

Cascade Guide

Use your FIU username and password to login at <http://cascade.fiu.edu>

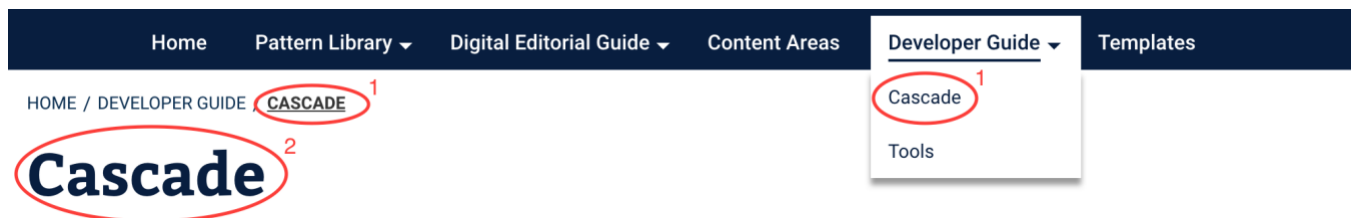
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CREATING A NEW PAGE

1. Click on the pink plus sign *Add Content* button at the top left of the page.
2. In the dropdown, select *Page*.
3. Select a *Placement Folder* to designate the page's location. Each page in a site is saved inside a folder to create site hierarchy. When you have found the right placement folder for the new page, click *Choose* at the top right.
4. Input the page title into the *Display Name* field.
5. Click submit. This will create a new folder and a file of the same *Display Name*. The file inside the folder is your new blank page inside that folder.
6. Edit this file to begin editing the page.

Tip: Page names are derived from in two different sources. In the picture below 1 is assigned by the *Display Name* of the page folder. 2 is assigned by the *Display Name* of the page file. To change a page title, you should edit both the page folder and the page file.



Cascade is FIU's content management system (CMS) for building and maintaining websites at the university. It is a versatile system used by many universities across the country. A Cascade implementation consists of a set of assets (pages, directories, etc.) created on top of our centralized standards which will continue to evolve to meet current design and development practices.

EDITING A PAGE

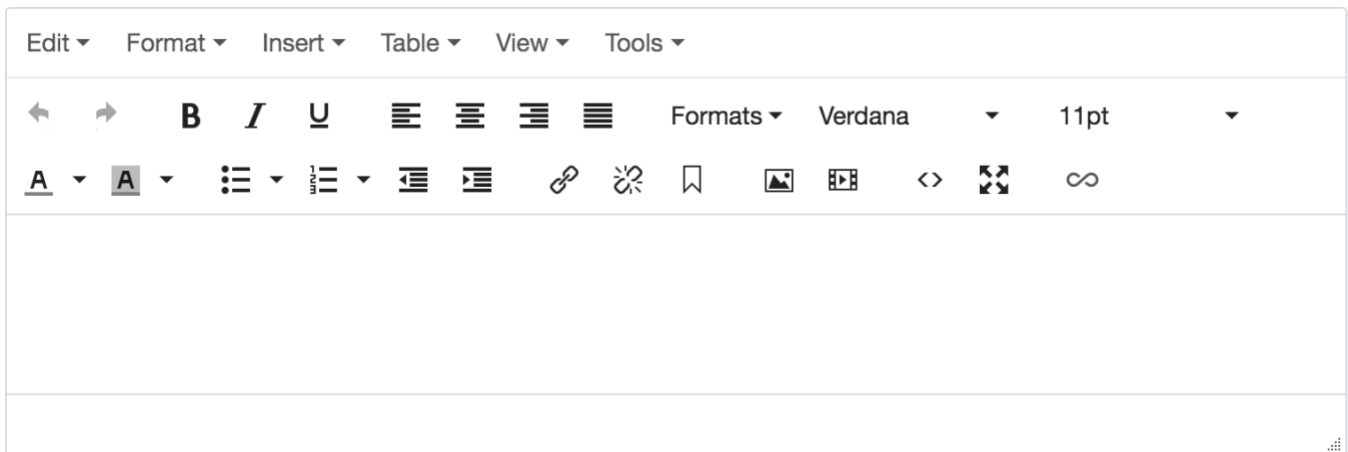
1. Find the page you need to edit. In the list of folders on the left side of the screen, find the folder your page is saved in.
2. Click the folder name to expand it and select the corresponding file inside.
3. Click *Edit* at the top right of the screen to open the editing window. See the next step (Structuring Page Content) for instructions on making complex edits to page layout.
4. When you're done editing, click the blue *Preview Draft* button at the top of the editing window. Review the preview for your edits. If you are not satisfied with your changes, click *Edit* again to reopen the editing window. You can also *Discard* your changes from this page.
5. Click the blue *Submit* button at the top right once you are satisfied with your changes. You'll be prompted to either *Submit* or *Check Content and Submit*. The second option will check for typos, broken links and accessibility issues.
6. Click *Publish* next to *Edit* when you're ready to make your changes live.

Tip: When editing in Cascade always *Submit* and then *Publish*. Unsubmitted drafts in Cascade may be overwritten by other Cascade users. Submitted, but not published drafts will be published routinely overnight. It is strongly advised that you do not leave half-finished or draft pages in Cascade.

STRUCTURING PAGE CONTENT

Using the WYSIWYG

The WYSIWYG (short for "What You See Is What You Get") lets you to freely edit the formatting of any element you want on the page. With a bit of HTML knowledge, you can use the WYSIWYG to create anything you like on the page from images, to charts, to videos. This will be the primary way you put content on your page.



Using the WYSIWYG is a lot like editing text in a Word document. Further instructions can be found in this document. See instructions for:

- Creating links
- Uploading page assets
- Inserting an image
- Inserting a video
- Inserting forms

Using Headings

Headings are used to organize the content a page for the user. Headings are numbered 1-6, ranked by importance and range in size from large to small. The most important heading, the H1, is automatically created by filling out the *Display Name*. Each other heading, H2-H6, starts a new section and is nested by level.

DO:	DON'T:
<h2>	<h2>
<h3>	<h4>
<h4>	<h6>
<h2>	<h3>


Headings must be used in this way to meet accessibility requirements. They make the page a lot easier to read and increase visibility on search engines. [Read more about headings.](#)

Using Content Areas

Every element on a page is composed of different content areas. Content areas are grouped into different types:

- **Calls to action** – Use these for targeted actions you want to drive your user to do. CTAs are a powerful way to get the user’s attention, but you should use them sparingly, so they don’t lose that power. As the name implies, a CTA should be actions such as “Sign up,” “Apply” or “Submit.”
- **Content blocks** – The most frequently used content areas. Since they are WYSIWYGs, you can put almost anything you need in a content block. Use them to break up content into 1, 2 or 3 columns of varying size. They can also be used for more complex design such as collapsible accordions or tabs to hide or show content as necessary to the user.
- **Design elements** – More stylized content areas that can be used to highlight important facts or quotes. Custom formatting is limited in these content areas.
- **Featured content** – Used to break up content into categories and link to other pages. These can be useful for a page that leads a user to a set of subpages. By providing a small summary of all subpages, the user can understand what’s there without clicking into every page to find out.
- **Lists and feeds** – These can pull from your site’s staff directory, a news feed from FIU News or a calendar feed from the FIU Calendar.

CREATING LINKS TO ASSETS, OTHER PAGES OR OTHER SITES

1. While editing a page, highlight the text you want to link*. If you are editing an existing link, click anywhere on the linked text. Then click the *Insert/Edit Link* icon () to open the dialog box.
2. For links to pages within the site, select the *Internal* check box. Find the page or assets (images, documents, etc.) you want to link to in the flyout by searching the whole site under *Browse*.
3. For links to other sites, select the *External* check box and enter the full URL of the link.
4. For external links, links to pdfs and links other documents, select the *Target* dropdown and click *New Window*.
5. For anchor links, use the *Anchor* field. Add anchors as they appear after the # symbol.
6. Click *OK* to finish.


***Tip:** For text links, avoid language such as “Click here” or “Learn more.” Links text should be as descriptive as possible. Instead of writing “[click here](#) to download our brochure” write “... to find out more, [download our brochure](#).”

UPLOADING PAGE ASSETS (IMAGES, DOCUMENTS, ETC.)

1. All assets are required to be accessible for impaired users by the [FIU Digital Policy](#) and by standards set by the Americans with Disabilities Act (ADA). Follow these [accessibility guidelines](#) (source: NCDAAE) to learn how to make your documents accessible and follow instructions below to learn how to make images accessible.
2. Upload images in the dimensions they will be displayed on the site (use sites like [Pixlr](#) to edit photos). Compress images so that they load faster on your site (use apps like [JPEGmini](#) to compress photos).
3. Click on the pink plus sign *Add Content* button at the top left of the page and select *Default > File*.
4. Select a *Placement Folder* for the file. All files should be saved to the *_assets* folder. Inside *_assets*, select the appropriate folder (save images to the *images* folder, pdfs to *docs*, etc.). If necessary, you can create a new folder inside *_assets* by clicking *Add Content > Folder*. Saving assets to the correct location is important for when you need to edit them in the future.
5. Upload the file.
6. Click *Preview Draft* to review the image upload and then click the *Submit* button.

Note: Uploaded images should be in the closest size possible to the size you want it to appear on your page. Do not upload huge images to Cascade and then shrink them. This causes your site to load slower. Make sure you include the file extension when giving your file a System Name (ex: image.**jpg** or document.**doc** or brochure.**pdf**)

INSERTING AN IMAGE

1. While editing a page in the WYSIWYG (see instructions on page 2), place the cursor where you want to insert the image.
2. Click the *Insert/edit image* icon (.
3. In the pop-up window, select *Choose File*. In the flyout, you can search all uploaded assets in *Browse*. If you have not uploaded the image, you must return to Upload Page Assets steps above.
4. If the photo contains text or requires description (like a logo or an infographic) you must fill out the *Image description* field. If the photo is purely decorative, select the checkbox just above this field. This is required for ADA compliance.
5. Click *Preview Draft* to review image positioning on the page**. Submit and publish when you are finished.
6. See instructions page 3 for Editing/Replace Page Assets if you ever need to change this image.

INSERTING A VIDEO

1. Get the video embed code from [YouTube](#) or [Vimeo](#).
2. Find the page you want to place the video in and edit it (see instructions on page 1).

3. In the content editor, select the Source code icon (`<>`).
4. Paste following code in the desired line on the page:

```
<div class="flex-video widescreen vimeo">  
    YouTube/Vimeo embed code goes here  
</div>
```
7. Replace the red text with the video embed code.
8. Click *Preview Draft* to review video position on the page**. Submit and publish when you are finished.

****Tip:** Use content areas to your advantage. If you need to place two or three assets (images, videos, etc.) side by side use a 2 or 3 column content area.

INSERTING FORMS

1. Copy the form embed code (you can create a form online using webforms.fiu.edu).
2. Find the page you want to place the form in and edit it (see instructions on page 1).
3. In the content editor, select the Source code icon (`<>`).
4. Paste the code in the desired line of the page.
9. Click *Preview Draft* to review form positioning on the page. Submit and publish when you are finished.

ADDING A PAGE BANNER (1600 X 800)

1. Create a jpg image with 1600 x 800-pixel resolution and <999KB size if possible and upload the image (see instructions on page 2).
 - a. Note: if you are updating a banner, see instructions for editing/replacing page see instructions below.
2. Find the page where the banner is needed.
3. Edit the page. If a banner is not currently active, check the *Enable Banner?* checkbox. You may also disable banners this way.
4. Insert the image (see instructions on page 2).
5. Click *Preview Draft* to review. Submit and publish when you are finished.


EDITING/REPLACING PAGE ASSETS (IMAGES, DOCUMENTS, ETC.)

1. Go to the location the asset was saved to. Most assets should be saved under the `_assets` folder.
 - a. Note: If you can't locate the asset, return to the page where asset is used. Inside the editing window, locate the asset. Click on the asset and try to edit it. This should show you where the asset is saved in the site. Example: `_assets/images/picture.jpg` tells you the asset is saved in the *images* folder inside `_assets`

2. When you find the asset in its saved location, select it and click *Edit*.
3. Upload the revised file from your computer.
4. Click *Preview Draft* and then *Submit*.
5. The new asset will be updated on whichever pages it is used. Return to that page and click *Publish* to make your changes live.

ADDING A FEED

A [RSS feed](#) is a way to pull content published in another website (such as events or articles) in to your own website, automatically. Here's how to connect a feed to your site:

1. First you need the feed source. Visit the website that publishes the content you want to pull, this could be FIU Calendar, FIU News, or really any site that uses RSS.
2. Find and click the link for the feed. It may be labeled "feed" or use the RSS icon (which should look like this ). Click the link (it should show a page with just code) then copy that URL.
3. Return to your site in Cascade. Click on the pink plus sign *Add Content* button at the top left of the page.
4. Select *Default > Block* then choose *Feed* from the options.
5. Give the feed a *Feed Block Name*. Then paste link the URL that you copied in step 2.
6. Click *Preview Draft*, it should display the code you saw in step 2, then *Submit*. This will create your feed.
7. Now you can add the feed to the page. Find the page you want to display the feed on.
8. Click *Edit* at the top right of the screen to open the editing window of that page. Add a new content area by clicking the green plus sign on an existing content area.
9. In the *Select a Type* dropdown, choose *Lists and Feeds*. Then choose an appropriate option to match the contents of the feed (i.e. news, events, etc).
10. Click *Choose Block*. In the flyout under the *Browse* tab, search for the feed by the *Feed Block Name* you assigned to it. Select the block and click *Choose*.
11. Fill out the remaining content area fields. These vary depending on what type of feed you are creating. You may need to create an [External Link](#).
12. Click *Preview Draft* to make sure the feed is populating, then *Submit*.
13. Click *Publish* to make your changes live.

MORE INFO FROM CASCADE

- [Deleting content](#)
- [Search](#)
- [Edit history](#)
- [Context Menu](#)

PUBLISHING REMINDER

- You'll need to publish every page you add or edit for the live website to update. When in doubt, publish the whole site (from the Base Folder).
- To check recently published items, hard refresh the page (ctrl+shift+R on PC cmd+shift+R on Mac).
- Staging site URL: <https://fiu-staging.azurewebsites.net/wph/>

Things to remember

- To change the order of the left navigation items, click the folder they are housed in and use the up/down arrows to re-order them.

WARNING ON DELETING/MOVING/RENAMING FILES IN CASCADE

When you go to delete, move or rename a file, be sure to check off the "Unpublish" box or else the file with not change on the server (and live site) and it will cause problems. Fixing this issue is not considered part of your maintenance package and should it require significant time and effort to repair, you may be charged a per hour fee.

Should you encounter an issue related to this, please contact Digital Communications at digicomm@fiu.edu.