

Drupal Basics: Posting a Press Release

Sign In Procedure:

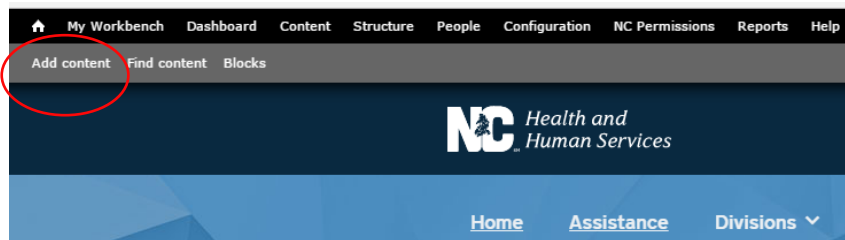
1. Close all programs but Drupal.
2. Always use Chrome as your browser when making edits in Drupal.
3. Clear your browser history cache.
4. To sign in go to <https://www.ncdhhs.gov/user>
5. Enter your user name and password.

After You've Made All Edits:

1. Log out.
2. Close the browser window.
3. Clear your browser history cache.
4. Open the browser window
5. Check that all edits are correct and all links are active.

Posting a press release:

1. "Add Content"



2. "Press Release"

The screenshot shows the 'Add content' page of a system interface. At the top, there is a navigation bar with links: My Workbench, Dashboard, Content, Structure, People, Configuration, NC Permissions, Reports, and Help. Below this is a secondary navigation bar with 'Add content' (highlighted), 'Find content', and 'Blocks'. The main heading is 'Add content'. Underneath, there is a 'Home' link. A list of content types follows, each with a play button icon, a title, and a description. The 'Press Release' item is circled in red.

- Agency**
Provide agency specific details such as contact information and website link.
- Blog entry**
A blog entry is a single post to an online journal, or blog.
- Data Table**
Content that contains a data table
- Division**
Provides the Division content type.
- Document**
A document with information related to files such as PDFs and DOCs.
- Event**
Add an event to the event calendar.
- Landing Page**
Provides a banded landing page with 1, 2, and 3 column layouts per band
- Media Gallery**
A collection of multimedia, such as photos and videos.
- Photo**
An image and its meta data.
- Press Release**
A traditional "press release" of text-only content about a new development or announcement.
- Profile**
Create a profile for a person, which may be an author, a staff member, or even a business.
- Services**
A description of a specific service that the organization or agency provides to site users (such as "tax preparation")

3. Enter the "Title" and "City/Location"

My Workbench Dashboard Content Structure People Configuration NC Permissions Reports Help

Add content Find content Blocks

Create Press Release

[News](#) » [Press Releases](#)

New content: Your draft will be placed in moderation.

Title *

Language

Language neutral ▾

Subtitle

Enter a subtitle.

Release Date

Format: 04/19/2017

RELATED CONTENT

Title

The link title is limited to 128 characters maximum.

City / Location

4. "Body" section, "Past From Word" icon. Paste in the new text.

The screenshot displays a web-based content management system interface. At the top, a navigation bar includes links for 'My Workbench', 'Dashboard', 'Content', 'Structure', 'People', 'Configuration', 'NC Permissions', 'Reports', and 'Help'. Below this, a secondary bar contains 'Add content', 'Find content', and 'Blocks'. The main content area is divided into sections. The 'Main Image' section features an 'Open File Browser' link, a 'Choose File' button (showing 'No file chosen'), and an 'Upload' button. A note specifies that files must be less than 200 MB and lists allowed file types: png, gif, jpg, jpeg. The 'Body' section is titled 'Body (Edit summary)' and contains a rich-text editor toolbar. The toolbar includes icons for bold (B), italic (I), underline (U), strikethrough (S), bulleted list, numbered list, undo, redo, link, unlink, insert link, image, table, subscript (x²), superscript (x₂), quote, source, full screen, print, and a red circle highlights the 'Past From Word' icon. Below the toolbar is a large empty text area. The 'Disable rich-text' section shows a 'Text format' dropdown set to 'Full HTML'. Below this, there are instructions: 'You may insert videos with [video:URL]', 'Web page addresses and e-mail addresses turn into links automatically.', 'Embed card display of a node using [card nid=<nid>]. Value for nid is required.', and 'Lines and paragraphs break automatically.'. A note states 'The full version of the content associated with the Press Release.' The 'Files' section is titled 'Files' and includes the instruction 'Upload files you would like to associate with this page.' It features an 'Add a new file' section with an 'Open File Browser' link, a 'Choose File' button (showing 'No file chosen'), and an 'Upload' button. A note specifies that files must be less than 200 MB and lists allowed file types: pdf, doc, docx, xls, xlsx, csv, txt, rtf, html, zip, flv, jpg, jpeg, png, gif, ppt, pptx, vsd.

6. Paste in the text you want to appear as the summary.

The screenshot shows the Drupal content editor interface. At the top, there is a navigation bar with links: My Workbench, Dashboard, Content, Structure, People, Configuration, NC Permissions, Reports, and Help. Below this is a sub-navigation bar with links: Add content, Find content, and Blocks. The main content area is titled "Main Image" and includes an "Open File Browser" link, a "Choose File" button (showing "No file chosen"), and an "Upload" button. Below the image section, there are instructions: "Files must be less than 200 MB." and "Allowed file types: png gif jpg jpeg." The "Summary (Hide summary)" section is highlighted with a red circle. It contains a rich-text editor toolbar with icons for Bold (B), Italic (I), Underline (U), Strikethrough (ABC), Bulleted list, Numbered list, Undo, Redo, Link, Unlink, Table, Image, Superscript (x²), Subscript (x₂), Quote, Source, and other tools. The text "An additional 17 flu deaths were reported in North Carolina for the week ending March 4, according" is entered in the summary field. Below the summary field, there is a "Body" section with another rich-text editor toolbar and the text "An additional 17 flu deaths were reported in North Carolina for the week ending March 4, according", "The total number of influenza-associated deaths reported this season, which started Oct. 2, is now", "State health officials encourage all residents to protect themselves and others against the flu. Altho dangerous, sometimes deadly virus.", and "During the 2014-15 season, North Carolina recorded 218 deaths, the highest number of flu-associa". At the bottom, there is a "Disable rich-text" section with a "Text format" dropdown menu set to "Full HTML". Below the dropdown, there are instructions: "You may insert videos with [video:URL]", "Web page addresses and e-mail addresses turn into links automatically.", and "Embed card display of a node using [card nid=<nid>]. Value for nid is required."

7. "Save" at bottom left of page.

8. Log out.

My Workbench Dashboard Content Structure People Configuration NC Permissions Reports Help

Add content Find content Blocks

Contact Name

Contact Phone

Contact Email

Thumbnail Image

[Open File Browser](#)

No file chosen

Files must be less than 200 MB.
Allowed file types: png gif jpg jpeg.

> CAPTCHA: no challenge enabled

Menu settings
Not in menu

Provide a menu link

Context by Node

URL path settings
Automatic alias

XML sitemap
Inclusion: Default (included)
Priority: Default (0.5)

Meta tags
Using defaults

Comment settings
Closed

Authoring information
By jbooth2

Publishing options
Current: Draft

9. Click "Publish", then "Apply"