

# How to create Widgets in the Main and Individual School Sites of Cascade CMS

1. Log in to your Cascade user account at [UIW.cascadecms.com](http://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 folder associated with your site named “\_widgets”.
5. Hover over the file name and click on the “>” icon that appears at the right side of the folder name to enter the \_widget folder.
6. Once you are inside of the \_widget folder, click on the “Add Content” button in the top left corner of your Cascade browser tab.
7. From the “Add Content” flyout that appears from the left side of your screen select the “Widgets” option at the bottom of the list of available content items.
8. Once you select the “widgets” option from the available assets list, the widget content item will appear including the “Page Name” field, the “Placement Folder” selector, the “Widget Type” dropdown and the “Heading” field.
  - In the “Page Name” field type a name for your widget that is compliant with naming requirements listed about the field (lowercase only, word spaces replaced with hyphens, no leading or trailing spaces)

- The “Placement Folder” selector is set to your `_widgets` folder by default, so, as long as this is true, no action need be taken.
- The “Widget Type” dropdown offers 3 options: wysiwyg, “CTA Button” and “Linked List”
  - 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. It can be used to display anything from text with links to images or any other content and styling you would normally add to a wysiwyg based in a standard page content type.
  - 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. If CTA Button is selected, fields named “Heading”, “Link Text” and a “Select Link Type” radio button set with buttons named, “Page”, “File” and “External Link” will appear. Depending on which radio button is selected, additional options will appear.
    - If the “Page” button is selected (this is the default), an internal page selector will appear allowing you to create an internal link to a page that you have access to in Cascade CMS.
    - If the “File” button is selected, an internal file selector will appear allowing you to link to an asset in your docs or images folder.
    - If the “External Link” button is selected, a URL field appears allowing you to paste in the URL

you want to link to. Below the URL field, there is a dropdown named, “Target”. This is used to determine how the link will function when the button is clicked. If the dropdown is set to “New Window” the linked asset will open in a new, adjacent tab when the button is clicked. If the dropdown is set to “Same Window” the linked asset will open the same tab as the current page replacing it in the browser.

**NOTE:** Only use the “New Window” option if you are linking to a pdf file or page outside of UIW’s web presence. For all UIW web assets (pages and pdf files) use the “Same Window” option.

**NOTE:** If you are using the CTA button option, the “Heading” field will not display.

- The “Linked List” option of the “Widget Type” dropdown allows you to create a vertically stacked list of links. If you select the “Linked List” option from the “Widget Type” dropdown the same options appear as with the “CTA Button” option with one important addition. The “Link List” option comes with the ability add more links via the “+” control at the right of the link entry and, once more than one link has been created, rearrange the order of those links by using the up and down arrows next to the “+” icon. You may also use the “X” icon on the right to delete any unwanted links.

**NOTE:** Unlike the “CTA Button covered above, the “Heading” field will create heading text in the “Linked List” option that displays before the created list of links.

9. Once you have your widget set up in one of the previously discussed options, click the “Preview Draft” button in the top right corner to make sure all is as you would like.
10. If you need to make further edits, click the “Edit” button in the top right corner to continue making changes.
11. If everything looks good, click the “Submit” button and follow the steps you normally would to begin a workflow including adding comments for reviewer on what you have done.

For Instructions on adding a widget to a page, please see the reference doc entitled, “Adding Widgets to Pages in Cascade”.