



CONTROL PANEL

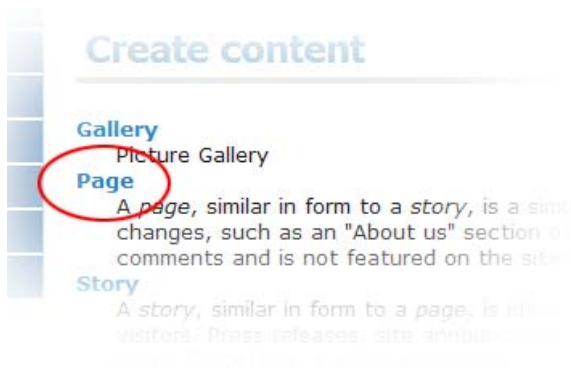
Instruction Manual

Adding a Page

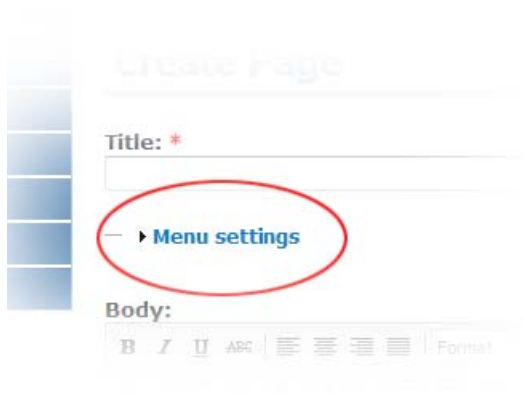
To add a page first click on the 'add' icon at the top of the admin panel.



Select the 'Page' option



Enter your page title, then click on 'Menu Settings'



After you click on Menu Settings it will open out like this:

▼ **Menu settings**

Menu link title:

The link text corresponding to this item that should appear in the menu. Leave blank if you do not wish to add a link text to

Parent item:
<Primary links>

The maximum depth for an item and all its children is fixed at 9. Some menu items may not be available as parent items. Select

Weight:
0

Optional. In the menu, the heavier items will sink and the lighter items will be positioned nearer the top.

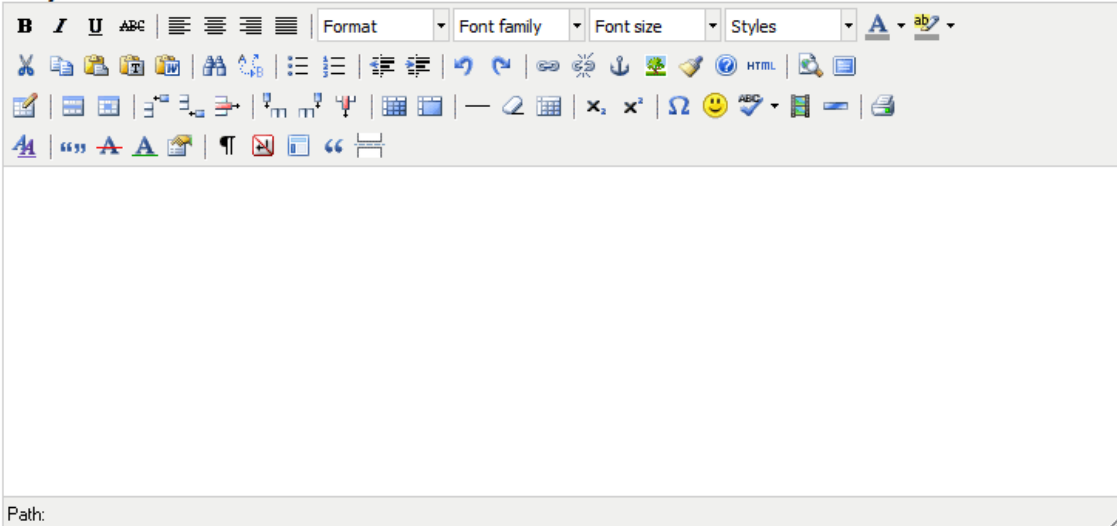
Enter a 'Menu link title' for your page; this will be used as the name of the page link in the menu.

Leave the Parent item as <Primary links>

The Weight can also be left as 0 for now. (The Weight determines the order of the links; this is explained in more detail later in this document)

Next enter your page text/content into the Body editor:

Body:



Path:

When you hover your mouse over the buttons in the editor it will give you a description of what that button does.

When you have added your page content you can then click on Save to save your page.

— ▶ [Authoring info](#)

— ▶ [Publishing opti](#)

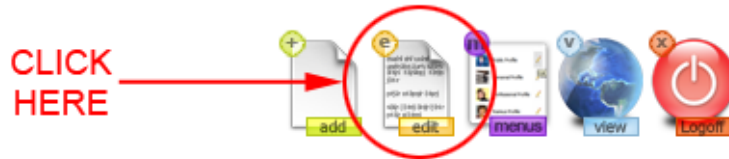
Save

Preview

Registered i

Editing a Page

To edit a page click on the 'edit' button at the top of the admin panel.



Click on the edit link next to the page you wish to edit.

Admin panel interface showing a table of pages. At the top, there is a 'Publish' dropdown menu and an 'Update' button. The table has columns for 'Title', 'Type', 'Author', 'Status', and 'Operations'. The 'Operations' column contains 'edit' links for each row, which are circled in red.

<input type="checkbox"/>	Title	Type	Author	Status	Operations
<input type="checkbox"/>	Welcome new	Page	Administrator	published	edit
<input type="checkbox"/>	About Us	Page	Administrator	published	edit
<input type="checkbox"/>	Contact Us	Page	Administrator	published	edit
<input type="checkbox"/>	Enquiries	Page	Administrator	published	edit

You will now be taken to the edit page which is the same as the add page. See the above 'Adding a Page' instructions

Editing the Menu

To change the menus first click on the 'menus' icon at the top of the admin panel.



Click on Primary Links

Navigation
The navigation menu is provided by Drupal and is the main interactive menu that contains personalized links for authenticated users, and is often used for navigation.

Primary links
Primary links are often used at the theme layer to show the major sections of the site. For example, for primary links would be tabs along the top.

Secondary links
Secondary links are often used for pages like legal notices, contact details, and other items that play a lesser role than primary links

You will now be shown a list of the current menu links on your website.

To change the order of the links, click and drag the icon next to the link name

Menu item	Enabled	Expanded	Operations
<input type="checkbox"/> Welcome	<input checked="" type="checkbox"/>	<input type="checkbox"/>	edit delete
<input checked="" type="checkbox"/> About Us	<input checked="" type="checkbox"/>	<input type="checkbox"/>	edit delete
<input type="checkbox"/> Contact Us	<input checked="" type="checkbox"/>	<input type="checkbox"/>	edit delete
<input type="checkbox"/> Enquiries	<input checked="" type="checkbox"/>	<input type="checkbox"/>	edit delete

Save configuration

After you have changed the order ensure that you click on 'Save configuration'

Menu item	Enabled	Expanded	Operations
<input type="checkbox"/> Welcome	<input checked="" type="checkbox"/>	<input type="checkbox"/>	edit delete
<input type="checkbox"/> About Us	<input checked="" type="checkbox"/>	<input type="checkbox"/>	edit delete
<input type="checkbox"/> Contact Us	<input checked="" type="checkbox"/>	<input type="checkbox"/>	edit delete
<input type="checkbox"/> Enquiries	<input checked="" type="checkbox"/>	<input type="checkbox"/>	edit delete

Save configuration

To edit a menu link, click on the edit link next to the menu item you wish to change

Menu item	Enabled	Expanded	Operations
+ Welcome	<input checked="" type="checkbox"/>	<input type="checkbox"/>	edit delete
+ About Us	<input checked="" type="checkbox"/>	<input type="checkbox"/>	edit delete
+ Contact Us	<input checked="" type="checkbox"/>	<input type="checkbox"/>	edit delete
+ Enquiries	<input checked="" type="checkbox"/>	<input type="checkbox"/>	edit delete

On the next page the only section that most users need to use is the Menu link title. (the 'Path' should only ever be changed by advanced users)

The path this menu item links to. This can be an internal Drupal path such as `node/add` or `node` to the front page.

Menu link title: *

The link text corresponding to this item that should appear in the menu.

Description:

The description displayed when hovering over a menu item.

Rich text editor (Use the Page Break button to insert a Drupal page break)

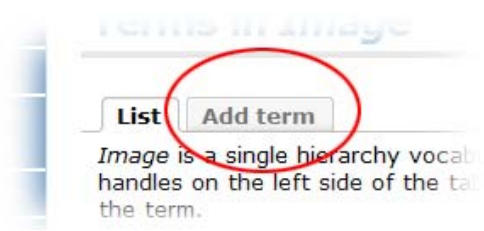
When you have finished editing press the Save button to finish.

Adding a Gallery

To add a gallery first click on the 'gallery' icon at the top of the admin panel.



Select the 'Add term' option



Enter your gallery title into the Term name box and enter a description if needed.

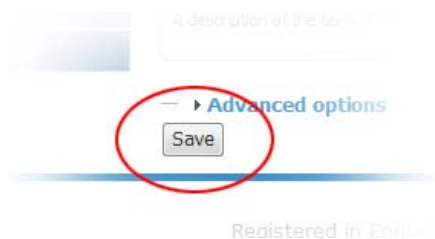
Term name: *

The name of this term.

Description:

A description of the term. To be displayed on taxonomy/term pages and RSS feeds.

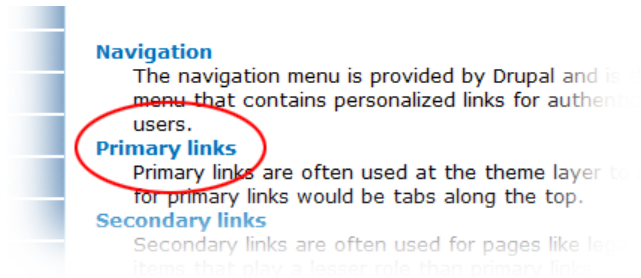
Click 'Save' to save this gallery.



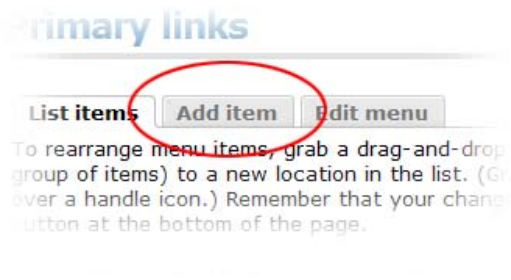
You now need to add the gallery to the menu, you do this by first clicking on the 'menus' button at the top of the control panel.



Click on 'Primary Links'



Click on 'Add item'



You now need to enter a path, the path starts with 'gallery/' and then the number of the gallery. For example, if you have 3 galleries and the one you are adding to the menu is the 3rd gallery then the path will be:

gallery/3

Next enter the Gallery Link title; this is the name of the menu link that links to this gallery. E.g. My Gallery

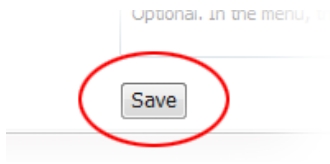
Path: *

The path this menu item links to. This can be an internal Drupal page or a link to the front page.

Menu link title: *

The link text corresponding to this item that should appear in the menu.

Finally, click on save to save this menu link.



Editing a Gallery

To edit a gallery first click on the 'gallery' icon at the top of the admin panel.



You will now see a list of the current galleries.



Click on edit next to the Gallery you wish to edit.



You may now change the title and description of the gallery.

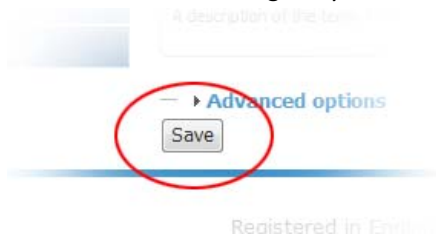
Term name: *

The name of this term.

Description:

A description of the term. To be displayed on taxonomy/term pages and RSS feeds.

Click 'Save' to save this gallery.

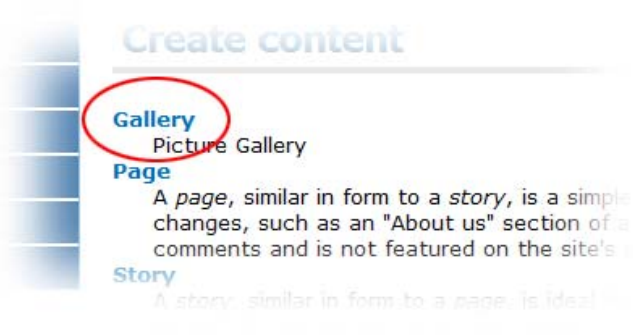


Adding an Image to the Gallery

To add an image to a gallery, click on the 'add' button at the top of the control panel.



Click on the Gallery link.



Enter a title for the image, and then select a gallery from the drop down menu.



You may enter a description if you like, and then click on the 'Browse' button.

Description: List**New Upload:**

Maximum Filesize: 128 MB

Allowed Extensions: jpg jpeg png gif

Must be an JPEG, PNG or GIF image

Select a file from your computer to upload then click on the 'Upload' button.

Maximum Filesize: 128 MB
Allowed Extensions: jpg jpeg
Must be an JPEG, PNG or GIF

— ▶ **Revision information**

Click on Save to save this image to the gallery.

— ▶ **Authoring information**

— ▶ **Publishing options**

Registered in EMS