

EDITING THE NEW CMS DEFAULT PAGE

September 2020
Office of Marketing Communications

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EDITING THE NEW DEFAULT PAGE

The Marketing Communications Office has launched a new default page template for University webpages. This new page has more layout options than our previous pages and is easier and more intuitive for CMS users to work with.

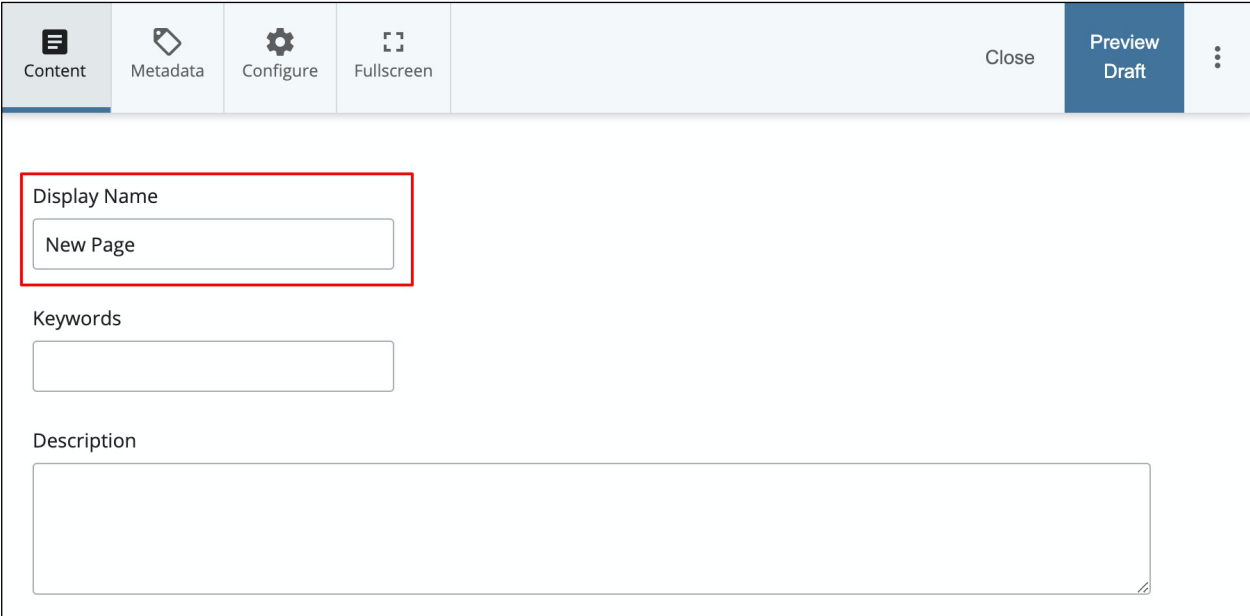
This document contains the instructions for how to use this page.

Display Name

The display name serves several purposes and needs to be included on every page.

- It's the headline of your page.
- It generates the title of the page in the web browser, and will appear in browser tabs and search results.
- It also creates a semantic HTML page (the headline is placed within an H1 tag which is required on all pages).

The Display Name is technically metadata and is always at the top of the edit screen.



Changing the Page Layout

Every page has a “Page Options” group which gives you the option of choosing between a One, Two, or Three column page.



The screenshot shows a light blue header bar with a dropdown arrow and the text "Page Options". Below this, the word "Columns" is displayed. Underneath, there are three radio button options: "One", "Two", and "Three". The "Two" option is selected, indicated by a blue dot in the center of the radio button.

It is set to **Two** columns by default. Selecting **Three** columns will reveal a “Right Column” group at the bottom of the edit pane. **One** column will remove the left column.

We highly recommend using either **Two** or **Three** Columns for your layout.

We discourage the use of one-column layouts without a request for assistance from the Marketing Communications Office.

One-column layouts on the University website are typically reserved for the homepages of special sites, such as the Equity, Diversity and Inclusion site or the Royals Safe Together site. They require much more planning since you are removing your left navigation.

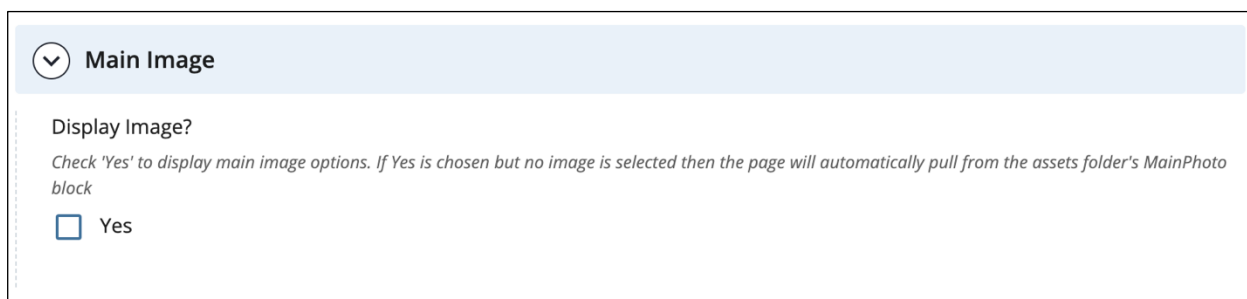
Applying a Banner Image

Adding a banner image is easier now than in the past. There are a few ways to apply a banner now, and easier ways to manage it across several pages. You can now find the main image section within the page template:



Applying No Banner

This Main Image group contains a couple options for applying a main image banner to your site. When opened, you'll be prompted with one option: Do you want to display an image? By default, it is **unchecked** -- meaning no image will display:



If you have an image in place and don't want one to display, you will **uncheck** this box. It will override the next two options.

Applying a Unique Banner to a Page

To apply an image to your page, you can manually select one to place.

This will also override the folder option listed below

Select "Yes" under "Display Image" and then pick your banner with the Image Picker. Your image can be selected from a previously uploaded image within your image folder or you can upload a new one into your image folder. (See the screenshot on the next page.)


Banner images must be 1280 x 361 pixels.

▼ Main Image

Display Image?
Check 'Yes' to display main image options. If Yes is chosen but no image is selected then the page will automatically pull from the assets folder's MainPhoto block

Yes

Image
Manually add image to page here.

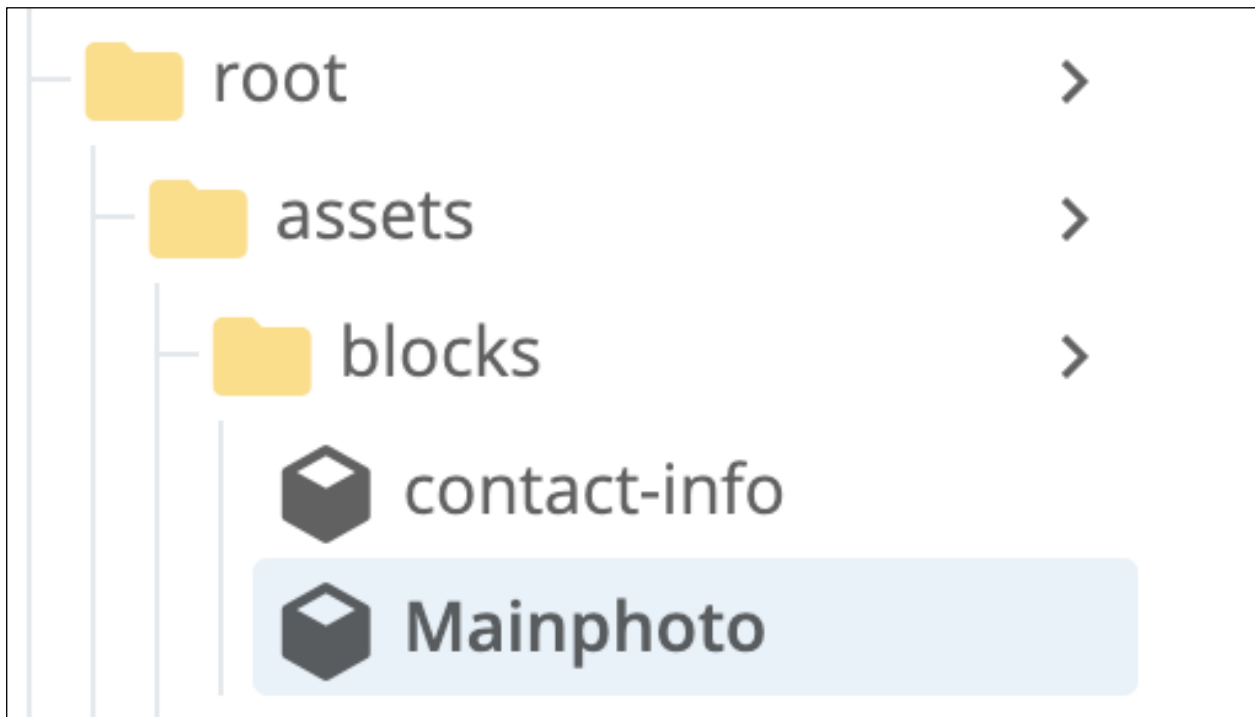
 CGCE-1.jpg

www.scranton.edu: /marketing-communicat...

Using the Same Banner Image on Multiple Pages

Slightly more involved than the last method but easier for applying an image to several pages or more. This works like the method above but without applying an image to the image picker. It will pull the image from a shared block within your assets folder.

In order for this to work, we need to make sure we have the proper asset in place. Most folders will have an asset folder. Within that asset folder should be a folder called “**blocks.**”



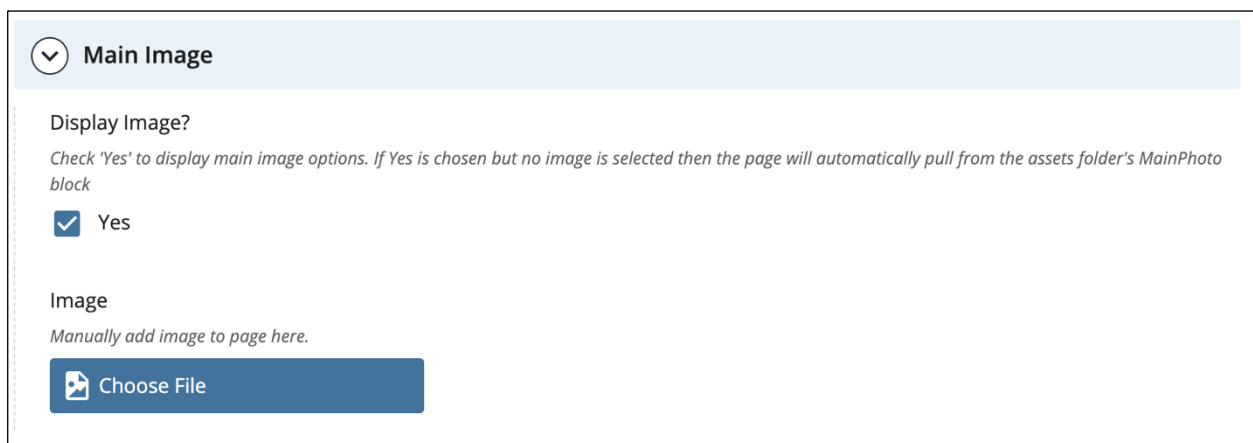
- A properly set up assets folder will already have this information. If not, you'll have to create it.

To create a block, select:

Add Content > Default > Block > XHTML/Data Definition

and title it "**Mainphoto**"

The **Mainphoto** block will house the banner image you wish you to apply. Once an image is uploaded to this block's WYSIWYG, go to your page and select "Yes" under "Display Image" and **do not** add a manual image. Leave it blank. It'll automatically find this block and apply the image.



The screenshot shows the configuration interface for the 'Main Image' block. At the top, there is a header with a dropdown arrow and the text 'Main Image'. Below this, the section 'Display Image?' is shown with a sub-instruction: 'Check 'Yes' to display main image options. If Yes is chosen but no image is selected then the page will automatically pull from the assets folder's MainPhoto block'. There is a checked checkbox next to the word 'Yes'. Below this, the 'Image' section is shown with the instruction 'Manually add image to page here.' and a blue button with a file icon and the text 'Choose File'.

The **MainPhoto** block must be placed in a "blocks" folder under the "assets" folder in order to work properly.

The New Paragraph section

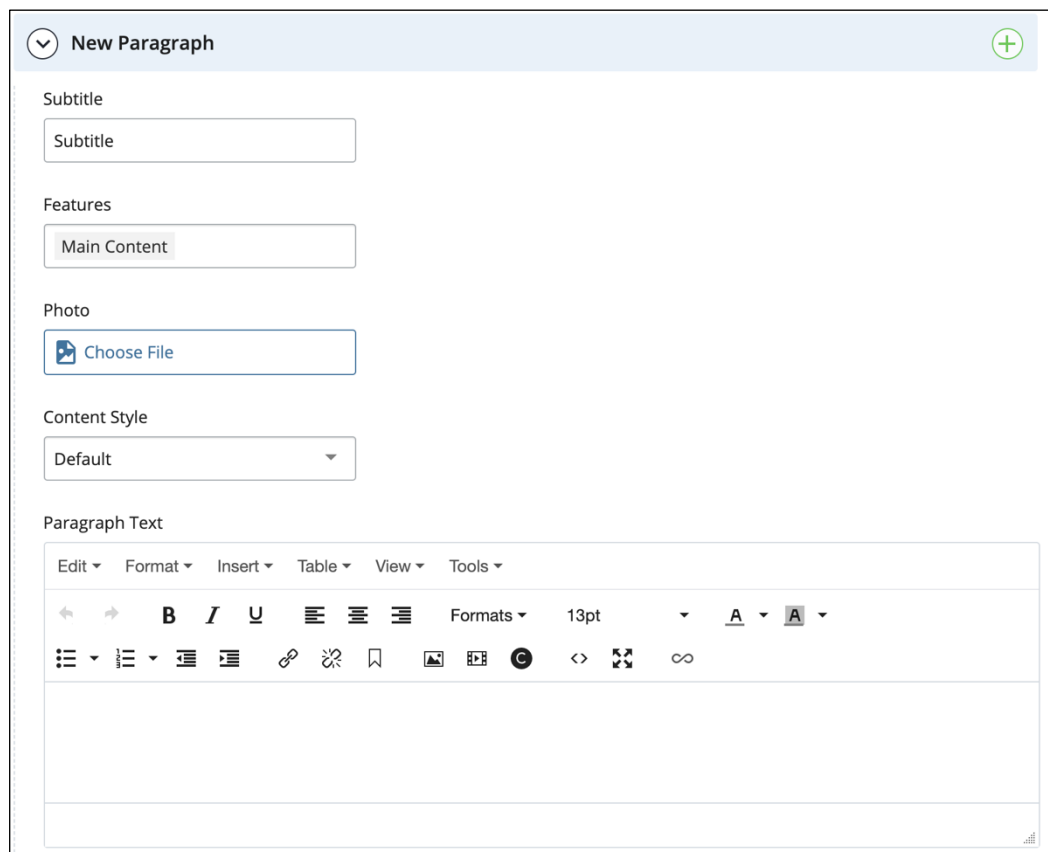
This is where the majority of your page's content will reside. It contains many options for sharing your information.

By default, each New Paragraph has a few fields:

1. Subtitle
2. Features
3. Photo
4. Content Style
 1. Accent Color - appears when an option is selected
5. Paragraph Text

Each New Paragraph has a green "+" icon in the blue bar. This means you can create multiple versions of this "New Paragraph" group. This is useful for splitting content up and making it easier to edit your content.

It is *highly recommended* to use multiple New Paragraph sections for your content rather than placing it all in one.



The screenshot shows a 'New Paragraph' section with the following components:

- Subtitle:** A text input field containing the placeholder text 'Subtitle'.
- Features:** A text input field containing the placeholder text 'Main Content'.
- Photo:** A button labeled 'Choose File' with a file icon.
- Content Style:** A dropdown menu currently set to 'Default'.
- Paragraph Text:** A rich text editor with a menu bar (Edit, Format, Insert, Table, View, Tools) and a toolbar containing icons for undo, redo, bold, italic, underline, list, link, unlink, image, video, audio, and refresh. The font size is set to 13pt, and there are color selection options.

Subtitle

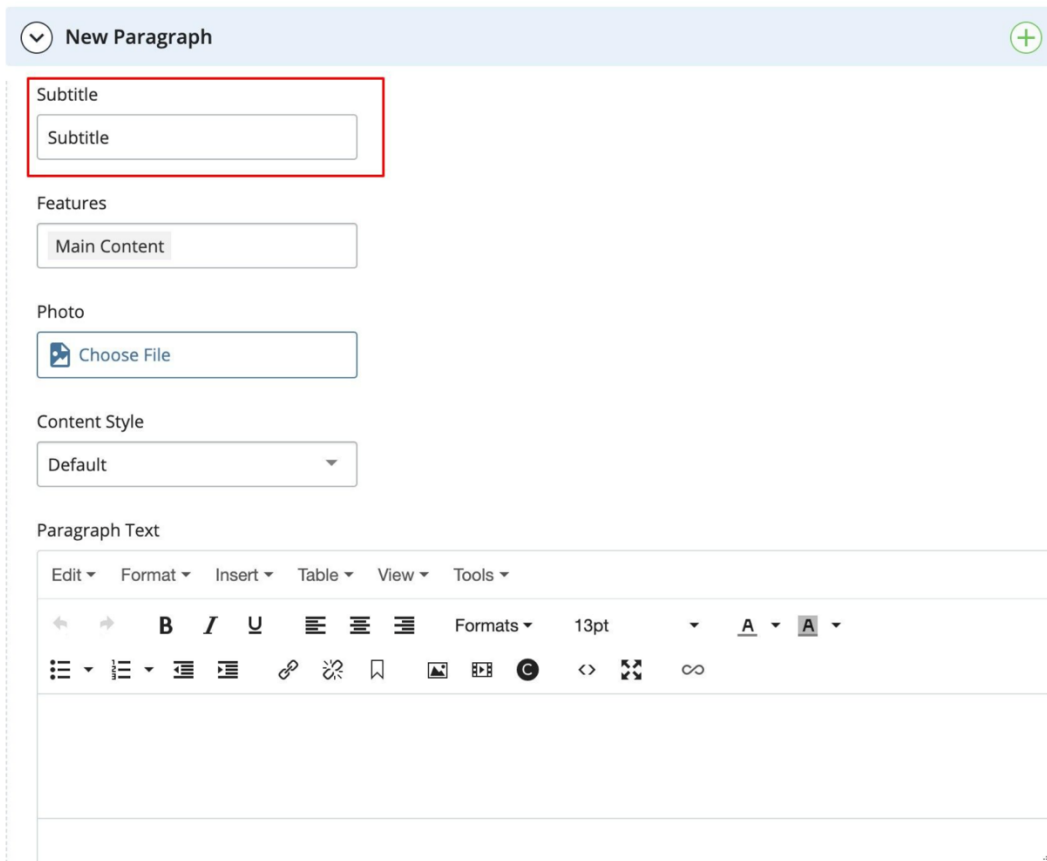
The subtitle is a sub-headline for your content within that “New Paragraph” group. It serves several purposes and it’s always smart to include one within your sections.

Including a subtitle serves these purposes:

- Cleaner looking layouts
- Dynamic styling - There are several style options that will update automatically.
- Fewer issues when editing within the WYSIWYG
- Semantic page layouts - helpful for overall page performance and the page structure in HTML.

You could technically ignore this field and place a heading in the WYSIWYG but we discourage this. This could cause issues with the page structure as well as cause styling errors. Placing your subtitle in the Subtitle field prevents these issues.

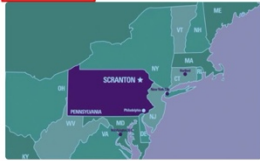
There are exceptions to this (like a quote or video) and that is why this field is not required.



Here are examples of the *same subtitle field* -- but styled differently from options selected from "Content Style" option.

Default Style:

Subtitle



Veggies es bonus vobis, proinde vos postulo essum magis kohlrabi welsh onion daikon amaranth tatsoi tomatillo melon azuki bean garlic.

Gumbo beet greens corn soko endive gumbo gourd. Parsley shallot courgette tatsoi pea sprouts fava bean collard greens dandelion okra wakame tomato.

Dandelion cucumber earthnut pea peanut soko zucchini.

Turnip greens yarrow ricebean rutabaga endive cauliflower sea lettuce kohlrabi amaranth water spinach avocado daikon napa cabbage asparagus winter purslane kale. Celery potato scallion desert raisin horseradish spinach carrot soko. Lotus root water spinach fennel kombu maize bamboo shoot green bean swiss chard seakale pumpkin onion chickpea gram corn pea. Brussels sprout coriander water chestnut gourd swiss chard wakame kohlrabi beetroot carrot watercress. Corn amaranth salsify bunya nuts nori azuki bean chickweed potato bell pepper artichoke.

Callout style:

Subtitle



Veggies es bonus vobis, proinde vos postulo essum magis kohlrabi welsh onion daikon amaranth tatsoi tomatillo melon azuki bean garlic.

Gumbo beet greens corn soko endive gumbo gourd. Parsley shallot courgette tatsoi pea

sprouts fava bean collard greens dandelion okra wakame tomato. Dandelion cucumber earthnut pea peanut soko zucchini.

Turnip greens yarrow ricebean rutabaga endive cauliflower sea lettuce kohlrabi amaranth water spinach avocado daikon napa cabbage asparagus winter purslane kale. Celery potato scallion desert raisin horseradish spinach carrot soko. Lotus root water spinach fennel kombu maize bamboo shoot green bean swiss chard seakale pumpkin onion chickpea gram corn pea. Brussels sprout coriander water chestnut gourd swiss chard wakame kohlrabi beetroot carrot watercress. Corn amaranth salsify bunya nuts nori azuki bean chickweed potato bell pepper artichoke.

Panel style: _

Subtitle



Veggies es bonus vobis, proinde vos postulo
essum magis kohlrabi welsh onion daikon
amaranth tatsoi tomatillo melon azuki bean
garlic.

Gumbo beet greens corn soko endive gumbo
gourd. Parsley shallot courgette tatsoi pea
sprouts fava bean collard greens dandelion okra wakame tomato. Dandelion cucumber
earthnut pea peanut soko zucchini.

Turnip greens yarrow ricebean rutabaga endive cauliflower sea lettuce kohlrabi
amaranth water spinach avocado daikon napa cabbage asparagus winter purslane kale.
Celery potato scallion desert raisin horseradish spinach carrot soko. Lotus root water
spinach fennel kombu maize bamboo shoot green bean swiss chard seakale pumpkin
onion chickpea gram corn pea. Brussels sprout coriander water chestnut gourd swiss
chard wakame kohlrabi beetroot carrot watercress. Corn amaranth salsify bunya nuts
nori azuki bean chickweed potato bell pepper artichoke.

Features

Features is the most robust section of each New Paragraph group. By default, it is set to “Main Content” which will include the WYSIWYG editor for inputting content.

Features is a multi-selecting dropdown that contains several options to choose from:

- Main Content - your WYSIWYG Editor
- Gallery
- Quote
- Featured
- Tabs or Accordions
- Video
- Photo

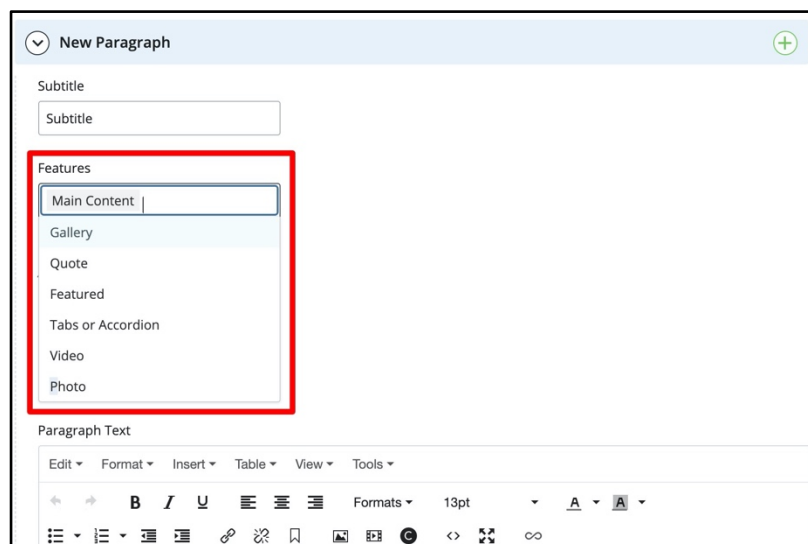
Selecting any of these options will cause another group to appear below the Paragraph Text section.

You can select more than one option.

To remove a feature, just select the feature and click the **backspace** button to remove it. You can navigate the features dropdown with your arrow keys.

You can also just use your cursor to select the feature you wish to remove, and click **backspace** to remove it.

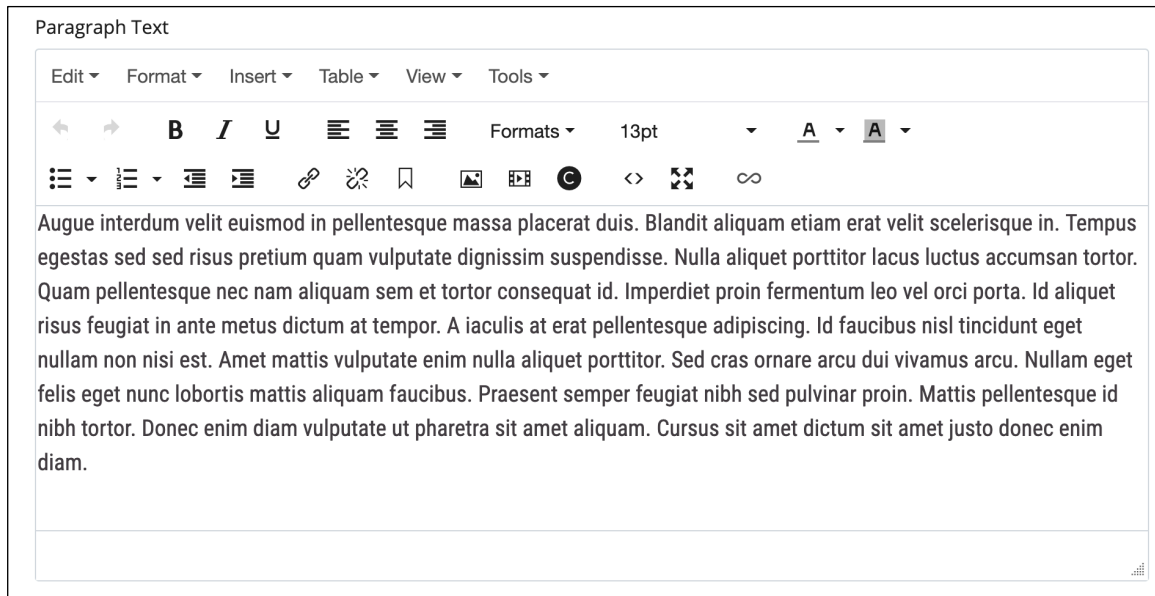
See the Features dropdown menu here:



Descriptions of features:

Main content: This is the content that appears in the Paragraph Text section (also known as the “WYSIWYG” editor). That’s an acronym for What You See is What You Get, meaning that the content in this box will appear on the live website the same way it looks in the Paragraph Text section.

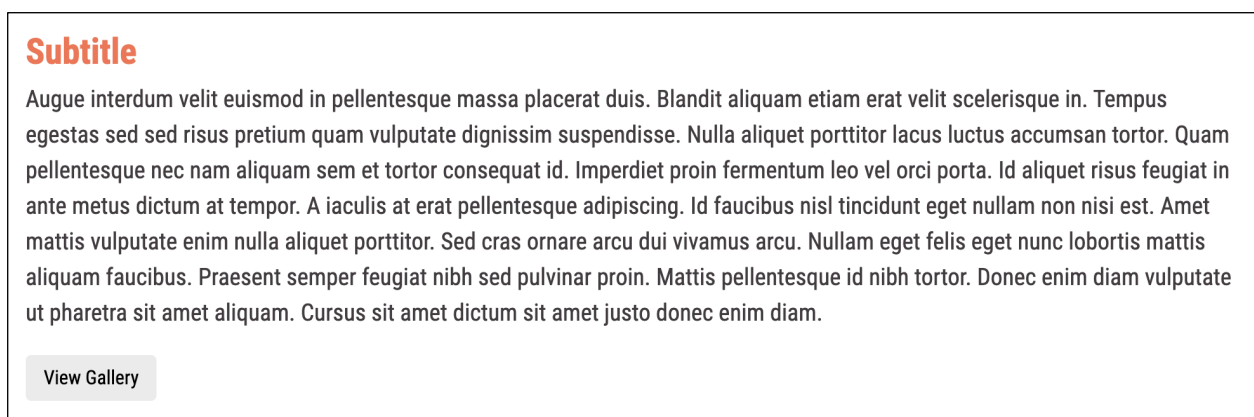
Example:



The screenshot shows a web editor interface titled "Paragraph Text". At the top, there are several menu items: "Edit", "Format", "Insert", "Table", "View", and "Tools". Below these is a toolbar with various icons for text formatting, including bold (B), italic (I), underline (U), bulleted list, numbered list, indent, and text color. The font size is set to 13pt. The main text area contains a paragraph of placeholder text: "Augue interdum velit euismod in pellentesque massa placerat duis. Blandit aliquam etiam erat velit scelerisque in. Tempus egestas sed sed risus pretium quam vulputate dignissim suspendisse. Nulla aliquet porttitor lacus luctus accumsan tortor. Quam pellentesque nec nam aliquam sem et tortor consequat id. Imperdiet proin fermentum leo vel orci porta. Id aliquet risus feugiat in ante metus dictum at tempor. A iaculis at erat pellentesque adipiscing. Id faucibus nisl tincidunt eget nullam non nisi est. Amet mattis vulputate enim nulla aliquet porttitor. Sed cras ornare arcu dui vivamus arcu. Nullam eget felis eget nunc lobortis mattis aliquam faucibus. Praesent semper feugiat nibh sed pulvinar proin. Mattis pellentesque id nibh tortor. Donec enim diam vulputate ut pharetra sit amet aliquam. Cursus sit amet dictum sit amet justo donec enim diam."

Gallery: Selecting this option allows you to add a photo gallery that will appear below the content in the paragraph, either as a button with a link, or as a row of small images.

Example of main content with gallery:



The screenshot shows the same editor interface as above, but with a subtitle and a gallery button. The subtitle is "Subtitle" in a bold, orange font. Below the subtitle is the same paragraph of placeholder text as in the previous screenshot. At the bottom left of the text area, there is a button labeled "View Gallery".

Quote: A purple or orange quote box that will appear below the paragraph.

Example of main content with quote:

Subtitle

Sit amet justo donec enim diam vulputate. Ut eu sem integer vitae. Massa sed elementum tempus egestas sed sed risus pretium quam. Porta nibh venenatis cras sed felis eget velit aliquet. Massa massa ultricies mi quis hendrerit dolor magna. Dui sapien eget mi proin sed libero enim sed. Elementum facilisis leo vel fringilla est ullamcorper. Eget gravida cum sociis natoque penatibus et. Eget magna fermentum iaculis eu non diam phasellus vestibulum lorem. A cras semper auctor neque vitae tempus quam.

Turpis egestas maecenas pharetra convallis posuere morbi. In hac habitasse platea dictumst quisque sagittis purus. Nibh cras pulvinar mattis nunc sed blandit.

Professor John Doe

Featured: A gray box that appears beneath the paragraph in which you can add additional important content (and an optional photo) that you want to highlight.

Example of main content with featured content box:

Domestic Travel

University-sponsored domestic travel is prohibited in [areas of the country](#) experiencing a surge in COVID-19 cases and should be limited to essential trips in all other areas.

Travelers and travel sponsors (i.e., the department or divisional unit funding/supporting a trip) must review each proposed domestic trip to decide if it is essential using best judgment to balance the benefits of travel with health and safety considerations and must receive approval for plans from their divisional vice president (staff) or dean (faculty).

Consider the following when making these determinations:

- Is the travel required to fulfill a critical research, teaching, legal, or compliance obligation?
- Is the travel necessary to meet a graduation requirement?
- Can the travel occur later?
- Is there a substitute to in-person travel such as a virtual option?
- Can someone else at the travel destination perform the activity?
- Can the travel be accomplished safely and in compliance with local public health requirements at the destination and when returning to Pennsylvania from that destination?

Tabs or Accordion: These are ways to add additional sections of information without making your webpage too long. They will appear beneath the content in the paragraph – or, you can leave the paragraph section blank so that the tabs/accordions will appear directly beneath the subtitle.

Example of tabs:

Events Workshops Training Other Opportunities

- Each semester, the **Cross Cultural Centers** (the [Jane Kopas Women's Center](#) and the [Multicultural Center](#)) sponsor a number of small and large-scale events for the University community, seeking to raise awareness of topics related to diversity, identity, privilege, oppression, equity, and justice; help individuals develop a deeper appreciation of their own culture and identity; and engage in dialogue across difference to better understand others. Signature large scale events include Love Your Body Day, Dia de los Muertos, Global Food Bazaar, Take Back the Night, and Festival of Nations. Smaller events include film screenings, dialogues, and informal gatherings. Please visit the respective websites for upcoming offerings.
- The **Office of Equity and Diversity** provides training opportunities for students, faculty and staff on a variety of topics including sexual harassment and sexual misconduct, unlawful discrimination and harassment, microaggressions and implicit bias, equal opportunity hiring practices, search committee training, spotting issues for supervisors related to unlawful harassment and discrimination. It also organizes lunch and learns as well as diversity and inclusive pedagogy workshops for faculty and staff, and works with faculty and staff in providing training in the classroom and department setting.
- The Office of Equity and Diversity also sponsors the **"D + I Lunch & Learn" Series**, which was started over a year ago to bring awareness to employees on varied topic related to diversity and inclusion. The program provides faculty and staff an opportunity to come together a few times a year to learn from their peers. Some topics previously covered include Intercultural Dialogue in a Diverse World, Business Case For Diversity and Inclusion in the Workplace, What is Diversity.

[View the Fall 2020 "D + I Lunch & Learn" schedule](#)

Example of accordions:

Policy and Strategic Planning

- Policy on Racism, Discrimination, Bias and Inclusion for All Members of the University Community
- Long-term Commitment through Strategic Planning

Faculty and Staff

- Hiring
- Training for Faculty and Staff
- Academic Affairs and Resources for Faculty

Video: This option allows you to embed video beneath the paragraph content.

Photo: This feature allows you to add a photo to the right or left of your paragraph. There is a photo picker (in which you'll enter the photo you want to use) and an alignment drop-down (you'll choose right or left).

Example of main content with photo:

Subtitle

Id aliquet risus feugiat in ante metus dictum at tempor. A iaculis at erat pellentesque adipiscing. Id faucibus nisl tincidunt eget nullam non nisi est. Amet mattis vulputate enim nulla aliquet porttitor. Sed cras ornare arcu dui vivamus arcu. Nullam eget felis eget nunc lobortis mattis aliquam faucibus. Praesent semper feugiat nibh sed pulvinar proin. Mattis pellentesque id nibh tortor. Donec enim diam vulputate ut pharetra sit amet aliquam. Cursus sit amet dictum sit amet justo donec enim diam. Id aliquet risus feugiat in ante metus dictum at tempor. A iaculis at erat pellentesque adipiscing. Id faucibus nisl tincidunt eget nullam non nisi est. Amet mattis vulputate enim nulla aliquet porttitor.



Content Styles

Content Styles are options available for you to change the layout and styling of your New Paragraph content in a more graphical way. There are four main options to choose from, with seven different accent colors for each one:

- Default
- Contextual Background
- Callout
- Panels

Default

This is the basic style you're likely used to seeing most on our site. It's just the WYSIWYG editor's content on a white background with orange subtitle.

Contextual Backgrounds

A Contextual Background is way to display and draw attention to a small snippet of important information. It places your content inside a color block. Depending on which color you choose, the font color will change to either white or black.

Callouts

A Callout places your content in a white box with a shadow and includes a subtle left border color accent.

Panels

Panels look like open accordions with a thick color header for the subtitle and a color border around the content.

Accent Colors

- Default - Black
- Purple
- Orange
- Light Green
- Yellow
- Light Blue
- Red

All the accent colors are compliant with our University style guide.

New Paragraph +

Subtitle

Features

Photo

Content Style

Paragraph Text

Edit Format Insert Table View Tools

← → **B** *I* U [List Icons] Formats 13pt [Color Icons]

[More Icons]

New Paragraph +

Subtitle

Features

Photo

Content Style

Accent Color

Default
Purple
Orange
Light Green
Yellow
Light Blue

View Tools

[List Icons] Formats 13pt [Color Icons]

[More Icons]

Contextual Backgrounds

A Contextual Background is a way to display and draw attention to a small snippet of important information. It places your content inside a color block. Depending on which color you choose, the font color will change to either white or black.

Do not change your text color in the WYSIWYG editor if you chose this option. They're specifically picked for accessibility reasons.

Due to their strong color palette, it is better to use Contextual Backgrounds with smaller bits of information rather than long paragraphs.

Using this option is one of the few instances excluding a subtitle might be preferable.

Examples of Contextual Backgrounds

Contextual Backgrounds

Nullam id dolor id nibh ultricies vehicula ut id elit.

Nullam id dolor id nibh ultricies vehicula ut id elit.

Nullam id dolor id nibh ultricies vehicula ut id elit.

Duis mollis, est non commodo luctus, nisi erat porttitor ligula.

Maecenas sed diam eget risus varius blandit sit amet non magna.

Etiam porta sem malesuada magna mollis euismod.

Etiam porta sem malesuada magna mollis euismod.

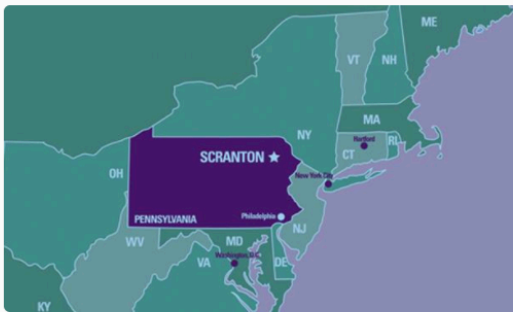
Callouts

If you choose to use one of the Content Styles, this is our preferred style. It places your content in a white box with a shadow and includes a subtle left border color accent.

The Subtitle will match its color to the Accent Color you pick as well.

Try to avoid the “Yellow” accent color option for Callouts. The yellow color is difficult to read on a white background.

Subtitle



Veggies es bonus vobis, proinde vos postulo essum magis kohlrabi welsh onion daikon amaranth tatsoi tomatillo melon azuki bean garlic.

Gumbo beet greens corn soko endive gumbo gourd. Parsley shallot

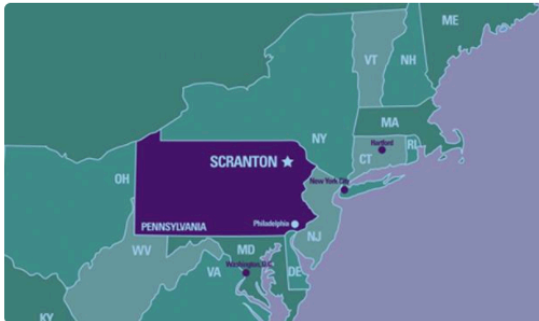
courgette tatsoi pea sprouts fava bean collard greens dandelion okra wakame tomato. Dandelion cucumber earthnut pea peanut soko zucchini.

Turnip greens yarrow ricebean rutabaga endive cauliflower sea lettuce kohlrabi amaranth water spinach avocado daikon napa cabbage asparagus winter purslane kale. Celery potato scallion desert raisin horseradish spinach carrot soko. Lotus root water spinach fennel kombu maize bamboo shoot green bean swiss chard seakale pumpkin onion chickpea gram corn pea. Brussels sprout coriander water chestnut gourd swiss chard wakame kohlrabi beetroot carrot watercress. Corn amaranth salsify bunya nuts nori azuki bean chickweed potato bell pepper artichoke.

Panels

Panels look like open accordions with a thick color header for the subtitle and a color border around the content.

Subtitle



Veggies es bonus vobis, proinde vos postulo essum magis kohlrabi welsh onion daikon amaranth tatsoi tomatillo melon azuki bean garlic.

Gumbo beet greens corn soko endive gumbo gourd. Parsley shallot courgette

tatsoi pea sprouts fava bean collard greens dandelion okra wakame tomato.

Dandelion cucumber earthnut pea peanut soko zucchini.

Turnip greens yarrow ricebean rutabaga endive cauliflower sea lettuce kohlrabi amaranth water spinach avocado daikon napa cabbage asparagus winter purslane kale. Celery potato scallion desert raisin horseradish spinach carrot soko. Lotus root water spinach fennel kombu maize bamboo shoot green bean swiss chard seakale pumpkin onion chickpea gram corn pea. Brussels sprout coriander water chestnut gourd swiss chard wakame kohlrabi beetroot carrot watercress. Corn amaranth salsify bunya nuts nori azuki bean chickweed potato bell pepper artichoke.

Accent Colors

We included seven color options for each of the Content Styles.

- Default - Black
- Purple
- Orange
- Light Green
- Yellow
- Light Blue
- Red

Following are examples of each Content Style with each accent color:

Contextual Backgrounds

Default

Nullam id dolor id nibh ultricies vehicula ut id elit.

Purple

Nullam id dolor id nibh ultricies vehicula ut id elit.

Orange

Nullam id dolor id nibh ultricies vehicula ut id elit.

Light Green

Duis mollis, est non commodo luctus, nisi erat porttitor ligula.

Yellow

Etiam porta sem malesuada magna mollis euismod.

Light Blue

Maecenas sed diam eget risus varius blandit sit amet non magna.

Red

Etiam porta sem malesuada magna mollis euismod.

Callouts - Light Green

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

Callouts - Yellow

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

Callouts - Light Blue

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

Callouts - Red

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

Panels

| Default |
|---------------|
| panel content |

| Purple |
|---------------|
| panel content |

| Orange |
|---------------|
| panel content |

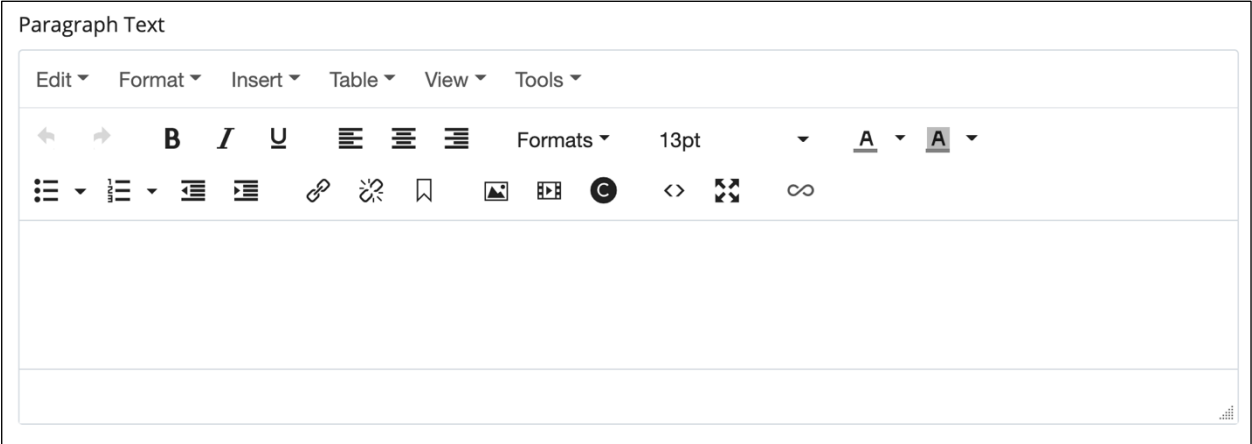
| Light Green |
|---------------|
| panel content |

| Yellow |
|---------------|
| panel content |



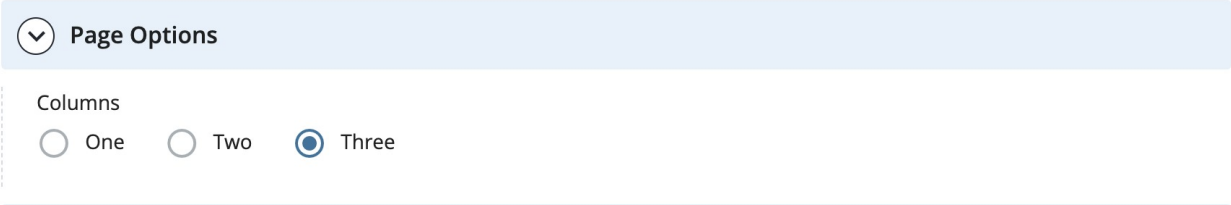
Paragraph Text:

The paragraph text section (also known as the WYSIWYG editor, for “What You See is What You Get”) works the same way it does in the current page templates. You can make words bold or italic, for instance, or use bullets. You can insert a picture or a table, and embed external links.

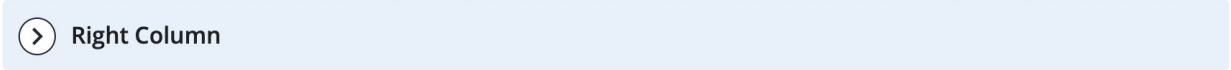


Right Column

The right column is group that appears when you select the three option from the page options group.



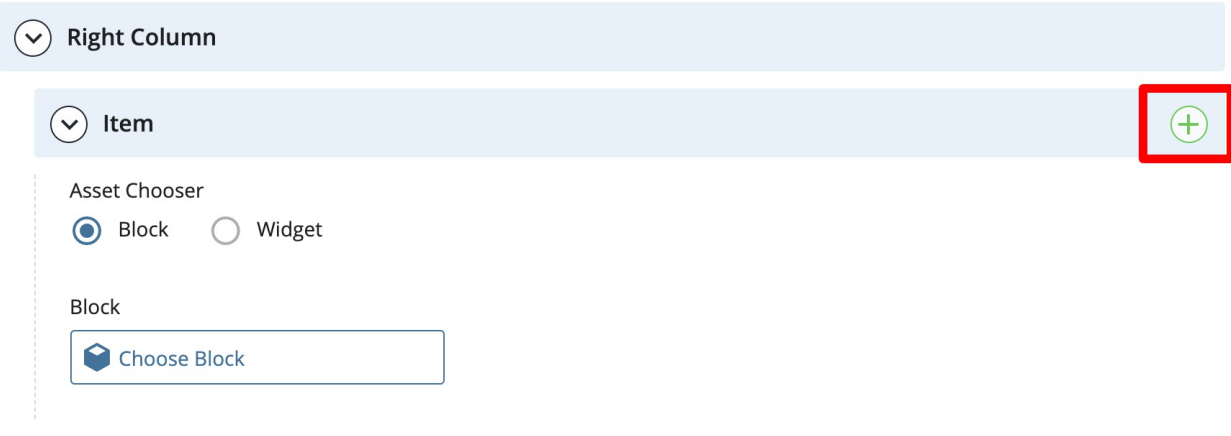
Once selected, a group at the bottom of the edit pane will appear titled "Right Column."



This allows you to place content within the right column of your page.

This was previously managed through the configuration of the page using blocks and regions but it was not an easy process. This method allows you to place in blocks of content directly into your page's right column.

When you open the group, you will see another group called "Item" that allows multiple groupings. This allows you to place multiple Blocks or Widgets into your right column and you can easily organize it.



Within the "Item" group you will see a few things:

- Asset Chooser
 - Block
 - Widget
- Block - If block is chosen
- Widget - If widget is chosen

The Block is a Block Chooser whereas the Widget is a Page Chooser.

Widgets are a more advanced option. You have to contact Marketing Communications for proper implementation.

The screenshot shows a configuration interface for a 'Right Column'. It features a 'Right Column' header with a dropdown arrow. Below it is an 'Item' section with a dropdown arrow and a plus sign. Under 'Item', there is an 'Asset Chooser' section with two radio buttons: 'Block' (selected) and 'Widget'. Below the radio buttons is a 'Block' section containing a 'Choose Block' button. Red boxes highlight the 'Block' radio button and the 'Choose Block' button.

Assuming you have a block of content already created, you just have to apply the block in the chooser for it to appear on your right column.

When we refer to blocks we're typically speaking about an [HTML/Data Definition Block](#). An XHTML/Data Definition block is a reusable block of content that provides a rich word processing (WYSIWYG) interface or Data Definition form fields for editing content.

Right Column

Item (1/3) [down arrow] [plus] [close]

Asset Chooser

Block Widget

Block

admissions-block [close]


www.scranton.edu: /academics/1assets/ad...

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About Us

- > Office of the President ▾
- > Mission
- > Our History
- > Strategic Plan
- > The Value of a Scranton Education

New Page

Subtitle



Undergraduate Admissions

- [info icon] Request Information
- [location pin icon] Arrange A Campus Visit
- [checkmark icon] Start Your Application

For information on blocks and how to create and use them, see the additional section that follows.

BLOCKS

Introduction

A block is a piece of content that can be inserted (with or without styling) into any region of a page.

Whenever you have content that should be used on many pages or regions (for example, a “Contact Us” or “Related Links” section that appears on every page of your department website) -- that content should be put into a block.

Doing so allows the appropriate content to appear on many pages while always being updated from one place, making it easy to maintain consistency in that text/markup across many pages.

Blocks can contain static content (meaning content that does not change unless modified by a user), or dynamic content (which is content that changes based on updates outside of Cascade CMS or other day-to-day activities).

THERE ARE FIVE TYPES OF BLOCKS IN CASCADE CMS:

1. [XHTML/Data Definition Block](#) - XHTML content or Data Definition form fields for editing content.
2. [Index Block](#) - Used to dynamically generate system assets as XML.
3. [Text Block](#) - Static text content.
4. [XML Block](#) - Static XML content.
5. [Feed Block \(XML\)](#) - Dynamic XML from a third-party server (e.g. RSS feed).

XHTML/Data Definition Blocks

An XHTML/Data Definition block is a reusable block of content that provides a WYSIWYG interface for editing content.

Unlike a basic text block, an XHTML block allows for a wide range of HTML elements to be created inside it, such as images, links, tables, and bullet points in addition to other standard text formatting.

XHTML/Data Definition blocks are particularly useful for fixed regions of content such as headers and footers that need to stay constant among all pages within the site. If you make any change to one of these blocks, the change will appear on all pages of the site that use the block.

Creating an XHTML/Data Definition Block

To create an XHTML/Data Definition block:

1. Click **Add Content > Default > Block**.
 2. Select **XHTML/Data Definition** and click **Choose**.
 3. In the **Name** field, enter a name for your block.
 4. In the **Placement Folder** field, choose the folder where the block should be created.
 5. Enter content into the WYSIWYG field.
 6. Click **Preview Draft** and **Submit**.
-

Text Blocks

Text blocks are basic blocks of content that can be reused throughout a site -- much like an XHTML block. Text blocks are not as widely used as their XHTML counterpart is, because text blocks lack the standard WYSIWYG editor that allows you to insert images, links, and standard text formatting options.

More often an XHTML block will be the desired solution.

However, there are appropriate times to make use of a text block instead of an XHTML block.

Creating a Text Block

To create a text block:

1. Click **Add Content > Default > Block**.
 2. Select **Text** and click **Choose**.
 3. In the **Name** field, enter a name for your block.
 4. In the **Placement Folder** field, choose the folder where the block should be created.
 5. You can add text to the block either by uploading a plain text file or by entering text directly into the code editor.
 6. Click **Preview Draft** and **Submit**.
-

Index Blocks

An index block is a special type of block that returns a listing of assets from the CMS directory structure in the form of XML data. (XML is a type of structure language.)

Assets like pages, files, folders, external links, and even other blocks can be returned as XML content. An index block can even return the data content of multiple pages within a directory for use on other pages within the system.

Index blocks may also be used to return a listing of all pages of a particular content type. For example, all news articles found in a particular site may be lumped into a "news articles" index block.

In Cascade CMS, index blocks are typically used for creating dynamic navigation menus, site maps, indices, etc.

NOTE: Almost all CMS Users will never have to create index blocks.

Feed Blocks

XML feed blocks pull their XML content from a web location. They are used, for example, to put a blog on a webpage.

This can be useful when aggregating outside RSS links or receiving output from dynamic scripts or web applications that produce XML.

XML feed blocks have one parameter, the feed URL, which is the location that will respond with an XML document. Cascade CMS then takes that XML content and populates the block with it. The block can then be styled using a format and included in a page region just like any other block in the system.

NOTE: Almost all CMS Users will never have to create feed blocks.

XML Blocks

XML blocks are reusable pieces of content stored as well-formed, static XML. These blocks are particularly useful when there is a large amount of XML that must be styled and included on one or more pages of a website.

NOTE: Almost all CMS Users will never have to create XML blocks.