

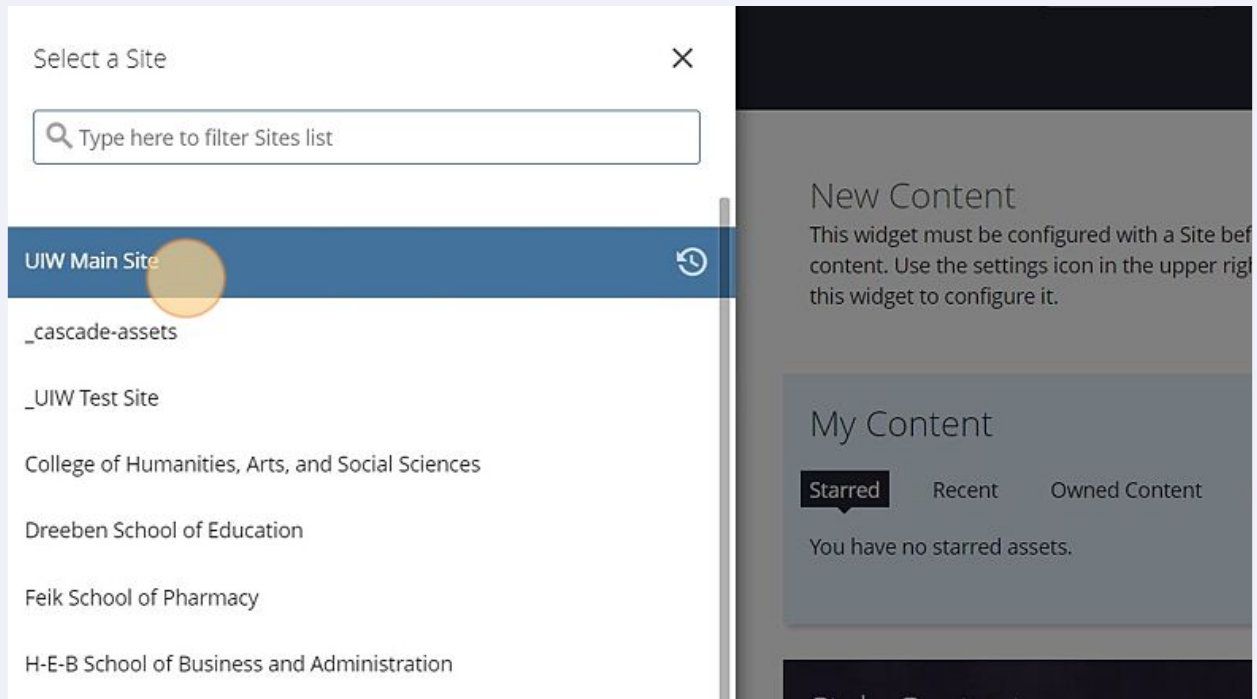
How to Create Widgets in Scribe⁼⁼ the Main and Professional school sites

1 Navigate to Cascade CMS

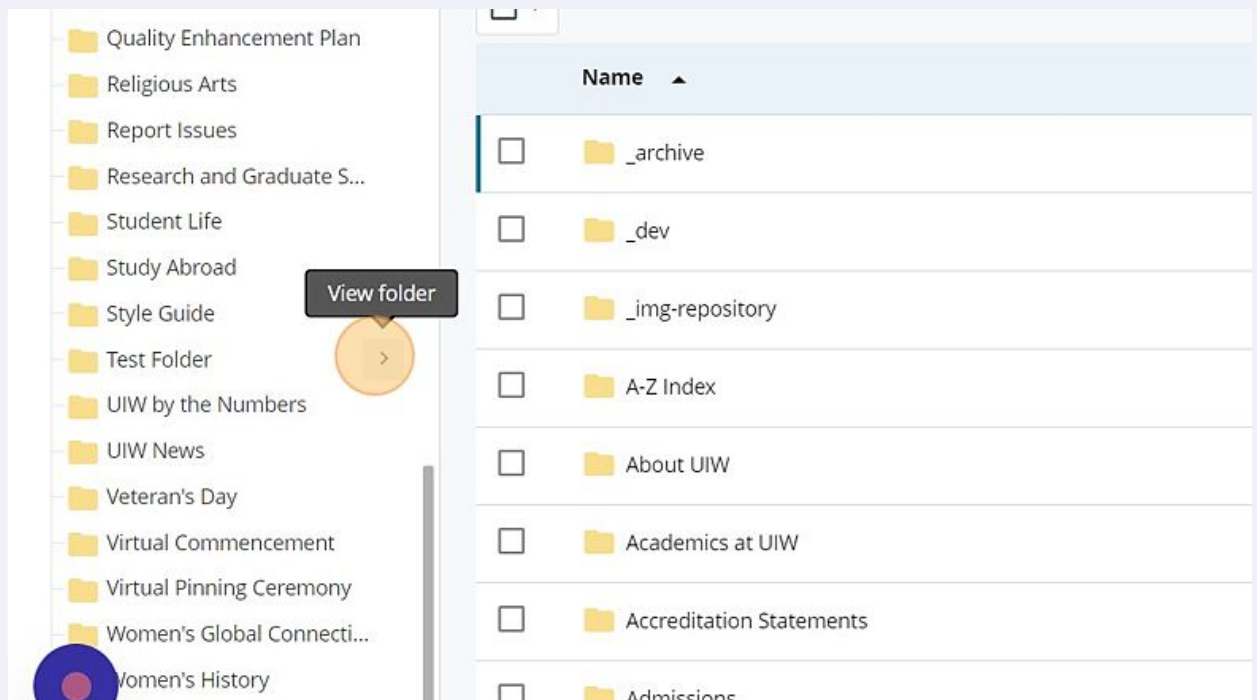
2 Click "Go to a Site"

The screenshot displays the Cascade CMS dashboard. At the top left, there is a circular refresh icon. To its right is a dark navigation bar containing a 'SITE:' dropdown menu and a 'Go to a Site' button, which is highlighted with a brown circle. Below the navigation bar, the dashboard is divided into several sections. On the left, a user profile card for Matthew Garcia includes a circular avatar with the letter 'M', a 'Welcome back' message, and two buttons: '+ Add Widget' and 'Reset Dashboard'. To the right of the profile card is a circular date widget showing 'THU 18' with a red circle containing the number '0'. Below the profile card is a yellow 'Sticky Announcements' section titled 'Workflow Submission Hours' with a bulleted list: 'Monday - Thursday 7:30 a.m. - 5 p.m. CST', 'Friday - 7:30 a.m. - 3:30 p.m. CST', and 'No workflows accepted on UIW holidays'. On the right side of the dashboard, there is a 'New Content' section with a sub-header and a paragraph of text. Below that is a 'My Content' section with tabs for 'Starred', 'Recent', and 'Owned Content', and a message stating 'You have no starred assets.' At the bottom of the dashboard, a dark bar contains the text 'Get Started'.

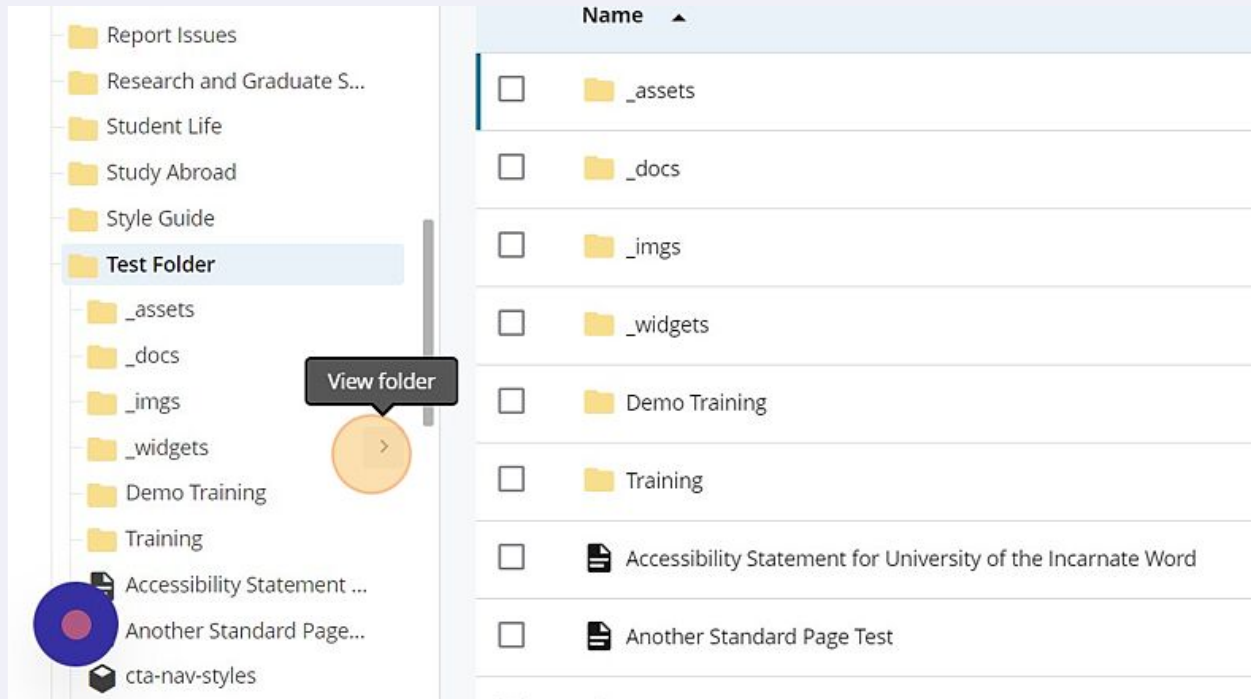
3 Click "UIW Main Site"



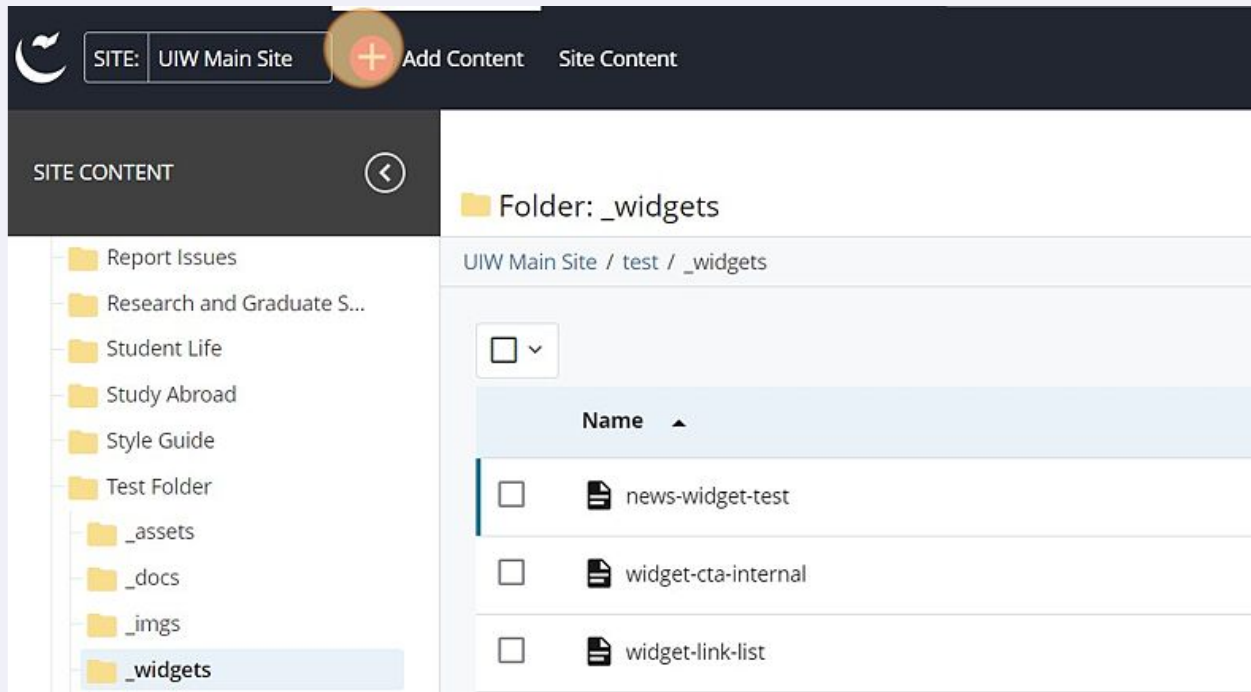
4 Expand the site file structure.



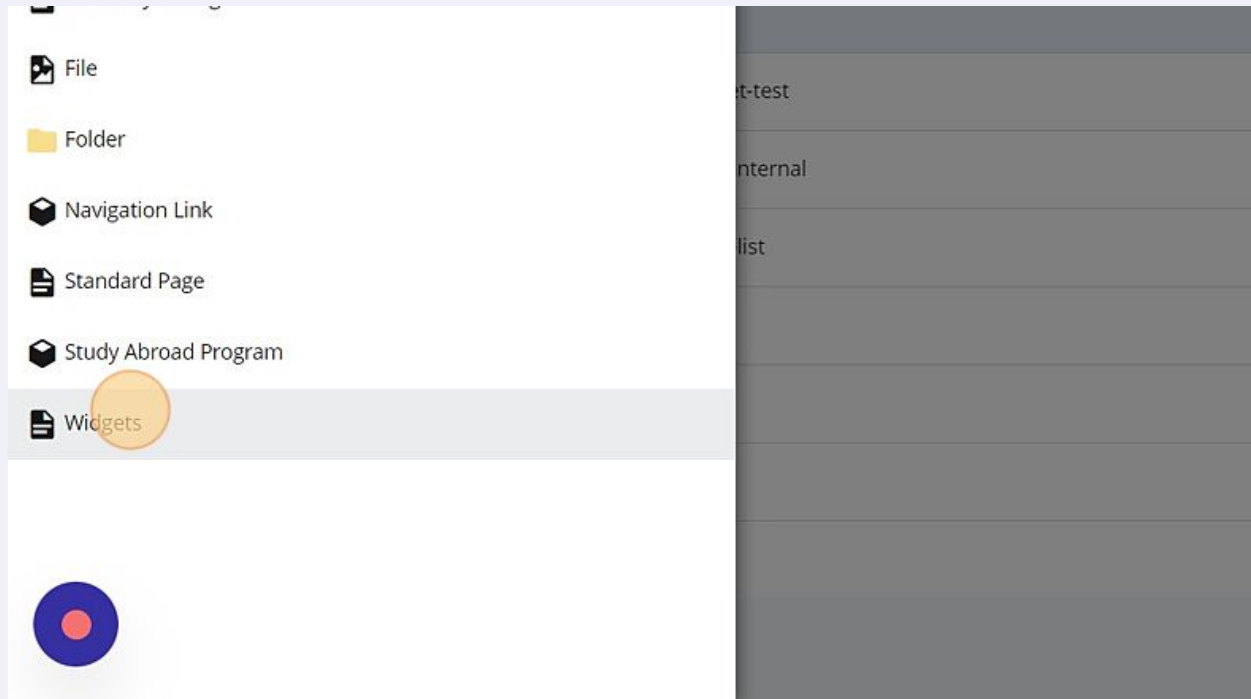
5 Click the "_widgets" folder.



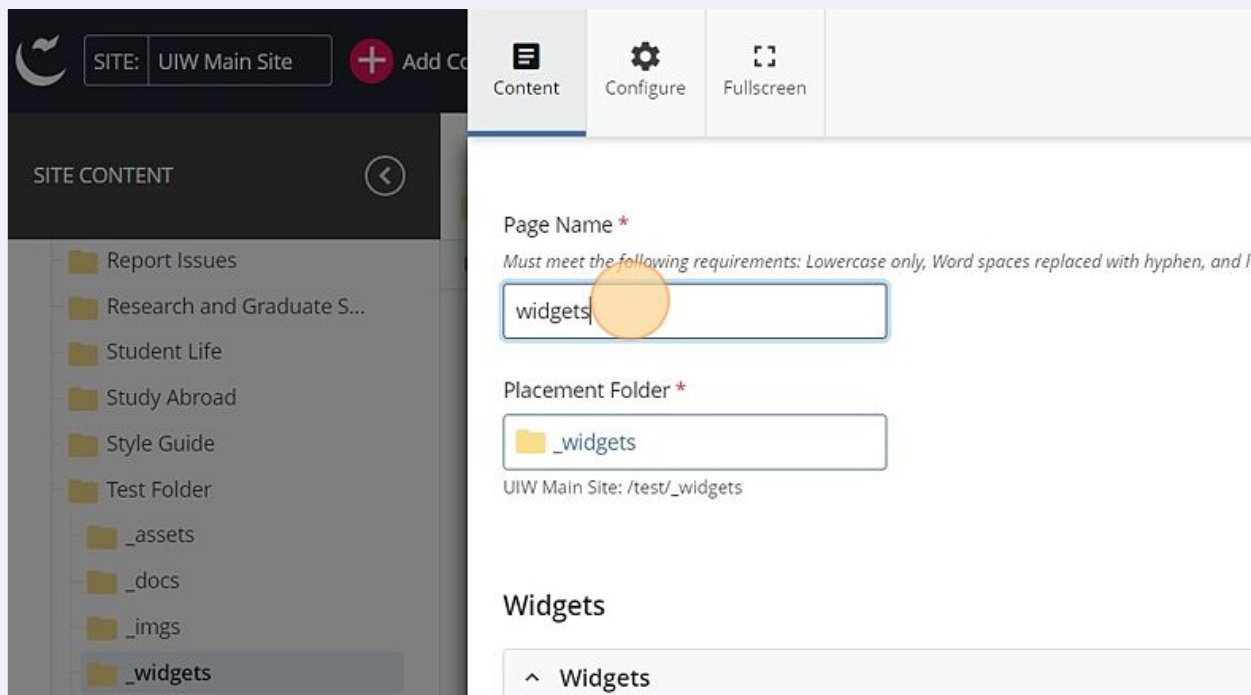
6 Click "Add Content"



7 Click the "Widgets" content option.

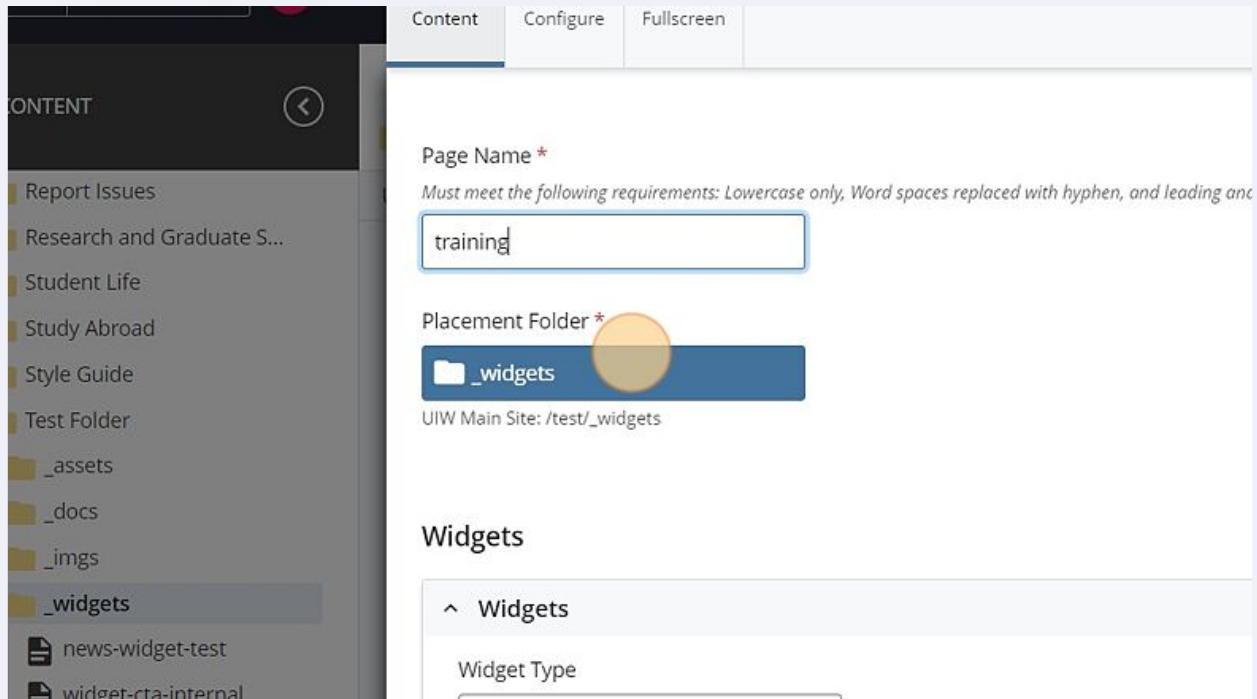


8 In the "Page Name" field type a name for your widget.



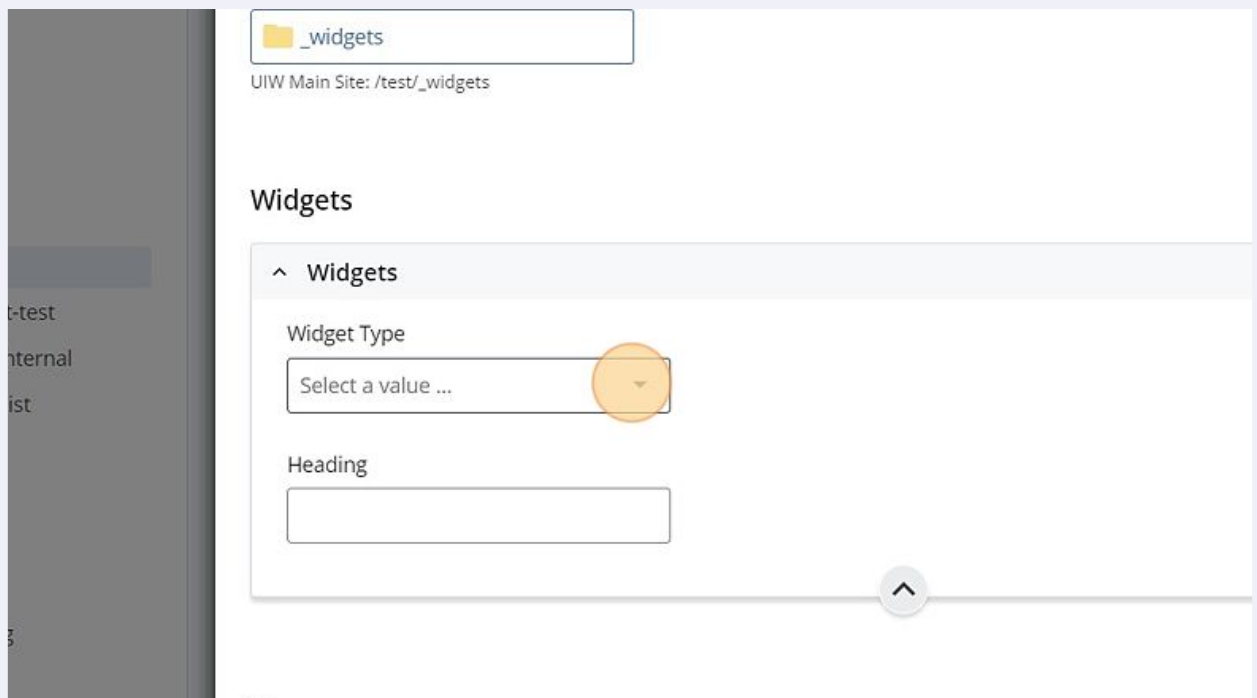
9

Confirm the "Placement Folder" field is set to "_widgets", if this is the case no action is needed.



10

Select widget type.

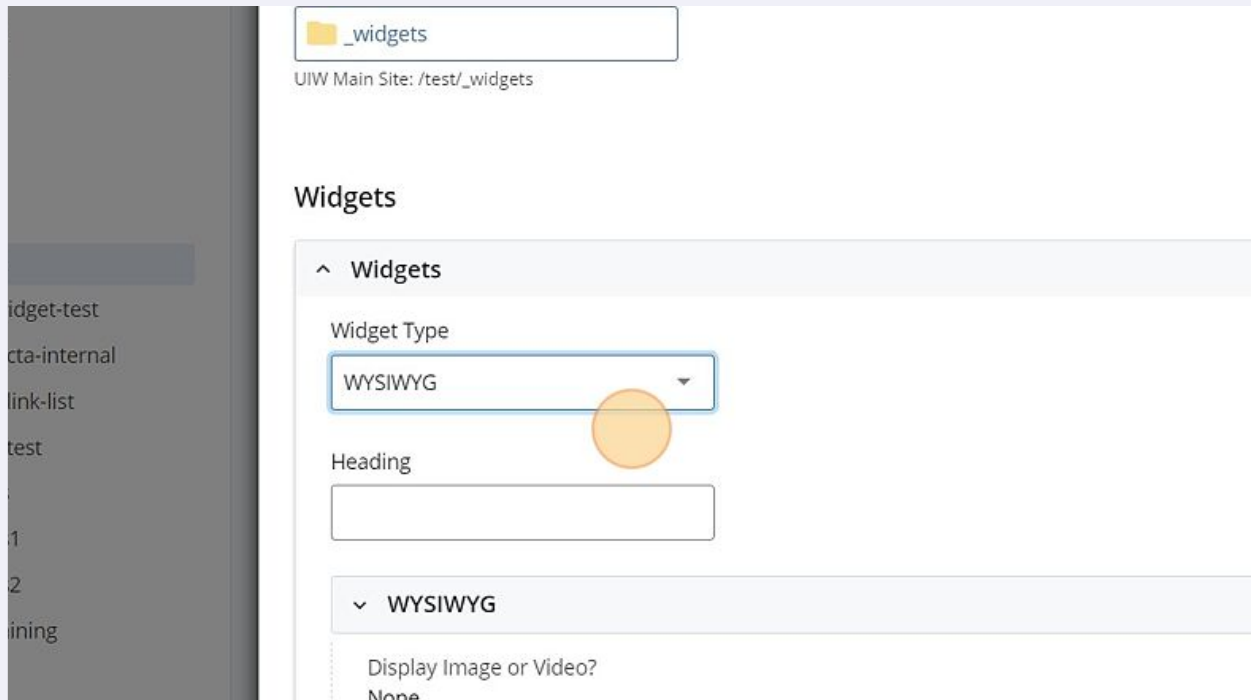




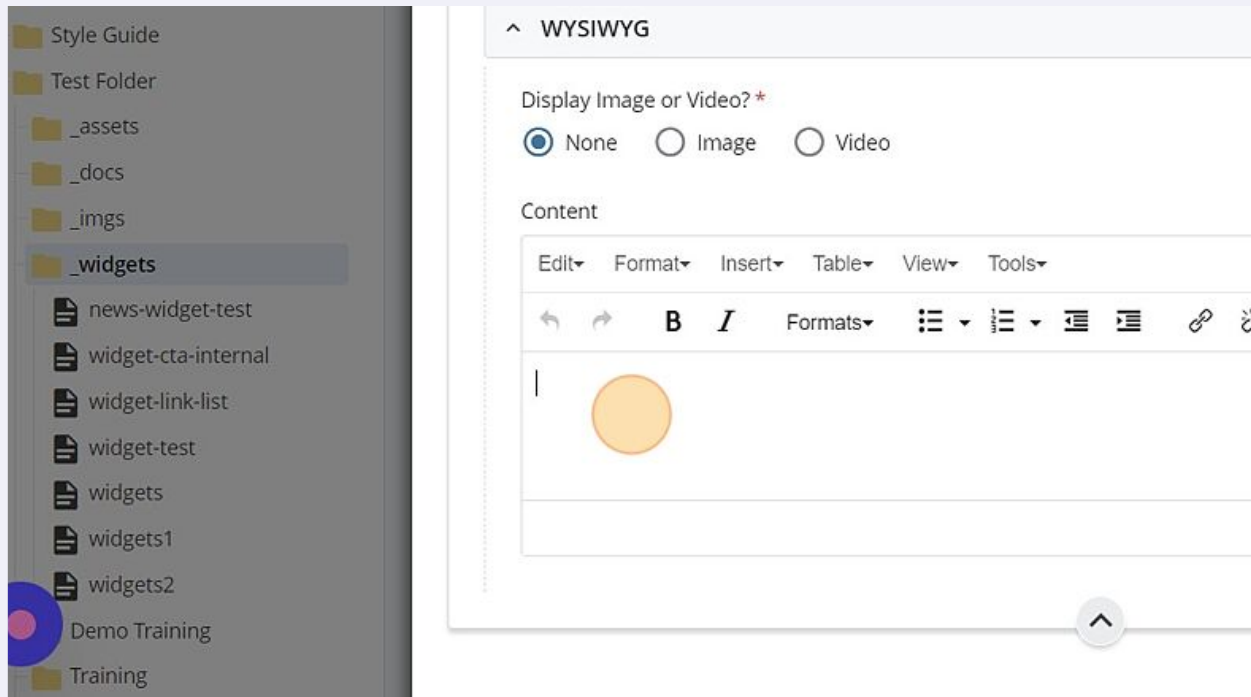
The "wysiwyg" option allows you to use the standard text editor seen throughout the Cascade CMS environment will appear in an accordion below the heading field when the option is selected.

11

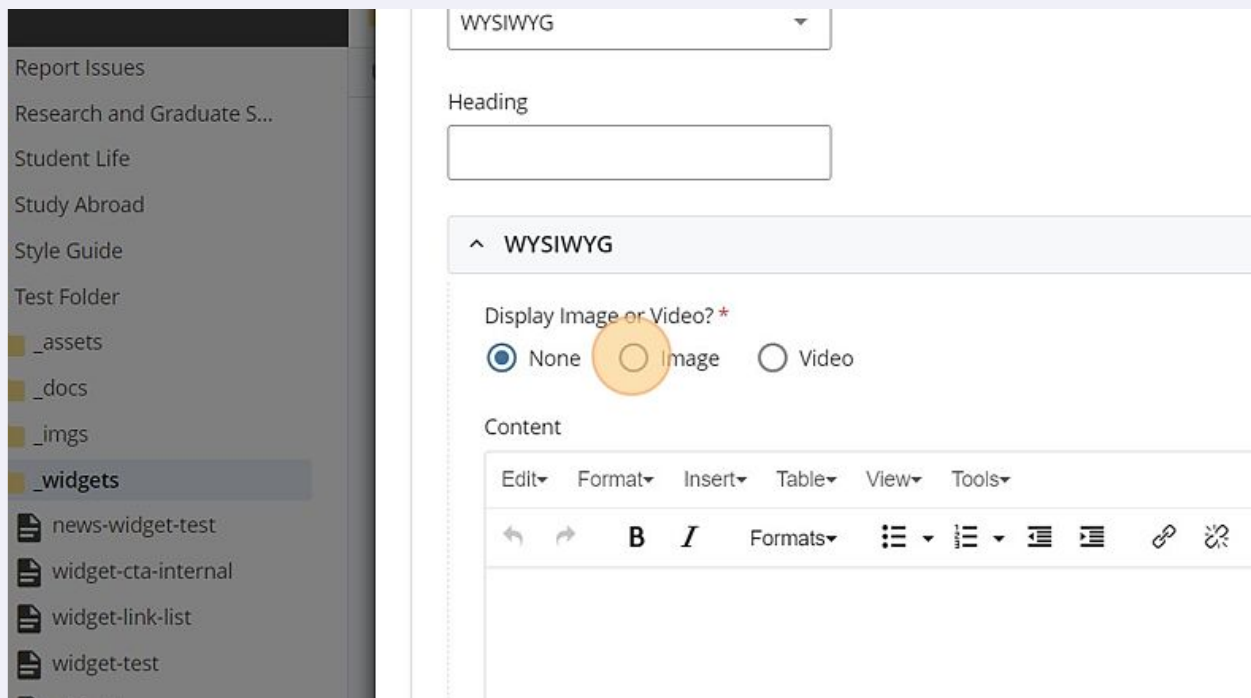
Click "WYSIWYG"



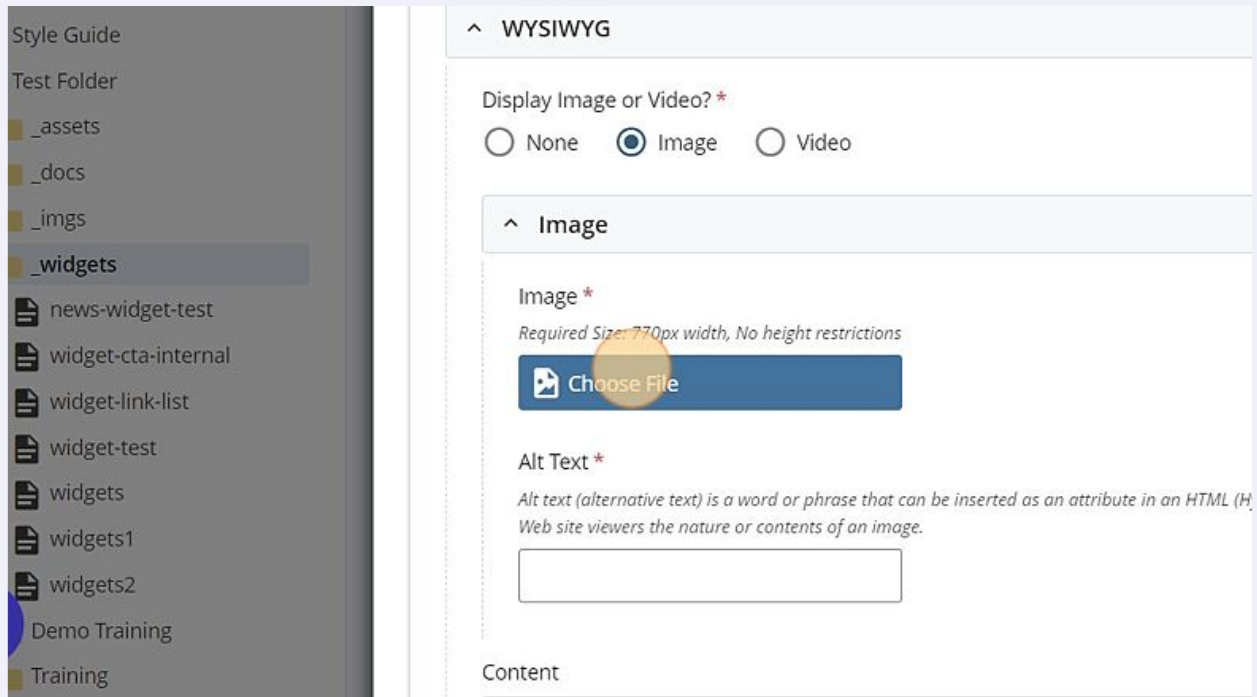
12 Click here to insert text if the "None" option is selected.



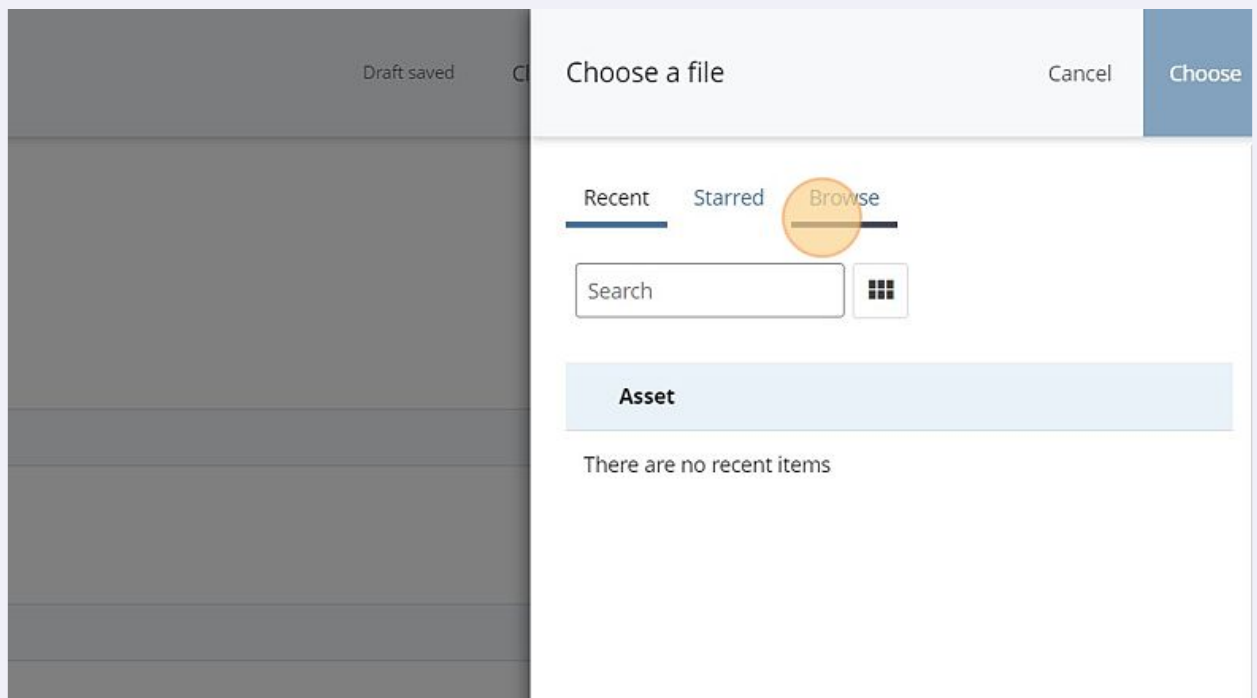
13 Click "Image"



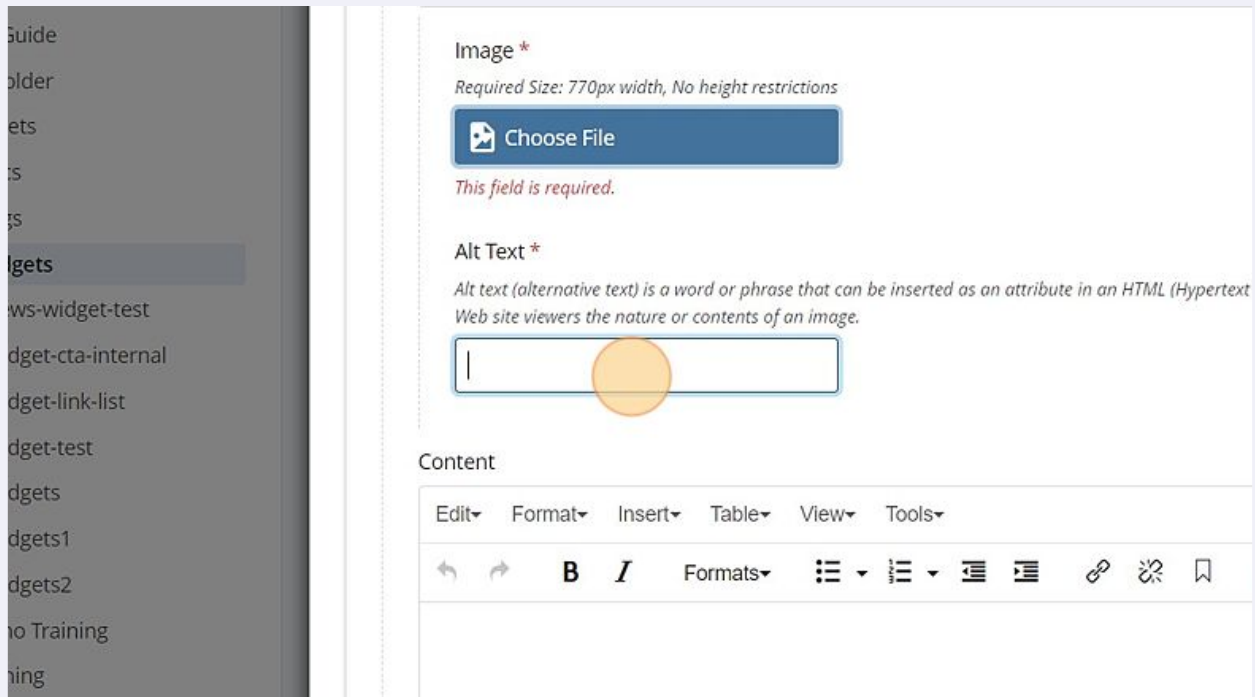
14 Click "Choose File"



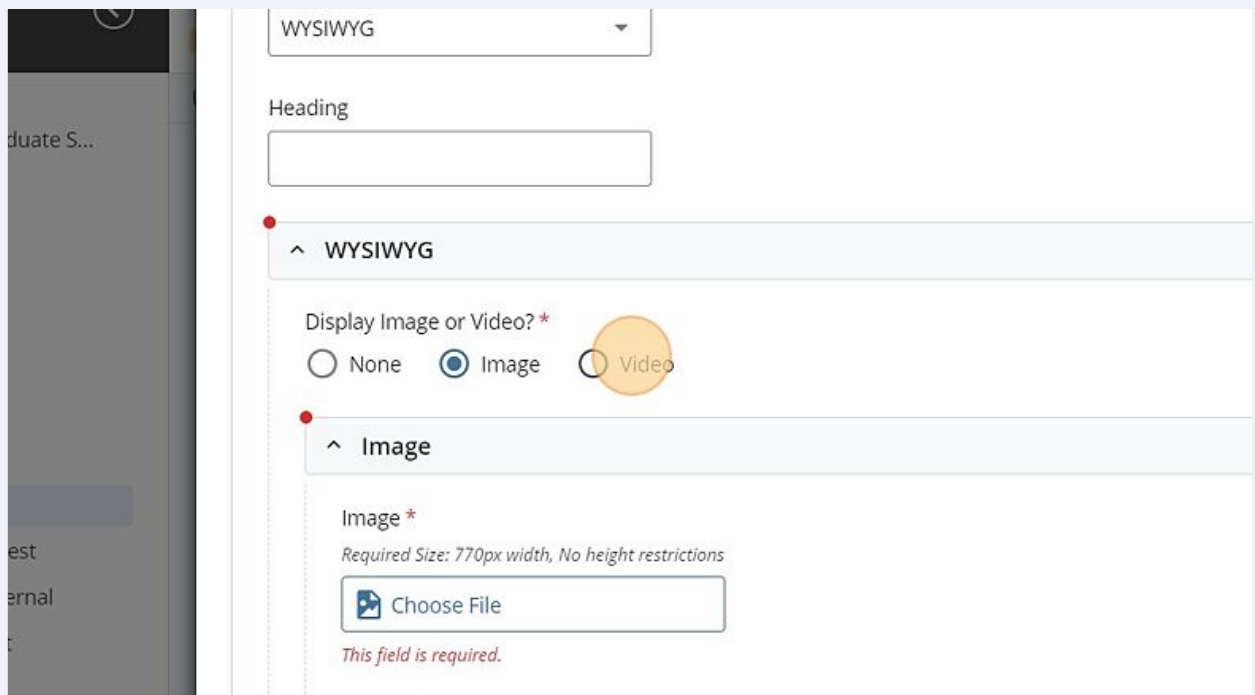
15 Click "Browse" to find your desired image.



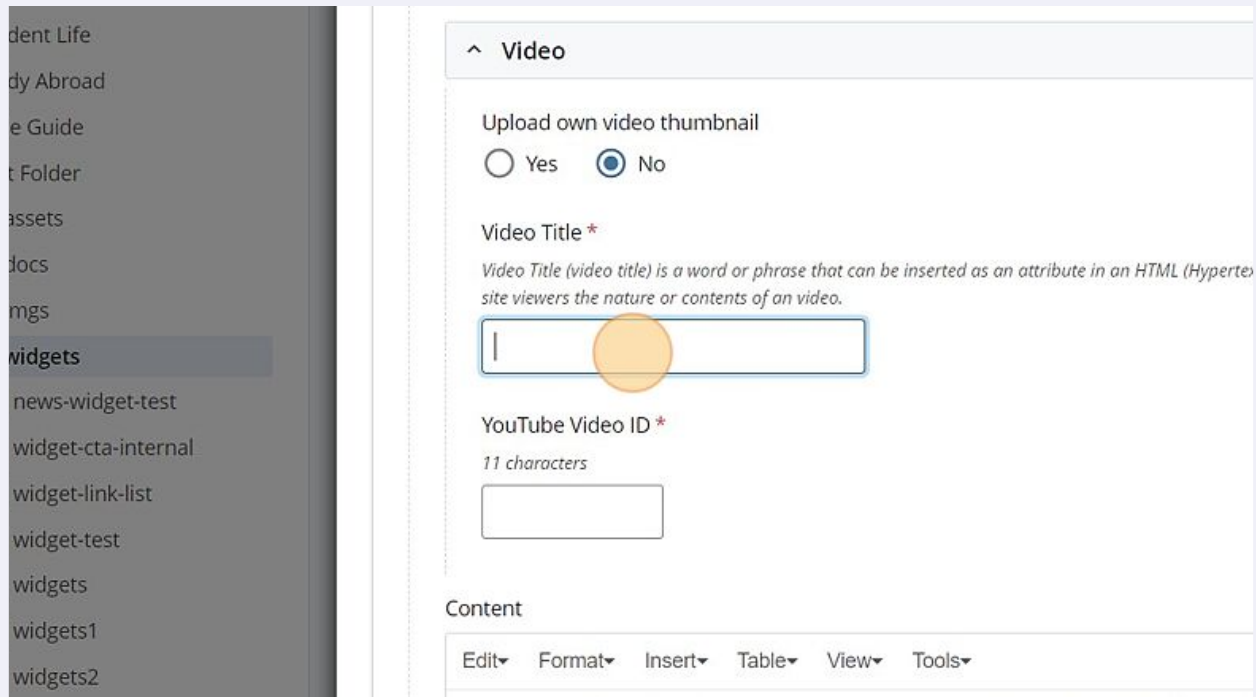
16 Click the "Alt Text" field and insert a description of your image in a few words.



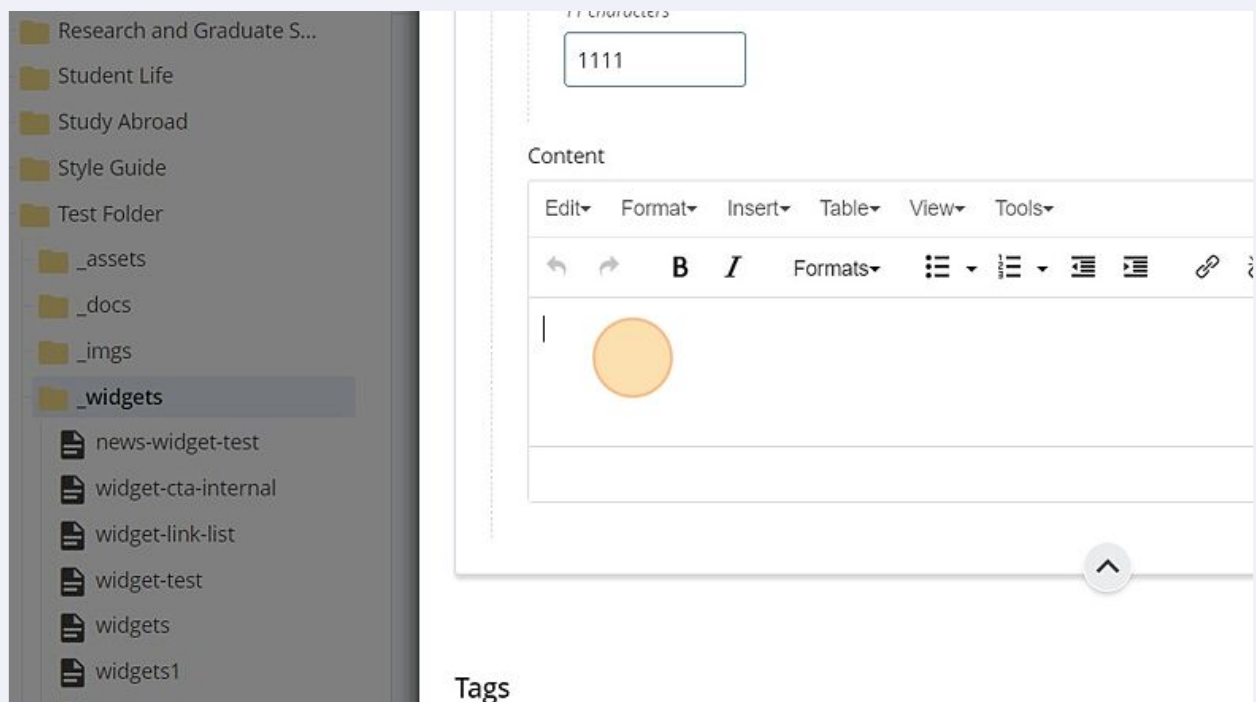
17 Click "Video"



18 Click the "Video Title" field and insert an appropriate title for your video.



19 Click to add a description of the video.

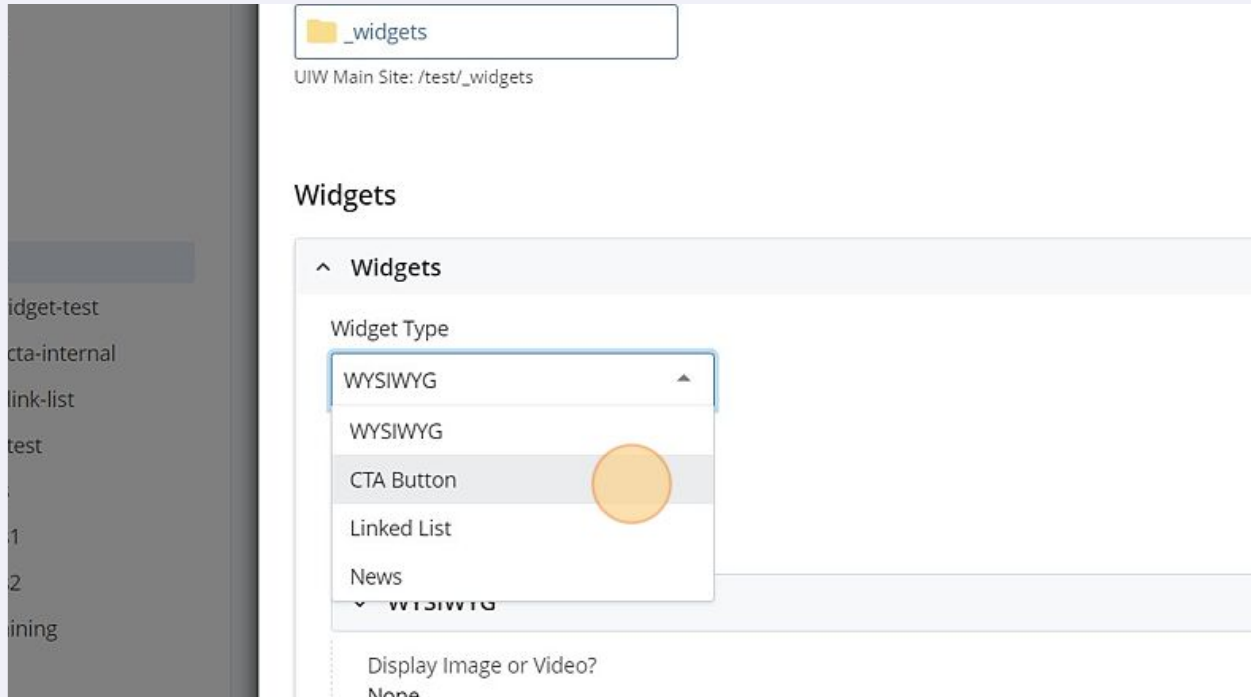




The "CTA button" option allows you to create a large single, red button that will span the full width of whatever content area you apply it to.

20

Click "CTA Button"



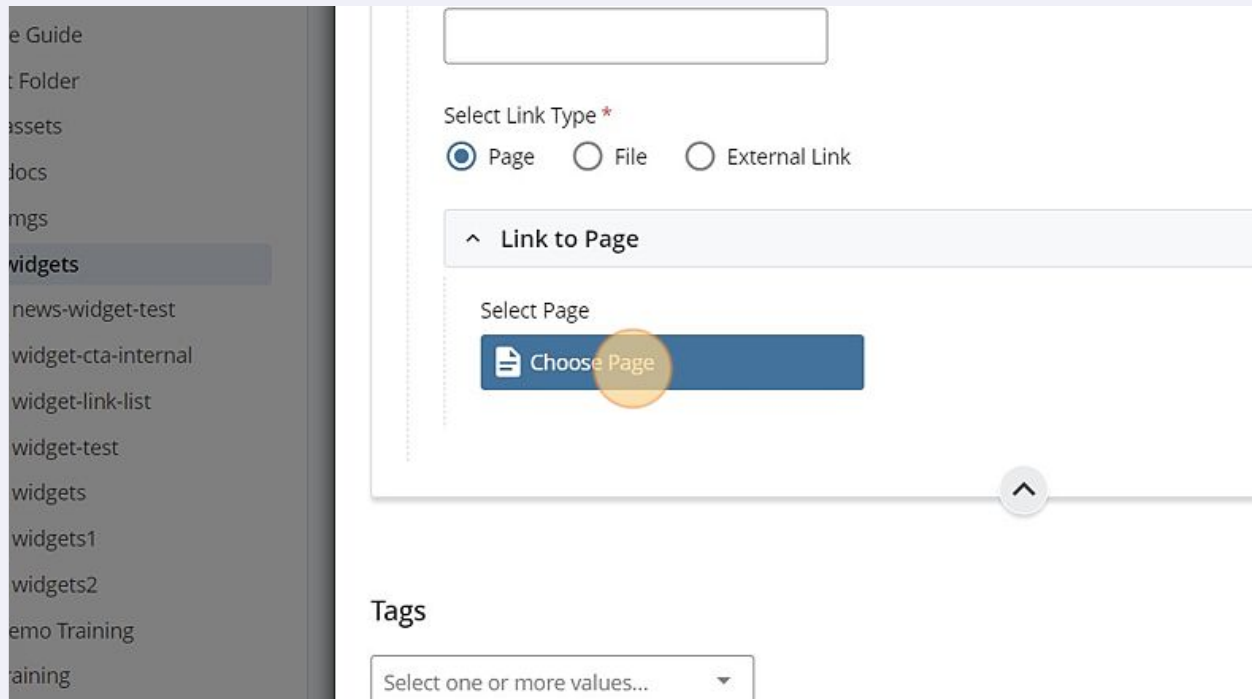
21 Create a "Heading" for your CTA Button

The screenshot shows a configuration interface for a widget. On the left is a sidebar with a list of widget types, including "widgets". The main area shows the configuration for a widget of type "CTA Button". The "Widget Type" dropdown is set to "CTA Button". Below it is a "Heading" text input field, which is currently empty and has an orange circle highlighting it. Underneath the heading field is a section titled "CTA Button" with a dropdown arrow. Below this section is a "Link Text" field containing the text "(empty)".

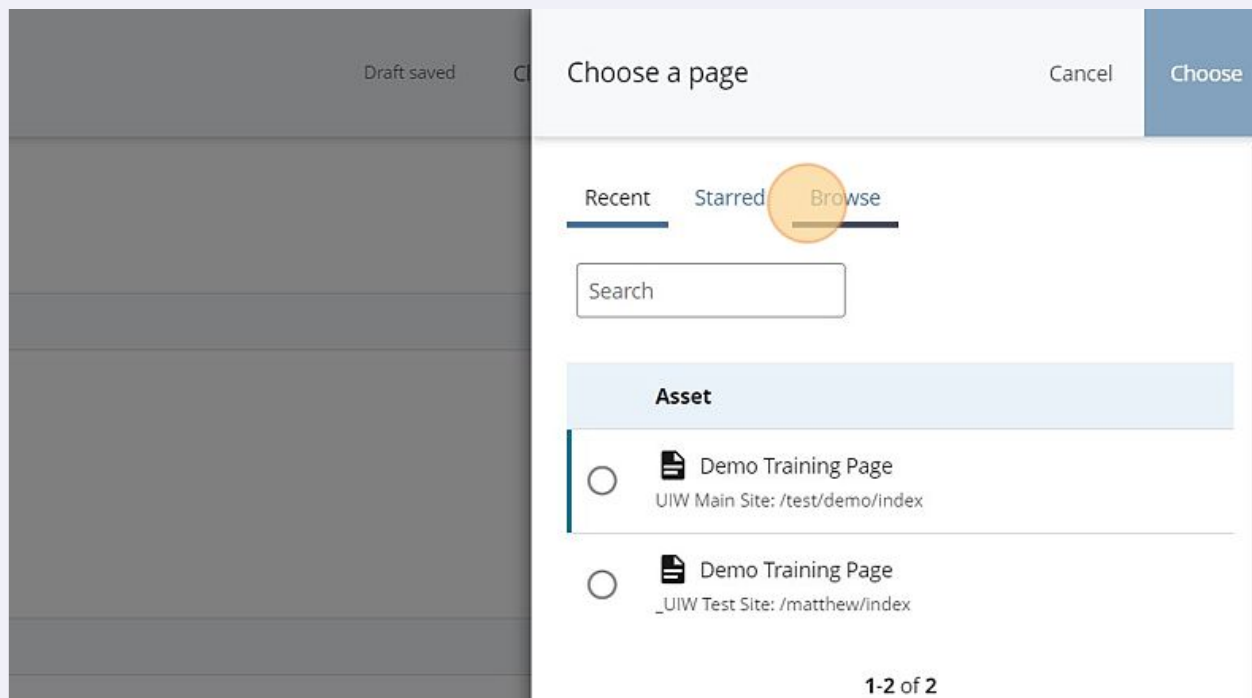
22 Click "Link Text"

This screenshot shows the same configuration interface as the previous one, but with the "Link Text" field highlighted by an orange circle. The "Link Text" field contains the text "(empty)". Below the "Link Text" field is a "Tags" section with a dropdown menu that says "Select one or more values...".

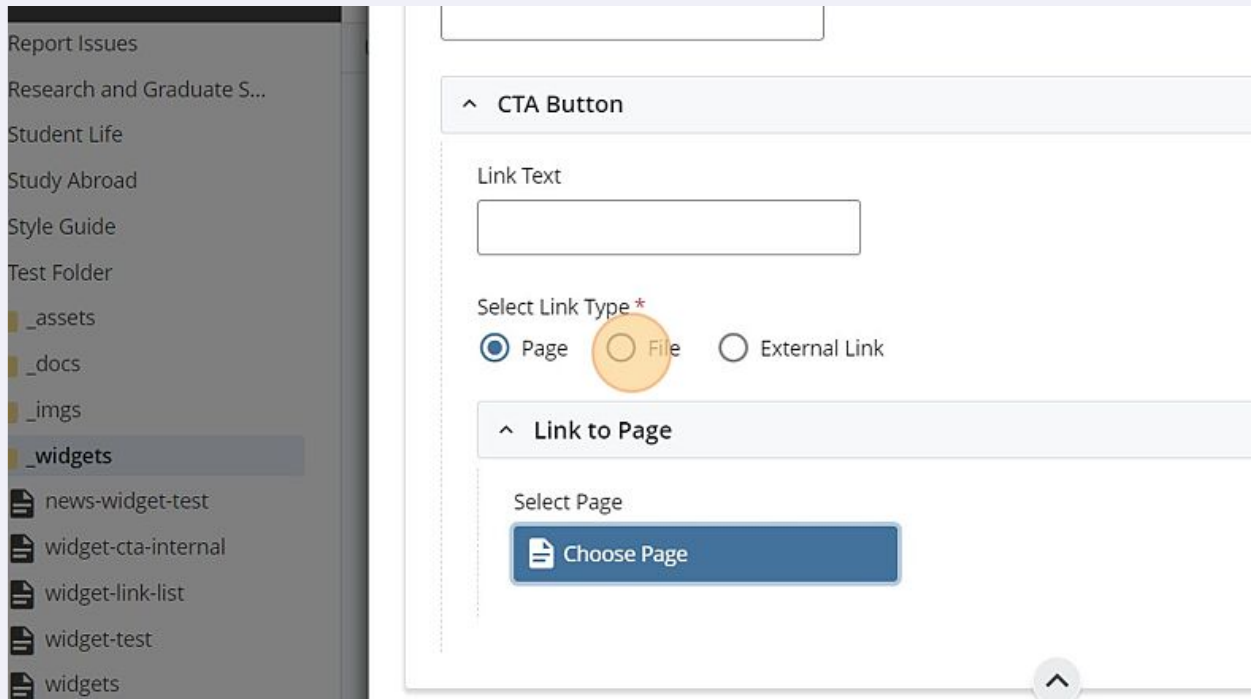
23 Click "Choose Page" if the site is within the UIW domain.



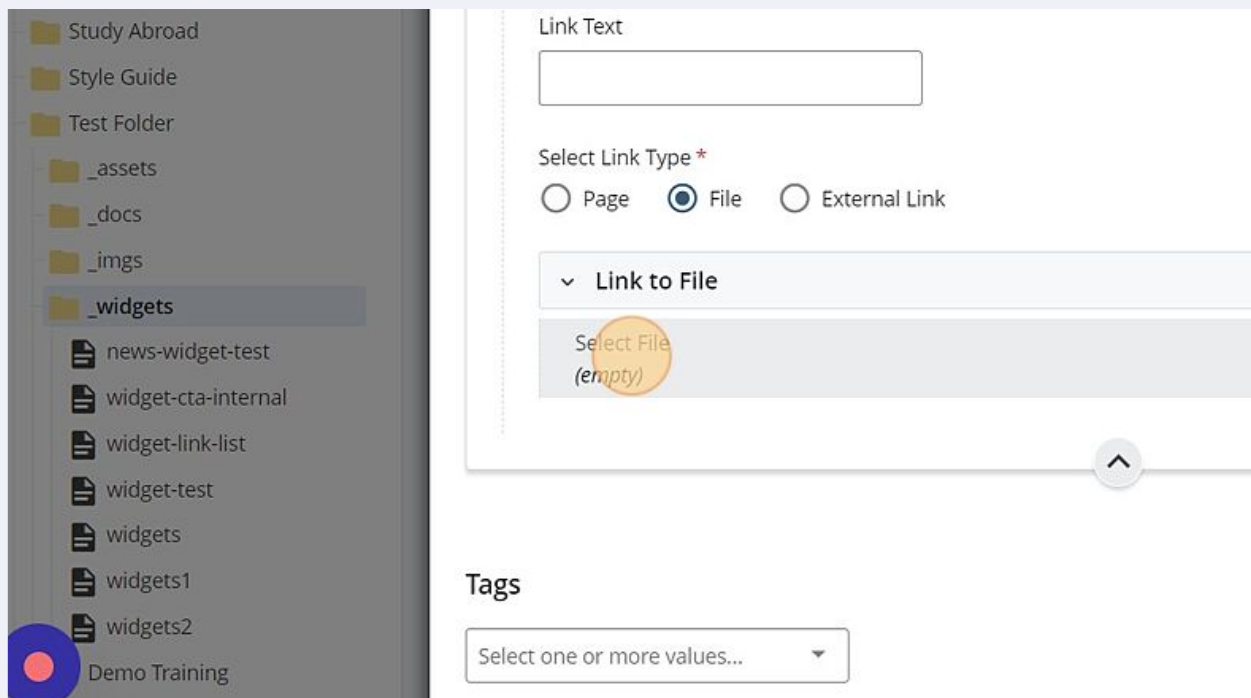
24 Click "Browse" to find the site you want to link.



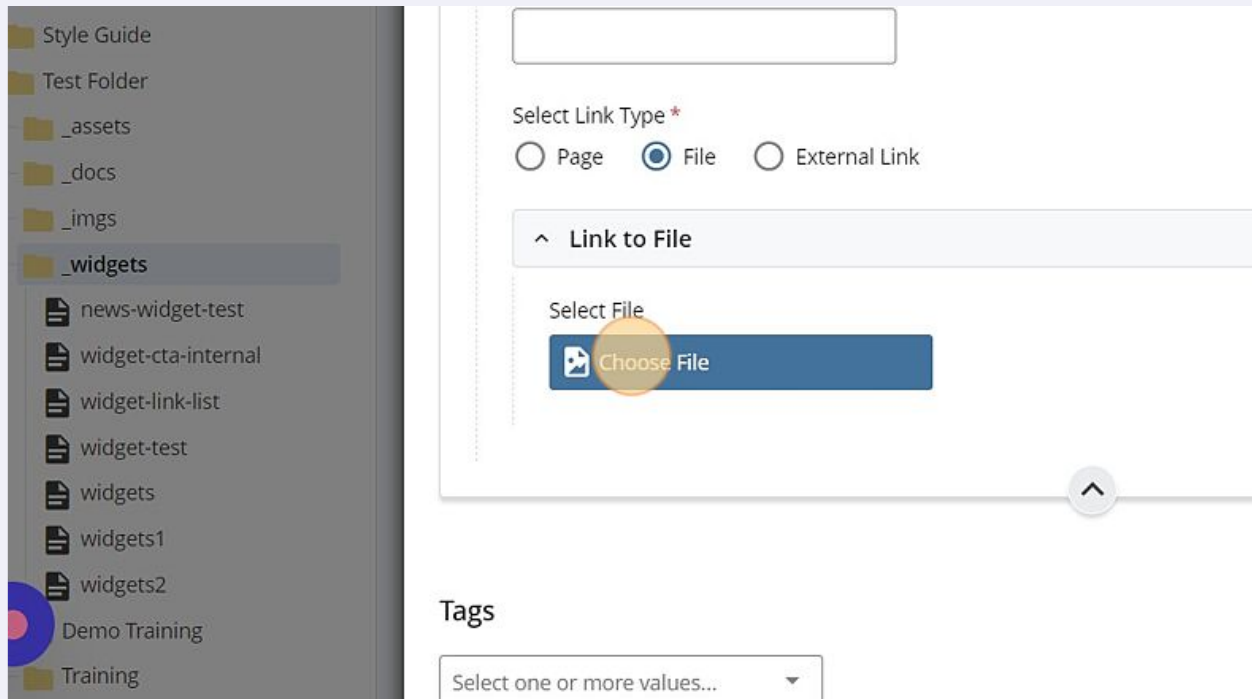
25 Click "File" if you choose to insert an internal file.



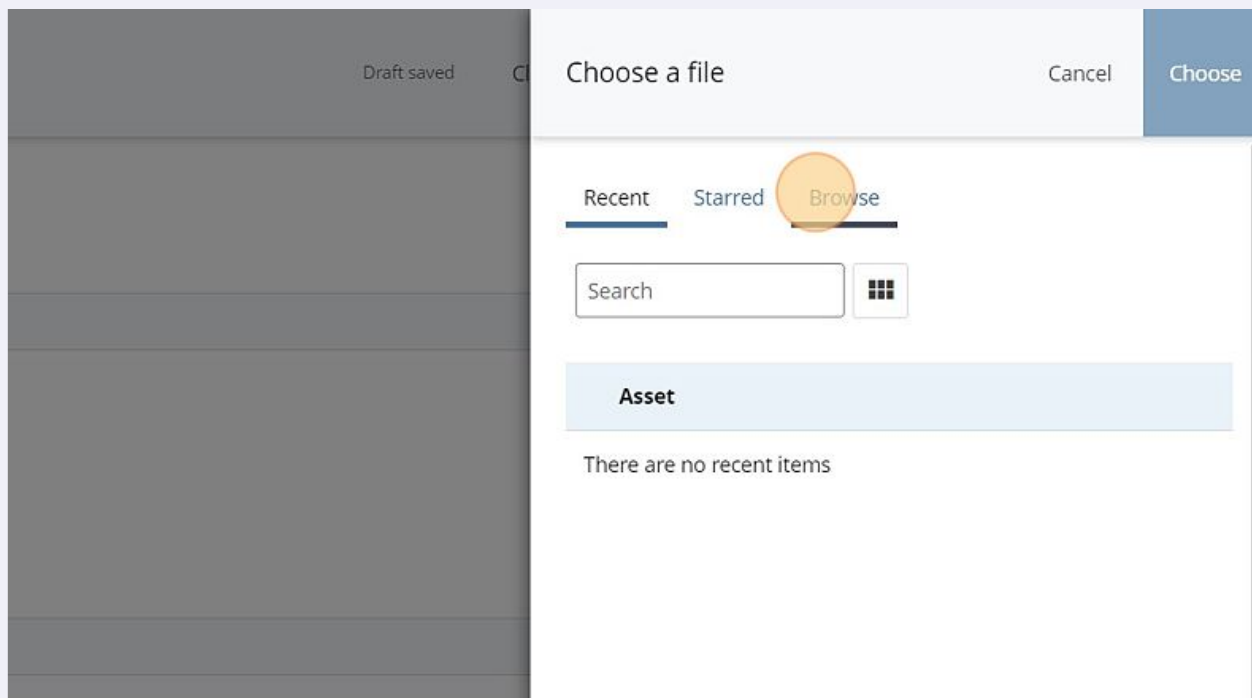
26 Click "Select File"



27 Click "Choose File"



28 Click "Browse"



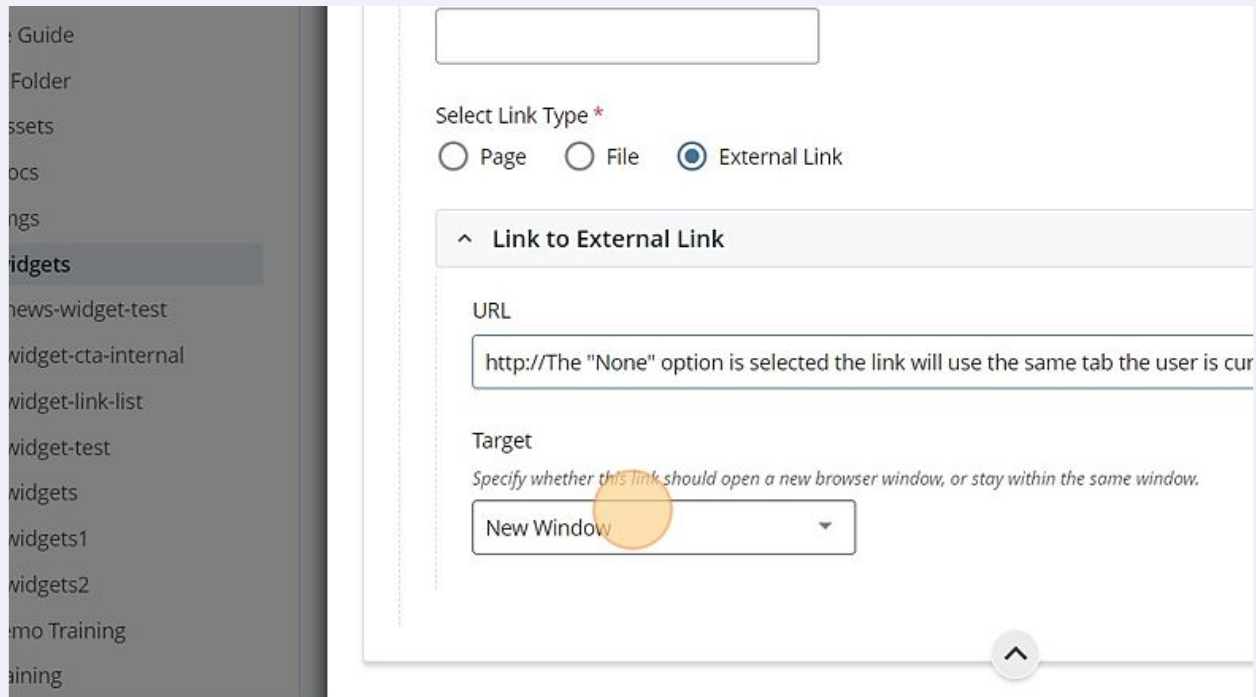
29 Click "External Link" if you choose to link a site outside the UIW domain.

The screenshot shows a configuration panel for a CTA Button. At the top, there is a text input field. Below it is a section titled "CTA Button" with a collapse icon. Underneath, there is a "Link Text" input field. The "Select Link Type *" section contains three radio buttons: "Page", "File", and "External Link". The "External Link" radio button is highlighted with an orange circle. Below this is a section titled "Link to File" with a collapse icon. Underneath, there is a "Select File" section with a "Choose File" button.

30 Click the "URL" field and paste your desired URL.

The screenshot shows a configuration panel for a Link to External Link. At the top, there is a text input field. Below it is a section titled "Link to External Link" with a collapse icon. Underneath, there is a "Select Link Type *" section with three radio buttons: "Page", "File", and "External Link". The "External Link" radio button is selected. Below this is a "URL" section with an input field containing "http://". The input field is highlighted with an orange circle. Below the URL field is a "Target" section with a dropdown menu set to "New Window". The text "Specify whether this link should open a new browser window, or stay within the same window." is displayed above the dropdown.

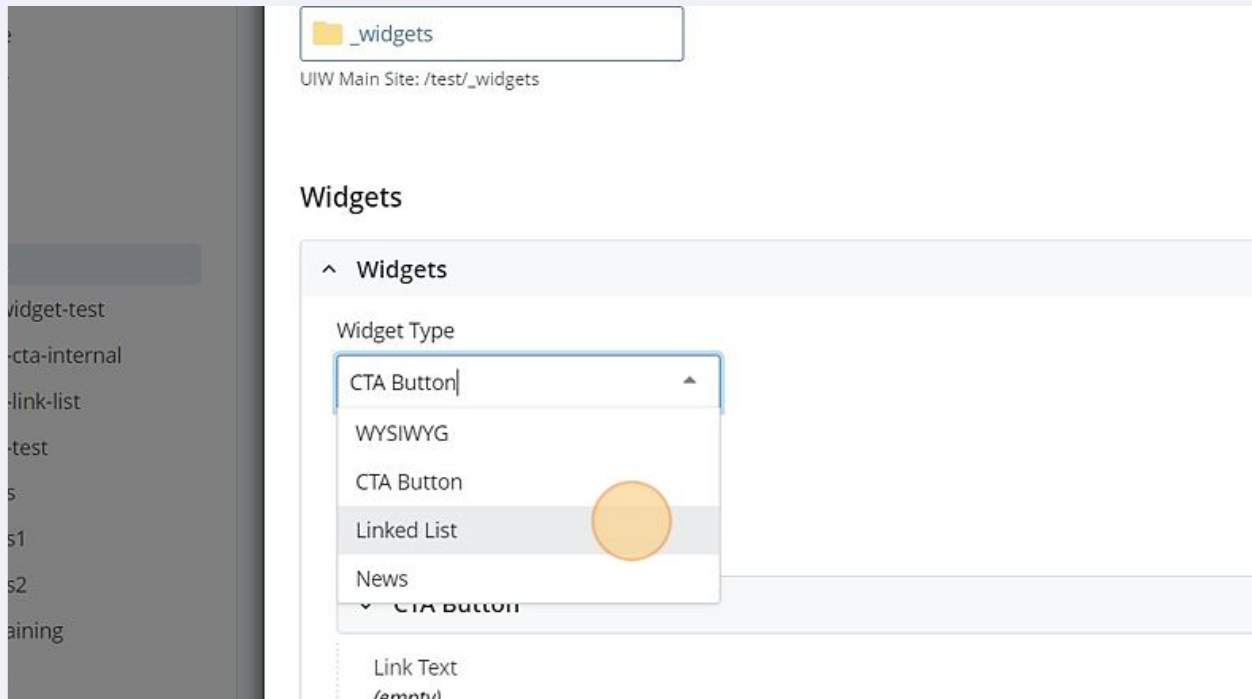
31 Confirm the "Target" field is set to the "New Window" option.



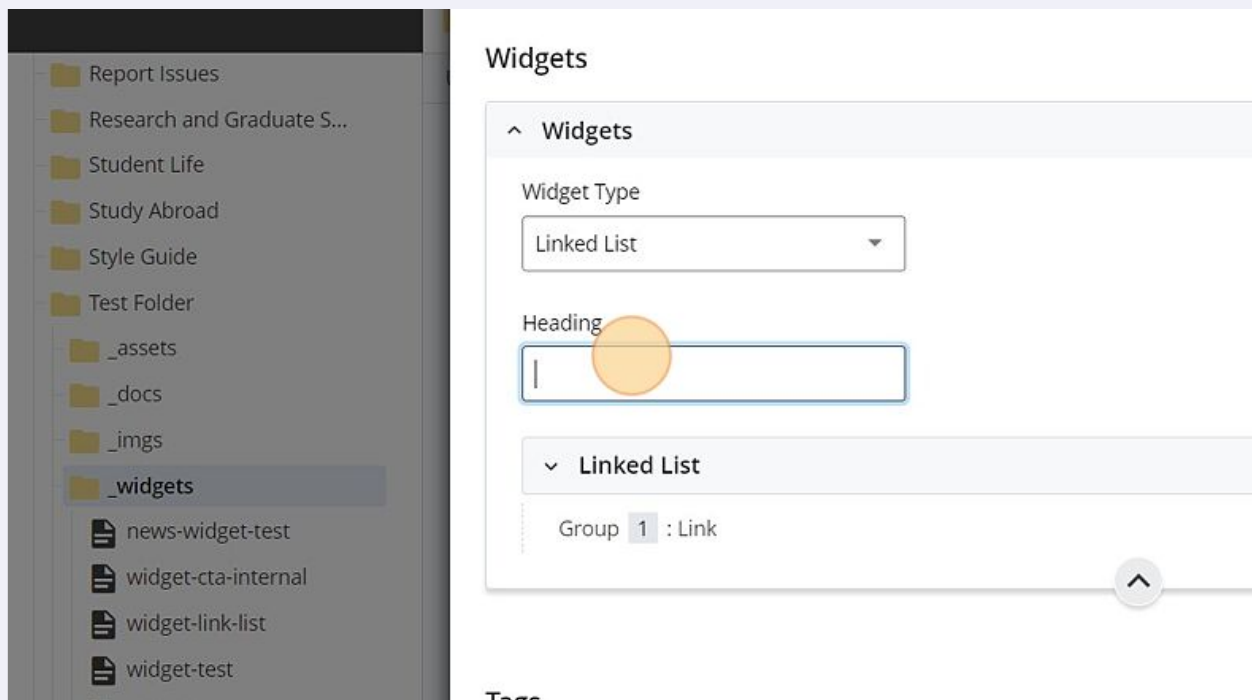
The screenshot shows a configuration interface for a link. On the left is a dark sidebar with a list of items including 'Guide', 'Folder', 'Assets', 'Docs', 'Pages', 'Widgets', and various widget names like 'news-widget-test', 'widget-cta-internal', 'widget-link-list', 'widget-test', 'widgets', 'widgets1', 'widgets2', 'Demo Training', and 'Training'. The main content area is white and contains a form. At the top is an empty text input field. Below it is the section 'Select Link Type *' with three radio buttons: 'Page', 'File', and 'External Link'. The 'External Link' radio button is selected. Below this is a section titled 'Link to External Link' with an expandable arrow. It contains a 'URL' field with the text 'http://The "None" option is selected the link will use the same tab the user is cur'. Below the URL is a 'Target' field with a dropdown menu. The dropdown is open, showing 'New Window' as the selected option. A yellow circle highlights the 'New Window' text. Below the dropdown is a small upward-pointing arrow icon.

! The "Linked List" option allows you to create a vertically stacked list of links.

32 Click "Linked List"



33 Click the "Heading" field to insert a heading for your list.



34 Click "Group 1" to expand its fields.

Study Abroad
Style Guide
Test Folder
_assets
_docs
_imgs
_widgets
news-widget-test
widget-cta-internal
widget-link-list
widget-test
widgets
widgets1
widgets2
Demo Training

Widget Type
Linked List

Heading
List

Linked List

Group 1 : Link

Tags
Select one or more values...

35 Click "Link Text"

Style Guide
Test Folder
assets
docs
imgs
widgets
news-widget-test
widget-cta-internal
widget-link-list
widget-test
widgets
widgets1
widgets2
Demo Training
Training

Widget Type
Linked List

Heading
List

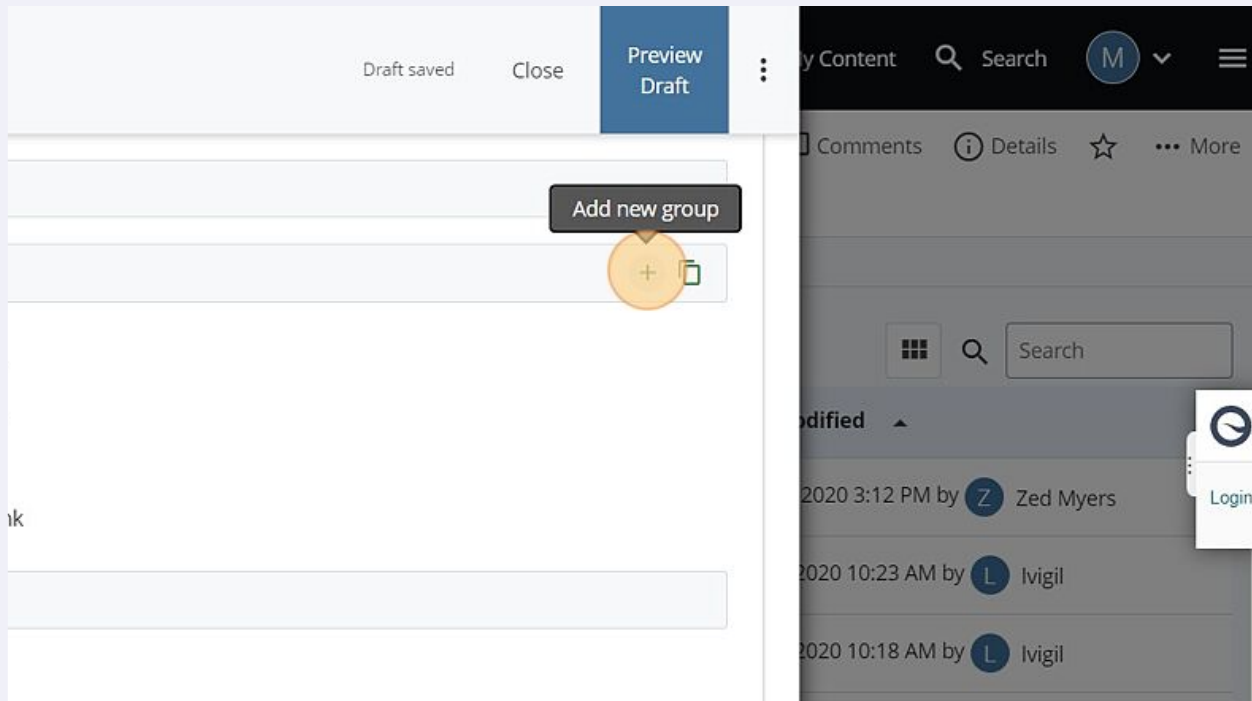
Linked List

Link

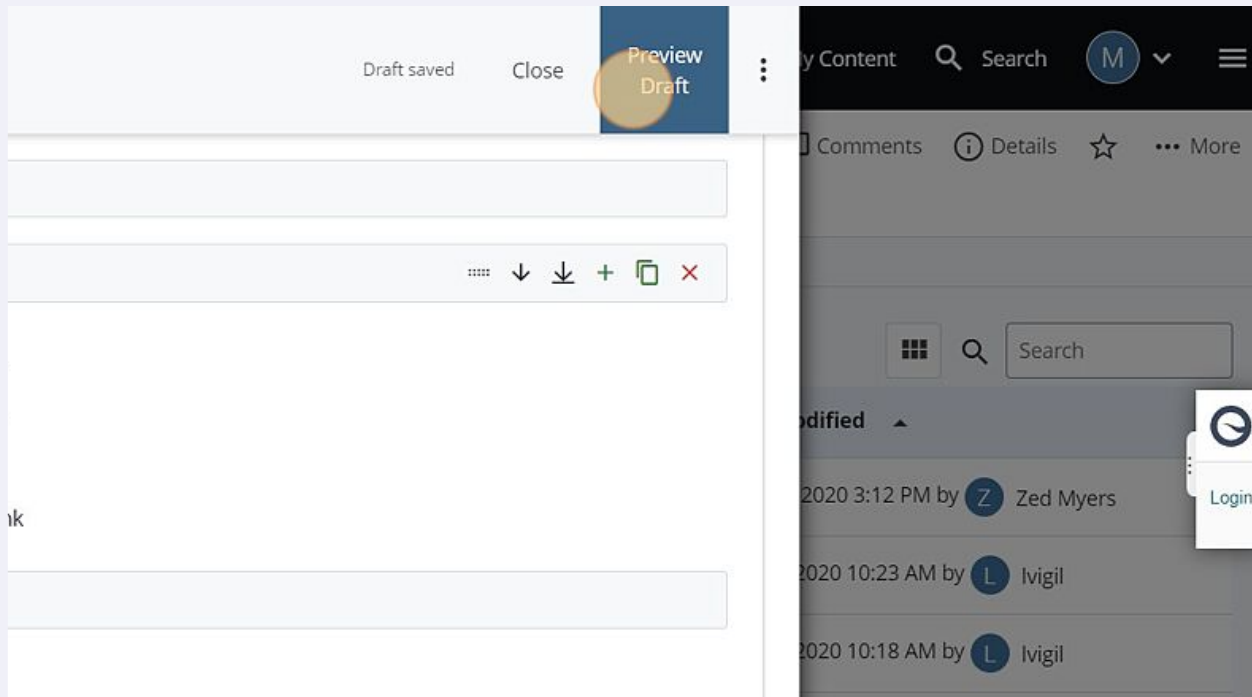
Link Text
(empty)

Tags

36 Click the plus icon that reads "Add new group" to add a new link to your list.



37 Click "Preview Draft"



38 Confirm your widget is displaying as intended.

39 Click "Submit"