

CMS Basic Training: Cascade 8

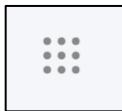
Cascade 8, the University's CMS (Content Management System) is designed to allow individuals to contribute to or edit web pages without any formal web design or HTML training.

Getting Access to the CMS

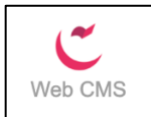
The CMS is governed by a set of permissions that allow users access to specific folders, and pages within those folders. CMS access can be requested by submitting a Royal IT Support ticket or by contacting the Technology Support Center. Before permission is granted, the user must contact the **Office of Marketing Communications** to coordinate a training session. Training sessions are required for all new CMS users. As soon as IT sets up your access, Kristin Durkin will do the training with you.

Signing into the CMS

Log into my.scranton.edu using your Royal ID and password. On the home page of the portal, you will see this **waffle icon** in the upper right corner of your screen:

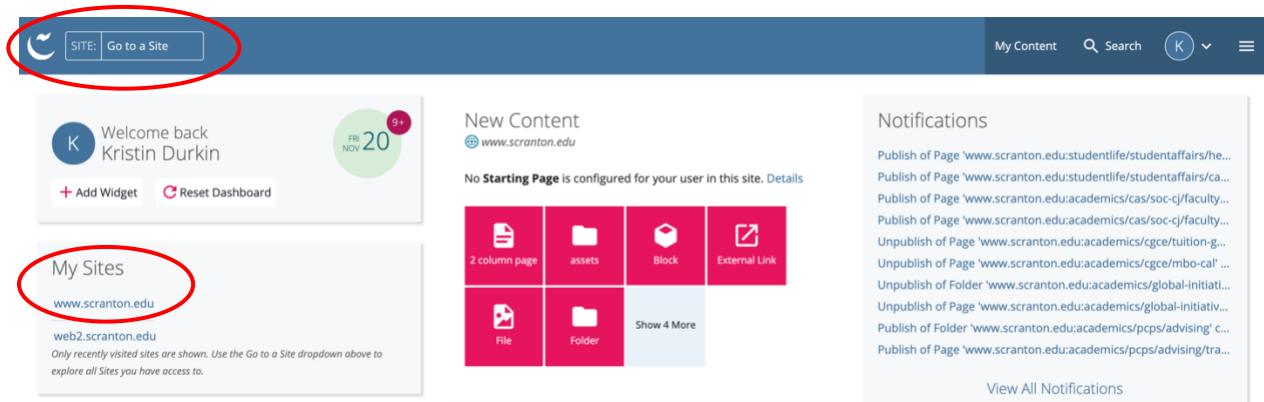


Click on the waffle icon, then select the icon for our Web CMS system:



The CMS Dashboard

Once you have successfully logged in, you will be redirected to the program dashboard. This feature allows for quick access to recently viewed pages and drafts.



The screenshot shows the CMS dashboard interface. At the top, there is a blue navigation bar with a 'Go to a Site' dropdown menu circled in red. Below the navigation bar, the dashboard is divided into several sections: a user profile section for Kristin Durkin, a 'My Sites' section with 'www.scranton.edu' circled in red, a 'New Content' section with buttons for '2 column page', 'assets', 'Block', 'External Link', 'File', and 'Folder', and a 'Notifications' section on the right.

From here, there are two ways to access the University website.

In the top left corner of the Dashboard, there is a *SITE: Go to a Site* option that provides access to particular areas of the system. Click this box and then select *www.scranton.edu*. When www.scranton.edu opens, it will display the folders that you have been given permission to access.

Or, you can click on www.scranton.edu in the My Sites box.



Quick Tip

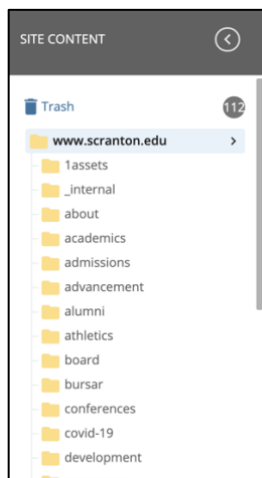
Pages you recently visited are listed under the *My Content* box on the dashboard. You can click on a page here for quick access.





Page Assets


Assets are entities within the CMS that represent and/or are used to generate content, such as pages, images displayed on the page, and documents that have been uploaded.


All of the assets for the University website are displayed in an **asset tree** in the left column of your screen. Folders are arranged similar to your filing system on your computer.




 **Folders** contain all assets. Clicking on a system folder will reveal its contents both in the left asset tree and in the main view.

 **Pages** are the core asset type in the CMS. Pages bring together items such as a template, images, text and documents. Essentially, your 'page' in the CMS become a new web page.

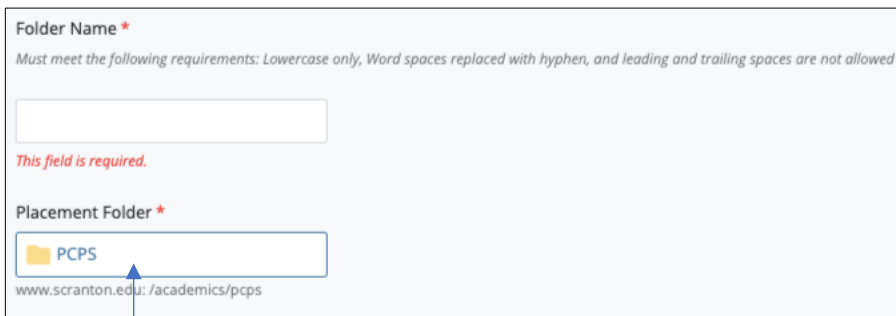
 **Files** are content typically created by external programs and imported for use in CMS. For example, images and PDF documents.

 **Blocks** are pieces of content typically used for navigation menus or in a 3-column template page for additional content (for example, in the right column). Whenever there is content that is common to many pages, (e.g., the items in your left navigation bar), it should be put into a block that can be used on any page.

 **External Links** point to webpages outside the system. External links are great for centralizing links that are used in many locations throughout a website. You could create an External Link and then link to it in content pages. If that link needs to change later, you will be able to update the link URL in one location.

[Creating a Folder](#)

1. From the top menu of a Site, select *Add Content* > *Select Default* > *Select New Folder*.
2. Enter a name for the folder. This represents the published folder name and what the URL will be. If the name has two or more words, use hyphens between each word, with no spaces.



Folder Name *

Must meet the following requirements: Lowercase only, Word spaces replaced with hyphen, and leading and trailing spaces are not allowed

This field is required.

Placement Folder *

PCPS

www.scranton.edu:/academics/pcps

3. Placement Folder: This is where you want your new folder to be stored. By default, it selects your current location in the CMS. If the correct folder is not appearing, click on the placement folder name, and in the new window, click "browse" to find the folder you want.

4. For example, if you want to find the history department folder, you'll have to click on the College of Arts and Sciences (CAS) folder icon first.



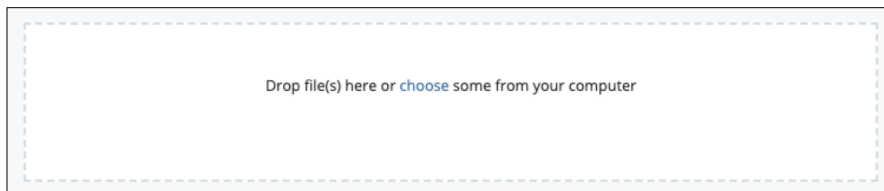
That will open a drop-down menu of the folders within CAS, where you would find the history folder.

5. Create a display name for your new folder. It should be the same as the folder name (at top) but without hyphens. The display name shows up in the breadcrumb trail on the page.
6. Click Submit to save your new folder.

How to Upload a File

You can upload a variety of file types, including .pdf, .jpg and .png. **Do not upload Excel spreadsheets or Word documents.** Word documents have a code embedded in them that will pose a problem in the CMS. Please export them as a .pdf document before the upload.

1. Select the folder you want to add a file to.
2. From the top navigation menu, select Add Content > Select Default > Click File
3. Double-check the Placement Folder box. If the correct folder is not listed, click within the box to access the "browse" menu. Click "browse" to search for and select the correct folder.
4. Scroll down to box that says "Drop files here or choose some from your computer."
5. Select the file to upload by clicking the file chooser icon or by dragging and dropping a file from the file system to the dotted "drop zone" in the browser.



6. The File Name field will update with the name of the file. **Make sure not to overwrite the file extension (.jpg, or .png, etc.) This is important. If the extension is deleted, the file won't render.**
 7. Click "Preview Draft" and "Submit" to confirm the addition of your newly uploaded file.
 8. If there is an error, it will show up and you won't be able to click submit until you fix it.
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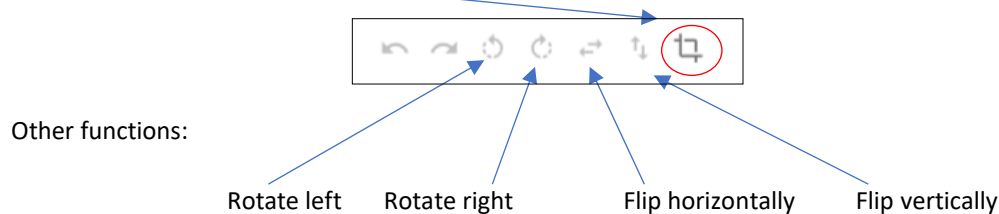
Editing photos

The CMS contains a built-in image editor with functionality for:

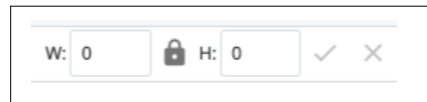
- Rotating images
- Cropping images
- Resizing images
- Flipping images

To edit an image, locate and open it within your CMS Site by clicking on it in the asset tree to access it. You can also right-click on it, then click “Edit” in the drop-down menu that appears.

To **crop an image**, click on the image and drag until your selection is highlighted. Release the mouse and then click on the “crop” button in the editing toolbar above the image.



To **resize an image**, you can enter a specific size in either the width or height box, then click the check mark.



Uploading Multiple Files

Adding multiple files to the CMS is very similar to how one file is uploaded, but with a slight detour. Before uploading more than one file at a time in Cascade CMS, you'll need to zip or compress those files together first.

1. From the top navigation menu, select Add Content > Select *Your Folder* > File.
 2. Select the file to upload by clicking the file chooser icon or by dragging and dropping a file from the file system to the browser window. The File Name field will update with the name of the file. Optionally, update the name of the file in the System Name field.
 3. Cascade will recognize the zip file by its extension and will prompt you to let it unpack the files (Yes) or to upload the zip file like any other file (No). To let Cascade do the unpacking, click Yes. At the upper right, the Save & Preview button will then become Unpack. Click Unpack to begin the upload/unzipping process.
 4. After uploading/unzipping is complete, Cascade will display a report of all files uploaded and any that were skipped.
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Editing a Page

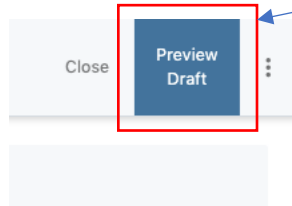
A user with “write” permissions to a page can edit its content.

To edit a page:

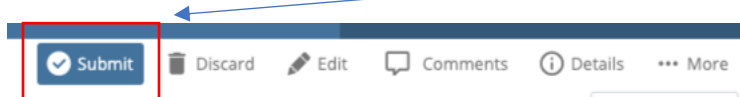
Select the page you want to edit.

Click the Edit icon on the top of the page.

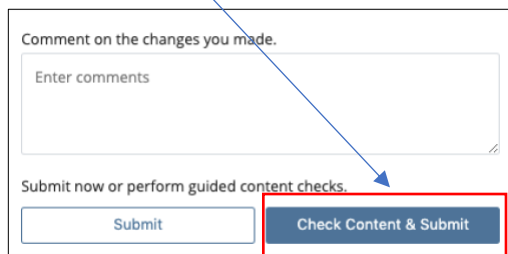
Make the changes that you want, then click “Preview Draft” in the upper right corner of the edit screen.



If your draft looks good and nothing needs to be changed, click “Submit” in the upper right corner.



A drop-down box will prompt you to click either “Submit” again or “Check Content and Submit.” Select “Check Content and Submit” because that will check for spelling errors and broken links.



You can then click “Publish” in the upper right corner.



(If you still need to make more changes to the draft, click “Edit” again, and after your editing is finished, follow the procedure to submit and publish.)

Creating a New Page

From the top menu of a Site, select *Add Content* > select your folder (e.g. *Academics, Admissions, etc.*) > select *New Page*

Page Name: Name your page. Use lowercase and a hyphen to separate words. Example: information-technology

Placement Folder: This is the folder where your page will be placed. If the correct folder is not listed, click within the box to access the “browse” menu. Click “browse” to search for and select the correct folder.

Standard-newpage: Everything in the section under “standard-newpage” is the content your audience will see.

Title: Give your page a title. This is what the audience will see at the top of the page.

New Paragraph: By default, you are working in one paragraph block. If it is easier for you to split your content up by using several paragraph boxes; you may add more paragraphs by selecting the *plus* option to the side of it.

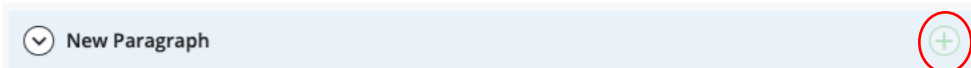
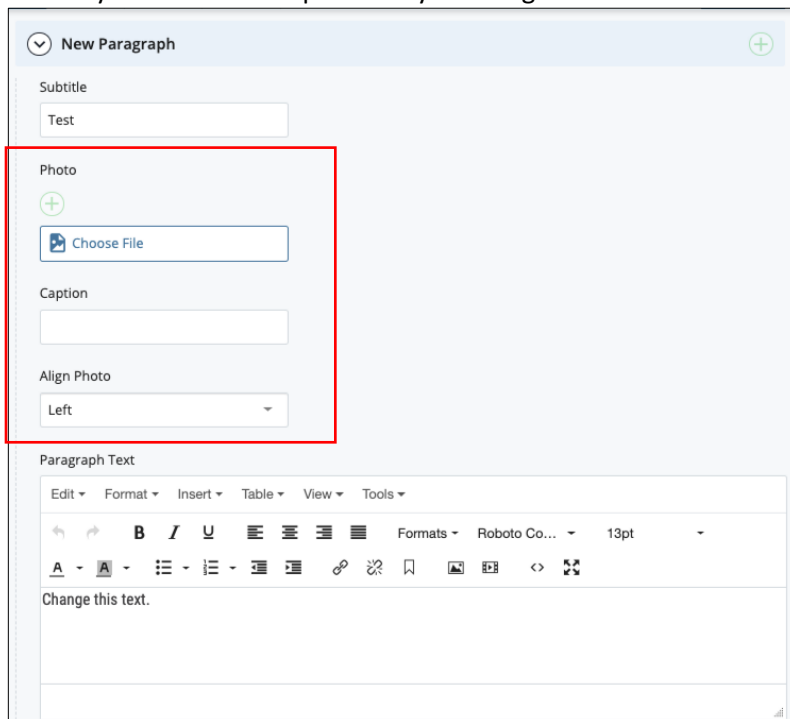
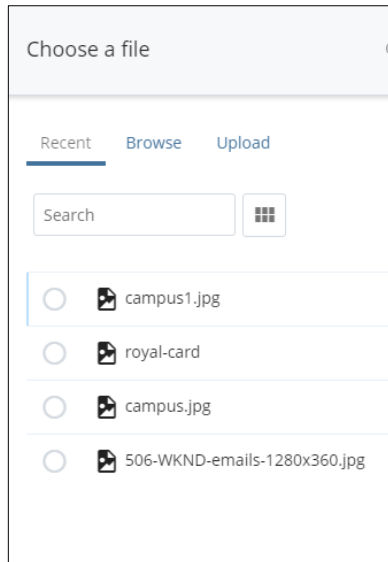


Photo: We suggest that you add photos in the Photo area (as opposed to within the Paragraph Text box) so that your text will wrap around your image.



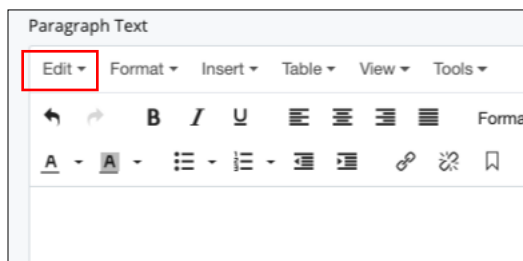
To select a photo, click “choose file, then click either “recent” or browse” in the pop-out window, to search for the photo you want. Select that photo, then click “choose:”



Paragraph Text

Copy and Pasting Content from Microsoft Word or Google Docs into the Editor

To paste text without formatting, copy the content from your source document and then click on Edit in the Paragraph Text box, then in the drop-down menu, click “Paste as Text.”



Considerations when using the different editing options

Don't overuse the bold and italics.

Avoid centering or justifying your text!

Use bullets, numbering and images to provide visual breaks for the audience.

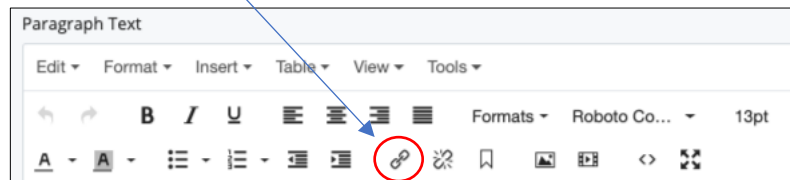
Use the preformatted text in the dropdown menu under “Format.”

Do not change text font, color or size!

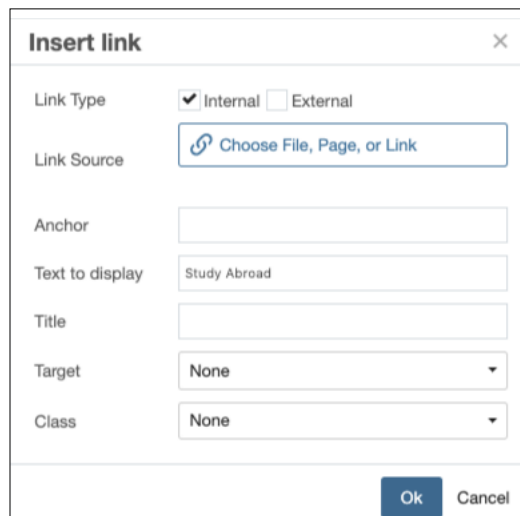
Linking your page to another page

This section explains how to link your page to another page in the CMS.

- In your paragraph text, box, type a name for the link (for example, Study Abroad)
- Select the entire name (e.g. Study Abroad) so that it is highlighted.
- Click the linking tool in the menu.



In the new window that pops up, choose Internal or External for Link Type. **Internal** refers to links to pages to which you have access within your folders list in the CMS. **External** refers to pages elsewhere in the CMS (outside your area of access) or pages outside of the University website.

A screenshot of the 'Insert link' dialog box. It has a title bar with 'Insert link' and a close button. The dialog contains the following fields:

- Link Type: Radio buttons for 'Internal' (checked) and 'External'.
- Link Source: A button with a link icon and the text 'Choose File, Page, or Link'.
- Anchor: An empty text input field.
- Text to display: A text input field containing 'Study Abroad'.
- Title: An empty text input field.
- Target: A dropdown menu with 'None' selected.
- Class: A dropdown menu with 'None' selected.

At the bottom right, there are 'Ok' and 'Cancel' buttons.

- Click on “Choose File, Page or Link,” then search for and select the page to which you want to link and click “Choose.”
 - If the link is an external one, look at the “Target” box and select “New window.” You should always open .pdf files and external links in new windows to reduce audience confusion when visiting your page.
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Supplemental Content (Tabbed Content and Accordion Content)

The **tabbed content** feature provides up to six different tabs of content to display within the same area of the page. The tabs become a dropdown when the width of the screen becomes narrower on a phone or tablet.

PRISM Group Alperin Center Director Doyle Stock Trading Competition

The PRISM Group (Portfolio of Responsible Investments under Student Management) is the Kania School's student investment-management organization. The club manages approximately \$500,000 of the university's endowment, with objectives of safeguarding and growing capital and learning about the market and investments process.

Dr. John Ruddy, assistant professor in the Economics and Finance Department, moderates the club. Its members meet on a weekly basis. For more information, contact Dr. Ruddy at john.ruddy@scranton.edu.

The **accordion content** feature (also referred to as fold/unfold) allows content to be hidden until a user wants to view the content within.

John E. Brennan, '68

John E. Brennan received a BS in Management from the University of Scranton in 1968. His son Ryan graduated from the University in 2006 with a BS in Management. Mr. Brennan has served on The University of Scranton's Board of Trustees.

In October 2000, the University named Brennan Hall, the home of the Kania School of Management, in his honor.

He is a member of the University's President's Business Council (PBC) and the Kania School of Management Advisory Board. During his career, Mr. Brennan served as President and COO of SkyWay Systems, vice chairman of the Board of Directors of Southern Union Company, as president of Activated Communications and on the Board of Directors of Spectrum Signal Processing. A cofounder of Metro Mobile CTS, Inc., he served as the company's president and COO.

A Vietnam Veteran, Mr. Brennan served as a first Lieutenant in the U.S. Army Signal Corps. He and his wife, Lucinda, and have two children.

Christopher M. "Kip" Condron, '70

Arthur J. Kania, Esq., '53

Paul Montrone, '62

To add tabbed or accordion content, open your page and click "edit."

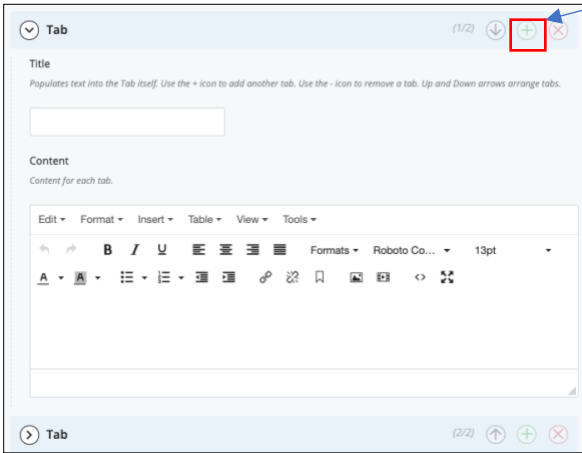
Scroll to the bottom of the page, where you'll see the Supplemental Content Area.

Under Type, select either "tabs" or "accordion."

A new bar will open up with your selection. Click the arrow to start adding either tabs or accordions.

> Tabs

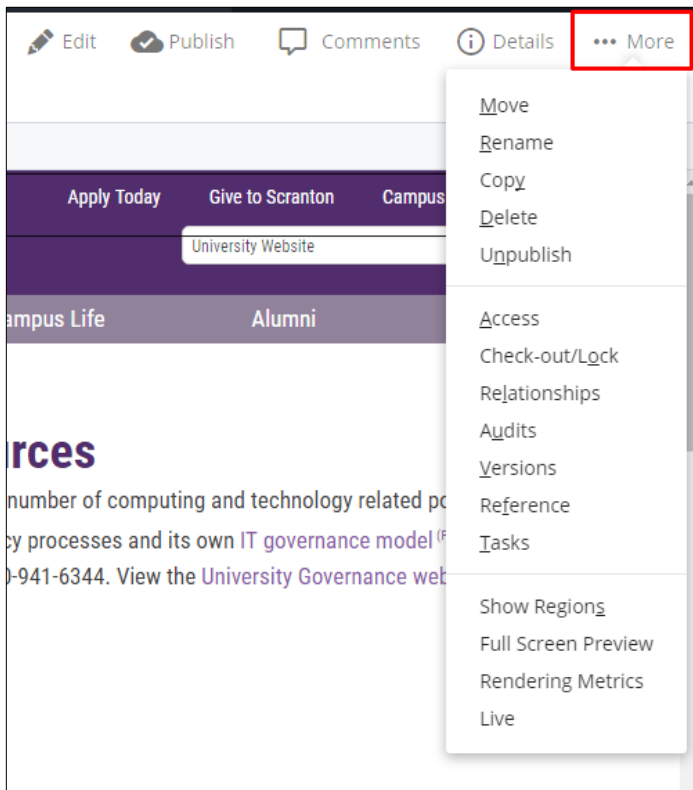
The first tab / accordion will open up. To add more, click the “plus” sign.



In the Title bar, type the name you want for the tab, then enter your content in the content section.

When you have added as many sections as you want, click “Preview Draft,” and follow the standard procedure to submit and publish.

The *More* menu



1. **Move** - Move the selected asset to another folder. If the asset is already published, Cascade CMS will prompt you to unpublish the asset and republish it in its new location. Note: dragging and dropping assets into folders is also permitted.
2. **Rename** - Renames the selected asset. If the asset is already published, Cascade CMS will prompt you to unpublish the asset and republish it in its new location.
3. **Copy** - Copies the selected asset to a new location
4. **Delete** – Removes the selected asset from Cascade CMS – make sure to unpublish the asset first
5. **Unpublish** - Removes the selected asset from the published webserver (if applicable)
6. **Relationships** - View (and republish) content linked to the selected asset
7. **Site** - Shows the Cascade CMS Site that the asset is listed in.

Unpublishing vs. Deleting content - which is best?

Cascade CMS pushes web content (files, pages, and folders) to our linked public-facing webserver (Scranton.edu).

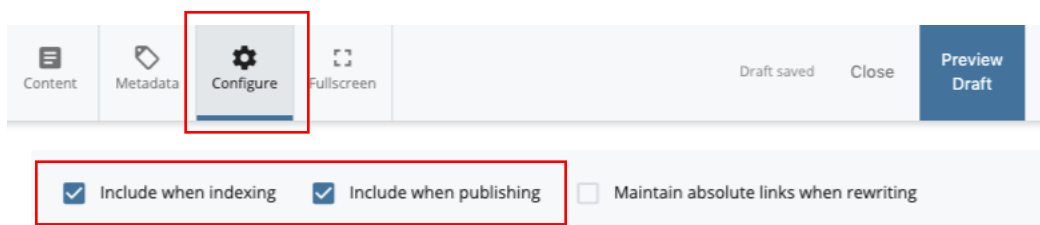
If you want to temporarily pull your content off your server (maybe for maintenance or time-sensitive reasons) with the possibility of adding it back later, you'll want to **unpublish your content**.

If you want to remove content from CMS altogether, **unpublish then delete**. Deleting content will move it to the Trash bin in Cascade, where it will sit for a week.

Preventing Publishing

You can prevent content from being published using a publishing preference. To keep content from being published;

- Click on *Edit* to edit your page
- Locate the “Configure” tab at the top of the page
- Unselect “Include when indexing” and “Include when publishing”



When you are ready to publish your content, go back to this screen and re-select those boxes.

Catalog Link Creator This tool has been developed to help in creating permanent links from department websites to the University Undergraduate catalog. You can use this tool to find or search for permanent links to the Undergraduate catalog. These links will remain the same from year to year, so you will not need to change or update them.

Go to the Catalog Link Creator Page: <http://www.scranton.edu/academics/acalog/search.php>