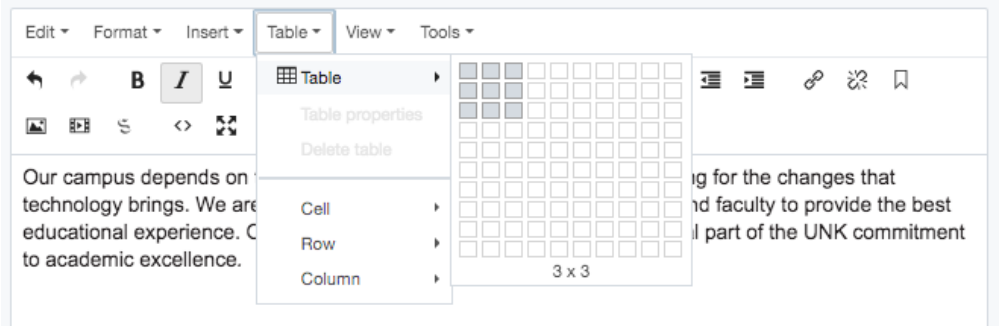
Cascade Server Advanced Training Index

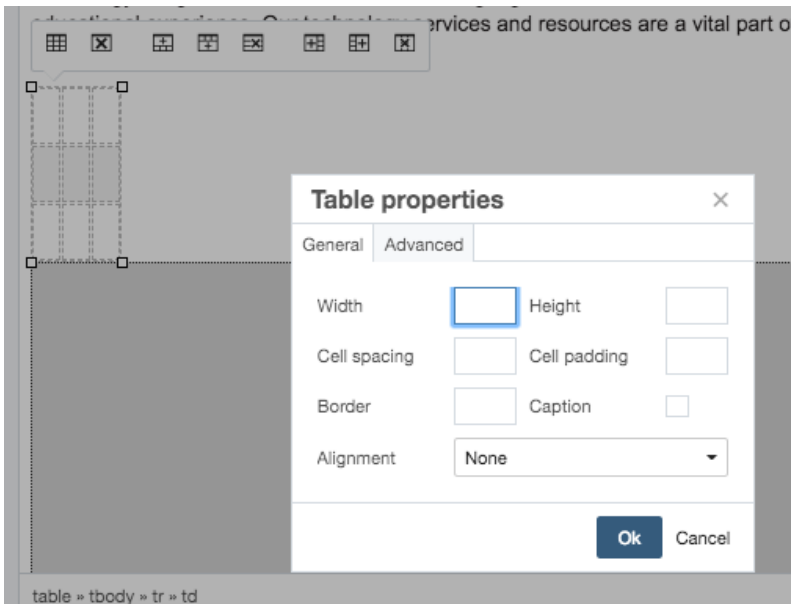
Cascade Server Training - Advanced

Tables

Tables can be inserted into content via the wysiwyg editor. To insert a table, click where you would like the table then click the table menu. From the table menu hover over table and select the number of rows and columns you would like in your table and click to insert.



When you click on the inserted table you get options for table and cell properties. When you click on table properties you will be given a dialog box. The dialog box gives you options for cell padding, cell spacing, width, and height. If you set heights and widths make sure to use percentages**.**



Once you have selected your settings for the table you can click the OK button.

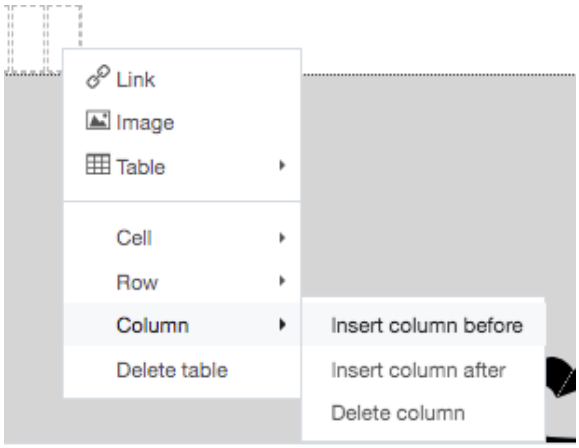
Tables will alternate colors between rows. Row 1 will be gray, row 2 white, row 3 gray, etc.

Test	Test 2	Test 3
Blah	Blah	Blah
Blah	Blah	Blah
Blah	Blah	Blah

The first row of your table should always bet set has your header row which will give it the blue background you see above. To do this click on the first row and then right click. You will get options for table, cells, rows, and columns. Hover over row and select table row properties. You will receive a dialog box with options to set what type of row you want the row to be. Select Header row and then click ok. You should see the row change to blue with white copy.

Adding and Deleting Columns and Rows.

To remove a column or row click on the row or column you want to remove. Then right click. From the dialog box hover over either row or column depending on what you are wanting to edit.



Under column you will get options to delete the column, insert column after, and insert column before. Insert column before will add a column to the left of the selected content. Insert column after will add a column to the right of the selected content.

Under row you will get options to delete row, insert row below, and insert row above. These will do exactly what they say.

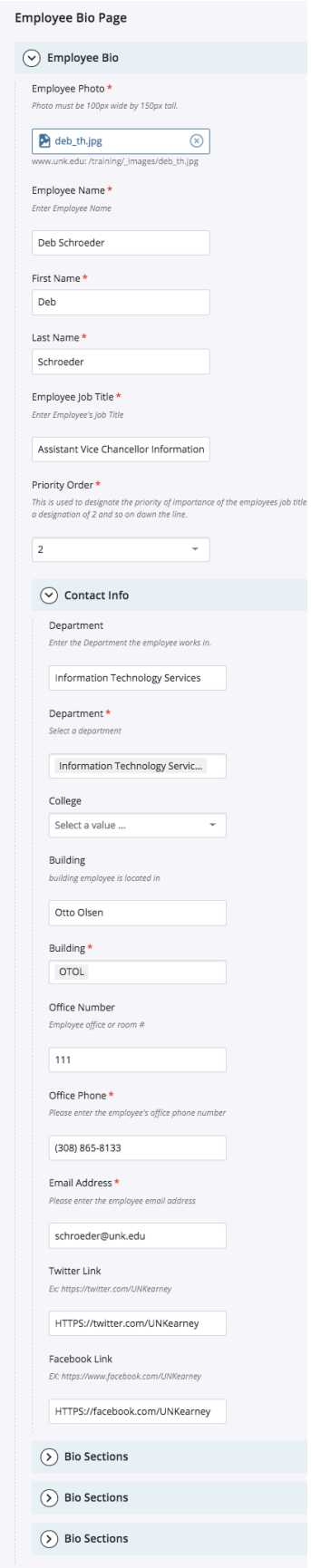
When you right click you will also see options for individual cells. I wouldn't alter these settings because most of these will be overwritten by the site styles for tables. Basically, tables are setup to be styled the same across the entire site.

Employee Bio page Type

The employee bio page setup is very similar to tabs page type. The main difference is the area to add the employee information and photo.

To the right you can see a sample of what the employee bio content type looks like. All required fields are listed in bold font with a red star next to them.

Below the contact information are the Employee Bio Sections. This is where you can enter the employee bio, credentials, research, etc.



Below is an example of what the output from the employee bio page type would look like.

Employee Bio Page

Assistant Vice Chancellor Information Technology

Office: 111 | **Phone:** (308) 865-8133 | **Email:** schroederd@unk.edu

Biography

Deb Schroeder holds a B.S. Ed. (1975) and M.B.A. (1980), both from Kearney State College. She was employed by KSC as a computer programmer and systems analyst from 1975-1978 and, after working for three years at a private software development firm, she returned to her alma mater as an Instructor of Computer Science. In 1982 she was hired as a systems analyst to transition administrative applications from punched-card based records to on-line data bases. In 1994 she became the Assistant Director of Computer Services; she served as Interim Director of Computer Services from 1997-2000; and was appointed to her current position as Assistant Vice Chancellor for Information Technology in 2000. She is also serving as co-chair of the Network Nebraska-Education Advisory Group representing the higher education sector and is a member of the Good Samaritan Hospital Board of Directors. Previously she was a presenter at national SIS user group meetings (1994-1998); has been recognized as a recipient of the University of Nebraska Board of Regents KUDOS Award; and served on the UNK Staff Senate (2004-2007).

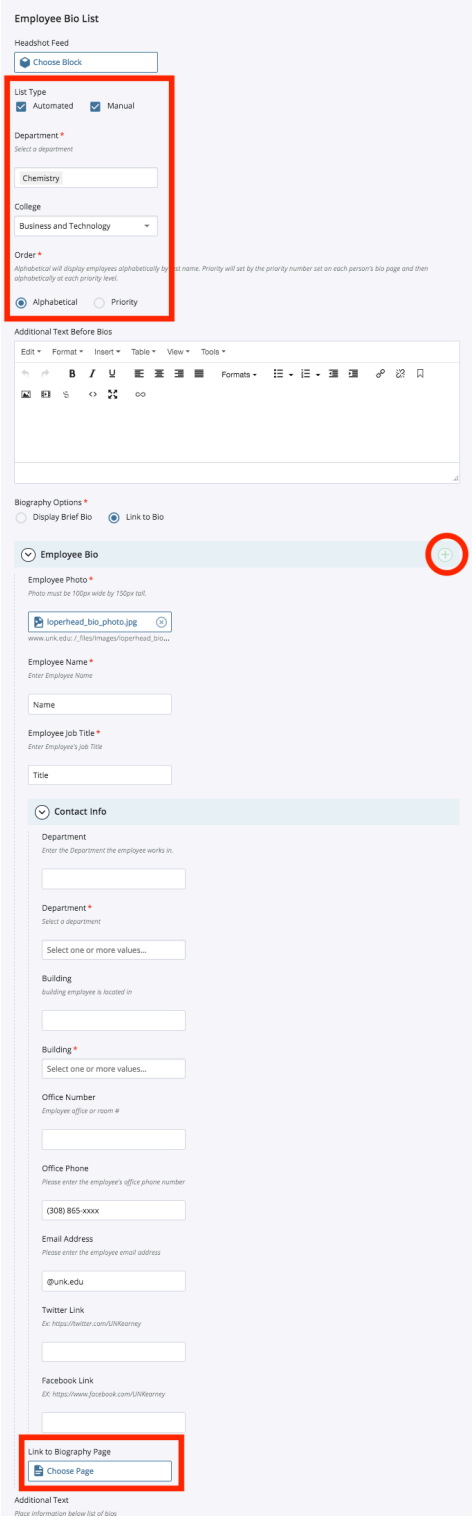
"The most rewarding thing about teaching is seeing people get the material, get better at using their skills or become more effective at really helping people. It's really neat to watch the growth that happens."

Course 1
Course 2
Course 3

Employee Bio List Page Type

This is similar to the employee bio page but this allows you to list all employees on one page with a link to the full bio.

To the right you can see a sample of what the employee bio list content type looks like. All required fields are listed in bold font with a star next to them.



As you can see the bio list is almost identical to the bio page setup. There are only a couple differences

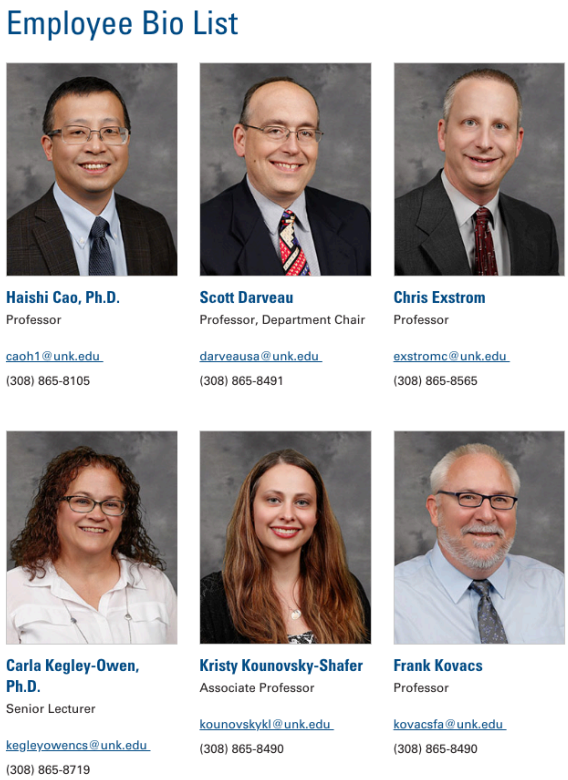
The first difference is the “List Type” option at the top. This allows you to determine whether you want to build the list manually, automatically or both.

Automatically will pull in and link to all bio pages that correspond to the selected department. These can then be ordered Alphabetically by last name or by the priority order set on each individual bio. Not that to remove or add people to the list via the automated option you either need to add a new bio page for them or remove their existing bio page and then publish the bio list page.

If you only choose automated you will only be given the department selector, order, and wysiwyg editor. If you select manual you will get an area to fill in each person’s info. This is very similar to the individual employee bio page.

The second difference is that you have a + sign at the top of the bio area so you can add multiple people. Once you have multiple people you can use the minus sign to remove them or the arrow to reorder them.

The last difference is you have the ability to select a page to link to.
Below is an example of what the output from the employee bio list page type would look like using the brief bio option.



If a link was filled in the photo and person's name would become a hyperlink and link to whatever page you selected during the setup of the page. This also occurs when using the Automated options but this is done automatically for you rather than entering a link for each person. Also, if you use both manual and automated all manually added people will appear after the automated listings.

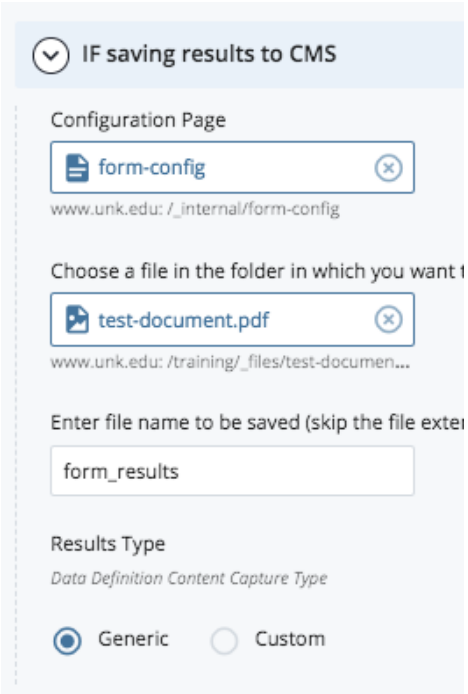
Form page Type

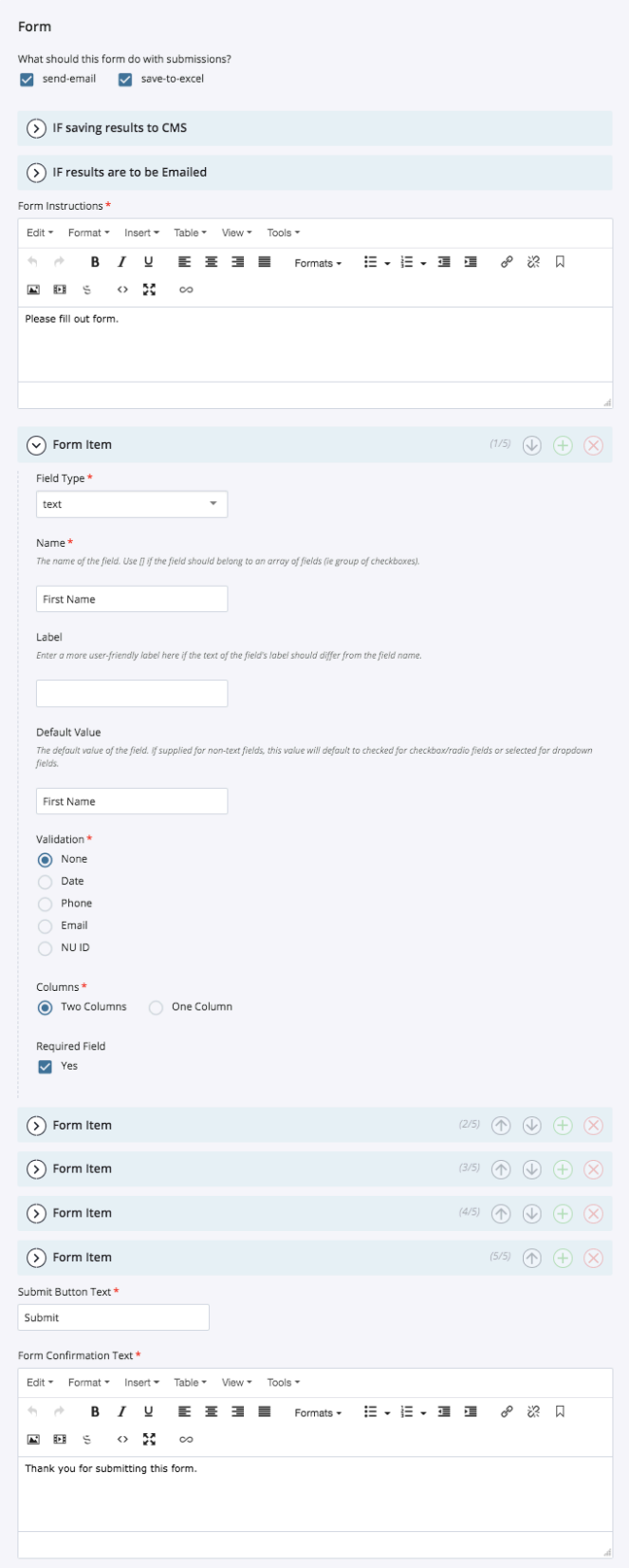
The form page type allows you to create online forms that can be submitted to an email, stored in an excel file or both.

On the right is an example of the form content type.

There are several options at the top of the form that must be setup for the form to work. First is deciding how the data from the form is going to be used. You have several check boxes to choose from. There is send to email and save to excel.

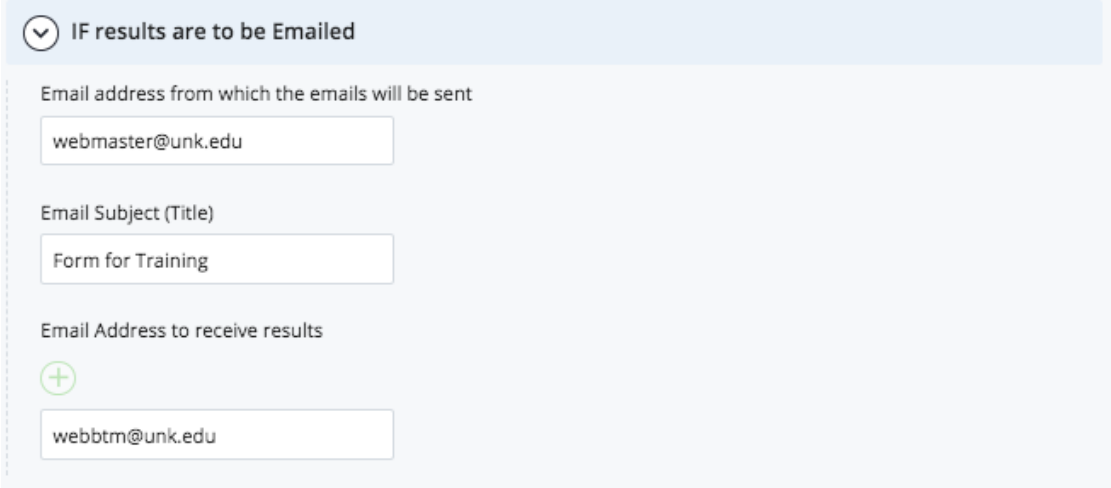
If you select save to excel you will need to open the "If saving results to CMS" option and fill in the appropriate information.





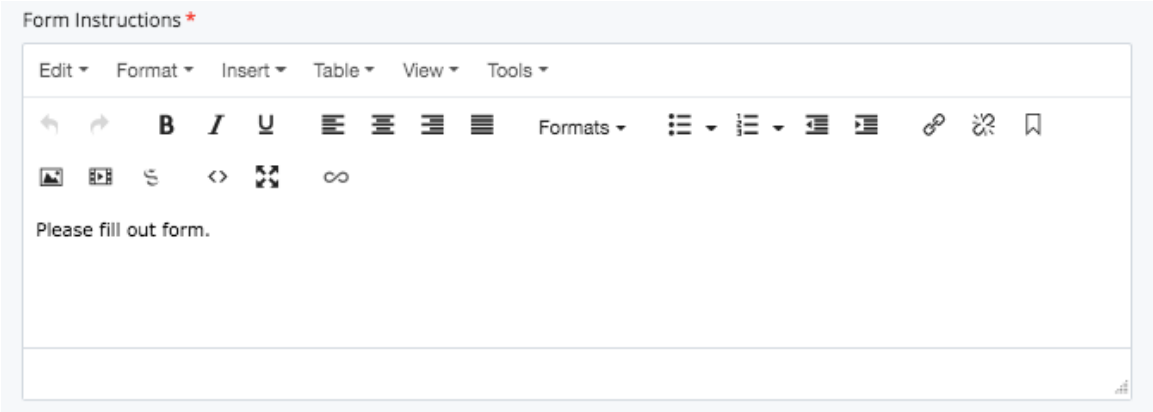
The configuration page is set by default so you don't need to do anything with it. The choose a file portion is used to set the folder for where your results will be stored. You will need to select a file that is in the folder that you want the results to go to. Next you have the file-name field. This is simply the file name you want to use for the results file. Last you have results type. This is defaulted to generic and you don't need to do anything with it.

If you select the send to email option you will need to open the "If results are to be emailed" option and fill in the appropriate information.

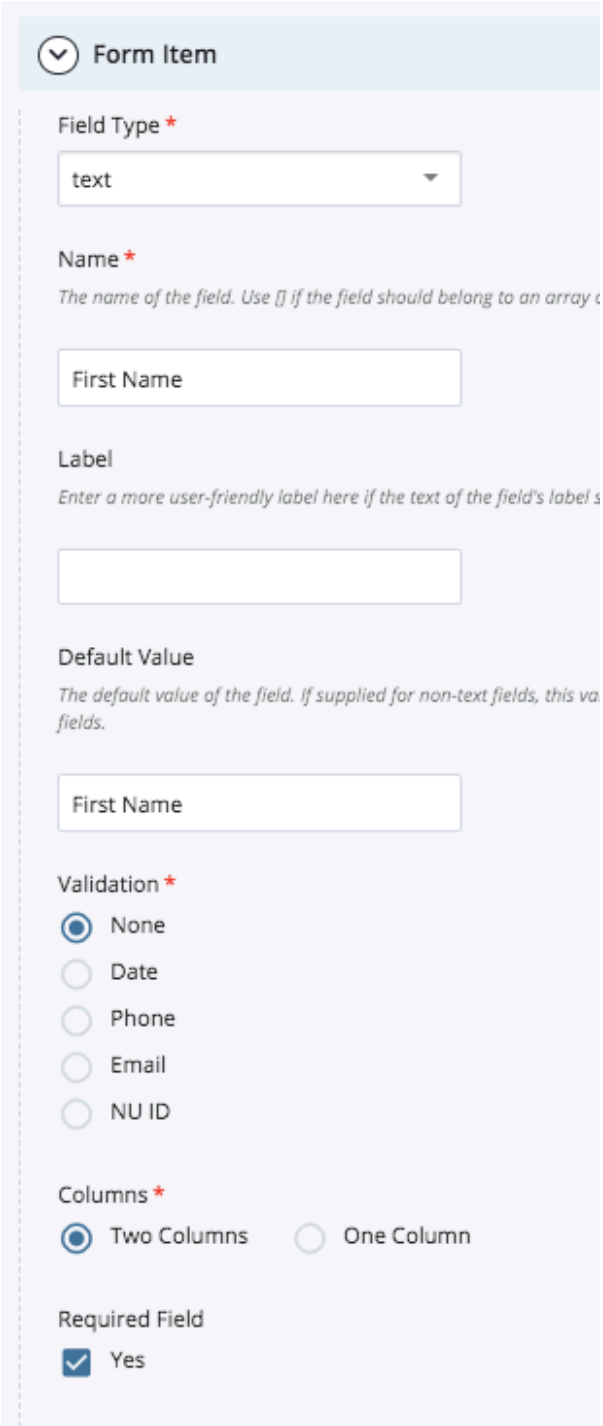


The first field is where the email is going to say it is coming from. I recommend you fill in a generic account for your department like unkprintcenter@unk.edu. The second field is the subject and the last field is the email that will receive the form results. You can set multiple emails to receive the form results by using the + sign above the field.

After you are done filling the information in for where the form is going to send you can start building the actual form. The first piece to fill in is the form instructions. This area is a full editor so you can put in text, pictures, videos, etc.



After the form instructions are the form items/fields. Here you can use the field type pull down to choose from text, text area, radio buttons, check boxes, email, paragraph and dropdown options. Once you have selected the field type you will need to fill in the name field.



The options after name are all optional and their use depends on the field type chosen. The label field can be used to display a more descriptive message than the name field. Default value will auto fill a value into the field. Value is used for radio buttons, check boxes, and drop downs. You can use the plus sign to add multiple values. The button alignment option is used for check boxes and radio buttons. Validation allows you to force people to fill data that conforms to a specific scheme or format. This is really useful for phone number fields or emails. The last option is the required field.

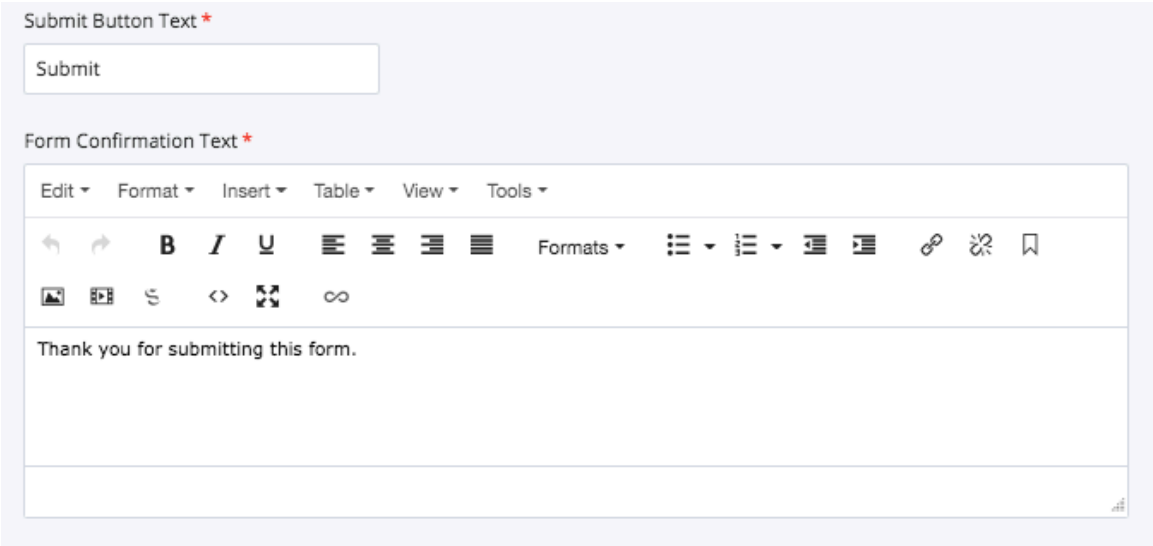
You can add multiple fields by clicking the + sign in the top right corner of the Form Item area. Once you have multiple form items you can use the minus sign to remove an item or the arrow to change the order of the item.

If you use the email field type when the form is submitted the respond to email will be set as whatever the user enters. What this means is that when you

receive the message and click reply it will fill in the email the user submitted.

The paragraph option allows you to add in a text paragraph between fields. This can be used if you need to separate a form into multiple sections.

After you have created all of your fields you will fill in the text for the submit button and the response message.



Below is an example of the output from the form page. Required fields are displayed with a red * next to them. Please note that if you submit the form before it is published Cascade will give you an error.

Digital Board Content Submission

Messages should be no longer than 5 "headline words". If you would like graphics included please send those graphics to webmaster@unk.edu.

Full Name: *

Email: *

Date of Event: * MM/DD/YYYY

Time of Event: *

Location of Event: *

Event Message: *

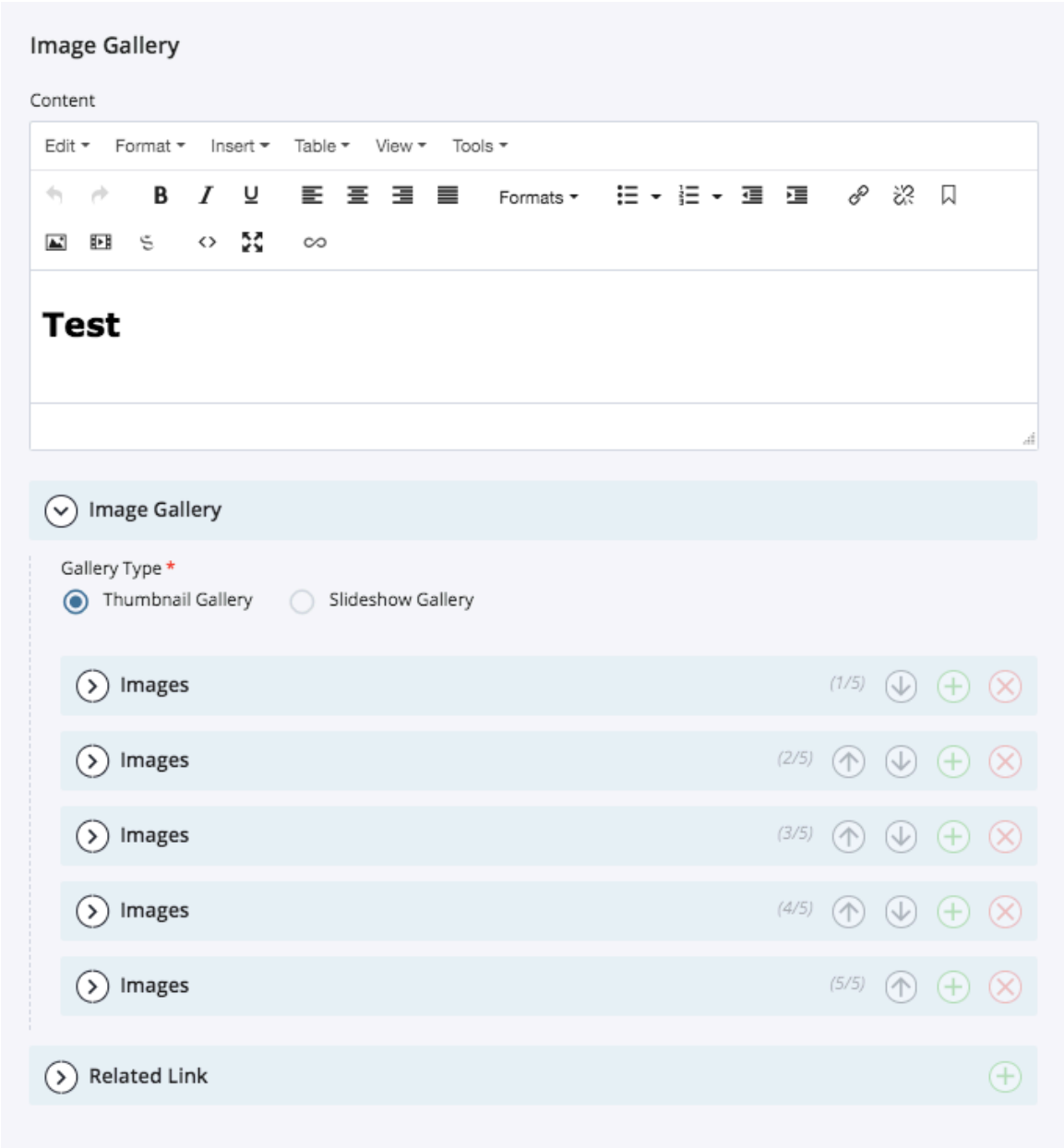
Type of message: *
- Graphic Based - No more than 2 slides
- Video Based - Flat Fee charged for video of 8 seconds or less

Describe what you are wanting the piece to look like: *

Submit

Image Gallery Page

The image gallery content type allows you to create a thumbnail gallery with light box. The gallery image content type resizes images to a width of 750px to give the best results inside of the gallery content type. Below is an example of the edit screen for the gallery content type.



The image gallery content type features several areas that are the same as the standard, accordion, and tabs page types. These features include system name, parent folder, title, display name, key words, description, banner, a content area, and related links. The main difference is the image gallery section which features an area to select the gallery type and an area to insert images.

To insert an image, you just need to select an image by using the browse option (paper with magnifying glass). You can then select an existing image or upload a new image just like you do when inserting a banner image. Once you have inserted an image you need to add a description for the image. You can add multiple images by clicking the + sign in the top left of the image gallery – images section. Once you

have multiple images you can use the minus sign to remove images and the arrow to change the order of the images.

Below is an example of the thumbnail gallery.

Example of what it looks like when you click on an image in the thumbnail gallery.

Along with the image gallery page type there is an image gallery image content type. This content type functions exactly the same as the file content type with the exception that it will automatically resize the photo to fit into the image gallery.

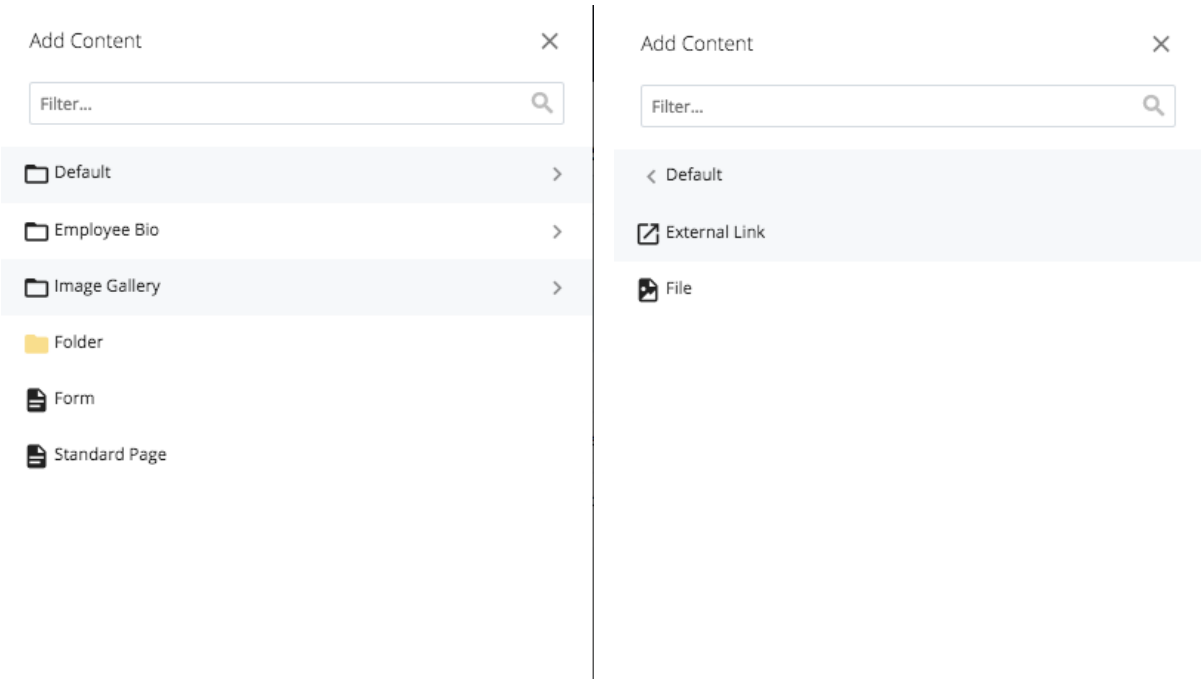
Specialized Content Types:

External Links

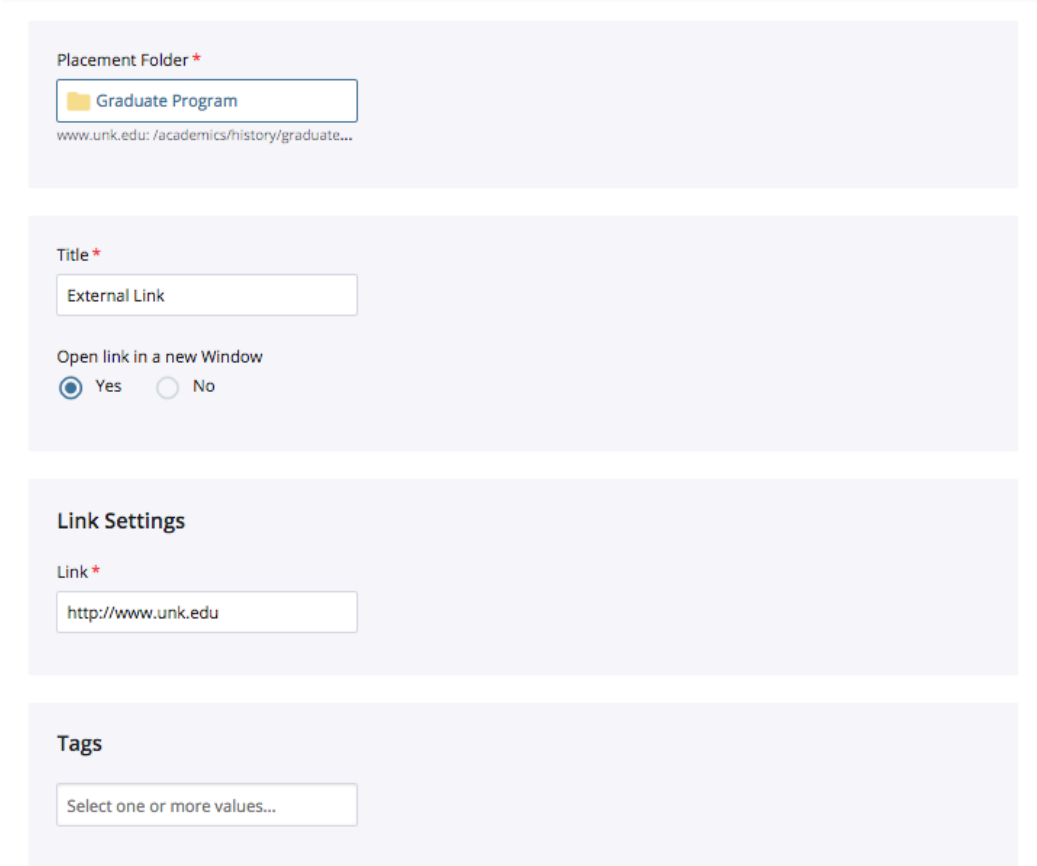
The external link content type allows you to add a link to a site/page outside of the UNK website or outside of your department site. This also adds the link into the navigation for the folder. When this link is clicked from the menu it opens the link in a new window.

External links are also helpful for linking to external items that you link to from several different places. If you setup the link individually on pages with the standard link insert, if that link changes you have to change it on all pages it appears on. If you setup an external link and link to the external link from your pages you only have to update the external link if the link changes.

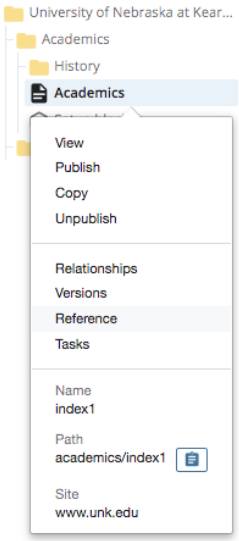
To insert an external link, you will want to select the folder you want it placed in and click on the “Add Content” menu. From the add content menu click on “Default”. This will give you two options choose “External Link”.



Setting up the external link is pretty basic. Simply fill in the appropriate placement folder, system name, Title, and Link then click save & preview. See the example below.

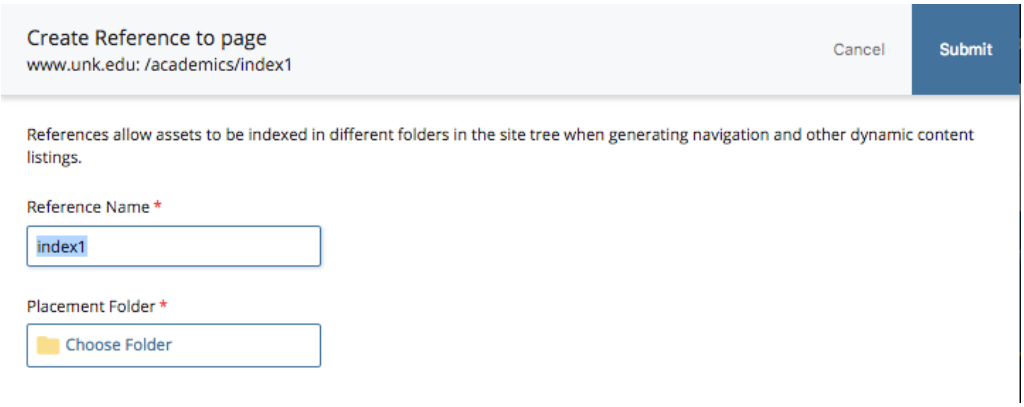


References

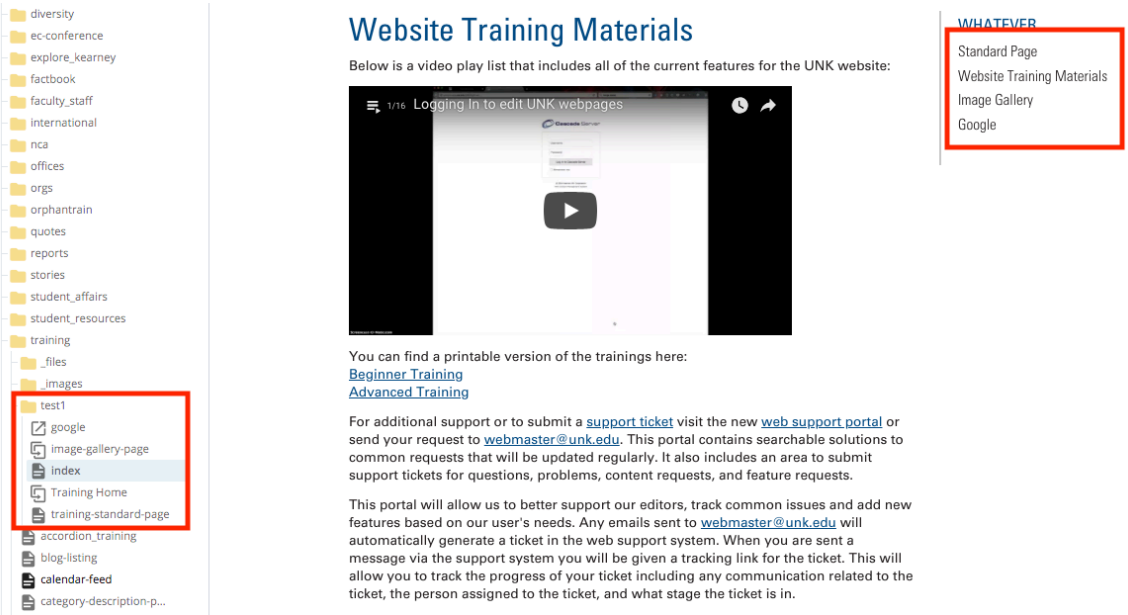


References are similar to external links except they are specifically used to create links to your own files that are located in different folders. Since menus are dependent on the folder you can only display pages in the current folder in the menu. References allow us add links in the menu to other pages in parent and child folders. For example, ITS has subfolders for Instructional Technology, HelpDesk, etc. They have created references to the ITS homepage in each of these folders so that the ITS homepage shows in the menus for each of these folders. These links open in the same window unlike external links.

You can add a reference in two ways. The most direct way is to right click the page you want to create a reference for. When you right click you will get a menu. From this menu select "reference". The other option would be to click on the page and the select the "more" tab and then select "reference".
After you click on reference you will get the reference setup screen. From here fill in the system name and select the folder you would like the reference placed in then click submit. The reference will be placed in the folder you selected and appear in the menu for that folder displaying the title of the page being referenced.



In the screen shot below you can see there are two pages in the test folder, but four links are showing in the navigation. The gallery page and website training materials page are coming from the references called image gallery and training home, which are referencing those pages from the main training folder.



Training Resources

UNK Training Youtube Channel: http://www.youtube.com/user/UNKtraining
Training Website: unk.edu/training

Support Portal: unk.edu/web-support

Webmaster: webmaster@unk.edu
Thane Webb: 865-8133, webbtm@unk.edu
Chase Harmon: harmoncd@unk.edu