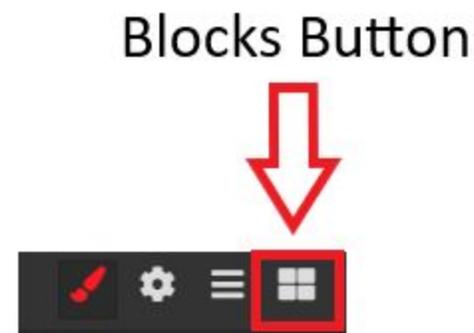
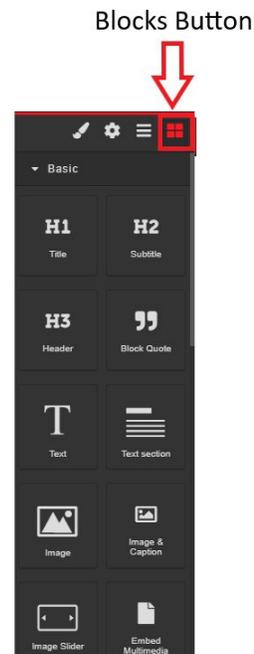


# NHD WebCentral

## Using Blocks to Build Your Website

Building your website on NHDWebCentral is like building a tower of blocks. Each block is an element. It might be a text box, an image, a document, or a video. Your job is to create the boxes and then put them in a logical order for your viewers to experience.

You can access blocks by clicking on the Blocks button (the four squares in the top right of the Control Bar).



### **What's a Container and Why Should I Use It?**

Containers are KEY elements in NHDWebCentral. They help to keep the website organized.

Think of a container like a clear, plastic bin. If I pack my lunch neatly in my clear plastic bin, I will be able to move it with me through the day. I can take it from the kitchen, put it in my locker, and at lunch time, my lunch will be in the same layout as when I packed it in the morning.

It is the same idea with the website builder. Use a container to keep your website elements (text boxes, images, captions) organized.

#### **Do I Have to Use a Container? YES.**

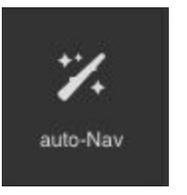
Containers in NHDWebCentral keep your materials organized and neat. If you do not add a container, your work will look one way in "Edit" mode and a different way in "View" mode. It will also ensure that your materials stay organized when viewed on a tablet or a mobile phone.

**Start every page with a container. You can add multiple containers on a page to keep your materials organized.**

**What Blocks Are Available in NHDWebCentral and What Do They Do?**

<b>Button</b>	<b>What it looks like</b>	<b>What it does</b>	<b>Can I.....?</b>
Container		<p>Containers hold your web elements. ALWAYS start a page by dragging in a container. You put the other elements (text boxes, images, lines, etc.) inside a container.</p> <p>Multiple containers on a page will allow for a more structured layout. Please be sure not to overcrowd a container.</p>	
Horizontal Rule		<p>The Horizontal Rule block will place a horizontal line across the page to divide sections within a page.</p>	<p><b>How do I change the color of the line?</b></p> <p>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 ok.</p>
Title		<p>The Title block places a text box with a 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><b>How do I change the color / font / etc.?</b></p> <p>Highlight the title and then 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>Subtitle</p>		<p>The Subtitle block places a text box with a medium size 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 the text to whatever text you prefer.</p>	<p><b><i>How do I change the color / font / etc.?</i></b>  <a href="#">Highlight the title</a> and then 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>Header</p>		<p>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 the text to whatever text you prefer.</p>	<p><b><i>How do I change the color / font / etc.?</i></b>  <a href="#">Highlight the title</a> and then 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>Block Quote</p>		<p>A quote box is a pre-styled box that you can use to offset a block quote from the rest of the page.</p>	<p><b><i>Can I change the font / style after I enter this quote block?</i></b> Sure. <a href="#">Highlight the text</a> and then 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>Spacer</p>		<p>If you think your blocks are getting jammed together, you can add extra spacing with this element.</p>	
<p>Section</p>		<p>The section block allows you to organize within containers without having the same settings and formatting as the containers hold.</p>	

Image & Caption		The Image & Caption block is a pre-set element that allows you to add an image with a caption block right below it.	
Link		This is a container that you can use to link within the website. Inside this container you can add text or an image and then hyperlink to another page of the website.	
Nav Bar		This element is a pre-set navigation bar that allows you to link pages together.	
Auto Nav		This bar populates all pages into a nicely laid out navigation menu. This navigation bar also supports subpages and hiding pages.	<b><i>Do I have to rebuild Auto Nav on every page?</i></b> No, once you set the hierarchy in one Auto Nav you can drag and drop that block onto other pages and the hierarchy will remain as you built it.
Text Section		This is a pre-set element that includes a header block and a text block.	<b><i>Can I change the font / style after I enter this quote block?</i></b> Sure. <a href="#">Highlight the text</a> and then 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>Embed Multimedia</p>	 <p>The icon shows a document with a play button and the text "Embed Multimedia" below it.</p>	<p>This element allows you to upload:</p> <ul style="list-style-type: none"> <li>● PDF files for viewing;</li> <li>● Audio (MP3) files for listening; and</li> <li>● Video (MP4, MOV) files for viewing.</li> </ul>	
<p>1 Column</p>	 <p>The icon shows a single rectangular box with the text "1 Column" below it.</p>	<p>The 1 Column button creates a single column within a container. You can place other elements into each cell (e.g., text box, image with caption, etc.)</p>	
<p>2 Columns</p>	 <p>The icon shows two vertical rectangular boxes side-by-side with the text "2 Columns" below them.</p>	<p>The 2 Columns button creates two columns within a container. You can place other elements into each cell (e.g., text box, image with caption, etc.)</p>	
<p>3 Columns</p>	 <p>The icon shows three vertical rectangular boxes side-by-side with the text "3 Columns" below them.</p>	<p>The 3 Columns button creates three columns within a container. You can place other elements into each cell (e.g., text box, image with caption, etc.)</p>	

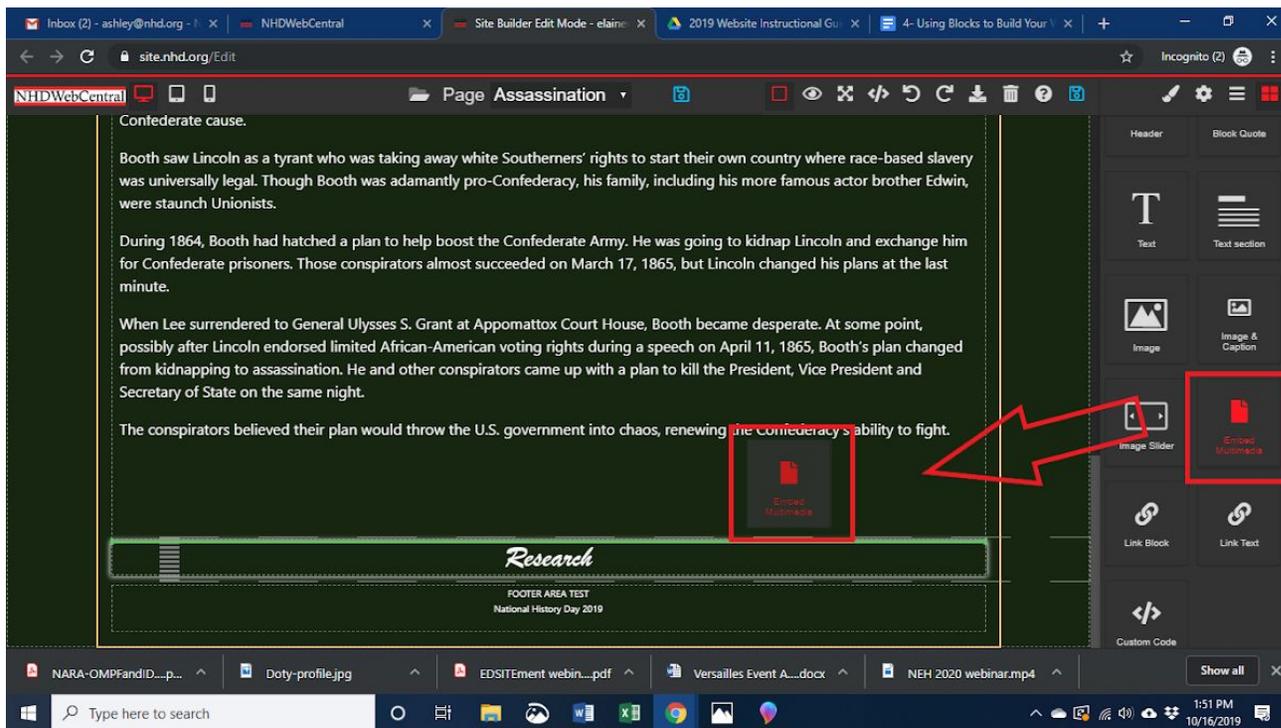
<p>2 Columns 3/7</p>		<p>This button creates two columns within a container. The left column is narrower than the right one. You can place other elements into each cell (e.g., text box, image with caption, etc.)</p>	
<p>Text Box</p>		<p>The Text box allows you to enter text on your page.</p>	<p><b>Can I change the font / style after I enter this quote block?</b> Sure. <a href="#">Highlight the text</a> and then 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>Link Text</p>		<p>This button provides a text box and the ability to add a hyperlink within your website. The text will highlight blue and when clicked, turn purple.</p>	<p><b>Can I hyperlink text in my website?</b> Yes, this button will allow you specifically hyperlink text in your website.</p>
<p>Image</p>		<p>This button allows you to add an image to your website.</p>	

Image Slider	 A dark square button with a white icon of a rectangle containing two arrows pointing left and right. Below the icon, the text "Image Slider" is written in white.	The Image Slider button allows you to create a slideshow of images. To add more than three images, select the last slide and duplicate it until you have the appropriate number of slide containers needed for the image block.	
Custom Code	 A dark square button with a white icon of a less-than sign followed by a slash and a greater-than sign (</>). Below the icon, the text "Custom Code" is written in white.	This button allows HTML coding to be added/displayed on the website.	
Flexbox	 A dark square button with a white icon of two vertical rectangles side-by-side. Below the icon, the text "Flexbox" is written in white.	This button creates two equal-sized columns that can be manipulated to any size on the page.	

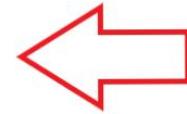
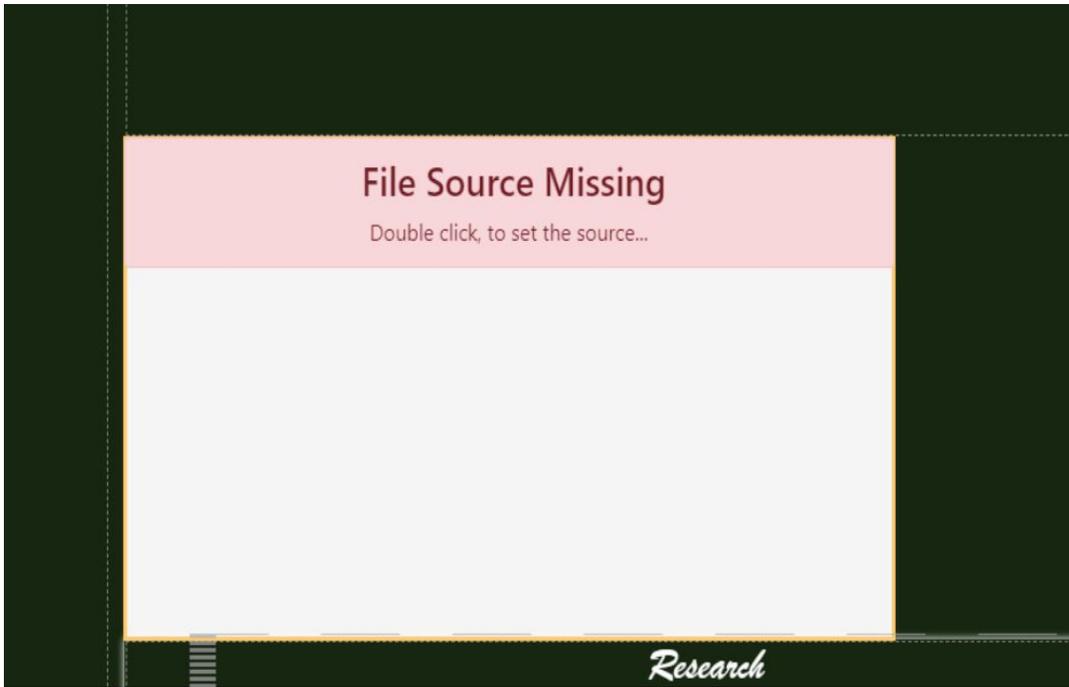
## How do I add elements into my website?

You may wish to add elements (like multimedia, images, files, etc.) to your website. Remember, before you drag in ANY elements, drag in a container to keep your elements organized.

Some of these elements need to be uploaded (like multimedia, images, files, etc.). In order 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.

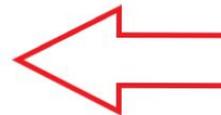
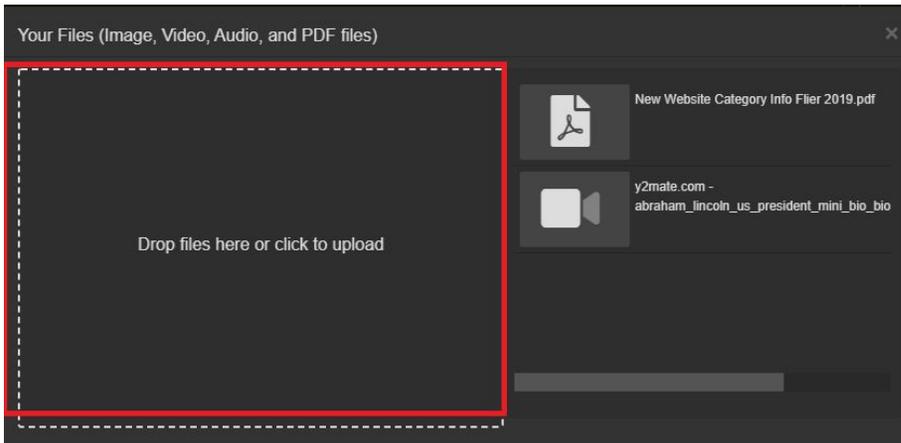


Drag the element you wish to include from the Toolbox Pane on to your website.



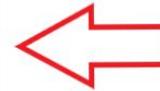
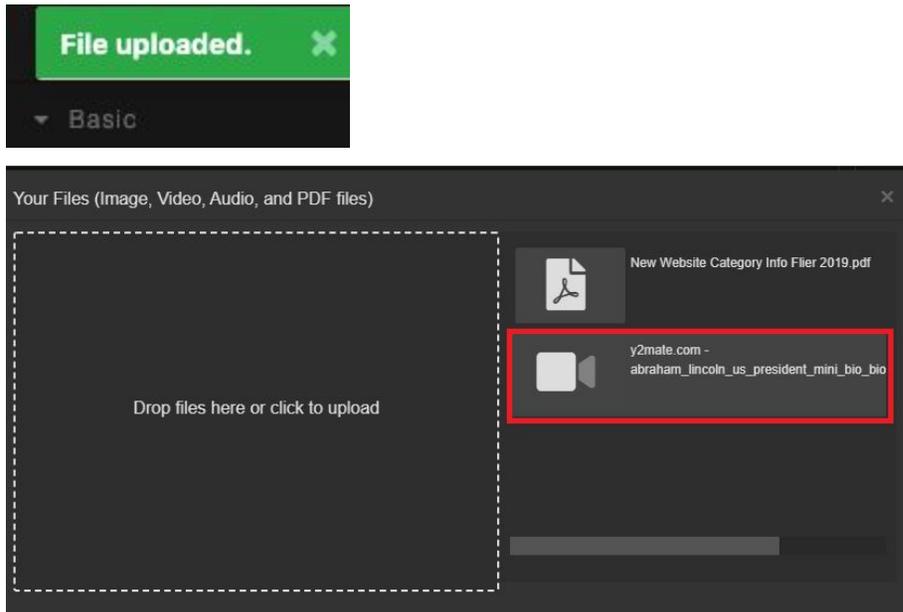
For embedded multimedia, this box will appear. Double click on it to open the upload box.\*

\*For some elements, the upload box opens automatically.



Once the upload box appears, click on "drop files here or click to upload." You can either drag your element on the screen or upload from your computer.

Once a file has been uploaded please wait for the “File uploaded” dialog box 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 you have selected the element you wish to upload, it will appear on the right side of the upload box. Select it and the element will be added to your website.



*Click here once to select element, or double click to change source...*

**bio.**COM

▶ 0:00 / 3:54



*Research*

FOOTER AREA TEST

### How do I edit elements once they are added?

Up Arrow		The button moves to the next element on the page among your blocks. This is helpful when you have many blocks within an area.	
Move Arrows		The button lets you move the image around inside a container.	
Make a Copy		This button lets you make a copy of the selected element.	
Trash Button		This button allows you delete an element from your website.	
Pencil		The button opens the upload dialog box.	
Link		The button opens the internal link dialog box.	