Swarthmore College uses Drupal, an open-source content management system (CMS), to build and update websites hosted at www.swarthmore.edu.

By default, all Swarthmore College faculty and staff are able to log in and update their profile pages. Further editing permissions, like updating department web pages, are reserved for those who have attended a campus-hosted Drupal training workshop.

For information regarding the next available training opportunities, check the ITS Events page. If you don't see any upcoming training sessions, let us know that you're interested by filling out our Drupal Training Request Form.

**Additional Support**

If you can't find the information you're looking for here, please contact one of the following:

- web-update@swarthmore.edu - content related questions / assistance making updates to the site
- support@swarthmore.edu - report technical / access issues

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**Search for a Drupal Help Topic**

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### Updating Websites and Profiles with Drupal

#### Introductory Concepts

**General**

- Logging in
- Recommended Image Sizes
- Manage Navigation
- Adding a New Page
- Editing and Publishing Updates to an Existing Page
- Unpublish a Page
- Best Practices

**Editing Page Content**

- About the Body Copy Editor
- Working with the Editor
- Primary Images
- Working with Images in the Editor (non-Primary Images)

**Links**

- Working with Links
  - Linking to swarthmore.edu pages
  - Linking to external websites or documents
  - Linking with the current page ("Anchor" links)

**Tables**

- Working with Tables

**Profiles**

- User Contact Information & Editing Profiles

**Panes**

- Edit Existing Panes
- Edit a People List ("Faculty/Staff" page)
  - Add a Person
  - Arranging People / Reordering the People Pane List
  - Removing People
  - Frequently Asked Questions
  - Available Panes

- Feature
- Feature Link List
- Image Callout

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### Advanced Concepts

#### General

- Hiding a Page Title
- Editing Site Contact Information
- Editing the Profiles & Contact Information of Others
- "Friendly Name" URLs

**Panes**

- Adding, Removing, and Editing Panes
- Arranging Panes

**Media Items**

- Slideshow Media Items (Standard)
- Image Gallery Media Items
- Audio and Video Media panes
Help by Category / Topic

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