Mercury Theme Content Blocks Manual & Guide

WordPress Multisite Technical User Training Companion

Introduction

This document is a manual and guide on how to use the content blocks that accompany the new Mercury Theme for WordPress Multisite (WPMS) Technical Users. After you have finished the WPMS Technical User training, this guide will act as a reference to the blocks you will be using to create dynamic content on your webpage. This way, after completing the training, you will not be without a comprehensive, documented resource at your disposal.

**Please note that UFIT Web Services will not be offering support for the maintenance of and creation of content for the WPMS standalone websites you and your organization create.

Navigating WPMS Editor

Below are some general tips needed for navigating the WPMS editor environment as you add content blocks to your respective pages:

1. Click the plus sign in the upper left corner to open the menu to search for or select a block. Another way to add a new block is to first deselect any block that you were originally working in, and then click into the main, blank part of the editor. Then click the black square with a white plus sign that shows up on the lower right side of the editor to reveal block options and a search box to search for more blocks.
2. The blocks are underneath the 'Theme' category with the block icon.
3. When adding URLs into the input field of a respective block, please make sure that the link you input is complete and includes the 'https://' protocol at the beginning.
4. To view or re-open the block content tree, better known as the Document Overview panel, click the button (three asymmetrical parallel lines or 'hamburger' menu icon) at the upper left corner of the editing page. The List View often referenced in this manual is a section inside of the Document Overview panel that appears when you click on the left tab titled 'List View.'
5. Once you are done adding your blocks and content to the page, click the 'Update' button at the top right corner to update the changes you made.

Onboarding

UFIT hosted WPMS is a web content management system. Access Request Roles are required. If you have not taken the WPMS Technical User Training, please visit this link to access video tutorials that demonstrate how to use the Mercury Theme's Content Blocks. If you are unfamiliar with the topics in the video tutorials and/or with WordPress in general, please click on this link to register for and complete the Getting Started with WordPress Multisite training.

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Alert Block

There are two versions of the Alert Block: Global Alert and In-page Alert.
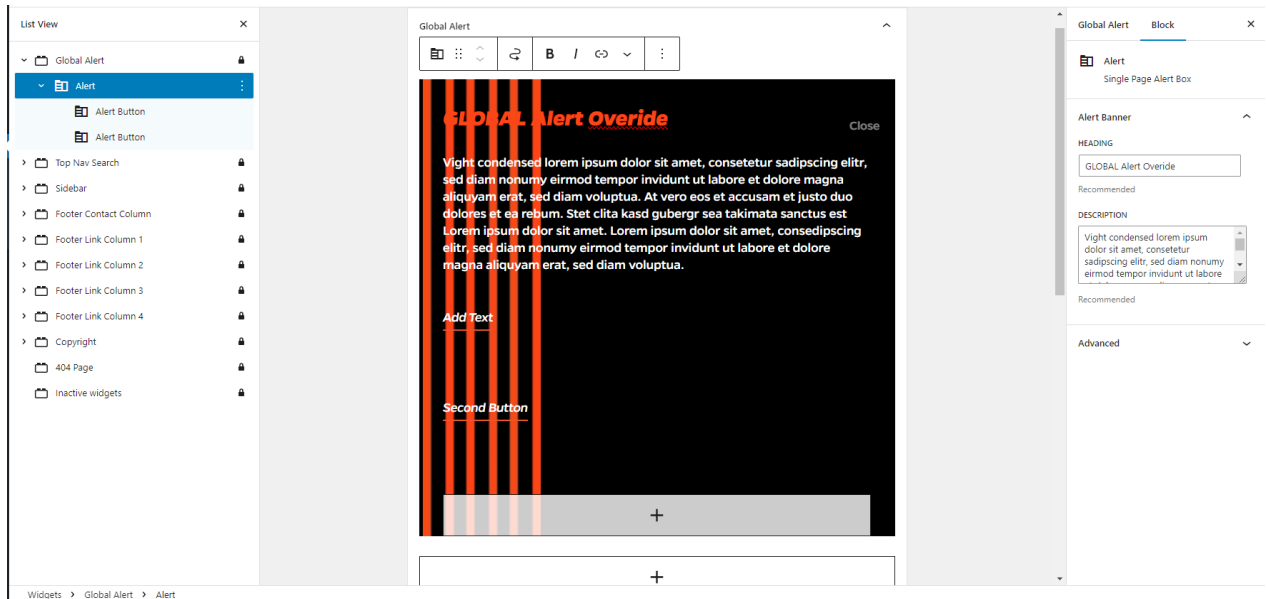
Global Alert

This is a Widget that applies to all pages when set up. Once implemented, it overrides all other alerts on individual pages. In order to set up the Global Alert follow these instructions:

1. Click on the Appearance tab in the Dashboard side menu to reveal a submenu that shows Widgets as an option. Then select Widgets.
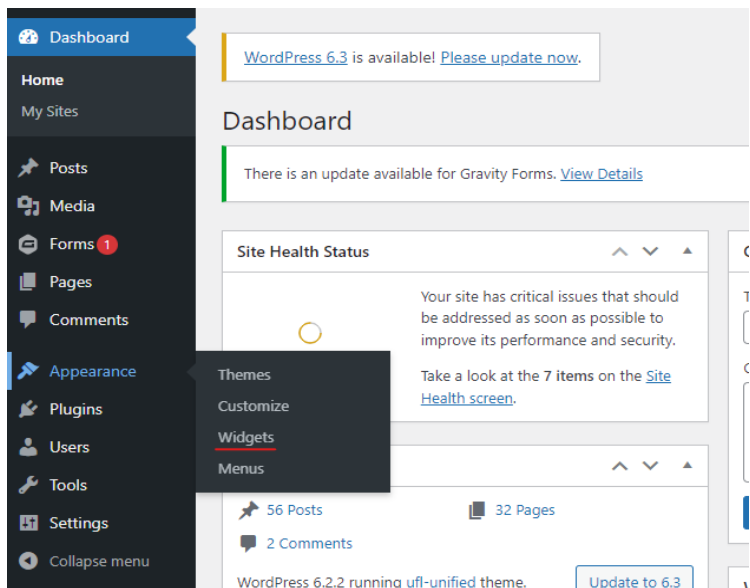

2. In the Widgets section, you will see 'Global Alert' as an item to edit.
3. Click the List View button (three parallel lines) at the upper left corner of the editor. This will show an outline of the available Widgets.
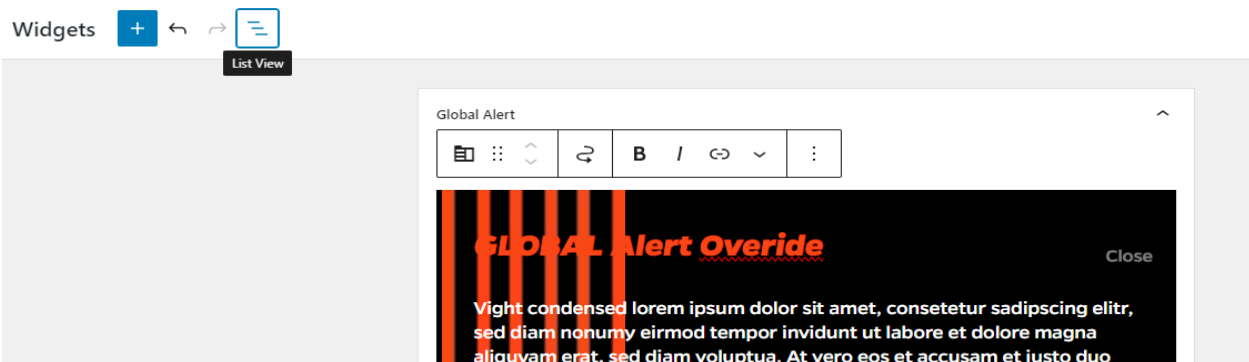
4. Expand the Global Alert widget to view inner block content that needs to be added/edited. You will see that there is the Alert inner block.

5. Select the Alert inner block and you will see Block settings on the right side of the editor. These settings include a Heading and Description. Add your desired text in the available inputs.
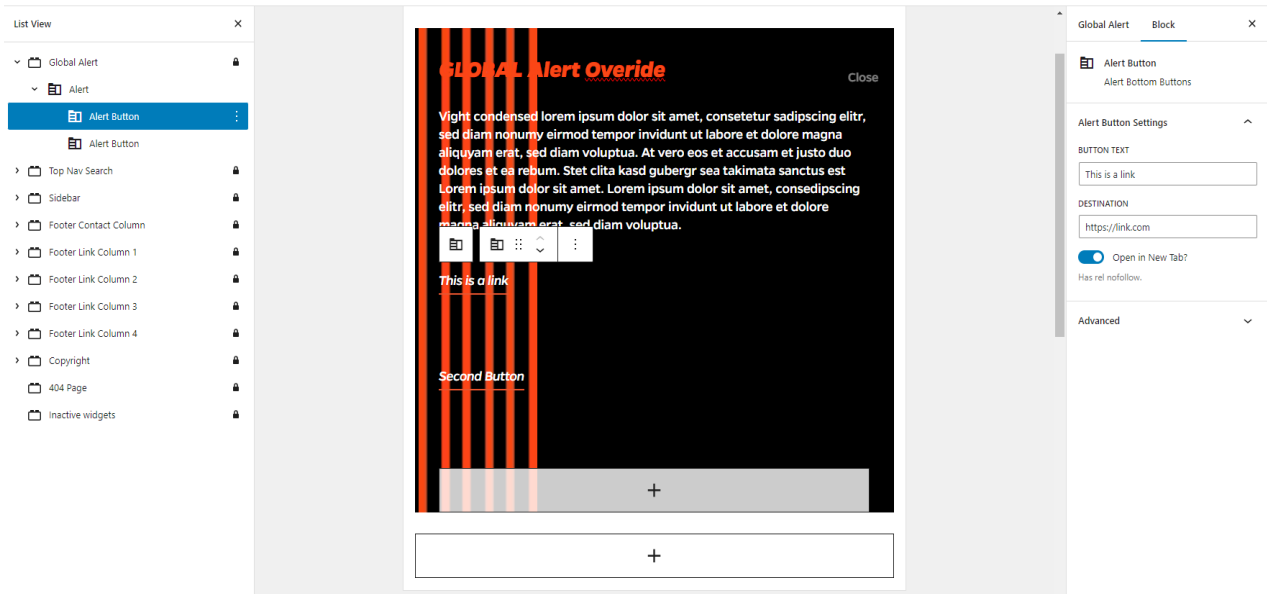
6. The Alert inner block can be expanded to reveal inner blocks of its own. These are the Alert buttons that accompany the Alert Block.

7. Select one of the Alert Button inner blocks. On the right side of the editor, you will see that the block settings include inputs for Button Text, Destination (button URL), and a toggle button to turn on if you want the button's URL to open in a new tab.
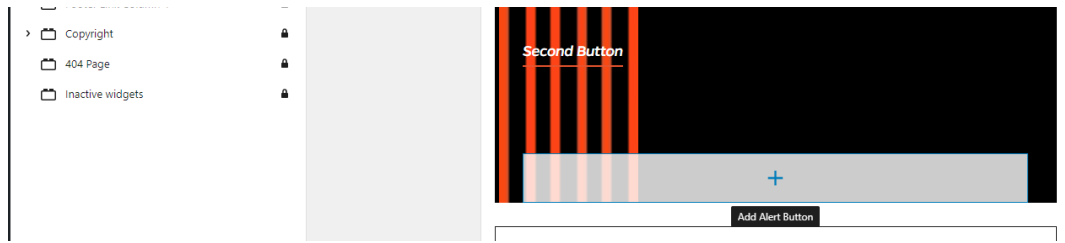
8. If you would like to add another button, you can select the plus sign in a wide opaque, white rectangle at the base of the Global Alert widget. Add the content you would like to this new button.
9. If you would like to remove an Alert button, make sure to select the button you want to remove in the List View panel. Click the three small, vertical white dots that appear after your selection to reveal the options for the Alert Button inner block. A small menu appears with a list of options, and at the bottom of that list is the option to 'Remove Alert Button.' Select that option to remove the button you would like to delete.
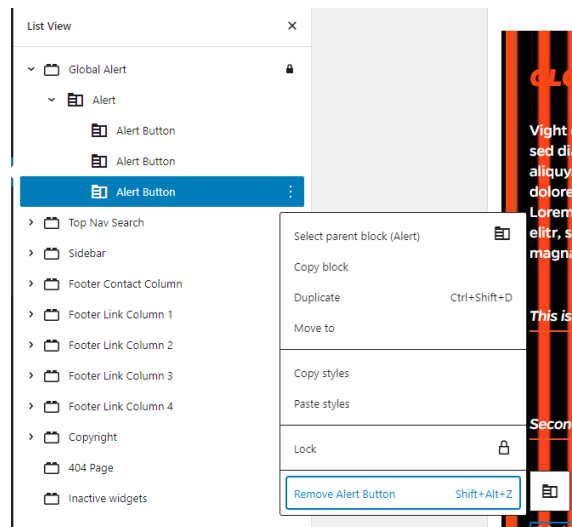

10. Once you are finished adding content to the Global Alert widget, click the Update button at the upper right corner of the editor. Your updated Global Alert should appear all across every page of the website now.

In-page Alert

This is a content block that applies only to the page it is set up on. It doesn't affect any other alerts on other pages.

1. Add the Alert block to the editor page.
2. On the right side of the editor in the Block Settings panel, add appropriate text in the 'Heading' and 'Description' text fields.
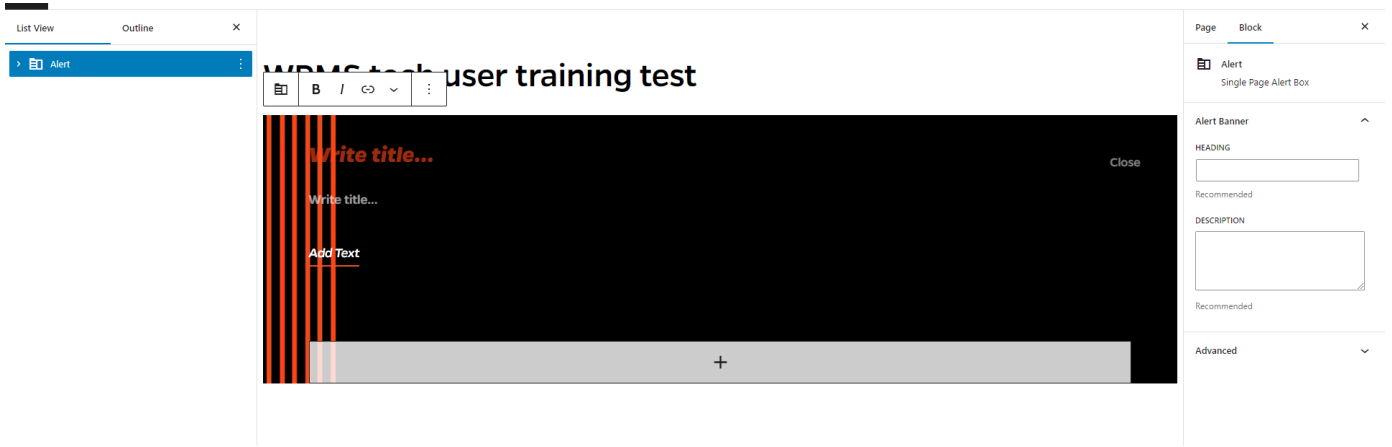
3. Expand the Alert block to reveal an inner block: the Alert Button. Select the Alert Button to reveal its settings in the right-side block settings panel. Add the Button Text, Destination (button link/URL), and toggle on the 'Open in New Tab' button if you would like the button destination link to open in a
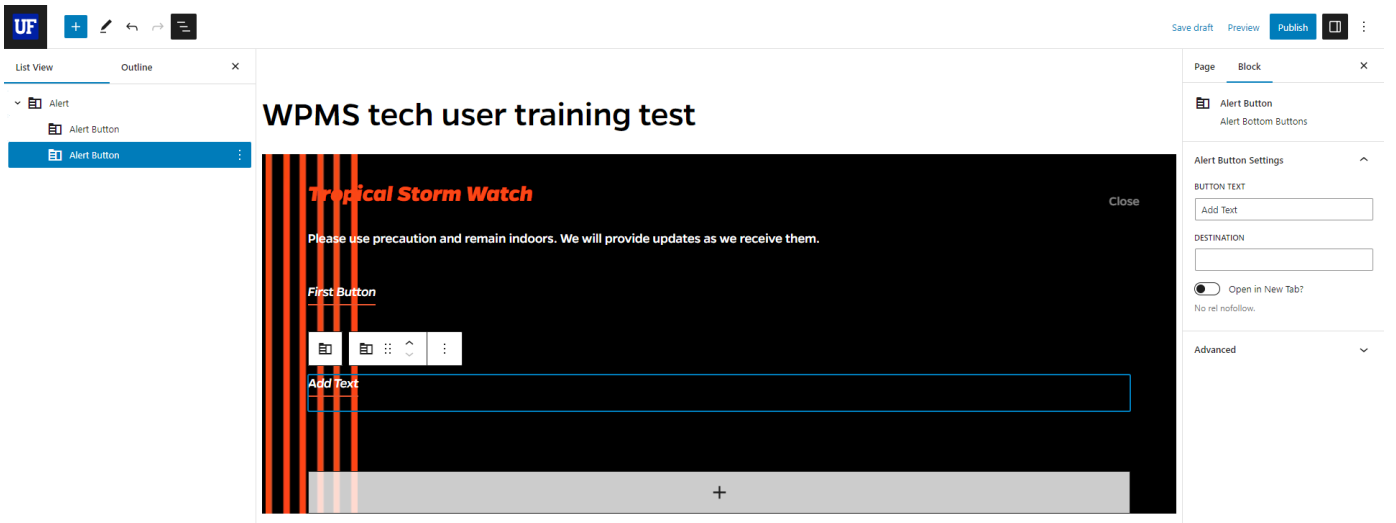

new tab.

4. In order to add another Alert button, click the opaque, white rectangle with a centered plus sign at the base of the Alert Block. Then add the appropriate content to the newly added Alert Button.
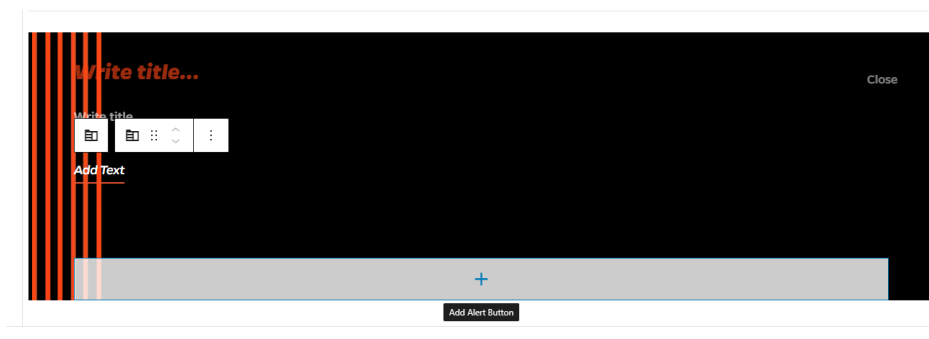
5. If you would like to remove an Alert Button, make sure to select the button you want to remove in the List View panel. Click the three small, vertical white dots that appear after your selection to reveal the options for the Alert Button inner block. A small menu appears with a list of options, and
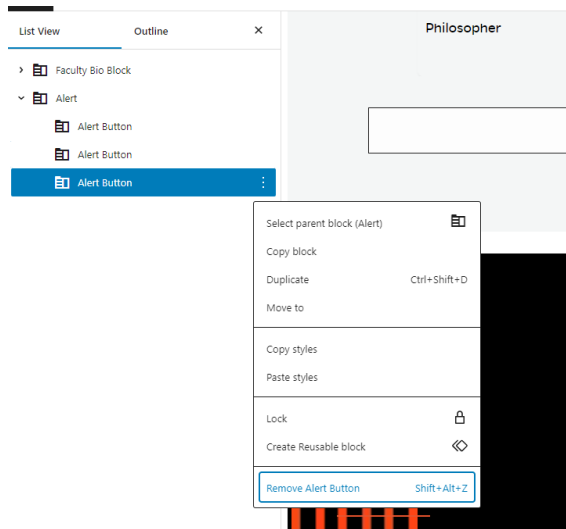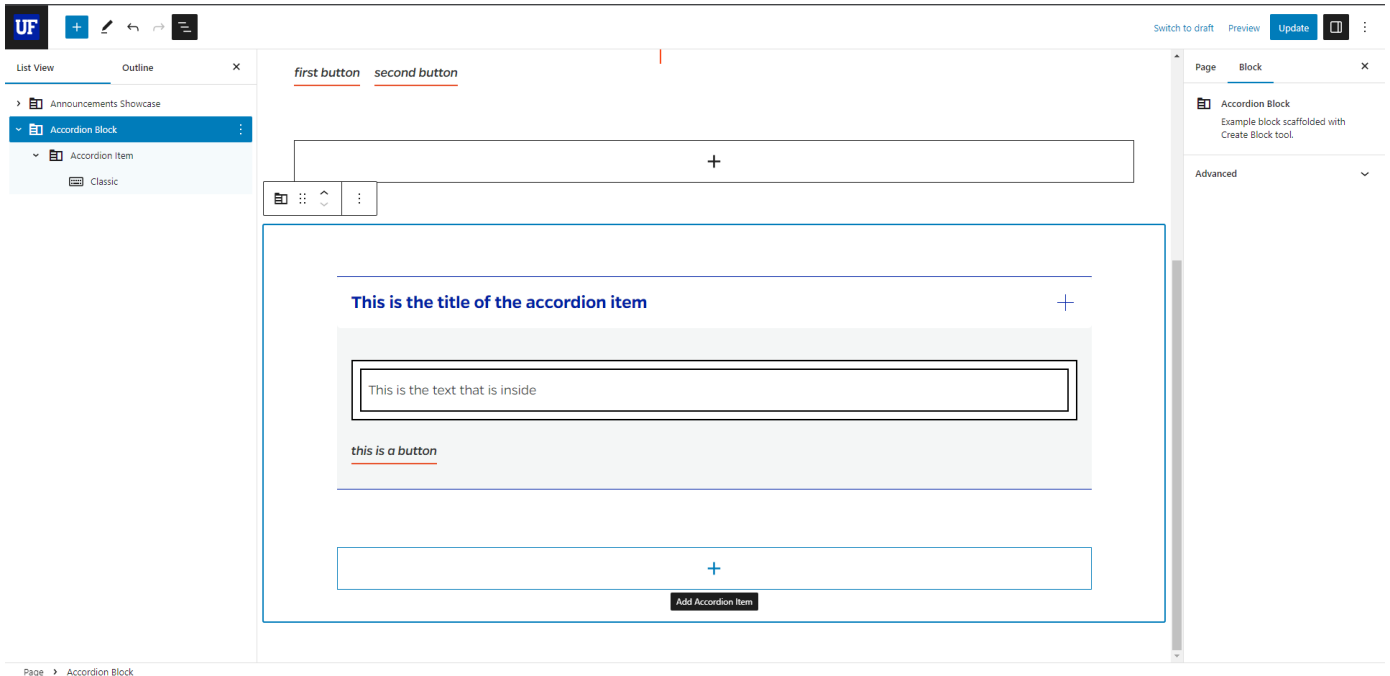
at the bottom of that list is the option to 'Remove Alert Button.' Select that option to remove the button you would like to delete.

6. When you are finished, update the page to publish the content block.
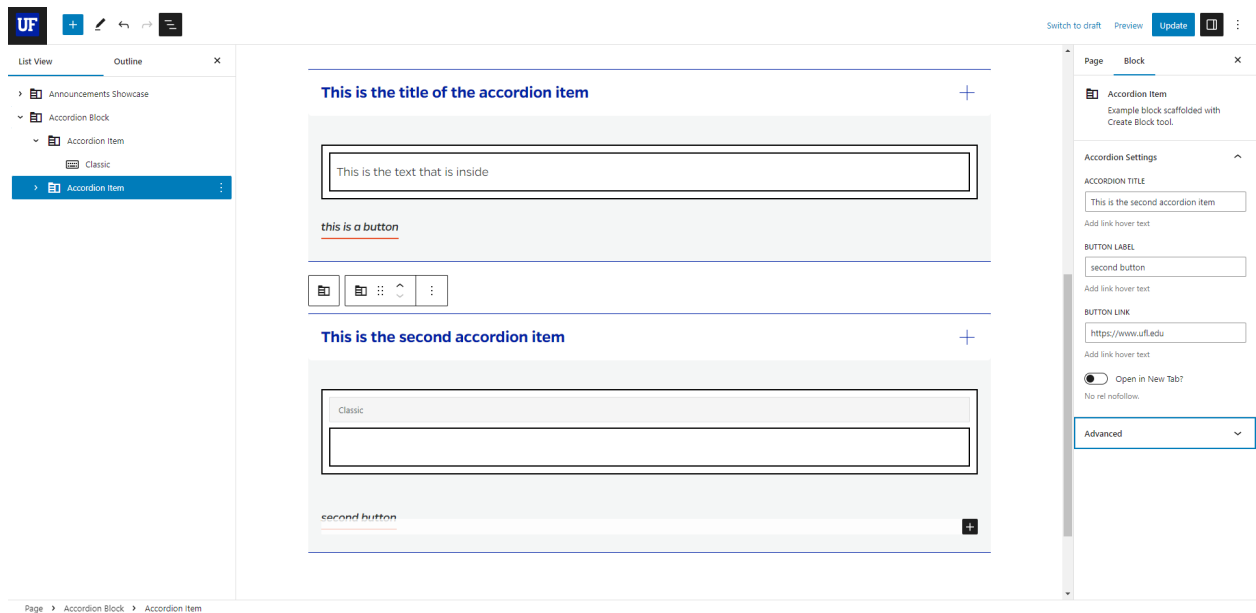
Accordion Block

1. Add the Accordion block to the editor page.

2. There is space to add a title for the accordion item. Add text for the title of the accordion item.
3. Click the rectangle that says "Classic" below to start typing the detailed text that goes inside an accordion item to be expanded and made visible later.

4. Optionally, you can click on the title of your accordion item to reveal the right side blocks settings bar and where you can add text inside of the 'Button Label' and 'Button Link' fields.
5. Toggle the 'Open in New Tab?' Option if you would like the button to open its link in a new tab.

6. To add another Accordion Item, click the rectangular box with a plus sign in the center, which is located at the base of the Accordion Block.

7. To remove an Accordion Item, select the Accordion Item that you want to remove. Click the three small, vertical white dots that appear after your selection to reveal the options for the Accordion
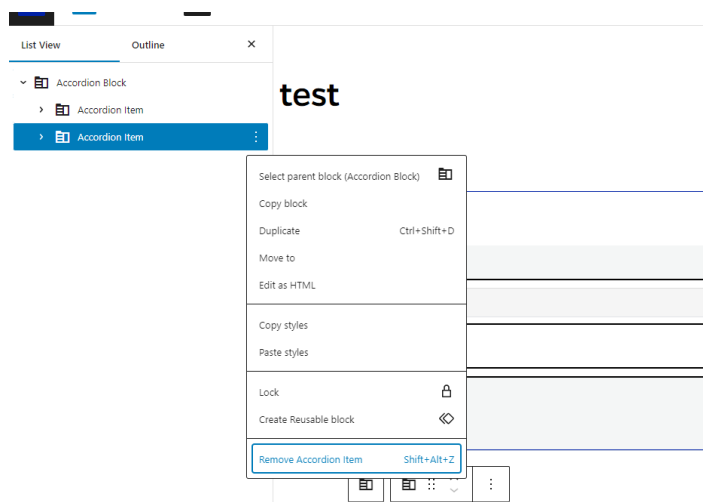

Item inner block. A small menu appears with a list of options, and at the bottom of that list is the option to 'Remove Accordion Item.' Select that option to remove the card you would like to delete.

8. Update the page to publish the content block.

Announcements showcase

1. Add the Announcements Showcase block to the editor page. There should be two spaces to add text, separated by a vertical orange line.
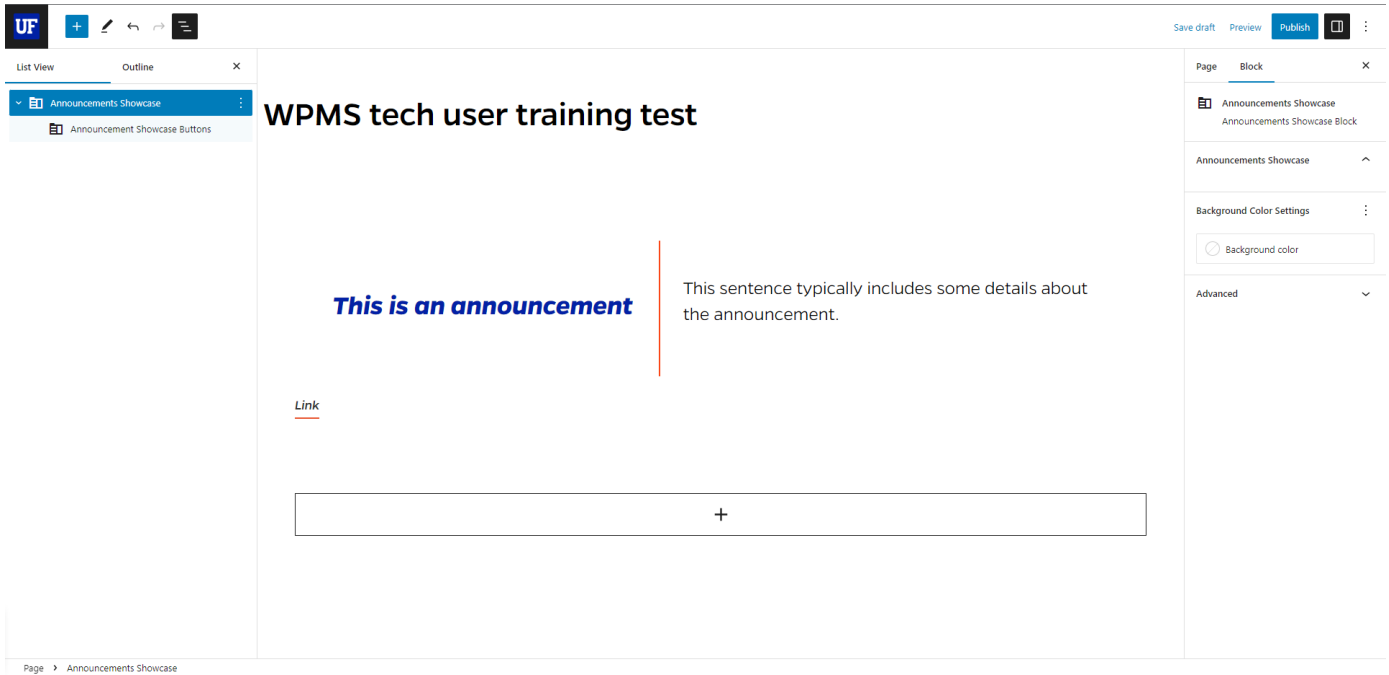
2. On the left side, you will click on and add the main headline of the announcement.
3. On the right side, click on the subheading to add some brief details to support the main headline. You can also change the background color in the Block Settings panel to the right of the editor.
4. Then, if you would like to add buttons, click the plus sign in the long, white rectangle at the bottom of the announcement showcase container.
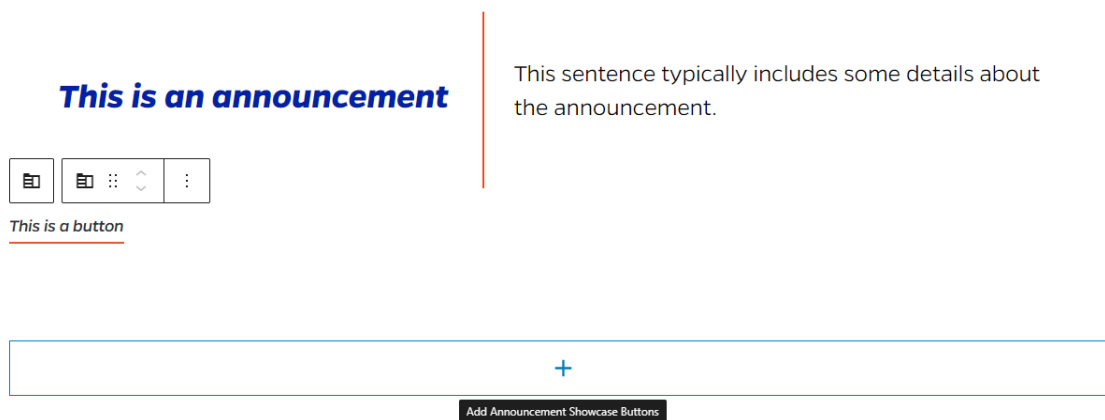
5. In the right side block settings pane you will see fields appear that allow you to add text and a hyper link to the buttons you add.
6. If you lose this pane, click the Document Overview button (three asymmetrical parallel lines) at the upper left section of the editing screen to view Announcements showcase block outline.
7. Expand the block to reveal the Announcements Showcase buttons subsection and use the Block settings panel on the right side to add text and hyperlinks to the button(s).
8. Toggle the 'Open in New Tab?' Option if you would like the button to open its link in a new tab.
9. To remove an Announcement Showcase Button, select the Announcement Showcase Button that you want to remove. Click the three small, vertical white dots that appear after your selection to reveal the options for the inner block. A small menu appears with a list of options, and at the bottom of that list is the option to 'Remove Announcement Showcase Button.' Select that option to remove the button you would like to delete.
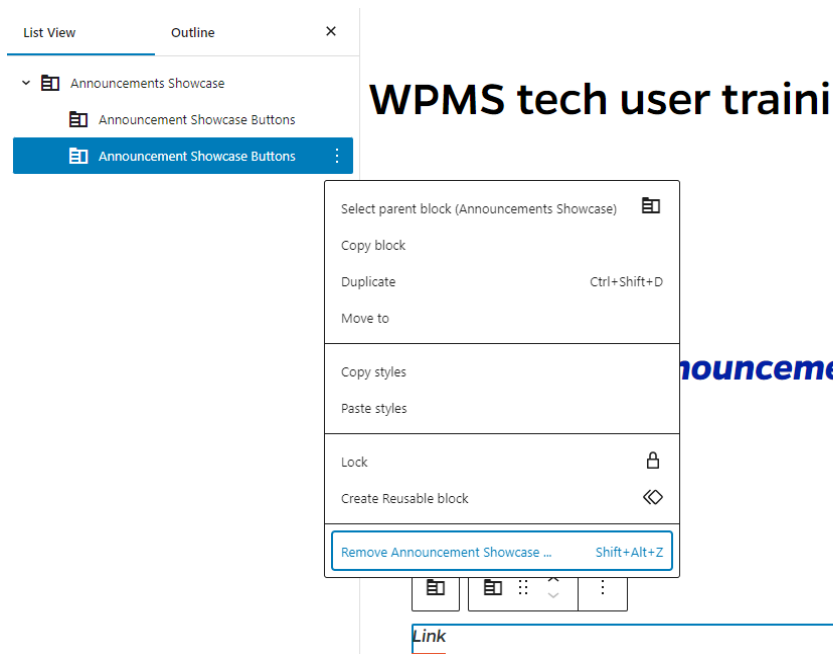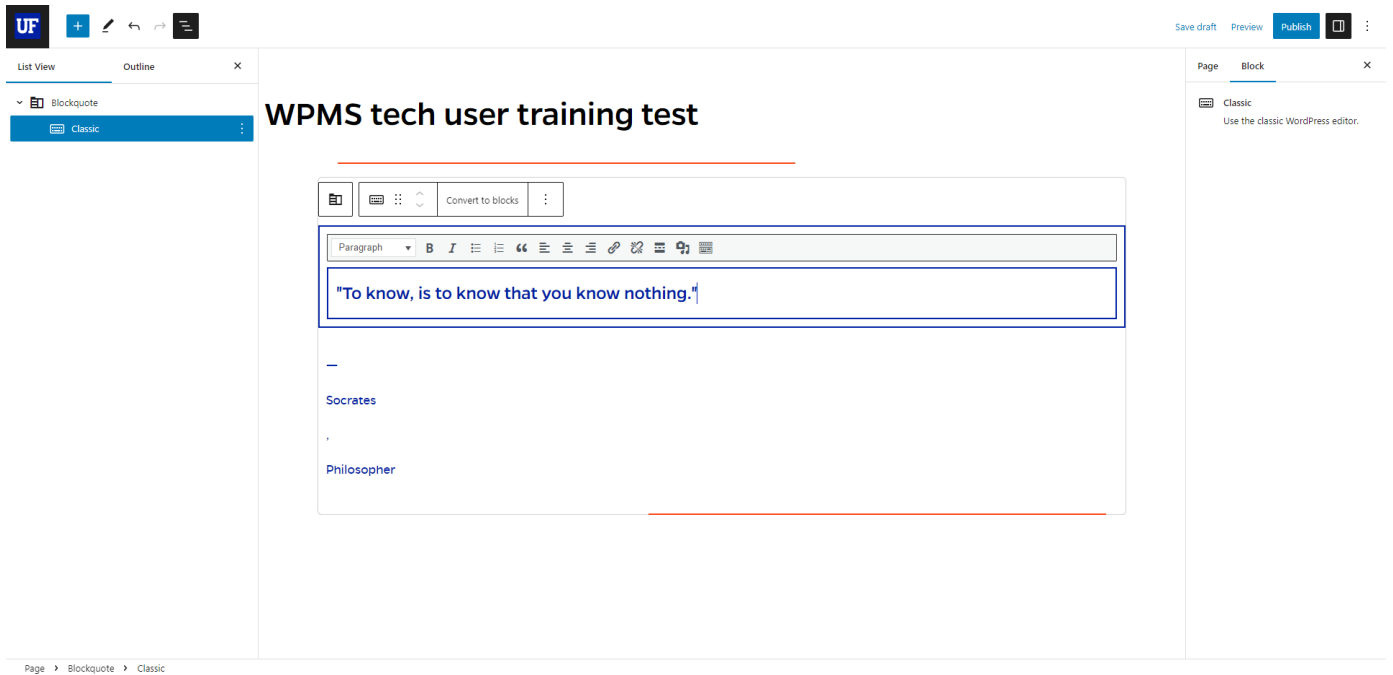

10. Update the page to publish the content block.

Blockquote Block

1. Add the Blockquote Block to the editor page. The Block settings panel on the right side should appear. If not, click the Block tab on the right to show the Block settings panel.
2. In the 'Quotee Name' field, add the appropriate text. Optionally, you can add the job/profession title of the Quotee in the 'Quotee Title' field.
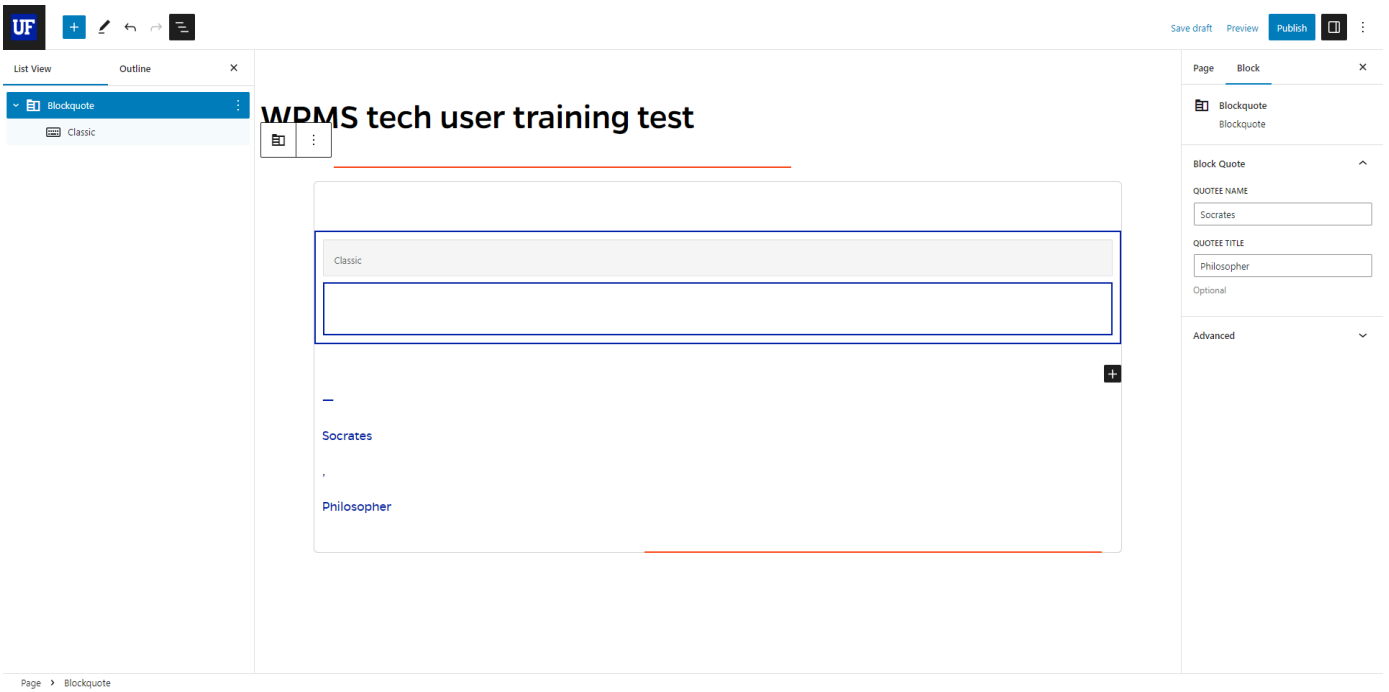
3. Next, click into the Classic Editor text box and add the associated quote between quotation marks.


4. Update the page to publish the quote.

# Blue Centered CTA (Call To Action)

1. Add the Blue Centered CTA block to the editor page. There should be two inputs already visible upon adding this block to the page; Title and the optional Description input fields. Add the appropriate content to each field.
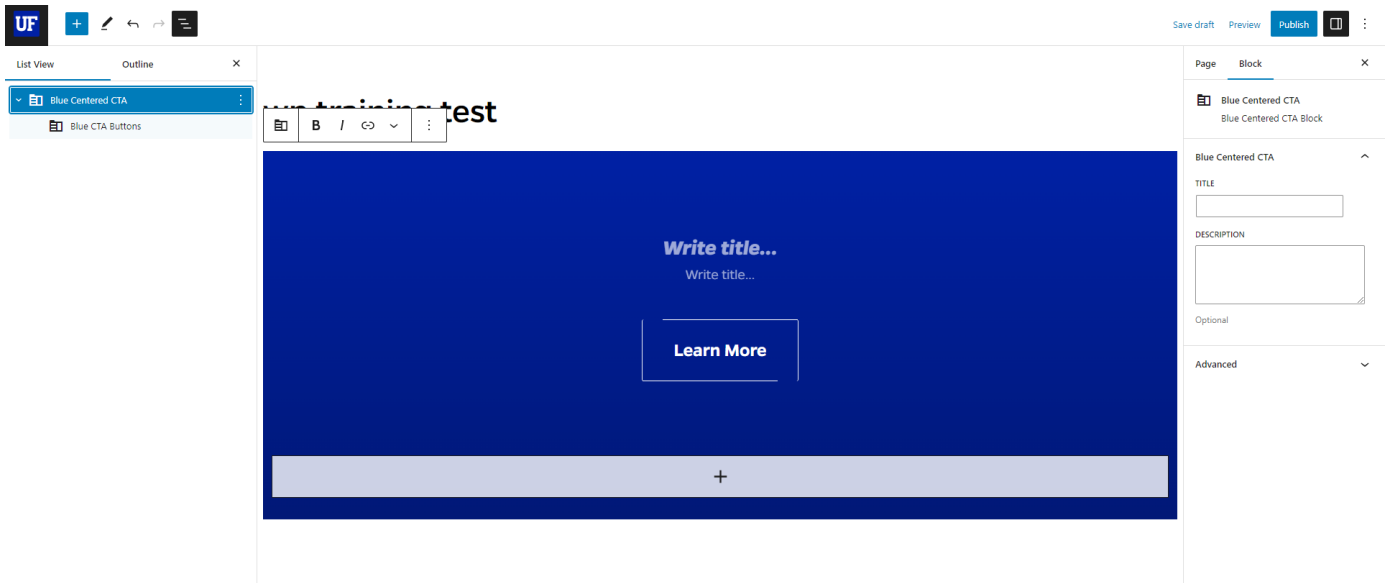
2. Return to the List View of the Document Overview panel on the left side to expand the Blue Centered CTA block and reveal its inner block; Blue CTA Buttons.
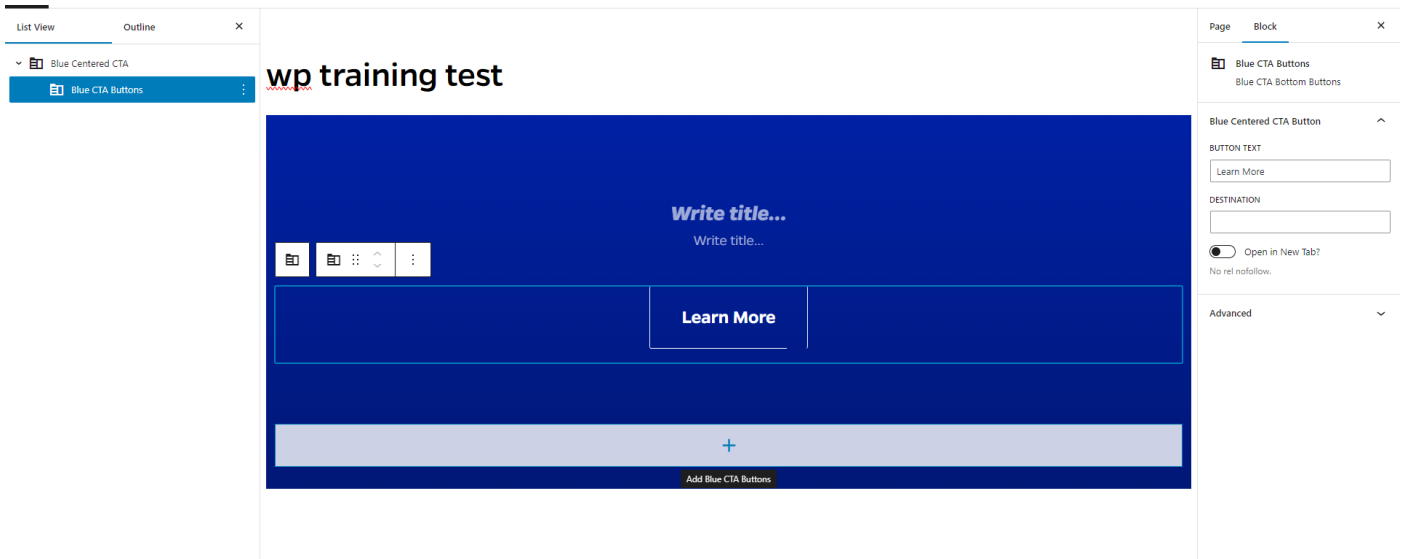
3. Select the Blue CTA Buttons inner block to reveal its own input fields in the Block settings panel on the right side of the editor page; Button Text and Destination. Add the appropriate content to their respective fields. You can also toggle on the 'Open in New Tab?' button to open the Destination link in a new tab.

4. Click the plus sign in the wide rectangle underneath the initial button at the base of the block to add more buttons if needed.
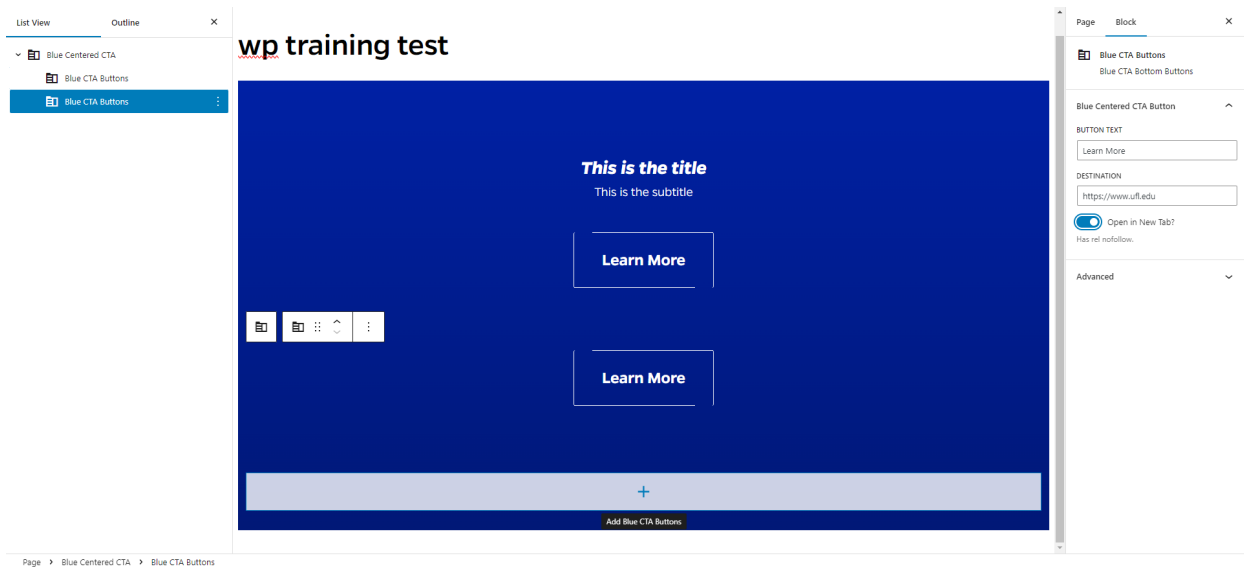
5. To remove a Blue CTA Button, navigate to the List View of the Document Overview panel and select the Blue CTA Button that you want to remove. Click the three small, vertical white dots that appear after your selection to reveal the options for the inner block. A small menu appears with a list of options, and at the bottom of that list is the option to 'Remove Blue CTA Buttons.' Select that option to remove the button you would like to delete.
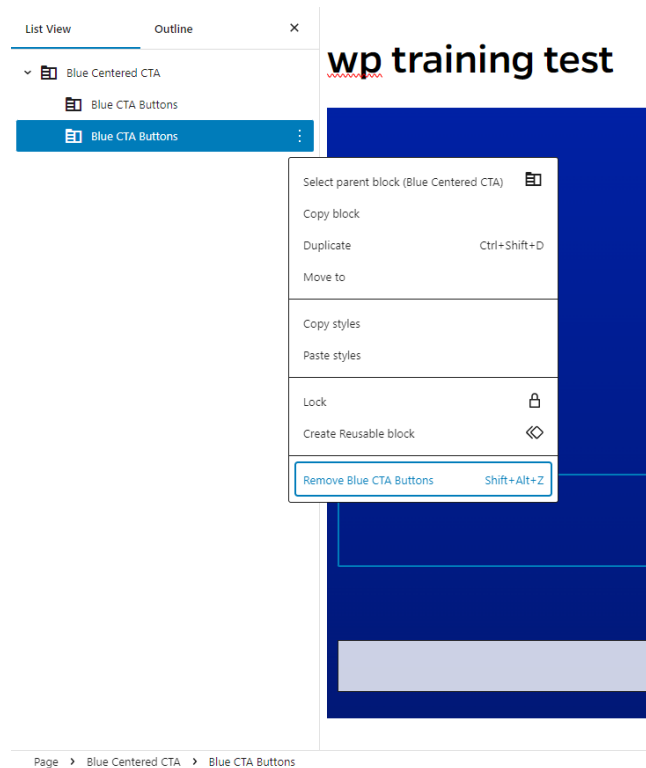

6. Once you have finished adding your content, update the page to publish the content block.

Cards Right Rail

1. Add the Cards Right Rail block to the editor page. There are two subsections within this content block: Cards Right Rail Content and Cards Right Rail – Card Wrapper.
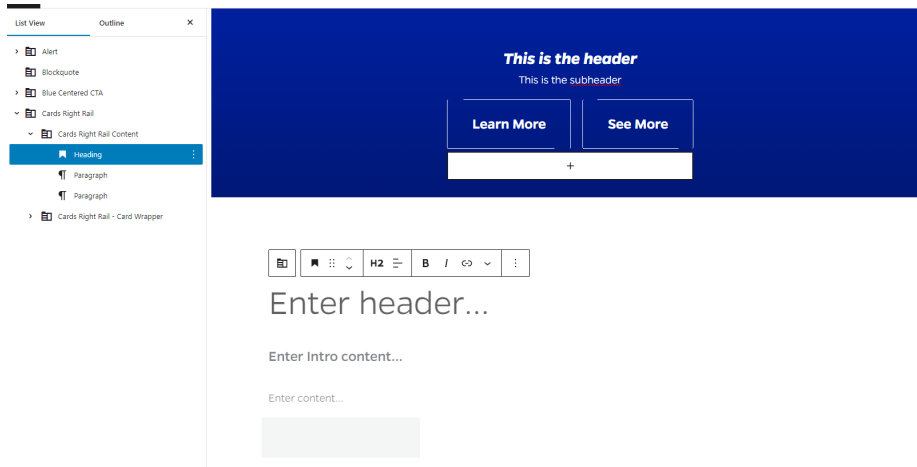

2. Click on the Cards Right Rail Content section to expand it. There's space to enter a header, a sub header and several blocks of paragraph text.
3. Click on placeholder text for each section to enter a title, enter introductory content, and to enter longer, more general text content.
4. Once that is complete, return to the Document Overview section panel on the left and click on the Cards Right Rail – Card Wrapper section to expand it.
5. Add text to the fields under the Card Settings in the Block Settings panel on the right side of the editor. You can also toggle the 'Open in New Tab?' Button if you would like the linked webpage or website to open in a new tab, or leave it off to keep the linked webpage or website in the same window.
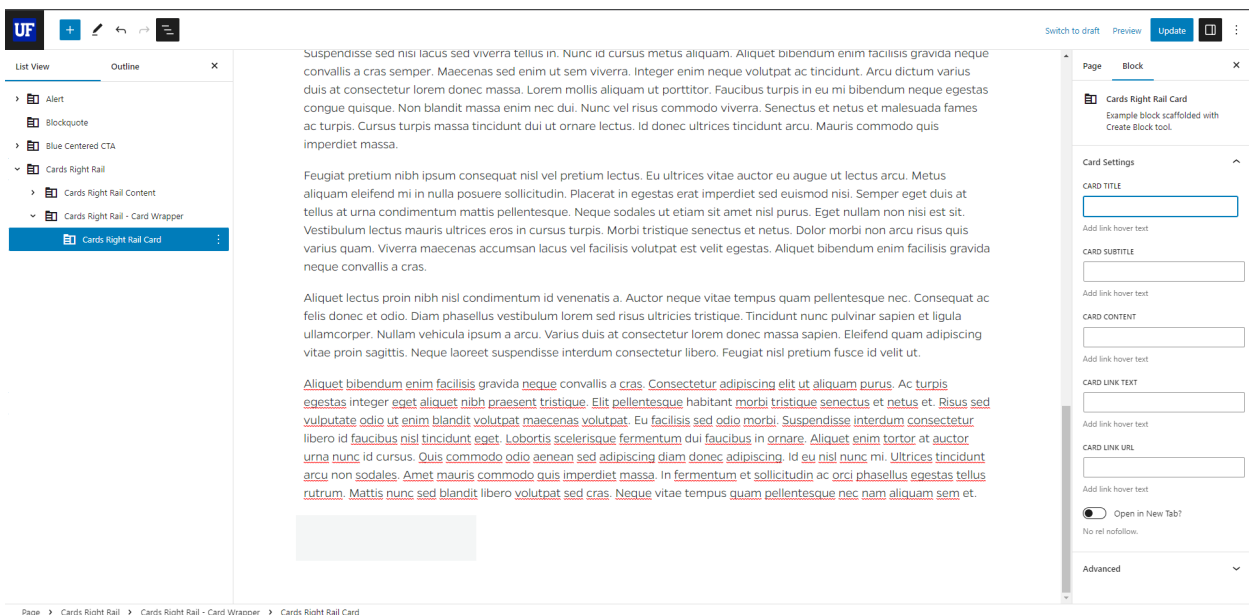
6. To add a card under the Card Wrapper parent section, make sure that the Card Right Rail Card child block is selected.
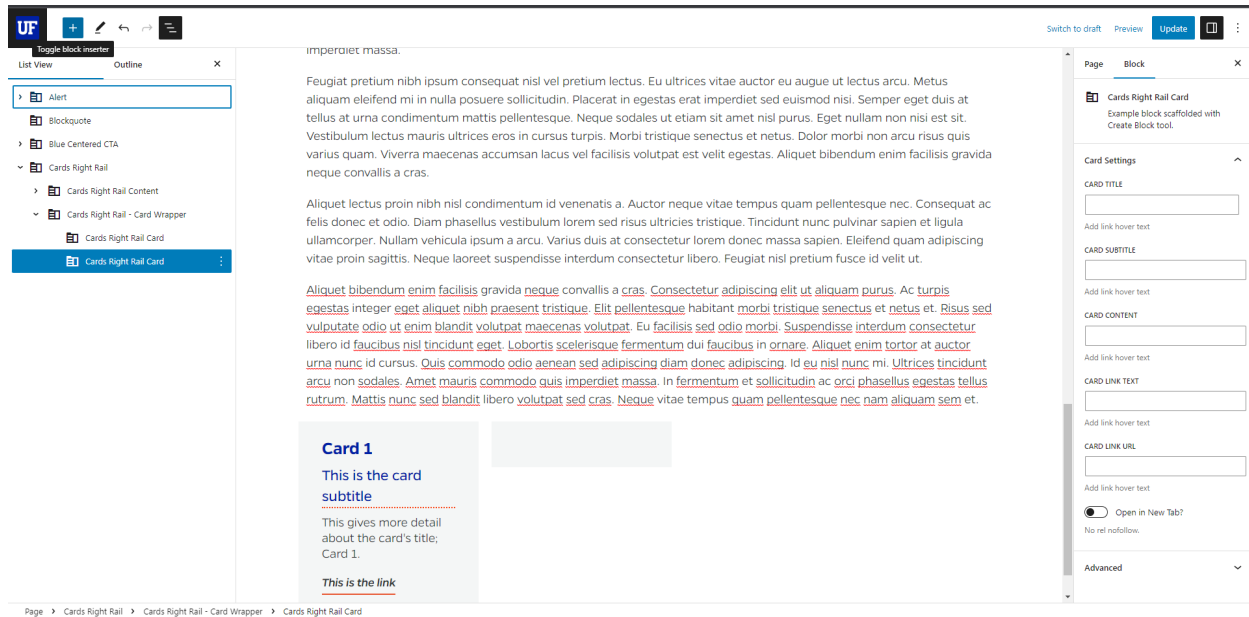

7. Then click the plus sign in the upper left corner to toggle the block inserter panel. Once the Block Inserter panel opens, the Card Right Rail Card block appears as the only option to add. Click the Card Right Rail Card block to add it under the Cards Right Rail – Card Wrapper section. Repeat this step to add another card.
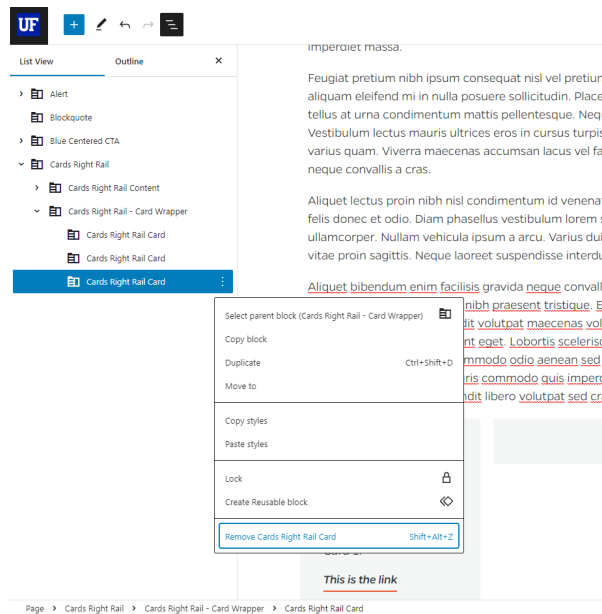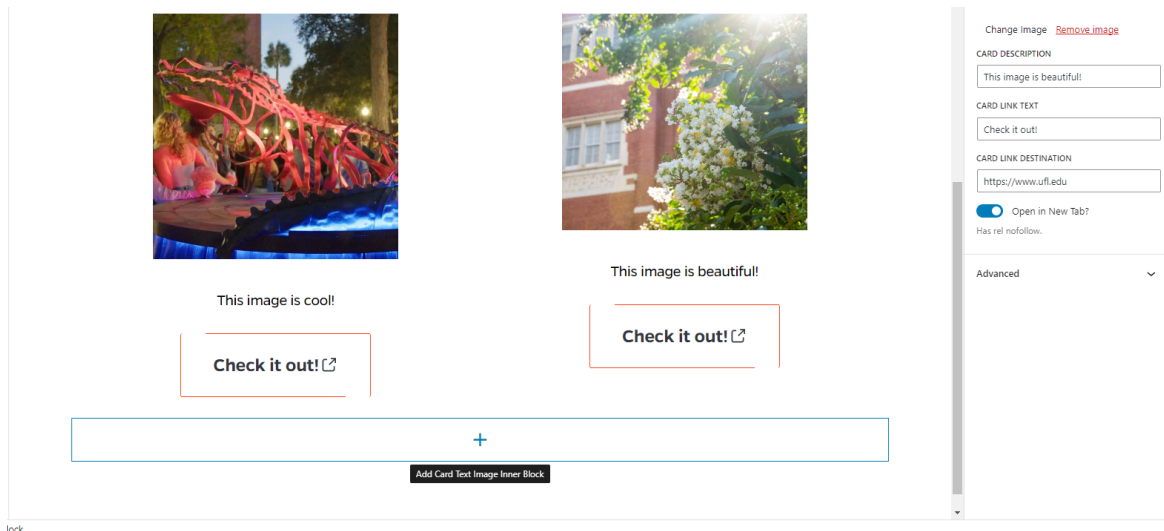

8. If you need to remove a card, select the Card Right Rail Card that you want to remove. Click the three small, vertical white dots that appear after your selection to reveal the options for the Card Right Rail Card block. A small menu appears with a list of options, and at the bottom of that list is the option to 'Remove Cards Right Rail Card.' Select that option to remove the card you would like to delete.

9. Once the fields for cards in the Card Wrapper and the Cards Right Rail Content sections are completed, update the page to publish the content block.
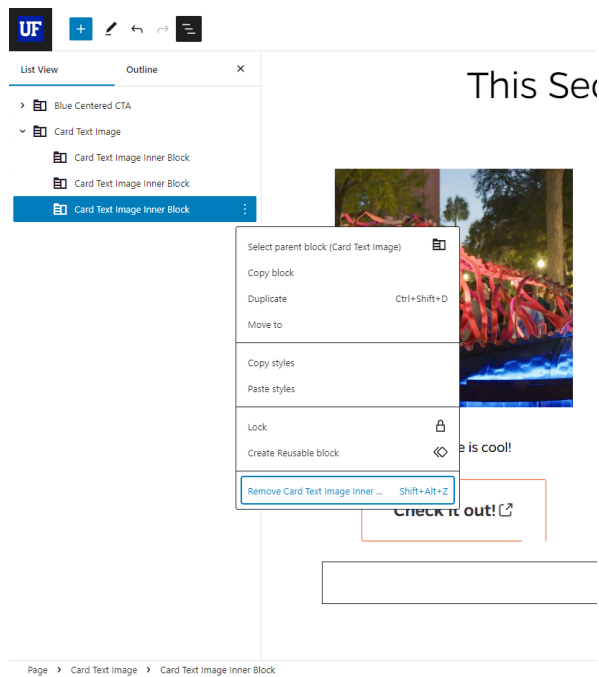
Card Text Image
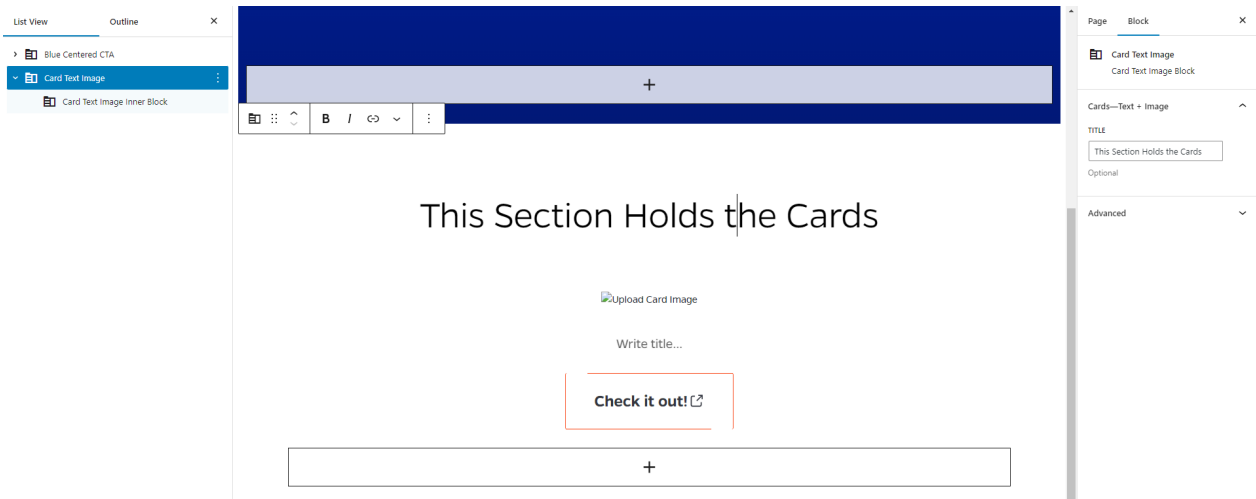
1. Add the Card Text Image block to the editor. On the right side of the editor, you will see a field in the Block settings panel that allows you to add an optional Title.
2. Expand the Card Text Image block in the Document Overview section panel on the left of the editor to reveal the Card Text Image Inner Block. Click this section to access the Block settings on the right side of the editor.
3. Now you will see a button that you can click to upload an image and some fields where you can add text, a link label, and a URL link, respectively. You can also toggle the 'Open in New Tab?' Button if you would like the linked webpage or website to open in a new tab, or leave it off to keep the linked webpage or website in the same window.

4. To add another Card Text Image next to the initial one, click the plus sign within a rectangle at the base of the Card text Image block. Now you should have two Card Text Images next to each other.
5. If you need to remove a card, select the Card Text Image Inner Block that you want to remove. Click the three small, vertical white dots that appear after your selection to reveal the options for the Card Text Image Inner Block. A small menu appears with a list of options, and at the bottom of

that list is the option to 'Remove Card Text Image Inner Block.' Select that option to remove the card you would like to delete.

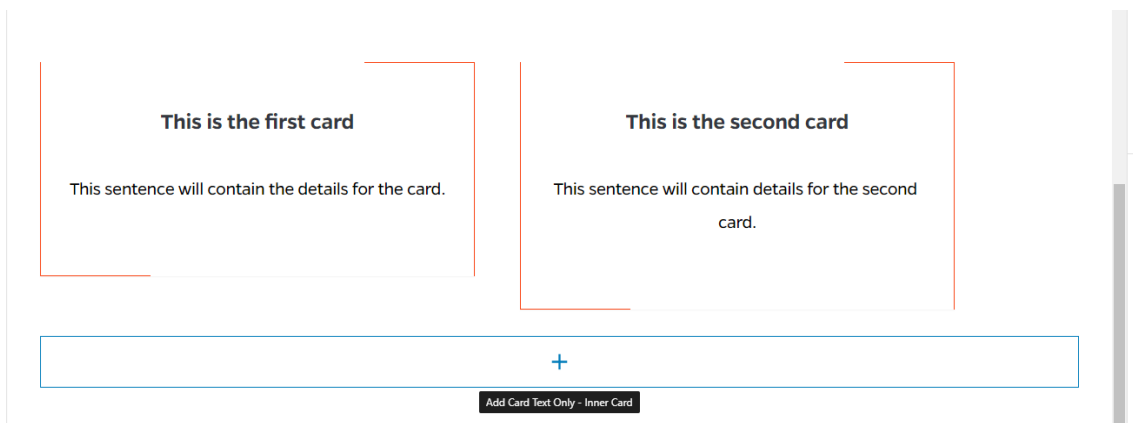6. Once you are finished, update the page to publish the content block.

Card Text Only

1. Add the Card Text Only block to the editor. Expand the Card Text Only block in the Document Overview section in the left panel to show the Card Text Only – Inner Card inner block in the editor. You will also see its fields in the right panel.
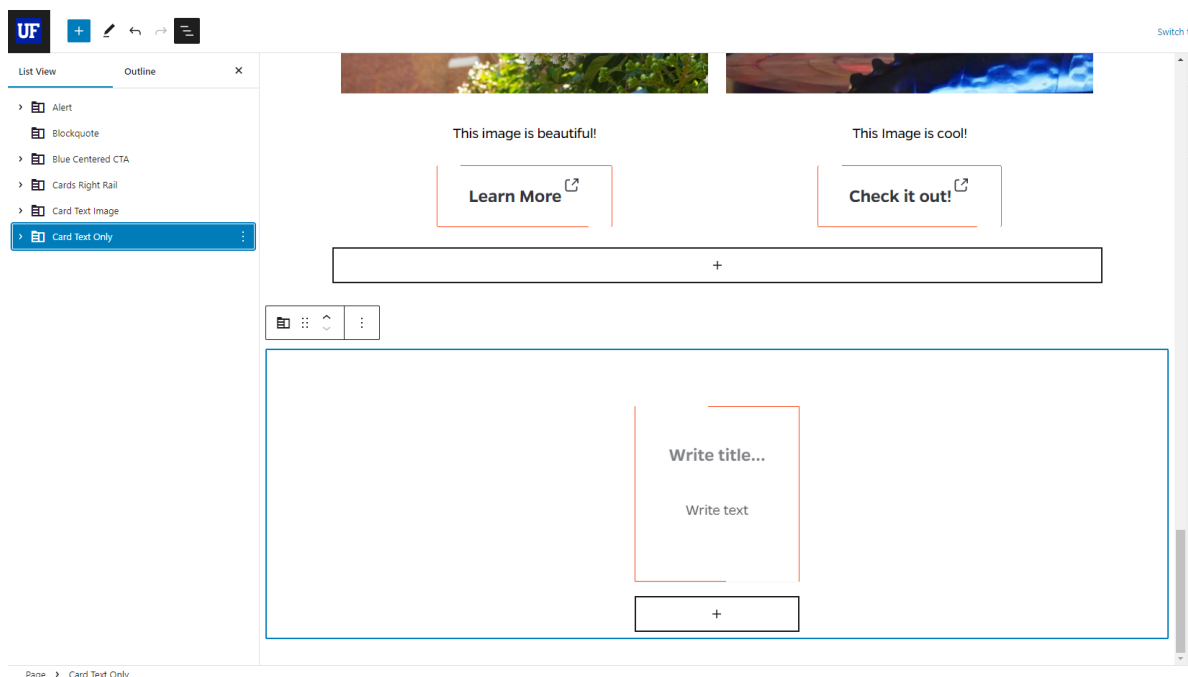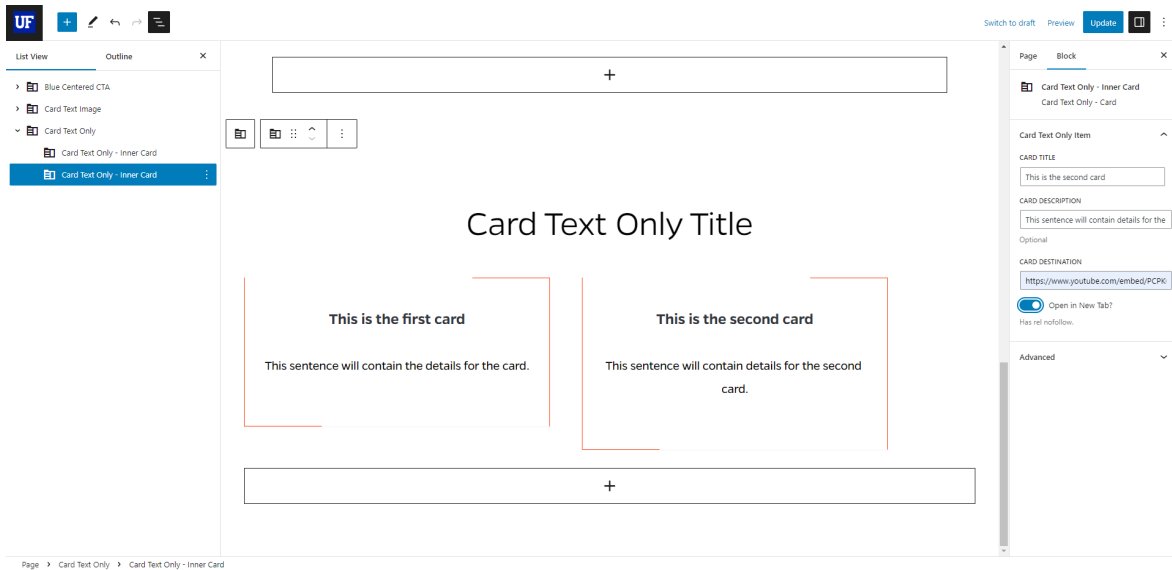
2. Add content to the Card Title, Card Description, and Card Destination fields, respectively. Toggle the 'Open in New Tab?' button if you would to open the Card Destination link in a new tab.
3. To add a new card, click the plus sign surrounded by a rectangle beneath the card(s). Add the appropriate content to their respective input fields.

4. To remove a card, return to the Document Overview panel, and select the Card Text Only – Inner Card inner block that you want to remove. Then select the three white vertical dots to expand the options menu. Select "Remove Card Text Only – Inner Block" to delete the card you want removed.
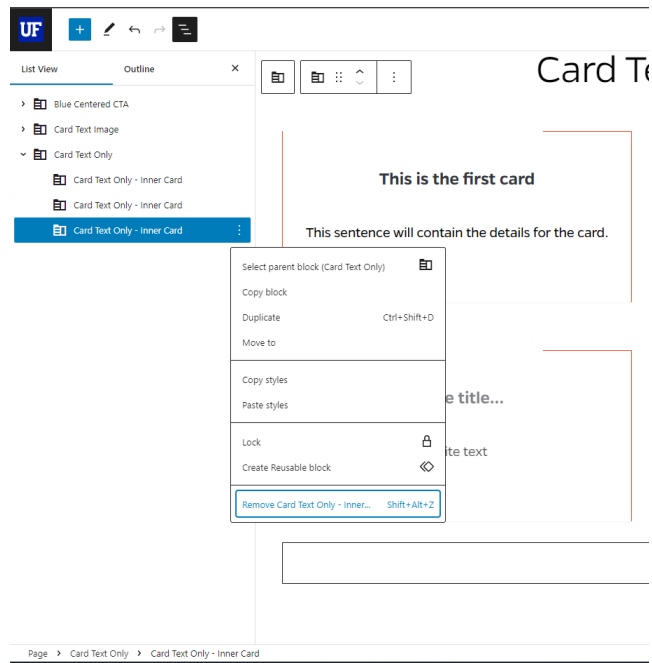
5. Once you are finished filling out the amount of cards of your choosing, update the page to publish the content block.

Content Carousel

1. Add the Content Carousel block to the editor.
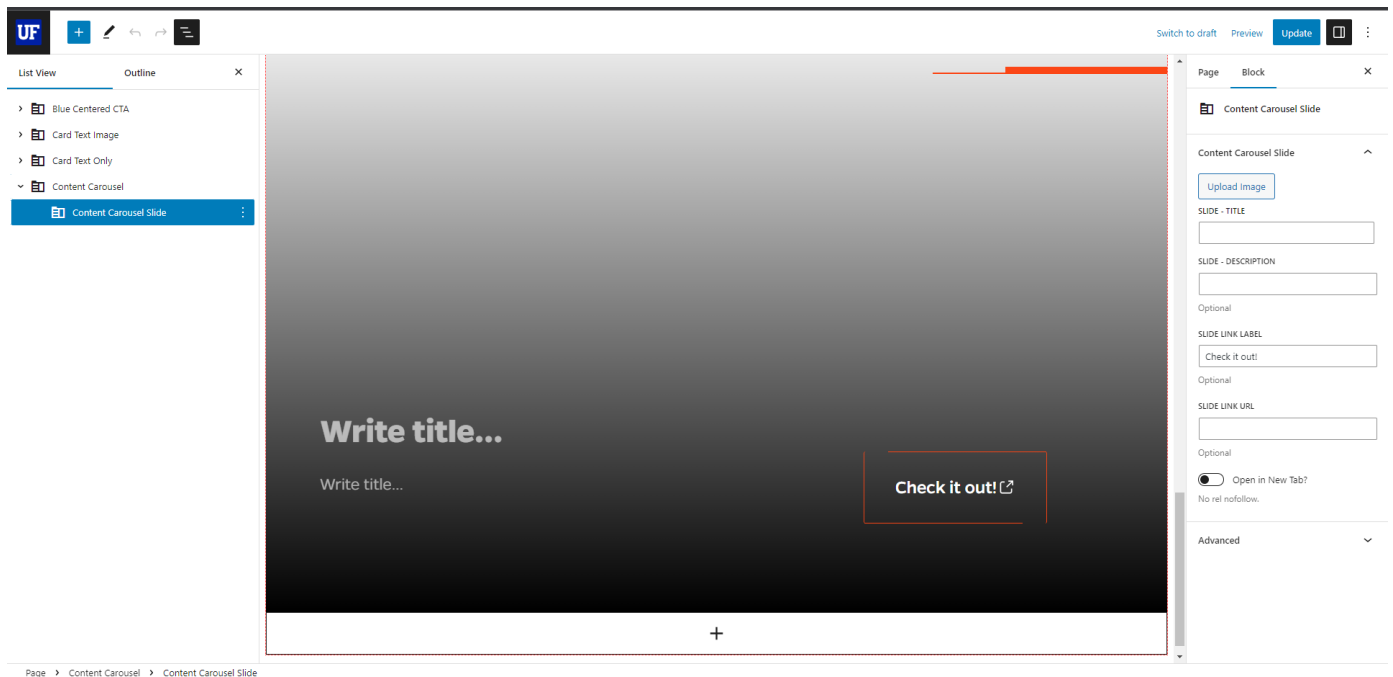
2. In the List View of the Document Overview panel, expand the Content Carousel block to show the Content Carousel Slide inner block. This inner block allows you to upload an image and add a

Slide Title. The Slide Description, a Slide Link Label, and a Slide Link URL. You also get the option to toggle the slider button on to have the Slide Link URL open in a new tab.

3. When you've added the relevant content to your initial slide, you can add more Content Slides by selecting the Content Carousel Slide inner block in the List View and clicking the plus sign in a large rectangle immediately below the block's content. Add content to the newly added Content Carousel Slide.
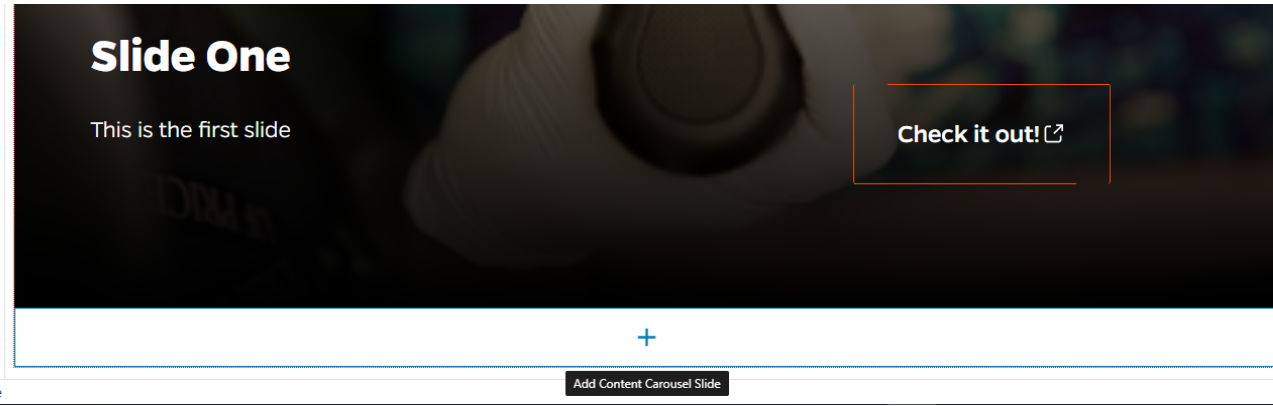
4. To remove a Content Carousel Slide, navigate to the List View of the Document Overview section on the left side of the editor and select the Content Carousel Slide inner block within the Content
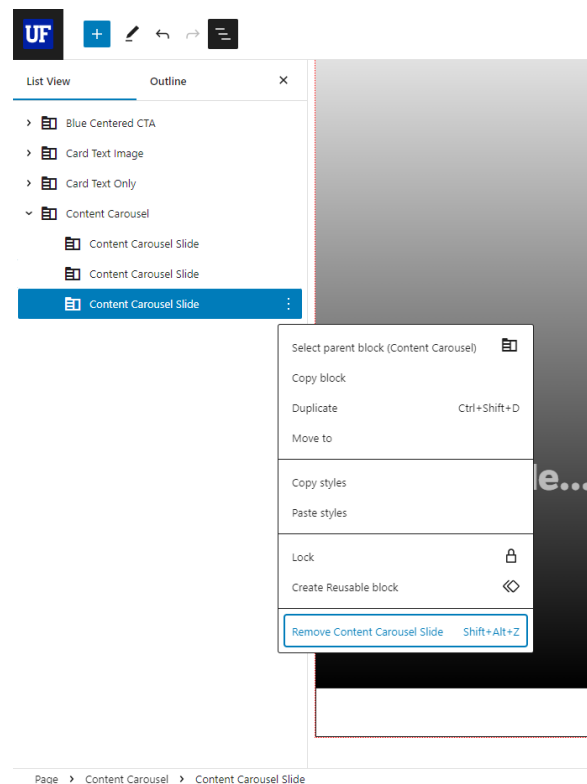
Carousel block. Click the three small, vertical white dots that appear after your selection to reveal the options for the selected inner block. A small menu appears with a list of options, and at the bottom of that list is the option to 'Remove Content Carousel Slide.' Select that option to remove that inner block.

5. Once you have finished adding the appropriate amount of content for the Content Carousel block, update the page to publish it.

Content Carousel - Stack

1. Add the Content Carousel Stack block to the editor. Expand the Content Carousel Stack block in the List View of the Document Overview section in the left side panel to show the Stacked Slide

inner block in the editor.
2. Make sure the Stacked Slide inner block is selected to reveal the inner block's settings panel in the Block settings panel right side of the editor. You can upload an image, add a Slide Title, add Slide Text, and optionally add text to the Slide Button Label and Slide Button Link URL fields, respectively. You can also toggle on the 'Open in New Tab?' button to open the Slide Button Link URL in a new tab.
3. To add another slide, make sure that the Stacked Slide inner block is selected. Then click the plus sign in the wide rectangle at the base of the block. Add content to your newly added Stacked Slide.
4. If you need to remove a slide, select the Stacked Slide that you want to remove in the List View section of the Document Overview panel on the left side of the editor. Click the three small, vertical white dots that appear after your selection to reveal the options for the selected block. A small menu appears with a list of options, and at the bottom of that list is the option to 'Remove Stacked Slide.' Select that option to delete the selected slide.
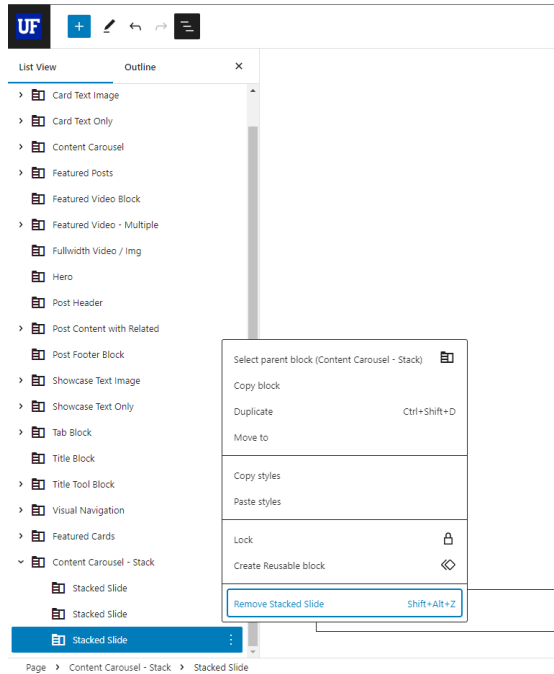
5. Once you are finished adding slides and content, update the page to publish it to the page.

Event Shell

1. Add the Event Shell block to the editor. While the Event Shell block is selected in the List View, you will see that there is an option to add a Section Title. Add the appropriate text content to the Section Title input field.
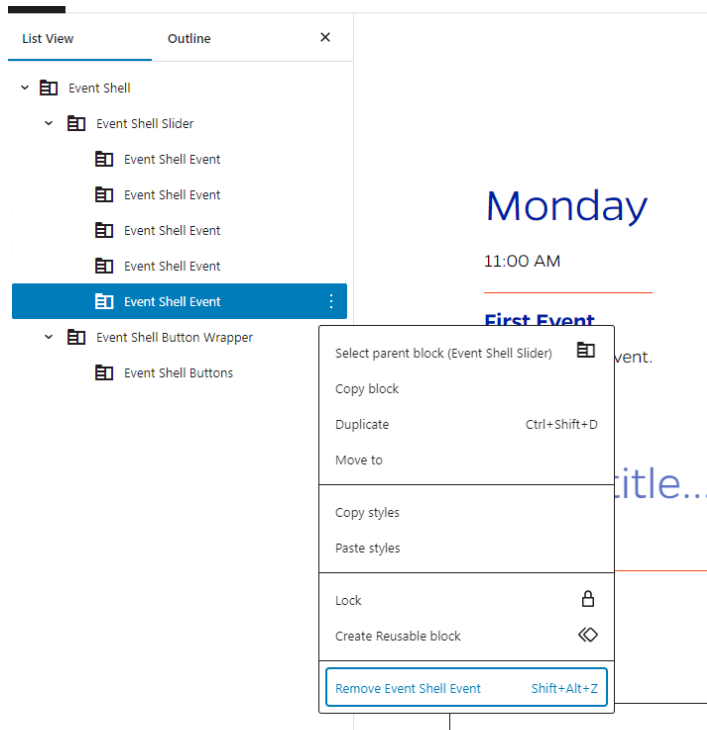
2. In the List View of the Document Overview panel, expand the Event Shell block to show its two inner blocks; Event Shell Slider and Event Shell Button Wrapper.
3. Select the Event Shell Slider inner block in the List View of the Document Overview panel and expand it. You will see that there is another block called the Event Shell Event. It has five input fields to add text content; Event Day, Event Time, Event Title, Event Text, and Event Destination. There is also a slider button where you can toggle on the option to open the link you added in a new tab.
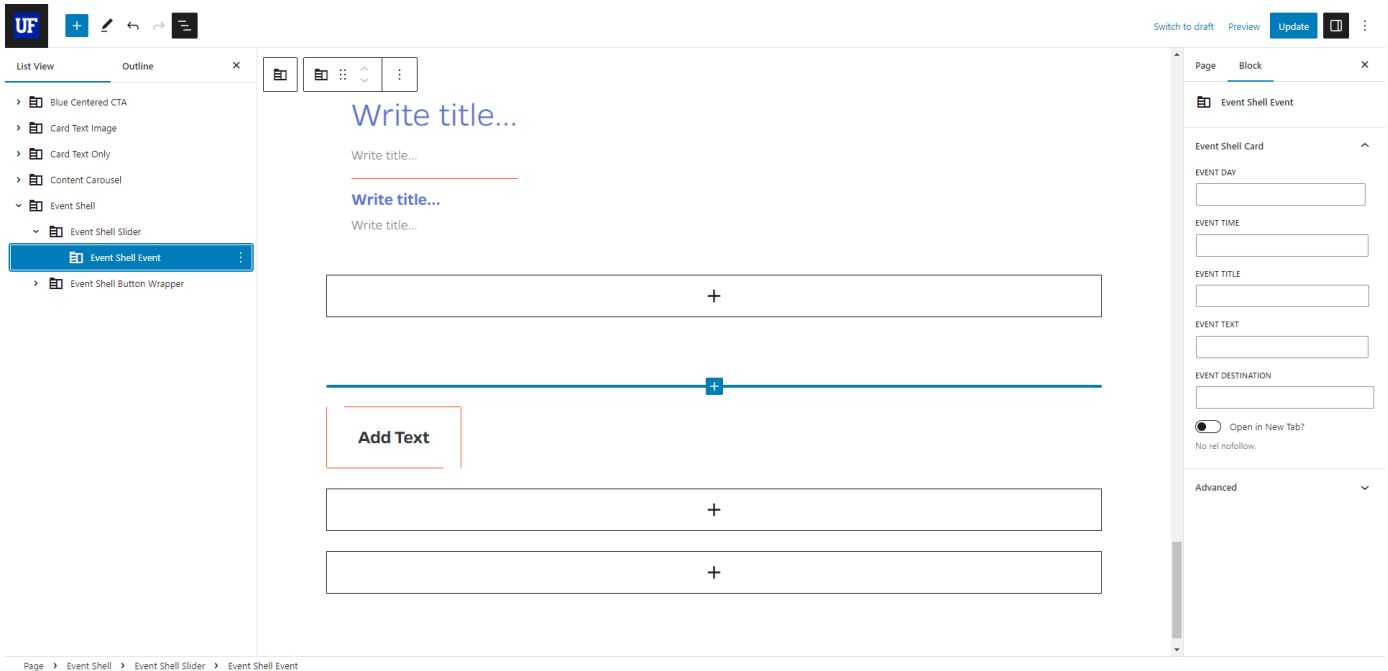
4. When you've added the relevant content to your initial Event Shell Event inner block, you can add more Event Shell Event inner blocks by selecting the Event Shell Event inner block in the List View and click the plus sign in a large rectangle immediately below the block's content. Add content to the newly added Event Shell Event.
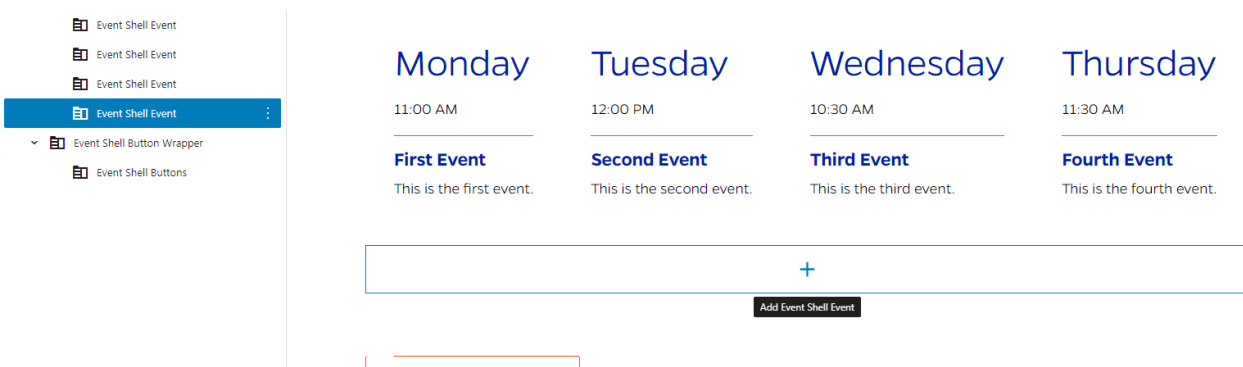
5. To remove an Event Shell Event inner block, navigate to the Document Overview section on the left side of the editor and select the Event Shell Event inner block within the Event Shell Slider block. Click the three small, vertical white dots that appear after your selection to reveal the options for the selected inner block. A small menu appears with a list of options, and at the bottom of that list is the option to 'Remove Event Shell Event.' Select that option to remove that inner block.

6. Select the Event Shell Button Wrapper inner block in the List View of the Document Overview panel and expand it. You will see that there is another block called the Event Shell Buttons. It has two input fields to add text content; Button Text and Destination (URL). There is also a slider button where you can toggle on the option to open the Destination link in a new tab.
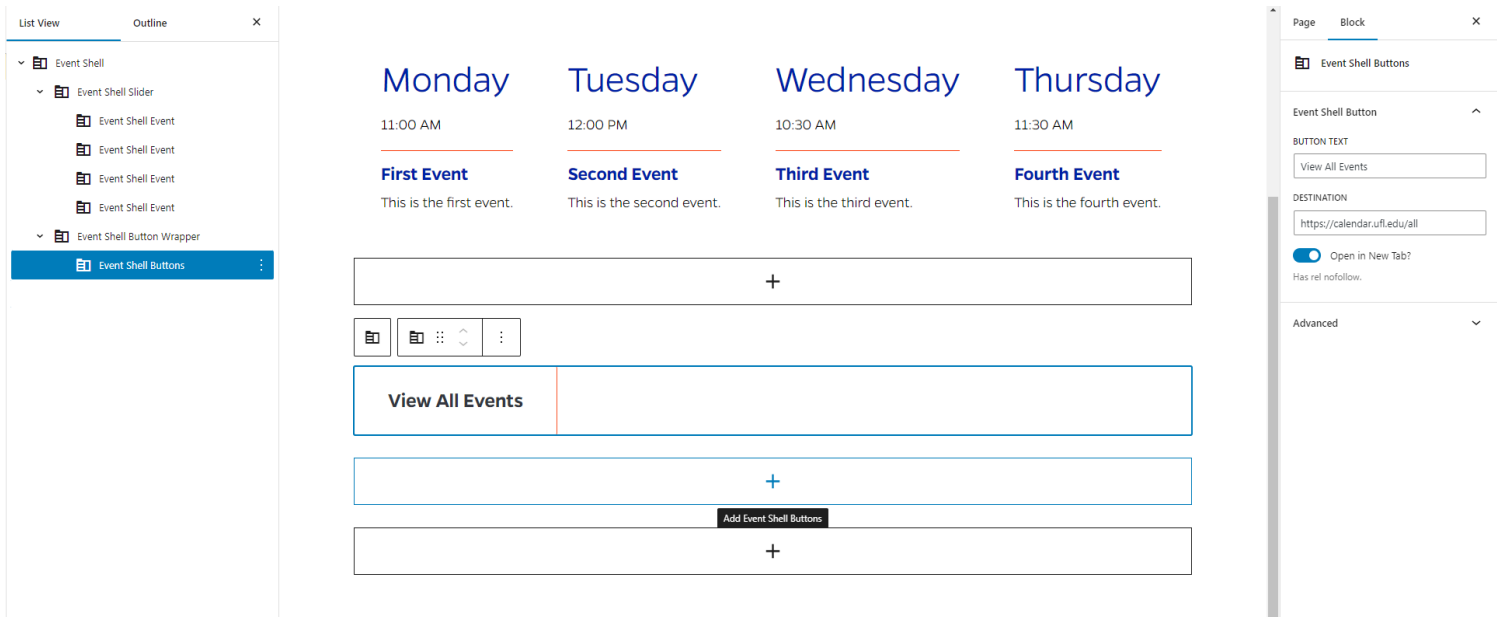
7. When you've added the relevant content to your initial Event Shell Buttons inner block, you can add more Event Shell Buttons by selecting the Event Shell Button Wrapper inner block in the List View and click the plus sign in a large rectangle immediately below the block's content. Add content to the newly added Event Shell Buttons.

8. To remove an Event Shell Button, navigate to the Document Overview section on the left side of the editor and select the Event Shell Button within the Event Shell Button Wrapper block. Click the three small, vertical white dots that appear after your selection to reveal the options for the
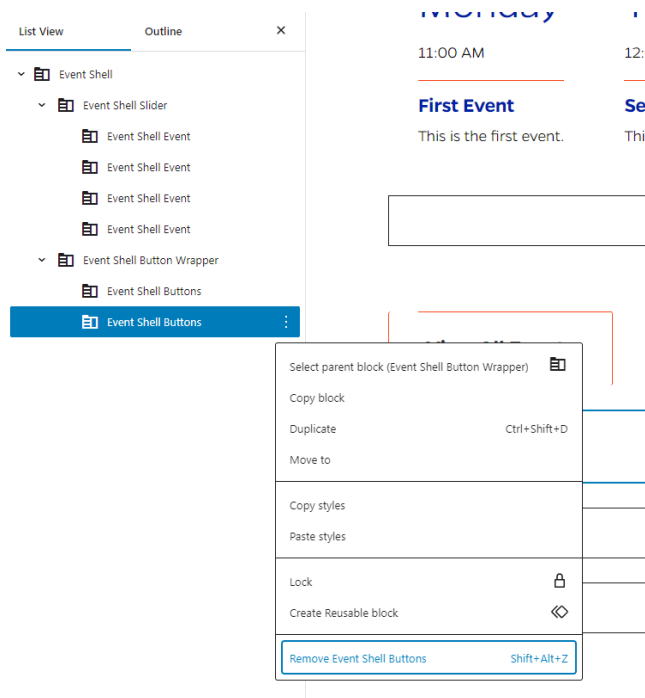
selected inner block. A small menu appears with a list of options, and at the bottom of that list is the option to 'Remove Event Shell Button.' Select that option to remove that inner block.

9. Once you have finished adding the appropriate amount of content for the Event Shell block, update the page to publish it.

Factoids

1. Add the Factoids block to the editor. Expand the block in the List View of the Document Overview Panel to show the inner block called Factoid Inner.
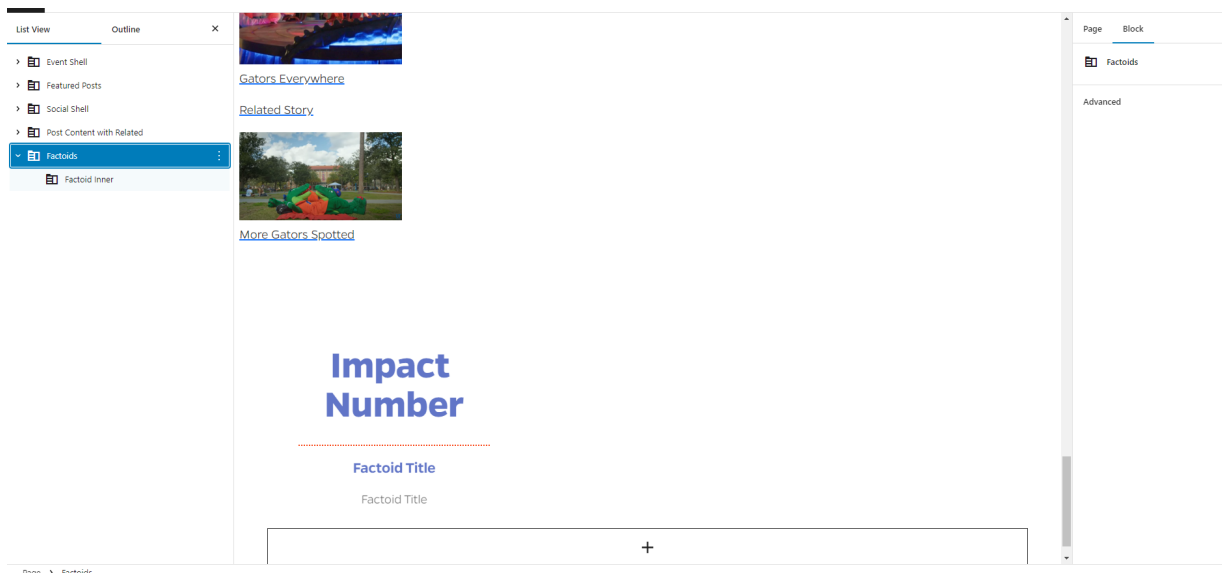
2. Select Factoids Inner block and you will see that there are text field inputs for the following: Card Impact Number, Card Title, and Card Description. Add the impactful numerical fact and supporting text in the corresponding fields.
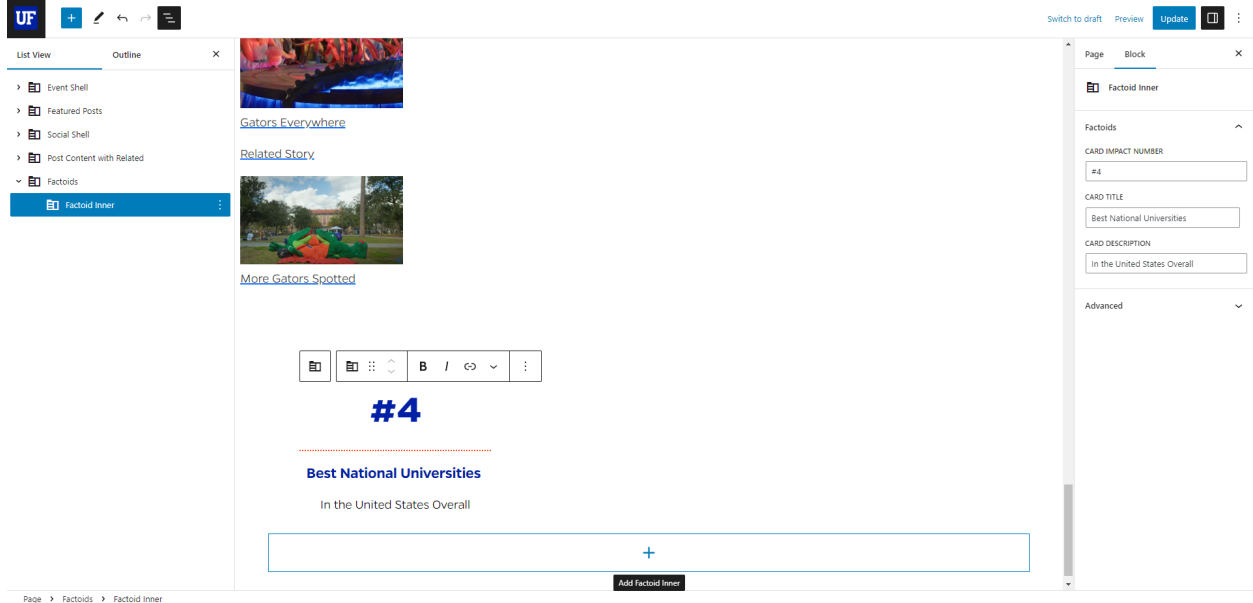
3. If you would like to add another Factoid Inner block, select the Factoid Inner block that you would want to add the new inner block after in the List View, and click the plus sign in a rectangle immediately below the inner block's content. Add content to the newly added Factoid Inner block.

4. To remove a Factoid Inner block, navigate to the Document Overview section on the left side of the editor and select the Related Post inner block within the Factoids block. Click the three small, vertical white dots that appear after your selection to reveal the options for the selected inner block. A small menu appears with a list of options, and at the bottom of that list is the option to 'Remove Factoid Inner.' Select that option to remove that inner block.
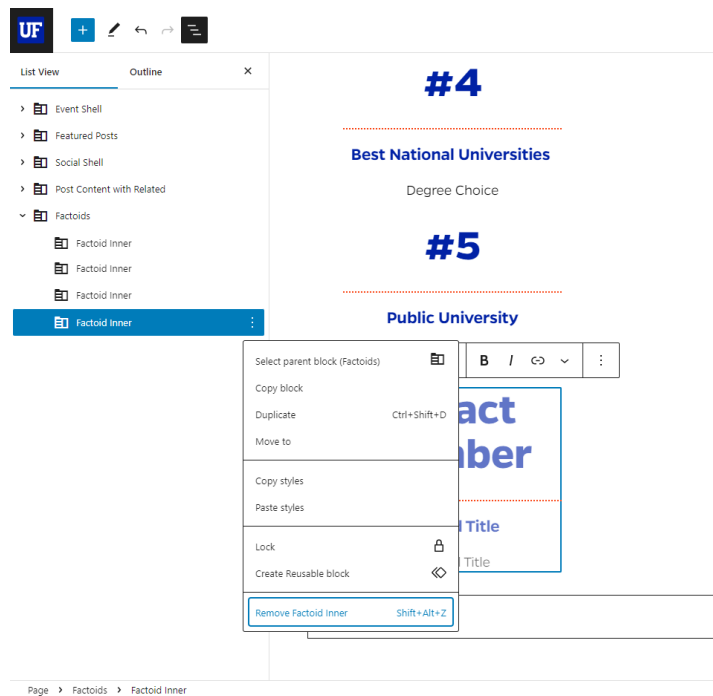
5. Once you have finished adding all of the content for this block, go ahead and publish it.

Faculty/Staff Bio

1. Create a new page by returning to the site's WordPress Dashboard and selecting the Pages tab.
2. Click the "Add New" button at the top left of the Pages listing page. When you land on your newly added page, give it a title in the "Add Title" section at the very top of the page that helps you remember what is featured on this page. The title you place here will not appear on the page.
3. Click the plus sign at the upper left corner of the page to toggle the Block Inserter panel. Under the Blocks tab, search for the Faculty Bio Block and click on it to add it to the page.
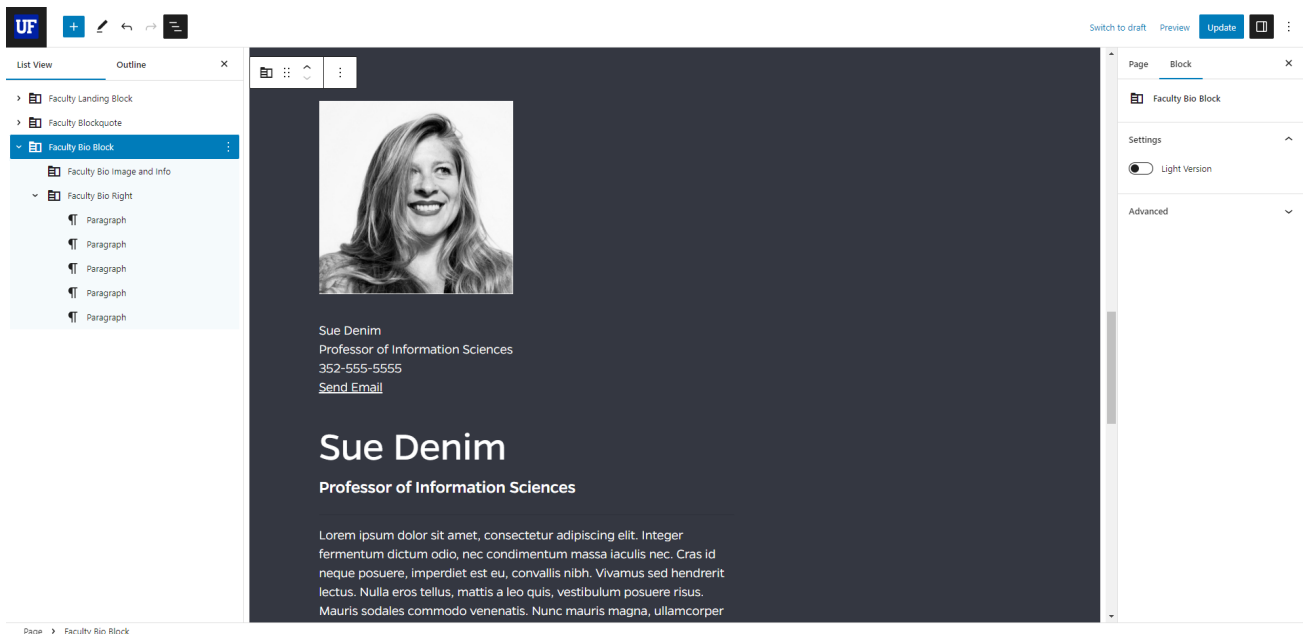
4. In the Block panel on the right-side, you can toggle the background color of the Faculty Bio block from the Dark version to the Light version.
5. Expand the Faculty Bio Block in the List View of the Document Overview section to show the inner blocks; Faculty Bio Image and Faculty Bio Right.
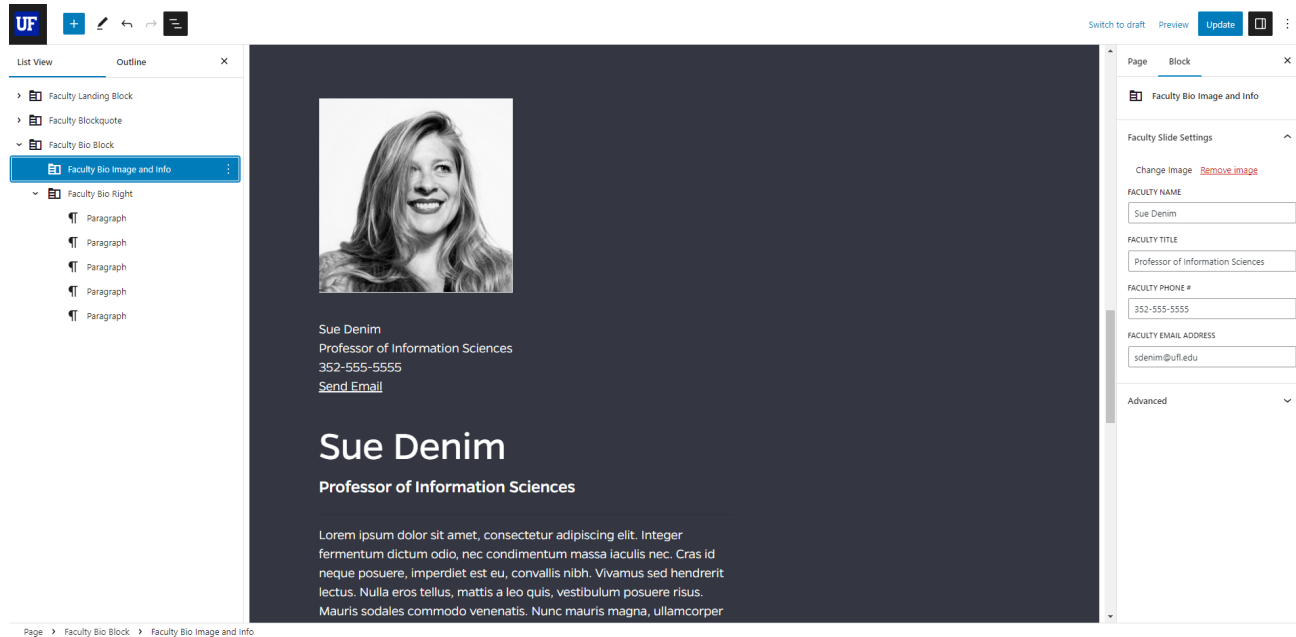
6. Select the Faculty Bio Image and Info inner block to reveal the Block settings panel on the right. Add an image, Faculty Name, Faculty Title, Faculty Phone number, and Faulty Email Address in the corresponding text fields.
7. Select the Faculty Bio Right inner block and add an optional Section Title headings to the Faculty Bio.
8. Expand the Faculty Bio Right inner block to reveal the Classic editor where the text for the Faculty Bio can be added. You can also remove the Classic editor and just add standard WordPress paragraph blocks.
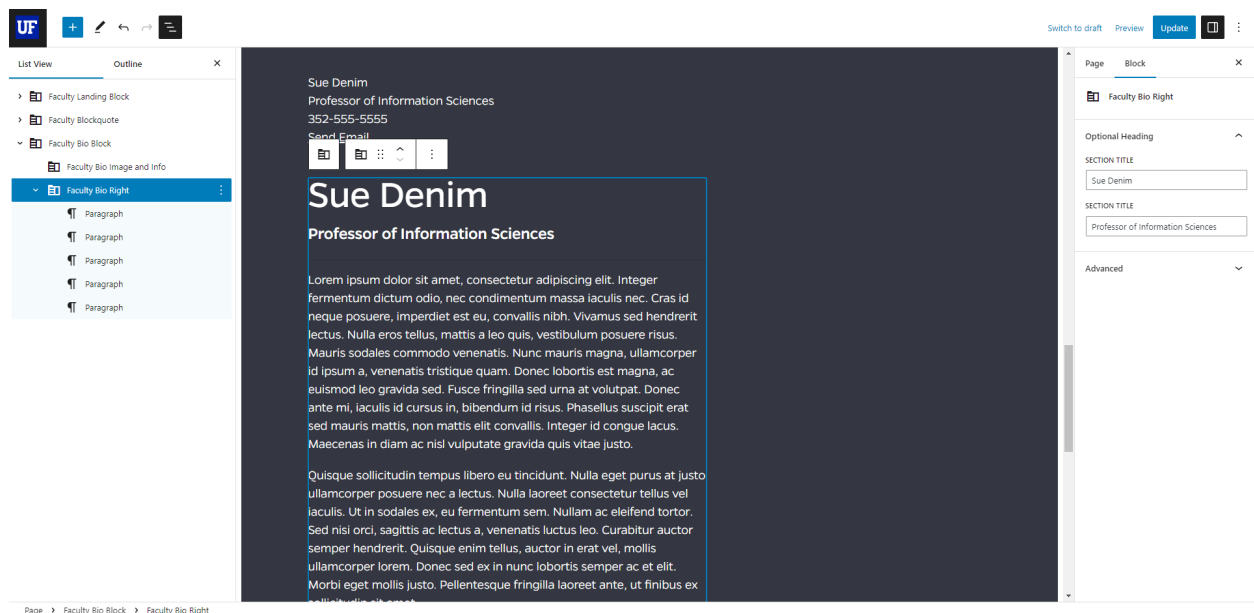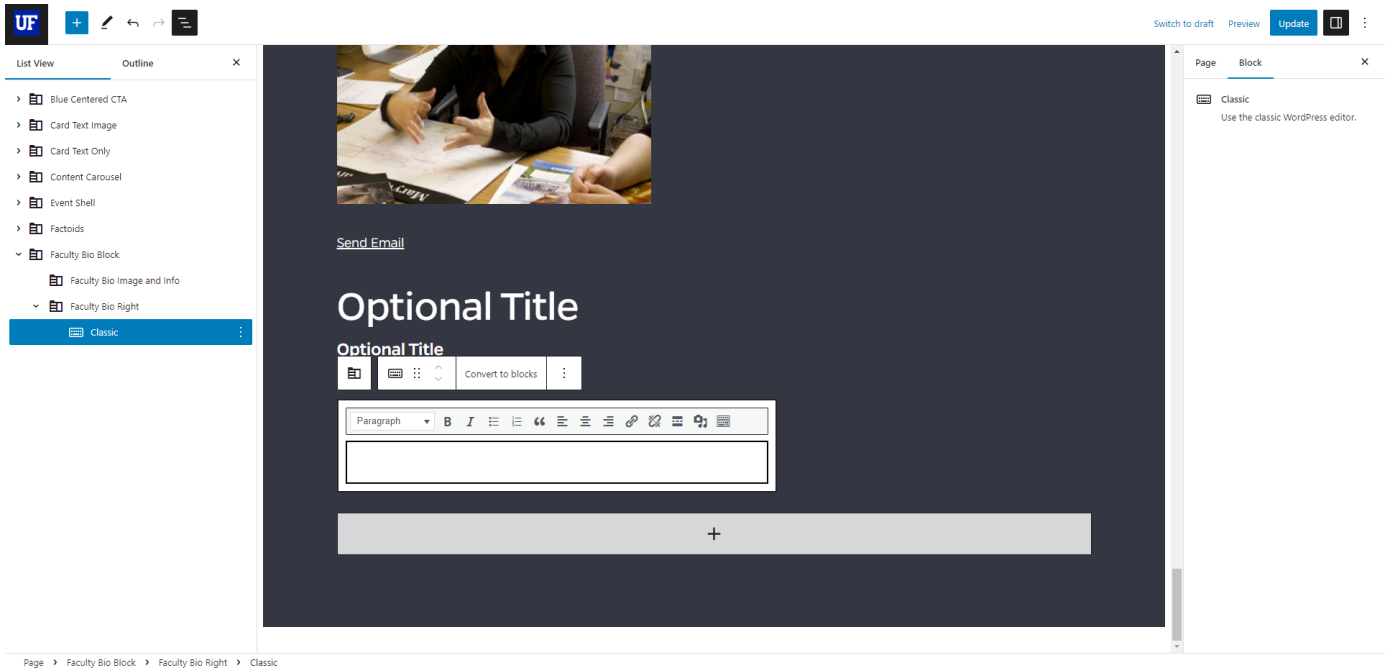
9. Once you are finished adding the Faculty Bio block content, update the page to publish it.

Faculty Blockquote

1. Add the Faculty Blockquote block within the Faculty Bio Block by clicking on the large, rectangular Add Block button at the bottom of the Faculty Block.
****The Faculty Blockquote block should only be used within the Faculty Bio Block.***
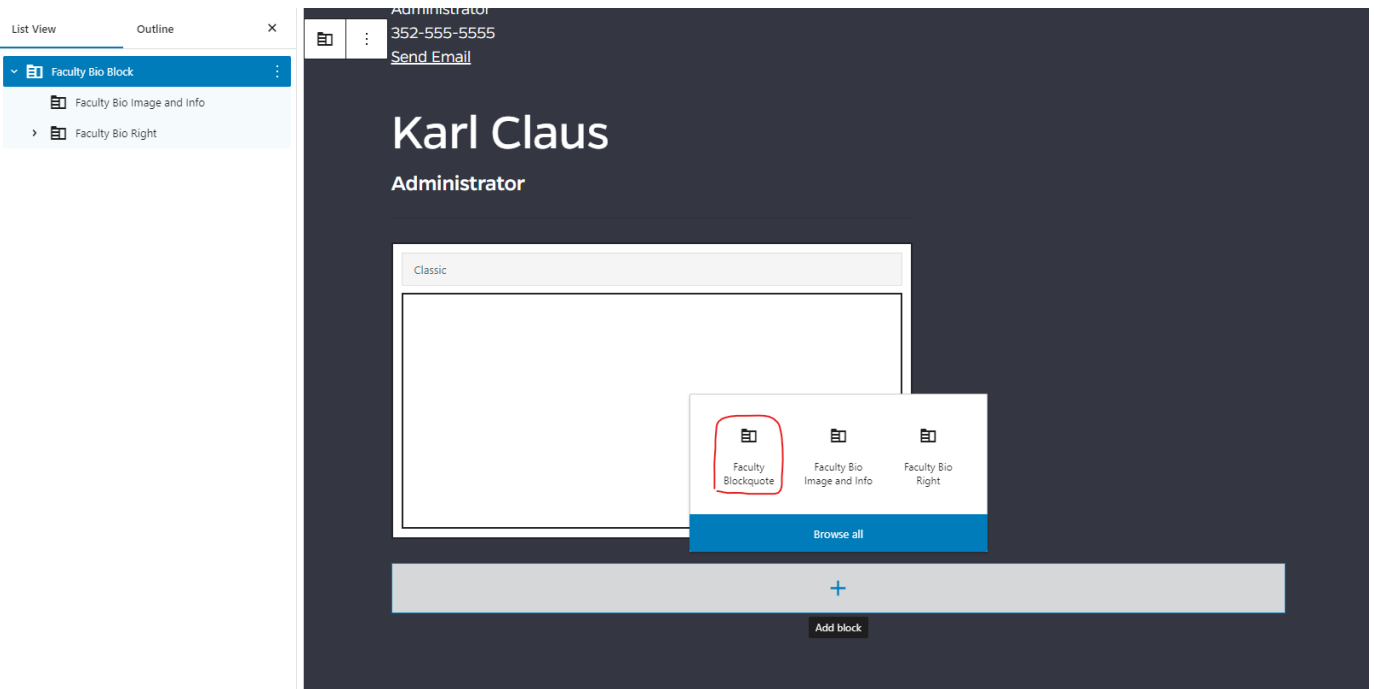
2. On the right side of the editor, the block's settings gives the options to add the quotee's name and the quotee's title. Add the respective the quotee name and title to the text fields.

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3. Expand the Faculty Blockquote block in the Document Overview section in the left panel to show the Classic inner. This is where the faculty member's quote will go. Type the quote that will be
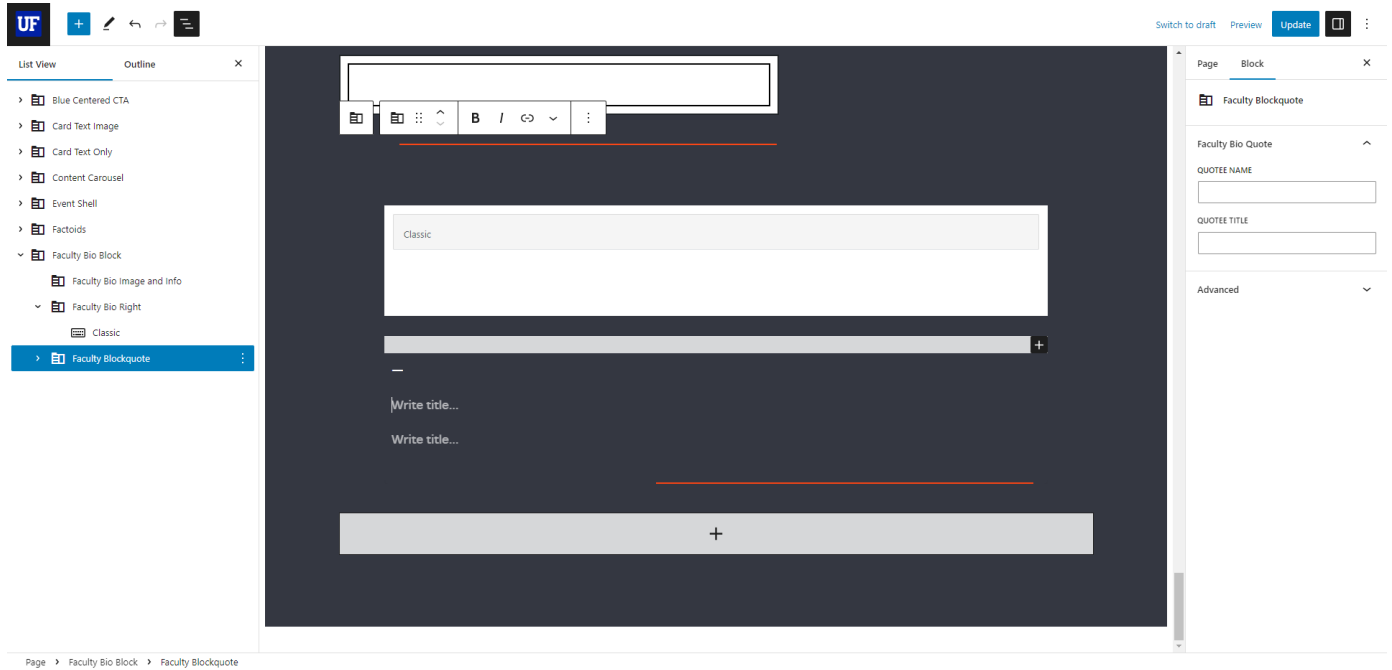
attributed to the quotee here.
4. Once you are finished adding the Faculty Blockquote content, update the page to publish it.
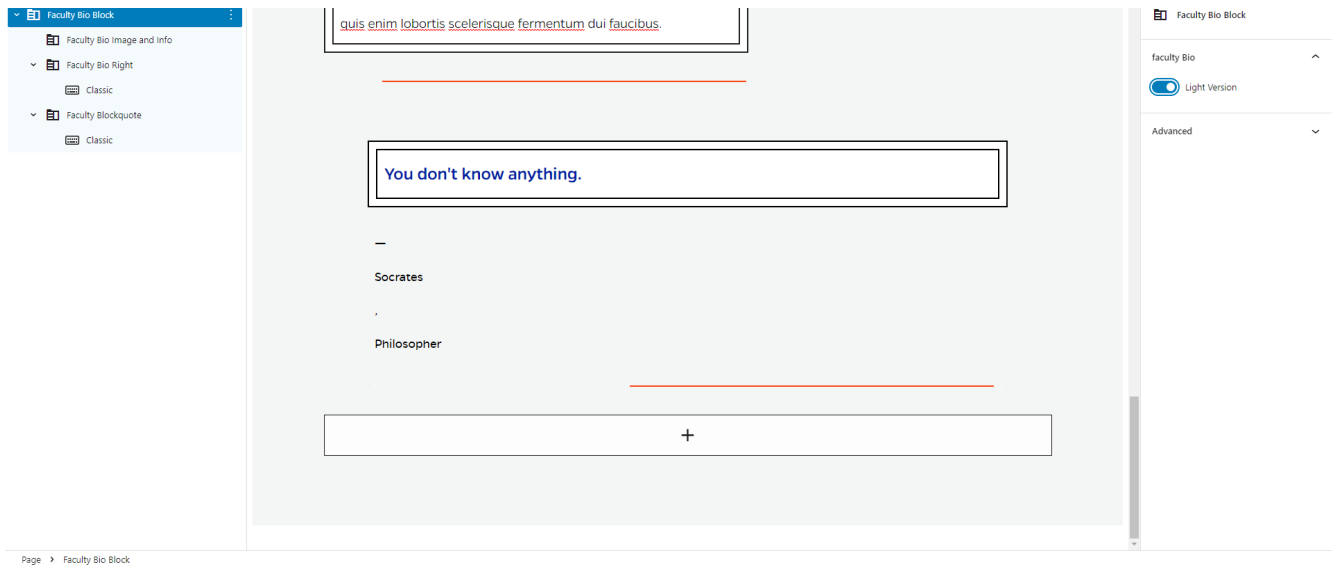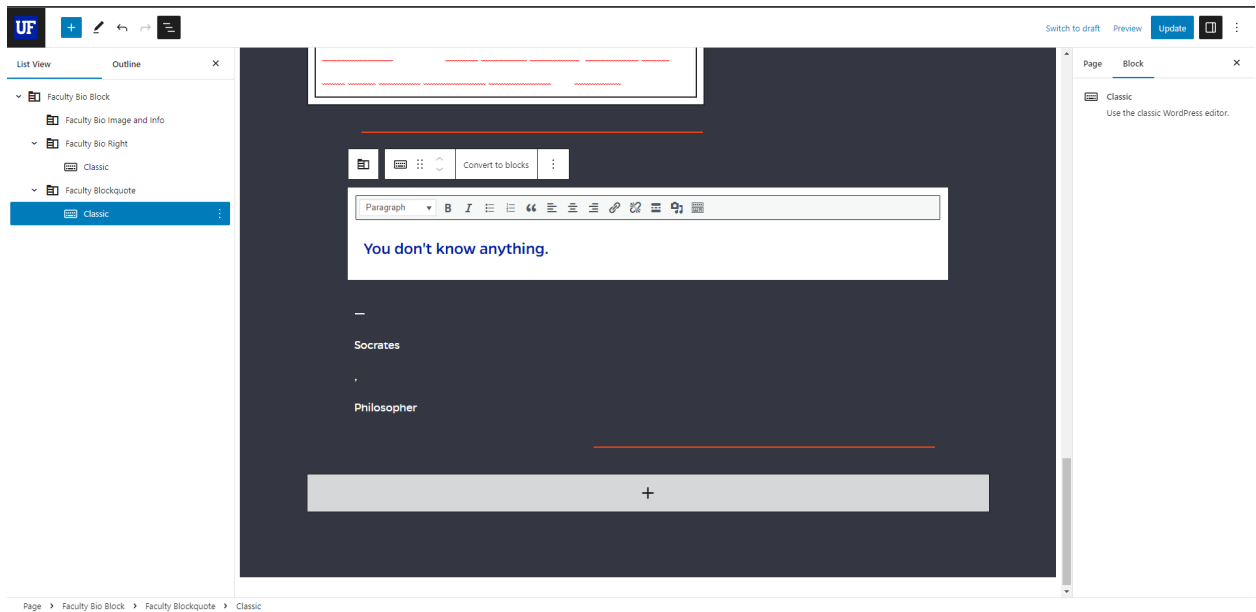
Faculty Landing

1. Create a new page by returning to the site's WordPress Dashboard and selecting the Pages tab.
2. Click the "Add New" button at the top left of the Pages listing page.
3. When you land on your newly added page, give it a title in the "Add Title" section at the very top of the page that helps you remember what is featured on this page. The title you place here will not appear on the page.
4. Click the plus sign at the upper left corner of the page to toggle the Block Inserter panel. Under the Blocks tab, search for the Faculty Landing Block and click on it to add it to the page.
5. In the Block panel on the right-side, you can toggle the background color of the Faculty Landing
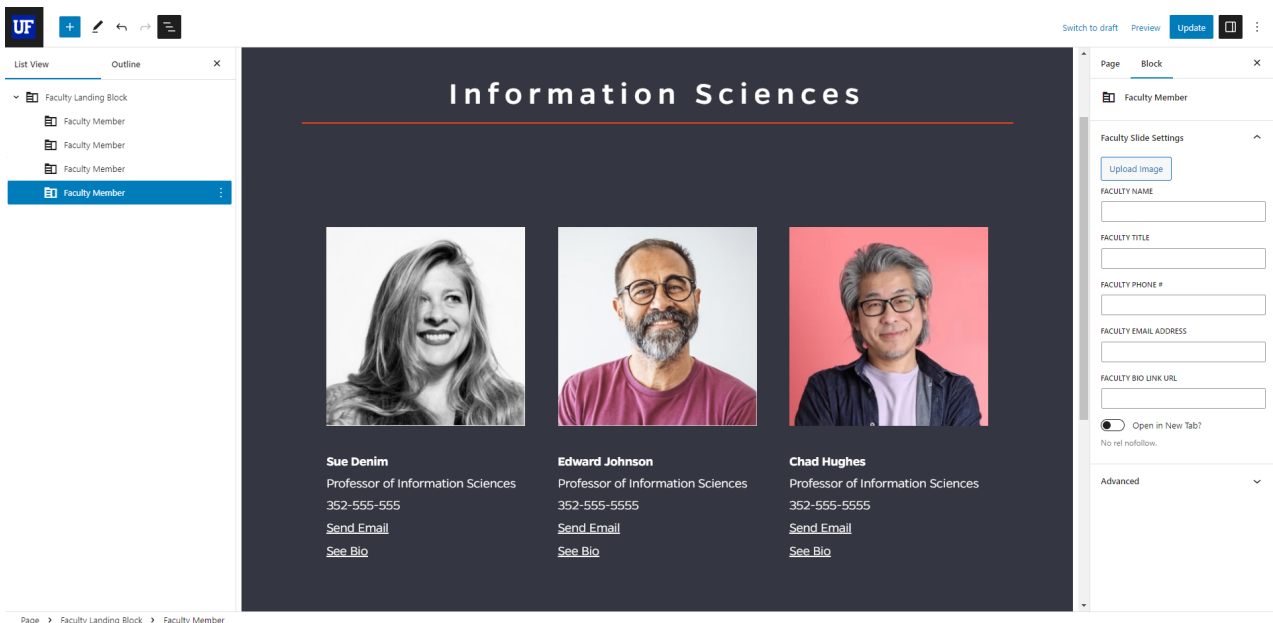
block from the Dark version to the Light version and also add a section title for the block.
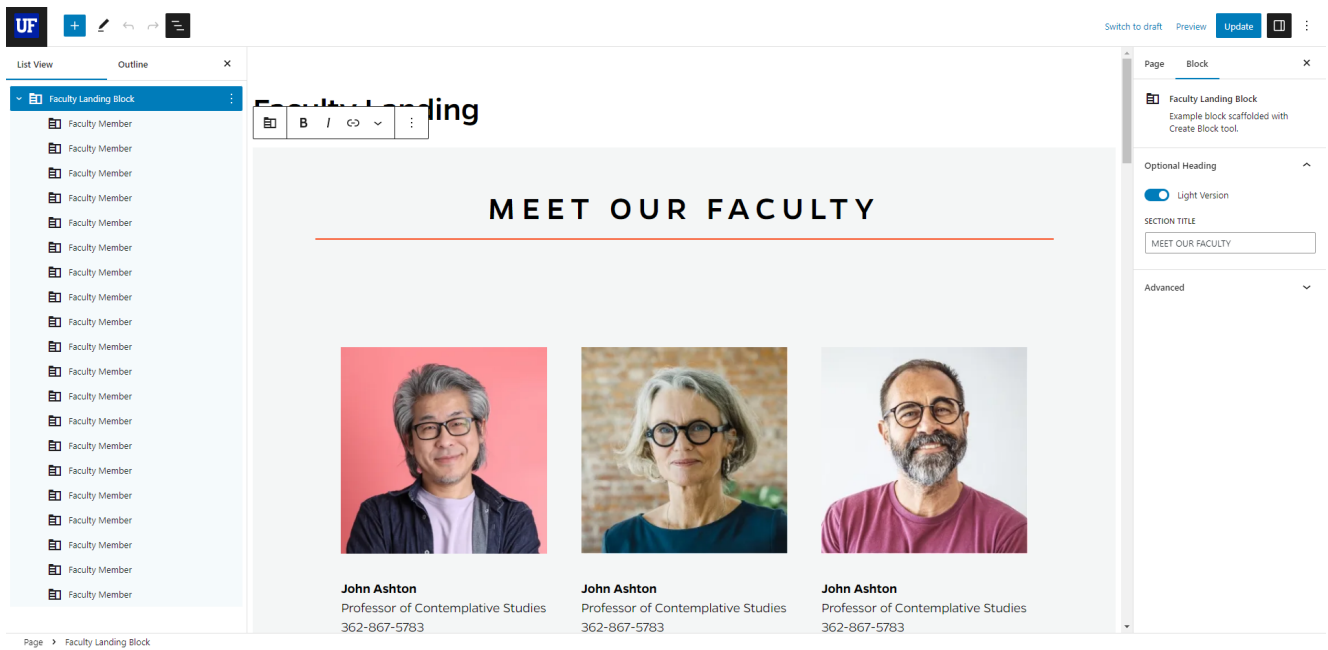
6. Expand the Faculty Landing block in the Document Overview section in the left panel to show the Faculty Member inner block for Faculty Landing block in the editor.
7. After selecting the Faculty Member inner block, more options appear in the Block panel on the right side of the editor. You can upload an image, add a Faculty name, Faculty Title, Faculty Phone Number, Faculty Email Address, and a Faculty Bio Link URL. You also have the option to toggle on the open the Faculty Bio URL in a new tab.
8. You can add more Faculty members by clicking the plus sign in the wide rectangle beneath the content in the block.
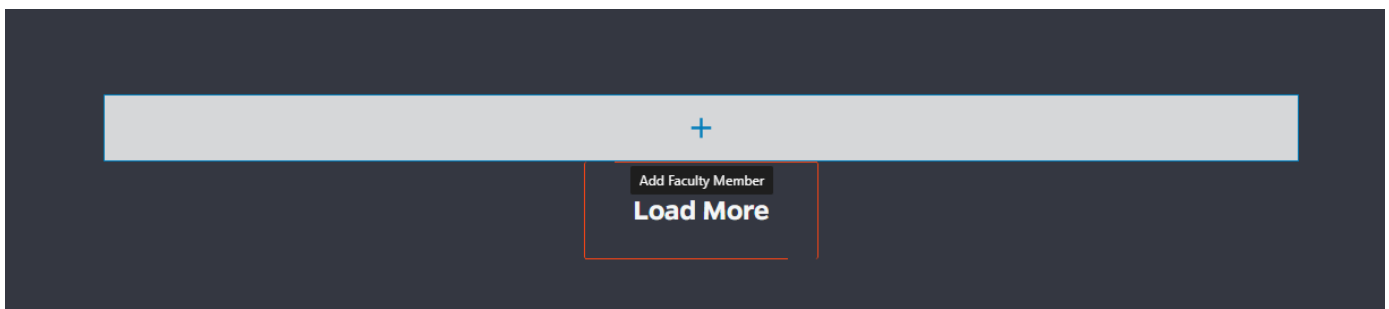
9. To remove a Faculty Member, in the Document Overview section on the left side of the editor, select the Faculty Member inner block that you want to remove. Click the three small, vertical white dots that appear after your selection to reveal the options for the selected Faculty Member inner block. A small menu appears with a list of options, and at the bottom of that list is the option to 'Remove Faculty Member.' Select that option to remove that inner block.
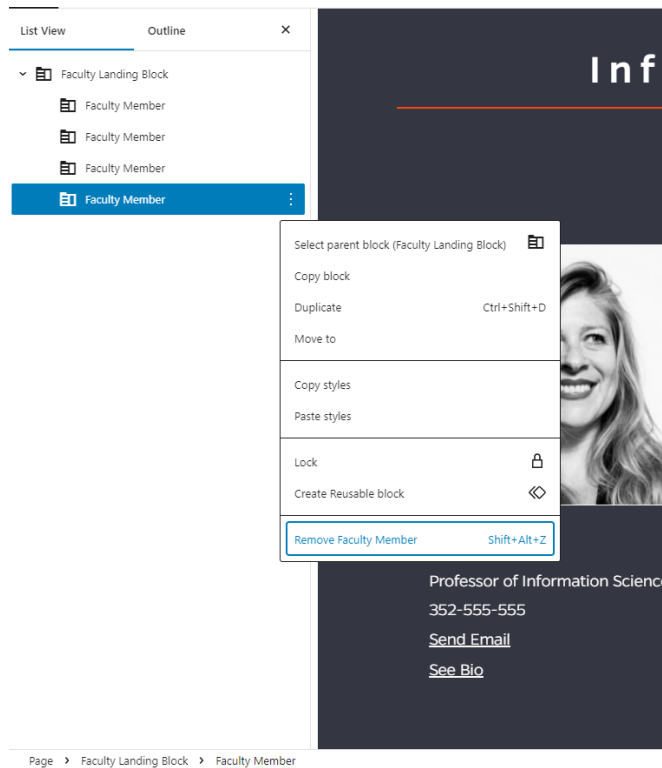
10. Once you are finished adding the Faculty Members content for the Faculty Landing Block, update the page to publish it.

Faculty Listing Carousel

1. Add the Faculty Listing Carousel block to the editor. On the right side, the block's settings gives the option to add an optional heading for the Section Title. Type the title you would like to add.
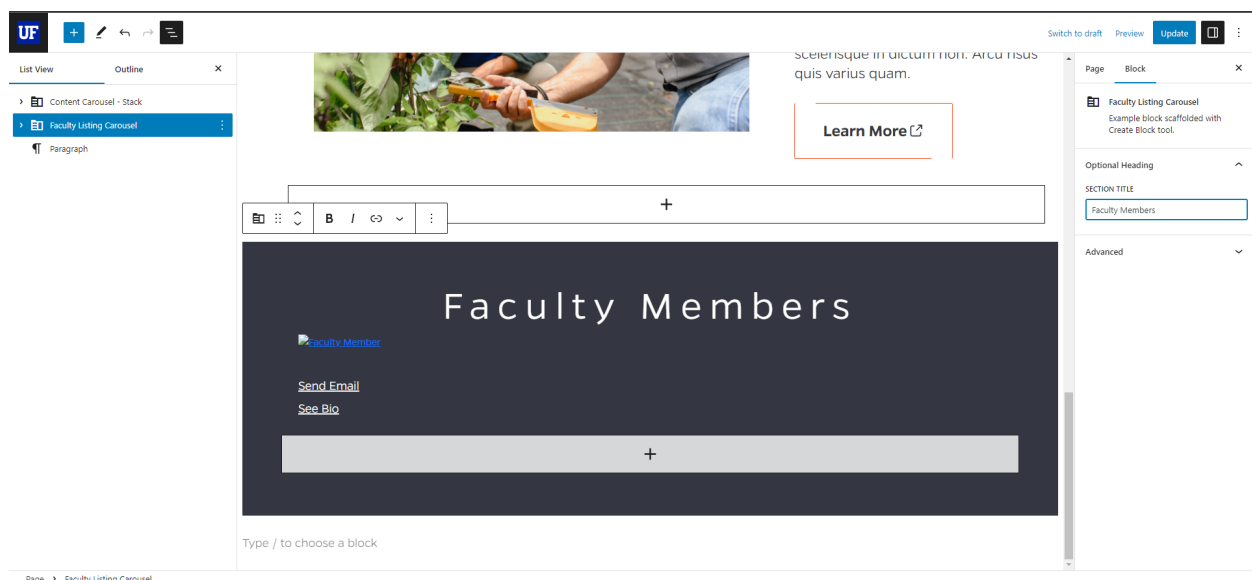
2. Expand the Faculty Listing to select the Faculty Member inner block. The block settings bar on the right will appear.

3. The Faculty Member inner block Faculty Slide settings give the options to upload an image, and add faculty name, title, phone #, e-mail address, and bio (professional website) link URL. Fill out these fields respectively to add a Faculty Member slide.

4. To add another Faculty Member, select the wide rectangle with a plus sign in the center at the base of the block.
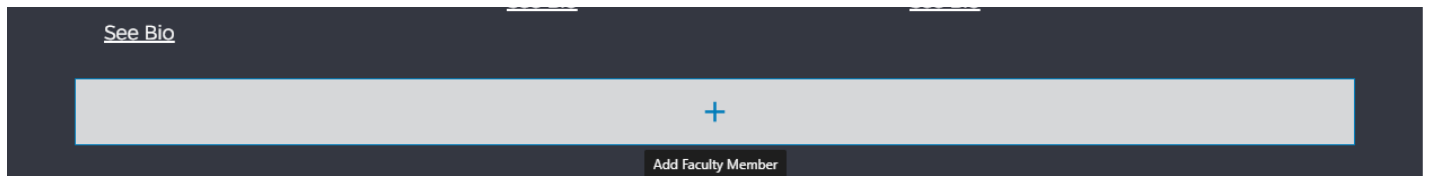
5. To remove a Faculty Member, in the Document Overview section on the left side of the editor, select the Faculty Member inner block that you want to remove. Click the three small, vertical white dots that appear after your selection to reveal the options for the selected Faculty Member inner
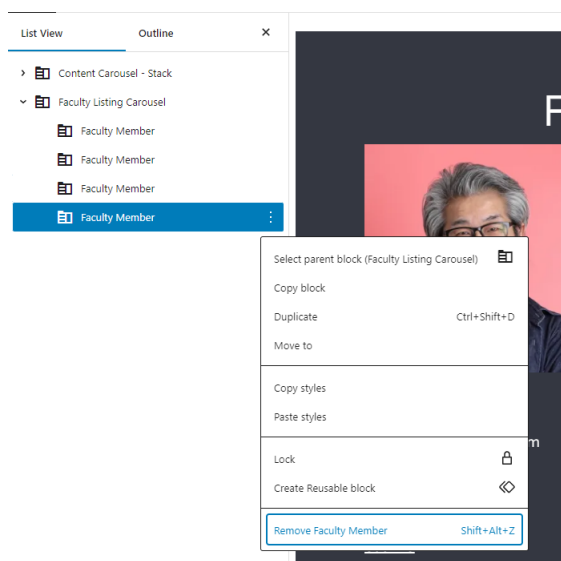
block. A small menu appears with a list of options, and at the bottom of that list is the option to 'Remove Faculty Member.' Select that option to remove that inner block.

6. Once you are finished adding the Faculty Members content, update the page to publish it.

Featured Cards

1. Add the Featured Cards Block to the editor.

2. Expand the Featured Cards block in the List View of the Document Overview section to show the Featured Card inner block and select it. The Block settings panel on the right should now show the Featured Card's content fields.

3. Upload an image, add Card Title and Card Text (both of which are optional) then add a Card Button Label, and Card Button Destination (URL), You also have the option to toggle the Open in New Tab button on to have the Destination URL to open in a new tab.
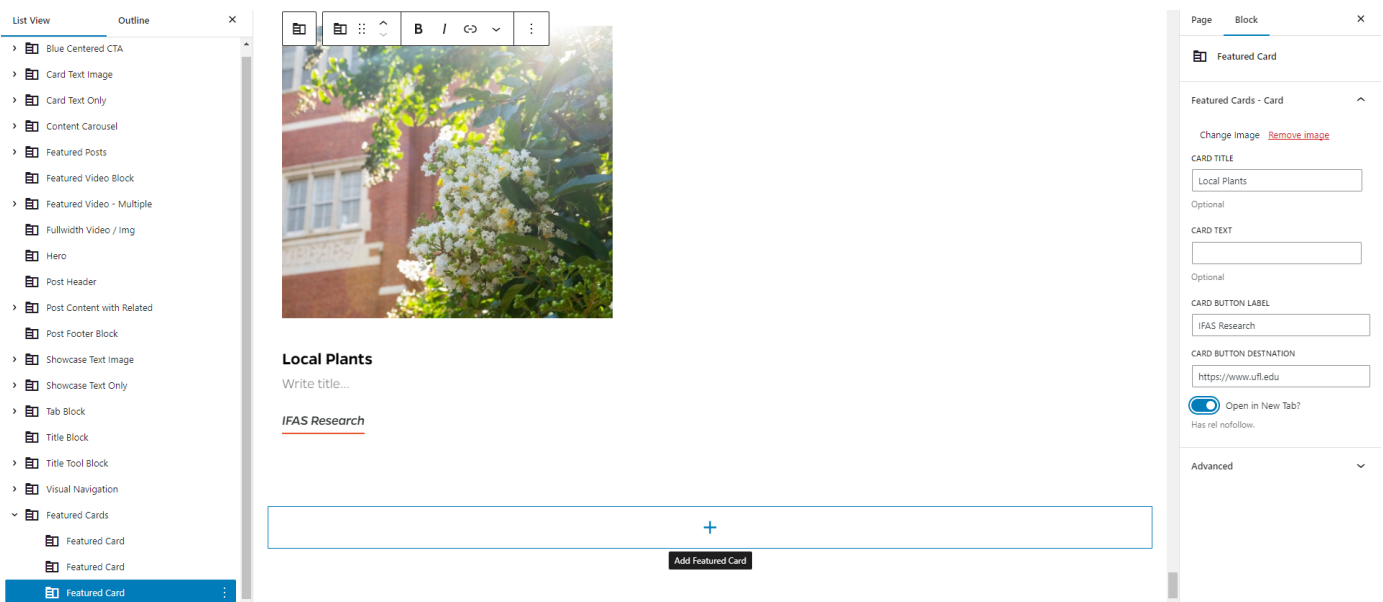
4. Add another Featured Card to add content to by clicking the plus sign in the wide rectangle immediately below.
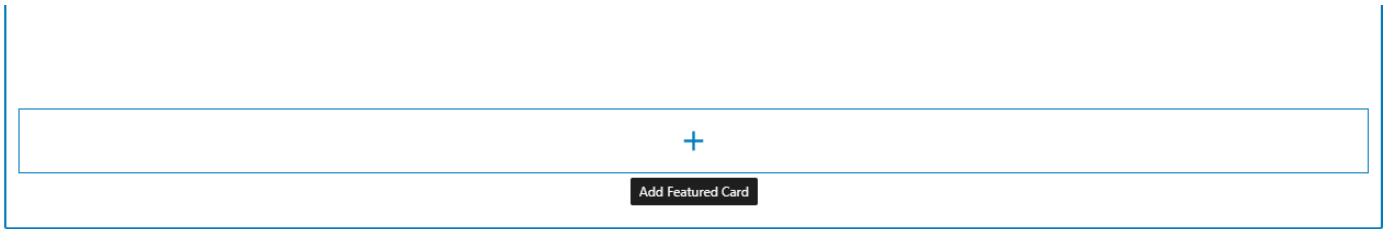
5. To remove a Featured Card, in the Document Overview section on the left side of the editor, select the Featured Card inner block within the Featured Cards block that you want to remove. Click the three small, vertical white dots that appear after your selection to reveal the options for the selected Featured Card inner block. A small menu appears with a list of options, and at the bottom
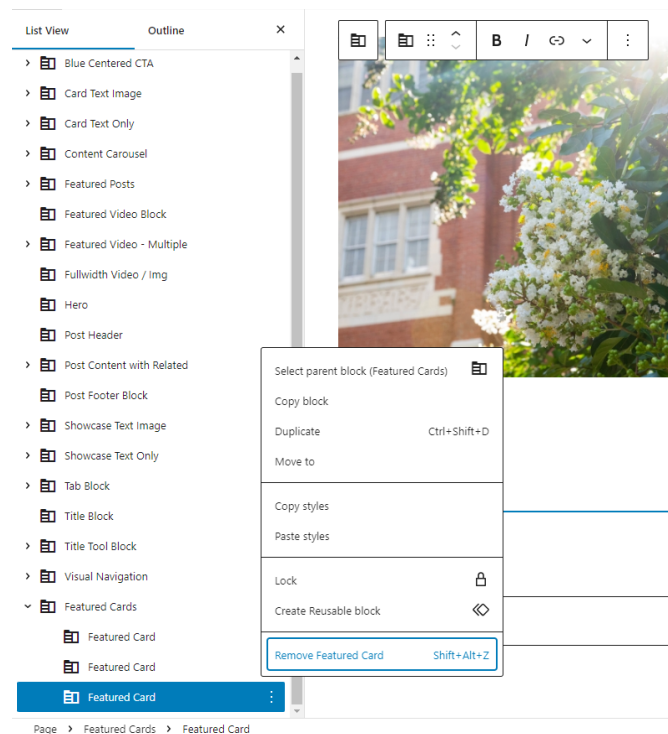
of that list is the option to 'Remove Featured Card.' Select that option to remove that inner block.

6. Once you are finished adding the Featured Cards block content, update the page to publish it.

Featured Posts

1. Add the Featured Posts block to the editor.
2. In the List View of the Document Overview panel, expand the Featured Posts block to show its two inner blocks; Featured Posts Main and Supporting Featured Posts.
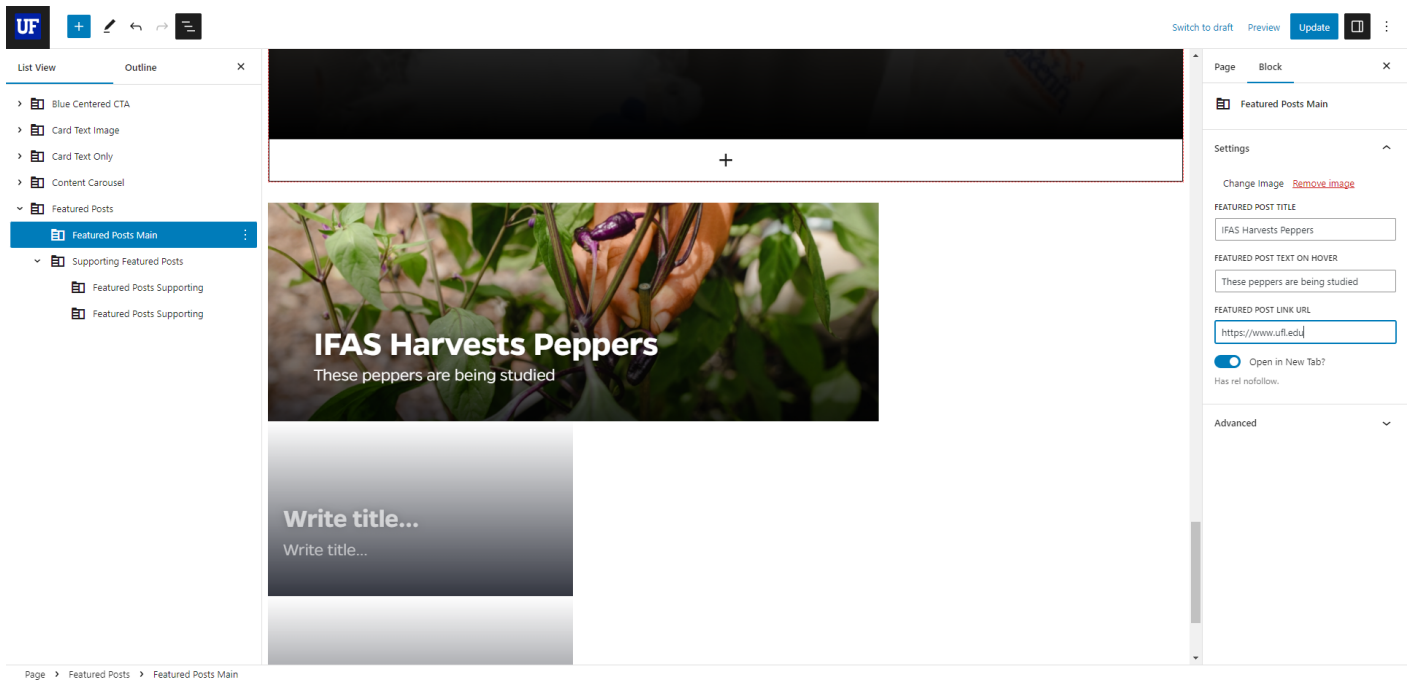
3. Select the Featured Posts Main inner block in the List View of the Document Overview panel. You will see that there are the following options; Upload Image, Featured Post Title, Featured Post Text On Hover, and Featured Post Link URL. There is also a slider button where you can toggle on the option to open the link you added in a new tab.

4. Once you have added content to the Featured Posts block, select the Supporting Featured Posts inner block and expand it. You will see two more inner blocks called Featured Posts Supporting. These inner blocks have similar options as the Featured Posts Main inner block, including an Upload Image button, and three input fields; Featured Post Title, Featured Post Text On Hover, and Featured Post Destination. There is also a slider button where you can toggle on the option to open the link you added in a new tab.
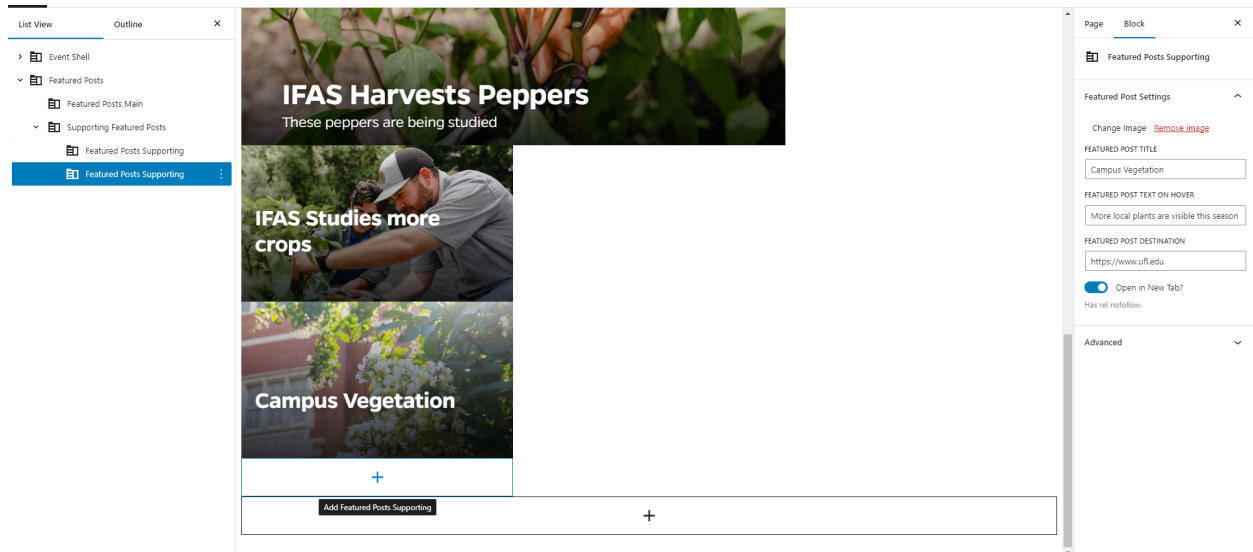
5. If you would like to add another Featured Posts Supporting inner block, select the Featured Posts Supporting inner block that you would want to add the new inner block after in the List View, and click the plus sign in a rectangle immediately below the inner block's content. Add content to the
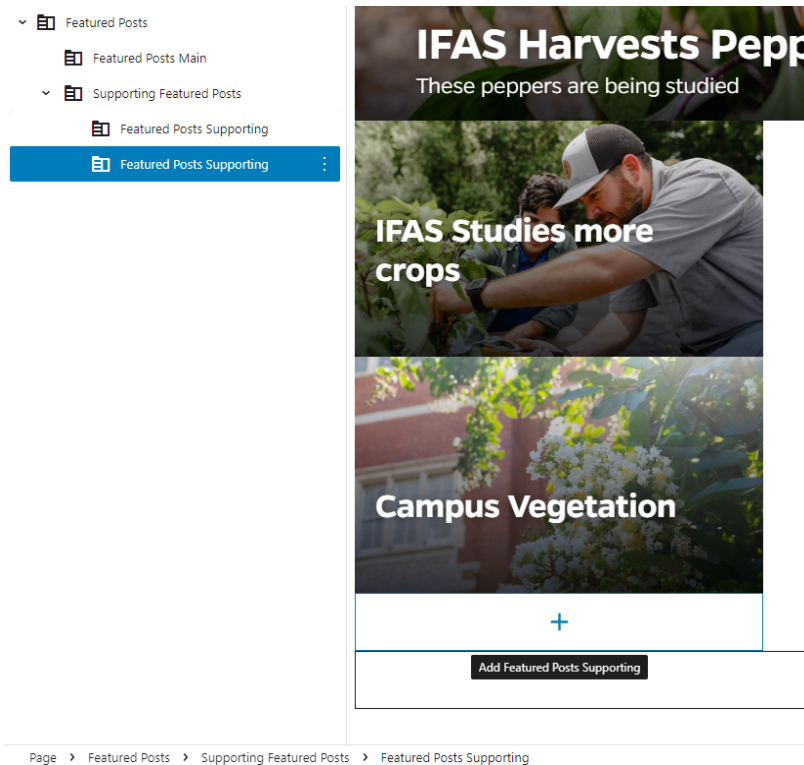
newly added Featured Posts Supporting inner block.

6. To remove a Featured Posts Supporting inner block, navigate to the Document Overview section on the left side of the editor and select the Featured Posts Supporting inner block within the Supporting Featured Posts inner block. Click the three small, vertical white dots that appear after
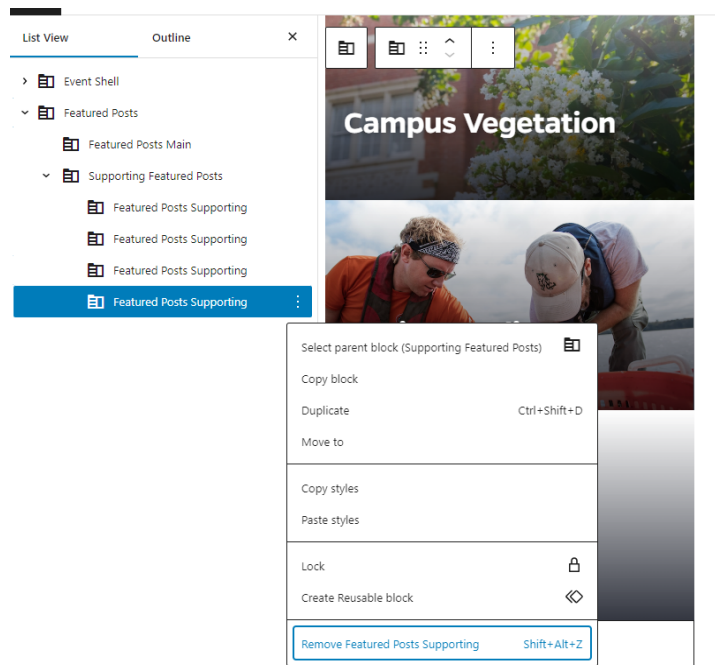
your selection to reveal the options for the selected inner block. A small menu appears with a list of options, and at the bottom of that list is the option to 'Remove Featured Posts Supporting.' Select that option to remove that inner block.

7. Once you have finished adding the appropriate amount of content for the Featured Posts block, update the page to publish it.

Featured Video

1. Add the Featured Video Block to the editor. Make sure the Featured Video Block is selected in the List View of the Documents Overview panel on the left in order to show the block settings panel on the right.

2. For this block you can add the YouTube ID* in its corresponding input field and it will pull the thumbnail from the video as your Featured Video Image or optionally upload a related image.
   *example: if the URL of the video is: https://www.youtube.com/watch?v=aqz-KE-bpKQ. The ID is aqz-KE-bpKQ

3. Next, you can add content for the Title and the rest of the optional input fields: Description, Button Text, and Button Destination (URL). There is also an option to toggle the Open in New Tab button so that the Button Destination link can open in a new tab.
4. Once you are finished adding the Featured Video block's content, update the page to publish it.

Featured Video Multiple

1. Add the Featured Video – Multiple block to the editor. Add a title to the section with the "Write title…" placeholder.
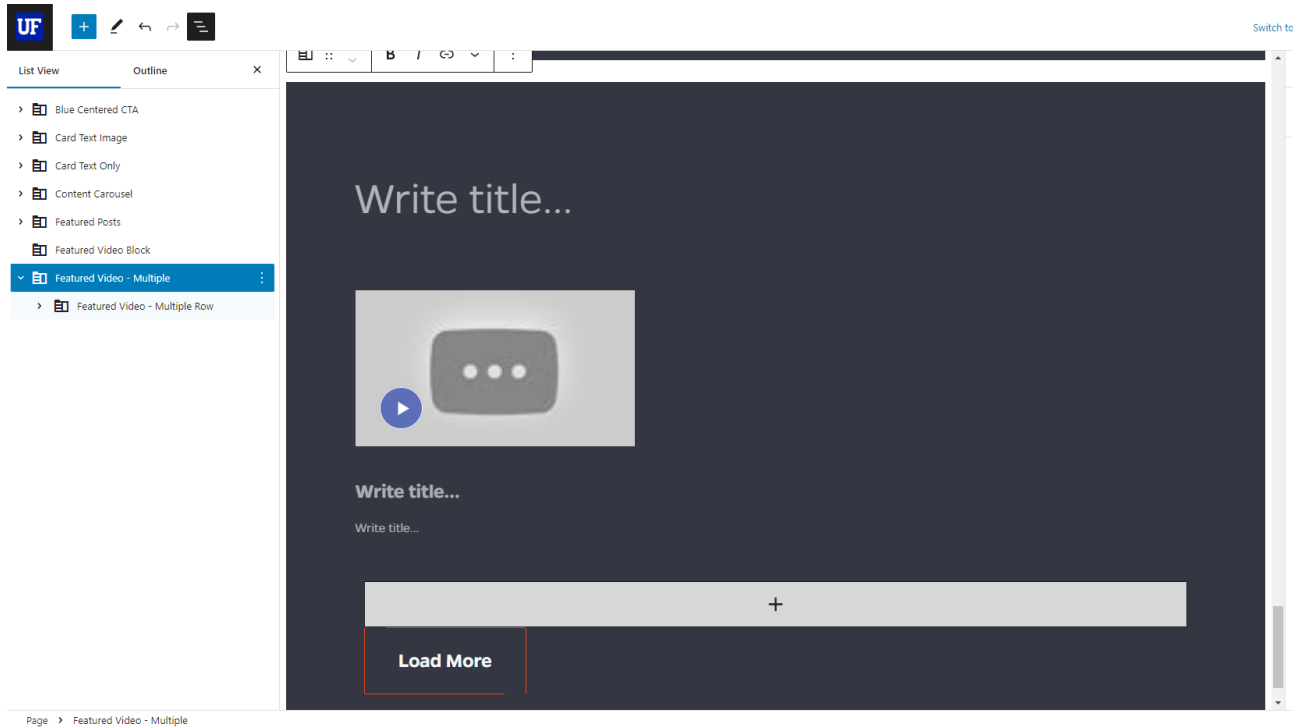
2. Expand the Featured Video – Multiple block in the List View of the Document Overview section to show the Featured Video – Multiple Row inner block and select it. This should now reveal the Featured Video Item inner block (multiple videos items go in each row). Select it to show the Featured Video Item's content fields in the Block settings panel on the right.
3. For this block you can add the YouTube ID* in its corresponding input field and it will pull the thumbnail from the video as your Featured Video Item Image or optionally upload a related image.
   *example: if the URL of the video is: https://www.youtube.com/watch?v=aqz-KE-bpKQ. The ID is aqz-KE-bpKQ
   Then you can add content for the rest of the input fields: Video Title, and optional Video Text.
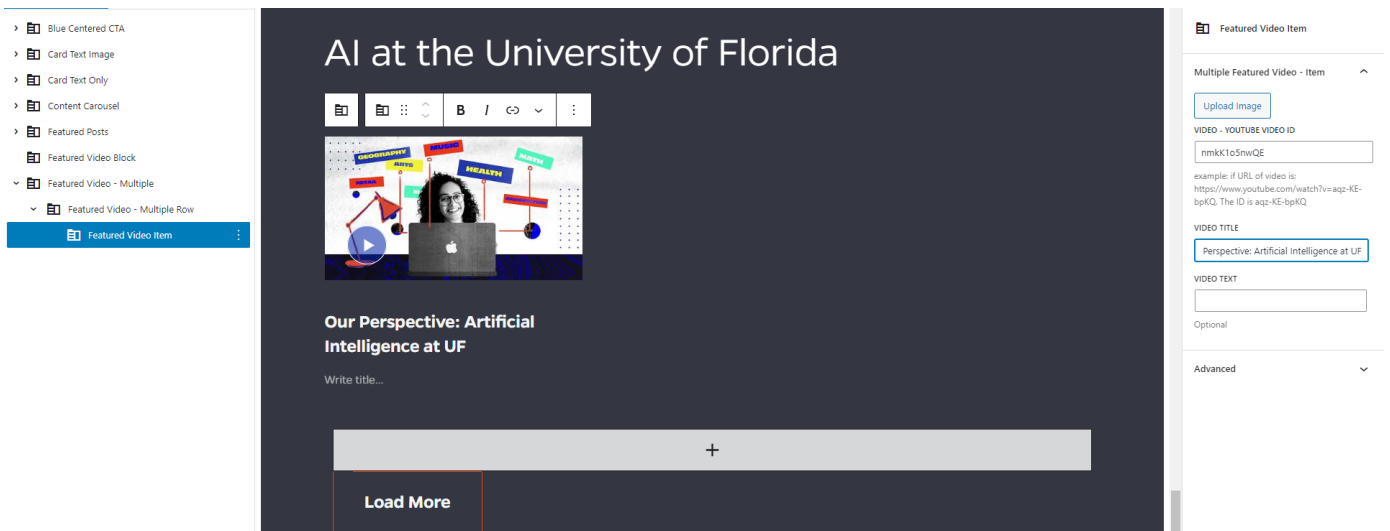
4. To add another Featured Video Item, make sure the Featured Video Item you want to add another video after is selected. Then click the plus sign in a rectangle immediately below the inner block's content. Click the newly added Featured Video Item inner block to fill out the related content for it.
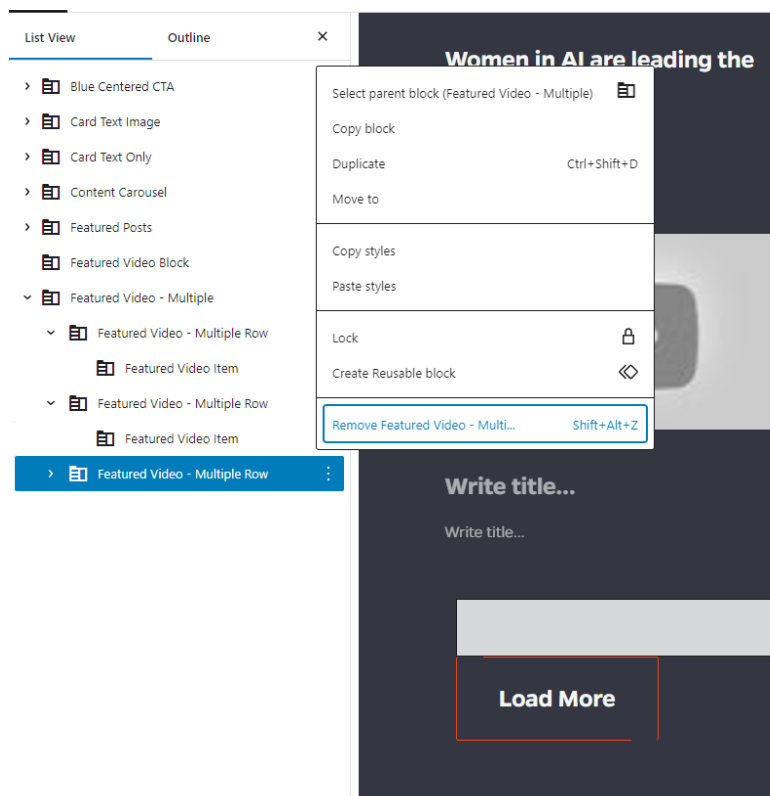
5. If you'd like to remove a video, in the Document Overview section on the left side of the editor, select the Featured Video Item inner block within the Featured Video - Multiple Row block that you want to remove. Click the three small, vertical white dots that appear after your selection to reveal the options for the selected Featured Video - Multiple Row inner block. A small menu appears with a list of options, and at the bottom of that list is the option to 'Featured Video - Multiple Row.' Select that option to remove that inner block.

6. Once you are finished adding the Featured Video Multiple block's content, update the page to publish it.

Full Width Text Block

1. Add the Full Width Text Block to the editor.
2. By expanding the Full Width Text Block in the List View of the Document Overview panel and selecting the Columns inner block, some settings will appear in the Block settings panel to the right of the editor. There are two icons; a gear, and a circle that is half white and half black.
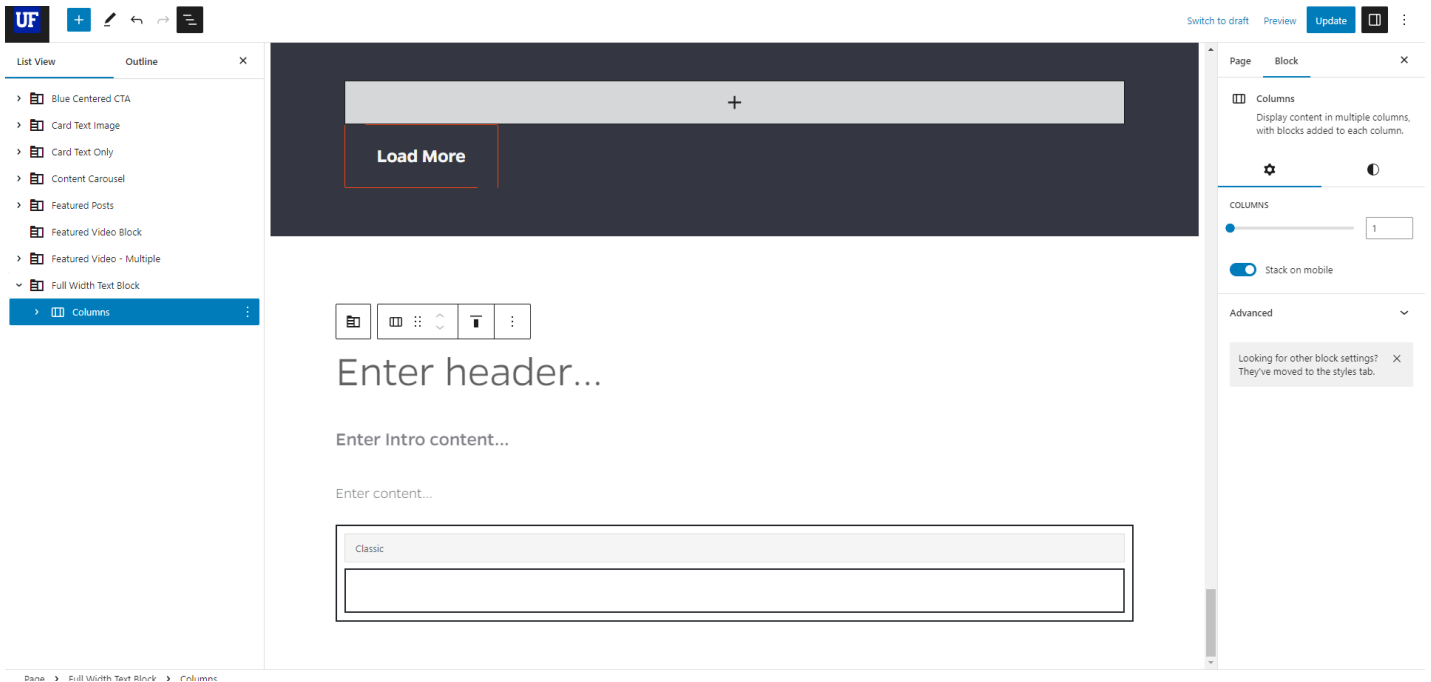
    a. Gear icon: settings for how many columns the text added to this block should be. There is also an option to toggle on and off whether or not the columns should be stacked on mobile devices.
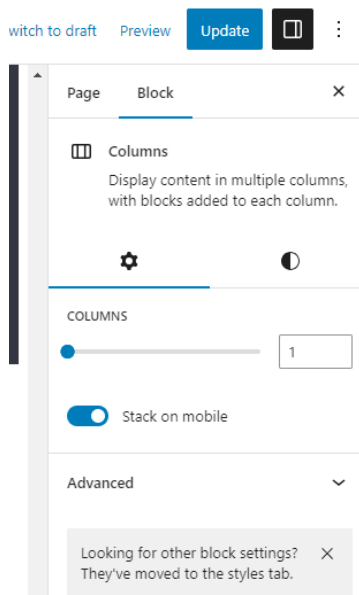
b. Black and white circle icon: style settings for text color, background color, and typography.
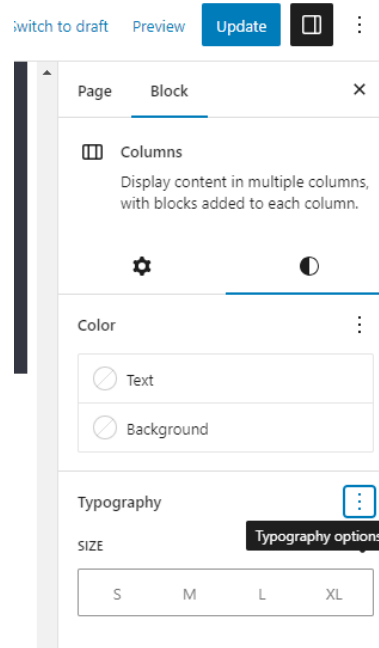
c. The three vertical black dots to the right of the Typography heading also gives more settings options to add. You can also edit the Appearance, Letter Spacing, Decoration, and Letter Case of the text in the Full Width Text Block.
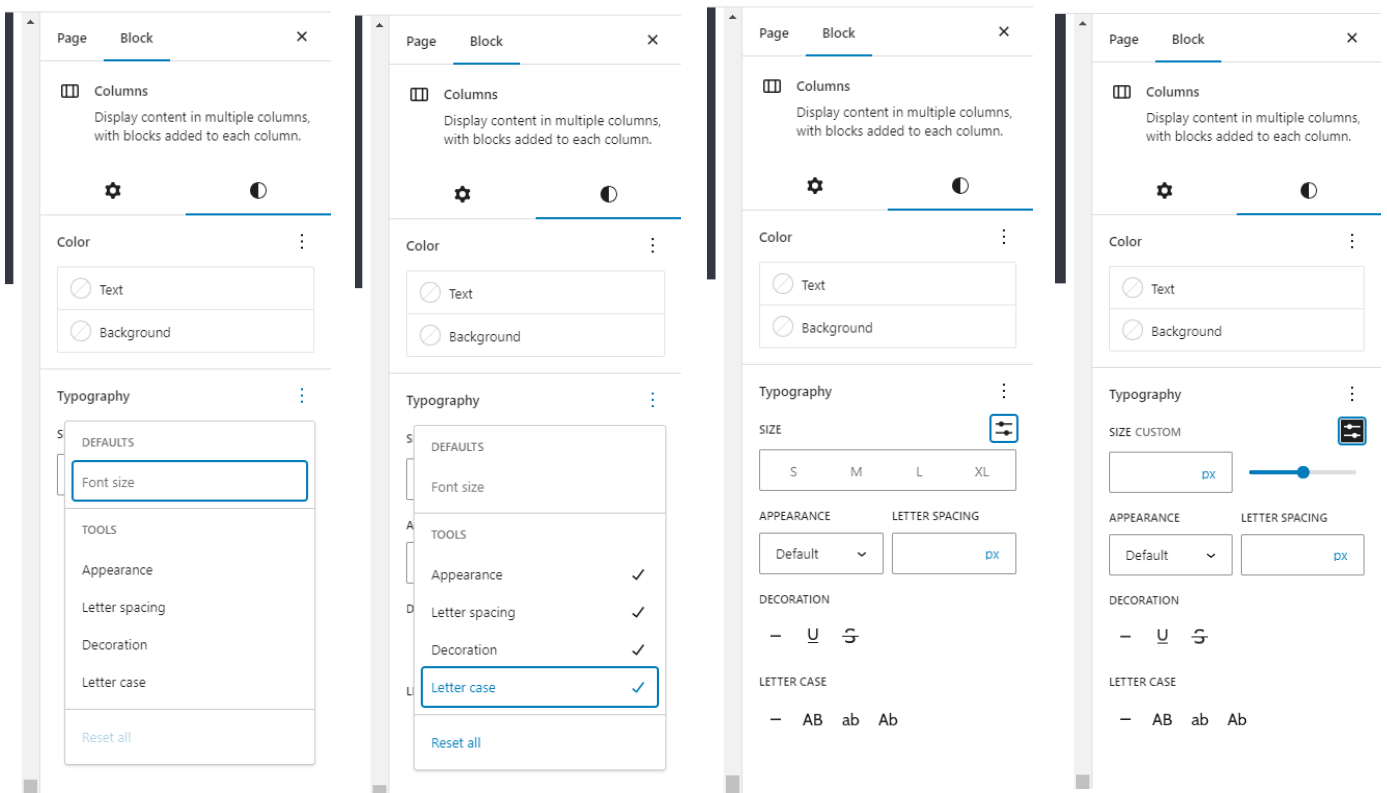
3. For the Full Width Text Block the main components include a Header, Intro Content, Content, and optional Classic Editor content. Add appropriate text content in each subsection of the block.
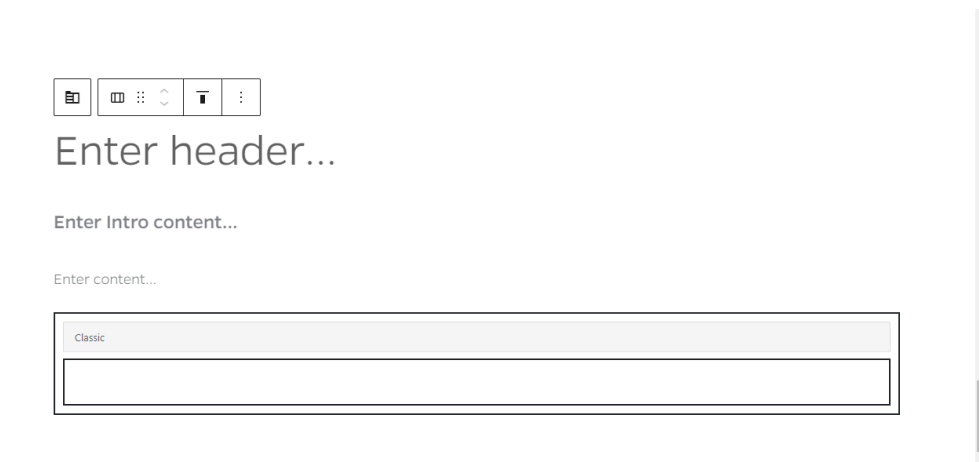
4. Once you are finished adding the Full Width Text Block's content, update the page to publish it.

Full Width Video/Image

1. Add the Full Width Video/Image block to the editor. Make sure the Full Width Video/Image block is selected in the List View of the Documents Overview panel on the left in order to show the block settings panel on the right.
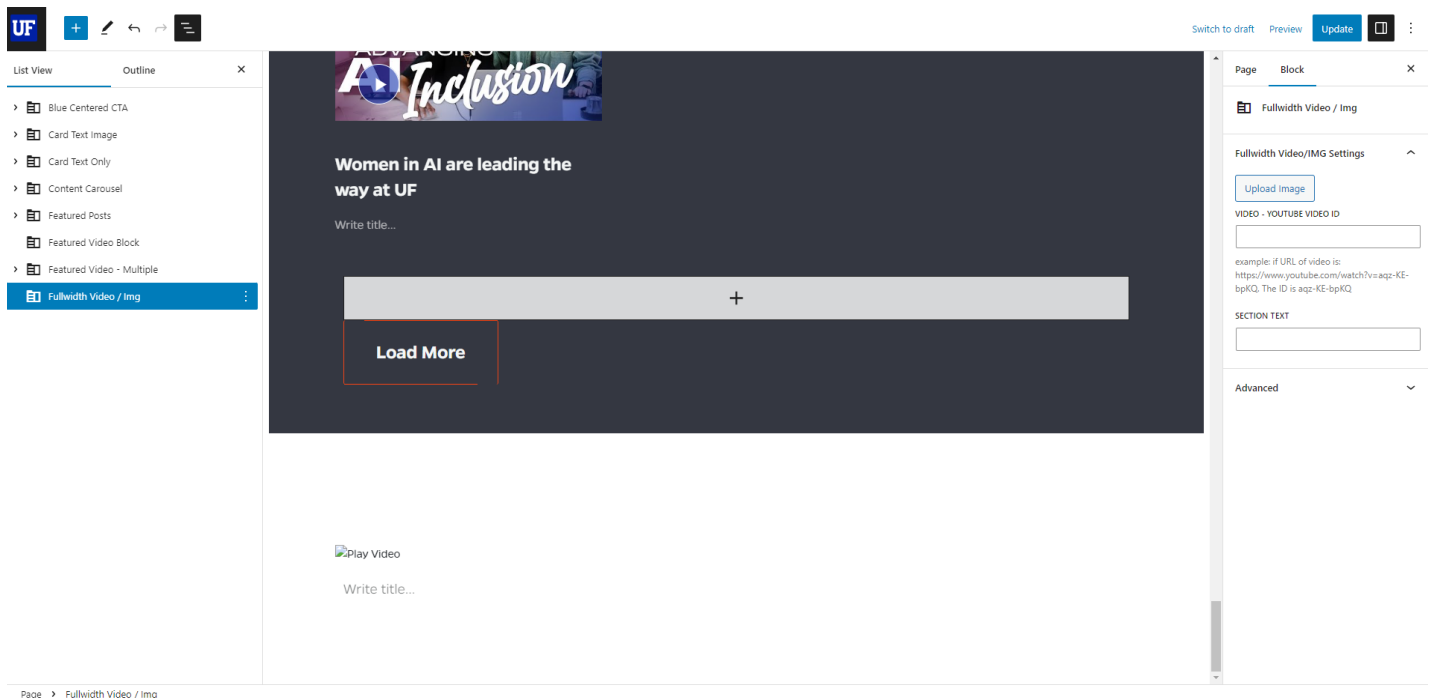
2. For this block you can add the YouTube ID* in its corresponding input field and it will pull the thumbnail from the video as your Featured Video Item Image or optionally upload a related image.
   *example: if the URL of the video is: https://www.youtube.com/watch?v=aqz-KE-bpKQ. The ID is aqz-KE-bpKQ
3. Next, you can add text to the Section Title field in the Full Width Video/Image block.
4. Once you are finished adding the Full Width Video/Image block's content, update the page to publish it.

Hero Block

1. Add the Hero Block to the editor. Make sure the Hero Block is selected in the List View of the Documents Overview panel on the left in order to show the block settings panel on the right.

2. At the top of the Block settings is the option to toggle on or off the split the hero option; meaning that instead of a full-width image or video, the right side of the block will have the image or video and the left side will have the text and CTA button. In the unsplit version of the Hero block, you can hover over the Hero Title to reveal the Hero Description text.

3. Other options for the Hero Block include uploading an image or video, and adding the Hero Intro (optional), Hero Title, Hero Description, Button Text and Button Destination (URL) content. There is also an option to toggle the Open in New Tab button so that the Button Destination link can open in a new tab.
4. Once you are finished adding the Hero Block's content, update the page to publish it.

Image Gallery

1. Add the Image Gallery block to the editor. While the Image Gallery block is selected, there is an option to add optional heading text to the block via the Section Title and Section Subtext input fields.

2. Expand the Image Gallery block to show the Image Gallery Slide inner block. Then, expand the Image Gallery Slide inner block to reveal another inner block; Image Modal. Each Image Modal

gives the option to upload an image and add Slide Title. You also have the option to add more text content in the Classic Editor box.

3. You can add another Image Modal inner black by clicking the plus sign with the wide rectangular button at the base of the Image Gallery block. There is also another wide rectangular button under the previously mentioned one that will add another Image Gallery that will also have its own set of Image Modals.
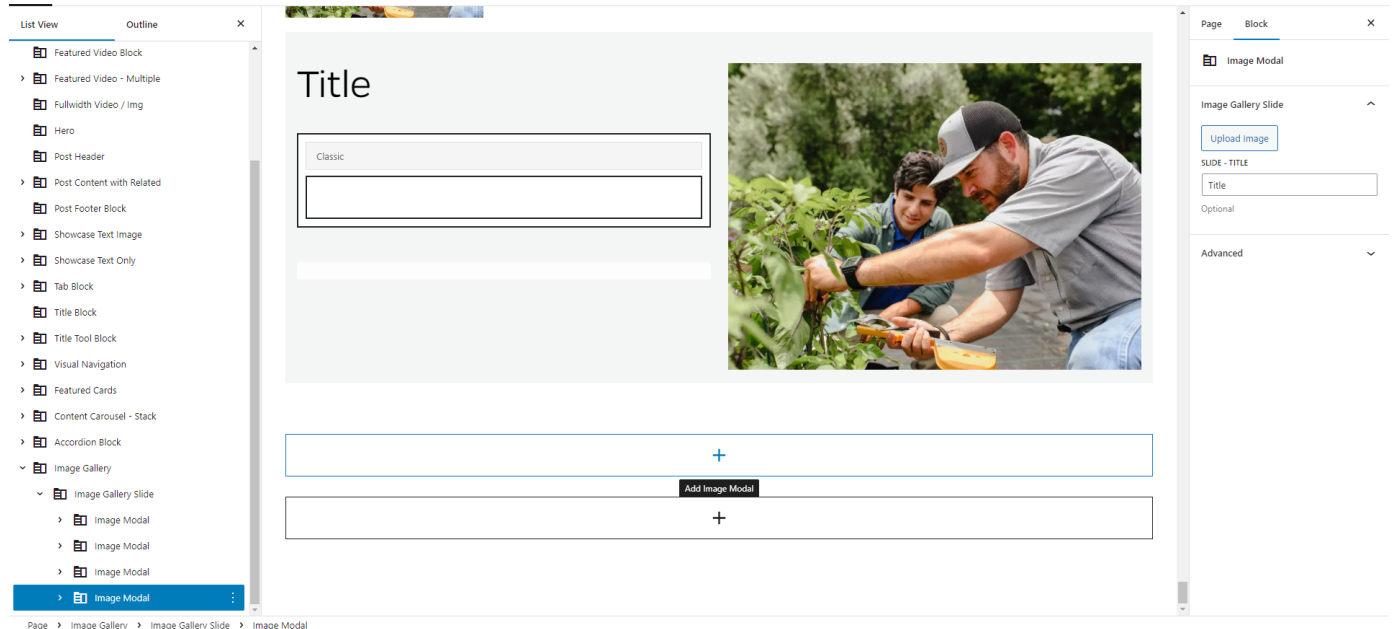
4. If you would like to remove any extra Image Modals, select the Image Modal that you want to remove. Click the three small, vertical white dots that appear after your selection to reveal the options for the Image Modal inner block. A small menu appears with a list of options, and at the bottom of that list is the option to 'Remove Image Modal.' Select that option to remove that selected inner block.
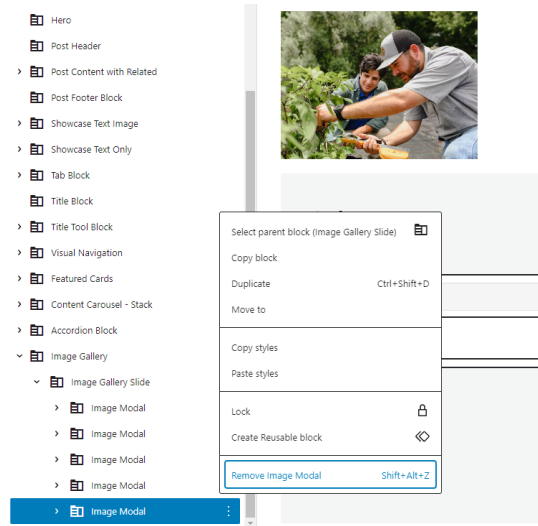
5. Once you are finished adding the content for the Image Gallery block, update the page to publish it.

Post Content Blocks

These blocks (Post Header, Post Content with Related, and Post Footer) are all used together to create a blog post or article on your WordPress site.

Post Header

1. Add the Post Header block to the editor.

2. While this block is selected, you will see that there are two pieces of content to add. First you can upload an image and second you can add a post title. Add the image and post title of your choosing.

3. Once you are finished adding your chosen content, you can publish the page.

Post Content with Related

1. Add the Post Content with Related block to the editor. Expand this block to in the List View of the Document Overview panel to reveal two inner blocks; Post Content - with Related and Related Post Wrapper.
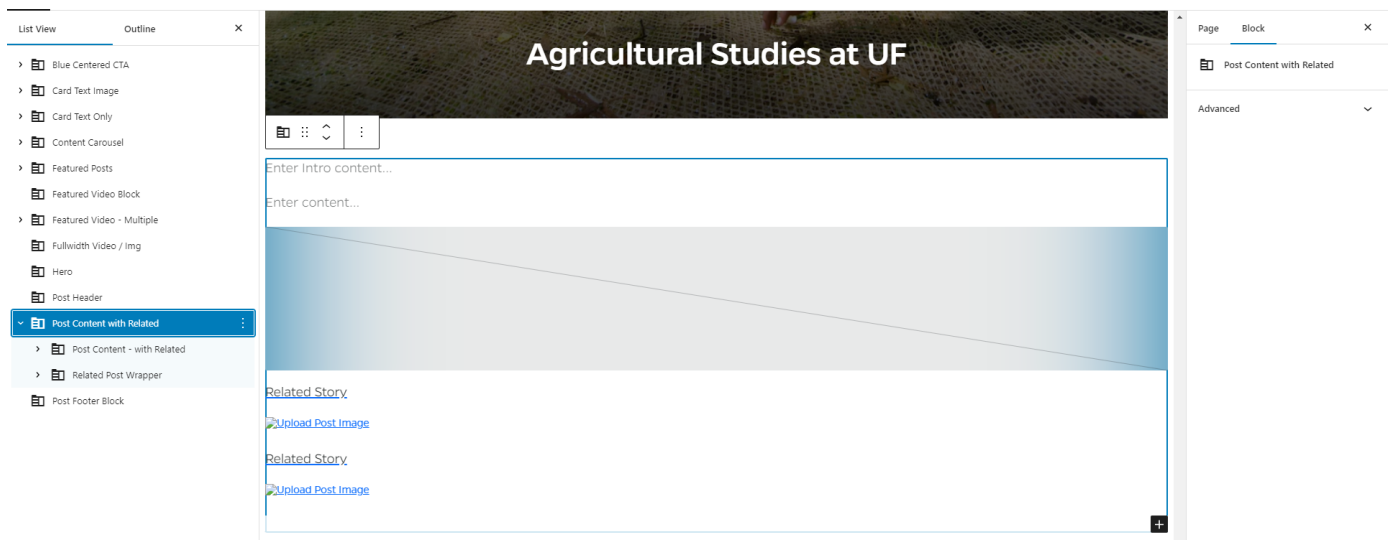
2. Select the Post Content – with Related inner block and expand it. You will see that there are 3 inner blocks available; two paragraphs and an image. For the image, you have options to change

the style from default to a more rounded shape, as well as alternative text, and image size and dimensions. Add the appropriate content to each of these inner blocks.

3. Next, Select the Related Post Wrapper inner block and expand it to reveal two inner blocks. Each of these inner blocks is supposed to showcase a Related Post. The Related Post inner block has a few options for adding content which includes uploading an image, Related Post Text and Related Post Link URL text input fields, and a slider button to toggle on if you would like the link to open in a new tab.

4. If you would like to add another Related Post, select the Related Post inner block that you would like to add the new inner block after in the List View, and click the white plus sign in a blue square in the upper left corner of the editor. Only one block should appear in the Block Inserter panel,

which is the Related Post inner block. Click on it to add it to the other Related Post inner blocks. Add content to the newly added Related Post inner block.

5. To remove a Related Post inner block, navigate to the Document Overview section on the left side of the editor and select the Related Post inner block within the Related Post Wrapper inner block. Click the three small, vertical white dots that appear after your selection to reveal the options for the selected inner block. A small menu appears with a list of options, and at the bottom of that list is the option to 'Remove Related Post.' Select that option to remove that inner block.

6. Once you have finished adding all of the content for this block, go ahead and publish it.

Post Footer Block

1. Add the Post Footer Block to the editor.

2. While the block is selected, you will see that there are a few pieces of content to add, which includes an Author Name, Author Email, and Author Phone. Add the relevant content to these input text fields.

3. Once you have finished adding the appropriate content, publish the page to make the content live.

Showcase Text Image

1. Add the Showcase Text Image block to the editor.
2. Expand the Showcase Text Image block to reveal the Showcase Text Image Inner Block. This inner block gives the option to toggle the Media Placement, or which side (left or right) you would like the media (image) to appear on.

3. Next, you have the options to upload an image, add a Title, an optional Description, Link Text, Link Destination (URL), and a slider button to toggle on if you want to open the URL in a new tab.
4. Another Showcase Text Image Inner Block can be added by clicking the plus sign in a large rectangle immediately below the block's content.
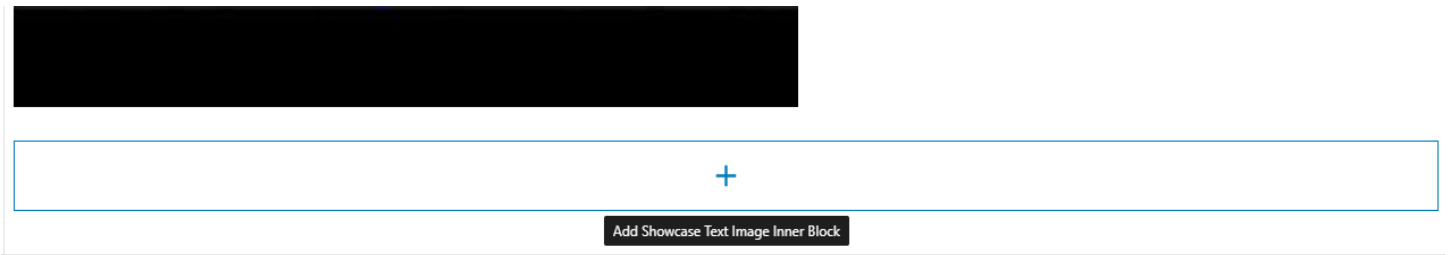

5. If you would like to remove a Showcase Text Image Inner Block, navigate to the Document Overview section on the left side of the editor and select the Showcase Text Image Inner Block within the Showcase Text Image block. Click the three small, vertical white dots that appear after your selection to reveal the options for the selected Showcase Text Image Inner Block. A small menu appears with a list of options, and at the bottom of that list is the option to 'Remove Showcase Text Image Inner Block.' Select that option to remove that inner block.
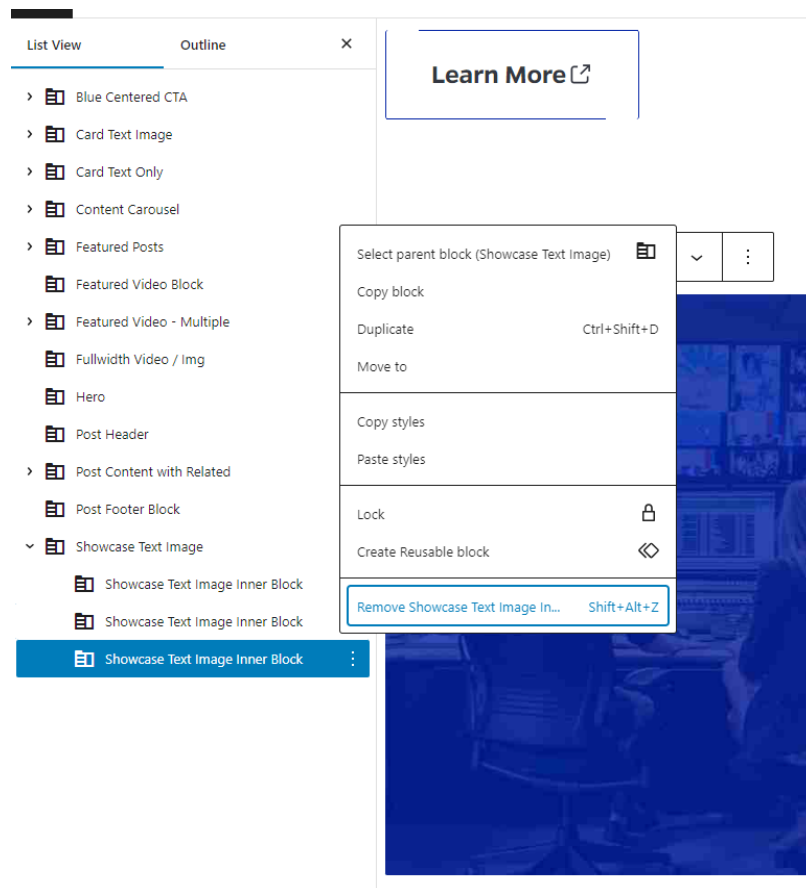

6. Once you have added the appropriate content for the Showcase Text Image block, update the page to publish it.
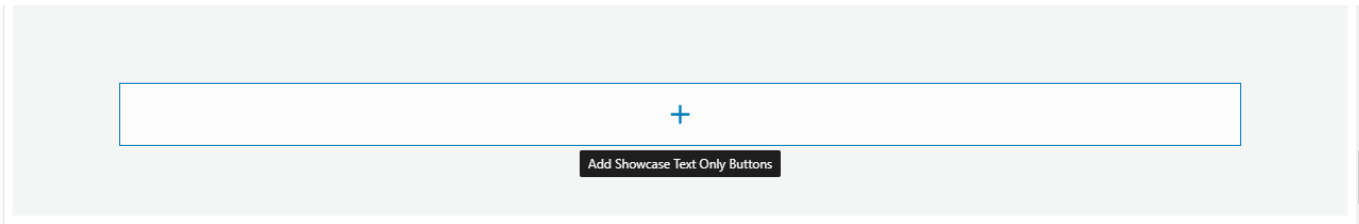
Showcase Text Only

1. Add the Showcase Text Only block to the editor. While the Showcase Text Only block is selected in the List View, you will see that there are a few settings available; Title and Description input fields.
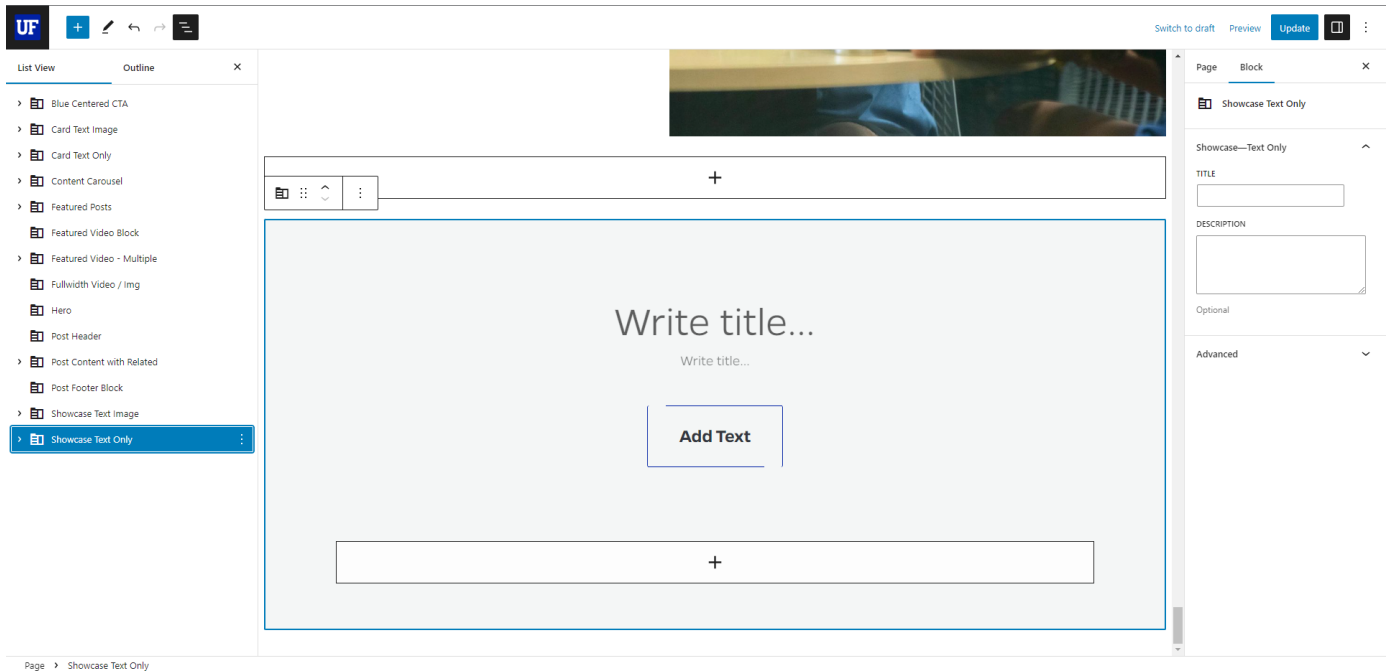

2. Once the content has been added to the text fields, the next step is to edit and/or add buttons. There is an inner block that handles the buttons, so expand the Showcase Text Only block in the List View of the Document Overview Panel to reveal the Showcase Text Only Buttons inner block.
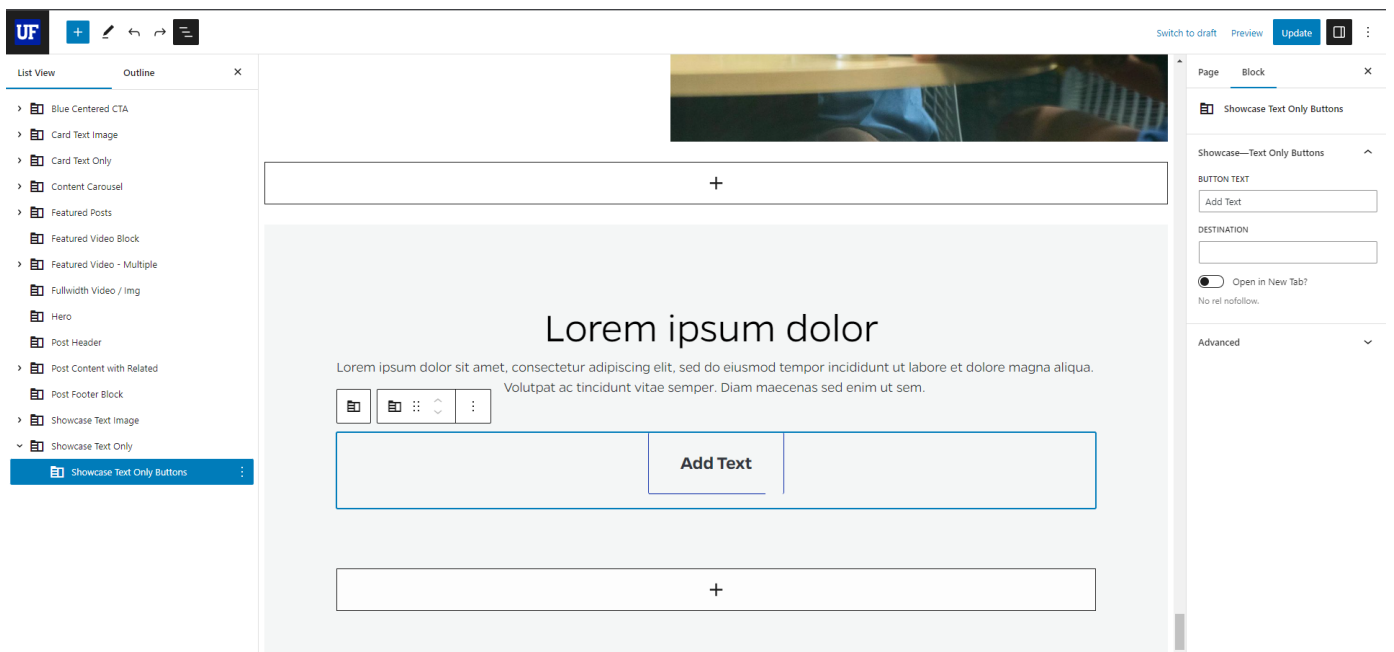
3. Add content to the Button Text and Destination input fields, respectively. To open the Destination link in a new tab, toggle on the 'Open In New Tab?' slider button.
3. To add another button, make sure the Showcase Text Only Buttons inner block is selected in the List View and click the plus sign in a large rectangle immediately below the block's content. Add content to the newly added button.


4. To remove a button, navigate to the Document Overview section on the left side of the editor and select the Showcase Text Only Buttons inner block within the Showcase Text Only block. Click the three small, vertical white dots that appear after your selection to reveal the options for the selected Showcase Text Only Buttons block. A small menu appears with a list of options, and at the bottom of that list is the option to 'Remove Showcase Text Image Inner Block.' Select that option to remove that inner block.
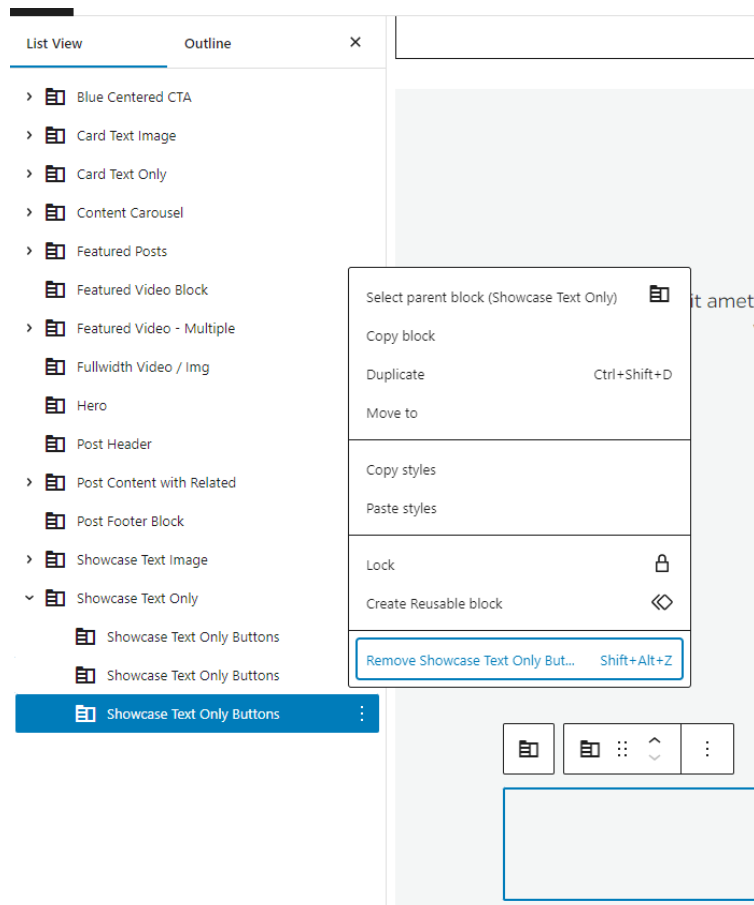

5. Once you have added the appropriate content for the Showcase Text Only block, update the page to publish it.
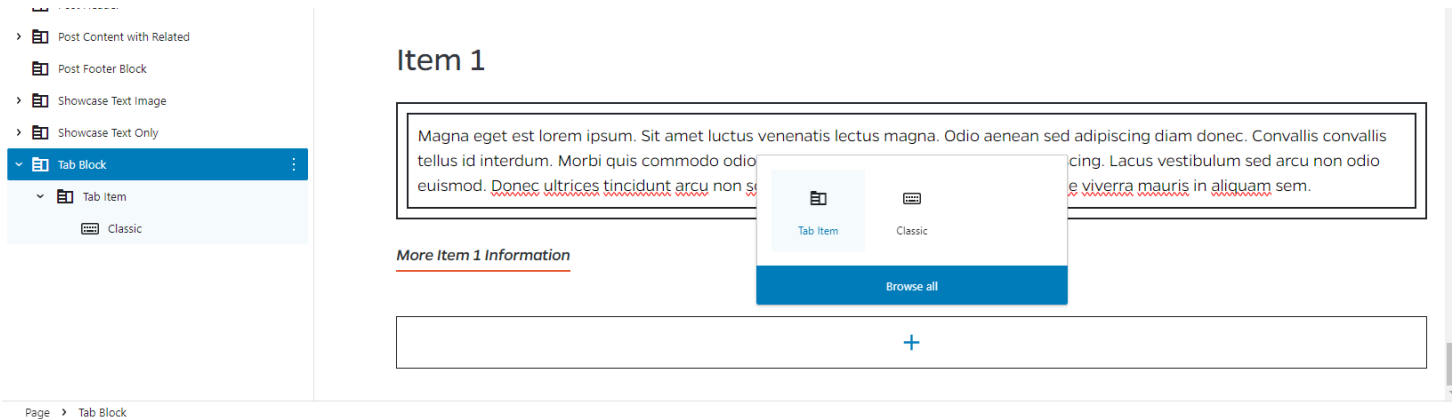
Tab Block

1. Add the Tab Block to the editor. While the Tab Block is selected in the List View, you will see that there are a few optional settings available; Title and Description input fields. Add content if you would like.
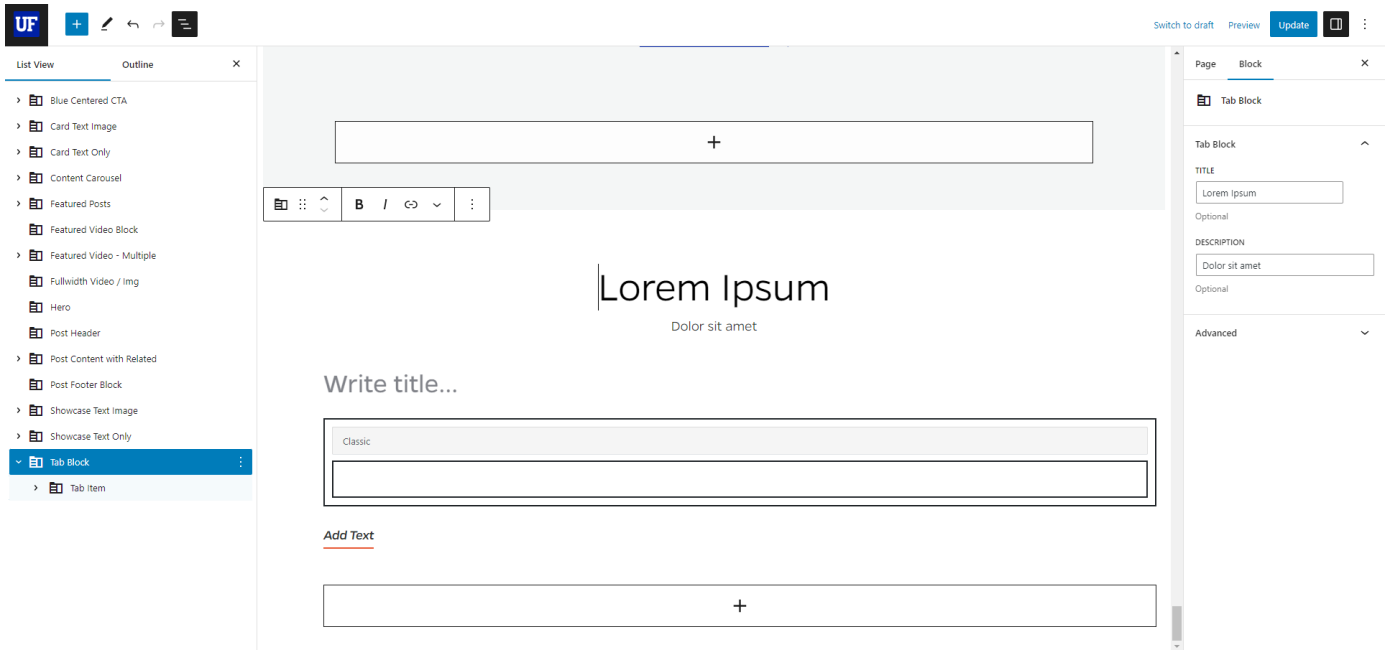

2. Next, expand the Tab Block in the List View of the Document Overview Panel to reveal the Tab Item inner block. Select the Tab Item inner block to view the available options for adding content to it. The options include: Title, as well as optional Button Text, and Destination (URL) input fields.There is also an Open In New Tab slider button. In order to add longer form text, use the Classic block that appears below the Tab Item's Title in the editor.
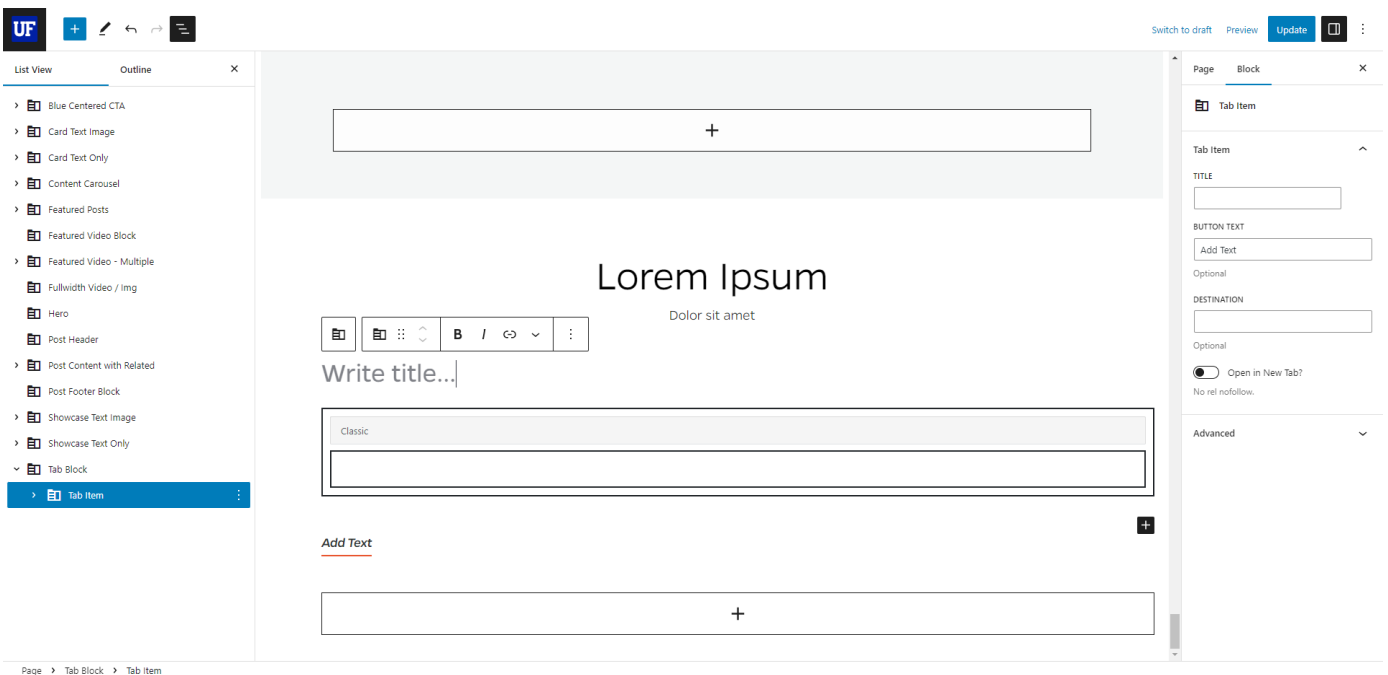
3. To add another Tab Item, make sure the Tab Item inner block is selected in the List View and click the plus sign in a large rectangle immediately below the block's content. Two blocks will appear as options: Tab Item and Classic. Select the Tab Item and add content to the newly added Tab Item.

4. To remove a Tab Item, navigate to the Document Overview section on the left side of the editor and select the Tab Item inner block within the Tab Block. Click the three small, vertical white dots that appear after your selection to reveal the options for the selected inner block. A small menu appears with a list of options, and at the bottom of that list is the option to 'Remove Tab Item.'
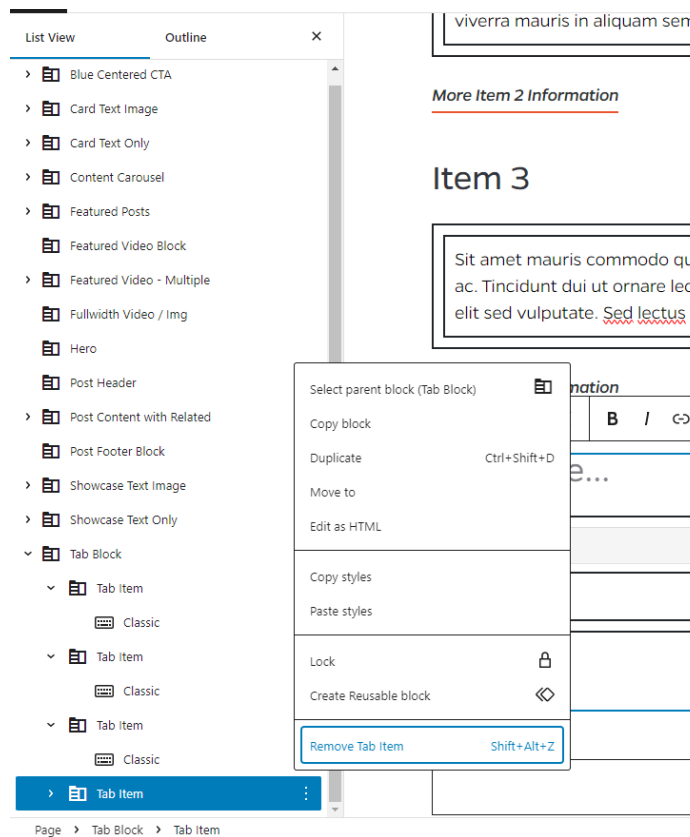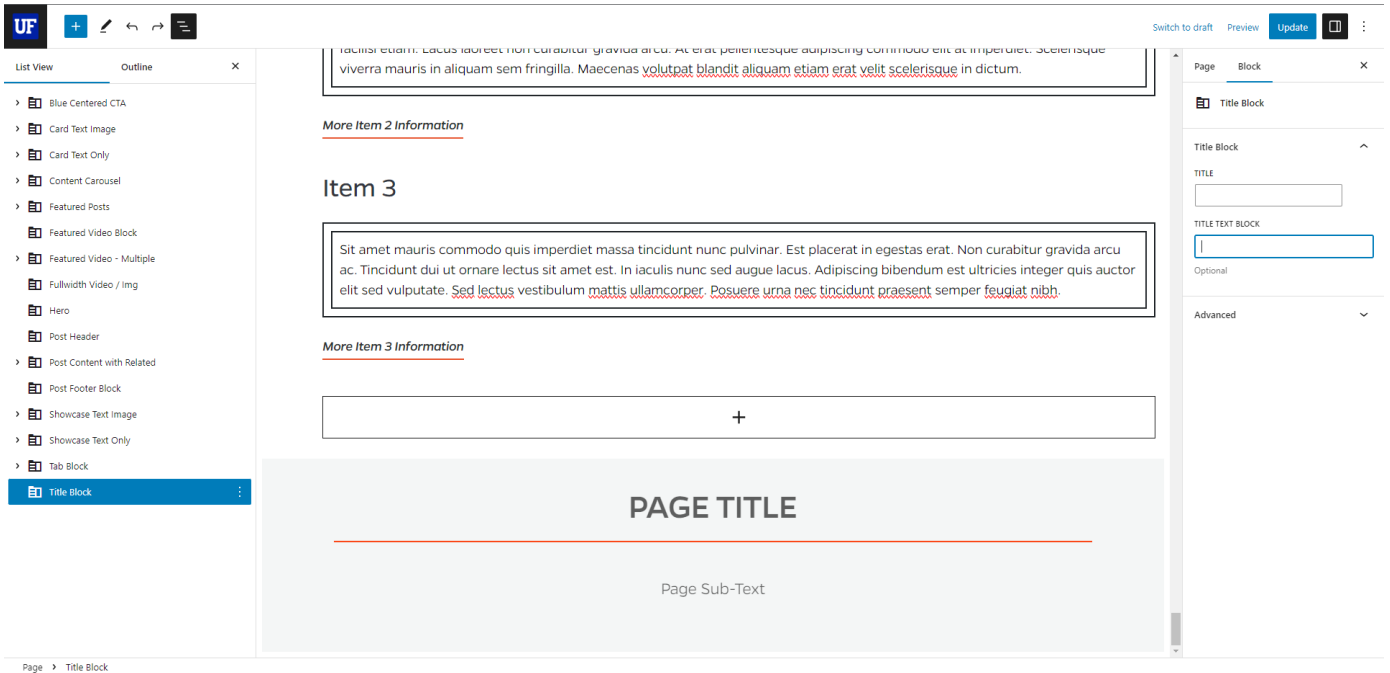

Select that option to remove that inner block.

5. Once you have added the appropriate content for the Tab Block, update the page to publish it.
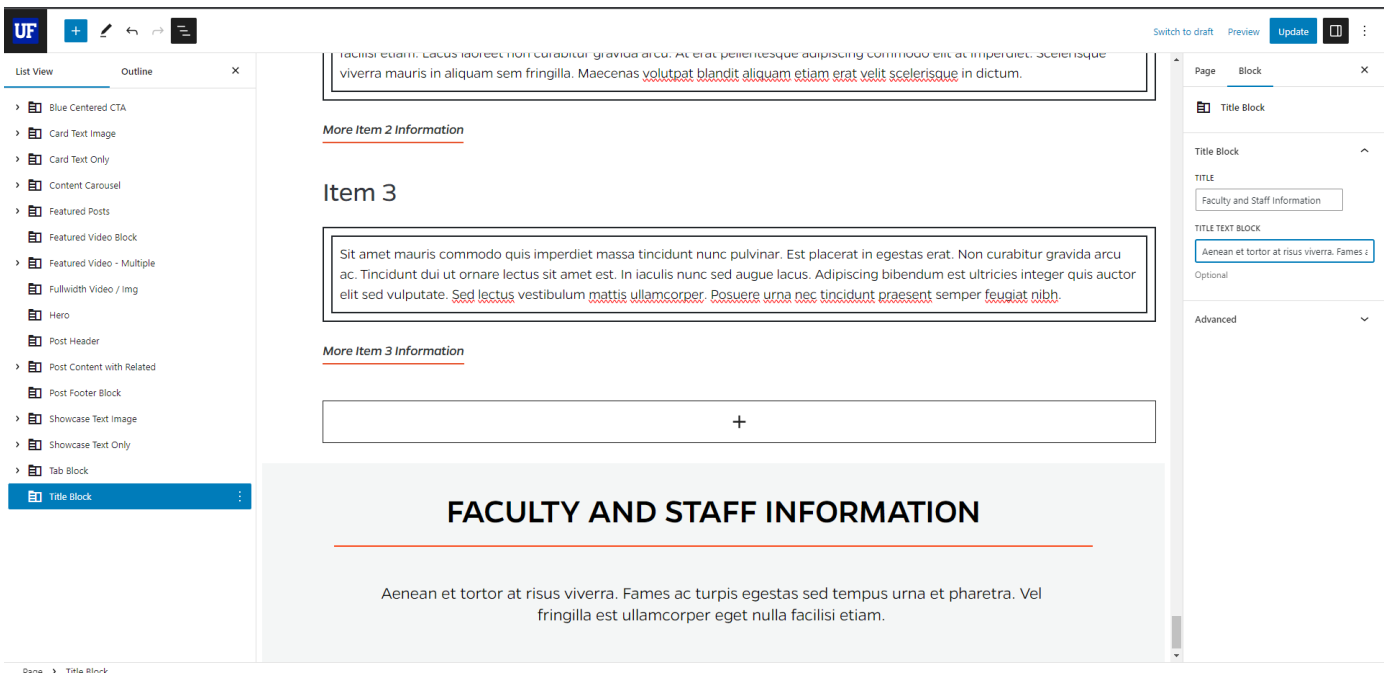
Title Block

1. Add the Title Block to the editor.

2. There are two fields available for text content input in this block; Title and the optional Title Text Block. Add the appropriate content to each input field.


3. Once you have finished adding the appropriate content, update the page to publish it.

Title Tool Block

1. Add the Title Tool Block to the editor. While the Title Tool Block is selected in the List View, you will see that there are a few settings available; Upload Image, Title, and the optional Description. Upload an image and add appropriate text content to the input fields.
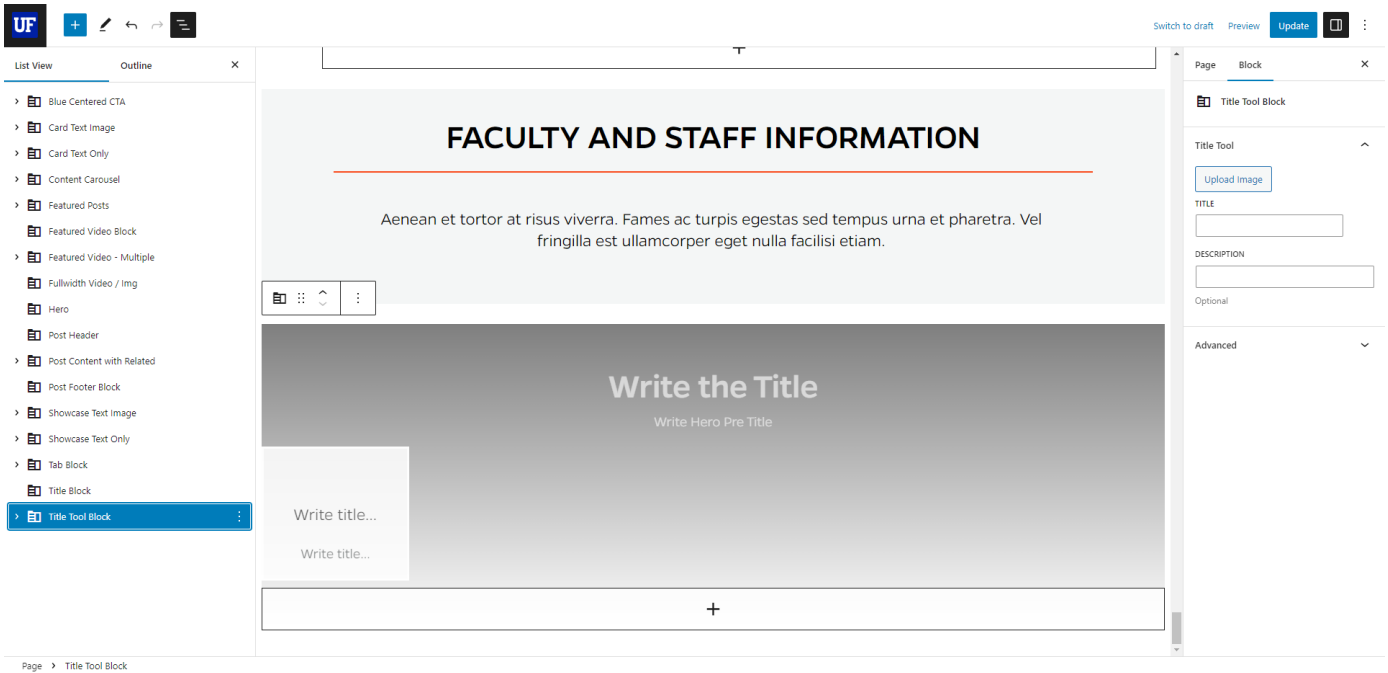

2. In the List View of the Document Overview panel, expand the Title Tool Block to reveal the Title Tool Column inner block. This inner block allows you to create cards that contain brief content and a corresponding URL. For each card (**minimum 3 and up to 5 total**) you can upload an icon or an image (an icon or icon-sized image would be best represented here), add a Card Title, add an
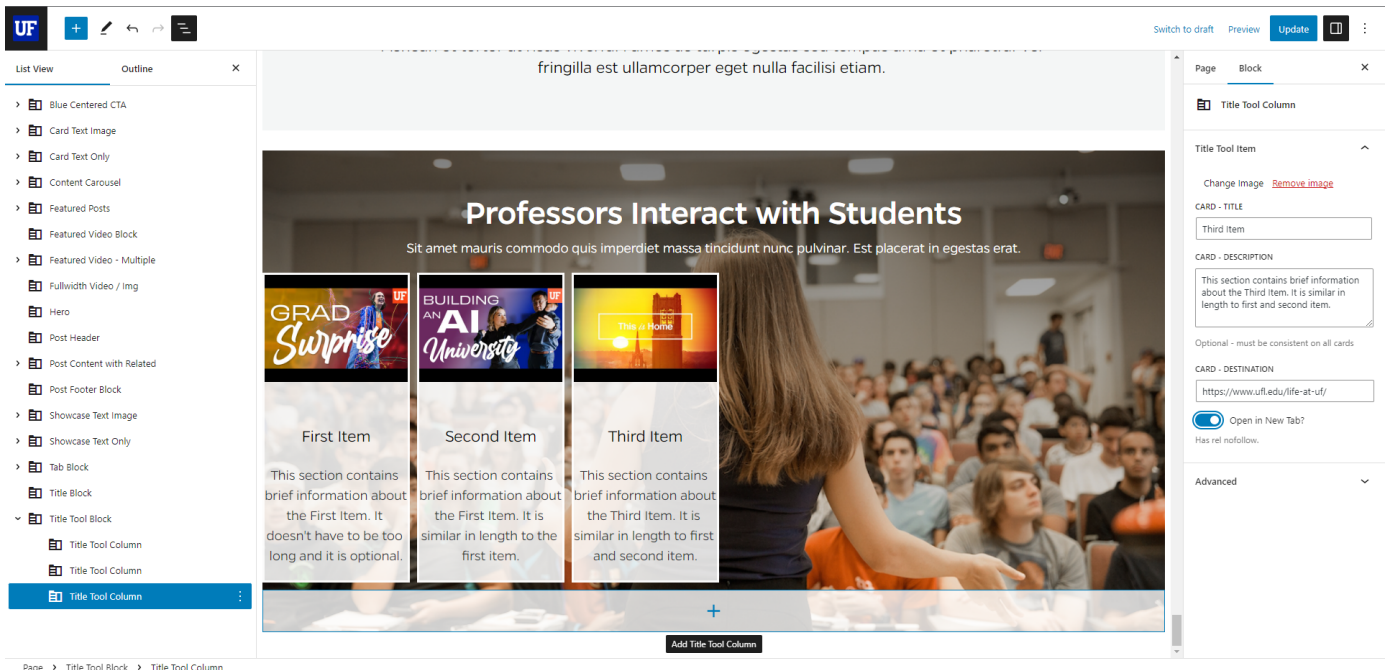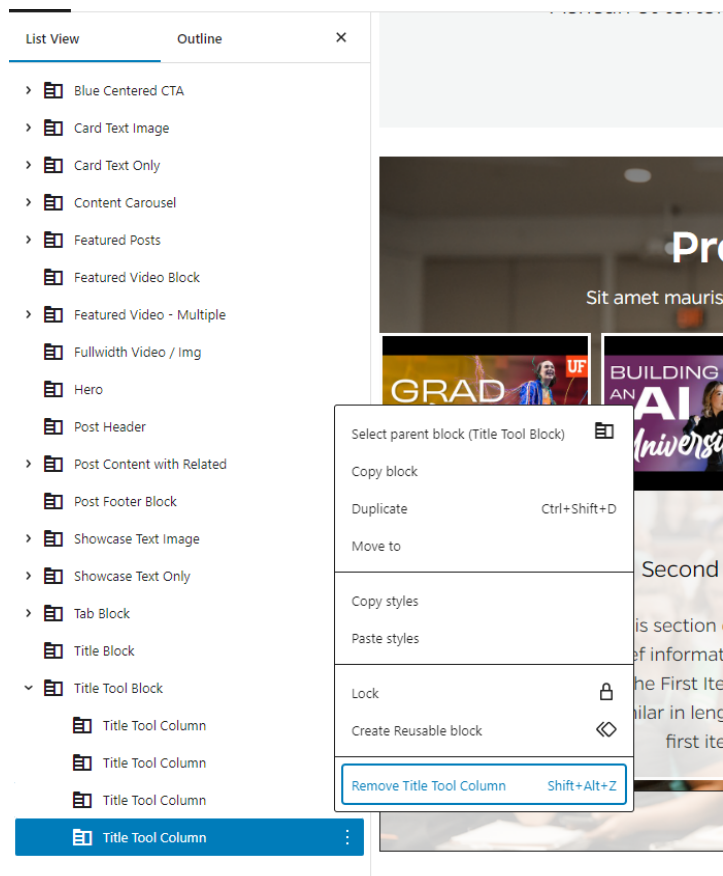
optional Card Description, and a Card Destination (URL). You also get the option to toggle the slider button on to open the Card Destination URL in a new tab.

3. You can also add more Title Tool Column inner blocks to the Title Tool Block. Make sure the Title Tool Column inner block is selected in the List View and click the plus sign in a large rectangle immediately below the block's content. Add content to the newly added Title Tool Column inner block.
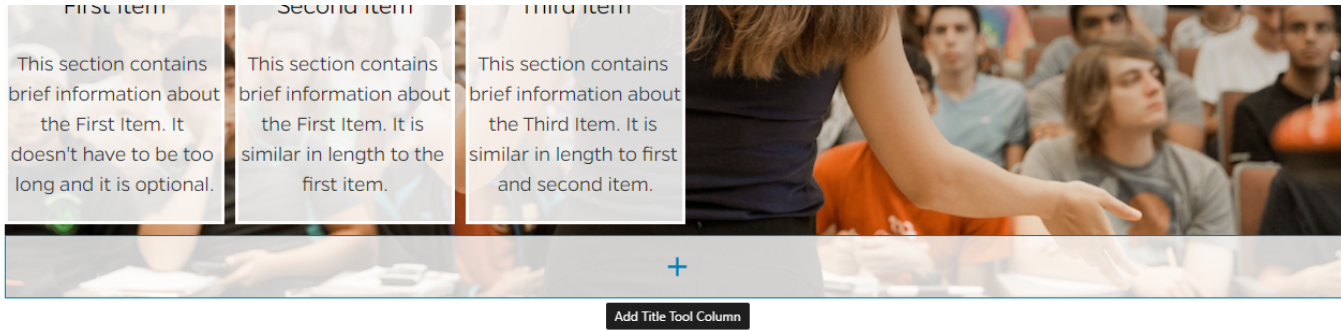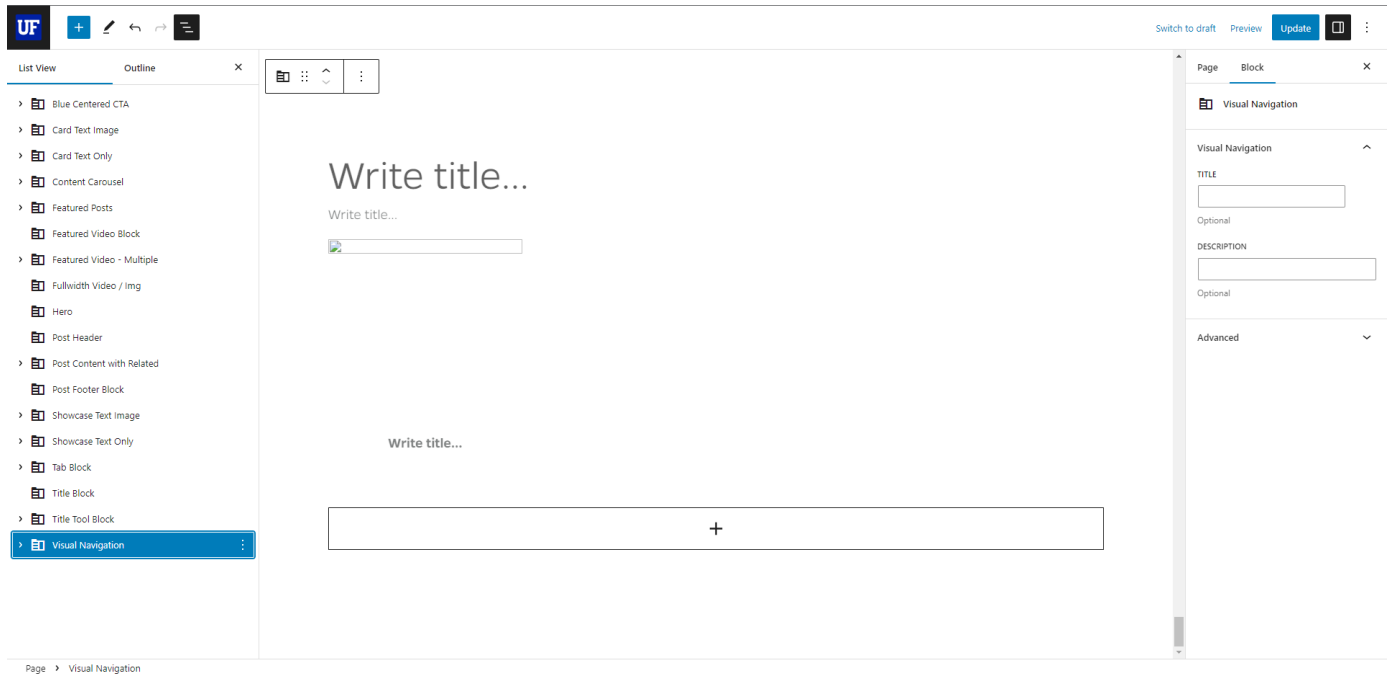

4. To remove a Title Tool Column item, navigate to the Document Overview section on the left side of the editor and select the Title Tool Column inner block that you would like to remove within the Title Tool Block. Click the three small, vertical white dots that appear after your selection to reveal the options for the selected inner block. A small menu appears with a list of options, and at the bottom of that list is the option to 'Remove Title Tool Column.' Select that option to remove that inner block.


5. Once you have finished adding the appropriate amount of content for the Title Tool Block, update the page to publish it.

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Visual Navigation

1. Add the Visual Navigation to the editor. While the Visual Navigation block is selected in the List View, you will see that there are a couple of settings available; Title and Description, which are optional. Add the appropriate text content to the input fields.


2. Expand the Visual Navigation block to reveal the Visual Navigation Item inner block. This inner block allows you to upload an image, add a Card Title, and a Card Destination (URL). You also get the option to toggle the slider button on to have the Destination link open in a new tab.
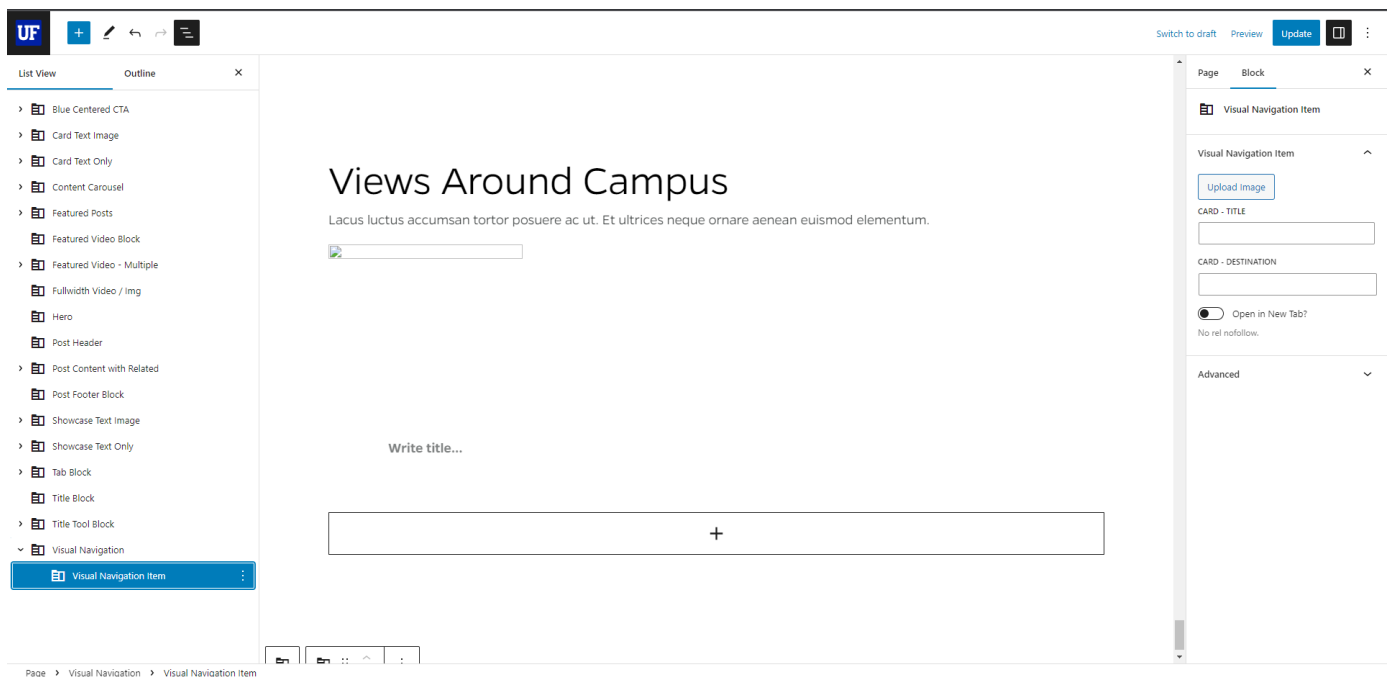
3. To add another Visual Navigation Item, make sure the Visual Navigation Item inner block is selected in the List View and click the plus sign in a large rectangle immediately below the block's content. Add content to the newly added Visual Navigation Item.

4. To remove a Visual Navigation item, navigate to the Document Overview section on the left side of the editor and select the Visual Navigation Item inner block within the Visual Navigation block. Click the three small, vertical white dots that appear after your selection to reveal the options for the selected inner block. A small menu appears with a list of options, and at the bottom of that list is the option to 'Remove Visual Navigation Item.' Select that option to remove that inner block.
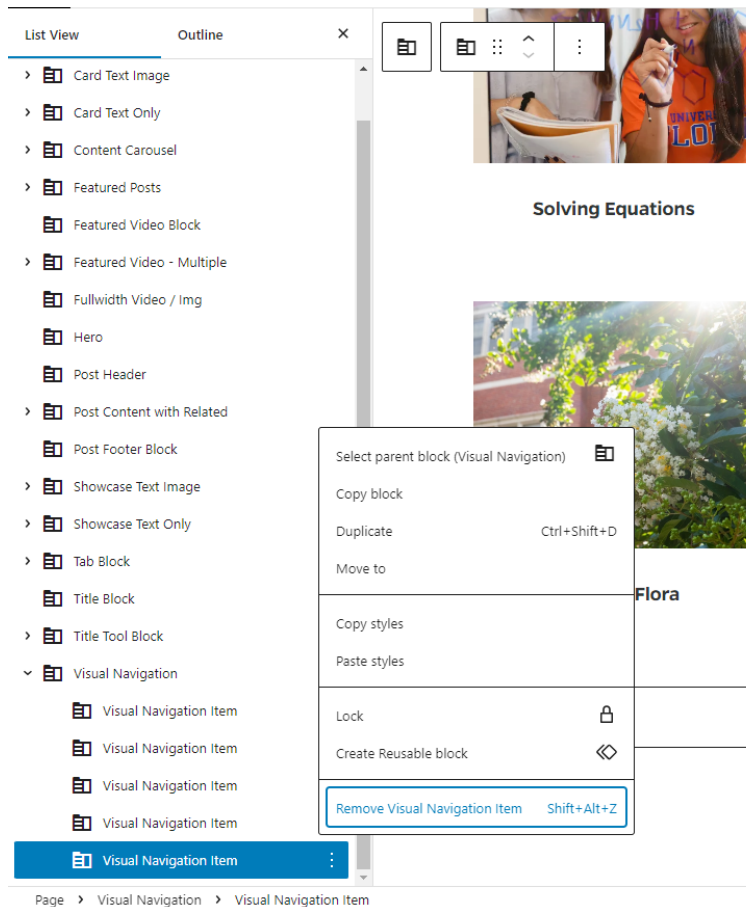
5. Once you have finished adding the appropriate amount of content for the Visual Navigation block, update the page to publish it.