# Drupa Dupa Dumies

#### Learn to:

- Download and install Drupal
- Work with ready-to-use modules and templates
- Add photo galleries or RSS feeds to your blog or Web site
- Administer a third-party Drupal site

**Lynn Beighley**Author of JQuery For Dummies\*

**Seamus Bellamy** 



**2nd Edition** 

# Drupal Dupal Dunal Dunal

#### Learn to:

- Download and install Drupal
- Work with ready-to-use modules and templates
- Add photo galleries or RSS feeds to your blog or Web site
- Administer a third-party Drupal site

**Lynn Beighley**Author of JQuery For Dummies®

**Seamus Bellamy** 



## **Drupal For Dummies**®

Visit <a href="https://www.dummies.com/cheatsheet/drupalw">www.dummies.com/cheatsheet/drupalw</a> to view this book's cheat sheet.

#### **Table of Contents**

#### **Introduction**

About This Book
Conventions Used in This Book
What You Don't Need to Read
Foolish Assumptions
How This Book Is Organized

Part I: Getting Started with Drupal

Part II: Your First Drupal Site

Part III: Bending Drupal to Your Will

Part IV: Taking Drupal to the Next Level

Part V: The Part of Tens

Icons Used in This Book
Where to Go from Here

Part I: Getting Started with Drupal

**Chapter 1: The Big Picture** 

What Drupal Is

Free

Flexible
Customizable
A Content Management System

What Drupal Isn't
What Drupal Can Do for Your Site

Polls
Blogs
Contact forms
Forums

#### **Examples of Drupal Sites**

<u>Drupal.org</u>
<u>Zappos.com</u>
<u>Drupalmuseum.com and Drupalsites.net</u>

#### **Chapter 2: Getting and Installing Drupal**

**Deciding Where Your Site Will Live** 

Getting on the web
Web hosting companies
Installing on a web host with Softaculous

#### **Obtaining Drupal**

<u>Downloading the package</u> <u>Uploading the package</u> <u>Extracting Drupal</u>

<u>Setting Up a Database</u>

What a database is and why you need one
Creating a database for Drupal

<u>Installing Drupal on a Web Host</u>

Browsing to your Drupal site Running the setup

<u>Installing Drupal on a Local Machine</u>

What you need
Getting Apache, MySQL, and PHP
Finishing installation on a local machine
Running the installation

#### **Chapter 3: Essential Administration**

<u>Setting a Strategy for Your Drupal Site</u> <u>Working With Your Account</u>

<u>Logging in and logging out</u> <u>Editing your account</u>

Embracing Drupal Terminology Creating Content for Your Site

<u>Creating an article</u> <u>Changing the default theme</u>

**Configuring Your Site** 

Perusing the Configuration menu

#### Setting your site information

#### <u>Chapter 4: Tackling User Management</u>

**Managing Your Administrator Account** 

Editing administrator settings
Maintaining security

<u>Allowing Public Registrations</u>

Sensible registration guidelines
User e-mail settings
Assigning user permissions

Adding, Editing, and Deleting Users

Adding users
Editing user information
Canceling user accounts

**Understanding User Roles** 

<u>Creating roles</u>
<u>Assigning roles to users</u>

Part II: Your First Drupal Site

<u>Chapter 5: Creating Content: Basic Pages and Articles</u>

<u>Understanding Drupal Nodes</u>

Making basic pages

Accessing content creation

Adding a page

Editing a basic page

Deleting a basic page

Accessing your basic page

#### Writing an Article

Editing and deleting articles
Ordering your content
Managing article length

#### <u>Setting Menu Options for a Basic Page</u>

Giving your node a menu link title
Choosing a parent item
Setting the link weight

#### **Chapter 6: Managing Your Content**

Finding the Settings
Handling HTML Content

Choosing a Text format Using filtered HTML Using full HTML

Adding Menu Settings
Controlling Revision Information
Managing Comment Settings

Considerations of allowing comments
Closing comments

#### **Hiding comments**

#### <u>Changing Authoring Information</u> <u>Publishing Options</u>

Publishing
Promoting to front page
Making content sticky in lists
Previewing your content

#### **Adding Images**

#### **Chapter 7: Changing Themes**

#### **Changing Themes**

Enabling a theme
Setting an administration theme

#### **Configuring Themes**

Global theme settings
Toggle display settings
Logo image settings
Shortcut icon settings
Specific theme settings

#### <u>Chapter 8: Building Blocks and Managing Menus</u>

<u>Understanding Blocks, Regions, and Menus</u> <u>Using Regions</u> Understanding how themes work with regions
Exploring the regions
Configuring regions

#### **Administering Blocks**

Using the built-in blocks
Creating custom blocks
Editing and deleting custom blocks
Changing block visibility settings
Editing pre-built blocks

#### <u>Managing Menus</u>

Adding an item to a menu Editing and deleting links Adding a menu

## <u>Chapter 9: Using Modules to Create a Site with a Blog and Forum</u>

#### <u>Understanding Modules</u>

<u>Understanding the required modules</u> <u>Looking at the optional modules</u>

#### Setting Up Your Blog

Enabling the Blog module
Creating your first blog entry
Changing blog-entry settings
Configuring your blog

Adding more blog entries

Editing and deleting blog entries

Creating multiple blogs

#### <u>Setting Up a Forum</u>

Enabling the Forum module
Organizing the Forum module
Configuring your Forum module
Viewing your forums
Changing forum topics settings
Managing forum permissions

#### Managing the Comments Module

<u>Moderating comments</u> <u>Approving or deleting comments</u>

#### Part III: Bending Drupal to Your Will

<u>Chapter 10: Advanced Administration</u>

#### <u>Adding New Themes and Modules</u>

Locating themes and modules
Copying module or theme URLs
Automatically installing modules and
themes
Enabling themes and modules
Manually installing themes and modules
Disabling themes and modules

#### <u>Keeping Drupal, Modules, and Themes Up to</u> Date

Knowing when you need to update
Finding available updates
Protecting your database
Updating themes and modules
Running update.php
Updating your Drupal software

#### **Configuring Your Site**

<u>Triggering actions</u>
<u>Setting an administration theme</u>
<u>Creating clean URLs</u>
<u>Controlling Page Not Found errors</u>

#### **Chapter 11: Customizing Themes**

#### **Adding New Themes**

Finding new themes Installing themes

#### **Dissecting a Theme**

Theme file types
Theme code files
Theme image files

<u>Customizing Themes by Hand</u> <u>Installing Modified Themes</u> Changing your theme's appearance
Changing colors
Understanding the style.css file
Using graphics

Part IV: Taking Drupal to the Next Level

Chapter 12: Creating a Robust Website

Planning Your Drupal Site

Getting a clear picture of your site
Knowing your audience
Choosing your features

**Additional Modules to Install** 

OpenID module
Poll module
Search module

Adding a Contact Form Enhancing User Profiles

Creating a personal information form
Enabling registered users to view profiles
Enhancing profiles with user images and
signatures

<u>Chapter 13: Using Drupal Gardens</u>

<u>Getting a Drupal Gardens Account</u>

Creating a free site
Upgrading your account
Getting your own domain name

#### <u>Using Theme Builder</u>

<u>Understanding features</u>
<u>Using pages and block</u>
<u>Controlling the site structure</u>

**Managing Users** 

#### **Chapter 14: Interacting with Other Sites**

#### Working with Activity Stream

Installing Activity Stream
Installing additional modules
Enabling Activity Stream modules
Pulling in social media

<u>Posting YouTube Videos</u> <u>Sharing Content with RSS</u>

Finding feeds with Google Reader
Using the Aggregator module
Creating a feed for your site

#### Chapter 15: Building a Storefront

<u>Understanding Storefronts</u> <u>Getting Started with Ubercart</u> Getting Ubercart and additional modules
Installing Ubercart and additional
modules
Enabling the basic Ubercart installation

#### **Creating Your First Storefront**

<u>Creating product listings</u>
<u>Testing the ordering process</u>
<u>Managing orders</u>

#### **Configuring Your Storefront**

Adding a shopping cart block
Using the Configuration settings

#### **Enhancing Product Listings**

<u>Using images</u> <u>Adding a catalog</u>

#### **Getting Paid**

Choosing a credit card service
Setting up Ubercart to accept credit card
payments
Turning on payment
Setting up a Google Checkout account

#### **Enhancing Your Store**

<u>Using the fulfillment modules</u> Taxing your customers

#### Part V: The Part of Tens

## <u>Chapter 16: Ten Must-Have Drupal Modules and Themes</u>

**CAPTCHA Module** 

<u>TinyMCE - WYSIWYG HTML Editor Module</u>

Mollom Module

Printer, E-mail, and PDF Versions Module

Site Map Module

**BlogBuzz II Theme** 

Jackson Theme

**BlueMasters Theme** 

Zen Theme

Marinelli Theme

## <u>Chapter 17: Ten Places to Help You Do More with</u> <u>Drupal</u>

**Drupal.org Forum** 

Twitter

<u>Facebook</u>

Learn By The Drop

**GotDrupal.com** 

**Drupal.org Mailing Lists** 

**Drupal.org Themes** 

<u>Drupal2U.com</u>

**Drupal.org User Groups** 

Meetup.com

#### **Cheat Sheet**

## Drupal<sup>®</sup> For Dummies<sup>®</sup>, 2nd Edition

# by Lynn Beighley and Seamus Bellamy



John Wiley & Sons, Inc.

#### **Drupal**<sup>®</sup> For Dummies<sup>®</sup>, 2nd Edition

Published by **John Wiley & Sons, Inc.** 111 River St. Hoboken, NJ 07030-5774

#### www.wiley.com

Copyright © 2012 by John Wiley & Sons, Inc., New Jersey

Published by John Wiley & Sons, Inc., Hoboken, New Jersey

Published simultaneously in Canada

No part of this publication may be reproduced, stored in a retrieval system or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, scanning or otherwise, except as permitted under Sections 107 or 108 of the 1976 United States Copyright Act, without the prior written permission of the Publisher. Requests to the Publisher for permission should be addressed to the Permissions Department, John Wiley & Sons, Inc., 111 River Street, Hoboken, NJ 07030, (201) 748-6011, fax (201) 748-6008, or online at <a href="http://www.wiley.com/go/permissions">http://www.wiley.com/go/permissions</a>.

Trademarks: Wiley, the John Wiley & Sons, Inc. logo, For Dummies, the Dummies Man logo, A Reference for the Rest of Us!, The Dummies Way, Dummies Daily, The Fun and Easy Way, Dummies.com, Making Everything Easier, and related trade dress are trademarks or registered trademarks of John Wiley & Sons, Inc., and/or its affiliates in the United States and other countries, and may not be used without written permission. All other trademarks are the property of their respective owners. John Wiley & Sons, Inc., is not associated with any product or vendor mentioned in this book.

Limit of Liability/Disclaimer of Warranty: The publisher and the author make no representations or warranties with respect to the accuracy or completeness of the contents of this work and specifically disclaim all warranties, including without limitation warranties of fitness for a particular purpose. No warranty may be created or extended by sales or promotional materials. The advice and strategies contained herein may not be suitable for every situation. This work is sold with the understanding that the publisher is not engaged in rendering legal, accounting, or other professional services. If professional assistance is required, the services of a competent professional person should be sought. Neither the publisher nor the author shall be liable for damages arising herefrom. The fact that an

organization or Website is referred to in this work as a citation and/or a potential source of further information does not mean that the author or the publisher endorses the information the organization or Website may provide or recommendations it may make. Further, readers should be aware that Internet Websites listed in this work may have changed or disappeared between when this work was written and when it is read.

For general information on our other products and services, please contact our Customer Care Department within the U.S. at 877-762-2974, outside the U.S. at 317-572-3993, or fax 317-572-4002.

For technical support, please visit <a href="https://www.wiley.com/techsupport">www.wiley.com/techsupport</a>.

Wiley also publishes its books in a variety of electronic formats and by print-on-demand. Not all content that is available in standard print versions of this book may appear or be packaged in all book formats. If you have purchased a version of this book that did not include media that is referenced by or accompanies a standard print version, you may request this media by visiting <a href="http://booksupport.wiley.com">http://booksupport.wiley.com</a>. For more information about Wiley products, visit us at <a href="http://www.wiley.com">www.wiley.com</a>.

Library of Congress Control Number: 2011937918

ISBN 978-1-118-08348-2 (pbk); ISBN 978-1-118-14749-8 (ebk); ISBN 978-1-118-14750-4 (ebk); ISBN 978-1-118-14751-1 (ebk)

Manufactured in the United States of America

10 9 8 7 6 5 4 3 2 1



#### **About the Authors**

**Lynn Beighley** has been a computer book author for a very long time, and this is her twelfth book. She's written about SQL, PHP, Flash, Photoshop, and Dreamweaver, and finds that they all have connections to Drupal. In fact, it's like "Six Degrees of Kevin Bacon" — she thinks maybe everything is connected to Drupal. Or perhaps Drupal is connected to everything. Either way, she loves it.

Lynn lives in a sleepy New Jersey town, and doesn't know anyone named Tony. She shares her slightly off-kilter 1920s home with her husband, Drew, and an 80-pound lap dog named Wroxton.

**Seamus Bellamy** has written only one other computer book so far — *Joomla! For Dummies* — and feels humbled in the face of his coauthor's massive body of work. During the time that Seamus should have been writing books, he instead frittered away his days pursuing a number of tangents — working in the security intelligence community, as a pub musician, and as a music and tech journalist. Most recently, his work can be found on a regular basis in *Mac|Life Magazine*, and *Maximum PC*, as well as online.

Seamus currently lives in Victoria, Canada. Like Lynn, Seamus knows no one named Tony. That said, during the late 1990s he did briefly share a house in Halifax with a fiddler named Anthony who ate nothing but fish sticks

and ice cream for close to a year. That, however, is a story for another day.

#### **Dedication**

Lynn: For Drew.

**Seamus:** For my father, Jack. I wish you could have lived long enough to see me make a living doing what I love.

# Authors' Acknowledgments

We'd like to thank Kyle Looper for giving us the opportunity to write a *For Dummies* book on such a great topic, and Jean Nelson for shepherding us through the process. We also thank the whole crew at Wiley who helped with this edition.

#### **Publisher's Acknowledgments**

We're proud of this book; please send us your comments at <a href="http://dummies.custhelp.com">http://dummies.custhelp.com</a>. For other comments, please contact our Customer Care Department within the U.S. at 877-762-2974, outside the U.S. at 317-572-3993, or fax 317-572-4002.

Some of the people who helped bring this book to market include the following:

#### Acquisitions, Editorial, and Vertical Websites

Project Editor: Jean Nelson

**Acquisitions Editor:** Kyle Looper

**Senior Copy Editor:** Barry Childs-Helton

**Technical Editor:** Johan Falk

Editorial Manager: Kevin Kirschner

Vertical Websites Project Manager: Laura Moss-

Hollister

Media Development Project Manager: Jenny Swisher

**Supervising Producer:** Rich Graves

**Media Development Associate Producers:** Josh Frank, Marilyn Hummel, Douglas Kuhn, Shawn Patrick

Editorial Assistant: Amanda Graham

Sr. Editorial Assistant: Cherie Case

Cover Photos: ©istockphoto.com / Björn Meyer

**Cartoons:** Rich Tennant (<u>www.the5thwave.com</u>)

**Composition Services** 

**Project Coordinator:** Kristie Rees

Layout and Graphics: oyce Haughey,

Corrie Socolovitch, Kim Tabor

Proofreader: Penny L. Stuart

**Indexer:** Christine Karpeles

#### **Publishing and Editorial for Technology Dummies**

**Richard Swadley,** Vice President and Executive Group Publisher

Andy Cummings, Vice President and Publisher

Mary Bednarek, Executive Acquisitions Director

Mary C. Corder, Editorial Director

#### **Publishing for Consumer Dummies**

**Kathy Nebenhaus,** Vice President and Executive Publisher

#### **Composition Services**

**Debbie Stailey, Director of Composition Services** 

#### Introduction

Welcome to the second edition of *Drupal For Dummies*, a book written especially for people who want to have their own websites but haven't a clue about how to start or where to begin.

Are you frustrated because the kid next door has five websites to your none? Are you tired of trying to find someone to build your site for you for free? Do you hear stories about how much a website has picked up your dentist's business? You need Drupal!

Or maybe you already have a website, but you have one problem: The guy who built it isn't around to help when things break. And he built it in Javanese HRH or some other gibberish you can't even remember the name of, much less decipher. Makes you want to scream.

Either way, you've found the right book. Help is here, within these humble pages.

This book talks about building a website from scratch, using Drupal — in everyday language. It doesn't assume you know how to create web pages. You don't need to know code, either; in fact, you can create your site without writing a single line of computer code. The language is friendly; you don't need a graduate education to get through it. The goal is to show you how to build your own site with the features you want, without coding, without deciphering technical jargon, and without pulling a single hair from your head in frustration.

#### **About This Book**

There are a couple of ways to use this book, depending on your preferences and experience.

If you're a content management, website, or Drupal newbie, you can start reading and working with Chapter 1 and keep going until you reach the index. Everything falls in sequence as you build experience and knowledge. We explain the concepts and give you practical instructions. Each of the 17 chapters in this book covers a specific aspect of building a website with Drupal — such as installing Drupal, building a basic site with a blog and forum, using images and video on your site, or building an online store.

But you don't have to memorize anything in this book. It's a need-to-know book: You can pick it up when you need to know something. Need to know how to put a YouTube video on your Drupal site? Pick up the book. Need to know how to create a contact form for your customers? Pick up the book.

This book works like a reference. Start with the topic you want to find out about. Look for it in the table of contents or in the index to get going. The table of contents is detailed enough that you should be able to find most of the topics you're looking for. If not, turn to the index, where you can find even more detail.

After you find your topic in the table of contents or the index, turn to the area of interest and read as much as you need or want. Then close the book and get on with it.

Of course, this book is loaded with information, so if you want to take a brief excursion into your topic, you're

more than welcome. If you want to know the ins and outs of building an online store, read the whole chapter on storefronts. If you just want to know how to post a product on your site, read just the section on adding products. You get the idea.

This book rarely directs you elsewhere for information — just about everything that you need to know about Drupal is right here. If you find the need for additional information on related topics, plenty of other *For Dummies* books can help.

# Conventions Used in This Book

As with other *For Dummies* books, we use certain conventions to keep things consistent and make it easier for you to read this book. Here are some of the conventions you'll find throughout this book:

- Italics appear on new terms that we go on to define.
- **▶ Bold** shows the text you need to type. Also, we use **bold** on the steps you take in numbered lists.
- Monofont indicates code or a URL (web address), such as www.dummies.com.

# What You Don't Need to Read

Aside from the topics you can use right away, some of this book is skippable. We carefully marked technical information with the Technical Stuff icon and put somewhat off-topic information in self-contained sidebars so that you can steer clear of them if you wish. Don't read this stuff unless you're into technical explanations and want to know a little of what's going on behind the scenes. Don't worry; our feelings won't be hurt if you don't read every word.

### **Foolish Assumptions**

We're making only one assumption about who you are: You're someone who wants to build a website and has heard that Drupal is a good choice.

Macintosh and Windows users can all use this book.

# How This Book Is Organized

Inside this book, you find chapters arranged in five parts. Each chapter breaks down into sections that cover various aspects of the chapter's main subject. The chapters are in a logical sequence, so reading them in order (if you want to read the whole thing) makes sense. But the book is modular enough that you can pick it up and start reading at any point.

Here's the lowdown on what's in each of the five parts.

# Part I: Getting Started with Drupal

The chapters in this part present a layperson's introduction to what Drupal is all about, where to get it, and how to install it. This part is a good place to start if you don't have the Drupal software already installed for you. It's also a great place to start if you've looked at Drupal but have no idea what all those infernal links do.

The best thing about this part is that it starts at the very beginning and doesn't assume you know how to download and upload and extract and install software. It also suggests simple solutions on how to get started. In other words, this part is aimed at ordinary people who know almost nothing about how websites come to exist.

#### Part II: Your First Drupal Site

The goal of the chapters in this part is to show you how to build your first website quickly and easily. And it takes you beyond simply building a site, into fun stuff such as changing the appearance and building a site with a blog, forum, and user comments.

## Part III: Bending Drupal to Your Will

After you get a basic website up and running, the chapters in this part show you how to add on to it and really control it. You find out all about safely allowing others to use your site and controlling what they can and

can't do. You also spend time making your site even more your own by customizing colors, logos, and artwork.

## Part IV: Taking Drupal to the Next Level

This part really takes your site to a whole new level. You discover how to pull content and data from other websites, and how to build a storefront. Those are just a few of the many new features you can add to your site using Drupal's modular design. You also discover how to use Drupal Gardens to create a site in minutes — without having to worry about web hosting or software installation.

#### **Part V: The Part of Tens**

This wouldn't be a *For Dummies* book without a collection of lists of interesting snippets: ten modules (or add-ons) for your Drupal site and ten sites you can visit to find out even more about Drupal.

#### **Icons Used in This Book**

Those nifty little pictures in the margin aren't there just to pretty up the place. They have practical functions:

Pay special attention to this icon; it lets you know that some particularly useful tidbit is at hand — perhaps a shortcut or a little-used command that pays off big.

Did we tell you about the memory course we took?

MCAL STUR

Hold it — technical details lurk just around the corner. Read on only if you have a pocket protector.

Danger, Will Robinson! This icon highlights information that may help you avert disaster.

#### Where to Go from Here

Yes, you can get there from here. With this book in hand, you're ready to build your own robust and useful website with Drupal. Browse through the table of contents and

decide where you want to start. Be bold! Be courageous! Be adventurous! Above all, have fun!

Please note that some special symbols used in this eBook may not display properly on all eReader devices. If you have trouble determining any symbol, please call Wiley Product Technical Support at 800-762-2974. Outside of the United States, please call 317-572-3993. You can also contact Wiley Product Technical Support at <a href="https://www.wiley.com/techsupport">www.wiley.com/techsupport</a>.