

Drupal Quick Tips

Title *

Do not use punctuation in the Title field

Add Documents from the File Browser with the Link tool.

Add images from the File Browser with the Images tool

Use Headings from largest to smallest (and only as headings, not for paragraph text).

The screenshot shows the Drupal rich text editor interface. The toolbar at the top includes icons for text alignment, bold, italic, strikethrough, bulleted list, numbered list, link, unlink, image, and video. A 'Styles' dropdown menu is visible on the right side of the toolbar. The content area below the toolbar contains several paragraphs of text: 'Some Heading' (H3), 'Always use Templates', 'Press Enter to create a new P container.', 'Press Shift + Enter to create a line break without creating a new P container.', 'Like this.', and 'Turn this DIV container back into a P container by choosing "Clear Formatting (block)" from the styles drop-down.' The bottom of the editor shows a breadcrumb trail: 'body div div p'. Annotations with pink lines point to specific elements: one points to the 'Link' tool icon, another to the 'Images' tool icon, a third to the 'Styles' dropdown menu, and a fourth to the lowest 'DIV' in the breadcrumb trail.

Add new Templates in the lowest DIV.

- If you've already uploaded an image or document to Drupal, don't upload it a second time. Use the File Browser to access it instead.