CASCADE CMS
Quick Reference Guide

CASCADE INSIDE BASICS
- Go to https://cascade.rowan.edu/login.act.
- Enter your Username and Password.
- From your dashboard, you can customize the widgets that display.
- Navigate to your Site utilizing your site dropdown.
- to pre-populate vendor information.

CREATING NEW CONTENT
- Select the Add Content icon/drop down menu.
- Select the new type of content you would like to create.
- New Banner Image
  - Image to be used at the top of a page.
  - Will be placed in the "_images" folder on your site.
  - Drag and drop or select from computer.
  - Can do basic image editing through Advanced Editor.
- Link to External Web Page
  - Links to content outside of Cascade CMS.
  - Links can be stored in your site.
- Add a New File
  - Upload PDFs, Word docs, Excel sheets, PowerPoint presentations or other files.
  - Stored within the "_docs" folder on your site.
  - Drag and drop or select from computer.
- Add a New Folder
  - Organize content by topic or audience.
  - Name for site content tree, plus part of URL for any pages in the folder.
  - Include in Left Navigation.
  - Restart Navigation.

IMPORTANT NOTE
To link to a page or a document repeatedly, but only update in one central location, create and store the external link on your site, then use the embed link using Content Editor (rather than typing the link directly into editor).

NEW IMAGE
- Image to be used at in your site.
- Will be placed in the "_images" folder on your site.
- Drag and drop or select from computer.
- Can do basic image editing through Advanced Editor.

NEW SUBSITE
- Creates a folder with a starter page and setup block within it.
- Include in Left Navigation (yes, so visitors can find it through main site navigation).
- Restart Navigation (yes, so will restart for your new subsite).

IMPORTANT NOTE
Your new folder will appear in your Site Content Tree and will automatically publish to the live site on the following Monday Morning (unless you withhold a page from publication).

NEW PAGE
- Name in the site content tree and the final part of the URL when published.
- Drag and drop or select from computer.

IMPORTANT NOTE
Do NOT allow Cascade to choose the name of your page or it will not carry distinct information for search engines. If the page will be the main landing page AND you want it to appear on your navigation, you MUST name the page “index” and be sure that name is all lower case.
CREATING NEW CONTENT

- **New Form**
  - Create a new directory (folder).
  - Decide receiving via email or file or both.
  - Create asset to store submissions (if receive to file).
    - Select **Form Results** from **Add Content**.
    - Place in the directory you created.
  - **Select Form** from **Add Content**.
  - **Name** in the site content tree and the final part of the URL when published.
  - Place in directory you created.
  - **Select how form stores submissions**.
    - Select **Form Results** file that you created if saving to file.
  - **Enter email address being sent from, email subject and addresses of those receiving results if emailing results**.
  - **Add any Form Instructions**.
  - **Add Form Items**
    - Use green plus icon to add additional field to form.
    - Can rearrange using arrows.
  - **Select Field Type** from dropdown.
  - Designate whether field is **required** or not.
  - **Specify label on Submit button**.
  - **Enter Form Confirmation Text**.

EDITING PAGES IN CASCADE

- **Navigate the site content tree and select page to edit**.
- **Select Edit option on top of screen**.
- **You can edit the following field**
  - **Display Name** (shortened label for breadcrumbs)
  - **Title** (used to display on web browser tabs and in URL)
  - **Display Navigation**
  - **Include in Left Navigation**
  - **Banner area**
    - **Image File**
    - **Alternative Text** (for banner image)
  - **Main Content**
    - **Heading** (text displayed above main content of page)
    - **Content** can be added/styled by using various options in editor, including Bold, Italics, Linking and Media Embeds.
  - **Add Features**
    - Columns or boxes beneath body text on page.
    - **Standard Features** limit content and require a link to a page. Good for drawing visitors further into site.
    - **Full Background Features** add different length columns of information, but do not need to link to other content. Good for images, links, lists and paragraphs.
    - 2 features or 3 features to a row.

IMPORTANT NOTE

Pages can only contain one kind of feature; they cannot be mixed.

PUBLISHING PAGES IN CASCADE

- **Once you have added and submitted a new or edited asset, your changes need to be published**.
  - Publish immediately.
  - Let Cascade automatically publish on following Monday.
  - **Publish Page**.
  - **Publish Whole Folder**.
  - Check published work on live site.
    - Click **More** button and **Live** option from dropdown.
  - **Withhold from Publishing Page**
    - **Edit** and select **Metadata**.
    - Change “Start Date”.
    - Save and Submit again.
  - **Withhold from Publishing Directory**
    - Select directory, **Edit**.
    - Choose **Properties**, deselect “include when publishing”.

IMPORTANT NOTE

Have to manually reselect “include when publishing” to publish again.