

Cascade Quick Reference

<https://cascade.siu.edu>

Cascade Overview

Cascade Server by Hannon Hill is SIUE's web content management system. It is completely web based and all updates and changes to your sites and pages will be made using your web browser.

- For tutorials, tips, videos and more, visit our Web Management site:
www.siu.edu/its/web/
- For additional information about Cascade, visit Hannon Hill's Knowledge Base:
www.hannonhill.com/kb/

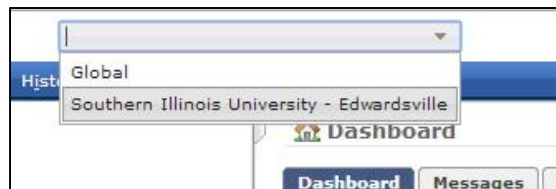
Log into Cascade

- Open browser
- Key into the address line:
 - <https://cascade.siu.edu>
 - Press Enter
- Enter Username and Password
 - Use e-id and e-id password to log in
- Click 'Log in to Cascade Server'

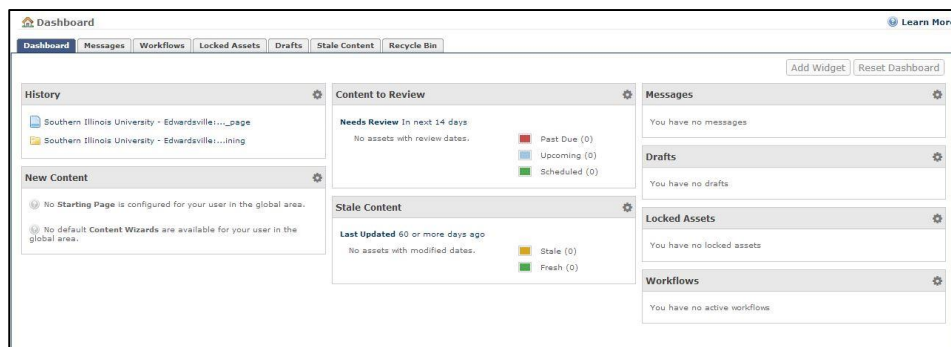


Main Window

- Click the arrow on the Sites drop down box (located near the top of the page) and select 'Southern Illinois University – Edwardsville'



- You will see your Dashboard, Asset Tree, System Menus, and System Links
 - Dashboard - your own personalized overview of your messages, drafts, recycle bin, and more.



Cascade Quick Reference

<https://cascade.siu.edu>

- System Menus – System Menu, Home, New Menu, History Menu, Tools Menu



- System Links – Quick Links, My Settings, Help, Log Out



- Asset Tree (left side bar) – this is where all of the Assets are located

- Types of Assets:

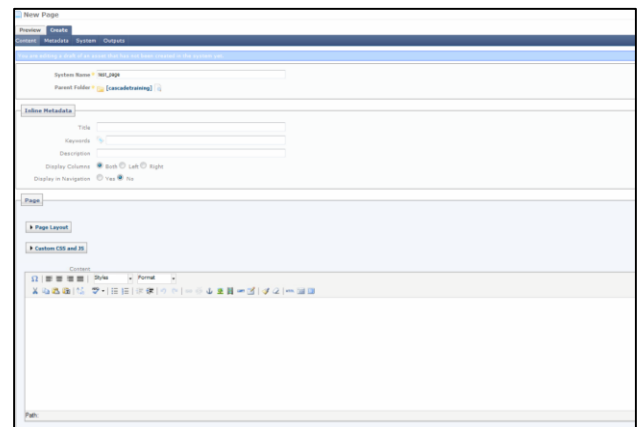
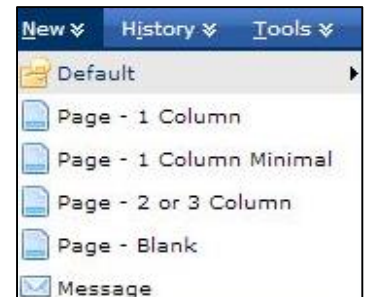
- Folders
- Pages
- Files
- Blocks

- Click on the plus sign next to a folder to expand the folder and view the contents of the folder



Creating a Page

- Select the folder where the page is to be located.
- Click the New Menu.
- Choose from the following options:
 - Page – 1 Column
 - Page – 1 Column Minimal
 - Page – 2 or 3 Column
 - Page – Blank
- Enter text in the following fields:
 - *NOTE: All fields with a yellow star are REQUIRED fields.
 - System Name: name that will appear in URL address for live page
 - Naming convention rules:
 - lowercase letters only
 - no spaces, instead use an underscore or dash
 - examples: test_page, test-page
 - Title: appears in the title bar of browser
 - Keywords: words or phrases
 - Description: description of the purpose of the page
 - For additional optional Metadata fields, click the Metadata tab.



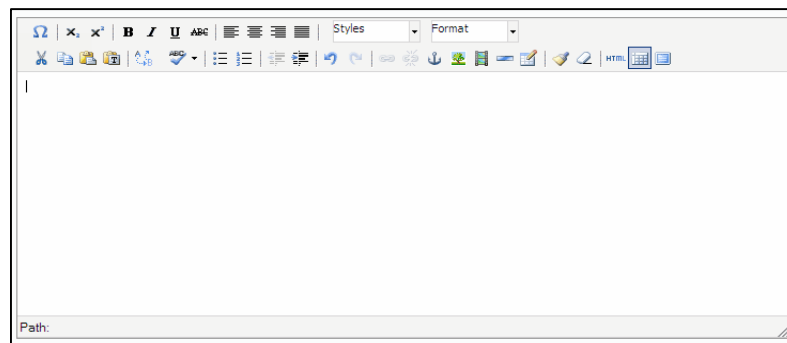
Cascade Quick Reference

<https://cascade.siu.edu>

- Display Columns: three options for displaying navigation columns on the page.
 - For a 3 column (with both left and right columns) layout, select Both.
 - For a 2 column (with left column) layout, select Left.
 - For a 2 column (with right column) layout, select Right.



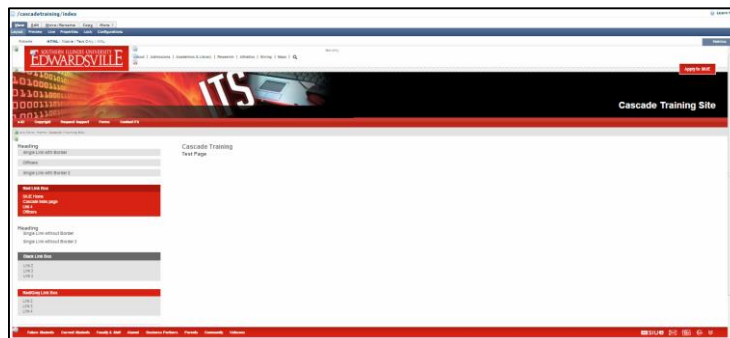
- Enter content for the body of the page in the WYSIWYG editor
 - WYSIWYG (What You See Is What You Get) - Cascade's Word processing editor.
 - Allows users to easily add, edit, and format content in the body of a page.
 - For videos on how to use the WYSIWYG features, visit: <http://www.siu.edu/its/web/wysiwyg.shtml>



- Click the Submit button to save the page.

Viewing a Page

- Browse the Asset Tree and select the page.
- Click the View tab.
- Three ways to view a page:
 - Layout: standard view of the page
 - Preview: view of how the page will look when published



Cascade Quick Reference

<https://cascade.siu.edu>

- Live: Click the URL to open the live page in a new browser tab

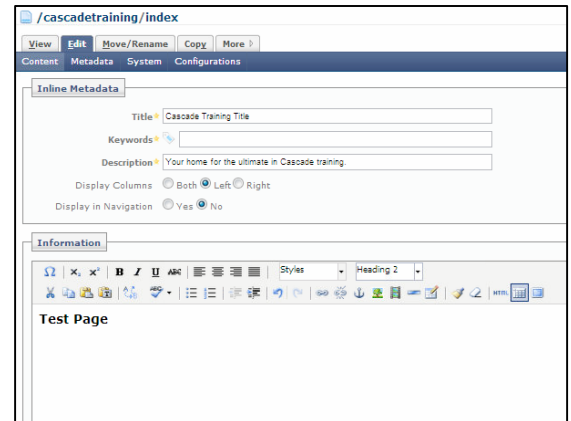


Editing a Page

- Browse the Asset Tree and select the page.
- Click the Edit tab.
- Make any necessary changes.
 - To edit the HTML code, click the 'Edit HTML Source' button

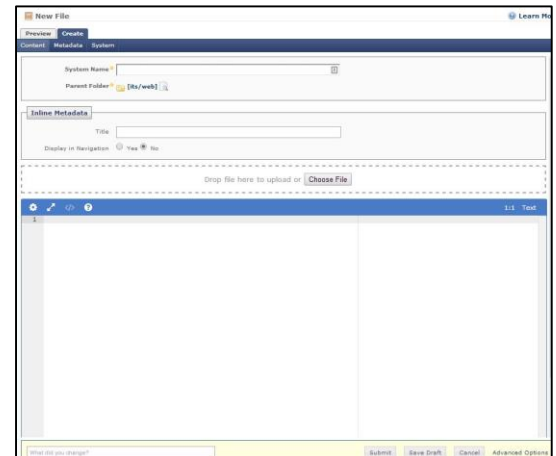


- Click Submit.



Importing a file (image, PDF, etc.)

- *****IMPORTANT:** when importing an image, make sure to resize/resample image BEFORE importing into Cascade.
 - Max width for an image in the body of a 2-column page is 700px wide.
 - Max width for an image in the body of a 3-column page is 525px wide.
 - For a free image editor, check out the Irfanview tutorial at www.siu.edu/its/web/
- Select the folder where the file is to be imported (i.e. the img or pdf folders within the site folder).
- Click the New Menu.
- Select Default.
- Click File.
- System Name field: Do **NOT** enter anything in this field; Cascade will automatically use the name of the file for the system name.
 - If file extension is not included in the given name, there will be errors with the imported file.
- Parent Folder: folder where the file will be imported.



Cascade Quick Reference

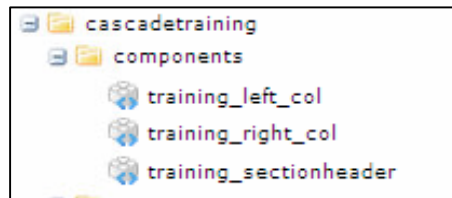
<https://cascade.siu.edu>

- Title field: Enter a title for the file.
- Click the Choose File button (or simply drag and drop the file directly from your desktop)
 - Browse and select the file.
 - Click Open.
- Click Submit.

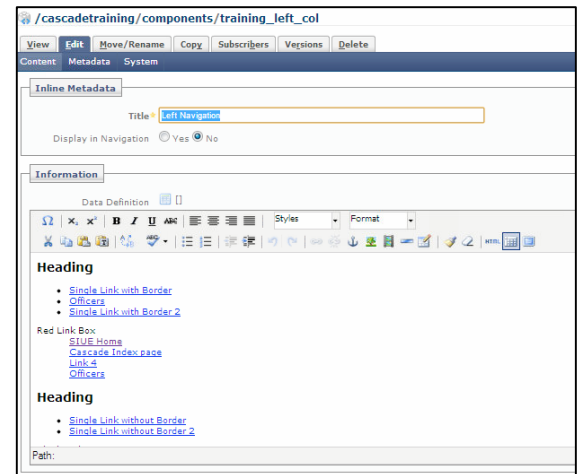


Editing a block:

- Select the site folder.
- Select the components folder within the site folder.



- Blocks in the components folder include:
 - Section Header – the first header on the page
 - Left – left navigation column on the page
 - Right – right navigation column on the page
- Select a block to edit.
- Click the Edit tab.
- Edit the content of the block.
 - To edit the HTML code, click the 'Edit HTML Source' button in the WYSIWYG editor.
 - To add more color boxes to your left/right columns, visit http://www.siu.edu/its/web/source_codes.shtml for the HTML box source code.
- Click Submit.



Moving/Renaming an Asset:

- Select the asset (page, image, pdf, etc.).
- Click the Move/Rename tab.
- To rename an asset:
 - Enter a new name in the System Name field.
 - Note: Remember to use proper naming convention rules.
 - Click Submit.



Cascade Quick Reference

<https://cascade.siu.edu>

- To move an asset:
 - Leave the name in the System Name field as is (or enter a new name, whichever you prefer).
 - Click Browse next to the Parent Folder.
 - Find and select the folder where the asset is to be moved.
 - Click Confirm.
 - Click Submit.

Copying an Asset

- Select the asset (page, image, pdf, etc.).
- Click the Copy tab.
- Enter a new name in the System Name field (or keep the same name, whichever you prefer).
- Click Browse next to the Parent Folder.
 - Find and select the folder where the asset is to be copied.
 - Click Confirm
- Click Submit.

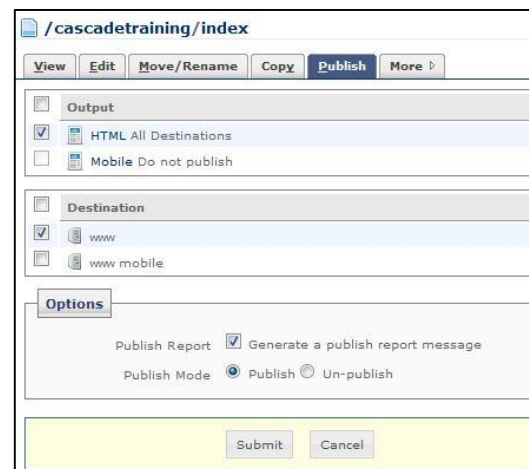


Publishing a page:

- Select the page.
- Click the Publish tab.
- Click Submit.

Un-publishing a page:

- Select the page.
- Click the Publish tab.
- Publish Mode: Choose the Un-publish option.
- Click Submit.



Log Out of Cascade

- Click Log Out (top right corner)
- Close browser