Adding and working with blocks

IMCOM Enterprise Web

Tutorial 3

Version 1.81

Standard Operating Procedures

Friday, May 22, 2020

Contents and general instructions

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TUTORIAL 3 PAGE 2

General instructions: FORMERLY TUTORIAL 2B. New pages are being added frequently. Dates are for the latest versions.

IMCOM Enterprise Web documentation can be found on IEW Pro Central, <u>https://homeadmin.army.mil/imcom/index.php/contact/webmaster-1/pro-central</u> These tutorials also serve as SOP for IMCOM Enterprise Web.

IMCOM GUIDELINES: The dark gray boxes are policy reminders.

Blue boxes offer helpful explanations



<-- added or substantially new since last version

Adding blocks in general (Page Title

Click the Add Content icon whether or not you are in Edit mode

NOTE: If you are not in Edit mode, it will switch to that mode automatically. Be in edit mode to make changes to existing blocks.

- A menu will appear on the left side with icons showing various blocks.
- Drag and drop your chosen block icon (in this case, "Page Title") into your chosen area.

POLICY: The Auto Nav (in breadcrumbs format) and Page Title blocks belong in the Page Header area on each page but the front. See next page.
The block will open in its own Eart mode. This varies by block. In the case of Page Title, unless you want to override the name of the page you've already given, all you need to do is click "Add." Rather than doing this, change the name of the page in Composer

□ And you're done..





Wrapping blocks in styles

IMCOM GUIDELINES:

Use only the box styles listed on the Available Styles page.

WRAPPER STYLES

The modified Stucco theme includes several highlight styles to give your blocks of text more emphasis and variety. They can be accessed three ways:

- 1. Use the "Wrap Anything" blocks. These consist of two blocks placed immediately above and below the block(s) you wish to modify. See the Wrap Anything pages in this tutorial.
- 2. Use one of the pre-made "box" blocks, such as Black Box Feature or Red Alert Box.See the appropriate block page in this tutorial
- 3. Click on the box and select "Design and Custom Template." Click the gear icon. Type the name of the style into the Custom Template box. Hit Enter and click the blue Save button.

Complicated? Try Wrap Anything

TERPRISE ICON

ere are the approved enterprise icons and their meanings. To add an icon send a request to Neel Snyder or Bill ostiow. To suggest a specific icon or a change, visit The Noun Project, make a selection, and include the url for the uggestion in the request. Nonconforming icons will need to be replaced or brought before the Tiger Team / Change card as a change recommendation.

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This section also serves as a demonstration of the Wrap Anything set of blocks. There are text blocks above and below and a "List Files From Set" to the left. This

is a Yellow Alert box

WRAP ANYTHING

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Enterprise icons	
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thinking within Gale special and second	Second was from the provinces
sector interaction between lasers in the lase	errorert, Papier Services Manager 14 had accord with

Take almost any path you please, and ten to one it carries you down in a dale, and leaves you there by a pool in the stream. There is majclic in it. Let the most absent - minded of mon be plunged in his deepset reverse - stand that man on his leag, set his feet a-going, and he will infailibly lead you to water, if water there be in all that region. Should you over be athirst in the great American desert, try this experiment, if your carvan happen to be supplied with a metaphysical professor. Yee, as every one knows, meditation and water are wedded for ever.

Fast & Simple? Use pre-made box blocks

What to use?

GO DOWN TO THE FIERY PIT ITSELF, IN ORDER TO KEEP OUT THIS FROST?

But no more of this blubbering now, we are going a-whaling, and there is plenty of that yet to come. Let us scrape the ice from our frosted feet, and s what sort of a place this "Spouter" may be.

Designed for emergencies/garrison alert

WATCHING THE WEBMASTER

Poor Lazarus there, chattering his teeth against the curbstone for his pillow, and shaking off his tatters with his shiverings, he might plug up both ears with rags, and put a corn-cob into his mouth, and yet that would not keep out the tempestuous Eurocidyon.

Euroclydon

says old Dives, in his red sliken wrapper - (he had a redder one afterwards) pooh, pooh! What a fine rosty night, how Orion glitters; what northern lights! Let them talk of their oriental summer climes of everlasting conservatories; give me the privilege of making my own summer with my own coals.

BUT WHAT THINKS LAZARUS?

Can he warm his blue hands by holding them up to the grand northern lights? Would not Lazarus rather be in Sumatra than here? Would he not far rather lay him down heightwise along the line of the equator; yea, ye gods! go dow to the filery pit itself, in order to keep out this frost?

Something specific? Design & Custom Template

	Cancel Save
Welcome to IN	Advanced
It was a queer sort of pla sharp bleak corner, wher tossed craft. Euroclydon,	Custom Template (None selected)
toasting for bed. <mark>"In</mark> judg the only copy extant - "it frost is all on the outside which the wight Death is	Custom Class hd s
thou reasonest well. Yes, chinks and the crannies t The universe is finished;	Custom ID et te
	Custom Element Attribute
Share this page:	Block Container Class
f 🎽 🖬	Default Setting +
	Clear Styles



Wrapper Classes available

HEADING 2 LINK

HEADING 2 LINK

Style: black-box (available as a block. Heading 1 is

LINK

Style: tan-box

Plain italic bold text LINK

Heading 1

Heading 3

Heading 4

Heading 5

Heading 6

Style: gray-box

Plain italic bold text LINK

Heading 1

Heading 3

Heading 4 Heading 5

Heading 6

discouraged)

Heading 3

Heading 4

Heading 5

Heading 6

Plain italic bold text LINK

HEADING 2 LINK

Style: black-outline-box

Plain italic bold text LINK

Heading 1

Heading 3 Heading 4 Heading 5 Heading 6

HEADING 2 LINK

Style: red-alert-box (Available as a block. Use for base closures, active shooters, garrison status, etc.)

Plain italic bold text LINK

HEADING 2 LINK

Style: white-box. Use to "reverse out" an area within a contrasting block.

Plain italic bold text LINK

Heading 1

Heading 3 Heading 4 Heading 5 Heading 6

HEADING 2 LINK

Style: red-outline-box

Plain italic bold text LINK

Heading 1

Heading 3

Heading 4

Heading 5

Heading 6

Style: yellow-alert-box (Available as a block. Use to catch attention, garrison status, etc.)

HEADING 2 LINK

Plain italic **bold** text LINK

Heading 1

Heading 3

Heading 4

Heading 5



Plain italic bold text LINK

Heading 1

Heading 4

Heading 5

Heading 6

Heading 1 Heading 3

Plain italic bold text LINK

HEADING 2 LINK

Heading 4

Heading 5

TUTORIAL 3 PAGE 5

Heading 6

Block: Wrap Anything Start

VIEW

DC

Changes the appearance of any block or set of blocks it "wraps" around.

- 1. Click the Add Content icon and ensure you are in the blocks menu
- 2. Place a block and populate it with content (see earlier page). Save.

Use Header 2 for the block headline.

- 1. Go back to the Blocks menu and choose "Wrapper Start." It will be near the bottom of the menu.
- 2. Drag and drop Wrapper Start on the spot just above the block(s) you intend to wrap. A dialog box will open.
- 3. In the ID field, give the wrapper a unique name. Make certain it isn't used by any other _____ wrapper on the page.
- 4. In the Class field, type in one of the available classes (see box above) exactly as shown.
- 5. Click Add. If you're successful, you will see a "Start wrapper..." message in the right place. You can drag the block to adjust its location.

Cremer Code Normal text Quote Code Header 1 Header 2	Add Wrap	Control of the service members and Federal employees can and can't do. View the Voting Astronomy of the service members and Federal employees can and can't do. View the Voting Astronomy of the service members and Federal employees can and can't do. View the Voting Astronomy of the Service members and Federal employees can and can't do. View the Voting Astronomy of the Service members and Federal employees can and can't do. View the Voting Astronomy of the Service members and Federal employees can and can't do. View the Voting Astronomy of the Service members and Federal employees can and can't do. View the Voting Astronomy of the Service members and Federal employees can and can't do. View the Voting Astronomy of the Service members and Federal employees can and can't do. View the Voting Astronomy of the Service members and Federal employees can and can't do. View the Voting Astronomy of the Service members and Federal employees can and can't do. View the Voting Astronomy of the Service members and Federal employees can and can't do. View the Voting Astronomy of the Service members and Federal employees can and can't do. View the Voting Astronomy of the Service members and Federal employees can and can't do. View the Voting Astronomy of the Service members and Federal employees can and can't do. View the Voting Astronomy of the Service members and federal employees can and can't do. View the Voting Astronomy of the Service members and federal employees can and can't do. View the Voting Astronomy of the Service members and can't do. View the Voting Astronomy of the Service members and can't do. View the Voting Astronomy of the Service members and can't do. View the Voting Astronomy of the Service members and can't do. View the Voting Astronomy of the Service members and can't do. View the Voting Astronomy of the Service members and can't do. View the Voting Astronomy of the Service members and can't do. View the Voting Astronomy of the Service members and can't do. View the Voting Astronomy of the Service member	RISIS / EMERGENCY INFO POST FOOD TO Webber Staff Good to K Webber Staff Gate hours change Beginning August 8, operating hours for Sherman and Hancock Gates will be Mon - Fri 6:30-8 a.m. for
Header 3	Good to Kn	now	1
Header 4 Header 5	Class		
The second secon	black-box		
Available classes: • black-box • gray-box • white-box • tan-box		Start wrapper w And class: black Good to	vith ID: Good to Know k-box Know
 See the Wrapper Classes page in this document 	Cancel	Add	

Wrap Anything is actually a pair of blocks: "Wrapper Start" and "Wrapper Close." The blocks you wrap don't change their behavior, just their looks.

¥ **Wrapper Clos**

Block: Wrap Anything Close

- Go back to the Blocks menu and 1. choose "Wrapper Close."
- 2. Drag and drop Wrapper Close on the line just below the last block you intend to wrap. A dialog box will open.
- 3. Enter the exact name you put in the ID field in step 5. Save.
- 4. You will see a "Close a open Wrapper..." message. Feel free to cringe over the grammar. Check to make certain the IDs are the same.
- Publish the page. The wrapper will be visible in the published 5. page.

TUTORIAL 3 PAGE 7

Know what political activities s	ervice members and	
Federal employees can and can	i't do. View the	
Voting Assis		
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	Use the same id was wrapper start! ID	pt.
	Good to Know	1
		Start wrapper with ID: Good to Know
	Cancel	And class: black-box
-		Good to Know

Gate hours change

Beginning August 8, operating hours for Sherman and Hancock Gates will be Mon - Fri 6:30-8 a.m. for inbound and 3:30-5:30 p.m. for outbound traffic. Note: Hancock Gate will continue to be available for outbound traffic in the morning. View the Gate Info page.

Get into the Hatch Act

Know what political activities service members and Federal employees can and can't do. View the Voting Assistance page

Close a open wrapper with ID: Good to Know COOD TO KNOW

GOOD TO KNOW

Gate hours change

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Design & Custom Template styling

DESIGN AND CUSTOM TEMPLATE

Exit Edit Mode
 O Composer / Page Settings
 + Add Content

Click on the pencil icon to enter edit mode

Click on the block to edit

Select Design & Custom Template (1)

When the toolbar appears, click on the gear icon

In the Custom Class box (3), type the name of the wrapper class (style) you want to use

Hit the Enter button on your keyboard. An X will appear next to your selected style

Click Save on the toolbar(4)

Welcome to IMCOM HQ

It was a queer sort of place - a gable-ended old house, one side palsi sharp bleak corner, where that tempestuous wind Euroclydon kept u tossed craft. Euroclydon, nevertheless, is a mighty pleasant zephyr t toasting for bed. "In judging of that tempestuous wind called Eurocly the only copy extant - "it maketh a marvellous difference, whether th frost is all on the outside, or whether thou observest it from that sasl which the wight Death is the only glazier." True enough, thought I, as thou reasonest well. Yes, these eyes are windows, and this body of m chinks and the crannies though, and thrust in a little lint here and th-The universe is finished; the copestone is on, and the chips were carl

DESIGN AND CUSTOM TEMPLATE

WELCOME TO IMCOM HQ

It was a queer sort of place - a gable-ended old house, one side palsied as it were, and leaning over sadly. It stood on a sharp bleak corner, where that tempestuous wind Euroclydon kept up a worse howing than ever it did about poor Paul's tossed craft. Euroclydon, nevertheless, is a mighty pleasant zephyr to any one in-doors, with his feet on the hob quietly toasting for bed. "In judging of that tempestuous wind called Euroclydon," says an old writer - of whose works I posses the only copy extant - "it maketh a marvellous difference, whether thou lookest out at it from a glass window where the frost is all on the outside, or whether thou observest it from that sashless window, where the frost is on both sides, and of which the wight Death is the only glazier." True enough, thought I, as this passage occurred to my mind - old black-letter, thou reasonest well. Yes, these eyes are windows, and this body of mine is the house. What a pity they didn't stop up the chinks and the crannies though, and thrust in a little lint here and there. But it's too late to make any improvements now. The universe is finished; the copestone is on, and the chips were carted off a million years ago.





Design & Custom Template styling can also be applied to an Area. More on this powerful tool on another page.

Sav

Custom Element Attribute



Block: Content (Making links stand out)

- Click Add Content to open the Blocks menu
- Drag the Content block to where you would like to place the highlighted link
- Drop it in. Wait for the Editor to load.

Enter and style your text

PRO TIP: Create a thumbnail image using the Snip tool found in Windows 10 (see box).

Crop, name and upload the image as described on the next page.

Upload the document as shown in the following pages







Block: Content (Adding images)

- Click the image icon. An Image Properties dialog will appear.
- Click Browse Server
- □ If you haven't uploaded an image already, click Upload Files in the upper right of the window. The Add Files dialog will appear.
- Open Windows and browse to the image you wish to add. You can add from the Quick Access menu if it is there.
- Position the Windows window where you can drag the file into place, and, well, drag and drop the file into the box. The File Manager turns green if the file is in the right place. Once the file is uploaded the green bar under the photo will be complete and the "Edit Properties and Sets" button will darken.
- Click Edit Properties and Sets. The Upload Complete box will appear.
- □ Click the Add/Remove Sets button and add your file to at least one set. If an appropriate set is not available, make a new one using the dialog box.
- □ Click Save, then click the X at the top of the Upload Complete box to close it.
- Find your image in the File Manager and click it. This should return you to the Image Properties dialog.

Click OK



Block: Content (Linking to a file)

FY19 NDAA passage

-

×

Cancel

= =

Content

Τ

- Highlight the text and images you want to turn into the link.
- Click the link icon. The link dialog will appear.
- Click Browse Server.
- If your file hasn't been uploaded, click Upload Files in the upper right corner
- Open Windows and browse to the file you wish to add. You can add from the Quick Access menu if it is there.
- Position the Windows window where you can drag the file into place, and drop the file into the box. The File Manager turns green if the file is in the right place. Once the file is uploaded the green bar under the file thumbnail will be complete and the "Edit Properties and Sets" button will darken.
- Click Edit Properties and Sets. The Upload Complete box will appear.
- Click the Add/Remove Sets button and add your file to at least one set. If an appropriate set is not available, make a new one using the dialog box.
- Click "Save" in the Sets dialog box.
- Click X to exit the Upload Complete dialog
- Find your uploaded document in the File Manager and click it.
- When the Link dialog pops up again click OK.
- Save the text block and publish the page.



Upload Complete

Block: Redirect redirecting to an external page

- Go to Add Content (+ menu)
- Drag the Redirect block into any area on the page
- Let it open (or click on the block and select Edit Block
- □ For another website, in the Destination Page tab, click External URL and put the entire address in the URL box
- Select the "Redirect by User Groups" tab
- Click on Select Group
- □ Select the "Guest" user group
- **Click Save**
- Publish the page (required)
- To test: Take the site out of maintenance mode and log out.



Block: Responsively Embed

Note: MWR site embedding no longer functions. Other sites may still be available, depending on their settings.

- Go to your page, select Add Content
- Make certain Blocks are active (see page 4)
- Select the Responsively Embed block and drag it to the place you'd like to add the embed.
- □ When the dialog box comes up, put the URL in the space available.
- If you are planning to put it one column of a 3-column format, change the aspect ratio to 9:16

Click Add.

Publish to see the result.

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spect ratio			Mar. 3
9 16			5:30 - 6:30 a.m. Harney Sports Complex
hrome height		Anyti	Water Aerobics
35 px	External content disabled in edit mode.		Mar. 3
		Close	Harney Pool
			Painting and
	e		Mar. 3
			9 - 10:30 a.m.

Harney Sports Complex

Yoga

MCOM GUIDELINES:

Enterprise icons are standardized across IMCOM. Do not use an icon for a purpose other than the name; if you cannot find an icon with the name you need, contact IMCOM HQz

×

Add

Q

Advan

D New Folder

Size

Block: Highlight Links part 1

- Drag & drop the Highlight Links block or click edit on an existing block
- On the Basics tab, give the list a name(1).
- Switch to the Entry tab(2). **Click Add Entry.**
- □ For the first (and all subsequent) entries, choose an icon by clicking **Choose New File under** Enterprise Icon(3). This will take you to the file manåger.
- Go into Advanced Search(4). In the Field dropdown NOTE: it says Keywords for some reason (5), choose File Sets(6).
- From the set dropdown, choose Enterprise Icons (7).
- **Click Search (not** illustrated. It's a blue button)



Highlight Links is designed to bring together the most important links on your site. It could be your most visited sites or pages deemed important by leadership – The block is updated manually to allow you to make that choice.

	lighlight Link (g).	
Filters Customiz	ze Results	
Add Field Keywords ** Select Field Core Properties Keywords File Set Extensiol		
Type Size Date Added	Search Add Highlight Links 200	×
Type Size Date Added	Search Filters Customize Results	×
Type Size Date Added	Search Filters Customize Results Add Field File Set	×
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Type Size Date Added	Search Filters Customize Results Add Field File Set DHR DPTMS DPW Enterprotectors	×

IMCOM GUIDELINES:

Enterprise icons are standardized across IMCOM. Do not use an icon for a purpose other than the name; if you cannot find an icon with the name you need, contact IMCOM HQz

Block: Highlight Links part 2

- From the icons presented, choose the one you wish to use. Enterprise icons are standardized across IMCOM(1). It will populate the Enterprise Icon field.
- Select a link for the ICON using Enterprise Icon Link(2). When you click on the link the site map comes up. Choose the page you wish to link to (3).
- Select the same link in the Text Link field for the text(4). When you click on the link the site map comes up. Choose the page you wish to link to (3).
- The page name will appear next to the link unless you change it by typing a new title into Text Link Text (5)
- Click Add Entry to add another (6).
- □ When you are finished, click "Add" at the bottom of the box.



You can use a minimum of three

and a maximum of 18 links in the

×

Add



Auto-Nav

Block: Autonav - Building a navigation bar

- Select Add Content. The left side menu will pop out and you will be in Edit mode.
- Make certain you are in the Blocks menu (if your side menu reads Clipboard or Stacks, click on the word to change it.
- Choose Autonav and drag it across to the gray Page Nav area
- □Drop it there and adjust the settings: Begin Auto Nav, Child Pages and Page Levels and check the Preview tab until you get the hierarchy you'd like to see.
- Save. At this point, it will appear as an outlined list of links.
- Click on the block and select "Design & Custom Template"
- Click the gear icon.
- □ In the Custom Template box, choose "Stucco Global Nav Animenu"
- In the Custom Class box, type pagebar-nav
- Hit Enter on your keyboard. An "x" will appear next to "pagebar-nav"
- **On the Design & Custom Template toolbar, click** "Close"

Related video:



Block: SVG Social Media Icons

- In Edit mode, click on the social media icons under the tagline (if the block isn't there, drag it in from the blocks menu)
- **Check the icons you wish to present**
- Put the addresses of your accounts into the form
- □ You can change the order of the icons by dragging and dropping.

TUTORIAL 3 PAGE 17



Built in Arizona for the Enterprise Web ·· · · · \sim Edit SVG Social Media Icons X ~ This block is contained within a global area. Changing its content will change it everywhere that global area is referenced. Social Media Accounts Color and Style Open Links in New Tab on 🗸 Behance 1 deviantART 1 Dribbble 1 Email mailto:usarmy.jblm.imcom.mbx.pao-public@mail.mil. 1 Facebook \checkmark https://www.facebook.com/u.s.armyforthuachuca/ 1 Flickr

Cancel

SVG Social Media Icons runs the social media links at the top of the page

Save

icons should remain Icon Shape Icon Spacing 🚱 square ~ 0 рх Icon Color 🔞 Position black \mathbf{v} left ~ Icon Hover on ~ Icon Size 45px 🗸

IMCOM GUIDELINES:

Do not change the format: The



Block: PDF Viewer

- Select PDF Viewer from the Blocks menu
- Drop it in the area where you want it to be seen.
- □ When the dialog opens up, select Choose File. The file manager opens.
- Drag/Drop the desired file from Windows into the manager. Wait until the file uploads and the properties dialog appears
- **Click on the Add Sets button.**
- □ Make certain the new file is part of at least one file set. You may also add it to a folder.
- □ After you place the file in a set, click Save.
- □ Select the file from the File Manager. The ADD PDF Viewer will show up again.
- □ Click Add. The document will appear on the page, but everything you want to show might not appear.
- **Click the block, then click Edit Block.**
- Adjust the width and height by adding pixels until the item shows up properly. Remember, the PDF Viewer is not responsive. That means it doesn't compress to fit a phone.



PDF

VIEWER



Block: Facebook Feed EZ

- □ In a separate window, go to your Facebook page.
- Go back to your site and click Add Content. Make certain you are in the Blocks menu
- □ Find Facebook Feed EZ and drag it into place.
- When the Add/Edit menu pops up, copy the last part of your Facebook URL without the slashes and paste it into the first text area.
- □ Find the plain English name of the page (in the search bar or on the side) and copy/paste it into the second text area.
- Click Save. You will see plain text.
- Publish your page.
- It takes up to five minutes to appear for the first time, but it's usually much faster.



SVG Social Media Icons



NOTE: If you use the provided page types, this header will be set up for you. Also, see page 4 for an easier way to set these blocks.

- See previous page to learn how to place blocks
- Drag Auto Nav to the top editable area (1)
- □ If the popup doesn't appear, hover over the new Auto Nav. When it turns green, Click on it and select Edit Block
- □ In the "Add Auto Nav" window, under Child Pages, select "Display Breadcrumb Trail."
- □ Scroll to the bottom of the window and click Save (2)
- Hover over the new Auto Nav again. Click on it and select Design & Custom Template
- Wait for the menu bar to appear. When it does, click the gear icon (3)
- □ In Custom Template, Select "Breadcrumbs" (NOT "Stucco Breadcrumbs") (4)
- Click the blue Save button. (5)
- Drag the Page Title Block to the same top editable area BELOW the Auto Nav (6)
- When the dialog box appears, simply click Save. Make no changes. (7)
- □ Save/Publish the page

End of brief

Pages under construction follow

Blocks: Red Alert, Yellow Alert, Black Box

Block: Image Slider

Block: Custom Twitter Feed

Block: Page List

Block: Simple Accordion



Photo Slider: Quick sizing



Block(s): Calendar - Upgrade

As of version 8.3, the calendar blocks have been upgraded. Follow these instructions to move from your 8.2 and earlier calendar. Environment Information Debug Settings Logging Settings Proxy Server Database Entities Geolocation Data Objects Custom Entry Locations

System & Settings Basics Multilingual SEO & Statistics Files Optimization Permissions & Access Login & Registration Email Conversations Attributes Environment Express Update concrete5 Calendar Express

Calendar

General Settings Color Settings Permissions Import Calendar Data

















Share ALC: NO Mar - and Spacer 2 PRO

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Qwigh Tebs out Batabase from lowercase to case sensitive tables or vice versa
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Epercing pages violat shows only in edit mode. For use by site developers who want to leave notes/comments for those editing a page in the future
P#BRCAyoturipen@iAg3pages and do something with them!
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Astavic site Experie De 100 remote Centry endpoint.
Hexports and beet and files into a single directory that can be deployed to another server.
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Walte Staler to your Site
PAGGeomeneonanteritereoryour Site
An alternative phone book block with search and sort functions, and a place to drop in table code
Header Blocks v 0.9.0
Official formatting for the header
Rescan All Files v.0.1.5

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Spacer

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Rescan all files<mark> in the file man</mark>ager IEW Facebook Feed EZ v.0.9.2

A simple way to add a Facebook feed to your site

Social Share Lite 32 PAGE 33 Add social sharing buttons

Style blocks



