

Adding Widgets to Pages in Cascade

Widgets provide a flexible way for you to use identical content on multiple pages throughout your site. In this document, we will discuss deploying widgets from your site's "_widgets" folder to sidebars and main content areas of your pages. For information on creating widgets, please see the reference doc entitled, "How to create Widgets in the Main and Individual School Sites of Cascade CMS".

The following doc will be divided into 2 sections: Adding Widgets to the Main Content Section of a Page and Adding Widgets to Sidebars.

Adding Widgets to the Main Content Section of a Page

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 the Widget.
3. Left click on the main folder of 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 Widget 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.

7. From the Row Type dropdown, scroll down to the “Widget” (should be the last option on the list) and select it.
8. Once you select “Widget” from the dropdown, the “Headline” field and the “Display Widget Selector” appear.
 - NOTE: Unless you are planning using multiple widgets in the content row, it is a generally best practice to skip the headline field and move directly to the “Display Widget Selector”. If you are going to display multiple widgets, use the “Headline’ field to provide your user with some definition of the section’s contents and purpose.
9. Click the “Choose Page” button in the selector to page selector flyout and navigate to find your desired widget via the recent assets visited tab (selected by default) or navigate directly to your site’s widgets folder by selecting the “Browse” option from the flyout clicking the “_widgets” folder icon and selecting the specific widget you would like to use by clicking on its file name.
10. Once you have selected the widget you want, you can either hit the “Preview Draft” button in the top right corner to check the draft or click the “+” directly above the file selector to add another widget to you sidebar item using the same process laid out in Step 9.
 - NOTE: If you are using more than one widget, you can use the arrow controls to change their display order or the “X” to delete one of them just as you would when dealing with any other content rows.
11. Once you have all of the widgets you would like to use selected and aligned in the order you prefer, click the “Preview Draft” button and to check things over. If the draft is as you would like, click the “Submit” button to begin the workflow process. If you are not happy with your draft, click the “Edit” button and

make whatever changes you need until you are ready to click the “Submit” button and progress through the workflow.

Adding Widgets to the Page Sidebar

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 the Widget.
3. Left click on the main folder of 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 Widget 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. Before you can add the widget to your page’s sidebar confirm that the page you wish to add the sidebar Widget to is set to incorporate sidebar content. To do this-
 - a) Scroll to the “Page Properties” section of the Edit Screen located directly below the “Standard Page” label and click on it.
 - b) Confirm that the box next to the words, “Side Bar” is checked. If it is, move to Step 7. If it is not, click on the box to check it and then move to Step 7.
7. Scroll to the bottom of the Edit Screen and click on the “Sidebar Item” accordion.
8. From the “Type” selector choose the “Widget” option.

9. When you select “Widget” from the “Type” dropdown the “Display Widget” selector appears.
10. Click the “Choose Page” button in the selector to page selector flyout and navigate to find your desired widget via the recent assets visited tab (selected by default) or navigate directly to your site’s widgets folder by selecting the “Browse” option from the flyout clicking the “_widgets” folder icon and selecting the specific widget you would like to use by clicking on its file name.
11. Once you have selected the widget you want, you can either hit the “Preview Draft” button in the top right corner to check the draft or click the “+” directly above the file selector to add another widget to you sidebar item using the same process laid out in Step 10.
 - NOTE: If you are using more than one widget, you can use the arrow controls to change their display order or the “X” to delete one of them just as you would when dealing with any other content rows.
12. Once you have all of the widgets you would like to use selected and aligned in the order you prefer, click the “Preview Draft” button and to check things over. If the draft is as you would like, click the “Submit” button to begin the workflow process. If you are not happy with your draft, click the “Edit” button and make whatever changes you need until you are ready to click the “Submit” button and progress through the workflow.