Cascade Server Help Doc

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Logging Into Cascade Server

1. First you must access the Administration page for Cascade Server through a Web Browser. The URL, or Web Address, is:

   https://uchastings.cascadeserver.com

2. Login with the Username and Password you were given.

3. After you logged in, you will see a page look like on below
4. From the **Global Navigation**, located on the left hand corner, choose the site you are working on. You will automatically be re-directed to that site. For example, if you are working on [www.uchastings.edu](http://www.uchastings.edu) choose “UCHastings.edu”.

![Cascade Server](image-url)
The Folder Directory

The Folder Directory is used to organize and access content. You can locate your Folder Directory on the left side of your screen, which starts with the Base Folder containing all other folders and content.

To Navigate . . .

The **Plus Icon** ( ) expands a folder to show all content and subfolders.
The **Minus Icon** ( ) returns a folder to its collapsed form.
The **Folder Icon** ( ) shows the folder details.
The **Page Icon** ( ) opens the page in preview mode.

To Order Items in Auto-Navigation

To change the order of your left navigation from top to bottom, click on the Base Folder in your Folder Directory (on the left hand side), which opens the screen you see below.

To change the order of your left navigation, use the **Actions** icons:

- **Move To Top** - Moves the content item to the first position in the **Order** heading.
- **Move Up** - Moves the content item to one position above its current location.
- **Move Down** - Moves the content item to one position below its current location.
- **Move to Bottom** - Moves the content item to the last position in the **Order** heading.
- **Edit** - Opens the content item for editing.
- **Delete** - Deletes the content item from Cascade Server.
To Edit an Existing Page

1. In the Folder Directory click on the page’s name on the left. For example, if you want to edit the about page, in the “about” folder, click on the “index” page.

2. Click on the Edit Tab on the right side in order to edit.
Page Editor Overview

The page Editor is used to alter the text, hyperlinks, images and other content that appears on your pages.
Display Names, Title and System Names

**System Name** - system Names should have no spaces or capital letters. They should be short and simple.

**Display Name** – Title for the page. It is what shows up in the breadcrumbs and any automated left menus. It should be typed out the way you want it to appear. (Spaces and capital letters are okay.)
**Title** – Title of the page. This will appear in the title bar of the browser along with the Site Name and the text “The University of New Mexico”. The title also appears as the main heading on your page within the H1 tag.
**WYSIWYG - What You See Is What You Get**

Many of the content areas in Cascade Server use a WYSIWYG editor for formatting. The editor allows you to style, insert images, add tables, etc. The basic features found in many word processors and html editors are available.

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**Functions – Summary of WYSIWYG buttons**

<table>
<thead>
<tr>
<th>Button</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ω</td>
<td>Insert Custom Character</td>
</tr>
<tr>
<td>x₁</td>
<td>Subscript</td>
</tr>
<tr>
<td>x²</td>
<td>Superscript</td>
</tr>
<tr>
<td>B</td>
<td>Bold (Ctrl+B)</td>
</tr>
<tr>
<td>I</td>
<td>Italic (Ctrl+I)</td>
</tr>
<tr>
<td>U</td>
<td>Underline (Ctrl+U)</td>
</tr>
<tr>
<td>ABC</td>
<td>Strikethrough</td>
</tr>
<tr>
<td></td>
<td>Align left</td>
</tr>
<tr>
<td>Command</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------------</td>
<td>---------------------------------------------------------</td>
</tr>
<tr>
<td>Align center</td>
<td>Align text to center</td>
</tr>
<tr>
<td>Align right</td>
<td>Align text to right</td>
</tr>
<tr>
<td>Align full</td>
<td>Align text to full</td>
</tr>
<tr>
<td>CSS styles</td>
<td>CSS styles (not all styles are available in dropdown)</td>
</tr>
<tr>
<td>HTML formats</td>
<td>HTML formats (headings, pre, etc.)</td>
</tr>
<tr>
<td>Cut</td>
<td>Cut</td>
</tr>
<tr>
<td>Copy</td>
<td>Copy</td>
</tr>
<tr>
<td>Paste</td>
<td>Paste</td>
</tr>
<tr>
<td>Paste as Plain Text</td>
<td>Paste as Plain Text</td>
</tr>
<tr>
<td>Find/Replace</td>
<td>Find/Replace</td>
</tr>
<tr>
<td>Toggle spellchecker</td>
<td>Toggle spellchecker</td>
</tr>
<tr>
<td>Horizontal rule</td>
<td>Horizontal rule</td>
</tr>
<tr>
<td>Insert a new table</td>
<td>Insert a new table</td>
</tr>
<tr>
<td>Cleanup messy code</td>
<td>Cleanup messy code</td>
</tr>
<tr>
<td>Remove formatting</td>
<td>Remove formatting</td>
</tr>
<tr>
<td>Edit HTML Source</td>
<td>Edit HTML Source</td>
</tr>
<tr>
<td>Toggle guidelines/invisible elements</td>
<td>Toggle guidelines/invisible elements</td>
</tr>
<tr>
<td>Toggle full screen mode</td>
<td>Toggle full screen mode</td>
</tr>
<tr>
<td>Unordered list</td>
<td>Unordered list</td>
</tr>
<tr>
<td>Ordered list</td>
<td>Ordered list</td>
</tr>
<tr>
<td>Outdent</td>
<td>Outdent</td>
</tr>
<tr>
<td>Indent</td>
<td>Indent</td>
</tr>
<tr>
<td>Undo (Ctrl+Z)</td>
<td>Undo (Ctrl+Z)</td>
</tr>
<tr>
<td>Redo (Ctrl+Y)</td>
<td>Redo (Ctrl+Y)</td>
</tr>
<tr>
<td>Insert/edit link</td>
<td>Insert/edit link</td>
</tr>
<tr>
<td>Unlink</td>
<td>Unlink</td>
</tr>
<tr>
<td>Insert/edit anchor</td>
<td>Insert/edit anchor</td>
</tr>
<tr>
<td>Insert/edit image</td>
<td>Insert/edit image</td>
</tr>
</tbody>
</table>
**Internal Links**  
An internal link is a hyperlink that can navigate to another section of the document within the same website or domain.

**External Links**  
An external link is a hyperlink that can navigate to other website.

**Links**  
A link is a hyperlink that can point to information or the same webpage or another web page.

**How to create a link in WYSIWYG**  
First find the index page of the page you want to edit. Then click on the “Edit” tab on the top menu bar. In order to link an article make sure you want to highlight the text first and then click on this icon.

A window will pop out to ask you put in either “Internal” or “External” link.

If you selected “Internal”, make sure you are linking it to the correct link (click on Browse to find the file) and then click on insert.
To link it to another website -> click on the “External” -> enter the URL below -> click on “insert”

To open the link with in the same window -> choose “Same Window” -> click on “insert”

To open the link in a new window, choose “New Window” -> click on insert.
Creating Pages

To add a new page or sub navigation on the existing page,
1. Go to New -> “page types” -> “folder with universal page” (locate on the top of the page)

2. Give the page a System Name, Display Name and a Title (as we mentioned in the previous pages)

3. Make sure you put it in the correct Parent folder
4. Make sure the Navigation type is “Sibling and Children”

5. Lastly, Make sure “Include when publishing” and “Include when indexing” are checked
Change Folder Names

1) Find folder name you want to change. Click on the folder.

2) Click on “Edit” tab on the right side of the screen.

3) Change the “Display Name” and “Title” to the ones you want to change.
4) Click on Submit.
5) Make sure you publish the folder by click on the tab “Publish” and click on submit again.
Publishing Pages

To publish a page
1. Click on the “Index” page or the parent folder you want to publish
2. Click on the “Publish” icon locate on the right hand
3. Click on Submit.
Uploading PDFs

1. Upload the PDF file by selecting new – files – PDF

2. Naming PDF File
   - If you have named the pdf without spaces then you can click browse and then just fill in the display and title.
   - **System name** should contain no spaces and all should be in lower-case, make sure you put “.pdf at the end” It is the name that appears in the Folder Directory within Cascade Server.
   - **Display name** is the name of the content item as you want it to appear in your Navigation.
   - **Parent Folder** is the folder which will hold your content.
   - **Title** appears at the top of a browser window.

3. Click “Browse” to Upload your PDF, and click on “Submit”
Uploading Files

1. The first step is to create a ‘zip’ file.
2. On Windows, you select the files you want to upload.
3. Right click on them.
4. Hover down the ‘Menu’ that appears to ‘Send To’.
5. Another ‘Menu’ will appear.
6. Hover over the ‘Compressed (zipped) Folder’ and click on it.

6. Go back to the Main Navigation Bar -> Click on “Tools” ->“Zip Archive”
7. Make sure you put it under the correct location (Placement Folder)

8. Click on “Browse” to put it under the correct location.

9. With tool open, click ‘Browse’ and find the file on your computer. Once found click submit.