Adding Text to a Drupal Cloud Page

Adding Text to a Drupal Cloud Page

Return to Drupal Cloud Landing Page

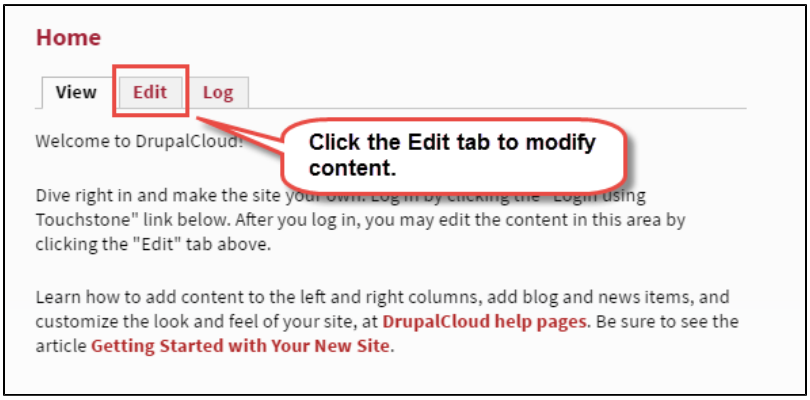
On this page:

About Adding Text
Page Title
Body Area
Text Formats
Using HTML and CSS

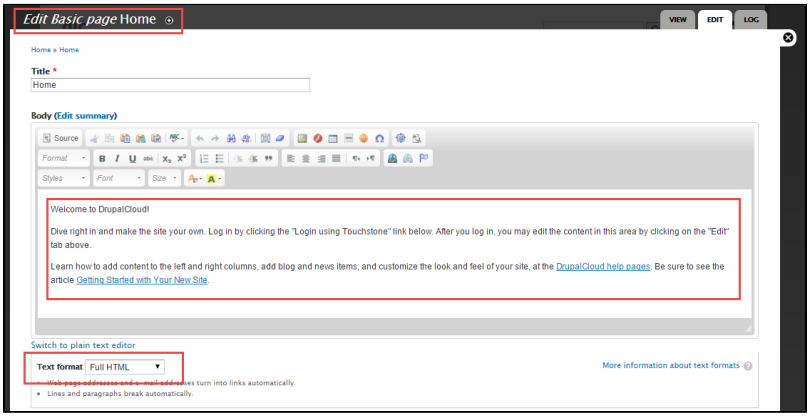
About Adding Text

The *Home*, *About* and *Contact* pages have a field into which you can place your actual content - both text and images. This article will deal with adding text. Other articles cover formatting text, adding images, creating new pages, and adding Blog and News content, which work a bit differently. All articles are available on the Drupal Cloud Home Page.

To edit your content click the **Edit** tab on the *Home*, *About* or *Contact* page.



You will see several areas which are explained below.



Page Title

This is the field which stores the title of the page. It is recommended that you do not change this since the page url is generated from the title.

Changing the title has implications for the menu system. There is more about this in the article about creating new pages which can be found on the Drupal Cloud Home Page.

Body Area

The Body is where your page content resides. This is what is displayed for your users. You can type directly into the edit area and then format your text using the formatting toolbar.

You can paste text from another document or web page. Bullets, numbered lists, text formatting and level styles are preserved from MS Word. Please note that pasting from MS Word can cause problems because of other embedded codes. You can clear text formatting from your original document by pasting the content to a plain text editor, then copying from there to your Drupal page. There is also a Paste from Word tool on the formatting toolbar available when using the Full HTML text format. Text formats are explained next.

Text Formats

The text editor can display text three different ways. Make your choice from the *Text Format* drop down list under the Body field.

Full HTML (the default)	Allows the page to be formatted using any HTML tag that exists. The editor displays a wider array of formatting tools you can use.
Filtered HTML	Recognizes only a limited set of HTML formatting choices from the toolbar.
Plain Text	Does not display any formatting. With this option chosen, there is no toolbar.

A description of how HTML is handled for each choice appears under the drop down list on the page. All three formats will preserve line breaks, paragraph breaks, and soft returns. Web urls and email addresses will have appropriate links. Click the *More information about text formats* link to the right of this drop down list for a more complete description.

Using HTML and CSS

You can work with your source HTML including inline CSS. Be sure you are using the *Full HTML* format then click the **Source** button on the icon toolbar. Here you can paste HTML source code directly into the Body. While using the *Full HTML* format, not in Source mode, there are icons to embed divs, anchors, blockquotes, horizontal rules, and paragraph formatting on the toolbar.

Return to Drupal Cloud Landing Page