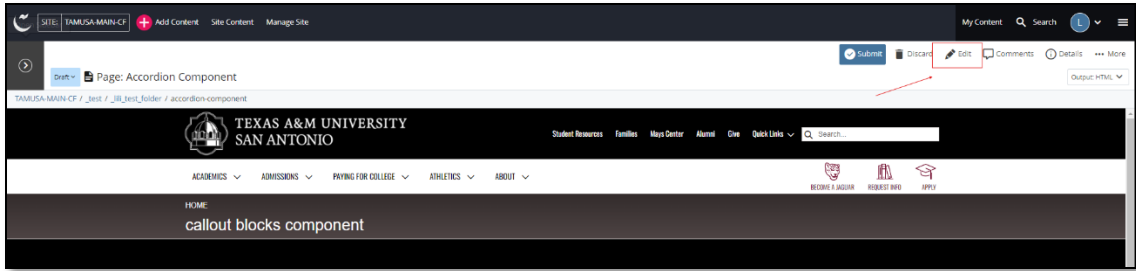


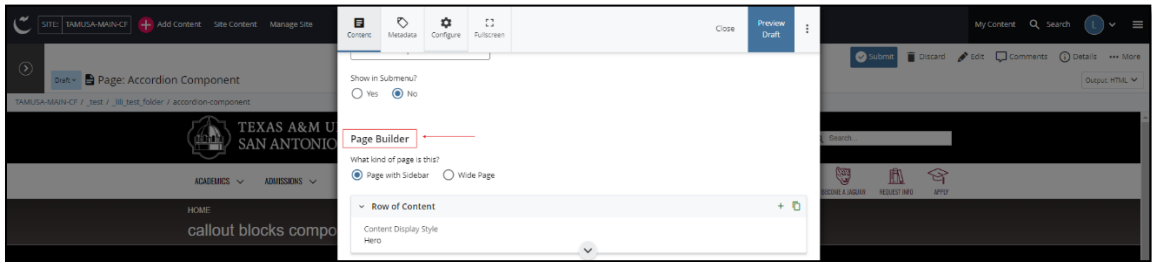
Callout Blocks Component

This document will explain how to use the “Callout Blocks Component”.

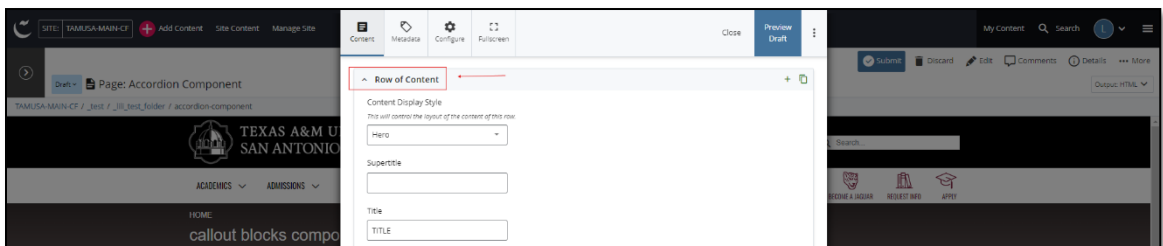
1. Click the ‘Edit’ button at the top right of the screen. (screenshot below)



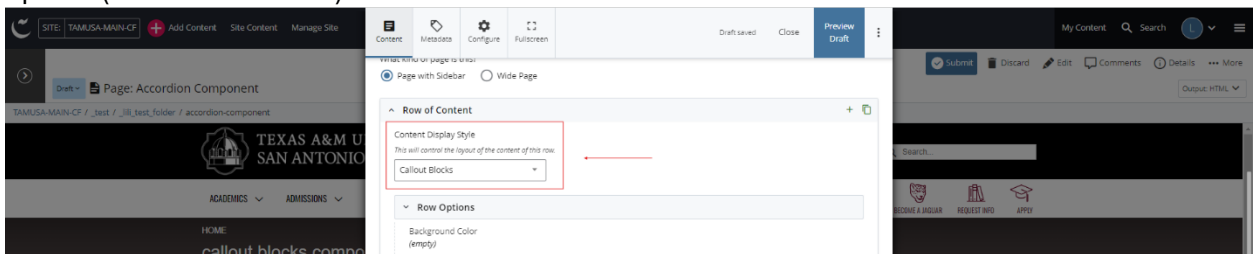
2. Navigate to “Page Builder” section, under “Show in submenu?”. (screenshot below)



3. Open the “Row of Content” block by clicking the arrow to the left of the “Row of Content” title. (screenshot below)

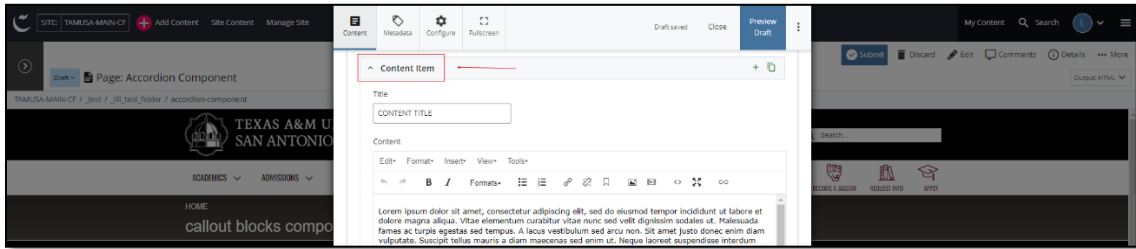


4. Open the “Content Display Style” dropdown menu and select the “Callout Blocks” option. (screenshot below)

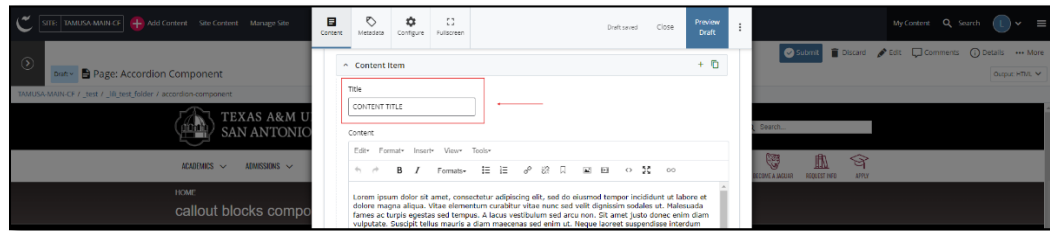


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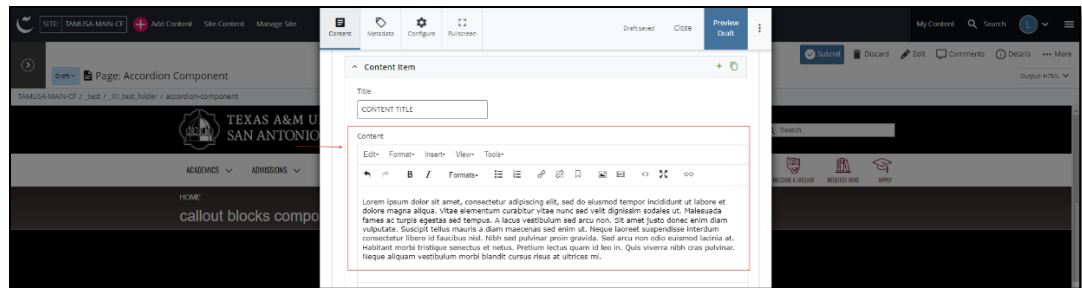
5. Scroll down and expand the **“Content Item”** block. (screenshot below)



a. Fill out the **“Title”** entry. (screenshot below)



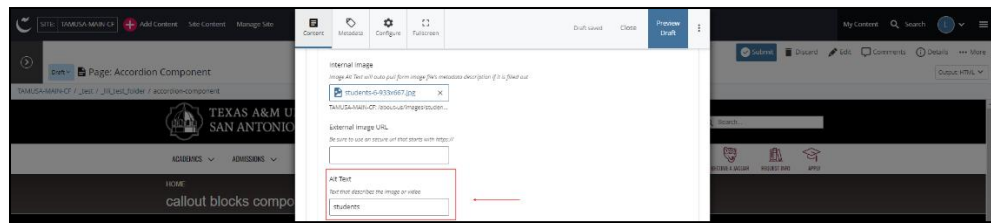
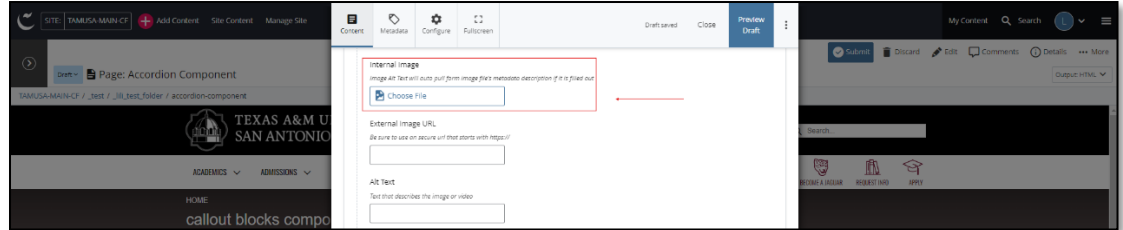
b. Fill out the **“Content”** entry. (screenshot below)



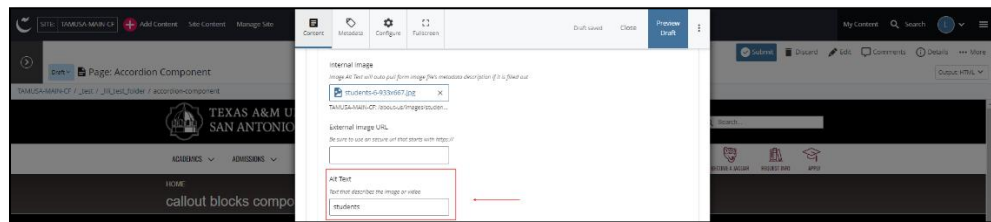
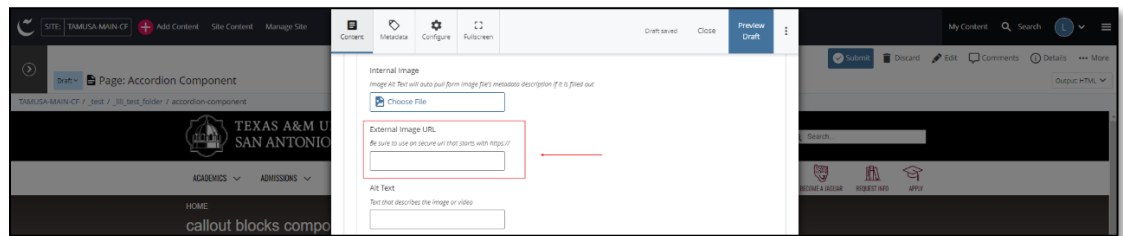
- i. This block has a formatting tool (WYSIWYG) to edit the content in the **“Content”** block. WYSIWYGs will be explained in another video.

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6. Scroll down to **“Internal Image”**. (If you *did not* upload your image into Cascade please move on to “7”) Click on the **“Choose File”** entry and choose the image you would like to add. Finally, ensure the internal image contains **“Alt Text”**. (screenshot below)
- a. Please ensure any images uploaded into Cascade are within an **“Image”** folder.
 - b. Adding internal images is optional.

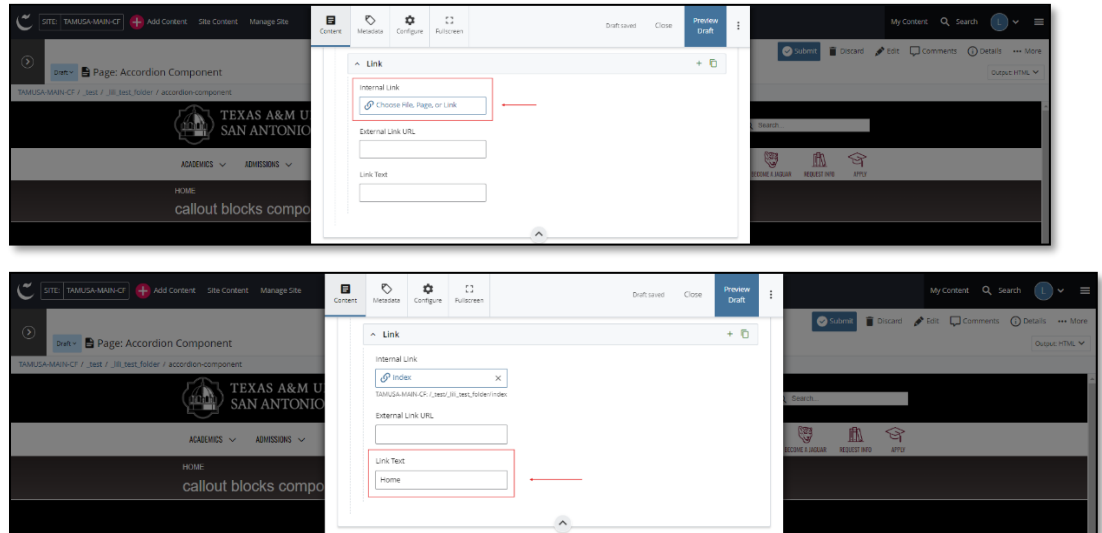


7. Click on the **“External Image”** entry and enter the URL image address. Finally, ensure the external image contains **“Alt Text”**. (screenshot below)
- a. Adding external images is optional.

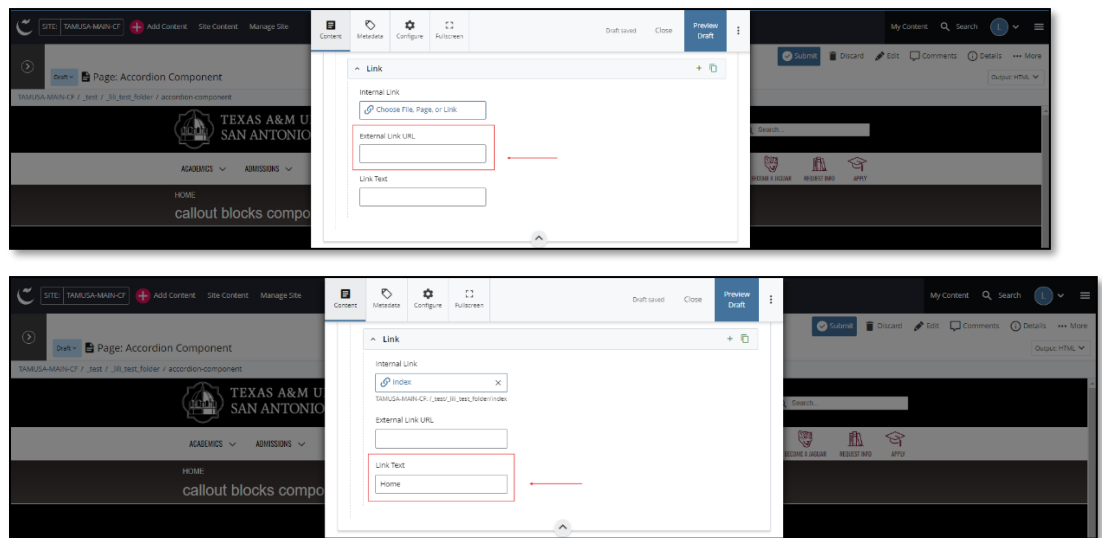


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8. Scroll down to **“Internal Link”**. (If you *did not* upload a link into Cascade please move on to “9”) Click on the **“Choose Files, Page, or Link”** entry and choose the file, page, or link you would like to add. Finally, locate the **“Link Text”** entry and give your internal link a title. (screenshot below)
- a. Please ensure any links uploaded into Cascade are within an **“_links”** folder.
 - b. Adding an internal link is optional.

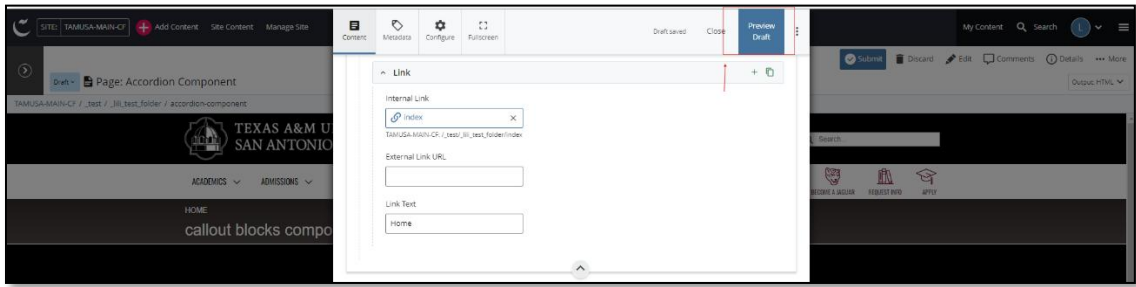


9. Click on the **“External Link”** entry and enter the URL address. Finally, locate the **“Link Text”** entry and give your external link a title. (screenshot below)
- a. Adding an external link is optional.

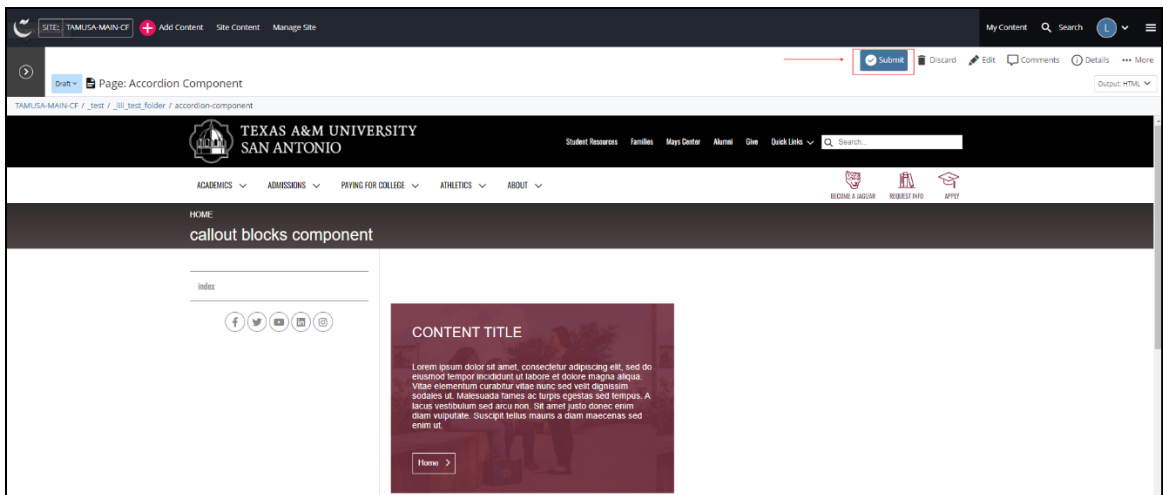


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10. After making edits, click on the blue **“Preview Draft”** button at the top right corner. (screenshot below)



11. Once you are satisfied, click on the blue **“Submit button”**, otherwise click on the **“Edit”** button if you would like to continue making changes. (screenshot below)



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Practical Applications for Callout Blocks

Callout blocks are eye-catching sections on a website that display important information, such as urgent updates or helpful resources. They are short and simple, making it easy for users to quickly find what they need and act, like clicking a link or following instructions. Below is a list of some examples we can use for callout blocks.

- Emergency Announcements
- Course Registration Reminder
- Event Promotion
- Scholar Deadlines
- System Updates
- Orientation Sessions
- Athletics Announcements