

# Drupal - Basic: Upload and Link to Documents in Drupal

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## Accessibility and Documents on the Web

Before uploading any documents to a Bryn Mawr website, please remember that documents online need to meet [Accessibility Standards](#).

To read about all things Accessibility by looking for articles with the Accessibility tag in this Knowledge Base.

[Follow the LITS blog check accessibility tag](#) to learn more about Accessibility and assistive technology.

To create Accessible Documents, look for these articles in our Knowledge Base:

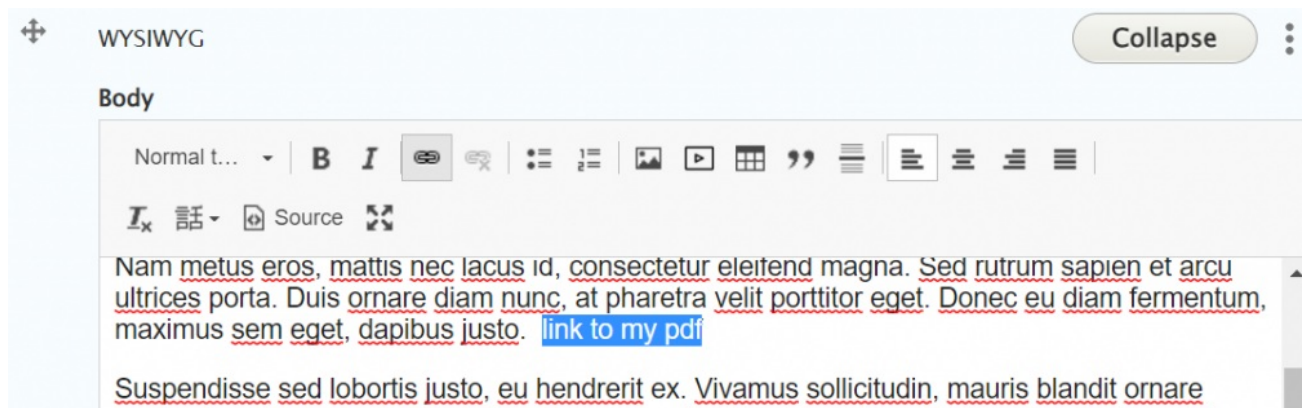
- **Create Accessible Documents in Microsoft Word**
- **Create Accessible Slides in PowerPoint**
- **Make PDFs Accessible with Adobe Acrobat**

## Link to an Existing Document

To link to a document that is already in Drupal from a Page or other content types with the WYSIWYG editor.

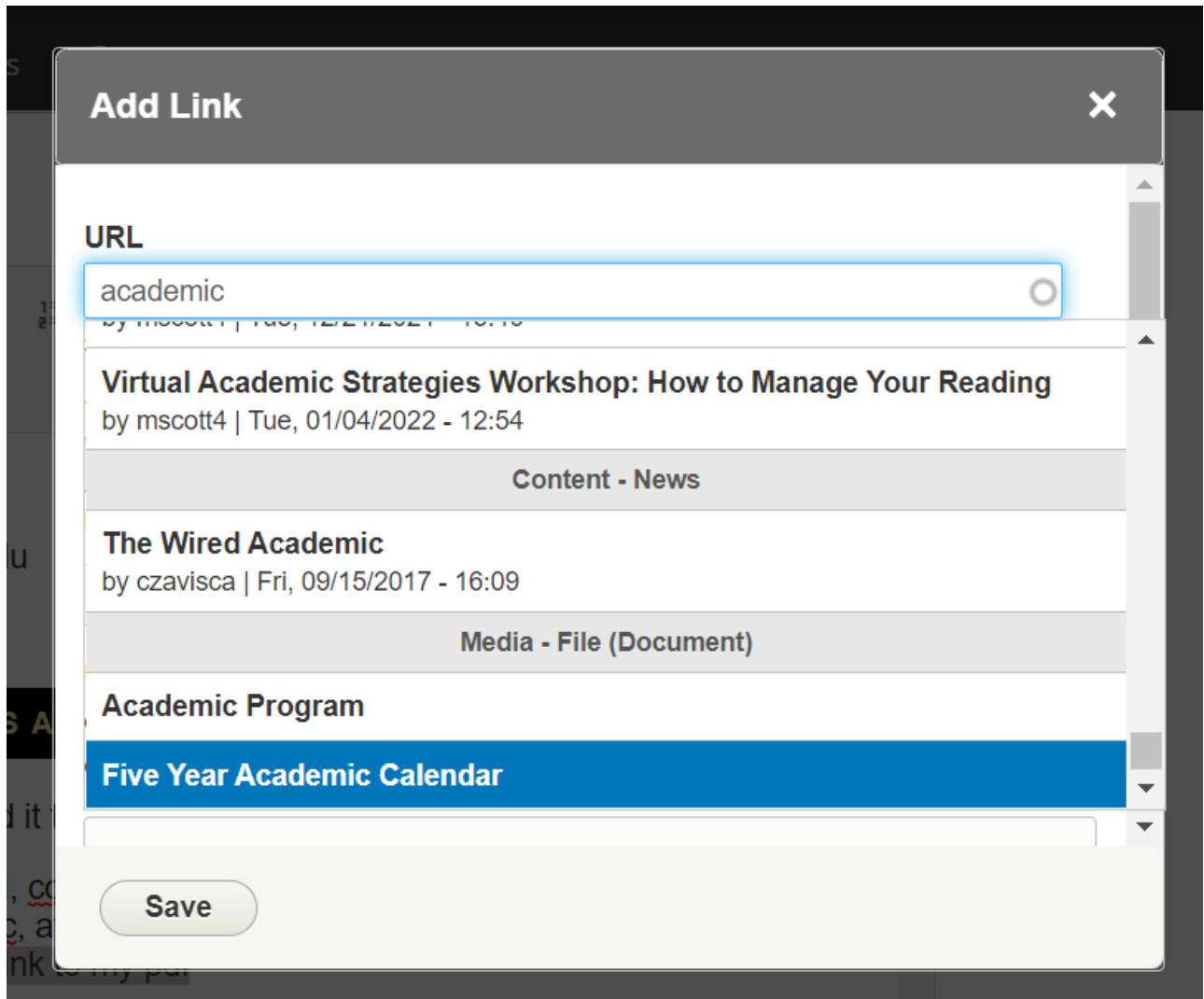
Type your desired link text.

Highlight the link text.



Click the link button

In the "Search Content" box, begin typing the name of your file. Your file should appear in the list if it is available. Since you are looking for a File (Document) you would need to scroll down and look in that specific section list.



Once you have clicked on the Title of the File you are seeking, Drupal will put in the file's very boring Drupal path. In this case it is /media/45441 This is the Drupal Reference for that Entity, otherwise known as the Entity Reference.

**Add Link** ✕

**URL**

/media/45441|

Start typing to find content.

**Title**

Populates the title attribute of the link, usually shown as a small tooltip on hover.

Upload Document

Use the button above to upload a document in a new tab. Once you add the document, close that tab and return to this screen and search for your document in the URL field.

Save

Click "Save" to finish.

## Upload a New Document

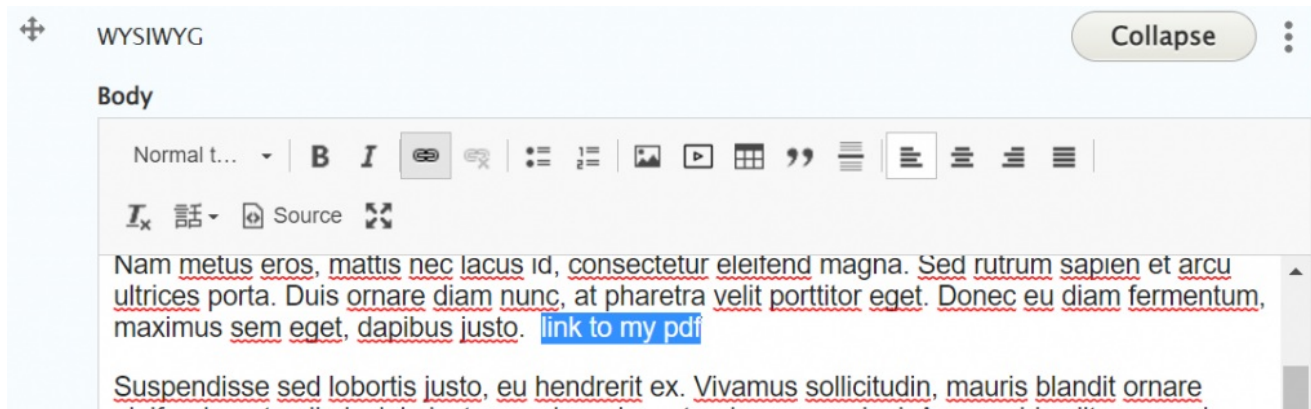
Remove spaces from document file names. Spaces will cause errors in your links.

Files must be smaller than 15MB.

While working within a Page (or News) you can use the **WYSIWYG editor** to upload a new document.

Type your desired link text.

Highlight the link text.



Click the link button.

Once the pop-up window opens, **Select "Upload Document"**

### Add Link ✕

**URL**

Start typing to find content.

**Title**

Populates the title attribute of the link, usually shown as a small tooltip on hover.

Use the button above to upload a document in a new tab. Once you add the document, close that tab and return to this screen and search for your document in the URL field.

This will open a new browser tab with the following page

Manage Shortcuts iftest\_steward

Content Structure Groups Help

### Add File (Document)

Home » Add media item

Name \*

File (Document) \*

Choose File No file chosen

One file only.  
256 MB limit.  
Allowed types: txt rtf doc docx ppt pptx xls xlsx pdf odf odg odp ods odt fodt fods fodp fodg key numbers pages.

Published

|  |                      |
|--|----------------------|
| <b>Revision information</b><br>No revision | Revision log message |
| <b>URL alias</b><br>No alias               |                      |

## Add File Page

Fill in the Name of the file.

Name \*

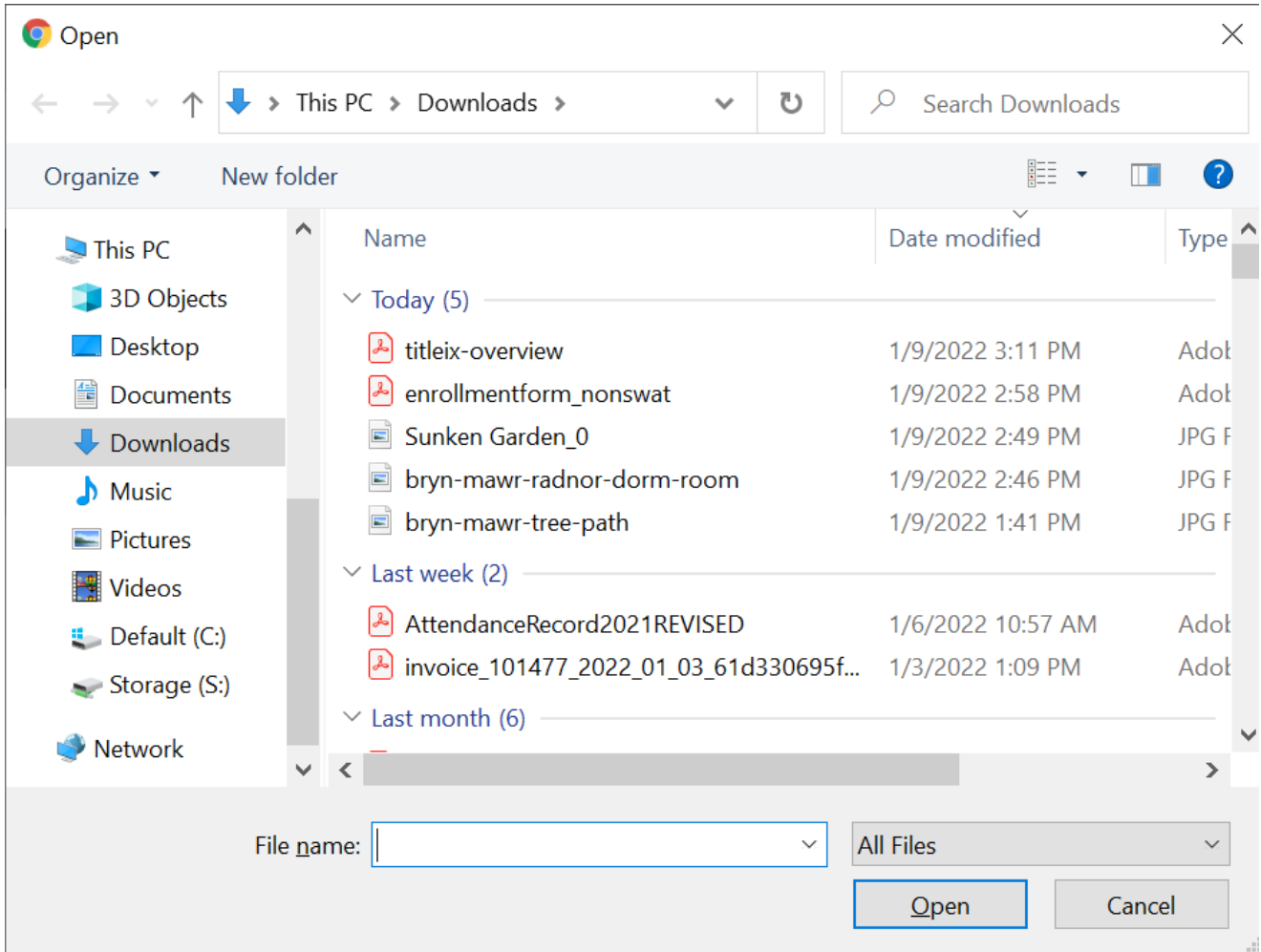
Then click Choose File in the File (Document) field

File (Document) \*

Choose File No file chosen

One file only.  
256 MB limit.

Clicking on "Choose File" will open a pop-up window for you to locate and choose your file.



Once you select the file and click the Open button, you will be returned to the Add File page

The screenshot shows a document editing interface. At the top, there is a navigation bar with 'Manage', 'Shortcuts', and a user profile 'iftest\_steward'. Below the navigation bar, there are tabs for 'Content', 'Structure', 'Groups', and 'Help'. The main content area is titled 'Name \*' and contains a text input field with 'Title Xi Overview'. Below this is a 'File (Document) \*' section with a file icon, the filename 'titleix-overview.pdf', and a 'Remove' button. A 'Published' checkbox is checked. There are three sections: 'Revision information' (No revision), 'URL alias' (No alias), and 'Authoring information' (By iftest\_steward (201) on 2022-01-09). To the right of these sections is a 'Revision log message' text area with a placeholder text 'Briefly describe the changes you have made.' At the bottom left, there is a blue 'Save' button.

Click the Save button

This will bring you to the Media File list view where you can see that your file was successfully uploaded

The screenshot shows the 'Media' section of the interface. At the top, there is a navigation bar with 'Home', 'Manage', 'Shortcuts', and a user profile 'iftest\_steward'. Below the navigation bar, there are tabs for 'Content', 'Files', and 'Media'. The main content area is titled 'Media' and contains a breadcrumb trail 'Home » Administration » Content'. A green notification bar at the top says '✓ File (Document) Title Xi Overview has been created.' Below this is a blue '+ Add media' button. There are three dropdown menus for 'Media name', 'Type', 'Published status', and 'Language', all set to '- Any -'. A 'Filter' button is below the dropdowns. At the bottom, there is an 'Action' dropdown menu set to 'Delete media'.

You can now return to the browser tab in which you were editing your page . You will still see the Add Link pop-up box.



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### Add Link ✕

**URL**

Start typing to find content.

**Title**

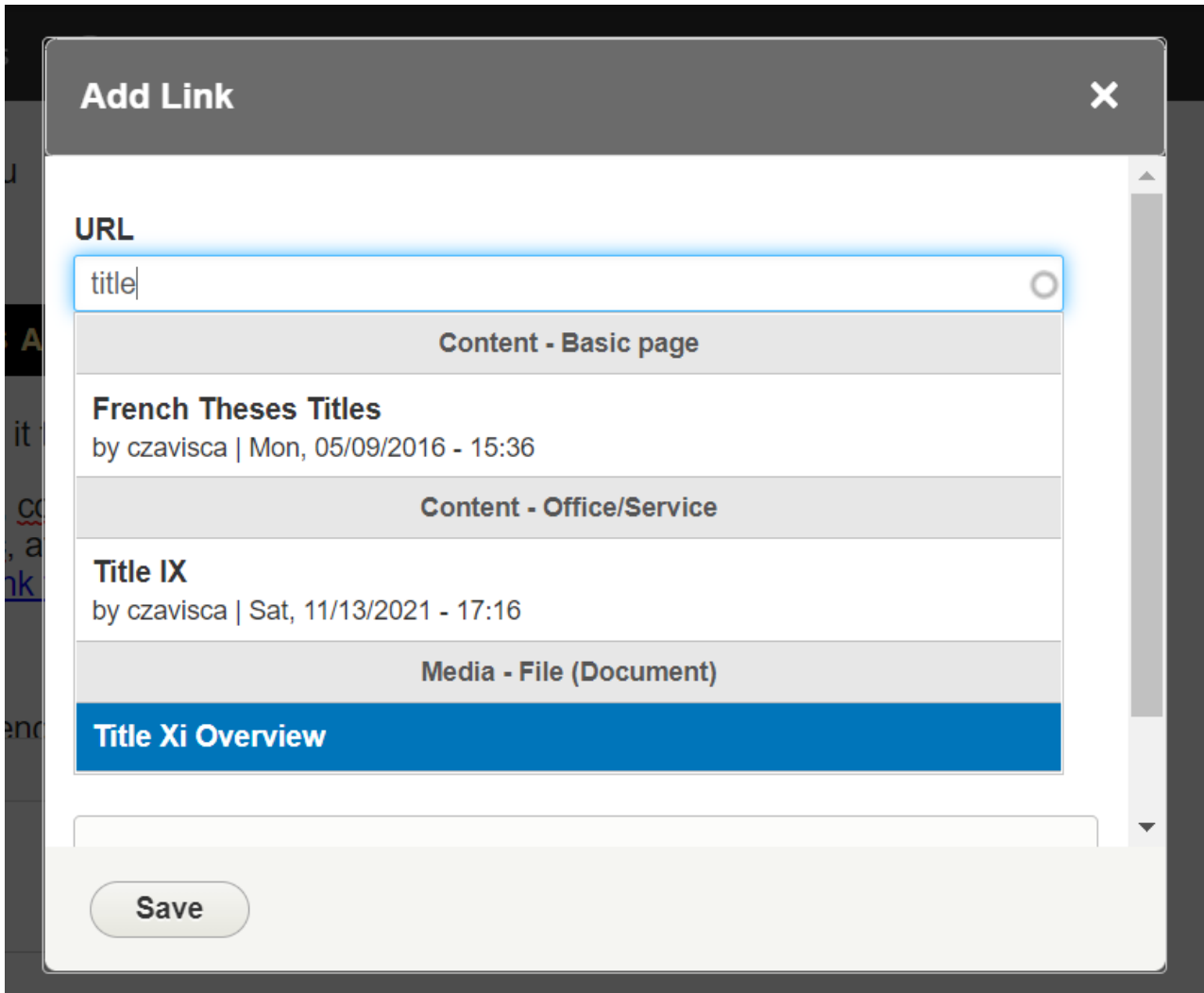
Populates the title attribute of the link, usually shown as a small tooltip on hover.

[Upload Document](#)

Use the button above to upload a document in a new tab. Once you add the document, close that tab and return to this screen and search for your document in the URL field.

[Save](#)

Now, since you uploaded the file, you should be able to start typing the title of the file you just made and see it in the list under the Media – File (Document) section



Once you click on the title, you will see the Drupal path (*/media/###*) appear in the URL field where you just were typing the title

**Add Link** ✕

**URL**

Start typing to find content.

**Title**

Populates the title attribute of the link, usually shown as a small tooltip on hover.

Use the button above to upload a document in a new tab. Once you add the document, close that tab and return to this screen and search for your document in the URL field.

Click "Save" to finish.

Now you can continue editing or creating content in the rest of your page, if needed.

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