












ADDING A CONTENT BLOCK

When you want to add a NEW content block you must start with adding a BOX first.





CLICK on the BOX icon at the top navigation.

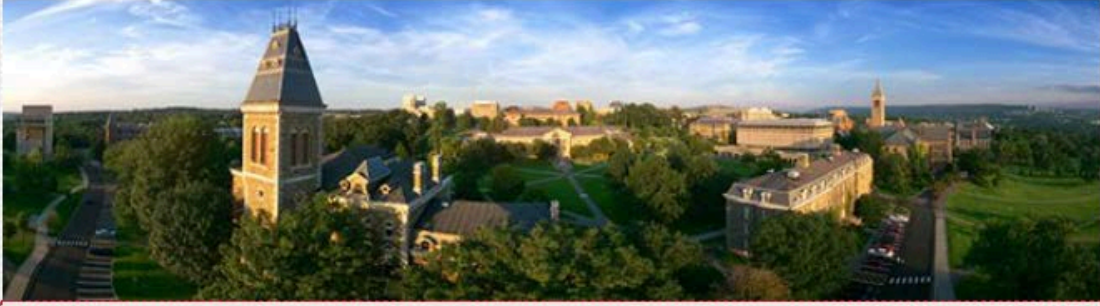
The screenshot displays the IMODULES editor interface. At the top, a navigation bar contains various icons, including a 'BOX' icon (a square with a grid pattern). Below the navigation bar, a 'Box' button is visible. The main editing area shows a preview of a content block. The preview includes a red header with the Cornell University logo and a 'Search Cornell' button. Below the header is a large image of a Cornell University building. Underneath the image, the text 'Save the Date' is displayed in a large, bold, red font. Below that, the text 'Event Title Goes Here' is displayed in a large, bold, black font, followed by 'Day XX, Month' in a smaller, regular black font. At the bottom of the preview, the text 'EVENT LOCATION' is displayed in a bold, red font. To the right of the preview, a settings panel is open, showing tabs for 'Defaults' and 'Content'. The 'Content' tab is selected, and the settings include 'Background' (with options for color and image) and 'Typography' (with options for text, H1, line-height, bold, and italic).



Drag the icon above an existing block.



FULL WIDTH ELE... > BOX > BOX

 DUPLICATE DELETE





Save the Date

Event Title Goes Here
Day XX Month

While the BOX is selected, select the BACKGROUND COLOR to be: #ffffff so your background turns white.

FULL WIDTH ELE... > BOX > BOX

DUPLICATE

DELETE

View in browser

Cornell University Search Cornell

IMAGE

Save the Date

Event Title Goes Here
Day XX, Month

EVENT LOCATION

BOX

How to use +

Position -

0

5

0

5

0

5

0

5

0

MARGIN











Borders -





Background -

Background color:


Background image:


Select the next appropriate icon you want to fill the BOX with, like TEXT or a BUTTON. Use the icons at the top navigation bar.



TEXT

FULL WIDTH ELE... ▶ BOX ▶ BOX DUPLICATE DELETE

[View in browser](#)

 Cornell University Search Cornell







IMAGE





Save the Date

Event Title Goes Here

Drag the TEXT icon into the gray box. A text box will appear so you can add your new text.



BOX ▸ BOX ▸ TEXT

 DUPLICATE DELETE

[View in browser](#)

 Cornell University [Search Cornell](#)



 Double click to edit

Save the Date

Event Title Goes Here
Day XX, Month

To DELETE a content block, select the outer BOX you want to remove, and then choose DELETE:

BOX ► BOX ► IMAGE+TEXT



DUPLICATE



DELETE



We love our alumni!

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Pellentesque vel pulvinar velit, non facilisis lectus. Ut sit amet suscipit tellus. Etiam ut nisl nisl. Ut ornare, orci vel porta porttitor, justo mi vulputate purus, eu fermentum leo lectus vel turpis. Curabitur et sem ultrices, lacinia lectus in, pharetra lacus. Nulla suscipit orci sit amet leo iaculis sagittis. Cras laoreet elementum lacus, a iaculis lectus vestibulum sed. In nec eleifend dolor, at pellentesque turpis. Vivamus mattis mi augue, non sodales nisi cursus eget.



Text next to a photo. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Pellentesque vel pulvinar velit, non facilisis lectus. Ut sit amet suscipit tellus. Etiam ut nisl nisl. Ut ornare, orci vel porta porttitor, justo mi vulputate purus, eu fermentum leo lectus vel urpis.

##Sender_Org##

##Sender_Address##