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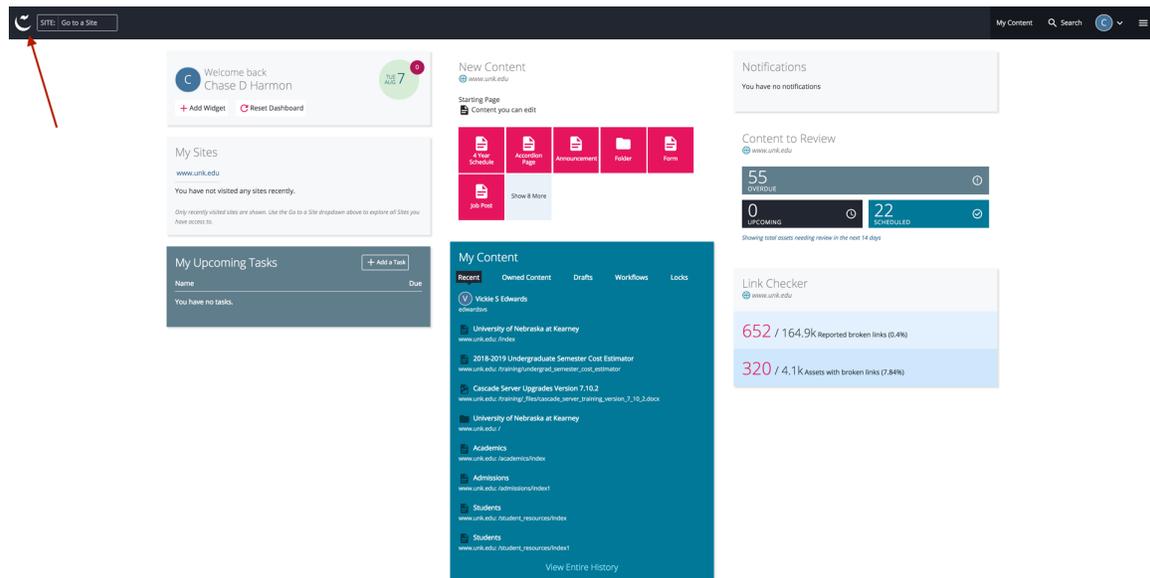
Cascade Server Training - Beginner

Login – link will be in footer of the website or you can go to <http://unkcms-app.unk.edu:8080/>

Your login credentials will be the same as your easi credentials. If you forget your credentials or get locked out you will need to speak with I.T. to reset or unlock your account.

When you login you will be taken to either the last page you edited or the Dashboard.

The Dashboard



The Dashboard is your home screen in Cascade Server. You can reach the dashboard by clicking the home link in the top left corner.

The Dashboard consists of widgets.

Site (upper left corner) list sites that you have access to. Clicking here will take you to the folder system for that site, which will then appear in the “My Sites” widget.

My Sites list sites that you have visited and have access to. You will click the unk.edu hyperlink to get in to the Cascade editing system.

Notifications displays a list of recent messages. This is basically an internal system email. You will receive messages when items publish successfully as well as a few other system notifications. I can also use this to communicate directly with editors in Cascade Server.

Stale Content Widget shows you what items have and haven't been updated in the last 60 days. It displays this information in a simple pie chart. You can change the time frame on the widget so it looks at a smaller or larger window of time.

Locked Assets show assets that have been locked and cannot be edited.

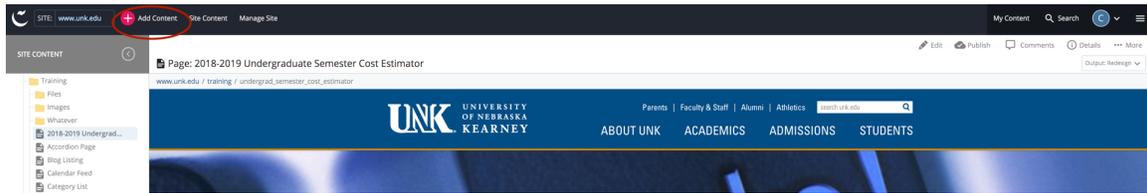
My Content shows you a list of the recent items you have accessed. This is helpful if you need to jump back into a page you edited recently to make more changes.

Workflows is not currently used. This lists items you have submitted into a workflow for approval. Since we do not currently use workflows this does not apply.

Drafts shows a list of draft pages or items you currently have. Drafts are temporary versions of pages you have been working on that have not been submitted.

The dashboard can be customized. You can click and drag widgets and place them in the order you would like. There are options for adding and removing widgets as well.

Add Content Menu and Page Types



To create a new page, click the “Add Content” button in the top left corner of the particular site you are editing. Make sure to select the folder you want the page to go into before creating it. Then select one of the available content types.

The add content menu contains several options. The Default folder contains the file and external link options.

File allows you upload just about any type of file including (word doc, excel, pdf, powerpoint, png, jpg, gif, etc). This allows you to upload both files and images.

External link allows you to create an external link that can be reused in pages and in the navigation. This item is setup by simply pasting or typing in the url.

Employee Bio List will create a department staff list. This can be setup manually or automated. Manually allows you to add each person on the page. Automated will pull from the individual Employee Bio pages based on the department selected. The listing will include a photo of each person along with their name, title and contact info.

Employee Bio Page will create an individual bio page for one person with extended biography information in addition to contact info.

Image Gallery will create a thumbnail image gallery with lightbox and slideshow effects.

Standard Page allows you to create a page with multiple options. If you select the standard option you are given a basic text page. This allows you to use the WYSIWYG editor to enter information as you would in a word processing program.

If you select the Accordion option in the standard page it will create a vertical accordion list. This is often seen and used for Frequently asked questions. This option can be used to condense content.

If you select the Tab option in standard page it will create a horizontal set of tabs with content associated with each tab. This is very similar to accordion but runs horizontal.

Form creates an interactive form that allows you retrieve user information in several different ways. You can set the page up to receive info via email or store the info in an excel file or both.

Folder creates a new folder that content can be placed in.

Parent Folder & Inline Metadata

Parent folder is the first item you see when creating any new page type. Parent Folder is the location where your file or page is going to save. Make sure to double check the parent folder location. If the parent folder is not correct, navigate to the correct folder before proceeding. If you save a page and it goes into the incorrect folder you will not be able to change it after the page is created. The only way to change this would be to contact UNK Webmaster (webmaster@unk.edu).

Inline Metadata can be found on all page types both when creating them new and editing them. Inline Metadata contains Display name, Title, Keywords, Description, and a radio option for including the page in the navigation.

Content Metadata Configure Fullscreen Draft saved Close Save & Preview ⋮

Placement Folder *

Training

www.unk.edu: /training

Display Name

Title *

Keywords *

Description *

Review Date

Include in Navigation

No Yes

Display name is going to be the first title you see on the page. It is optional but if you don't fill it in the first title on the page will default to the content entered into the Title field. Display name allows you to be more descriptive in the copy that goes in the main content area.

Title is what displays in the breadcrumbs directly above your content and the folder navigation on the right side. This field is required. Whatever you fill in for the title will be used to generate the file name for the page. For example; if the filename was "Test Page" the system would generate "test-page" as the filename. The system will strip all capital letters and spaces.

Keywords are the search terms people use to find your page. These are set as individual words separated by commas. This field is required.

Description is a short straight forward description of what is contained on the page. This description is pulled into the search results when using search engines and the UNK site search. This field is required.

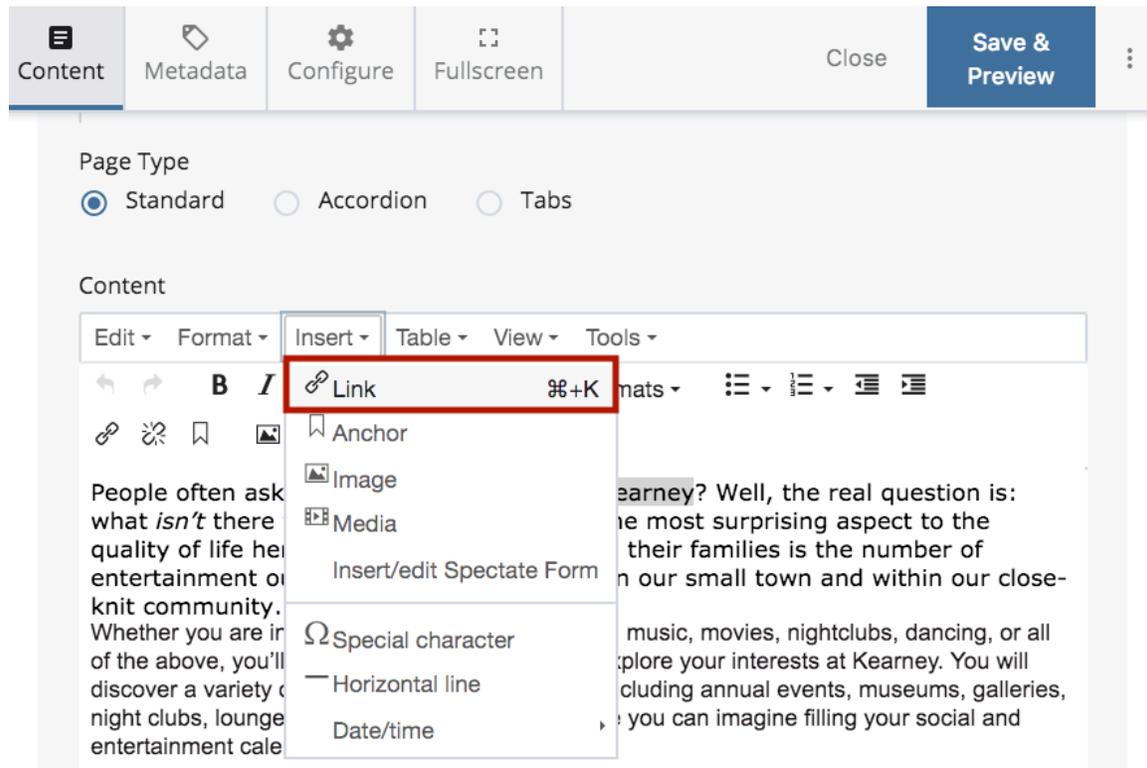
Include in Navigation allows you to determine if this page will be displayed in the departmental or folder navigation on the right side.

What you see is what you get (WYSIWYG) Editor

All page types contain the WYSIWYG editor and the editor can be found on both the new content and edit screens. The WYSIWYG editor is very similar to a word processing program editor. It allows you to do things like bolds, italics, text alignments, bulleted lists, number lists as well as more advanced items like inserting images and videos.

Basic editor features. To set text as bold or italic click and drag to select the text you want to change and then select corresponding formatting you would like to use so click **B** for bold and *I* for italic.

Inserting Links. If you would like to insert links you can click and drag to highlight the word or words you want to set as a link and then click the insert link icon (Chain Link).



Insert link



Link Source

Internal External

Link

 Choose File, Page, or Link

Anchor

Text to display

Title

Target

None ▼

Class

None ▼

Ok

Cancel

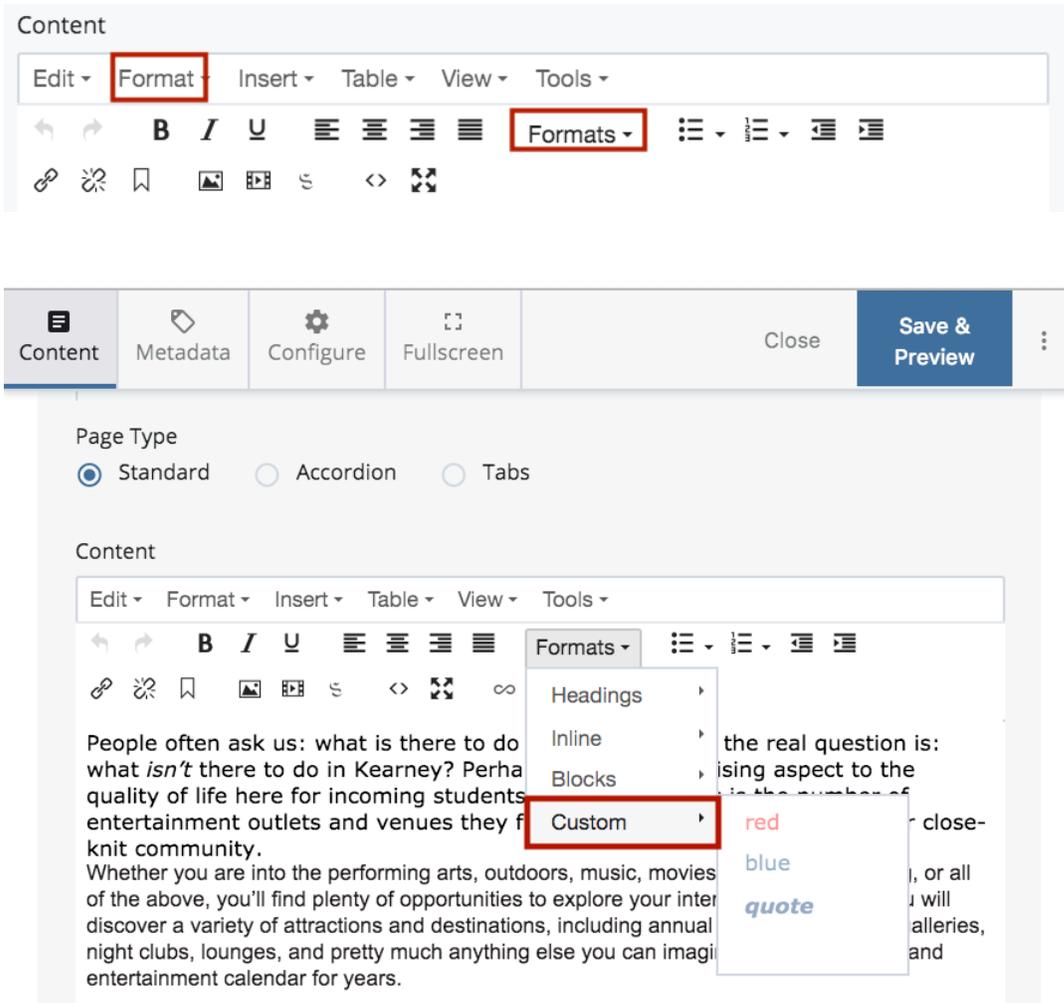
From the popup you can select internal or external. Internal allows you to search through your pages and files to link to them. External allows you to type in a url.

If you want to link to a file that is not currently uploaded to Cascade server you can select the internal link option and select the folder you would like to place the file in. Then click the upload tab. From here you can browse your computer for a file and upload it directly into Cascade Server.

The screenshot shows a file selection dialog. At the top, there is a header bar with the text "Choose a file, page, or link" on the left, a "Cancel" button in the center, and a blue "Choose" button on the right. Below the header, there are three tabs: "Recent", "Browse", and "Upload". The "Upload" tab is selected and underlined. Below the tabs is a dashed rectangular box containing the text "Drop a file here or [choose](#) one from your computer". Below this box, the text "Select a placement folder" is displayed, followed by "Current selection: www.unk.edu: /training". There is a dropdown menu showing "www.unk.edu" and an empty text input field. Below these, the breadcrumb "www.unk.edu / training" is shown. At the bottom, a file browser view shows a folder icon and the name "Training", which is selected with a blue circle.

Links can be removed by selecting the link and clicking the break link button (broken chain link). You should also fill in the title field for the link. This will be useful for accessibility purposes. This will make a screen reader give a description of the link rather than the url when reading through the page so visually impaired users will have a better idea of what the link is pointing to. Also this adds a tool tip to the link so when you hover over the link you get a straight forward description of where the link goes to rather than just the web address.

Additional styling options. You can add additional styles via the format pulldowns. To set styles from the format pulldown, select the copy you want to change and then go to the format pulldown and select the style you wish to set. The format pulldown mainly contains color options (blue, red, and quote). Please avoid using red. It is not part of our color scheme and should only be used to highlight things like deadlines or required information. These styles are found in the Formats pulldown under the custom formats menu.



The **headings** option under formats allows you to set headings and paragraphs. Headings 1 – 6 are available. Heading 1 is the primary page heading and is only used once per page. Please do not use Heading 1. Heading 1 is already set for you via the Display Name/Page Title. Use remaining headings in outline form. Heading 2 divides heading one. Divide heading 2 with heading 3 and so on. See example on following page.

The screenshot displays a document editor interface. At the top, there are tabs labeled 'Tabs' and 'Content'. Below the tabs is a menu bar with options: Edit, Format, Insert, Table, View, and Tools. A toolbar contains various icons for text formatting (bold, italic, underline), alignment, and other functions. The 'Formats' menu is open, and the 'Headings' option is selected, highlighted with a red box. The 'Headings' dropdown menu shows six options: Heading 1, Heading 2, Heading 3, Heading 4, Heading 5, and Heading 6. The document content below the toolbar includes a title 'American Democracy Pro', a sub-heading 'Next Meeting:', a date 'April 24, 2018 at 4:00 p.m. in Calvin T. Ryan Library Conference R', another sub-heading 'Minutes:', and a date 'March 6, 2018'.

H1 A Message from the Assistant Vice Chancellor of ITS

B1 Our campus depends on technology and our success depends on planning for the changes that technology brings. We are committed to working together with students and faculty to provide the best educational experience. Our technology services and resources are a vital part of the UNK commitment to academic excellence.

H2 About ITS

H3 Mission

B2 Information Technology Services understands the needs of our faculty, staff, administrators and students and provides reliable and cost-effective services, support and products to satisfy these needs.

Goals

Provide reliable and effective customer service.

Provide a wide range of technologies including server administration, desktop and mobile computing, local and wide area networks, application development and support, instructional technology, multimedia, and emerging technologies.

Policies

To use the technology resources available at the University of Nebraska at Kearney, all faculty, staff and students must adhere to the policies and guidelines in all pdf documents below.

Website

The UNK Web site is an evolving, interactive communication tool and information resource for current and prospective students, faculty, staff, alumni and friends of UNK as well as the rest of the world. To that end, it should be a dynamic addition to and extension of the University both in instruction and in marketing and will uphold high standards of content, design, and integrity.

H4 Purpose

- These guidelines serve the following purposes:
- To support the marketing of UNK as an established yet dynamic institution that continues to change and grow.
- To ensure that any campus entity creating Web pages is responsible for the design, content and maintenance of the pages.
- To strive for simplicity, ease of use, and current information.
- To ensure the Web pages are consistent with the UNK mission statement, strategic plan, and the marketing plan.

Advertisements

UNK reserves the right to remove web pages of student organizations when content is not maintained.

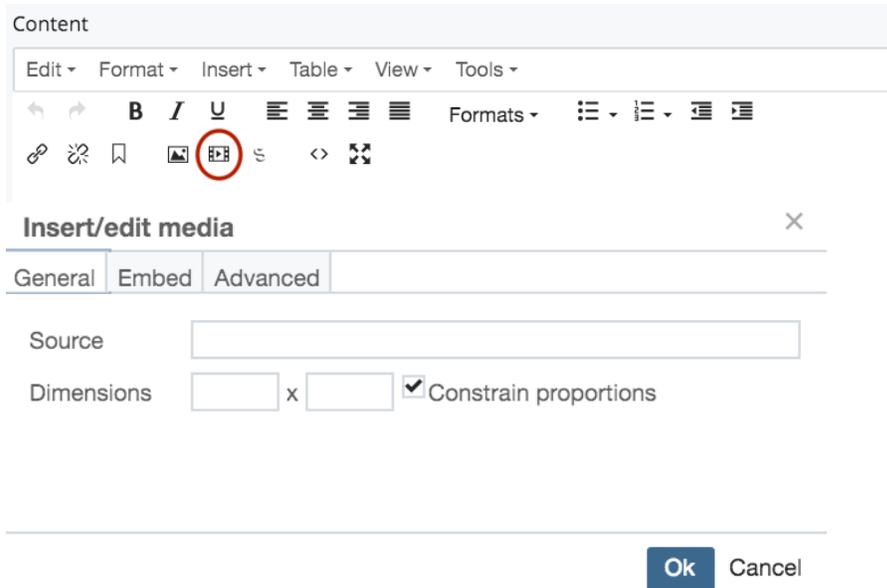
No Web page shall display commercial advertisements without prior authorization. References and links to commercial sites are permitted for their information value, but advertisements, and particularly paid advertisements, are not. No one shall accept payments, discounts, free merchandise or services, or any other remuneration in return for placing anything on their web pages or similar facilities.

It is acceptable to display references and links to corporate sponsors as acknowledgements, expressing appreciation for the sponsor's support. Such acknowledgements should not endorse the sponsor or its products and should not induce readers to patronize the sponsor.

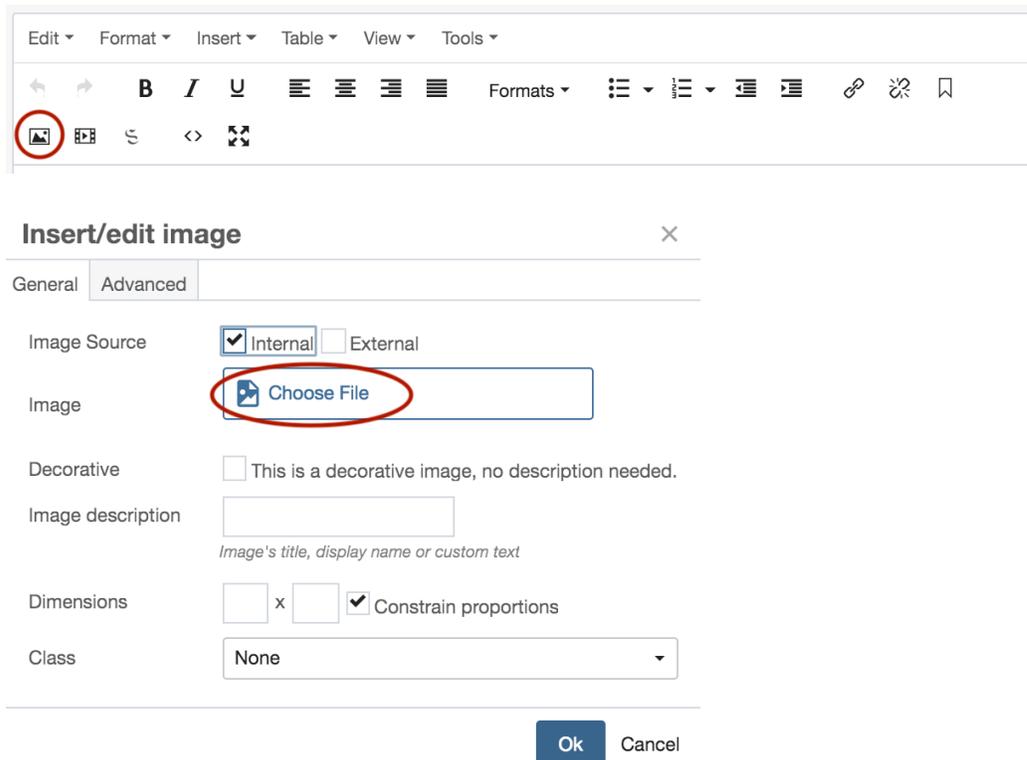
General Policies

- [Guidelines for the Use of Information Technology Resources at the University of Nebraska at Kearney](#)
- [Responsible Use of University Computers and Information Systems \(Executive Memorandum No. 16\)](#)
- [Residential Computing Acceptable Use Policy](#)

Inserting video is very simple. Simply click the insert video icon (film strip). The video will be placed wherever your cursor is placed. Place an embed url in the source box, or simply paste embed text in the embed tab. Don't forget to select a size.



To insert images, you will click on the image icon (picture of mountains). When you click the insert image icon you will see the following:



You are given two options for inserting images Internal and External. Do not use external. External images can cause broken image and copyright issues.

With internal images you can click on the “choose file” icon and browse for a file or upload a file. You must supply an Image Description, for each image you add. Images should be no wider than 700px and should be set at a resolution of 72 ppi. You can adjust the display size in the width and height area. Please note this does not change the actual size of the image. It only changes the size it displays at on the page.

To align images, select the image in the wysiwyg editor and use the paragraph alignment tools. In the Advanced tab, there is an option to caption the image.

Insert/edit image ×

General **Advanced**

Figure/Caption Use figure and figcaption for this image

Style

Vertical space Horizontal space

Border

Standard Page

Standard page has 3 options content layout standard, accordion, and tab.

Accordion option has all of the same initial settings as the standard page option. Title, Display name, description, etc. The big difference with it is the Content Group Section

The screenshot displays the 'Standard Page Plus' configuration interface. At the top, the 'Page Type' section has three radio buttons: 'Standard', 'Accordion' (which is selected), and 'Tabs'. Below this is the 'Content' section, which contains a rich text editor with a menu bar (Edit, Format, Insert, Table, View, Tools) and various formatting icons. The 'Content Group' section is highlighted in blue and features a dropdown arrow on the left and a plus sign on the right. It includes a 'Content Group Title' text input field and a 'Content Group Copy' section with another rich text editor, identical to the one above.

In the content group section you can put in content that appears before the accordion.

On the accordion you simply fill in the “content group title” and then the “content group copy”. If you want to add more questions click the + sign in the upper left of the content group. Once you have multiple content groups you will see a minus sign and an arrow appear next to each group. You can use the minus sign to delete and the arrow to change the order of the groups.

Accordion Example

Accordion Page

Test Title

This is just some filler **content**.

- Question 1

Test Title

This is the answer to question 1. This should work fine.



Test Link

- item 1
- item 2
- item 3

+ Question 2

+ Question 3

+ Question 4

Tabs Option is very similar to accordion option with an additional content heading field.

You can enter content that goes above the tabs. To add tabs simply fill in the necessary info in the content group section. If you want to add more tabs click the + sign in top left of the content group area.

Standard Page Plus

Page Type

Standard Accordion Tabs

Content

Edit Format Insert Table View Tools

← → **B** *I* U [List Icons] Formats [List Icons] [Link] [Unlink] [Bookmark]

[Image] [Table] [Code] [Code] [Table]

Content Group +

Content Group Title

Group Content Title

Content Group Copy

Edit Format Insert Table View Tools

← → **B** *I* U [List Icons] Formats [List Icons] [Link] [Unlink] [Bookmark]

[Image] [Table] [Code] [Code] [Table]

Tabs Example:

Tabs Page

This is Tabs Training Test.

Test Title

[Courses](#) | [Biography](#) | [Tab 1](#) | [Tab 3](#)

Courses Taught

This is information about courses taught.

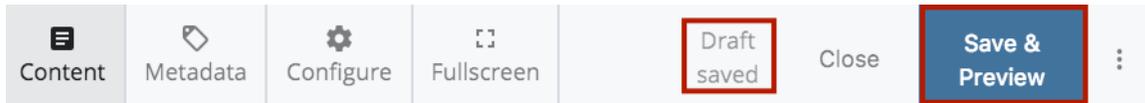


You can switch back and forth between tabs and accordions and the content will transfer.

Saving Drafts, Submitting, and Publishing Content

There are two ways to save pages and assets. These include drafts and submitting content.

Save & Preview is what saves a draft. Drafts are a temporary version. This is typically used if changes haven't been completed and the person steps away for a short time. Drafts are also auto generated so if your browser or computer crashes or you simply forget to save you don't lose all of your changes. Drafts can only be seen by the person who created the draft.



Submit makes it the active version in Cascade Server. This will be the version all editors in Cascade will see. Submitting however does not make the page or file live on the website. In order to make a file live you must publish it.

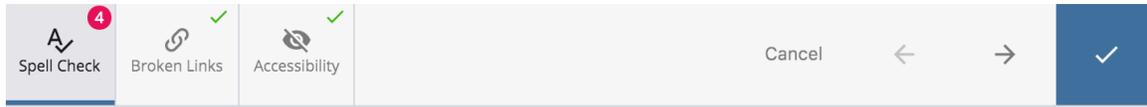


When you press submit you will be given the option to “check content & submit”, where the system will run through several content checkers (spell check, accessibility check, and broken link check). If you have any of these issues you will be given screens containing options to fix issues.

Comment on the changes you made.

Submit now or perform guided content checks.

Spell check gives you options to retype the text, select from a list of suggested words, ignore the word, or add it to the dictionary. Adding items to the dictionary would be used for items like common abbreviations.



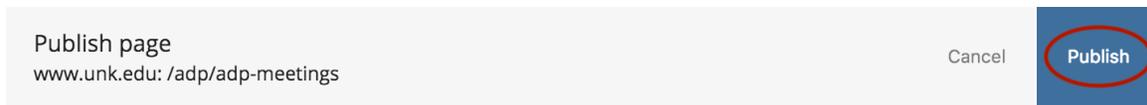
Misspelling	Actions
ADP	<input checked="" type="radio"/> Ignore <input type="radio"/> Fix
ADP	<input checked="" type="radio"/> Ignore <input type="radio"/> Fix
ADP	<input checked="" type="radio"/> Ignore <input type="radio"/> Fix
ADP	<input checked="" type="radio"/> Ignore <input type="radio"/> Fix

1-4 of 4

Broken link check will list all links that did not process successfully. You have options for fixing the links as well as ignoring them. Please note that some links that come up in the broken link check may not actually be broken. The system may have just timed out trying to load them.

Accessibility check will look for any missing alternative text for images and any missing summary tags for tables.

Publish pushes the page or file out to the live webserver and makes submitted changes live. After reviewing any issues, publish a page by clicking on the “publish” button in the upper right hand corner. Un-publish will remove the page from the live site but it will remain inside of Cascade Server. Publish will make the page or changes to the page live. From here, the page and/or changes will be added to the publish que.

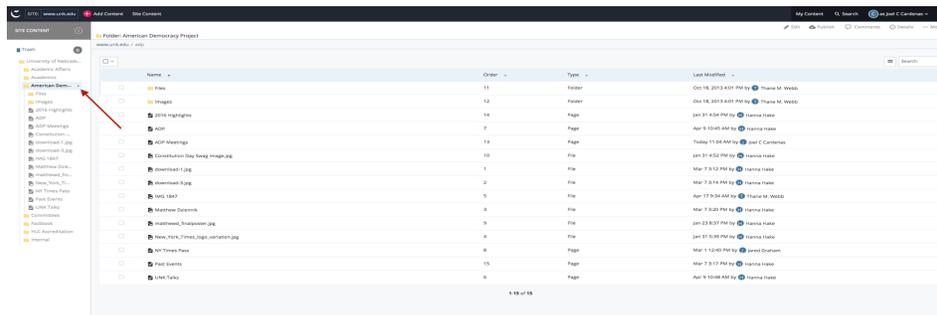


 ADP Meetings will be published to **unkcms-web.unk.edu**.

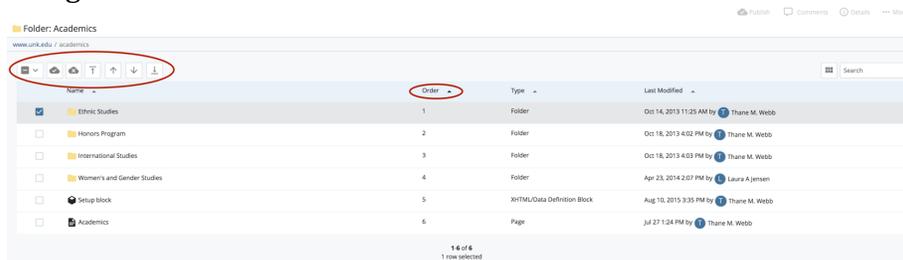
> [View Publish Settings](#)

Manage Department/Folder Navigation

All pages have options to be included in the departmental navigation once you have a page in the navigation you can control the order of the navigation. To do so, you will need to hover over the folder containing the page and navigation you want. Doing so will highlight the folder and display a small right arrow icon. Click on the arrow icon.



Once you have selected the folder you will see a list of the folders content in the right window. On this window you will see several columns the order column shows the sequential number of the pages. If you click the order heading the pages will be rearranged by sequential order. You can then control the order of the navigation by using the buttons in the actions row.



Items can be moved up and down one at a time by using the up and down arrows. You can also move pages all the way to the top by using the up arrow with the line above it. You can move items all the way to the bottom by using the down arrow with the line below it. You can also click and drag items around to rearrange them.

Once you have reordered your pages the changes will automatically show in Cascade Server. However, this change will not appear on the live site until you publish all pages in the folder. Basically, you need to publish all pages that use the menu. You can publish all your pages at one time by clicking the checkbox next to name. Once the pages have been selected click on the pulldown on the bottom of the page and select publish. You will then get a screen that tells you how many assets/pages you have selected and ask you if you are sure you want to publish all of them. Click submit. This will run through publishing all the selected pages. It may take up to a couple minutes to publish.

Uploading Files/Images

To upload a file or image using the file content type you would follow the same initial steps you would perform with any content type. Simply select the folder you would like the file placed in and click on Add Content in the upper left corner. From the new menu click on “default”. You will get a pop-up menu from here select “File”. This will give you the screen you see below.

The screenshot shows a content management system interface for uploading a file. At the top, there is a navigation bar with the following elements: a 'Content' tab, 'Metadata', 'Configure', 'Fullscreen', 'Draft saved', 'Close', and a 'Save & Preview' button. Below the navigation bar, the main content area is divided into several sections:

- Placement Folder:** A dropdown menu is open, showing a folder named 'American Democracy P...' with the URL 'www.unk.edu: /adp'.
- Form Fields:** There are four input fields: 'Display Name', 'Title *', 'Keywords', and 'Description'.
- File Upload Area:** A dashed border box contains the text 'Drop file(s) here or choose some from your computer'.
- Advanced Editor:** A section with a checked 'Advanced editor' checkbox. It includes a toolbar with icons for settings, fullscreen, code, and undo, and a text area with a line number '1' and a '1:1 Text' label.
- Tags:** A section with a 'Tags' label and a dropdown menu labeled 'Select one or more ...'.

The title field is required. Whatever you fill in for the title will be used to generate the file name. For example, if the filename was "Test Document.pdf" the system would generate "test-document.pdf" as the filename. The system will strip all capital letters and spaces. Once you have entered the title you will need to browse for your file from the Data area. Once you have selected your file you can click the submit button.

You can also edit files in the system by clicking on the file and selecting the edit tab. Same as you would do if you were editing a page.

When you edit or upload images you have the ability to manipulate the images.

Image Editor

Cascade Server gives you the ability to edit images after they have been uploaded. To edit an image simply click on the image title in the appropriate folder and select edit from the tabs.

Content Metadata Configure Fullscreen Close Save & Preview

Display Name
matthewd_finalposter.jpg

Title *
[Input Field]

Keywords
[Input Field]

Description
[Input Field]

Drop a file here or choose one from your computer

W: 0 H: 0

The American Democracy Project, the UNK English Department, and the UNK History Department present

#war #globaltopics #UNK
#americanrevolution #politicalscience
#history #UNKADP #UNKenglish

MATTHEW P. DZIENNIK
"OPPOSING REVOLUTION; SCOTLAND, IRELAND, AND REVOLUTIONARY AMERICA"

Tags
Select one or more valu...

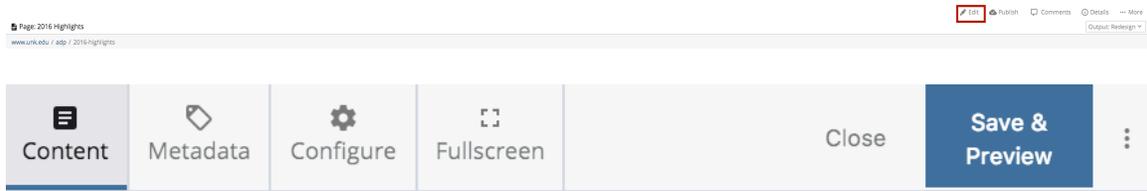
From here you have the ability to do the following:

Resize	W: <input type="text" value="0"/>  H: <input type="text" value="0"/>
Rotate	 
Flip	 
Crop	
Undo/Redo	 

Resize - Change the width or height and then click the resize.

Crop - Click and drag to highlight the area you want to keep and then click crop.

Editing Pages. Pages can be edited by selecting the page and then clicking the “edit” tab. The edit screen is identical to the new page screen. You have access to all of the inline metadata as well as the wysiwyg editor and any components specific to the content type of the page.



Display Name

Title *

Keywords *

Description *

Review Date

Include in Navigation

No Yes

Training Resources

UNK Training Home Page - unk.edu/training

UNK Web Support Portal - unk.edu/web-support

UNK Training Youtube Channel - <http://www.youtube.com/user/UNKtraining>

Primary Contact: webmaster@unk.edu

Thane Webb: 865-8133, webbtm@unk.edu

Chase Harmon: harmoncd@unk.edu