



Schulich
MEDICINE & DENTISTRY



Western

SCHULICH MEDICINE & DENTISTRY

Cascade Content Management System - February, 2018

Cascade Web Editor Guide

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Getting Started

This Chapter outlines the basics for web editors.

When editing your web site using Cascade, Western’s Content Management System (CMS), make sure to use one of the recommended browsers (Chrome, Firefox, Safari, or Opera). Not all features for editing in Cascade are supported in Internet Explorer. **DO NOT USE Internet Explorer.**

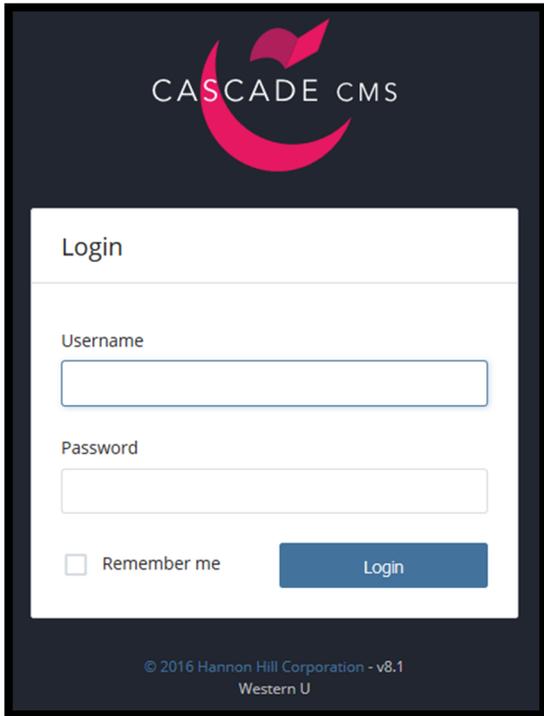
Login

📁 Login using your Western credentials.

IMPORTANT

Go to: <http://cms.uwo.ca/>

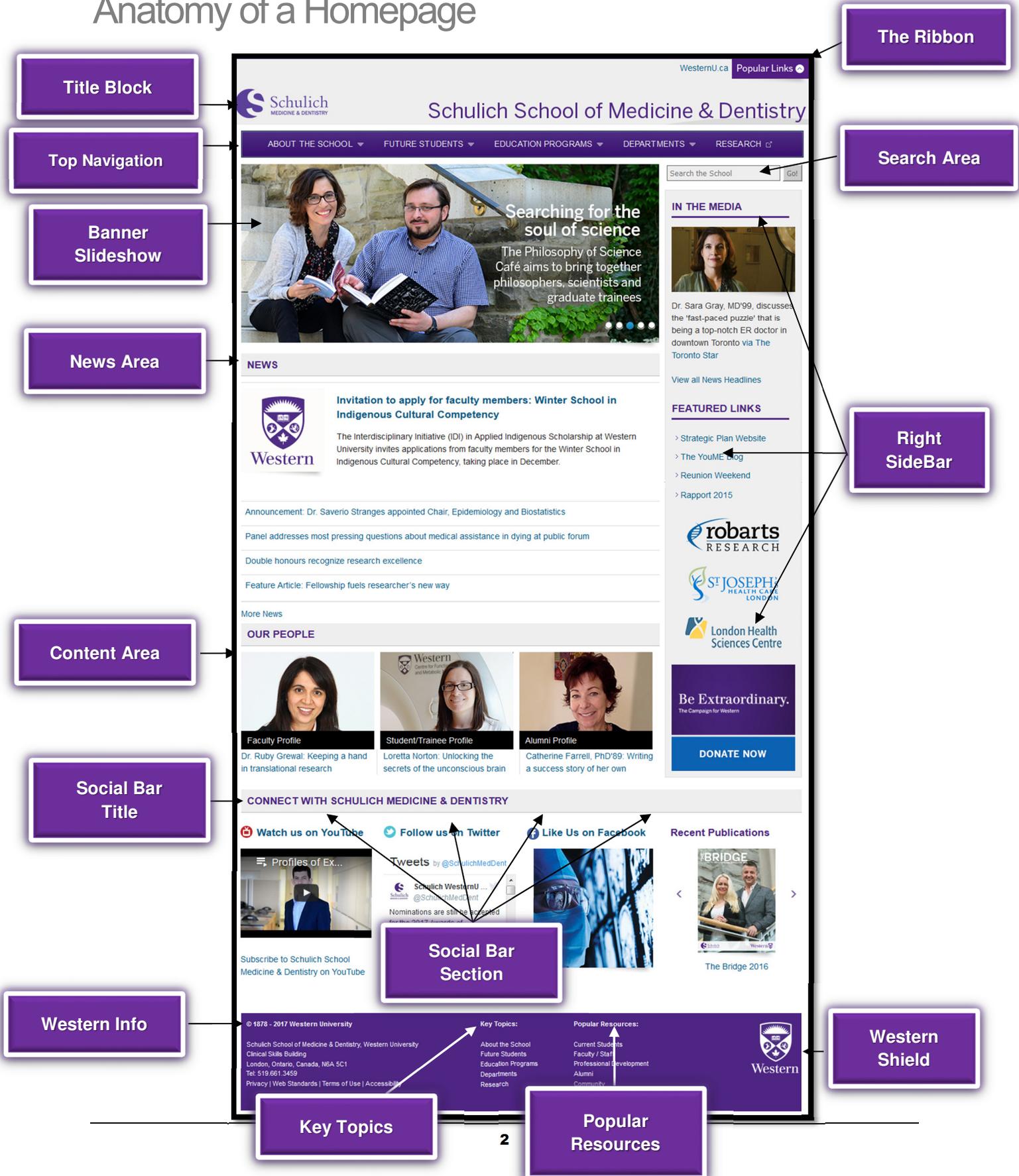
📁 Valuable information



Log in
Screen

Use your Western Username and password. E.g. if your Western email is jdoe@uwo.ca your username is **jdoe**

Anatomy of a Homepage



Anatomy of a Homepage

Non-Editable Areas

Header

Ribbon Area: is built into every page template and is non-editable. It contains popular links which are in the form of a drop down menu. The ribbon serves as an emergency notification tool which the Western Communications Department will replace the content in the event of an emergency.

Title Block: this area is also not editable and is part of the template.

Top Navigation: The top navigation is not editable. ***Any changes to your top navigation must be discussed with and approved by Schulich Communications.***

Footer

Western Information: The copyright information and links to privacy are non-editable.

IMPORTANT

 Valuable information

 The contact information portion of this area is editable.

Key Topics: Generated dynamically and are exactly the same as the top navigation items.

Western Shield: non-editable and part of the template.

Editable Areas

Banner Slideshow: The rotating slideshow on your homepage is done by editing the “**slides**” block. There can be no more than **five** (5) items in a slideshow.

News Area: If you choose to have a news section on your homepage this will be set-up by Western Information Technology Service and will appear above your content area. See page 17.

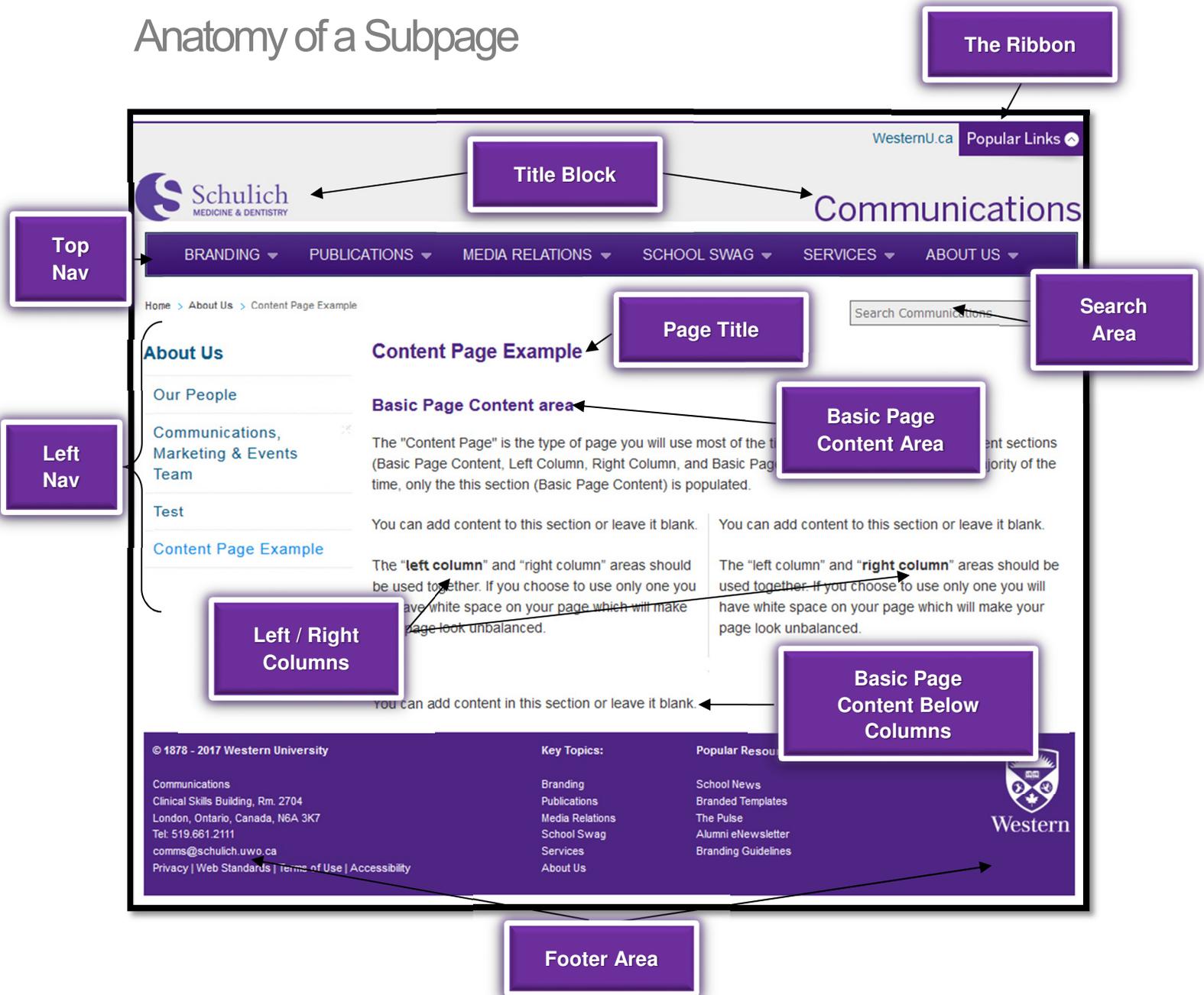
Content Area: This is where your page content is added.

Social Bar Title: Title referring to your social media section

Social Bar Section: These areas contain four blocks including YouTube, Facebook, Twitter, and Important Links.

Right Sidebar: content types are optional.

Anatomy of a Subpage



The ribbon area, title block, top navigation, and footer content will be the same as on your homepage.

Subpages will have a left navigation (created dynamically based on your folder structure) and the main content area.

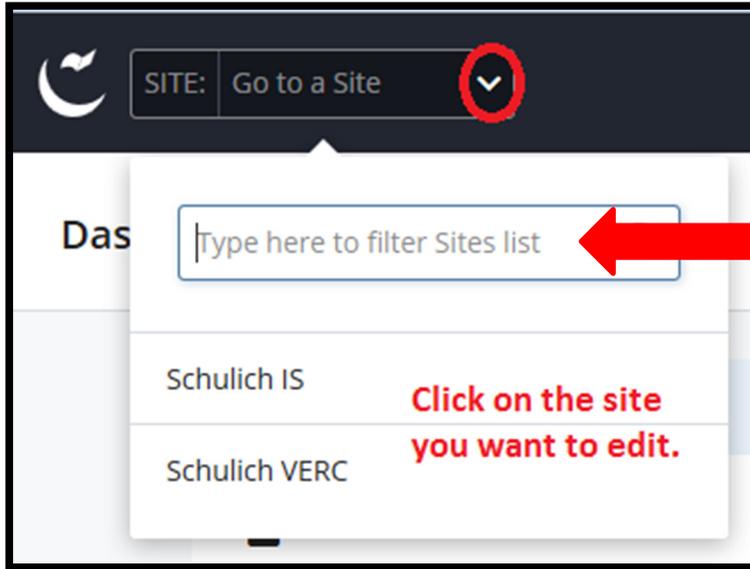
Editing a site

IMPORTANT

Valuable information

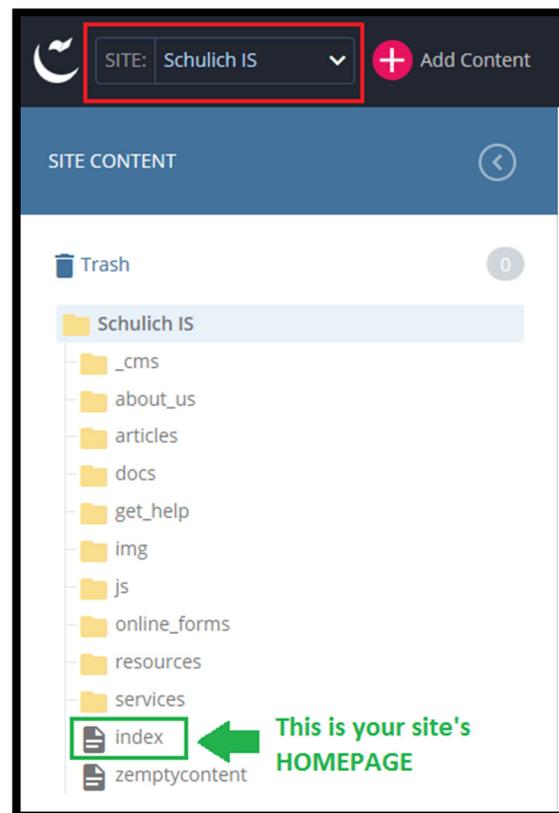
Accessing your Site(s)

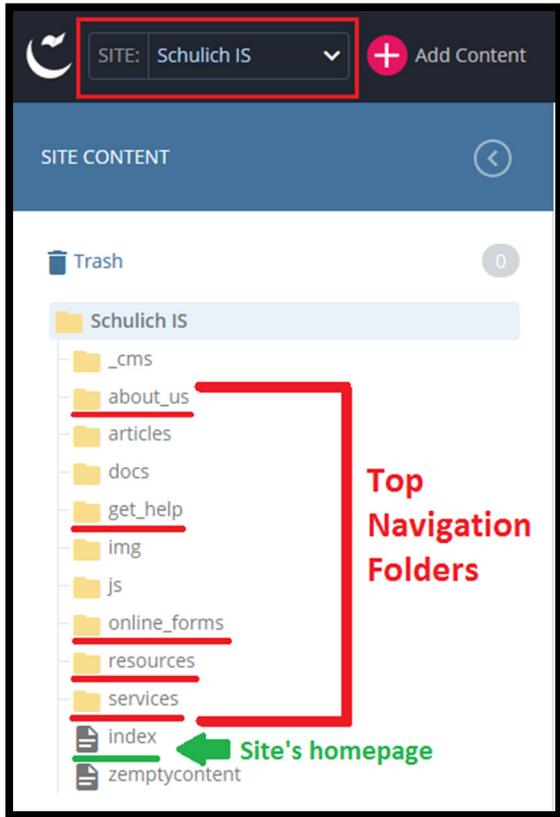
Click on the down arrow and when the list with your site or site(s) appears click on the site you want to edit.



If you have several sites, you can type the name of the site you wish to edit in the “Type here to filter Sites list” search box.

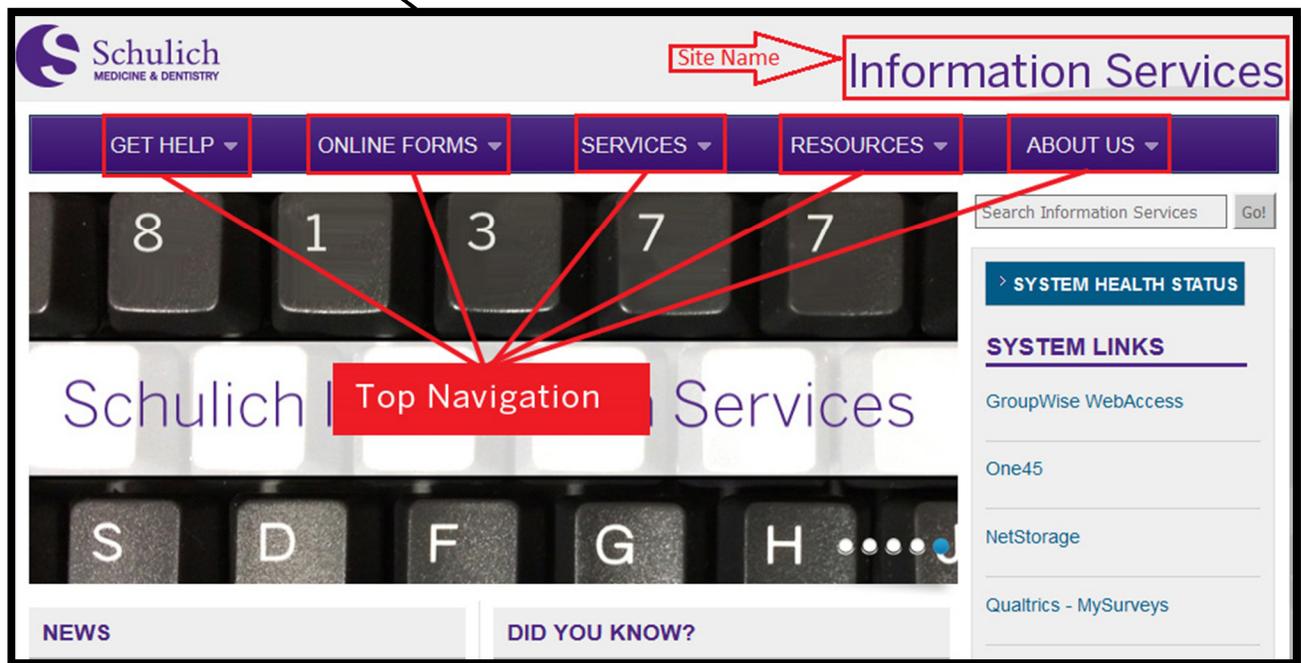
Once you have chosen the site you want to edit, all associated files will be listed in the left-hand folder structure. Top navigation files will already be created by Information Services Web Support Group.





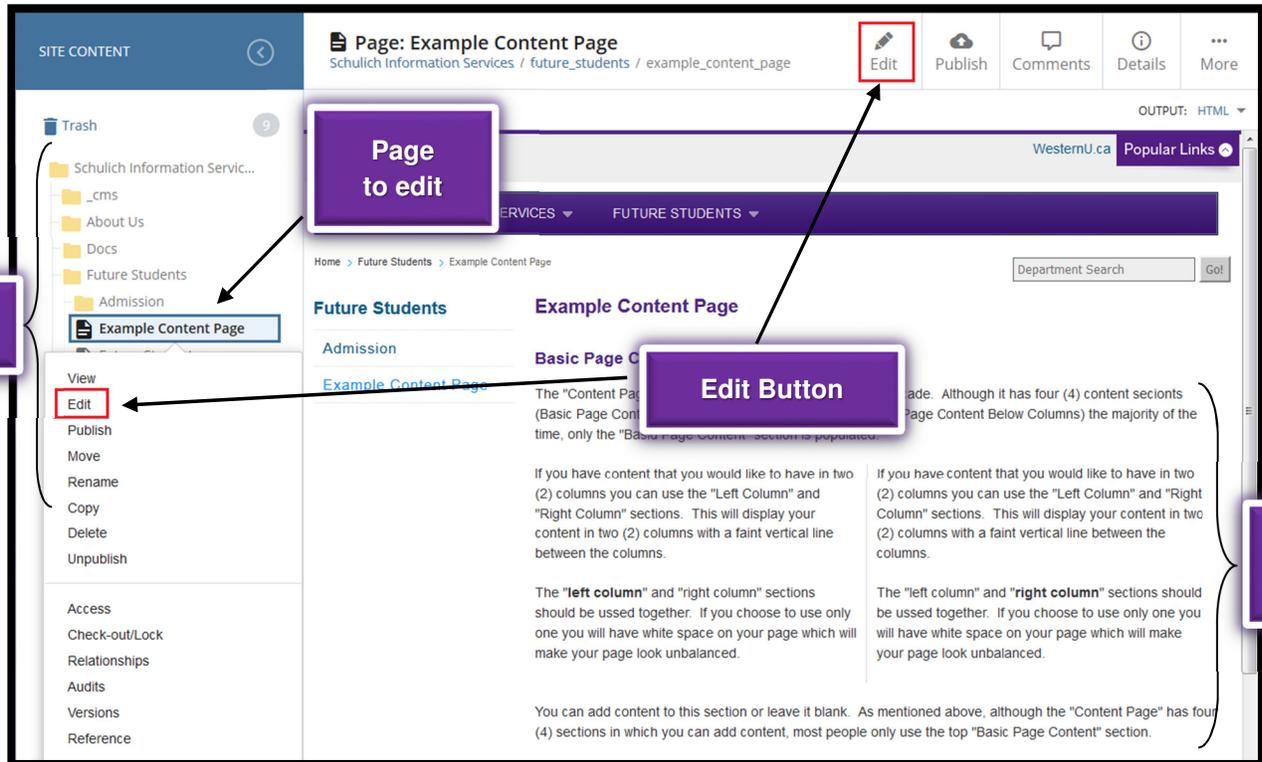
How it looks in Cascade.

How it looks on the live site.



Editing Existing Pages

You can add Basic Content, Graphic Elements, Blocks, and News Articles to your pages by clicking on the page you wish to edit, and then clicking the edit button.



Basic Page Content

In the Page Content area there are four (4) areas where you can add basic content, images, tables, and links. Each of the four areas has its own editor. The content areas are: “Basic Page Content”, “Left Column”, “Right Column”, and “Basic Page Content Below Columns”. You can use all areas or choose to use one or more.

IMPORTANT

Valuable information

The “left column” and “right column” areas should be used together. If you choose to use only one you will have white space on your page which will make your page look unbalanced.

Click on the area you want to add content to and add your text. Use the editing features for bolding, adding styles, format, links, etc.

Adding Content:

Click on the page you want to edit in the folder area, when it appears in the edit area, click “edit”.

The edit button can be found in two (2) locations.

1. Highlight the page you wish to edit and alternate click on your mouse
2. In the top right-hand area of the web page.

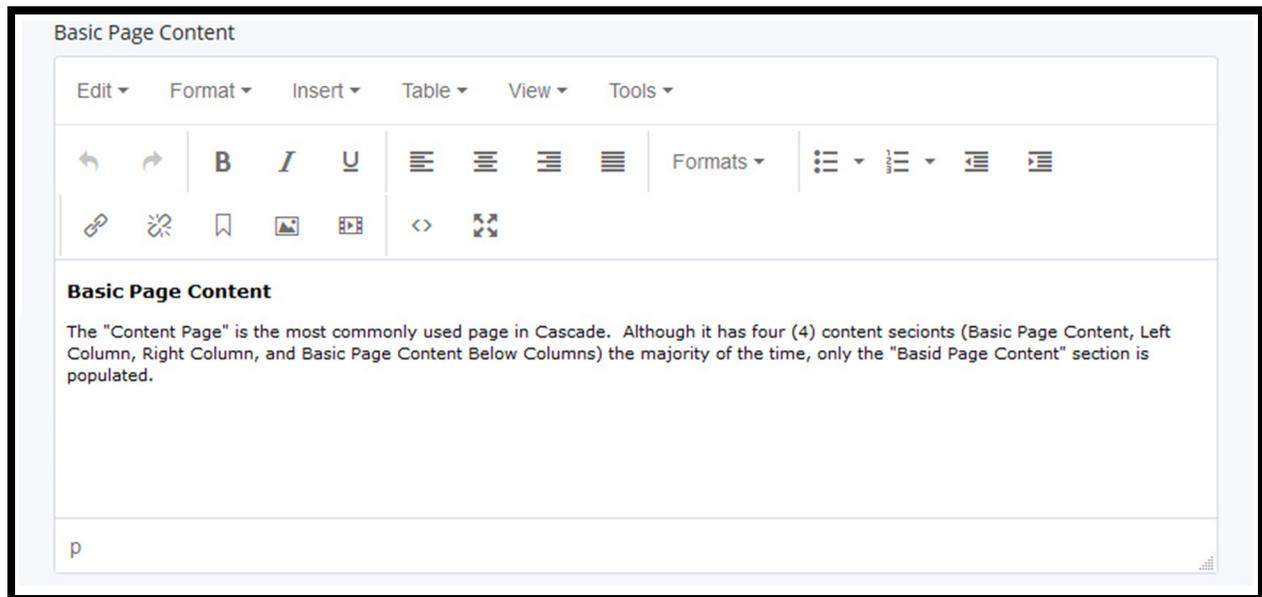
IMPORTANT

Valuable information

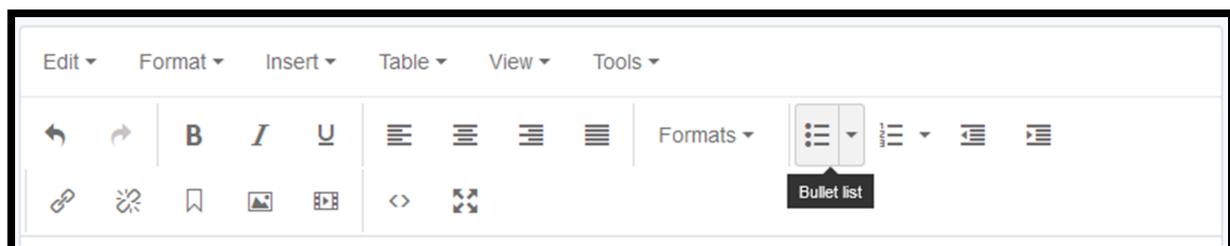
When pasting content copied from word or some other source you **MUST** paste it into notepad first. This will remove any unwanted/unknown code. Then copy it from notepad, paste it into cascade and do your formatting there.

Basic Editing

The editor window, where you can add and format content, add images, links, and embed videos, will appear below:



The window shown below is what you will use to format the content for your page. Hovering over an editor icon will display the icon's function.



This manual will NOT illustrate the basic buttons such as insert special character, cut/paste, etc. These features are similar in function as most content management systems and most people are familiar with their use.

Western Communications has created a Web Style Guide which is located at:
(http://communications.uwo.ca/comms/pdf/western_web_style_guide_sept9.pdf)

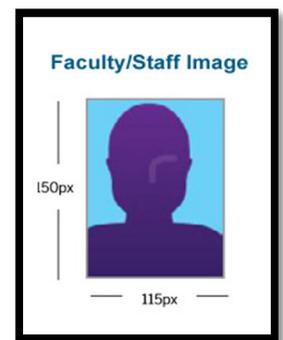
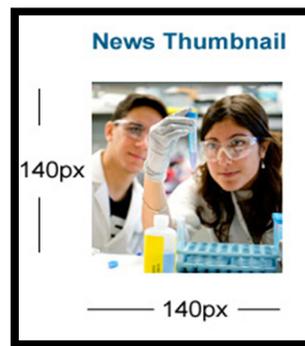
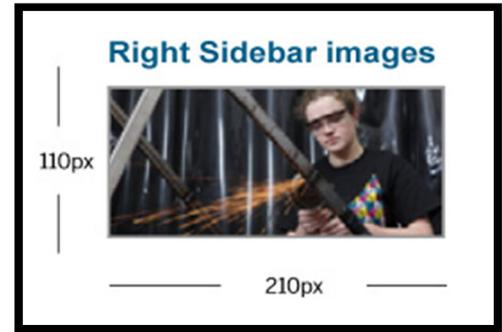
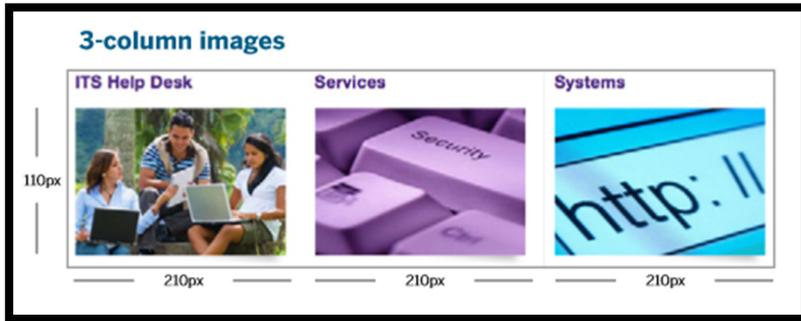
Please refer to this document for formatting basic content on your page.



Insert/Edit Images

Images should be sized to the appropriate dimensions prior to uploading to Cascade. Dimensions of the most frequently used graphic elements follow:





Re-sizing/Cropping Images

To match Cascade template specifications, the images for the banner slideshow **must** be 700X300 pixels in size.

Not everyone has access to Photoshop so you can use Microsoft Paint to re-size and crop your images to the appropriate dimensions.

Once you have resized your image you can upload it to Cascade.

Uploading Images to Cascade

Best practices is to upload your images into an image folder to keep your folders organized and make finding your images easier.

You can upload images while editing the page you are using the image to or you can upload images to an image folder. This manual will show you both methods.

Uploading an image into your page or using one uploaded to an image folder:



Edit the page to which you wish to add your image. Ensure your cursor is where you want to add the image and click on the image icon (shown to the left of this text). The following window will open:

Insert/edit image [X]

General | Advanced

Image Source Internal External

Image

Image description Decorative image

Dimensions x Constrain proportions

Class

Ok Cancel

Click on the “Choose File” and the following window will open:

Choose a file Cancel Choose

Recent Browse Upload

Search

"Recent" will show the most recent images you have uploaded to Cascade.

"Browse" will allow you to browse in Cascade to find your image.

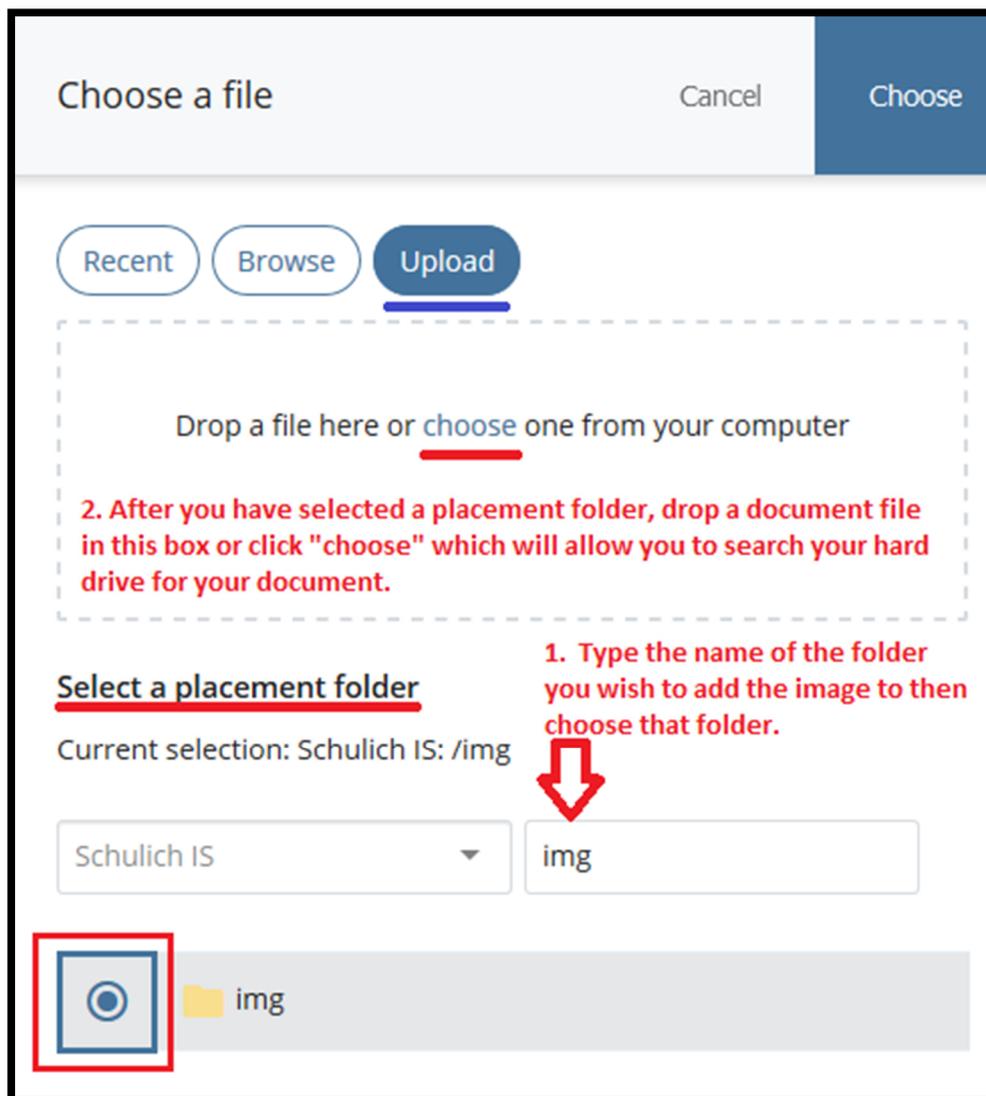
"Upload" will allow you to browse your computer to find and upload your image.

einstein150x115.jpg

The Recent button is the default and will display a list of recently added images. Clicking “Browse” will allow you to navigate in Cascade to find your image. Upload will allow you to navigate your hard drive to find and upload your image (instructions are on the next page). Once you have chosen your image, click “Choose”.

Note: Using the “Upload” feature will allow you to upload an image directly on to the page and choose the placement folder for the new image (e.g. “img” folder).

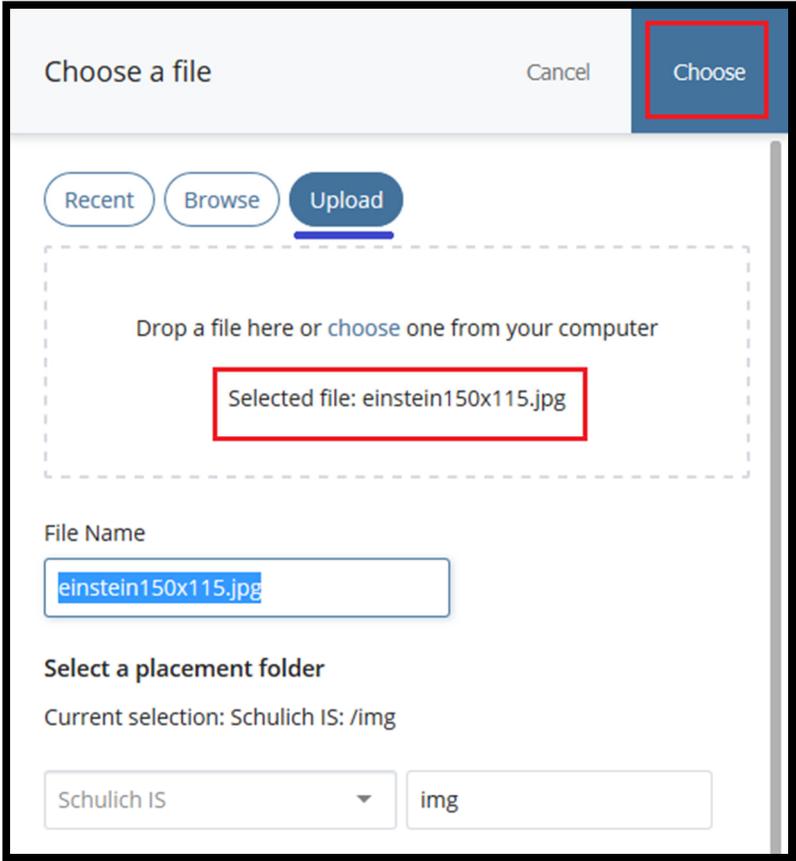
1. Click “Upload” and the following window will open. Select your placement folder.
2. You can drag and drop an image or click “choose which will allow you to search on your hard drive for your image. Once you find the image, click on it and hit open or double click.



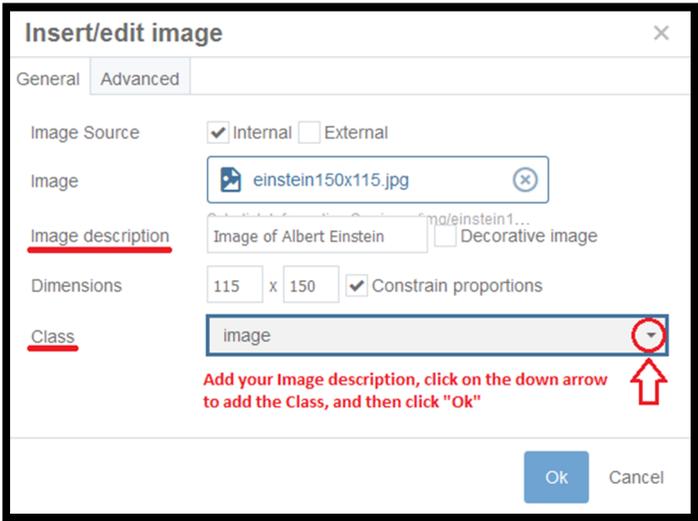
IMPORTANT

Valuable information

If you do not select the placement folder correctly, the image will be added to the folder you are working in. For example, if you are editing the slide block the image will be uploaded to **_cms->blocks->xhtml**. This will mean the image can not be published and your live page will show a blank space where the image should be. To fix this issue you will have to move the image out of the **_cms->blocks->xhtml** folder into the correct image folder, and then publish both the image and your homepage.



Your image will appear in the image upload window. Click "Choose" and the window shown below will appear.



Add the Image description, then click on the down arrow of the "Class" field and add one of 4 image classes. Then click "Ok" to complete adding your image to your page.

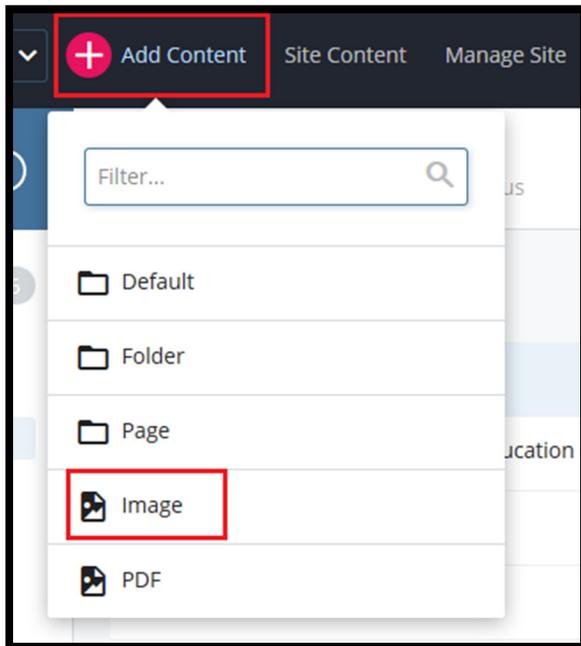
The "image" class applies a subtle drop shadow to the bottom right of your image. Apply this class to all images in order to have consistency throughout the pages.

IMPORTANT

Valuable information

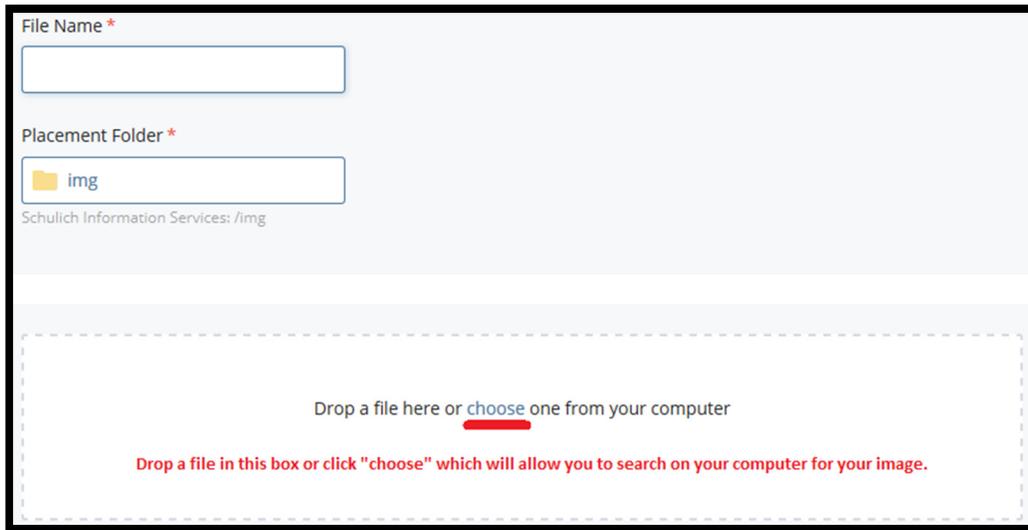
📁 Image Description – All images **MUST** have a description for accessibility purposes (ADOA compliance) which provides a description for the image, if it can't be displayed. When adding your description ensure it describes the image and if it is a link, the description should explain where the link goes.

Uploading images to an Image folder is done by first selecting the folder you wish to upload the image to (in most cases you will have an “img” folder and that is probably where you will want to upload your image to). To select the folder, highlight it and then click on the arrow “>” at the right.

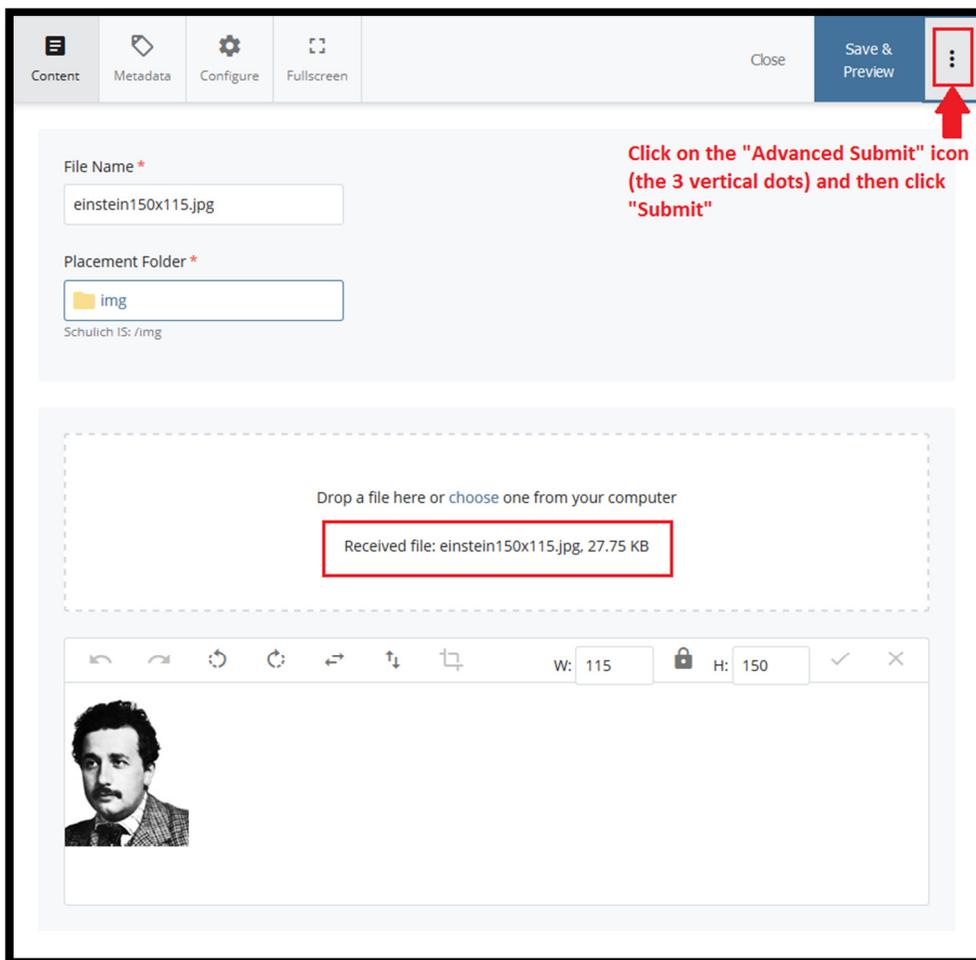


Once that folder is selected, click **Add Content** and then click **Image**.

A new window will open. You can drag and drop an image or click “choose which will allow you to search on your hard drive for your image. Once you find the image, click on it and hit open or double click.



Your image will appear in the image upload window, click on the "Advanced Submit" (three vertical dots) icon and then click "Submit".



Uploading Documents to Cascade

Best practices is to upload your documents into a “doc” folder to keep your folders organized and make finding your documents easier.

You can upload your document while editing the page you are linking the document in or you can upload a document to a document folder. This manual will show you both methods.

IMPORTANT

Valuable information

Naming convention for Images and documents uploaded to Cascade is that the name should not contain spaces or any special characters.

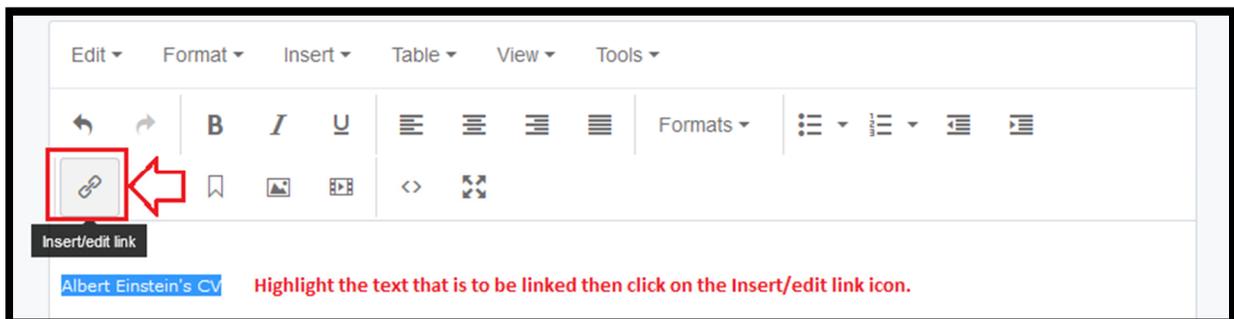
Incorrect: nancy’s img.jpg

Correct: nancy_img.jpg

Uploading a document into your page or using one uploaded to a docs folder:



Edit the page to which you wish to link your document. Add the text that will be the link (e.g. Albert Einstein’s CV) and then highlight it. Click on the image icon (shown to the left of this text).



The following window will open:

Insert/edit link [X]

Link Source Internal External

Link [Choose File, Page, or Link](#)

Anchor

Text to display Albert Einstein CV

Title

Target None

Class None

OK Cancel

Click “Choose File, Page, or Link” and the following page will open:

Choose a file, page, or link Cancel Choose

Recent Browse Upload

Search

"Recent" will show the most recent documents you have uploaded to Cascade.

"Browse" will allow you to browse in Cascade to find your documents.

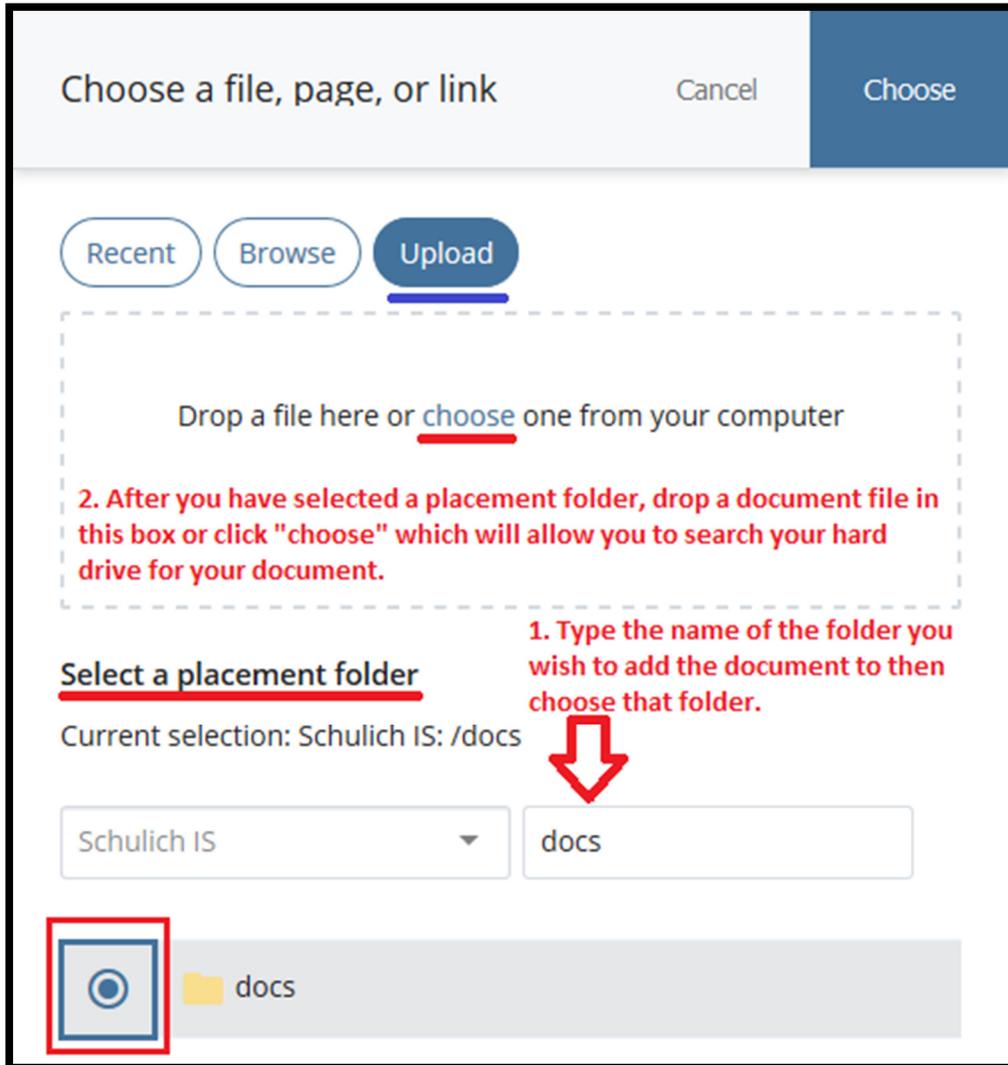
"Upload" will allow you to browse your computer to find and upload your document.

 albert_einstein_full_cv.pdf

The Recent button is the default and will display a list of recently added documents. Clicking “Browse” will allow you to navigate in Cascade to find your document. Upload will allow you to navigate your hard drive to find and upload your document (instructions below). Once you have chosen your image, click “Choose”.

Note: Using the “Upload” feature will allow you to upload a document directly on to the page and choose the placement folder for the new document (e.g. “docs” folder).

1. Click “Upload” and the following window will open. Select your placement folder.
2. You can drag and drop a document file or click “choose which will allow you to search on your hard drive for your document. Once you find the document, click on it and hit open or double click.



Choose a file, page, or link Cancel Choose

Recent Browse **Upload**

Drop a file here or [choose](#) one from your computer

Selected file: Albert_Einstein_Full_CV.pdf

File Name

albert_einstein_full_cv.pdf

Select a placement folder

Current selection: Schulich IS: /docs

Schulich IS docs

Your image will appear in the image upload window. Click "Choose" and the window shown below will appear.

Insert/edit link ×

Link Source Internal External

Link [Choose File, Page, or Link](#)

Anchor

Text to display Albert Einstein's CV

Title

Target New window

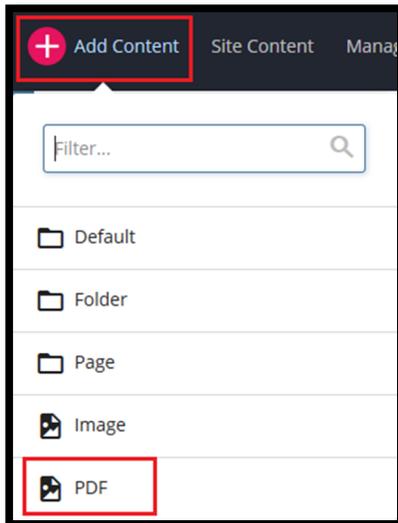
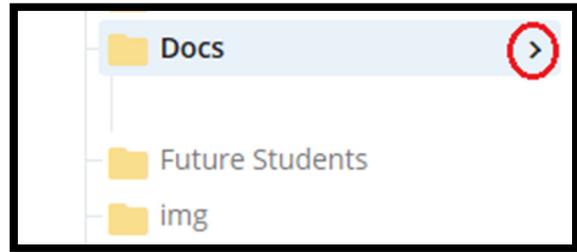
Class None

Change the "Target" to New window and click "Ok".

Ok Cancel

Once you have chosen your document and changed the Target to "New window", click "Ok" and your document will be linked on your page.

Uploading documents to a docs folder is done by first selecting the folder you wish to upload the document to (in most cases you will have a “docs” folder and that is probably where you will want to upload your document to). To select the folder, highlight it and then click on the arrow “>” at the right.



Once that folder is selected, click **Add Content** and then click **PDF**.

Note: These instructions apply for uploading all documents (e.g. Word, Powerpoint, etc.) – just click **PDF** and continue.

A new window will open. You can drag and drop a document or click “choose” which will allow you to search on your hard drive for your document. Once you find the document, click on it and hit open or double click.

File Name *

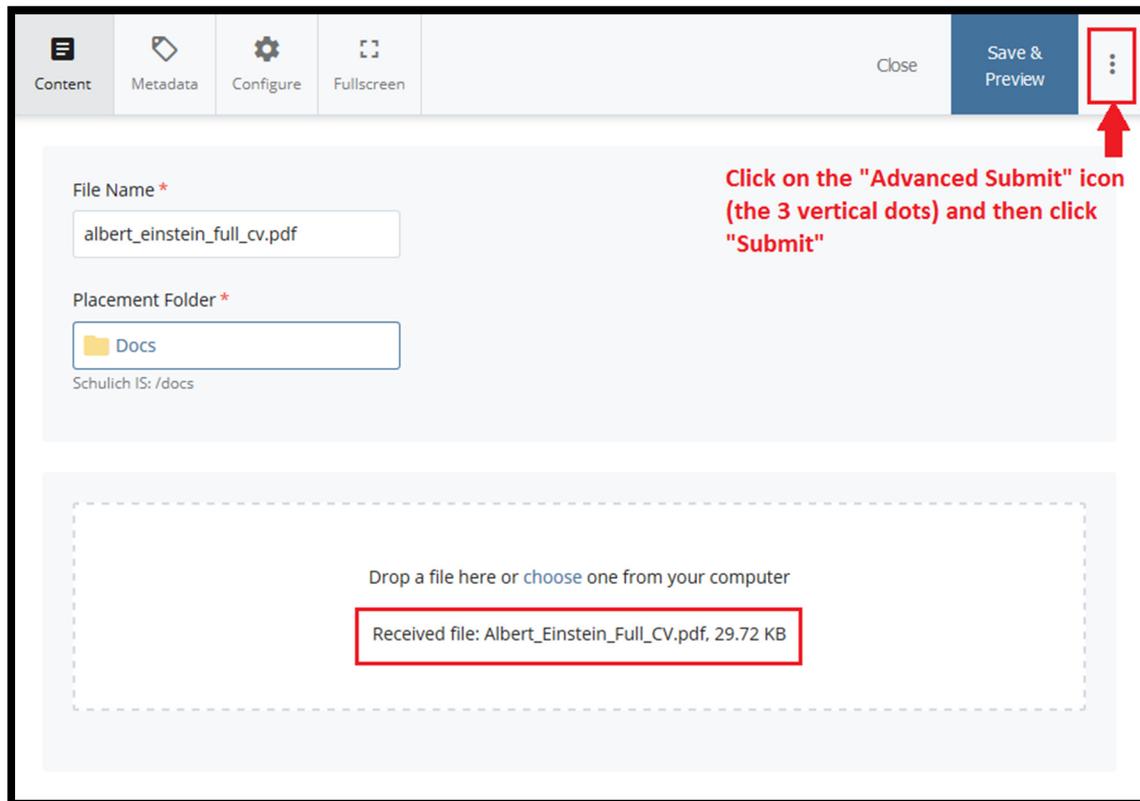
Placement Folder *

Schulich Information Services: /docs

Drop a file here or choose one from your computer

Drop a file in this box or click "choose" which will allow you to search on your computer for your document.

Your document will appear in the document upload window, click on the “Advanced Submit” (three vertical dots) icon and then click “Submit”.

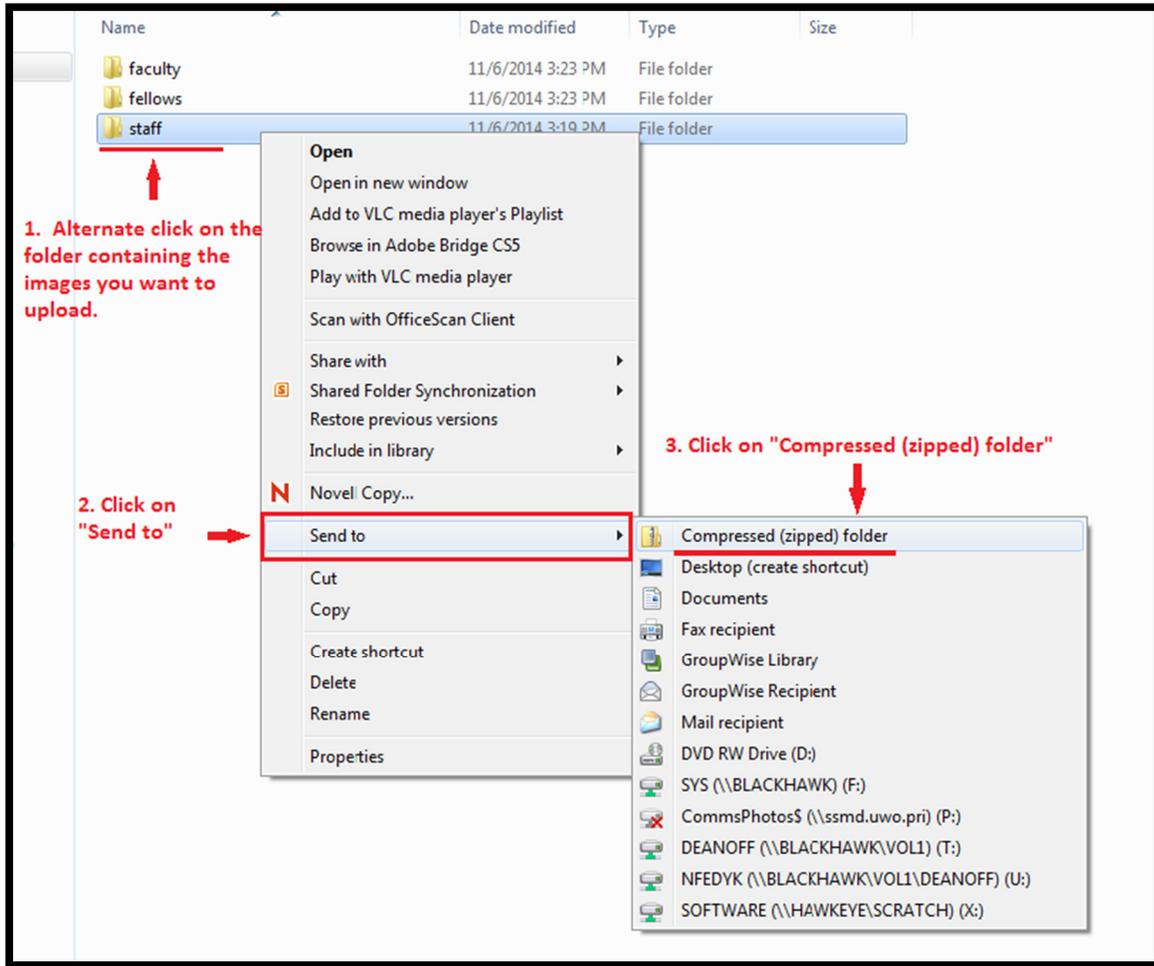


Bulk Uploads: Uploading multiple images or documents to Cascade can be done by first creating a folder on your hard drive that you will put all of your properly sized images or your documents into.

For example, you have images of several staff members you need to upload:

Create a folder on your hard drive called “staff”. Put all of the 115px x 150px images of each staff member into that folder. When you are ready to upload the folder:

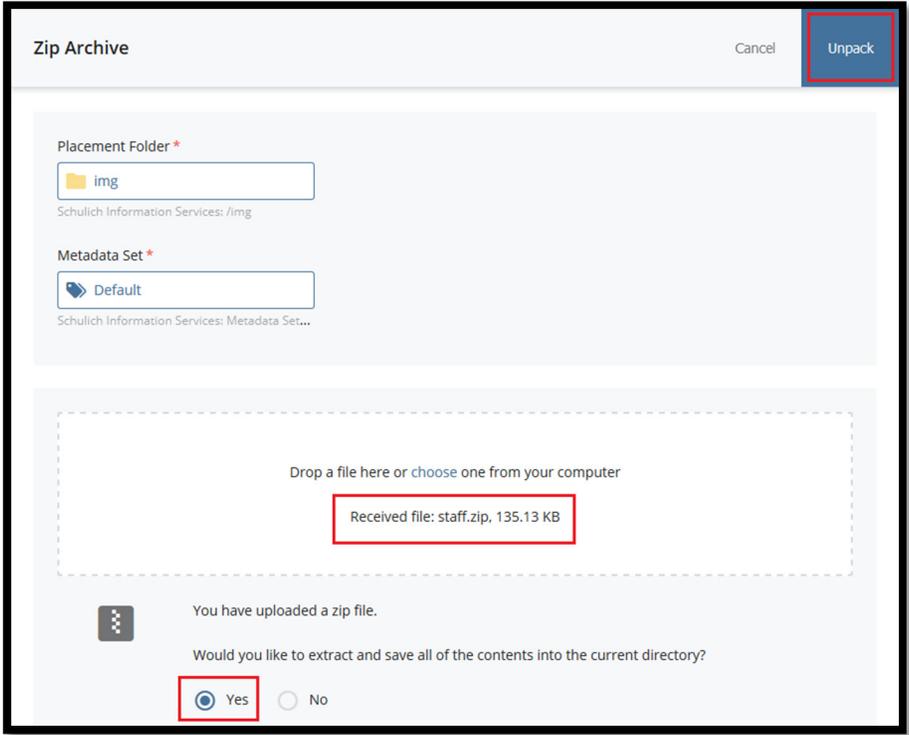
1. Alternate click on the folder
2. Click on “Send to”
3. Click on “Compressed (zipped) folder”



A new folder will be created – in this example “staff.zip”



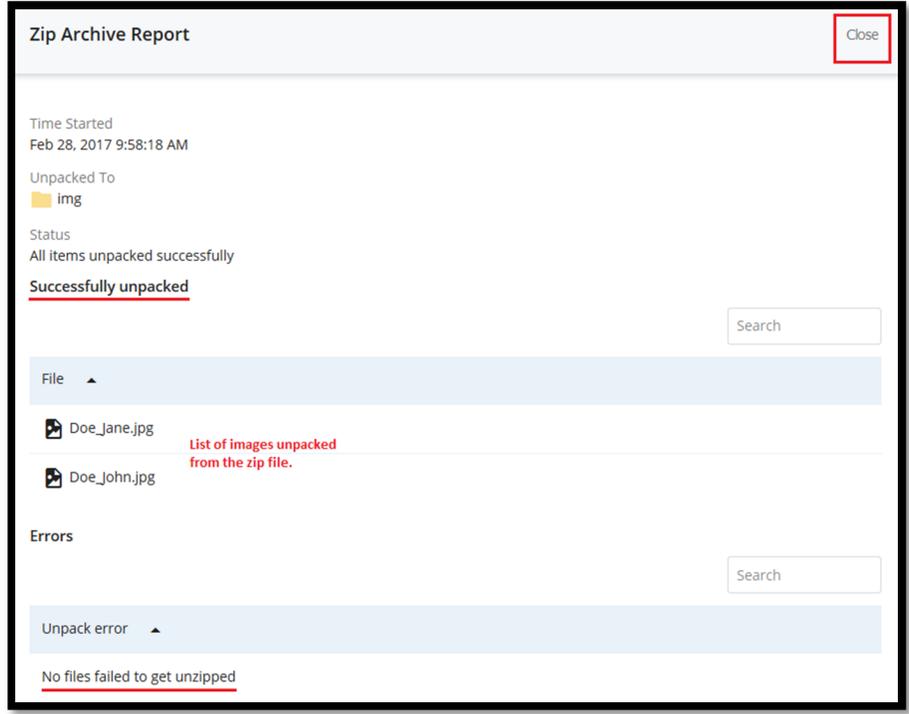
In Cascade, highlight the folder you want to upload your zipped folder into. In this example we are uploading images so we will highlight the “img” folder in Cascade. Then click “Add Content” the same as you did for adding a single image. You can drag and drop the zipped file or click “choose which will allow you to search on your hard drive for the file. Once you find the file, click on it and hit open or double click.



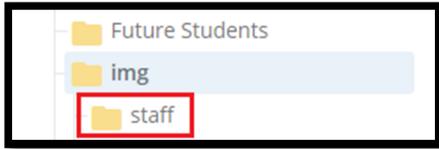
The file will show as "Received".

Change "Would you like to extract and save all of the contents into the current directory?" to "Yes" and then click "Unpack".

The new "staff" folder containing all of your images will appear in the "img" folder in Cascade.

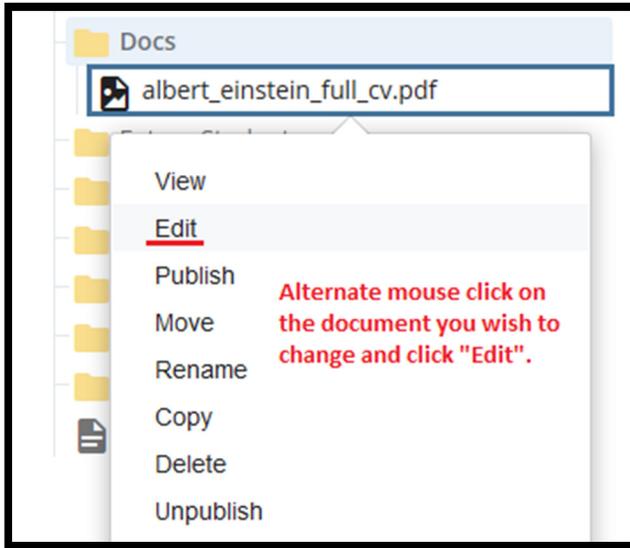


The Zip Archive Report will show that the file was successfully unpacked and list the images that were unpacked. It will also show if there were any errors unpacking the file.



The new “staff” folder will be in the “img” folder.

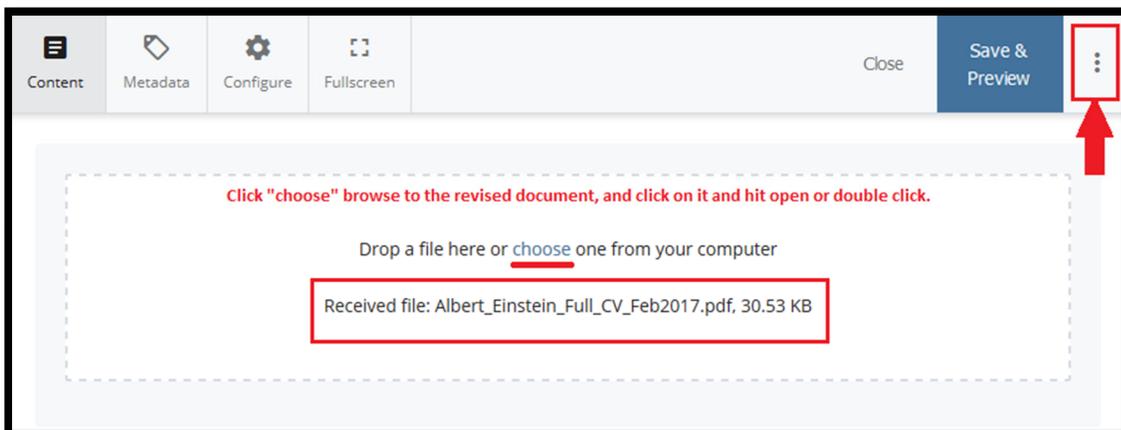
Update Documents



To update a PDF document that has already been uploaded to Cascade:

1. Make the changes to your document on your hard drive.
2. In Cascade, alternate mouse click on the document you need to update/replace and click “edit”.

A new window will open. Click “choose”, navigate to the revised document and click on it and hit open or double click. When the revised document shows are “Received”, click on the “Advanced Submit” (three vertical dots) icon and then click “Submit”.



Note: This allows the link to the PDF document to remain the same thus eliminating the need to update any links referencing the document on your page.



Insert/Edit Video

Embedding a video can be done on your page by clicking the Insert/Edit Video icon in the editor (icon shown above). Ensure your cursor is located where you want to add your video, and then click on the insert/edit video icon. The following window opens:

Insert/edit video [X]

General [Embed]

Source

Alternative source

Poster

Dimensions x Constrain proportions

[Ok] [Cancel]

If you are using a youtube video, go to youtube, click on the video you want use on your page, click on "Share" then copy the url:

Dean's Video Newsletter: The year ahead

Western University
Subscribe 5,821

+ Add to [Share] Report ... More

Share Embed Email

[f] [t] [G+] [r] [e] [t] [p] [v] [i] [u] [p] [s] [o]

Share with playlist starting from current video

<https://youtu.be/TEkwF90bUOc?list=PLA0>

To retrieve the code from youtube, click on the video you want to use, click on "Share" then copy the url.

Paste the code in the "Source" field, change the Dimensions if needed, and click ok.

Insert/edit video [X]

General **Embed**

Source

Alternative source

Poster

Dimensions x Constrain proportions

Add the source url and change the dimensions if needed.

Ok Cancel

If you are using iframe code, e.g `<iframe width="560" height="315" src="https://www.youtube.com/embed/pDJEemV5v-8?list=PLA0E847DD01B0FA01" frameborder="0" allowfullscreen></iframe>`, copy the code for the video, click on “Embed” in the “Insert/edit video” window, paste the code in the box provided, change the width and height if needed and click “Ok”.

Insert/edit video [X]

General **Embed**

Paste your embed code below:

`<iframe src="//www.youtube.com/embed/rBZbGbydHLg" width="320" height="240" allowFullscreen="1"></iframe>`

Paste the iframe code into this window, change the width and height if needed.

Ok Cancel

Advanced Editing

This Chapter will outline advanced editing skills.

Blocks, adding news, and javascript modules are a little more involved than basic editing and are explained below.



Blocks – what are they and how/why do I use them?

A Block is a “pluggable” piece of content that can be easily substituted into any page region. Therefore, whenever there is content that is common to many pages or regions, i.e. a “related links” section that appears in the left sidebar in multiple pages, that content should be put into a block. Doing so allows the appropriate content to appear in many pages while always being updated from one place, making it easy to maintain consistency in that text/markup across many pages. Cascade users can reuse a single block on an unlimited amount of page regions.



xhtml Blocks can be added to:

1. A region in a configuration set where it would then automatically be applied to any page using that Configuration Set (**most common**)
2. A region in the outputs section of a specific page where it would then only apply to that page (**used sparingly**)
3. In a specific section in the main content of the page where it would then only apply to that page (**note this is only for certain blocks that have been set up to work this way e.g. staff listing, footer address, footer popular resources, slide show**).

Blocks Available for editing

Some blocks are available for you to edit. They include the following:

The “footer address” and “footer popular resources” blocks. These blocks appear in the footer of every page on your site. If you make a change to either of these blocks you will need to re-publish your entire site. **NEVER publish your ENTIRE site between 8 a.m. and 4 p.m. Monday-Friday.** See page 57 for publishing information.

The “important links block” is sometimes found on the homepage in the “Connect with Schulich Medicine & Dentistry”. If you need to change the important links, edit that block, view your homepage and if you are satisfied with your changes, publish your homepage for those changes to be live.

The “left nav optional” block can be used to add information under the left navigation on any subpage. You should create a new block by copying the original “left nav optional” block. Give the new block an intuitive name that will help you remember what information is contained in it (e.g. “left nave optional – contact info”). Once you have created the new block, edit it, add your information and save it. The block then needs to be added to your page by editing the page, going to “Configure” and adding the block to either the “Left Navigation Optional” for Left Navigation Optional2” regions. **Note: ONLY a “left nav optional” block should be used in these two (2) regions.**

The “right sidebar” blocks appear in the right side bar on your homepage. If you need to update the information in your right sidebar, find the correct “right sidebar” block, edit it, view your homepage and if you are satisfied with your changes, publish your homepage for those changes to be live.

The “slides” block appears on the rotating slide show on your homepage. When you need to make changes, edit the “slides” block and save it, view your homepage and if you are satisfied with your changes, publish your homepage for those changes to be live.

The “staff listing” block is designed specifically for inputting the directory of staff / faculty / students. It offers a consistent and structured way of displaying directory elements.

NOTE: The “staff listing” block will ONLY work with the “Staff Listing Page” and is a two step process.

If you need to create a new directory page you would first copy the “staff listing” block, give it a name which you tell you what is in the block (e.g. “staff listing – admin staff”), then click “Copy”. Add all of the information to the new block you just created and save you changes.

Next you need to create a new staff listing page. Choose the folder you are adding the new page to. Once the folder has been chosen, click on “Add Content”, “Page”, “Staff Listing Page”. Give the new name the appropriate title, and then click on “Staff Listing Information”, and under “Staff Listing Block” choose the block you just created.

Basic with Staff Listing

Basic Page Content

Edit ▾ Format ▾ Insert ▾ Table ▾ View ▾ Tools ▾

This area DOES NOT CONTAIN COPY - LEAVE IT BLANK.

Staff Listing Information

Display

Yes No

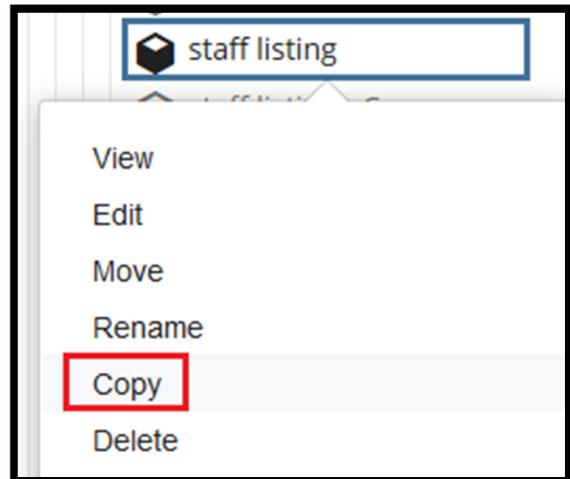
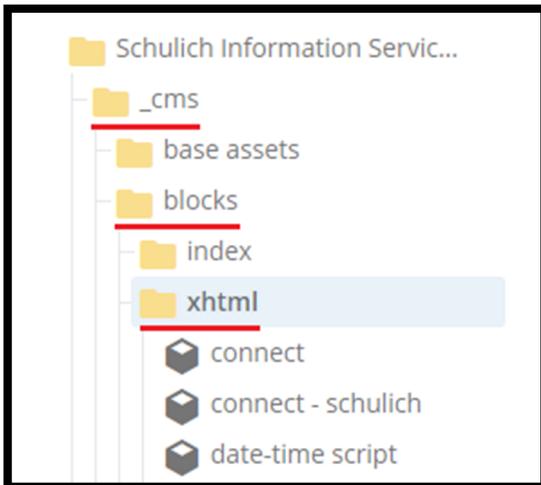
Staff Listing Block

add the new block you just created to the new page by clicking on "Choose Block" and find the new block.

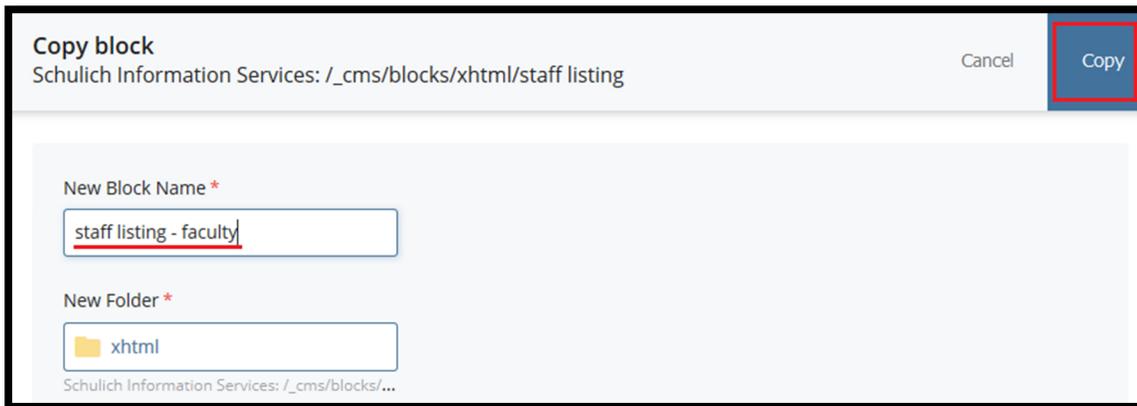
Copying a Block

Blocks are found under: **_cms > blocks > xhtml**

To make a copy of a block alternate mouse click on the block you wish to copy and click "Copy".



Give the new block a name and then click “Copy”.



The screenshot shows a 'Copy block' dialog box. At the top, it says 'Copy block' and 'Schulich Information Services: /_cms/blocks/xhtml/staff listing'. There are 'Cancel' and 'Copy' buttons. Below, there are two input fields: 'New Block Name *' with the text 'staff listing - faculty' and 'New Folder *' with a folder icon and the text 'xhtml'. At the bottom, it says 'Schulich Information Services: /_cms/blocks/...'.

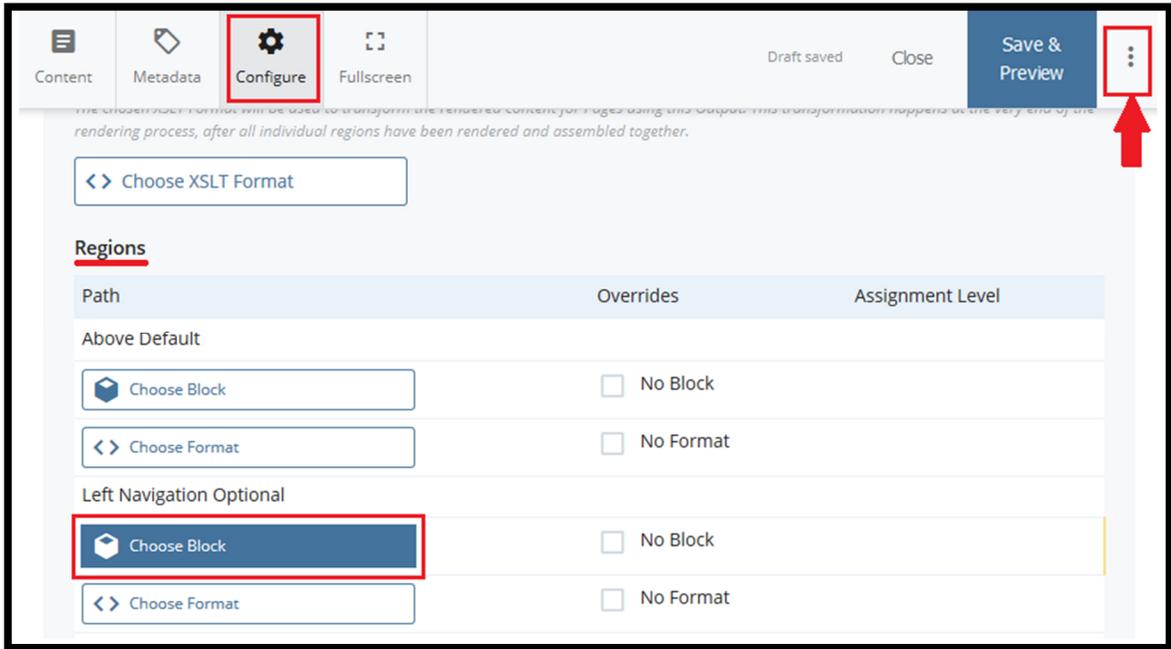
NOTE: Always make a copy of the original block to ensure original remains in tack with no changes to any coding it might contain.

Editing Blocks

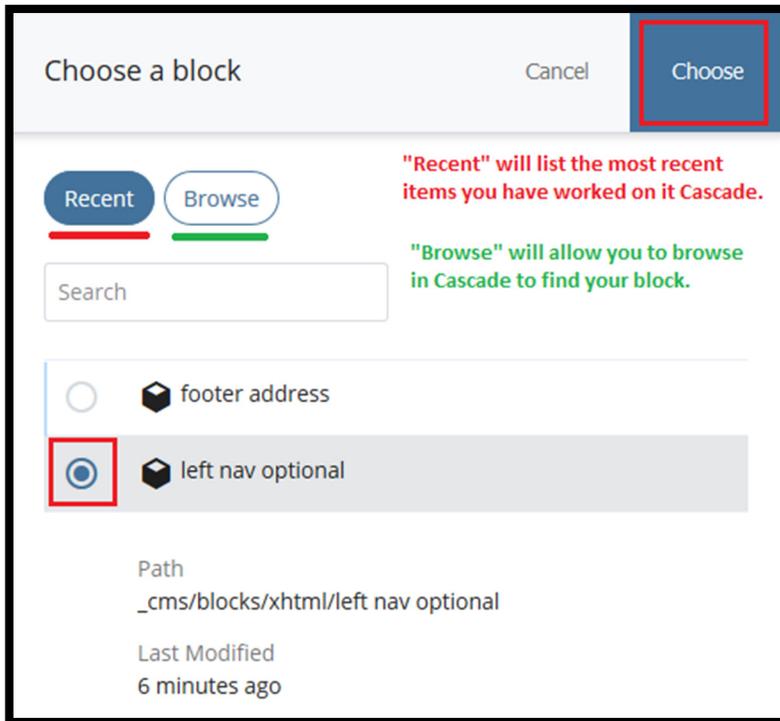
- Alternate mouse click on the block you want to edit.
- Click the “Edit” button
- Make your changes to the block and click “Advanced Submit” (three vertical dots) icon and then “Submit”. ***Detailed instructions on how to edit the banner slideshow block are on the next page.***

Adding the “Left Navigation Optional” Block to a page

- Alternate mouse click on the page you want to add the block to and click “Edit”.
- Click “Configure”, find the “Left Navigation Optional” or “Left Navigation Optional2” region.
- Click “Choose Block” for that region.



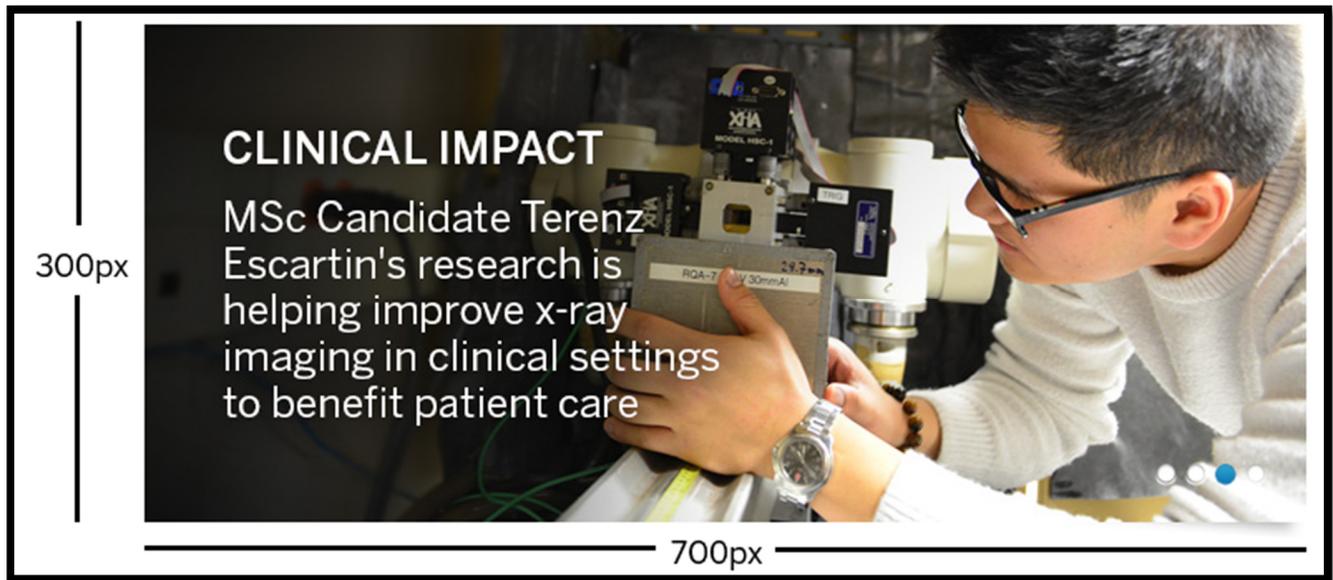
- If your block isn't in the "Recent" list, click "Browse" and navigate to where the block is, choose your block and click "Choose".



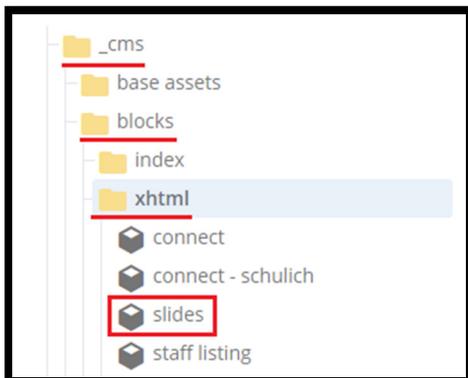
- Then click "Advanced Submit" (three vertical dots) icon and then click "Submit".

Banner slideshow – how do I edit it?

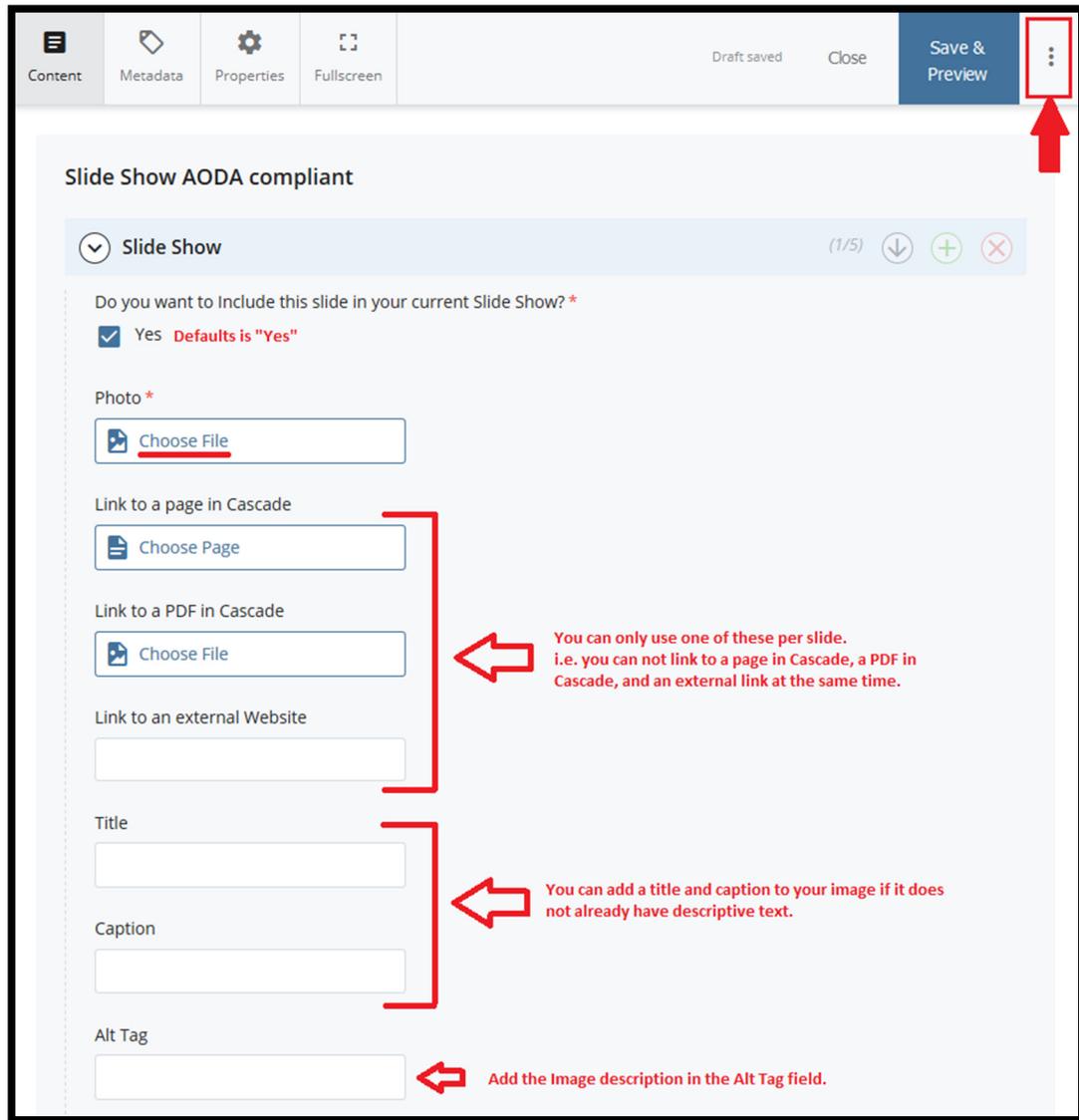
The banner slideshow on your homepage is contained in a block. Images should be sized to the appropriate dimensions prior to uploading to Cascade. Dimensions for homepage banner images are 300px by 700px.



To add your images (**up to 5**) go to: `_cms > blocks > xhtml > slides`.



Alternate mouse click on the “slides” block and click “Edit”. The following window will open:



1. Photo - click on the “Choose File” to choose the image you wish to use.

Steps 2 – 6 are Optional

(Steps 2-4 cannot be used together, i.e. you cannot link to a page, a file, and an external link):

2. Link to a page in Cascade - click on “Choose Page” if you want your image to link to a page in cascade. E.g. one of your news articles.
3. **OR** Link to a PDF in Cascade – click on “Choose File” if you want your image to link to a PDF in Cascade. E.g. poster of an event.
4. **OR** Link to an external Website – if you want your image to link to an external site add the url of the external site in this field.
5. Title - you can add a title to your photo by putting the title in this line.

6. Caption – you can add a caption after the title by putting the caption in this line. Please note: the caption ideally should only be one line of text (otherwise it increases the size of the title/caption banner covering more of your image and the blue navigation dots cover your text).
7. Add the image description in the Alt Tag field.
8. Once you have completed adding your image(s) click “Advanced Submit” (three vertical dots) icon and then “Submit. Navigate back to your homepage in Cascade to see your results.

Below are examples of incorrect and correct banners:

Incorrect: If your banner image already has descriptive text, the title and caption feature is not needed.



Correct:



Incorrect: This description is too vague. This banner is also a link but there is nothing indicating that.



Correct:



Editing “Special” Pages

Some pages are set up to work with blocks and have no copy in any of the editing areas. For example homepages (slides block, right sidebar blocks, etc), and faculty/staff listing pages (staff listing blocks).

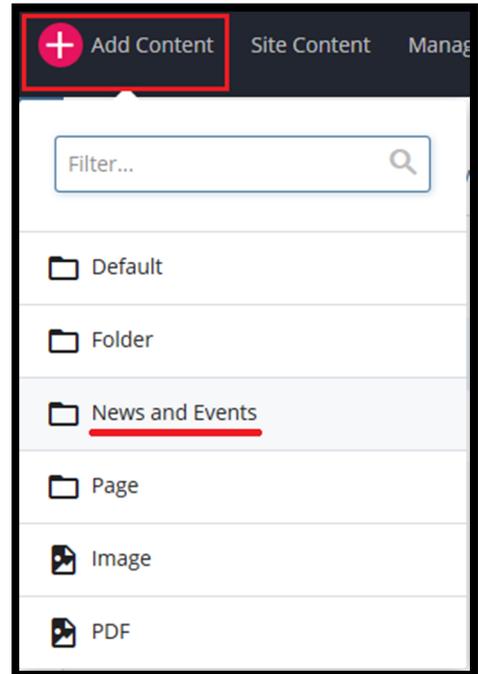
If you highlight one of these pages and click edit, you will see all the editing areas are empty. The update content on these pages you must update the **BLOCK(S)** on these pages.

Go to **_cms** → **blocks** → **xhtml** and find the block you want to update and edit it. Go back to your page to view your changes. If you are satisfied with your changes publish your staff listing page.

News and Events

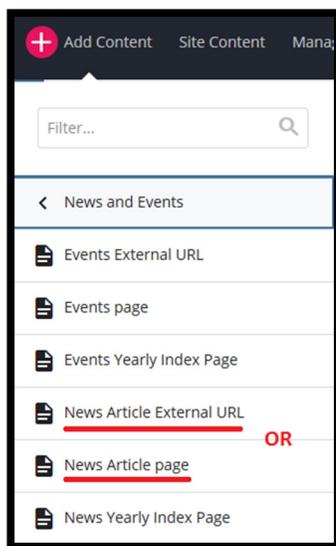
Your “News” and “Events” folders are under the “About” or “About us” folder.

1. If your news is set-up to include thumbnails those images must be 140x140 px.
2. Make sure you are in the correct folder - **e.g. About_us->News->2017**
3. Click Add Content->News and Events->

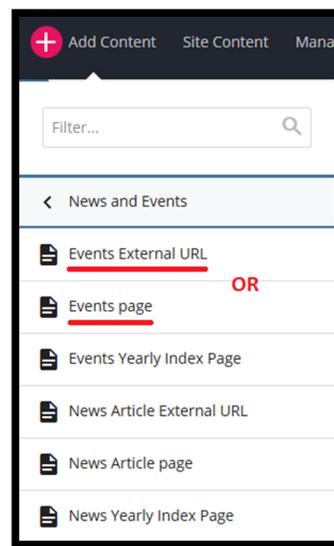


- **For News Articles:** If you are creating a news article that links to an external news article choose “News Article External URL”. If you are creating your own news article choose “News Article Page”
- **For Events:** If you are creating an event that links to an external event choose “Events External URL”. If you are creating your own event choose “Events Page”

Adding a News Article page:



Adding an Events Page:



Add your article including:

Adding a News Article

1. Title
2. Summary (*this is what will show on your homepage and your news index pages*).
 - A summary is a good way to introduce your news article while giving a brief overview to the readers to grab their interest. Summaries should be 2-3 sentences either giving an overview of the article or simply just contain the first couple sentences of the article.
3. Start date and time you want your article to appear

NOTE: date and time are important, if you have more than one article for the same day they will appear based on time.

ALSO NOTE: if you are post-dating your article the article will NOT appear on your index page until the start date you have chosen.

4. Check off “Show on Department Home Page”. Check off “Show Thumbnail on Department Home Page” **ONLY** if there is a thumbnail image, otherwise leave it unchecked.

NOTE: the thumbnail will appear for the most recent article ONLY.

5. Leave Alternate Page title blank
6. Add thumbnail if there is one
7. **For external articles:** if you are linking to an external article add the url in the “URL for external news article” field – if that is the case, **you are done** – *leave the editor area empty*, click the “Advanced Submit” (three vertical dots) icon, and then “Submit”. This page cannot be published but all relevant index pages **MUST** be published.
8. **If you are creating your own article:** *leave the “URL for external news articles” field empty*. Add the full article, including an image if you want one on the article page into the wysiwyg editor – add your formatting (e.g. bolding, italics, etc.)
9. Click “Advanced Submit” (three vertical dots) icon and then “Submit”.
10. Please confirm your article is in the correct folder.
11. Review the yearly index page, the news index page, and your homepage to ensure the article is showing on all three (3) pages.
12. Once the above steps are complete you will need to publish your article and all relevant index pages (listed in step 11).

Below is an image of a News Article page and the fields you need to complete.

The image shows a web form for creating a news article. At the top right, a blue box highlights a vertical ellipsis menu icon. Below the form, several red arrows point to specific fields with explanatory text:

- Placement Folder:** A dropdown menu showing '2017'. An arrow points to it with the text: "Ensure you are in the correct folder."
- Title:** A text input field containing "add the title of your article".
- Summary:** A text area containing "add your summary (this is what will appear on your homepage and news index pages)".
- Start Date:** A date and time input field showing "mm-dd-yyyy hh:mm a". An arrow points to it with the text: "choose the date and time".
- Article from an External Source:** A checkbox labeled "Yes". An arrow points to it with the text: "if you choose 'News article External URL' - this button will be checked by default. If you choose 'News Article page' this will be unchecked by default."
- Show on Department Home Page:** A checkbox labeled "Yes". An arrow points to it with the text: "check this button".
- Show Thumbnail on Department Home Page:** A checkbox labeled "Yes". An arrow points to it with the text: "ONLY check this button if there is a thumbnail image for your article."
- Alternative Title:** A section header with a dropdown arrow.
- Alternative Page Title:** A text input field containing "leave blank".
- Thumbnail Image:** A "Choose File" button. An arrow points to it with the text: "add the thumbnail image if there is one."
- URL for external news article:** A text input field. An arrow points to it with the text: "if you choose 'News article External URL' paste the external URL in this field then click 'Save & Preview', then 'Submit', and 'Submit'."
- Content:** A rich text editor with a toolbar (Edit, Format, Insert, Table, View, Tools) and a text area. Below the editor, red text reads: "if you choose 'News Article page', leave 'URL for external news article' (above) empty. Create your article in this editor, add the copy, any images and formatting and once complete, click 'Save & Preview', then 'Submit', and 'Submit'."

IMPORTANT

Valuable information

📁 Publishing

Once you have added your news articles or events you must publish them and all relevant index pages. This includes the article (unless it is a link to an external article), the yearly index page, the news index page, and your homepage.

Publish ALL relevant pages.

- Schulich IS
 - _cms
 - About Us
 - News
 - 2015
 - 2016
 - 2017
 - index **2. Publish yearly index page**
 - Example News Arti... **1. Publish article**
 - index **3. Published News index page**
 - About Us
 - Archived Articles
 - Docs
 - Get Help
 - img
 - javascript
 - Online Forms
 - Resources
 - Services
 - index **4. Publish your homepage**
 - zemtycontent

Adding Events

1. Title
2. Summary (*this is what will show on your homepage and your events index pages*).
 - A summary is a good way to introduce your event while giving a brief overview to the readers to grab their interest. Summaries should be 1-2 sentences giving a quick overview of the event. Specific details of the event should be included in the content area of the event page.
3. “Show on Department Main Page” is automatically checked for you. Check “Show on Schulich Events Page” if you want your event included on the main Schulich events page.

Note: the “Show on Schulich Events Page” is still under construction so it will not yet appear on the main Schulich events page.

4. Leave Alternate Page title blank.
5. Add the **actual** date of the event in the Event Date field.
6. **For external events:** if you are linking to an external event add the url in the “URL for external event information” field – if that is the case, **you are done** – click the “Submit” button. This page cannot and should not be published but all relevant index pages **MUST** be published.
7. If you are creating your own event: leave the "URL for external event" field empty. Add the event information, including an image if you want one on the event page into the wysiwyg editor - add your formatting (e.g. bolding, italics, etc.)
8. Click “Advanced Submit” (three vertical dots) icon and then “Submit”.
9. Review the yearly index page, the events index page, and your homepage to ensure the article is showing on all three (3) pages.
10. Once the above steps are complete you will need to publish your article and all relevant index pages (listed in step 11).

See next page for an image of an Events page and the fields you need to complete.

Content Metadata Configure Fullscreen Draft saved Close Save & Preview

Placement Folder *
 ← Ensure you are in the correct folder.
Schulich IS: /about_us/events/2017

Display Name

Title

Summary

Show on Department Main Page
 Yes ← checked by default

Show on Schulich Events Page
 Yes ← leave unchecked

Department Event

Alternative Title

Alternative Page Title

Event Date
 ← add the actual date of the event

URL for external event information
 ← if your choose "Events External URL" paste the external URL in this field then click "Save & Preview", then "Submit", and "Submit"

Content

Edit Format Insert Table View Tools

← → B I U [List Icons] Formats [List Icons]

↶ ↷ [Link Icons]

If you choose "Events page", leave "URL for external event information" (above) empty. Create your event in this editor, add the copy, any images and formatting and once complete click "Save & Preview", then "Submit", and "Submit".

IMPORTANT

Valuable information

📁 **Publishing**

Again, you must publish the event and all relevant index pages. (the yearly index page, the events index page, and if you have events showing on your homepage you must publish it as well.

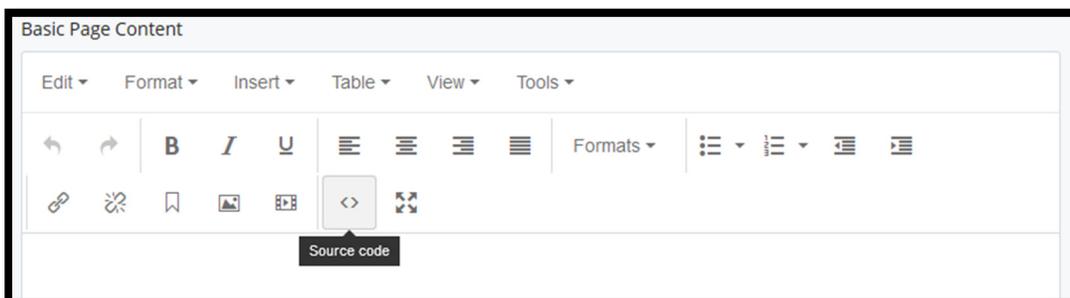
Javascript Modules

Western Communications has created some Javascript modules that will allow editors to embed popular JavaScript library elements without thorough knowledge of the scripting language. Many of the elements will add interactivity and additional functionality to the page and will help present content in an appealing format.

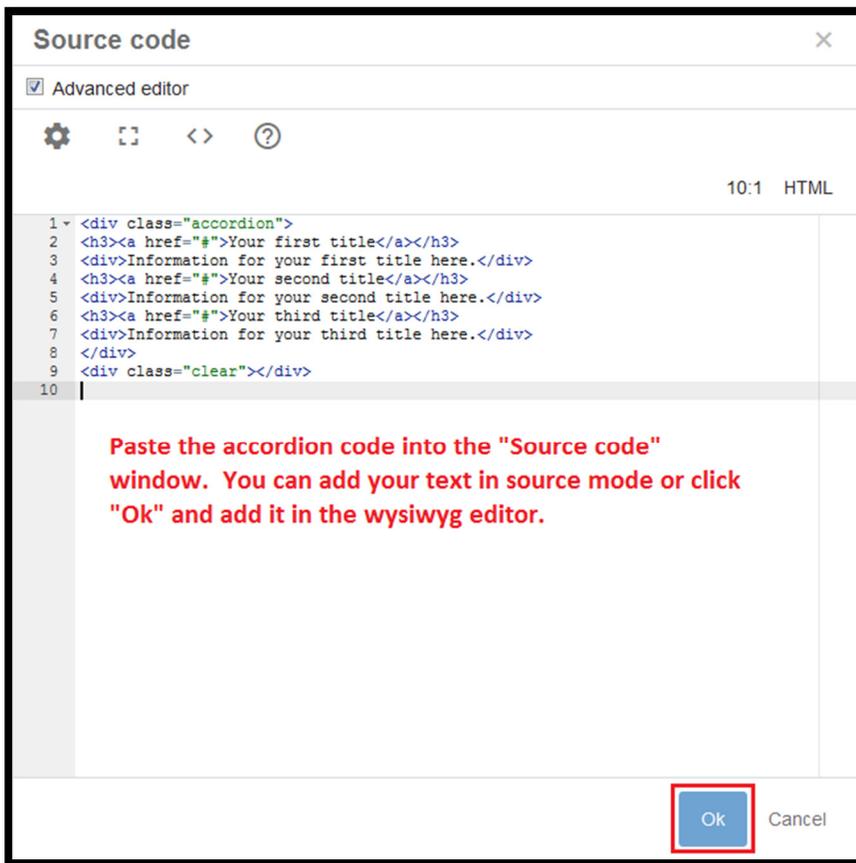
Accordion - The accordion element allows page content to be minimized and maximized on click. It is a great tool that allows you to shorten the page length while keeping all relevant copy in bite-sized chunks. The content within the accordion can be styled the same as content on a regular page (images, links and tables can all be added). The code required is below:

```
<div class="accordion">
<h3><a href="#">Your first title</a></h3>
<div>Information for your first title here.</div>
<h3><a href="#">Your second title</a></h3>
<div>Information for your second title here.</div>
<h3><a href="#">Your third title</a></h3>
<div>Information for your third title here.</div>
</div>
<div class="clear"></div>
```

To use this code: highlight your page and click edit. Go to the wysiwyg editor, put your cursor where you want the accordion to appear, and click on the Source code button.



Paste the above accordion code into the Source Code window:

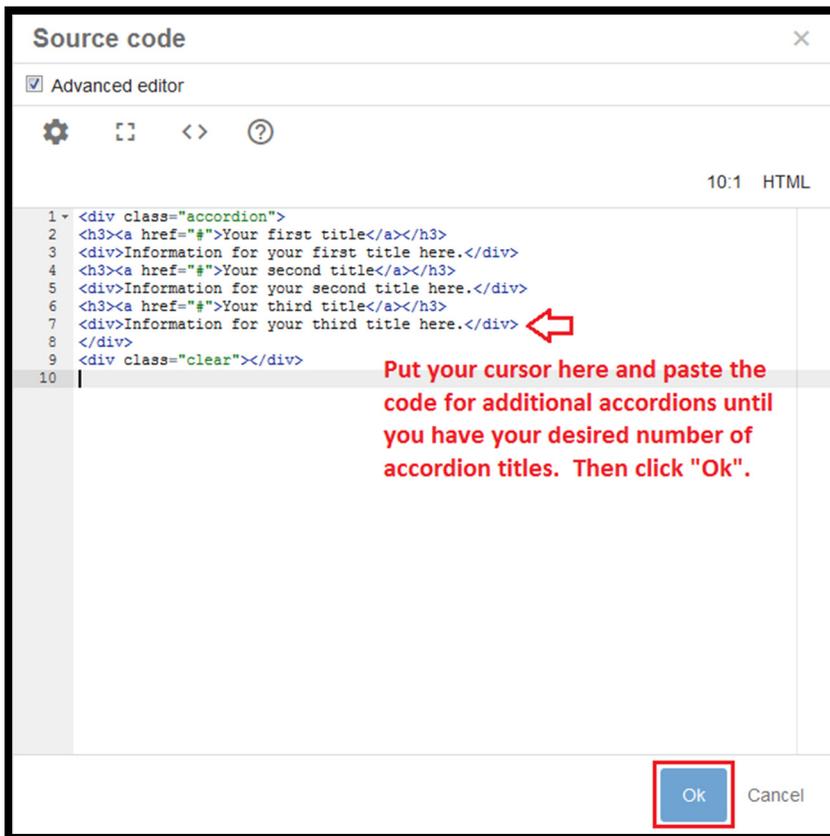


The above code will give you three (3) accordion tabs.

To add more accordion tabs, copy the code below:

```
<h3><a href="#">Your additional title</a></h3>
<div>Information for your additional title here.</div>
```

While in Source Code, put your cursor after this line of code **<div>Information for your third title here.</div>** and paste the code:



Content in accordions should be brief including related material to the title.

Good examples of the use of accordions are: FAQs, listings of course information... etc.

NOTE: if you feel your content is too long to fit in an accordion, consider breaking the sections into subpages.

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Tel: 519.661.3459
Privacy | **Web Standards** | Terms of Use | Accessibility

Information regarding other Javascript Modules and the code required refer to the Western Web Style Guide which can be found on the Communications and Public Affairs **Web Standards** page. The page can be accessed by clicking on "Web Standards" located in the Western Info section in the footer of any webpage in Cascade,

or by going to this link:

http://communications.uwo.ca/comms/pdf/western_web_style_guide_sept9.pdf

Folder Structure – adding subpages and left navigation items.

IMPORTANT

Valuable information

The top navigation will be created for you by Information Services. Top navigation items cannot be renamed and you cannot add or delete top navigation items.

Cascade uses a folder structure for its navigation and page placement. All Navigation Folders will be created for your site. You will not have access to add or delete any Navigation Folders as this would change your Top navigation.

You do have access to add Navigation Sub-Folders which will appear in the left-side navigation area on subpages.

When to use a Navigation Sub-Folder

If you have multiple sub-topics related to a main topic, create a subfolder and index page. Then create content pages for each sub-topic.

The image shows a navigation menu structure with the following items and annotations:

- Future Students** (Navigation folder)
- Admission** (Navigation Sub-folder)
 - Admission
 - Admission Requirem...
 - Application Process
 - GPA & MCAT Minimu...
 - Important Dates
 - Indigenous Applicants
 - Program Preference
 - Transfer Students

Multiple sub-topics related to the main topic "Admission"

In this case, a Navigation Sub-folder and index page are needed.
- Combined Degree Prog...
- FAQ
- Financial Matters
- Future Students
- Post Admission

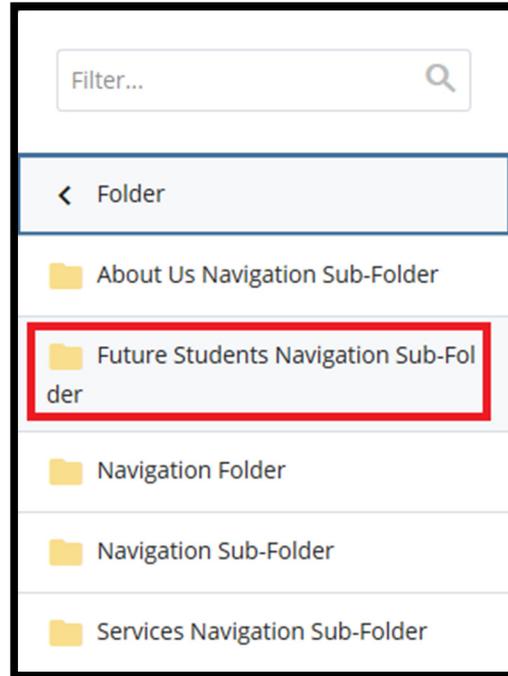
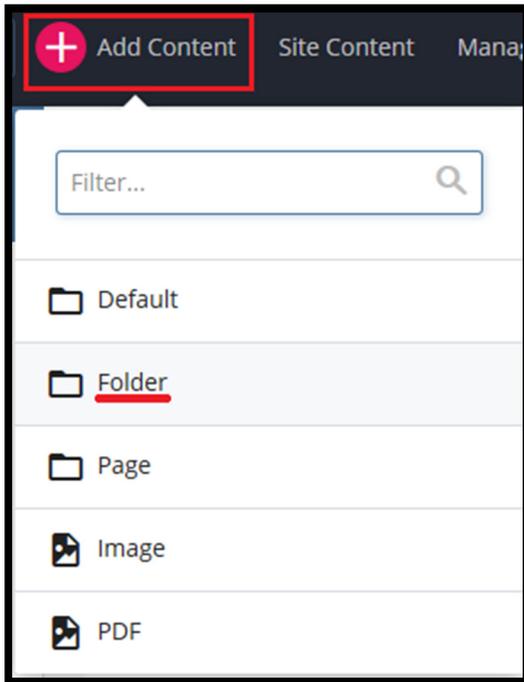
Topics related to "Future students". Create individual content pages. Navigation sub-folder NOT required.

For example: You have a Navigation Folder entitled “Future Students” which appears in your top navigation bar. You have a topic “Admission” which has several sub-topics related to it. You would create a Navigation sub-folder called Admission, and index page also called Admission, and then create content pages in the Navigation sub-folder for each of the sub-topics (e.g. admission requirements, application process, GPA& MCAT minimums, etc). You also have other topics related to Future Students that do not have sub-topics. For these you would create content pages (e.g. combined degree programs, faq, financial matters, post admission).

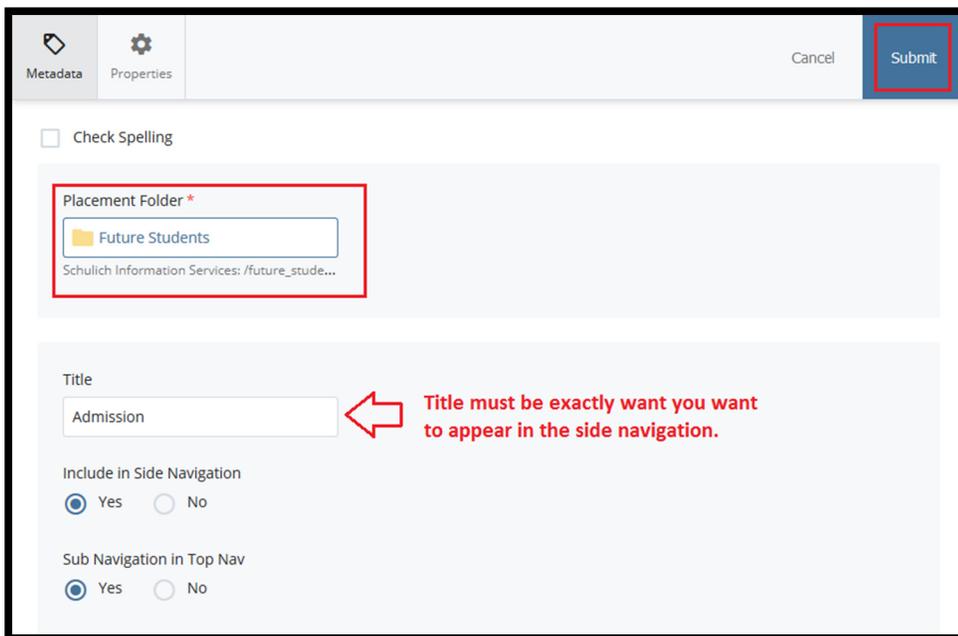
Adding Navigation Sub-Folders

To add a sub-navigation folder:

Click Add Content > Folder > and the correct Navigation Sub-Folder.



The following window will open. Add the title and click "Submit".



IMPORTANT

 Valuable information

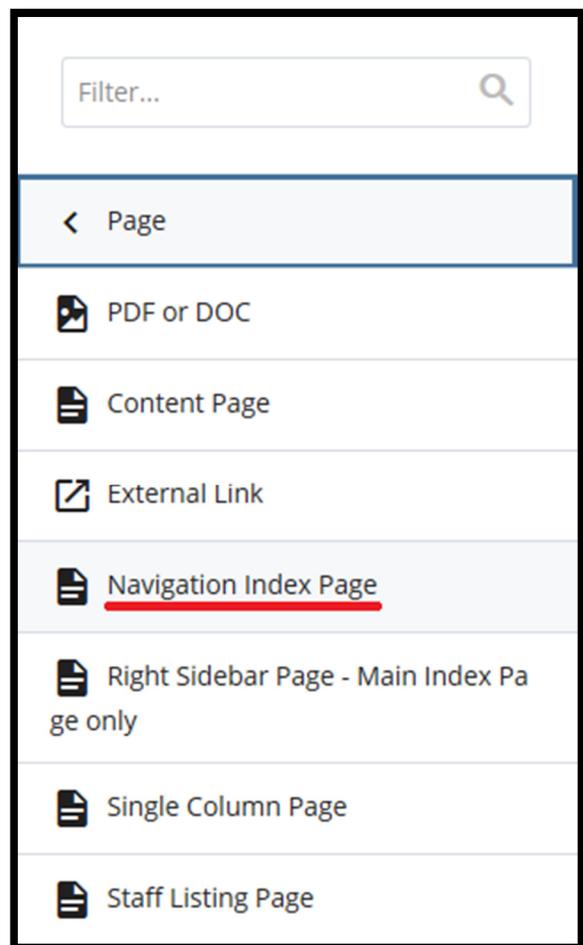
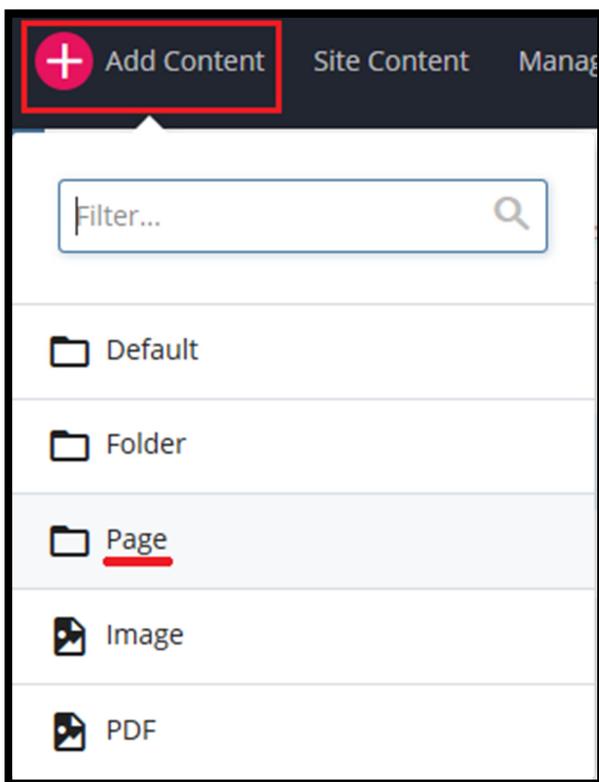
 The title must be exactly what you want to appear in the side navigation and you **MUST** have an index page with the **EXACT** same title.

Navigation Sub-Folder Index Page.

Every folder **MUST** have an index page if you want it to appear in the side navigation. Folders for images and documents (e.g. img & docs) do not require index pages.

To create the sub-folder index page, ensure the folder you are adding the index page is highlighted.

Click: Add Content > Page > Navigation Index Page



The following window will open:

Content Metadata Configure Fullscreen Draft saved Close Save & Preview

Page Name *

index

Placement Folder *

Admission
Schulich Information Services: /future_stude...

Confirm you are in the correct Placement Folder.

Display Name

Information Services

Title

Admission

Add the Title, which MUST be identical to the Title of the navigation sub-folder, and click "Save & Preview".

Include in Top & Footer Navigation

Yes No

Include in Side Navigation

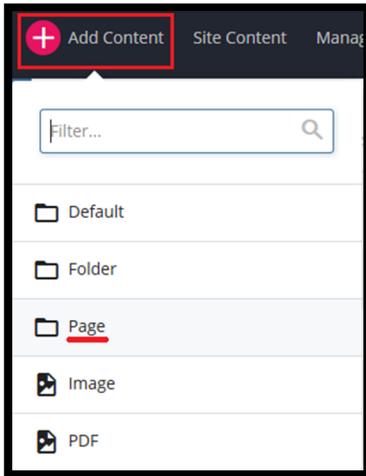
Yes No

Confirm you are in the correct Placement folder.

Add the Title which MUST be identical to the Title of the navigation sub-folder, and click "Advanced Submit" (three vertical dots) icon and then "Submit".

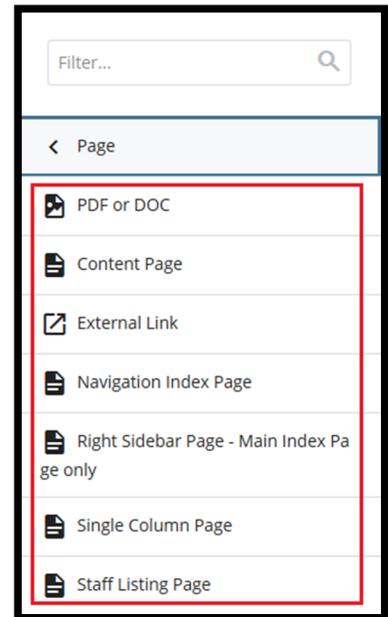
Do this for each navigation sub-folder you need to create.

Adding Pages

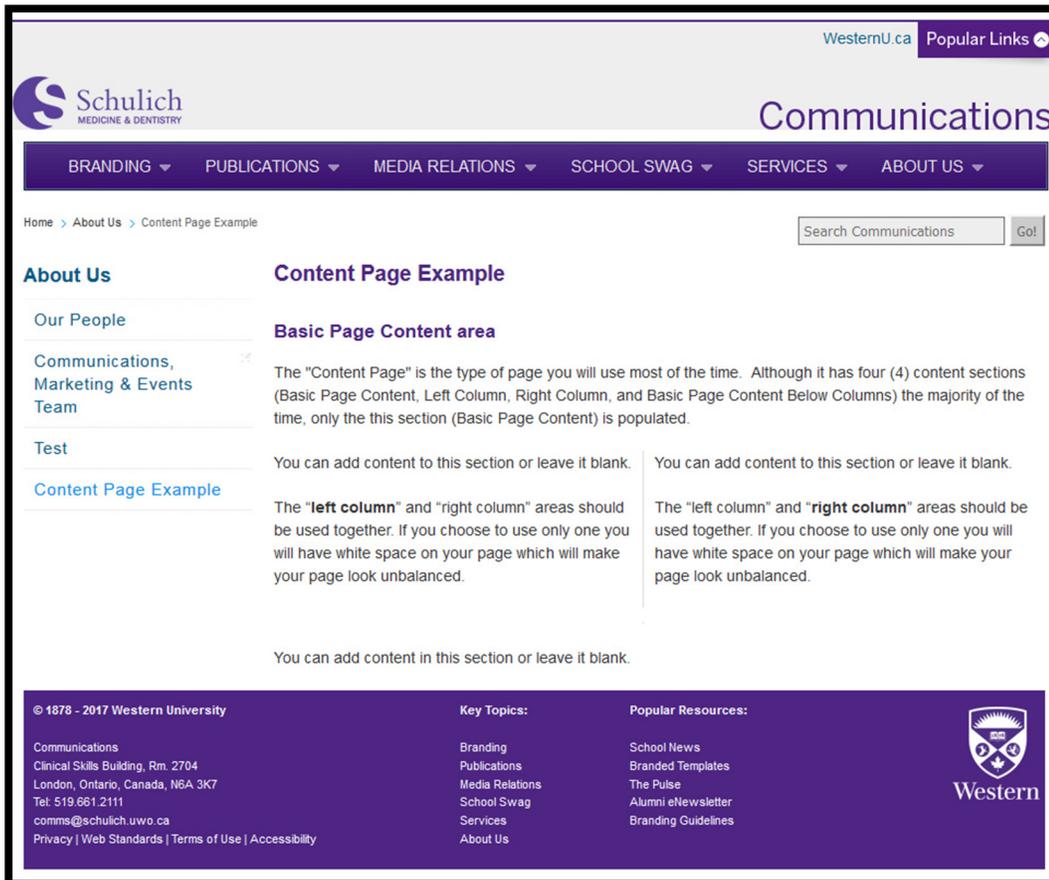


Adding content pages is done the same way you add an index page to a folder.

Highlight the folder you want to add a page to then click Add Content > Page > *Choose type of page*



The Content Page is the most common page. An example is below:



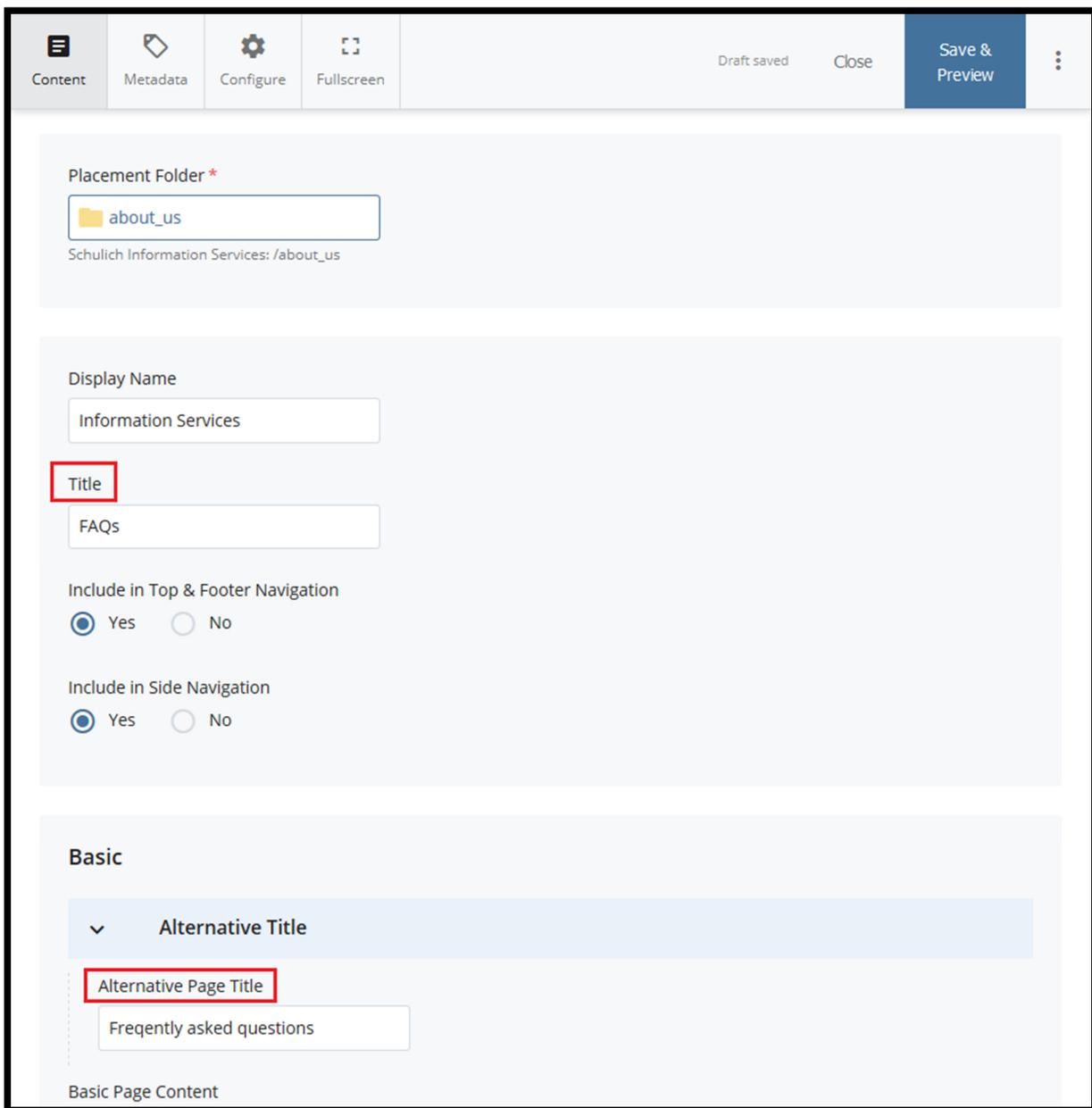
IMPORTANT

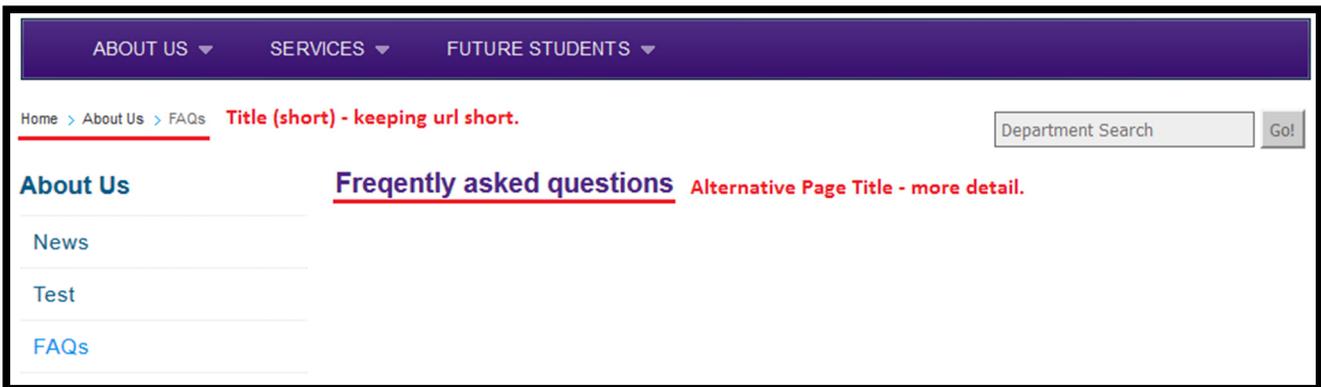
Valuable information

Longer page names will create a longer URL making it difficult to link from on publications and to share with others. It is always recommended to keep the name of your pages short and easy to read. There are two ways to create a shorter page title:

1. Alternative Page Title:

Add the shortened version of the page name under title and use the “Alternative Page Title” to capture the full title you require. The alternative page title will appear on the page but your URL will remain short.

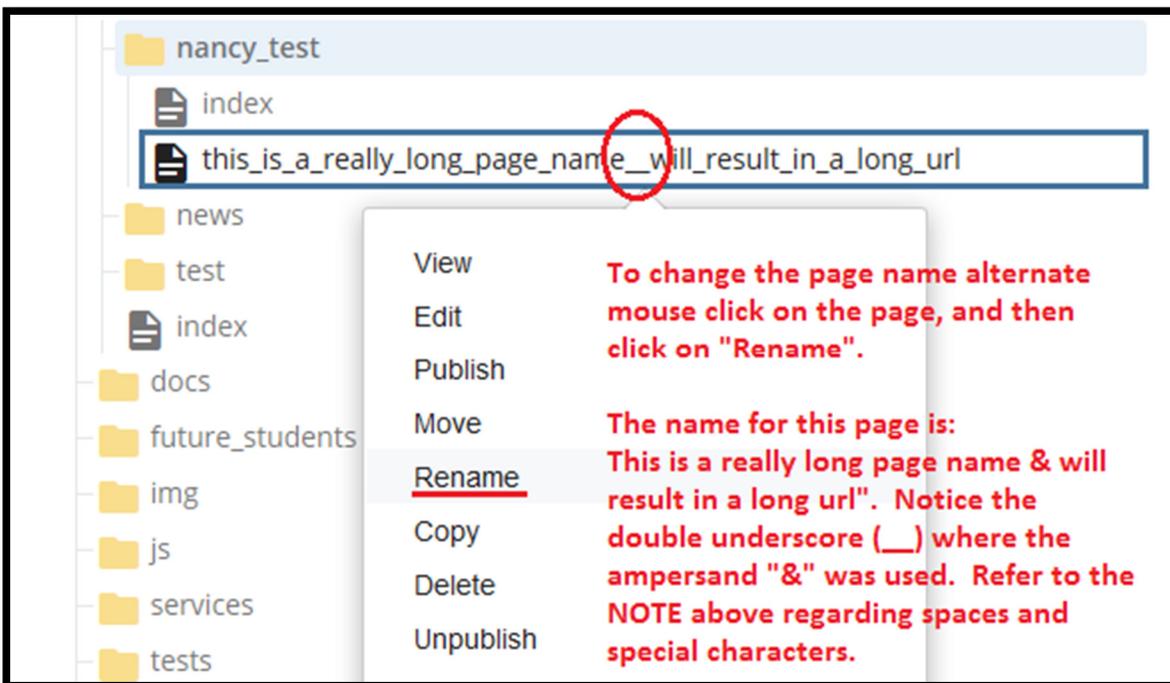




2. Editing a Page Name to an Existing Page:

Once a page is created, adding an alternative page title will not change the actual page URL. To change a page name once the page has been created, click on the 'move/rename' tab. Change the name of your page in the system name field.

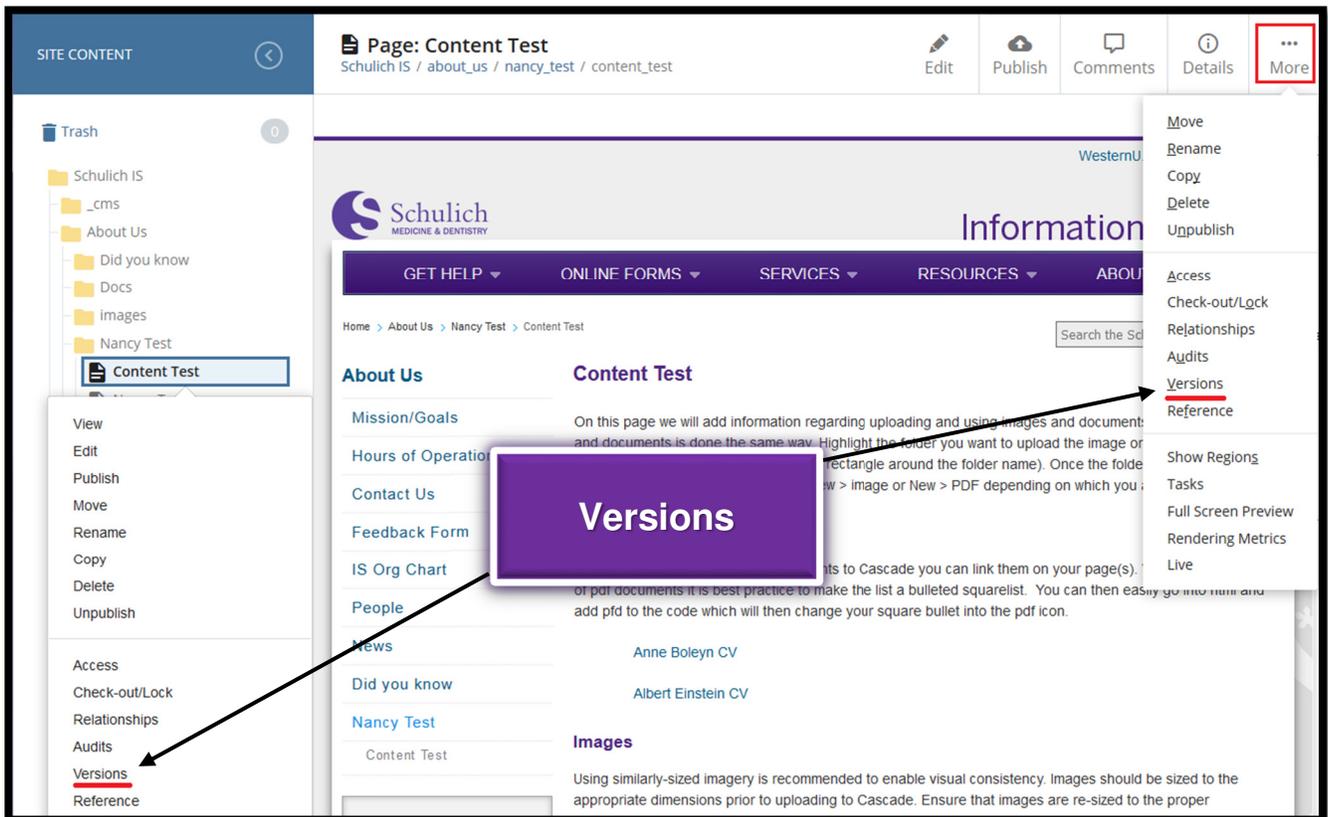
NOTE: Spaces and special characters should not be used in page names as they may result in an error when a viewer tries to view your page. To separate between words the underscore character (_) should be used.



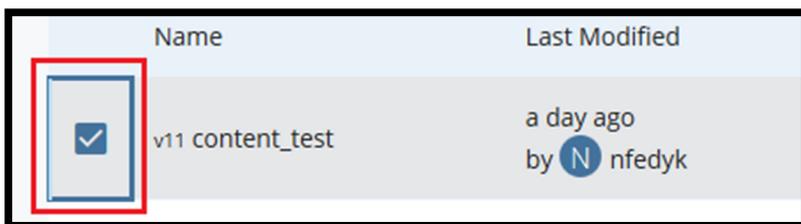
Versions – what if I make a mistake and want to go back to a previous version?

Each time you make a change in Cascade a new version of your page is created. If you find that you have made a mistake you can go into versions and review the previous version.

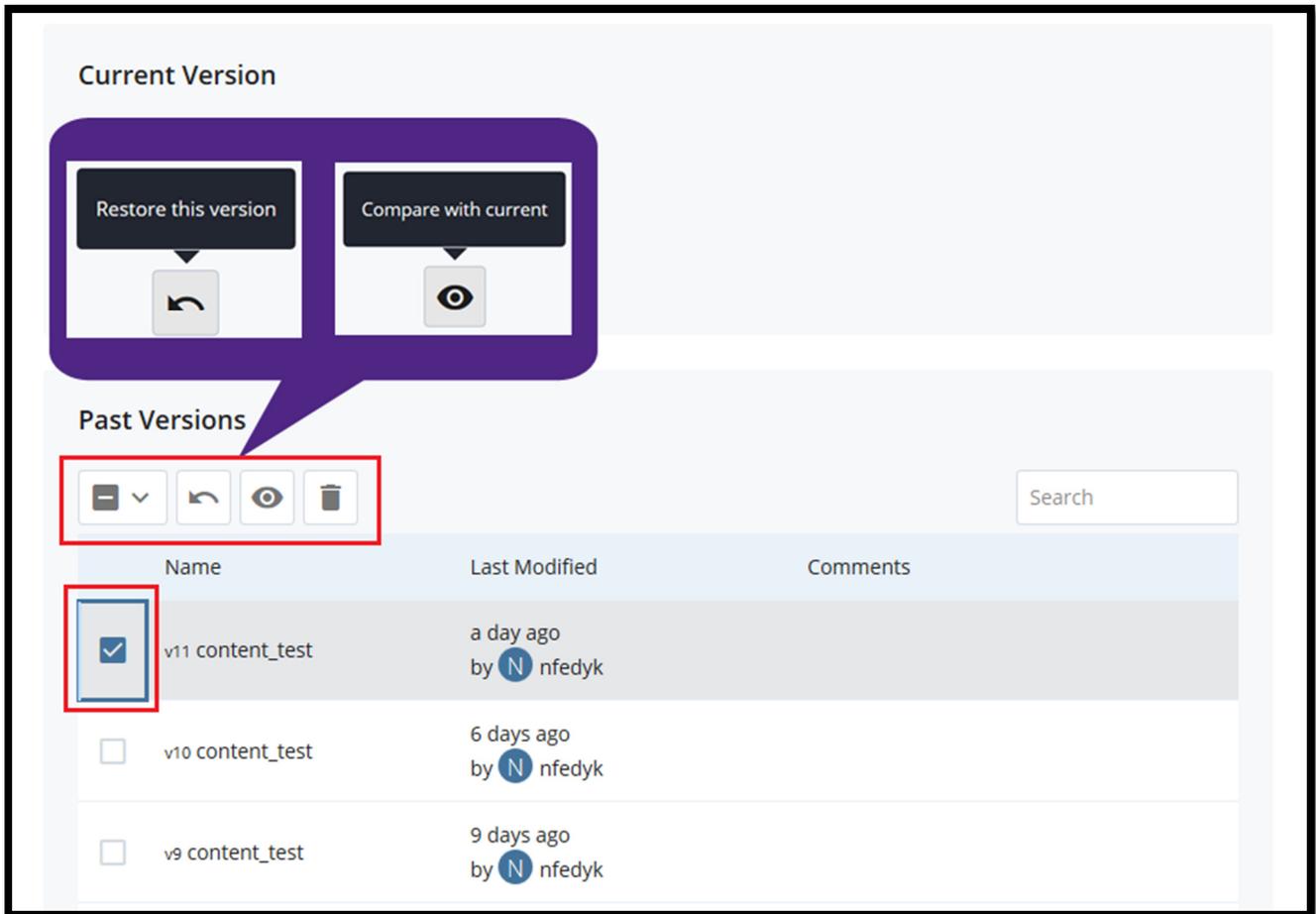
If you have been editing the page and find you want to restore the previous version click on the “More” icon and then “Versions”. You can also get to the “Versions” button by hovering over the page name then click the alternate mouse button and then click “Versions”.



Previous versions are listed by last in chronological order. Click on the check box beside the version you wish to restore.



You can “Compare with current” to ensure it is the version you want to restore or you can “Restore this version” if you know it is the one you want to restore.



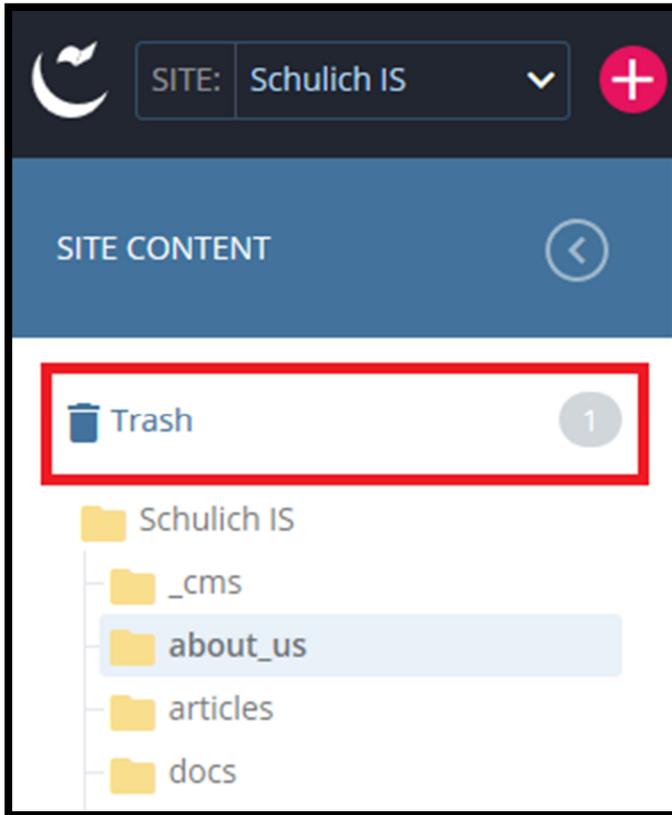
IMPORTANT

Valuable information

If you have made changes to a block restoring a page with that block on it will NOT restore the block. You will have to restore the block as well from the previous version and it will then display that version on the page.

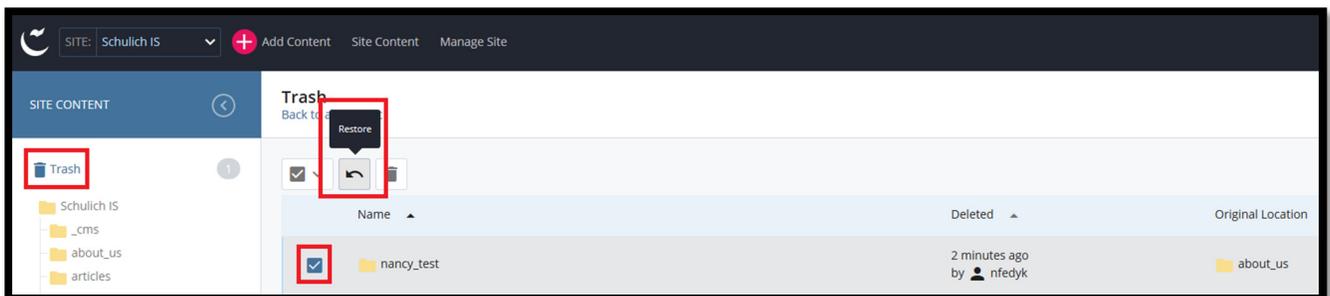
PLEASE NOTE: Previous versions of pages are kept indefinitely unless you delete them.

Undeleting - Trash – if you delete something by mistake you can go into the Trash and retrieve it.



Click on the “Trash” button located at the top of your list of site folders/pages and the “Trash” window will open.

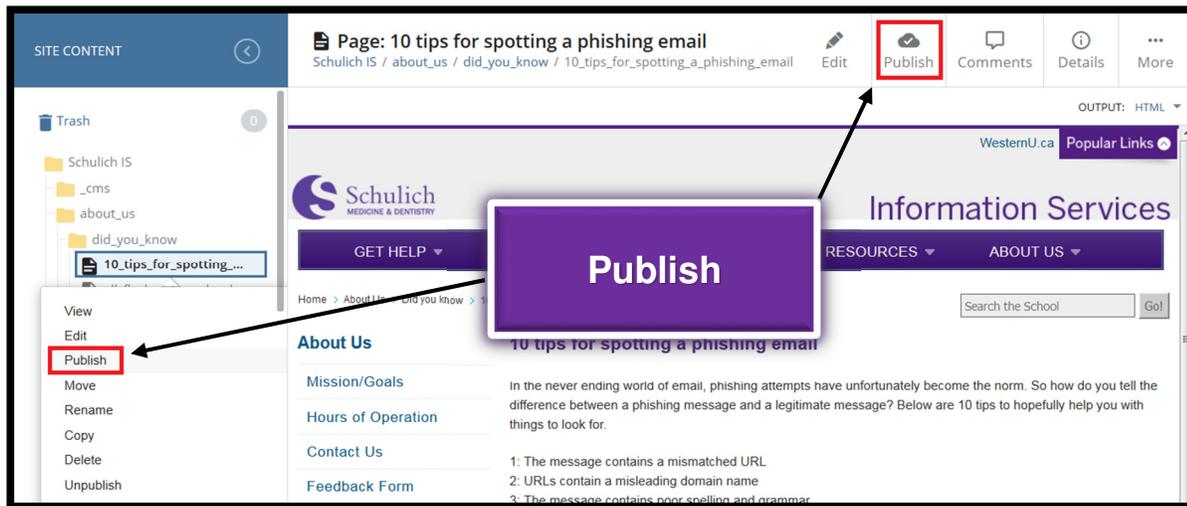
All items in the “Trash” will be listed in chronological order. Click on the check box beside the item you want to restore and then click on the restore button.



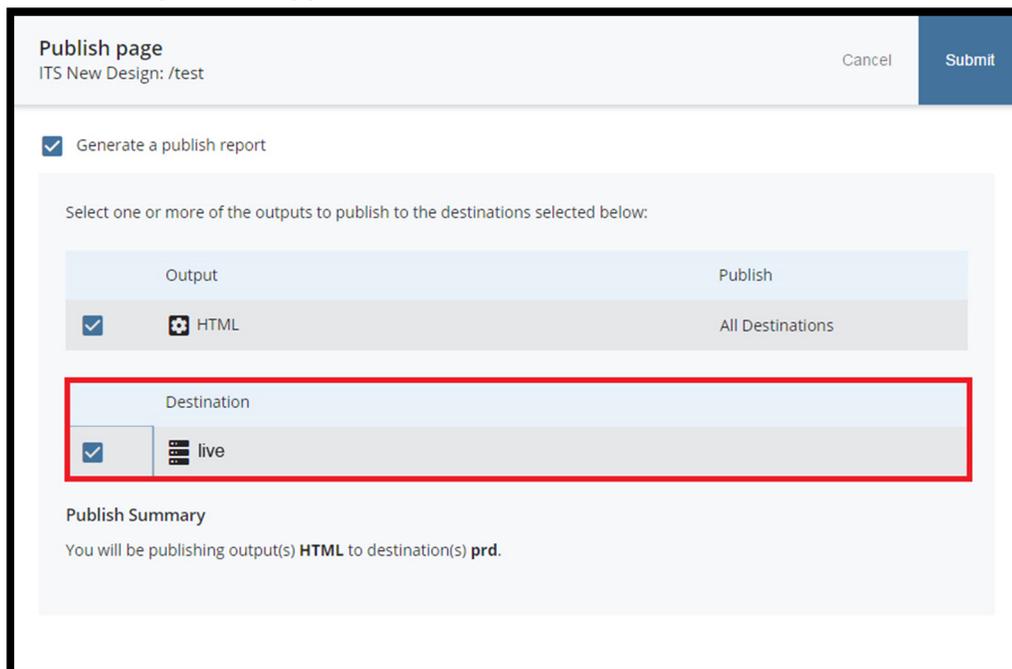
PLEASE NOTE: Items in the recycle bin are kept for 30 days. Most people realize immediately that they didn't mean to delete a page but you have up to 30 days to restore it.

How Do I... Publish?

You can find the “Publish” button in two locations:



The following screen appears:

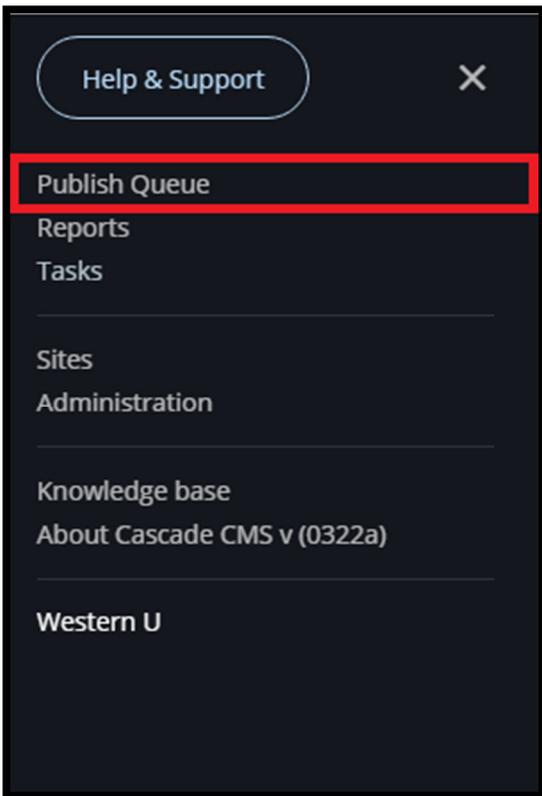


Click on the **Submit** button. A green message box will appear at the bottom right screen. You can click the box to view the publishing queue.



If you miss the message, you can also view the publishing queue by clicking on the hamburger menu in the topbar.

The following screen will appear:



Once you go to the publishing queue, you will see a page like this where you can track the file's progress:

Name	Who	Added	Started	% Done
test	cdekey	a few seconds ago	a few seconds ago	

You can view the status of your publishing job including the name of the page or folder you published, when you published and when the job was started, and what percentage is done.

IMPORTANT

Valuable information

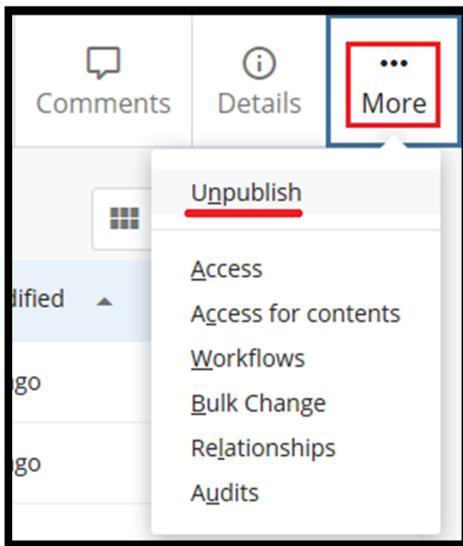
You need to publish every page affected by any changes you make. For example, if you create a new page that appears in the drop-down menu of one of your top navigation items, you will need to publish your homepage as well as all menu items.

Publishing Times

Publishing a page or folder can be done at any time.

NEVER publish your ENTIRE site between 8 a.m. and 4 p.m. Monday-Friday. If a change requires you to publish your entire site (i.e. substantial changes or sub navigational changes) publishing will need to be done before or after business hours (before 8 a.m. or after 4 p.m. Monday – Friday) or during the weekends. Following these procedures will help ensure that other Cascade users do not experience a slower response time across campus.

How Do I... Un-publish and why would I?



Once a page is published it is on the web, deleting it in Cascade will not remove it from the web - allowing viewers the ability to be able to access the page from searches or previously made bookmarks. In order to remove this content permanently from the web, content will need to be unpublished. Un-publishing content can be done by clicking the "More" icon in the top right corner and click "Unpublish".

IMPORTANT

Valuable information

You need to publish every page affected by any changes you make. For example, if you delete a page that appears in the drop-down menu of one of your top navigation items, you will need to publish your homepage as well as all the menu items.

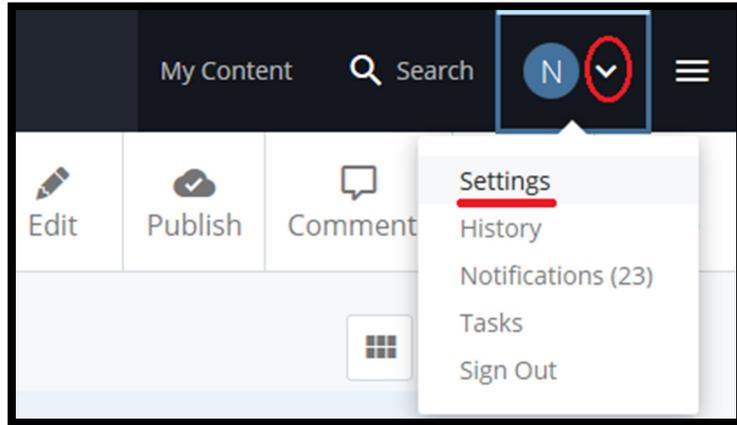
The same holds true for renaming or moving pages and/or folders. Previously published versions of the asset will remain on the webserver with the old path unless unpublished. Unpublishing from the remote server will delete the out of date content from the chosen Destinations.

Alternatively, you can set your "user preferences" so "Unpublish Content" is checked by default (see below for step-by-step instructions).

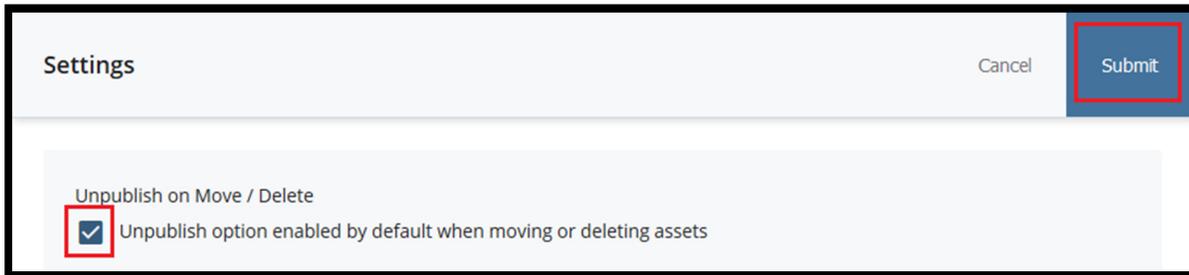
Setting your user preferences

You can set your user preferences so “un-publish” is the default when you moving or deleting assets.

Click the down arrow icon beside your user profile, then click “Settings”.



Check the “Unpublish option enabled by default when moving or deleting assets” and “Submit”.



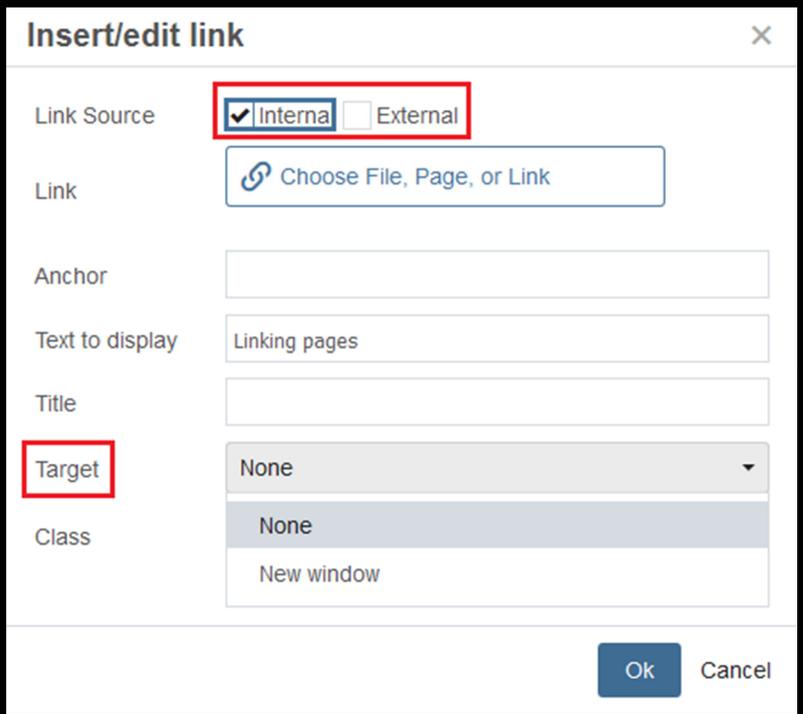
Editing Tips and Tricks

If you are copying text from a document or another web site Copy and Paste into Notepad

- ✓ Make sure to copy and paste all text content for the website into Notepad (PC) or TextEdit (Mac) before pasting it into Cascade.
- ✓ Then copy it from Notepad and paste it into the page in Cascade

Hyperlinks

- ✓ Choose the appropriate target window when creating a hyperlink on a page.
 - For Internal links leave target is as the default of “None”
 - For Documents (e.g. pdf & word documents) set target to “New window”
 - For External links set target to “New window”

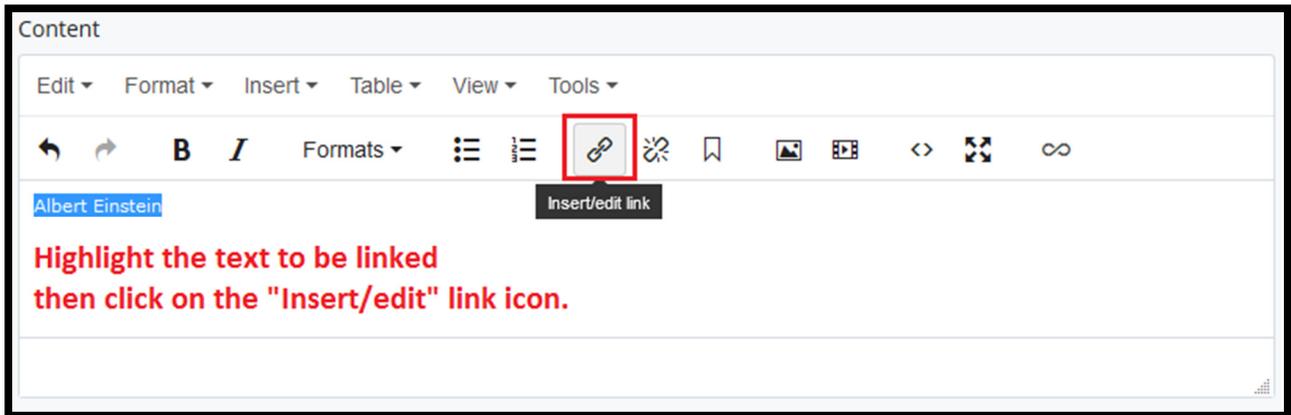


The screenshot shows the 'Insert/edit link' dialog box with the following fields and options:

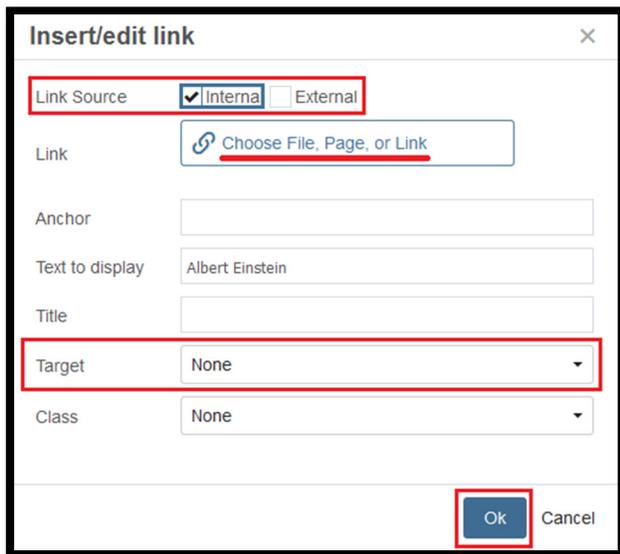
- Link Source:** Internal External
- Link:** [Choose File, Page, or Link](#)
- Anchor:**
- Text to display:**
- Title:**
- Target:** (dropdown menu open showing 'None' and 'New window')
- Class:**

Buttons:

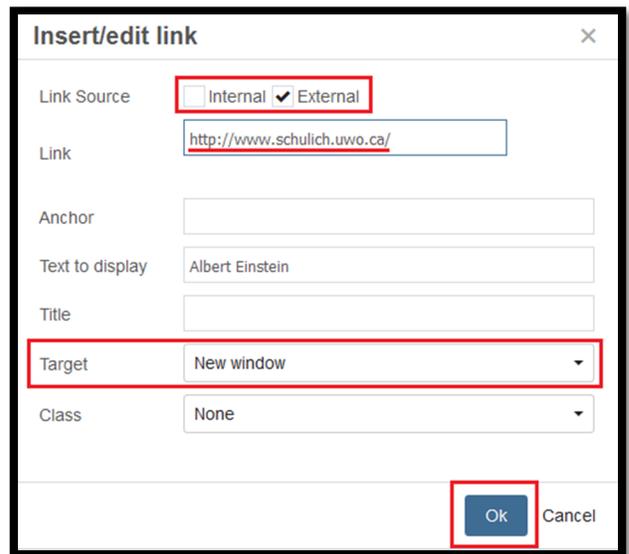
Linking to a document or page



Internal Link



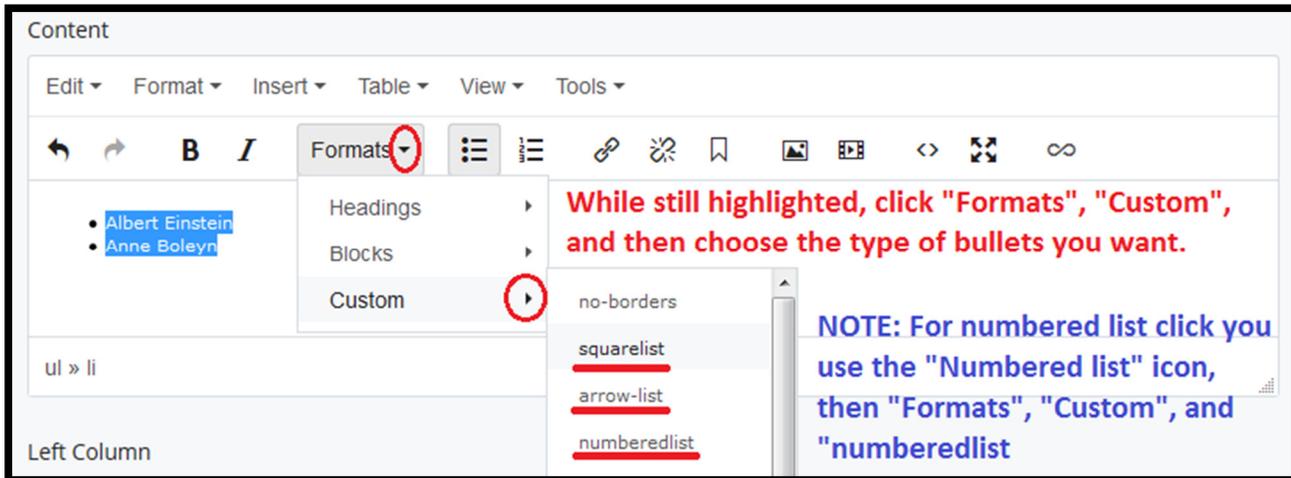
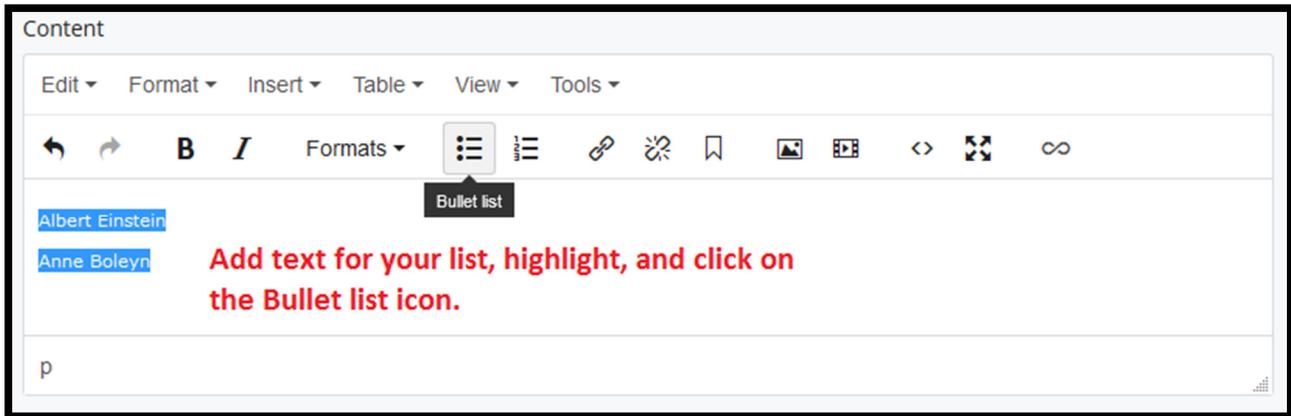
External Link



Bulleted Lists

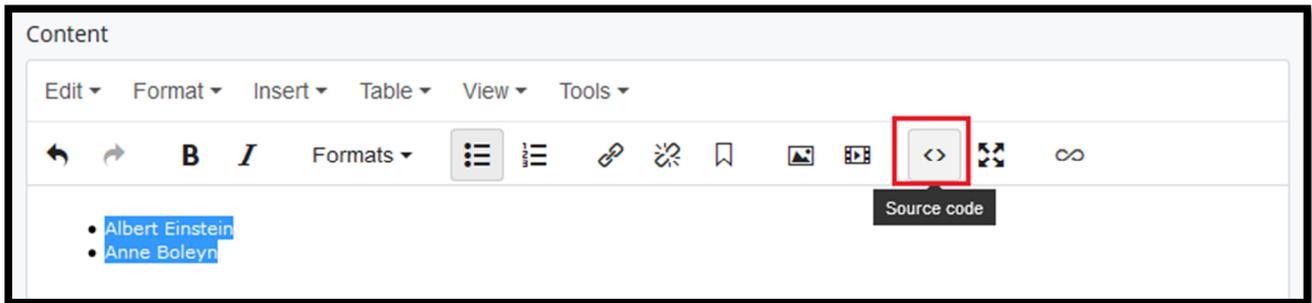


✓ Once a list is created, add the appropriate class to style your list.



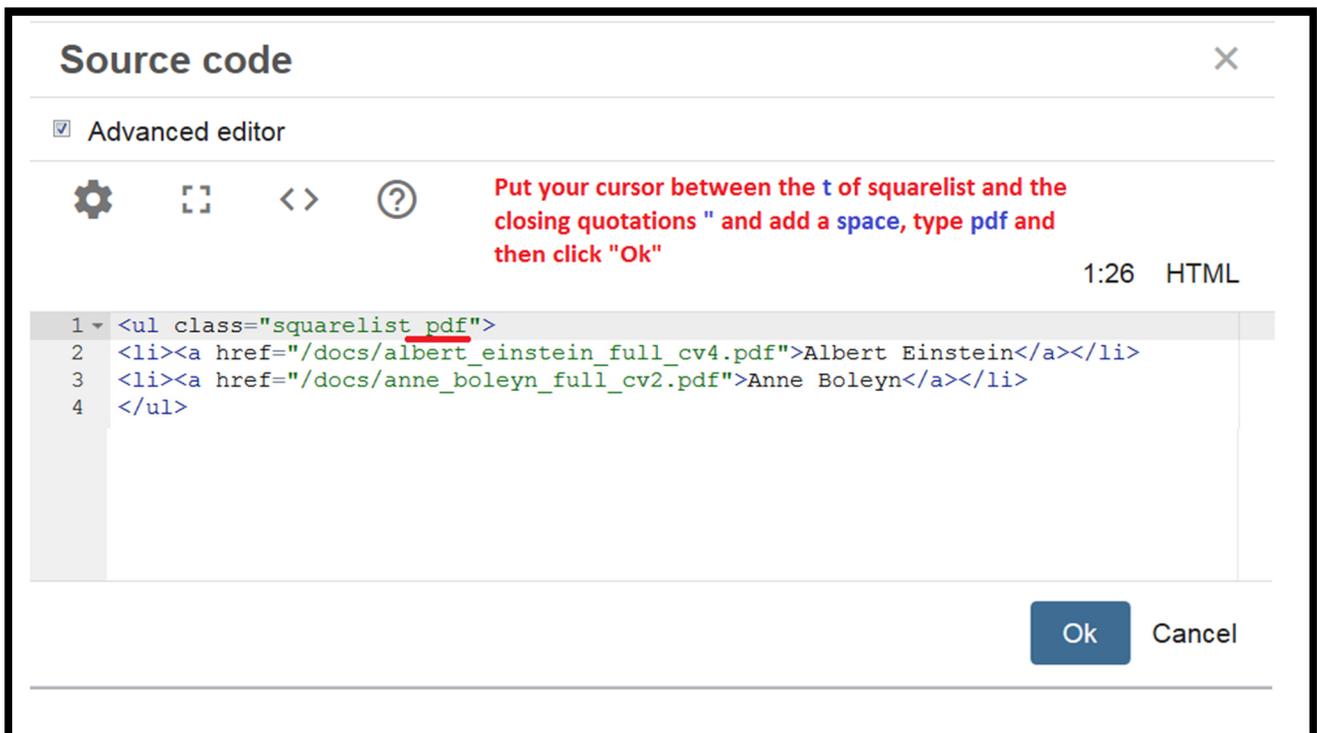
Adding the PDF icon or Word icon to your bulleted list

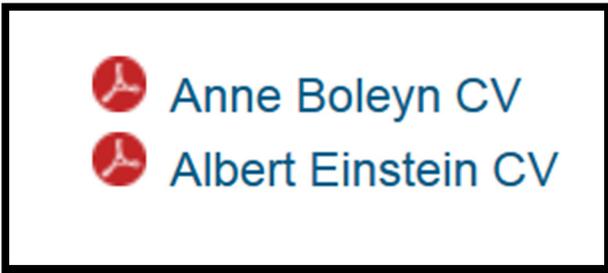
Create your list as above and add the “**squarelist**” style. Then click on the “Source code” icon.



This will open the Source code editor. Find your bulleted list. It will look similar to the image below.

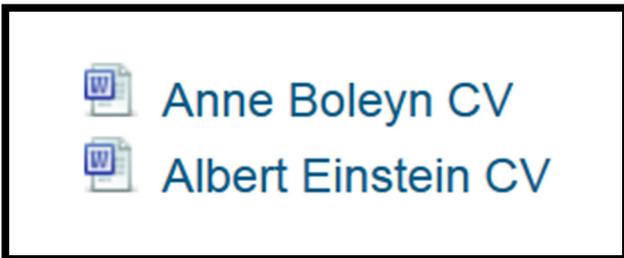
Put your cursor between the ‘t’ of ‘squarelist’ and the closing quotations ”. Hit the space bar once and type pdf and then click “Ok”.





For the Word icon follow the same steps as above but instead of **pdf** type **word**.

```
<ul class="squarelist word">  
<li><a href="/docs/Albert_Einstein_Full">  
<li><a href="/docs/Anne_Boleyn_Full_CV">  
</ul>
```



As usual, all web support requests are to go through the Information Services by contacting the Schulich Helpdesk. Please do not contact a member of the Web Support Team directly. By going through the Helpdesk a Ticket is created and sent to Web Support. This ensures your request will be dealt with as soon as possible.
Schulich School of Medicine & Dentistry Helpdesk

t. 519.661.2111 x81377
helpdesk@schulich.uwo.ca

Note: The instructions and screen shots in this manual are based on Cascade Version 8.2.1 and are subject to slight changes as Cascade is updated to newer releases.