

Glenville State University – Drupal Tutorials

How to Edit a Basic Page

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

After logging in, you can edit a Basic Page by visiting it and clicking the Edit link above the content:



This opens the page editor with a WYSIWYG editor. You can edit basic information about the page here including page title, content, navigation text link, page URL, and publishing status.

A screenshot of the Drupal page editor interface. The 'Title' field contains 'Admissions Events'. The 'Body' field is a WYSIWYG editor showing a heading 'New Student Registration' and an image of a university building with the text 'NEW STUDENT REGISTRATION' and 'GLENVILLE STATE UNIVERSITY'. The right sidebar contains a 'Published' section with 'Last saved: 06/22/2026 - 12:45' and 'Author: josh.chambers'. Below this is a 'Revision log message' field. The 'Meta tags' section is expanded, showing a 'URL alias' of '/admissions/events' and a checkbox for 'Generate automatic URL alias' which is unchecked.

Additional tutorials will go over how to format text, add/edit images and documents, and other content editing options.

Once you have made the changes you wish to make, you can save the page as a draft version of the current page by going to the bottom and selecting Draft in the “Change to” dropdown and clicking the Save button.

Current state: Published

Change to: Draft ▼

Save Preview  Delete

Doing this keeps the current version of the page live while creating a draft of the page with your edits for review. You can view this edited version of the page by clicking the “Latest Version” link above the content. Clicking View shows you the currently published version of the page.

View Edit Latest version Delete Revisions

Once you find your updates acceptable, you can click Edit again to go back to the edit page and change the “Change to:” dropdown to “Published” and clicking Save. This will make the changes live on the site:

Current state: Draft

Change to:

Published 

Save

Preview

 **Delete**

If you wish to unpublish a page without deleting it, you can also select “Archived” from the “Change to” menu when the page is in the Published state. However, be aware of any pages this content may be linked from when you do so as those links will no longer work.

Current state: Published

Change to:

Archived 

Save

Preview

 **Delete**