

Adding and working with blocks

IMCOM Enterprise Web

Tutorial 2b

Version 1

Contents and general instructions

PAGE:

3. Adding blocks in general (Page Title)
4. Required header blocks
(Auto Nav and Page Title)
5. Block: Wrap Anything Start
6. Block: Wrap Anything Close
7. Block: Responsively Embed (MWR calendar)
8. Block: Service Data Box
9. Block: Highlight List
10. Blocks: Red Alert, Yellow Alert, Black Box
11. Block: Image Slider
12. Block: SVG Social Media Icons
13. Block: Custom Twitter Feed
14. Block: Page List
15. Block: Simple Accordion

**General instructions:
THINK SERVICES FIRST!**

IMCOM GUIDELINES:

The dark gray boxes are policy reminders.

Blue boxes offer helpful explanations

Adding blocks in general (Page Title)

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

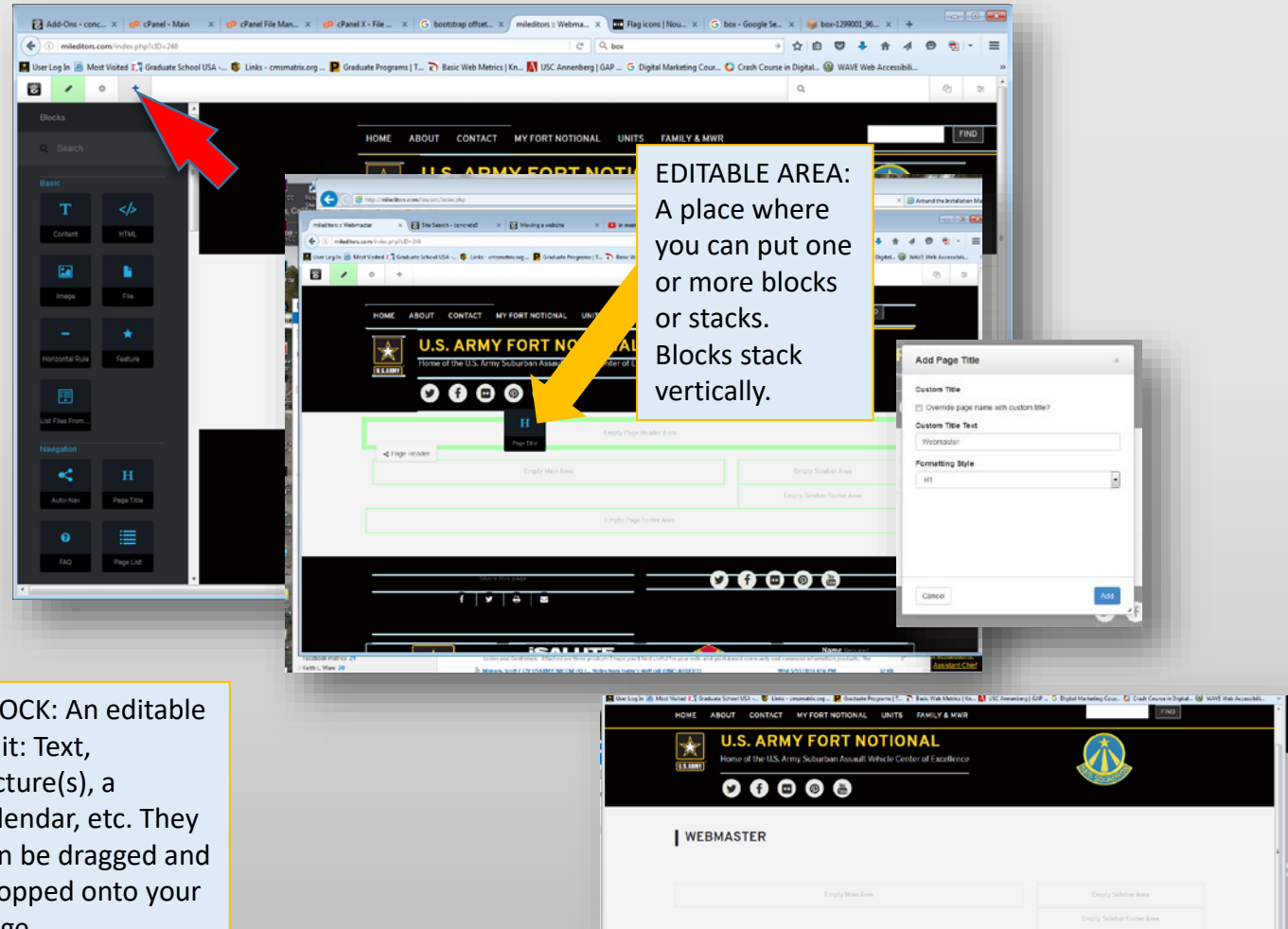
NOTE: If you are not in Edit mode, it will switch to that mode automatically. Be in edit mode to make changes to existing blocks.

- 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 Edit 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..

BLOCK: An editable unit: Text, picture(s), a calendar, etc. They can be dragged and dropped onto your page.

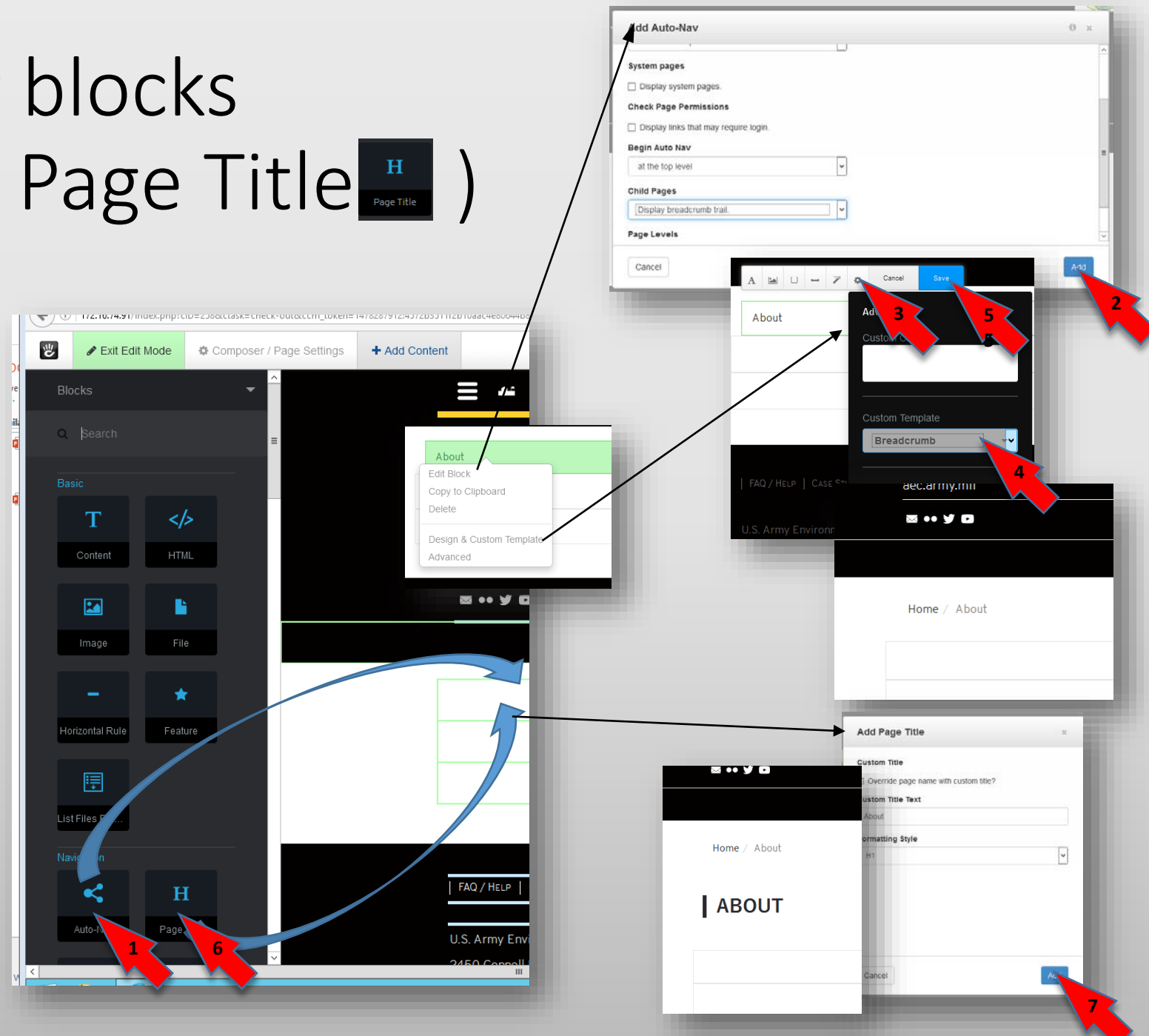


EDITABLE AREA: A place where you can put one or more blocks or stacks. Blocks stack vertically.

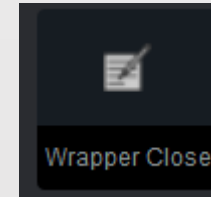
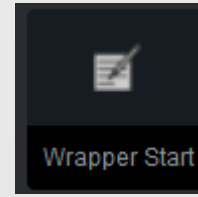
Required header blocks (Auto Nav and Page Title)

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



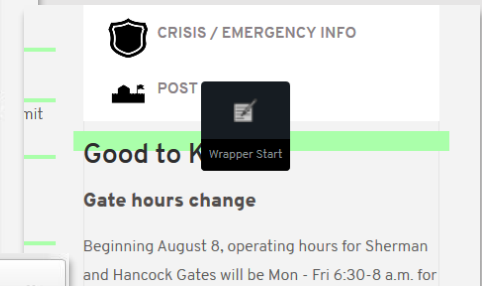
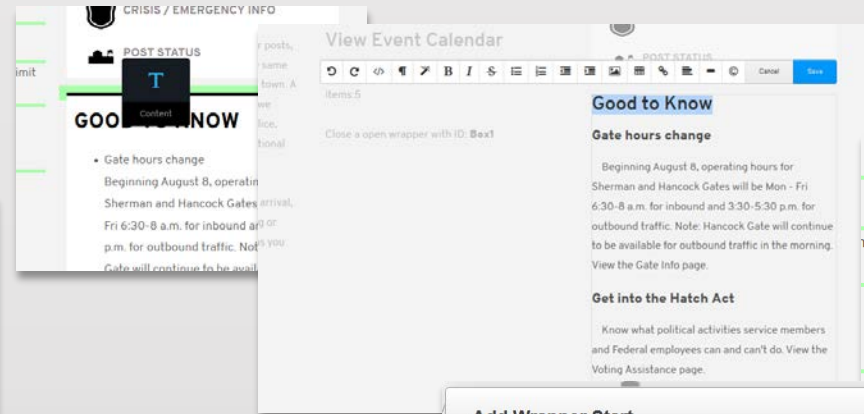
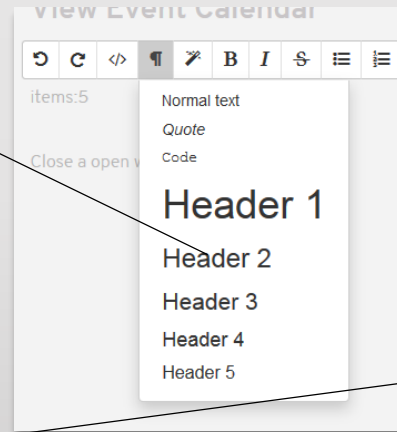
Block: Wrap Anything Start



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.

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.



- Available classes:**
- black-box
 - gray-box
 - white-box
 - tan-box
 - See the Webmaster page on Mileditors for more.

Add Wrapper Start

ID

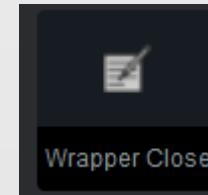
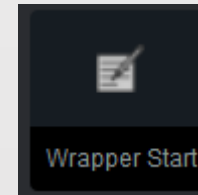
Class

Cancel Add

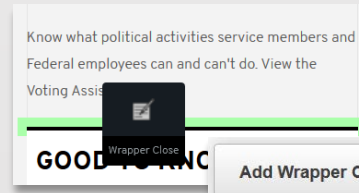
Start wrapper with ID: **Good to Know**
And class: **black-box**

Good to Know

Block: Wrap Anything Close



1. Go back to the Blocks menu and 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.
5. Publish the page. The wrapper will be visible in the published page.



Add Wrapper Close

Use the same id was wrapper start!

ID

Cancel

Start wrapper with ID: **Good to Know**
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**

GOOD TO KNOW

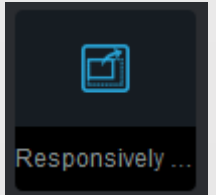
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Get into the Hatch Act

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

Block: Responsively Embed (MWR calendar)



Note: MWR site embedding no longer functions.

- 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.

A screenshot of a CMS editor interface. At the top, there are several browser tabs and a URL bar showing "https://leavenworth.armymwr.com/us/leavenworth/calendar/?categoryFilter=All_categories&scID=9078&dataset=true&year=2017&month=3&view=list&firstBatchSize=30&subset=1". Below the tabs is a dialog box titled "Add Responsively embed". The dialog box has a close button (X) in the top right. It contains the following fields:

- IFrame source URL:** A text input field containing "ear=2017&month=3&view=list&firstBatchSize=30&subset=1".
- Aspect ratio:** Two input fields, the first containing "9" and the second containing "16", separated by a colon.
- Chrome height:** An input field containing "35" followed by "px".

At the bottom of the dialog box are two buttons: "Cancel" and "Add". To the right of the dialog box, a grey box contains the text "External content disabled in edit mode." with "Anytl" and "Close" buttons.A screenshot of the Ft. Leavenworth MWR website. The header shows "Ft. Leavenworth MWR" with a menu icon. Below the header is a navigation bar with icons for home, calendar, and other services. The main content area displays a calendar for "MAR 2017" with a list of events:

- Iron Major Crossfit:** Mar. 3, 5:30 - 6:30 a.m., Harney Sports Complex.
- Water Aerobics:** Mar. 3, 8:30 - 9:30 a.m., Harney Pool.
- Painting and Drawing:** Mar. 3, 9 - 10:30 a.m., Arts and Crafts Center.
- Functional Fitness:** Mar. 3, 9 - 10 a.m., Harney Sports Complex.
- Yoga:** Mar. 3.

Block: Service Data Box

Block: Highlight List

Blocks: Red Alert, Yellow Alert, Black Box

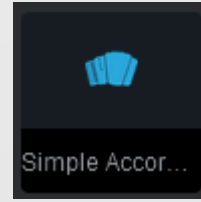
Block: Image Slider

Block: SVG Social Media Icons

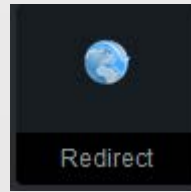
Block: Custom Twitter Feed

Block: Page List

Block: Simple Accordion



Block: Redirect



Use

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.

The screenshot illustrates the configuration process for the Redirect block. It shows three overlapping windows:

- Top Window (Destination page):** Shows the 'Destination page' tab selected. A dropdown menu is open with 'External URL' selected. A red arrow with the number '1' points to this dropdown. Below it, the 'URL' field contains the address: `https://www.ikn.army.mil/apps/IKNWMS/Home/WebSite/309thMIBN`.
- Middle Window (Redirect by user groups):** Shows the 'Redirect by user groups' tab selected. It has two sections: 'Redirect members of these groups' and 'Never redirect members of these groups'. A 'Select group' button is visible next to the 'Guest' group in the first section. A red arrow with the number '1' points to this button.
- Right Window (Select group):** Shows a list of user groups. The 'Guest' group is selected. A red arrow with the number '1' points to the 'Guest' group.

At the bottom of the 'Edit Redirect' window, there are 'Cancel' and 'Save' buttons. A red arrow with the number '1' points to the 'Save' button.

