

# Episerver instructions: Block types

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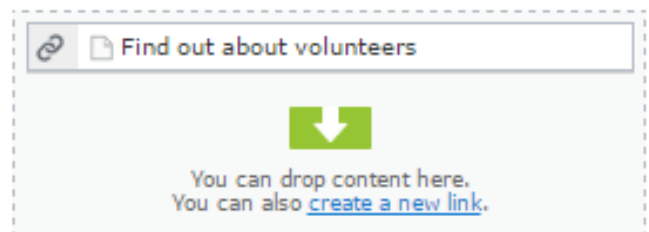
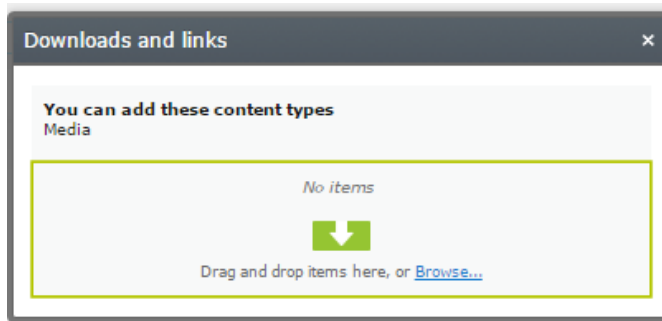
*This document explains each block type and what it looks like. If you need further help on the CMS, please check all of our guides available on the [Partner digital hub](#). There is a separate guide for creating contact forms and image sizes.*

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## One: Drag and drop areas on blocks

When you see a box with a green arrow like the ones below, this means it's a drag and drop area.



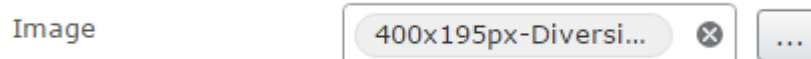
**To create a link to a page in this area**, go to your page tree. Select the page you want to be the link, click and hold, and drag the page into the area to create the link. (The page itself will not move from the page tree – it is only a link to that page that you are creating).

**To add a download**, find the document in your Media files. Click and drag the document into the area to create the download. (The document won't move from the file where it was saved – it is only a link to it that you are creating).

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### There are other drag and drop areas when editing some blocks.

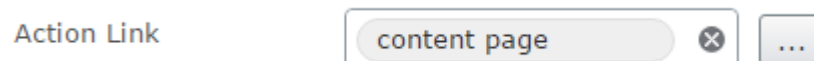
Some blocks have an image field like this one:



You can use the grey button to the right of the field to select an image from your folders, or you can drag and drop an image into the field if you want to.

Find the image you want in your folders, click and hold, then drag it towards the image field.

When you see a link field like this one, you can also drag and drop a link into the field.



To create the link go to your page tree. Select the page you want to be the link, click and hold, and drag the page into the area to create the link. Or you can use the grey button to select a link if you prefer.

## Two: Instructions for each block type

### Home Hero block

The homepage Hero block is the block at the top of your homepage. You should only have one Hero block on your homepage. You can't publish your homepage if it has two Hero blocks on it.

Fill in the fields to create your Hero block. You can have a heading, text, image and a blue button with a link for the user to click on (your call to action).

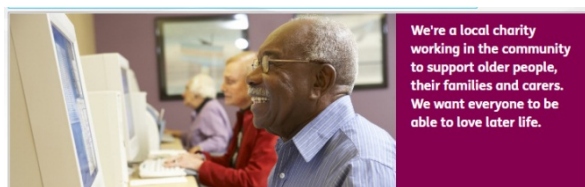
The screenshot shows the configuration form for a Hero block. It includes fields for 'Heading', 'Body Text', 'Image Link', 'Call to Action', 'Action Link', and 'Action Text'. A red box highlights the 'Call to Action' field with the text: 'Filling in Call to action gives you a link in a blue button for the user to click on'. Another red box highlights the 'Use Alternative Layout' dropdown menu, which is currently set to 'Default', with the text: 'You have the choice of two layouts – Default and Alternative.'.

The two Hero block layouts look like this:

#### Default



#### Alternative








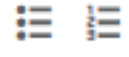


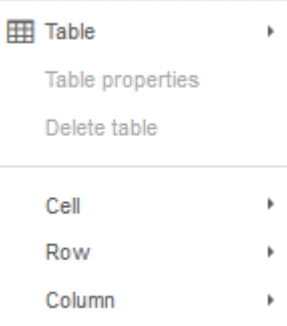
Our [Image size reference](#) guide tells you what size image you need to use for each block type.

## Text block and the WYSIWYG editor

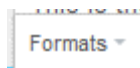
The text block is a block into which you can put text, images or video. There's a WYSIWYG (pronounced WizziWig) toolbar to format the text and add content. WYSIWYG stands for What You See Is What You Get. You'll often see this WYSIWYG where there is text to be edited.



### The toolbar explained:

Button	Function
	Create links and break links in the text.
	Insert an image and edit an image.
	Insert / embed media such as images. <b>Video should be hosted on Youtube or other streaming servers</b>
	Insert Special character
	Cut, copy and paste. You should not add text direct from word. Paste into Notepad, then copy it in the test window
	Bullet list and Numbered list
	Press this button to see the HTML source code. You can embed third party content here.
	Table Button
	All of these buttons relate to creating tables. You should only ever use tables for data, for example, for a calendar or for opening hours. Never use table for formatting a page.

## The format menu



You can select headings and styles from the drop-down menu in the toolbar. It's really important to use headings properly to help users who are blind or partially sighted. [Read our guidance on web accessibility.](#)


Use this toolbar to also create buttons, different bullet lists, and different styles of document downloads. Some examples of styles are below.

### Buttons:

[Sign up to volunteer now](#)

When you create a link to a page and want to make it appear as a button, highlight the link, and select *Regular blue button* from the styles menu.

### Bullet lists styles:

Create your list, turn it into bullet points using the bullet point button , then highlight the list and select your style from the *Lists* section.

- ✓ It's a great way to make a real difference to someone's life
- ✓ You'll be giving something to your community
- ✓ You get to be part of Age UK Anytown's volunteer team

### Links and downloads styles:

Create your download or link, highlight it, then select the style you want from the *Links* section of the styles menu.



[Lunch club volunteer](#)

### Anchor links

Anchor links are links embedded in the text. You can jump to those parts of the text, for example, from the top of the page or from another page.

Anchor links are a great way of directing your users to specific sections rather than just whole pages.

### Create an anchor link

Highlight the text where you want the anchor link.

Select the anchor button from the text editing bar.



Give the anchor link a name, ideally one that helps you to remember what the section is about, e.g. footcareinfo.

## Linking to the anchor from the same block

If you want to create a link to the anchor in the same block, highlight the text where you want the user to click to go to the anchor.

Select the *link* button.



In the box that appears, type the anchor name in the *Remaining URL* field, putting a hash sign before it.

Remaining Url

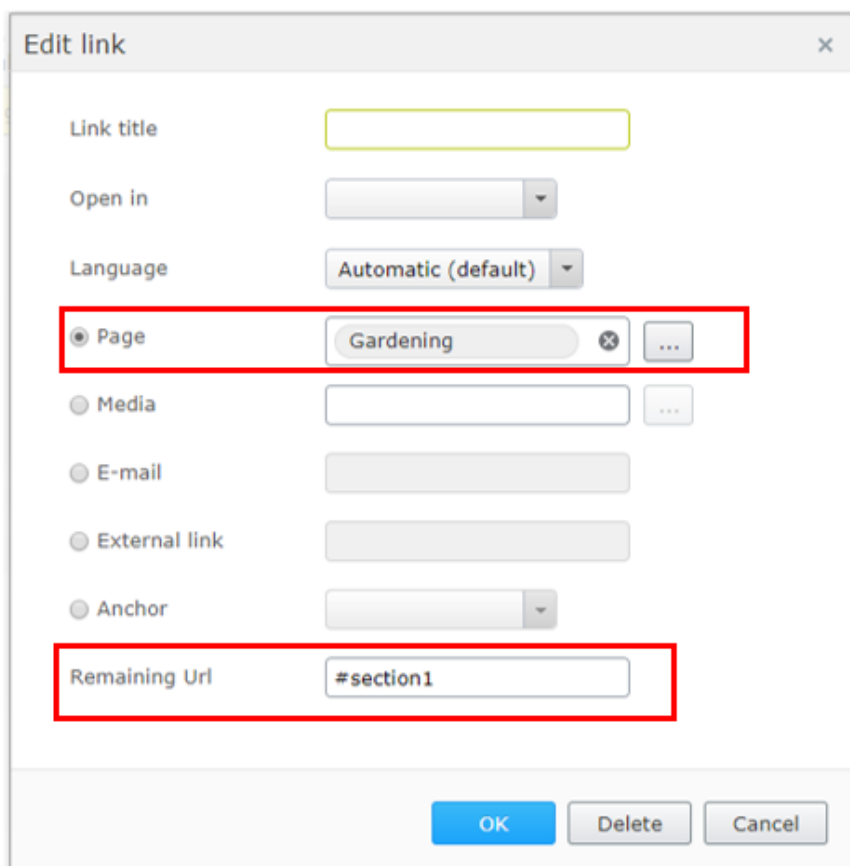
#section1

## Linking to the anchor from a different block or a different page

If you want to link to your anchor from a different block or even a different page on your website, follow the steps as above.

When you select the *link* button you need to put in the page where the anchor is located, under the *page field*. Use the grey button next to the field to find the page in your site tree.

Type the anchor name in the *Remaining URL* field.

A screenshot of the 'Edit link' dialog box. It has a title bar with a close button. Inside, there are several fields: 'Link title' (text input), 'Open in' (dropdown), 'Language' (dropdown set to 'Automatic (default)'), and a list of link types: 'Page', 'Media', 'E-mail', 'External link', and 'Anchor'. The 'Page' option is selected and highlighted with a red box. Next to it is a text field containing 'Gardening' and a grey button with three dots. Below these, the 'Remaining Url' field is also highlighted with a red box and contains '#section1'. At the bottom are 'OK', 'Delete', and 'Cancel' buttons.

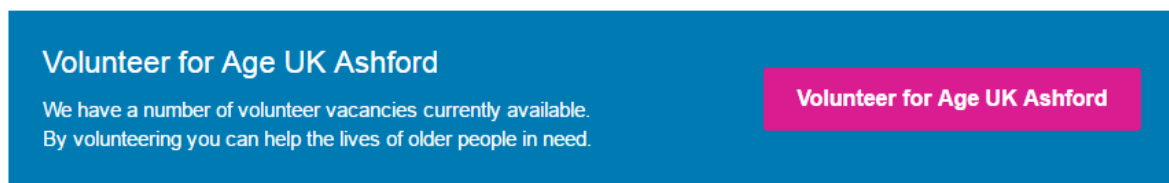
## Share links block



This block will add sharing links to the bottom of a page. A user can click on them and share your content across another platform of their choice.

## Call to action (CTA) block

The CTA block will look like this. It should be used for highlighting an important action you want the user to take. You can add a button, text, and a title.



## Iframe block

This allows you to add an Iframe – which pulls in content from an external website, for example, a google map of a location. The block doesn't allow you to add any other content apart from the iframe link, height and width, and a title.

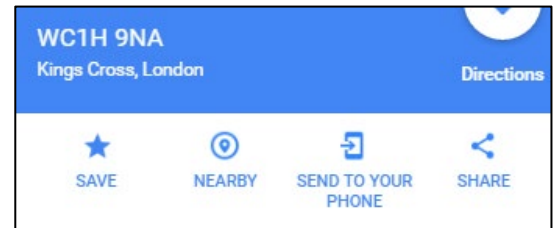
A screenshot of the IFrame block configuration interface. It includes fields for "Category" (with a button "Add one or more categories" and a plus icon), "Url" (with a text input "https://www.google..." and a grey box icon), "IFrame Height" (with a numeric input "500"), "IFrame Width" (with a numeric input "500"), and "IFrame Title" (with a text input). A red box highlights the "Show Full Width" checkbox, which is checked. A red arrow points from this checkbox to a text box on the right that says: "Check the full width box to make sure that the iframe block will be responsive for users on a mobile phone. If you can't see this checkbox click to edit the block and select the properties box in the top right of the screen." A small icon of a properties box is also shown.

Click on the grey box next to the *URL* field to see your options. You can add a web address, internal page, or media item for the content you want to pull into your page.

A screenshot of the "Edit link" dialog box. It has four radio button options: "Page", "Media", "E-mail", and "External link". Each option has a corresponding text input field and a grey box icon. Red arrows point from the text inputs to numbered instructions: "1. Page means an internal page on your website." points to the "Page" input; "2. Media allows you to select an image or document from your website folders." points to the "Media" input; "3. External link allows you to enter content from an external website, for example, a Google map." points to the "External link" input, which contains the text "https://www.google.com/". At the bottom are "OK", "Delete", and "Cancel" buttons.

## Adding a Google map to an iframe

**Step one:** Go to Google maps and find the map with the location you require.



**Step two:** Then click the *Share* button on Google Maps.

**Step three:** A box will appear, click on the *Embed map* tab.

**Step four:** Copy the code and remove certain parts of the code to make it work in the iframe. See example below, you would need to remove the red highlighted parts.

```
<iframe  
src="https://www.google.com/maps/embed?pb=!1m18!1m12!1m3!1d2482.35053654  
71337!2d0.1302231842293722!3d51.52513017963806!2m3!1f0!2f0!3f0!3m2!1i1024!  
2i768!4f13.1!3m3!1m2!1s0x48761b300b8a25cb:0xa16515888081d097!2sAge+UK+  
London!5e0!3m2!1sen!2suk!4v1481194124437"width="600" height="450"  
frameborder="0" style="border:0" allowfullscreen></iframe>
```

**Step five:** This will leave you with a URL, which you then paste into the *External link* field in your iframe.

## Other external content for your iframe

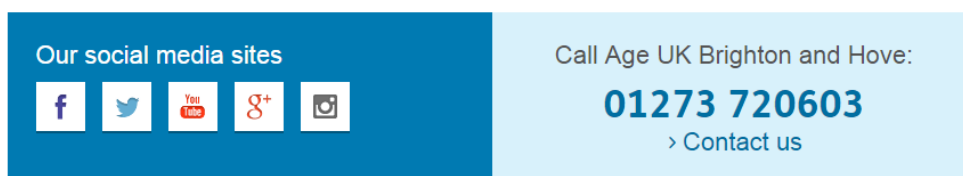
For other external content, you need to remove the HTML code before and after the embed URL for the content to work in an iframe block.

See example below from Sound Cloud, the red parts need to be removed for the URL to work in the iframe on your site.

```
<iframe width="100%" height="450" scrolling="no" frameborder="no"  
src="https://w.soundcloud.com/player/?url=https%3A//api.soundcloud.com/tracks/30  
0710885&amp;auto_play=false&amp;hide_related=false&amp;show_comments=true  
&amp;show_user=true&amp;show_reposts=false&amp;visual=true"></iframe>
```

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## Social links contact block



You can add your social media links in this block. When you press edit for this block you can enter your links to your social media. However, the phone number will automatically be entered from the number you have put into your *site settings* (see our [Introduction to Episerver](#) guide to find out more about site settings).



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## Related links block

This sits at the bottom of a content page and allows you to have a box with relevant links inside.

In the block you can add the following:

- Related topic heading
- Related topic links
- Related links heading
- Related links
- Full width links heading
- Full width links

It'll look like this if you include all the above:

**Related links example box**

<b>Related topic heading</b> > A related topic > Another related topic	<b>Related links heading</b> > A related link
<b>Full width links heading</b> > A full width link > A second full width link	


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## Document download block

This allows you to have related downloads in a box at the bottom of a content page. You can have some intro text as well.

**Example document block**

Here are some downloads you may find helpful.

 HB fill in description box (PDF, 277 KB)

When you first create this block you'll see the fields of the box are empty like in the image below – click on each field to fill them in or click on the properties



This block has no usages yet

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## Index Hero block

This is a Hero block in an alternate style layout which goes on an Index page. You can add an image or a video which will align left, with the option to put in text on the right hand side. It makes a good page header. You can change the background colour of the box.

Our [Image size reference](#) guide tells you what size image you need to use for each block type.



Here's what the properties of the block look like.

**Content** Settings

Category  +

Highlight Type Pink

Code or URL for video

Image

Text

**We're a local charity working in the community to support older people, their families and carers. We want everyone to be able to love later life.**

Path: p

Where it asks for the video code, go to You Tube and take just the end part of the URL, it'll be a string of letters like this: bgcYalrvlqg. Paste this into the box.

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## 2 3 or 4 featured posts blocks

These are useful for dividing up content and are available on an Index page template. 2 featured posts can also be put on a content page template.


They have some flexibility as to their appearance:

- You can add images or have them without
- You can have links, blue buttons, or no links
- You can have borders or not around the posts
- You can have top and bottom borders to the block itself

Our [Image size reference](#) guide tells you what size image you need to use for each block type.

**Example: 2 featured posts** with images, borders, buttons and top border


### Free booklets and online information



#### Read our info guides

Age UK produces free information guides and factsheets on a wide range of topics, including home adaptations, dementia, and advice for carers. You can find a complete list of guides and factsheets on the Age UK national website.

[Age UK factsheets and info guides](#)



#### Find information online

If you prefer to read information online, the Age UK national website has information and advice on many topics, including how to find a care home, how to avoid scams, and Power of Attorney.

[Age UK information online](#)

**Example: 4 featured posts** without images, with borders, links, and top and bottom borders

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### What we do

#### We give advice

Our trained advisors offer free information and advice to older people and their families. In 2016 our advisers helped local older people to claim over £500,000 that they were entitled to.

[> We give advice](#)

#### We offer home help

We offer home support services to help with shopping, cleaning and gardening. We help over 100 older people to get their food shopping every month.

[> We offer help at home](#)

#### We befriend

Our volunteer befrienders visit lonely older people in the community who have no one to talk to. In 2016 our volunteers visited 300 older people who would otherwise be alone.

[> We befriend](#)

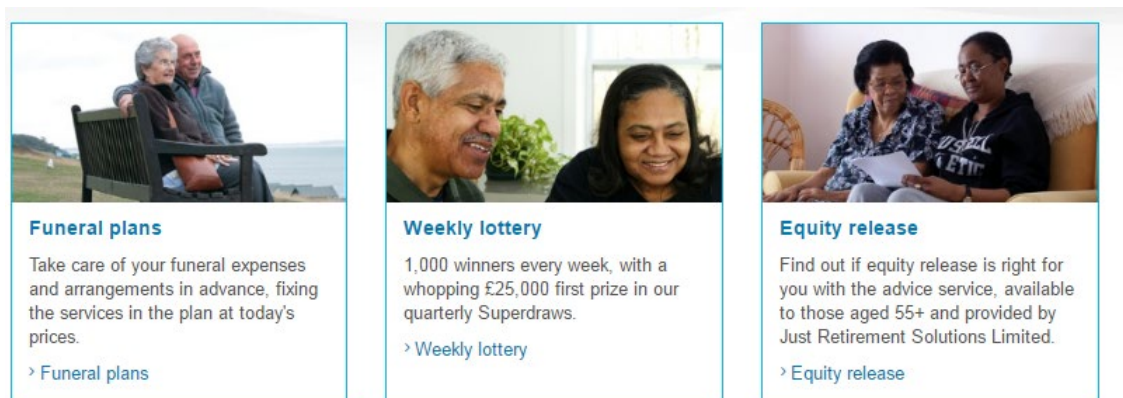
#### We provide activities

Our day centre has a wide range of activity groups and events, such as lunch clubs and exercise classes, giving older people the opportunity to keep fit, socialise, or learn a new skill.

[> We provide activities](#)

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**Example: 3 featured posts** with images, with borders around the posts and links but not a top or bottom border.



When you create or edit a featured posts block, they are all similar – see fields in the image below. You can **drag and drop links** and images into some of the fields (see section 1). You can **format the body text** using the text editing menu (see page 4). When editing a 2,3,4 featured posts block, click the *properties button* on the top right of the screen to see the properties as in the image below.



**Content** Settings

Category  +

Title

☒ Show top border

☐ Show bottom border

☒ Show border around Featured Posts

Featured Post Link Type

**Featured Post Item 1**

Image


**Call to Action Title**

Action Link

Action Text

**Body Text**

**Links**

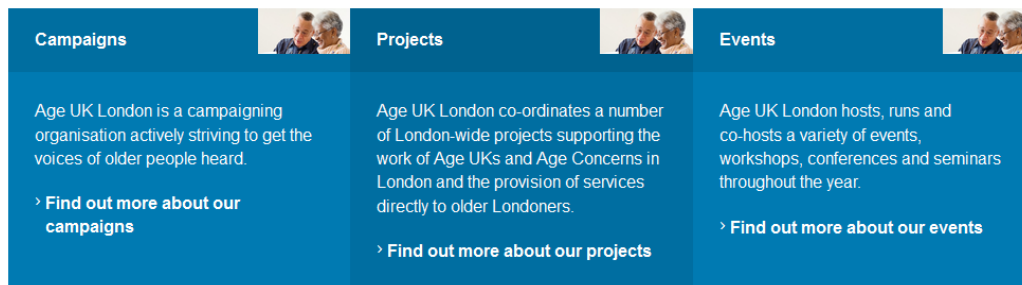
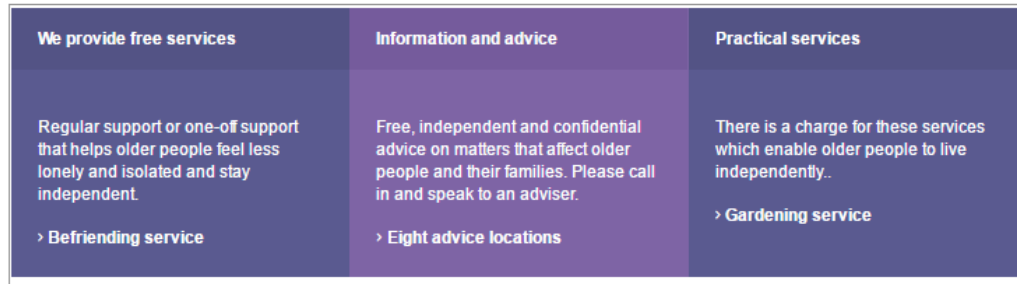


You can drop content here.  
You can also [create a new link](#).

### 3 purple or blue boxes

This is a 3 box block available on the homepage only. You can put images in, they will sit to the right of the title of each block. You will need to add links to each post. The block can be blue or purple – see below for examples with and without images.

Our [Image size reference](#) guide tells you what size image you need to use for each block type.



Don't forget some of the fields for creating this block can be dragged and dropped in. See section 1 of this guide for more information.

The screenshot shows the 'Content' tab of a block editor. It has two tabs: 'Content' and 'Settings'. The 'Content' tab is active. The fields are as follows:

- Category:** A text input field with a placeholder 'Add one or more categories' and a '+' button.
- Title:** A text input field.
- Colour Theme:** A dropdown menu with 'Purple' selected.
- Infographic Item 1:** A section header.
- Image:** A text input field with a placeholder and a three-dot menu button.
- Title:** A text input field with the text 'We provide free services'.
- Title Link:** A text input field with a placeholder 'Milton Keynes' and a three-dot menu button.
- Body Text:** A text area with the text 'Regular support or one-off support that helps older people feel less lonely and isolated and stay independent.'
- Links:** A section with a link icon and a text input field containing 'Befriending service'. Below this is a green double arrow icon and the text 'You can drop content here. You can also [create a new link](#).'

### 3 purple boxes

You can use this block with or without images and with a title going across the top if you want to. Each box will need to have links. It is only available on the homepage.

Our [Image size reference](#) guide tells you what size image you need to use for each block type.



Here are what the properties will look like when you go to edit or create them. Don't forget you can drag and drop some content into these fields (see section 1).

Content

Settings

Category

Add one or more categories

+

Title

Our support reduces lonel

Footer

Footer Link

...

About Item 1

Image

LunchClbVols285x1...

...

Call to Action Title

Action Link

Helen Test

...

Action Text

Become a volunteer

Body Text

Put your spare time to good use with us and get more out of life.

Links


Many ways to help

You can drop content here.



## Highlighted content block

You can use this block with or without images (see [image size guidance](#)) on all pages. You can also add links.



### Highlighted content

Professionally develop pandemic manufactured products after cooperative infrastructures. Proactively mesh fully researched technology for resource sucking intellectual capital. Credibly provide

[> Activities](#)

### No image

interactively engineer flexible value vis-a-vis cost effective action items. Dynamically iterate reliable imperatives vis-a-vis virtual "outside the box" thinking.

interactively engineer flexible value vis-a-vis cost effective action items. Dynamically iterate reliable imperatives vis-a-vis virtual "outside the box" thinking.

[> get involved](#)

Here are what the properties will look like when you go to edit or create them. Don't forget you can drag and drop some content into these fields (see section 1).

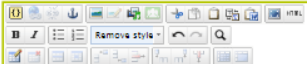
#### New Block: Highlighted Content

For This Page

Name

#### Required properties

Text



Your text here

Path: p

#### Additional properties

Category  [+](#)

Title

Image  [...](#)

Image Position

Call to action link

Action Link  [...](#)

Action Text

Open In

## Accordion block

The accordion block creates drop-down sections of content for the user to click on. It looks like this on the page:

### - Why volunteer?

Volunteering is a great way to meet new people, learn new skills, and support the work we do in the community.

### + Who can volunteer?

### + How much time do I need to give?

**Step one:** Select the Accordion block.

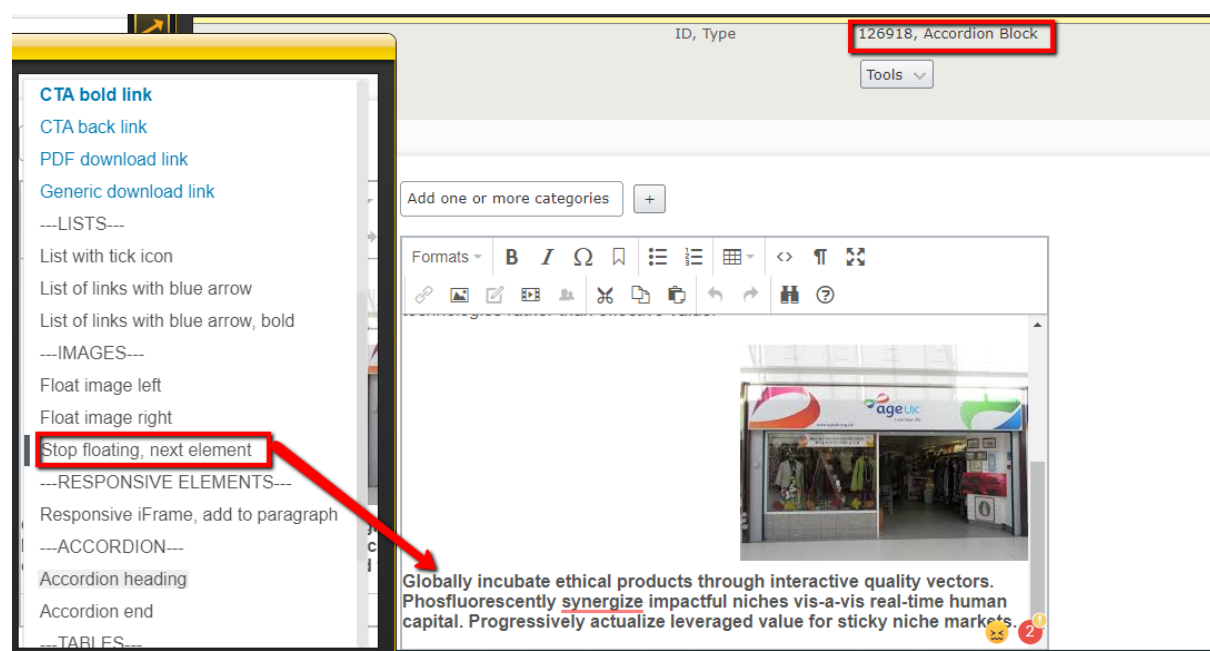
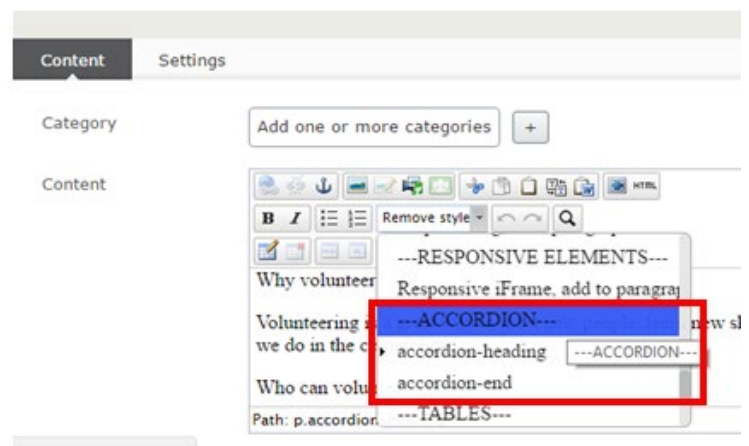
**Step two:** Enter your text into the text box.

**Step three:** Highlight the text you want to be the heading for the first section of the accordion. Using the drop-down menu on the toolbar (ringed below), and select accordion-heading.

**Step four:** Then for the text you want to sit underneath that section, highlight it, and select accordion-end from the drop-down menu.

**Step five:** Do this for all the section headings and text you want to appear underneath.

**Step Six:** You can format the layout of text and images in the accordion with **Float left**, **Float right** and **Stop floating next element**.



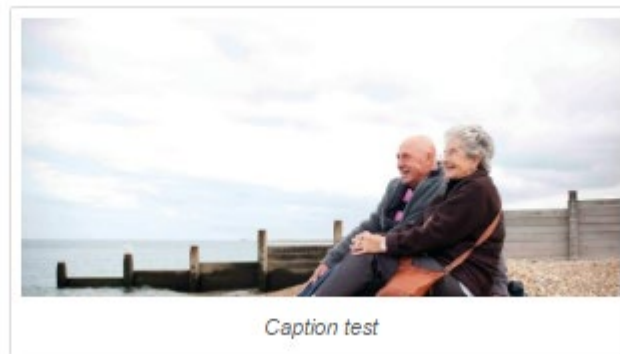


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## Image block with caption

You can add images to your other blocks, such as Hero blocks, featured posts, and text blocks, but the image block with caption provides a centre-aligned image in a white frame with a caption underneath.

It looks like this on the page:

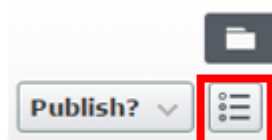
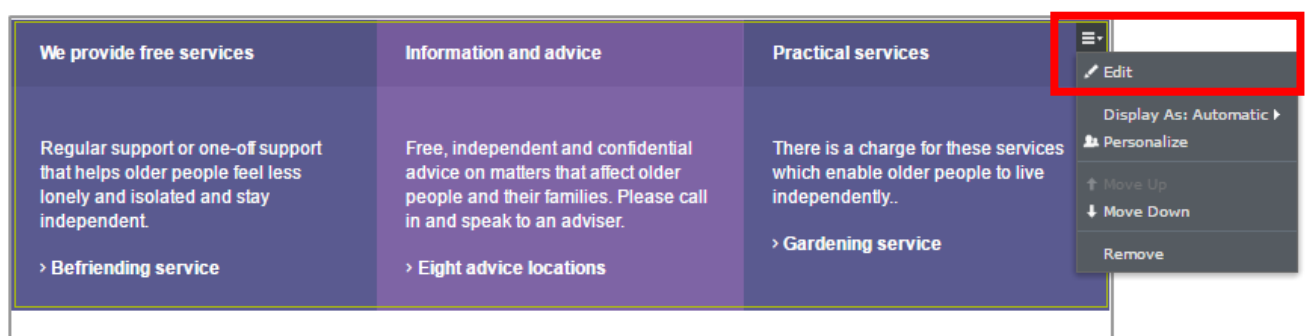


The size of the block depends on the size of the image you put into it. You can use this block for any size image, but if you use a very small image, it will appear very small on your page, and if you use a very large image, it will appear very large on the page.

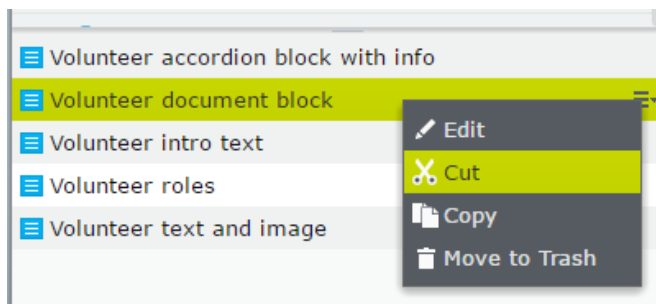
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## Three: Editing any block when you have made it

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*.

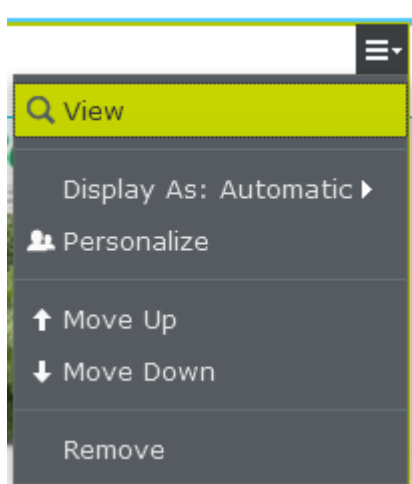


You can edit the block in that window, or select the properties icon in the top right of the screen and edit the properties of the block if you prefer.



Alternatively, if you saved the block into a folder, find that block in the folder and select *edit*.

If you can only see the *View* option then it means the block is **Global** and can not be edited by you.



If you need changes to a Global block please contact the [partner.content@ageuk.org.uk](mailto:partner.content@ageuk.org.uk)

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.

*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](mailto:partner.content@ageuk.org.uk)*