Adding and working with blocks

IMCOM Enterprise Web

Tutorial 3

Version 1.81

Standard Operating Procedures

Friday, May 22, 2020

Contents and general instructions

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General instructions:

FORMERLY TUTORIAL 2B. New pages are being added frequently. Dates are for the latest versions.

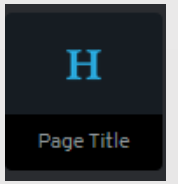
IMCOM Enterprise Web documentation can be found on IEW Pro Central, https://homeadmin.army.mil/imcom/index.php/contact/webmaster-1/pro-central
These tutorials also serve as SOP for IMCOM Enterprise Web.

IMCOM GUIDELINES:
The dark gray boxes are policy reminders.

Blue boxes offer helpful explanations

<-- added or substantially new since last version

Adding blocks in general (Page Title



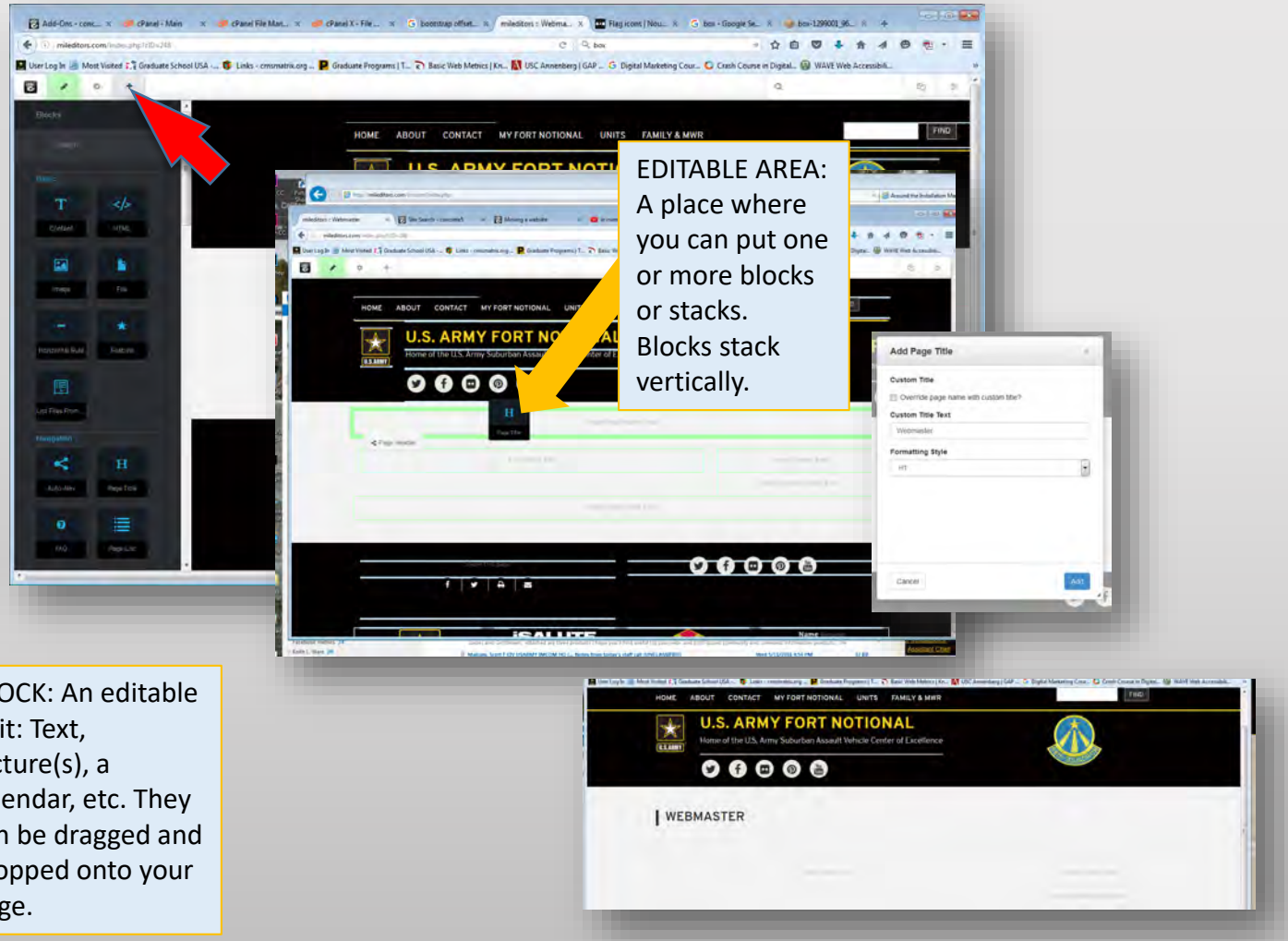
- ❑ Click the Add Content icon whether or not you are in Edit mode

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..



Wrapping blocks in styles

IMCOM GUIDELINES:
Use only the box styles listed on the Available Styles page.

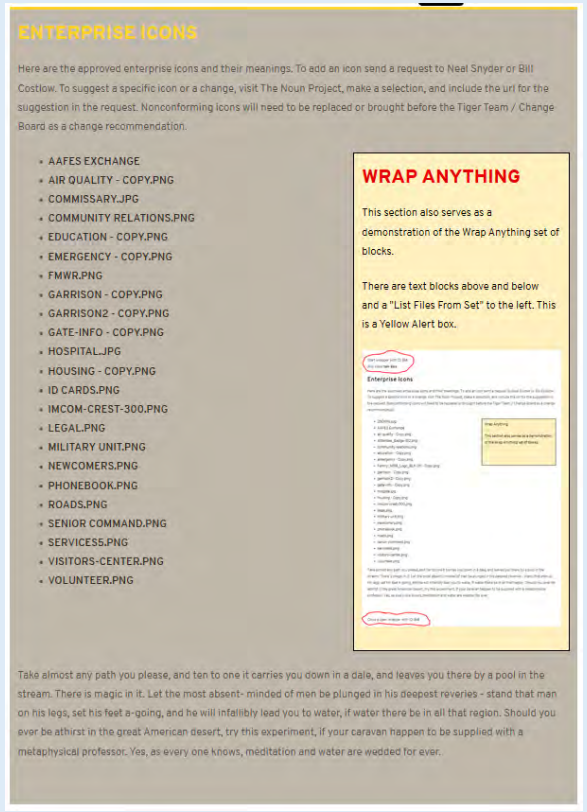
WRAPPER STYLES

The modified Stucco theme includes several highlight styles to give your blocks of text more emphasis and variety. They can be accessed three ways:

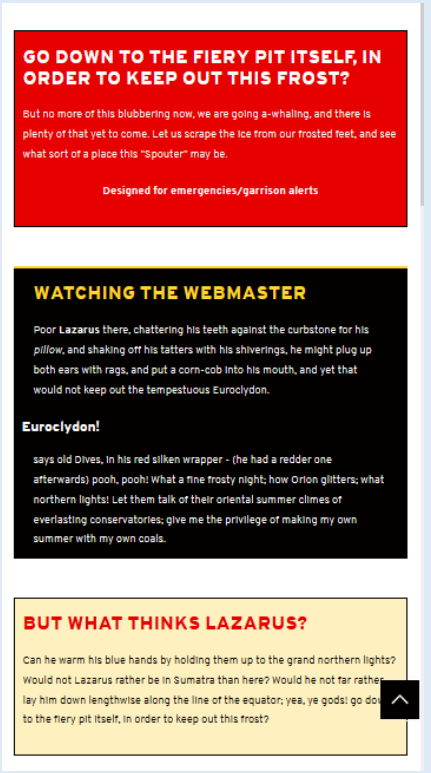
1. Use the "Wrap Anything" blocks. These consist of two blocks placed immediately above and below the block(s) you wish to modify. See the Wrap Anything pages in this tutorial.
2. Use one of the pre-made "box" blocks, such as Black Box Feature or Red Alert Box.See the appropriate block page in this tutorial
3. Click on the box and select "Design and Custom Template." Click the gear icon. Type the name of the style into the Custom Template box. Hit Enter and click the blue Save button.

What to use?

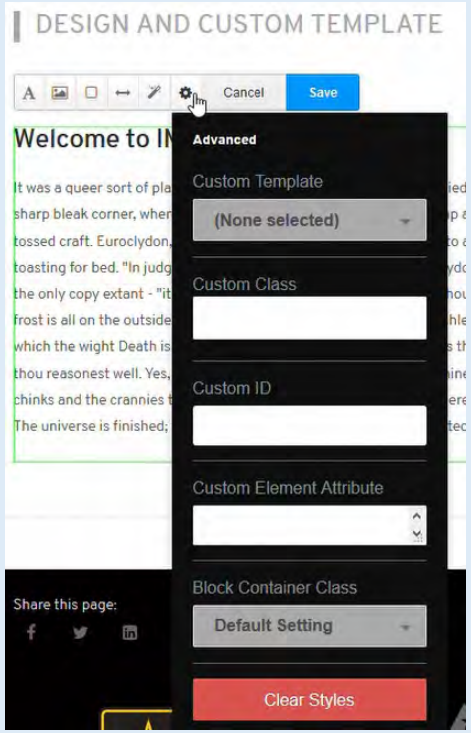
Complicated?
Try Wrap Anything



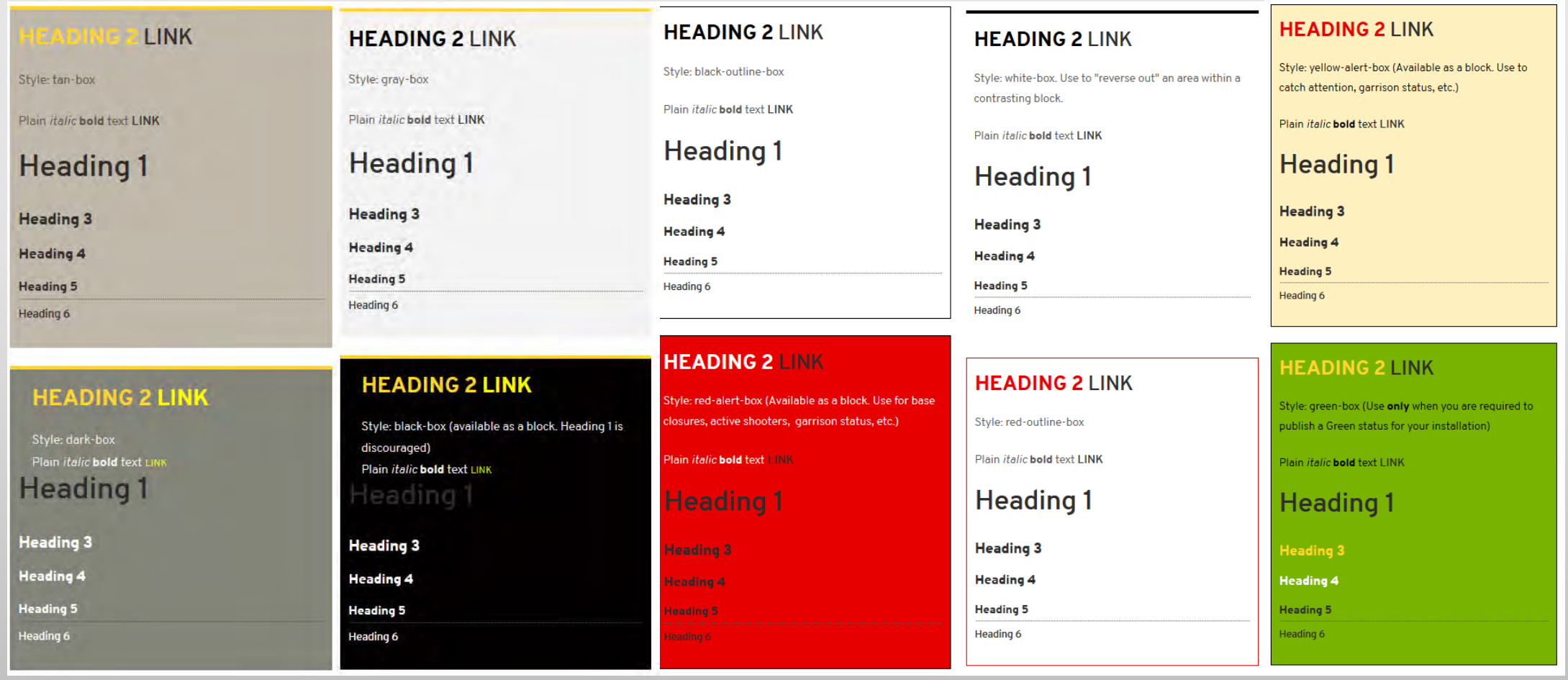
Fast & Simple?
Use pre-made box blocks



Something specific?
Design & Custom Template



Wrapper Classes available



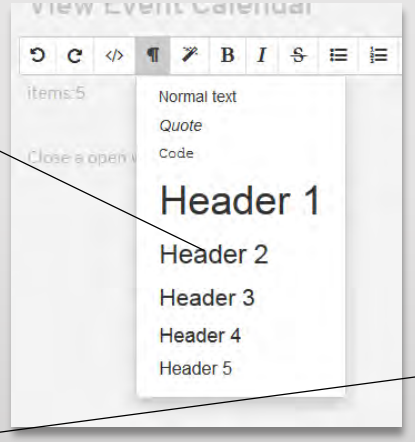
Block: Wrap Anything Start

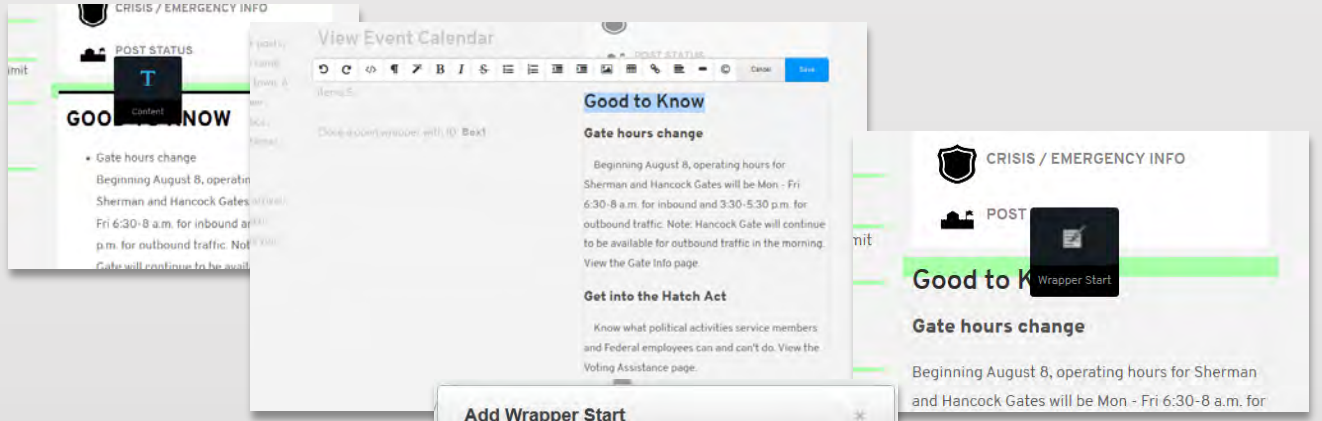
Wrap Anything is actually a pair of blocks: “Wrapper Start” and “Wrapper Close.” The blocks you wrap don’t change their behavior, just their looks.

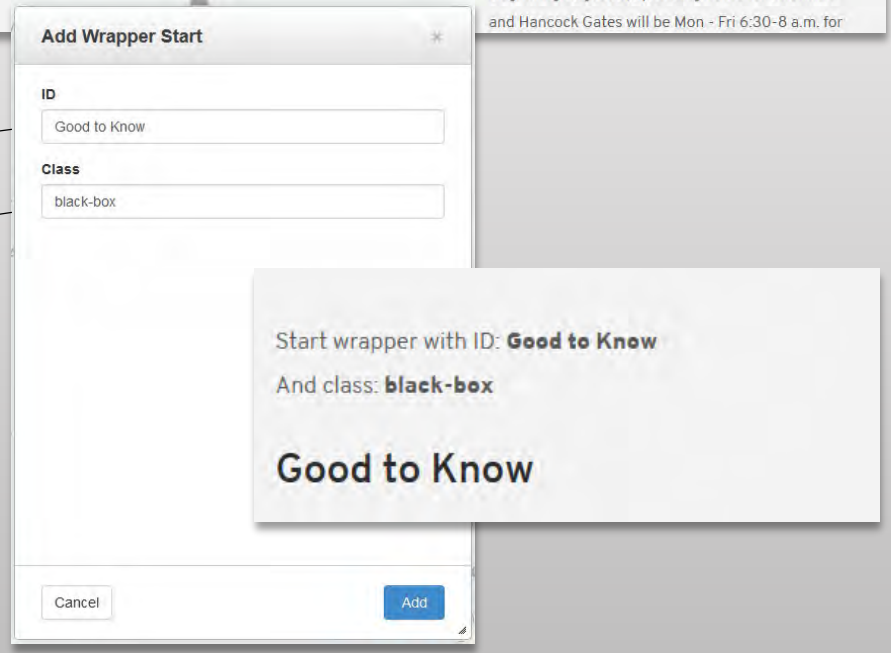
Changes the appearance of any block or set of blocks it “wraps” around.

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.

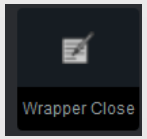






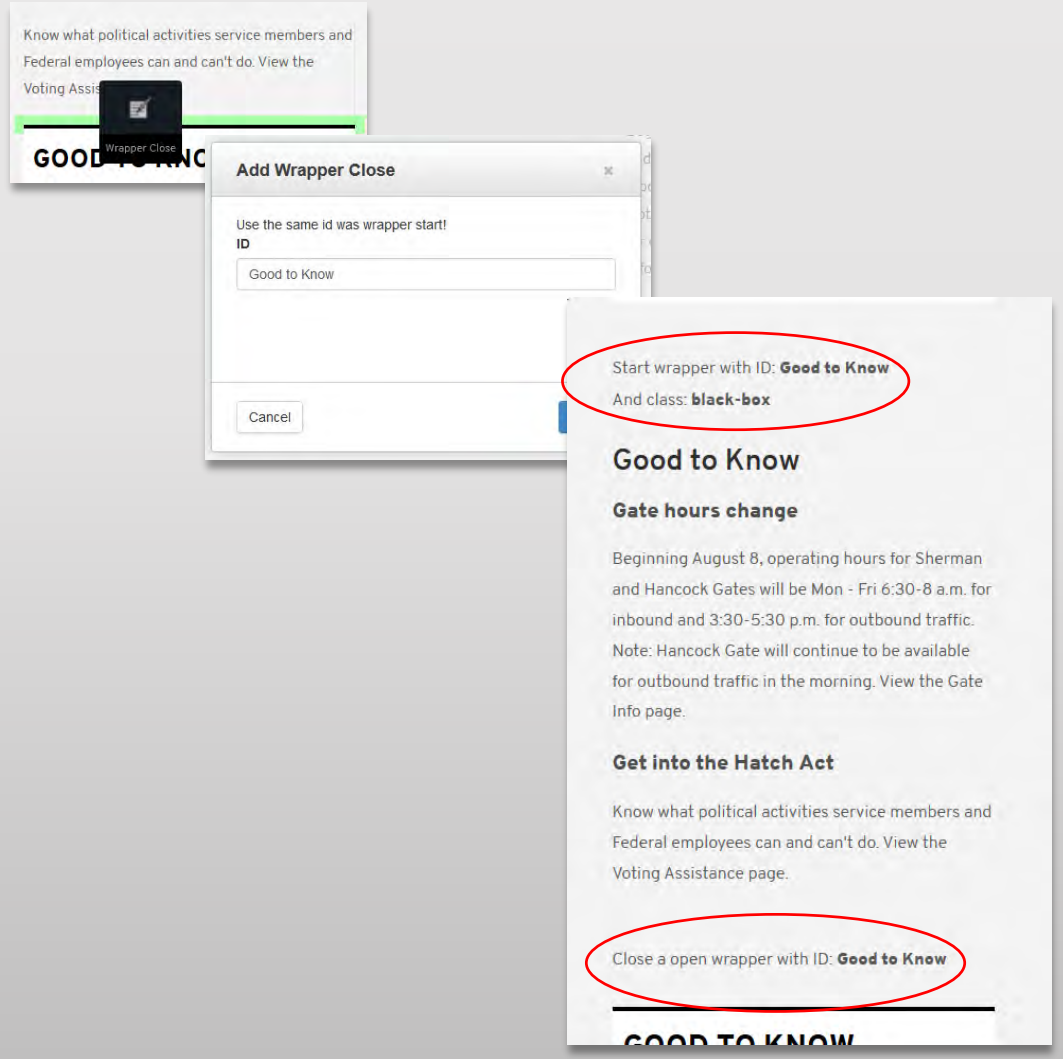
Available classes:

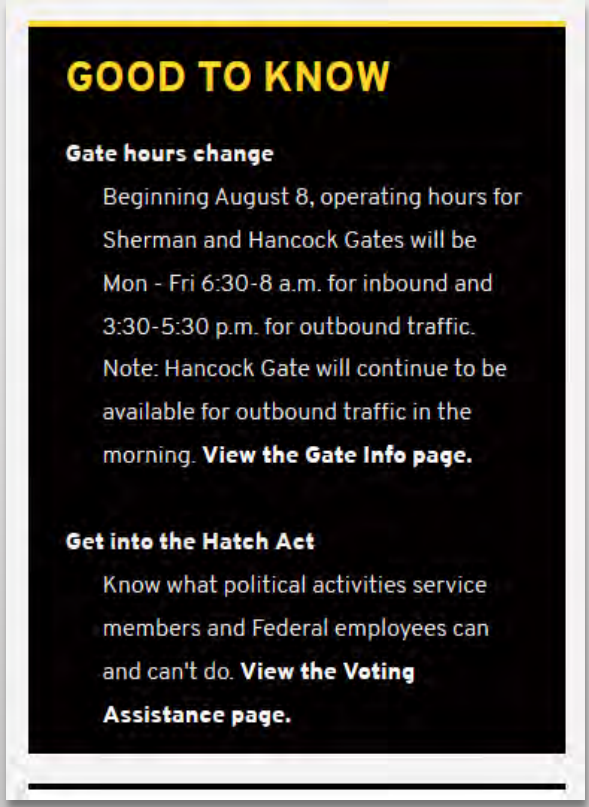
- black-box
- gray-box
- white-box
- tan-box
- See the Wrapper Classes page in this document



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.





Design & Custom Template styling

Design & Custom Template styling can also be applied to an Area. More on this powerful tool on another page.

Click on the pencil icon to enter edit mode

Click on the block to edit

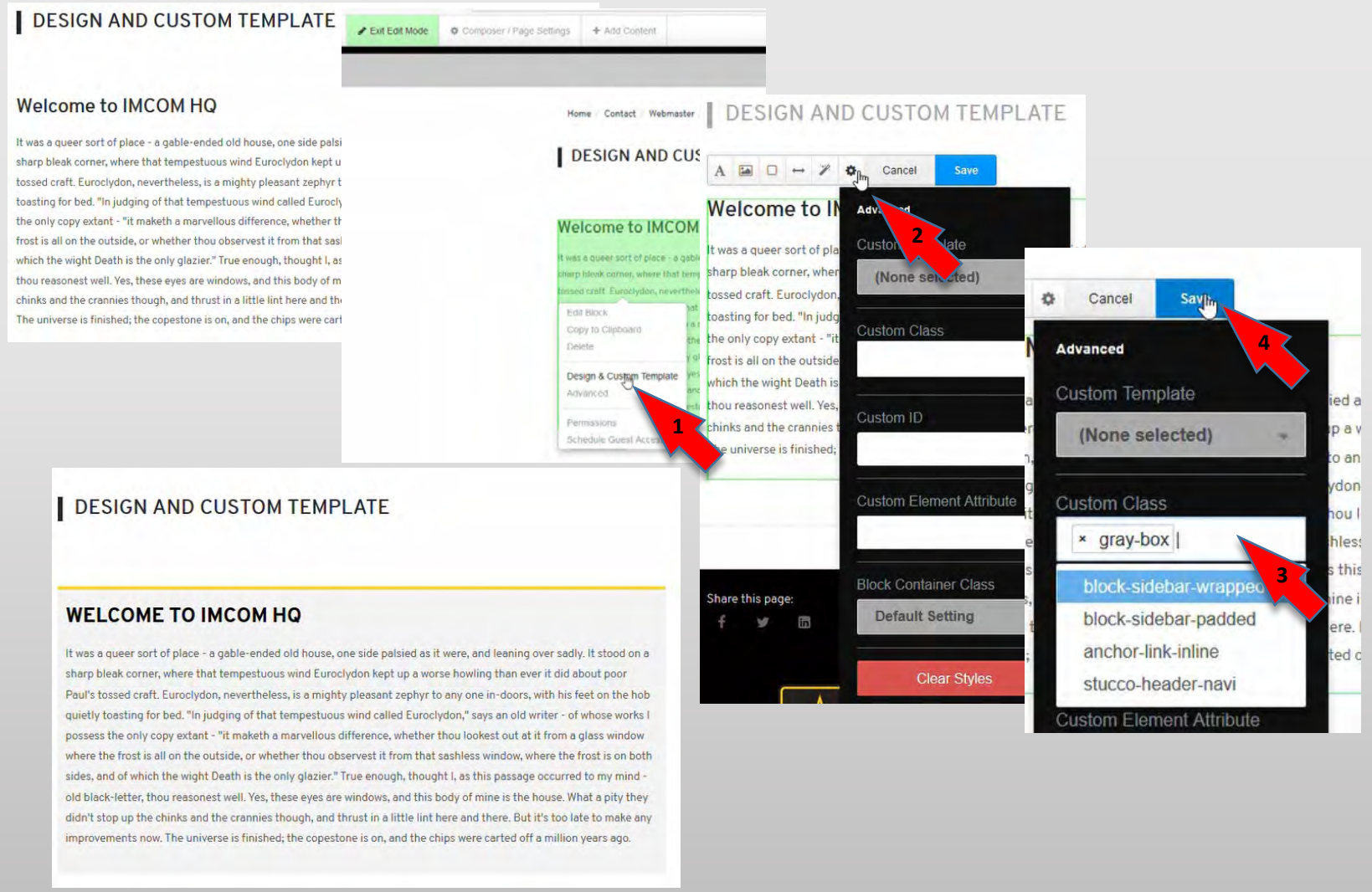
Select Design & Custom Template (1)

When the toolbar appears, click on the gear icon

In the Custom Class box (3), type the name of the wrapper class (style) you want to use

Hit the Enter button on your keyboard. An X will appear next to your selected style

Click Save on the toolbar(4)

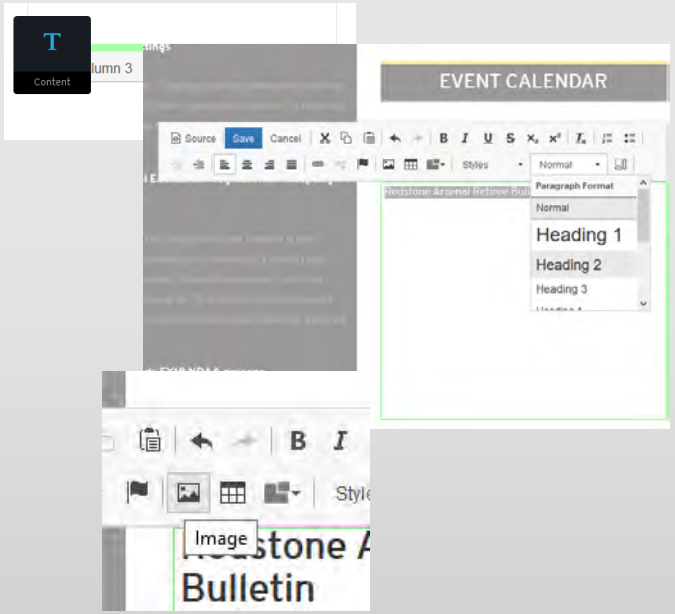


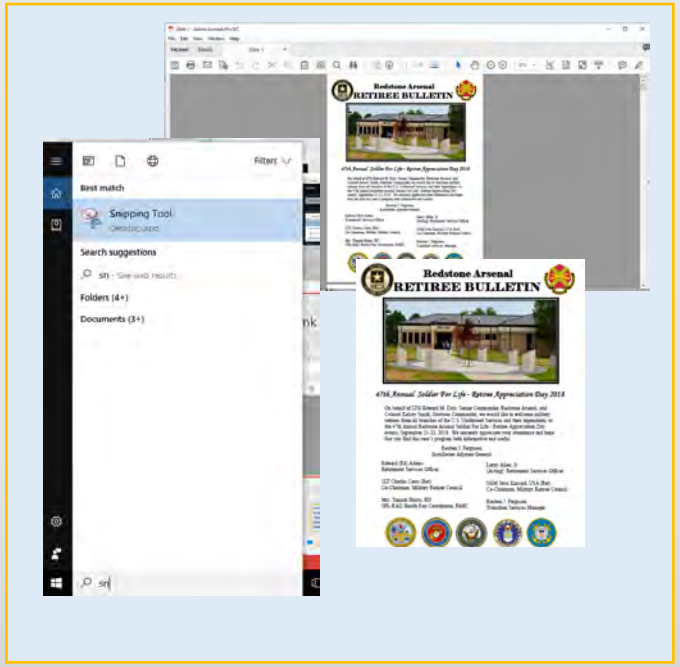
Block: Content (Making links stand out)

- ❑ Click Add Content to open the Blocks menu
- ❑ Drag the Content block to where you would like to place the highlighted link
- ❑ Drop it in. Wait for the Editor to load.
- ❑ Enter and style your text

PRO TIP: Create a thumbnail image using the Snip tool found in Windows 10 (see box).
Crop, name and upload the image as described on the next page.
.

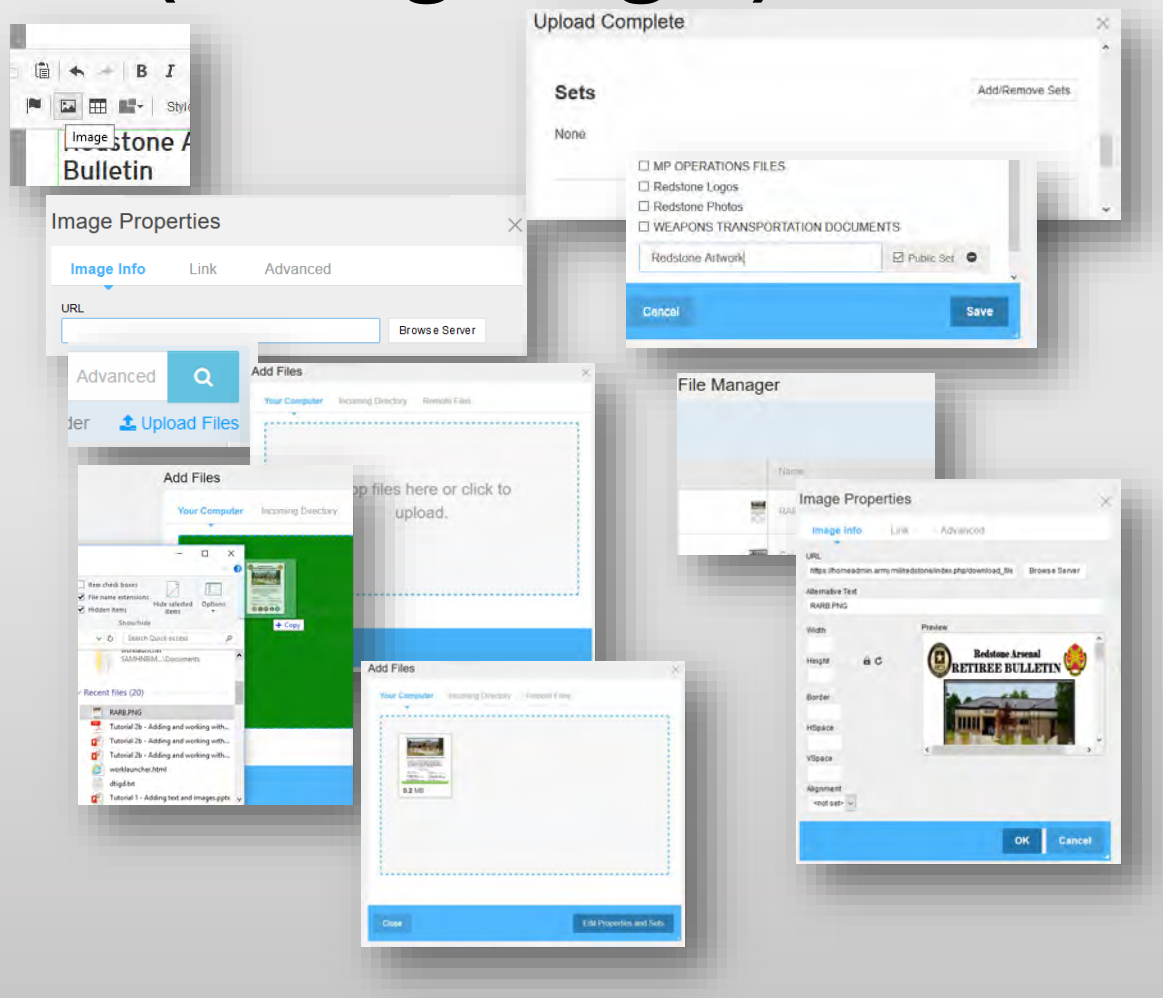
- ❑ Upload the document as shown in the following pages





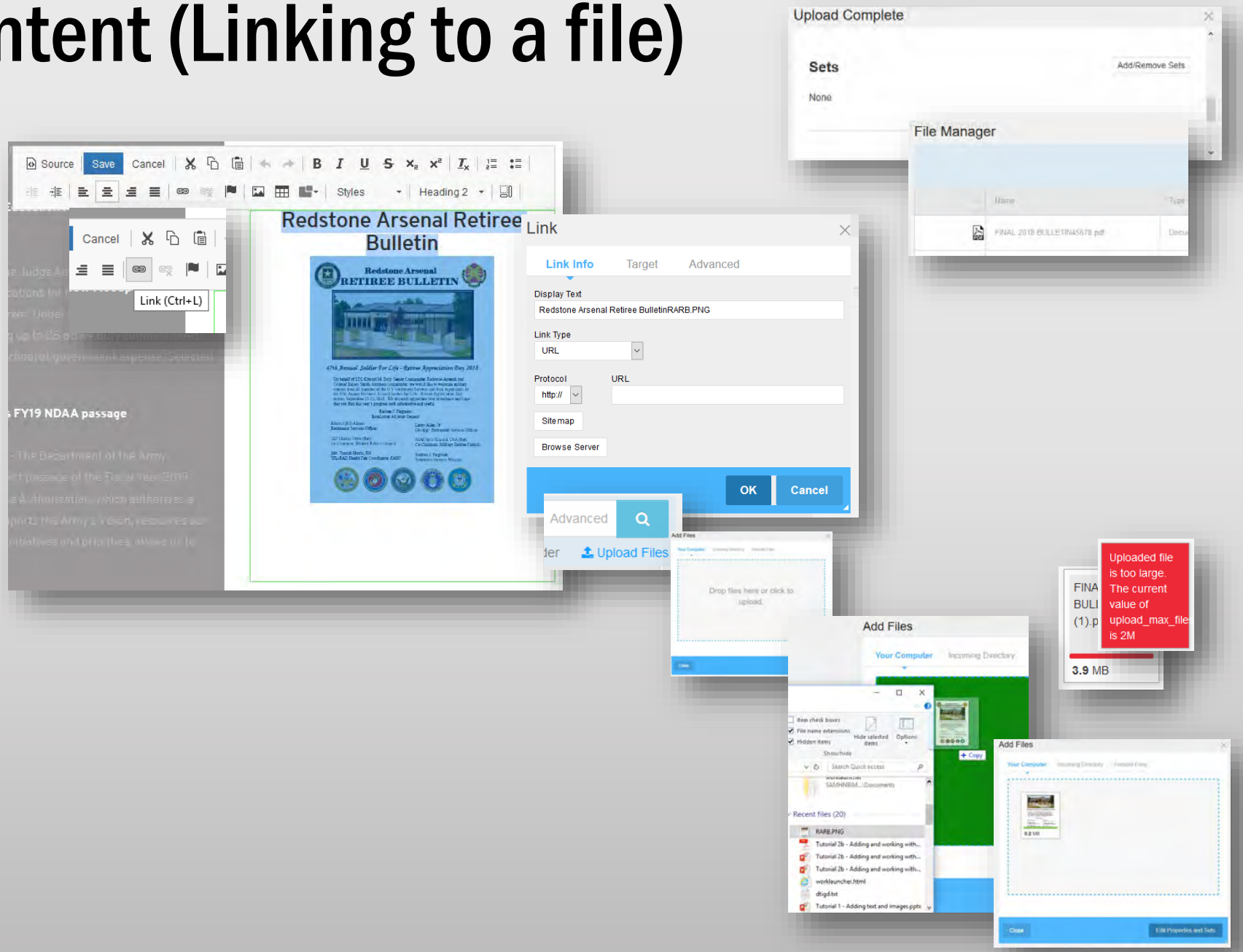
Block: Content (Adding images)

- Click the image icon. An Image Properties dialog will appear.
- Click Browse Server
- If you haven't uploaded an image already, click Upload Files in the upper right of the window. The Add Files dialog will appear.
- Open Windows and browse to the image you wish to add. You can add from the Quick Access menu if it is there.
- Position the Windows window where you can drag the file into place, and, well, drag and drop the file into the box. The File Manager turns green if the file is in the right place. Once the file is uploaded the green bar under the photo will be complete and the "Edit Properties and Sets" button will darken.
- Click Edit Properties and Sets. The Upload Complete box will appear.
- Click the Add/Remove Sets button and add your file to at least one set. If an appropriate set is not available, make a new one using the dialog box.
- Click Save, then click the X at the top of the Upload Complete box to close it.
- Find your image in the File Manager and click it. This should return you to the Image Properties dialog.
- Click OK



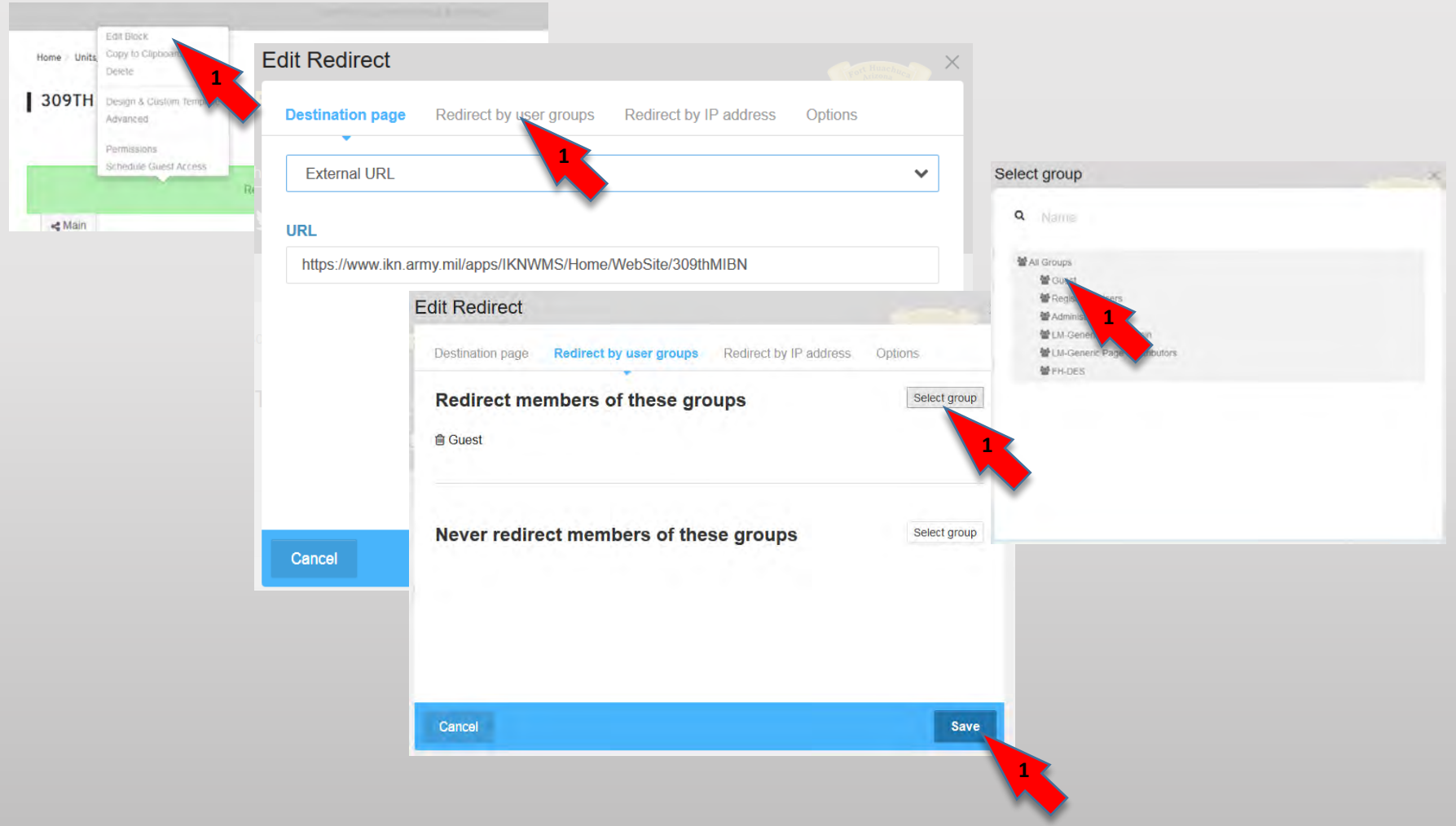
Block: Content (Linking to a file)

- ❑ Highlight the text and images you want to turn into the link.
- ❑ Click the link icon. The link dialog will appear.
- ❑ Click Browse Server.
- ❑ If your file hasn't been uploaded, click Upload Files in the upper right corner
- ❑ Open Windows and browse to the file you wish to add. You can add from the Quick Access menu if it is there.
- ❑ Position the Windows window where you can drag the file into place, and drop the file into the box. The File Manager turns green if the file is in the right place. Once the file is uploaded the green bar under the file thumbnail will be complete and the "Edit Properties and Sets" button will darken.
- ❑ Click Edit Properties and Sets. The Upload Complete box will appear.
- ❑ Click the Add/Remove Sets button and add your file to at least one set. If an appropriate set is not available, make a new one using the dialog box.
- ❑ Click "Save" in the Sets dialog box.
- ❑ Click X to exit the Upload Complete dialog
- ❑ Find your uploaded document in the File Manager and click it.
- ❑ When the Link dialog pops up again click OK.
- ❑ Save the text block and publish the page.



Block: Redirect *redirecting to an external page*

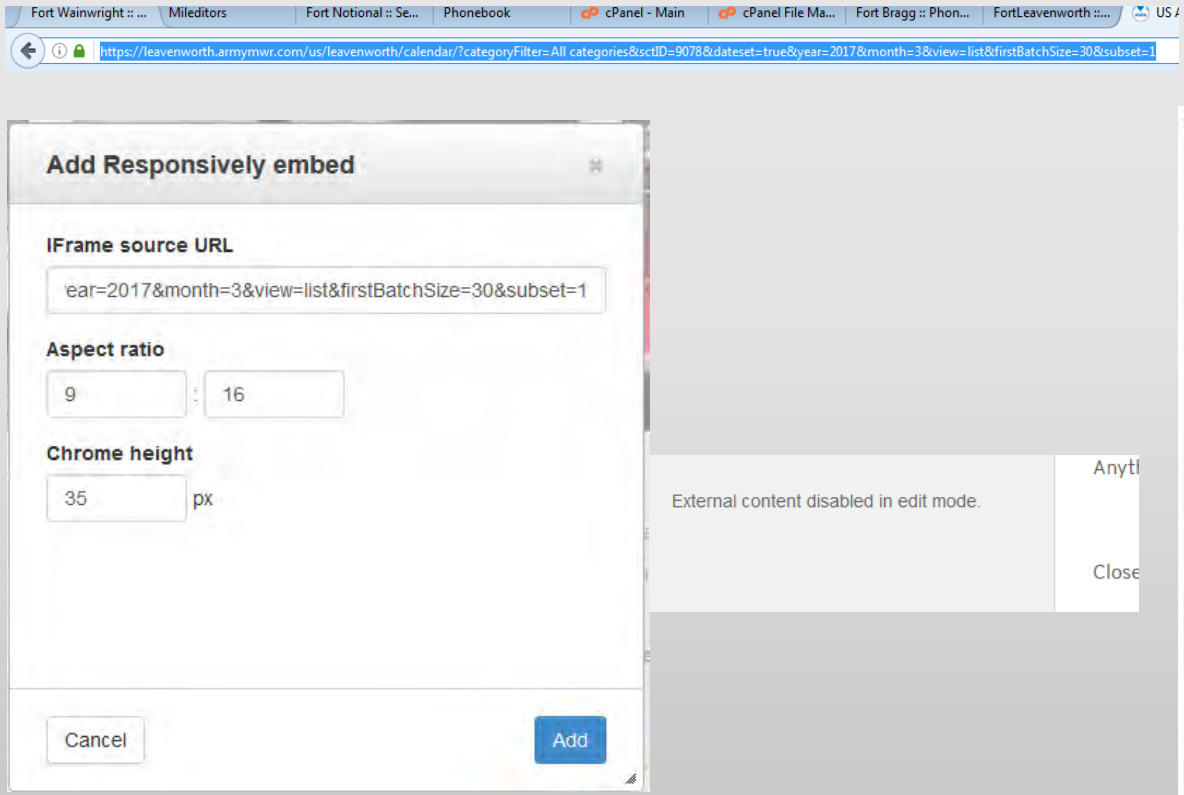
- ❑ Go to Add Content (+ menu)
- ❑ Drag the Redirect block into any area on the page
- ❑ Let it open (or click on the block and select Edit Block
- ❑ For another website, in the Destination Page tab, click External URL and put the entire address in the URL box
- ❑ Select the “Redirect by User Groups” 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.

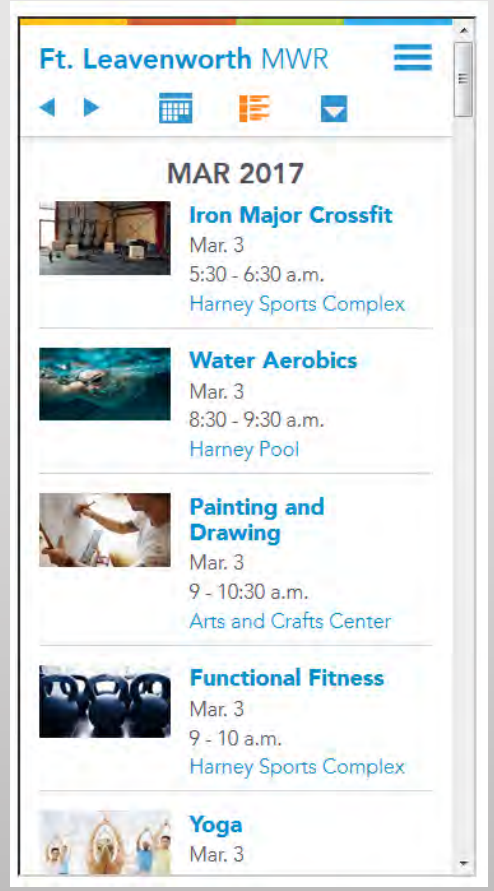


Block: Responsively Embed

Note: MWR site embedding no longer functions. Other sites may still be available, depending on their settings.

- ❑ 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.



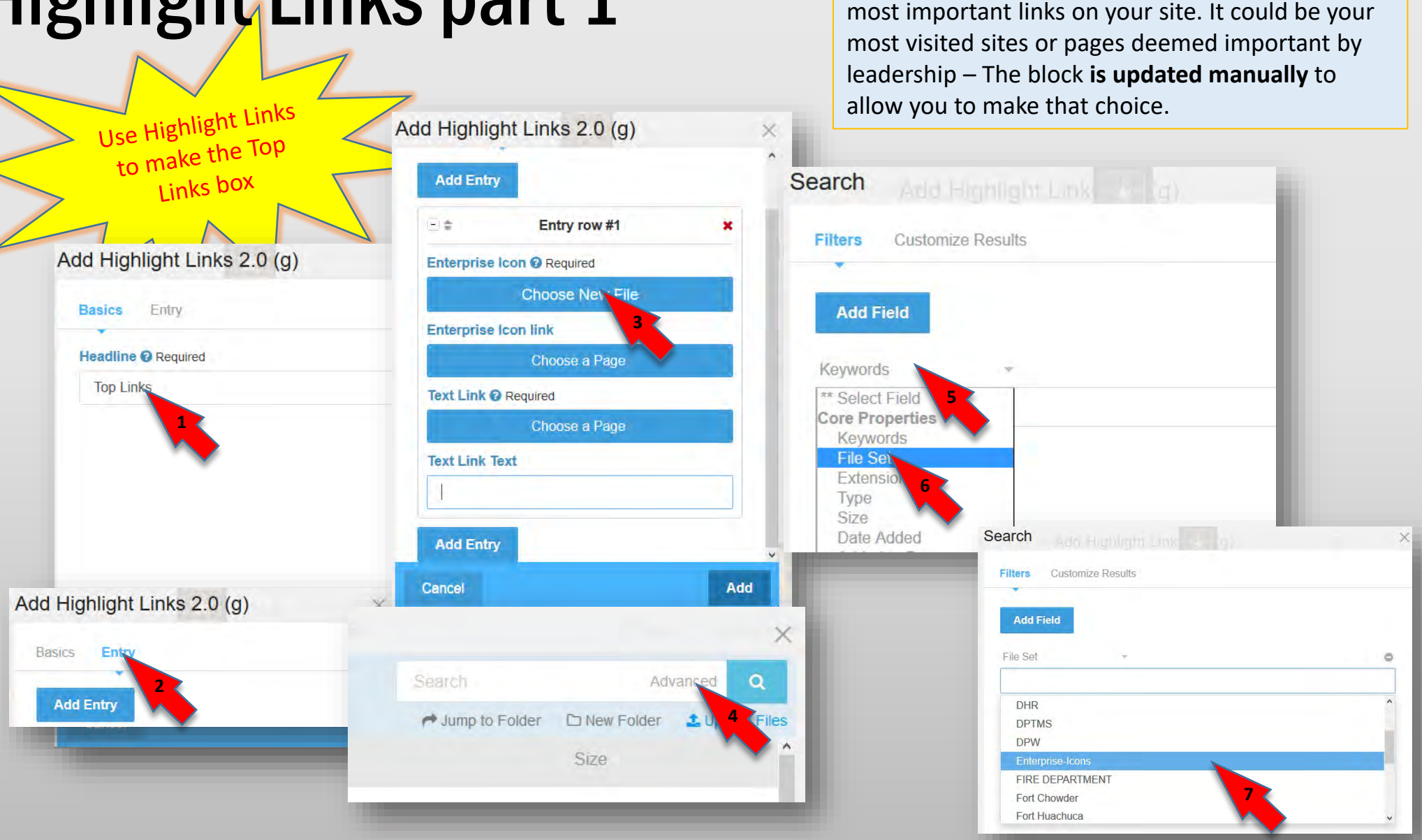


IMCOM GUIDELINES:
. Enterprise icons are standardized across IMCOM. Do not use an icon for a purpose other than the name; if you cannot find an icon with the name you need, contact IMCOM HQz

Block: Highlight Links part 1

Highlight Links is designed to bring together the most important links on your site. It could be your most visited sites or pages deemed important by leadership – The block **is updated manually** to allow you to make that choice.

- ❑ Drag & drop the Highlight Links block or click edit on an existing block
- ❑ On the Basics tab, give the list a name(1).
- ❑ Switch to the Entry tab(2). Click Add Entry.
- ❑ For the first (and all subsequent) entries, choose an icon by clicking Choose New File under Enterprise Icon(3). This will take you to the file manager.
- ❑ Go into Advanced Search(4). In the Field dropdown ***NOTE: it says Keywords for some reason*** (5), choose File Sets(6).
- ❑ From the set dropdown, choose Enterprise Icons (7).
- ❑ Click Search (not illustrated. It's a blue button)

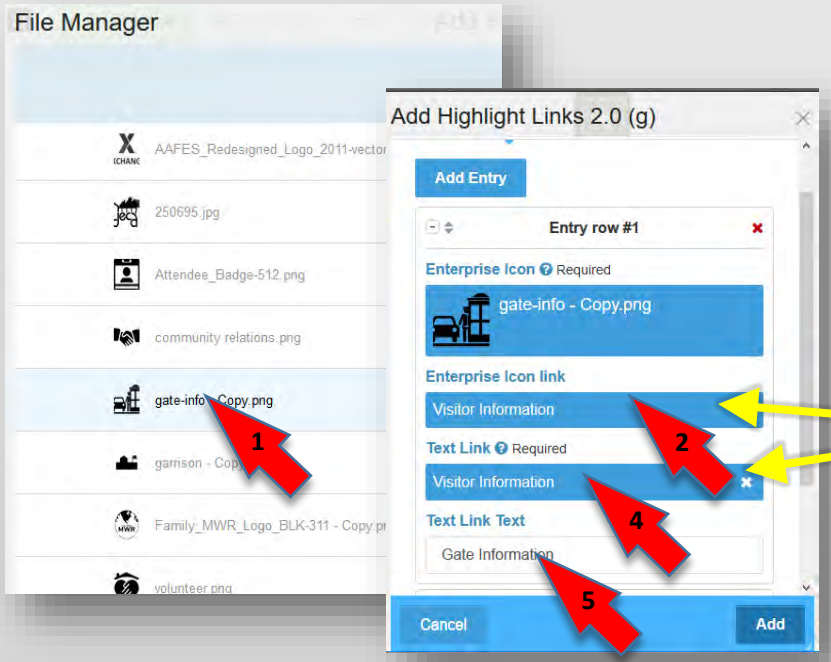


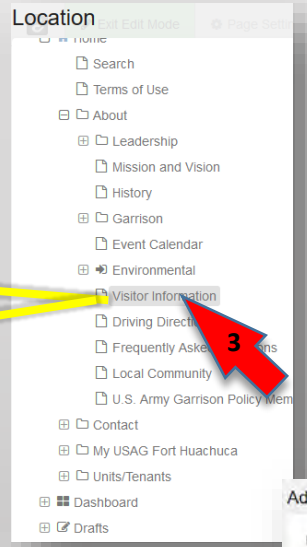
IMCOM GUIDELINES:
. Enterprise icons are standardized across IMCOM. Do not use an icon for a purpose other than the name; if you cannot find an icon with the name you need, contact IMCOM HQz

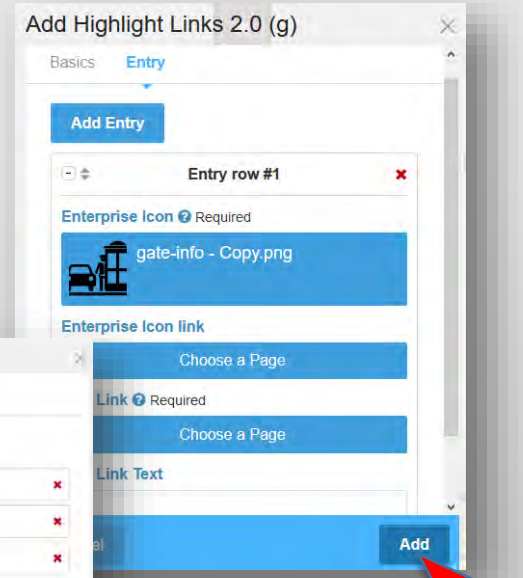
Block: Highlight Links part 2

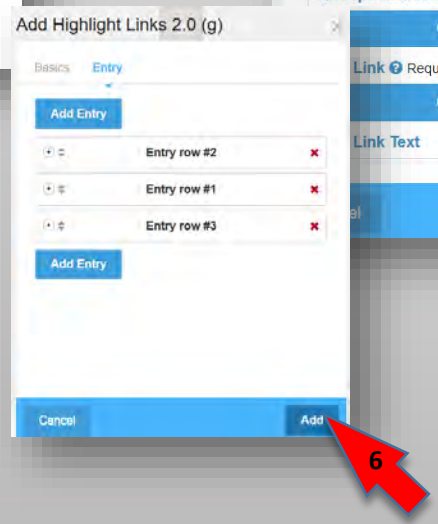
You can use a minimum of three and a maximum of 18 links in the Highlight Links box

- From the icons presented, choose the one you wish to use. Enterprise icons are standardized across IMCOM(1). It will populate the Enterprise Icon field.
- Select a link for the ICON using Enterprise Icon Link(2). When you click on the link the site map comes up. Choose the page you wish to link to (3).
- Select the same link in the Text Link field for the text(4). When you click on the link the site map comes up. Choose the page you wish to link to (3).
- The page name will appear next to the link unless you change it by typing a new title into Text Link Text (5)
- Click Add Entry to add another (6).
- When you are finished, click "Add" at the bottom of the box.





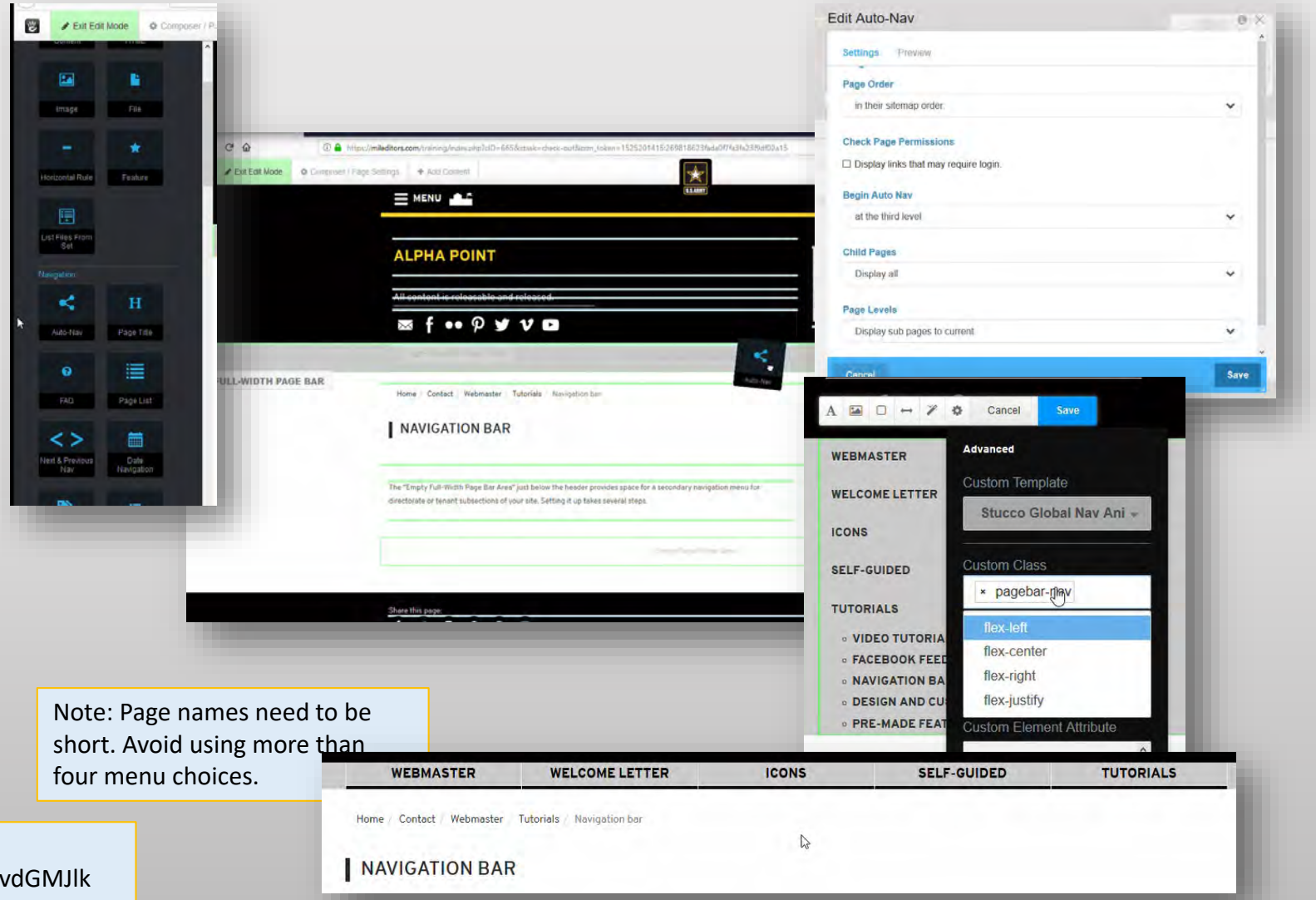




To sort entries, click on the icon on the upper left of the entry and drag it up or down.

Block: Autonav - Building a navigation bar

- ❑Select Add Content. The left side menu will pop out and you will be in Edit mode.
- ❑Make certain you are in the Blocks menu (if your side menu reads Clipboard or Stacks, click on the word to change it.
- ❑Choose Autonav and drag it across to the gray Page Nav area
- ❑Drop it there and adjust the settings: Begin Auto Nav, Child Pages and Page Levels and check the Preview tab until you get the hierarchy you'd like to see.
- ❑Save. At this point, it will appear as an outlined list of links.
- ❑Click on the block and select "Design & Custom Template"
- ❑Click the gear icon.
- ❑In the Custom Template box, choose "Stucco Global Nav Animenu"
- ❑In the Custom Class box, type `pagebar-nav`
- ❑Hit Enter on your keyboard. An "x" will appear next to "pagebar-nav"
- ❑On the Design & Custom Template toolbar, click "Close"



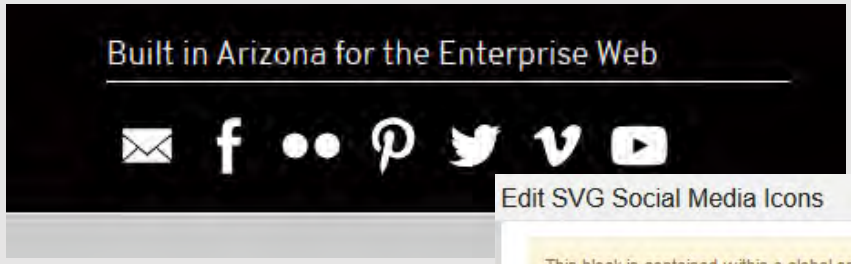
Note: Page names need to be short. Avoid using more than four menu choices.

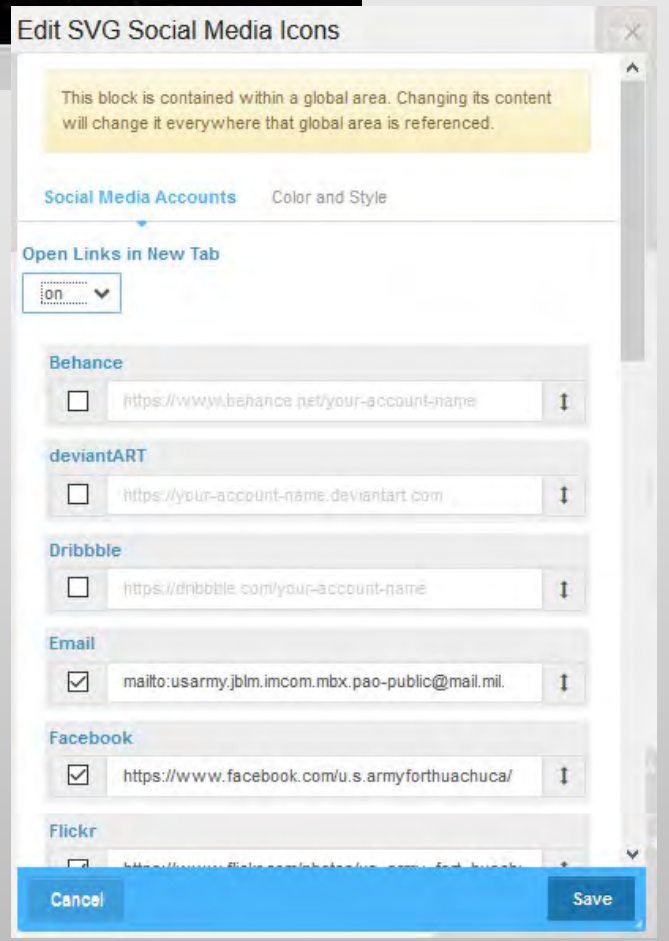
Related video:
https://youtu.be/StVpvdGMJlk

Block: SVG Social Media Icons

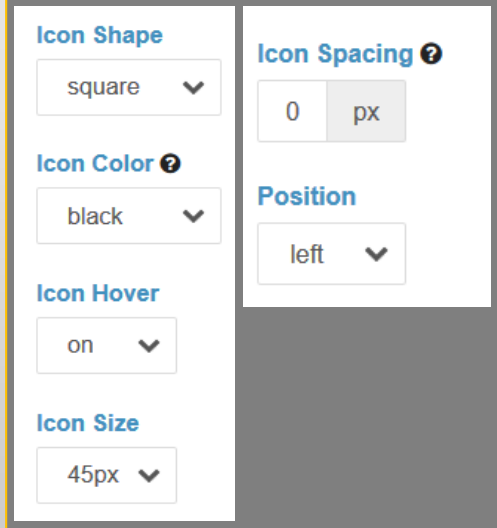
SVG Social Media Icons runs the social media links at the top of the page

- In Edit mode, click on the social media icons under the tagline (if the block isn't there, drag it in from the blocks menu)
- Check the icons you wish to present
- Put the addresses of your accounts into the form
- You can change the order of the icons by dragging and dropping.



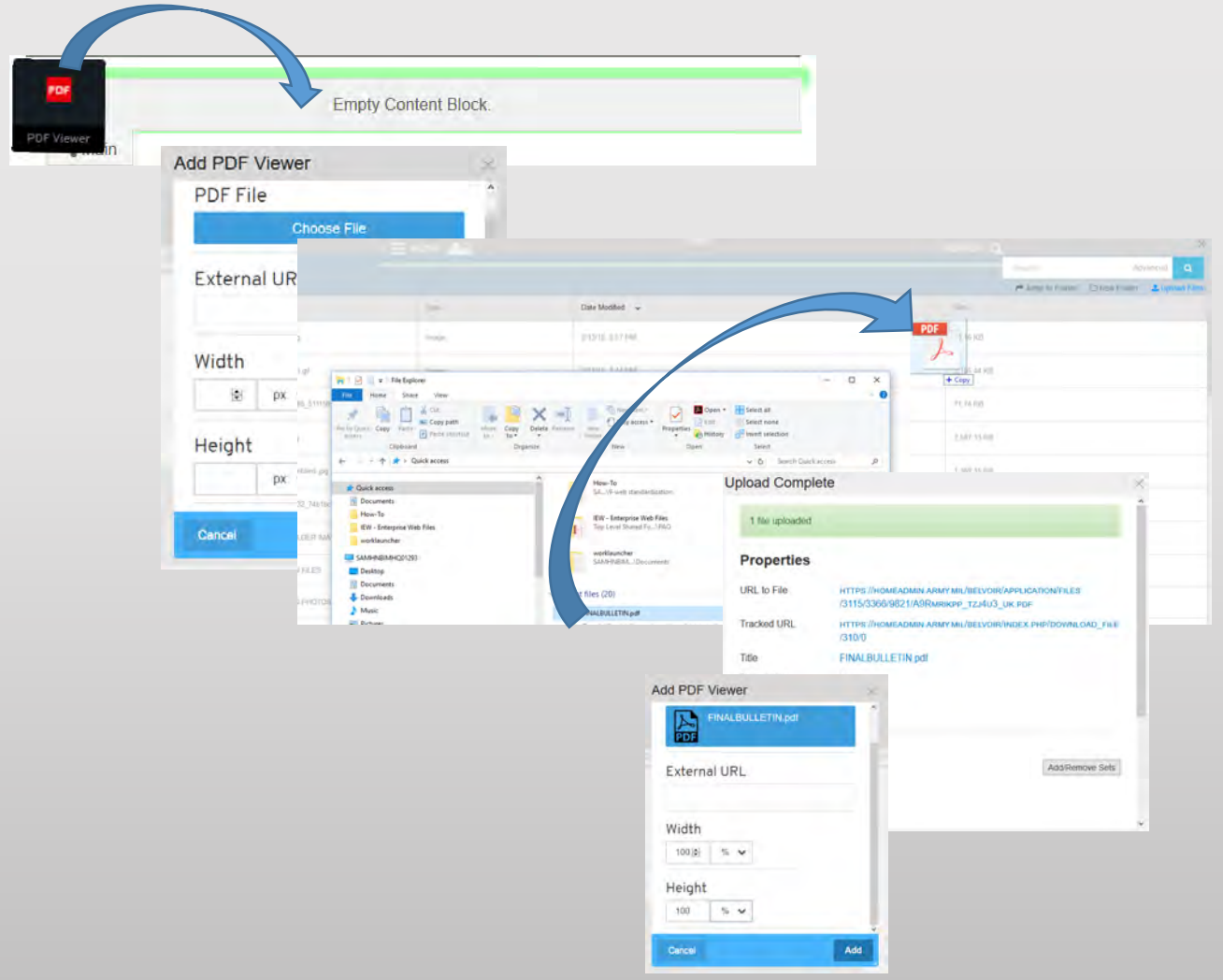


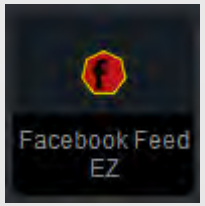
IMCOM GUIDELINES:
Do not change the format: The icons should remain



Block: PDF Viewer

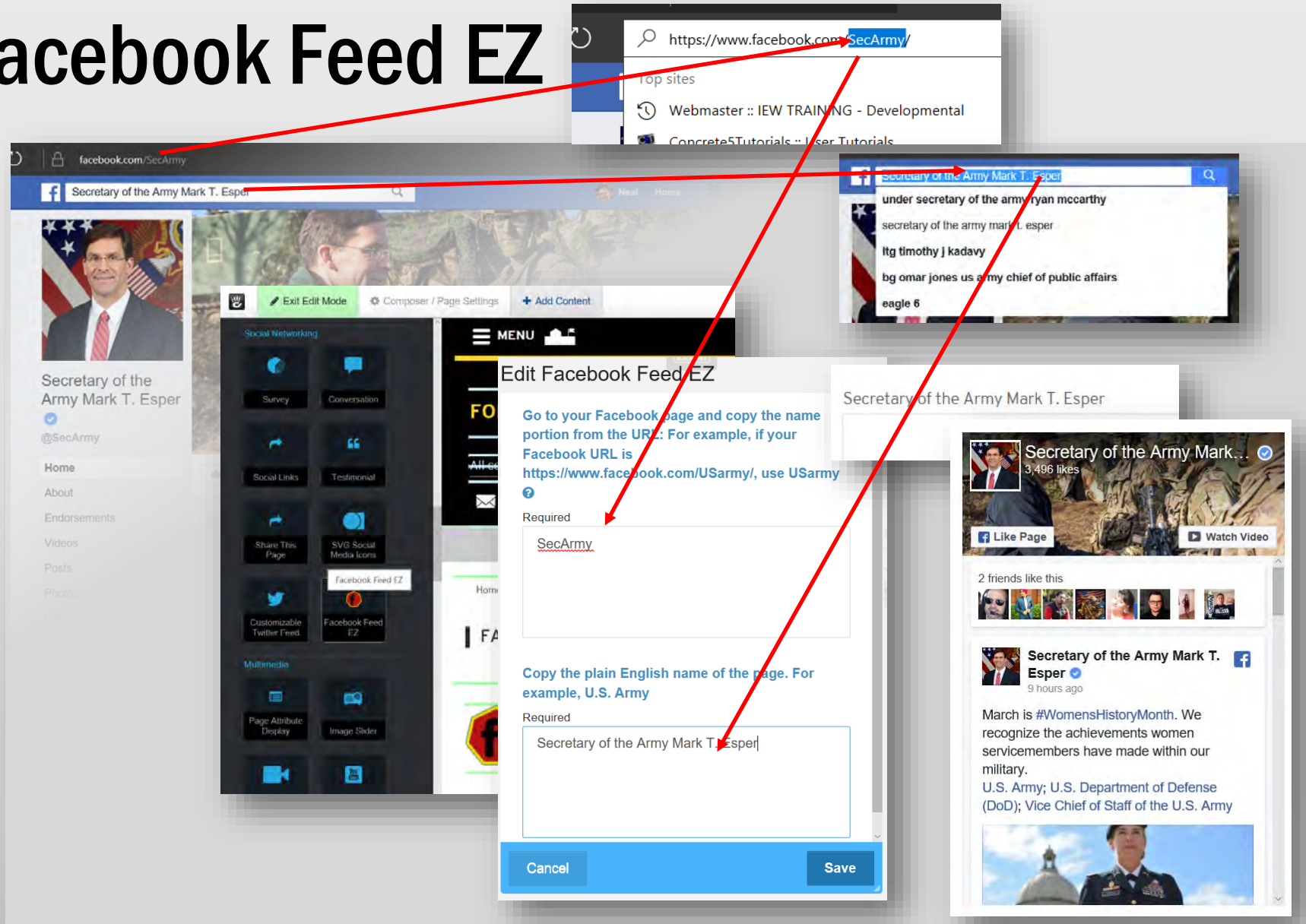
- Select PDF Viewer from the Blocks menu
- Drop it in the area where you want it to be seen.
- When the dialog opens up, select Choose File. The file manager opens.
- Drag/Drop the desired file from Windows into the manager. Wait until the file uploads and the properties dialog appears
- Click on the Add Sets button.
- Make certain the new file is part of at least one file set. You may also add it to a folder.
- After you place the file in a set, click Save.
- Select the file from the File Manager. The ADD PDF Viewer will show up again.
- Click Add. The document will appear on the page, but everything you want to show might not appear.
- Click the block, then click Edit Block.
- Adjust the width and height by adding pixels until the item shows up properly. Remember, the PDF Viewer is not responsive. That means it doesn't compress to fit a phone.





Block: Facebook Feed EZ

- ❑ In a separate window, go to your Facebook page.
- ❑ Go back to your site and click Add Content. Make certain you are in the Blocks menu
- ❑ Find Facebook Feed EZ and drag it into place.
- ❑ When the Add/Edit menu pops up, copy the last part of your Facebook URL without the slashes and paste it into the first text area.
- ❑ Find the plain English name of the page (in the search bar or on the side) and copy/paste it into the second text area.
- ❑ Click Save. You will see plain text.
- ❑ Publish your page.
- ❑ It takes up to five minutes to appear for the first time, but it's usually much faster.

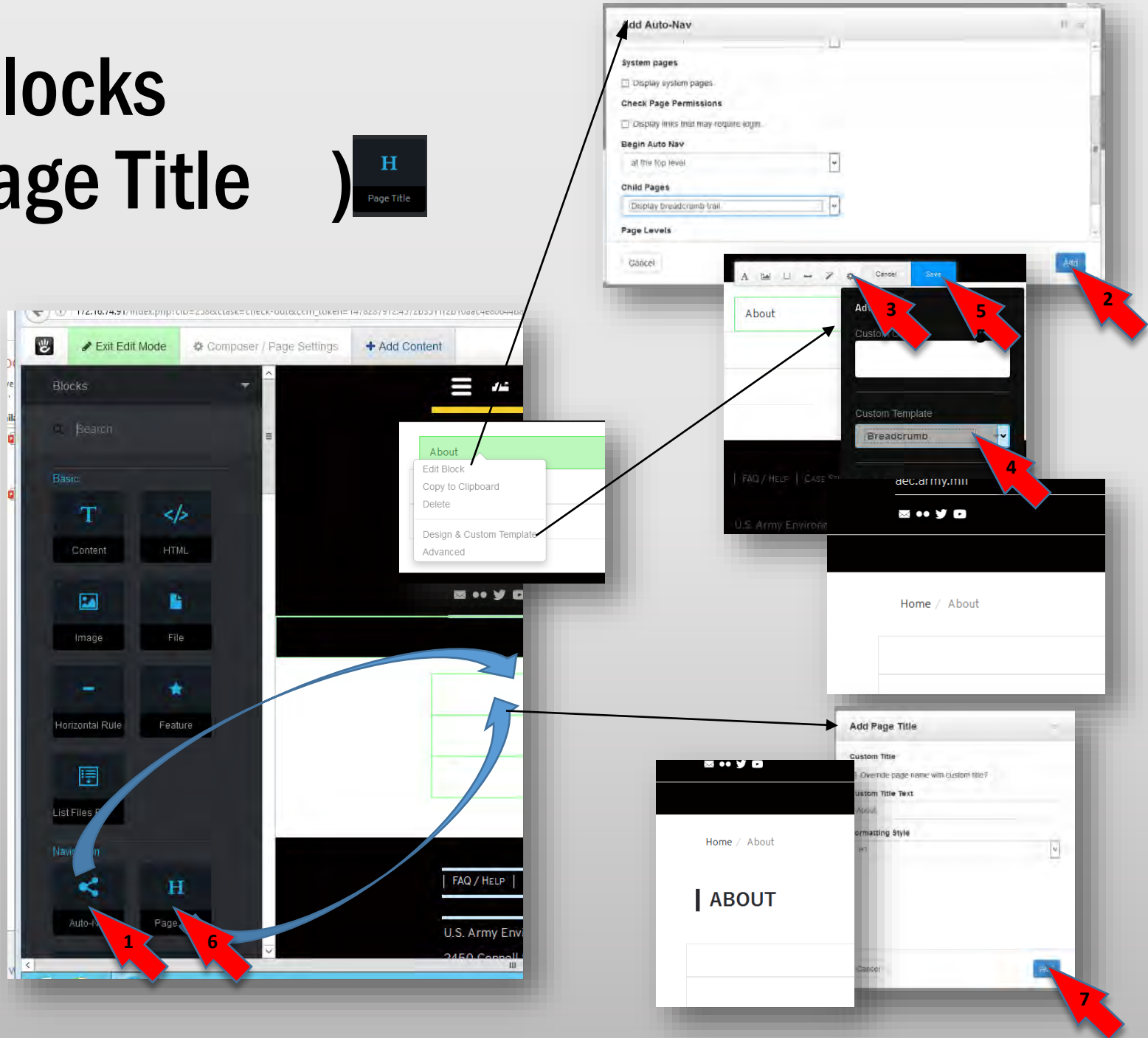


SVG Social Media Icons

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



End of brief

Pages under construction follow

Blocks: Red Alert, Yellow Alert, Black Box

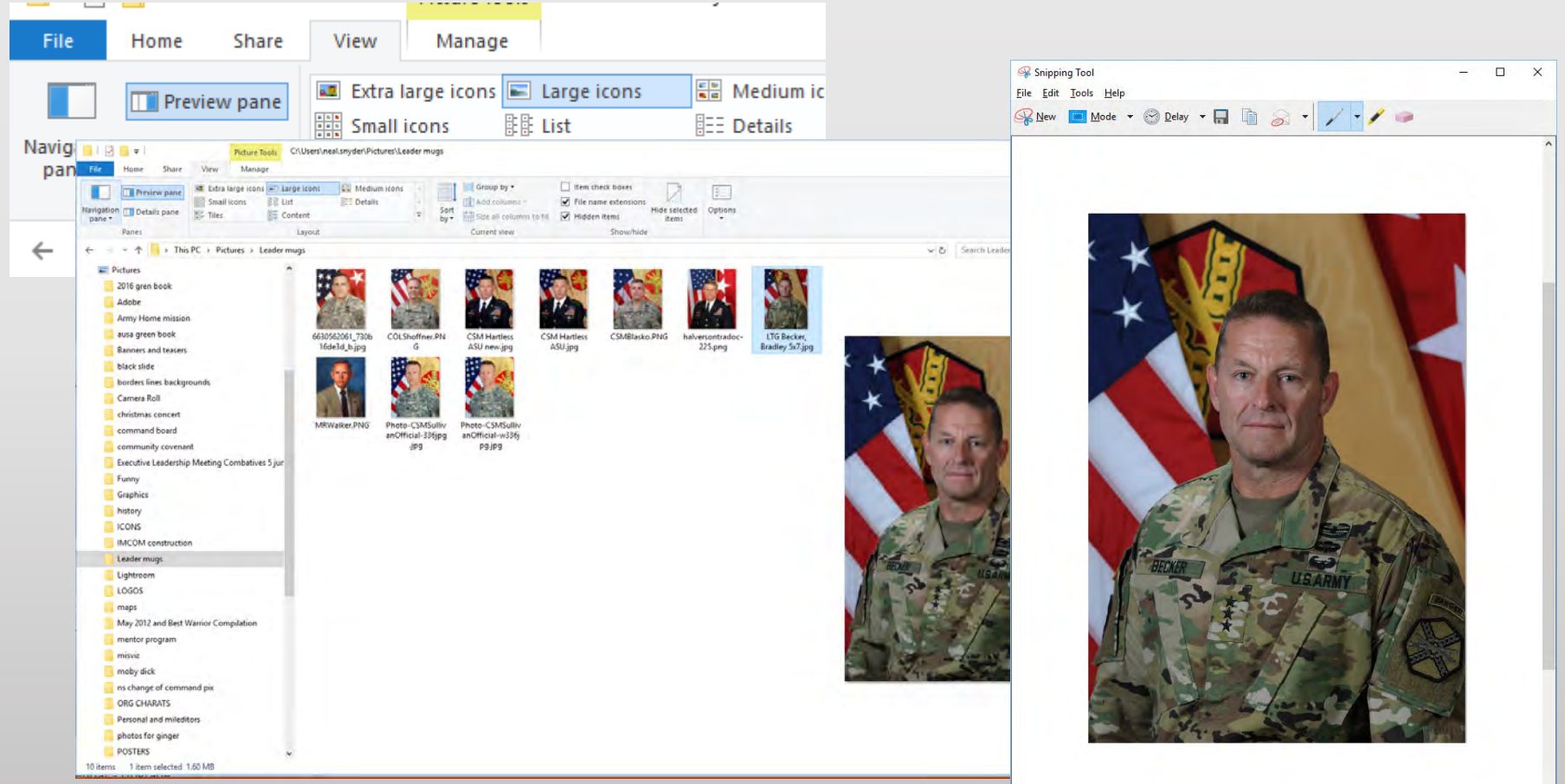
Block: Image Slider

Block: Custom Twitter Feed

Block: Page List

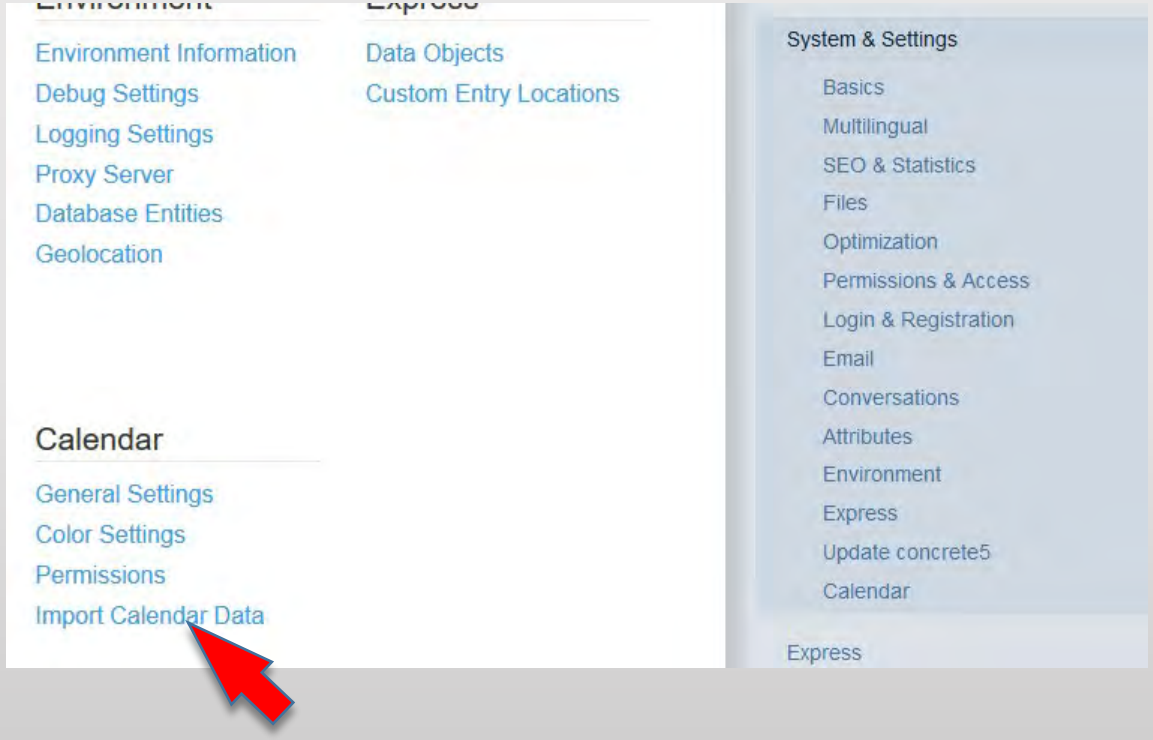
Block: Simple Accordion

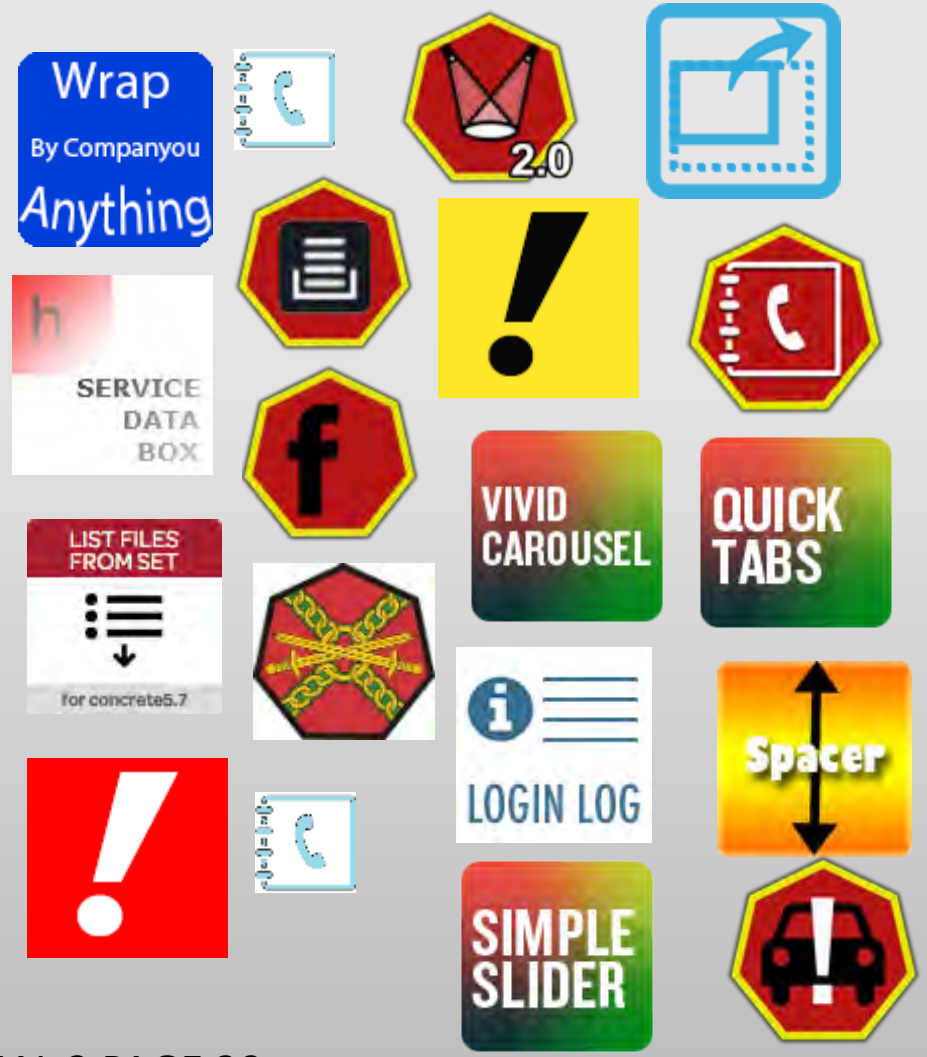
Photo Slider: Quick sizing



Block(s): Calendar - Upgrade

As of version 8.3, the calendar blocks have been upgraded. Follow these instructions to move from your 8.2 and earlier calendar.



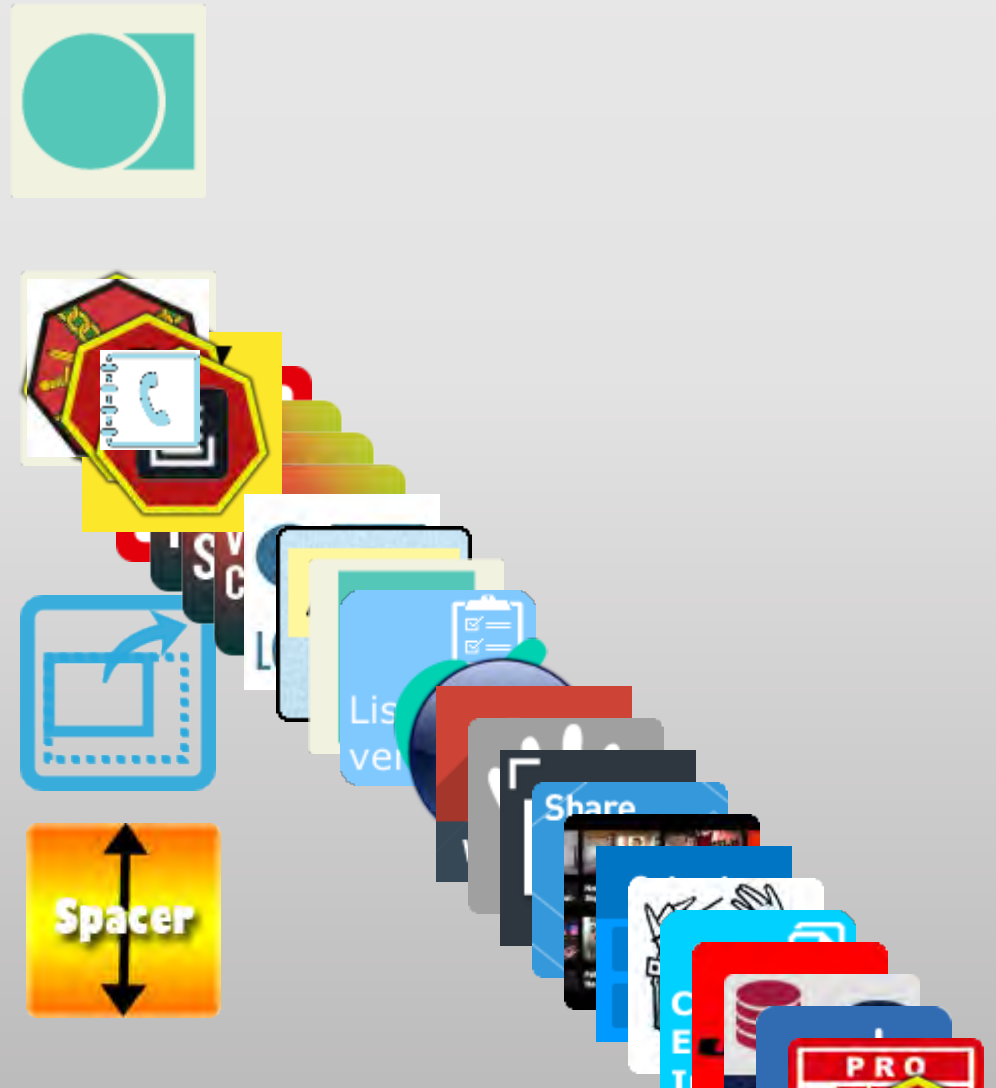

Wrap
By Companyou
Anything
2.0
SERVICE
DATA
BOX
LIST FILES
FROM SET
for concrete5.7
VIVID
CAROUSEL
QUICK
TABS
LOGIN LOG
Spacer
SIMPLE
SLIDER

PENDING
PAGES
PRO
1.5
PDF
VIEWER
Share

Wrap
By Companyou
Anything

SERVICE
DATA
BOX

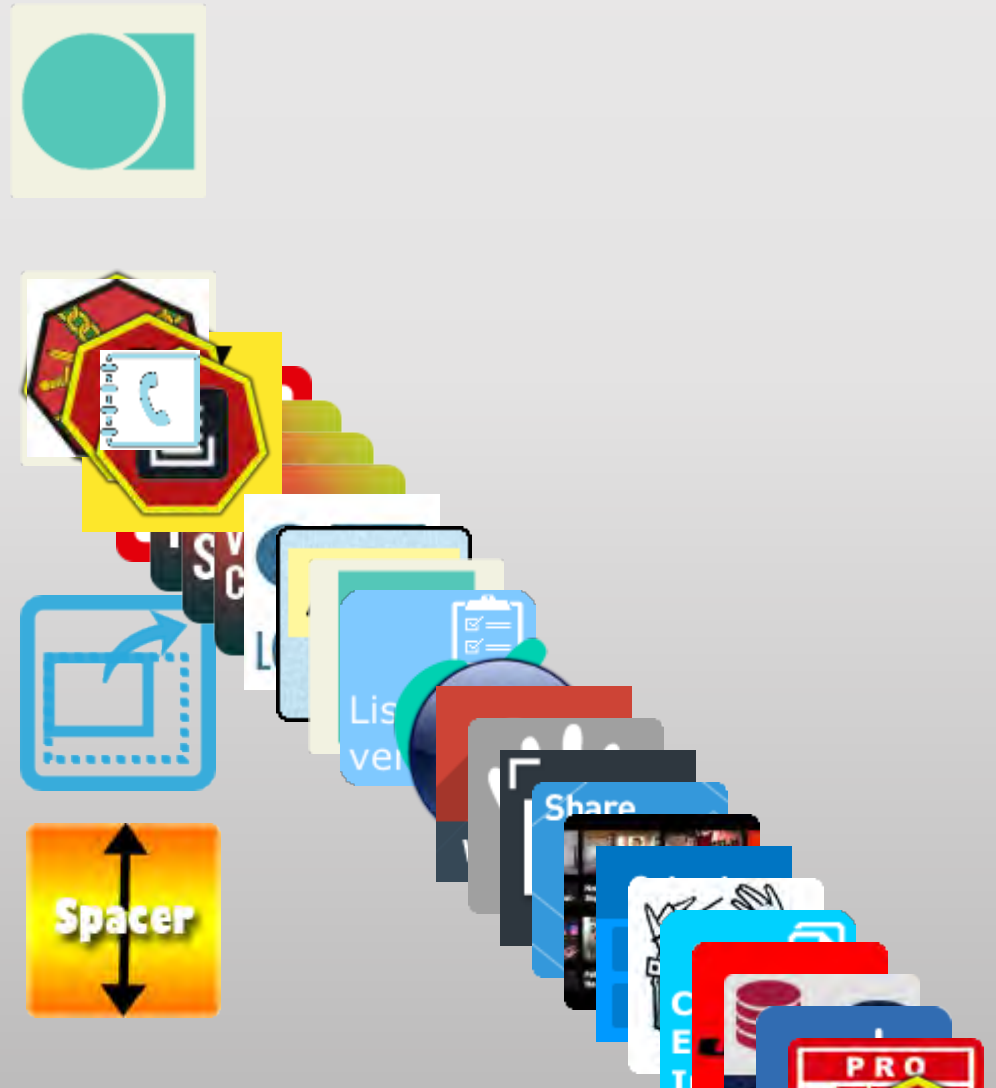
LIST FILES
FROM SET
for concrete5.7


Spacer
Share
PRO

Wrap
By Companyou
Anything

SERVICE
DATA
BOX

LIST FILES
FROM SET
for concrete5.7


Spacer
Share
PRO

Currently Installed

Database Migration v.0.9.5
Migrate your database from lowercase to case sensitive tables or vice versa

Quick Tabs v.1.0
Add tabs to your site

Simple Slider v.1.0
Add simple slider to your Site

Vivid Simple Accordion v.1.0.1
Add Collapsible Content to your Site

Whale OWL Carousel v.2.5.7.9
Add a Carousel to your Site

Yellow Alert Box v.0.9.0
Simple WISIWIG text and image box with Yellow Alert style

Intrusion Detection System v.0.9.1.9
Helps to protect your website against cyber attacks.

Magic Tabs v.7.1.3
Organise content into tabs.

Mainio Sync v.1.0.0
Mainio Sync helps you synchronize content between different concrete5 instances.

Pending Pages v.0.9.3
Find your pending pages and do something with them!

Road Conditions v.0.9.0
Road condition application for IEW

Roads Headline Story v.0.9.0
For road condition headlines

Static Site Exporter v.1.0
Exports all pages and files into a single directory that can be deployed to another server.

Stupid Slider v.0.9.1
Add Stupid Slider to your Site

Vivid Simple Accordion v.1.0.1
Add Collapsible Content to your Site

Whale OWL Carousel v.2.5.7.9
Whale OWL Carousel

Header Blocks v.0.9.0
Official formatting for the header

Rescan All Files v.0.1.5
Rescan all files in the file manager

IEW Facebook Feed EZ v.0.9.2
A simple way to add a Facebook feed to your site

Social Share Lite v.2.1.2
Add social sharing buttons

Phonebook Apply Responsive image slider using the amazing Cycle2 plugin
An alphabet listing for the phonebook page

Quick Tabs v.1.0
Add tabs to your site

Simple Slider v.1.0
Add simple slider to your Site

Vivid Simple Accordion v.1.0.1
Add Collapsible Content to your Site

Whale OWL Carousel v.2.5.7.9
Add a Carousel to your Site

Yellow Alert Box v.0.9.0
Simple WISIWIG text and image box with Yellow Alert style

Highlight Links 2.0 (c) v.2.0.0
A box for the most viewed or most important links.

Login Log v.1.0
Keep verbose logs of each authentication.

Editor Comment v.7.0
Enter a comment that shows only in edit mode. For use by site developers who want to leave notes/comments for those editing a page in the future.

Page Activity v.0.9.3
View recent page activity by date added, date modified, page author, and modified author.

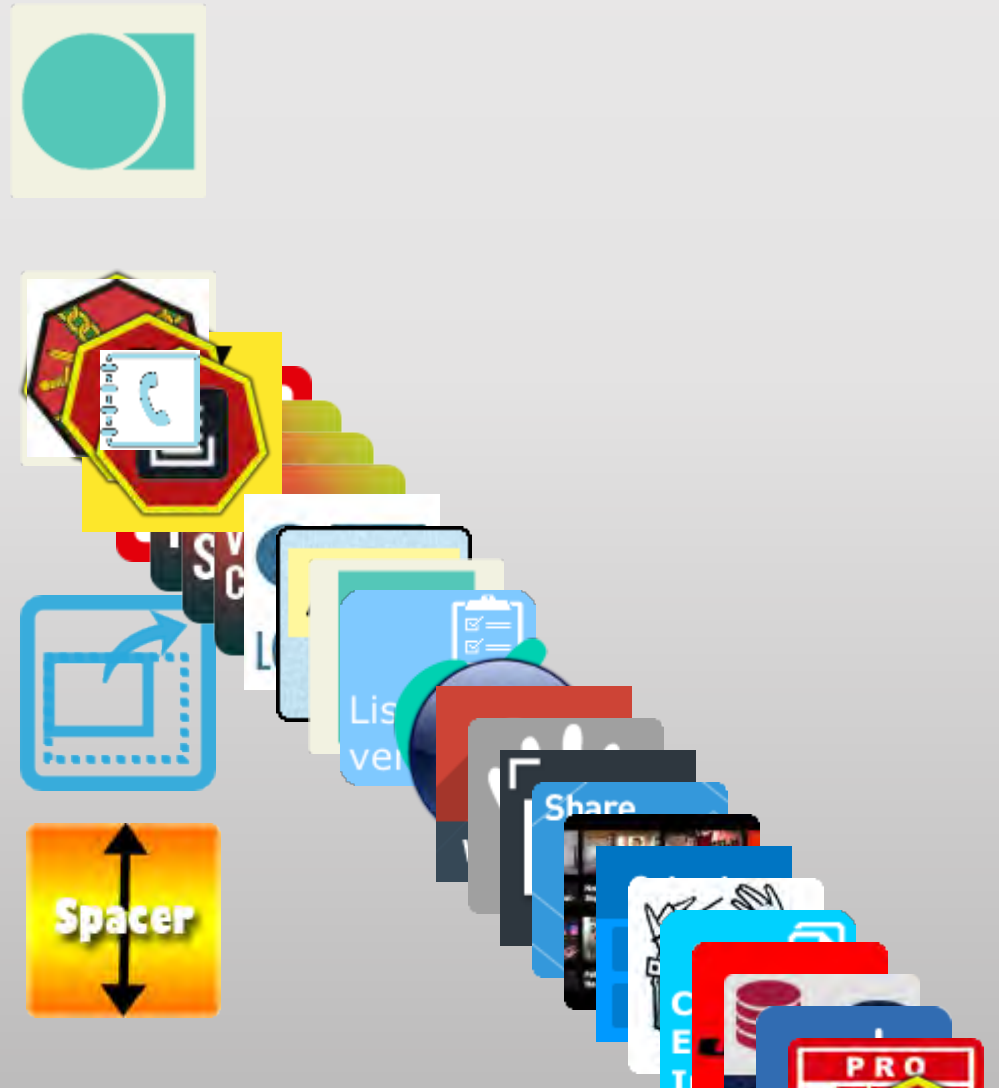
Global Version List v.1.0
List of all collection versions

Centry v.2.1.4
Allows communication to a remote Centry endpoint.

Handyman v.1.1.0
View and set hidden configuration parameters

White Label v.1.0.1
White Label your concrete5 website

Phone Alpha Navigator v.0.9.0
Navigation component of the Phone Alpha phonebook

Advanced Phonebook Pro Plus v.0.9.1
An alternative phonebook block with search and sort functions, and a place to drop in table code.

Style blocks