

# Creating a New Block

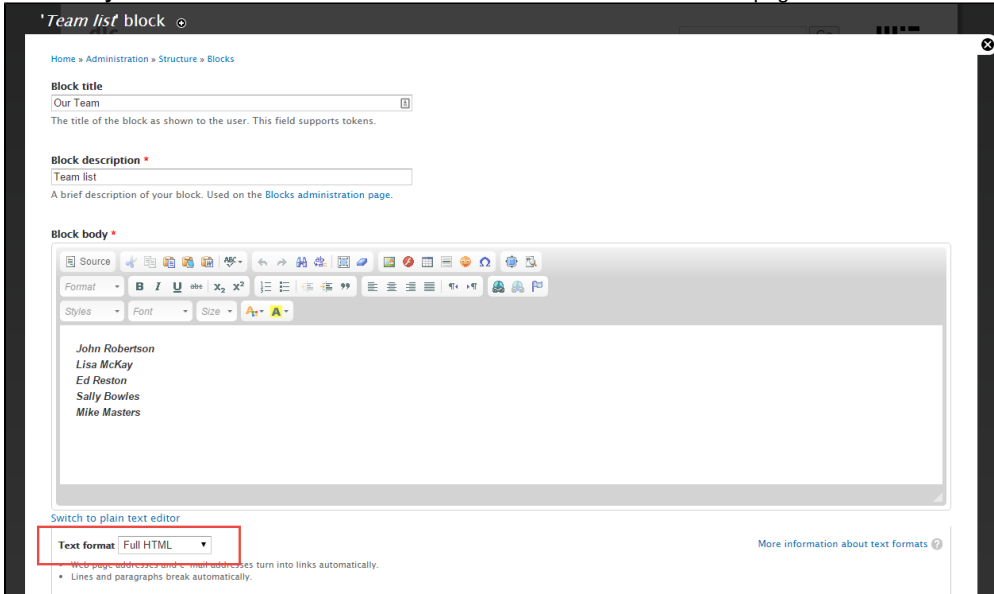
## Creating a New Block

On this page:

[Creating a New Block](#)  
[Locating Blocks on Your Page](#)  
[See Also](#)

## 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 breadcrumb trail: Home > Administration > Structure > Blocks. It contains three main sections: 'Block title' with the value 'Our Team', 'Block description' with the value 'Team list', and 'Block body' which contains a list of names: John Robertson, Lisa McKay, Ed Reston, Sally Bowles, and Mike Masters. Below the body field is a 'Text format' dropdown menu set to 'Full HTML', which is highlighted with a red box. At the bottom, there are links for 'Switch to plain text editor' and 'More information about text formats'.

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**

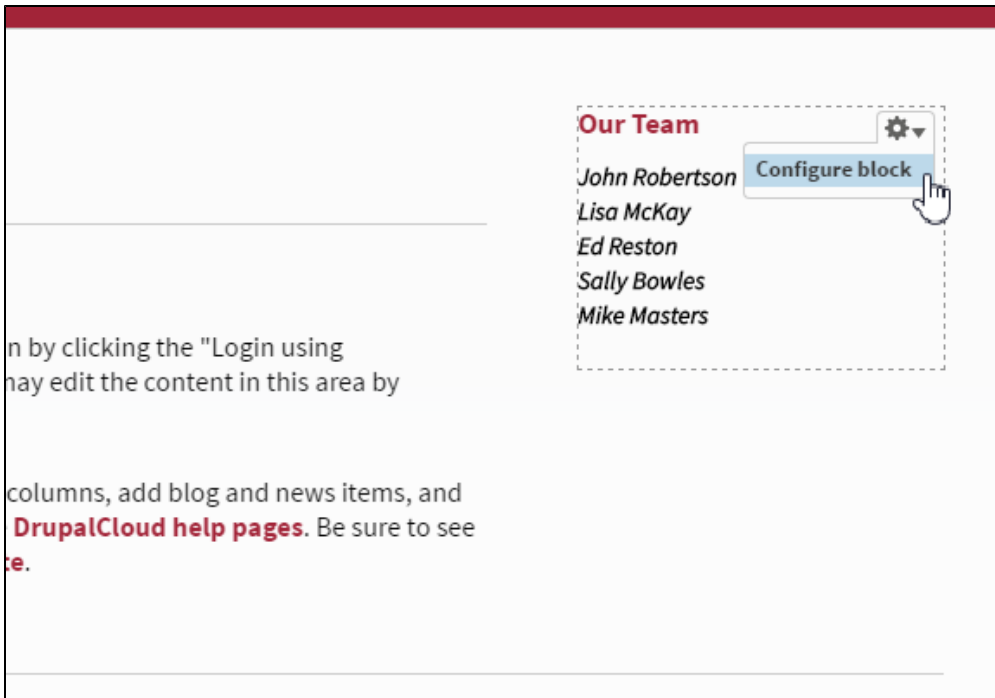
John Robertson  
Lisa McKay  
Ed Reston  
Sally Bowles  
Mike Masters

MIT Massachusetts Institute of Technology Cambridge MA 02139-4307

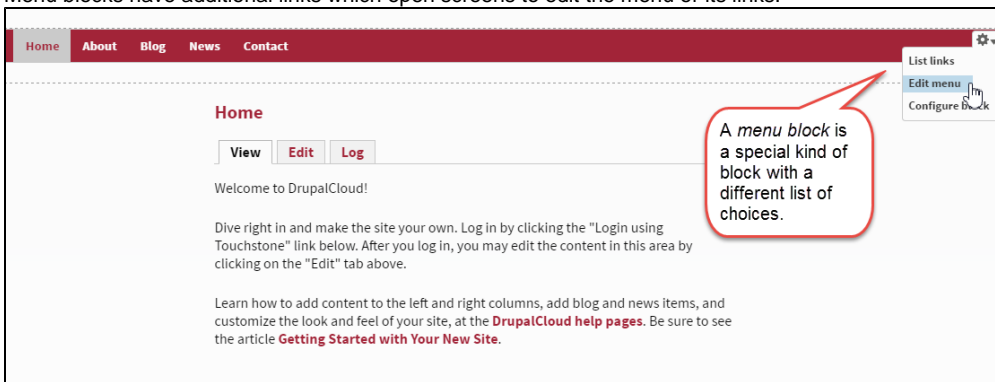
Login using Touchstone

## 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](#)