

## Cascade Server CMS Quick Start Guide

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### 1. How to log in

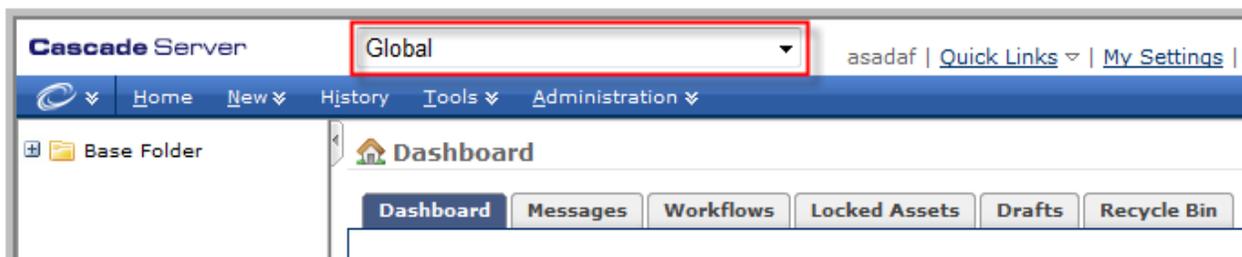
To log into the Content Management System (CMS), go to this web address:

<https://cascade.itap.purdue.edu/>. Use your Purdue career account ID and PW in the login screen that appears.



The screenshot shows the 'Log In' page for Cascade Server. At the top left, the text 'Log In' is displayed in a bold, dark blue font. To the right of this text is a small circular help icon. Below the header is the Cascade Server logo, which consists of a blue swirl icon followed by the text 'Cascade Server' in a dark blue, sans-serif font. Underneath the logo is a 'Welcome' box with a light blue border. Inside this box, there are four elements: a 'Username' label followed by a white input field, a 'Password' label followed by a white input field, a 'Remember me' checkbox, and a 'Log In' button with a grey gradient and white text.

After logging in, you need to select your website from the site selector dropdown box.



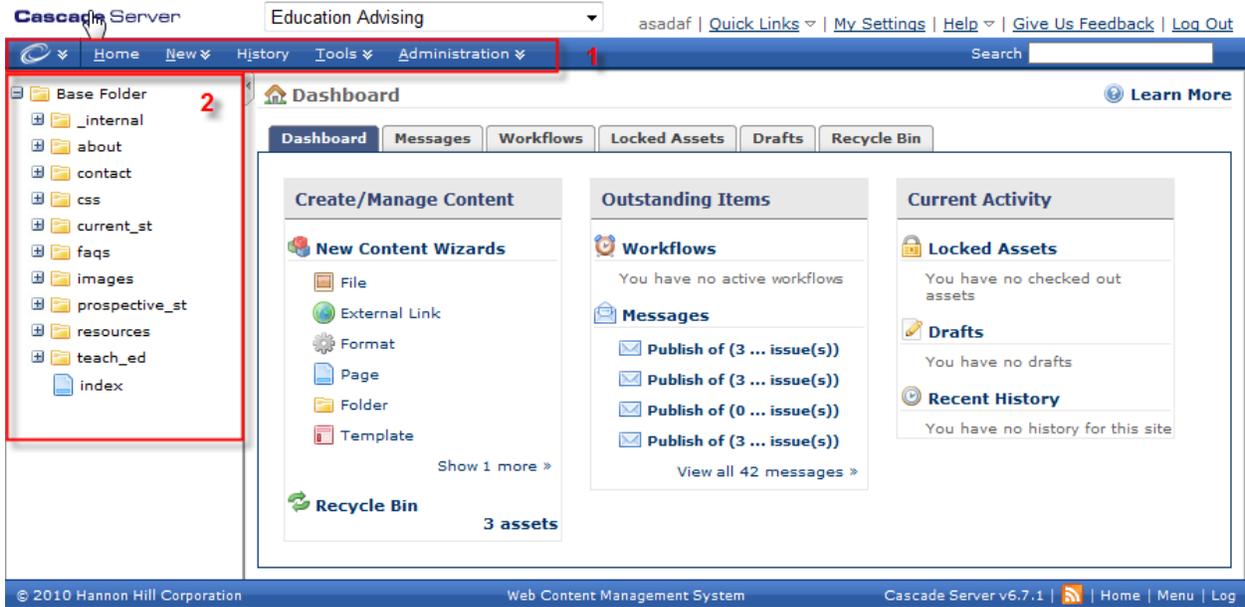
Now you will see 2 ways to interact with Cascade CMS:

1. **Main Menu:**

The menu bar is the primary way to create new content. The "New" menu has predefined templates to create new pages for your website. It is also how you upload files or create new folders.

2. **Asset Tree:**

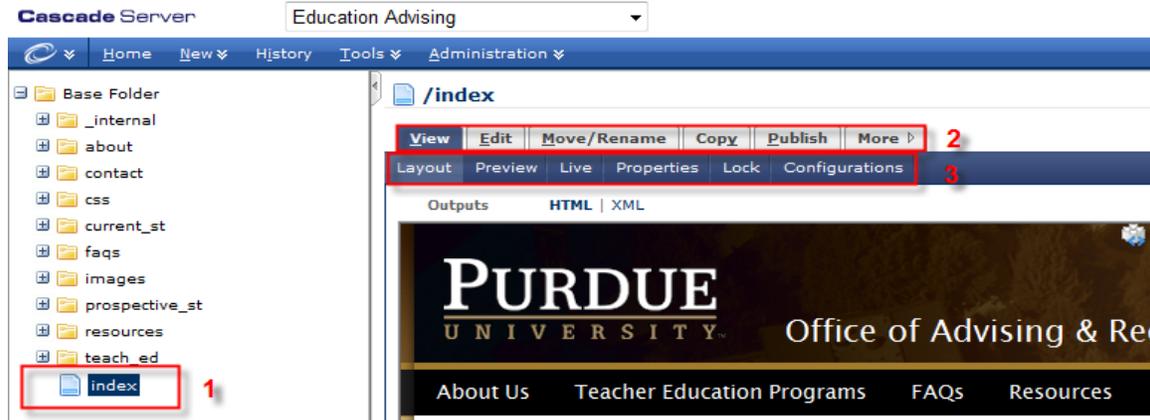
The Asset Tree is used for getting around a website. Like other content editors, files are organized into folders, which can be expanded or contracted.



## 2. How to open a page

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Click on the file name (see 1) on the left to begin editing. Please wait for the Editor Window to fully open and load. Once the TOOLBAR buttons appear in the Editor Window, you will interact with it using Page Tabs (see 2) and Content Pane (see 3).

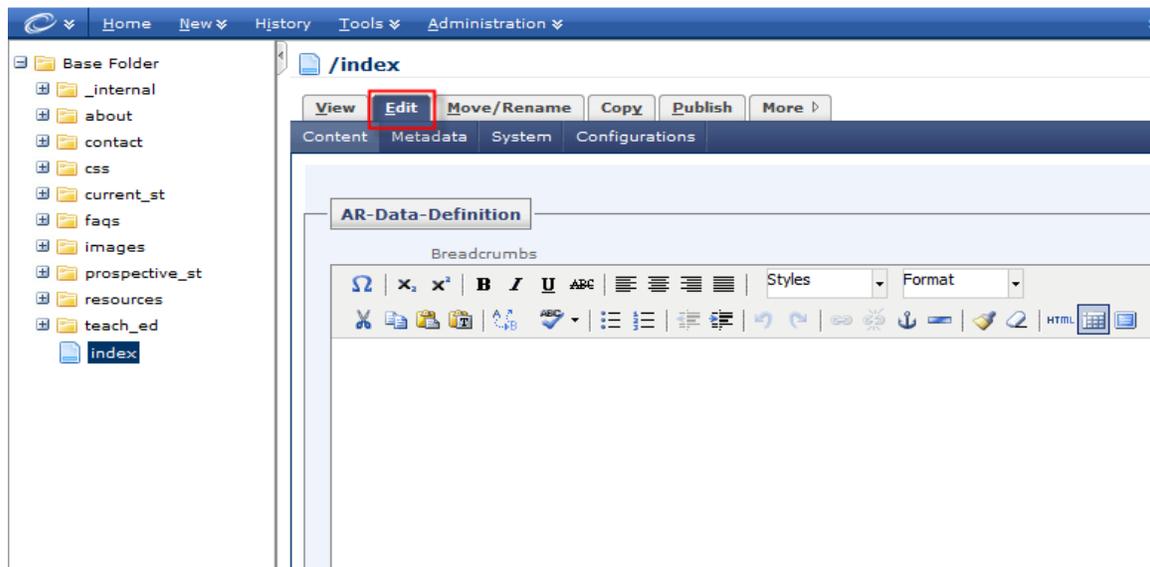


## 3. How to edit a page

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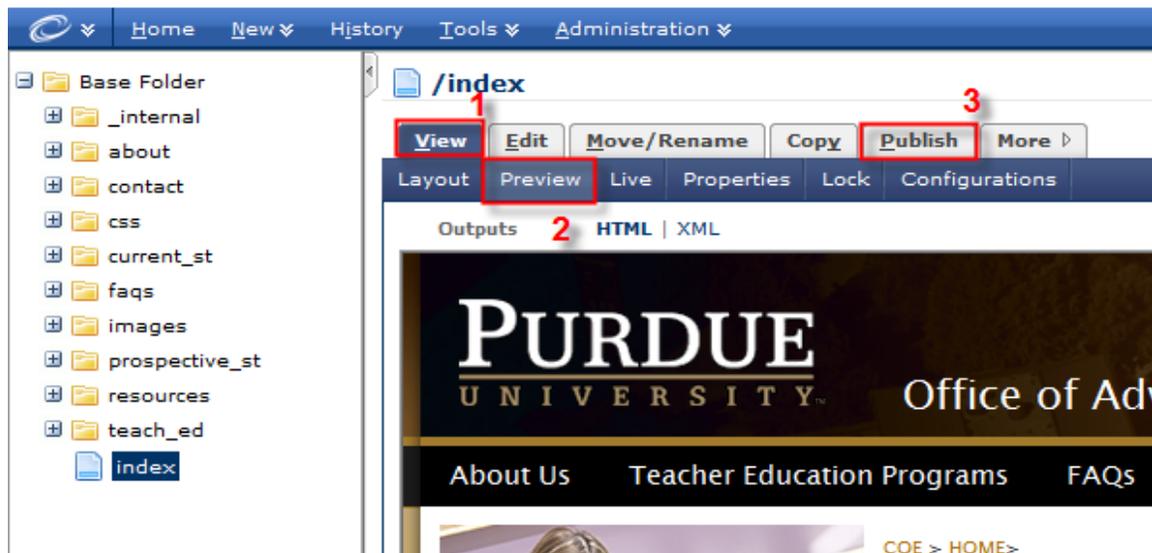
To edit a page, click the **Edit** tab. You can now begin editing text using the formatting buttons to style your text, similar to what you see in Microsoft Word.

1. Enter information in the Content area.
2. Depending on what template you are using, the content area is broken down into several blocks. **Breadcrumbs** Block display the breadcrumbs at the top of the page, **Title** Block displays the title of the page, **Body** Block display content in the center of the page, **Quicklinks** Block displays on the left column of the page, etc.
3. Once you have entered the content, click **Submit** or **Save Draft** to save your information button at the bottom of the page.



**TIP:** If you find it difficult to enter your content in the small text area, click the full screen icon toggle to invoke full screen editing mode. To exit full screen editing mode, click the full screen icon again

- After editing, you can click **View** tab (see 1) to view the page in Cascade.
- Then you can click **Preview** from the content Pane (see 2) to view the page as it will look in the browser.
- After making sure everything looks the way you want, then you can click **Publish** tab (see 3) to make your changes go live.

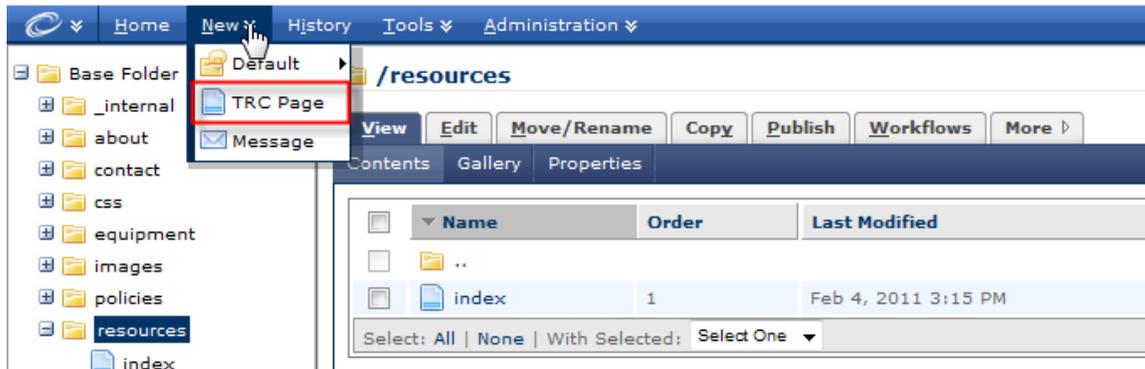


#### 4. How to create a new page

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To create a new page, follow these steps:

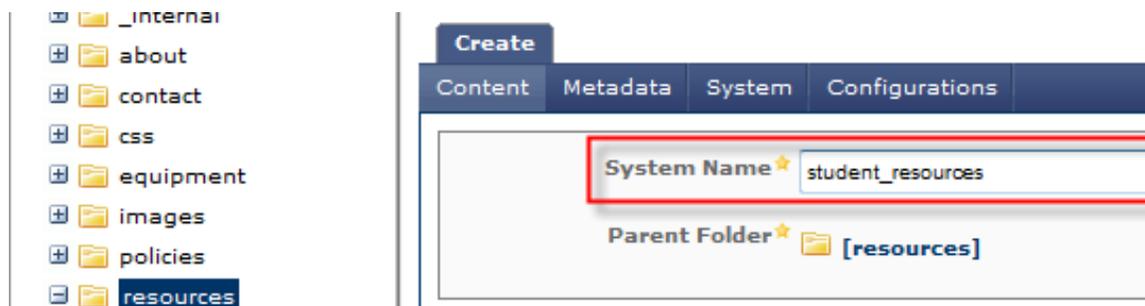
1. Select the folder where you want to create a new page.
2. From the **Menu** bar select **New**. Then select the page type (e.g., TRC Page)



3. Type in the **System Name** into the field. This is not what will show up on the website but what that particular page is named in the CMS.

**NOTE:** Keep the following in mind when creating a system name:

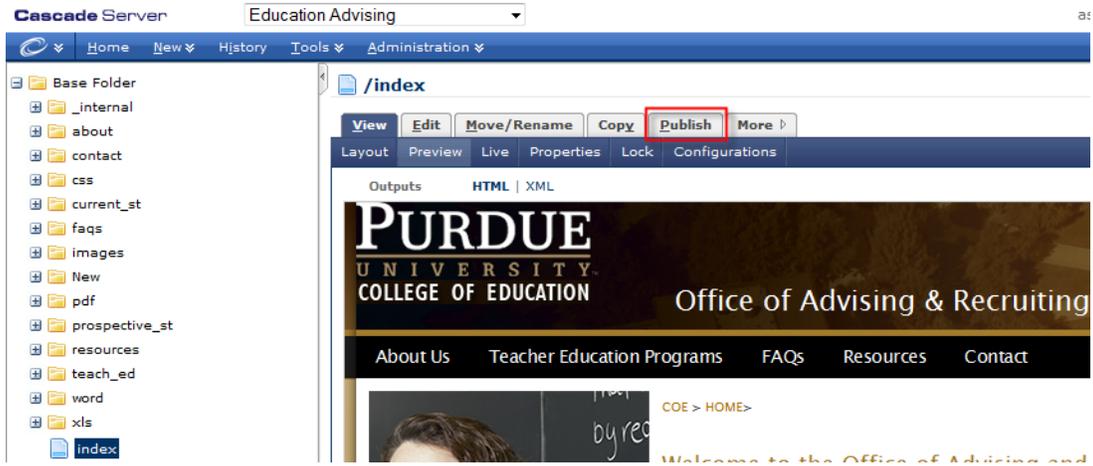
- Use lowercase text
- Do not use spaces, punctuation or special characters
- Avoid long names.
- If two words are required, use a dash or underscore in-between (e.g. student\_resources)
- If this is the primary page in the site or folder, use the name index



4. When you have completed your page, you can do one of the following:
  - a. Click **Submit** to save the file and launch the Spelling, Links and Accessibility check, if they are turned on
  - b. Click **Save Draft** if you need to return to the file to make more edits. By choosing Save Draft you won't be switched out of Edit mode and your work will not be committed to the active version of the web page until you are done and click Submit.
  - c. Click **Cancel** to abort any changes you made
5. Click **Submit** to save the page.

## 5. How to publish a page

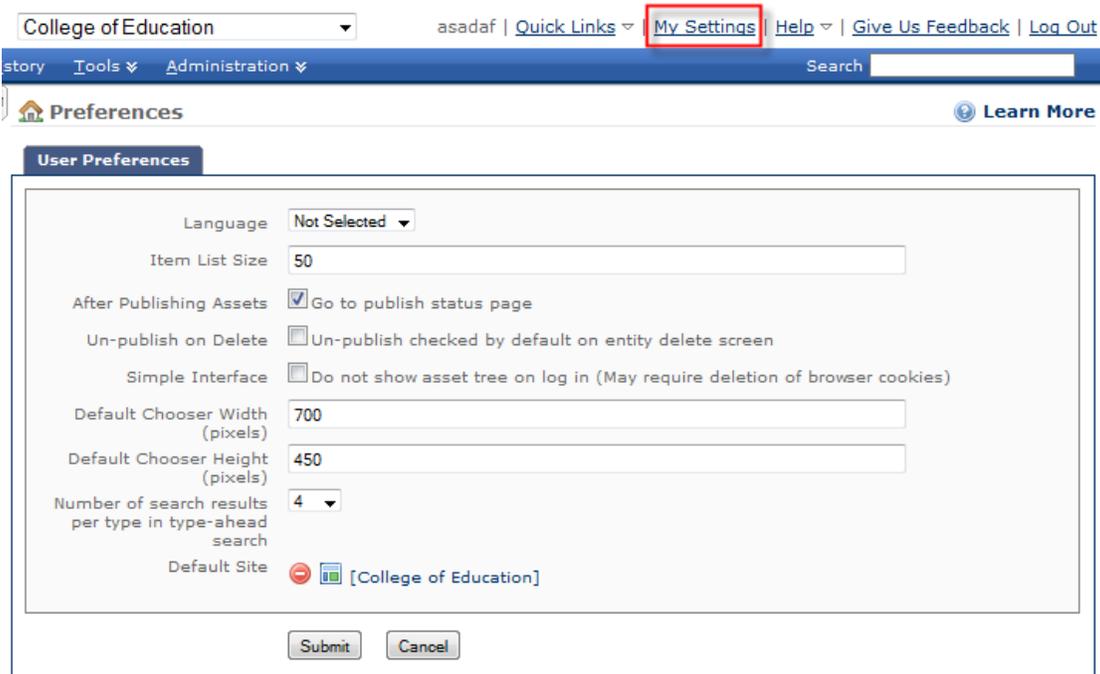
When a page is saved using the "Submit" button, it does not immediately get published to the live server. To make a change live use the "Publish" tab.



## 6. How to change settings to view publish status page

After publishing your page, you can view your publish status by looking at the publish status page. Follow these steps to change your settings:

- a. Click **My Settings** link at the top of the page.
- b. Check **After publishing Assets** checkbox
- c. Click **Submit** button.



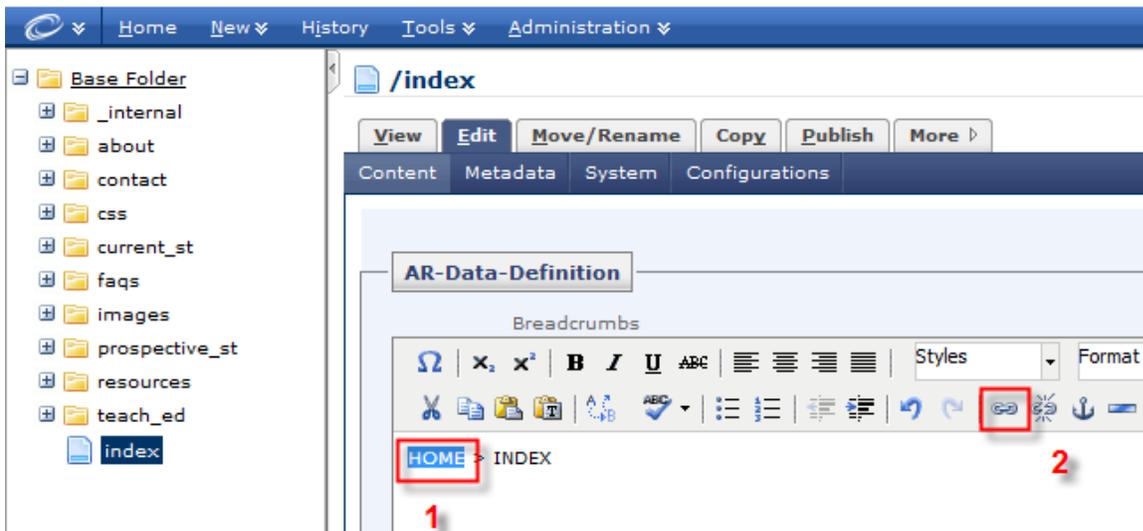
## 7. How to create a hyperlink

When creating links, keep this in mind:

**NOTE:** Don't use the text "click here" for the links; ADA compliance requires that links provide clear information about where the link will take the user. The links to files should include information about the file type (e.g., Academic Calendar [PDF]).

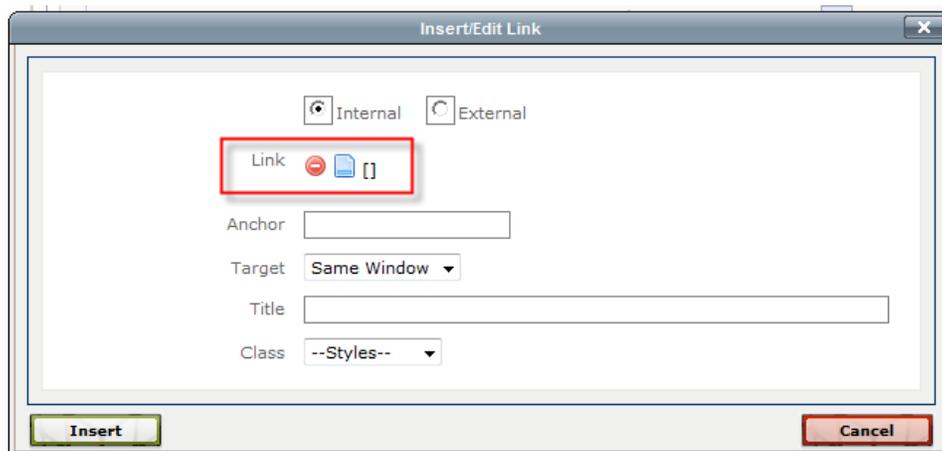
To create a link, follow these steps:

1. Select the text (see 1) you want to link.
2. Click the **Create/Edit Link** button (see 2). The Insert/Edit Link window will appear.

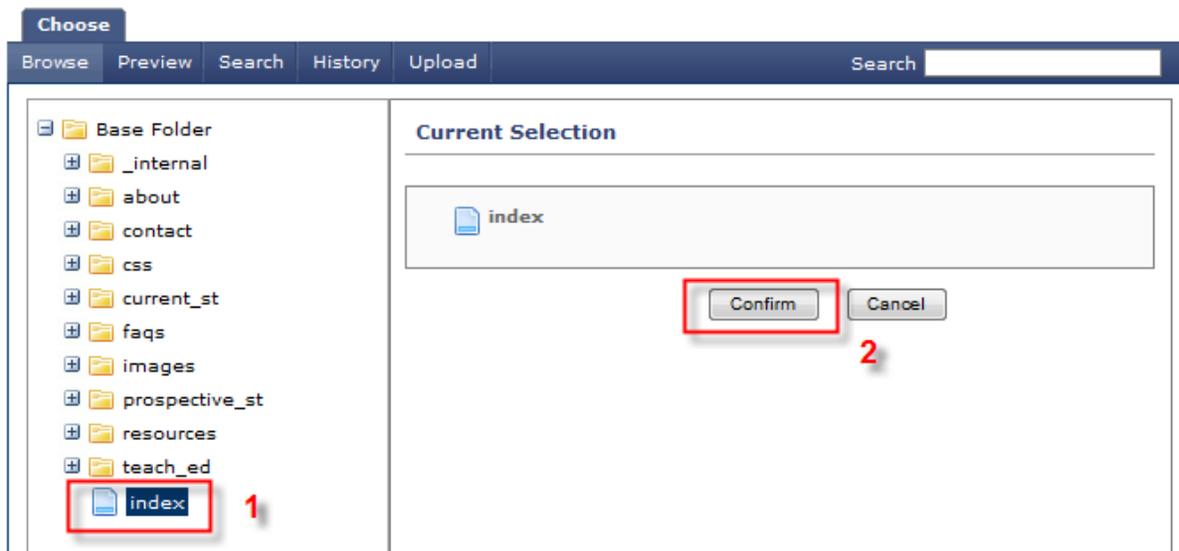


### To create an internal link

When the link window appears (see below), select the **internal** radio button. Then click the blue page icon. If you are editing an existing link, you can also click the page name.



Select the page you want to link to using the Asset Tree (see 1) and click **Confirm** (see 2). Then, click on **Insert** in the link window to finish.



### Create an external link

To create an external link, click the **External** radio button in the link dialog box. Enter the full URL (including http://) in the URL box. Click **Insert** when finished.

### Create an email link

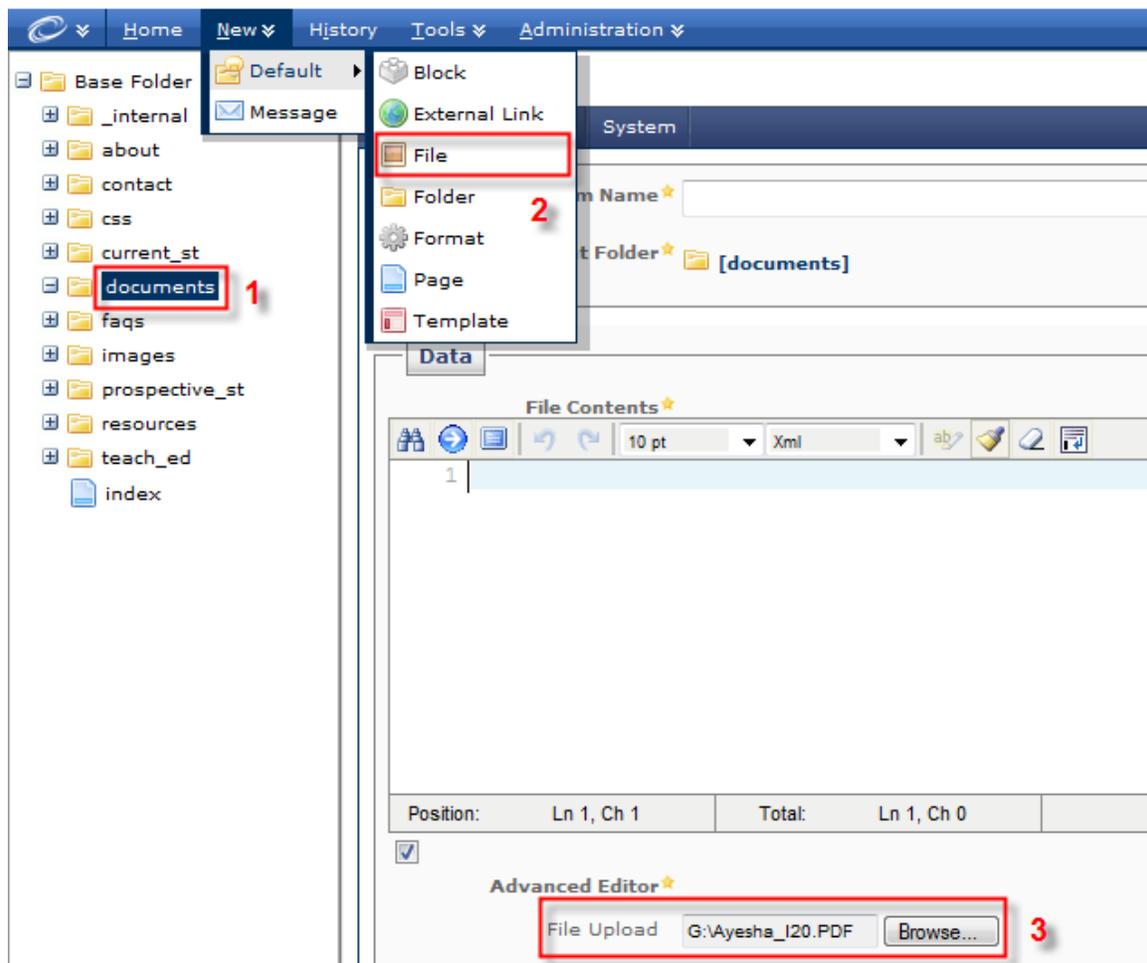
Email links are a special type of external link. To create an email link, go to the **External** tab and type "mailto:emailaddress@purdue.edu". Email links must begin with "mailto:" and end with the email address you're linking to.

## 8. How to upload a file/image

Files (like PDFs, images, or documents) are uploaded via the File item in the Main Menu.

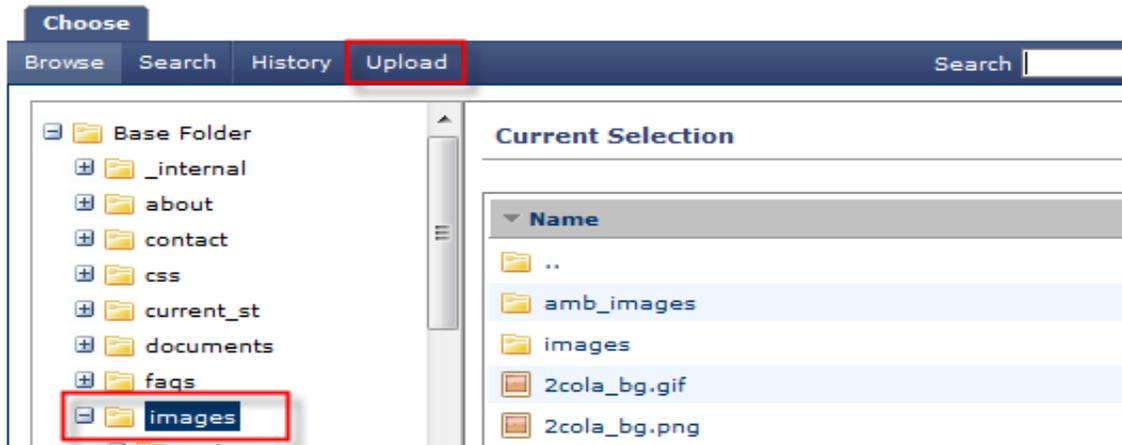
1. Select the folder in which you want to upload the file/image (see 1).
2. Select **New** from the main menu and then **File** (see 2).
3. Click the **Browse** button to upload the document and locate the file on your computer you want to upload (see 3).
4. Click **Submit** to upload the file to the CMS.

**NOTE:** The CMS will save the file to the currently selected folder, but you can change this via the **System** pane.



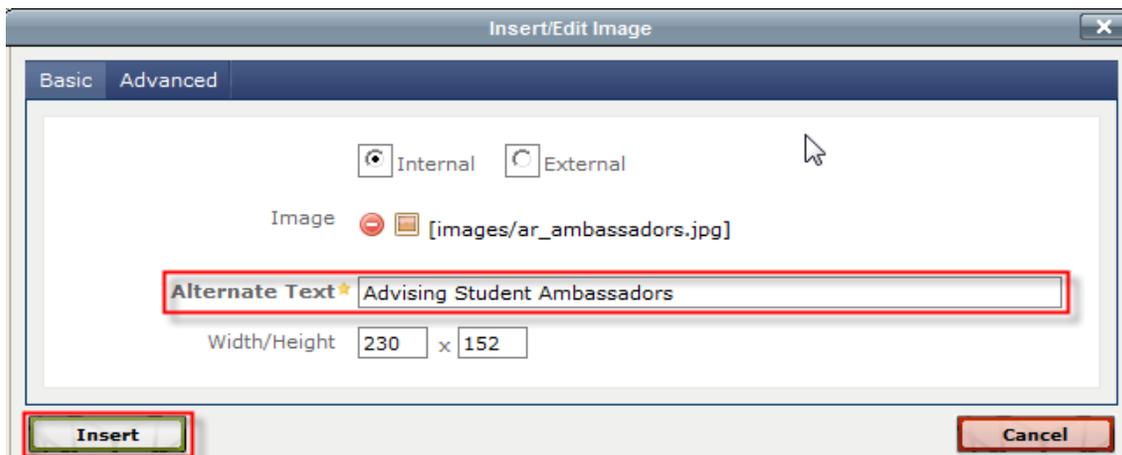
## 9. How to insert an image

1. Place your cursor where you would like the image to appear. Click  **Insert/edit image** icon. The Insert/edit image window will appear.
2. Select the **Internal** radio button
3. Click the  **Browse** icon to navigate to the image you wish to use. Most sites should contain an "images" folder.



4. Select from one of the images in that folder or select the **Upload** link if you want to add an image from your local computer. Locate the image on your computer, select it, then click **Upload** button. Then click **Confirm**.
5. Set the following properties:
  - **Alternate Text:** Use descriptive text for images. The alt (e.g., Advising Student Ambassadors).

**NOTE:** ADA compliance requires that the Alternate Text box not to be left blank and be clear in the explanation of the image. Alt attribute provides information when an image cannot be seen (e.g. for assistive technology, person with disability, and browsers with images turned off to increase loading speed).



6. Click **Insert** to add the image.