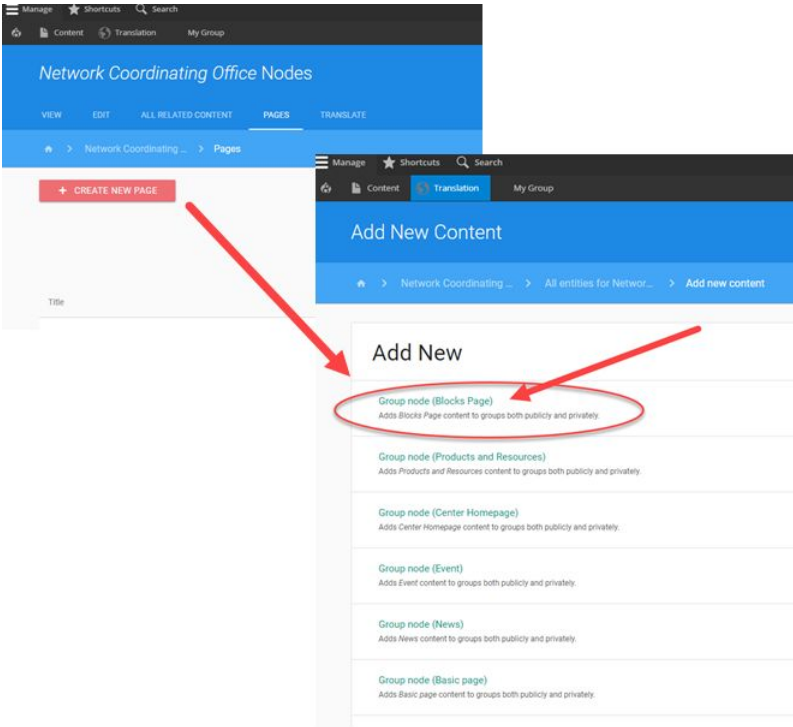
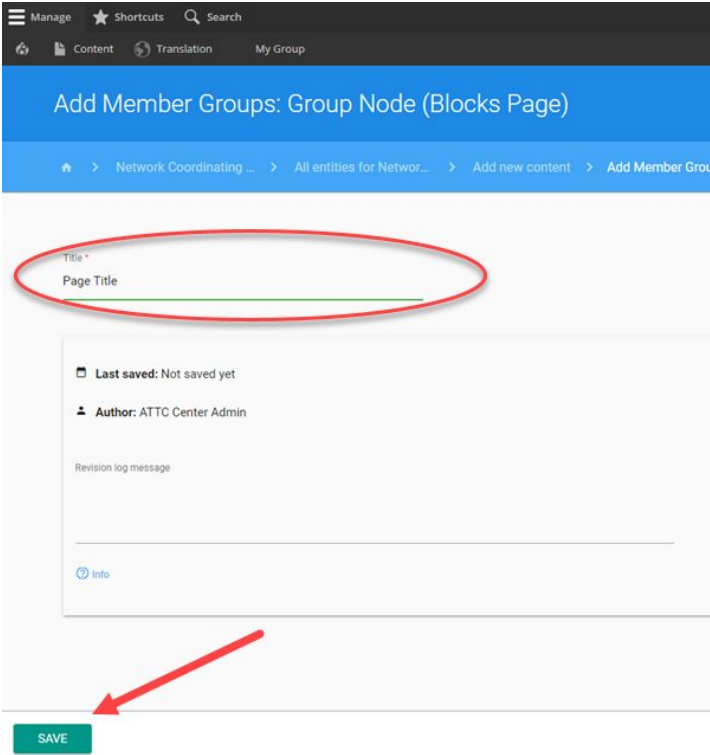


BLOCKS PAGE CONTENT TYPE INSTRUCTIONS

Select "Create New Page" and then "Group Node (Blocks Page)"



Enter Title for your page, and select "SAVE"



After confirming your Block Page can be created, select “Edit Page”, and then select “Layout” on the next screen

✓ Blocks Page *Page Title* has been created.
Blocks Page *Page Title* has been created. You may add another Blocks Page.

View **Edit Page** Remove

Manage ★ Shortcuts 🔍 Search
Content Translation My Group

Edit Blocks Page Page Title

VIEW EDIT DELETE **LAYOUT** REVISIONS

Node > Page Title > Edit

Title *
Page Title

Published

📅 **Last saved:** 04/08/2020 - 14:41

👤 **Author:** ATTC Center Admin

Create new revision

Revision log message

🔗 Info

SAVE PREVIEW DELETE

One “Single Column” section will already be added for you. If you don’t want to use this, select the “X” next to “Configure Section” and “Confirm” to delete section. > This is also the same process you will repeat to delete a section as you build your page. But note, once a section is deleted it can not be restored.

The screenshot displays the ATTC layout builder interface. At the top, there is a navigation bar with "Manage", "Shortcuts", and "Search" options. Below this is a search bar and a header area with the ATTC logo and name: "Addiction Technology Transfer Center Network, Funded by Substance Abuse and Mental Health Services Administration". The main navigation menu includes "YOUR ATTC", "EDUCATION", "TOPICS", "RESOURCES", and "COMMUNICATION".

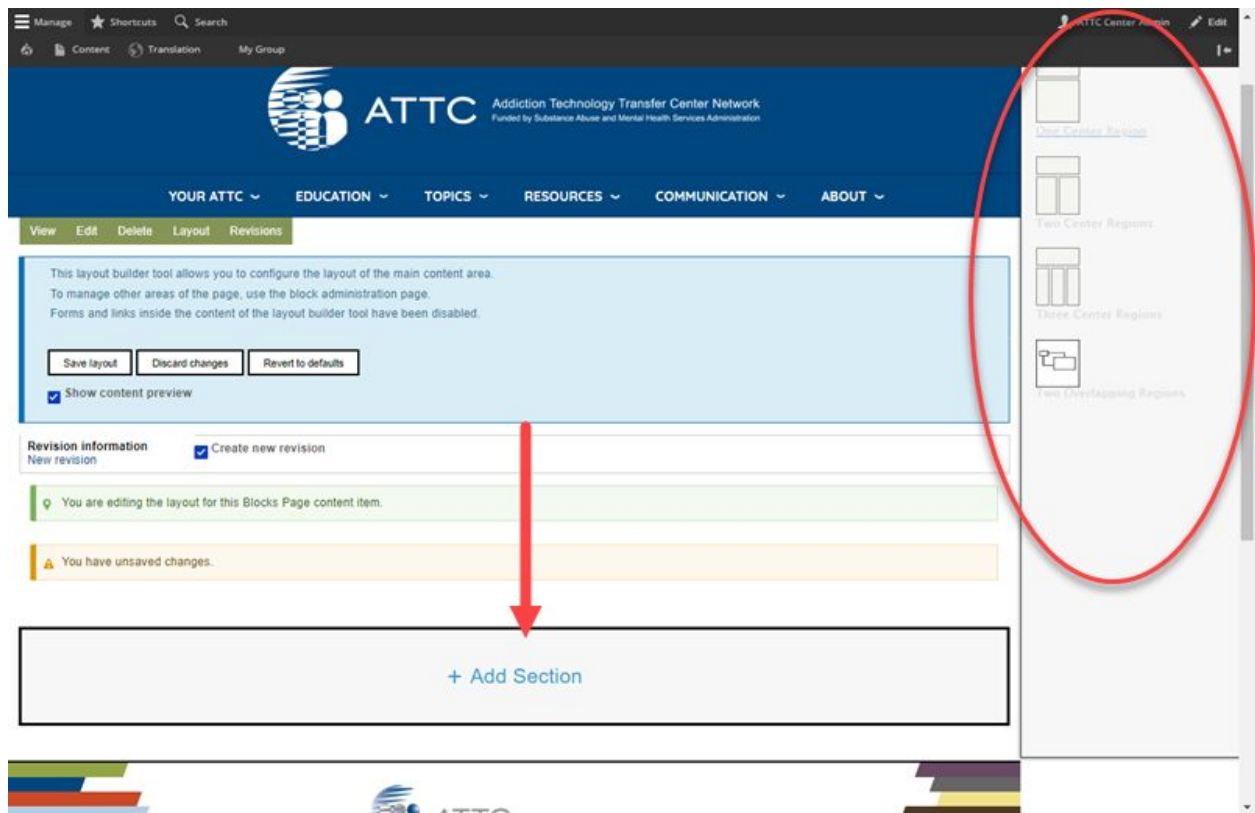
The central content area shows a "View Edit Delete Layout Revisions" toolbar. Below the toolbar, there is a light blue box with instructions: "This layout builder tool allows you to configure the layout of the main content area. To manage other areas of the page, use the block administration page. Forms and links inside the content of the layout builder tool have been disabled." Below this are buttons for "Save layout", "Discard changes", and "Revert to defaults", along with a checked checkbox for "Show content preview".

Below the instructions is a "Revision information" section with a checked checkbox for "Create new revision". A green notification bar states: "You are editing the layout for this Blocks Page content item." Below this is a large dashed box containing a "+ Add Section" button. Below that is a "Configure section" dialog box, which is highlighted with a red arrow. This dialog box contains a close button (X), a "+ Add Block" button, a nested "+ Add Block" button, and a "+ Add Background" button. Below the dialog box is another "+ Add Section" button.

On the right side of the screen, a confirmation dialog is open, asking "Are you sure you want to remove section 1?". It includes the text "This action cannot be undone." and two buttons: "Remove" (highlighted in green) and "Cancel". A red arrow points to the "Cancel" button.

At the bottom of the page, there is a footer with the ATTC logo and name, flanked by decorative horizontal bars.

To add a new section to your page, select “+ ADD SECTION” and then select the type of region you would like added to your page: One Column, Two Column, Three Column, or Overlapping Section.

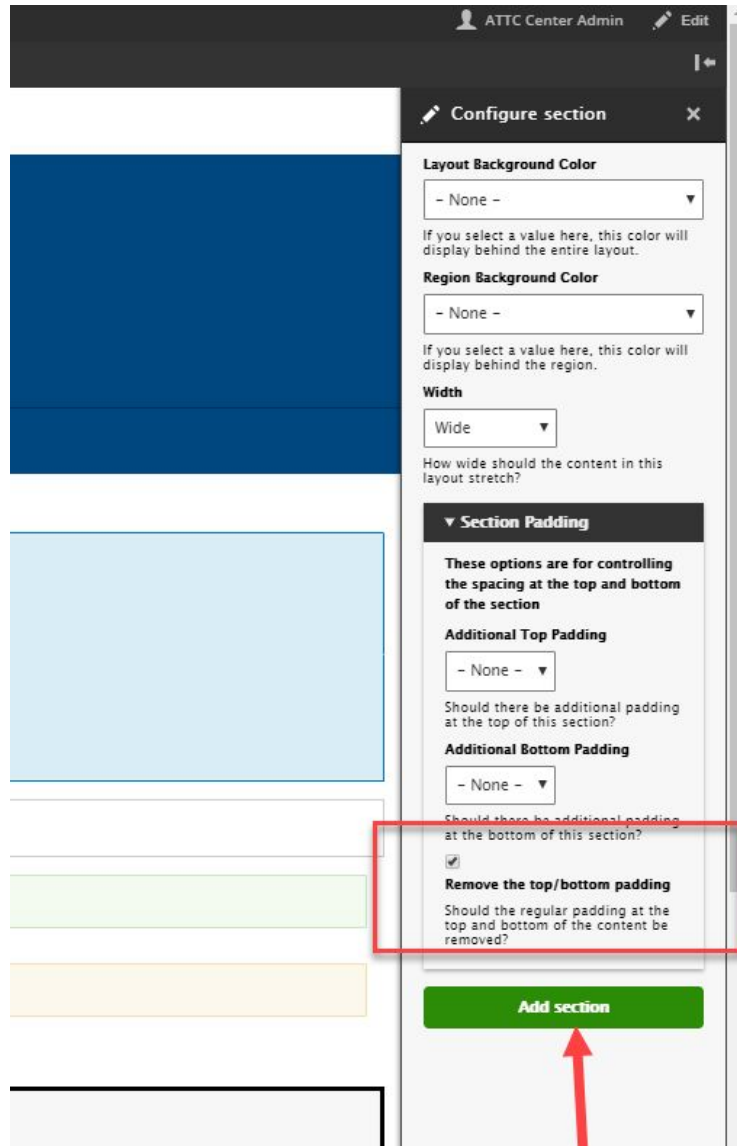


NOTE: For these instructions, I will use the Two Column region type - but note steps are same for all regions, you will just have to repeat depending on number of blocks per region selected. View our recorded demo for examples of each type of region.

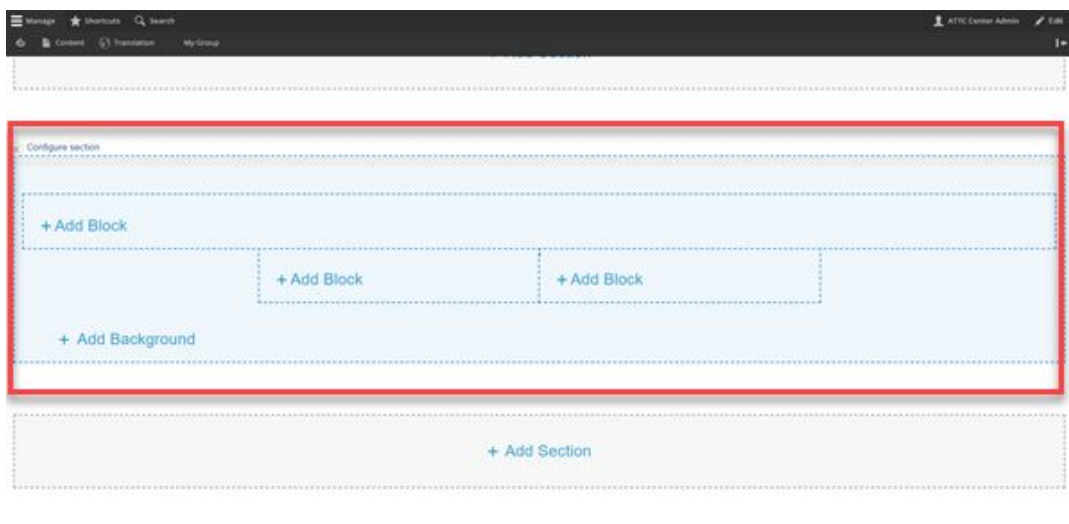
After selecting your region type, you will configure.

- You can remove padding around your regions if you choose.
- Width indicates if you want it to go the full width of your page (Wide) or only the center (Constrained)

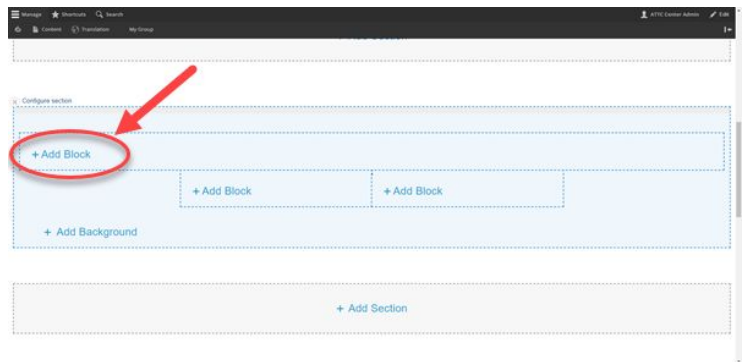
Select "Add Section"



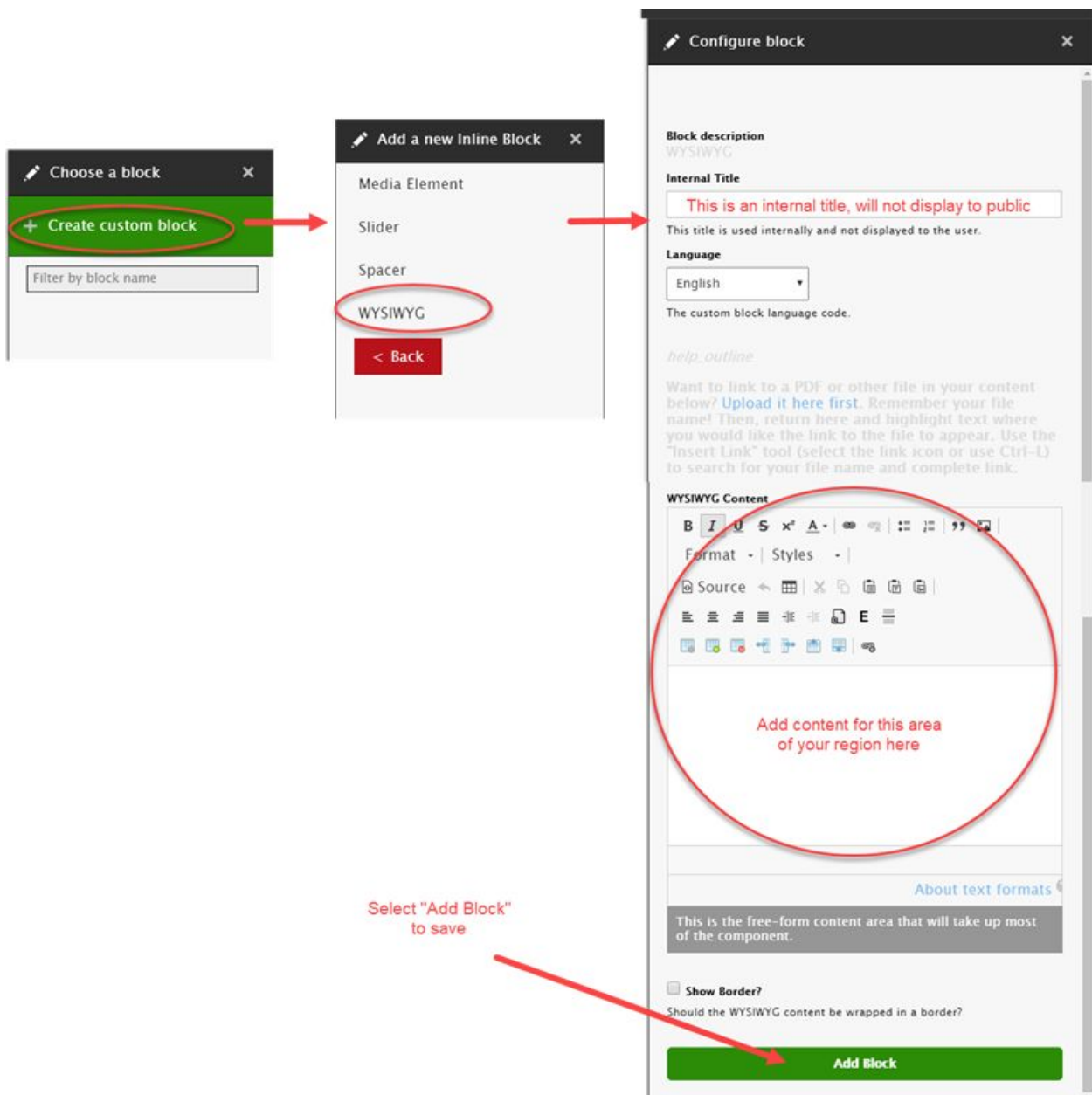
You will then see your new section added to your page, ready for you to add content.



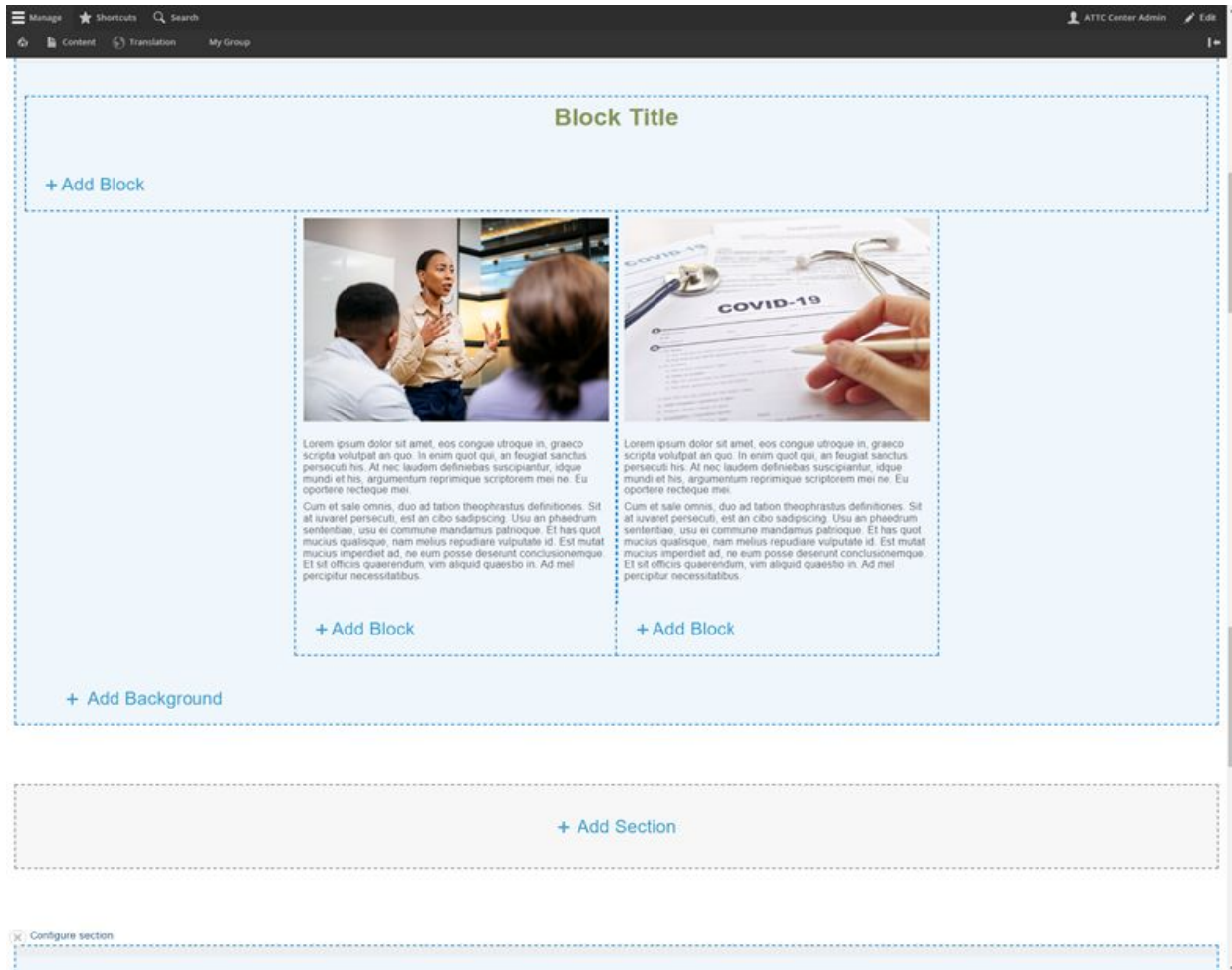
If you would like to include a title or description above your Two Column block, you can click “Add Block” and then select the type of content block you want to include. We would recommend using the WYSIWYG content block, as this will allow you to add text, images, videos etc, just as you would in the WYSIWYG editor for Basic Pages.



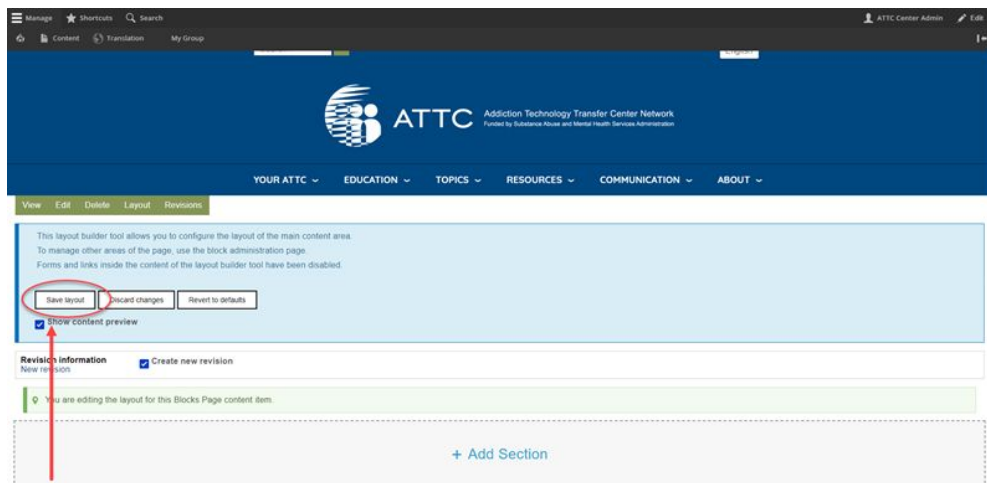
Images below will display on the right side of your layout view after selecting “+ Add Block” in your section/region.



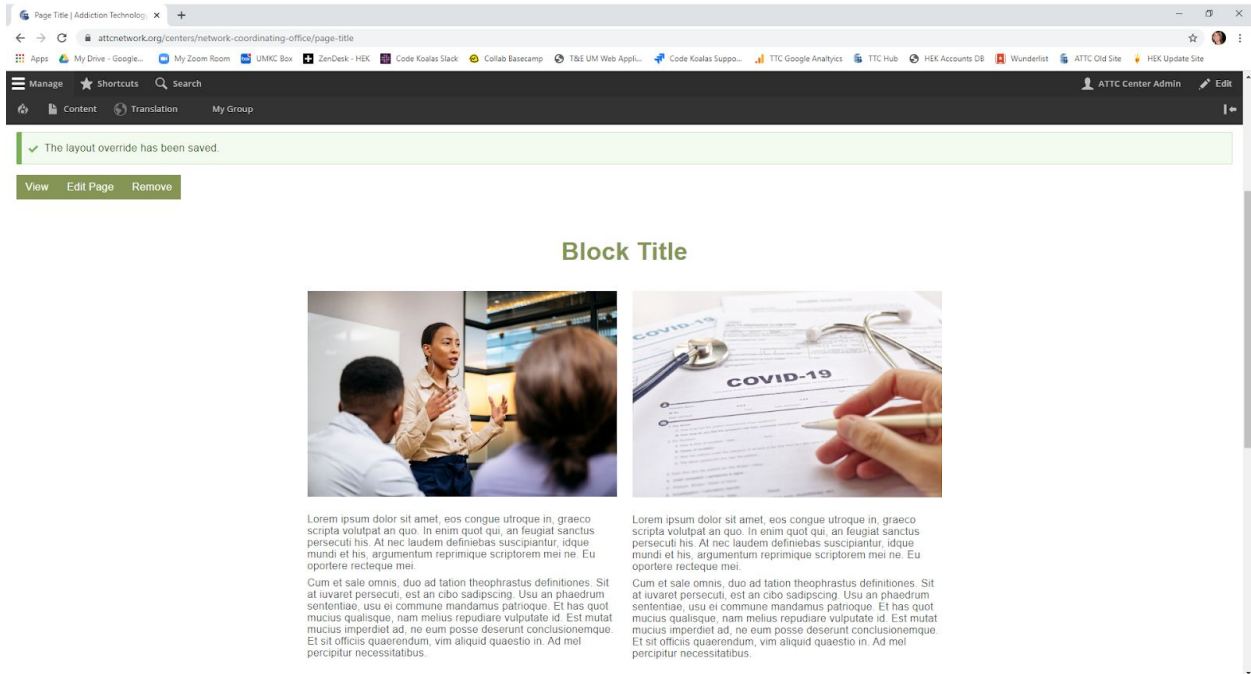
Repeat the above steps for each “Block” in your Section/Region. When completed, it should look like this:



Scroll up to top to “Save Layout”

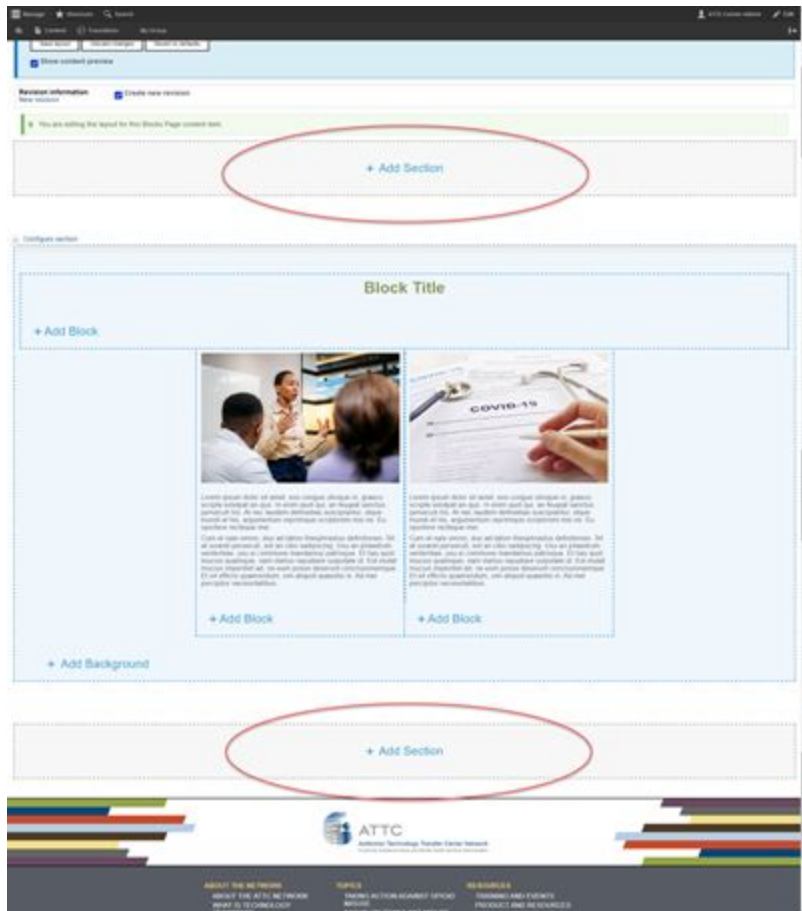


After selecting “Save “Layout” you will automatically see a Preview of the Page:



To continue editing page, select “Edit Page” and then select “Layout”.

To add additional Block Sections, select if you want the new section ABOVE or BELOW the current Block Section - and then follow steps above: Select Region Type (One Column, Two Column, Three Column, or Overlapping) and then add your blocks.



To edit a specific Block, select the edit icon in the top right of the Block, and then select “Configure”.

The screenshot displays a user interface for managing content blocks. At the top, there is a navigation bar with options like 'Manage', 'Shortcuts', and 'Search'. Below this, a grid of content blocks is shown. A red arrow points to a 'Configure' icon (a gear) located in the top right corner of a block. This block contains two images: one of a woman speaking to a group and another of a hand holding a pen over a document titled 'COVID-19'. Below each image is a paragraph of placeholder text starting with 'Lorem ipsum dolor sit amet...'. Each block also has a '+ Add Block' button at the bottom. The URL at the bottom of the page is https://affinetwork.org/taout_builde/update/block/overides/mode/14235/0/aff/9626/19-1989-404e-895e-42a2bc95637/destination/mode/14235/ajout/.