

Formatting

Page Titles

Every page should have a Title that describes the page. This title should use the Heading 1 style. Cascade has a **Heading** box for this purpose. Use following headings (heading 2, heading 3, etc.) in numerical order. Ex. **Do NOT put a heading 5 above a heading 3**

Line Spacing

Shift + Enter creates 1 blank line. **Enter** creates a new paragraph, which inserts 2 blank lines.

Navigation

Change Menu Items To edit the menu select the "**_menu**" item in your department's folder and click "Edit"

CMS Training Overview
Online Manual
Useful Resources
Contact Support
Add
Edit Menu

These instructions also apply to department Contact Boxes "**_callout-contact**" and Department Links "**_callout-related-links**"

Update Documents, Images, and Banners

Updating Documents/Images/Files

To update a PDF or other document that is located within your folder, click the PDF/document/etc. and choose Edit. Use the Browse button to find the updated PDF or drag the document to the upload box.

Where to Upload?

Upload all PDF's, PowerPoints, Word Documents, and images into your department folder. All images should be placed in an **images** folder, and all documents should be placed in a **documents** folder. You can create these folders by clicking **Add Content > Default > Folder**.

Change the Banners

To change the banner image edit the "**_banner**" file inside your department folder. Select the banner from the system or upload one from your computer. All banner images must be approved by University Relations and Marketing.

Creating Links

Hyperlinks

1. Highlight the text that will be the link (Use descriptive phrases as link text. Avoid using whole sentences, or terms like "Click here".)
2. Click on the **Insert/Edit Link** icon
3. Use **Internal** option to navigate to a page or file on the site **or** use the **External** option to type an external URL in the URL box

Email Links

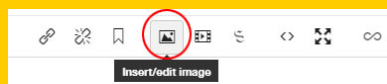
1. Highlight the text that will be the link
2. Click on the **Insert/Edit Link** icon
3. Click **External** checkbox
4. Add the email address in the Address box, click OK.

Link Source	<input type="checkbox"/> Internal	<input checked="" type="checkbox"/> External
Link	<input type="text" value="mailto:john.doe@test.com"/>	

Image Alignment

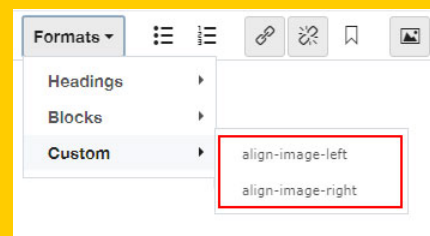
Insert a photo

1. **Insert/Edit Image > Choose File > Upload**
2. Double click photo **or** click Open



Align image and Wrap text

1. Left-click image > **Formats > Custom**
2. Select the image alignment from the options given



Find Out More...

Stay tuned for more updates!

Responsive Tips

Iframes: Other iframes need wrapped in `<div class="iframe-container"></div>`

Images: Assign a class

Tables: Use only for tabular data. Do not use to format or layout a page.

IMPORTANT

Remove Old Content

It is good practice to **remove old content from the website**. To remove old content from the website, click the **Schedule** tab and choose an End Date.

Don't Panic... Restore!

If you make a mistake on your page and want to go back to an older version, just restore the content.

Resize Photos

Always resize photos before uploading to the website.

Use New YouTube Embed Code

Iframes (used to embed YouTube videos) work as long as "allowfullscreen" is removed from the code. To embed a video click **Insert/Edit Media > Embed**.

