

# Faculty profile editing - uploading files to Drupal

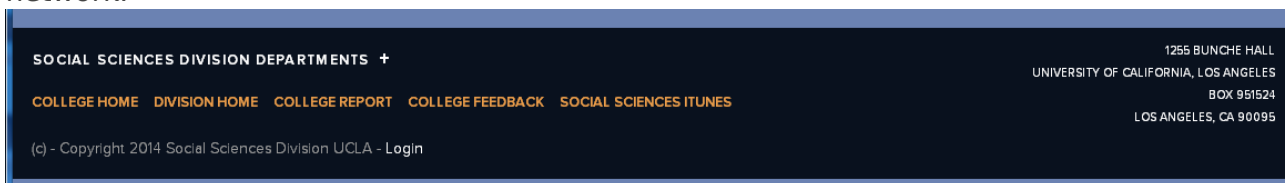
Faculty, graduate students, and others may have web-based profiles on Drupal based sites.

Particularly for the *publications* section of user pages, uploading files is important.

To upload files, using [Geography](#) website profiles as an example:

*Please note many sites are limited to UCLA networks only, if you are off campus you may need to connect to the UCLA VPN first.*

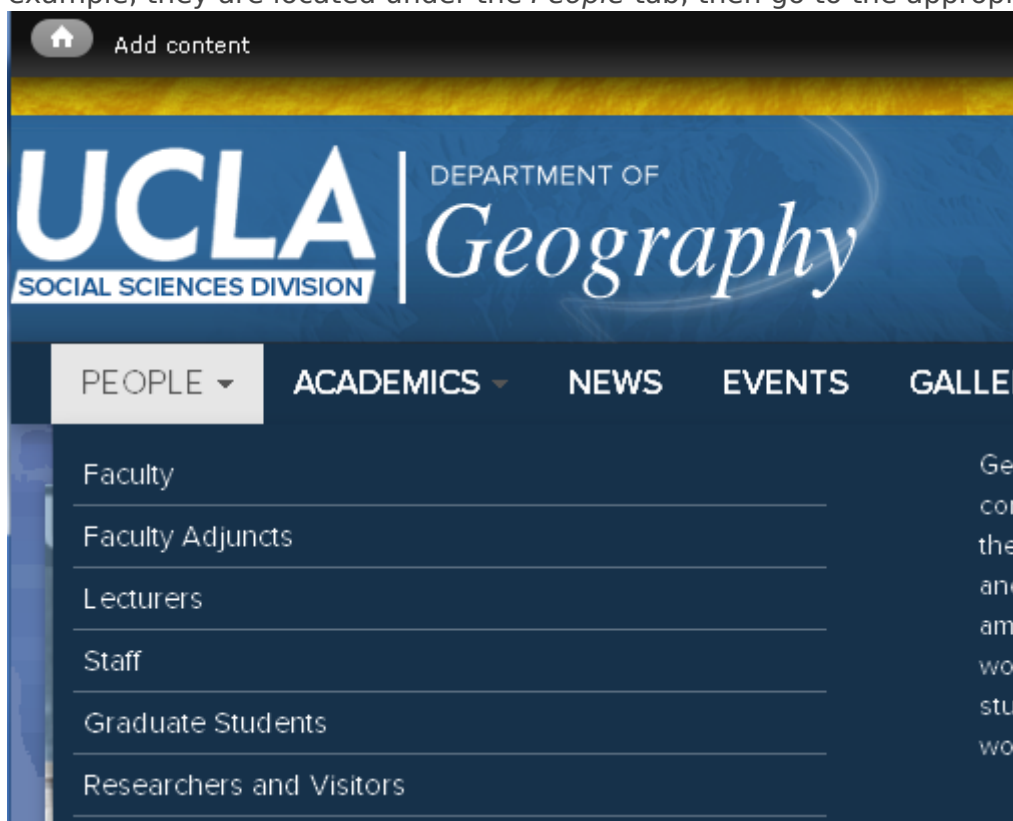
1. Login via the *Login* link at the very bottom of the footer on the main page. Please note that if you are having trouble logging in, you may need to be connected to a UCLA network.



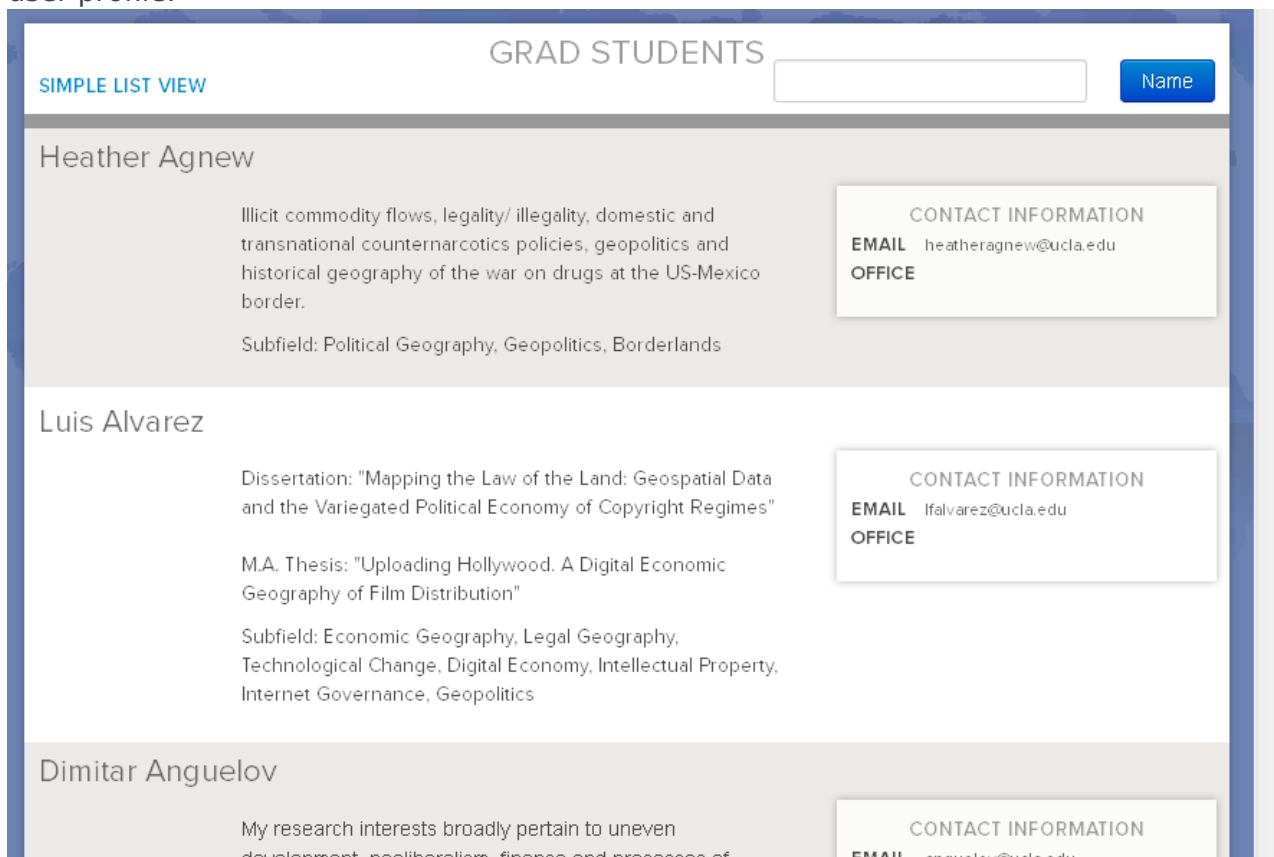
2. This will go to the login screen. Login with your appropriate login information. After a successful login, note the black bar with your user name and additional commands now visible at the top and bottom of the screen.

A screenshot of the login screen for the UCLA Department of Geography. The background is a dark blue world map. At the top, there is a navigation bar with links: 'PEOPLE', 'ACADEMICS', 'NEWS', 'EVENTS', 'GALLERY', 'RESEARCH', and 'COLLOQUIA'. Below the navigation bar, the word 'Log in' is prominently displayed. Underneath, there are two input fields: 'Username' and 'Password'. Below the 'Username' field, there is a red text prompt: 'Enter your UCLA Department of Geography username.' Below the 'Password' field, there is a red text prompt: 'Enter the password that accompanies your username. If you forgot your password, request a new password.' At the bottom, there is a blue 'Log in' button.

3. Navigate to where the user profile pages are located— under the Geography website example, they are located under the *People* tab, then go to the appropriate section.

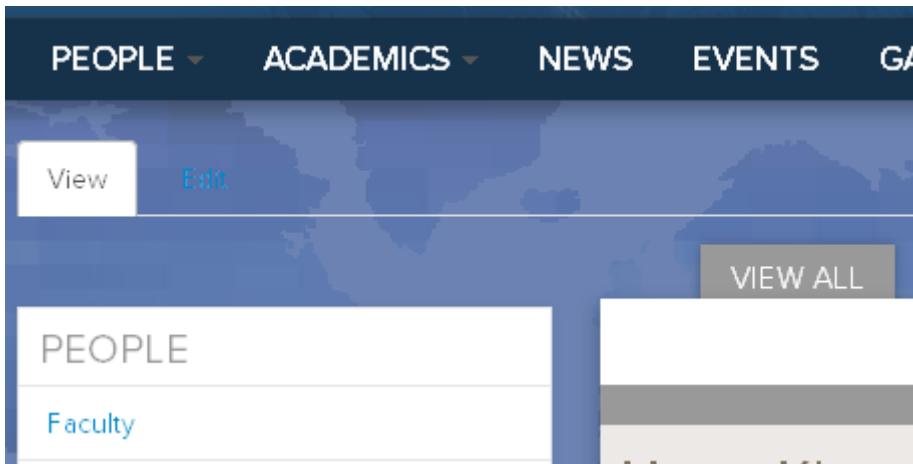


4. When at the appropriate section where your profile is located, navigate to your own profile and click on your specific profile page. In this example, we use a Grad Student Profile. If there are lots of users with profiles, you may need to scroll until you see your user profile.

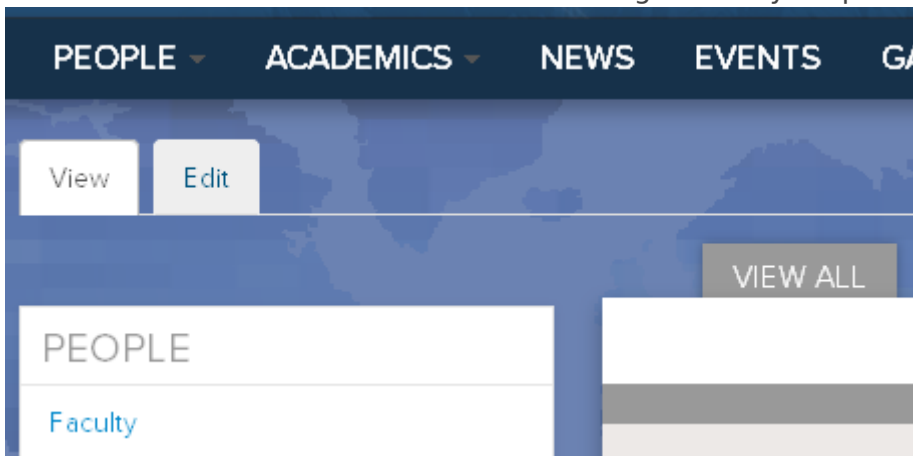


5. Once on your own profile page, you should now see a (potentially hard to read) row of

tabs that contain additional commands. The *View* tab is selected by default.



6. Please click on the *Edit* tab to load the editing view of your profile page.

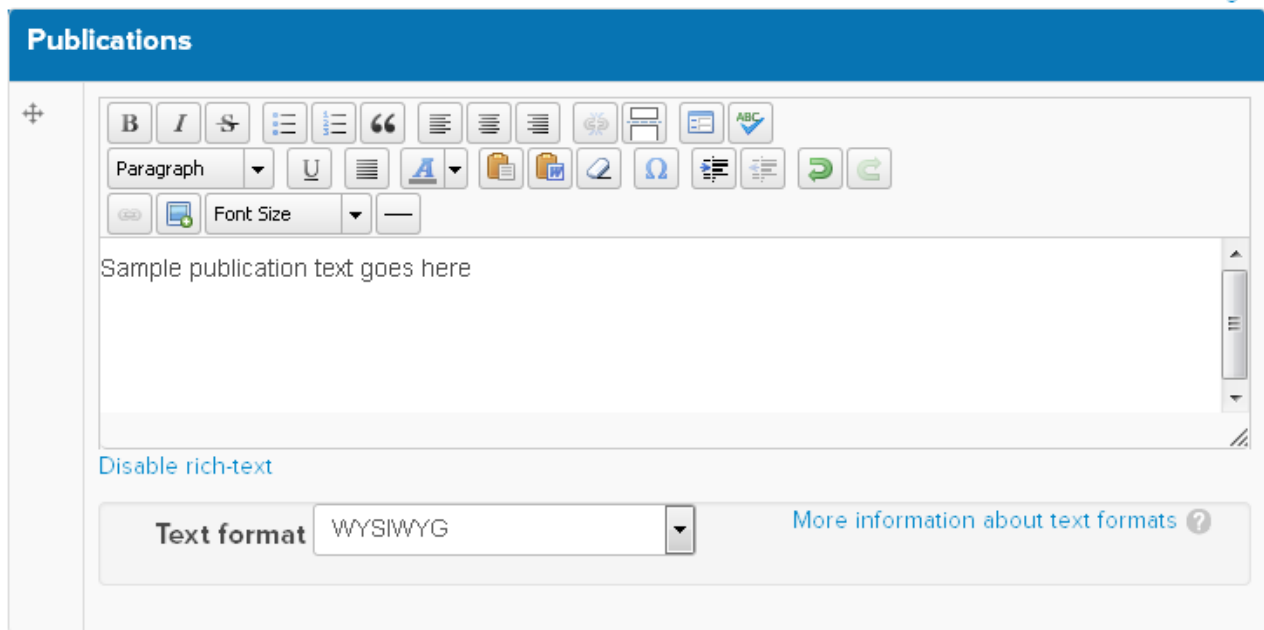


Profile editing form with fields for:

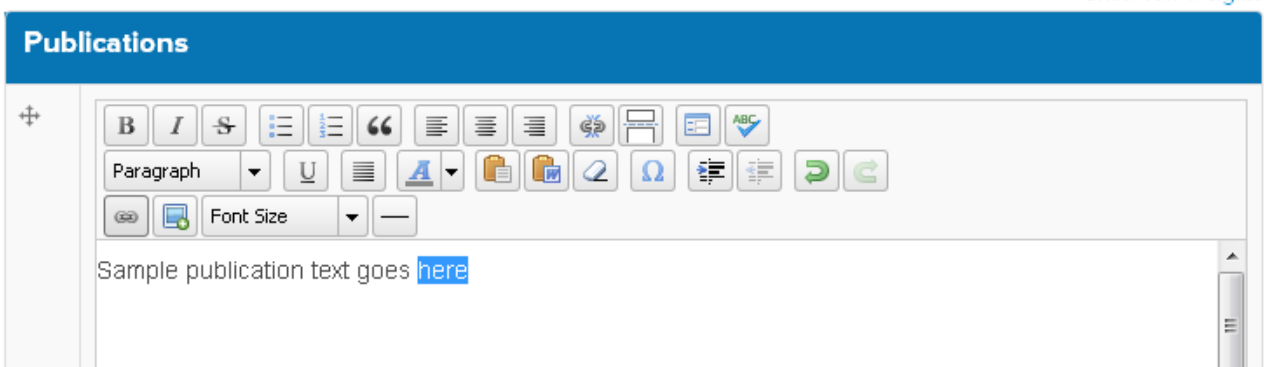
- View (selected) / Edit
- Firstname
- Middlename
- Lastname
- Contact Information (expanded)
- Save / Preview buttons

7. Scroll down to the section you wish to add a file to. In this example, we want to add descriptive text and file to the *Publications*

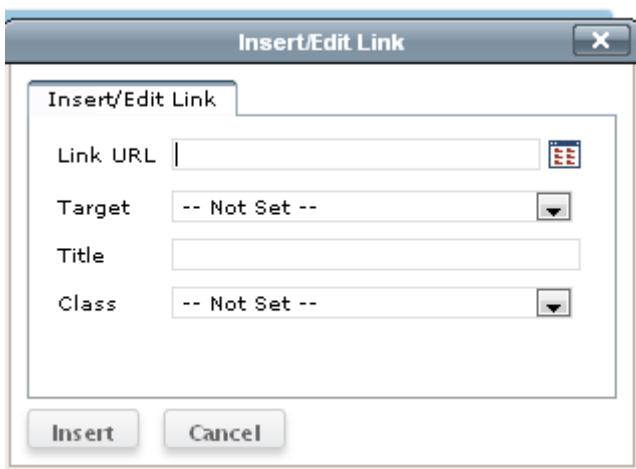
section.



8. Type in your text, then *select* the words you would like to make a link for your file. Then click on the button that looks like a chain link. Note that in the previous step, the link button is disabled (greyed out); once you select text, it becomes enabled.

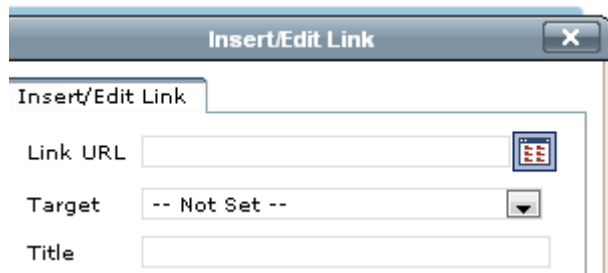


9. This will cause the Insert/Edit Link window to appear. (Note: if you just wish to insert a link at this stage, you may insert a link URL in this window and then skip most of the remaining steps.)

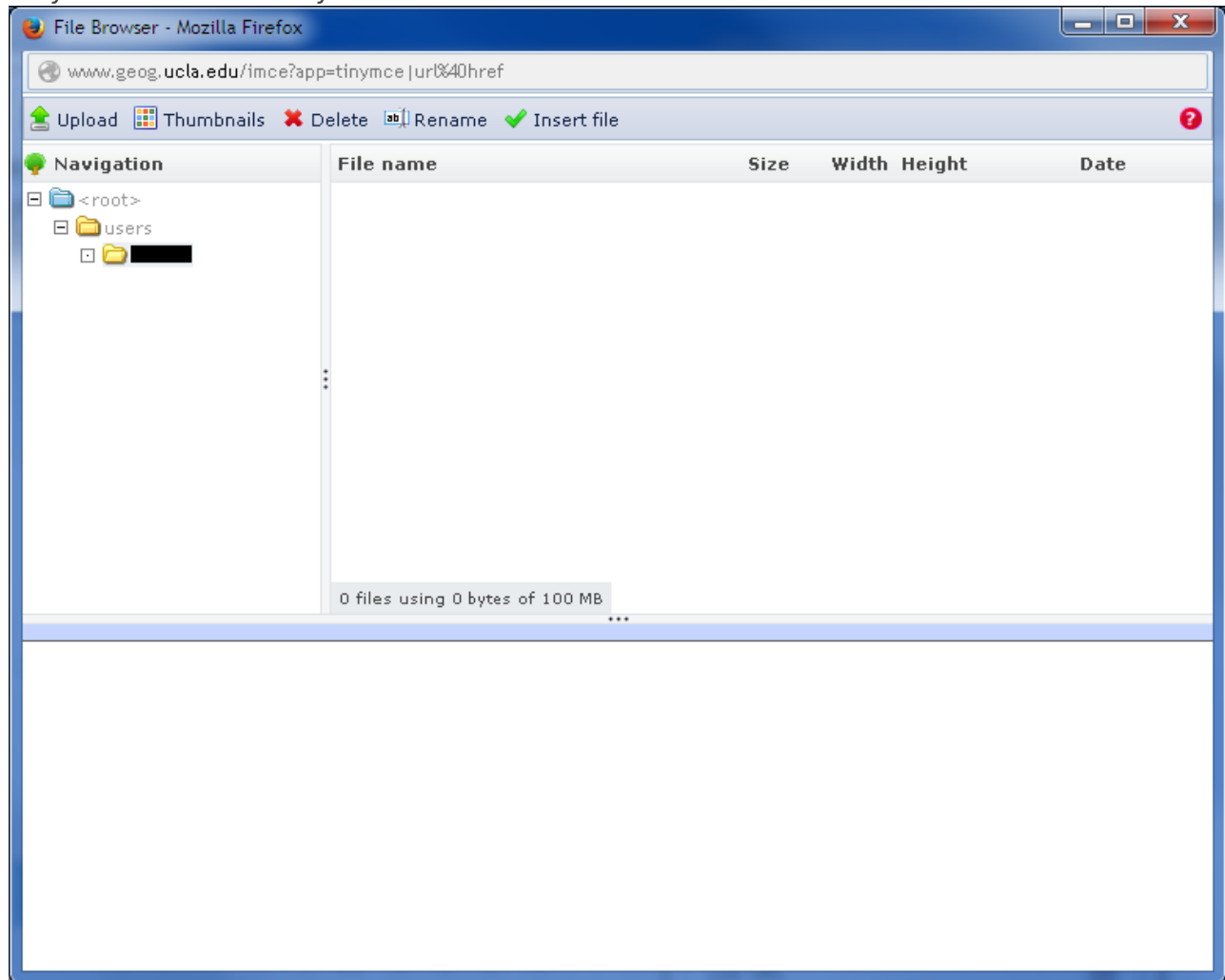


10. To upload a file, click on the file browser button to the right of the Link URL

line.

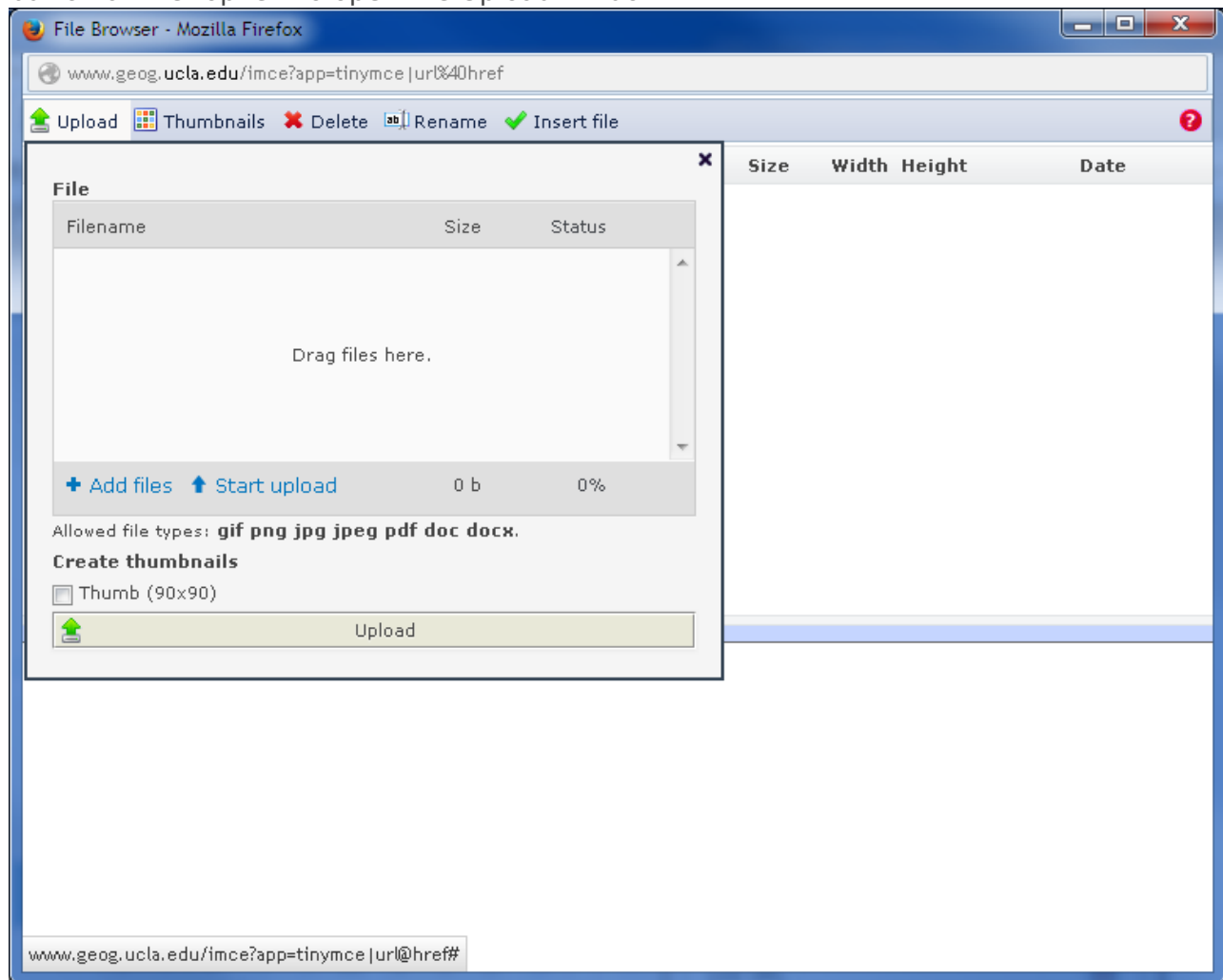


11. The File Browser window appears. Note the file location— standard users are limited to only their user directory.



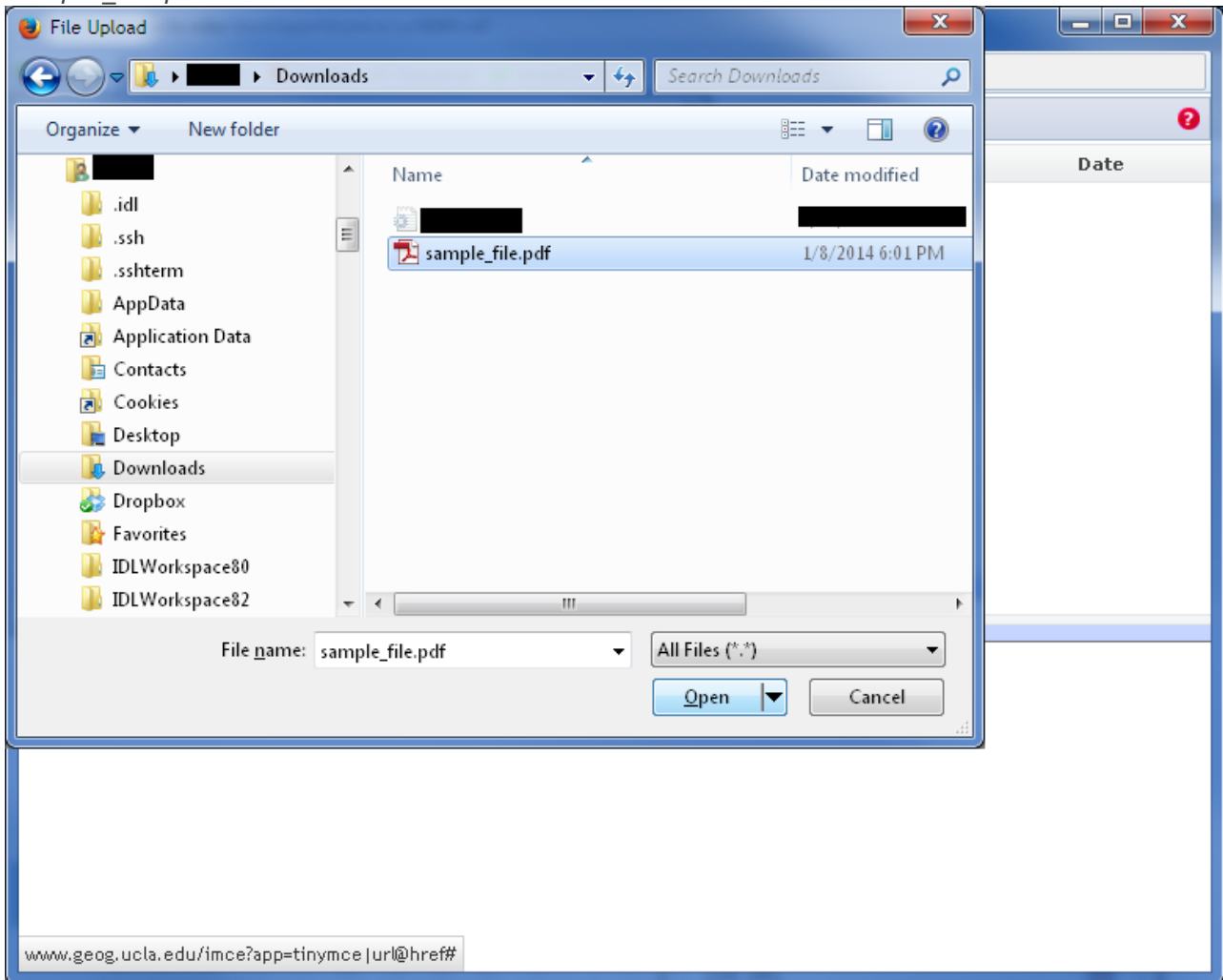
12. Click on the *Upload*

button at the top left to open the Upload window.



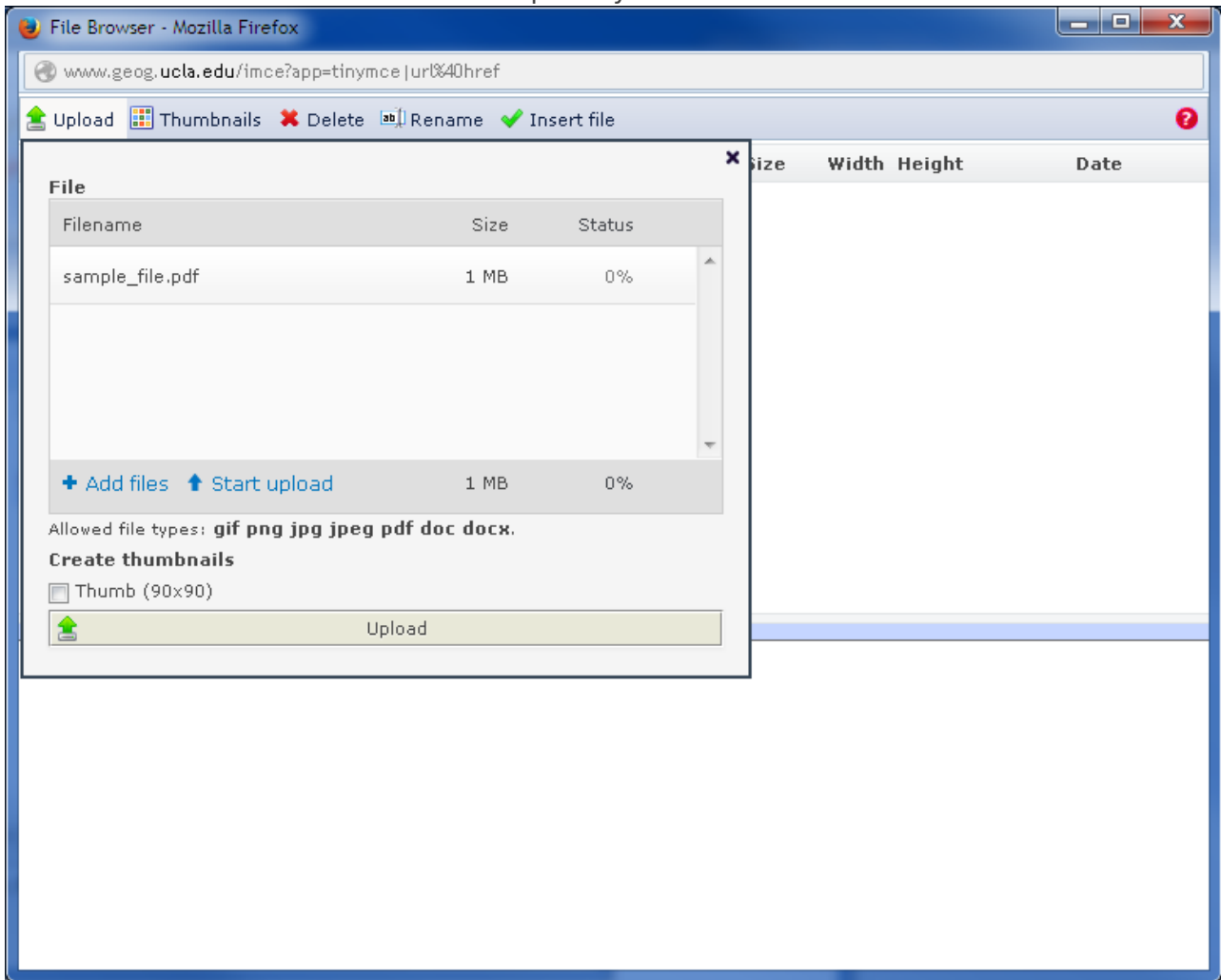
13. Click on *Add Files* to open a file browsing dialog, navigate to the file you wish to upload on your computer, and hit `_Open`. In this example, we will upload

*sample\_file.pdf*



14. The Upload window will now show the file you selected on the previous window. Please hit either the *Upload* or *Start Upload*

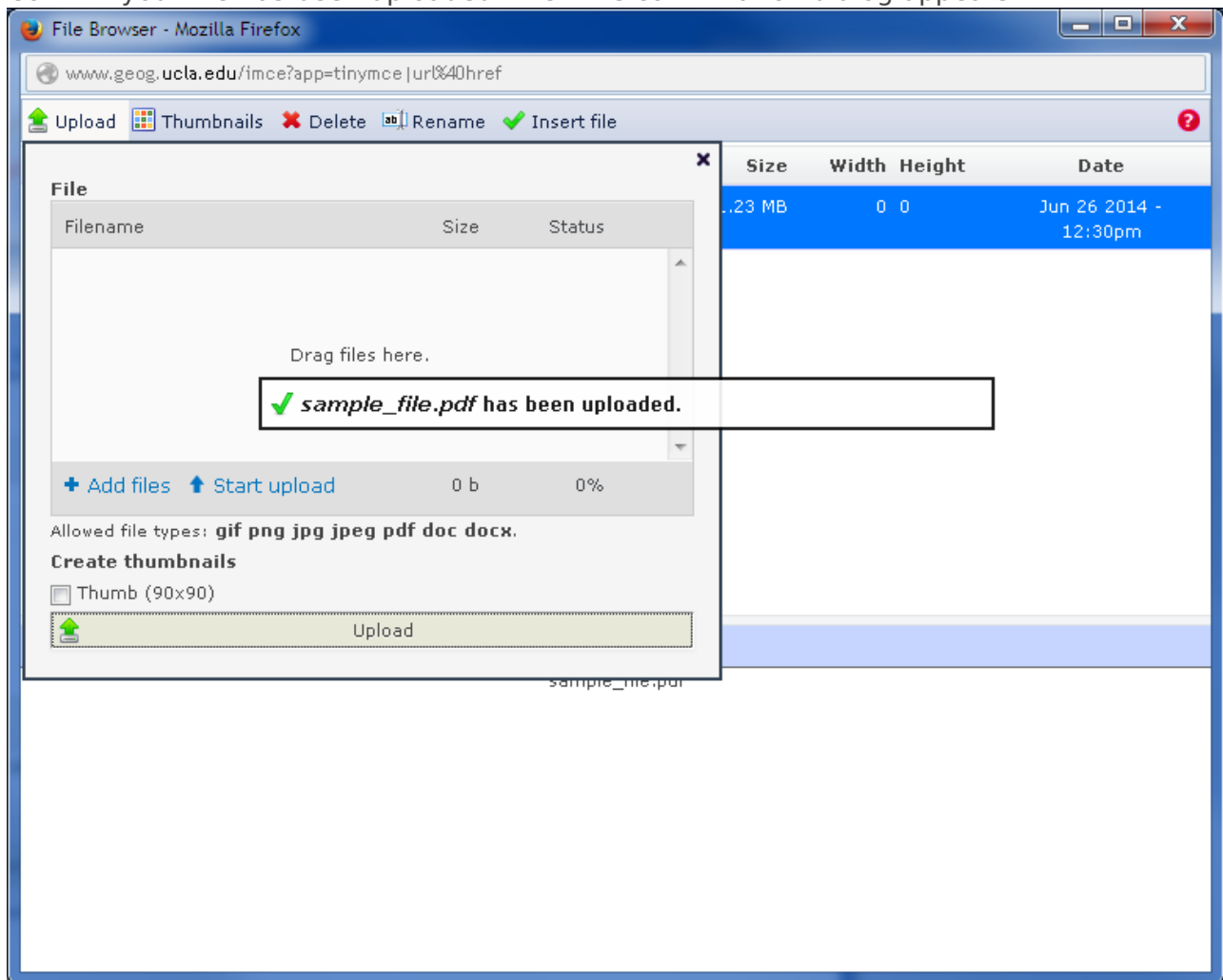
button at the bottom of the screen to upload your file.



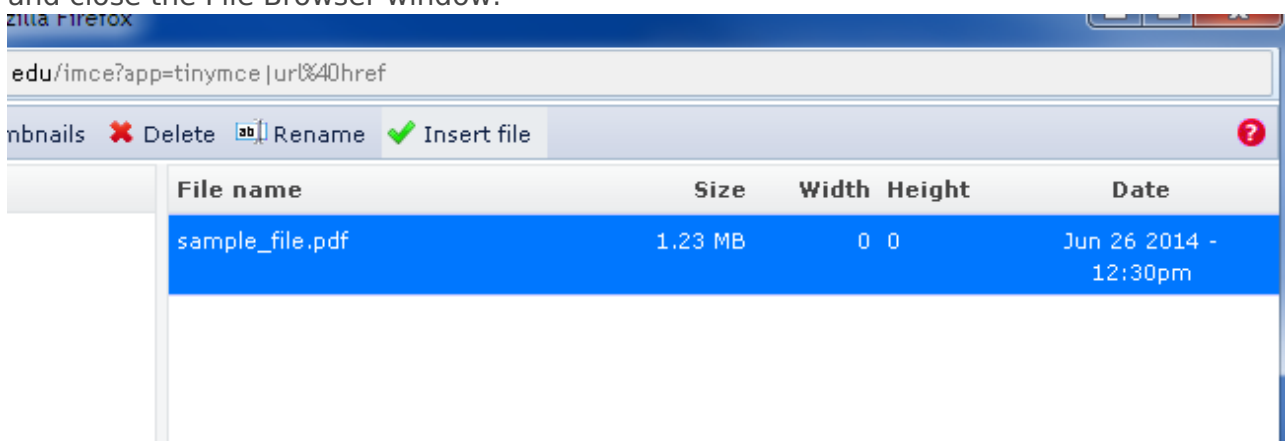
15.



Confirm your file has been uploaded when the confirmation dialog appears.

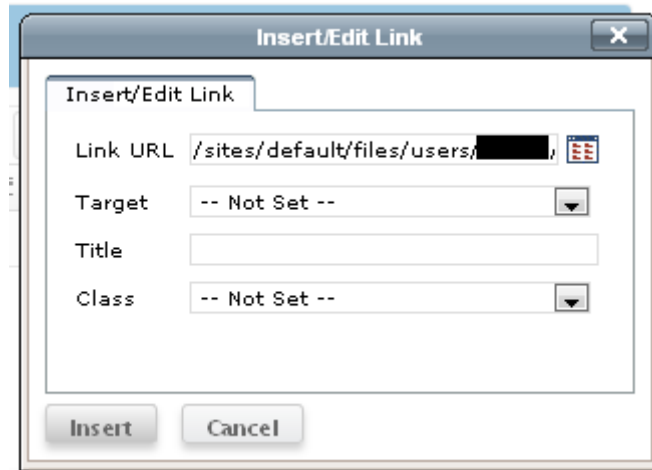


16. Please close the Upload via the *black x* at the upper left corner within the Upload window. *Note: do NOT close the entire File Browser window by accident!*
17. This will return you to the File Browser window. Note that your uploaded file should now be displayed and selected. You may then hit *insert file* at the top right to insert the file and close the File Browser window.

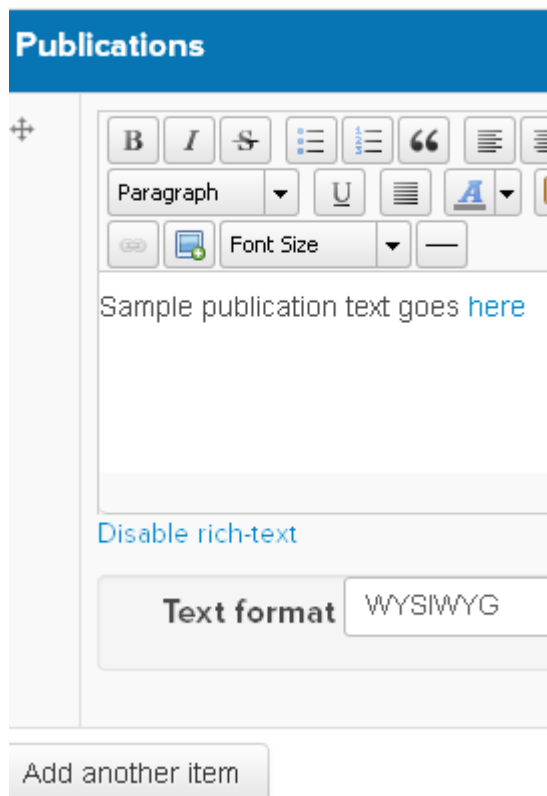


18. This will return you to the Insert/Edit Link window. Please note the link URL field should now be populated with your file; the location may be complex but near the end it should

list your file name.



19. Hit the *Insert* key at the bottom left (note that it is highlighted) to finish your file upload and link creation.
20. Back in the Publications window, note your newly entered text that was previously selected for the link is now colored as an active link (representing your newly uploaded and linked file).



21. Scroll back to the top of your profile page and hit the *Save* button. Please note, skipping

this step will cause your changes to be lost.

The screenshot shows a web interface for editing a profile. At the top is a dark blue header with navigation links: "RESEARCH", "COLLEGE", "AIRPHOTOS", and "ALUMNI". Below the header is a light gray sidebar. The main content area is white and contains a form with several text input fields. On the right side of the form, there are three large, light gray rectangular buttons stacked vertically. At the bottom right of the form, there are two smaller buttons labeled "Save" and "Preview".

22. Back in the standard view of your profile page, scroll down to the text you added or changed (in this example, under Publications) and verify the changes have been made and the newly added file is linked. You should also see a notification at the top of the page indicating your profile has been updated (in this example, a Grad Student Profile was updated).

The screenshot shows a profile page with a blue header. At the top, a green notification bar states: "Grad Student Profile [redacted] has been updated." Below the notification, there are two buttons: "View" and "Edit". To the right, there is a "VIEW ALL" button. Below these buttons, the "PEOPLE" section is visible. The "Publications" section is expanded, showing a list of publications. The first publication entry reads: "Sample publication text goes [here](#)".

**Same text as above, without screen shots:**

1. Login via the *Login* link at the very bottom of the footer on the main page.
2. This will go to the login screen. Login with your appropriate login information. After a successful login, note the black bar with your user name and additional commands now visible at the top and bottom of the screen.
3. Navigate to where the user profile pages are located— under the Geography website example, they are located under the *People* tab, then go to the appropriate section.
4. When at the appropriate section where your profile is located, navigate to your own profile and click on your specific profile page. In this example, we use a Grad Student Profile. If there are lots of users with profiles, you may need to scroll until you see your user profile.
5. Once on your own profile page, you should now see a (potentially hard to read) row of tabs that contain additional commands. The *View* tab is selected by default.
6. Please click on the *Edit* tab to load the editing view of your profile page.
7. Scroll down to the section you wish to add a file to. In this example, we want to add descriptive text and file to the *Publications* section.
8. Type in your text, then *select* the words you would like to make a link for your file. Then click on the button that looks like a chain link. Note that in the previous step, the link button is disabled (greyed out); once you select text, it becomes enabled.
9. This will cause the Insert/Edit Link window to appear. (*Note: if you just wish to insert a link at this stage, you may insert a link URL in this window and then skip most of the remaining steps.*)
10. To upload a file, click on the file browser button to the right of the Link URL line.
11. The File Browser window appears. Note the file location— standard users are limited to only their user directory.
12. Click on the *Upload* button at the top left to open the Upload window.
13. Click on *Add Files* to open a file browsing dialog, navigate to the file you wish to upload on your computer, and hit *Open*. In this example, we will upload *sample\_file.pdf*
14. The Upload window will now show the file you selected on the previous window. Please hit either the *Upload* or *Start Upload* button at the bottom of the screen to upload your file.
15. Confirm your file has been uploaded when the confirmation dialog appears.
16. This will close the Upload window (if not, please close it manually via the *black x* at the upper left corner).
17. This will return you to the File Browser window. Note that your uploaded file should now be displayed and selected. You may then hit *insert file* at the top right to insert the file and close the File Browser window.
18. This will return you to the Insert/Edit Link window. Please note the link URL field should now be populated with your file; the location may be complex but near the end it should list your file name.
19. Hit the *Insert* key at the bottom left (note that it is highlighted) to finish your file upload and link creation.
20. Back in the Publications window, note your newly entered text that was previously selected for the link is now colored as an active link (representing your newly uploaded and linked file).
21. Scroll back to the top of your profile page and hit the *Save* button. Please note, skipping

this step will cause your changes to be lost.

22. Back in the standard view of your profile page, scroll down to the text you added or changed (in this example, under Publications) and verify the changes have been made and the newly added file is linked. You should also see a notification at the top of the page indicating your profile has been updated (in this example, a Grad Student Profile was updated).

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Revision #1

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