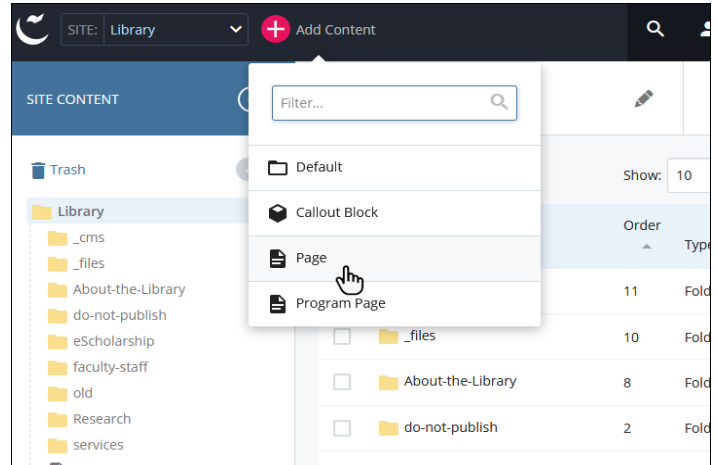


# #1.1 Cascade Content Management System Quick Sheet

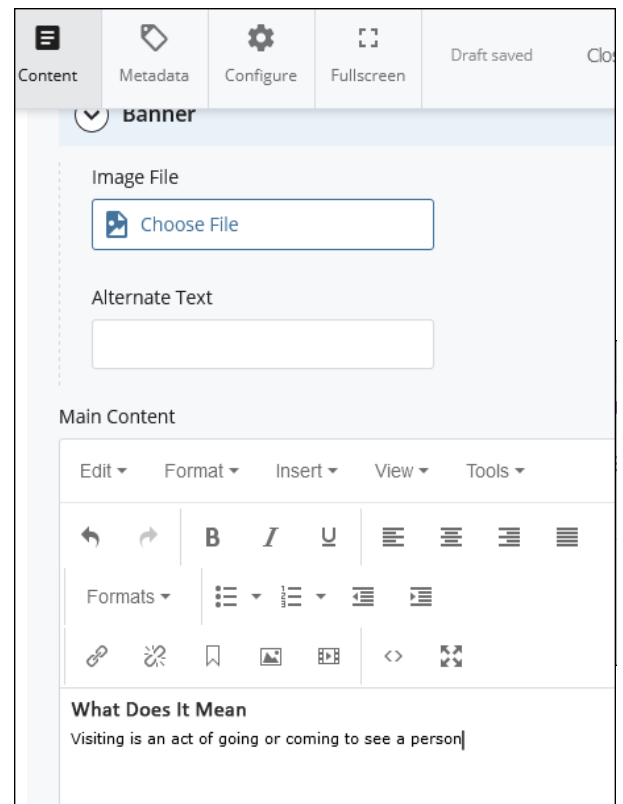
## Create a New Page

1. Log into Cascade at **cascade.frostburg.edu:8080** and select your **SITE** (in the upper left area of the Dashboard).
2. In the header area of the Cascade screen, click on **+Add Content** and then **Page** (top image).
3. You will see the **Create New Page/Edit Page** screen. Complete the important fields as discussed below.



### Important Fields

- **Display Name** – Cascade uses this field - leave it blank.
- **Title** – This field is the title of the page in the Main Content area.
- **Main Content** – This area holds the primary information you want to convey for the page (middle image). The Main Content section is a fully WYSIWYG editor that works much like Microsoft Word.
- **Callouts** – This area, below the Main Content area, lets you add or remove callouts - blocks of information – to the left or right columns on your pages. A block will have to be created ahead of this step to be added to a page. The web team can assist with callouts.



4. When finished, click the **Save & Preview** button (bottom image). You are ready to submit and check the page. The page is **not** saved until you go through the submit and page check process.
  1. Click the **Submit** button.
  2. Then click **Submit** again.
  3. Address any reported issues.
  4. Your page is now saved.

