

How to Use the Icon List Content Type in the UIW Community Site

1. Log in to your Cascade user account at UIW.cascadecms.com or through [Cardinal Apps](#)
2. Click the “Go to a Site” field at the top left corner or the appropriate site in the “My Sites” widget to be taken to the site to which you wish to add your content.
3. Left click on the main folder your site to reveal the complete site structure.
4. Click down through the file structure to find the page to which you wish to add the Icon List content type and click on its name to bring it up in the draft panel.
5. Once the page appears in the draft panel, click the Edit button in the top right to bring up the back-end edit screen.
6. Scroll down to the content rows and click the “+” icon in the right corner of one of the existing content rows to create a new content row.
 - a. If this is the first row of content on a new page ignore Step 6 and go directly to Step 7
7. When the new row appears use the Content Display Style dropdown to select “Icon List”.
8. Once you select Icon List as the content display style, a field called “Title or Main Text”, an Internal Link selection box, fields called “External Link URL”, “Link Text”, “Content”, an Internal Image selector, a field called “Image

Alt Text or Video Title” and finally, a radio button called “Image Alignment” with options for left or right.

- Any text put in the “Title or Main Text” field will appear on the page as H3 tag so make sure that there is content in an H2 tag somewhere above the Icon List content type that makes logical sense.
- Use the “Internal Link” selector to create a button at the bottom of the Icon List entry to a page or pdf file that you have access to inside of Cascade.
- Paste a complete, valid URL into the “External Link” field to create a button at the bottom of your Icon List entry to a page or pdf asset you cannot access in Cascade. This field can be used to link to anything from pages or assets in other departments at UIW to any page or assets outside of the university’s web presence.

NOTE: While neither the “Internal Link” selector or “External Link” field are required, only one may be used for each Icon List entry. Trying to use both will create an error.

- The “Content” field allows you to add some text to each entry. This field is not required.

NOTE: There is no WYSIWYG text editor attached to the “Content” field. No links, style or images may be added to the text.

- The “Internal Image” selector is used to add an image to the Icon List entry from either the Community site’s image repository or the “_img” folder included in each site’s file structure. A selection of approved icons and graphics for use in the Icon list can be found here- [_img-repository/icons-and-graphics](#). If you are using images from your site’s “_img” folder, make sure that all of your images are the same size and no larger than 250x250. While not technically a required field, the content renders poorly without it.
- If you added an image via the “Internal Image” selector above then you **MUST** put some descriptive text of that image in the “Image Alt Text or Video Title” field to adhere to our accessibility standards. The text need not be too exhaustive, just a basic description of the image. This field is required whenever the “Internal Image” field is used.
- The “Image Alignment” selector allows you to embed your image to the left or right of the content in the “Content” field. By default, this is set to right but can be switched by clicking on the button corresponding to the desired side.

9. Once you have filled out the fields necessary to complete your first Icon List content item and are ready to add another, hit the “+” in the top right of the Icon List content item you were working on and a new Icon List content item will appear.

10. At this point, repeat steps 8 and 9 as many times as you need to complete the Icon List section of your page.
11. Once you have completed your Icon List section, click the “Preview Draft” button in the top right of the Cascade edit panel to view a draft of your work.
12. If the draft is not quite what you hoped for, click the “Edit” button in the top right corner of your draft and make whatever changes you need.
13. Once your draft is as you would like it to be, click the “Submit” button to begin the workflow process. For more information on the submission, workflows and publication, please see the [Publishing Content in Cascade](#) reference doc.