YaleSites

Creating Views

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About Views

Views are a powerful and flexible way to list and display content. Views can be used to create lists, generate reports, create summaries, and display collections of images and other content. Basically, the Views module provides a GUI interface allowing technical and non-technical folks to build simple and complex queries with little or no coding. Data is entered once using a Content Type, displayed in various filtering, formats and repurposed throughout the site.

For YaleSites, the custom Views are listed under the My Tools left navigation toolbar, under Site building/Views.

Adding views

1. Click the Add tab to add a view.

2. Enter the name of the view in the View name field. This is the name that displays in the list of views (see above).

3. Click the Next button to begin configuring your view.
Building Views
Views are built using various settings, content types, fields from the content types, arguments and relationships. The criteria for each view are defined in the Edit views dialog that is displayed when the Next button is clicked from the Add views page. The diagram below outlines the 5 basics areas of this page to help clarify this complex page.

In this tutorial, we will help you to build a basic view using the Node settings with basic settings and fields. Relationships and Arguments are advanced topics to be discussed in a future tutorial.

Good to Know
Displays
Views can have multiple displays, allowing you to present information in various formats. The Views module provides the ability to create Page, Block, Attachment, and Feed displays by default.

Defaults
The first thing you create when creating views is the defaults. The Defaults are the parameters/settings that you use for ALL the displays. Each display can be changed, but you want to have default fields/filters/settings that can be carried over from one display to the next.
The Views Window

The following defines the various panels on the Views window where parameters are set for the view.

1) Set defaults/create displays
2) Basic settings
3) Fields
4) Sorting and Filters
5) Preview

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Edit view news

List | Add | Edit | Import | Tools

View news, displaying items of type Node.

Defaults

View settings
- Description/Tag: None

Basic settings
- Name: Defaults
- Title: None
- Style: Unformatted
- Row style: Fields
- Use AJAX: No
- Use pager: No
- Items to display: 10
- More links: No
- Distinct: No
- Access: Unrestricted
- Caching: None
- Exposed form in block: No
- Header: None
- Footer: None
- Empty text: None
- CSS class: None
- Theme: Information

Relationships
- None defined

Arguments
- None defined

Filters
- None defined

Preview
- Click on an item to edit that item's details.

Live preview

Display: 
Arguments:
- Separate arguments with a / as though they were a URL path.
- Automatic live preview
1) **Create displays.** Views can be created in various displays including:

- **Page** Creates a full page display with unique option to list from a menu.
- **Block** Smaller section of the view that can be added to other pages from the blocks listing.
- **Attachment** Create an attachment that is directly associated with a page.
- **Feed** Create a feed using the parameters set in the view.

2) **Basic Settings**

- Clicking on the link allows you to choose an option for the setting.
- Clicking on the provides additional options for that setting.
  - **Name**: Name of the display.
  - **Title**: Title of the display as it appears on the actual web page.
  - **Style**: Way the data displays. Drupal provides the following styles by default: Unformatted, HTML list, Table and Grid. Each has unique settings to enable the display of data for that style.
  - **Use Pager**: Allows you to add a pager at the bottom of the display.
  - **Items to display**: Number of items to display on the page.
  - **More link**: Add a more link at the end of a list.
  - **Distinct**: This will make the view display only distinct items. If there are multiple identical items, each will be displayed only once. You can use this to try and remove duplicates from a view, though it does not always work. Note that this can slow queries down, so use it with caution.
  - **Header**: Allows you to add text to the top of your display/view.
  - **Footer**: Allows you to add text to the bottom of your display/view.
  - **Empty text**: Add text that displays in the event that no data has been entered in a field.
3) **Add Fields**

The middle panel allows you to add relationship, arguments and fields to the views. In this tutorial, we will only discuss adding fields to the views.

- Click on the + sign next to the view to add fields.
- Click on the up and down arrow icon to sort the list of fields.

4) **Sort Criteria and Filters**

The last panel allows you to sort criteria and filters to your view.

- **Sort Criteria**: allows you to sort the list according to fields chosen.
- **Filters**: allows you to determine which types of data displays by selecting the content types/taxonomy or other appropriate fields.

Add fields/criteria in the same way you added the information for the fields using the + sign and arrows.

- Click on the + sign next to the view to add fields.
- Click on the up and down arrow icon to sort the list of fields.

5) **Preview**

You can preview the various displays by clicking on the Display drop-down and choosing the display you want to preview.
Creating the News View

To demonstrate how Views work, we are going to create a view that displays information that has been entered using the News Content Type. (see Creating Content Types). As part of the view we will create 2 displays:

- **Page** – displays a list of News articles, where the content displays as a teaser and the title links to full article
- **Block** - a smaller list of articles using the same fields/format, but displays as a Block in the content region of another page.

Setting the Defaults

The first thing we need to do is set the defaults. This is the foundation of our view as we add filters, fields and settings that we will use for all displays that make up this view.

Filters

The first thing we want to do is to add a **filter** that specifics the **Content Type** where the data is stored.

1) Click on the + sign next to the **Filters** section in the 4th panel. The **Add filters** displays in the lower part of the window.

2) In this window, we can select all the Drupal structures (fields, content types, taxonomies, etc.) we want to filter the view with.

3) In this example, we want to **filter** by **Content type**, so we’ll select the **Node** option from the **Groups** drop-down. This list now displays only the **Node** attributes that can be chosen as your filter.
4) Scroll down the list to find the **Node: Type** and click on the check box.

5) Click on the **Add** button to add the filter.

6) The dialog changes to allow you to select the **Content Type** you want to use as your filter.

7) Click on the Content Type you want to use as your filter. For this tutorial, we will check **News**.

8) Click the **Update** button and the filter is listed.

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### Add a Taxonomy Filter

1) Choose **Taxonomy** from the **Groups** drop-down.

2) Select **Taxonomy: Term** the taxonomy term **ID**.

3) Click the **Add** button.
4) Choose the vocabulary you want to choose from (all site taxonomies are displayed under Vocabulary).

5) Choose the way you want to select the taxonomy on the forthcoming page.

6) Choose the taxonomy term you want to filter by. For Defaults, nothing needs to be chosen as you will have multiple views where each term is chosen.

7) Click the **Update** button.

8) The fields are listed in the **Filters** area.
Adding Fields

Next we will add fields. Fields are added and/or reordered in the 3rd panel of the Views dialog.

1) Click on the + sign next to the Fields section in the 3rd panel. The Add Fields displays in the lower part of the window. This looks very much like the Filters dialog and behaves the same way.

The News Content type has 3 fields: Title, Content (body) and Date. For this view, we will add all 3 fields.

The Title and Content (Body) are part of the Node group drop-down listing. The Date is a custom field so it can be found in the Content group drop-down listing.

9) Select the Node option from the Groups drop-down. This list now displays only the Node attributes that can be chosen as your filter.

10) Scroll down the list to find the Node: Title and Node: Body and click on the check box for each. The list is in alphabetical order by field name so Node: Body displays higher on the list.

11) Click on the Add button to add the Fields.
Configuring the Body field

The window changes to display configuration fields for the first field you added. **IMPORTANT NOTE:** This will change depending on the fields chosen.

**Label:** Change the field label or remove the text to have no label.

**Exclude from display:** check if you don’t want to display the field in the view.

**Rewrite the output of the field:** Change the way your field looks. I.E wrap HTML around the text, or combine multiple fields (first name last name).

**Output this field as a link:** point to a field, page in your site or outside site.

**Trim the field to a maximum length:** specify the number of characters you want to display. Useful for teaser lists.

**Strip HTML Tags:** removes any added HTML tags.

**Empty text:** text you want to display if the field is empty.

**Hide if empty:** if checked, the field does not display in the view if no content is added to it.

12) For the news view, we will do the following for the **Body** field:

- Remove the label.
- **Trim this field to maximum length:** 300 characters.

13) Click on the **Update** field and the next field displays.
Adding Displays

Now that your fields and filters are added/configured, you can add displays for the various pages where you want your content to show. First, we'll create a **Page** display.

1) In the first panel, select **Page** from the drop down (it usually is listed).

The page changes with additional parameters that are unique to the **Page** display. Notice the settings, fields, filters, etc are all in *italic*. This indicates that the settings are taken from the default view. **When those configurations are changed, they will no longer display in italic.**

Also notice **Page Settings** has been added to the first panel.
Adding a page title and display name
By default the page display does not have a name or title; it must be added in the View.

1) Click on the None link next to Title.

2) Add the title for the page in the section that displays below.

3) VERY IMPORTANT! Be sure to click on the Override button to be sure your changes are updated ONLY for this display. Otherwise it will change the default and all the titles for other displays that are using the default settings.

4) Click the Update button to update your changes.

5) In the same manner, add a page name so your display name is unique and easily located. Notice they are no longer in italics.
Setting the Menu path
We’re going to keep the **fields/filters** the same, but add a **path the page displays on and a menu item.**

1) Click on the **None** text next to **Path** under **Page settings.**
2) Enter the path you want to use as the link for this page view.
3) Click on the **Update** button.

### Setting the Menu
If you want the page to display on a menu, you can assign it to one in the view.

1) Click on the **No menu** text next to **Menu** under **Page settings.**
2) Click on **Normal menu entry.**
3) The dialog changes where you can add the **Title.**
4) Select the **Menu** you want the page to be listed.
5) Click on the **Update** button.
6) Save the **View** and the page displays on the menu.
Configuring the Title field
The window changes to display configuration fields for the Title field added.

Rewrite the output of this field. Using HTML, wrap <h2> tags around the title replacement pattern (shown below in the dialog).

Link this field to its node. Link will open the full article text.

Click the Update button and the fields are listed in the Fields panel.

Rearrange field order
1) Click on the up and down arrows next to the Fields and the following displays.

2) Press and hold on the 4 pointed arrow next to the title and drag it to the top of the list.

3) Click the Update button.
Saving your Views – VERY IMPORTANT!

It is very important to save your views when you are done with each step of the process. Clicking the Update button only updates the section you have changed. To save the changes to the view, you be sure to click the Save button.

Live Preview
Click on the Preview button to see how the view looks.

Adding a Block Display
A Block display is very similar to adding a Page display, but some of the parameters are different.

1) Click on the Block link next to Name.

2) Add the title for the block in the section that displays below.

3) VERY IMPORTANT! Be sure to click on the Override button to be sure your changes are updated ONLY for this display. Otherwise it will change the default and all the titles for other displays that are using the default settings.

4) Click the Update button to update your changes.

5) Save your block. When you are done, the block is automatically listed in the Blocks listing under Site building/Blocks. Here you can arrange the location and pages where you want your block to display.