All content on your web site is done by creating one or both of the following:

- Page
- Block

They both can contain text and images.

How do Pages relate to Blocks?

Pages are the main “container” in which you can insert blocks. In the image below you can see how we insert blocks into a page where we want a slideshow, expandable FAQs, and a newsfeed.

For more detailed information on pages and blocks, please see the following pages.
Pages & Blocks

Pages:

- Are simple HTML pages, but with a .php ending
- Are found below the “_uploads” folder.
- Use a structured form. See Types of Pages below for descriptions.
- Can have blocks inserted above and below content areas.
- Can have multiple content areas.
- Can have alternate mobile text.
- Go through a workflow.
- Are publishable.

Types of Pages:

- **One-column** – main text area using a WYSIWYG editor. Can pull in blocks above and below main sections.
- **Two-column** – main text area and right sidebar using a WYSIWYG editor. Can pull in blocks above and below main sections, and below sidebar sections.
- **Faculty/Staff Bios** – pulls in directory information using email address and provides additional input boxes including WYSIWYG editor sections for non-directory information.
- **All pages** have a left-column that includes site menu/navigation and quick contact information.

Creating a New Page:

- You can create a new page via the “New” menu.
Cascade – Quick Reference

Pages & Blocks

Pages:

Page Examples:

Faculty/Staff Bio

Individual Page

Faculty/Staff Bio

Individual Page

Directory Listing

Directory Listing

One-column

Text only

Image grid with links

Image grid with links

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Cascade – Quick Reference

Pages & Blocks

Two-column
Text, images, expandable section

Text, slideshow, image grid with links

Slideshow, newsfeed in sidebar

Text and images

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Blocks:

• Are either simple HTML or special coding. They are similar to “widgets” found in other programs.
• Are found in the “_blocks/manual” folder.
• Can be used for text/images or have specific functionality, such as pulling in news, slideshows, etc.
• Use “fill-in” forms which change, depending on functionality needed.
• Are inserted into pages above or below main content or below sidebar content.
• Are reusable as they can be pulled into multiple pages.
• Go through a workflow.
• Do NOT publish (the page where the block is inserted needs to be published)

Types of Blocks:

• Reusable Content – used for text/images that needs to be pulled into multiple pages.
• Expand-Tab Content – used for content with expanding sections (header/content) or tabbed content. An example of this would be FAQs.
• RSS Aggregator – used for pulling in feeds from blogs, news sites, event calendar, anything that provides an RSS feed you can subscribe to.
• Slideshow – used for adding a slideshow with optional overlay text and links.
• Menu – used for your left-hand navigation of your site.

Creating a New Block:

• You can create a new block via the “New” menu for Reusable, Expand-Tab, and RSS Aggregator content.