

Adding a Content Type



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Goal

Add and configure a new content type Vendor.

Prerequisite knowledge

[Concept: Content Entities and Fields](#)

Site prerequisites

You need to have a plan in place for your content structure. See [Planning your Content Structure](#).

Steps

1. In the *Manage* administrative menu, navigate to *Structure > Content types* (*admin/structure/types*). The *Content types* page appears showing all the available types of content. Note that the names and descriptions of the content types that were provided by

your installation profile are shown in English on this page; see [Concept: User Interface, Configuration, and Content translation](#) for an explanation.

2. Click *Add content type*. The *Add content type* page appears. Fill in the fields as shown below.

Field name	Explanation	Example value
Name	Name of the content type	Vendor
Description	Explain the use of the content type	Information about a vendor

Individual content types can have different fields, behaviors, and permissions assigned to them.

Name *

Machine name: vendor [\[Edit\]](#)

The human-readable name for this content type, displayed on the *Content types* page.

Description

Information about a vendor

Displays on the *Content types* page.

3. Under *Submission form settings*, configure the form that is used for creating and editing content of this type. Fill in the fields as shown below.

Field name	Explanation	Example value
Title field label	Label of the Title field that is shown when editing or creating content of this type.	Vendor name
Preview before submitting	Option to choose whether you should preview the content before submitting.	Optional
Explanation or submission guidelines	Instructions for creating or editing content.	(Leave blank)

Submission form settings

Vendor name

Publishing options

Published, Create new revision

Display settings

Don't display post information

Menu settings

Title field label *

Vendor name

Preview before submitting

☐ Disabled

☒ Optional

☐ Required

Explanation or submission guidelines

This text will be displayed at the top of the page when creating or editing content of this type.

4. Under *Publishing options*, decide on default options for new content of this type. Fill in the fields as shown below.

Field name	Explanation	Example value
Published	Make the content item published by default.	Checked
Promoted to front page	In a default website, this setting can be used to show content on the homepage.	Unchecked
Sticky at top of lists	In a default website, this setting can be used to keep content on top of a list.	Unchecked
Create new revision	Create a new revision each time the vendor is being edited.	Checked

Changing these settings does not affect the content items that have already been created.

Submission form settings

Vendor name

Publishing options

Published, Create new revision

Display settings

Don't display post information

Menu settings

Default options

☒ Published

☐ Promoted to front page

☐ Sticky at top of lists

☒ Create new revision

Users with sufficient access rights will be able to override these options.

5. Under *Display settings*, decide if the author and publication date will be visible in the content item. Fill in the fields as shown below.

Field name	Explanation	Example value
Display author and date information	Display the author username and publication date on each vendor page.	Unchecked

Submission form settings
Vendor name

Publishing options
Published, Create new revision

Display settings
Don't display post information

Menu settings

☐ Display author and date information
Author username and publish date will be displayed.

6. Under *Menu settings*, fill in the fields as shown below.

Field name	Explanation	Example value
Available menus	Menus that this type of content can be added to. Vendors do not need to appear in menus, so uncheck all menu options.	Unchecked

Submission form settings
Vendor name

Publishing options
Published, Create new revision

Display settings
Don't display post information

Menu settings

Available menus
☐ Administration
☐ Footer
☐ Main navigation
☐ Tools
☐ User account menu
Content of this type can be placed in the selected menus.

7. Click *Save and manage fields* to save the content type. The *Manage fields* page appears that allows you to add fields to the content type. See [Adding Basic Fields to a Content Type](#)

[Home](#) > [Administration](#) > [Structure](#) > [Content types](#) > [Vendor](#)

Manage fields

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

✓

Status message

The content type *Vendor* has been added.

+ Create a new field

+ Re-use an existing field

Label	Machine name	Field type	Operations
Body	body	Text (formatted, long, with summary)	<div>Edit</div>

8. Follow the same steps to create a content type for recipes. Example values for the fields in the forms, where they are different from the steps above:

Field name	Example value
Name	Recipe
Description	A recipe submitted by a vendor
Submission form settings - Title	Recipe name

Expand your understanding

- [Adding Basic Fields to a Content Type](#)
- Install and configure the [contributed Pathauto module](#) so that content items get automatically generated URLs/path aliases. See [Concept: Paths, Aliases, and URLs](#) for more on URLs within your site, [Finding Modules](#) for instructions on finding contributed modules, and [Downloading and Installing a Module from Drupal.org](#) for instructions on downloading and installing contributed modules.

Videos

[Adding a Content Type](#)

<div><div></div><div>#4</div></div>	
<div><div></div><div>cocobook-sync</div><div></div></div>	2026-10-28 16:14:58 UTC
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