
 Click here to follow along with the step-by-step instructional video.

USING BLOCKS TO BUILD YOUR WEBSITE





Building your website on NHDWebCentral™ is like building a tower of blocks. It is up to you to decide how to organize your blocks for your viewers. Access the blocks menu by clicking on the **Blocks** button in the upper right corner of the editor (the four squares icon).

Basic Blocks

| <i>Block</i> | <i>What it does</i> | <i>Can I... ?</i> |
|--|---|---|
|  <p>Section</p> | <p>The Section block allows you to organize within containers without having the same settings and formatting as the container.</p> | |
| <p>H1</p> <p>Title</p> | <p>The Title block places a text box with large font to use as the title of the page or section. You can then edit the text to whatever text you prefer.</p> | <p>How do I change the color/font? <u>Highlight</u> the text, and the Style Pane will appear in the Toolkit Pane on the right. Here you have options to change alignment (left, center, right), font, color, size, etc.</p> |
| <p>H2</p> <p>Subtitle</p> | <p>The Subtitle block places a text box with medium font to use as a subtitle. You can use it to title sections. The text is smaller than the Title block. You can then edit to whatever text you prefer.</p> | <p>How do I change the color/font? <u>Highlight</u> the text, and the Style Pane will appear in the Toolkit Pane on the right. Here you have options to change alignment (left, center, right), font, color, size, etc.</p> |
| <p>H3</p> <p>Header</p> | <p>The Header block places a text box with a medium size font. You can use it to title sections. The text is smaller than the Subtitle block. You can then edit text to whatever text you prefer.</p> | <p>How do I change the color/font? <u>Highlight</u> the text, and the Style Pane will appear in the Toolkit Pane on the right. Here you have options to change alignment (left, center, right), font, color, size, etc.</p> |

USING BLOCKS TO BUILD YOUR WEBSITE (CONT.)

Basic Blocks (Cont.)

| | | |
|---|---|--|
|  <p>Block Quote</p> | <p>A Block Quote is a pre-styled box that you can use to offset a block quote from the rest of the page.</p> | <p>Can I change the font/style after I enter this quote block? Yes. <u>Highlight</u> the text, and the Style Pane will appear in the Toolkit Pane on the right. Here you have options to change alignment (left, center, right), font, color, size, etc.</p> |
|  <p>Text</p> | <p>The Text block allows you to enter text on your page.</p> | <p>Can I change the font/style after I enter this text block? Yes. <u>Highlight</u> the text, and the Style Pane will appear in the Toolkit Pane on the right. Here you have options to change alignment (left, center, right), font, color, size, etc.</p> |
|  <p>Text section</p> | <p>The Text section block is a pre-set element that includes a header block and a text block.</p> | <p>Can I change the font/style after I enter this text block? Yes. <u>Highlight</u> the text, and the Style Pane will appear in the Toolkit Pane on the right. Here you have options to change alignment (left, center, right), font, color, size, etc.</p> |
|  <p>Image</p> | <p>The Image block allows you to add an image to your website.</p> | |

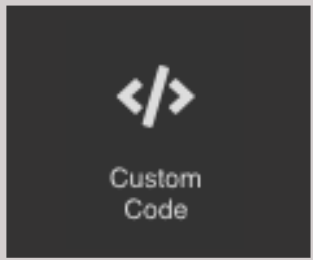
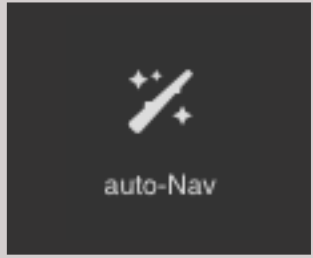
USING BLOCKS TO BUILD YOUR WEBSITE (CONT.)

Basic Blocks (Cont.)

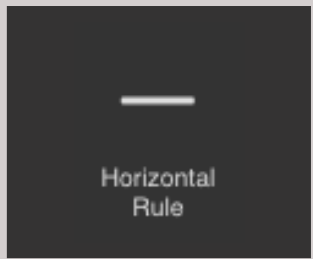
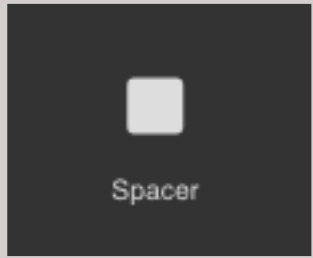
| | | |
|---|---|--|
|  <p>Image & Citation</p> | <p>The Image & Citation block is a pre-set element that allows you to add an image with a citation text box right below it.</p> | <p>How do I change the color/font? <u>Highlight</u> the text, and the Style Pane will appear in the Toolkit Pane on the right. Here you have options to change alignment (left, center, right), font, color, size, etc.</p> |
|  <p>Image Slider</p> | <p>The Image Slider allows you to create a slideshow of images. You will need to drag a Section block into each slide and then an Image block into each Section block to keep your sliders organized.</p> | <p>How do I add more than three slides? Select the last slide and click the duplicate button until you have the appropriate number of slides desired. Can I use different multimedia in the slides? Yes.</p> |
|  <p>Embed Multimedia</p> | <p>The Embed Multimedia block allows you to upload:</p> <ul style="list-style-type: none"> • PDF files for viewing • Audio (MP3) files for listening • Video (MP4, MOV) files for viewing | <p>How do I add my process paper and annotated bibliography? Drag the embed multimedia button into your container. Then double-click to upload the PDF versions of your process paper and annotated bibliography.</p> |
|  <p>Link Block</p> | <p>The Link block allows you to add an image or text to create a hyperlink to another part of your website.</p> | |
|  <p>Link Text</p> | <p>The Link Text block allows you to hyperlink within your website. By default, the text will highlight blue and when clicked change to purple.</p> | <p>Can I hyperlink text in my website? Yes, this block will allow you specifically to hyperlink text in your website. How do I change the text color? You must set the internal link before changing the text color.</p> |

USING BLOCKS TO BUILD YOUR WEBSITE (CONT.)

Basic Blocks (Cont.)

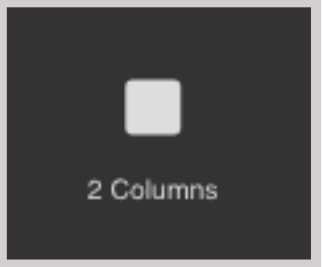
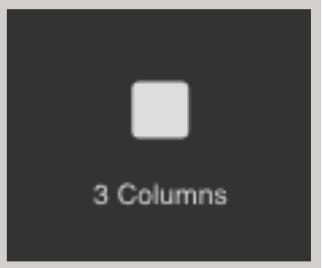

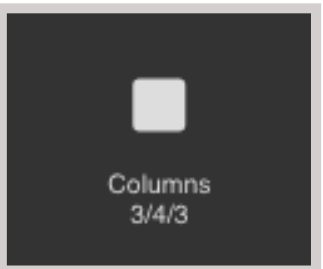

| | | |
|--|---|---|
|  <p>Custom Code</p> | <p>The Custom Code block allows HTML coding to be added or displayed on the website.</p> | |
|  <p>auto-Nav</p> | <p>Auto-Nav bar populates an organized, horizontal menu across your page. This navigation bar also supports subpages and hiding pages.</p> | <p>Do I have to rebuild Auto-Nav on every page? No, once you set the order in Auto-Nav on one page and drop Auto-Nav onto other pages, the order will stay the same.</p> |

Structure Blocks

| <i>Block</i> | <i>What it does</i> | <i>Can I... ?</i> |
|--|--|---|
|  <p>Horizontal Rule</p> | <p>The Horizontal Rule block will place a horizontal line across the page. These act as dividers within a page.</p> | <p>How do I change the color of the line? Click on the line and then the Style Pane will appear in the Toolkit Pane on the right. Click the arrow next to Decorations, select a background color, and click okay.</p> |
|  <p>Spacer</p> | <p>If you think your blocks are too close together, you can add extra spacing with the Spacer block.</p> | |

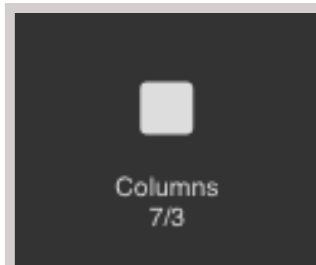
USING BLOCKS TO BUILD YOUR WEBSITE (CONT.)

Easy Layout Blocks

| Block | What it does | Can I... ? |
|--|---|---|
|  <p>2 Columns</p> | <p>The 2 Columns block creates two equal columns. You can place elements side by side in each cell (e.g., text box, image with captions, etc.).</p> | <p>Can I create more columns after placing a Columns block? Yes, you can duplicate a column but if you want them to spread across the page, you will need to resize the columns accordingly.</p> |
|  <p>3 Columns</p> | <p>The 3 Columns block creates three equal columns. You can place elements side by side in each cell (e.g., text box, image with captions).</p> | <p>Can I create more columns after placing a Columns block? Yes, you can duplicate a column but if you want them to spread across the page, you will need to resize the columns accordingly.</p> |
|  <p>4 Columns</p> | <p>The 4 Columns block creates four equal columns. You can place elements side by side in each cell (e.g., text box, image with captions).</p> | <p>Can I create more columns after placing a Columns block? Yes, you can duplicate a column but if you want them to spread across the page, you will need to resize the columns accordingly.</p> |
|  <p>Columns 3/4/3</p> | <p>The 3/4/3 Columns block creates columns across the page. The middle column is wider than the outside columns. You can place elements side by side in each cell (e.g., text box, image with captions).</p> | <p>Can I create more columns after placing a Columns block? Yes, you can duplicate a column but if you want them to spread across the page, you will need to resize the columns accordingly.</p> |
|  <p>Columns 3/7</p> | <p>The 3/7 Columns block creates columns across the page. The right side is wider than the left side. You can place elements side by side in each cell (e.g., text box, image with captions).</p> | <p>Can I create more columns after placing a Columns block? Yes, you can duplicate a column but if you want them to spread across the page, you will need to resize the columns accordingly.</p> |

USING BLOCKS TO BUILD YOUR WEBSITE (CONT.)

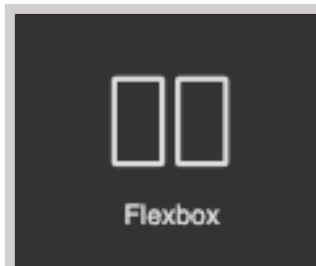
Easy Layout Blocks (Cont.)



The **7/3 Columns** block creates columns across the page. The right side is narrower than the left side. You can place elements side by side in each cell (e.g., text box, image with captions).

Can I create more columns after placing a Columns block?

Yes, you can duplicate a column but if you want them to spread across the page, you will need to resize the columns accordingly.



The **Flexbox** creates two equal-sized columns that can be manipulated to any size on the page.

How do I add blocks to my website?

- Adding blocks to your website is as easy as dragging and dropping onto the page.
- Some elements need to be uploaded (i.e., multimedia, images, files, etc.). To upload them, first, drag the desired block onto the screen. Then, the upload box (for multimedia, it will ask you to double click the box) will appear. You can either drag the elements you wish to upload onto the screen or upload directly from your computer.
- Once the file has been uploaded, wait for the **File uploaded** dialog box to appear in the top right corner before closing the window. Videos and larger files can take a while until they are uploaded and rendered into the builder.
- Once your file has populated with a thumbnail in the right column, click on that file to add it to your website. Click the "x" in the top right corner of the files menu to go back to your page.

USING BLOCKS TO BUILD YOUR WEBSITE (CONT.)

How do I edit elements once they are added to a page?



The **Up Arrow** button moves to the next element on the page among your blocks. This is helpful when you have many blocks within an area.



The **Delete** button deletes the selected element from your page.



The **Move Arrow** button lets you move the element around your page.



The **Pencil** button opens the settings box relevant to the element selected. This **Pencil** button wraps text in a cell if the text extends past the cell border.



The **Duplicate** button makes a copy of the selected element.



The **Link** button opens the internal link settings box. This is how you hyperlink text and images on your website.

Each block has its own set of settings when you select it on your page. These settings show up in the **Toolkit Pane** on the right side. Depending on the block you are editing, the following setting sections might appear:

- Settings
- General
- Font
- Dimension
- Decorations
- Extra
- Flex