ITS Website Process for Authors

Creating a New Page

These instructions will provide you with the recommended, step-by-step procedure for entering new content into the Drupal-based content management system (CMS) of the ITS website.

1. **Log in:** Navigate to [http://its.yale.edu](http://its.yale.edu) and click the Login link at the footer at the bottom of the home page. (This link appears on every page.)

2. Enter your NetID and password.

3. Navigate to main Administrative Menu (top right of every page).

4. Click the Create content link. *(My Content will display pages you have created and their current workflow states.)*

5. Enter **Title**, **Editors**, **Summary**, **Body** and **Sitewide Tags** (asterisk denotes required field).

   Note: The Body field uses a standard word-processing interface (WYSIWYG). If you are fluent in HTML, you can change the field to render basic HTML by clicking “Input Format,” selecting the appropriate radio button, and clicking the “Disable rich text.”

6. When finished, click **<Save>** button.

Sending Your Finished Page to Your Editor

Check your page in the View tab to make sure everything look OK. If you need to revise your content, click Edit tab. Otherwise, you can proceed to the Workflow tab.

7. Click the <Move to “Ready for review”> button. You will receive an auto-triggered email. This email should be forwarded to the editor to alert the editor and provide a link to the new content.

**Important:** Once your page is sent to an editor, your will no longer see the Edit tab. To make changes, your editor must move the page back to Draft. If your editor requires changes, you will receive an email notifying you that the page has been moved back to Draft for revision.