



Cascade CMS

BASICS

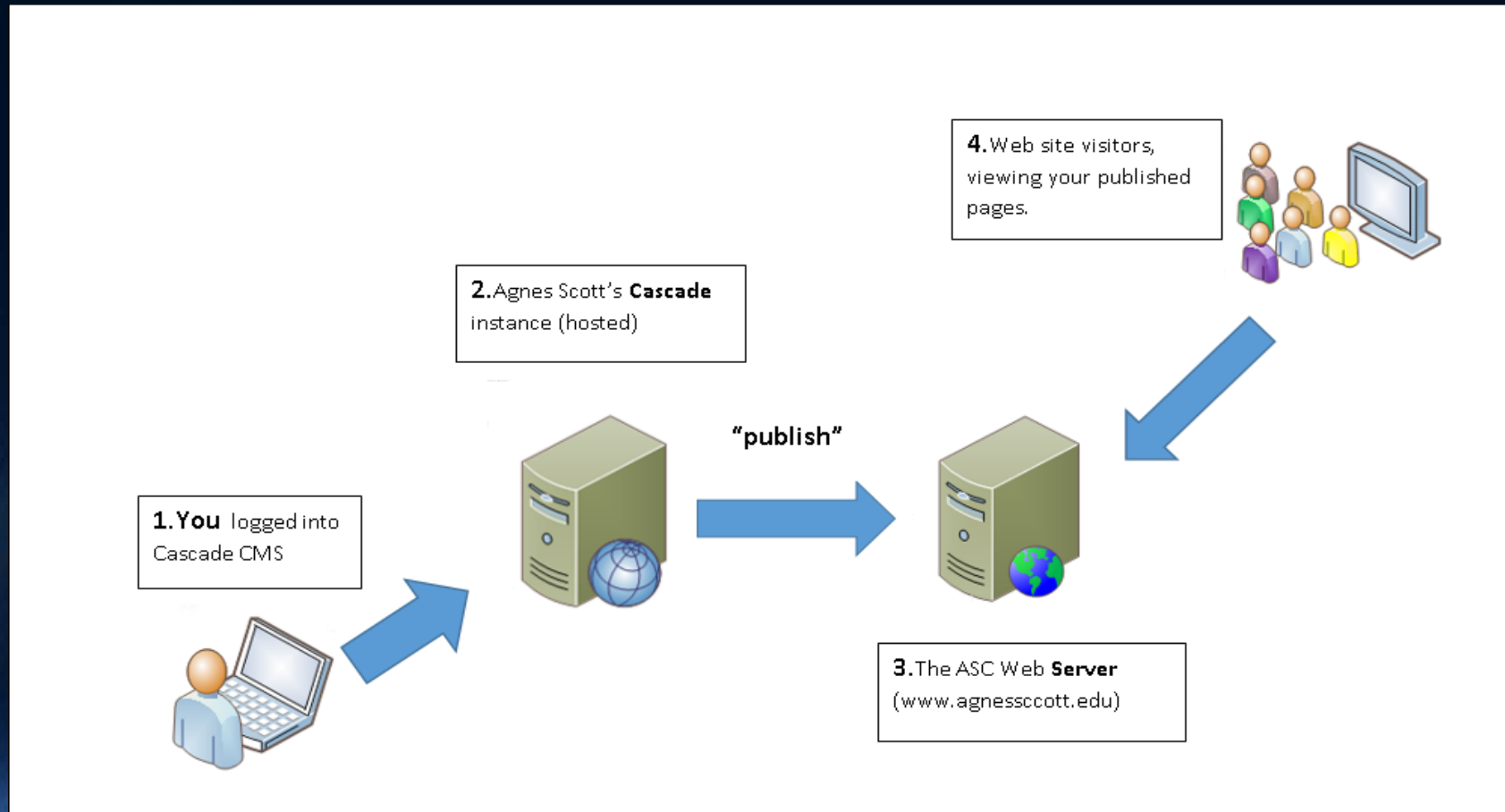
What is Cascade CMS?

- A Web Content Management System: a tool that allows you to easily create, manage, and publish content to the web without technical expertise
- A web application that is available through the internet using any web browser, that can be used on any computer, tablet or phone
- A tool with many features that can help us manage our web site content more efficiently

Features

- Collaboration tools: workflow, tasks, messaging
- Reports: stale content, broken links, accessibility
- Quality control tools: spell checking, broken link checking, accessibility checking, content editor configurations
- Content management tools: versioning, trash, relationships, content re-use
- User friendly: user friendly interface, common tasks featured prominently, notifications or prompts for next action
- Continuous development: new features being released regularly

How Cascade Works



Assets

Everything is an asset

- Common assets:

- Folders 

- Pages 

- Files 

- Blocks 

What is a Folder?

- Container for content like pages and files that will be published
- Container for items that will not be published, like blocks or “chunks” of content
- Used to organize and group content
- Creates the structure for your site
- When used as a container for published content, folder name becomes part of URL

What is a page?

- An asset that will be a Web Page when published to the web server
- Based on a design template that creates a consistent look and feel
- Configured with editable regions and non-editable regions
- Editable regions have structured fields for entering content and “free form” content areas using the content editor (WYSIWYG)
- Non-editable regions include blocks of re-usable content such as header, footer, navigation elements

What is a file?

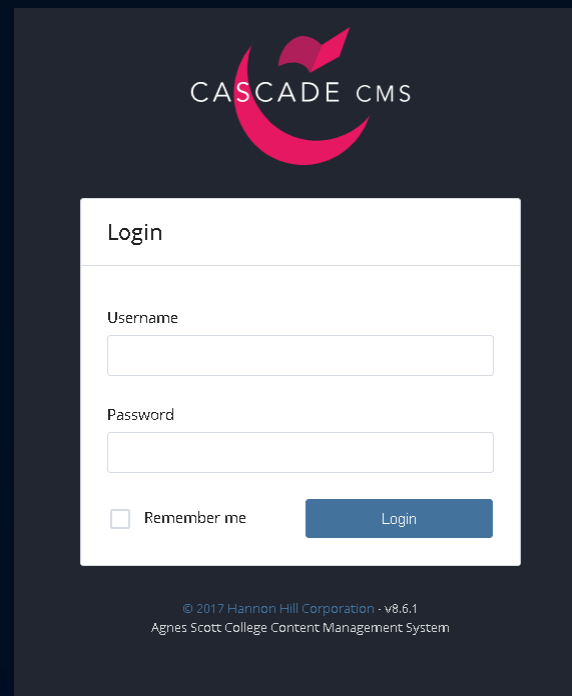
- An image or document that is created outside of Cascade and uploaded to Cascade
- An image file can be inserted into a page
- A document file can be linked to from a page
- Files have versions like other assets
- Images should be resized and optimized before uploading
- PDF documents should be optimized before uploading

What is a block?

- A piece or chunk of content
- Not publishable by itself
- A way to re-use content
- Different types of blocks
 - Content – example: footer
 - Index – example: left navigation
 - Feed – example: Bradley events calendar

Login

Login to Cascade using your network login and password



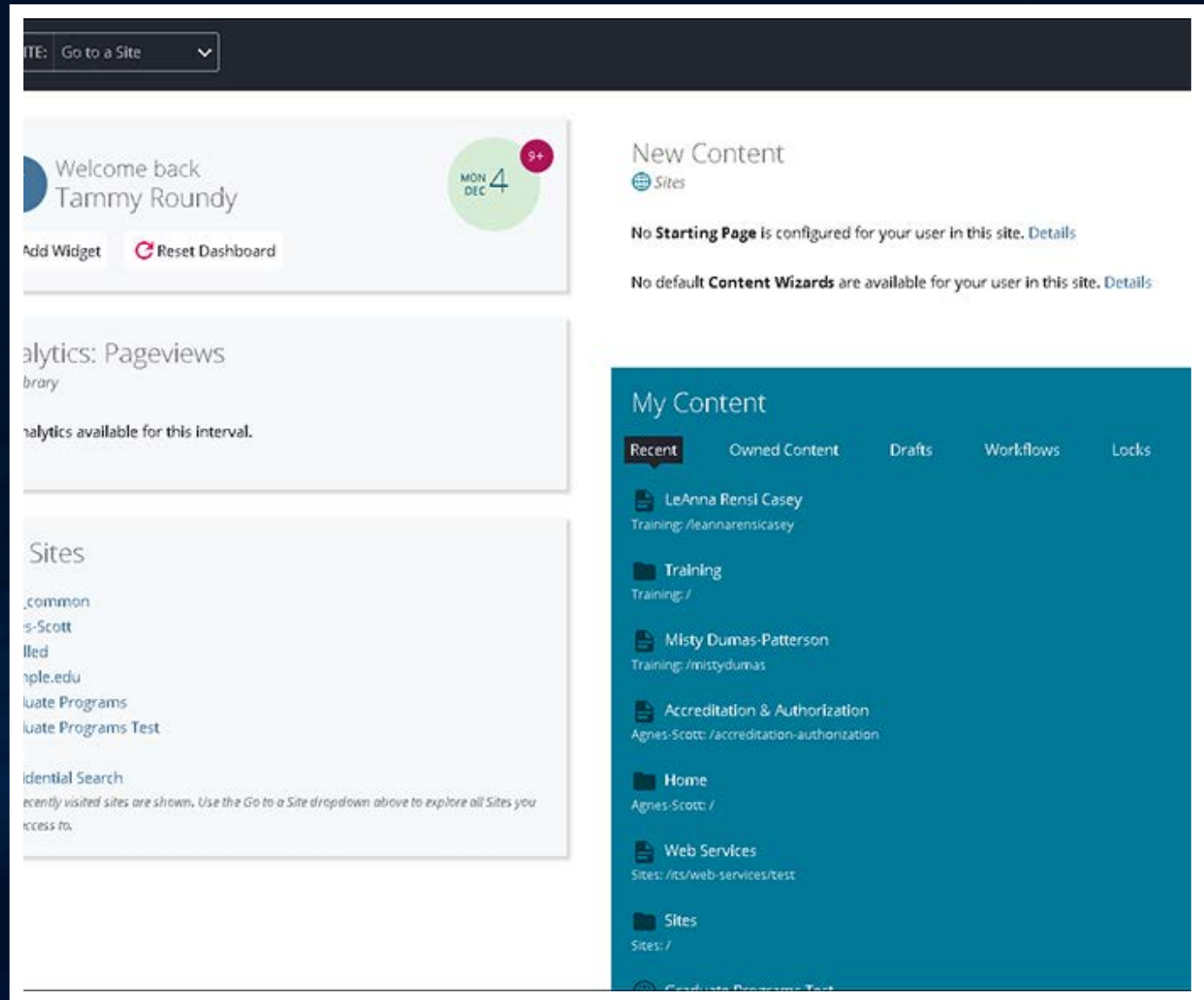
The image shows a screenshot of the Cascade CMS login interface. At the top center, there is a logo consisting of a pink leaf-like shape above the text "CASCADE CMS". Below the logo is a white rectangular form with the following elements:

- The word "Login" at the top left of the form.
- A "Username" label followed by a text input field.
- A "Password" label followed by a text input field.
- A checkbox labeled "Remember me" to the left of a blue "Login" button.

At the bottom of the dark grey background, there is small text: "© 2017 Hannon Hill Corporation - v8.6.1" and "Agnes Scott College Content Management System".

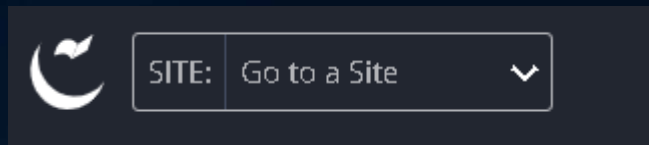
Dashboard

- Configurable widgets
- My Content – recently viewed items, owned content, drafts
- Sites – recently viewed



Menu Bar

- Logo – link back to dashboard
- Site dropdown – use to navigate to a site

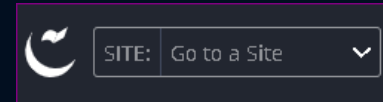


- My Content
- Search
- Profile settings
- Other options



Find Content

Select a Site from the SITE dropdown

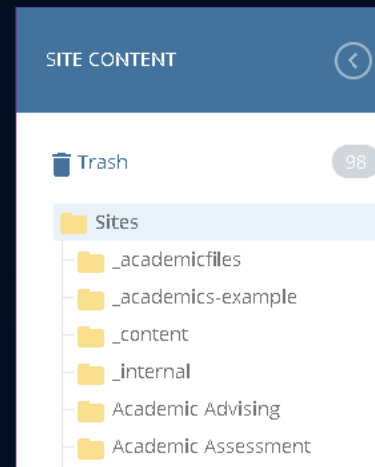


Agnes-Scott = top level (tier 1)

Sites = academic / administrative departments (tier 2)

Other sites set up individually

Use the **SITE CONTENT** left sidebar **Folder Tree** to locate your web page or folder.



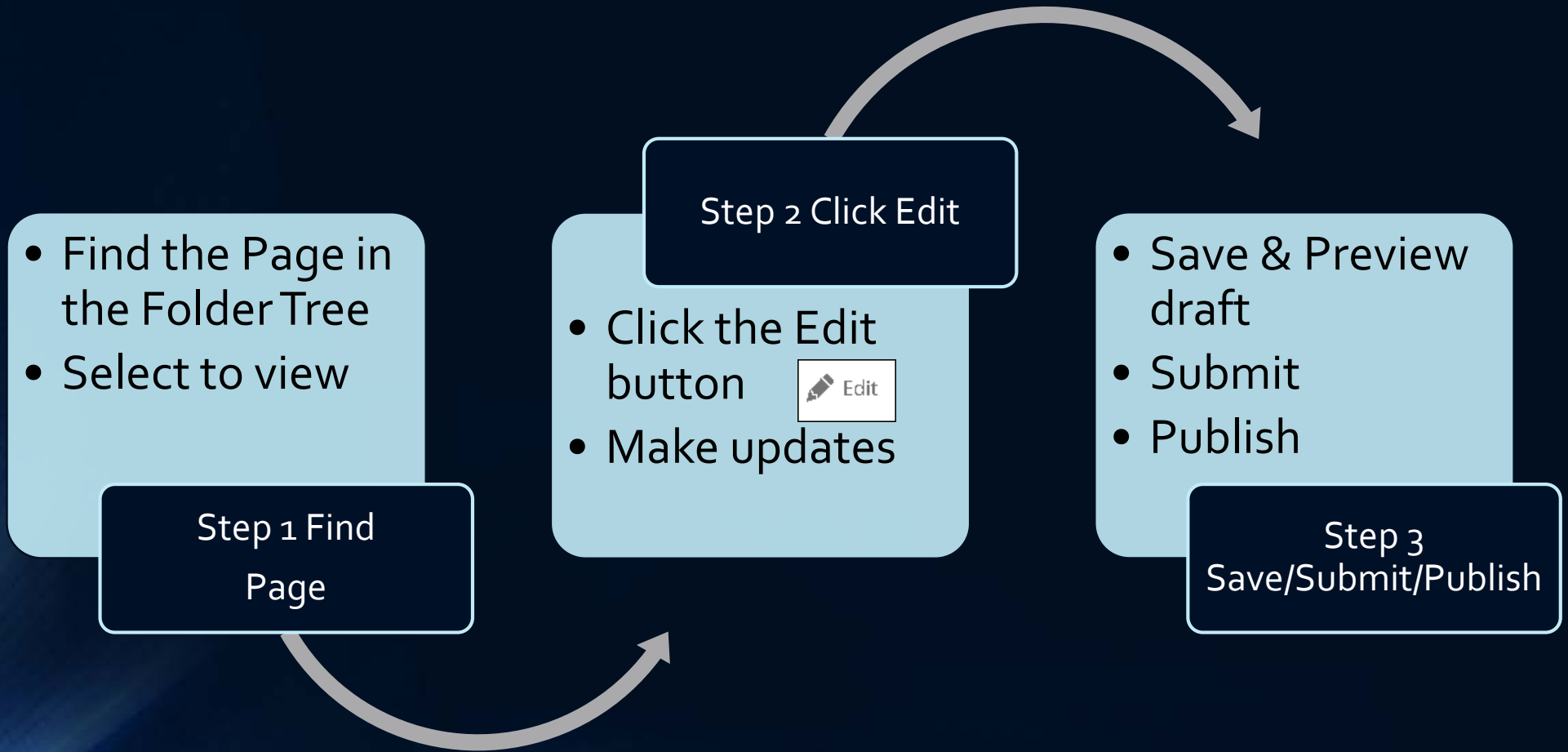
Activity

- Login to Cascade CMS: <https://agnesscott.cascadeserver.com>
- Find the content that you manage

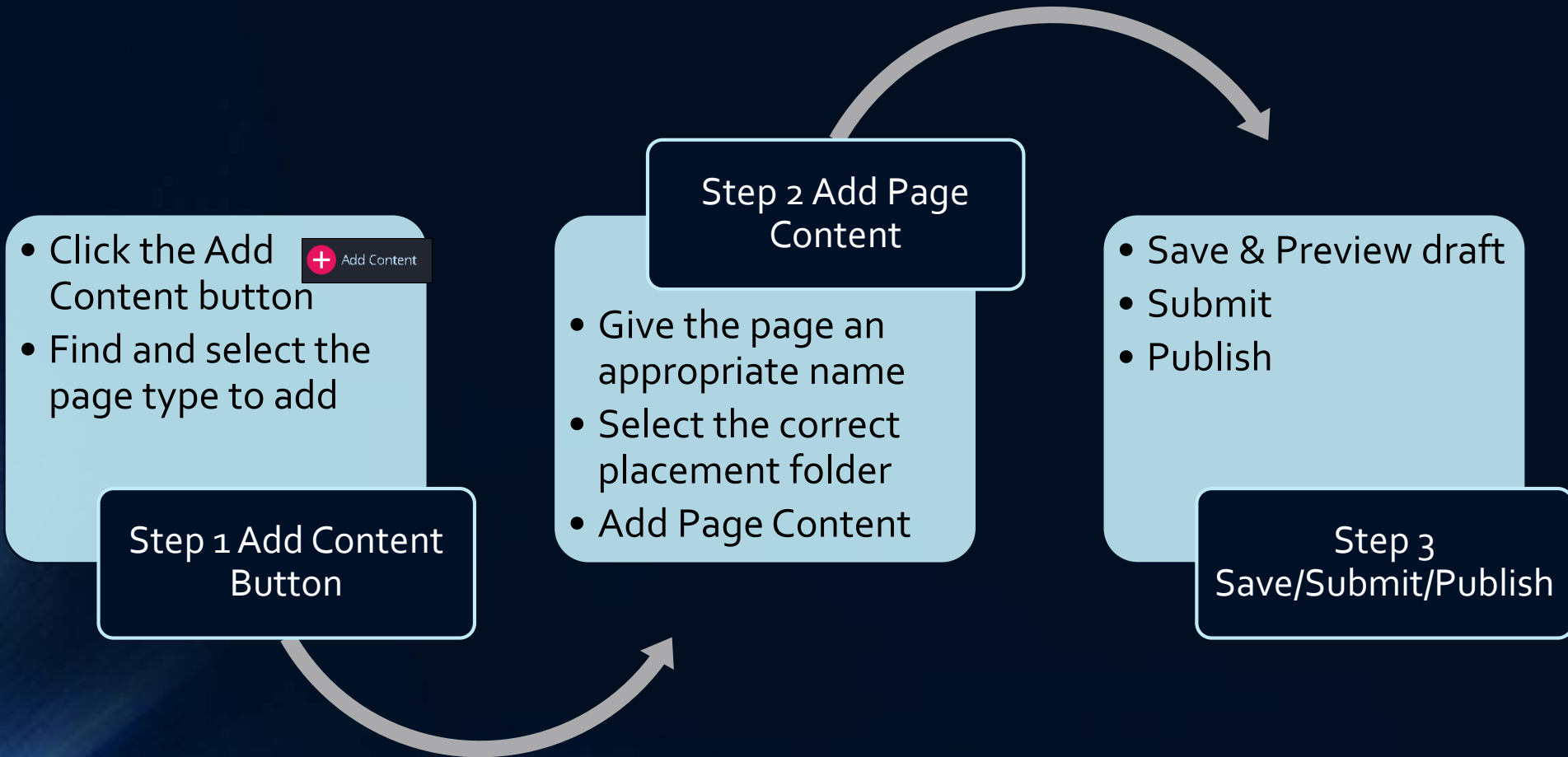
Basic Tasks

- Editing pages
- Adding content
- Saving and Publishing
- File Management & Naming Conventions
- Using asset choosers
- Ordering left side navigation
- Using the content editor (WYSIWYG)

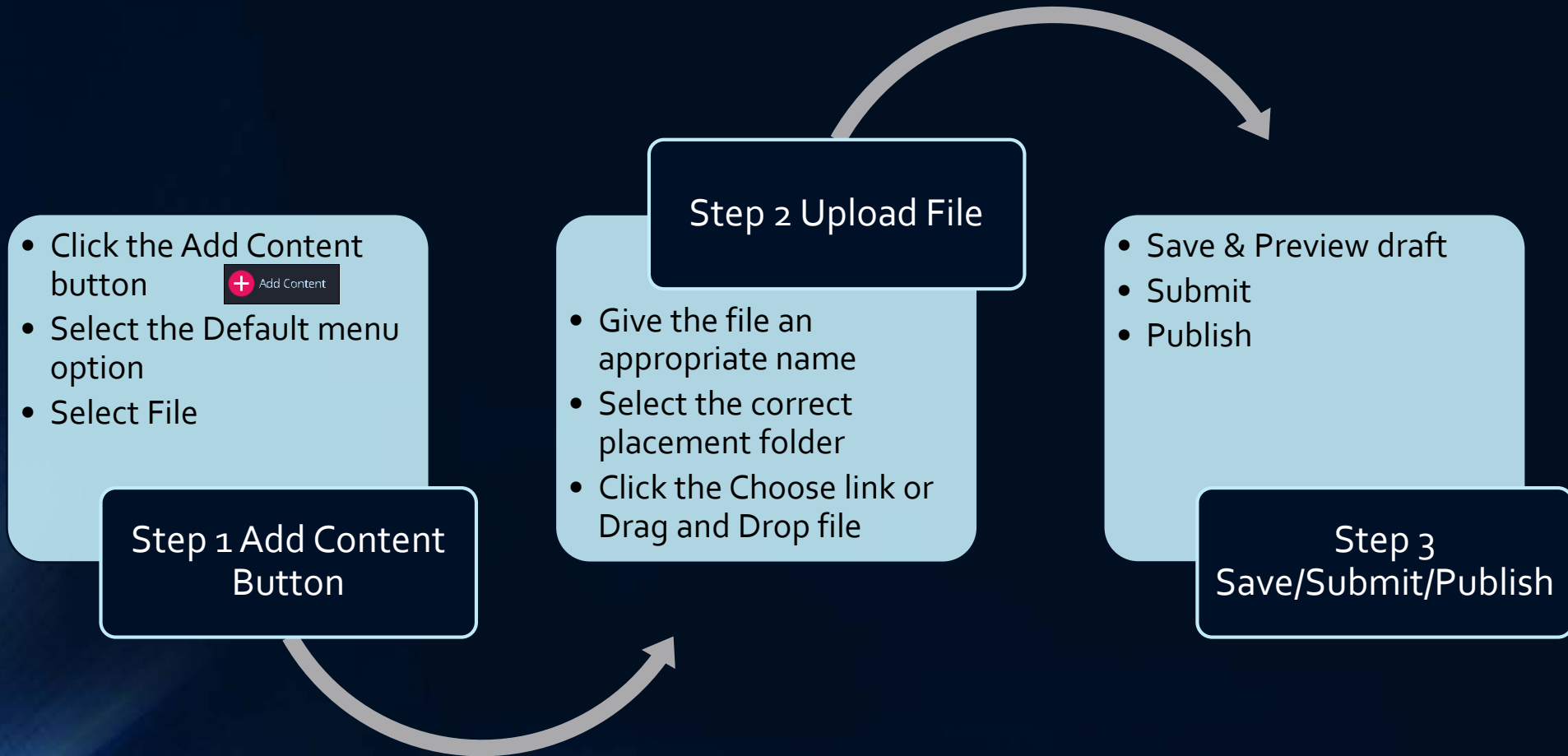
Editing a Page



Adding Content - Page



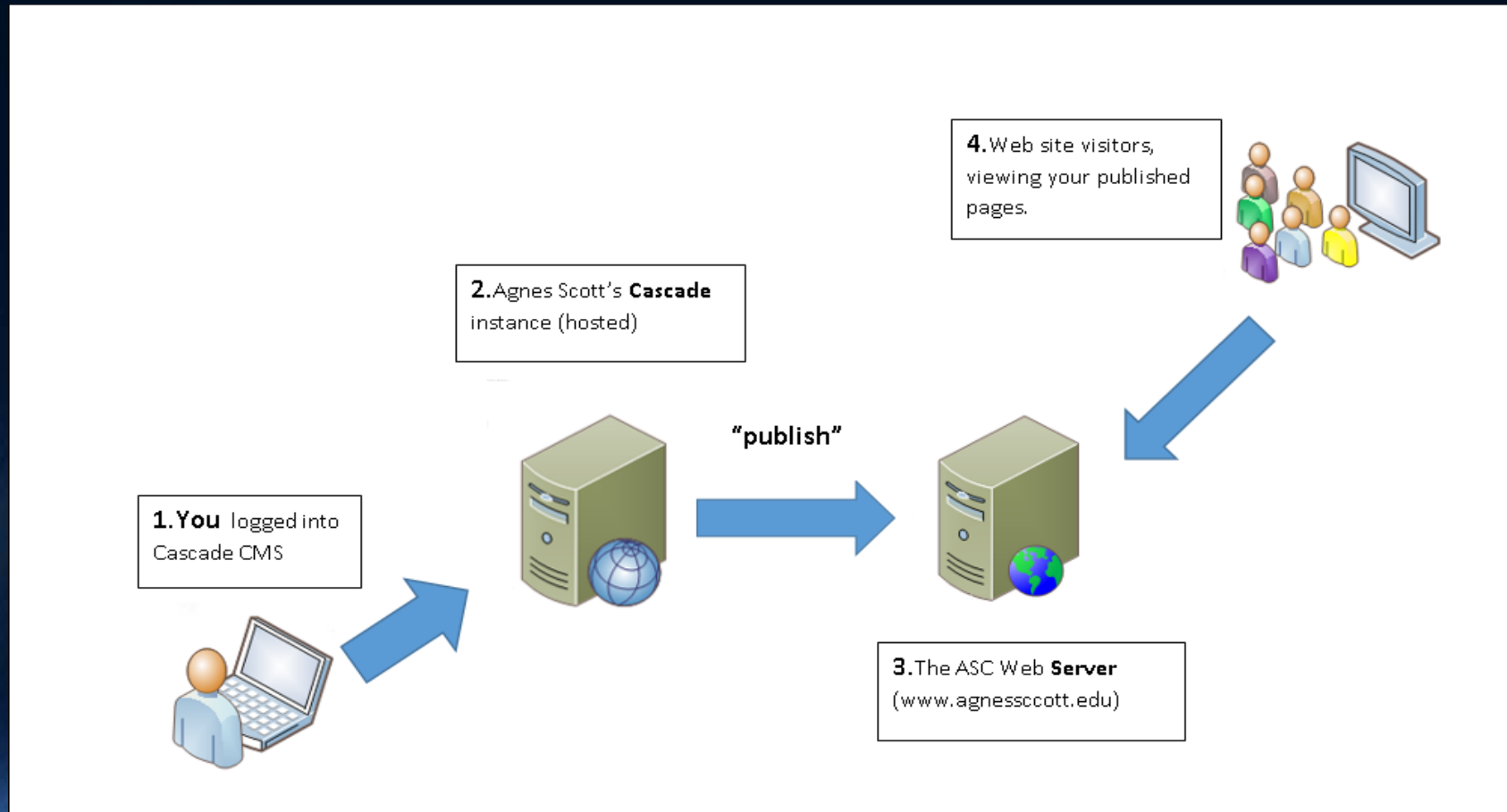
Adding Content – Images and Documents






Drafts, Save & Preview, Submit

- Drafts: Cascade automatically saves a draft of your changes
- Save & Preview: After making updates click the Save & Preview button
 - Saves a draft
 - Allows you to Preview your updates
- Submit: Make your updates permanent
- Check Content & Submit:
 - Broken link checking
 - Spell check

Publishing



Publishing

- Publishing pushes updates to the web site
- “Smart publishing” – Cascade knows what supporting files to publish
- Several ways to publish
- Publish a page: click the publish button 
- Publish a folder: in the Folder view, click the publish button 
- Publish multiple pages
 - In folder view click the checkbox by the pages you want to publish
 - Click the publish button 

Publishing Destinations

- You may be prompted to select a publishing destination
- Production – is the “live” Agnes Scott web site at www.agnesscott.edu
- Test – is a “test” web site at octane.agnesscott.edu:8080
 - The “test” web site can only be accessed on campus or while connected to the campus network through the VPN

File Management & Naming Conventions

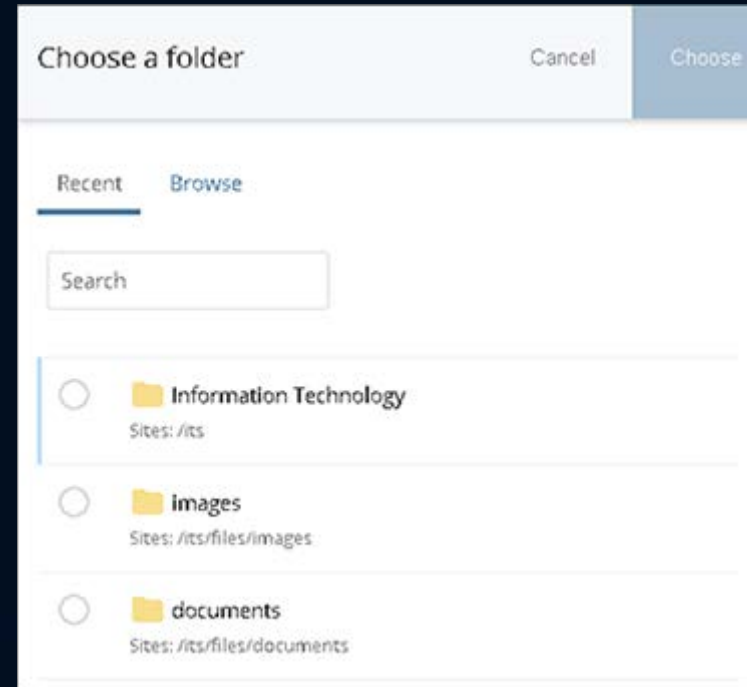
- Keep your site organized using folders
- Place images files together in an images folder
- Place document files together in a document folder
- Give files and documents descriptive names, always leave the file extension
- Folder, page, and file names become part of the URL
 - DO NOT use spaces

Using Asset Chooser

- Whenever you need to select an Asset, you will use an asset chooser
- Common Asset Choosers
 - Choose a folder
 - Choose a page
 - Choose a file
 - Choose a page, file or link

Choose Folder - Recent

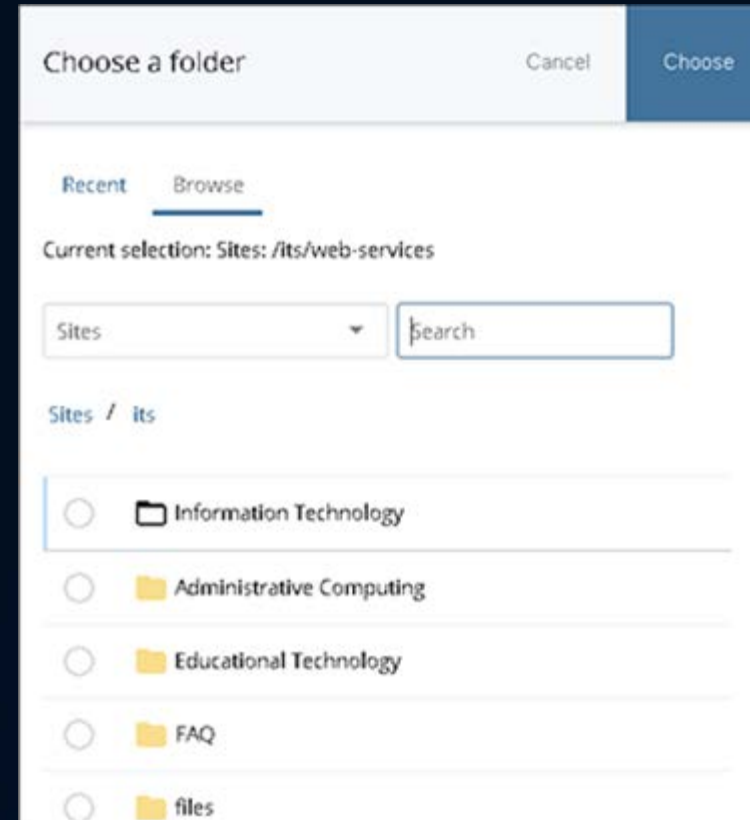
- Default is Recent items
- If the folder you want is not in the Recent list click the Browse tab



Choose Folder - Browse

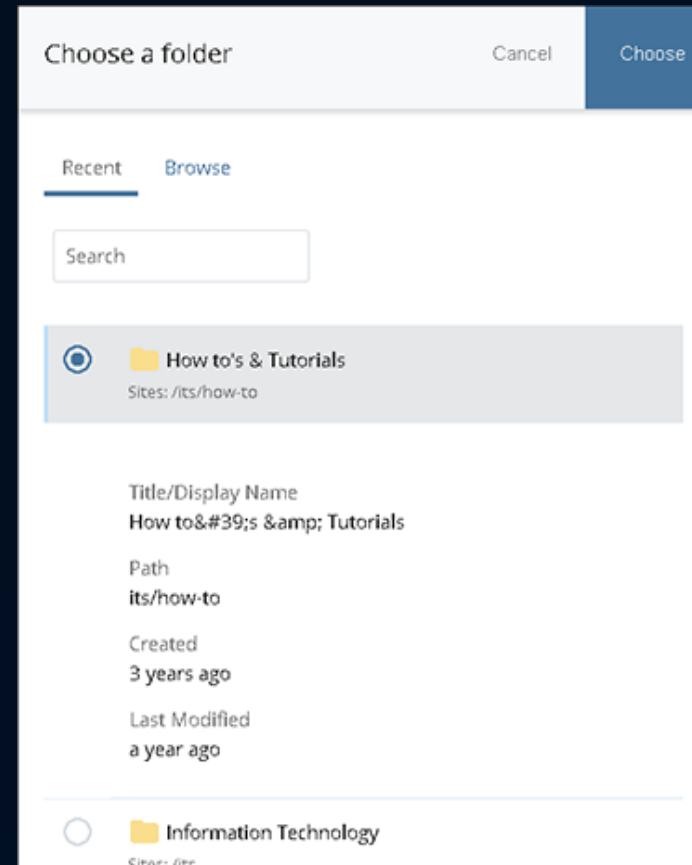
Browse tab

- Includes a Site dropdown to find a folder that is not in the current site
- Includes a Search box
- Navigate by clicking on the Folder icon



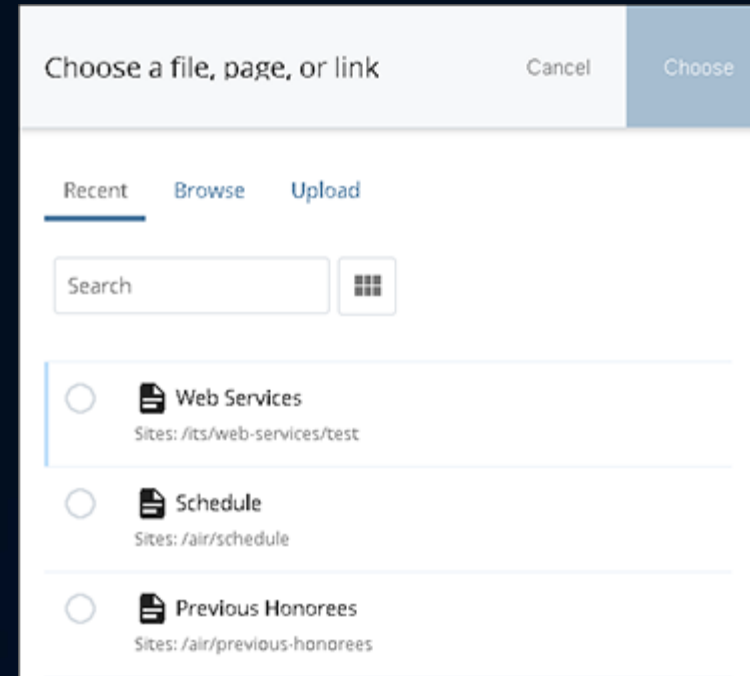
Choose Folder – Select

- Select Folder by clicking the radio button
- Then click the Choose button



Choose File, Page, or Link - Recent

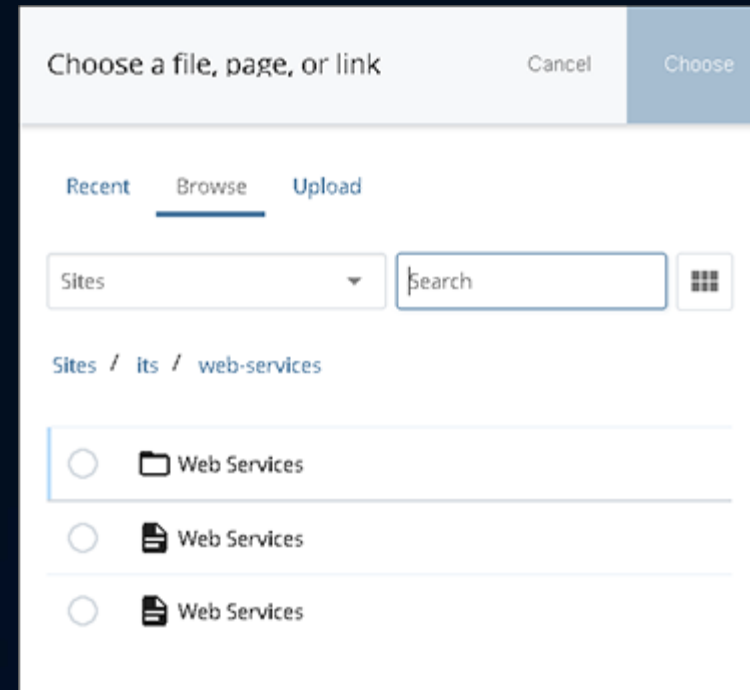
- Default is Recent items
- If the asset you want is not in the Recent list click the Browse or Upload tabs



Choose File, Page, or Link - Browse

Browse tab

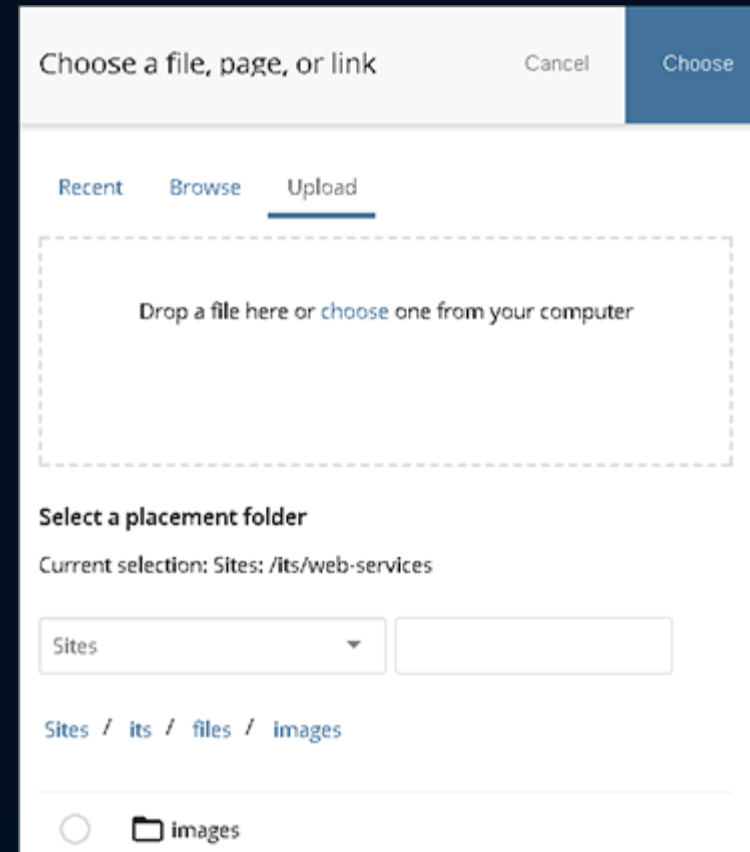
- Includes a Site dropdown to find a folder that is not in the current site
- Includes a Search box
- Grid button toggles thumbnail display of image files
- Navigate by clicking on the Folder icon



Choose File, Page, or Link - Upload

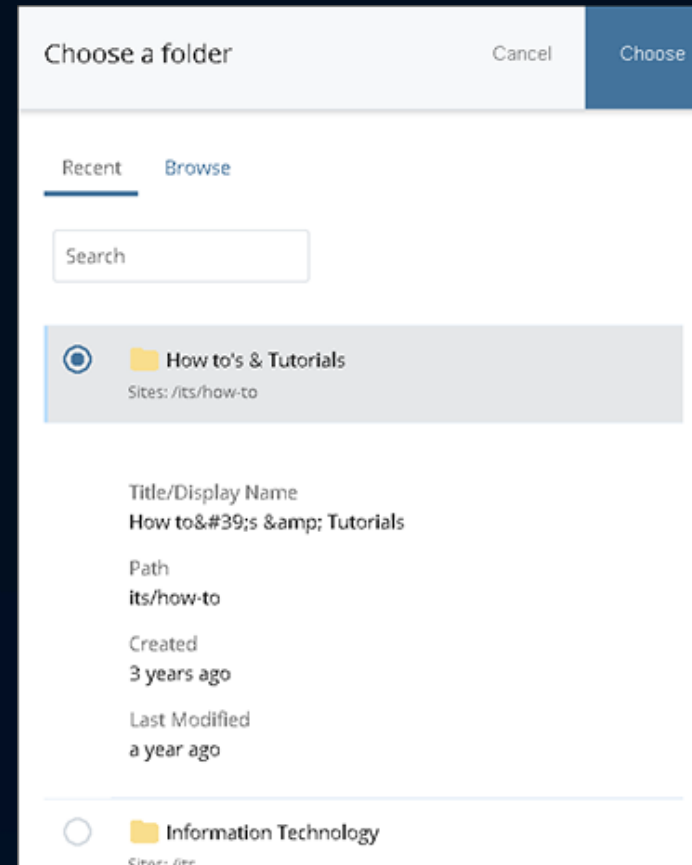
Upload tab

- Upload file to box by Dragging and Dropping or clicking Choose
- Select the appropriate placement folder for the type of file
- Provide an appropriate name (leaving file extension)



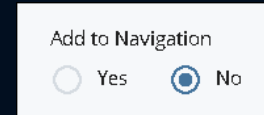
Choose File, Page, or Link – Select

- Select the File, Page, or Link by clicking the radio button
- Or if you use the Upload tab
- Click the Choose button to complete the process



Managing Left Navigation

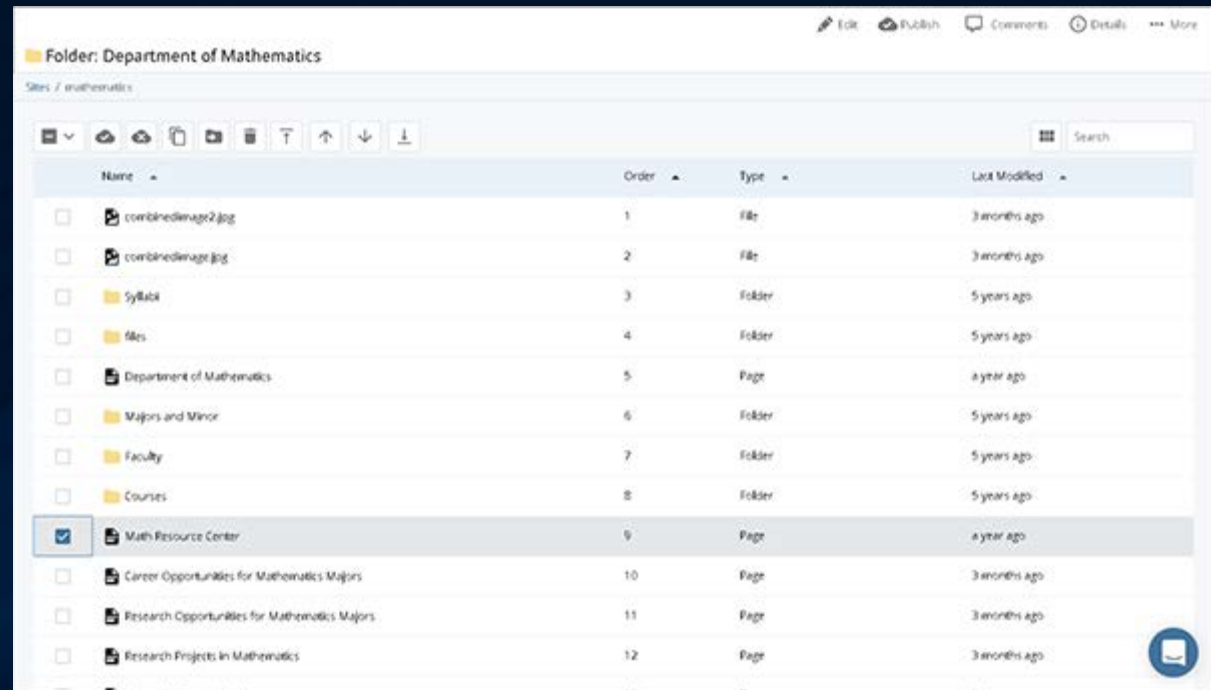
- To add a folder or a page to the navigation select the “Yes” radio button under Add to Navigation
- To change the order of navigation items
 - Go into the folder view (click the > to the right of the folder in the folder tree)
 - Click on the Order column heading
 - Click the checkbox of an item you want to move
 - Use the Up and Down arrows to move the item



Left Navigation

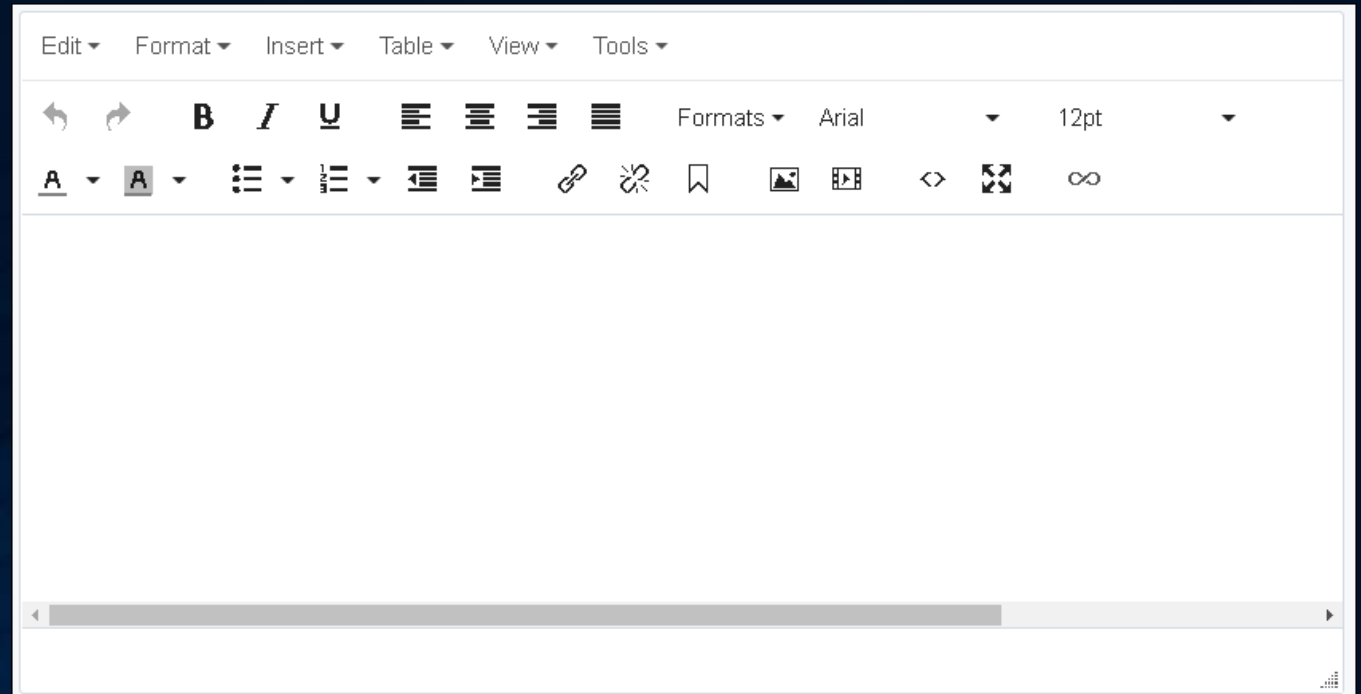
Sort left navigation

- Click checkbox of item to move
- Use up and down arrow buttons



Using the Content Editor

- WYSIWYG (What You See is What You Get)
- Similar to word processor like Microsoft Word
- Generates HTML


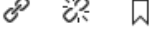


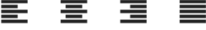







Content Editor and HTML







- HTML provides structure to web pages
- HTML elements are the building blocks of web pages
 - Headings
 - Paragraphs
 - Lists
 - Simple text formatting

Content Editor Options

Use the formatting tools to format your text:

	Undo, redo		Insert/edit link, remove link, insert anchor
	Bold, italic, underline		Insert/edit image
	Align left, center, right, justify		Insert/edit video
Formats ▾	Formats (Heading, blocks)		Edit HTML source code
	Bullets and numbering		Fullscreen
	Outdent, indent		

The following buttons are only available from the WYSIWYG menu options:

	On Insert Menu: Insert special characters (e.g. copyright symbols, accent marks, etc.)		On Insert Menu: Insert a horizontal line
	On Format Menu: Apply subscript or superscript		On Table Menu: Insert a table
Paste as text	On Edit Menu: Safely paste text from MS Word		On Format Menu: Clean up code/remove unwanted formatting
	On Tools Menu: Spellchecker		

Content Editor Tips

- Headings
 - Use headings to structure the sections of your page
 - Headings help with accessibility and also search engine optimization
- Paragraphs
 - Use paragraphs to structure your content
- Copy and Paste
 - Can cause unwanted HTML markup to be added
 - Use Paste as Plain Text
- Use View > Show Blocks for user friendly “HTML” view

Hands On Exercise

- Creating a page
- Using the Content Editor
- Adding an image to the page
- Adding a links to the page
- Publishing
- Text files:
 - <https://www.agnesscott.edu/training/first-web-page.txt>
 - <https://www.agnesscott.edu/training/add-content.txt>