

## **How to use Hello Drupal!**

Find more information at

<http://training.acquia.com/hellodrupal>

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## **Feedback**

Your feedback is much appreciated. Please don't forget to tell us about your experience.

<http://www.acquia.com/training-feedback>

We're always improving these materials and keeping them up to date. The modules are often updated in between publishing dates. You may find some differences in the user interface, especially discrepancies in screenshots. We appreciate your feedback and will work as quickly as possible to incorporate any corrections.

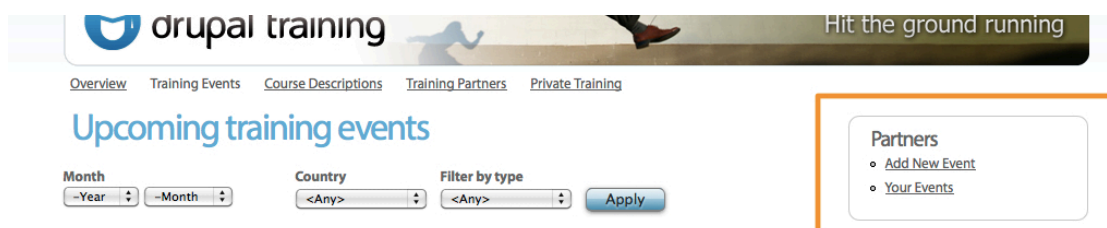
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## Getting set up

We're delighted you're helping get the word out about Drupal. This is a guide to help you run this session as smoothly as possible under whatever amount of time you have available.

## Post your event online

1. Register on <http://acquia.com/hello-drupal> to tell us a little about yourself, and that you want to be a Drupal Guide.
2. We will send you username and password. Login and change your password at <http://training.acquia.com/user>.
  - Username: (insert username)
  - Password: P@ssw0rd!
3. Configure a sign up service, such as [Eventbrite](#) or [Brownpaper](#) tickets.
4. Add your events to <http://training.acquia.com/events>



- Go to the Add New Event link in the box on the right-hand side under “Partners”. Fill in your training information, and please be sure to put your company’s name in the Training By Title. and your company’s corresponding URL in the Training By URL.
  - Please note that if you do not change the start and end time of your training, that they will be set to a default of 9 AM to 5 PM. Once you have finished, save your training and it will be reviewed and then published to <http://training.acquia.com/events>.
5. Deliver your event!

## Venue requirements

This course assume internet is available in the training room and every attendee has a laptop, or access to a computer. White-boards can facilitate communicating ideas and answering questions.


## Feedback is important!

Remember at the end, to direct people to the feedback form. This is mentioned in the slide show. Feedback will help us improve the materials and program.

- Make sure to get feedback during the event. Do this before the final wrap up. Direct participants to <http://acquia.com/training-feedback>
- Give us your feedback. Please let us know how your Hello Drupal! event worked out, and give us feedback so we can make the materials better. To do this, we’ve made a couple forms, one for you at <http://acquia.com/partner-post-training-feedback>.

## What's in the box?


1. "How to use this" for the Drupal Guides (which you are viewing now)
2. A manual for participants. They can use this as a digital copy.
3. A presentation. This is a PDF. Expand to fill your whole screen and use buttons to navigate.
4. Presentation notes. You may want to print these out 2-up. Notes indicate you can skip sections for particular audiences. Notes indicate places you should be careful of timing.



Project page

Who maintains this?  
What are current issues?  
Download links  
Similar projects?  
Documentation?


Go to an example project page, show what information is available on the project page. We'll look at 3 parts of a project page in more detail.



Downloads and version numbers

Version	Download	Size	Released
6.x-1.3	<a href="#">Download</a>	200 KB	2008-08-28
6.x-1.3-dev	<a href="#">Download</a>	200 KB	2008-08-28
6.x-1.3	<a href="#">Download</a>	200 KB	2008-08-28
6.x-1.3-dev	<a href="#">Download</a>	200 KB	2008-08-28

This information is at the bottom of the project page. Drupal is not backward compatible. What they can see from this listing? Elicit the major version update from 6.x-1.3 v 6.x-2.x. Elicit comparison of the -dev branch. This is the Flag module.



Project information

Project status: [Active](#)  
Reported installs: [1000](#)  
Project profile: [View profile](#)

Project information

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Project information is a good indicator of health.

Compare these two projects. What are some differences? Elicit: Status, reported installs. One is a module one is an install profile. (First is Context, second is Meetu.) Just because only two others use it, doesn't mean it's not a perfect solution for you.

# Organization & Prep

## Preparation

Make a test site to practice the materials. To prepare, complete all the activities on a test site of your own. This way you are familiar with all the steps and in what order they arise. You will also have a complete site to show them, and be able to show how their project will look.

Print out the "presentation notes". This has specific information of what to do, session by session. It also indicates the main points in each unit.

## Before you arrive activity

Send the participants a link to <http://training.acquia.com/hellodrupal> upon registration. Advise the participants to create an account on <http://drupalgardens.com/>

## About units in each session

### *A. Presentation units*

You will start each session with a short presentation. You can see this indicated with a presentation icon. Practice the presentations. More tips on presentation follow this overview.

### *B. Case study units*

Show a **case study** which gives them a real-life example of what can be done. if you would like, you can swap out and show your OWN work. That is great, since you'll have more insight into how it was done. Or replace with websites which are of interest to the audience. Gov't sites, education sites, car racing sites, etc.

- In the shorter workshops (45 mins) you can skip the case studies.

### *C. Exercises*

You'll work on the exercises together. First, do a demonstration of any of the steps they will complete. You can bring it about 1/3 to 1/2 way through and direct participants to their manuals.

- In longer (1.5 hr - 3 hr sessions), allow participants to complete the exercises on their own. Walk around the room to help people where they are stuck.
- In shorter workshops, you can do the exercises as a demo.

### *D. Review unit*

- If you have someone who is speedier than others, you can direct them to challenge themselves with the review.
  - In longer (3 hr) workshops, do the review together.
  - In shorter workshops (45 mins or 1.5 hr) you can skip the review.

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## Presentation tips

Same advice applies as with any presentation. Project your voice, speak clearly, speak more slowly than you would normally, use emphasis, and use a variety of tone. When you pause, people can think, take in the visual images, and lets them interpret what you are saying and demonstrating.

- If you don't practice you may end up running over time, or explaining points before it is time to mention them. Practice means you will know what is coming.
- As a guideline, stick close to what the notes say to keep with the timing.
- The notes say pretty much exactly what you can say, at least the main points. However, put it in your own words!
- It's really important that you practice the presentation.
- Only talk about the slides they are seeing in front of them.
- When demonstrating, only talk about the interface that is in front of them. If you need to talk about something "else" determine if you can bring up that UI in time, if not move onto it later.

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## Feedback before Q+A

**Introduce the feedback form *\*before\** you do the Q+A.**

You can direct them to the site 15 mins before the end - and direct them to

<http://acquia.com/training-feedback>

Give them time to fill out before you wrap up!

## Customizing the workshop

Hello Drupal has been run as part of DrupalCamps, within company offices with internal teams, it's been run online, it's been done in classrooms. Many different audiences have used it, from decision makers, developers and students. The advice that follows is to help you customize the workshop to suit the time you have available, and the audience you're working with.

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### Timing tips

How much time?	What to do?	What to skip?
<b>45 mins</b>	Do sessions 1 and 2. Do exercises as only "demos".	Skip hands-on exercises (run as demos). Skip the reviews.
<b>1.5 hours</b>	Do sessions 1, 2. All the exercises for Sessions 1 and 2. No Challenge exercises.	Skip the reviews and challenge exercises. Run Session 3 as a demo only.
<b>3 hours</b>	Do all the sessions (1-4) presentations, exercises and reviews. Direct some participants to try the challenge activities (if they are ahead).	

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### Tailoring tips

Who?	What to do?	What to skip?
<b>Students and career switchers</b>	Emphasize Session 4 about opportunities. Engage participants in discussions about their personal skills.	Do it all!
<b>Developers</b>	Go into more technical detail of the modules you're demonstrating. Show your own development environment. Show your own examples of when custom code was needed.	Do it all!
<b>Decision makers</b>	Emphasize Sessions 1 and 2. Emphasize case studies. Engage participants in discussions about their own cases, and how Drupal might work.	You can de-emphasize the exercises, or run them as demos.