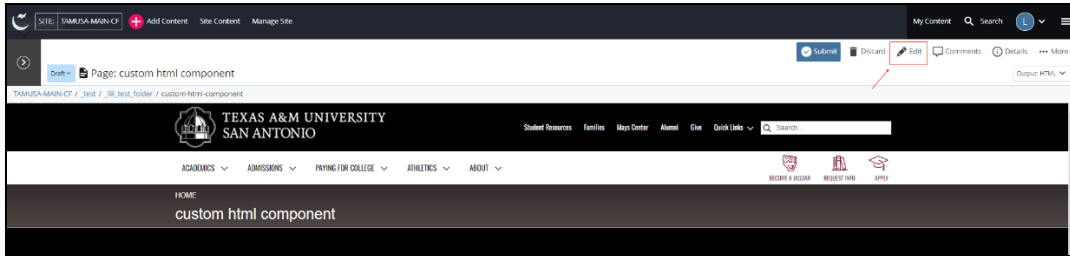


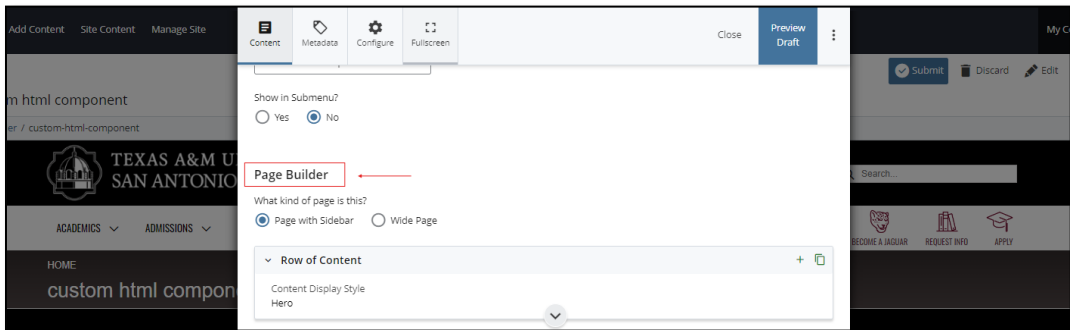
Custom HTML Component

This document will explain how to use the “Custom HTML Component”.

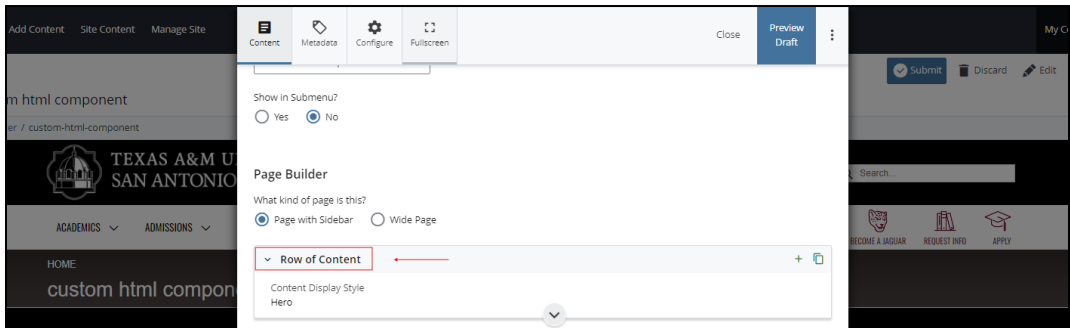
1. Click the “Edit” button at the top right of the screen. (screenshot below)



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

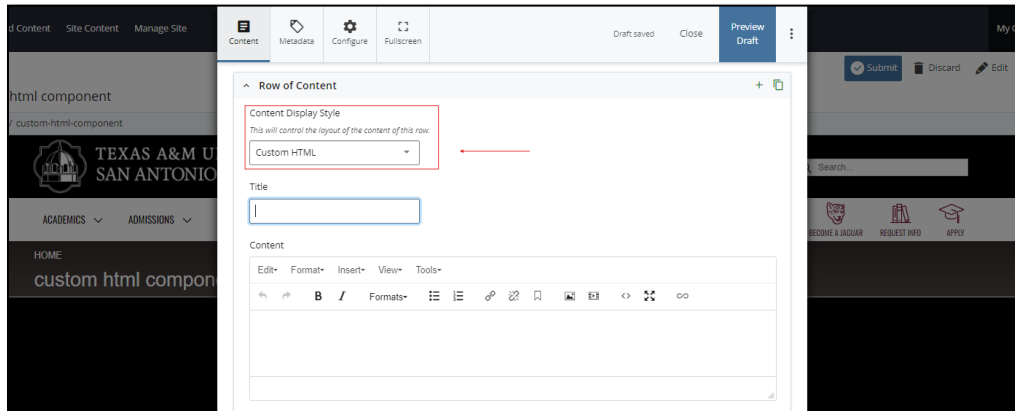


3. Open the “Row of Content” block by clicking the arrow to the left of the “Row of Content” title. (screenshot below)

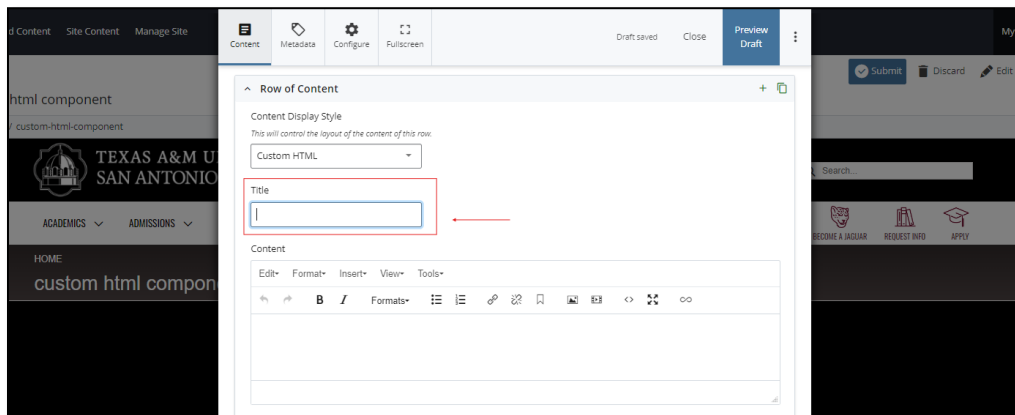


(Next Page)

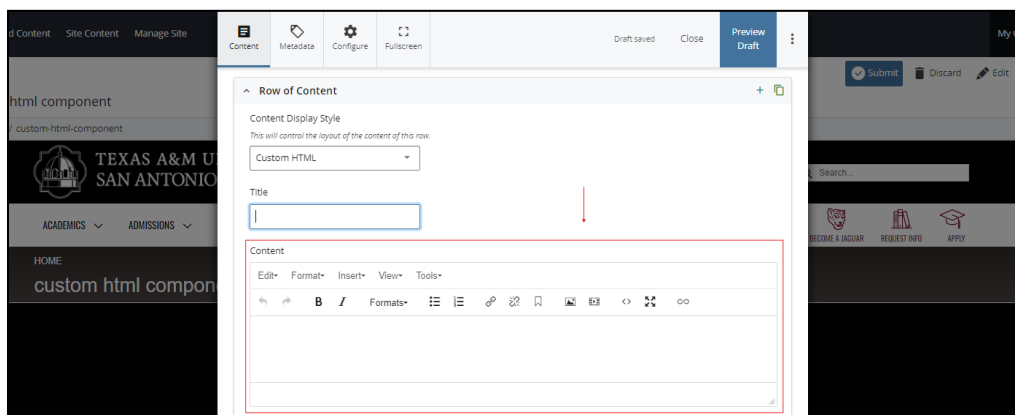
4. Open the **“Content Display Style”** dropdown menu and select the **“Custom HTML”** option. (screenshot below)



5. Fill out the **“Title”** entry.



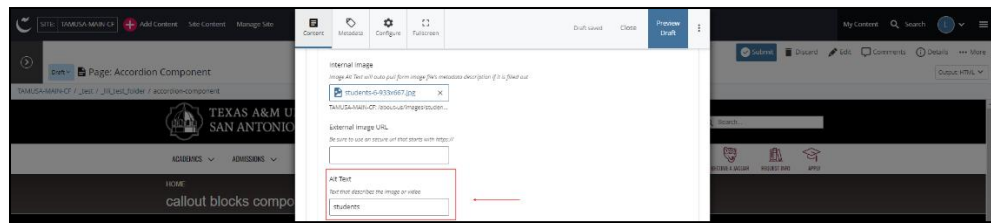
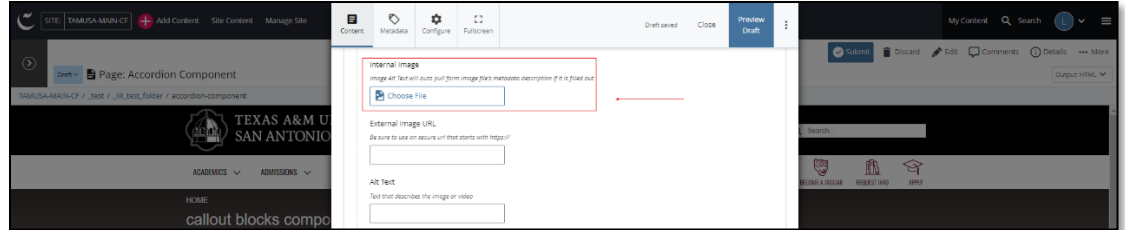
6. Fill out the **“Content”** entry.



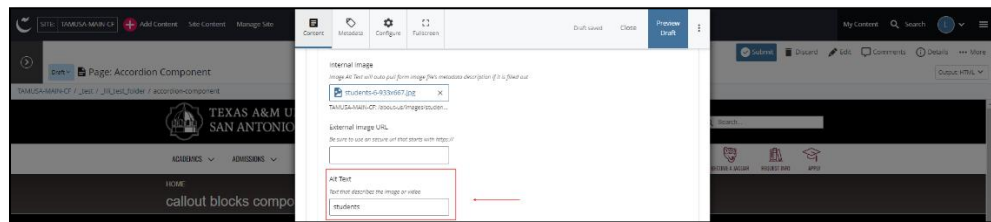
- a. This block has a formatting tool (WYSIWYG) to edit the content in the content block. WYSIWYGs will be explained in another video.

(Next Page)

7. Scroll down to **“Internal Image”**. (If you *did not* upload your image into Cascade please move on to “8”) 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.

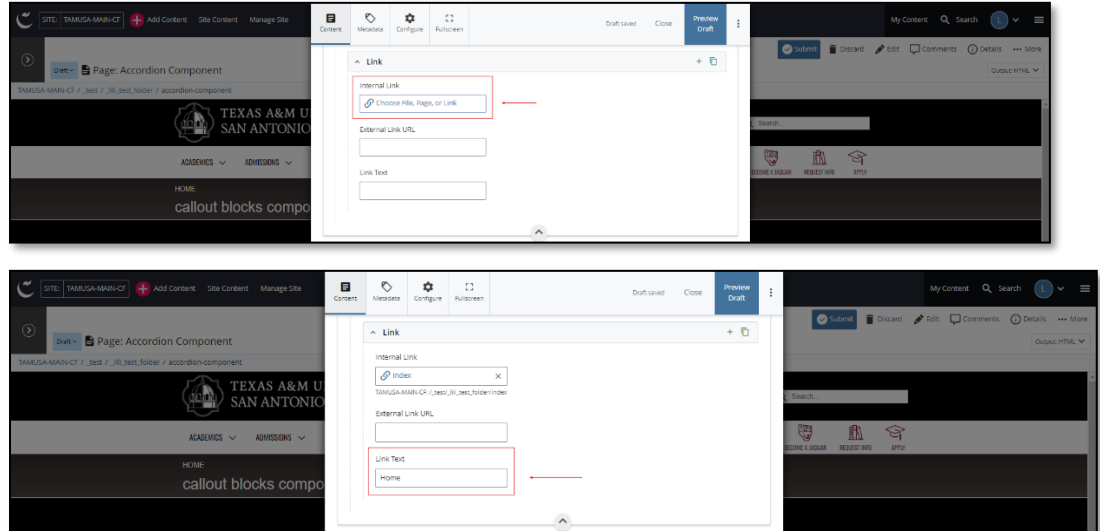


8. Click on the **“External Image”** entry and enter the URL image address. Finally, ensure the external image contains **“Alt Text”**. (screenshot below)
- a. Adding external images is optional.

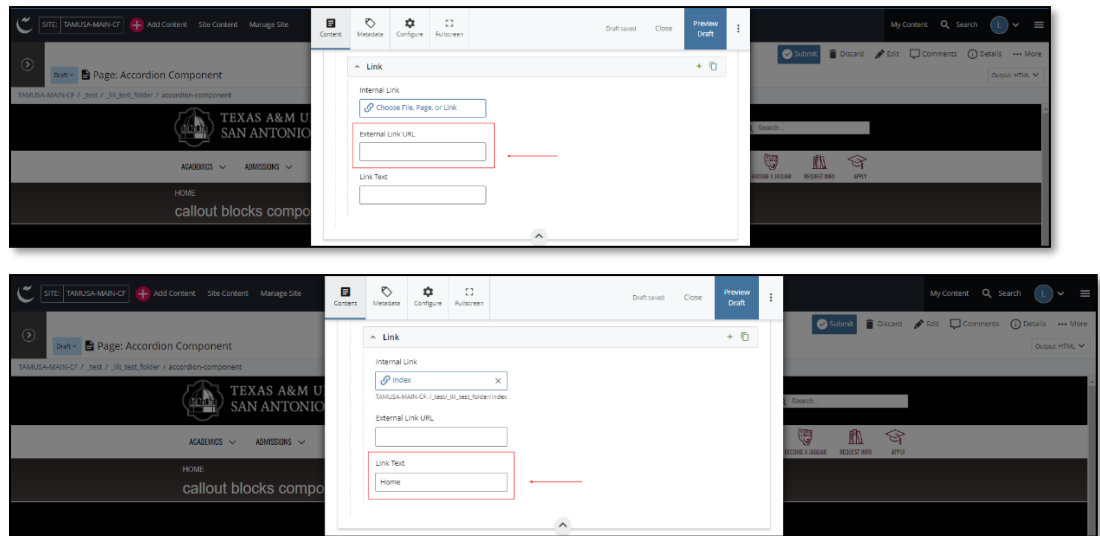


(Next Page)

9. Scroll down to **“Internal Link”**. (If you *did not* upload a link into Cascade please move on to “10”) 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.

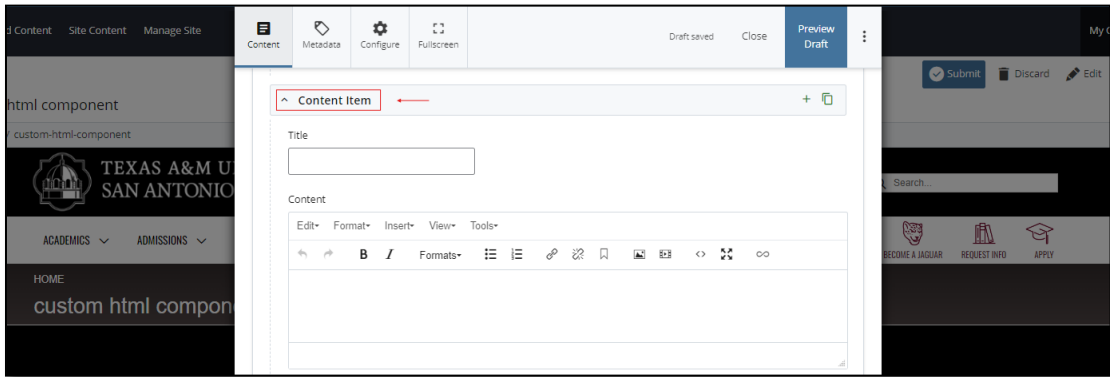


10. Click on the **“External Link”** entry and enter the URL address. Finally, locate the **“Link Text”** entry and give your external link a title. (screenshot below)
- a. Adding an external link is optional.

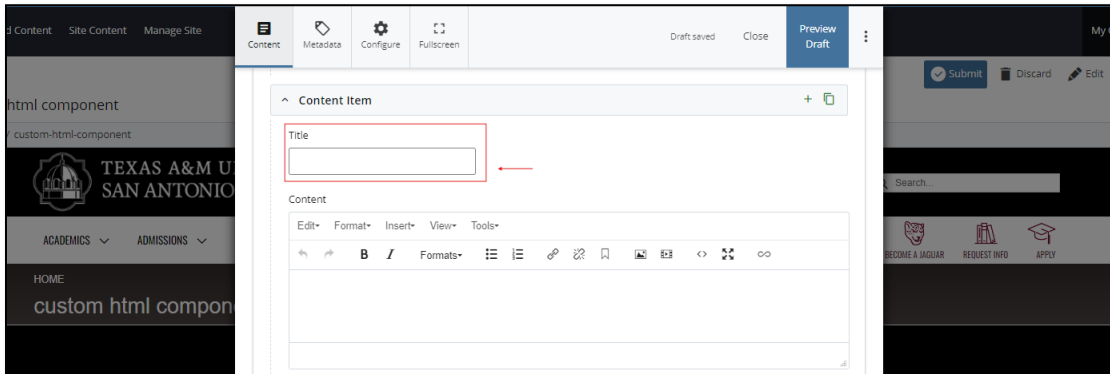


(Next Page)

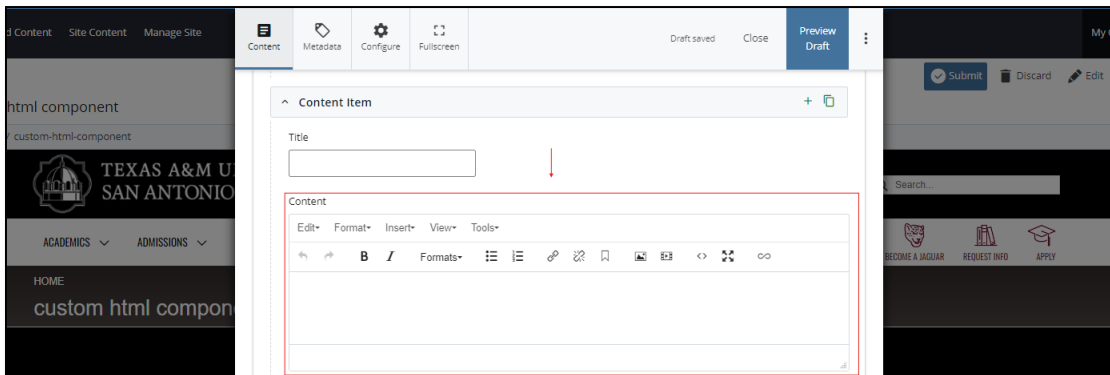
11. Open the **“Content Item”** block by clicking the arrow to the left of the **“Content Item”**. (screenshot below)



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



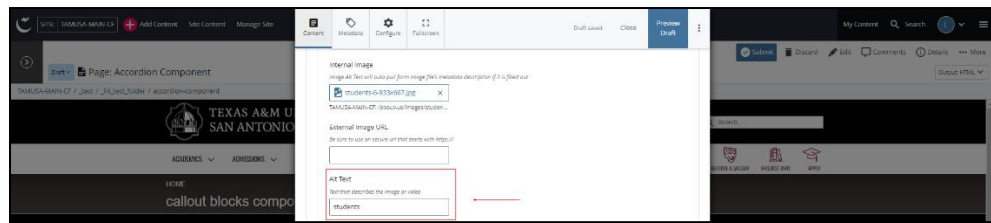
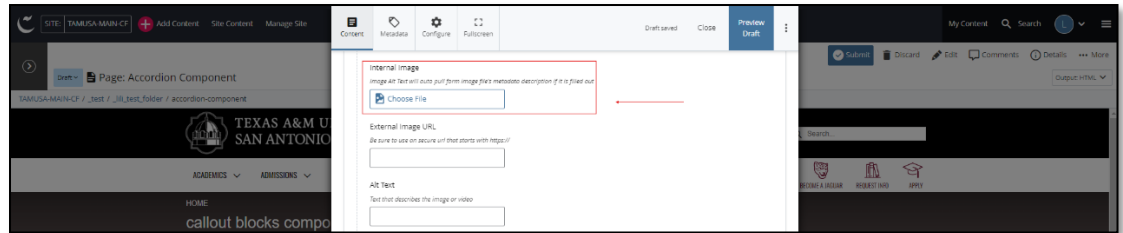
13. Fill out the **“Content”** entry. (screenshot below)



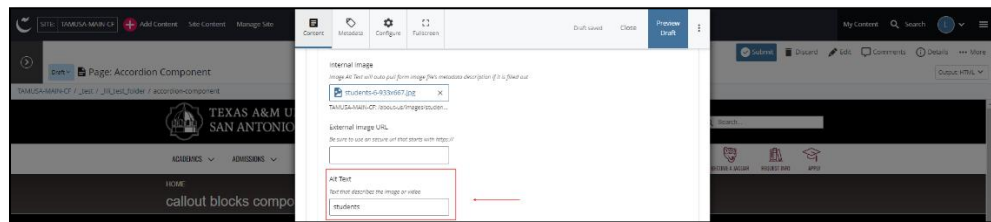
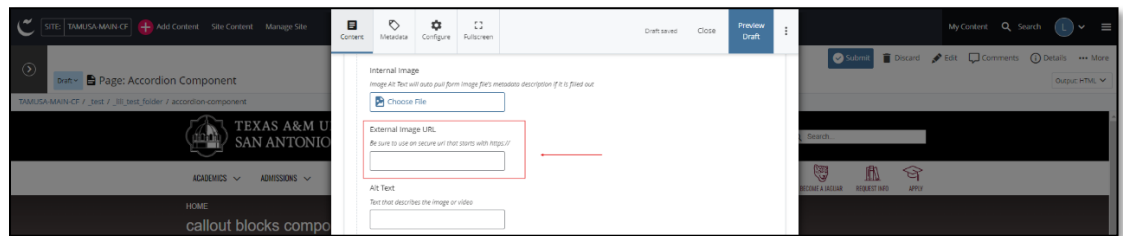
- a. *This block has a formatting tool (WYSIWYG) to edit the content in the content block. WYSIWYGs will be explained in another video.*

(Next Page)

14. Scroll down to **“Internal Image”**. (If you *did not* upload your image into Cascade please move on to “15”) 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.



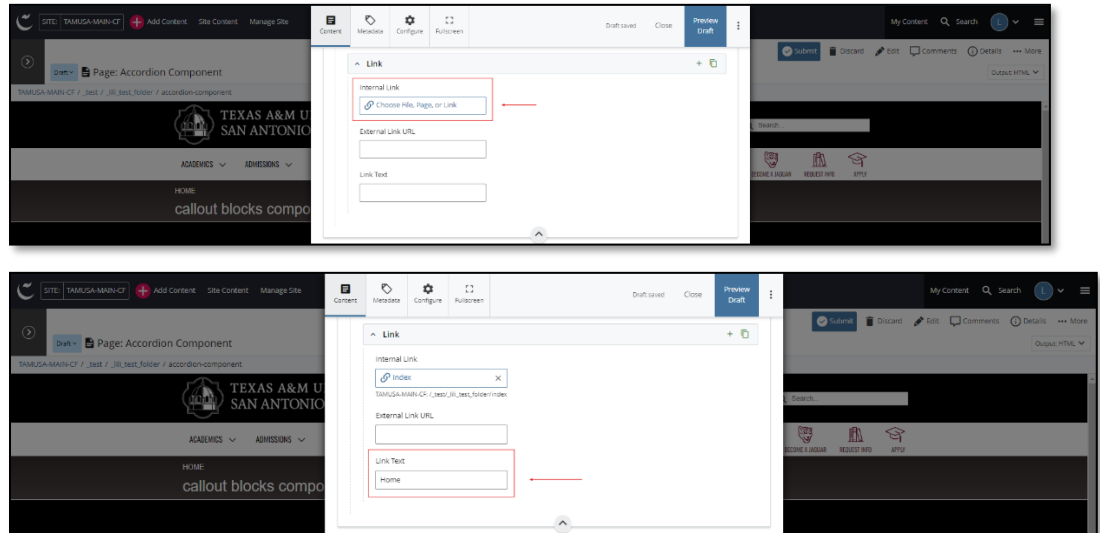
15. Click on the **“External Image”** entry and enter the URL image address. Finally, ensure the external image contains **“Alt Text”**. (screenshot below)
- a. Adding external images is optional.



(Next Page)

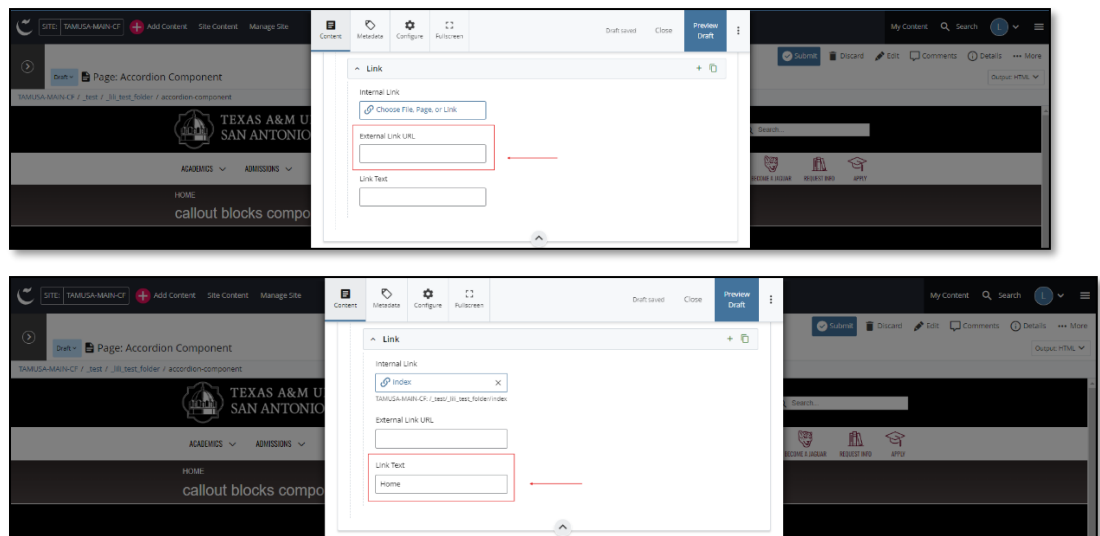
16. Scroll down to **“Internal Link”**. (If you *did not* upload a link into Cascade please move on to “17”) Click on the **“Choose Files, Page, or Link”** entry and choose the file, page, or link you would like to add. Finally, locate the **“Link Text”** entry and give your internal link a title. (screenshot below)

- a. Please ensure any links uploaded into Cascade are within an **“_links”** folder.
- b. Adding an internal link is optional.



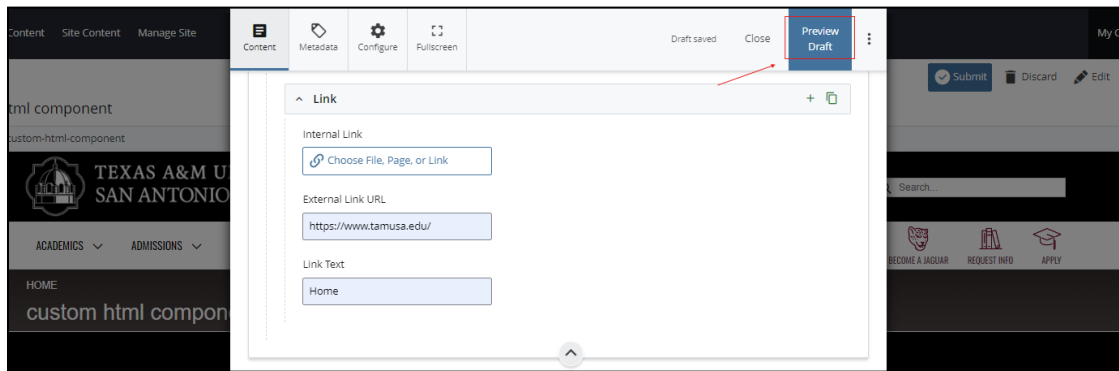
17. Click on the **“External Link”** entry and enter the URL address. Finally, locate the **“Link Text”** entry and give your external link a title. (screenshot below)

- a. Adding an external link is optional.

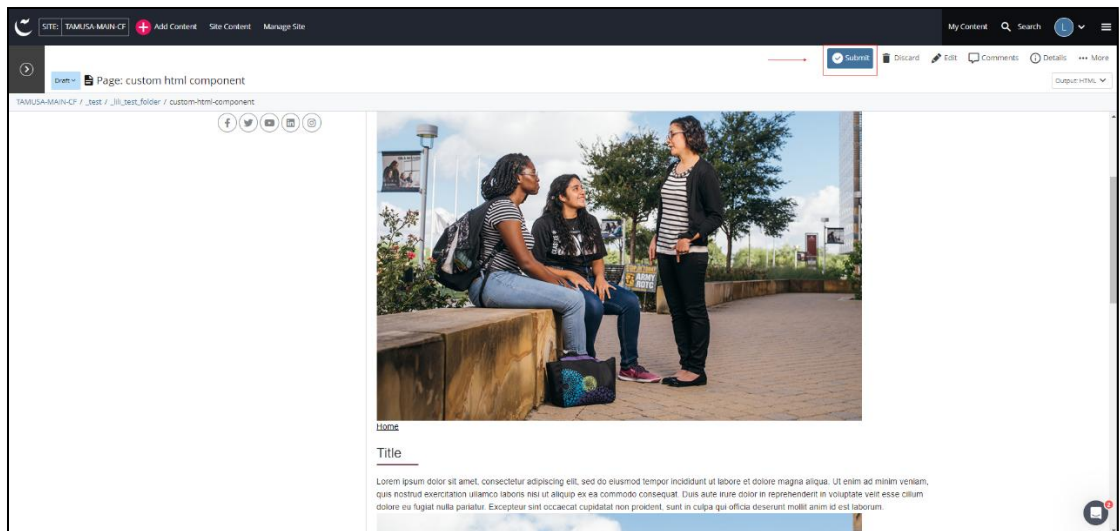


(Next Page)

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



19. 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)



(Next Page)

Practical Applications for Custom HTML

The custom HTML component allows for highly flexible and tailored web design by embedding any custom code to display specific content or functionality. This component is particularly useful for implementing unique visual layouts, interactive features, or integrations that standard components cannot achieve. It helps universities showcase distinctive content, improve interactivity, and create a personalized user experience that aligns with institutional branding. Below is a list of examples we can use the custom HTML component for.

- 360 Virtual Campus Tours
- Custom Event Countdown
- Live Social Media Feeds
- Interactive Maps
- Integrated Video Playback
- Custom Testimonials