

# Freeform Block

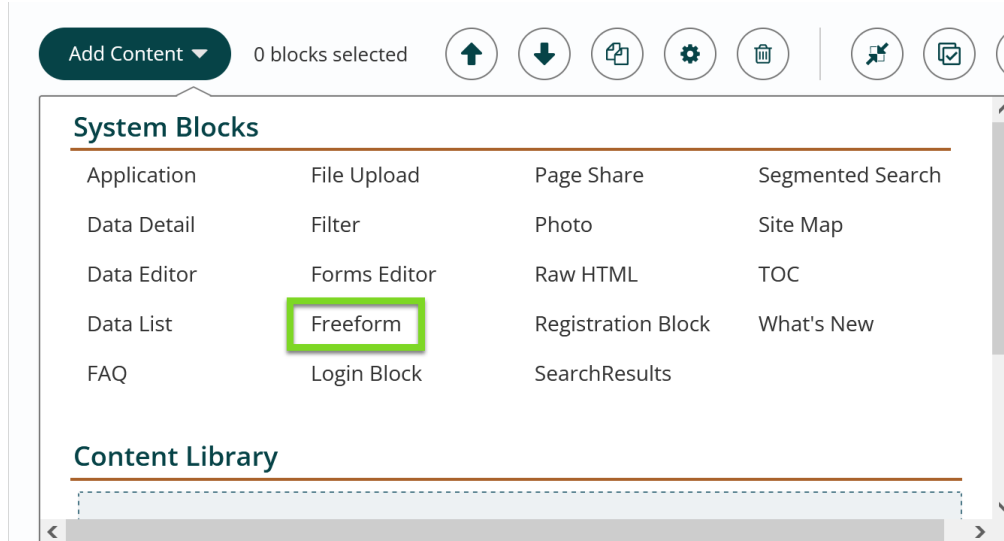
The Freeform block is the most frequently used block type. The Freeform block uses a WYSIWYG (What You See Is What You Get) editor allowing you to update your content with minimal technical skills. You can copy and paste, add text and graphics, and create links as simply as you would in Microsoft Word.

## Features

- Ability to paste any textual content (even straight from Microsoft Word)
- Add content using our simple WYSIWYG editor
- Insert bullets or numbering
- Use Titan Links to add internal or external links, documents, images or an email address

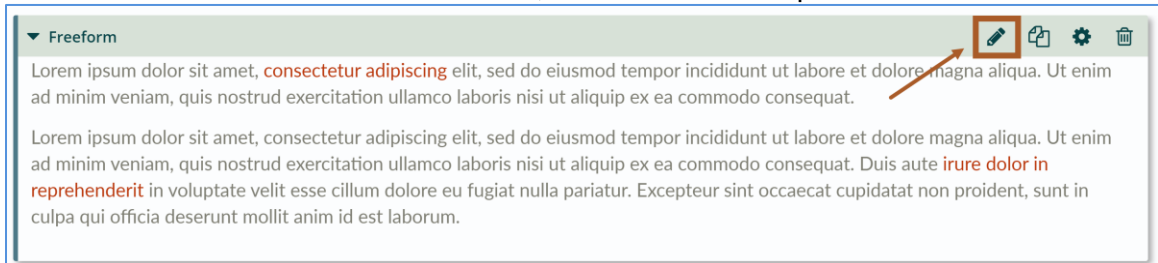
## Add a Freeform Block

1. Click the Add Content button, select Freeform.
2. Upon selecting the Freeform block, the Freeform Editor will open. You are now going to create the “content” for this page.



## Edit a Freeform Block


1. Click on the **Edit** icon in the block toolbar, or double click to open.

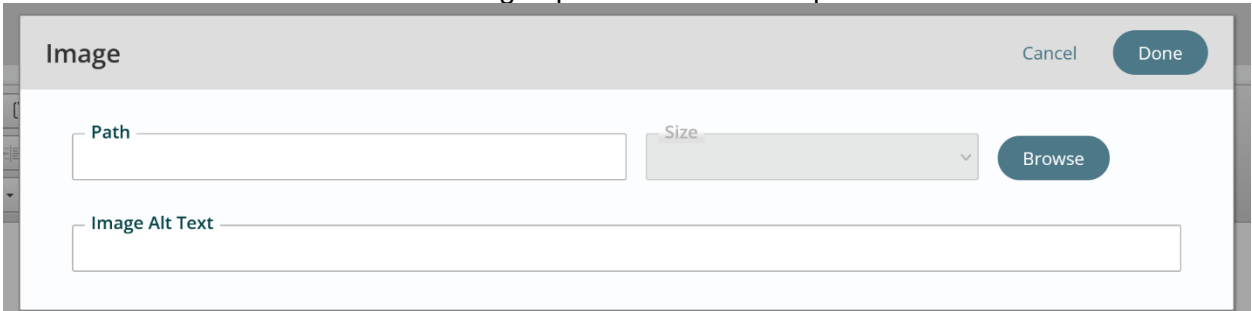


2. Make content changes as needed.
3. Click DONE to close the editor.
4. Publish the page by clicking the Publish icon in the App Ribbon.

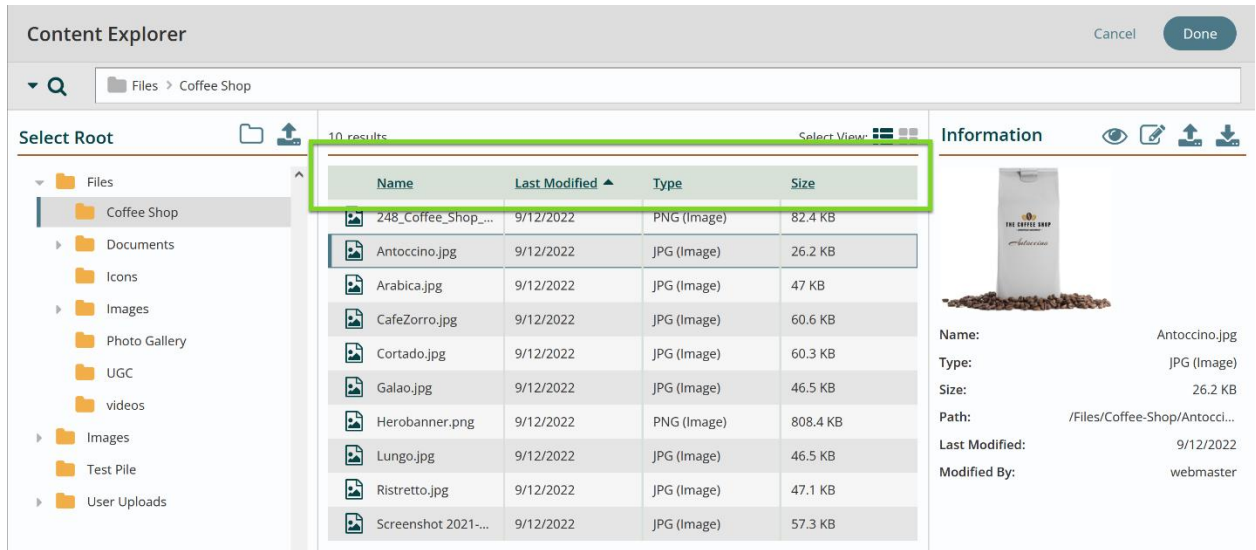
## Add an Image to a Freeform Block

This is the standard way to add an image. You can also drag and drop an image – see the next section for details.

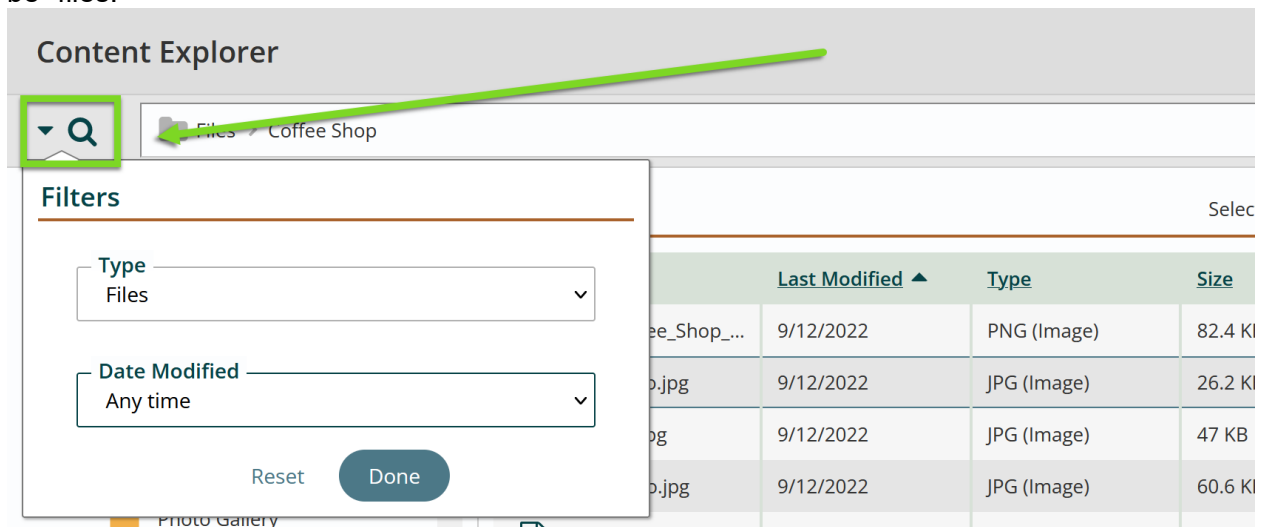
1. Open your Freeform block.
2. Position your cursor at the beginning of the paragraph text and click the Image  button in the Freeform block toolbar. The image options window will open.



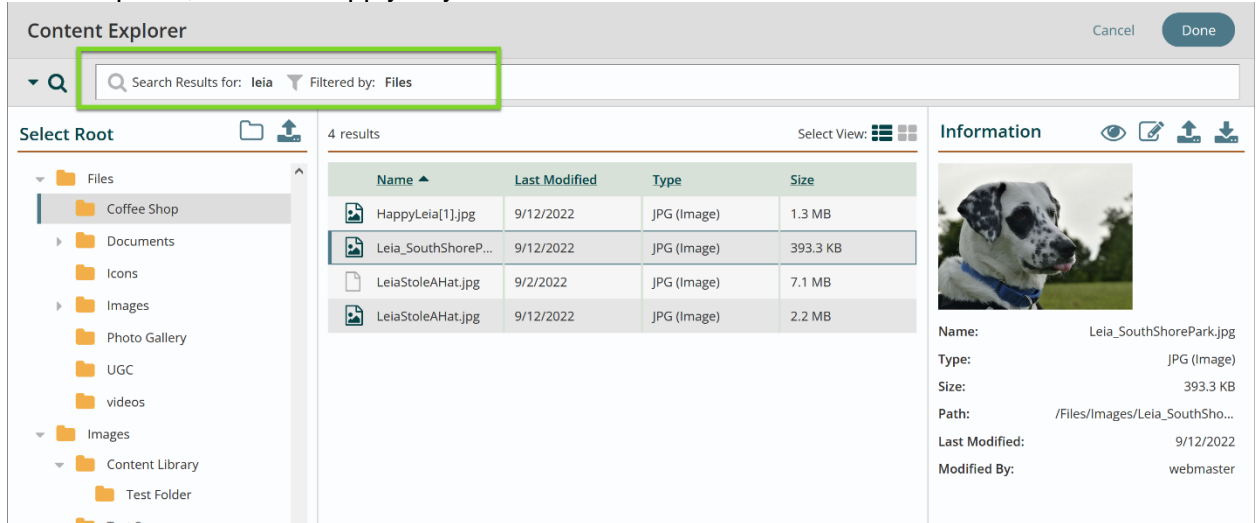
3. Hit the “browse” button to open the Content Explorer.
4. At the top of the center results pane you will see “name,” “last modified,” “type,” and “size.” You can click on any of these headers to sort the results.



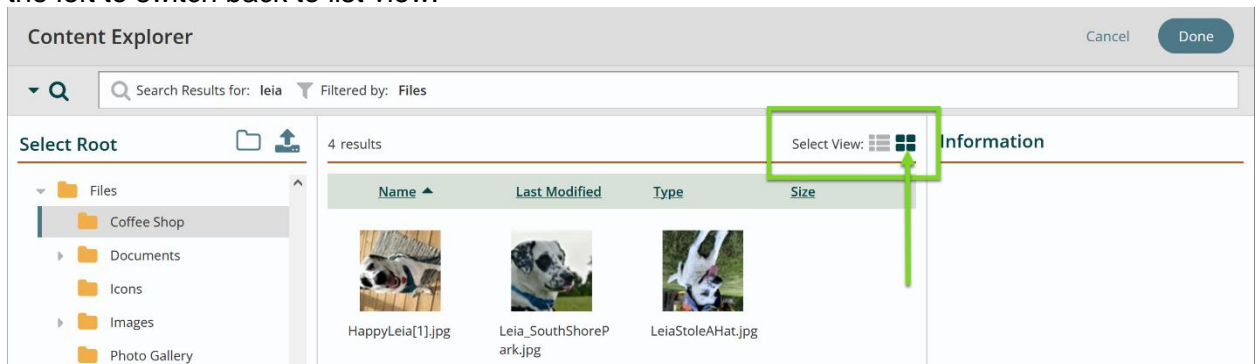
- To search and filter content, go to the upper left corner of the Content Explorer. Hit the arrow to filter by type and date modified. For the image editor, the type will automatically be "files."



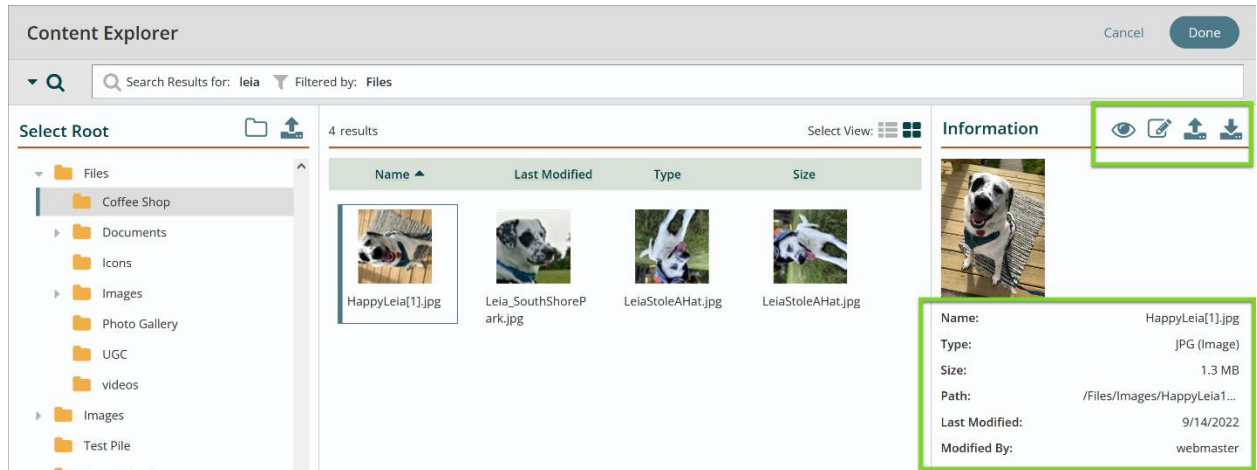
- To search for content, type your search term in the top bar and hit enter. If you have any filters in place, those will apply to your search.







- You may prefer to display the Thumb View to see the images. Go to "Select View" in the upper right corner of the results panel and hit the icon that's four squares. Hit the icon to the left to switch back to list view.



- When you select an image by clicking on it, it shows in the right-hand panel, along with several important fields and options.



- a. There are 4 icons at the top of the information panel.
    -  Preview button – Upon clicking this button, you will be able to preview the image.
    -  Edit Image button – Upon clicking this button, you will see options for cropping the image. However, due to the workflow set up enabled in Titan, we recommend you complete this work in the file pile and not the Freeform block.
    -  Upload New Version – This icon will allow the user to upload a new version of an image. However, if you have workflow enabled in Titan CMS, we recommend you upload new versions directly in the file pile.
    -  Download – If you click this icon, your browser will open with this image. You can then save it to the desired location.
  - b. File details appear below the image preview
9. Hit “Done” and you’ll see the image option window.

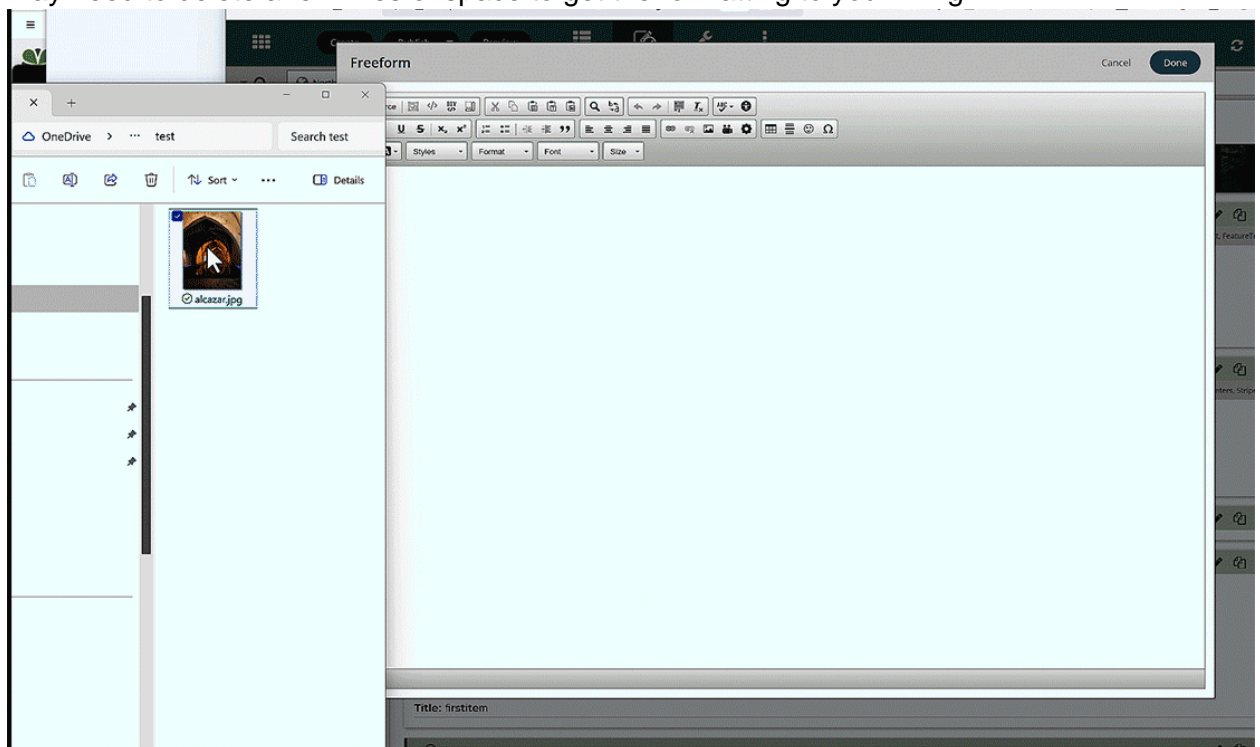
- a. **Path:** The location of the image in the filepile

- b. **Size:** Hit the arrow to open the dropdown menu, which lists the sizes that were automatically created by Titan CMS when the original image was uploaded. Choose the size you'd like to use in this Freeform block.
  - c. **Image Alt Text:** This should be text that describes the image - Alt text can help users with visual impairments understand the image. Without alt text, a screen reader can't adequately interpret an image.
10. Click DONE. The image will be added to your Freeform block.
11. Click DONE to exit the Freeform block then save or publish.

## Add an Image Using Drag and Drop

Images can be dragged and dropped from your computer into any Freeform block.

1. Simply drag the image from the file folder onto the spot you would like it in the page. You may need to delete a few lines of space to get the formatting to your liking.



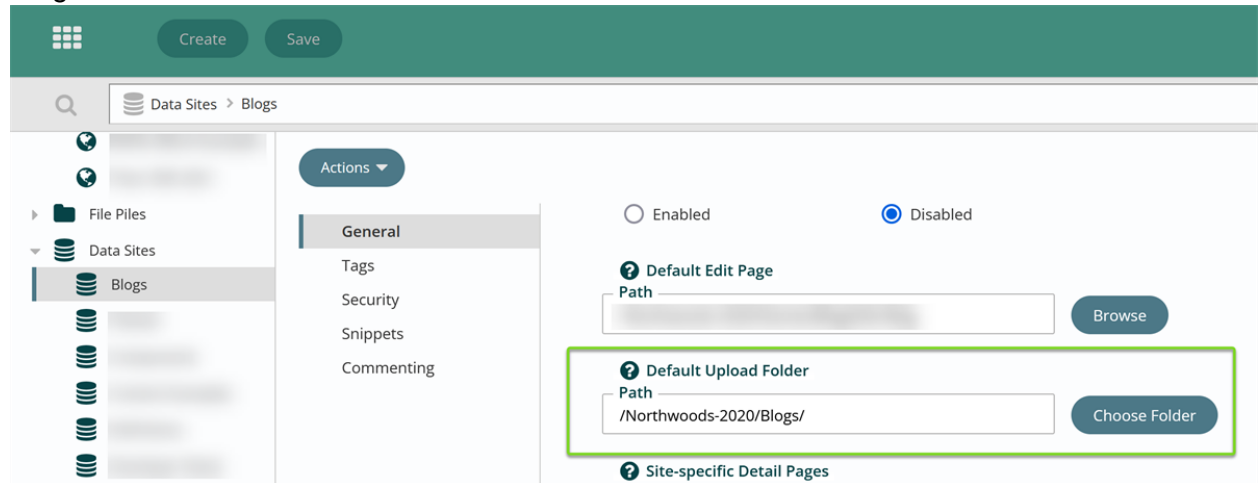
2. When the image is dragged in, multiple sizes will automatically be generated, like with any image uploaded to Titan.

- Where the image gets uploaded to in the file pile depends on how the settings are configured. There are multiple ways to configure these settings.
- If you are an administrator, go into Titan Admin.
- Go to the Content Sites and select the globe you're managing, or go to Data Sites and select the data node you're managing.
- In the General section, scroll to the bottom and select Default Upload Folder.

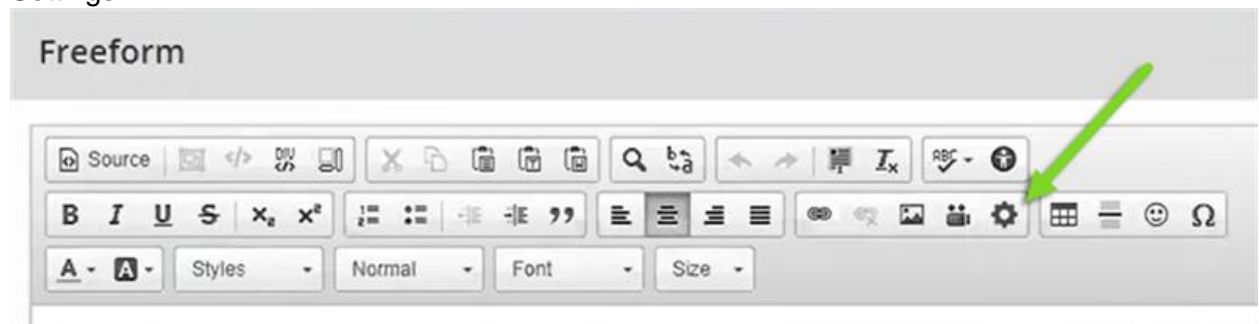
The screenshot shows the Titan CMS 7 Admin interface. The top navigation bar includes 'Create' and 'Save' buttons. The breadcrumb trail indicates 'Content Sites > Northwoods 2023'. The left sidebar lists various system settings, with 'Content Sites' expanded and 'Northwoods 2023' selected. The 'General' settings tab is active, and the 'Default Upload Folder' section is highlighted with a green box. This section shows a 'Path' field with the value '/test/' and a 'Choose Folder' button. Other settings visible include 'Default Login Page', 'Terms of Use', 'Default Registration Page', 'Default Search Index', 'Content Footer Text', and 'Site Parameters'.

- You can go to any site or data site and configure those locations separately. For instance, if you selected blogs, all images uploaded to a blogs data node could go to a

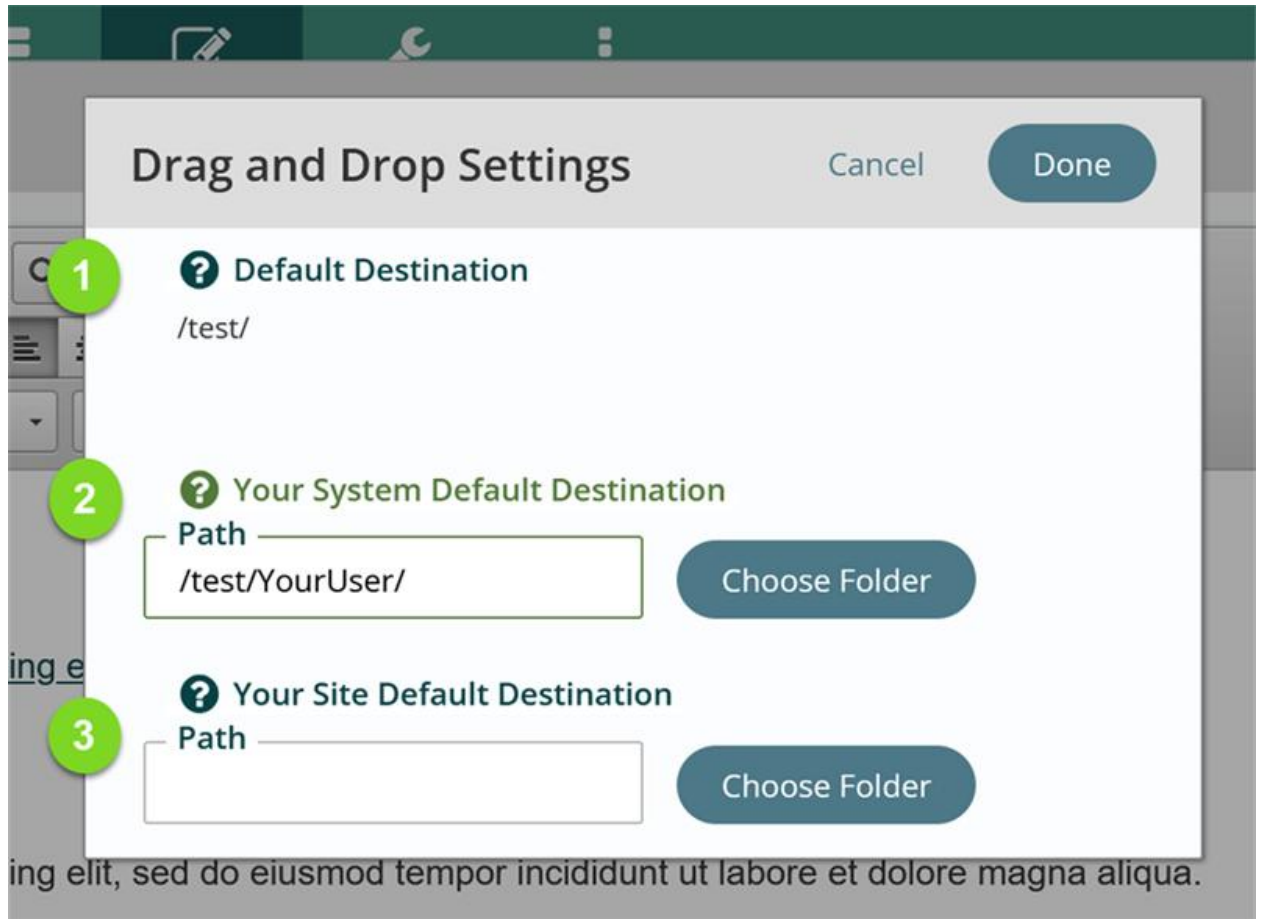
## Blogs folder.



8. If you would like your particular user's uploads to go to a different folder, that is also configurable.
9. On the content side of Titan, go into a freeform block and go to the gear icon in the center of the WYSIWYG editor toolbar. Double click to open the Drag and Drop Settings.








10. The Default Destination (1) shows where any user's drag and dropped images will be stored by default.
11. Your System Default Destination (2) is where you can create or assign a folder for any images uploaded when logged in as your user. Images will go to this folder no matter what site or data node you are on in the workstation.
12. Your Site Default Destination (3) is similar to item 2, however the folder is just for the particular globe or data node you are currently working in, not for the whole workstation.

## Link to an Internal Page

1. Open your Freeform block.
2. Highlight some text in your paragraph. Then click the Link button.  This opens the Link Editor.
3. Select the type of link you would like. Content will be the default selection.

Link Editor

Cancel

Done

Content

External

Recent

Email

Telephone

Anchor

Link Destination

Path

Size

Browse

New Window

☐ Open in new window

4. Hit the Browse button to open the Content Explorer and choose what file to link to.

Content Explorer

Cancel

Done

▼ Q Demo Site

Select Root

▼ Demo Site

Test Block Library

Side After Main column

Side Before Main Column

Side w/Nav After Main column



Side w/Nav Before Main column

Blocks

Application

Data Detail

10 results

Select View:  

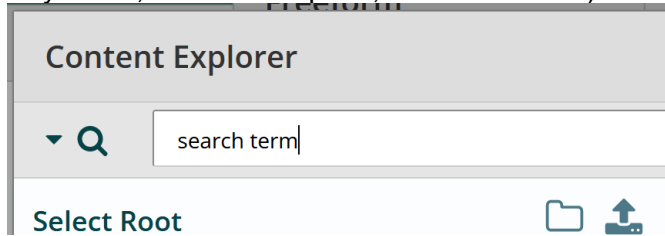
Name	Last Modified ▼	Type	Size
Test Block Library	8/25/2022	Page	
Side w/Nav Befor...	12/9/2021	Page	
Demo Site	7/1/2021	Page	
Blocks	7/1/2021	Page	
OffNav	4/19/2021	Page	
Side After Main c...	1/12/2021	Page	
Side Before Main ...	1/12/2021	Page	

Information

*If you wish to link to an internal page, you have several options here:*

- Search for the name of the internal page in the top search/navigation bar if you know one or more keywords present in metadata on that page. (Page Name, Meta

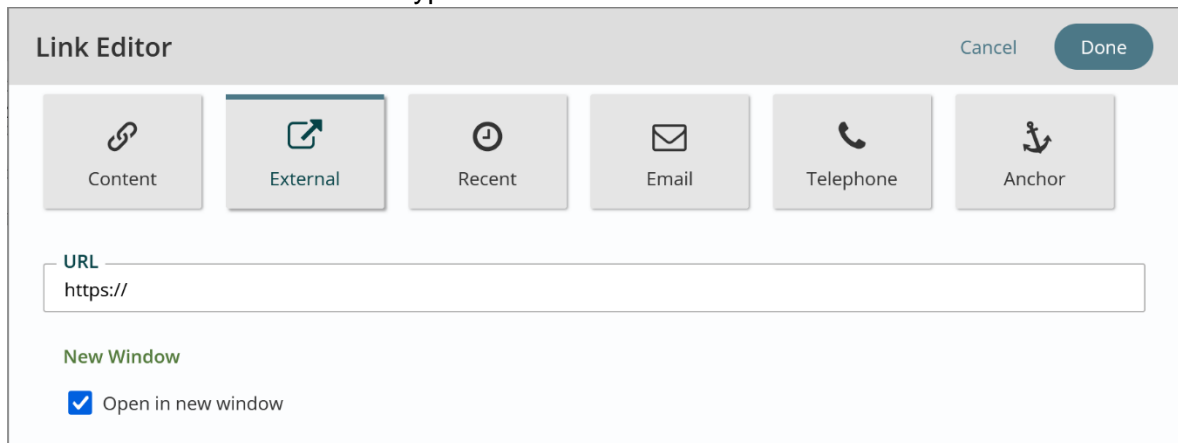
Keywords, Meta Description, Teaser Alt Text). Hit Enter.



5. Select the link and hit Done.
6. You should see your new link in the Link Editor. By default, Open in new window is not checked for internal pages.
7. Click DONE to close the Link Editor. The hyperlink should now appear in your text.
8. Click DONE to close the Freeform editor.
9. Publish your page by clicking the publish icon in the App Ribbon and review your new internal link on the website.


## Link to an External URL

1. Open your Freeform block.
2. Content will be the default link type selection. Hit External.



3. In the URL bar, enter the desired URL for the link. Ensure that the **Open in new window** is checked. The URL must have http:// or https:// or the link will not work.
4. Click DONE to close the window.
5. Click DONE to close the Freeform block.
6. Click Publish and test your external link on the website.

## Link to a Document (or File)

1. Open your Freeform block.
2. Highlight some text in your paragraph. Then click the Link button.  This opens the Link Editor.

- Content will be the default selection.

**Link Editor** Cancel Done

Content External Recent Email Telephone

Anchor

Link Destination  
Path  Size  Browse

New Window  
☐ Open in new window

- Hit the Browse button to open the Content Explorer and choose what file to link to.
- Go to the drop-down filters in the upper left corner and choose "files" for Type. You may see images, PDFs, Word, Excel, PPT, video files in this list. You can also filter by date modified here. When you've set your filters, hit Done.

**Content Explorer** Cancel Done

Files > Documents

**Filters**

Type: Files  
Date Modified: Any time  
Reset Done

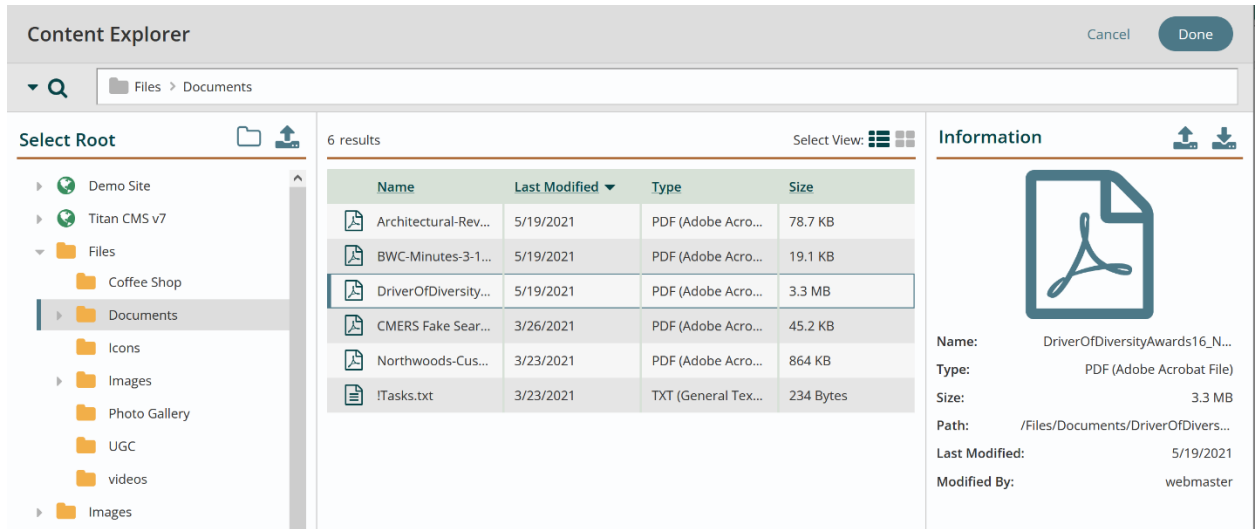
Last Modified	Type	Size
5/19/2021	PDF (Adobe A...	78.7 KB
5/19/2021	PDF (Adobe A...	19.1 KB
5/19/2021	PDF (Adobe A...	3.3 MB
3/26/2021	PDF (Adobe A...	45.2 KB
3/23/2021	PDF (Adobe A...	864 KB
3/23/2021	TXT (General ...	234 Bytes

Icons  
Images  
Photo Gallery

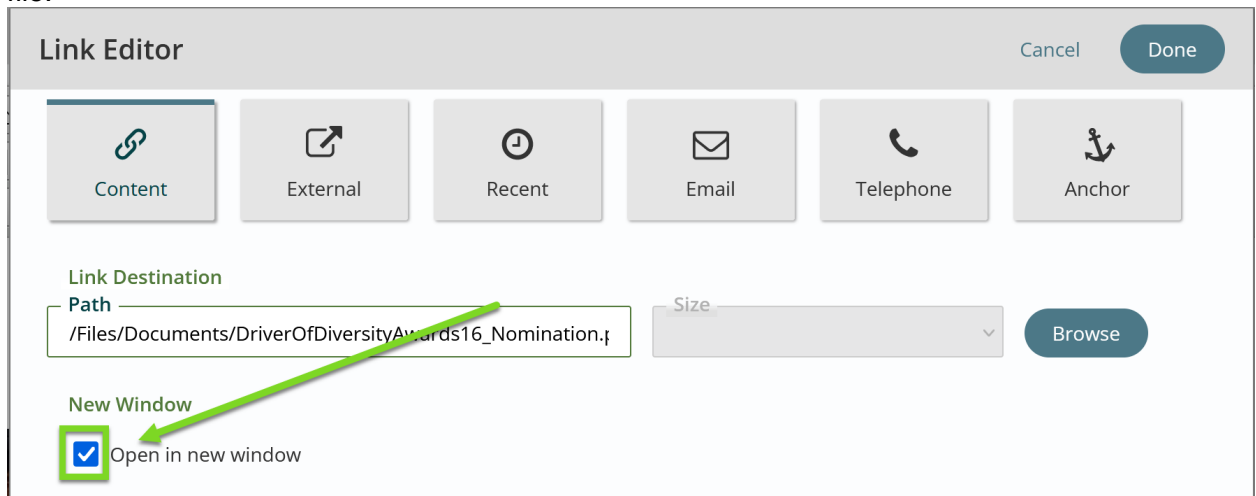
Northwoods-...  
!Tasks.txt

**Information**

- Navigate to the correct root, if necessary, and click on the desired file. Hit Done.



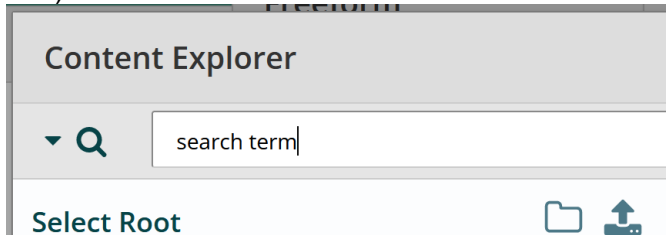
7. You will see the selected file in the Link Editor. Hit "Open in new window," and hit Done to insert the file.



8. Publish your page and test your new file link.

*How do you find a file that you need if it does not appear near the top of the results?*


- In the top bar, type the name of the file, or one or more keywords present in metadata on that page and hit enter. (Page Name, Meta Keywords, Meta Description, Teaser Alt Text).



- You have already changed the dropdown “All Types” to Files. This will filter the list, eliminating pages and data results.

***NOTE:** Good website usability practices include always having external linked pages or pages linked to files open in a new window.*

## Link to an Email

1. Open your Freeform block.
2. Add or select content that includes an email address and click the Link button.  This opens the Link Editor.
3. Content will be the default link type selection. Hit Email.

**Link Editor** Cancel Done

☐ Content ☐ External ☒ Recent ☒ Email ☐ Telephone ☐ Anchor


Email Address

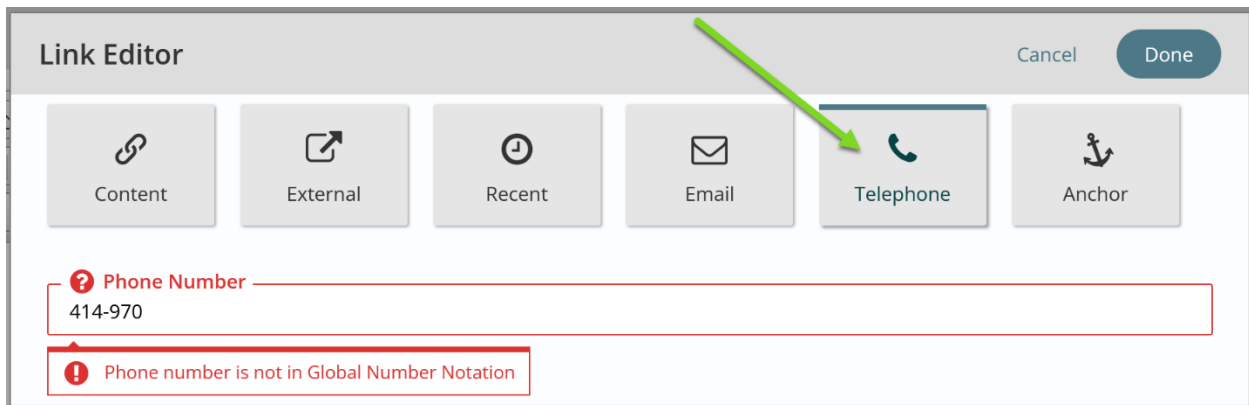
Subject

4. Enter the email address. Do not include a traditional mailto: before the address. Add a subject line if there is a default subject line.
5. Click DONE.
6. Click Publish to save your work.

## Link to a Telephone Number

The Titan Links has an option to allow you to configure a link to contact number. When used from your website on a mobile device, the link launches an App to make a call.

1. Open your Freeform block.
2. Add or select content that includes a telephone number and click the Link button. This opens the Link Editor. 
3. Content will be the default link type selection. Hit Telephone.



Link Editor

Cancel Done


Content External Recent Email Telephone Anchor

Phone Number 414-970

Phone number is not in Global Number Notation

4. **Enter phone number.** Telephone links must be specified in the global number notation, beginning with the plus sign (+) and country code, followed by the local telephone number. *e.g. +1-555-555-5555*. Use dashes (-) for visual separation and better readability. Many mobile phones support adding a pause and additional numbers to a dialing pattern by inserting a comma. This can be used to specify an extension.
5. Click DONE.
6. Click Publish to save your work.

## Create an Anchor Link

1. Open the Freeform where you would like to Anchor/jump the user to
2. When your cursor is where you want your Anchor in content
3. Click the Link Picker (do not have anything highlighted) 
4. Enter the name of your anchor link (you will need to know the exact spelling and capitalization of the Anchor name you give you enter so record it somewhere –

no spaces allowed)

Link Editor

Cancel Done

Provide a Name

AnchorTest

Or link to an existing anchor

There are no named anchors in this freeform

5. Click Done
6. Publish the Page or go to next step

## Using an Anchor Link in the Same Block

1. Highlight the content you would like to have the user click to jump them to the anchor
  - a. Ex **View this link**
2. Click the Link Picker
3. Go to the Anchor tab
4. Select the anchor from the “Or link to an existing anchor” dropdown - in this case **AnchorTest**
5. Click Done
6. Publish the Page

Link Editor

Cancel Done

Content External Recent Email Telephone Anchor

Provide a Name

Or link to an existing anchor

AnchorTest



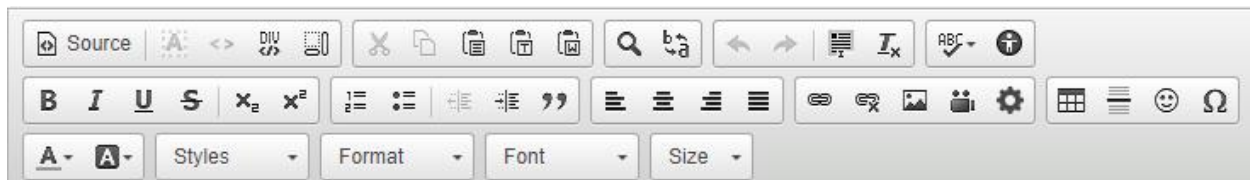
## Using an Anchor Link in a Different Block









1. Follow the same steps as above recording your Anchor name
2. When you open the different Freeform block where you want to make your link it needs to be an **External** link
3. Highlight/select the content that you would like to have the user click
4. Click the Link Picker and go to the **External** tab

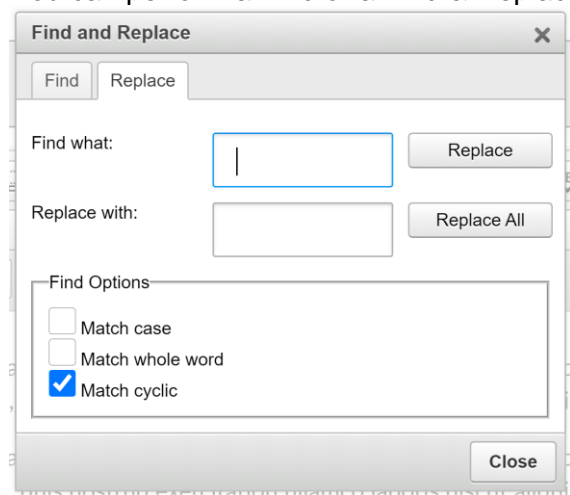
The screenshot shows the 'Link Editor' dialog box. At the top, there are buttons for 'Cancel' and 'Done'. Below these are five tabs: 'Content', 'External', 'Recent', 'Email', and 'Telephone'. The 'External' tab is highlighted with a red box. Below the tabs is an 'Anchor' tab. Under the 'External' tab, there is a text input field labeled 'URL' containing the text 'https://yourwebsite.com/about-us.htm#top'. This field is also highlighted with a red box. Below the URL field is a checkbox labeled 'Open in new window' which is currently unchecked.

















5. Use fully qualified URL with anchor name at the end of it and un-check open in new window
6. Click Done
7. Publish the Page










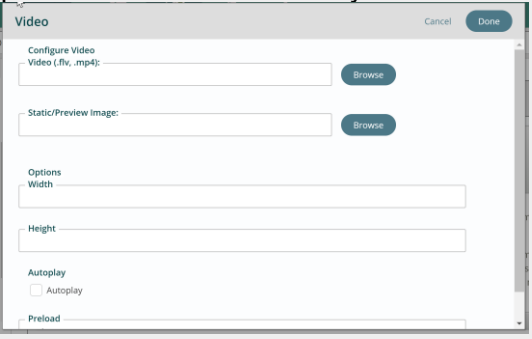



# Freeform Editor Toolbar Icons

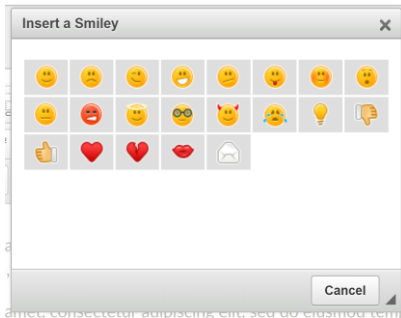

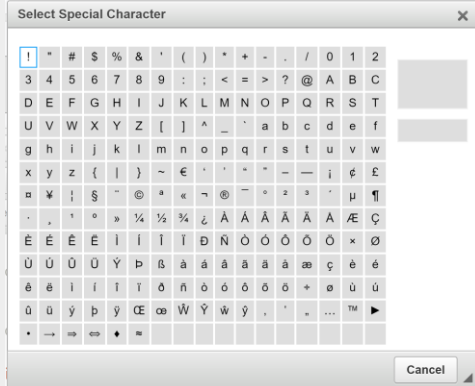


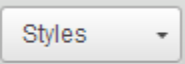
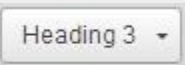
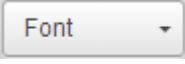
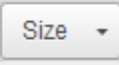





ICON	FUNCTION	HOW TO
	Source	Click to see your HTML source code. Click again to go back to design view.
	Show Blocks	Clicking this icon will show paragraphs and headings assigned to the content.
	Cut	Highlight text and click icon to cut.
	Copy	Highlight text and click icon to copy.
	Paste	Avoid using this icon for your paste activities. Use Paste as Plain Text or Paste from Word.
	Paste as Plain Text	Use this icon to paste as Plain Text format.
	Paste from Word	For Microsoft Word documents, use this icon. The application will strip out those Word HTML tags that would override the look and feel of your website.
	Find & Replace	You can perform a Find or a Find & Replace action.



ICON	FUNCTION	HOW TO
	Undo	Click the icon to undo your last action.
	Redo	Click the icon to restore your last action.
	Select All	Use this icon to select all content on your page.
	Remove formatting	Removes the formatting from the selected or the whole text.
	Check Spelling	Spell Check will highlight potential typos in your content.
	Accessibility Checker	This is used to check for accessibility standards within a Freeform Block
	Bold	Highlight text and click the icon.
	Italicize	Highlight text and click the icon.
	Underline	Highlight text and click the icon.
	Strikethrough	Presentation of words with a horizontal line through the center of them.
	Subscript	A number, figure, or indicator that appears below baseline, at the right or left of another symbol or text, with a baseline raised, in reduced font size.
	Superscript	A number, figure, or <a href="#">symbol</a> that appears above <a href="#">baseline</a> , at the right or left of another symbol or text, with a baseline raised, in reduced font size.
	Numbering	Highlight the points and click the icon. Alternatively, you can click on this icon and enter the text as each numbered item displays.
	Bullets	Highlight the points and click the icon. Or, you can click on this icon and enter the text as each bullet displays.
	Decrease Indent	Highlight the paragraph and click the icon to decrease an indent.
	Increase Indent	Highlight the paragraph and click the icon to increase an indent.

ICON	FUNCTION	HOW TO
	Blockquote	Highlight the paragraph and click the icon for the blockquote element to create white space on both sides of the text.
	Align Left	Highlight the text and click the icon to left align (default).
	Align Center	Highlight the text and click the icon to center align.
	Align Right	Highlight the text and click the icon to right align.
	Full Justify	Highlight the text and click the icon to align from left to right across page.
	Link picker	Highlight text and click this icon. See the section on Links for details regarding this function.
	Link Remover	Highlight linked text and click this icon to cleanly remove a link. See the section on Links for details regarding this function.
	Image Manager	Place your cursor where you would like to place the image. Then click this icon. See the section on Inserting Images for details regarding this function.
	Flow Player	<p>You can easily implement a .flv file by completing the parameters in the Flow Player window.</p> 
	Simple Table Functions	Use to create a SIMPLE table.
	Horizontal Rule	Place your cursor where you would like to place the horizontal rule. Then click this icon.
	Smiley	Click the icon to insert smiley.

ICON	FUNCTION	HOW TO
		
	Insert Special Characters	Use to insert a symbol from the menu. 
	Text Color	Highlight the text and click the icon. Upon clicking this icon, a color palette will appear. Select the desired text color.
	Background Color	Upon clicking this icon, a color palette will appear. Select the desired color for text background.
	CSS Style	Menu to apply CSS style to your selected text from this list box.
	Format <h>	Highlight the text and select a heading tag from this list box.
	Font Name	Menu to select a font by name from this list box.
	Font Size	Menu to select a font size from this list box.
Shift-Enter  	For Spacing	Create a line break rather than a new paragraph. Hold the Shift-Enter keys to achieve a line break.

ICON	FUNCTION	HOW TO
	Format Selection	Able to go into source, highlight all code and click on Format Selection. *It is supposed to take the highlighted text and restructure it so it is nicely indented so you can easily see the tag hierarchy.
	Titan Forms	Not found in all Editors. Click to select options to build Titan Form, such as Text Box, Drop Down, List Box, Check Box or Radio Group.
	Titan Comment	Not found in all Editors. Menu to select a Comment filed such as Rating, Email Address, User Name, Comment and Comment section. *Comment is not an option in all WYSIWYG sections. See more details on Comments.