Log-In

Web address (URL): https://agnesscott.cascadecms.com

1. Use your Agnes Scott network <u>Username and Password</u> to login
2. Click "Login"
   - ❖ You'll be directed to the Dashboard/Opening Screen
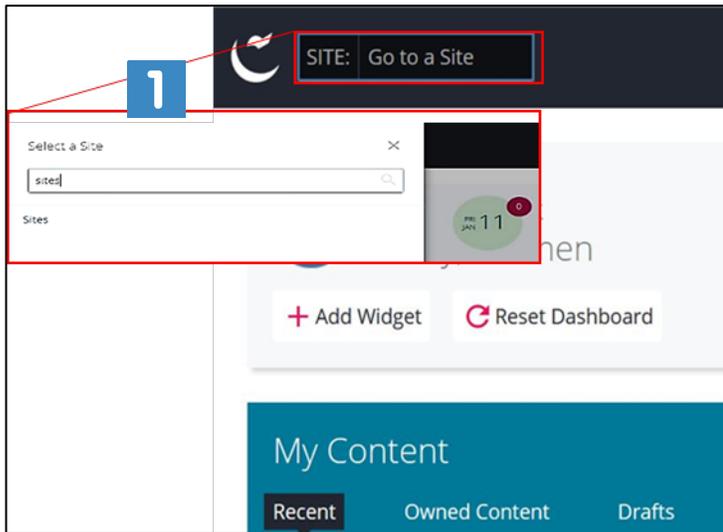
Dashboard/Opening Screen

Navigating the Dashboard:

A. Search for Sites

B. Your content and drafts

C. Help and reports

D. Task (once we establish a workflow)

E. New Content quick link for specific site

*You can organize and change the layout of your personal widgets

Find Content

❖ Search "Agnes-Scott" for top level **(tier 1)**

❖ Search "Sites" for academic / administrative departments **(tier 2)**

*Other sites are set up individually

1. Search in the "Go to a Site" to find your content
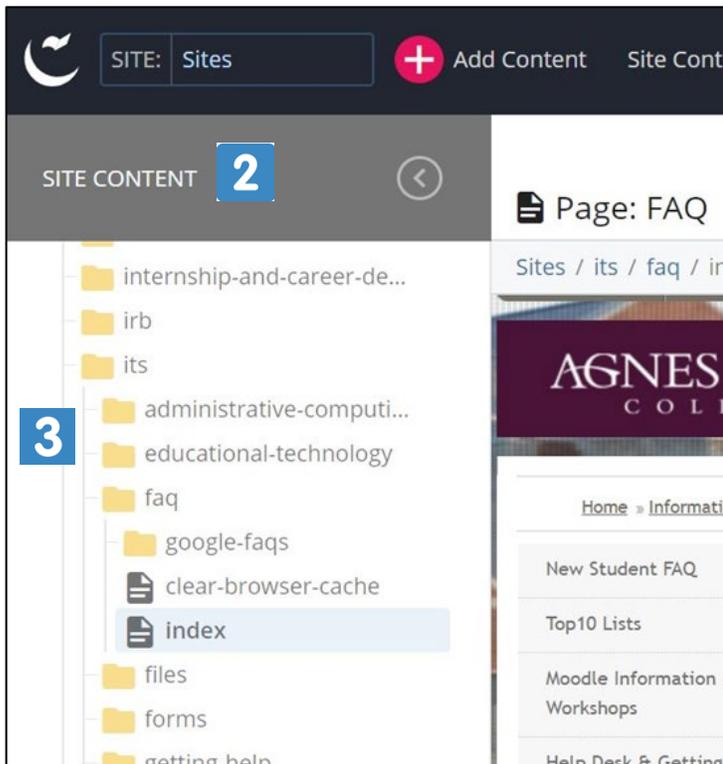
2. Use the "Site Content"(listed in the left sidebar) to locate you web page or folder
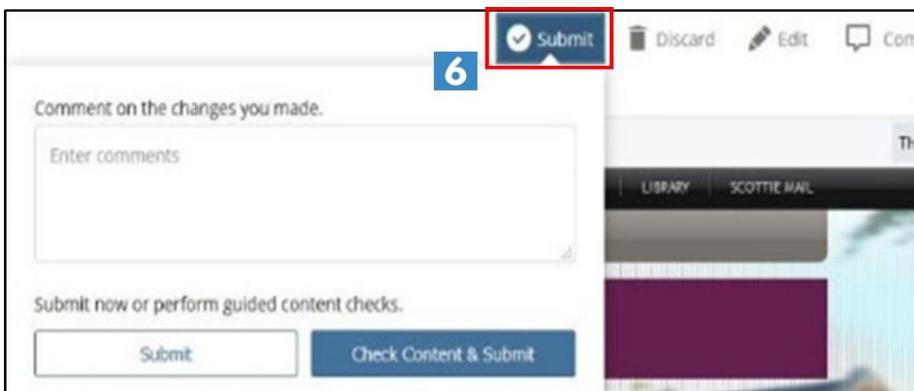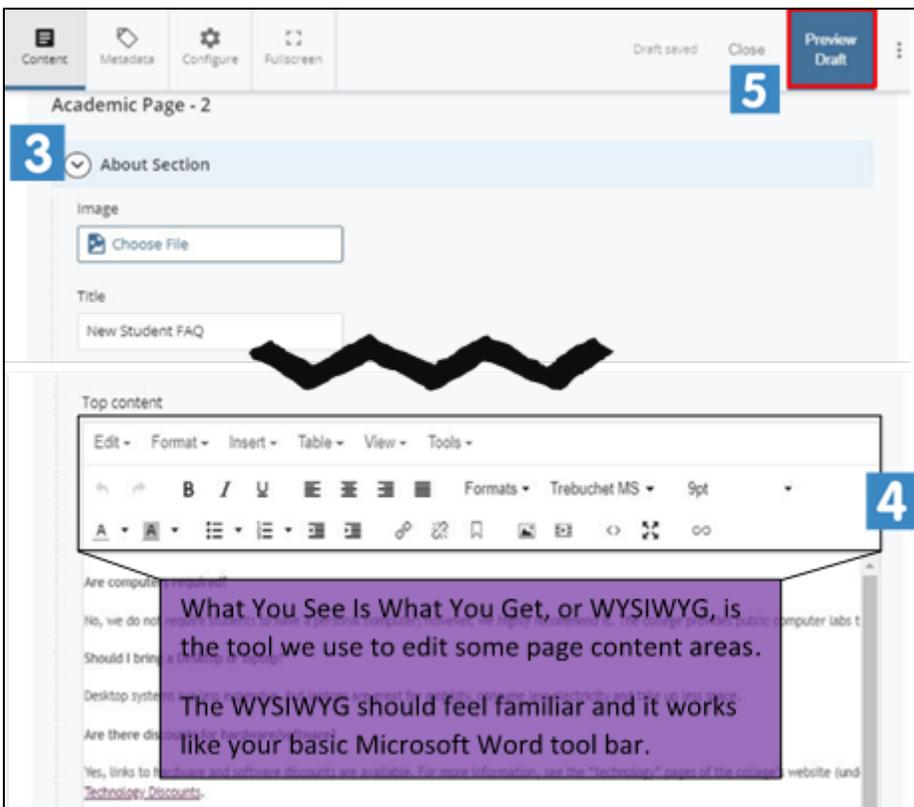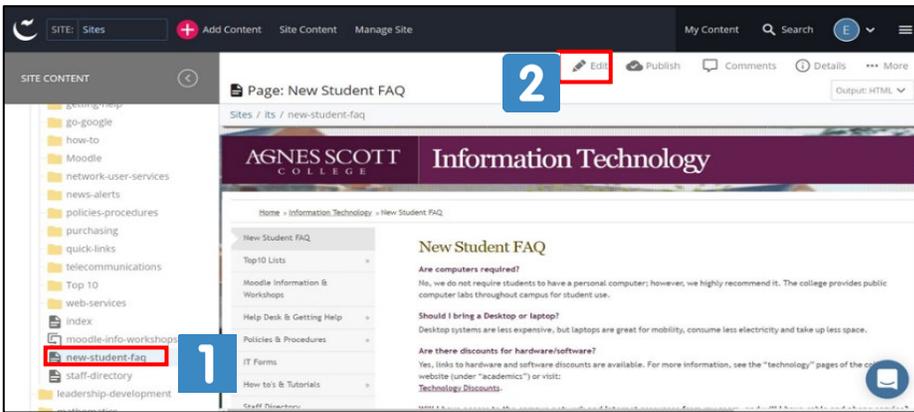
3. Click the folder icon for accordion view of contents

*right click arrow to open content in the main section of the page

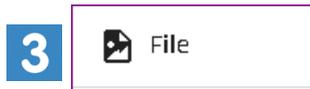❖ Icons are used to indicate the type of content
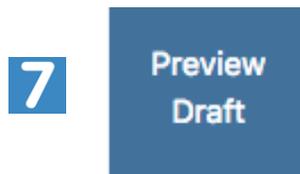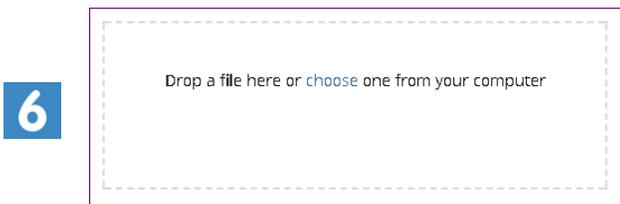
Edit Content

1. Click on the page you want to edit
2. Click the edit tool in the top middle navigation bar
   - ❖ You will see the edit tool pop up

3. Navigate to the section you want to edit
4. Edit
   - ❖ Pages are structured with fields like textboxes, radio buttons, and content editors
   - ❖ Update the content in the appropriate fields
5. After completing you edits, CLICK the PREVIEW DRAFT button.
   - ❖ Review changes

6. Finalize changes by clicking SUBMIT to make permanent changes

7. To send Updates to the website CLICK the PUBLISH button

Upload Files: 2 Ways to Upload Files
## Option 1: Add Content Dropdown Button

1 Add Content

2 Default

3 File

4
File Name *
Must meet the following requirements: Lowercase only, Word spaces replaced with

This field is required.

5
Placement Folder *

Sites

Sites: /

6
Drop a file here or choose one from your computer

7 Preview Draft

8 Submit

1. Click the add content button

2. Select the default option

3. Select the file option, the **File Upload** window will display

4. Enter file name ex: [description + year]

5. The location where the file will be uploaded. Be sure to select the appropriate folder to keep your files organized. **Tip**: use the **files/images** folder for images and the **files/documents** folder for documents.

6. **Click** the **Choose** link to select a file from your computer or **Drag and Drop a File** into the box

7. Select **Preview Draft** to save the image as a draft

8. Click **Submit** to finalize and permanently save

Option 2: Content Editor > Insert Link or Image

1 🔗 or 🖼️
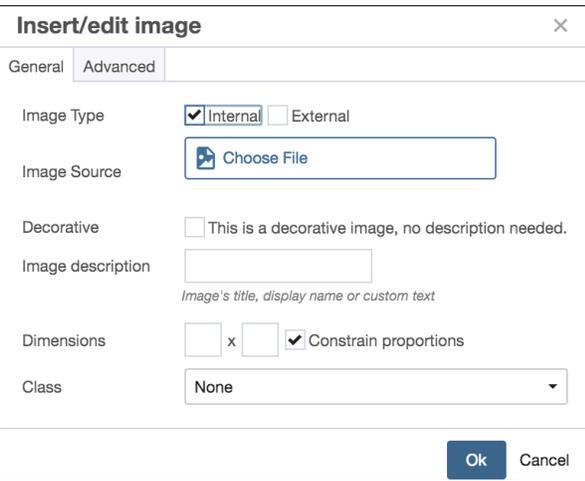
2 Insert/edit image ✕

General | Advanced

3 Image Type ☑ Internal ☐ External
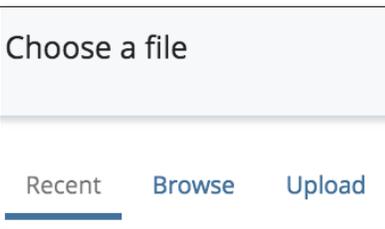
Image Source 📄 Choose File

Decorative ☐ This is a decorative image, no description needed.

Image description

Image's title, display name or custom text
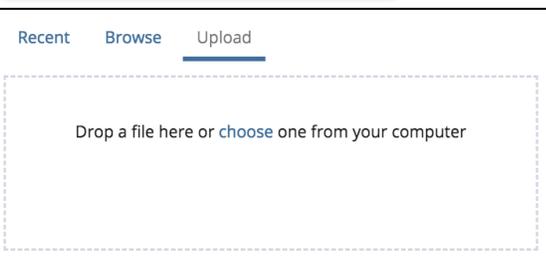
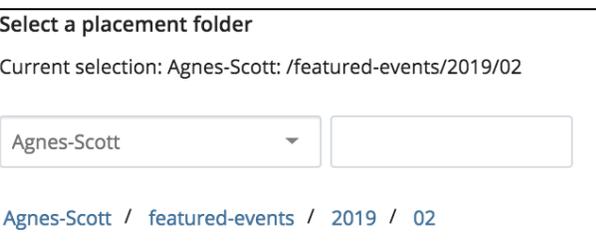Dimensions ☐ x ☐ ☑ Constrain proportions

Class None ▼

4 Ok Cancel

Choose a file

5 Recent   Browse   Upload

Recent   Browse   Upload

6 Drop a file here or choose one from your computer

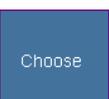**7** Select a placement folder

Current selection: Agnes-Scott: /featured-events/2019/02

Agnes-Scott ▼

Agnes-Scott / featured-events / 2019 / 02

8 Choose

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1. In the Content Editor, select **Insert Link** or **Insert Image.**
2. A pop up will display with a **Choose File** or **Choose File, Page or Link** field
3. Click the Choose File field
4. The Choose a File window will pop up to the right of the screen
5. Select the **Upload** tab
6. Drop the file into the editor. Tip: Leave the file name as is or rename to something more meaningful. **DO NOT USE SPACES. LEAVE the file extension** or the browser will not know how to handle the file.
7. Select the location where the file will be uploaded. Be sure to select the appropriate folder to keep your files organized. **Tip**: use the **files/images** folder for images and the **files/documents** folder for documents.
8. To complete the file upload and add the link or insert the image **Click** the **Choose** button.

Tips

- ❖ **Image Source:** leave as internal, external images not recommended

- ❖ **Image (Choose File):** click to find or upload file
  Image Description: required for accessibility
  Dimensions: leave as current dimensions – resizing not recommended; resize before uploading

- ❖ **Class:** select a class to format image on page **align-right:** image on right with text around **align-left:** image on left with text around center: image centered by itself