Creating a view – Check list

✚	Add fields, filters, sort criteria	↑↓	Rearrange the order of fields/filters		⚙ Configure styles and field settings

1. Enable Modules

- ☐ **Views slideshow** - rotating banners.
- ☐ **Semantic Views** – style the view with css.
- ☐ **Views accordion** – create a collapsible list of content.

2. Create New View

- ☐ **Site building > Views > Add**
   1. Add Machine name and description (only underscores and lower case) Description is optional.
- ☐ **Choose View Type**
   1. Node is the most commonly used and provides ability to build view with fields; ie Users will only provide structures that are related to a User node. You can experiment with others.

➢ Build Views

- ☐ **Filters**
   1. Click on + sign
   2. Choose the Content Type (Groups=Node, choose Node:Type)
   3. Configure - Check on the appropriate check-box for the desired Content to display
   4. Choose – Published
   5. Configure – check the Published radio button.

➢ Add fields

Choose the fields you want to display

- ☐ **Fields**
   1. Click on **+** sign
   2. **Choose** the fields you want to display
      - ▪ **Title**: is found under Node
      - ▪ **Body**: is found under node
      - ▪ **CCK fields**: are found under Content
   3. **Configure** – Configure the fields as appropriate for the field type
      - ▪ **Exclude from display** - Check this box to not display this field, but still load it in the view.
      - ▪ **Rewrite the output of this field** - If checked, you can alter the output of this field by specifying a string of text with replacement tokens that can use any existing field output. Use HTML styles to provide a different look.
      - ▪ **Output this field as a link** – If checked, this field will be made into a link. The destination must be given below
      - ▪ **Trim this field to a maximum length** - If checked, this field be trimmed to a maximum length in characters creating a teaser like display.
      - ▪ **Empty text**: If field is empty, enter text that should display.

- **Hide if empty** – Do not display anything for this field if it is empty. Note that the field label may still be displayed. Check style or row style settings to hide labels for empty fields.
  4. Click the **double arrows** to rearrange the fields.

➢ **Basic Settings**

Determine how the content will be displayed (table, html list etc), number of items to display, pager settings, empty text etc.

- ☐ **Name** – Name of the block/page
- ☐ **Title** – title that displays on the page
- ☐ **Style** – unformatted by default
  - ▪ **Table**: each field displays in its own column
  - ▪ **HTML list**: ordered or unordered list.
  - ▪ **Grid**: put content in a grid – determine how many columns
    Views Accordion – if you have Views Accordion module enabled
  - ▪ **Views slideshow** – if you have the Views slideshow module enabled

- ☐ **Pager** – choose the type of page to display at the bottom of the page
- ☐ **Items to display** – 0 = unlimited
- ☐ **More link**: displays at the bottom of the list if there are more items than chosen in the **Items to display**.
- ☐ **Header footer text** – places text at the top of the view
- ☐ **Empty text** – enter content to display if no records/content are available.
- ☐ **Format** – for file and date field types. Be sure to choose the image cache preset (image size ie. Thumbnail) or file format for PDFs.

3. Page settings

If the display is a page these settings must be set.

- ☐ **Path** : URL for the page location.
- ☐ **Menu settings**: Label for menu settings and menu the page displays on.

4. Block Settings

- ☐ njf6 - Thu, Sep 29, 2011 by default shows at the top of the page. To remove:
  - ☐ *Site building > Themes > Configure*
  - ☐ **Display post information** section on right side of display
  - ☐ **Uncheck** your content type

Notes to self: