How-to Guide: MIT DLC Drupal Cloud Theme

This guide will show you how to take your initial Drupal Cloud site...

and turn it into something more like this, using the MIT DLC Drupal Cloud theme. See this example site at: http://priorities.mit.edu/
The MIT DLC theme is a clean, responsive theme sponsored by MIT Communications Initiatives. It incorporates the MIT brand, is simple to use, and provides users with a streamlined font and color palette selection. It is well suited for department, lab or center web sites - hence the theme name. Using this theme will get you up and running quickly with a site design that fits well with MIT’s other DLC sites.

This step-by-step guide is meant for you to use as you create your own site. Most of the steps are straightforward, but some of later steps may get a bit more complex. There are lots of help resources. Here are two for you to look at now or later.

The MIT Drupalcloud Frequently Asked Questions
The MIT Drupalcloud Resources

Getting Ready

With a little preparation on the front end, you can save yourself a lot of time and frustration on the back end when you actually start building your site. So before you request your Drupal Cloud site, we strongly recommend you follow some simple steps:

- Create a sitemap. This is a road map that shows how all your pages connect. It will help you identify gaps you’ll that need to fill.

- Assign someone to start writing your content. Be sure to set a deadline because as soon as your request gets approved, you can start building your site — and you’ll obviously need copy to fill it.

- Gather and organize all your media and artwork. If you want to customize your site with more than just fonts and colors, make sure you have easy access your digital media files, such as logos, photos, illustrations and video.

- For DLCs, learn about the use of MIT’s graphic identity. If you need assistance with branding for your DLC, contact the advisors at Communications Initiatives.

If you have design or development needs beyond what the Drupal Cloud themes offer contact Communications Initiatives for assistance. They also provide guidance on overall communications strategy and social media.
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**Login using Touchstone**

When you first visit your site you will see the public side of the site.

![Home Page](image)

However, to make changes to your site you will need to log in as the site administrator. If you requested the site, you are automatically given the role of site administrator.

To log in using Touchstone click **Login using Touchstone** on your Drupal Cloud site home screen.

![Administration Side](image)

You are now viewing the administrative side of your site.
Navigate the interface and toolbars

Notice the black Administrative toolbar and the quick links to Content Management features. These Quick Links bypass the menu system, but let’s start by using the menu so you see where everything is located.

In the Admin toolbar click Menu to see the full set of menu choices. The admin toolbar looks like this after you click Menu. Another click on Menu will hide the choices.

Note: To find the Log out button, click your username in the Admin toolbar.

Change to the MIT DLC theme

The basic layout, fonts, and colors of your new site are determined by something called a theme. IS&T has created your new Drupal site with the MIT Adaptive theme. This is a good starting theme for many types of sites, but you can change the look and layout of your site by changing attributes of your current theme. You can even change to a completely different theme. This Getting Started Guide will help you develop your site by using a different theme – the MIT DLC theme.

Changing from one theme to another is straightforward. First, you must be logged in as a site administrator to make any of the changes in this guide. You will find the list of available themes located in the Appearance overlay screen. An overlay screen is a screen with a list of options you turn on or off. You use overlay screens to make all changes - administrative and design - to your Drupal Cloud site. Go ahead and click the Appearance tab on the admin toolbar, to open the Appearance overlay screen.

The next image shows what you should see. You may need to click on the List tab in the top right.
Notice the pictures of the themes available for you to use. Some themes need to be enabled before they can be used. There are two sections of the this overlay screen - the top is for ENABLED themes and the DISABLED themes are at the bottom.

When you first get your new site, the MIT DLC theme is disabled. You will need to scroll down the page to find the MIT DLC theme.

Click the blue text *Enable and set default* to both enable and set this theme as your default in one step. The MIT DLC theme becomes your default theme and moves up to the Enabled themes section of the page. You will see a green confirmation message at the top left of the overlay screen.
Note: If you clicked the shortcut in the Content Management menu on the Home screen you were taken to the Appearance overlay screen for the MIT Adaptive Theme settings. Make sure you’re looking at the settings for the MIT DLC theme when making changes. See the next image.

Edit the MIT DLC theme’s appearance

You should still be looking at the Appearance overlay screen which has two tabs on the top right corner. This is a common practice which allows for more choices in a given overlay. To adjust some initial theme settings do the following.

1. Click the Settings tab on the top right of the overlay screen.
2. Click the MIT DLC button on the top right of the overlay screen under the Settings tab.

Change the color scheme

3. Be sure the Red and Gray color scheme is selected from the drop-down list of Styles above the image of the site.
4. Click the Save configuration at the button at the bottom left. You will see a green confirmation message at the top.
Change the site logo, title or slogan (tagline)
While you are still on the Appearance tab looking at the MIT DLC theme settings, scroll down the page and find the section named Toggle Display. Note that all display elements are turned on by default. Here you can make adjustments according to your site design needs. For example, if your site design does not include a logo you can turn off the default logo. It’s important to make sure you are making the changes to the MIT DLC theme as shown in the image above.

Turn off the default Drupal Cloud logo
1. Uncheck the box to the left of Logo.
2. Click Save configuration at the bottom left.
This will remove the blue Drupal Cloud logo at the top left of all your pages. If you would like your own logo to appear follow the next set of steps.

Add your DLC logo instead of the default
1. Make sure the Logo box is checked so the logo will appear.
2. Scroll to the Logo Image Settings box.
3. Uncheck the box for *Use the default logo*. A new set of options appears.

4. Enter the path to your logo if it’s on the web, or
5. Click **Choose file**, locate your logo file on your computer and click **Open**.
6. Click **Save configuration**.

The recommended image size for a logo is 59x40 pixels. For additional information about using logos see [http://web.mit.edu/graphicidentity/logo.html](http://web.mit.edu/graphicidentity/logo.html).
Disable the top menu
One more thing to do here before we move on. The DLC theme should have a single menu displayed horizontally at the top of the page. Currently there is an additional menu on the left side.

In an upcoming step you will move the side menu to the top. In order to prevent having two top menus, toggle the display of the Main menu to off by unchecking the box. Don’t forget to click **Save configuration**.

Change the title and slogan (tagline)
You may want to change the site name which appears at the top left of your pages. This will not affect your site’s URL. You can also add an optional slogan (tagline) to your site. These steps are completed on the **Site information** screen.

With an overlay screen open, you can switch to another by choosing it from the menu. However, be sure to **save any changes** you have made before you switch or they will be lost.

1. From the **Admin** toolbar, click **Configuration**.
2. In the **System** block of choices, click **Site information**.
3. Edit the text in the **Site name** box. **This is a required field.**
4. Add text in the **Slogan** box if desired. This will appear as a tagline below the title.
5. Click **Save configuration** at the bottom left, then click the X at the top right to close.
Add a background image for your site

There are three options for background images on your Drupal Cloud site. First, you can choose to have no background image on any page. The DLC theme default has no image. It is a simple gray background color. Second, you can use a single image for all pages. Finally, you can have different background images for specific pages. This is a more complex undertaking and is explained later.

There are specific photos from the MIT Image Library which are optimized for Drupal Cloud sites and are free of copyright restrictions. Links to this image library and to the several suggested photos appear at the end of this section.

Access the Dynamic background overlay screen

1. Click Configuration, then User interface, then Dynamic background.
2. Click the Background images tab.

With the Dynamic background overlay screen visible you can check or uncheck boxes to:
- choose a different background image (turn one off and another one on)
- turn off the current image and have no background image
- delete a background image, perhaps to make more room for other images

After each step you must click Save configuration. Deleting an image here does not delete it from your computer.
Add the background image
To use a new image you will first upload the image from your computer and then select it as your choice for your background image.

1. On a row with no image, click Choose file.
2. Locate the image on your computer or server.
3. Select the image and click Open.
4. Click Save configuration at the bottom of the overlay screen.
5. Click Use picture as background for the image you just uploaded.
6. Click Save configuration again at the bottom of the overlay screen, then click the X at the top right.

Working with Blocks
The structure of your theme’s layout is determined by two Drupal features - Regions and Blocks. The image below shows the pre-determined regions set up for the MIT DLC theme.

Regions, which are expandable based on the content within them, mark different areas of your screen. These are set by the theme designer and can’t be changed by you.

Blocks are containers for content which are placed into regions. Some blocks come with your Drupal Cloud site and other blocks may be created. For example, the blocks Recent News and Recent Blogs are located in the region named Sidebar Second.
You can see what blocks are located in which regions of your page when you open the **Blocks** overlay screen.

**Move a block to a new region or hide a block completely**

1. If necessary, click **Menu** in the admin toolbar at the top.
2. Click **Structure**, then click **Blocks**. You will see the **Blocks** overlay screen.

3. Select a different region from the drop down list to the right of the block name.
4. Choose **- None -** to keep a block from being displayed. It will be listed at the bottom of the **Blocks** overlay screen.

You can see a the diagram of the regions on your page. Click the link *Demonstrate block regions (MIT DLC)*.
You will see this region display shown earlier. Click *Exit block region demonstration* when you are ready to return to the blocks overlay screen.

Now you have an idea of the layout of your page based on the regions and the placement of content blocks. You can view your page and decide if any blocks need to be moved or disabled. Go ahead and try it. You can always return to the original without harm.

For example, your new site comes with a sample block named *Powered by Drupal Cloud* already placed in the footer region. This block contains the Drupal Cloud logo and an MIT logo. However, the MIT DLC theme you just set as your default comes with an MIT logo built right onto the page.

**Disable the **Powered by Drupal Cloud** block to remove it from view**

1. From the admin toolbar, click **Structure**, then **Blocks**.
2. On the **Blocks** overlay page, scroll to the **Footer** region.
3. Click the drop down menu to the right of **Powered by Drupal Cloud** and select **- None -**.

**Move the Shibboleth authentication and Content Management blocks**

There are a two more block changes you can do while the **Blocks** overlay screen is open. You will move the Shibboleth authentication (Login using Touchstone) and Content Management blocks to different regions. In a later step you will move the Main Menu block.

4. Scroll to the block for **Shibboleth authentication** and select **- Footer -**.
5. Scroll to the block for **Content Management** and select **- Footer -**.
6. Click **Save blocks** at the bottom left, then click the **X** at the top right to close the blocks overlay screen.

You can see the Content Management links in the footer. These appear only when you are logged in. To see the Shibboleth authentication (Login using Touchstone) you will have to log out. Click your name in the Admin toolbar then click Log out.
Move the *Main Menu* block to display it horizontally

If you are still on the Blocks overlay screen, continue with step #2.

1. From the Admin toolbar, click **Structure**, then click **Blocks**.
2. Move the **Main Menu** block into the **Menu Bar** region.

3. Click **Save blocks** in the lower left, then click the X at the top right to close.

Your site looks like this. Notice the Main menu has moved from the left sidebar to the top.
Work with Pages and Menus

Add a new page and link it to the menu

This example will add a Staff page to be placed under the About menu.

1. From the admin toolbar, click Content.
2. Click the + Add content link at the top of the Content overlay screen.

3. Select the Basic page content type.
4. Add a Title which is required and additional content in the Body section, if you desire. You do not have to complete the page content before creating the page and setting up a link to the Main Menu.
5. Scroll down to Menu settings and select the option to Provide a menu link.

6. When you select this setting several other options become available. A Menu link title is automatically generated but you may change this.
7. In the Parent item drop down list select the menu link under which this page should be located.
8. Click URL path settings, then Generate automatic URL alias. You will not see the alias until you save and return to this page overlay screen.
9. Click **Save** at the bottom left, then click the **X** to close the **Content** overlay screen. Your site menu looks like this.

**Link an existing page to the menu**

If you already have pages created and want to link them to the menu, you will apply the same setting as above.

1. From the admin toolbar, click **Content**.
2. Find the page you’ve already created, then click the **edit** link to the right of the page title.
3. Scroll down to **Menu settings** and select the option to **Provide a menu link**.
4. When you select this setting several other options become available. A **Menu link title** is automatically generated but you may change this.
5. In the **Parent item** drop down list select the menu link under which this page should be located.
6. Click **URL path settings**, and be sure that **Generate automatic URL alias** is checked.
7. Click the **X** to close the **Content** overlay screen.

**Note:** Using this preferred method allows Drupal Cloud to keep track of your menu items should you move them to a different menu at a later time.
Enable drop down menus

1. From the admin toolbar click Structure, then Menus.
2. To the right of Main menu, click list links.
3. For each top level page where you wish menus to show as a drop down, click edit.
4. Then check the box for Show as expanded.
5. Repeat steps 3 and 4 for Home, About, etc.
6. Click Save. You will be returned to the Main Menu links page.
7. Click Save configuration, then click the X to close the overlay screen.

Here is the result of the last action. A drop down menu has been created.
Set up the utility navigation menu

Some site designs might require a utility menu placed in the upper right. The site default is to show the User menu in this location. The User menu includes two links - *My Account* and *Log Out* - that are only visible when you are logged in to the site. If your design requires this type of additional menu, you have a few options.

**Option 1: Add your own links to the User menu.**
1. From the admin menu, click **Structure**, then click on **Menus**.
2. Next to *User menu*, click **list links**.
3. Click on **+Add link**.
4. Enter a **Menu link title** and a **path**.
5. Click **Save**.

For more information about menus see: [http://drupalcloud.mit.edu/help/frequently-asked-questions/make-basic-menu-changes](http://drupalcloud.mit.edu/help/frequently-asked-questions/make-basic-menu-changes)

**Option 2: Choose a different menu to display as your utility menu.**
1. From the admin menu, click **Structure**, then click on **Menus**.
2. Click on the **Settings** tab in the upper right.
3. Under *Source for the Secondary links*, select the menu you would like to appear as the utility navigation menu. See below for steps to create your own menu.
4. Click the **Save configuration** button.

Note: Drupal defaults to showing the **User Menu** as the secondary. That’s why you saw the *My account* and *Log out* links there. If you don’t want to use one of Drupal’s default menus in this space, you can create your own.

**Option 3: Create your own menu to display as your utility menu.**
1. From the admin menu, click **Structure**, then click **Menus**.
2. Click on **Add Menu**.
3. Enter a title and description that is meaningful to you, e.g., “My secondary menu”.
4. Click **Save**.
5. You will see a confirmation message and be taken to the **List Links** tab for your new menu.
6. Click on **Add link** to add items to the menu, then order them according to your needs.

For more information about menus see: [http://drupalcloud.mit.edu/help/frequently-asked-questions/make-basic-menu-changes](http://drupalcloud.mit.edu/help/frequently-asked-questions/make-basic-menu-changes)
Select your new menu as your utility menu
Follow the steps in Option 2, above.

Once you have selected a Source for secondary links, the selected menu will be displayed in the utility nav area and is automatically styled according to the design with no need for user-entered CSS.

Configure individual page menus
Now that the side menu has been moved to the top, there is room in the left sidebar area to add a page menu. First you will need to enable the Menu Block module which adds some specific functionality to Drupal. The Menu Block module is not enabled by default so you must turn it on. You will also create a new menu block to add to the Sidebar first region over on the left.

Enable the Menu Block module
1. From the admin toolbar, click Modules.
2. Scroll down to the Other section.
3. Check the box next to Menu Block.
4. Scroll down and click Save configuration. Be patient while the module is being enabled. Click the X to close.

Create a new Menu Block
1. From the admin toolbar, click Structure, then click Blocks.
2. Click Add menu block.
3. Use the following settings
Block title: enter <none>
Administrative title: whatever makes sense to you
Menu: Main menu
Starting level: 2nd level
Maximum depth: unlimited
Region settings: Sidebar first (be sure you are setting this for the DLC theme)

4. Leave other settings at their defaults.
5. Click Save block at the bottom left.
6. Click the X to close the overlay screen.

The result in this example shows the About page with the page menu on the left showing the sub-menu items under About in the menu structure.

Set regions to maintain space when there is no content
You might have a page which does not have any content in a sidebar region. This could cause shifting of elements on the screen. Follow these steps to prevent this from happening.

1. From your admin toolbar, click Modules.
2. Scroll down to the Context section.
3. Check the boxes next to Context and Context UI.
4. Scroll down and click the Save configuration button. You will see a confirmation message in green at the top.
5. Scroll to the Context section on the Modules overlay screen, then click the Configure link.
next to Context UI.
6. On the Context configuration screen, click the Settings tab in the upper right.
7. Check the “show all regions” box.
8. Click the Save configuration button, then click the X to close.

Configure the menu for use on mobile devices

Update jQuery
1. From the admin menu click Configuration.
2. Then click jQuery update in the Development area.

3. Select 1.7 from the jQuery Version drop-down menu.
4. Click Save configuration.
5. Proceed to the next section while still on the Modules overlay screen.
Configure the mobile menu

1. Scroll to User Interface.
2. Click the box next to Responsive Menus to enable this module.
3. Click the Save Configuration button and be patient while the module is enabled.
4. Scroll down to Responsive Menus again and click the Configure link on the right.
5. In the Responsive menu style drop down choose Mean menu.
6. In the CSS selectors for which menu to responsify box paste or type: #block-system-main-menu .menu-wrapper
7. In the Screen width to respond to box, type: 840
8. Click Save configuration, then click the X to close.

The mobile menu is now enabled for devices with screen widths less than 840 pixels.

Add different background images for specific pages

This final step will show you how to give specific pages different background images. There are several steps in this process but there is nothing you haven’t done before. There are some prerequisite steps to help you get organized.

Before you begin

1. Decide which images you will use for your page backgrounds. There’s a list of suggested images at the end of this section.
2. Make sure the images are on your computer or server.
3. Upload your background images. Use the instructions found in the earlier section Add a background image. You can only store 10 background images so you may need to delete the default images to make room.
4. Decide which pages will get which images.
5. Make a list of each page and the page’s URL alias. This will show in the url bar when the page is in view. You can also go to the page overlay screen. To find the exact URL alias of a page:
   1. From the admin menu, click Content.
   2. Click the edit link for the page in question.
   3. Scroll and click on URL path settings near the bottom.
The URL alias is displayed. If there is no URL alias, click the box for Generate automatic URL alias, then click Save. An alias will be created.

One time only steps
If you just completed the section Add placeholders to maintain blank sidebars you do not need to enable the Context and Context UI modules in Steps #2 and #3 below.

1. From the Admin toolbar, click Modules, then scroll to Context.
2. Click the checkbox to enable the Context and Context UI modules.

3. Click Save Configuration.
4. Scroll to the Dynamic Background section.
5. Click the checkbox to enable Dynamic background context.
6. Click **Save Configuration**, then click the X to close the overlay screen.

7. From the **Admin toolbar**, click **Configuration**, then scroll to **User Interface**.

8. Click **Dynamic background**, then click the **Settings** tab.

9. Expand the area for **Advanced - CSS Behaviour**.

10. Make note of the **CSS Selector**.

11. Copy contents of the **CSS box**.
12. Click the **Context** tab at the top right.
13. Fill in CSS Selector to be the same as the previous page.
14. Paste the copied CSS content into the **CSS** box.
15. Click **Save configuration**.
Add the background images to specific pages

1. From the Admin toolbar, click Structure, then click Context.
2. Click + Add.

3. Enter the following on the Add a new context overlay screen.

4. Add a Name - the machine name of the target page using lowercase and underscores, e.g. about.

Note: You can find out the machine name of a page by looking at the url when the page is open. Or,

From the Admin toolbar, click Content, then click edit next to the page name.
Scroll down and click on URL path settings.
The URL alias box contains the name to use.
5. Add a Tag - a category name, e.g., about-background
6. Scroll down the page to Conditions and Reactions.
7. Add a Condition - choose Path from the dropdown list. Then fill in the path info, e.g., node/2 or about.
8. Add a Reaction - choose Dynamic background. Then select your image.
9. Click Save.

10. Repeat this process for each additional background you plan to use.

**Suggested images**
These images are available to use as your Drupal Cloud background image from the MIT Image Library and are optimized for this purpose.

These and many more images are available at https://www.flickr.com/photos/cpsphotolibrary. Please contact the MIT Image Library at cpsphotolibrary@yahoo.com for further information.
If you wish to upload your own images to be used as background images for your pages, you must optimize them for that purpose. Images should be approximately 1200 pixels x 900 pixels, and compressed as .jpeg files using 30% compression. This is so your background image will load quickly but not appear pixelated or distorted. As the users of your page change the width of their browser window, the background images will automatically resize to fill the page.

**Make content changes**

Now that your site is designed you are ready to add and change the content of the pages. See the instructions below for basic help with editing, adding images and links to websites and PDF documents. For additional Help with your content see, *Make basic content changes*, at [http://drupalcloud.mit.edu/help/frequently-asked-questions/make-basic-content-changes](http://drupalcloud.mit.edu/help/frequently-asked-questions/make-basic-content-changes).

**Add or change content including images and links**

Once you are logged in there are two ways you can open a page to edit the content.

1. From the Home screen, use to menu links on the left to open the page you wish to edit.
2. When the page appears, click the **Edit** tab.

   ![Edit tab](image)

or

1. From the **Admin** toolbar, click **Content**. This overlay presents a list of all your pages.
2. Locate the page you wish to edit.
3. Click **edit**, to the far right of the page name.
You are now in the page edit mode.

1. Enter text directly into the **Body** section.

2. Format using the the formatting toolbar just above the content.

3. Click **Save** at the bottom left and the X at the top right when you are finished editing.
Add an image to your content
You can add images to your content area when you are editing a page. Be sure the **Text format** option is set to Full HTML.

1. From the toolbar click the Image icon.
2. Enter a url to point to an image on the web, or
3. Click **Browse Server** to locate an image on your computer.
4. Click Upload at the top left of the Browse Server window.
5. Click **Choose File**.
6. Navigate to your image file’s location on your computer, and open it. The image name will appear in place of *No file chosen*.

7. Click a box to set the thumbnail size, then click **Upload**. The filename appears in the list of files.
8. Select your image filename and click **Insert File**. You may insert any image from the list into your document.
9. The image is displayed in the **Image Properties** window with some options.
   a. You can add a border, horizontal space or vertical space around the image (measured in pixels). You can also choose the alignment of the image.
   b. To be sure the actual image size is being used, delete any height or width values in the boxes.
   c. To make the image a link, click the Link tab and add the target url.

10. Click **OK**.
Add a link to a website
1. In the Body area, select the text you want people to click on.
2. Click the Link icon.
3. Type or paste the target URL
4. Change the target if you wish by clicking the Target tab and selecting a new behavior (e.g., Open in new window which will actually open a new tab).
5. Click Save in the lower left. Be sure to test the link.

Add a link to a PDF document
A PDF document may be uploaded to your Drupal Cloud file space. The process to link to a PDF is similar to adding a website link.
1. In the Body content, select the text you want people to click on.
2. Click the Link icon.
3. Click the Browse Server button.
4. In the list on the left, click on documents.
5. If your PDF document is already uploaded, select it click Insert file on the top menu, then skip to step #9.
6. If you need to upload your PDF document, click Upload on the top left, then click Choose File to locate and Open your PDF document on your computer.
7. When the filename is listed in the box select a thumbnail size, then click **Upload**.
8. Select the filename from the list on the right then click **Insert file** from the top menu.

9. Change the target if you wish by clicking the **Target** tab and selecting a new behavior (e.g., Open in new window which will actually open a new tab).
10. Click **Save** in the lower left, then click the **X** in the upper right.
11. Be sure to test the link.