The Times Theme for Drupal:
User Documentation

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Introduction

The following user manual describes the steps necessary to create an online newspaper that looks like the following website.

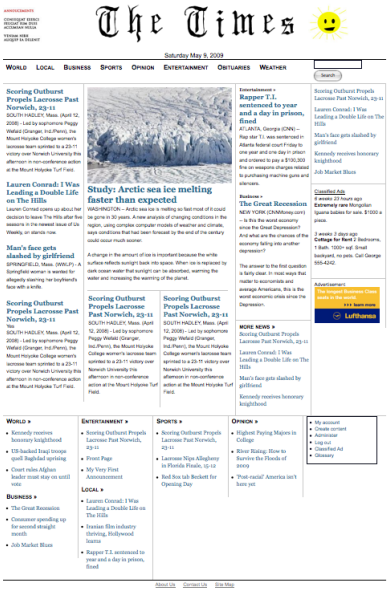


Figure 1: The look of *The Times* theme

This website uses a Drupal theme (i.e. template) called *The Times*. This theme has been designed to model a print newspaper. It was created for use by citizen journalists to provide a means of producing professional, open-source publications. This theme also allows administrators of the page to slot stories, so they have complete control over the layout of the front page.

The following chapters walk through the steps for creating and customiz-

ing an online newspaper. The first section outlines the process of installing all of the software and additional files required to create the publication. Then, the second section describes the methods for customizing the site. The third and fourth sections establish a foundation for content creation and management; the latter is discussed in the fifth and sixth sections. Finally, a few miscellaneous topics are presented in the last section.

Most of this document is concerned with the processes required to set up the publication. As such, most of these steps will only have to be done once. The information discussed in the fifth and sixth sections (adding and managing content) will be done on a regular basis.

Chapter 1

Installation

1.1 Installing Drupal 6.11

In order to use *The Times* theme, Drupal, an open-source content management system (CMS), must first be installed. Version 6.11 is strongly recommended, because *The Times* theme may not be compatible with other releases of Drupal. Detailed guidelines on how to install this CMS can be found on the following website:

http://drupal.org/getting-started/install

1.2 Installing *The Times* theme

To install *The Times* theme, go to
http://www.mtholyoke.edu/~blerner/TheTimes.html

1. Click *Download*
2. Click *Save As*
3. In the window that appears, find the directory that contains Drupal and select the folder *themes*

4. Click *Open* and then *Save*.

5. Open a web browser and go to the site *sitename.com/drupal/index.php*, where *sitename* is the name of the publication and *drupal* is the name of the folder where Drupal is installed

6. Drupal allows the configuration (administrator) and publication pages to have different themes. Although the default theme for both is Garland, when the publication theme is set to *The Times*, the configuration theme will also be changed. However, Drupal is easiest to navigate for administrators when the administrator theme remains the default. To do this, click on the *administration section* link.

7. Click on the *Site Configuration* link.

8. Click on the *Administration theme* link.

9. From the dropdown menu under Administration theme, choose Garland.

10. Check the box next to "Use administration theme for content editing."

11. Click *Save Configuration*.

12. Go to Adiminister $\longrightarrow$ Site Building $\longrightarrow$ Themes

13. Scroll down until *The Times* theme name appears. Click the radio button in the Default column on the same line. This will set the default theme of the site to *The Times*.

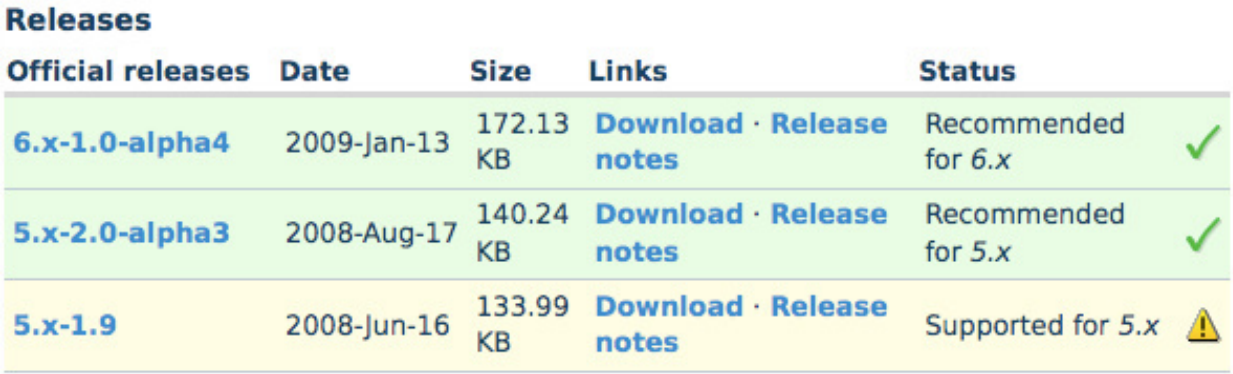
14. Click *Save Configuration*.

1.3 Installing Required Modules

Modules in Drupal are plugins that extend, build or enhance Drupal core functionality. For example, there are modules to add a search engine or display weather information on a site. There is a set of default modules that comes with the installation of Drupal. For *The Times* theme to be fully functional, five additional modules must be installed: the Image module, the Views module, the CCK module, the Classified Ads module and the Taxonomy Menu module.

The Image module allows images to be attached to stories, to be displayed separately or to be displayed as advertisements. The steps for installing the Image module are described below.

1. Go to **http://drupal.org/project/image**
2. Scroll down to the section called *Releases*. Under the column *Official releases*, find the release recommended for 6.*x*. Click on the *Download* link appearing on the same line, in the *Links* column.



Releases

Official releases	Date	Size	Links	Status
6.x-1.0-alpha4	2009-Jan-13	172.13 KB	Download · Release notes	Recommended for *6.x* ✓
5.x-2.0-alpha3	2008-Aug-17	140.24 KB	Download · Release notes	Recommended for *5.x* ✓
5.x-1.9	2008-Jun-16	133.99 KB	Download · Release notes	Supported for *5.x* ⚠

Figure 1.1: Downloading the *Image* module

3. Behind the *Download* link there is a zipped (compressed) file must be saved and unzipped on the system. First, save the file. In order to unzip it, additional software may be required. If this is the case, take a look at the description in the first step of the section *Downloading*

your file on the following website:
http://www.ounique.com/downloadhelp/

For detailed information on how to use this new software, follow the steps in the section *Opening your file* on the same website.

4. Extract the contents of the .tar file (which should be a folder with the name of the module being installed) in the folder named *modules* in the Drupal directory.

The Views module will create the infrastructure for placing content on the page. The steps for installing the Views module are described below.

1. Go to **http://drupal.org/project/views**
2. Scroll down to the section called *Releases*. Under the column *Official releases*, find the release recommended for 6.*x*. Click on the *Download* link appearing on the same line, in the *Links* column.

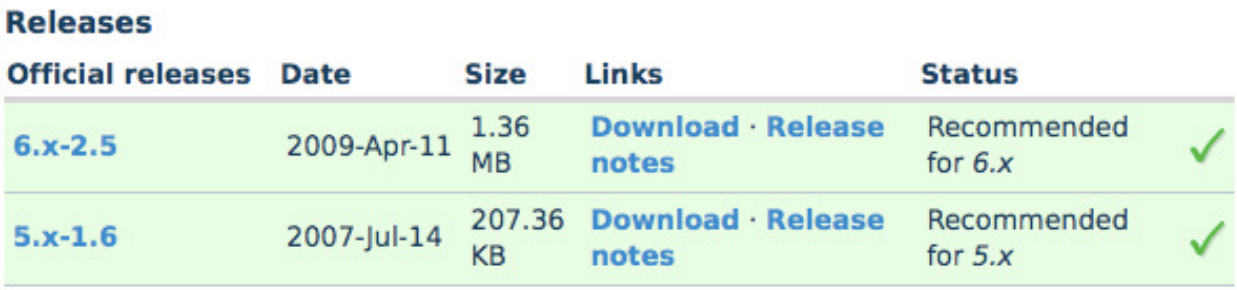


Figure 1.2: Downloading the *Views* module

3. Follow steps 3 – 4 described above.

The CCK module is necessary for creating new content types, which will be discussed in section 3. The steps for installing the CCK module are described below.

1. Go to **http://drupal.org/project/cck**
2. Scroll down to the section called *Releases*. Under the column *Official releases*, find the release recommended for 6.*x*. Click on the *Download* link appearing on the same line, in the *Links* column.

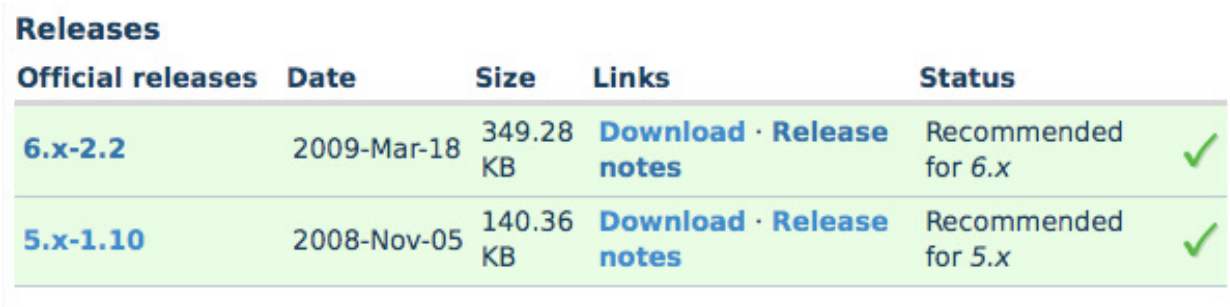


Figure 1.3: Downloading the *CCK* module

3. Follow steps $3-4$ described above.

The Classified Ads module allows classified ads to be added to the publication. The steps for installing the Classified Ads module are described below.

1. Go to **http://drupal.org/project/modules?text=classified%20ads**
2. Scroll down to the section called *Classified Ads*. In the table below it, under the column *Version*, find the $6.x-2.x-dev$ version. Click on the *Download* link appearing on the same line, in the *Links* column.
3. Follow steps $3-4$ described above.

The Taxonomy Menu module creates a navigation menu displayed across the top of the page from the section names of the publication.

1. Go to **http://drupal.org/project/taxonomy_menu**

2. Scroll down to the section called *Releases*. Under the column *Official releases*, find the release recommended for 6.*x*. Click on the *Download* link appearing to the right on the same line, in the *Links* column.

3. Follow steps $3 - 4$ described above.

Now all necessary modules are installed in the Drupal folder. In order to do all customizations described in the following sections, some of the default settings of these modules need to be changed. To do this,

1. Log in to Drupal.
2. Click the *Administer* link on the front page.

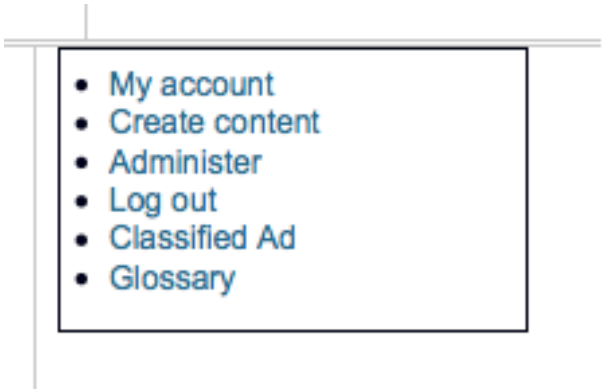


Figure 1.4: Front page screen

3. Go to *Site building* → *Modules*.

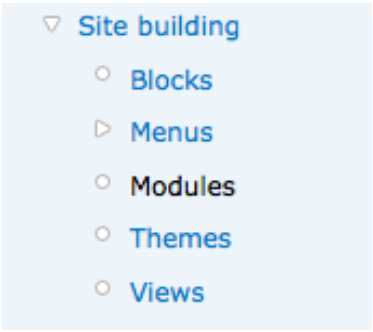


Figure 1.5: Site Bulding ⟶ Modules

4. Find the *CCK* module. If no settings appear below it, click on the name once and the view will expand.

5. Find *Node Reference* in the settings and check the box next to it, in the column *Enabled*. A check mark should appear, as shown in the figure below.

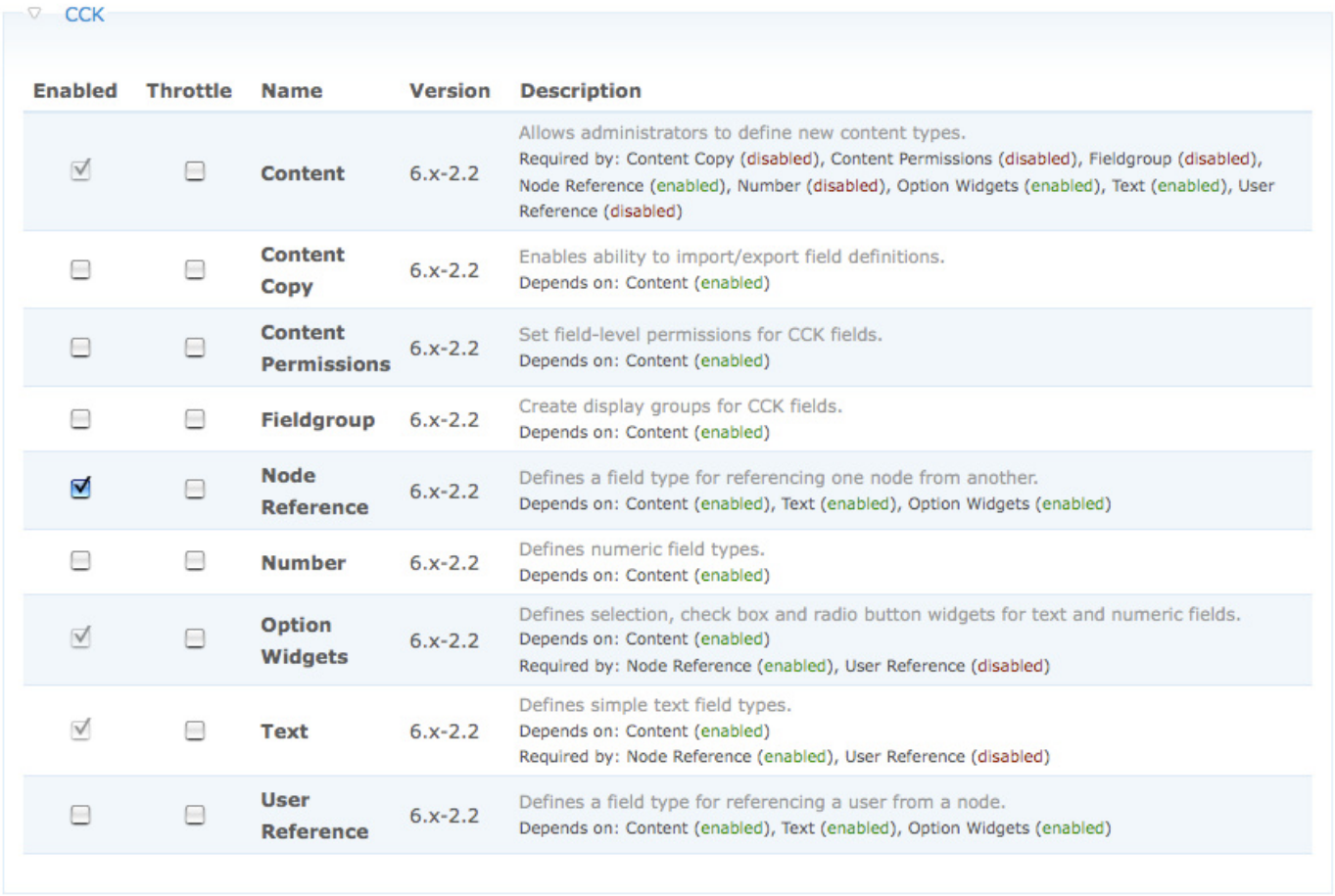


Figure 1.6: Settings for the *CCK* Module

6. Find the heading Core Optional. Scroll down until "Search" appears in the name column. Check the box to the left of "Search" in the column enabled.

7. Then find the *Image* module. Like the CCK module, if no settings appear below it, click on the name once and the view will expand.

8. Find *Image Attach* in the settings and check the box next to it, in the column *Enabled*. A check mark should appear, as shown in the figure below.

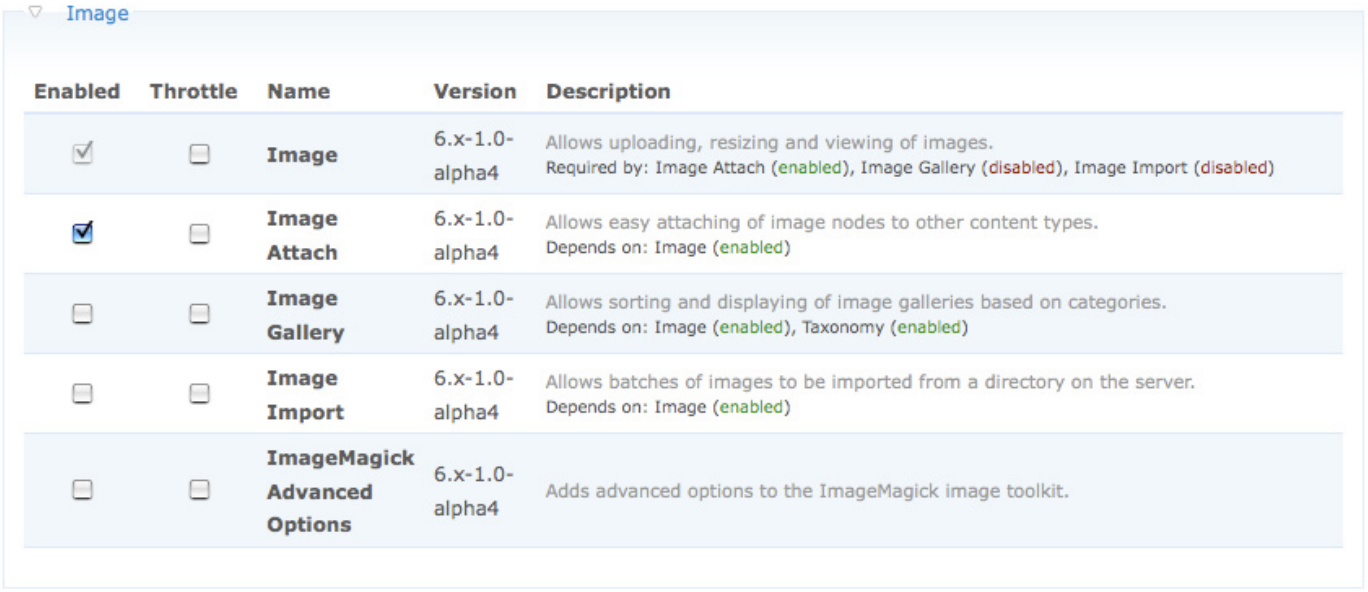


Figure 1.7: Settings for the *Image* Module

9. Find the heading *Other*.
10. Find *Classified Ads* in the settings and check the box next to it, in the column *Enabled*. A check mark should appear.
11. Find the heading *Taxonomy Menu*.
12. Find *Taxonomy Menu* in the settings and check the box next to it, in the column *Enabled*. A check mark should appear.
13. Finally, find the *Views* module.

14. Find *Views UI* in the settings and check the box next to it, in the column *Enabled*. A check mark should appear, as shown in the figure below.

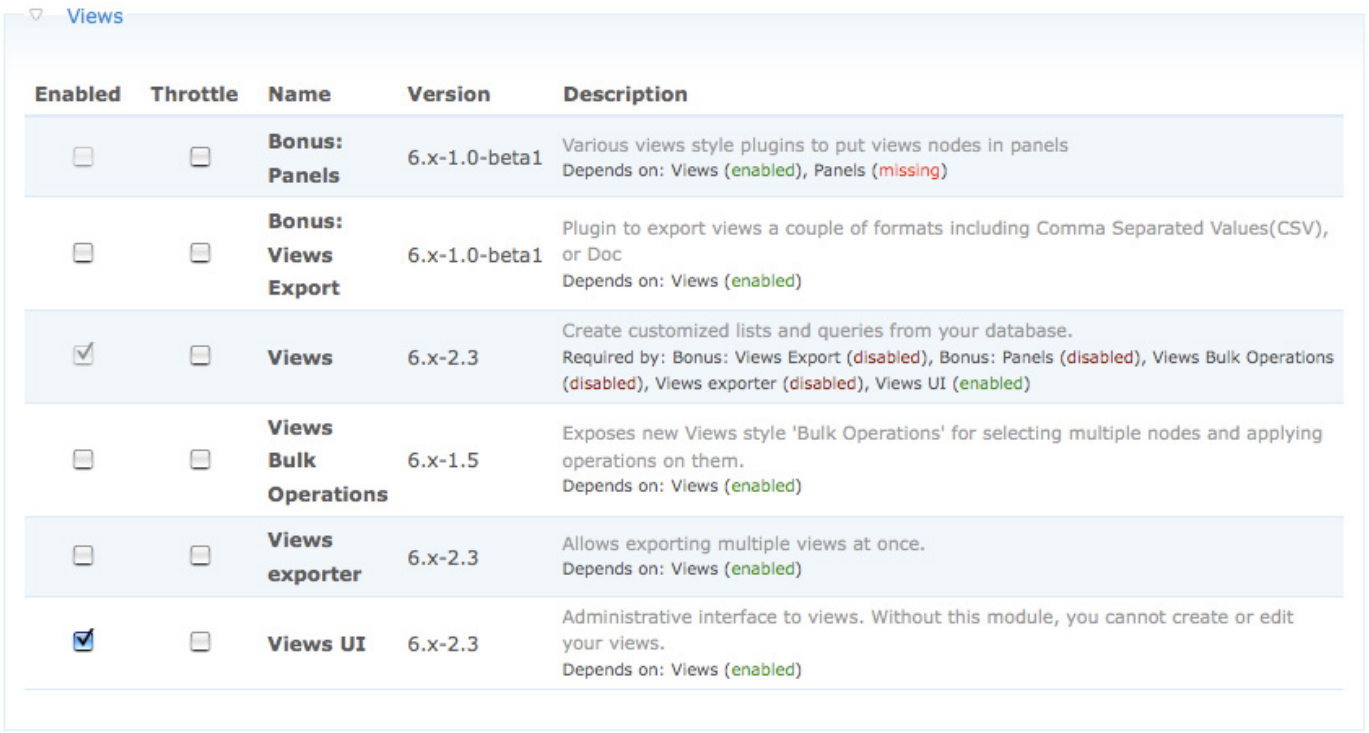


Figure 1.8: Settings for the *Views* Module

15. Click *Save Configuration*.

16. On the page that appears, click *Continue*. Drupal will now enable the appropriate modules for us.

17. Note: At this point an error message may appear about allowed memory size. This means the Drupal installation is attempting to use more memory than PHP is allowed to give it. To rectify this problem, add the following line to the sites/default/settings.php file.

```
ini_set('memory_set', '32M');
```

Chapter 2

Customization for Individual Publications

The following customizations are optional, but may enhance the look of the site.

2.1 Changing the Logo

Presumably, the site will have a logo, which will be a picture file. The logo will be changed through Drupal. To do this:

1. First, log into Drupal.
2. Click on the *Administer* link on the front page.
3. Go to Site building ⟶ Themes
4. Scroll down to *The Times* theme and click the *configure* link on the right.

5. Scroll down to the section called *Logo image settings*. Click the *Browse* button under *Upload logo image* and locate the appropriate picture file on the system.

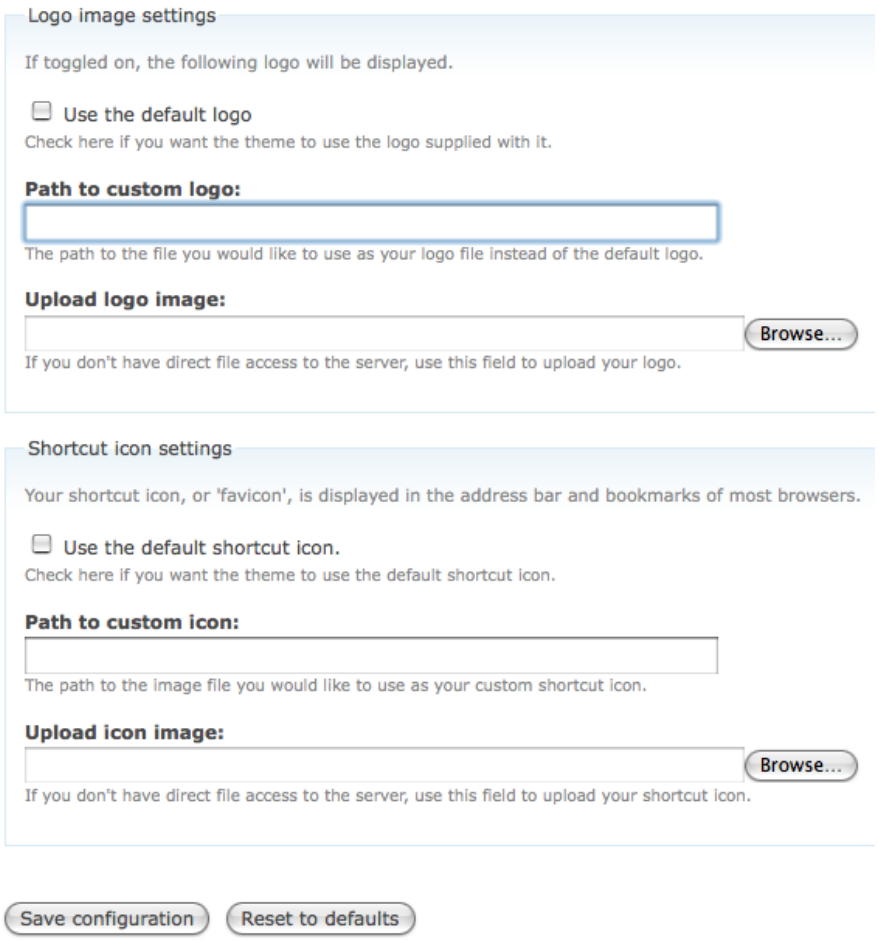


Figure 2.1: Logo image and favicon settings

6. Click *Save configuration*.

At the top of the page, click the name of the site next to the Drupal icon to get to the main page of the publication. The logo should now appear in the header of every page of the publication.

2.2 Changing the Favicon

A favicon is a small icon that appears next to a website's URL in the address bar. It is usually a smaller and more simplified version of the site's logo.

For example, the favicons for Apple or Mercedes-Benz help to associate each company with a particular image.

Figure 2.2: Examples of favicons

A picture file will be used as the favicon for the site. The size of the icon should be around 35 x 35 pixels.

1. First, log into Drupal.
2. Click on the *Administer* link on the front page.
3. Go to Site building ⟶ Themes
4. Scroll down to *The Times* theme and click the *configure* link on the right.
5. Scroll down to the section called *Shortcut icon settings*. Click the *Browse* button under *Upload icon image* and locate the appropriate picture file on the system. See Figure 2.1.
6. Click *Save configuration*.

At the top of the page, click the name of the site next to the Drupal icon to get to the main page of the publication. The favicon should now appear in the browser's address bar next to the site's URL.

2.3 Adding a Search Bar

To create a search bar that will search the pages of the publication,

1. First, log into Drupal.
2. Click on the *Administer* link on the front page.
3. Go to Site building $\longrightarrow$ Themes
4. Scroll down to *The Times* theme and click the *configure* link on the right.
5. Under the heading "Toggle Display," check the box next to the words "Search Box."

2.4 Changing the Font

Changing the font is an advanced operation and is *not* required. It is recommended that the decision to change the font is made after content has been added to the site. Proceed with the following steps only if changing the font is crucial to the appearance of the page. In this case, it is *strongly* advised the following instructions are adhered to precisely. Any unintentional changes made to these files may prevent the entire theme from displaying properly.

In order to change the font, the Cascading Style Sheet (CSS) files of the theme will need to be modified. These files which describe how a webpage (or group of webpages) are supposed to look and have the extension .css. There are 6 CSS files in *The Times* theme. Only 2 of them will be modified.

Warning: If you are uncomfortable with changing the CSS files, you may want to backup the original files so you can revert back to these files if need be.

1. First, locate the Drupal installation folder.

2. Navigate to themes/TheTimes

3. Open the file html-elements.css. On a Windows machine, open the file in Notepad and press Control-F. On a Mac, open the file in TextEdit and press Command-F. Type in the following text

   ```
   h1, h2, h3, h4, h5, h6
   ```

   and press enter. This will find the correct line. Under this heading, within the curly braces, find the line that starts with "font-family." Do not delete anything on this line. Type in the name of the new font at the beginning of the list. Surround it with quotes if the name of the font is more than one word (e.g. "Arial Narrow"). Add a comma after the quotes if quotes are used. Otherwise, add a comma after the font name.

   For example, if the original line was

   ```
   font-family: Georgia, "Times New Roman";
   ```

   and the font, New Font, is added then the new line should look like

   ```
   font-family: "New Font", Georgia, "Times New Roman";
   ```

   Make sure that the name of the font is typed in correctly, as this file is case sensitive.

4. Save the file and close it.

5. Now, open style.css. On a Windows machine, open the file in Notepad and press Control-F. On a Mac, open the file in TextEdit and press Command-F. Type in the following text

   ```
   .branding h1.brand
   ```

   and press enter. This is the .branding h1.brand (*not* .branding h1.brand a). Under this heading, within the curly braces, make the same changes as above.

6. In the style.css file, find the following text using Control-F or Command-F, depending on the type of the system being used.

   ```
   .feed-icons a
   ```

   Under this heading, within the curly braces, make the same changes as above.

7. In the style.css file, find the following text using Control-F or Command-F, depending on the type of the system being used.

   ```
   #content h1.category
   ```

   Under this heading, within the curly braces, make the same changes as above.

8. Save the file and close it.

The change in font will not be visible until content has been added to the site.

Chapter 3

Establishing A Vocabulary

3.1 Creating Necessary Content Types

Several important content types (story, image, classified ad) are included in the Drupal installation, or in the modules that have already been downloaded. However, the default settings must be adjusted and a new content type for Advertisements added.

3.1.1 Allowing Images

To allow a Story to have an attached photograph, which can be displayed with the story, some image size options will first need to be created. The names for these image sizes used below are only suggestions, but can be changed for the individual publication. The associated image sizes, however, are recommended for the template because they produce the best look.

1. Log into Drupal.
2. Click on the *Administer* link on the front page.
3. Go to Site Configuration $\longrightarrow$ Images

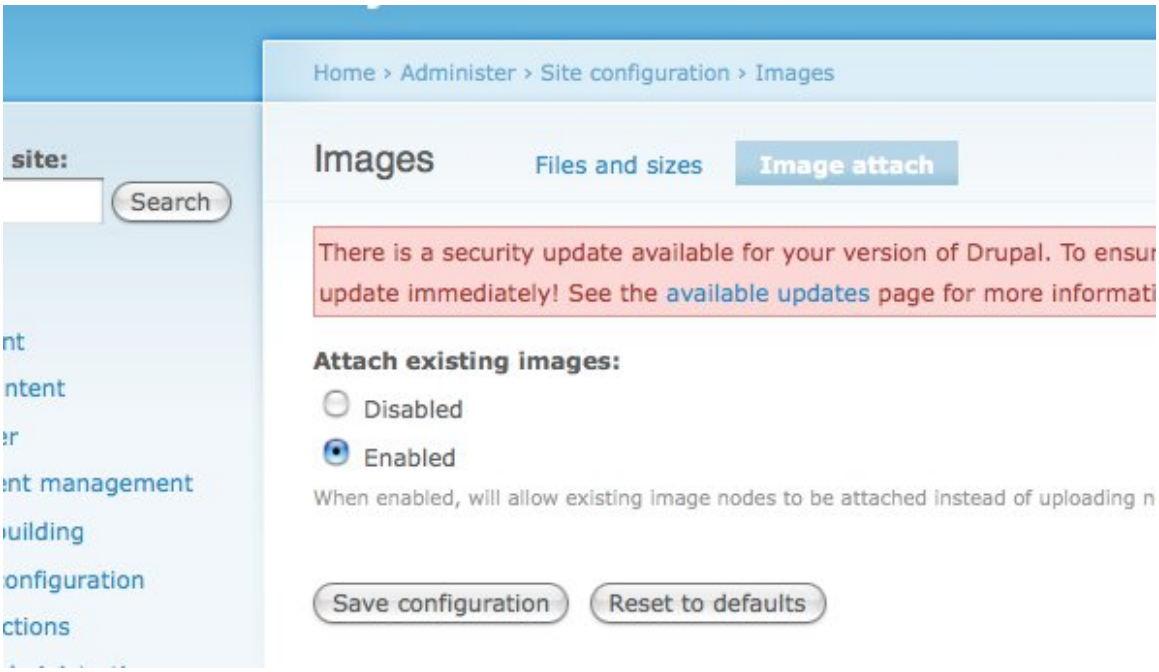


Figure 3.1: Enable Image Attach

4. At the top of this page, the Images heading and two links appear, one for "Files and Sizes" and the other for "Image Attach". Select "Image Attach".

5. Make sure the button next to "Enabled" under "Attach existing images" is set.

6. Click the *Save Configuration* button.

7. Now select the *Files and Sizes* link from the top of the page.

8. Scroll down the page to the box labeled Image Sizes. There are 3 image sizes filled in by default, and 3 blank boxes underneath for custom sizes. All 3 of these custom sizes will be used.

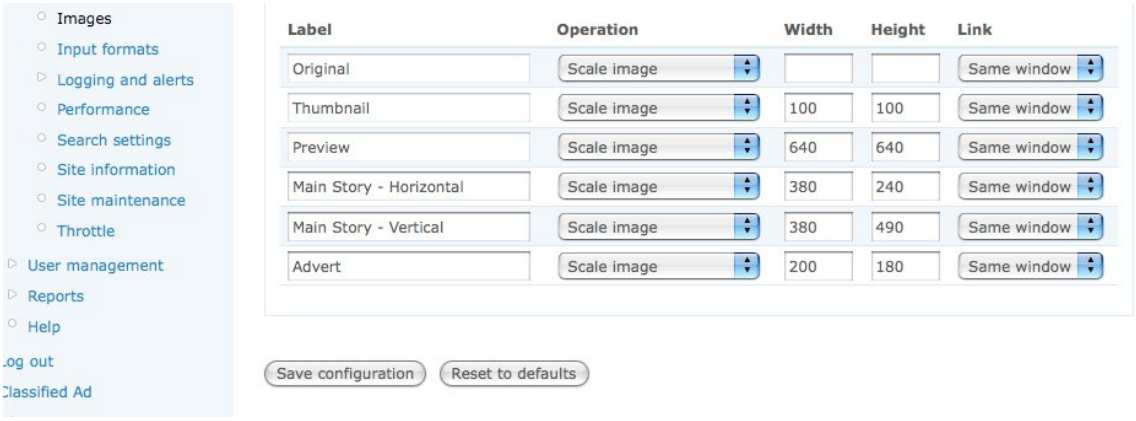


Figure 3.2: The default and custom sizes of images

9. Fill in the first empty row with the following information:
   Label: Main Story - Horizontal
   Operation: from dropdown menu select "Scale image"
   Width: 380
   Height: 240
   Link: from dropdown menu select "Same window"

10. Fill in the second row with the following information:
    Label: Main Story - Vertical
    Operation: from dropdown menu select "Scale image"
    Width: 380
    Height: 490
    Link: from the dropdown menu select "Same window"

11. Fill in the third row with the following information:
    Label: Advert
    Operation: from dropdown menu select "Scale image"
    Width: 200
    Height: 180
    Link: from the dropdown menu select "Same window"

12. Click *Save Configuration* at the bottom of the page.

13. Go to Administer $\longrightarrow$ Content Management $\longrightarrow$ Content Types

14. Scroll down to the Story content type and select the *edit* link on the right.

15. Scroll down this page to the "Image Attach settings" (if the options do no appear, click the heading to expand the block).

16. Click the button *Enabled* under "Attach Images".

17. Click *Save Content Type* at the bottom of the page.

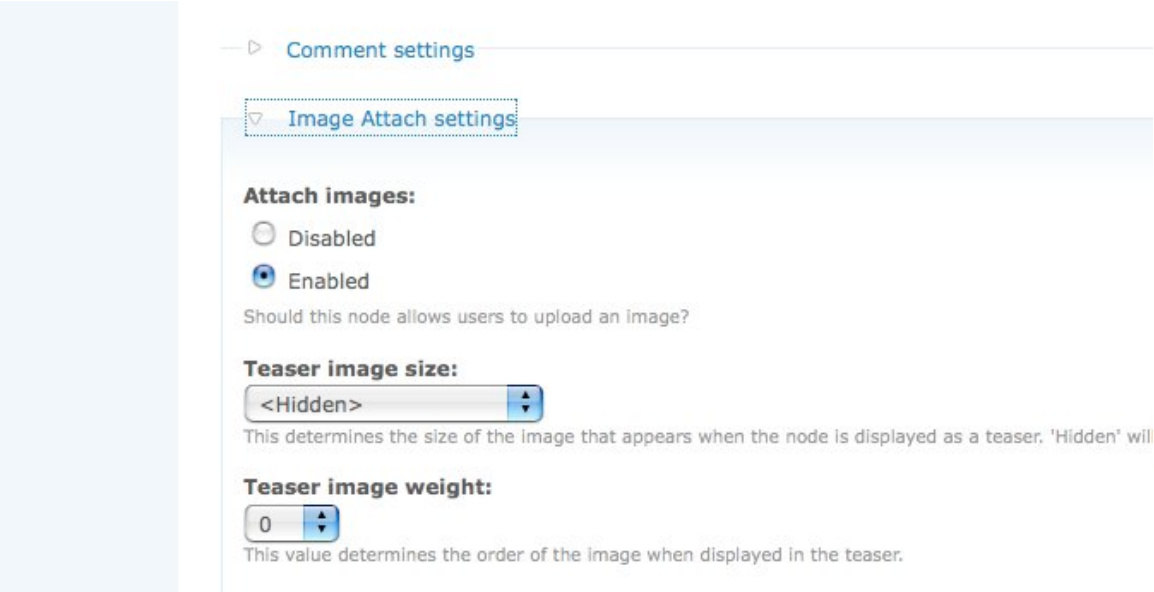


Figure 3.3: Enable images for stories

3.1.2 Creating Advertisements

Advertisements are not necessary, but are a source of income for a webpage. In order to display media advertisements, a content type for advertisements, separate from stories, must be created.

1. Go to Administer ⟶ Content Management ⟶ Content Types

2. At the top of this page the Content types heading and three links appear, one for "List", another for "Add content type", and a third for "Fields". Select "Add content type". A new page with a form will appear.

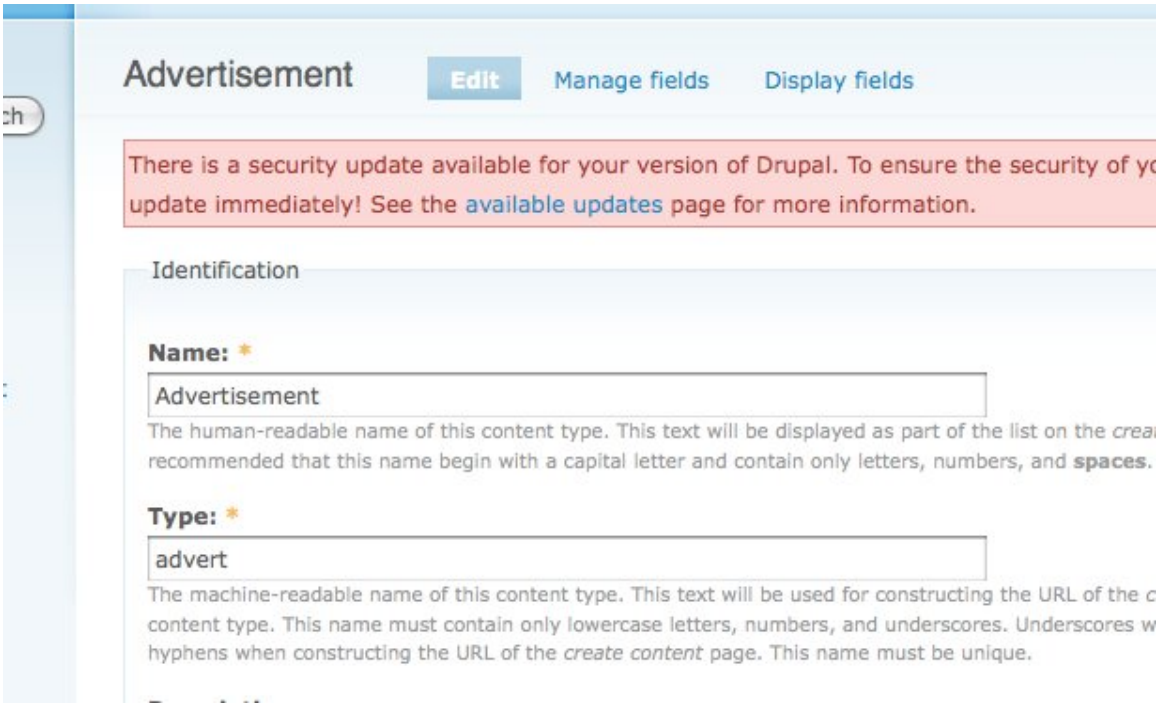


Figure 3.4: Creating the content type Advertisement

3. Under Identification fill in the following the information:
   Name: Advertisement
   Type: advert

4. Under Image Attach settings fill in the following the information:
   Attach images: select the button "Enabled"
   Teaser image size: from the dropdown menu, select "Advert"
   Full node image size: from the dropdown menu, select "Advert"

5. Click *Save Content Type* at the bottom of the page.

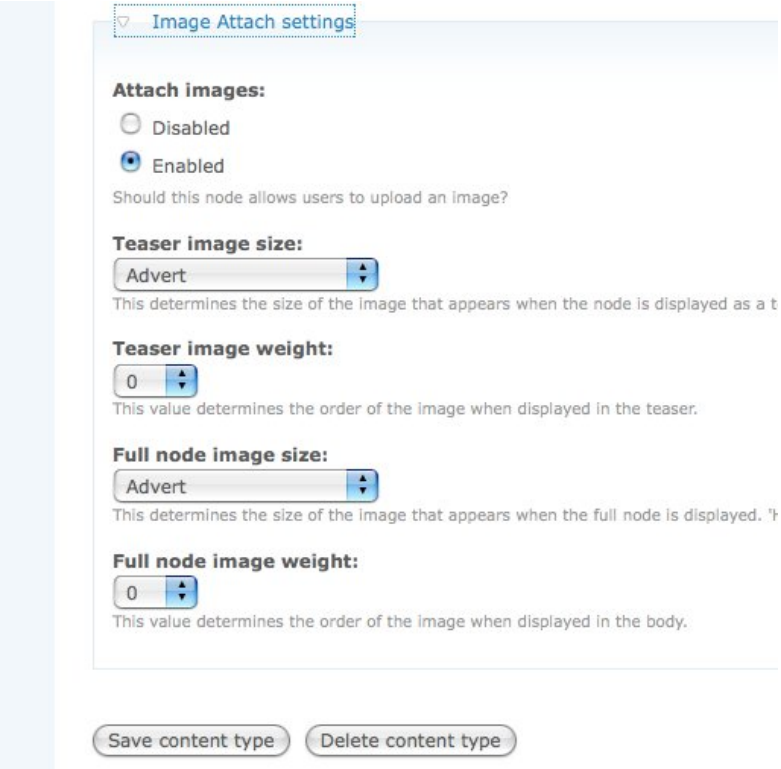


Figure 3.5: Setting up the content type Advertisement

No changes will be visible until advertisements have been added. The process for adding advertisements is described in Section 5.3.

3.2 Creating Sections for The Publication

The publication needs sections (e.g. Business, Local or Sports) to organize the content (stories, etc.). When content is added, it must be associated with a section. More sections can be added later if needed. No more than 8 sections are recommended, because the section names constitute our navigation menu and only 8 sections can be displayed.

3.2.1 Create Taxonomy

Begin by creating Taxonomy Terms for each of the Sections.

1. Go to Administer ⟶ Content Management ⟶ Taxonomy
2. At the top of this page the Taxonomy heading and two links appear, one for "List" and the other for "Add Vocabulary". Select "Add Vocabulary". A new page with a form will appear.
3. Under Identification fill in the following information:
   Vocabulary name: Sections
   Help text: Select one Section
4. Under Content types fill in the following information:
   Check the box next to Story
5. Under Settings fill in the following information:
   Check the box next to Required
6. Under Taxonomy menu fill in the following information:
   Menu: from the dropdown menu, select "Primary links"
   Menu Path Type: from the dropdown menu, select "Default"

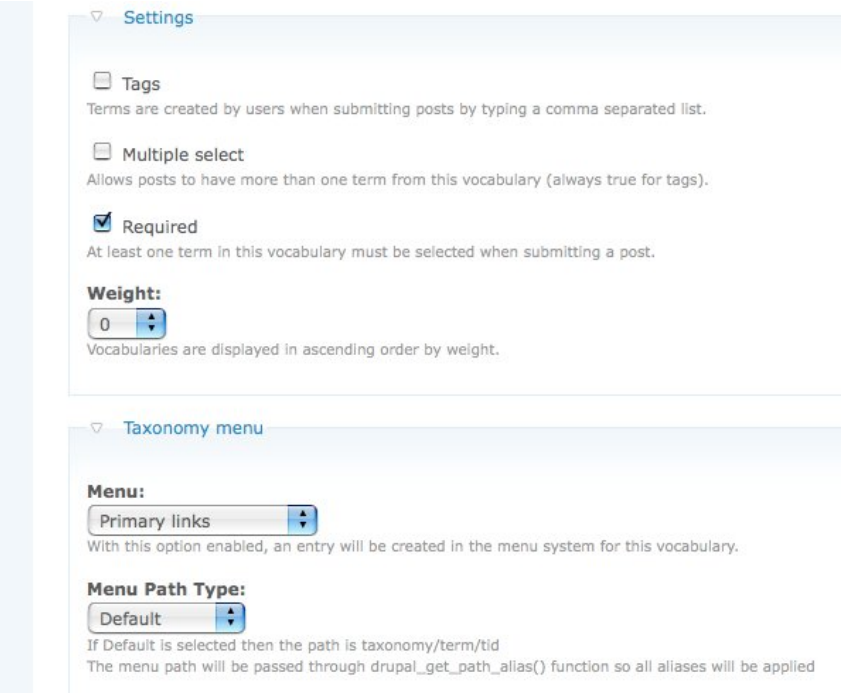


Figure 3.6: Creating the Taxonomy "Vocabulary"

7. Under Options fill in the following information:
   Check the box next to Syncronise changes to this vocabulary
   Deselect the box next to Item for Vocabulary
   Check the box next to Auto Expand Menu Item

8. Click the *Save* button at the bottom of the page.

The final page should look like Figure 3.6.

3.2.2 Create Terms

Now, create the actual sections of the publication that will work within the new vocabulary called Sections.

1. From the Taxonomy administer page, scroll down to the bottom of the page and locate the listing for the Sections vocabulary.

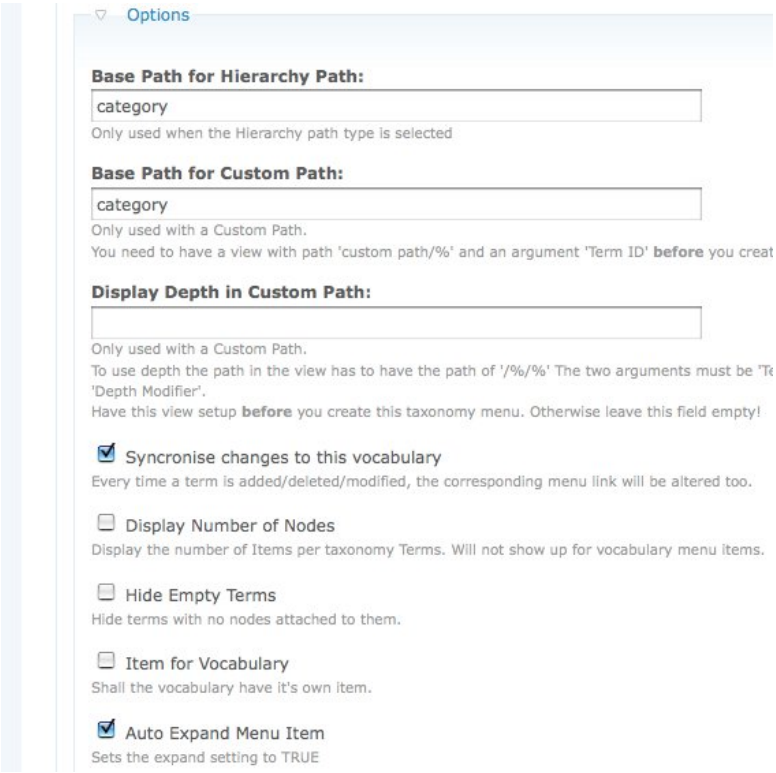


Figure 3.7: Options to select for Vocabulary "Sections"

2. Select the link on the far right, which is called "add terms".
3. Type a single Section Title, such as Sports, into the Term Name box.
4. Select *Save* at the bottom of the page.
5. Repeat the above steps to revisit the "add terms" page.
6. Continue adding section titles and select *Save* at the bottom each time.

7. When all sections have been entered, select "list terms" from the listing for the Sections vocabulary next to the "add terms" link. Check that all section titles appear on this page. If they do not, select "Add Terms" and use the above process to add them. If they are all there, then select *Save* at the bottom of the page.

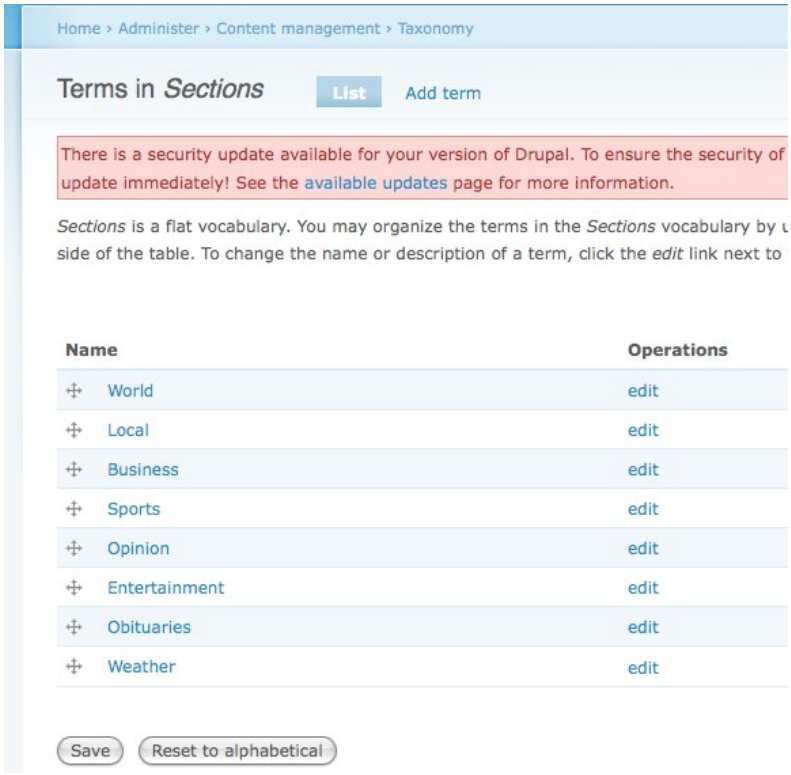


Figure 3.8: Suggested final list of terms in Vocabulary "Sections"

8. Click the *Save* button at the bottom of the page.

Now all the sections of the publication have been created, and the automatic navigation links to each of the section pages have been enabled. Go to the homepage to see the new menu.

This procedure will be repeated to set up classified ads, which are optional.

1. Go to Administer ⟶ Content Management ⟶ Taxonomy
2. Scroll down to the bottom of the page and locate the listing for the Classified Ad Category vocabulary.
3. Select the link on the far right, which is called "add terms".
4. Type a single Classified Ad Category, such as For Sale, into the Term Name box.
5. Select *Save* at the bottom of the page.
6. Repeat the above steps to revisit the "add terms" page.
7. Continue adding categories and select *Save* at the bottom each time.
8. When all categories have been entered, select "List" from the listing for the Classified Ad Category vocabulary next to the "add terms" link. Check that all categories appear on this page. If they do not, select "Add Terms" and use the above process to add them. If they are all there, then select *Save* at the bottom of the page.

No changes will be visible until classified ads are created.

Chapter 4

Blocks and Regions

4.1 The Regions of *The Times* theme

The Times template is divided up into 20 regions, as shown in the diagram. The following sections describe the method of creating blocks. A block can contain any content type, e.g. story, classified ads, advertisements, etc. Each block will be put into a region, so that the block will be displayed in that region.

4.2 Setting Up The Blocks for the *The Times'* Regions

In order to display content, blocks must first be created. Please refer to Fig. 4.1 for the names and positions of the regions of *The Times* theme.

In order for the theme to display correctly, name the sections precisely as they are referred to in the documentation.

4.2.1 Headlines Left and Headlines Center Regions

Start by creating four blocks that will be displayed in the Headlines Left Region and one block that will be displayed in the Headlines Center Left and one block that will be displayed in the Headlines Center Right regions. These regions will contain stories that warrant being on the front page, but are not the lead story.

1. Log into Drupal.
2. Go to Administer $\longrightarrow$ Site Building $\longrightarrow$ Views
3. In the Views heading, there are four links. Click on the Add link.
4. In the field under View Name, enter HL_Story1.
5. Make sure Node is selected as the View Type. Then click "Next".

Figure 4.1: The regions of *The Times*

6. Under the heading Defaults on the right, from the dropdown menu select "Block" and click "Add Display". A new box called "Block Settings" should appear to the right under "Basic Settings".

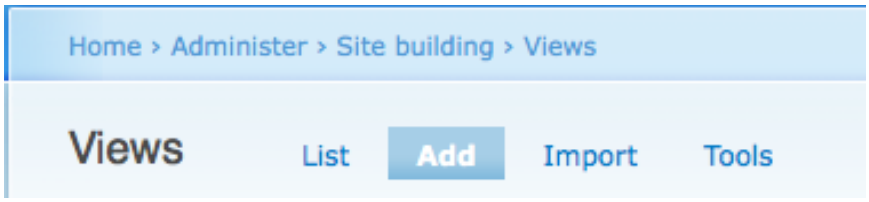


Figure 4.2: The *Views* heading

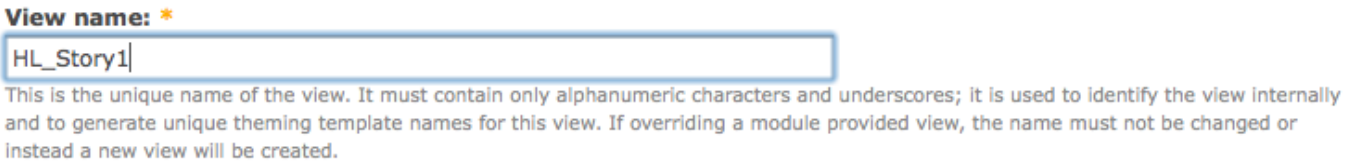


Figure 4.3: Naming a Block

7. Under "Basic Settings," next to Items to Display, click 10 and scroll down. In the first box change 10 to 1 and click *Update Default Display*.

8. Click the plus sign to the right of Fields.

9. Under Groups, from the dropdown menu, choose Node.

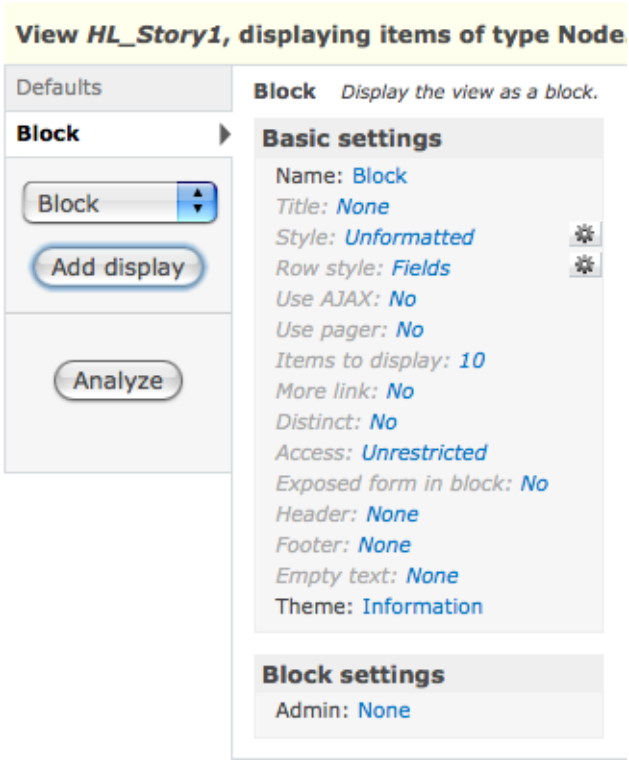


Figure 4.4: Settings for a Block containing a Story

10. Scroll down, select Node Title and click Add.
11. In the field that appears under Label, delete the text.
12. Check the box next to "Link This Field to its Node."
13. Check the box next to "Rewrite the Output of this Field".

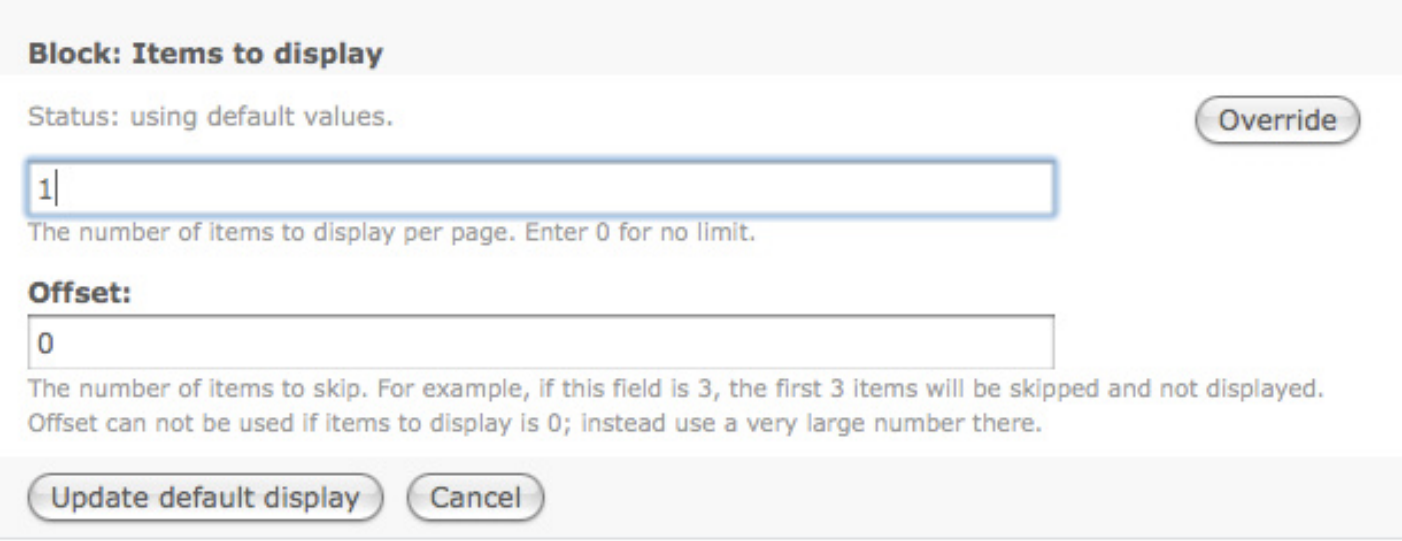


Figure 4.5: Changing the number of items to display in a Block

14. In the field under "Text" copy the following code

```
<h3>[title]</h3>
```

15. Click *Update Default Display*.
16. Click the plus sign to the right of Fields.
17. Under Groups, from the dropdown menu, choose Node.
18. Scroll down, select Node Teaser and click Add.
19. In the field that appears under Label, delete the text.
20. Click *Update Default Display*.
21. Click *Save*. The final screen should look like this:
22. Repeat the above steps to create the blocks HL_Story2, HL_Story3, HL_Story4, HCL_Story and HCR_Story.

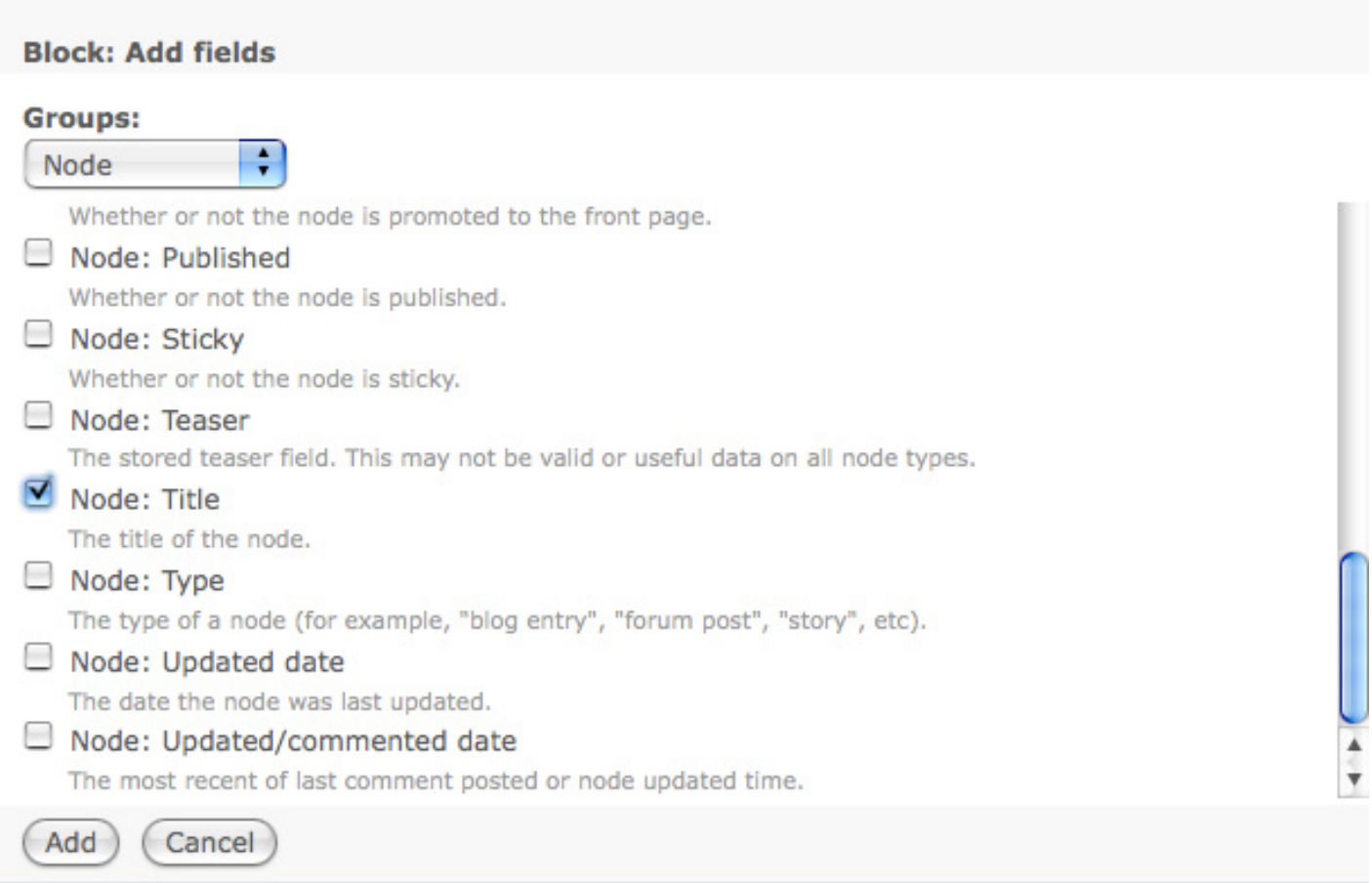


Figure 4.6: Displaying the title of a Node

4.2.2 Main Story Region

1. Go to Administer ⟶ Site Building ⟶ Views
2. In the Views heading, there are four links. Click on the Add link.
3. Call this block Main_Story.
4. Make sure Node is selected as the View Type. Then click "Next".
5. Under the heading Default on the left, from the dropdown menu select "Block" and click "Add Display". A new box called "Block Settings" should appear to the right.

Figure 4.7: Configuring the Node Title in Blocks

6. Under "Basic Settings", next to "Items to Display", click 10 and scroll down. In the first box change 10 to 1 and click *Update Default Display*.

7. Click the plus sign to the right of Fields.

8. From the dropdown menu under "Groups" select "Image Attach."

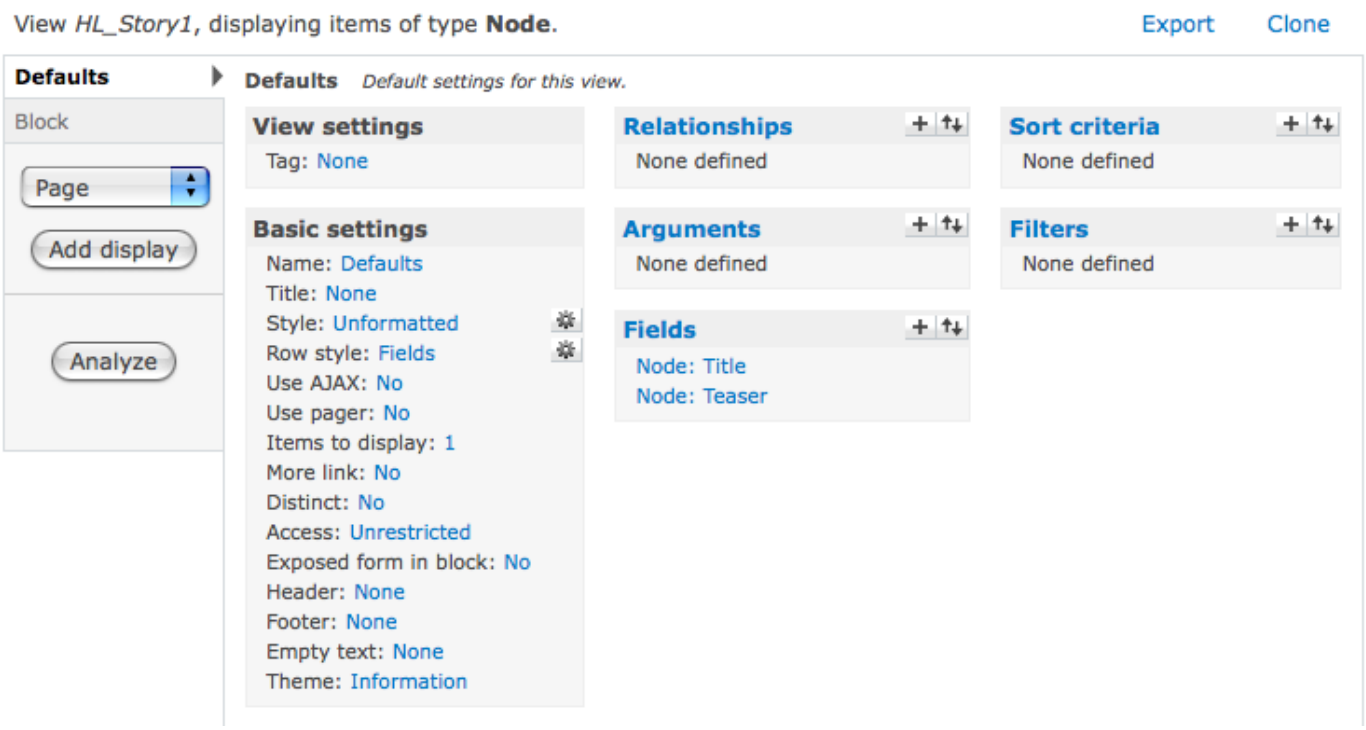


Figure 4.8: The finished configurations for HL_Story1 Block

9. Check the box next to "Image Attach: Attached Image" and click "Add."

10. In the field that appears under Label, delete the text.

11. From the dropdown menu under "Image Size" select "Main Story Horizontal" or "Main Story Vertical" depending on the dimensions of the picture to be displayed.

12. Click *Update Default Display*.

13. Click the plus sign to the right of Fields.

14. Under Groups, from the dropdown menu, choose Node.

15. Scroll down, select Node Title and click Add.

16. In the field that appears under Label, delete the text.

17. Check the box next to “Link This Field to its Node.”
18. Check the box next to “Rewrite the Output of this Field”.
19. In the field under “Text” copy the following code

```
<h2>[title]</h2>
```

20. Click the plus sign to the right of Fields.
21. Under Groups, from the dropdown menu, choose Node.
22. Scroll down, select Node Teaser and click Add.
23. In the field that appears under Label, delete the text.
24. Click *Update Default Display*.
25. Click *Save*. The final screen should look like this:

4.2.3 Headlines Right

1. Go to Administer ⟶ Site Building ⟶ Views
2. In the Views heading, there are four links. Click on the Add link.
3. In the field under View name, type HR_Story1.
4. Make sure Node is selected as the View Type. Then click “Next”.
5. Under the heading Defaults on the left, from the dropdown menu select “Block” and click “Add Display”. A new box called “Block Settings” should appear to the right.
6. Under “Basic Settings”, next to Items to Display, click 10 and scroll down. In the first box change 10 to 1 and click *Update Default Display*.
7. Click the plus sign to the right of Fields.

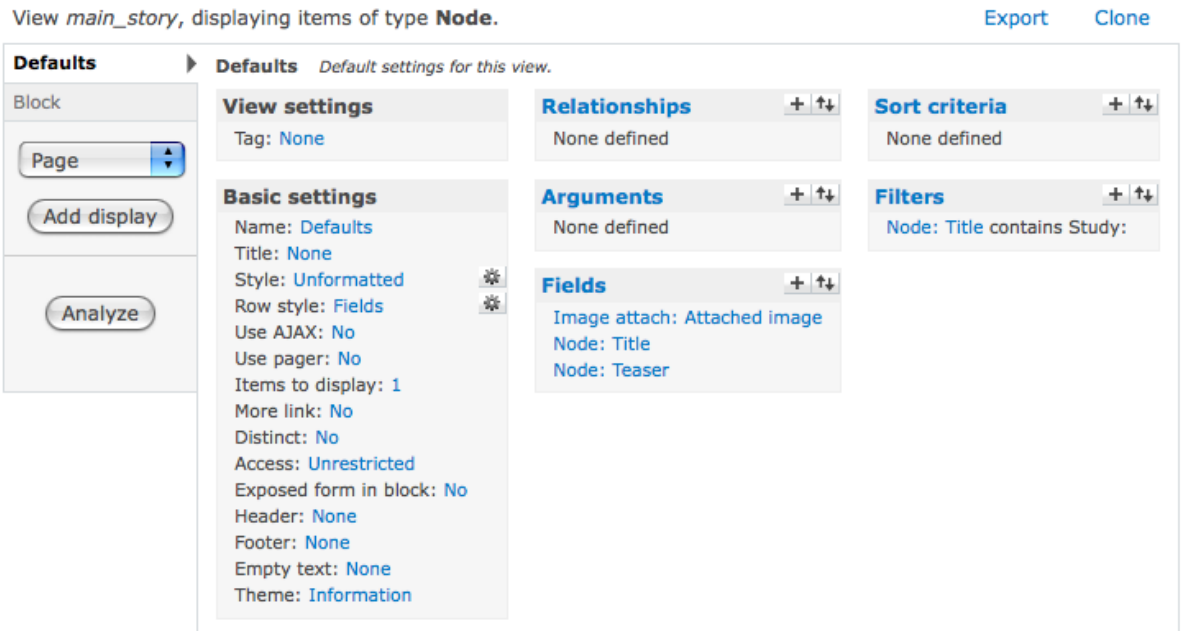


Figure 4.9: The finished configurations for Main_Story block

8. From the dropdown menu under "Groups" select "Taxonomy."
9. Check the box next to "Taxonomy Term" and click "Add."
10. In the field that appears under Label, delete the text.
11. Check the box next to "Rewrite the Output of this Field." In the field under text copy and paste the following

```
<h6>[name]&raquo;</h6>
```

12. Click "Link this field to its taxonomy term page."
13. Click *Update Default Display.*
14. Click the plus sign to the right of Fields.
15. Under Groups, from the dropdown menu, choose Node.

16. Scroll down, select Node Title and click Add.
17. In the field that appears under Label, delete the text.
18. Check the box next to "Link This Field to its Node."
19. Check the box next to "Rewrite the Output of this Field".
20. In the field under "Text" copy the following code

```
<h3>[title]</h3>
```

21. Click "Update Default Display".
22. Click the plus sign to the right of Fields.
23. Under Groups, from the dropdown menu, choose Node.
24. Scroll down, select "Node Teaser" and click "Add".
25. In the field that appears under Label, delete the text.
26. Click *Update Default Display.*

27. Click *Save*. The final screen should look like this:

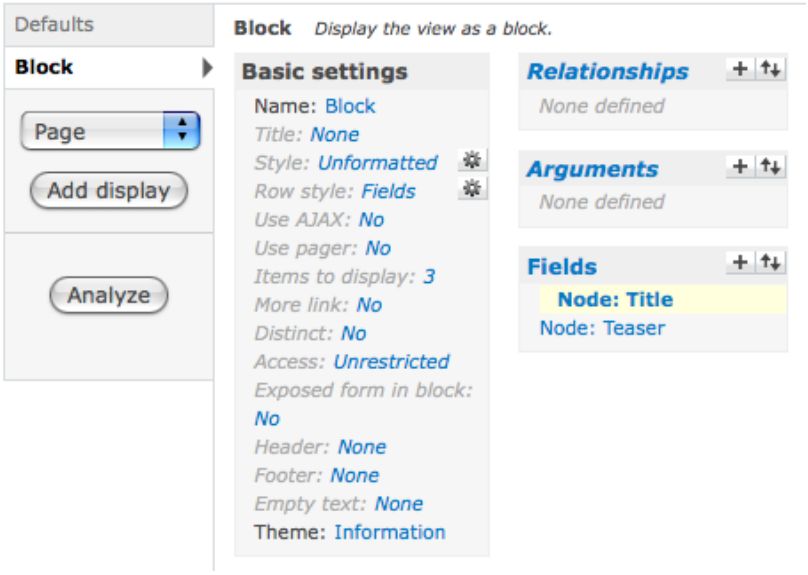


Figure 4.10: Configuring the Block for Headlines Right

28. Repeat the above steps for HR_Story2.

4.2.4 The More News Region and the Block Right Top Region

The More News region and Block Right Top region display story headlines that can be sorted by date or other criteria. These sections are created similarly. First create the block that will be displayed in Block Right Top.

1. Go to Administer ⟶ Site Building ⟶ Views
2. In the Views heading, there are four links. Click on the Add link.
3. Under the field View name, type block BRT_Headlines.
4. Make sure Node is selected as the View Type. Then click "Next".

5. Under the heading Default on the left, from the dropdown menu select "Block" and click "Add Display". A new box called "Block Settings" should appear to the right.

6. Under "Basic Settings", next to Items to Display, click 10 and scroll down. In the first box change 10 to 5 and click "Update Default Display".

7. Click the plus sign to the right of Fields.

8. Under Groups, from the dropdown menu, choose Node.

9. Scroll down, select Node Title and click Add.

10. In the field that appears under Label, delete the text.

11. Check the box next to "Link This Field to its Node."

12. Check the box next to "Rewrite the Output of this Field".

13. In the field under "Text" copy the following code

```
<h5>[title]</h5>
```

14. Click *Update Default Display*.

15. Click *Save*.

16. Repeat the above steps to create the block for the More News Region, but with the following changes: (1) Call it "More_News" and (2) Display 4 items instead of 5.

4.2.5 The Block Right Bottom Region

The Block Right Bottom region is intended to display advertisements.

1. Go to Administer $\longrightarrow$ Site Building $\longrightarrow$ Views

2. In the Views heading, there are four links. Click on the Add link.
3. In the field under View Name, type ad.
4. Make sure Node is selected as the View Type. Then click "Next".
5. Under the heading Default on the left, from the dropdown menu select "Block" and click "Add Display". A new box called "Block Settings" should appear to the right.
6. Under "Basic Settings", next to Items to Display, click 10 and scroll down. In the first box change 10 to 1 and click Update Default Display.
7. Click the plus sign to the right of Fields.
8. From the dropdown menu under "Groups" select "Node."
9. Check the box next to "Node: Type."
10. Click "Add."
11. In the field that appears under Label, delete the text.
12. Click *Update Default Display.*
13. Click the plus sign to the right of Fields.
14. From the dropdown menu under "Groups" select "Image Attach."
15. Check the box next to "Image Attach: Attached Image" and click "Add."
16. In the field that appears under Label, delete the text.
17. From the dropdown menu under "Image Size" select "Advert."
18. Click *Update Default Display.*
19. Click the plus sign to the right of Filters.
20. From the dropdown menu under "Groups" select "Node."
21. Check the box next to "Node: Type" and click "Add."

22. Under “Operator” select “Is one of.”
23. Under “Node type” check the box next to “Advertisement.”
24. Click *Update Default Display*.
25. Click *Save*.

4.2.6 The Section Headlines

Blocks for the section headlines at the bottom of the page will be created. The number of blocks to be created is double the number of sections of the publication. Be careful to name each block accordingly.

The following example uses a section called “World”. However, the steps below should be followed for each section of the publication.

1. Go to Administer ⟶ Site Building ⟶ Views
2. In the Views heading, there are four links. Click on the Add link.
3. Create the block for “World” title. Call this Block title_world.
4. Make sure Node is selected as the View Type. Then click “Next”.
5. Under the heading Default on the left, from the dropdown menu select “Block” and click “Add Display”. A new box called “Block Settings” should appear to the right.
6. Under “Basic Settings”, next to Items to Display, click 10 and scroll down. In the first box change 10 to 1 and click “Update Default Display”.
7. Under “Basic Settings,” select the “None” link next to the word “Title.”
8. In the field that appears, write

   ```
   section_title
   ```

9. Click *Update Default Display*.

10. Click the plus sign to the right of Fields.
11. From the dropdown menu under "Groups" select "Taxonomy."
12. Check the box next to "Taxonomy Term" and click "Add."
13. In the field that appears under Label, delete the text.
14. Check the box next to "Rewrite the Output of this Field." In the field under text copy and paste the following

```
<a class="section-headings">[name]&raquo;</a>
```

15. Click "Link this field to its taxonomy term page."
16. Click *Update Default Display*.
17. Click the plus sign to the right of Filters.
18. From the dropdown menu under "Groups" select "Taxonomy."
19. Check the box next to "Taxonomy Term" and click "Add."
20. Under "Vocabulary," select "Sections". Under "Selection Type," make sure the radio button next to Autocomplete is selected.
21. Click *Update*.
22. Under "Operator," select "Is one of" and in the box on the right titled "Select Terms from vocabulary sections," and type in "World."
23. Click *Update Default Display*.
24. Click *Save*.
25. Go to Administer $\longrightarrow$ Site Building $\longrightarrow$ Views
26. In the Views heading, there are four links. Click on the Add link.
27. Create the block for "World" headlines. Call this block headlines_world.

28. Make sure Node is selected as the View Type. Then click "Next".

29. Under the heading Defaults on the left, from the dropdown menu select "Block" and click "Add Display". A new box called "Block Settings" should appear to the right.

30. Under "Basic Setting," click on "Unformatted" next to Style. Scroll down to the box "Block: How should this view be styled." Select the radio button next to "HTML list." Click *Update Default Display.*

31. Click *Update Default Display* again.

32. Under "Basic Settings", next to Items to Display, click 10 and scroll down. In the first box change 10 to 3 and click *Update Default Display.*

33. Click the plus sign to the right of Fields.

34. Under Groups, from the dropdown menu, choose Node.

35. Scroll down, select Node Title and click Add.

36. In the field that appears under Label, delete the text.

37. Check the box next to "Link This Field to its Node."

38. Check the box next to "Rewrite the Output of this Field".

39. In the field under "Text" copy the following code

```
<h5>[title]</h5>
```

40. Click *Update Default Display.*

41. Click "Link this field to its taxonomy term page."

42. Click *Update Default Display.*

43. Click the plus sign to the right of Filters.

44. From the dropdown menu under "Groups" select "Taxonomy."

45. Check the box next to "Taxonomy Term" and click "Add."

46. Under "Vocabulary," select "Sections". Under "Selection Type," make sure the radio button next to Autocomplete is selected.

47. Click *Update*.

48. Under "Operator," select "Is one of" and in the box on the right titled "Select Terms from vocabulary sections," and type in "World."

49. Click *Update Default Display*.

50. Click *Save*.

51. Repeat the above steps for each section in the newspaper in the form title_*section_name* and headlines_*section_name*.

4.2.7 The Block Right Center Region

This section is intended to display classified ads. However, having classified ads is optional, so if the publication does not have classified ads, follow the instructions for adding other content types (e.g. stories in the Opinion section).

1. Go to Administer $\longrightarrow$ Site Building $\longrightarrow$ Views

2. In the Views heading, there are four links. Click on the Add link.

3. Call this block classified_ads.

4. Make sure Node is selected as the View Type. Then click "Next".

5. Under the heading Default on the left, from the dropdown menu select "Block" and click "Add Display". A new box called "Block Settings" should appear to the right.

6. Under "Basic Settings", next to Items to Display, click 10 and scroll down. In the first box change 10 to 3 and click *Update Default Display*.

7. Under "Basic Settings", next to "Header" and click None. In the field that appears below, type Classified Ads.

8. Click the plus sign to the right of Fields.
9. From the dropdown menu under “Groups” select “Node.”
10. Check the box next to “Node: Post Date.”
11. Click “Add.”
12. In the field that appears under Label, delete the text.
13. In the dropdown menu under “Date Format,” select “Time Ago.”
14. Click *Update Default Display*.
15. Click the plus sign to the right of Fields.
16. Under Groups, from the dropdown menu, choose Node.
17. Scroll down, select “Node Teaser” and click “Add”.
18. In the field that appears under Label, delete the text.
19. Click *Update Default Display*.
20. Click the plus sign to the right of Filters.
21. From the dropdown menu under “Groups” select “Node.”
22. Check the box next to “Node: Type” and click “Add.”
23. Under “Operator” select “Is one of.”
24. Under “Node type” check the box next to “Classified Ad.”
25. Click *Update Default Display*.
26. Click *Save*.

4.2.8 The Footer Region

The Footer region is intended to display links to the "About Us," "Contact Us," "Site Map," etc. pages.

1. Go to Administer ⟶ Site Building ⟶ Views
2. In the Views heading, there are four links. Click on the Add link.
3. We will call this block footer_links.
4. Make sure Node is selected as the View Type. Then click "Next".
5. Under the heading Defaults on the left, from the dropdown menu select "Block" and click "Add Display". A new box called "Block Settings" should appear to the right.
6. Under "Basic Settings", next to Items to Display, click 10 and scroll down. In the first box change 10 to 1 and click Update Default Display.
7. Click the plus sign to the right of Fields.
8. From the dropdown menu under "Groups" select "Node."
9. Check the box next to "Node: Body."
10. Click "Add."
11. In the field that appears under Label, delete the text.
12. Click *Update Default Display.*
13. Click the plus sign to the right of Filters.
14. From the dropdown menu under "Groups" select "Node."
15. Check the box next to "Node: Type" and click "Add."
16. Under "Operator" select "is one of."
17. Under "Node type" check the box next to "Page."
18. Click *Update Default Display.*

19. From the dropdown menu under “Groups” select “Node.”
20. Check the box next to “Node: Title” and click “Add.”
21. Under “Operator” select “Is equal to.”
22. Under “Value” type FooterLinks.
23. Check the box next to “Case sensitive.”
24. Click *Update Default Display*.
25. Click *Save*.

4.3 Adding Footer Links

The website may have some helpful links that users can use to learn more about the publication (like an "About Us" section), to contact the administrator (like a "Contact Us" section) and to navigate the site more easily (like a "Site Map").

Because these links aren't section names, they will need to be put in a place that is easy for users to find, but not in a place that will distract the user from the main content. So, the links will go in the footer, which is the region at the bottom of the page.

To do this, first create the necessary pages (e.g. About Us, Contact Us, etc.).

1. Log into Drupal.
2. Click on the *Create content* link.
3. Click on the *Page* link.

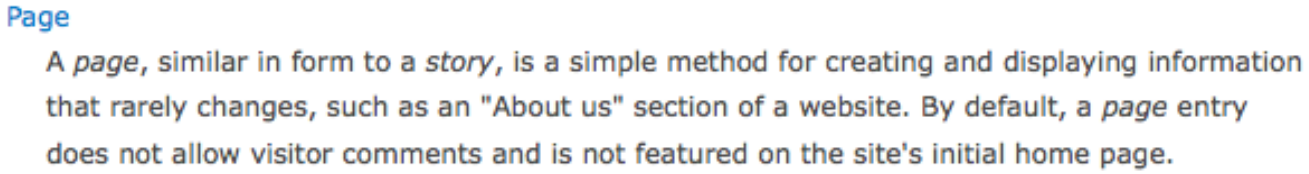


Figure 4.11: Pages in Drupal

4. We are going to name our first webpage about_us

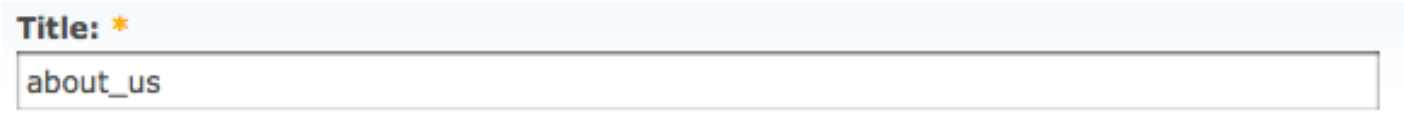


Figure 4.12: Creating the About Us page

5. In the "Body" area, type the information to be displayed when users click the "About Us" link.

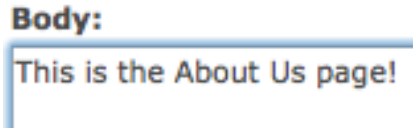


Figure 4.13: Example of a simple About Us page

6. Click the *Save* button at the bottom of the page and the newly created page will appear. Save the URL of this page somewhere, because it will be used in the next set of steps.

7. Follow the previous steps to do the same for the "Contact Us," "Site Map," etc. pages, if these pages exist for the site.

Next, create a page that contains the links.

1. Log into Drupal.

2. Click on the *Create content* link.

3. Click on the *Page* link. Even though this is called a page, a new webpage won't be created. It is just another content type, like a story.

4. Call the page FooterLinks.

Figure 4.14: Creating the Footer Links page

5. Copy and paste the following code in the body area to create the links. Replace URL1 with the URL saved earlier for the About Us section, etc., replacing each URL# with the actual URL for the corresponding page. Do not include line breaks, as these will force the links to appear on separate lines.

```
<a href="URL1" class ="footer">About Us</a><a href="URL2" class ="footer">
Contact Us</a><a href="URL3" class ="footer">Site Map</a>
```

   For example, in the Body area, the code to link to the About Us section should look something like this

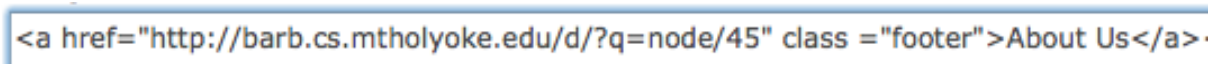


Figure 4.15: Example of footer links section

6. Click *Save*.

4.4 Displaying Blocks

1. Log into Drupal.
2. Click on the *Administer* link on the front page.
3. Go to Site building → Blocks.
4. The yellow boxes that appear on the right contain the names of the regions on the page. This information will help position the blocks where they should appear (these yellow boxes are only temporary; they are not visible on the actual webpage).

   Scroll down and note that the names of the regions are ordered one below the other. Underneath all of them, under *Disabled*, there is a list of all blocks that have been created in the previous sections. To the right of each block there is a dropdown menu, a check box and a link *Configure*. Each dropdown menu contains all the names of the regions on the page, allowing for one to be selected.

The table below lists all of the blocks and regions where they should be displayed. Follow the table, row by row, and for each of the blocks from the left column, click on the corresponding dropdown menu and select the region from the right column.

Block	**Region**
HL_Story1	Headlines left
HL_Story2	Headlines left
HL_Story3	Headlines left
HL_Story4	Headlines left
Search Form	Search Bar
HCL_Story	Headlines center left
HCR_Story	Headlines center right
Main_Story	Main story region
HR_Story1	Headlines right
HR_Story2	Headlines right
BRT_Headlines	Block right top
More_News	More news region
classified_ads	Block Right Center
ad	Block Right Bottom
title_{*section_name*}*	Section headlines far left
headlines_{*section_name*}*	Section headlines far left
...	
title_{*section_name*}*	Section headlines center left
headlines_{*section_name*}*	Section headlines center left
...	
title_{*section_name*}*	Section headlines center right
headlines_{*section_name*}*	Section headlines center right
...	
title_{*section_name*}*	Section headlines right
headlines_{*section_name*}*	Section headlines right
...	
FooterLinks	Links Footer
Navigation	Navigation Region
User Login	Bottom Block Region
Powered by Drupal	None

*title_{section_name}** and *headlines_{section_name}** - two blocks for

each section. For the best look, insert the blocks in pairs evenly into the four regions: Section headlines left, Section headlines center left, Section headlines center right and Section headlines right.

Chapter 5

Creating Content

Now content can be added to the website. This section will describe how to load an example of each necessary content type. Use this process every time content, such as stories, is added.

5.1 Adding Stories

1. From the Administer homepage, notice the links on the left under the username.

2. Select "Create content". The *Create Content* page presents the different content types that can be uploaded (advertisement, classified ads, image, page, story).

3. Select Story
   Title: Enter the title to appear in the headline.
   Section: Choose the section to which this story belongs.
   Body: Copy and Paste the article itself in this box. After the first 20 to 40 words place the line

   ```
   <!--break-->
   ```

   in the text. This will not display in the story, but creates a teaser text (i.e. summary) to display under the headline. This can be adjusted

later to get the desired look on the front page.
Attached images: If a photo is associated with this story, upload it here using the browse button.
Authoring information: Fill in the information for the story's author appropriately.

4. Click *Save* at the bottom of the page.

5.2 Editing Content

Changing a story or adjusting the teaser length (by moving the break line up or down) is simple to do in Drupal. From the administer homepage, select "Content" under "Content management". This will display all the uploaded content. Locate the content to be changed and select the "edit" button on the far right. Be sure to save the changes when done.

5.3 Adding Advertisements

1. From the Administer homepage, notice the links on the left under the username.

2. Select "Create content". The *Create Content* page presents the different content types that can be uploaded (advertisement, classified ads, image, page, story).

3. Select Advertisement
   Title: Enter a descriptive title for the ad. The title will not be displayed.
   Body: This is unnecessary. Anything in this field will not display on the page
   Attached images: Upload the advertisement here using the browse button.

4. Click *Save* at the bottom of the page.

5.4 Adding Classified Ads

1. From the Administer homepage, select "Create content". The *Create Content* page presents the different content types that can be uploaded (advertisement, classified ads, image, page, story).

2. Select Classified Ad
   Title: Enter a title for reference. This will not be displayed on the page.
   Classified Ad Category: Choose the correct category this belongs to.
   Ad Text: Enter the text of the classified ad here. Bold the first few words of the text by using the tags

   ```
   <strong> Cottage for Rent </strong>
   ```

   Under Authoring information:
   Authored by: Enter an author. "Editor" or "Admin" might be appropriate. This information will not be displayed with the ad.

3. Click *Save* at the bottom of the page.

Chapter 6

Managing Content

6.1 Slotting Stories on the Front Page

Now use the blocks that were set up earlier to slot stories on the front page. This method requires the administrator to know the title of each piece of content so that the content can be placed accordingly.

1. Begin at the Administer homepage and select "Views" under "Site building".
2. The page that appears will display all the blocks already created for the regions of the template.
3. Select the block where the story is to be placed. Be sure the display is set to block, not Defaults. In order to display a specific story, use filtering.

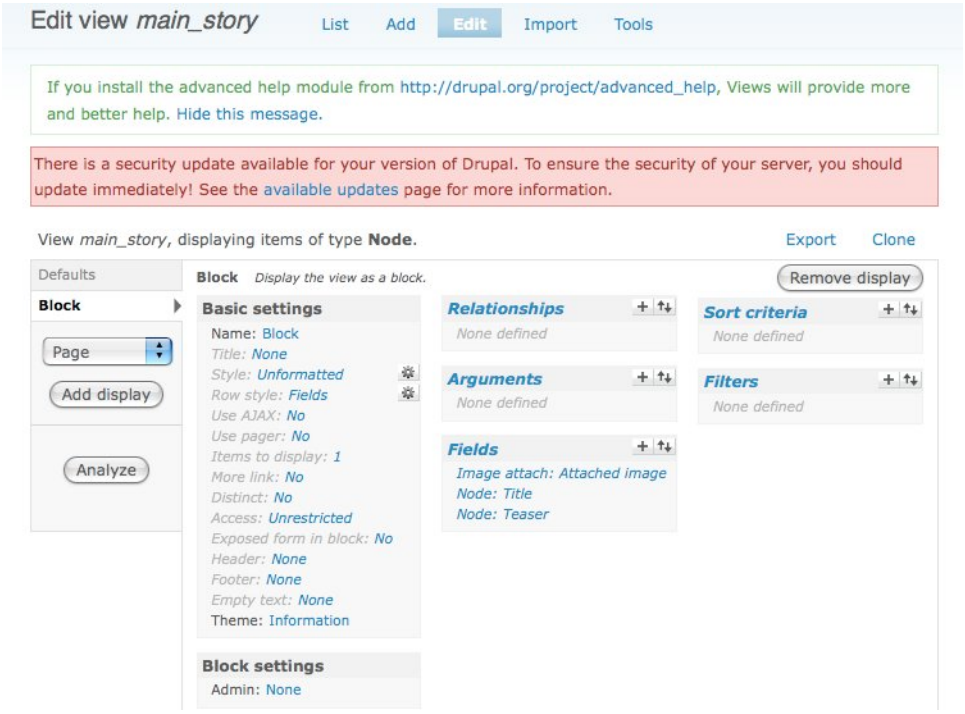


Figure 6.1: The Main_Story Block View

4. In the Display, press the plus sign to the right of the Filters heading.
5. Scroll down the page to the "Block: Add filters" box.
6. From the dropdown menu select node.
7. Check the box next to "Node: Title" and click the Add button.

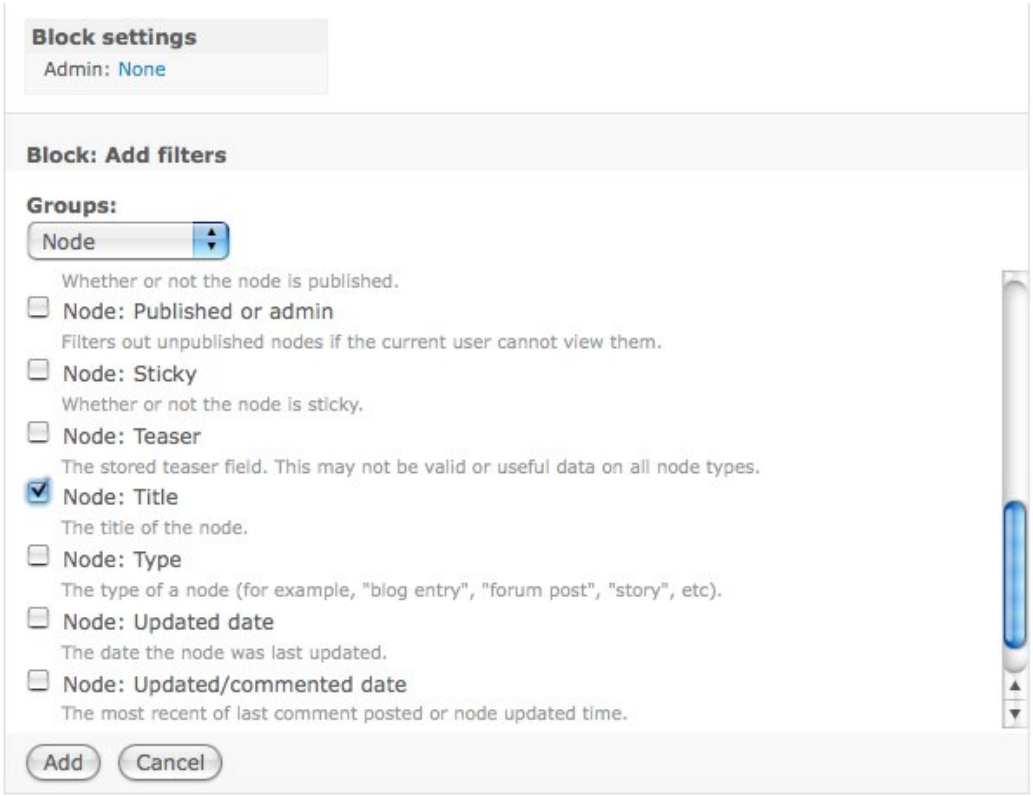


Figure 6.2: Filtering in Block View

8. In the field "Value" enter the title of the story to be displayed in this block. Refer to the template picture in Figure 6.3 to know which slot-table block displays on which part of the page.

9. Click the *Update default display* button. A live preview displays at the bottom of the page, so check that the correct story is in this block.

10. When finished click the *Save* button above the live preview.

11. Follow the same procedure for all blocks in which content is to be displayed.

In the following diagram, the content in the starred blocks can be slotted (i.e. arranged) by filtering (see above) or sorting (see below).

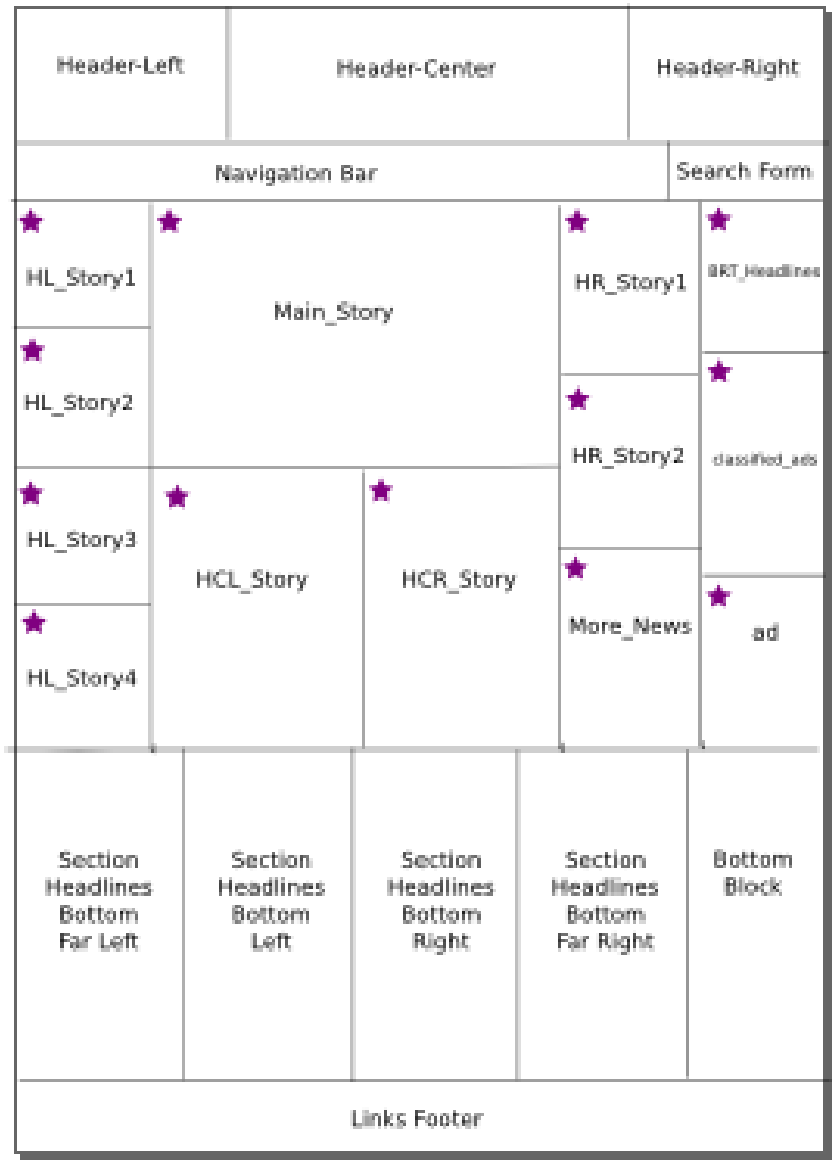


Figure 6.3: Blocks that can contain slotted stories

6.2 Other ways of Ordering Stories

The benefit of using *The Times* is the ability to "slot" stories on the front page, much like a print newspaper. As such, using other types of ordering is

not as straight forward. However, to allow some randomness in the ordering of stories on the front page, use the "Sorting" and "Filtering" capabilities of Drupal to sort by post date, section or author. This documentation will provide some tips on how to accomplish this.

1. To ensure only stories are in blocks, be sure to "Filter" by the content type story.
2. Use the "Sort" functionality, as was done for filtering by Title, to display according to latest post date.
3. If the same Sorting criteria is used in multiple blocks, it is likely the same stories will appear in multiple places on the front page. In this case, try also filtering by Section.

Chapter 7

Miscellaneous

7.1 Useful Modules

The Drupal community has hundreds of modules for download that a publication might contain. Specifically, consider installing the Weather and Announcements modules for display in the Header left and Header right regions.

One common weather module is called Weather and can be downloaded from **http://drupal.org/project/weather**. Follow the developers' instructions in installing and customizing the module.

Important announcements and alerts can be displayed with the Announcements module, which can be downloaded from **http://drupal.org/project/announcements**. Follow the developers' instructions in installing and customizing the module.

7.2 Tips for Slotting

There is a faster way to filter stories by their titles (i.e. to slot stories). In order to do this, log into Drupal. From the main page of the publication, place the mouse over the block with the story to be changed. Three links in a light gray color will appear in the upper left corner of the block. Click on

the link that says “Edit.” The Views page for that block will appear. Make any necessary changes here as described above.