

## Connect 6: Content Apps

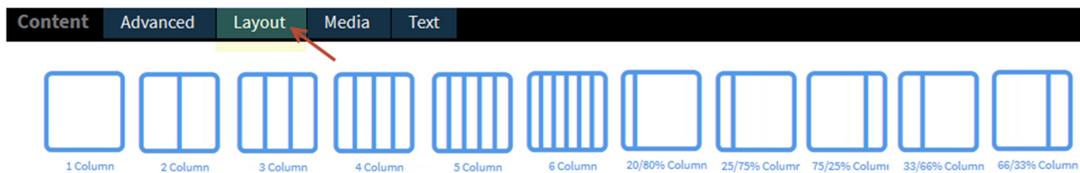
### Content Apps

You will add content to the page via Apps from the App Toolbar with simple drag and drop functionality. There are four categories of content apps on the App Toolbar:

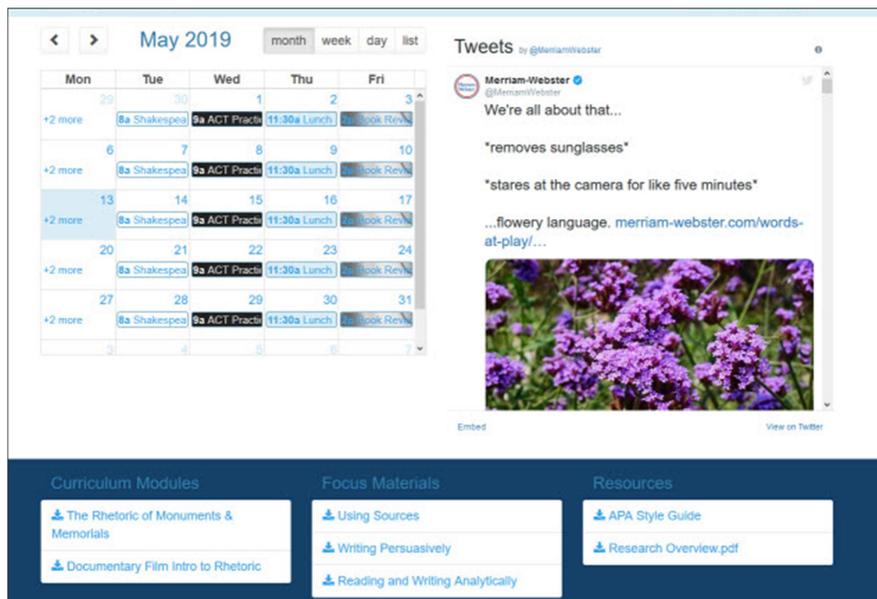
- Layout
- Text
- Media
- Advanced

#### ➤ Layout

From the Layout category, you will select from various options of columns to add content to your page. This allows you to a variety of rows and columns of content on your page that is mobile responsive.

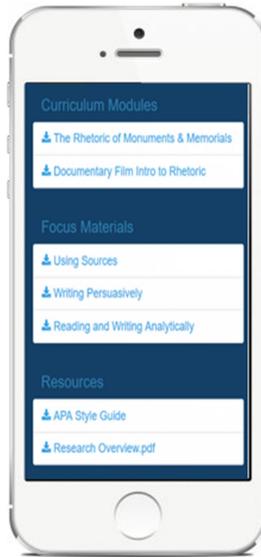


**Example:** The following Desktop view shows a page containing a row with a Two Column layout. The first column has a Calendar app added to it and an HTML Editor app containing a Twitter feed has been added to the second column. The next row contains a Three Column layout and has a Document App added to each column.



By adding content via these columns, it responds and displays the content based on the device the user is using to view the page.

**Example:** The three column layout containing the Document Apps stacks the columns (from left to right) one under the other when viewing on a mobile device

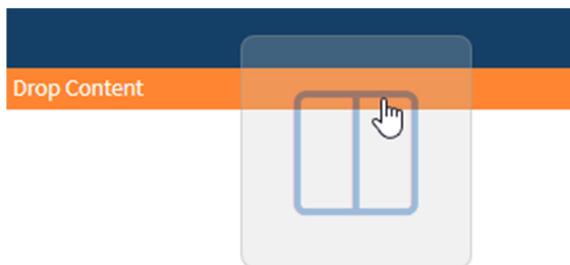


**Adding Layouts to a page:**

- To drag a layout app from the App Toolbar bar to the page, you will:
  - Click on the desired Column app with your left mouse button.
  - Then without releasing the button, drag the app to the desired Drop Content bar.



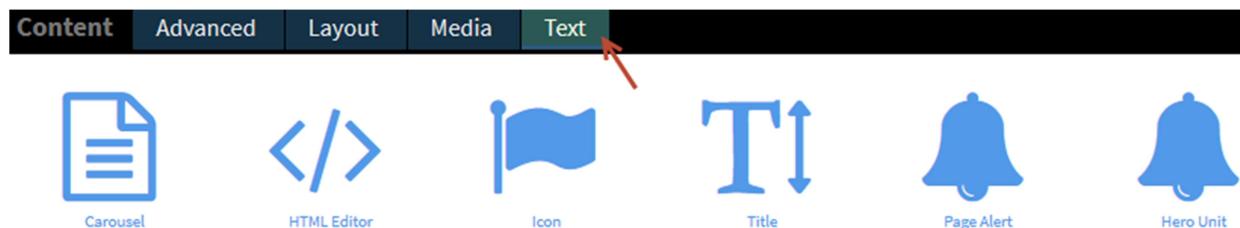
- When the Drop Content bar turns orange, you will release the mouse button to drop the app into the content area.



- Your selected column layout will then display on the page. Each column contains the Drop Content bar so that you may drag your content apps to them accordingly to populate your page.



## ➤ Text



**Carousel:** A text slideshow which automatically cycles through a series of created text slides. It does provide viewer controls. For each slide, you are able to add a Title, Description, Link Text, and Link URL.

**HTML Editor:** A text app that allows you to type and format text as it will appear viewable on your page. Similar to Word, you may format your text as you desire, customize font size, colors, insert hyperlinks, etc. This app also allows you to add custom HTML code to your page or embed other HTML elements/widgets such as Facebook and Twitter feeds, etc.

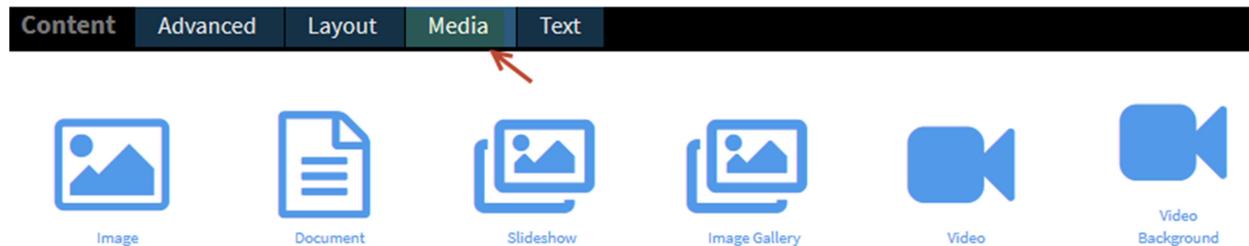
**Icon:** Allows you to select an Icon from a list of icons and insert into your page. You are able to associate a Tooltip Caption, Text Label and Hyperlink URL to your icon.

**Title:** Allows you to insert Titles within your page. You are able to select from five different heading sizes.

**Page Alert:** Text app which has predefined text and color background. You are able to customize the alert text and choose between four different alert style colors.

**Hero Unit:** Text app which contains a Title that is formatted to stand out on the page. You are able to customize the title and the body of text within the app.

➤ **Media**



**Image:** Allows you to insert an image from your Library into your page. You are able to caption the image, hyperlink the image, round the edges, etc. from within the settings area of the app.

**Document:** App which allows you to insert documents into your page by adding a document list title, and adding files from your Library into the document app. You can also enter a file URL from a third party that is viewable to the public and title it accordingly. Within the app, you have the ability to rename your documents, create folders and associate documents to a folder.

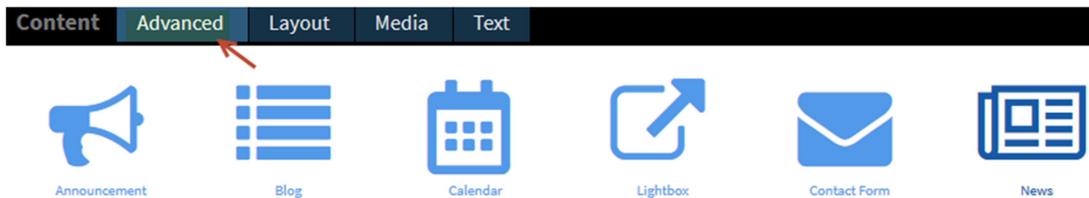
**Slideshow:** App which allows the display of pictures that will rotate through each image on a predetermined cycle. You are able to easily pull an image from your Library, add a title and description, select slide transition, and assign a background color to your slideshow. You also have the ability to add a text layer and hyperlinked URL button layer to any slide within the slideshow.

**Image Gallery:** Allows you to add images from your Library and display them within a gallery of image thumbnails. When an image is selected, it will display the image and captions within a modal window and allow the viewer to scroll through the entire gallery one image at a time.

**Video:** Allows you to add a video to your page. You are able to title your video and easily add an On Demand Video from your Library, YouTube, or insert a Live Video from your Live Video Source.

**Video Background:** Allows you add a YouTube or Vimeo video as a full-screen background on your page. The video audio is muted. Once the Video Background has been added to the page, you are then able to insert the following Apps on top of it to display accordingly: HTML Editor, Carousel, and Icon.

➤ **Advanced**



**Announcement:** This app allows you to display Announcements on your page from categories that you have created or that have been shared with you. Within the app, you are able to insert a Title, select the number of posts (1 – 20) you wish to display, and associate any Announcement categories you have created within your Manage My Announcements console or any categories that have been shared with you. (NOTE: You will actually create your Categories and Announcement Posts within your Manage My Announcements console from your User Drop-Down Menu.)

**Blog:** This app allows you to display Blog posts on your page from categories that you have created or that have been shared with you. Within the app, you are able to insert a Title, select the number of posts (1 – 20) you wish to display, and associate any Blog categories you have created within your Manage My Blogs console or any categories that have been shared with you. (NOTE: You will actually create your Categories and Blog Posts within your Manage My Blogs console from your User Drop-Down Menu.)

**Calendar:** This app allows you to display your upcoming Calendar events in Month, Week, Day, or List View. Within the app, you are able to select the start day of the week in your display, hide weekends, and create Event Groups and associate them to the calendar. (NOTE: Once the Calendar app has been added to the page and Event Groups created, you will then be able to create your events from the Create Event link beside your Username in the upper right-hand corner 'or' from the Add button on the calendar on the page as long as you are logged in. This keeps you from having to edit the page every time you need to add a calendar event and allows you to update multiple calendars at once.)

**Lightbox:** This app allows you to add content to a modal window after selecting one of the following triggers: Image, Hyperlink, Button, or Timer. You are able to add any of the apps to the Drop Content bar within the modal window. Once the viewer selects the trigger, the modal window displays and requires interaction as the rest of the page is dimmed.

**Contact Form:** Allows you to insert an Online Contact form within your page. You are able to add a Contact Form Name used to distinguish messages received and insert Recipient Email addresses for staff who will receive the form submissions.

**News:** This app allows you to display News posts on your page from categories that you have created or that have been shared with you. Within the app, you are able to insert a Title, select the number of posts (1 – 20) you wish to display, and associate any News categories you have created within your Manage My News console or any categories that have been shared with you. (NOTE: You will actually create your Categories and News Posts within your Manage My News console from your User Drop-Down Menu.)

➤ **Styling Toolbar**

Once an App has been added to an app container, a Styling Toolbar will appear when you hover over the app. This toolbar allows you to add specific style options to your app within the app container.



- **Settings:** You will select this tool for access to the general settings and to manage the app.  
Example: For a Document App, you would select the Settings tool to access the settings and manage the documents.
- **Backgrounds:** Allows you to select and assign a background color from a pre-defined list of color choices to the app container.
- **Top & Bottom Padding:** Allows you to add additional padding to the top and bottom of the app container.
- **Edit Max Height:** Allows you to set a max height for the app container. When the content added exceeds that height, a scrollbar will be provided to view remaining content.
- **Alignment:** Allows you to align the content within the app container as follows: Left, Center, Right.
- **Reload:** Allows you to reload the content of the app.
- **Remove:** Allows you to remove the App from the app container.

