To start adding blocks you can click on the "+" icon in the left hand corner of the screen to pick out the block you want to select. At anytime you can preview your changed with the preview button in the right hand section of the screen.

Most Used View Nille Elements	Contact Us	Paragraph Start with the building bloc narrative.	k of all
Inline Elements			
		Text Settings	
Common Blocks	. →	Font Size	
Formatting		Normal •	
Layout Elements		Drop Cap Toggle to show a large initial letter	4
Widgets		Color Settings	
Embeds 🗸		color sectings	
		Advanced	

Sometimes it's easier just to add a block after content by hovering over content and clicking on the "+" icon. You can also move blocks by clicking the arrow to the left of the selected block

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Move up	Simple Heading	
Move down	•	
	Simple Paragraph	

Docu	ment	Block	×
2	Space Add w and cu	r hite space betwee istomize its heigh	en blocks t.
Space Heigi	er Settir ht in pix	<b>igs</b> els	^
Adva	nced		~

If you click on the three dots on the top left side of the block you get some options to duplicate, Insert before, Insert after, add as reusable block.

Reusable blocks are for when you know you want the selected block to be used on multiple pages and won't need to be changed.





## Paragraph Block

This block is just a simple block that can add text to the page. The additional options are alignment, font size, background color, and text color.



## **Heading Block**

This block is to create text that has a bigger default font size. The options of this block are simpler with only the label(font-size) and the alignment.





## **Spacer Block**

This block will add space between blocks in pixels. You can enter a number in the options or just drag it to desired size.





#### Image Block

When you need to add images to the site just use the image block. You selected a image by uploading it, selecting it from the media library, or you can also select it by url. The options for this block are the simple alignment controls plus "Wide width" and "Full width".

Simple Heading	Document Block X Image Insert an image to make a visual statement.
	Advanced 🗸
Image         Drag an image, upload a new one or select a file from your library.         ① Upload       Media Library         Insert from URL	
Simple Paragraph	

#### **Columns Block**

The columns block will allow you to add content that will be inline. The options for this block is how many columns you want, and if you want the content to have a "Wide width" or "Full Width".

	- Au				
		01114	011104		1100
Start writing or t	ype / to	Ð	Start writing o	r type / to	

Columns Add a block that displays conte multiple columns, then add whatever content blocks you'd Columns • 2 Advanced	
Columns 2 Advanced	nt ii like.
Advanced	

Document Block ×

Advanced

## List Block

This block is meant to easily add lists to your site. The options are unordered and numbered lists.



### **Gallery Block**

The block will add a responsive gallery to the website. This blocks options are alignment, upload options.

	1001	0101167246-011	190111070					Docu	Gallery Display multiple gallery.	images in a rich
l	Start writing or type / to choose a block	Todo List: Wele width	• Item 1 • Item 2	Start writing or type / to choose a block				Adva	inced	
		မြ Drag images, upload new c စီ Upload	Gallery ines or select files from your Media Library	ilbrary.						
				2 T 🖂						

Once you selected all the images you want you then can edit the image options before inserting the gallery to the page.

- Cancel Gallery	Edit Gallery	×
Edit Gallery	Drag and strop to reorder media files.	
Add to Gallery		
	cus Bloch cus Bloch	
	Caption Caption Caption	
		terrat college
		man's Gamery

### Quote Block

This block will add a simple styling to the text you enter. Its options are alignment and has two default styles with it.

Start writing or type / to choose a block	T( Li	odo ist:		<ul><li>Item 1</li><li>Item 2</li></ul>	Start writing or type / to choose a block
Focus Ble Caption	ock 3	Foc	us Bloc Caption	:k 1 ]	Focus Block 2
99* = =	ΞB	I P AB	:		
"My Quote"					
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## **Cover Block**

The cover block is meant to add text that hovers over an image. The options are alignment, overlay color, and background opacity.



## Video Block

This block will allow you to add videos to your site by uploading an video, use a video from your media library, or insert from url.



The options are alignment, and to add an caption.



# **Table Block**

This block add controls to edit a table. Once you add the block just select the number of columns and rows then just add your content. The options for this block are alignment, and styles.

			Document Block	>
			Table Insert a table — perfect fo charts and data.	or sharing
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	I P ADE :	-	Table Settings  Fixed width table cells	
First Name	Last Name			
John	Doe		Advanced	
	27 T			

After you have made the table you can also edit the table by clicking on the table icon.

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Style	s		
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#### First Name Last Name John Doe 2 T 🗔

# Media & Text Block

This block adds a fast way to insert a image to the left or right of text.



## **Classic Block**

In the end of the day, you may need to just make content in a simpler way and you can with the classic block. You can add content the same way you write an email or make a word document.



These are just some simple default blocks and you might have more options depending on what plugins you have installed.