

Blocks

Important

xhtml blocks are the **ONLY** blocks you should work with. They can be found in the following folder: "_cms > blocks > xhtml". They are listing alphabetically and named intuitively.

A Block is a “pluggable” piece of content that can be easily substituted into any page region. Therefore, whenever there is content that is common to many pages or regions, i.e. a “related links” section that appears in the left sidebar in multiple pages, that content should be put into a block. Doing so allows the appropriate content to appear in many pages while always being updated from one place, making it easy to maintain consistency in that text/markup across many pages. Cascade users can reuse a single block on an unlimited amount of page regions.



xhtml Blocks can be added to:

1. A region in a configuration set where it would then automatically be applied to any page using that Configuration Set (**most common**)
2. A region in the outputs section of a specific page where it would then only apply to that page (**used sparingly**)
3. In a specific section in the main content of the page where it would then only apply to that page (**note this is only for certain blocks that have been set up to work this way e.g. staff listing, footer address, footer popular resources, slide show**).

Blocks Available for editing

Some blocks are available for you to edit. They include the following:

The “footer address” and “footer popular resources” blocks. These blocks appear in the footer of every page on your site. If you make a change to either of these blocks you will need to re-publish your entire site.

Important

NEVER publish your ENTIRE site between 8 a.m. and 4 p.m. Monday-Friday.
See the publishing section for more information.

The “important links block” is sometimes found on the homepage in the “Connect with Schulich Medicine & Dentistry”. If you need to change the important links, edit that block, view your homepage and if you are satisfied with your changes, publish your homepage for those changes to be live.

The “left nav optional” block can be used to add information under the left navigation on any subpage. You should create a new block by copying the original “left nav optional” block. Give the new block an intuitive name that will help you remember what information is contained in it (e.g. “left nave optional – contact info”). Once you have created the new block, edit it, add your information and save it. The block

then needs to be added to your page by editing the page, going to “Configure” and adding the block to either the “Left Navigation Optional” for Left Navigation Optional2” regions. **Note: ONLY a “left nav optional” block should be used in these two (2) regions.**

The “right sidebar” blocks appear in the right side bar on your homepage. If you need to update the information in your right sidebar, find the correct “right sidebar” block, edit it, view your homepage and if you are satisfied with your changes, publish your homepage for those changes to be live.

The “slides” block appears on the rotating slide show on your homepage. When you need to make changes, edit the “slides” block and save it, view your homepage and if you are satisfied with your changes, publish your homepage for those changes to be live.

The “staff listing” block is designed specifically for inputting the directory of staff / faculty / students. It offers a consistent and structured way of displaying directory elements.



NOTE: The “staff listing” block will ONLY work with the “Staff Listing Page” and is a two step process. See the "Creating a new Staff Listing page" document for instructions on how to create a new staffing listing page and associated block.