

Editing pages – layout and adding content blocks

When you create a new page in Mahara you can edit the layout, change the title and/or description or start editing the **content** that you display on the **page** (1).

If you have been given a page template that you must use for an assignment you should not change it.

New example page | Edit content ⁱ

Display page [Share page](#)

1 Edit content Edit layout Edit title and description

This area shows a preview of what your page looks like. Changes are saved automatically.
Drag blocks onto the page to add them. You can then also drag them around the page to change their position.

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Text
Image
Media
Journals
General
Personal info
External

DISPLAY PAGE

Adding content to a page.

In Mahara most **content** is created pieces that are then assembled on a **page**. On the left of the page you will see a block with options for adding content to your page.

Text
Image
Media
Journals
General
Personal info
External

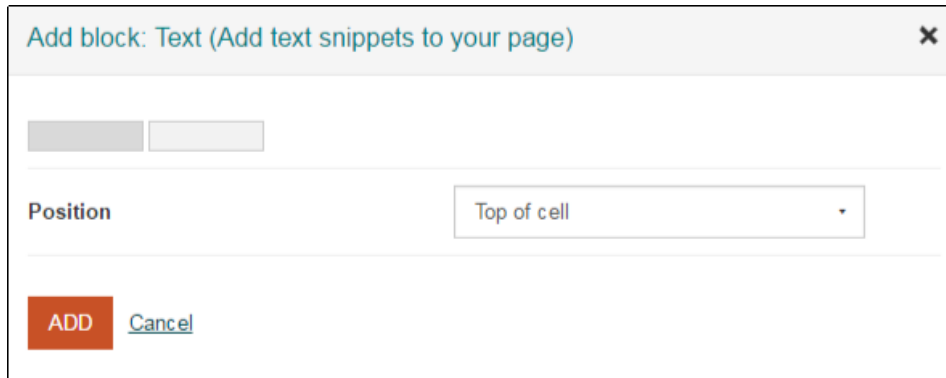
Text
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Once you are familiar with these tools you might want to minimise the block using the double arrows at the bottom of the block.

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Adding content blocks to a page

There are two ways to add a block to a page. If you click on a type of block in the lefthand menu you will be able to choose a position for the block on your page.



The screenshot shows a dialog box titled "Add block: Text (Add text snippets to your page)". It features a close button (X) in the top right corner. Below the title bar, there are two input fields for text. A "Position" dropdown menu is set to "Top of cell". At the bottom, there are two buttons: "ADD" (in a red box) and "Cancel" (a blue link).

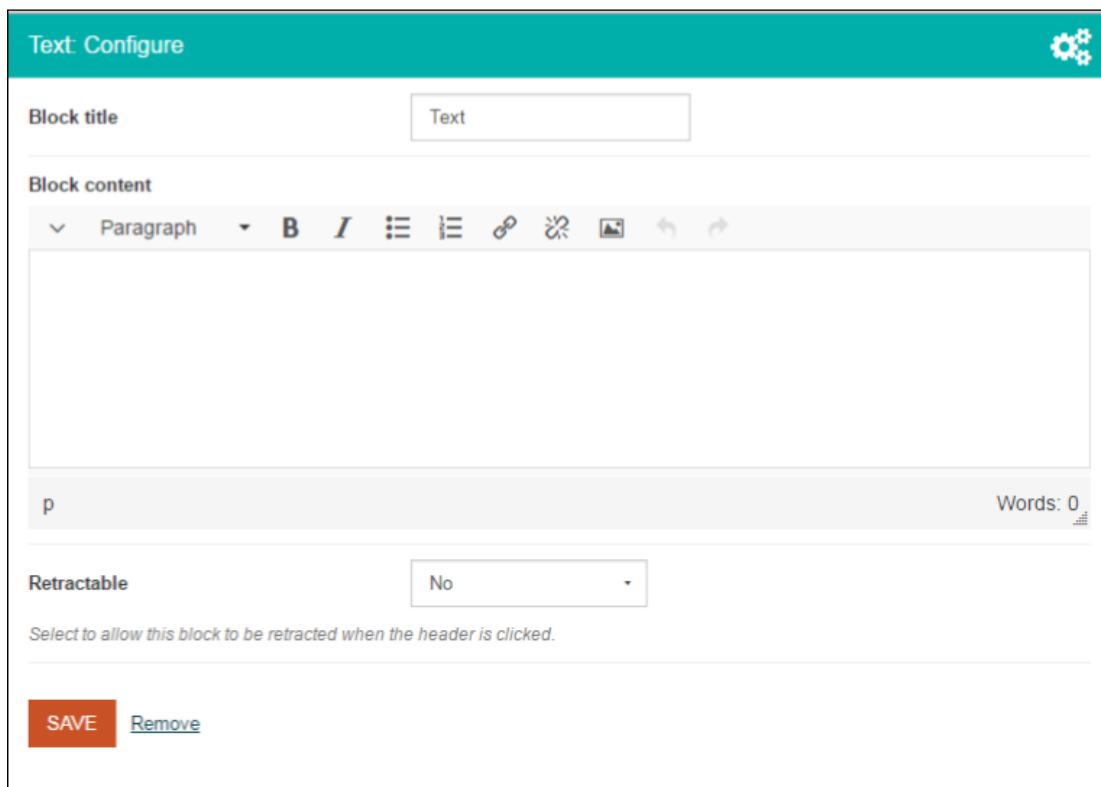
Alternatively, you can drag and drop a block onto your page.

Adding a Text block

A text block lets you add snippets of text to your page. For example, you might want to add some context around other blocks.

Click on the **Text** button to choose a location or drag and drop the block into place.

You can then give your block a title and enter your text using the editing tools.



The screenshot shows a "Text: Configure" dialog box with a teal header and a gear icon. It has a "Block title" field containing the word "Text". Below is a "Block content" section with a rich text editor toolbar showing "Paragraph", bold (B), italic (I), bulleted list, numbered list, link, unlink, image, undo, and redo icons. The editor area contains a single paragraph symbol "p" and a "Words: 0" counter. A "Retractable" dropdown menu is set to "No", with a note below it: "Select to allow this block to be retracted when the header is clicked." At the bottom, there are "SAVE" (in a red box) and "Remove" (a blue link) buttons.

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Adding an Image block

An **Image** block lets you display an image you have already saved as content or find an image on your computer.

Click on the **Image** button to choose a location or drag and drop the block into place.

Then click on **Image** (1) to open up options to **Choose Files** on your computer (2) or select an image you have previously uploaded to Mahara (3). Finally, click **Save** (4).

Image: Configure

Block title: Image

Image

No files found

My files Site files

Upload file

File

Choose Files No file chosen
(Maximum upload size 49.8MB)

NAME	DESCRIPTION	SIZE
Essex Housde.jpg		82.2K

Show description: No

Width: []

Specify the width for your image (in pixels). The image will be scaled to this width. Leave it blank to use the original size of the image. If the original size is too big, it will be scaled to the width of the block.

Retractable: No

Select to allow this block to be retracted when the header is clicked.

SAVE Remove

Media: File(s) to download

This block allows you to add a media file that readers can download.

Click on the **Media** heading and the **File(s) to download** button to choose a location or drag and drop the block into place.

Then add the file just as you would an image (see above).

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Media: Embedded media

This block allows you to embed media (video, audio) in a format that plays within your page. This is for media files you have on your computer or have already uploaded to Mahara.

Click on the **Media** heading and the **Embedded media** button to choose a location or drag and drop the block into place.

Then add the file just as you would an image (see above).

You can also embed media from external sources such as YouTube and Vimeo (see External below).

Media: PDF

This block allows you to add a PDF file that will display on the page.

Click on the **Media** heading and the **PDF** button to choose a location or drag and drop the block into place.

Then add the file just as you would an image (see above).

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Journals

The Journals blocks let you add a journal or specific journal entries to your page.

To add a journal, click on the **Journals** heading and the **Journal** button to choose a location or drag and drop the block into place.

You can now browse or search to select the journal you want to add to your page. Other settings allow you to choose how many entries to display. You can also choose to exclude your journal when people download your page.

Journal: Configure

Block title [SET A BLOCK TITLE](#)

If you leave this blank, the title of the journal will be used

Journal

[Browse](#) [Search](#)

Example Learning Journal
This journal records my learning journey on this module.

1 result

Entries per page

[More options](#)

Block copy permission

If you allow other users to copy this page, you may choose how this block will be copied

Retractable

Select to allow this block to be retracted when the header is clicked.

[SAVE](#) [Remove](#)

The **Journal entry** option works in the same way, but lets you choose which of your journal entries to display.

Recent journal entries let you select which journal and how many recent entries to display.

Tagged journal entries can be useful if you want to display entries on a particular topic. If you use tags in your journal you can display entries with selected tags only.

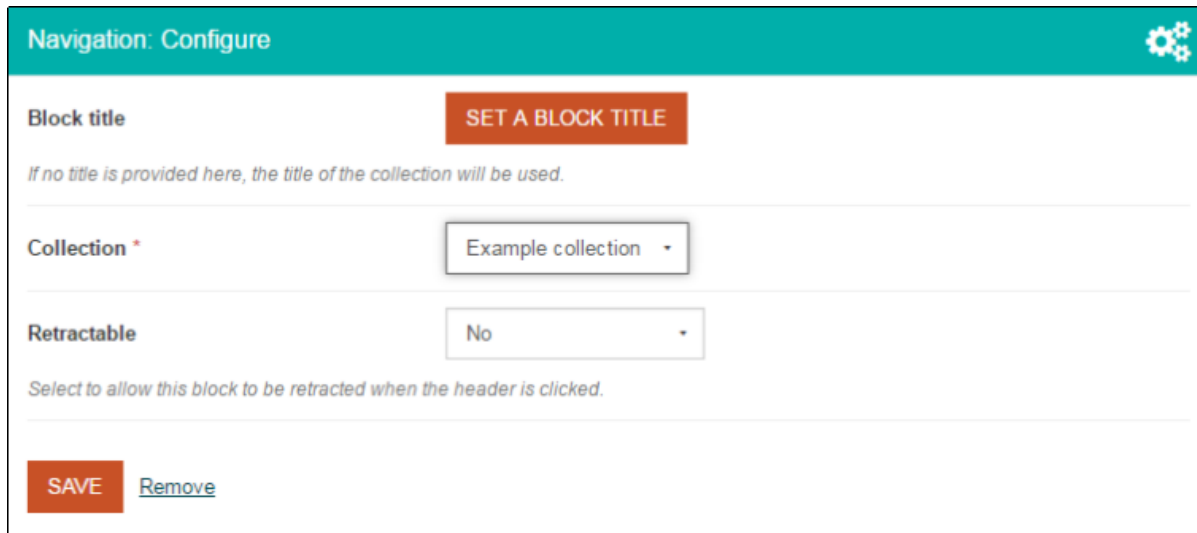
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General: Navigation

If you have built a collection from two or more pages you may want to add a navigation block on the front page which will help readers find their way around your portfolio.

To add a **Navigation** block, click on the **General** heading and the **Navigation** button to choose a location or drag and drop the block into place.

You can then set a block title and choose the collection for which you want navigation.



Navigation: Configure

Block title [SET A BLOCK TITLE](#)

If no title is provided here, the title of the collection will be used.

Collection *

Retractable

Select to allow this block to be retracted when the header is clicked.

[SAVE](#) [Remove](#)

General: Plans

If you have created a plan you can add it to a page here.

General: Note

Unlike **Text** blocks, a **Note** is a piece of text that can be added to more than one page. If you update the **Note** it will change on all the pages where it is used.

To add a **Note** block, click on the **General** heading and the **Note** button to choose a location or drag and drop the block into place.

You can then either type in text for your note or use content from another note.

Personal info: Profile information

See the separate guidance on your Profile.

External

You can add **External media** from a range of sources. You are most likely to want to use this to incorporate YouTube or Vimeo videos into your pages.

To add an **External media** block, click on the **External** heading and the **External media** button to choose a location or drag and drop the block into place.




You can then give your block a title and paste in the URL or embed code of your external media.

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External media: Configure

Block title	External media
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URL or embed code *	<input type="text"/>
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*Paste the **embed code** or the **URL** of the page where the content is located.*
Embed code containing <iframe> tags is allowed from the following sites: 
URLs from the following sites are allowed: 
*The following **embed services** for embedding content are supported:* 

Width	<input type="text" value="0"/>
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Height	<input type="text" value="0"/>
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Width and height fields are only used for URLs. If you have entered embed or iframe code above, you need to update the width and height within the code itself.

Retractable	<input type="text" value="No"/>
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Select to allow this block to be retracted when the header is clicked.

<input type="button" value="SAVE"/> Remove
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