

Basic Cheat Sheet for Cascade Server v.8

Login to: <https://cascade.wm.edu/>

Searchable Help: <https://www.wm.edu/cascade/>

Navigating Cascade Server

Primary navigation (menus) are found in a single row across the top of the screen.

- The **Cascade logo** acts as **Home/Dashboard** link
- The **Site dropdown** takes you to your server:
 - www.wm.edu, business.wm.edu, education.wm.edu, law.wm.edu or vims.edu
- **My Content** links to an enhanced **History** screen
- **Search** shows the most recent 10 items you've selected
 - Type a word or phrase to perform a search within Cascade
- The **circle showing your first initial** houses user preferences & **Logout**
- After you've selected your server from the **Site dropdown**, additional elements include:
 - **Add Content** allows you to create **new** folders, pages and files
 - **Site Content** links to your server's top folder in the **Folder Navigation Tree**
 - The **Folder Navigation Tree** shows your content folders, pages & files
 - **Hint:** Right-click on any item to take action on it directly
 - **Hint:** Item names match the URL path for your site's content
 - **Trash** at the top of the Folder Navigation Tree holds your deleted folders, pages & files for 15 days

Services not in Cascade Server

- **Events** are managed within **W&M Events** at <https://events.wm.edu/>
Contact University Web & Design if you do not yet have an events calendar and would like one, or if you need an Events Listbox created for use in your site.
- **Forms** are managed within **Tribe Responses** at <http://forms.wm.edu/>
Once you have created a form, you can link to it or embed it within your site.
See the Cascade Help pages for details: <http://www.wm.edu/cascade/>

Getting to your content – 2 methods

1. Navigate to your content

- After selecting your server from the **Site dropdown**, use the **Folder Navigation Tree** to locate your site's main folder
- Click on a page or file to select it. To select a folder, click the arrow to the right of its name
- **Hint:** Right-click on any item to take action on it directly

2. Use your History to return to a recent location

- Click **Search** in the top menu bar for the most recent 10 items you've selected, or
- Click **My Content** in the top menu bar for an enhanced **History** screen
- **Hint:** Right-click on any item to take action on it directly
- **Hint:** Hover over any item to see its full path

Edit existing content

- Select the appropriate page or file from the **Folder Navigation Tree** or from your **History** – then choose **Edit** at the top of the preview.
 - **Hint:** Skip a step – Right-click on any item and choose **Edit** directly
- Make your changes
- Click **Save & Preview** – then choose **Submit >> Check Content & Submit**

Upload Images and Files

- Remove any **spaces and capital letters** in your file names **before** importing them into Cascade
- Navigate to and select the documents or images folder
- From the top menu bar, choose **Add Content >> File** (or **Image**)
- Enter the same descriptive text in the Display Name and Title fields
- Drag-and-drop your file/image or click to **choose one** from your computer
- Click **Save & Preview** – then choose **Submit >> Check Content & Submit**

Creating Announcements

- Navigate to and select your Announcements Listing folder
- From the top menu bar, choose **Add Content >> Announcement**
- Complete the applicable fields: Title, Summary, Full Description
- Click **Save & Preview** – then choose **Submit >> Check Content & Submit**
- **Hint:** Announcements are displayed in Cascade's "folder order" – so make sure to order your announcement within the Announcement Listing folder

Add a new Content Page

- Navigate to and select the folder where you wish to add a child page
- From the top menu bar, choose **Add Content >> Folder with Content Page**
- Enter a Folder Name (**lower case, no spaces**)
- Enter the Display Name
- Choose whether or not to display the item in the left menu (checkbox)
- **Submit**
- Edit the index page
- Enter a Title and the content of the page
- Click **Save & Preview** – then choose **Submit >> Check Content & Submit**

Add an image to a page

- In the edit mode of a page, place cursor where the image should be inserted (generally at the beginning of a paragraph)
- Click the **Insert/edit image** button (icon of mountains)
- Click **Choose File** and browse to your images folder
- **Choose** the desired image file
- Enter descriptive **Alternate Text**
- Choose a **Class** to decide which alignment you prefer:
leftwithcaption, rightwithcaption, photoleft or photoright
- Click **Ok**

Create links

- While editing a page, select the text you wish to link and click the **Insert/edit link** button (chain icon)
- For internal links, browse to and **Choose** the desired page or file
- For external links, type the full url (beginning with http://) as the **Link**

Email protection

Automatically create an email address link that hides from Spam-bots

- **Simple example:** [[txjeff]]
 - Enclose a W&M userid in double brackets to generate a link in the form: txjeff@wm.edu
- **Custom example:** [[e|txjeff, Thomas Jefferson]]
 - Again, start with a W&M userid in double brackets
 - Prefix a letter and vertical bar to indicate the email server e| for @email.wm.edu, m| for @mason.edu, v| for @vims.edu, w| for @wm.edu
 - Descriptive text after a comma is displayed as the link text

Publishing – 2 methods

1. Manual, Immediate Publishing

Update your content and make it live

- If you only edited a page or file, you just need to publish that item. **Submit** your edits, then click the **Publish link** above the preview and **Submit**.
- Any time you create, edit or delete a folder it will affect menus on parent, child and sibling pages. For this reason you should select the **parent** folder, choose the **Publish link** above the folder content window and **Submit**.

2. Automated Overnight Publishing

The university's entire web presence is published twice each week, with portions published each night. This ensures edits, including changes to folders, pages, links and names are kept consistent.

Once you **Submit** an edit to any folder or page eligible for publishing, it will be published by the system within 4 days, whether or not you **Publish** it manually.