

BBCC Website Guide for Page Editor

This document details the different structures that are used in pages and why they are used, proper media file management on the website, procedures to maintain standard accessibility, and a guide to the custom elements. While it is recommended that you read the entire document, a good starting point is the [Standard steps to build a page](#).

Table of Contents

- Page Structure** 3
 - General Structure** 3
 - Program Page/Department Page**..... 6
 - Basic Page** 6
 - Custom Pages** 7
- Media**..... 7
 - How to upload media**..... 7
 - File Recommendations (name, size, types)** 8
 - Replacing Media** 10
 - Title Background Images** 11
- Accessibility** 15
 - Text Formatting** 15
 - Media Accessibility**..... 18
- Custom Template Guide**..... 20
 - Department Page** 20
 - Program Page** 22
 - Contact/Staff Block** 26
 - Contact/Staff/Links Block** 30
 - Contact/Links Block**..... 34
 - Contact Block**..... 36
 - Links Block** 42
 - Basic Page** 47
 - Content/Hours Block**..... 49
 - Hours Element** 50
 - Buttons Block**..... 53
 - Button Element** 57

Card Block.....	61
Card Element	68
Personnel Bio Page.....	75
Personnel Card Page	80
Featured Block.....	83
Featured Element	88
Featured Image Element	92
Video Lightbox Block.....	98
Video Element	106
Gallery Element	110
Image Element.....	114
Default Block	117
Title Element.....	119
Text Box Element.....	122
Space Element	125
Divider Element.....	127
White Divider Element	128
Dropdown Element	131
Toggle Box Element.....	135
Accordion Element	140
Tabs Element	143
Contact Element	147
Back To Page Element	154
Alert Box Element.....	156
Map Element	162
iFrame Element	165
Program Info Block.....	168
Degrees & Certs Block	174
Program News Block	180
Other	185
Big Bend Brand	185
Page Builder Information.....	185
How to use shortcodes.....	187

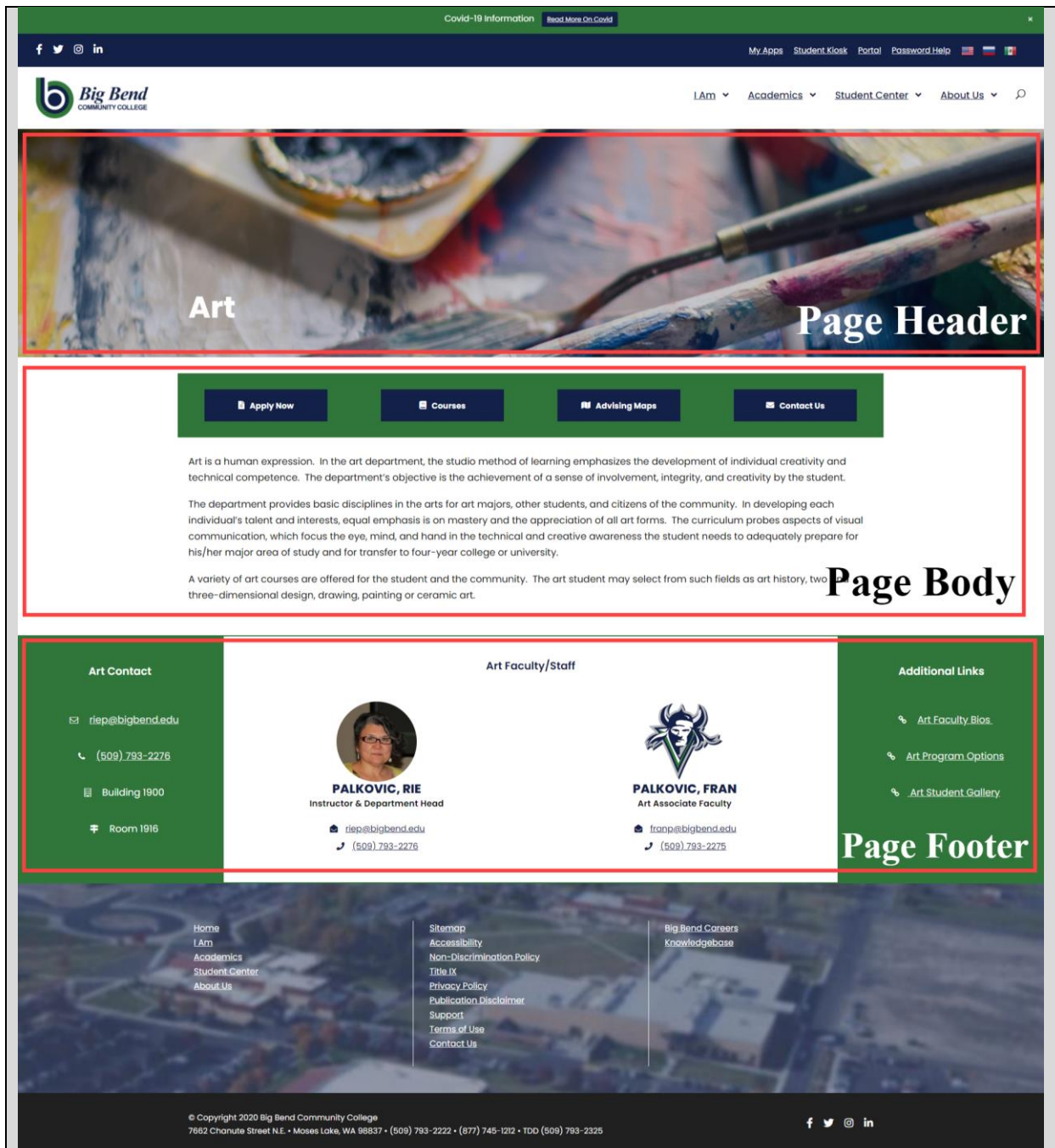
How to modify background sync heights	190
How to properly resize templates	194
How to properly swap blocks/elements	196
Setting the parent page	201
Known issues	203
How to link properly	206
How to access the website.....	208
Standard steps to build a page	209
Archived Templates.....	214
Contact Block (archived)	214
Links Block (archived).....	218
Contact Element (archived)	221
Basic Page (archived).....	226
Back To Page Element (archived).....	228
Video Lightbox Block (archived)	230

Page Structure

General Structure

What and Why?

The pages on the website follow a general structure of header, body, and footer.



- The page header contains the page title and title background image if there is one.
- The page body contains the primary content (text, links, images, etc.) of the page.
- The page footer contains contact, faculty/staff members, or additional links of the page.

These should not be confused with the site header, site body, and site footer.

Site Header
Covid-19 Information [Read More On Covid](#)

f t i in
My Apps Student Kiosk Portal Password Help

I Am Academics Student Center About Us

Site Body

Apply Now

Courses

Advising Maps

Contact Us

Art is a human expression. In the art department, the studio method of learning emphasizes the development of individual creativity and technical competence. The department's objective is the achievement of a sense of involvement, integrity, and creativity by the student.

The department provides basic disciplines in the arts for art majors, other students, and citizens of the community. In developing each individual's talent and interests, equal emphasis is on mastery and the appreciation of all art forms. The curriculum probes aspects of visual communication, which focus the eye, mind, and hand in the technical and creative awareness the student needs to adequately prepare for his/her major area of study and for transfer to four-year college or university.

A variety of art courses are offered for the student and the community. The art student may select from such fields as art history, two and three-dimensional design, drawing, painting or ceramic art.

<p>Art Contact</p> <p>✉ riep@bigbend.edu</p> <p>☎ (509) 793-2276</p> <p>📍 Building 1900</p> <p>🏠 Room 1916</p>	<p style="text-align: center;">Art Faculty/Staff</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <p>PALKOVIC, RIE Instructor & Department Head</p> <p>✉ riep@bigbend.edu</p> <p>☎ (509) 793-2276</p> </div> <div style="text-align: center;"> <p>PALKOVIC, FRAN Art Associate Faculty</p> <p>✉ frp@bigbend.edu</p> <p>☎ (509) 793-2276</p> </div> </div>
---	---

 Additional Links 🔗 [Art Faculty Bios](#) 🔗 [Art Program Options](#) 🔗 [Art Student Gallery](#) |

Site Footer

<p>Home</p> <p>I Am</p> <p>Academics</p> <p>Student Center</p> <p>About Us</p>	<p>Sitemap</p> <p>Accessibility</p> <p>Non-Discrimination Policy</p> <p>Title IX</p> <p>Privacy Policy</p> <p>Publication Disclaimer</p> <p>Support</p> <p>Terms of Use</p> <p>Contact Us</p>	<p>Big Bend Careers Knowledgebase</p>
--	---	---------------------------------------

© Copyright 2020 Big Bend Community College

7862 Chanute Street N.E. • Moses Lake, WA 98837 • (509) 793-2222 • (877) 745-1212 • TDD (509) 793-2325

f t i in

- The site header contains the menu navigation, important links, the search bar, and the Big Bend logo.
- The site body contains all of the content of a page, this includes the page header, the page body, and the page footer (the 'page' terms in this convention aren't used broadly, they are used in this manner here for page editors as they cannot edit the site header or site footer).
- The site footer contains a list of sitewide links (including legal links), the copyright information, and the Big Bend general contact information.

How?

The site header nor the site footer can be edited with the standard editing permissions. The only section that can be edited is the site body.

The sections below detail the types of structures that are available and recommended when creating pages.

Program Page/Department Page

What and Why?

The program/department pages are used for primary pages (eg. [Art](#), [Veteran Services](#), etc). The structure is fairly similar with both of these with the only main difference being that the department structure not including buttons at the top by default. The structure follows as such:

Page Header		
Page Title and background image		
Page Body		
Primary Buttons (or a replacement important item. For example Veteran Resources has a Notification element and Stem Center has hours of operation)		
Main content		
Page Footer		
Contact Information	Faculty/Staff members	Additional Links

The structure for primary pages such as these should be followed to maintain design consistency. The optional changes include:

- Not having primary buttons or another important item.
- Not having Faculty/Staff members section. Be sure to swap the footer templates to match the Page footer sections needed (simply deleting the column will not work properly).

Not having Additional Links section. Be sure to swap the footer templates to match the Page footer sections needed (simply deleting the column will not work properly).

How?

Follow the steps to create a new page (see [Standard steps to build a page](#)) and use the [Program Page](#) or [Department Page](#) template. Adjust the template as need be.

Basic Page

What and Why?

The basic page is used for secondary pages (eg. [Art Program Options](#), [Student Clubs and Communities](#), etc). The structure follows as such:

Page Header		
Page Title and background image		
Page Body		

Main content		Secondary content/return to primary page
Page Footer (optional)		
Contact Information	Faculty/Staff members	Additional Links

The structure for secondary pages should be followed to maintain design consistency. The optional changes include:

- Replacing Return To Page element with the Contact element
- Add a Contact Block, Contact/Staff Block, Contact/Links Block, or Contact/Staff/Links Block element.

How?

Follow the steps to create a new page (see [Standard steps to build a page](#)) and use the [Basic Page](#) template. Adjust the template as need be.

Custom Pages

What and Why?

There are a collection of pages that do not follow the standard structures shown above (for example: [homepage](#) and [Parent page](#)). These pages were built by people knowledgeable in building pages that fulfil their purpose, being accessible, and maintaining design consistency with the rest of the website. It is highly recommended that you follow one of the above structures despite whether you consider yourself technically capable.

How?

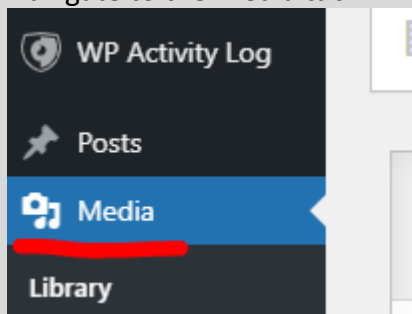
Building custom page structures should only be done by users who are proficient in web design, can maintain page accessibility, implement good design practices, and maintain design consistency. Your custom page must also be approved by Matt Killebrew and/or the Big Bend web developer (if there is one).

Media

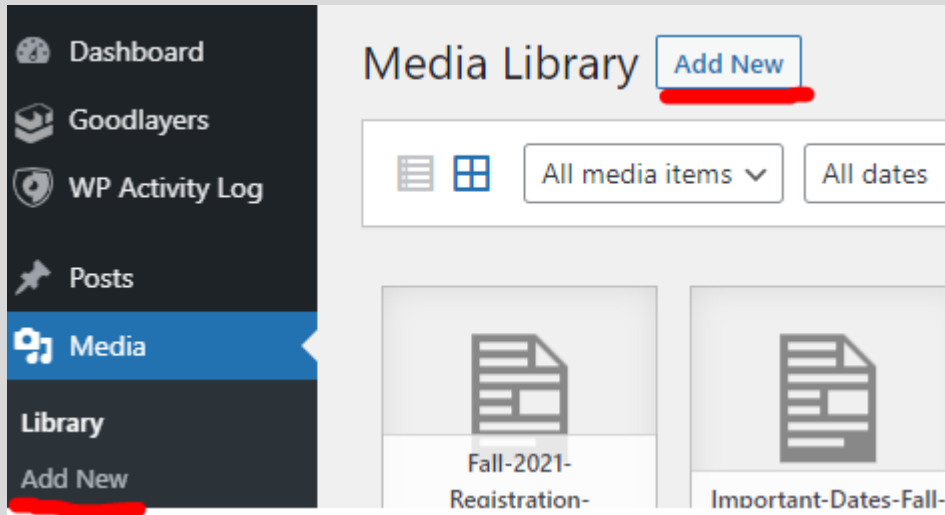
How to upload media

How?

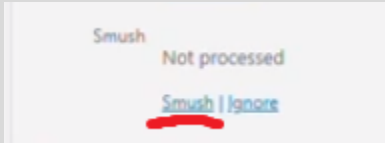
1. Navigate to the Media tab.



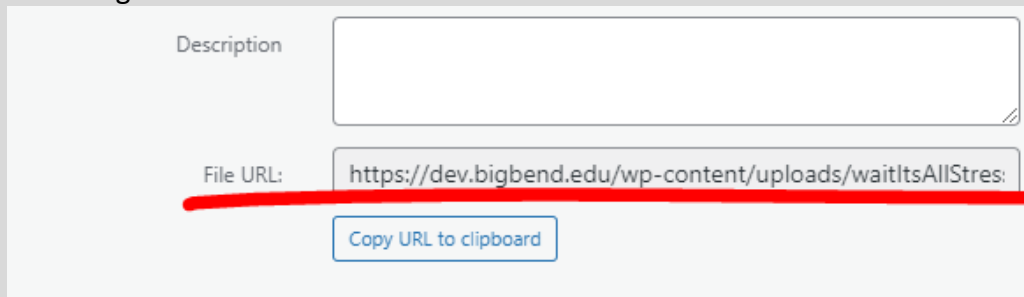
2. Click Add New or click Add New from the menu.



3. Select the file to upload.
4. (images only) Smush the file if it gives you the option to. This is for optimization.



5. Insert images from within the page editor or copy the link from the Media Library for non-image media to link to it.



*Be sure to follow the [Media Accessibility](#) documentation.

File Recommendations (name, size, types)

File Names

- When naming your files, it's recommended that you name your file something descriptive, but not long. A bad example would be `pictureOfJobFairTableWithStudents.png`. A good example would be something like `Pizza-day-2021.jpg`.
If you want to have the image easily findable and reusable, it'd be a good idea to put in a word you can search later. For example, you're uploading images for a club or program, you can include the club or program name/acronym.
- Equally, make sure the file isn't too short or vague. A bad example would be something like `catalog.pdf`. The reason why is because file URLs are limited, using a

top level one like that would lock that URL away from more important/official documents using it. This was an issue on the old website with users naming files something simple and not allowing official documents (which would then need to be named something like catalog2.pdf).

- When naming a file, there are times when to include a date (full or partial) or to leave it off. If you are uploading an image or poster for an event, that would be a good use case to include the date in the filename. A good example would be jobFairPoster2019.pdf.

If you are uploading a file that will be updated and used over time or if you will frequently replace the file with revisions, it'd be best to leave the date off. For example, the advising maps would be best to not include the date since those would be replaced over time and we'd rather not have to change the links every time we have a new version.

If you need to keep previous versions of files (eg. different years of the class schedules), that is also a good use case for having a date in the filename. A good example would be Winter-2019-Planning-Schedule.pdf.

File Sizes

When it comes to file sizes, the rule is that smaller is better on the web. Why? It all has to do with speed. A larger file takes longer to load, especially when on a mobile connection. It's easy to forget how long it takes to download an additional file or for a webpage with a bunch of images to load when you have decent internet, but this is especially an issue for those who have limited mobile data connection or free internet from locations like the library at peak times or from some café.

Lower income population are especially going to be most frustrated with slow load times.

The max-recommended size for an uploaded file would be 1MB, though you should make it smaller if you can.

Here is a list of some easy file compression tools to optimize file for upload.

- For images: <https://imagecompressor.com/>
- For PDFs (select High compression):
<https://www.adobe.com/acrobat/online/compress-pdf.html>
- Word documents: <https://www.wecompress.com/en/>

File Types

These are the recommended file types for uploading to the website:

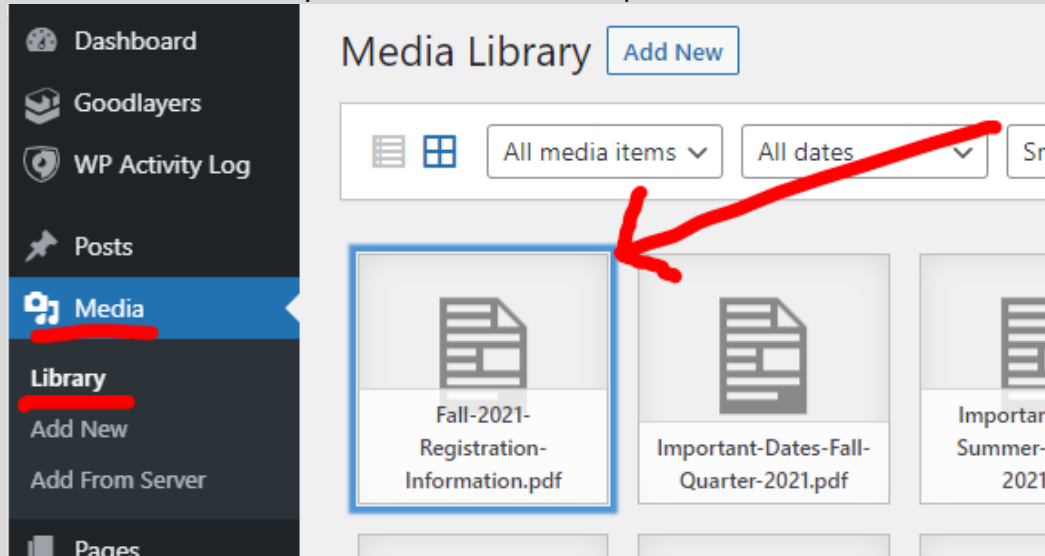
- Images: png, jpg, jpeg, gif, webp
- Documents: doc, docx, txt, pptx, xlsx, and PDF. PDF is the recommended file format for the web as it can be opened by nearly any device with a browser. The other formats require additional software to view/edit.
- Videos: it is highly recommended that you host videos on a video hosting platform (eg. Youtube, Panopto, Vimeo, etc.) as it'll perform better. If you are required to upload a video to the website, the recommended format is mp4 and webp.

*webp is a new type of file format for images and videos. It is more optimized than conventional formats, which is why it is recommended, though not all older browsers support it.

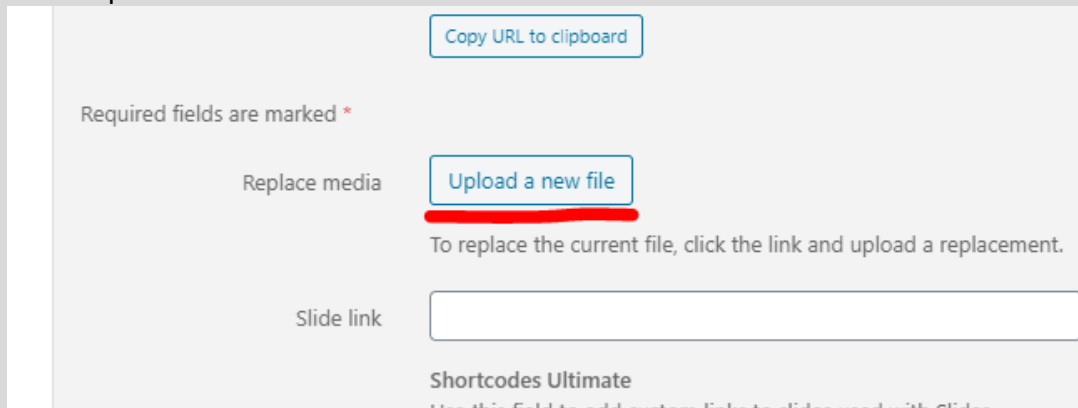
Replacing Media

How to replace media?

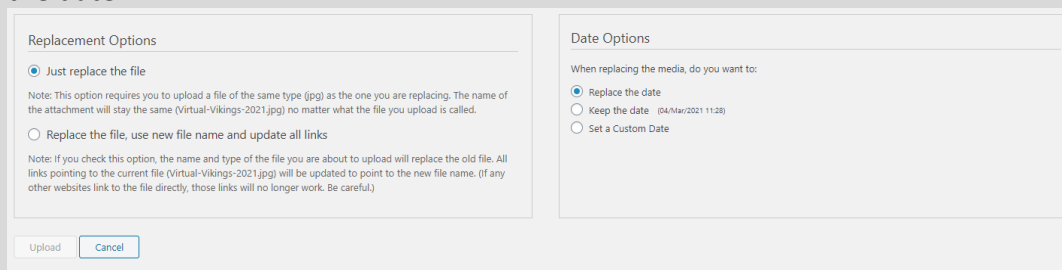
1. Go to the Media Library and select the file to replace.



2. Click "Upload a new file".



3. Select the new file (must be the same file type).
4. Set the Replacement Options to "Just replace the file" and Date Options to "Replace the date".



5. Click Upload. If the old file still show on the dev.bigbend.edu page/pdf, try refreshing your tab a few times.

Note: follow [Media Accessibility](#) and [File Recommendations](#) documentation.

When to upload a new file vs replacing the file

If you need to keep a previous version of a file or are it's a new file altogether: upload a new file.

If you would like to update an existing file and don't need to keep the previous version of the file: replace the file using.

Title Background Images

What and Why?

The Title Background Image is the background image for a page title as the page header. It can be set to different sizes. Though the dropdown shows five different options, the two recommended sizes are Default and Medium.

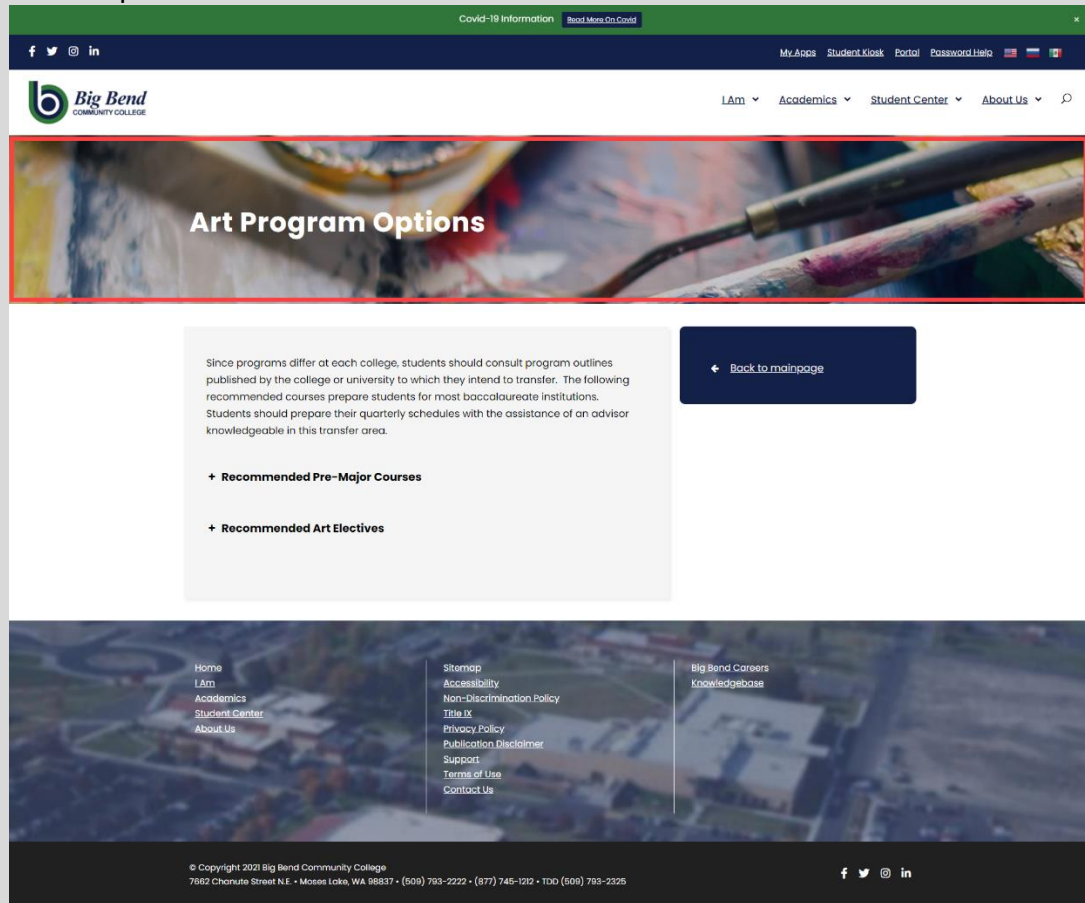
- Default is the larger of the two options. This is to be used for primarily for the main program pages ([Art](#), [History](#), etc.), but it can be used for some other main landing

pages. Here is an example:

The screenshot shows the Big Bend Community College website for the Art department. At the top, there is a green navigation bar with links for 'Covid-19 Information', 'Read More On Covid', 'My Apps', 'Student Kiosk', 'Portal', and 'Password Help'. Below this is a dark blue bar with social media icons and a search bar. The main header features the Big Bend Community College logo and a navigation menu with 'I Am', 'Academics', 'Student Center', and 'About Us'. A large, vibrant image of an artist's palette and brushes is the background for the 'Art' section. Below the image are four buttons: 'Apply Now', 'Courses', 'Advising Maps', and 'Contact Us'. The text describes the department's focus on individual creativity and technical competence, listing disciplines like visual communication, two and three-dimensional design, drawing, painting, and ceramic art. The 'Art Faculty/Staff' section includes profiles for Rie Palkovic (Instructor & Department Head) and Fran Palkovic (Art Associate Faculty). The footer contains a grid of links for 'Home', 'I Am', 'Academics', 'Student Center', 'About Us', 'Stemmap', 'Accessibility', 'Non-Discrimination Policy', 'Title IX', 'Privacy Policy', 'Publication Disclaimer', 'Support', 'Terms of Use', 'Contact Us', 'Big Bend Careers', and 'Knowledgebase'. Copyright information for 2021 is also present.

- Medium is the smaller of the two options. This is to be used for primarily for the secondary pages ([Art Program Options](#), [Student Clubs and Communities](#), etc.). Here is

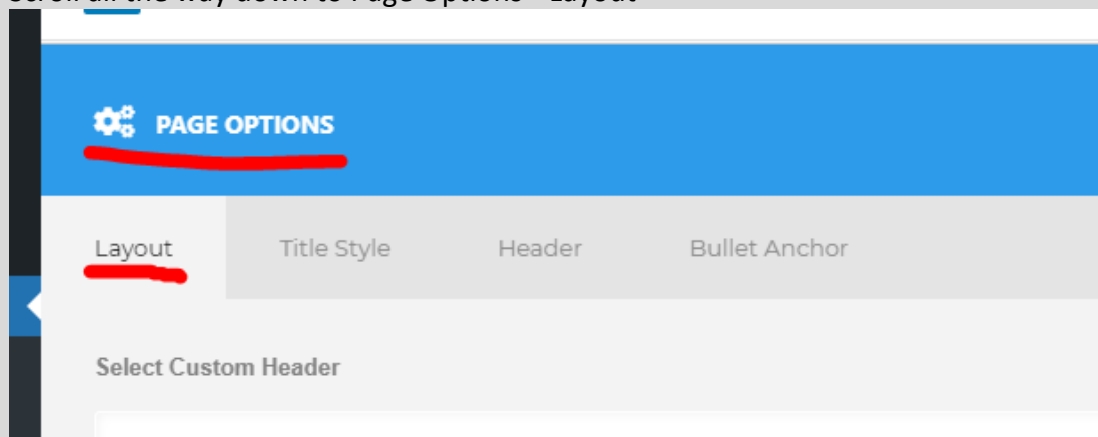
an example:



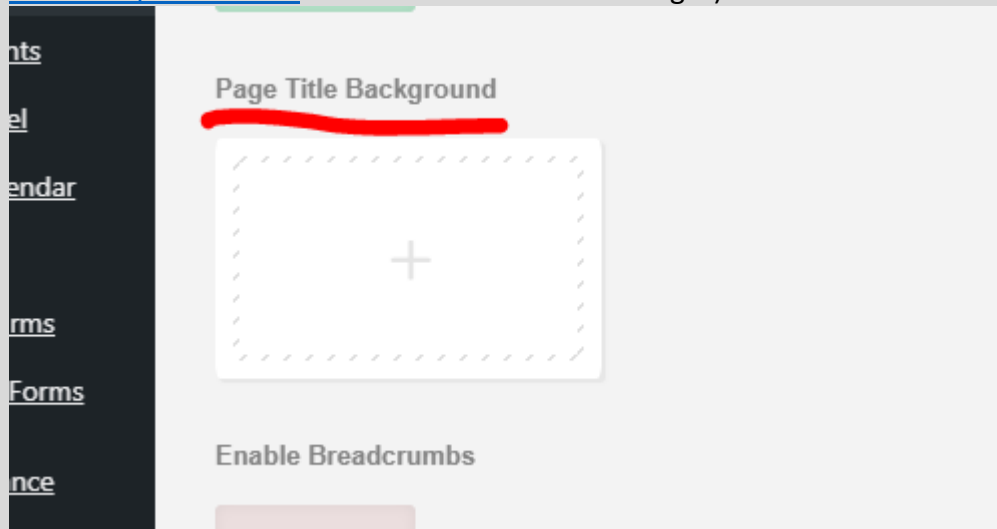
How?

To set the Title Background Image:

1. Go to the page editor for the page you'd like to edit.
2. Scroll all the way down to Page Options->Layout



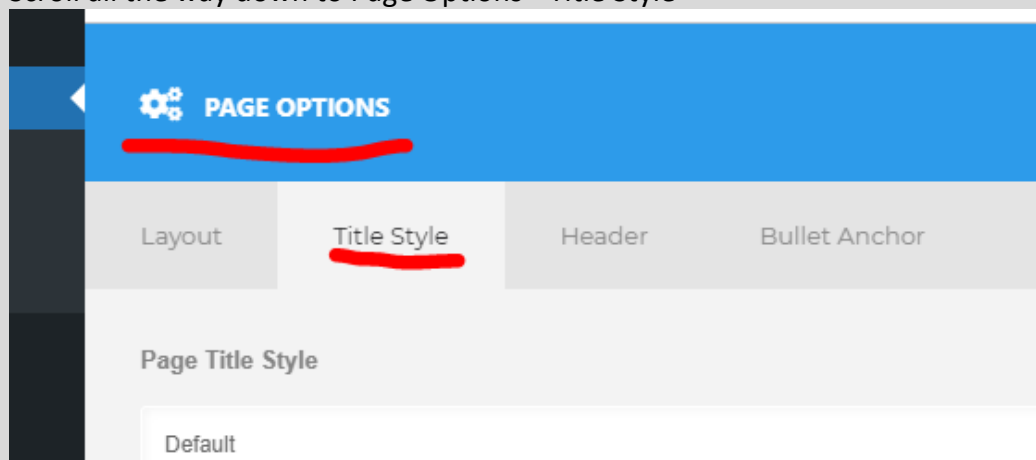
3. Go to Page Title Background and select an image from the Media Library (follow the [How To Upload Media](#) documentation for new images).



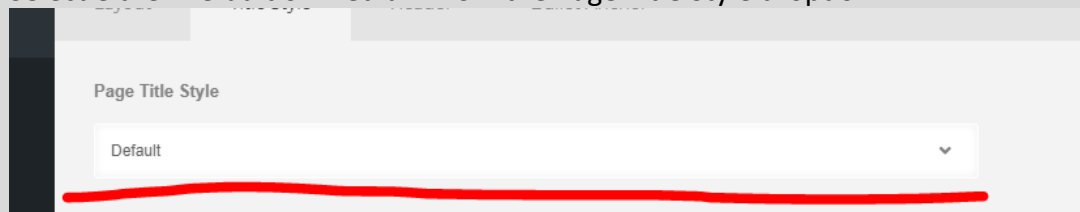
4. Save your changes.

To set the Title Background Image Size:

1. Go to the page editor for the page you'd like to edit.
2. Scroll all the way down to Page Options->Title Style



3. Select either Default or Medium from the Page Title Style dropdown.



4. Save your changes.

Image recommendations:

- Make sure your image is horizontal orientation (wider than it is tall).

- Make sure it isn't too white. It needs to provide enough contrast with the white title text.
- Don't use images that have text or logos.
- Don't use images with too much clutter or details. This is a background image, don't try to use it to showcase particular objects. Especially since at different screen sizes (i.e. mobile, tablet, laptop, etc.) the image will crop differently.
- Choose an image with high enough resolution. If you choose an image that's too low in resolution, it'll stretch the image and blur it. The minimum recommended resolution is width 1900 and height 400 (1920x1080 is fine, you don't have to crop your image to the minimum recommended).
- Choose images that show a general concept. Choosing something that's too specific won't work as background image and will both not show the specific item well in all screen sizes and will distract from the page title.

Accessibility

Text Formatting

Colors

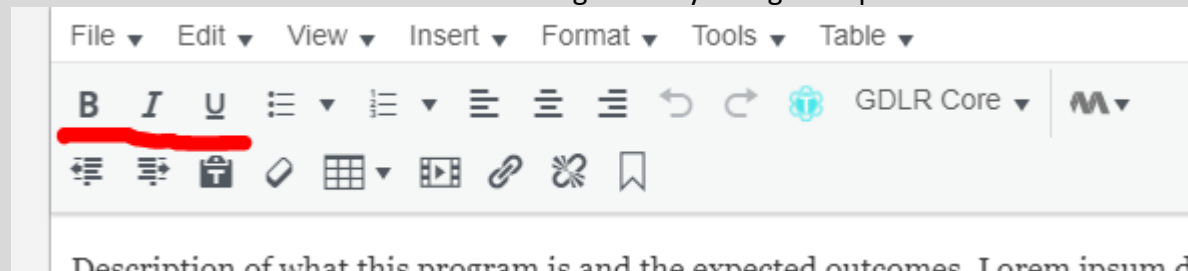
The option to edit text color within the text editor has been removed because use of it previously introduced accessibility issues and design inconsistency. To maintain enough contrast to be accessible and to keep the design consistent, do not force different text color within page content.

There are a few places where the text color is something other than black, but those are setup within the templates to have AA or AAA contrast as well as being consistent with other templates.

Be aware that copying content from external sources can override text color. Be sure to copy content correctly as shown below under "Copying Formatting from other sources".

Bolding, italicizing, and underlining

Using the text editor, you can bold, italicize, and underline text. When doing so, try to only do one at a time for the same text since it can get messy doing multiple at the same time.



Be aware that when copying content from an external source, it can carry a version of each of these formatting that is less accessible.

- Bolding: there are two different types of tags used bolding formatting that is on the web. There is and . They look the same, but is the accessibly

option since it provides semantic emphasis while the tag is purely for decorative purposes. If using the text editor within the page builder, it will use .

- Italicizing: there are two different types of tags used italic formatting that is on the web. There is <i> and . They look the same, but is the accessible option since it provides semantic emphasis while the <i> tag is purely for decorative purposes. If using the text editor within the page builder, it will use .
- Underlining: Generally underlining is the less recommended form of formatting (bolding and italicizing are better) for emphasis. There are two different ways to do underline formatting on the web. There is <u> and using CSS styling, While they will look the same, the CSS styling is the recommended since underlining is considered non-semantic and purely decorative. If using the text editor within the page builder, it will use CSS styling.

Be sure to copy content correctly as shown below under “Copying Formatting from other sources”.

Font Size

The option to edit font size within the text editor has been removed because use of it previously introduced design inconsistency. To keep the design consistent, do not force different font sizes within page content.

There are a few places where the font size is something other than 18px, but those are setup within the templates to be design consistent with other templates.

Be aware that copying content from external sources can override font size. Be sure to copy content correctly as shown below under “Copying Formatting from other sources”.

Heading Formatting

The option to edit heading formatting within the text editor has been removed because use of it previously introduced accessibility issues and design inconsistency. To maintain heading order to be accessible and to keep the design consistent, do not force heading formatting within page content.

Be aware that copying content from external sources can override heading formatting. Be sure to copy content correctly as shown below under “Copying Formatting from other sources”.

Table Resizing

The option to edit table columns/row sizes within the text editor has been removed because use of it previously introduced issues for mobile users. Previously whenever a user would resize a column/row, it would set an exact pixel size. They would usually get scaled for desktop/laptop and look fine there, but once switched to mobile, the table would go off the edge of the screen. Do not attempt to force table column/row resizing as they will automatically resize to fit the contents within (as long as your table doesn't have too many columns). If your table has a lot of columns, consider consolidating it to hold only the most crucial information. If that is not an option, wrap your table with this shortcode (bolded) as such:

[su_table responsive="yes"]

table	column
-------	--------

row

`[/su_table]`

This will make your table scrollable on mobile if it goes off the edge of the screen.

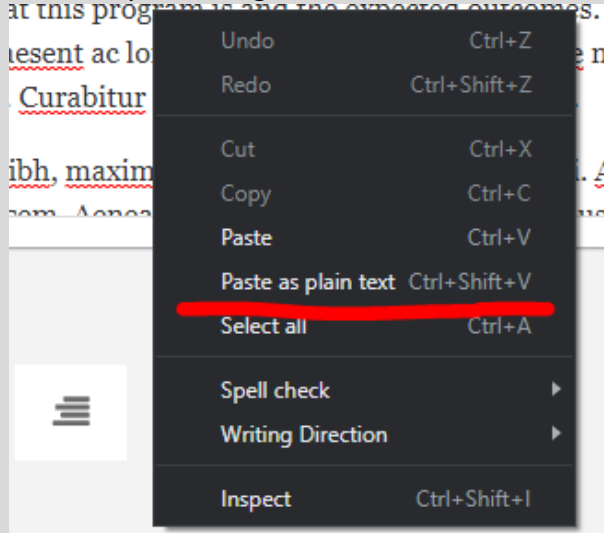
Be aware that copying content from external sources can override text color. Be sure to copy content correctly as shown below under “Copying Formatting from other sources”.

Copying Formatting from other sources.

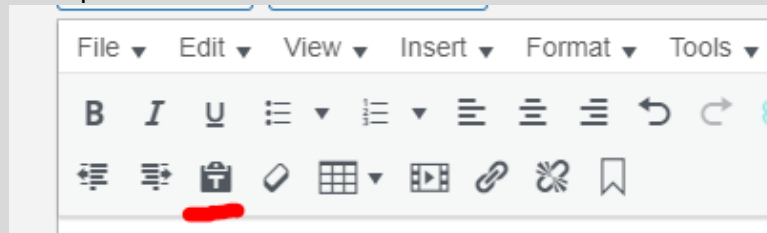
When copying content from external sources (another webpage or a document), frequently it will carry unwanted and inaccessible formatting with it.

There are two methods for copying content from other sources.

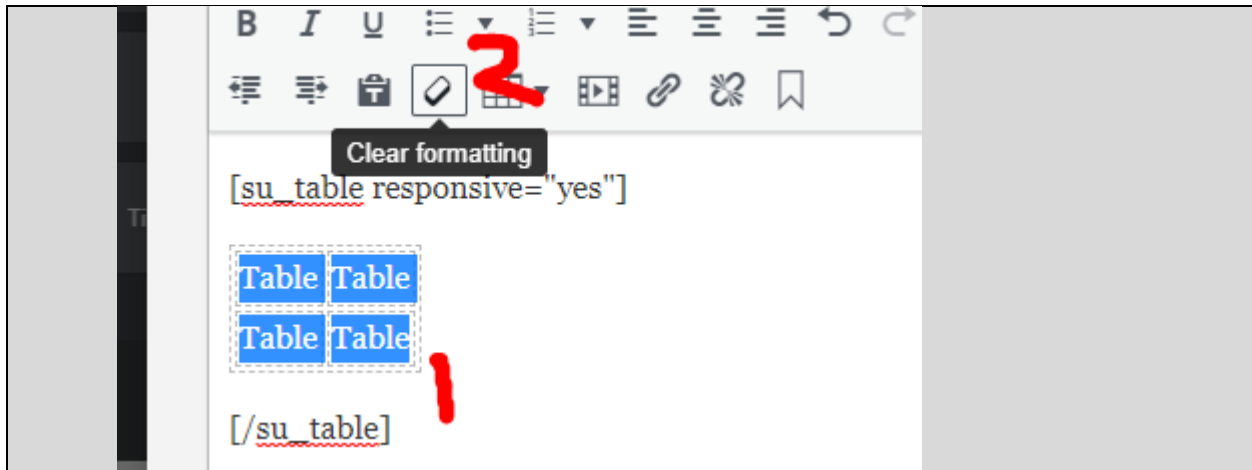
1. Paste without formatting (recommended, but not for tables): after you’ve copied the content, you can right click and select “Paste as plain text” or click Ctrl+Shift+V.



Additionally you can toggle the “Paste as text” option and that will remove formatting from pasted content.

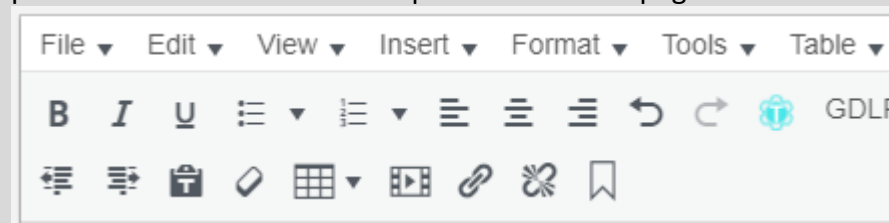


2. Clear formatting after pasting (recommended for tables): after you’ve copied and pasted your table, select the entire table and click the “Clear formatting button” (eraser).



This is recommended only for table and not for other formatting as sometimes it doesn't clear all of the formatting from the copied content (due to copied structure).

Once you've copied over your content from the external source, you can reapply formatting provided with the text editor options within the page builder.



Media Accessibility

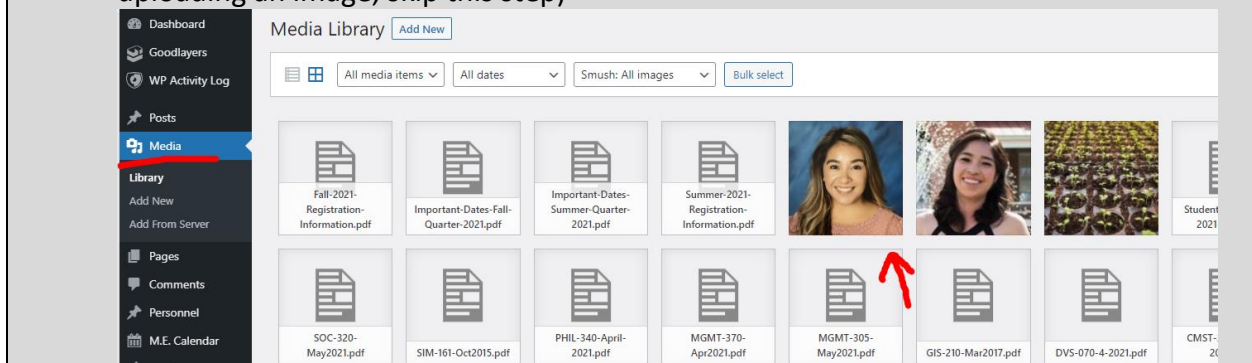
Alt Text for images

For every image uploaded, you need to set an alt text.

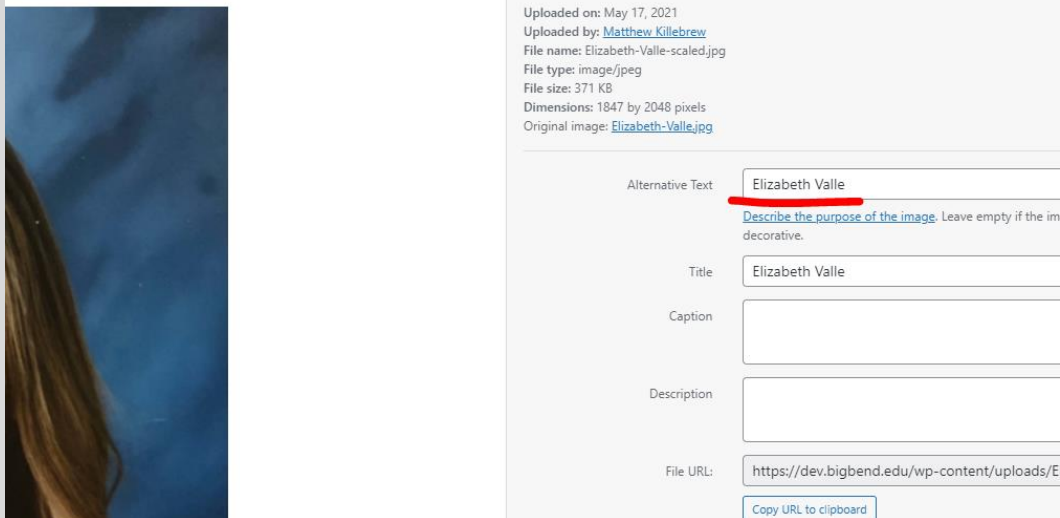
The alt text is an accessibility feature that shows the contents of the alt text for screen readers. The screen reader is an accessibility technology that audibly reads page content for those with visual impairment.

To set the alt text, follow these steps:

1. Go to the Media Library and select the image you'd like to add the alt text to (if uploading an image, skip this step)



2. Enter a value into the Alternative Text. This needs to be descriptive and yet brief (up to 1 sentence, some sources recommend up to 125 characters). If your image has text (avoid images with text if possible), enter the text into the alt text. If it's a person, location, or event, enter that. Usually a good method for other scenarios is taking what you see in the first few seconds in the image and writing that.



Uploaded on: May 17, 2021
Uploaded by: [Matthew Killebrew](#)
File name: Elizabeth-Valle-scaled.jpg
File type: image/jpeg
File size: 371 KB
Dimensions: 1847 by 2048 pixels
Original image: [Elizabeth-Valle.jpg](#)

Alternative Text: Elizabeth Valle
[Describe the purpose of the image.](#) Leave empty if the image is purely decorative.

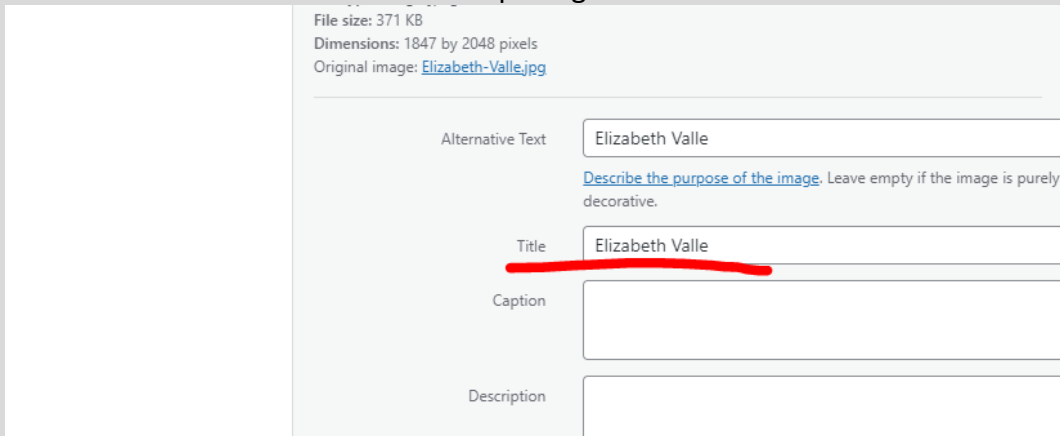
Title: Elizabeth Valle

Caption:

Description:

File URL: <https://dev.bigbend.edu/wp-content/uploads/E>
[Copy URL to clipboard](#)

3. (optional, but recommended) Enter the title text. The title text has a similar function to the alt text, except it shows when you hover over the image. Frequently enough, you can use the same text in both, but it can be different. For example, a product page could have images with alt texts that describe the images while the title texts could also include details like color or pricing. The use varies.



File size: 371 KB
Dimensions: 1847 by 2048 pixels
Original image: [Elizabeth-Valle.jpg](#)

Alternative Text: Elizabeth Valle
[Describe the purpose of the image.](#) Leave empty if the image is purely decorative.

Title: Elizabeth Valle

Caption:

Description:

Making media accessible

- PDFs: <http://cats.cuny.edu/media-accessibility-project/pdf-accessibility/>
- Word documents: <http://cats.cuny.edu/media-accessibility-project/microsoft-word-accessibility/>
- PowerPoint: <http://cats.cuny.edu/media-accessibility-project/microsoft-powerpoint-accessibility/>
- Additional Resources: <https://www.bigbend.edu/about-us/accessibility-cheat-sheets/>

Making external video/audio accessible.

When linking to an external video or audio source, it's recommended that you caption or include the transcript for that media.

- Youtube: <https://support.google.com/youtube/answer/2734796?hl=en#zippy=>
- Vimeo: <https://vimeo.zendesk.com/hc/en-us/articles/224968828-Captions-and-subtitles>
- General captioning tips: <https://www.bigbend.edu/about-us/accessibility-cheat-sheets/>

Custom Template Guide

Why use Custom Templates?

The Custom Templates are made to be design consistent, accessible, mobile friendly, and visually pleasing. Using these will ensure that the pages will look good on desktop and mobile while ensuring that our content is accessible to our users. While you can technically write custom code or use external formatting, you should not do so as that will make the pages look poor, inconsistent, and can decrease accessibility. Using the standard Elements is also possible, but it's also not recommended due to the above reasons. To ensure that the site is the best it can be, follow the guide below on what the Custom Templates are and how to use them.

Example Template List: <https://www.bigbend.edu/about-us/custom-element-list/>

Note: Page templates are made up of multiple blocks to provide most/all of the pieces needed for a page. Block templates are made up of multiple elements to fulfill a purpose, these are generally full width (depending what the width is set to for the block). Element templates are the individual pieces used to fulfill some purpose, their widths can vary.

Department Page

The screenshot displays a department page template with a dark blue header containing the text "What and Why?". Below the header, the page is divided into several sections:

- Example Title Text:** A section with a title and two paragraphs of placeholder text.
- Hours:** A dark blue box containing a table of operating hours.
- Program/Department Contact:** A green sidebar on the left with icons for email, phone, location, and room.
- Program/Department Faculty/Staff:** A central white area with a message: "No personnel found, please create the personnel post to use the item."
- Additional Links:** A green sidebar on the right with "Link" buttons.

Mon-Thurs	07:30-4:30
Friday	07:30-3:30
Sat-Sun	Closed

Description: The Department Page provides a collection of blocks that will likely be useful in making a department page (though it can be modified for other pages as well). Different blocks can be swapped out to fit different needs. See the **Swappable Blocks** list below.

Resizable: No.

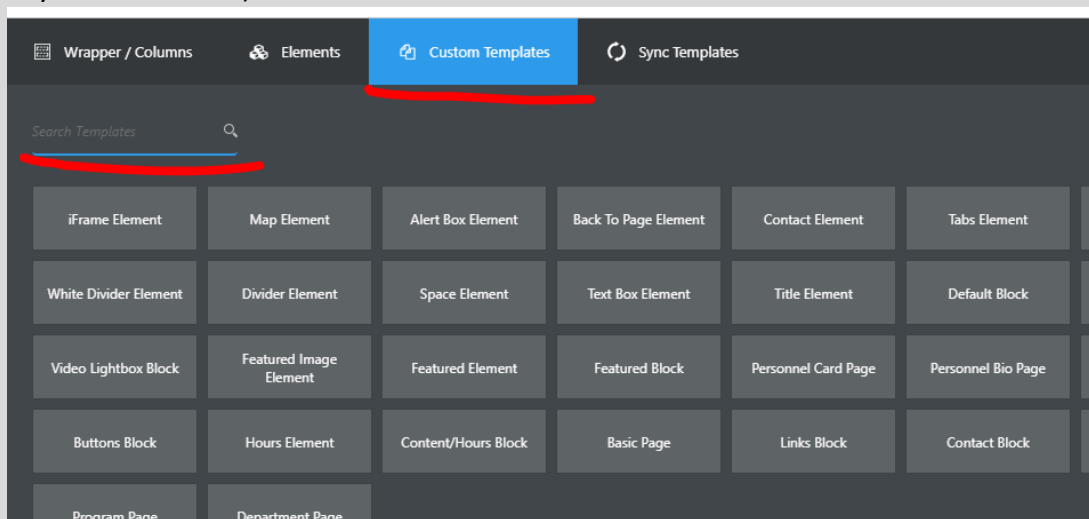
Swappable Blocks:

- Body: You can swap the body with these compatible blocks; [Default Block](#), [Content/Hours Block](#), and [Basic Page](#).
- Footer: You can swap the footer with these compatible blocks; [Contact/Staff/Links Block](#), [Contact/Staff Block](#), [Contact Links Block](#), [Contact Block](#), and [Links Block](#).
- Other: you can add a [Buttons Block](#) at the top.

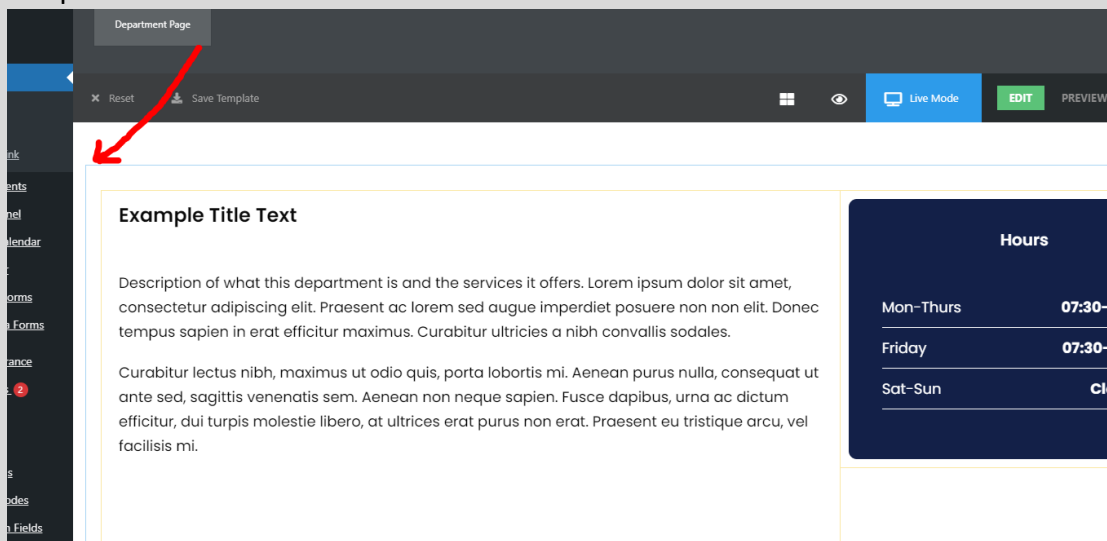
Additional Notes:

How?

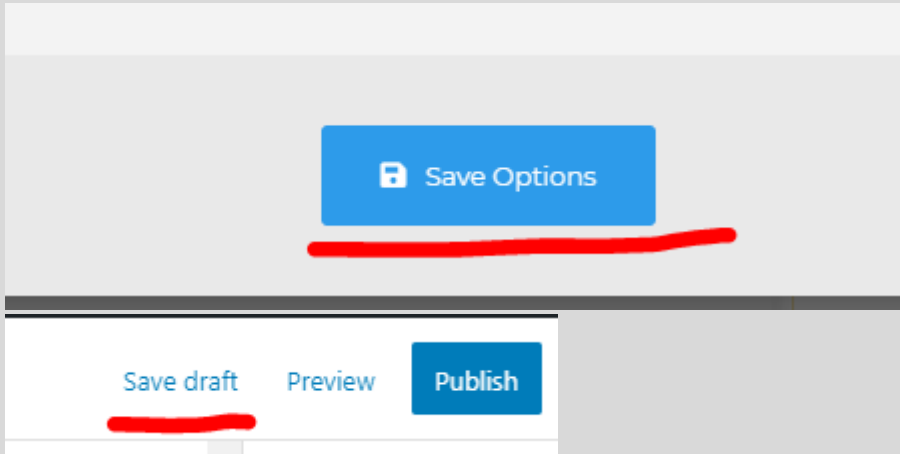
1. Search within the Custom Templates “Department Page” (case insensitive and partial keywords allowed)



2. Drag the template from the Custom Templates list and then drop it into a compatible template.



3. To edit the body of the page, see [Content/Hours Block](#). You can also replace it with one of the **Swappable Blocks** listed above.
4. To edit the footer of the page, see [Contact/Staff/Links Block](#). You can also replace it with one of the **Swappable Blocks** listed above.
5. Click Save Options and then click Save Draft.



6. If you are finished making changes, you can click Publish and then Submit For Review.

Program Page

What and Why?

Apply Now Courses Advising Maps Contact Us

Example Title Text

Description of what this program is and the expected outcomes. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent ac lorem sed augue imperdiet posuere non non elit. Donec tempus sapien in erat efficitur maximus. Curabitur ultricies a nibh convallis sodales.

Curabitur lectus nibh, maximus ut odio quis, porta lobortis mi. Aenean purus nulla, consequat ut ante sed, sagittis venenatis sem. Aenean non neque sapien. Fusce dapibus, urna ac dictum efficitur, dui turpis molestie libero, at ultrices erat purus non erat. Praesent eu tristique arcu, vel facilisis mi.



Program Outcomes Career Possibilities Transfer Options Industry Connections Scholarships & Grants

1. Lorem ipsum dolor sit amet
2. consectetur adipiscing elit
3. Praesent ac lorem sed augue
4. imperdiet posuere non non elit

See What It's All About
See more videos

Degrees & Certificates

- + DEGREE NAME
- + CERTIFICATE NAME

Program News

Example Article Name Example Article Name Example Article Name Example Article Name Example Article Name

Read More Read More Read More Read More Read More

See more articles

Program/Department Contact

Primary@email.com
(509) 509-5095
Building 1800
Room 1800

Program/Department Faculty/Staff

TLATENCHI, DELIA
ESL instructor
DeliaT@bigbend.edu

STANDLEY, DEPREE
Business & Accounting Faculty
DepreeS@bigbend.edu

RAMIREZ, CHRISTIAN
Associate Faculty Crop Science
ChristianRa@bigbend.edu

Additional Links

Link
Link

Description: The Program Page provides a collection of blocks that will likely be useful in making a program page (though it can be modified for other pages as well). Different blocks can be swapped out to fit different needs. See the **Swappable Blocks** list below.

Resizable: No.

Swappable Blocks:

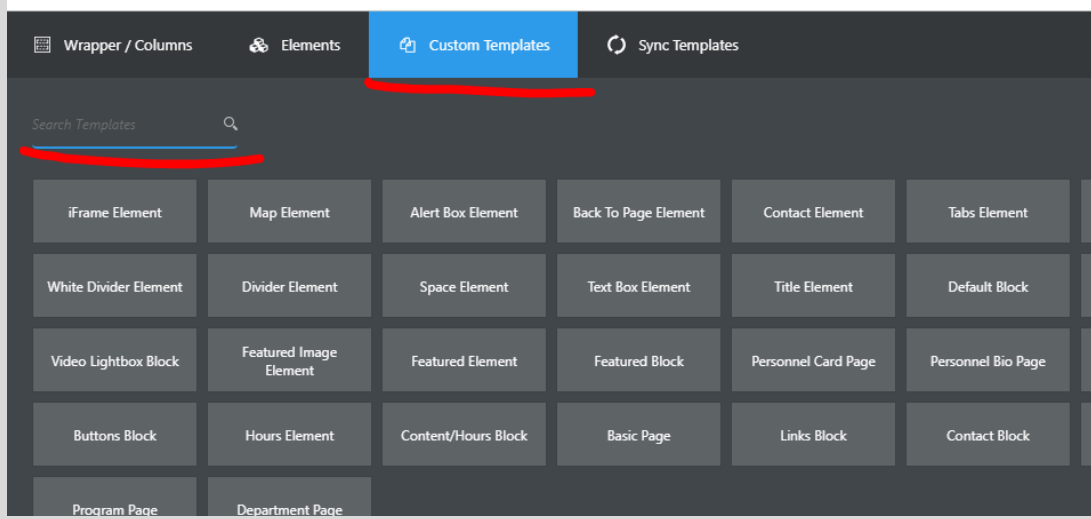
- Body: You can swap the body with these compatible blocks; [Default Block](#), [Content/Hours Block](#), and [Basic Page](#).

- Program Content: Below the main Body, there are the following blocks in order; [Program Info Block](#), [Video Lightbox Block](#), [Degrees & Certs Block](#), and [Program News Block](#).
- Footer: You can swap the footer with these compatible blocks; [Contact/Staff/Links Block](#), [Contact/Staff Block](#), [Contact Links Block](#), [Contact Block](#), and [Links Block](#).
- Other: you can remove the [Video Lightbox Block](#) and [Program News Block](#) there isn't a need for them.

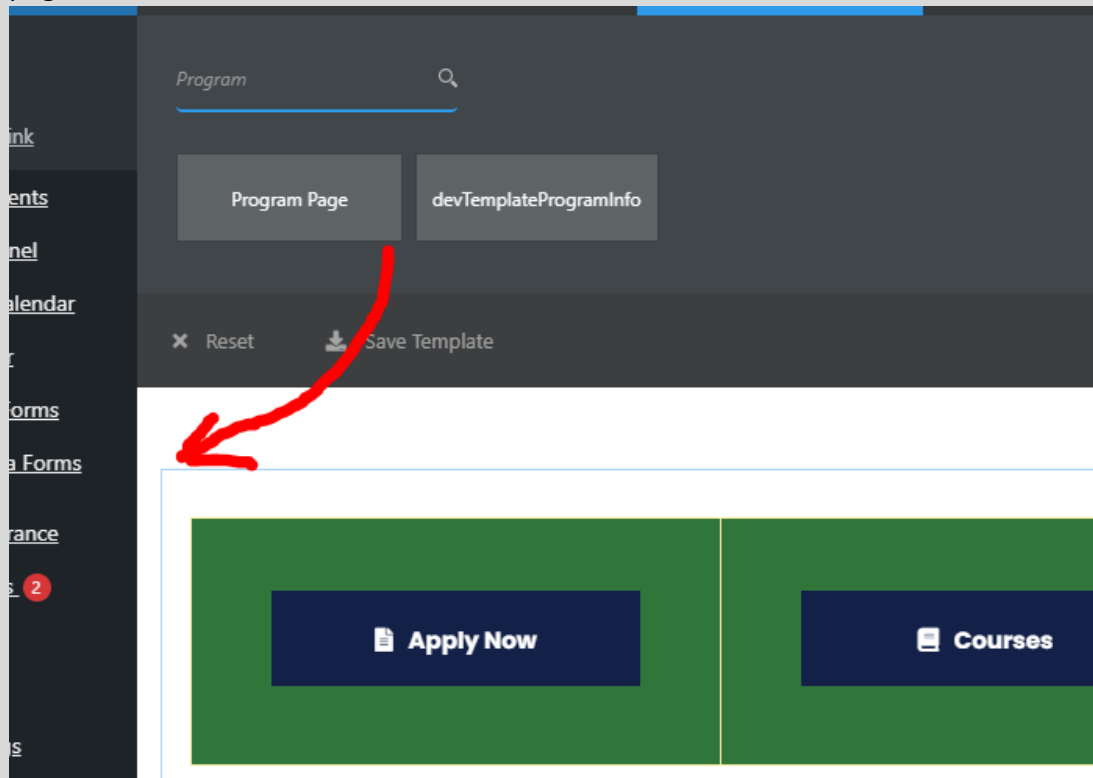
Additional Notes:

How?

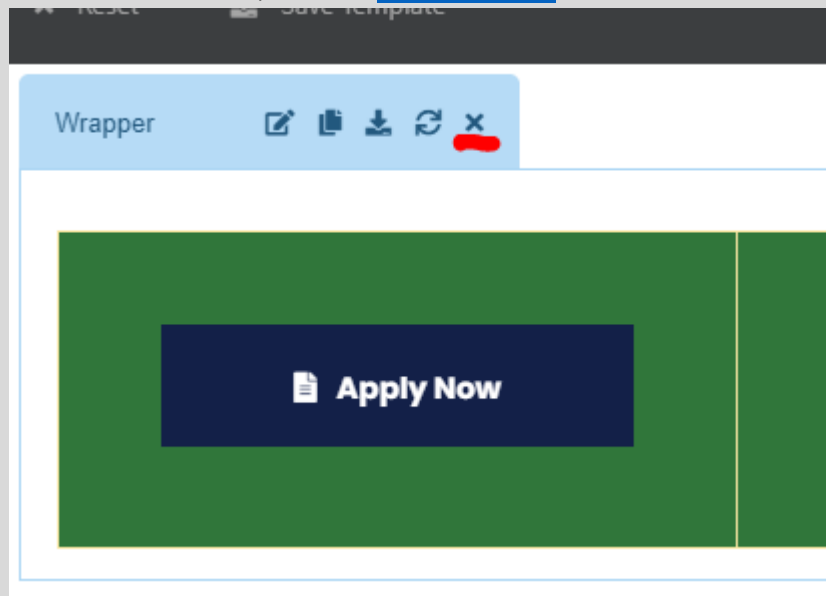
1. Search within the Custom Templates "Program Page" (case insensitive and partial keywords allowed)



2. Drag the template from the Custom Templates list and then drop it into an empty page.

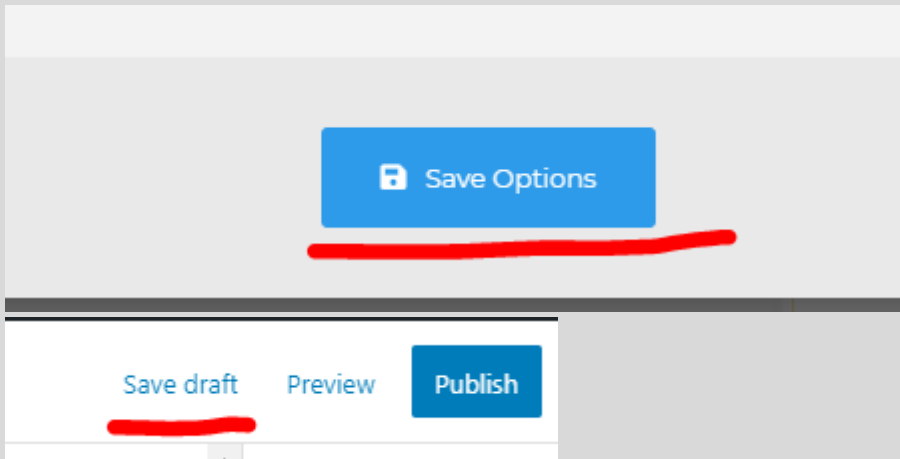


3. To edit the buttons, see the [Buttons Block](#).



4. To edit the body of the page, see [Default Block](#). You can also replace it with one of the **Swappable Blocks** listed above.
5. To edit the program information, see [Program Info Block](#).
6. To edit the video section, see [Video Lightbox Block](#).
7. To edit the degree and certification information, see [Degrees & Certs Block](#).

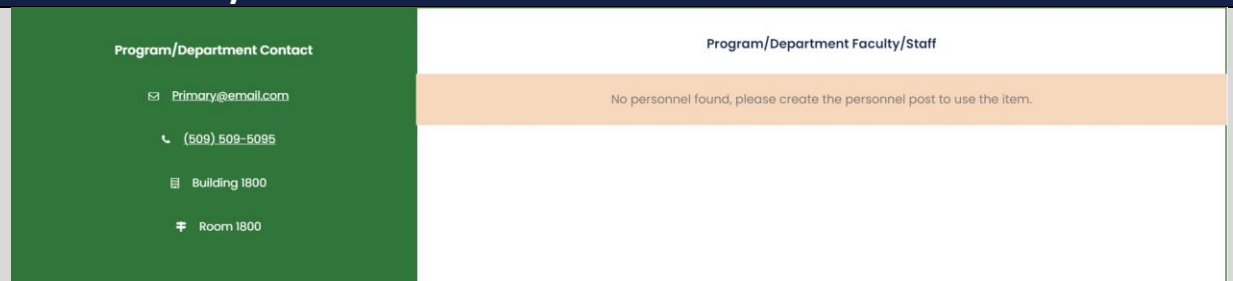
8. To edit the program news, see [Program News Block](#).
9. To edit the footer of the page, see [Contact/Staff/Links Block](#). You can also replace it with one of the **Swappable Blocks** listed above.
10. Click Save Options and then click Save Draft.



11. If you are finished making changes, you can click Publish and then Submit For Review.

Contact/Staff Block

What and Why?



Description: The Contact/Staff/Links Block provides contact information and faculty/staff for the department/program.

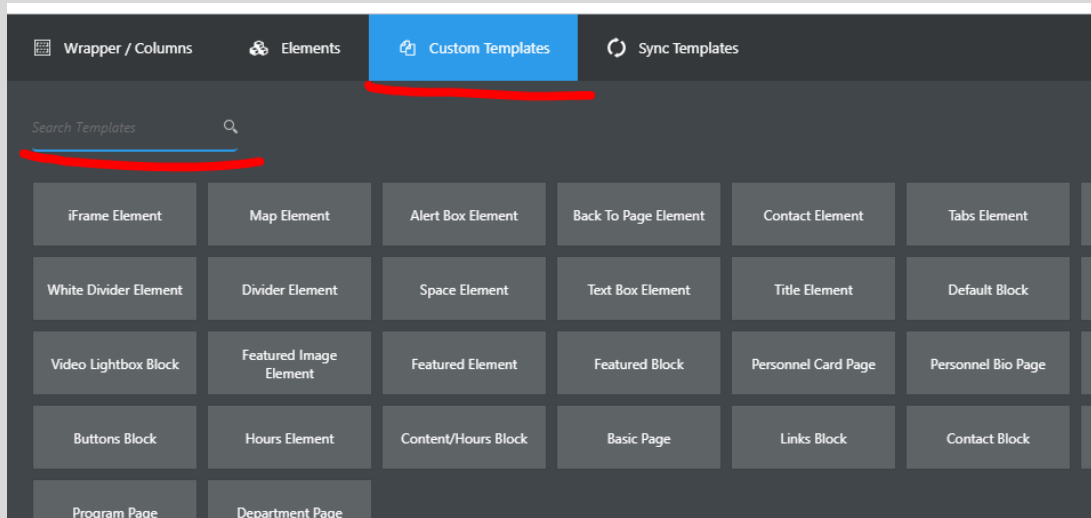
Resizable: No.

Compatible Pages: [Department Page](#), [Program Page](#), [Basic Page](#)

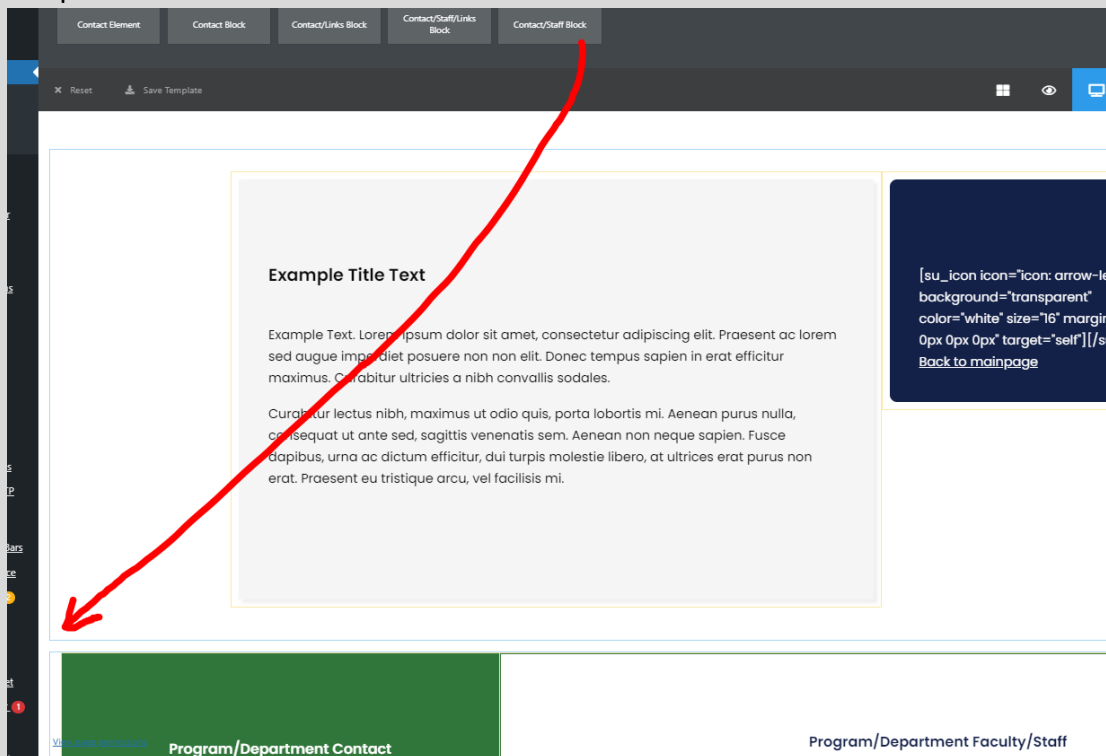
Additional Notes: This is a full screen width template. This is meant to be the only page footer template. If you'd like add/remove a section, consider using the [Contact/Staff/Links Block](#), [Contact/Links Block](#), [Contact Block](#), or [Links Block](#).

How?

1. Search within the Custom Templates “Contact/Staff Block” (case insensitive and partial keywords allowed)

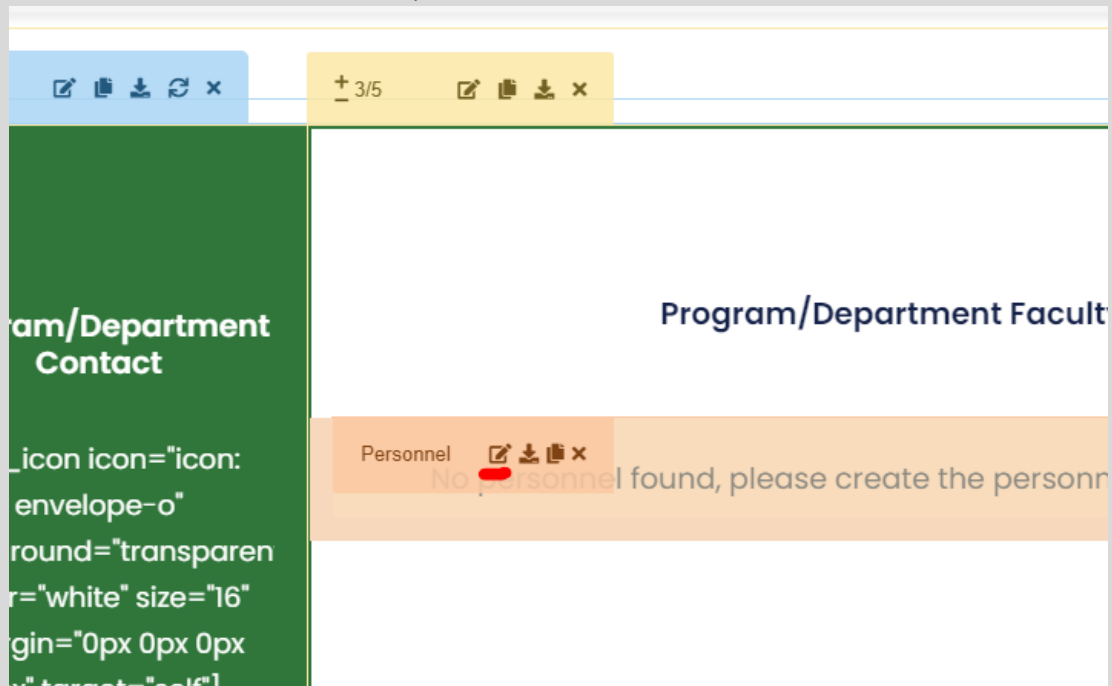


2. Drag the template from the Custom Templates list and then drop it into a compatible template.

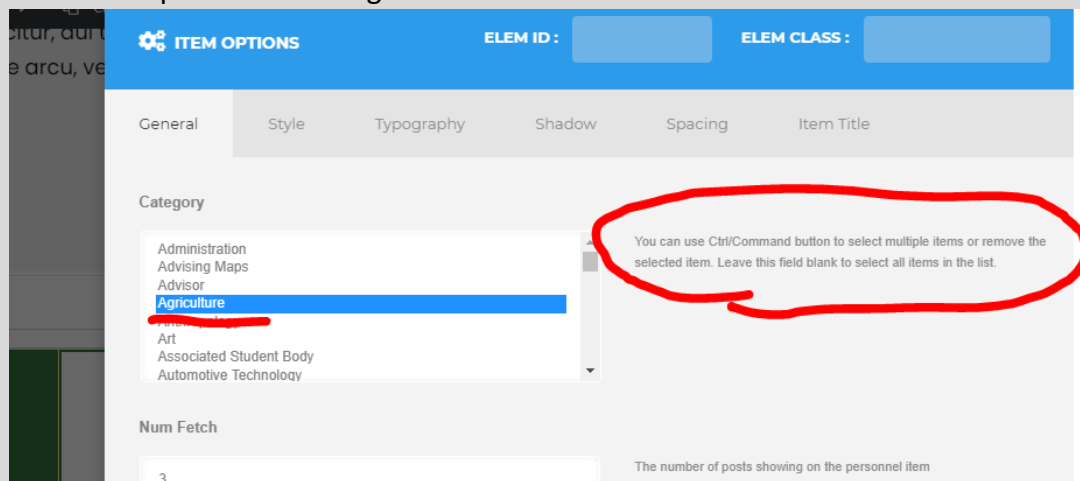


3. To edit the contact information, see [Contact Block](#).

4. To edit the faculty/staff information, click the pencil icon to edit the template (orange outline with the Personnel title)



5. Once there, you can edit the categories it shows. Select one in the shown box or select multiple while holding the CTRL button.



To edit the personnel that show in the category or to add a new category (when adding a new department/program), contact Matt Killebrew. Please note that categories should not be added frivolously (for example, for a temporary event or club).

6. **Other settings:** if your page isn't showing all of your personnel, increase the Num Fetch amount.

Num Fetch

3

If you'd like to organize your personnel differently, you can change Order By and Order.

Order By

Publish Date



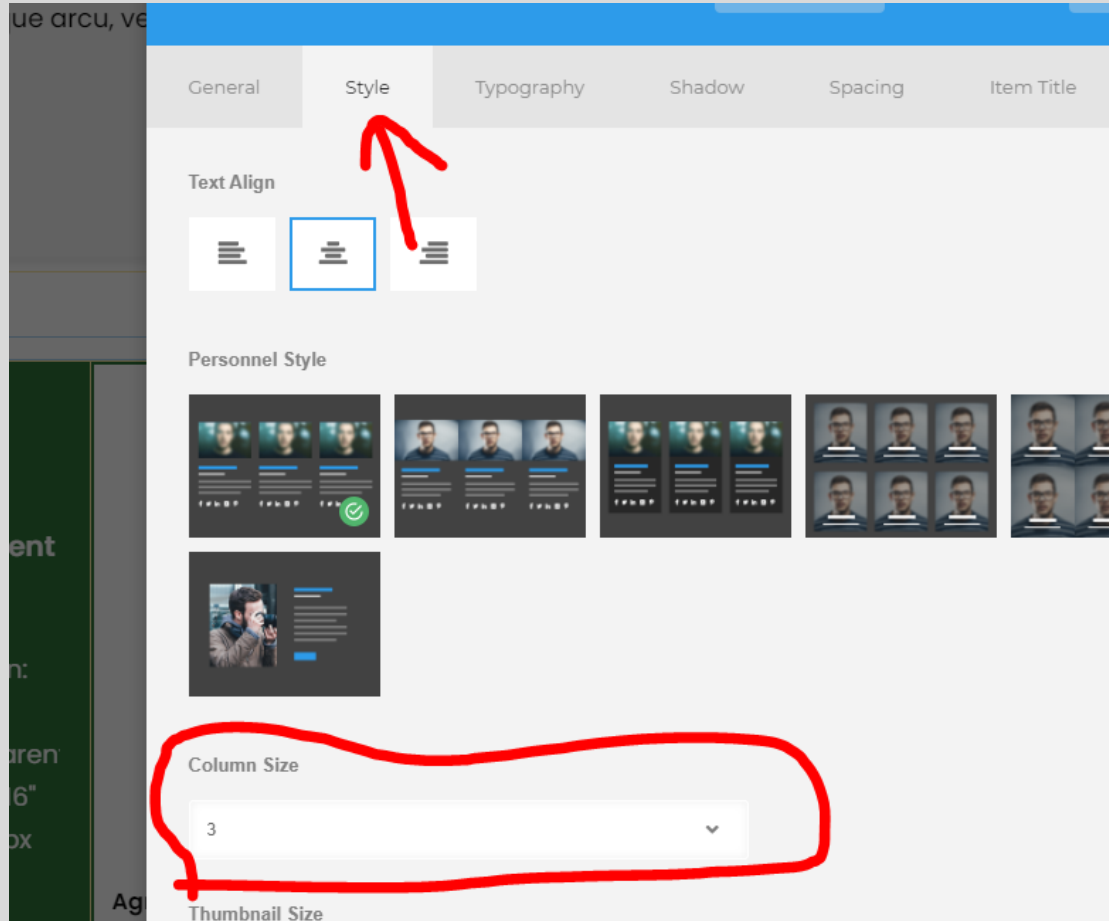
Order

Descending Order

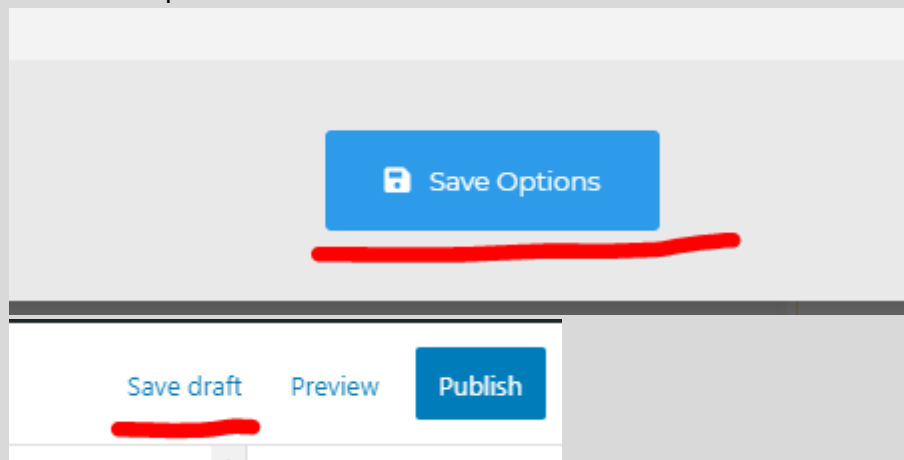


If your category has fewer than 3 personnel, you can change the Column Size under the Style tab. If you have 1 personnel, set it to 1. If you have 2 personnel, set it to 2. If

you have 3 or more personnel, set it to 3 (do not set it higher).



7. Click Save Options and then click Save Draft.



8. If you are finished making changes, you can click Publish and then Submit For Review.

Contact/Staff/Links Block

What and Why?



Description: The Contact/Staff/Links Block provides contact information, faculty/staff for the department/program, and additional links.

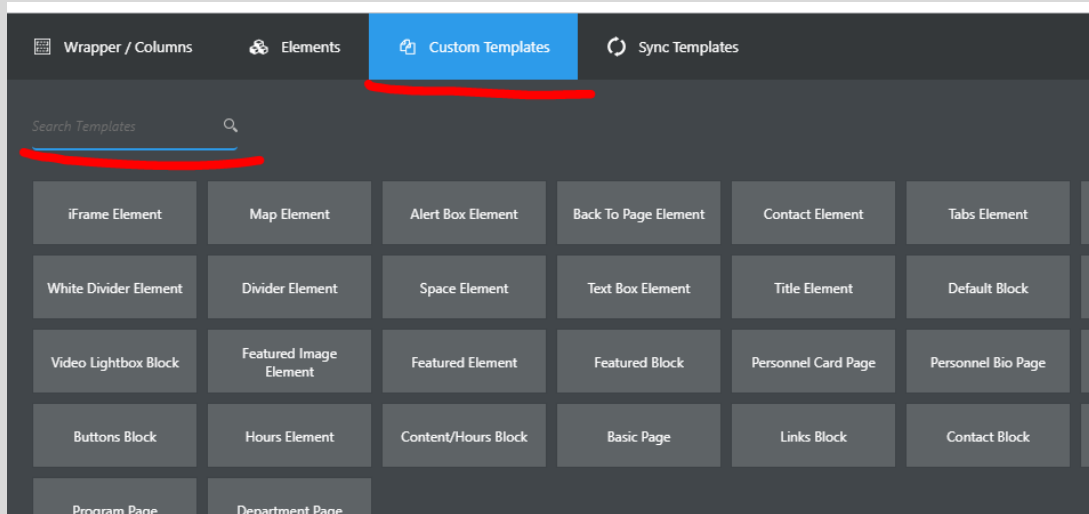
Resizable: No.

Compatible Pages: [Department Page](#), [Program Page](#), [Basic Page](#)

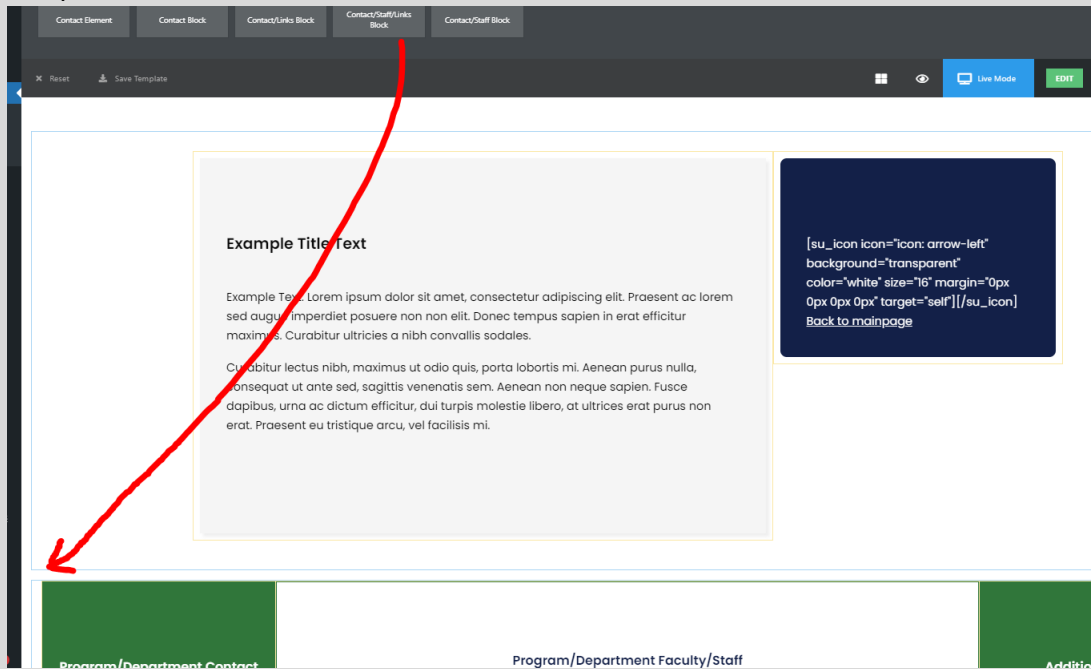
Additional Notes: This is a full screen width template. This is meant to be the only page footer template. If you'd like add/remove a section, consider using the [Contact/Staff/Links Block](#), [Contact/Links Block](#), [Contact Block](#), or [Links Block](#).

How?

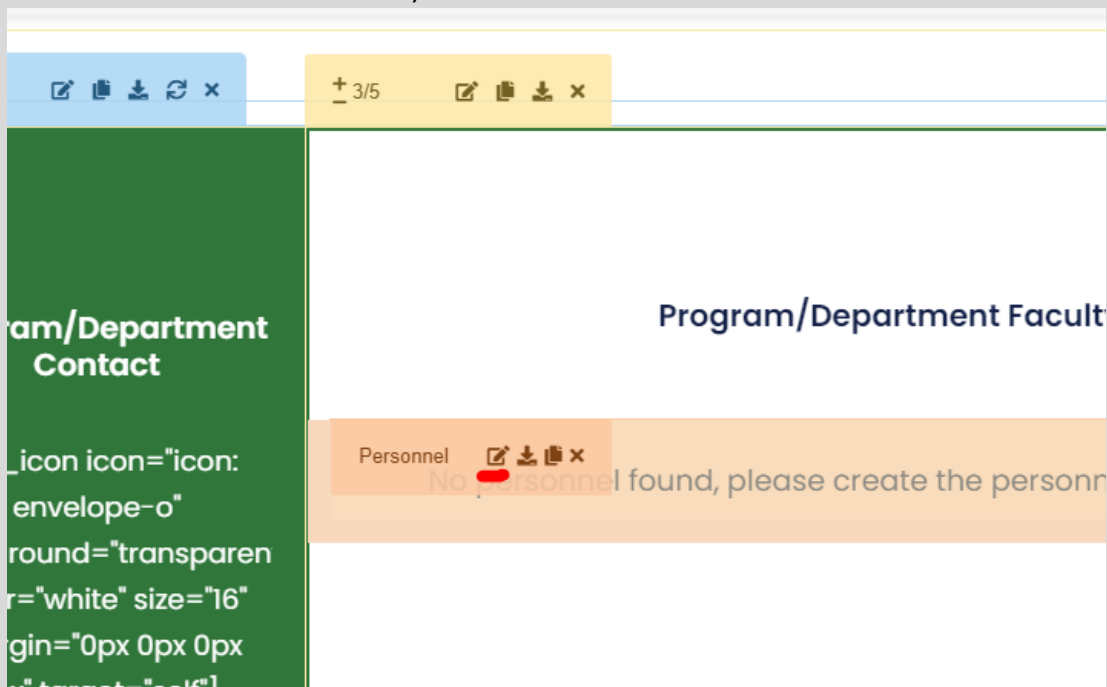
1. Search within the Custom Templates “Contact/Staff/Links Block” (case insensitive and partial keywords allowed)



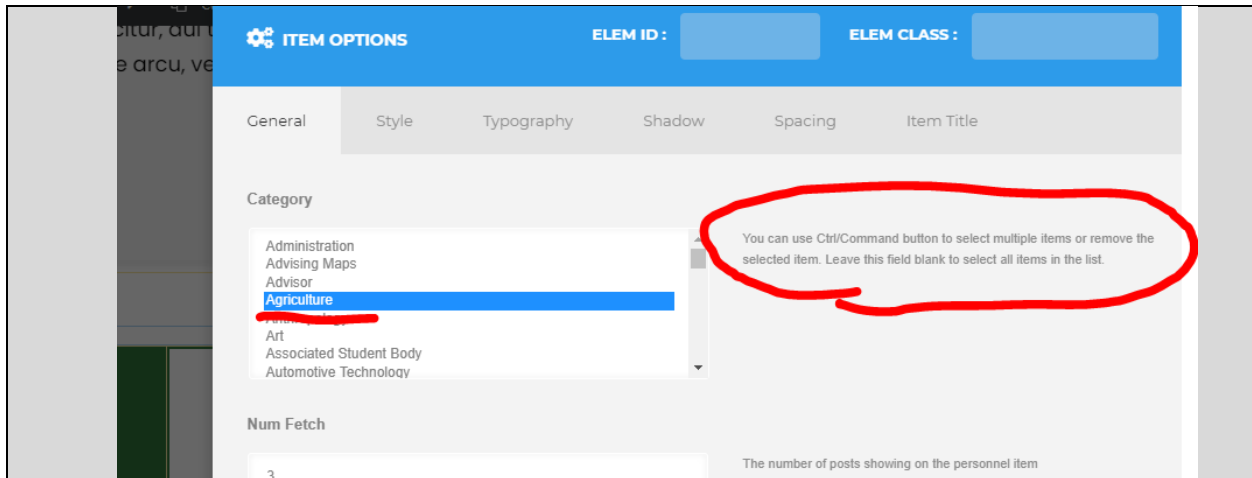
2. Drag the template from the Custom Templates list and then drop it into a compatible template.



3. To edit the contact information, see [Contact Block](#).
4. To edit the additional links, see [Links Block](#).
5. To edit the faculty/staff information, click the pencil icon to edit the template (orange outline with the Personnel title)

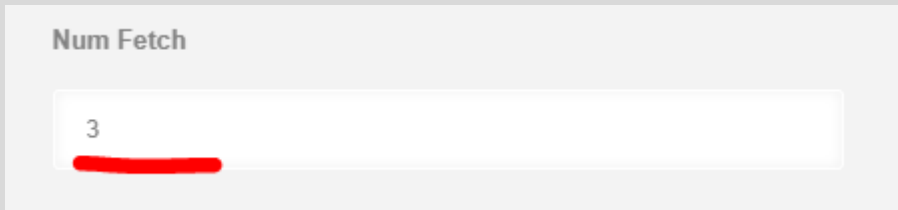


6. Once there, you can edit the categories it shows. Select one in the shown box or select multiple while holding the CTRL button.



To edit the personnel that show in the category or to add a new category (when adding a new department/program), contact Matt Killebrew. Please note that categories should not be added frivolously (for example, for a temporary event or club).

7. **Other settings:** if your page isn't showing all of your personnel, increase the Num Fetch amount.

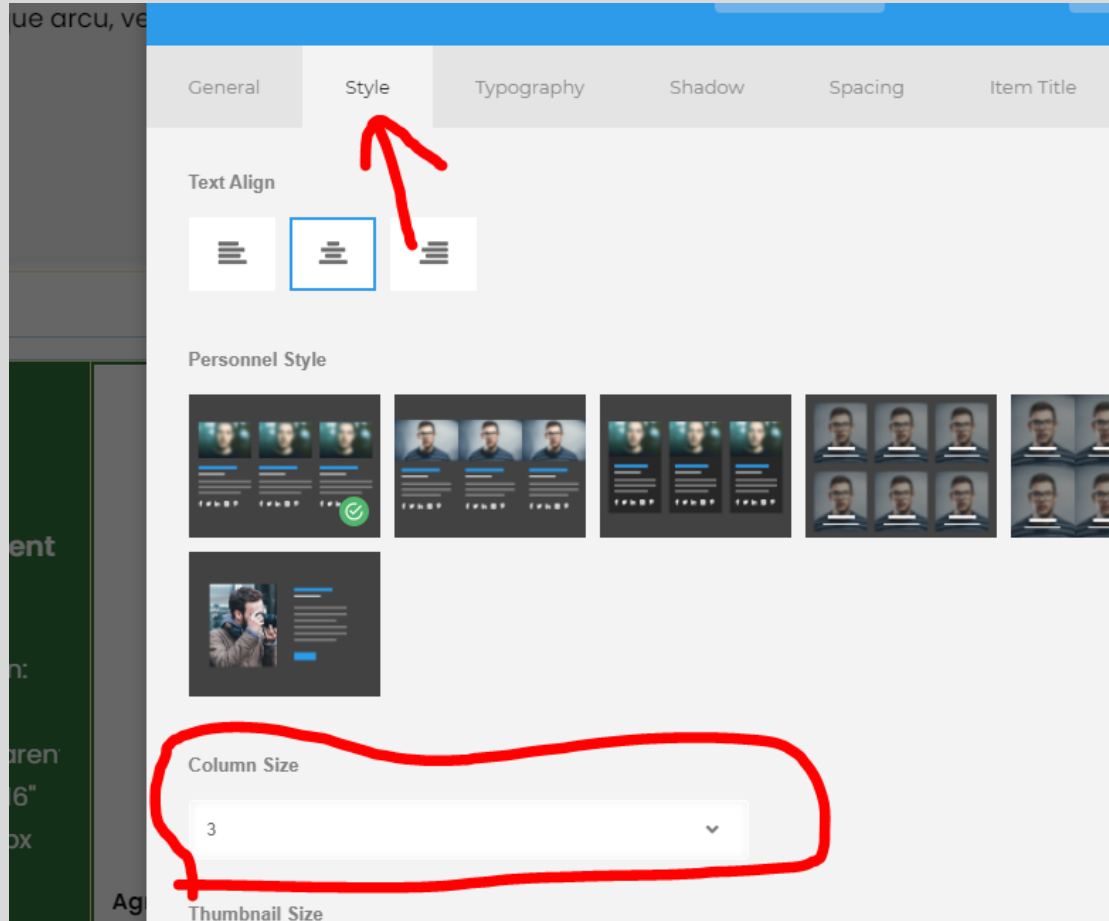


If you'd like to organize your personnel differently, you can change Order By and Order.

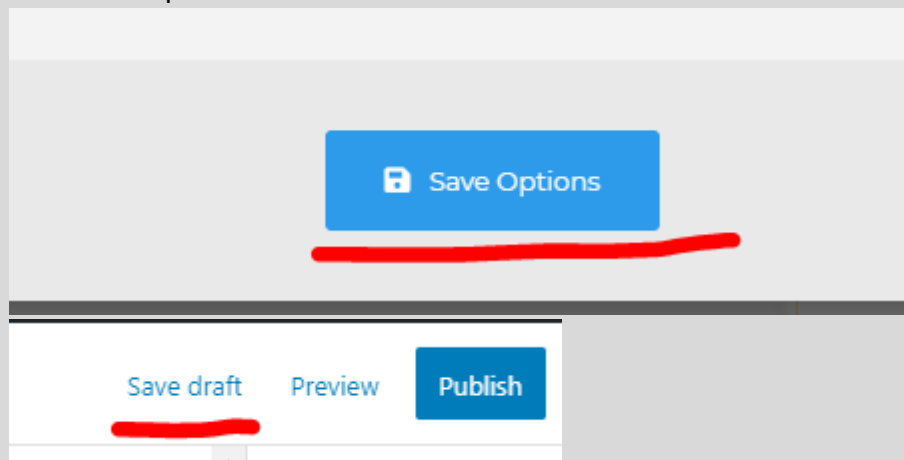


If your category has fewer than 3 personnel, you can change the Column Size under the Style tab. If you have 1 personnel, set it to 1. If you have 2 personnel, set it to 2. If

you have 3 or more personnel, set it to 3 (do not set it higher).



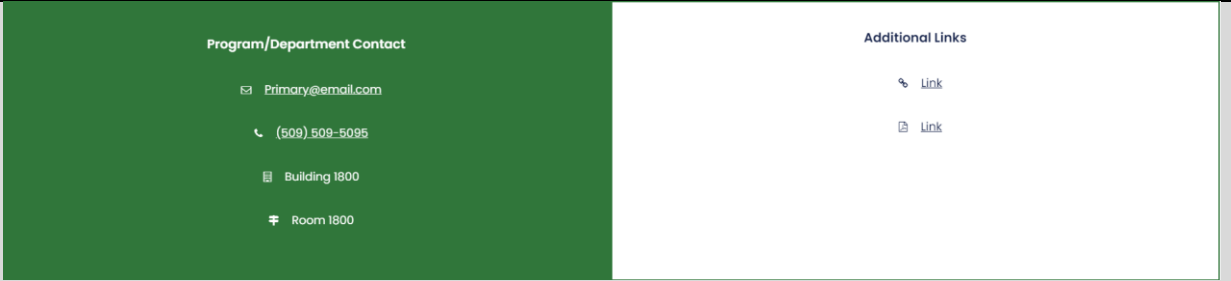
8. Click Save Options and then click Save Draft.



9. If you are finished making changes, you can click Publish and then Submit For Review.

Contact/Links Block

What and Why?



Description: The Contact/Links Block provides contact information and additional links at the bottom of a page (as the page footer).

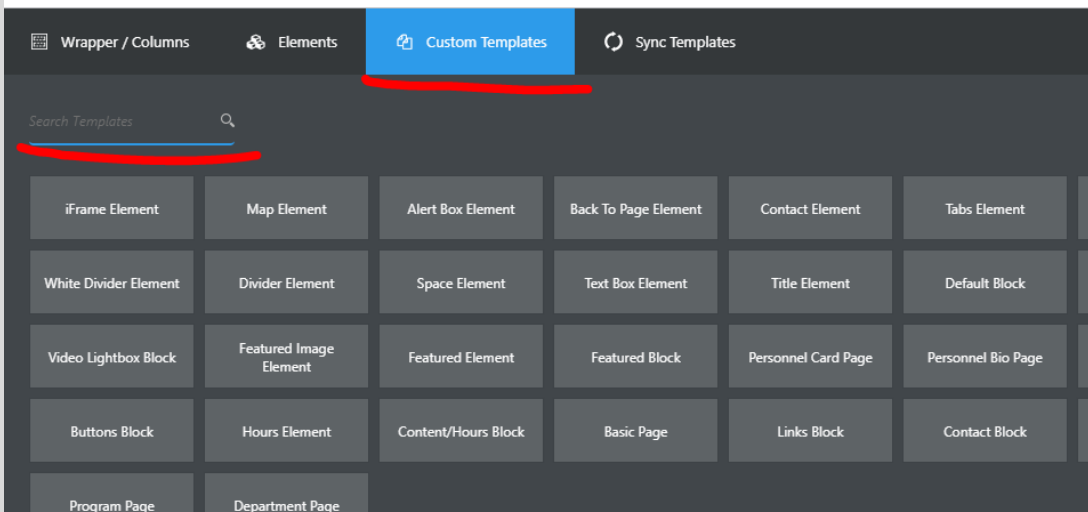
Resizable: No.

Compatible Pages: [Department Page](#), [Program Page](#), [Basic Page](#)

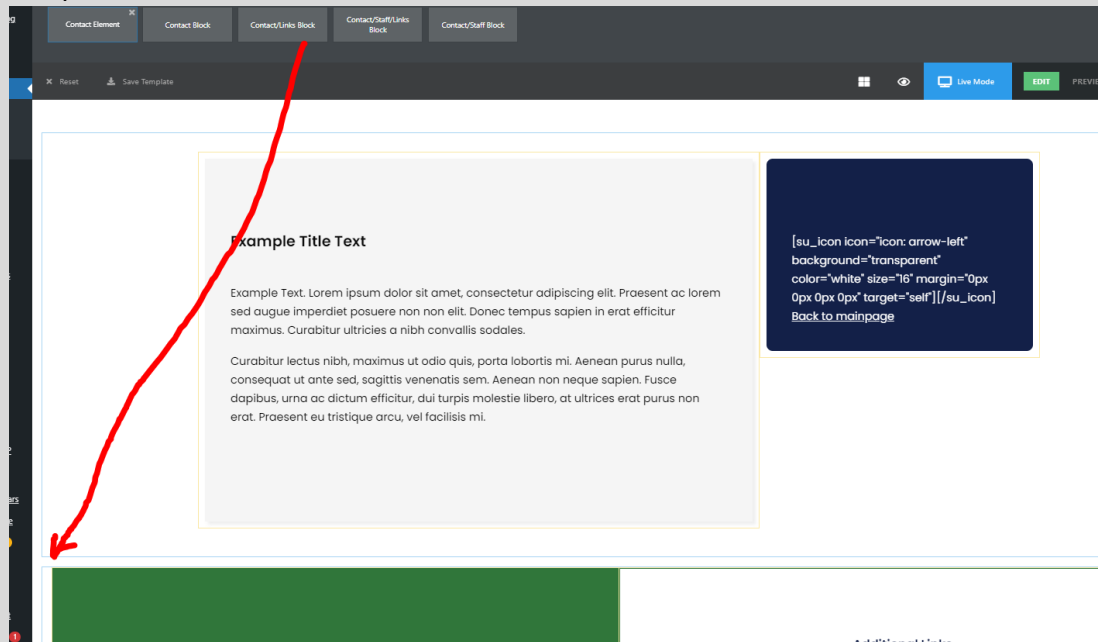
Additional Notes: This is a full screen width template. This is meant to be the only page footer template. If you'd like add/remove a section, consider using the [Contact/Staff Block](#), [Contact/Staff/Links Block](#), [Contact Block](#), or [Links Block](#).

How?

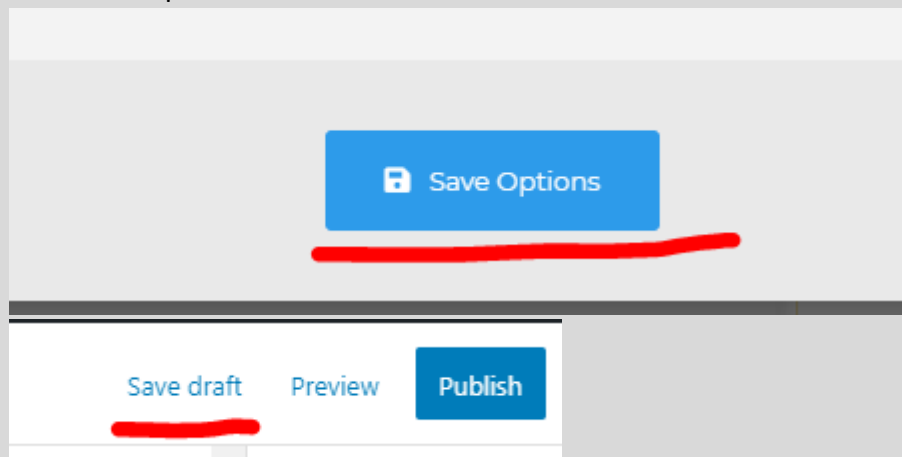
1. Search within the Custom Templates "Contact/Links Block" (case insensitive and partial keywords allowed)



2. Drag the template from the Custom Templates list and then drop it into a compatible template.



3. To edit the contact information, see [Contact Block](#).
4. To edit the additional links, see [Links Block](#).
5. Click Save Options and then click Save Draft.



6. If you are finished making changes, you can click Publish and then Submit For Review.

Contact Block

What and Why?



Description: The Contact Block provides contact information at the bottom of a page (as a page footer).

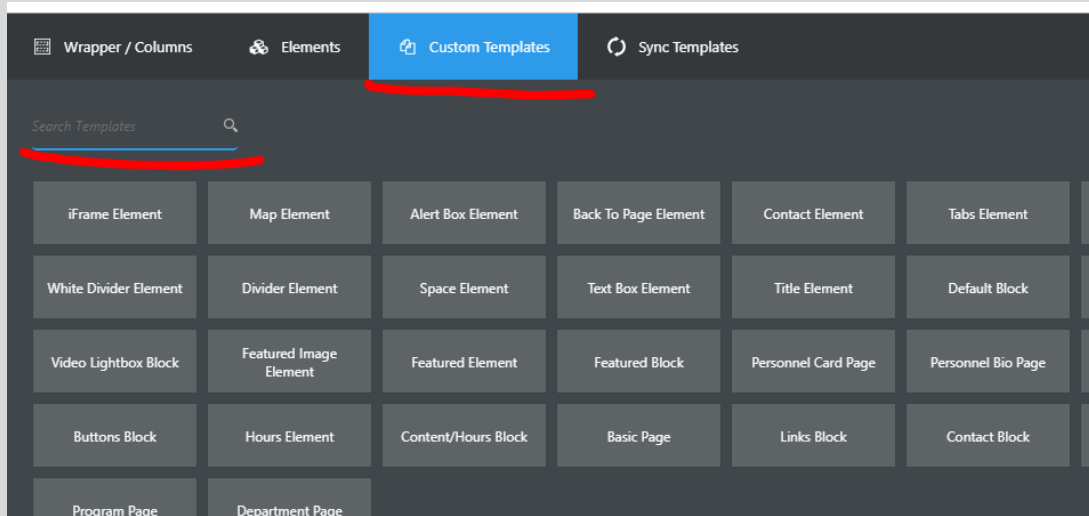
Resizable: No.

Compatible Pages: [Department Page](#), [Program Page](#), [Basic Page](#)

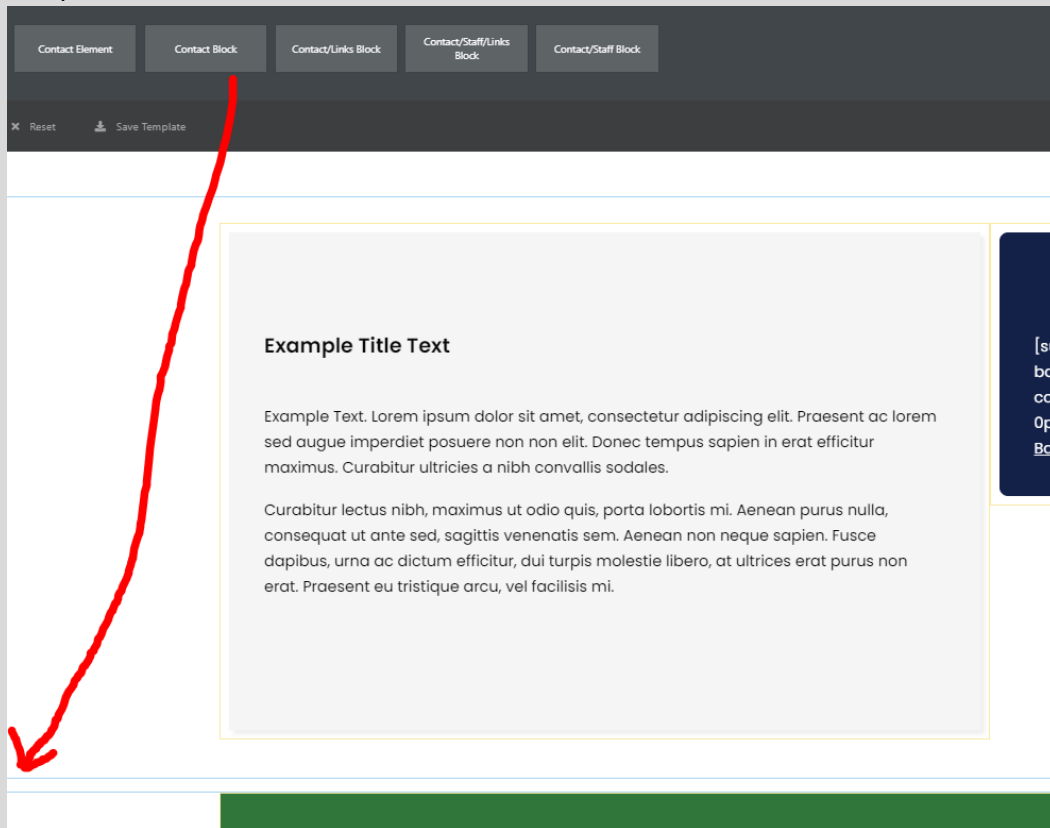
Additional Notes: This is not a full screen width template. This is meant to be the only page footer template. If you'd like add/remove a section, consider using the [Contact/Staff Block](#), [Contact/Staff/Links Block](#), [Contact/Links Block](#), or [Links Block](#).

How?

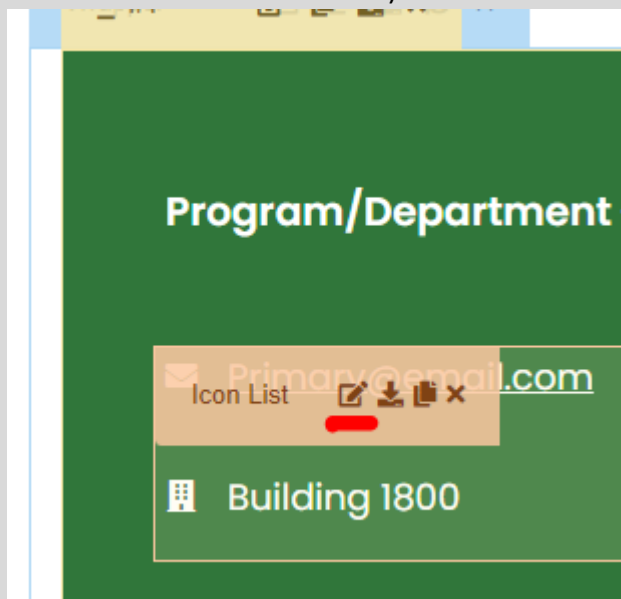
1. Search within the Custom Templates "Contact Block" (case insensitive and partial keywords allowed)



2. Drag the template from the Custom Templates list and then drop it into a compatible template.



3. To edit the Title, see the [Title Element](#) (start on step 3).
4. To edit the contact information, click the pencil icon to edit the template (orange outline with the Icon List title)



5. To edit an item, click on one of the tabs to open/close the dropdown.

Icon List (+)

Primary@email.com

(509) 509-5095

Building 1800

Image

Icon

6. To edit the email address, replace the highlighted text with an email address.

Icon

fa fa-envelope

Icon Hover

Content

Primary@email.com

Caption

Link Url

mailto:Primary@email.com

Link Target

Current Screen

Then copy the email address into the highlighted text, but put **mailto:** in front to

make it work as a clickable link.

A configuration panel for an email icon. The fields are: Icon (fa fa-envelope), Icon Hover (empty), Content (Primary@email.com), Caption (empty), Link Url (mailto:Primary@email.com, highlighted in yellow), and Link Target (Current Screen).

7. To edit the phone number, replace the highlighted text with a phone number (in [this format](#)).

A configuration panel for a phone icon. The fields are: Icon (fa fa-phone), Icon Hover (empty), Content ((509) 509-5095, highlighted in yellow), Caption (empty), Link Url (tel:(509) 509-5095), and Link Target (Current Screen).

Then copy the phone number into the highlighted text, but put **tel:** (or **sms:** for

texting) in front to make it work as a clickable link.

The screenshot shows a form with the following fields:

- Icon: fa fa-phone
- Icon Hover: (empty)
- Content: (509) 509-5095
- Caption: (empty)
- Link Url: tel:(509) 509-5095
- Link Target: Current Screen

8. The instructions to edit the other contact information is similar, except linking it optional. If you don't need particular information, you can delete an entire tab by clicking on the x.

The screenshot shows an 'Icon List' with the following items:

- Primary@email.com
- (509) 509-5095
- Building 1800
- Room 1800

Each item has a red 'x' button to its right. The 'x' for 'Building 1800' is circled in red.

9. Click Save Options and then click Save Draft.

The screenshot shows a bottom navigation bar with the following buttons:

- Save Options
- Save draft
- Preview
- Publish

The 'Save Options' button is highlighted with a red underline. The 'Save draft' button is also highlighted with a red underline.

10. If you are finished making changes, you can click Publish and then Submit For Review.

If you want to add an item back, follow the steps below.

1. Click the green +.



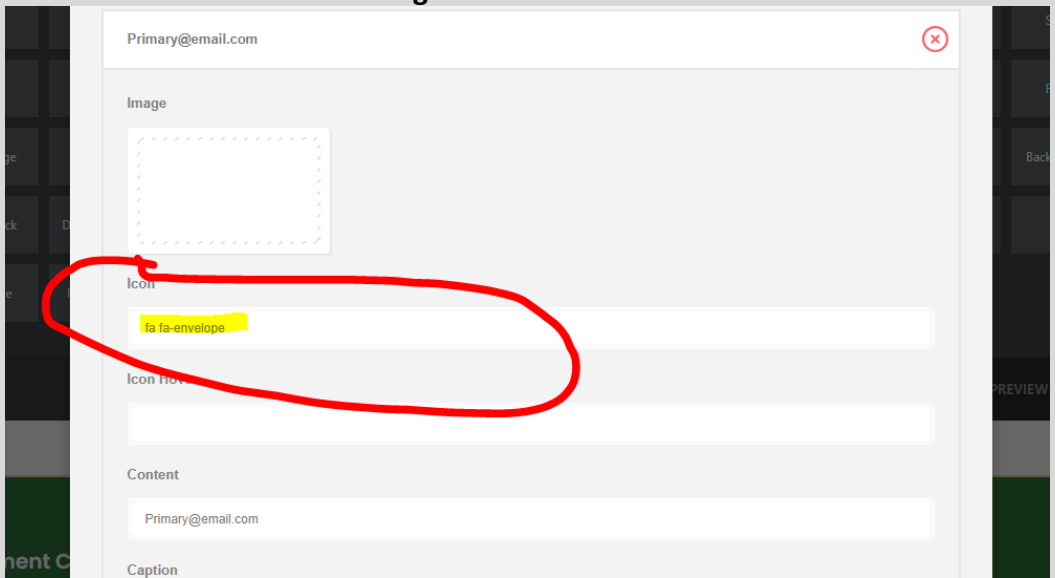
2. Add icon text into the highlighted field. It can be one of the following bolded:

For email address: **fa fa-envelope**

For phone number: **fa fa-phone**

For building number: **fa fa-map-signs**

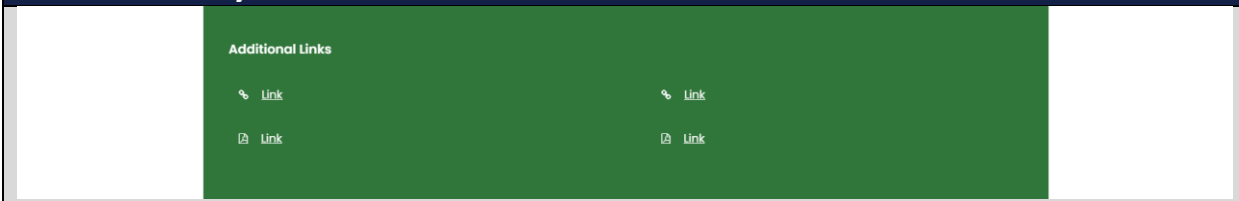
For room number: **fa fa-building**



3. Proceed to edit the item as shown above starting at step 5.

Links Block

What and Why?



Description: The Links Block lets you list additional links to other pages, media, or websites.

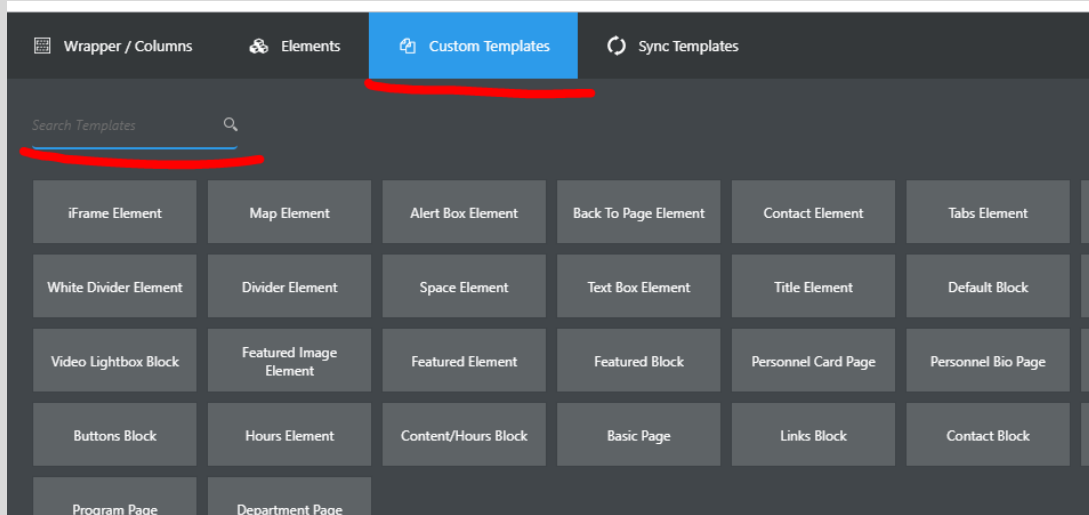
Resizable: No.

Compatible Pages: [Department Page](#), [Program Page](#), [Basic Page](#)

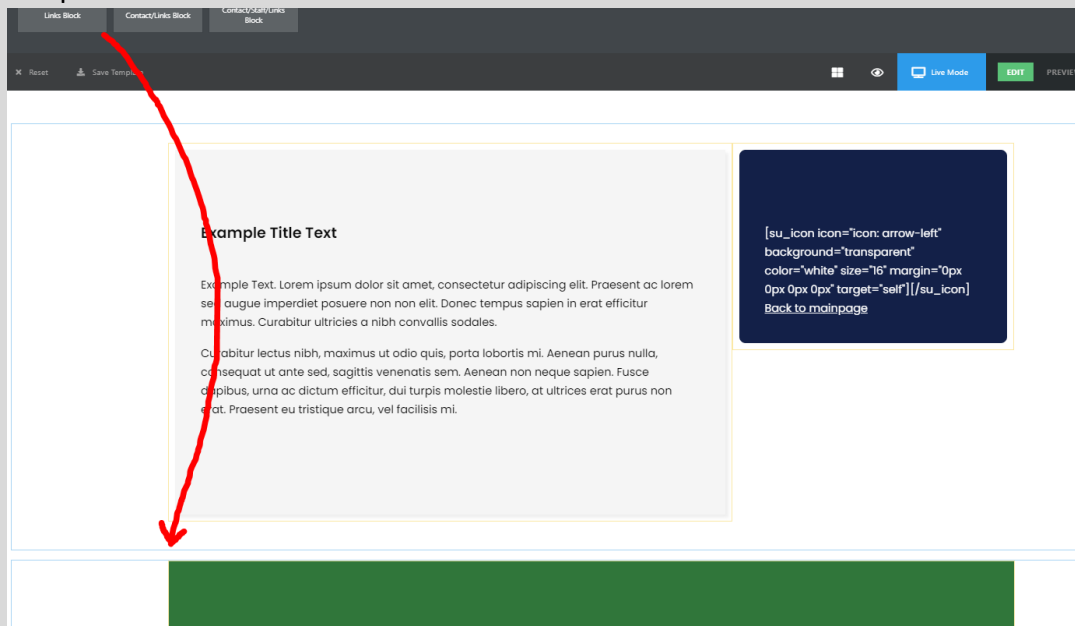
Additional Notes: This is not a full screen width template. This is meant to be the only page footer template. If you'd like add/remove a section, consider using the [Contact/Staff Block](#), [Contact/Staff/Links Block](#), [Contact/Links Block](#), or [Contact Block](#).

How?

1. Search within the Custom Templates "Links Block" (case insensitive and partial keywords allowed)

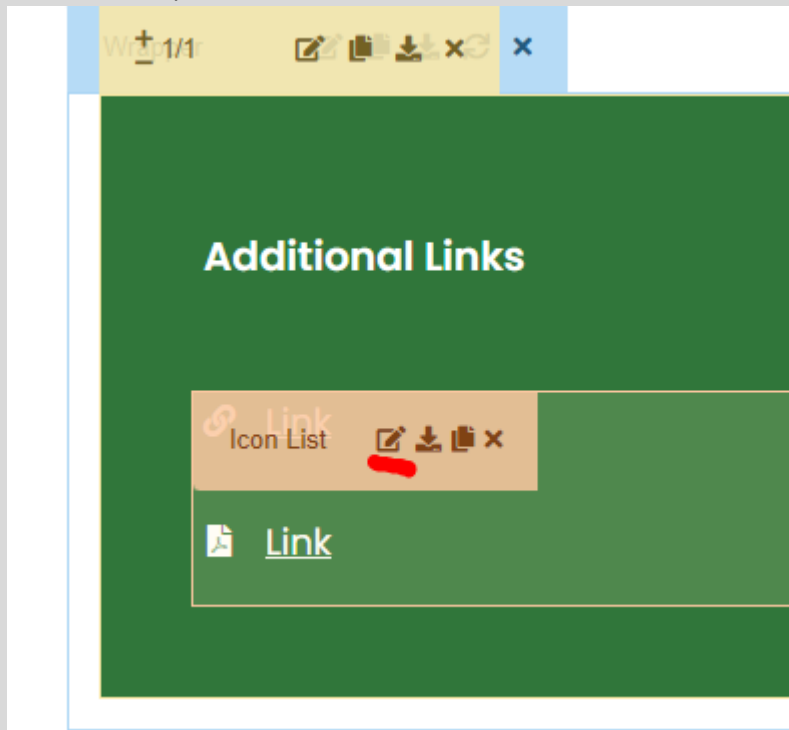


2. Drag the template from the Custom Templates list and then drop it into a compatible template.

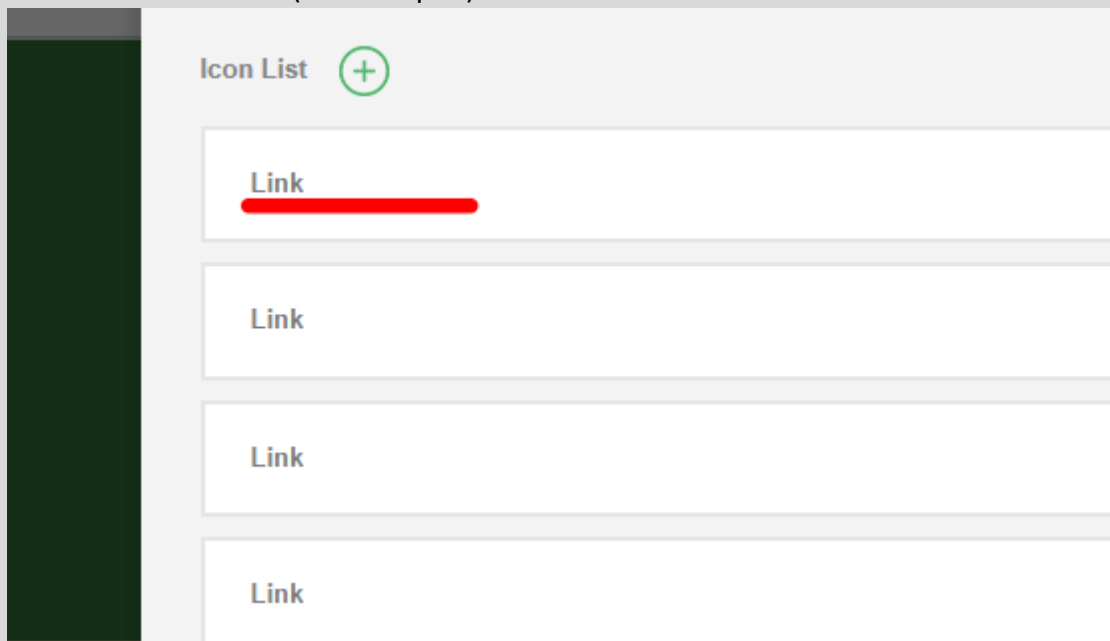


3. To edit the Title, see the [Title Element](#) (start on step 3).

4. To edit the links, click the pencil icon to edit the template (orange outline with the Icon List title)



5. Select an item to edit (click to open)



6. You can edit the link by editing the Icon field (highlighted) with one of the following:
For standard link: fa fa-link
For link to PDF: fa fa-file-pdf

For link to Word doc: fa fa-file-word

Icon

Icon Hover

Content

Caption

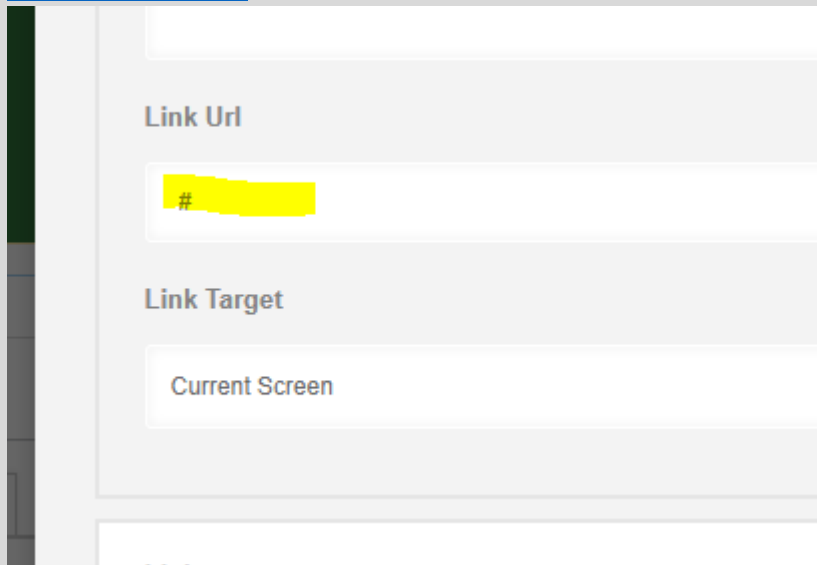
7. To change the link text (what the user will see), edit the Content field (highlighted)

Content

Caption

Link Url

8. To edit the URL (where the link will go to), edit the Link URL field (highlighted). Follow [linking procedures](#).



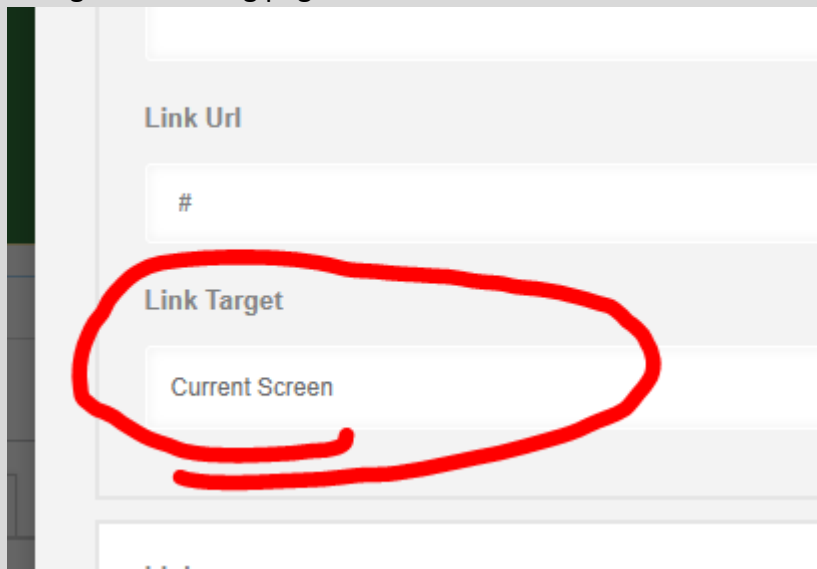
Link Url

#

Link Target

Current Screen

9. Optional. Change the Link Target if you want the page to open in a new tab or just change the existing page



Link Url

#

Link Target

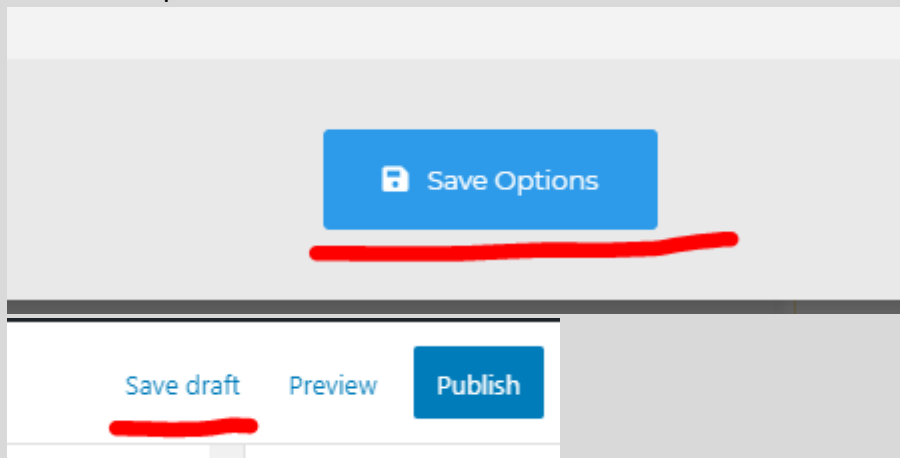
Current Screen

10. If you want to add an item, click the green + and fill out the fields shown above. To remove an item, click the red x.



The screenshot shows a form titled "Icon List" with a green plus icon in a circle next to it. Below the title are three input fields, each containing the text "Link". To the right of each input field is a red "x" icon in a circle. A red horizontal line is drawn under the first "Link" input field.

11. Click Save Options and then click Save Draft.

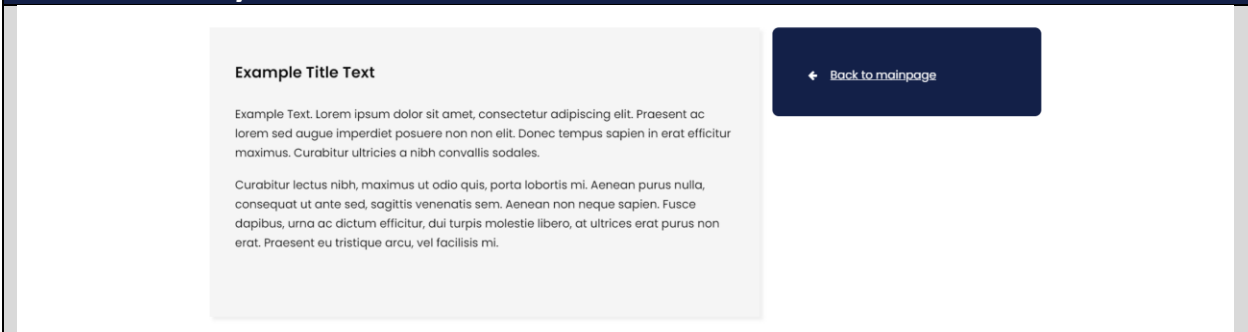


The screenshot shows two buttons. The top button is blue with a white lock icon and the text "Save Options". A red horizontal line is drawn under this button. Below it is a white bar containing three buttons: "Save draft" (with a red underline), "Preview", and "Publish".

12. If you are finished making changes, you can click Publish and then Submit For Review.

Basic Page

What and Why?



The screenshot shows a page layout. On the left, there is a light gray box containing the text "Example Title Text" followed by two paragraphs of placeholder text. On the right, there is a dark blue button with a white left-pointing arrow and the text "Back to mainpage".

Description: The Basic Page is designed to house content that needs to be separated (either for space, information specificity, etc.) from a landing/primary page. It can be considered a sub-page template of sorts, but it can be used as a primary page if the [Back To Page](#) template is replaced with a different one (see swappable elements).

Examples of usage are the [Testing Center](#) and the [Art Student Gallery](#) pages

Resizable: No.

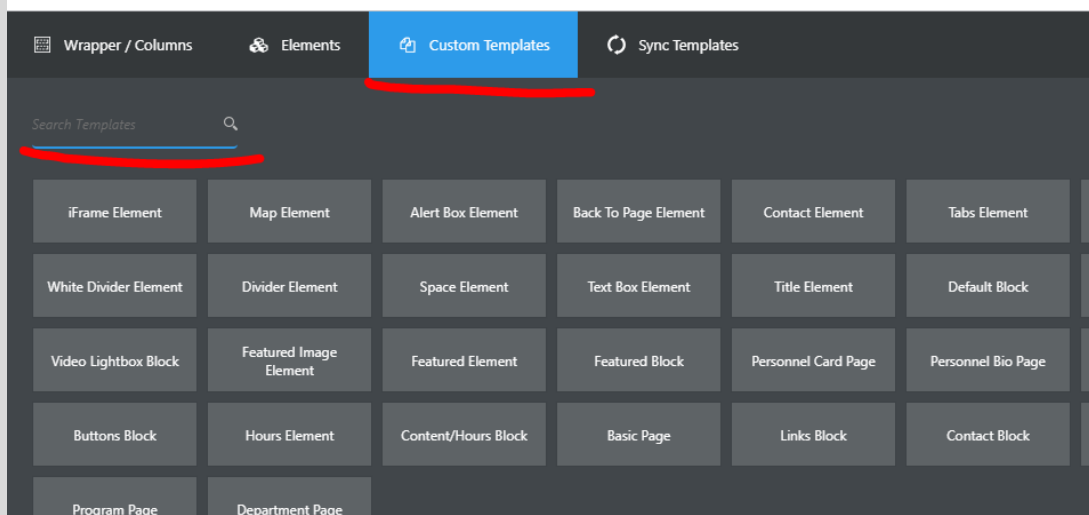
Swappable Elements:

- Right section: The right section can be swapped with the following compatible elements; [Back To Page Element](#), [Hours Element](#), or [Contact Element](#).
- Other: You can add the [Contact/Staff/Links Block](#), [Contact/Staff Block](#), [Contact Links Block](#), [Contact Block](#), or the [Links Block](#) to the bottom.

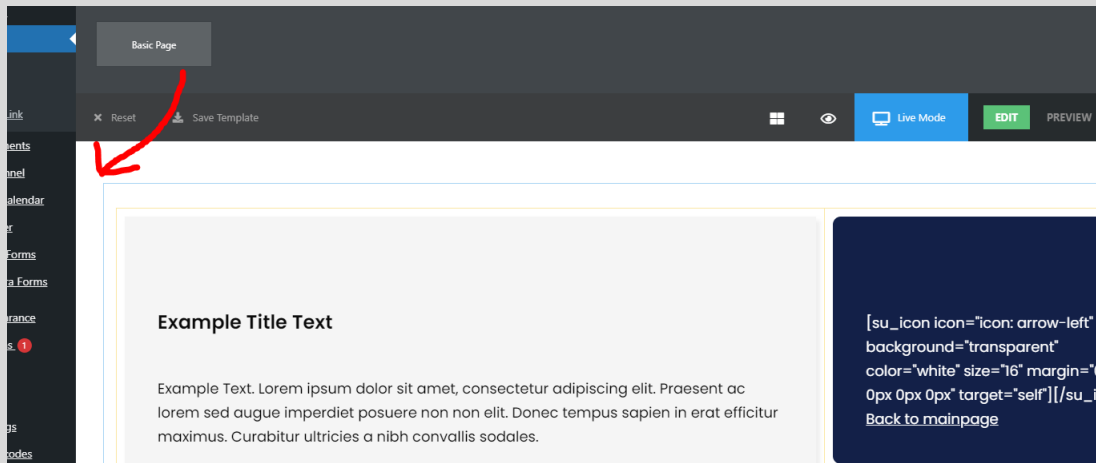
Additional Notes: this is not a full width template.

How?

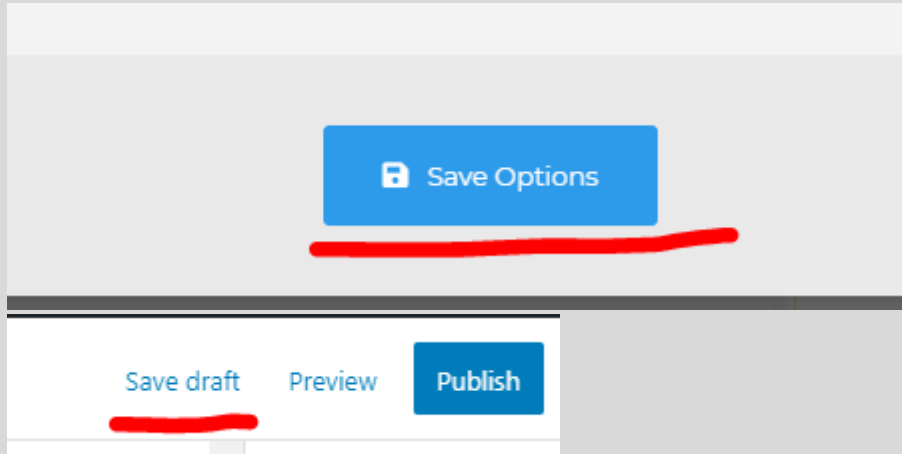
1. Search within the Custom Templates “Basic Page” (case insensitive and partial keywords allowed)



2. Drag the template from the Custom Templates list and then drop it into an empty page.



3. Click Save Options and then click Save Draft.



To edit the Title, see [Title Element](#) (start on step 3).

To edit the primary content, see [Text Box Element](#) (start on step 3). Other templates can be added into the primary content section (gray background).

To edit the link to the primary page (blue background), see [Back To Page Element](#).

If you are finished making changes, you can click Publish and then Submit For Review.

Content/Hours Block

What and Why?

Example Title Text

Description of what this department is and the services it offers. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent ac lorem sed augue imperdiet posuere non non elit. Donec tempus sapien in erat efficitur maximus. Curabitur ultricies a nibh convallis sodales. Curabitur lectus nibh, maximus ut odio quis, porta lobortis mi. Aenean purus nulla, consequat ut ante sed, sagittis venenatis sem. Aenean non neque sapien. Fusce dapibus, urna ac dictum efficitur, dui turpis molestie libero, at ultrices erat purus non erat. Praesent eu tristique arcu, vel facilisis mi.

Hours

Mon-Thurs	07:30-4:30🕒
Friday	07:30-3:30🕒
Sat-Sun	Closed🕒

Description: The Content/Hours Block, similar to the Hours Element, is a convenient and visually pleasing method to show the open hours of a service, department, or event while also including the [Default Block](#) (this is sometimes preferable since it comes sized correctly).

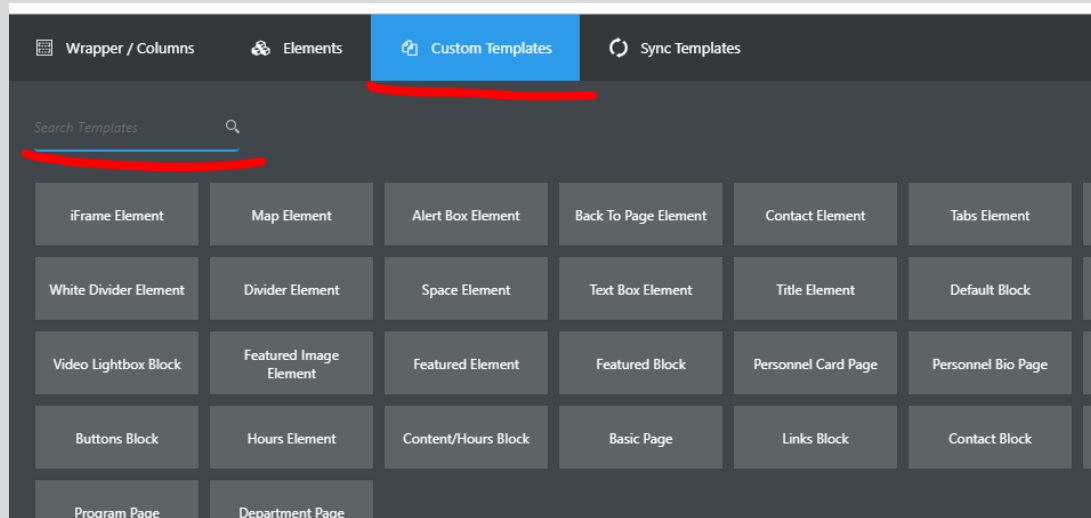
Resizable: No.

Swappable Elements: The right section can be swapped with the following compatible elements; [Back To Page Element](#), [Hours Element](#), or [Contact Element](#).

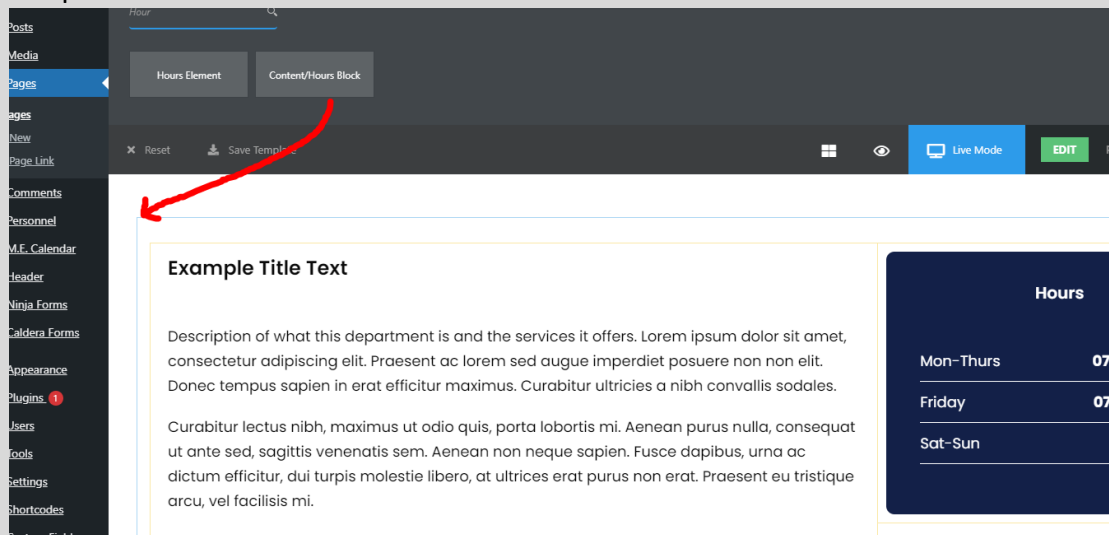
Additional Notes: this is not a full width template.

How?

1. Search within the Custom Templates “Hours Element” (case insensitive and partial keywords allowed)



2. Drag the template from the Custom Templates list and then drop it into a compatible template.

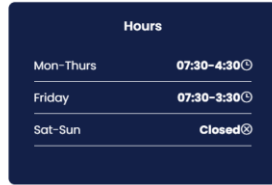


To edit the non-hours content, follow the instructions for the [Default Block](#).
To edit the hours content, follow the instructions for the [Hours Element](#).

If you are finished making changes, you can click Publish and then Submit For Review.

Hours Element

What and Why?



Description: The Hours Element is a convenient and visually pleasing method to show the open hours of a service, department, or event.

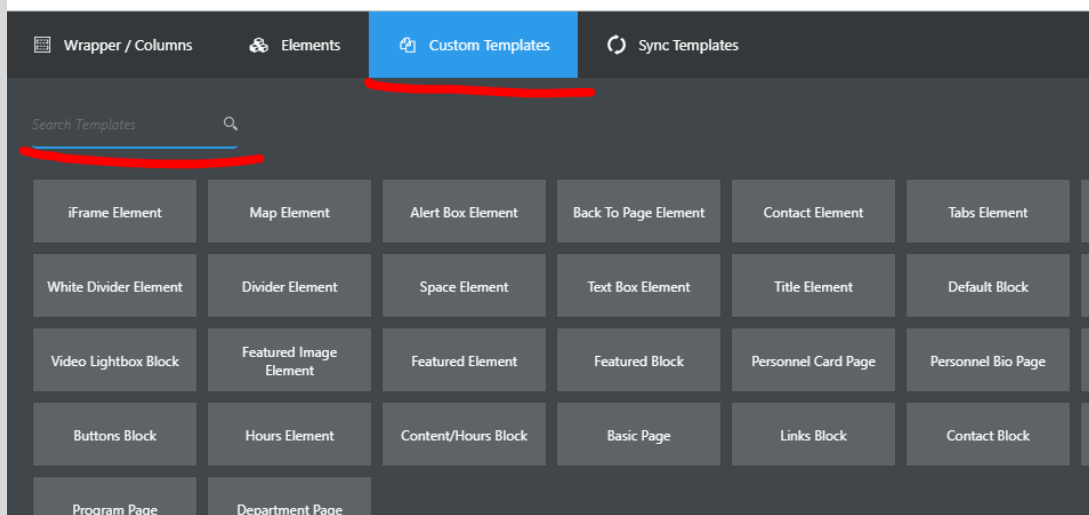
Resizable: No.

Compatible Pages/Blocks: This can be swapped with the right section of either [Basic Page](#) or [Default Block](#).

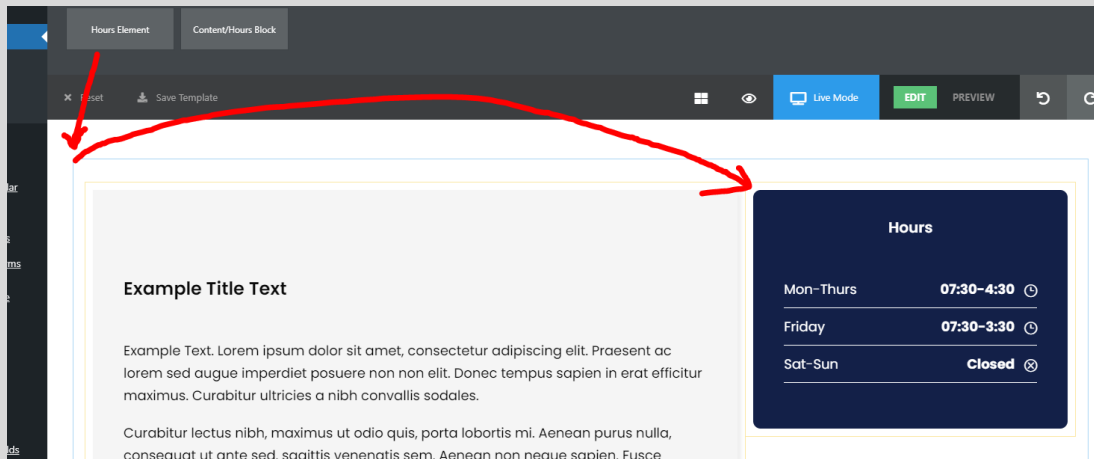
Additional Notes:

How?

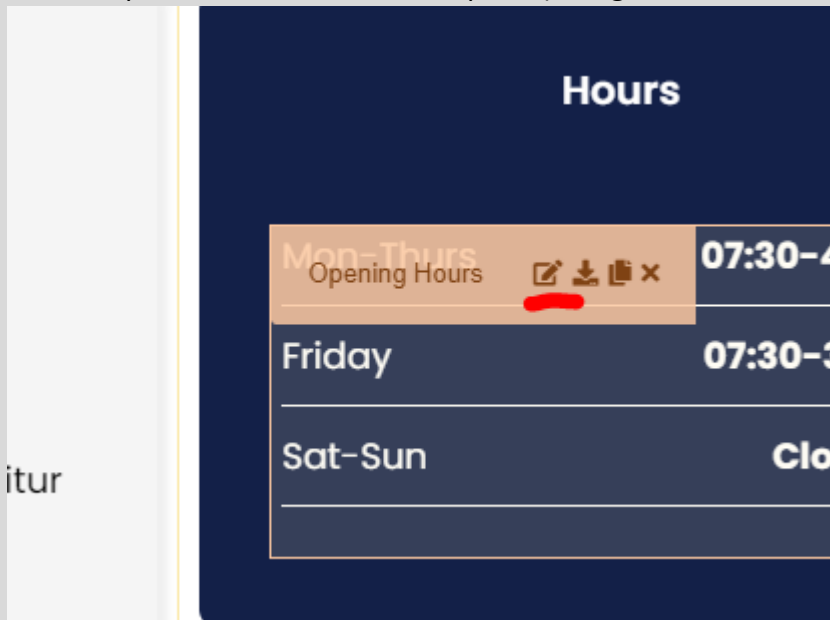
3. Search within the Custom Templates “Hours Element” (case insensitive and partial keywords allowed)



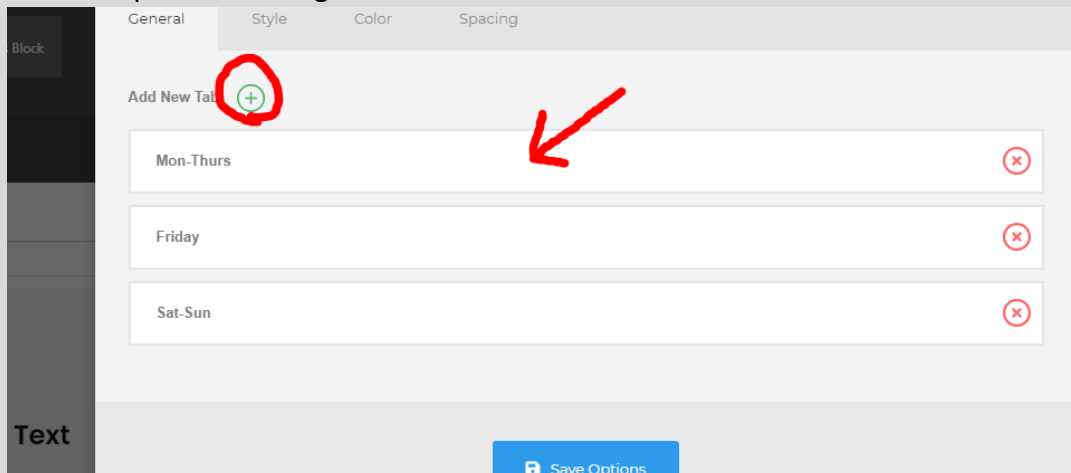
4. Drag the template from the Custom Templates list and then drop it into a compatible template.



5. Click the pencil icon to edit the template (orange outline with the Opening Hours title)



6. You can open an existing tab or add a new one.



7. Change the 'Day' value to set the days shown. Change the 'Time' value to set the hours shown. Change the 'Open' switch to set whether the set days are open or

closed (if you set it to closed, it won't show 'Time' value).

Mon-Thurs

Day

Mon-Thurs

Time

07:30-4:30

Open

ON

8. Click Save Options and then click Save Draft.

Save Options

Save draft Preview Publish

9. If you are finished making changes, you can click Publish and then Submit For Review.

Buttons Block

What and Why?

Description: The Buttons Block provides a visually pleasing way to links to a collection of pages, files, or websites. It makes use of the [Button Element](#) and is primarily used on program pages.

Resizable: Yes. If you remove a button column (yellow outline), you can then resize the buttons to fit.

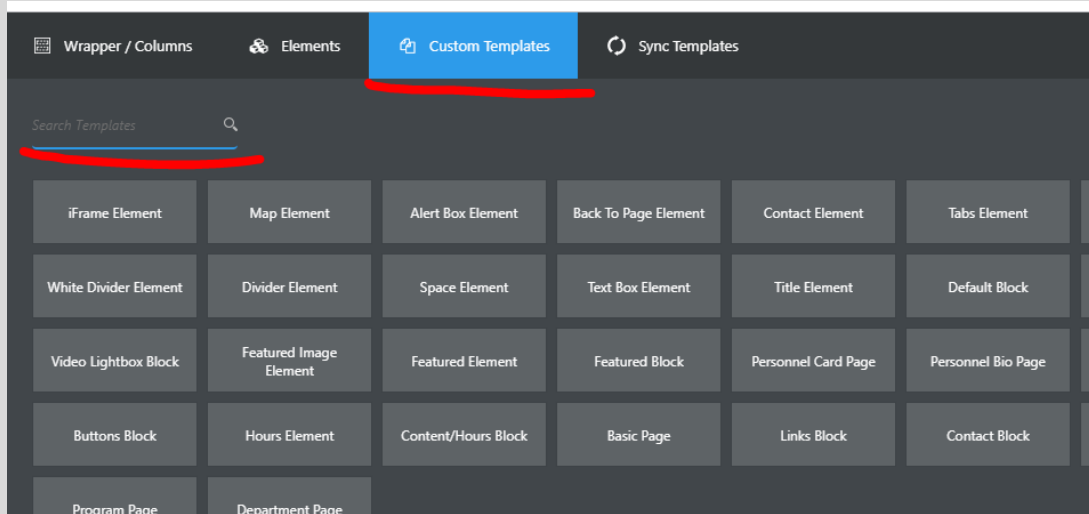
- 4 buttons: 1/4 width each.
- 3 buttons: 1/3 width each.
- 2 buttons: 1/2 width each.

Compatible Pages: [Department Page](#), [Program Page](#)

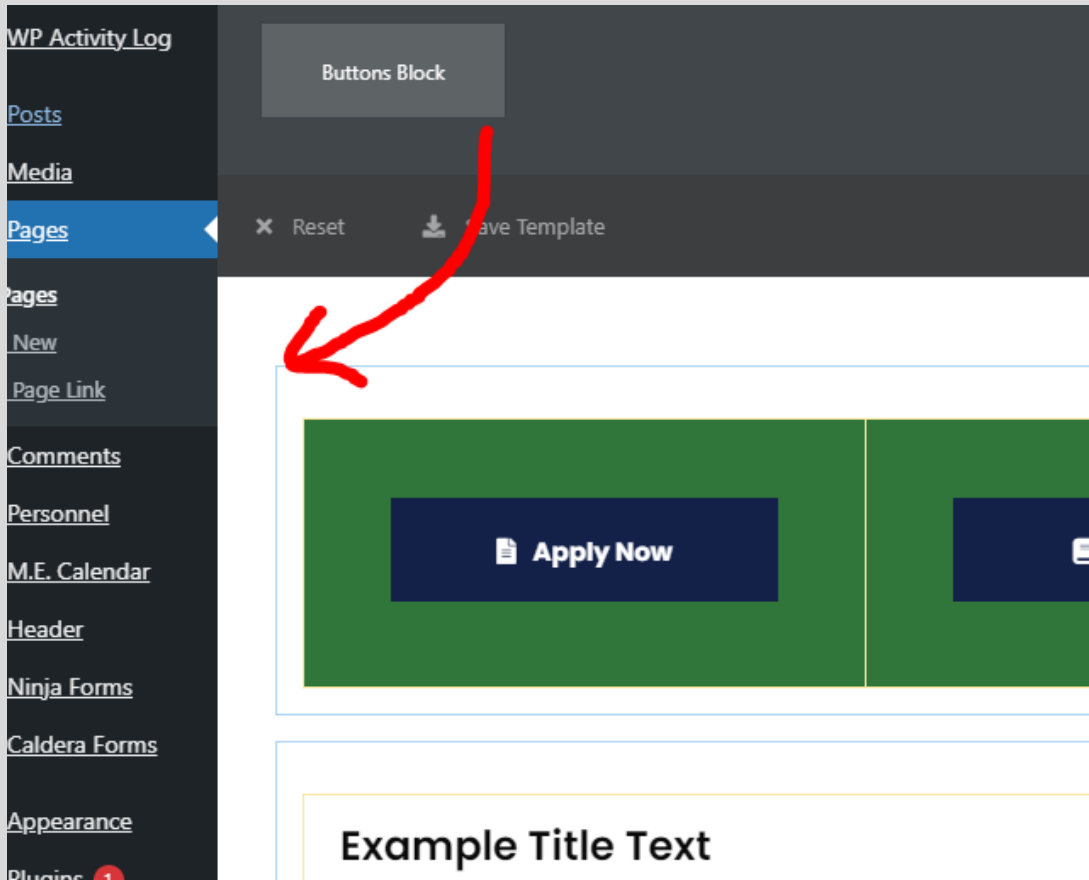
Additional Notes: this is not a full width template.

How?

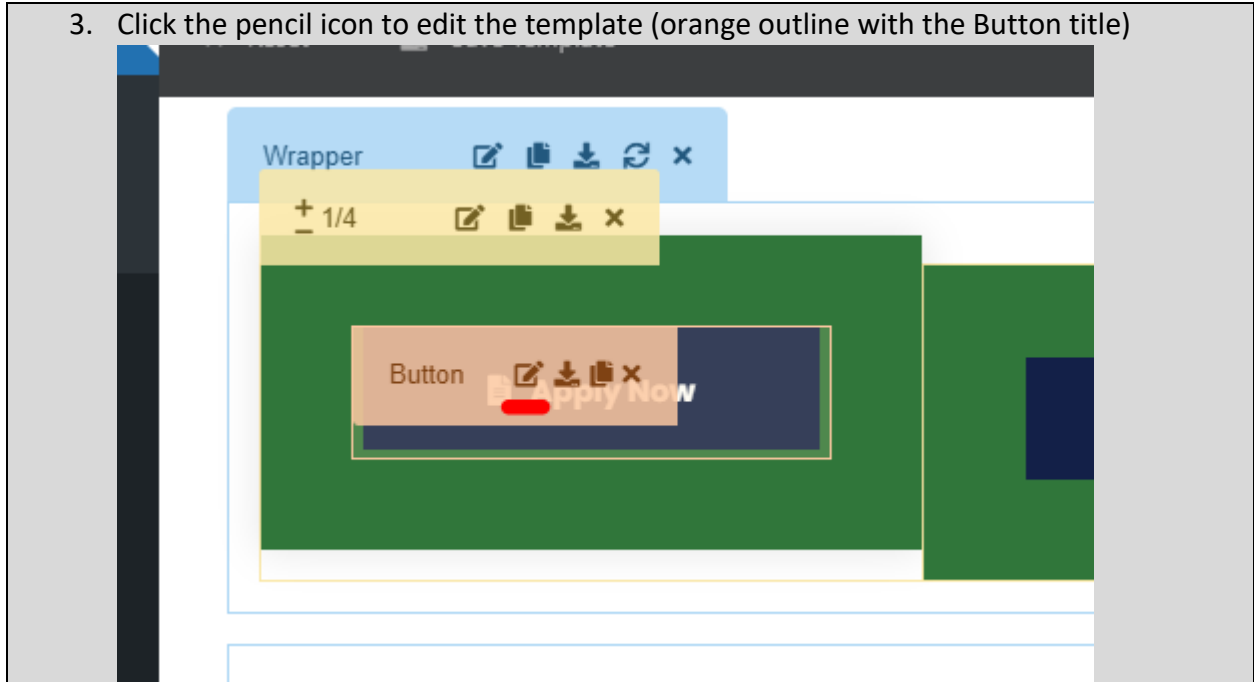
1. Search within the Custom Templates “Buttons Block” (case insensitive and partial keywords allowed)



2. Drag the template from the Custom Templates list and then drop it into a compatible template.



3. Click the pencil icon to edit the template (orange outline with the Button title)



4. Change the Button Text, the Button Link, and the icon (you can search if you know what you're looking for). Note: there isn't an icon for everything.

The screenshot shows a configuration panel for a button. The fields are as follows:

- Button Text:** A text input field containing "Example Link", which is underlined in red.
- Button Link To:** A dropdown menu with "Custom Uri" selected.
- Button Link:** A text input field that is empty, with a red underline below it.
- Button Link Target:** A dropdown menu with "Current Screen" selected.
- Icon Position:** A dropdown menu with "Left" selected.
- Icon Selector:** A dropdown menu with "Font Awesome 5" selected.
- Search Icons:** A text input field containing "Search Icons", which is underlined in red.

Below the search field is a large grid of icons from the Font Awesome 5 library. A red bracket highlights the entire grid area.

5. Click Save Options and then click Save Draft. Repeat for each button.

The screenshot shows two rows of buttons:

- The top row features a blue button with a floppy disk icon and the text "Save Options", which is underlined in red.
- The bottom row features three buttons: "Save draft" (underlined in red), "Preview", and "Publish".

6. If you are finished making changes, you can click Publish and then Submit For Review.

Button Element

What and Why?

Description: The Button element provides a visually pleasing way to link to another page, file, or website.

Resizable: Takes the width of the container.

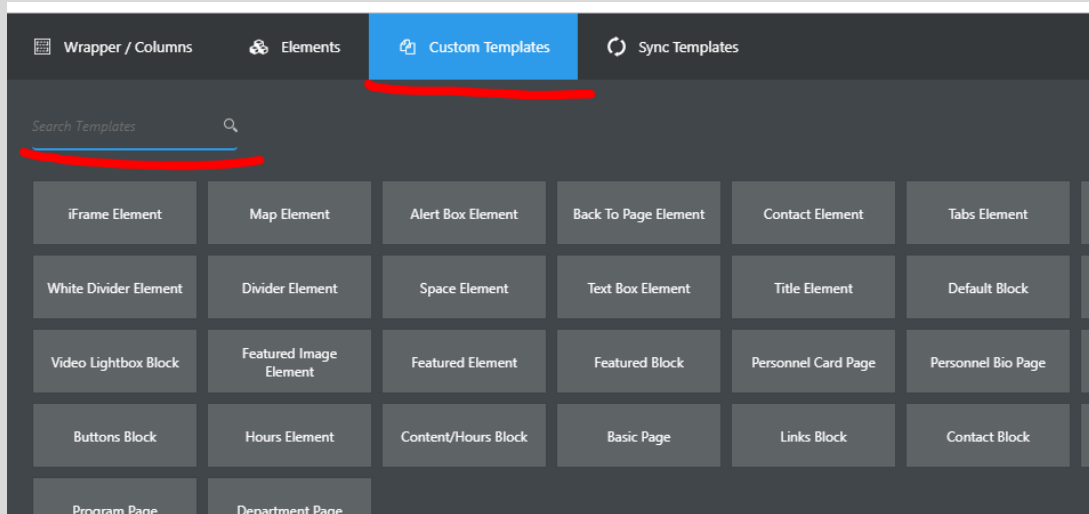
Compatible Templates:

- Main section of these: [Department Page](#), [Program Page](#), [Basic Page](#), [Personnel Bio Page](#), [Content/Hours Block](#)
- Other: [Card Block](#), [Card Element](#), [Default Block](#)

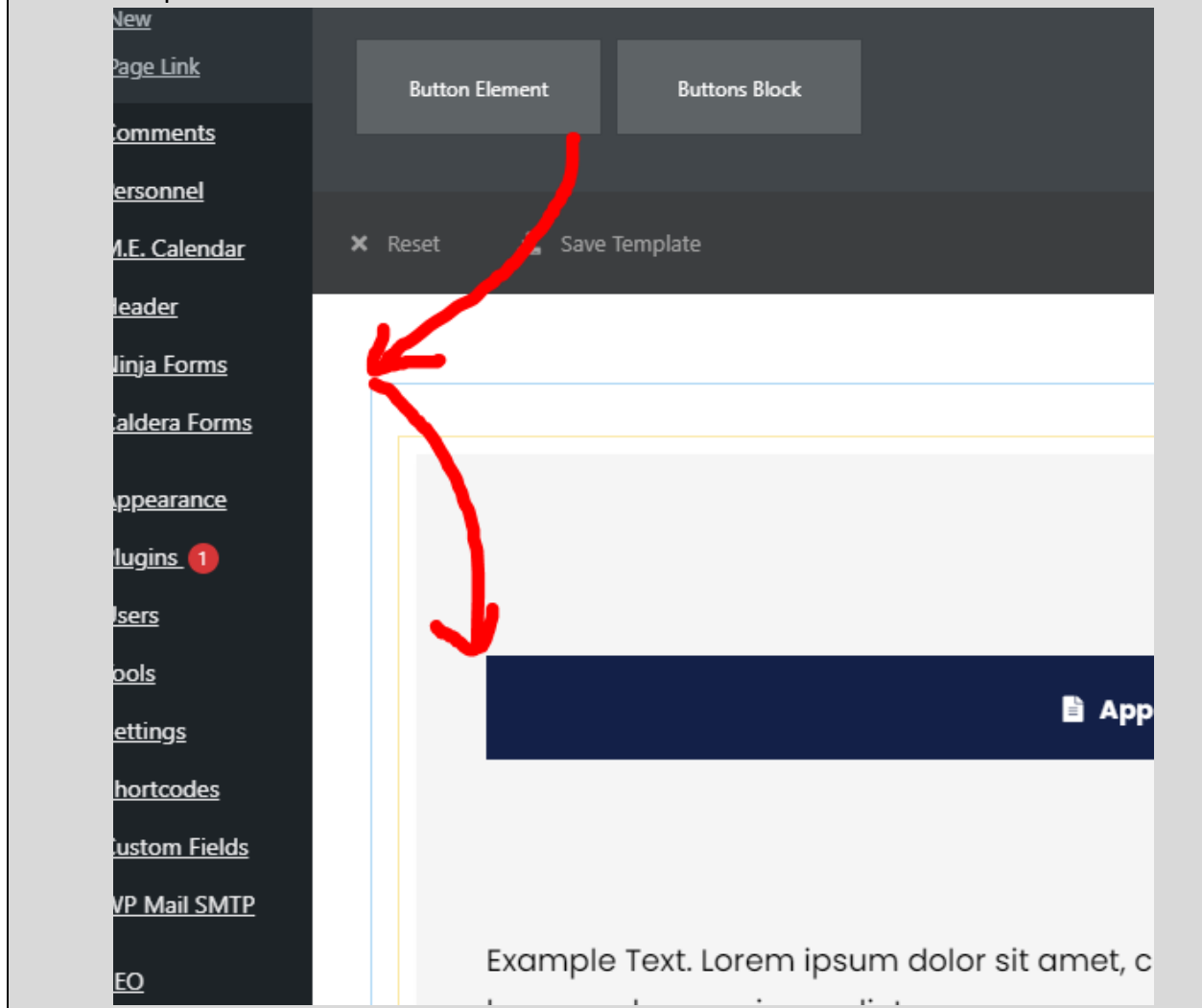
Additional Notes: this is not a full width template.

How?

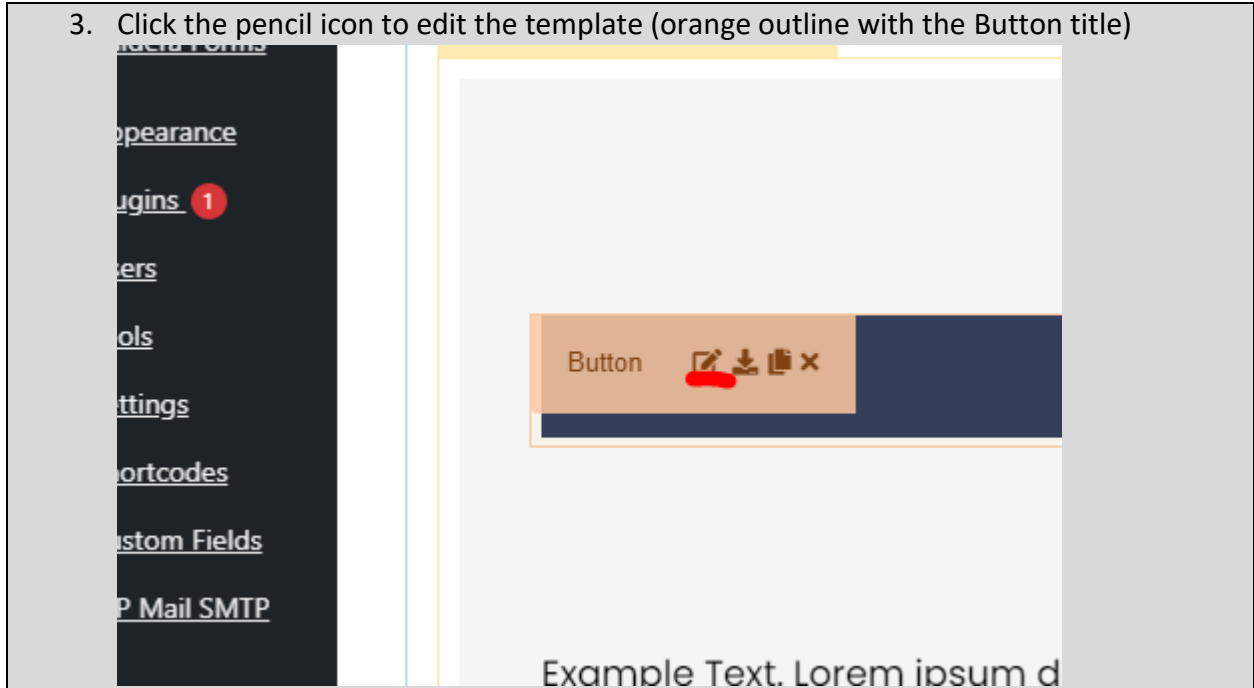
1. Search within the Custom Templates “Button Element” (case insensitive and partial keywords allowed)



2. Drag the template from the Custom Templates list and then drop it into a compatible template.



3. Click the pencil icon to edit the template (orange outline with the Button title)



4. Change the Button Text, the Button Link, and the icon (you can search if you know what you're looking for). Note: there isn't an icon for everything.

The screenshot shows a configuration panel for a button. The fields are as follows:

- Button Text:** A text input field containing "Example Link", which is underlined in red.
- Button Link To:** A dropdown menu set to "Custom Uri".
- Button Link:** A text input field, which is underlined in red.
- Button Link Target:** A dropdown menu set to "Current Screen".
- Icon Position:** A dropdown menu set to "Left".
- Icon Selector:** A dropdown menu set to "Font Awesome 5".
- Search Icons:** A text input field, which is underlined in red.
- Icon Grid:** A large grid of various icons from the Font Awesome 5 library, which is enclosed in a red rectangular box.

5. Click Save Options and then click Save Draft.

The screenshot shows the bottom of the configuration panel with three buttons:

- Save Options:** A blue button with a floppy disk icon and the text "Save Options", which is underlined in red.
- Save draft:** A blue button with the text "Save draft", which is underlined in red.
- Preview:** A blue button with the text "Preview".
- Publish:** A blue button with the text "Publish".

6. If you are finished making changes, you can click Publish and then Submit For Review.

Card Block

What and Why?



Example Title Text

Example Text. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Example Text. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Example Text. Lorem ipsum dolor sit amet, consectetur adipiscing elit.

Example Text. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Example Text. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Example Text. Lorem ipsum dolor sit amet, consectetur adipiscing elit.

Example Link

Description: The Card Block, similar to the [Card Element](#), is a multi-purpose template that can link to other pages, files, or websites or show a piece of information in a visually pleasing manner. A use cases is the [Computer Science](#) page.

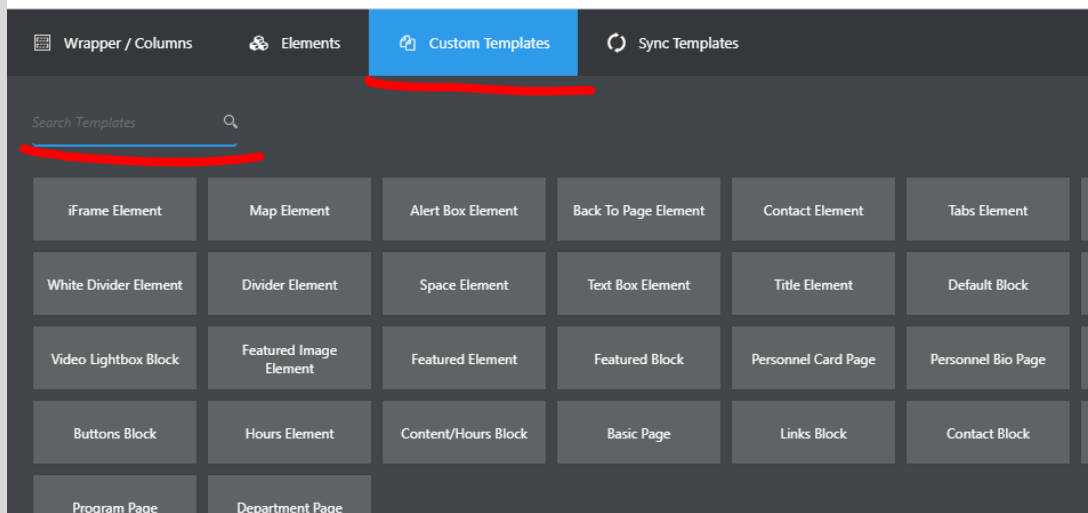
Resizable: No

Compatible Pages: [Department Page](#), [Program Page](#), [Basic Page](#)

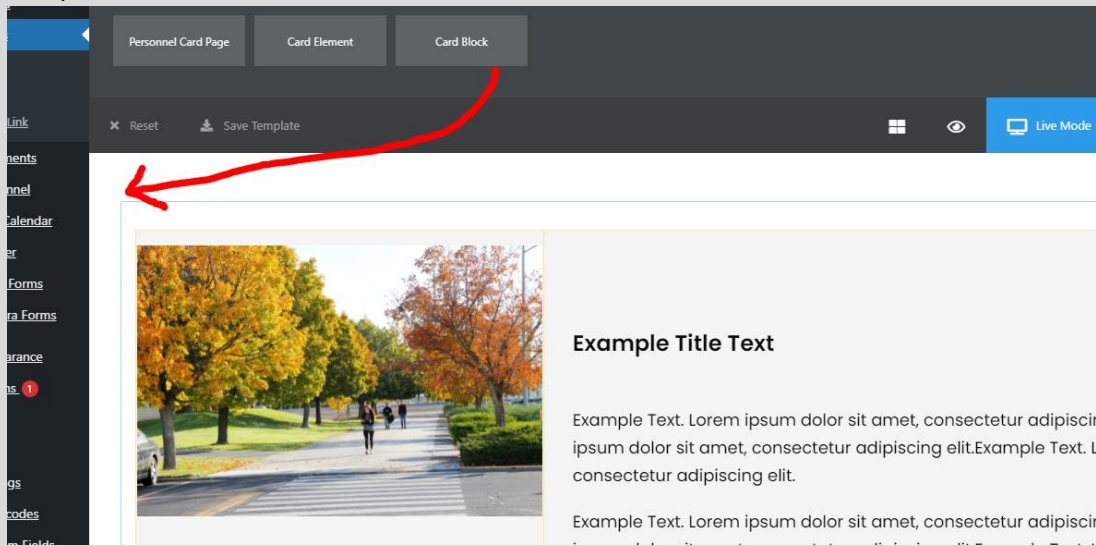
Additional Notes: this is not a full width template.

How?

1. Search within the Custom Templates “Card Element” (case insensitive and partial keywords allowed)

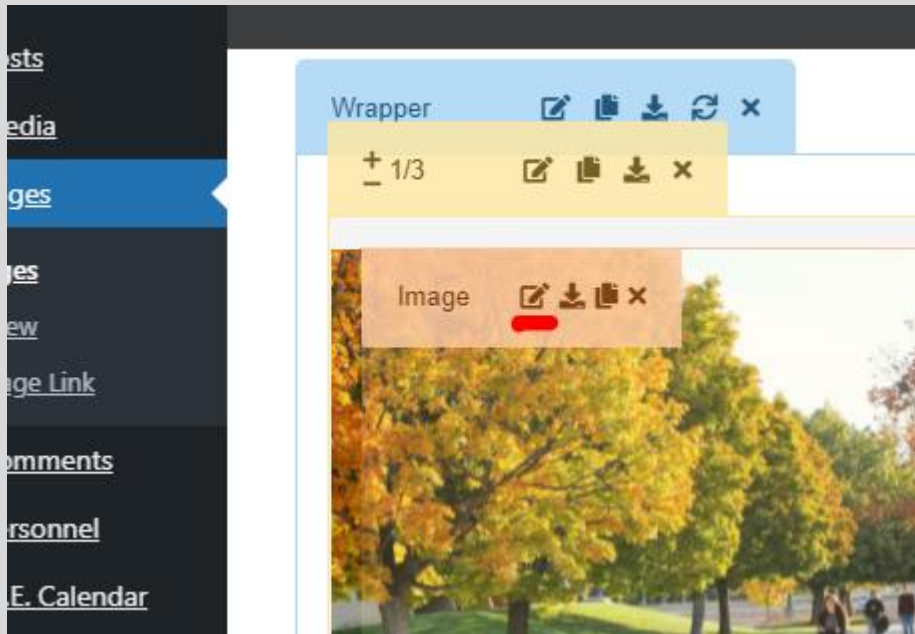


2. Drag the template from the Custom Templates list and then drop it into a compatible template.

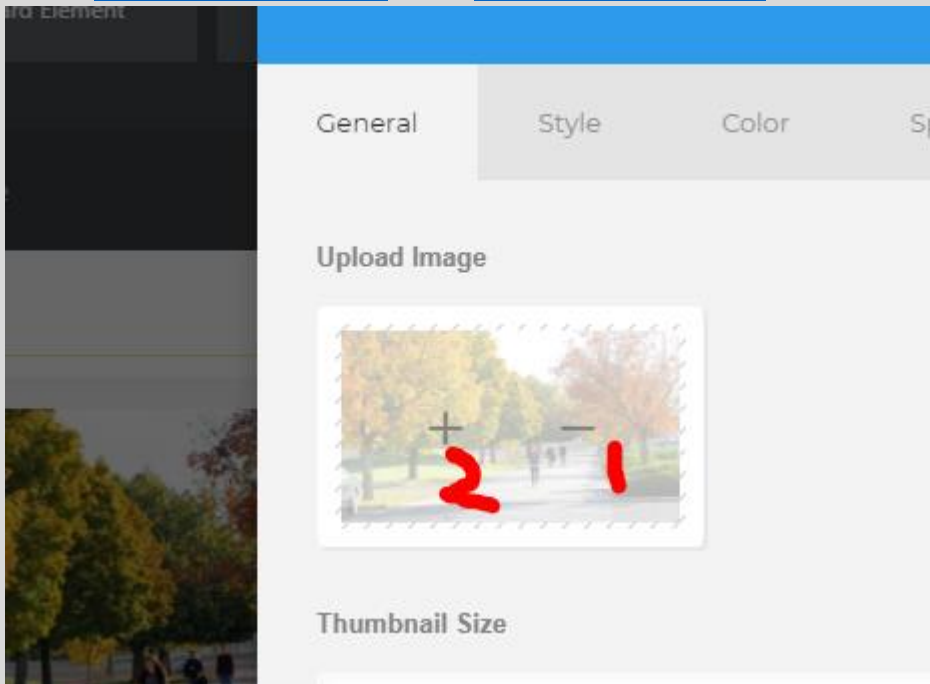


To edit the image:

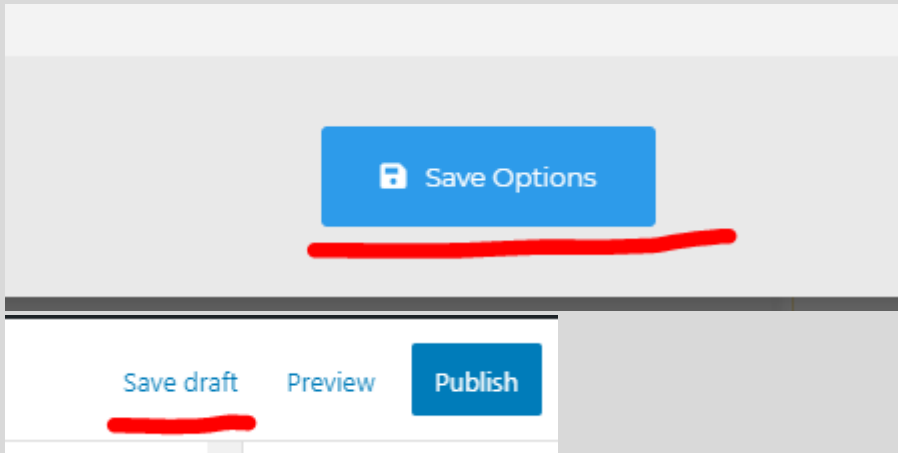
1. Click the pencil icon to edit the template (orange outline with the Image title)



2. Remove the current image and add a new one from the Media Library. Remember to follow [accessibility guidelines](#) when [uploading new images](#).



3. Click Save Options and then click Save Draft.

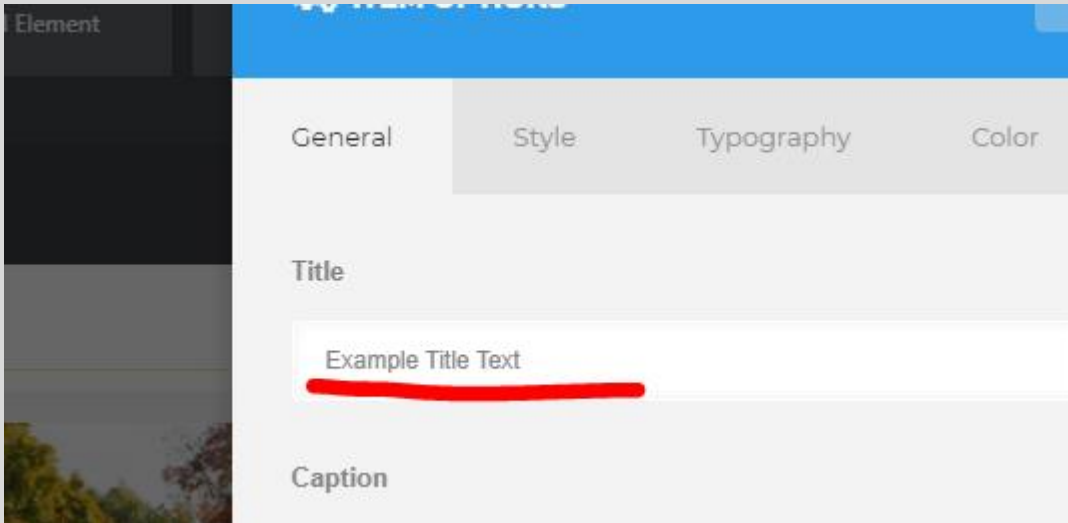


To edit the title:

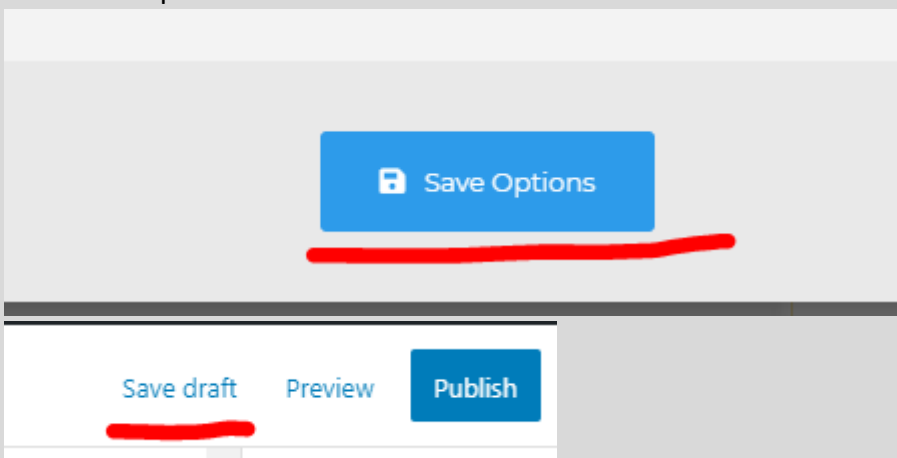
1. Click the pencil icon to edit the template (orange outline with the Title title)



2. Change the text below.

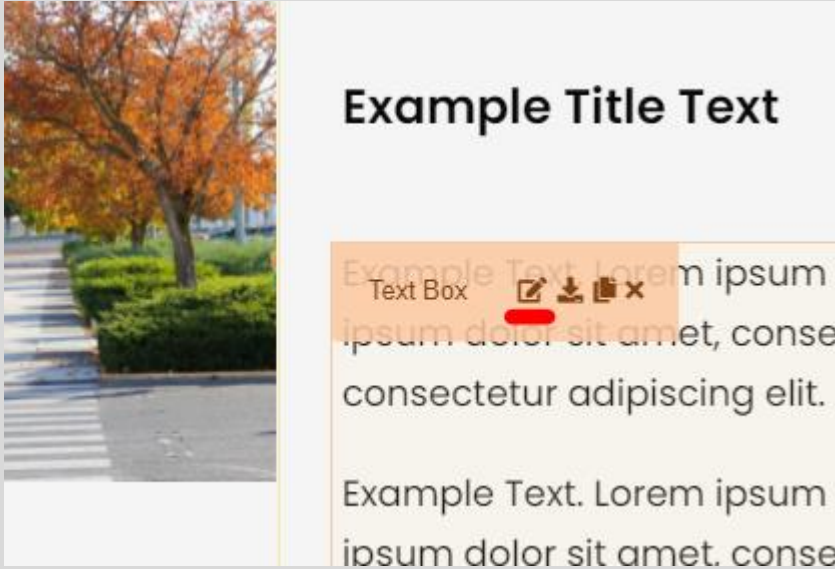


3. Click Save Options and then click Save Draft.

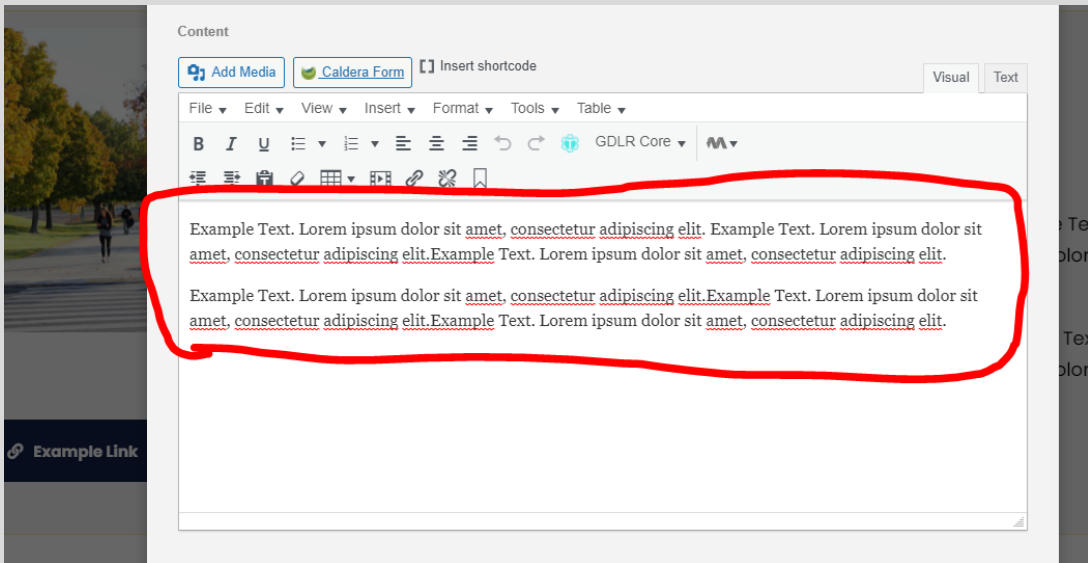


To edit the text:

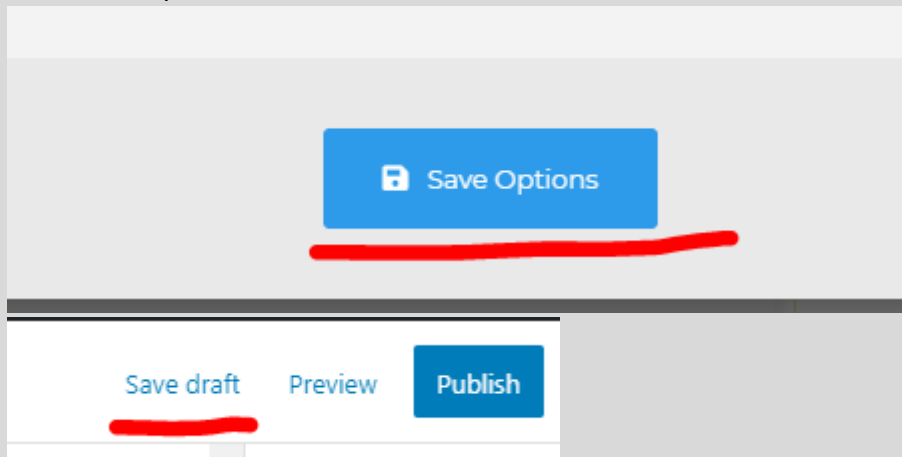
1. Click the pencil icon to edit the template (orange outline with the Text Box title)



2. Change the text below.

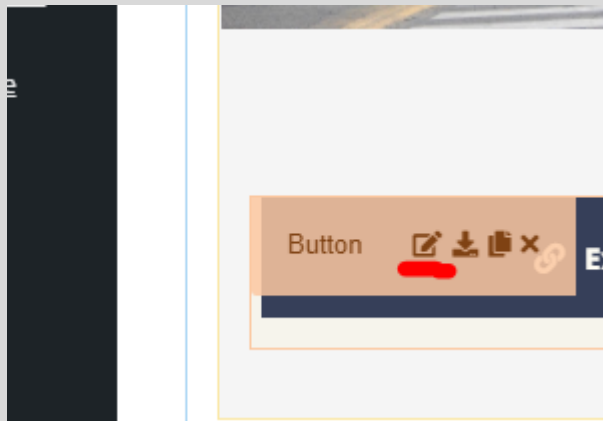


3. Click Save Options and then click Save Draft.



To edit the button:

1. Click the pencil icon to edit the template (orange outline with the Button title)



2. Change the Button Text, the Button Link, and the icon (you can search if you know what you're looking for). Note: there isn't an icon for everything.

The screenshot shows a configuration panel for a button. The fields are as follows:

- Button Text:** A text input field containing "Example Link", which is underlined in red.
- Button Link To:** A dropdown menu with "Custom Uri" selected.
- Button Link:** A text input field, which is underlined in red.
- Button Link Target:** A dropdown menu with "Current Screen" selected.
- Icon Position:** A dropdown menu with "Left" selected.
- Icon Selector:** A dropdown menu with "Font Awesome 5" selected.
- Search Icons:** A text input field, which is underlined in red.
- Icon Grid:** A large grid of various icons from the Font Awesome 5 library, which is enclosed in a red rectangular box.

3. Click Save Options and then click Save Draft.

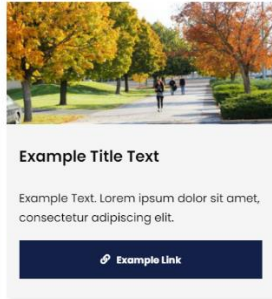
The screenshot shows the bottom of the configuration panel with three buttons:

- Save Options:** A blue button with a floppy disk icon and the text "Save Options", which is underlined in red.
- Save draft:** A blue button with the text "Save draft", which is underlined in red.
- Preview:** A blue button with the text "Preview".
- Publish:** A blue button with the text "Publish".

4. If you are finished making changes, you can click Publish and then Submit For Review.

Card Element

What and Why?



Description: The Card Element, similar to the [Card Block](#), is a multi-purpose template that can link to other pages, files, or websites or show a piece of information in a visually pleasing manner. A use cases is the [President's Cabinet](#) page.

Resizable: Yes.

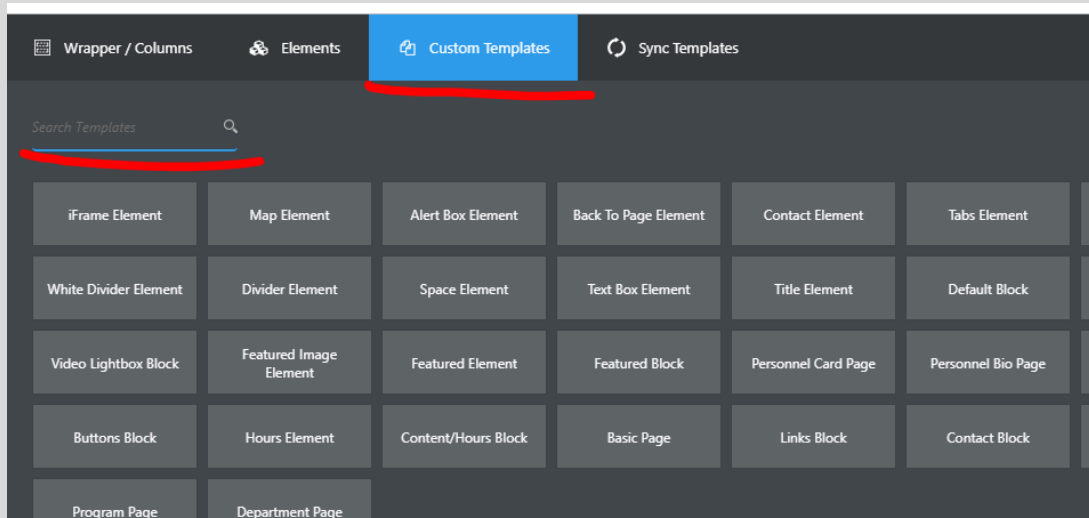
- 4 cards: 1/4.
- 3 cards: 1/3.
- 2 cards: 1/2.

Compatible Pages: [Department Page](#), [Program Page](#), [Basic Page](#)

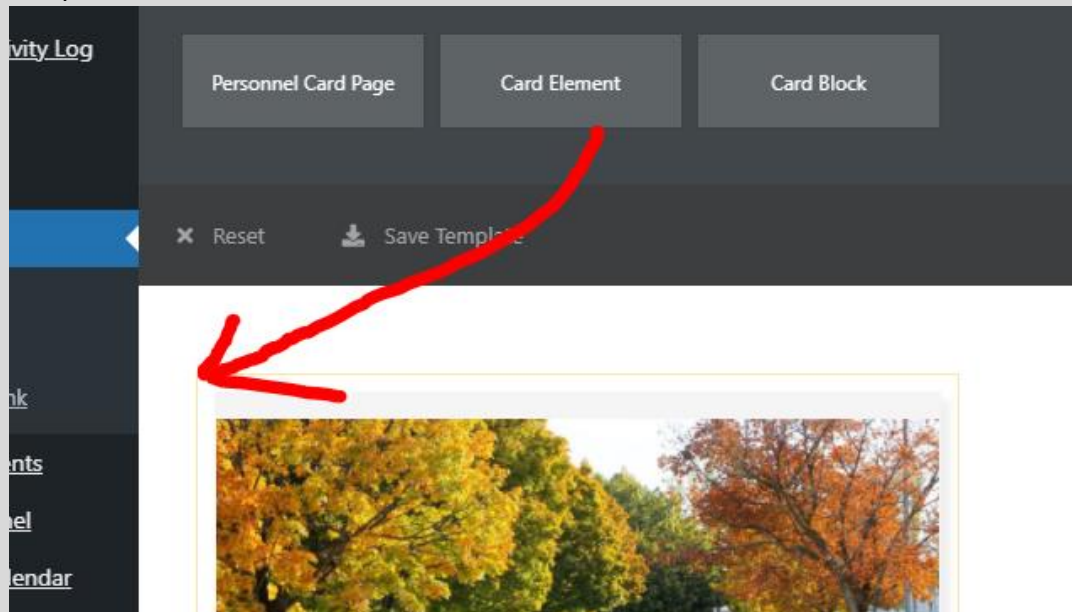
Additional Notes: this is not a full width template.

How?

3. Search within the Custom Templates "Card Element" (case insensitive and partial keywords allowed)

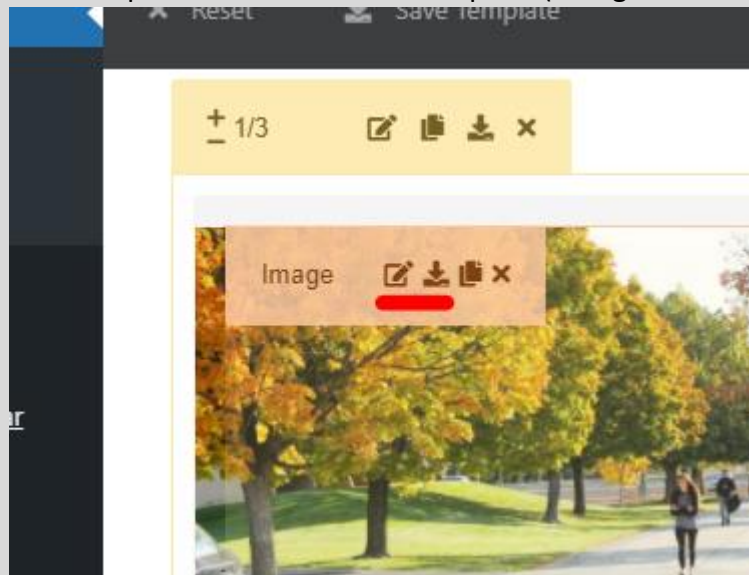


4. Drag the template from the Custom Templates list and then drop it into a compatible template.

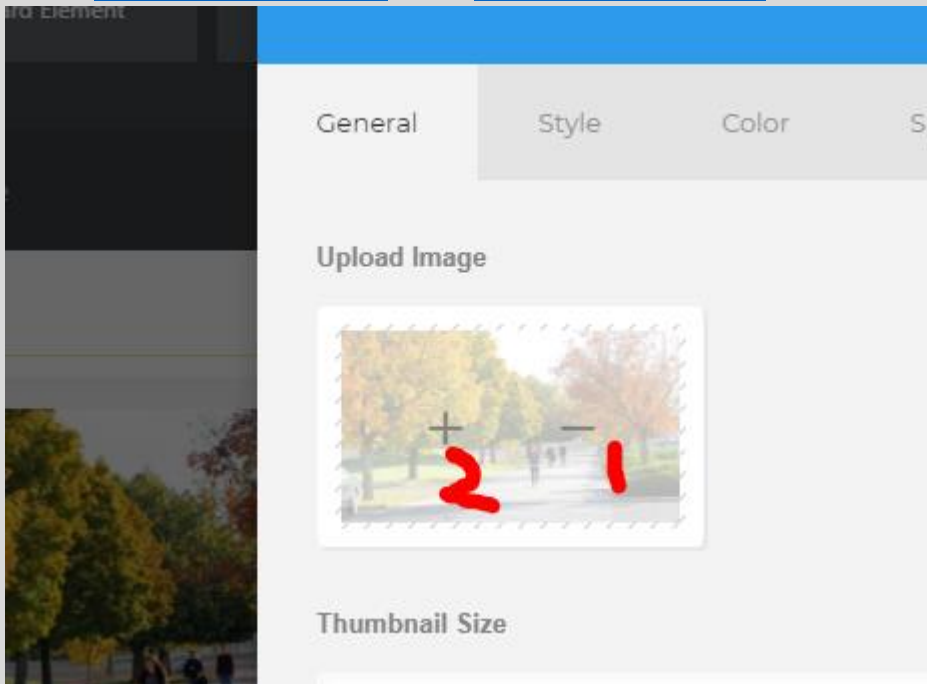


To edit the image:

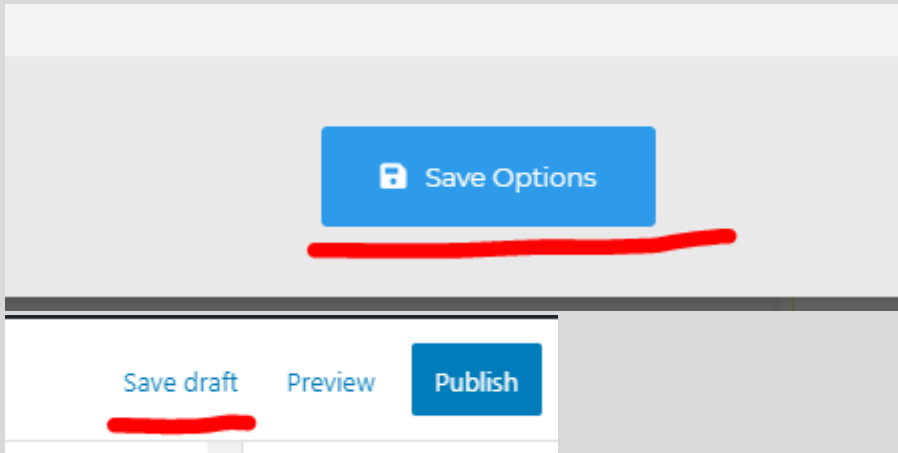
4. Click the pencil icon to edit the template (orange outline with the Image title)



5. Remove the current image and add a new one from the Media Library. Remember to follow [accessibility guidelines](#) when [uploading new images](#).

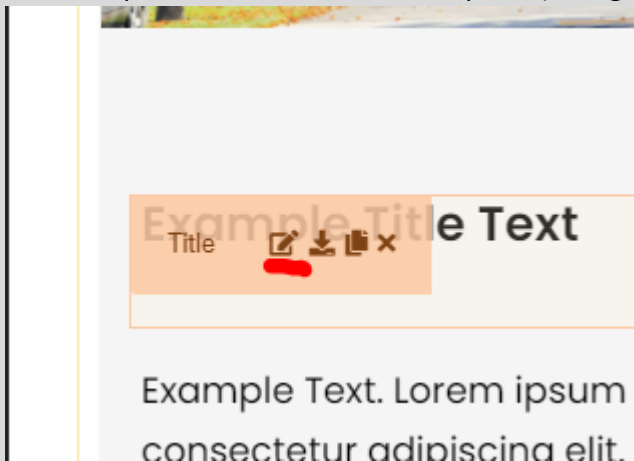


6. Click Save Options and then click Save Draft.

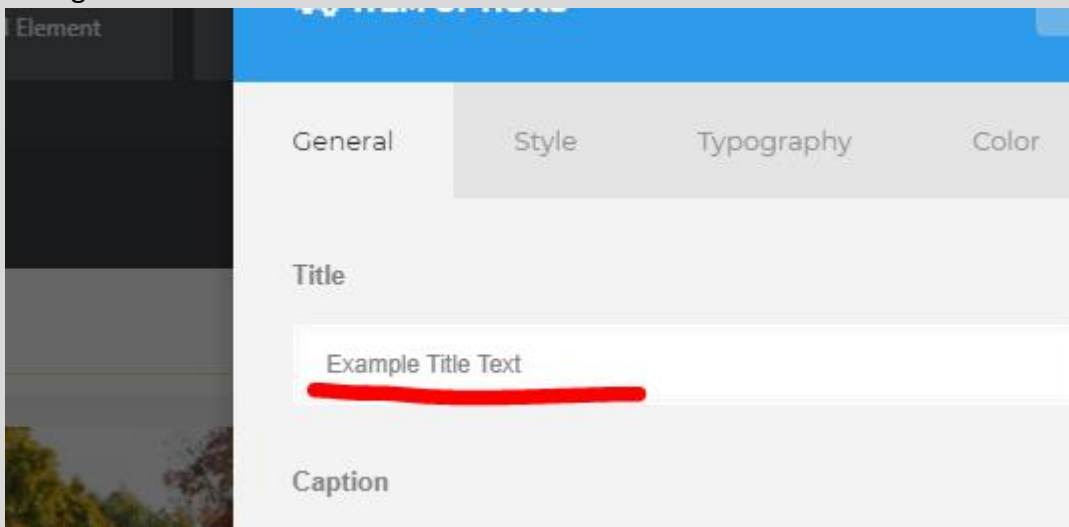


To edit the title:

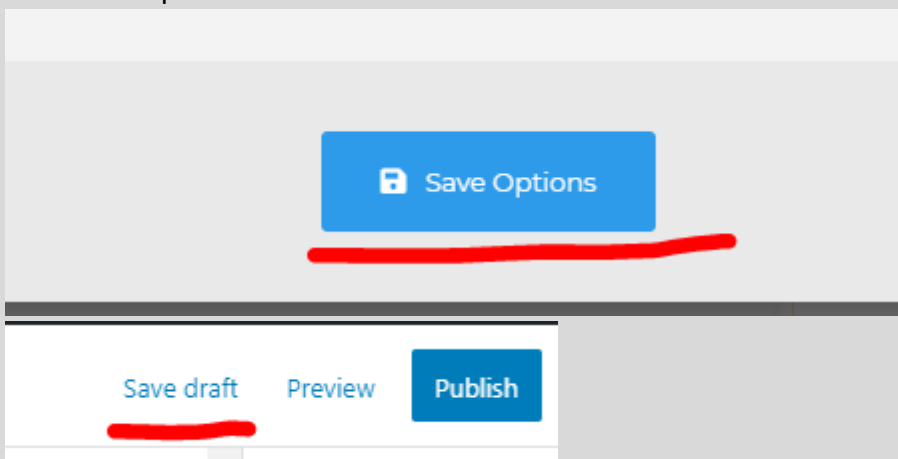
4. Click the pencil icon to edit the template (orange outline with the Title title)



5. Change the text below.

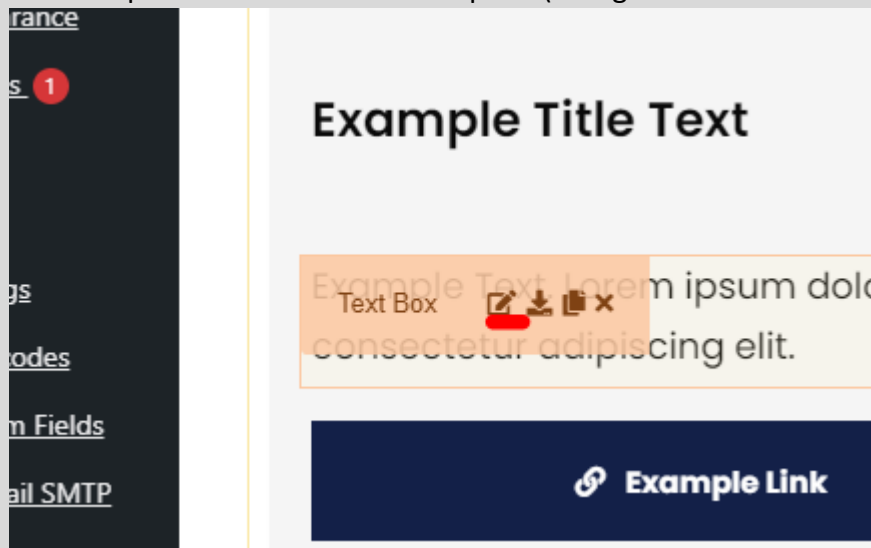


6. Click Save Options and then click Save Draft.

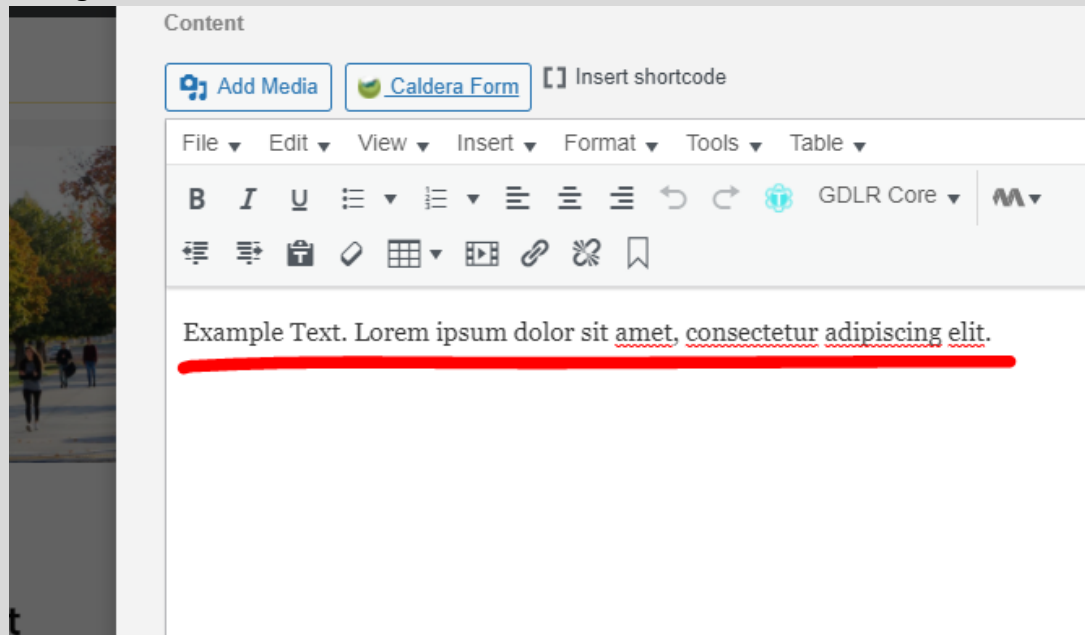


To edit the text:

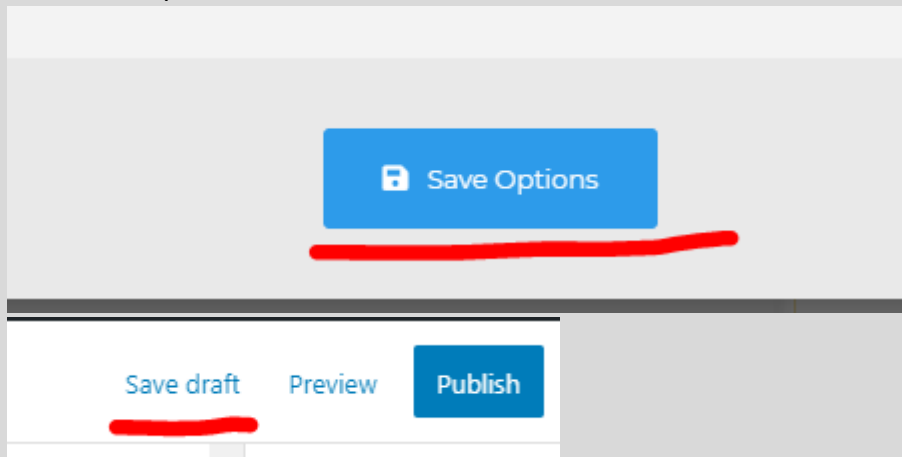
4. Click the pencil icon to edit the template (orange outline with the Text Box title)



5. Change the text below.

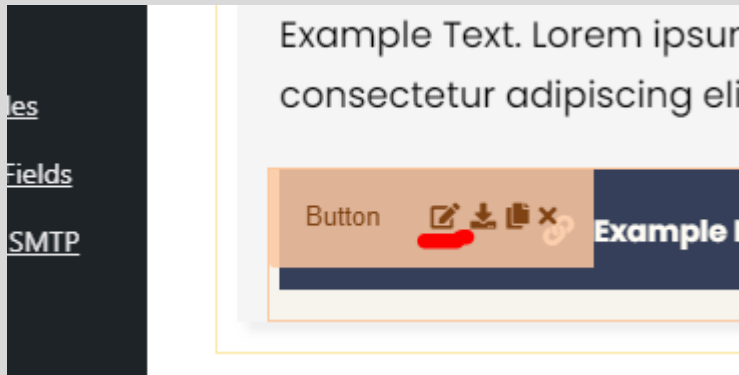


6. Click Save Options and then click Save Draft.



To edit the button:

5. Click the pencil icon to edit the template (orange outline with the Button title)



6. Change the Button Text, the Button Link, and the icon (you can search if you know what you're looking for). Note: there isn't an icon for everything.

The screenshot shows a configuration panel for a button. The fields are as follows:

- Button Text:** A text input field containing "Example Link", which is underlined in red.
- Button Link To:** A dropdown menu with "Custom Uri" selected.
- Button Link:** A text input field that is empty, underlined in red.
- Button Link Target:** A dropdown menu with "Current Screen" selected.
- Icon Position:** A dropdown menu with "Left" selected.
- Icon Selector:** A dropdown menu with "Font Awesome 5" selected.
- Search Icons:** A text input field containing "Search Icons", underlined in red.
- Icon Grid:** A large grid of various icons from the Font Awesome 5 library, outlined in red.

7. Click Save Options and then click Save Draft.

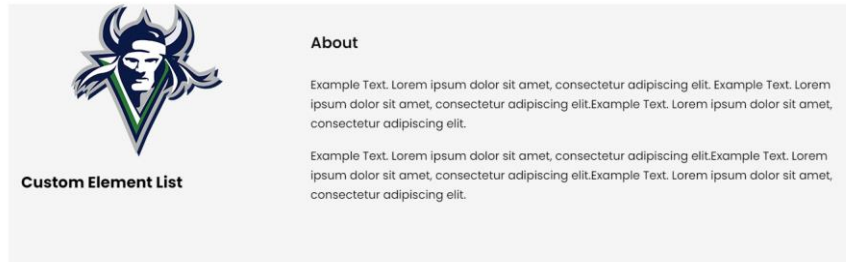
The screenshot shows the bottom of the configuration interface with the following elements:

- Save Options:** A blue button with a floppy disk icon and the text "Save Options", underlined in red.
- Save draft:** A blue button with the text "Save draft", underlined in red.
- Preview:** A blue button with the text "Preview".
- Publish:** A blue button with the text "Publish".

8. If you are finished making changes, you can click Publish and then Submit For Review.

Personnel Bio Page

What and Why?



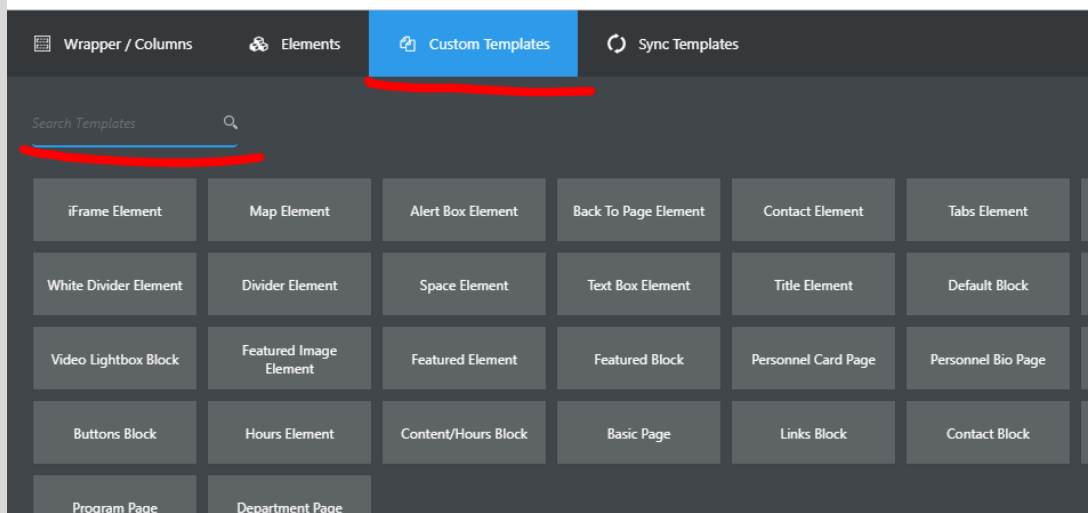
Description: The Personnel Bio Page is a page template for the linkable Personnel. Some pages have their [Contact/Staff Block](#) and [Contact/Staff/Links Block](#) clickable to go to Bio pages, but for personnel who don't have bios, the [Personnel Card Page](#) is to be used.

Resizable: No.

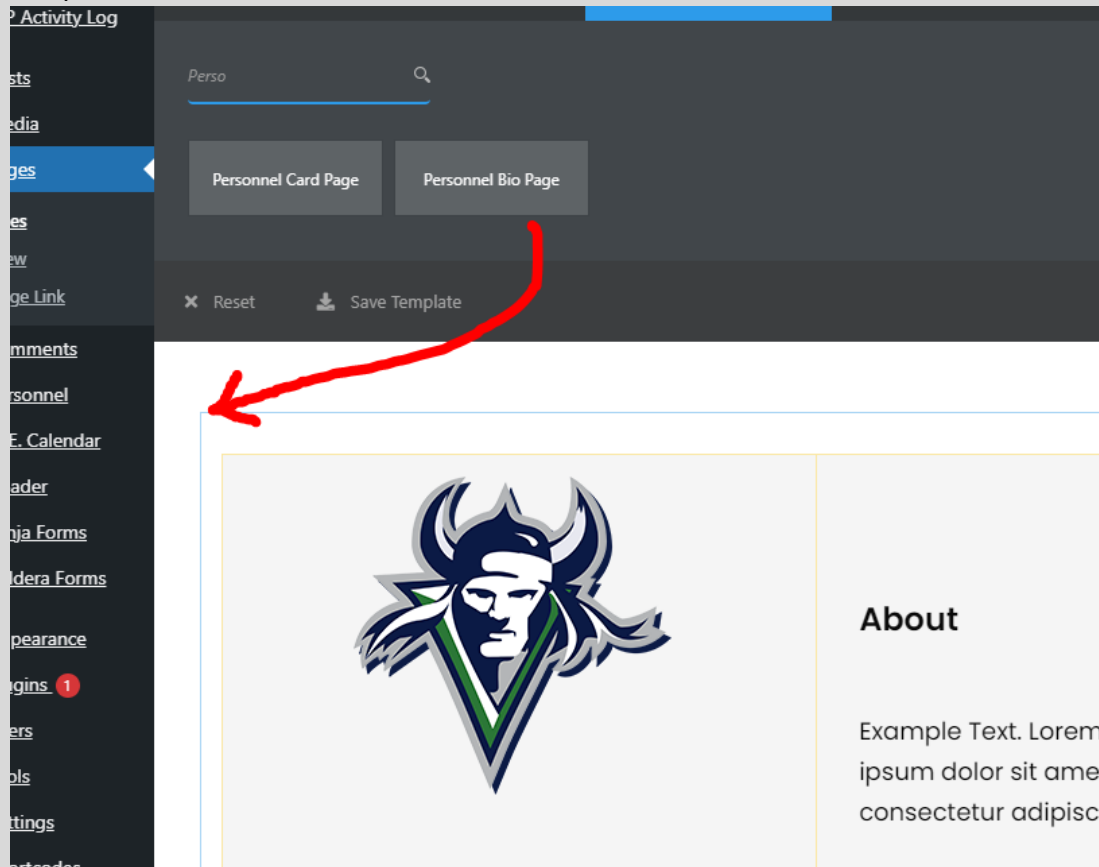
Additional Notes: this is not a full width template. Only to be used on Personnel pages, it does not work properly otherwise (note: these are not in the standard access).

How?

1. Search within the Custom Templates "Personnel Bio Page" (case insensitive and partial keywords allowed)

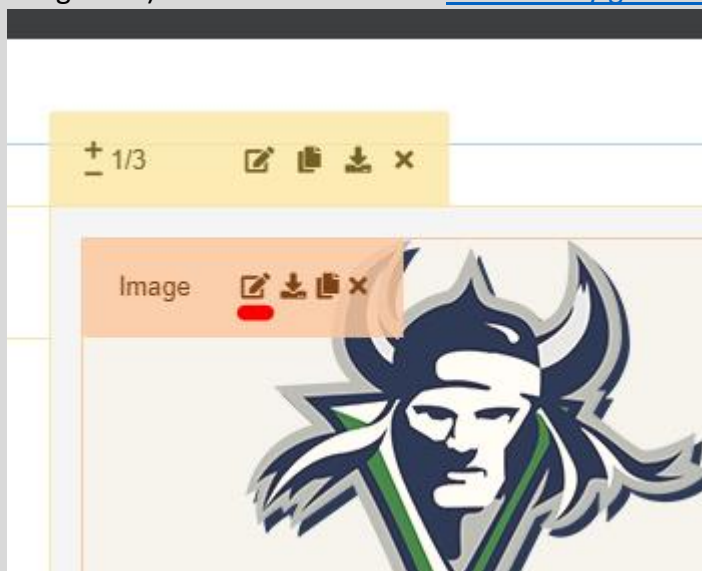


2. Drag the template from the Custom Templates list and then drop it into a compatible template.

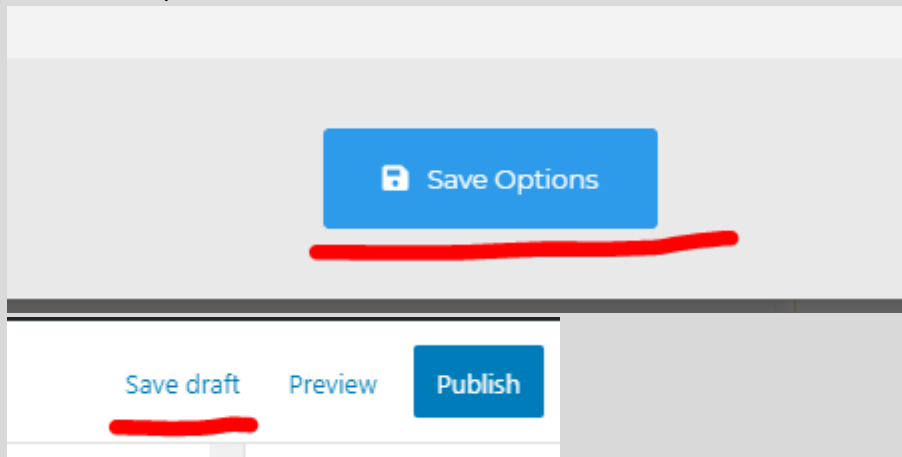


To edit the image:

1. To edit the image, click the pencil icon to edit the image (orange outline with the Image title). Remember to follow [accessibility guidelines](#) when [uploading new images](#).

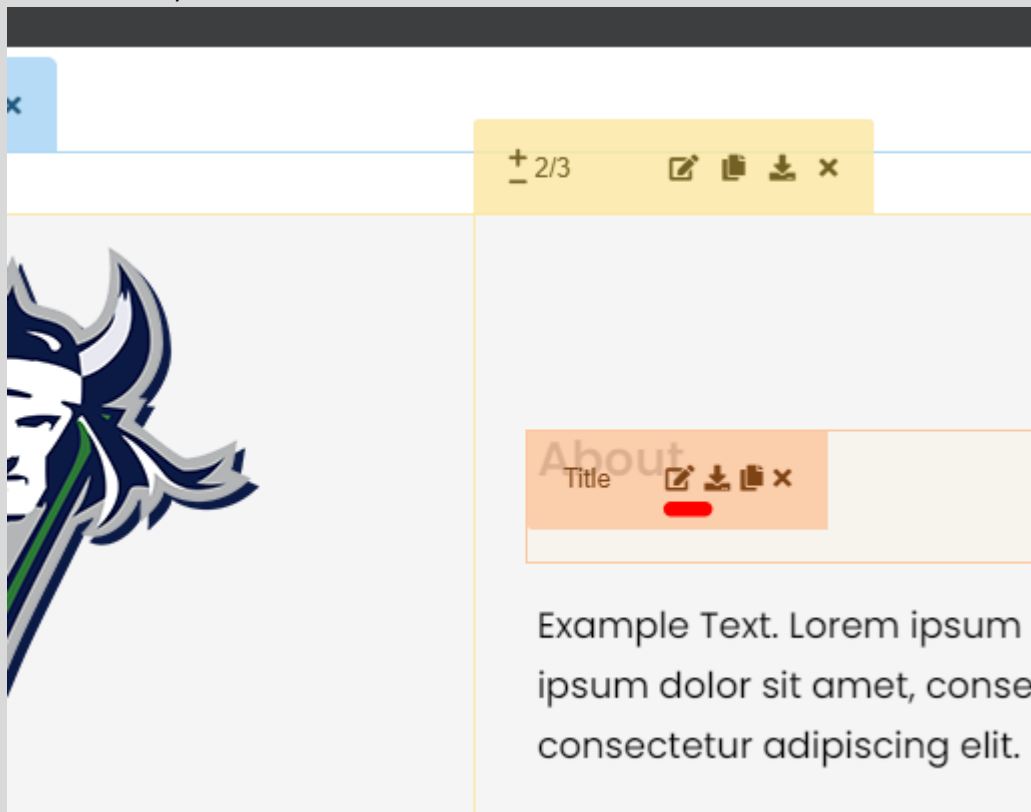


2. Click Save Options and then click Save Draft.



To edit the large text:

1. To edit the large text, click the pencil icon to edit the template (orange outline with the Title title)



2. Change the text below.

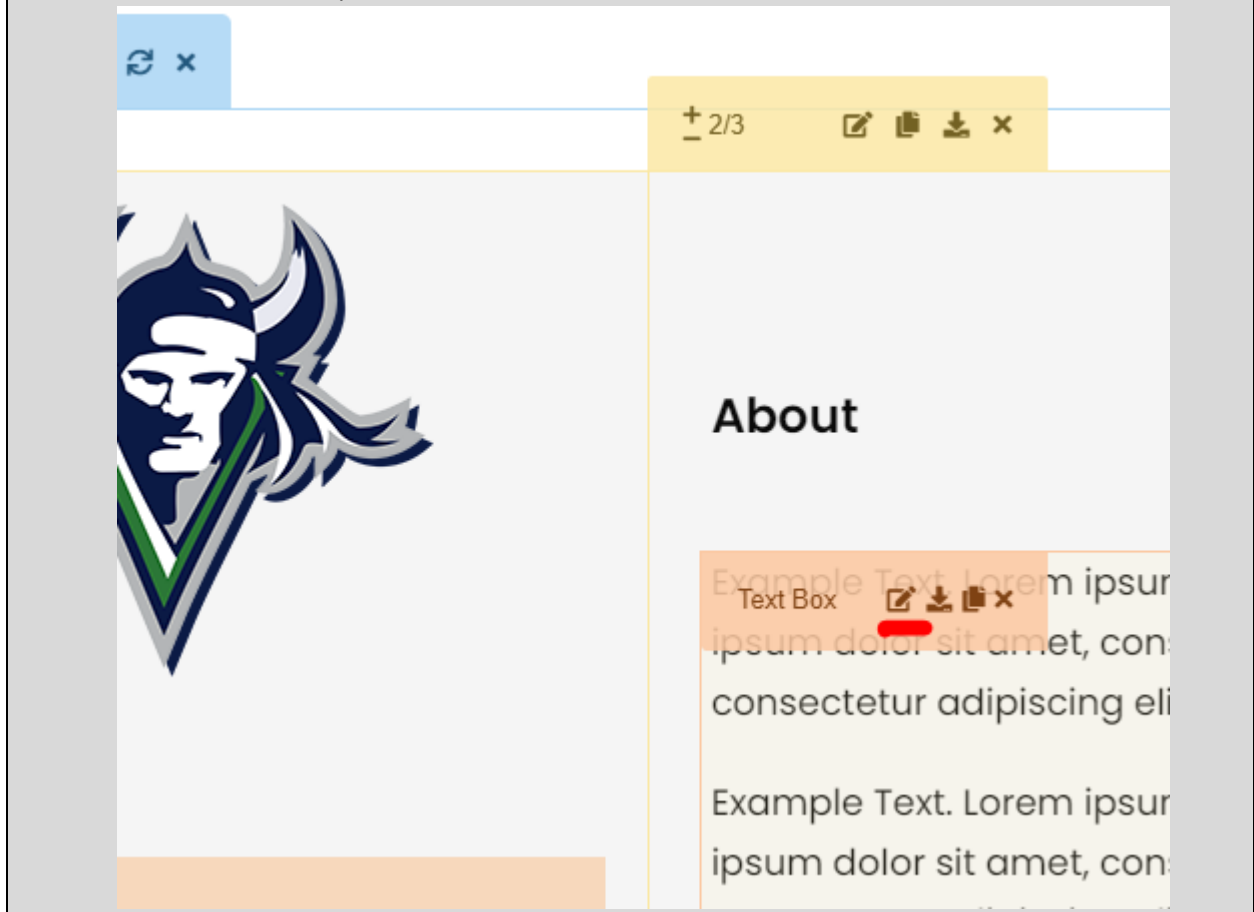
The screenshot shows a configuration panel titled "ITEM OPTIONS" with a blue header. Below the header are tabs for "General", "Style", "Typography", "Color", and "Spacing". The "General" tab is selected. Under the "Title" section, there is a text input field containing the word "About", which is underlined in red. Below that is a "Caption" section with an empty text input field. On the left side of the panel, there is a vertical image of a stylized face.

3. Click Save Options and then click Save Draft.

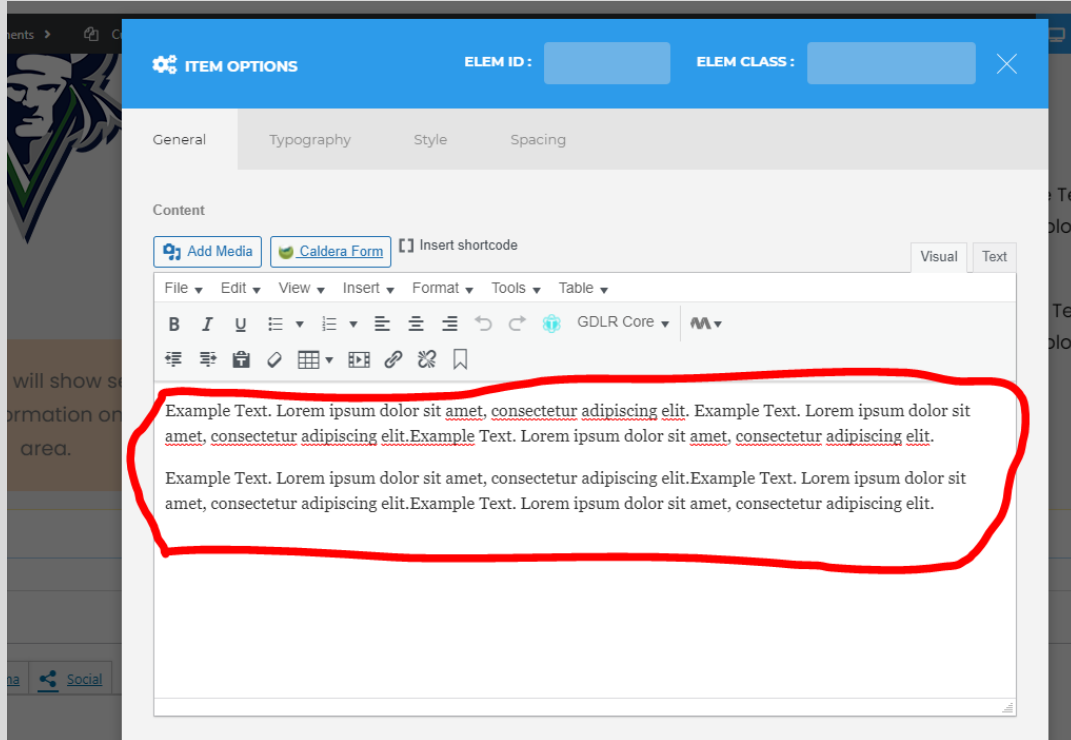
The screenshot shows the bottom of the configuration panel. There is a blue button with a save icon and the text "Save Options", which is underlined in red. Below this button is a white bar containing three buttons: "Save draft" (underlined in red), "Preview", and "Publish".

To edit the bio content:

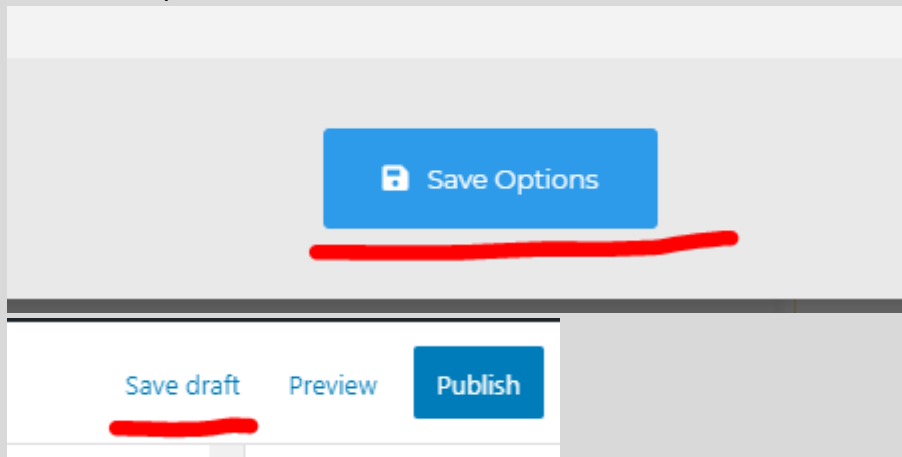
1. To edit the bio content, click the pencil icon to edit the template (orange outline with the Text Box title)



2. Change the bio text.



3. Click Save Options and then click Save Draft.



4. If you are finished making changes, you can click Publish and then Submit For Review.

Personnel Card Page

What and Why?



Custom Element List

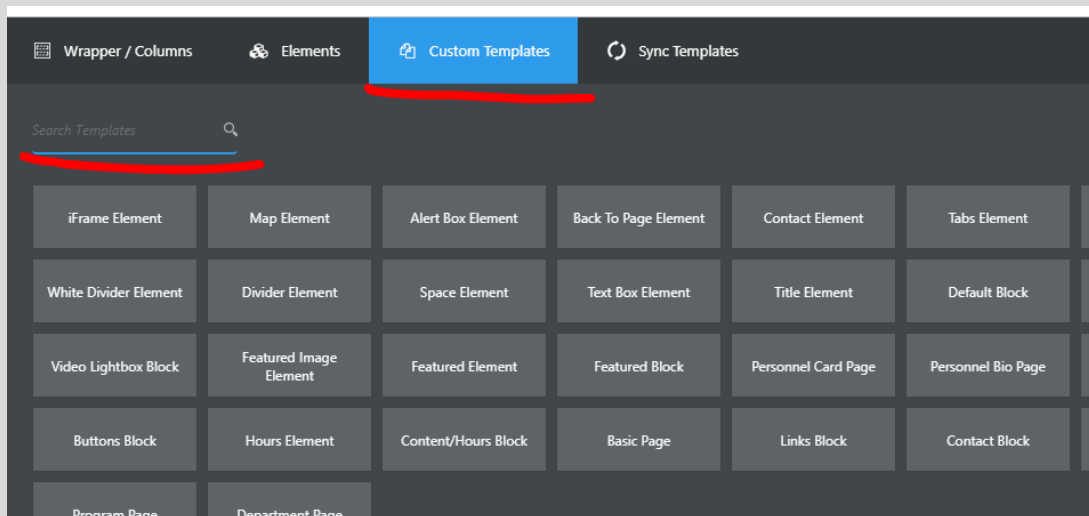
Description: The Personnel Card Page is a page template for the linkable Personnel. Some pages have their [Contact/Staff Block](#) and [Contact/Staff/Links Block](#) clickable to go to Bio pages, but for personnel who don't have bios, the Personnel Card Page is to be used.

Resizable: No.

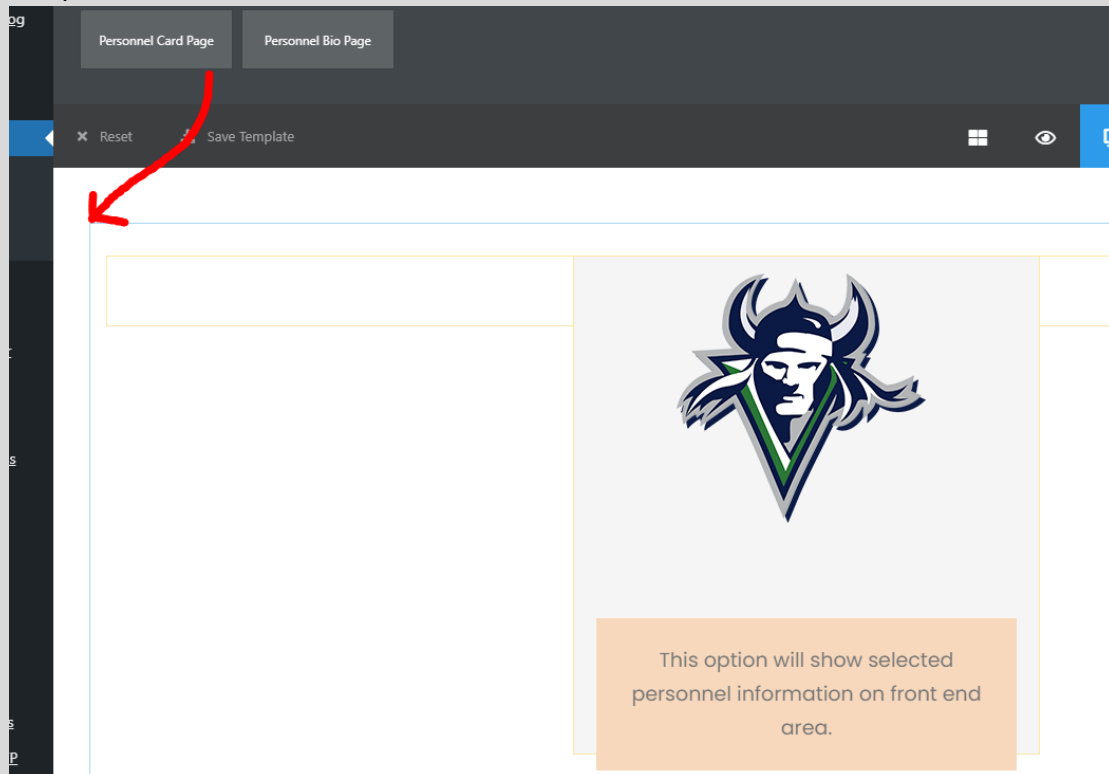
Additional Notes: this is not a full width template. Only to be used on Personnel pages, it does not work properly otherwise (note: these are not in the standard access).

How?

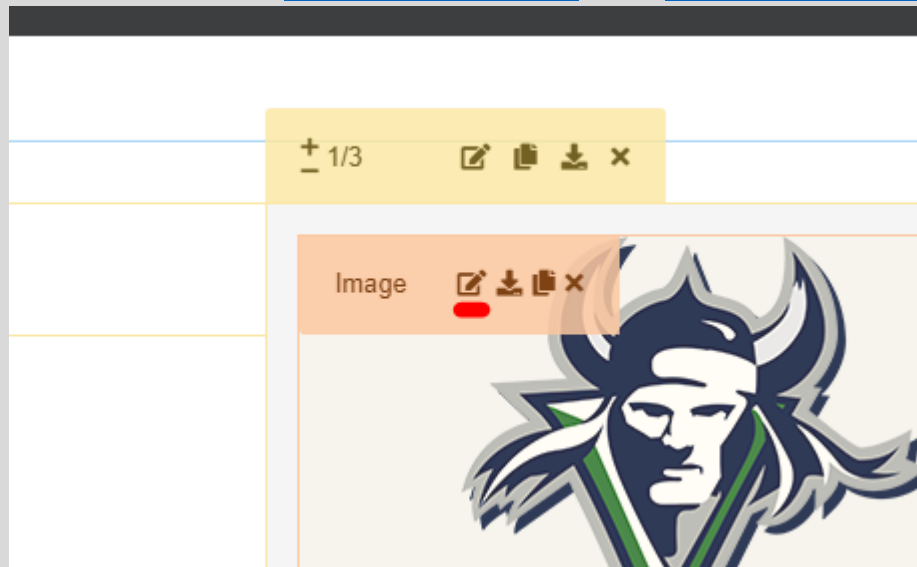
1. Search within the Custom Templates "Personnel Card Page" (case insensitive and partial keywords allowed)



2. Drag the template from the Custom Templates list and then drop it into a compatible template.



3. Click the pencil icon to edit the image (orange outline with the Image title). Remember to follow [accessibility guidelines](#) when [uploading new images](#).



4. The template pulls information from the Personnel page. If you'd like to change the values that show, you'll need to scroll down and change these values (only available on Personnel pages). Note: the personnel name is changed by changing the Personnel

page title.

The screenshot shows the WordPress editor interface. On the left is a dark sidebar with a menu. The main content area is titled 'Show WordPress Editor Content' and features a green toggle switch labeled 'ON'. Below the toggle are several form fields, each with a red underline: 'Position' (containing 'Title V Grants'), 'Email' (containing 'elijahb@bigbend.edu'), 'Phone' (containing '(509) 793-2198'), and 'Location' (containing 'Room 1851'). There is also an 'Excerpt' field which is currently empty. A small text 'Disable this to hide the content' is visible in the top right corner of the editor area.

5. Click Save Options and then click Save Draft.

This screenshot shows the bottom portion of the WordPress editor. A blue button with a lock icon and the text 'Save Options' is highlighted with a red underline. Below it, the status bar contains three buttons: 'Save draft' (highlighted with a red underline), 'Preview', and 'Publish'.

6. If you are finished making changes, you can click Publish.

Featured Block

What and Why?

Featured Block

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. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

[Learn More](#)

Description: The Featured Block was designed after the [Featured Element](#) to provide a method to show a piece of information in an appealing method. It has many of the same elements, but is built to better display more text (it also doesn't have the hover animation).

Resizable: Yes.

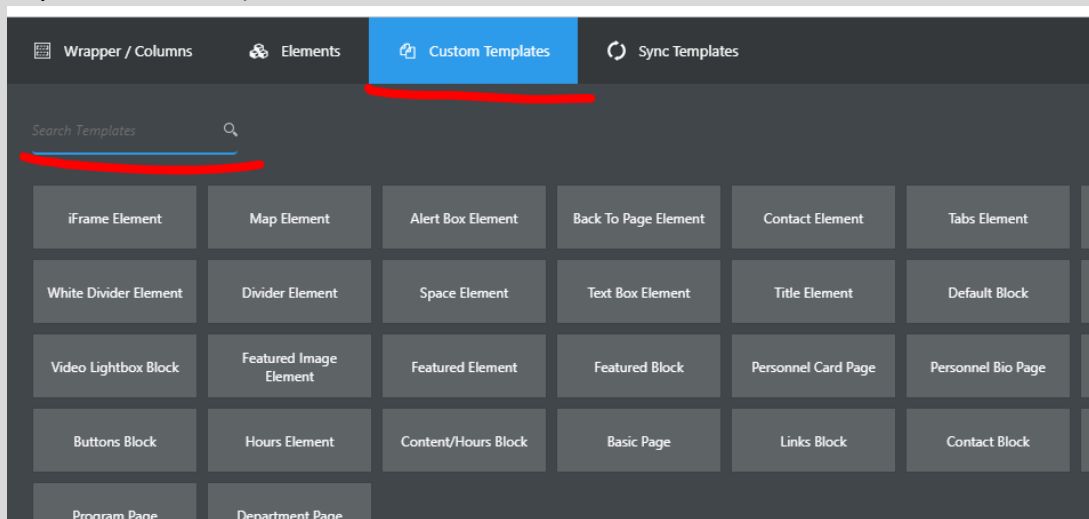
- 1 blocks: 1/1.
- 2 blocks: 1/2.

Compatible Pages: [Department Page](#), [Program Page](#)

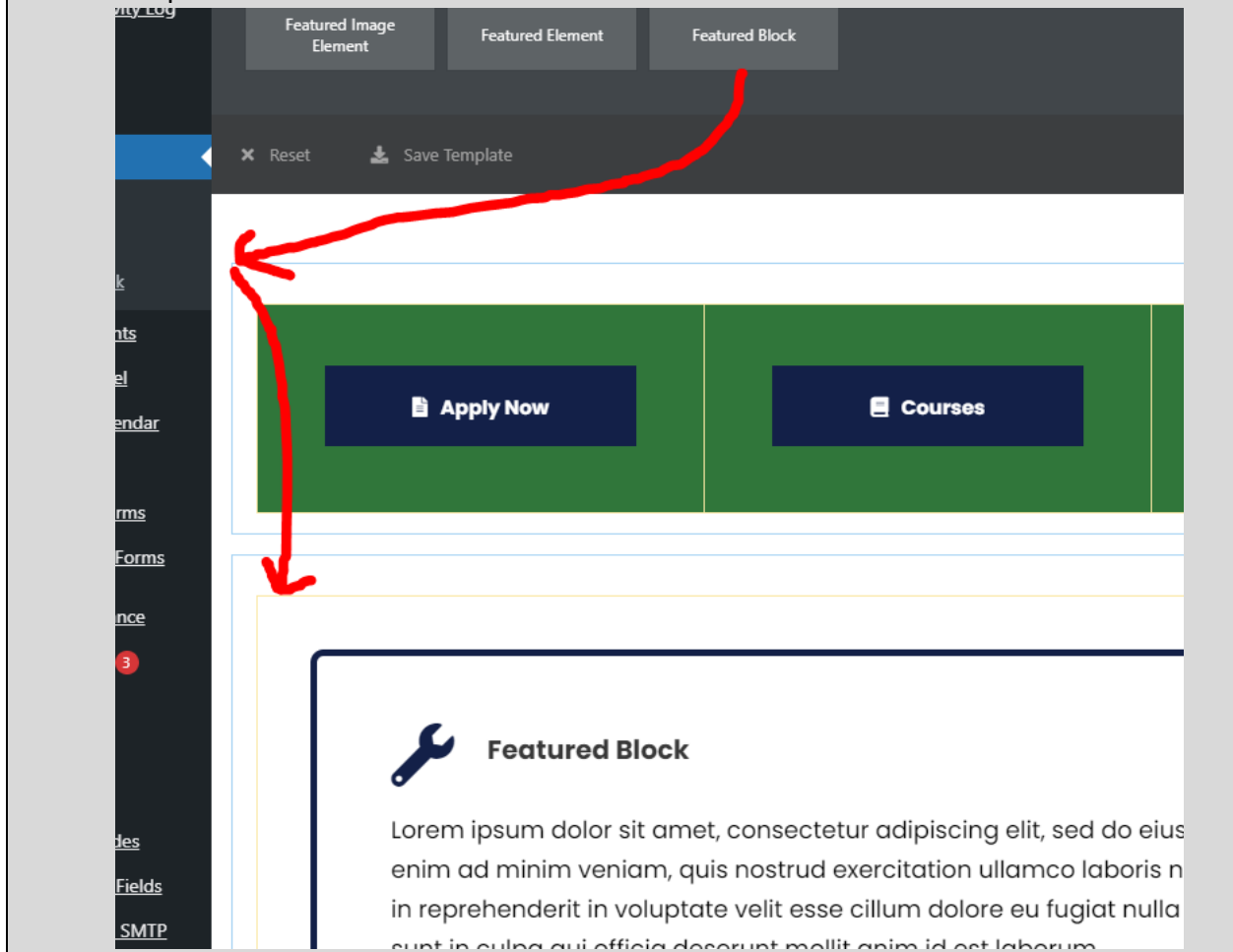
Additional Notes: this is not a full width template. This is not to show a temporary notification, use the [Alert Box Element](#) instead.

How?

1. Search within the Custom Templates “Featured Block” (case insensitive and partial keywords allowed)



2. Drag the template from the Custom Templates list and then drop it into a compatible template.



3. Click the pencil icon to edit the template (orange outline with the Column Service title)



4. To edit the title, change the value under Title. To edit the content, change the value under Content (do not put all of your page text into here). To change the link, change the value under Read More Link and change the text under Ream More Text (to

change what text shows).

Title

Featured Block

Caption

Caption Position

Bottom

Content

Add Media Caldera Form Insert shortcode

Visual Text

File Edit View Insert Format Tools Table

B I U List Bulleted List Numbered List Link Undo Redo GDLR Core

>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. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

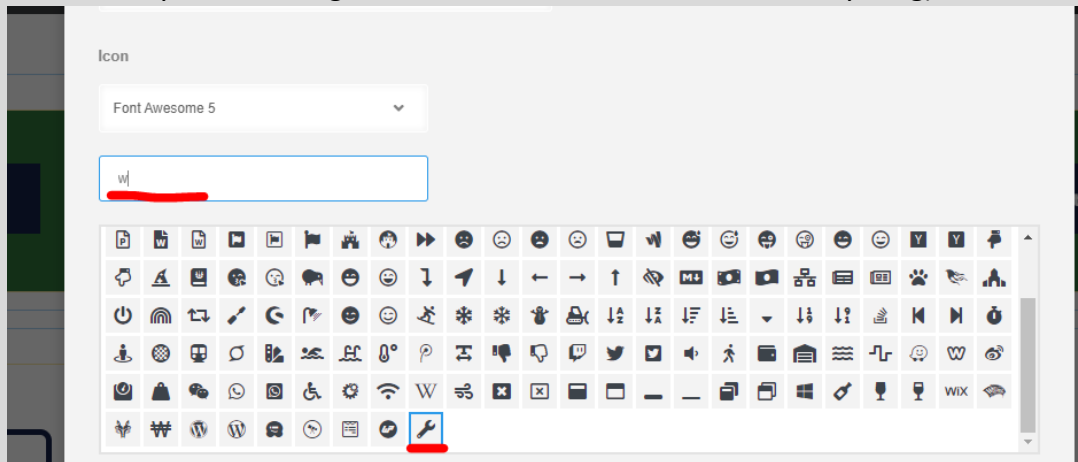
Read More Text

Learn More

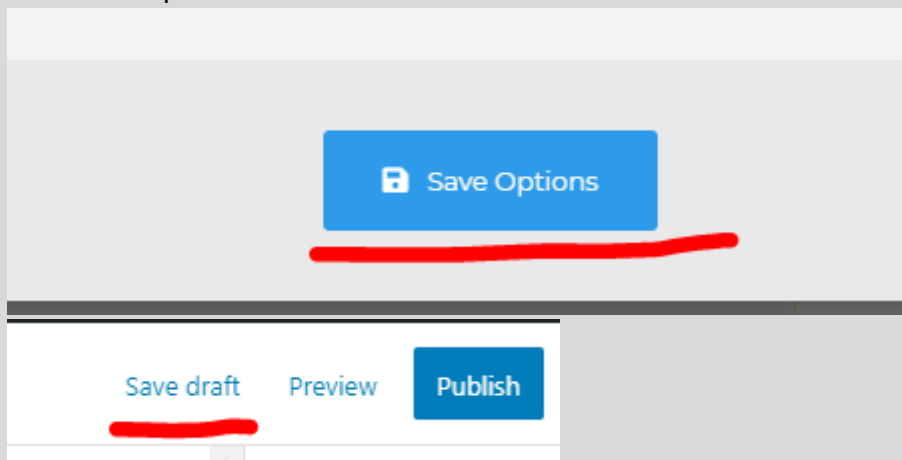
Read More Link

#

5. To change the icon, select one from the list shown (you can use the search if you know what you're looking for. Note: there is not an icon for everything).



6. Click Save Options and then click Save Draft.



7. If you are finished making changes, you can click Publish and then Submit For Review.

Featured Element

What and Why?



Description: The Featured Element provides a visually pleasing alternative to the [Button Element](#). Similarly, it links to another page, document, or external page, but the differences are that it looks different (larger icon, more space, a hover animation similar to the [Buttons Block](#) buttons) and that it also has a section for a description.

Resizable: Yes.

- 4 elements: 1/4.
- 3 elements: 1/3.

- 2 elements: 1/2.
- Fills width if taken out of column (can be done in some cases).

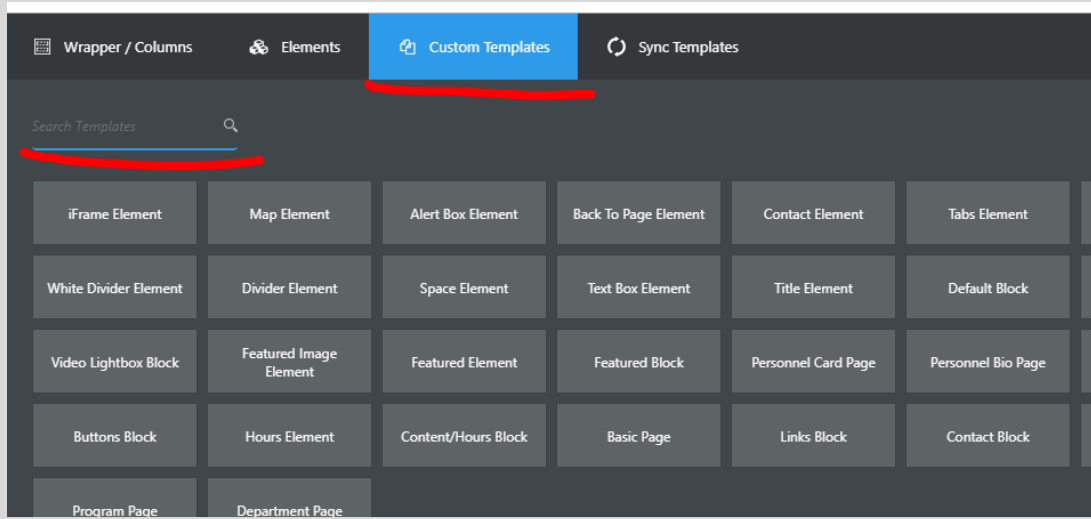
Compatible Pages(or Blocks if taken out of column):

- Pages: [Department Page](#), [Program Page](#), [Basic Page](#)
- Blocks (if taken out of column): [Content/Hours Block](#), [Default Block](#)

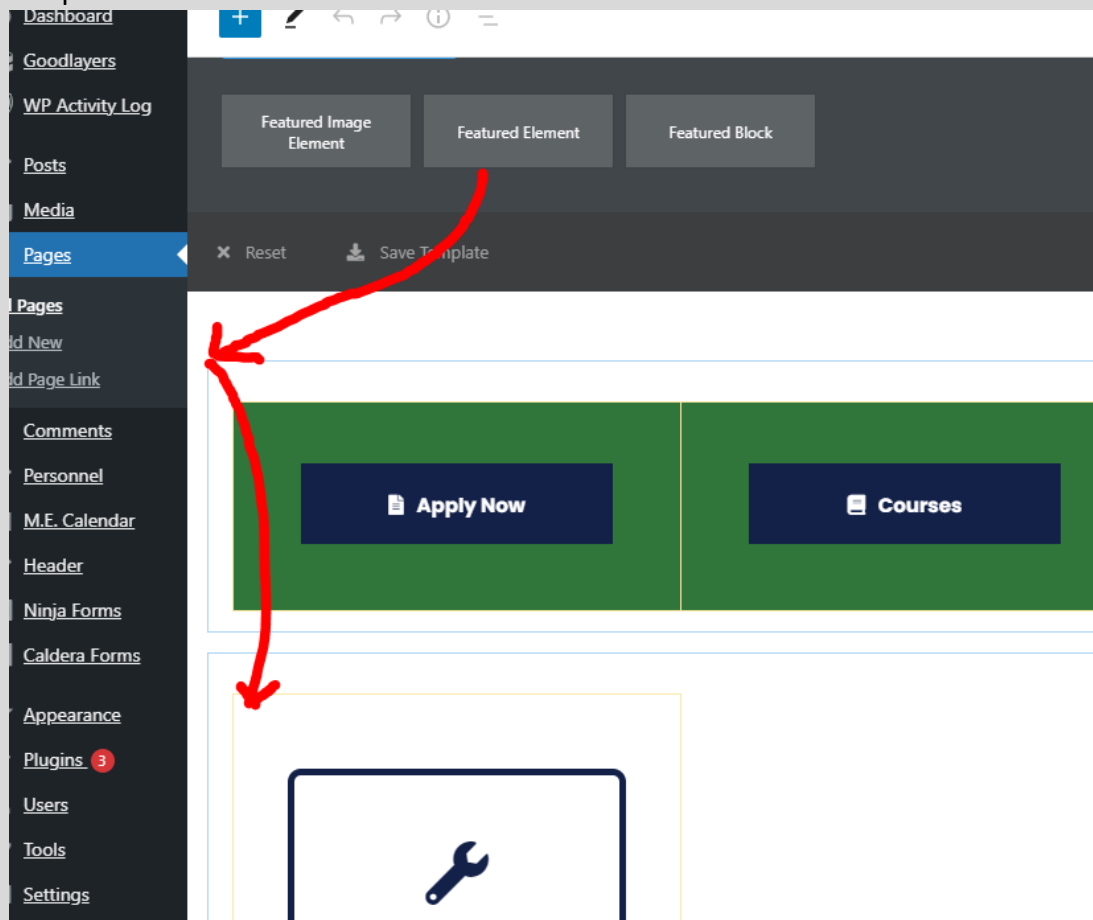
Additional Notes: this is not a full width template.

How?

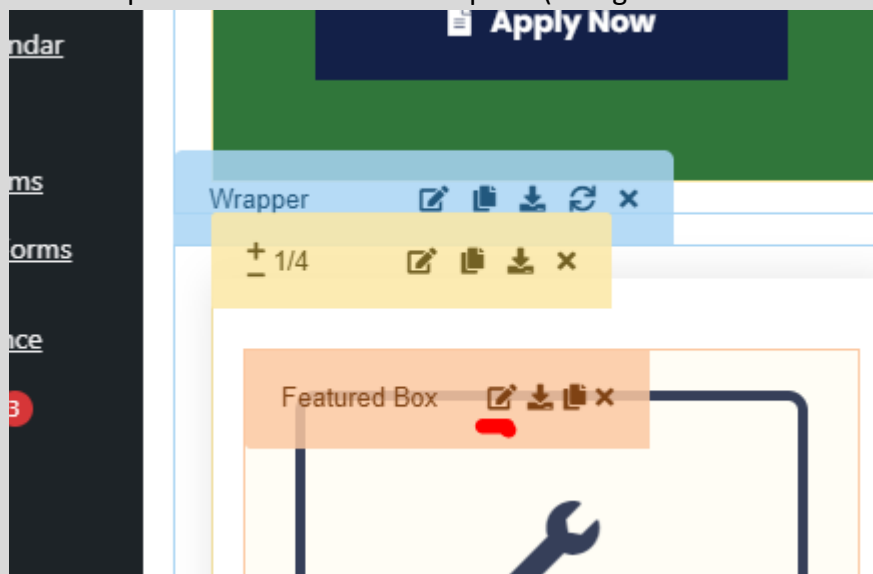
1. Search within the Custom Templates “Featured Element” (case insensitive and partial keywords allowed)



2. Drag the template from the Custom Templates list and then drop it into a compatible template.



3. Click the pencil icon to edit the template (orange outline with the Featured Box title)



4. To edit the title, change the value under Title. To edit the content, change the value under Content (avoid putting more than just a sentence or two in here). To change

the link, change the value under Item Link URL.

Title


Resource

Caption






Content




 Add Media

 Caldera Form

 Insert shortcode

File ▾ Edit ▾ View ▾ Insert ▾ Format ▾ Tools ▾ Table ▾

B *I* U  ▾  ▾        GDLR Core ▾ 

Short description of resource

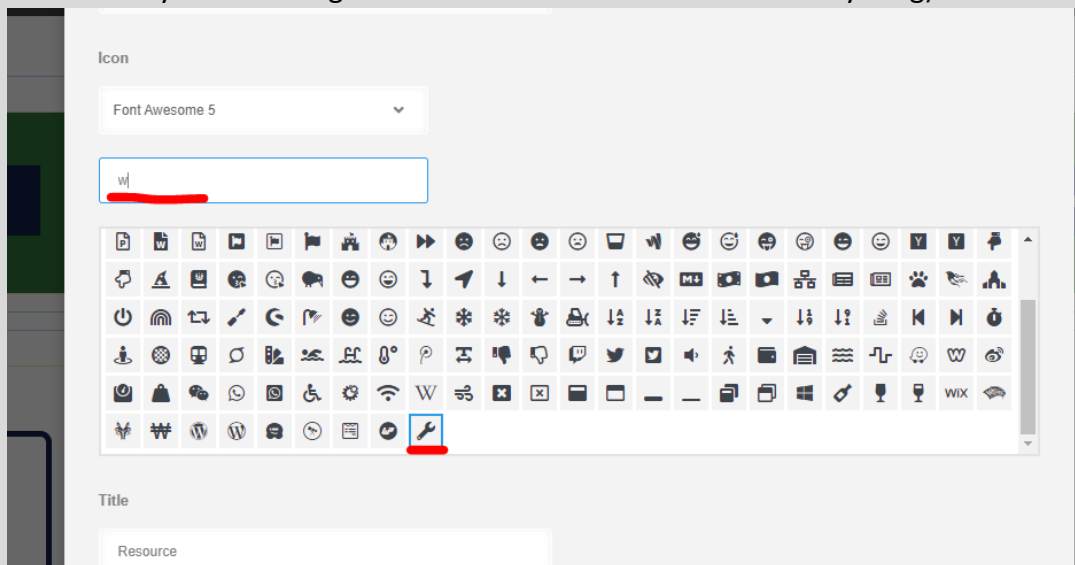
Button Link To

Custom Url ▾

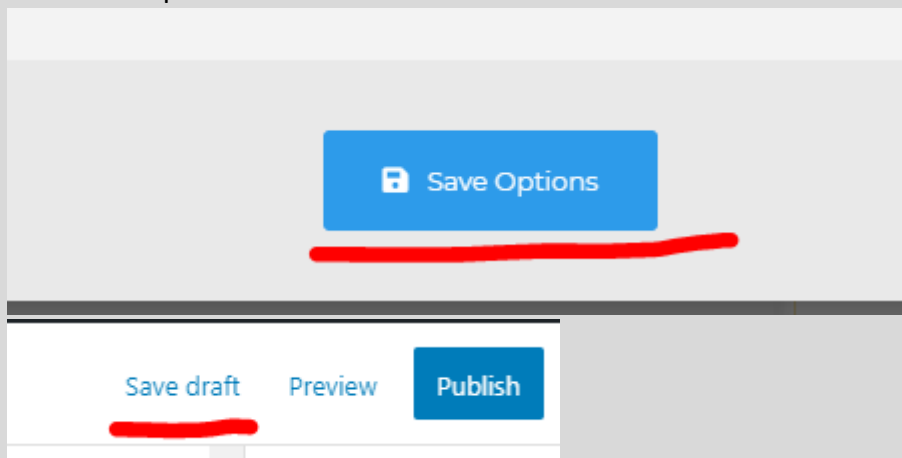
Item Link URL

#

5. To change the icon, select one from the list shown (you can use the search if you know what you're looking for. Note: there is not an icon for everything).



6. Click Save Options and then click Save Draft.



7. If you are finished making changes, you can click Publish and then Submit For Review.

Featured Image Element

What and Why?



Description: The Featured Image Element works similarly to the [Featured Element](#) in that it's a visually appealing way to link to a different page, document, or site. The difference is primarily visual with the Featured Image Element using a background image and doesn't use an icon nor does it have the hover effect. This is primarily used in high level navigation pages such as [I Am](#), [Academics](#), etc.

Resizable: Yes.

- 4 elements: 1/4.
- 3 elements: 1/3.
- 2 elements: 1/2.
- Fills width if taken out of column (not recommended).

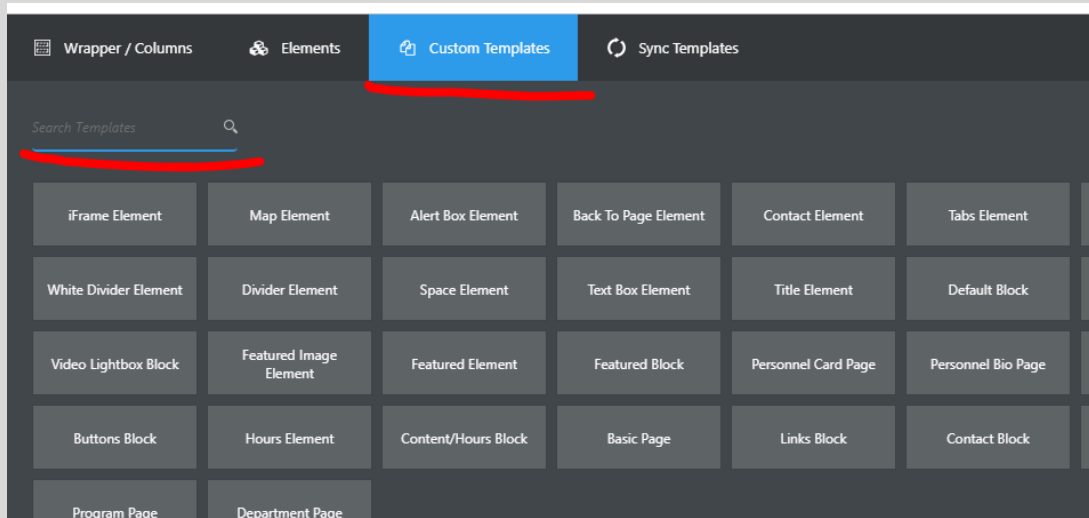
Compatible Pages(or Blocks if taken out of column):

- Pages: [Department Page](#), [Program Page](#), [Basic Page](#)
- Blocks (if taken out of column): [Content/Hours Block](#), [Default Block](#)

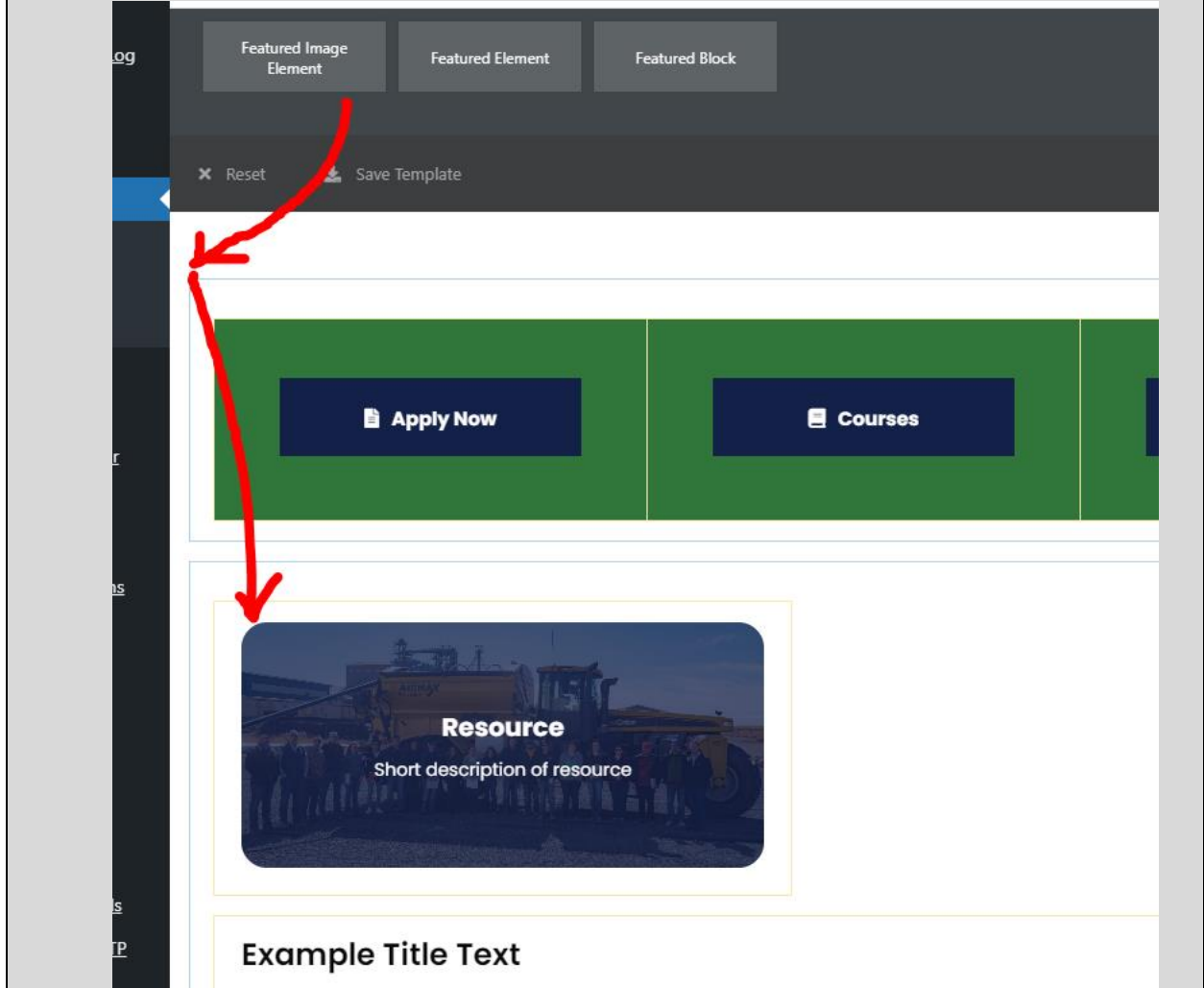
Additional Notes: The Featured Image Element aren't used commonly and were only made to be a variant of the [Featured Element](#). In nearly all cases, it's recommended that you use the [Featured Element](#) instead.

How?

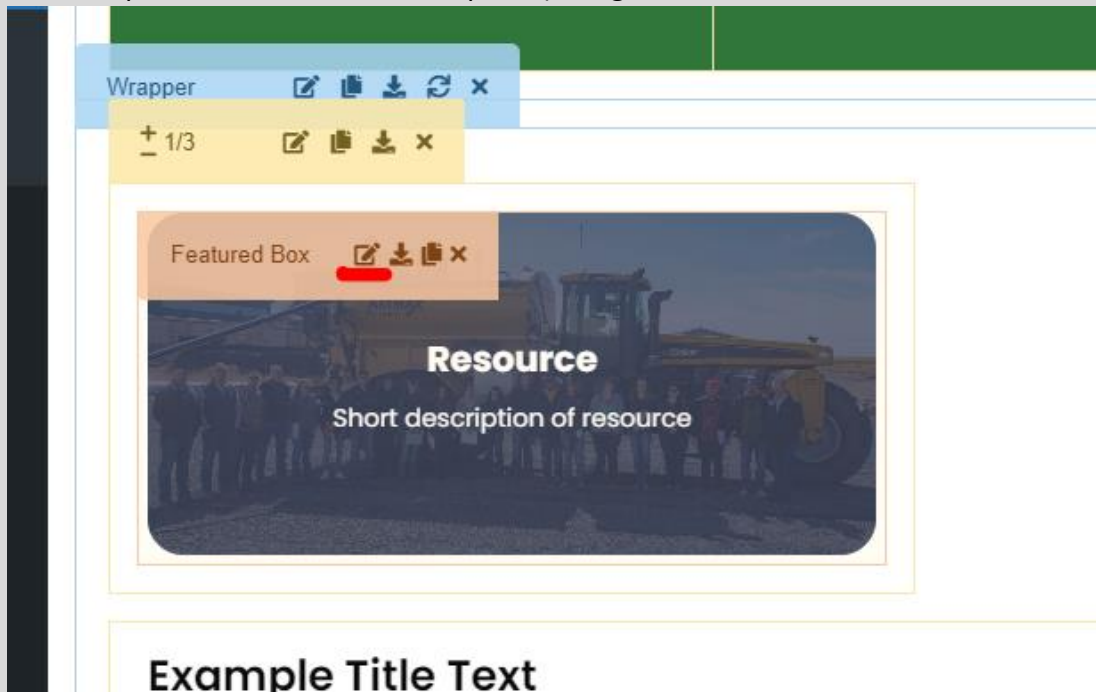
1. Search within the Custom Templates "Featured Image Element" (case insensitive and partial keywords allowed)



2. Drag the template from the Custom Templates list and then drop it into a compatible template.



3. Click the pencil icon to edit the template (orange outline with the Featured Box title)



4. To edit the title, change the value under Title. To edit the content, change the value under Content (avoid putting more than just a sentence or two in here). To change

the link, change the value under Item Link URL.

Title


Resource

Caption




Content





 Add Media

 Caldera Form

 Insert shortcode

File ▾ Edit ▾ View ▾ Insert ▾ Format ▾ Tools ▾ Table ▾

B *I* U  ▾  ▾        GDLR Core ▾ 

Short description of resource

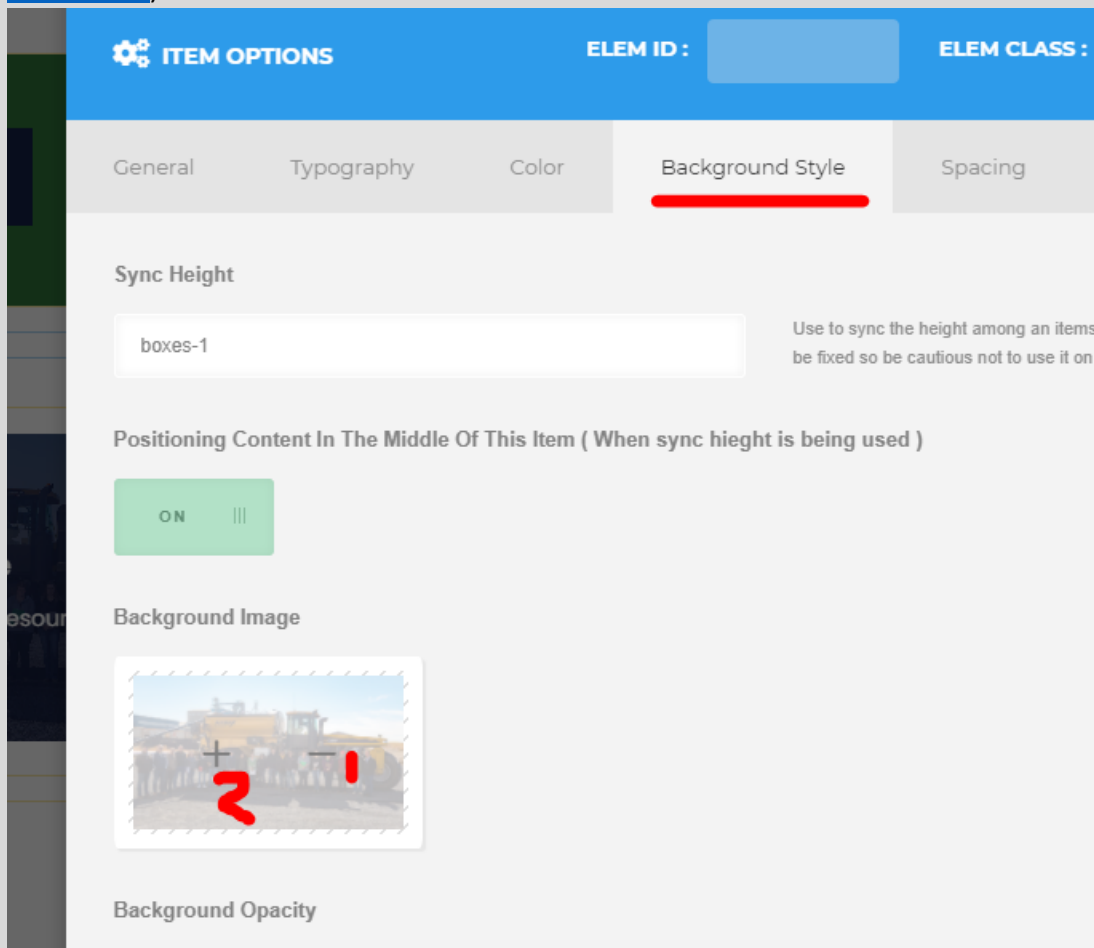
Button Link To

Custom Url ▾

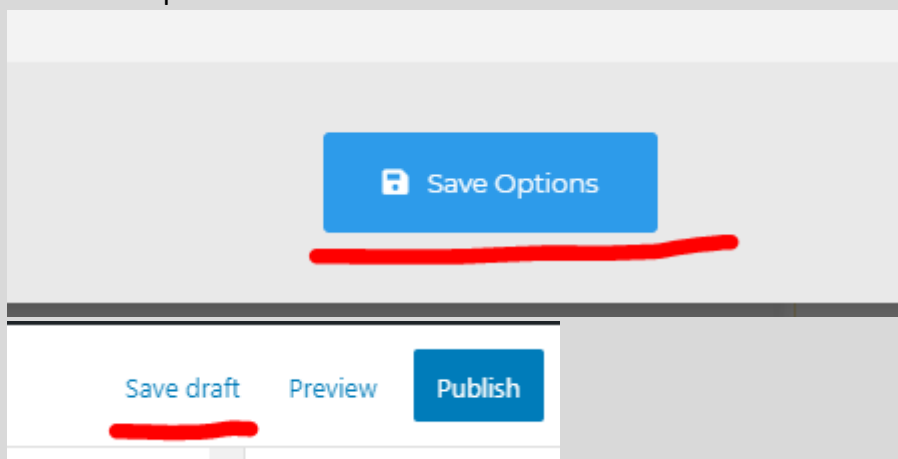
Item Link URL

#

5. To change the background image, go to Background Style, and select a new image under Background Image (be sure to follow [accessibility guidelines](#) when uploading a new image).



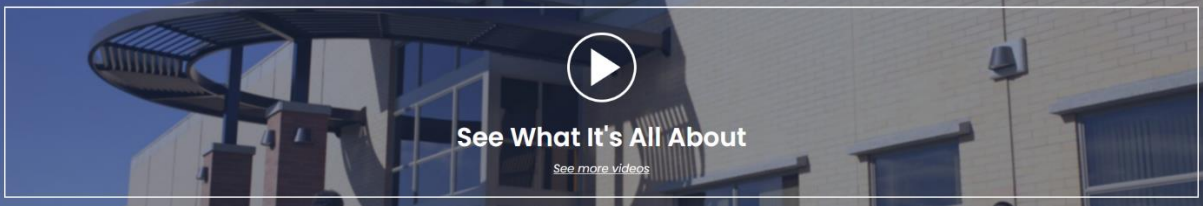
6. Click Save Options and then click Save Draft.



7. If you are finished making changes, you can click Publish and then Submit For Review.

Video Lightbox Block

What and Why?



Description: The Video Lightbox let's you display a video in a lightbox form. This is more attractive than the regular [Video Element](#) template, but takes more room.

Resizable: No.

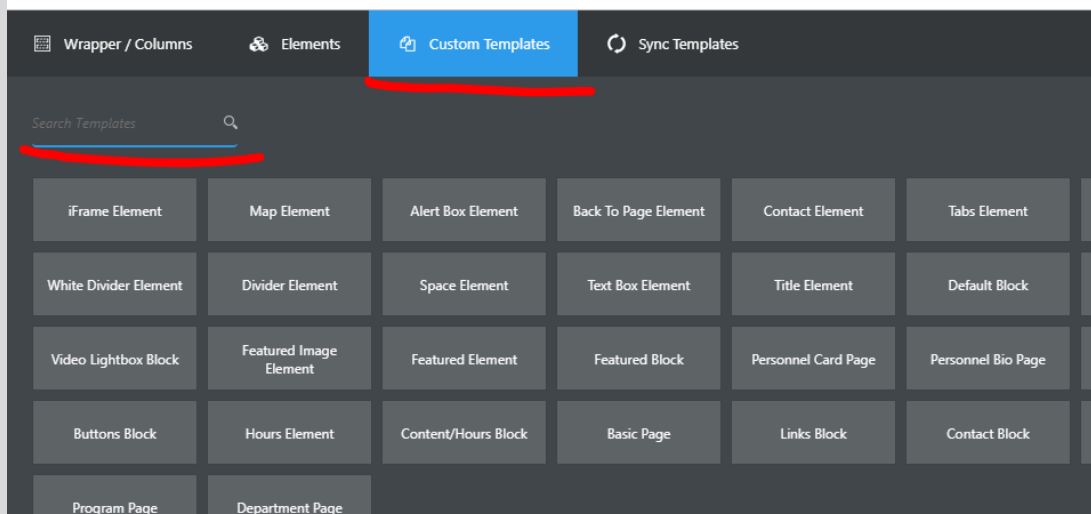
Compatible Pages: [Department Page](#), [Program Page](#)

Additional Notes: This is a full screen width template.

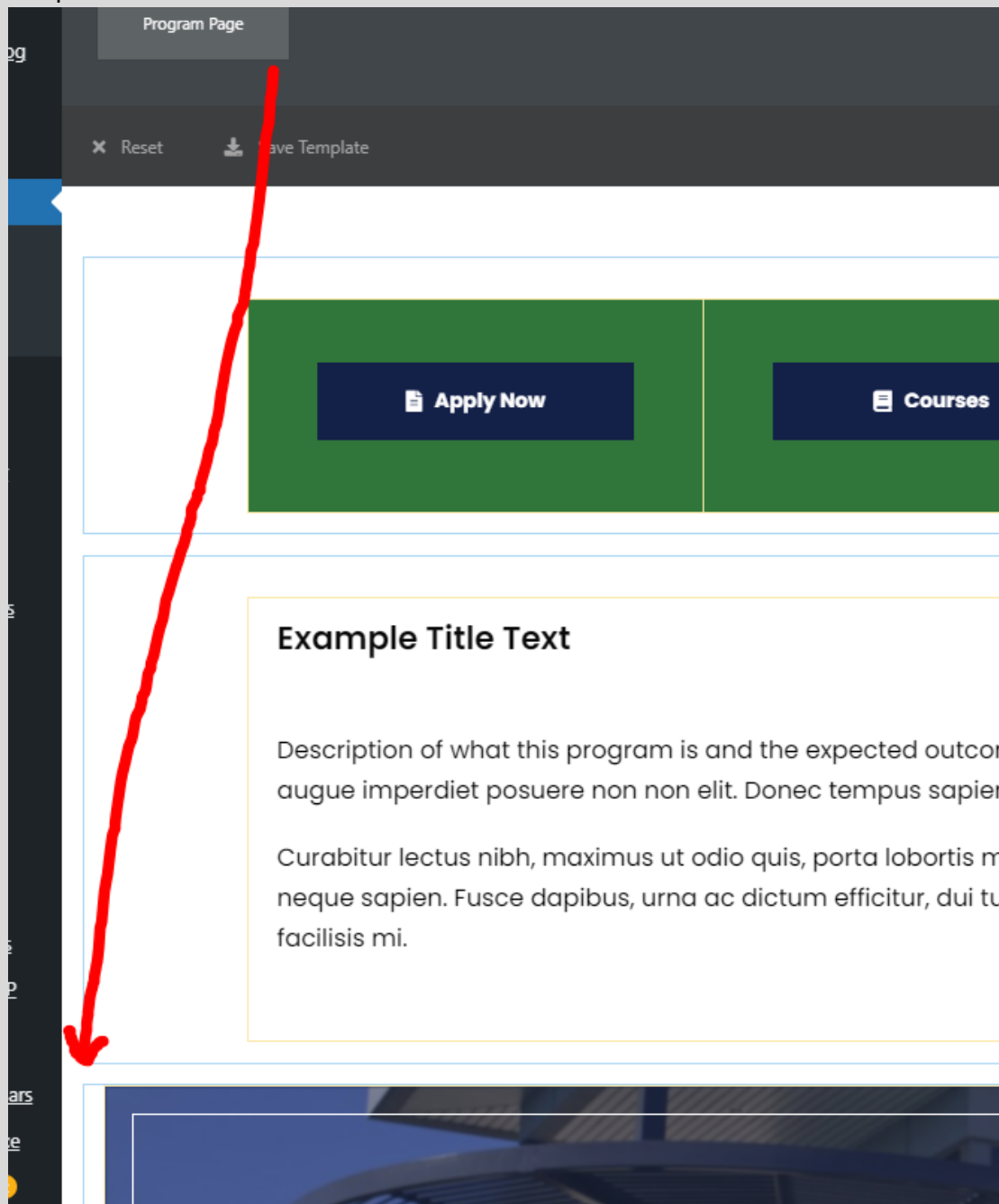
How?

To add the video lightbox and edit the video it opens:

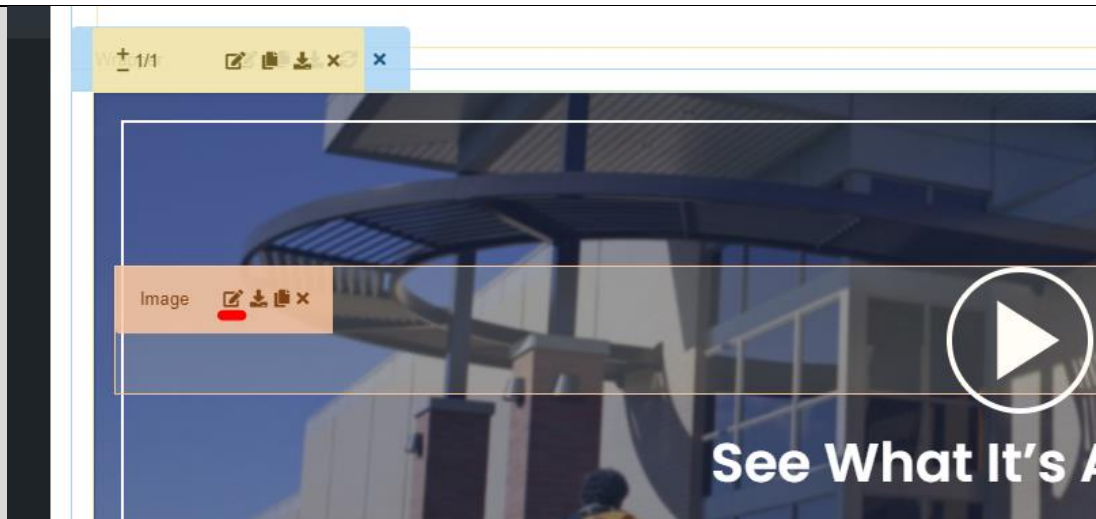
1. Search within the Custom Templates "Video Lightbox Block" (case insensitive and partial keywords allowed)



2. Drag the template from the Custom Templates list and then drop it into a compatible template.



3. To edit the video that shows up when a user clicks on the play image, click this pencil icon (orange outline with the Image title)



Then scroll down to 'Video URL' and paste your link there (must be a YouTube or Vimeo link).

Link To

Video Lightbox

Video Url (Youtube / Vimeo)

<https://youtu.be/iUIT0DhzHas>

Overlay Icon

No Overlay

4. Click Save Options and then click Save Draft.

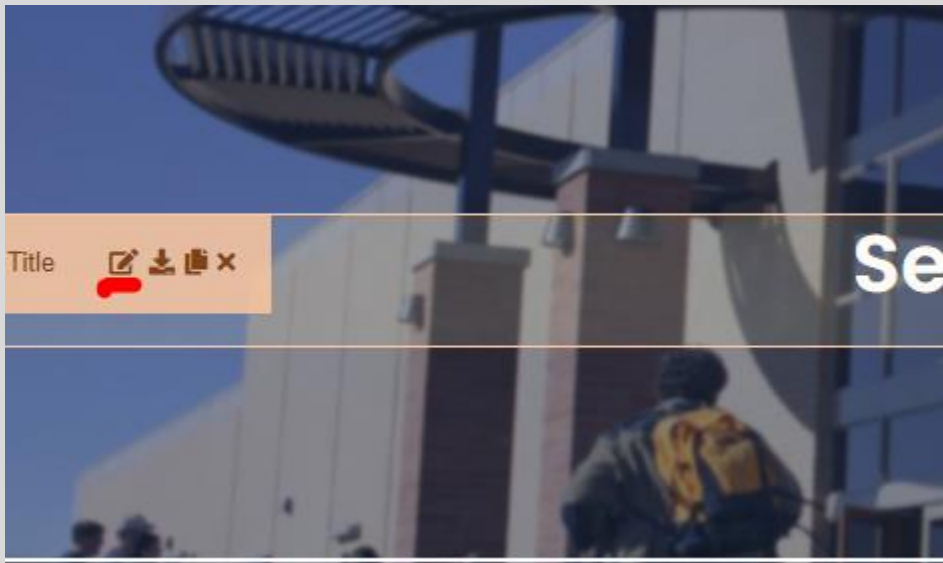
Save Options

Save draft Preview Publish

5. If you are finished making changes, you can click Publish and then Submit For Review.

To edit the large text:

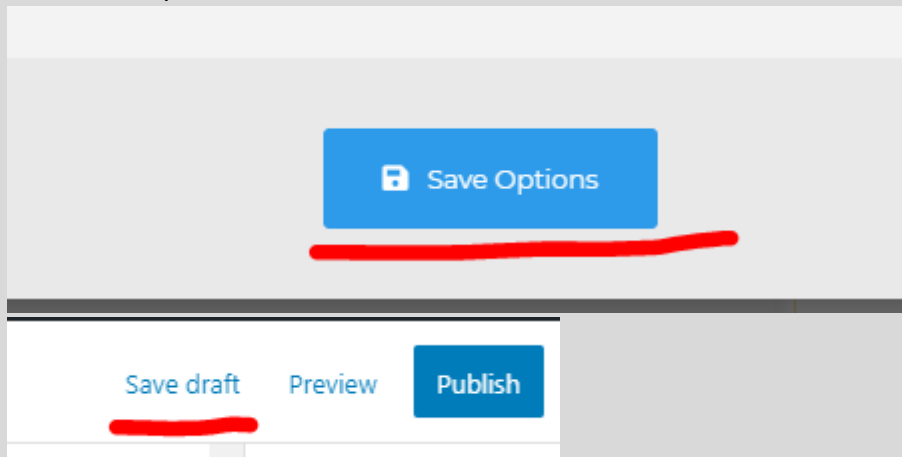
1. Click this pencil icon (orange outline with the Title title)



2. Update this text here. Be sure to keep it concise and short (for mobile friendliness).

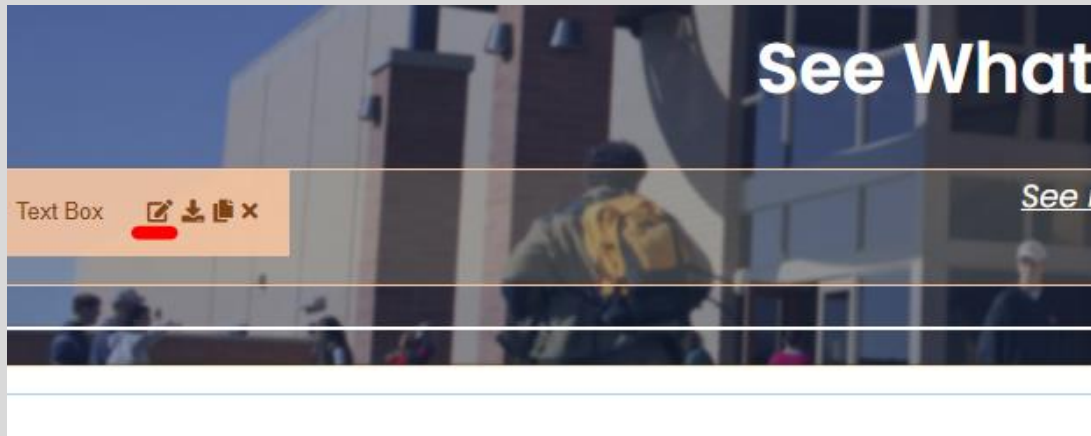


3. Click Save Options and then click Save Draft.

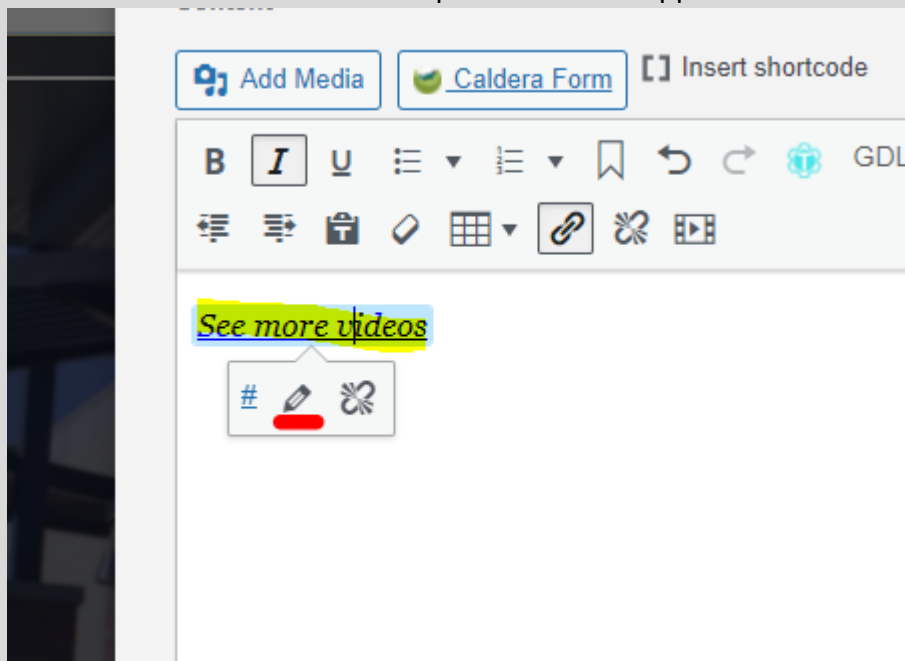


To change the 'See more videos' link:

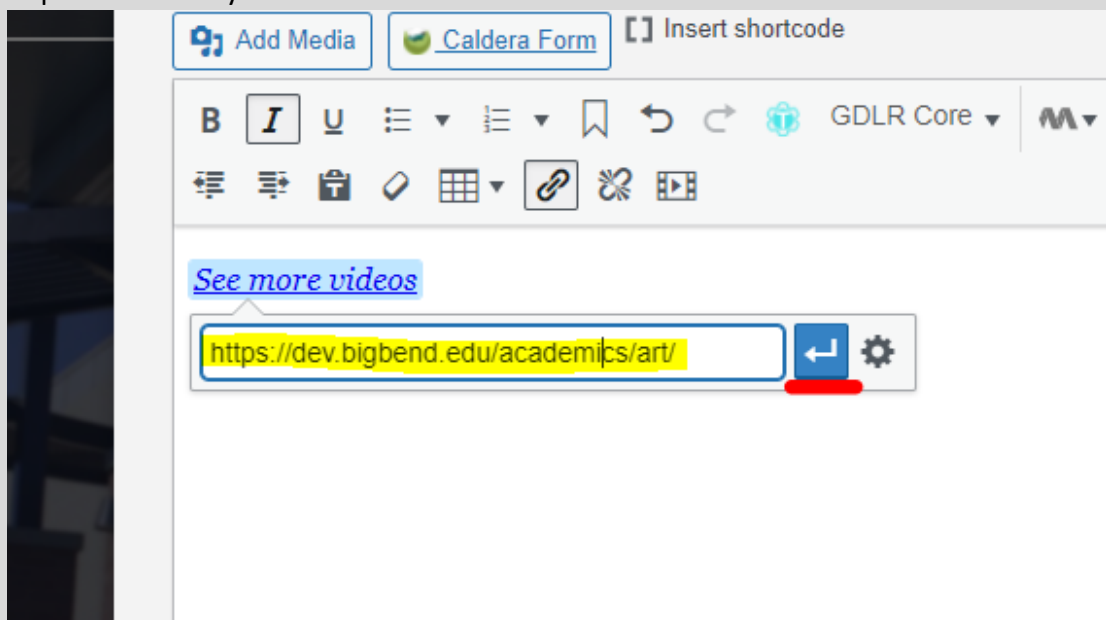
1. Click this pencil icon (orange outline with the Text Box title)



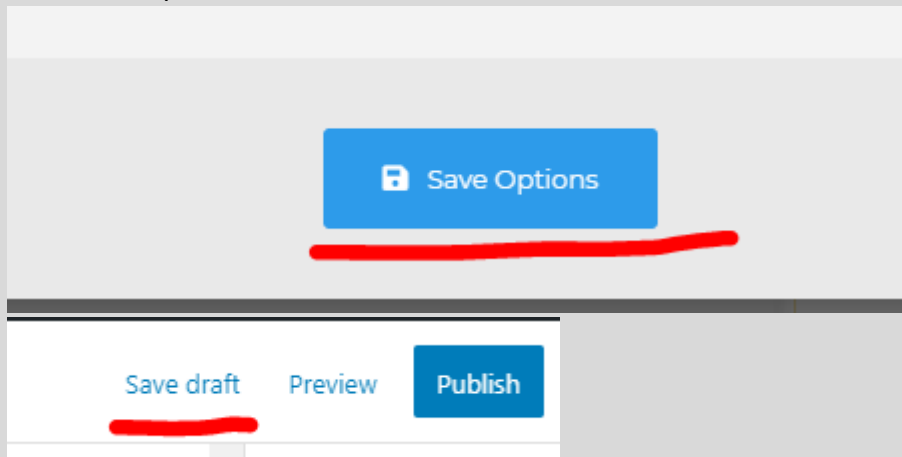
2. Click on the text and click on the pencil icon that appears.



3. Replace the # to your new link and click the return icon.

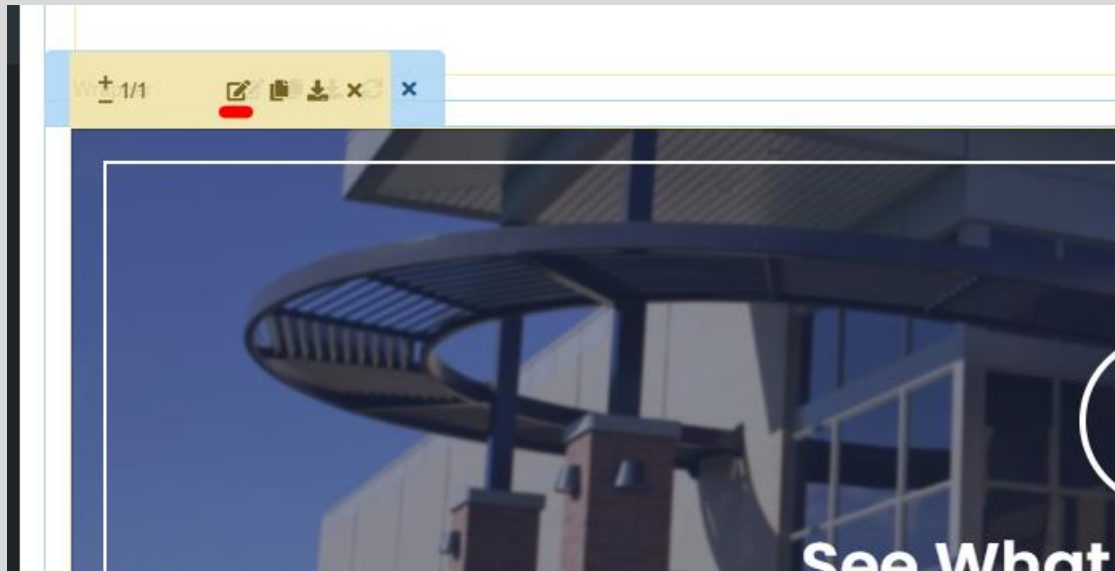


4. Click Save Options and then click Save Draft.



To change the lightbox background image:

1. Click this pencil icon (yellow outline with the 1/1 title)

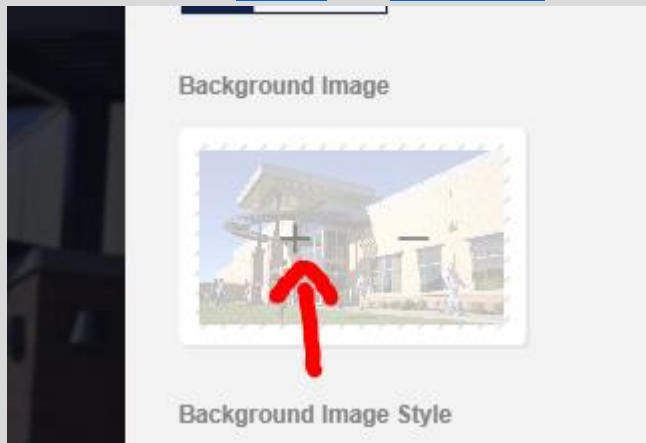


2. Go to the Background tab and scroll down to the 'Background Image' section. Click the x to remove the current background.

The image shows a settings panel for a design tool, specifically the 'Background' tab. The tabs are 'General', 'Background', 'Border', 'Spacing', and 'Custom Skin'. The 'Background' tab is selected and underlined in red. Below the tabs, there are several sections:

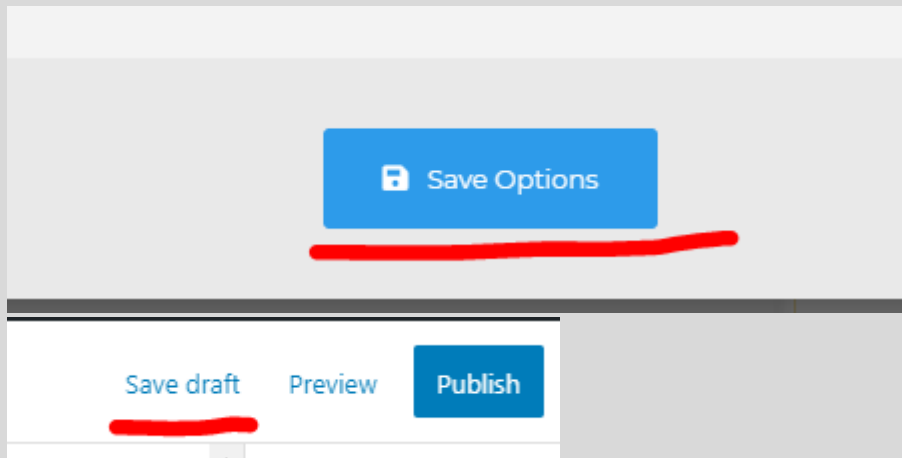
- Full Height Wrapper:** A toggle switch labeled 'OFF' with a red underline. To its right, it says 'Effects will only be shown at t'.
- Sync Height:** A text input field. To its right, it says 'Use to sync the height among' and 'be fixed so be cautious not to'.
- Positioning Content In The Middle Of This Item (When sync hieght / Full height is being use):** A toggle switch labeled 'OFF' with a red underline.
- Background Type:** A dropdown menu with 'Image' selected.
- Background Color Type:** A dropdown menu with 'Plain Color' selected.
- Background Extending:** A dropdown menu with 'None' selected.
- Background Color:** A color selection area with a dark blue swatch and a 'Select Color' button. To its right, it says 'Can also be use as a base cc'.
- Background Image:** A section with a red underline. It contains a preview of a building image with a red arrow pointing to a minus sign icon, indicating where to click to remove the background image.

3. Click the plus to add a new image from the Media Library. (If adding a new image, follow the Media [upload](#) and [accessibility](#) instructions)



Do not change the other settings.

4. Click Save Options and then click Save Draft.



Video Element

What and Why?



Description: The Video Element lets you place a video into the webpage.

Resizable: Takes the width of the container.

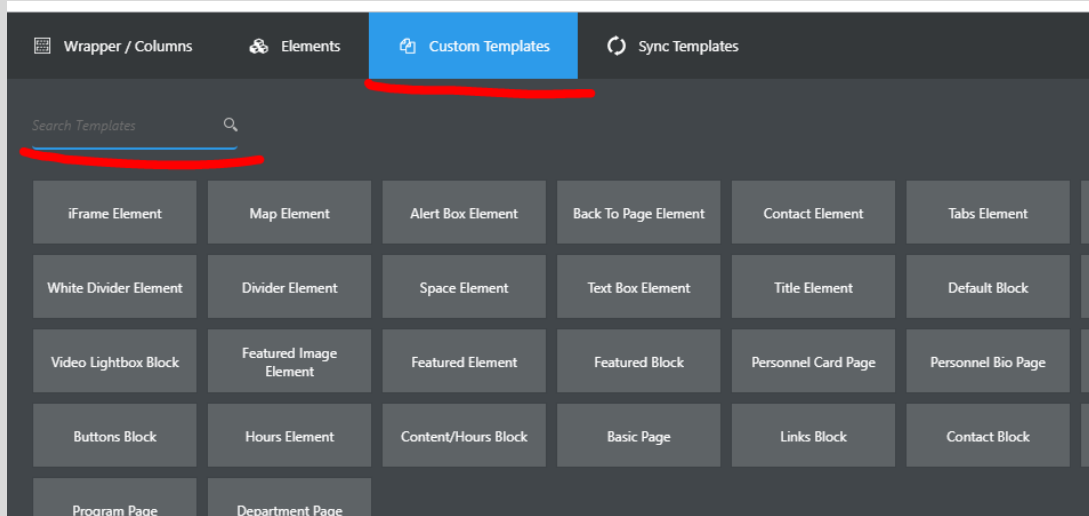
Compatible Templates:

- Main section of these: [Department Page](#), [Program Page](#), [Basic Page](#), [Personnel Bio Page](#), [Content/Hours Block](#)
- Other: [Default Block](#)

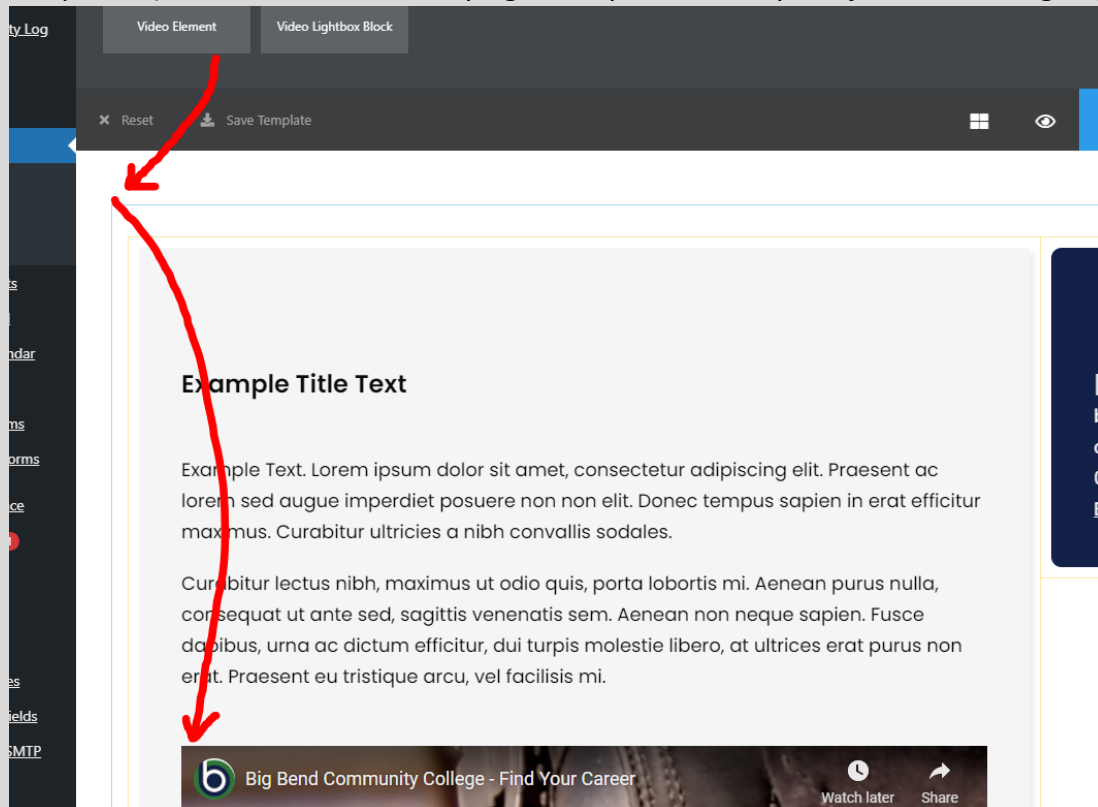
Additional Notes: The Video Element supports self-hosted video links (from the Media Library), YouTube links, and Vimeo links. If you're video is hosted on a source other than these (Panopto, etc.), you will have to use the [iFrame Element](#) instead.

How?

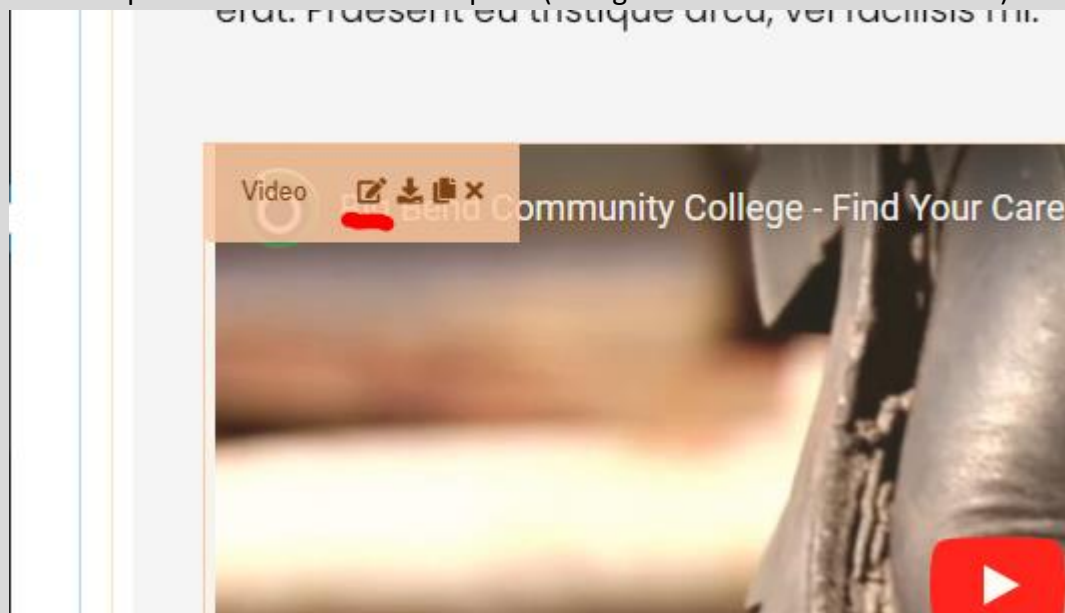
1. Search within the Custom Templates "Video Element" (case insensitive and partial keywords allowed)



2. Drag the template from the Custom Templates list and then drop it into a compatible template. (if it looks short vertically right away, don't worry, it's just a rendering bug.)



3. Click the pencil icon to edit the template (orange outline with the Video title)



4. Select the 'Video Type'. Self-Hosted Video means you'll be using a video uploaded to the Media Library (it's advised that you don't use this option). YouTube means you'll be linking a video hosted on YouTube. The V means you'll be linking a video hosted on

Vimeo.

None ▼ settings at the "Theme option >

Video Type

HTML 5
Self-Hosted Video

YouTube

Vimeo

Video URL

Autoplay

5. Once you've selected the correct 'Video Type', enter a link into the 'Video URL'.

None ▼ settings at the "Theme option >

Video Type

HTML 5
Self-Hosted Video

YouTube

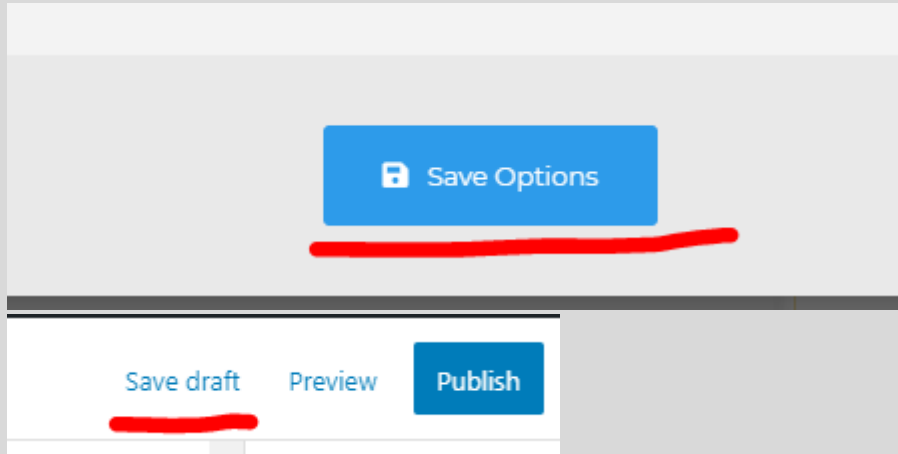
Vimeo

Video URL

Autoplay

6. There are optional settings such as autoplay and loop. Do not enable these.

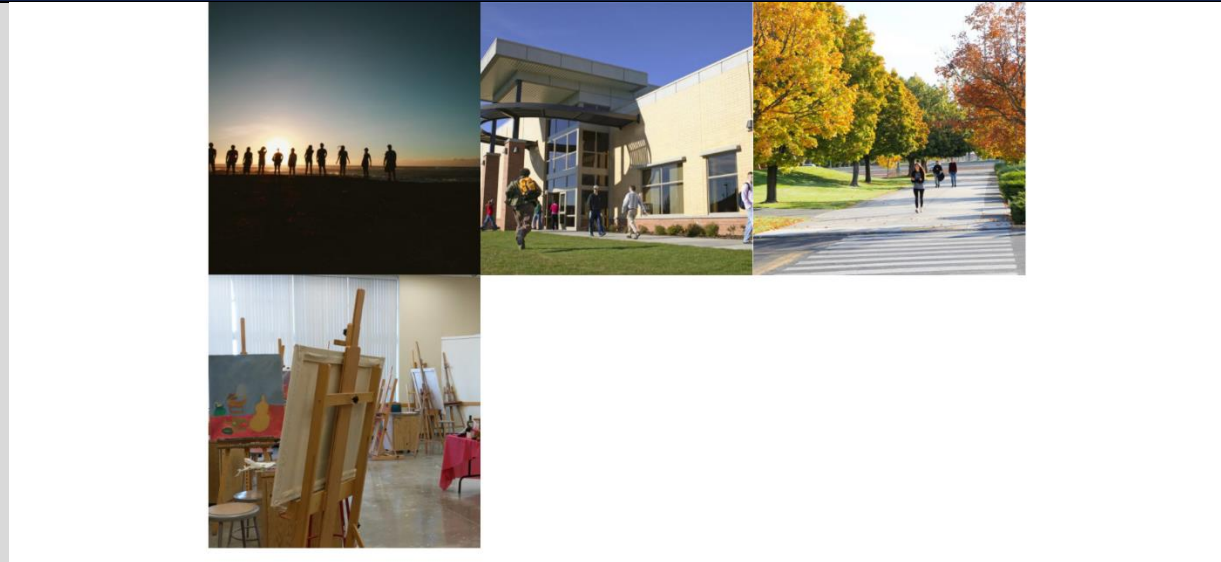
7. Click Save Options and then click Save Draft.



8. If you are finished making changes, you can click Publish and then Submit For Review.

Gallery Element

What and Why?



Description: The Gallery Element provides a compact method to store multiple images on one page.

Resizable: Takes the width of the container.

Compatible Templates:

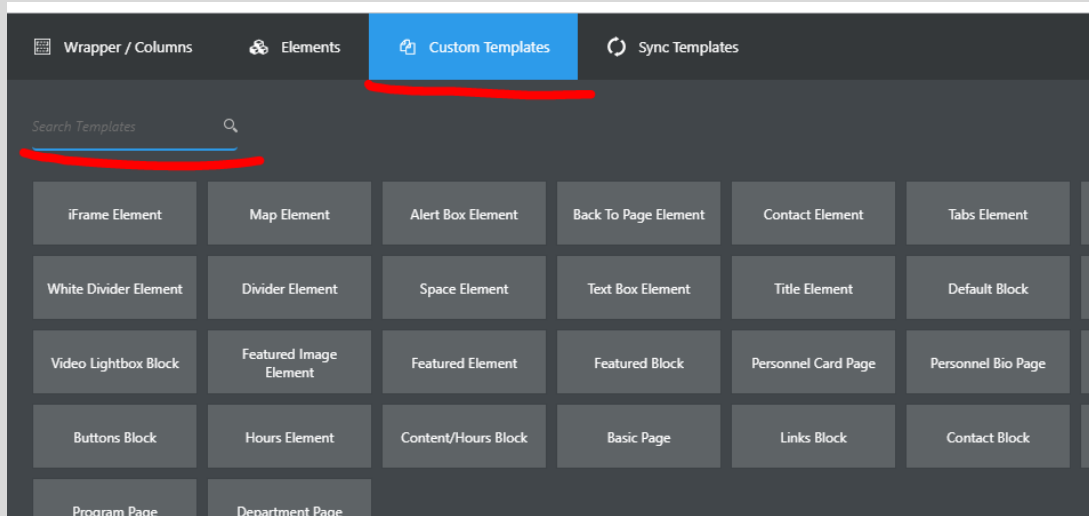
- Main section of these: [Department Page](#), [Program Page](#), [Basic Page](#), [Content/Hours Block](#)
- Other: [Default Block](#)

Additional Notes: If adding a gallery to a page, it's recommended that you keep the number of images 9 or lower. If you would like to have more images, it's recommended that you create a separate gallery page.

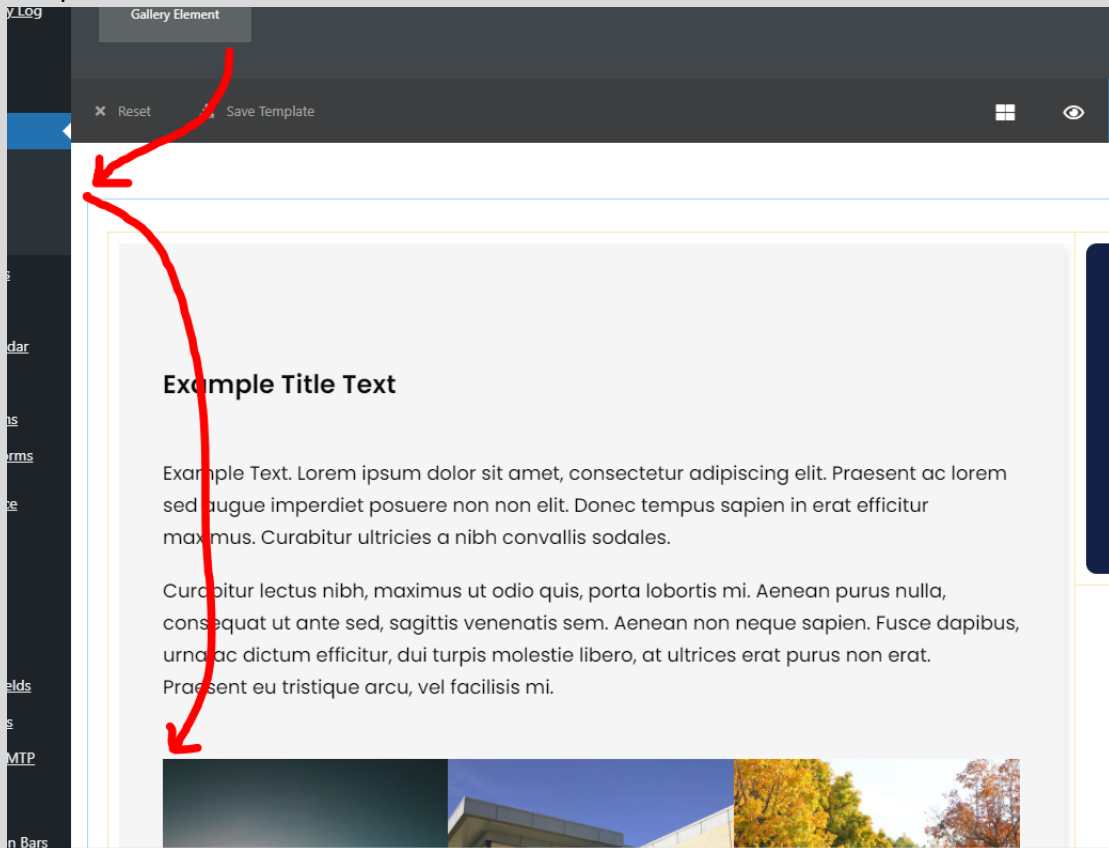
It's recommended that you don't change the other settings in the Gallery Element.

How?

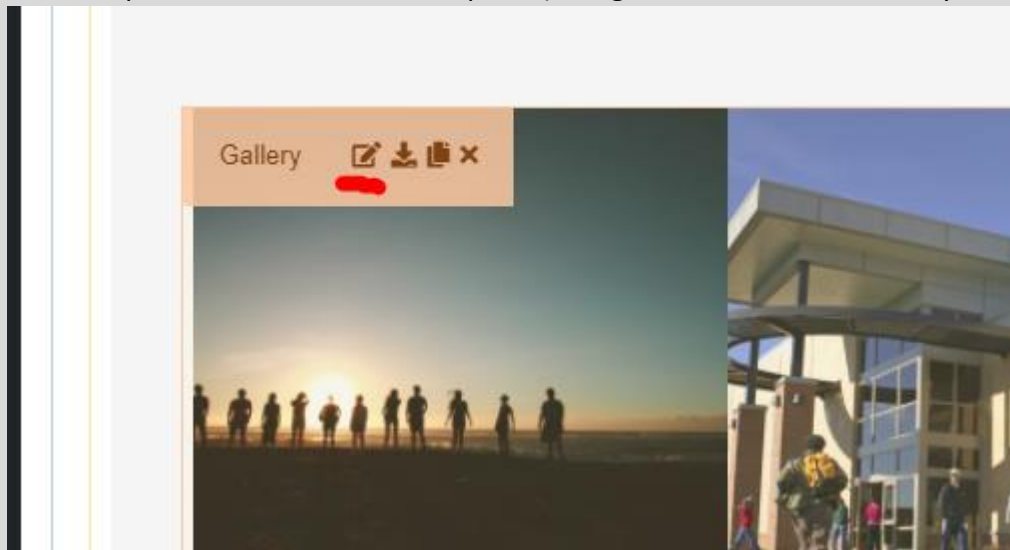
1. Search within the Custom Templates “Gallery Element” (case insensitive and partial keywords allowed)



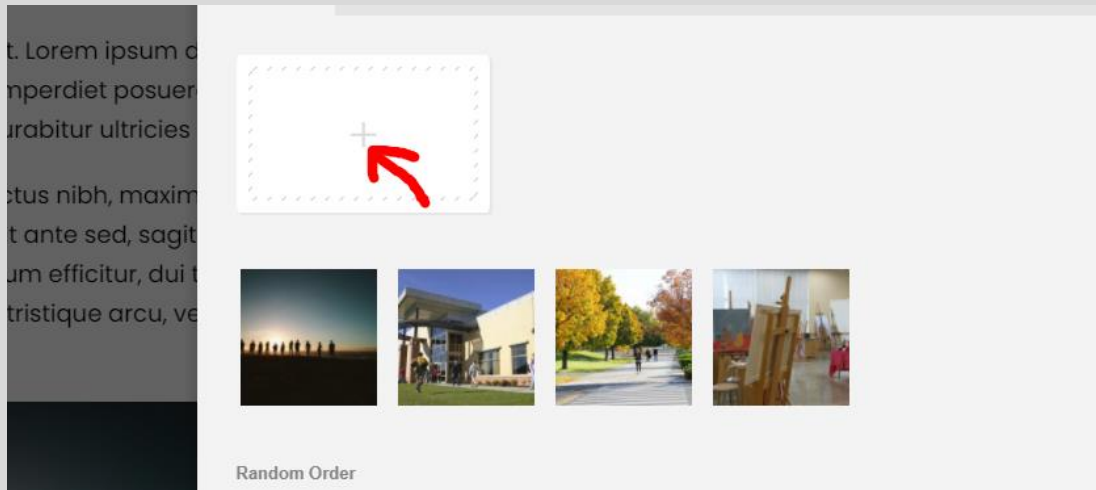
2. Drag the template from the Custom Templates list and then drop it into a compatible template.



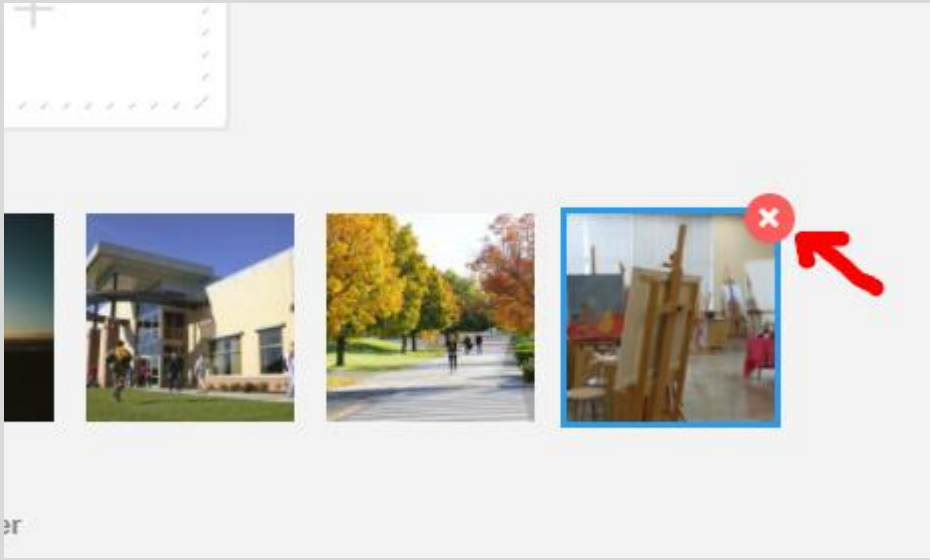
3. Click the pencil icon to edit the template (orange outline with the Gallery title)



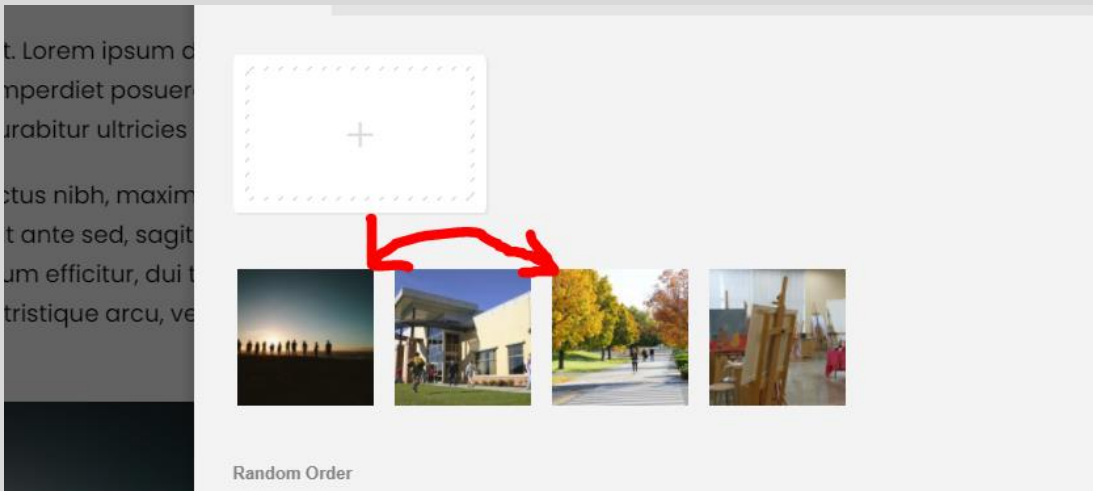
4. To add new images to the gallery, click the plus icon and select images from the Media Library. (If adding a new image, follow the Media [upload](#) and [accessibility](#) instructions.)



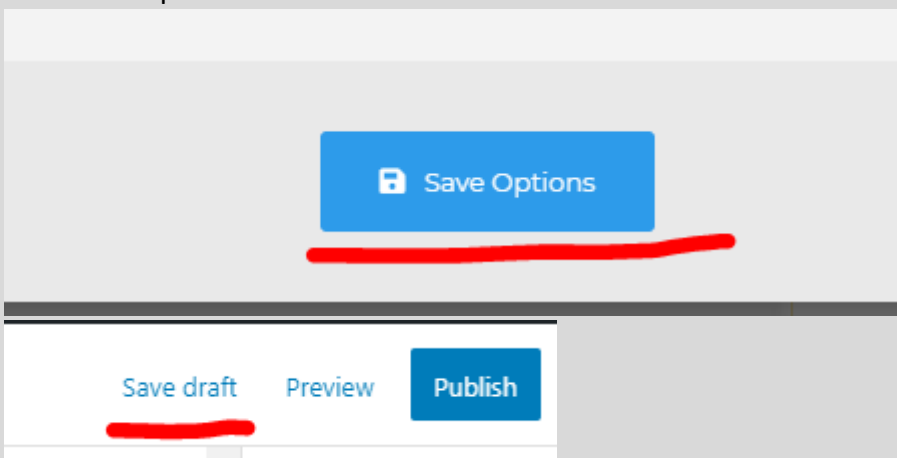
5. To delete an image from the gallery, hover over an image and click the red x.



6. To rearrange the gallery, simply click and drag the images.



7. Click Save Options and then click Save Draft.



8. If you are finished making changes, you can click Publish and then Submit For Review.

Image Element

What and Why?



Description: The Image Element let's you post images in a webpage.

Resizable: Takes the width of the container.

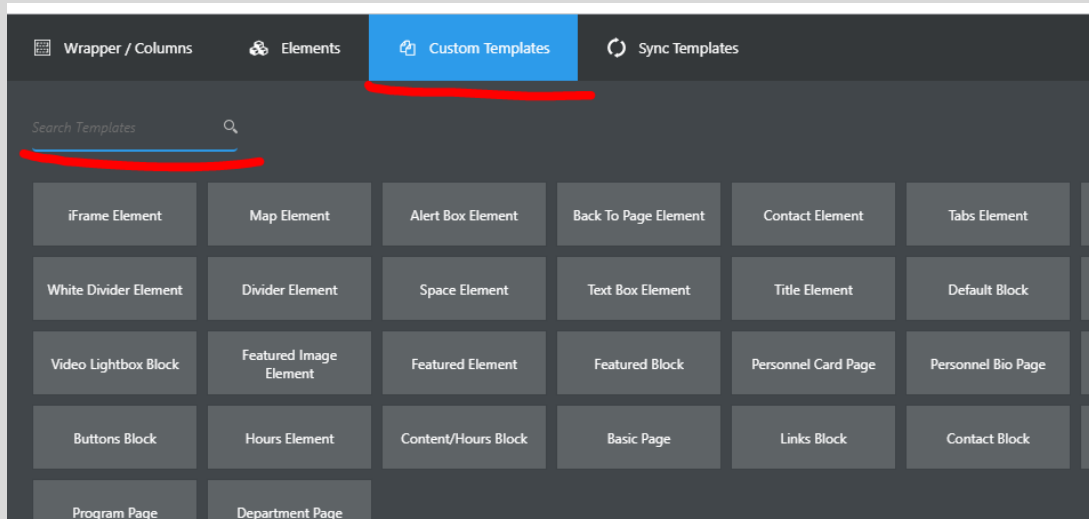
Compatible Templates:

- Main section of these: [Department Page](#), [Program Page](#), [Basic Page](#), [Personnel Bio Page](#), [Content/Hours Block](#)
- Other: [Default Block](#)

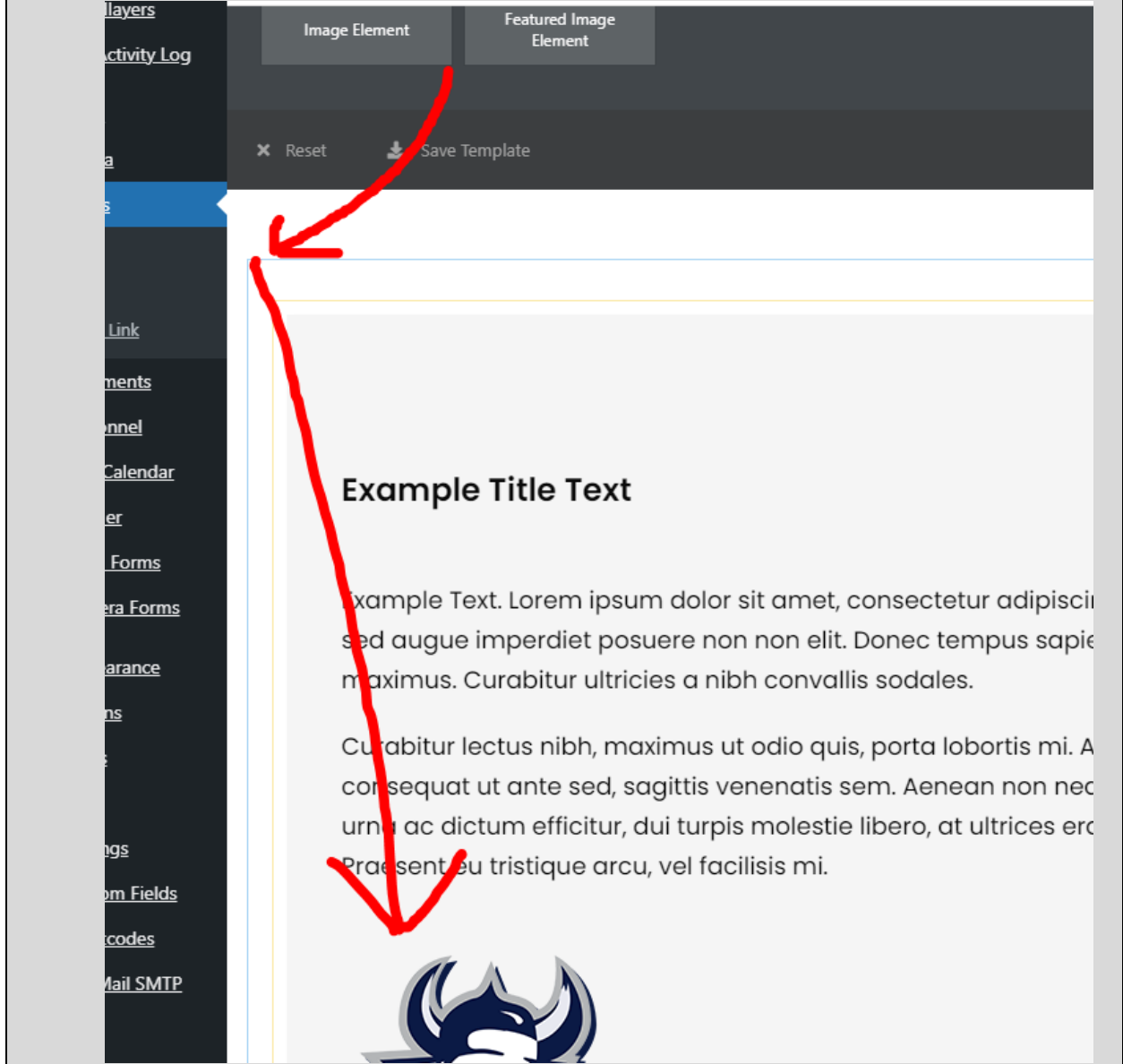
Additional Notes:

How?

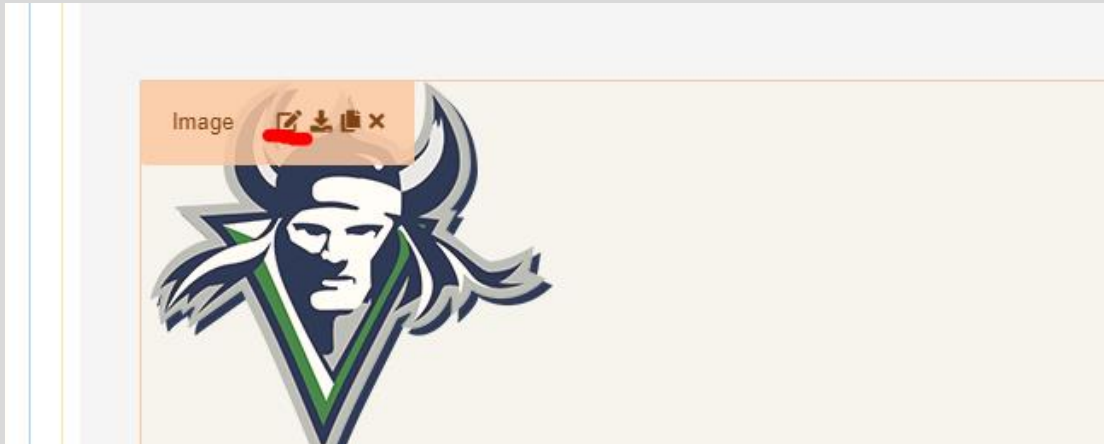
1. Search within the Custom Templates "Image Element" (case insensitive and partial keywords allowed)



2. Drag the template from the Custom Templates list and then drop it into a compatible template.



3. Click the pencil icon to edit the template (orange outline with the Image title)




4. To change the image shown, click the minus icon and then the plus. (If adding a new image, follow the Media [upload](#) and [accessibility](#) instructions.)



5. Optional Settings: if you want the image to link to a document or website, change the 'Link To' to 'Custom URL'. If you want the image to show captions, toggle 'Enable

Captions' on.

æquat ut ante sed, sagit
ac dictum efficitur, dui t
sent eu tristisque arcu, ve



Fill the number to position
applied to front end of the :

Link To

Lightbox with full image

Overlay Icon

No Overlay

Enable Caption

OFF

6. Click Save Options and then click Save Draft.

Save Options

Save draft Preview Publish

7. If you are finished making changes, you can click Publish and then Submit For Review.

Default Block

What and Why?

Example Title Text

Description of what this program is and the expected outcomes. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent ac lorem sed augue imperdiet posuere non non elit. Donec tempus sapien in erat efficitur maximus. Curabitur ultricies a nibh convallis sodales.

Curabitur lectus nibh, maximus ut odio quis, porta lobortis mi. Aenean purus nulla, consequat ut ante sed, sagittis venenatis sem. Aenean non neque sapien. Fusce dapibus, urna ac dictum efficitur, dui turpis molestie libero, at ultrices erat purus non erat. Praesent eu tristisque arcu, vel facilisis mi.

Description: The Default Block is a starting point for custom pages (custom pages should only be made by individuals who are experienced web development) or to replace different blocks

(for example if you have the Content/Hours Block, but don't need the hour information anymore). It uses the [Title Element](#), [Text Box Element](#), and [Space Element](#).

Resizable: Yes.

- 1/1 as the default.
- 2/3 if being paired with [Back To Page Element](#), [Hours Element](#), or [Contact Element](#).

Compatible Pages:

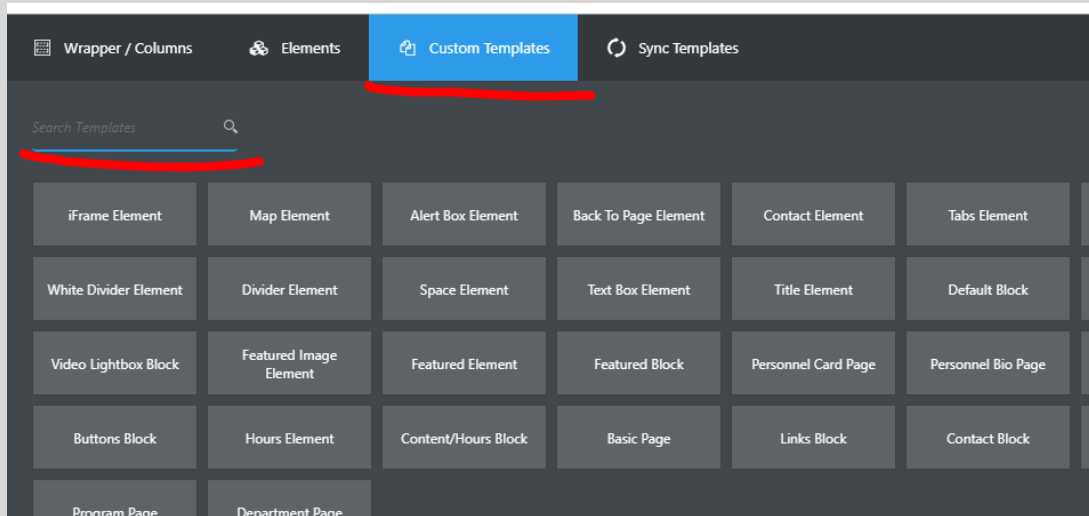
- Main section of these: [Department Page](#), [Program Page](#)

Additional Notes: this is not a full width template.

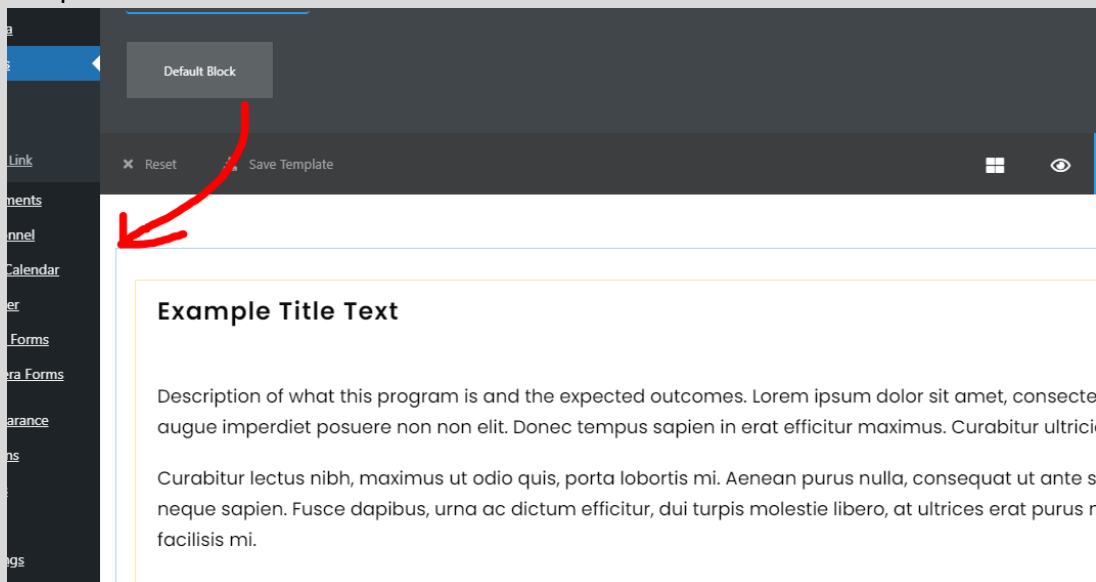
How?

To place the template in the page builder.

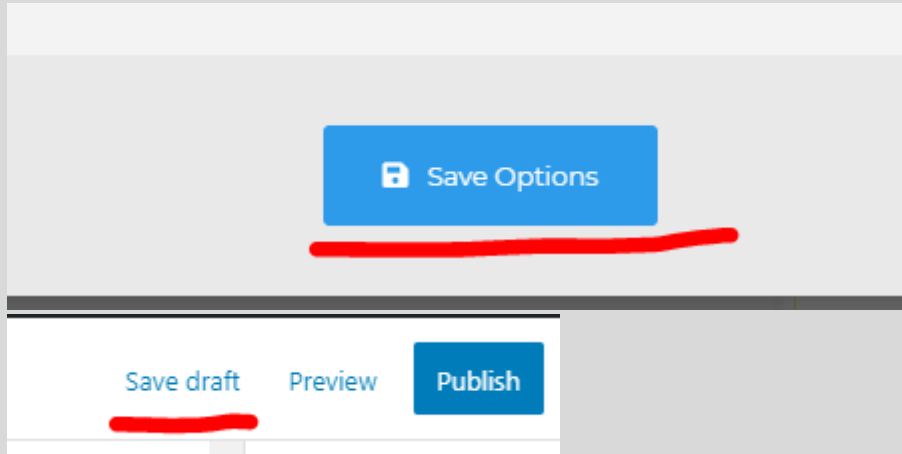
1. Search within the Custom Templates "Default Block" (case insensitive and partial keywords allowed)



2. Drag the template from the Custom Templates list and then drop it into a compatible template.



3. Click Save Options and then click Save Draft.



4. If you are finished making changes, you can click Publish and then Submit For Review.

To edit the Title Element, follow [these instructions](#).

To edit the Text Box Element, follow [these instructions](#).

Title Element

What and Why?

Example Title Text

Description: The Title Element is used to label a section within a page.

Resizable: Takes the width of the container.

Compatible Templates:

- Main section of these: [Department Page](#), [Program Page](#), [Basic Page](#), [Personnel Bio Page](#), [Content/Hours Block](#)
- Other: [Card Block](#), [Card Element](#), [Default Block](#)

Additional Notes: Do not have more than a few words as the title. This is not to be used as a sentence/statement to make an announcement of sorts (use the [Alert Box Element](#) instead). It is only for labeling purposes.

This is okay.

Allied Health

- + First Aid
 - + Health Education
 - + Medical Assistant
 - + Nursing
 - + Nursing Assistant-Certified
 - + Physical Education
-

Humanities

This is not okay.



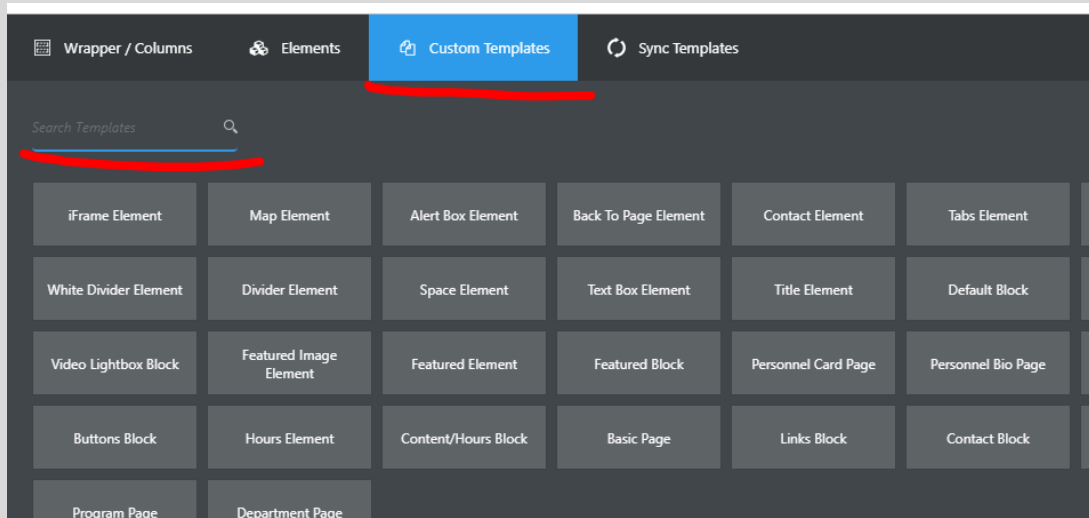
Due to Covid-19, we're not offering services on campus currently!!!!

Example Text. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent ac lorem sed augue imperdiet posuere non non elit. Donec tempus sapien in erat efficitur maximus. Curabitur ultricies a nibh convallis sodales.

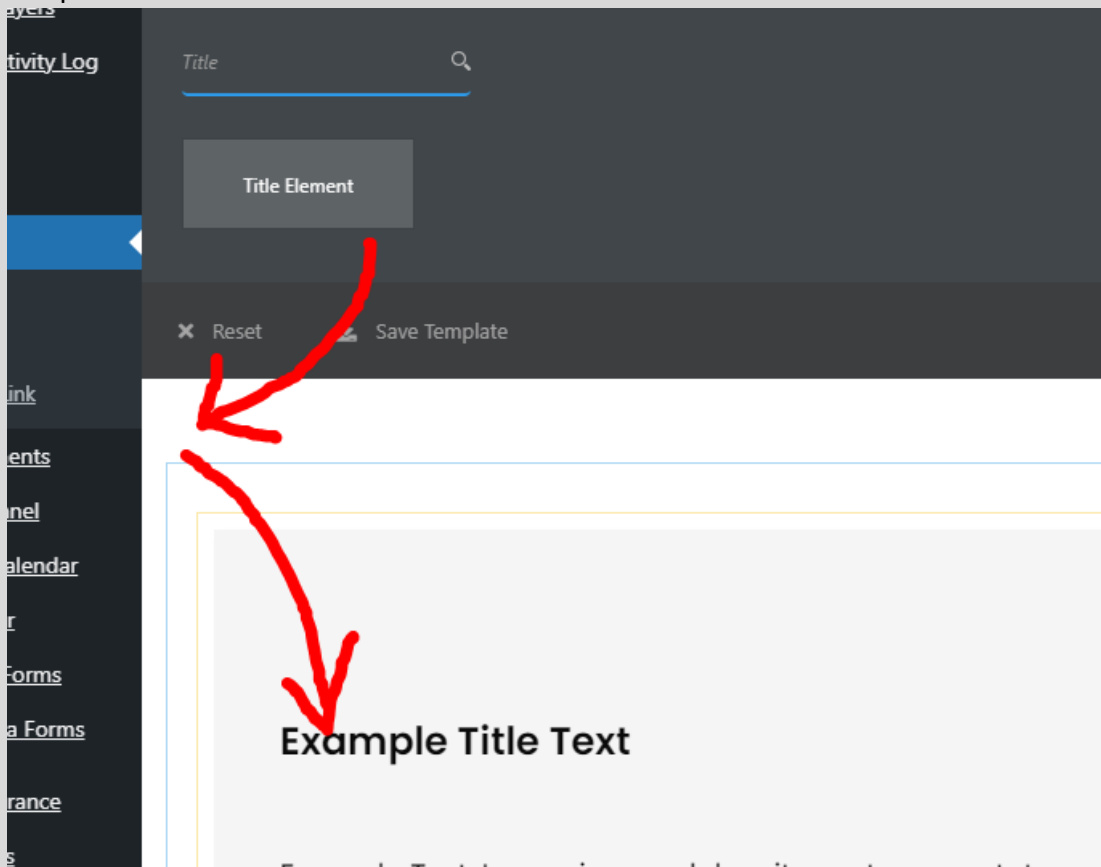
Curabitur lectus nibh, convallis ut elit, quis porta lobortis. Donec euismod nulla

How?

1. Search within the Custom Templates “Title Element” (case insensitive and partial keywords allowed)



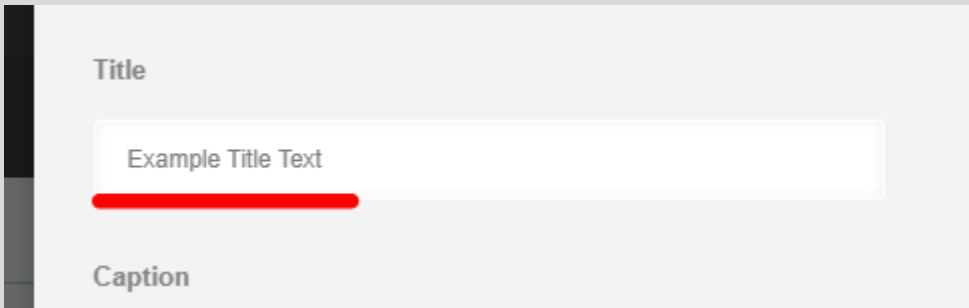
2. Drag the template from the Custom Templates list and then drop it into a compatible template.



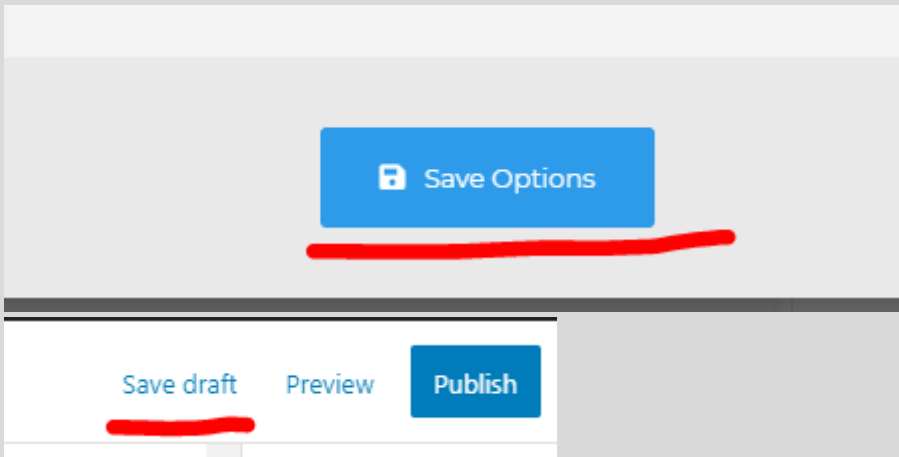
3. Click the pencil icon to edit the template (orange outline with the Title title).



4. Change the Title text



5. Click Save Options and then click Save Draft.



6. If you are finished making changes, you can click Publish and then Submit For Review.

Text Box Element

What and Why?

Description of what this program is and the expected outcomes. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent ac lorem sed augue imperdiet posuere non non elit. Donec tempus sapien in erat efficitur maximus. Curabitur ultricies a nibh convallis sodales.

Curabitur lectus nibh, maximus ut odio quis, porta lobortis mi. Aenean purus nulla, consequat ut ante sed, sagittis venenatis sem. Aenean non neque sapien. Fusce dapibus, urna ac dictum efficitur, dui turpis molestie libero, at ultrices erat purus non erat. Praesent eu tristique arcu, vel facilisis mi.

Description: The Text Box Element is what lets you have text content on a webpage.

Resizable: Takes the width of the container.

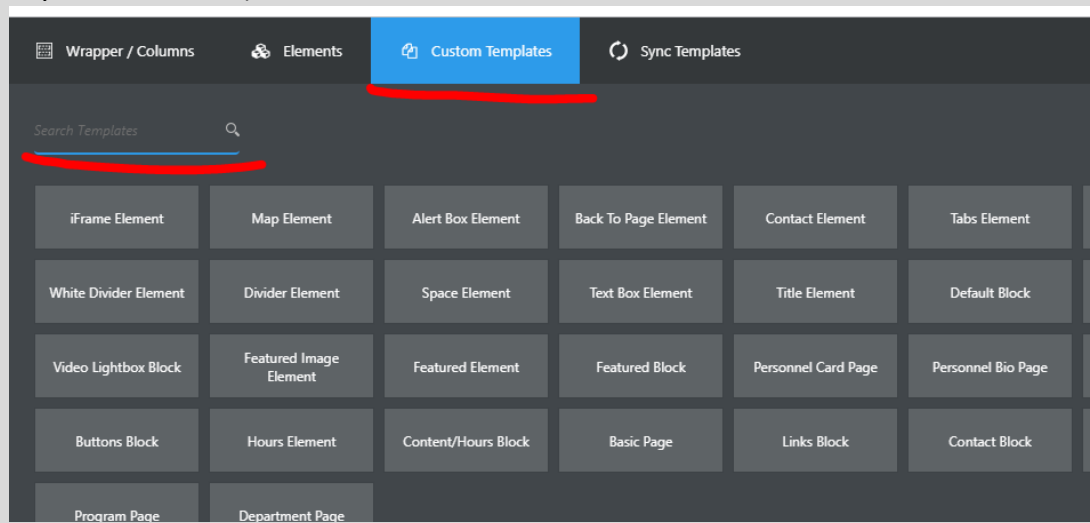
Compatible Templates:

- Main section of these: [Department Page](#), [Program Page](#), [Basic Page](#), [Personnel Bio Page](#), [Content/Hours Block](#)
- Other: [Card Block](#), [Card Element](#), [Default Block](#)

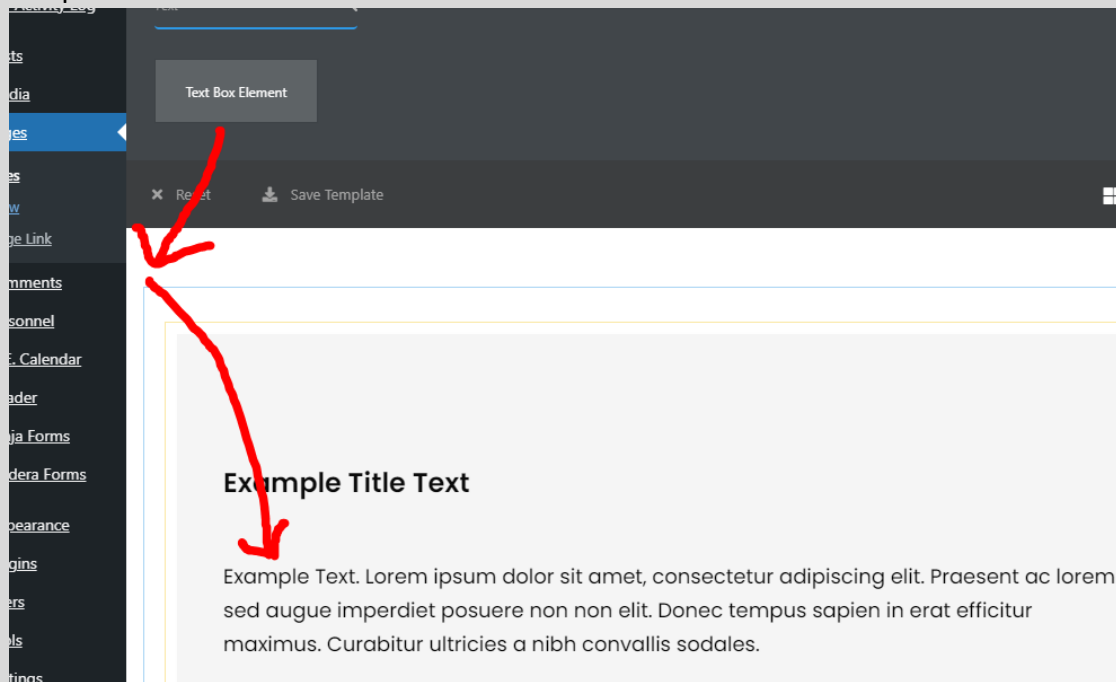
Additional Notes:

How?

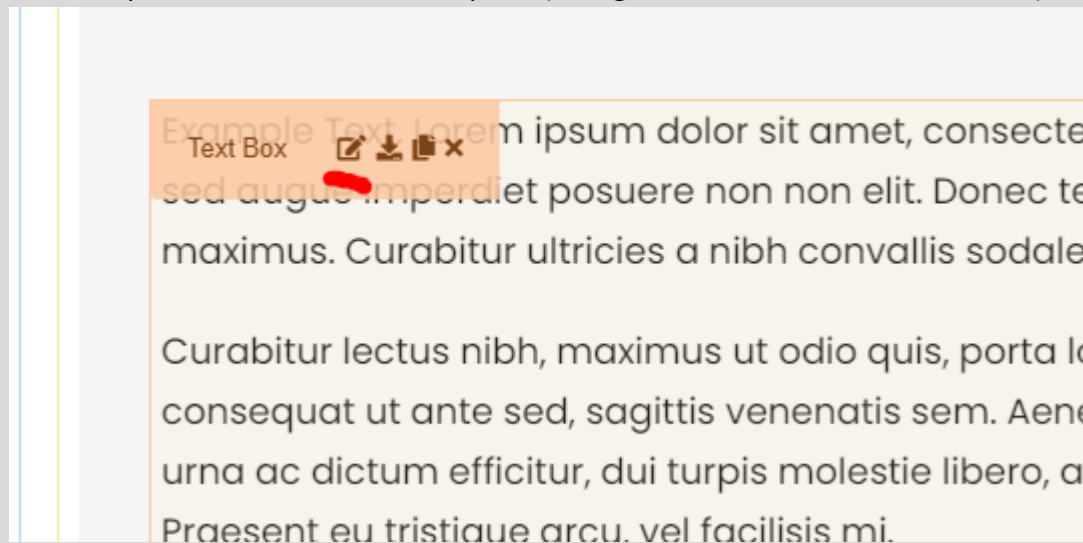
1. Search within the Custom Templates “Text Box Element” (case insensitive and partial keywords allowed)



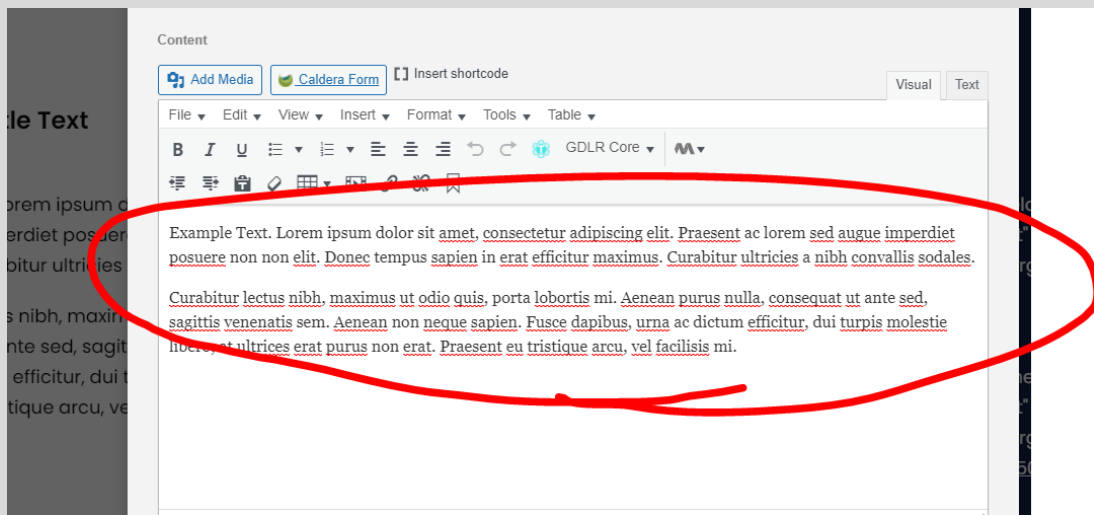
2. Drag the template from the Custom Templates list and then drop it into a compatible template.



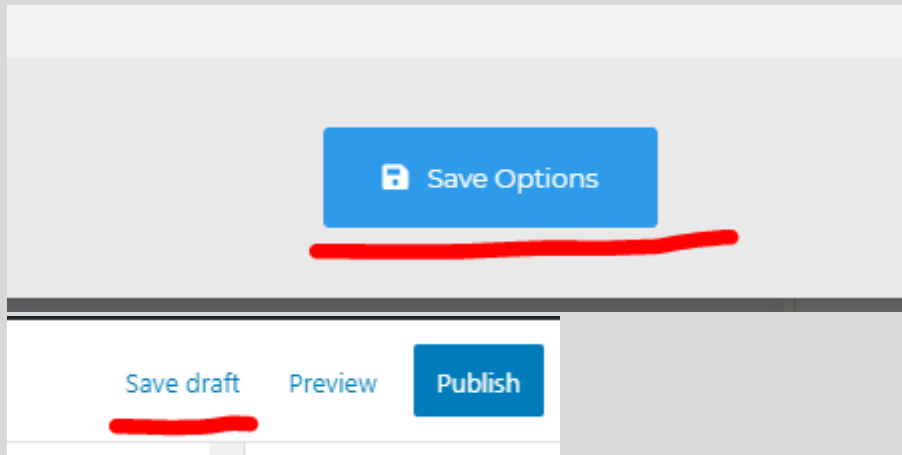
3. Click the pencil icon to edit the template (orange outline with the Text Box title)



4. Change the text content as needed. Be sure to follow [formatting](#) and [accessibility](#) instructions.



5. Click Save Options and then click Save Draft.



6. If you are finished making changes, you can click Publish and then Submit For Review.

Space Element

What and Why?

Description: The Space Element is for adding space within content where needed.

Resizable: Takes the width of the container.

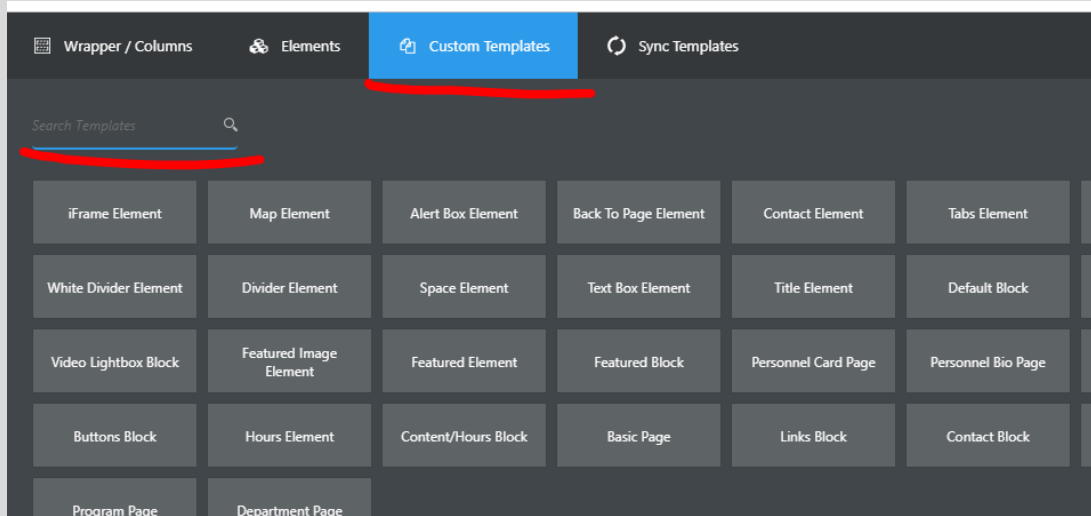
Compatible Templates:

- Main section of these: [Department Page](#), [Program Page](#), [Basic Page](#), [Personnel Bio Page](#), [Content/Hours Block](#)
- Other: [Card Block](#), [Card Element](#), [Default Block](#)

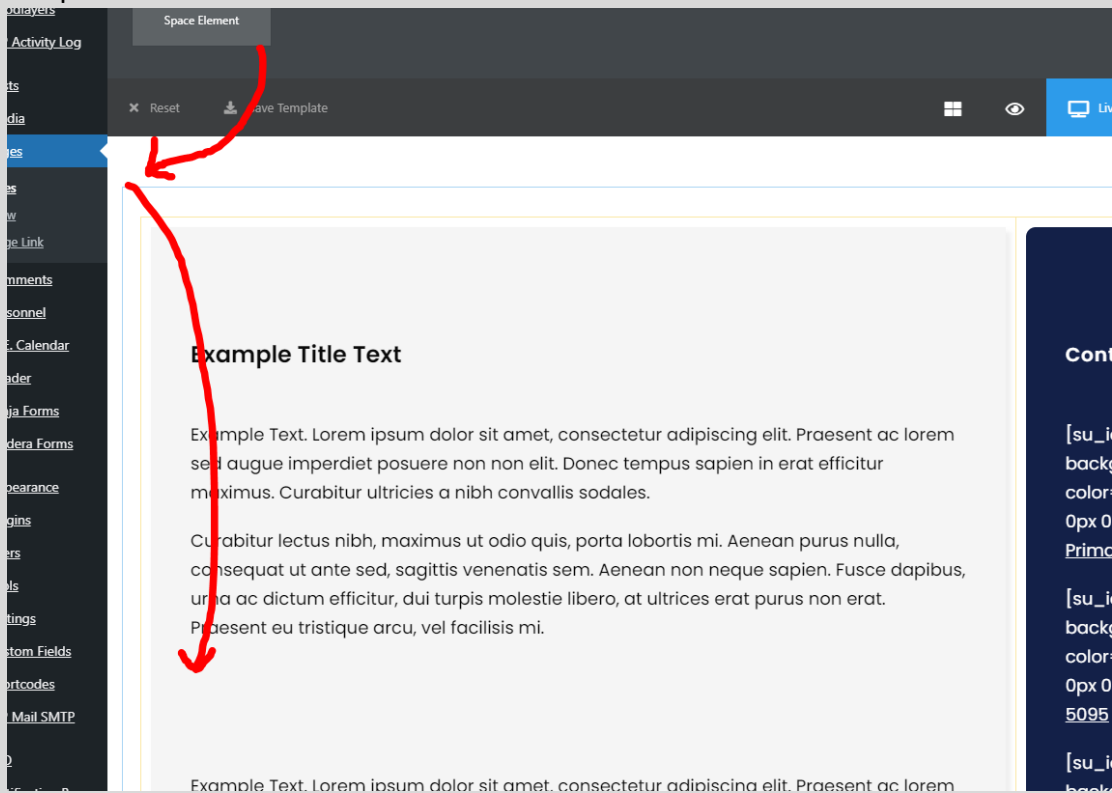
Additional Notes:

How?

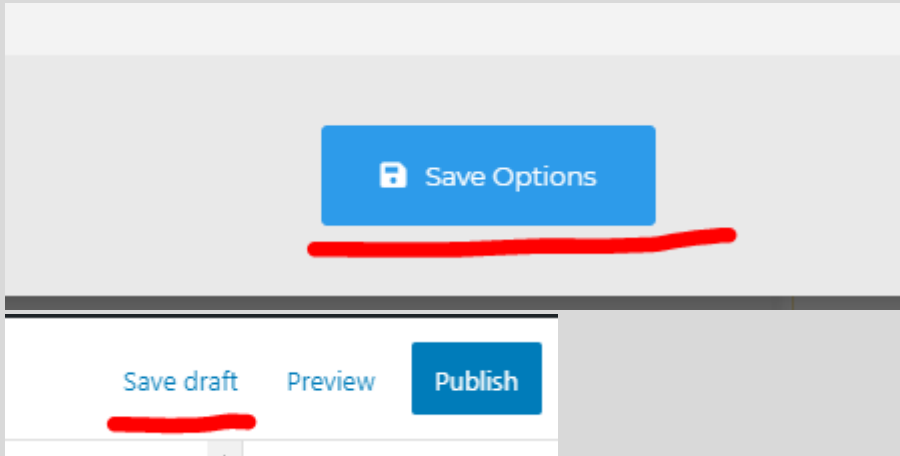
1. Search within the Custom Templates “Space Element” (case insensitive and partial keywords allowed)



2. Drag the template from the Custom Templates list and then drop it into a compatible template.



3. Click Save Options and then click Save Draft.



4. If you are finished making changes, you can click Publish and then Submit For Review.

Divider Element

What and Why?

Description: The Divider Element is for separating sections within content where needed.

Resizable: Takes the width of the container.

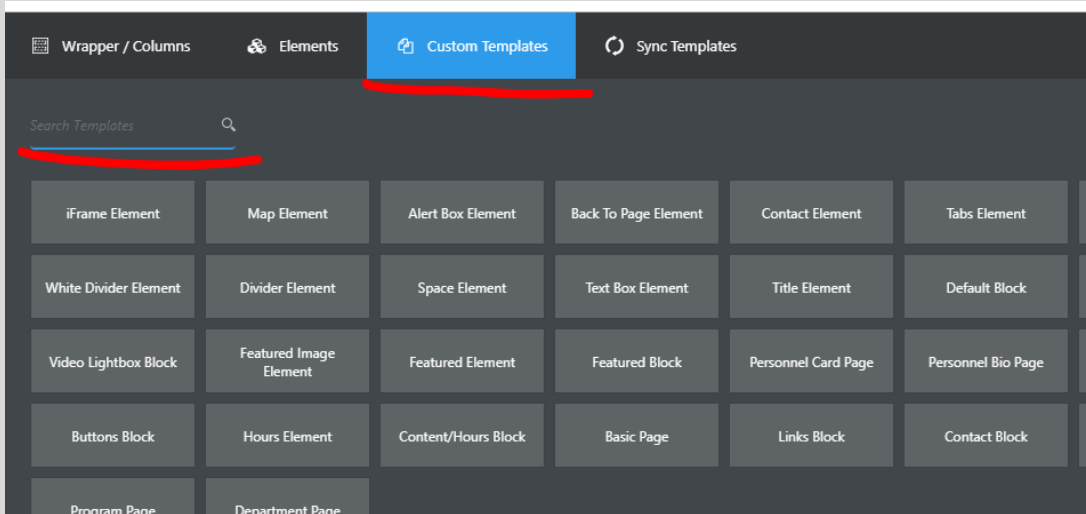
Compatible Templates:

- Main section of these: [Department Page](#), [Program Page](#), [Basic Page](#), [Personnel Bio Page](#), [Content/Hours Block](#)
- Other: [Card Block](#), [Card Element](#), [Default Block](#)

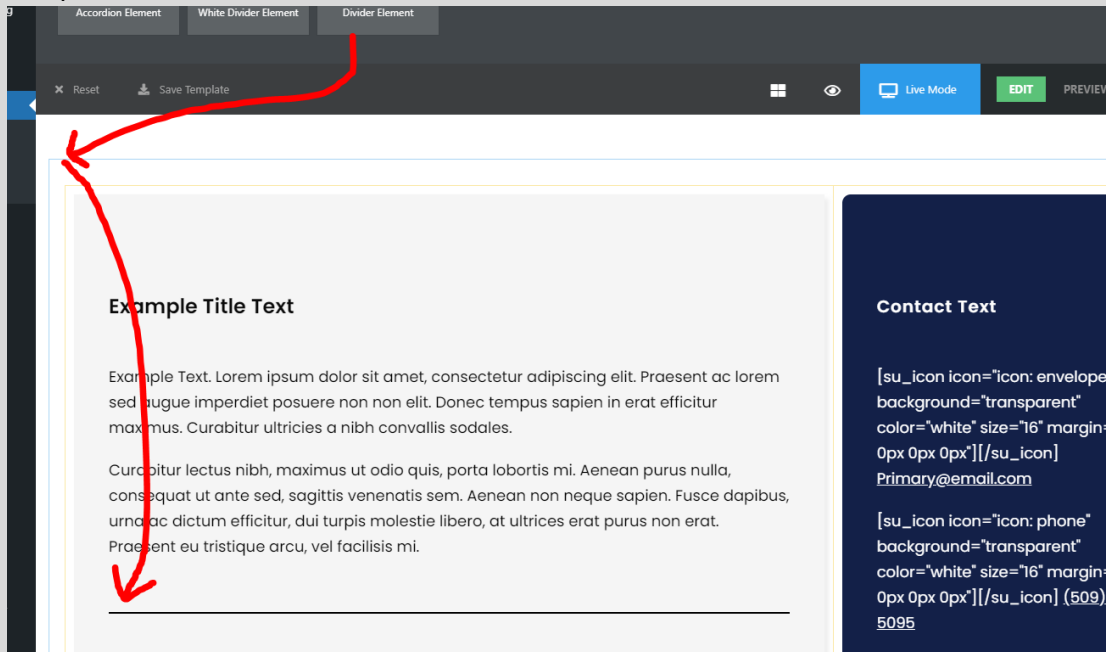
Additional Notes:

How?

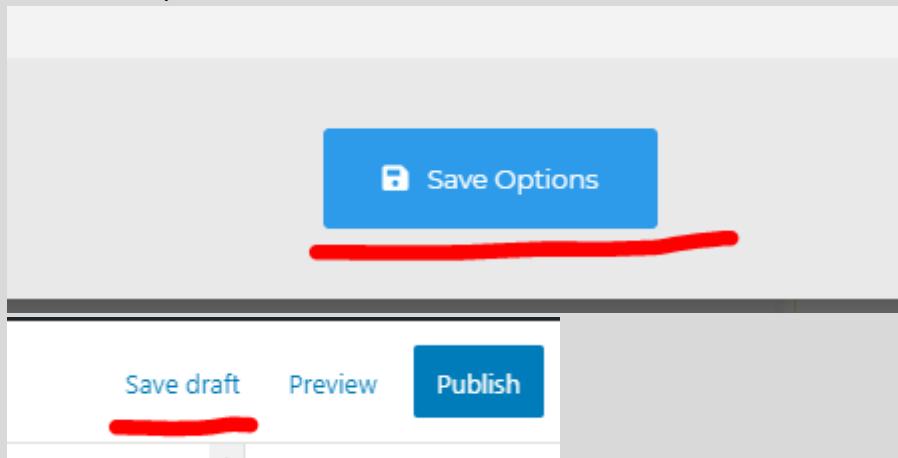
1. Search within the Custom Templates “Divider Element” (case insensitive and partial keywords allowed)



2. Drag the template from the Custom Templates list and then drop it into a compatible template.



3. Click Save Options and then click Save Draft.



4. If you are finished making changes, you can click Publish and then Submit For Review.

White Divider Element

What and Why?

Description: The White Divider Element is for separating sections within content where needed. It functions similarly to the [Divider Element](#), but it is white to provide contrast with dark background like the Big Bend blue and Big Bend green. The White Divider Element should only be used with the compatible templates to combine several of them together.

Resizable: Takes the width of the container.

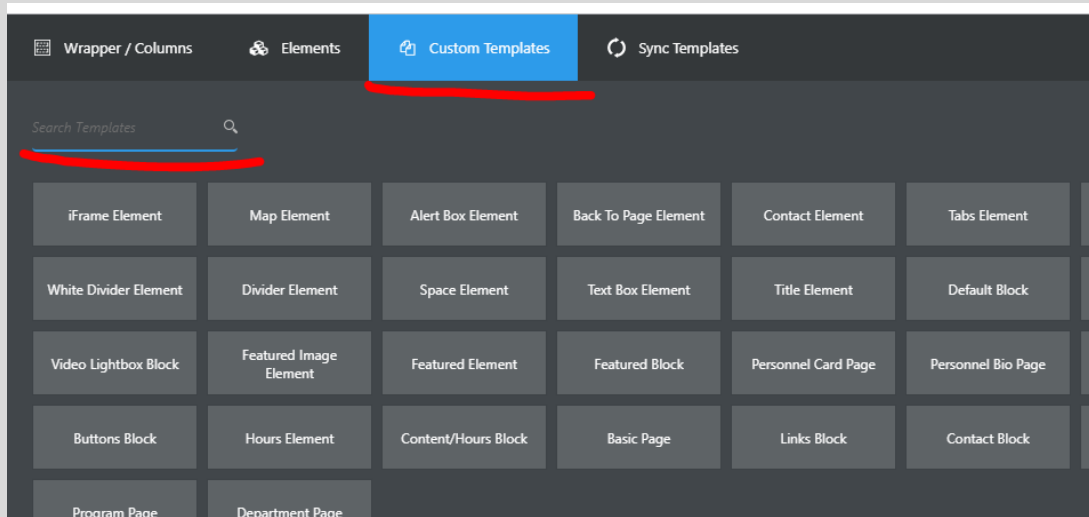
Compatible Templates:

- Blue section of these Pages/Blocks: [Basic Page](#), [Content/Hours Block](#)
- Elements: [Hours Element](#), [Contact Element](#)

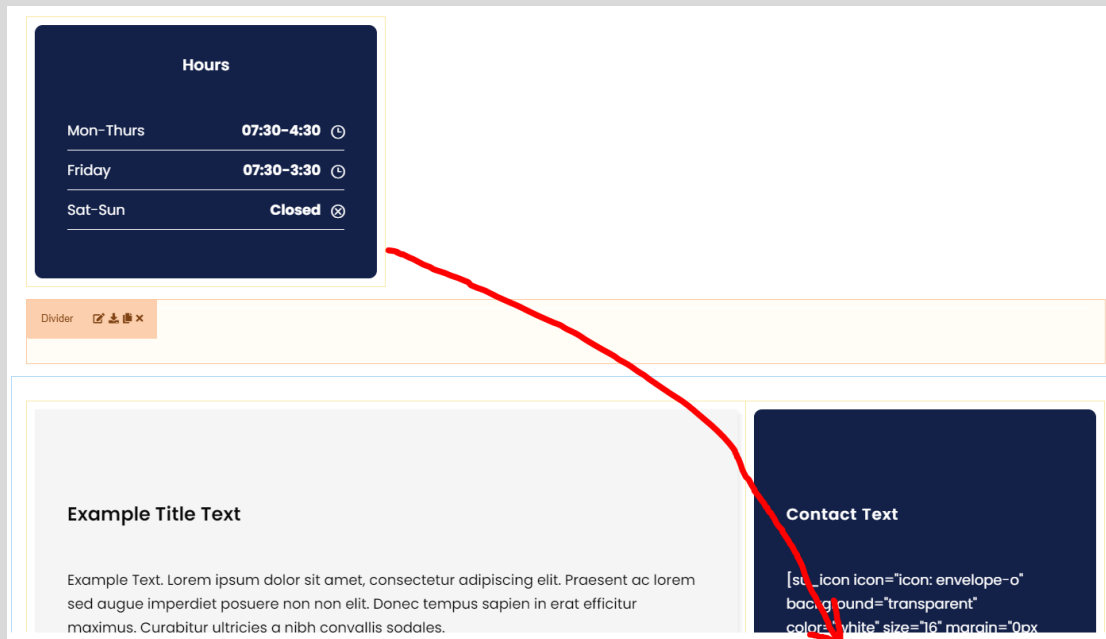
Additional Notes: *black background added to show divider

How?

1. Search within the Custom Templates “White Divider Element” (case insensitive and partial keywords allowed)



2. Using the Basic Page template as an example, we're going to combine the contact information with the [Hours Element](#) (please note that you should use the page footer blocks instead of trying to combine several of the compatible templates).



3. Drag the hours information (orange outline with the Opening Hours title) to right below the contact information (orange outline with the Text Box title) and then place

the White Divider Element (orange outline with the Divider title).

0px 0px 0px"[/su_icon] (509) 509-5095

[su_icon icon="icon: building-o" background="transparent" color="white" size="16" margin="0px 0px 0px"[/su_icon] Building 1800

[su_icon icon="icon: map-signs" background="transparent" color="white" size="16" margin="0px 0px 0px"[/su_icon] Room 1800

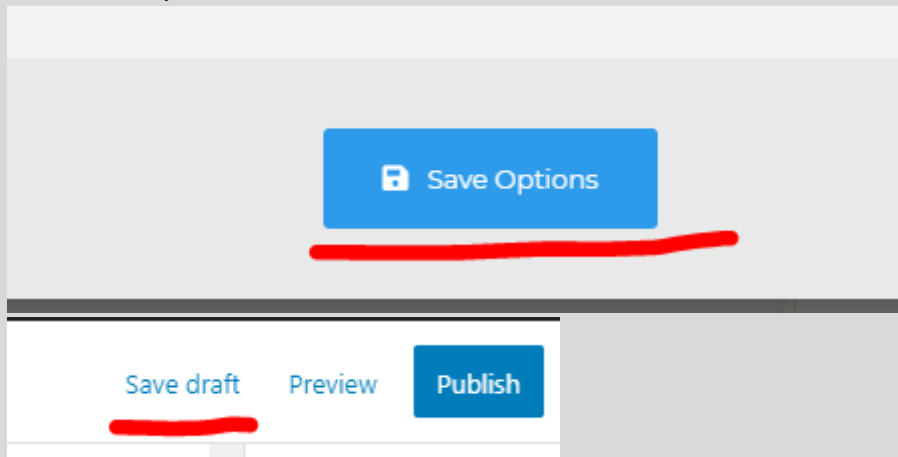
Mon-Thurs	07:30-4:30 ⌚
Friday	07:30-3:30 ⌚
Sat-Sun	Closed ⊗

4. Delete the remaining empty template.

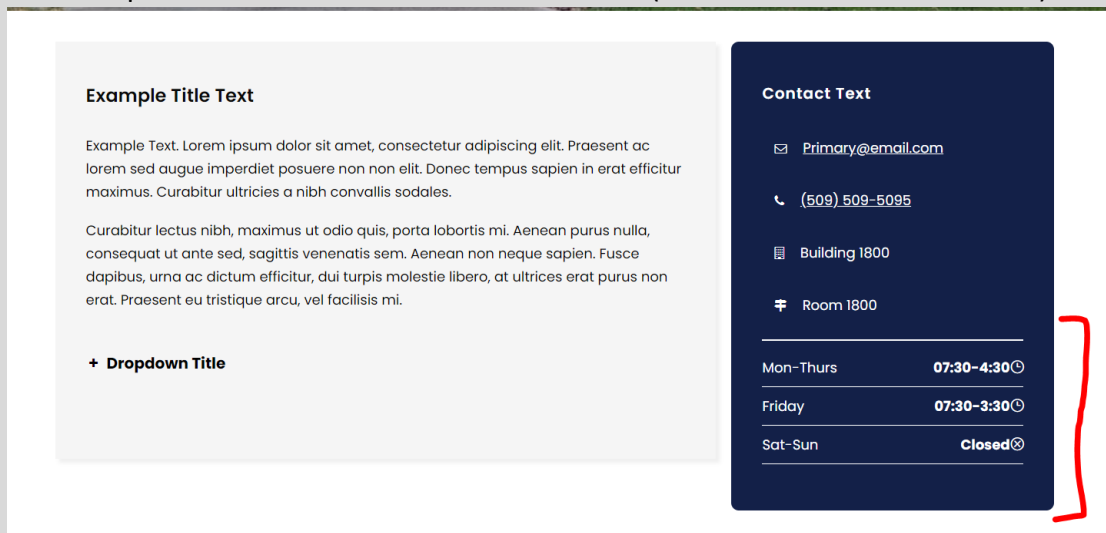
1/3 [edit] [copy] [download] [delete]

Hours

5. Click Save Options and then click Save Draft.



6. Here is a preview of how it looks on the frontend (Preview->Preview in new tab).



7. If you are finished making changes, you can click Publish and then Submit For Review.

Dropdown Element

What and Why?

+ Dropdown Title

Description: The Dropdown Element is a convenient way to store a collection of information into a small amount of space.

Resizable: Takes the width of the container.

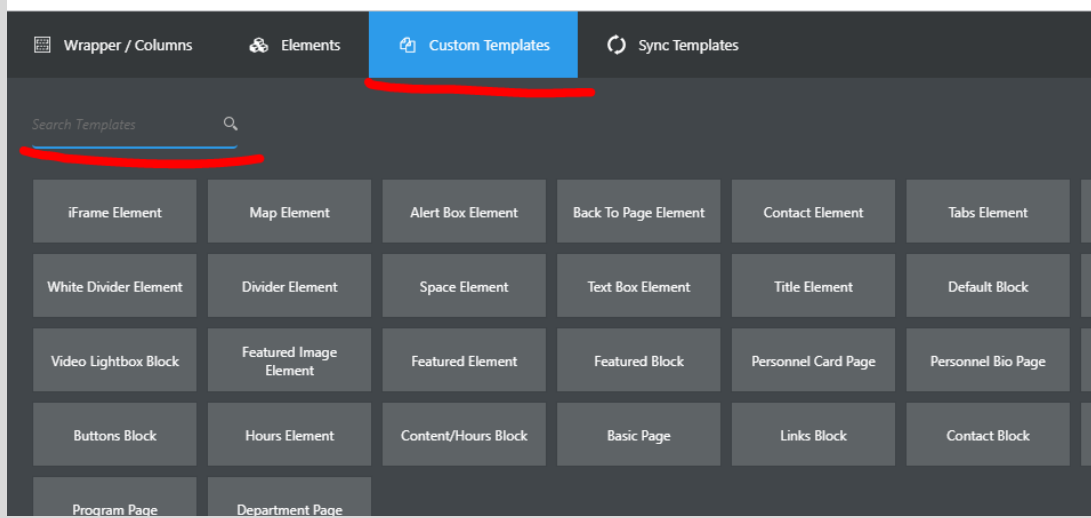
Compatible Templates:

- Main section of these: [Department Page](#), [Program Page](#), [Basic Page](#), [Personnel Bio Page](#), [Content/Hours Block](#)
- Other: [Default Block](#)

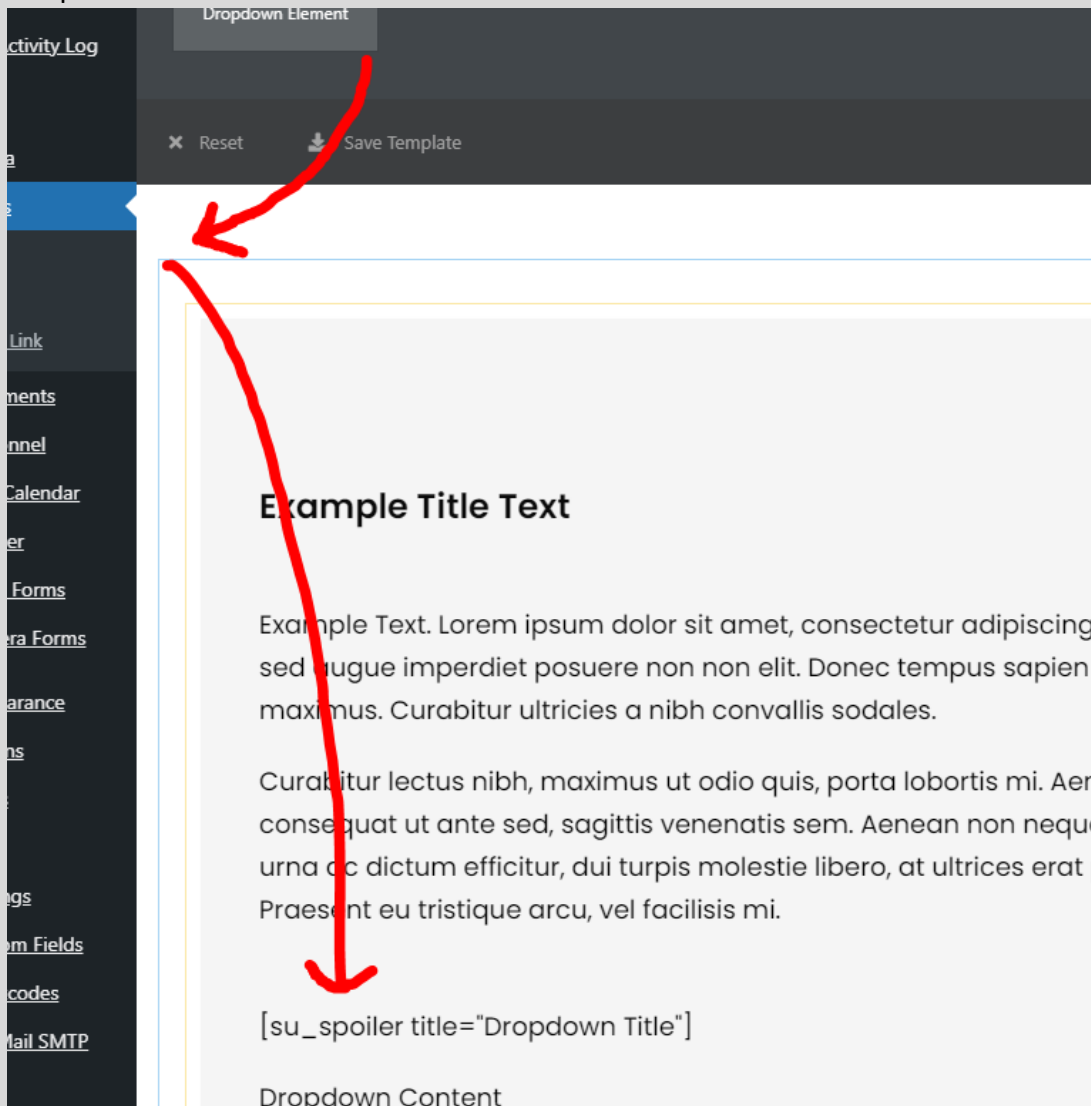
Additional Notes: Do not put a Dropdown Element inside of a [Toggle Box Element](#) or an [Accordion Element](#).

How?

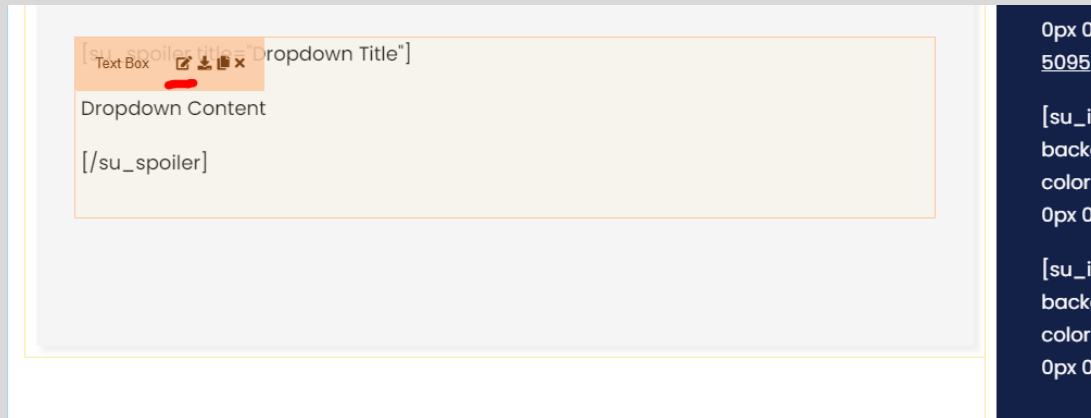
1. Search within the Custom Templates “Dropdown Element” (case insensitive and partial keywords allowed)



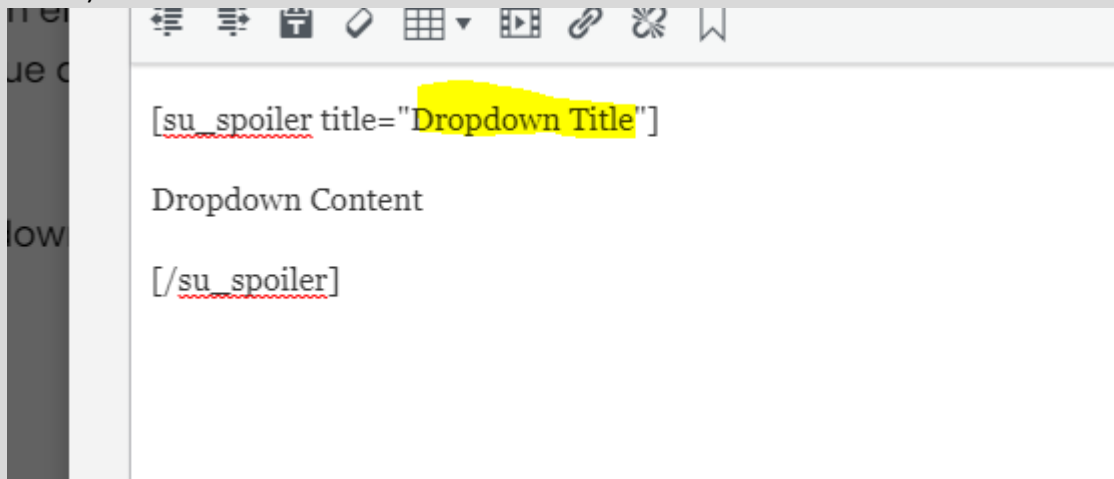
2. Drag the template from the Custom Templates list and then drop it into a compatible template.



3. Click the pencil icon to edit the template (orange outline with the Text Box title)

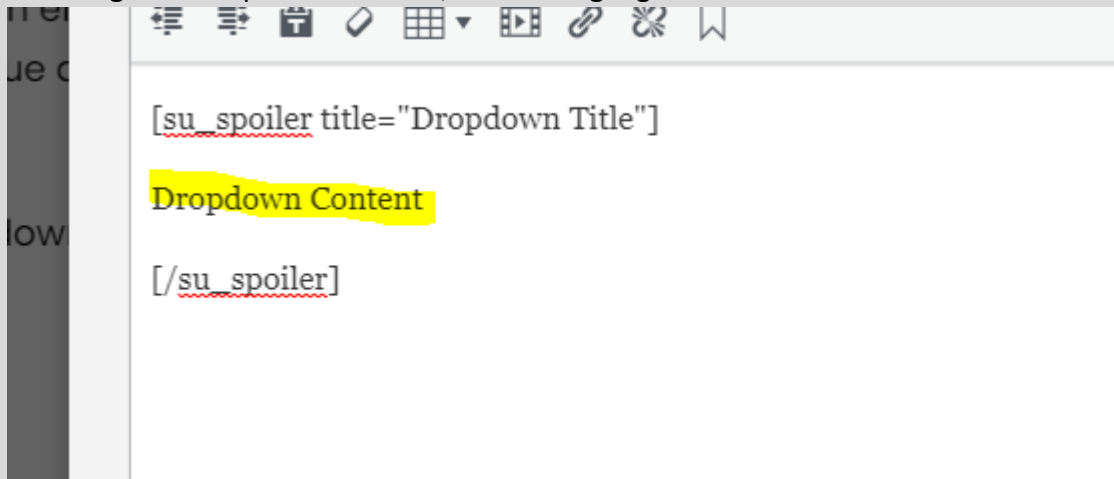


4. To change the dropdown title, edit the highlighted text (don't remove the quotation marks).



The screenshot shows a text editor interface with a toolbar at the top containing icons for text alignment, list creation, link insertion, and other editing functions. Below the toolbar, the text editor contains the following code: `[su_spoiler title="Dropdown Title"]`, where the text "Dropdown Title" is highlighted in yellow. Below this line is the text "Dropdown Content", and at the bottom is the closing tag `[/su_spoiler]`.

5. To change the dropdown content, edit the highlighted text.



The screenshot shows the same text editor interface as above. The code is `[su_spoiler title="Dropdown Title"]`, followed by "Dropdown Content" which is highlighted in yellow, and then `[/su_spoiler]`.

6. To add another dropdown, you can copy page the shown text on a new line or, the better option, duplicate the template (this will let you easily swap/delete them later if need be).

The image shows a rich text editor interface. At the top, a toolbar contains various icons for text formatting, alignment, and linking. Below the toolbar, the main text area contains the following code: `[su_spoiler title="Dropdown Title"]`, followed by the text "Dropdown Content", and then `[/su_spoiler]`. This code block is circled in red. Below the main text area, a yellow tooltip box is visible, containing the same code and a "Text Box" label with editing icons. Below the editor, a blue button labeled "Save Options" is highlighted with a red underline. At the bottom of the editor, a white bar contains three buttons: "Save draft" (underlined in red), "Preview", and "Publish".

7. Click Save Options and then click Save Draft.

8. If you are finished making changes, you can click Publish and then Submit For Review.

Toggle Box Element

What and Why?



Description: The Toggle Box Element is a convenient way to store a collection of information into a small amount of space. The Toggle Box Element is similar to the [Dropdown Element](#) in functionality, but is easier to use as it doesn't rely on shortcodes and is more aesthetically pleasing. This is the recommended template versus the [Dropdown Element](#).

Resizable: Takes the width of the container.

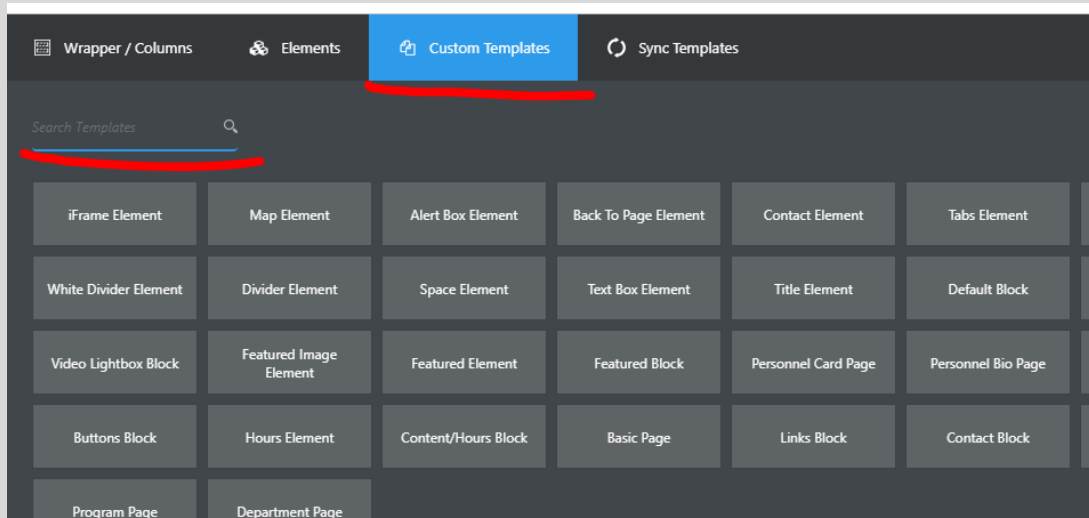
Compatible Templates:

- Main section of these: [Department Page](#), [Program Page](#), [Basic Page](#), [Personnel Bio Page](#), [Content/Hours Block](#)
- Other: [Default Block](#)

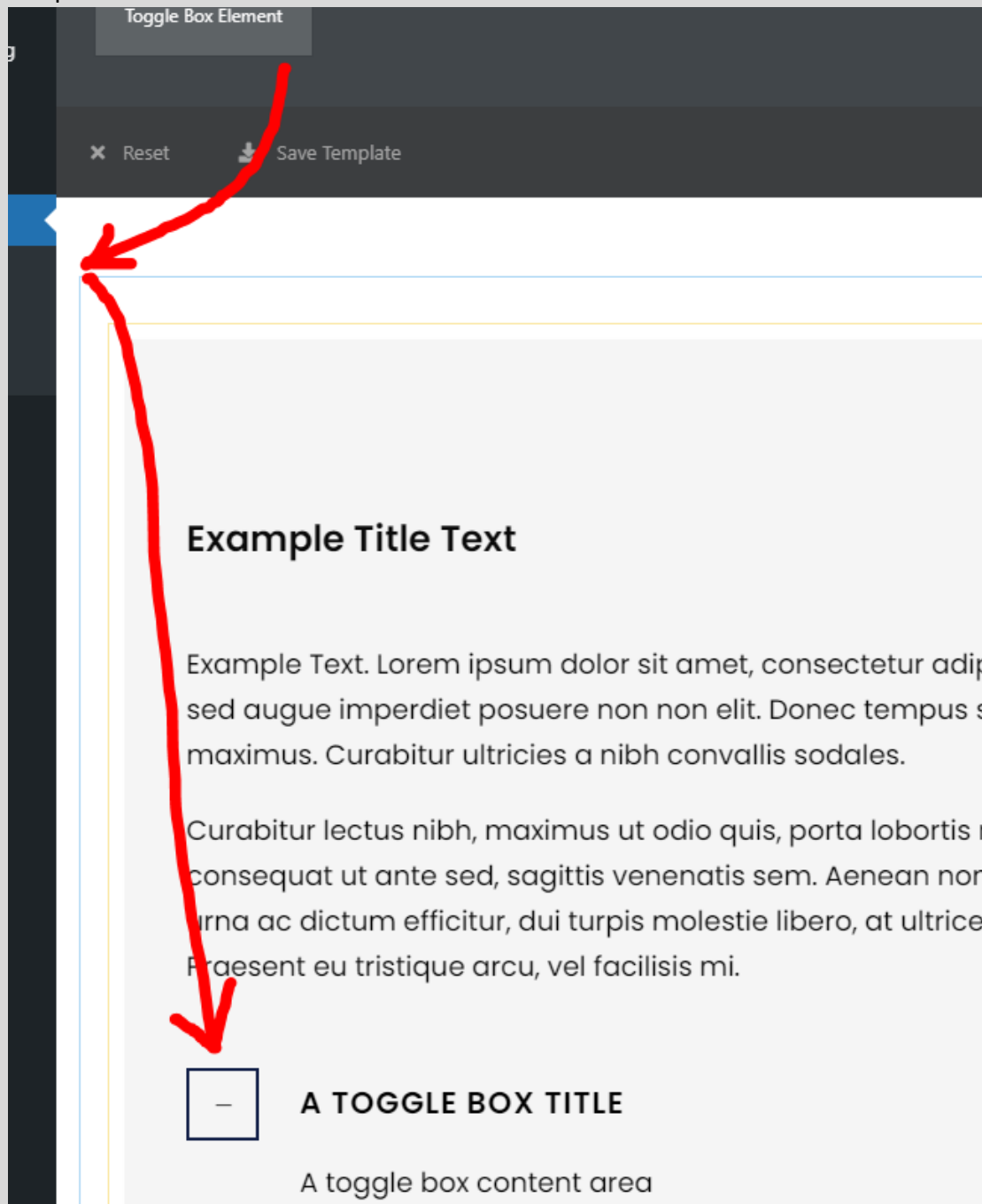
Additional Notes: Be careful to be sure you paste content without external formatting (paste as plain text). There is an issue that could potentially could cause the template to be unopenable with some formatting (this issue is being investigated).

How?

1. Search within the Custom Templates "Toggle Box Element" (case insensitive and partial keywords allowed)



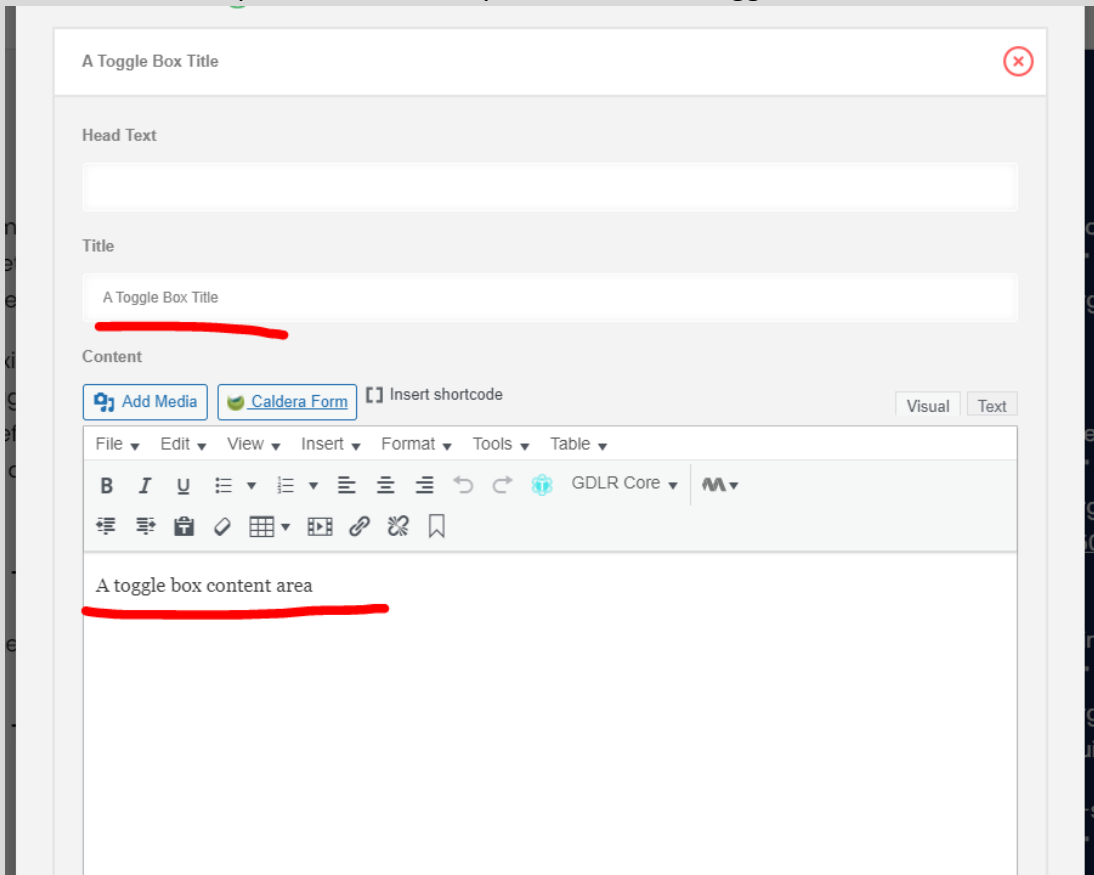
2. Drag the template from the Custom Templates list and then drop it into a compatible template.



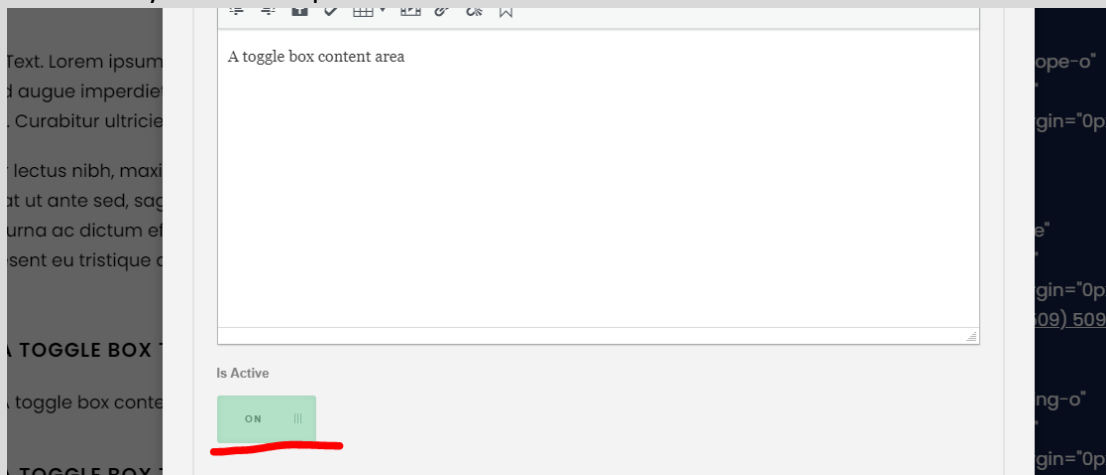
3. Click the pencil icon to edit the template (orange outline with the Toggle Box title)



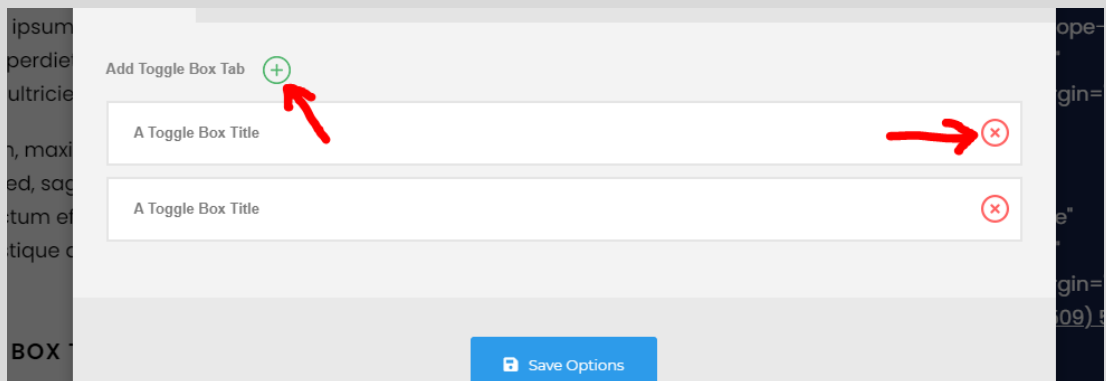
4. Click on a tab to open it. From there you can edit the Toggle Box Title and Content.



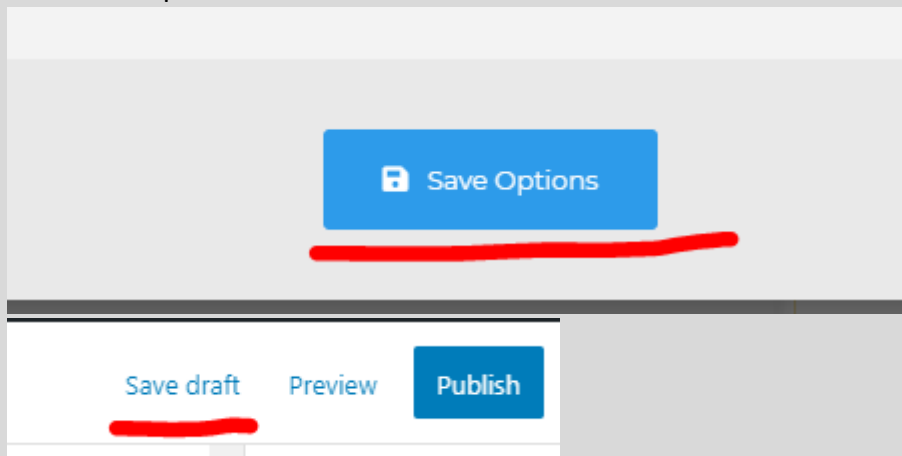
5. The Is Active toggle sets which items are open by default. It's on a per tab basis so be sure to only have one open.



6. To add another tab to the Toggle Box, click the green plus. To remove one, click the red x.



7. Click Save Options and then click Save Draft.



8. If you are finished making changes, you can click Publish and then Submit For Review.

Accordion Element

What and Why?



Description: The Accordion Element is a convenient way to store a collection of information into a small amount of space. The Accordion Element functions exactly like the [Toggle Box Element](#), except in that when a user opens one of the items, it closes the rest so that there is only one item open per Accordion Element.

Resizable: Takes the width of the container.

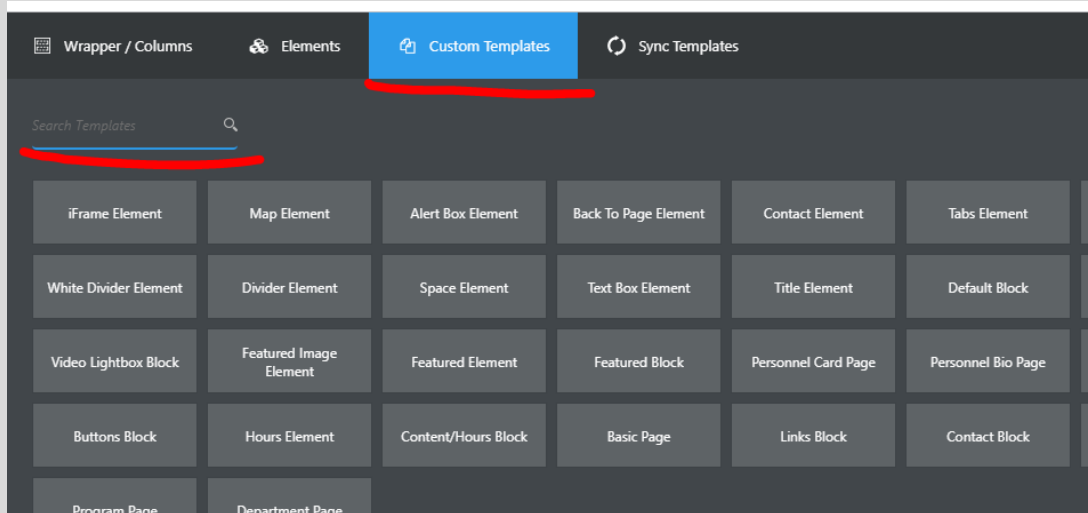
Compatible Templates:

- Main section of these: [Department Page](#), [Program Page](#), [Basic Page](#), [Personnel Bio Page](#), [Content/Hours Block](#)
- Other: [Default Block](#)

Additional Notes: Be careful to be sure you paste content without external formatting (paste as plain text). There is an issue that could potentially cause the template to be unopenable with some formatting (this issue should be resolved now, but there may be edge cases).

How?

1. Search within the Custom Templates “Accordion Element” (case insensitive and partial keywords allowed)



2. Drag the template from the Custom Templates list and then drop it into a compatible template.

The screenshot shows a design tool interface. At the top, a dark grey header contains the text "Accordion Element" and two buttons: "Reset" and "Save Template". Below the header is a white workspace area. A red arrow originates from the top-left corner of the workspace and points to a small blue square icon in the left sidebar. Another red arrow originates from the top-left corner of the workspace and points to a larger, light grey rectangular area in the workspace. This area contains the following text:

Example Title Text

Example Text. Lorem ipsum dolor sit amet, consectetur adipiscing elit. sed augue imperdiet posuere non non elit. Donec tempus sapien in er maximus. Curabitur ultricies a nibh convallis sodales.

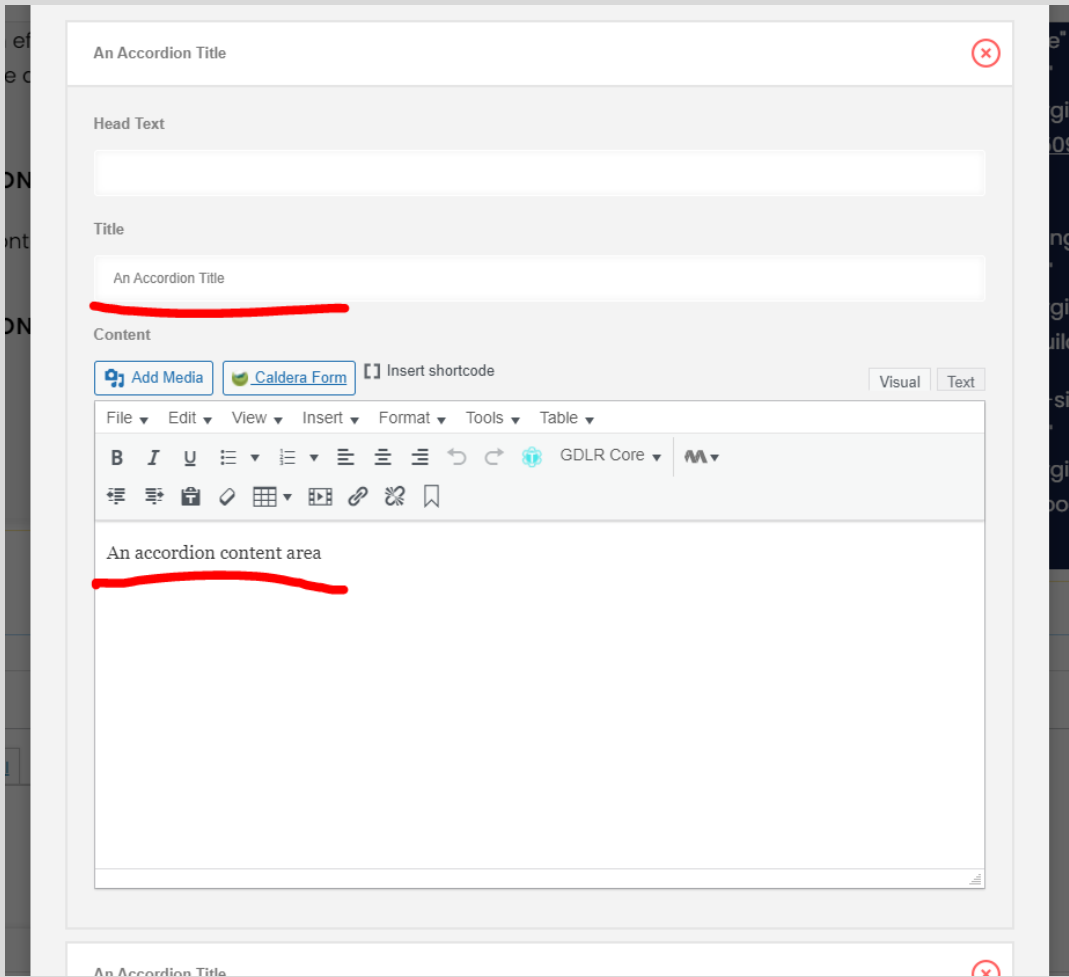
Curabitur lectus nibh, maximus ut odio quis, porta lobortis mi. Aenean consequat ut ante sed, sagittis venenatis sem. Aenean non neque saq urna ac dictum efficitur, dui turpis molestie libero, at ultrices erat puru Praesent eu tristique arcu, vel facilisis mi.

Below the text is a small square icon containing a minus sign, followed by the text "AN ACCORDION TITLE" and "An accordion content area".

3. Click the pencil icon to edit the template (orange outline with the Accordion title)



4. Click on a tab to open it. From there you can edit the Accordion Title and Content.



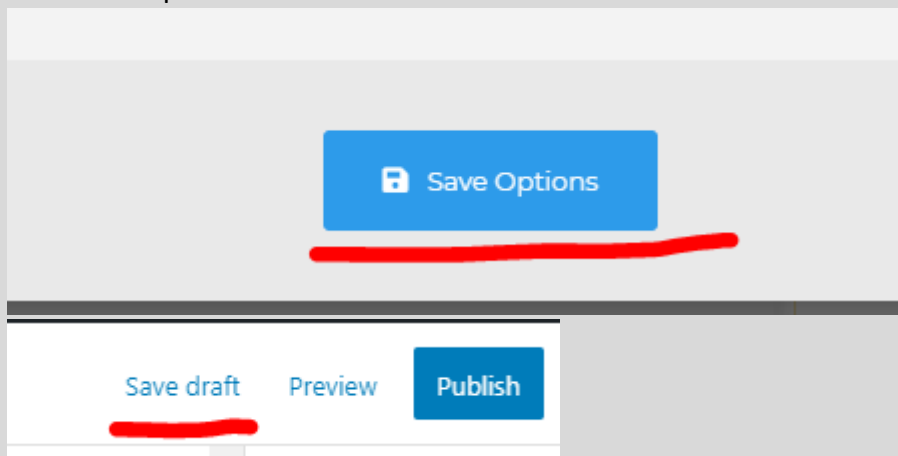
5. To add another tab to the accordion, click the green plus. To remove one, click the red X.



6. There are also optional settings below (Initial Active Tab sets which tab is open, 1 meaning the first one is open, this is the default. Allow Closing All Tabs let's a user close all tabs. This is off by default).



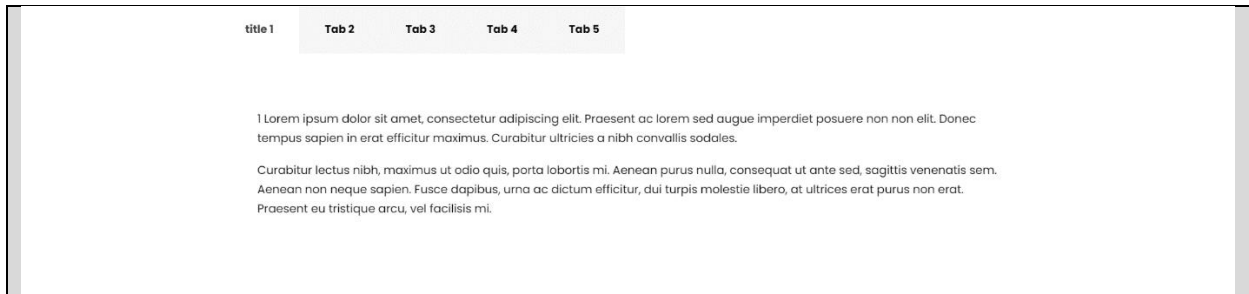
7. Click Save Options and then click Save Draft.



8. If you are finished making changes, you can click Publish and then Submit For Review.

Tabs Element

What and Why?



Description: The Tabs Element provides a convenient method to display a collection of information without taking large amount of space.

Resizable: Takes the width of the container.

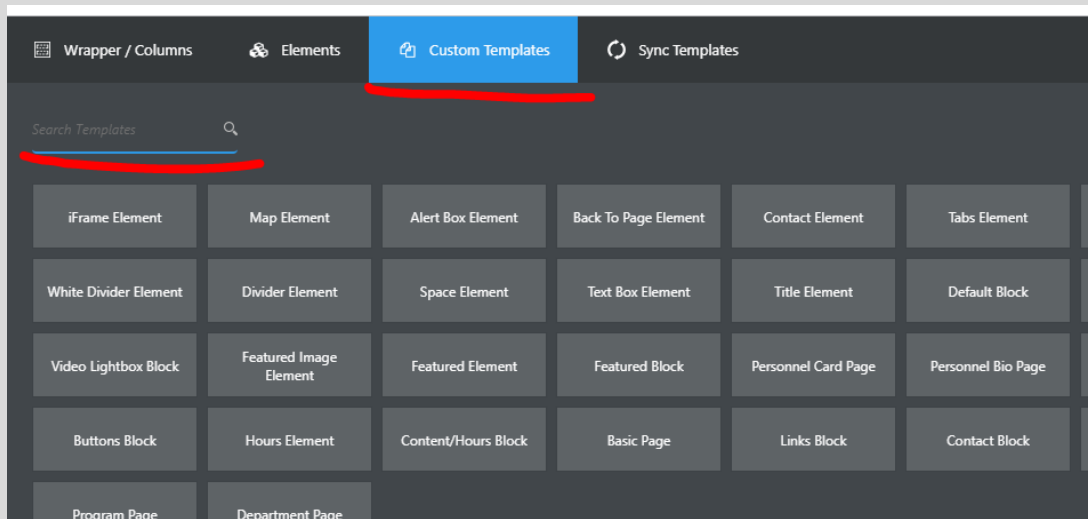
Compatible Templates:

- Main section of these: [Department Page](#), [Program Page](#), [Basic Page](#), [Content/Hours Block](#)
- Other: [Default Block](#)

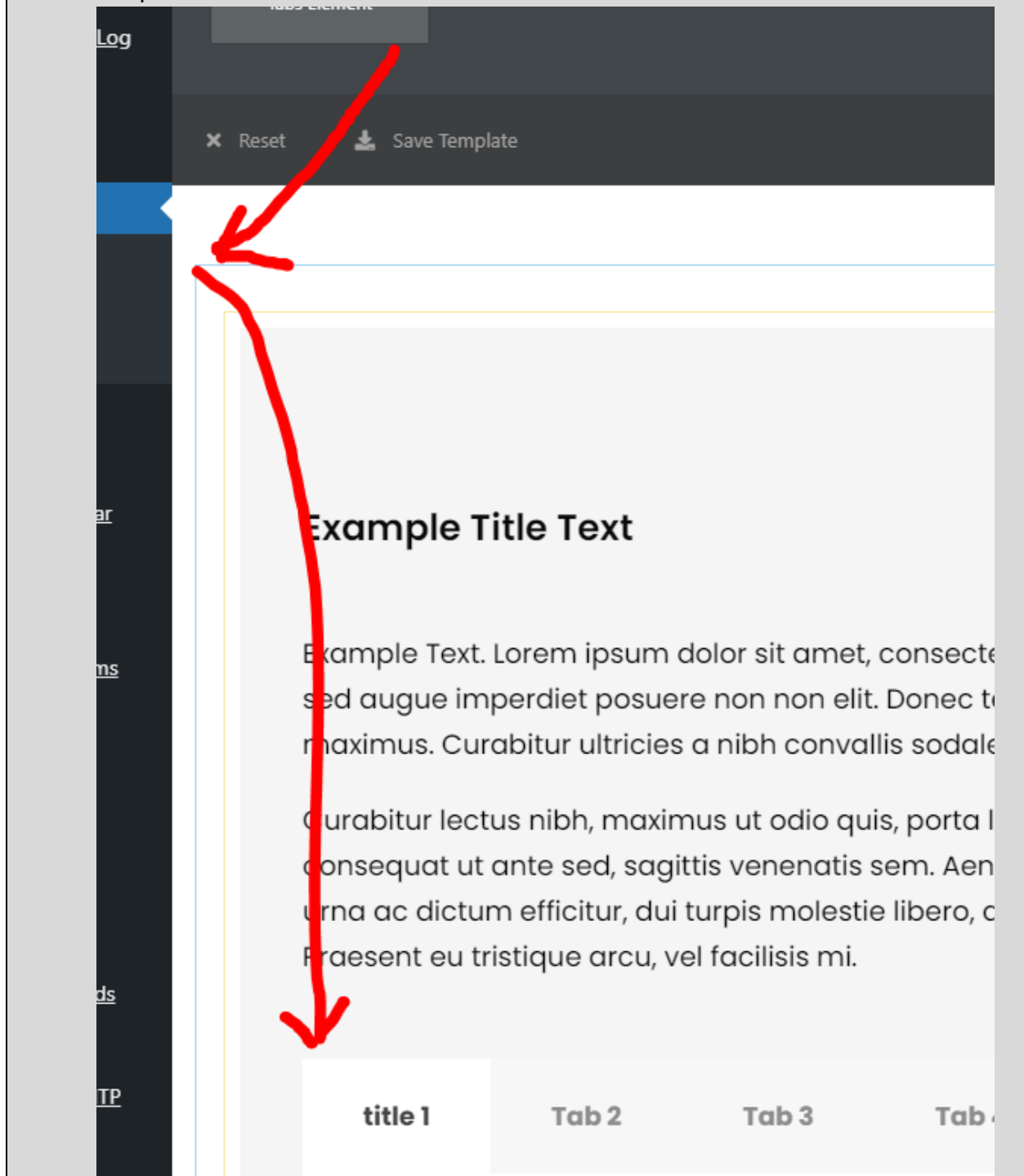
Additional Notes: For the purpose of mobile friendliness, the [Dropdown Element](#), [Toggle Box Element](#), and [Accordion Element](#) are better alternatives.

How?

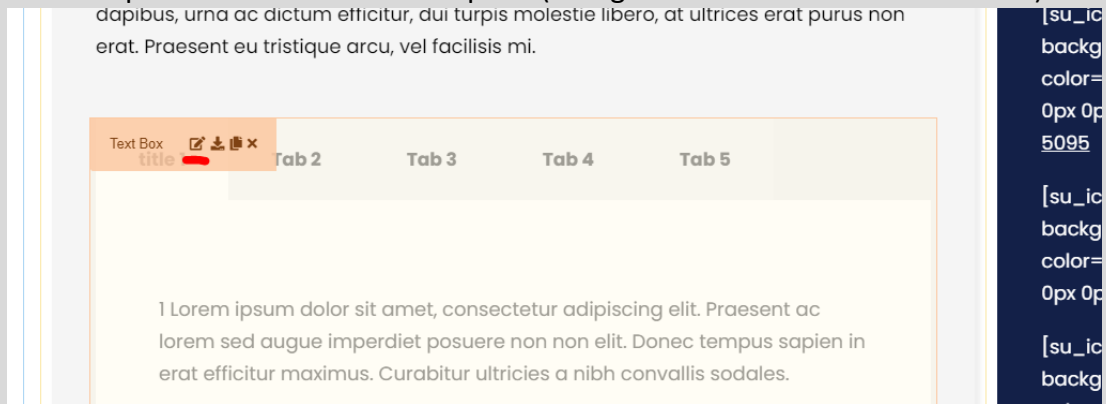
1. Search within the Custom Templates “Tabs Element” (case insensitive and partial keywords allowed)



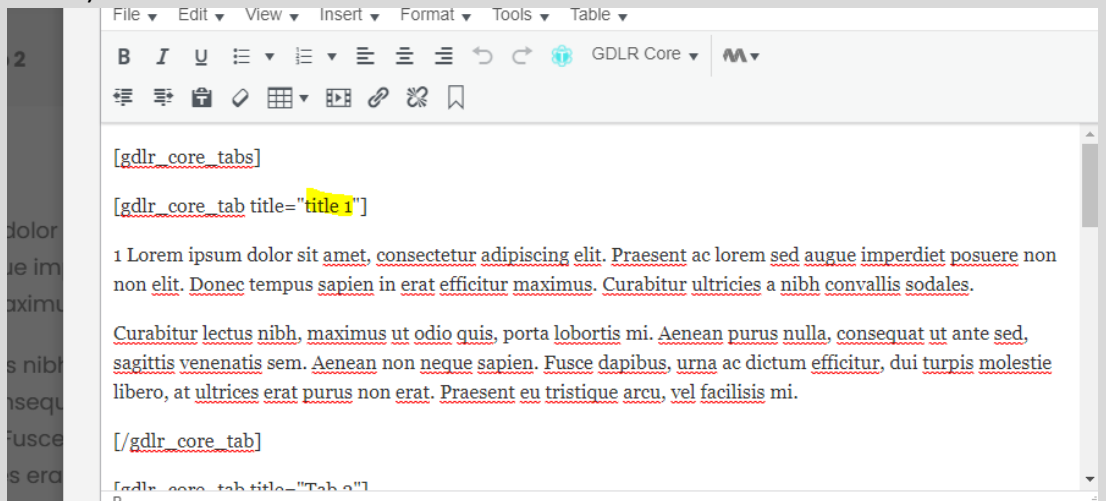
2. Drag the template from the Custom Templates list and then drop it into a compatible template.



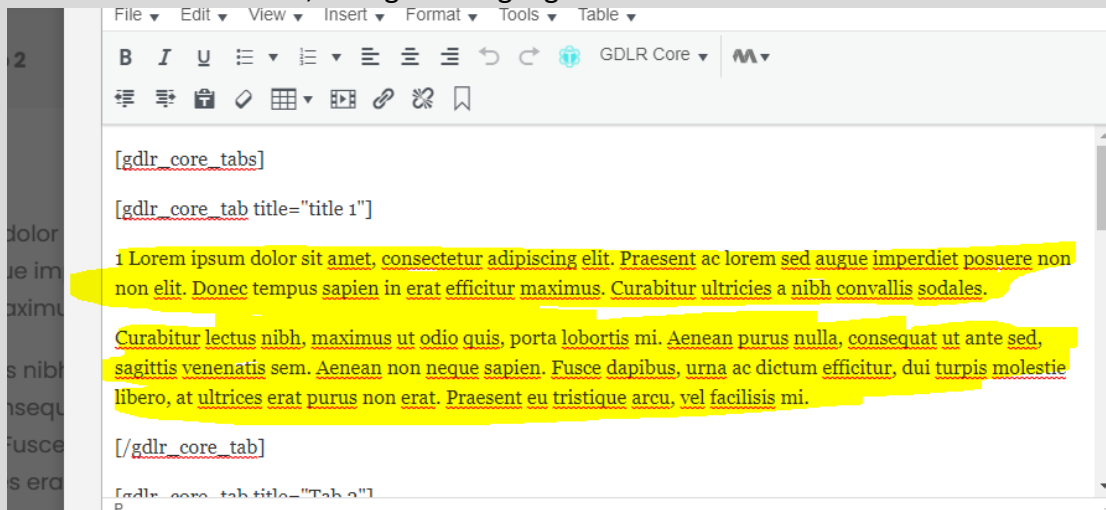
3. Click the pencil icon to edit the template (orange outline with the Text Box title)



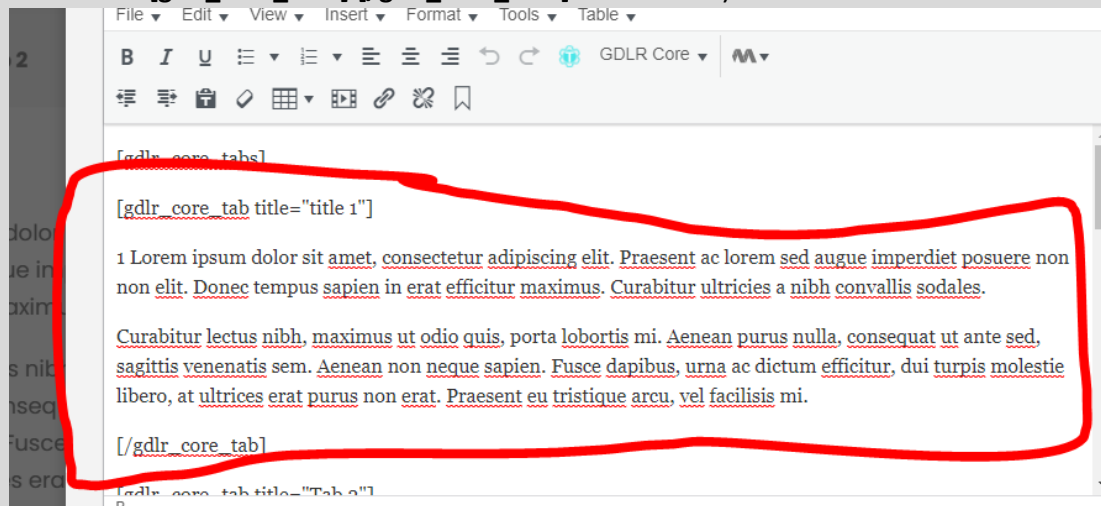
4. To edit the tab titles, change the highlighted text (don't remove the quotation marks)..



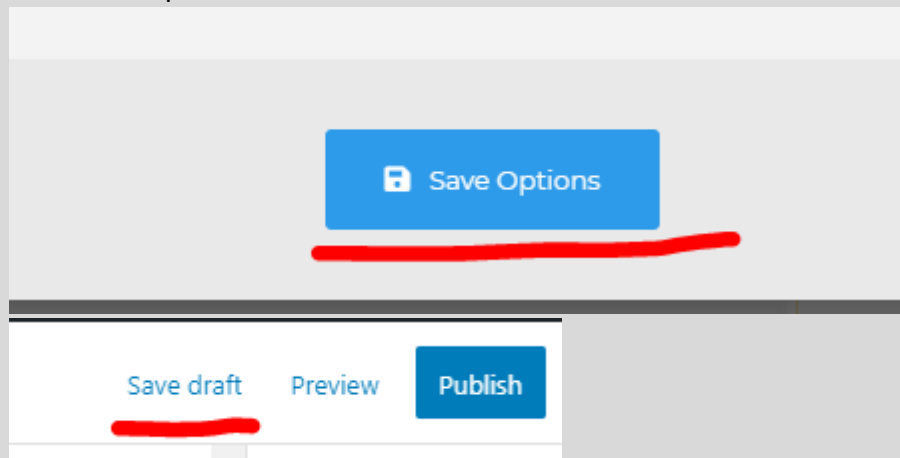
5. To edit the tab content, change the highlighted text.



6. To add or remove tabs, select the shown area and delete or copy it (all tabs must be within the `[gdlr_core_tabs]` `[/gdlr_core_tabs]` shortcodes).



7. Click Save Options and then click Save Draft.



8. If you are finished making changes, you can click Publish and then Submit For Review.

Contact Element

What and Why?

Contact Text

✉ Primary@email.com

📞 (509) 509-5095

🏢 Building 1800

🚪 Room 1800

Description: The Contact Element provides contact information for pages that don't use the [Contact Block](#) or similar page footer blocks. Generally, these are used for pages that aren't exactly standalone departments/programs but are more of separate services that have different contact information than standard pages.

Resizable: No.

Compatible Pages/Blocks: This can be swapped with the right section of either [Basic Page](#) or [Default Block](#) (for this block, you will need to resize the Default Block to 2/3 to fit, see [How to properly resize templates](#)).

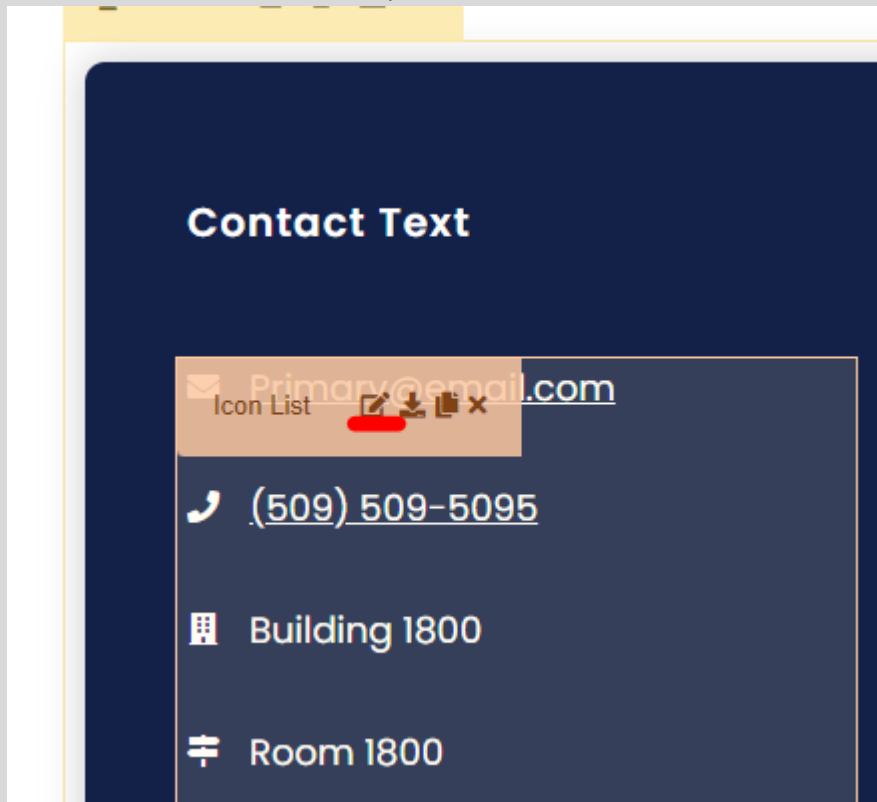
Additional Notes: this is not a full width template. This should not be used in combination with the [Back To Page Element](#) or the [Hours Element](#). If either of those are already being used a page, consider using one of the following footer blocks for providing contact information: [Contact Block](#), [Contact/Links Block](#), [Contact/Staff Block](#), or [Contact/Staff/Links Block](#).

How?

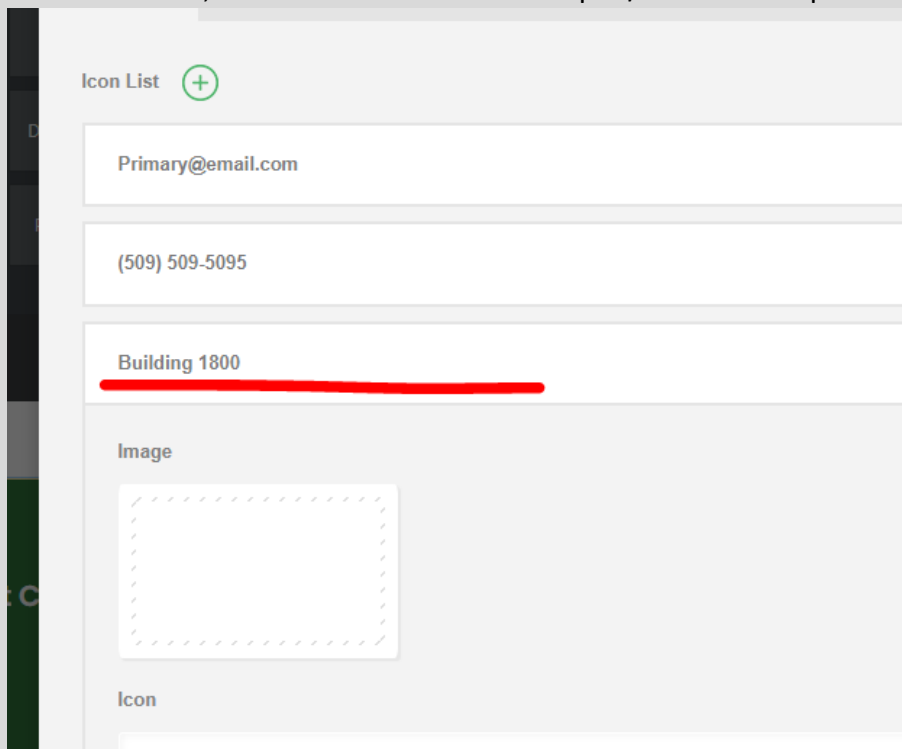
To edit the Title, see the [Title Element](#) (start on step 3).

To edit the contact information:

1. To edit the contact information, click the pencil icon to edit the template (orange outline with the Icon List title)



2. To edit an item, click on one of the tabs to open/close the dropdown.



3. To edit the email address, replace the highlighted text with an email address.

The screenshot shows a form editor interface with several fields. The 'Content' field is highlighted in yellow and contains the text 'Primary@email.com'. Other fields include 'Icon' (fa fa-envelope), 'Icon Hover', 'Caption', 'Link Url' (mailto:Primary@email.com), and 'Link Target' (Current Screen). The interface also features a 'PREVIEW' button on the right side.

Then copy the email address into the highlighted text, but put **mailto:** in front to make it work as a clickable link.

The screenshot shows the same form editor interface. The 'Link Url' field is now highlighted in yellow and contains the text 'mailto:Primary@email.com'. The 'Content' field now contains the plain text 'Primary@email.com'. The other fields remain the same as in the previous screenshot.

4. To edit the phone number, replace the highlighted text with a phone number (in [this format](#)).

fa fa-phone

Icon Hover

Content

(509) 509-5095

Caption

Link Url

tel:(509) 509-5095

Link Target

Current Screen

Then copy the phone number into the highlighted text, but put **tel:** (or **sms:** for texting) in front to make it work as a clickable link.

Icon

fa fa-phone

Icon Hover

Content

(509) 509-5095

Caption

Link Url

tel:(509) 509-5095

Link Target

Current Screen

5. The instructions to edit the other contact information is similar, except linking it optional. If you don't need particular information, you can delete an entire tab by

clicking on the x.

Icon List +

Primary@email.com ✕

(509) 509-5095 ✕

Building 1800 ✕

Room 1800 ✕

6. Click Save Options and then click Save Draft.

🔒 Save Options

Save draft Preview Publish

7. If you are finished making changes, you can click Publish and then Submit For Review.

If you want to add an item back, follow the steps below.

1. Click the green +.

Icon List +

Primary@email.com ✕

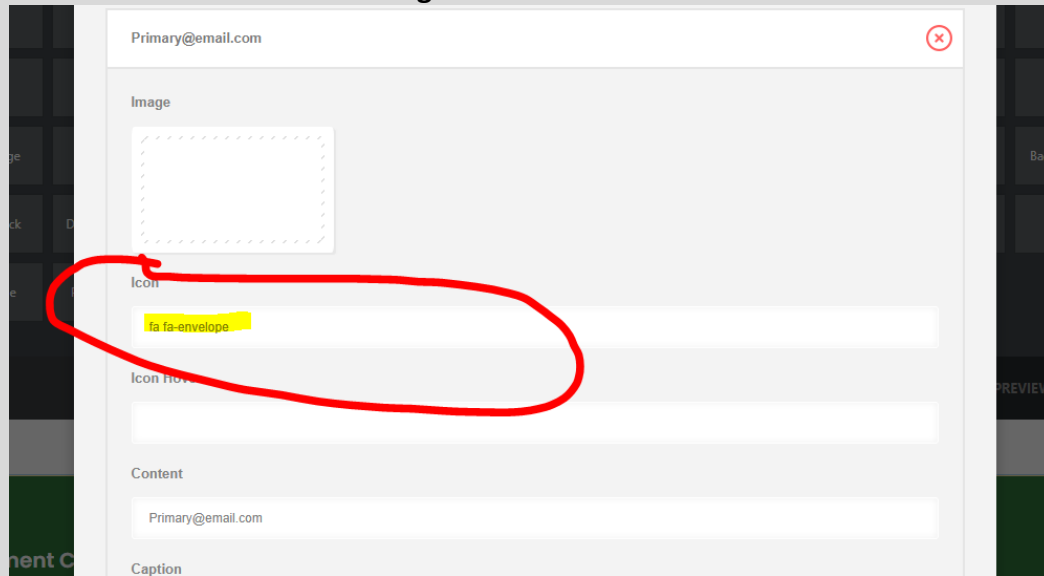
(509) 509-5095 ✕

Building 1800 ✕

Room 1800 ✕

2. Add icon text into the highlighted field. It can be one of the following bolded:
For email address: **fa fa-envelope**
For phone number: **fa fa-phone**
For building number: **fa fa-map-signs**

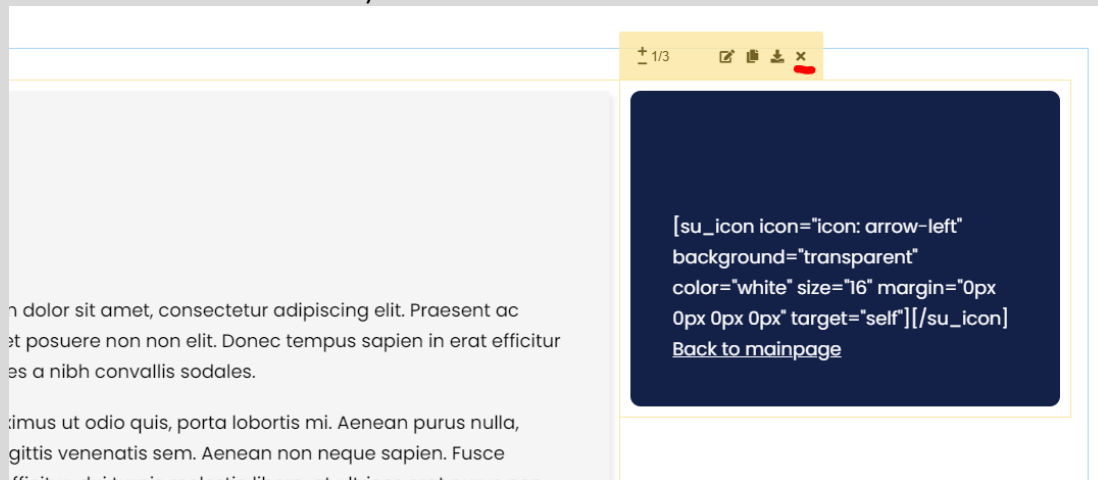
For room number: fa fa-building



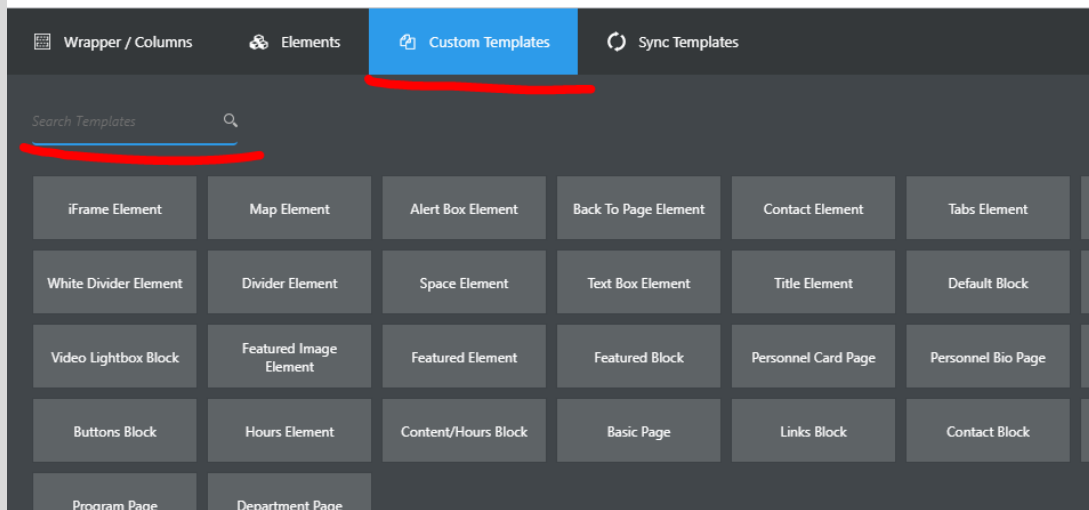
3. Proceed to edit the item as shown above starting at step 5.

How to replace a right-side template with the Contact Element:

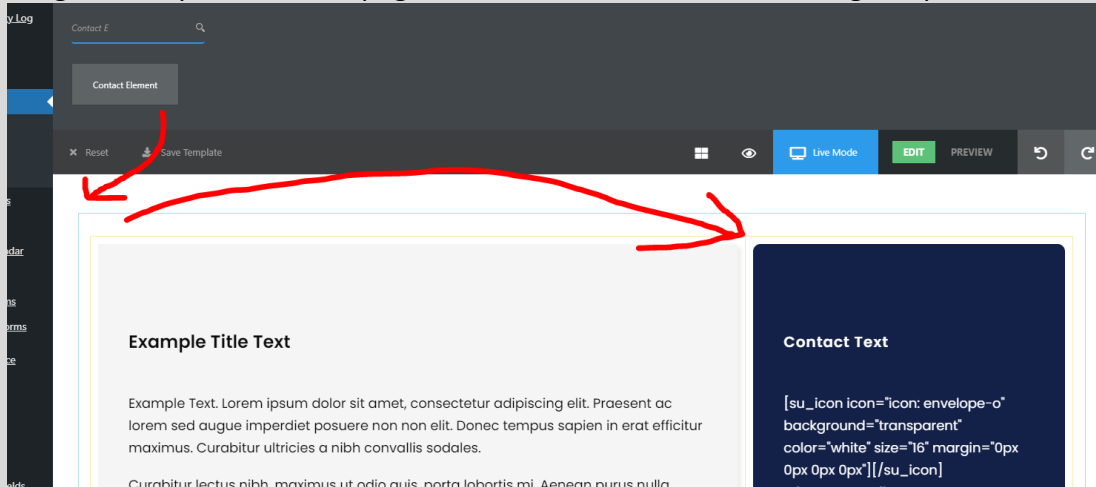
1. Delete the pre-existing right side template (be sure to delete the yellow highlight, which indicates the column).



2. Once removed, search within the Custom Templates “Contact Element” (case insensitive and partial keywords allowed)



3. Drag the template into the page builder and then into the existing template.



4. Proceed to follow the previous instructions on how to edit the contact information (To edit the contact information).

Back To Page Element

What and Why?

← Back to mainpage

Description: The Back To Page element let's you place a link pointing back to a previous page, presuming the current page is related some other 'main' page. It's common for this to be used on FAQ pages or other pages providing additional pages related to a program or department.

Resizable: No.

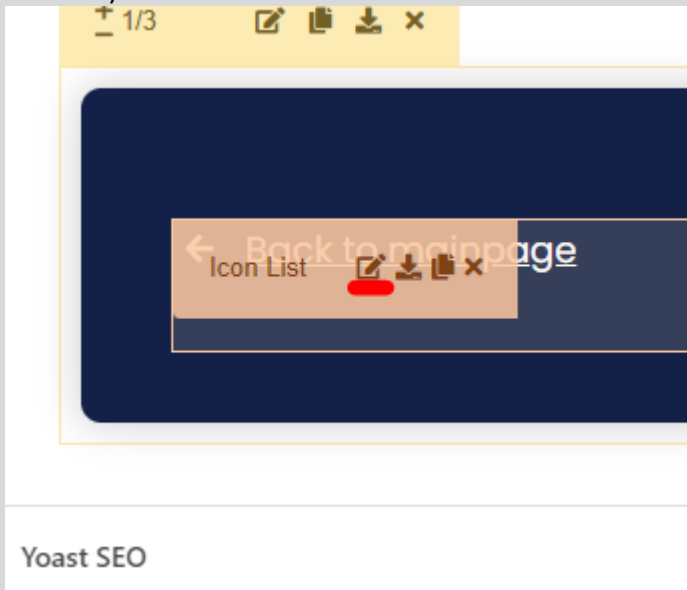
Compatible Pages/Blocks: This can be swapped with the right section of either [Basic Page](#), [Default Block](#) (for this block, you will need to resize the Default Block to 2/3 to fit, see [How to properly resize templates](#)).

Additional Notes: this is not a full width template. This should not be used in combination with the [Contact Element](#) or the [Hours Element](#). If either of those are already being used a page, consider using one of the following footer blocks for providing contact information: [Contact Block](#), [Contact/Links Block](#), [Contact/Staff Block](#), or [Contact/Staff/Links Block](#).

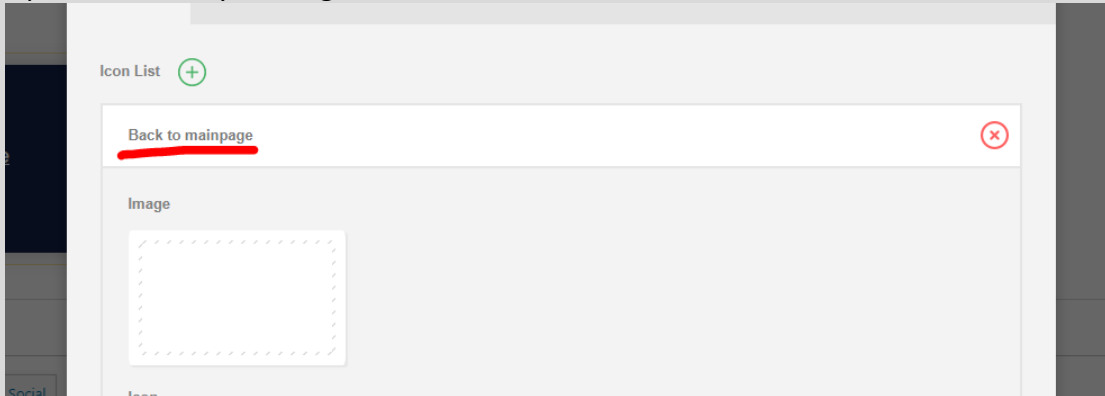
How?

To edit the link this goes to:

1. To edit the link, click the pencil icon to edit the template (orange outline with the Icon List title)



2. Open the item by clicking on it



3. Paste the new link in the Link Url section

Caption

Link Url

https://dev.bigbend.edu/academics/art/

Link Target

Current Screen

4. Click Save Options and then click Save Draft.

Save Options

Save draft Preview Publish

5. If you are finished making changes, you can click Publish and then Submit For Review. To add an template that uses the Back To Page template, [go here](#).

Alert Box Element

What and Why?



Description: The Alert Box lets you place a notice on a page. This is useful for placing temporary important information concerning services, Covid-19, etc.

Resizable: Takes the width of the container.

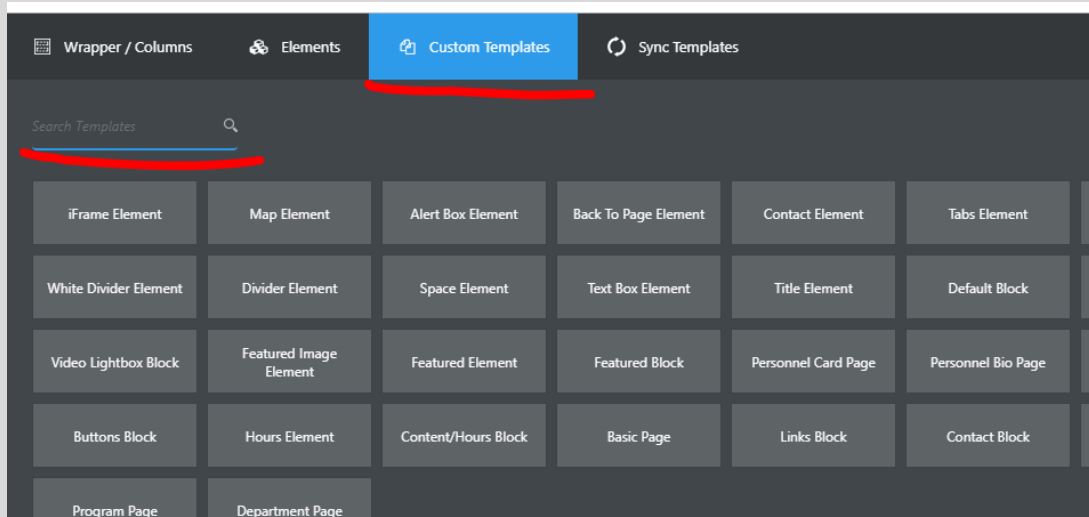
Compatible Templates:

- Main section of these: [Department Page](#), [Program Page](#), [Basic Page](#), [Content/Hours Block](#)
- Other: [Default Block](#)

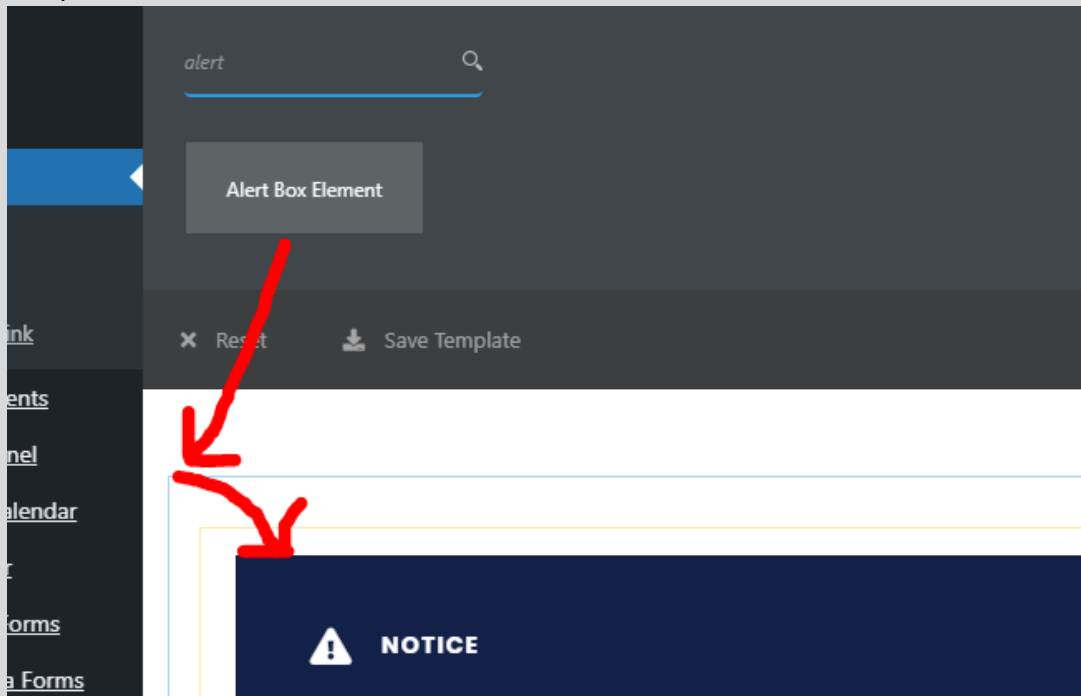
Additional Notes: Avoid using this element more than once per page. Also limit how much information you put in there, preferably up to one paragraph. Excessive use of Alert Box Element makes the page cluttered and overwhelming. Be sure to prioritize what's important on your page.

How?

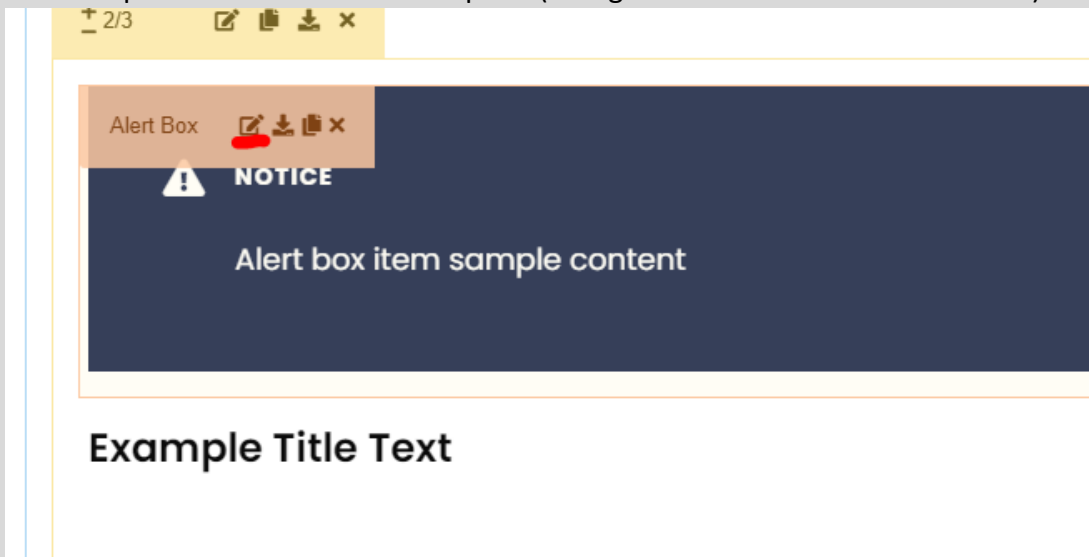
1. Search within the Custom Templates "Alert Box Element" (case insensitive and partial keywords allowed)



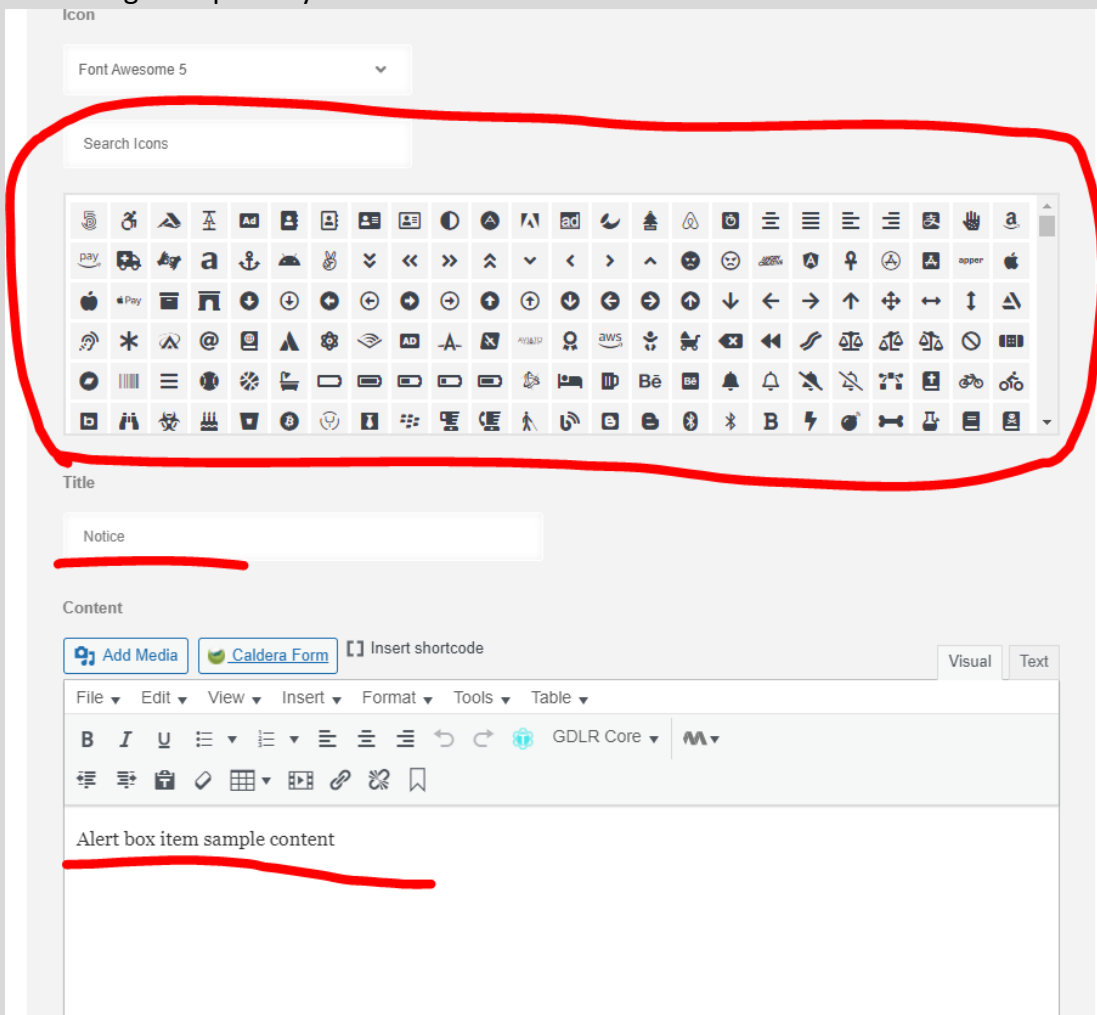
2. Drag the template from the Custom Templates list and then drop it into a compatible template.



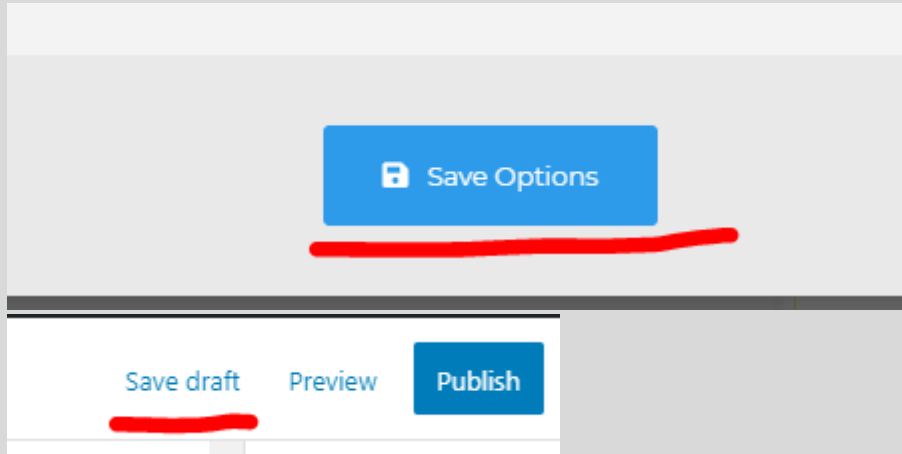
3. Click the pencil icon to edit the template (orange outline with the Text Box title)



4. You can select a new icon (leave the icon type as Font Awesome 5), change the title, and change the primary content.

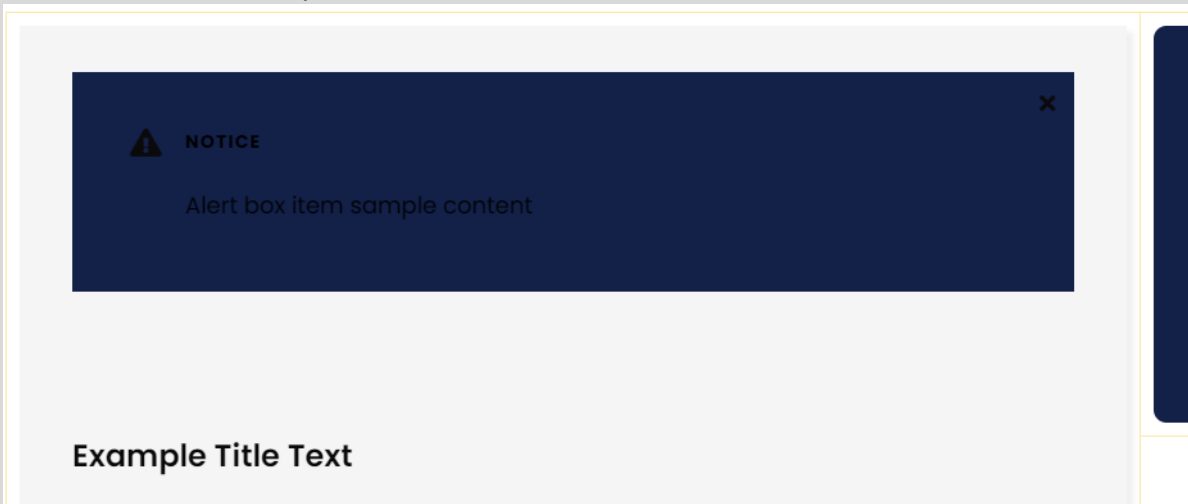


5. Click Save Options and then click Save Draft.



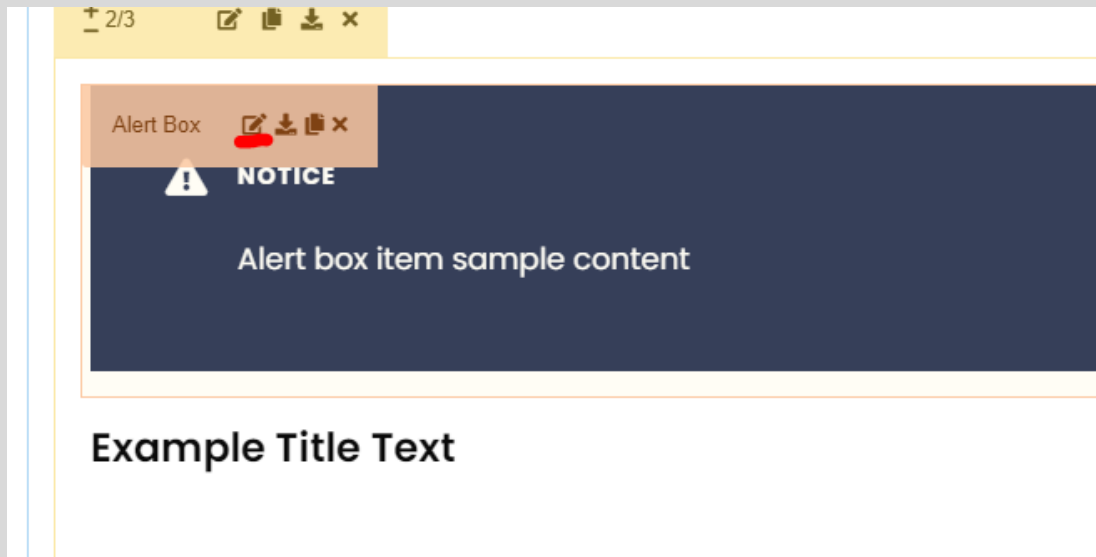
6. If you are finished making changes, you can click Publish and then Submit For Review.

In the situation that you place the Alert Box into a template with a light gray background, the text will look black, like so.

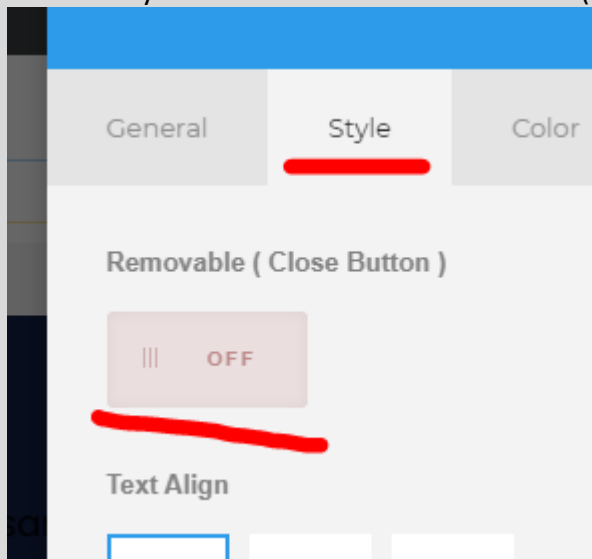


To fix this, follow these steps.

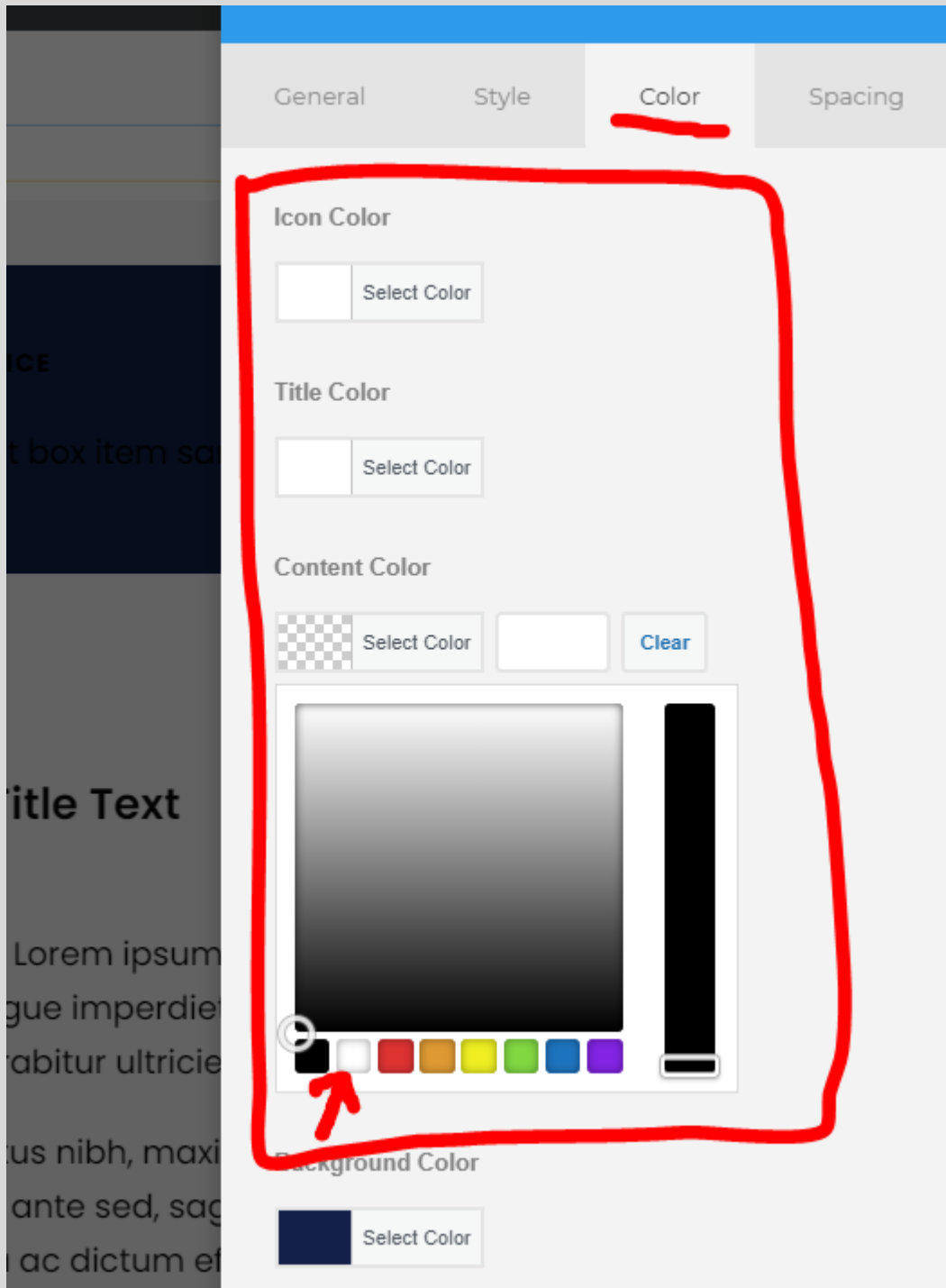
1. Click the edit icon.



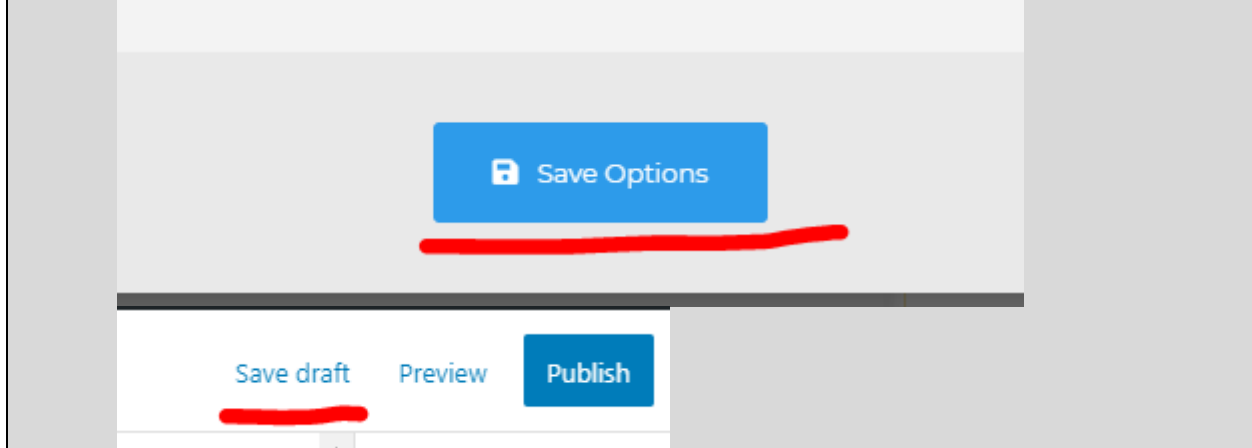
2. Click on Style and then slide the Removable (Close Button) to red.



3. Then click on Color and then change Icon Color, Title Color, and Content Color to white.

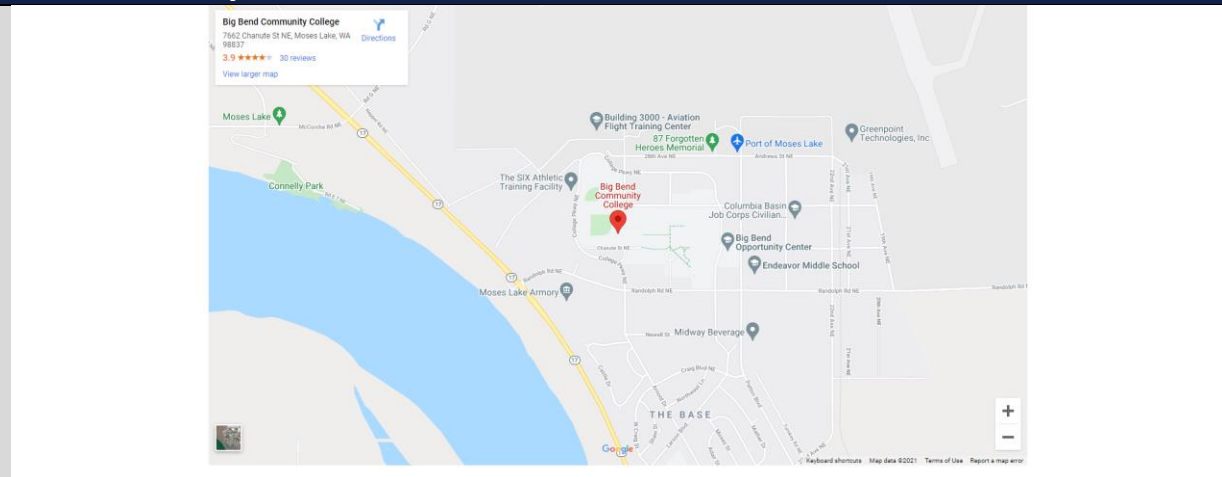


4. Click Save Options and then click Save Draft.



Map Element

What and Why?



Description: The Map Element lets you load a location with Google Maps within a website. Not frequently used, but it can be used to show locations for events. For example, it's being used on the [Contact Us page](#).

Resizable: Takes the width of the container.

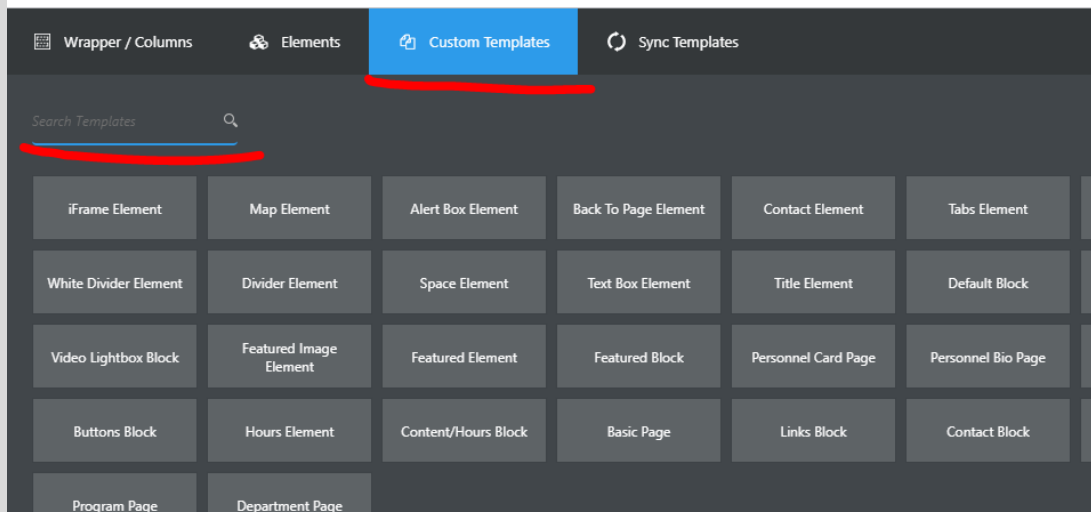
Compatible Templates:

- Main section of these: [Department Page](#), [Program Page](#), [Basic Page](#), [Content/Hours Block](#)
- Other: [Default Block](#)

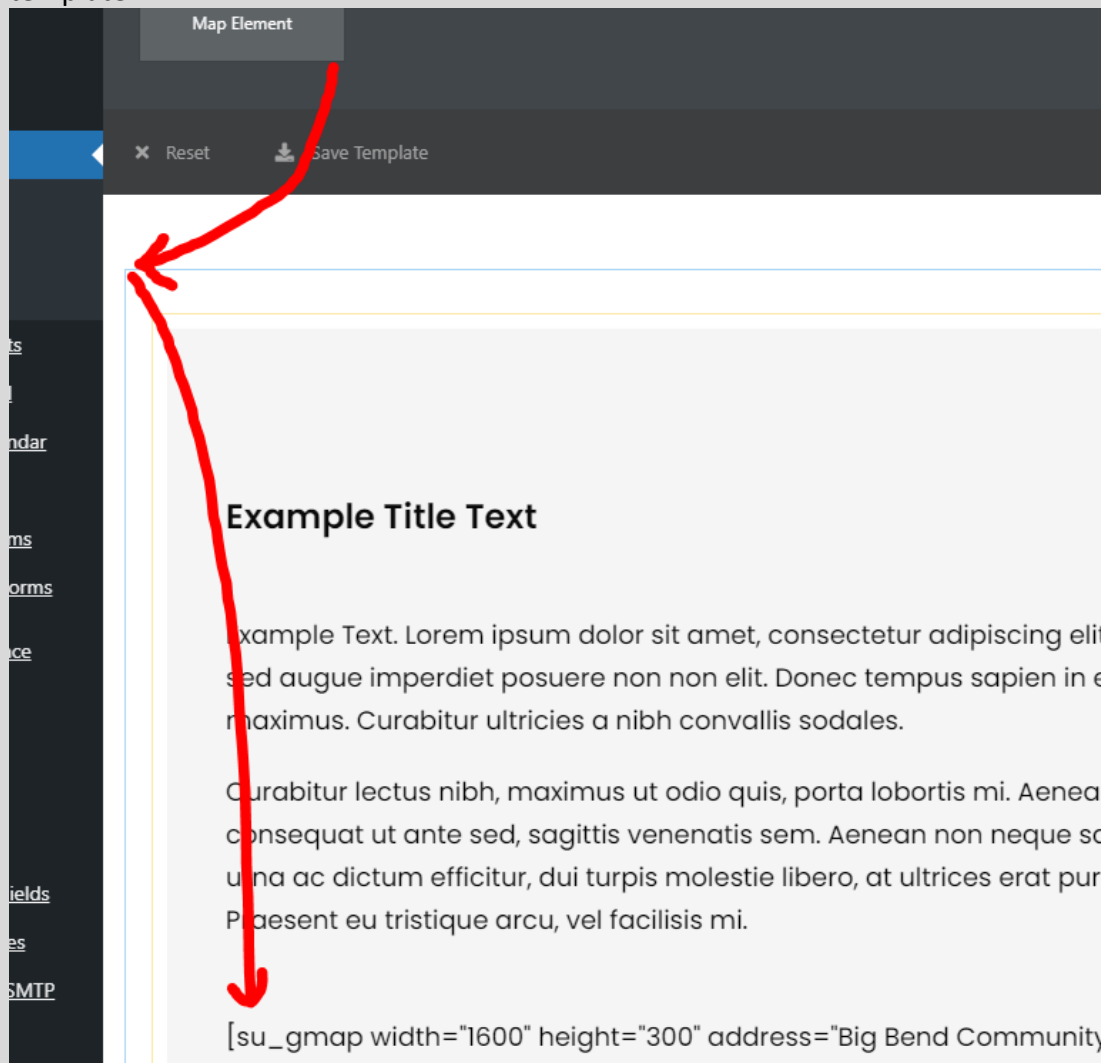
Additional Notes: The Map Element is made using the Text Box template hence why the title is labeled as such. The Text Box has a map shortcode within it.

How?

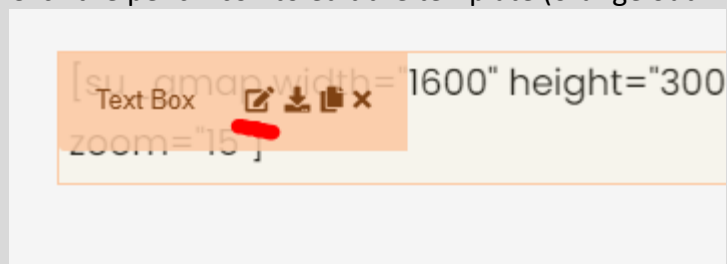
1. Search within the Custom Templates “Map Element” (case insensitive and partial keywords allowed)



2. Drag the template from the Custom Templates list and then drop it into a compatible template.



3. Click the pencil icon to edit the template (orange outline with the Text Box title)

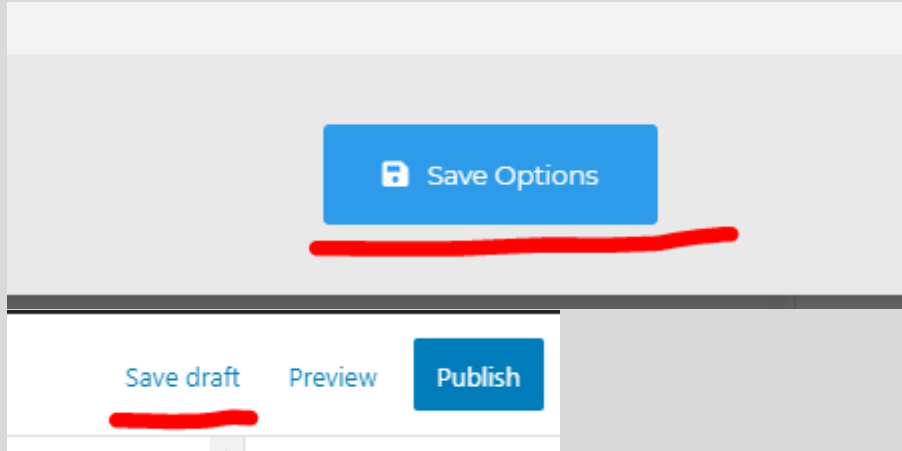


4. Enter the address in the address section in between the quotation marks. You can also adjust the zoom, width, and height values, but it's best to leave them as is in

most cases.

```
[su_gmap width="1600" height="300" address="7662 Chanute Street N.E. Moses Lake, WA 98837" zoom="15"]
```

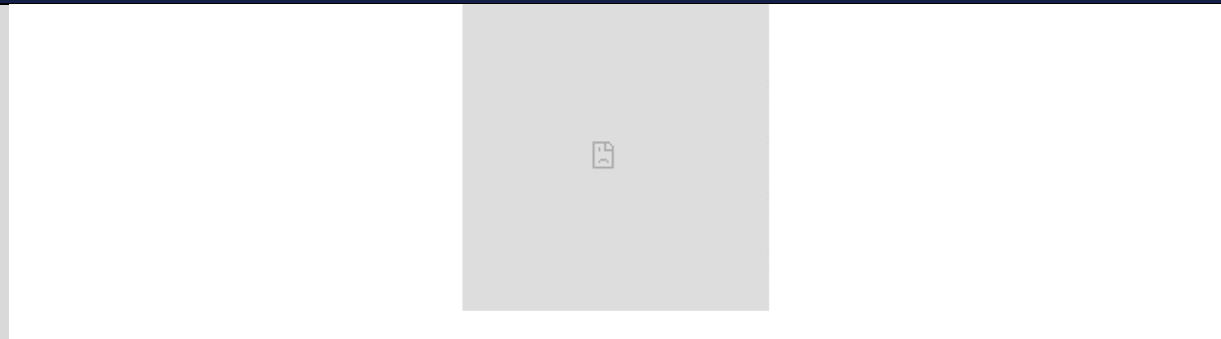
5. Click Save Options and then click Save Draft.



6. If you are finished making changes, you can click Publish and then Submit For Review.

iFrame Element

What and Why?



Description: The iFrame Element lets you load a different webpage within the current one. This is used rarely, but it's useful in loading custom html files within the website (the [FinAid Net Price Calculator](#)).

Resizable: Takes the width of the container.

Compatible Templates:

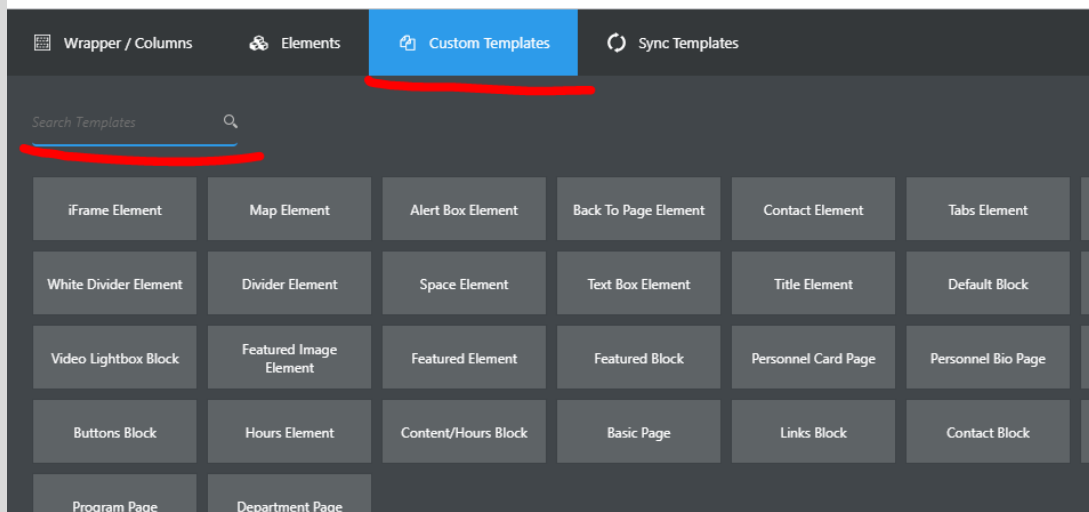
- Main section of these: [Department Page](#), [Program Page](#), [Basic Page](#), [Content/Hours Block](#)
- Other: [Default Block](#)

Additional Notes: Some sites have settings that don't allow you to open a webpage with an iframe.

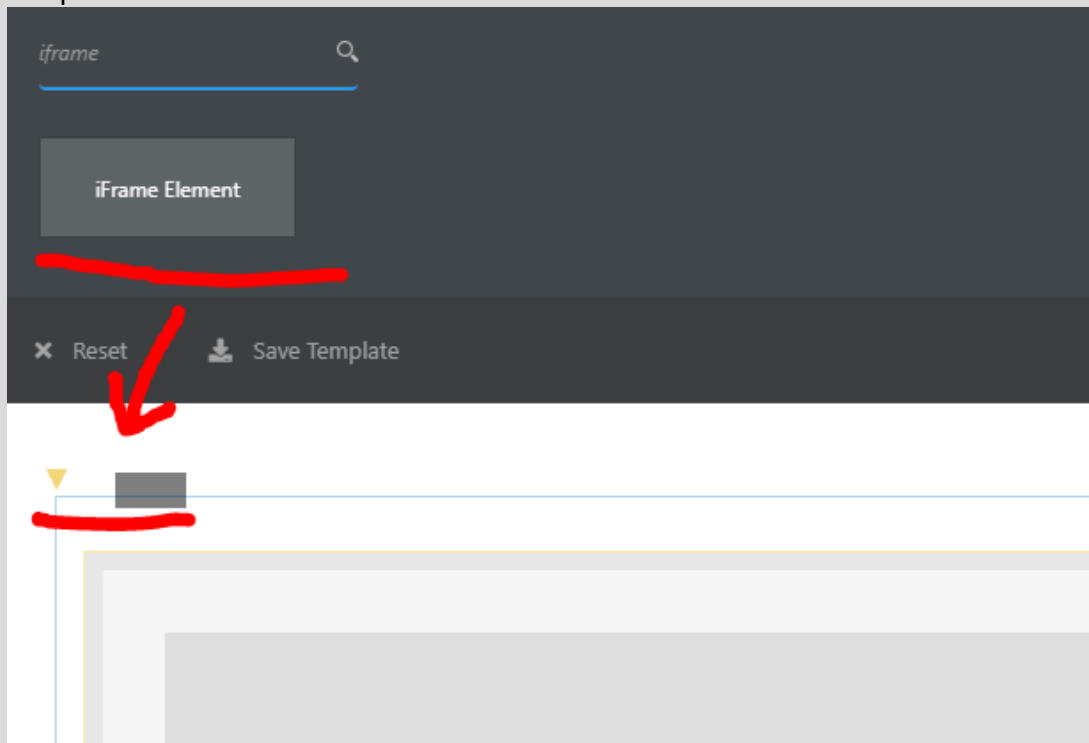
The iFrame is made using the Text Box template hence why the title is labeled as such.

How?

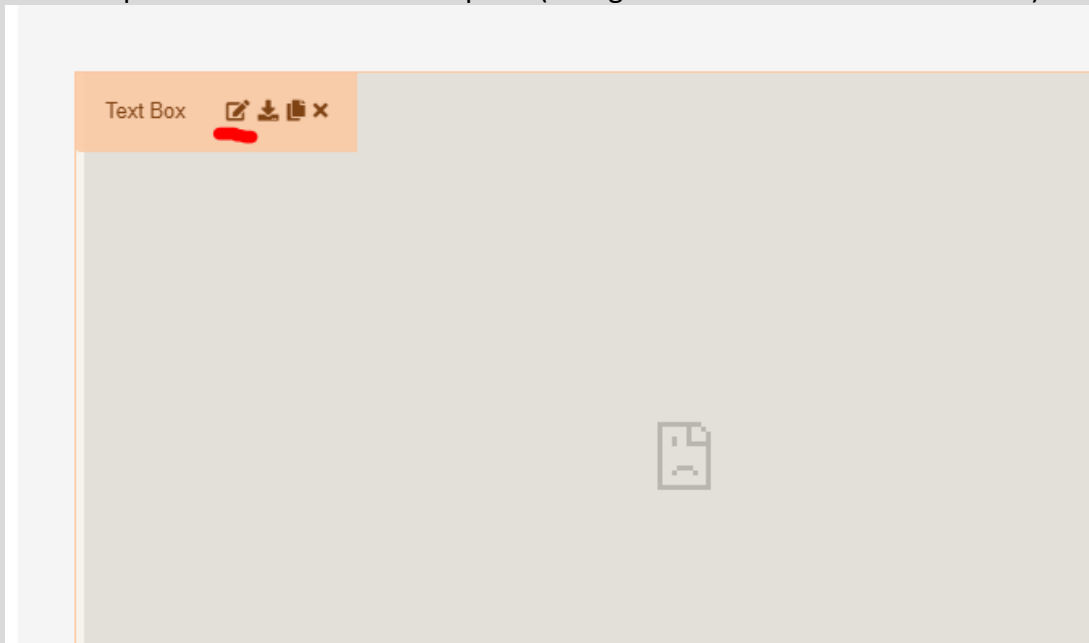
1. Search within the Custom Templates “iFrame Element” (case insensitive and partial keywords allowed)



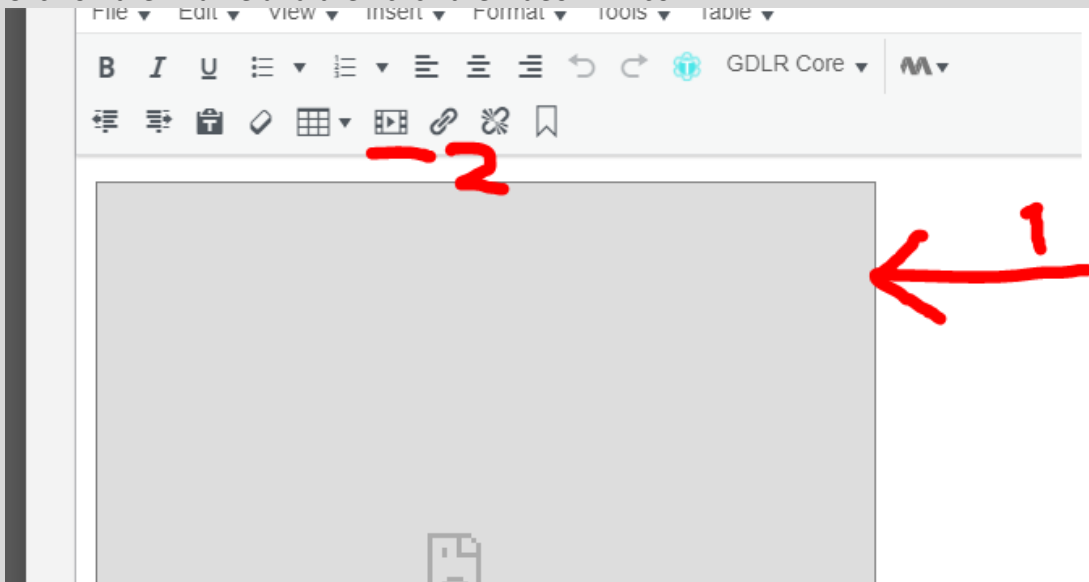
2. Drag the template from the Custom Templates list and then drop it into a compatible template.



3. Click the pencil icon to edit the template (orange outline with the Text Box title)



4. Click on the iFrame and then click the video film icon.



5. Edit the links as needed. If linking to a page or custom html file within the site, you can use dev.bigbend.edu as the domain vs www.bigbend.edu. Then click OK

Insert/edit media [X]

General | **Embed** | Advanced

Source:

Dimensions: x Constrain proportions

OK Cancel

6. Click Save Options and then click Save Draft.

Save Options

Save draft | Preview | **Publish**

7. If you are finished making changes, you can click Publish and then Submit For Review.

Program Info Block

What and Why?

Program Outcomes | Career Possibilities | Transfer Options | Industry Connections | Scholarships & Grants

1. Lorem ipsum dolor sit amet
2. consectetur adipiscing elit
3. Prossent ac lorem sed augue
4. imperdiet posuere non non elit

Description: The Program Info Block provides additional information for the [Program Page](#). This includes the program outcomes, career possibilities, transfer options, industry connections, and scholarships & grants.

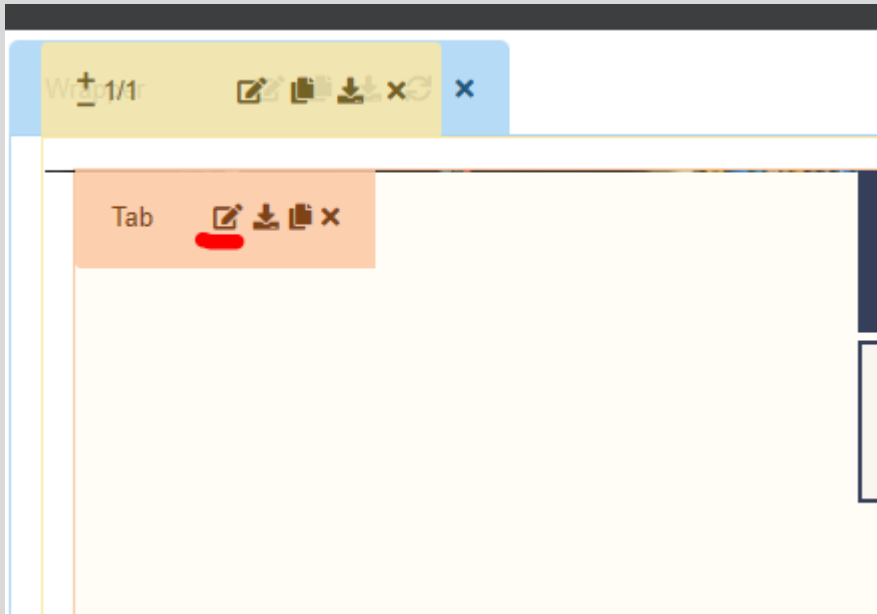
Resizable: No.

Compatible Pages: [Program Page](#)

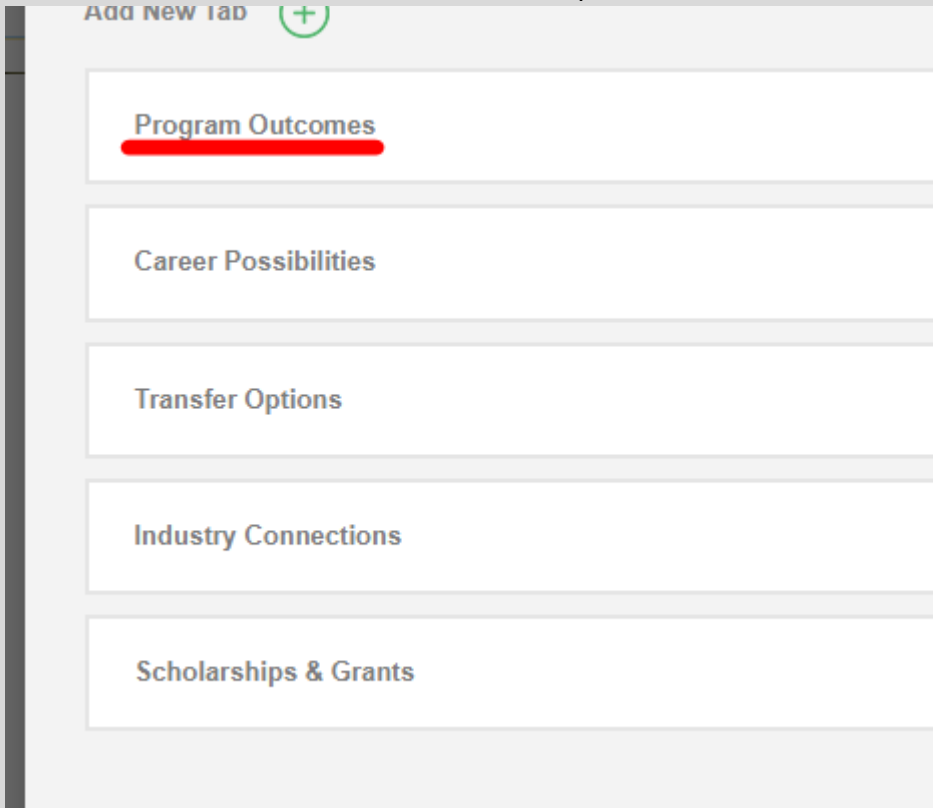
Additional Notes: This is a full screen width template.

How?

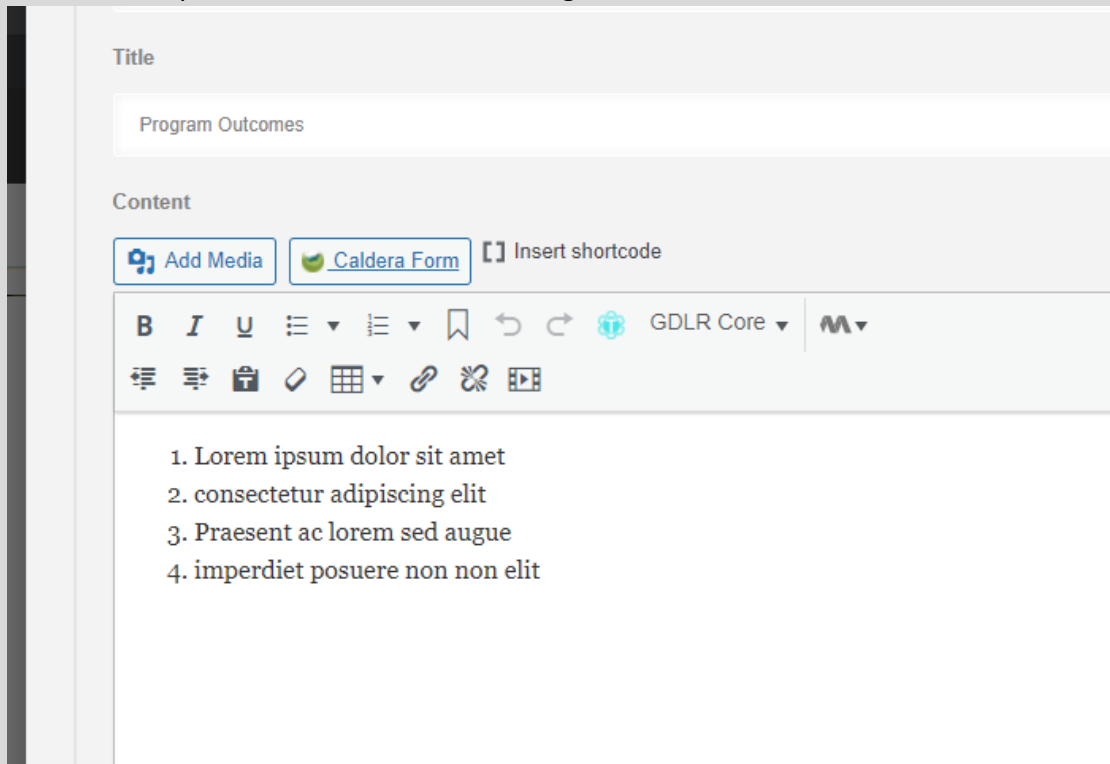
1. To edit the tabs, click the pencil icon to edit the template (orange outline with the Tab title)



2. To edit an item, click on one of the tabs to open it.

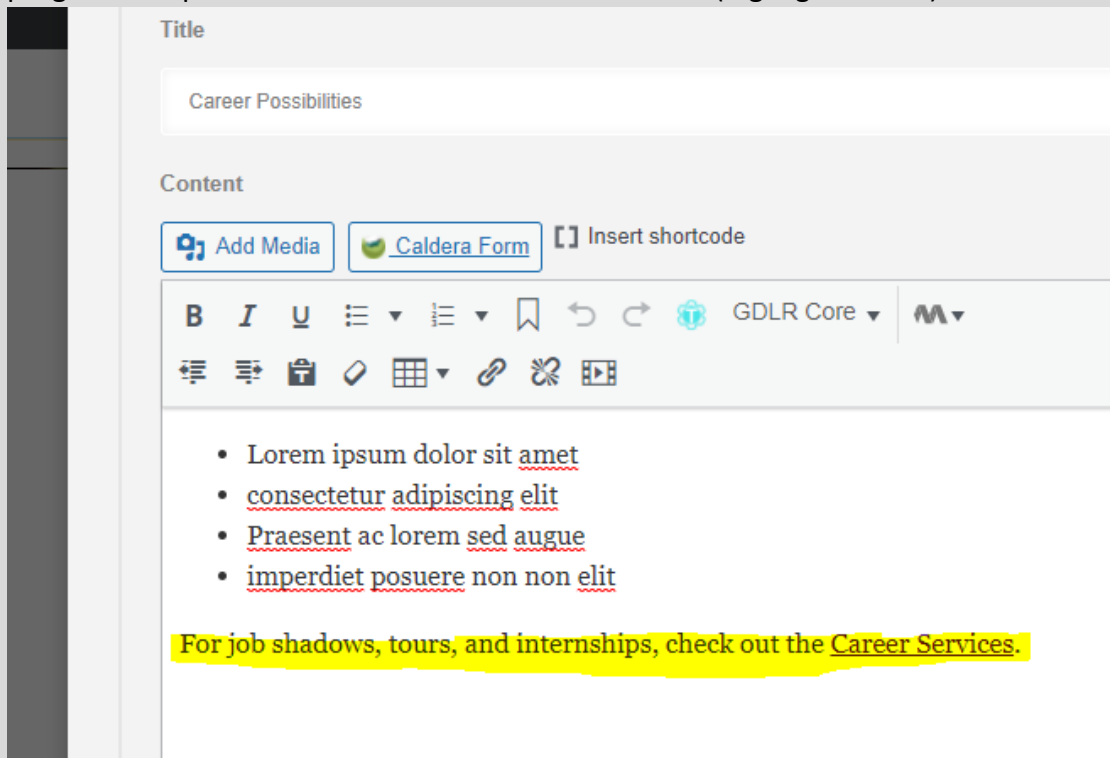


3. For the Program Outcomes tab, you can list the program outcomes. In some cases, these can be pulled from the course catalog.



The screenshot shows the editor interface for the 'Program Outcomes' tab. The title field contains 'Program Outcomes'. The content area features a rich text editor with buttons for 'Add Media', 'Caldera Form', and 'Insert shortcode'. The editor toolbar includes options for bold, italic, underline, list creation, link, undo, redo, GDLR Core, and a media icon. The content area displays a numbered list of four items: '1. Lorem ipsum dolor sit amet', '2. consectetur adipiscing elit', '3. Praesent ac lorem sed augue', and '4. imperdiet posuere non non elit'.

4. For the Career Possibilities tab, you can list possible jobs students can expect after program completion. Be sure to leave the bottom line (highlighted text).



The screenshot shows the editor interface for the 'Career Possibilities' tab. The title field contains 'Career Possibilities'. The content area features a rich text editor with buttons for 'Add Media', 'Caldera Form', and 'Insert shortcode'. The editor toolbar includes options for bold, italic, underline, list creation, link, undo, redo, GDLR Core, and a media icon. The content area displays a bulleted list of four items: '• Lorem ipsum dolor sit amet', '• consectetur adipiscing elit', '• Praesent ac lorem sed augue', and '• imperdiet posuere non non elit'. Below the list, a line of text is highlighted in yellow: 'For job shadows, tours, and internships, check out the Career Services.'

5. For the Transfer Options tab, you can list transfer articulations and advising maps for students to continue their education beyond the program. Some relevant transfer resources, like course equivalencies, can also be added. Noting courses that are used in other BBCC programs or Areas of Interest would not go here.

The screenshot shows a content editor interface. At the top, there is a 'Title' field containing the text 'Transfer Options'. Below the title is a 'Content' section. This section includes two buttons: 'Add Media' and 'Caldera Form', followed by an 'Insert shortcode' option. A rich text editor toolbar is visible, featuring icons for bold, italic, underline, list creation, link, undo, redo, and a 'GDLR Core' dropdown menu. The main content area contains two paragraphs of placeholder text: '3 Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent ac lorem sed augue non non elit. Donec tempus sapien in erat efficitur maximus. Curabitur ultricies a nibh' and 'Curabitur lectus nibh, maximus ut odio quis, porta lobortis mi. Aenean purus nulla, co sed, sagittis venenatis sem. Aenean non neque sapien. Fusce dapibus, urna ac dictum e molestie libero, at ultrices erat purus non erat. Praesent eu tristique arcu, vel facilisis r'.

6. For the Industry Connections tab, you can list partnerships/connections with businesses and industries.

Title

Industry Connections

Content

[Add Media](#) [Caldera Form](#) [Insert shortcode](#)

B *I* U GDLR Core

3 Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent ac lorem non non elit. Donec tempus sapien in erat efficitur maximus. Curabitur ultr

Curabitur lectus nibh, maximus ut odio quis, porta lobortis mi. Aenean pur sed, sagittis venenatis sem. Aenean non neque sapien. Fusce dapibus, urna molestie libero, at ultrices erat purus non erat. Praesent eu tristique arcu, ve

7. For the Scholarships & Grants tab, you can list program related funding beyond what the default (leave the highlighted text) covers.

The screenshot shows a content editor interface. At the top, there is a 'Title' field containing the text 'Scholarships & Grants'. Below the title is a 'Content' section. This section includes a toolbar with buttons for 'Add Media', 'Caldera Form', and 'Insert shortcode'. Below the toolbar is a rich text editor with various formatting options (bold, italic, underline, list, link, etc.). The main content area contains two paragraphs of placeholder text (Lorem ipsum) and a bulleted list of three items: 'BBCC Scholarships', 'Workforce Education Services', and 'SkillSource'. The list items are highlighted in yellow.

8. Click Save Options and then click Save Draft.

The screenshot shows the bottom of the content editor. A blue button labeled 'Save Options' is highlighted with a red underline. Below this, there is a white bar containing three buttons: 'Save draft' (highlighted with a red underline), 'Preview', and 'Publish'.

9. If you are finished making changes, you can click Publish and then Submit For Review.

Degrees & Certs Block

What and Why?

Degrees & Certificates

+ DEGREE NAME

+ CERTIFICATE NAME

Description: The Degrees & Certs Block provides a simplified view of the degree and/or certificate information found in the degree maps.

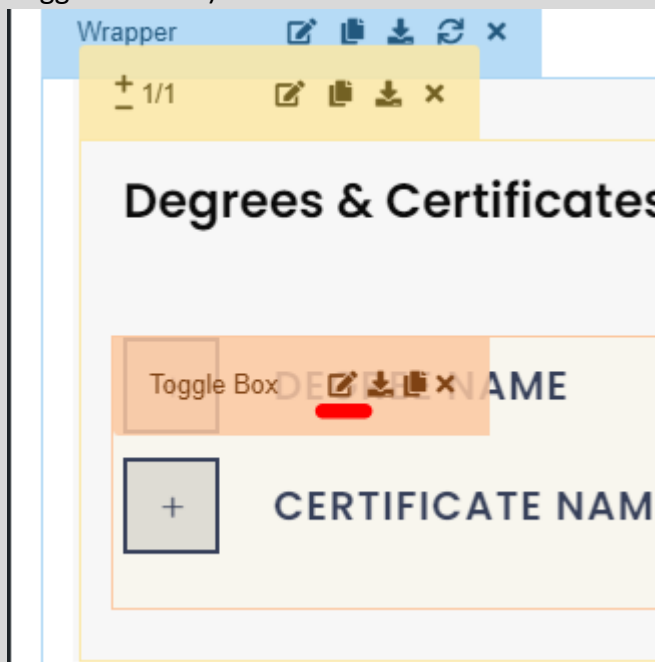
Resizable: No.

Compatible Pages: [Program Page](#)

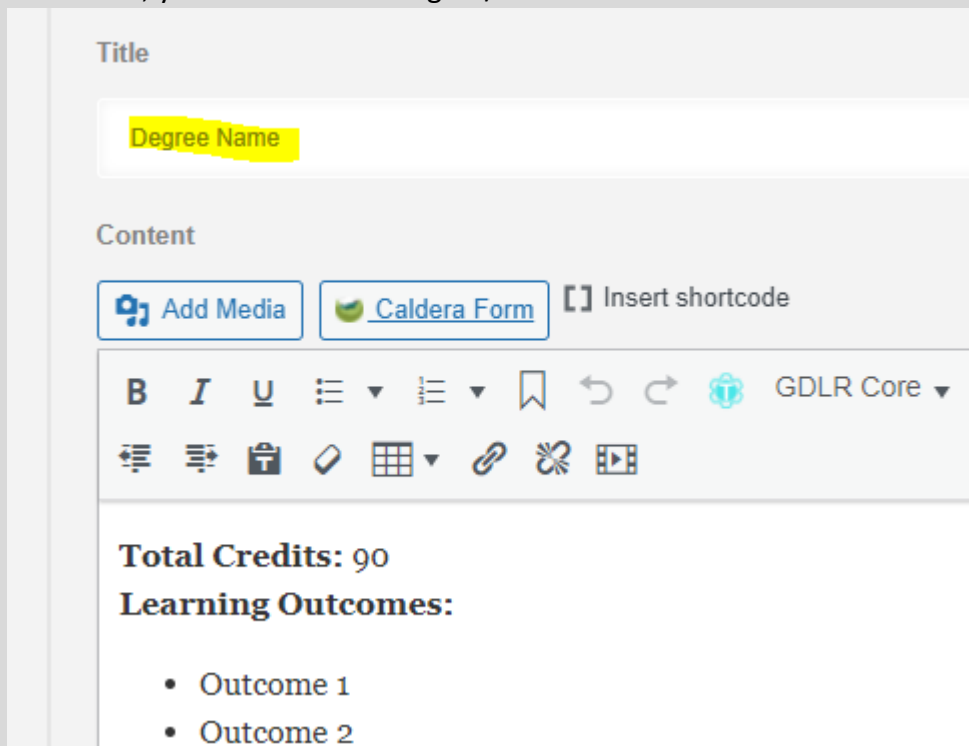
Additional Notes: This is a full screen width template.

How?

1. To edit an item, click the pencil icon to edit the template (orange outline with the Toggle Box title)

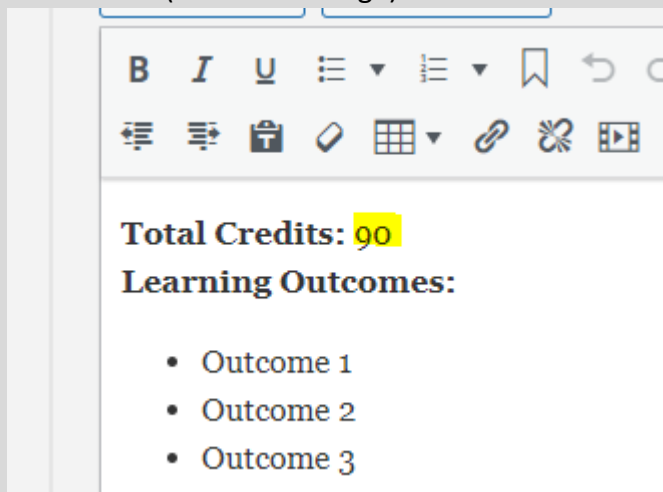


2. From here, you can enter the degree/certificate name in the Tile field.



The screenshot shows a form editor interface. The 'Title' field contains the text 'Degree Name'. Below it, the 'Content' field contains the text 'Total Credits: 90' and 'Learning Outcomes:' followed by two bullet points: 'Outcome 1' and 'Outcome 2'. The editor includes a toolbar with various icons for text formatting, media insertion, and a 'Caldera Form' button.

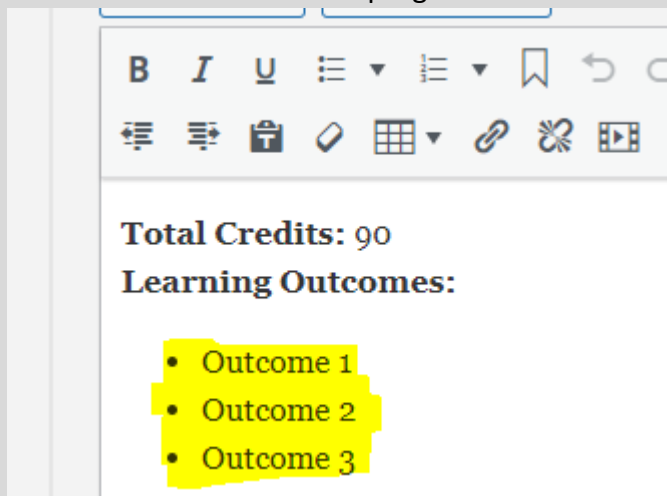
Then you can enter the number of credits in the degree/certificate next to the Total Credits text (it can be a range).



This screenshot is a close-up of the 'Content' field from the previous image. The text 'Total Credits: 90' is highlighted in yellow. Below it, the text 'Learning Outcomes:' is followed by three bullet points: 'Outcome 1', 'Outcome 2', and 'Outcome 3'. The toolbar above the text area is also visible.

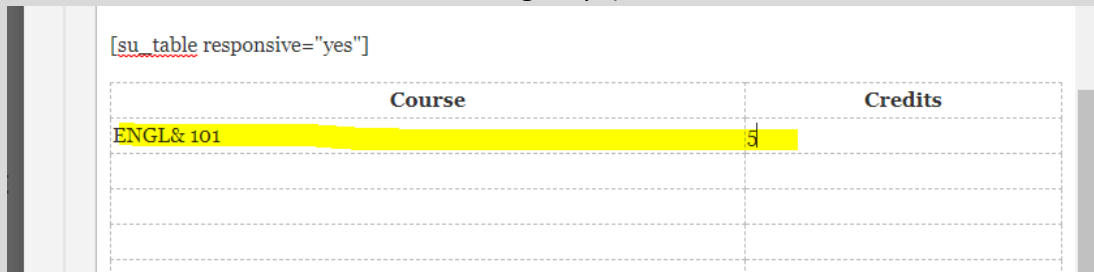
Next you can add the learning outcomes for that degree/certificate. In some cases,

this can be the same as the program outcomes.



A screenshot of a rich text editor interface. The top toolbar includes icons for bold (B), italic (I), underline (U), bulleted list, numbered list, link, unlink, undo, and redo. Below the toolbar, the text reads "Total Credits: 90" and "Learning Outcomes:". Underneath, there is a bulleted list with three items: "Outcome 1", "Outcome 2", and "Outcome 3". The list items are highlighted in yellow.

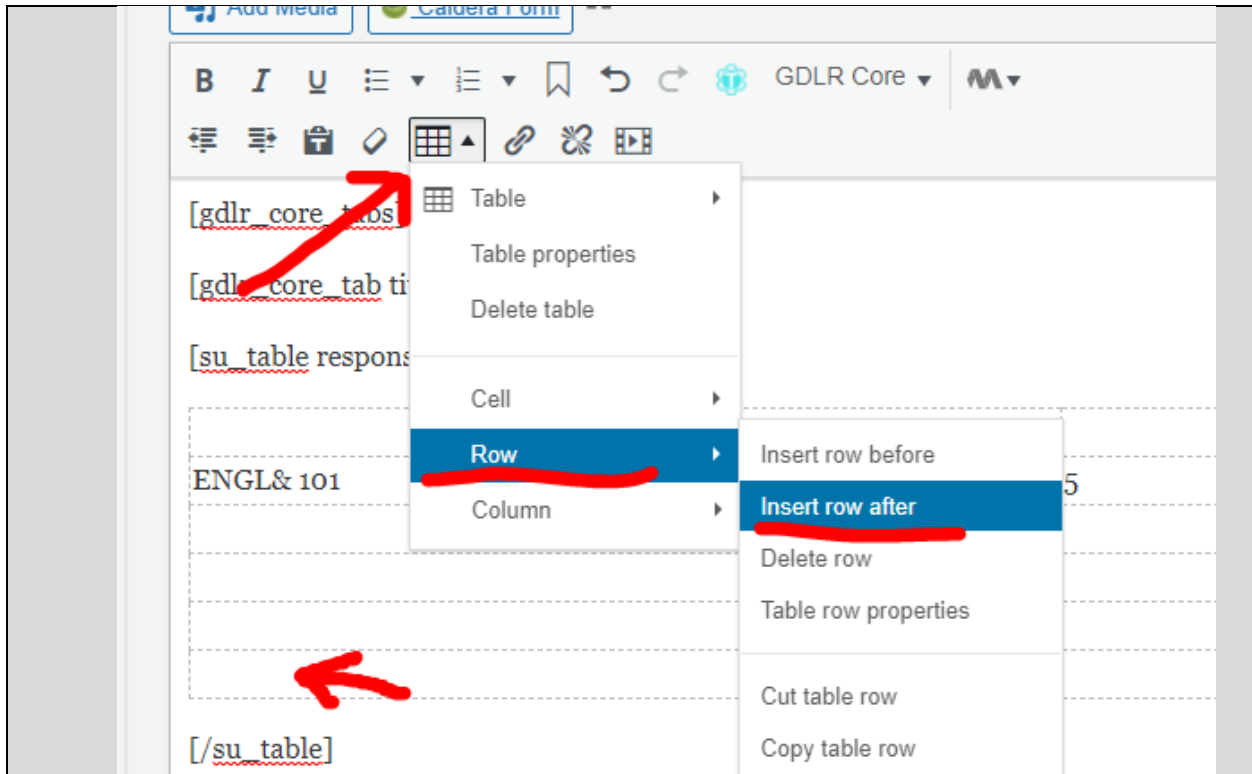
3. Next you can enter the courses/credits into the respective year/quarters (this is based off the information found in the advising maps).



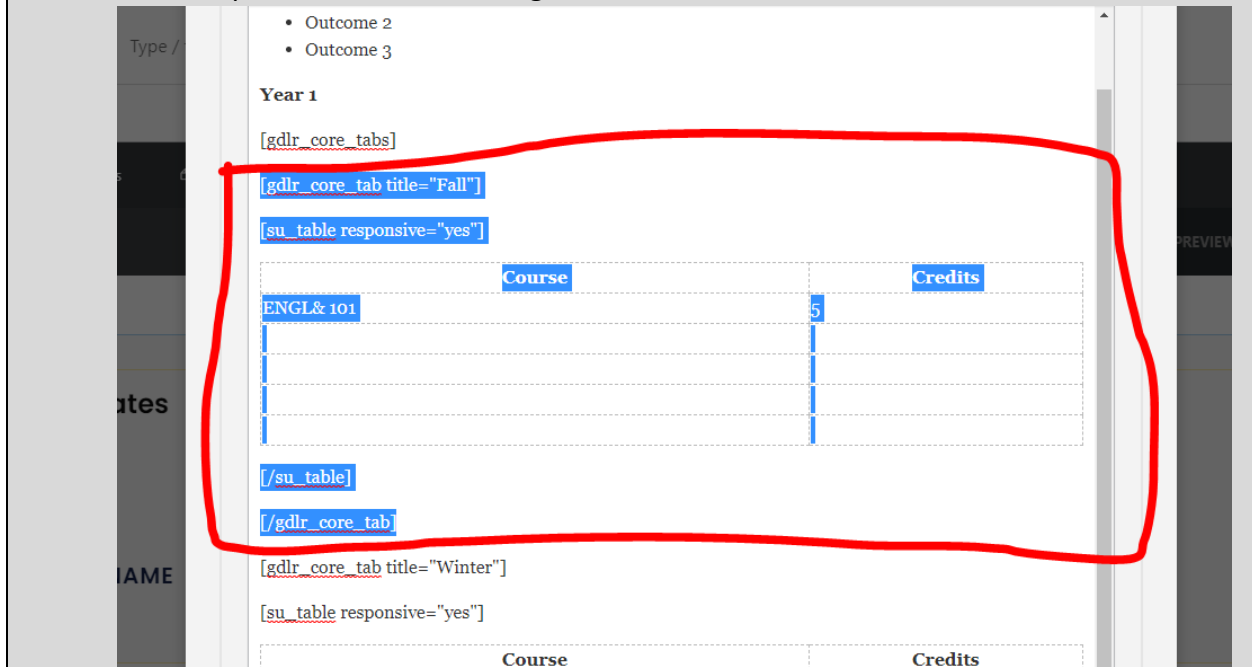
A screenshot of a table editor interface. At the top, there is a code snippet: `[su_table responsive="yes"]`. Below it is a table with two columns: "Course" and "Credits". The first row contains the text "ENGL& 101" in the "Course" column and the number "3" in the "Credits" column. The rest of the table is empty.

Course	Credits
ENGL& 101	3

If you need another row for a course, click within the table on the last row, click on the table menu->hover over row->click 'Insert row after'. Similarly you can delete a row by clicking 'Delete row'.



If you need to add another quarter (for example, one for summer), copy the shown text and paste before the closing shortcode.



es

```
[/su_table]
```

```
[/gdlr_core_tab]
```

```
[/gdlr_core_tabs]
```

Year 2

```
[gdlr_core_tabs]
```

```
[gdlr_core_tab title="Fall"]
```



If you need another year, copy the shown text and paste it after the closing shortcode. Certificates may not have multiple years, in that case you can delete the

shown text.

Year 2

[gdlr_core_tabs]

[gdlr_core_tab title="Fall"]

[su_table responsive="yes"]

Course	Credits

[/su_table]

[/gdlr_core_tab]

[gdlr_core_tab title="Winter"]

[su_table responsive="yes"]

Course	Credits

[/su_table]

[/gdlr_core_tab]

[gdlr_core_tab title="Spring"]

[su_table responsive="yes"]

Course	Credits

[/su_table]

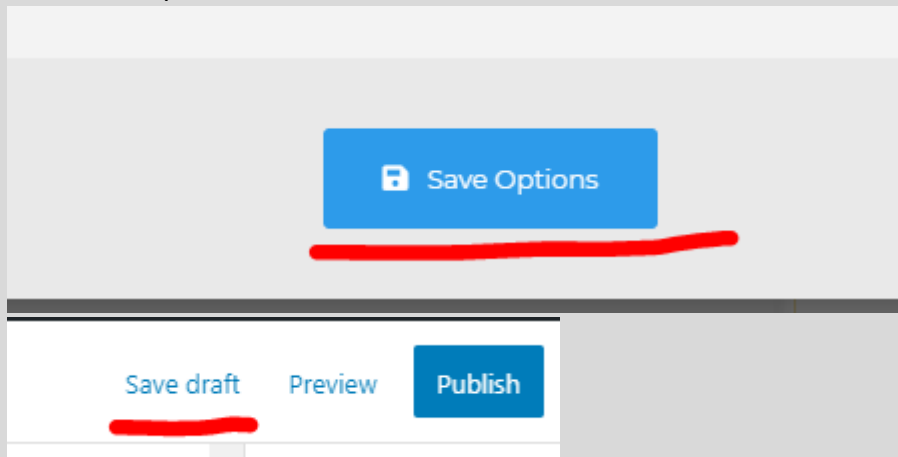
[/gdlr_core_tab]

[/gdlr_core_tabs]

P » STRONG



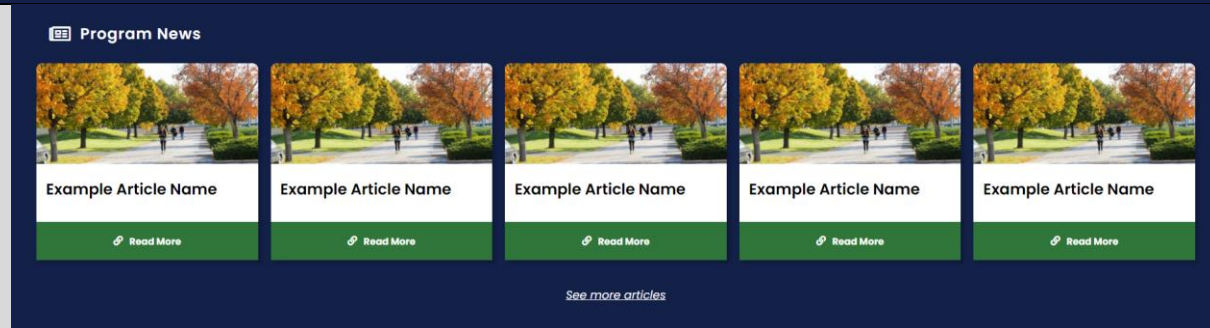
4. Click Save Options and then click Save Draft.



5. If you are finished making changes, you can click Publish and then Submit For Review.

Program News Block

What and Why?



Description: The Program News Block provides a section to links to news articles or BBCC posts related to the program.

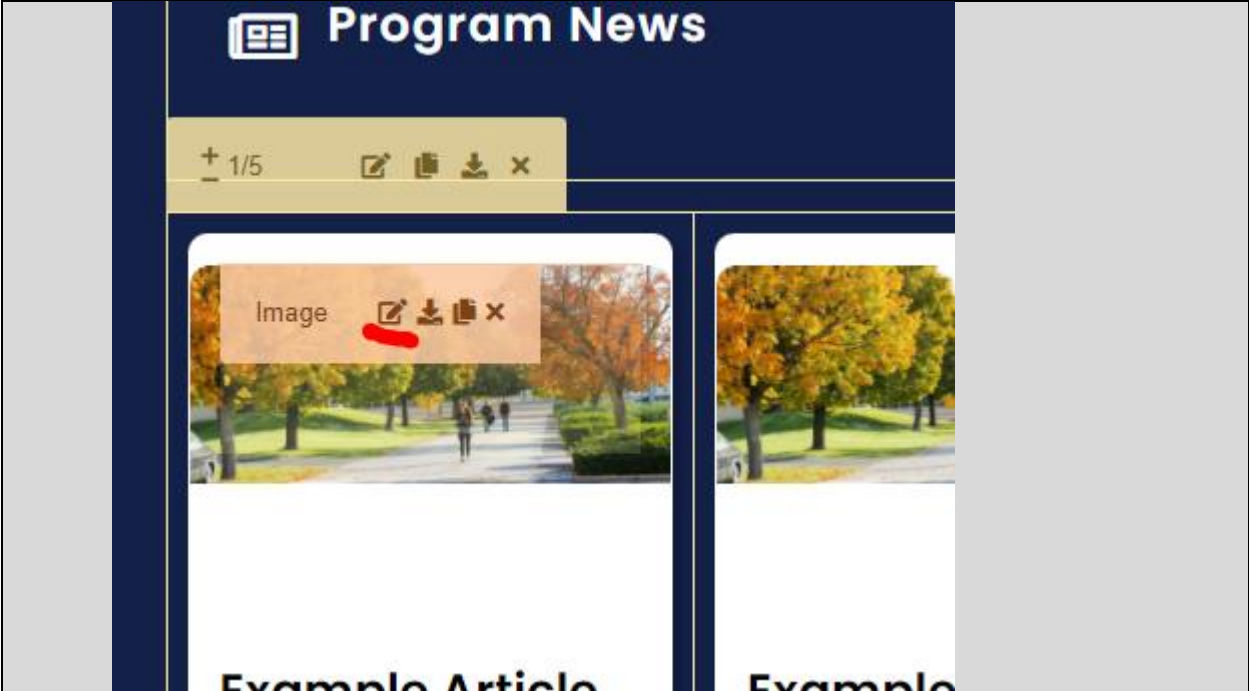
Resizable: Block: no. Sections/columns: yes. Can be five 1/5 columns, four 1/4 columns, three 1/3 columns, two 1/3 columns, one 1/3 column. See [how to properly resize templates](#).

Compatible Pages: [Program Page](#)

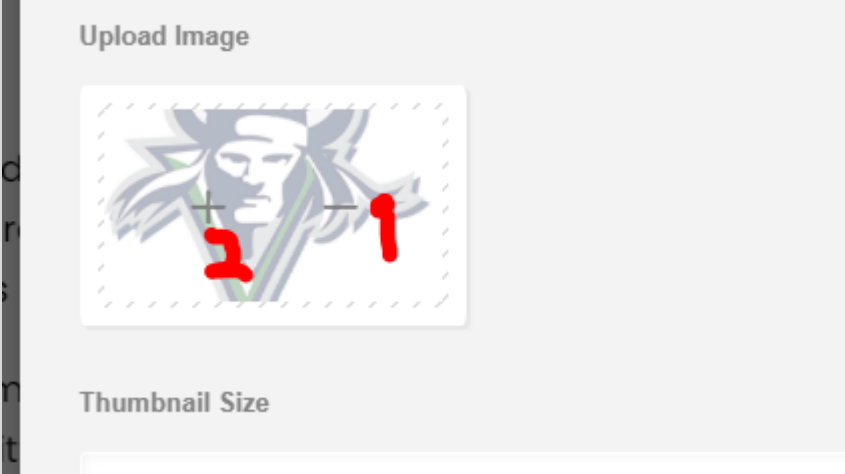
Additional Notes: This is a full screen width template. If there are more than five articles, use the 'See more articles' to link to a separate page with more links or to the post category for BBCC posts.

How?

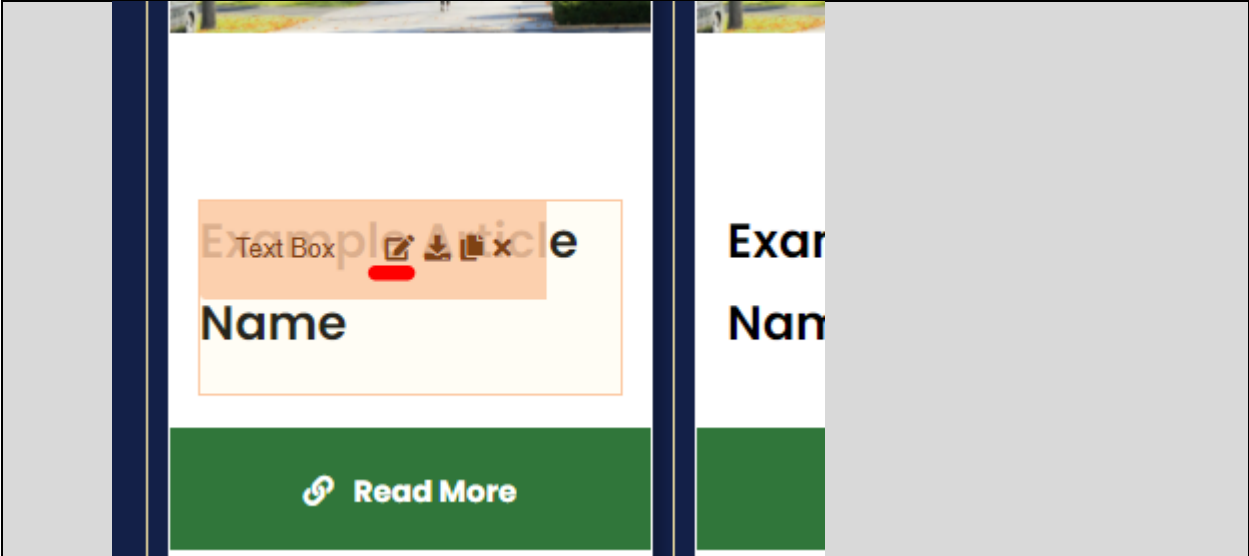
1. To edit the item image, click the pencil icon to edit the template (orange outline with the Image title)



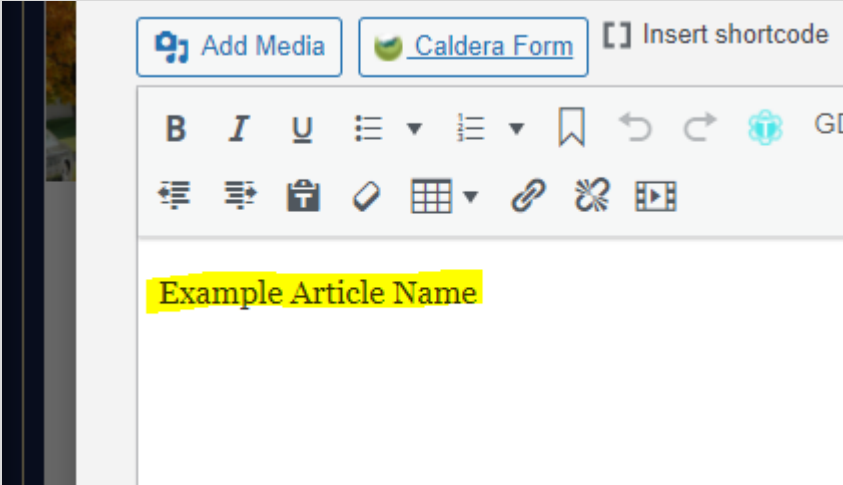
Next click the minus icon and then the plus to change the existing image. (If adding a new image, follow the Media [upload](#) and [accessibility](#) instructions.)



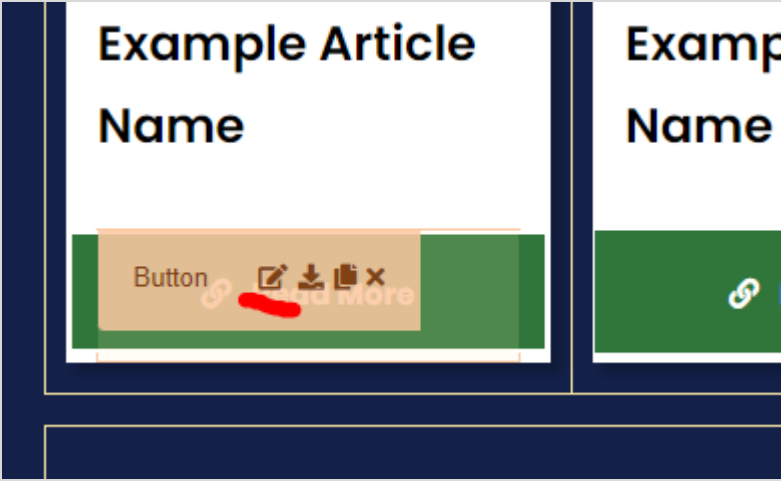
2. To edit the item title, click the pencil icon to edit the template (orange outline with the Text Box title)



From here you can just change the text highlighted.



- 3. To edit the item link, click the pencil icon to edit the template (orange outline with the Button title)



Next you can enter the article link in the Button Link field.

Button Text

Read More

Button Link To

Custom Url

Button Link

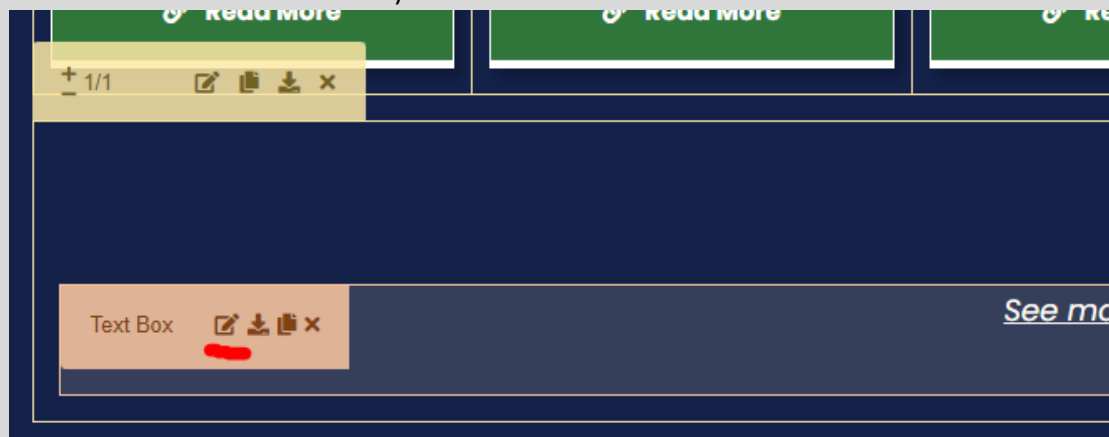
Button Link Target

New Window

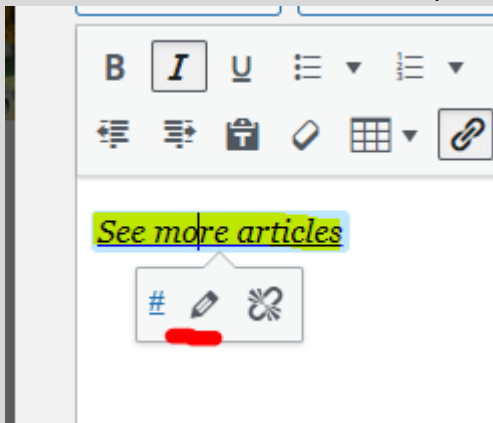
Icon Position

Left

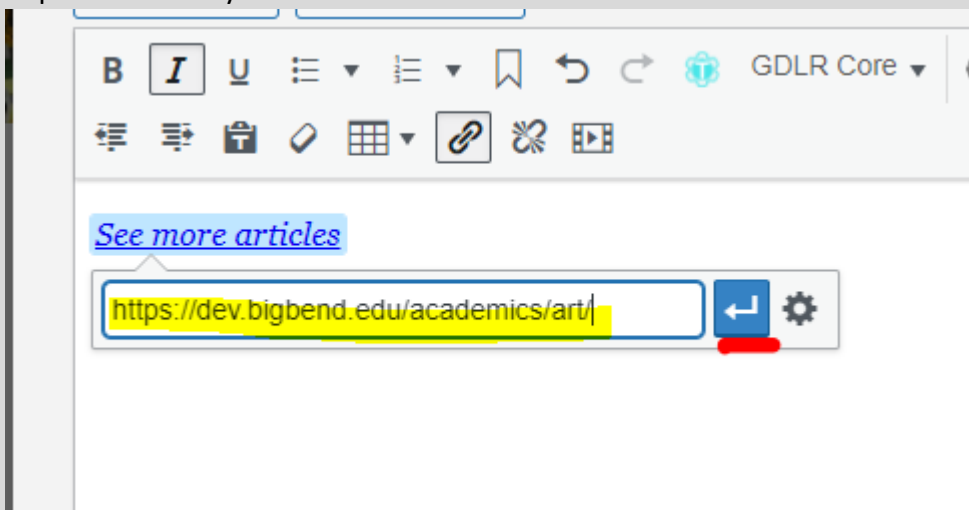
4. To edit the 'See more articles' link, click the pencil icon to edit the template (orange outline with the Text Box title)



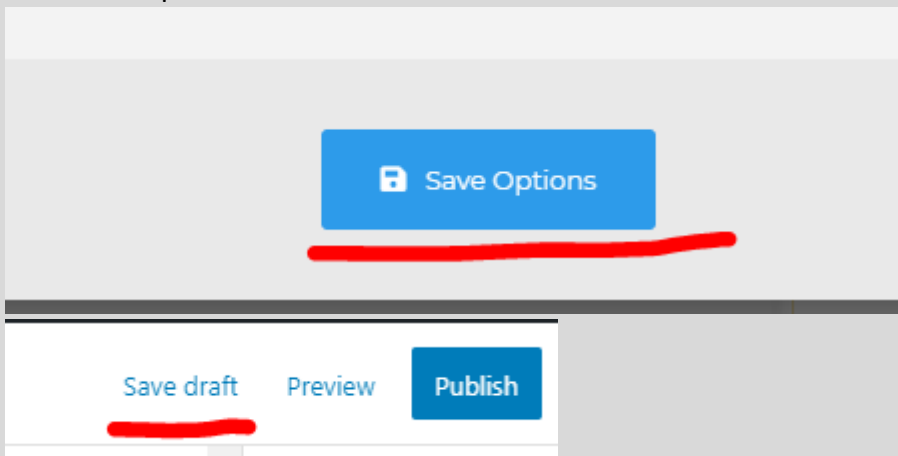
Click on the text and click on the pencil icon that appears.



Replace the # to your new link and click the return icon.



5. Click Save Options and then click Save Draft.



6. If you are finished making changes, you can click Publish and then Submit For Review.

Other

Big Bend Brand

Colors and fonts

The website colors

BBCC Green:

- Hex value: #30763a
- RGB value: rgb(48, 118, 58)

BBCC Blue:

- Hex value: #132048
- RGB value: rgb(19, 32, 72)

White:

- Hex value: #ffffff
- RGB value: rgb(255, 255, 255)
- HTML color value: white

Light Gray:

- Hex value: #f5f5f5
- RGB value: rgb(245, 245, 245)

The BBCC fonts

Logo font 1: *Times New Roman* (or similar)

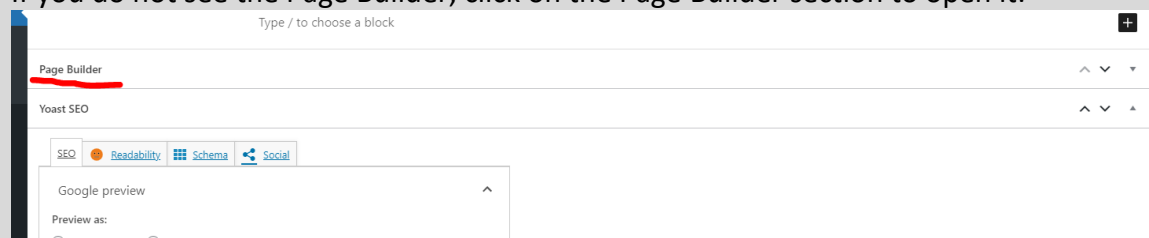
Logo font 2: **Arial** (or similar, Helvetica)

Website font: **Poppins, sans-serif**

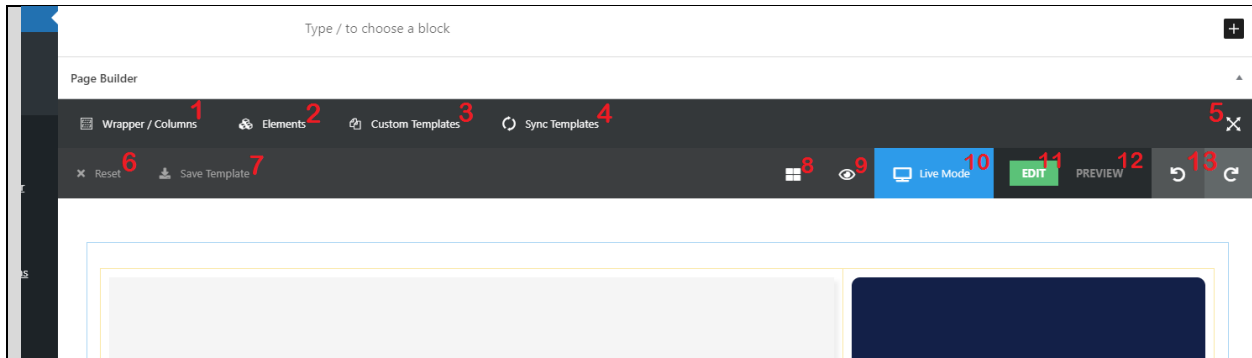
Page Builder Information

What and Why?

If you do not see the Page Builder, click on the Page Builder section to open it:



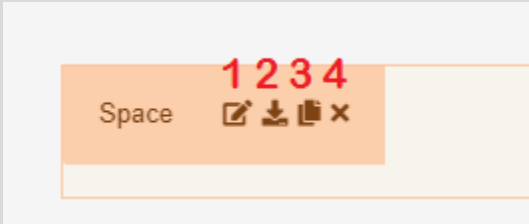
Below is an image of the page builder with numbers corresponding with the numbered list below it.



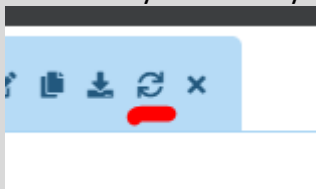
1. Wrapper/Columns button: when clicked, this shows the theme templates for wrappers and columns (for page structure). This should only be used by web developers as these are not sized correctly for design consistency. A good starting point for custom templates would be the [Default Block](#) under [Custom Templates](#).
2. Elements button: when clicked, this shows the page templates for content. This should only be used by web developers as these are not sized, colored, nor font-sized for design consistency. Check out the [Custom Templates](#) button as those are designed for consistency and accessibility.
3. Custom Templates button: when clicked, this shows the templates that have been designed to be design consistent and accessible. It is highly recommended you use these for pages and follow [the instructions](#) for how to use each.
4. Sync Templates button: when clicked, this shows all of the saved synced templates. Synced templates are synced across the entire website (editing one on a page would change it elsewhere the template is used). Not currently used, but it should only be used by a web developer, site admin, or web manager.
5. Expand button: This button expands the page builder. This is sometimes useful in resetting it when it bugs out or gets stuck (it's supposed to follow your view as you scroll in the page content).
6. Reset button: The reset button clears the page content, useful when tinkering with a new page and wanting to restart.
7. Save Template button: When pressed, it will save the page content into a Custom Template. If your page is too large, it may fail as there is a maximum template size. This should only be used by site admins or web managers. It can be useful for transferring templates across several pages (be sure to delete no longer needed templates), though it may be better to use the Copy Draft functionality instead.
8. Block Mode button: using this renders the page content without styling (text content will not show). This can be useful when a page has a lot of content, if there is poor connection, or when your computer runs sluggishly as it runs lighter.
9. Preview Mode button: much like the Block Mode button, this renders the page without styling, but it does include some text content (shortcodes will not show). This is useful to view the content how it'll look when live, though it may not be a bit squished correctly due to the other backend sections on the right and left of the page builder.
10. Live Mode button: using this renders the page content with styling and with text content (including shortcodes, though only text form).

11. Edit button: only active during Live Mode, this shows the page content with the wrappers and columns.
12. Preview button: only active during Live Mode, this shows the page content without the wrappers and columns.
13. Undo & Redo button: clicking these will undo and redo actions made within the page builder. Editing the page title, for example, will not be undone/redone clicking these.

On all of the templates, there are 4-5 buttons.



1. Edit button: This opens the interface to edit the highlighted template. Wrappers (blue outline) and columns (yellow) should generally be left alone unless you are a web developer.
2. Save Template button: This saves the highlighted template into Custom Templates. This should only be done by site admins or web managers.
3. Copy button: This duplicates the highlighted template. This can be useful, for example, to duplicate an existing Title Element or Text Element.
4. Delete button: This deletes the highlighted template. If unintentionally clicked, you can click the undo button in the page builder.
5. The last button that shows up only on wrappers is the Save Sync Template button. Clicking this saves the wrapper and it's content into the Sync Templates section and should only be used by site admins or web managers.



How to use shortcodes

What and why?

In WordPress, shortcodes are a step above custom coding. They provide additional functionality with relatively basic implementation. That said, mistakes still can be made as it's not as simple as a visual builder. Below are the instructions in ensuring you use the shortcodes correctly.

Note: the overall usage is slowly reducing as the website is updated with more visual builder templates. You will still likely run into these, so it's useful to know how to use them. If possible, replace them with an updated template from [Custom Templates](#). The list below is sorted in frequency of usage.

How?

All shortcodes follow a similar structure. There is the opening tag (**[shortcode_name]**) which contains attributes. The attributes (after the shortcode name and before the right bracket of the opening tag) usually have the attribute name followed by an equals sign followed by the attribute value in double quotation marks (**attribute="value"**). The last piece to the shortcode is the closing tag (**[/shortcode_name]**).

For some shortcodes, there is can be content place between the right bracket of the opening tag and the left bracket of the closing tag (**[shortcode_name]content[/shortcode]**).

Lastly, there are shortcodes that are made up of multiple shortcodes together. There is the opening tag of the parent shortcode, a collection of full child shortcodes as the content of the parent shortcode, and then the closing tag of the parent shortcode

Note: you always want to make sure that the attribute values are always surrounded by double quotes. If you are adding a Title value, use single quotes as part of the title so that it won't close out the value sooner than needed. Bad example, **title="The "Real" Slim Shady"**. Good example, **title="The 'Real' Slim Shady"**.

Icon:

- Shortcode: **[su_icon icon="icon: building-o" background="transparent" color="white" size="16" margin="0px 0px 0px 0px" target="self"][/su_icon]**
- Name: **su_icon**
- Attributes:
 - icon: This sets the free icons available from [Font-Awesome](#) with the format being **"icon: icon-name"**.
 - background: This sets the background color for the icon with any HTML color value (HEX, RGB, HTML color name). It's recommended that you leave it as **"transparent"** so that it takes the background color of it's container.
 - color: This sets the color for the icon with any HTML color value (HEX, RGB, HTML color name). It's recommended that you leave it as is, but in the situation that you need to change it, you can use these options. On a dark background ([BBCC blue](#), [BBCC green](#)), set it to **"white"**. On a lighter background ([white](#) or [light gray](#)), set it to **"black"**.
 - size: This sets the font size of the icon in pixel values. Leave as is, but in the situation that it's been changed, the default is 16.
 - margin: This sets the margin value around the font in a set of 4 pixel values in the format of **"0px 0px 0px 0px"**. It goes in order of top, right, bottom, left. Leave as is.
 - target: Because the icon shortcodes run like links (not a desirable functionality, but that's just the way they are), setting the target to **"self"** prevents it from opening a new tab.

- Content: None. If you need to place a link or text with the icon, put it on the same line as the shortcode after the closing tag.

Dropdown/Spoiler:

- Shortcode: **[su_spoiler title="Dropdown Title"]Dropdown Content[/su_spoiler]**
- Name: **su_spoiler**
- Attributes:
 - title: This sets the text that the user can click on to show the Content of the shortcode. This can be any string value, but it's important to limit how much text you add (remember, on mobile there is less screen space). Also do not add an additional double quote (") as that can break the shortcode. Use single quotes (') if needed.
- Content: There can be content placed after the open tag and before the closing tag in between the brackets. This is what will show up when the dropdown/spoiler is clicked on.

Tabs:

- Shortcode: **[gdlr_core_tabs][gdlr_core_tab title="title 1"]
[/gdlr_core_tab][gdlr_core_tabs]**
- Name: **gdlr_core_tabs, gdlr_core_tab**
- Attributes:
 - Child title: Because the Tabs shortcode is made up of smaller shortcodes bundled, the parent shortcode (**gdlr_core_tabs**) does not have any attributes, its only purpose is to contain multiple child shortcodes (**gdlr_core_tab**). The child shortcode has a title value, which sets the text the user can click on to show the Content of the child shortcode. This can be any string value, but it's important to limit how much text you add (remember, on mobile there is less screen space). Also do not add an additional double quote (") as that can break the shortcode. Use single quotes (') if needed.
- Content:
 - Parent shortcode: The parent shortcode's content is a collection of child shortcodes. There can be multiple child shortcodes as long as the parent shortcode has its opening tag at the beginning and the closing tag at the end of the collection. Each child shortcode must also have its proper opening and closing tag with its content.
 - Child shortcode: the child shortcode's content is placed after its opening tag and before its closing tag in between the brackets.

Map:

- Shortcode: **[su_gmap width="1600" height="300" address="Big Bend Community College" zoom="15"]**
- Name: **su_gmap**
- Attributes:
 - width: This sets the map width in pixel values. It will resize to fit the container.
 - height: This sets the map height in pixel values. It will resize to fir the container.

- address: This sets the location to show depending on the street address. It can be helpful to find the location on [Google Maps](#) and pull the street address shown there. Also do not add an additional double quote (") as that can break the shortcode. Use single quotes (') if needed.
- zoom: This sets the zoom level at which the map shows the location. A larger number is closer, a smaller number is farther away (0 is the lowest and 15 is a good default).
- Content: None.

How to modify background sync heights









What and why?

Some templates make use of a setting that links the height of them with others with the same setting (the tallest setting the height for the rest). You'll see this with templates like [Contact/Staff Block](#), [Contact/Staff/Links Block](#), [Contact/Links Block](#), and more where the content in some sections is more than others, but they all have the same height. This should rarely (especially for footer blocks) be changed as they make the pages look more visually appealing. Having sections that need to look like a solid block looking chunky is no good. Some templates (like [Buttons Block](#), [Featured Element](#), or [Featured Image Element](#)) may need to be set independent or split into different groups of each other if there are many of them. Here is how to modify the setting.

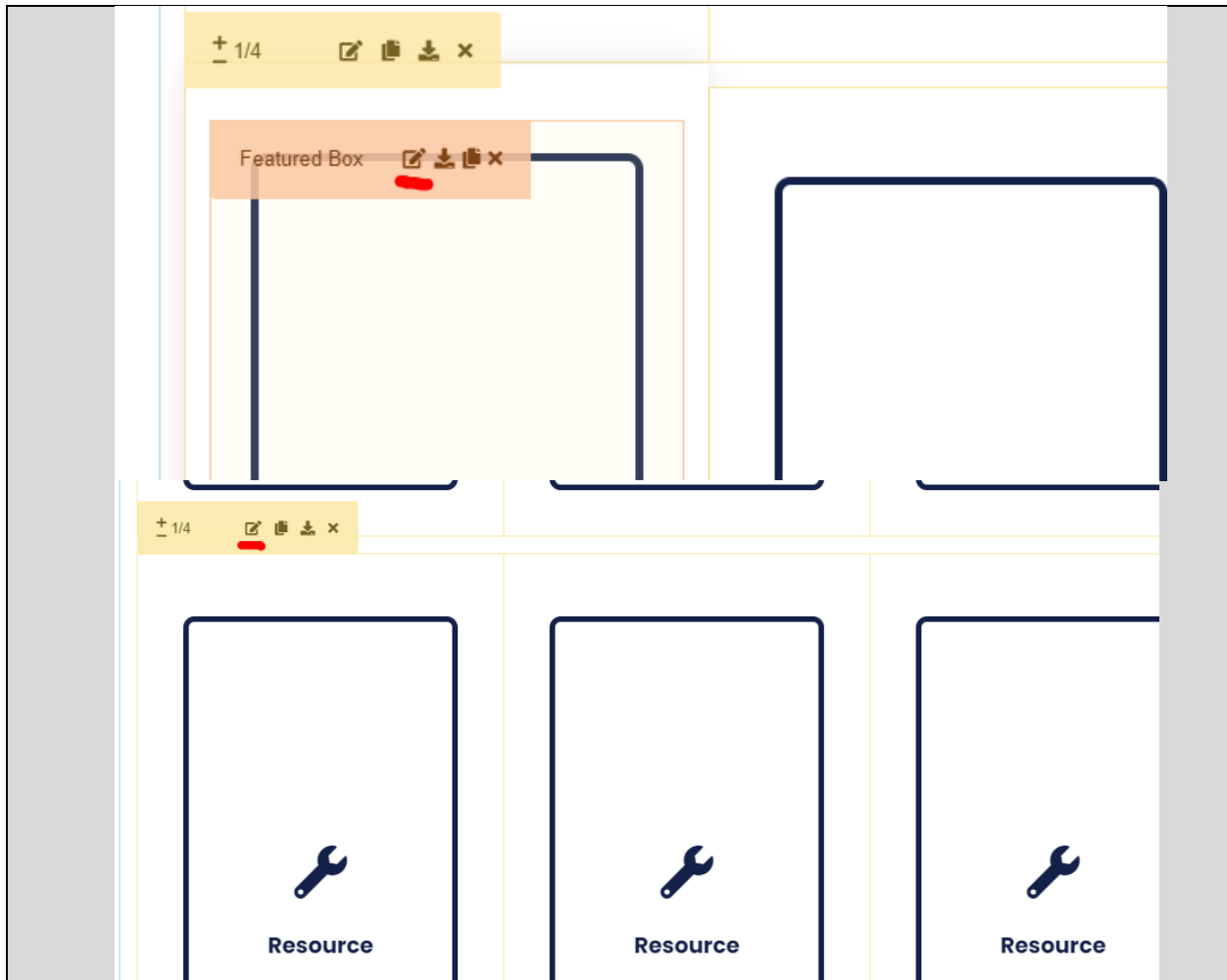
How?

1. Identify whether it's necessary. In most cases it's not worth changing it as the consistent sizes is nice. In the rare situation that it is needed, you can change it. In this example image, you can see that the high level of content (exaggerated for example, please don't add that much content into a [Featured Element](#), use a [Featured Block](#) instead.) in the top row is making the bottom row very tall. We can make the bottom

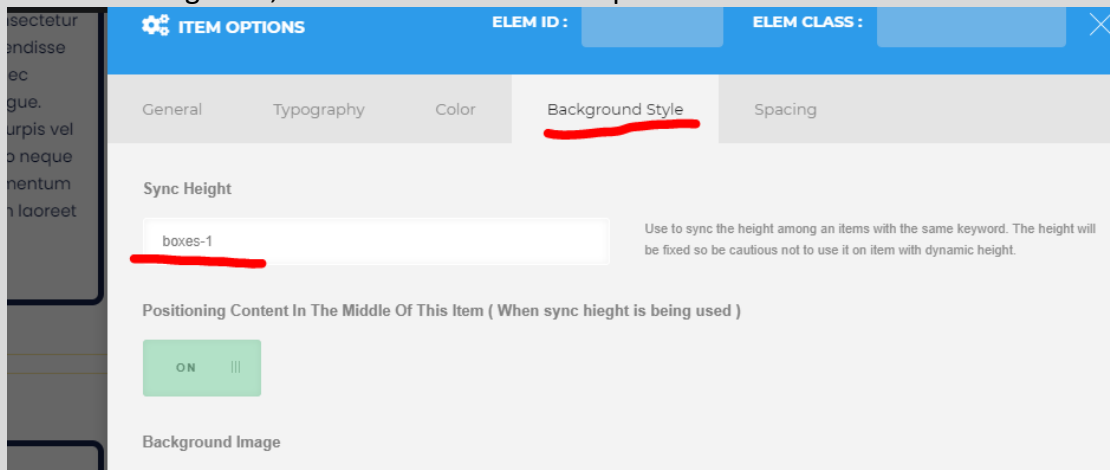
or top row sync to different settings.

 Resource Lorem ipsum dolor sit amet, consectetur adipiscing elit. Cras sed ultricies leo. Praesent sodales turpis in eros feugiat, non consectetur turpis ornare. Suspendisse potenti. Proin nec pellentesque augue. Maecenas facilisis, turpis vel sodales aliquet, justo neque sagittis urna, condimentum commodo est sapien laoreet diam.	 Resource Lorem ipsum dolor sit amet, consectetur adipiscing elit. Cras sed ultricies leo. Praesent sodales turpis in eros feugiat, non consectetur turpis ornare. Suspendisse potenti. Proin nec pellentesque augue. Maecenas facilisis, turpis vel sodales aliquet, justo neque sagittis urna, condimentum commodo est sapien laoreet diam.	 Resource Lorem ipsum dolor sit amet, consectetur adipiscing elit. Cras sed ultricies leo. Praesent sodales turpis in eros feugiat, non consectetur turpis ornare. Suspendisse potenti. Proin nec pellentesque augue. Maecenas facilisis, turpis vel sodales aliquet, justo neque sagittis urna, condimentum commodo est sapien laoreet diam.	 Resource Lorem ipsum dolor sit amet, consectetur adipiscing elit. Cras sed ultricies leo. Praesent sodales turpis in eros feugiat, non consectetur turpis ornare. Suspendisse potenti. Proin nec pellentesque augue. Maecenas facilisis, turpis vel sodales aliquet, justo neque sagittis urna, condimentum commodo est sapien laoreet diam.
 Resource	 Resource	 Resource	 Resource

2. We are going to edit the bottom row in this example. Click the edit button of the Featured Element (orange highlight). For some tempaltes, you need to edit the column (yellow highlight).



3. Go to Background Style and edit the Sync Height value. All of the Featured Elements with this value will sync heights. In this example I'll change it to **boxes-2** for the bottom row and leave it as **boxes-1** for the top row. In some cases, you can remove the value altogether, but that can lead to unexpected behavior.



The instructions are similar for editing column (yellow highlight) background heights (which is sometimes used when an element doesn't have that feature directly). Go to

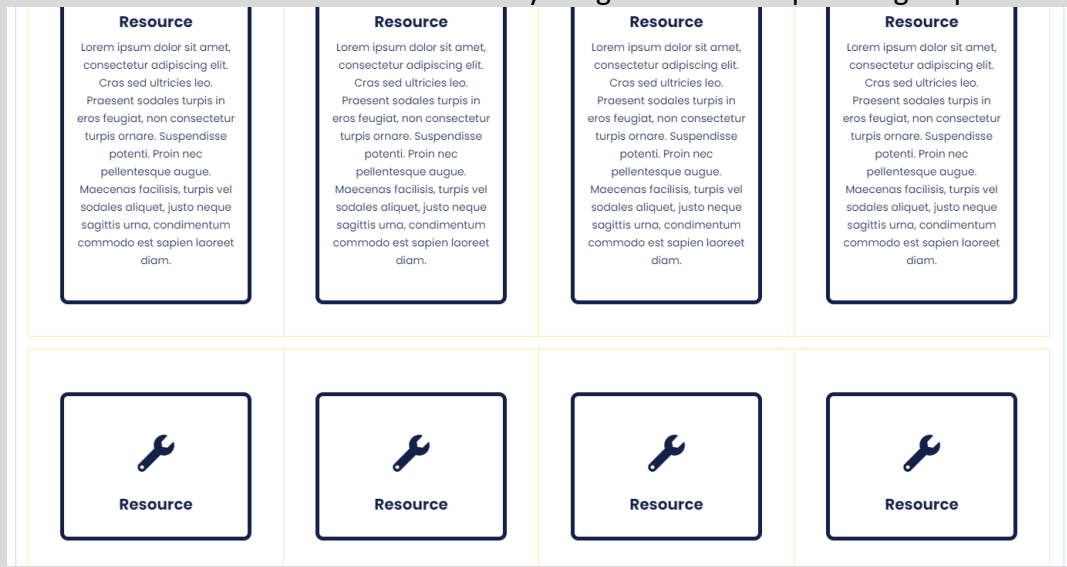
Background and edit the Sync Height. Any other columns with that value will sync heights.

The screenshot shows the 'ITEM OPTIONS' dialog box with the 'Background' tab selected. The 'Sync Height' input field is highlighted with a red underline. The 'Full Height Wrapper' and 'Positioning Content In The Middle Of This Item' options are shown as 'OFF'.

4. Be sure to click Save Options and repeat for all of the templates needed.

The screenshot shows the 'Save Options' button, which is highlighted with a red underline.

5. Now we can see that the two rows are syncing with their respective groups.



Note: One of the additional reasons that changing this is discouraged is that it will affect how these will look on mobile. Most users don't consider how their page looks on mobile. Also if you are running into the issue, it's likely an issue of excessive content (too many words in the wrong template, too many of the same template, robust/wordy language, etc.) which should be addressed first.

How to properly resize templates

Why?

If you look at the templates in the [Custom Template Guide](#), you will see that some of them have a **Resizable** attribute. This indicates whether the template, or sections of it, have been designed to be resized. Technically all of the templates, if placed in columns, can be resized any size 1/6, 1/5, 1/4, 1/3, 1/2, 2/3, or 1/1. The issue is that not all sizes look good in terms of design and usability (and consistency too), which is why the guide details different size formats. In a few places you will see that these rules are not followed exactly, but the exceptions are few and it seems to be seriously considered before modifying them outside the recommended settings.

How?

To modify the templates, isn't too difficult. Just be sure to follow the recommended settings. For this example we'll use the [Buttons Block](#).

1. Identify the template used. Most of the modifiable templates are not entire page templates, but usually small content templates. For example, if you see a template that uses a 2/3 and 1/3 template, you are likely looking at a page template or footer template. Do not modify the sizes, but instead replace it with a different template. If it's something like four 1/4 templates or three 1/3 templates, that is a collection of small content templates. These are usually one of the following templates: [Featured Image Element](#), [Featured Element](#), [Featured Block](#), [Card Element](#), [Buttons Block](#).

2. See the Resizable attribute parameters. If for example you only need three buttons in your Buttons Block, you can delete one and resize them to 1/3.



3. The reverse can also be done. If you need four buttons, you can resize them to 1/4 and the duplicate one.

4. Remember to follow the noted settings with each template in the guide. Doing so incorrectly can lead to squished content, empty spaces, unpleasing design, or other unexpected behaviors. Click Save Draft when finished resizing.

Note: if you need two rows of buttons or similar templates like Featured Elements, you should duplicate the columns (yellow highlight) and not the template itself (orange highlight).

How to properly swap blocks/elements

Why?

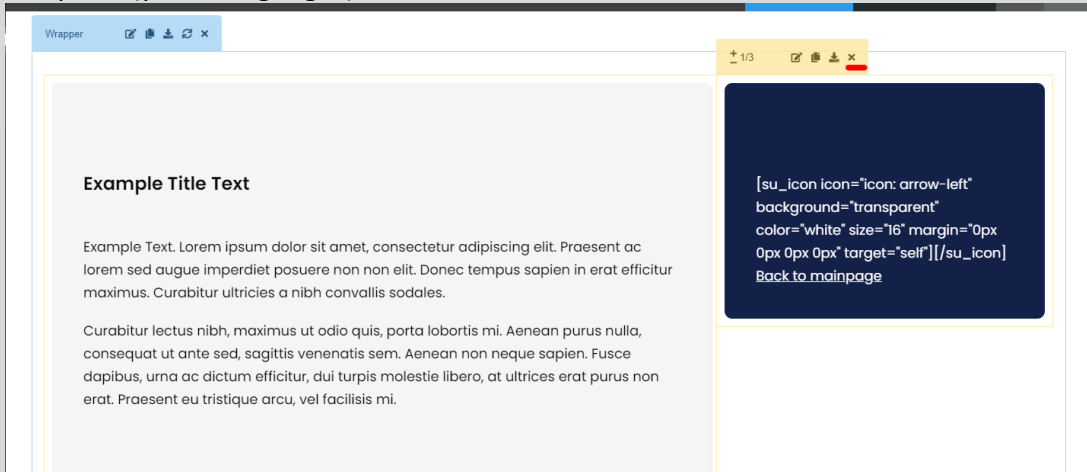
Even though the visual page builder does make it easier to organize content, there are some situations that can make it finicky as well as there being a proper way to do so.

How?

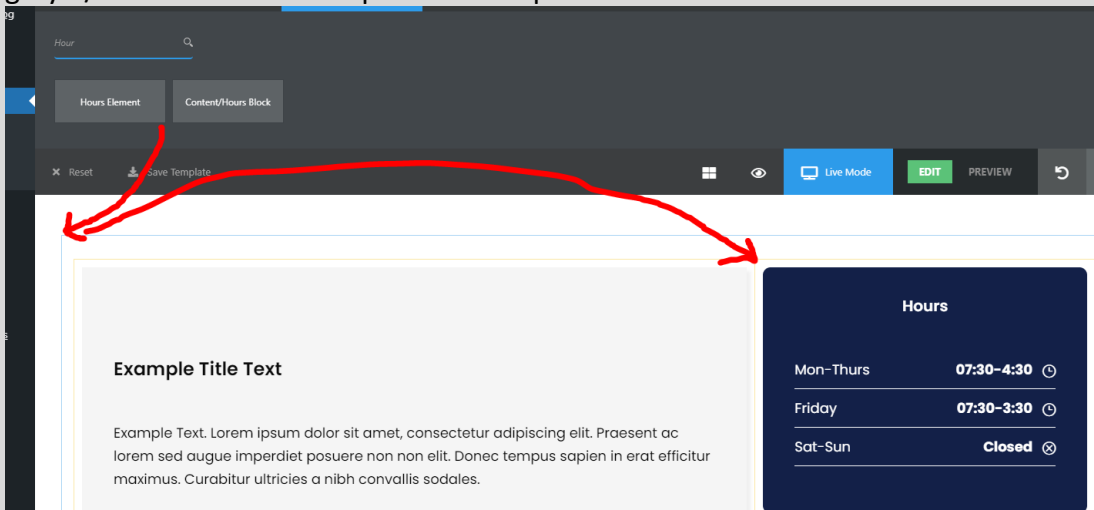
Compatible templates. (example: basic page blue sections, footer template swapping). The first thing you need to ensure is that you are swapping templates with compatible counterparts. All of the templates within the [Custom Template Guide](#) show compatible templates, where possible. In the examples below it will show how to swap templates within a block (using the [Basic Page](#) template) and then swapping out entire block templates (using two footer blocks).

1. Given a page that uses the [Basic Page](#) template, by default it includes the [Back To Page](#) template as the 1/3 section. In most cases we can leave it as is, but there are situations where we'd want to swap it with a swappable template ([Back To Page Element](#), [Hours Element](#), or [Contact Element](#)). We'll start out by removing the default

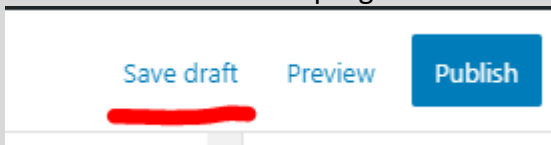
template (yellow highlight).



2. Next we will search and drop in the Hours Element. You can then drag it next to the gray 2/3 section where the previous template was.

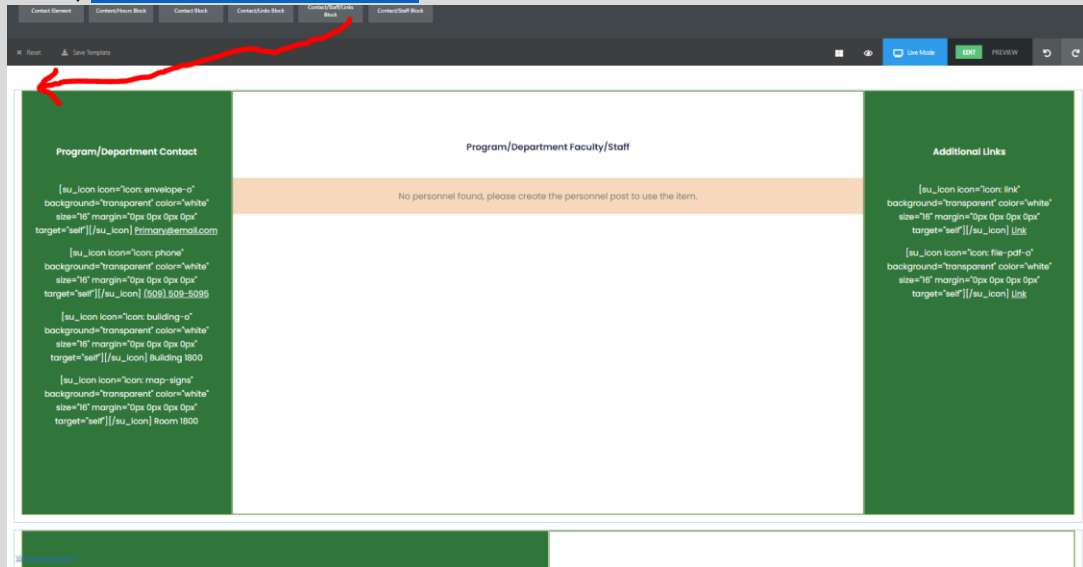


3. Click Save Draft to save progress.

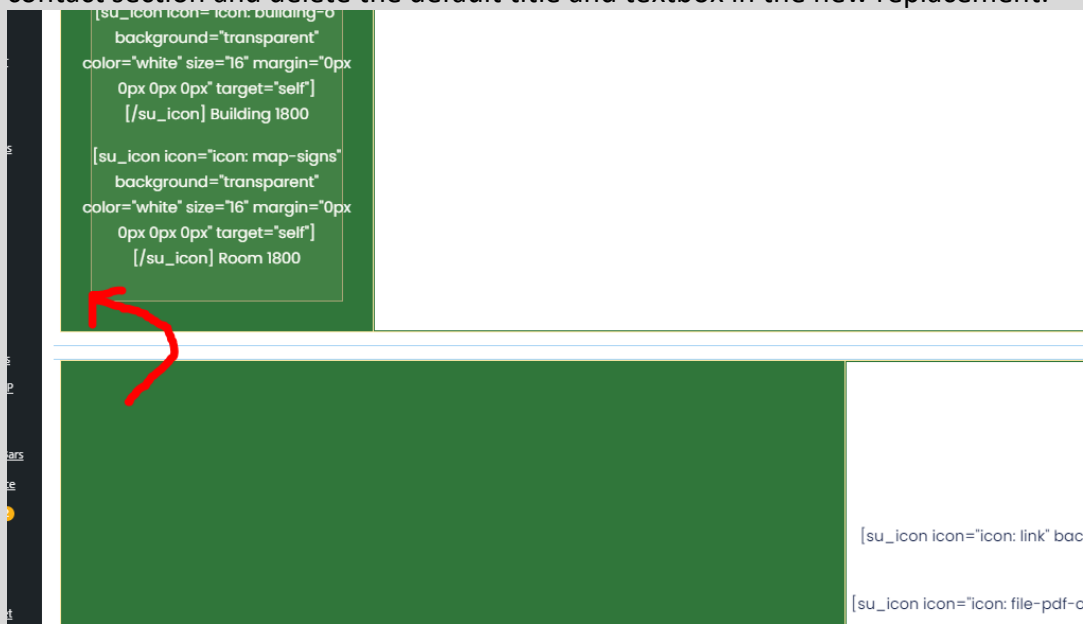


1. Given a page that uses the [Contact/Links Block](#) template (or another footer template), if we want to add or remove another section, like staff/faculty information, we'd need to replace the entire block template. Here we'll start by dragging in the replacement

block, [Contact/Staff/Links Block](#).



2. In some cases we are able to drag and drop the content of a section into the new replacement template. Here we'll drag in the title and textbox from the old template contact section and delete the default title and textbox in the new replacement.



Activity Log

Link

ments

nnel

Calendar

er

Forms

era Forms

earance

ins 2

ings

pcodes

om Fields

Mail SMTP

1

ification Bars

ch In Place

dfence 2

es by
ystic

sh

to Market

er Slider 1

Program/Department Contact

[su_icon icon="icon: envelope-o" background="transparent" color="white" size="16" margin="0px 0px 0px 0px" target="self"]
 [/su_icon] Primary@email.com

[su_icon icon="icon: phone" background="transparent" color="white" size="16" margin="0px 0px 0px 0px" target="self"]
 [/su_icon] (509) 509-5095

[su_icon icon="icon: building-o" background="transparent" color="white" size="16" margin="0px 0px 0px 0px" target="self"]
 [/su_icon] Building 1800

[su_icon icon="icon: map-signs" background="transparent" color="white" size="16" margin="0px 0px 0px 0px" target="self"]
 [/su_icon] Room 1800

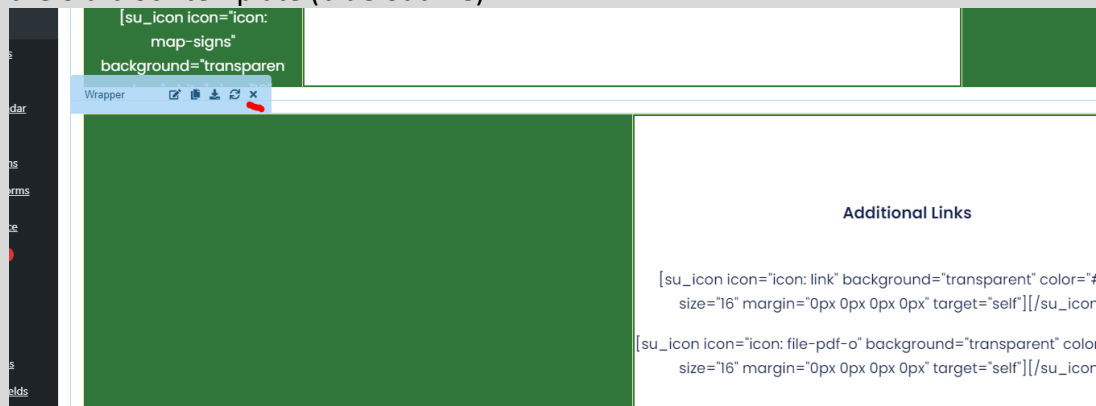
Program/Department Contact

[su_icon icon="icon: envelope-o" background="transparent" color="white" size="16" margin="0px 0px 0px 0px" target="self"]

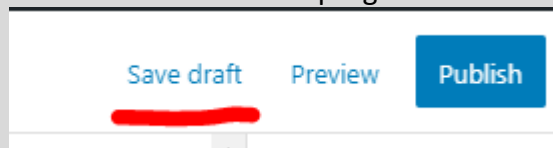
No personnel fo

Unfortunately you can't move white text into white backgrounds, so some sections you'll have to open and copy paste the text and links into the new templates (at least for now).

3. Once you have transferred all of the content into the new template, you can delete the old block template (blue outline).



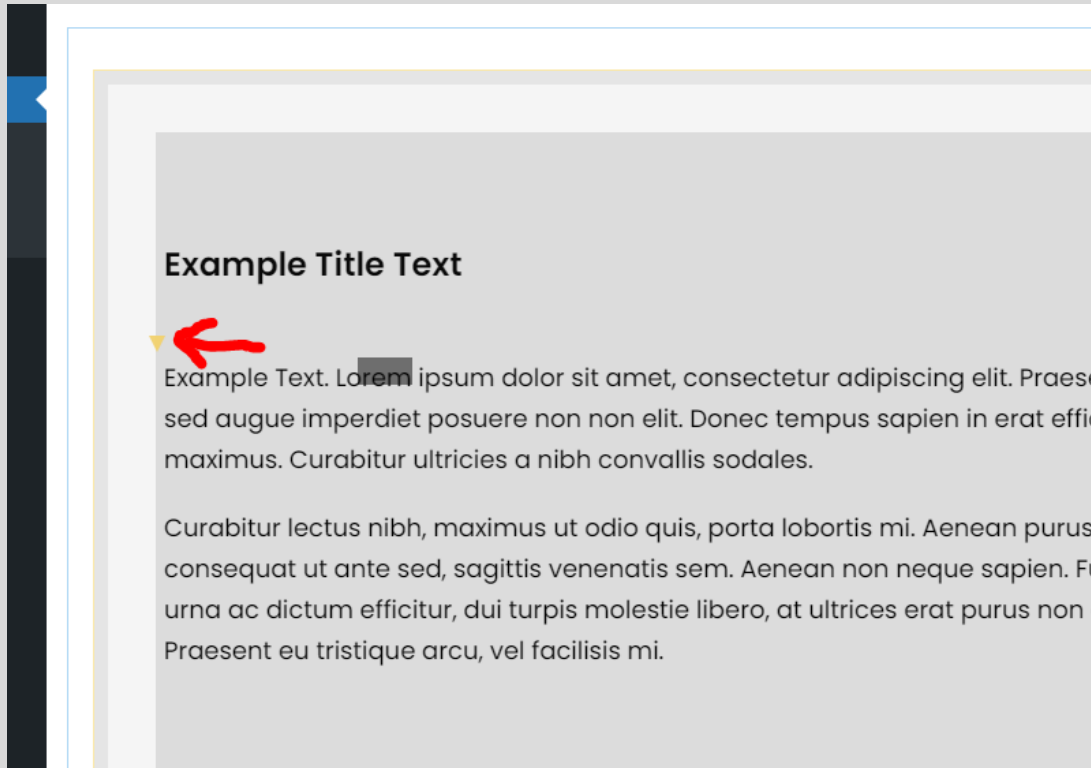
4. Click Save Draft to save progress.



The visual page builder follows a structure of wrappers containing columns containing elements. When you are dragging an item, usually you want it to go into the same type of container that it came in. For example, if dragging a column (yellow highlight), like with the example with the Basic Page and Hours Element, you want it to be placed in a wrapper (blue highlight) since that's the container the previous template was in. When dragging the textboxes (orange highlight) in the example with the footer templates, you want it to be placed in a column (yellow highlight) since that's what it was in the replaced template. A good rule of thumb is that elements (orange highlight) always go in columns (yellow highlight) and columns always go in wrappers (blue highlight).

Sometimes you may experience unexpected behavior when dragging templates to swap or just in moving them. Below are some tips in getting better results.

- Watch for a little triangle that points to where the template will be placed relative to the container.



- Sometimes when using a lower performance or smaller screen device, it may be helpful to use a different rendering mode (see items 8-10 in the [Page Builder Information](#)). These modes may decrease lagginess or may reduce the content shown to fit better in smaller screens. Be sure to switch back once in a while to make sure you're moving the right content though.
- Sometimes when using a lower performance devices, dragging a large item while scrolling doesn't work. In cases like that, you can zoom out in the page builder (by pressing CTRL + Minus Key on your keyboard) so that you can drag the item without scrolling anywhere. Just be sure to zoom back in (by pressing CTRL + Plus Key on your keyboard) when you're done so that you can see how the page would look more normally.
- Last but not least, mistakes sometimes just happen which is why you can rely on the good old undo button (see item 13 in the [Page Builder Information](#)).

Setting the parent page

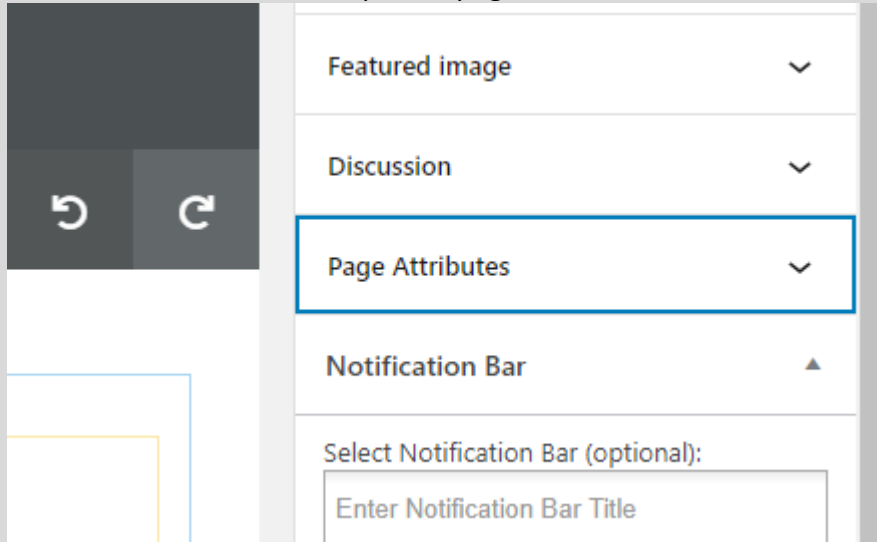
Why?

When setting up a new page you need to set a parent page. This is for site structure purposes. The setup on the website is that all pages fall under one of the following pages; I Am, Academics, Student Center, and About Us. These pages correlate to the menu structure. In the old website, pages would be linked several levels down, leading in very long links and

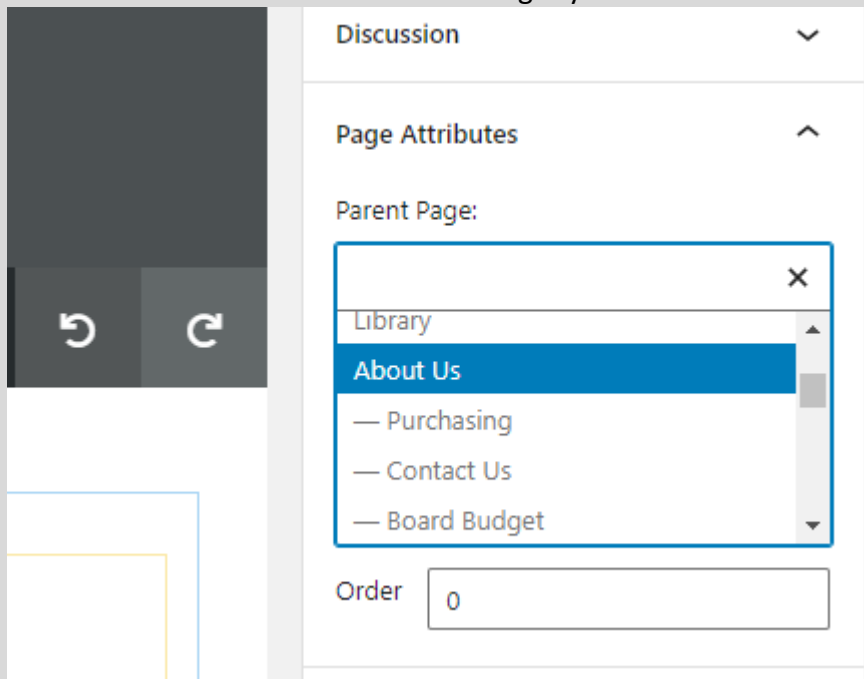
increased difficulty in setting/changing the parent page. On the new website it's been simplified.

How?

1. After setting your page title, you can go to the right hand side and find Page Attributes. This houses the parent page information and is closed by default.



2. Once opened, clicking on the Parent Page field will open a list of pages (note: there is search functionality here, but it is currently not working). Scroll through and select one of the options: I Am, Academics, Student Center, or About Us. These options won't have an indent which should make it slightly easier.



3. Selecting the correct parent page depends on where this new or current page will live on the website. Often pages are related to other pages. For example, all program pages have Academics as their parent page, so any new pages connected to a

program would also have Academics as the parent page. If you're adding a new page related to student club information, that'd go under Student Center as that's where ASB is located along with other student activity pages. Some pages are listed in two locations, in that case you'd need to choose the more relevant location and select a parent page based off that.

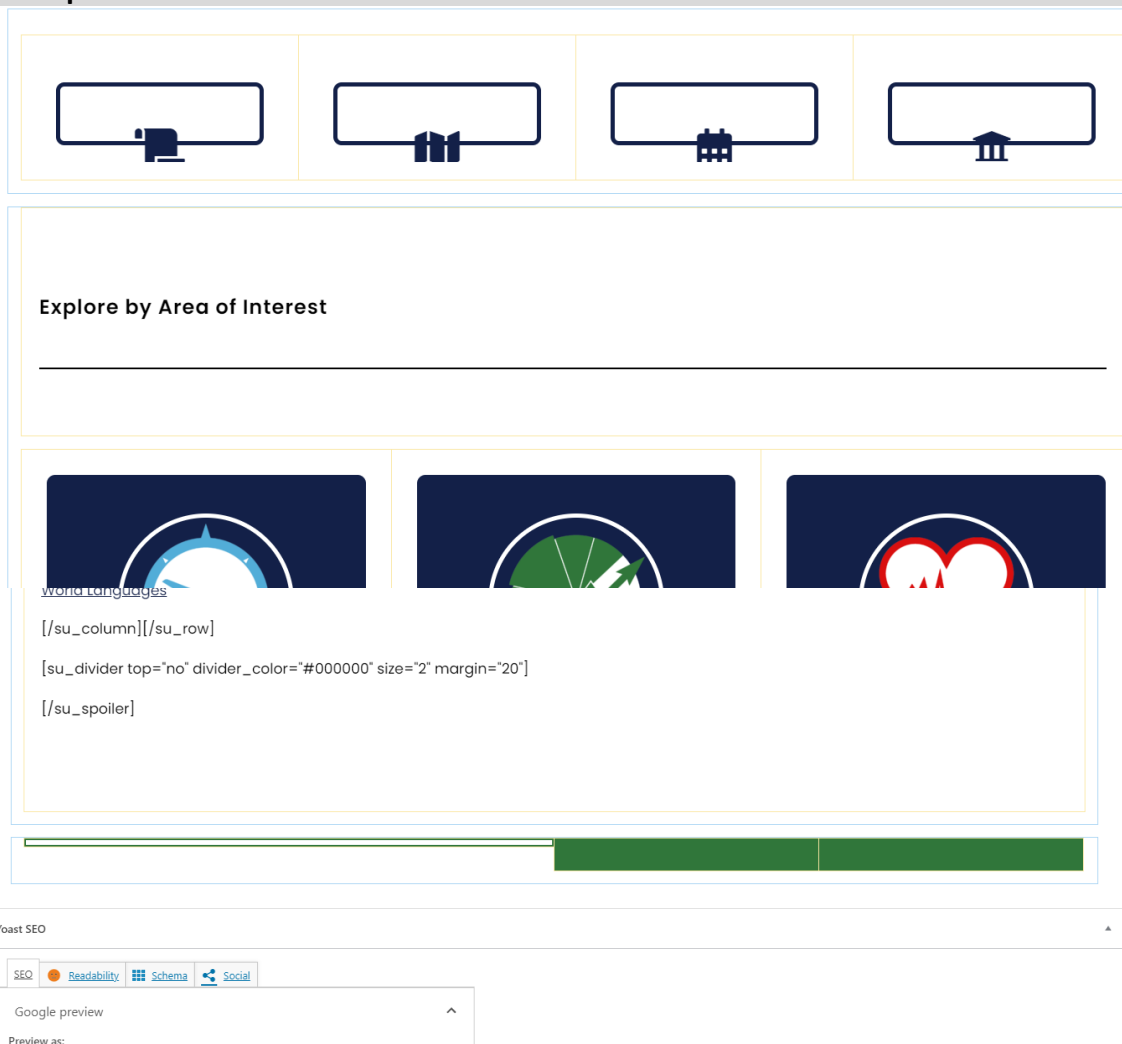
Known issues

What?

The new website has a list of it's own issues, though not as many as before. We work to avoid letting the issues reach the users and page editors, but some are unavoidable or are caused by user error. Most are noted throughout the documentation where relevant, the rest are listed below.

Everything looks flattened/squished

Example:



The screenshot shows a website editor interface. At the top, there are four icons in a row, each inside a rounded rectangle: a computer, a group of people, a building, and a classical building. Below this is a section titled "Explore by Area of Interest" with a horizontal line underneath. Underneath that are three large images: a blue globe, a green globe with an arrow, and a red and white heart. Below the images is a code editor with the following text:

```
worldlanguages  
[/su_column][[/su_row]  
[su_divider top="no" divider_color="#000000" size="2" margin="20"]  
[/su_spoiler]
```

At the bottom of the editor, there is a "Yoast SEO" panel with tabs for "SEQ", "Readability", "Schema", and "Social". The "Readability" tab is selected. Below the tabs, there is a "Google preview" section with a "Preview as:" label and a small upward arrow.

Cause:

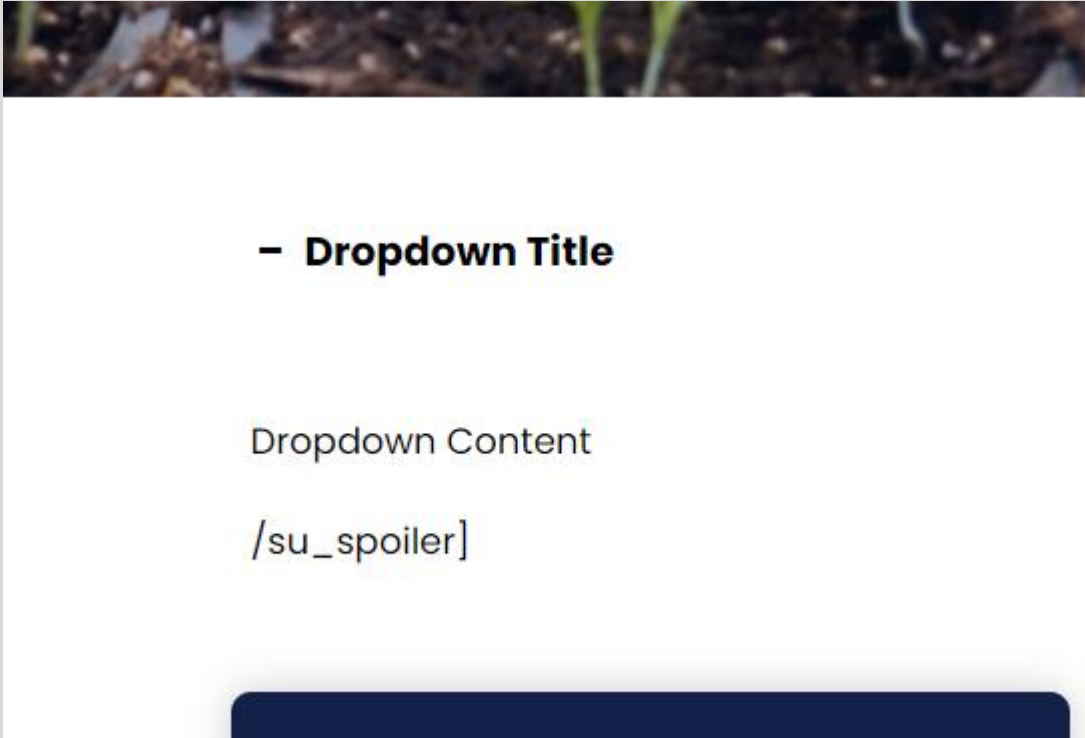
This is a minor rendering issue that sometimes happens on larger pages or slower connections. The actual content is unaffected.

Solution:

Click anywhere in the page builder.

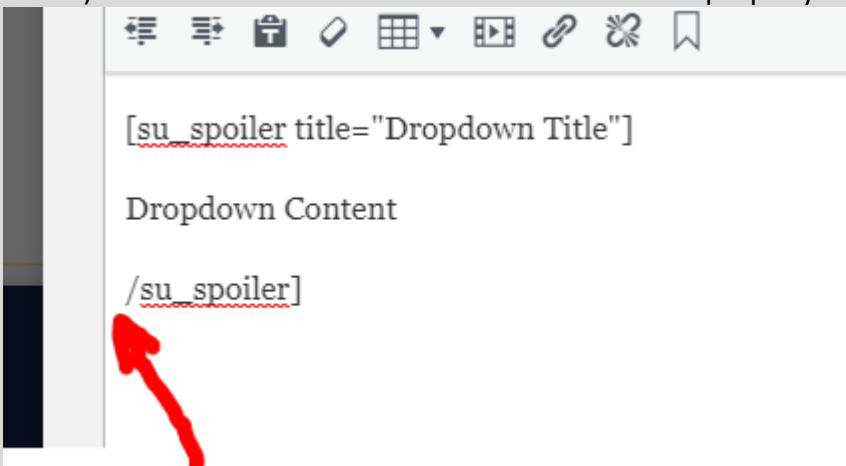
Content is missing on the frontend/preview but shows up in the page builder

Example:



Cause:

In the example shown, the dropdown is showing empty content (the empty space right below). The cause is that the shortcode wasn't closed properly.



Placing the left bracket back in should resolve the issue.

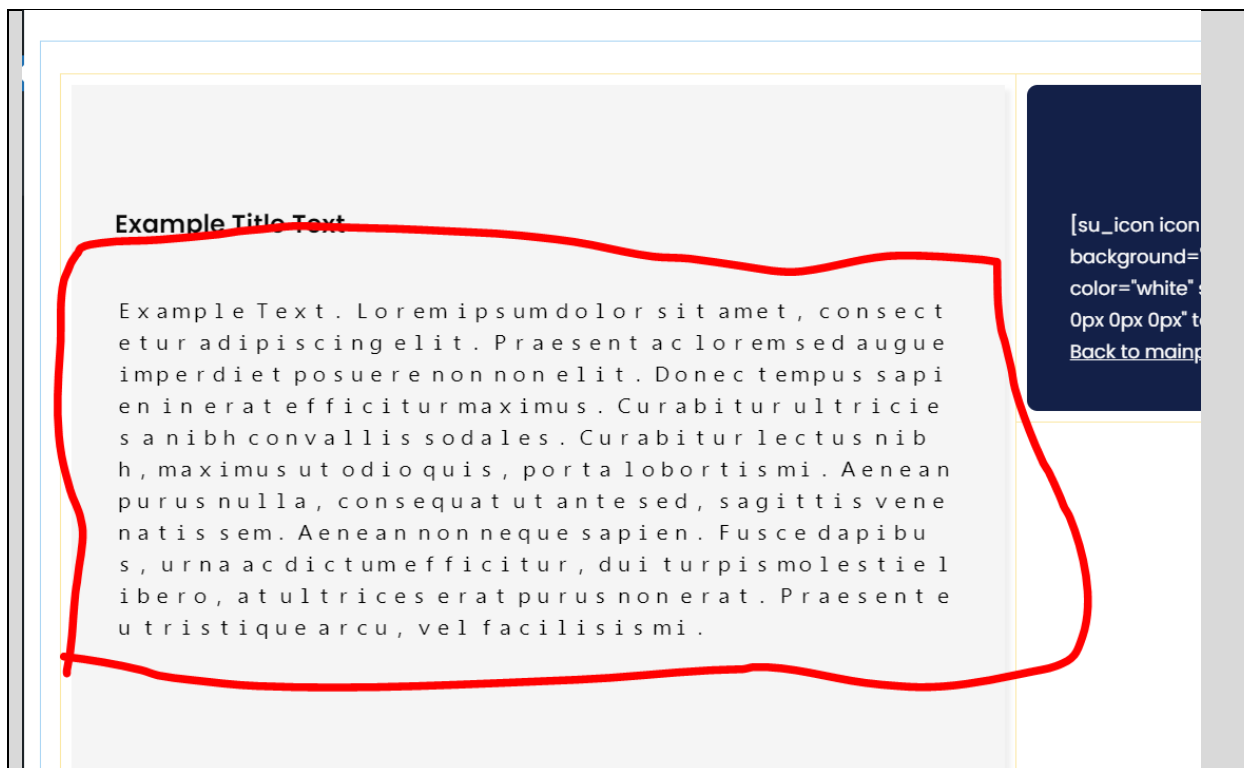
The screenshot shows a rich text editor interface. At the top, there is a menu bar with options: File, Edit, View, Insert, Format, and Tools. Below the menu is a toolbar with various icons for text formatting (bold, italic, underline), lists, tables, links, and other features. The main editing area contains the following text: `[su_spoiler title="Dropdown Title"]`, followed by the text "Dropdown Content", and then `[/su_spoiler]`. A red arrow points to the closing tag `[/su_spoiler]`. The text "wn Title" is partially visible on the left side of the editor.

Solution:

Be sure to open/close shortcodes correctly.
Refer to [How to use shortcodes](#).

Content looks funky on the frontend/preview/backend

Example:



Cause:

The example above shows text that looks a bit off, but it can range from text being a different font, size, text alignment, colors, or more. This is a symptom of external formatting. Measures have been taken to reduce the changes of this occurring, but sometimes it does regardless. The best solution to ensure that this does not occur is to write content within the page builder itself as that will eliminate the source of the issue. If you have to write content elsewhere, be sure to paste content in as plain text. This sometimes requires removing the current content and repasting it.

Solution:

To paste as plain text you can either right click and select that from the options or you can click CTRL + SHIFT + V. You can also toggle this button and that'll make all pasted content remove formatting.

Removing external formatting will improve design consistency and in some cases accessibility as well. In some less common cases, some specific formatting may lock a page after trying to edit that template again.

Note: pasting as plain text will remove links so you will have to relink items.

How to link properly

Why?

The website is setup in three separate locations called stages. There is dev.bigbend.edu, test.bigbend.edu, and www.bigbend.edu. They are setup to enable a technology called staging where changes are made in one stage and then moved to a different stage for another action. Our staging is setup so that all changes are made in dev.bigbend.edu (you can't even login into the other stages), then pushed to test.bigbend.edu as an intermediary step, and then pushed to www.bigbend.edu which is the public facing site. The staging software is fairly intelligent and can update most of the links within the website so that they still link to each other even though the domain is changing. Unfortunately not all links are updated since there are additions to the site functionality that aren't checked. Because of this, you should know what domains to use where as well as other useful linking information.

How to properly link internally (i.e. use either www.bigbend.edu or dev.bigbend.edu not www.dev.bigbend.edu or just https://bigbend.edu). Some places need the www version because they don't change through the versions (documents, sliders, forms). iFrames can be dev.bigbend.edu.

Show how to link email addresses, phone numbers, and texting numbers.

How?

When to use dev.bigbend.edu, test.bigbend.edu, and www.bigbend.edu.

- First and foremost, do not link to just dev.bigbend.edu, you need to fully qualify the link to https://dev.bigbend.edu. The same goes for www.bigbend.edu and test.bigbend.edu, they'd become https://www.bigbend.edu and https://test.bigbend.edu.
- If you are adding/editing a link within the page builder, use https://dev.bigbend.edu.
- If you are adding/editing a link within a document that's being uploaded to the website, use https://www.bigbend.edu even though you are uploading it to dev.bigbend.edu.
- If you are adding/editing a link within a form (Caldera Forms or NinjaForms), use https://www.bigbend.edu even though you are editing it on dev.bigbend.edu.
- If you are adding/editing a link within a slider (Masterslider), use https://www.bigbend.edu even though you are editing it on dev.bigbend.edu.

There is a correct way to format internal links and an incorrect way. Several incorrect examples are www.dev.bigbend.edu and https://bigbend.edu. The correct ways would be https://dev.bigbend.edu and https://www.bigbend.edu.

You may have also noticed that some links are ones that don't link to a website, page, or document, but rather to an email address or phone number. Below explains what the 'URLs' should be for those types of links.

- When linking to an email address (to allow users to click on to open their email application), it should automatically fill out the correct syntax. If it does not, it will be **mailto:youremail@bigbend.edu**.

- When linking to a phone number (to allow mobile users to click on to open their phone app to call) it will be **tel:(509) 509-5095**.
- When linking to a phone number (to allow mobile users to click on to open their texting app) it will be **sms:(509) 509-5095**. Remember that the number will need to be one that is capable of accepting texts.

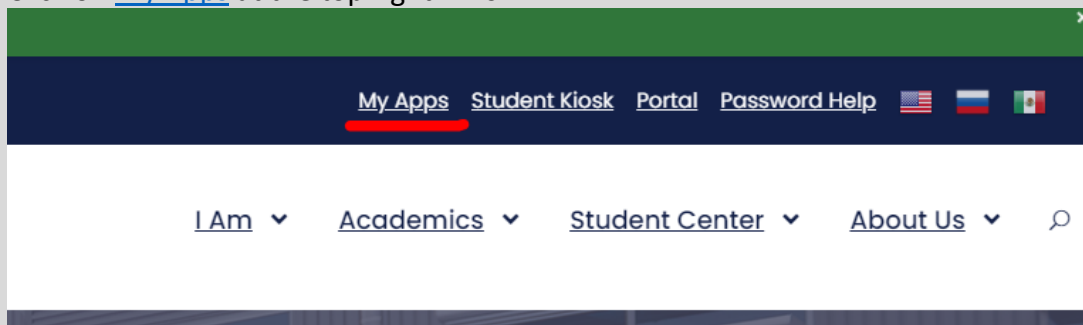
How to access the website

What?

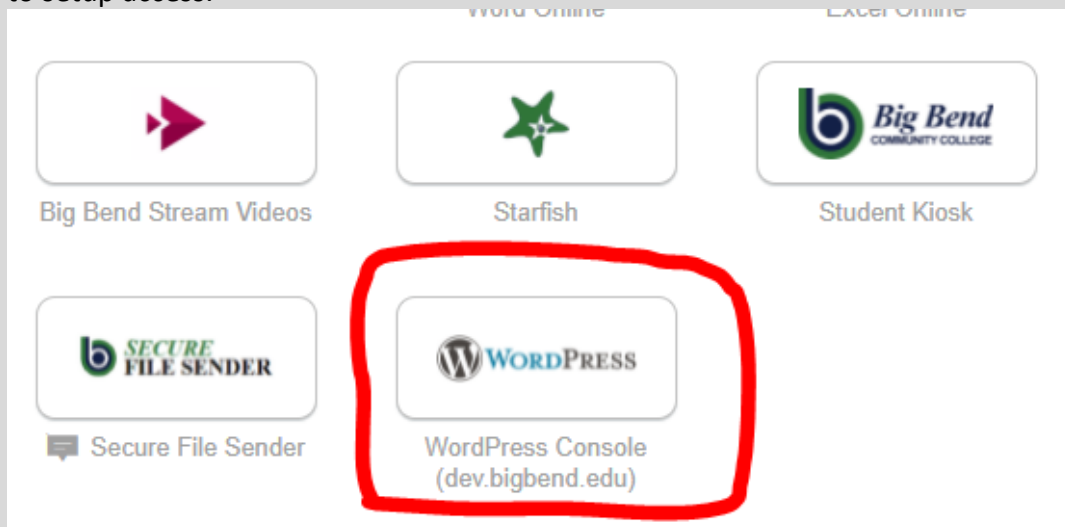
If you weren't shown how to access the backend, follow the steps below.

How?

1. Ensure you are connected to the campus network by one of the following.
 - a. Be on campus while connected to the internet there.
 - b. Use VMware. Contact BBT to help you set that up.
 - c. Use the Cisco Anyconnect VPN. Contact BBT to help you set that up.
2. Go to the Big Bend website at www.bigbend.edu.
3. Click on [My Apps](#) at the top right links.



4. Sign in using your BBCC credentials.
5. Click on the WordPress Console. If you do not see that option, contact Matt Killebrew to setup access.



Note: access to the website requires two-factor authentication. If you do not have that setup, it will prompt you to set it up for the first time.

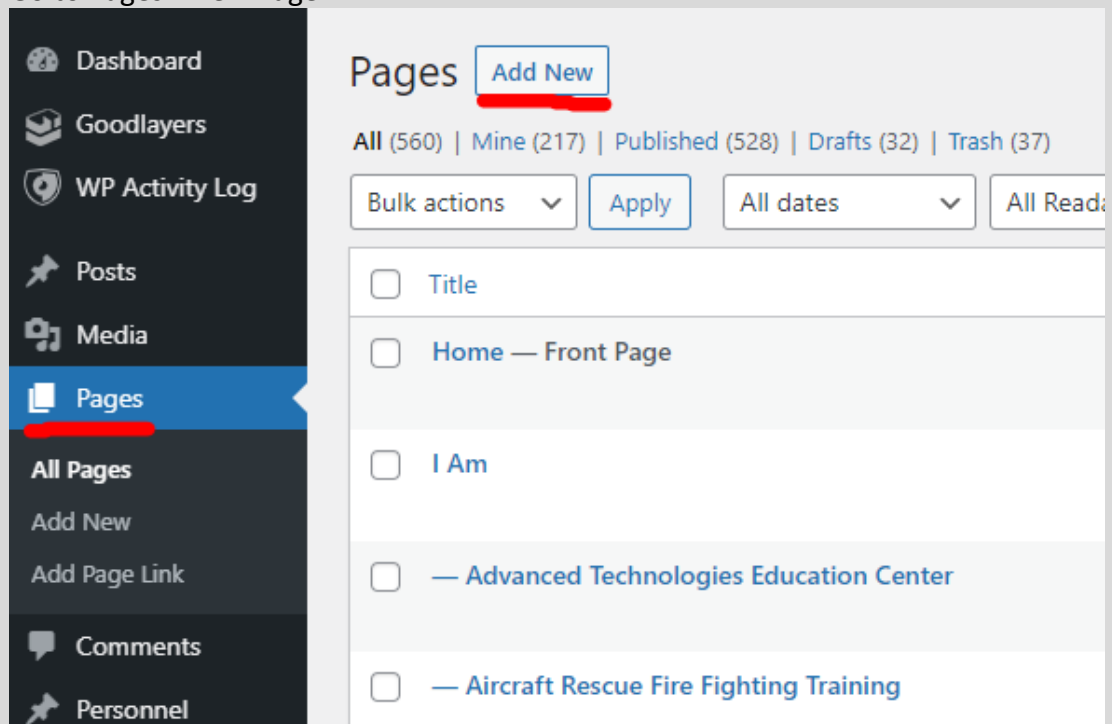
Standard steps to build a page

What?

This will show the basic required steps to build a new page. It will link to various locations in the document that give in depth explanations.

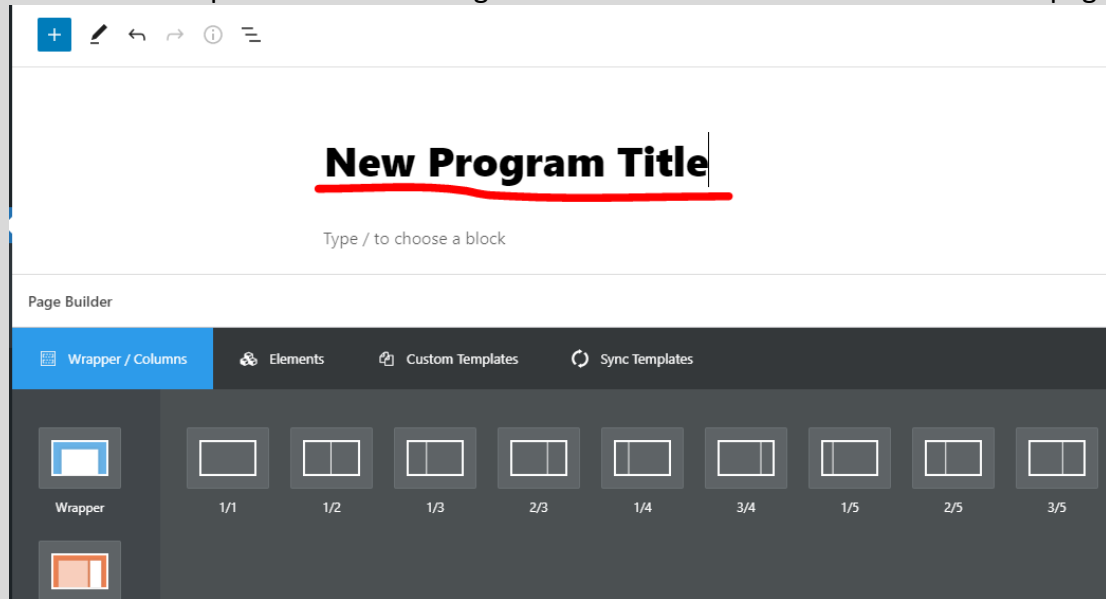
How?

1. Go to Pages->New Page.



2. **Set a page title.** Ensure that it isn't too long (up to three words is recommended) and avoid adding BBCC, Big Bend, or Big Bend Community College in the title as that's

redundant. Keep in mind that setting a title affects the default URL for that new page.



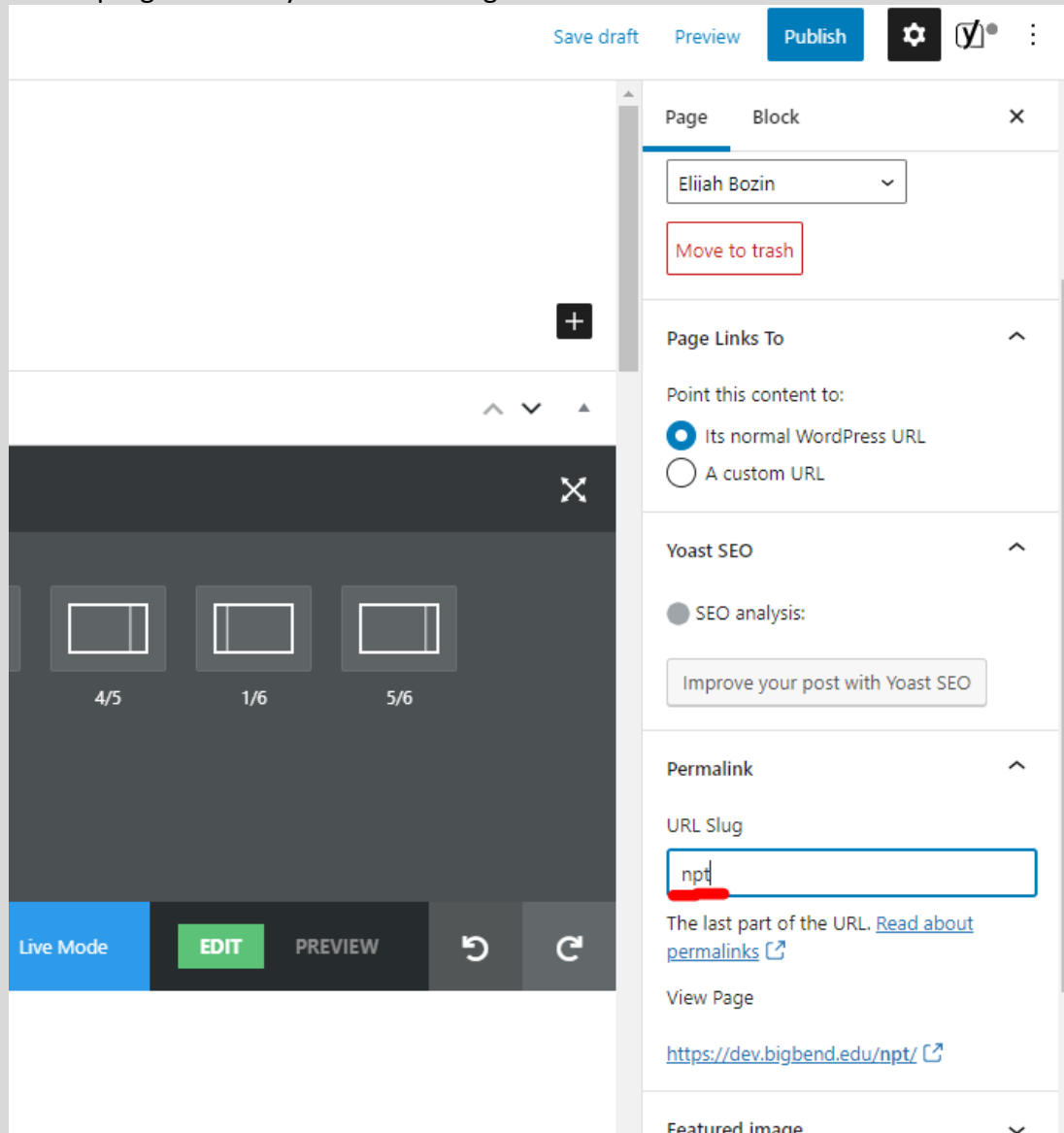
3. **Set the parent page.** It will list all of the published pages, but we will only choose from I Am, Academics, Student Center, and About Us (these correspond to the menu). Choosing which one depends on where the page will live. If it's a new program page, it will be Academics as that's where all the program pages reside. If it's related to Financial Aid, it'd be under Student Center. Please note that the Parent Page box search does not work properly, you will need to scroll through and select the page there (the top level pages are not indented). The parent page also determines the URL

for the new page.

The screenshot displays the WordPress page editor interface. The main content area is mostly blank, with a dark toolbar at the bottom containing icons for a grid, visibility, 'Live Mode', 'EDIT', 'PREVIEW', and refresh. A right-hand sidebar is open, showing settings for the 'Page' block. The sidebar includes sections for 'SEO analysis' (with a 'Yeast SEO' button), 'Permalink' (with a 'URL Slug' field containing 'new-program-title' and a 'View Page' link), 'Featured image', 'Discussion', 'Page Attributes' (with a 'Parent Page' dropdown menu highlighted in red and an 'Order' field set to '0'), and 'Notification Bar' (with a field for 'Enter Notification Bar Title').

4. **(optional) Set the URL.** When you set the Title and Parent Page, it sets a default URL. You can modify the URL value set by the Title by editing the URL slug. In most cases you do not want your page title to be different from your URL, but in some cases the title is long causing the URL to also be very long. In those cases you can set the slug to

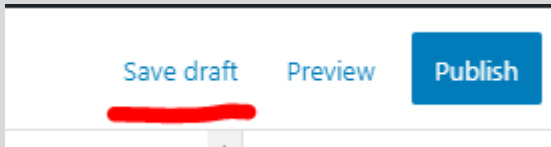
be the program acronym or something similar.



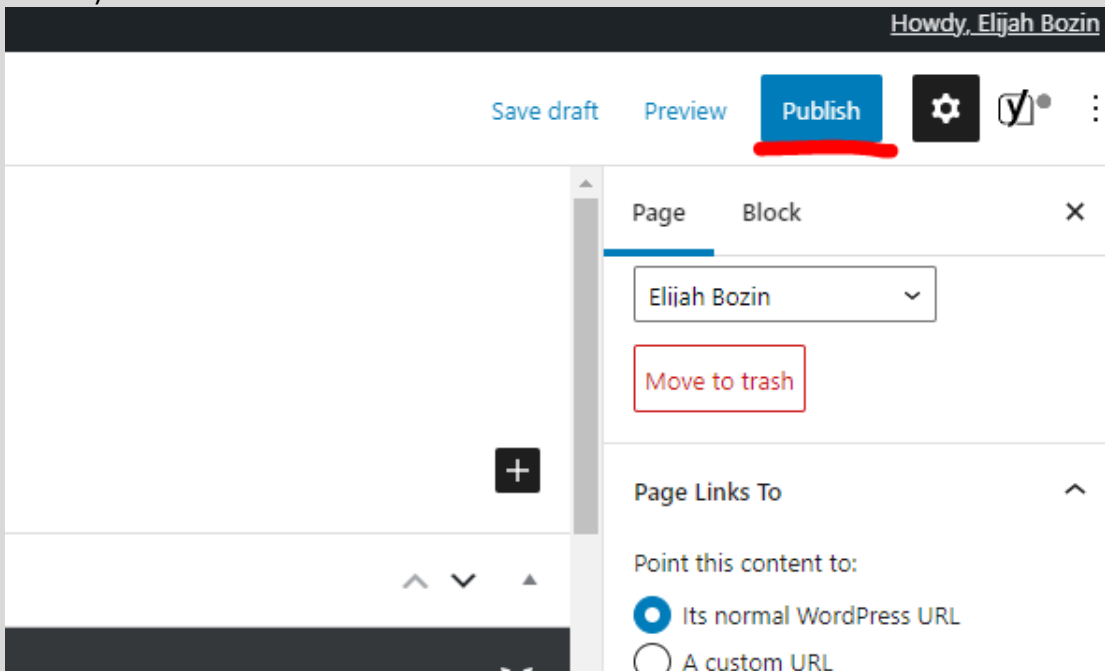
5. **Set the title background image.** Follow these [instructions and guidelines](#).
6. **Set the template.** Choose a starting template (usually [Department Page](#), [Program Page](#), or [Basic Page](#)). To do so, navigate to [Custom Templates \(number 3\)](#) and search it there.
7. **Edit the content as needed.** Ensure that you write quality content as the website is the forefront to the college in many respects.
 - a. Ensure you follow [accessibility guidelines](#).
 - b. Ensure you keep consistent design by following the instructions with each template in the [Custom Template Guide](#).
 - c. Ensure the text you write is readable. One of the pits we often fall into in higher education is the use of wordy and unnecessarily complicated words. A good tool to check how readable your content is the [Hemingway Editor](#). A good score to go for is Grade 10 or less.

d. Ensure that your content and images are equitable.

8. **Save Draft.** Frequently click the Save Draft button to save progress. The Save Options button within templates does not save overall progress, just changes within the page builder.



9. **Submit for Review.** When ready, click the Publish button and then will slide in the Submit for Review button. Click that and your page will be sent off to be reviewed before it's published. Be sure to only click this once as every time it is clicked it will send an email to all of the set personnel (to save editing progress, use the Save Draft button).



Note: Pages submitted won't be published right away, though they usually are fairly quickly. Plan accordingly. Additionally, published page won't be public until the website is pushed live which happens automatically based on the schedule below and manually by site admins. In the case of an emergency (avoid situations like these), inform Matthew Killebrew.


SUN	MON	TUE	WED	THUR	FRI	SAT	
DEV -> TEST	DEV -> TEST	DEV -> TEST		DEV -> TEST	DEV -> TEST		10:05 PM
			TEST -> PROD			TEST -> PROD	10:05 PM

Archived Templates

This contains older instructions for templates that have been replaced in the Custom Templates section, but may still exist in the website as updated templates aren't propagated automatically.

Contact Block (archived)

What and Why?



Description: The Contact Block provides contact information at the bottom of a page (as a page footer).

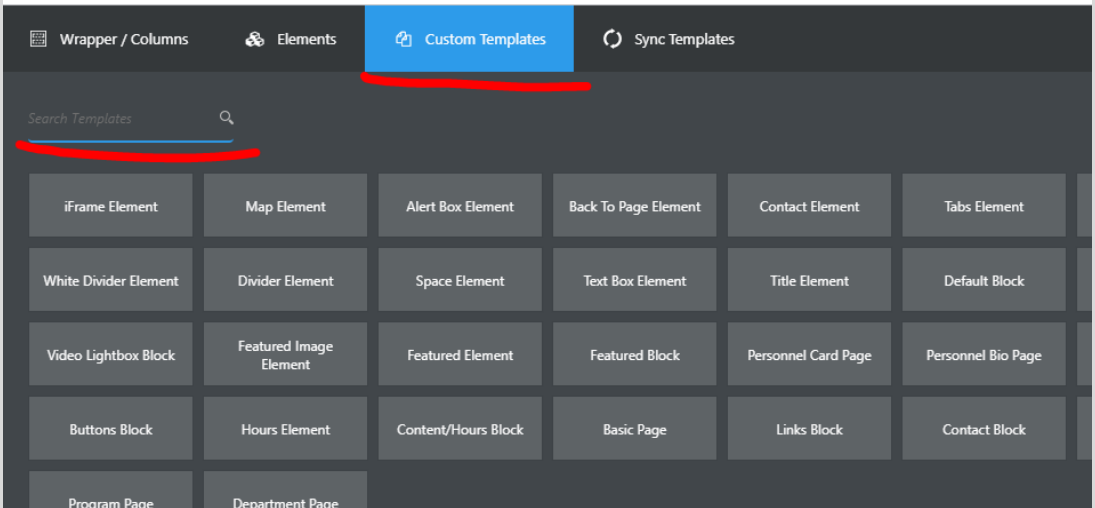
Resizable: No.

Compatible Pages: [Department Page](#), [Program Page](#), [Basic Page](#)

Additional Notes: This is not a full screen width template. This is meant to be the only page footer template. If you'd like add/remove a section, consider using the [Contact/Staff Block](#), [Contact/Staff/Links Block](#), [Contact/Links Block](#), or [Links Block](#).

How?

1. Search within the Custom Templates "Contact Block" (case insensitive and partial keywords allowed)

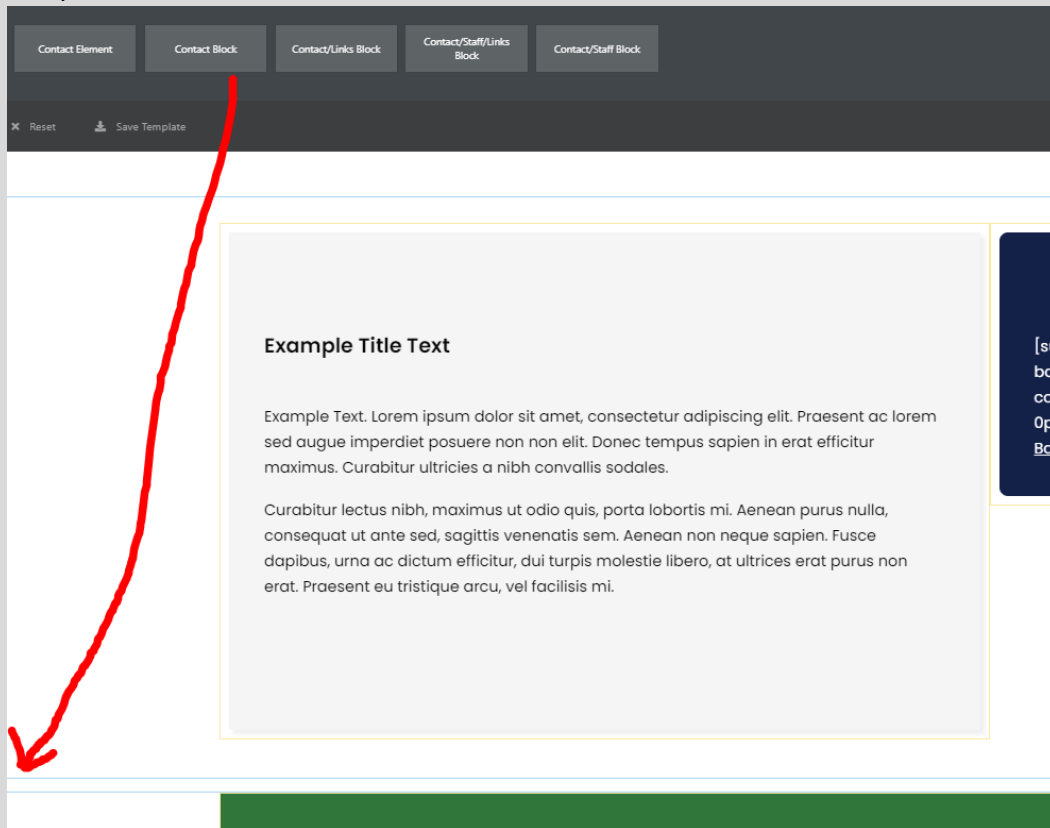


The screenshot shows the Custom Templates interface with the following elements:

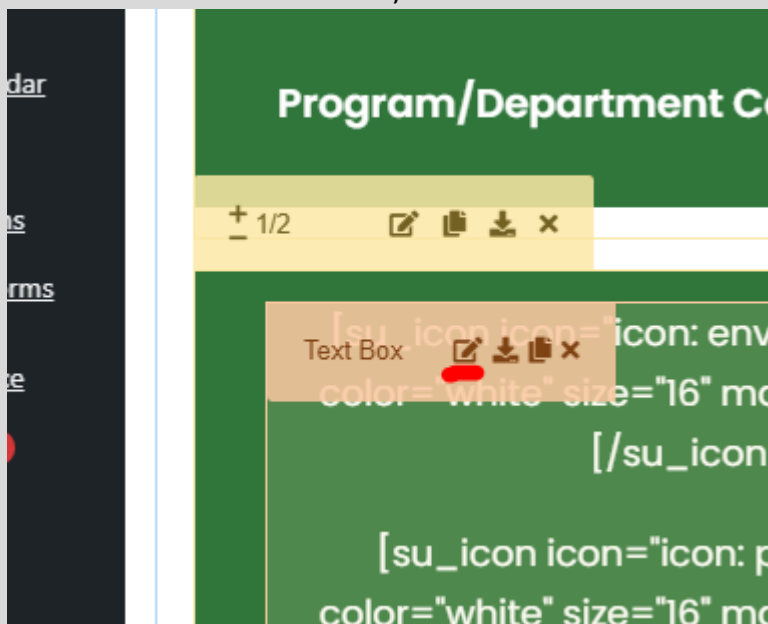
- Navigation tabs: Wrapper / Columns, Elements, Custom Templates (selected), Sync Templates
- Search bar: Search Templates (highlighted with a red circle)
- Grid of templates:

iFrame Element	Map Element	Alert Box Element	Back To Page Element	Contact Element	Tabs Element
White Divider Element	Divider Element	Space Element	Text Box Element	Title Element	Default Block
Video Lightbox Block	Featured Image Element	Featured Element	Featured Block	Personnel Card Page	Personnel Bio Page
Buttons Block	Hours Element	Content/Hours Block	Basic Page	Links Block	Contact Block
Program Page	Department Page				

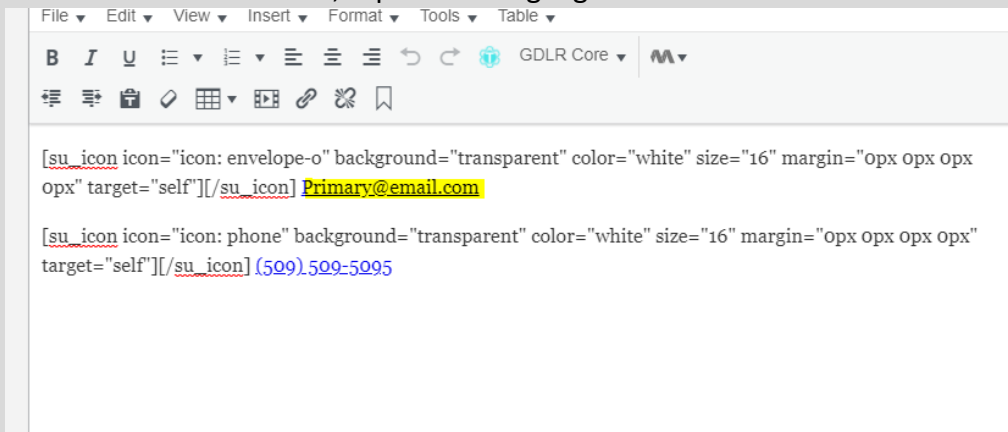
2. Drag the template from the Custom Templates list and then drop it into a compatible template.



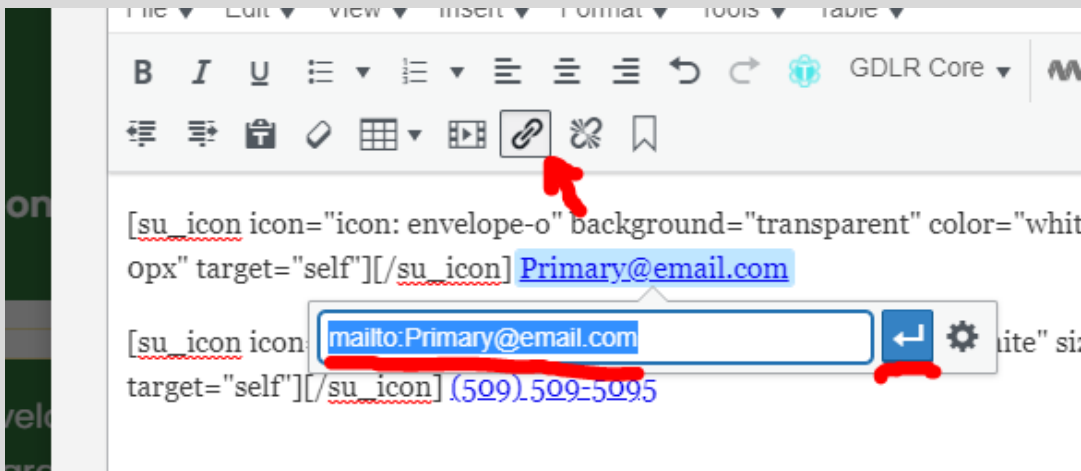
3. To edit the Title, see the [Title Element](#) (start on step 3).
4. To edit the contact information, click the pencil icon to edit the template (orange outline with the Text Box title)



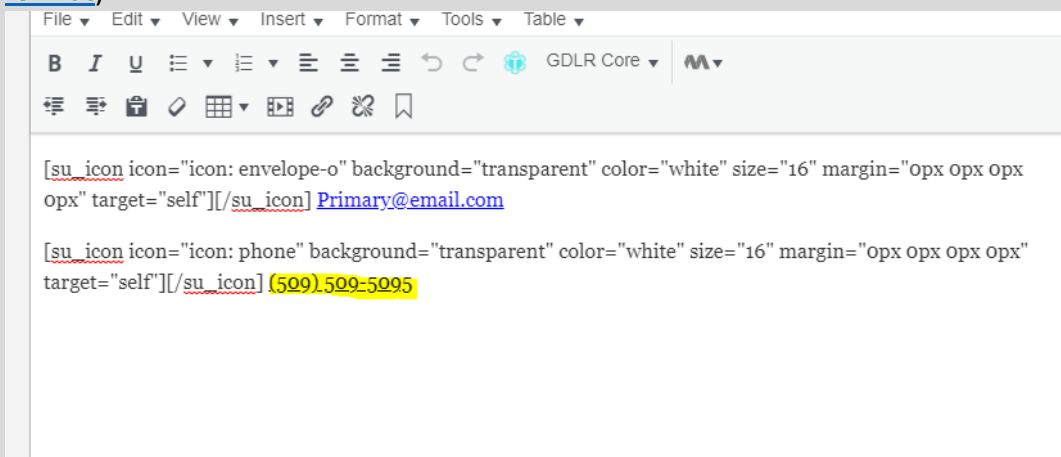
5. To edit the email address, replace the highlighted text with an email address.



Then once you type in an a new email, add a hyperlink and paste **mailto:** in front of the email address as the link.

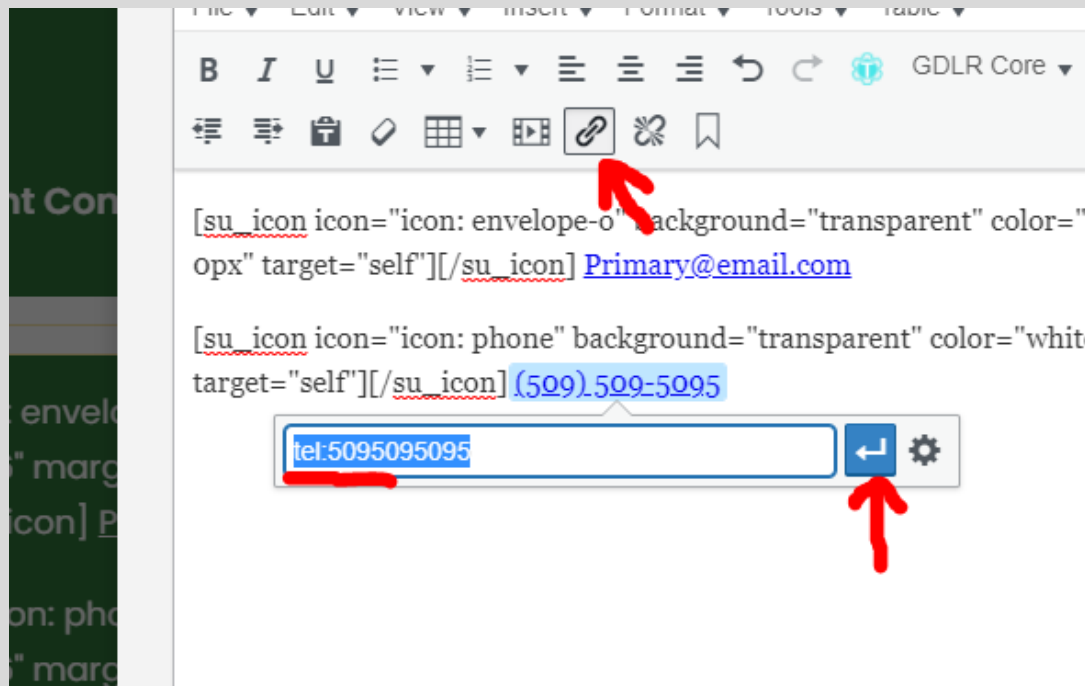


6. To edit the phone number, replace the highlighted text with a phone number (in [this format](#)).

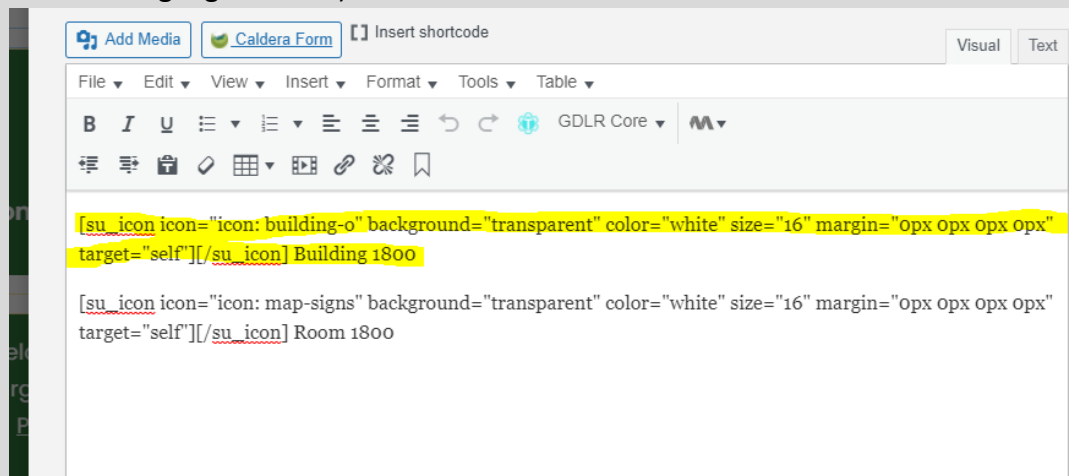


Then once you type in a new number, add a hyperlink and paste **tel:** in front of the

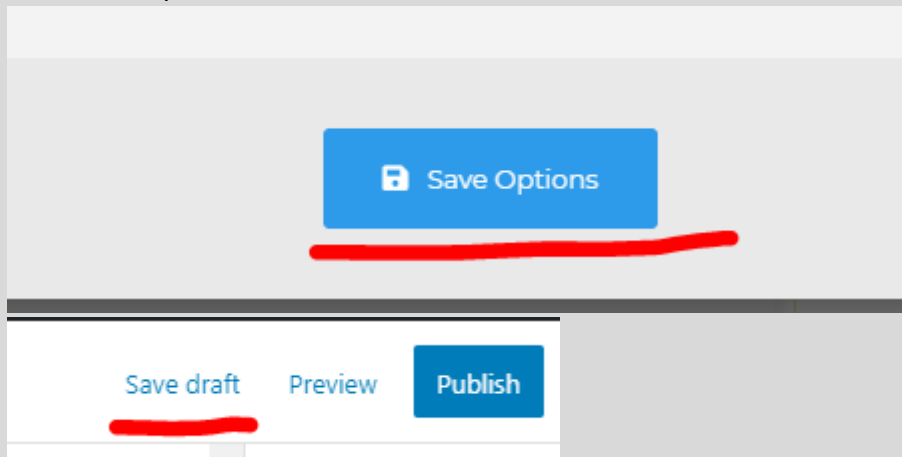
number as the link.



7. The instructions to edit the other contact information is similar, except linking it optional. If you don't need particular information, you can delete an entire section (as shown in highlighted text).



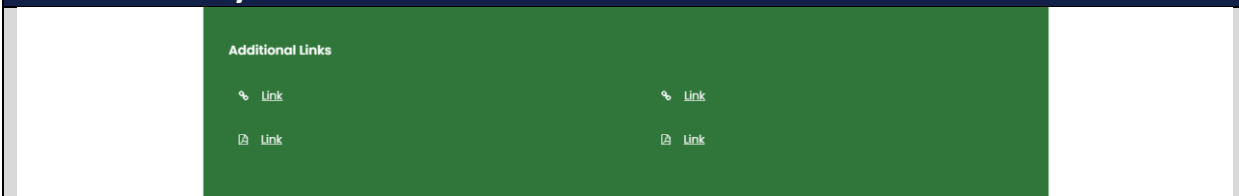
8. Click Save Options and then click Save Draft.



9. If you are finished making changes, you can click Publish and then Submit For Review.

Links Block (archived)

What and Why?



Description: The Links Block lets you list additional links to other pages, media, or websites.

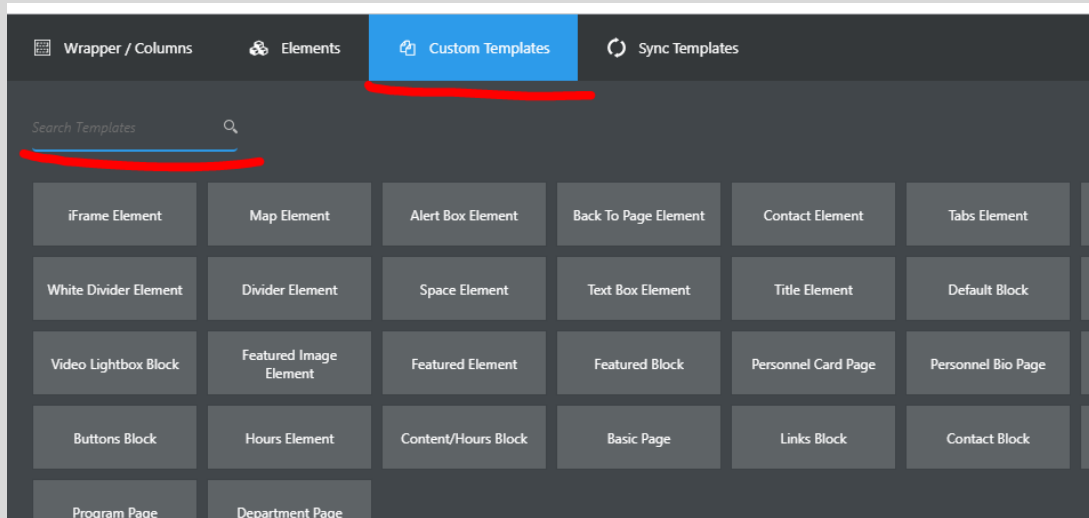
Resizable: No.

Compatible Pages: [Department Page](#), [Program Page](#), [Basic Page](#)

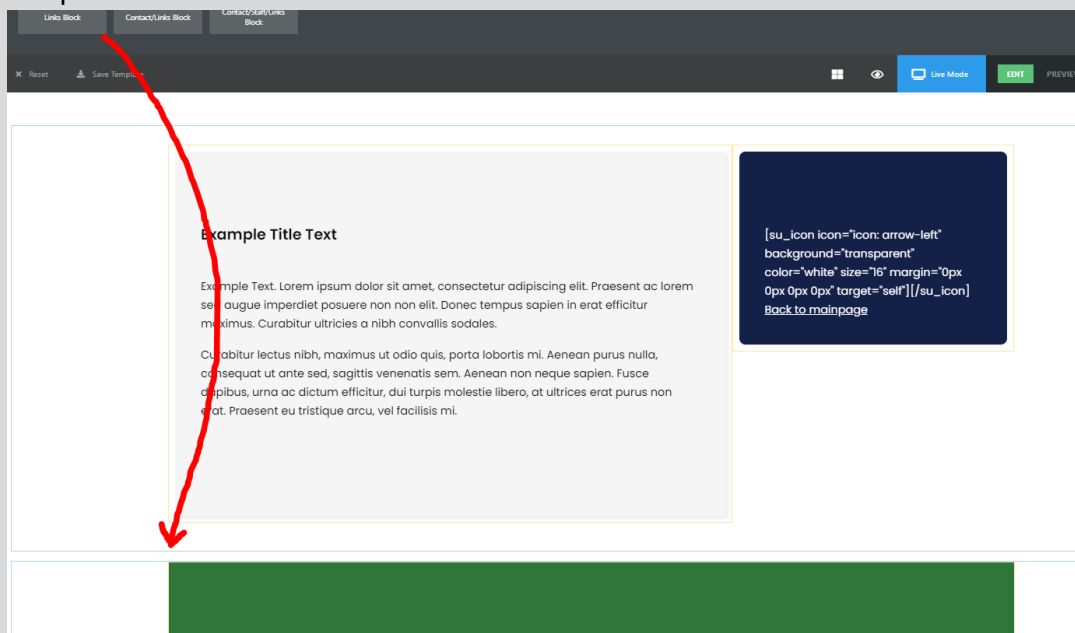
Additional Notes: This is not a full screen width template. This is meant to be the only page footer template. If you'd like add/remove a section, consider using the [Contact/Staff Block](#), [Contact/Staff/Links Block](#), [Contact/Links Block](#), or [Contact Block](#).

How?

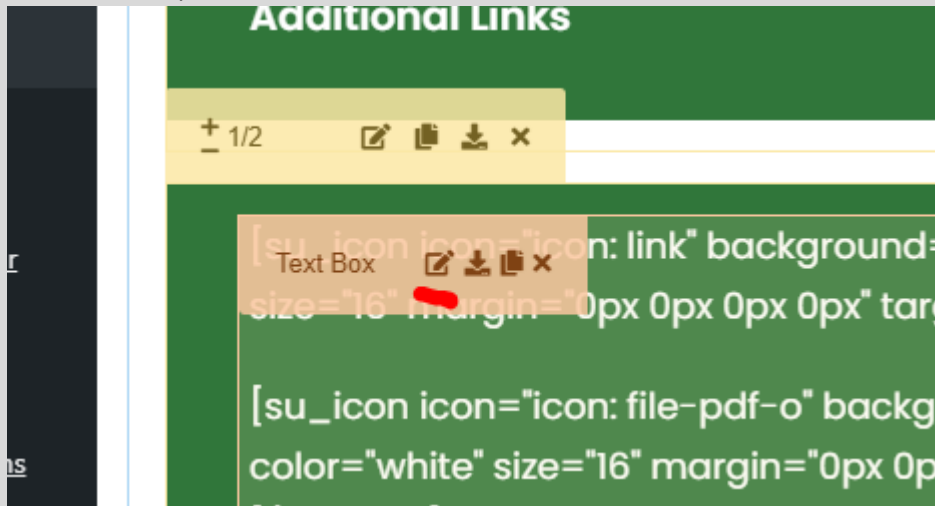
6. Search within the Custom Templates “Links Block” (case insensitive and partial keywords allowed)



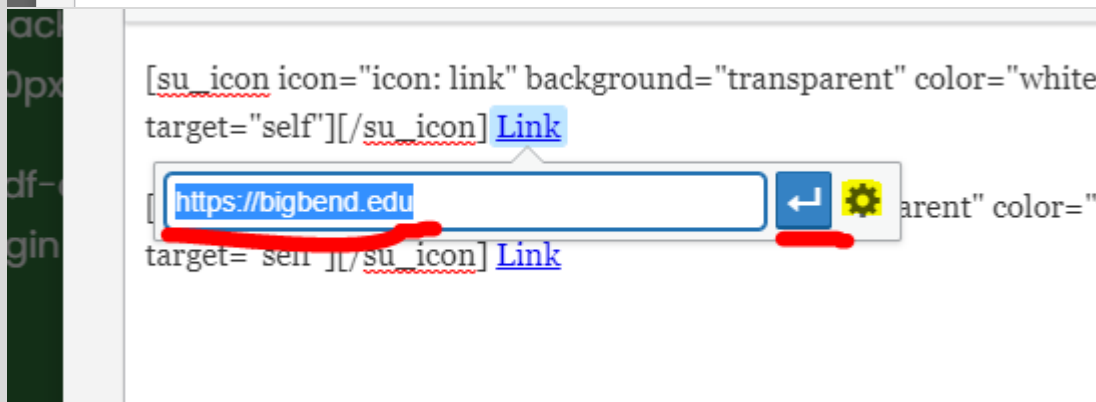
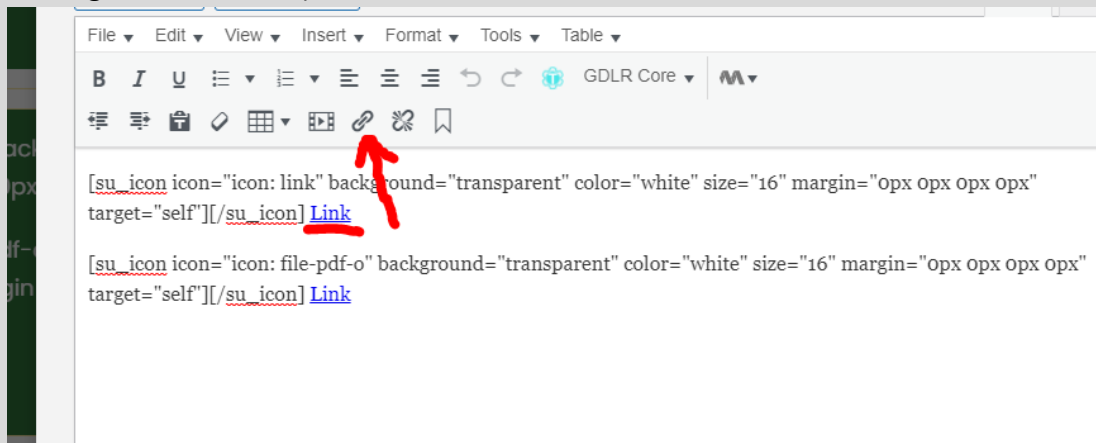
7. Drag the template from the Custom Templates list and then drop it into a compatible template.



8. To edit the links, click the pencil icon to edit the template (orange outline with the Text Box title)

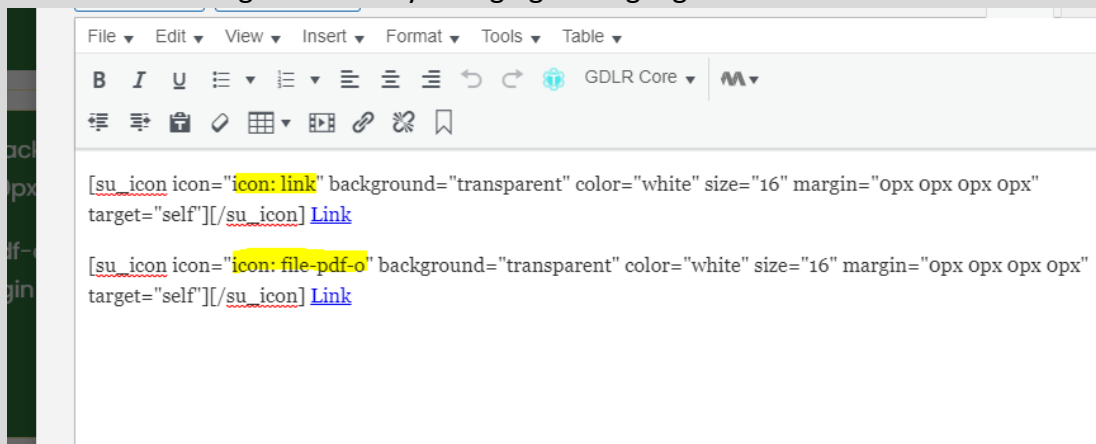


9. You can then change the text that shows, edit the hyperlink (by selecting the text and clicking the link button)



You can also click the gear to let you enable the link to open in a new tab.

10. You can also change the icon by changing the highlighted text.



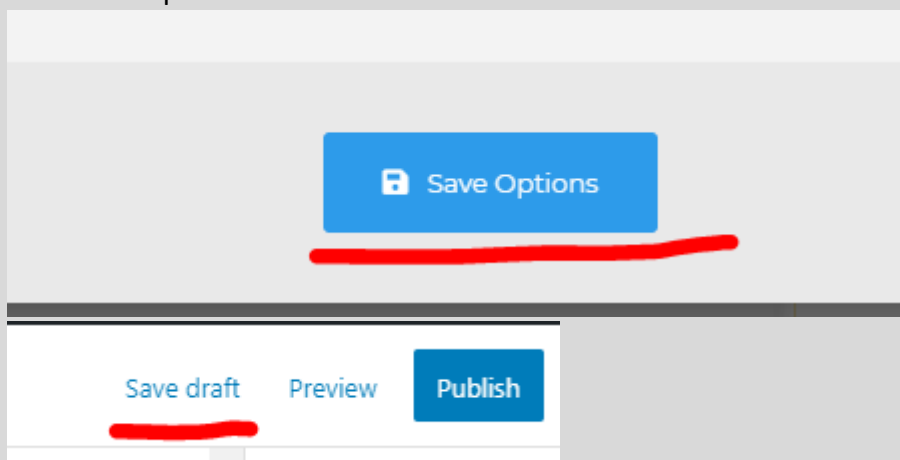
The common options are shown below. Copy the non-bold text into the text editor.

Standard link: `[su_icon icon="icon: link" background="transparent" color="white" size="16" margin="0px 0px 0px 0px" target="self"][/su_icon] Link`

PDF link: `[su_icon icon="icon: file-pdf-o" background="transparent" color="white" size="16" margin="0px 0px 0px 0px" target="self"][/su_icon] Link`

Word link (not recommended due to PDFs being better supported on mobile): `[su_icon icon="icon: file-word-o" background="transparent" color="white" size="16" margin="0px 0px 0px 0px" target="self"][/su_icon] Link`

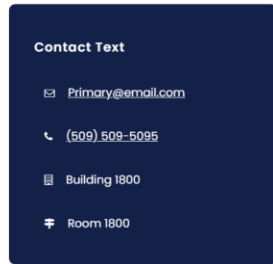
11. Click Save Options and then click Save Draft.



12. If you are finished making changes, you can click Publish and then Submit For Review.

Contact Element (archived)

What and Why?



Description: The Contact Element provides contact information for pages that don't use the [Contact Block](#) or similar page footer blocks. Generally, these are used for pages that aren't exactly standalone departments/programs but are more of separate services that have different contact information than standard pages.

Resizable: No.

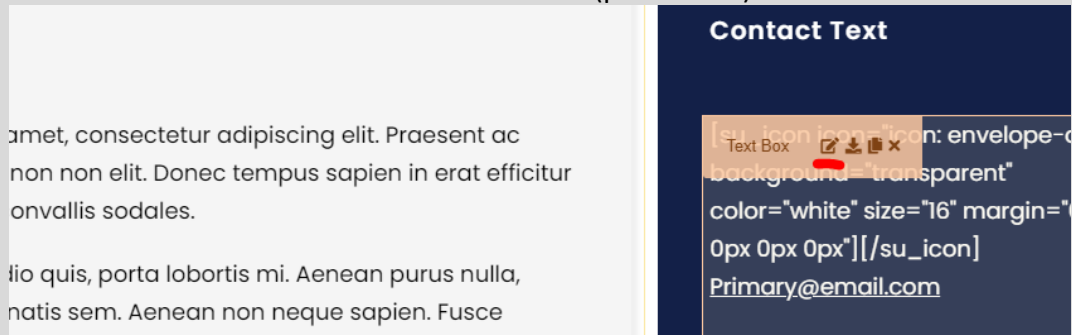
Compatible Pages/Blocks: This can be swapped with the right section of either [Basic Page](#) or [Default Block](#) (for this block, you will need to resize the Default Block to 2/3 to fit, see [How to properly resize templates](#)).

Additional Notes: this is not a full width template. This should not be used in combination with the [Back To Page Element](#) or the [Hours Element](#). If either of those are already being used a page, consider using one of the following footer blocks for providing contact information: [Contact Block](#), [Contact/Links Block](#), [Contact/Staff Block](#), or [Contact/Staff/Links Block](#).

How?

To edit the contact information:

1. Hover over the text and click the edit button (pencil icon).



2. Edit the contact information with the correct information. The first section is for your email, the second is for your phone number, the third is for building number, and the

fourth is for the room number. Edit only the highlighted sections.

The screenshot shows a text editor interface with a menu bar (File, Edit, View, Insert, Format, Tools, Table) and a toolbar with various icons. The main content area contains four lines of HTML code, each starting with a shortcode icon and followed by a text element. The text elements are highlighted in yellow, and red numbers 1 through 4 are written next to them:

- Line 1: `[su_icon icon="icon: envelope-o" background="transparent" color="white" size="16" margin="0px"]` followed by `Primary@email.com` (highlighted in yellow) with a red '1' next to it.
- Line 2: `[su_icon icon="icon: phone" background="transparent" color="white" size="16" margin="0px"]` followed by `(509)509-5095` (highlighted in yellow) with a red '2' next to it.
- Line 3: `[su_icon icon="icon: building-o" background="transparent" color="white" size="16" margin="0px"]` followed by `Building 1800` (highlighted in yellow) with a red '3' next to it.
- Line 4: `[su_icon icon="icon: map-signs" background="transparent" color="white" size="16" margin="0px"]` followed by `Room 1800` (highlighted in yellow) with a red '4' next to it.

3. When adding the hyperlink for the email or for the phone number, just add **mailto:** in front of your email address and **tel:** in front of the phone number.

This close-up shows the HTML code from the previous image with red boxes highlighting the changes made to the email and phone number links:

- The email address `Primary@email.com` is highlighted in blue, and a red box is drawn around the `mailto:` prefix added in front of it.
- The phone number `(509)509-5095` is highlighted in blue, and a red box is drawn around the `tel:` prefix added in front of it.

4. If you don't need a section (eg. the room information), simply select the entire shortcode and delete it.

```
[su_icon icon="icon: building-o" background="transparent" color="white" size="16" margin="0px 0px 0px 0px"][/su_icon] Building 1800
```

```
[su_icon icon="icon: map-signs" background="transparent" color="white" size="16" margin="0px 0px 0px 0px"][/su_icon] Room 1800
```

P

Text Align

5. Click Save Options and then click Save Draft.

 Save Options

Save draft

Preview

Publish

6. Be sure to edit the Title Element in this template. To do so, hover over the Title Element and click the edit button (pencil icon).

Contact Text

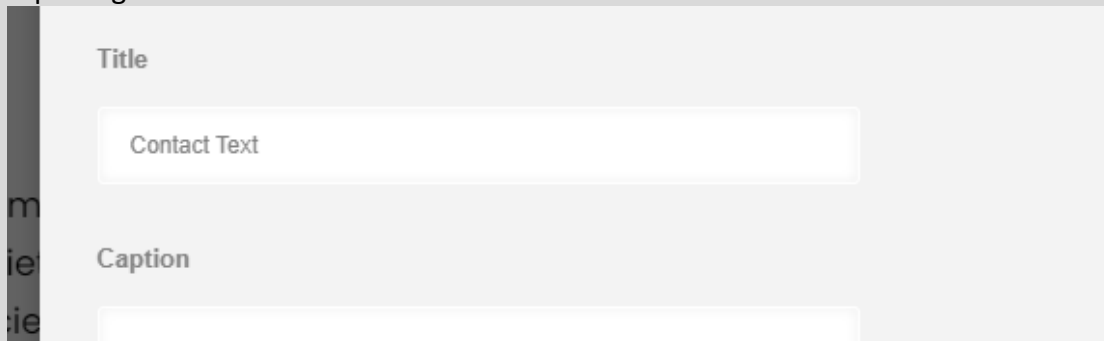
Title    

resent ac
n erat efficitur

urus nulla,

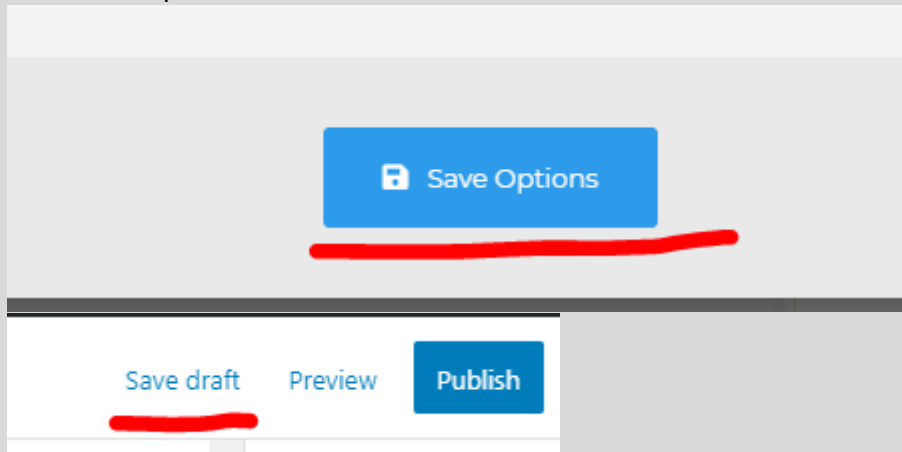
```
[su_icon icon="icon: envelope-o" background="transparent" color="white" size="16" margin="0px 0px 0px 0px"][/su_icon]  
Primary@email.com
```


7. Change the text under 'Title'. Something like 'Art Contact' or some other value replacing 'Art' would work well.



A screenshot of a form interface. The 'Title' field contains the text 'Contact Text'. Below it is a 'Caption' field which is currently empty. The form is set against a light gray background.

8. Click Save Options and then click Save Draft.

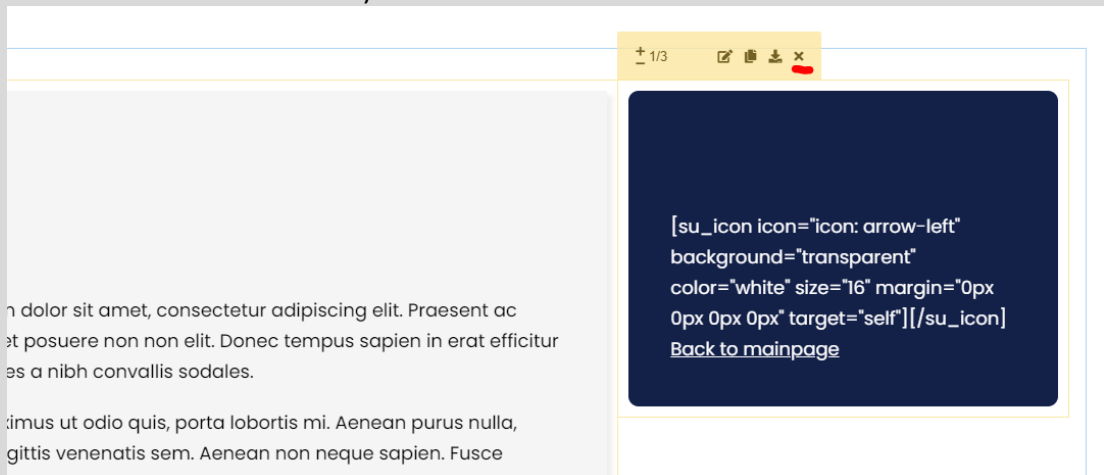


A screenshot showing two buttons. The top button is blue with a white lock icon and the text 'Save Options'. A red underline is drawn under this button. Below it, a white bar contains three buttons: 'Save draft' (with a red underline), 'Preview', and 'Publish'.

9. If you are finished making changes, you can click Publish and then Submit For Review.

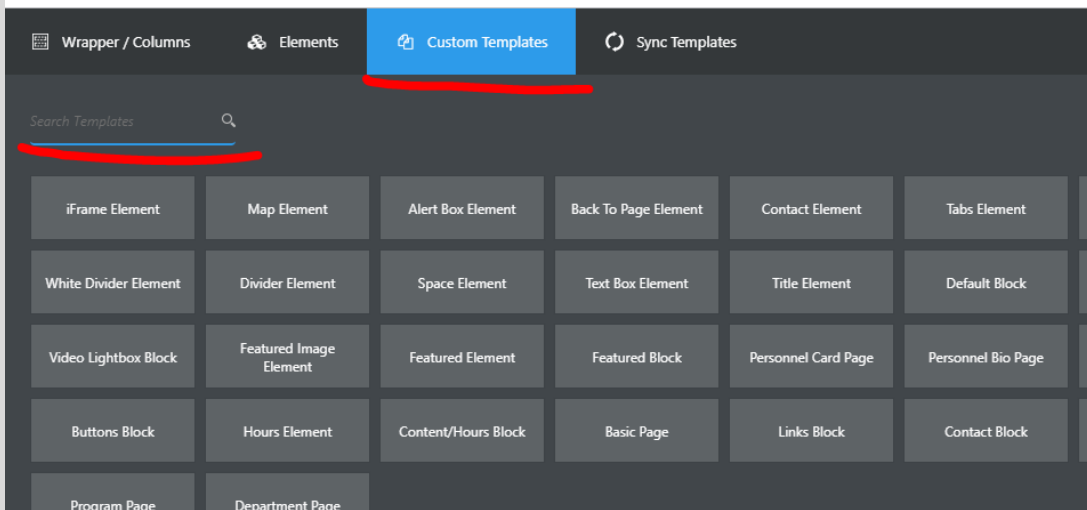
How to replace a right-side template with the Contact Element:

1. Delete the pre-existing right side template (be sure to delete the yellow highlight, which indicates the column).

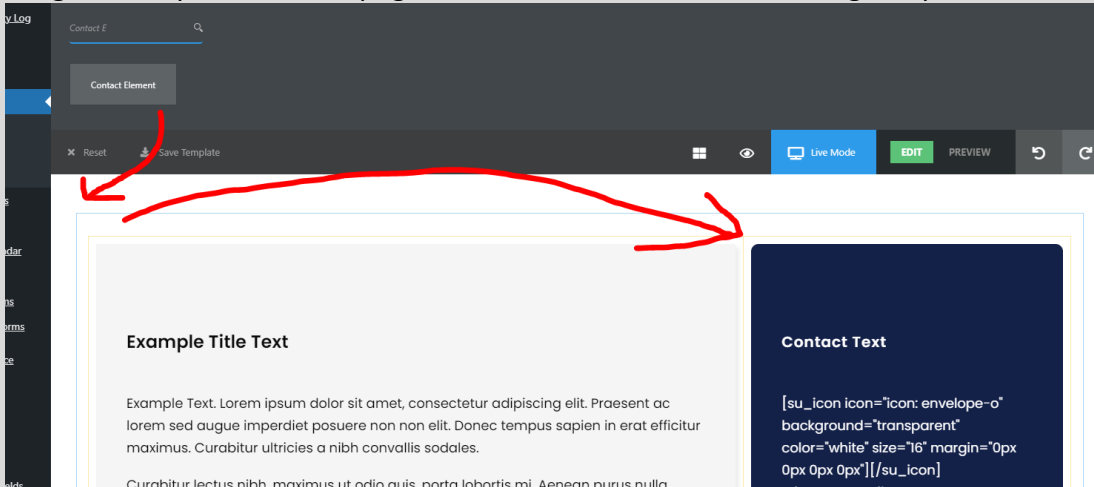


A screenshot of a page editor interface. On the right side, a dark blue box contains the following code: `[su_icon icon="icon: arrow-left" background="transparent" color="white" size="16" margin="0px 0px 0px 0px" target="self"]` followed by `[/su_icon]` and the text `Back to mainpage`. The code is highlighted with a yellow border. The background of the editor shows a light gray area with some placeholder text.

2. Once removed, search within the Custom Templates “Contact Element” (case insensitive and partial keywords allowed)



3. Drag the template into the page builder and then into the existing template.



4. Proceed to follow the previous instructions on how to edit the contact information (To edit the contact information).

Basic Page (archived)

What and Why?



Description: The Basic Page is designed to house content that needs to be separated (either for space, information specificity, etc.) from a landing/primary page. It can be considered a sub-page template of sorts, but it can be used as a primary page if the [Back To Page](#) template is replaced with a different one (see swappable elements).

Examples of usage are the [Testing Center](#) and the [Art Student Gallery](#) pages

Resizable: No.

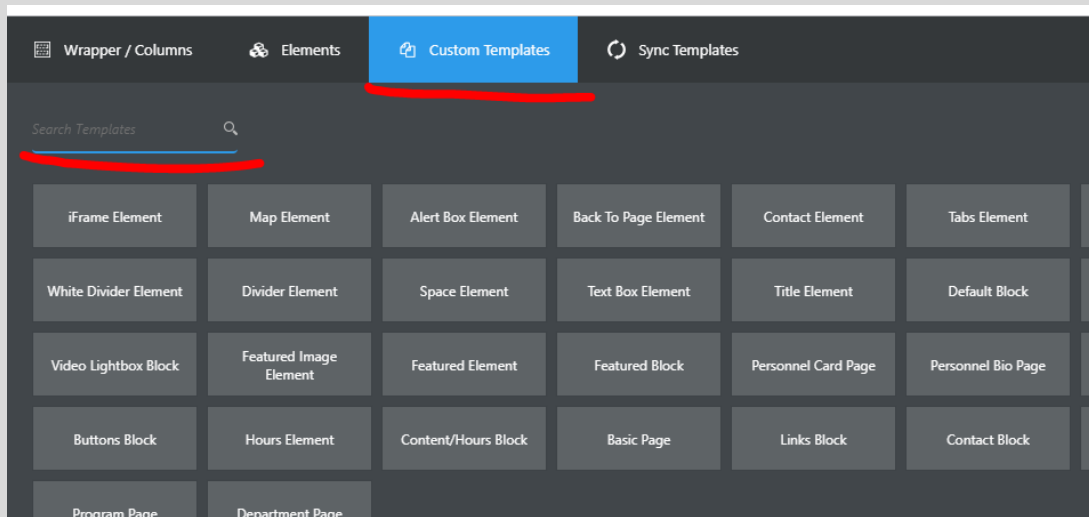
Swappable Elements:

- Right section: The right section can be swapped with the following compatible elements; [Back To Page Element](#), [Hours Element](#), or [Contact Element](#).
- Other: You can add the [Contact/Staff/Links Block](#), [Contact/Staff Block](#), [Contact Links Block](#), [Contact Block](#), or the [Links Block](#) to the bottom.

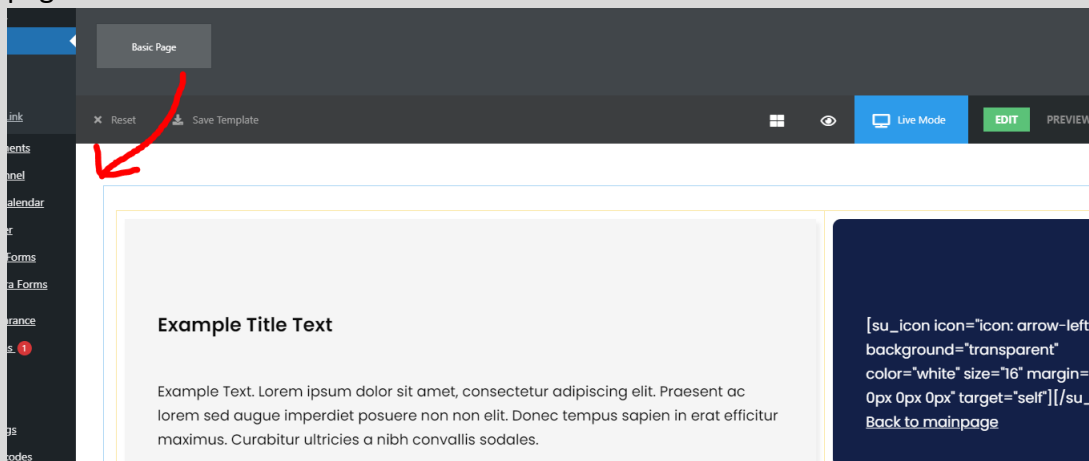
Additional Notes: this is not a full width template.

How?

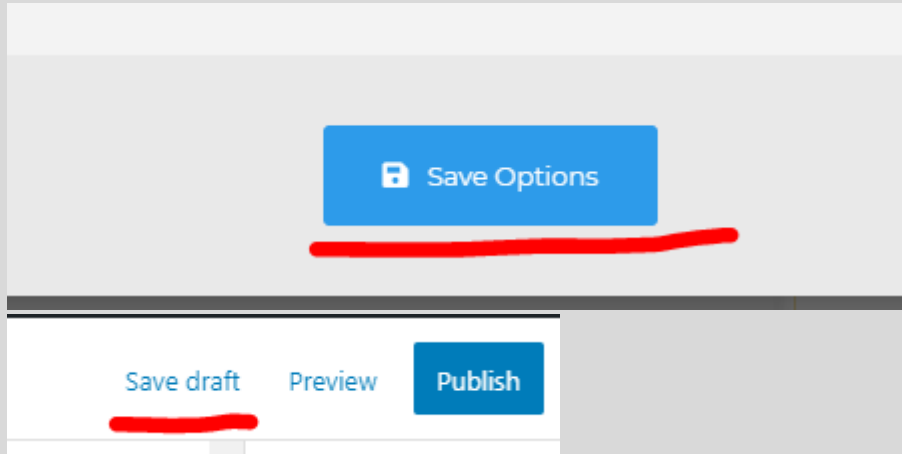
1. Search within the Custom Templates “Basic Page” (case insensitive and partial keywords allowed)



2. Drag the template from the Custom Templates list and then drop it into an empty page.



3. Click Save Options and then click Save Draft.



To edit the Title, see [Title Element](#) (start on step 3).

To edit the primary content, see [Text Box Element](#) (start on step 3). Other templates can be added into the primary content section (gray background).

To edit the link to the primary page (blue background), see [Back To Page Element](#).

If you are finished making changes, you can click Publish and then Submit For Review.

Back To Page Element (archived)

What and Why?



Description: The Back To Page element let's you place a link pointing back to a previous page, presuming the current page is related some other 'main' page. It's common for this to be used on FAQ pages or other pages providing additional pages related to a program or department.

Resizable: No.

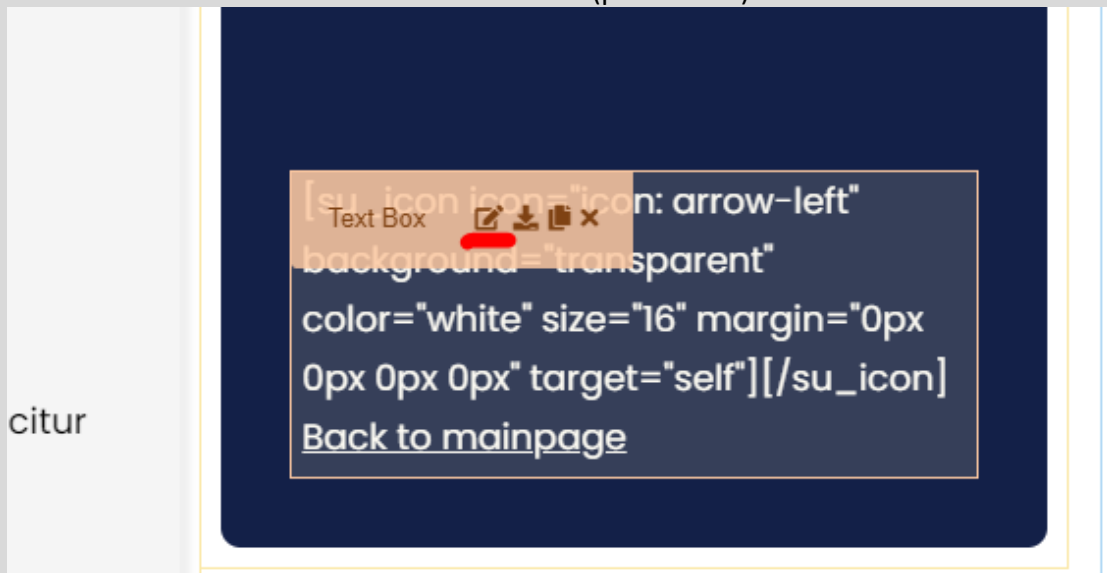
Compatible Pages/Blocks: This can be swapped with the right section of either [Basic Page](#), [Default Block](#) (for this block, you will need to resize the Default Block to 2/3 to fit, see [How to properly resize templates](#)).

Additional Notes: this is not a full width template. This should not be used in combination with the [Contact Element](#) or the [Hours Element](#). If either of those are already being used a page, consider using one of the following footer blocks for providing contact information: [Contact Block](#), [Contact/Links Block](#), [Contact/Staff Block](#), or [Contact/Staff/Links Block](#).

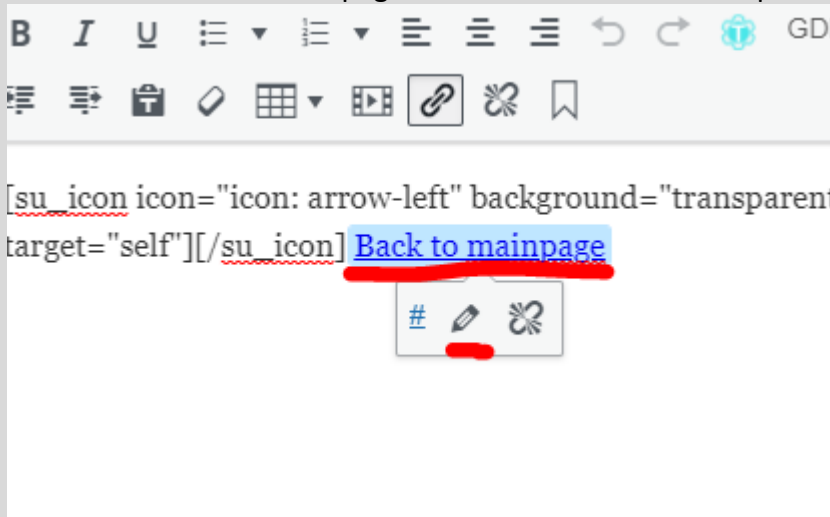
How?

To edit the link this goes to:

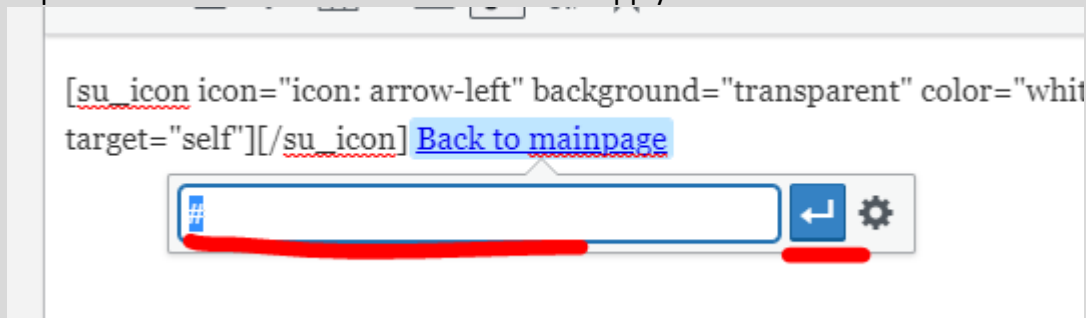
1. Hover over the text and click the edit button (pencil icon).



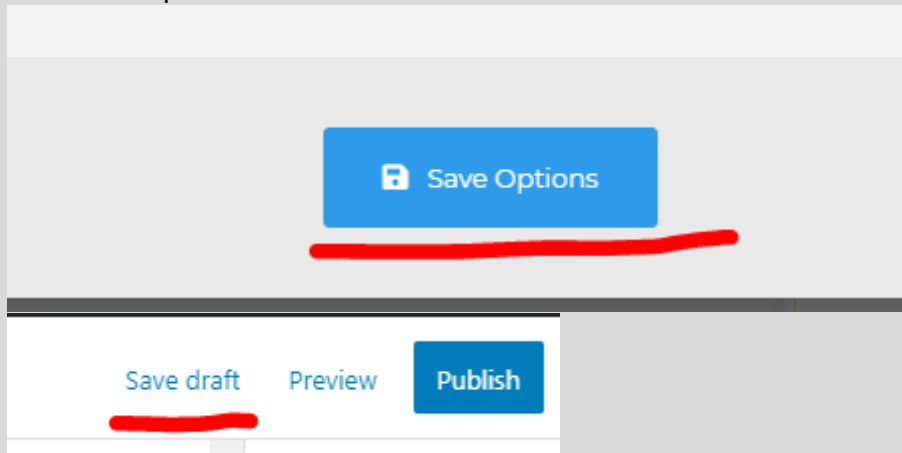
2. Click on the 'Back to mainpage' text and then click on the pencil button.



3. Replace the # with the new URL and click the apply button.



4. Click Save Options and then click Save Draft.



5. If you are finished making changes, you can click Publish and then Submit For Review. To add an template that uses the Back To Page template, [go here.](#)

Video Lightbox Block (archived)

What and Why?



Description: The Video Lightbox let's you display a video in a lightbox form. This is more attractive than the regular [Video Element](#) template, but takes more room.

Resizable: No.

Compatible Pages: [Department Page](#), [Program Page](#)

Additional Notes: This is a full screen width template.

How?

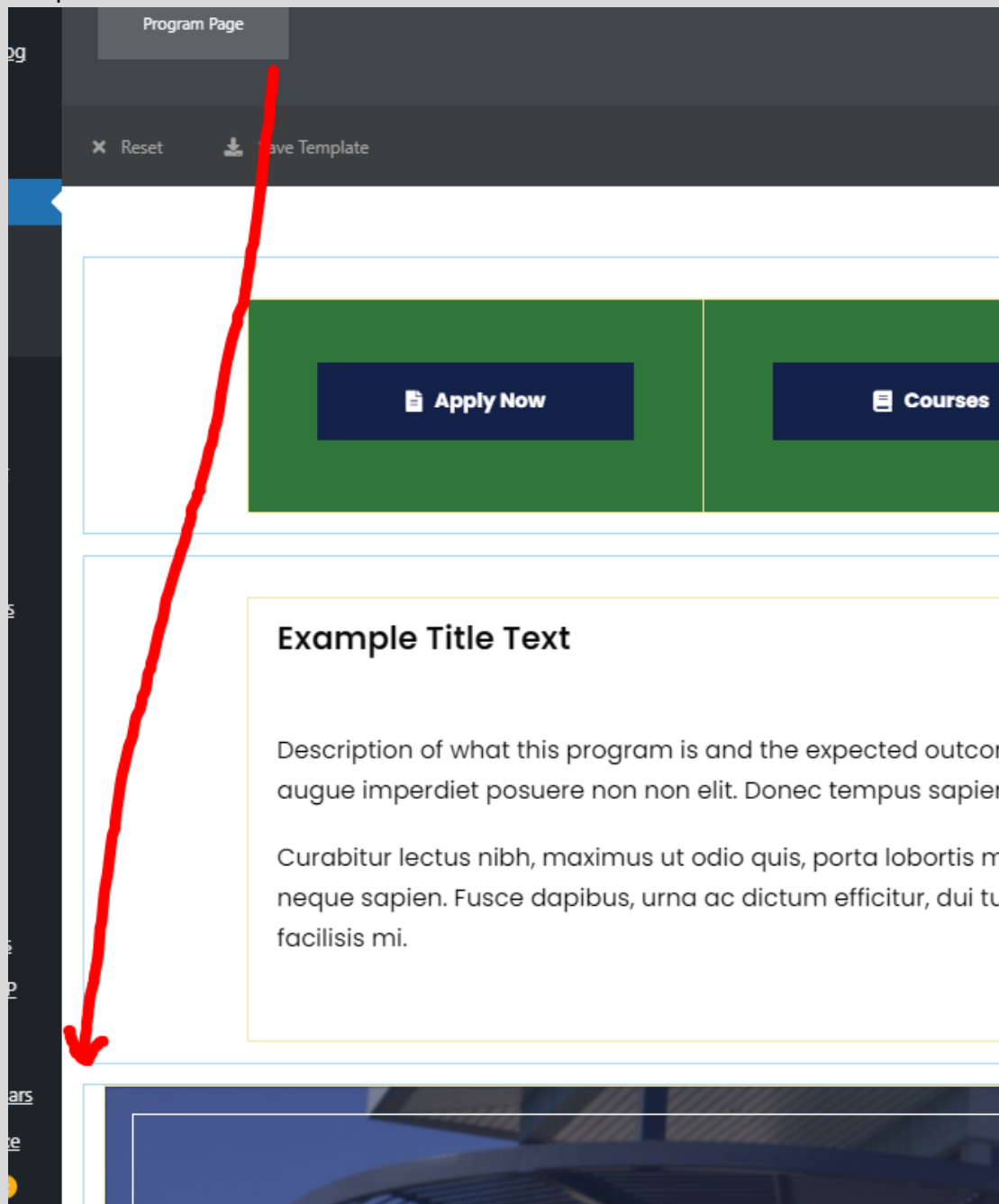
To add the video lightbox and edit the video it opens:

6. Search within the Custom Templates “Video Lightbox Block” (case insensitive and partial keywords allowed)

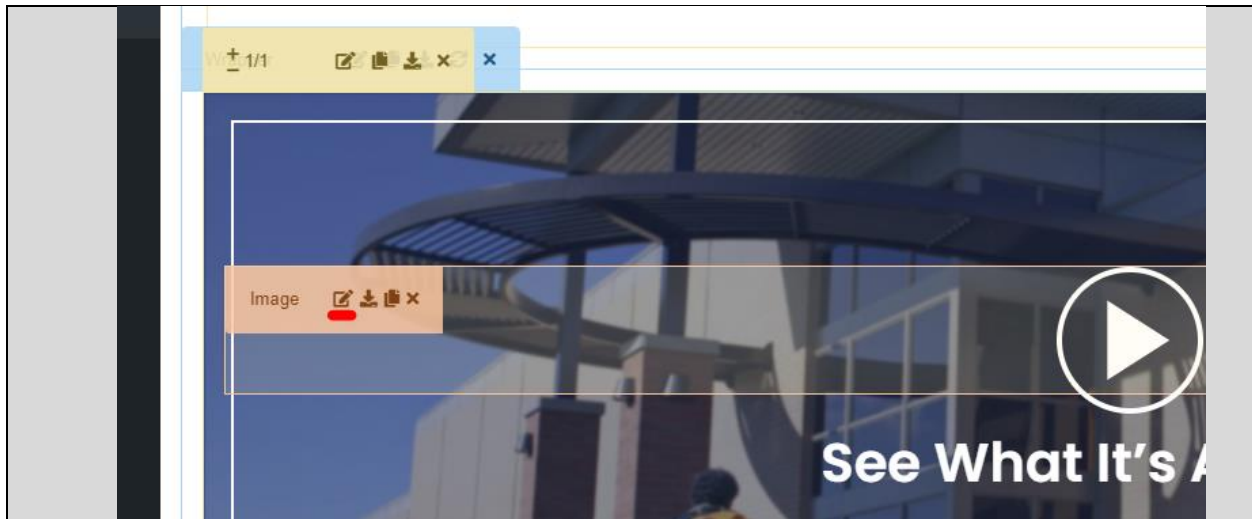
The screenshot displays a software interface with a dark theme. At the top, there are four navigation tabs: 'Wrapper / Columns', 'Elements', 'Custom Templates', and 'Sync Templates'. The 'Custom Templates' tab is highlighted in blue and has a red underline. Below the tabs is a search bar labeled 'Search Templates' with a magnifying glass icon, also underlined in red. The main area shows a grid of template cards. The card for 'Video Lightbox Block' is highlighted in a lighter shade, indicating it is the selected search result. Other visible cards include 'iFrame Element', 'Map Element', 'Alert Box Element', 'Back To Page Element', 'Contact Element', 'Tabs Element', 'White Divider Element', 'Divider Element', 'Space Element', 'Text Box Element', 'Title Element', 'Default Block', 'Featured Image Element', 'Featured Element', 'Featured Block', 'Personnel Card Page', 'Personnel Bio Page', 'Buttons Block', 'Hours Element', 'Content/Hours Block', 'Basic Page', 'Links Block', 'Contact Block', 'Program Page', and 'Department Page'.

Wrapper / Columns	Elements	Custom Templates	Sync Templates		
Search Templates <input type="text"/>					
iFrame Element	Map Element	Alert Box Element	Back To Page Element	Contact Element	Tabs Element
White Divider Element	Divider Element	Space Element	Text Box Element	Title Element	Default Block
Video Lightbox Block	Featured Image Element	Featured Element	Featured Block	Personnel Card Page	Personnel Bio Page
Buttons Block	Hours Element	Content/Hours Block	Basic Page	Links Block	Contact Block
Program Page	Department Page				

7. Drag the template from the Custom Templates list and then drop it into a compatible template.



8. To edit the video that shows up when a user clicks on the play image, click this pencil icon (orange outline with the Image title)



Then scroll down to 'Video URL' and paste your link there (must be a YouTube or Vimeo link).

Link To

Video Lightbox

Video Url (Youtube / Vimeo)

https://youtu.be/iUIT0DhzHas

Overlay Icon

No Overlay

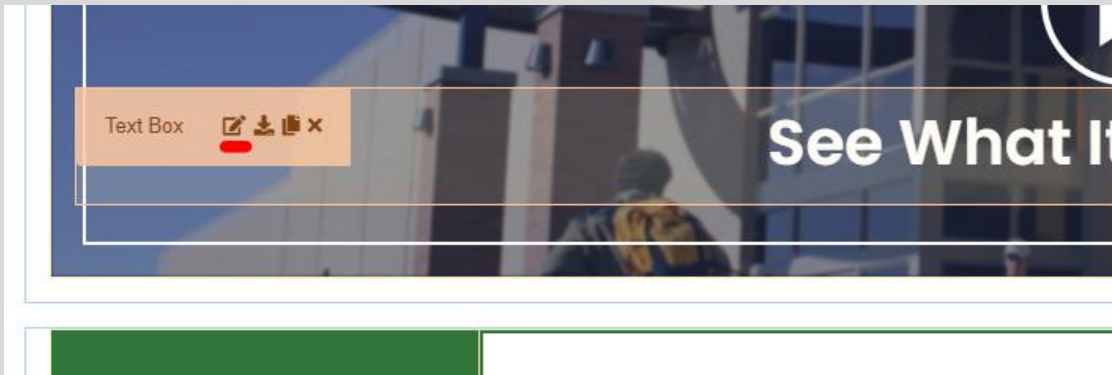
9. Click Save Options and then click Save Draft.

Save draft Preview Publish

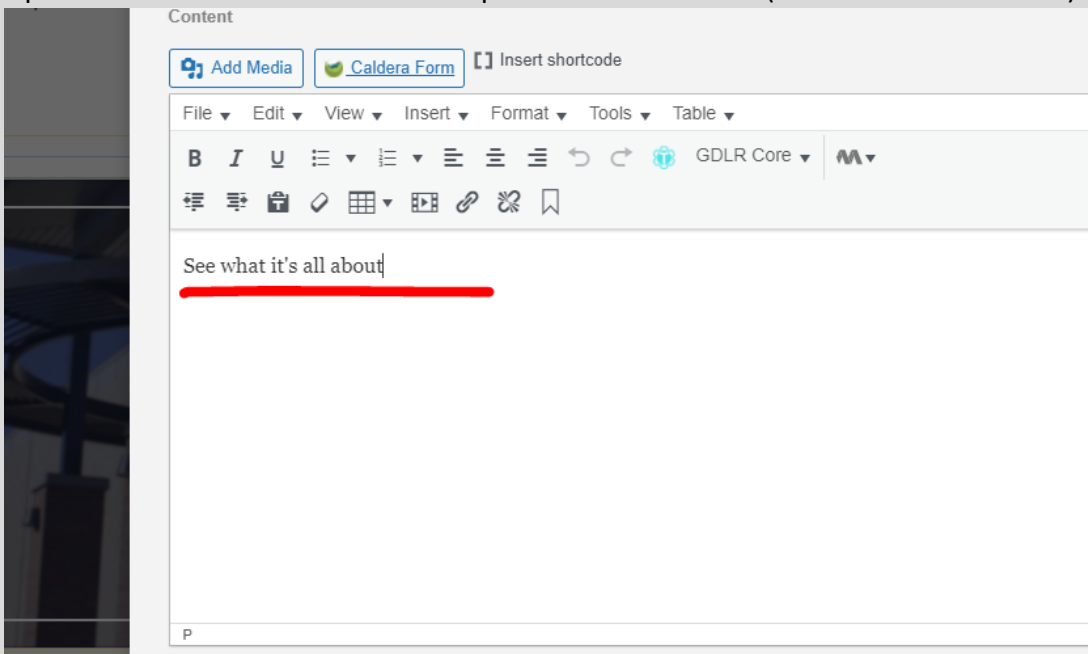
10. If you are finished making changes, you can click Publish and then Submit For Review.

To edit the large text:

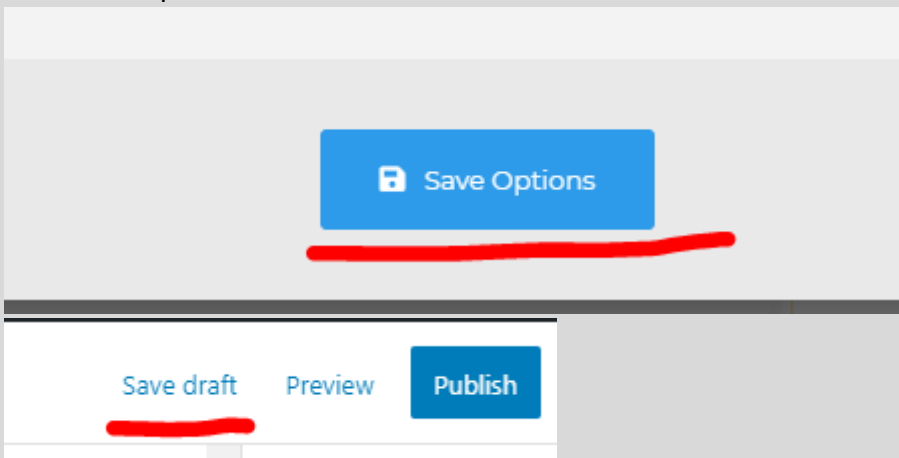
7. Click this pencil icon (orange outline with the Text Box title)



8. Update this text here. Be sure to keep it concise and short (for mobile friendliness).



9. Click Save Options and then click Save Draft.



To change the lightbox background image:

5. Click this pencil icon (yellow outline with the 1/1 title)

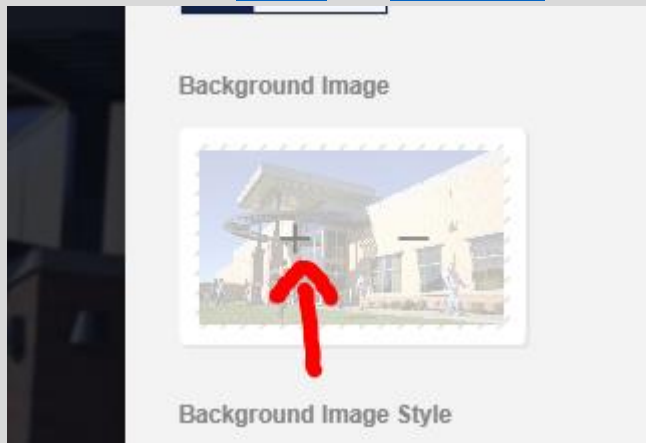


6. Go to the Background tab and scroll down to the 'Background Image' section. Click the x to remove the current background.

The screenshot displays the 'Background' settings panel of a design tool. The 'Background' tab is selected and underlined in red. The panel includes several sections:

- Full Height Wrapper:** A toggle switch labeled 'OFF' with a red underline. A note states: 'Effects will only be shown at t'.
- Sync Height:** An empty text input field. A note states: 'Use to sync the height among be fixed so be cautious not to'.
- Positioning Content In The Middle Of This Item (When sync hieght / Full height is being use:** A toggle switch labeled 'OFF' with a red underline.
- Background Type:** A dropdown menu currently set to 'Image'.
- Background Color Type:** A dropdown menu currently set to 'Plain Color'.
- Background Extending:** A dropdown menu currently set to 'None'.
- Background Color:** A color selection area with a dark blue swatch and a 'Select Color' button. A note states: 'Can also be use as a base cc'.
- Background Image:** A section with a red underline. It contains a preview of a building image with a red arrow pointing to a minus sign (-) in the bottom right corner, indicating the removal button.

7. Click the plus to add a new image from the Media Library. (If adding a new image, follow the Media [upload](#) and [accessibility](#) instructions)



Do not change the other settings.

8. Click Save Options and then click Save Draft.

