

Software Manual

DRUPAL

7

Step by Step

David Ipswich

Technology Now

Drupal 7 Manual

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INTRODUCTION

Drupal is quite simply the best free website creation software on the market today by a very long way, but many casual builders of websites have avoided Drupal in the past because it had a reputation for being hard to master. All that changed with Drupal 7, and this Drupal 7 Manual can help you create the Drupal website of your dreams. If you've not tried to build a site with Drupal before, there's no better time to try. Even The White House and The Economist websites have been created with Drupal.

If you want a basic easy to build and easy to maintain website, then Drupal should now be your software of choice. However, if you need something more, something like an 'Amazon' type site, or a 'Facebook' type site, or a 'Wikipedia' type site, then Drupal can do that too. It's true to say that a Drupal site is only limited by your imagination. If you can think of something you need from a website, then Drupal can probably meet your need. Not only is Drupal free, but most add-on modules are also free, so there are no hidden charges. Thought of something? In all probability someone has already thought of the same thing and created a module to make it easy for you. There are modules to make your site into a social networking site, a forum site, an ecommerce site, and almost any other type of site you can think of.

So the question should not be 'Why Drupal?' The question should be, 'Why not Drupal?' The Drupal Manual shows you how to create and maintain a Drupal 7 website without any previous knowledge.

Drupal is free software, so the last thing you want to do is to pay someone to set it up for you. There is something worse, though, and that's having to pay someone to get it right if you try it yourself and mess things up! So, if you're going to set Drupal up yourself, it's best to get it right first time. The Drupal Manual takes you 'STEP BY STEP' through installing and configuration of Drupal7.

It always takes longer to describe something than to actually do it, and a Drupal website can be fully up and running in well under two hours, so don't let the length of the book put you off! It may well take you longer than that to create your first site, but once you've created your first Drupal website you'll find it's so easy to maintain you'll end up creating many more.

Requirements

In order to create a website using Drupal 7, I would recommend that you find a hosting company with a Linux server with the following recommended minimum requirements:
PHP 5.2.5 or higher (5.3 recommended).

MySQL 5.0.15 or higher.

PDO database extension for PHP.

Apache 1.3 or higher.

cPanel.

STEP ONE (Basic Install)

Create your Database

If you are completely new to cPanel, when you purchase hosting you will be given a link to your cPanel account, a username and a password. If you go to that link and enter your username and password, you are taken to the main cPanel page.

Halfway down the page there is a '**Databases**' section containing a row of icons. Drupal needs a database in order to work, and you create a new database by clicking the '**MySQL Databases**' icon on the left hand side.

Type in whatever name you want for your database in the white box, then click on '**Create Database**'. **IMPORTANT - make a note of the name.**

You then need to create a database '**user**' by typing in a '**username**' in the next top white box, followed by a '**user password**'. Once you've done that, click on the '**Create User**' button. **IMPORTANT - make a note of the username and password.**

Next, you need to add the user to the database by choosing the name of your user and the name of your database from the drop down list (figure them from the drop down list (Figure 001). Then click on the '**Add**' button.



The image shows a screenshot of a web form titled "Add User To Database". It contains two dropdown menus. The first dropdown is labeled "User:" and has "Your_Username" selected. The second dropdown is labeled "Database:" and has "Your_Databasename" selected. Below these dropdowns is a button labeled "Add".

Figure 001

You will now be asked what privileges to give your user. Click on '**All Privileges**' at the top. This should fill in all the squares, but double check to make sure every square has been included. Then click on the '**Make Changes**' button.

You have created a database and user, and you are now ready to download the Drupal files.

Download and Unzip Drupal

From the Drupal page at <http://drupal.org/project/drupal/> download the latest edition of Drupal 7. Use the '**recommended releases**' marked in green, not the development releases marked in red. Click on the '**tar.gz**' file, and download it to your desktop.

Next, return to your **cPanel home page** (If you are still in cPanel, you may need to click the '**home**' icon in the top left hand corner to get to the home page). About half way down the page you will find a '**Files**' section with various icons. Click on the '**File Manager**' icon (figure 002) to open the file manager.



The screen you are on now works similar to the way Windows Explorer works, so you should be familiar with it. There is a list of folders on the left hand side, and when you click on a folder, the contents are listed on the right hand side. Depending on your hosting company, you may not have access to all these folders.

You need to click on the **public_html** folder on the left side. Depending on your hosting company this may just be named '**public**'. If you have doubts, ask your hosting company, and they will tell you where your public folder is.

When you click on the **public_html** folder its contents appear in the main column. In my folder I've only got a **cgi-bin** folder and nothing else. Again, depending on your hosting company, you may also have other folders

The Drupal file needs to be uploaded into your **public_html** or **public** folder. To upload Drupal, click on the '**Upload**' button at the top of the page. Then click on the '**Choose**' button and find the Drupal file that you earlier downloaded to your desktop. Select this file, and then click on the '**Open**' button.

Wait whilst it uploads, and then click on the link that takes you back to your file manager. You should now see the Drupal File. It will have a name something like **drupal-7.19.zip**, but depending upon when you download it the version number will differ.

The Drupal file is a compressed **zip file**, so it needs to be unzipped. To do this, **select the Drupal file** by clicking on it, then click on the '**Extract**' button at the top right of your page. You will then be asked for confirmation. The defaults will be correct, so click on the '**Extract Files**' button.

Once the files are extracted, you will see a list of the extracted files on the screen. Click on the '**Close**' button. You will now find that you have uncompressed drupal-7 files as well as still having the compressed drupal-7.zip files (figure 003).



Figure 003

We now need to copy the uncompressed files up a level, and we begin by **double clicking on the drupal-7 folder**. That's the top folder in the above image, not the zip folder at the bottom. Once the folder has opened, **select all the listed files**. Click on the '**Copy**' button at the top left of your page. You are then faced with a list of all the files, and at the bottom of the list you will see a box (figure 004)

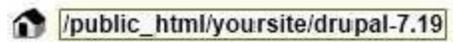


Figure 004

The box currently shows the current position of the files '**/public_html/your-site/drupal-7.19**' (with '**your-site**' being the name of your own site). You are going to copy the files into the 'your-site' folder, so you need to change the bottom box by removing the words drupal-7.19 (or whatever version it is)

So change the bottom box.

FROM: **/your-site/drupal-7.19**

TO: **/your-site/**

The box should then look as follows (figure 005)

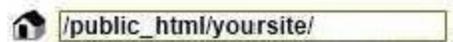


figure 005

Once you have done that, click on the '**Copy Files**' button, and the files from the Drupal folder should be copied to the new location.

That's it! Once everything has been copied you should end up with a load of files and folders including the original drupal-7.19.zip folder and the original drupal.7.19 folder, both of which are no longer needed and should be deleted.

STEP TWO (Basic Setup)

If you have followed the previous section correctly, you should now be able to go to your own website, and it should look similar to the following (figure 006)



Figure 006

The '**Standard**' profile should be selected by default, so click on the '**Save and continue**' button. You are then asked you to select your language. As this guide is written in English, I'm assuming the default '**English**' is correct, if not you need to change it, then again click on the '**Save and continue**' button.

A few pages back, I told you to make a note of your database name, **database user name**, and **database user password**. That's because you now need them! They need to be entered correctly then click on the '**Save and continue**' button again.

The next page asks for some basic information:

Site name: Drupal will have guessed a site name, but you can change it to whatever you want and the name will be displayed at the top of your site. I'm going to name my site 'Drupal Manual Test Site'.

The next entry asks for a **site email address**. Again, you can insert any email address you own.

The '**Site Maintenance Account**' will be the first person to register on the site. As '**user1**' that person automatically has additional admin rights, so for security reasons it needs to be you, and you need to choose a secure username and a secure password (and you need to remember them!) Give yourself a username, email address (can be the same as the above one) and password.

You should **choose your country** from the drop down list, changing the **time zone** if required.

Leave the '**Update Notification**' boxes ticked, and you will receive an email notification if there is a future security update you need to deal with.

Click on '**Save and Continue**' and it should display a message telling you that Drupal has been successfully installed. Click on the '**Visit your new site**' link.

The front of my site contains a message reminding you that you haven't created any front page content yet, and we'll do that soon.

As the site is set up by default, anyone can register on the site. You may want this to be the case in the future, but it's probably best to continue setting up the site without letting visitors register until your site is fully set up. On the top of the page there is a **black menu**. It is only visible to you, the site administrator, not to other site visitors.

(Whenever I refer to this black menu in future I will call it the '**Admin**' menu). Click on the '**Admin>Configuration**' link (figure 007).



The image shows a dark horizontal bar with three white text labels: 'Modules', 'Configuration', and 'Reports', which are the main navigation options in the Drupal admin interface.

Figure 007

Then click on the '**Account settings**' link at the top left of your page.

You will see that the default is to allow visitors to register on the site. We'll come back to look at the options later, but for now, click on the '**Administrators only**' circle. Then scroll to the bottom of the page and click on the '**Save Configuration**' button.

Once the configurations have been saved click on the '**Home**' link to return to the front page.

On the front page, it says '**No front page content has been created yet**', and then there is an '**Add new content**' link. Click on the link.

Two different content types are already available by default, '**Articles**' and '**Basic Page**'. By default '**Articles**' are published on the front page, and 'Basic Pages' are not. We want to create front page content, so click on the '**Article**' link.

I'm going to add an article to the front page of my site. Your content will be different of course, but the method will be the same.

Firstly, I need to add a '**Title**'. The best title is one that Google users may be searching for, so I'm going to call my article 'Drupal 7 Software Manual'

Then you can add some tags. If you are going to have several pages on a similar subject (for example 3 pages on trees, 2 pages on flowers, 5 pages on frogs) then you would use one or more of these terms as a tag. The tags would form links on the pages, so that if someone clicked on the 'trees' tag, it would display a list of the 3 pages about trees. My site is only about one thing, Drupal 7, so I'm not going to add any tags.

The next section down is for the text that will actually be shown to site visitors. At the bottom of the text box, there is a drop down '**Text Format**' list. By default, the site

administrator can use any text format. We're going to be looking at these different formats later, but for now I'm going to leave it at the default of '**Filtered HTML**'. This means I can use any of the allowed HTML tags listed under the '**Filtered HTML**' heading.

The text I'm going to type is as follows:

*The **Drupal 7 Software Manual** site is a demonstration site created to demonstrate the website created by using the *Drupal 7 Software Manual*. The manual is a step by step guide to installing, using and maintaining a Drupal 7 website.*

If you don't already understand how HTML tags work, in most cases it's self-explanatory.

Everything between the `` and `` tags will be in bold.

Everything between the `` and `` tags will be in italics.

We will be taking a more in-depth look at content creation later, but for now, once you have typed in the words you want on your front page, scroll down to the bottom and click on the '**Save**' Button.

Once it's finished saving, click on the '**Home**' link to take a look.

What we've created so far is merely a holding page. Something for the front page whilst we do some more back-end work.

STEP THREE - (Themes)

Choosing A Theme

At the top of the screen, click on the '**Admin>Appearance**' link.

Four themes are already available. Two of these are disabled, and two are enabled.

The enabled default Theme is named '**Bartik**'. This is the theme you see when you or your visitors currently view your website. Click on the '**Settings**' link

There are many ways of changing how your site looks, and the most obvious one is to change the color. The default, which we've been using up to now, is **Blue Lagoon**, and if you scroll down the page, you'll get an idea of what this looks like.

The basic color set can easily be changed with the drop down menu to:

Firehouse - A bright red

Ice - Silvery grey

Plum - Guess what - It's a plum color!

Slate - Dark grey

If none of those suit you, the bottom choice is '**Custom**'. If you choose '**Custom**' you can choose your own color by moving the dots in the circle or square, or by adding the color code numbers.

I'm keeping to the default 'Blue Lagoon' for the sample site. You need to make your choice, then scroll down to the bottom and click on the '**Save configuration**' button.

You have just changed some settings in the '**Bartik**' theme. To return to the list of themes, click on the '**List**' tab at the top of the page

This should take you back to the list of themes. The '**Bartik**' theme says it's recolorable, and I've already shown you how to change the colors.

The Bartik theme is very flexible, in so far as there are many regions of the theme that can be personalized (more about that later). However, one of the fixed things is the width. The body of the site (the main text) is always the same width. That means, if someone buys a super extra-wide screen, your text may look a bit lost in the middle. It's a matter of taste, but I prefer to have my text spread out to fill the available space, so that the text goes from one side to the other no matter what size screen someone is using.

There is a theme that is identical in every way to Bartik, (in fact it's what's known as a Bartik sub-theme) the only difference being that the text fills the screen. I'm going to install this theme and make it the default theme on my site. You can use a similar

method to add any of the many themes suitable for Drupal 7.

Open a **NEW browser**, or **NEW tab** (leaving your own website page open), and go to <http://drupal.org/project/themes/>

This lists all the free themes available for Drupal; 1623 at the time of writing. You need to filter this down by changing '**Any**' to **7.x** (Drupal 7 themes). The '**Sort by**' box enables you to sort the results by '**Most installed**', '**Title**', '**Date of release**' etc. and the result gives you a brief description of each theme.

The theme I'm looking for is named '**Antonelli**' so that's what I'm going to type into the '**Search Themes**' box.

The result brings up a description of the '**Antonelli**' theme and the theme title is actually a link.

Clicking on the link takes me to the home page for the theme, and if I scroll down, it tells me what downloads are recommended. We need to find the **7.x recommended** version marked in green, right click on the '**tar.gz**' file, and '**copy link address**'. Then return to our site and click on the '**install new theme**' link on the themes page.

In the box, paste the location of the theme that you saved from the Drupal site, then click on the '**Install**' button. Wait for the theme to be installed, and then click on the '**Enable newly added themes**' link that will appear.

You should be returned to your site '**Themes**' page. Scroll down and find the theme you have installed. Under the picture of the theme you will see an '**Enable and set default**' link. Clicking on that link makes that theme into your default theme.

If you've added a theme in the way described above, either the Antonelli theme or another theme of your choosing, you will now have five themes listed on the page. Three enabled, and two disabled. You can now disable the old '**Bartik**' default theme, by clicking on the '**Disable**' link under the Bartik theme.

So now you've got two themes enabled. Your new default (Antonelli in my case) and a theme named Seven.

The theme seen by visitors to your site is the default theme, and most themes have sidebars. However, when you are administering your site as we are now, the sidebars get in the way. So the Seven theme is a single column theme that makes it easier for us to administer the site. If you scroll down towards the bottom of the page, you find the setting for the theme used by the site administrator. I would recommend leaving it on the current setting'.

STEP FOUR (Modules)

We've installed Drupal, completed the basic setup and chosen our theme. Now we're going to look at the existing modules and also add some new modules.

Core Modules

Click on **Admin>Modules**.

On the page you will see a list of '**Core**' modules. The core modules are the ones that come in the Drupal package you've installed. You will also see that there is a tick in the box to some of the boxes to the left of the module name. This indicates that the module has been activated. Some of the ticks have been greyed out. This indicates that they are essential, so Drupal won't let you remove them.

We're going to make some changes as to which modules are activated. This is my own personal choice, and you may want to make different choices so I will explain some of the other options along the way.

Aggregator: I'm NOT going to activate this. Many websites provide a feed of their content, and the aggregator module enables you to add feeds to your site. For example, if your site was a 'News' site, you may want to provide a feed from the CNN website so that your site listed the CNN headlines. Personally, I never use a feed on my site. Firstly, because the feed usually has a link taking people away from your site and onto the site where the feed comes from. Secondly, because you are simply copying content from another site and Google penalizes sites that contain non-original material.

Block: Should be ticked. It allows you to add content to the sidebars and footer.

Blog: I'm NOT going to activate this. It enables your site to be used like a multi-user blogging site.

Book: I'm NOT going to activate this. It enables you to provide pages that are linked, like a book. With links at the bottom of the page leading forward to the next topic or backwards to the last topic.

Color: You didn't know it at the time, but you've already used this module! It enabled you to change the theme color.

Comment: I am going to tick this. The comment module allows site users to add comments under your site content. We'll be looking at this later as you can control who can, and who can't, add comments.

Contact: I am going to tick this, it allows people to send you a message via a contact-us form on the site.

Content translation: I'm NOT going to activate this. Drupal has an in-built ability to translate the users interface into different languages if this module and the '**Locale**' module are both activated. Only English speakers are going to be administrating my site, so I don't need to activate this.

Contextual links: I am going to activate this.

Dashboard: I'm NOT going to activate this. This provides a central administration page. Personally, I prefer not to use this, but it's a personal choice, so you can try it if you want to.

Database logging: Helps you find out the cause if you have problems.

Field: Has to be on. The content you add to the site already has fields such as 'Title' and 'Body'. Drupal is by far the most configurable website management system available, and this module allows you to create your own fields.

Field SQL storage: Has to be on.

Field UI: I'm going to activate this. It provides a user interface if you want to add new fields.

File: Has to be on.

Filter: Has to be on.

Forum: I'm NOT going to activate this now, but I will be returning to activate it later. It enables you to create a forum on your site.

Help: I'm going to activate this. It may help you if you get stuck!

Image: Has to be on.

List: I'm going to activate this.

Locale: I'm NOT going to activate this. See '**Content Translation**' above.

Menu: I'm going to activate this. Drupal has some inbuilt menus, but this module gives you the facility to create any number of new menus.

Node: Has to be on.

Number: I'm going to activate this.

OpenID: I'm NOT going to activate this, but that's my personal choice. This allows users to log into your site if they use OpenID.

Options: Should be activated.

Overlay: I'm going to DEACTIVATE this. Personally I find this a bit off-putting, but

it's a matter of personal choice. You could try deactivating and reactivating it to see which you prefer.

Path: Drupal calls its content '**Nodes**' so the website address of the second page you create would be **yoursite/node/2**. The Path module enables you to rename it to something more meaningful to Google, for example **yoursite/flowers/roses**.

PHP filter: I'm NOT going to activate this.

Poll: I'm NOT going to activate this at present, but I will be returning to activate it later. It allows you to conduct a poll on your site.

RDF: I'm going to activate this. It helps search engines list your site.

Search: I am going to activate this. Drupal automatically indexes every word in your site to help users find your content. This can be adjusted to only index words with more than 2, 3, 4, letters etc. We'll be looking at that later.

Shortcut: I am going to activate this.

Statistics: I am going to activate this. It lets you know how often pages have been visited.

Syslog: I am NOT going to activate this at present. I'm already logging errors to the database.

System: Has to be on.

Taxonomy: I'm going to activate this, and we'll be looking at it later.

Testing: I'm not going to activate this.

Text: Has to be on.

Toolbar: This can be left activated. It is the black administrator toolbar that we've been using at the top of the page. It's only visible to a site administrator, and only visible when you're logged in. This is your main administrative menu.

Tracker: I'm NOT going to activate this, but it's a matter of personal choice. It enables you to see which pages your registered users have viewed.

Trigger: I AM going to activate this. I'll explain more about this later, but this triggers actions that occur after certain events have taken place. It's completely configurable. For example, I use it so that I get an email whenever anyone adds a comment on any of my sites.

Update manager: I am going to activate this. It will let me know if there is a security update required.

User: Has to be on.

Once you've made all the changes you want, at the bottom of the page click on the '**Save configuration**' button.

Permissions

Admin Menu>People>Permissions

When you add modules, you often need to tell Drupal who has access to them, and this is controlled on the '**Permissions**' page.

As the site is set up at default, there are three types of users. There is an '**Administrator**': That's you (You can add other administrators. I'll cover that later). There are '**Authenticated Users**': That's anyone you allow to register on the site. There are '**Anonymous Users**': That's the majority of people who simply come and look at your site.

Administrator: You need access to every part of the site, so make sure that every box in the Administrator column has a tick in it. In the future, as you add more modules, you will often find this list will contain new rows for those modules, so you will need to come back here from time to time to check you can access everything.

Anonymous User: Anonymous users are visitors to your site who have not registered on your site. Usually, for security reasons, you will only want visitors to view your site. By default, visitors can **view comments** (indicated by the tick) and if you scroll down you'll see that they can also **view published content**. This means they can see no admin pages and no unpublished content. Both those settings are fine, but as you scrolled down you may have noticed that there was also a tick against the 'Use the Filtered HTML text format'. We'll be taking a look at text formats a little later, when you'll be able to decide whether you want this, but for now click on the tick to deselect it.

Authenticated User: An authenticated user is someone you have allowed to register on the site after having checked they are a real person and not an automated robot. The main difference between an 'Authenticated User' and an 'anonymous User' by default is their ability to post comments under your sites content.

Both Anonymous Users and Authenticated Users can view comments, but only Authenticated Users can post (or create) new comments and they don't need approval to do so. Once they've submitted a comment they can't edit it, only the Administrator can do that. So in this small area, there are several options you can make. If you allow **Anonymous Users** to post comments, but don't allow them to '**Skip comment**

approval', then although they can write a comment, that comment will be held in a queue until you have approved it, and it will not be publicly visible until you do. That's a good way of getting extra content on your site whilst being able to check it's suitable before allowing it to be seen publicly. Similarly, **Authenticated Users** are currently allowed to post comments without approval. You may want to **deselect** the '**Skip comment approval**' for now, until you know your users better.

You probably also want both the '**Anonymous User**' and the '**Authenticated User**' to be able to search the site, so scroll to '**Search**' and tick all the buttons in the '**Use Search**' line. My own preference is NOT to tick the '**Use advanced search**' buttons. I've found the advanced search confuses users, but that's my own personal choice so you can make your own mind up.

You need to make your own choices, and then scroll down to the bottom of the page and click on the '**Save Permissions**' button.

Other Users

We've looked at the three types of users that are supplied by default, but it is possible to create other types of users too. If you create additional types of users, the user type will also appear in the list of permissions and be fully configurable. We'll be looking at this later.

Additional Modules

So far we've installed the default modules and changed some 'Permissions', but there are many other modules to choose from. Which ones you add is a personal choice, and depends on the exact purpose of your website. For example there are modules that can turn your site into an ecommerce site, modules that turn your site into a social networking site, and so on.

This is my choice of additional modules for a basic site, and once I've described them we'll look at how to install them.

Global Redirect: We've already activated the default '**Path**' module, but it can create duplicate content which Google doesn't like. Using the 'Global Redirect' module prevents this duplicate content being seen.

Redirect: None of us are as organized as we think we are, and we all make mistakes. If you make a mistake on a website and decide to change the name of a page, this automatically changes the URL of the page, resulting in Google not being able to find it. The 'Redirect' module automatically redirects Google (or anyone else searching for the

old page) from the old page to the new page.

Pathauto: The Pathauto module can automate the naming of your URL's so that the URL is the same as the name of your page. This increases the chance of being listed higher on Google.

Token: This module is required for Pathauto to work.

AddToAny: There are so many social networking sites these days, and this module encourages people who like your site to share details of your site with all their 'Friends'.

Mollom: Mollom is an essential spam prevention module.

Installing Additional Modules

We've looked at the additional modules I'm going to add. Now we're going to actually add them to my site. The method used for these modules is the same method that you would use for any other modules you want to add. The only note of warning - the more modules you add, the larger your site, so if you add hundreds of modules they will slow your site down.

I'm going to describe the installation step by step, so it may seem a bit long and I don't want to put you off. What you need to know is that it takes a lot longer to describe than to do. Once you get used to it, installing a module will take you little more than a minute.

Global Redirect

Go to **Admin Menu>Modules>List**

At the top of the page you will see a '**Install new module**' link. Click on that link, and you'll be taken to a page, the top of which looks like the below figure (figure 008)

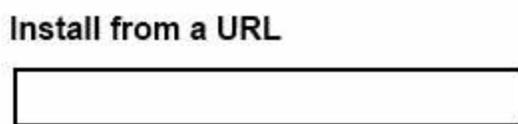


Figure 008

In previous editions of Drupal you had to download modules onto your computer and then upload them to your site using the "Choose File" button, but in Drupal 7 all we have to do is find the module on Drupal, find the link to the download, copy that link to the top box in figure 008, and then click the '**Install**' button. I'll take you through it.

Leave your browser open on your own website, and in another browser or another tab go to the Drupal home page

At the top right of the page you'll see a search box. Simply type in the name of the module we're looking for '**Global Redirect**', click on '**Modules**' to narrow your search down, then click on the '**Search**' button. If you can't see the options to narrow your search, click on the '**Refine your search**' phrase and it'll drop down.

The module we want may not come up top in the search results as the list will contain other similar sounding modules, so you may need to scroll through the list to find the one you want. We'll be looking at how to choose your own modules a little later.

All the module names are links, so once you have found it click on the '**Global Redirect**' name and you'll be taken to the 'Global Direct' project page. There is usually a description of the module, and if you scroll down to the bottom of the page you will get to a list of downloads.

As always, the downloads with a red background are '**Development releases**'. They are the next version of the module that are currently being developed, but which have not been released for general use yet. They are there so that experienced Drupal users can try them out and report back on how they work. They may have improved features, but they may also still have some bugs to iron out. If you're reading this, then the chances are you won't be calling yourself an 'Experience Drupal user' and you won't want to use the 'Development release'.

You need the module with a **green background**, the one that's already usually been thoroughly tried and tested. The one that's marked '**Recommended releases**'. On the left hand side, you'll see there are two versions of the module. One for those who are still using Drupal 6, and one for those using Drupal 7. You want the row marked with a **7.x**.

In the middle, there are links to two files, a tar.gz file and a zip file. You want **the tar.gz file**. **Right click** on the tar.gz file and '**Copy link address**' (this assumes you are using Windows 7). Once you've copied the link address, return to your own site, paste it into the '**Install from a URL**' box and click on the '**Install**' button.

You need to wait a few seconds whilst the module is installed, but once it has been, you'll be taken to a confirmation page.

On the confirmation page, if you click on the '**Enable newly added modules**' link, you'll be taken back to your starting point on the **modules page**. Do that now, then scroll down to the bottom of the page and you'll find the newly installed module listed (figure 009).

ENABLED	NAME
<input type="checkbox"/>	Global Redirect

Figure 009

Although it's been installed, it's not been 'enabled' (indicated by the lack of a tick in the enabled column). Enable it by clicking in the box, then scroll down to click on the 'Save configuration' button.

Other Modules

All the other modules are added in exactly the same way, starting from the page you are on at **Admin Menu>Modules>List**. So you should be able to follow the above instructions in a minute. Firstly I need to explain a couple of things, and I've outlined the whole process you've just used below.

1. At the top of the page, click on the '**Install new module**' link
2. Open new browser and go to **drupal.org**
3. Search for the module using search box
4. In search results, click on the name of the module you want
5. Scroll to the green, 7x '**Recommended releases**'
6. Right click and **copy tar.gz link address**
7. Return to your own site
8. Paste into '**Install from url**'
9. Click on '**Install**'
10. Click on '**Enable newly added modules**'
11. Scroll down module page and tick box next to new module
12. Click on '**Save configuration**' button at the bottom of the page.

There are a couple of things you need to look out for. Remember I said that the '**Pathauto**' module' needed the '**Token**' module in order to work? It makes sense to install the 'Token' module before you install the 'Pathauto' module. The only other thing that's different involves the 'Mollom' module, so I'll go through that separately afterwards.

Armed with the above information, you should be able to install all the following

modules:

Global Redirect (already installed)

Redirect

Token

Pathauto

Add to Any

Mollom (Add later - more details coming)

When you've added all the modules except the Mollom module, the bottom of your modules page should show all your new modules, and they should all have a tick in their left hand box. Many modules do not need configuring, but to the right of others there will be '**Permissions**' and '**Configure**' links.

PERMISSIONS LINKS: Clicking on any of the 'Permissions' links will take you to the permissions page, where you need to double check that the 'Administrator' still has permission to do everything. You then need to check the 'Anonymous User' and 'Authenticated User' permissions for the modules you have just installed.

Return to the modules page **Admin Menu>Modules>List**

CONFIGURE LINKS: Clicking on the 'Configure' link beside a module name takes you to the configuration page for that module. Let's look at each of them in turn.

Add to Any: The defaults for these are usually OK, and you can leave them as they are. However, as a matter of my own personal choice, I prefer to remove the ticks from the 'Teasers' and remove the tick from 'Link section' and to add a tick to the 'Content' section instead. The size of the button can also be changed if you want.

Pathauto: This looks complicated but is really quite simple. The Pathauto module will automatically rename your content so that it is attractive to Google, and the '**Patterns**' tab shows the current settings. It currently shows that all your content will have an url in the following format (**content/YourPageTitle**). If you remember back to the first page I installed. The title of that page was '**Drupal 7 Software Manual**'. This means that page would automatically be given the name '**yourSiteName/content/drupal-7-software-manual**'. I'm going to leave my defaults as they are, but the possibilities are endless if you want to change it. For example, if your website name is a company name like 'Speedy Auto's' (which doesn't mention the word 'Vehicles') you could change the default to (**vehicles/[node:title]**) so all your url's would have the name **speedy.autos.com/vehicles/pageTitle**. Alternatively, you could leave the default as it is but change '**Articles**' to (**vehicle-sales/[node:title]**) and '**pages**' to (**vehicle-repairs/[node:title]**). The **[node:title]** code simply means '**use the content title**'.

Once you are happy with the way in which you want to automatically name the urls of

your content, click the **'Save configuration'** link at the bottom of the page. Next, click on the **'Bulk Update'** tab, tick all the boxes, and click on the **'Update'** button. This renames any existing pages. New content will automatically get the URL you have configured.

Redirect: You've named all your URLs automatically, and the URL includes the title of your pages, but what happens if you decide to change the title in a few months' time? That's where the **'Redirect'** module comes in. If Google (or anyone else) is looking for the old URL, this module seamlessly redirects them to the new URL. The defaults can be left as they are.

MOLLOM: We've not installed Mollom yet as it needs an explanation. The Mollom module was designed by the designer of Drupal, Dries Buytaert, and the module is linked to a site he set up specifically to fight spam on Drupal. You have to register on that site, but registration is free and you never get junk mail. The site is at **mollom.com**. Register, and then log in to that site. Once you are logged in, click on the **'Manage sites'** link you will see at top right.

Click on the **'Add new site'** button, and you will be taken to a page with three columns. The first column says **'Mollom Free'** at the top. Scroll down to the bottom of that column and click on the **'Get Mollom Free'** button. **Insert the url of your home page**, click on whichever type of site it is, choose your **language**, choose **'Drupal'** as your site software, click to indicate you've read the **terms**, and then click on the **'Next'** button. On the next page, click on the **'Complete subscription'** button. You will now be taken to a page that lists your website, and which has a link to **'view keys'** (Figure 43).

Clicking on the **'view keys'** link will take you to the security keys, and you will see a **'public key'** and a **'private key'**.

Now we've completed the preliminaries, **leave the mollom.com page open on your keys**, return to your own site and install the 'Mollom' module. You will get a reminder that the module doesn't work without the keys. Click on the **'Configure'** or **'Mollom settings page'** links. If you are not already on it, click on the **'Settings' tab**. At the top of the page there are two spaces where you need to copy and paste the keys from the mollom.com page. Do that, then scroll down and click on the **'Save configuration'** button.

You now need to click on the **'Forms' tab**., and then on the **'Add form'** link. In the drop down list is every form that site visitors may be able to submit. The first one on my site is a form that allows users to add a comment under an article.

You need to **select the top form**, then click on the **'Next'** button. There are two ways that Mollom can protect you from spam. The top choice **'Text analysis'** checks the text

against known spam words and rejects it if it fails. The second choice '**CAPTCHA**' adds a request for information that a robot would not usually be able to complete (such as add 4+8). You can use either of these methods.

If you use the first method, then at the bottom you have the options of automatically deleting the post if it fails the test, or placing it in a moderation file so you can check it before deleting it. I would suggest checking it before deleting if you are using the first method, just in case there are errors. Personally, I prefer the CAPTCHA method, so I'm just going to activate that. Make your own choice, then click on the '**Save**' button.

You are then returned to the '**Add form**' link where you can add similar security to any other form on your site. To stop anyone adding spam, I usually go through the whole drop down list, so that whenever anyone else adds content they have a CAPTCHA to complete. By default, the 'Administrator' can add new content without having to complete a CAPTCHA.

STEP FIVE (Configuration)

We're now going to look at the main back-end page. The brains of the outfit. The Configuration pages. Click on the **Admin>Configuration** tab.

There's a whole page of links here that enable you to configure all the main areas of the site, so we're going to look at each of these areas in turn. Many of the default settings will be fine, but I'll give a brief explanation to each setting. Let me explain where we're going. We're going to look at the site configuration in this section, then we're going to look at creating new content in step six, then we're going to look at how we add side blocks in step seven. In block eight we'll add a bit more detail, and in block nine we'll look at what happens when modules, or Drupal itself, are updated.

People: Admin>Configuration>People

Account Settings: This link takes you to the 'Account Settings' page, where you add various settings about who uses your website. The first setting is what '**anonymous users**' to your site are called. The default is 'Anonymous' and you can leave that default if you want. Personally I prefer to change this to 'Visitor', as I think that appears more friendly. The second setting '**Administrator Role**' can be left at the default or disabled. If you are the only administrator it's great to leave the default as it can save a lot of time. The default settings mean you don't have to keep going back to the 'Permissions' settings every time you install a new module. The default settings give the administrator permission to use any module that is installed.

The next setting is the '**Registration and Cancellation**' setting.

The first part of this, the '**Who can register accounts**' setting gives you three choices. If you have a site with some private pages, you may not want members of the public to register, and you may want to restrict registration to people who you specifically invite. In that event you would click on the '**Administrators only**' setting. This means a site administrator has to personally add a registered user to the site. Alternatively, if you want any visitors to the site to be able to register if they want to, then you would click on the '**Visitors**' setting. The middle way is to allow any visitors to the site to be able to register, but for their registration to be held in a queue until approved by an administrator. To set this up you would need to click on the '**Visitors, but administrator approval is required**' setting. For each of these settings there is an additional safeguard, you can block any of these registrations becoming active until they have clicked a link in an email from the site to confirm their email address.

If visitors to a site are simply going to view the content, then they don't usually need to register, so registration usually implies that you will be allowing people who register to add content or comments to your site. If they (or you) subsequently cancel their registration you are left with the question of what to do with any content they may have already submitted. To a large extent it depends upon what type of site you have, but the next section '**When cancelling a user account**' offers several alternatives, so you would need to make the most appropriate choice for your site.

If you do allow people to register, there are then choices in the '**Personalization**' section about how much information you allow them to add to their posts or comments. You have the choice of allowing them to add their signature under every post, and you can also allow them to add their picture on every post (to disable this, choose <none> in the 'Picture display style' drop down box). If you do allow a picture, you can limit the style, dimensions and file size.

At the bottom of this section are the default '**Emails**', the emails that are sent out to someone when they register. Each of these emails can be customized as required.

Once you have made all the necessary changes to the account settings, scroll to the bottom of the page and click on the '**Save configuration**' button.

Return to **Admin>Configuration/People**

IP address blocking: If you find your site is attracting a lot of spam submissions, you may be able to tell from the site reports the IP address of the person submitting the spam. Clicking the 'IP address blocking' link takes you to a box where you can paste the IP address and then click on the 'Add' button. This prevents the person using that IP address from accessing your site. They just get a 'This site is unavailable' message.

Content Authoring: Admin>Configuration>Content

The next section of the '**Configuration**' page is the '**Content Authoring**' section

When we installed the Mollom module we visited its configuration page. The Mollom content moderation link takes you to the same page so we've already covered that.

Text Formats: This link takes you to a configurable list of text formats, and the three default settings are Plain text, 'Filtered HTML' and 'Full HTML'..

If you allow unregistered site visitors to add content to your account there is a security risk if you allow them to add code or HTML. For that reason the default text format for **site visitors** is '**Plain Text**'. This means, even if they add code, the code will be automatically stripped away so that only the text remains.

Clicking on the '**Configure**' link takes you to the settings, and all the defaults except one are fine. The only one you need to decide upon is '**Convert URLs into links**'. The default has this ticked, and this means if someone adds a website address into their post it will automatically turn into a link. It's a matter of personal choice whether you leave this selected or not. I usually do, but then I don't allow anyone to put anything on my website unless I've checked it first. Your choice will depend on what type of website you have and how busy it is. Leave the 'Filter' settings as they are and scroll down to the bottom of the page and click on the '**Save configuration**' button if you've made any changes.

Return to **Admin>Configuration>Content Authoring>Text Formats**

By default, the '**Administrator**' can use any of the text formats, but there is a format that by default, for security purposes, ONLY the administrator can use. That's '**Full HTML**'. The difference between '**Plain Text**' that anyone can use, and '**Full HTML**' that only the Administrator can use, is that the 'Display any HTML as plain text' box is not ticked in the 'Full HTML' setting. This means that whatever HTML the administrator adds is treated as HTML and not stripped out.

So it's '**Plain Text**' for visitors, and '**Full HTML**' for the Administrator, but what about registered users? You may want to allow them to use some HTML, but to control what HTML tags they can use. That's exactly what the '**Filtered HTML**' text format does. By default it's set up to limit the HTML tags they can use.

These limits are set lower down the page in the '**Allowed HTML tags**' section, and the HTML tags that are already allowed by default are `<a>` `` `` `<cite>` `<blockquote>` `<code>` `` `` `` `<dl>` `<dt>` `<dd>`. You can add or delete any of these according to your own requirements. If you want to allow users to add pictures to their posts or comments you would obviously need to add the `` image tag.

One final setting on this page is the '**Add rel="nofollow"** to all links' setting. When Google visits your site, your links are one of the criteria that it uses to rank your site. If there are incoming links to your site it means someone likes your site, and Google gives you credit for being liked. On the other hand, if you have one link coming in and 100 links going out, it assumes the other 100 sites are more interesting than yours! That's not to say that you shouldn't have outgoing links. It means your outgoing links should only go to similar sites, and they should (ideally) be matched by the number of good quality incoming ones. This presents a problem for forum sites, or other sites where there are a lot of comments, as each comment often contains the user's signature and an outgoing link. These links may be to unrelated or poor quality sites, and a popular forum subject may have hundreds of links going out. The '**Add rel="nofollow"** setting adds a tag to all those links so that Google knows it shouldn't follow them, and it should ignore that link

when ranking your site. You will find that almost all forum sites have "**no-follow**" links on their posts, so if you are setting up a forum site, or any other type of site where users can add a lot of comments, I would strongly advise you to do the same. Once you've made your choices, scroll down to the bottom of the page and click on the '**Save configuration**' button if you've made any changes.

Media: Admin>Configuration>Media

All three of these settings can usually be left at their default settings.

File system: This link takes you to a page which tells Drupal where your files are stored. It will have been completed by default and will be correct. There will be no need to change these settings unless you have a specific reason.

Image styles: This link takes you to the pages where you can change image sizes. When you add images you can choose whether to display a large image, a medium size image or a thumbnail. By clicking on the '**edit**' button on that page you can change the default sizes.

Image toolkit: Images on a website do not need to be high quality, and lower quality images have the advantage of loading quicker. The default image toolkit automatically reduces the image quality of any image by 75%, but this percentage can be changed if you need to have higher or lower quality images.

Regional and Language: Admin>Configuration>Regional and Language

Regional Settings: Drupal will have been set up for your own country and time zone when it was first installed. The regional settings allow you to change the default time zone and country. When new users register on your site they will usually see the default time and date, but the default setting allows them to set their own time and date. Depending on your website, this may be useful to you. For example, if you have set up your website in the USA, but most of your site visitors are from Europe, then you may want to re-set this to European time.

Similarly with the **Date and Time** link The USA format is to write the month, the day, and the year (11/03/2012) but the European format is day, month, and year (03/11/2012). This page allows you to change the format so that it meets your own requirements.

System: Admin>Configuration>System

Site Information: This should already be set up with the site name you have chosen. Some sites may also benefit from having a site slogan as well (but the slogan does not always display in all themes, or else may display where you don't want it displayed). The default number of posts displayed on the front page is '10' but this can be changed between '1' and '30'.

If someone who is not registered tries to view a page that is only visible to registered users, or if someone tries to find a page that does not exist, they will be taken to a generic page that says '**Default 403 (access denied)**' or '**Default 404 (not found)**'. Once we get down to adding new content (which we will soon) you may want to create your own page that gives a bit more information. For example, something like, ('The page you are looking for has not been found. This may be because we have moved it to another location. The best way of finding what you are looking for would be to use the search box at the top of the page. Sorry for any inconvenience.') If you do create your own page, you simply add the link in this setting and Drupal will use that page rather than the default.

Actions: The action setting provides a list of actions that Drupal will undertake whenever certain triggers have been activated. We activated the trigger module when we previously looked at the core modules, and **actions and triggers work together**. I'll set up an example so you can see how it works. I'll set it up so that I receive an email whenever someone adds something to the website. That way I'll be able to moderate the content straight away.

Admin>Configuration>System>Actions

Scroll down the page to the '**Create An Advanced Action**' section, and from the drop down menu choose '**Send e-mail**'. Then click on the '**Create**' button.

The page that opens depends upon what action you've selected. In our case we've selected the sending of an email, so the next page enables us to add the address we want it sent to (recipient), give the email a title (subject) and to write the actual message.

At the bottom of the page there are a set of tokens that can be added into the body of the email. One of these, for example, is the [**comment:body**] token. Instead of writing the message, "*there is new comment on my website.*" I can write, "*There is new comment on my website, and the comment is [comment:body].*" When I receive the notification email, in place of the token it will add the actual text of the comment so that I can immediately see whether it's spam and not worth worrying about, or whether it's vital information that needs approving straight away.

Other tokens provide a link to the site, a link to the comment, a link to the comment edit page, and so on. Once you've formatted your email click on the '**Save**' button.

That's the **action** we want Drupal to take, but what about the **trigger**? At the top of the '**Actions**' page you will see the link to the '**Trigger**' page (Figure 54)

Click on the '**Triggers**' link. There are several tabs along the top. We've chosen to receive an email if someone submits a **new comment**, but we could just as easily have chosen to receive an email if someone **added a page** (Node tab) or added a **new taxonomy term** (Taxonomy tab) or if a certain **user logged on** or off (User). For our current purpose, we need the '**Comment**' tab (Figure 55)

Click on the '**Comment**' tab and scroll down to the '**Trigger after saving a new comment**' setting. In the drop down window select '**Send email**', then click the '**Assign**' button.

The **action** 'Send e-mail' will be **triggered** whenever a new comment is saved.

If you are going to allow other people to submit content, then we could have done something similar on the 'Node' tab. However, you will be adding lots of content when you first set up your site, so it's best not to do this until you've finished, otherwise every time you create a new page you will receive an annoying email!

Go back to the **Admin>Configuration>System** page:

Add to Any: We've already set this module up.

Global Redirect: The default settings for this are fine, but it's worth just looking at so that you understand what it does. Sometimes sites may be listed as **mysite.com** or **mysite.com/** with a trailing slash. These are of course the same page but may get listed in Google twice. Google hates duplicate content and may penalize your site. So by default, if anyone searches for **mysite.com/** (with the tail) this setting automatically always sends them to **mysite.com** (without the tail). Similarly, over time, your site may get miss spelt as **MYSite.com**, or **MySite.com**, again causing duplicate content if search engines think these are different pages with the same content. The default settings prevent this problem by sending all these URLs to the correct one.

Cron: Cron is built into Drupal and completes automated tasks. For example, it will periodically check to see if there are security updates needed, and periodically check to see if any other action is required. The default is for the Cron to complete automated tasks every 3 hours, but it can be changed.

User Interface: **Admin>Configuration>User Interface**

Can be left on the default.

Development: Admin>Configuration>Development

The '**Performance**' setting offers you some settings that will improve the site's performance. There are two sections '**Caching**' and '**Bandwidth Optimization**'. These are a matter of personal choice that depend to a large extent on the size and usage of your website so play around with them.

For my own choice, in the '**Caching**' section I select 'Cache pages for anonymous users' and select a 1 hour 'Minimum cache lifetime' and a 12 hour 'Expiration of cached pages'. I usually also tick the 'Cache blocks' box.

For the '**Bandwidth Optimization**' I select all the boxes as this helps the pages load faster.

Once you've made your choices, click on the '**Save configuration**' button at the bottom of the page.

Return to **Admin>Configuration>Development**.

The default '**Logging and errors**' page is set up so that if there have been any database errors on your site, you will have seen an on-screen message. This is obviously fine for a development site, but once your site is live you don't want visitors to see the message. On live sites the setting should be changed from '**All messages**' to '**None**'. Don't worry. Errors will still be logged and you will still be able to see them in the log, but they just won't appear onscreen.

The bottom setting shows how many messages to keep in the log, and this can be left at the default. Once you've made your choices, click on the '**Save configuration**' button.

Return to **Admin>Configuration>Development**.

'**Maintenance Mode**' is the final setting in this section. Clicking on this link takes you to the page where you can take your site off-line for a short period whilst you perform some site maintenance. When you click on the '**Put site into maintenance mode**' square, then click on the '**Save configuration**' button, it deactivates the site. Anyone visiting the site sees the message that is displayed in the message box, and this can be changed to whatever you want. Effectively, when in 'Maintenance Mode' the site is off-line, and visitors cannot register or add new comments although the site administrator can still access all areas of the site. It is important to put the site into 'Maintenance Mode' whenever you are installing up upgrading a module, and whenever you are upgrading the Drupal files. If you put the site into 'Maintenance Mode' **DON'T FORGET TO TAKE IT OUT OF MAINTENANCE MODE AGAIN** after you've completed what you are doing!

Web Services: Admin>Configuration>Web Services

RSS publishing setting: Your Drupal site has built in RSS feeds that can be read by feed readers, and visitors to your site can subscribe to the feed from your site by clicking on the RSS icon that will be shown on the front page of your site. This enables them to be notified whenever your front page site contents change, so they can return to your site and have a look.

The 'RSS publishing' setting gives you some control over the feed. Firstly, you can add a brief description, next you can decide how many articles the feed will contain, and finally you can choose whether the feed contains the 'Full Text' of the articles, just the 'Titles' of the articles, or the 'Titles plus a teaser'. It's a matter of personal taste, but I usually set this to 'Titles plus teaser'. Once you've made your choice click on the '**Save configuration**' button.

CONTENT

We've configured our site so from here it's pretty plain sailing. Just to give you a roadmap of where we're going in this section, I'm going to create some content and add some pictures, then we're going to take a look at some menus, and then finally we'll take a look at the various blocks on the web page where we can add additional content. The actual content I'm adding you will not need, because you will be supplying content relevant to your own website, but by showing you how I add content to my site you should be able to add something similar to your own site.

Content Types

There are currently two content types, **Articles** and **Basic Page**. Let's look at them both in turn. Go to **Admin>Structure>Content Types** and on the '**Article**' line click on the '**edit**' link. Make sure you are on the '**Edit**' tab.

This is the template for your main content. Scroll down to the '**Submission Form Settings**'. These are the settings available to anyone submitting a new article. Let's look at them from top to bottom.

Your article obviously needs a **title**, so that can't be removed or changed. The next setting is '**Preview before submitting**', and the default is '**Optional**'. What this means, is that anyone submitting an article will find two buttons being displayed at the bottom of the page, one button to submit the page, and another button to preview the page before submitting it. It is a matter of choice. The '**Required**' setting means the submitter has to preview the content before submitting it. I've found that some people who preview before submitting sometimes forget to subsequently click on the '**Submit**' button, so my own personal choice is to activate the '**Disabled**' setting. This would remove the option from the form so that the submitter only has a '**Submit**' button.

The next setting is whether and where it is published. The default setting is to **automatically publish it**, and to automatically **add the summary to the front page**. If you want something to remain permanently on the front page and not be displaced downwards by new content, then you need to click on '**Sticky at top of lists.**' You can keep several items at the top of your home page using this method, and they are displayed in date order (so to move something up the page just change the date so that it is newer than the item above it - I'll show you how to do that shortly).

The next '**Display Setting**' is whether you want to publicly display the author's log in name and the date it was submitted. This may be important to you, but I don't need it so I'm going to un-tick it.

The next group of settings are the '**Comment Settings**'. Do you want site visitors to be able to add comments below the content? It will depend on your site. I'm going to leave the comment settings on '**Open**'. My own personal preference is to have unthreaded comments, so I'm going to remove the tick from '**Threading**'. I'm going to leave the comments per page on the default of '**50**' and I'm going to un-tick the '**Allow comment title**'. The next '**Show reply form**' option gives you a choice. If you leave it ticked, then the whole comment form will be displayed below your content. If you un-tick it, you get a simple '**add a comment**' link. It's a matter of personal choice but I prefer the latter option so I'm going to remove the tick. I'm also going to remove the tick from the '**Optional**' to the '**Disable**' preview.

The final option '**Menu Settings**' gives you the option of your content appearing on a menu. We'll be looking at menu's soon, but for now I'm going to leave this on the default of '**Main Menu**'. That gives me the option of adding a page to the main menu if I want to.

Click on the '**Save content type**' button, and then change tabs to the '**Manage Display**' tab.

Click on the cog shaped icon to the right of the words '**Image style**'

At the top of the page is the setting for how your images will be displayed on a page.. You can have them full size, which may make your page slow to load, or large, medium, or thumbnail. The settings you choose will depend on the nature of your site, but I prefer to set this to '**Thumbnail**' because it makes the page faster to load, but I then **link to the image**, so that if someone clicks on the image it will open full size. So my settings will be as they are below (figure 010) with '**thumbnail**' as the '**Image style**' and '**File**' in the '**Link image to**' box. Once you have made your own choice click on the '**Update**' button.



Figure 010

Change tabs to the '**Manage Fields**' tab, then find the '**edit**' link next to the '**Text area with a summary**' link. Click on that '**edit**' link.

Half way down the page there is a '**Summary input**' setting activated by default. When users submit content and a summary of that content is going to be displayed on the front page, the person submitting the content can also write their own summary as well as writing the main content.

It is best practice to always write a summary of the content as the first paragraph of your actual content, so I usually remove the tick out of the '**Summary input**' box. The first paragraph you write then automatically becomes the summary. You need to make your own choice then click on the '**Save settings**' button at the bottom of the page.

What we've just done is to check all the settings on the '**Article**' content type. This will make it much easier for us to create 'Articles' as all our preferred settings will already be set for us.

Using the information you have just learned, you should now be able to go to **Admin>Structure>Content Types** and on the '**Basic Page**' line click on the '**edit**' link, make sure you are on the '**Edit**' tab, and edit the '**Pages**' template to your own preferred settings.

New Content

Let's add some new content. Go to **Admin>Content>Add content** and choose '**Article**'. Add your own '**Title**', '**Tags**' if required, and '**Body**' (content). If you want to add an image to the top of your article you can choose a file from your desktop and then click on the '**Upload**' button. If you want a link from your main menu to the article you can tick the '**Provide a menu link**' box, and insert the words you want as the link. Decide whether you want to allow users to **add comments** (open) **or not** (closed), and decide whether you want the article to also appear on the **front page**. Once you've made your choice click on the '**Save**' button.

If I go to my front page I've now got two articles visible. The first one, the very first one I wrote, is entitled '**Drupal 7 Software Manual**'. The second, the one I've just written, is entitled '**Drupal Manual Contents**'. They are both displayed in summary with a '**Read more**' link underneath, and clicking on the 'Read more' link takes you to the full page article. On the front page they are displayed with the newest article first, but what if I want to change their order? Go to **Admin>Content** and you'll see a list of your current content together with the date and time of submission. All you need to do to move something up is to click on the '**edit**' link, scroll down to the '**Authored on**' setting and change the date (or time) to today's date (or time) or any time that is after the time of the article you want it to be above.

Back on my home page I can see another problem. I linked the 'Drupal Manual Contents' Article to my main menu, but it has appeared in alphabetical order (figure 011).



Figure 011

I prefer the 'Home' page link to be on the far left, so I need to change it. Go to **Admin>Structure>Menus** and on the '**Main menu**' line click on '**list links**'. There you will find a list of the current links in your main menu, together with a '**Weight**' setting. They will currently both have the default weight of '0'. In a menu that runs left to right, the lower setting objects are listed first. In a menu that runs top to bottom, the lower setting objects are at the top. So if I want '**Home**' to be to the left of everything else I need to make sure it has a lower 'Weight'. If I set the weight of 'Home' to -50 ('minus 50') and then click on '**Save configuration**' it will change the order (figure 12).



Figure 012

I'm now going to create a new '**basic page**' using the above method. It won't be displayed in a menu and it won't show on the front page but we'll come back to it later. I'm going to go to **Admin>Content>Add content** and choose '**Basic page**'. You'll add your own content but the title of my page will be '**About Us**' and I'll add some basic information about the publishing company before clicking on the '**Save**' button at the bottom of the page.

BLOCKS

We're now at the part of Drupal that makes it stand out from the crowd. The thing that helps make it into truly phenomenal software is '**blocks**'. Go to **Admin>Structure>Blocks**, and click on the '**Demonstrate block regions (Antonelli)**' link. You get a graphic of your page showing you all the customizable blocks. These will vary from theme to theme, but each of the yellow boxes is an area of your site that you can publish content to.

The content you've published so far has all gone into the center of the page where the '**Content**' yellow box is displayed, but now we're going to create '**blocks**' of text for the other yellow sections. Not only can you create content for each section, but what makes it truly versatile is that you have several configuration settings. For example, you can show the content to everyone, or just registered users, or just administrators, or you can show the content on every page, just one page, or several pages, and you can mix and match these settings however you want.

The best way to explain it is to show you how it works, so go back to **Admin>Structure>Blocks**, and scroll down to where it says '**Sidebar first**'. That's the first sidebar, the one on the left hand side, and there are already three items in it, a '**Search form**', '**Navigation**', and '**User login**'. Go to your home page in another browser or another tab, and on the left hand side of your home page you will see a 'search box' above a 'Navigation menu'. You won't see the 'User login' block because you are already logged in. That's how clever it is. Drupal knows you don't need it, so it doesn't display it to you, but if visitors visited your site they would see it.

Keep your home page open and return to your '**Blocks**' page. In the '**Sidebar first**' setting, go to the '**Search form**' setting and in the drop down box change '**Sidebar first**' to '**Sidebar second**'. Then scroll down to the bottom of the blocks page and click on the '**Save blocks**' button.

Return to your '**Home**' page and refresh it and you will now see that the search box has moved from left to right. You'll also see that you now have a three column site, left, center, and right. The right column was always there, but Drupal never displayed it because there was nothing in it. Clever or what!

Return to your '**Blocks**' page, scroll down to the '**Search form**' setting, then click on the '**Configure**' link. Initially you can make a couple of choices but it's actually a lot more powerful than that. For example, if you left the setting as it is '**All pages except those listed**' and then in the box below you typed <front>, then the search form would be displayed on every page on your site EXCEPT for the Home page. Alternatively, if

you'd clicked the '**Only the listed pages**' setting and typed `<front>`, then the search box would ONLY be displayed on the front page, and on no other page.

`<front>` is code for your front page, but you could simply copy and paste any URL into the box, or any group of URLs one per line.

If you scroll down further, you can choose to have the block display on one type of page but not another, or to display to one group of user but not others. Leaving these defaults empty means the block is shown on every content type and to every type of user. Any changes you make are not saved until you've clicked on the '**Save block**' button.

Return to your '**Blocks**' page and scroll down to the bottom and you will see some '**Disabled**' blocks. These are blocks that are already available and which can be added to any part of your site. If you add new modules, you sometimes find the module adds new blocks here. I'm not going to go through what each of these blocks does, as you can activate them for yourself and see what happens. If you don't like what happens, then you can always deactivate them again.

What I am going to do, though, is add some **new blocks**. You are not limited to the ones that are there, and you can create your own. On the 'Blocks' page, near the top click on the '**Add block**' link.

Remember a short while ago I created an '**About Us**' page? I'm going to create a block that creates a link to that page from the bottom of my site. The '**Block description**' is for my benefit and nobody else will see it, something that will help me remember what the block is for. I'm going to type '**About us link**' there. The '**Block title**' is a title that will display boldly at the top of the block, but I don't need a title so on this occasion so I'm going to leave that blank. In the '**Block body**' I'm going to create a link to the '**About us**' page, which is titled '**/content/about-us**'. If you don't know how to create a link in HTML the format is `About us` (figure 13), but add the location of your own page if different.

Block body *

```
<a href="/content/about-us">About us</a>
```

Figure 013

I'm going to set the '**Regional Settings**' for '**antonelli**' to '**Footer**', leave all the other defaults (which will display it to everyone on every type of page) and click on '**Save Block**'

If I return to my '**Home Page**' and refresh it, or go to any other page for that matter, I will see an '**About us**' link at bottom left footer. Clicking on that link takes me to the

'About us' page. You will also see that there is a **'Powered by Drupal'** link there that takes you to the Drupal site. If you don't want that, just return to your **'Blocks'** page at **Admin>Structure>Blocks**, scroll down to the **'Footer'** section, change **'Powered by Drupal'** from **'Footer'** to **'None'** then scroll down and click on the **'Save blocks'** button. The **'Powered by Drupal'** block isn't deleted, but it's moved from the **'Footer'** section to the **'Disabled'** section.

There is one final thing I want us to look at in the **'Blocks'** section, and that involves the **'Contact form'**. I'm going to show you two different options of how to display the form. On the **'Home'** page you saw the **'Navigation'** menu on the left hand side. You can add the **'Contact us'** link to that if you want to. Go to **Admin>Structure>Menus**, then go to the **'Navigation'** menu and click on **'list links'**. You will then find a list of items available by default, and these include **'Contact'** and **'Search'** both of which are disabled. To add these to the menu just click in their adjacent boxes, then click on **'Save configuration'**. Remember, you can change the menu order by changing the **'Weight.'** A lower **'weight'** moves the menu item up the menu. If you add a link from the **'Navigation'** menu to the **'Search'** box, then you probably don't also need the search block that we looked at earlier, and could disable it the same way as we disabled the **'Powered by Drupal'** block above. The second option is my own preferred option, and that is not to add the **'Contact'** link to the **'Navigation'** menu, but to add it next to the **'About us'** block in the footer I created earlier.

The current content of the block says `About us` and displays the words 'About us' as a link to the about us page I created. If I change the content of the block to `About us - Contact` it will create two links with a dash in between, the first link to the 'about us' page, and the second link to a 'contact' page.

MORE DEPTH

You now know how to create a basic site, how to install and set Drupal up, how to configure your theme, how to install and configure modules, how to configure your site, and how to create content and blocks. Now we're going to look at just a few of the additional things you can do with Drupal.

In the following sections I'm going to create new user types, new content types, new menu's etc., so for the sake of illustration I've given them names. Your interests, and your site, will be different to mine so your names will be different. So, in the sections that follow, it's the method not the names that are important. Follow the method, but use whatever names are most appropriate to your own site.

Creating New User Types

Go to **Admin>People** and make sure you are on the '**Permissions**' tab. As you already know, there are currently three types of users on your site, **Anonymous Users**, who can view your site and add comments; **Authenticated Users**, who you can allow to do other things; and **Administrator** (you) who can do everything.

Although you, the Administrator can do everything, as your site gets bigger you may need some help. You may, for example, want someone else to check all the comments whilst you get on with the rest. With Drupal you can create a new user group. At the top of the page you are looking at there is a '**Roles**' button. If you click on that button you are taken to a page which lists the current user types (or '**Roles**' as Drupal calls them). I'm going to create a user to check comments, and I'm going to call that user '**Comment Master**' although you can use any name you like.

Type in the name you want, then click on the '**add role**' button, and '**Comment Master**' will be added to the list of user types. Once again you can change the order by changing the '**Weight**' and I'm going to place the '**Comment Master**' between the '**authenticated user**' and the '**administrator**'. I do that by changing the weights then clicking on the '**Save order**' button.

Back at the top of the page, if I click on the '**Permissions**' button I find the new user group now has its own column (figure 014)



ANONYMOUS USER	AUTHENTICATED USER	COMMENT MASTER	ADMINISTRATOR
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Figure 014

All you need to do now is to scroll down the permissions and give the '**Comment**

Master' the same permissions as the '**Authenticated User**' PLUS whatever else you want them to do. In my case I'm not going to give them any admin privileges except for the '**Comment**' section, but I would make sure there is a tick in every box of that section.

In the comment section, **Visitors** to the site can view comments but can't add new ones, **Authenticated Users** can view comments and post new ones, but the comments need to be approved before they show on the site. The **Comment Master** can do everything, including approve other people's comments. In short, the users and comments are completely configurable, and you can allow people to access as much or as little as you like.

Creating New Content Types

Go to **Admin>Structure>Content types** and you'll see a list of the two current types '**Articles**' and '**Basic Page**', but you can add new ones by clicking on the '**add content type**' link. For example, let's say you've got a site about sport that you've been writing all the content for, but on which registered users have been able to add comments. It's come to your attention that one of your users is an expert on soccer so you want to allow them (and nobody else) to be able to create new pages on soccer. Click on '**Add content type**', give your content type a name '**Soccer Page**' for example, and a machine readable name, **soccer_name** for example. Configure the rest to your own liking, and when you get to the bottom click on the '**Save content type**'. You have now created your new content type

You now need to return to the last section '**Creating New User Types**' and create a user type of '**Soccer Editor**'. Then, on the permissions page, scroll down to the content type of '**Soccer Page**' that will have been added, and give the 'Soccer Editor' permission to add new content.

The '**Soccer Editor**' would be the only person apart from you who has permission to add the new content of '**Soccer Page**', and they would have both creation and editing rights. As the supreme ruler of your online world, the Administrator also has the additional right to delete anything they don't like!

In the past, the 'Administrator' was the only person who could create new content, so the Administrator' was the only person who could see a 'Create Content' link on the front page 'Navigation' menu. So now site visitors wouldn't see the menu at all, the 'Soccer Editor' will see the menu but when they click on it the only option they see is to create a 'Soccer Page' and nothing else. When you, as the 'Site Administrator' click on the same link, you have three options, and you can create an 'Article', a 'Basic Page' or a 'Soccer Page'. That should give you an idea of just how powerful and secure Drupal is. If

someone has the right to do something, then they can see the appropriate menu. If they don't have that right, they can't even try to do it as the menu is not even visible to them.

Creating New menu

We've had a brief look at creating **new types of users** and **new types of content**. Now we're going to look at **creating new types of menu**. Go to **Admin>Structure>Menus** then click on the '**add menu**' link towards the top left of the page. Decide what you want to name your new menu. If I was following on from the above section I may want to create a '**Soccer**' menu, so I would use '**Soccer Menu**' as the '**Title**', and '**soccer**' as the '**Menu name**' then click on the '**Save**' button.

The menu we've created can be added to any of the site '**Blocks**' that we looked at earlier. Go to **Admin>Structure>Blocks** and scroll down to the '**Disabled**' blocks. You'll find there a newly created block named '**Soccer Menu**'. It's been created automatically and is ready and waiting for you to do something with it. Click on the '**configure**' link to configure the block. By way of example I'm going to leave the 'Block Title' blank (which will default to 'Soccer Menu' as that's the name of the block). In the 'Regional Settings' for 'Antonelli' I'm going to choose 'Sidebar first', and I'm going to click on 'Only the listed pages' and type in <front> to add the menu to the front page only. Then I'm going to scroll down to the bottom and click on the '**Save block**' button. On my list of '**Blocks**', it's listed immediately below the 'Navigation' menu, so let's have a look. Oops! If you go to the front page, it's not there. That's because the menu is empty, so Drupal doesn't bother displaying it.

There are two ways of adding things to the menu. Go to **Admin>Structure>Content Types**. Find the '**Soccer Page**' line and then click on the '**edit**' link. Scroll down to the '**Menu Settings**', un-tick 'Main Menu' and tick '**Soccer Menu**'. Then click on the '**Save content type**' button at the bottom. Now, whenever your new Soccer expert creates a 'Soccer Page' it will by default be added to the 'Soccer Menu'

The second method is to add an existing page to the menu. Go to an existing page and copy the URL. I'm going to copy the URL of my 'Drupal Manual Contents' page the url of which is '**content/drupal-manual-contents**'. Then go to **Admin>Structure>Menus** and on the '**Soccer Menu**' line click on '**Add link**'. I'll give my link the title of '**Manual Contents**', and I'll paste the link into the '**Path**' box and click on '**Save**'

Now if I returned to the front page I would see the 'Soccer Menu' and see the single menu item of 'Manual Content'. Drupal allows you to create as many menus as you want, and it creates a block for every menu created, and these blocks can be displayed exactly the same as any of the other blocks.

Logo and Icon

At the moment, the logo and icon being displayed on your site are the default Drupal ones. An icon is the small picture that appears in your bookmark and in the top of your browser to help you identify the site. You can create your own and it's easy to do.

The current default logo is **65px wide x 73px high**, so using 'Paint' or something similar simply create your own logo and save it to your desktop. An icon can similarly be created using specialist software. The icon needs to be saved as an .ico file. Once you've satisfied your artistic talent go to **Admin>Appearance**. Click on the '**Settings**' tab, then on the '**Global settings**' button. For the '**Logo**' scroll down to the '**Logo Image Settings**', un-tick the '**Use the default logo**' box, click on the '**Choose File**' button and select your logo from your desktop. For the 'Icon', do something similar on the '**Shortcut Icon Settings**', then scroll to the bottom and click on the '**Save configuration**' button.

Taxonomy

Many sites don't use '**Taxonomy**' at all and get on quite nicely without it. There is often no advantage to using 'Taxonomy' unless your site is going to be large or complex as it can become quite time consuming. However, 'Taxonomy' is another of the things that sets Drupal head and shoulders above the competition, and mastering 'Taxonomy' can provide your site with a categorized structure that your site users will thank you for.

Let me give you an idea of how it can work using the example of a '**Sports**' site. You would create a '**Sports**' Taxonomy, and the Taxonomy would comprise of a list of all the different possible sports. One of the items on that list may be '**Soccer**'. From the '**Soccer**' item you would create a 'sub list' of all the different '**Soccer Clubs**'. One of the items on that list may be '**L A Galaxy**'. From the 'LA Galaxy' item you would create a 'sub list' of all the players, coaches, managers, owners etc. You can drill down as far as you like, and you will see that if you did this for every sport then the Taxonomy would be gigantic!

So what's the point? Simply that when you or others create content, or add comments, you link that content or comment to the appropriate 'Taxonomy'. You can then make it easy for site visitors to find what they are looking for by creating index pages linking all these terms to their articles. Sounds complicated? That's because it is! Needs setting up correctly from the start and needs constantly to be checked and maintained properly. But used correctly you can set up your own 'wikipedia' type site on your chosen subject.

Want to give it a go? Go to **Admin>Structure>Taxonomy** and click on '**add vocabulary**'. That gives you the top level ('Sports' for example). You can then add '**Terms**', and then add 'Terms' to those terms, etc. until you've got the hierarchy you want.

Adding a Forum

Go to **Admin>Modules** then scroll down to '**Forum**' and add a tick to the box. Then scroll down and click on the '**Save configuration**' button. Scroll back up to '**Forum**' and click on the '**Permissions**' link, and give users permission to create '**Forum topic. Create new content**'. You can give this permission to everyone, or confine it to registered users, then scroll down and click on the '**Save permissions**' button..

Go back to **Admin>Modules**, scroll down to '**Forum**' and click on the '**Configure**' link. You'll see a '**General discussion**' by default, but you can create other headings by clicking on the '**Add forum**' link. If you want to divide your forums into groups, then you place the forums in a '**container**'. By way of example I could add a forum named '**Soccer**', so that there would then be two sections '**General discussion**' and '**Soccer**', and then click on the '**Save**' button.

Now if you go to your home page; in the '**Navigation**' menu you would see a link to '**Forums**' from where users can view existing forum or '**Add new Forum topic**'. If you create a new forum topic, then you would have to select which of the two forum headings it belongs to.

Adding a Poll

Go to **Admin>Modules>** then scroll down to '**Poll**' and add a tick to the box. Then scroll down and click on the '**Save configuration**' button. Scroll back up to '**Poll**' and click on the '**Permissions**' link. On the '**Poll**' section you need to decide who can vote, and who can view the results. Then on the '**Node**' section you need to decide who can actually create a 'Poll' (I'm only going to allow the 'Administrator' to create and edit a poll). Make your own choices and then scroll down and click on the '**Save permissions**' button.

Now, when you go to the **Home Page** and click on the '**Add content**' link, you are given an increasing range of options, one of which is '**Poll**'.

Click on the '**Poll**' link and ask your question. For example '**Do You Watch ?**', and I'll add the choices of '**Often**', '**Sometimes**', '**Never**' (I created the third choice by

clicking on the '**More choices**' button. I can then make sure the poll is '**Active**', create a time limit, and add the poll to a menu. If I leave the comments '**Open**' those who have given answers in the poll can also add a comment as to why they answered in the way they did. I'm going to publish it, but not on the front page. Then click on the '**Save**' button.

Backing Up

It's important that you back up Drupal before making any major changes, before upgrading for example, and cPanel makes this easy to do. In the **cPanel** front page, in the '**Files**' section, you will find a '**Backup Wizard**' icon.

Click on that icon, and then click on the '**Backup**' button. You do NOT want the 'Full Backup' option (this is only used if you need to change servers). The buttons you need are the '**Home Directory**' and '**MySQL Databases**' buttons.

Click on the '**Home Directory**' button, then on the '**Home Directory**' button on the following page, and choose a location on your computer to back up your files to. Depending on the size of your site and your internet speed, it may take some time to back up.

Once that has completely backed up, click on the '**Go Back**' button at the bottom of the page. Then click on the '**MySQL Databases**' button. On the next page there will be a list of your databases. Select your database name, double click on it, and download the file to your computer.

UPGRADES

Upgrading Modules

It is really easy to do an upgrade of an existing module, but you are going to make changes to your database so you should always **take your site offline** and into **'maintenance mode'** and you should always perform a back-up before you start.

Once you have completed the above preliminaries, go to **Admin>Reports>Available updates**. Then click on the **'Update'** tab.

The list will tell you if anything needs updating. If there is a module listed, select it by placing a tick in the left hand box, then click on the **'Download these updates'** button. Once downloaded, it asks if I want to continue. Click on the **'Continue'** button. It then asks you to update your database, which I do by clicking the **'Run database updates'** link. Then the **'Continue'** button, and then back to either the front page or admin pages. Your site is off-line, so you need to click on the **'Administration pages'** link. Make sure you remember to take your site out of 'maintenance mode' by going to **Admin>Configuration>Maintenance mode**. Un-tick the box and click on the **'Save configuration'** button.

Upgrading Drupal

From time to time Drupal 7 will be upgraded, and like always, it takes longer to describe than to do. The instructions may seem complicated but they are similar to how you installed Drupal in the first place, and once you've done it a few times you'll find it only takes a couple of minutes.

Upgrading is quite straight forward but **YOU SHOULD ALWAYS BACK-UP YOUR SITE FIRST**. The upgrade file itself will have an **'UPGRADE.txt'** file included in it. This file contains instructions for upgrading, so it's always worth opening the text file to ensure there have been no major changes to how it should be done since you did it last time. The process is very similar to that used when you first installed Drupal, but with an important difference involving the **'sites'** folder.

What we're going to do: I'll go through everything step by step below, but briefly this is what we're going to do. We're going to back up the current site, and (apart from the **'sites'** folder) we're going to copy all the new files and folders into the existing ones.

So step by step, you need to start by taking your site **offline** and putting it in **'maintenance mode'**. Then, leaving your site open, use another browser or tab to go to

the drupal.org home page and click on the green '**Get Started with Drupal**' button. On the next page, click on the green '**Download Drupal 7.x**' button (for whatever the newest version is when you do it). Choose the newest '**Recommended release**' for Drupal-7

Right click on the '**tar.gz**' link and download the file to your desktop.

Next, in another browser or tab, go to your **cPanel**, '**File Manager**', and find your site folders just as you did when you first installed Drupal.

What you are going to do: When you customize your site, add pictures, change the theme, add pages etc., all that information is kept in the '**sites**' folder. So what we're going to do is to replace everything **EXCEPT the 'Sites' folder**, with the newest version of Drupal. I've probably built at least 50 Drupal sites in my time and never had any problems, but there's a first time for everything - so always back-up. ... Ready? Let's go.

Make sure you are on your **cPanel home page**. About half way down the page you will find the '**Files**' section with various icons. Click on the '**File Manager**' icon to open the file manager.

Click on the **public_html** folder on the left side so that its contents appear in the main column. Those are all your current Drupal files.

Click on the '**Upload**' button at the top of the page. Then click on the '**Choose**' button and find the **Drupal.tar.gz** file that you earlier downloaded to your desktop. Select this file, and then click on the '**Open**' button.

Wait whilst it uploads, and then click on the link that takes you back to your file manager. Your list of files now comprises all your existing Drupal files, **PLUS** the extra **drupal.tar.gz** file that you have just added.

The Drupal file you have downloaded is a compressed file that needs to be uncompressed. To do this, **select the file** by clicking on it, then click on the '**Extract**' button at the top right of your page. You will then be asked for confirmation. The defaults will be correct, so click on the '**Extract Files**' button.

Once the files are extracted, you will see a list of the extracted files on the screen. Click on the '**Close**' button. You will now find that your list of files includes all your own site files **PLUS** the compressed **Drupal.tar.gz** file, **PLUS** a similarly named **Drupal folder** that is uncompressed.

We now need to copy the files from the uncompressed folder up a level, so that they replace the existing files, and we begin by **double clicking on the new uncompressed drupal-7 folder**. Once the folder has opened, **select the 'Sites' folder and delete it**.

(THIS IS IMPORTANT: We want to replace all our existing files with the new files **with the exception** of the 'Sites' folder and its content, so deleting the new 'sites' folder is the easiest way to ensure we don't use it to over-write our old one).

Once the 'Sites' folder has been deleted, select all the other new files and folders and click on the 'Move File' button at the top left of your page. You are then faced with a list of all the files, and at the bottom of the list you will see a box (figure 015)

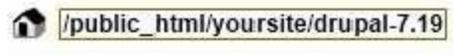


Figure 015

The box currently shows the current position of the new drupal files '**/public_html/yoursite/drupal-7.19**' (with 'yoursite' being the name of your own site). You are going to move the files into the 'yoursite' folder, so you need to change the bottom box by removing the words drupal-7.19 (or whatever version it is)

So change the bottom box.

FROM: /yoursite/drupal-7.19

TO: /yoursite/

The box should then look as follows (figure 016)

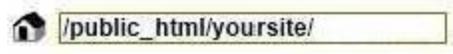


figure 016

Once you have done that, click on the 'Move Files' button, and the files from the Drupal folder should be moved to the new location. They will over-write all the existing files, giving you a completely fresh set of files, but because all your customization is saved in the 'Sites' folder (which will not be over written) your site will look exactly the same.

Once you have done that you can remove the redundant Drupal.tar.gz file and the now empty Drupal file.

You should now return to your website and run the database update by going to **yoursite/update.php**

The database update page will remind you to back-up your database and code (which you have already done) to put your site into 'maintenance mode' (which you have already done), and to install any new files (which you have already done). In short, you don't need to do anything except click on the 'Continue' button.

Once you've run any updates, return to the 'Administration pages', and then go to **Go to Admin>Reports>Status Report** At the top of the page it should indicate that you are running the latest edition of Drupal

You can then take your site out of '**maintenance mode**' and your upgrade is complete.

WHERE NEXT

Drupal truly is completely configurable and can do so much with it that it's been difficult to know where to stop. I could have written a book ten times the size of this one and still only scratched the surface. There are so many modules and the vast majority of them are completely free. You simply need to ensure that the Modules are Drupal 7 ones. For example, once you've fully understood all the basics, if you want a social networking site similar to Facebook, try searching for 'Drupal social networking modules'. The only limit is your own imagination. If you can imagine it, someone somewhere has probably written a module for it!

This book is the first book in a four book Drupal 7 series by David Ipswich

Drupal 7 Manual (Book One)

Drupal 7 Modules (Book Two)

Drupal 7 Ubercart 3 Ecommerce Manual (Book Three)

Drupal 7 Theme Creation (Book Four)

ABOUT THE AUTHOR

David Ipswich first became a lecturer in computer usage whilst working for the Technology Section of a Government Office in 1994, and by 1996 had designed his first website and was working for a Regional Technology Network liaising between universities and technology based businesses.

Over the years he has designed hundreds of websites, and has been consulted on the creation and design of many ecommerce sites.

His publications include:

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