Cascade V8.4
Website Content Management
for the Site Manager
UMSL
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Purpose & How to Use This Guide
The purpose of this guide is to acquaint you with the features of Cascade Server (Cascade). It is designed to be read chronologically and then used for reference.

Getting Started and Logging In
Cascade is a content management system (CMS) by Hannon Hill. The CMS application provides a tool for creating, editing, and publishing Web pages. The content of your website is on the Cascade server. As a site manager, you are responsible for maintaining and publishing your site content.

Login
Cascade is a web-based application that you access through a browser (such as Firefox or Chrome).

1. Open your browser and type https://cms.umsl.edu:8443/login.act in the address area.
2. Login to Cascade using your username (SSO ID) and password. Your username must be entered in all lowercase. If you are accessing Cascade from a computer that is not on UMSL’s network (such as at home), then you must access through a VPN connection. You can get instructions for downloading VPN software from the Technology Support website.

Dashboard
When you login you will see the dashboard. From the dashboard you can manage and create your content. It includes movable widgets which you can arrange to customize your usage experience.

Widgets give you easy access to information and functions such as:

- **My Sites** – Your recently visited Cascade sites are displayed here.
- **Notifications** – You can view notifications about pages you have published and/or unpublished. The notification includes the detail about the publishing function and indicates if any errors occurred during publishing. You will only see messages for files published with your own login id.
- **My Content** – View and select recently edited and draft version of your files.
- **Link Checker** – Summary of the link checker report.
- **Stale Content** – List of assets that have not been recently modified.

Dashboard options across the top of the screen
Setting Preferences for Default Site & Unpublish on Move/Delete
You should choose to have content automatically unpublished (removed from live website) whenever you move or delete pages. You can also set a default site to make it the top link in your My Sites list and any new dashboard widget will be configured to display data from that site.

1. Click on your icon link at the top-right of the screen and select **Settings**.

2. Be sure the box for the **Un-publish on Move/Delete** is checked.

3. Also, **uncheck** the box for Appearance of Assets Link.

4. Click in the Default Site box to choose a site that you want your widgets to use. Then click **Submit**.
Find a Site
At the top of the Cascade screen you will see the site-chooser drop-down box. Click in the site chooser box to view a list of sites you have access to. Select the site of your choice or you can also select a recently visited site from My Sites on the Dashboard.

Site Structure: Assets, Folders, Pages, and Files

Assets

An asset is anything you can create, edit and manage in Cascade. “Asset” is a term referring to a file, folder, block, or page in Cascade. You may work with the following assets in Cascade:

1. 📝 Page – indicates an html page.

2. 📁 File – created by an external program and imported for use in Cascade, may be a jpeg image, PDF file, or any other static content.

3. 🟢 Block - a "pluggable" piece of content that can be easily substituted, into the right-hand related links area, the image rotation block, or the right callout area.
4. **External Link** - a symbolic link to a specific URL that links to a web page outside of your Cascade site. Used in the Related Links box, or the left-hand menu.

5. **Folder** - a container that holds other assets. All of the assets within a folder should be related to each other. For example, an image folder should only contain image files. Folders are used to create sub-navigation for your site or as containers for non-page assets (images, etc.).

6. **Reference** - a special asset that is used to get a link to a page that is not in a related folder to show up on the left hand navigation.

The asset tree (file directory) displays a hierarchical view of the folders and files that make up your site’s content. All of the files in your site are located on the Cascade server.

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**Folders**

Folders help keep your site organized by grouping similar items together. The top level folder is labeled with the site name and contains the site’s content. The “_internal”, and “files” folders are typical folders on every site. A folder’s name becomes part of the URL when published. NOTE: do not delete or alter the “_internal” folder. You may add/edit files within the “files” folder, but do not delete or modify the folder structure.

When a folder has a file in it named “index”, then the **folder’s Display Name** displays in the web page’s left-hand navigation menu.

Clicking on the arrow to the right of the folder name will reveal its contents in the asset tree and in the main view area. In the example below, clicking on the **files** folder and then on the arrow for the **images** folder displays the contents of the images folder in the main view area. You can switch from viewing
files in either List or Thumbnail view. If there are images in the folder, the Thumbnail view will show thumbnails of the images.

Pages

Your site will have a homepage off of the root folder with a page name of “index”. A standard template is applied to each page which sets the page layout. You can add/change content on the page and control the display of the left-hand navigation and the right-hand sidebar.

Most of the html pages on your site should be contained in folders. If the folder contains an “index” page then the folder’s Display name shows in the top menu level, allows the folder to be displayed in the left navigation and any additional html pages in the folder can be included in a secondary menu level.
Site Layout

In Cascade, you use a template to build your html pages. The examples below show where the Page Name, Title, Display Name, Title Header, and Caption template fields appear on the formatted page.

- Page Name in Cascade V8 is the same as System Name in the old version.
- Page Name becomes part of the URL.
- Page Name should not contain blank spaces, underscores, or other special characters (\~ $ < > # % { } [ ] \ & , ./ ; + ? )

- Title displays as a tab label of a browser AND is what Google Search will display as the name of the page in search results AND is on the site content map.
- Display Name appears as the Left Navigation text and Breadcrumb.
• Title Header is displayed as the page header. It can be turned on or off.

• Caption text displays over a header image when an Image Header is included and caption selected.
New Cascade Features

T. J. Library

The Dashboard Has a New Look in Cascade V8

When you login you will see the dashboard. From the dashboard you can manage and create your content. It includes movable widgets which you can arrange to customize your usage experience. Widgets give you easy access to information and functions such as:

My Sites – Your recently visited Cascade sites are displayed here.

Related Links:
- RELATED LINKS
- Cascade Guide
- Training
- Schedule
- Web Policies

Related Callout
Creating and Editing Content

Edit a Page
To edit content for an existing page, navigate to that page, select it and the click the **Edit** option at the top of the screen. Or right-click on the page name and select Edit from the drop-down box.

Adding a New Page
When you want to add a new page, use the **Add Content** link and select **Unit Pages > New Page**. The template provides content areas that you can choose from to customize the layout of your content. Each section of the template is explained below. A red star to the right of the name indicates it’s a required field.

Create and Name the Page and Set Menu Options
1. Determine which folder the new page will go in, and then click on the arrow to the right of the folder to select it. The left-hand navigation menu is based on folder structure.
2. Click **Add Content > Unit Pages > New Page**
3. Name your page and choose where to store it in your file directory:
Page Name – This becomes the page name that appears in the URL. Page Name should be all lowercase without spaces. To separate words use a hyphen instead of an underscore character. If this is the first page in a new folder, you need to name it “index” in order for the folder’s Display name to appear in the left-hand navigation of your page.

Placement Folder – the location in your Cascade file directory for the new page.

- Page Name in Cascade V8 is the same as System Name in the old version.
- Page Name becomes part of the URL.
- Page Name should not contain blank spaces, underscores, or other special characters (~ $ < > # % { } [ ] \ & + , . / ; ; + ? @ )

Display Name – appears in the breadcrumbs, left-hand navigation menu and in the Related Links area if used there.

Title – displays on page tab of the browser and is used by search engines.

Include in Left Navigation – Allows you to choose whether the page should be included in the left navigation menu.
Display Left Navigation – Controls whether or not the left navigation menu appears on the page.

Adding Page Metadata
When building a page, be sure to add metadata by clicking the Metadata tab. This information supports search engine results as well as social media posts.

Summary - The synopsis of the asset.
Teaser - A short enticing phrase about the asset.
Keywords - Words or phrases about the asset.
Description - The description of the asset.
Author - The organization responsible for the asset.

Building Page Content
Title and Image Headers
Title Header - A Title Header appears in large text across the top of your page, above the left menu and above the Image Header if one appears on the page.
Select Yes for Include Title Header and the Title Header field will appear for you to enter title text.

**Image Header** - An Image Header spans the width of your page. The image width should be 1236px and height 382px.

Select Yes to Include an Image Header. You can choose to display a caption over the image by selecting Image with Caption. Click in the Image box to select an image. See section on adding files for instructions on how to import an image to your site. Type Caption text if appropriate.
Building Page Body Content
Select the layout of the page’s content area.

See examples of each layout type below.

Content with 1 Column

Helpful Tips for Succeeding at UMSL

This is the beginning of my page content. I can embed videos, insert images and link them to other content, add bulleted lists, and much more.

For Content with 1, 2 or 3 Columns use the WYSIWYG content area to type and build your content.
Content with 2 Columns

Content with 3 Columns

Accordion
Accordion sections display a header. When you click the header, the related content displays below the header. This is a helpful way to display multiple topics of content on one page without showing all the content at once.
Helpful Tips for Succeeding at UMSL

New Features
Resources for Students
Helpful Tips

Give your Accordion section a Header then add the content for the section in the Content area.

Add Accordion section
Remove Accordion section
Reorder sections
Image Gallery

Image Gallery arranges images in a two-column layout, with optional captions.

Slideshows

Example when using the Related Links/Right Callout area (far right side of page). Slide headline and descriptive text display under the slide.
Example when **not** using the Related Links/Right Callout area (for right side of page). Slide headline and descriptive text display to the right of the slide until the screen is sized smaller, then they display under the slide.
Headline displays in larger bolded text.
Descriptive Text gives a little more detail and displays under the Headline.
Banner Image indicates the file with your slide image.
Link Types Choose Internal Link, and then click in the Internal Link box and select a page on your site OR, choose External Link and then click in the External Link box that appears to choose an External Link that you previously setup.
Link Text is the text that will appear on top of the button that when clicked takes you to the internal or external link you selected.

- = Add Slide
- = Remove Slide
= Reorder Slides
Tabs
Tabs are an optional way to display multiple topics of content on one page, with each topic listed under a separate tab.
**Right Content Area**
This content displays on the right-hand side of your page if you select Yes for the “Display Right Callout/Related Links Navigation” option in the Right Content Area section of the template.

**Right Side Content/Related Links**
A Related Links list needs to first be built as a block file. Then you refer to the block file in this section of the template. The block file can be used on multiple pages by just selecting the file for your Related Links on each page you want the content to appear. See instructions for creating an External Link and for creating a Related Links List block.
Right Side Content/Related Callout

The Callout content displays on the far right side of the page, under the Related Links lists. If no Related Links list is being displayed, then the Callout content appears at the top of the area.

Select Yes to Display Right Callout/Related Links.

In the Related Links section, click in the Link List box, select your related links block file, and then click Choose.

External links in your related links block file will display in a Related Links box on the far right-hand side of your page.

- Cascade Guide
- Training Schedule
- Web Policies

Right Side Content/Related Callout

The Callout content displays on the far right side of the page, under the Related Links lists. If no Related Links list is being displayed, then the Callout content appears at the top of the area.
Example below shows Related Links and Callout areas on published page.

Helpful Tips for Succeeding at UMSL

New Features
Resources for Students
Helpful Tips
Test Slideshow

Home Page  Resources for Students  Helpful Tips

Apples  Grapes  Peaches

My Information about apples.

Related Links
Cascade Guide
Training
Schedule
Web Policies
Contact Us
Office Hours
Email
Phone number

Enter text for a Callout Heading. This is optional, even if you are entering Callout content.

Enter content for the Right Callout area.
The width of the image in the Right Callout area should not be wider than 175px.
**Full Width Content**

Content entered in this section will display at the bottom of the page, below all other content, and will use 100% of the page width.

Example below shows Related Links and Callout areas on published page. Full Width Content extends the width of the page and starts displaying below all other content, including the Right Content Area.
**Save, Preview, and Submit**
To save your page, click the **Save & Preview** button. Your page will be displayed in a preview and saved as a draft. You must click the **Submit** button to save your new page to the site’s file directory, or to replace an existing file with the changes you’ve made. The file’s Page Name is displayed in the directory.

When you Save your page, it is saved as a draft as indicated in the image below. You must click **Submit**.

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**Helpful Tips for Succeeding at UMSL**

- Home Page  » Resources for Students  » Helpful Tips

**Apples**

**Grapes**

**Peaches**
You can submit your page without first previewing it by clicking the Advance Submit button (three vertical dots) and selecting Submit.

If you are ready to publish your changes, see the section on Publishing.

Adding an External Link

An External Link points to a webpage that does not reside on your Cascade site. Adding an external link to Cascade allows you to use the link in the Related Links list block or in the left-hand menu.

1. In the file directory, click on the files folder, then click on the arrow to the right of the external-links folder.
2. Select Add Content > Default > External Link.
3. Complete the following:
   a. **Link Name** – The name you give your link is what will appear on the webpage.
   b. **Placement Folder** – This is the folder where the external link will be stored. If you plan to use the link in a Related Links list, then best practice is to store the file in the files/external-links folder. If you want the link as a left menu option, then choose the folder under which you want this link to be a second level menu option, or choose the root/site folder if you want this link to be a first level menu option.
   c. **Link** - Enter the full URL of the external webpage. You can copy/paste the URL from a website.
   d. **Metadata Set** – leave this set to default.
   e. Click the Save & Preview button.
   f. Click the Submit button.
Adding or Changing a Related Links List Block

If you want to use a Related Links list on a page or pages of your site, then you need to create a block file and point to the file in the Right Side Content > Related Links section on the page(s). A Related Links Block can contain html pages (Related Page) and External Links (Related External Link). Your site may already have a related links list block file. Related Pages will display first in the Related Links box, followed by Related External Links.

Add a Related Links List Block:

1. Select Add Content > Blocks > Related Links List.
2. On the block template page enter a XHTML/Data Definition Block Name. The default name is “untitled-related-links-list”. Change the word “untitled” to a relevant name (for example “admissions-related-links-list”). This is the file name.
3. If the Placement Folder is not files/blocks, then click in the Placement Folder box and select the files/blocks folder and click Choose.
4. In the Related Links section:
   a. If you want to include an html page that is on your site, then under Related Page click in the Choose Page box, select your page and click Choose.
   b. If you want to add an external link for a page that is not on your site, then under Related External Link, click in the Choose Link box, select your external link and click Choose. Note: If the related external link has not yet been created in Cascade, then see the Adding an External Link section.
5. Click the Advanced Submit button (three vertical dots at top right) and click Submit.
- **XHTML/Data Definition Block Name**: admissions-related-links-list
- **Placement Folder**: blocks

**Related Links**

- **Related Page**
  - [Choose Page](#) (1/2)
  - [Choose Page](#) (2/2)

- **Related External Link**
  - [Choose Link](#) (1/2)
  - [Choose Link](#) (2/2)

**Instructions**:
- **Add Page or Link**
- **Remove Page or Link**
- **Reorder Pages or Links**
Change a Related Links List Block

1. Navigate to the block file you want to change. It should be in the files/blocks folder.
2. Select the block file.
3. Click Edit.
4. See steps 4 and 5 under Add a Related Links List Block.
5. Click the Advanced Submit button (three vertical dots at top right) and click Submit.
6. Publish the page(s) that use this block file.

Adding Links in the Content Body: Internal vs. External

There are two types of links, internal and external. Internal links are links to pages or files within your Cascade site. External links are to pages outside of your site. To add or edit a link in a content area:

1. Highlight the text you want to make a link, and then click on the insert/edit link tool.
   a. Select Internal if you are pointing to a page or file within your folders (your site).
      i. Click in the Link box.
      ii. A chooser window will open. Select a file using the Recent, Browse, or Upload links and then click Choose. Use the Upload link when the file you want to use is on your computer and not yet part of your site directory. Then click Choose.
      In the Target box, select “New window” if you want this page to open in a new browser window.
   b. Select External if the link is not directly to a file on your site.
      i. A Link box appears. Type (or copy/paste) the full URL for the external link (e.g. http://www.umsl.edu).
2. Click Ok.

Images

You can add an image to the Content or Right Callout area. The width of the image in the Right Callout area cannot be wider than 175px. To insert an image:

1. Place your cursor where you want to insert the image.
2. Click on the Insert/edit image tool.
   a. Select Internal if the image is located in a folder on your site.
      1. Click in the Image box.
      2. A chooser window will open. Select a file using the Recent, Browse, or Upload links and then click Choose. Use the Upload link when the image file you want to use is on your computer and not yet part of your site directory. Then click Choose.
      3. Check the Decorative box if the image is for decorative purposes only and an image description is not needed.
      4. Enter an Image description if you did not check the Decorative box. This is the text that is used by screen reader software. The text is usually a short description of the image.
   b. Select External to point to an image outside of your site.
      1. In the Image box, enter (or copy/paste) the URL for the image.
      2. Check the Decorative box if the image is for decorative purposes only and an image description is not needed.
3. Enter an **Image description** if you did not check the Decorative box. This is the text that is used by screen reader software. The text is usually a short description of the image.

3. Click **OK**.

**Content Details**

The following topics are covered in the online CMS Style Guide at [http://www.umsl.edu/~cmsusers/styleguide.html](http://www.umsl.edu/~cmsusers/styleguide.html).

- Responsive Images – ensure that images are sized according to the screen size it’s being viewed on.
- Styles – view how to insert special styles such as buttons, header text, font colors, alerts and more.
- Tables – our table guide will show you how to build stylized tables that are responsive to screen size.

**Publishing Your Content**

The process of publishing your page/file is what puts that content on the web server. Anytime you make a change to a page or file you need to publish it to the web server so that your additions/changes can be viewed on your live webpage. You can publish individual pages, folders, or your entire site.

**Publish all folder contents or just a single file**

Select the folder or file you want to publish and click the ![Publish](<icon>) icon at the top of the page, or right click on the file or folder and select Publish from the pop-up menu. Click **Submit**.

**Publish Selected Files**

If you select a folder then you can choose what you want to publish by checking the boxes next to the appropriate folders and/or files, then click the ![Publish](<icon>) icon. Click **Submit**.
Publish Your Entire Site
If you add, move, or delete a first level left-hand navigation option, or update the page footer block, then you must publish your entire site before the change will appear on the live website. Select the site name at the top of the file directory, then click Publish.

Be sure to refresh your live browser page (Ctrl + R) in order to see the changes after you publish.

Publish to WebDev (test server)
If you do not want to publish content to the live web server, but you want to see what the content would look like when it is published then you can choose to publish only to the test server named webdev.

The URL for your webdev site is typically the same as your live site, but with ~webdev preceding your site name. For example:

Live site= http://www.umsl.edu/cashiers
Webdev site= http://www.umsl.edu/~webdev/cashiers

1. Select the page or folder that you want to publish (or select the site name to publish your entire site).
2. Click Publish.
3. Uncheck the box for the “live” Destination.
4. Click Submit.
Using Anchors
By including an anchor tag within a page, you can place links on your page which, when clicked, allow the reader to jump to another location on the page.

Create the Anchor
1. Place the cursor in front of the text where you want to create an anchor.
2. Select the anchor icon in the content editing tool area.
3. Name your anchor. Name must not contain spaces.

Link to the Anchor
1. Highlight the text you wish to link to your anchor.
2. Select the insert/edit link icon in the text editor.
3. In the “Anchor” field, type in the name of the anchor you wish to link to. (See example below)
4. Click OK.
Editing the Footer and Tracking Visits to Your Site

You can edit the address and contact phone number information in the page footer. The footer is a block file which appears on all of your html pages, so changing the footer block file and then publishing your entire site will update the footer for all of your pages. The footer file name is “site-nav” and is located in the root level of your site’s file directory. DO NOT MOVE OR DELETE THIS FILE. This footer file is also where you can copy a Google Analytics Tracking ID. Adding Google Analytics to your site will allow you to keep track of how many people are visiting your site, get information on which pages are most popular and see where users are clicking. Please refer to this separate documentation for information on using Google Analytics on your site.

1. Select the footer file, “site-nav” located at the root level of your file tree.
2. Click the **Edit** tab and update the address and phone number information as appropriate.

3. Click **Save & Preview**, then **Submit**.
4. **Publish your entire site** to update the footer on all pages of the live site.
Importing Files
Best practice is to store all non-html files under the “files” folder. For example, PDF files should be stored in the “files/pdf” folder, and image files (JPG, PNG and GIF) in the “files/images” folder.

Adding a File to Cascade
Images and PDF documents are common examples of files you may use in your site. You can upload a file with the Add Content option, or when you are selecting a file in the appropriate section of the template. Both options are shown below.

Import a file with the Add Content link
1. Select Add Content > Default > File.
2. Drag/Drop a file in the box or click in the box to browse for a file. NOTE: for images, size your images to the appropriate height and width before uploading them to the CMS and ensure that the file size is small – a large file size will slow how fast the page loads for users and use additional data for mobile users.
3. File Name – When you select or drop your file the System Name will be filled in with the file name. If necessary, change the system name to a URL friendly name. For example, remove all spaces and capital letters from the name. To separate words use a hyphen instead of an underscore character. Be sure to include the file extension with the name, otherwise you will not be able to view the file in your site.
4. Placement Folder - This indicates the folder where your file will be stored. If the location is not correct, click the folder icon to select the correct folder. Best practice is to place it in the “files” folder.
5. Click the Advanced Submit button (three vertical dots at top right) and click Submit.

Import a file while editing a page
1. When you are editing a page and select to insert an image or an internal link, click in the box to choose a file, then select the Upload link.
2. Drag/Drop a file in the box or click in the box to browse for a file on your computer.
3. File Name – When you select or drop your file the System Name will be filled in with the file name. If necessary, change the system name to a URL friendly name. For example, remove all spaces and capital letters from the name. To separate words use a hyphen instead of an underscore character. Be sure to include the file extension with the name, otherwise you will not be able to view the file in your site.
4. Placement Folder - This indicates the folder where your file will be stored. If the location is not correct, select the correct folder. Best practice is to place it in the “files” folder. You can search for a location in the box next to the current selection drop-down box.
5. Click Choose.
6. Click OK.
Replace/Update an Existing file
If you need to replace an existing file with a new version of that file, follow the instructions below. If you need to delete a file, see the instructions for Unpublish and Delete Files. If you need to rename a file, see the instructions for Renaming a File.

1. Select the file that you want to replace and then click Edit.
2. Drag/Drop a file in the box or click in the box to browse for a file on your computer. Since you are replacing an existing file, the file name in Cascade will remain the same, regardless of what the file name is of the file you are importing.
3. Click the Advanced Submit button (three vertical dots at top right) and click Submit.
4. Publish the file. When you publish the new version of the file, any of your html pages that have a link to this file will automatically load the new file. You do not need to re-publish the html pages. You may need to clear your browser’s cache to clear old history in order to see the new version of the file.

Renaming a File
If you want to rename a file, be sure to unpublish it first, or to select unpublish as part of the rename process.

1. In the file tree, highlight the file you want to rename.
2. Right-click on the file and select Rename.
3. BE SURE THE BOX IS CHECKED FOR “Unpublish Content” so that the current file name will be unpublished (removed) from the server.
4. In the New Page Name box, make the correction to the file name. Page Name should be all lowercase with no spaces. Use a hyphen to separate words.
5. Click Rename.
Creating a New Folder

If you are adding new content to your site that does not relate to existing content, then you want to create a new folder to keep all the like content together. If you want to create a new first level left menu option, the folder’s Display Name will be what appears in the left menu. In order for the folder’s Display Name to appear in the left menu, you must have an html page named “index” in the folder. The Folder Name becomes part of the URL name. Follow the steps below to create a new folder.

1. Select Add Content > Unit Pages > Unit Folder.
2. **Folder Name** - Type a name for the folder. The Folder Name becomes part of the URL. The name should be in all lowercase with no spaces in the name. To separate words in the name, use a hyphen (-) and not an underscore.
3. **Placement Folder** – This is the location in Cascade (your file tree) where the folder will be located. To change the folder location, click in the Placement Folder box and select a new location.
4. **Title** – The Title is what Google Search will display as the name of the page in search results and is on the site content map.
5. **Display Name** - This is the name that will appear in left-hand navigation menu (if you add a file named “index” to this folder), and in the breadcrumbs.
6. **Click Submit.**

Depending on your settings (see page 6) the appearance of the asset links will show either the asset’s Title or Folder Name.
Creating References

Using a Reference gives you a way to get a link for a page, which is not in the folder, to show up on the left hand navigation under this folder title. In the example below, the page “helpful-tips” is in the “student-resources” folder. To have a link to the “helpful-tips” page show as a sub-navigation option under New Features on the left-hand menu, a reference to the helpful-tips page was created in the “new-features” folder. The icon indicates a reference.

To create a reference:

Right-click on the page you want to create a Reference for. In this example it is “student-resources/helpful-tips”.

Select Reference from the pop-up menu.

Enter a Reference Name, or just let it default to the original name. This is the name that will appear in the file tree.

Placement Folder is the location where the reference will be located. Click in the Placement Folder box and select the appropriate folder location. Then click Choose.

Click Submit.

Publish the folder you placed the reference in by selecting the folder, then clicking the Publish option and then clicking Submit.
Unpublish and Delete Files
Unpublishing a page will remove it from the live website. **You should unpublish a page before you delete the page, or when you rename a page.** If you do not unpublish the asset first, the page will still be live even if the file itself was deleted. There may also be occasions when you want to unpublish a page from the website, but still keep it in Cascade so that you can have it for reference in the future.

Unpublish a file
1. Select the page or folder that you want to unpublish.
2. Right-click on the folder or file and select **unpublish** from the drop-down menu.
3. In the Unpublish page box click **Submit**.

Delete a file or folder
Deleting a file removes it from the Cascade server. You must first unpublish the file (or select to unpublish the file as part of the delete function) in order to remove the file from the web server and your live website.
1. Select the file or folder that you want to delete.
2. Right-click on the file or folder and select **Delete** from the drop-down menu.
3. **BE SURE THE UNPUBLISH CONTENT** box is checked.
4. Click **Delete**.

Restoring Previous Version of Page
Each time you submit a page that you are editing, a version of that page is saved. You can restore a previous version of a page (up to 19 previous versions are saved).
1. Select the page in the file directory for which you want to restore a previous version.
2. Right-click on the page and select **Versions** from the drop-down menu.
3. You can view the page to verify it is the version you want to restore. Select the version you think you want to restore by clicking on the file name in that line.
4. You will be viewing that version of the page. To restore this version or to select to view additional versions, click More (at top right) and select the appropriate action.
Reordering Left Hand Navigation

You can change the order in which your left-hand menu options appear on your website. To reorder the main level left-hand navigation:

1. Select the Site Folder at the top of the file directory. You will see your folders and files listed in the main view area.
2. Sort by Order number by clicking the column name “Order”. Some folders, such as the “_internal”, and “files” folders do not display in the left navigation, so their position numbers are not relevant to the ordering. The item with lowest relevant number appears highest in the menu choices.
3. Drag a folder to place it in a higher or lower menu spot.
4. Publish. You must publish your entire site if you modify the left menu’s navigation order.
Reorder Sub (folder) navigation

1. Click on the arrow to the right of the folder name. You will see the folder’s content listed in the main view area.
2. Sort by Order number by clicking the column name “Order”. The item with lowest relevant number appears highest in the menu choices.
3. Drag a file to place it in a higher or lower menu spot.
4. Publish. You must publish your entire folder if you modify the page order.

Coping Images from the Image Library

The Image Library contains pictures you can use for an Image Header. It is a site that is available to you in the site-chooser drop-down box.

1. At the top left of the Cascade window you will see the site-chooser drop-down box. Click in the site chooser box and select the “Image Library” site. The steps below explain how to copy files from the Image Library to your site.
   a. Select the “full-width” folder in the Image Library. To preview the images, switch to Thumbnail view.
b. Select images: In Thumbnail view, click on an image to select it. You can select multiple images. In List view, select images by putting a checkmark in the box to the left of the image name.

c. Click on the **Copy** icon.

d. In the “Choose a destination folder” window, select the images folder on YOUR site.
e. Click **Copy**.
f. Verify that the images will be copied to the correct site/folder. Then click **Confirm Copy**.

**Restore deleted files**
Deleted files are stored in the Trash for 30 days. The Trash can be accessed from your site and the link is located above your file directory. You can restore a file to your site while it is still in the trash.

1. Click on **Trash**.
2. Place a check mark next to the file(s) you want to restore.
3. Click the restore icon to restore the file(s). The files will be restored to the folder specified in the Original Location column.

**View Draft Versions**
When you edit a file, Cascade creates a draft version. When you “Save & View” the file, you are looking at the draft version. If you have previously submitted the file, then you will have two versions, the current version and a draft. When you submit the “draft”, it will overwrite the “current” version.
From the My Content area of the Dashboard, you can see all the files for which you have a draft version.