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

USING BLOCKS TO BUILD YOUR WEBSITE

Making your website on NHDWebCentral® is a bit like building a tower with blocks. You get to choose how to arrange your blocks for your audience. Just click the Blocks button in the upper right corner of the editor (it looks like four squares) to access all your blocks.

Basic Blocks

Block	What it does	Can I... ?
Section	The **Section** block allows you to organize within containers without having the same settings and formatting as the container.	
H1 Title	The **Title** block is like a big text box you can use for the page's title or a section heading. You can easily change the text inside to whatever you want.	**How do I change the color/font?** Highlight the text, and the Block Styling options will appear in the **Toolkit** on the right. Go to the **Font** section. Here you have options to change alignment (left, center, right), font, color, size, etc.
H2 Subtitle	The **Subtitle** block is like a text box with a medium-sized font that's great for section titles. It's a bit smaller than the **Title** block, and you can change the text to whatever you like.	**How do I change the color/font?** Highlight the text, and the Block Styling options will appear in the **Toolkit** on the right. Go to the **Font** section. Here you have options to change alignment (left, center, right), font, color, size, etc.
H3 Header	The **Header** block is another text box with a medium-sized font. It's perfect for section titles and a bit smaller than the **Subtitle** block. You can easily change the text to say whatever you want.	**How do I change the color/font?** Highlight the text, and the Block Styling options will appear in the **Toolkit** on the right. Go to the **Font** section. Here you have options to change alignment (left, center, right), font, color, size, etc.

USING BLOCKS TO BUILD YOUR WEBSITE (CONT.)

Basic Blocks (Cont.)

Block Quote	A **Block Quote** is like a fancy box that makes a quote stand out from the rest of the page.	**How do I change the color/font?** Highlight the text, and the Block Styling options will appear in the **Toolkit** on the right. Go to the **Font** section. Here you have options to change alignment (left, center, right), font, color, size, etc.
Text	The **Text** block lets you type and add text to your page.	**How do I change the color/font?** Highlight the text, and the Block Styling options will appear in the **Toolkit** on the right. Go to the **Font** section. Here you have options to change alignment (left, center, right), font, color, size, etc.
Text section	The **Text section** block is a ready-made part that has a heading and some text together.	**How do I change the color/font?** Highlight the text, and the Block Styling options will appear in the **Toolkit** on the right. Go to the **Font** section. Here you have options to change alignment (left, center, right), font, color, size, etc.
Image	The **Image** block lets you put pictures on your website.	**Want to center an image?** Check out **this video** for help on adding images and changing how they're placed (right, left, or center).

USING BLOCKS TO BUILD YOUR WEBSITE (CONT.)

Basic Blocks (Cont.)

Image & Citation	The I**mage & Citation** block is a ready-made part that lets you put a picture on your website and include a text box for giving credit right underneath.	**How do I change the color/font?** Highlight the text, and the Block Styling options will appear in the **Toolkit** on the right. Go to the **Font** section. Here you have options to change alignment (left, center, right), font, color, size, etc.
Image Slider	The **Image Slider** is like a photo album. You can make a slideshow of pictures.	**Adding More Slides:** If you want more than three slides, pick the last one, and click the duplicate button until you have as many as you want. **Different Multimedia:** Yes, you can use different types of multimedia in the slides.
Embed Multimedia	The **Embed Multimedia** block lets you upload different things like: • PDF files for reading. • Audio (MP3) files for listening. • Video (MP4, MOV) files for watching.	**Adding 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.
Link Block	The **Link block** lets you turn an image or text into a clickable link that takes you to another part of your website.	**Want to add a Link Block?** Check out **this video** for help on how to do it and how to link different pages together.
Link Text	The **Link Text** block lets you make a clickable link inside your website. When you make a link, the text will turn blue by default and change to purple after someone clicks on it.	**Can I make text into a clickable link on my website?** Yes, with this block, you can easily turn text into a clickable link.

USING BLOCKS TO BUILD YOUR WEBSITE (CONT.)

Basic Blocks (Cont.)

Custom Code	The **Custom Code** block lets you add or show HTML code on your website.	*Note:* *JavaScript is not supported and will be removed if added to the editor.*
auto-Nav	The **Auto-Nav** bar is like a smart menu that goes across your page. It helps you organize things neatly. You can even have hidden pages and subpages with it.	**Do I need to create Auto-Nav again for every page?** No, once you set the order in Auto-Nav on one page and add Auto-Nav to other pages, it will keep the same order.

Structure Blocks

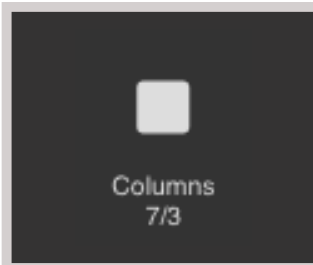| Block	What it does	Can I... ?
Horizontal Rule	The **Horizontal Rule** block puts a straight line across the page. It's like a divider to separate things on your page.	**Want to change the line's color?** Just click on the line, and the **Style Editor** will show up on the right side. Click the arrow next to **Decorations**, choose a background color, and click **Ok**.
Spacer	If you feel like your blocks are too close together, you can put some extra space between them using the **Spacer** block.	

USING BLOCKS TO BUILD YOUR WEBSITE (CONT.)

Easy Layout Blocks

Block	What it does	Can I... ?
2 Columns	The **2 Columns** block creates two equal columns. You can put things side by side in each column, like text boxes, pictures with captions, and more.	**Can I add more columns after I've already put a Columns block?** Yes, you can make a copy of a column, but if you want them to fit across the page, you'll need to adjust their sizes to make room.
3 Columns	The **3 Columns** block creates three equal columns. You can put things side by side in each column, like text boxes, pictures with captions, and more.	**Can I add more columns after I've already put a Columns block?** Yes, you can make a copy of a column, but if you want them to fit across the page, you'll need to adjust their sizes to make room.
4 Columns	The **4 Columns** block creates four equal columns. You can put things side by side in each column, like text boxes, pictures with captions, and more.	**Can I add more columns after I've already put a Columns block?** Yes, you can make a copy of a column, but if you want them to fit across the page, you'll need to adjust their sizes to make room.
Columns 3/4/3	The **3/4/3 Columns** block creates columns across the page. The middle column is wider. You can put things side by side in each column, like text boxes, pictures with captions, and more.	**Can I add more columns after I've already put a Columns block?** Yes, you can make a copy of a column, but if you want them to fit across the page, you'll need to adjust their sizes to make room.
Columns 3/7	The **3/7 Columns** block creates columns across the page. The right side is wider than the left side. You can put things side by side in each column, like text boxes, pictures with captions, and more.	**Can I add more columns after I've already put a Columns block?** Yes, you can make a copy of a column, but if you want them to fit across the page, you'll need to adjust their sizes to make room.

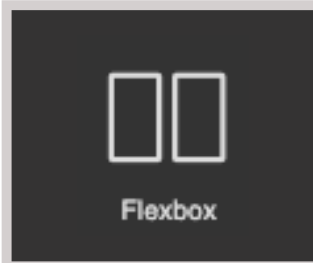# USING BLOCKS TO BUILD YOUR WEBSITE (CONT.)

Easy Layout Blocks (Cont.)

Columns 7/3	The **7/3 Columns** block creates columns across the page. The right side is narrower than the left side. You can put things side by side in each column, like text boxes, pictures with captions, and more.	**Can I add more columns after I've already put a Columns block?** Yes, you can make a copy of a column, but if you want them to fit across the page, you'll need to adjust their sizes to make room.
Flexbox	The **Flexbox** makes two columns that can be any size you want. You can adjust them to fit the page just right.	

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FAQ: How do I add these blocks to my website?

Answer: Adding blocks to your website is super easy! You just need to drag and drop them onto your page. Watch **this video** to see how it's done.

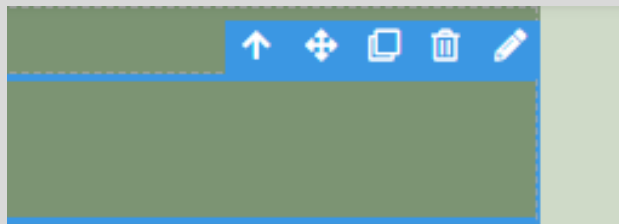For some things like pictures, videos, and files, you need to do a little extra:

- First, drag the block you want onto the page.
- Then, an upload box will appear (for things like multimedia, it'll ask you to double-click the box).
- You can drag what you want to upload onto the screen or from your computer.
- After you've uploaded it, wait for the **File uploaded** message in the top right corner before closing the window.
- Sometimes, videos and big files take a bit to upload and show up in the builder. When you see your file with a thumbnail in the right column, just click on it to add it to your website. To go back to your page, click the **X** in the top right corner of the files menu.

USING BLOCKS TO BUILD YOUR WEBSITE (CONT.)

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

Answer: You can edit each block by selecting it on your page. The **Style Editor** settings for that block will show up on the right side of the **Toolkit,** and you'll see a small menu appear underneath the element (like the image below).

Depending on the block, you might see these setting sections:
- Settings
- General
- Font
- Dimension
- Decorations
- Extra
- Flex

↑	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.