



AUBURN UNIVERSITY

FACILITIES MANAGEMENT



HANNON HILL
amplify your content

Cascade Server

"Solving big problems is easier than solving little problems."

Sergey Brin

Bootstrap All-in-One

A Quick Introduction to Managing Content in Cascade

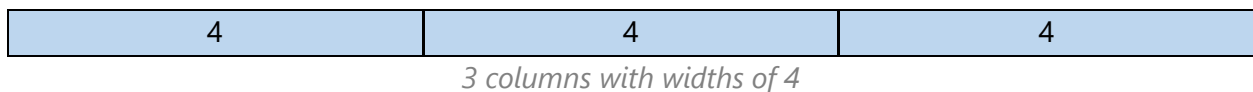
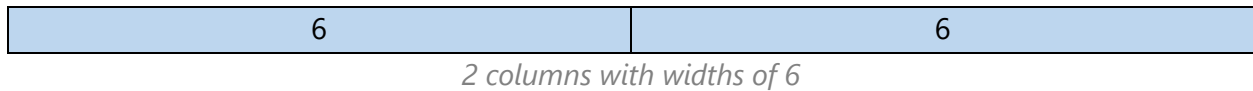
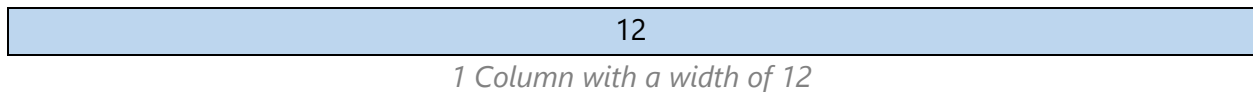
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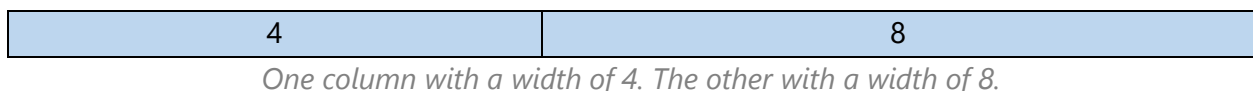
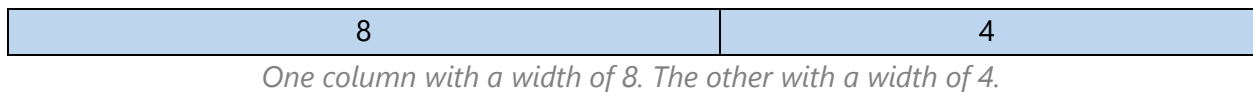
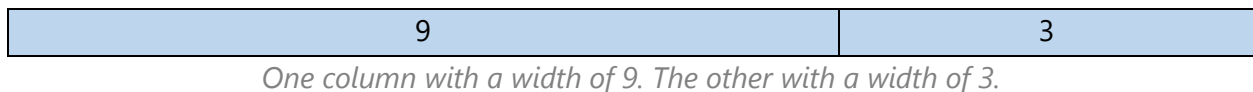
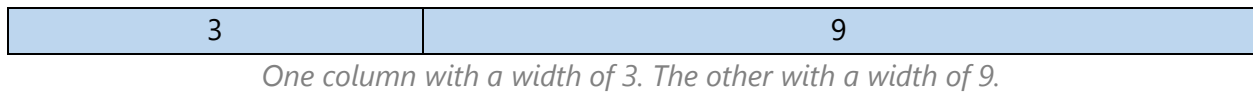
Understanding the Grid

Bootstrap is a tool that allows our website to be easily viewed on any device. In order to design a webpage, you need to know a little bit about how it works.

Bootstrap organizes a page into a grid with rows and columns. This grid is based on a 12 column layout, which means **the columns in each row must equal 12**.



You can size your columns however you like, **as long as they equal 12**.



Many combinations are possible. Experiment with different column sizes to find the best layout for your webpage. Just make sure they **equal 12**.

Responsive Design



Whenever a page is made in Cascade, the intention is for the user to see it on a computer. However, most people own a mobile device and don't want to be tethered to a desktop. They want to connect wherever, whenever, and with whatever. The Auburn Family deserves the best possible experience on our website, regardless of their connection method. Responsive design is how we deliver it.

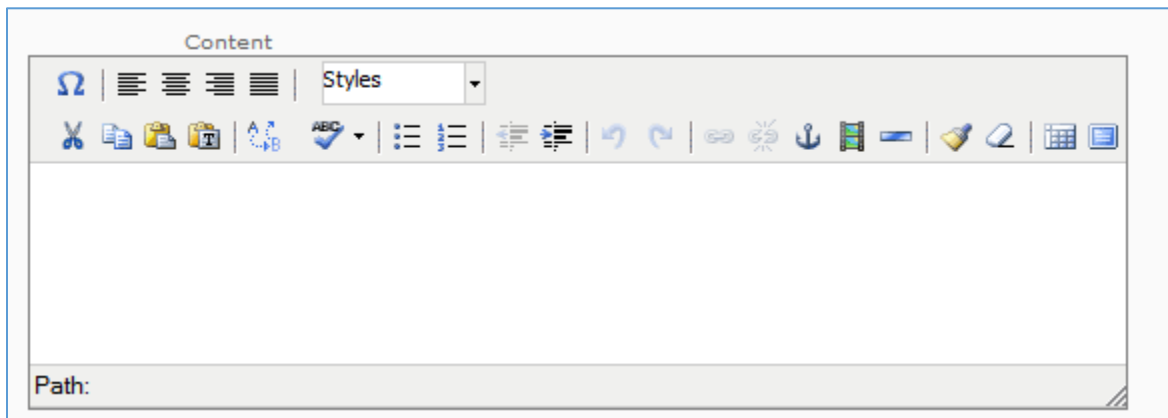
Bootstrap allows for images, blocks of text, and lists of items to automatically adjust to a mobile environment, making complex user interfaces the responsibility of the system, not the creator.

The system isn't perfect. It may decide to collapse and push things around. Design your page for flexibility, but not too much. Your job as creator is to strike the balance between rigidity and adaptability. Bootstrap is your tool to find this balance.

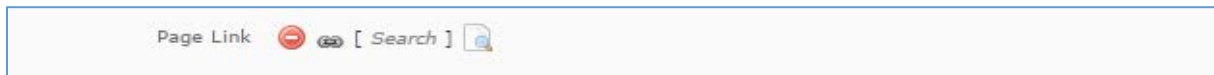
Common Fields

Some fields appear across multiple Bootstrap features, and some you do not need to concern yourself with. It would be useful to familiarize yourself with them now.

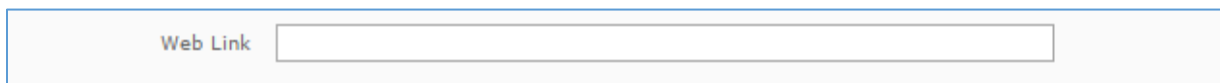
Content – This is the standard editor for content on your page. You can type and format text inside the box. Images and tables should be avoided inside the editor. However, they are necessary in some cases. Contact IT if you need them on your page.



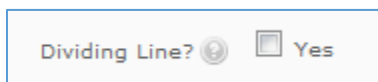
Page Link – This links to a page *inside* Cascade. This is the preferred method for linking to another Facilities web page.



Web Link – This links to a page *outside* Cascade. Use it to link to non-Facilities pages.




Dividing Line – This adds a horizontal line between your rows.




Color – Bootstrap colors do more than make content stand out. They emphasize meaning. There are five colors that represent the significance of different actions and information: Primary Blue, Success Green, Info Blue, Warning Yellow, and Danger Red.

- **Primary Blue** indicates the primary action you want a user to take.
- **Success Green** indicates a positive action.
- **Info Blue** indicates useful information for the user.
- **Warning Yellow** indicates caution should be used with an action.
- **Danger Red** indicates a negative action.

DIV Style – This field is for IT use. It applies CSS to the column's div.

DIV Style 

IMG Style – This field is for IT use. It applies CSS to the image tag.

IMG Style 

Features

The Accordion Add-on

Accordions allow you to toggle content on a page. A user can click to expand or collapse a leaf.

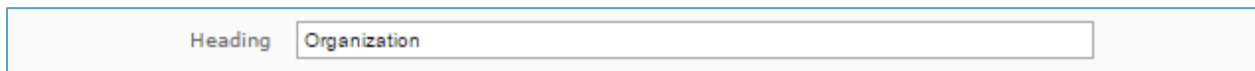
To use this add-on:

1. Select **Accordion** in the Add-ons menu.



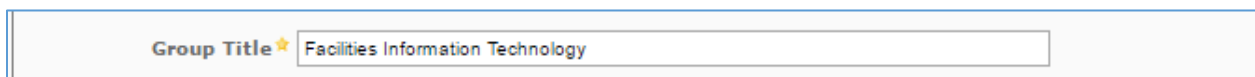
A screenshot of a software interface showing a dropdown menu labeled "Add-ons" with a star icon. The word "Accordion" is selected and displayed in the dropdown list.

2. Enter a heading. This will appear above the accordion.



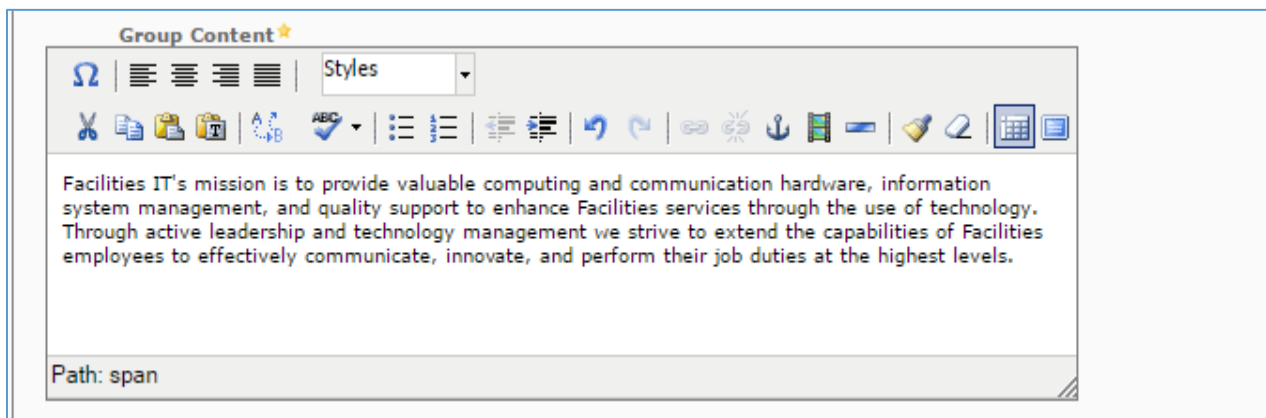
A screenshot of a software interface showing a text input field labeled "Heading". The word "Organization" is entered into the field.

3. Enter a title for the leaf.



A screenshot of a software interface showing a text input field labeled "Group Title" with a star icon. The text "Facilities Information Technology" is entered into the field.

4. Add content to the leaf.



A screenshot of a software interface showing a rich text editor labeled "Group Content" with a star icon. The editor has a toolbar with various icons for text formatting and editing. The text inside the editor reads: "Facilities IT's mission is to provide valuable computing and communication hardware, information system management, and quality support to enhance Facilities services through the use of technology. Through active leadership and technology management we strive to extend the capabilities of Facilities employees to effectively communicate, innovate, and perform their job duties at the highest levels." Below the text area, it shows "Path: span".

5. Repeat for each leaf in the accordion.

A Facilities Webpage

Organization

[Facilities Information Technology](#)

Facilities IT's mission is to provide valuable computing and communication hardware, information system management, and quality support to enhance Facilities services through the use of technology. Through active leadership and technology management we strive to extend the capabilities of Facilities employees to effectively communicate, innovate, and perform their job duties at the highest levels.

[Saftey Management](#)

Field-By-Field: Accordion

Heading - The bold-faced title that will appear on the top-left of the accordion area.

Heading

Accordion Group

Group Title - This will be the title of the leaf that users will click to expand.

Group Title

Group Content - The content that will appear once this leaf is expanded. You can place links, bulleted lists, and other information.

Group Content

Ω | | | | | Styles ▼

| | | |

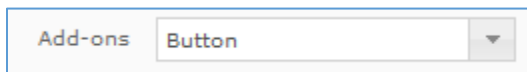
Path: ↘

The Button Add-on

The Button Add-on adds a button to your page. Use buttons to prompt an action from your visitors.

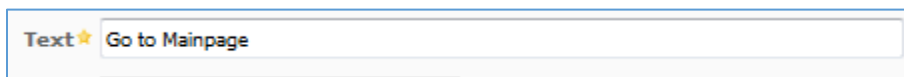
To use this add-on:

1. Select **Button** in the Add-ons menu.



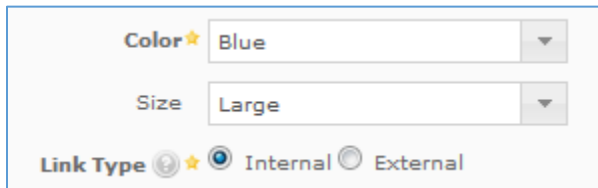
A screenshot of a software interface showing a dropdown menu. The label 'Add-ons' is on the left, and the dropdown is open, displaying the word 'Button' as the selected option.

2. Describe the button's action.



A screenshot of a text input field. The label 'Text' is on the left, followed by a yellow star icon. The text 'Go to Mainpage' is entered into the field.

3. Pick the button's color, size, and link type.



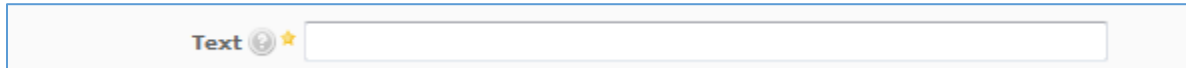
A screenshot of a configuration panel for a button. It contains three settings: 'Color' with a dropdown menu set to 'Blue', 'Size' with a dropdown menu set to 'Large', and 'Link Type' with radio buttons for 'Internal' (which is selected) and 'External'.

4. Add a link.



Field-By-Field: Button

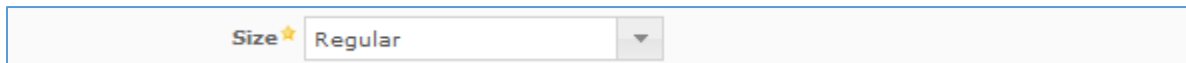
Text – This is the label on the button.

A screenshot of a Bootstrap button field. The label "Text" is followed by a star icon and a text input field. The input field is empty and has a light gray border.

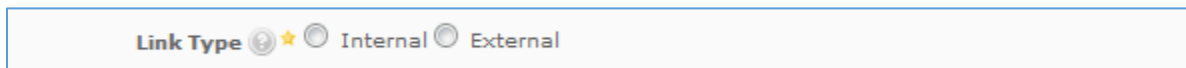
Color – This is the color of the button. Standard Bootstrap colors are available.

- **Primary Blue** indicates the primary action you want a user to take.
- **Success Green** indicates a positive action.
- **Info Blue** indicates useful information for the user.
- **Warning Yellow** indicates caution should be used with an action.
- **Danger Red** indicates a negative action.

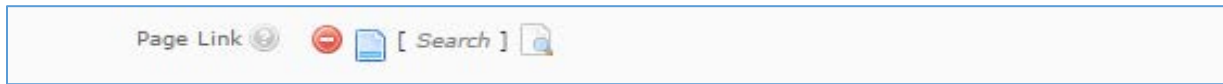
Size – This is the size of the button.

A screenshot of a Bootstrap button field. The label "Size" is followed by a star icon and a dropdown menu. The dropdown menu is open, showing the word "Regular" and a downward arrow.

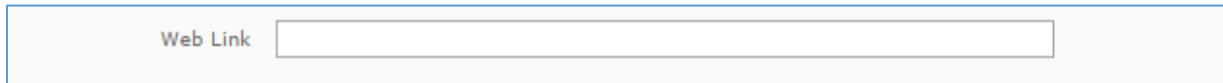
Link Type – This is the internal page or external link that this button will take the user.

A screenshot of a Bootstrap button field. The label "Link Type" is followed by a star icon and two radio buttons. The first radio button is selected and is labeled "Internal". The second radio button is labeled "External".

Page Link¹ – This links your button to a page inside Cascade.

A screenshot of a software interface showing a field labeled "Page Link". To the right of the label are several icons: a globe, a red circle with a minus sign, a document icon, and a search icon. The text "[Search]" is visible between the document and search icons.

Web Link² – This links your button to a page outside Cascade.

A screenshot of a software interface showing a field labeled "Web Link". To the right of the label is a rectangular input box.

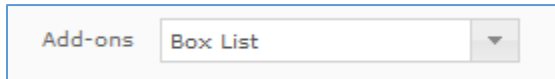
-
1. This field appears when Link Type is set to Internal.
 2. This field appears when Link Type is set to External.

The Box List Add-on

The Box List Add-on organizes related information like HR forms and contact information.

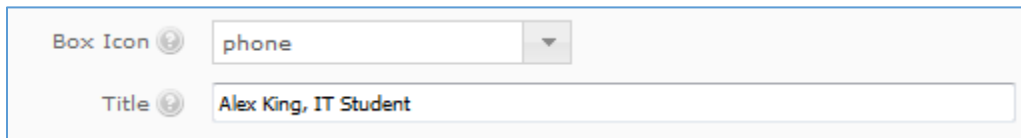
To use this add-on:

1. Select **Box List** in the Add-ons menu.



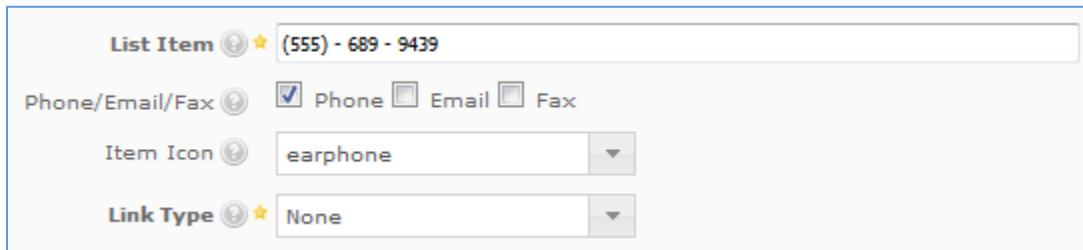
A screenshot of a dropdown menu labeled 'Add-ons'. The 'Box List' option is selected and highlighted in a light blue box.

2. Name the box list and select its icon.




A screenshot of the configuration form for a box list. It has two rows. The first row is labeled 'Box Icon' and has a dropdown menu with 'phone' selected. The second row is labeled 'Title' and has a text input field containing 'Alex King, IT Student'.

3. Add items to the box list.



A screenshot of the configuration form for adding items to a box list. It has four rows. The first row is labeled 'List Item' and has a text input field containing '(555) - 689 - 9439'. The second row is labeled 'Phone/Email/Fax' and has three checkboxes: 'Phone' (checked), 'Email', and 'Fax'. The third row is labeled 'Item Icon' and has a dropdown menu with 'earphone' selected. The fourth row is labeled 'Link Type' and has a dropdown menu with 'None' selected.

A Facilities Webpage

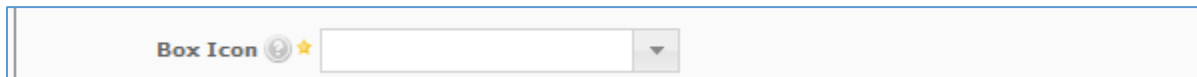


Alex King, IT Student
 (555) - 689 - 9439
auburnid@auburn.edu

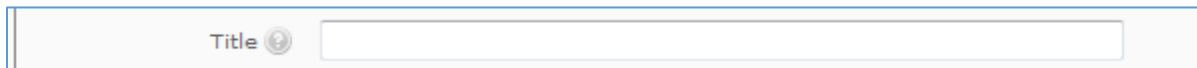
Field-by-Field: Box List

Box List Group

Box Icon – This is the large icon on the left of the Box List. There is a finite collection of images that you may use, due to limitations under the hood. These images appear in the *Resources* section of this booklet.

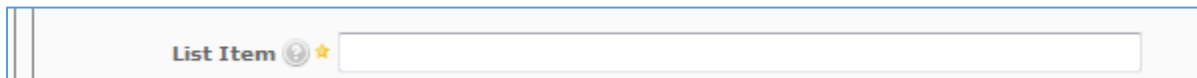
A screenshot of a form field labeled "Box Icon". It features a question mark icon and a star icon to the right of the label, followed by a text input box and a dropdown arrow.

Title - This is the bold-faced title line that defines the rest of the content in the Box List.

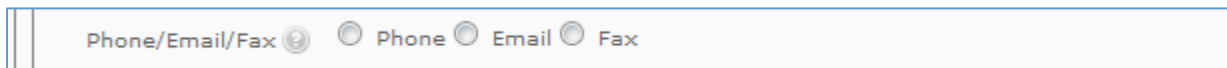
A screenshot of a form field labeled "Title". It features a question mark icon to the right of the label, followed by a text input box.

Box Contents Group

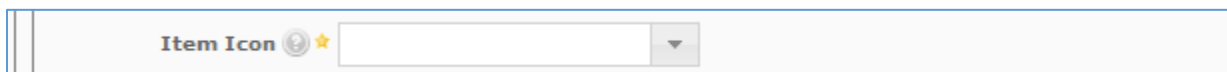
List Item - This is content that will appear on one line.

A screenshot of a form field labeled "List Item". It features a question mark icon and a star icon to the right of the label, followed by a text input box.

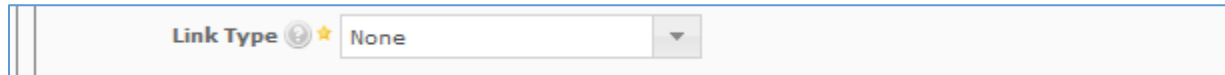
Phone/Email/Fax – This allows special formatting for a phone number, email address, or fax number.

A screenshot of a form field labeled "Phone/Email/Fax". It features a question mark icon to the right of the label, followed by three radio buttons labeled "Phone", "Email", and "Fax".

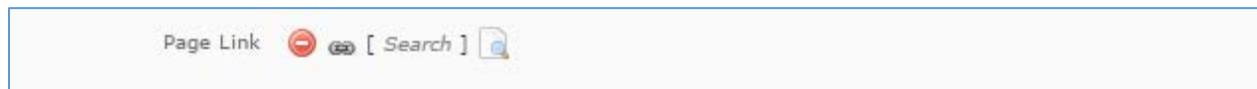
Item Icon - This icon appears to the left of the content. This can be a phone icon, fax machine icon, file icon, etc. Please see the *Resources* section for more information about these icons called Glyphicons.

A screenshot of a form field labeled "Item Icon". It features a question mark icon and a star icon to the right of the label, followed by a text input box and a dropdown arrow.

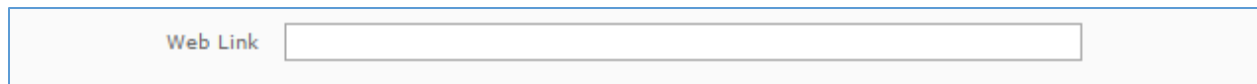
Link Type - This attaches a link to this line of content. Choose *Internal* if you are able to find the target page using the Cascade file finder window. Otherwise, choose *External*; this includes Auburn websites not part of the Facilities Management department.

A screenshot of a user interface element. It features a label "Link Type" followed by a question mark icon and a star icon. To the right is a dropdown menu with the text "None" and a downward-pointing arrow.

Page Link¹ - This prompts you to select a page that this link will travel to when clicked. This link should be a page inside of Cascade.

A screenshot of a user interface element. It features a label "Page Link" followed by a red minus sign icon, a red plus sign icon, and a search icon. To the right is a search input field with the text "[Search]" and a magnifying glass icon.

Web Link² - This accepts a URL which will be the target of this link. Ensure that this link is updated frequently to avoid future broken links.

A screenshot of a user interface element. It features a label "Web Link" followed by a text input field.

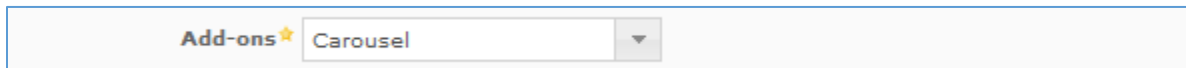
-
1. This field appears when Link Type is set to Internal.
 2. This field appears when Link Type is set to External.

The Carousel Add-on

The Carousel Add-on adds a cycling slideshow of content to your page. Use it to display related images.

To use this add-on:

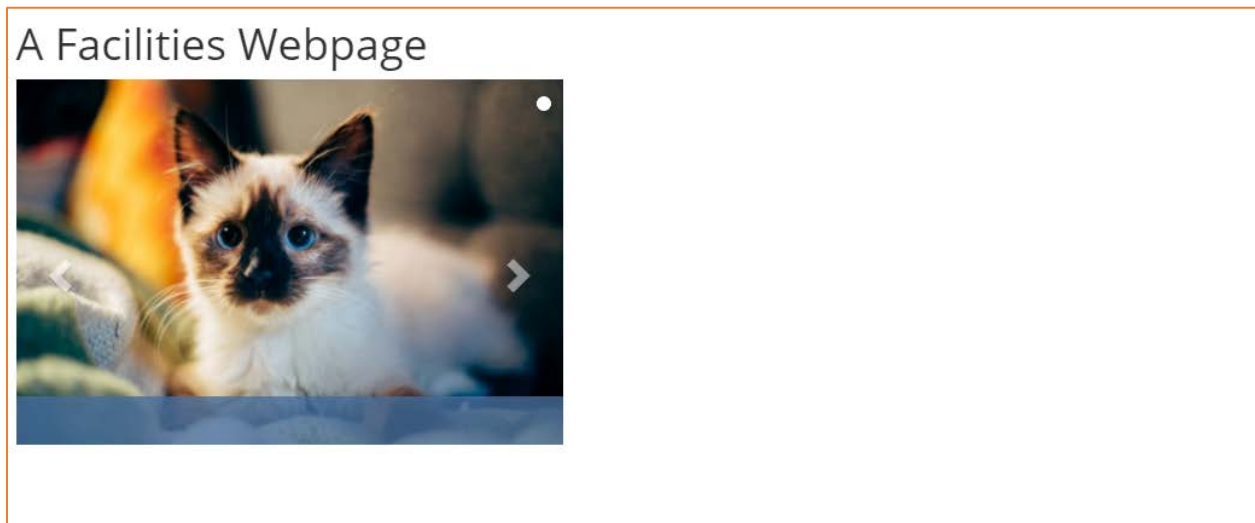
1. Select **Carousel** in the Add-ons menu.



2. Choose an image.



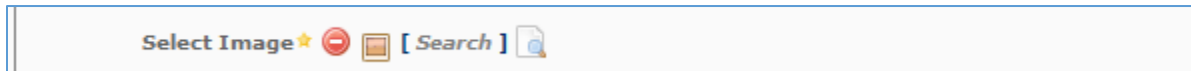
3. (optional) Add a title and/or content.
4. Repeat for each item.



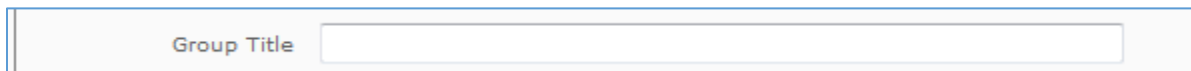
Field-By-Field: Carousel

Carousel Group

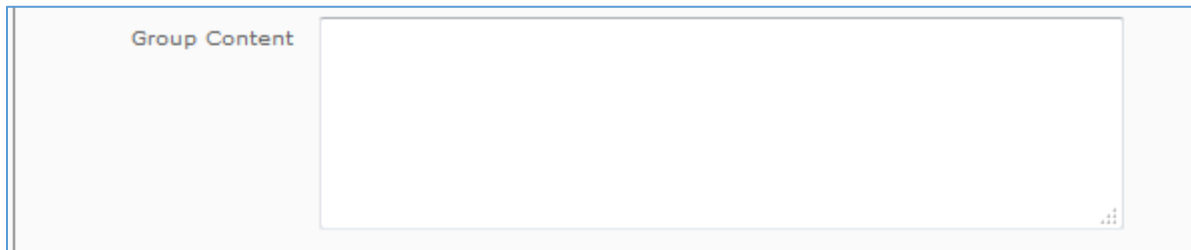
Select Image - Choose an image for this carousel item, preferably one inside of Cascade.



Group Title – This is the major caption for this image.



Group Content – This is the minor, usually more detailed, caption for this image.



The Embed Add-on

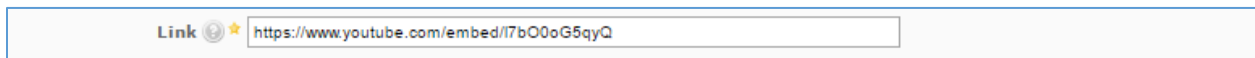
The Embed Add-on adds embedded content. Use this to show videos, pictures, and more on your page.

To use this add-on:

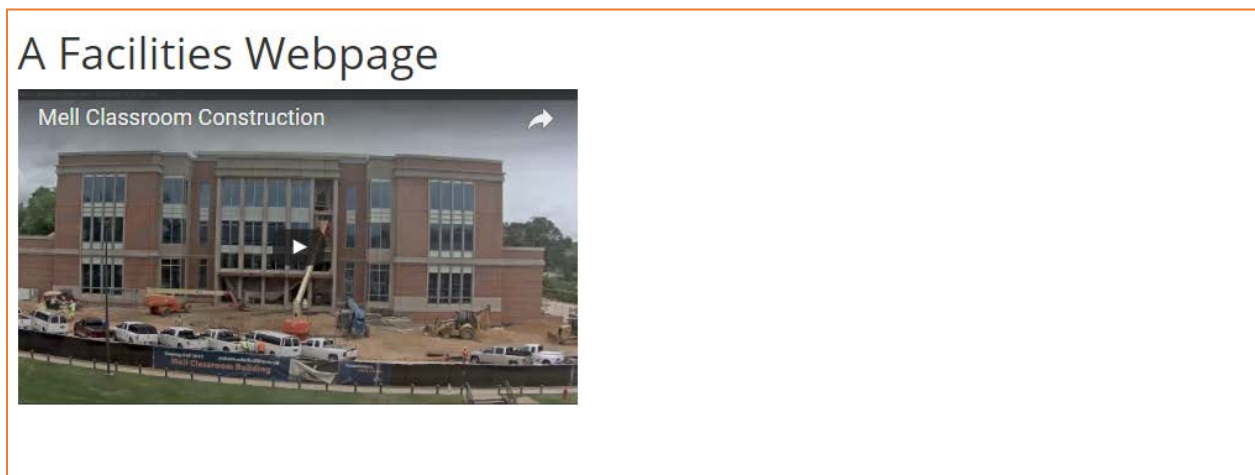
1. Select **Embed** in the Add-ons menu.



2. Enter the embedded link (via YouTube, Vimeo, etc.).



Note: Only enter the **src** (or **href**) portion of the embedded link.



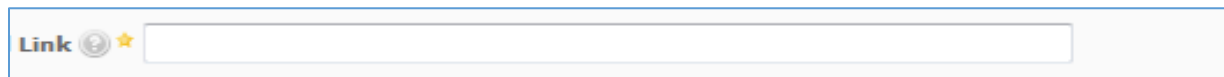
Field-by-Field: Embed

Embed Type - This describes the type of media embedded into the page. The choices are YouTube Video, Twitter Feed, Flickr Feed, or Facebook Feed.



A screenshot of a form field labeled "Embed Type" with a yellow star icon. The field is a dropdown menu with "None" selected and a downward arrow on the right.

Link – This field appears for every option. Enter the address in the **href** tag within the embedded link.



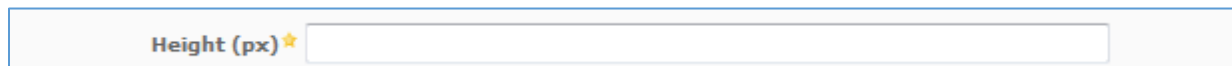
A screenshot of a form field labeled "Link" with a yellow star icon. The field is a text input box that is currently empty.

Aspect Ratio¹ - This formats the YouTube video to be widescreen or full screen.



A screenshot of a form field labeled "Aspect Ratio" with a yellow star icon. The field contains two radio buttons: "16:9" (which is selected) and "4:3".

Height² - This describes the height of the Twitter feed in pixels. Please see the *Resources* section for a link and small excerpt of pixels-to-inches conversion.



A screenshot of a form field labeled "Height (px)" with a yellow star icon. The field is a text input box that is currently empty.

-
1. This field appears when Embed Type is set to YouTube Video.
 2. This field appears when Embed Type is set to Twitter Feed

Title¹ – This is the title of the Flickr Feed.

Image Source¹ – This is the source for each of the images included in the feed.

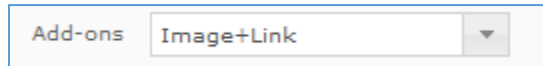
-
1. These fields appear when Embed Type is set to Flickr Feed.

The Image + Link Add-on

The Image + Link Add-on adds an image to your page. It can also link to another page.

To select this add-on:

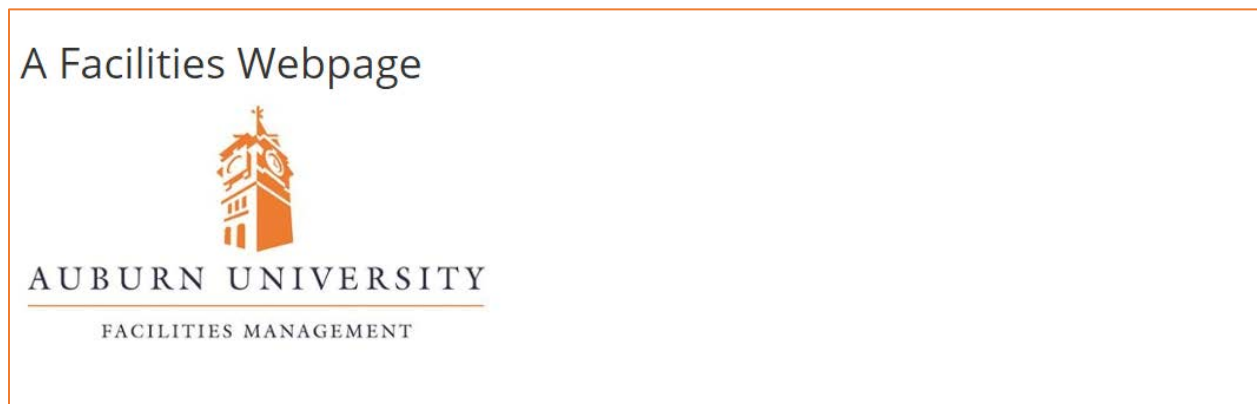
1. Select **Image + Link** in the Add-ons menu.



2. Add an image.



3. (Optional) Add a link.
 - Click Link Type, then select Internal or External. Add a Facilities Webpage for an internal link or URL for an external link.



Field-by-Field: Image + Link

Select Image - This allows you to choose an image file in Cascade. These will be automatically updated whenever they are moved or renamed. Depending on the location of the image, there may be size restrictions. Please see Appendix B: *Fonts, Styles, and Design Standards* to ensure you're using the correct sizes.

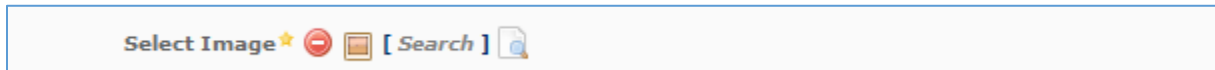
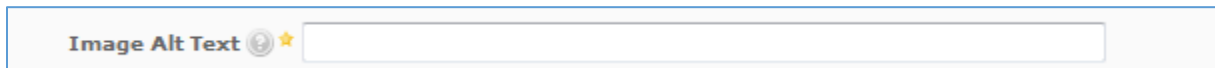
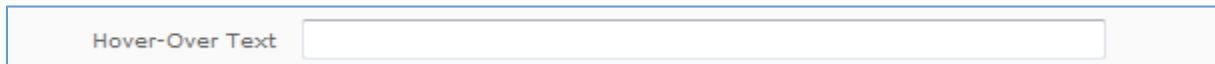


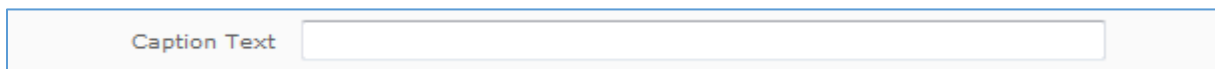
Image Alt Text - This describes the attached image. A one-line, first-glance description is all that's necessary. This complies with screen readers and other accessibility options common on the web. Please see Appendix A: *Accessibility Standards* for more information.



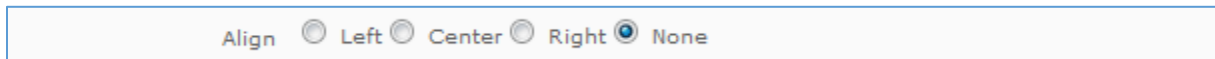
Hover-Over Text - This displays whenever the user positions their mouse over the image.



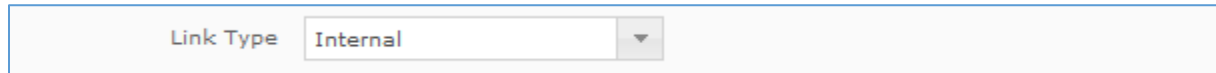
Caption Text - This appears below the image as a bold-faced caption. This furthers the information that a user may get when looking at the image.



Align - This aligns the image to the left-side, center, or right-side of the screen.

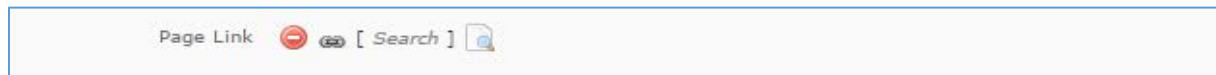



Link Type - This allows you to attach a link to the image. Choose *Internal* if you are able to find the target page using the Cascade file finder window. Otherwise, choose *External*; this includes Auburn websites not part of the Facilities Management department.



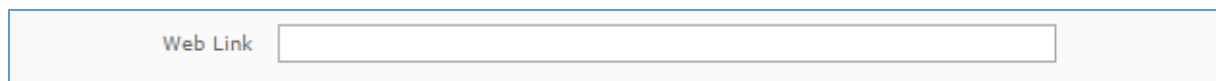
Link Type

Page Link – This links your image to another page in Cascade.



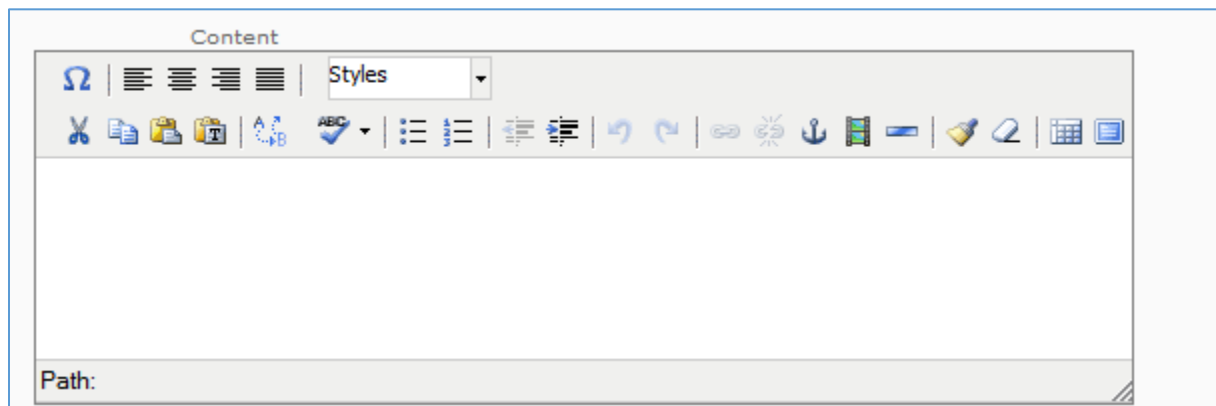
Page Link [Search] 

Web Link¹ – This selects a URL target to link to. Ensure it is updated frequently.

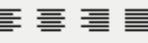



Web Link

Content – Use this content editor to write an extra description underneath your image.



Content

Ω |  | Styles

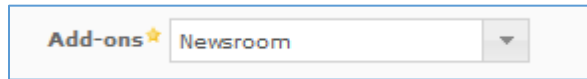


Path:

-
1. This field appears when Link Type is set to External.

The Newsroom Add-On

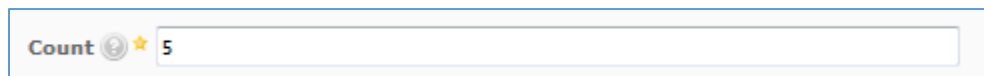
1. Select **Newsroom** from the Add-ons dropdown menu.



2. Add a block.



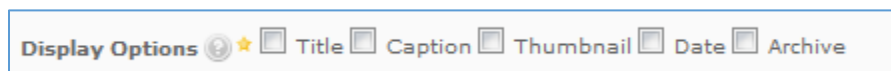
3. Choose how many instance to appear.



4. Choose a view type.



5. Select display options.



Field-By-Field: Newsroom

Block – A piece of content that may appear in many places but only needs to be updated in one place.

Count – The number of news items you want to appear on the page.

View Type – The view type is how news items are organized on the web page. News items can appear in either a list or grid layout.

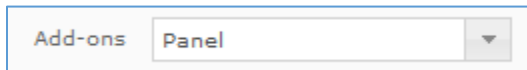
Display Options – The display options control what appears with the news item. The options are title, caption, thumbnail, date, and archive.

The Panel Add-on

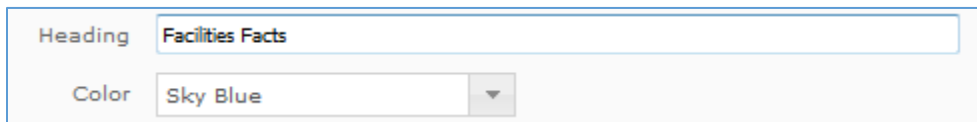
The Panel Add-on adds a bordered box and heading around your content. Panels are a visually pleasing way to present information.

To use this add-on:

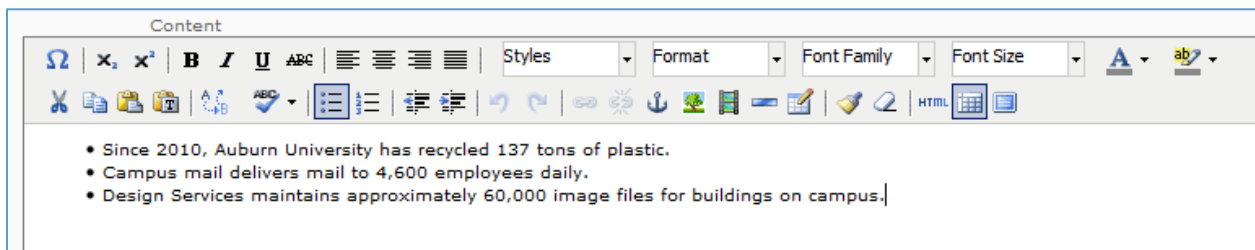
1. Select **Panel** in the Add-ons menu.



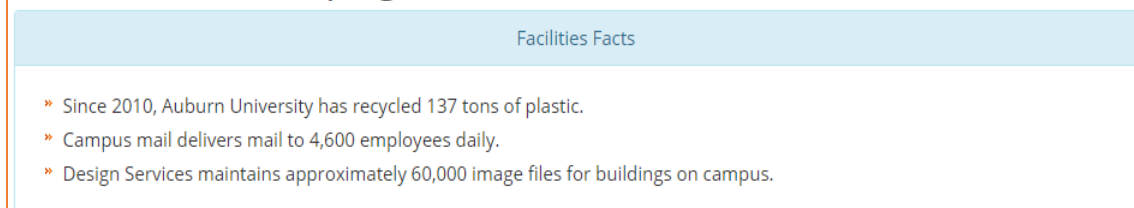
2. Give your panel a heading and color.



3. Type and format your text in the editor.



A Facilities Webpage



Field-By-Field: Panel

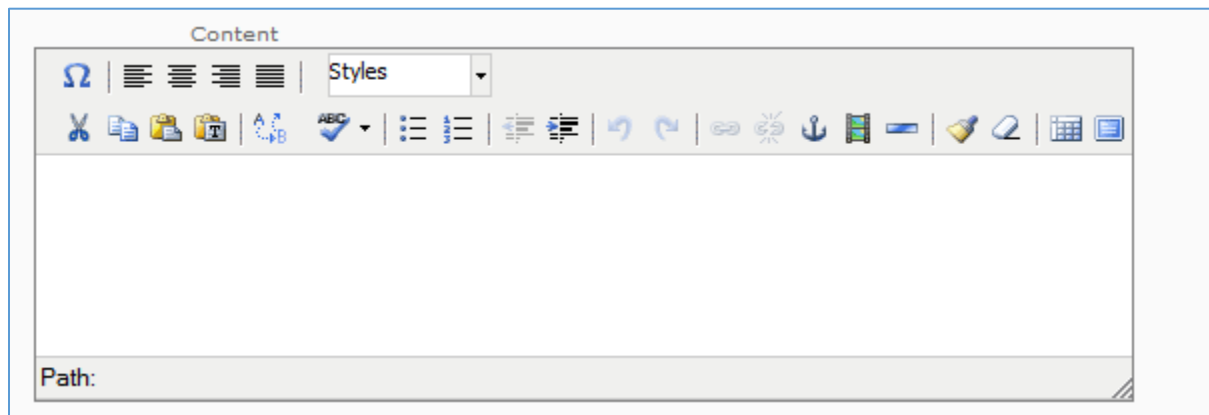
Heading – This is the title of the panel.



Color – This is the color of the heading and border. Standard Bootstrap colors are available.

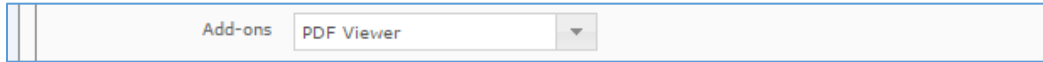
- **Primary Blue** indicates the primary action you want a user to take.
- **Success Green** indicates a positive action.
- **Info Blue** indicates useful information for the user.
- **Warning Yellow** indicates caution should be used with an action.
- **Danger Red** indicates a negative action.

Content – This content editor is for the information inside your panel.



The PDF Viewer Add-on

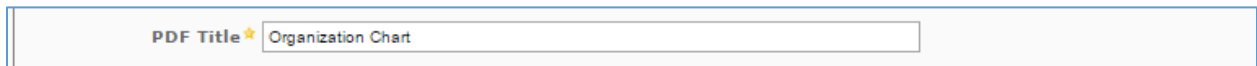
1. Select the "PDF Viewer" option from the **Add-ons** dropdown menu.



2. Choose a PDF from cascade or upload one to the appropriate folder.

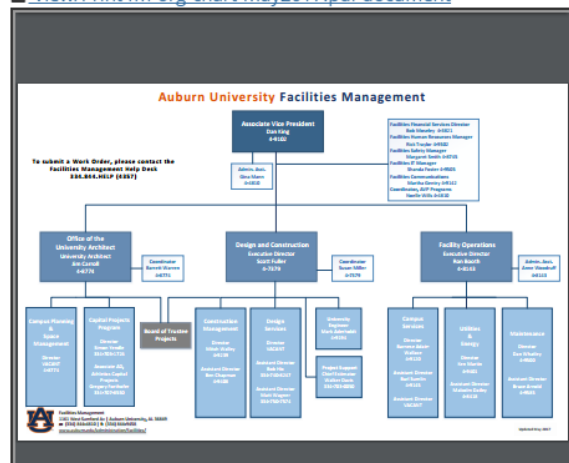


3. Enter a title for the PDF.



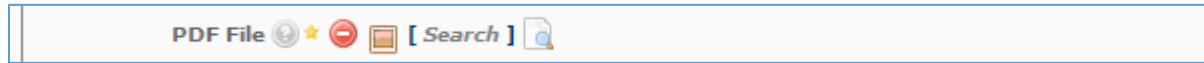
A Facilities Webpage

[View/Print fm-org-chart-may2017.pdf document](#)

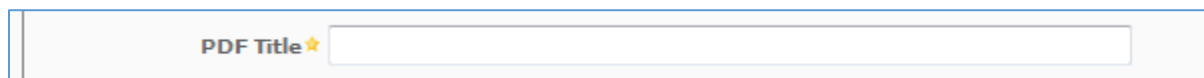


Field-By-Field: PDF Viewer

PDF File - Choose a PDF document via the Cascade file chooser.



PDF Title - This is similar to alt image text. Give the document a descriptive title.



The Tab Add-On

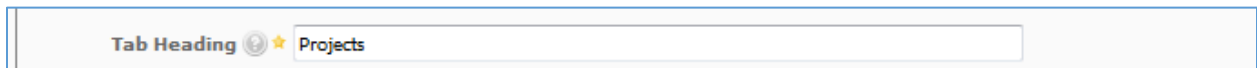
The Tab Add-on creates a tabbed navigation pane. Tabs provide a concise header for content.

To use this add-on:

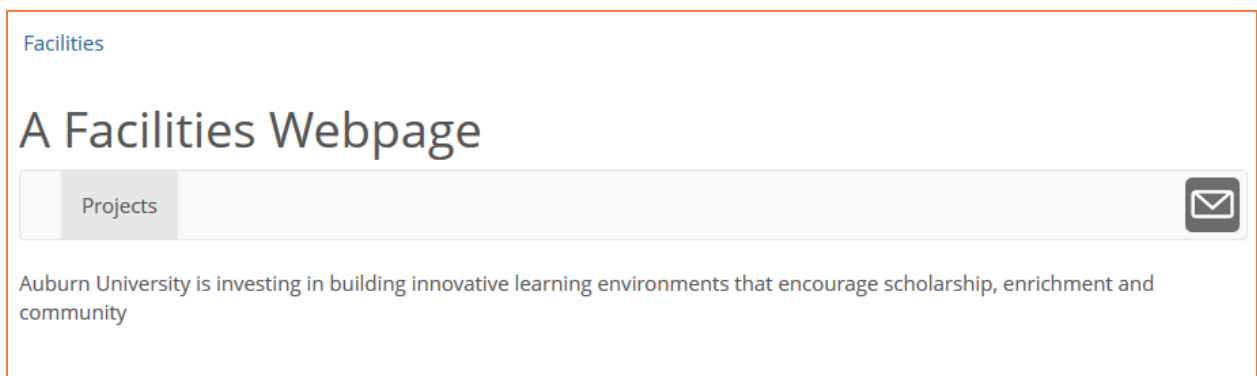
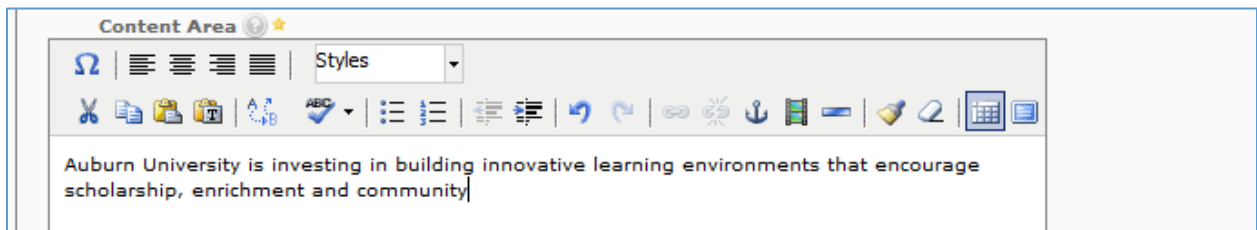
1. Select **Tab** from the Add-ons menu.



2. (optional) Display social media and email links.
3. Give the tab a heading.



4. (optional) Add a tab image. If you do, change the **Image Alt. Text**.
5. Describe the content of the tab.



Field-By-Field: Tabs

Email Link - Check this box if you would like to have a "Share by E-mail" icon on the far right-side of the tabs. The current page's URL will be placed in the body section and the display title of the page will be in the subject section of the e-mail generated.

Email Link? Yes

Tab Heading - The text that will appear on the tab as its title/name.

Tab Heading

Tab Image - The optional left-aligned icon that should be an image inside of Cascade.

Tab Image [Search]

Image Alt. Text - The image used as this tab's icon should have a short description here. If no image was used, then please leave this field as is (default being "Icon Present").

Image Alt. Text

Content Area - This is the editor for content inside the tab.

Content Area

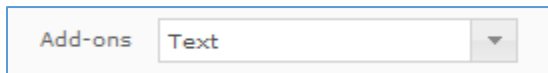
Rich text editor toolbar including: Undo, Redo, Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Anchor, Table, Table of Contents, and Print.

The Text Add-on

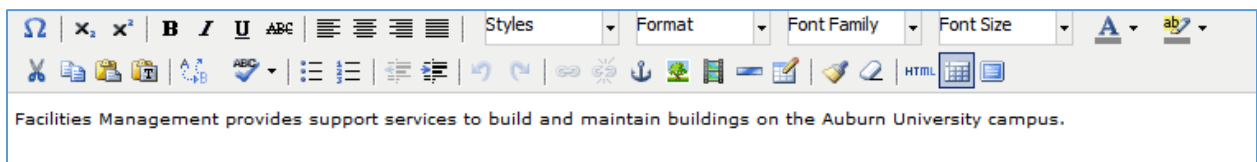
The Text Add-on adds written content to your page. It is your primary tool for communication.

To use this add-on:

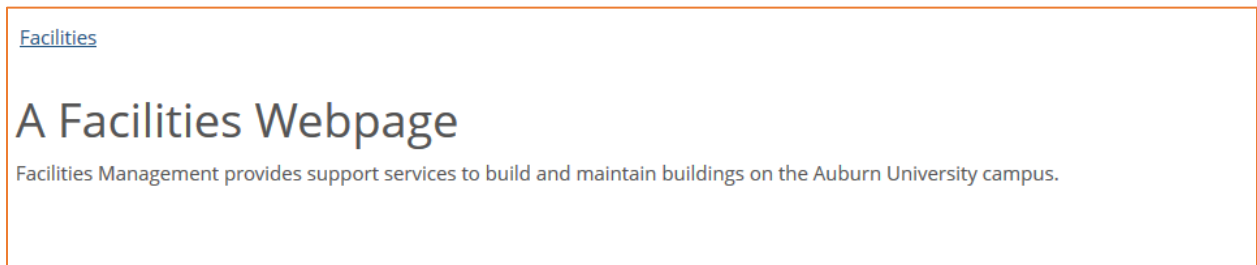
1. Select **Text** in the Add-ons menu.



2. Type and format your text in the editor.

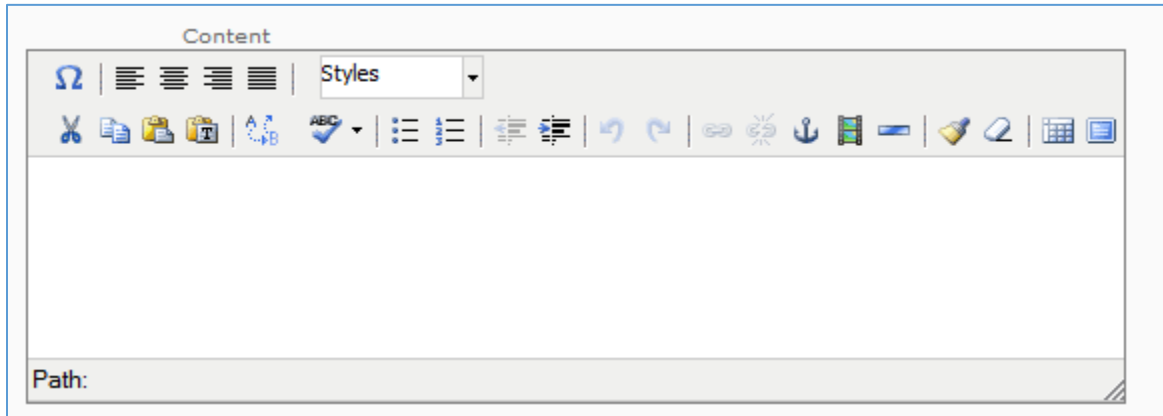


Note: Images and tables should not be created in the editor, nor should HTML be edited.



Field-By-Field: Text

Content – Use this content editor to write and format your text.



Resources

Box List Icons

To request new icons, please send Facilities IT an e-mail with the requested icon or image file or link.



Glyphicons

Bootstrap provides us with a library of simple icons. Visit getbootstrap.com/components/ to see them all.

Appendices

Appendix A: Accessibility Standards

Our online presence needs to serve all members of the Auburn Family. Therefore, we must make our website *accessible*. We cannot assume our visitors share common characteristics. Some will have visual impairments. Some will have auditory impairments. Some will be Alabama fans. We want auburn.edu/facilities to work for all of them.

Four principles serve as the foundation for web accessibility. They are *perceivable*, *operable*, *understandable*, and *robust*. It will take a collective effort to fulfill these principles of accessibility. You may find a few tips here to help get started.

1. **Add alt text to images.**

Alt text describes the content of an image for people who cannot see it. Try to use short, descriptive sentences to convey its purpose.

2. **Make PDFs accessible.**

If you include a PDF on your page, ensure it is understandable and will be read in a logical order.

3. **Use a color contrast checker.**

A standard ratio will be applied, but keep color contrast between your content and background in mind when building your page.

4. **Utilize white space.**

White space creates a cleaner web page and helps users track text horizontally.

5. **Think carefully about word choice.**

We want our content to be simple and easy to understand. Do not use larger words and longer sentences than necessary.

6. *Caption videos.*

Captions make videos easier to understand. If you embed a video on your page, ensure it has captions available.

7. *Test your page with a keyboard.*

Try using your page with only the tab key on the keyboard. Can you navigate and understand it?

8. *Test your page with high contrast.*

Enable a high contrast color scheme on your computer. When enabled, is the page content still visible?

9. *Test your page with assistive technologies.*

Use a free screen reader and other assistive technologies for testing.

10. *Test your page on a mobile device.*

A large number of users will access your page on a mobile device, including those with disabilities. Test your page using different sized mobile devices, making sure the page is accessible on all.

Appendix B: Fonts, Styles, and Design Standards

This appendix is divided into three parts: fonts, styles, and overall design rules that the university has standardized. Refer to [the university's style guide](#) for more specific information.

Fonts: From **Comic sans** To Times New Roman

You would assume font choice is for you to decide. However, being an entity of Auburn University, it is not the case. Auburn strives for a common identity across divisions of the university. A contributor should place each piece of content with deliberation. We want the content to catch our user's attention, not the font choice.

Styles: Bullet Types, Boxes with Shadows, and Dividers, oh my!

A style trains users to pick out the important content on a page and helps creators decide what is important. Different bullet styles, wavy underlines, or other stylistic brouhaha incites confusion, which is the opposite effect we want to have. Keep this in mind as you build your pages. Create your own consistent identify among the Facilities web pages.

Design Standards: The Big Picture

Design significantly affects how a user sees a page. Take for example our homepage. Every detail is designed for the work Facilities Management does and the action or information a user might request from it.

Responsiveness describes the ability for a single design to adequately function on any device. In other words. We want our contributors to design their page once, and one time only for PCs, cell phones, tablets, laptops, smartwatches, and anything else! Your design drives our website's development.