

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

USING BLOCKS TO BUILD YOUR WEBSITE

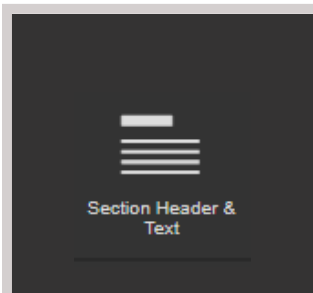
Making your website on NHDWebCentral® is a bit like building a tower with blocks. You get to choose how to arrange your blocks for your audience. Just click the Blocks button in the upper right corner of the editor (it looks like four squares) to access all your blocks.

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.	
 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? <u>Highlight</u> 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.
 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? <u>Highlight</u> 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.
 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? <u>Highlight</u> 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.

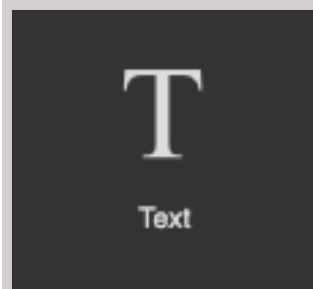
USING BLOCKS TO BUILD YOUR WEBSITE (CONT.)

Basic Blocks (Cont.)



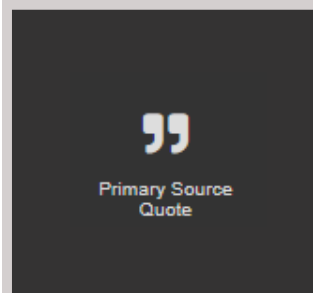
The **Section Header & Text** is a ready-made part that has a heading and some text together.

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.



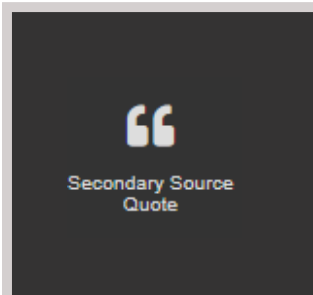
The **Text** block lets you type and add text to your page

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.



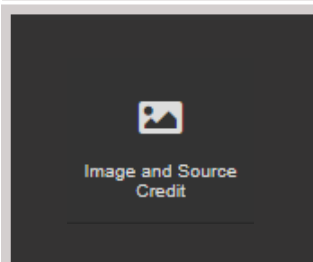
A **Primary Source Quote** is like a fancy box that makes a quote stand out from the rest of the page.

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.



A **Secondary Source 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.



The **Image and Source Credit** block lets you put images (and the required credit) on your website.

Put your image inside one of the **Easy Layout** options to help with your page formatting. Check out pages 18-19 for more information.

USING BLOCKS TO BUILD YOUR WEBSITE (CONT.)

Basic Blocks (Cont.)

 Embed MP3, MP4 or PDF	The Embed MP3, MP4, or PDF 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 this button into your container. Then, double-click to upload the PDF versions of your process paper and annotated bibliography.
 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.
 Navigation Button	The Navigation Button adds a button to your page. You use this button to take your view from page-to-page on 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.
 Hyperlink Text	The Hyperlink 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.
 Custom Code	The Custom Code block lets you add or show HTML code on your website.	Note: <i>JavaScript is not supported and will be removed if added to the editor.</i>

USING BLOCKS TO BUILD YOUR WEBSITE (CONT.)

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.	

Easy Layout Blocks

Block	What it does	Can I... ?
 Flexbox	The Flexbox makes two columns that can be any size you want. You can adjust them to fit the page just right.	
 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.

USING BLOCKS TO BUILD YOUR WEBSITE (CONT.)

Easy Layout Blocks (Cont.)

 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.
 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.

Extra & In Beta

 Image Carousel	The Image Carousel is like a photo album. It allows you to add multiple photos for viewers to scroll through.	Adding More Photos: If you want to add more photo slides, click the white plus button in the top right corner of the carousel box.
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USING BLOCKS TO BUILD YOUR WEBSITE (CONT.)



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.

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

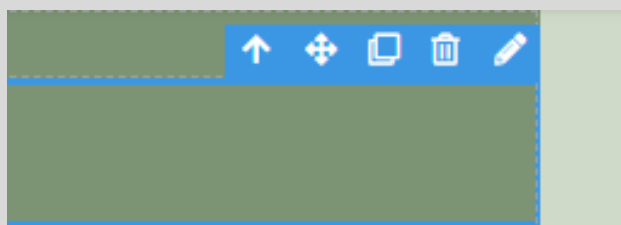
- First, drag the block you want onto the page.
- Then, an upload box will appear (for things like multimedia, it'll ask you to double-click the box).
- You can drag what you want to upload onto the screen or from your computer.
- After you've uploaded it, wait for the **File uploaded** message in the 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.)



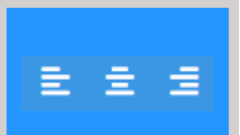
FAQ: How do I edit elements once they are added to a page?

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 to other pages on your website.
	The Justification buttons allow you to align your text element to the left, center, or to the right. This feature only appears for text elements.		