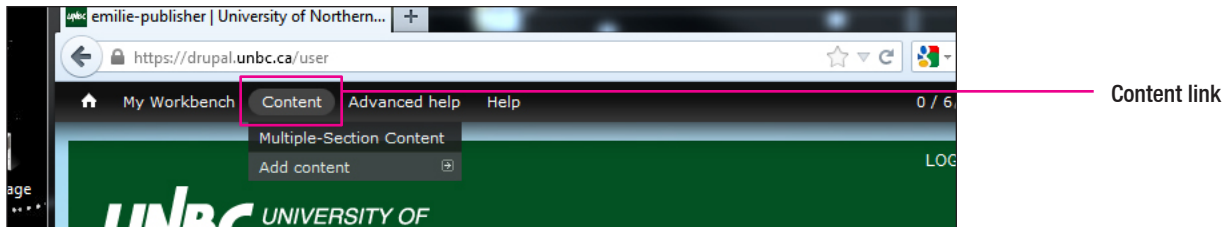


Finding Content by using search filters

Step 1: Click the Content link in the black toolbar



This brings up the **Content** view. If you see the content you are looking for in the Content view, you can skip step 2.

Content View

Lists all pages that belong to the section(s) you have access to.

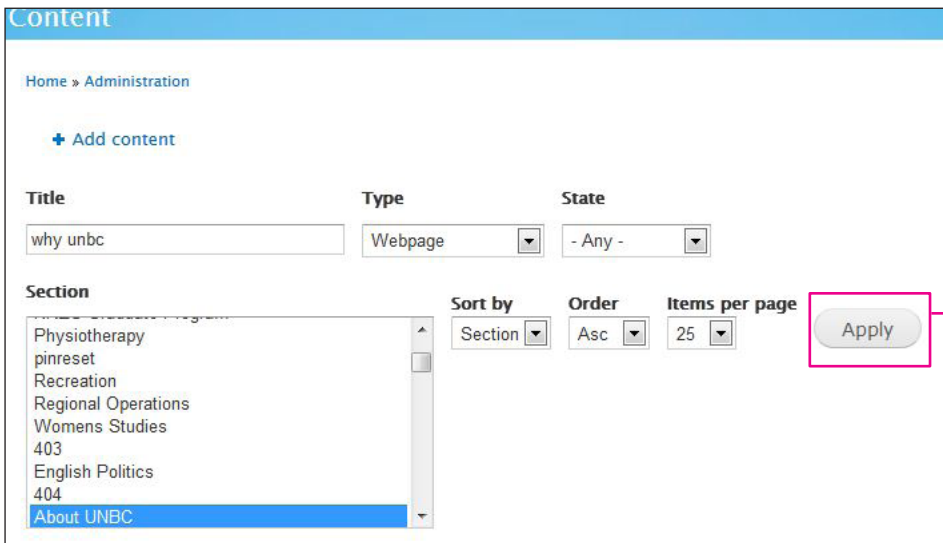
The screenshot shows the 'Content' view interface. At the top, there is a blue header with the word 'Content'. Below this, there is a breadcrumb trail: 'Home » Administration'. A '+ Add content' link is visible. The main area contains several filter and control elements:

- Title:** A text input field.
- Type:** A dropdown menu set to '- Any -'.
- State:** A dropdown menu set to '- Any -'.
- Section:** A list of sections including 'Biology Chemistry', 'Current Students', 'Environmental Engineering', 'Environmental Studies', 'Exams', 'Guatemala Research Group', 'ITS', '-DO', and '-EIS'.
- Sort by:** A dropdown menu set to 'Section'.
- Order:** A dropdown menu set to 'Asc'.
- Items per page:** A dropdown menu set to '25'.
- Apply:** A button to apply the filters.
- OPERATIONS:** A dropdown menu set to '- Choose an operation -' and an 'Execute' button.

Below these controls is a table of content items:

<input type="checkbox"/>	TITLE	TYPE	SECTION	AUTHOR	UPDATED	OPERATIONS
<input type="checkbox"/>	403 Error: Access Forbidden	Webpage	403	khayhurst	Wednesday, February 20, 2013 - 14:20	
<input type="checkbox"/>	404 Error: Page Not Found	Webpage	404	khayhurst	Wednesday, February 20, 2013 - 14:19	
<input type="checkbox"/>	Message from the Chancellor	Webpage	About UNBC	khayhurst	Friday, January 18, 2013 - 01:27	edit
<input type="checkbox"/>	Organizational Structure	Webpage	About UNBC	khayhurst	Wednesday, January 23, 2013 - 14:31	edit
<input type="checkbox"/>	University Plan	Webpage	About UNBC	khayhurst	Monday, October 1, 2012 - 00:00	edit

Step 2: Enter the appropriate search field(s) and click “Apply”



Tips

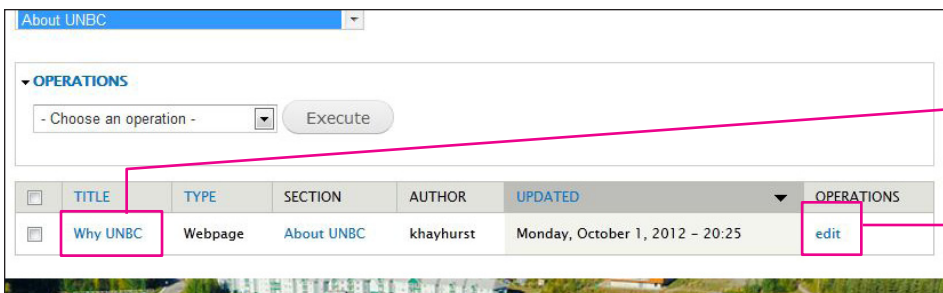
Section, Type and Title fields are the most commonly used search filters.

Fill in as many or as few fields necessary to search.

Apply button

Step 3: Choose an action

Once you find the content you are searching for, you can choose to view or edit that content. You also have the ability to unpublish, delete and more under the Operations dropdown menu.

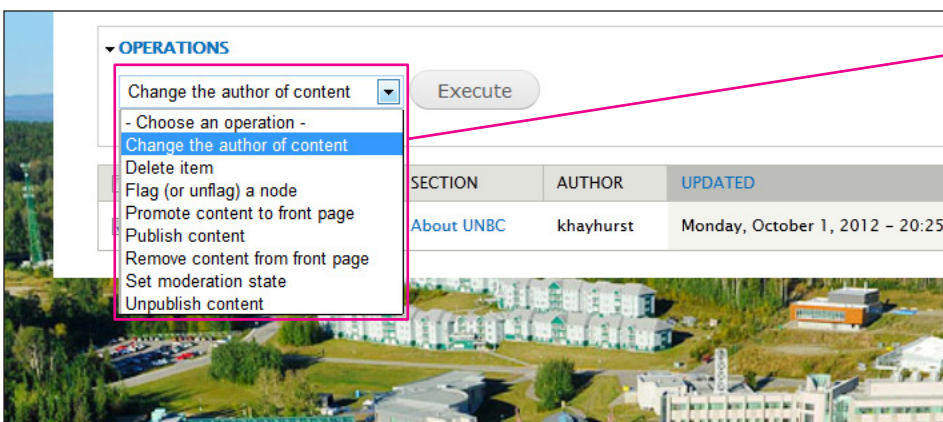


View the content

by selecting the Title of the page.

Edit the content

by selecting Edit under the Operations column.



Choose an operation

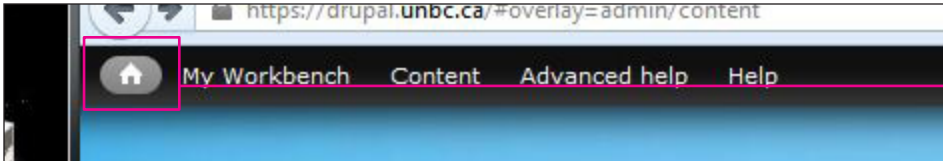
The Operations dropdown actions can be executed by:

- a) Checking the checkbox next to the content title
- b) Selecting the desired operation in the operations dropdown menu
- c) Click **Execute**.

Finding Content by navigating the website

Step 1: Click the home button

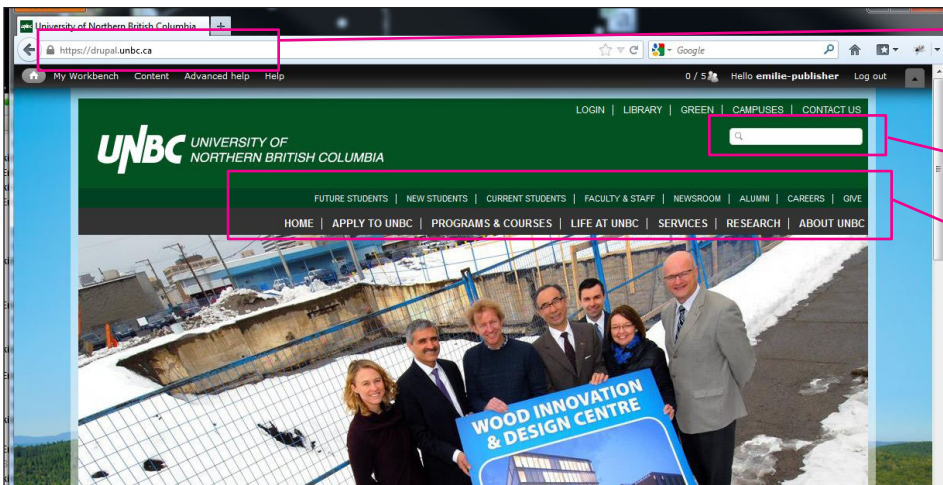
The home button will take you back to the website view within Drupal. That is, it will appear identical to the UNBC website.



Home button

Step 2: Navigate to the content you are looking for

Navigate to the content by using the menu, typing the URL, or using the search field, just as you would normally browse the site.



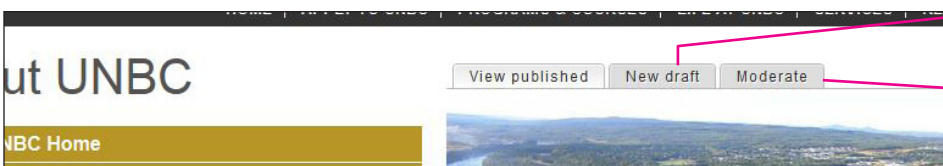
Navigating

There are several ways of navigating the website:

- a) **Type in the URL:** If you know the URL of the page you are looking for, add it on to the end of `https://drupal.unbc.ca/` so it appears as `https://drupal.unbc.ca/some-page`.
- b) **Use the search field:** Type in keywords to find the page you are looking for.
- c) **Use the menu bar:** Use the links in the menu bar to take you to the content you are looking for.
- d) **Other links:** There are many ways of accessing webpages, links are carefully placed all over the site to help you find what you are looking for.

Step 3: Use the content editor tabs

When logged into Drupal, pages you have access to will display content editor tabs directly above the content.



New draft: Allows you to edit the content on this page.

Moderate: Gives you options to publish, revert to an older version, archive, etc.