

Creating a New Block

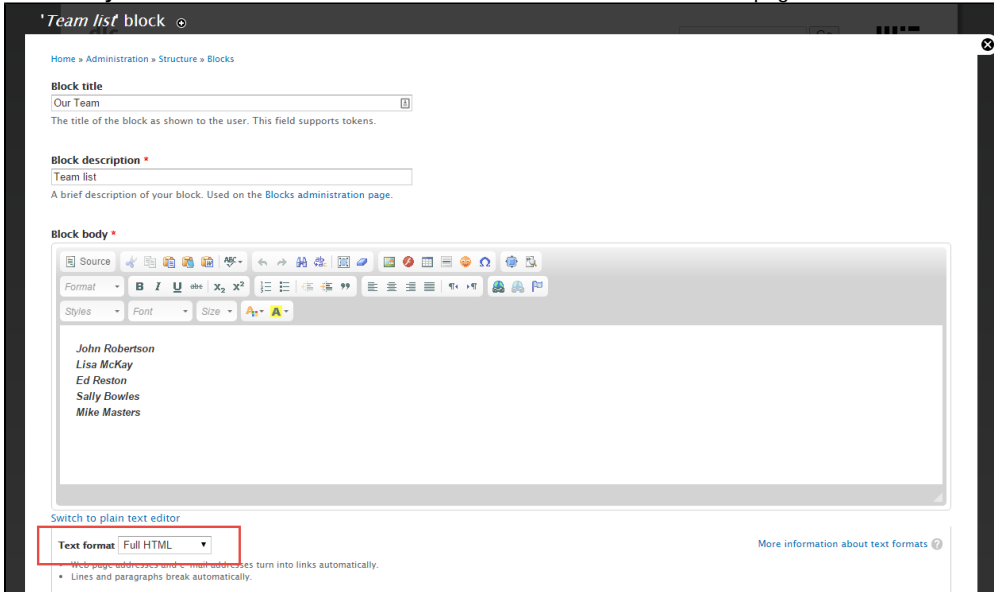
Creating a New Block

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Creating a New Block

1. From the *Admin menu*, click **Structure**, then **Blocks**.
2. Click **+Add block** in the upper left.
3. Add a **Title** which is the name visible to the user. If you do not want to show a title, leave this blank or enter `<none>`.
4. Add a **Description** which is the name of the block which will appear in the **Blocks** overlay screen.
5. In the **Body** field enter the content for this block. Block content is formatted like page content.



The screenshot shows the 'Team list' block configuration page in Drupal. The page has a dark header with the title 'Team list' block and a close button. Below the header is a breadcrumb trail: Home > Administration > Structure > Blocks. The main content area is divided into three sections: 'Block title', 'Block description', and 'Block body'. The 'Block title' section has a text field containing 'Our Team' and a small icon. Below it is a note: 'The title of the block as shown to the user. This field supports tokens.' The 'Block description' section has a text field containing 'Team list' and a note: 'A brief description of your block. Used on the Blocks administration page.' The 'Block body' section has a rich text editor with a toolbar and a text area containing the following text: *John Robertson*
Lisa McKay
Ed Reston
Sally Bowles
Mike Masters. Below the text area is a link: 'Switch to plain text editor'. At the bottom of the page is a 'Text format' dropdown menu set to 'Full HTML', which is highlighted with a red box. To the right of the dropdown is a link: 'More information about text formats'. Below the dropdown is a note: 'Web page addresses and e-mail addresses turn into links automatically.' and a bullet point: 'Lines and paragraphs break automatically.'

6. Select the Region in which your block will reside.
7. Make changes and additions to the block configuration options below the Block body.

REGION SETTINGS
Specify in which themes and regions this block is displayed.

MIT DLC (default theme)
Sidebar second ▼

MIT Adaptive Theme
- None - ▼

Bartik
- None - ▼

Visibility settings

Pages
Restricted to certain pages

Content types
Not restricted

Roles
Not restricted

Users
Not customizable

Show block on specific pages
☐ All pages except those listed
☒ Only the listed pages

<front>

Specify pages by using their paths. Enter one path per line. The "*" character is a wildcard. Example paths are *blog* for the blog page and *blog/** for every personal blog. <front> is the front page.

Save block

These options give you great flexibility in setting who will see this block and when the block will be displayed:

- Pages: list specific pages to show or hide this block
- Content types: choose the type of page to show this block
- Roles: choose specific roles to view this block
- Users: allow users to determine if block is visible for them

- When you are ready, **Save** your block. If you need to move your block you will find it on the Blocks overlay screen. Notice that not all blocks can be deleted. Some blocks are created by the system and may not be removed. Any block you create may be deleted.

Sidebar second

Team list

Sidebar second ▼

configure delete

Menu Bar

Main menu ▼

Menu Bar ▼

configure

Here is the new block!

dlc

Go

MIT

Home About Blog News Contact

Home

Welcome to DrupalCloud!

Dive right in and make the site your own. Log in by clicking the "Login using Touchstone" link below. After you log in, you may edit the content in this area by clicking on the "Edit" tab above.

Learn how to add content to the left and right columns, add blog and news items, and customize the look and feel of your site, at the [DrupalCloud help pages](#). Be sure to see the article [Getting Started with Your New Site](#).

Our Team

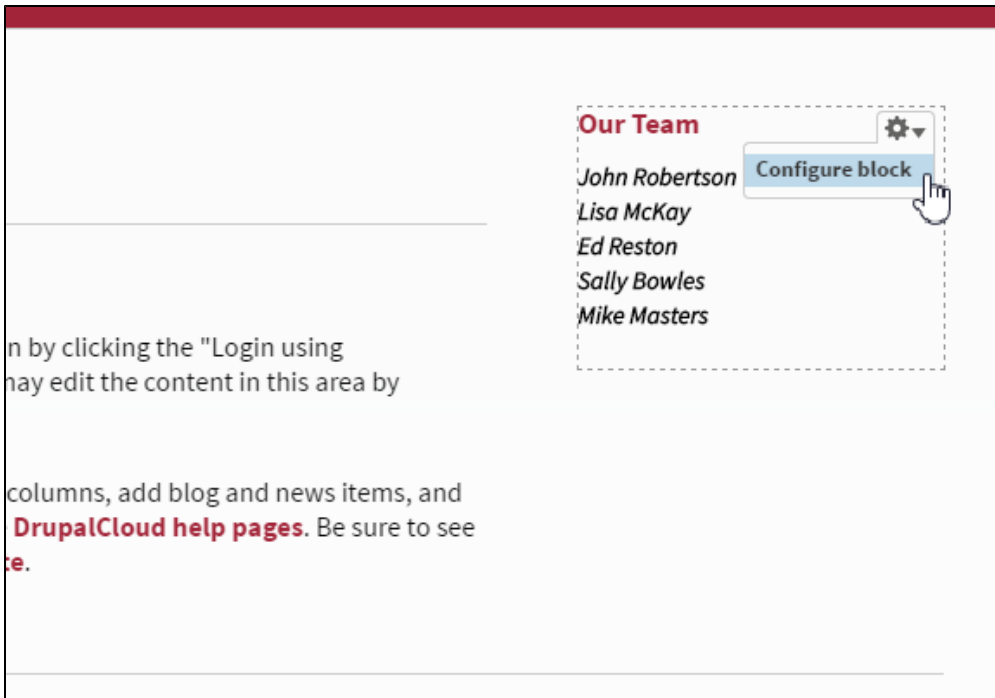
John Robertson
Lisa McKay
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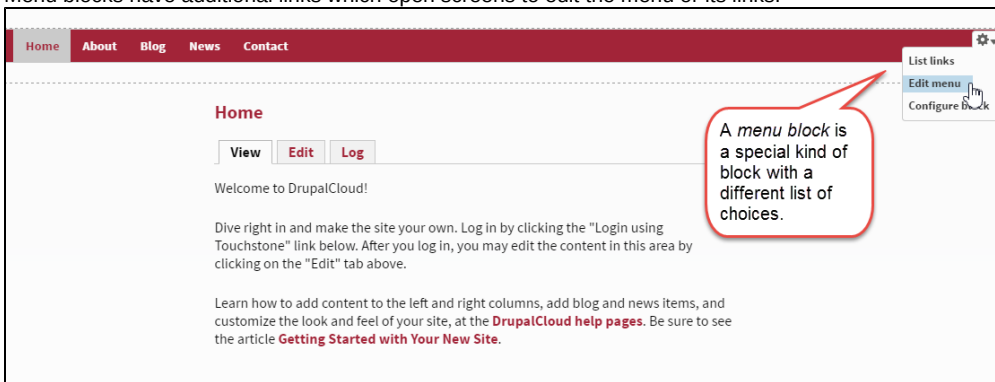
Login using Touchstone

Locating Blocks on Your Page

- You can identify blocks by the gear icon. When you hover at the top right corner of a block a gear icon appears. Click the gear to show the **Configure block** link which takes you to the block overlay screen where you can edit your block.



- Menu blocks have additional links which open screens to edit the menu or its links.



See Also

- [Return to Drupal Cloud Landing Page](#)