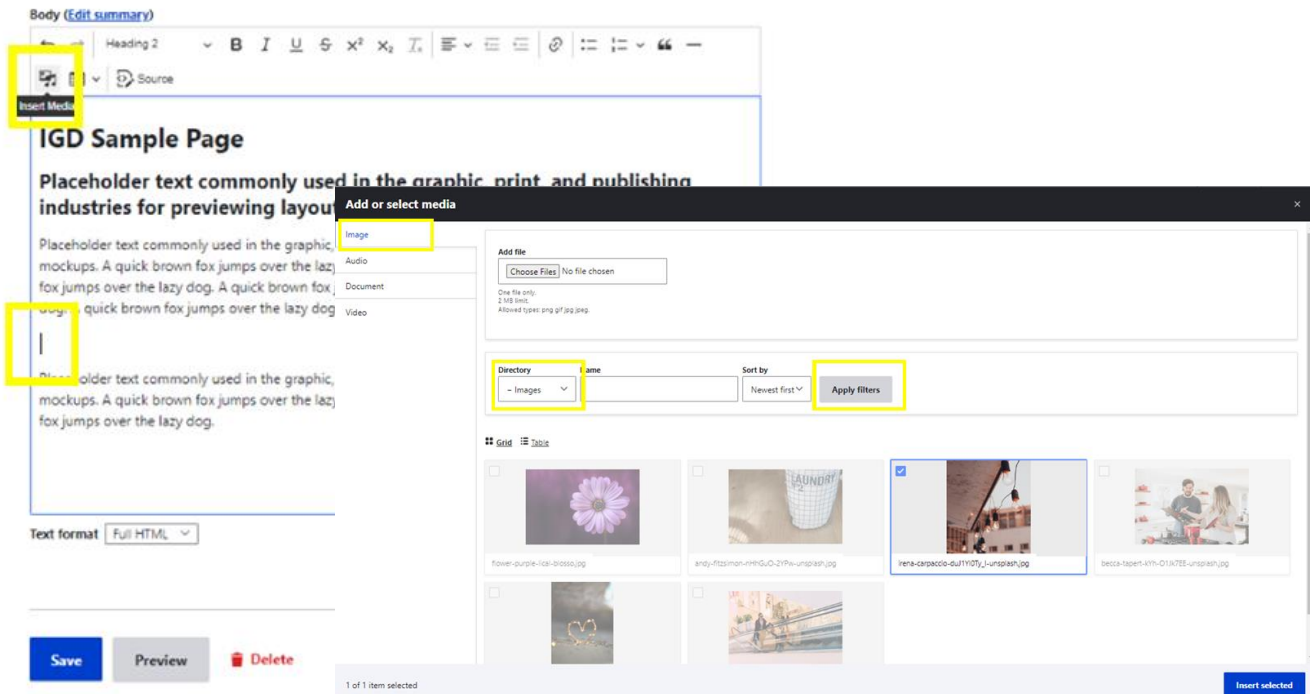
The screenshot shows the 'IGD Sample Page' editor. The main content area contains placeholder text. A yellow box highlights the 'Insert Media' button in the top left. Another yellow box highlights the 'Document' tab in the 'Add or select media' modal. The modal shows a 'Directory' dropdown set to '- Documents', a 'Sort by' dropdown set to 'Newest first', and an 'Apply filters' button. Below this, two document files are listed: '00 Test document.docx' and '00 Test document.pdf'. The '00 Test document.pdf' file is selected, indicated by a blue checkmark in a yellow box. At the bottom of the modal, it says '1 of 1 item selected' and there is an 'Insert selected' button.

The screenshot shows the 'IGD Sample Page' editor after the document links have been inserted. The main content area contains the same placeholder text. Below the text, two document links are displayed: [00 Test document.docx](#) (127.43 KB) and [00 Test document.pdf](#) (102.78 KB). The page is titled 'IGD Sample Page' and the text is 'Placeholder text commonly used in the graphic, print, and publishing industries for previewing layouts and visual mockups.'

VII. ADD/EDIT IMAGES

Access the editing view for the content to be edited.

Place your cursor where you want to add the image; then click the **Insert Media** button to access the files you have saved in your Media Browser. In the popup, you must select **Image** in the left column and also in the **Directory** dropdown, then click Apply filters. Your image files will display. Mark the file you want and click **Insert selected**. Click Save at the bottom of the page to save your changes.



IGD Sample Page

Placeholder text commonly used in the graphic, print, and publishing industries for previewing layouts and visual mockups.

Placeholder text commonly used in the graphic, print, and publishing industries for previewing layouts and visual mockups. A quick brown fox jumps over the lazy dog. A quick brown fox jumps over the lazy dog. A quick brown fox jumps over the lazy dog. A quick brown fox jumps over the lazy dog. A quick brown fox jumps over the lazy dog. A quick brown fox jumps over the lazy dog. A quick brown fox jumps over the lazy dog. A quick brown fox jumps over the lazy dog.



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