

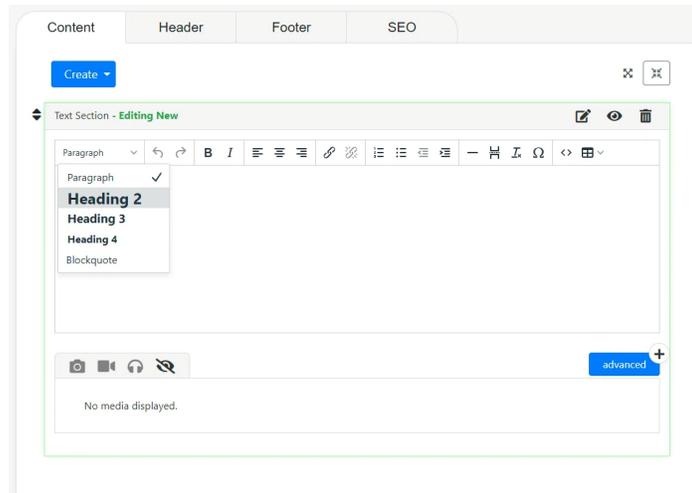
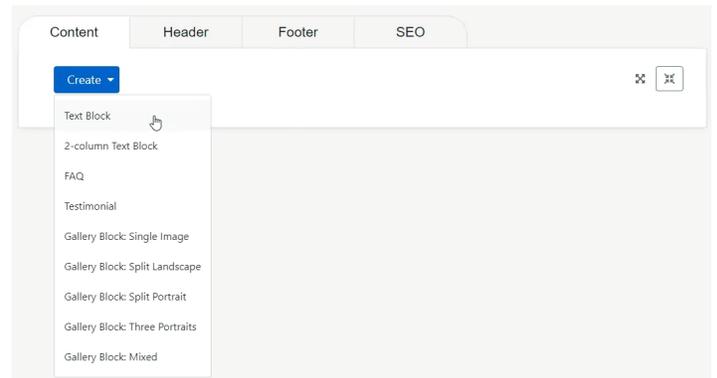
This is a walkthrough on Text Blocks. There are several different block types that may be available to you on a text module page.

Note: When done editing each type of block, click the save button to save your work.



Text Block

1. The first block type is a Text Block. This block type has several different options for formatting text.



2. The first option is for formatting text into standardized options. These include Paragraph, Heading 2, Heading 3, a possible Heading 4, and Blockquote. Paragraph font will be your default font. If you would like to change it, highlight the text and select one of the other font types.

3. These will be styled to the design of your website. Please note that when using a Heading 3 font, a Heading 2 font must be used before it.

Testing

Heading 2

Heading 3
Heading 4
paragraph

Heading 2 blockquote

Heading 3 blockquote
Heading 4 blockquote
paragraph blockquote

4. You will also have options such as:



Bold



Insert Special Characters



Italicize



Insert Source Code



Align Left



Insert Table



Align Center



Align Right



Inserting Hyperlinks



Numbered List



Bullet List



Inserting Indentation



Horizontal Divider Line



Clear Formatting

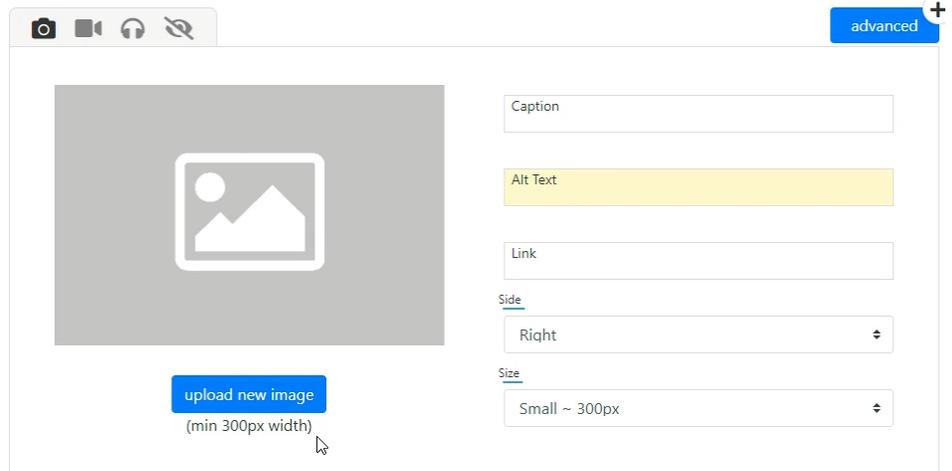
Use when copying and pasting text. To use, highlight all the text you copy and pasted into the text block. Then, click the Clear Formatting Tool. This will convert the text that is pasted in to match the design of your website

5. You have the option for different types of media.

First, you can insert images.

Note: Below the "upload new image" button, the minimum pixel width will display. If the image does not meet this minimum, the website will give you an error letting you know that the image is too small.

After you select "upload new image", your media library will automatically appear. Select the image that you would like to upload.



The caption box is where you can input text that you would like to display below your image on your website.

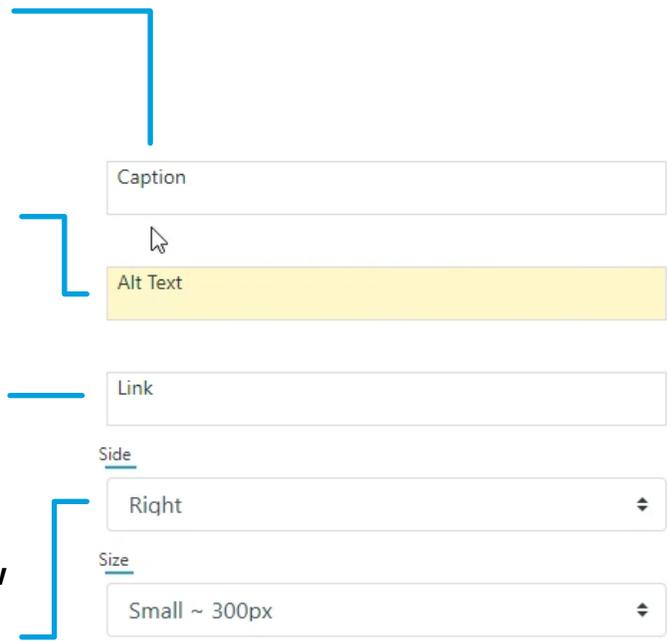
Alt text is required for ADA compliancy. Here, you will input a brief description of the image, so that anyone using a screen reader can understand what is happening in your images.

In the link box, you can input a link that you would like the image to hyperlink to. When a site visitor clicks your image, they will be redirected to the link.

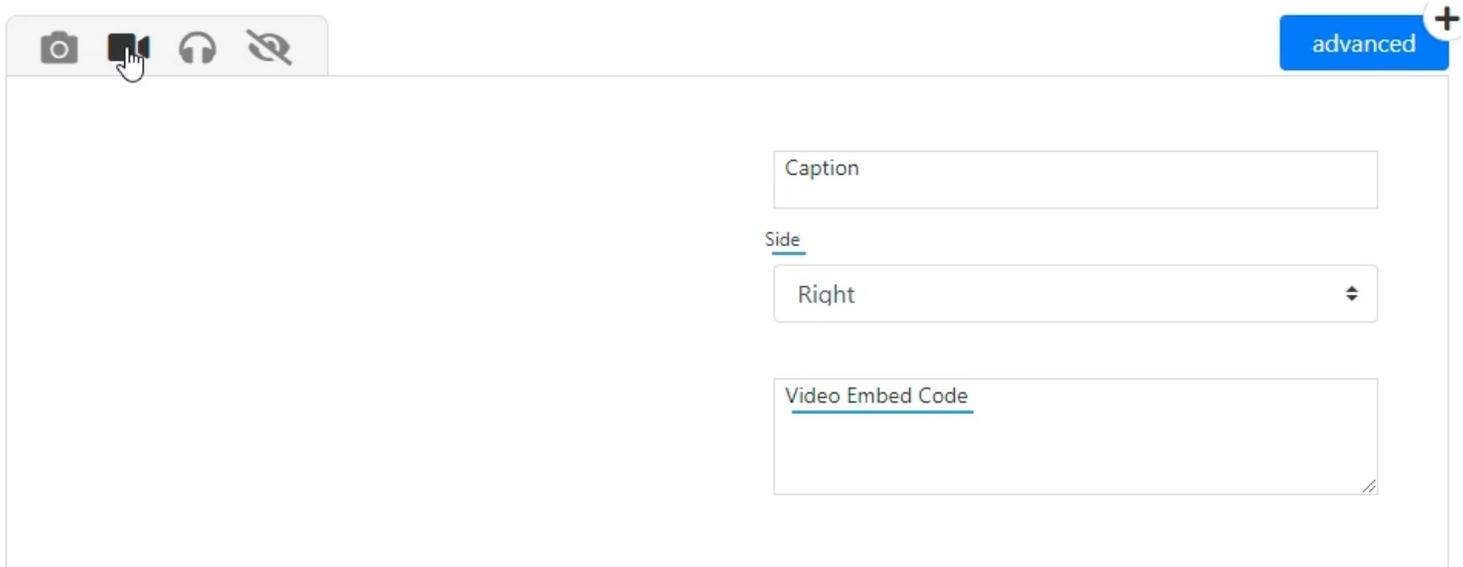
The "Side" dropdown is where you can select how you would like the image to display according to the text. You have the ability to display it to the right or left of the text OR above or below the text.

Note: If your image is full-width in size, then you will only be able to choose above or below.

Lastly, you can choose the size that the image can display at. The options available here will depend on the original size of the image uploaded.



The second media option is video. This will be associated with the camcorder icon.

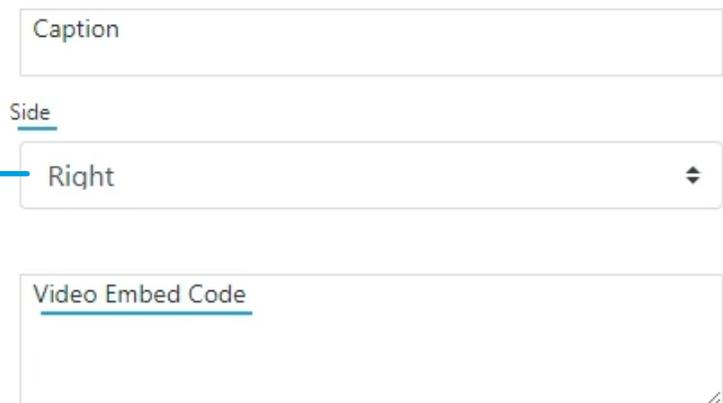


A screenshot of a web editor interface for configuring a video block. At the top left, there is a toolbar with icons for a camera, a camcorder (highlighted with a mouse cursor), headphones, and a mute icon. In the top right corner, there is a blue button labeled "advanced" with a plus sign. The main configuration area contains three fields: a text input field labeled "Caption", a dropdown menu labeled "Side" with "Right" selected, and a large text area labeled "Video Embed Code".

Videos **MUST** be uploaded to a free video sharing platform first. Here, you will be able to get the embed code that you can copy and paste into the "Video Embed Code" box. You may use platforms such Vimeo or YouTube.

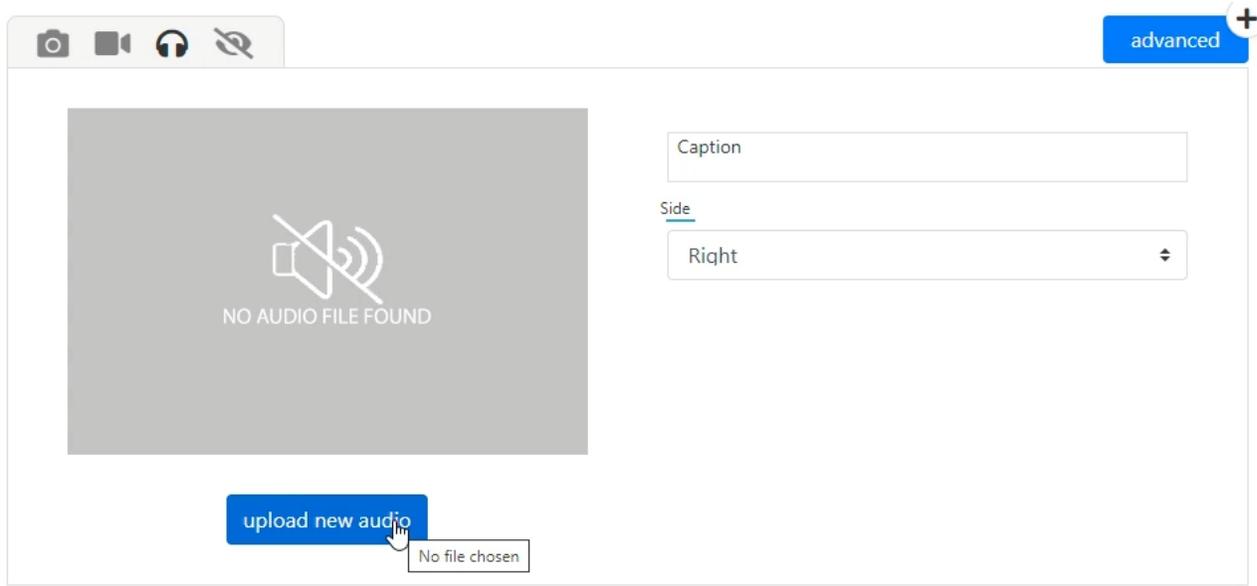
You may also insert a caption that will display below the video on your website.

Lastly, you can select how you would like the video to display according to the text. You may select Left or Right OR Above or Below.



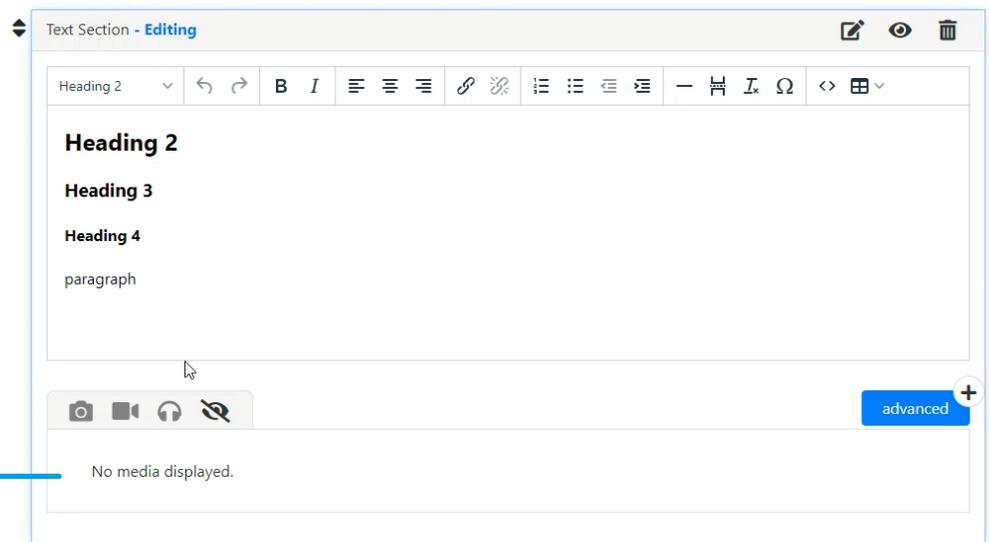
A close-up view of the configuration fields from the previous screenshot. It shows the "Caption" text input field, the "Side" dropdown menu with "Right" selected, and the "Video Embed Code" text area. A blue line from the text to the left points to the "Side" dropdown menu.

The third media option is audio. Here, you may upload an audio file. Do this by selecting "upload new audio"



Again, you have the option to input a caption and a display side.

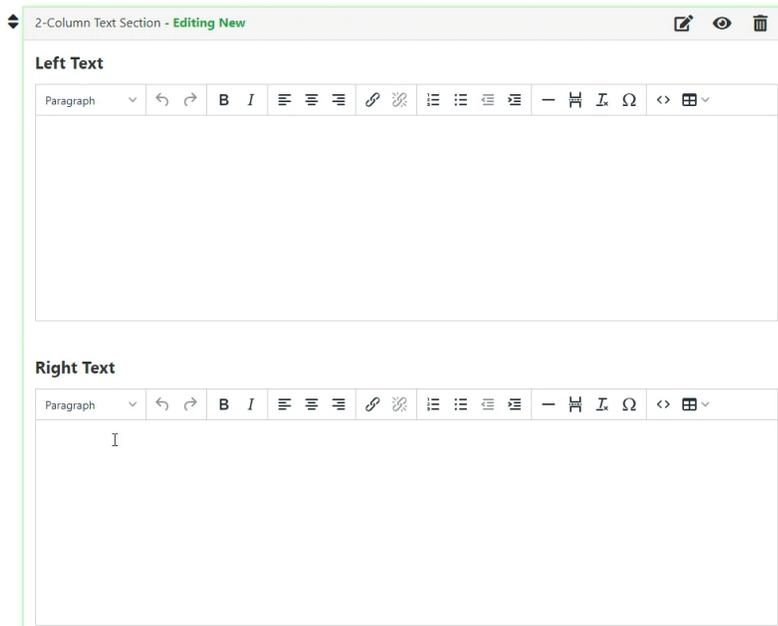
Finally, you have the option to display no media at all and instead, only display the text.



2-Column Text Block

1. The next option you will have is a 2-column Text Block. This type of text block allows for two side by side columns of text. The top block will be for the text that appears on the left and the bottom block will be for the text that appears on the right.

Note: There are no media options for this block type.



The screenshot shows a web editor interface for a 2-Column Text Block. The window title is "2-Column Text Section - Editing New". It features two text input areas, each with a rich text toolbar. The top toolbar includes a dropdown menu set to "Paragraph", undo and redo buttons, bold (B) and italic (I) buttons, text alignment options (left, center, right, justified), link and unlink buttons, bulleted and numbered list options, indent and outdent options, a link icon, and a dropdown menu with a grid icon. The "Left Text" area is currently empty. The "Right Text" area contains a single capital letter "I".

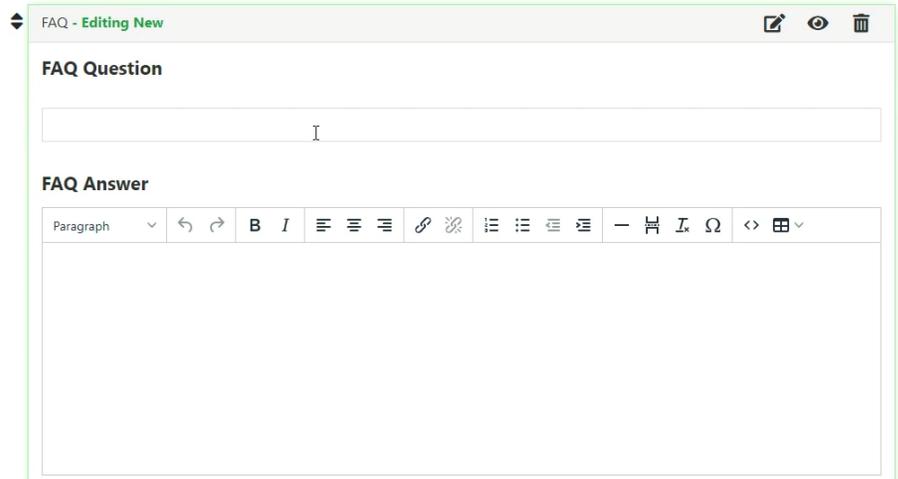
FAQ

1. The next option is for FAQ's. This block has a single line for a question and then a box for an answer.

✕ Test question

Test answer

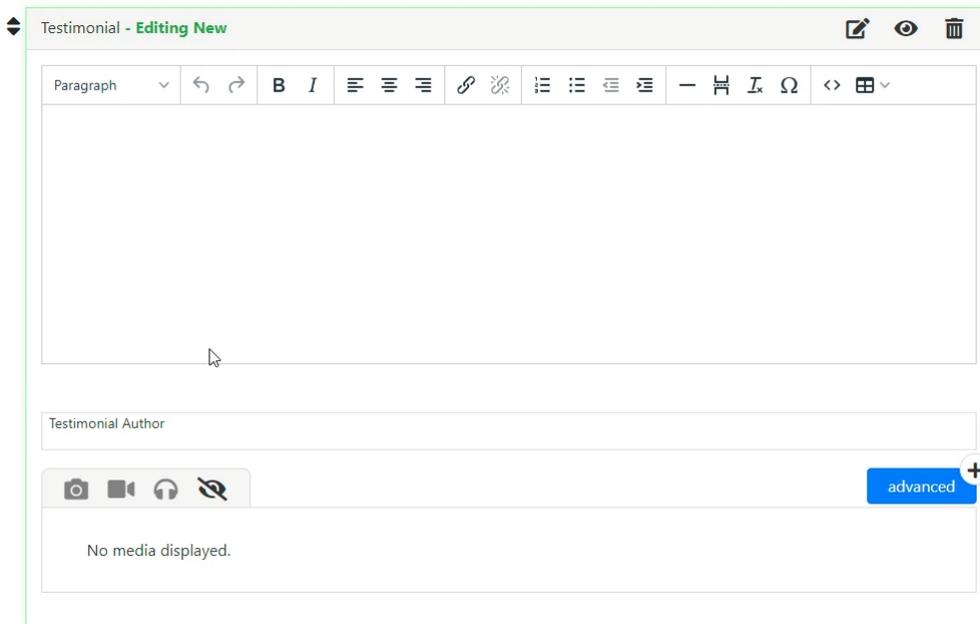
Note: These will display as a question on your site and when clicked on, display the answer below.



The screenshot shows a web editor window titled "FAQ - Editing New". It contains two main sections: "FAQ Question" and "FAQ Answer". The "FAQ Question" section has a single-line text input field with a cursor. The "FAQ Answer" section has a rich text editor with a toolbar containing options for Paragraph, Undo, Redo, Bold, Italic, Text Color, Background Color, Link, Unlink, Bulleted List, Numbered List, Decrease Indent, Increase Indent, Bulleted List, Numbered List, Decrease Indent, Increase Indent, Bold, Italic, Underline, and a dropdown menu.

Testimonial

1. Next, will be the option for a testimonial. A testimonial is a standard text block with an option to add the testimonial author below.

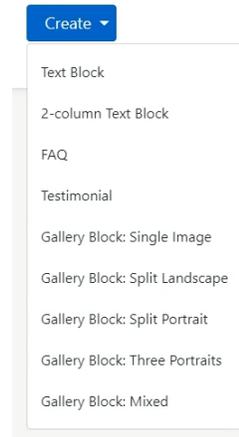


This is an example of a testimonial block on a website. It will be styled differently depending on the design of your website.

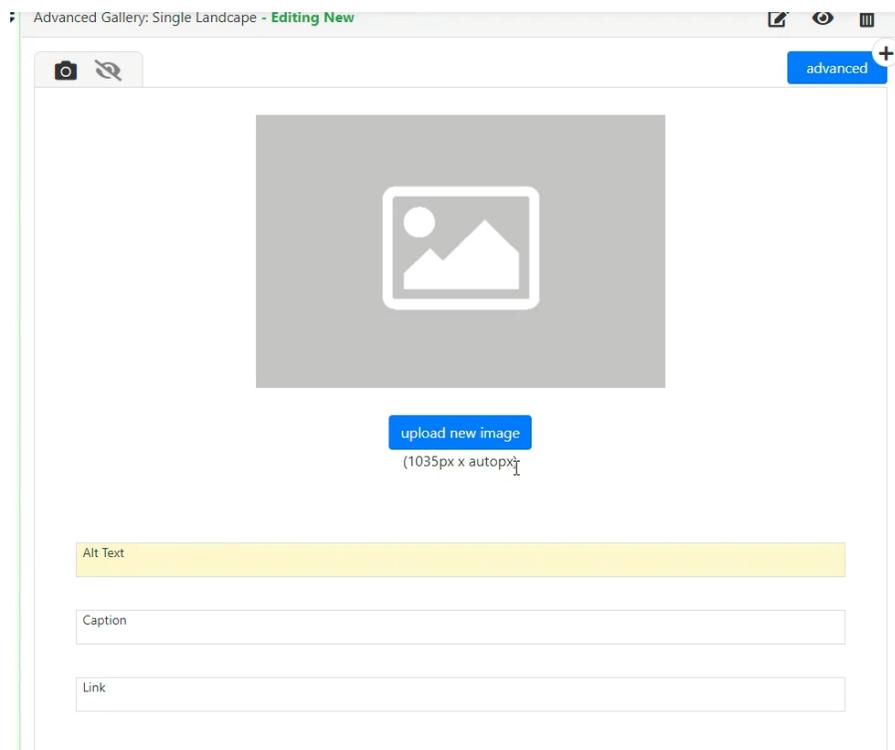


Gallery Blocks

1. Next, will be the options for gallery blocks. You will have the options Single Image,, Split Landscape, Split Portrait, Three Portraits, or Mixed.

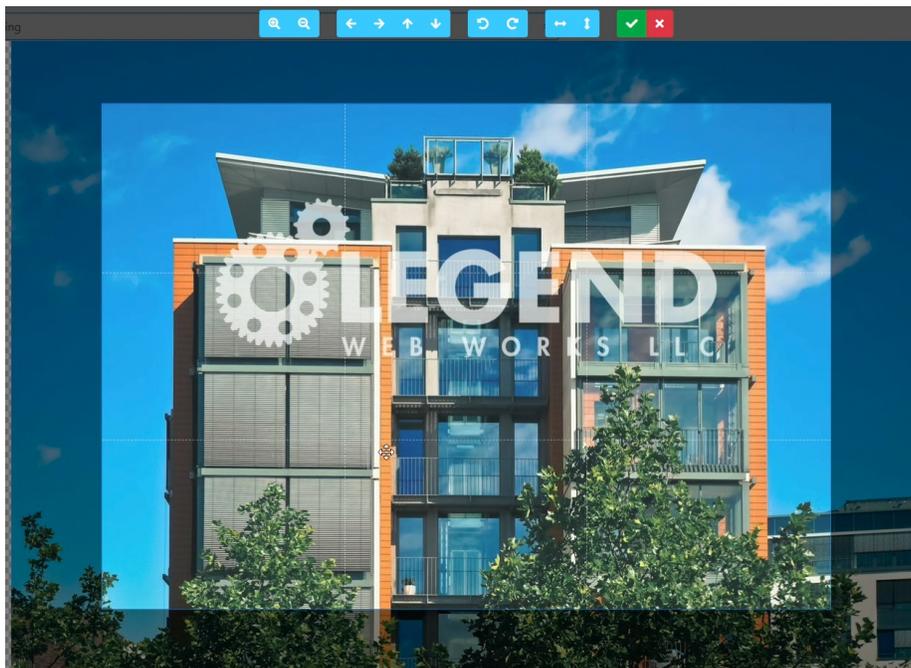


2. Each of these options will have a different specified pixel size. You will select the "upload new image" button to upload an image to your gallery block.



3. After selecting the image you would like to upload, the cropper tool will appear. Here, you can adjust the cropping of your image to match the specified image size. Select the green checkmark to upload the image.

Note: Anything grayed out will be cut off of the image.



4. Next, we will fill out the required field, Alt Text. This is a brief description of what you see in the photo, so that anyone who is visually impaired and using a screen reader can read about the image.

Alt Text	<input type="text"/>
Caption	<input type="text"/>
Link	<input type="text"/>

ALL text block options will have these options.



The pencil icon will allow you to edit your text block.

Clicking the eye will make your text block hidden on your website, but still visible in your admin tools. To make the text block visible again, click the eye again.

The trash can icon will delete your text block.



The expand tool will reopen the text blocks.

The collapse tool will collapse your text blocks, so that they are easier to drag and rearrange.