University of Kentucky
College of Agriculture,
Food and Environment
Cooperative Extension Service

County Websites Drupal 9:

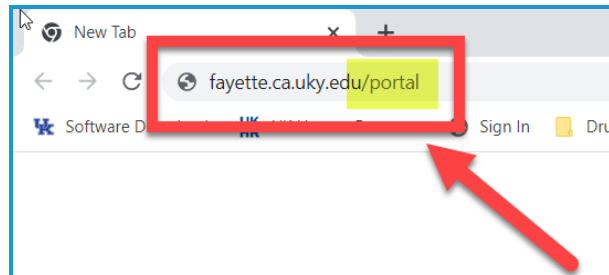# Getting Started, Loading Files, and Landing Pages

Any questions or training request:
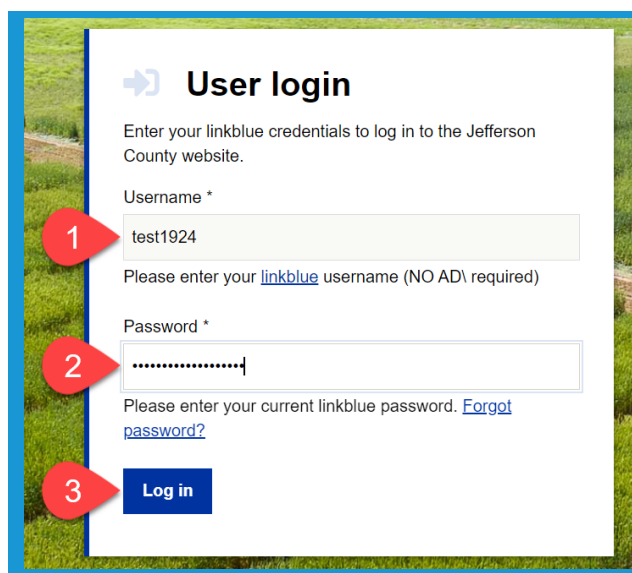**chad.jennings@uky.edu**

Table of Contents

Section 1a: Logging In

1. Go to your county's webpage. At the end of the address, type "**/portal**".
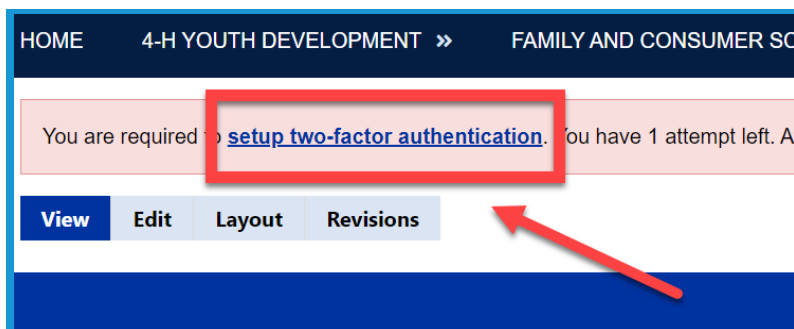

2. On the User Login screen enter your **LinkBlue ID (1)**. Do not type "**@uky.edu**". Then enter your **LinkBlue password (2)**. Finally, click the **Log In button (3)**.
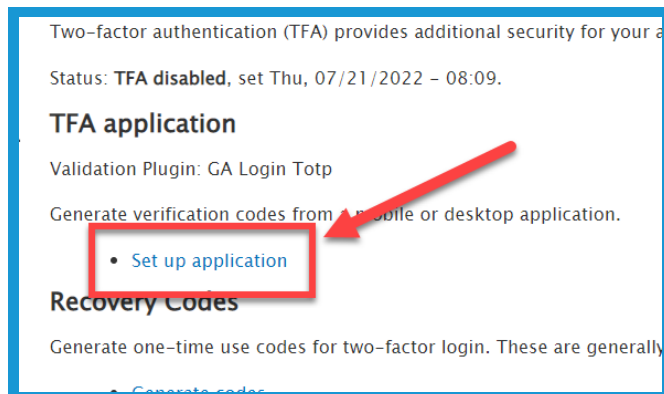

Section 1b: Setting Up 2 Factor Authentication

1. After logging in, click the **setup two-factor authentication** link at the top of the screen.
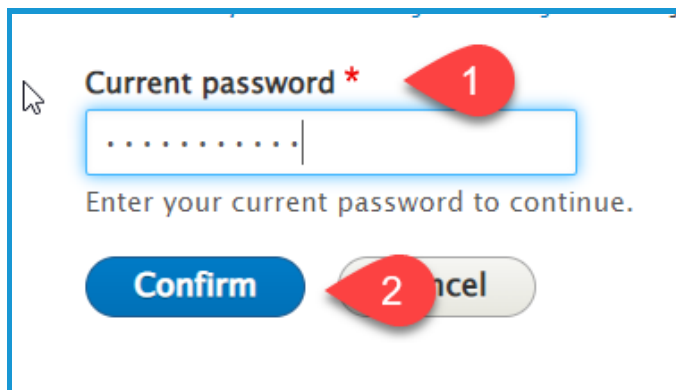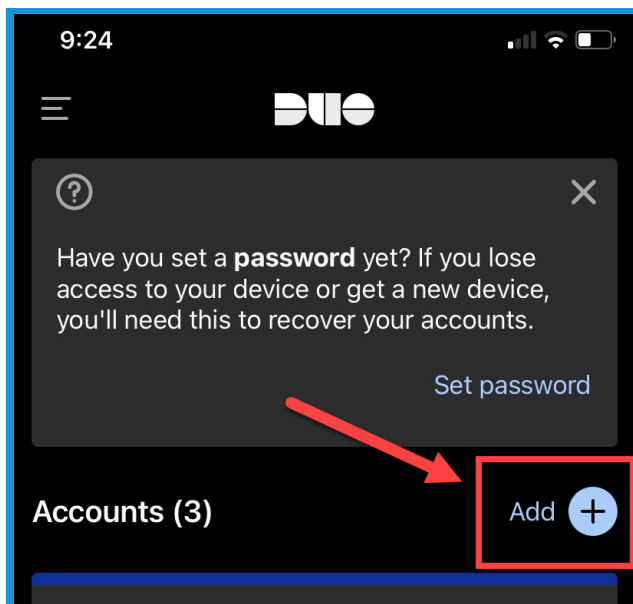
Section 1b: Setting Up 2 Factor Authentication

2. Select **Set up application** under TFA application on the next screen.

Two-factor authentication (TFA) provides additional security for your a

Status: **TFA disabled,** set Thu, 07/21/2022 – 08:09.

TFA application

Validation Plugin: GA Login Totp

Generate verification codes from a mobile or desktop application.

- Set up application

Recovery Codes

Generate one-time use codes for two-factor login. These are generally

3. In the **Current Password** field **(1)**, enter your LinkBlue password. Then click the **Confirm button (2)**.

Current password *   1

•••••••••••|

Enter your current password to continue.

Confirm   2   ncel

4. Open the **Duo App** on your smart device, and tap the **Add** button.

9:24

DUO

? ✕

Have you set a **password** yet? If you lose access to your device or get a new device, you'll need this to recover your accounts.

Set password

Accounts (3)   Add ➕
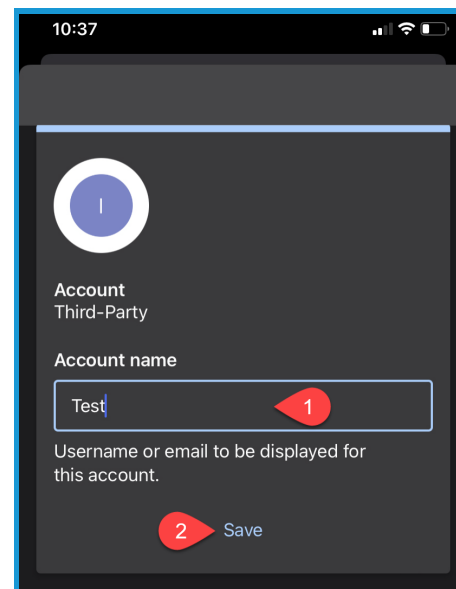
Section 1b: Setting Up 2 Factor Authentication

5. Tap **Use QR code** on the next screen of the app.
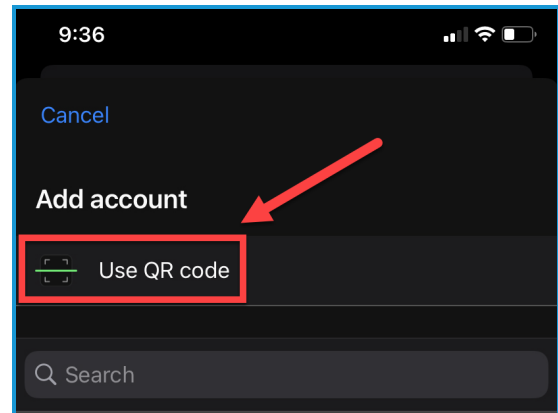
6. Place your phone in front of the QR code that is displayed on the webpage.

7. On your phone, follow the prompts until you get to the **Account Name screen**. Enter in a **name for the Website account (1)** and then tap **Save (2)**.
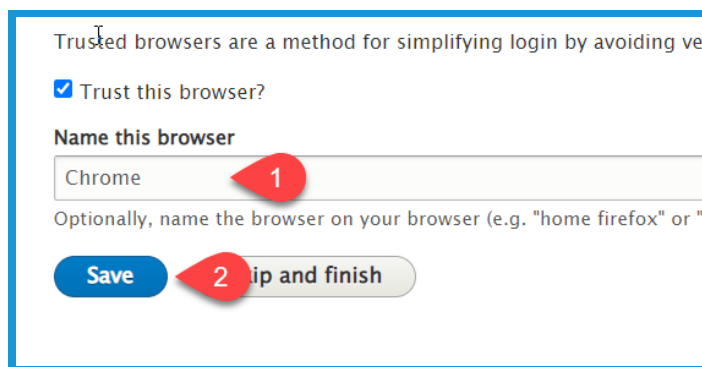
Section 1b: Setting Up 2 Factor Authentication

8. **In the App**, tap on the new Account listing. A six digit code will appear. **Back on the website**, enter that code in the **Application Verification field (1)**. Then click **Verify and save (2)**.
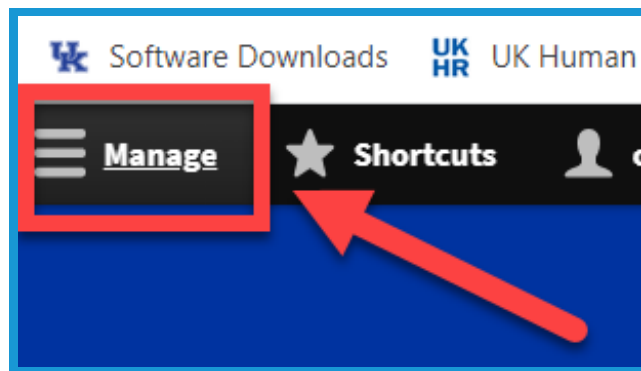
9. Verify the name of the browser **(1)**. Then click **Save (2)**.
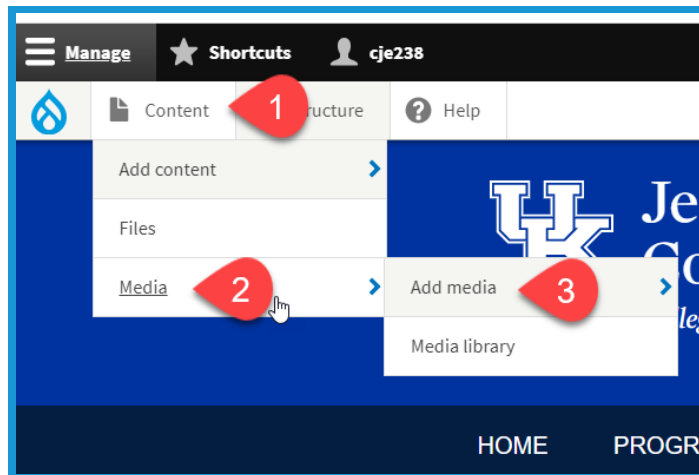
Section 2a: Loading Files
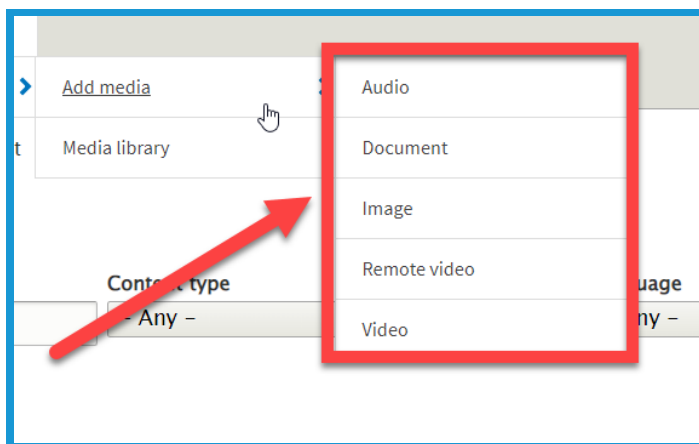
1. Click **Manage** in the upper left corner.

Section 2a: Loading Files

2. Place your mouse over **Content (1)** in the upper left. Then place your mouse over **Media (2)**. Again, place your mouse over **Add Media (3)**.
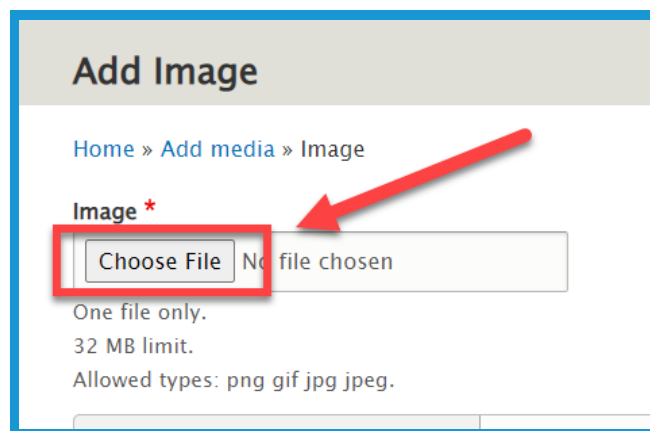
3. In the new menu select the type of media format you are uploading.

Section 2b: Loading an image

1. After selecting **Image** in **Step 3 of Section 2a**, click **Choose File**. Locate the file, and double click on it to begin importing.

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Section 2b: Loading an Image

2. In the **Alternative Text** field type out a brief description of the image being loaded. **Please note that this is a required field.**
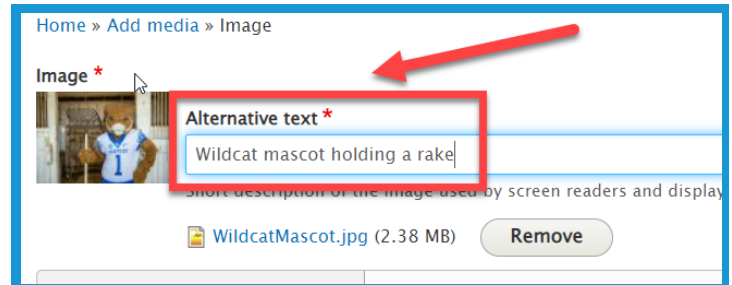
3. Click the **URL alias tab (1)** if you would like to create the path to the file. Type the path in the **URL alias field (2)**. Make sure to begin each path with a **forward slash (/)**. Also, if you want to separate words put a **dash (-)** between each word. **This is not a required field**. If nothing is entered, Drupal will create the address for you.

.
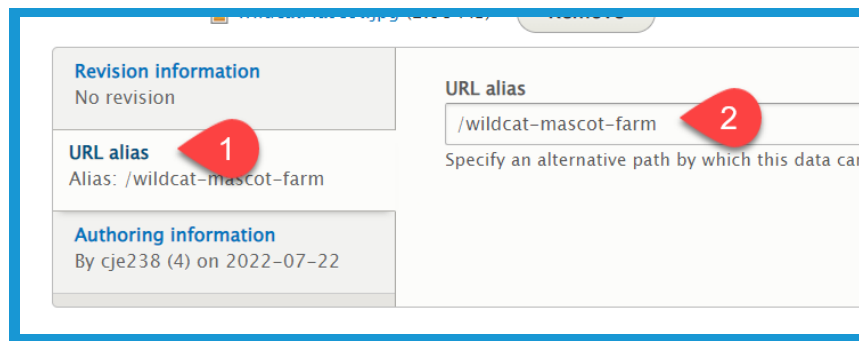
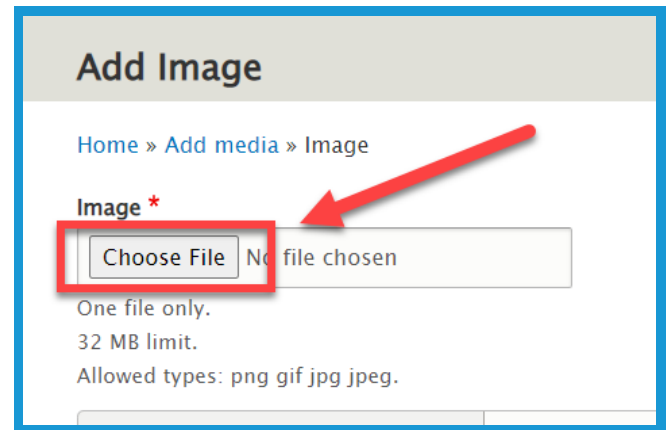4.You can uncheck **Published (1)** if you want to keep the file from being seen right away. When ready, click **Save (2)** to load the file to the library.
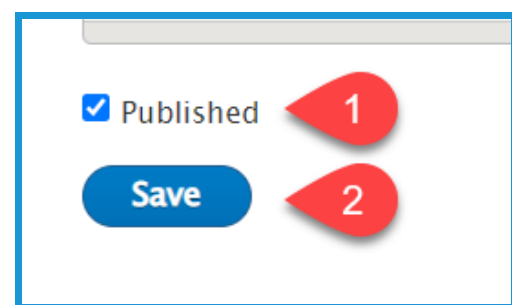
Section 2c: Loading a video link

1. After selecting **Remote Video** in **Step 3 of Section 2a**, paste the YouTube or Vimeo link in the **Video URL field**.

Add Remote video

Home » Add media » Remote video

Video URL *

https://www.youtube.com/watch?v=d2hEntZLW3w

You can link to media from the following services: YouTube, Vimeo

Revision information
No revision

Revision log message

2. Click the **URL alias tab (1)** if you would like to create the path to the file. Type the path in the **URL alias field (2)**. Make sure to begin each path with a **forward slash (/)**. Also, if you want to separate words put a **dash (-)** between each word. **This is not a required field**. If nothing is entered, Drupal will create the address for you.

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You can link to media from the following services: YouTube, Vimeo

Revision information
No revision

URL alias
Alias: /hydroponic-lettuce

2 →

URL alias

/hydroponic-lettuce

Specify an alternative path by which this data

Authoring information
By cje238 (4) on 2022-07-26

3. You can uncheck **Published (1)** if you want to keep the file from being seen right away. When ready, click **Save (2)** to load the file to the library.
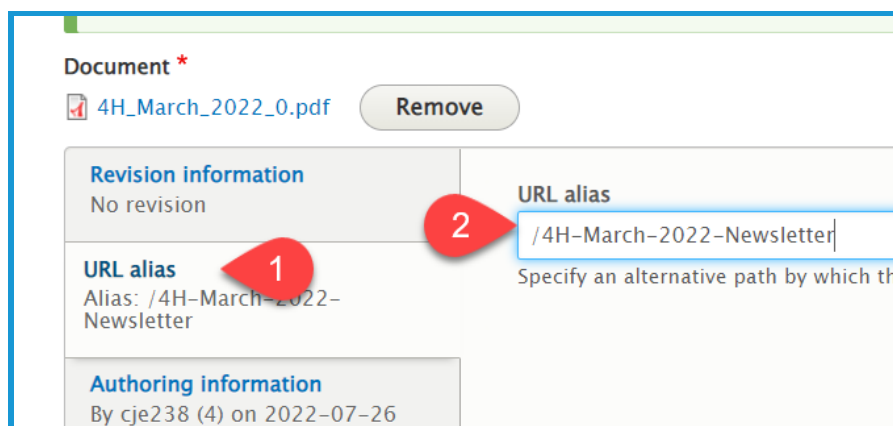
☑ Published 1

Save 2

# Section 2d: Loading Documents/PDF

1. After selecting **Document** in **Step 3 of Section 2a**, click **Choose File**. Locate the file, and double click on it to begin importing.

2. Click the **URL alias tab (1)** if you would like to create the path to the file. Type the path in the **URL alias field (2)**. Make sure to begin each path with a **forward slash (/)**. Also, if you want to separate words put a **dash (-)** between each word. **This is not a required field**. If nothing is entered, Drupal will create the address for you.

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3. You can uncheck **Published (1)** if you want to keep the file from being seen right away. When ready, click **Save (2)** to load the file to the library.
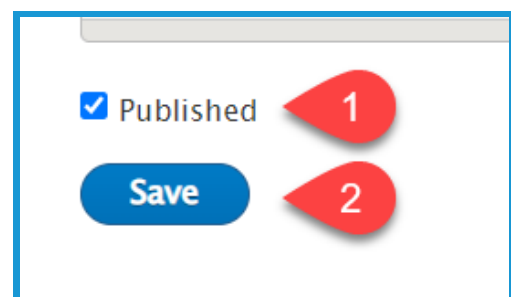
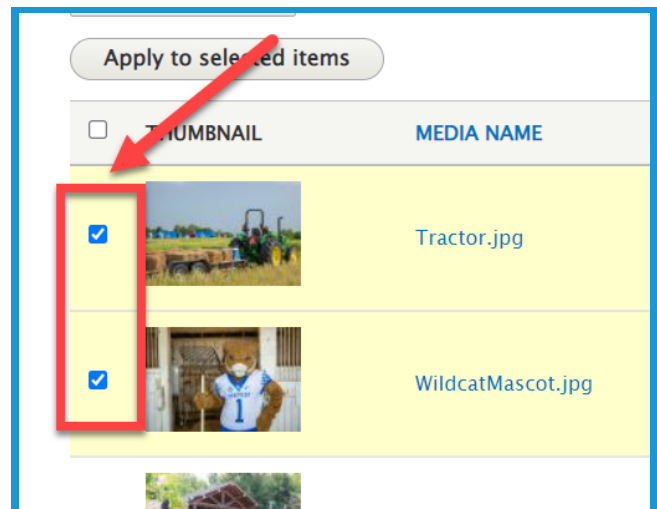# Section 2e: Deleting Files

1. Click **Manage** in the upper left corner.
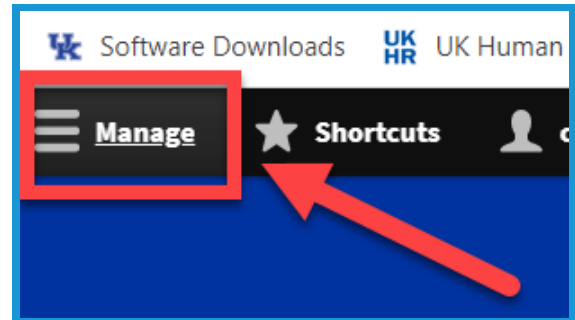
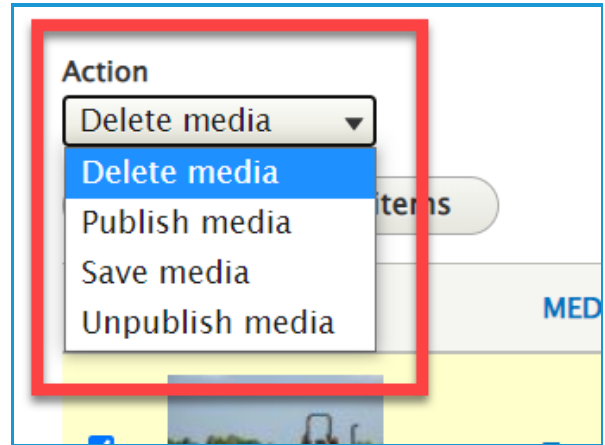2. Place your mouse over **Content (1)** in the upper left corner. Then click **Media (2)**.
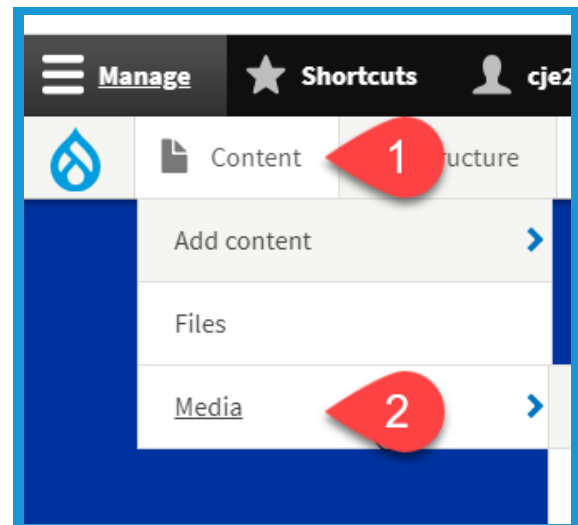
3. Click the boxes to the left of the file(s) in the media library you are wanting to remove.
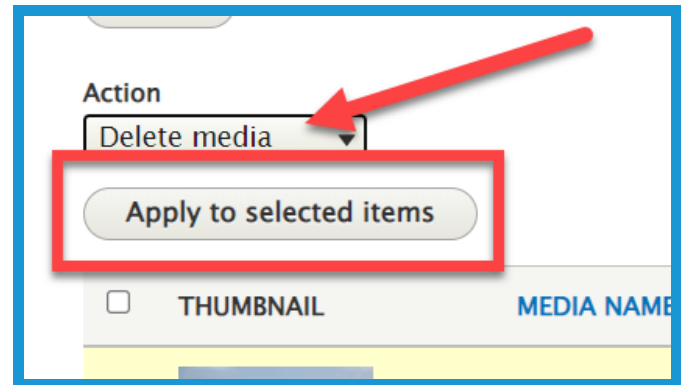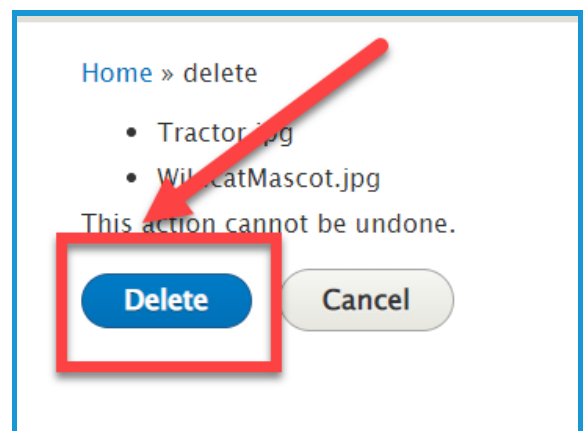
Section 2e: Deleting Files

4. Click the **Action** dropdown menu in the upper left and select **Delete Media**.

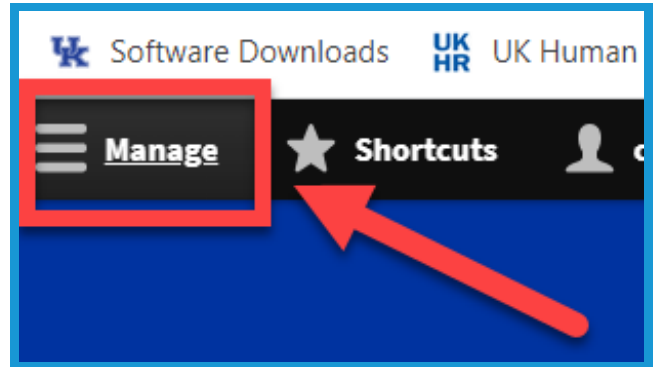5. Click the **Apply to selected items** button directly under the Action dropdown menu.

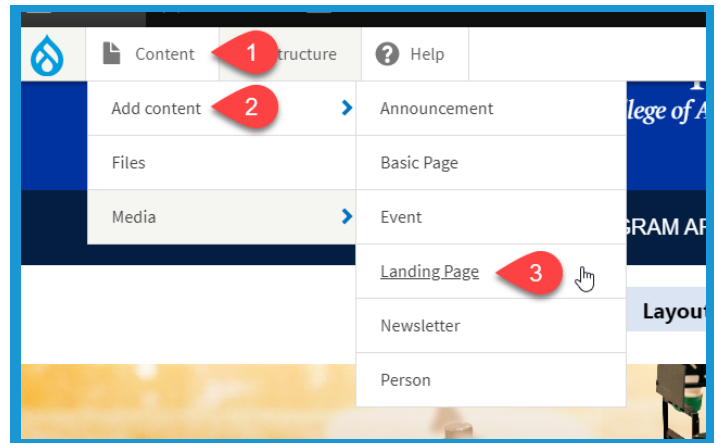6. Click the **Delete** button in the new window to confirm the removal of the files.
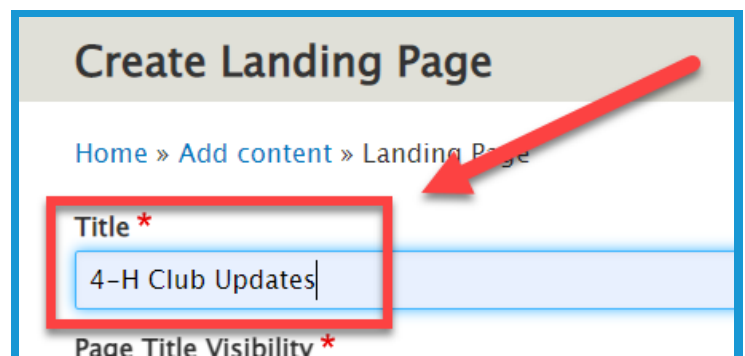
Section 3a: Landing Pages - Getting Started

1. Click **Manage** in the upper left corner.

2. Place your mouse over **Content (1)** in the upper left. Then place your mouse over **Add Content (2)**. Click **Landing Page (3)** in the new menu.
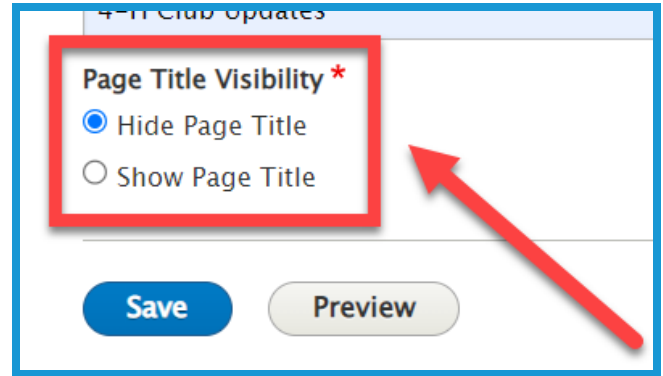

3. Give your page a title in the **Title field**. This is a required field.
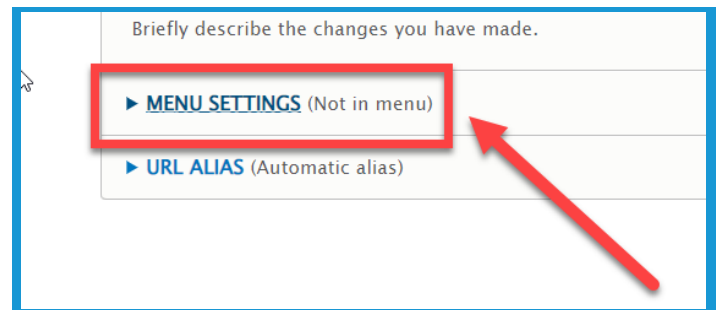
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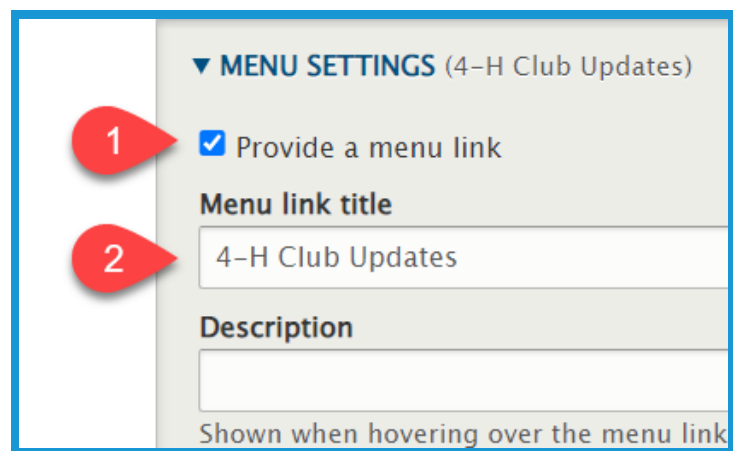## Section 3a: Landing Pages - Getting Started

4. Under **Page Title Visibility** determine if you want the title to be seen or hidden. The title is hidden by default.

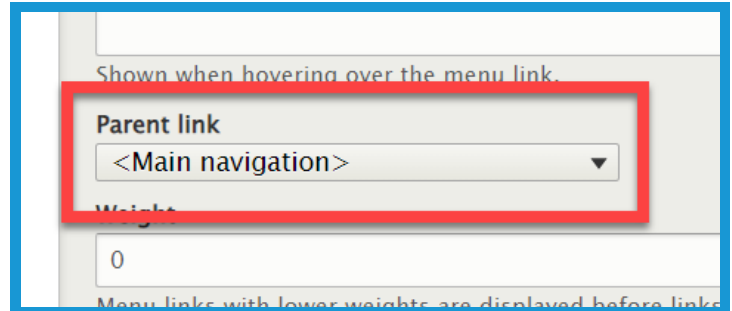5. Click the **Menu Settings** dropdown on the right side of the screen.

6. Click the checkbox next to **Provide a menu link (1)**. The **Menu link title (2)** will autopopulate the title of the page, but this can be edited if needed.

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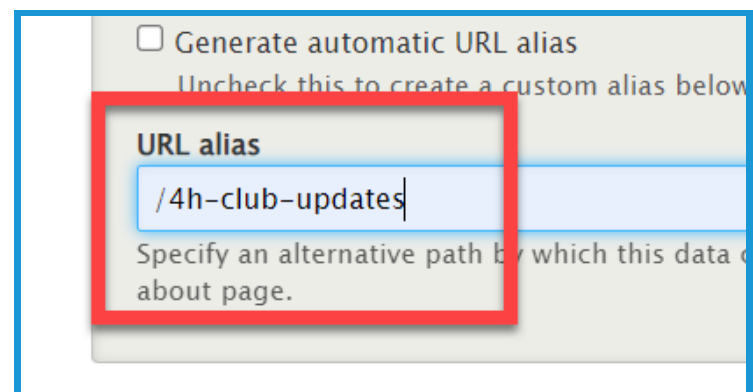## Section 3a: Landing Pages - Getting Started

7. Select **the Parent link dropdown menu** to choose the location for the page to be posted. By default, the page will be accessed in the main menu at the top of the screen.

Shown when hovering over the menu link.

Parent link
<Main navigation> ▼

Weight

0

Menu links with lower weights are displayed before links

8. Click the **URL Alias dropdown (1)**. Then uncheck **Generate automatic URL alias (2)**. This and Step 9 are not required. Drupal automatically generates a link, but this will allow your link to be easily communicated.

1 ▸ ▼ URL ALIAS (Automatic alias)

2 ▸ ☑ Generate automatic URL alias
Uncheck this to create a custom alias below.
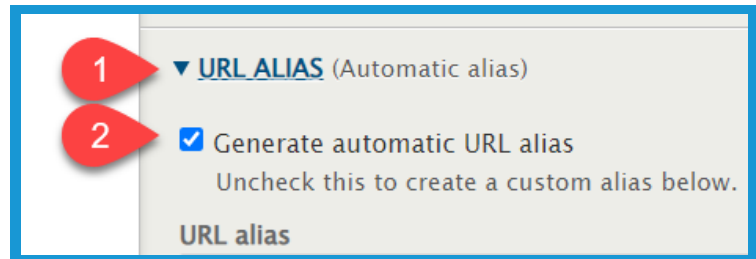
URL alias

9. Type the path in the **URL alias field**. Make sure to begin each path with a **forward slash (/)**. Also, if you want to separate words put a **dash (-)** between each word.

.

☐ Generate automatic URL alias
Uncheck this to create a custom alias below

URL alias

/4h-club-updates

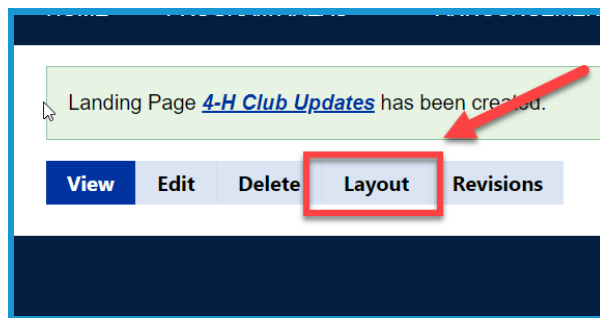Specify an alternative path by which this data
about page.

10. Select **Save (1)** on the left side of the screen to begin editing. You can click **Preview (2)** to make sure your settings are configured correctly.
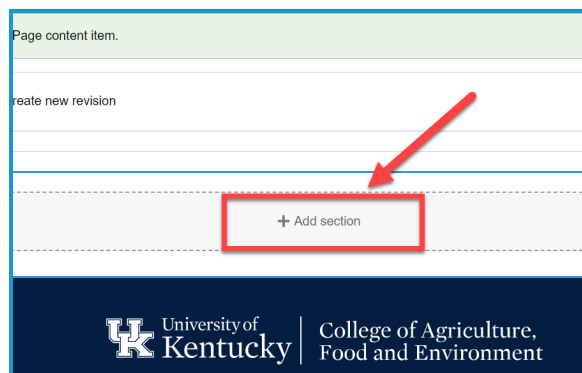
Show Page Title

1 ▸ Save   Preview ◂ 2
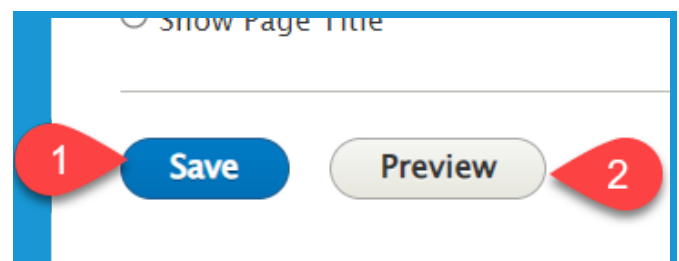
Section 3a: Landing Pages - Getting Started

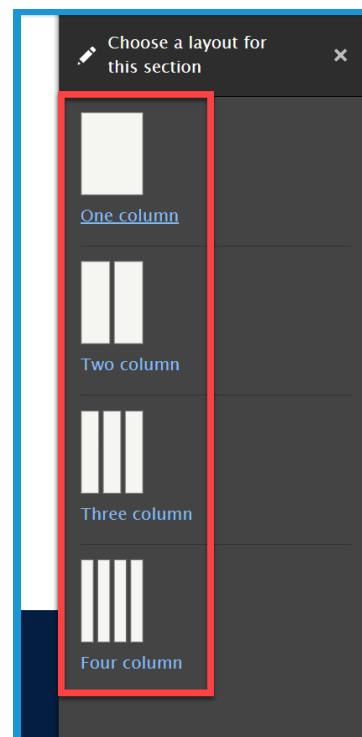11. Click the **Layout Tab** in the upper left after creating the page.

Section 3b: Landing Pages - Adding Sections & Columns

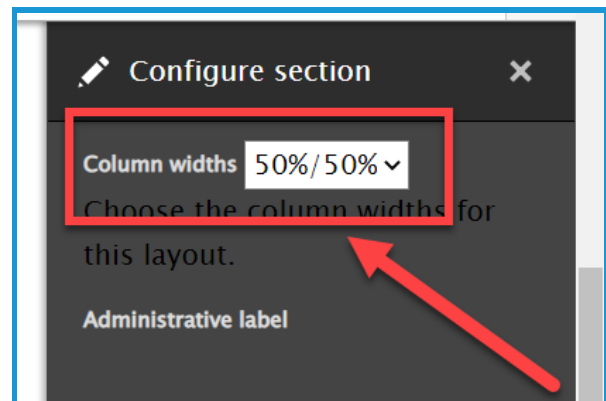1. Click the **Add Section** bar in the middle of the screen.

2. On the right side of the screen, choose how many columns you want to add. You add up to 4 column per section. Please note that the amount of columns selected impact the type of content (blocks) you can add.
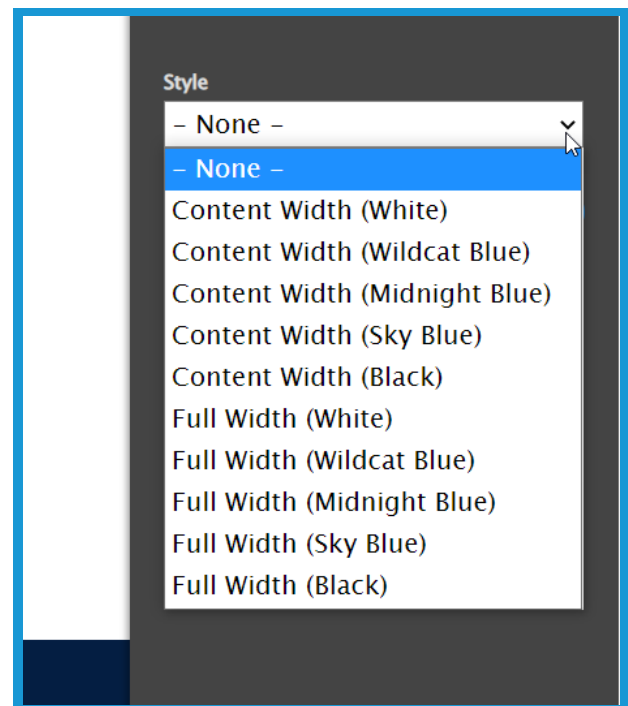

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Section 3b: Landing Pages - Adding Sections & Columns

3. Click the **Column widths dropdown** on the right side of the screen to change the size of the added columns. By default, the columns are evenly split.

4. Click the **Style dropdown** on the right side to change the type of width and color of the sections.

    a. **Content Width** is used for sections in the middle of the pages.

    b. **Full Width** are normally used for headers and footers.

5. Click the **Add section** button on the right side of the screen.

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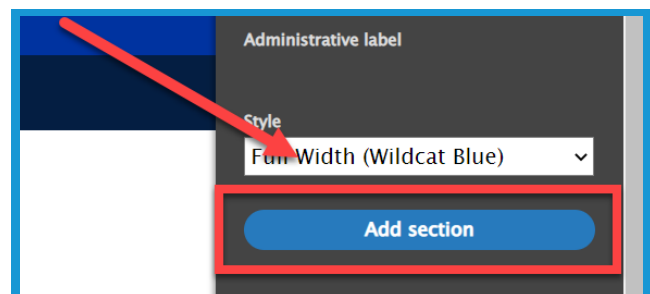
Section 3c: Landing Pages - Adding Blocks

1. Click the **Add Block** button in the middle of the screen.
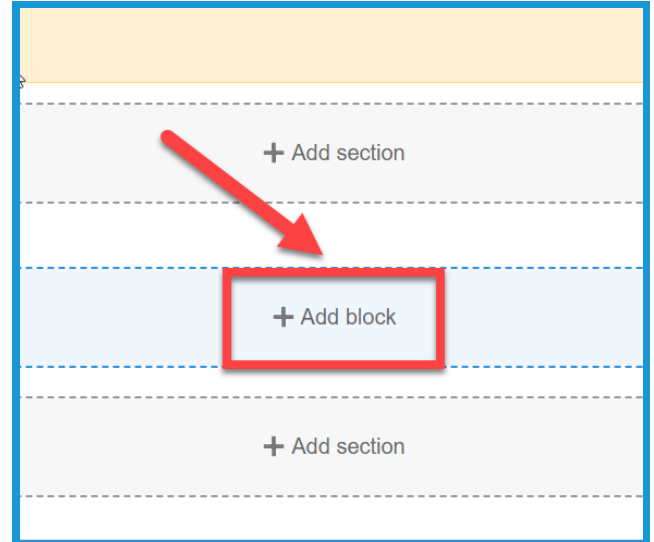
2. On the left side of the screen you can choose to add a **Custom block (1)**, or one of the pre-built **View Blocks (2)**.
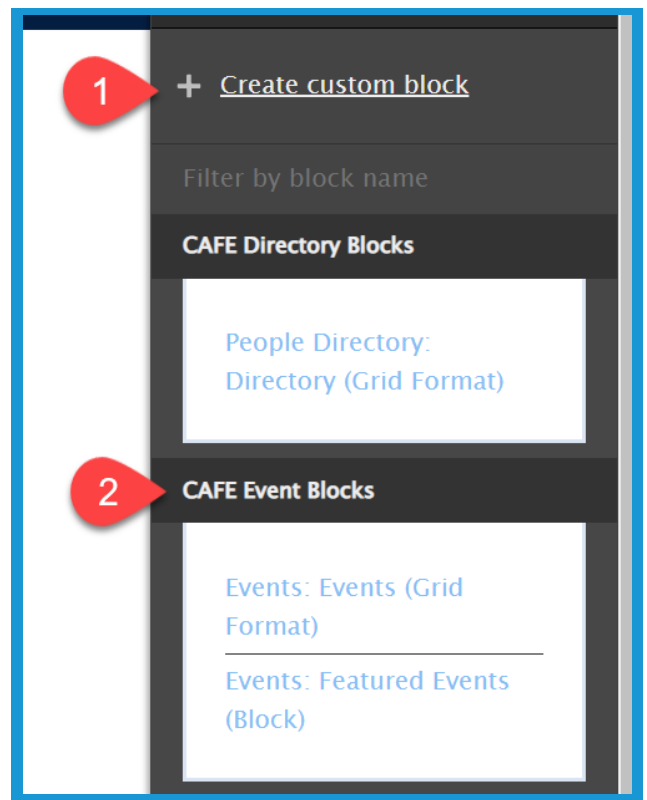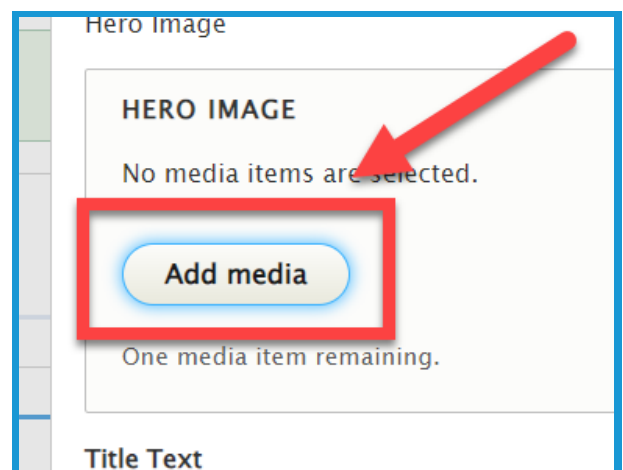
Section 4a: Custom Blocks - Hero Image

1. Click **Create custom block** on the right side of the screen after adding a new block to the landing page. **(See Section 4c)**
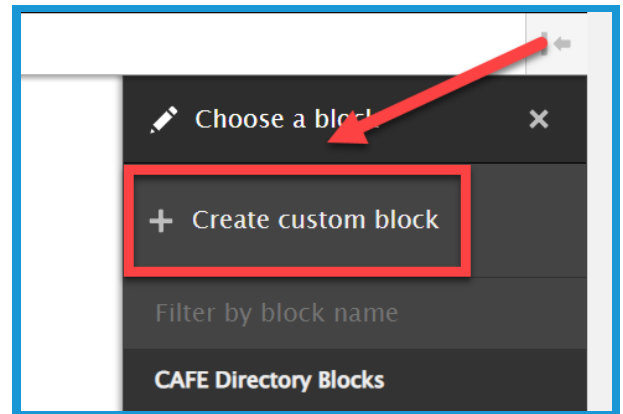
2. Select **Hero Image** in the new menu that appears on the right side of the screen.
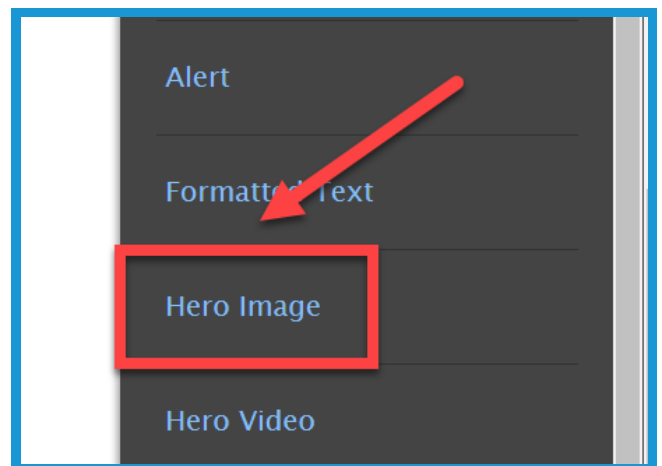
3. Select the **Add Media button** at the top of the new window.

Section 4a: Custom Blocks - Hero Image

4. Click the **Choose File button (1)** to import a file from your computer or select a pre-loaded file from your **File Library (2)**. **If choosing from the File Library, skip to step 7.**
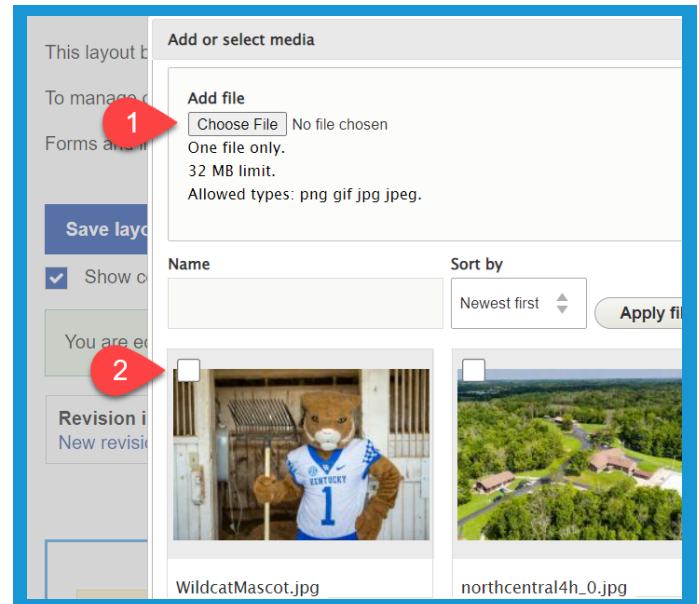
5. If **Choose File** is selected enter the **Alternative Text** in the provided field. **This is a required field.**


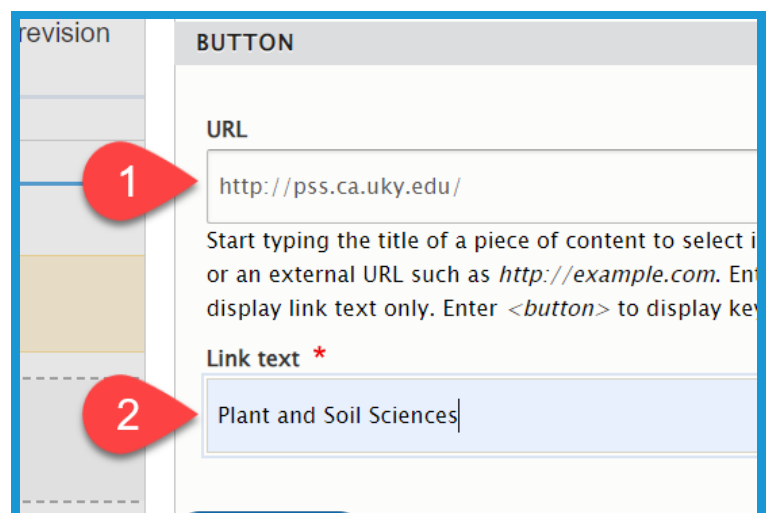6. Select **Save** in the lower right corner.

County Websites

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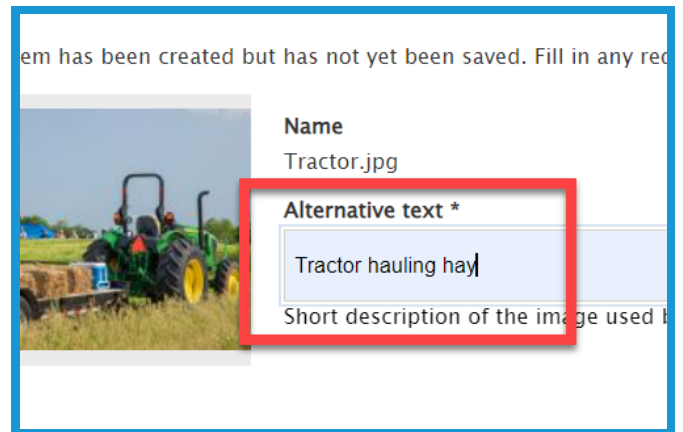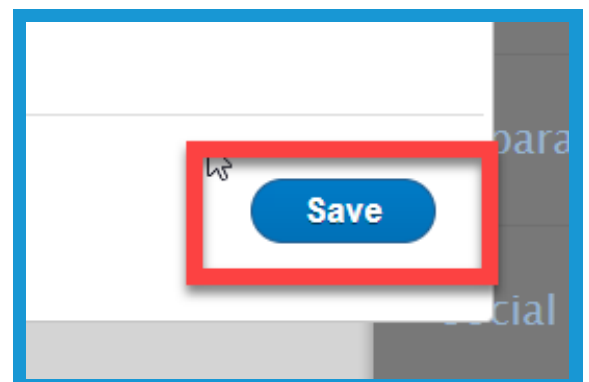
Section 4a: Custom Blocks - Hero Image

7. Click the **Insert selected button** in the lower right after the needed file is chosen.
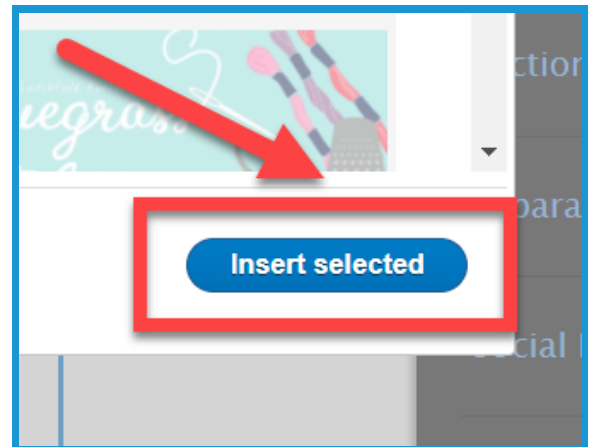
8. Use the Title **Text field (1)** to add a title to appear over the hero image. You can also provide **Descriptive Text (2)** if you want to give context for the user.
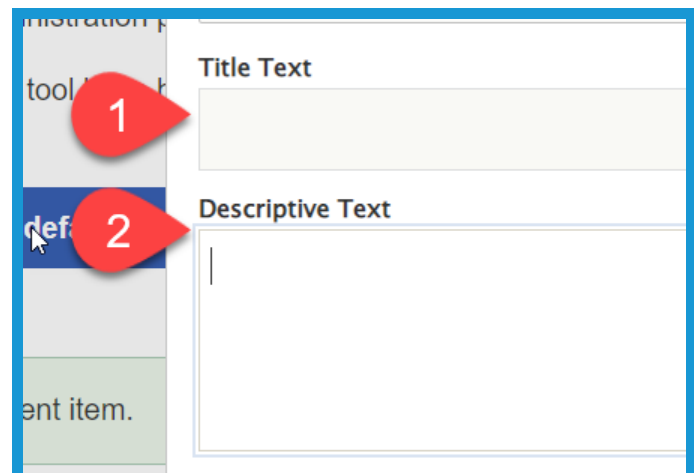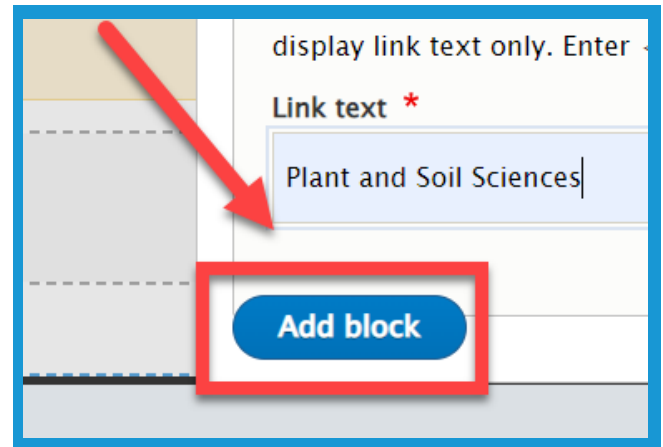

9. Place a web address in the **URL field (1)** if you want the user to go to a specific location by clicking on the image. Enter the text to be displayed for the user to click in the **Link text field (2)**.

Section 4a: Custom Blocks - Hero Image

10. Select the **Add block button** in the lower left corner.

11. To modify the block, place your mouse over the block and click the **pencil icon (1)** in the **upper right**. Select **Configure (2)** to make changes. Click **Move (3)** to change the location of the block. Select **Remove Block (4)** to delete the block from the page.
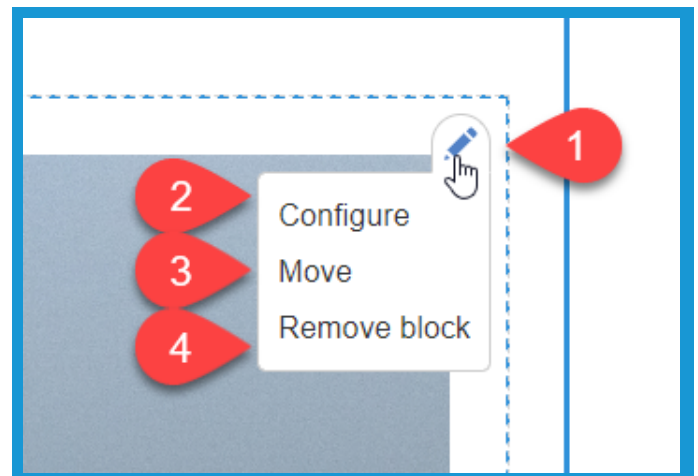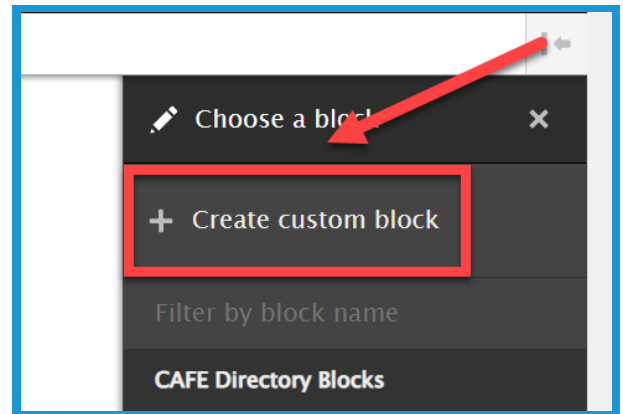
12. Select **Save layout (1)** in the upper left corner of the page to confirm the changes. To remove the changes select **Discard Changes (2)**.

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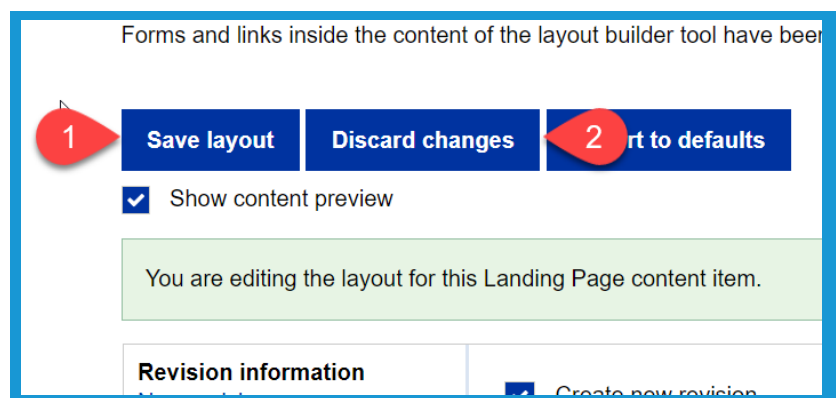
Section 4b: Custom Blocks - Formatted Text

1. Click **Create custom block** on
the right side of the screen after
adding a new block to the landing
page. **(See Section 4c)**

2. Select **Formatted Text** in
the new menu that appears on
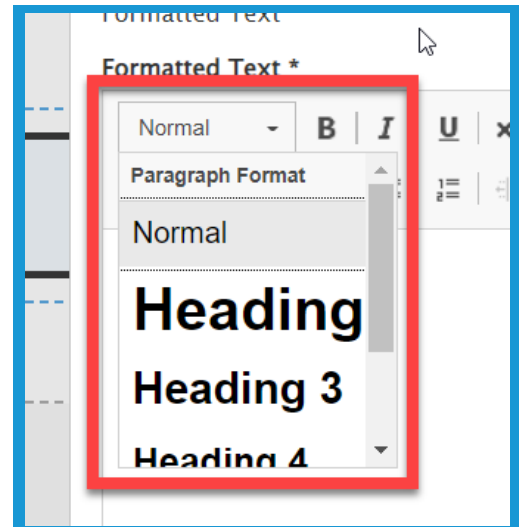the right side of the screen.
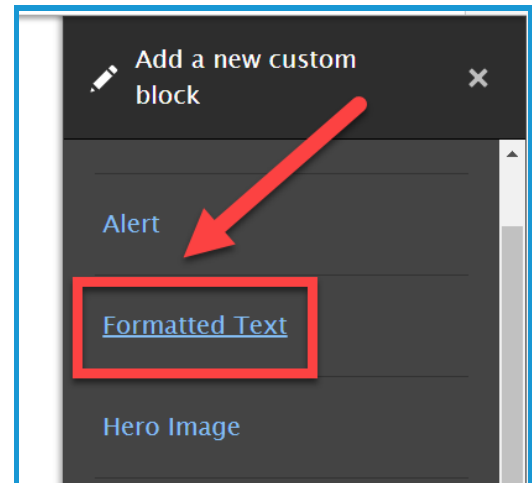
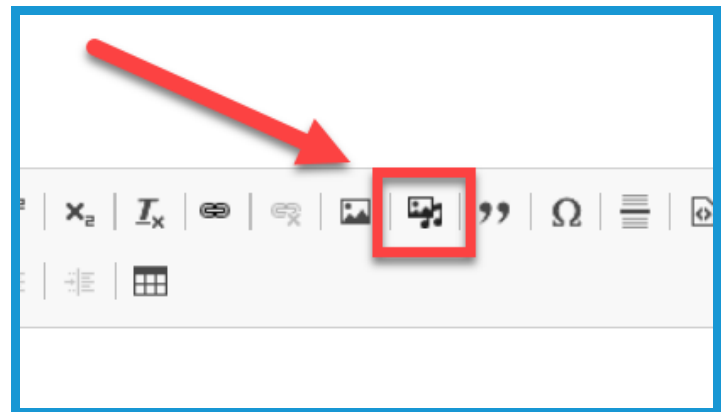3. Click in the **provided textbox** to begin typing the text needed.
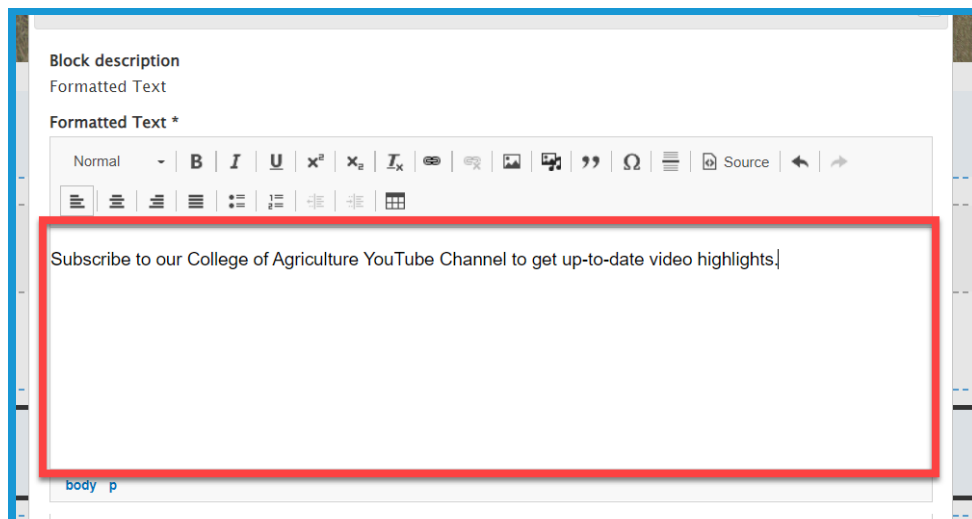
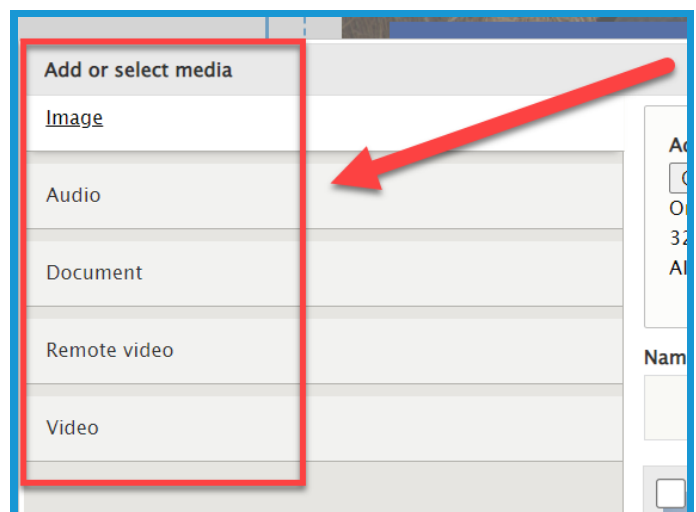## Section 4b: Custom Blocks - Formatted Text

4. Click the **Paragraph format** dropdown menu in the toolbar to choose a heading option.

5. Click **Media Library button** in the toolbar to load an image, video, or document.

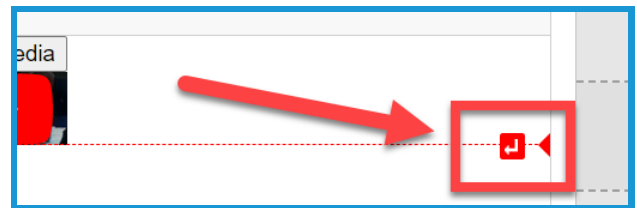6. On the left side of the screen, choose the type of media you wish to import.
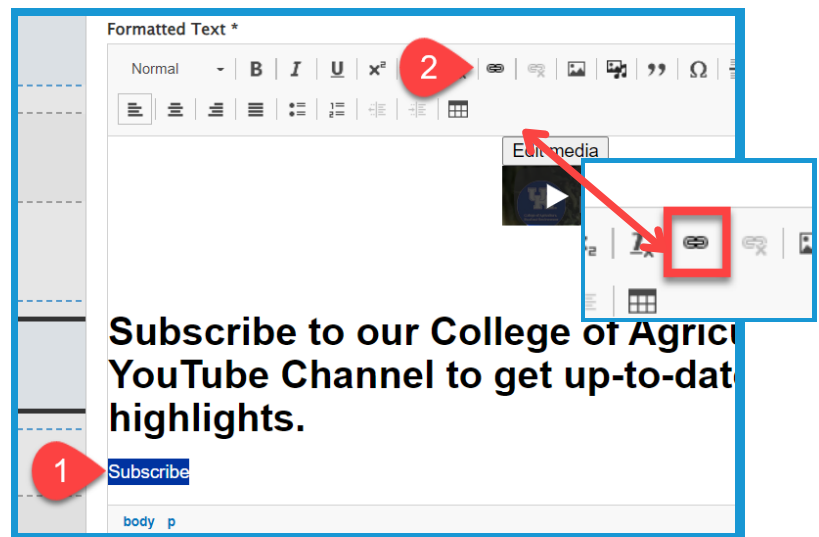
Section 4b: Custom Blocks - Formatted Text

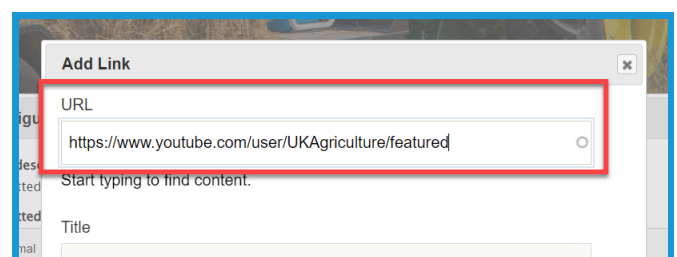7. Click **Insert Selected** when the media is imported.
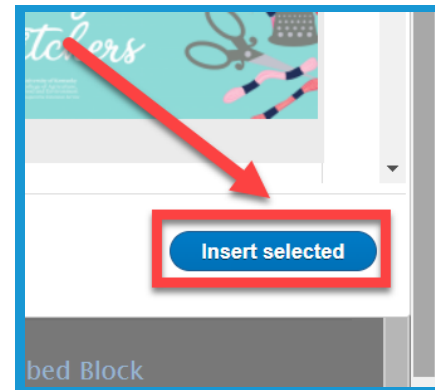
8. Place your mouse in the body of the text. Click the red arrow on the right side of the screen to add more info to the body.

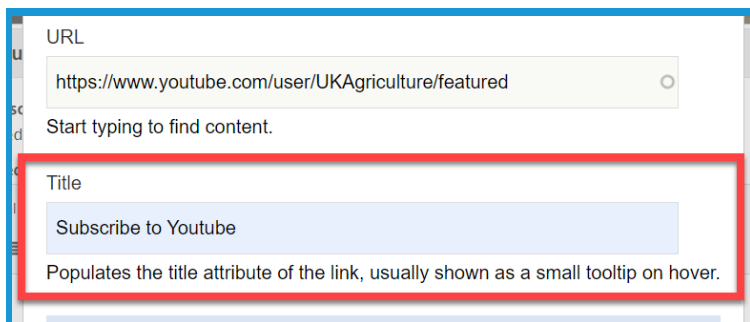9. To add a hyperlink, **highlight the text (1)**. Then click the link to **content button (2)**.

Subscribe to our College of Agric
YouTube Channel to get up-to-dat
highlights.

Subscribe

body p

10. Paste the web address in the **URL field**. This field also works as a search engine for content or files loaded to the website.

Add Link

URL

https://www.youtube.com/user/UKAgriculture/featured
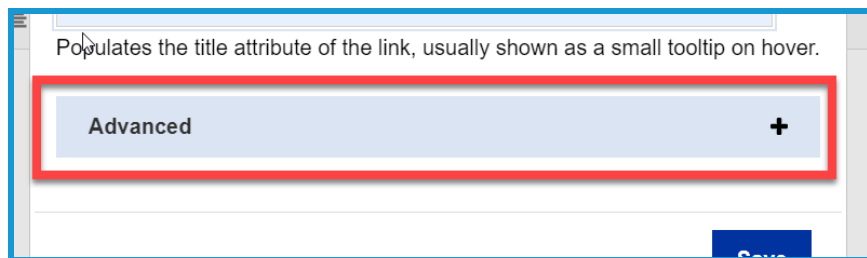
Start typing to find content.
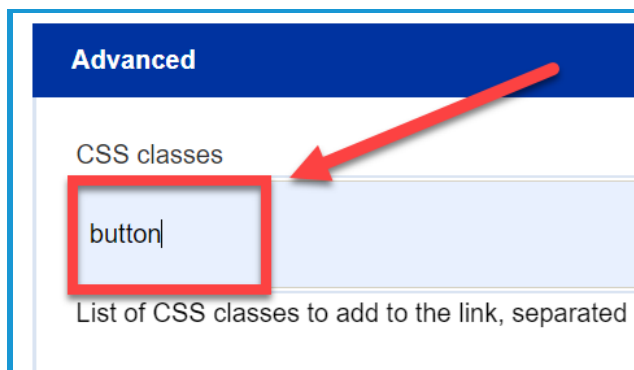
Title

Section 4b: Custom Blocks - Formatted Text

11. Enter text into the **Title field** to provide info to the user when they place their mouse over the hyperlink.
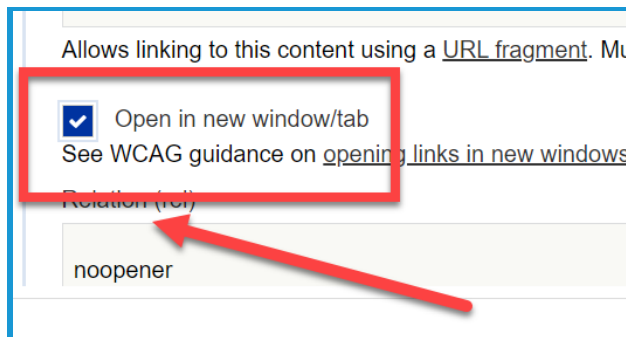

12. Click the **Advanced button** to display additional options for the hyperlink.

13. Type **"button"** in the **CSS classes field** to turn the highlighted text into a clickable button.
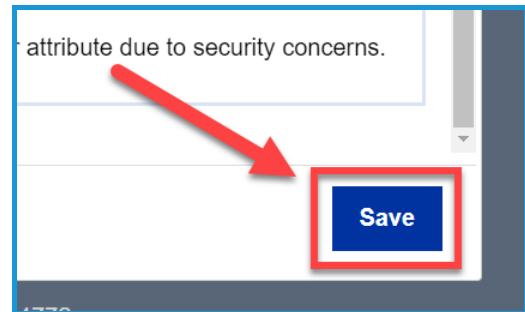

14. Check the box next to **Open in new window** to have the link open in a new tab on the user's internet browser.
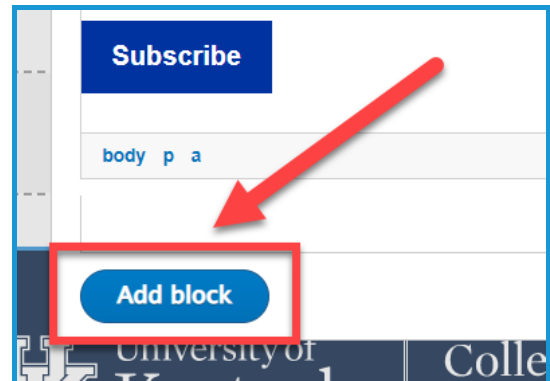

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## Section 4b: Custom Blocks - Formatted Text

15. Click **Save** in the lower right corner.

16. Click **Add block** in the lower left corner to place the block on the landing page.

17. To modify the block, place your mouse over the item and click the **pencil icon (1)** in the **upper right**. Select **Configure (2)** to make changes. Click **Move (3)** to move the location. Select **Remove Block (4)** to delete the block .
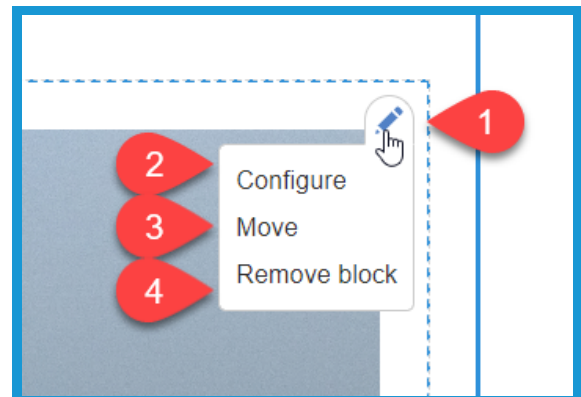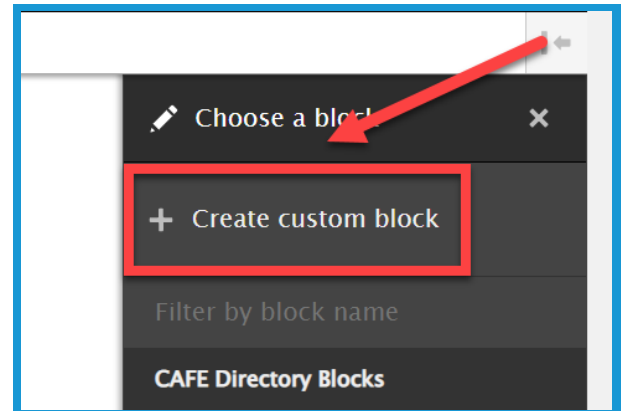
18. Select **Save layout (1)** in the upper left corner of the page to confirm the changes. To remove the changes select **Discard Changes (2)**.
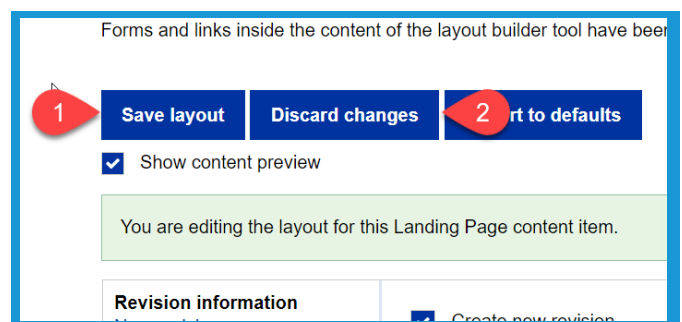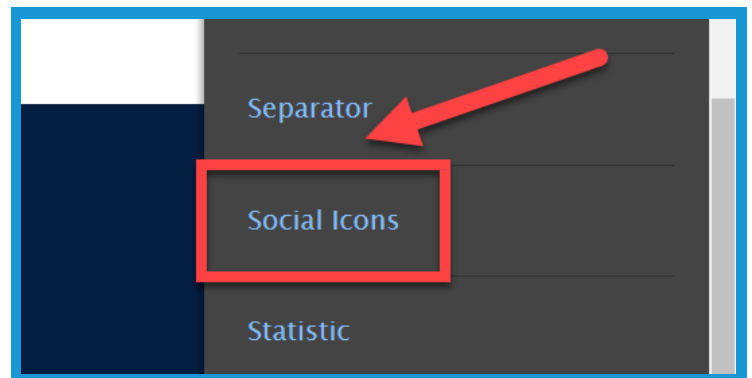
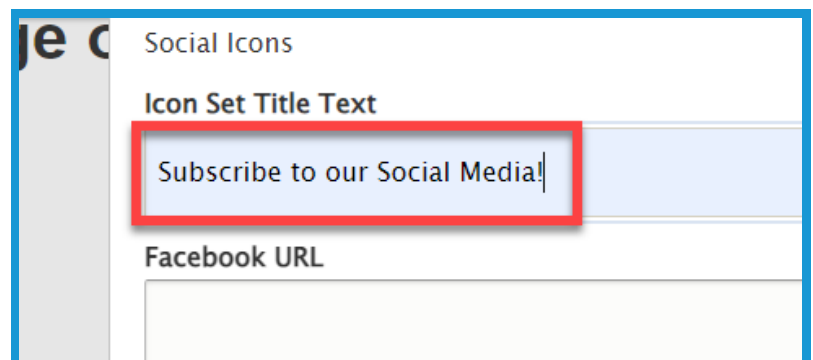## Section 4c: Custom Blocks - Social Media Icons

1. Click **Create custom block** on the right side of the screen after adding a new block to the landing page. **(See Section 4c)**

2. Select **Social Icons** in the new menu that appears on the right side of the screen.

3. In the **Icon Set Title Text field** type out the text you want to appear above the Social Media buttons.

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Cooperative Extension Service

Section 4c: Custom Blocks - Social Media Icons

4. Paste the links to the needed Social Media in the appropriate fields.

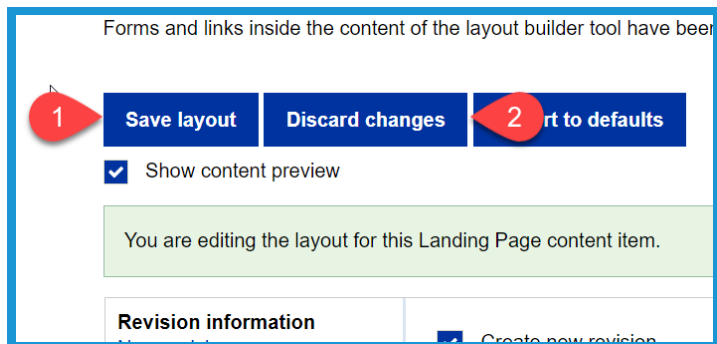5. Click **Add block** in the lower left corner.

6. To modify the block, place your mouse over the block and click the **pencil icon (1)** in the **upper right**. Select **Configure (2)** to make changes. Click **Move (3)** to change the location of the block. Select **Remove Block (4)** to delete the item.

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Cooperative Extension Service

Section 4c: Custom Blocks - Social Media Icons

7. Select **Save layout (1)** in the upper left corner of the page to confirm the changes. To remove the changes select **Discard Changes (2)**.
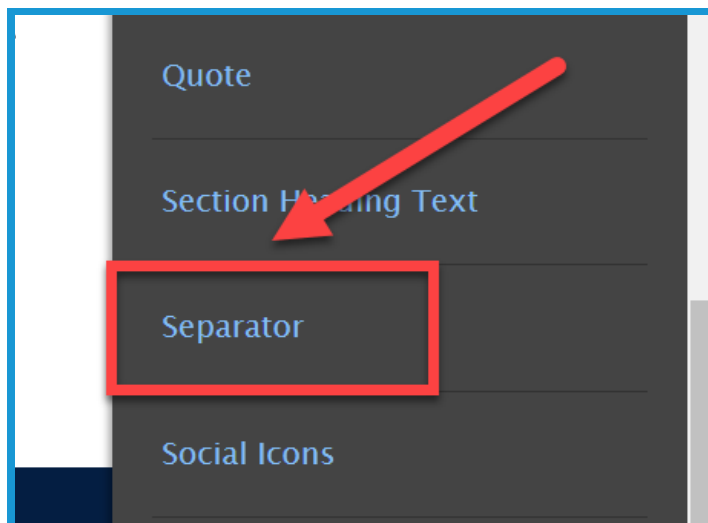

Section 4d: Custom Blocks - Separator

1. Click **Create custom block** on the right side of the screen after adding a new block to the landing page. **(See Section 4c)**
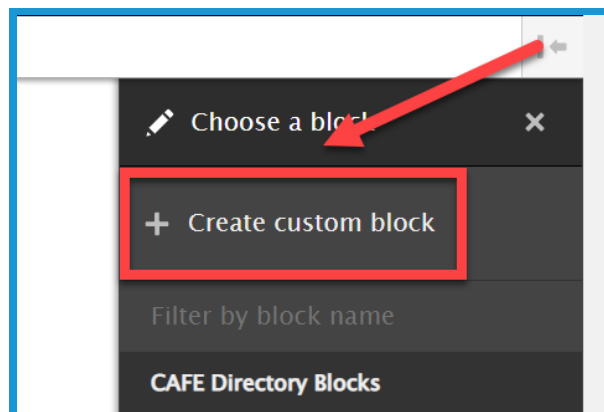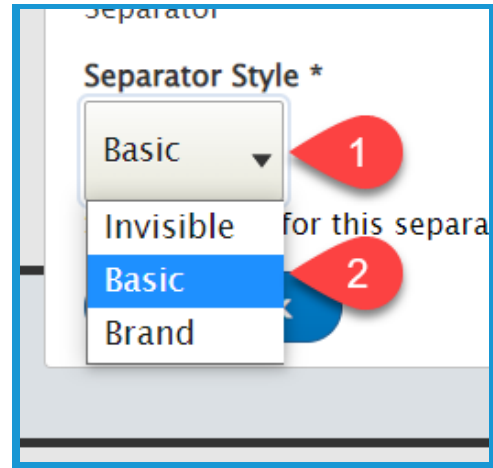

2. Select **Separator** in the new menu that appears on the right side of the screen.
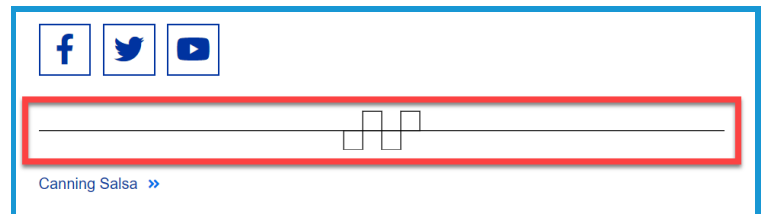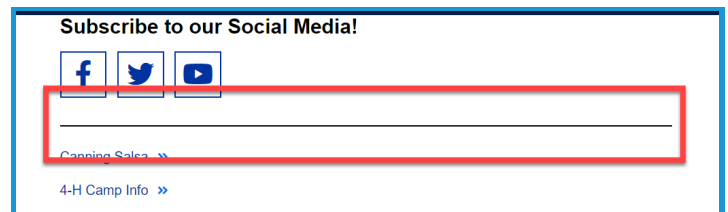
Section 4d: Custom Blocks - Separator

3. Click the **Separator Style (1)** dropdown menu in the menu to chose of **three types of separators (2)**.
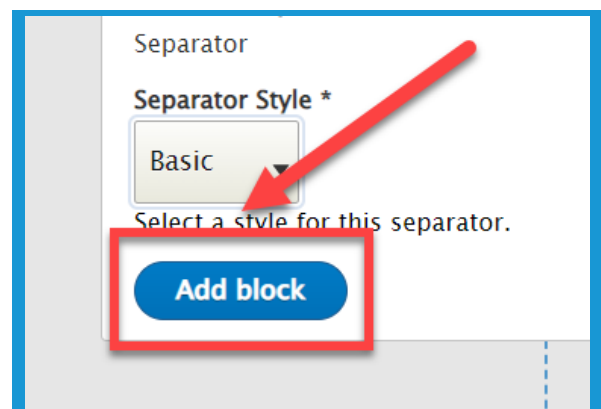
4a. **Invisible** will place an empty space between two blocks.

4b. **Basic** will place a line between two blocks.

4c. **Brand** will place a UK designed line between two blocks.

5. Click **Add block** in the lower left corner of the window.

Section 4d: Custom Blocks - Separator

6. To modify the block, place your mouse over the block and click the **pencil icon (1)** in the **upper right**. Select **Configure (2)** to make changes. Click **Move (3)** to change the location of the block. Select **Remove Block (4)** to delete the item.
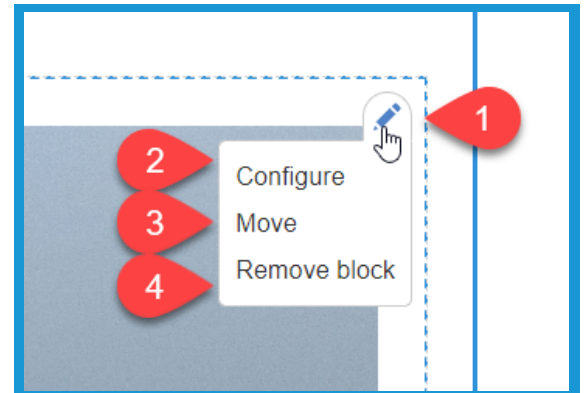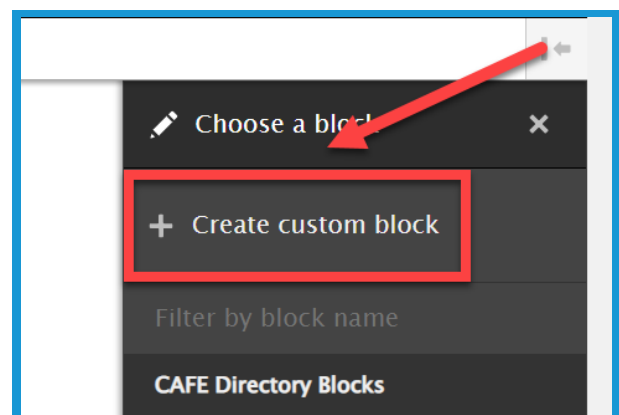

7. Select **Save layout (1)** in the upper left corner of the page to confirm the changes. To remove the changes select **Discard Changes (2)**.
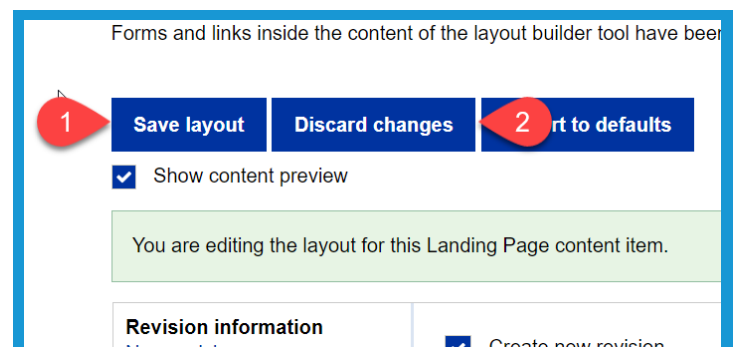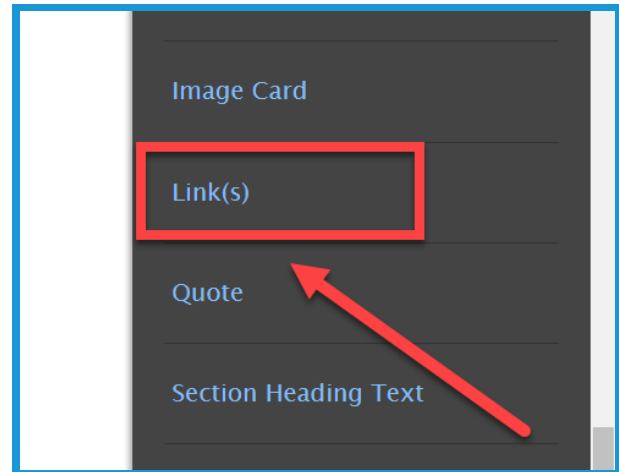

Section 4e: Custom Blocks - Links (Quick Links)

1. Click **Create custom block** on the right side of the screen after adding a new block to the landing page. **(See Section 4c)**
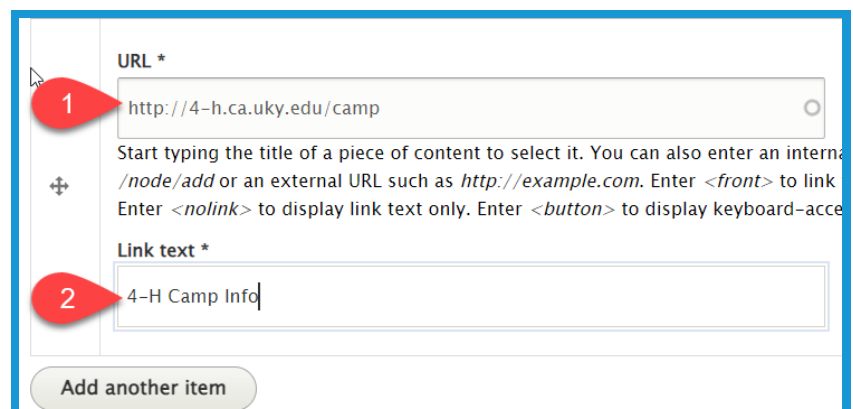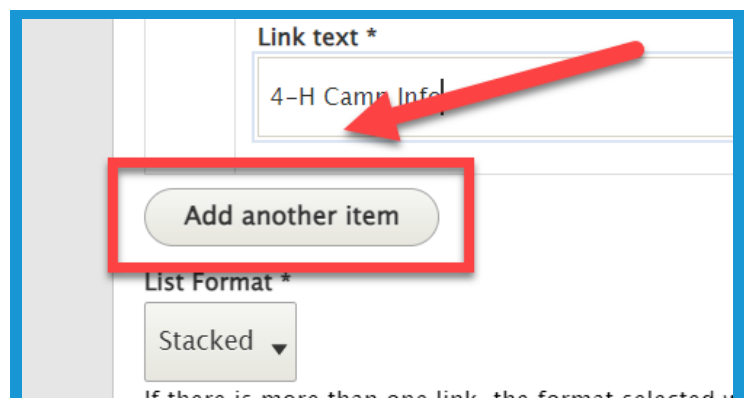
Section 4e: Custom Blocks - Links (Quick Links)

2. Select **Link(s)** in the new menu that appears on the right side of the screen.

Image Card

Link(s)

Quote

Section Heading Text

3. Paste the web address in the **URL field (1)**. This field also works as a search engine for content or files loaded to the website. Then type the text to be displayed in the **Link Text field (2)**.

URL *

1 http://4-h.ca.uky.edu/camp

Start typing the title of a piece of content to select it. You can also enter an interna
/node/add or an external URL such as *http://example.com*. Enter *<front>* to link
Enter *<nolink>* to display link text only. Enter *<button>* to display keyboard-acce

Link text *

2 4-H Camp Info

Add another item

4. Click the **Add another item button** to continue adding hyperlinks.

Link text *

4-H Camp Info

Add another item

List Format *

Stacked

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College of Agriculture,
Food and Environment
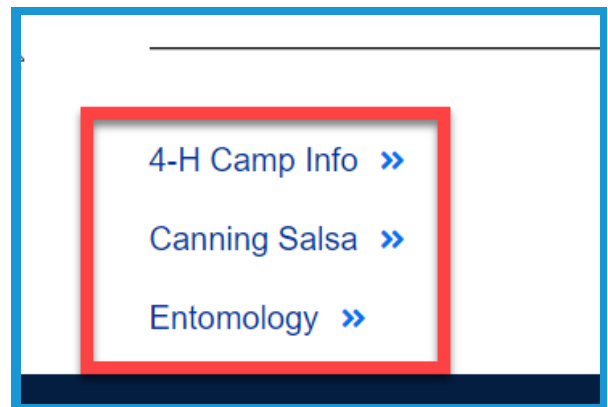*Cooperative Extension Service*

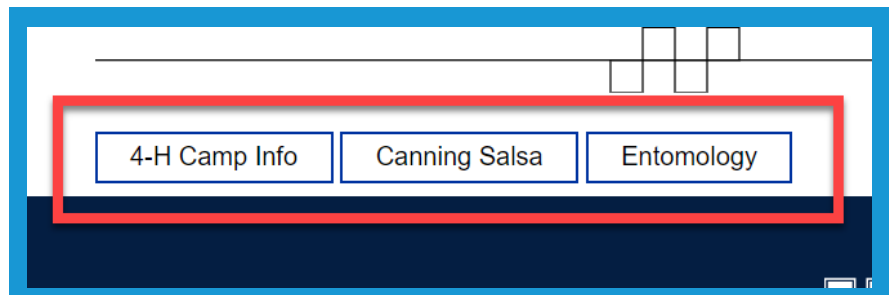## Section 4e: Custom Blocks - Links (Quick Links)

5. Select the **List Format dropdown menu (1)** to choose **how to display the links (2)**.
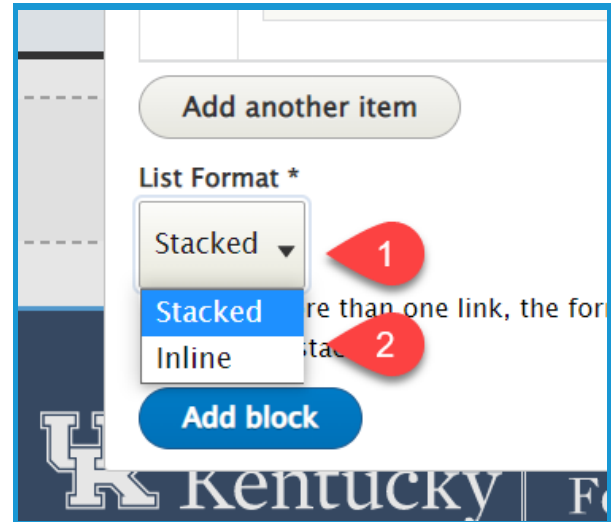
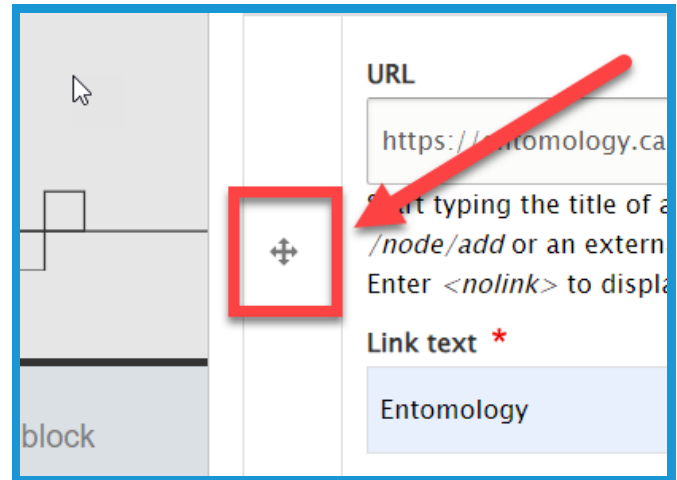6a. **Stacked** will display the links in list format.

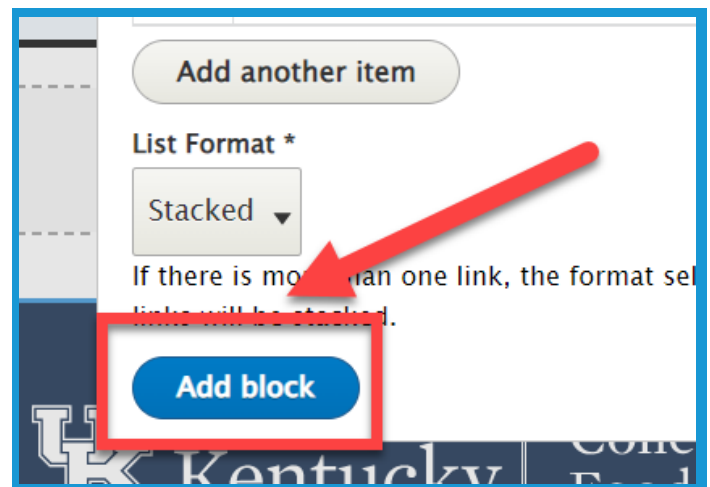6b. **Inline** will put the links in clickable buttons.

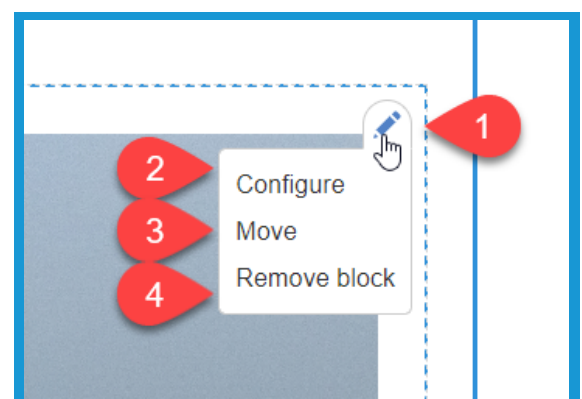## Section 4e: Custom Blocks - Links (Quick Links)

7. To the left of a URL, **click and hold the left mouse button over the directional cross button**. Drag the URL to change the order of how the links appear in the block.

8. Click **Add block** in the lower left corner of the window.

9. To modify the block, place your mouse over the block and click the **pencil icon (1)** in the **upper right**. Select **Configure (2)** to make changes. Click **Move (3)** to change the location of the block. Select **Remove Block (4)** to delete the item.
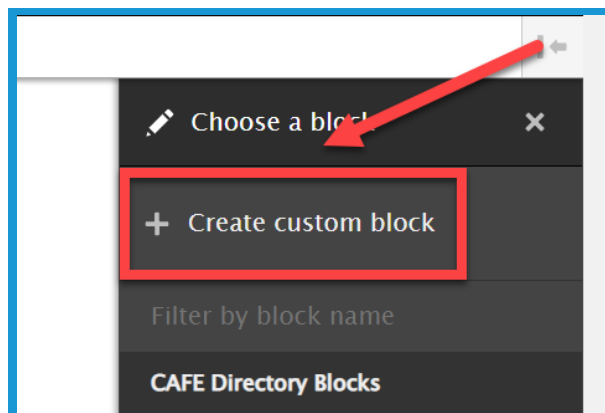
Section 4e: Custom Blocks - Links (Quick Links)

10. Select **Save layout (1)** in the upper left corner of the page to confirm the changes. To remove the changes select **Discard Changes (2)**.
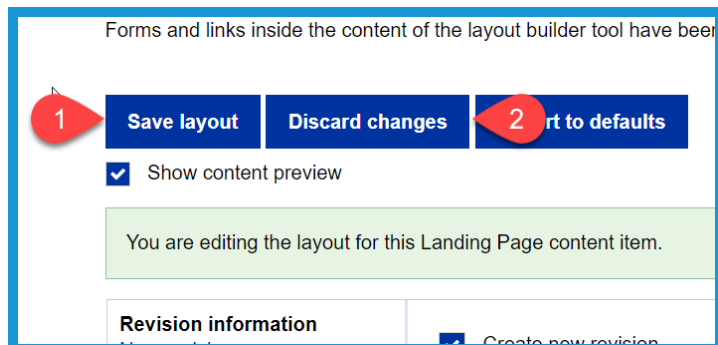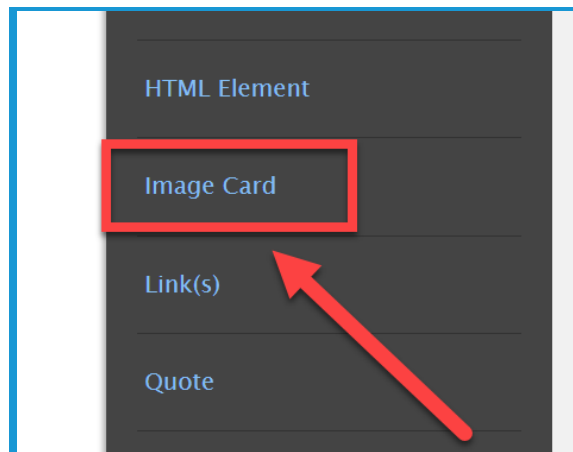

Section 4f: Custom Blocks - Image Cards

1. Click **Create custom block** on the right side of the screen after adding a new block to the landing page. **(See Section 4c)**
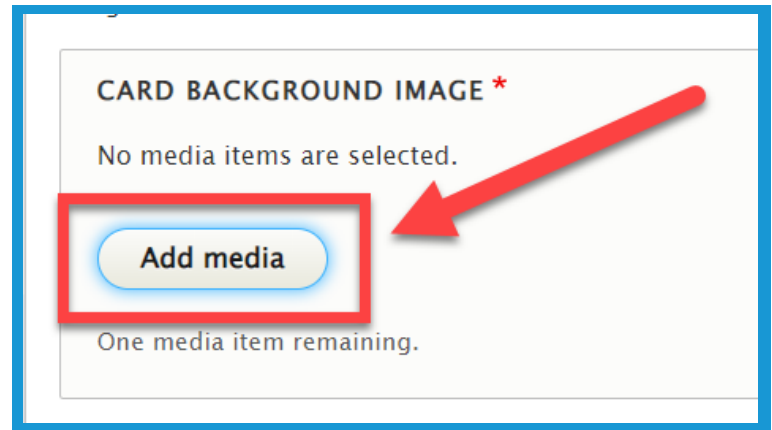

2. Select **Image Card** in the new menu that appears on the right side of the screen.
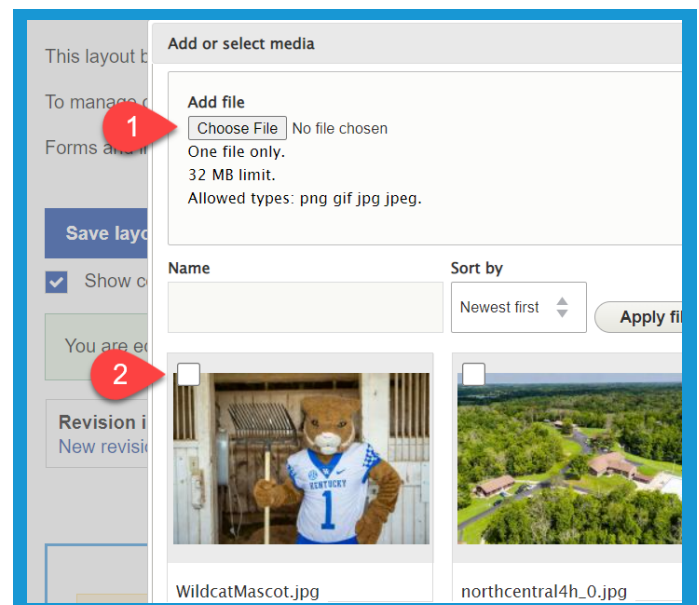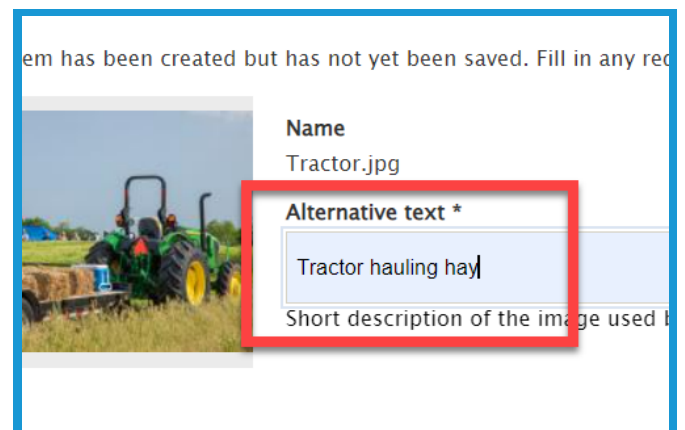
Section 4f: Custom Blocks - Image Cards

3. Click the **Add media button** at the top of the new window.

4. Click the **Choose File button (1)** to load a file from your computer **or** select a pre-loaded file from your **File Library (2)**. **If choosing from the File Library, skip to step 7.**
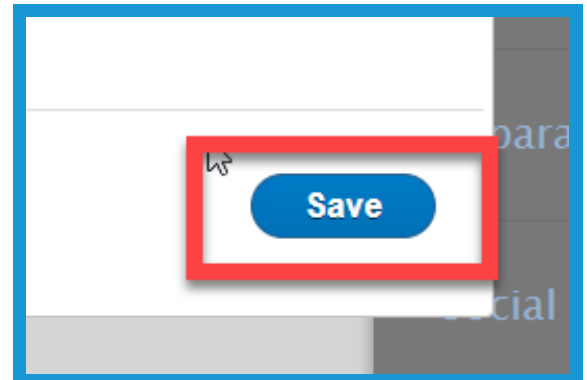

5. If **Choose File** is selected enter the **Alternative Text** in the provided field. **This is a required field.**
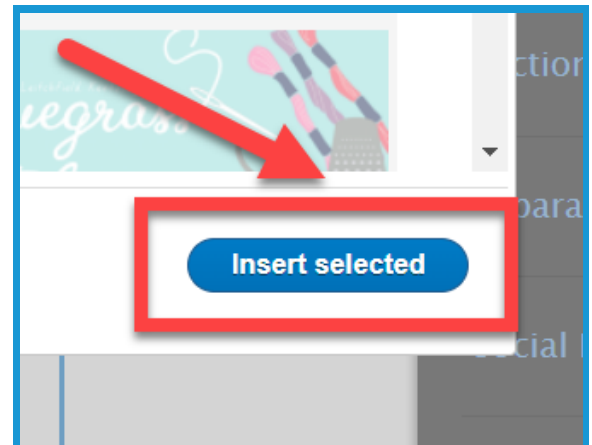
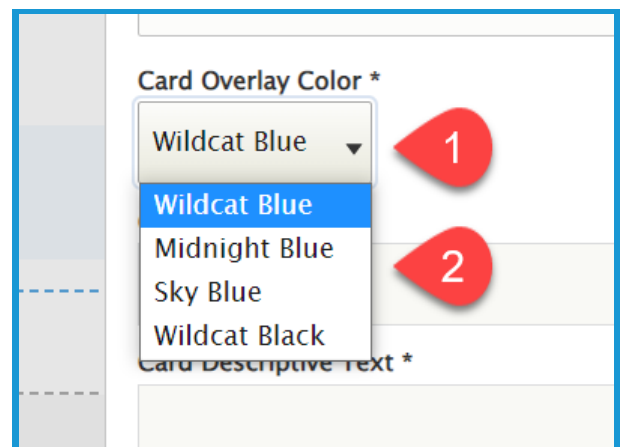# Section 4f: Custom Blocks - Image Cards

6. Select **Save** in the lower right corner.

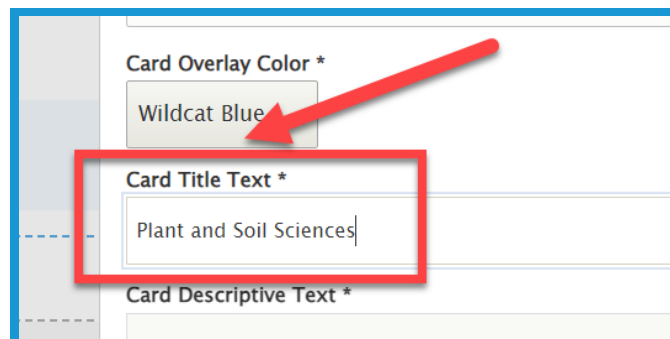7. Click the **Insert selected button** in the lower right after the needed file is chosen.

8. Click the **Card Overlay Color dropdown menu (1)**, and choose the **color (2)** to place over the image.

Section 4f: Custom Blocks - Image Cards

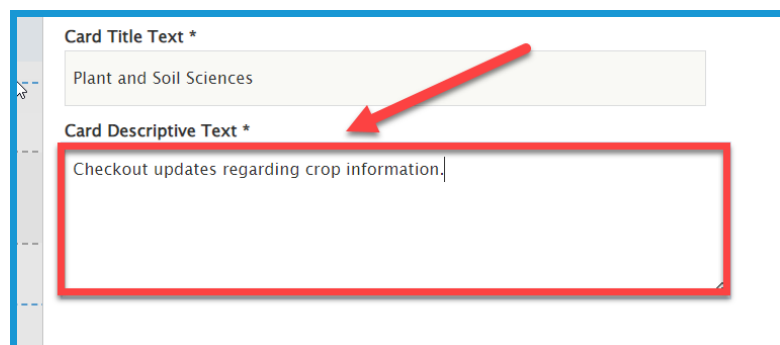9. Type a title in the **Card Title Text**. **This is a required step.**

10. Type information that needs to be displayed into the **Card Descriptive Text. This is a required field**.

11. Paste the web address in the **URL field**. This field also works as a search engine for content or files loaded to the website.

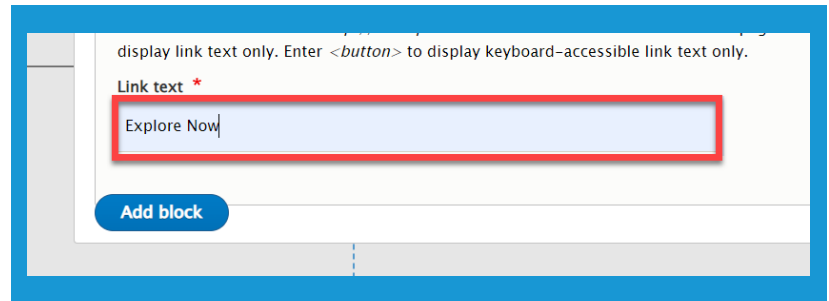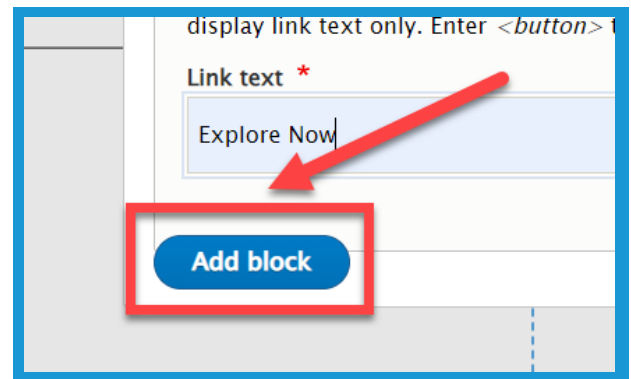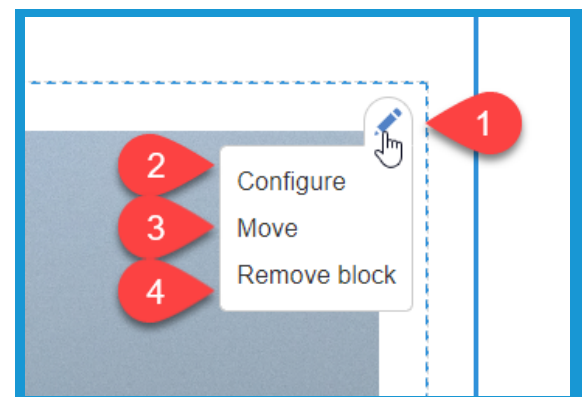## Section 4f: Custom Blocks - Image Cards

12. In the **Link text** field, type the text for the user to click**.**

13. Click **Add block** in the lower left corner of the window.

14. To modify the block, place your mouse over the block and click the **pencil icon (1)** in the **upper right**. Select **Configure (2)** to make changes. Click **Move (3)** to change the location of the block. Select **Remove Block (4)** to delete the item.
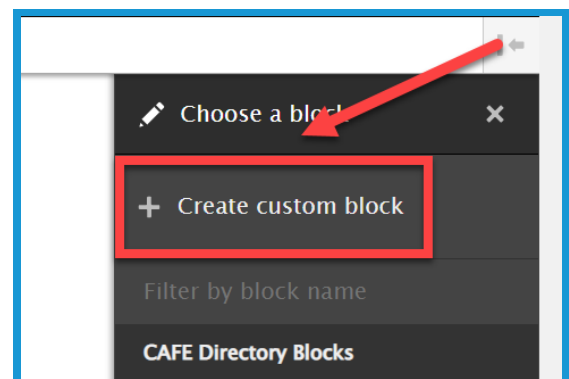
Section 4f: Custom Blocks - Image Cards

15. Select **Save layout (1)** in the upper left corner of the page to confirm the changes. To remove the changes select **Discard Changes (2)**.
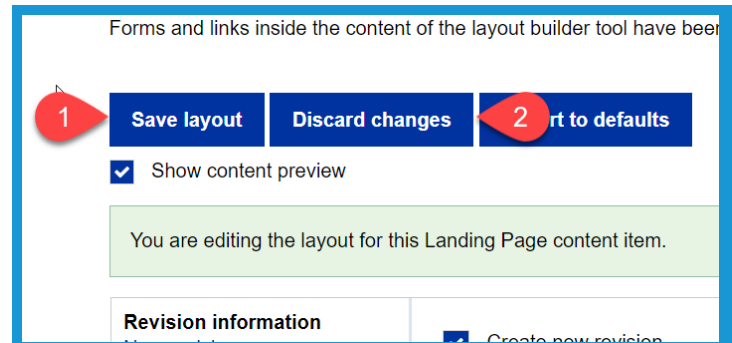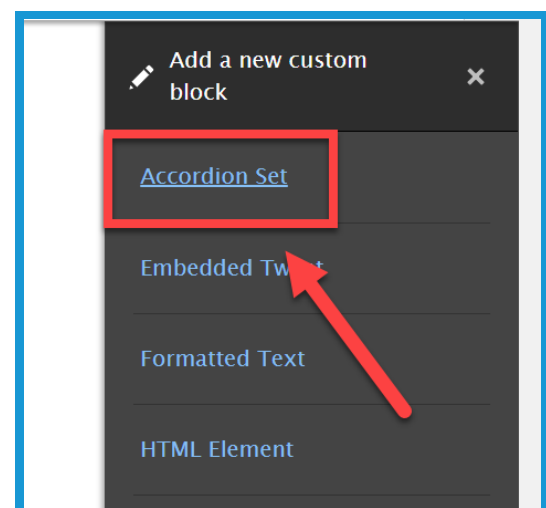
Section 4g: Custom Blocks - Accordion Set

1. Click **Create custom block** on the right side of the screen after adding a new block to the landing page. **(See Section 4c)**

2. Select **Accordion Set** in the new menu that appears on the right side of the screen.

Section 4g: Custom Blocks - Accordion Set

3. Type text into the **Accordion Set Title field** to display a title over the block.

4. In the **Header Text field**, type the text that the user will click to see the information. **This is a required field.**


5. In the Accordion Body Text section type the needed information in the **body of the textbox (1)**. Format the text and upload media using the **toolbar (2)**. To review the toolbar **see Section 5b, steps 4 through 13**.
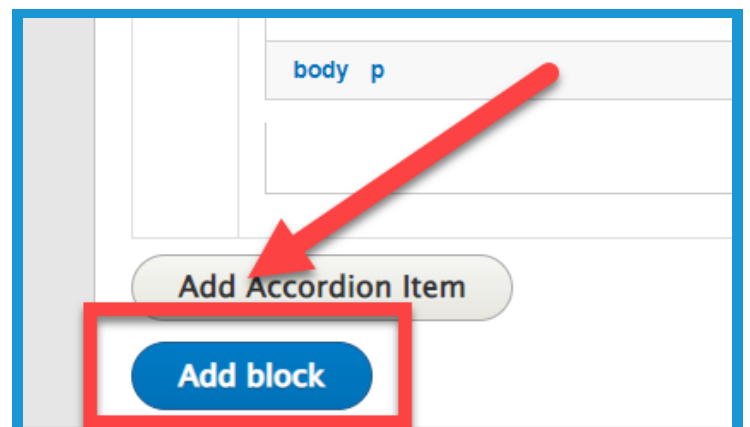
Section 4g: Custom Blocks - Accordion Set

6. Click the **Add Accordion Item button** to place additional information in the block.
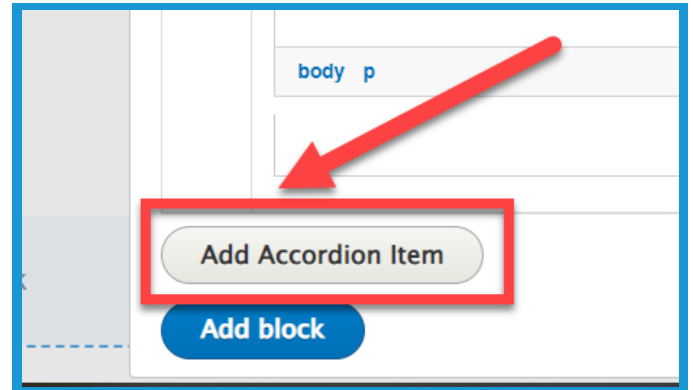
7. To the left of the textbox, **click and hold the left mouse button over the directional cross**. Drag the section to change the order of how the information appears in the block.
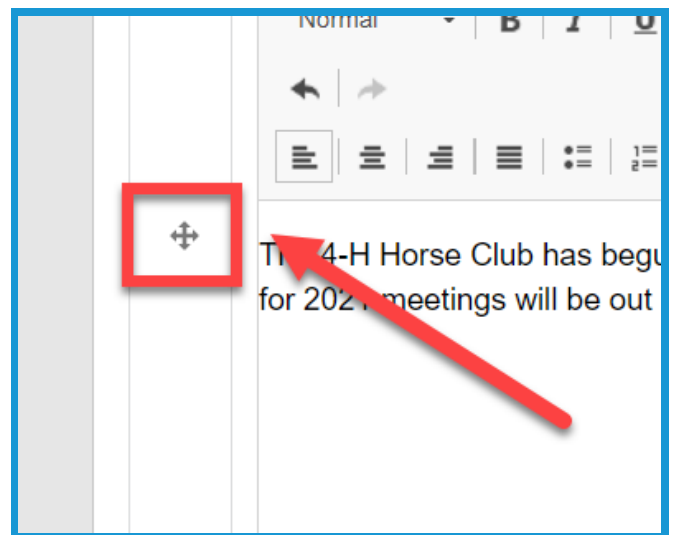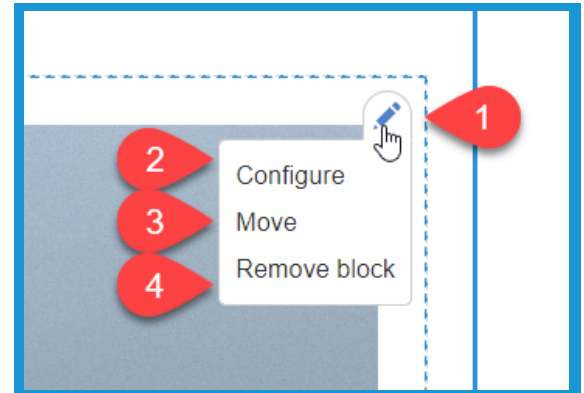

8. Click **Add block** in the lower left corner of the window.

Section 4g: Custom Blocks - Accordion Set

9. To modify the block, place your mouse over the block and click the **pencil icon (1)** in the **upper right**. Select **Configure (2)** to make changes. Click **Move (3)** to change the location of the block. Select **Remove Block (4)** to delete the item.
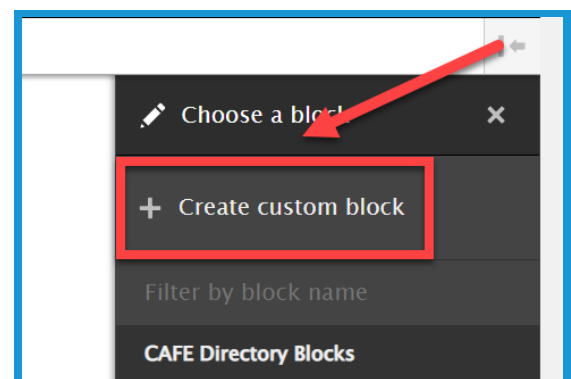
10. Select **Save layout (1)** in the upper left corner of the page to confirm the changes. To remove the changes select **Discard Changes (2)**.
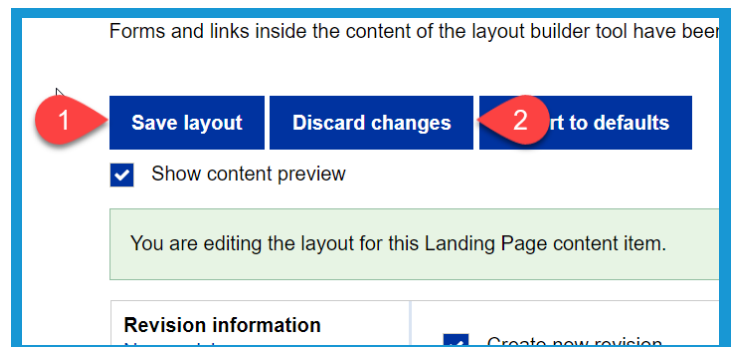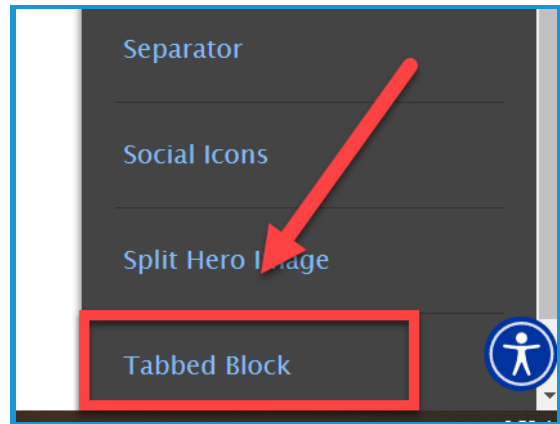
Section 4h: Custom Blocks - Tabbed Blocks

1. Click **Create custom block** on the right side of the screen after adding a new block to the landing page. **(See Section 4c)**
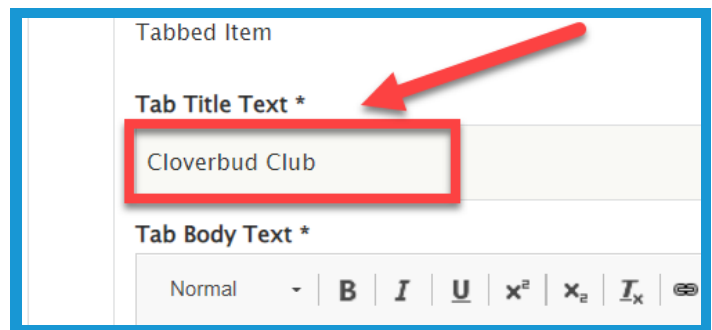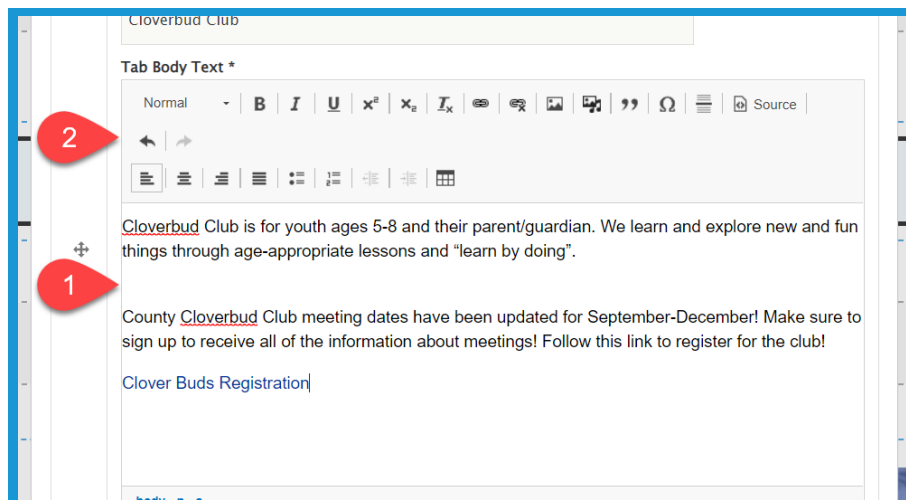
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Section 4h: Custom Blocks - Tabbed Blocks

2. Select **Tabbed Block** in the new menu that appears on the right side of the screen.

3. In the **Tab Title Text field**, enter the text the user will click to see the information.

4. In the **Tab Body Text** section type the needed information in the **body of the textbox (1)**. Format the text and upload media using the **toolbar (2)**. To review the toolbar **see Section 5b, steps 4 through 13**.

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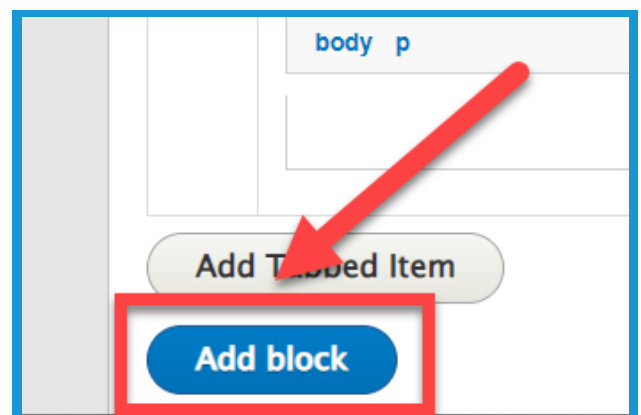## Section 4h: Custom Blocks - Tabbed Blocks

5. Click the **Add Tabbed Item button** to place additional information in the block.
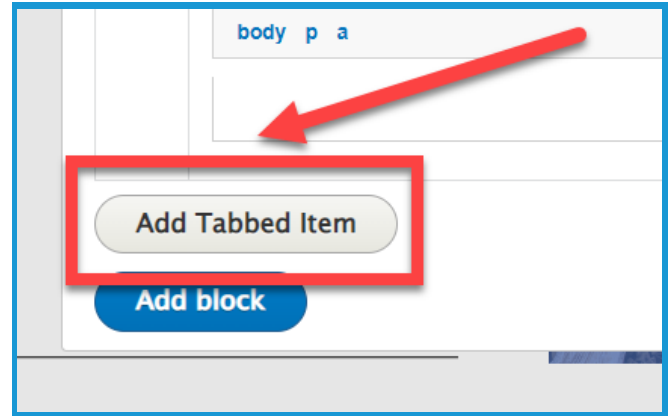
6. To the left of the textbox, **click and hold the left mouse button over the directional cross**. Drag the section to change the order of how the information appears in the block.
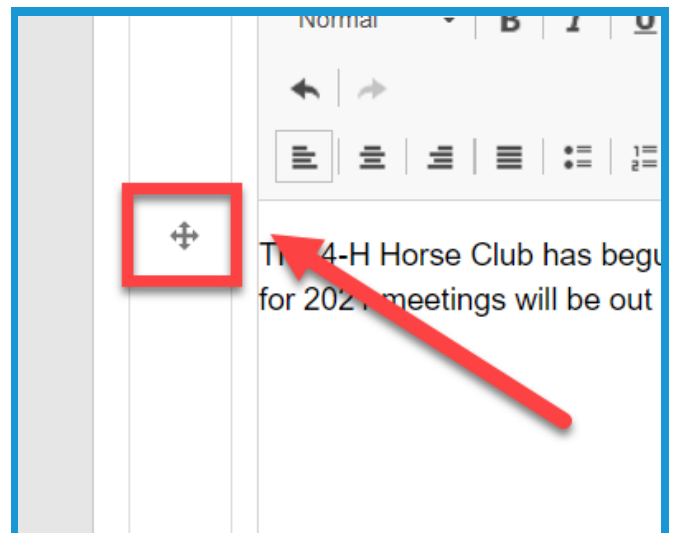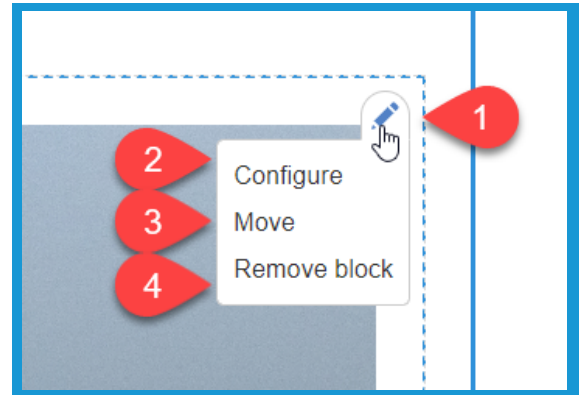

7. Click **Add block** in the lower left corner of the window.

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Section 4h: Custom Blocks - Tabbed Blocks

8. To modify the block, place your mouse over the block and click the **pencil icon (1)** in the **upper right**. Select **Configure (2)** to make changes. Click **Move (3)** to change the location of the block. Select **Remove Block (4)** to delete the item.
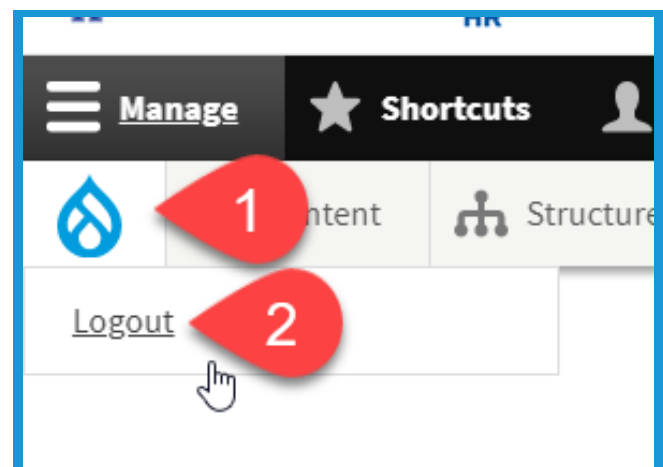

9. Select **Save layout (1)** in the upper left corner of the page to confirm the changes. To remove the changes select **Discard Changes (2)**.
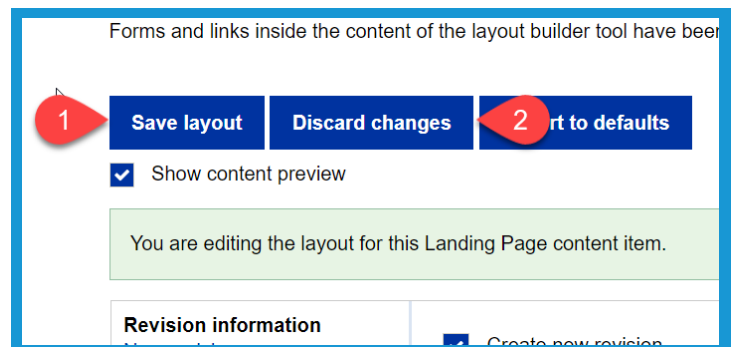
Section 5: Logging Out

1. Place your mouse over the **raindrop button (1)** in the upper left corner. Then click **Logout (2)**.

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Qualtrics:
Adding Logic &
Advanced Survey Options

Any questions or training request:
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