

Columbia University Finance Training

Job Aid: How to edit a related content block.

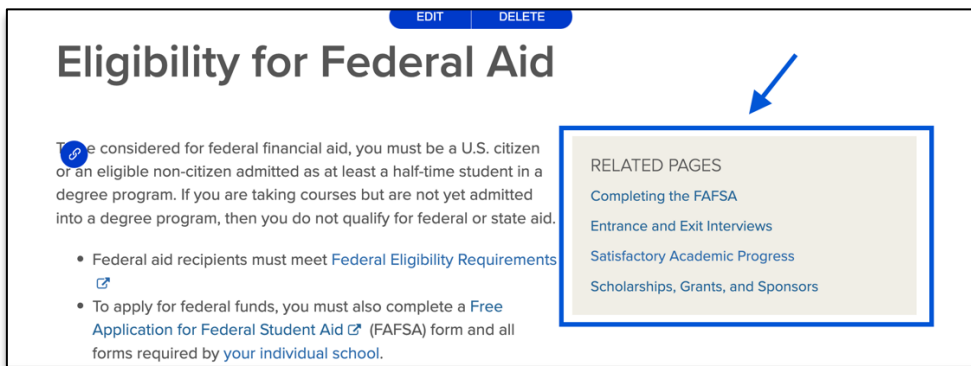
This job aid details the process of editing, deleting, or creating a related content block. It is designed for users who make edits to the following websites: Finance; Travel & Expense; Student Financial Services; Registrar; Student Service Center; and University Policies.

What is related content block?

A related content block is a way content owners can recommend other pages with similar information to users. It hosts links to these other pages in a clear and straightforward way.

Related content blocks may only be used on basic pages and never landing pages.

Example related content block:



The screenshot shows a page titled "Eligibility for Federal Aid" with two buttons at the top: "EDIT" and "DELETE". The main content area contains a paragraph about federal financial aid eligibility and two bullet points. A "RELATED PAGES" sidebar is on the right, containing four links. A blue arrow points to the "RELATED PAGES" header.

Eligibility for Federal Aid

EDIT DELETE

If you are considered for federal financial aid, you must be a U.S. citizen or an eligible non-citizen admitted as at least a half-time student in a degree program. If you are taking courses but are not yet admitted into a degree program, then you do not qualify for federal or state aid.

- Federal aid recipients must meet [Federal Eligibility Requirements](#)
- To apply for federal funds, you must also complete a [Free Application for Federal Student Aid](#) (FAFSA) form and all forms required by your individual school.

RELATED PAGES

- [Completing the FAFSA](#)
- [Entrance and Exit Interviews](#)
- [Satisfactory Academic Progress](#)
- [Scholarships, Grants, and Sponsors](#)

How do I edit a related content block?

- If you need to change one of the links presented in the related content block instead of deleting the whole content block, click the related content block's **Edit** button. This will open the related content block and all the individual links will be displayed.
- To **Remove** a related content block link, erase the URL and Link Text you'd like to remove.
- To **Add** a related content block link, scroll to the end of the related content block, there will be two blank fields labeled URL and Link Text.
 - URL:** if the link is an **Internal Link** – this mean the link is from the same site you're editing – type the title of the page you'd like to add, and sites will autofill the link for you. Ex. If you want to add a link to the page "Completing the FAFSA" begin typing the word "Completing" or "FAFSA" and a drop-down menu will appear with pages who have those words in their title. Select the page you'd like to add.
 - URL:** if the link is an **External Link** – this mean the link is from a different site than the one you're editing – **Paste** the URL you would like to add.
 - Link Text:** Fill in this field with the title of the page it is linking to. Ex. "Completing the FAFSA"

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Content

Related Block Collapse

Title
Related Pages

Links

URL
Completing the FAFSA (135)

Start typing the title of a piece of content to select it. You can also enter an internal path such as `/node/add` or an external URL such as `http://example.com`. Enter `<front>` to link to the front page. Enter `<nolink>` to display link text only.

Link text
Completing the FAFSA

URL
Entrance and Exit Interviews (102)

Start typing the title of a piece of content to select it. You can also enter an internal path such as `/node/add` or an external URL such as `http://example.com`. Enter `<front>` to link to the front page. Enter `<nolink>` to display link text only.

Link text
Entrance and Exit Interviews

- To **Change the order** of links, click on the three blue squares on the left side of the screen near the URL field. The related link you are going to move will be highlighted yellow. **Drag** the field to your desired order.

Start typing the title of a piece of content to select it. You can also enter an internal path such as `/node/add` or an external URL such as `http://example.com`. Enter `<front>` to link to the front page. Enter `<nolink>` to display link text only.

Link text
Satisfactory Academic Progress

URL
Scholarships, Grants, and School-Based Aid (19)

Start typing the title of a piece of content to select it. You can also enter an internal path such as `/node/add` or an external URL such as `http://example.com`. Enter `<front>` to link to the front page. Enter `<nolink>` to display link text only.

Link text
Scholarships, Grants, and Sponsors

URL
|

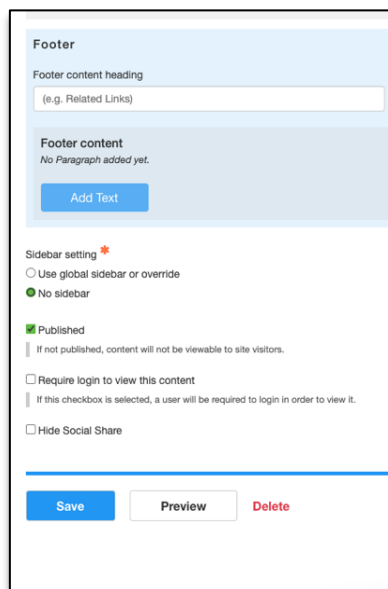
Start typing the title of a piece of content to select it. You can also enter an internal path such as `/node/add` or an external URL such as `http://example.com`. Enter `<front>` to link to the front page. Enter `<nolink>` to display link text only.

Link text

- You must scroll to the bottom of the page and click **Save**, which will immediately record your changes and return you to the normal user's view of the webpage, reflecting your new updates to the page.

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The screenshot shows a 'Footer' editor interface. At the top, there is a 'Footer content heading' field with the placeholder text '(e.g. Related Links)'. Below this is a 'Footer content' section with the text 'No Paragraph added yet.' and an 'Add Text' button. Underneath, there are 'Sidebar setting' options: 'Use global sidebar or override' (unselected) and 'No sidebar' (selected). There are also checkboxes for 'Published' (checked), 'Require login to view this content' (unchecked), and 'Hide Social Share' (unchecked). At the bottom, there are three buttons: 'Save' (blue), 'Preview' (white), and 'Delete' (red).



The screenshot shows the 'STUDENT FINANCIAL SERVICES' website. The main navigation menu includes 'Tuition & Fees', 'Financial Aid', 'Bills & Payments', 'Military Benefits', and 'Financial Wellness'. A green banner indicates 'Basic Page Eligibility for Federal Aid has been updated.' Below this, a breadcrumb trail shows 'Home > Financial Aid > Applying for Federal Aid > Eligibility for Federal Aid'. A toolbar contains 'View', 'Edit', 'Delete', 'Revisions', and 'Clone' buttons. The main heading of the page is 'Eligibility for Federal Aid'.

*WHILE EDITING A RELATED CONTENT BLOCK, YOU MAY NEED TO MAKE MULTIPLE EDITS TO DIFFERENT CONTENT BLOCKS ON THE PAGE. **YOU DO NOT NEED TO SELECT SAVE FOR EVERY CHANGE YOU MAKE.***

YOU CAN MAKE MULTIPLE CHANGES ON THE PAGE BEFORE CLICKING SAVE AND ALL EDITS WILL BE RECORDED.

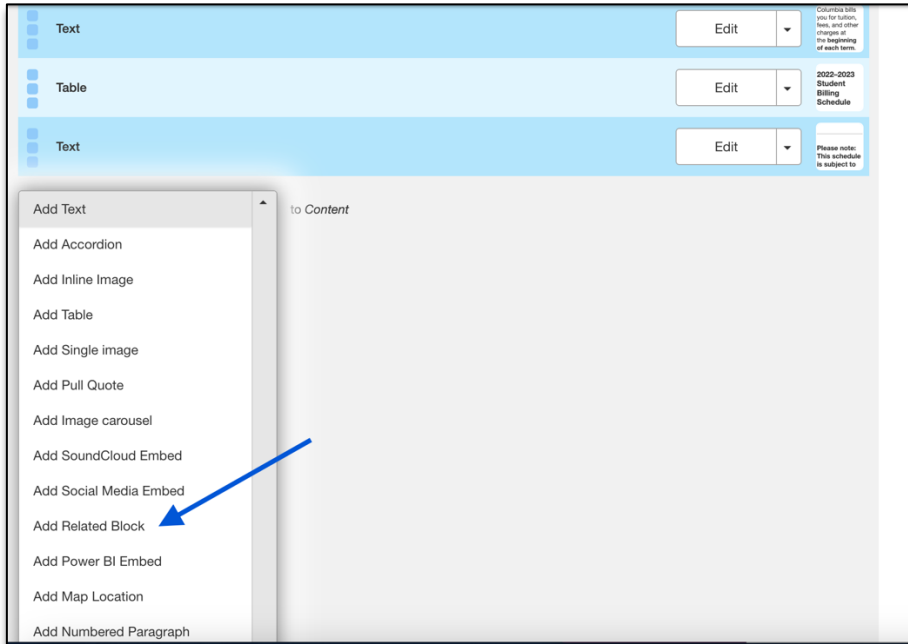
WAITING TO SAVE UNTIL ALL UPDATES TO THE PAGE ARE COMPLETE IS A WAY TO BE MORE EFFICIENT WITH YOUR TIME ON THE PAGE.

How do I create a new related content block?

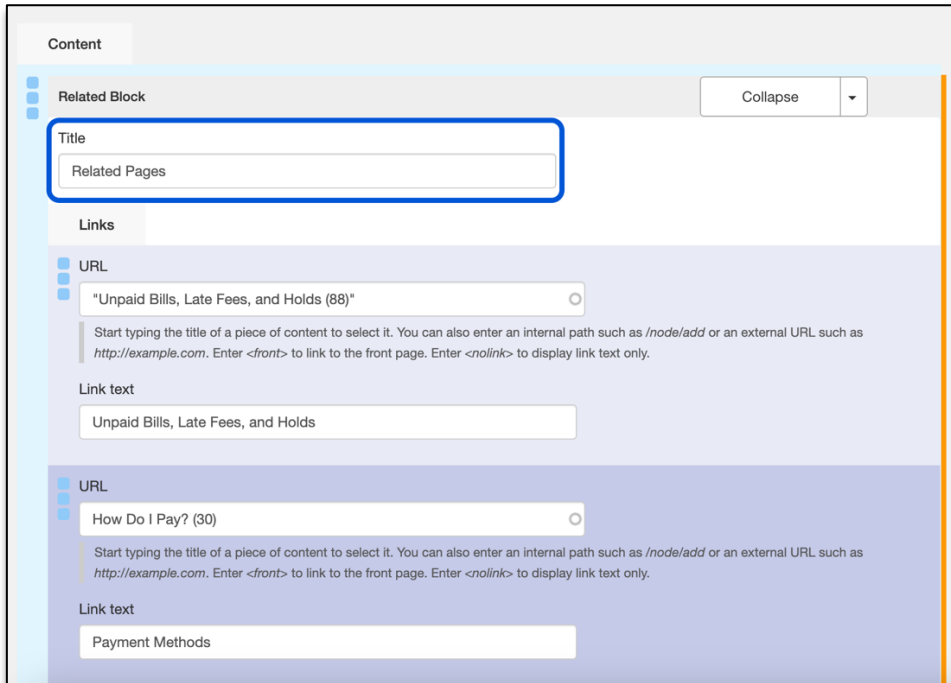
1. Log in to the **site you're trying to edit**. To log in, go to the homepage URL and type "/user" at the end of the URL (do not include the quotation marks), then hit **Return** to navigate to that page. You will be asked to authenticate, which will log you into the site and return you to the homepage.
2. Look for the editor ribbon on the page and select **Edit**. This ribbon is toward the top of the page underneath the main navigation menu. It will only appear if you are logged into the site. Once you click **Edit**, you will be taken to a backend editor's view of the page.
3. On the backend of the basic page, you will find your editor options. Scroll down to find the **Add Text** button. Click the arrow on the right side of the text. A drop-down menu will appear.

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4. **Click Add Related Block** The new related content block will appear. The related content block will be opened to blanks field to input a link/title as well as a title for the related content block. The title for the related content block is always **Related Pages**.



5. Add links and title to the fields found under links.
6. If you would like to add another link, **Click Add Another Item**.

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The screenshot shows a 'Related Block' editing interface. At the top left, there are three blue squares and the text 'Related Block'. At the top right, there is an orange 'Remove' button. Below this is a 'Title' field. Underneath is a 'Links' section. Inside the 'Links' section, there is a 'URL' field with a search icon on the right. Below the 'URL' field is a small text box with the following text: 'Start typing the title of a piece of content to select it. You can also enter an internal path such as /node/add or an external URL such as http://example.com. Enter <front> to link to the front page. Enter <nolink> to display link text only.' Below the 'URL' field is a 'Link text' field. At the bottom left of the 'Links' section, there is a blue button with the text 'Add another item'.

6. You must scroll to the bottom of the page and click **Save**, which will immediately record your changes and return you to the normal user's view of the webpage, reflecting your new updates to the page.

*WHILE CREATING A NEW RELATED CONTENT BLOCK, YOU MAY NEED TO MAKE MULTIPLE EDITS TO DIFFERENT CONTENT BLOCKS ON THE PAGE. **YOU DO NOT NEED TO SELECT SAVE FOR EVERY CHANGE YOU MAKE.***

YOU CAN MAKE MULTIPLE CHANGES ON THE PAGE BEFORE CLICKING SAVE AND ALL EDITS WILL BE RECORDED.

WAITING TO SAVE UNTIL ALL UPDATES TO THE PAGE ARE COMPLETE IS A WAY TO BE MORE EFFICIENT WITH YOUR TIME ON THE PAGE.

Getting Help

While editing a page, if you accidentally delete the wrong content and need to start over, simply click the **back arrow** in the top left of your browser or close out of the browser tab or window completely.

As long as you do not save any mistakes you will not publish any mistakes.

If you need assistance creating, editing, removing, or recovering a related content block on your website, please contact the Finance Web Team at financewebteam@columbia.edu with a **summary of your needs**.