

Cascade User Documentation

November 2018

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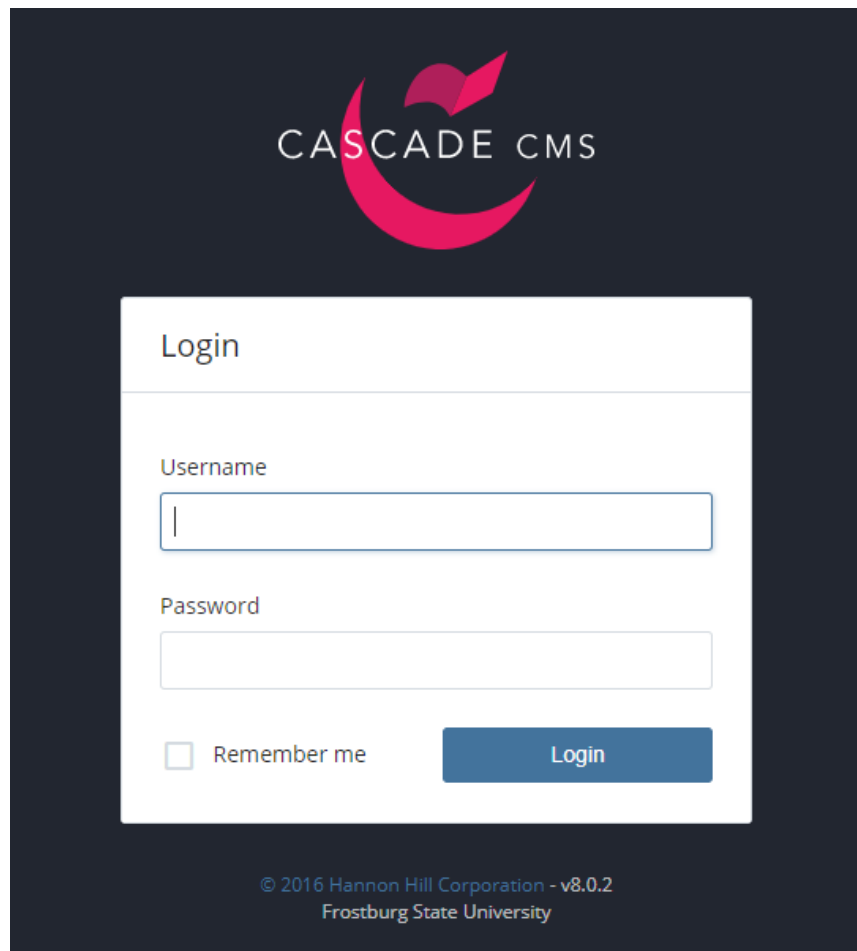
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Logging in to Cascade

To log in to the Cascade CMS (Content Management System):

1. Open either the latest version of Google Chrome or Firefox. Cascade does not officially support older versions of any browser and there are issues with Internet Explorer.
2. Go to <http://cascade.frostburg.edu:8080>.
3. Enter your FSU username and password.
 - a. Access will need to have been created for you previously.



CASCADE CMS

Login

Username

Password

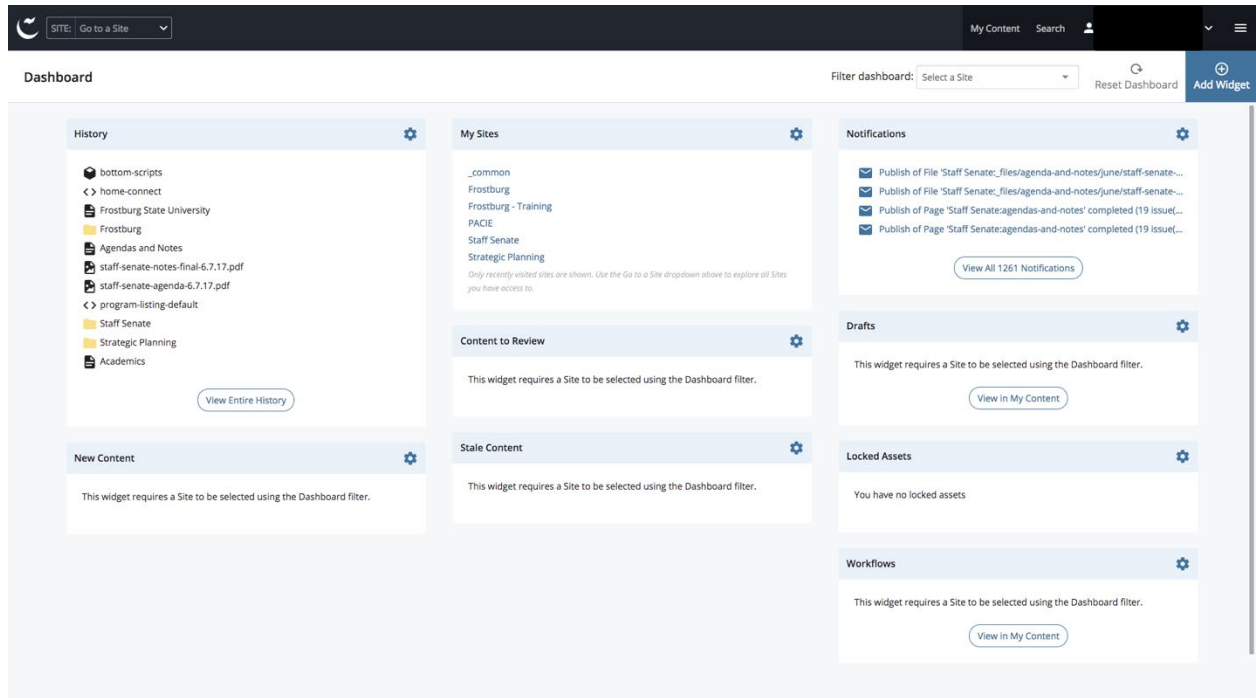
Remember me

Login

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Frostburg State University

Dashboard

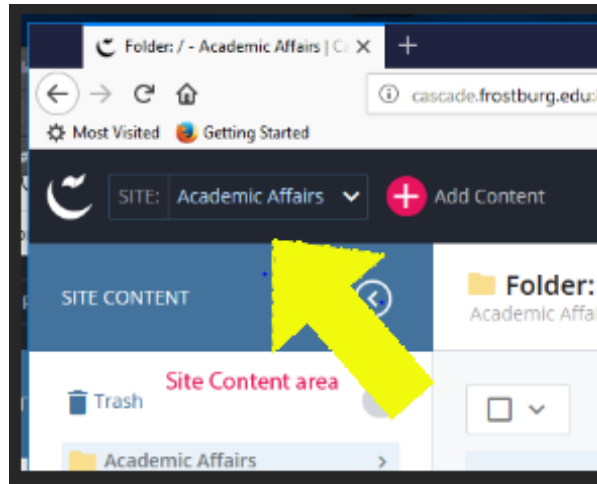
Once you are logged into the system, you will be taken to your dashboard, similar to the screen shown below. Your dashboard will provide you with a mix of information.



- **History:** Shows the most recent content you were working on.
- **My Sites:** Lists all “sites” you have permissions.
- **Notifications:** Lists the most recent notifications that affect your content.
- **Content to Review:** Lists all “stale” content on your site for review and update.
- **Drafts:** When working with a page you can save “drafts” of changes that are not yet live. All current drafts are displayed here.
- **Workflows:** All workflows you are engaged in will be displayed here.

Select Your Site

At the dashboard, use the **SITE** dropdown menu in the top left hand corner to select the desired site from the list, as seen below.



Basics of Your Site

After you have selected the site, you will see the **Main Content Work Screen**, pictured below.

A screenshot of the 'Main Content Work Screen' for the site 'Online Learning at FSU'. The interface is divided into a left sidebar and a main content area. The sidebar, titled 'SITE CONTENT', shows a tree view of folders and pages, with 'Folders' and 'Pages' highlighted in red. The main content area, titled 'Main Content Area', displays a table of content items. The table has columns for Name, Order, Type, and Last Modified. The items listed are folders and pages, with their respective order numbers and last modified dates. The table is currently showing 10 items per page. The top navigation bar includes a 'SITE:' dropdown set to 'Online Learning at ...', an 'Add Content' button, and a search bar. The bottom of the screen shows a pagination control with the number '1' highlighted.

The Header

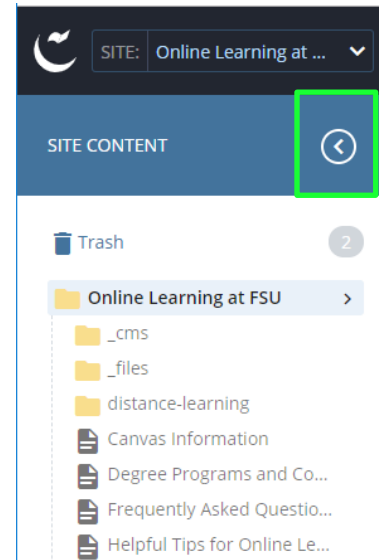
The black header bar (outlined in green above) displays things such as the site name, the **+Add Content** button, the Search icon and your username.

- **+Add Content** – allows for the addition of new site items such as folders, pages and custom code blocks. Specific items are covered in later sections
- **Search** – allows the user to search all site contents they have access to.

Site Content Panel

The Site Content panel is located on the left (outlined in orange above). In the Site Content panel, you will see the folders **_cms** and **_files**. These folders hold your site files and pages. The image to the right displays the different icons used for distinguishing folders and pages. To view the contents of a folder in the Site Content panel, click on the folder. To open the folder in the Main Content area, hover the mouse over the folder and click on the grey arrow pointing to the right (>). You can also right-click on the folder and select View from the menu. The Main Content area will change to show the folder contents.

The Site Content panel can be collapsed and expanded by clicking the circled arrow (squared in green in example image).

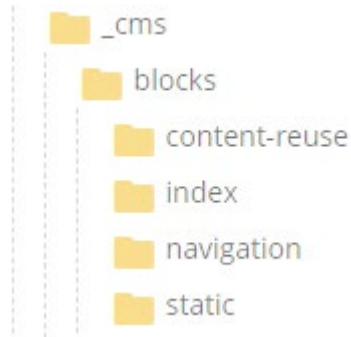


Main Content Area

The Main Content area (outlined in purple above) shows folder contents as well as individual files, such as pages and images. Also in certain situations, page order can be specified here.

About Blocks

Blocks are “plugged-in” to a page to add additional content to a page. Blocks can be viewed in your folder structure under `_cms > blocks`.



- Blocks are reusable and can be used on multiple pages.
- Blocks are the only way to add content to the sidebar or below the left menu.
- Blocks can use custom “dynamic code” provided by the web team.
- Blocks can be shared across multiple sites from the `_common` site.

The two types of blocks are Generic and Callout Blocks.

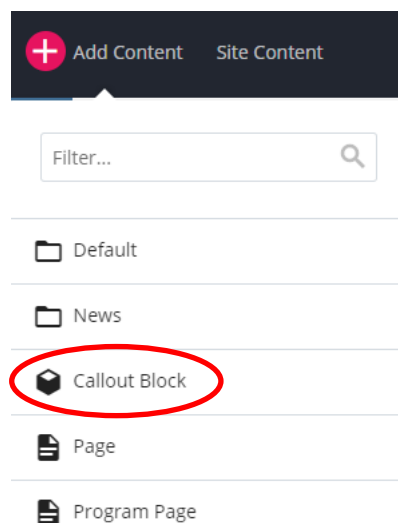
Generic Blocks

Generic blocks (or just blocks) will allow you to use Cascade’s Velocity code, PHP, or JavaScript to create block content. **Note:** The Web Team will not support any special self-written code or code copied from third party sites used in generic blocks you create.

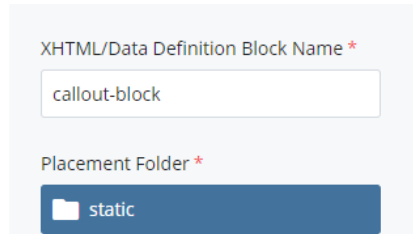
Callout Blocks

Callout Blocks are what most users should use as this type provides a few different pre-set templates to quickly and easily create content that can be added to pages.

1. To create a Callout Block, navigate to and open the `_cms > blocks` folder.
2. Click **+Add Content** then select “Callout Block”.



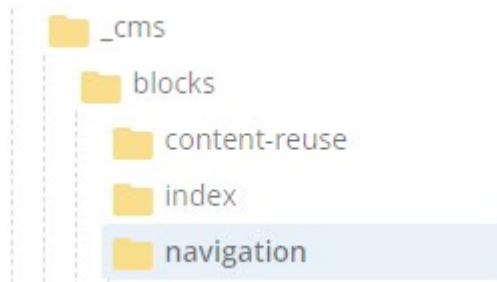
3. You will be given different fields depending on what “Content Type” you select, but the following fields will be constant regardless:
- “XHTML/Data Definition Block Name” – The name of the block in Cascade.
 - “Placement Folder” – This is most important of the required fields. If you do not select a placement folder the block will be placed in the folder you are currently viewing which can cause issues later. It is recommended that you put blocks in the **_cms/blocks** folder.
 - “Text” - Custom code can be added in this field. This is where you will add the content of the block.



The image shows a form with two fields. The first field is labeled "XHTML/Data Definition Block Name *" and contains the text "callout-block". The second field is labeled "Placement Folder *" and contains a folder icon followed by the text "static".

Custom Navigation Blocks

In some cases, you may need to use a custom navigation menu block. These blocks are most often stored in the **_cms > blocks > navigation** folder. The folder may be empty initially.



About Folders

Folders are a way to logically group a set of pages together and store content for your site. If your site is brand new, you will only see the site name and the **_cms** and **_files** folders until you create new pages and new folders.

You can click on any folder to display contents of the folder in the Site Content panel. To “open” the folder in the Main Content area, hover the mouse over the folder and click on the grey arrow pointing to the right (>). You can also right-click on the folder and select View from the menu. The main pane will change to show the folder contents.

_cms

The **_cms** folder will hold shared content and content blocks. These are things like code snippets, callout blocks, or a custom navigation block file.

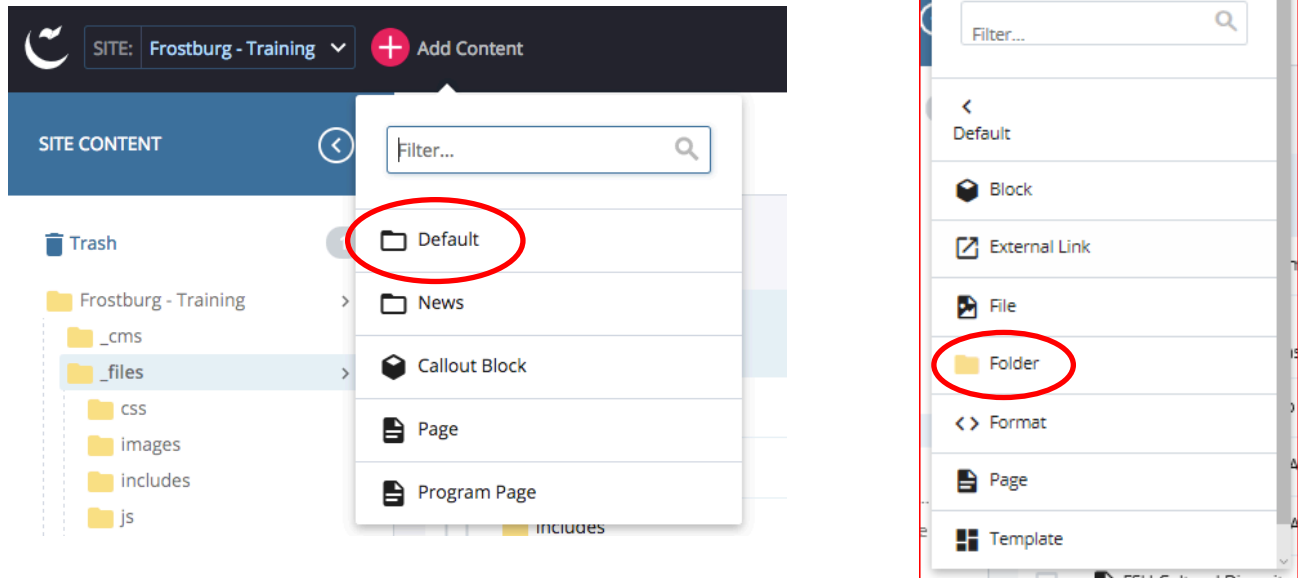
_files

The **_files** folder will hold pdfs, images, and other related files. When you click on **_files** you will see several folders including **images** and **pdfs**. If you will need other file types (such as docx, xls, ppt files) you may want to create at least one new subfolder called “other”, “documents”, etc. Another subfolder you could create under **images** could be a **staff** folder to hold staff headshots.

Create a New Folder

In the example below, the new folder will be located in the `_files` folder.

1. Open the folder in which the new folder will be located.
2. Select **+Add Content** icon.
3. Select Default.
4. Select Folder.

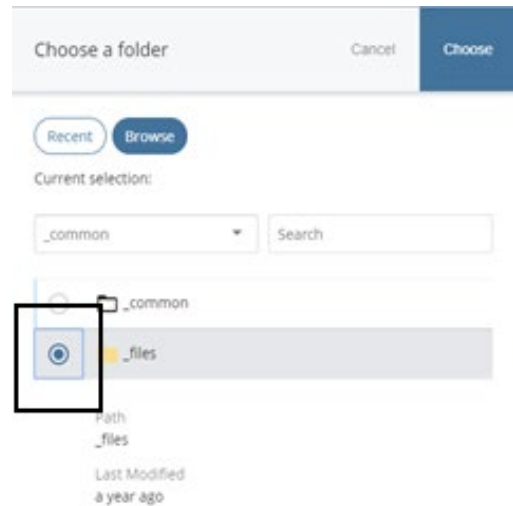


5. A new window will appear:

- a. **“Folder Name”** – this field will affect the URL of the page. The folder name should be short, descriptive, and most importantly only use letters, numbers, and dashes. **IMPORTANT:** this field should NOT contain spaces, special characters (\$, %, ^, etc.), or non-english language letters. Using these characters will negatively affect the SEO of the entire FSU site.

b. **“Placement Folder”** – this field affects where the new folder is placed. If the path shown below the field is incorrect, you can use this field to correct it. When clicking on this field another sidebar displays with two options: Recent and Browse. There is a search bar available with both options.

- i. **Recent** will display a list of folders you have recently viewed.
- ii. **Browse** will show the entire site folder structure.
- iii. Once you have found the correct folder, make sure to click the circle to the left of the folder name and click **Choose** in the top right hand corner.



- c. **“Display Name”** – This field is for internal indexing in Cascade. In most cases it should be left blank.
- d. **“Title”** – This field will change the name of the folder in the Site Content panel and placement folder.

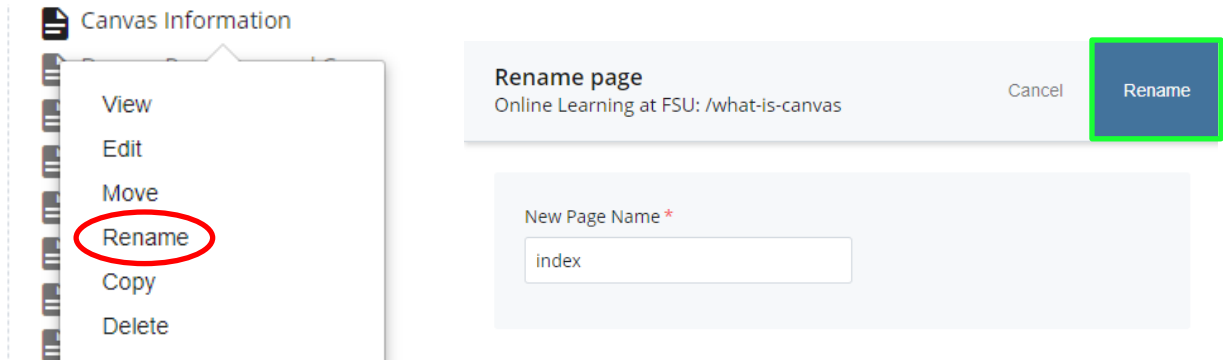
6. Click **Submit** when complete.

About Pages

A page represents a single webpage on the FSU website. In the Site Content panel, site pages are listed beneath the folders. You can click on any page in the Site Content panel to open that page in the Main Content area. You can then choose to edit the page in the Main Content area, covered later in the document.

Home Page

The home page of your site must have a page name of “index”. The page name is different from the page title. If a home page does not already exist for your site, create and save one. If there is already a page that you wish to use as the home page, you will need to make sure that the page name is “index”. Under the Site Content panel, right-click on the page and select **Rename** from the menu. Enter “index” and click the Rename button.

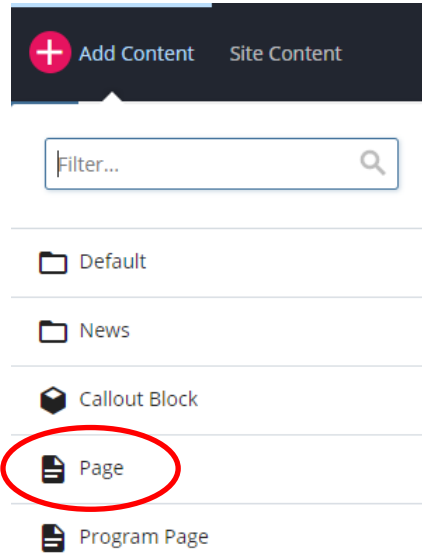


If your site has pages in subfolders, note that the main page in each subfolder of the site should also be named “index”.

To Create a New Page

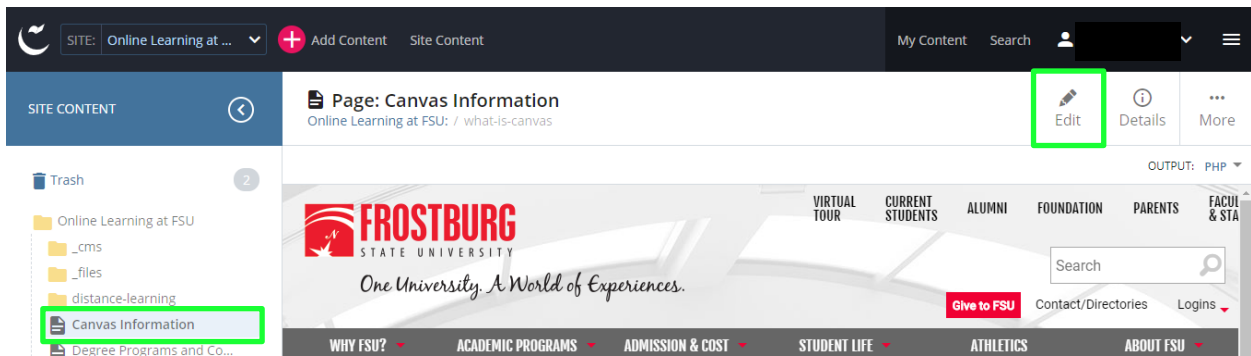
In the header area of the Cascade screen, click on “**+Add Content**” and then **Page**. You will see the create a new page/edit screen.

Please see the **Create New Page / Edit Page Screen Fields** section for an explanation of important fields.

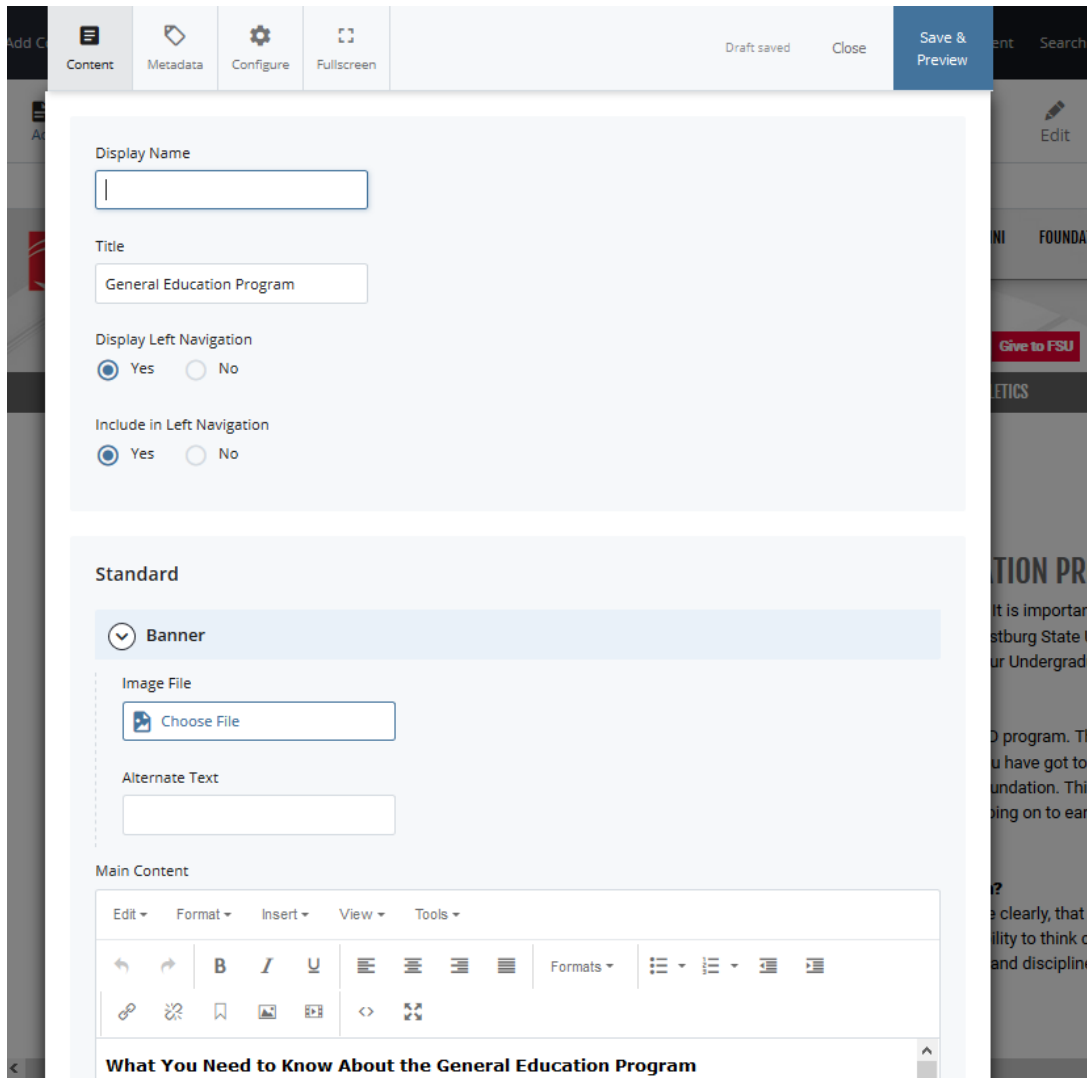


To Edit a Page

1. Click on the page you want to edit from the Site Content panel.
2. In the Main Content area, click the **Edit** button in the top right of the screen.



3. The editing screen will appear, as seen below.



Create New Page / Edit Page Screen Fields

Placement Folder, Display Name, and Title

“**Placement Folder**” – this field affects what folder the new page is created in. If the path shown below the field is incorrect, you can use this field to correct it. When clicking on this field another sidebar displays with two options: Recent and Browse. There is a search bar available with both options.

- **Recent** will display a list of folders you have recently viewed.
- **Browse** will show the entire site folder structure.

Once you have found the correct folder, make sure to click the circle to the left of the folder name and click **Choose** in the top right hand corner.

“**Title**” – this field is what the page is or will be listed as in the Site Content panel.

“**Display Name**” – this field is used for internal indexing in Cascade. It should usually be left blank.



Placement Folder *

_common: /

Display Name

Title

The Display Name and Title fields will not set the page name that is used in the page’s URL. You will need to rename the page, discussed in **The Page “More” Button** section, to reflect the name of the page.

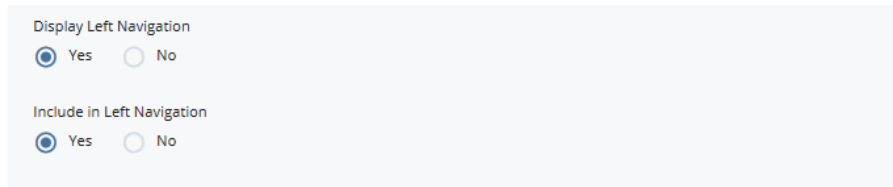
Navigation Display and Inclusion

The Left Navigation is a menu that shows up on the left hand side of the page. This menu includes links to other pages in your site that have been chosen to be added to the menu.

When creating/editing a page, you can decide if you want this menu on the page, and also if you wish to have this page included in the menu and be accessible from other pages. Please see the **Managing Navigation** section for more information.

Display Left Navigation. Choose **Yes** to display the Left Navigation menu on the page you are creating/editing.

Include in Left Navigation. Choose **Yes** to list this page in the Left Navigation menu. This will affect the menu on all other pages that have the Left Navigation displayed on the page.



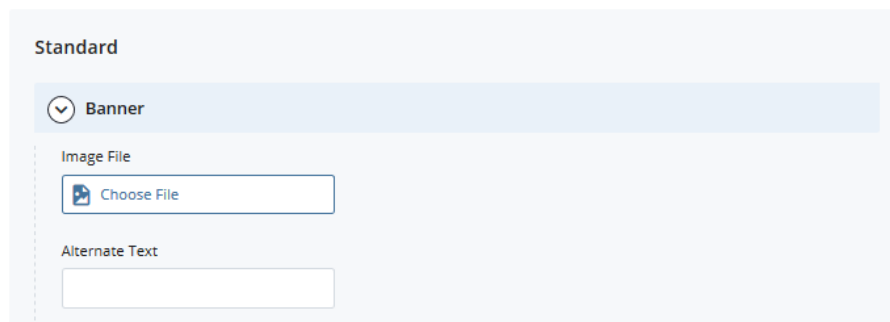
A screenshot of a settings panel with a light blue background. It contains two sections, each with a title and two radio button options. The first section is titled "Display Left Navigation" and has "Yes" selected. The second section is titled "Include in Left Navigation" and also has "Yes" selected.

Banner

You may choose to add a banner image to the top of your page.

To select an image, click “Choose File” shown in the example below. A side window will appear, allowing you to browse images previously uploaded to your folders, or upload an image directly. The image size must be 1200 by 320 pixels.

If you choose to add a banner, you must enter “**Alternate Text**” to describe the image for accessibility purposes.

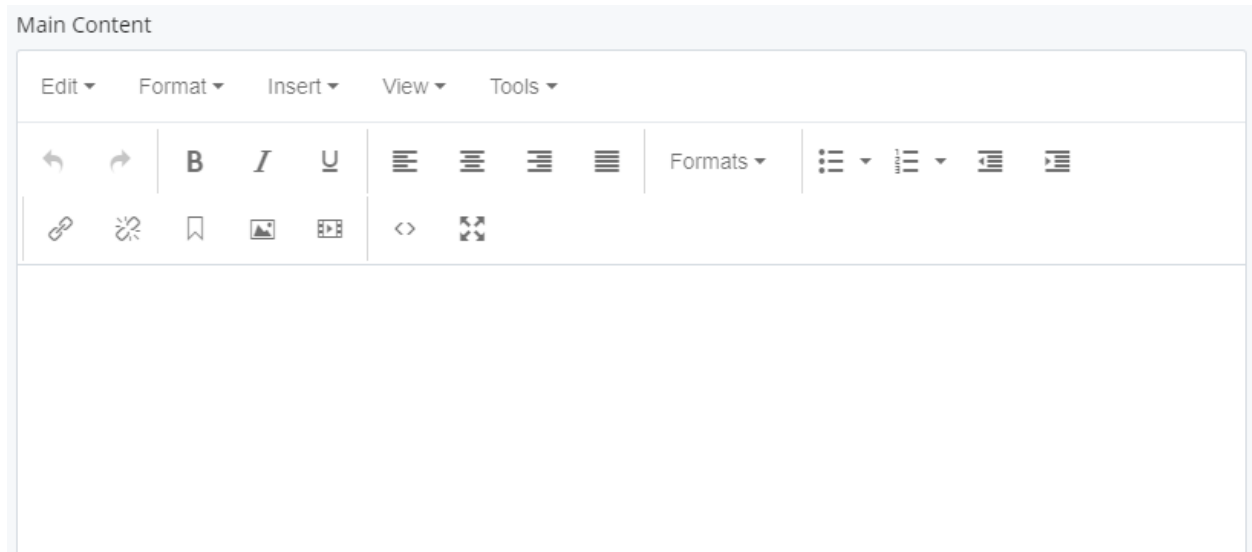


A screenshot of a settings panel titled "Standard" with a light blue background. It features a "Banner" section with a dropdown arrow. Below this, there is an "Image File" section with a "Choose File" button and an "Alternate Text" section with a text input field.

Page Main Content

The Main Content area is where you will enter the text, images, etc., for display on the page. It contains tools for text editing, as well as adding hyperlinks and bulleted/numbered lists (similar to MS Word). You can also click on the <> button to directly work with the HTML source code.

To see more about this area, see the **Page Creation / Editing Tasks** section.



Callouts

Callouts are custom blocks of information that can be added to multiple pages, allowing for quick and easy customization. The block is edited once, and any page containing the block will automatically update. An example of a block would be contact information, or a custom set of links to pages outside your site that would not be included in the Left Navigation menu.

A block will have to be created ahead of this step to be added to a page. Please see the **About Blocks** section for more information.


You must check **Add Left Callout** if you will use a block. Click “Choose Block” to complete the selection.


Check **Right Callout** if you want to insert a block of text on this page. This is most often shared content (like a contact block). Click “Choose Block” to complete the selection.

Add Left Callout
 Yes

Add Right Callout
 Yes

Right Callout *



 Choose Block

After editing is complete, save it as described in the **To Save a Page** section.

Page Creation / Editing Tasks

To get to the create/edit screen, you have either created a new page by clicking on the **+Add Content** icon and clicking **Page** or by opening an existing page and then clicking on **Edit**.

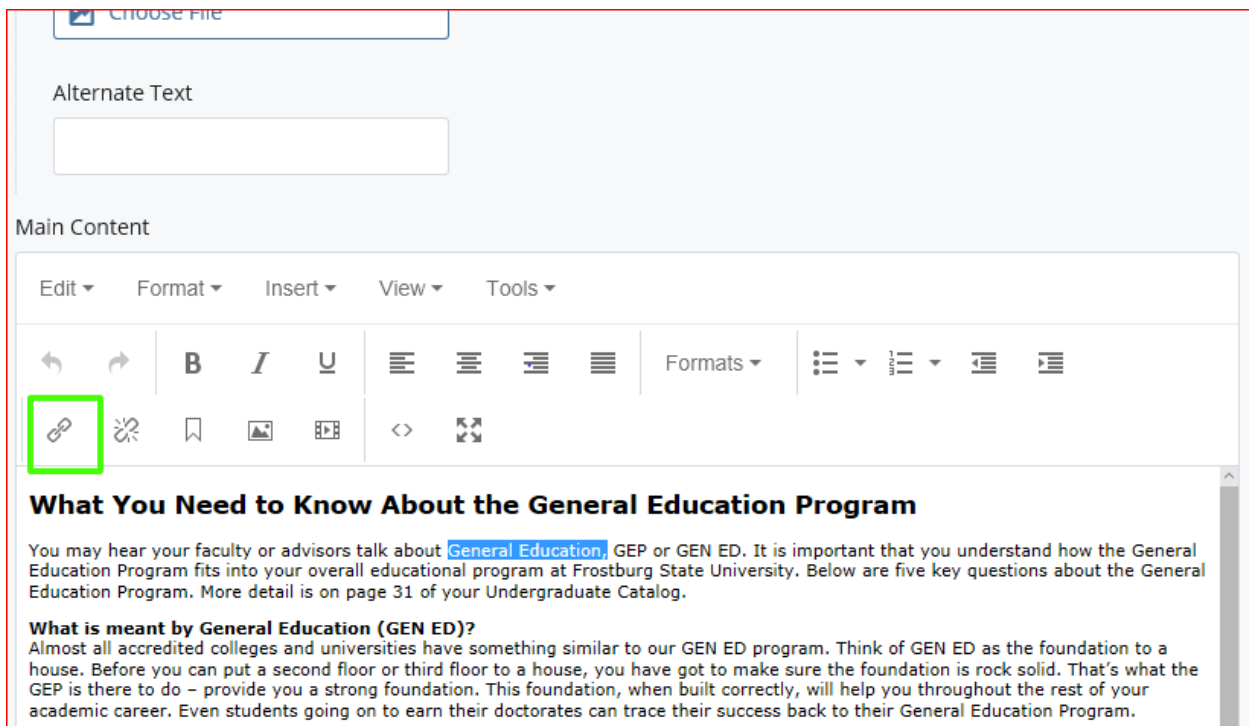
To review these tasks please see the sections above - **To Create a New Page** or **To Edit a Page**.

To Link to a Page

This topic explains how to link to a page in your website or outside your site.

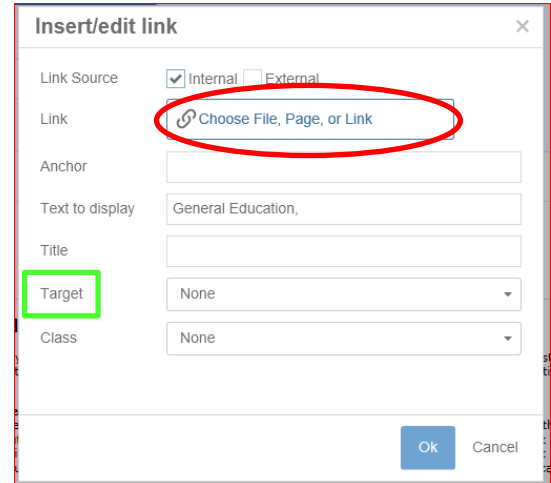
INTERNAL - To Link to a Page in Your Site

1. To link to a page that is within your site, first highlight the link text (text the user will click to follow the link) on the page.
2. Select the **Link** icon squared in green below.

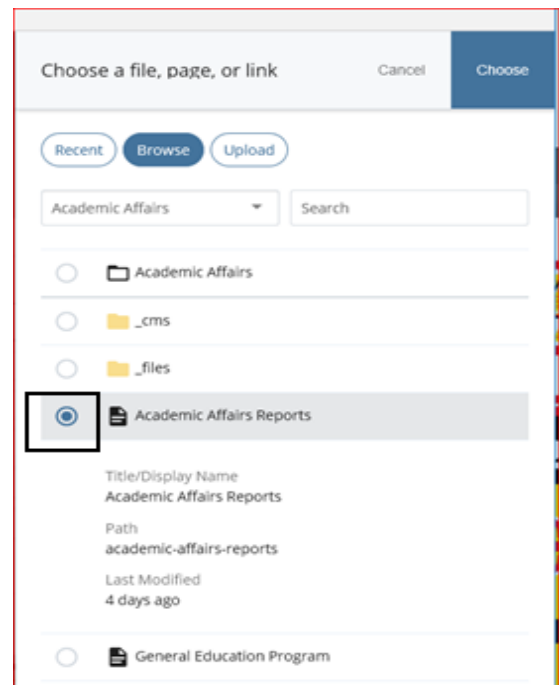


The screenshot displays a content editor interface. At the top, there is a 'Choose File' button and an 'Alternate Text' input field. Below this is the 'Main Content' area, which includes a menu bar with 'Edit', 'Format', 'Insert', 'View', and 'Tools'. The main editing area contains a rich text editor toolbar with various icons for undo, redo, bold, italic, underline, text alignment, list creation, and link insertion. The link icon, which shows a chain link, is highlighted with a green square. Below the toolbar, the main content area displays a page titled 'What You Need to Know About the General Education Program'. The text on the page includes a paragraph about General Education (GEP) and a section titled 'What is meant by General Education (GEN ED)?'.

3. You will then see the **Insert/edit link** box. Check the **Internal** box.
4. Click on “Choose File, Page, or Link”.

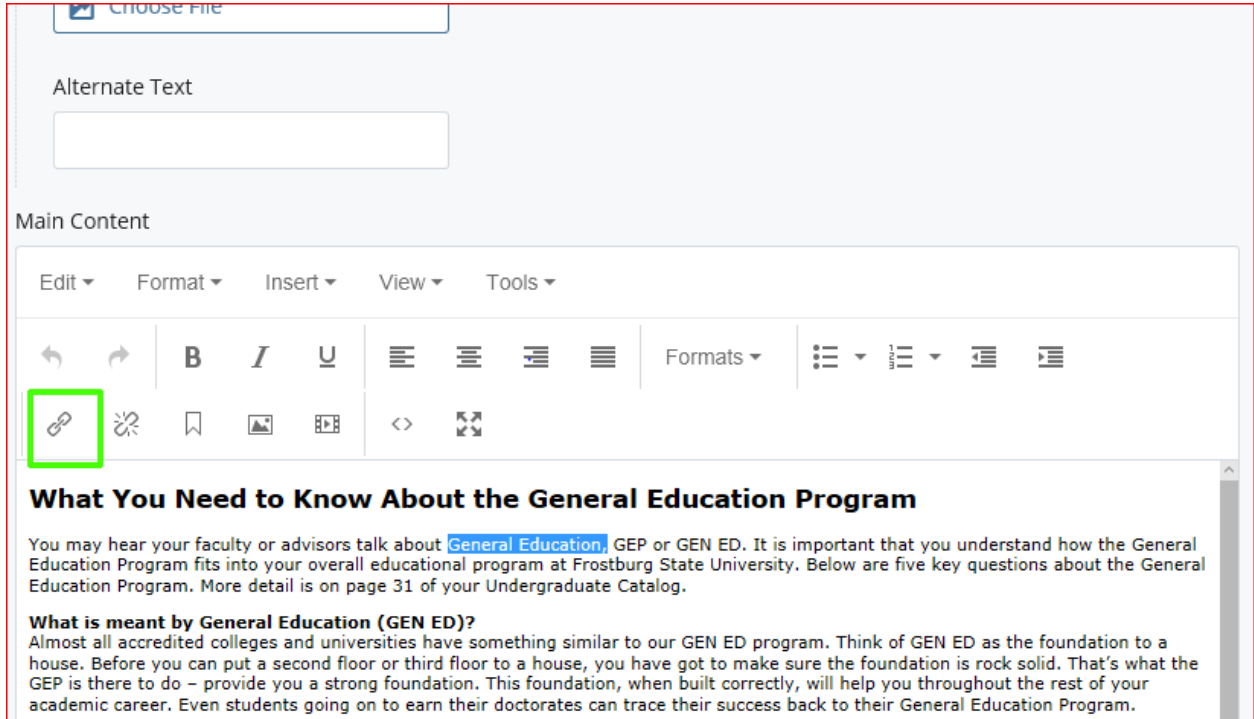


5. You can then use the **Recent** button or the **Browse** button. Both options have a search bar available.
 - Click on **Recent** to see the most recently accessed files in your site. You can use the **Search** field if you wish.
 - Choose **Browse** to manually find the page you want, or choose **Browse** and then use the **Search** field to search for a page in your site.
6. Once you find the page click the circle beside it and click **Choose**.
7. Back at the **Insert/edit link** box you can use the “**Target**” field to choose if the link will open in a new browser tab. To do this, choose “New window” for this option.
8. Click **Ok** when complete.



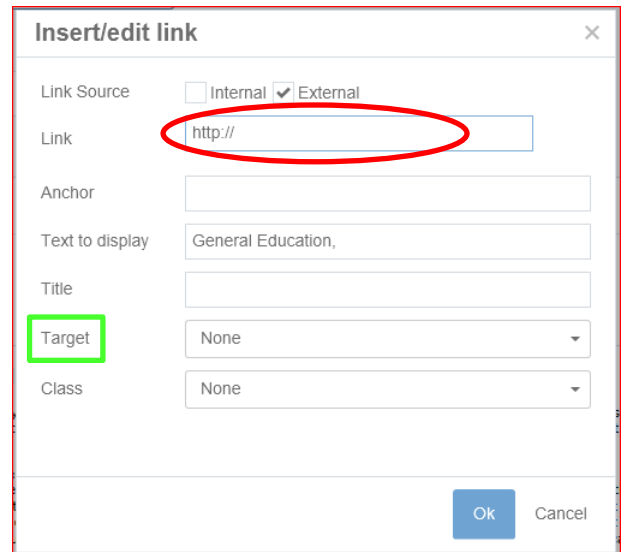
EXTERNAL - To Link to a Page Outside Your Site

1. To link to a page that is not in your site, first highlight the link text (text the user will click to follow the link) on the page.
2. Select the **Link** icon squared in green below.



The screenshot shows a rich text editor interface. At the top, there is a 'CHOOSE FILE' button and an 'Alternate Text' input field. Below this is the 'Main Content' area, which contains a menu bar with 'Edit', 'Format', 'Insert', 'View', and 'Tools'. The 'Insert' menu is open, and the 'Link' icon (a chain link) is highlighted with a green square. Below the menu bar, there is a toolbar with various icons for text formatting and insertion. The main content area displays a heading 'What You Need to Know About the General Education Program' and a paragraph of text. The text includes a link to 'General Education' which is highlighted in blue.

3. You will then see the **Insert/edit link** box. Check the **External** box.
4. Click in the **“Link”** field to enter the URL address to the page for the link.
5. Use the **“Target”** field to choose if the link will open in a new browser tab. If so, you would choose **“New window”** for this option.
6. Click **Ok** when complete.



The screenshot shows the 'Insert/edit link' dialog box. It has a title bar with a close button (X). The dialog contains several fields and options:

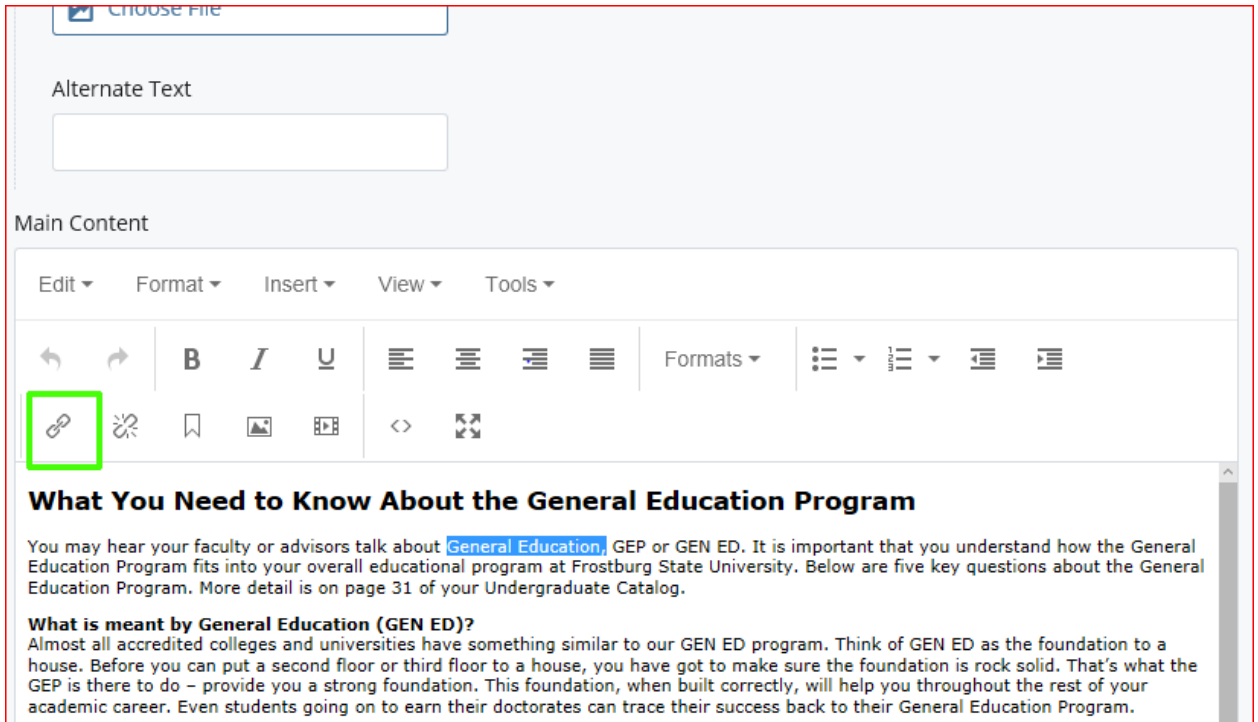
- Link Source:** Radio buttons for 'Internal' and 'External'. The 'External' option is selected.
- Link:** A text input field containing 'http://', which is circled in red.
- Anchor:** An empty text input field.
- Text to display:** A text input field containing 'General Education,'.
- Title:** An empty text input field.
- Target:** A dropdown menu with 'None' selected. The 'Target' label is highlighted with a green square.
- Class:** A dropdown menu with 'None' selected.

At the bottom right, there are 'Ok' and 'Cancel' buttons.

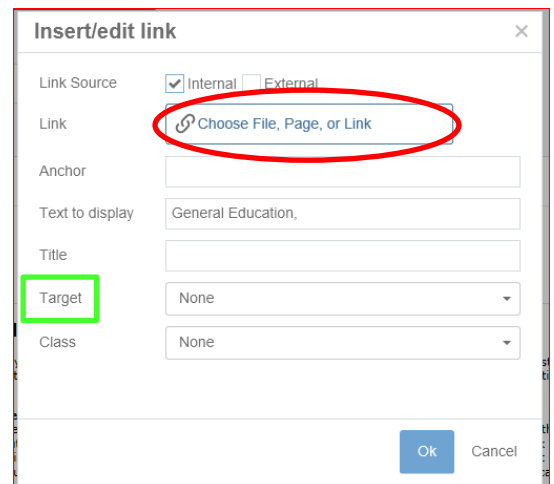
To Link to a File

(This may be a pdf file, an xlsx file, a docx file, etc.)

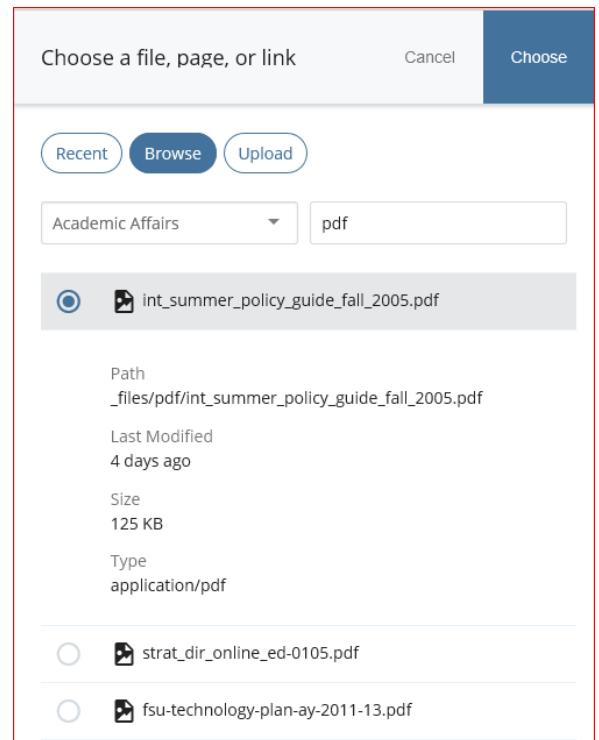
1. To link to a file that is within your site, first highlight the link text (text the user will click to follow the link) on the page.
2. Select the **Link** icon squared in green below.



3. You will then see the **Insert/edit link** box. Check the **Internal** box.
4. Click on "Choose File, Page, or Link".



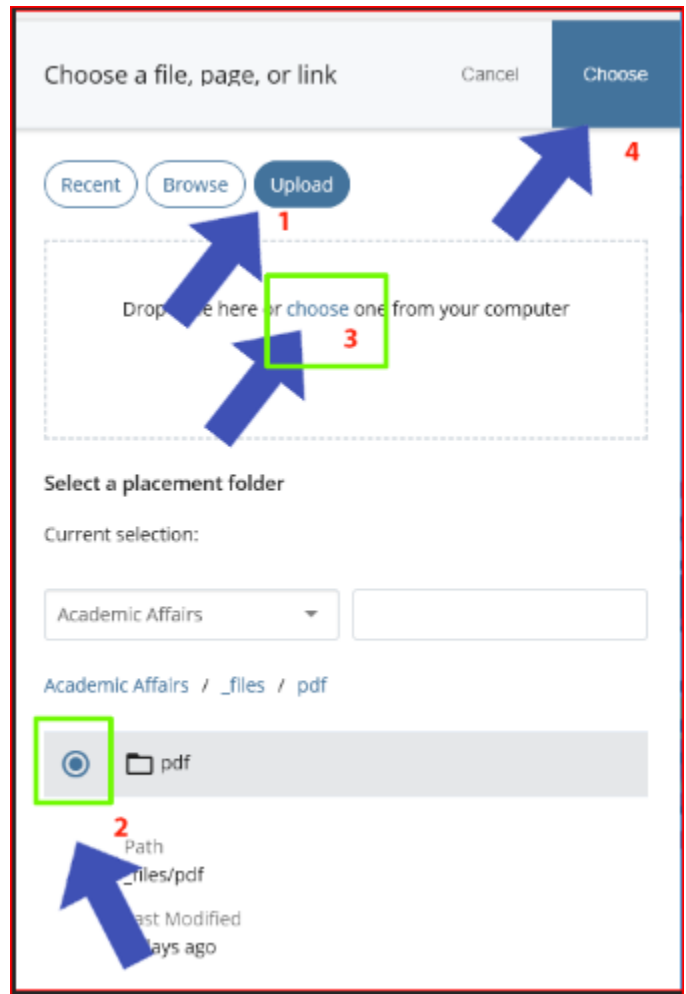
5. You can then use the **Recent** button or the **Browse** button. Both options have a search bar available.
 - Click on **Recent** to see the most recently accessed files in your site. You can use the **Search** field if you wish.
 - Choose **Browse** to manually find the page you want, or choose **Browse** and then use the **Search** field to search for a file in your site.
 - You also have the option of uploading a new file that you want to link to. Click on **Upload** and follow the steps in the **Uploading & Linking to a New File** section.



6. Once you find the page click the circle beside it and click **Choose**.
7. Back at the **Insert/edit link** box you can use the **“Target”** field to choose if the link will open in a new browser tab. Choose “New window” for this option.
8. Click **Ok** when complete.

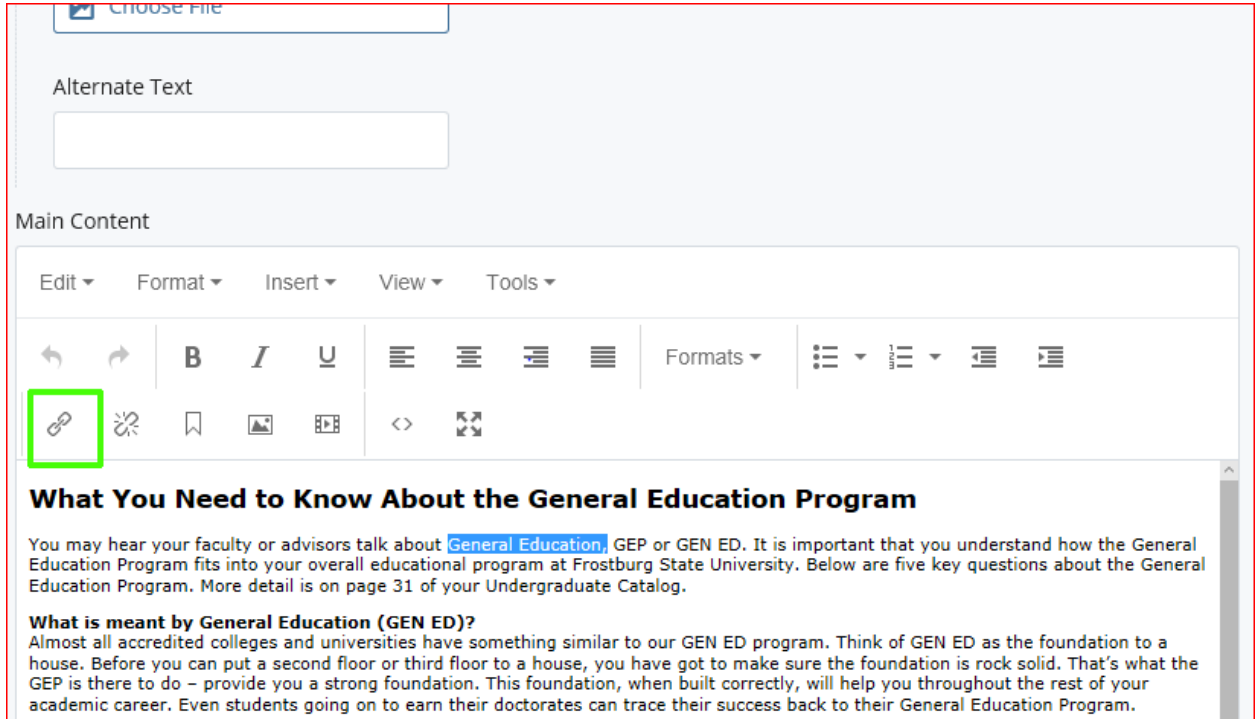
Uploading & Linking to a New File (PDF, DOC, XLS...)

1. Select the **Upload** button.
2. Select the placement folder (the folder where the file will be saved). This will usually be “_file/pdfs” or “_file/others” based on file type. Make sure the circle next to the folder you are choosing is selected.
3. You can then click **choose** (3 on image, squared in green). Select the file from your computer that you want to upload.
4. Finally, click **Choose**.

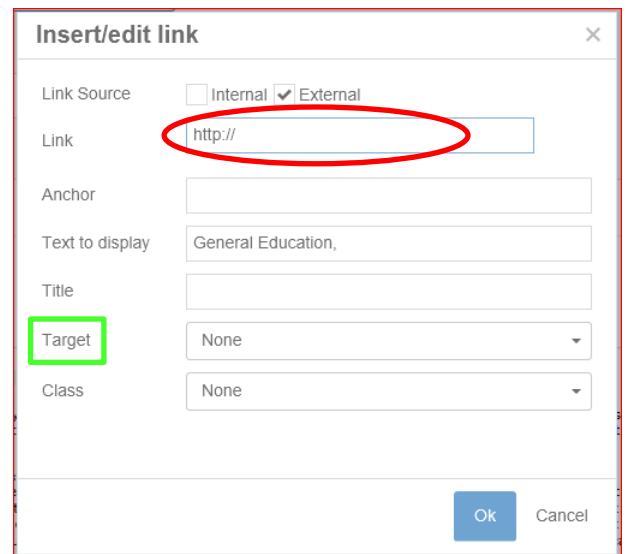


Inserting an Email Link

1. To have text linked for email, first highlight the link text (text the user will click to follow the link) on the page.
2. Select the **Link** icon squared in green below.

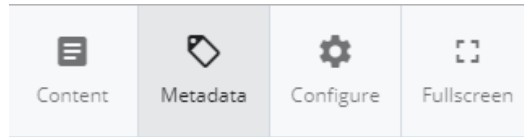


3. You will then see the **Insert/edit link** box. Check the **External** box.
4. Click in the **“Link”** field and replace the **“http://”** with **“mailto:”** followed by the email address.
 - o Example: `mailto:faculty@frostburg.edu`
5. Click **Ok** when complete.



Page Metadata Content (optional)

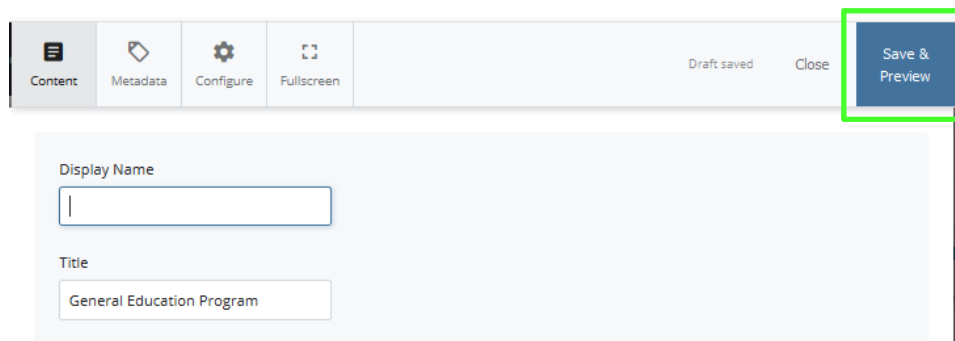
When editing a page, multiple tabs are at the top of the window. The Content tab is the only tab with required fields, but the Metadata tab also has some fields you may want to edit (descriptions of tags can be found at <https://moz.com/blog/seo-meta-tags>). “Start Date” and “End Date” fields will allow you to automatically publish and remove the page from the site.



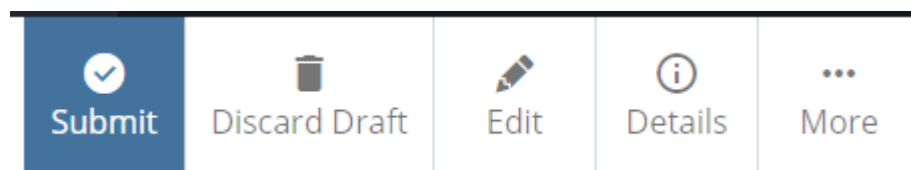
To Save a Page

Please be aware, **you must perform 4 steps to save a page.**

1. When you finish editing a page, click on the **Save & Preview** button in the upper right.



Any changes you made will now be available for you to preview, letting you see the draft of what the page will look like when published. If you no longer want to keep these changes, you can choose **Discard Draft** from the top right (pictured below) to undo all changes. If the page needs more editing, you can select the **Edit** button.



2. If the page is ready to be published, click **Submit**. A new window will appear.
 - a. Enter any comments you may have about what was done to the page, or leave the field blank.
 - b. Leave Spelling, Accessibility, and Broken Links boxes checked. The CMS will check for spelling errors, accessibility issues, and broken links while saving. You will then be able to review any issues.

3. Next click on **Submit** again. You will see any errors on the page.

Enter Comments

Comment on the changes you made.

Select Content Checks

Spelling Accessibility Broken Links

No workflows available

[Submit](#)

a. If spelling errors are reported, you can fix them immediately from this screen, or ignore the word/add it to the dictionary if accurate.

Spell Check
[Back to page](#)Skip remaining content checksBackNext

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

tasting

tasting

teasing

testing

toasting

yeasting

attesting

b. If any broken links are reported, and no errors are evident from the screen below, you must double-check them by clicking the links on the page; they may actually be working and could be ignored (in which case you can select **Ignore**). To double check the links you can click on “Back to page” to review, or check them after the page is saved.

Link Check
[Back to page](#)Skip remaining content checksBackNext

Broken Link	Link Text	Actions
❓ http://www.frsotburg.edu/	Frostburg.edu	<input type="radio"/> Ignore <input checked="" type="radio"/> Fix

- c. If you included tables on the page you will need to provide any tags necessary.
4. Continue to click **Next** until the review is complete and you are taken back to the page, now updated with the changes. If it is a new page, it will appear in the Site Content panel.

Skip remaining content checks

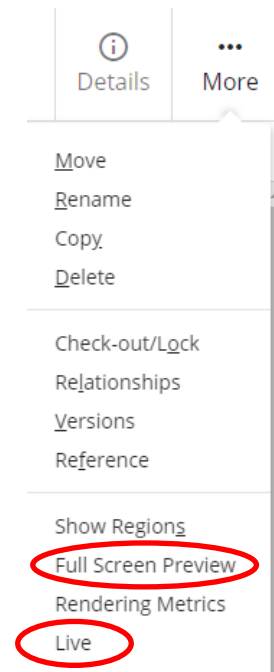
Back

Next

To Preview or Review a Page

There are different ways to preview/review the page as a visitor would see it. When you save the page you see it in the Cascade main content window, but the mouse triggers different pop-ups and reactions in this state.

1. To see what the visitor would see on a live site after the page is published click the **... More** button, and select **Full Screen Preview** to preview the page in the browser.
2. Alternately, to see the current version of the page (which will be different while your changes go unpublished), click **...More** and then **Live** to view the page in the browser.



When and How to Publish

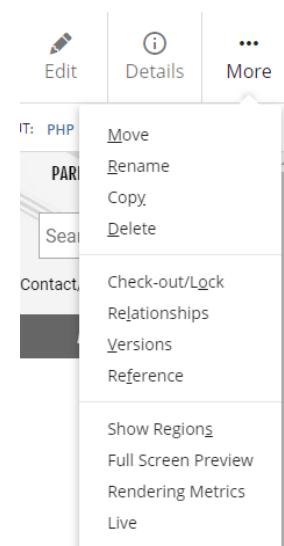
If you make changes to a page, it will need published before you will see those changes on internal.frostburg.edu. To publish a page, submit a new Web Help Desk ticket. The request type will be Website > Publish CascadeCMS Page. You will need to include the page URL in the ticket field “Webpage url”.

If you included JavaScript on your page please note this in the ticket.

The Page “More” Menu and Changing a Page URL

When viewing a page, the ... **More** menu in the top right corner gives additional actions for a page.

- **Move** – This will allow you to move the page to a different folder or site. This will affect where the page is located on the site.
- **Rename** – allows you to change what appears in the URL for the page. Please make sure to keep all URLs lowercase, using only dashes with no special characters or spaces.
- **Copy** – Creates a copy of the page.
- **Delete** – Removes the page.
- **Unpublish** – Removes the page from the FSU site. Unpublish will not be available to all users.
- **Versions** – Shows previous versions of this page. You can revert to other versions of the page.
- **Live** – Shows this page currently on the live www.frostburg.edu site.



Managing Navigation

ACADEMICS

ACADEMICS

GRADUATE PROGRAMS

COLLEGES & DEPARTMENTS

HONORS PROGRAM

ACADEMIC SUCCESS NETWORK

LIBRARY

STUDY ABROAD

OTHER INSTRUCTIONAL SITES

CALENDAR

Generally, the Left Navigation will display the other pages and folders of the current folder the page is located in. If the path for the page is “Your Site:/academics/Students/” the Left Navigation will display other folders and pages in “Your Site:/academics/Students/”.

Please see the **Create New Page / Edit Page Screen Fields** section for more on adding/removing the menu from a page, or removing/including a page in the menu.

Reordering Pages in Left Navigation

You can change the order items are listed in the menu.

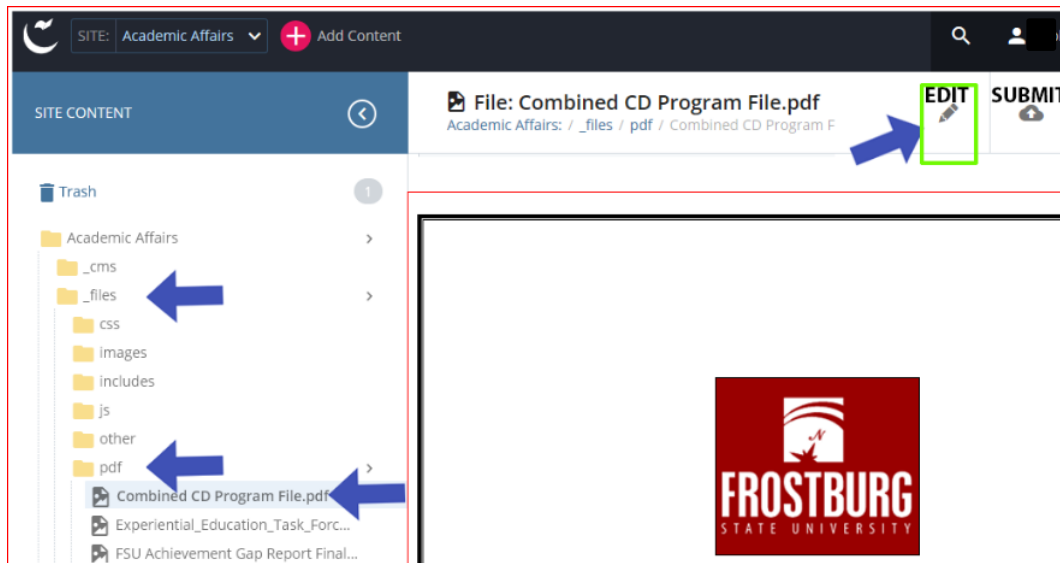
1. In the Site Content Panel, select the gray hover arrow of the folder containing the pages or right click the folder and select “View” from the menu. The folder will open in the Main Content area.
2. In the Main Content area, you will see that the content has different column headings, including Name and Order. Click Order.
3. The items should now be ordered numerically, and you can drag and drop into the new desired order.
4. Once you make any changes to the navigation order your site will need republished or the changes will not take effect.

Name	Order	Type	Last Modified
<input type="checkbox"/> _files	5	Folder	a year ago

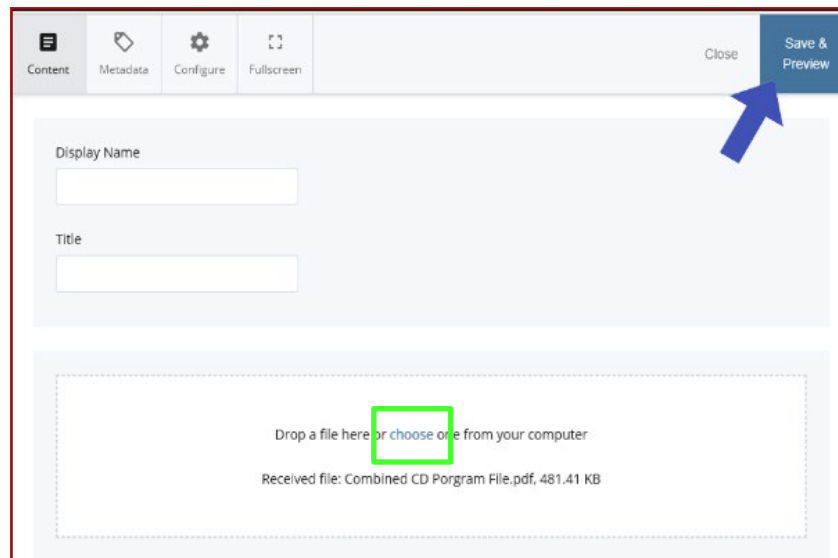
Updating a File

(Applies to image, pdf, docx, xlsx, ppt, etc. files)

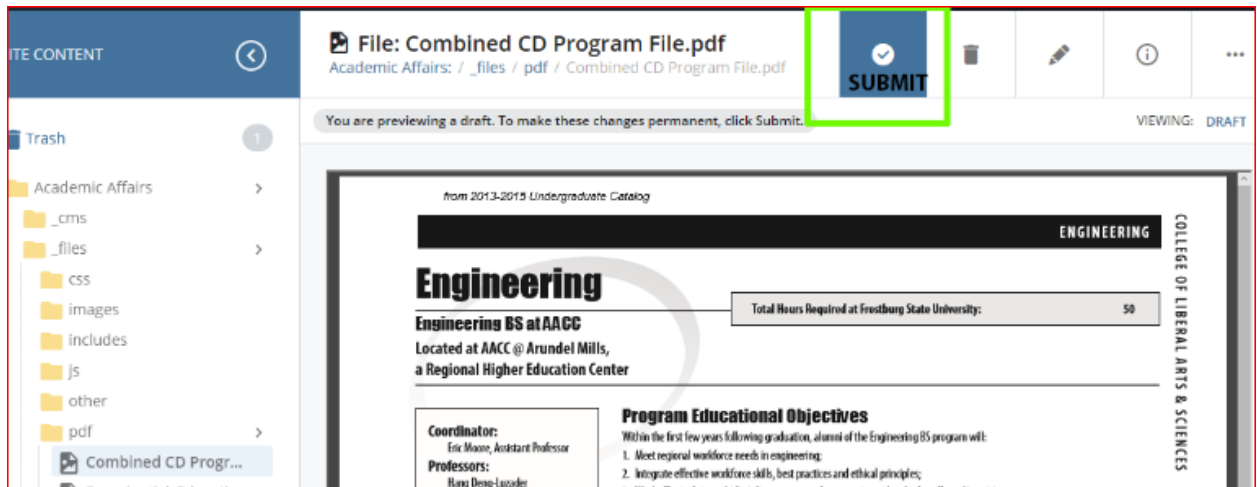
1. Use the Site Content panel to navigate to the file. A PDF “**Combined CD Program File.pdf**” will be used in this example.
2. Select the file. You will see the file load in the Main Content area.
3. Click on the **Edit** icon at the top of the Main Content area.



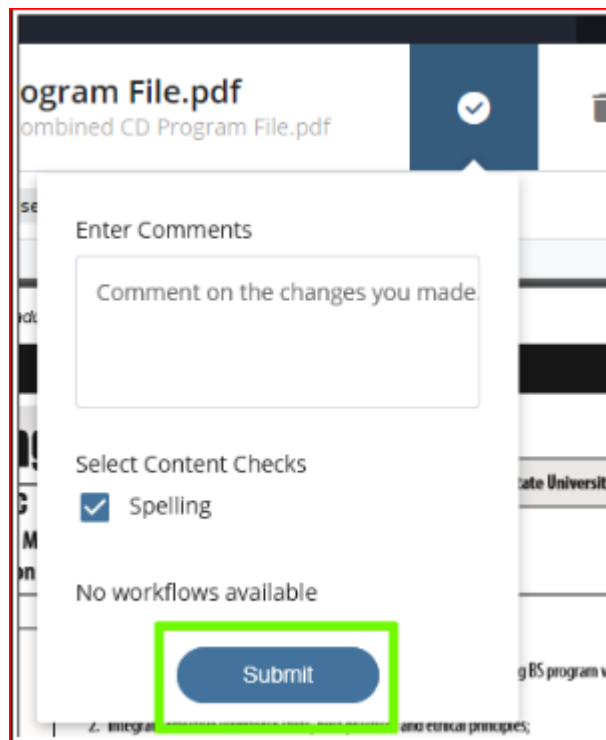
4. The file upload window will appear. Click on **choose** (squared in green below) and find the updated file to upload.
5. Select **Save & Preview**. At this point, **the new file HAS NOT been saved**.



6. To save the updated file in place of the old one, in the Main Content area, click **Submit**.



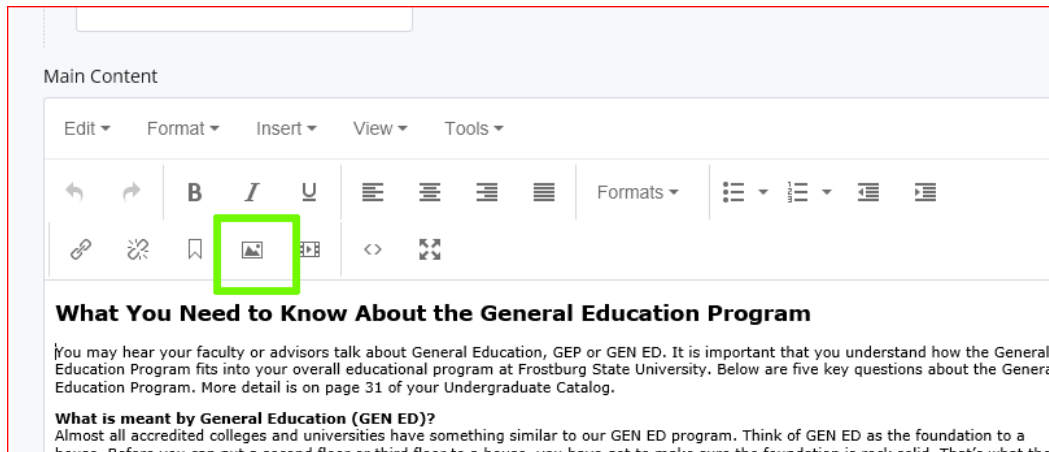
7. Click on **Submit** in the submission box. This will save the updated file in place of the old one.



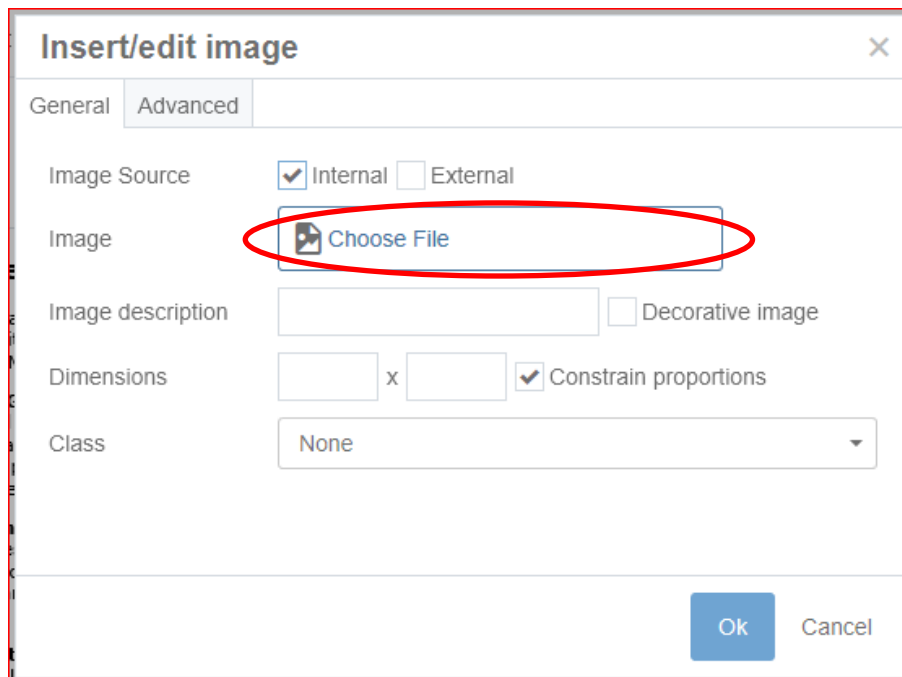
Working with Images

Insert an Image

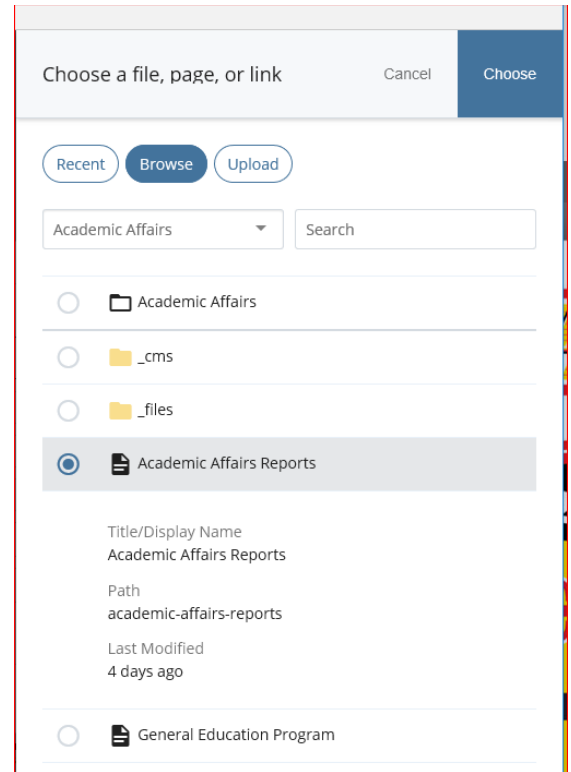
1. In the Main Content section of the page create/edit screen, place your cursor at the location on the page you want to insert an image.
2. Click the **Image** icon.



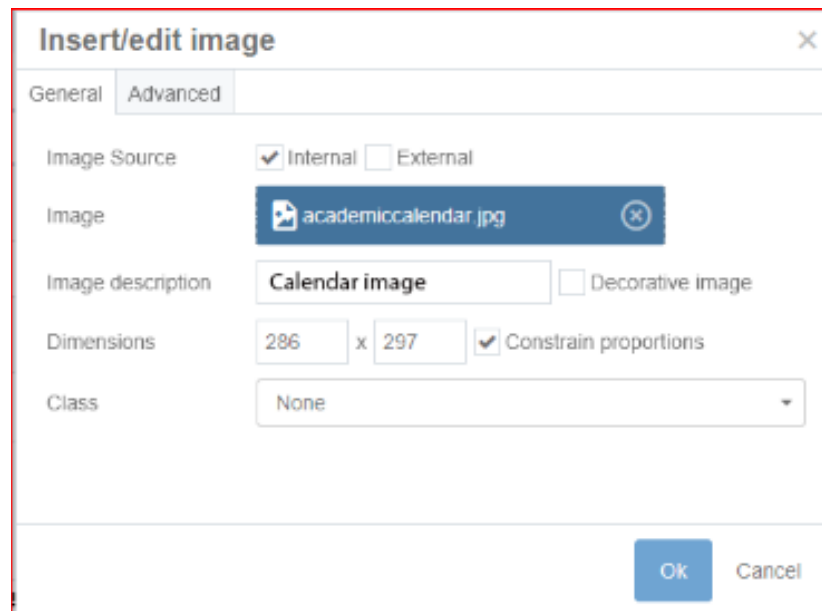
3. You will then see the **Insert/edit image** box. Check the **Internal** box.
4. Click "Choose File".



5. You can then use the **Recent** button or the **Browse** button. Both options have a search bar available.
 - Click on **Recent** to see the most recently accessed files in your site. You can use the **Search** field if you wish.
 - Choose **Browse** to manually find the image you want, or choose **Browse** and then use the **Search** field to search for an image in your site.
 - You also have the option of uploading a new image to use. Click on **Upload** and follow the steps in the **Uploading & Inserting a New Image** section.

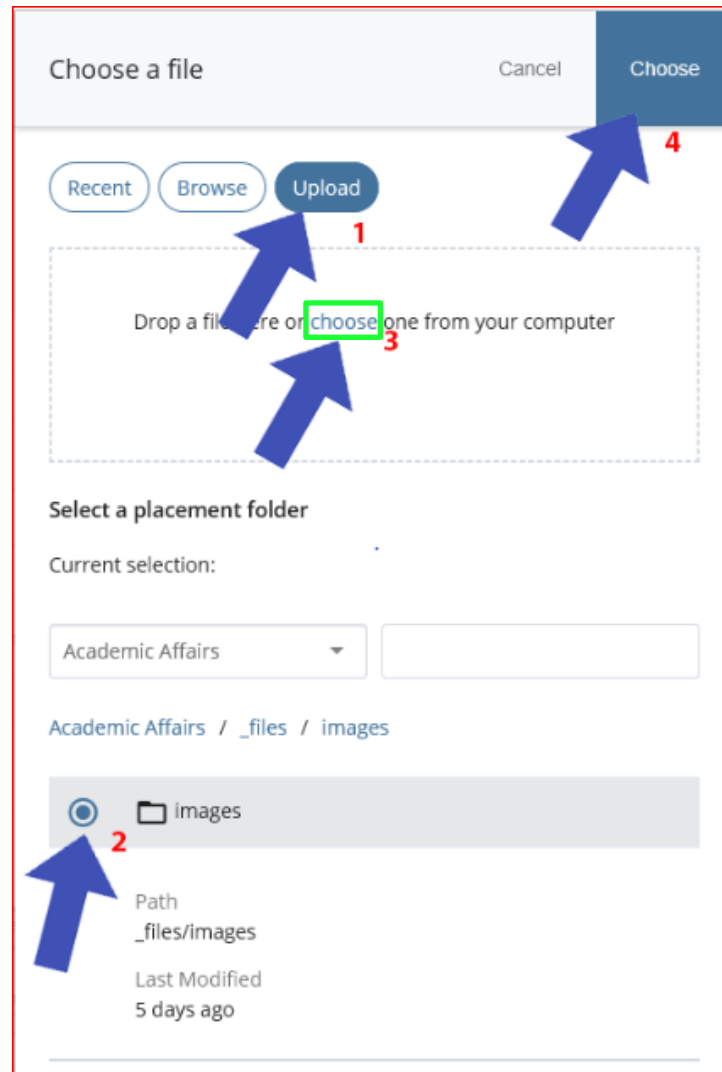


6. After returning to the **Insert/edit image** box, you must enter an **“Image description”** for the image.
7. Click **Ok** when complete.

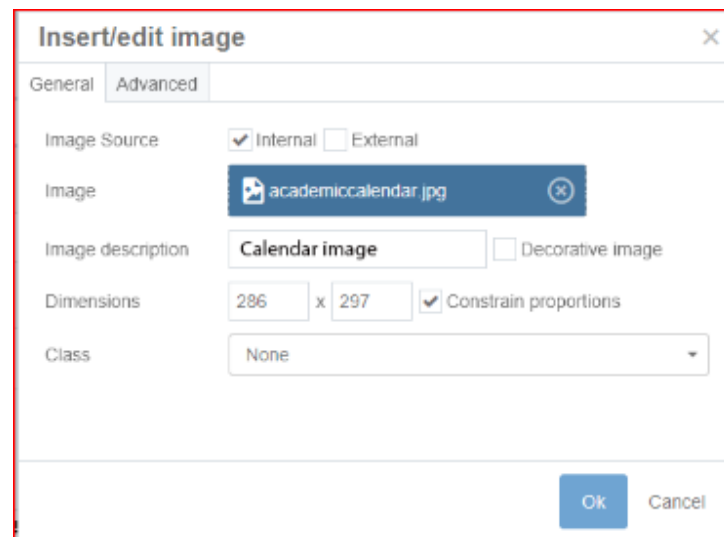


Uploading & Inserting a New Image

1. Select the **Upload button**.
2. Select the placement folder (the folder where the file will be saved). This will usually be “_file/images”. Make sure the circle next to the folder you are choosing is selected.
3. You can then click **choose** (3 on image, squared in green). Select the image from your computer that you want to upload.
4. Finally, click **Choose**.



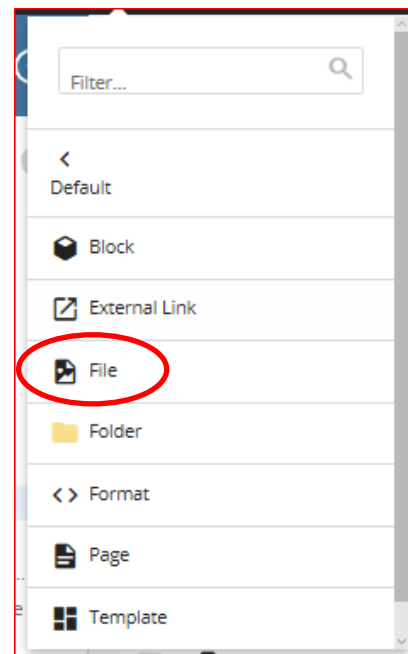
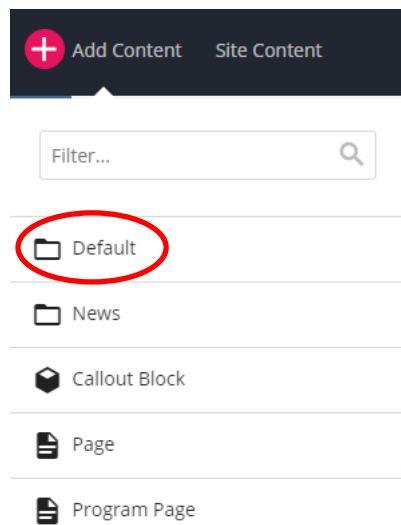
5. You will return to the **Insert/edit image** box. You must enter an “**Image description**” for the image.
6. Click **Ok** when complete.



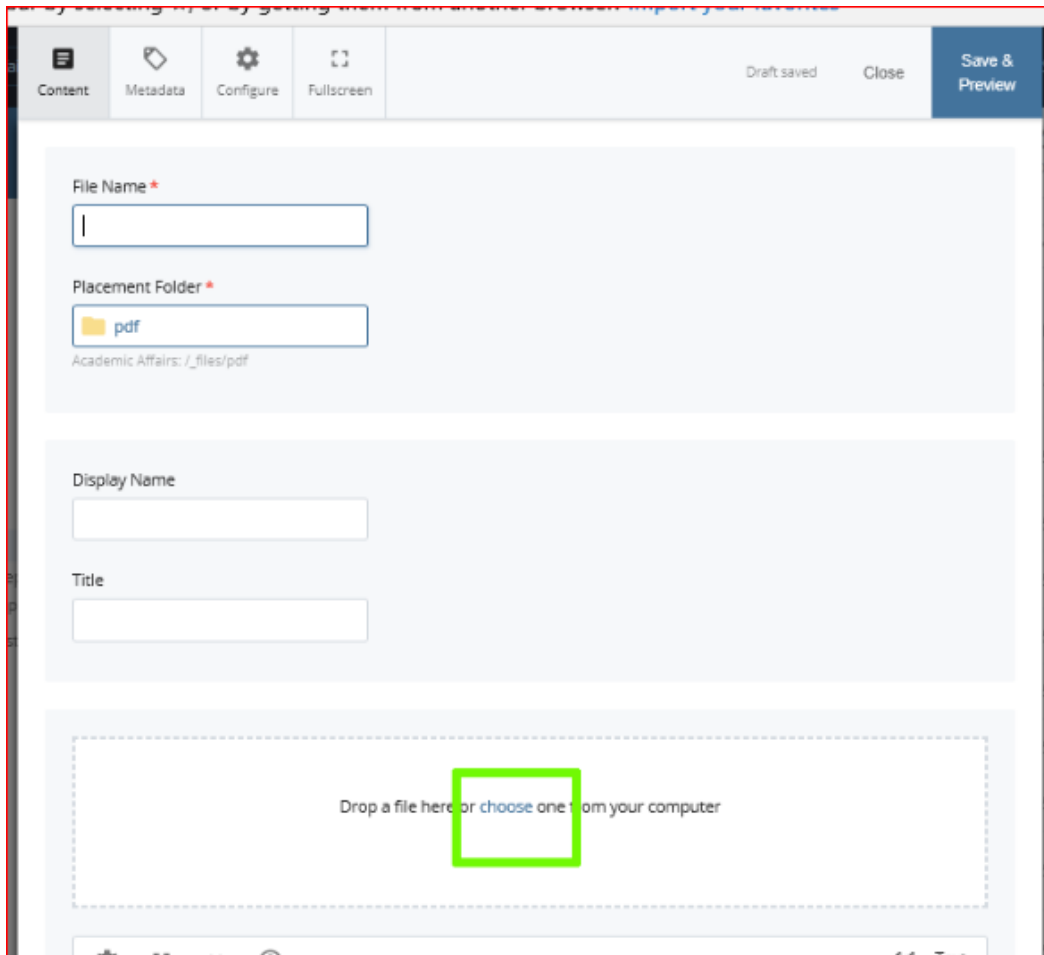
Uploading Multiple Files at Once

Before uploading, create a ZIP file on your computer containing all the files you want to upload. Once you have the ZIP file, follow these instructions to upload and unpack the file.

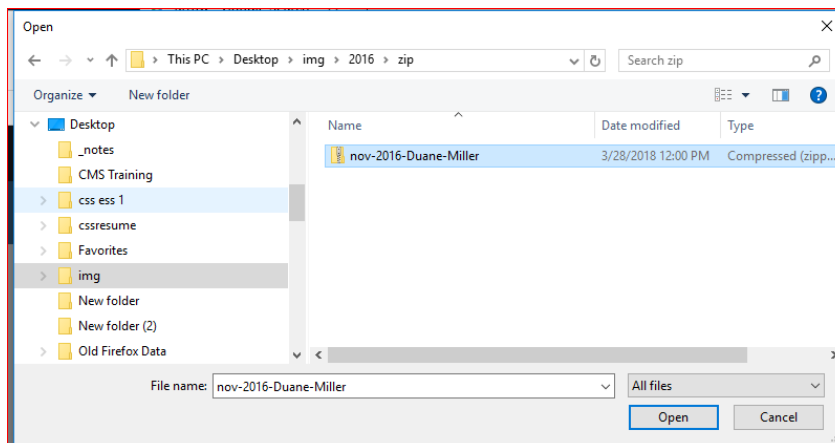
1. Create a folder to hold the uploaded files (See the **Create a Folder** section), or if a folder already exists, open it. You can be sure you are in the folder if the contents of the folder are displayed in the Main Content area.
2. Choose **+Add Content**.
3. Select Default.
4. Select File.



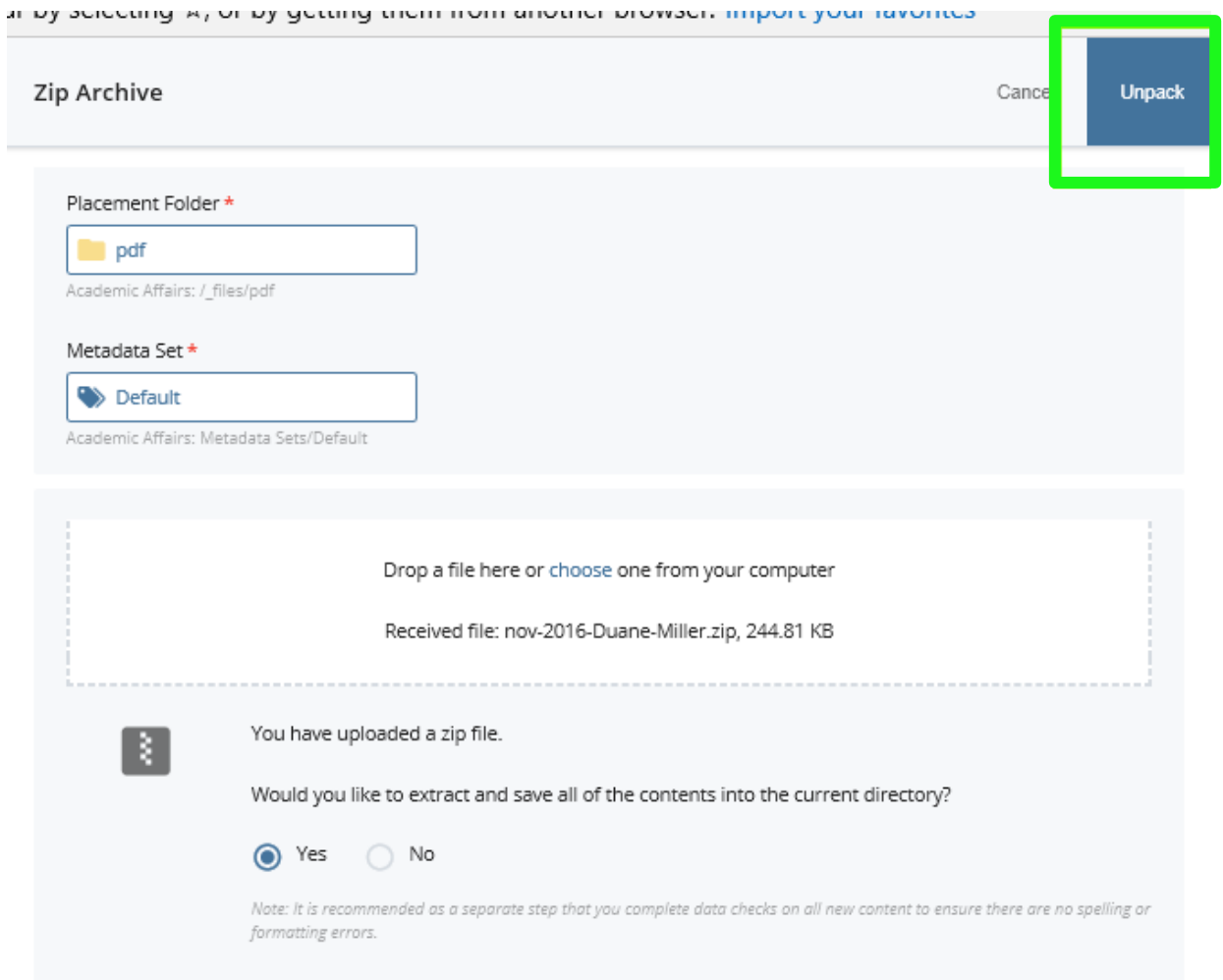
5. In the window that appears, select choose (squared in green below).



6. Select the ZIP file on your computer and click **Open**.



7. At the bottom of the upload window you will see the question: “**Would you like to extract and save all of the contents into the current directory?**” Select **Yes**. When you do, the file is uploaded and you can now unpack the ZIP file.
8. Click the **Unpack** button. The files are then placed in the specified folder in Cascade.



Other CMS Resources

_common

There are common items, such as blocks and images, that may be useful to different sites across the University which are stored on this site. When the Web Team writes something that can be used on other pages they place the content here. Content that is posted in the _common site can be freely used by any site.

Style Guide

It is highly recommended that you read the Style Guide for FSU web publishing; however, this section will also provide the top rules.

No CSS Alterations

Do not attempt to add, alter, or remove CSS from the FSU site through the use of additional CSS files or the <style> tag. There is a scanner built into Cascade that alerts the Web Team to any CSS that has been added. It will be immediately removed, and the contributor's access to Cascade will be revoked.

JavaScript Must Be Reviewed by Web Team

JavaScript can be a very versatile, but very finicky language. Due to this the Web Team must review any JavaScript written by staff or taken from third party sites before content is moved to the main site. If you included JavaScript in your site please note this in the Web Help Desk ticket.

Do Not Take Images from Google

The Publishing Team has undergone work to provide many high quality pictures, so do not take images from Facebook, Google, or other internet sources. ***Doing so is highly illegal.*** There has already been one department with legal trouble and had over \$1,000 USD removed from their budget to pay for the usage of a stock image.

Revision 004 – November 27, 2018