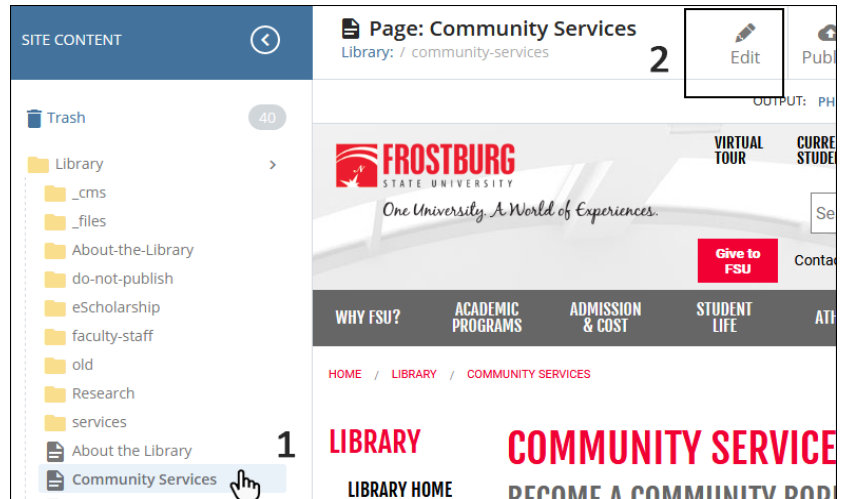


#3 Cascade Content Management System Quick Sheet

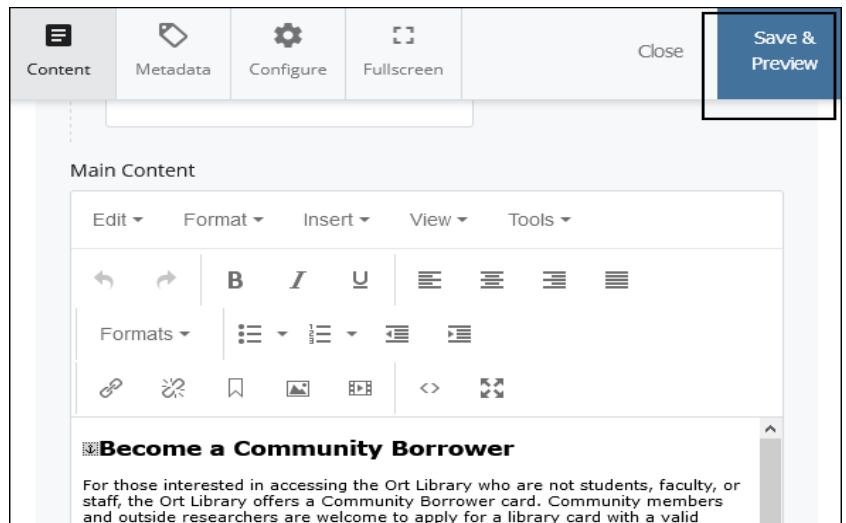
Edit a Page

1. Log into Cascade at **cascade.frostburg.edu:8080** and select your **SITE** (in the upper left area of the Dashboard).
2. In the SITE CONTENT area, go to the page you want to update. Click on the file (1 in top image) and then click on the **Edit** button in the upper right area (2 and outlines in top image).
3. You will see the **Create New Page/Edit Page** screen. Go down to the **Main Content Area** and make your changes (bottom image).



Note: At times you may want to split the Main Content area to have 2 columns. You must use callouts to add content to the right-most column.

- **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 pill **Submit** button.
 2. Then click **Submit** again.
 3. Address any reported issues.
 4. Your page is now saved.