

## Adding Cards

This will cover how to add the card content layout.

### Selecting Card Content Layout

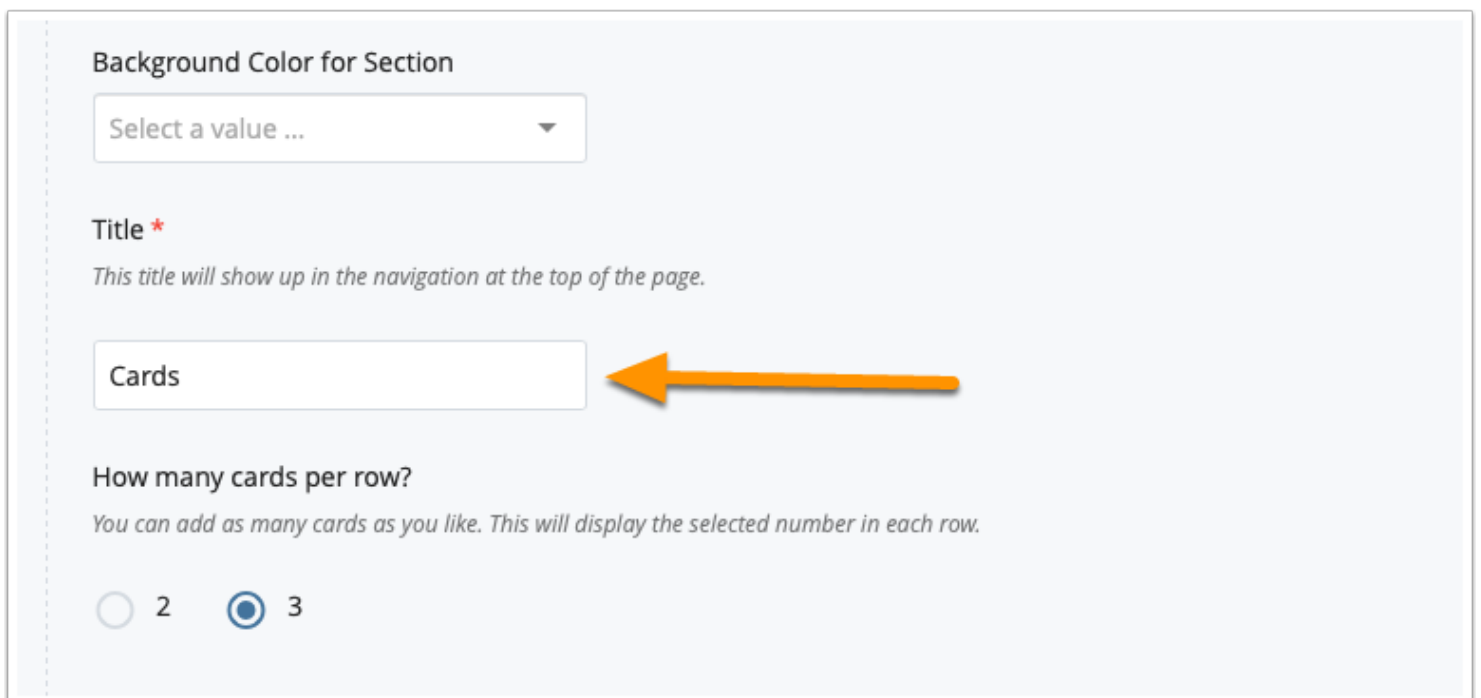
Select the cards radio button to start this content layout



The screenshot shows a configuration panel for a 'Page Section'. At the top, it says 'Page Section (will show up in navigation)' with a dropdown arrow on the left and '(4/4)' with up, add, and delete icons on the right. Below this, under 'Content Layout', there are four radio button options: 'Text/Images', 'Columns', 'Featurette', and 'Cards'. The 'Cards' option is selected, and a large orange arrow points to it from the right.

### Title the Section

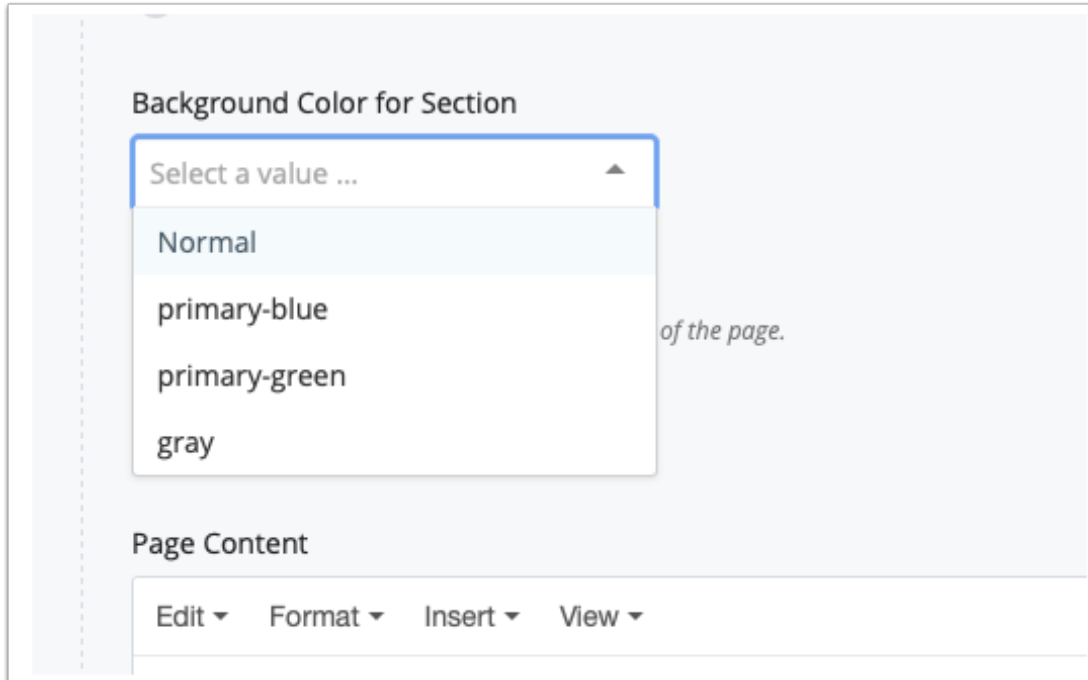
This is an important step. This is the title for the section that will show up in the navigation menu at the top of your web page.



The screenshot shows the 'Title the Section' configuration panel. It has a 'Background Color for Section' dropdown menu with 'Select a value ...' and a downward arrow. Below that is the 'Title \*' field, which is required. A note below the title field says 'This title will show up in the navigation at the top of the page.' The 'Cards' text is entered in the title field, and a large orange arrow points to it from the right. At the bottom, there is a question 'How many cards per row?' with a note 'You can add as many cards as you like. This will display the selected number in each row.' There are two radio button options: '2' and '3'. The '3' option is selected.

## Background Color

You are also able to choose from a list of background colors to add color to your site. This is an optional setting.



# Adding Cards

## Cards Per Row

The maximum amount of cards per row is 3. There is no limit to how many cards you can put on a page though.

**Background Color for Section**

Select a value ... ▼


**Title \***

*This title will show up in the navigation at the top of the page.*

Cards

**How many cards per row?**

*You can add as many cards as you like. This will display the selected number in each row.*

2    3 

## Text Alignment

You can have the card text (title, content, button) either left justified or centered.

**How many cards per row?**

*You can add as many cards as you like. This will display the selected number in each row.*

2    3

**How do you want the card text aligned.**

Left    Center

# Adding Cards

## The Card Itself

You can add more cards to your page by clicking on the green plus at the top right corner. Remember there is not a limit, but each row will contain as many cards as you selected. Each card has an optional image, title, text, and button. Fill in the pieces you want to show.

▼ Cards +

Top image

Alternative Text for Image

*Used to describe image content. Image will not show without this. For guidance on deciding what text to put vitas the website <https://webaim.org/techniques/alttext/>*

Card Title

Card Text

Edit ▼ Format ▼ Insert ▼ View ▼

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Do you want a link button at the bottom of your card?

Yes  No

# Adding Cards


## Sample Card

In this example we added an image. Remember to upload the image prior to selecting it. Refer to the tutorial on uploading images. Add the alternative text description if this image is important to the content. For guidance on deciding what text to put visit the website <https://webaim.org/techniques/alttext/>

We also added a title and text for this example.

▼ Cards +

Top image

 ✕

template-training: /img/ssb-courtyard.jpg

Alternative Text for Image

*Used to describe image content. Image will not show without this. For guidance on deciding what text to put visit the website <https://webaim.org/techniques/alttext/>*

Card Title

Card Text

Edit ▼ Format ▼ Insert ▼ View ▼

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Do you want a link button at the bottom of your card?

Yes  No

## Adding Cards

### Add a Button

Click on yes to open the button section. Add text to show on your button. It is important not to use text like click here or learn more. That text is not descriptive to where the link is going. In this example I have Visit Web Development which will go to the web development website on campus.

Do you want a link button at the bottom of your card?

Yes  No

▼ Card Button

**Button Text \***  
*Avoid using common terms like "read more", "click here", or "learn more" as these are not very descriptive titles for a link.*

Visit Web Development

**Button Link \***

<https://www.cpp.edu/it/web-developr>

# Adding Cards

## Additional Cards

You can click the plus button to add more cards. The sample below is a simple version.

Cards (2/3) [Up] [Down] [Add] [Close]

Top image

Alternative Text for Image

*Used to describe image content. Image will not show without this. For guidance on deciding what text to put vitas the website <https://webaim.org/techniques/alttext/>*

Card Title

Card Text

Edit Format Insert View

Undo Redo **B** *I* Formats [List] [List] [Link] [Unlink] [Bookmark] [Image] [Table] [Fullscreen] [Refresh]

Ut sed commodo nisi. Mauris neque dui, mollis a velit sed, egestas laoreet arcu. Cras viverra tortor et nibh ullamcorper rutrum.

Do you want a link button at the bottom of your card?

Yes  No

## Send to Workflow

When you are done editing you can start the workflow process to send the page to the test server.

## What it Looks Like Published

### Cards



#### Student Services

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec tempor turpis eu augue accumsan, nec eleifend nisl sollicitudin. Vestibulum ultricies nisl nec suscipit ornare.

[Visit Web Development](#)



#### Another Card

Ut sed commodo nisi. Mauris neque dui, mollis a velit sed, egestas laoreet arcu. Cras viverra tortor et nibh ullamcorper rutrum.



#### A Third Card

Ut sed commodo nisi. Mauris neque dui, mollis a velit sed, egestas laoreet arcu. Cras viverra tortor et nibh ullamcorper rutrum.