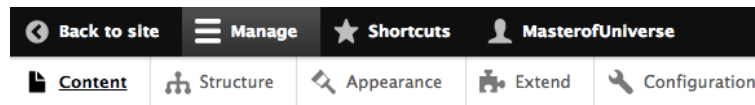


## Creating a New Content Type

As you build the site, often you require more content types than a Basic Page and Article. New Content Types can be manually added to a site or will be added when you install a contributed module. This exercise will take you through the basics of adding a new content type so it can hold the variety of content you add to your site.

### Part 1: Creation and Default settings for a Content Type

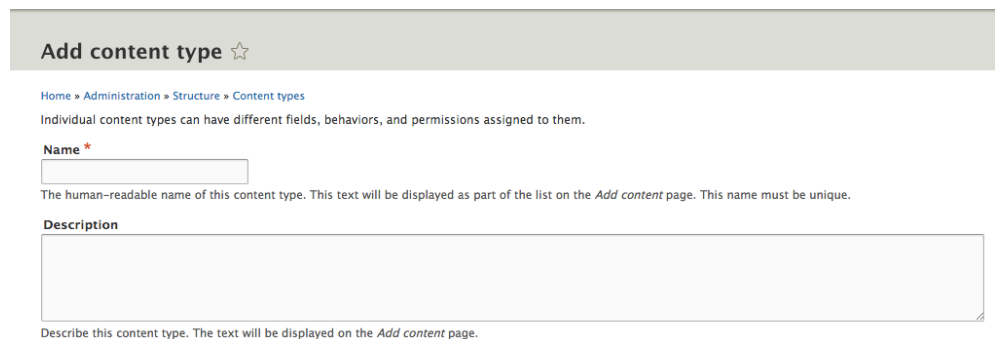
1. From the Drupal Menu, choose Menu > Structure > Content Types.



2. Click the “Add Content Type” to create a new content type; later this is where you will modify existing content types.



3. Add a title and description to help guide users understand the intended use of this content type.



4. Modify the Title field for the content type. Determine if it is mandatory or optional and style guidelines.

<b>Submission form settings</b> Title	<b>Title field label *</b> Title
<b>Publishing options</b> Published , Promoted to front page	<b>Preview before submitting</b> <input type="radio"/> Disabled <input checked="" type="radio"/> Optional <input type="radio"/> Required
<b>Display settings</b> Don't display post information, Display author and date information	<b>Explanation or submission guidelines</b> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <p>This text will be displayed at the top of the page when creating or editing content of this type.</p>
<b>Menu settings</b>	

5. Establish the default options when publishing this content type. Those with Administrative rights can override the defaults when publishing content.

<b>Submission form settings</b> Title	<b>Default options</b> <input checked="" type="checkbox"/> Published <input checked="" type="checkbox"/> Promoted to front page <input type="checkbox"/> Sticky at top of lists <input type="checkbox"/> Create new revision <small>Users with the <i>Administer content</i> permission will be able to override these options.</small>
<b>Publishing options</b> Published , Promoted to front page	
<b>Display settings</b> Don't display post information, Display author and date information	
<b>Menu settings</b>	

6. Display settings are defaulted to show the username and date individual content was created.

<b>Submission form settings</b> Title	<input checked="" type="checkbox"/> <b>Display author and date information</b> Author username and publish date will be displayed.
<b>Publishing options</b> Published , Promoted to front page	
<b>Display settings</b> Don't display post information, Display author and date information	
<b>Menu settings</b>	

## 7. Default menu location.

<b>Submission form settings</b> Title	<b>Available menus</b> <input type="checkbox"/> Administration <input type="checkbox"/> Footer <input checked="" type="checkbox"/> Main navigation <input type="checkbox"/> Tools <input type="checkbox"/> User account menu The menus available to place links in for this content type. <b>Default parent item</b> <main> ▾ Choose the menu item to be the default parent for a new link in the content authoring form.
<b>Publishing options</b> Published , Promoted to front page	
<b>Display settings</b> Don't display post information, Display author and date information	
<b>Menu settings</b>	

## Part 2: Structure Modification of a Content Type

1. Determine what fields of information should be contained in the content type.
2. If this field is already in use within your site, pick it from the Re-use existing field menu.
3. Need a new field of information in your site? Pick the field format that will match your needs the best.

### Manage fields ☆

Edit Manage fields Manage form display Manage display

Home » Administration » Structure » Content types » Activities

LABEL	MACHINE NAME	FIELD TYPE	OPERATIONS
Body	body	Text (formatted, long, with summary)	Edit ▾
Event Logo	field_image	Image	Edit ▾

Add new field

Label   - Select a field type - ▾  
Type of data to store.

Re-use existing field

Label   - Select an existing field - ▾  
Field to share

Save

## Part 3: Modify the Form Display

1. Review the list of fields associated with the form associated for the content type. Some of the fields occur by default and other you have manually added.

## Manage form display ☆

[Edit](#)[Manage fields](#)[Manage form display](#)[Manage display](#)

[Home](#) » [Administration](#) » [Structure](#) » [Content types](#) » [Activities](#)

Content items can be edited using different form modes. Here, you can define which fields are shown and hidden when *Activities* content is edited in each form mode, and define how the field form widgets are displayed in each form mode.

[Show row weights](#)

FIELD	WIDGET		
⊕ Title	Textfield	Textfield size: 60	⚙
⊕ Authored by	Autocomplete	Autocomplete matching: CONTAINS Textfield size: 60 No placeholder	⚙
⊕ Authored on	Datetime Timestamp		
⊕ Promote	Single on/off checkbox	Use field label: Yes	⚙
⊕ Sticky	Single on/off checkbox	Use field label: Yes	⚙
⊕ URL alias	URL alias		
⊕ Body	Text area with a summary	Number of rows: 9 Number of summary rows: 3	⚙
⊕ Event Logo	Image	Preview image style: Thumbnail (100x100) Progress indicator: throbber	⚙

2. The order they appear on the page is the order they will appear on the site. You can re-order or if you do not wish to use just drag field to the disable category.
3. Each field has default settings; users having administrative rights can modify these individual fields.

[Show row](#)

FIELD	WIDGET
⊕ Title	Widget settings: Textfield <b>Size of textfield *</b> <input type="text" value="60"/> <b>Placeholder</b> <input type="text"/> <small>Text that will be shown inside the field until a value is entered. This hint is usually a sample value or a brief description of the expected format.</small> <input type="button" value="Update"/> <input type="button" value="Cancel"/>

## Part 4: Modify the Content Type Display Options

1. Adjust the defaults for the general content type display.  
Determine if you want the label of the field to be displayed or hidden and the location on the page. These field formatting options impact the display can be adjusted here.

FIELD	LABEL	FORMAT	
+ Links		Visible ▾	
+ Body	- Hidden - ▾	Default ▾	
+ Event Logo	Above ▾	Image ▾	Original image
<b>Disabled</b>			
+ Language		- Hidden - ▾	

2. The default display can be modified for the other display conditions within your site. Content Type display categories include: Full content, RSS, Search index, Search result highlighting input and Teaser.

### Manage display

Edit   Manage fields   Manage form display   **Manage display**

Default   Full content   RSS   Search index   Search result highlighting input   Teaser