Drupal Manual

The current theme is called “Black and Green Contemp”, even though it is not black and green.

Adding Non-text Elements to a Page

1. Go to: Structure > Blocks
2. Check to make sure that you are editing blocks on the correct theme.
3. Add a rotating banner or a block by clicking the appropriate link above the table.
4. Edit the block as you please.
5. When you are finished, under “Block Location”, select where on the page you would like the block to appear.
6. Under “Visibility Settings > Pages”, make sure to select where you would like the block to be displayed.
   1. For global blocks, leave as is.
   2. For blocks appearing only on specific pages, select “Only the listed pages” and follow the instructions provided on how to supply the pages.
7. Save the block. It should route you back to the Blocks page.
8. Make sure that the block appears where you would like it to be.
   1. To order the blocks more specifically, select “Show row weights” at the right above the table. This displays a new column that allows you to select the exact order of your blocks.

Creating a Carousel

1. Follow the above instructions for creating a non-text element to a page, except select “Add a rotating banner”.
2. Under “Banner Settings”, make the following changes:
   1. Select “The banner will not shrink to fit the page and you have the option to specify the width and/or height.” For some reason, if you don’t do this, the pictures can be very buggy.
      1. Set the width = 600 pixels.
      2. Set the height = 400 pixels.
   2. Change the Transition Type to “Fade”
   3. Change the delay between slides in milliseconds to “5000”.
3. Under “Banner Images”, add images
   1. **IMPORTANT:** before uploading pictures, resize images to be width: 600px, height: 400px.
      1. On OS-X, use Preview:  
         If the photo is landscape: Tools > Adjust size > width: 600px. This should automatically update the height.  
         If the photo is portrait: Tools > Adjust size > width: 600px. Press OK. Then crop the image so that the height is 400px.
      2. On Windows:  
         *Currently all IT has OS-X. If there is need for Windows instructions, please update this.*
   2. To order images, this depends on how many images you have. Currently, Drupal supports automatic ordering for up to 21 images (-10 through 10). To get around this, pick out certain images that you wouldn’t mind being randomized and make them carry the same row weight.

asdfasdfawdf