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.

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

In general, use /assets/