

Navigating Cascade

- 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
- Search shows your starred items & the most recent 10 items you've selected
- 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

Getting to your content – 2 methods

- 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
- 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

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.
- 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 storage 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

Add a new Content Page

- Navigate to and select the folder where you wish to add a new 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)
 - Tip: You can uncheck this box while you work on the page and recheck it when you are ready for it to feature in your menu.
- 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
 - Note: Captions will not appear until you preview your page
- 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 within Cascade
- For external links, type the full url (beginning with http://) as the Link

Publishing – 2 methods

- 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/rename 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.
- 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.
 - Tip: To avoid pages being published before they are ready: click Edit, then click Configure, then uncheck Include When Publishing.
 - 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.