Quick Guide to the Cascade Server
Content Management System (CMS)
Faculty Edition
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Requirements
Cascade Server offers full support for all major browsers, including Internet Explorer on Windows and Netscape/Mozilla/Firefox on Windows, Mac, Linux, and Solaris. Safari on Mac is supported for all features except the WYSIWYG editor.

Logging Into the CMS
To access Cascade Server, point your browser to: https://cascade.waubonsee.edu/.

Enter your user name and password, which is your X-number and regular Waubonsee network password. Click “Login” to proceed into the system. You must use a capital X when entering your X-number.
Information Architecture/Folder Structure

Cascade refers to any component used to generate content as an asset. All pages, files, external links, folders and templates are considered assets.

These components are all arranged within the asset tree, which will always be available in the left column within Cascade Server. The asset tree displays the folder navigation and a presents a hierarchical view of the website’s assets.

To expand any folder and see its contents, click on its name or the + sign next to it.

Note: The left column can be hidden by selecting the small arrow attached to the right column. Clicking this arrow a second time will make the directory visible again.

Understanding Page Hierarchy and Relationships

Relationships are defined by the location of an item within the asset tree structure. These relationships dynamically generate the .edu site’s left column and breadcrumb navigation.

- Parent - An item which contains another.
- Children - Items which are contained within another item.
- Sibling - Items which appear on the same level (have the same parent).

- The breadcrumbs show the current page, as well as a listing of all its “ancestors” from the “oldest” to the “youngest.” This is the shortest route back to the home page.
- The left column navigation shows the “parent” of the current page as well as its “siblings.” If the current page has “children,” they will be nested and listed beneath the current page.
Navigating to the Intended Asset Location
Before creating an asset, you should navigate to the place within the information architecture/tree structure where you’d like it to reside.

To Navigate to the Indented Asset Location
1. Click the “Home” link within the Primary Navigation (the horizontal strip along the top of the page).
2. Select the “+” symbol next to the “Base Folder” in the upper left-hand corner.
   a. This will expand the tree and show you files located within the site.
   b. NOTE: Once permissions have been setup, you may have limited access to the pages that you can view, access, or edit.
3. Using the tree structure, browse to the “parent” folder of where you would like to create a new “child” page or folder or upload a new file.

Editing your Faculty Profile

To Edit your Faculty Profile
1. Select the “index” page under your main folder.
2. Select the “Edit” tab and change the fields as necessary. You will need to upload a head shot to add your profile photo.
3. Content on the profile page is created in a tabbed interface to provide a maximum amount of information on one page without a large amount of page scrolling.
4. To add additional tabs to the page, click the + symbol in the upper left-hand corner of the “Body Copy >> Tab Content” section of the page. Each tab has a field to enter a header (the name of the tab), and the content of the tab. There is a limit of 4 tabs on the page.
   *Note: Please do not delete this page as it acts as your home page. If you delete this page, a new one will need to be created for you.

Creating a New Faculty Page

To Create a Faculty Page
5. Select the “New” link from the Cascade Server primary navigation.
6. Select “Faculty” from the drop-down menu and click on the “Folder with Faculty Page” asset factory.
7. In the “System Name” field, enter a short title, using all lowercase letters and no spaces. This name will be used to identify the folder only within the Cascade system.
8. Check the “Parent Folder” field to make sure the asset will be located where you want it. If the correct parent folder is not listed, browse for it by clicking on the field and then select a folder from the tree structure.

9. In both the “Display Name” and “Title” fields, enter the text that will identify the page in the site’s navigation.

10. Click the “Submit” button at the bottom of the page.

11. You will now see your new folder selected within the information architecture view in the left column. You will also see an “index” page asset located directly beneath that folder.

12. Select the “index” asset located directly beneath your newly created folder.

13. You should now see a preview of your page within the right window pane.

14. Select the “Edit” tab located within the right window pane.

15. You will now see the standard editing form allowing you to add content to your new page. This form will have multiple fields allowing you to place content directly within the current page or reference information that exists elsewhere in the site via browsing.

16. In both the “Display Name” and “Title” fields, enter the text that will display at the top of the page and in the browser bar.

17. In the “Main Content” group, enter the page text in the “Page Text” WYSIWYG editor. **Note: Do NOT copy and paste from a Word document. Instead, type content directly into the CMS or copy and paste from Notepad.**

18. Click the “Submit” button at the bottom of the page to create the new Faculty Page.

**Page Components**

When creating a new page, the only required fields are “Display Name,” “Title,” and “Page Text,” but there are several other fields and options.

**Inline Metadata Group**  
“Display Name” and “Title”: these required fields contain the title that will display at the top of the page and in the browser bar

**Tertiary Group**  
“Page Header”: this is where you choose the long rectangular image that appears as a banner at the top of the page. M&C will create these images and upload them into the CMS under /images/banners. You may also create your own banner images but we ask that you size them to 940 pixels wide by 150 pixels tall to preserve the integrity of the page design.

“Main Content”: this area contains one field — “Page Text.” This is where the main page content lives. See next page for explanation of the WYSIWYG editor.
Page Text Editor
The Cascade Server software utilizes a WYSIWYG editor (WYSIWYG is an acronym for “What You See Is What You Get”). It is has a wide range of functionality, and the features are similar to most word processing software.

Editing Tools

- **Insert Special Characters** – Inserts characters like copyright ©, trademark ™, etc. A dialog box with a host of selections will assist you.
- **Subscript** – This makes text a subscript.
- **Superscript** – This makes text a superscript.
- **Bold** – Bolds text.
- **Italic** – Italicizes text.
**Underline** – Underlines text. It is highly recommended that editors limit the use of this tool because underlining is universally associated with hyperlinks on a web page. Bold and/or italics are better ways to emphasize text on a web page.

**Strikethrough** – This tool puts a strike through text.

**Flush Left** – Left-aligns text.

**Flush Center** – Centers text.

**Flush Right** – Right-aligns text.

**Flush Justify** – Justifies text.

**Styles** – Applies a style sheet to the selected text.

**Format** – Applies formatting to selected text. *e.g.* Heading 1, Heading 2, etc.

**Cut** – This will cut selected text out for pasting later.

**Copy** – This will copy selected text out for pasting later.

**Paste** – This will paste text that has either been cut or copied.

**Paste From Word** – This will paste content that has either been cut or copied from Word and usually will retain the same text formatting. We do NOT recommend using this tool. Instead, type directly into the CMS or cut and paste from Notepad.

**Find and Replace** – This tool will find the entered text, then if desired, replace it with the text entered.

**Spellcheck** – Checks your spelling.

**Unordered List** - This tool inserts a bulleted list.

**Ordered List** - This tool inserts a numbered list.
**Indent** – Indents text.

- This can be useful to
  - Create a sublist

**Outdent** – Outdents text. This can be useful to break out of a sublist.

**Undo** – Cancels the action you just performed.

**Redo** – Basically this will undo an Undo.

**Insert Link** – This will insert a hyperlink. See next page for more detailed instructions.

**Remove Hyperlink** – Removes hyperlink from selected text.

**Insert or Edit Anchor** – This will insert or edit an anchor.

**Insert or Edit Image** – This will allow you to insert an image that already exists in Cascade or upload an image to Cascade to be inserted into your page.

**Horizontal Rule** – This creates a horizontal line to divide the text.

**Insert Table** – This will insert a table into your page. We do not recommend using this tool as tables are not considered an accessible way to lay out content. If you do use a table, we recommend editing the HTML directly rather than using the Insert Table tool.

**Clean up messy code** – Removes unneeded coding syntax.

**Remove formatting** – Deletes text formatting.

**HTML** – Edit HTML source code.

**Toggle guidelinelines/invisible elements** – A realistic view of your page while creating it.

**Toggle fullscreen mode** – Change to fullscreen view.
**Insert a Link (internal or external)**

1. Open a page to edit in the Rich Text Editor and select the text you would like to link.
2. Select the Hyperlink icon available in the upper toolbar and the Insert/Edit Link dialog box will appear.
3. Select the Internal or External tab.
4. Fill out the remaining fields and click “Insert”
   - To find a file, image or internal page within the CMS, click on the browse button.

Note: All internal links can use “Same Window” as their target. Links to external sites or files should use “New Window” as their target for usability.

![Insert/Edit Link Dialog Box](image)

**Upload a File**

*Note: To insert a link to any type of file (.doc(x), .pdf, .ppt, etc.) or to insert an image into your page, the item must first be uploaded into Cascade Server.*

1. Select the “New” link within the main navigation.
2. Select “Faculty” from the drop-down menu and click on “File.”
3. You do not need to enter a “System Name” unless you want it to be different from the uploaded file’s name.
4. The parent folder should be set to a folder within your faculty site’s folder structure.
5. In the Data section, browse to the file to upload.
6. Click “Submit” when complete.
7. You can now link to the file as you would any other internal link or insert the image into your page. Remember to set the target as “New Window.”
Editing an Existing Page

To Edit an Existing Page
1. Select your existing page (usually “index”) from within the tree view located in the left hand column.
2. Select the “Edit” tab located within the right window pane.
3. Make any required changes within the form fields.
4. Click the “Submit” button at the bottom of the page to save the existing page.

Other Tips
- Remember to copy and paste content from Notepad instead of Word, or key it directly into the CMS.
- The [Enter] key in the Text Editor will create a new paragraph or paragraph tag in HTML <p>. The [Shift] + [Enter] key in the Text Editor will create a line break or break tag in the HTML <br />.
- Do NOT use tables to format your text in the text editor.
- Create all of your content and layout in the page text field before adding styles such as bold and italic. This helps prevent a strange behavior of the WYSIWYG editor where all text gets the bold and italic style and must be corrected in the HTML.