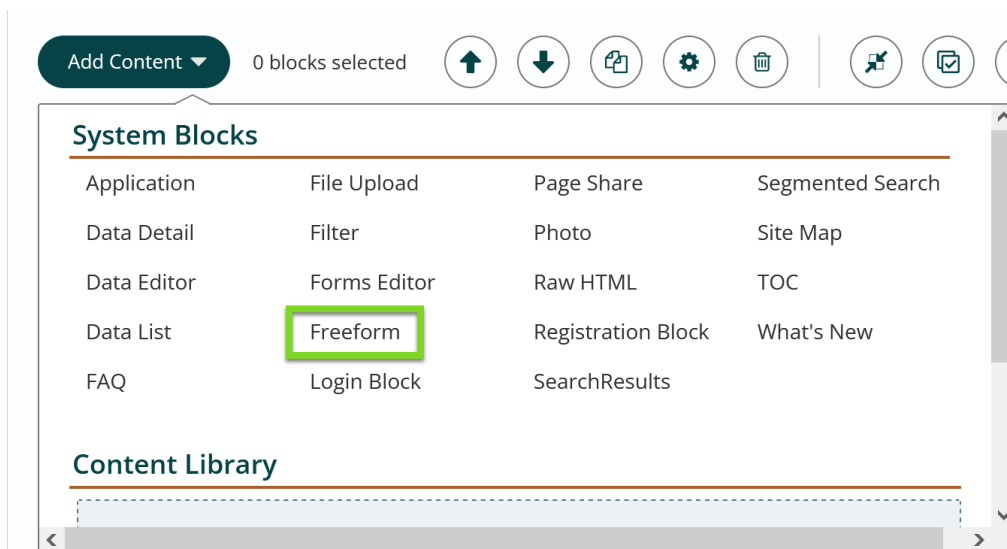# Freeform Block

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
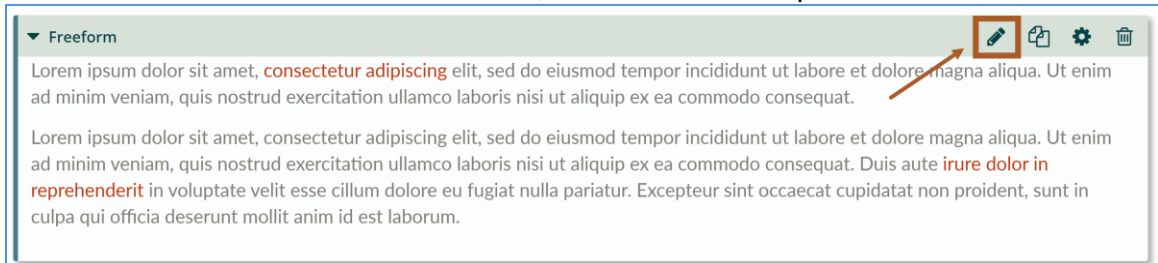
Add a Freeform Block

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

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.
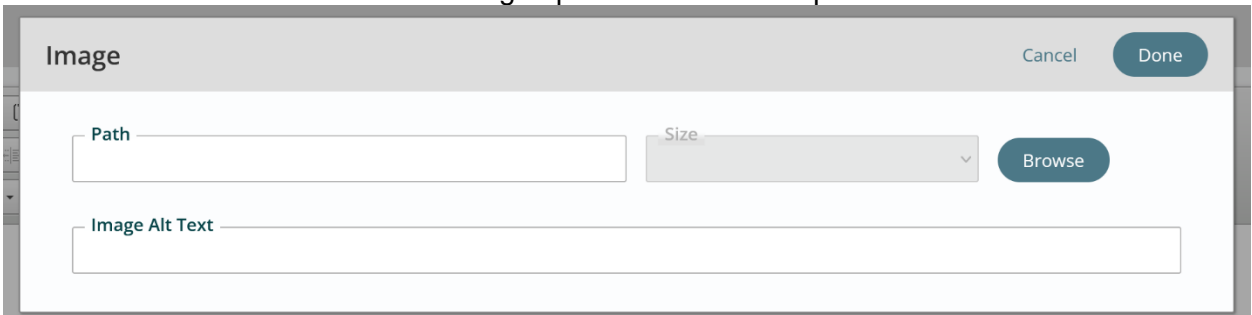

3. Hit the "browse" button to open the Content Explorer.
4. At the top of the center results pane you will see "name," "last modified," "type," and "size." You can click on any of these headers to sort the results.
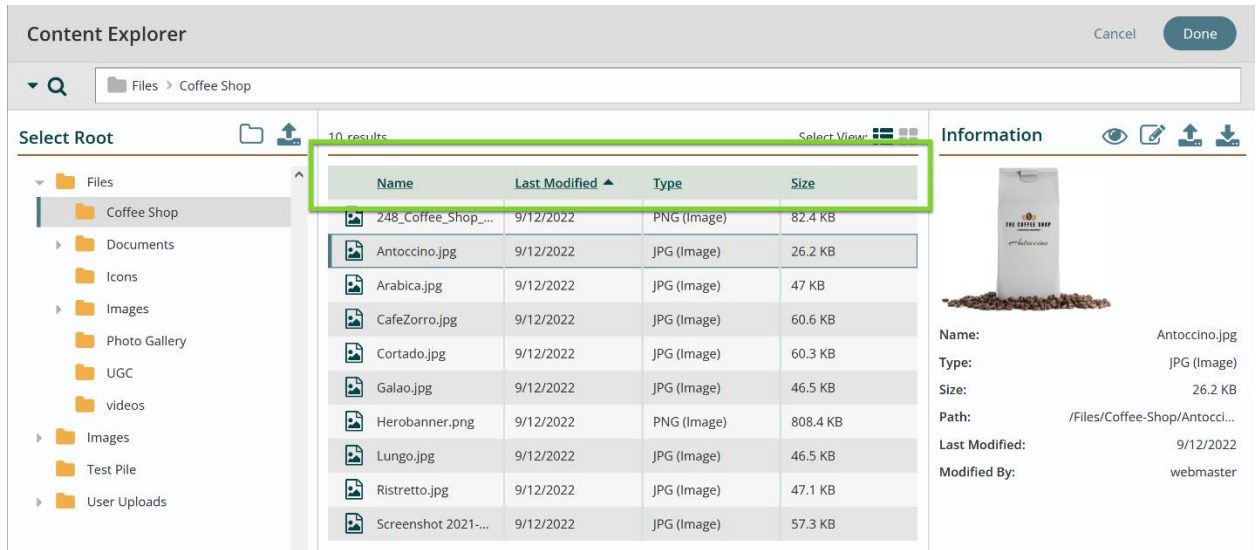
5. To search and filter content, go to the upper left corner of the Content Explorer. Hit the arrow to filter by type and date modified. For the image editor, the type will automatically be "files."
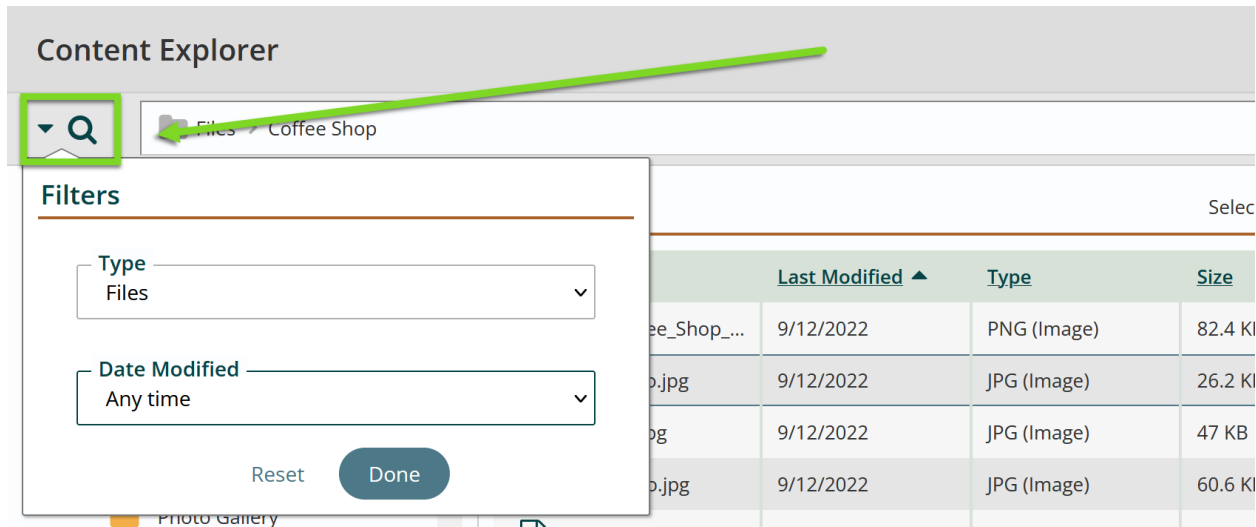
6. To search for content, type your search term in the top bar and hit enter. If you have any filters in place, those will apply to your search.
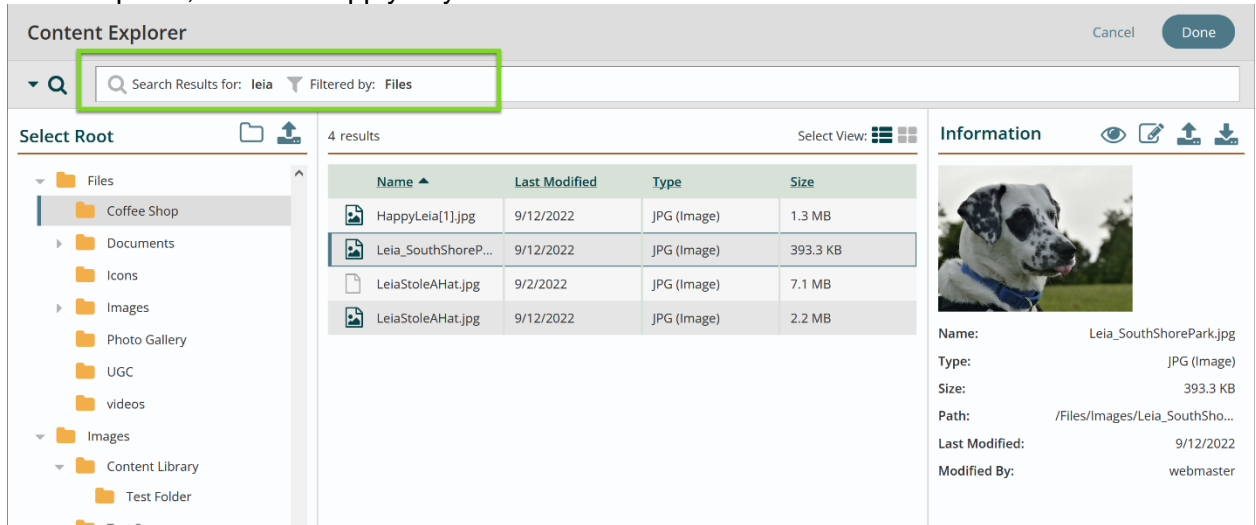

7. You may prefer to display the Thumb View to see the images. Go to "Select View" in the upper right corner of the results panel and hit the icon that's four squares. Hit the icon to the left to switch back to list view.
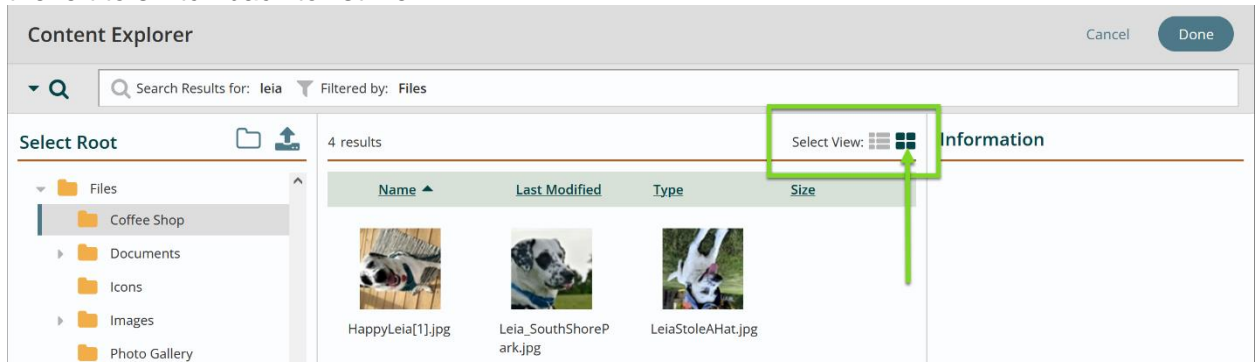
8. When you select an image by clicking on it, it shows in the right-hand panel, along with several important fields and options.
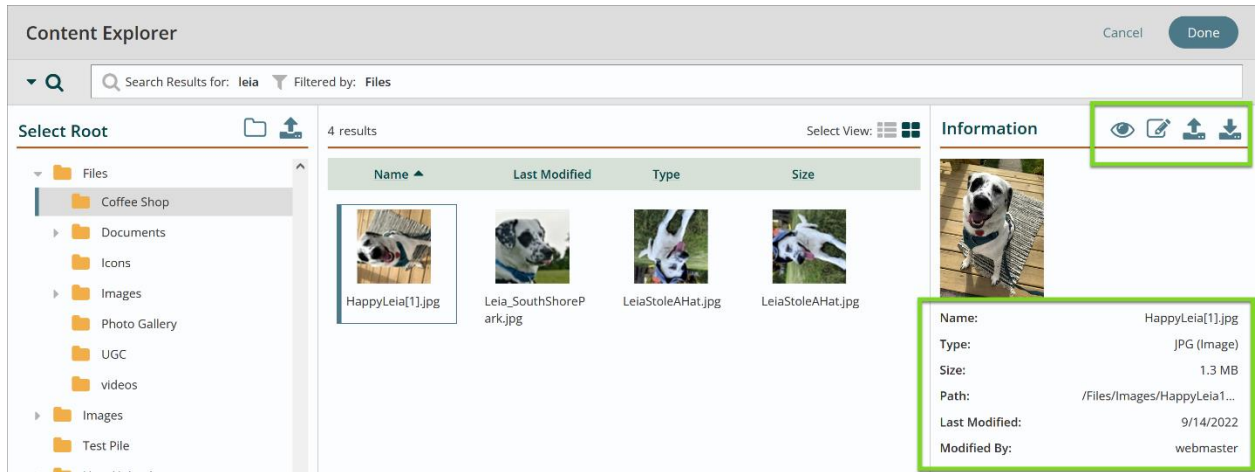
a. There are 4 icons at the top of the information panel.

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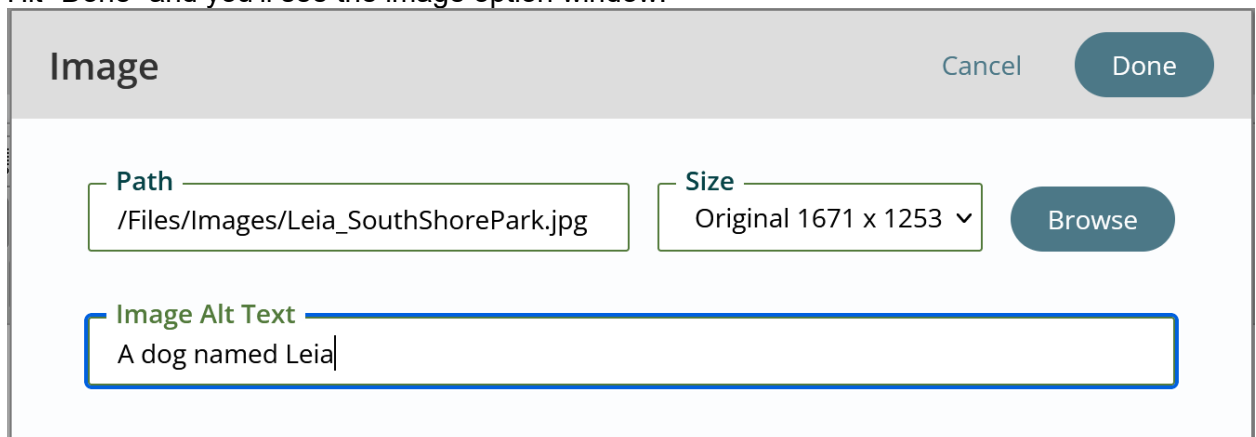
a. **Path:** The location of the image in the filepile

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      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.

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.
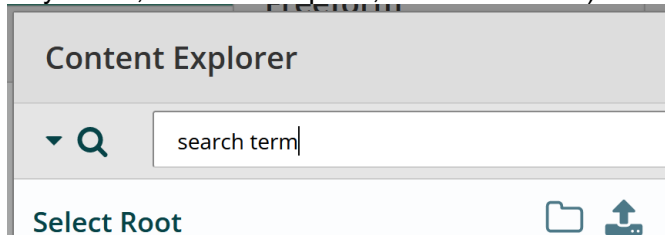
4. Hit the Browse button to open the Content Explorer and choose what file to link to.
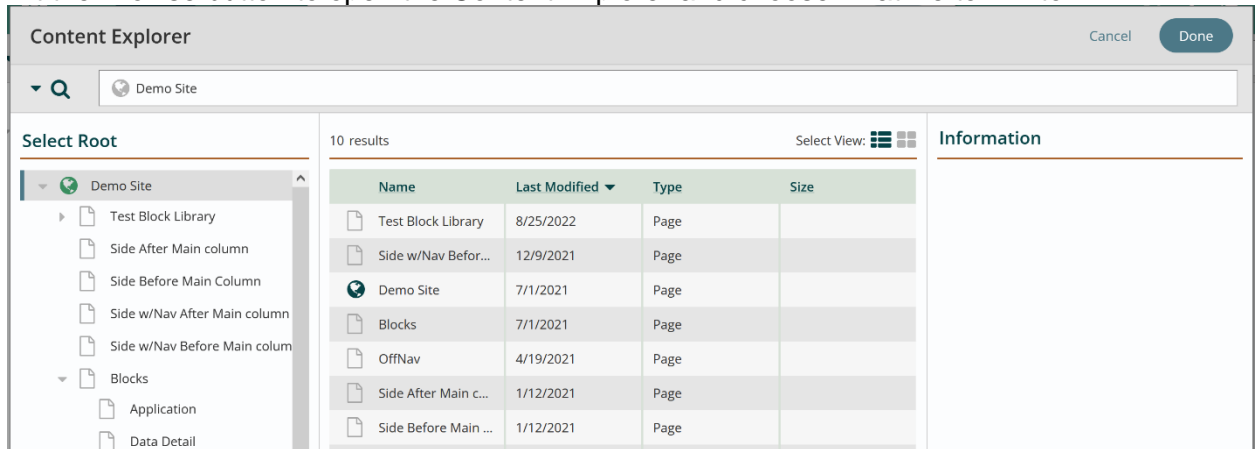
If you wish to link to an internal page, you have several options here:

- 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.
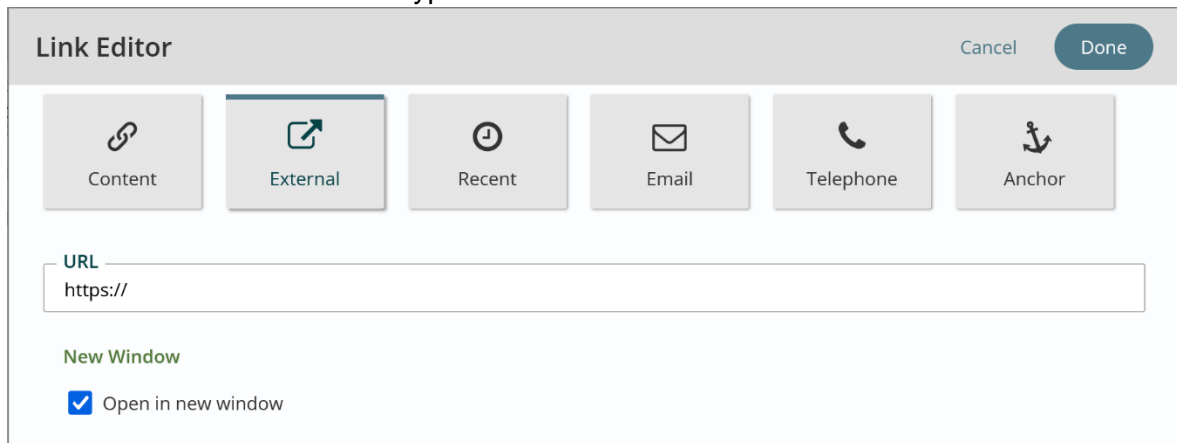

5. Select the link and hit Done.
6. You should see your new link in the Link Editor. By default, Open in new window is not checked for internal pages.
7. Click DONE to close the Link Editor. The hyperlink should now appear in your text.
8. Click DONE to close the Freeform editor.
9. Publish your page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

3. Content will be the default selection.

4. Hit the Browse button to open the Content Explorer and choose what file to link to.
5. 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.

6. Navigate to the correct root, if necessary, and click on the desired file. Hit Done.
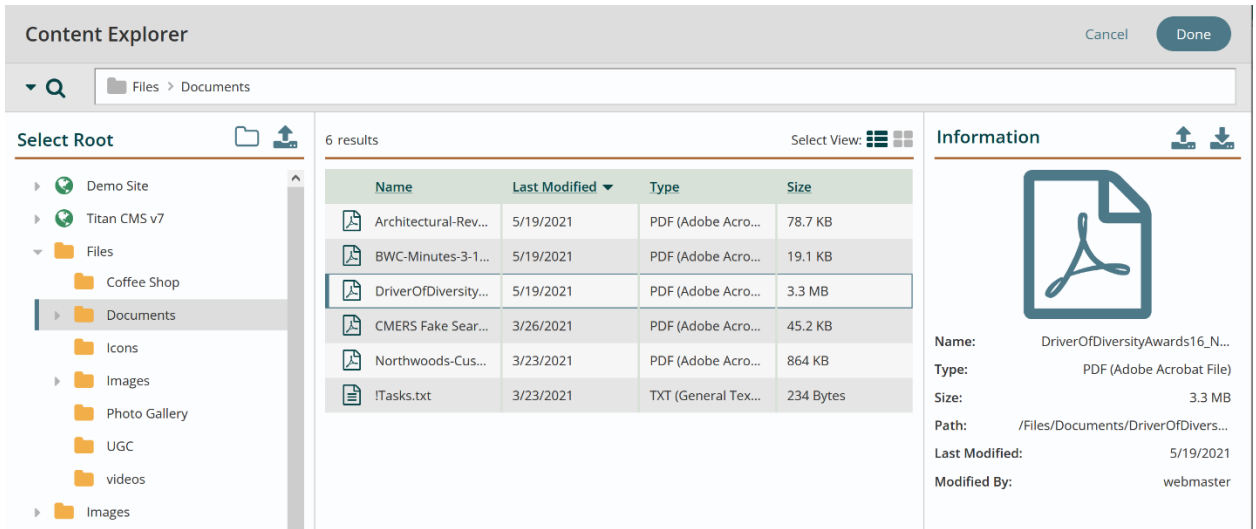
7. You will see the selected file in the Link Editor. Hit "Open in new window," and hit Done to insert the file.
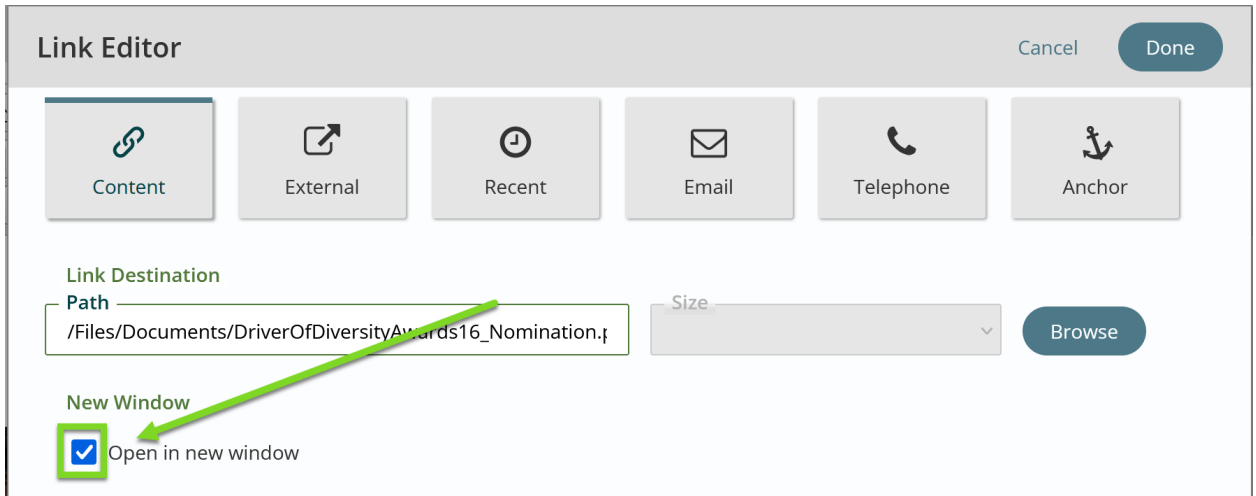
8. Publish your page and test your new file link.

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).
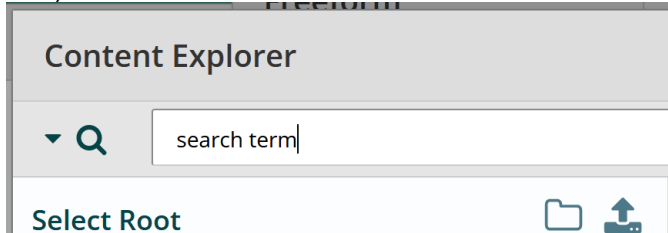

- You have already changed the dropdown "All Types" to Files. This will filter the list, eliminating pages and data results.

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.

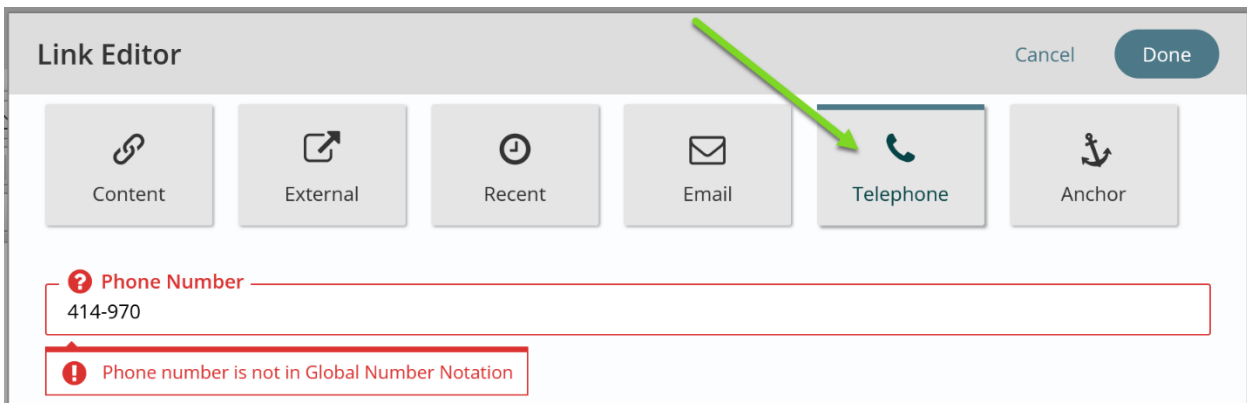3. Content will be the default link type selection. Hit Email.
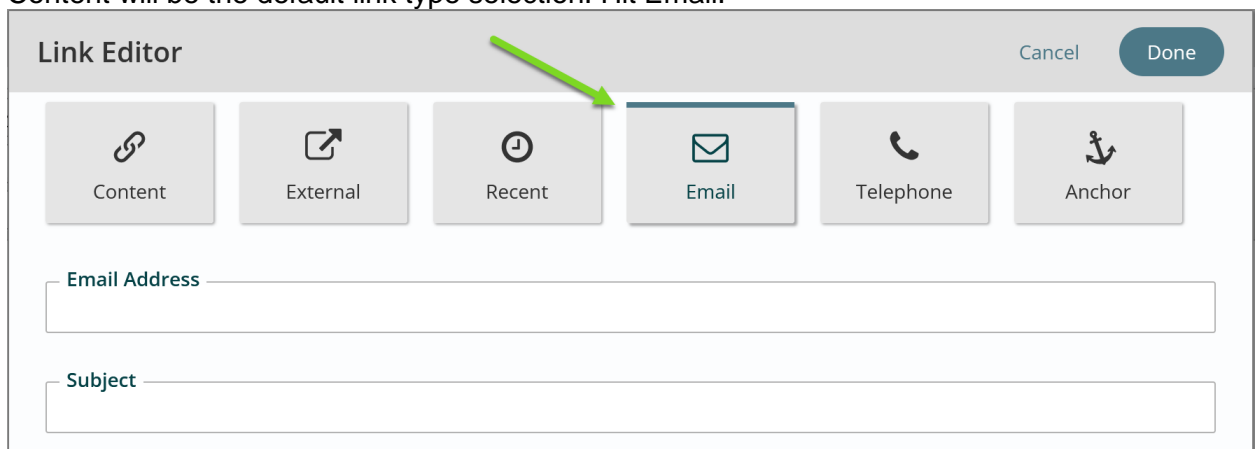
4. Enter the email address. Do not include a traditional mailto: before the address. Add a subject line if there is a default subject line.
5. Click DONE.
6. Click Publish to save your work.

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.

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.
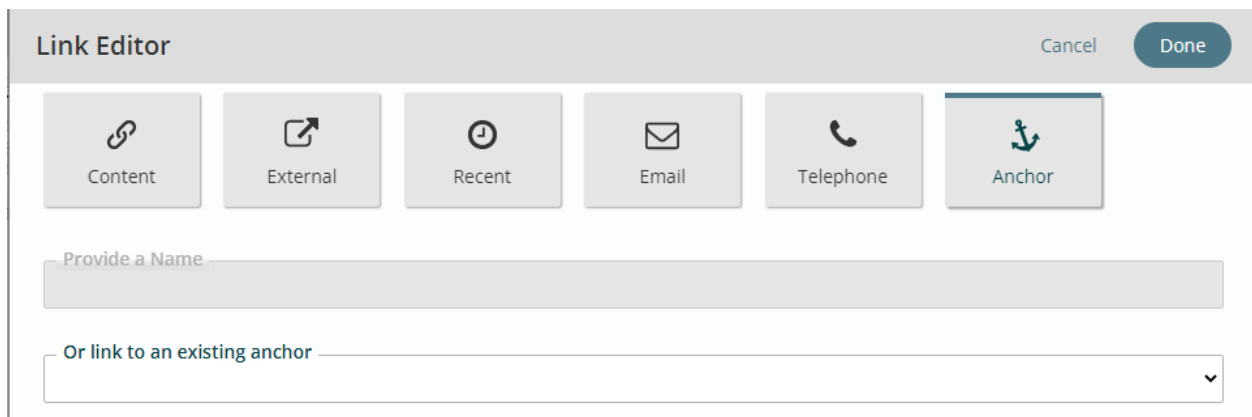6. Click Publish to save your work.

Link to an Anchor

1. Open your Freeform block.
2. Click the Link Picker Icon. 🔗
3. A different Link Editor dialog will open. Provide a name for your Anchor
    1. This name is case sensitive and should not have spaces

4. Click Done.

# 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
2. Click the Link Picker
3. Go to the Anchor tab
4. Select the anchor from the "Or link to an existing anchor" dropdown
5. Click Done
6. Publish the Page

Using an Anchor Link in a Different Block

1. Find the content that you want the user to click to jump to the anchor location
2. Highlight/select the content that you would like to have the user click
3. Click the Link Picker
4. Click the External tab
5. Type # and then the name of the anchor you created

        a. Example: #AnchorTest

        b. If you are linking to a different page, you will need to include the path

            i. Example: /page2#AnchorTest

6. Click Done

7. Publish the Page
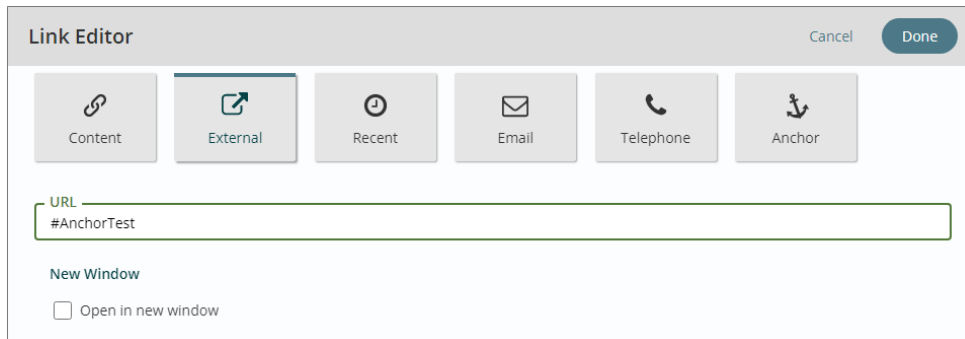
Freeform Editor Toolbar Icons
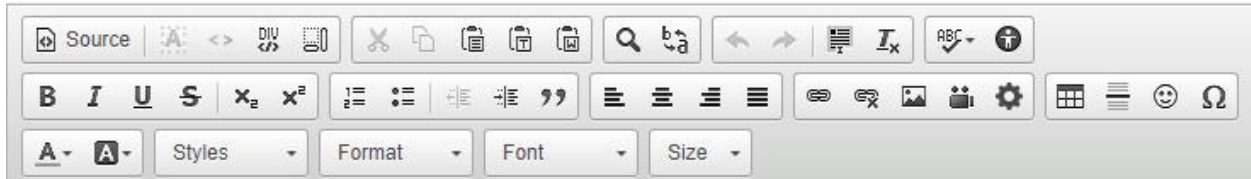
| ICON	FUNCTION	HOW TO
Source	Source	Click to see your HTML source code. Click again to go back to design view.
	Show Blocks	Clicking this icon will show paragraphs and headings assigned to the content.
	Cut	Highlight text and click icon to cut.
	Copy	Highlight text and click icon to copy.
	Paste	Avoid 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.
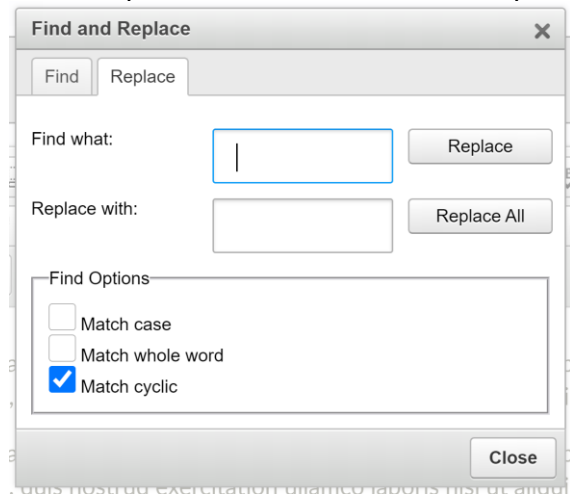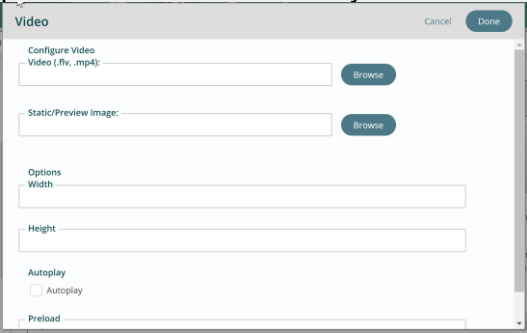
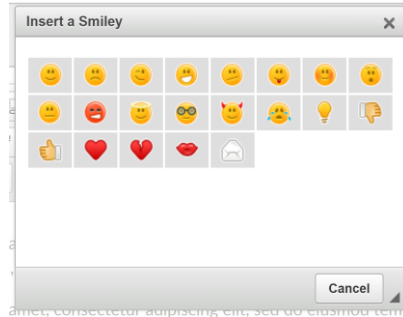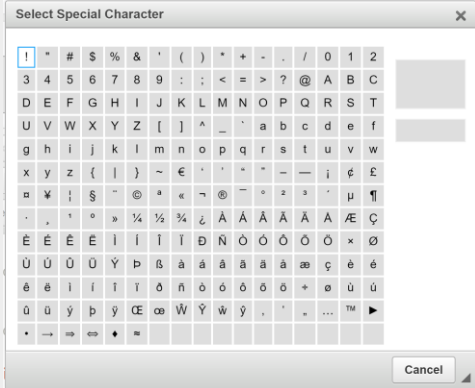| ICON	FUNCTION	HOW TO
	Undo	Click the icon to undo your last action.
	Redo	Click the icon to restore your last action.
	Select All	Use this icon to select all content on your page.
I_x	Remove formatting	Removes the formatting from the selected or the whole text.
ABC	Check Spelling	Spell Check will highlight potential typos in your content.
	Accessibility Checker	This is used to check for accessibility standards within a Freeform Block
B	Bold	Highlight text and click the icon.
I	Italicize	Highlight text and click the icon.
U	Underline	Highlight text and click the icon.
S	Strikethrough	Presentation of words with a horizontal line through the center of them.
x_2	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.
x^2	Superscript	A number, figure, or symbol that appears above baseline, 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.

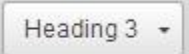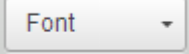| ICON	FUNCTION	HOW TO
,,	Blockquote	Highlight the paragraph and click the icon for the blockquote element to create white space on both sides of the text.
≣	Align Left	Highlight the text and click the icon to left align (default).
≡	Align Center	Highlight the text and click the icon to center align.
≣	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	You can easily implement a .flv file by completing the parameters in the Flow Player window.
⊞	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.

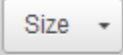| ICON	FUNCTION	HOW TO
Ω	Insert Special Characters	Use to insert a symbol from the menu.
A ▾	Text Color	Highlight the text and click the icon. Upon clicking this icon, a color palette will appear. Select the desired text color.
A ▾	Background Color	Upon clicking this icon, a color palette will appear. Select the desired color for text background.
Styles ▾	CSS Style	Menu to apply CSS style to your selected text from this list box.
Heading 3 ▾	Format \<h\>	Highlight the text and select a heading tag from this list box.
Font ▾	Font Name	Menu to select a font by name from this list box.
Size ▾	Font Size	Menu to select a font size from this list box.
Shift-Enter \<br /\>	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.