

# Website Administration Common Tasks

All the tasks outlined in this document require that the user has already logged into the website as an Editor or Administrator.

## ***Creating a new page***

To add new content and have it appear in the main menu, do the following:

- Click the **Add content** link in the grey shortcuts menu near the top of the website.
- From the Add content options that appear, click the **Basic page** link. If you wish to add a blog entry, click the **Blog entry** link.
- Fill in / select the relevant fields in the top section (such as Title, Body).
- Scroll down to the 'tabs' (eg, Menu settings, URL path settings, etc) section towards the bottom.
- Click the **Provide a menu link** so that there is a tick or X in the box next to it. If there is already a tick or X in the box next to it, you don't need to click it.
- Add a **Menu link title**.
- Select a parent item for the new content. If you are adding the content to the Main Menu, it is suggested that the Parent Item should always be <Main menu>, not one of the other options in the Parent item list. If an option other than the **<Main menu>** option is selected the page will not appear in the Main menu at all because the Main menu does not allow child links.
- Choose the Weight for the new item. The lower the weight the further left the item will appear in the Main Menu.
- Click the **Save** button at the bottom of the form.

After the website refreshes there should be a new link in the Main Menu for the item you just added.

## ***Editing an existing page***

To edit an existing page, do the following:

- Locate the link for the page in the menus (if it is not in the main menu, try locating it in the Navigation menu) and click the link.
- Click the **Edit** tab at the top of the page (under the page title).
- Change fields as necessary.
- Click the **Save** button at the bottom of the form.
- The website should now refresh and show the changes you made to the page.

## ***Moving a page to the Navigation menu***

Because of limitations in how the Main Menu works, it is sometimes necessary to move a page to the Navigation Menu, for example, when a page needs to be shown as a sub section of another link in the menu system. To move a page to the Navigation Menu, do the following:

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- In the Admin menu (with the black background) at the top of the website, click the **Structure** link.
- From the Structure options that appear, click **Menus**.
- For the menu you wish to move an item to the Navigation menu from, click the **List links** link to display all the links in that menu. For example, if you want to move a page from the Main Menu to the Navigation menu, click the List links link for the Main menu in the list.
- Find the item you want to move in the list of links, and click the **Edit** link for the item.
- In the Parent link selector, click the down arrow at the right hand edge of the selector to display all the options, and then find the **<Navigation menu>** option.
- Click the <Navigation Menu> option in the list OR find the item you want to attach the content being moved to and click that option. Be careful to make sure that if you are clicking an option other than the <Navigation menu> option that the option you click is a child of the Navigation menu and not another menu.
- Set the **Weight** (if necessary). The weight in the menu item editor works the same way as when adding new content.
- Click the Save button at the bottom of the form.
- When the list of items for the menu appears, click the white X in the black circle to exit out of the Structure administration system.
- The website will refresh, and should now show the link you moved in the Navigation menu.

### ***More information***

For more information on how to perform various tasks in Drupal, the following resources may be helpful:

- <https://drupal.org/documentation> – Drupal official documentation.
- Contact James on 0439294545, or by email on [james@stanfordhosting.net](mailto:james@stanfordhosting.net) .