Drupal modules and features

The nodes below contain the help available for the Drupal modules. In order for modules to work it is assumed that users have installed modules (code and database) and enabled the modules at administer >> modules. It is also assumed that they have set the correct permissions for a module at administer >> access.

A list of administration help for contributed modules is available at the contributed modules page.

Aggregator: syndicating content

The news aggregator is a powerful on-site RSS syndicator/news reader that can gather fresh content from news sites and weblogs around the web.

Users can view the latest news chronologically in the main news aggregator display or by source. Administrators can add, edit and delete feeds and choose how often to check for newly updated news for each individual feed. Administrators can also tag individual feeds with categories, offering selective grouping of some feeds into separate displays. Listings of the latest news for individual sources or categorized sources can be enabled as blocks for display in the sidebar through the block administration page. The news aggregator requires cron to check for the latest news from the sites to which you have subscribed. Drupal also provides a machine-readable OPML file of all of your subscribed feeds.

You can

- administer your list of news feeds administer >> aggregator.
- add a new feed administer >> aggregator >> add feed.
- add a new category administer >> aggregator >> add category .
- configure global settings for the news aggregator administer >> settings >> aggregator.
- control access to the aggregator module through access permissions administer >> access control >> permissions.
- set permissions to access new feeds for user roles such as anonymous users at administer >> access control.
- view the aggregator page.

Old page

Thousands of web sites, especially news sites and weblogs, syndicate their most recent site content for others to display. The syndicated content always includes titles, also known as headlines, for the newest published stories. Each headline acts as a direct link to the stories on the remote site. Along with the headline, most sites typically provide either the first few paragraphs of the story or a short summary. Many individuals use client-based news aggregators on their personal computer to aggregate content, such as FeedDemon (for Windows), NetNewsWire (for Macs) and AmphetaDesk (Windows, Mac and Linux).

Drupal also has a news aggregator built in as a standard feature. With it, you can subscribe to feeds from other sites and display their content for your site users. Simply enable the aggregator module in administer » modules, then click administer » aggregator and enter the feeds that you choose.

Open aggregator links in new browser window

Many people would like to keep users on their site. In order to have users open links in a new browser window instead of leaving your site you can modify two theme functions: aggregator_page_item and aggregator_block_item.

An alternative approach would be to modify the output directly.

Here is a sample of code that could be used: $output .= "link\" target=\"_blank\">$feed->link\n";

User Aggregator:user submitted feeds

http://drupal.org/node/30865

User Aggregator allows users to add a syndication feed to a site's aggregator via their user profile.

Features:

Site administrator can set
- visible and default categories that will be assigned to user entered feeds. Default categories do not have to be visible
- default refresh interval for user entered feeds
- option to show on account setup
- allow users to select single or multiple categories
Users can select or unselect visible categories
User entered feeds go to a pending table for administrative review

What do I need to subscribe to a feed?

The standard method of syndication is using the XML-based RSS format. RSS stands for Really Simple Syndication, RDF Site Summary, or Rich Site Summary, depending on whom you talk to. To syndicate a site's content, obtain the full URL of the RSS page providing syndication. Common file tags for RSS pages are .rss, .xml and .rdf. Example: http://slashdot.org/slashdot.rdf.

Most weblog sites that offer syndication will have an obvious link on the main page. Often you need only look for a red XML button, such as the one Drupal uses for site syndication.

Some sites do not make their RSS feeds as easy to find. Or maybe you want to find a number of feeds on a given topic, without extensively searching the web. In that case, try an RSS syndication directory such as Syndic8.

To learn much more about RSS, here are some good introductions:

- Mark Pilgrim's What is RSS
- WebReference.com's The Evolution of RSS

NOTE: Enable your site's XML syndication button by turning on the Syndicate block in *administer* » *blocks*.

Configuring news feeds

To subscribe to an RSS feed on another site, click *administer* » *aggregator*.

Once there, select the *add feed* tab at the top of the aggregator administration page. Drupal will then ask for the following:

- **Title** -- The text entered here will be used in your news aggregator, within the administration configuration section, and as title for the news feed block. As a general rule, use the web site name from which the feed originates.
- **URL** -- Here you'll enter the fully-qualified URL for the feed for the site you want to subscribe to.
- **Update interval** -- The update interval is how often Drupal will automatically access the RSS URL for the site for fresh content. The 1 hour default is typically a good minimum to use. Accessing another site's RSS page more frequently can be considered impolite because it requires the other site's server to handle your automatic requests. To take advantage of this feature, note that cron.php must be configured to have your feeds updated regularly. Otherwise, you'll have to manually update feeds one at a time within the news aggregation administration (*administer* » *aggregator*) section.

Once you submit your new feed, check to see if it is working properly. Select *update items* on the main news aggregation page. If you do not see any items listed for that feed, edit the feed and make sure that the URL was entered correctly.

Filter feeds by keyword, time, by summary

To filter by keyword: http://drupal.org/node/13047
Filtering by time and by summary to be added.

Creating categories in the aggregator

1. Go to *administer* » *aggregator* then click on the add category tab.
2. Add a title to the category, then a description.
3. If you wish to have a block of the last x items from that category, select the number of items in "Latest items block". To place the block on your sidebar, go to *administer* » *blocks* and look for the category you just created.

Now every time you add a feed, you can select a category which the items will automatically appear under. Alternatively, you can tag individual items in your aggregator to appear in a category.

Tagging individual items in the aggregator

1. To get to the categorization screen, in your sidebar navigation, click *news aggregator*
2. Here you have two options:
   1. click *categories*, then the category you wish to look at, then the categorize tab.
   2. click *sources*, then the feed source you with to look at, then the categorize tab.
3. You will be presented with a list of items to categorize, plus to the right, the categories which you can assign to each item. If you have the multiple-select option enabled in the aggregator configuration, you can select more than one category for an item by holding down CTRL (PC) or CMD (Mac) and clicking on each category.

Using the news aggregator

The news aggregator has a number of ways that it displays your subscribed content:

- **Latest News** -- Displays all incoming content in the order received with
  - The title of the original post.
  - The name of the source, which acts as a link to an individual feed page, listing information about that feed and incoming content for that feed only.
  - A description, the first few paragraphs or summary of the originating post (if any).
  - The list of categories that the feed (or feed item) belongs to, with a link to each category.
- **News by Source**: Organizes incoming content by feed, displaying titles which link to the originating post. Also has an icon which acts as blog it link.
- **News by Topic**: Organizes incoming content by bundles, displaying titles which link to the originating post. Also has an icon which acts as blog it link.
- **News Sources**: Displays an alphabetical listing of all subscribed feeds and a description. The title acts as a link to an individual feed page, listing information about that feed and incoming content for that feed only.

RSS feed blocks

In addition to providing subscribed content through the news aggregator, Drupal automatically can create a block for every feed as well as every category, though the administrator can choose whether or not a feed or category gets its own blocks by configuring the individual feeds and categories. Enable any or all of the blocks using block management by clicking *administer* » *blocks*.

Archive: view content by date

The archive page allows content to be viewed by date. It also provides a monthly calendar view that users can use to navigate through content.

To view the archive by date, select the date in the calendar. Administrators can enable the *browse archives* block in block administration to allow users to browse by calendar. Clicking on a date in the monthly calendar view shows the content for that date. Users can navigate to different months using arrows beside the month's name in the calendar display. The current date will be highlighted in the calendar.

You can

- view your archive by day.
- enable the *browse archives* block at administer >> block.

View an archive by type or by category

Each module that produces content may have a page that lists content of that type. For example all blog posts can be seen at the blog path. Content that has been categorized using taxonomy terms have a page for viewing that content.

Block: controlling content in the sidebars

Blocks are the boxes of related/grouped data that are visible in the sidebar(s) of your web site. These are usually generated automatically by modules (e.g. recent forum topics), but administrators can also create their own defined blocks.

The sidebar each block appears in depends on both which theme you are using (some are left-only, some right, some both), and on the settings in block management.

The block management screen lets you specify the vertical sort-order of the blocks within a sidebar. You do this by assigning a weight to each block. Lighter blocks (smaller weight) "float up" towards the top of the sidebar. Heavier ones "sink down" towards the bottom of it.

A block's visibility depends on:

- Its enabled checkbox. Disabled blocks are never shown.
- Its throttle checkbox. Throttled blocks are hidden during high server loads.
- Its path options. Blocks can be configured to only show/hide on certain pages.
- User settings. Administrators can choose to let your users decide whether to show/hide certain blocks.
- Its function. Dynamic blocks (such as those defined by modules) may be empty on certain pages and will not be shown.

Module blocks

Module blocks are available when modules are enabled. These blocks can be administered in block administration.

Administrator defined blocks

An administrator defined block contains content supplied by the administrator. Each admin-defined block consists of a title, a description, and a body which can be as long as you wish. The Drupal engine will render the content of the block.

You can

- enable throttle and configure blocks at administer >> block.
- add a block at administer >> block >> add block.

Blog: a blog for every user

The blog module allows registered users to maintain an online weblog (commonly known as a blog), often referred to as an online journal or diary. Blogs are made up of individual posts that are time stamped and are typically viewed by date as you would a diary. Blogs often contain links to webpages users have read and/or agree/disagree with.

The blog module adds a *user blogs* navigation link to the site, which takes any visitor to a page that displays the most recent blog entries from all the users on the site. The navigation menu has a *create a blog entry* link (which takes you to a submission form) and a *view personal blog* link (which displays your blog entries as other people will see them). The blog module also creates a *recent blog posts* block that can be enabled.

If a user has the ability to post blogs, then the import module (news aggregator) will display a blog-it link next to each news item in its lists. Clicking on this takes the user to the blog submission form, with the title, a link to the item, and a link to the source into the body text already in the text box, ready for the user to add a comment or explanation. This actively encourages people to add blog entries about things they see and hear elsewhere in the website and from your syndicated partner sites.

You can

- read your blog via your user profile at my account.
- post a blog at create content >> personal blog entry.
- administer blog at administer >> content >> configure >> content types >> personal blog entry.
- administer blog api at administer >> settings >> blogapi.
- enable the "recent blog posts" block at administer >> blocks to show the 10 most recent blog posts.

HOWTO: Configure user blogs

To implement user blogs on your Drupal site, turn on the blog module and enable permissions:

1. Go to *administer* » *modules* and check the box in the status column to the right of *blog*.
2. Under *administer* » *access control*, check the *edit own blog* box for each role you wish to maintain blogs.

Aftewards, once logged in, each user with the permission to maintain a blog will be able to click *create content* » *personal blog entry* and will see *my blog* (which displays blog entries as other people will see them) in the user navigation block. At the top of each individual blog post, the original blog author will find an *edit* tab.

To add instructions for users on creating their blogs and set workflow options such as *published*, *promoted to the front page*, etc.:

1. Select *administer* » *content* » *configure* » *content type*, then the "configure" link next to "personal blog entry
2. Enter your instructions in the available text field.
3. Set workflow options.
4. Use the *Minimum number of words in a blog entry* setting to specify a minimum length for all blog posts.

Most recent blog post block

Note that the block displaying "recent blog posts" cannot be easily customized to display fewer than 10 items. You have to modify the source code, the number is hard wired. There is a forum discussion on this limitation. See:
http://drupal.org/node/15635

What is a blog or weblog?

Drupal's blog module allows all registered users to maintain a personal weblog on site. Blogs are easily- and frequently-updated websites usually written in an informal and conversational style. They are ordered reverse-chronologically (that is, the most recent entry is at the top) and have archives of past entries. Each individual entry has a permanent—that is to say, stable—URL linking directly to that item. Blogs typically have comments for each entry so that readers can participate in the discussion, and they usually have RSS feed to be syndicated elsewhere or read in an desktop aggregator. Each entry usually contains one idea, with a link to the source of the original item being discussed. Blogs can be (and are) written about any subject, from daily personal life to technology to politics to knitting to sports to a company's products.

From a more practical standpoint, blogs can be seen as a means of personal knowledge publishing, a place for researchers or enthusiasts to build and share knowledge about their interests. Or in project oriented sites, as a workspace for project members to post ideas for commenting by others in a group.

For a more complete definition of blogging with links to resources and examples, see George Siemens' The Art of Blogging - Part 1 and The Art of Blogging - Part 2.

Making user blogs more accessible

Drupal provides a number of ways to make user blog posts accessible. You'll need to decide which ones work best for how your Drupal site is configured:

- **A link in the navigation bar**: After activating the blog module, most Drupal themes will include a *Blogs* link in the header navigation bar. The user blog listing contains the most recent blog posts by all site users. If the site is using xtemplate, you'll need to create the link yourself. Go to *site configuration » themes » xtemplate* and add in the HTML to create the URL (to find the URL, switch your site theme momentarily to *Marvin* and the link will be present in the navigation header).
- **Making user blog listings the default home page**: Click *administer* » *settings* and type in the word "blog" (without quotes) for *Default front page*.
- **Promoting individual blog posts**: If "node" is the *Default front page* setting, administrators can elect to promote any user blog posts to the front page. Click onto the blog post you want to promote, then the *edit* tab and then check *Promoted to Front Page*.
- **Promoting individual blog posts automatically**: Click *administer* » *content* » *configure* » *content type*, then the "configure" link next to "personal blog entry, and check the *Promoted front page* box in the "Default options" group. (This will work if "node" is the *Default front page* in *administer* » *settings*.
- **Links to recently-updated blogs on the sidebar**: Drupal also makes available a Most recent blogs block under *administer* » *blocks*.

Additional features

- **Blog it**: Users with blogs will see a "blog it" link in the form of a linked image i.e. when viewing posts in the news aggregator. Other news listings, such as RSS blocks, will have an icon in place of the textual blog it link. When the blog it option is selected, the user will be taken to the blog entry form, with the title, a link to the item, and a link to the source already entered in the text input field, ready for the user to add explanation.
- **User Blog RSS syndication**: each individual user blog has their own RSS feed, allowing other sites to syndicate their content or allowing readers to read the individual blog in an aggregator. To find the RSS feed for a user, view their personal blog (in their personal information, which you can get to by clicking on their username, select *view recent blog entries*). Then look for the XML icon at the bottom of their blog page.

BlogApi: post from blog tools

The blog API module enables a post to be posted to a site via external GUI applications. Many users perfer to use external tools to improve their ability to read and post responses in a customized way. The blog api provides users the freedom to use the blogging tools they want but still have the blogging server of choice.

When this module is enabled and configured you can use programs like Ecto to create and publish posts from your desktop. Blog API module supports several XML-RPC based blogging APIs such as the Blogger API, MetaWeblog API, and most of the Movable Type API. Any desktop blogging tools or other services (e.g. Flickr's "post to blog") that support these APIs should work with this site.

This module also allows site administrators to configure which content types can be posted via the external applications. So, for instance, users can post forum topics as well as blog posts. Where supported, the external applications will display each content type as a separate "blog".

You can

- view the XML-RPC page on your site at >> xmlrpc.php.
- administer >> settings >> blog api.

Posting content with mailhandler

If the BlogAPI doesn't meet your needs you should consider using mailhandler module to submit content.

Book: collaborative document publishing

The *book* content type is suited for creating structured, multi-page hypertexts such as site resource guides, manuals, and Frequently Asked Questions (FAQs). It permits a document to have chapters, sections, subsections, etc. Authors with suitable permissions can add pages to a collaborative book, placing them into the existing document by adding them to a table of contents menu.

Books have additional *previous*, *up*, and *next* navigation elements at the bottom of each page for moving through the text. Additional navigation may be provided by enabling the *book navigation block* on the block administration page.

Users can select the *printer-friendly version* link visible at the bottom of a book page to generate a printer-friendly display of the page and all of its subsections. They can choose to *export* the page and its subsections as DocBook XML (for offline editing, or production of print or other electronic publication formats), or as an outline (titles only), by selecting the *export DocBook XML* and *export OPML* links respectively. DocBook export currently treats node content as preformatted text.

Administrators can view a book outline, from which is it possible to change the titles of sections, and their *weight* (thus reordering sections). From this outline, it is also possible to edit and/or delete book pages. Many content types besides pages (for example, blog entries, stories, and polls) can be added to a collaborative book by choosing the *outline* tab when viewing the post.

You can

- create new book pages: create content >> book page
- administer individual books (choose a book from list): administer >> content >> books
- set workflow and other global book settings on the book configuration page: administer >> content >> configure >> content types >> book page
- enable the book navigation block: administer >> block
- control who can create, edit, and maintain book pages by setting access permissions: administer >> access control

Maintaining a FAQ using a collaborative book

Collaborative books let you easily set up a Frequently Asked Questions (FAQ) section on your web site. The main benefit is that you don't have to write all the questions/answers by yourself - let the community do it for you!

In order to set up the FAQ, you have to create a new book which will hold all your content. To do so,

1. Click on the create content » book page link.
2. Give it a thoughtful title. A title like "Estonia Travel - FAQ" is nice.
3. Set the *Parent* to <*top-level*> to make this page the beginning of a new book
4. Add in the text of the book page into the *Body* textarea.

5. Leave the *log message* blank for now.
6. Use the weight field to position this book in the list on the book module page.

After you have submitted this book page, you are ready to begin filling up your book with questions that are frequently asked.

Creating new pages for your FAQ. The process for creating new pages in your FAQ is very similar to above. When choosing the *Parent* option, select the FAQ book page that you already created to add it to the book.

Adding existing non-book pages to your FAQ. Whenever you come across a post which you want to include in your FAQ,

1. Click on the *outline* tab at the top of the page.
2. Place the relevant post wherever is most appropriate in your book by selecting a *Parent*.

Notes:

- Books are quite flexible. They can have sections like *Flying to Estonia*, *Eating in Estonia* and so on. As you get more experienced with the book module, you can reorganize posts in your book so that it stays organized.
- Any comments attached to those relevant posts which you designate as book pages will also be transported into your book. This is a great feature, since much wisdom is shared via comments. Remember that all future comments and edits will automatically be reflected in your book.
- You may wish to edit the title of posts when adding them to your FAQ. Clear titles improve navigability enormously.
- Book pages may come from any content type (blog, story, page, etc.). If you are creating a post solely for inclusion in your book, then use the create content » book page link.
- If you don't see the *edit* link or *outline* tab , then you probably have insufficient permissions.

Comment: allow comments on content

The comment module creates a discussion board for each post. Users can post comments to discuss a forum topic, weblog post, story, collaborative book page, etc. The ability to comment is an important part of involving members in a communtiy dialogue.

An administrator can give comment permissions to user groups, and users can (optionally) edit their last comment, assuming no others have been posted since. Attached to each comment board is a control panel for customizing the way that comments are displayed. Users can control the chronological ordering of posts (newest or oldest first) and the number of posts to display on each page. Comments behave like other user submissions. Filters, smileys and HTML that work in nodes will also work with comments. The comment module provides specific features to inform site members when new comments have been posted. On sites with active commenting from users, the administrator can turn over comment moderation to the community.

You can

- control access for various comment module functions through access permissions administer >> access control.
- administer comments administer >> comments >> configure.

Detailed comment documentation

When enabled, the Drupal comment module creates a discussion board for each Drupal node. Users can post comments to discuss a forum topic, weblog post, story, collaborative book page, etc. An administrator can give comment permissions to user groups, and users can (optionally) edit their last comment, assuming no others have been posted since.

User control of comment display

Attached to each comment board is a control panel for customizing the way that comments are displayed. Users can control the chronological ordering of posts (newest or oldest first) and the number of posts to display on each page. Additional settings include:

- **Threaded** — Displays the posts grouped according to conversations and subconversations.
- **Flat** — Displays the posts in chronological order, with no threading whatsoever.
- **Expanded** — Displays the title and text for each post.
- **Collapsed** — Displays only the title for each post.

When a user chooses *save settings*, the comments are then redisplayed using the user's new choices. Administrators can set the default settings for the comment control panel, along with other comment defaults, in administer » comments » configure. NOTE: When comment moderation is enabled, users will have another control panel option to control thresholds (see below).

Additional comment configurations

Comments behave like other user submissions in Drupal. Filters, smileys and HTML that work in nodes will also work with comments. Administrators can control access to various comment module functions through administer » access control » permissions. Know that in a new Drupal installation, all comment permissions are disabled by default. The choice of which permissions to grant to which roles (groups of users) is left up to the site administrator. The following permissions:

- **Access comments** — Allows users to view comments.
- **Administrate comments** — Allows users complete control over configuring, editing and deleting all comments.
- **Moderate comments** — Allows users to rate comment postings (see more on moderation below).
- **Post comments** — Allows users to post comments into an administrator moderation queue.
- **Post comments without approval** — Allows users to directly post comments, bypassing the moderation queue.

Notification of new comments

Drupal provides specific features to inform site members when new comments have been posted.

Drupal displays the total number of comments attached to each node, and tracks comments read by individual site members. Members which have logged in will see a notice accompanying nodes which contain comments they have not read. Some administrators may want to download, install and configure the notify module. Users can then request that Drupal send them an e-mail when new comments are posted (the notify module requires that cron.php be configured properly).

The *tracker* module, disabled by default, displays all the site's recent posts. There is a link to the recent posts page in the navigation block. This page is a useful way to browse new or updated nodes and comments. Content which the user has not yet read is tagged with a red star (this graphic depends on the current theme). Visit the comment board for any node, and Drupal will display a red *"new"* label beside the text of unread comments.

Comment moderation

On sites with active commenting from users, the administrator can turn over comment moderation to the community.

With comment moderation, each comment is automatically assigned an initial rating. As users read comments, they can apply a vote which affects the comment rating. At the same time, users have an additional option in the control panel which allows them to set a threshold for the comments they wish to view. Those comments with ratings lower than the set threshold will not be shown. To enable moderation, the administrator must grant moderate comments permissions. Then, a number of options in administer » comments » configure must be configured.

Moderation votes

The first step is to create moderation labels which allow users to rate a comment. Go to administer » comments » configure » moderation votes. In the *vote* field, enter the textual labels which users will see when casting their votes. Some examples are

- Excellent +3
- Insightful +2
- Useful +1
- Redundant -1
- Flame -3

So that users know how their votes affect the comment, these examples include the vote value as part of the label, although that is optional. Using the weight option, you can control the order in which the votes appear to users. Setting the weight heavier (positive numbers) will make the vote label appear at the bottom of the list. Lighter (a negative number) will push it to the top. To encourage positive voting, a useful order might be higher values, positive votes, at the top, with negative votes at the bottom.

Moderator vote/values matrix

Next go to administer » comments » configure » moderation matrix. Enter the values for the vote labels for each permission role in the vote matrix. The values entered here will be used to create the rating for each comment. NOTE: Comment ratings are calculated by averaging user votes with the initial rating.

Creating comment thresholds

In administer » comments » configure » moderation thresholds, you'll have to create some comment thresholds to make the comment rating system useful. When comment moderation is enabled and the thresholds are created, users will find another comment control panel option for selecting their thresholds. They'll use the thresholds you enter here to filter out comments with low ratings. Consequently, you'll probably want to create more than one threshold to give users some flexibility in filtering comments.

When creating the thresholds, note that the *Minimum score* is asking you for the lowest rating that a comment can have in order to be displayed. To see a common example of how thresholds work, you might visit Slashdot and view one of their comment boards associated with a story. You can reset the thresholds in their comment control panel.

Initial comment scores

Finally, you may want to enter some *initial comment scores*. In administer » comments » configure » moderation roles you can assign a beginning rating for all comments posted by a particular permission role. If you do not assign any initial scores, Drupal will assign a rating of **0** as the default.

Aggregator comments

Comments for aggregator items has been added to aggregator2 module.

Contact: allow other users to contact you

The contact module allows other users to contact you by e-mail via your personal contact form. Users can send a subject and message in the contact form. The contact module is important in helping make connections among members of your community.

Users can administer the contact settings in their account settings. Note that a users e-mail address is not made public and that privileged users such as site administrators are able to contact you even if you choose not to enable this feature. If users activate the personal contact form, then a contact tab will appear in their user profile.

You can

- view user profiles.
- enable the personal contact form in administer >> user >> edit tab >> account settings tab >> personal contact settings.

Drupal: Drupal sites directory server

The Drupal module uses the XML-RPC network communication protocol to connect your site with a directory server that maintains a directory of sites. Community leaders who have common interests may wish to be part of a larger community and showing sites in a common directory is a good way to do this.

Enabling the drupal module will:

- list your site in a site directory.
- allow members on all sites using the Drupal module to login to your site without registering using their distributed identification and vice versa.
- allow members to login to any other site which uses the Drupal module, using a login name which looks much like an email address for your site: *username@example.com*

The Drupal module administration page allows you to set the xml-rpc server page. The listing of your site in a site directory will occur shortly after your sites next cron run.

You can

- run your cron job at your sites cron page.
- browse to the XML-RPC site directory.
- view your XML-RPC page.
- administer Drupal administer >> settings >> drupal.

Old page

The "Drupal" module features a capability whereby other drupal sites may *call home* to report their existence. In turn, this enables a pod of Drupal sites to find, cooperate and advertise each other.

Currently, the main application of this feature is the Drupal sites page. By default, fresh Drupal installations can use drupal.org as their *directory server* and report their existence. This reporting occurs via scheduled XML-RPC pings.

Drupal administrators should simply enable this feature to get listed on the Drupal sites page. Just set your site's name, e-mail address, slogan and mission statement on the administer » settings page. Then make sure that the field called *Drupal XML-RPC server* on the administer » settings » drupal page is set to http://www.drupal.org/xmlrpc.php, and enable this feature using the dropdown directly below.

The listing of your site will occur shortly after your site's next cron run. Note that cron.php should be called using the domain name which you want to have listed at drupal.org. For example, don't kick off cron by requesting http://127.0.0.1/cron.php. Instead, use a publicly accessible domain name such as http://www.example.com/cron.php.

Also note that your installation need not use drupal.org as its directory server. For example, this feature is perfectly capable of aggregating pings from all of your departmental drupal installations sites within an enterprise.

Filter: Input formats for user content

The filter module allows administrators to configure text input formats for the site. For example, an administrator may want a filter to strip out malicious HTML from user's comments. Administrators may also want to make URLs linkable even if they are only entered in an unlinked format.

Users can choose between the available input formats when creating or editing content. Administrators can configure which input formats are available to which user roles, as well as choose a default input format. Administrators can also create new input formats. Each input format can be configured to use a selection of filters.

You can

- administer input format permissions and settings at administer >> input formats.
- configure the filters for each input format at administer >> input formats >> configure.

Forum: create threaded discussions

The forum module lets you create threaded discussion forums for a particular topic on your site. This is similar to a message board system such as phpBB. Forums are very useful because they allow community members to discuss topics with one another, and they are archived for future reference.

Forums can be organized under what are called *containers*. Containers hold forums and, in turn, forums hold threaded discussions. Both containers and forums can be placed inside other containers and forums. By planning the structure of your containers and forums well, you make it easier for users to find a topic area of interest to them. Forum topics can be moved by selecting a different forum and can be left in the existing forum by selecting *leave a shadow copy*. Forum topics can also have their own URL.

You can

- administer forums at administer >> forums.
- enable the required comment and taxonomy modules at administer >> modules.
- read about the comment module at administer >> help >> comment.
- read about the taxonomy module at administer >> help >> taxonomy.

HOWTO: Create a forum

Users can post topics to forums. Forums can appear below other forums in a hierarchy, or can appear in containers.

1. Click *administer* » *forums*.
2. Click the *add forum* tab.
3. Type in a forum name.
4. Type in a forum description. This will show up below the forum name when users visit the forum section.
5. Select a parent.
    - You can choose either a forum or a container to be a 'parent' for a forum. If there are no containers or existing forums to choose from, you will only see <root> as the option, meaning it will be at the top of the forum hierarchy.
6. Select a weight. Higher numbers means the container will sink down in the list, lower numbers mean the container will rise up.
7. Click the "Submit" button.

HOWTO: Create forum containers

Containers are 'parent' for other forums, that is, users cannot post topics to containers but they hold forum forums to which users can post.

1. Click *administer* » *forums*.
2. Click the *add container* tab.
3. Type in a container name.
4. Type in a container description. This will show up below the container name when users visit the forum section.
5. Select a parent. If there are no containers or existing forums to choose from, you will only see <root> as the option, meaning it will be at the top of the forum hierarchy.
6. Select a weight. Higher numbers means the container will sink down in the list, lower numbers mean the container will rise up.
7. Click the "Submit" button.

Help: context sensitive information

The help module displays context sensitive help information. Users can learn how to use modules and accomplish tasks quicker with less errors by clicking on links in provided by the help module.

Modules can make documentation available to other modules with this module. All user help should be presented using this module. Some examples of help:

- The name of a module (unused, but there)
- The description found on the admin/system/modules page.
- The module's help text, displayed on the admin/help page and through the module's individual help link.
- The help for a distributed authorization module (if applicable).
- The description of a post type (if applicable).

You can not administer the help system.

Legacy: remapping of old-style URLs

The legacy module provides legacy handlers for upgrades from older installations. These handlers help automatically redirect references to pages from old installations and prevent *page not found* errors for your site.

The legacy module handles legacy style taxonomy page, taxonomy feed, and blog feed paths. It also handles URL upgrades from Drupal 4.1. It rewrites old-style URLs to new-style URLs (clean URLs).

Example Mappings:

- *taxonomy/page/or/52,97* to *taxonomy/term/52+97*.
- *taxonomy/feed/or/52,97* to *taxonomy/term/52+97/0/feed*.
- *blog/feed/52* to *blog/52/feed*.
- *node/view/52* to *node/52*.
- *book/view/52* to *node/52*.
- *user/view/52* to *user/52*.

Legacy module has no configurable options.

Locale: multi-language support

The locale module allows you to present your Drupal site in a language other than the default English. You can use it to set up a multi-lingual web site or replace given *built-in* text with text which has been customized for your site. Whenever the locale module encounters text which needs to be displayed, it tries to translate it into the currently selected language. If a translation is not available, then the string is remembered, so you can look up untranslated strings easily.

The locale module provides two options for providing translations. The first is the integrated web interface, via which you can search for untranslated strings, and specify their translations. An easier and less time-consuming method is to import existing translations for your language. These translations are available as *GNU gettext Portable Object files* (*.po* files for short). Translations for many languages are available for download from the translation page.

If an existing translation does not meet your needs, the *.po* files are easily edited with special editing tools. The locale module's import feature allows you to add strings from such files into your site's database. The export functionality enables you to share your translations with others, generating Portable Object files from your site strings.

You can

- administer localization at administer >> localization.
- manage strings for the localization: administer >> localization >> manage strings.
- add a locale language: administer >> localization >> add language .
- download translation files from the Drupal translations page.

Editing text for translation

Translating text via the Drupal interface can be pretty tedious to say the least. This is not so much because of Drupal, but because of page reloads every time a string is updated. There is a much better way to translate strings into a different language, namely editing PO files with a PO editor, and then importing them into Drupal.

A full guide on how to translate Drupal Core or modules, using the above-mentioned technique, can be found here.

HOWTO: Creating a customized language set to replace Drupal terminology

1. Enable the locale module on the administer » modules page
2. Go to the administer » localization page.
3. Select the **add language** tab .
4. Assuming English, create a custom language by adding **en-US** in the Language code text field.
5. Give your language a name, such as **custom-English** (be sure not to use spaces in your language name), and add the language.
6. This will return you to the main localization page. Set your new language as enabled and as the default.
7. Save the configuration.
8. Then disable the original **English** language set (that is, unless you would like users to be given the option to choose between the two in their account area).

Now, any time you visit a page with Drupal hard-coded content, it will be added into your language set database.

Once you have visited a page that you wish to change the content:

1. Go to the manage strings page (admin/locale/string/search) of the localization section.
2. Enter in the string you wish to search for.
3. Edit the result and enter your replacement text.

Internationalization: content and interface translation

Fully configurable module for internationalization (i18n) of Drupal sites. Provides content translation -nodes-, interface translation for anonymous users -with the locale module- and browser language detection. Includes a block for language selection.

NOTE: This is kind of 'advanced module', patches are required, so it is only advised for advanced Drupal users and administrators.

http://drupal.org/project/i18n

Menu: customize site navigation

The menu module allows for customization of the menus. Menus are useful for providing navigation in your site. The main menu for navigation is the navigation menu. Menus appear in blocks on your site.

- On the administer menu page administrators can '''edit''' to change the title, description, parent or weight of the menu item. Under the '''operations''' column, click on '''enable/disable''' to toggle the menu item on or off. Menu items which are disabled are not deleted; they are merely not available for navigating the site in the sidebar menu block. Note that the default menu items generated by the menu module cannot be deleted, only disabled.

- Using the "'add menu'" tab submit a title for a new custom menu. Once submitted, the new menu will appear in a list toward the bottom of the administer menu page underneath the main navigation menu.
- Use the "'add menu item'" tab to create new links in either the navigation or a custom menu. Select the parent item to place the new link within an existing menu structure. For top level menu items, choose the name of the menu in which the link is to be added.
- To turn off the navigation menu block, administer the block page.

You can

- administer menus at administer >> menus.
- turn menus blocks on and off in the administration >> block.
- add a menu at administer >> menus >> add menu.
- add a menu item at administer >> menus >> add menu item.

Node: the content

All content in a website is stored and treated as **nodes**. Therefore nodes are any postings such as blogs, stories, polls and forums. The node module manages these content types and is one of the strengths of Drupal over other content management systems.

Treating all content as nodes allows the flexibility of creating new types of content. It also allows you to painlessly apply new features or changes to all content. Comments are not stored as nodes but are always associated with a node.

Node module features

- The list tab provides an interface to search and sort all content on your site.
- The configure settings tab has basic settings for content on your site.
- The configure content types tab lists all content types for your site and lets you configure their default workflow.
- The search tab lets you search all content on your site

You can

- search for content at search.
- administer nodes at administer >> content >> configure >> content types.

Page: post static pages

The page module allows users to create static pages, which are the most basic type of content. Pages are commonly collected in books via the book module. Users should create a page if the information on the page is static. An example would be an "about" page.

When a page is created, a user can set authoring information, configure publishing options, whether readers will be able to post comments. They can also select the content type of the page (e.g., full HTML, filtered HTML).

As an administrator, you can set the publishing default for a page (in its workflow): you can specify whether a page is by default published, sent to moderation, promoted to the front page, sticky at the top of lists, and whether revisions are enabled by default. You can set the permissions that different user roles have to view, create, and edit pages.

If the location module is enabled, then location specific information can be added. If the trackback module is enabled trackbacks can be configured.

You can

- read the node administration help at administer >> help >> node.
- read the page administration help at administer >> help >> page.
- read the story administration help at administer >> help >> story.
- create a page at create content >> page.
- administer page content type at administer >> content >> configure >> content types >> configure page.

Difference between page and story

Please add comments about the differences between page and story.

Specify page by title

You can specify a page by using the URL format node.php?title=text

Path: readable URLs

The path module allows you to specify aliases for Drupal URLs. Such aliases improve readability of URLs for your users and may help internet search engines to index your content more effectively. More than one alias may be created for a given page.

Some examples of URL aliases are:

- user/login => login
- image/tid/16 => store
- taxonomy/term/7+19+20+21 => store/products/whirlygigs
- node/3 => contact

The path module enables an extra field for aliases in all node input and editing forms (when users have the appropriate permissions). It also provides an interface to view and edit all URL aliases. The two permissions are related to URL aliasing are "administer a list of URL aliases" and "add url aliases".

This module also comes with user-defined mass URL aliasing capabilities, which is useful if you wish to uniformly use URLs different from the default. For example, you may want to have your URLs presented in a different language. Access to the Drupal source code on the web server is required to set up these kinds of aliases.

You can

- set the path for a post with the path module.
- add a URL alias: administer >> url aliases >> add alias.
- administer the list of URL aliases: administer >> url aliases.
- read how to configure clean URLs for your webserver.
- enable clean url's to remove the =? at administer >> settings.

Mass URL aliasing

Drupal also comes with user defined mass URL aliasing capabilities. You might like to see completely different URLs used by Drupal, or even URLs translated to the visitors' native language, in which case this feature is handy. Only an administrator with access to the website source code can set up this kind of aliases. You can define a function somewhere in your code (even in `settings.php`), following this example:

```
<?php
// Example for Drupal 4.6.x
function conf_url_rewrite($path, $mode = 'incoming') {
if ($mode == 'incoming') { // URL coming from a client
return preg_replace('!^display/(\d+)$!', 'node/\1', $path);
}
elseif ($mode == 'outgoing') { // URL going out to a client
return preg_replace('!^node/(\d+)$!', 'display/\1', $path);
}
}
?>

<?php
// Example for Drupal 4.7.x and up
function custom_url_rewrite($type, $path, $original) {
// This path was already aliased, skip rewriting it
if ($path != $original) {
return $path;
}
if ($type == 'source') { // URL coming from a client
return preg_replace('!^display/(\d+)$!', 'node/\1', $path);
}
elseif ($type == 'alias') { // URL going out to a client
```

```
return preg_replace('!^node/(\d+)$!', 'display/\1', $path);
}
}
?>
```

This function will shorten every `node/$node_id` type of URL to `display/$node_id`. Individual URL aliases defined on the browser interface of Drupal take precedence, so if you have a 'contact' page alias for example, then the `display/3` alias will not be effective when outgoing links are created. Incoming URLs however always work with the mass URL aliased variant. Only two modes are supposed to be supported by your custom function.

You cannot only use this feature to shorten the URLs, or to translate them to you own language, but also to add completely new subURLs to an already existing module's URL space, or to compose a bunch of existing stuff together to a common URL space. You can create a `news` section for example aliasing nodes and taxonomy overview pages falling under a 'news' vocabulary, thus having `news/15` and `news/sections/3` instead of `node/15` and `taxonomy/term/3`. You need extensive knowledge of Drupal's inner workings and regular expressions though to make such advanced aliases.

Ping: notify services of changes

The ping module is useful for notifying interested sites that your site has changed. It automatically sends notifications (called "pings") to the pingomatic service to tell it that your site has changed. In turn pingomatic will ping other services such as weblogs.com, Technorati, blo.gs, BlogRolling, Feedster.com, Moreover, etc.

The ping module requires `cron` or a similar periodic job scheduler to be enabled.

You can:

- enable or disable the ping module at administer >> modules.
- run your cron job at your sites cron page.
- read about configuring cron jobs.

Write a custom module to ping a set of sites

If the sites that you want to notify don't use ping-o-matic you can use the following update.

Copied from here: http://drupal.org/node/29704

Replace ping.module:ping_ping with the following. Compatible with drupal 4.6.3

```
/**
 * Implementation of hook_ping().
 *
 * Notifies pingomatic.com, blo.gs, and technorati.com of changes at this site.
 */
function ping_ping($name = '', $url = '') {
  $result = xmlrpc('http://rpc.pingomatic.com', 'weblogUpdates.ping', $name, $url);
  if ($result === FALSE) {
    watchdog('directory ping', t('Failed to notify pingomatic.com (site).'), WATCHDOG_WARNING);
  } else {
    watchdog("directory ping", t('successfully notified pingomatic.com (site).'), WATCHDOG_
NOTICE);
  }
  unset($result);
  $result = xmlrpc('http://rpc.technorati.com/rpc/ping', 'weblogUpdates.ping', $name, $url);
  if ($result === FALSE) {
    watchdog('directory ping', t('Failed to notify technorati.com (site).'), WATCHDOG_WARNING);
  } else {
    watchdog("directory ping",t('successfully notified technorati.com (site).'), WATCHDOG_
NOTICE);
  }
  unset($result);
  $result = xmlrpc('http://ping.blo.gs', 'weblogUpdates.ping', $name, $url);
  if ($result === FALSE) {
    watchdog('directory ping', t('Failed to notify blo.gs (site).'), WATCHDOG_WARNING);
```

```
  } else {
    watchdog("directory ping", t('successfully notified blo.gs (site).'), WATCHDOG_NOTICE);
  }
  unset($result);
}
```

- David Herron - http://7gen.com/

Poll: community voting

The poll module can be used to create simple polls for site users. A poll is a simple multiple choice questionnaire which displays the cummulative results of the answers to the poll. Having polls on the site is a good way to get instant feedback from community members.

Users can create a poll. The title of the poll should be the question, then enter the answers and the "base" vote counts. You can also choose the time period over which the vote will run.

The poll item in the navigation menu will take you to a page where you can see all the current polls, vote on them (if you haven't already) and view the results.

You can

- view the polls page.
- administer >> content >> configure >> poll.

Profile: extending user account information

The profile module allows you to define custom fields (such as country, real name, age, ...) in the user profile. This permits users of a site to share more information about themselves, and can help community-based sites to organize users around profile fields.

The following types of fields can be added to the user profile:

- single-line textfield
- multi-line textfield
- checkbox
- list selection
- freeform list
- URL
- date

You can

- view user profiles
- administer profile settings: administer >> settings >> profiles

Enabling user pictures (avatars)

Note that user pictures (or avatars) or pictures are part of the user.module, not the profile module.

1. Navigate to the administration area for user module configuration page under *administer » users » configure*
2. In the Pictures settings, for *Picture support*, select *Enabled (Enable picture support.)*
3. Note: you must write in your directory name. Make sure the directory is created and make sure you have that directory has write permissions (that is, chmod to 755).
4. Click 'save configuration'

HOWTO: Create new profile fields

1. Enable the profile module:
   - In *administer » modules* select in the 'Enable' column where you see:
     profile | Support for configurable user profiles.

2. Create new fields or edit existing ones:
   - Navigate to the administration area: *administer » settings » profiles*
   - Select a form field type under 'Add new field'
   - Follow onscreen instructions for configuring this field, and 'save field'.

HOWTO: Make a field part of the registration process

This information is pertaining to Drupal 4.6.3.

To make a field part of the registration, perform the following steps:

1. Go to: *administer >> settings >> profiles*.
2. Create the profile field if it doesn't exist yet, and as follows:
   - Under the 'add new field' section, choose the type of field you want to create by clicking its link.
   - Provide the particulars for the field, namely category, title, form name, explanation, weight, visibility and page title.
   - Now check whether the field may or may not be left empty.
   - To make it appear on the registration page, make a checkmark in the 'Visible in user registration' checkbox.
3. Click on the 'Save field' button.

Your new field will now appear on the registration page.

Search: an internal site search system

The search module adds the ability to search for content by keywords. Search is often the only practical way to find content on a large site. Search is useful for finding users and posts by searching on keywords.

The search engine works by maintaining an index of the words in your site's content. It indexes the posts and users. You can adjust the settings to tweak the indexing behaviour. Note that the search requires cron to be set up correctly. The index percentage sets the maximum amount of items that will be indexed in one cron run. Set this number lower if your cron is timing out or if PHP is running out of memory.

You can

- read about how your site uses cron in the administer >> help >> system.
- run your >> cron.php.
- read about configuring cron jobs.
- administer >> settings >> search.

Add searching to your custom module

In order to have a custom module be searched the module must support the search hook. Read the Drupal API for the hook_search.

Statistics: tracking referrers, page hits, etc.

The statistics module keeps track of numerous statistics of site usage. It counts how many times, and from where each of your posts is viewed. The statistics module can be used to learn many useful things about how users are interacting with each other and your site.

Statistics module features

- Logs shows statistics for how many times your site and specific content on your site has been accessed.
- Referrers ells you from where visitors came from (referr url)
- Top pages shows you what's hot, what is the most popular content on your site is
- Top users shows you the most active users for your site
- Recent hits displays information about the latest activity on your site
- Node count displays the number of times a node has been accessed in the node's link section next to *# comments*.
- Popular content block creates a block that can display the day's top viewed content, the all time top viewed content, and the last content viewed.

Configuring the statistics module

- enable access log allows you to turn the access log on and off. This log is used to store data about every page accessed, such as the remote host's IP address, where they came from (referrer), what node they've viewed, and their user name. Enabling the log adds one database call per page displayed by Drupal.
- discard access logs older than allows you to configure how long an access log entry is saved, after which time it is deleted from the database table. To use this you need to run *cron.php*
- enable node view counter allows you to turn on and off the node-counting functionality of this module. If it is turned on, an extra database query is added for each node displayed, which increments a counter.
- display node view counters allows you to globally disable the displaying of node view counters.

You can

- administer statistics administer >> setttings >> statistics.
- access statistics logs administer >> logs.
- view recent hits administer >> logs >> recent hits.
- enable 'popular content' block in block administration administer >> blocks but only after you have enabled 'Count content views' in setings.

Old page

Introduction

The statistics module keeps track of numerous statistics for your site but be warned, statistical collection does cause a little overhead, thus everything comes **disabled** by default.

The module counts how many times, and from where -- using HTTP referrer -- each of your posts is viewed. Once we have that count the module can do the following with it:

- The count can be displayed in the node's link section next to "# comments".
- A configurable block can be added which can display a configurable number of the day's top stories, the all time top stories, and the last stories read.
- A configurable user page can be added, which can display the day's top stories, the all time top stories, and the last stories read. You can individually configure how many posts are displayed in each section.

Notes on using the statistics:

- If you enable the view counters for content, this adds 1 database query for each node that is viewed (2 queries if it's the first time the node has ever been viewed).
- If you enable the access log, this adds 1 database query for each page that Drupal displays. Logged information includes: HTTP referrer (if any), node being accessed (if any), user ID (if any), the IP address of the user, and the time the page was viewed.

As with any new module, the statistics module needs to be enabled before you can use it. Also refer to the permissions section, as this module supports four separate permissions.

Configuring the statistics module

There are some configuration options added to the main administer » settings » statistics section:

- *enable access log* -- allows you to turn the access log on and off. This log is used to store data about every page accessed, such as the remote host's IP address, where they came from (referrer), what node they've viewed, and their user name. Enabling the log adds one database call per page displayed by Drupal.
- *discard access logs older than* -- allows you to configure how long an access log entry is saved, after which time it is deleted from the database table. To use this you need to run "cron.php"
- *enable node view counter* -- allows you to turn on and off the node-counting functionality of this module. If it is turned on, an extra database query is added for each node displayed, which increments a counter.
- *display node view counters* -- allows you to globally disable the displaying of node view counters.

Popular content block

This module creates a block that can display the day's top viewed content, the all time top viewed content, and the last content viewed. Each of these links can be enabled or disabled individually, and the number of posts displayed for each can be configured with a drop down menu. If you disable all sections of this block, it will not appear.

Story: post static pages

The story module is used to create a content post type called *stories.* Stories are articles in their simplest form: they have a title, a teaser and a body. Stories are typically used to post news articles or as a group blog.

The story administration interface allows for complex configuration. It provides a submission form, workflow, default view permission, default edit permission, permissions for permission, and attachments. Trackbacks can also be enabled.

You can

- post a story at create content >> story.
- configure story at administer >> content >> configure types >> story configure.

System: cron and caching

The system module provides system-wide defaults such as running jobs at a particular time, and storing web pages to improve efficiency. The ability to run scheduled jobs makes administering the web site more usable, as administrators do not have to manually start jobs. The storing of web pages, or caching, allows the site to efficiently re-use web pages and improve web site performance. The settings module provides control over preferences, behaviours including visual and operational settings.

Some modules require regularly scheduled actions, such as cleaning up logfiles. Cron, which stands for chronograph, is a periodic command scheduler executing commands at intervals specified in seconds. It can be used to control the execution of daily, weekly and monthly jobs (or anything with a period measured in seconds). The aggregator module periodically updates feeds using cron. Ping periodically notifies services of new content on your site. Search periodically indexes the content on your site. Automating tasks is one of the best ways to keep a system running smoothly, and if most of your administration does not require your direct involvement, cron is an ideal solution.

There is a caching mechanism which stores dynamically generated web pages in a database. By caching a web page, the system module does not have to create the page each time someone wants to view it, instead it takes only one SQL query to display it, reducing response time and the server's load. Only pages requested by *anonymous* users are cached. In order to reduce server load and save bandwidth, the system module stores and sends cached pages compressed.

You can

- activate your cron job on the cron page (yourdomain.com/cron.php).
- read how to configure cron jobs.
- administer cache settings in "administer >> settings".

Configuring cron jobs

Some modules require regularly scheduled actions, such as cleaning up log files. Cron, which stands for chronograph, is a periodic command scheduler executing commands at intervals specified in seconds. It can be used to control the execution of daily, weekly and monthly jobs (or anything with a period measured in seconds). Automating tasks is one of the best ways to keep a system running smoothly, and if most of your administration does not require your direct involvement, cron is an ideal solution.

The recommended way to set up your cron system is to set up a Unix/Linux crontab entry (see "man crontab") that frequently visits http://example.com/cron.php. To set up a cron job on Windows read configuring Windows cron jobs. Note that cron does not guarantee the commands will be executed at the specified interval. However, Drupal will try its best to run the tasks as close to the specified intervals as possible. The more you visit cron.php, the more accurate cron will be.

If your hosting company does not allow you to set up crontab entries, you can always ask someone else to set up an entry for you. After all, virtually any Unix/Linux machine with access to the internet can set up a crontab entry to frequently visit http://example.com/cron.php. There are also webcron services (for example, http://www.webcron.org/) which allow you to setup cron jobs on another site through a web interface. If you cannot setup cron yourself or find someone to do it for you, consider the poormanscron module.

For the Unix/Linux crontab itself, use a browser like lynx or wget but make sure the process terminates. Either use:

```
00 * * * *  /usr/bin/lynx -source http://example.com/cron.php
```

or

```
00 * * * * /usr/bin/wget -O - -q http://example.com/cron.php
```

You may wish to adjust the 00 to something more 'irregular' such as 45 (for 45 minutes past the hour), as at the start of the hour your site may be receiving a lot of traffic from other sites aggregating your content via RSS.

Take a look at the example scripts in the `scripts`-directory. Make sure to adjust them to fit your needs. For example, the cron-lynx.sh file contains the line:

```
/usr/bin/lynx -source http://yoursite.com/cron.php > /dev/null 2>&1
```

Enter:

```
whereis lynx
```

from your shell to make sure that lynx is located at /usr/bin/lynx (if not, adjust the path as needed). Also change **http://yoursite.com/cron.php** to the location of your Drupal installation (for example, http://www.example.com/drupal/cron.php).

A good crontab line to run this cron script once every hour would be:

```
00 * * * * /home/www/drupal/scripts/cron-lynx.sh
```

Note that it is essential to access `cron.php` using a browser on the web site's domain; do not run it using command line PHP directly and avoid using `localhost` or `127.0.0.1` or some of the environment variables will not be set correctly and features may not work as expected (for example, the Drupal module).

If your host does not give you permission to use a browser such as wget or lynx, there is also a script in Drupal's /scripts/ directory called cron-curl.php which uses curl instead. It's also possible to write a simple PHP script which simulates a browser accessing your website's cron.php (using curl, fopen, or similar), and write a cron configuration which calls that instead.

Configuring cron jobs on DreamHost

I culled this info from the Dreamhost knowledgebase:

> **How do I set up a cron job?**
>
> Via the "crontab" command from the shell.
>
> **crontab -l** will show you your currently set up cron jobs on the server.
> **crontab -r** will delete your current cron jobs.
> **crontab -e** will allow you to add or edit your current cron jobs by using your default text editor to edit your "crontab file".
>
> Your crontab includes all the cron jobs you'd like, with one cron entry per line. A cron entry looks like this:
>
> 45 2 * * * /home/user/script.pl
>
>> The first number is the minute of the hour for the command to run on.
>> The second number is the hour of the day for the command to run on.
>> The third number is the day of the month for the command to run on.
>> The fourth number is the month of the year for the command to run on.
>> The fifth number is the day of the week for the command to run on.
>
> Here are some examples to help you learn the syntax for the numbers:
>
>> 32 * * * * : will be run every hour on the 32nd minute.
>> 12,42 * * * * : will be run twice an hour on the 12th and 42nd minutes.
>> */15 */2 * * *: will be run at 0:00, 0:15, 0:30, 0:45, 2:00, 2:15, 2:30, ...
>> 43 18 * * 7: will be run at 6:43pm every Sunday.
>
> You can also edit crontab on a local file. Upload it to a directory and run:
>
> **crontab YourFileName**
>
> It'll replace your crontab with what's on the text file, without having to edit it online. This is useful if you're using a telnet client which doesn't support ANSI control codes (such as the Windows' one) and can't understand what the heck is going on on the editors.

In my own experience, I found that only by entering one cron command per line worked (one line each for :10, :20, :30, etc.). I could not get crontab to take the "*/15" argument, so I worked around it. Also, if you have ANY character after the last command (space, CR, whatever) the file will not take.

I like this file-load approach because I have a basic command file to edit or call up again if needed. Afterwards, running crontab -l will confirm that the job did take.

I hope this helps people making new installations.

--
mediagirl.org

Cron Job configuration line by line

1. start your shell.

2. type **crontab -l** to see current jobs for site.

3. verify if lynx was set up on your server under **/usr/bin**

4. edit **scripts/cron-lynx.sh** putting in the direct address of your cron.php file.

5. create and edit a new text file **cron.txt** with your settings:

   e.g.,

   55 23,5,11,17 * * * /home/accountname/public_html/drupal/scripts/cron-lynx.sh

   (a cron run every 11:55pm, 5:55am, 11:55am, 5:55pm)

6. import this script into crontab by typing **crontab cron.txt**

7. type **crontab -l** to see your new jobs for site.

Voila, much easier than I thought!

Configuring cron jobs on Windows

To setup a Windows machine to run cron.php at a specific time follow the specific instructions below. This can be useful if you are not familiar with Linux/Unix, or if your web host does not offer the ability to run cron jobs; you can run them remotely from your own computer.

Note: These instructions were written for Windows XP but should be similar in other versions of Windows.

Creating a Scheduled Task

1. Open Scheduler
2. Go to **Start > Programs > Accessories > System Tools > Scheduled Tasks**
3. Double-click **Add Scheduled Task**
4. The Scheduled Task Wizard will appear. Click **Next**.
5. Select the program to run. Choose your ***browser*** from the list (for example, Internet Explorer or Mozilla Firefox). Click **Next**.
6. Give the task a **Name**, such as *Drupal Cron Job*, and choose the Frequency with which to perform the task (for example, **Daily**)). Click **Next**.
7. Choose specific **date and time options** (this step will vary, depending on the option selected in the previous step). When finished, click **Next**.
8. Enter your **password** if prompted. Change the **username** if required (for example, you'd like the task to run under a user with fewer privileges security reasons). Click **Next**.
9. On the final page, select the checkbox **Open advanced properties for this task when I click Finish** and click **Finish**.

Configuring the task

1. Go to the task's setting page either by checking the checkbox at the end of the last step, or by double-clicking on the task.

2. In the **Run** box, after the text that is there now (for example, *C:\PROGRA~1\MOZILL~1\firefox.exe*), enter a space and then type the address to your website's cron.php page in double quotations (for example, **C:\PROGRA~1\MOZILL~1\firefox.exe http://www.example.com/cron.php**
3. To set a frequency more often than Daily (for example, hourly), click the **Schedule** tab, then click **Advanced**. Here you can set options such as **Repeat** task, every **1 hour** for **23 hours**. Click **Ok** when finished.
4. Change the **start time** on the task to **one minute from the current time**. This will allow you to test the task and make sure that it is working.
5. When all settings have been configured to your liking, click **Apply** and **OK** (note: you may be prompted for your password)

Command-line version

Another way to perform the above commands is by using the **schtasks** (or **at** in Windows 2000) command from the command line. To duplicate the example above, which runs Firefox hourly to execute http://www.example.com/cron.php, open a command prompt (**Start > Programs > Accessories > Command Prompt**) and enter:

```
schtasks /create /tn "Drupal Cron Job" /tr "C:\PROGRA~1\MOZILL~1\firefox.exe http://www.example.com/cron.php" /sc
hourly
```

Enter your password if prompted.

Taxonomy: categories and classification schemes

The taxonomy module is one of the most popular features because users often want to create categories to organize content by type. It can automatically classify new content, which is very useful for organizing content on-the-fly. A simple example would be organizing a list of music reviews by musical genre.

Taxonomy is also the study of classification. The taxonomy module allows you to define vocabularies (sets of categories) which are used to classify content. The module supports hierarchical classification and association between terms, allowing for truly flexible information retrieval and classification. The taxonomy module allows multiple lists of categories for classification (controlled vocabularies) and offers the possibility of creating thesauri (controlled vocabularies that indicate the relationship of terms) and taxonomies (controlled vocabularies where relationships are indicated hierarchically). To delete a term choose *edit term*. To delete a vocabulary, and all its terms, choose *edit vocabulary.*

A controlled vocabulary is a set of terms to use for describing content (known as descriptors in indexing lingo). Drupal allows you to describe each piece of content (blog, story, etc.) using one or many of these terms. For simple implementations, you might create a set of categories without subcategories, similar to Slashdot's sections. For more complex implementations, you might create a hierarchical list of categories.

You can

- add a vocabulary at administer >> taxonomy >> add vocabulary.
- administer taxonomy at administer >> taxonomy.
- restrict content access by category for specific users roles using the taxonomy access module.
- build a custom view of your categories using the taxonomy browser.

Content Management System comparison focused on Taxonomy

This paper that compares Drupal with other CMS and why the taxonomy module sets it apart.

Taxonomy Browser: build a custom category view

http://drupal.org/project/taxonomy_browser
Think of this as a 'build your own category view' page.

A single page with checkboxes for each term (organized nicely by vocabulary). User checks off the terms which he wants to see, and then this module contructs the right URL (e.g. taxonomy/view/and/3,4,5) and then displays matching nodes ot the user.

Taxonomy_access: Restrict user roles to access specific categories only

Allows the user administrator to control access to nodes indirectly, by controlling which roles can access which categories.
http://drupal.org/project/taxonomy_access

Vocabularies and terms

Each category group, or *vocabulary*, can contain multiple category entries, or *terms*, for tagging content.

For example, a web-based discussion community might have a vocabulary *Topics* with terms such as

- Technology
- Politics
- Education
- Religion
- Sports

An administrator might also choose to create multiple vocabularies for use with the same node type. Consider another vocabulary for use alongside of Topics, one which classifies nodes in another way:

Content with terms

- News
- Reviews
- Announcements
- Opinions

New vocabularies can also be created or added to at any time, with as few or as many terms as the administrator may need. And do not worry. Long before reaching Drupal's limits at handling very large classification schemes, users would find large vocabularies and terms unwieldy to use and maintain.

NOTE: When creating terms for a new vocabulary, administrators might want to provide users with a catchall term, such as *Miscellaneous*. Administrators can then review nodes tagged with Miscellaneous to see if a need exists for new terms. Once new terms are created, ambitious administrators can also update nodes with the new tag and remove the catchall category tag.

Creating a vocabulary

When setting up a vocabulary, Drupal will prompt for:

- **Vocabulary name** (Required) -- A name for this vocabulary; for example, Topics.
- **Description** (Optional) -- A description of the vocabulary (this item may be used by some modules and feeds).
- **Types** (Required) -- A vocabulary may be associated with or more node types. So, an administrator might declare that a particular vocabulary is to be associated with stories and blogs, but not book pages. If an expected node type is unavailable, check and make sure that the module for the specific node type has been activated.
- **Related terms** (Optional) -- Allows relationships between terms within this vocabulary. Think of these as "see also" references (this item is not used by many Drupal modules).
- **Hierarchy** (Optional) -- Allows a tree-like taxonomy (see Using Hierarchies below).
- **Multiple select** (Optional) -- Allows users to categorize nodes by more than one term. Useful for cross-indexing content. Nodes may then appear on multiple taxonomy pages.
- **Required** (Optional) -- Requires a user to select a term in this vocabularly in order to submit the node. Otherwise, when creating a node, users will be offered a *none* option as the default for each vocabulary.
- **Weight** (Optional) -- Allows the administrator to set the priority of this vocabularly when listed with other vocabularies. When vocabularies are left with the default weight of zero, Drupal displays multiple vocabularies in alphabetical order. Increasing a vocabularies weight with respect to other vocabularies will cause it to appear after them in lists. Conversely, lighter vocabularies will float nearer the top of lists. Useful for specifying which vocabulary a user sees first when creating a node.

Creating terms

Once you have finished defining the vocabulary, you may populate it with terms. When creating a term, note that the available options may depend on what was selected for related terms, hierarchy and multiple select when creating the vocabulary:

- **Term name** (Required) -- The name for this term. Example: Technology.
- **Description** (Optional) -- Description of the term (this item may be used by some modules and feeds).
- **Parent** (Required) -- Select the term under which this term is a subset -- the branch of the hierarchy that this term belongs under (only required when heirarchy is enabled for the vocabulary).

- **Synonyms** (Optional) -- Enter synonyms for this term, one synonym per line. Synonyms can be used for variant spellings, acronyms, and other terms that have the same meaning as the added term, but which are not explicitly listed in this thesaurus, i.e. unauthorized terms (this item not used by many Drupal modules).
- **Weight** (Optional) -- The weight is used to sort the terms of this vocabulary (see explanation of weight above).

Advanced taxonomies: using hierarchies

For many users needing simple classification schemes, the examples above may be the only structure necessary for tagging site content. For more elaborate classification needs, consider the hierarchy option when creating vocabularies. Hierarchies allow the creation of sophisticated taxonomies with categories and subcategories in a tree structure, much like Yahoo categories or subject classifications used by libraries.

For example, the vocabulary *Food* could include the following categories and subcategories:

- Dairy
    - Milk
- Drink
    - Alchohol
        - Beer
        - Wine
    - Pop
    - Milk
- Meat
    - Beef
    - Chicken
    - Lamb
- Spices
    - Sugar

Note that the term Milk appears within both Dairy and Drink. This is an example of multiple parents for a term. Just select both parents when creating the term Milk.

Don't forget that that the order of term siblings (e.g. Beef, Chicken, Lamb) can be controlled with the weight option.

Using vocabularies for navigation

When displaying nodes, both in teaser listings on the Drupal home pages and in full, single-node view, many Drupal themes display the categories applied to the node. If the user selects any category term, Drupal will then display a browsable listing for all nodes tagged with that term.

Examine the Taxonomy URL for one such category listing. The end of the URL should look something like this:

taxonomy/term/1

And another Taxonomy URL, for a different term, something like this

taxonomy/term/2

Note that Taxonomy URLs always contain one or more Term IDs at the end of the URL. These numbers, 1 and 2 above, tell Drupal which categories to display.

Now combine the Term ID's above in one URL using a comma as a delimter

taxonomy/term/1,2

The resulting listing represents the boolean AND operation. It includes all nodes tagged with both terms. To get a listing nodes using either taxonomy term 1 OR 2, use a plus sign as the operator

taxonomy/term/1+2

Want to combine more categories? Just add more delimeters and numbers. Know that you can use the taxonomy section in Drupal site administration to find out any Term ID. Just place the cursor over any *edit term* and look to the status bar at the bottom of the browser. Then substitute the new Term ID's found there to create a different category listing.

In addition to displaying Drupal nodes by category on site, Drupal has category specific RSS feeds for other sites to access your site content. See how the URL format for the RSS feed is very similar to the Taxonomy URL:

taxonomy/term/1+2/0/feed

Building individual Taxonomy URL's is not the most user friendly way to provide site users access to browseable listings. Nor do administrators necessarily want to build custom blocks for users with links to each category listing. To extend the means of accessing nodes by category, download and install the optional taxonomy_dhtml and syndication modules from the Drupal downloads page.

More about Taxonomy

Taxonomy is more than just a module in Drupal. It is also the study of classification and a research area of information science in the digital age. Drupal admnistrators who want to push the limits of the Drupal taxonomy system might want to read how it applies to Drupal taxonomy module development.

The taxonomy module is one of Drupal's strongest and most popular features because it makes our lives easier and brings goodwill to all. This is because the taxonomy module allows authorized users to (1) tag content using custom labels (aka **terms**), and (2) automatically classify new content based on this taxonomy. This makes for truly flexible information classification and retrieval.

How is it done? There's a technical and a storytelling explanation. Let's begin with the technical explanation:

The taxonomy module allows you to define vocabularies which are simply a collection of terms (similar to Gmail "labels" or Flickr "tags"). You can define 2 kinds of relationships between terms:

* Hierarchical: indicates a parent-child (vertical) relationship like `cat` and `dog` are children of `mammals`)

*Assocation: indicates a "similar to" (horizontal) relationship like `mammals` is similar to `animals`.

Using these relationships, the taxonomy module allows multiple lists of categories for classification (or **controlled vocabularies**) and offers the possibility of creating thesauri (terms with horizontal relationships) and taxonomies (terms with hierarchical relationships). *To delete a term choose edit term. To delete a vocabulary, and all its terms, choose edit vocabulary.* {comment: The emphasized sentence actually sounds out of place here. Please suggest how it can be reorganized.}

{factor next para into the main text}A controlled vocabulary is a set of terms to use for describing content (known as descriptors in indexing lingo). Drupal allows you to describe each piece of content (blog, story, etc.) using one or many of these terms. For simple implementations, you might create a set of categories without subcategories, similar to Slashdot's sections. For more complex implementations, you might create a hierarchical list of categories. {/factor}

Still confused? The story below will show some examples of what the taxonomy module can help you do:

> Case 1 (simple example). Abel sets up a website that contains his music reviews (posted as stories). Abel uses the taxonomy module to create two terms called Reviews and New Releases. Under Reviews, he creates the following child terms: Jazz, Folk, Classical. He then binds these terms to the story node. Now, when Abel posts each of his reviews, he gets a taxonomy dropdown box that prompts him to classify his review. If Abel classifies a review as Jazz, the story automatically gets displayed in the website's "Jazz" category.
>
> Case 2 (intermediate example): Yoyo Ma, a classical cellist, releases an album where he combines Jazz with Classical styles. Abel now cannot decide whether to classify his album review as Jazz or Classical. Abel fires up the taxonomy module and modifies the taxonomy -- now, instead of allowing only one-to-one tagging, he allows multi-tagging. Abel now tags his review as both Jazz and Classical and everyone, including Yoyo Ma, is happy.
>
> Case 3 (complex): Abel's music website grows and it now contains stories, blogs and forum discussions. Beth and Ching are both contributors to Abel's site. As they post content, they are also asked to tag their contributions. {to be continued}

It's Case 3 that I am most interested in.

I'm developing a site using Drupal which will rely heavily on stories, essays, and articles submitted by a number of different users. These folks will want to just write their stuff and post it. They can use the menu navigation feature of the submission/posting process to determine to which menu (custom ones previously created by me and/or authorized moderators) the piece should be associated. [The default behavior is to list unsorted menu items in alpha order, a perfectly acceptable practice. Myself and moderators can further modify the order of menu items by assigning them weights.]

So why should our contributors be further required to "classify" their material using terms I have created? Why put them (and me, who would have to spend time creating vocabularies and terms) through an unnecessary workload hassle?

So far all I have read are excuses like "well, you can and it's cool", "it will help people search for things later" (assumes an otherwise poor search facility is all that is available), or "you either get it or you don't". This last one being the worst response. A typical refuge of communication-impaired people who like to think themselves more powerful and wise through possession of secret knowledge. Are we expected to embrace a system simply because a system can be constructed?

I picked Drupal after trying other CMS approaches because it puts forward clean, nice-looking pages fairly easily and contains a nice set of optional features (unlike Mambo and Nuke systems which seem to assume everybody screamingly wants to know what's hot, what's not, who's popular, and the latest gossip). But I am not convinced Drupal developers must also buy into the theology or dialectic of the supremacy of taxonomies. Could it be something as simple as because a Drupal-type CMS is based on a database application (like MySQL), a taxonomy-based approach is the easiest way of making the system rational and more humanly understandable?

Cheerily Yours,
Tim O'Laguna

Creating a Block with links belonging to certain taxonomy terms

Question

> war_boar wrote:
>
> how to have a block of links to all terms which match taxonomy like Reviews: Anime Or Reviews: Movies without doing it manually
>
> it should be titled, *Reviews* and underneath all blogs or stories which matched.

Answer

As a demo, see the block named *Physicians* at Internists.net

You will need to create a new Block of `type=php`. You will then want to paste in the code below, and customize the 'Physicians' subject and the $tax array. $tax the list of tids that you are inetrested in. The third element, named 'operator', can be *and* or *or*. So in your case, assuming the term ID for movies is '3' and the term ID for Anime is '6', you want:

```
<?php
// paste this code into a custom block of type=php
// customize the $tax array and the $subject as needed
$tax = array(1, 2);
$operator = "or";
$result = taxonomy_select_nodes($tax, $operator);
while ($obj = db_fetch_object($result)) {
$node = node_load(array('nid' => $obj->nid));
$items[] = l($node->title, "node/". $node->nid);
}
return theme('item_list', $items);
?>
```

Throttle: congestion control

The throttle module provides a congestion control throttling mechanism for automatically detecting a surge in incoming traffic. If the site gets linked to by a popular website, or otherwise comes under a "Denial of Service" (DoS) attack, your webserver might become overwhelmed. This mechanism is utilized by other modules to automatically optimize their performance by temporarily disabling CPU-intensive functionality. For example, in the site theme, you might choose to disable pictures when the site is too busy (reducing bandwidth), or in modules, you might choose to disable some complicated logic (reducing CPU utilization).

The congestion control throttle can be automatically enabled when the number of anonymous users currently visiting the site exceeds the specified threshold. The congestion control throttle can be automatically enabled when the number of authenticated users currently visiting the site exceeds the specified threshold.

You can

- enable throttle for modules at administer >> module.
- enable throttle for blocks at administer >> block.
- administer throttle at administer >> settings >> throttle.

Tracker: viewing new and updated content

The tracker module displays the most recently added or updated content to the website allowing users to see the most recent contributions. The tracker module provides user level tracking for those who like to follow the contributions of particular authors.

The "recent posts" page is available via a link in the navigation menu block and contains a reverse chronological list of new and recently-updated content. The table displays the content type, the title, the author's name, how many comments that item has received, and when it was last updated. Updates include any changes to the text, either by the original author or someone else, as well as any new comments added to an item. To use the tracker module to *watch* for a user's updated content, click on that user's profile, then the *track* tab.

You can

- view the most recent posts.
- view user profiles and select the track tab.
- not administer this module.

Tip: tracking new instead of updated

On my web sites, I prefer that the Tracker link only shows the new nodes, instead of also showing updated nodes. If you also prefer this, the solution is extremely simple: In the tracker.module (also works with tracking.module), justs replace the word 'changed' with the word 'created' in the entire code of the module.

Tracking module

Here is an alternate tracking module: http://drupal.org/node/24504

Upload: collaborate with files

The upload module allows users to upload files to the site. The ability to upload files to a site is important for members of a community who want to share work. It is also useful to administrators who want to keep uploaded files connected to a node or page.

Users with the upload files permission can upload attachments. You can choose which post types can take attachments on the content types settings page. Each user role can be customized for the file size of uploads, and the dimension of image files.

You can

- administer user permissions at administer >> user >> configure >> permissions
- administer content at administer >> content types.
- administer upload at administer >> settings

Watchdog: monitor your site

The watchdog module monitors your system, capturing system events in a log to be reviewed by an authorized individual at a later time. This is useful for site administrators who want a quick overview of activities on their site. The logs also record the sequence of events, so it can be useful for debugging site errors.

The watchdog log is simply a list of recorded events containing usage data, performance data, errors, warnings and operational information. Administrators should check the watchdog report on a regular basis to ensure their site is working properly.

You can

- view watchdog logs at administer >> watchdog.
- view watchdog event logs at administer >> watchdog >> events.

User: access and management settings

The user module allows users to register, login, and logout. Users benefit from being able to sign on because it associates content they create with their account and allows various permissions to be set for their roles. The user module supports user roles which can setup fine grained permissions allowing each role to do only what the administrator wants them to. Each user is assigned to one or more roles. By default there are two roles *anonymous* - a user who has not logged in, and *authenticated* a user who has signed up and who has been authorized.

Users can use their own name or handle and can fine tune some personal configuration settings through their individual my account page. Registered users need to authenticate by supplying either a local username and password, or a remote username and password such as DelphiForums ID, or one from a Drupal powered website. A visitor accessing your website is assigned an unique ID, the so-called session ID, which is stored in a cookie. For security's sake, the cookie does not contain personal information but acts as a key to retrieve the information stored on your server.

You can

- view your user page.
- administer user at administer >> user.
- allow users to select themes from their user account by enabling themes in administer >> themes.
- read user profile help at administer >> help >> profile.
- read about distributed authentication in the system module help at administer >> help >> system.

Managing access control with permissions and user roles

Roles, a way of assigning specific permissions to a group, allow you to fine tune the security, use and administration of Drupal. Users assigned to the role, or group, are granted those permissions assigned to the role. Common examples of roles used with which you may be familiar include: anonymous user, authenticated user, moderator, and administrator.

By default, Drupal automatically defines two roles as a part of site installation:

- **anonymous user** -- readers of the site who are either do not have an account or are not logged in.
- **authenticated user** -- the role assigned to new accounts on a Drupal site.

The anonymous user role should typically have the least access to the site of all roles. Authenticated users, because they took the time to register, might be given more permissions, such as the ability to create some types of content. If administrator approval is required for new users, or if they match certain criteria (such as having a company email address), you may be able to grant more permissions that way.

The first Drupal account created on a new installation, sometimes referred to as the "root user", always has full permissions for all Drupal activities, including administration and content creation, editing and removal.

More trusted users might be granted special privileges through an administrator-created role, and must be manually added to that role through the user administration interface. To create new roles:

1. Click *administer* >> *access control* >> *roles* tab.
2. Enter a label for the new role in the available text field at the bottom of the current list of roles.
3. Once you've added the role, select the *permissions* tab.
4. Your new role will be listed as a new column in the permission matrix. Grant permissions to the new role.
5. To add users to this role you will need to edit individual user accounts. Click *administer* >> *users* and the *edit* link for the user you wish to add to the role. Then you can add this user to your new role under the *Roles* section of the user edit page.

Assigning permissions and users to roles

Access to almost all Drupal modules can be controlled by either enabling or disabling permissions for a given role. As a security precaution, the anonymous and authenticated users are configured with very minimal permissions during a site install. You'll have to consider which permissions to enable.

Go to the permissions administration page (*administer* >> *access control* >> *permissions* tab to begin enabling or disabling permissions. Consider the following descriptions of permissions:

- Administer -- Administer permissions, such as *administer content* and *administer users*, are usually reserved for the most trusted site users. These administration privileges grant users extensive control of the specific module(s) described by the permission title. For example, when administer permissions are granted on modules associated with specific node types, the user will be able to edit and delete all content for that node type on the entire site. Reminder: you'll have to assign access administration pages rights to any role which also needs to configure site options in the administration menu.

- Access -- Permissions which grant access allow users read-only rights or general use of specific site modules, without any significant configuration privileges. Typically, these roles do not permit the creation of content. Most access permissions are safe to assign to any user role, although giving *access administration* should generally be reserved for the most trusted users.
- Create -- Allows users to create, but not necessarily edit later, the specified type of content. Generally applies to node types.
- Maintain -- These permissions generally enable a user to create content, as well as allowing the author of the submitted content to edit their own content. If you want to allow new site members to keep a weblog or work on the collaborative book, you'll need to enable maintain permissions for the authenticated user.

Taxonomy_access: Restrict user roles to access specific categories only

Access to content can be restricted by category using the Taxononmy Access:
http://drupal.org/project/Modules/taxonomy_access

Adjusting permissions after adding modules

Whenever a module is enabled, even if it is merely turned off and on, permissions for that module are unassigned to all roles. As a security precaution, an administrator always needs to assign permissions to roles any time a module is enabled.

User authentication

Registered users need to authenticate by supplying either a local username and password, or a remote username and password such as a jabber, Delphi, or one from another Drupal website. See distributed authentication for more information on this innovative feature.

The local username and password, hashed with Message Digest 5 (MD5), are stored in your database. When you enter a password it is also hashed with MD5 and compared with what is in the database. If the hashes match, the username and password are correct.

Once a user authenticated session is started, and until that session is over, the user won't have to re-authenticate. To keep track of the individual sessions, Drupal relies on PHP's session support. A visitor accessing your website is assigned an unique ID, the so-called session ID, which is stored in a cookie. For security's sake, the cookie does not contain personal information but acts as a key to retrieve the information stored on your server's side. When a visitor accesses your site, Drupal will check whether a specific session ID has been sent with the request. If this is the case, the prior saved environment is recreated.

User preferences and profiles

Each Drupal user has a profile, and a set of preferences which may be edited by clicking on the *my account* link. Of course, a user must be logged into reach those pages. There, users will find a page for changing their preferred time zone, language, username, e-mail address, password, theme, signature, homepage, and distributed authentication names. Changes made here take effect immediately. Also, administrators may make profile and preferences changes *administer* » *users* on behalf of their users.

Module developers are provided several hooks for adding custom fields to the user view/edit pages. These hooks are described in the Developer section of the Drupal Handbook. For an example, see the `jabber_user()` function in */modules/jabber.module*.

Using distributed authentication

Distributed authentication

One of the more tedious moments in visiting a new website is filling out the registration form. Here at *drupal.org*, you do not have to fill out a registration form if you are already a member of Drupal. This capability is called *distributed authentication*, and is unique to Drupal, the software which powers *drupal.org*.

Distributed authentication enables a new user to input a username and password into the login box, and immediately be recognized, even if that user never registered at *drupal.org*. This works because Drupal knows how to communicate with external registration databases. For example, lets say that new user 'Joe' is already a registered member of Delphi Forums. Drupal informs Joe on registration and login screens that he may login with his Delphi ID instead of registering with *drupal.org*. Joe likes that idea, and logs in with a username of joe@ remote.delphiforums.com and his usual Delphi password. Drupal then contacts the *remote.delphiforums.com* server behind the scenes (usually using XML-RPC, HTTP POST, or SOAP) and asks: "Is the password for user Joe correct?". If Delphi replies yes, then we create a new *drupal.org* account for Joe and log him into it. Joe may keep on logging into *drupal.org* in the same manner, and he will always be logged into the same account.

Drupal

Drupal is the name of the software which powers *drupal.org*. There are Drupal web sites all over the world, and many of them share their registration databases so that users may freely login to any Drupal site using a single **Drupal ID**.

So please feel free to login to your account here at *drupal.org* with a username from another Drupal site. The format of a Drupal ID is similar to an email address: **username**@*server*. An example of a valid Drupal ID is **mwlily**@*www.drupal.org*.

Contributed modules

A large number of community created modules allow you to enhance your Drupal system.

You must install and configure each module individually on your machine. Each module download contains specific install instructions. Further description of specific modules' administration and use is contained within. Use modules that have the same version as your Drupal installation.

The following list is just a sample of some useful modules. More modules are added by various people on a constant basis. You can check the latest modules and download them from the Drupal download section.

Audio: Uploading and playback of audio files

The audio module allows users to add audio media content to a site. Audio is an important medium for community communication. The recent rise of the podcast phenomenon is an example of the trend towards audio content. The audio module enables music, spoken word, and voicemail messages to be played on a site.

The audio module allows a user to create a new audio post. An audio post lets you upload, stream, and download audio files, and uses the getID3 library to read and write ID3 tag information from the audio file. The getID# library is required. This module comes with a handy flash player that can be embeded in your site. Audio files can be submitted by browsing users computer for files to upload. Audio posts can also be configured to allow the files to be downloaded. Audio administration allows the path for audio files to be uploaded to be configured. The getID3 library can also be configured in audio administration.

You can:

- listen to the most recent audio files added in your user profile at my account.
- add an audio file at create content >> audio.
- enable the *latest audio* and *random audio* blocks at administer >> block.
- administer audio module at administers >> settings >> audio.
- download and install the *required* getID3 library from getID3 sourceforge page.

Change audio player type

Change the player type and style by over riding the function 'theme_audio_player($params)' in your theme level.

BitTorrent: transfer large files efficiently with peers

The BitTorrent module allows the distribution of large files via the BitTorrent network technology. By sharing the cost of downloading as well as uploading with a network of other users no one site has to carry the burden of every download. This is very important for a network of community sites that want to share media such as podcasts, video blogs, and participatory culture media. **BitTorrent should not be used to distribute copyrighted material.** It is an open system and law enforcement officials can easily track and prosecute users who attempt to pirate content. This module provides a BitTorrent tracker which coordinates the sharing of content via a map of the content pieces in a .torrent file.

There is a list of torrents that are being tracked. You can set the explanation of BitTorrent for users of your site in general settings. You can also make a list of torrent announce URLs that your tracker will use. This module is not currently being distributed. It was developed by Digital Bicycle and will be distributed by CivicSpace Labs in a manner to avoid it's use as a piracy tool.

You can:

- view a list of torrents at BitTorrent tracker.
- administer the BitTorrent general settings at administer >> settings >> BitTorrent.
- administer the BitTorrent tracker settings at administer >> settings >> BitTorrent >> tracker.

Buddylist: list your social network

Buddy list enables users to add buddies in their social network to their user account. Users can maintain a list of their buddies and keep track of what their buddies are posting to the site. They can also track their buddy's buddy's and thereby exploring a social network.

You can add buddies via user profiles. The administrator must enable viewing users profiles to be able to use the buddy list option. On the View tab of the user profile, there is a Buddy list section. One of the buddy list actions is Add Buddy. Select this action to add a user to your buddy list. If a user is already in your buddy list, the add action will be to remove the buddy. Administrators can also enable the buddylist block. This block allows you to see a list of your buddies. An administrator can also enable the Friends Of A Friend (FOAF) module to allow for sharing of buddy lists between different social networking applications.

You can

- add a buddy by looking at user profiles.
- allow users to view profiles in administer >> access control >> permisions.
- enable the buddy list block at administer >> block.
- administer the buddy list block at administer >> settings >> buddylist.

CiviCRM: manage community contacts, relationships, and activities

The CiviCRM module stores information on the universe of people associated with a community and on their interactions such as emails, donations, petitions, events, etc. It can act as a stand alone contact management system or it can be integrated with mass mailer, volunteer management, petition, and event finding. CiviCRM enables organizations to maintain all these activities in a single database, creating efficiencies and new opportunities for communities to better communicate and benefit from relationships with their community members.

The CiviCRM module allows you to create contacts, or import them from other sources. You can record relationships between contacts, such as indicating they live in the same household. There are two types of groups of contacts. You can create static groups which have a set list of contacts. You can also create dynamic (smart) groups based on characteristics that contacts have in common. For example, you could create a group of all contacts who live in California AND who have volunteered for your organization within the past year. The CiviCRM module also allows for tagging for less formal categorization of contacts or groups. You can easily extend CiviCRM to record community member information which is specific to your community or organization using custom fields. For example, you can create a set of fields to track volunteer skills and preferences. CiviCRM profile gives you a way to allow community members ('users') to update their own information, as well as share some of that information with others. Finally, you can configure custom activity types such as volunteering or attending events.

You can:

- enable CiviCRM blocks at administer >> blocks.
- set access permissions at administer >> access control.
- find contacts by name, email address, group membership and or tagging at find contacts.
- do complex searches based on tags, group membership, location, activities and custom fields at advanced search.
- reuse a saved search at saved searches.
- create or manage groups at manage groups.
- import contacts from other sources at import contacts.
- create or administer tags (e.g. organizer, foundation, environment...) at civicrm >> admin >> tags.
- create or administer relationship types (e.g. household member, board member, spouse...) civicrm >> admin >> relationship types.
- create or administer location types (e.g. home, work, school...) civicrm >> admin >> location types.
- create or administer activity types (e.g. house meeting, intake interview...) at civicrm >> admin >> activity types.
- create or administer custom data fields (e.g. volunteer skills, emergency contact info...) civicrm >> admin >> custom data.
- create or administer civicrm profile (i.e. what contact data is collected during user registration) at civicrm >> admin >> civicrm profile.

CiviCRM access permissions

Control access permissions adminster >> access control

It will look something like:

civicrm module
access CiviCRM
access CiviCRM Profile Listings
add contacts
administer CiviCRM
edit all contacts
edit contacts in [Group 1]
edit contacts in [Group 2]
edit contacts in [Group 3]
edit groups
view all contacts
view contacts in [Group 1]
view contacts in [Group 2]
view contacts in [Group 3]

---

dave lange
http://lhiver.com

Installation instructions for CiviCRM

Here are the installation instructions for installing CiviCRM.

http://objectledge.org/confluence/display/CRM/Installation+Guide+for+Developers

Currency Conversion: do currency conversions from your web site

The Currency Conversion module allows visitors to do currency conversions between different currencies from your web site. It also provides an API that can be used by other modules. It depends on Yahoo! Finance for its information.

Users with the appropriate access level (use currency) will be able to use this feature by entering an amount in the text field, choose the source and target currencies and then perform the conversion to the target currency.

You can

- convert currencies.
- change default currencies to convert from and to, at administer >> settings >> currency

DataBase Administrator:Manage, backup, and load you database

The Database Administrator module allows adminstrators to manage, backup, and load a database. The ability to manage tables inside the site reduces the needs for learning third party database tools and reduces time to accomplish database adminstration tasks.

The module allows you to set the backup name for multiple tables and repair a mysql database. Administrators also have the ability to perform many operations on a single table including: view, describe, check, backup, empty, and drop. The administrator can check, backup, empty, and drop a selection of multiple tables.

You can:

- administer tables at adminster >> database.
- run scripts on the database at administer >> database >> run script.
- set the backup file name and the MySQL table check and repair settings at administer >> settings >> database.

For more information, read the configuration and customization handbook at the dba page.

Event: set times for content

The event module allows for any type of content to be event enabled, meaning content can have a start and end time, and appear in calendars. The ability to event enable any content type combined with the ability to create new types of content make it possible to create unlimited types of calendars. The ability to broadly event enable content will allow for creative applications combining information and real world events.

The administrator can decide which content types should be events for their site. In content type configuration, administrators can select the calendar view options: never, all views, or only views for this type. For example, this makes it possible to have a general calendar which shows all meetups and house parties in the same calendar, and have a separate calendar for rallies which only contains the rallies content type. Calendars can be customized to view a specific content type or a category of content, using taxonomies.

Administrators can also set two types of options for events; general event options, and event overview options. General event options are for timezone configuration, time notation formats, and event block configuration. Event overview options allow calendar and table event default views. Administrators can also set general filter controls for content types and categories, via the event taxonomy controls.

You can

- enable content types to be event enabled at administer >> content >> content types >> configure type.
- administer general event options administer >> settings >> events.
- create content and set a start and end time, if the administrator has set that content type to be event enabled.

EventFinder: access event information

EventFinder is a module for accessing event information on your site. It is very useful for communities that have many events. The ability to find events in many ways facilitates bringing community members together in person which makes communities stronger.

This module allows the user to seach for events based on event type, category, geographic location and proximity to major metropolitan areas. A user can also register for events, and it is helpful for event hosts to retrieve lists of contacts for events they have created on the site. Users can access lists of events which they have created and registered for. Event allows users to create saved searches, which monitor the system for new events matching criteria they have specified.

You can:

- enable **required** civicrm, event, and location modules at administer >> modules.
- configure a **required** default registration page through the CiviCRM Administration profile forms by selecting the **Display in Registration Form?** checkbox next to fields you are going to collect.
- configure a **required** CiviCRM email profile field to select **Key to Match Contacts?**.
- set permission for event searches, saved searches, event hosting, and administration at administer >> access control.
- view eventfinder prerequisites, module configuration, and contact repository settings at administer >> eventfinder.
- clear registration information or submit feedback about event finder at administer >> eventfinder.
- configure search settings for event taxonomy, event type, location proximity, state , metropolitan areas at administer >> settings >> eventfinder.
- configure display, registration, mailer options, and saved search options at administer >> settings >> eventfinder.

Flexinode: new content types

The flexinode module allows administrators to create simple new content types. Administrators find it very useful to create new types of content without having to program a new content module.

When creating a new flexinode, administrators are presented with a flexinode form to create their new content type. Once administrators have created their flexinode they can accept the format or choose to theme the content type to change it's presentation. For users, creating content that is a flexinode is just like adding other content. The flexinode content type will show up alongside all normal content.

You can

- create a flexinode content type at administer >> content types >> add type.
- create content >> add type.
- administer flexinode at administer >> settings >> flexinode.

FOAF: friends of a friend

FOAF, or *Friend of a Friend,* refers to a set of *social networking* standards and tools for online sharing and searching of user profile information. Users will find this useful if they want to make a list of their friends and be able to export or import their list among social networking applications.

The FOAF module allows users to export FOAF documents based on their profile information. It also allows users to import profile information from external FOAF files, and even includes an option to let profiles auto sync when using distributed authentication. The FOAF module can export your buddy list if the buddy list module is enabled. You can download FOAF files in the view tab of a user profile if FOAF is enabled.

You can

- read the FOAF wikipedia explanation.
- read the FOAFNet specificiation.
- view user profiles and select a user to see their FOAF file.
- enable the buddy list module at administrator >> modules.

Fontsize: make text larger

The font size module allows users to change the font size of the site they are viewing. This is useful for creating 508 accessible websites.

The font size module adds a block which has two buttons, one for a larger text size and one for a smaller or normal text size. Javascript is used to load generic stylesheets that work with most themes and templates.

You can

- Enable the font size block at administer >> block >> fontsize.

Forms: forms for modules

The forms module is a behind the scenes helper module. It is intended as a generic form building module, allowing module developers to include forms to be created by administrators.

If the form module is enabled for the survey module, a user could create custom form elements for their surveys through a web interface.

You can not administer this module.

Front_page: A different first page for your site

Front_page is a module that allows you to create a static HTML or PHP page to display as an alternative default front page. It provides options to make a different front pages for anonymous users than for authenticated users. Several options are also provided to allow you to theme the page with your currently installed theme, or as a full page, or to redirect to a new page.

The available choices for front pages are as follows

- **themed** - uses your current site's theme to dsplay your text/code
- **full** - bypasses your sites theme, uses only your specified text/code
- **redirect** - redirects you to another page/story/image/etc.

You can

- change the front page for your site at administer >> settings >> front_page

Front_page vs. Static Pages

Static pages can offer you a lot of the features that the front_page module offers, but, it has a LOT more administration to do. For example, to implement these features with static pages, you'd have to:

1. Check whether the person is logged in.
2. All the blocks must be set not to display on that particular page.
3. The user must know some PHP to do #1 and also to do redirects as logic can't be used in HTML.

4. No way to disable the logo section of the theme for the page (e.g. a user might just want an enlarged version of his logo with a few bullets of text on the main page - no other themable objects), without using another module.

Front_page module makes creation of a different front page for your site very simple, and offers more choice than static pages. Static pages for customized front pages is too involved for new Drupal users (and of course lazy administrators...) and front_page module provides a completely functional alternative.

Google Adsense: earn money by displaying Ads from Google

The Google Ad Sense module enables the owner of a web site to earn some revenue by displaying Google Ads on their web site.

Google sitemap: create maps of your site

The Google Sitemap module (gsitemap) automatically creates an XML sitemap that conforms to the Google specification. This allows Google (and any other search engines that may use it in the future) to build a better index of your site.

The module has several configuration options which allow the site administrator to customize the sitemap output, submit the sitemap to Google automatically, and log downloads of the sitemap.

You can:

- change configuration options at administer >> settings >> gsitemap
- view the sitemap output
- learn more about Google Sitemaps

HTMLarea

Allows users to write custom html and formating of text using a graphical user interface.

It has the following tabs: htmlarea, toolbar, font names, font size, format block, plugins, custom js.

You can

- administer >> settings >> htmlarea.

Image: galleries of images

The image module is used to create and administer images for your site. Each image is stored as a post, with thumbnails of the original generated automatically. There are two default thumbnail sizes, thumbnail and preview. The thumbnail size is shown as the preview for image posts and when browsing image galleries. The preview is the default size when first displaying an image node.

Image administration allows the image directory and the image sizes to be set.

Image galleries are used to organize and display images in galleries. The list tab allows users to edit existing image gallery names, descriptions, parents and relative position, known as a weight. The add galleries tab allows you to create a new image gallery defining name, description, parent and weight.

You can

- view image handling messages in administer >> settings.
- view lists and add image galleries at administer >> image >> galleries.
- configure image sizes and file directories at administer >> settings >> images.

Interwiki: wiki syntax for linking

The interwiki module is the way to create links to the many wiki webs on the world wide web. Users avoid pasting in entire URLs, as they would for regular web pages, and instead use a shorthand similar to links within the same wiki. The types of interwiki links allowed in a wiki are defined by an InterMap.

The interwiki module allows you to use interwiki links that point to wikis such as Wikipedia.org, SourceWatch.org and dKosopedia.com. It can also be used to link easily to Google and eBay searches and other online reference sources such as the Merriam-Webster dictionary. It uses a table interwiki which is the same table used by MediaWiki. MediaWiki users should be able to use an interwiki table interchangeably. The URL filter module must be enabled to use interwiki.

You can

- read the wikipedia interwiki definition.
- enable the urlfilter module in administrater >> module.
- enable the interwiki filter in your administration >> filter, input formats.
- administer interwiki administer >> interwiki .

Listhandler: connect mailing lists to forums

The listhandler module allows you to connect mailing lists to forums and vice versa. It works in conjunction with the mailhandler module. Mailhandler receives an email and then asks listhandler if the received email is part of a list. If the email is from a mailing list associated with a forum on your site, then listhandler adds the recieved email to the forum.

Listhandler administration allows you to set the email address of the list administrator. The email address is used as the From: field to check the address of messages sent by anonymous users. You can also enable and disable the listhandler for a list.

You can:

- administer listhandler administer >> listhandler.
- administer mailhandler administer >> mailhandler.
- administer forum administer >> forum.

Location: associate geographic location

The location module allows you to associate a geographic location with content and users. Users can do proximity searches by postal code. This is useful for organizing communities that have a geographic presence.

To administer locative information for content, use the content type administration page. To support most location enabled features, you will need to install the country specific include file. To support postal code proximity searches for a particular country, you will need a database dump of postal code data for that country. As of June 2005 only U.S. postal codes are supported.

You can

- administer locative information at administer >> content types to configure a type and see the locative information.
- administer location at administer >> settings >> location.
- use a database dump for a U.S. postal codes table that can be found at zipcode database.

Mailalias: alias e-mails to user

The mail alias module associates additional e-mail aliases to user accounts. The mailhandler module uses these email aliases to authenticate incoming e-mail with your account. This is useful because many users have multiple email accounts and administrators want to aggregate their content submitted by e-mail to the single user account.

The module is enabled on the users account settings page as a text field. e-mail aliases: where users can enter multiple e-mail addresses separated by a comma.

You can

- view the user page at user.
- adminster users at administer >> users.
- administer mailhandler at administer >> mailhandler.

Mailhandler: content via mail

The mailhandler module allows registered users to create or edit nodes and comments via e-mail. Users may post taxonomy terms, teasers, and other post attributes using the mail commands capability. This module is useful because e-mail is the preferred method of communication by community members.

The mailhandler module requires the use of a custom mailbox. Administrators can add mailboxes that should be customized to meet the needs of a mailing list. This mailbox will then be checked on every cron job. Administrators may also initiate a manual retrieval of messages.

This is particularly useful when you want multiple sets of default commands. For example , if you want to authenticate based on a non-standard mail header like Sender: which is useful for accepting submissions from a listserv. Authentication is usually based on the From: e-mail address. Administrators can edit the individual mailboxes when they administer mailhandler.

You can

- run the cron job at cron.php.
- add a mailbox at administer >> mailhandler >> add a mailbox.
- administer mailhandler at administer >> mailhandler.

Massmailer: manage mailing lists

This documentation referers to the mass mailer in CVS head that has support for CiviCRM integrated. It requires PHP client version to run on your server.

The massmailer module allows you to create newsletter style mailing lists that visitors to your website can subscribe to. It provides an interface to then email your subscribers in bulk, manage your subscription lists, and create and delete lists. The mass mailer module is built in such a way that it is possible to swap out the mass mailing back-end or *engines*. Currently the only usable engine is phplist. However, this module has aspirations for great mailing engines.

Mass mailer requires a mailing engine such as the phplist module to be enabled and selected in the mass mailing settings. Configuring phplist can be difficult and requires settings to be set up correctly on your webserver.

You can

- read about phplist.
- use mass mailer if you enable the phplist module at administer >> modules.
- administer massmailer and select phplist to enable mass mailing at administer >> settings >> massmailer.
- create and configure mailing lists at administer >> mass mailer.
- manage messages at administer >> mass mailer >> manage messages.
- compose messages at administer >> mass mailer >> manage messages >> create new message.
- send messages at administer >> mass mailer >> send messages.
- manage subscribers at administer >> mass mailer >> manage subscribers.
- subscribe to mailing lists and unsubscribe from mailing lists at list subscriptions.

Manage lists

This is the documentation for managing lists. Please comment below.

Manage lists screenshot

Manage subscribers

Manage subscribers documentation.
Manage subscriber screenshot

Manage templates

Documentation needed for the mass mailer template module.
Manage templates screenshot

Resolve PHP Errors (Send Message Failures)

If you receive the following error message when sending e-mails from mailing lists, your PHP interface is not properly configured and massmailer will not work properly.

```
You do not have the php command line executable in your system path and it cannot be located in
/usr/bin or /usr/local/bin.
Please edit the modules/massmailer/engines/phplist/bin/phplist file to correct this.
```

Possible causes of this error:

- You have the PHP CGI interface installed and configured for your site instead of the PHP Command Line interface
- When the PHP Command Line interface cannot be found.

To solve the problem:

- You need to contact your host to have the PHP Command Line Interface installed or configured for phplist.

For more information on installing PHP CLI (Command Line Interface or Interpreter) see PHP CLI and Cron or Using PHP from the command line.

Send messages

Documentation for the send messages page goes here.
Send messages screenshot

Subscriber info

Subscriber information documentation.
Subscriber info screenshot

Node import: get CSV content

The node import module enables importing of nodes of any type into your site using comma separated values format (CSV). One possible use is with contact manager to import lists of contacts. Users want to be able to import content from other systems into their site.

Node import accepts a CSV file as input. CSV files can be generated using spreadsheet programs. Your CSV file must contain field names in its first row. These field names can be anything; except when using raw data import type. Modules, such as contact_manager, will add additional import types.

You can

- read about the function that reads CSV files called fgetcsv.
- import nodes at administer >> content >> import.
- administer node permissions at administer >> access >> permissions >> node import.

Raw data import type

The raw data import type allows control over what the content of each node object but requires specially formatted CSV files.

Your CSV file must contain field names in its first row. The following fields are required:

- '`title`' the title of the post.
- '`uid`' (user ID) or '`name`' (user name).
- '`type`' the type of the node.

UID or name are ignored if current user does not have administer nodes permission. If the user does have this permission, name is used if available, otherwise UID, otherwise anonymous user is assumed. Your CSV file should use quotes around strings that contain a comma. Parsing is handled by the php fgetcsv function. Field names should match those usually entered into your database.

Node privacy by role: node view and edit permissions

The node privacy by role module allows users, when creating or editing a post, to select which roles of users on a site will have *view* permissions for the node and which users on a site will have *edit* permissions. Community leaders frequently want to give permissions to roles to create and manage content for a site. The ability to publish information, that would traditionally be hoarded, allows communities to educate each other while still preserving the value of knowledge.

The node privacy by role module must be explicitly enabled in its administration interface. The node privacy by-role permissions are set by users for their nodes. If the node privacy by role module is disabled, the default permissions scheme will be in effect again, in which all users have view permissions for all nodes. However, if the module is re-enabled, the node-by-node permissions that were in place during the previous period in which the module was enabled will take effect again. Roles given edit permissions are automatically given view permissions even if the user tries to give *edit* permissions to a particular role, but not view permissions.

You must explicitly enable or disable the module at administer >> settings >> node_privacy_byrole.

You can

- set default permissions for each content type in the default workflow settings at administer >> content >> configure >> content types for each content type.
- decide who can ignore the default permissions for each content type in the default workflow settings at administer >> content >> configure >> content types for each content type.

Node Vote: A node voting system

The Node Vote module rovides the ability for users to vote on various node, assigning a score to each one. The average overall score and number of votes are displayed below each node.

The module is useful in many situations, for example, to rate articles, forum posts, stories.

Several blocks are provided to display top voted for nodes, top scored nodes, and top voting users.

Permissions are used to determine which roles can vote, as well as which roles can see the results.

Voting can be limited to one or more node type (e.g. image, page, ...etc).

Notify: email notification of new site content

The notification module allows users to subscribe to periodic emails which include all new or revised content and/or comments much like the daily news letters sent by some websites. Even if this feature is not configured for normal site users, it can be a useful feature for an administrator of a site to monitor content submissions and comment posts.

The administrator sets the frequency of the emails in the notify administration interface. They can also set how many email failures should occur before notify stops sending notifications. Note that cron must be enabled for notifications to be sent out.

You can

- set up your site to run tasks automatically at required intervals. For more information, see cron.
- administer notify administer >> settings >> notify.

Organic Groups: Enable users to create collaborative groups

Organic groups enables users with permissions to create and manage their own *groups*. Community members often want to self organize or spontaneously organize around a topic of interest. Allowing communities to organize naturally is important part of a healthy community.

An organic group is created by a single group owner, who has special permissions including the ability to delete the group the owner created. Group admistrators also have special permissions but can not delete the group unless they are assigned to be the group owner. Group subscribers communicate amongst themselves using the group home page as a focal point. They do so by posting the usual content types: blog, story, page, etc. A block is shown on the group home page that links to these group specific posts and actions. The block also provides summary information about the group.

Groups may be selective or not. Selective groups require approval by the group administrator in order to become a member. Organic groups also support private groups which will not be displayed in a list of organic groups.

You can:

- enable organic group creation and administration permissions at administer >> access.
- create organic groups at create content >> group.
- view a list of organic groups at groups.
- administer organic group at administer >> settings >> og.
- disable commenting and attachments for nodes of type *group* at administer >> content >> configure >> content types >> group.
- enable group details block, group subscriber block, new groups block, and my groups block at administer >> block.
- subscribe to groups by selecting the subscribe link in the group block.
- create content, invite friends, manage subscriptions, view list of subscribers, and see the group administrator in the group block.
- enable images in the group details block if you have the image module installed.
- enable group albums block if you have image and folksonomy modules installed.

Pathauto: generate URL path aliases automatically

The Pathauto module creates automatic path aliases for nodes and category terms, thus eliminating the need to create them manually. This way, your site is more search engine friendly, and more descriptive about its content, with less work from your side.

Playlist: group and order media files into a list

The playlist module allows users to arrange content into personal playlists. This module empowers users to become organizers of content as they re-order content from the site and create lists of their favorite content items. Once users have selected their favorite nodes and re-ordered them, others can share their RSS feeds, XSPF playlists, M3U playlists, or PLS playlists. For instance, users could make podcasts of their favorite audio on a site, or custom playlists of favorite songs, similar to iTunes playlists.

An RSS feed of the playlist is automatically generated of the personal playlist based on the time that it was added to the playlist (not based on order!). The XSPF, M3U, and PLS format can be used to export an XML feed of the playlist based on playlist order, which is useful for sharing playlists.

You can:

- create a new playlist at create content >> playlist.
- view your playlists at **my playlists**.
- add new audio to a playlist via the **add to playlist** link on audio posts.
- edit the title and description of the playlist via the **edit** tab for the playlist.
- manage your playlist files via the **manage playlist files** tab for the playlist.

Privatemsg: an internal messaging system

The private messaging module allows users to send messages to each other without having to share email addresses. An inbox link will appear in the navigation menu. The "write to author" links are included in posts, allowing users to write a private message instead of commenting openly. Allowing users to communicate directly is an important part of building the strength of the community.

Users can also select whether to receive email notices of new messages by editing their user profile. The contacts list contains only users that you have previously messaged. To contact users not in your list, you need to know their local user name. Administrators can set messaging options such as frequency of emails, message status display, and number of messages to display per page. They can also configure 'Write to Author' options.

You can

- administer privatemsg at administer >> settings >> private message.

Queue: moderation, collaborative rating

The queue module allows community leaders to moderate content to meet the challenges of information overload. This assists users in identifying the most interesting, worthwhile, valuable or entertaining items.

Administrators can set the number of responses required before a post is promoted to the front page. They can also set whether comments are published. Administers can also set conditions for posts to be unpublished.

You can

- administer queue at administer >> settings >> queue.

Moderation queue

Anyone who visits and has some news or some thoughts they'd like to share, can submit new content for consideration. After someone has submitted something, their node is added to a queue. All registered users can access this list of pending nodes, that is, nodes that have been submitted, but do not yet appear on the public front page. Those registered users can vote whether they think the node should be posted or not. When enough people vote to post a node, the node is pushed over the threshold and up it goes on the public page. On the other hand, when too many people voted to drop a node, the node will get trashed.

Moderation depends upon activation of the queue module. Users need the "access submission queue" before they are able to access the submission queue.

Comment rating

Anyone with a user account will be able to moderate comments. This lets people assign a score to a comment on how good they think the comment is or how visible they think it should be.

When more than one person rates a comment, the overall rating is just a simple average of all ratings. Comments with high ratings are more visible than comments with a lower rating. That way, comments that gain the approval of participants will gradually move up through statistical effects and pointless comments will sink into oblivion.

Hence, the purpose of comment moderation is two-fold:

- To bring the really good comments to everyone's attention.
- To hide or get get rid of spam, flamebait and trolls.

In the latter, comment moderation provides a technical solution to a social problem.

RSVP: invite people

The RSVP module lets users invite people by email to events and track a list of people who will be attending. The RSVP module requires the event module because it is necessary to have an event to invite people to first.

The RSVP page shows a *your invites* and a *your RSVPs* tab. There are confirmation screens for creating and editing RSVPs. Email addresses which are input for RSVP have input validation. RSVP also creates an invitation url by hash value access so that users can click a URL and be taken directly to their invitation. For each RSVP there are view, edit, manage, and send tabs. Users can manage attendees through the manage attendees tab. Users can also send attendees a message through the send message tab.

You can

- view your RSVPs at RSVP.
- not administer the RSVP module.

Site Menu: Site map and Sidebar Menu

Site Menu is a module that provides two related functions:

- A site menu based on the site's category hierarchy. Node titles under each category are listed, with options to display the author and number of comments if needed.

- A sidebar menu in a block for all categories of the site.

Certain categories can be excluded from the list.

SPAM: Stopping unwelcome posts on your site

The spam module is a powerful collection of tools designed to help website administrators to automatically deal with spam. Spam is any content that is posted to a website that is unrelated to the subject at hand, usually in the form of advertising and links back to the spammer's own website. This module can automatically detect spam, instantly unpublish it, and send notification to the site administrator.

- Automatically detects and unpublishes spam comments and other spam content.
- Automatically learns to detect spam in any language using Bayesian logic.
- Automatically learns and blocks spammer URLs.
- Automatically blacklists IPs of learned spammers, preventing them from posting additional spam and wasting database resources.
- Detects repeated postings of the same identical content.
- Detects content containing too many links, or the same link over and over.
- Supports the creation of custom filters using powerful regular expressions.
- Can notify the user that his or her content was determined to be spam, preventing confusion over why their content doesn't show up.
- Can notify the site administrator in an email when spam is detected.
- Provides simple administrative interfaces for reviewing spam content.
- Provides comprehensive logging to offer an understanding as to how and why content is determined to be or not to be spam.

You can:

- setup spam module permissions at administer >> access control >> permissions.
- configure filter, limits, actions, and advanced configuration at administer >> settings >> spam.
- view spam logs at administer >> spam >> logs.
- administer update options for comment spam at administer >> spam >> comments.
- administer update options for content spam at administer >> spam >> content.
- define custom filters at administer >> spam >> custom filters.
- define URL filters at administer >> spam >> URL filters.

For more information, read the configuration and customization handbook spam page.

Stock: Provide Stock Quotes on your site

The Stock modules allows visitors to a site to get quotes from major international stock exchanges. Registered users can also save a portfolio that can be displayed in a block on the sidebar. The data is from Yahoo! Finance.

Survey: community questions

The survey module allows users to create surveys to be completed by site visitors. Survey submissions are stored in the database, can be downloaded to Excel, and can generate an e-mail notification of each survey submission for the survey administrator. Surveys are valuable for gathering information about a community effectively.

Creating a survey is a two-step process. First create a new survey. A new survey requires title, thank-you page, survey notification e-mail, and intro text; attachments are optional. Once the survey is created, there are six tabs for managing the survey: view, edit, outline, track, form, and responses.

From the edit tab, select *add survey question* to add questions. The outline feature allows you to include survey responses in the book hierarchy. Track allows you to see time, referrer, user, and operations in a log so that you can monitor how users are coming to your survey. Finally, when users have responded to your survey, responses can be seen on the survey page. This module requires the forms module to create survey forms.

You can

- create a survey at create content >> survey.
- adminsiter surveys at administer >> content types >> survey.

Taxonomy menu: navigation for terms

Taxonomy terms allow classification of content into categories and subcategories. The taxonomy menu module adds links to the navigation menu for taxonomy terms. This is useful when the community is focused on creating content that is organized in a taxonomy.

The taxonomy menu administration interface allows taxonomy terms to be enabled to show in the navigation menu. You can also select whether a term's descendents subterms are displayed.

You can

- view a list of taxonomies in administer >> taxonomy.
- create a new vocabulary at administer >> taxonomy >> add vocabulary.
- administer taxonomy_menu settings by going to administer >> settings >> taxonomy menu.

Textile: simple text syntax

The textile module allows users to enter content using Textile, a simple, plain text syntax that is filtered into valid XHTML. Textile enables users to learn to format content quickly without having to worry about more complex syntax of html or xhtml. The filter tips page provides syntax descriptions and examples. Users can use syntax to create:

- headings
- paragraphs
- block quotes
- ordered lists
- unordered lists
- footnotes
- tables

Textile editing is an Input Format option on content creation and editing forms. It allows for blockquote, br, and html tags. It also automatically converts e-mail and web addresses to active links.

You can

- read about textile.
- read about filters at filter >> tips.
- not administer this module.

Theme editor: store, configure, create

The theme editor module enables the administrator to edit the basic themes for the web site, delete a theme from the theme storage directory, rename a theme, and re-configure the storage directory.

Theme editor has a list, new, and configure tab. The list tab allows for editing, deletion, and renaming. The new tab allows for a theme to be copied to the theme storage directory for editing. The configure tab creates a sub-directory where theme files will be stored.

You can

- administer theme editor at administer >> theme editor.
- add a new theme to the theme storage directory from administer >> theme editor >> new theme editor.
- edit the theme storage directory from administer >> theme editor >> configure.

TinyMCE: a WYSIWYG editor

The TinyMCE module adds what-you-see-is-what-you-get (WYSIWYG) html editing to text areas. This enables users to create rich content easily.

TinyMCE profiles can be based on user roles. It can define which pages receive this TinyMCE capability, what buttons or themes are enabled for the editor, how the editor is displayed, and a few other editor functions. The default profile setting uses the "simple" TinyMCE theme which just shows the most minimal button set (bold, italic, underline, etc), but many other settings are available by switching to "advanced". And by default, textareas on affected pages will be automatically swapped out with the rich text editor. Users may disable the editor for any textarea without reloading the page. This setting can be reversed so that pages load with conventional textarea form fields. A link below each textarea allows TinyMCE to be turned on or off *on the fly*.

If a user is a member of roles defined in multiple profiles, they will receive the profile with the lowest role id they belong to.

You can

- administer roles at administer >> access control >> roles.
- change user TinyMCE account settings, at administer >> user >> edit.
- administer TinyMCE at administer >> settings >> tinymce.

Trackback: post remotely

The trackback module allows users to give a blog post a contextual link to another. A context is made because the trackbacking poster is, in theory, writing about something mentioned on another blogger's trackbacked post. Using the trackback URL accompanying each post, another website can send a ping to your website. Once received, the trackback will show up on the trackback page accompanying the post. It also includes auto-discovery, spam moderation queues, and the ability to manually ping another site.

If trackback autodisovery is enabled on your website, someone need only visit your post via a link from another website post to have trackback *discover* the linking site and create the trackback. Trackback auto-discovery also works internally within a website, automatically creating connections between pages which link to each other. To manually send a ping to another site, edit your post and use the trackback URL field at the bottom of the edit page to submit the trackback URL for the post on the other site. Once you enter submit, your website will ping the other site for you. With trackback autodiscovery enabled, your site will attempt to do this automatically without your intervention.

To enable the moderation queue, go to the administer trackbacks page and select the configure tab. To view, approve, or delete trackbacks awaiting moderation, go to the administer trackbacks page and select the approval queue. To administer the trackback settings for a particular content type go to that content types administration page.

You can

- administer trackbacks at administer >> trackbacks.
- configure trackbacks at administer >> trackbacks >> configure trackbacks.
- adminster trackbacks for content types at adminster >> content >> configure >> content types.
- review your approval queue at administer >> trackbacks >> list >> approval queue.

URL filter: turn URLs and e-mail addresses into live links

The URLfilter module automatically converts text web addresses (URLs, e-mail addresses, ftp links, etc.) into hyperlinks. This is useful for users if content authors do not explicitly create a hyperlink for the URL.

Use Input Formats to enable the URL filter.

1. Select an existing Input Format or add a new one
2. Configure the Input Format
3. Enable URL filter and Save configuration
4. Rearrange the weight of the URL filter depending on what filters exist in the format

You can enable the urlfilter in an input format from administer >> Input Filter.

User Points: Users gain points as they do certain actions

The User Points module provides the ability for users to gain points when they do certain actions, such as:

* posting a node. Each node type can be given a different number of points, for example an image is of more value to photography site, while a page is more value to a literature site.
* posting a comment

* voting on a node (requires the nodevote module)
* Inviting a user (requires the invite module)
* Invited user registers (requires the invite module)

Upon deleting a node or a comment the number of points is subtracted.

The number of points for each of the above actions is configurable by the site adminsitrator.

A block displays the number of points the user gained. Another block displays the top 5 users who earned points.

This module is useful in providing an incentive for users to participate in the site, and be more active.

Video: Allows uploading and playback of video

The video module(4.7 or with backport patch to 4.6) allows users to post video content to their site. The emergence of portable phones with video capture capabilities has made video capture ubiquitos. Video logging, or vlogging as medium for personal video broadcasting has proven to be popular and is following the blogging, and podcasting phenomenas. Videos are useful for creative collaboration among community members. If community members can not meet in person videos of meetings are valuable for enhancing the interaction between community members.

The video module can be administered to flash player settings. There are a number of page and menu links which can be added to play and download video content on the site. Other configurable options include counts of plays and downloads. Multi-file downloads can also be configured to play. You can add file extensions that the flash video player should handle. There are also up to six custom fields and a group name which can be added.

You can:

- enable *most played videos*, *latest videos*, and *top videos* blocks at administer >> block.
- create video posts at create content >> video.
- administer video module settings at administer >> settings >> video.

Volunteer: organize people to help

Volunteer module helps you organize people for events. There is a managed email correspondence with the volunteer, as well as the ability to rate their volunteer performance at the end. It allows admins to further designate users as *volunteer coordinators* who can be designated as the contact person for volunteers for an event.

This module now relies on the CiviCRM module to handle contact information for volunteers. The volunteer module is frequently used with the RSVP module to invite community members. The module allows for default settings, contact settings, message settings, and email settings.

You can

- administer default, contact, message and email settings at administer >> settings >> volunteer.
- create an event at create content >> event.
- volunteer for an event by clicking on the volunteer link below an event.
- enable the calendar block for browsing events at administer >> block >> calendar for browing events.
- see events that may allow volunteering at events.
- rate volunteers for an event at events >> select an event >> volunteer admin >> Volunteer Status >> select a volunteer >> Avg. rating.
- create a CiviCRM group for volunteers to be added to (when volunteering for an event) at CiviCRM >> Manage Groups >> New Group.
- create a CiviCRM profile for volunteers to register to (when volunteering for an event) at CiviCRM >> Administer CiviCRM >> CiviCRM Profile >> New CiviCRM Profile.
- select a CiviCRM group for volunteers to be added to (when volunteering for an event) at administer >> settings >> volunteer >> Contact Settings.
- select a CiviCRM profile form for volunteers to register to (when volunteering for an event) at administer >> settings >> volunteer >> Contact Settings.
- see a list of all contacts who have volunteered for events at CiviCRM >> Manage Groups >> select a group of volunteers >> Show Group Members.

Creating a group of volunteers

In order to create and populate a group of all users who have volunteered for events:

1. First create a CiviCRM group

~> CiviCRM >> Manage Groups >> New Group

2. Then select the group from "Add/Update contacts to CiviCRM group when volunteering:"

~> administer >> settings >> volunteer >> Contact Settings

3. As registered users volunteer for events, they will be required to fill out a CiviCRM Profile form and that information along with their user name will be saved to the volunteer group.

Wireframe: Information architecture designs for user testing

The Wireframe module allows designers to create information architecture designs for user testing. Web page wireframes are an information architecture deliverable that convey the information, the structure and relationships between information, and the flow and navigation of information on a web page. The wireframe module allows designers to share their wireframes with remote users, programmers, and visual designers to improve the development process. The wireframe module allows designers to add, re-use, and manage interface objects in their wireframes.

Designers can create new wireframe components for re-use in the design of their wireframes. They can change the interface objects and they will change in all wireframes in which they appear. Each wireframe page has a list of interface objects that it contains and interface objects can be removed from wireframe pages.

To create a wireframe, simple click on create content, choose page and then select 'PHP code' input format. You do not need to know PHP, just use HTML code. But you can reuse a 'wireframe component' you added before: type <?php print _wireframe_view(184) ?> to insert the contents of node/184, where node/184 is a 'wireframe component'. That's all PHP you'll need. A 'Wireframe component' can be any input format, typically these are simple HTML snippets but they also can be simple PHP nodes to display a list of users etc.

You can:

- create an interface object at **create content >> wireframe component** (node/add/wireframe).
- view a list of wireframe components at **wireframe components**(node/add/wireframe).
- manage all wireframe components at **manage wireframe components** (wireframe/manage).
- change and rename the wireframe component to a different wireframe component **manage wireframe components >> component name** (wireframe/manage/1234).
- use with the CivicSpace theme wireframe theme skeleton, to ensure the visual design does not effect user testing.