

Glenville State University – Drupal Tutorials

How to Format Pages

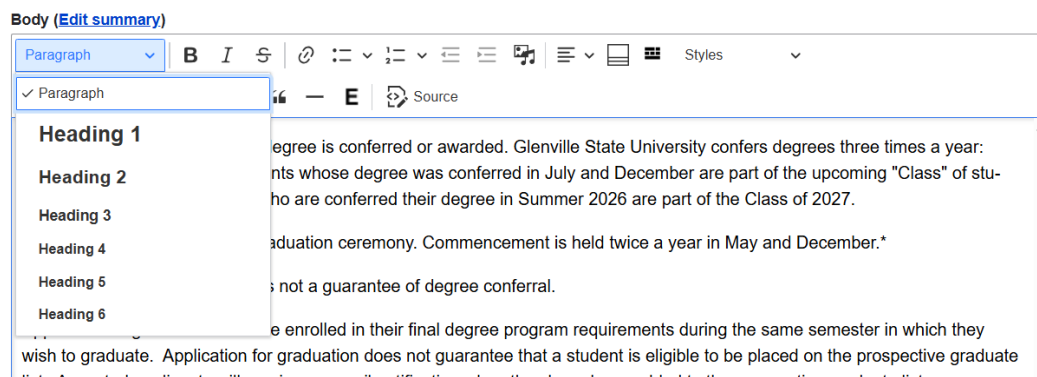
Last Updated: July 1, 2026 (By: Josh Chambers)

Formatting pages can be tricky, but there are some rules of thumb that can keep pages looking professional and consistent.



Headers

Headers are important, both to highlight page content and to convey content hierarchy, but they are also important for accessibility. You can select a heading level by using the first drop down in the editor toolbar:



The page title is considered a “Heading 1” so no header in the body should use that heading level. Instead, any top-level heading levels should begin with “Heading 2.”

Page sections that are equal in weight should have the same heading level. Subordinate sections under a superior heading should use the next lower heading level. For example, sub-headings under a section with a Heading 2 header should use Heading 3, and any headings subordinate to that should use Heading 4, etc.

Avoid using bolded text as a substitute for text that should be a header.

Emphasized Text

There are primarily two ways to emphasize text on pages: **bolded text** and *italicized text*.

Bolded text should be used for strong importance or key words. Italicized text is typically used for titles, technical terms, or mild emphasis. However, emphasized text should be used sparingly. Large amounts of emphasized text make the text lose its emphasis.

Images and Document Links

Images and document links should be considered when writing text on a page. Document links must be inserted on their own line, so body text that references those links should be written in such a way that accommodates that. An example of doing so would be writing “to submit the form, click the PDF link below:” followed by the document link.

Including images should be done in a way that does not crowd out text. When wrapping text around an image, set it to Half Content Width if the image is larger than that. Otherwise, the image should be set to full width or placed on the page so that text is above and/or below it but not wrapping around it. See the tutorial on How to Add a New Image for more information.

Spacing Content

While it is tempting to double-space between paragraphs or website sections, doing so should be avoided unless there is a clear visual advantage to doing so. Blank lines should be avoided in the editor.

Also, double-spacing after periods is discouraged. This can often be a problem if you are copying from other sources such as Word.

Formatting Links

Link text should describe what the text is linking to. If you are linking to the Current Students page, the link should say that. If you are linking to an external page, the link should say what it is. Never link text that simply says “here” or “click here,” or otherwise non-descriptive text.

Text Alignment

Text should always be left at its default left-alignment unless there is a critical display or formatting justification for doing otherwise.

Tables

Tables are included in their own separate tutorial.

Copying and Pasting from Word or Other Sources

Copying text directly from Microsoft Word, Google Docs, email, or other websites and pasting it into the editor can often create formatting issues or insert back-end code that can impact how pages display.

When pasting content from any outside source, always paste it into a plain text editor like Notepad (Windows) or TextEdit (Mac) first, then copy it from there and paste it into the editor. Plain text editors strip out all formatting, allowing the page's own styles to apply correctly. You can then reapply any formatting such as headings, bolding, links, etc., manually using the editor tools.