**Cascade Server Tips**

* Pages will only go live on the website after you publish them. Submitting the page only saves the page in Cascade Server.
* When adding a page to an existing navigation all pages that contain the updated navigation must be published in order to make the change live. So if I add a page to the training section and set it to display in the navigation I would need to republish all the pages in the main training folder.
* To reorder a navigation you can select the folder that contains the pages you want to reorder. In the right screen window you will see a list of all the pages along with several heading options. This includes: name, order, last modified, last modified by, and action. You can click on order to display the pages in sequential order. Once you have done that you can click the action arrows next to the page listing to move it up or down in the order. The order field determines the order of the navigation. The lowest number appears at the top of the navigation. Once you have changed the order you will need to republish all pages that the updated navigation appears on to make the changes live.
* When deleting items you must select the un-publish check box. If you do not the item will only be deleted from cascade server. The item will still reside on the live web server, which means it would still be searchable.
* Also if you delete an item make sure to remove links to the item from all navigations and other pages and republish all pages you make the updates on.
* Always fill in keywords and descriptions for your pages. Keywords and descriptions help with placement on the custom site search. If you don’t fill these in your pages likely will not show up toward the top of the search. For example if Math didn’t use keywords they might not show up in the first several results if you search math.
* All system names need to be lower case with no spaces. Use dashes or underscores for word separation. Using spaces and capital letters create difficult to use web addresses.
* Display name creates the title on the page. This can be descriptive and greater length than the Page Title.
* Page title is what shows up in the left hand navigation. This should be more direct and shorter in length.
* To place a single line return you have to hold shift and press return. Just pressing return will give a double space return.
* Make sure to fill in an image for employee bios and employee bio lists. If you do not the page will not submit. Images are required for all bios and bio listings. If you do not have an image for a bio feel free to contact Thane Webb ([webbtm@unk.edu](mailto:webbtm@unk.edu)) for a placeholder bio image.