

Glenville State University – Drupal Tutorials

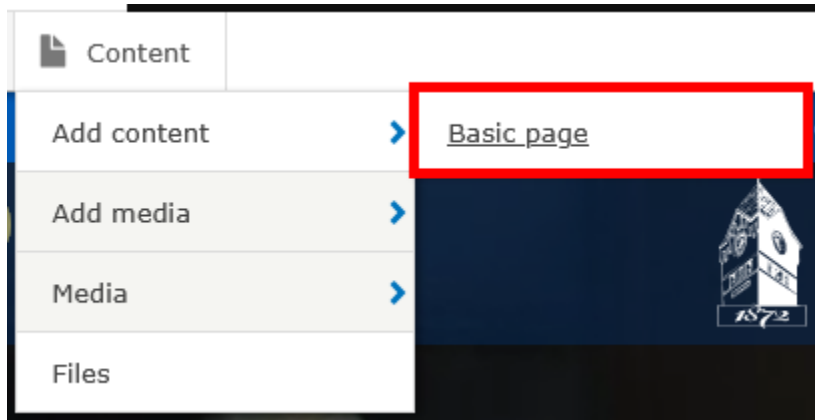
How to Create a New Basic Page

Last Updated: July 6, 2026 (By: Josh Chambers)

Sometimes entirely new pages have to be created. The vast majority of the time, the page type you will be creating is the Basic Page.



To create a new Basic Page, hover over Content -> Add Content and click Basic Page:



This will open a blank editor window:

A screenshot of the Drupal Basic Page editor interface. It shows a 'Title' field at the top, followed by a 'Body' field with a rich text editor toolbar. To the right of the body field is a sidebar with fields for 'Last saved: Not saved yet', 'Author: jechambers', 'Revision log message', 'Meta tags', and 'URL alias'. At the bottom, there is a 'Save as:' dropdown menu set to 'Draft', and 'Save' and 'Preview' buttons.

The **Title** field will determine the text that is displayed in the browser tab as well as in the image banner at the top of the page. This should be as short and succinct as possible while

also differentiating it from similar pages. This is text that is displayed in search results and thus should inform anyone searching for content on what the page is about.

Editor Toolbar

The Body field is where you put the main content of the page. Use the editor toolbar to format content as you wish. The toolbar will display at the top of the body field:



Options include (from left to right, starting with the top row):

- **Text formatting:** Most of the text should use the default “Paragraph” setting. However, this dropdown is where header levels can be selected. See the tutorial on how to format pages on how to properly use headers.
- **Bold:** The bolded “B” icon bolds selected text. See the tutorial on how to format pages for more information.
- **Italicized:** The italicized “I” icon italicizes selected text. See the tutorial on how to format pages for more information.
- **Strikethrough:** The “S” icon with a line through it puts a strikethrough line through the selected text. This is rarely used formatting but may be useful if you want to stress to users that content on the page has changed, and the struck through text is no longer valid.
- **Add Link:** The chain link icon allows you to add a link. See the How to Create Links tutorial for additional information.
- **Bulleted Lists:** The bulleted list icon allows you to create bulleted lists. These are lists where there is no set order of items. The carat next to this icon allows you to select a style (solid circles, open circles, and solid squares).
- **Numbered Lists:** The numbered list icon allows you to create numbered (or ordered) lists. These are lists where the order of items in the list is important. The carat next to this icon allows you to select a style (numbers, lower-case roman numerals, upper-case roman numerals, lower-case letters, upper-case letters).
- **Indent In and Indent Out:** These options will be grayed out unless you are actively working on a list. This allows you to increase or decrease the hierarchy of the current or selected list items. This can be useful when working on a complex list with multiple sub-lists under the top-level list items.

- **Insert Media:** The icon with a picture and music note is the Insert Media icon. This is used to insert media library items into the body of your page. See the tutorials on Adding a new Image, Adding a new Document, or Adding a YouTube video, depending on what type of media item you wish to insert.
- **Text Alignment:** The next paragraph-looking icon allows you to select text alignment. While this option is available, it should remain on the default “align left” unless there is a justifiable reason to change it. Options include align left, align center, and align right.
- **Insert Accordion:** The stacked tab icon allows you to insert a tabbed accordion onto the page. See the tutorial on How to Use Accordions for more information.
- **Insert Bootstrap Grid:** The broken line icon allows you to insert a Bootstrap Grid onto the page. See the tutorial on How to Use Bootstrap Grids for more information.
- **Adding Styles:** The style dropdown allows you to add styles onto various elements on the page. Available styles will depend on what element you have selected. This will most often be used to style tables (see the Tutorial on how to Add and Edit Tables) and to style button links (see the tutorial on Adding and Editing Buttons).

The second row of icons include some lesser-used formatting functions, but which may still be occasionally useful:

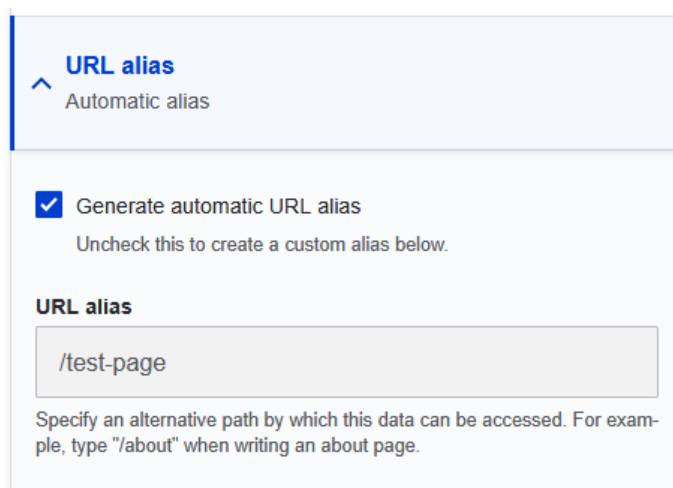
- **Undo and Redo:** The backward and forward turning buttons give you undo and redo functionality in the editor.
- **Superscript:** The icon with an X with a 2 above it allows you to make the selected text a superscript.
- **Subscript:** The icon with an X with a 2 below it allows you to make the selected text a subscript.
- **Remove Formatting:** The icon with an italicized T with the subscript x allows you to remove formatting from any selected text. This may be useful if you have pasted text from an external source, and it is not displaying as expected.
- **Insert Table:** This allows you to insert a table onto the page. Tables should only be used to display tabular data. See the tutorial How to Add and Edit Tables for more information.
- **Insert Block Quote:** Turn the selected text into a blockquote. Blockquotes should only be used to display quotations that you want to highlight. Blockquotes are displayed on the page with special formatting:

“ This is a block quote

- **Horizontal Line:** The line icon allows you to insert a horizontal line onto the page. Using horizontal lines is generally discouraged as a way of dividing content but may still be useful in certain situations.
- **Code Embed:** This is a tool for advanced users. See the tutorial on How to Create and Insert a Script Block for more information.
- **View Source:** This allows you to view and edit the source code of the page. This should only be done by someone with an understanding of the underlying coding.

Setting the URL Alias

You can set the URL Alias in the URL Alias tab on the right side of the page. This is used to create the actual URL a user will visit to view the page:



The screenshot shows a configuration panel for 'URL alias'. At the top, there is a header 'URL alias' with a small upward arrow icon and the text 'Automatic alias' below it. Below this, there is a checkbox labeled 'Generate automatic URL alias' which is currently checked. Underneath the checkbox is the instruction 'Uncheck this to create a custom alias below.' Further down, there is a section titled 'URL alias' followed by a text input field containing the value '/test-page'. At the bottom of the panel, there is a descriptive text: 'Specify an alternative path by which this data can be accessed. For example, type "/about" when writing an about page.'

You should never allow this to generate the automatic URL alias, so uncheck the “Generate automatic URL alias” checkbox.

The URL alias should make sense in the greater scheme of the overall site navigation and where the page lives within it. For example, a page living under the Fine Arts section should follow the same URL structure, such as:

/departments/fine-arts/new-page

A page under the Pioneer Support Center may be located at:

/academics/pioneer-support-center/new-page

A new academic calendar might be located at:

/academics/academic-calendar/fall-2028

NOTE: The URL should **always** start with a forward slash. The URL alias determines what comes after website URL (<https://www.glenville.edu>) in the URL. So /new-page would be located at <https://www.glenville.edu/new-page>.

The convention for URL alias is all lower-case letters, with dashes between words. Never use spaces, underscores, or special characters. The final part of the alias (after the last “/”) should be descriptive of the page. This may or may not mirror the page title.

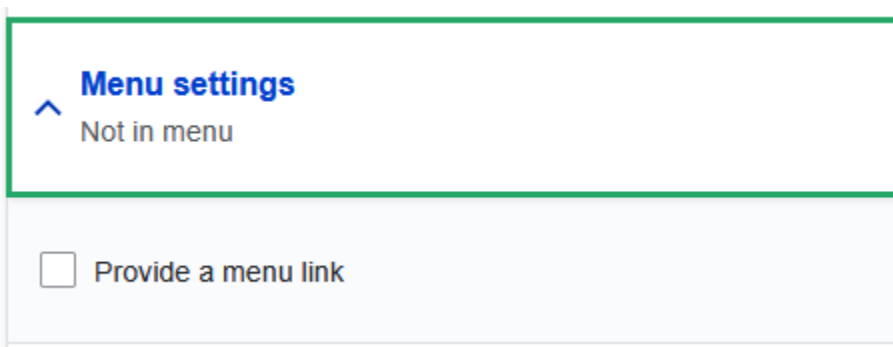
For example, The Fine Arts Faculty and Staff page may have a title of “Fine Arts Faculty and Staff” but the URL Alias may simply be /departments/fine-arts/faculty-staff. The URL alias is used both to help generate the site’s breadcrumbs as well as help search engines index the page.

Inserting into a Menu

NOTE: You must have the Menu Editor role or another role that allows you to edit menus for this section.

If you are creating a page and need to insert it into a menu, please save it as a draft and notify a user with the appropriate permissions to edit the page as needed.

If you have the appropriate permissions, you will see a Menu settings tab on the right sidebar of the editing page:



To insert the page into a menu, click the “Provide a menu link” checkbox. This will make several additional options visible. See the tutorial on How to Edit Navigation for more information on how to edit and add pages to menus.

Saving the Page

Once your draft page is ready, you can go to the bottom of the page. If this is the first draft, you should save the page in the Draft state. This saves a version of the page without publishing it. By default, the “Change to:” field is set to draft:

Current state: Draft

Change to: Draft 

Save Preview  Delete

To save the page, click Save.

If you wish to publish the page, change the “Change to:” field to “Published.”

Before Publishing a New Page

Ensure that the following items have been completed before publishing a page to be live on the website:

1. The page title is correct and properly reflects the subject of the page
2. The body of the page is correct, is formatted correctly, and appears professional
3. The URL Alias has been properly set
4. The page has been inserted into the proper menu, if needed
5. The Breadcrumb (the grey bar between the page header and the body) properly displays the page’s location in the site’s hierarchy when viewing the page.

6. The sidebar menus have been properly set to display correctly when viewing the page.

By default, it will display all three main menus (the main menu, the Resources menu, and the Utility menu). Typically, you will only want one of these displayed. Send the page to a user with permission to edit menus if you cannot do this yourself.