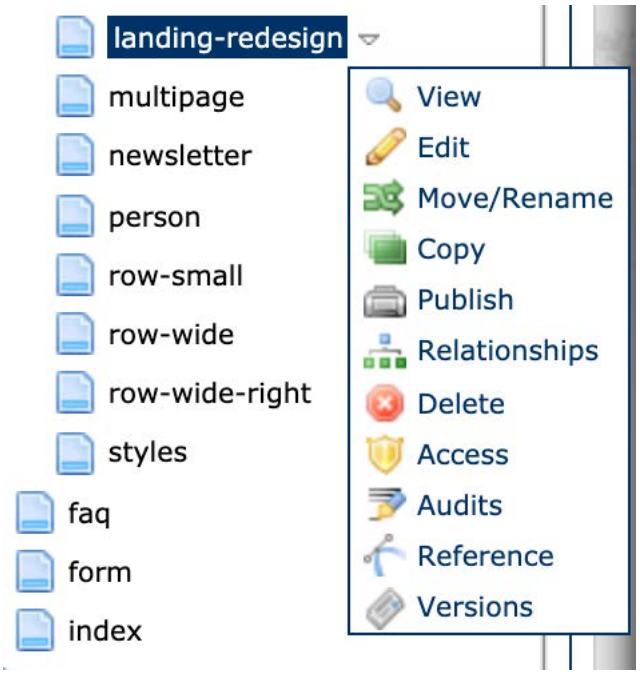
CASCADE GUIDE AND TIPS TABLE OF CONTENTS

THE NEW CASCADE (FROM VERSION 7.10.2 TO VERSION 8.12.0)

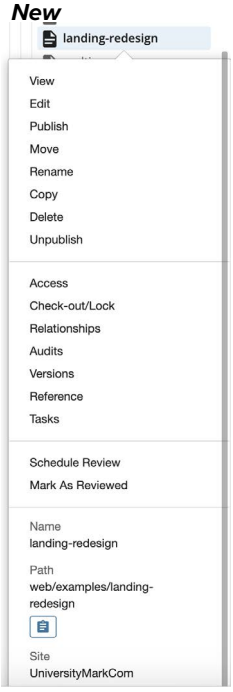
There are some changes between the old version of Cascade and the new one. Here are some common things that are used and where they are at on the new version.

Drop Down Options

Old



New

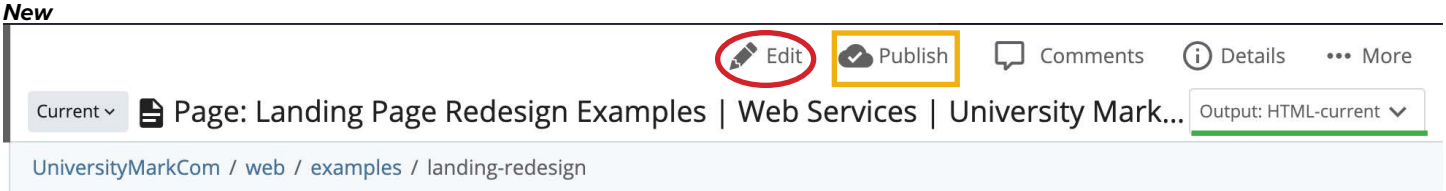


The old version has an arrow that drops down with options. To access this in the new version you must right click on the name instead.

Where Edit, Publish and Output have moved to

Old

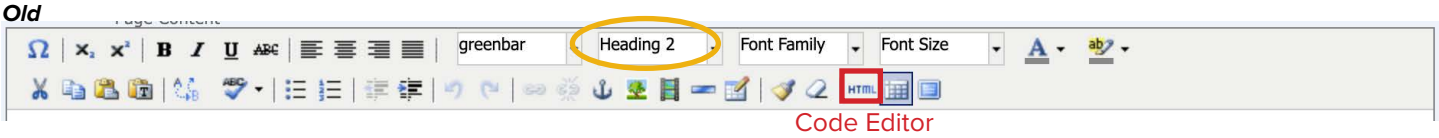
New



In the Edit Window

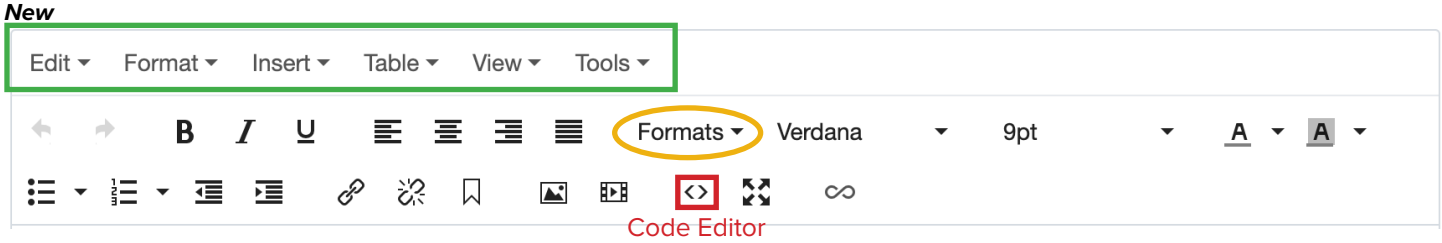
The look of the new editor has changed quite a bit but everything is in the same order as before. Here are some things and where they are now.

Old



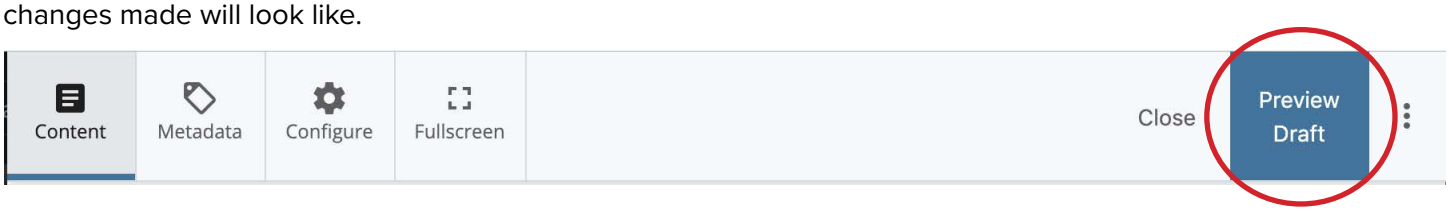
New drop down menu. Look here if you can't find something in the text editor.

New

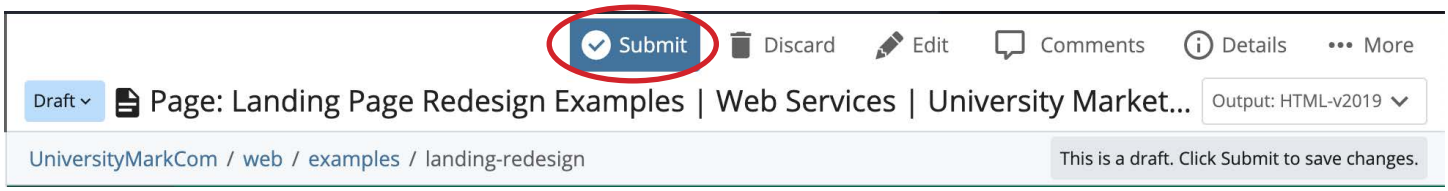


Submitting

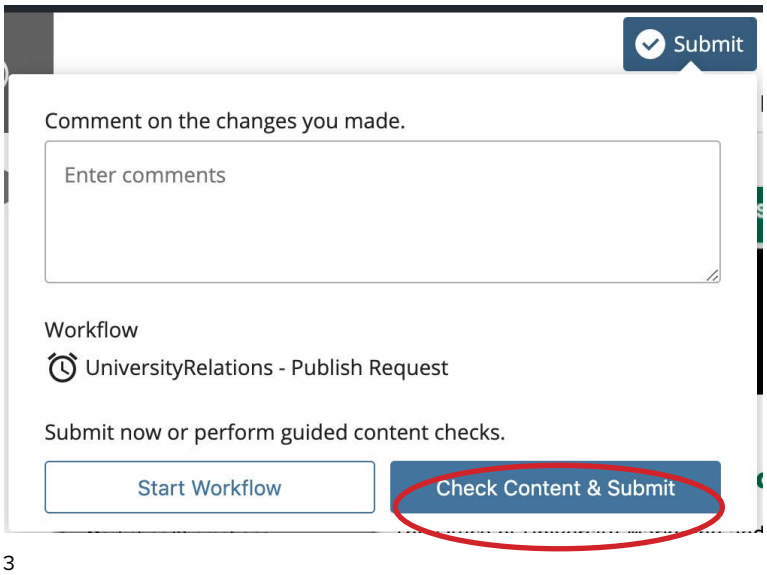
When ready to submit the changes that you made, you can hit "preview draft" on the top right to see what the changes made will look like.



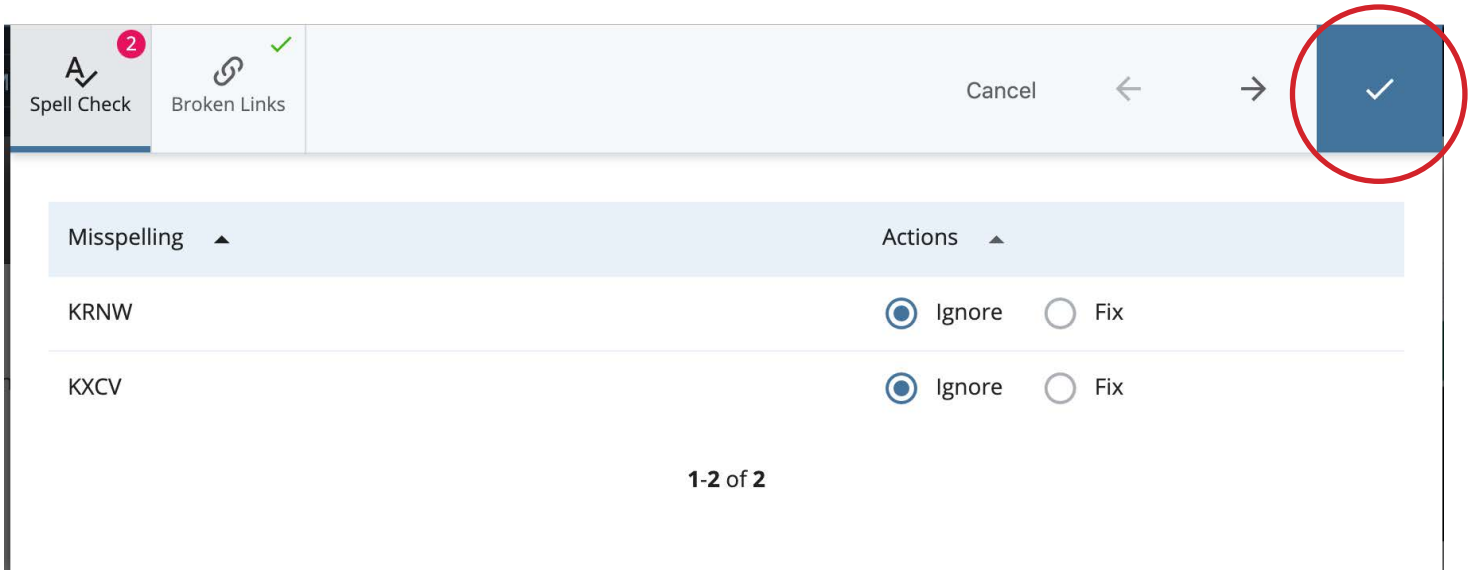
Then hit "submit" on the top of the page, or hit "edit" to continue editing.



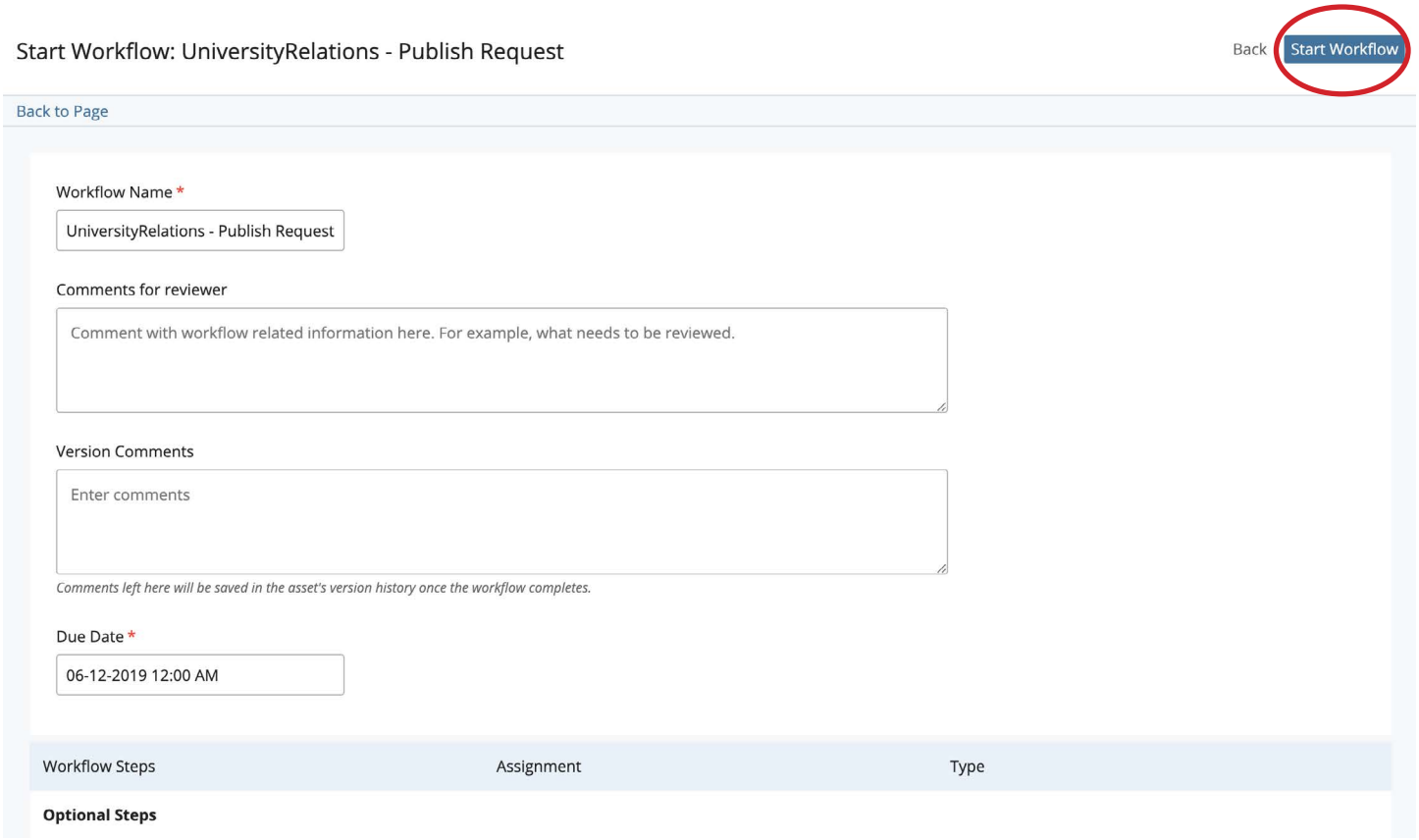
Then hit "Check Content & Submit" in the pop-up window.



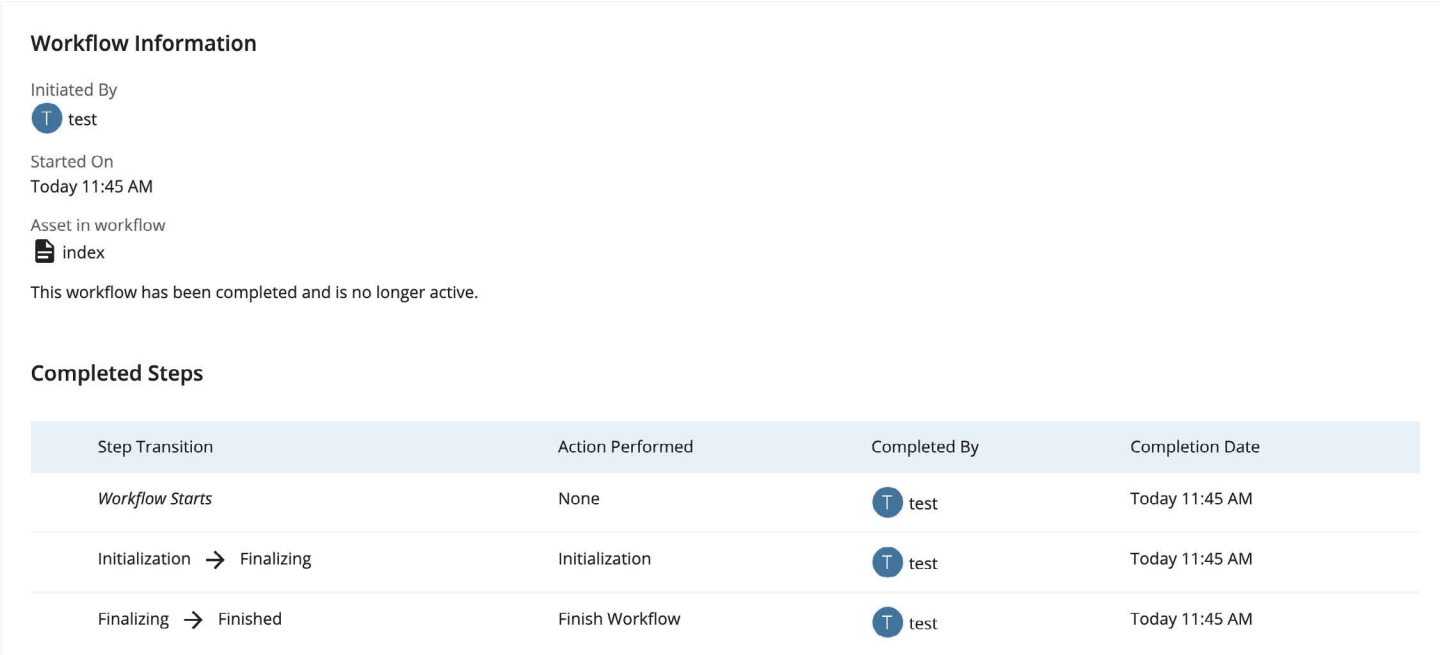
After selecting “check content & submit” it will bring you to a page that shows you any misspelled words and broken links. You can fix them and then when you are ready hit the check mark to continue.



You will then be taken to a window where you can start the workflow. Hit “Start Workflow” to submit the page to get published.



After starting the workflow a member of the web team will look at it as soon as possible and publish it for you. You will see a window that looks like this when you have successfully submitted the workflow.



Workflow Information

Initiated By
test

Started On
Today 11:45 AM

Asset in workflow
index

This workflow has been completed and is no longer active.

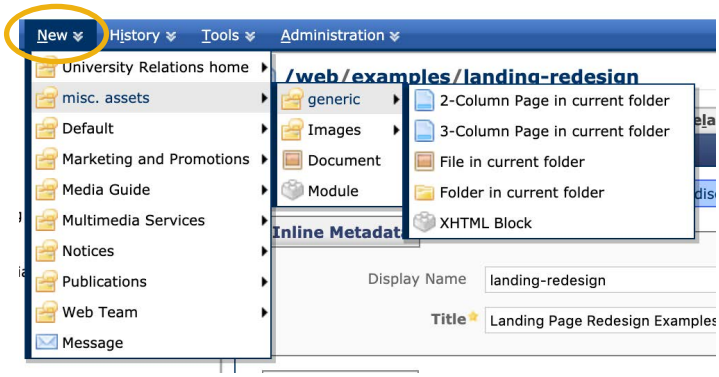
Completed Steps

Step Transition	Action Performed	Completed By	Completion Date
Workflow Starts	None	test	Today 11:45 AM
Initialization → Finalizing	Initialization	test	Today 11:45 AM
Finalizing → Finished	Finish Workflow	test	Today 11:45 AM

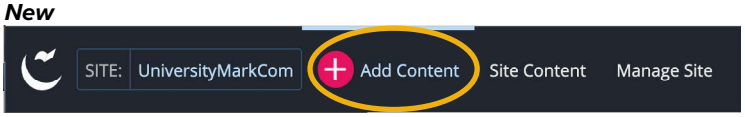
Adding New Assets

To add new content click on the pink circle with the plus that says “Add Content” then you will have the same folder options as before to add your new asset.

Old



New

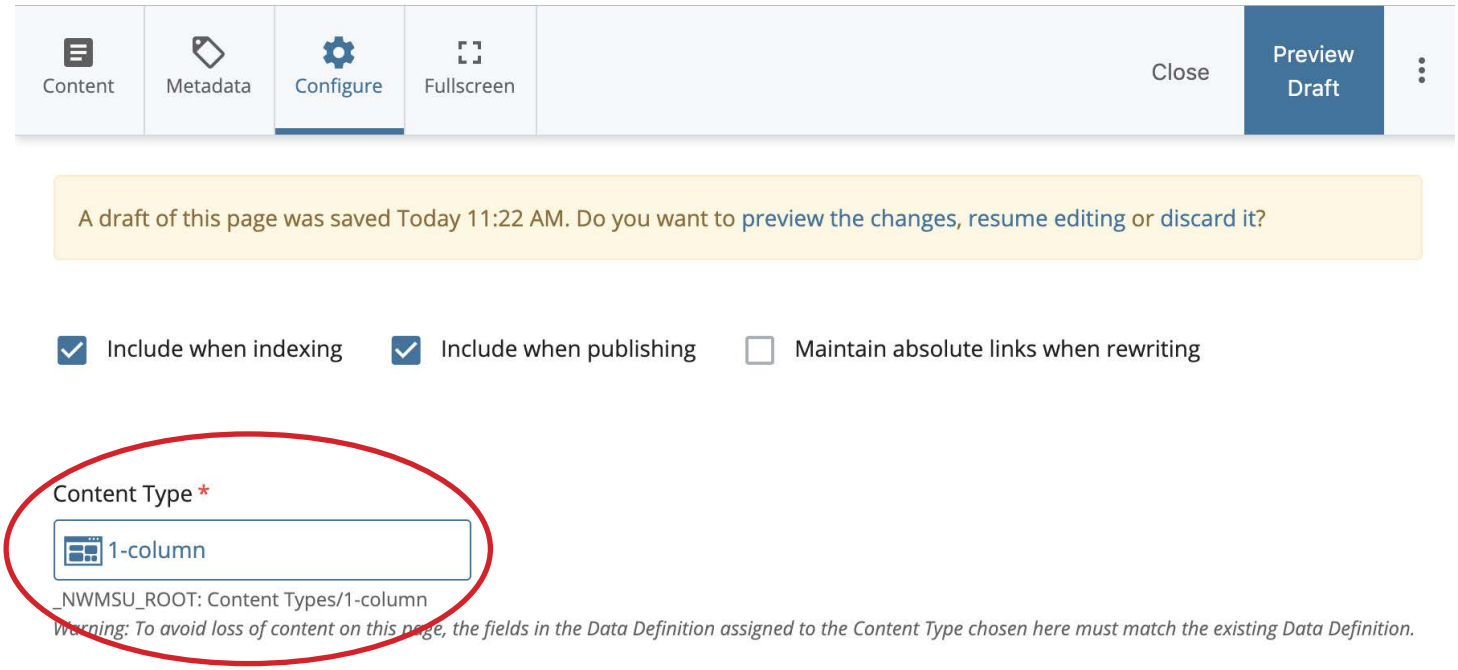


Adding Multiple Images at a Time (formerly zip archive tool)

You can now add multiple images at a time when adding new assets and can no longer upload a group of images using the zip archive tool.

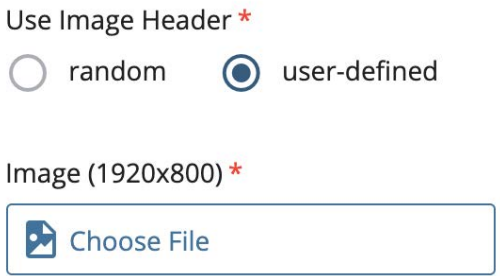
How to select the page type.

You can select the page type in the edit window by going to the “configure” tab.



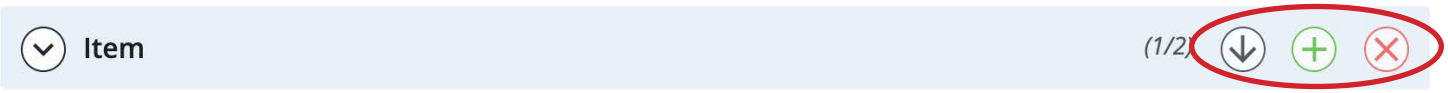
Where can I get images for the header image? What size?

Each page has a header image that is randomly selected. You can choose a specific image by selecting “user-defined.” All header images must be 1920x800px and can be placed in the “headerimage” folder inside the “images” folder. You can go to https://www.nwmissouri.edu/marketing/multimedia/self-service-photos.htm to choose from high-resolution photos. For instructions on how to crop the photo go to https://www.nwmissouri.edu/marketing/pdf/web/Header%20Image%20Instructions.pdf. You may use images taken yourself provided they are high quality and sized appropriately.



How do I add a new section? Delete? Move?

You can turn on different sections depending on what you want to display. Within the sections you add more items by selecting the green plus and remove an item by selecting the red x. You can rearrange the order of the items by selecting the arrows either up or down.



What is a lead section and how to use it?

A lead section is an area of content that can come before the rest of the content and has a blue background separating it from the rest of the content. There are two options you can choose from.

Lead Section Icon/Text

To have a lead section with an icon and text select “icon/text.”

Lead Section *

none icon/text HTML text

Lead Area

LANDING PAGE REDESIGN EXAMPLES

EXAMPLE OF LEAD SECTION.

This is a lead section with an icon. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Lead Section HTML/Text

To have a lead section with an only text select “HTML/text.”

Lead Section *

none icon/text HTML text

Lead Area

LANDING PAGE REDESIGN EXAMPLES

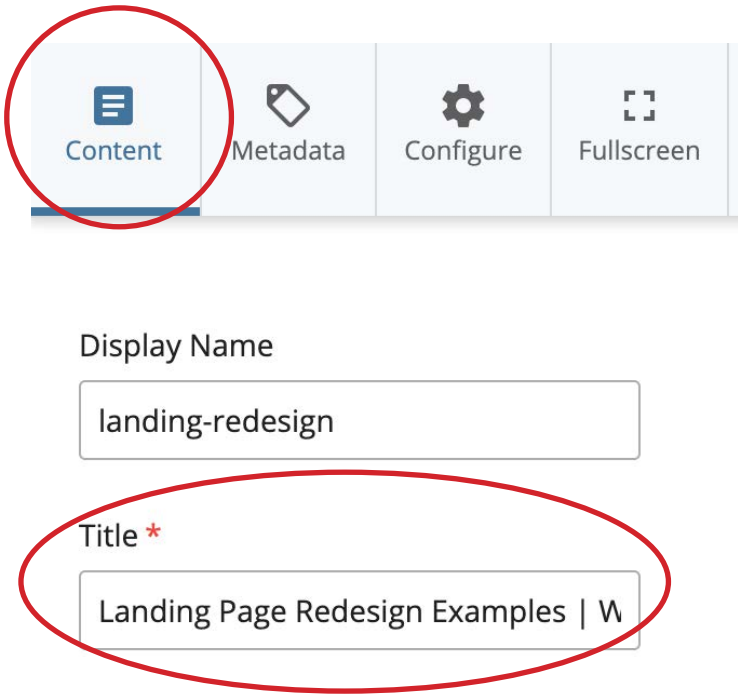
EXAMPLE OF LEAD SECTION.

This is a lead section with an icon. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

How to set page title and keywords?

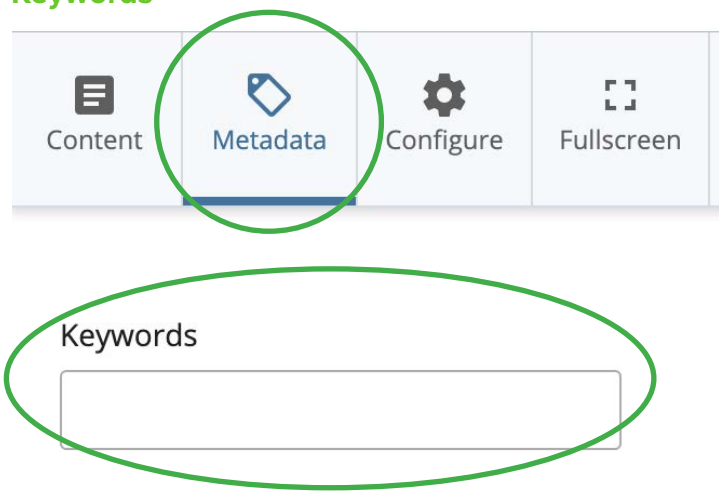
Page titles are what show up in the search results and on the browser tab. To set the page title go to the “edit” window and in the “content” section type the page title in the “title” box. The page title is required for every page.

Page Title



To add keywords to your site, while in the “edit” window, go to the “medadata” tab and then you can fill in keywords in the box.

Keywords



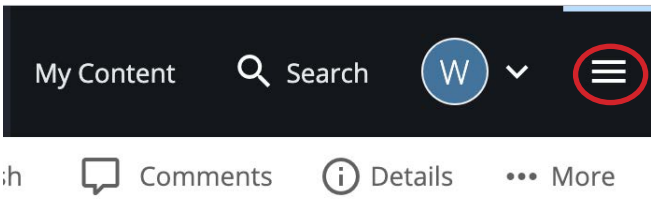
Keywords improve SEO. They are ideas and topics that define what your content is about and helps people find your page when searching for it.

More information and good keyword best practices and tips:

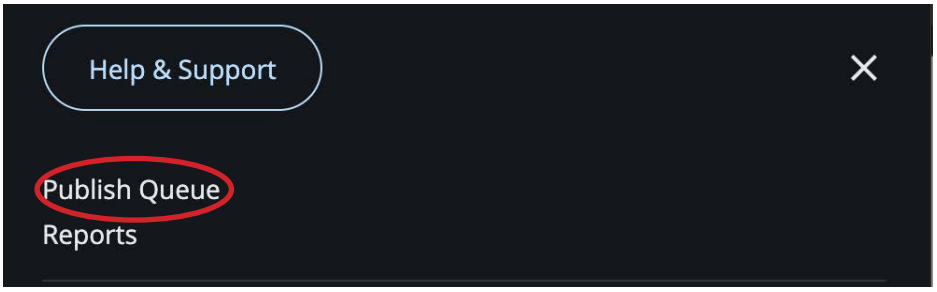
https://www.entrepreneur.com/article/303761

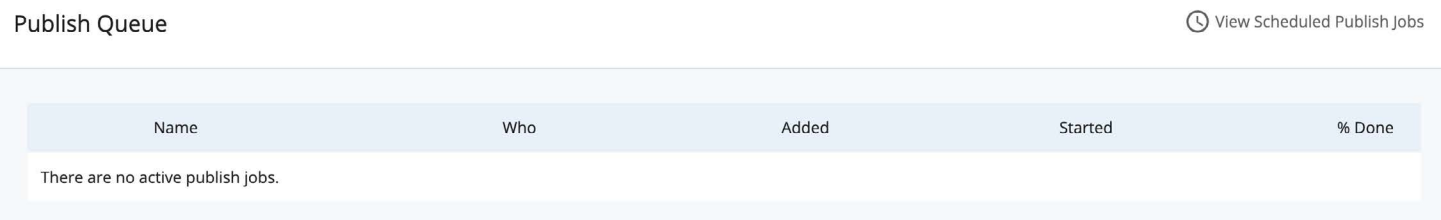
How to view publish queue and publish errors

To view the publish queue click on the three bars in the top right hand corner.



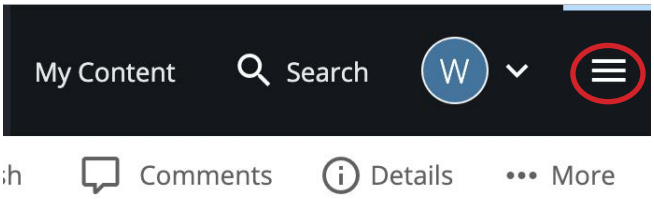
Then click on “Publish Queue” to see the active publish jobs.



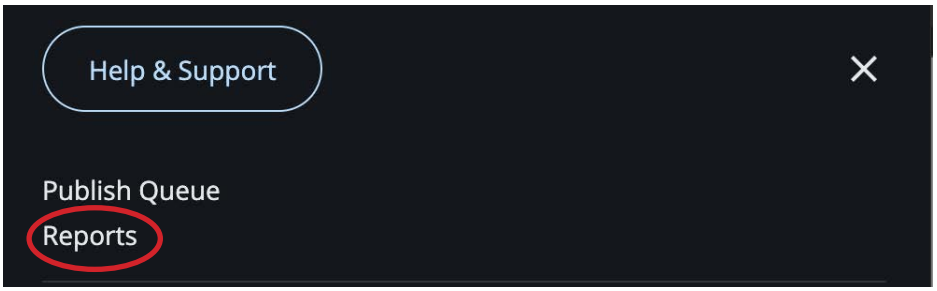


How to view stale content and content up for review

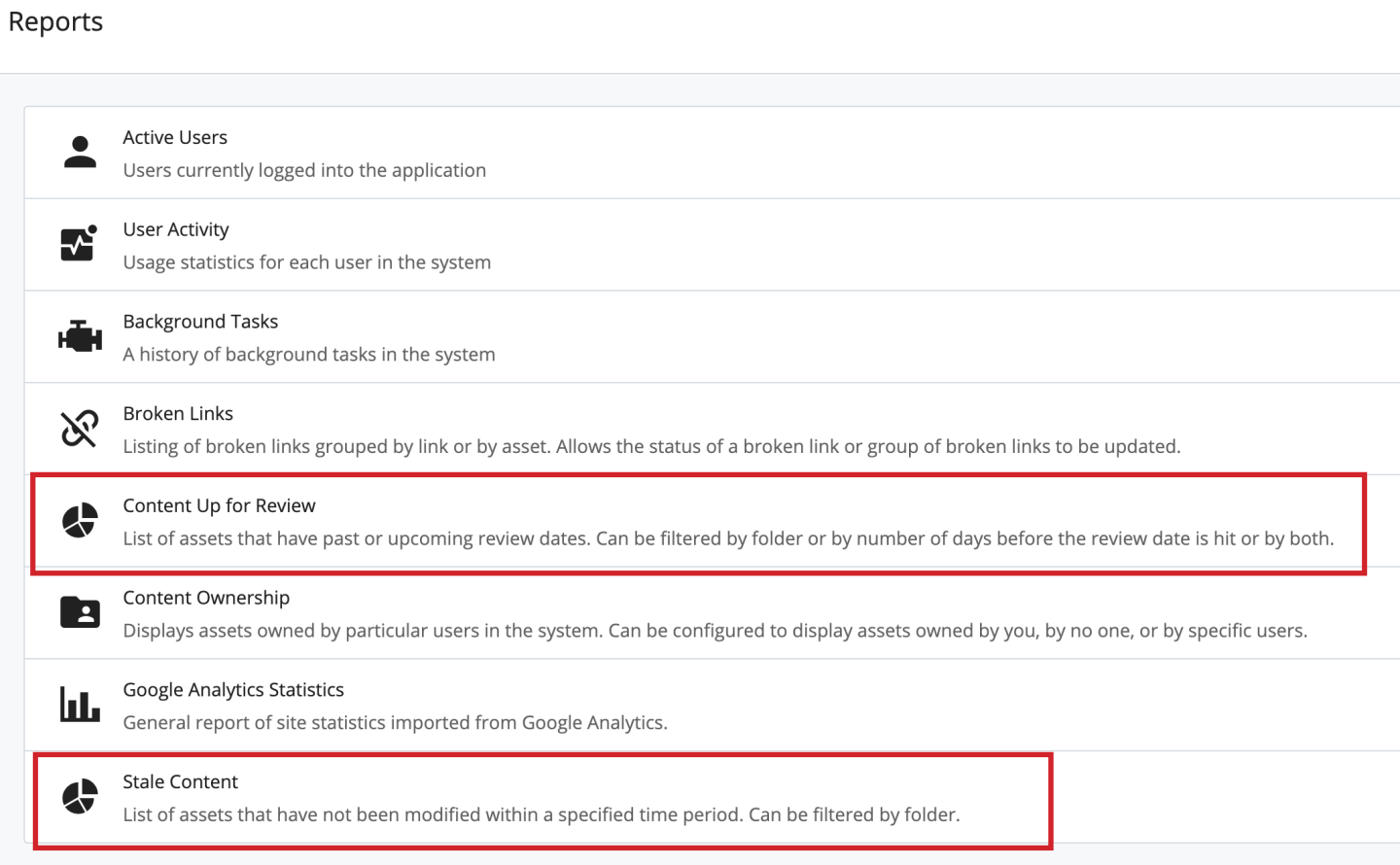
To view stale content click on the three bars in the top right hand corner.



Then click on “Reports.”

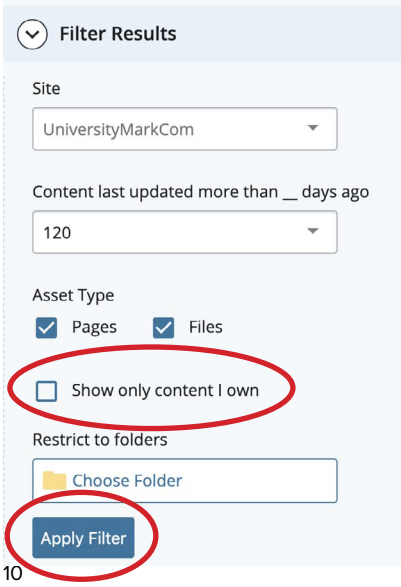


You can click on “Stale Content” to view stale content or click on “Content Up for Review” to view that.



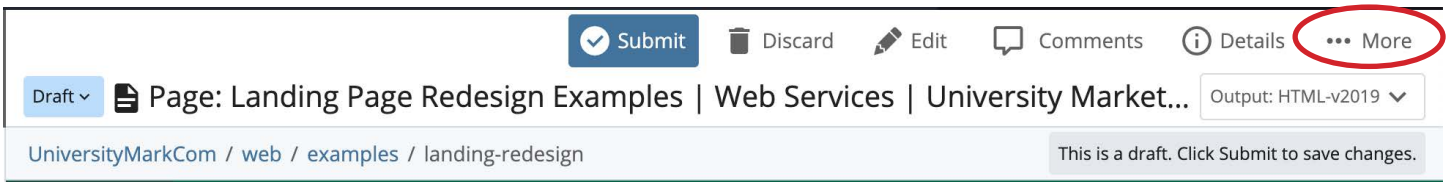
In order to actually see the stale content and content up for review, you will have to select “Filter Results.”

Then un-check “Show only content I own” and then “apply filter” to get the content to show up.

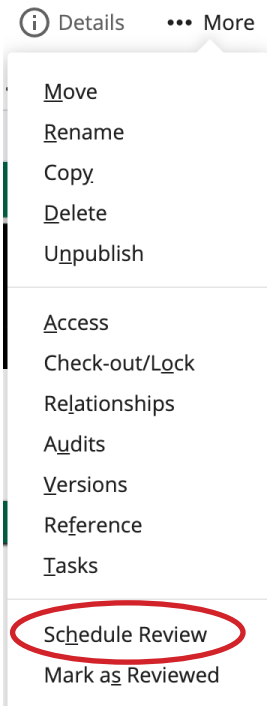


How to set review reminders

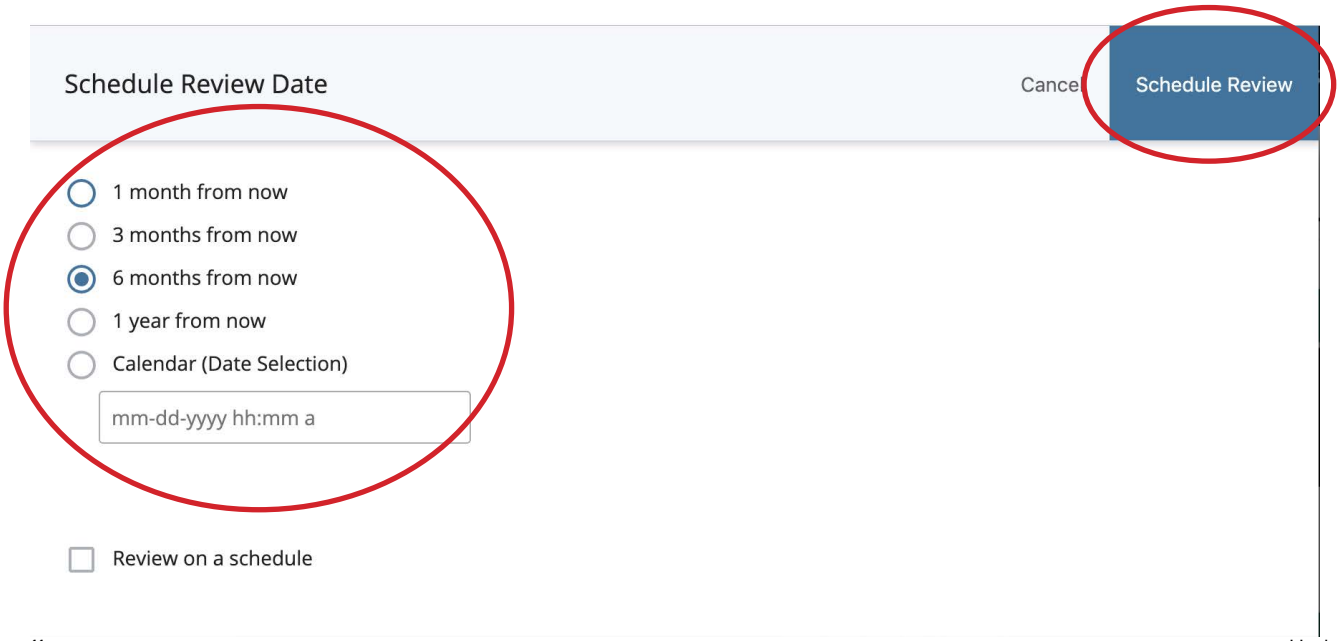
You can schedule review reminders so you get reminded to come back and check on the content of a web page so you don't forget to go back and update it. To set review reminders click on "more" in the top right.



In the drop down menu select "Schedule Review."

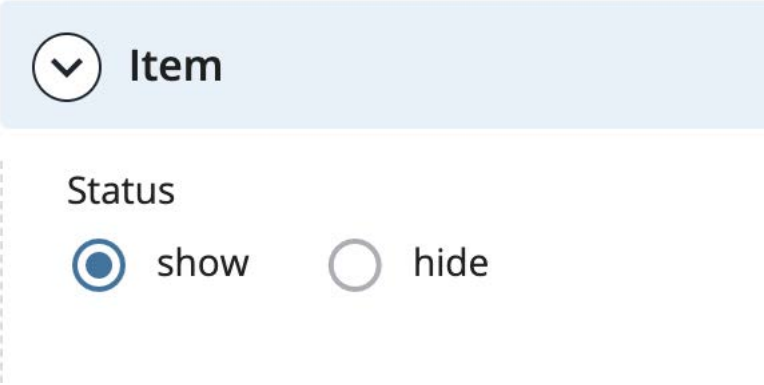


Then select when you want it to remind you to review it and then hit "schedule review."



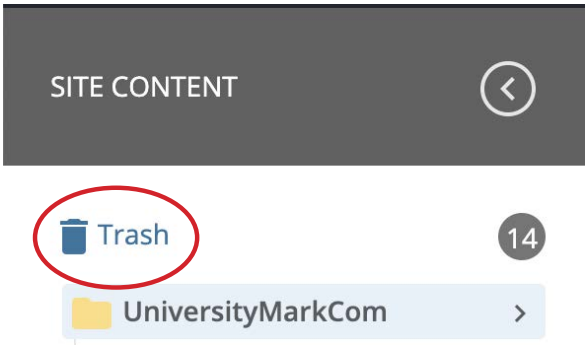
What does the show/hide option do?

The show/hide option removes an element from publishing on the page without having to delete it. It is useful for content that is seasonal. Example: If you have something you put on the website every fall, you can “hide” it in the spring and then show it again in the “fall” so you don’t have to rebuild the content.

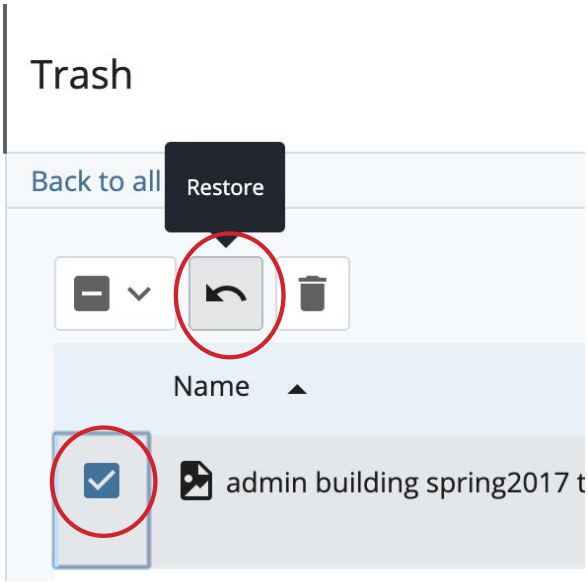


How to retrieve deleted items from trash can

You can retrieve assets that got deleted into the trash can by clicking on “trash” in the top left corner.

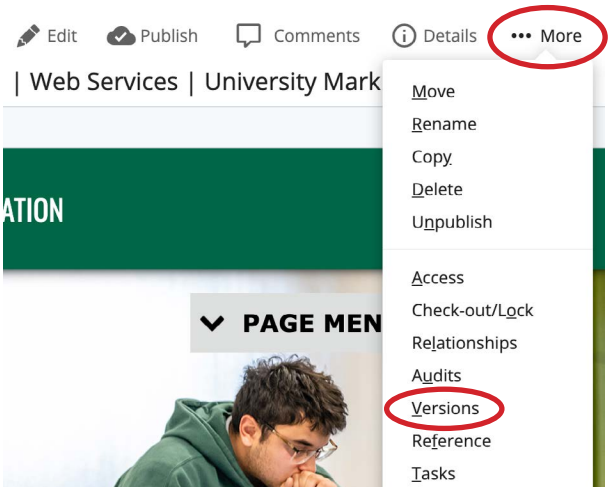


When in the trash window, then select the item you want to retrieve and select “restore.”

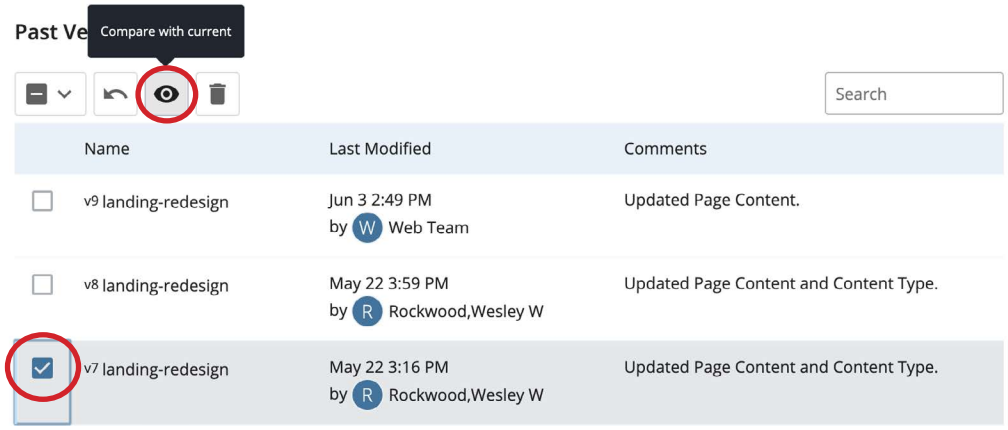


How to return to a previous version of asset

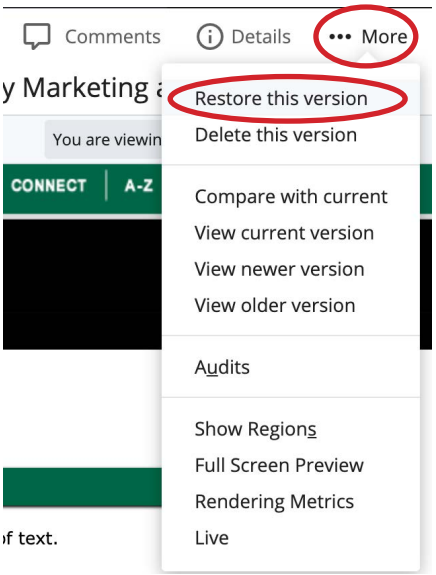
If you want to go back to a previous version of an asset you select “more” in the top right corner, then “versions.”



Then select the version you want by checking the box and hit the eye on the top to compare see what the old version and to compare it with the current one.



While looking at the version you want to return to, select “more” in the top right corner and then select “restore this version.”



NORTHWEST WEB TEMPLATES

The latest Northwest template has several new features designed to give content contributors more control over the look-and-feel of their own site. You can see all of the template options at https://www.nwmissouri.edu/marketing/web/examples/index.htm.

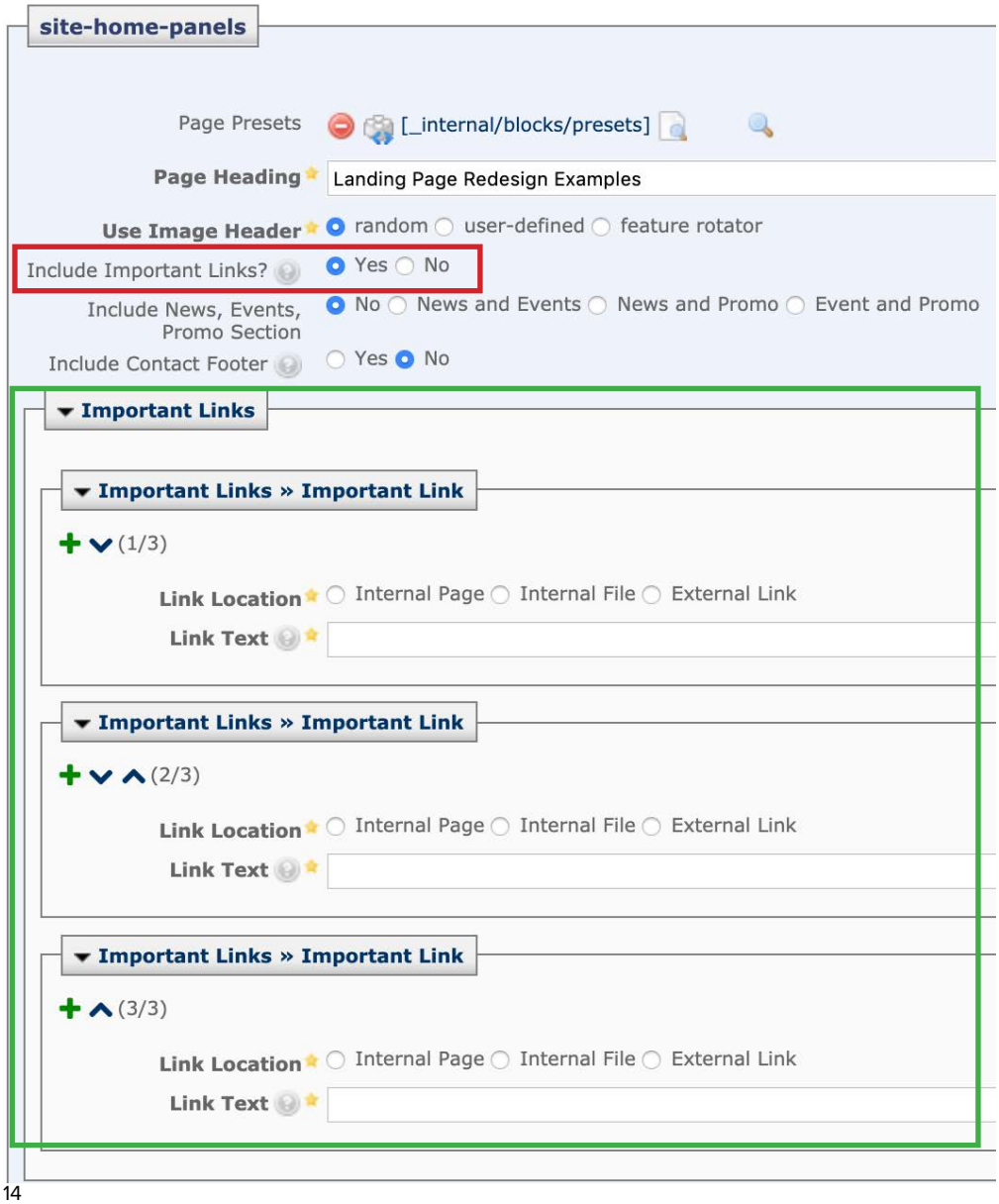
Site Home (Landing Page/Index)

Important Links

This can be used for important links you have. 3-5 links are recommended and only two lines of text.
(note the 5th link will drop on mobile)

MAJORS | SCHOLARSHIPS | VISIT US | APPLY NOW | LIVING COMMUNITY

To utilize the important links select "Yes" after "Include Important Links?." Then the Important Links drop down will show up and you can enter the link text and link location.



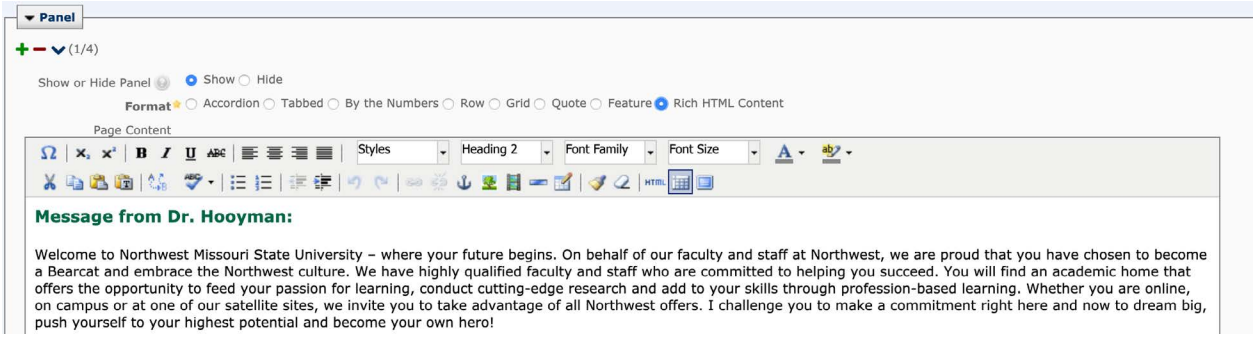
Page Content/Body Copy

Text used for welcome statements, introductions, department descriptions etc. can use headings and body copy.

Message from Dr. Hooyman:

Welcome to Northwest Missouri State University – where your future begins. On behalf of our faculty and staff at Northwest, we are proud that you have chosen to become a Bearcat and embrace the Northwest culture. We have highly qualified faculty and staff who are committed to helping you succeed. You will find an academic home that offers the opportunity to feed your passion for learning, conduct cutting-edge research and add to your skills through profession-based learning. Whether you are online, on campus or at one of our satellite sites, we invite you to take advantage of all Northwest offers. I challenge you to make a commitment right here and now to dream big, push yourself to your highest potential and become your own hero!

To utilize the content/body copy option select “Rich HTML Content” for the format. Then you can type what you want in there or use the html editor.

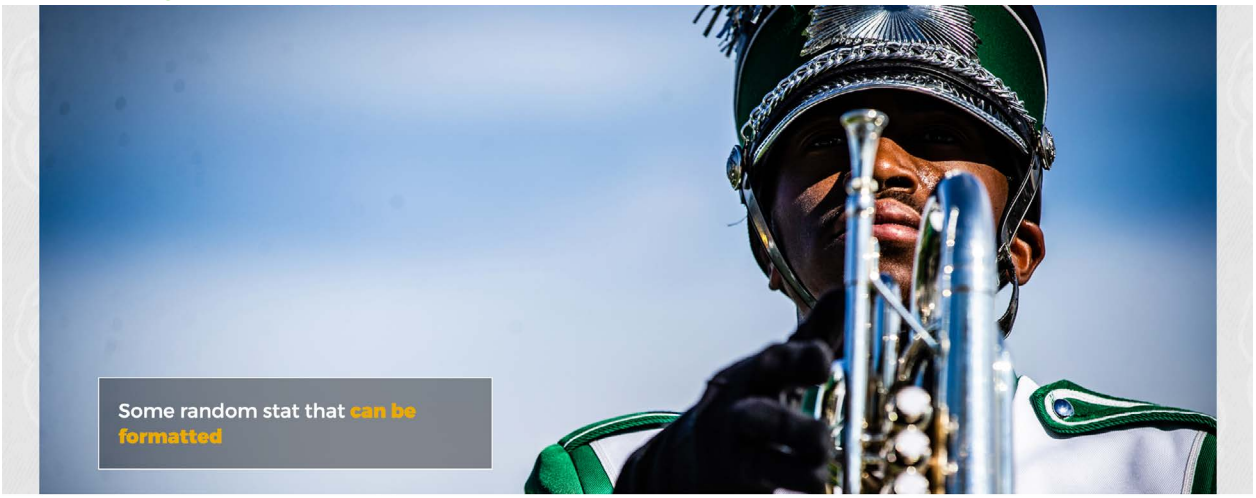


Feature

There are two different feature options.

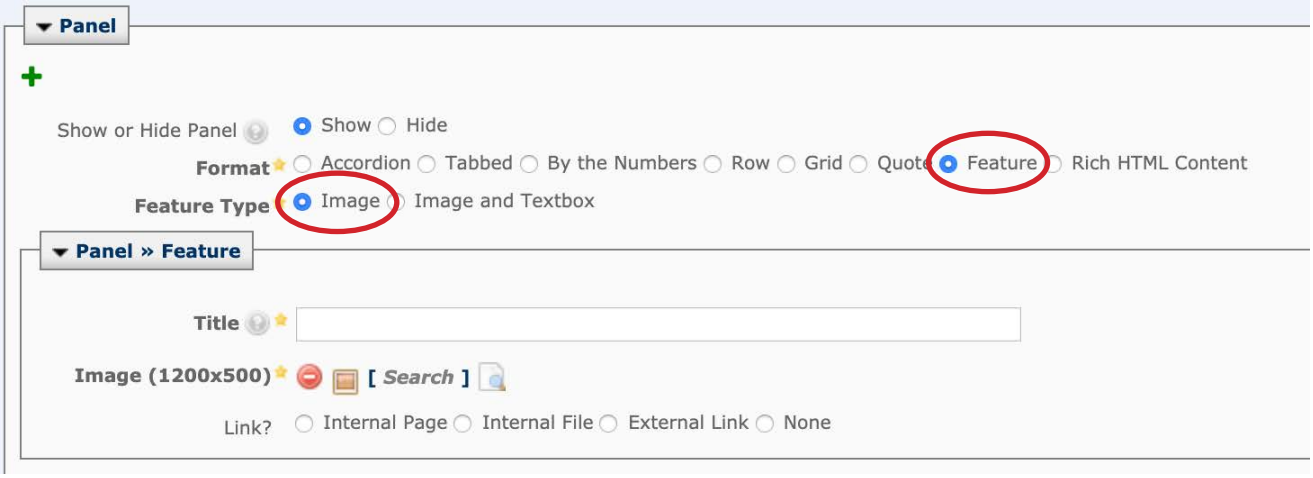
Image Only

Text Overlay

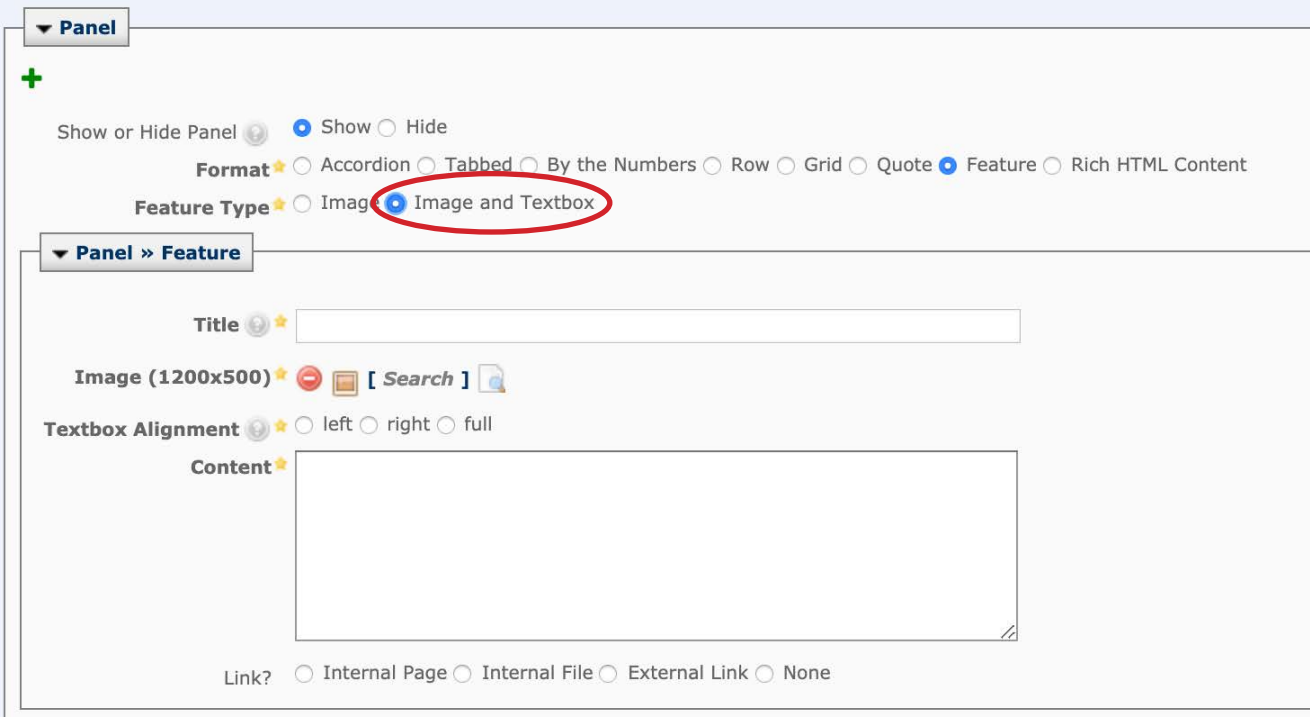


To utilize the feature option select “Feature” for the format. Then you will have to select the “Feature Type,” you can select “Image” for the image only option or “Image and Textbox” for the Text Overlay option.

Image Only

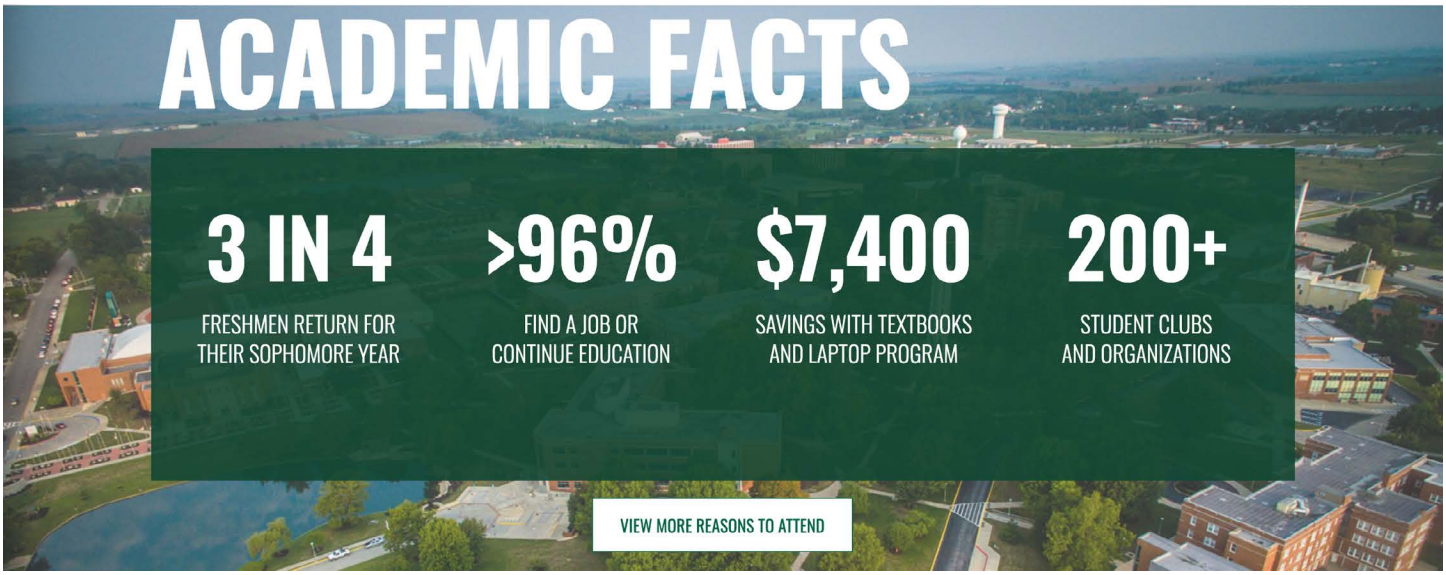


Text Overlay

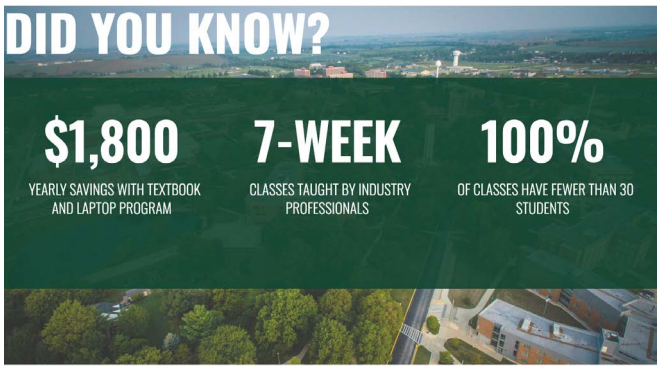


Stat Bar

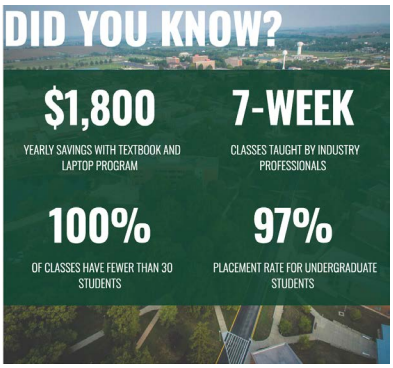
This can be used to highlight special stats you want people to know.
(Note: limit the length of the stats to 6 characters *including punctuation*)
(second note: the 4th stat will drop on tablets, all 4 stats will be visible on large phones, the 3rd and 4th stat will drop on small phones.



Tablet/Small desktop

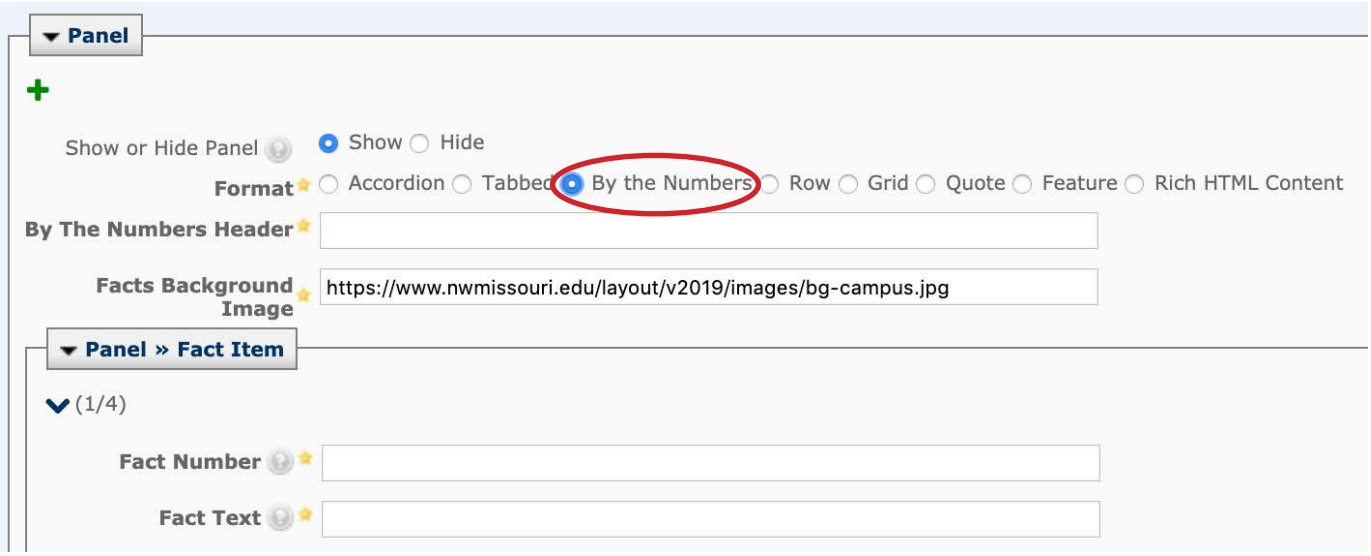


Small Tablet/Large phone



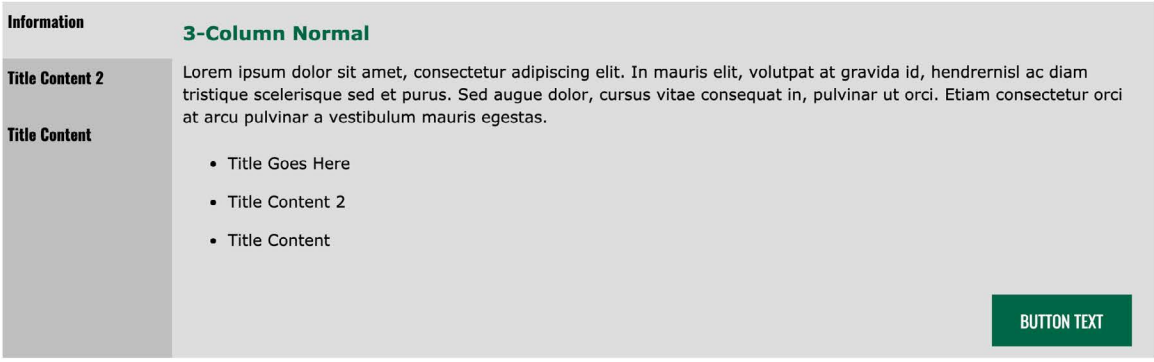
Small phone

To utilize the Stat Bar option select “By the Numbers” for the format. You will have to give the section a header and then you can enter your fact number and fact text.

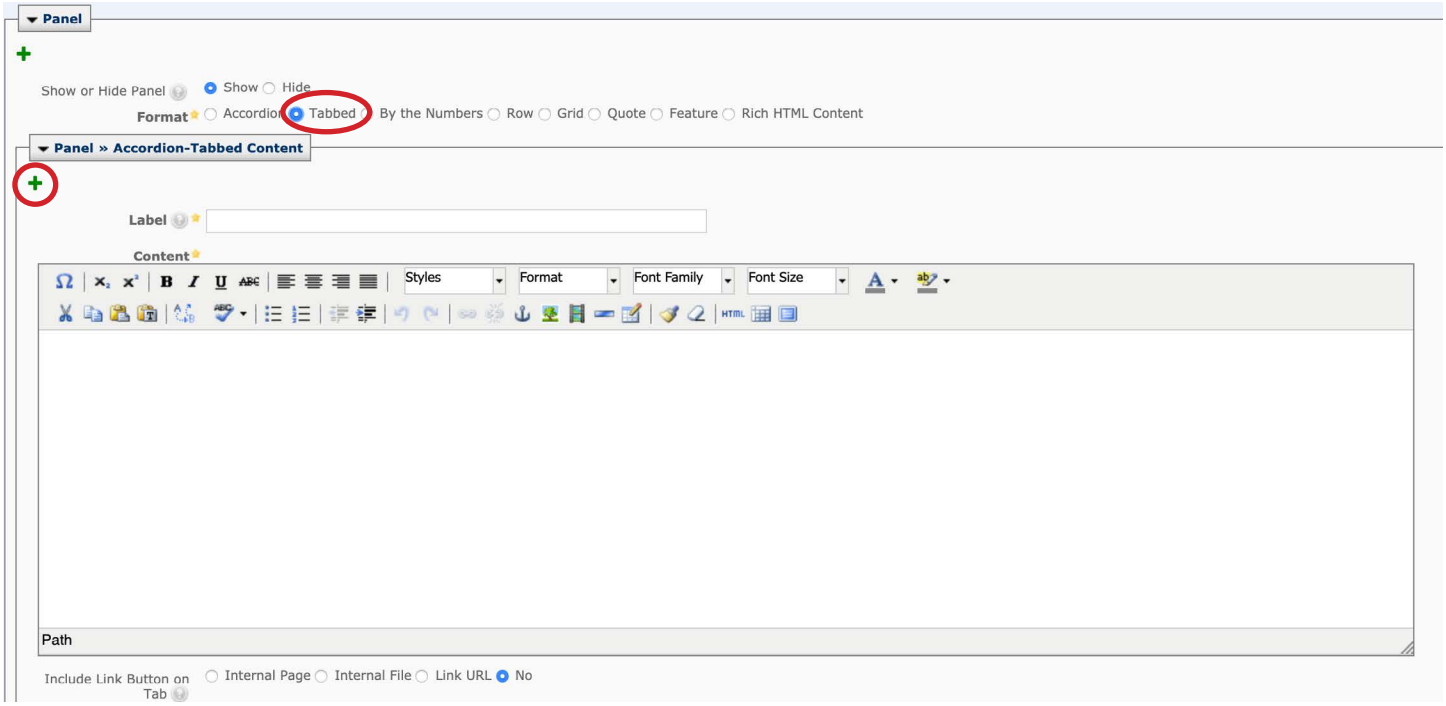


Tabbed Content

This can be used for showing several chunks of content in a concise manner.



To utilize the Tabbed Content option select “Tabbed” for the format. Then you will be able to add your content. To add more tabbed sections hit the green plus that is in the tabbed content section. You can also select if you want to include a button.



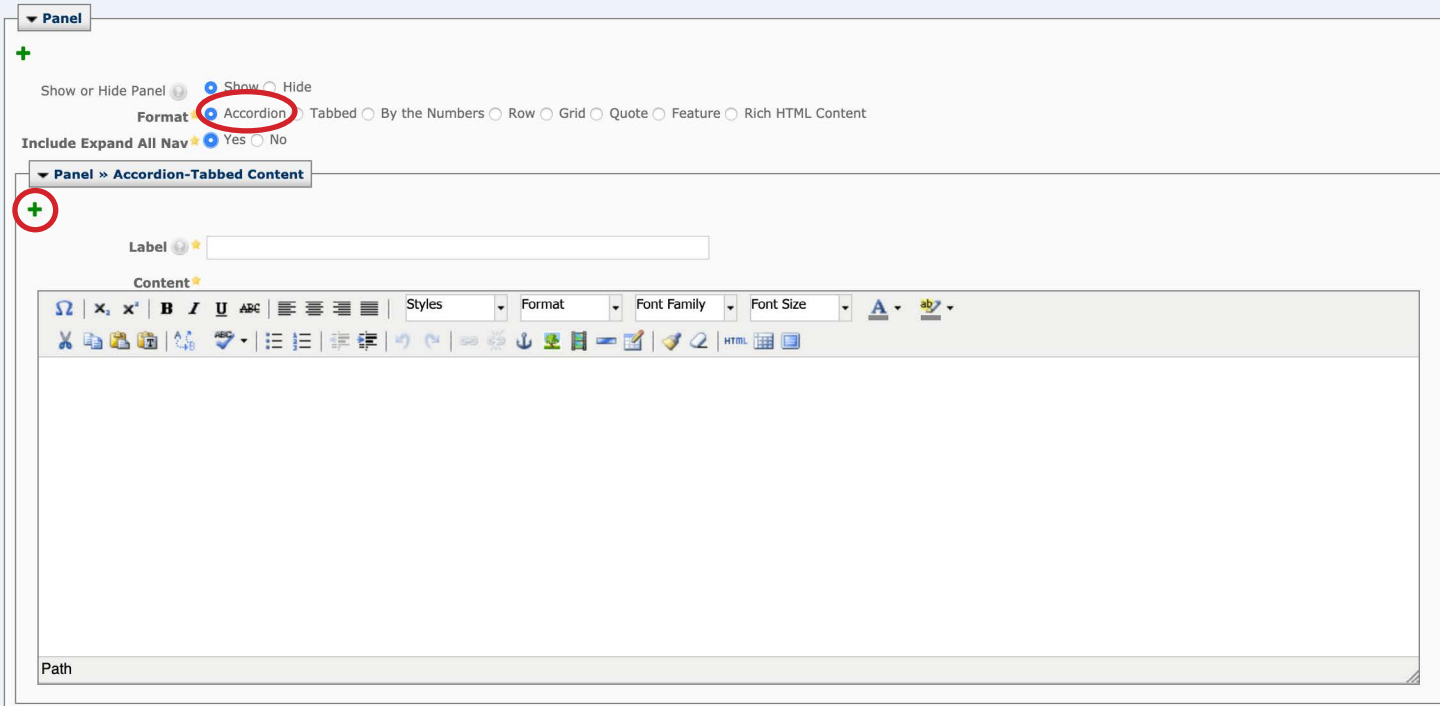
Tips

- Make sure to have short labels and try to keep them under 20 characters.
- Keep the content area simple with paragraphs and bulleted or numbered lists.

Accordion Content

This can be used for pages with a lot of content to keep it shorter.

To utilize the Accordion Content option select “Accordion” for the format. Then choose if you want to include the expand all nav option or not. After that you can add your content. To add more accordion sections hit the green plus that is in the tabbed content section.



Quotes and Testimonials

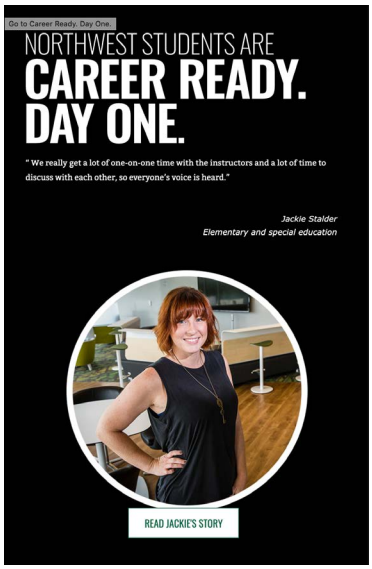
This can be used to share a quote or testimonial. There are two options.

Sitehome-Quote Photo

This option has the ability to change the heading, quote, speaker and speaker's info, as well as the text of the button link.

Desktop

Small Tablet/Large phone



Sitehome-Quote No-Photo

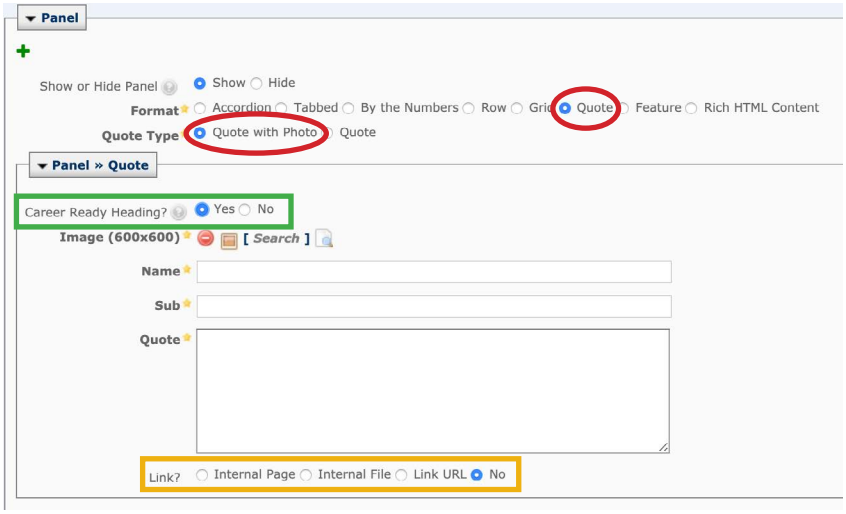
Bearcats are Career Ready Day One

"Lorem ipsum dolor sit amet, consectetur adipiscing elit. In mauris elit, volutpat at gravida id, hendrernisl ac diam tristique scelerisque sed et purus. Sed augue dolor, cursus vitae consequat in, pulvinar ut orci. Etiam consectetur orci at arcu pulvinar a vestibulum mauris egestas."

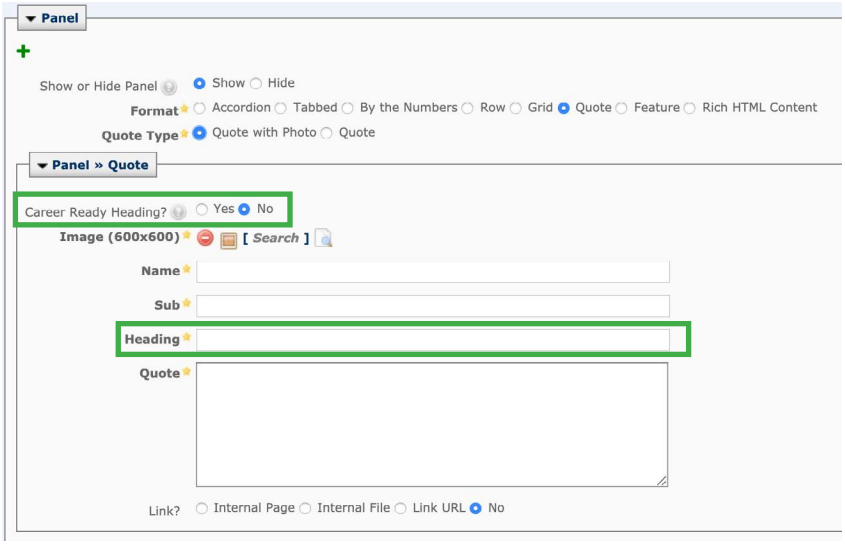
Name/Name
Title, Company/Major, Grad Year

Sitehome-Quote Photo

To utilize the Quote with a Photo option select “Quote” for the format. Then choose the “Quote Type.” To have a quote with a photo select “Quote with Photo.” You will then have the option to have the Career Ready Heading or to come up with your own heading. You also have the option of including a link.

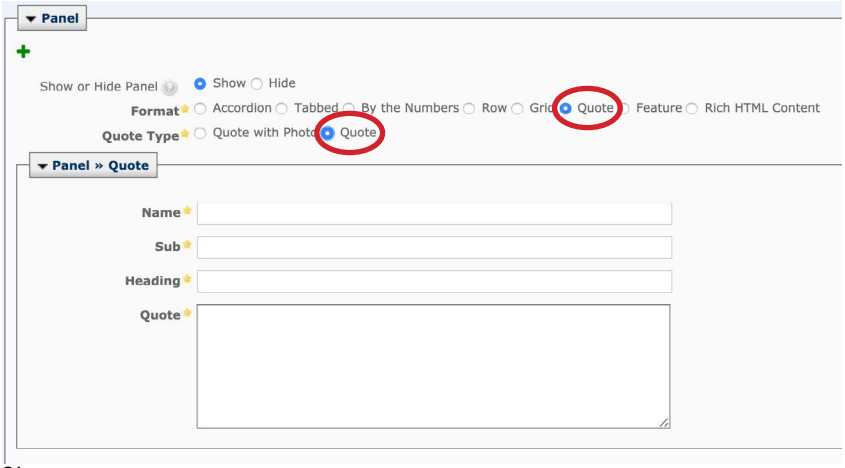


When selecting “No” for Career Ready Heading you will have an extra field where you must fill out the heading.



Sitehome-Quote No-Photo

To have a quote with no photo choose “Quote.” Then you must fill out all of the fields.



Button Grids

These can be used to link to important pages or documents that you want an image to go with. There are two different options. One option has a short description that goes with the link.

Be sure to test the length of the text you write in each box. Too much and it will shift the text outside of the image and break the flow of the page's design.

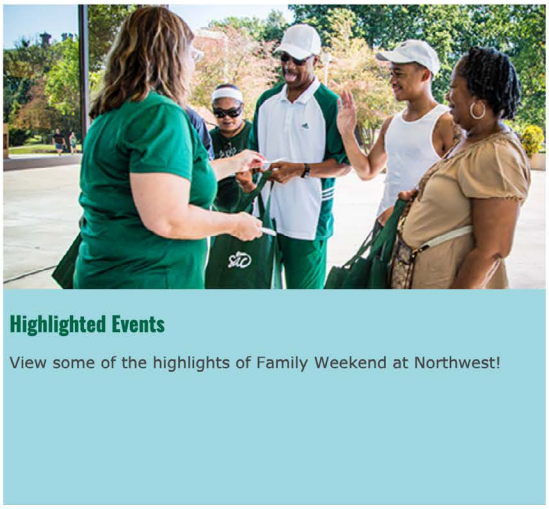
Sitehome-grid link Small

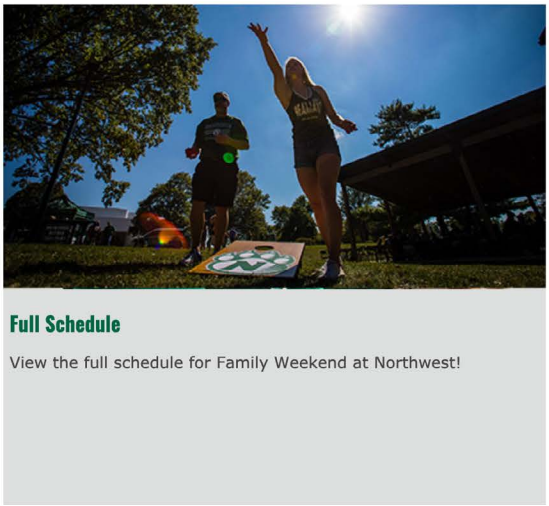
note: the image will hide on mobile

Desktop

Small Tablet/Large phone

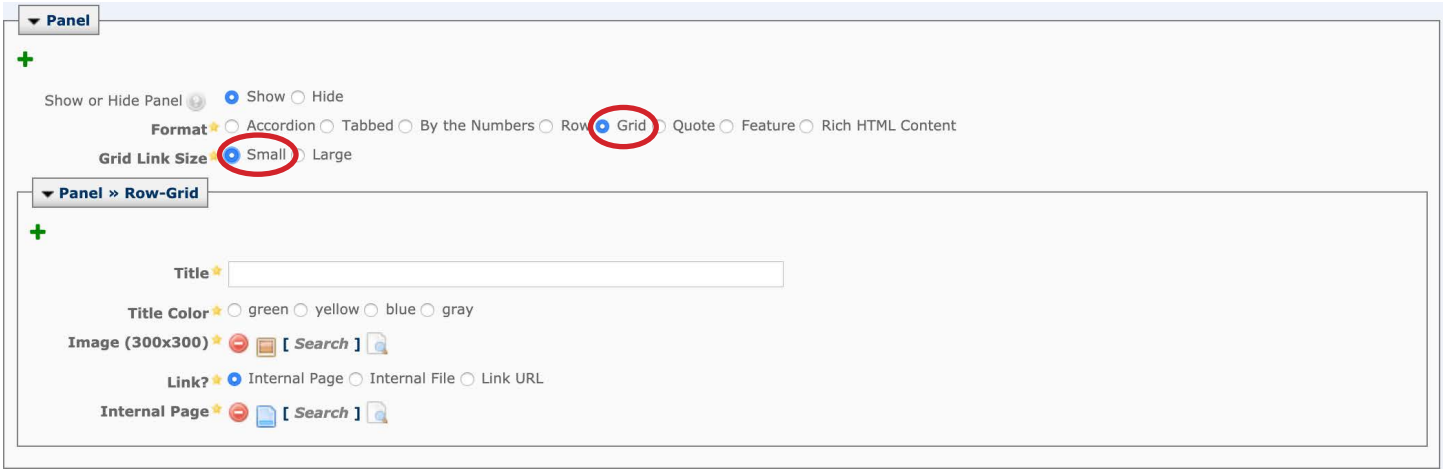
Sitehome-grid link Large





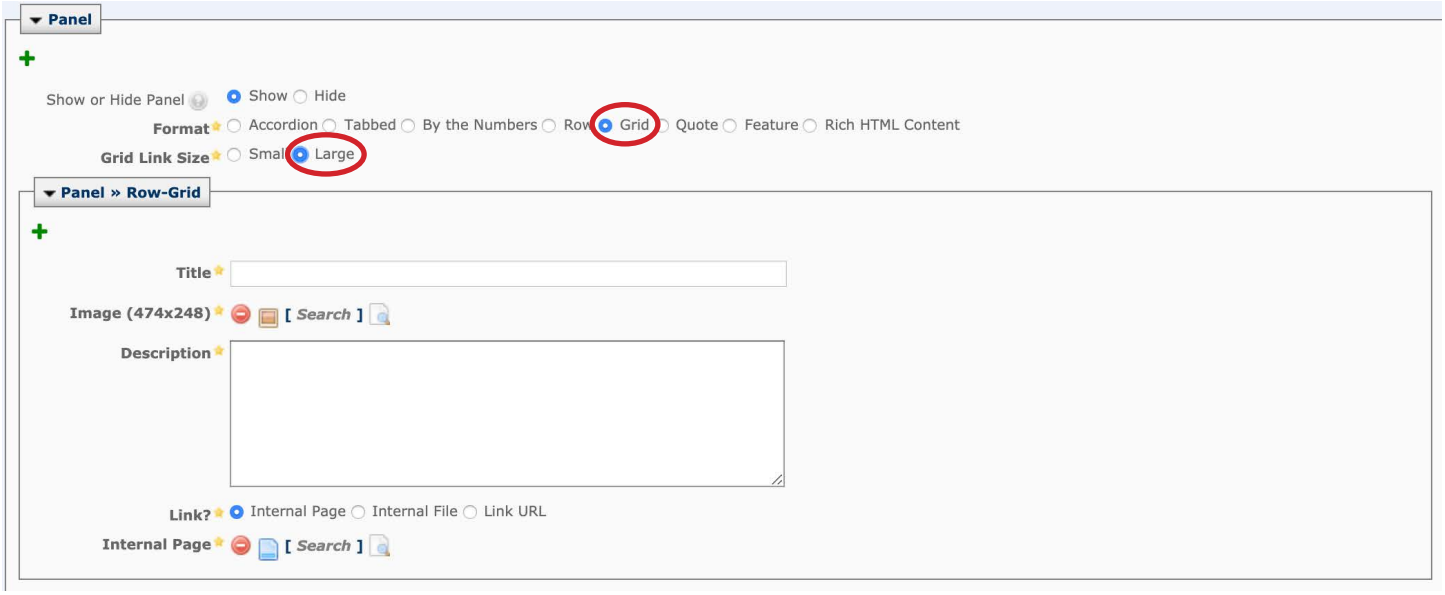
Sitehome-grid link Small

To utilize the Grid Link Small option select “Grid” for the format. Then choose the “Small.” Then you can fill out all of the fields and add another button by selecting the green plus in the content section.



Sitehome-grid link Large

To utilize the Grid Link Large option select “Grid” for the format. Then choose the “Large.” Then you can fill out all of the fields and add another button by selecting the green plus in the content section.

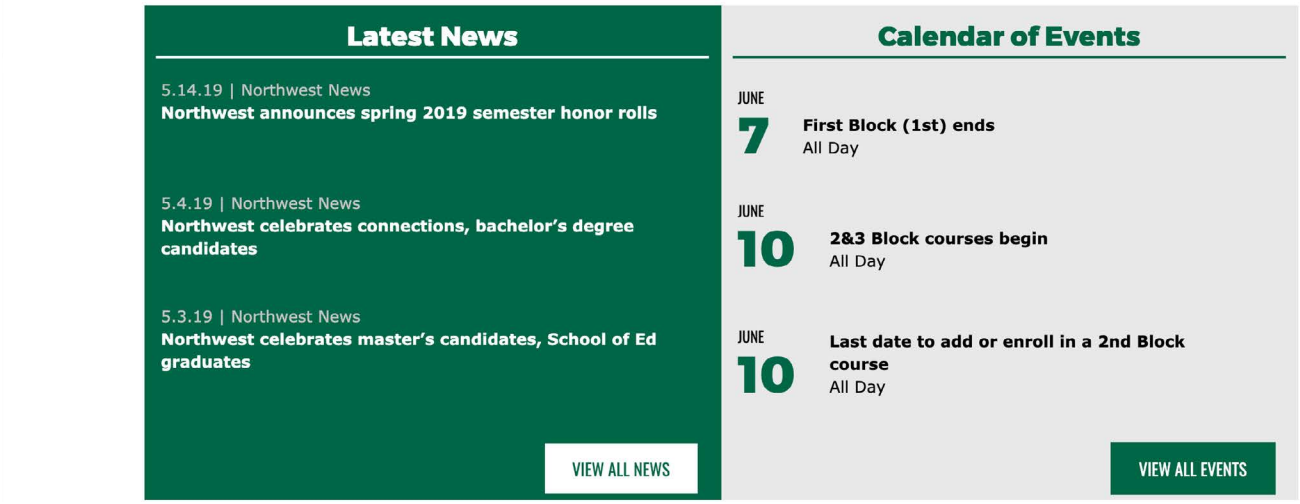


News, Events and Promos

There are three different combinations you can use to share news, events and promos.

News and Events

This can be used for recent news with upcoming events on the other side.

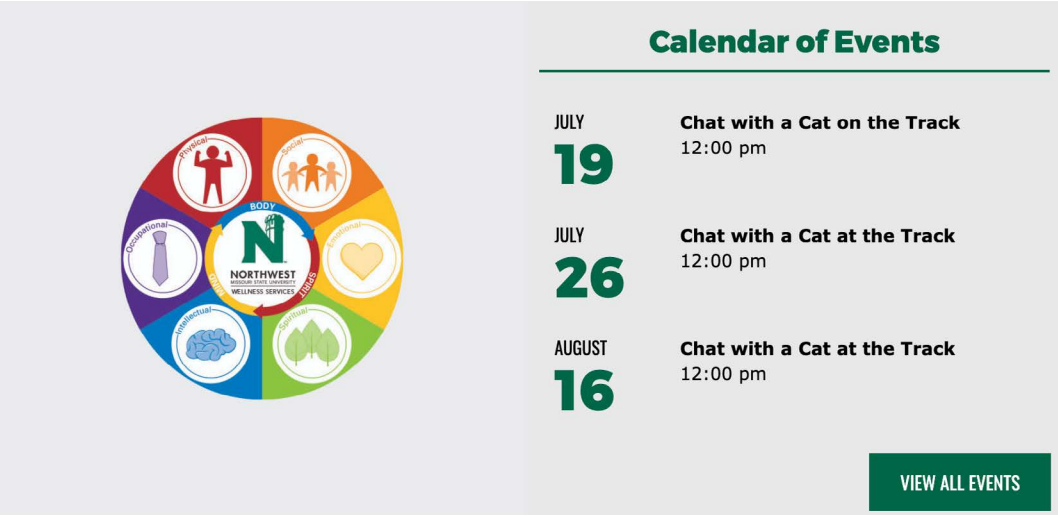


News and Promo

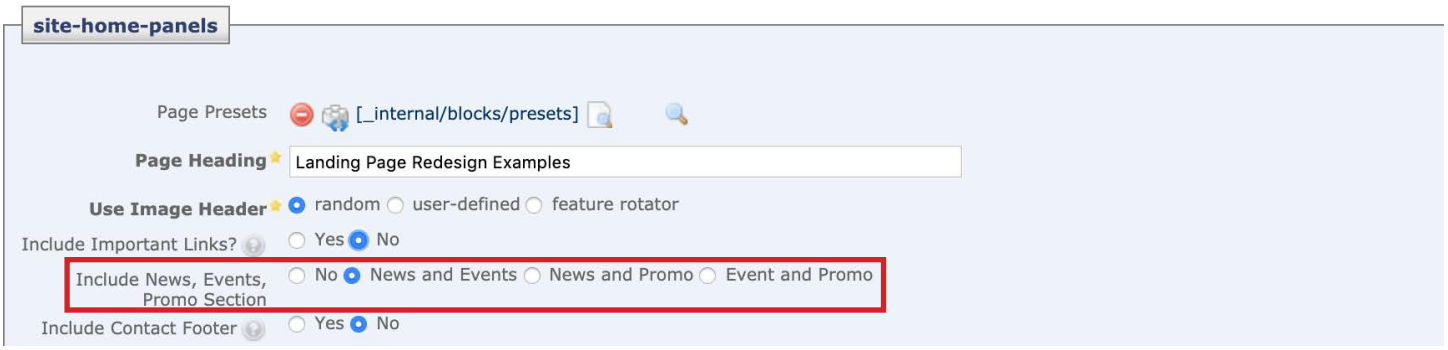
This can be used for recent news with a promo on the other side.

Events and Promo

This can be used for upcoming events with a promo on the other side.



To utilize the News and Events option select which option you want from the “Include News, Events, Promo Section.” This section is up top in the site-home-panels area. After you select which option you would like you can scroll to the bottom of the page to see the added section.



News and Events

If this option is selected you must select which kind of calendar you use (c or uc) and then put the calendar number in. To figure out which calendar you have, go to your calendar on the Northwest website and look at the url. At the end of the url it will either say uc=# or c=#. calendar.nwmissouri.edu/?uc=115

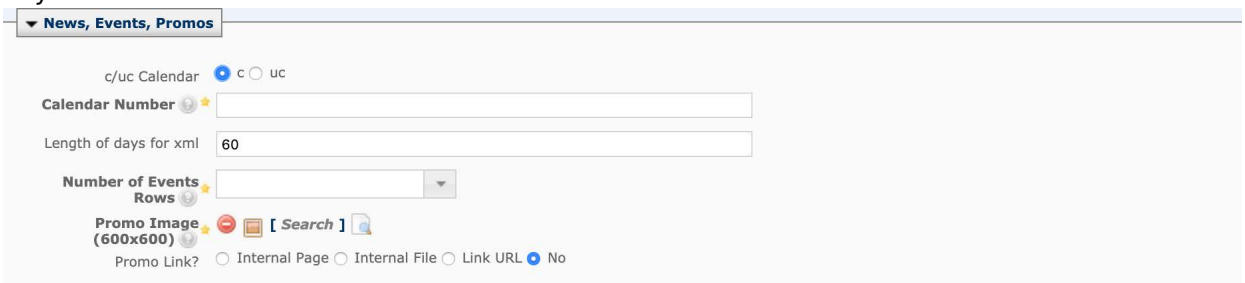
The “Length of days for xml” section is how many days out you want the calendar to pull events from. If there are no events in the next 30 days you might want to make it pull from farther out such as 60 or 90 days. Enter your news category and select the number of rows you want for the news and events.

News and Promo

If this option is selected, enter your news category and select the number rows you want for your news. Then select your promo image and if you want it to link anywhere.

News and Events

If this option is selected you must select which kind of calendar you use (c or uc) and then put the calendar number in (see above for more detail). The “Length of days for xml” section is how many days out you want the calendar to pull events from (see above for more detail). Then select your promo image and if you want it to link anywhere.



Row

This can be used for a description that has a picture with it. You can choose if you want the picture on the right or the left.

Sitehome-row left

Volleyball

- Golden Years Society Reunion: Friday, Oct. 25, starting at 9 a.m. at the Michael L. Faust Center for Alumni & Friends.
- Homecoming Golf: Friday, Oct. 25, noon at Mozingo Golf Course.
- Homecoming Welcome: Saturday, Oct. 26, 8 a.m. at the Faust Center.

Sitehome-row right

Volleyball

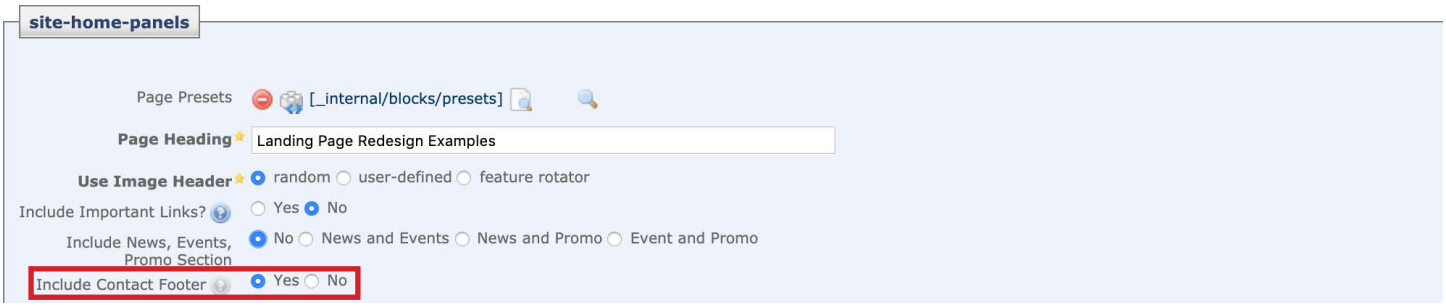
- Golden Years Society Reunion: Friday, Oct. 25, starting at 9 a.m. at the Michael L. Faust Center for Alumni & Friends.
- Homecoming Golf: Friday, Oct. 25, noon at Mozingo Golf Course.
- Homecoming Welcome: Saturday, Oct. 26, 8 a.m. at the Faust Center.

To utilize the Row option select “Row” for the format. Then choose the “Row Alignment.” In order add a link with the text you must select “Rich HTML Text” and add a link in there and give the link the class=“btn” to make it a button.

Footer: Contact/Hours/Social

This is used for displaying contact information, hours and social media. You can show any combination of the three (Contact/Hours/Social).

To utilize the Footer option select “Yes” for “Include Contact Footer.” This section is up top in the site-home-panels area. After you select which “yes” you can scroll to the bottom of the page to see the added section.



Once you have the footer option selected you will get a panel where you must select what elements of the footer you want. You can select any combinations of items but you must select “no” for the ones you do not want. The ones you select “Yes” for will show up so you can enter the information. For the “Social Links” you can select the ones you want and they will show up to enter the link into.