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# Editing Your Website

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IRUN Customer User  
Guide - Drupal 7

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Updated: May 2017

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This user guide covers the basic functionality of editing and managing a Drupal 7 website built by IRUN Ltd.

If you have any specific queries or problems in regards to your website then please call the IRUN support team on 01865 920 003. The team is available between 9.00am – 5.00pm, Monday – Friday. Outside of these hours, please raise a support ticket or email [support@irunltd.co.uk](mailto:support@irunltd.co.uk) and your query will be picked up as soon as possible.

For further information on additional services and support provided by IRUN, please visit our website: [www.irunltd.co.uk](http://www.irunltd.co.uk)

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# Logging in

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1. To login, navigate to the website
2. Put /user at the end of the URL (or click on 'login', if this is available on your site)
3. Enter your login credentials
4. Click 'Log in'

## User account

[Request new password](#)

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**Username \***

Enter your IRUN username.

**Password \***

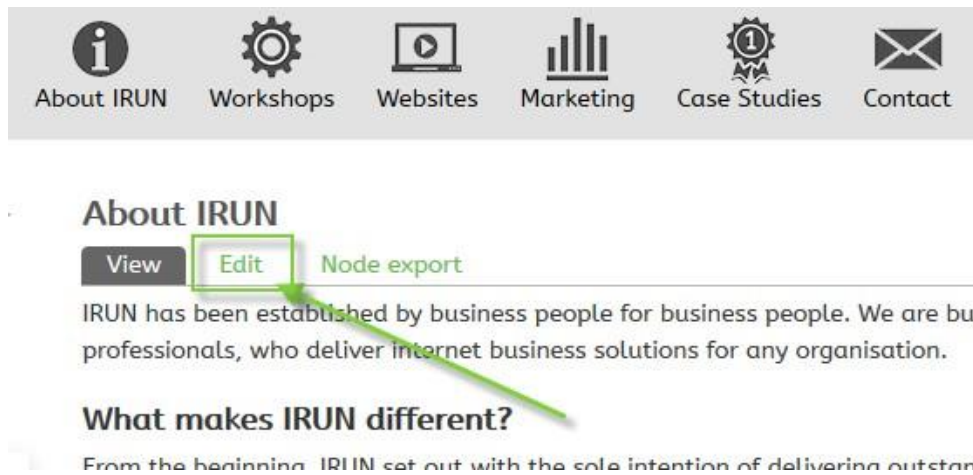
Enter the password that accompanies your username.

*If you do not have login details, then please contact IRUN on 01865 920 003*

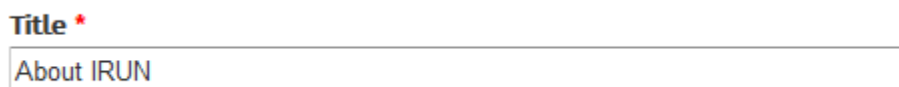
# Editing existing pages of content

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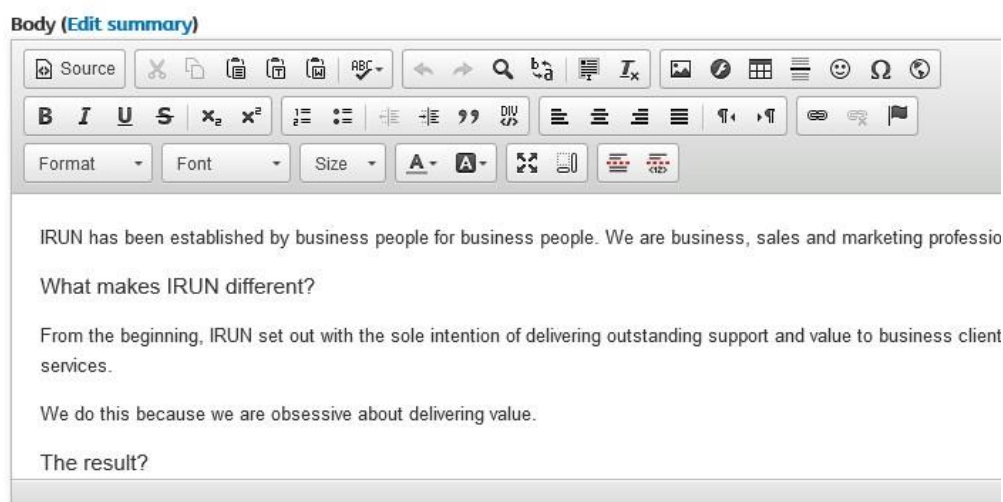
1. To amend an existing page of content you will first need to login to the website
2. Navigate to the page you wish to edit and click on 'EDIT'



3. You will be taken into the editor of the page. The first section is for the 'Title'. This is the title of the page, e.g. Home. You can change this by clicking in the box and amending the text



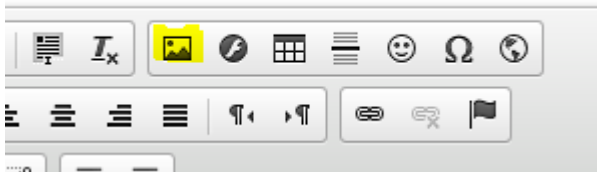
4. The 'Body' section, is the main content of your page. The toolbar along the top can be used to format the wording, with similar functions to Microsoft Word with bold, italics, font colours etc.



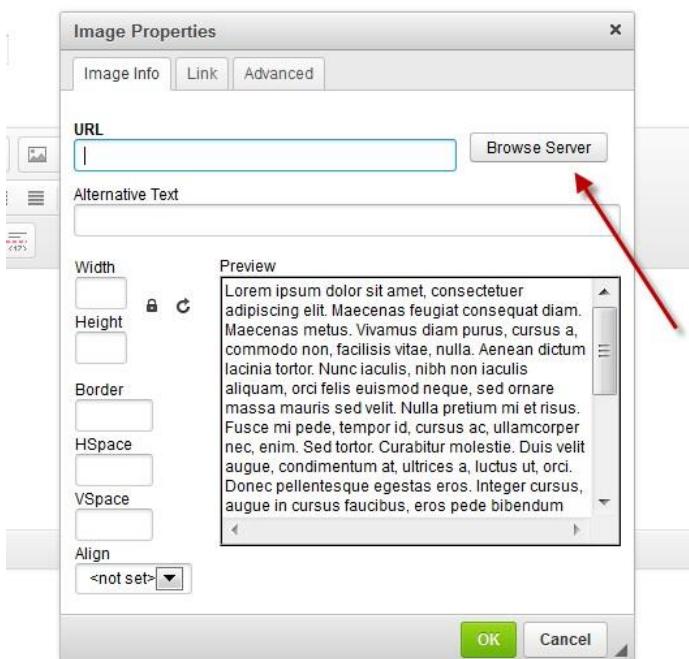
5. Once you have finished making any changes, scroll down and click on SAVE

# Uploading Images

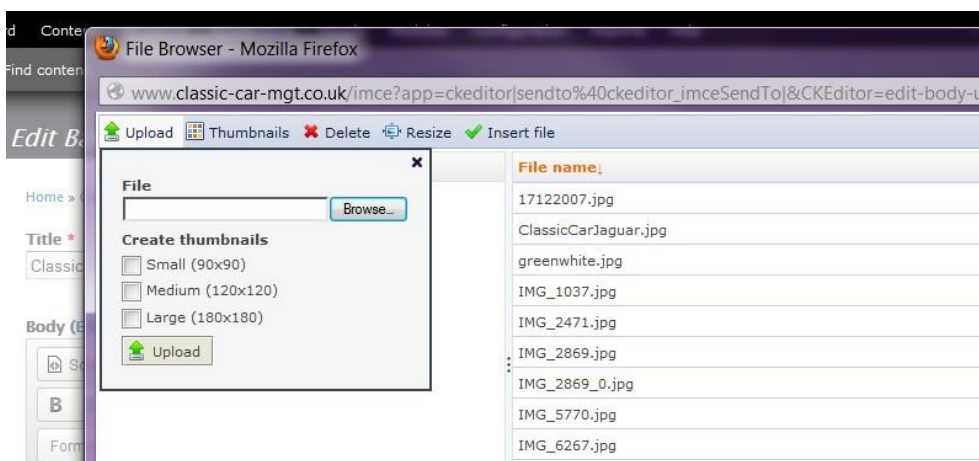
1. To upload an image into the page content, navigate to the page and click on 'Edit'
2. Select within the 'body' section where you wish to insert the image and click on the image icon



3. Click on 'Browse Server'

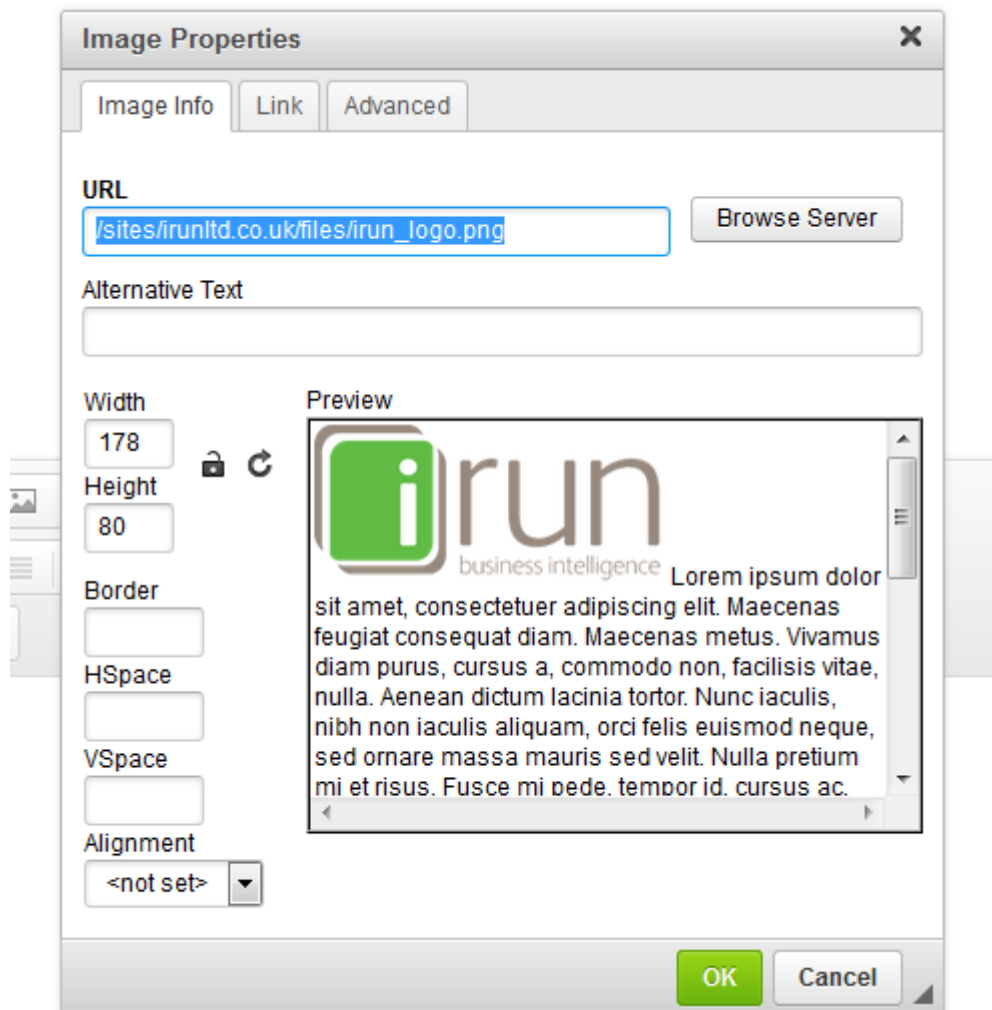


4. In the top-left corner, click on 'Upload' and browse for your image on your PC



5. Once selected, click on 'Upload'

6. Once the image has uploaded, either double-click on the image or select 'insert file'
7. You will then be re-directed back to the image properties box, where you can re-size and align the image as required

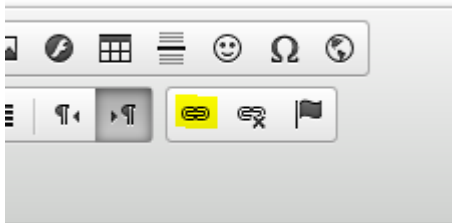


8. Once you are happy, click on 'OK' to insert the image into the page
9. If you wish to amend the size again, simply select the image and click on the 'Image' box

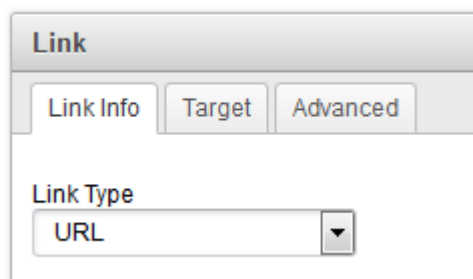
# Creating Links

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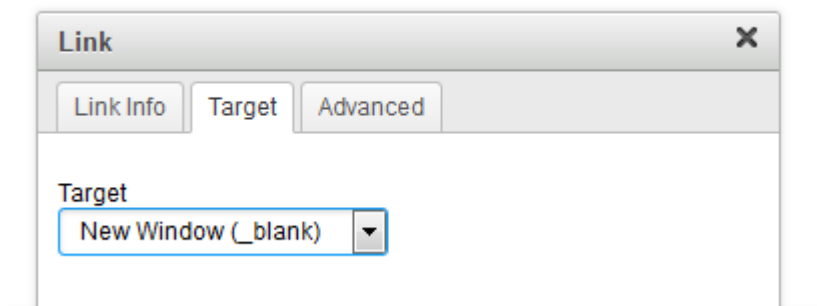
1. To add a link within your content, navigate to the page and click on 'edit'
2. Highlight the text or image you wish to link from and click on the link icon



3. From the 'Link Type' drop-down, choose whether you wish to link to a URL or an email address



4. Then enter the appropriate URL or email address
5. If linking to an external URL, then you may wish for this to open up in a new window. To set this, click on 'Target' and select the appropriate option from the drop-down



6. Click 'OK' to insert the link and save the page

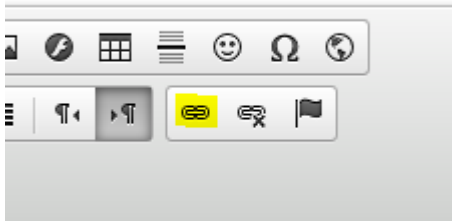


# Linking to a document

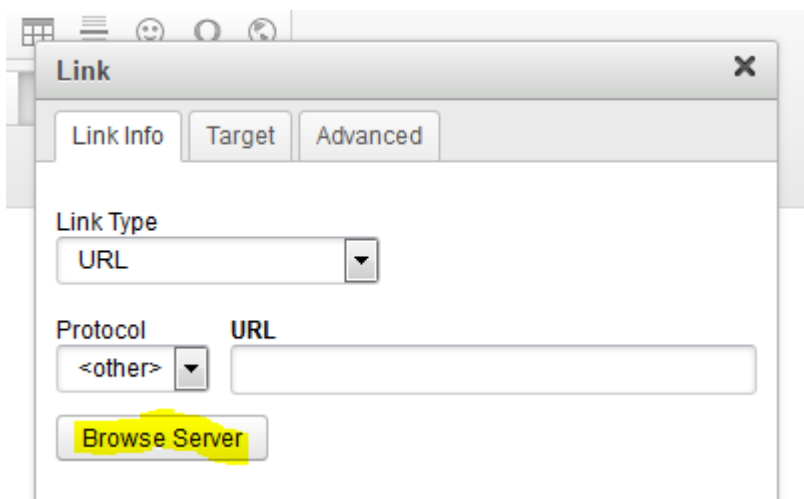
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You can create a link to a document, for example a PDF or Word Document.

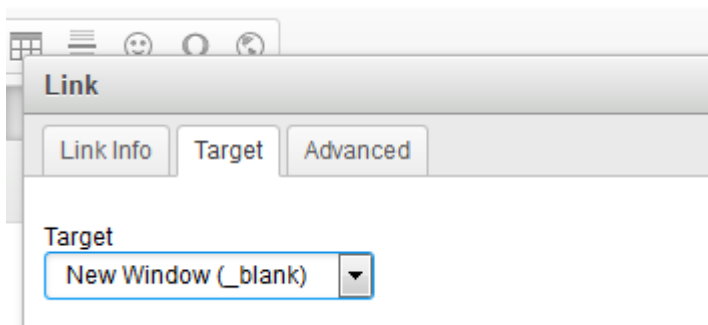
1. Login to the website and navigate to the page you wish to create the link within. Click on Edit
2. Highlight the text or image you wish to link from
3. Click on the 'Link' icon in the toolbar



4. Click on 'Browse Server'



5. In the top left corner click on 'Upload' and then browse for the file on your PC
6. Once selected, click on 'Upload'.
7. Select the file by either double clicking on it or by selecting it and then the 'insert file' button
8. You will be redirected back to the Link Properties box. If you wish for the document to open in a new window/ tab, click on 'Target' and change this as appropriate



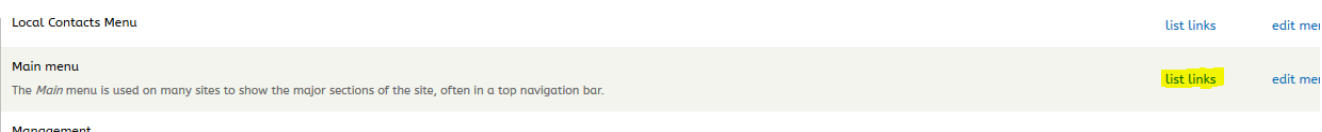
9. Click OK and SAVE the page

# Managing the navigation/ menu items

Depending on the configuration and design of your website, you may have more than one menu available. But most websites will feature at least one 'main navigation' which will typically run along the top of the website.

## To re-arrange the order of the navigation items or to remove a link:

1. Login to the website
2. Navigate to Structure -> Menus
3. Next to the menu you wish to edit (e.g. Main Menu) click on 'List Links'



4. You can drag and drop the menu items to re-arrange them
5. If you wish to disable a menu item, untick the box in the 'enabled' column

MENU LINK	ENABLED
<a href="#">+ Home</a>	<input checked="" type="checkbox"/>
<a href="#">+ About IRUN</a>	<input checked="" type="checkbox"/>
<a href="#">+ A Unique Approach</a>	<input checked="" type="checkbox"/>
<a href="#">+ Newsletter Signup</a>	<input checked="" type="checkbox"/>
<a href="#">+ Contact IRUN</a>	<input type="checkbox"/>

6. Once you have made the necessary changes, click on SAVE CONFIGURATION

## To create a menu link:

If you have an existing or a new page you wish to add to the menu

1. Login to the website
2. Navigate to the page you wish to add to the menu
3. Click on Edit and scroll down to the bottom. You will see 'Menu Settings' on the left hand side

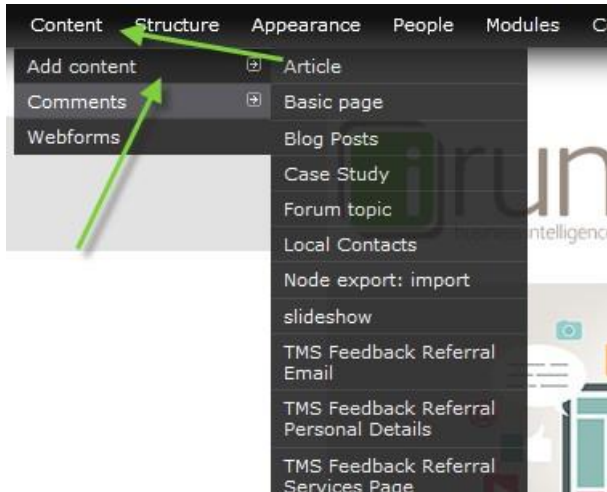


4. Tick the box 'provide a menu link'
5. You can then amend the link title text (by default this will pick up the page title)
6. Save the page

# Creating new content pages

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1. To add a new basic content page to your website, login to the site
2. From the top admin menu bar, navigate to Content -> Add Content -> Basic Page



3. Enter a title for the page
4. Insert your content as appropriate
5. If you wish to add the page to the navigation, then under 'Menu Option' tick the box for 'provide a menu item' and choose the appropriate position from the drop-down (if required)

<b>Menu settings</b> About IRUN	<input checked="" type="checkbox"/> Provide a menu link
<b>Revision information</b> No revision	<b>Menu link title</b> <input type="text" value="About IRUN"/>
<b>XML sitemap</b> Inclusion: Default (included) Priority: Default (0.5)	<b>Description</b> <input type="text"/>
<b>URL path settings</b>	

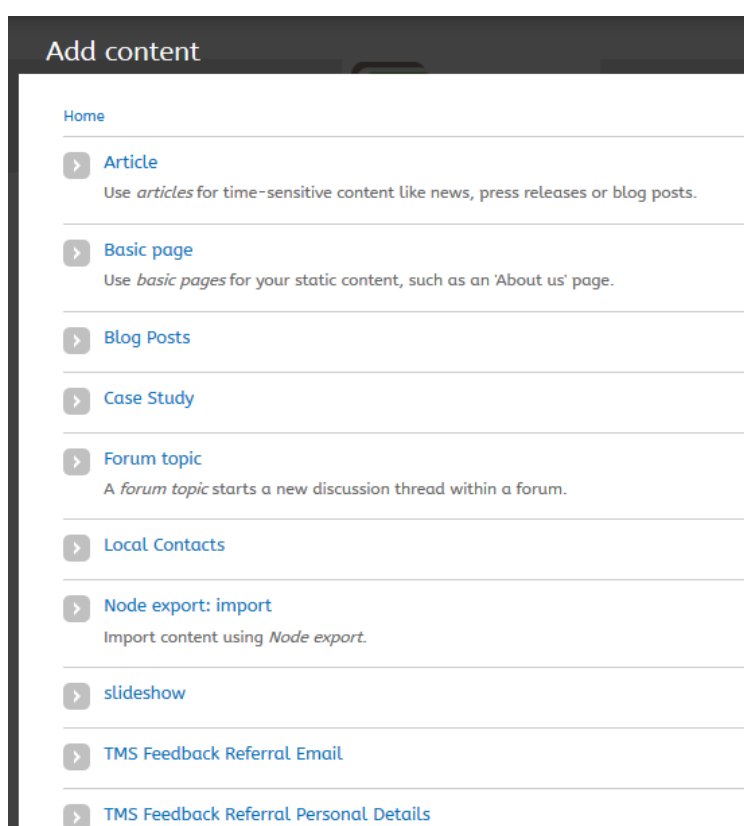
6. Click on SAVE

# Creating News Items/ Blog Articles and other content

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Your site may have been built to include other types of content, for example if your website features a Blog. To create the content for these:

1. Login to the website
2. Navigate to Content -> Add Content
3. Here you will see a list of all available content types to be created on your website
4. Select the appropriate content type and populate the fields as required



Any unique instructions for your website should have been explained separately, if you are unsure how to create or manage any content, then please give the support team a call on 01865 920 003

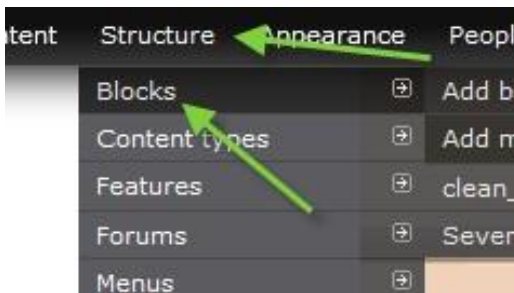
# Blocks

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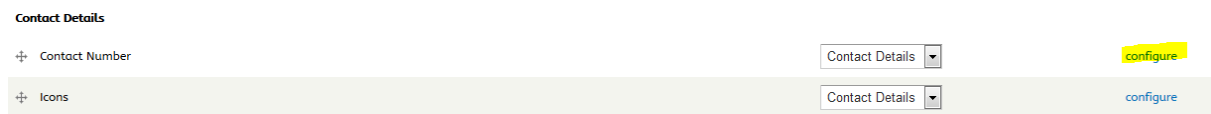
If you have content in sections of your website which cannot be accessed via the page content, then it will most likely be in a 'Block'.

There are two ways you can access and edit content in blocks:

1. Login to the website
2. Navigate to Structure -> Blocks



3. Blocks are broken down into the sections of the website (e.g. header, sidebar, footer). Scroll through the list until you find the correct block
4. Click on 'Configure' next to the block



5. You can then edit the content in the same way as you would for a normal page
6. Once you have finished making your amends, click on SAVE BLOCK

1. Alternatively, navigate to the page with the block on.
2. Hover over the block and you will see a 'cog' icon appear in the top right corner of the block
3. Click on the 'cog' and select 'Configure block'
4. You can then amend the content and save the block