

Drupal Cheat Sheet

Here's some information about the process of updating existing pages, creating new pages, and style guidelines. If you have questions about your updates, need to request a change be accepted, or for general web- and Drupal-related questions, please email ugs-cms-admin@utlists.utexas.edu.

[View the UGS Style Guide](#)

Logging in to Drupal

Go to <https://ugs.utexas.edu/user> and login with your UT EID and password (to access, always use **https://** in the URL).

How to Request Changes

Each time you edit or create a page in Drupal, you must send an email to ugs-cms-admin@utlists.utexas.edu in order for your changes to appear. **We will not accept any changes until you email us and say your changes are ready to be published.** We can usually accept your edits within a day or two, but if it must be published sooner, please say so in your email.

What Drupal Contributors Can Do

Though some aspects of page editing are limited for contributors, a large portion of Drupal updates can be handled by your office's designated Drupal contributor (or, as they're known in the dean's office, Drupalistas).

Drupalistas can

- Edit existing content in their program pages
- Add photos and videos to the main body
- Create and manage [wikis](#)
- Create [student and faculty profiles](#)
- [Create events](#)

Edit an Existing Page

To edit an existing page, visit the page and click the "New Draft" tab. Make the necessary edits, log a *Moderation Note* at the bottom, and save as *Needs Review*. Email ugs-cms-admin@utlists.utexas.edu to publish the edits.

You can also upload documents and photos directly to your content page using the *File Download* box or the *Image or CTA* box when you're editing a page.

Drupal Style Sheet

Bold: *Your text here.*

Italic: _Your text here._

- Bulleted Lists

* Line item 1

* Line item 2

* Line item 3

[Hyperlink](#)

View all “upcoming events”:<https://ugs.utexas.edu/events>.

“your text here”:www.link.com

h1. Webpage Title

There must be at least one sentence under an h1 before an h2 is used

h2. Subtitle

[hard return]

There must be at least one sentence under an h2 before an h3 is used

h3. Sub-subtitle

[hard return]

Hyperlink Button

ENTER THE FLAG PROPOSAL SYSTEM

`ENTER THE FLAG PROPOSAL SYSTEM`

What UGS-CMS-Admin Can Do For You

You must email ugs-cms-admin@utlists.utexas.edu to

- Publish changes you've made to existing pages
- Publish events, student and faculty profiles
- Create new content pages
- Edit the left navigation menus
- Change information in the headers and footers on your pages
- Make changes to programmatic information included on the main [UGS site](#) or [program-specific home pages](#)

In Need of Larger Web Edits?

Submit a request to [Reorganize](#) or [Add Web Pages](#).