Plone Manual

Add New Item

1. Go to main/home page of site.
2. Go to Contents on the GreenBar.
3. On the GreenBar of the Contents Page, Add New > Folder
4. Title the Folder Appropriately.
   1. Leave Exclude from Navigation unchecked!
5. Publish the New Folder.
   1. There is now a new item in the Dropdown Menu visible to users!
6. To rearrange the ordering of the items, go back to MainPage > Contents.
7. Drag and Drop the new ordering.
8. The item is now in the order you left it in Contents.

Plone Bootstrap Theme

The current theme we are using is titled “Twitter Bootstrap”

CSS Guidelines:

* [This is a fantastic resource](http://cssguidelin.es/) for general CSS guidelines. Probably the most important thing from here is: use the !important tag as little as possible.
* This is not browser tested! Works well on Chrome, but it is probably a good idea to test on all the other browsers as well…

Strange Issue:

For some reason, the current theme will not update to live, even though it says it will. The current workaround is to do the following:

1. Go back to the control panel (or from Site Setup, just click “Theming”).
2. “Copy” the current theme, naming it whatever you’d like. Make sure to check “Immediately enable new theme”.
3. After creating the new theme, reactivate the Twitter Bootstrap theme by clicking “Activate”.
4. Finally, delete the copy theme to keep this area as clean as possible.

# Editing the Theme

Please make changes in /assets/theme.css. There are some changes that were made directly in /bootstrap/css/bootstrap.css, but only use that when necessary.

/assets/theme.css

* In general, use this to make CSS changes to the page.
* Currently, it is organized in sections. If you need to make changes, make them in the appropriate areas.
* Navigation Bar
* Media Queries
  + [Here is a quick resource](https://css-tricks.com/snippets/css/media-queries-for-standard-devices/) on how these work.
  + Basically, these are useful for changing the way the website looks when the window size is changed.

/assets/theme.js

* This is the file for our theme’s Javascript