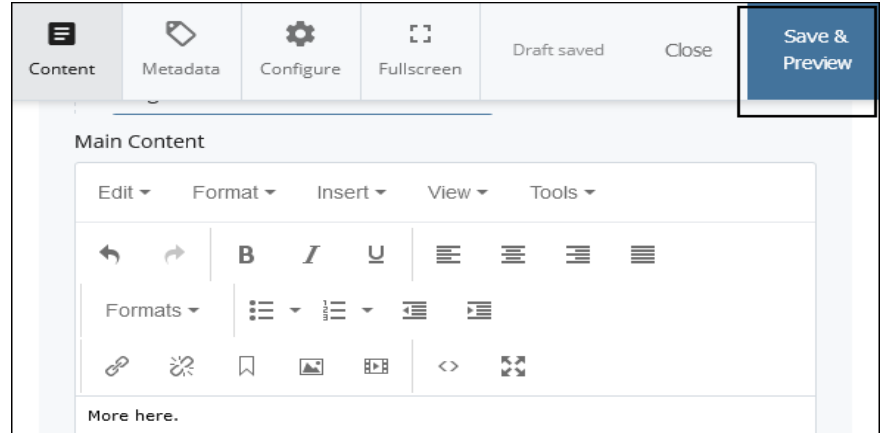


#2 Cascade Content Management System Quick Sheet

Save a Page

You will reach this point after logging into Cascade, selecting your site, selecting the page you want to edit and making your changes. Now follow these steps to save the page.

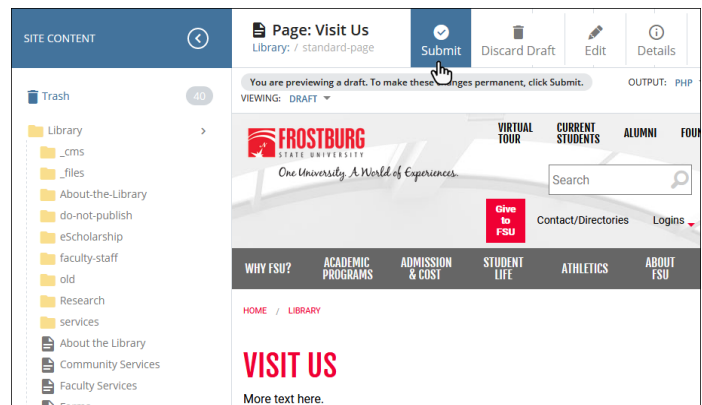
Click the **Save & Preview** button (top image).



Next click the **Submit** button to finalize the changes (second image).

When you click **Submit** you should get another popup that asks for a comment on what changed on the page (bottom image). This is just for versioning purposes and only other Cascade editors can see the comment. Just give a brief description of what changed. Click the blue **Submit** button to continue.

Cascade will now walk you through the Spell Checker, Link Checker, and Accessibility Checker. Each of these components are extremely important and at no point should be skipped.



- The **Spell Checker** will scan the page for words that are spelled incorrectly or that it does not recognize. Please check all suggestions provided carefully to ensure that your page has no misspellings.
- The **Accessibility Checker** will check for specific ADA compliance issues that FSU has faced in the past. Cascade will provide helpful hints and details on how to fix the issue, however if you are unable to fix the problem please contact the web team.
- The **Link Checker** will check that all links are go to real pages. If Cascade reports a problem please personally check that the page exists before continuing.

