



FSA Drupal User Guide: The basics

For the FPAC Web Modernization Program

September 18, 2024

Contents

Logging In: Page 1

Managing Content: Page 1

Managing Media: Page 12

Files vs Media: Page 18



Drupal 101: The Basics for Content Editors

This guide provides essential information for content editors to effectively manage and publish content on a Drupal-based website, covering fundamental concepts and practical tasks from logging in to content creation and organization.

Logging In

- 1 Navigate to <https://fsa.stg.platform.usda.gov/user/login>

- 2 Enter your username and password, then click **LOG IN**.

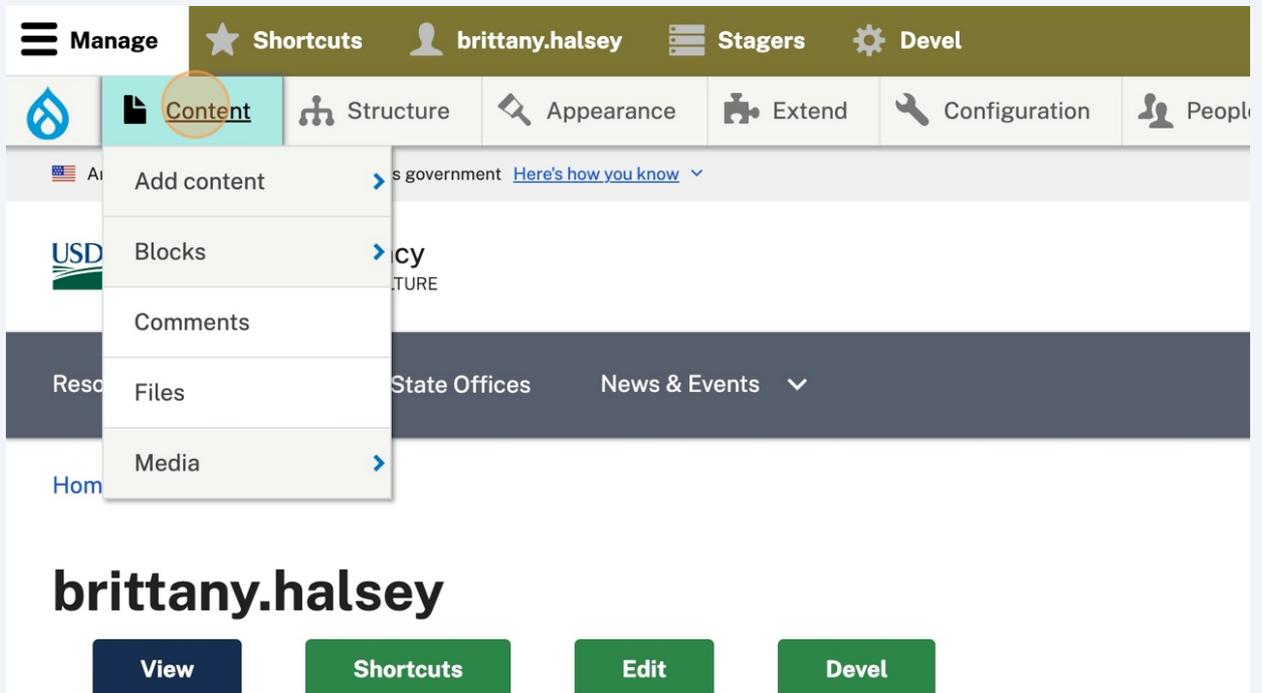
The screenshot shows a login interface with three buttons at the top: "Log in" (dark blue), "Create new account" (green), and "Reset your password" (green). Below these are two input fields: "Username" containing "brittany.halsey" and "Password" containing a masked password. A "LOG IN" button (green with a white circle) is positioned below the password field. At the bottom, there is a dark grey footer with links for "For Farmers and Ranchers" and "About FSA".

Managing Content

 In Drupal, content is organized using structures called **Content Types**. These act as templates for creating different kinds of content, defining the fields and settings for each piece of content (called a "node") on the website.

3

To add, edit, or view content, click **Manage > Content**



4

This will take you to the **Content page**. This page provides a centralized overview of all content on your site.

You can:

- **Create new** content by clicking the Add content button
- **Filter** content using Title, Content type, and Published status
- **Manage** existing content (edit, delete, or clone individual items)
- **View key information** such as content type, author, and last updated date
- **Perform bulk operations** on multiple content items

The screenshot shows the Drupal administration interface for the 'Content' page. The breadcrumb trail is 'Home > Administration > Content'. The page title is 'Content' with a star icon. Below the title are tabs for 'Content', 'Blocks', 'Comments', 'Files', and 'Media'. The 'Content' tab is active, and the sub-tab 'Overview' is selected. A blue button with a plus sign and the text '+ Add content' is highlighted with a red circle. Below the button is a filter section with three input fields: 'Title' (a text box), 'Content type' (a dropdown menu with '- Any -' selected), and 'Published status' (a dropdown menu with '- Any -' selected). A 'Filter' button is to the right of these fields. Below the filter section is a table of content items. The table has columns for 'Title', 'Content type', 'Author', 'Status', 'Updated', and 'Operations'. The 'Updated' column is sorted in ascending order, indicated by an upward arrow. The table contains four rows of content items, each with a checkbox in the 'Title' column and an 'Edit' button in the 'Operations' column.

<input type="checkbox"/>	Title	Content type	Author	Status	Updated	Operations
<input type="checkbox"/>	U.S. Department of Agriculture, Farm Service Agency Home	Homepage	jordan.lafland	Published	09/17/2024 - 18:04	Edit
<input type="checkbox"/>	Agricultural Conservation Easement Program (ACEP) Ranking Date	Deadline	brittany.halsey	Published	09/16/2024 - 18:27	Edit
<input type="checkbox"/>	Agricultural Conservation Easement Program (ACEP) Ranking Date	Deadline	brittany.halsey	Published	09/16/2024 - 18:26	Edit
<input type="checkbox"/>	Zach Ducheneaux	Person	brittanv.halsev	Published	09/13/2024 - 20:00	Edit

5

When creating new content, you'll be directed to the **Add content** page. This page displays a list of all available content types on your site. Each content type serves as a template for specific kinds of content, such as pages, news releases, and custom types unique to FSA.

Add content ☆

> **Deadline**

National deadlines are deadlines for applying, submitting documents, etc. for farmers or ranchers.

> **Event**

Information about an upcoming event for farmers or ranchers.

> **Homepage**



> **Landing Page**

> **News**

An editorial-style story intended for a general audience, the media, etc.

> **Newsletter**

These will appear in auto feed blocks on state office pages. Referenced PDF, Link to govdelivery.com, or (future feature) html newsletter

> **Page**

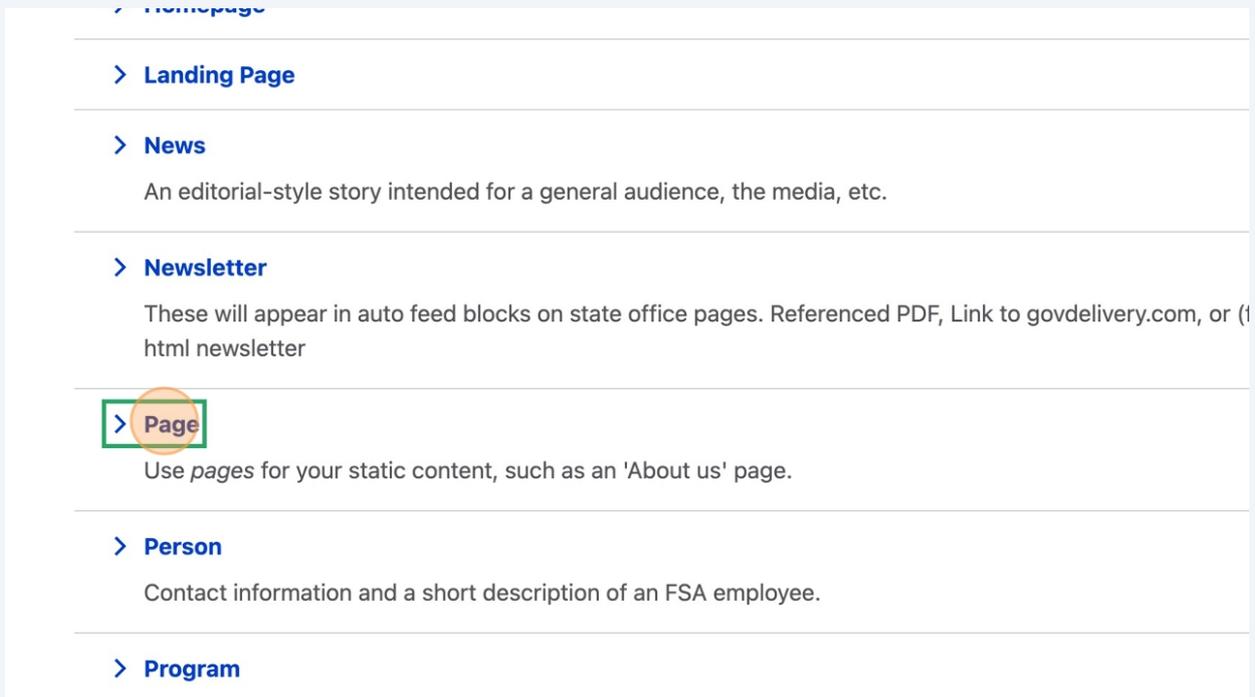
Use *pages* for your static content, such as an 'About us' page.



Available content types:

1. Deadline
2. Event
3. Homepage
4. Landing Page
5. News
6. Newsletter
7. Page
8. Person
9. Program
10. State Office

6 Select the appropriate content type to begin creating your new piece of content.

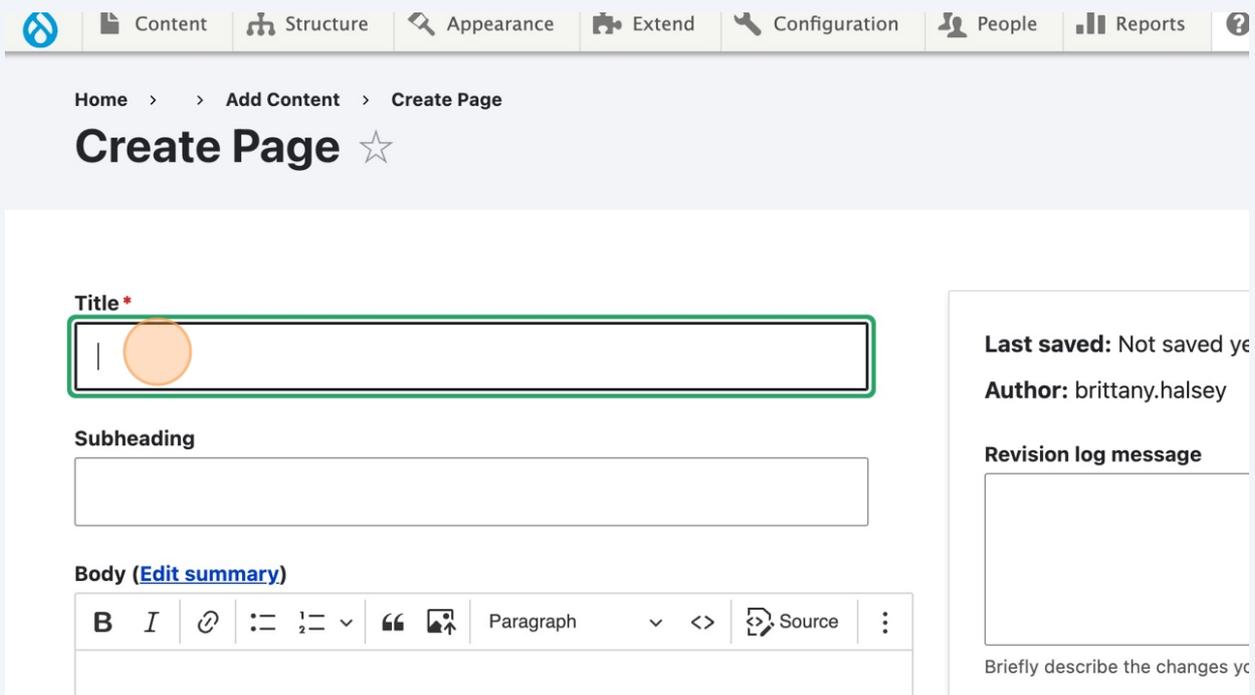


The screenshot shows a vertical list of content types. The 'Page' option is highlighted with a green box and an orange circle. The other options are 'Landing Page', 'News', 'Newsletter', 'Person', and 'Program'. Each option has a brief description below it.

- > **Landing Page**
- > **News**
An editorial-style story intended for a general audience, the media, etc.
- > **Newsletter**
These will appear in auto feed blocks on state office pages. Referenced PDF, Link to govdelivery.com, or (html newsletter
- > **Page**
Use *pages* for your static content, such as an 'About us' page.
- > **Person**
Contact information and a short description of an FSA employee.
- > **Program**

7 After selecting a content type, you'll be presented with a form containing various fields to structure your content.

Required fields are typically marked with an asterisk (*). Fill in the necessary information to create your content, and use optional fields to add extra details or metadata as needed.



The screenshot shows the 'Create Page' form in a web application. The breadcrumb trail is 'Home > Add Content > Create Page'. The main heading is 'Create Page' with a star icon. The form has several sections:

- Title***: A text input field with a green border and an orange circle, indicating it is a required field.
- Subheading**: A text input field.
- Body (Edit summary)**: A rich text editor with a toolbar containing icons for bold (B), italic (I), link, list, quote, image, paragraph, and source.
- Metadata sidebar**: A panel on the right containing:
 - Last saved:** Not saved yet
 - Author:** brittany.halsey
 - Revision log message**: A text input field with the placeholder text 'Briefly describe the changes you made'.

8

Most content types include a Body field featuring a rich text editor (WYSIWYG - What You See Is What You Get). This editor allows you to format and enhance your content with various styling options.

The screenshot displays a rich text editor interface. At the top, there is a 'Subheading' field containing the text 'Test page subheading'. Below this is the 'Body (Edit summary)' field, which contains the text 'Test page body copy.' followed by several heading levels: 'Heading 2', 'Heading 3', 'Heading 4', 'Heading 5', 'Heading 6', 'A link', 'A quote', and 'An image'. The 'Heading 4' text is highlighted with an orange circle. The editor toolbar includes buttons for Bold (B), Italic (I), Link, Bulleted list, Numbered list, Quote, Image, Paragraph, Source, and a menu icon. Below the editor, there is a 'Text format' dropdown set to 'Basic HTML' and a 'Legacy Path' field. On the right side, there is a sidebar with several sections: 'Revision log message' (with a text area and the instruction 'Briefly describe the changes you have made.'), 'Menu settings' (set to 'Not in menu'), 'URL alias' (set to 'Automatic alias'), 'Authoring information' (set to 'By brittany.halsey (13) on 2024-09-17'), and 'Promotion options' (set to 'Not promoted').

9

To apply basic text formatting in the rich text editor, highlight the text you want to format and select the appropriate button in the editor toolbar.

The screenshot shows the same rich text editor interface as in the previous image. The 'Paragraph' dropdown menu is open, showing options for 'Paragraph', 'Heading 2', 'Heading 3', 'Heading 4', 'Heading 5', and 'Heading 6'. The 'Heading 6' option is highlighted with an orange circle. The text 'Heading 6' in the editor is also highlighted with a blue selection box. The rest of the interface, including the toolbar, text format dropdown, and sidebar, remains the same as in the previous image.



Note on Heading Structure:

Properly nesting headings is crucial for accessibility and overall content organization:

- Use headings in hierarchical order (H1, then H2, then H3, etc.)
- The page title is automatically set as H1
- Start your content structure with H2
- Don't skip heading levels (e.g., don't go from H2 to H4)

10

Links can be internal or external.

The screenshot displays a content editor interface. On the left, the main content area contains the text "Test page body copy." followed by a series of nested headings: "Heading 2", "Heading 3", "Heading 4", "Heading 5", and "Heading 6". Below these headings, the text "A link" is highlighted. A link insertion dialog box is open, showing a "Link URL" field with the value "/tools" and a green checkmark icon, indicating a successful insertion. Below the dialog, the text "An image" is visible. At the bottom of the editor, there is a "Text format" dropdown menu set to "Basic HTML" and a "Legacy Path" field. On the right side, a sidebar contains a "Briefly describe the changes you" field and several expandable sections: "Menu settings" (Not in menu), "URL alias" (Automatic alias), "Authoring information" (By brittany.halsey (13) on :), and "Promotion options" (Not promoted). A "POWERED BY CKEditor" logo is visible at the bottom right of the editor area.



Note on Internal Links:

When adding links to other pages within your website, use relative URL paths.

- Correct: /about-fsa
- Incorrect: <https://fsa.stg.platform.usda.gov/about-fsa>

Relative URLs work across all environments (development, staging, production) and will remain functional after the migration is complete.

11

Beyond the standard page fields, you can enrich your content using the **Content** section. This area utilizes Drupal's "Paragraph Bundles" feature, offering flexible content components:

- Paragraph Bundles allow you to add diverse content elements to your page
- Available options may include text blocks, accordions, or custom components

Legacy View Query



Content

Add Text Field



to Content

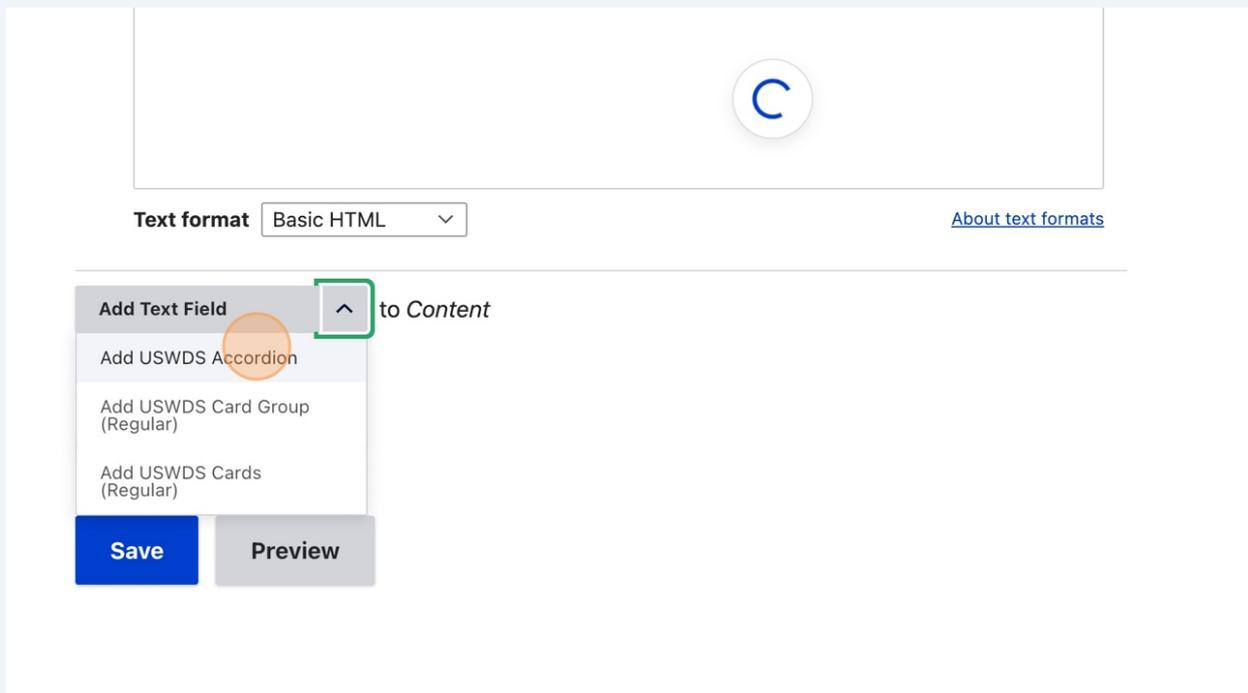
Published

Save

Preview

12 The specific bundles available depend on your content type and site configuration.

1. Click the arrow to explore your options
2. Click the bundle you would like to add to the page
3. Fill in the required fields for your chosen bundle
4. Use the drag-and-drop feature to arrange multiple bundles if needed



13

When you're done creating your page, click the Save button at the bottom of the page.

The screenshot shows a page editor interface with several components:

- A grey button labeled "Add Text Field" at the top.
- A grey button labeled "Add USWDS Accordion Section" below it.
- A grey button labeled "Add Text Field" followed by a dropdown arrow and the text "to Content".
- A checkbox labeled "Published" which is currently unchecked.
- A blue button labeled "Save" with a red circle around it, and a grey button labeled "Preview" to its right.



By default, pages are saved as drafts and are not visible to the public. They *are* visible to other content editors.

14 To publish your page, find it and select the **Edit** button.

The screenshot shows a web application interface. At the top, there is a navigation bar with 'Manage', 'Shortcuts', 'brittany.halsey', 'Stagers', and 'Devel'. Below this is a secondary navigation bar with icons for 'Content', 'Structure', 'Appearance', 'Extend', 'Configuration', and 'People'. A 'Reports' icon and a 'Help' icon are also visible. The main content area displays a message: 'Page [Test page title](#) has been created.' Below this is the title 'Test page title' in a large font. Underneath the title are five buttons: 'View', 'Edit', 'Delete', 'Revisions', and 'Clone'. The 'Edit' button is highlighted with a red circle. Below the buttons is the text 'Test page body copy.' followed by four heading levels: 'Heading 2', 'Heading 3', and 'Heading 4'.

15 Scroll to the bottom of the page and change the status to **Published**. Click **Save**.

The screenshot shows a form in a web application. At the top, there is a section titled 'USWDS Acc' with the text 'Accordion title, Accordion content' and an 'Edit' button. Below this is a button labeled 'Add USWDS Accordion Section'. Further down, there is a button labeled 'Add Text Field' with a dropdown arrow and the text 'to Content'. Below this is a checkbox labeled 'Published' which is checked. At the bottom, there are three buttons: 'Save', 'Preview', and 'Delete'. The 'Save' button is highlighted with a red circle.

Managing Media



In Drupal, **Media** refers to reusable files such as images, documents, and videos. These are managed centrally in the Media Library, allowing for easy insertion into content and consistent usage across the website.

16

To manage your media assets, navigate to the main **Content** page and click **Media** in the secondary navigation bar.

Home > Administration > Content

Content

[Content](#) [Blocks](#) [Comments](#) [Files](#) [Media](#)

[Overview](#) [Moderated content](#)

[+ Add content](#)

Title Content type News Published status - Any - [Filter](#) [Reset](#)

<input type="checkbox"/>	Title	Content type	Author	Status	Updated
<input type="checkbox"/>	USDA Announces No Actions Under Feedstock Flexibility Program	News	migration	Published	09/12/2024 - 15:52

17 On the Media page you can:

- **Add new** media by clicking the Add content button
- **Filter** media using Name, Type, and Published status
- **Manage** existing media (edit or delete individual items)
- **View key information** such as media type and author
- **Perform bulk operations** on multiple media items

Home > Administration > Content > Media

Media

Content Blocks Comments Files **Media**

Table Grid

+ Add media

Media name Type Published status Filter

<input type="checkbox"/>	Thumbnail	Media name	Type	Author	Status	Updated
<input type="checkbox"/>		Rectangle.png	Image	jordan.lafland	Published	09/17/2024 18:00

18

When adding new media, you'll be directed to the **Add media** page. This page displays a list of all available media types on your site, such as Document, Fact Sheet, or Image. Each media type:

- Allows for centralized management of digital assets
- Enables reuse across the site
- Can be customized with additional fields for metadata

> **Audio**

A locally hosted audio file.

> **Document**

An uploaded file or document, such as a PDF.

> **Fact Sheet**

> **Image**

Use local images for reusable media.



> **DO NOT USE - Newsletter - DEPRECATED**

This has been replaced by the content type - newsletter. Use this link to [Create a Newsletter](#) These will app

> **Remote video**

A remotely hosted video from YouTube or Vimeo.

> **Report**



Available media types:

- Audio
- Document
- Fact Sheet
- Image
- Remote video
- Video

19 Select the appropriate media type to upload and configure your new media item.

In this example, we'll add a Fact Sheet.

> **Audio**

A locally hosted audio file.

> **Document**

An uploaded file or document, such as a PDF.

> **Fact Sheet**

> **Image**

Use local images for reusable media.

> **DO NOT USE - Newsletter - DEPRECATED**

This has been replaced by the content type - newsletter. Use this link to [Create a Newsletter](#) These will appear on state office pages.

20 Enter the title in the **Name** field.

Content Structure Appearance Extend Configuration People Reports ?

Home > Add Media Item > Add Fact Sheet

Add Fact Sheet ☆

Name*

Date*

Topic*

21 Enter the publish date in the **Date** field.

Add Fact Sheet ☆

Name *

Test Fact Sheet Title

Date *

mm/dd/yyyy



Topic *



22 Apply relevant tags to your Fact Sheet using the **Topic** field, selecting one or more applicable topics from the provided options.

This tagging improves discoverability, allowing users to find your Fact Sheet when they select filters like Conservation on the Fact Sheets landing page.

Test Fact Sheet Title

Date *

09/19/2024



Show row weights

Topic *

cons



Remove

Conservation

Add another item

File *

Add a new file *

Choose File

No file chosen

One file only.
100 MB limit.
Allowed types: pdf.

23 Upload the Fact Sheet document in the **File** field.

Conservation (24)

Add another item

File *

Add a new file *

Choose File No file chosen

One file only.
100 MB limit.
Allowed types: pdf.

Revision information
No revision

Revision log message

URL alias

24 Change the publishing status from **Draft** to **Published**.

Revision information
No revision

Revision log message

URL alias
Automatic alias

Authoring information
By brittany.halsey (13) on 2024-09-18

Briefly describe the changes you have made.

Save as: Draft

Save

25 Click the **Save** button to publish your content.

Revision information
No revision

URL alias
Automatic alias

Authoring information
By brittany.halsey (13) on 2024-09-18

Revision log message

Briefly describe the changes you have made.

Save as: Published ▾

Save

Files vs Media



The **Files library** in Drupal serves as a basic storage system for raw digital assets uploaded to the site, such as images, documents, and videos. It provides a simple way to manage these uploaded files, storing them in the site's file directory and tracking basic metadata like filename, size, and MIME type.

26

Files and Media are closely related, and their relationship can cause confusion.

Files are the actual digital items (like pictures or documents) stored on the website. **Media** are special containers that hold these files, making them easier to organize and reuse.

When you add media to the site, the file itself is stored in the Files library, while the media container helps you manage and use the file across the website.

Content Blocks Comments **Files** Media

Filename	MIME type	Status	
<input type="text"/>	<input type="text"/>	- Any - v	<input type="button" value="Filter"/>

Name	MIME type	Size	Status	Upload date	Changed date	Used in	Operations
2025-20010-Livestock-Risk-Protection_0.pdf	application/pdf	588.74 KB	Permanent	Wed, 09/18/2024 - 12:56	Wed, 09/18/2024 - 12:56	1 place	<input type="button" value="Delete"/> v
2025-20010-Livestock-Risk-Protection.pdf	application/pdf	588.74 KB	Permanent	Wed, 09/18/2024 - 12:55	Wed, 09/18/2024 - 12:55	1 place	<input type="button" value="Delete"/> v
fpacwm-logo.png	image/png	23.68 KB	Permanent	Tue, 09/17/2024 - 19:27	Tue, 09/17/2024 - 19:28	2 places	<input type="button" value="Delete"/> v
Rectangle.png	image/png	702.11 KB	Permanent	Tue, 09/17/2024 - 18:00	Tue, 09/17/2024 - 18:00	2 places	<input type="button" value="Delete"/> v