



Content



What You Need to Know:

Every piece of content can be customized in two ways. They can be customized according to:

1. Different features such as comments, voting and author information.
2. Different data fields such as text, numbers, images and files.

Drupal allows you to create content types that already have the necessary features and data fields. For example, the Blog content type could allow people to comment on and rate the content. However, if you added those features to your Staff Member content type, the staff might get angry.

What You Need to Do:

Here is the workflow for creating content:

1. **Structure** » Content types » Add content type and choose features.
2. **Add** the data fields.
3. **Content** » Add content.



Layout

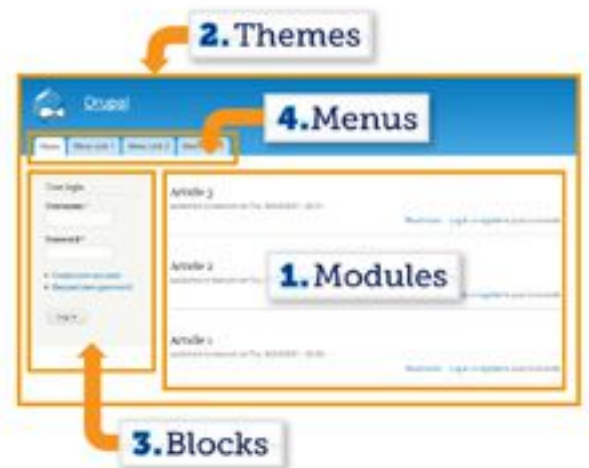


What You Need to Know:

When you look at a Drupal site, you'll see four things you can use to build your site:

1. **Modules:** the functionality.
2. **Themes:** the design.
3. **Blocks:** small snippets of code such as the latest 5 comments or the login form.
4. **Menus:** your site's navigation.

In Drupal it is easier to link from a page rather than to a page.





Adding Features



What You Need to Know:

Two things that can be uploaded to your site: modules and themes.

What You Need to Do:

Here is the workflow for adding modules and themes:

1. **Download** the compressed files to your desktop. Download from:

<http://drupal.org/project/modules>

<http://drupal.org/project/themes>

2. **Upload the files.** Drupal 7 has an automatic installer. Go to Modules » Install new module or go to Appearance » Install new theme.

3. **Enable the module** or theme. Go to Modules or Appearance and check the box.

4. **Configure** the module or theme. Read the instructions for details.



Users



What You Need to Know:

Drupal gives you very powerful control over what users and groups of users can and cannot do.

What You Need to Do:

Here's the workflow for managing users. All of these links are under the People tab:

1. **Roles** are groups that you can create. Each role can and cannot do different things. Roles are controlled by permissions.

2. **Permissions** are what people can and cannot do. For example, you could allow "authors" to create stories but not change the theme. You could allow "moderators" to control comments but not upload modules.

3. **Users** is where you create user accounts and assign them a role.

4. **Masquerade** is a very useful additional module which allows you to test the user accounts after you've created them.