HOW TO EDIT A WEB PAGE

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Below is a description of how pages are structured; types of Blocks you can use, and a breakdown of a typical Group Website which describes the page elements, followed by some simple EDITING instructions and HELP/TRAINING options.

To see examples of other peoples' pages, visit the CBE Directory Profiles at https://cbe.osu.edu/directory/faculty-research-area and click through to a profile and then their website.

Faculty: If you haven’t already, you'll need to put the URL of your webpage into your Directory Profile in the 'webpage' field, overwriting your previous page if you had one. Just log into the top right corner of the COE Directory page https://people.engineering.osu.edu/ (see the directions for How to Edit Your Directory Profile).

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1. STRUCTURE:

COE websites use a Drupal platform.

Drupal uses a different sort of structure than most websites: The structure is not just a single content area that can be edited all at once-- it is a combined Layout. Layout Mode is unfamiliar to most people at first but is not hard to get the hang of, once you understand that the entire layout is comprised of the following:

a. Sections – Literally, a defined area of a page that is edited individually. It can be a single column that spans the entire page; 2 columns; 2 columns of different widths, like 75% and 25%; 3 columns; etc.

b. Content Blocks - Within each Section one can select different types of Content Blocks, such as Accordians, Text boxes, Lists of Links, etc. All actual content is changed or updated within these blocks.

c. A nice thing about Drupal is that each Section and/or Block can be dragged around to re-position it on the page.

So, counter-intuitively, to edit the page you don’t click on the page’s Edit button; you click on the blue Layout button shown below. More on that later.

<table>
<thead>
<tr>
<th>ABOUT</th>
<th>PEOPLE</th>
<th>DEGREES</th>
</tr>
</thead>
<tbody>
<tr>
<td>View</td>
<td>Unpublish</td>
<td>Edit</td>
</tr>
<tr>
<td></td>
<td>Delete</td>
<td>Layout</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Revisions</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Links Report</td>
</tr>
</tbody>
</table>

The flexibility of Layout allows one to change the look of the page by using different types of Content Blocks, as well as re-arranging the page by dragging a Section up or down.

However, significantly changing the structure of a page can be confusing, so if you wish to change the structure of your page, it is best to contact your Website Coordinator rather than try to do it yourself.
Sections: When you add a Section, you have the choice of the number of columns:

Most pages use either One-Column or Two-Column sections.

The width of each column can be changed as long as the total equals 100%.

For instance, a 75 percent / 25 percent split in which the column on the right is shorter.

Most COE pages use the 75/25 split for the top Section:

“Multi-Page” sites:

For ease of editing, most pages on the CBE site are a single page. Making a webpage that links to other pages is possible, but takes a lot more time and are more complicated to edit.

Here is an example:
This is a 75% / 25% section with a Link List block added to the right side.

Each of the red ‘buttons’ on the right are in the link list, and go to a separate page.

To make a page that links to other pages, you would need permission to be a Site Manager, which would give you access to the entire website. This might not be ideal.

Consider carefully how valuable it would be to have different “pages” on your site and then if you really want them, contact the department website manager who would need to make the pages with the names desired, add your name as an author to each page, and then you can edit everything and link it all together.

More info:
https://ets.osu.edu/drupal-help/site-management-and-structure-overview/taxonomy
2. TYPES OF CONTENT BLOCKS

Most content is in a Freeform Text box, or an Accordian.

**Freeform Text** is just what it says: A block in which you can put Word-type content, including pictures, graphs etc. Below is a Freeform Text block with an embedded video:

**ABOUT US**

Led by Professor David W. Wood, our work seeks to develop highly useful biotechnologies through engineering proteins for specific applications. So far, these applications include new ways to purify recombinant proteins, bacterial biosensors that incorporate human drug targets, and new capabilities in drug discovery and drug delivery.

- Learn more about the Applied Protein Engineering Group in the video at the left.
- To view in full screen mode, click on the Play button and then on the square in the bottom right of the video.
- Professor Wood is currently accepting students.

**Accordinans** are small rows that open up like an accordian to reveal a larger content area. This allows you to keep the length of your page shorter, while having extended content contained on one page. Accordians can contain text, pictures, and links.

Accordians can either go across the full width of the page if placed in a full-page section, or across half of it if it is placed in a 2-column page section.

Below are some accordian blocks housed in a 2-column page section:

Accordians can either be added as separate blocks, or as one block to which other accordians are added. Maintaining content is much easier if each accordian is added separately.

Below is an example of a list of links in an Accordian:
**Accordion Color:** To change the color of an accordion from the default Scarlet:

Put ‘header-bg-gray’ in the Custom Class field at the bottom of the entry to make a gray bar with a red accent on it.

Put ‘header-bg-dark-’ in the Custom Class field to make a black accordion.

**Link List** – This type of block is used just for a list of items that you can embed links to, like publications, lists of funders, or external resources etc. The entire list is visible within one block. That is, it doesn’t expand like an accordion; everything is visible at root level.

The “Navigation Buttons” at the top of many pages are actually a Link List that connects to Anchors on the respective section of the page. (eg the Research button links to the Research Anchor on the Research section.)

**Anchors (eg, anchors used to make the “navigation buttons”)**

Anchors mark a spot on the page that the reader can jump to via a link. More on this later.

**Tiles** – Can be used for things like showing a row of pictures of students or collaborators.

**Vertical Spacer:** A Vertical Spacer can add either white space or a black, gray or scarlet line before or after your section to break the page up. It can be a thin line or bar or a double-width bar.

**News Grid:** The news grid accepts articles that have been tagged on the main CBE website so that they appear in your page’s news stream. Any article that mentions a faculty member or one of that faculty member’s students is tagged with the faculty name and so the story will appear on that faculty member’s page.

**Twitter** - Embedded iFrame is for things like Twitter feeds. NOTE: Twitter’s new policies have prevented us from posting our Twitter feed to the main page, as it now appears as “Nothing to see here.” However, they appear to still work on peoples’ individual pages. See William Wang’s page at https://cbe.osu.edu/william-wang-laboratory-soft-matter-research:
Media:

You can add pictures/illustrations/graphics, documents (PDFs) and also link to videos on YouTube. Videos have to be less than 8mb.

**Any form of media has to be uploaded and linked to, not just copied and pasted in.**

**IMPORTANT:** Name all media prefaced with the faculty name, eg, "Fan chemical looping graphic" so that you can later search for it. Prefacing each image or graphic with the faculty member’s last name will make it much easier to find and insert into the page later if the link gets broken or the page is being rebuilt.

Images must be a certain minimum size to upload. The system will give you a message if you try to upload an image that is too small or too large.
3. PAGE ELEMENTS

Commonly used components on a page include the following.

TOP BANNER:

The header at the top of your page is a Background Image Content Box. It can be plain white, grey, or contain an image.

Alternatively, you can have a Hero Banner if you want a larger area for a picture in the background.

The grey 'navigation buttons' across the top of the page are actually a type of content block called Link List that also uses Anchors. The buttons jump to the respective content on the page:

![Top Banner Example](image1)

ABOUT:

Below that is a general ‘About’ section that can contain elements such as a Faculty Bio, Google Scholar link, etc. Clicking on the faculty’s picture or name should take the visitor to the faculty member’s Directory Profile page.

The Directory Profile is editable only by a faculty member. It can function as a mini website and hold information such as your Publications list, Awards, Education, Research foci, Teaching Philosophy etc., and also have links to Google Scholar, Orcid, PubMed, Web of Science, Scopus and so on. It can also have videos such as lab demonstrations or a personal video introduction.

![Profile Page Example](image2)

There really isn’t a need to post Publications on both the Group Website as well as the Directory Profile, because that means there are two places to make updates.

Same for Awards and a Faculty Bio – An effective approach is to have the Group Website focus on the research vs. the faculty member per se, and keep all faculty bio information in the Directory Profile.
There really isn’t a need for those on a Group Website because those things could be under the Directory Profile, which is linked at the top right corner of most pages, like below.

Here is another example of a Group Page that leads off right away with a Research description and has links to recent papers and a CV underneath:

**RESEARCH**

The Research section should contain information about current research initiatives. In the example below, each ‘accordion’ opens up to more information:
GROUP MEMBERS

Your group may want to include different types of information on your group members. Here is an example that includes group awards, as well as alumni:

![Group Members](image)

NEWS

The News Grid (“Our Group in Ohio State News” or “Our Lab in CBE News” etc., whichever you prefer) is set to receive news mentioning you or your lab that appears on the main CBE website, allowing your site to have updated content with no effort from you.

The number of articles and the way they are shown can be changed. News can appear as 3-8 articles, either as text blocks or links, with or without the featured image from the article.

![News Grid](image)

Note: On the GRADUATE tab on the main CBE website, there is a page that also contains an automatic news feed just for news about our grad students in general:

[https://cbe.osu.edu/graduate-student-news-and-achievements](https://cbe.osu.edu/graduate-student-news-and-achievements)

Some faculty also have a section that links to external podcasts or recorded talks they have given:

![Podcast Links](image)
Some faculty have Group-level news and Announcements (publishing news and announcements which are intended mainly for the faculty member’s group members). These are for items that you want to share with your viewers that aren’t posted on the main CBE page.
PUBLICATIONS

Many faculty include lists of their entire slate of publications, with a separate accordion for each type:

Other faculty don’t want to have to update their page so often, so they include just the most recent publications, with links to Google Scholar, PubMed, Orcid etc.

Below is a page that features just 6 recent articles, with live links: https://cbe.osu.edu/getman-fluidsolid-interface-engineering-group

Another option is to simply link to one’s updated CV on one’s Directory Profile page.

OTHER SECTIONS

In addition to these sections, some faculty also have other sections, such as

RESOURCES (lists of their active funding and/or links and downloads)

FACILITIES AND EQUIPMENT (a gallery showing the types of equipment available in the lab)

OUTREACH.

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4. **PAGE DESIGN OPTIONS**

**Color:** The background color of the headers, lines, and background color of the page or block can be black, scarlet, grey, or white if your overall background is black.

**Accordion Color:** To change the color of an accordian from the default Scarlet:

Put ‘header-bg-gray’ in the Custom Class field at the bottom of the entry to make a gray bar with a red accent on it.

(“header-bg-gray title-align-left” is how you make an Accordian that looks like this:

```
| Our Research |
```

Put ‘header-bg-dark-’ in the Custom Class field to make a black accordian.

See the link for Custom Class Codes for more info - [https://ets.osu.edu/drupal-help/creating-content/custom-blocks-custom-classes](https://ets.osu.edu/drupal-help/creating-content/custom-blocks-custom-classes)

**Header Position:** A header can either be centered or flush left. See the Custom Class Codes.

**Displaying Groups of Things (Group Members, Equipment Lists etc.)**

For showing groups of things or people, such as Lab Group Members, Alumni, or Collaborators, or Facilities/Equipment, there are several options:

1. **Word Document** – Create the data in Word, upload the file to the website, and then link to it. Below, David Wood’s page ([https://cbe.osu.edu/wood-laboratory-applied-protein-engineering](https://cbe.osu.edu/wood-laboratory-applied-protein-engineering)) uses a Complete List of Current Students/Alumni, to which a user opens by clicking on the red DIRECTORY button.

2. **Tiles** – Tiles are a form of Content Block which creates individual blocks for each person’s photo/name. David Wood’s page, above, uses tiles, as does Umit Ozkan’s:
Ozkan’s page also links to student bios which are hosted externally.

3a. Accordian – An Accordian offers flexibility and can be used in various ways. When clicked, it expands to a larger text area where pictures, links, tables etc. can be added.

Accordians can either be added one at a time as a separate block, or you can add one Accordian block and add multiple Accordian entries to the one block.

It is easier to maintain content if each Accordian is a separate block.

Accordian Color: To change the color of an accordian from the default Scarlet:

Put ‘header-bg-gray’ in the Custom Class field at the bottom of the entry to make a gray bar with a red accent on it.

Put ‘header-bg-dark’ in the Custom Class field to make a black accordian.

Below is a great way to list Group Members as an accordian that links to Directory Profiles:

That opens up to a group photo and a list of clickable links:

By clicking on the names, the visitor is taken to the student’s Directory Profile:
To make these links, highlight the typed name of the person in your text, click on the Link icon in the Rich Text Tool Bar at the top, and start typing the person’s name or last name in the URL field. Their name will pop up if they are in the Engineering People Directory.

Just like faculty, each student would need to edit their Directory Profile in order to add a picture or whatever other information they wanted to post by visiting people.engineering.osu.edu.

Directions on how to edit one’s Directory Profile are on the cbe.osu.edu website under About / Department.

The link will also work if they do not do this; it will just be their name/title:

3b. Accordian or Freeform Text Box with pictures posted in text area - see Asthagiri page at https://cbe.osu.edu/aravind-asthagiri-group-computational-catalysis
3c. Accordian with just a simple list:

<table>
<thead>
<tr>
<th>National Awards and Honors</th>
</tr>
</thead>
<tbody>
<tr>
<td>• 2018 NSF Graduate Research Fellowship, Michael Charles. Michael was a representative at the 23rd United Nations (U.N.) Conference on Science, Technology, and Innovation (UN-CTI) in Geneva, Switzerland.</td>
</tr>
<tr>
<td>• 2018 Young Researcher Travel Award, Process Systems Engineering International Symposium, Topajyoti Ghosh</td>
</tr>
</tbody>
</table>

3d. Accordian with a Table:

<table>
<thead>
<tr>
<th>Alumni and Previous Visitors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>------</td>
</tr>
<tr>
<td>Dr. Vyom Thakkar</td>
</tr>
<tr>
<td>Dr. Yazeed Akeissa</td>
</tr>
<tr>
<td>Dr. Utkarsh Shah</td>
</tr>
<tr>
<td>Dr. Michael Charles</td>
</tr>
<tr>
<td>Ms. Arita Sen</td>
</tr>
</tbody>
</table>

3. Create a Mini-directory. This is complicated and not advisable to try unless you have a lot of background in html and website authoring.

The most reliable way to keep anything updated is the simplest way, which would be using an Accordian or Text box.

**SUGGESTED STYLE GUIDE:**

Header:

Background Image Content Box.

Background Image Optional.

Do not display title.

Site name goes in the Content Boxes / Add New Text Box.

Dark Background Centered.

Vertical Spacer:

Single Space (no rule).
Dark.
Rule Color: Dark. (Use White to just add black space).
Width: Full.

Nav Buttons:
Link List.
At bottom: Custom class: buttons-gray four-columns
Do not display title.
URL: /aravind-asthagiri-group-computational-catalysis#research
Link Text: Research

About:
2 column Section, 75% / 25 %.
On Left:
Accordians for:
Focus
Faculty Bio
Summary of Works or Funding

On Right:
People block:
Content Grid.
Manual.

Research:
Accordian.
Display title.
Custom Class: anchor-name-research header-bg-gray title-align-left
Group Members:
If a list, then Accordian. Display Title.
If pictures, then Content Grid.
Custom Class: anchor-name-group-members header-bg-gray title-align-left

News:
News Grid.
Display title.
Filtering: Include all stories whether or not they have a featured image.
Freeform Metatag: Asthagiri (Freeform metatag added to all articles for that faculty).
Ignore “Promoted to Front Page”, no filter.
“More” link text label: Department News
Custom Class: anchor-name-news header-bg-gray title-align-left
View Mode: 4 Articles (or however many you want).

Publications:
Accordian
Custom Class: anchor-name-publications header-bg-gray title-align-left
5. **PAGE EDITING**

Since some people will skip directly to this part instead of reading the whole document, this first part of this section is a repeat from the part on Structure, that starts on Page 2.

Understanding the Layout Builder, Structure, and Content Blocks is the entire basis for success in managing your website.

Also, remember not to try to add too much to the page at once, or it will crash. Build the page in increments, save often in between, and remember to hit the final SAVE LAYOUT button or you’ll lose all your work.

**

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</tr>
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<tbody>
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<td>View</td>
<td>Unpublish</td>
<td>Edit</td>
</tr>
<tr>
<td>Delete</td>
<td>Layout</td>
<td>Revisions</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Link Report</td>
</tr>
</tbody>
</table>

The flexibility of Layout allows one to change the look of the page by using different types of Content Blocks, as well as re-arranging the page by dragging a Section up or down.

However, significantly changing the structure of a page can be confusing, so if you wish to change the structure of your page, it is best to contact your Website Coordinator rather than try to do it yourself.
Sections: When you add a Section, you have the choice of the number of columns:

Most pages use either One-Column or Two-Column sections.

The width of each column can be changed as long as the total equals 100%;

For instance, a 75 percent / 25 percent split in which the column on the right is shorter.

Most COE pages use the 75/25 split for the top Section:

***

Note that there are a lot of “Saves” to do, including a final SAVE LAYOUT at top left. **If you don’t do all the saves, your changes will be lost.**

1. **Log in** - At the very bottom right of your page, log in with your usual credentials. You must be added to the system before you can log in. Contact your CBE website coordinator if you cannot log in.
If you are successfully logged in, you should then see something like this near the top of the page:

2. **Click the blue "Layout" button** and go to the section you want to edit. Drupal 8 uses Layout Mode for nearly all content creation and editing of a page. Many people intuitively want to click on ‘Edit.’ This isn’t what you want – you’ll only be able to edit the top block, change the name of the whole page, or edit/add the names of people who can edit the page if you use just the Edit button. Seems silly, but it is what it is.

3. **Edit or Add the Section** - Hover your mouse over the section or block, and a little pencil in the top right corner of the block will appear. Click on it and then select Configure. Most editing is always done on the right, with this little pencil.

Content is contained in Blocks, within Sections.

If you want to add an additional section of content to your page that isn’t already there:

To add a section that has several columns of text on a page, click on one of the “Add section” rows on your page, and choose the number of columns you want.

Then click on one of the rows that says “Add Block” that was added to your page.

Sections are modular, so they can be dragged up or down, or into different columns within a Section. So if you decide you want 3 columns instead of one, create a new section, then add or drag your blocks into the new respective columns.
If you want to just add a new content block to an existing section, you should already have several “Add Block” rows that you can use directly to add a content block to.

Click on one of the pre-existing “Add Block” rows that should already be in your page and choose from Accordian, Freeform Text box, etc.

**ADDING PICTURES:** Open the area where you want the picture and click where you want the image. Click on the Media icon in the editing tools. In the image below, it is the one on the bottom right.

If the picture has already been posted on the CBE website in a story, you can try searching. Type the faculty member’s last name in the Name field and select Apply Filters:

Otherwise, click on Add File / Choose File and navigate to where the picture is located on your hard drive, upload it, and select "Insert Selected." Refer to the instructions on title images above.

To make sure a picture of a person’s face doesn’t get cut off, position the “+” symbol between the eyes of the person.

It sometimes works better to Add Content first, and THEN insert it vs. trying to add it the same time as another element, like an Accordion.

You can add an image directly to the page somewhere by making one of the single columns into 2 columns, and then adding a Text Box and inserting the image into one column, and transferring the original contents of the single column into the other column.
After you have inserted the picture, you can click on the Media button, Edit Image, and then change the size, choose whether or not to give it a caption, and decide whether it should appear on the left, right, or centered.

To link to a PDF instead of an image, click on the word Document on the left after you click on Add file / Choose File. Note: It is best to avoid linking to PDFs due to Accessibility issues.

You can link to a remote video on YouTube the same way.

**NAVIGATION BUTTONS AND ANCHORS / JUMPS**

The buttons that say Research / News / Group Members / Publications etc at the top of the page are used to help the visitor jump to certain sections.

The buttons are actually a type of block called a LINK LIST that connects to Anchors on the respective section of the page. (eg the Research button links to the Research Anchor on the Research section.)

You can either follow the directions below, or read the directions that ETS put together, which shows you how to do it in different ways:

https://ets.osu.edu/drupal-help/creating-content/anchor-links

***

Make your Anchors first:

**To make Anchors:**

- Choose Layout option (blue button at top)
- Go to the title of the section you want to link to, eg:
  
  ➤ Research

- Click on the pencil at top right of the Research section and click Configure to open it.
- Scroll down to the bottom.
- If it isn’t already there, add ‘anchor-name-research’ to the Custom Class field. (In this example, we are jumping to the Research section).

You should see something like this:
If there is already some Custom Class code there, you can add your new anchor by leaving a space between the existing custom class code and your anchor code:

```
header-bg-gray title-align-left anchor-name-research
```

(“header-bg-gray title-align-left” is how you make an Accordian that looks like this:

```
Our Research
```
)

NOTE: ANCHORS and LINKS are case sensitive.

Your anchors and links can be either uppercase or lowercase, but must match one another.

In the graphic above, the title of the page, Research, is what shows on the page if Display Title is checked.
To make or edit the “Navigation Buttons”
Click Layout button and go to the buttons, click the pencil and Configure.
Or add the Link List block from scratch.
At the top under Block Description, do not check “display title”.
At bottom it should say:
Custom class: buttons-gray four-columns for 4 buttons

![Custom class](image)

Or Custom class: buttons-gray five-columns for 5 buttons etc., depending on how many buttons you have/want.

Note the hyphens – they must be exact.

In the Links list URL boxes, start typing the name of the page you are working on, and a selection should pop up underneath.

Something like: /nameofpage#research; for example Gatman Fluid/Solid Interface Engineering Group, which the website has encoded as /getman-fluidsolid-interface-engineering-group

Note that it made the phrase Fluid/Solid in the title appear as fluidsolid.

Select it.

In the Link Text block, put the name of the anchor you are jumping to, eg Research. This will appear as the title of the grey box that serves as a ‘navigation button’, not the actual anchor. The Link List will capitalize everything so it will look like this on the page:

![Link List](image)

Now you will have a Link List that looks something like this:
Click Update / SAVE LAYOUT.

Test the nav button link.

**Back to top of page** – To allow the user to quickly get back to the top of your page, add a Free Form Text block.

Type the phrase you want to use (Back to top; Back to top of Hall Group page; whatever you want).

Highlight that text, then go to the Link icon in the Rich Text Toolbar at the top (shown here as the last icon):
In the URL box that opens, start typing the name of the page you are editing, such as Hall Research Group.

Before you finish typing the phrase, the page name should pop up below.

Select the name of the page and hit Update.

It should then look like this:

Click Update / Save layout.

**News Feed** – “Our Lab in Ohio State News” or “Our Lab in CBE News” - Automatically feeds tagged news content about the faculty member and faculty member’s students into their page. This only works for articles posted on the main CBE website by the department.

In a different section (see Group News, below), groups can also directly post their own news items about individuals joining the group, getting their PhD, etc. and these do not need to be tagged.

To set up a News feed, ask your CBE Coordinator or follow the instructions below.

Instructions:

1. Click on Layout.
2. Click on Add Block, News Grid.
3. Click on Filtering and choose whether to include stories without a featured image.
4. Under Internal Category: this can be used to pull articles that have been put into a certain category like Alumni, Faculty, Grad Student, Research
5. Under Freeform Metatag, type the last name of the faculty/group whose news you want to feed into your site. (eg Wood). THE DEPARTMENT ALREADY TAGS ALL NEWS ARTICLES WITH FACULTY NAMES, so these will feed directly into your Our Lab in Ohio State News section.
6. Ignore Promoted to Front Page, no filter.
7. “More News” link text label: type in here: News from the Department so it is clear it is not more news about the Lab.

8. To have the section name aligned left, put anchor-name-news title-align-left in the Custom Class field.

9. View Mode: Medium 8 articles works best; pix are included. The articles can also be just text.

10. Add block and do all the saves.

**Group News –**

To add a section to post news about your group, first decide how you want it to look. If 2 columns, click on Add Section and add 2 columns, then Add Block. Otherwise just click Add Block.

Choose Accordians, Freeform Text Block, or Tiles, depending how you want your items to appear.

Add your content and do all the saves.

You could also try a Content Grid, but the options above seem to work better.

**Vertical Spacer** - To add blank space or lines around content on the page

To edit a block, for example Publications:

1. Click on Layout
2. Scroll down the page
3. Hover over the right corner of the Publications block
4. A small pencil should appear
5. Click on that
6. Click on Configure
7. Click on the accordian named Publications / Edit
8. Edit (copy / paste works, or just type it in)
9. Click Update Accordian
10. Click the blue Update button
11. Then go to the top and click the blue button on the left, 'Save Layout.'

IMPORTANT: You must remember to click on all the buttons for Updates/Adds/Saves, especially the final **SAVE LAYOUT**, which is the blue button at the top left corner of your main window, or all your changes will be lost.