

# Adding and working with blocks





IMCOM Enterprise Web

Tutorial 2b

Version 1.6

# Contents and general instructions

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**General instructions:  
New pages are being added  
frequently. Dates are for the latest  
versions.**

### **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

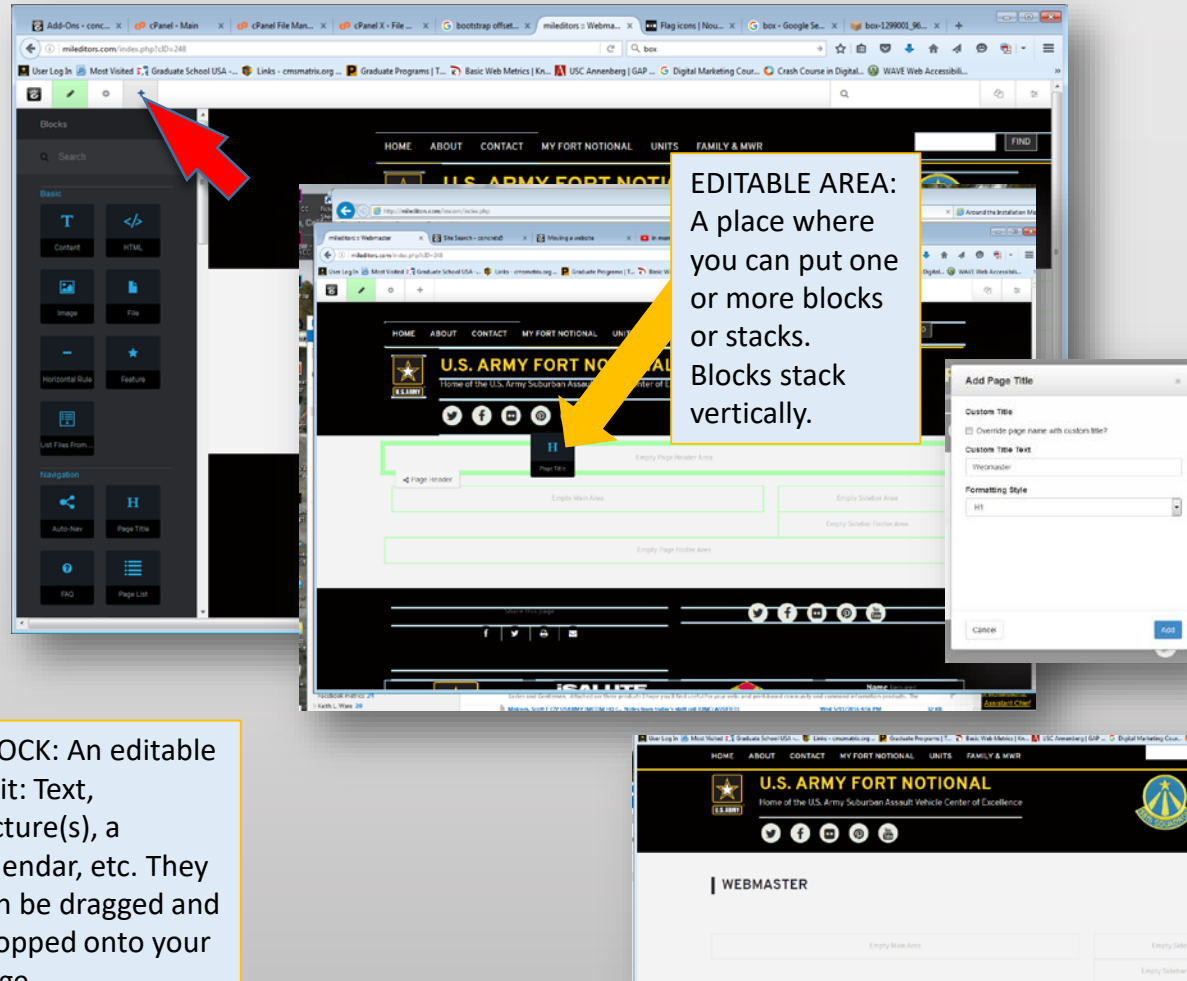
NOTE: If you are not in Edit mode, it will switch to that mode automatically. Be in edit mode to make changes to existing blocks.

- 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..

BLOCK: An editable unit: Text, picture(s), a calendar, etc. They can be dragged and dropped onto your page.



EDITABLE AREA: A place where you can put one or more blocks or stacks. Blocks stack vertically.



# 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.

Complicated?  
Try Wrap Anything

**ENTERPRISE ICONS**

Here are the approved enterprise icons and their meanings. To add an icon send a request to Neal Snyder or Bill Costlow. To suggest a specific icon or a change, visit The Noun Project, make a selection, and include the url for the suggestion in the request. Nonconforming icons will need to be replaced or brought before the Tiger Team / Change Board as a change recommendation.

- AAFES EXCHANGE
- AIR QUALITY - COPY.PNG
- COMMISSARY.JPG
- COMMUNITY RELATIONS.PNG
- EDUCATION - COPY.PNG
- EMERGENCY - COPY.PNG
- FMWR.PNG
- GARRISON - COPY.PNG
- GARRISON2 - COPY.PNG
- GATE-INFO - COPY.PNG
- HOSPITAL.JPG
- HOUSING - COPY.PNG
- ID CARDS.PNG
- IMCOM-CREST-300.PNG
- LEGAL.PNG
- MILITARY UNIT.PNG
- NEWCOMERS.PNG
- PHONEBOOK.PNG
- ROADS.PNG
- SENIOR COMMAND.PNG
- SERVICES.PNG
- VISITORS-CENTER.PNG
- VOLUNTEER.PNG

**WRAP ANYTHING**

This section also serves as a demonstration of the Wrap Anything set of blocks.

There are text blocks above and below and a "List Files From Set" to the left. This is a Yellow Alert box.

Enterprise icons

Take almost any path you please, and ten to one it carries you down in a dale, and leaves you there by a pool in the stream. There is magic in it. Let the most absent-minded of men be plunged in his deepest reveries - stand that man on his legs, set his feet a-going, and he will infallibly lead you to water, if water there be in all that region. Should you ever be athirst in the great American desert, try this experiment, if your caravan happen to be supplied with a metaphysical professor. Yes, as every one knows, meditation and water are wedded for ever.

What to use?  
Fast & Simple?  
Use pre-made box blocks

**GO DOWN TO THE FIERY PIT ITSELF, IN ORDER TO KEEP OUT THIS FROST?**

But no more of this blubbering now, we are going a-whaling, and there is plenty of that yet to come. Let us scrape the ice from our frosted feet, and see what sort of a place this "Spouter" may be.

Designed for emergencies/garrison alerts

**WATCHING THE WEBMASTER**

Poor Lazarus there, chattering his teeth against the curbstone for his pillow, and shaking off his tatters with his shiverings, he might plug up both ears with rags, and put a corn-cob into his mouth, and yet that would not keep out the tempestuous Euroclydon.

**Euroclydon!**

says old Divs, in his red silken wrapper - (he had a redder one afterwards) pooh, pooh! What a fine frosty night; how Orion glitters; what northern lights! Let them talk of their oriental summer climes or everlasting conservatories; give me the privilege of making my own summer with my own coals.

**BUT WHAT THINKS LAZARUS?**

Can he warm his blue hands by holding them up to the grand northern lights? Would not Lazarus rather be in Sumatra than here? Would he not far rather lay him down lengthwise along the line of the equator; yea, ye gods; go down to the fiery pit itself, in order to keep out this frost?

Something specific?  
Design & Custom Template

**DESIGN AND CUSTOM TEMPLATE**

Cancel Save

Welcome to IMCOM

It was a queer sort of place, with a sharp bleak corner, where the tossed craft. Euroclydon, boasting for bed. "In judgment the only copy extant - "it frost is all on the outside which the wight Death is thou reasonest well. Yes, chinks and the crannies t The universe is finished;

**Advanced**

Custom Template  
(None selected)

Custom Class

Custom ID

Custom Element Attribute

Block Container Class  
Default Setting

Clear Styles

Share this page:  
f t



# Wrapper Classes available

<p><b>HEADING 2 LINK</b></p> <p>Style: tan-box</p> <p>Plain <i>italic bold</i> text LINK</p> <p><b>Heading 1</b></p> <p><b>Heading 3</b></p> <p><b>Heading 4</b></p> <p><b>Heading 5</b></p> <hr/> <p>Heading 6</p>	<p><b>HEADING 2 LINK</b></p> <p>Style: gray-box</p> <p>Plain <i>italic bold</i> text LINK</p> <p><b>Heading 1</b></p> <p><b>Heading 3</b></p> <p><b>Heading 4</b></p> <p><b>Heading 5</b></p> <hr/> <p>Heading 6</p>	<p><b>HEADING 2 LINK</b></p> <p>Style: black-outline-box</p> <p>Plain <i>italic bold</i> text LINK</p> <p><b>Heading 1</b></p> <p><b>Heading 3</b></p> <p><b>Heading 4</b></p> <p><b>Heading 5</b></p> <hr/> <p>Heading 6</p>	<p><b>HEADING 2 LINK</b></p> <p>Style: white-box. Use to "reverse out" an area within a contrasting block.</p> <p>Plain <i>italic bold</i> text LINK</p> <p><b>Heading 1</b></p> <p><b>Heading 3</b></p> <p><b>Heading 4</b></p> <p><b>Heading 5</b></p> <hr/> <p>Heading 6</p>	<p><b>HEADING 2 LINK</b></p> <p>Style: yellow-alert-box (Available as a block. Use to catch attention, garrison status, etc.)</p> <p>Plain <i>italic bold</i> text LINK</p> <p><b>Heading 1</b></p> <p><b>Heading 3</b></p> <p><b>Heading 4</b></p> <p><b>Heading 5</b></p> <hr/> <p>Heading 6</p>
<p><b>HEADING 2 LINK</b></p> <p>Style: dark-box</p> <p>Plain <i>italic bold</i> text LINK</p> <p><b>Heading 1</b></p> <p><b>Heading 3</b></p> <p><b>Heading 4</b></p> <p><b>Heading 5</b></p> <hr/> <p>Heading 6</p>	<p><b>HEADING 2 LINK</b></p> <p>Style: black-box (available as a block. Heading 1 is discouraged)</p> <p>Plain <i>italic bold</i> text LINK</p> <p><b>Heading 1</b></p> <p><b>Heading 3</b></p> <p><b>Heading 4</b></p> <p><b>Heading 5</b></p> <hr/> <p>Heading 6</p>	<p><b>HEADING 2 LINK</b></p> <p>Style: red-alert-box (Available as a block. Use for base closures, active shooters, garrison status, etc.)</p> <p>Plain <i>italic bold</i> text LINK</p> <p><b>Heading 1</b></p> <p><b>Heading 3</b></p> <p><b>Heading 4</b></p> <p><b>Heading 5</b></p> <hr/> <p>Heading 6</p>	<p><b>HEADING 2 LINK</b></p> <p>Style: red-outline-box</p> <p>Plain <i>italic bold</i> text LINK</p> <p><b>Heading 1</b></p> <p><b>Heading 3</b></p> <p><b>Heading 4</b></p> <p><b>Heading 5</b></p> <hr/> <p>Heading 6</p>	<p><b>HEADING 2 LINK</b></p> <p>Style: green-box (Use <b>only</b> when you are required to publish a Green status for your installation)</p> <p>Plain <i>italic bold</i> text LINK</p> <p><b>Heading 1</b></p> <p><b>Heading 3</b></p> <p><b>Heading 4</b></p> <p><b>Heading 5</b></p> <hr/> <p>Heading 6</p>



# 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

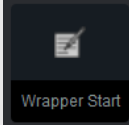
In the Custom Class box (3), type the name of the wrapper class (style) you want to use

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

Click Save on the toolbar(4)

The image shows a sequence of four screenshots illustrating the process of applying Design & Custom Template styling to a page block. The screenshots are overlaid on a background image of the page editor.

- Screenshot 1:** Shows the 'DESIGN AND CUSTOM TEMPLATE' toolbar at the top of the editor. A red arrow labeled '1' points to the 'Design & Custom Template' option in the context menu that appears when a block is selected.
- Screenshot 2:** Shows the 'Advanced' settings panel for the selected block. A red arrow labeled '2' points to the 'Custom Class' field, which is currently empty.
- Screenshot 3:** Shows the 'Advanced' settings panel with 'gray-box' entered into the 'Custom Class' field. A red arrow labeled '3' points to the 'Custom Class' field.
- Screenshot 4:** Shows the 'Advanced' settings panel with 'gray-box' entered into the 'Custom Class' field. A red arrow labeled '4' points to the 'Save' button on the toolbar.

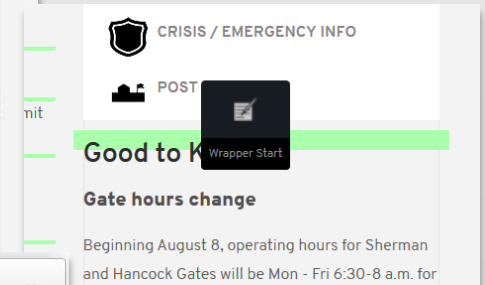
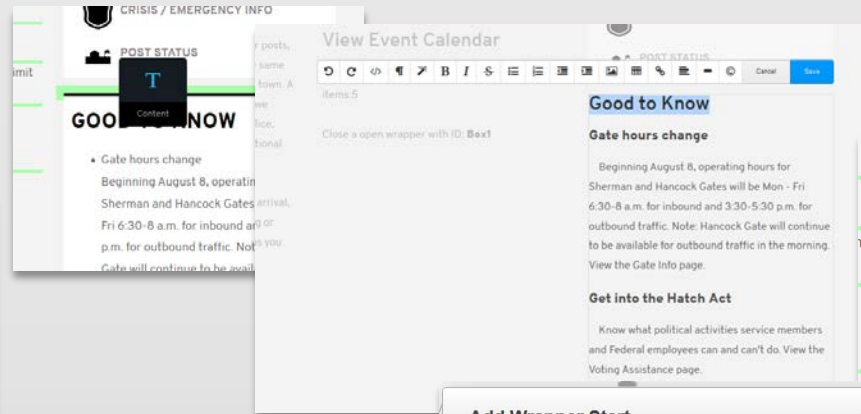
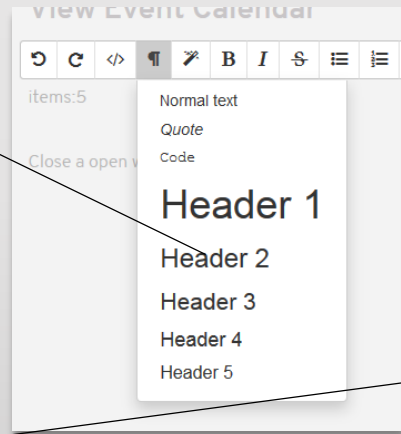


# Block: Wrap Anything Start

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.



**Add Wrapper Start**

ID

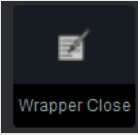
Class

Cancel Add

- Available classes:**
- black-box
  - gray-box
  - white-box
  - tan-box
  - See the Wrapper Classes page in this document

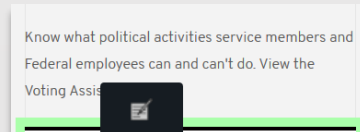
Start wrapper with ID: **Good to Know**  
 And class: **black-box**

**Good to Know**



# 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.



**Add Wrapper Close**

Use the same id was wrapper start!

ID

Cancel

Start wrapper with ID: **Good to Know**  
And class: **black-box**

## Good to Know

### Gate hours change

Beginning August 8, operating hours for Sherman and Hancock Gates will be Mon - Fri 6:30-8 a.m. for inbound and 3:30-5:30 p.m. for outbound traffic. Note: Hancock Gate will continue to be available for outbound traffic in the morning. View the Gate Info page.

### Get into the Hatch Act

Know what political activities service members and Federal employees can and can't do. View the Voting Assistance page.

Close a open wrapper with ID: **Good to Know**

## GOOD TO KNOW

### Gate hours change

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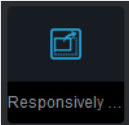
# Block: Redirect *redirecting to an external page*

- 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.

The screenshot illustrates the configuration process for a Redirect block. It shows three overlapping windows:

- Top Window:** A context menu is open over a block, with a red arrow pointing to the 'Edit Block' option.
- Middle Window:** The 'Edit Redirect' dialog is open, showing the 'Destination page' tab. A red arrow points to the 'External URL' dropdown menu. Below it, the 'URL' field contains the address: `https://www.ikn.army.mil/apps/IKNWMS/Home/WebSite/309thMIBN`.
- Bottom Window:** The 'Edit Redirect' dialog is shown with the 'Redirect by user groups' tab selected. A red arrow points to the 'Select group' button. To the right, a 'Select group' dialog is open, showing a list of user groups with 'Guest' selected. A red arrow points to the 'Guest' group.

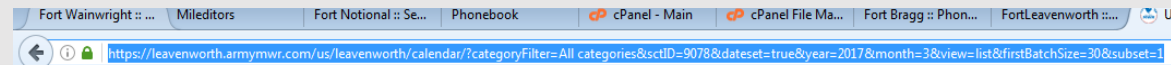
Red arrows with the number '1' indicate the sequence of actions: clicking 'Edit Block', selecting 'External URL', clicking 'Select group', and finally clicking 'Save'.



# 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.



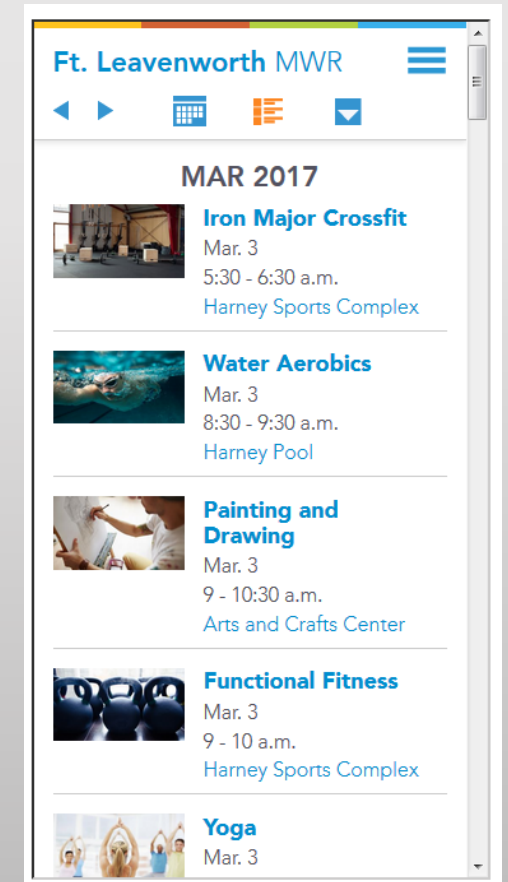
**Add Responsively embed**

IFrame source URL

Aspect ratio  
 :

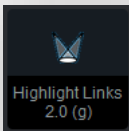
Chrome height  
 px

External content disabled in edit mode. Anytl  
Close



## IMCOM GUIDELINES:

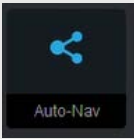
. Enterprise icons are **standardized** across IMCOM. Do not use an icon for a purpose other than the name; if you cannot find an icon with the name you need, contact IMCOM HQz



# Block: Highlight Links

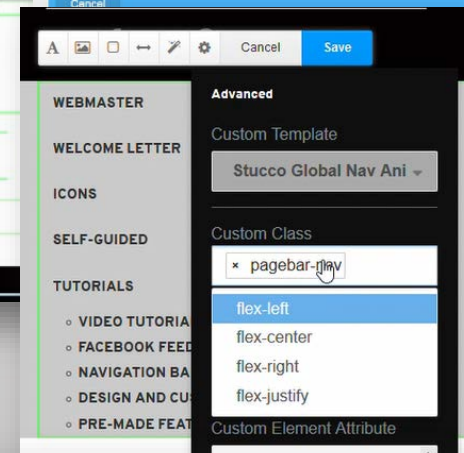
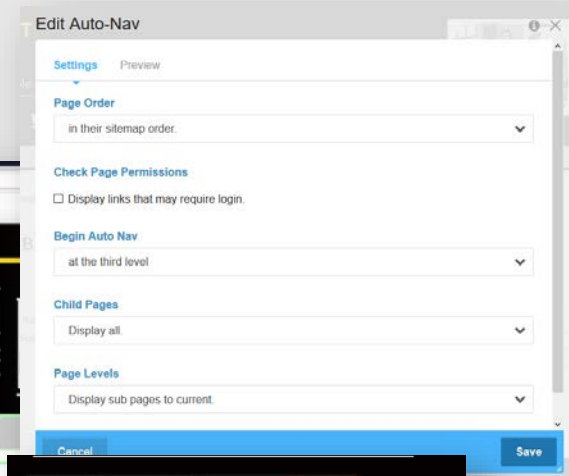
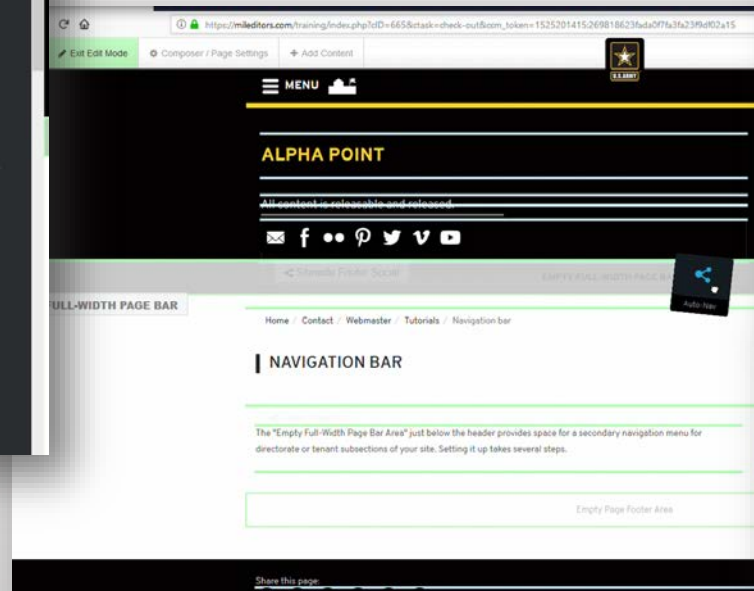
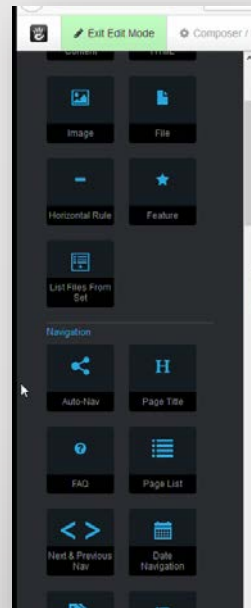
**Highlight Links** is designed to bring together the most important links on your site. It could be your most visited sites or pages deemed important by leadership – The block is **updated manually** to allow you to make that choice.

- Drag & drop the Highlight Links block or click edit on an existing block
- On the Basics tab, give the list a name.
- Switch to the Entry tab. Click Add Entry.
- For the first (and all subsequent) entries, choose an icon by clicking Choose New File under Enterprise Icon. This will take you to the file manager.
- Go into Advanced Search. In the field dropdown, choose File Sets.
- From the set dropdown, choose Enterprise Icons.
- Click Search
- From the icons presented, choose the one you wish to use. Enterprise icons are standardized across IMCOM.
- Select a link for the ICON. When you click on the link the site map comes up. Choose the page you wish to link to.
- Select the same link for the text.
- The page name will appear in the link unless you change it by typing a new title into Text Link Text
- Add ;the next entry.
- You can use a minimum of three and a maximum of 18 links in the Highlight Links box
- To sort entries, click on the icon on the upper left of the entry and drag it up or down.



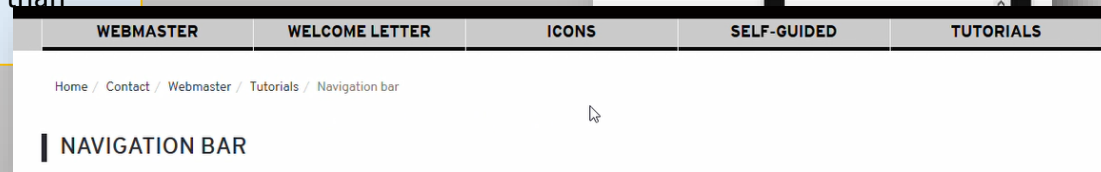
# Block: Autonav - Building a navigation bar

- 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.

Built in Arizona for the Enterprise Web

Edit SVG Social Media Icons

This block is contained within a global area. Changing its content will change it everywhere that global area is referenced.

Social Media Accounts    Color and Style

Open Links in New Tab

icon

**Behance**

**deviantART**

**Dribbble**

**Email**

**Facebook**

**Flickr**

Cancel    Save

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

**Icon Spacing ?**

▼ 2px    0 px

**Icon Color ?**

▼ black

**Position**

left ▼

**Icon Hover**

▼ no

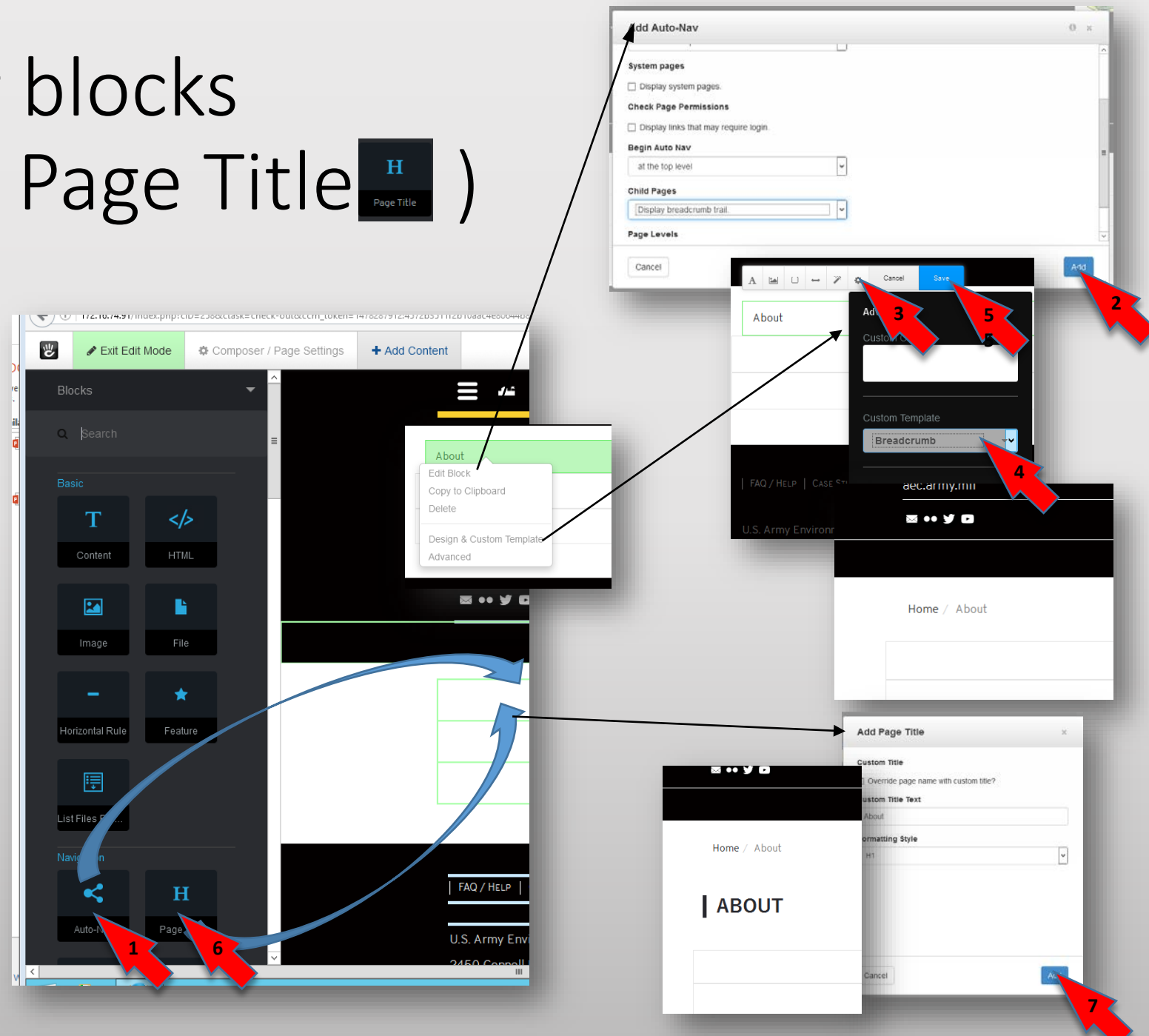
**Icon Size**

▼ 48px

# 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

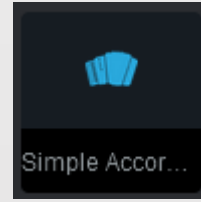
Blocks: Red Alert, Yellow Alert, Black Box

# Block: Image Slider

# Block: Custom Twitter Feed

# Block: Page List

# Block: Simple Accordion



# 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.

The screenshot displays a software interface with three main navigation panels. The left panel, titled 'Environment', lists: Environment Information, Debug Settings, Logging Settings, Proxy Server, Database Entities, and Geolocation. The middle panel, titled 'Express', lists: Data Objects and Custom Entry Locations. The right panel, titled 'System & Settings', lists: Basics, Multilingual, SEO & Statistics, Files, Optimization, Permissions & Access, Login & Registration, Email, Conversations, Attributes, Environment, Express, Update concrete5, and Calendar. Below the 'System & Settings' panel is a link for 'Express'. A red arrow points to the 'Import Calendar Data' link located under the 'Calendar' section in the left panel.