Cascade Best Practices

Sections:

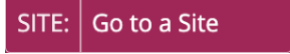## General Layout

1. The Cascade Logo on the top left acts as the Home/Dashboard link

   a.

2. The **SITE: Go to a Site** button allows you to go to different sites that you have

   access or permissions to

   a. TIP: Feel free to play around in the Training Playground site, which was made for

      users to get used to the CMS.

   b.

3. **Folders** use this icon:

   a.

4. **Pages** use this icon:

   a.

5. **Files** use this icon:

   a.

6. **External links** use this icon:

   a.

7. The **+ Add Content** button allows you create new folders, pages, and upload files

8. On the left side of your site, there is a **Site Content**, which includes an **asset tree** that links you all your folders and pages. The asset tree acts as a file directory and displays a hierarchical view of the folders and files that make up your site's content.

    a. You can right click on any asset to act on it directly

    b. By clicking on folders, the folder tree expands and shows the contents within that folder. You can click it again to collapse that folder.
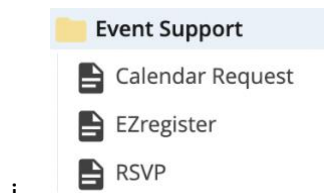
       i.

    c. **REMEMBER to add all new documents (i.e., images and PDFs) to the "Documents" folder.** This allows for all documents to be in one central place, which makes looking for a file easier.

    d. Ignore and please do not delete anything from the following folders, as they are for admin use only:
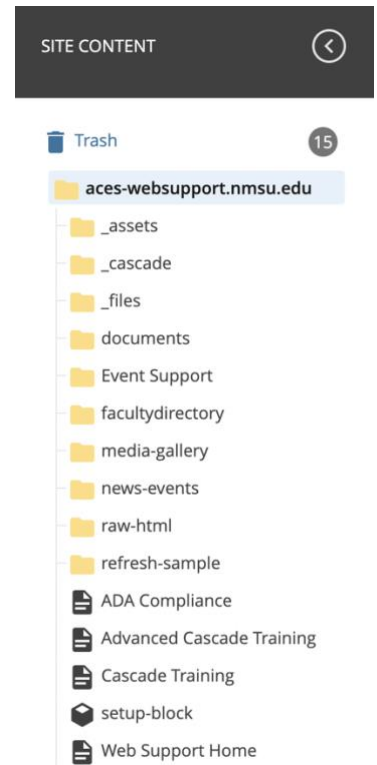
      i.   _assets

     ii.   _cascade

   iii.   _files

   iv.   refresh-sample

9. **WYSIWYG Editor**: The WYSIWYG (What You See Is What You Get) editor allows you to look at and edit the content area of your page. It has a tool bar across the top with various features:

    a. Similarly, to how users would manipulate the font, size, and layout of their content using a standard word processor, Cascades WYSIWYG Editor provides users with the ability to fully format all font, easily upload and insert images into a page directly from the WYSIWYG, insert and/or edit tables, and add hyperlinks to internal and external pages.

    b. Content can also be copied and pasted directly

10. **Folders** use this icon:

    a. There are often pages within specific folders

11. **Pages** use this icon:

12. Files use this icon:

13. External links use this icon:

14. Once the edit is complete, click the blue "**Preview Draft**" button at the top right. This

will save your draft. When you are secure with your draft, make sure to follow the habit

of "**Submitting**" changes.

    a. Just because you're "Submitting" the changes does not mean it is automatically

       live. You must make sure to "**Publish**" after submitting.

Picture Guidelines

15. When creating and uploading an image:

    a. Do not add text to images

    b. **Do not use copyrighted images** such as those found searching on the web

       without permission from the copyright owner.

16. Do, when possible, use high-quality, **correctly sized images**. Using appropriately sized

    images will ensure that the University's website presentable and prevent websites

    taking a long time to load due to bloated image files.

    a. Tips: Photos should be compressed for the web prior to upload, but not to the

       point where quality suffers, and the image appears grainy. A 2" x 3" image

       should be approximately 150 KB. A large photo banner across the top of a

       webpage would be closer to 800 KB. Photos over 1 MB are too large for the web

       and will slow down page load times. Use the 'Save for Web' feature in your

       photo editing tool for help on how to properly save photos for website use.

    b. Ensure your image file name is web friendly.

17. Do use descriptive text for accessibility when adding images. It is very important that

the University's remains ADA compliant.

    a. Example:

Tips and Tricks

18. You can place a **horizonal line** to break apart sections of your page by going to the Insert tab in your WYSIWYG editor. Click on the "Horizonal Line" feature and a line will appear where your cursor is placed.

19. To create a line break or **single space** in the editor use a soft return (shift+enter keys), for a **double-space**

20. **Mailto**: Mailto links are used to redirect to an email address instead of a web page URL. You can do this by going to your "Insert Link" button. In the external link section, type mailto:example@nmsu.edu and click "Ok"

21. Another helpful element in Cascade is **Spell-Checking** functionality. The Spell Checker checks spelling for all content and metadata and suggests alternate spellings.

    a. Users can tailor their dictionary to fit their needs.

22. Publish Queue:

   a. On the Stacked Menu button on the top right corner, you will find the Publish

   Queue. Here, you'll see the % Done and if anyone else is publishing pages at the

   same time.

      i. The time it takes to publish pages or sites is dependent on how many

      items are in the queue and the amount of material being published.

      Therefore, a sitewide publish will take much longer than when you

      publish a single page.