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How do I...

1. First you must access the Administration page for Cascade Server through a Web Browser. The URL, or Web Address, is: https://atlas.uchastings.edu:8443/login.act

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

3. The first page will look like the one below.

4. From the Global Navigation, choose the site you are working on. You will automatically be re-directed to that site.
How do I... the navigation work?

Notes:

Think of Navigation as multiple generations of a family. Grandparents, parents, and children (grandchildren). Grandparents are ancestors of the children, or Ancestor Navigation. Parents are children of the grandparents. Contextual Navigation is all the members of a family.
How do I...

Further Notes:

In the image to the right, the Ancestor Navigation, or breadcrumbs, are grandparents (HOME PAGE), and parents (STUDENT LIFE) of the Contextual Navigation. Student Life is the parent of Student Organizations and Student Government. Student Organizations and Student Government are siblings. Student Government is the parent of Officers, etc.

Down gives you the children. Up gives you the parents.
How do I...

After you choose the site you are working on, you will directed to the administration page.

You will mostly be concerned with the pane on the left side. You will probably never use any of the features on the right side.

Most of the features that you will need can be found under the ‘New’ tab of the ‘main navigation bar’.

The ‘asset tree view’ is the ‘system’ of ‘folders’ and ‘universal page’. To expand this view, click on the ‘plus sign’; it will then turn into a negative sign. This will allow you to see the contents of the folder you chose. It can either another ‘folder(s)’, or ‘universal page’.

The name next to each page or folder is called the ‘system name’. It is how Cascade Server identifies each object in the ‘asset tree’

In some places, you will see special components such as xml or xslt. You will not need to worry about those.

The ‘reference link’ is a placeholder link for a page that lies in another part of the ‘asset tree’
How do I... add a new page

1. Although you can create a single page in Cascade Server, it is preferable that you create a ‘folder with universal page’.

2. The first step in creating a new page is to find the parent folder of page you will create and click in it to highlight. For this example we will use one called ‘test’.

3. Next go to the blue ‘main navigation bar’ at the top of the page and click on it. A drop down menu will appear.
How do I add a new page

4. With your mouse cursor, hover down to ‘page type’ and a new menu will appear. Hover down this menu to ‘folder with universal page’ and click on it. This creates a ‘New Folder’. Here you will name the folder; and how it appears in the navigation. It is now time to name the folder.

**New Folder**

<table>
<thead>
<tr>
<th>Create</th>
</tr>
</thead>
<tbody>
<tr>
<td>System</td>
</tr>
</tbody>
</table>

**System Name**: test-folder

**Parent Folder**: [test]

**Inline Metadata**

- **Display Name**: Test Folder
- **Title**: Test Folder
- **Navigation Type**: Siblings and Children
- **Show in Navigation**: Yes
- **Metadata Set**: [specialty/folder]
  - Publish: Include when publishing
  - Index: Include when indexing
How do I... add a new folder?

The process of creating a new folder without a universal page is the same as adding a folder with a universal page.

When hovering over dropdown menu after clicking ‘New’, stop at ‘Default’. Another dropdown menu will appear. Hover over it til you reach ‘Folder’, and click on it.
How do I... but not publish, or show in navigation?

The last step in editing a page is to publish it (that will be gotten to later). Sometimes you need a folder, to hold documents, that you do not want to be see in the navigation.

**Navigation Type**
This setting allows you to show; ‘Siblings, pages on the same level, and Children, pages underneath,’ of the ‘Current Page’ you are editing; the ‘Children’, or ‘None’ at all.

**Show in Navigation**
This setting allows you to show the ‘Page’, or ‘Folder’ in the navigation.

**Publish**
This setting allows you not ‘Publish’ a page or ‘Folder’.

**Index**
Is out of the scope of this Tutorial
How do I... naming folders and pages?

Folder System Name
This name is used by Cascade Server to identify the folder. It is also apart of the url. It is preferred that you use lower case letters, and no spaces.

Folder Display Name
This name is used in the Ancestor and Contextual Navigation.

Folder Title Name
While not used by Cascade Server, it is still required.

Page Title Name
This name is used in Ancestor Navigation as the Current Page level. Or, the last entry in Breadcrumb Trail.

Page System Name
This name is used by Cascade Server to identify the folder. It is also apart of the url. It is preferred that you use lower case letters, and no spaces.

Page Display Name
This name is used as the header in the Body of the Content.
How do I...

There are 3 areas of a ‘Page’ that you are to edit. In this tutorial, we are mainly concerned about area #2, ‘Body Content’. The other two areas are; #1, the ‘Banner Bank’, and #2, the ‘Left Column SPIFs.

Once you have finished with the setting for creating a ‘Folder’, you click ‘Submit’ at the bottom of the ‘Page’.

This will bring you to the screen shown below. From here, you click the newly created ‘Page’ to edit it. A ‘Universal Page’ has a ‘System Name’ of ‘index’. You do not need to change this.
How do I...

You arrive at the ‘Template Screen’. This page show the look and feel a page. The are to be edited is the ‘Body Content’. To edit the page, you need to go to the tabs in the upper left hand corner.

The three most important tabs you will be using are, ‘View’, ‘Edit’, and ‘Publish’. Go ahead and click ‘Edit’. It will take you to the ‘What You See is What You Get Editor’, WYSIWYG.
How do I...

As you did with creating the ‘Folder’, fill in the ‘Display Name’ and the ‘Title’. The editor has many tools. But the ones that you will use the most are: ‘Paste as Text’, ‘Format Text’, ‘Apply Styles’, ‘External/Internal Links’, and ‘Insert Image’
How do I...

**Paste as Text**
This tool is the one that you will use the most. To use this, you first copy the text from the document. Click on the button in tool bar of the editor. This will place your cursor in the editor window. Then, paste the text. The tool removes document formatting, and applies HTML to the text.

**Apply Styles**
This tool applies styles, and formatting to the text. The style ‘introduction’ is applied to the first paragraph of text. To use this tool, you highlight text, image, or a link, and select the style to use from the drop down menu.

**Format Text**
This tools is mainly used when you insert text into your content. You copy the text you wish to use. Place the cursor after the paragraph/heading, hit the enter key, and paste. You then highlight what you have just pasted; and select, from the Format Text drop down menu, paragraph or some level of heading.

The next two tools, **Insert Image** and **External/Internal Links**, require you to upload files.
How do I edit images?

Before images are uploaded, they need to be edited to a width of 200 pixels and 72 dpi (dots per inch). If you do not have editing software on your computer, you can use this site, http://pixlr.com/. Pixlr Express is the tool we will be using.

1. Click on the Pixlr Express link.
2. From the new screen, click on ‘Browse’.
3. On the next screen, adjust the view to 100%. Choose ‘Adjustment’ from the menu below.
How do I...

4. A new menu will appear. From that menu, select ‘Resize’

5. From the ‘Resize’ menu, put 200 into width text box. The height will be automatically adjusted, Click apply.

6. Click save from the menu bar in the upper left-hand corner.

7. A new tool will appear. Adjust the image quality to 72 and name the image. Click save place into a folder on your computer.

8. That process is now complete.
How do I... upload picture, pdfs, or other files?

1. The first step in uploading files is to create a folder to hold them in. It is a bit more efficient to create one docs and images folder that is accessible for one section.

2. There are two ways to upload.

3. The first follows the same path as used before. You will need to select folder the file will be going into.

4. Going to the ‘New’ tab on the ‘Navigation Bar’ and click it. Hovering over the ‘files’ item this time.

5. From the drop down menu that appears, select the type of file that you want to upload.

6. The editor page appears once again. You will need to fill in the System Name, Display Name, and Title.

7. For the System Name, you will need to include the file type extension. For example, if it is a PDF, it would be document.pdf.

8. Next, you scroll down the page to the tool called ‘File Upload’. Click on the ‘Browse’ button and find the file on your computer.

9. Now scroll further down the page and click the ‘Submit’ button.

The next method is used mostly for multiple files. But, it can be used for single files.
How do I upload multiple picture, pdfs, or 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.
How do I...

The process is nearly identical on a Mac. On the Menu that appear after you ‘right-click’, you hover down to ‘Compress’ and click on that item.
How do I...

1. First, select the folder the file are to go into.

2. Now go back to the ‘Main Navigation’ bar.

3. Click on ‘Tools’ and hover down down the menu that appears and click on ‘Zip Archive’.

4. With tool open, click ‘Browse’ and find the file on your computer. Once found click submit.
How do I link files?

1. Once files have been uploaded, you can now link them.

Note: Images, pdfs, and docs are ‘Internal’ links. Email and sites outside of Hastings are considered external.

Images

1. Go back to the page editor.

2. The style for images floats the image to the left. Place your cursor at the end of the paragraph, before the paragraph you want image next to.

3. Click on insert Image and browse for the image you wish to use.
How do I...

4. Once you find it, click confirm.

5. you will now see the image in the editing window

6. Now click on the image.

7. Go to the ‘Styles’ menu and select ‘inlineImage’.

8. The ‘style’ is not applied until you click submit.
How do I...

PDFs and DOCs

The process for linking a document is the same as an image, with two exceptions.

1. You need to highlight the text that will be the link before you search for the document.

2. The styles applied to the link will be pdf, for PDFs, or doc, for DOCs. These will add icons that denote them as what kind of document that they are.

External URLs and Email addresses:

1. Highlight the text that is to be used for the link.

2. Click on the ‘Link’ tool.

3. By default, ‘Internal’ is selected in the ‘Insert/Edit Link’ tool. Select ‘External’

4. The tools changes. In the text box labeled ‘Link’ paste the url you want to link to

5. If it an email address, replace the ‘http://’ with a ‘mailto:’