Episerver instructions: How blocks work

Last updated: 27/06/2017

This is a guide to how to make content in the Episerver 7 CMS by using blocks.

If you need further help on the CMS, please check all of our guides available on the [Partner digital hub](#).

In this guide:

One: Blocks – how they work

To add content to your page, you use blocks. You can either create and amend blocks yourself, or use ready-made (Global) blocks with pre-populated content.

Creating and amending a block yourself

You can create a block on the page you are working on or save it into a folder on the CMS so you can use it for any page across your site.

You select the type of block according to what type of content you want to create.

Not all blocks work on all page templates – see chart on page 4.

Global blocks

Global blocks are blocks from the Network content team at Age UK national and contain tailor-made content. You can find these blocks in a folder called Global.

Using Global blocks for campaigns

To use a Global block, you must copy the block from the Global folder and paste it into one of your own folders first.

You will then be able to amend the block with your own details.

You can then drag and drop the block onto a page on your website.

Not all blocks work on all page templates – see chart on page 4.

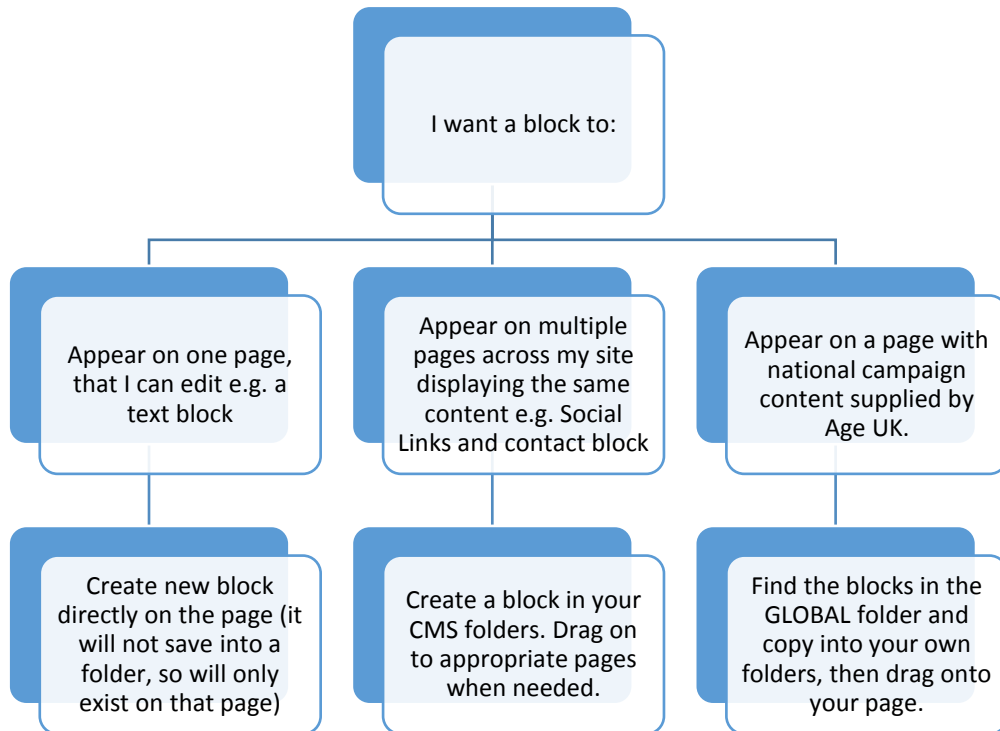### Using Global blocks for products and services

DO NOT copy and paste the Global blocks for products pages. These are controlled by Age UK national.

Your products pages will be automatically updated by Age UK national as and when required.

Creating a block – flowchart

I want a block to:

Appear on one page, that I can edit e.g. a text block

Appear on multiple pages across my site displaying the same content e.g. Social Links and contact block

Appear on a page with national campaign content supplied by Age UK.

Create new block directly on the page (it will not save into a folder, so will only exist on that page)

Create a block in your CMS folders. Drag on to appropriate pages when needed.

Find the blocks in the GLOBAL folder and copy into your own folders, then drag onto your page.

Two: Blocks available for each page type

Block name	Homepage	Index	Content
Hero	✔		
Text block	✔	✔	✔
3 purple boxes	✔		
3 blue or purple boxes	✔		
Call to action	✔	✔	✔
Social links contact block	✔	✔	
Forms	✔	✔	✔
2 featured posts block		✔	✔
3 featured posts block		✔	
4 featured posts block	✔	✔	
Iframe block		✔	✔
Accordion		✔	✔
Related links			✔
Related downloads			✔
Index Hero		✔	
Share links			✔

Three: Adding blocks to your page

You can create your own blocks on a page or in a folder. You can also use ready-made blocks supplied by Age UK national for things like national campaigns.

Creating your own blocks

There are several ways to create blocks of content.

You can create blocks on the page you are working on or you can create them within your folders to drag into a page.

Creating a block on a page

Step one: On your Content or Index page you have a section that looks like this. Click on *create a new block.*
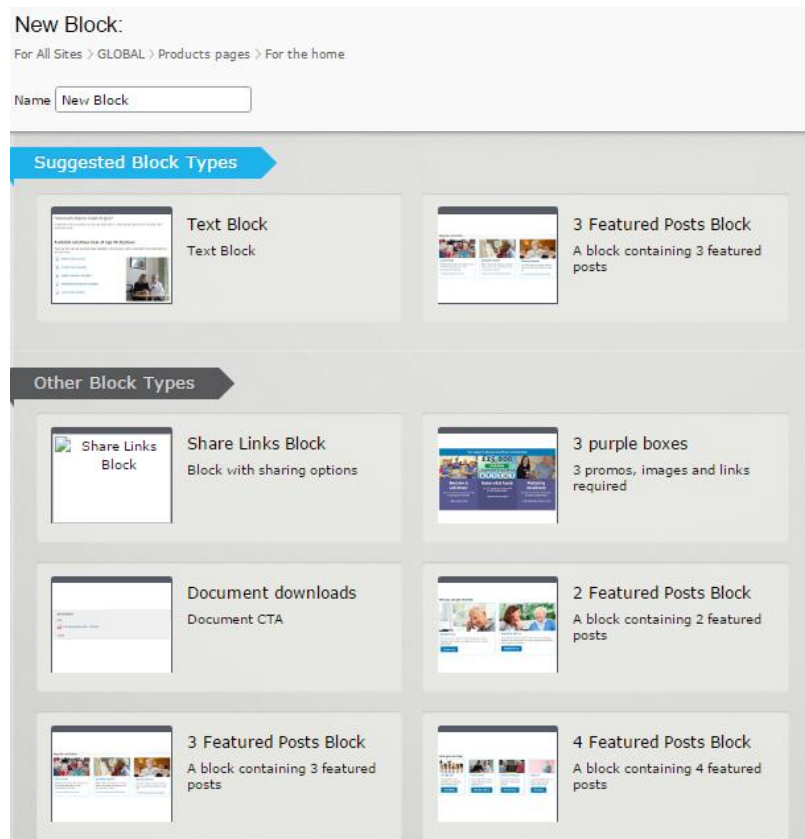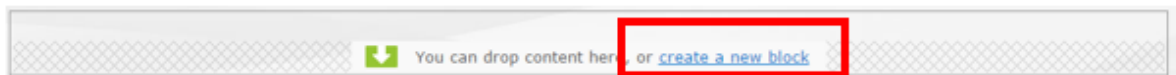
Step two: A number of blocks suitable for your page type will appear.

Select the block you want.

The block selection page has images of what each block will look like to help you choose what you want.

Creating a block in your folders

You can also choose to create a block to save into a folder, which you can then drag into pages across your site.
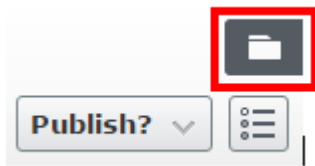
 Step one: Click on the folder icon at the top right of the page
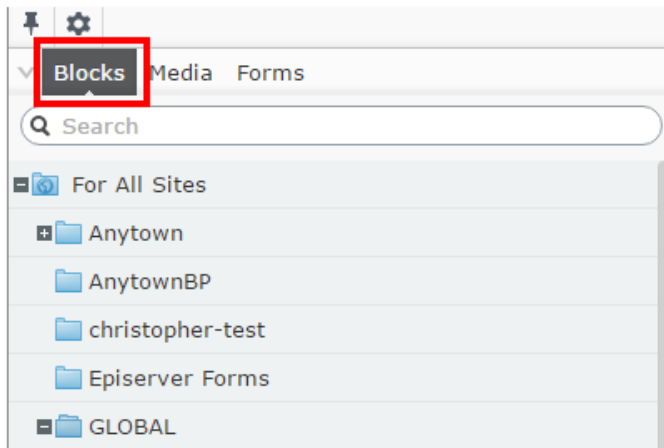
**Step two:** In the list that appears make sure you have selected the *blocks* tab.

Go to the folder where you want to create and save your block.

If you need to create a new folder: When you click on a folder, you will see this icon: Click it to see a menu and select *New folder* from the menu.

Step three: To create a new block in the folder, you have a couple of options.

Click the icon next to the name of the folder where you want to save the block and select *New Block* from the menu.
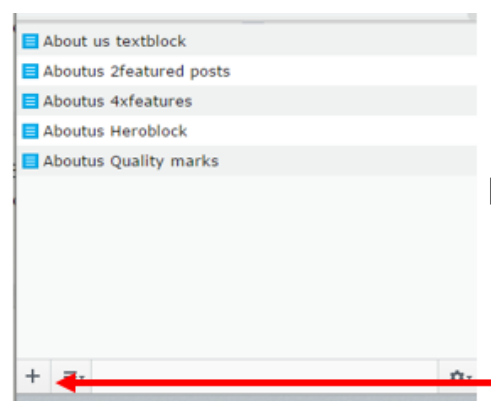
Or
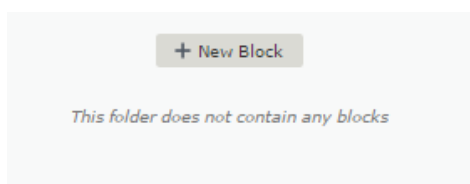
Click *New block* – this appears in the folder if there are no blocks in there yet.

Or

Click the + icon in the bottom left of the folder window, indicated by the red arrow in this image.

Step four: Choose a block from the selection that appears. The block selection page has images of each block type to help you choose the one you need. REMEMBER, not all block types work on all page templates. Check our chart on page 4.
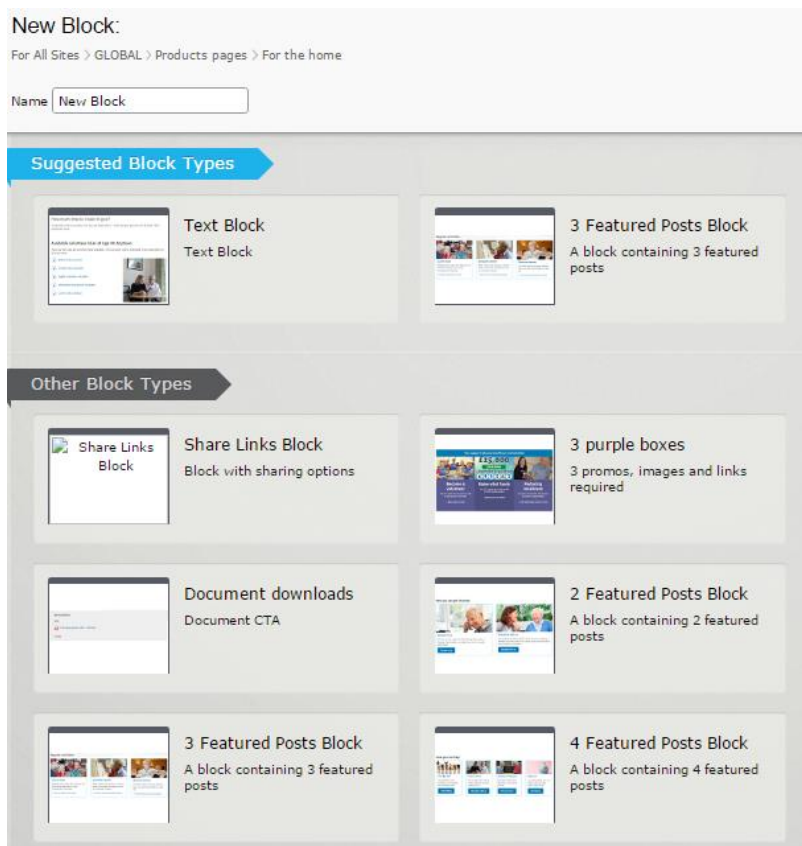

For guidance on each type of block and recommended image sizes, see our guide on Instructions for each block type**.**

Step five: Once you have created a block into your folder, you can drag it onto a page. We have a video to show you how to drag and drop blocks on the Partner digital hub.

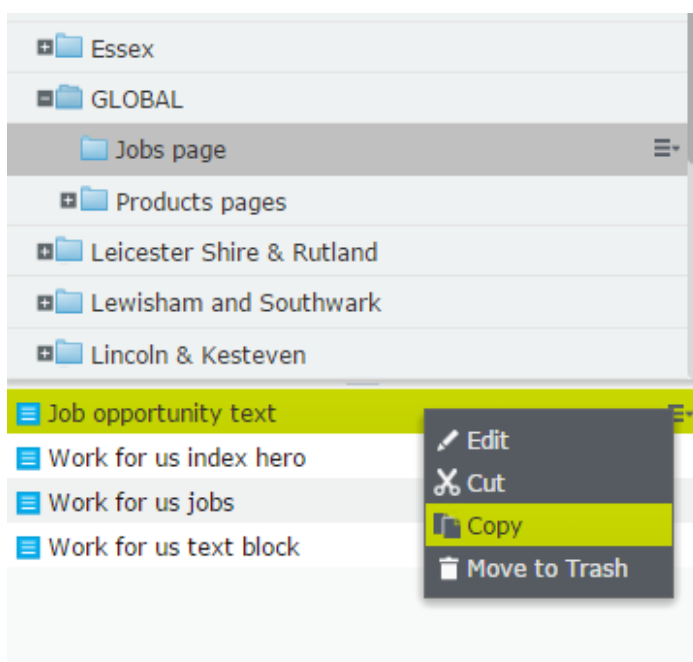## Using Global blocks with pre-populated content
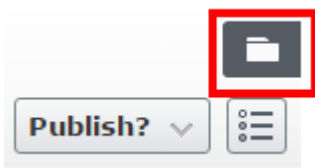
Step one: Click on the folder icon in the top right of your screen.
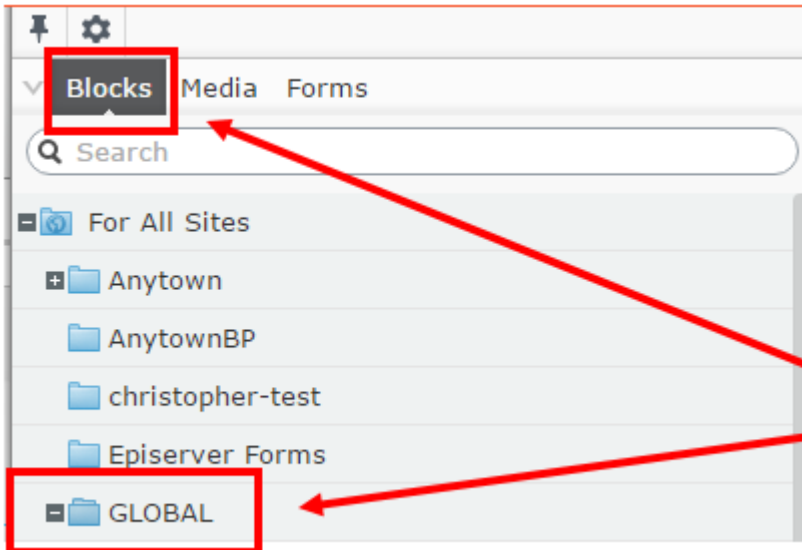
Step two: Look under *Blocks*.

You will find ready-made blocks in the GLOBAL folder for you to use.

Step three: To put a Global block into your page, you must copy the block first. Click the icon next to the block you want to copy.

Select *copy* from the drop-down menu.

Step four: Go to your own folders and paste the block. Click the icon on the folder ≡▾ and select *Paste* from the drop-down menu.

Step five: You can now amend the block if you want to, and drag it onto a page on your website.

Remember that not all blocks work on all types of page. See page 4.

Content page footer section

On a content page, there are two sections where you can drag or create blocks. The top section is the place for your main content. The bottom section is a footer section.

The only blocks that can be dragged into a content page footer section are the *Document downloads block* or the *Related links block*.
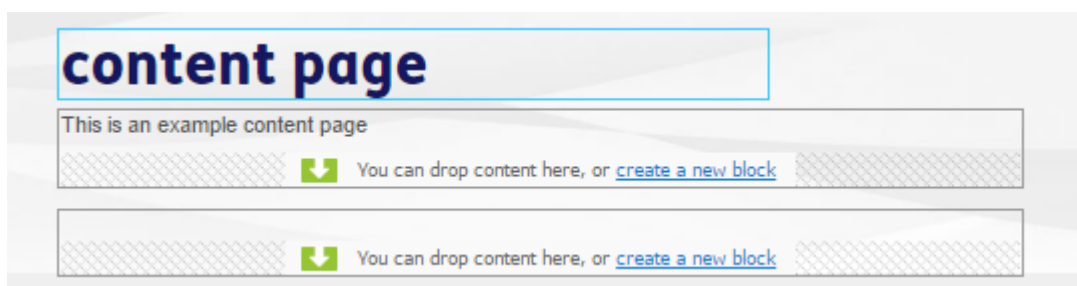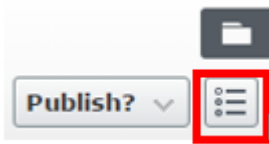

Four: Editing any block you have made

Editing a block on a page

In order to edit any type of block on your page, click on the block as it appears on your screen. A small black box should appear in the top right hand corner. Select the black box in the top right hand corner and click *edit*.
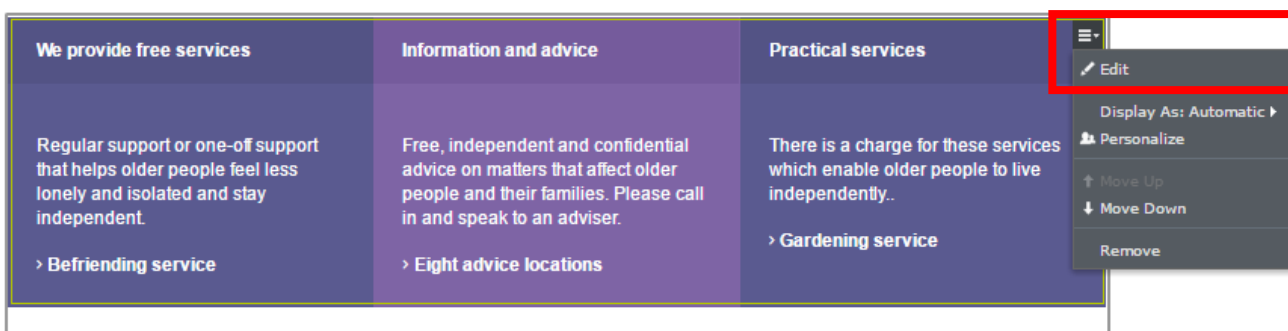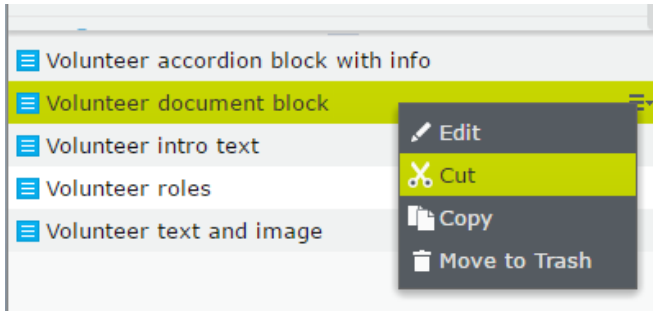
You can edit the block in that window, or select the properties icon in the top right of the screen and edit the properties of the block if you prefer.
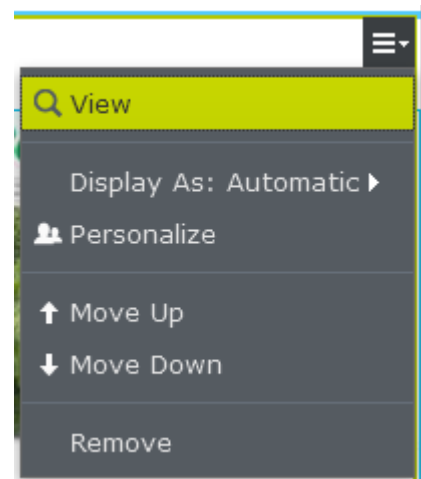

Editing a block in a folder

Alternatively, if you saved the block into a folder, find that block in the folder click the ▤ icon to the right of the block you want to edit, and select *edit* from the drop-down menu.

If you can only see the *View* option then it means the block is restricted by national and you can't edit it.

For advice on how to save changes to blocks, see our guide Saving, publishing and previewing.

Five: Summary – important things to remember

1   You can create a block on a page or in a folder.

2   Blocks in folders can be dragged into various pages across your website.

3   Global campaigns blocks should be copied and pasted into your folders for you to use and edit them.

4   Do not copy and paste any Global products blocks- these are controlled by Age UK national.

5   Not all block types work on all pages – see the chart on page 4.

6   The footer area of the Content page type can only take *Downloads* or *Related links* blocks.

There are more guides and training videos available on the [Partner digital hub](#).

If the answers you need are not in the guides or videos, then please contact partner.content@ageuk.org.uk