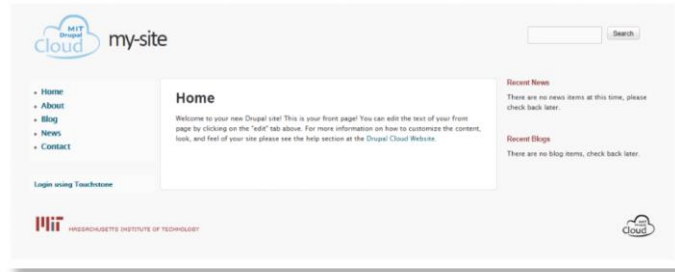


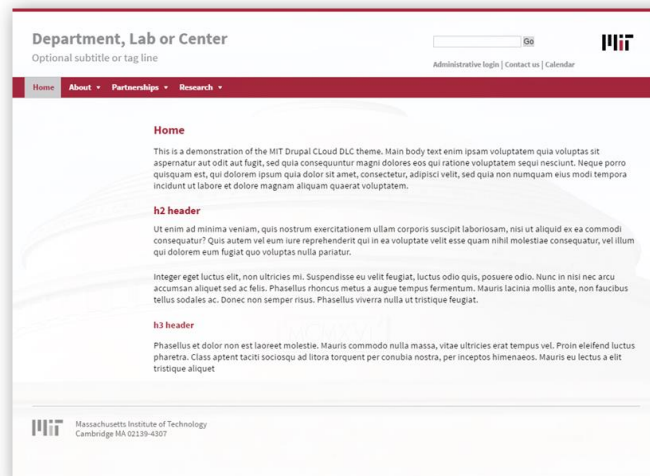


# How-to Guide: MIT DLC Drupal Cloud Theme

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's Communication Production Services](#). 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 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 [Communication Production Services](#).

If you have design or development needs beyond what the Drupal Cloud themes offer contact [Communication Production Services](#) for assistance. They also provide guidance on overall communications strategy and social media.

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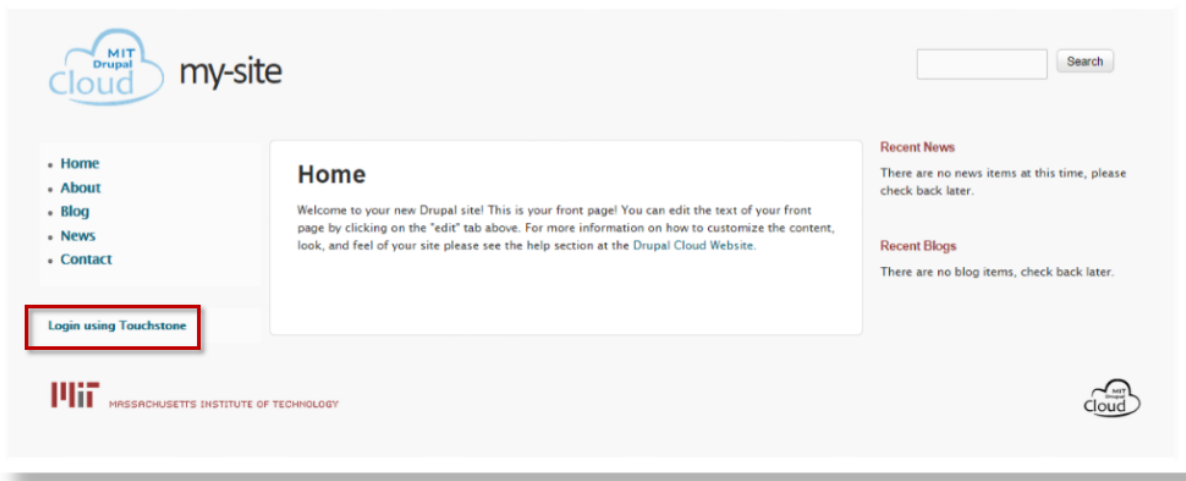
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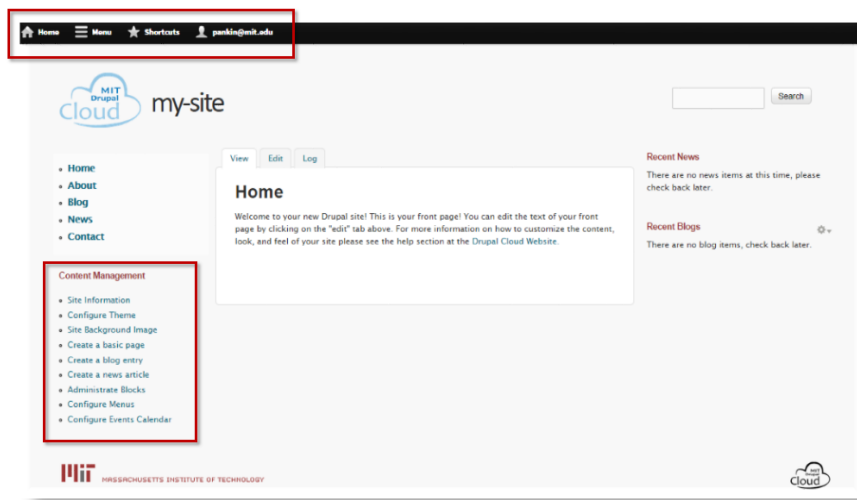
## Login using Touchstone

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



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.

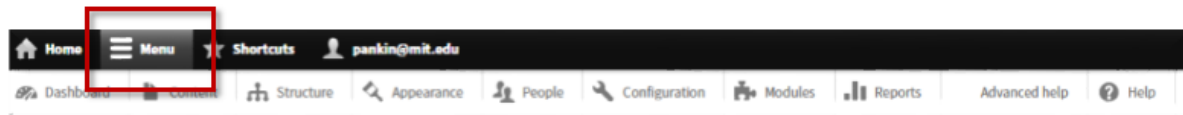


You are now viewing the administrative side of your site.

## 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.



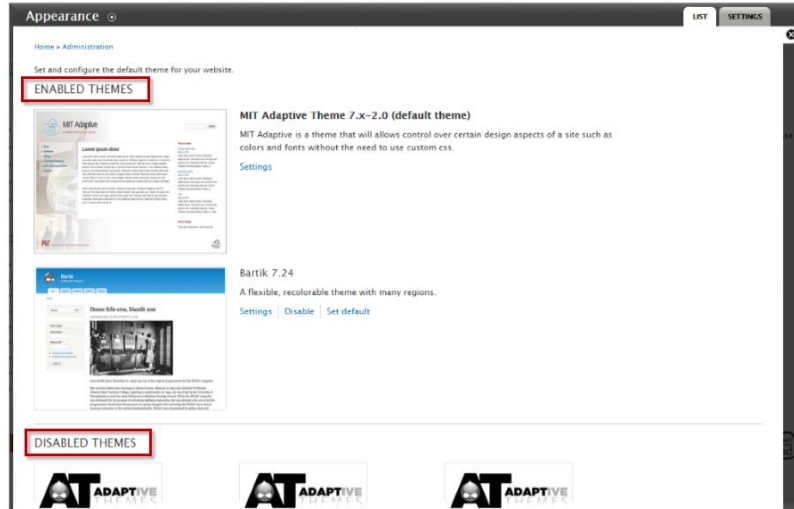
Note: To find the **Log out** button, click your username in the **Admin toolbar**.

## 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.

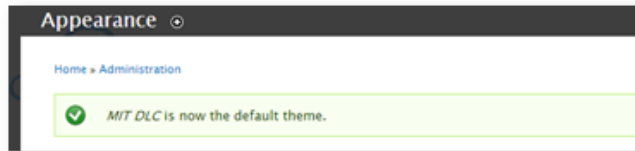


Notice the pictures of the themes available for you to use. Some themes need to be enabled before they can be used. There are two sections of the this overlay screen - the top is for ENABLED themes and the DISABLED themes are at the bottom.

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.

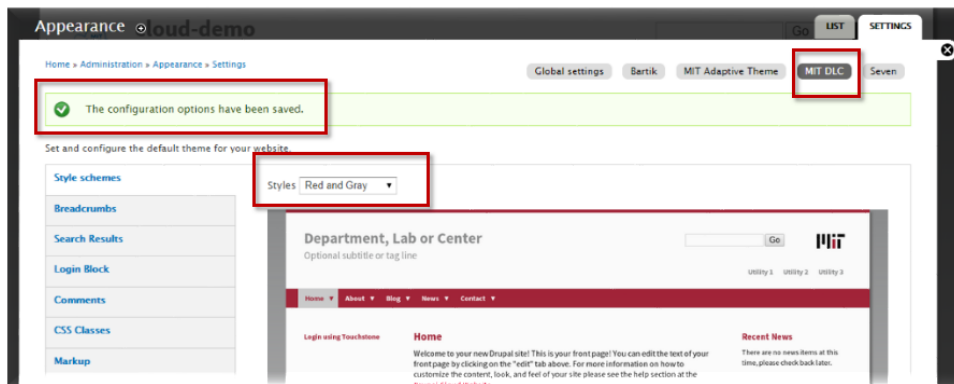


**Note:** If you clicked the shortcut in the **Content Management** menu on the Home screen you were taken to the Appearance overlay screen for the MIT Adaptive Theme settings. Make sure you're looking at the settings for the MIT DLC theme when making changes. See the next image.

## 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.



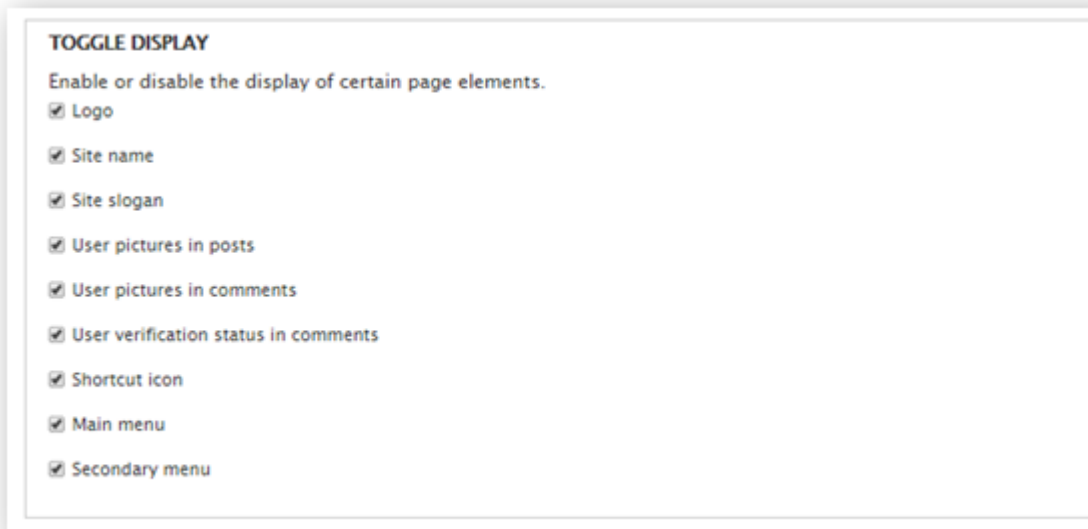
## Change the color scheme

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.

Main menu

Secondary menu

**LOGO IMAGE SETTINGS**

If toggled on, the following logo will be displayed.

Use the default logo

Check here if you want the theme to use the logo supplied with it.

3. Uncheck the box for *Use the default logo*. A new set of options appears.

Main menu

Secondary menu

**LOGO IMAGE SETTINGS**

If toggled on, the following logo will be displayed.

Use the default logo

Check here if you want the theme to use the logo supplied with it.

**Path to custom logo**

The path to the file you would like to use as your logo file instead of the default logo.

**Upload logo image**

No file chosen

If you don't have direct file access to the server, use this field to upload your logo.

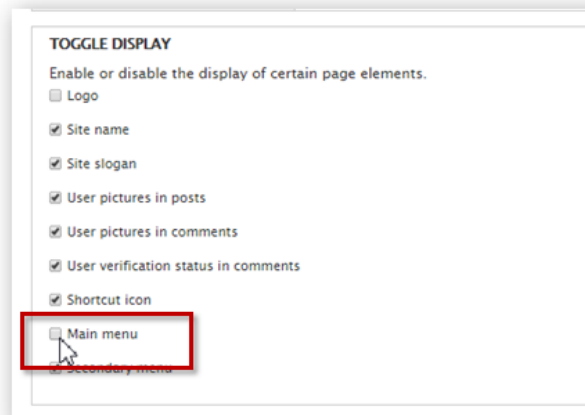
4. Enter the path to your logo if it's on the web, or
5. Click **Choose file**, locate your logo file on your computer and click **Open**.
6. Click **Save configuration**.

The recommended image size for a logo is 59x40 pixels. For additional information about using logos see <http://web.mit.edu/graphicidentity/logo.html>.

## 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.

**Note:** If you wish to **not display a site name** or slogan (tagline) you can toggle these display elements off from the **Appearance** overlay screen for the DLC theme, as explained previously.

## 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 MIT images from the CPS Photo Library which are optimized for Drupal Cloud sites and are free of copyright restrictions. Links to this photo library and to the several suggested photos appear at the end of this section.

**Note:** To use an image as a Drupal Cloud background image, it must be available on your computer. Please be sure to observe copyright laws when using images on your site.

### 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.

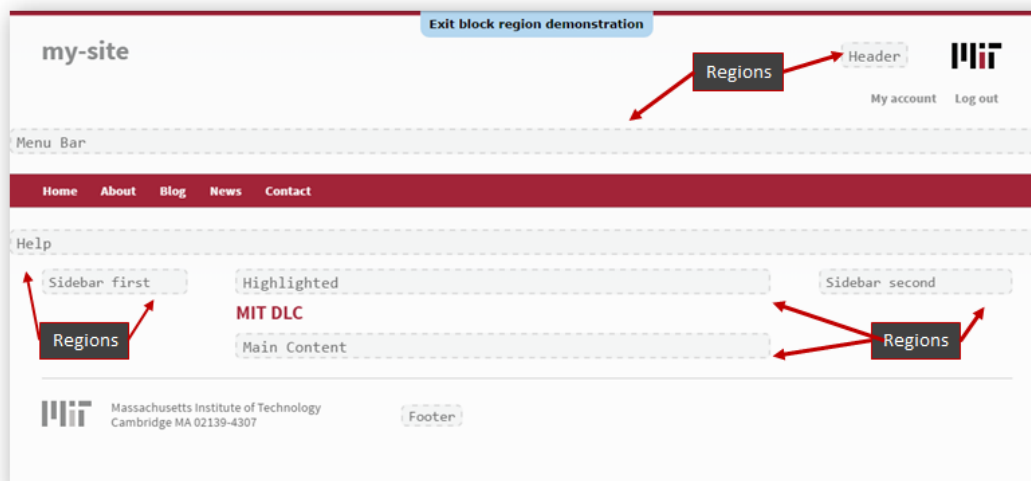
## Add the background image

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.



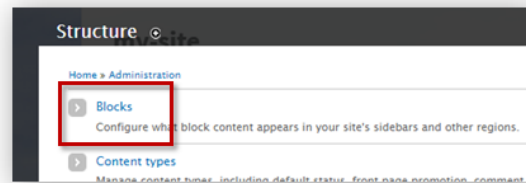
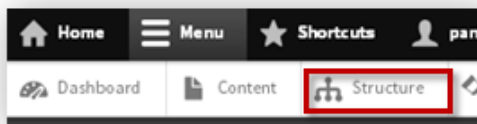
Regions, which are expandable based on the content within them, mark different areas of your screen. These are set by the theme designer and can't be changed by you.

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**.

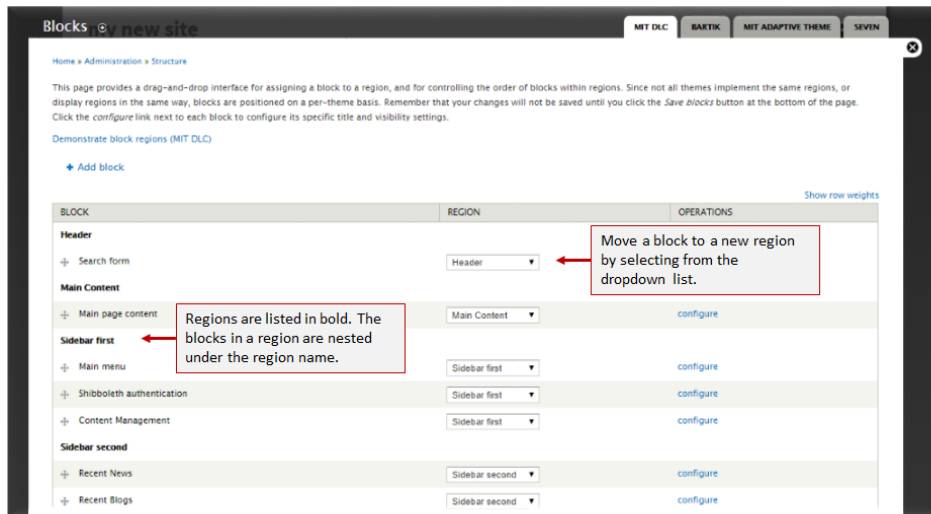
You can see what blocks are located in which regions of your page when you open the **Blocks** overlay screen.

### 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 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.

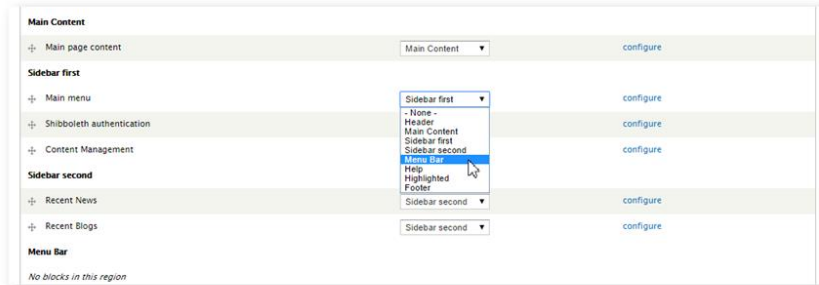
4. Scroll to the block for *Shibboleth authentication* and select - **Footer** -.
5. Scroll to the block for *Content Management* and select - **Footer** -.
6. Click **Save blocks** at the bottom left, then click the **X** at the top right to close the blocks overlay screen.

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

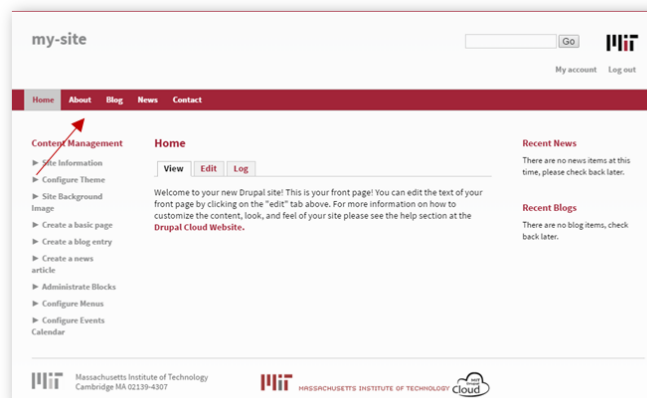
If you are still on the Blocks overlay screen, continue with step #2.

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.



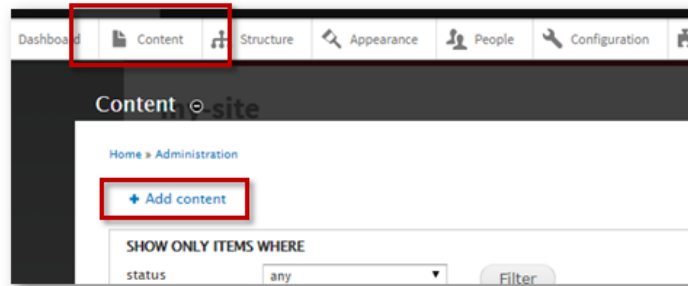


## Work with Pages and Menus

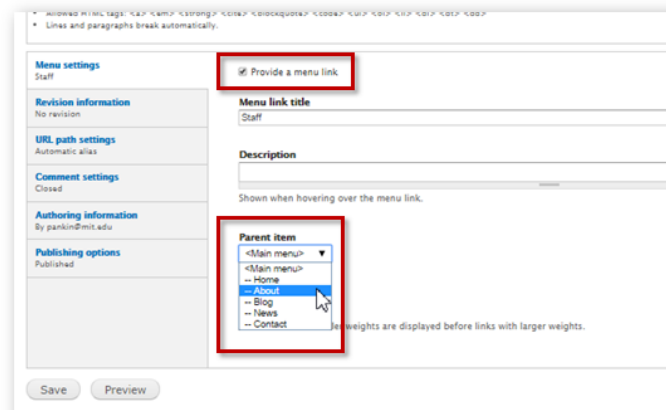
### Add a new page and link it to the menu

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

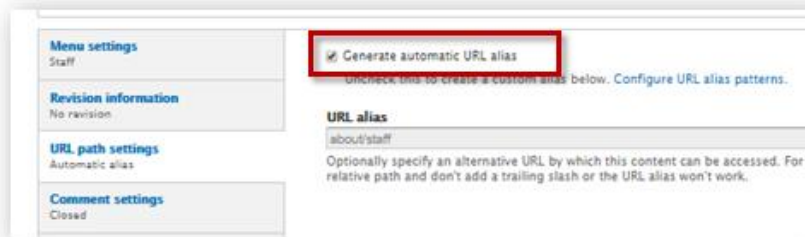
1. From the admin toolbar, click **Content**.
2. Click the *+ Add content* link at the top of the **Content** overlay screen.



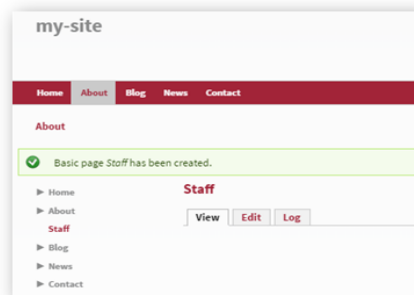
3. Select the **Basic page** content type.
4. Add a **Title** which is required and additional content in the **Body** section, if you desire. You do not have to complete the page content before creating the page and setting up a link to the Main Menu.
5. Scroll down to **Menu settings** and select the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

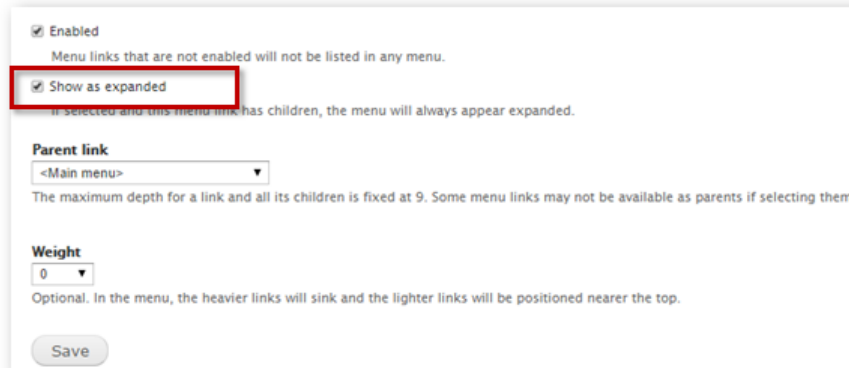
## Enable drop down menus

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*.



MENU LINK	ENABLED	OPERATIONS
+ Home	<input checked="" type="checkbox"/>	edit
+ About	<input checked="" type="checkbox"/>	edit
+ Mission	<input checked="" type="checkbox"/>	edit

4. Then check the box for *Show as expanded*.
5. Repeat steps 3 and 4 for Home, About, etc.



Enabled  
Menu links that are not enabled will not be listed in any menu.

Show as expanded  
If selected and this menu link has children, the menu will always appear expanded.

**Parent link**  
<Main menu> ▼  
The maximum depth for a link and all its children is fixed at 9. Some menu links may not be available as parents if selecting them.

**Weight**  
0 ▼  
Optional. In the menu, the heavier links will sink and the lighter links will be positioned nearer the top.

Save

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>

### 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>

## 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

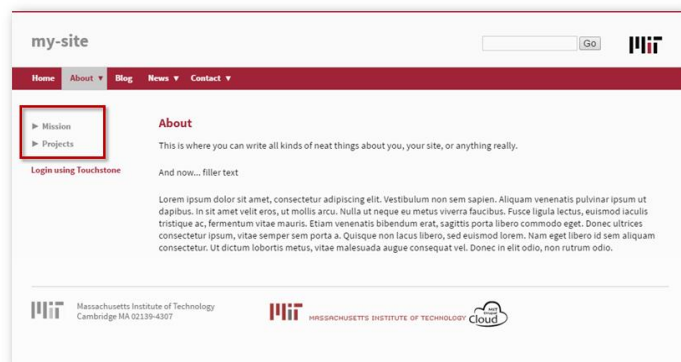
Starting level: 2nd level

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

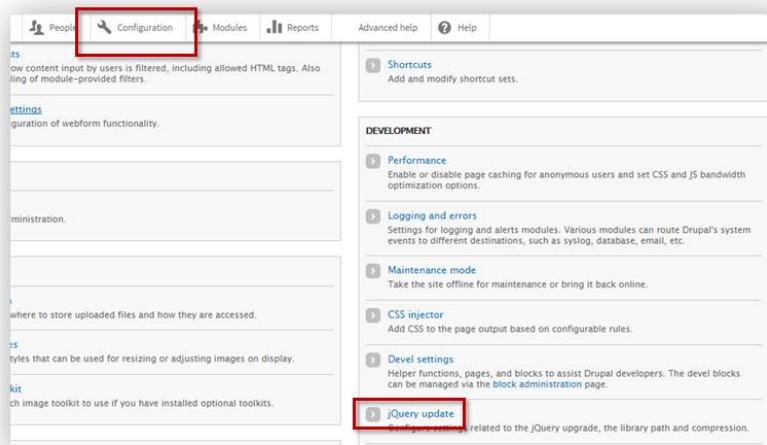
next to *Context UI*.

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 Menu** to enable this module.
3. Click the **Save Configuration** button and be patient while the module is enabled.
4. Scroll down to **Responsive Menu** 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.



<b>Menu settings</b> Not in menu	<input checked="" type="checkbox"/> Generate automatic URL alias Uncheck this to create a custom alias below. <a href="#">Configure URL alias patterns.</a>
<b>Revision information</b> No revision	
<b>URL path settings</b> Automatic alias	<b>URL alias</b> <input type="text" value="mission"/> Optionally specify an alternative URL by which this content can be accessed. For example, type "about" when writing an about page. Use a relative path and don't add a trailing slash or the URL alias won't work.
<b>Comment settings</b> Closed	

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.

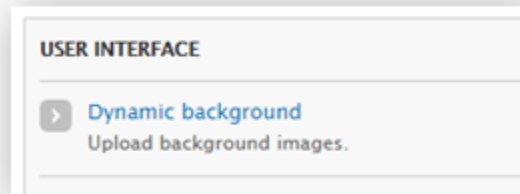
1. From the **Admin toolbar**, click **Modules**, then scroll to **Context**.
2. Click the checkbox to enable the *Context* and *Context UI* modules.

CONTEXT			
ENABLED	NAME	VERSION	DESCRIPTION
<input checked="" type="checkbox"/>	<b>Context</b>	7.x-3.0-beta2	Provide modules with a cache that lasts for a single page request. Requires: Chaos tools (enabled) Required by: Context UI (disabled), Date Context (disabled), Dynamic background context (disabled)
<input checked="" type="checkbox"/>	<b>Context UI</b>	7.x-3.0-beta2	Provides a simple UI for settings up a site structure using Context. Requires: Context (disabled), Chaos tools (enabled)

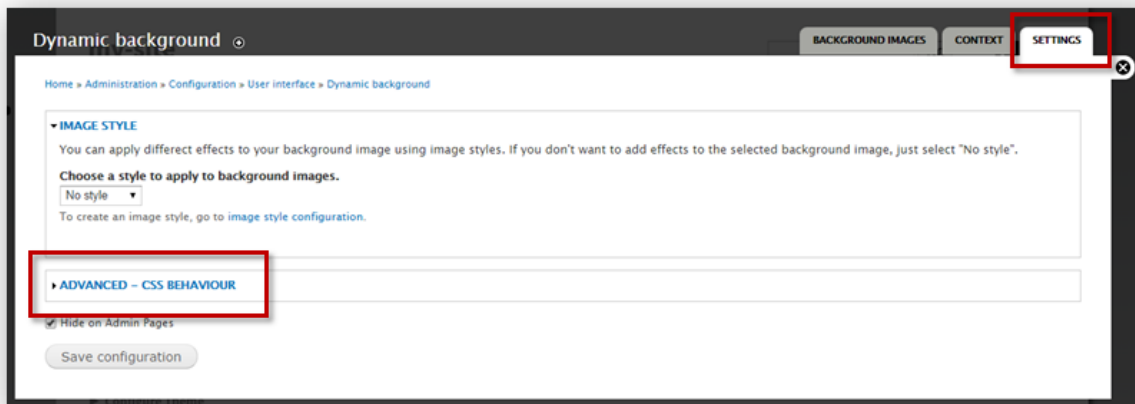
3. Click **Save Configuration**.
4. Scroll to the **Dynamic Background** section.
5. Click the checkbox to enable *Dynamic background context*.

DYNAMIC BACKGROUND			
ENABLED	NAME	VERSION	DESCRIPTION
<input type="checkbox"/>	<b>Dynamic background blog</b>	7.x-1.11	Allows users to select uploaded backgrounds for user blog(s). Requires: Dynamic background (enabled), Image (enabled), File (enabled), Field (enabled), Field SQL storage (enabled), Blog (disabled)
<input checked="" type="checkbox"/>	<b>Dynamic background context</b>	7.x-1.11	Set different backgrounds based on a given context Requires: Dynamic background (enabled), Image (enabled), File (enabled), Field (enabled), Field SQL storage (enabled), Context (disabled), Chaos tools (enabled)

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.

▼ **ADVANCED – CSS BEHAVIOUR**

**CSS selector \***

The CSS selector string to target with the background image e.g. body #container.

**CSS**

The CSS to insert with the background image e.g background-size: cover;.

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**.

Dynamic background o

BACKGROUND IMAGES **CONTEXT** SETTINGS

Home » Administration » Configuration » User interface » Dynamic background

▼ **IMAGE STYLE**  
 You can apply different effects to your background image using image styles. If you don't want to add effects to the selected background image, just select "No style".  
 Choose a style to apply to background images.

▼ **CSS BEHAVIOUR**

**CSS selector \***

The CSS selector string to target with the background image e.g. body #container.

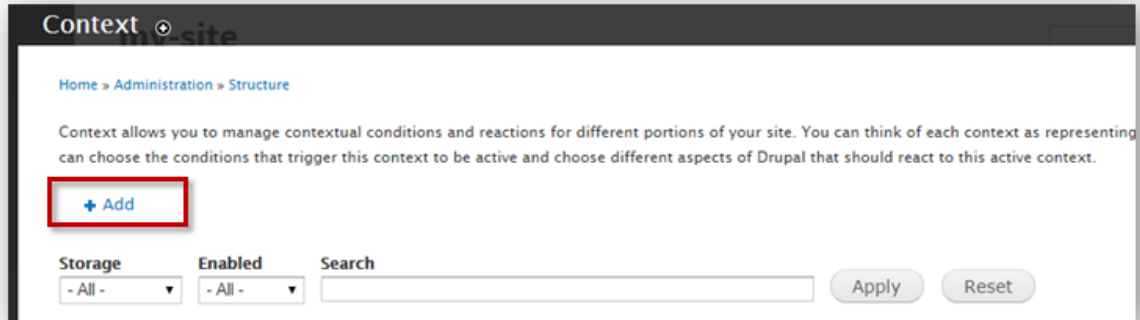
**CSS**

The CSS to insert with the background image e.g background-size: cover;.

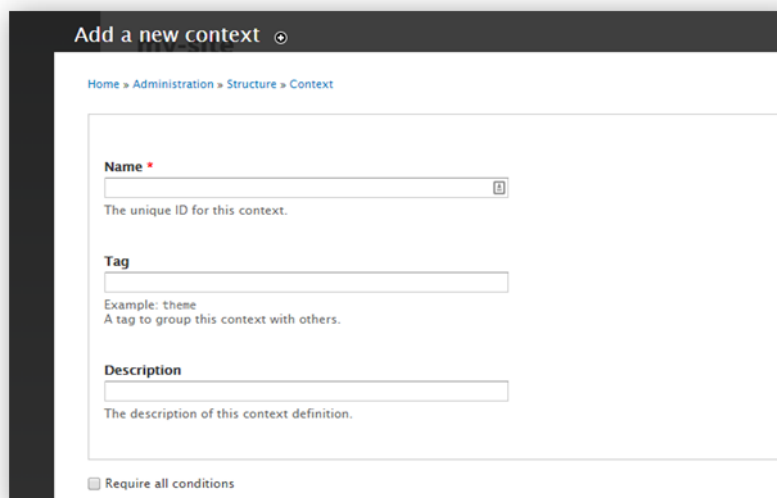
Save configuration

## 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.

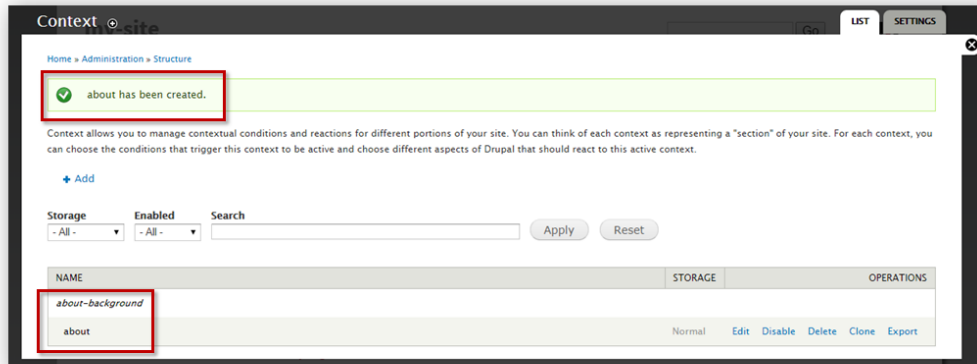
A screenshot of the 'Add a new context' overlay screen. The breadcrumb trail is 'Home > Administration > Structure > Context'. The form contains three main sections: 'Name' with a text input field and a note 'The unique ID for this context.'; 'Tag' with a text input field and an example 'Example: theme' and note 'A tag to group this context with others.'; and 'Description' with a text input field and note 'The description of this context definition.' At the bottom, there is a checkbox labeled 'Require all conditions'.

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 CPS Photo Library and are optimized for this purpose.

1. <http://web.mit.edu/cps/dlc-theme-resources/background-image-A.jpg>
2. <http://web.mit.edu/cps/dlc-theme-resources/background-image-B.jpg>
3. <http://web.mit.edu/cps/dlc-theme-resources/background-image-C.jpg>
4. <http://web.mit.edu/cps/dlc-theme-resources/background-image-D.jpg>
5. <http://web.mit.edu/cps/dlc-theme-resources/background-image-E.jpg>
6. <http://web.mit.edu/cps/dlc-theme-resources/background-image-F.jpg>
7. <http://web.mit.edu/cps/dlc-theme-resources/background-image-G.jpg>
8. <http://web.mit.edu/cps/dlc-theme-resources/background-image-H.jpg>

These and many more images are available at <https://www.flickr.com/photos/cpsphotolibrary> - Please contact the CPS Photo Library at [cpsphotolibrary@gmail.com](mailto:cpsphotolibrary@gmail.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.

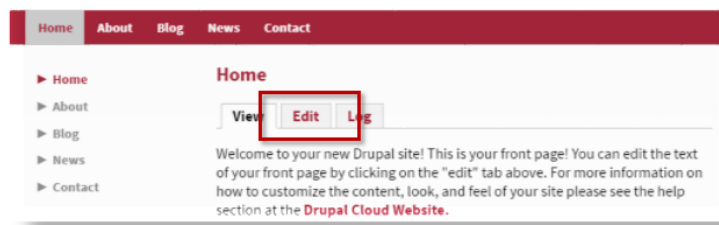
## Make content changes

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>.

## Add or change content including images and links

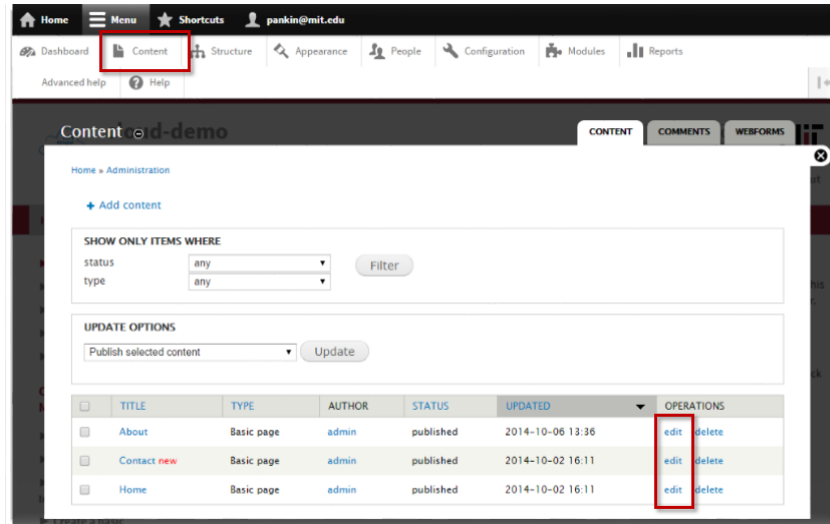
Once you are logged in there are two ways you can open a page to edit the content.

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

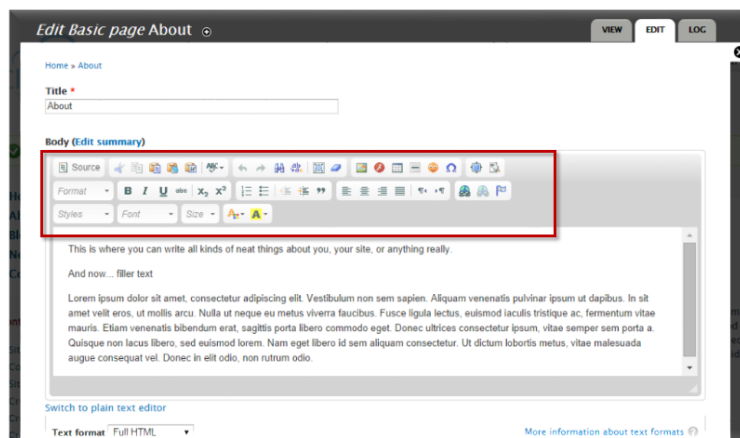


or

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.



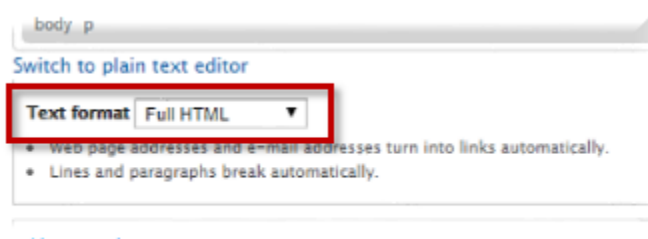
You are now in the page edit mode.



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

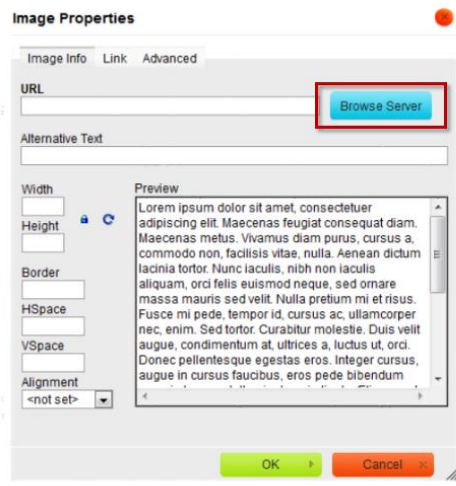
You can add images to your content area when you are editing a page. Be sure the **Text format** option is set to Full HTML.



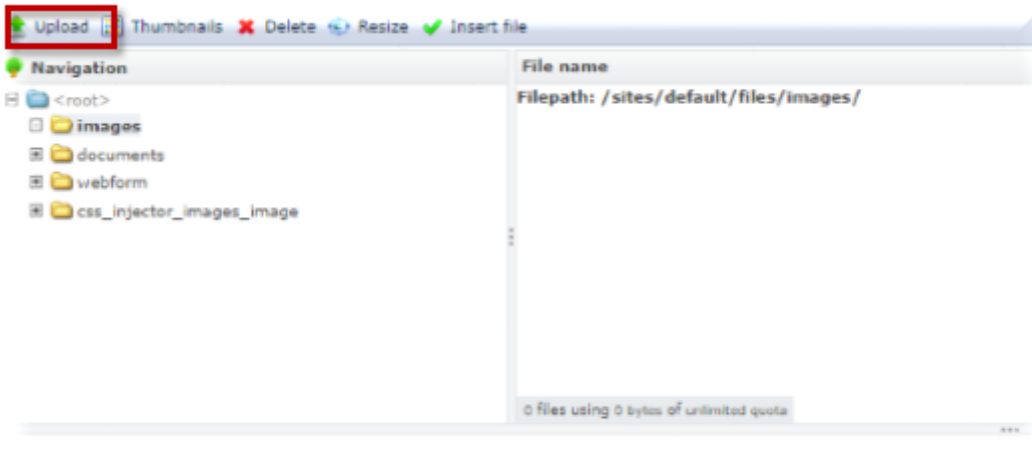
1. From the toolbar click the Image icon.



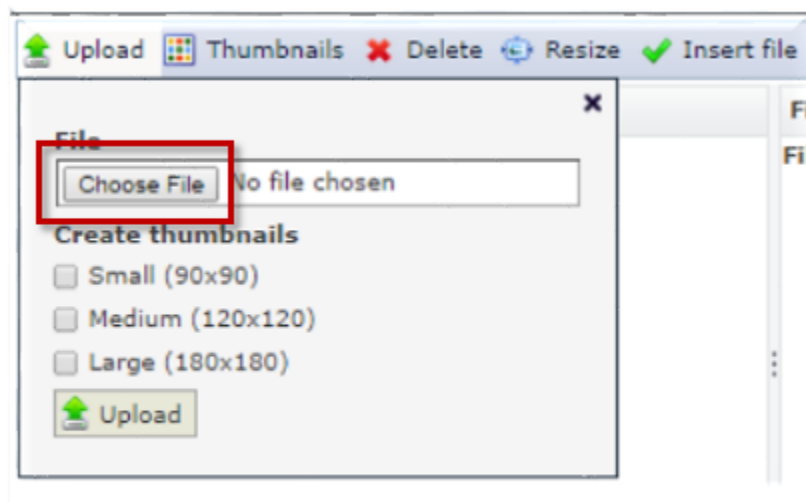
2. Enter a url to point to an image on the web, or
3. Click **Browse Server** to locate an image on your computer.
4. Click Upload at the top left of the Browse Server window.



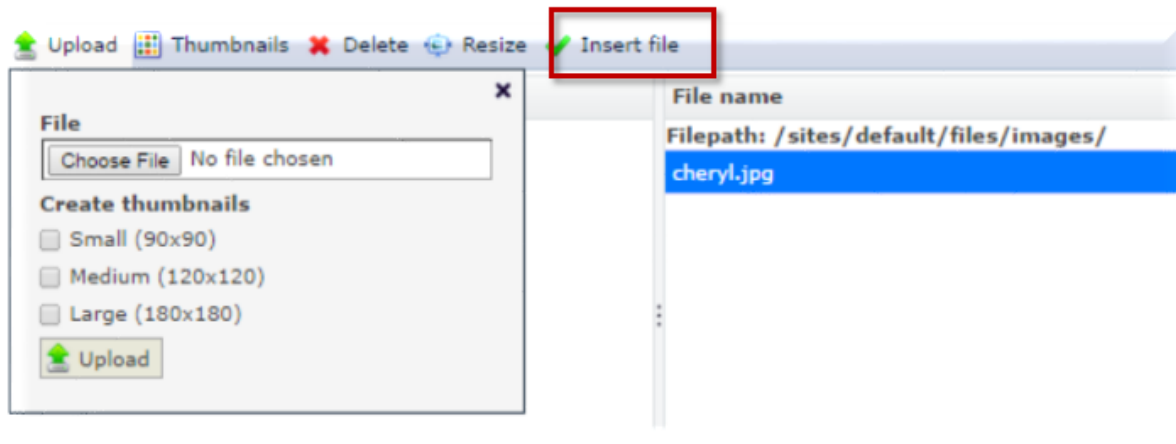




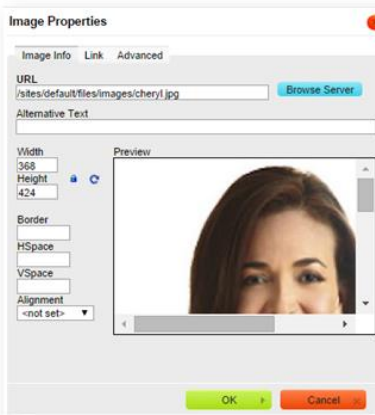
5. Click **Choose File**.
6. Navigate to your image file's location on your computer, and open it. The image name will appear in place of *No file chosen*.



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.

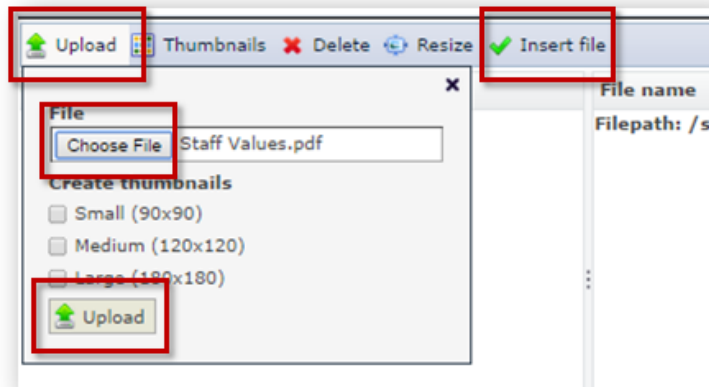
### Add a link to a PDF document

A PDF document may be uploaded to your Drupal Cloud file space. The process to link to a PDF is similar to adding website link.

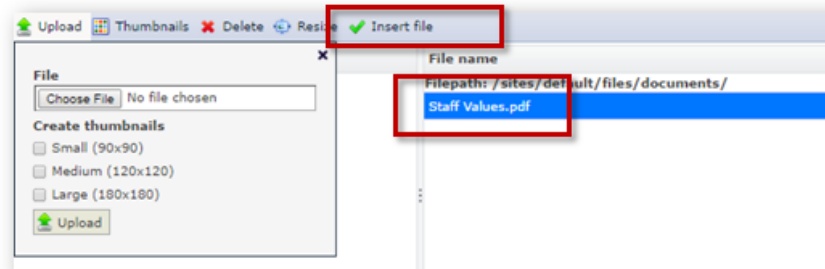
1. In the Body content, select the text you want people to click on..
2. Click the **Link** icon.



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.