

Adding pages, Adding blocks

IMCOM Enterprise Web

Tutorial 2

Version 3

Contents and general instructions

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General instructions:

THINK SERVICES FIRST!

This tutorial shows you what page types are available and when/where to use them. IEW offers several page templates to automate and simplify the construction of your site. use them wherever possible. Services pages are at the core of the design.

Many pages are still under construction.

IMCOM GUIDELINES:

The dark gray boxes are policy reminders.

Blue boxes offer helpful explanations

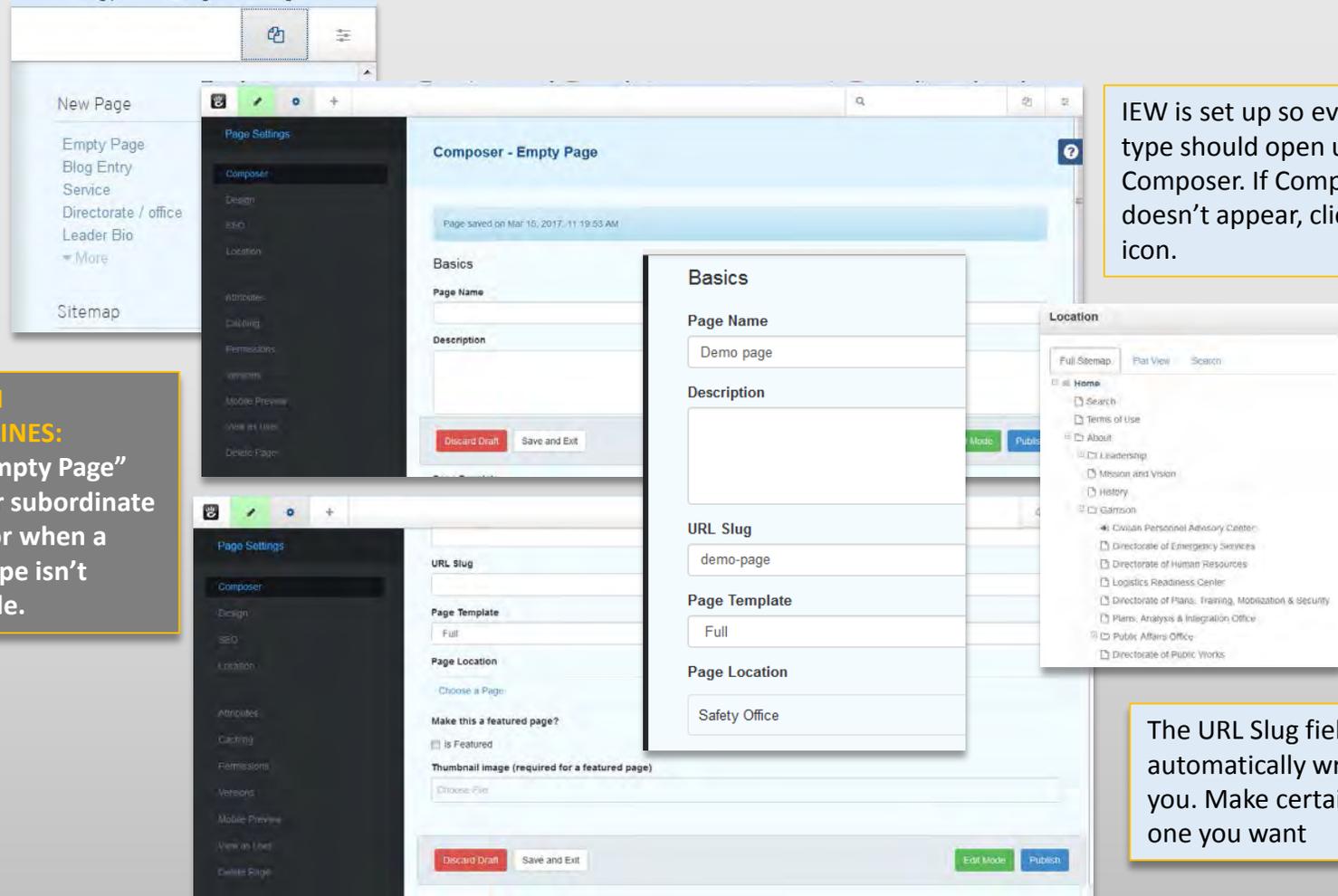
Adding any page (empty page)

“Page Type” is concrete5’s term for a template set up for a specific use.

Concrete5 offers several ways to create a new page. Use the **Pages menu** method whenever possible.

- Go to the Pages menu
- Under “New Page,” Click on the type of page you want to add.
- Wait for the Composer screen to load
- At a minimum, fill out the Page Name and URL slug and select a page location:
 - Click on Choose a page
 - Expand the site map
 - Click on the page you want this one to fall under
- Fill in the description as completely as possible. Many navigation elements use this.
- If the page is going to be featured, put in a thumbnail. This can be done later.
- Fill out any other required fields, depending on the page type
- Select Edit Mode or Publish
- Reenter Edit Mode, if necessary, add content, and publish

IMCOM GUIDELINES:
Use “Empty Page” only for subordinate pages or when a page type isn’t available.



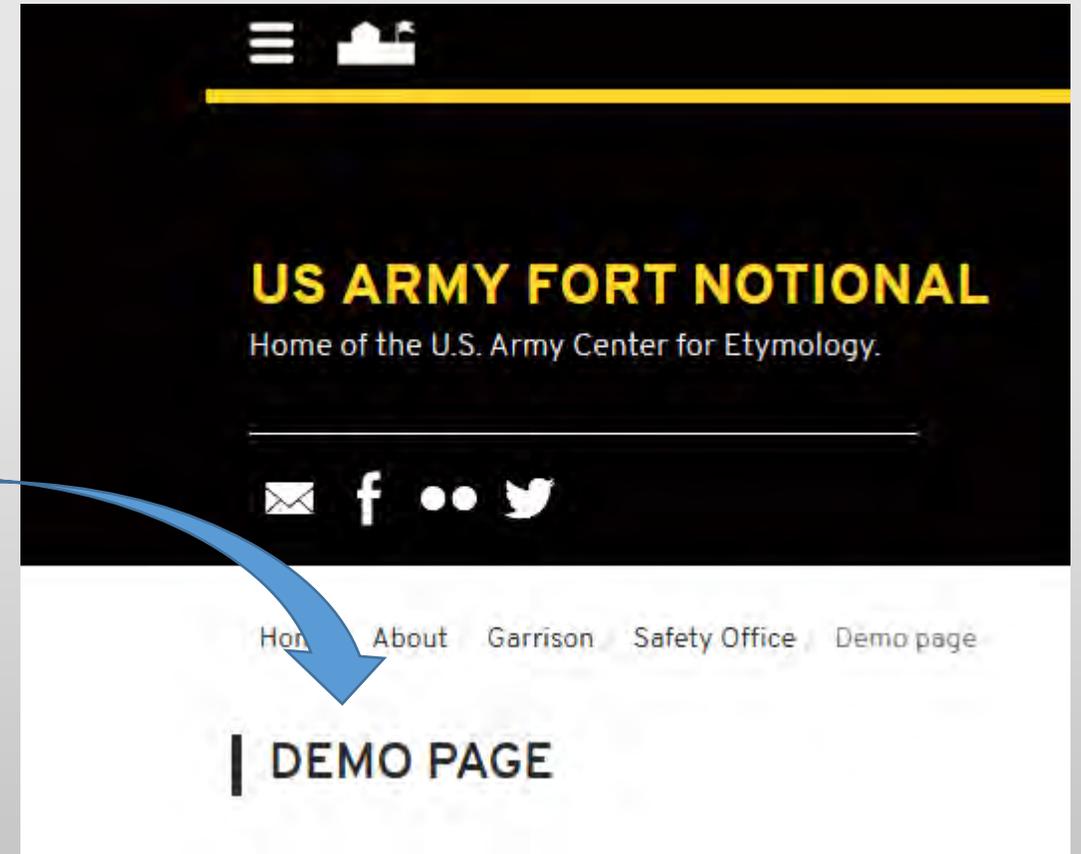
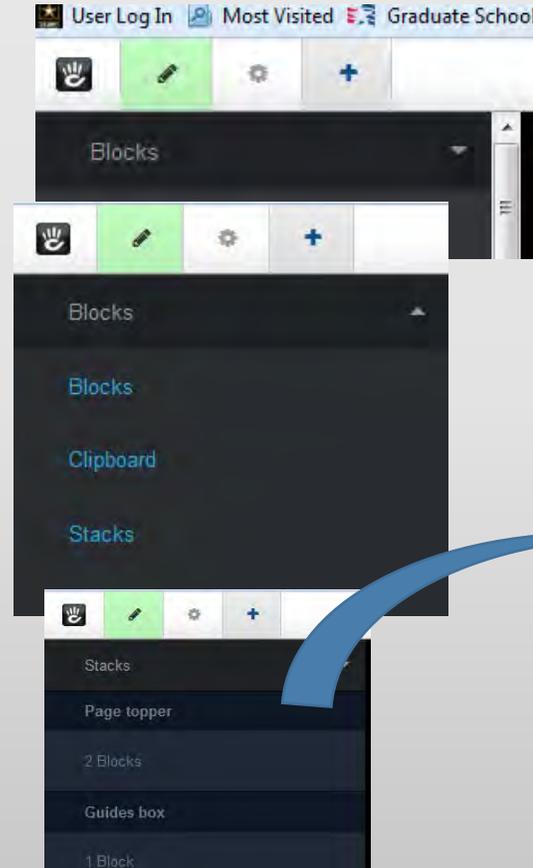
IEW is set up so every page type should open up in Composer. If Composer doesn’t appear, click the gear icon.

The URL Slug field will try to automatically write one for you. Make certain it is the one you want

The top of every page but Home

This should be set up for you on every page type.
If you don't have the Page Topper stack, CONTACT NEAL and see pages 15 and 16 of this tutorial

- Every page should have a breadcrumb trail and page title at the top.
- If it doesn't appear, go to the Add icon. Click on "Blocks" and select "Stacks"
- In the Stacks menu, choose Page Topper and drag it into the Page Header.



Available Page Types

Top-level:

- About
 - Top of the About menu
 - Redirects to Mission and Vision
- Contact
 - Top of the Contact menu
 - Redirects to Phonebook
- My Fort
 - Top of the menu
 - Follows a specific format
- Units / Tenants
 - Top of the menu
 - Follows a specific format

Specific:

- Guide (“For...”)
 - Guides or Portals are used for the audience-specific pages under My Fort
 - Garrison needs to populate left column with audience-specific information
 - Right column format is fixed
- Leadership
 - Specific format for leadership page. Other than the welcome letter block, do not alter.
 - Can be placed anywhere on the site, enabling leader pages for subordinate and tenant units
- Garrison Organization
 - Falls under the About page
 - Built as a menu for directorate/office pages
- Blog
 - Can be placed anywhere
 - Makes a good news section
- Phonebook
 - Specifically designed to create a phone directory. Automated.
 - See Tutorial 4 for use
- Event Calendar
 - Falls under the About page
 - Specific tutorial to come

Common:

- Service
- Leader Bio
- Directorate / office
- Blog Entry
- Empty Page

Guides and Services, Garrison and Directorates, Leadership and Leader Bio - introduction

- The **Guides** are portal pages for the various groups served by the installation. You should have three guide pages in your provisioned site: For Soldiers, For Families, For Employees. You can set up guides For Retirees, For Mobilization and For Training easily.
- **Service** pages bring focus to the services our Soldiers, Families and the rest of our community need in one easy-to locate structure. They populate automatically under “All Services” and appear in the Guides for relevant groups as you select them. Do not attempt to force services pages to exist elsewhere – use an alias. See below on how to set up a garrison page and for more about aliasing.
- The **Garrison** page is designed to hold the command structure of the garrison. The entire website is about the garrison, so the name is slightly redundant.
- **Directorate/Office** pages populate below the Garrison page. Again, do not attempt to place a Directorate/Office page elsewhere. They primarily serve to demonstrate the structure of the garrison – such as Directorate of Public

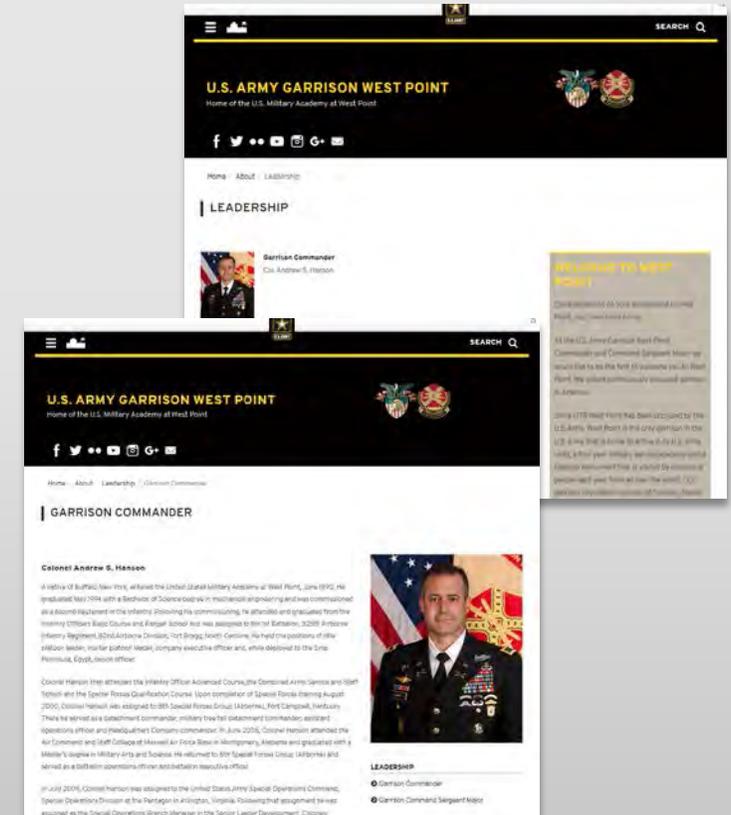
Safety or Human Resources directorate pages.

Leadership pages are designed to showcase any cadre of leaders. Leadership pages are automated. Other than the welcome letter column, they are populated via the information on the Leader Bio page. Leadership pages can be placed anywhere. This allows tenant units to create leadership lists in the same way.

- **Leader Bio** pages have a very specific format. They should be filled in via the Composer. Please include all fields.

Service or Directorate?

First, see the list in the Tiered Menu Layout. When in doubt, think Services. For example, the Chapel should have a Service page whether or not you make a Directorate page for it. If there is an office or directorate with limited interaction with the public yet still requiring a web page, build it under Garrison as a Directorate page. Services pages can be linked back under Garrison to fill out the structure and provide a second logical route to the information.



Edit a Leader Bio page

Fill out all fields to populate both Leadership and Leader Bio.

- Go to the page you wish to edit
- Click on the gear icon and enter the Composer (1).
- In the Title Role field, put the official position. This will be the page name
- Make certain the URL Slug matches. If not, you can change it via the small pencil icon (3)
- Change the Leader Rank and Name to match the person in the position (4)
- Click on the placeholder and Clear the placeholder thumbnail.
- Click Choose File and select or upload the leader's official photo.
- Do the same with the Official Photo field.
- In the Biography field, use the rank and full name as the header (format Header 3) and place the entire biography text (5).
- Click Publish at the bottom of the page.

Your provisioned site should include two placeholder Leader Bios. Add more (senior commander, etc.) by adding a Leader Bio page type (see page 3).

The image illustrates the process of editing a Leader Bio page through three main components:

- LEADERSHIP Page Preview:** Shows a list of leaders under the heading "LEADERSHIP". Two entries are visible: "Garrison Commander" (Col. Rank N. Name) and "Garrison Command Sergeant Major" (Command Sgt. Maj. Rank N. Name).
- Composer - Leader Bio Form:** This is the editing interface. It features a sidebar on the left with "Page Settings" and "Composer" selected. The main area contains the following fields:
 - Title Role (i.e. Garrison Commander):** A text field containing "Garrison Commander". A red arrow labeled "2" points to the edit icon (pencil) to its left.
 - URL Slug:** A text field containing "garrison-commander". A red arrow labeled "3" points to the edit icon (pencil) to its left.
 - Leader rank and name:** A text field containing "Col. Rank N. Name". A red arrow labeled "4" points to the edit icon (pencil) to its left.
 - Thumbnail (use official photo):** A field with a "Choose File" button. A red arrow labeled "5" points to the "Choose File" button.
- garrison-commander Page Preview:** Shows the final rendered page. It includes:
 - Leader rank and name:** A field containing "Col. Rank N. Name" and "Col. Andrew S. Hanson". A red arrow labeled "4" points to the edit icon (pencil) to its left.
 - Thumbnail (use official photo):** A field with a "Choose File" button. A red arrow labeled "5" points to the "Choose File" button.
 - Content:** A rich text editor containing the text "Colonel Andrew S. Hanson" (formatted as Header 3) followed by a paragraph of biography text. A red arrow labeled "5" points to the text.

Create a Service page

DO NOT CHANGE THE PAGE LOCATION

- Go to the pages menu, select Service. Wait for composer to populate
- Fill in the Page Name and URL Slug (URL Slug will try to populate automatically. Make certain it gives you what you want.
- Put in a thorough description. The description will appear on the “All Services” page, among other places.
- If you plan to feature this page (see elsewhere in this tutorial), put in a thumbnail image and check the box.

Composer - Service

Page saved on Apr 7, 2017, 2:38:29 PM

Basic

Page Name

URL Slug

Page Location

This page will be published beneath *All Services*.

Description

Make this a featured page?

Thumbnail (required if featured)

Composer - Service

Page saved on Apr 7, 2017, 2:38:29 PM

Basic

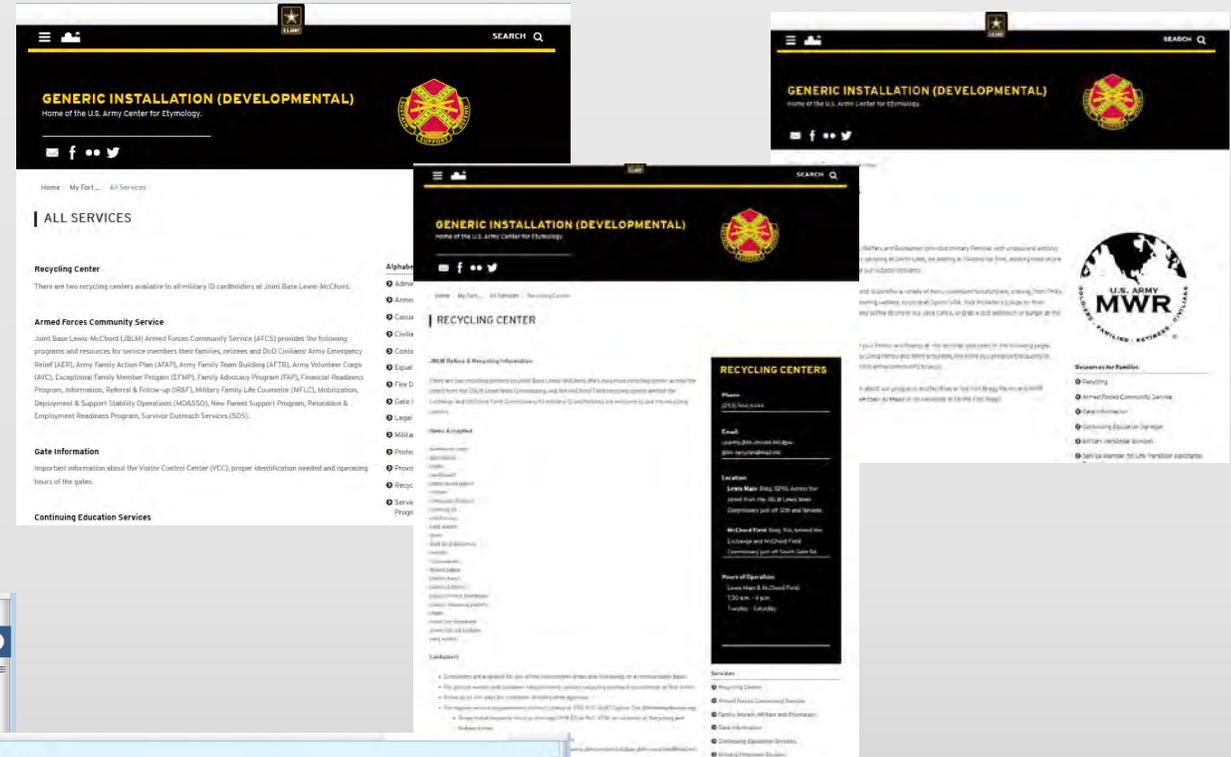
Page Name

URL Slug

Description

Make this a featured page?

Thumbnail (required if featured)



Service Page: Completing and publishing

The “Introduction” area lets you input content from within the Composer. You can also drag/drop blocks in Edit Mode to insert content. It was originally intended to duplicate the Description, but users have found it handy to populate the entire page this way.

- Copy the description in the Introduction field.
- As an option, put the entire body of the page here.
- Fill in the Service Data Box fields. Any fields left blank will not appear.
- Choose at least one Audience Topic. The Service page will be linked to the Guide page for that audience.
- Go to Edit Mode to add more blocks.
- Publish or save. A saved, unpublished page can be found in the Drafts section of the Pages menu
- To have the page appear in the Garrison structure make an Alias under the Garrison page after publishing this page (see another page in this tutorial).

The screenshots illustrate the following steps in the CMS:

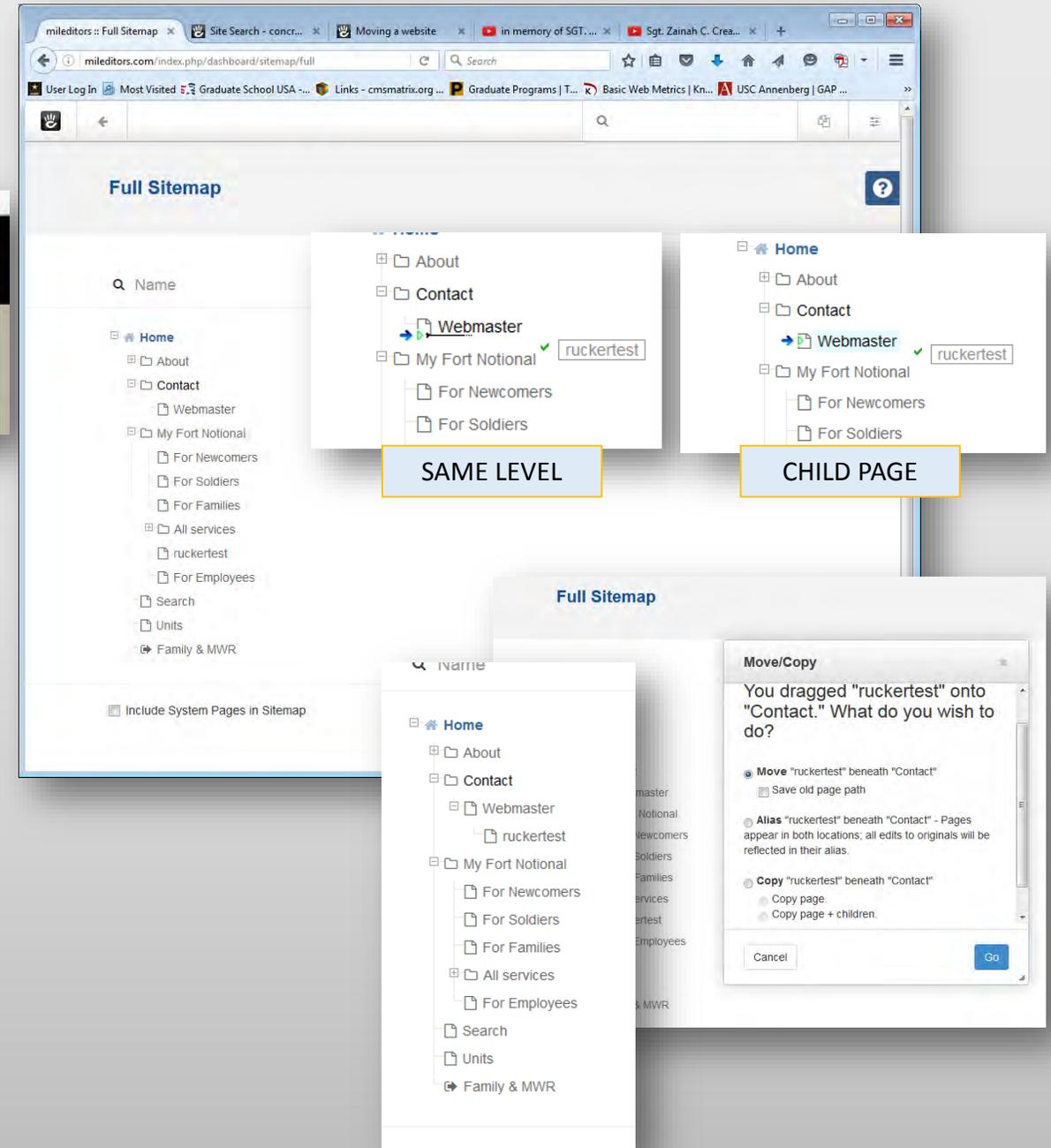
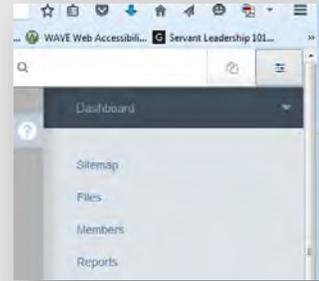
- Introduction:** A text area where the user pastes their description. A note indicates it was originally intended to duplicate the description but is now used to populate the entire page.
- Service Data Box:** A form with required fields: Organization, office or service name; Office or activity; Phone number; Fax; Email; and Location.
- Recycling Centers:** A sidebar containing contact information (Phone: (253) 966-6444, Email: usarmy.jblm.incom.lst.dpw-jblm-recycles@mail.mil) and hours of operation (Lewis Main & McChord Field: 7:30 a.m. - 4 p.m., Tuesday - Saturday).
- Custom Attributes:** A section for selecting audience topics, including Access, Family, Employees, Leadership, Member, Workstation, and Training.
- Final Page:** A preview of the published page titled "GENERIC INSTALLATION (DEVELOPMENTAL)" for the "RECYCLING CENTER".

Create a Directorate / Office page

Featuring a page

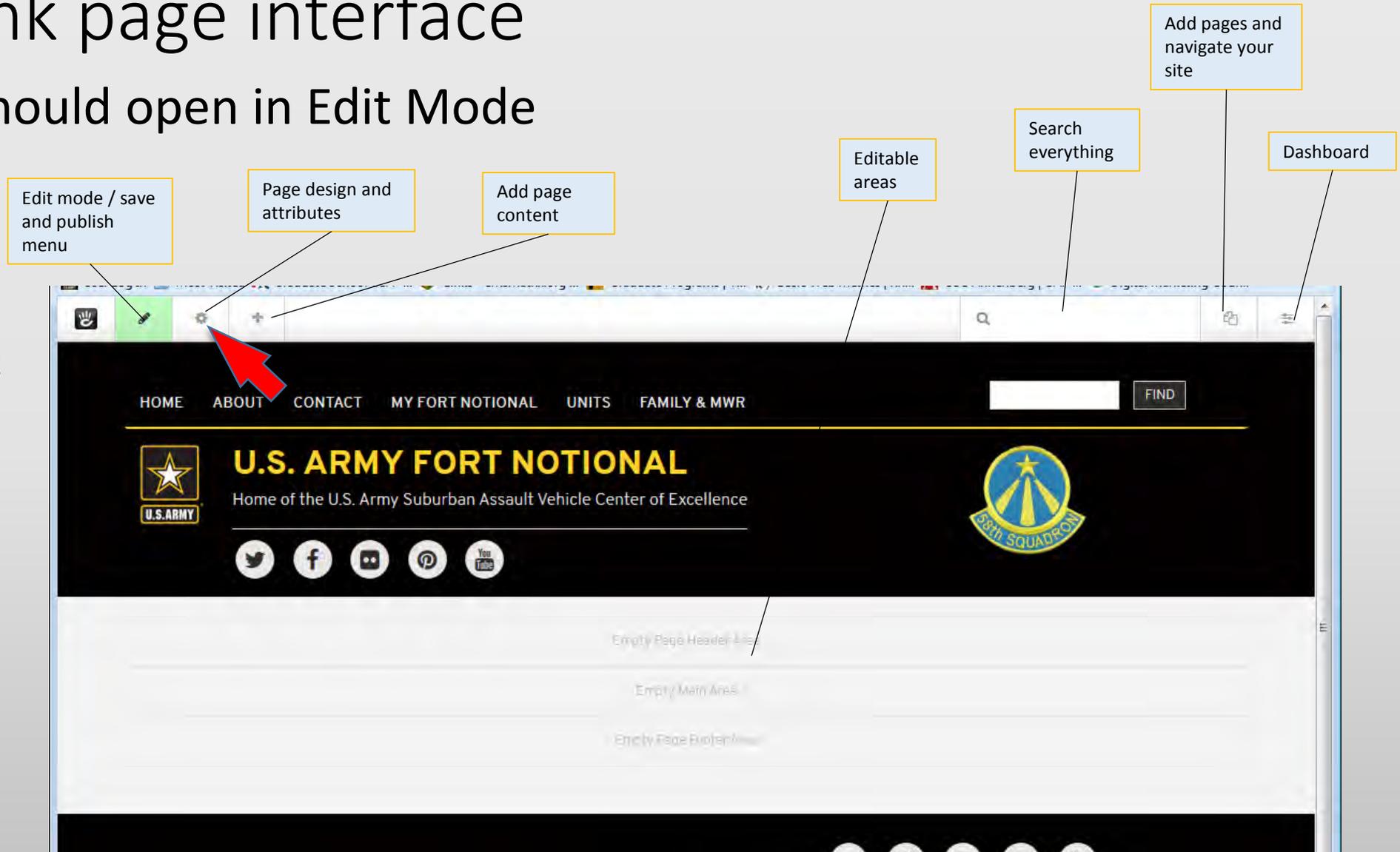
Moving or aliasing a page

- Go to the dashboard, select Sitemap
- Wait for the full sitemap to populate
- Drag the page icon to its new home:
 - Just under a page to put it at the same level in the sitemap
 - On top of the page (note highlight) to make it a child of that page.
- Choose “Move,” “Alias” or “Copy”
- Click “Go”



The blank page interface

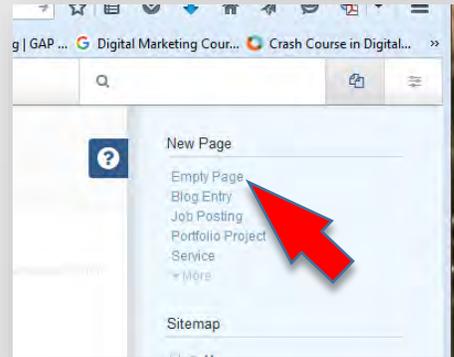
- Your page should open in Edit Mode
- Click on the Page Design & Attributes menu



Creating an empty page (manually)

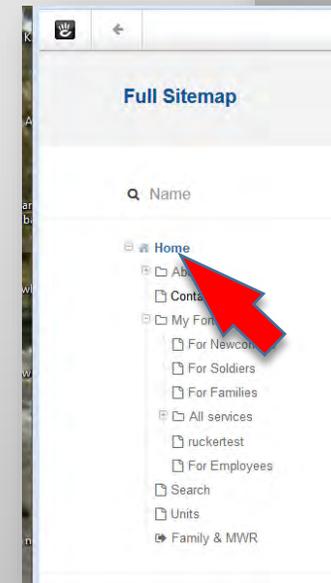
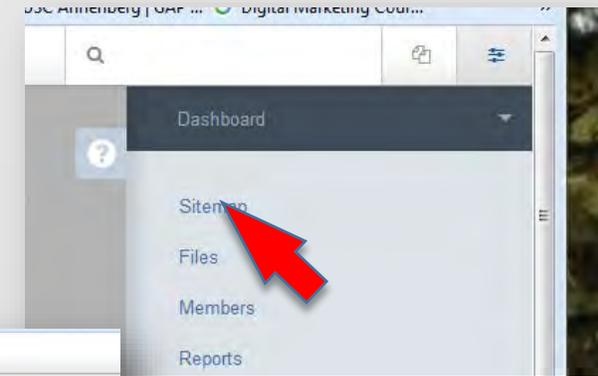
Either:

- Go to the Pages menu and click “Empty Page”



Or:

1. Go to the Dashboard and select Sitemap
2. Left-click on the page you want the new page to fall under
3. Click “Add Page”



Name and location

- Make certain you are in the Composer
- Name the page and give it a URL

NOTICE:

Check IMCOM website policy for naming conventions and consistent locations.

- Select a page template from the dropdown (1)
- Click “Choose a Page” (2) This will take you to a sitemap. Click on the page you want this one to fall under (3).
- Click “Edit Mode” in the lower right corner (4).

NOTE: If you saved your page and it disappears before it is published, you can retrieve it by going to the Pages menu and looking in the Page Drafts.

The screenshot shows the IMCOM website composer interface. The main form is titled "Composer - Empty Page" and includes fields for "Page Name" (set to "Webmaster"), "Description", and "URL Slug" (set to "webmaster"). The "Page Template" dropdown is set to "Full". A "Page Location" dropdown is visible with a "Choose a Page" button. A "Page Template" dropdown menu is open, showing options: "Full", "Blank", "Home", "Left Sidebar", "Right Sidebar", and "Yammpage". A red arrow labeled "1" points to the "Full" option. A "Choose a Page" button is highlighted with a red arrow labeled "2". A "Full Sitemap" window is open, showing a tree structure of pages. A red arrow labeled "3" points to the "Contact" page. A red arrow labeled "4" points to the "Edit Mode" button in the bottom right corner. A "New Page" menu is visible on the right, showing options like "Empty Page", "Blog Entry", "Job Posting", "Portfolio Project", "Service", and "More". A "Page Drafts" section at the bottom right lists drafts: "Webmaster 5/10/16, 5:12 PM", "(Untitled) 5/10/16, 2:32 PM", "(Untitled) 5/6/16, 12:57 PM", and "Articles 4/10/16, 7:02 PM". A yellow arrow points from the "Page Drafts" section towards the left.

Adding blocks in general (Page Title)

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

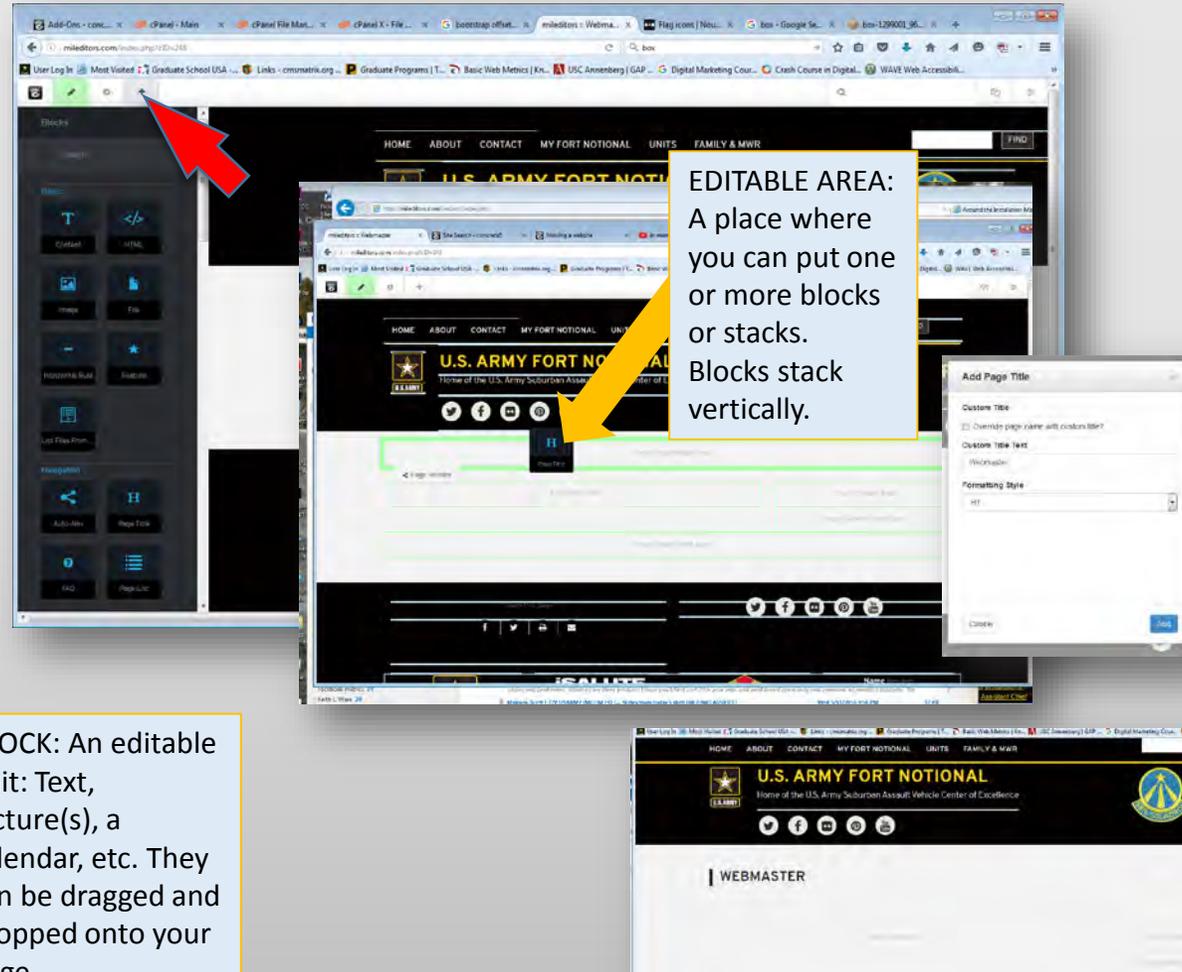
NOTE: If you are not in Edit mode, it will switch to that mode automatically. Be in edit mode to make changes to existing blocks.

- 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.

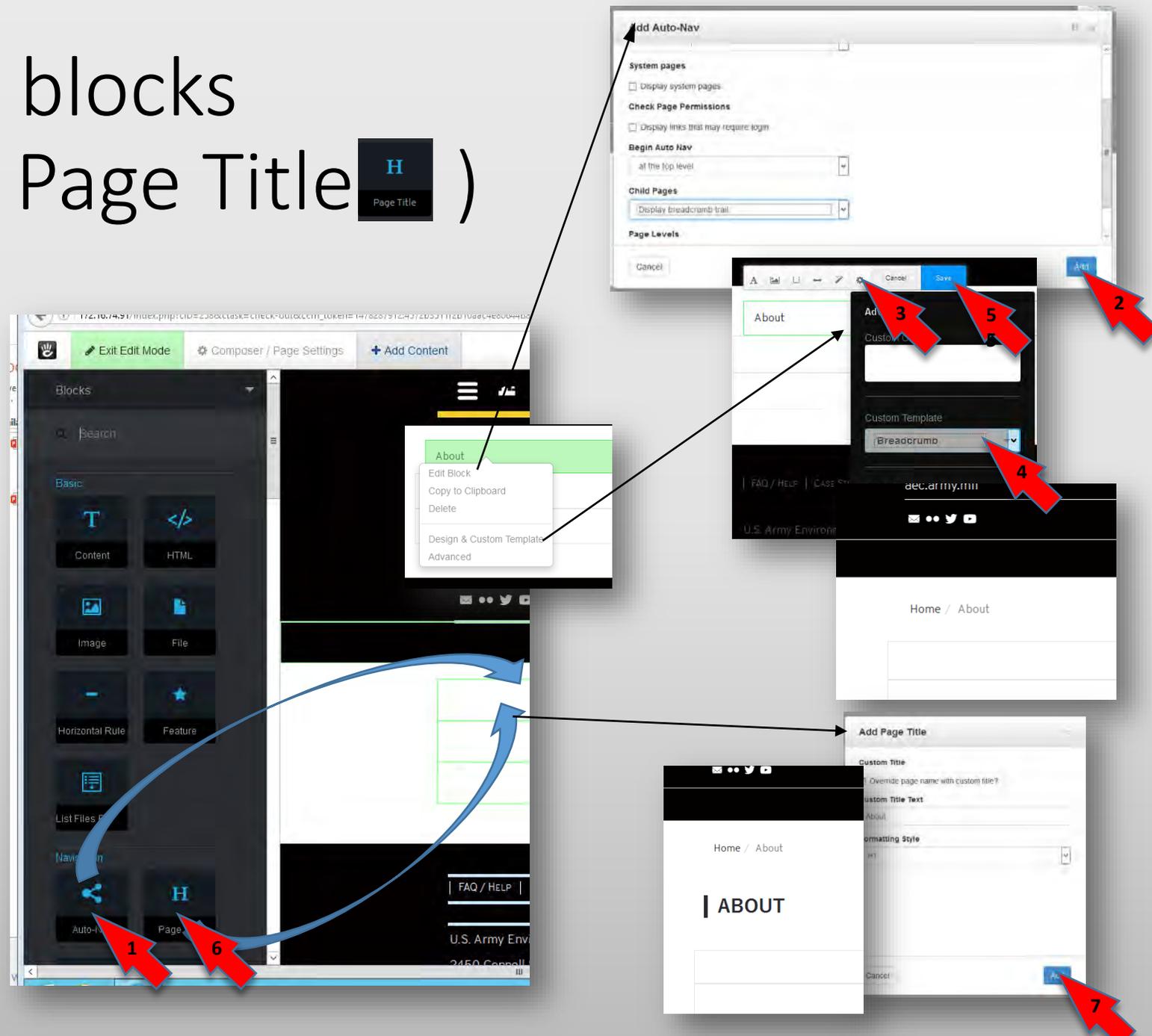


EDITABLE AREA: A place where you can put one or more blocks or stacks. Blocks stack vertically.

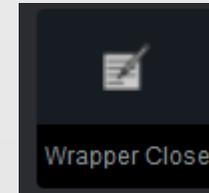
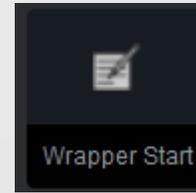
Required header blocks (Auto Nav and Page Title)

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



Block: Wrap Anything Start



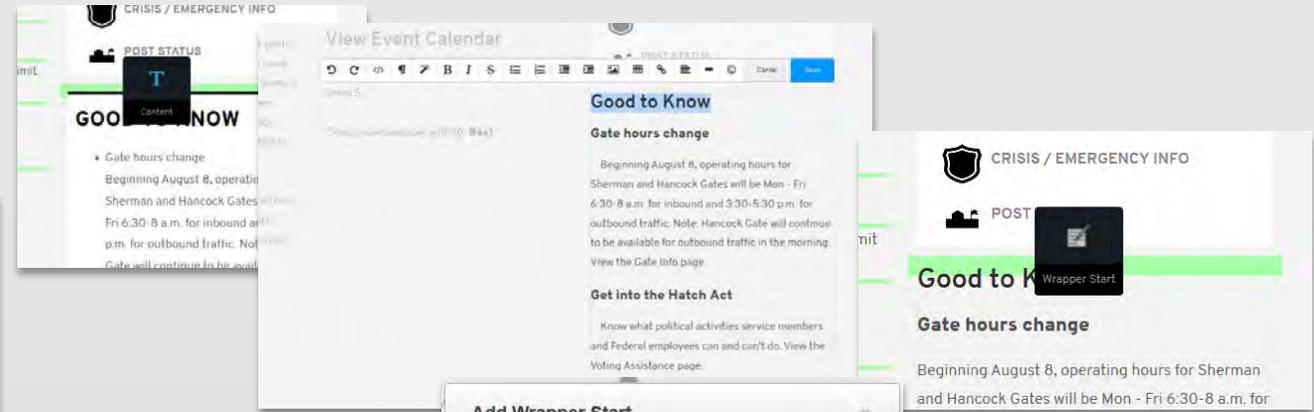
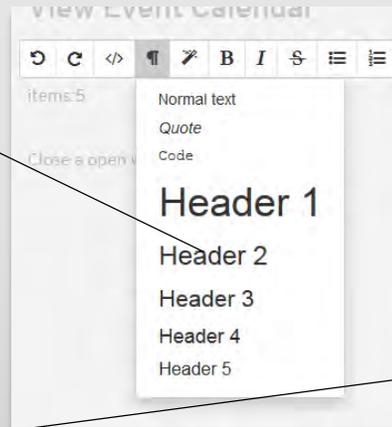
Wrap Anything is actually a pair of blocks: "Wrapper Start" and "Wrapper Close." The blocks you wrap don't change their behavior, just their looks.

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.



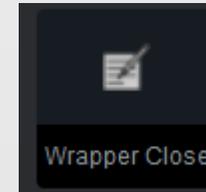
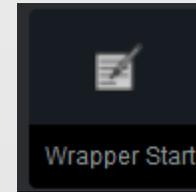
Available classes:

- black-box
- gray-box
- white-box
- tan-box
- See the Webmaster page on Mileditors for more.

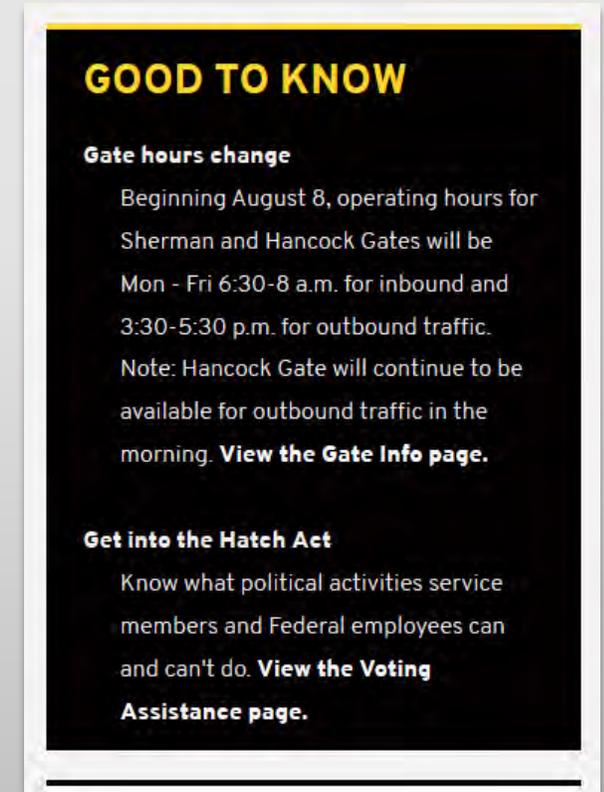
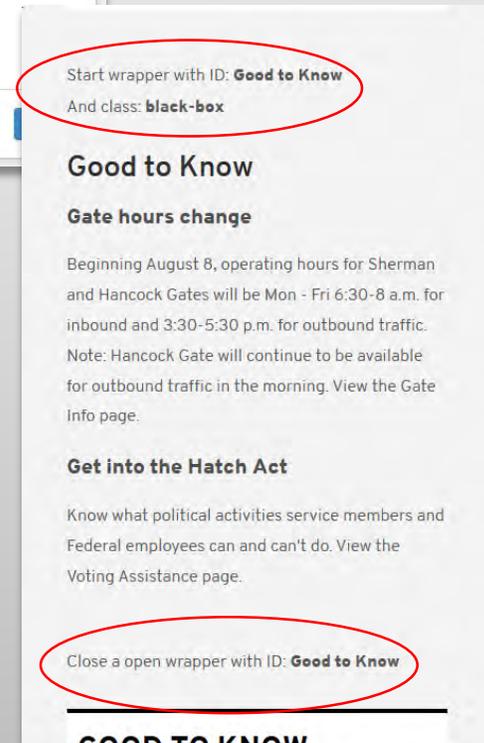
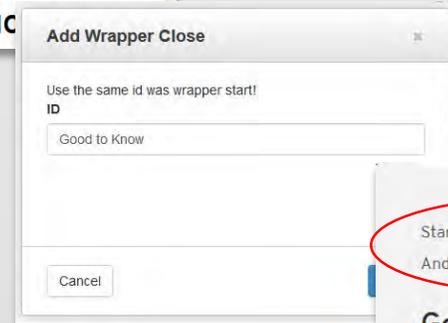
Start wrapper with ID: **Good to Know**
And class: **black-box**

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.



Block: Responsively Embed (MWR calendar)



This works with the MWR Enterprise Web sites.

- Go to your MWR site and click on Calendar (1).
- In the Calendar, select List View(2).
- While in List View, copy the entire URL from the browser and store it somewhere.
- 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 MWR calendar.
- 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.

A screenshot of the 'Add Responsively embed' dialog box. It contains the following fields:

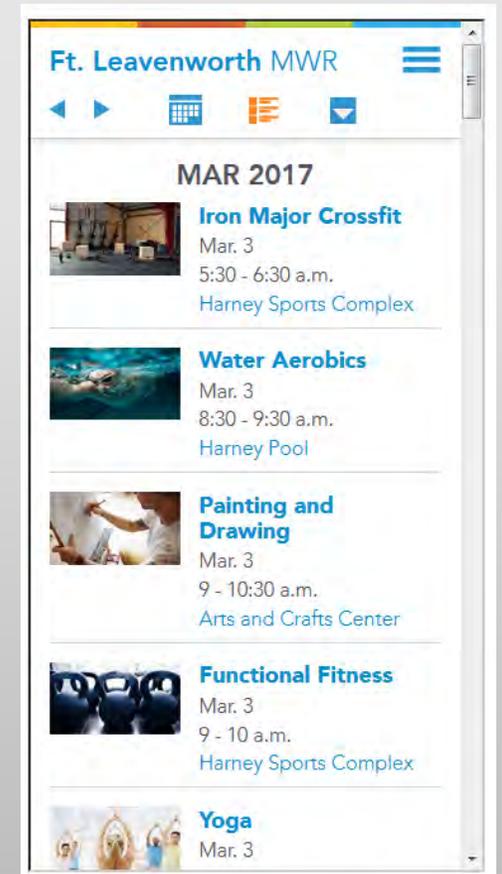
- IFrame source URL:**
- Aspect ratio:** :
- Chrome height:** px

At the bottom, there are 'Cancel' and 'Add' buttons.

External content disabled in edit mode.

Anytl

Close



Block: Service Data Box

Block: Highlight List

Blocks: Red Alert, Yellow Alert, Black Box

Block: Image Slider

Block: SVG Social Media Icons

Block: Custom Twitter Feed

Block: Page List

Block: Simple Accordion

