

Cascade Server 6.8 Release

We are upgrading Cascade Server, Content Management System (CMS) for The University of Scranton website, to provide new features that will improve usability and content management for end users.

Cascade Server 6.8 will be installed on Tuesday, June 28, 2011, and will be available to users on Wednesday, June 29, 2011. Training is available for individuals or departments for any of the following new features after the installation. Contact Jack Williams (williamsj4@scranton.edu) with any questions or to schedule training.

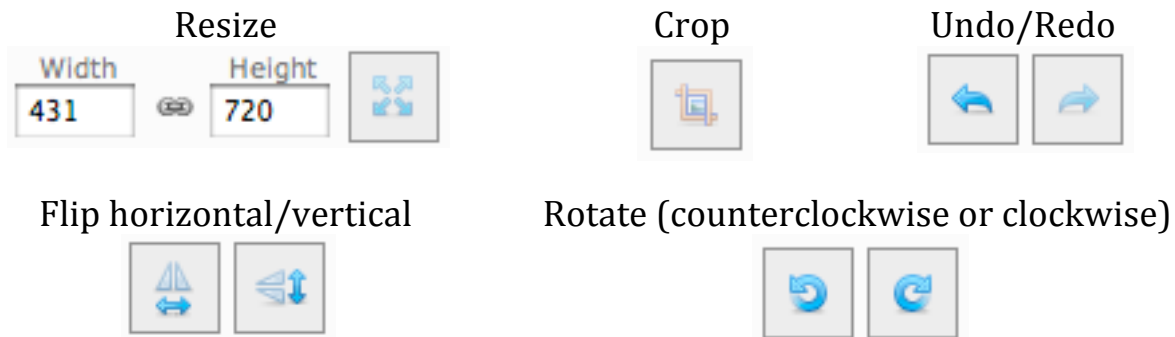
This guide will describe and provide instructions for the following new features:

- Image Editor
- Embed Video via WYSIWYG Box
- Inline Metadata Fields
- Google Analytics Connector
- Parallel Publishing
- Other User Experience Changes

Image Editor

What it is

Basic image manipulation of new or existing images is now possible without image editing software.* The Image Editor provides the following basic modifications:



How to use it

A Word of Caution: If you “play” with an image too much with the Image Editor, the image quality will decrease.

Example: the first image (left) was resized from its original (print quality) size in the Image Editor. The second image (right) was resized twice and rotated horizontally and vertically. There is a noticeable difference in quality between them on-screen.



1. Upload a new image OR Edit an existing image

Note: uploading a new image will now happen automatically once you have selected a file from your computer and confirmed your selection, but it WILL NOT be saved in the CMS until you Submit and save it.

Tip: You can Submit (save) the image before you begin image manipulation, in case you want to go back to the original image without uploading it again.

2. Perform the desired action(s):

Resize

Width	Height	
431	720	

1. Enter desired width or height (in pixels)
2. Click the icon to the right of the “Height” field.
3. By default, the editor will resize the image proportionally (aspect ratio).

To toggle aspect ratio, click the chain icon. *It is NOT recommended to toggle this aspect ratio setting as it will distort the overall image appearance and quality.*

Crop



1. Click and drag the mouse over the portion of the image you want to crop. You can select the small square icons around the selection to further widen or narrow the selection.
2. Click the crop icon

Note: The Width and Height fields will not update until the image has been cropped. We have sent a request to Hannon Hill that a future improvement would include use of the Width and Height fields for cropping. This tool is best used to crop an image that has been or will be resized.

Flip



Flip the image horizontally or vertically by clicking the respective icon.

Rotate



Rotate the image clockwise or counterclockwise by clicking the respective icon.

Undo or Redo



Undo an action performed by clicking on the Undo (left) icon. *Please allow a few seconds for the undo action to process before clicking on the icon again.* If

you had performed multiple edits, you may Undo more than one action starting with the last action performed.


Redo an action that was undone by clicking on the Redo (right) icon.

3. Click Submit to save your changes

*If you need assistance with image editing software, the CTLE has resources and student TechCons available to assist you. For an appointment, contact Aileen McHale (mchalea1@scranton.edu) or x4365.

Embed Video via WYSIWYG Box

What it is

Embed external video into a page with the WYSIWYG box. There is a new icon in the second row called  **Insert/edit embedded media**. The following media types are supported:

- Flash
- Quicktime
- Shockwave
- Windows Media
- Real Media

Do not upload video files to the CMS. We recommend hosting videos on YouTube, Vimeo, or other video hosting solution.

How to use it

1. Retrieve the URL of the video you wish to embed

Tip: If you are using a video from YouTube, here is how to retrieve the URL: Go to the video's page > click Share > click Embed > check "use old embed code" and uncheck "show suggested videos" > enter Custom width of 500px (for a two column pages) or 300px (for a three column page) > copy the code

(CTRL+C or CMD+C).

2. In the WYSIWYG box of the desired page, select the **insert/edit embedded media icon**.
3. Select the type of media from the **Type** dialog box

Tip: Choose “Flash” for YouTube or Vimeo hosted videos.

4. Paste the video URL into the **File/URL** field

Examples:

http://www.youtube.com/v/rs2ogalMH_g?version=3&hl=en_US&rel=0 or
<http://www.youtube.com/v/ORcZ3t9fww0>

If you selected YouTube’s embed code, paste it into Notepad or TextEdit and copy the URL that looks like the example above

5. Enter Dimensions: 500 x 314 for videos on a two column page, 300 x 200 for videos on a three column page
6. Select the **Advanced Tab**
7. Under **Flash options**,
 - Uncheck “Auto play”, “Show menu”, and “Loop”
 - From the “WMode” menu, select “transparent”
8. Click **Insert**, then **Submit** to save your changes.

Inline Metadata Fields

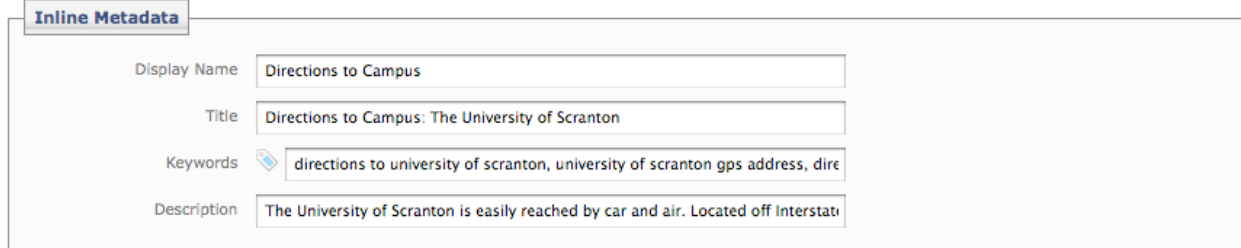
What it is

Metadata (Display Name, Title, Description, etc.) is important for page breadcrumbs and pages to be indexed and ranked by search engines. These fields were located in the “Metadata” sub-tab when editing a page asset.

However, in order to ensure these fields are entered, we are able to bring these fields to the default “Content” sub-tab, where users create or modify page content.

How to use it

1. Select a page and click **Edit**.
2. You will encounter a new section called **Inline Metadata**



The screenshot shows a form titled "Inline Metadata" with four input fields:

- Display Name:** Directions to Campus
- Title:** Directions to Campus: The University of Scranton
- Keywords:** directions to university of scranton, university of scranton gps address, dire
- Description:** The University of Scranton is easily reached by car and air. Located off Interstati

Display Name should contain the Title of the page. If it is the index or homepage, try to avoid words like “Homepage”, “Page”, or “Welcome”, use a word or phrase that is used in the body content (ie: Introduction)

Title is the page title, which appears in search results. Should be less than 64 characters. Use the following structure to write it:

[Display Name]: [Department]: The University of Scranton
Recent Grads: Alumni: The University of Scranton

Note: If your website has a news section and your title is fairly long and descriptive, you may just use the article title in the Title field.

Keywords are used to identify the PAGE content. Use words or phrases that describe the content supplied by the page. Enter 3 or 4 good words or phrases that visitors would use to find your page on a search engine. This is not required, but it is helpful.

Description also appears in search results below the title. This is more important for potential visitors than the search engines. A description should be a brief sentence describing the page content, or an intriguing sentence from the page content. Should be less than 155 characters.

3. Click **Submit** to save your changes.

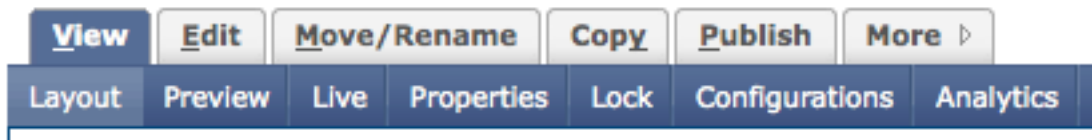
Google Analytics Connector

What it is

The Office of Public Relations uses [Google Analytics](#) on all pages within the CMS. The new Google Analytics Connector allows us to share the analytics data with users on their website's traffic.

This feature is available to interested users who are familiar with Google Analytics and understand how to interpret the results. The following instructions will only show you where to find the results.

How to use it



There is a new sub-tab on a page asset called “Analytics”. Click on this sub-tab and you may view the page’s analytics from the past day, week, month, and year. Specific Analytics included are Pageviews, Unique Pageviews, Bounce Rate, Average Time on Page, and the percentage change for each.

If you encounter a page with the message “No analytics available for this asset,” it indicates that the page was not accessed within the time frame you selected. Choose a broader time frame, such as month or year, for analyzing how your page is performing.

Analytics data is pulled daily around 1:30 A.M. and will not include the current day’s analytics.

Parallel Publishing

In the past, the CMS could actively publish one job at a time, causing a logjam in the publisher queue during busier times or from duplicate jobs. The CMS now has two features that will help prevent and/or quickly eliminate logjams.

The CMS will now publish two jobs simultaneously, per Site. For example, two jobs from the main website (www or matrix) and two jobs from Channels will be published simultaneously.

If a user tries to publish something that is already in the publish queue, the CMS will not add it to the queue again and present the user with the following message:

This asset has already been queued for publish.

Other user experience changes

Hannon Hill has also provided other minor updates that enhance and improve user experience within Cascade Server (CMS):

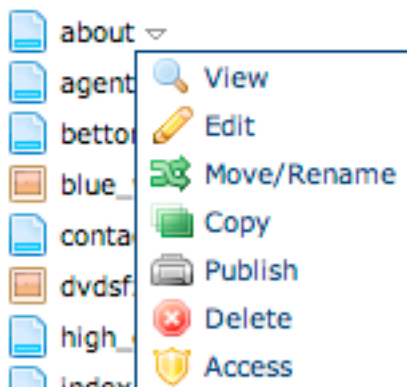
Navigating

Context Menu

What it is

This functionality is an alternate way to access available actions for an asset. Users are not required to use this, and can access the action tabs as before.

How to use it



Hover over an asset in the asset tree and click the small triangle that appears to the right. A context menu will appear that provides actions that correspond to your access level. These are the actions that appear as tabs when viewing the asset.

TE: Depending on your access rights, you may see fewer menu items than what appears in this screenshot.

Editing

- “Group” (“new paragraph”) creation, sorting, and deletion no longer refreshes the page. Results in less time required for editing.
- “Groups” (a.k.a. “new paragraph”) are now collapsible while editing. This can decrease the amount of scrolling required to edit content.



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