

# Cascade CMS: Expand Your Website

## Folders:

- container for organizing and grouping your web pages and files
- creates the structure for your web site
- part of the left navigation

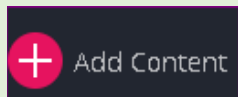


- part of the URL

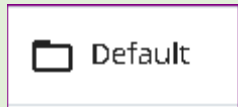
Example: <https://www.agnesscott.edu/dos/leadership-and-service/index.html>

[domain name] / [folder name] / [folder name] / [page name]

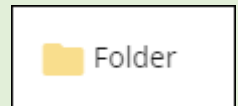
## Add a Folder



Click the **Add Content** button



Select the **Default** option



Select the **Folder** option

Display Name

Title

Add to Navigation  
 Yes  No

Featured Navigation  
 Yes  No

Cancel

Folder Name \*  
Must meet the following requirements: Lower hyphen, and leading and trailing spaces are

Placement Folder \*  
Sites

**Folder Name:** what will display in the URL. Follow the naming rules provided, be succinct but descriptive.

**Placement Folder:** location where the folder will be created. Be sure to select the appropriate folder.

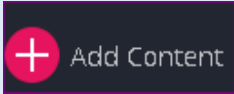
**Display Name and Title:** Enter the text you want to display in the left navigation and the breadcrumb

**Add to Navigation:** indicate whether to add to the main left navigation

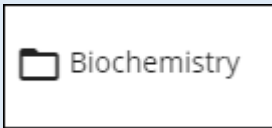
**Featured Navigation:** indicate whether to add to the featured left navigation section

After completing the Add Folder fields be sure to Submit to save the folder.

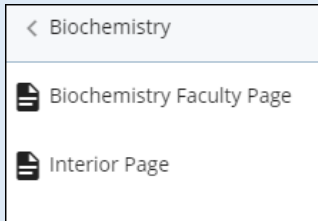
# Add a new page



Click the **Add Content** button



Select the menu option for the site you want to add a page to



Select the type of page you want to add

## Page Name

Depending on how the page you are adding is configured, you may see the Page Name field. If you do not see the Page Name field, the page name will be generated from the text you enter in the Display Name or Title field

Page Name \*

*Must meet the following requirements: Lowercase only, Word spaces replaced with hyphen, and leading and trailing spaces are not allowed*

*This field is required.*

**IMPORTANT:** the main or landing page in a folder or sub-folder **MUST** be named: index. If there is no index page in a folder then navigating to a URL like: [www.agnesscott.edu/its/](http://www.agnesscott.edu/its/) will return a page not found error.

If you do not see the Page Name field when you want to create the main or landing page for a newly created folder follow these steps:

1. Create the page as outlined here
2. After Submitting the page, click on the ...More button
3. Select the Rename menu option
4. In the Rename page window New Page Name field, enter: index
5. Click the Rename button in the upper right corner

**Placement Folder:** The location where the page will be created. Be sure to select the appropriate folder.

If you cannot select the Placement Folder field that means the page you are adding has been configured to be added to a specific folder that cannot be changed.

Placement Folder \*

Sites: /dos

Placement Folder \*

Sites: /academicaffairs

After adding content to the page, be sure to **Save & Preview** to save a draft and then **Submit** to permanently save the page.

Click **Save & Preview**

Note: Saves a draft

Save & Preview

Click **Submit** to finalize and permanently save

Submit

For detailed information about page elements and different page types see the: Basic Cascade User Guide for Agnes Scott College Website Content Managers:

<https://www.agnesscott.edu/its/files/documents/web/agnes-scott-cascade-user-guide-version-8.pdf>