

Glenville State University – Drupal Tutorials

How to Add a New Document

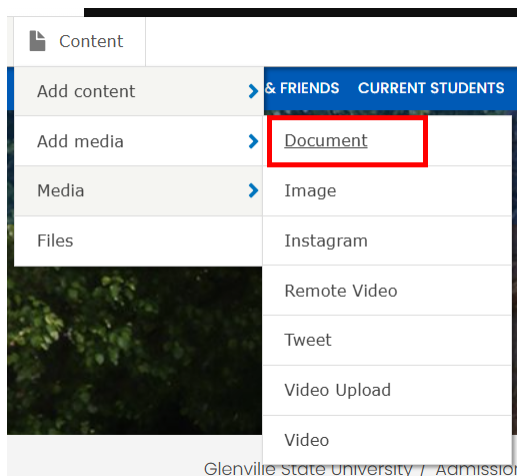
Last Updated: July 1, 2026 (By: Josh Chambers)

This tutorial is for how to add a new PDF, Word, or other document to the website. If you wish to update an already existing document, please refer to the “How to Edit an Existing Document” tutorial.



Adding a New Document

To add a new document and link it to a page, you first must add the new document to the media library. To do this, hover over Content -> Add media in the editor menu and click “Document.”



This opens the Add Document page.

Click “Choose File” to select the document from your computer. The document must be of one of the listed allowed types.

Document

Add a new file

Choose File

No file chosen

One file only.
100 MB limit.
Allowed types: txt pdf doc docx zip xls xlsx ppt pptx csv odt ods odp.

While it is not required, it is highly suggested that you name files in a human readable and accessible format. The recommended standard is using all lowercase letters and dashes. Avoid using spaces, underscores, and special characters.

Good naming conventions:

- this-and-that-document.pdf
- staff-council-minutes-030726.pdf

Bad naming conventions:

- this_and_that.pdf
- this and that.pdf
- this&that.pdf

Also, when adding documents, ensure that they are accessible. This is most applicable to PDFs. This includes making sure images have alt tags (see the tutorial on creating Alt Tags for more information), and that text is readable by screen readers. You can check this for PDFs by opening the PDF in your browser and making sure you can select the text with your mouse.

The Name field is the text that will be linked on the page when the document is inserted, as well as the label of the document in the media library used for searching documents, so this should properly describe what the document is.

Name *

“Save to my Media Library” and “Published” should always be checked.

A document ready to be saved should look like this:

^ Document

 [my-document.pdf](#) (1.02 MB)

Remove

Name *

My Document Form

☒ Save to my media library

☒ Published

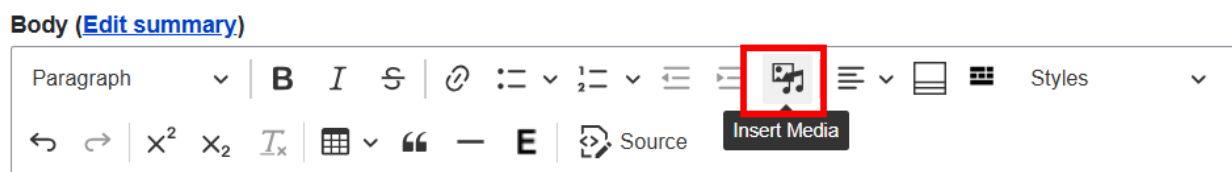
Once you have completed filling out the form, click the Save button.

Inserting into a Page

Once you have added a document to the media library, you can add the document to a page. To do this, edit the page you want to add the document to and place your cursor where you wish to add the document.

NOTE: Documents can only be added by themselves onto a new line.

In the toolbar, click the Insert Media button, which is represented by the icon with a picture and music note:



This opens the Add or select media pop-up. On the left side, click the Document Tab.

Add or select media

Image

Document

Instagram

Remote Video

Tweet

Video

Video Upload

In the left window, scroll down to the list of documents. These are listed from the most recently added, so if you just added your document, it should be the first in the list. If it is not, you can use the form above the list of documents to search for it.

Click the checkbox in the upper-right of the document you wish to add and click the Insert selected button.

Name

Sort by

Newest first

Apply Filters

Grid

Table

☒



My Document Form

☐



May 14, 2026

☐



May 8, 2026

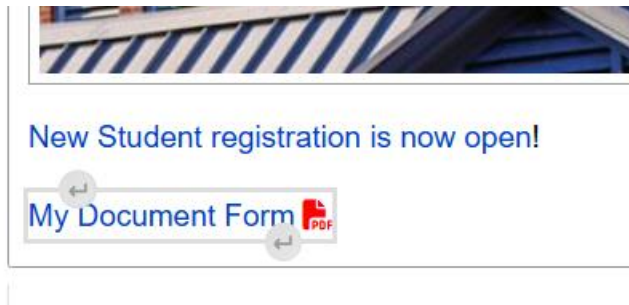
☐



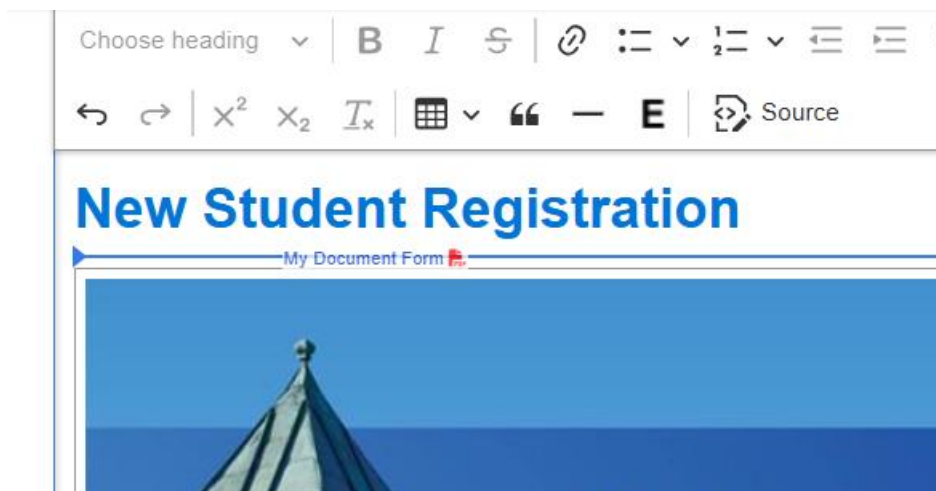
February 25, 2026

Insert selected

This will insert the document where your cursor was:



If you need to move a document, you can left click-hold and drag the document link to where it needs to go. You can see where it will be placed by locating the blue bar in the editor:



Removing a Document Link

If you wish to remove a document link from a page, simply select it by left clicking it and clicking delete. This does not delete the media item, only the reference to the media item on the page.