

## Web page edits in Cascade

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

Searchable Cascade Help: <http://www.wm.edu/cascade>

### Edit an existing page

1. Use the left navigation tree to locate the appropriate index page
2. Click the pencil next to the page or click the page and then the Edit tab
3. Make changes, click Submit

### Add a new page

1. Navigate to the appropriate folder where you need to add a page
2. From the top blue menu bar, choose *New – Folder with Content Page*
3. Enter Display Name
4. Choose whether or not to display the item in the left menu (checkbox)
5. Enter a System Name (**lower case, no spaces**), click Submit
6. Edit the index page
7. Enter a title and the content of the page then Submit

### Upload Images and Files

1. **Remove any spaces in your file names** before importing them into Cascade
2. Navigate to the documents or images folder
3. From the top blue menu bar, choose *New – File (or Image)*
4. Enter the same text in Display Name and Title
5. Browse for the file on your computer then Submit

### Add an image to a page

1. In the edit mode of a page, place cursor where the image should be inserted
2. Click the Insert/edit image button (tree icon)
3. Browse to the images folder and select the desired image file
4. Enter Alternate Text and click Insert

5. To align the image with the text, select the Styles drop down and choose photoleft or photoright (to include a caption choose leftwithcaption or rightwithcaption)

## **Create links**

1. In the edit mode of a page, select the text you wish to link
2. Click the Insert/edit link button (chain icon)
3. For internal links, browse to and select the desired page, Confirm then Insert
4. For external links, click the External radio button, then enter the full url in the Link field

## **Email protection**

1. To protect email addresses from web crawlers, enclose the WMuserid in double brackets.
2. In the edit mode of a page, enter (as an example):  
[[txjeff, Thomas Jefferson]] so the words "Thomas Jefferson" will be clickable and will be linked to mailto:txjeff@wm.edu.

## **Announcements**

1. Navigate to your site's Announcements Listing folder
2. From top blue menu, choose *New – Announcement*
3. Complete the applicable fields: Title, Summary, Full Description
4. Click Submit
5. The display order on the site, is based on the folder order in Cascade; when you add a new announcement make sure to organize the order of the new announcement file in Cascade

## **Publishing**

1. To make page edits available on the web immediately, click the Publish tab then Submit.
2. Changes to the left navigation menu requires a publish of the entire department folder. Navigate to the root folder, click the Publish tab then Submit.
3. The entire W&M website is published twice a week and will pick up any edits as well.