

Episerver instructions: How blocks work

Last updated: 28/3/2018

This is a guide to how to make content in the Episerver 10 CMS by using blocks.

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

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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.

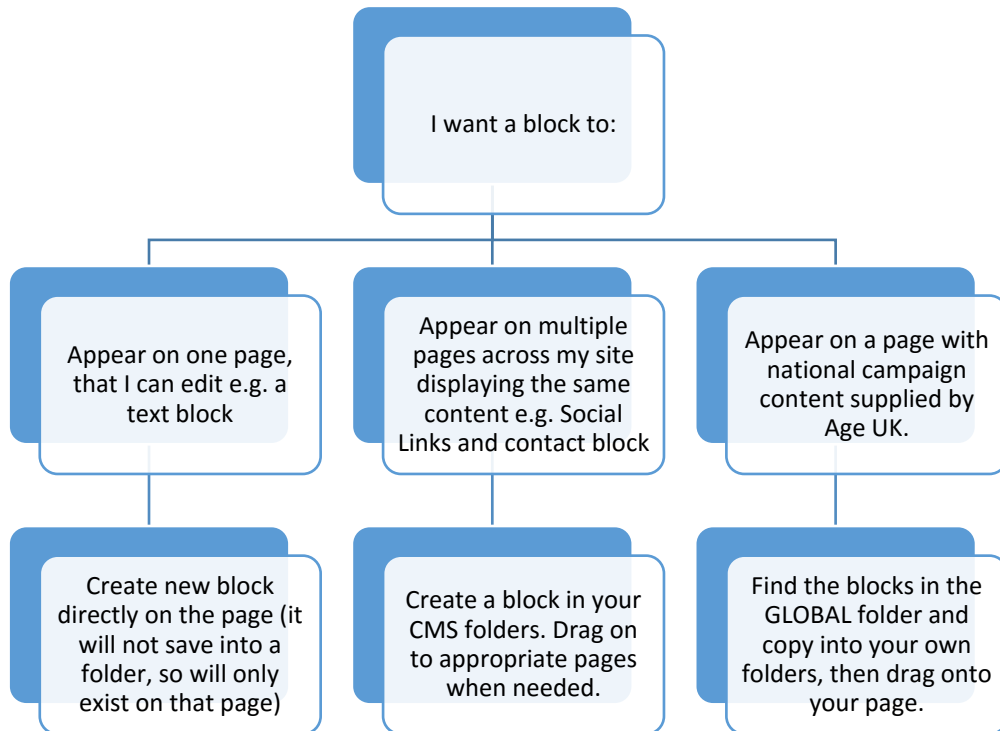
Using Global blocks for products and services

Most of the product pages are controlled by Age UK national and you won't need to do anything, with the exception of the following:

- Buy products
- Technology to make life easier
- Staying independent at home

You will need to create new blocks and add your contact information on these pages - see the red text on these blocks (within the CMS) for further information.

Creating a block – flowchart



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		✓	✓
Highlighted content 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*.

The screenshot shows a user interface for creating a new block. At the top, there is a header bar with a green arrow icon and the text "You can drop content here or [create a new block](#)". The "create a new block" link is highlighted with a red box. Below the header bar, there is a form with a "Name" field containing "New Block". The main content area is divided into two sections: "Suggested Block Types" and "Other Block Types".

Suggested Block Types:

- Text Block:** Text Block
- 3 Featured Posts Block:** A block containing 3 featured posts

Other Block Types:

- Share Links Block:** Block with sharing options
- Document downloads:** Document CTA
- 3 purple boxes:** 3 promos, images and links required
- 2 Featured Posts Block:** A block containing 2 featured posts
- 3 Featured Posts Block:** A block containing 3 featured posts
- 4 Featured Posts Block:** A block containing 4 featured posts

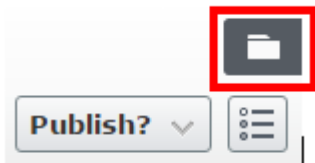
Step two: A number of blocks suitable for your page type will appear.

Select the block you want.

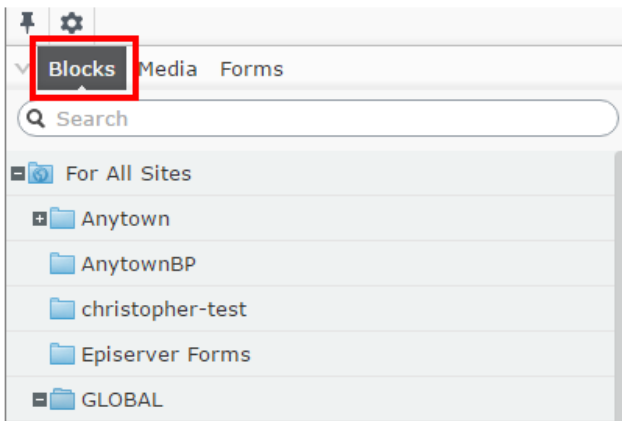
The block selection page has images of what each block will look like to help you choose what you want.

Creating a block in your folders

You can also create a block to save into a folder, which you can then drag into pages across your site. This is useful if you want to use the same block on multiple pages, eg a call to action, contact information or social media links.




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.

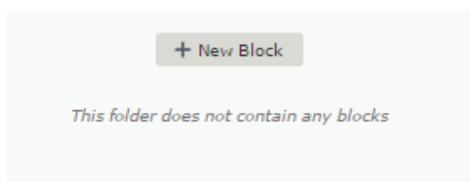
Go to the folder where you want to create and save your block.

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.

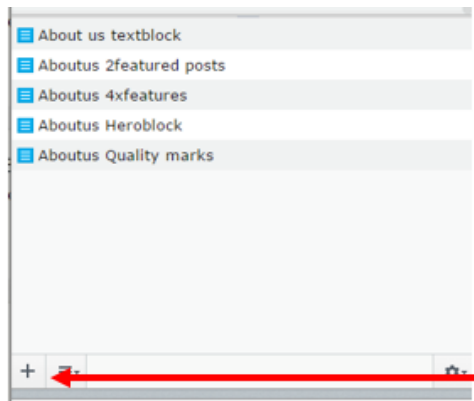
Or



Click *New block* – this appears in the folder if there are no blocks in there yet.

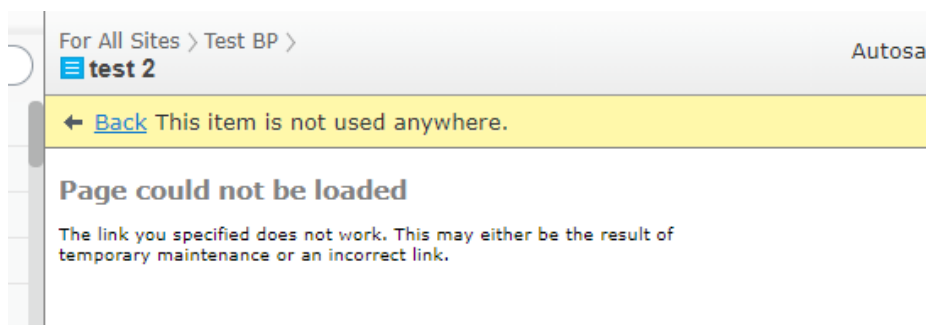
Or


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



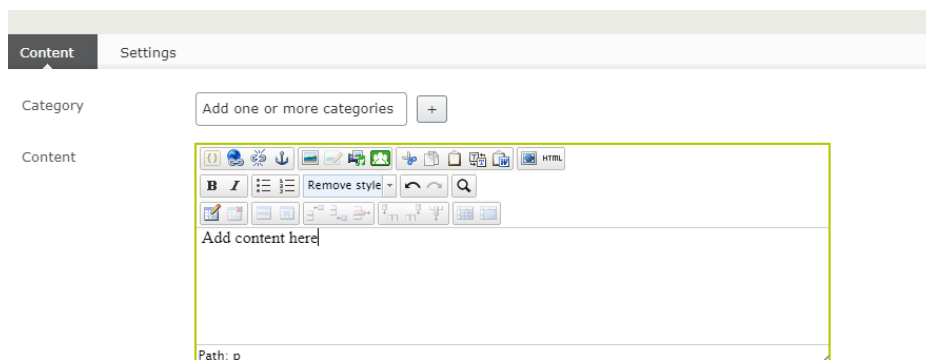
Step four: Choose a block from the selection that appears. The block selection page has images of each block type to help you choose the one you need. REMEMBER, not all block types work on all page templates. Check our chart on page 4. For guidance on each type of block and recommended image sizes, see [Instructions for each block type](#) and [image](#) guidance.

Once you've selected a block, name it and click OK. You will see a screen that says 'Page could not be loaded'. This is because you haven't added the block to a page yet. Click *Publish*.



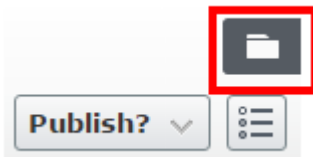
Step five: Click the *All properties* icon at the top right of the page  to edit your block and then click *Publish*.

Please note: It's important not to add any code to the CMS, for example to change font or background colours. This is because your code won't be supported by any updates we make to the CMS templates in the future and this could cause problems on your site. In addition we have built the new CMS to be consistent with the Age UK brand guidelines and house style.

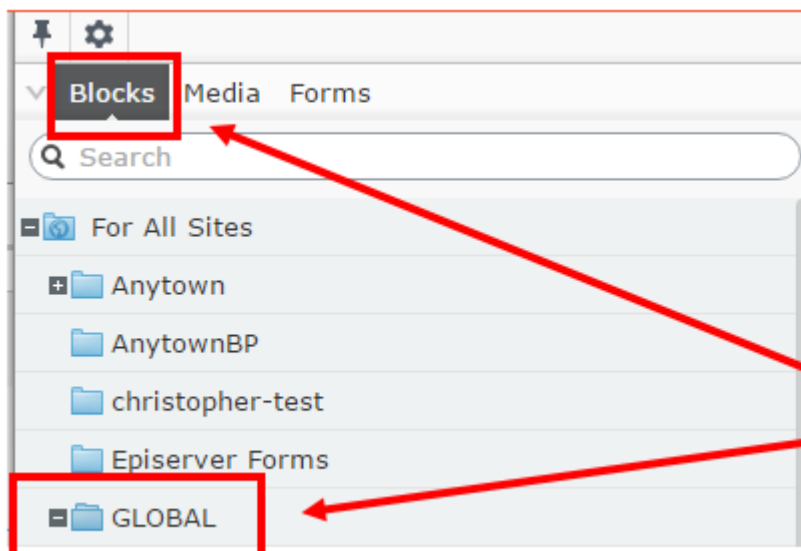


Step six: Once you have finished editing the block in your folder, you can drag it onto a page. We have a [video to show you how to drag and drop blocks](#) on the Partner digital hub.

Using Global blocks with pre-populated content

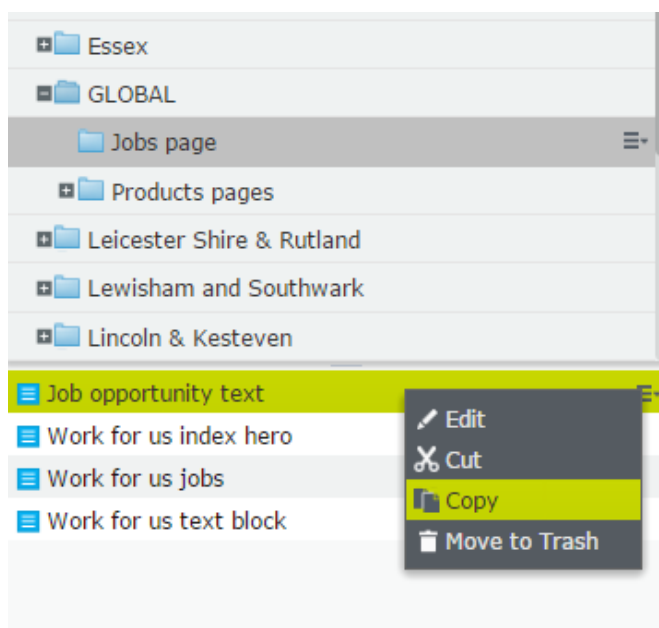


Step one: Click on the folder icon in the top right of your screen.




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.

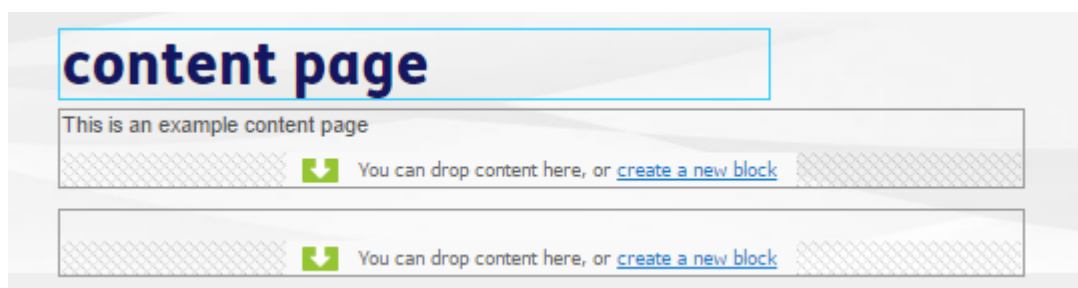
Step five: You can now amend the block if you want to, and drag it onto a page on your website.

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.

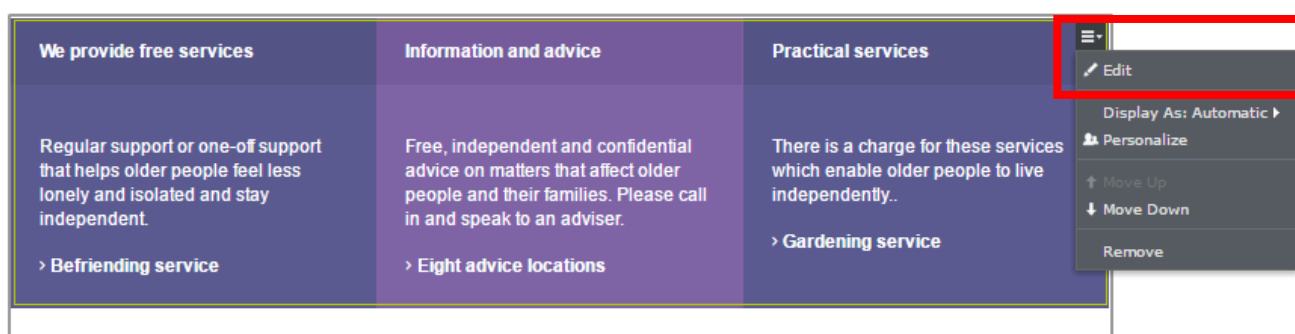
The only blocks that can be dragged into a content page footer section are the *Document downloads block* or the *Related links block*.

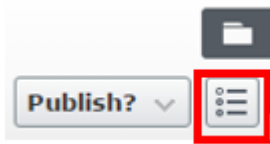


Four: Editing any block you have made

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*.

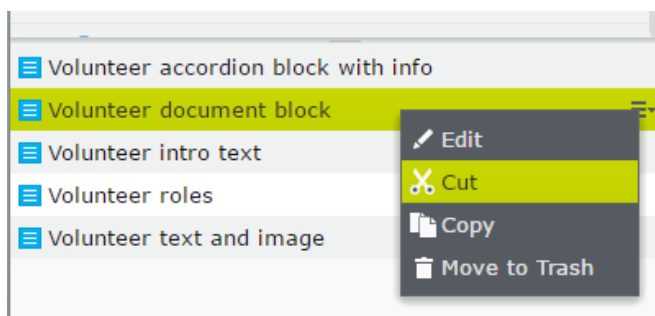





You can edit the block in that window, or select the properties icon in the top right of the screen and edit the properties of the block if you prefer.

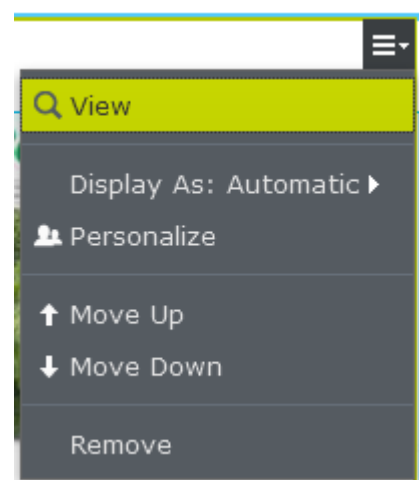
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Editing a block in a folder



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.
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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