

Cascade CMS Quick Start Guide

2023

cascade.nmsu.edu



Overview

Cascade CMS is a web-based content management system offered and managed by the WebComm team, part of Marketing and Communications. It provides an easy resource for creating branded websites, consistent with the NMSU's central branding efforts.

- For tutorials, videos, and tips, visit our knowledge base: <https://webcomm.atlassian.net/wiki/spaces/CCK/overview>.
- To view available page templates and visual design elements, visit our Demo site: <https://demo.nmsu.edu>.
- To request training, or for questions of any kind, e-mail webcomm@nmsu.edu.

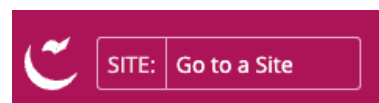
Log into Cascade CMS

- Using a web browser, go to <https://cascade.nmsu.edu>.
- Cascade CMS is integrated with SSO. If you have successfully logged into the NMSU network, you will see your Cascade CMS [Dashboard](#).

Select a Site

To view or edit one of the sites you have access to, select it from the SITE dropdown menu, also known as the Site Selector.

- Click on **SITE: Go to a Site**.
- Click on your site's name from the dropdown menu.

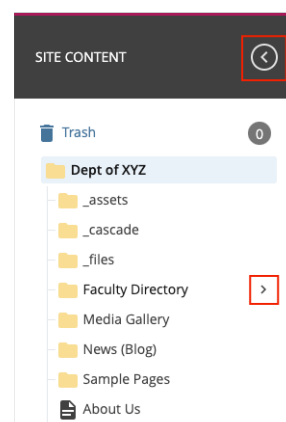


Tip: You can type a site name in the Site Selector's search bar to filter the list of menu options.

Navigate your Site Content

The asset tree on the left displays a hierarchical view of the folders and files that make up your site's content.

- Click on the folder icon or name to show the contents of the folder. Click again to collapse its contents.
- Select a folder by hovering over the asset name and clicking on the arrow > that appears to the right. The contents of that folder will display in the [Workspace](#) on the right-hand side.

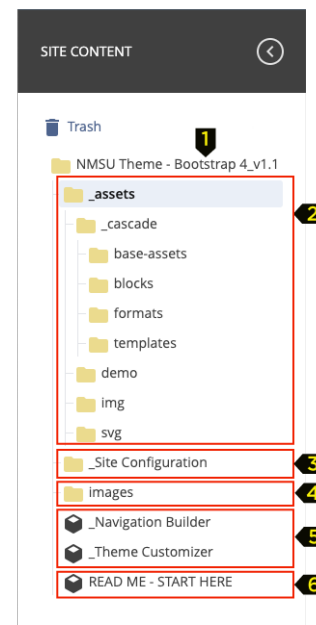


For more information, see [Cascade Interface](#).

Site Overview

The default site asset tree on the left displays includes 6 main elements. It includes:

1. **Site Name** - This will include your site name or domain name.
2. **_assets folder** - This folder contains all of the primary assets for your copy of the theme. **Do not delete this folder.**
3. **_Site Configuration folder** - This contains all of the blocks needed to configure your site. **Do not delete this folder.**
4. **images folder** - an empty folder created for you to use as a location to keep your image assets. You can delete or rename this folder if needed.
5. **Primary Blocks** - The **_Navigation Builder** and **_Theme Customizer** blocks are two of the most important site blocks. **Do not move or delete these blocks.**
6. **Read Me Block** - This block is meant to be used as a guide to get started in configuring your site. It includes all of the necessary steps to set up your configurations. You may delete this block at any time.



For more information, see [Out of the Box Theme Overview](#)

Upload an Image

- In the Site Content tree on the left, click on the **images** folder.
- Look for a red plus sign in the topmost header area of the page, and click on **Add Content**.
- Inside the **Add Content** menu, select **Upload a File**.
- Drag and drop an image from somewhere on your computer into the browser window or choose one from your computer.
- Fill in the Image Description.
- Click **Preview Draft**. After previewing the draft, click **Submit** to save the image to the CMS.
- **Publish** the image.

For more information, see [Upload an Image](#)

Tip: The purpose of an Image Description (or Alternative Text) is to provide a description of the contents of an image file and provide text for visitors who can't see images in their browsers.

Upload a PDF File

- In the Site Content tree on the left, select the folder where you would like to upload the PDF file to.
- Click on **Add Content**.
- Inside the **Add Content** menu, select **Upload a File**.
- Drag and drop your PDF file from somewhere on your computer into the browser window or choose one from your computer. The **File Name** will automatically populate with the file name previously given to the file.
- Click **Preview Draft**. After previewing the draft, click **Submit** to save the file to the CMS.
- **Publish** the PDF.

For more information, see [Upload a PDF File](#)

Replace Files (images, PDF, etc.)

- Find file inside Cascade and click **Edit**.
- Drop or choose the new file from your computer.
- Click **Preview Draft**. After previewing the draft, click **Submit** to [replace your original file](#).
- **Publish** the file.

Create a Folder

- In the Site Content tree on the left, click on the folder name where you wish to create the new folder.
- Click on **Add Content**.
- Inside the **Add Content** menu, select **New Folder** from the dropdown menu.
- Fill in the **Folder Name** and **Display Name**.
- Click **Submit** to save the folder to the CMS.
- **Publish** the folder.

Tip: The **Folder Name** will generate the page URL; therefore, it should be all lowercase letters separated by hyphens, without underscores, special characters or any spaces. The **Display Name** will generate the labels for your page breadcrumbs and can include capital letters, special characters, and spaces.

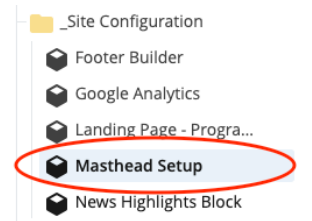
For more information, see [How to Add a Folder](#).

Build the Masthead and Footer

The "**_Site Configuration**" folder is the location where you will find your initial set up blocks. The two required blocks that you must configure are the site masthead and the footer.

The Masthead

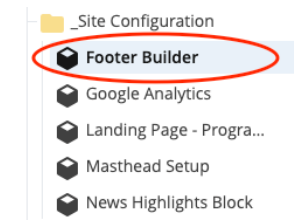
- Go to the **_Site Configuration** folder.
- Select the **Masthead Setup** block.
- Click **Edit**.
- Configure your masthead information and then select **Preview Draft**.
- Click **Submit** to save the changes to the CMS.



For more information, see [Build the Masthead](#)

The Footer

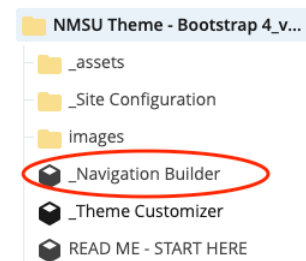
- Go to the **_Site Configuration** folder.
- Select the **Footer Builder** block.
- Click **Edit**.
- Configure your footer information and then select **Preview Draft**.
- Click **Submit** to save the changes to the CMS.



For more information, see [Build the Footer](#)

Build Navigation

- Select **_Navigation Builder** block.
- Click **Edit**.
- Click the **+** sign to add a new link.
- Select a **Link Type**.
 - **Internal Cascade Link** - Adds any internal page or external link to the first level of the navigation menu.
 - **Sub Hierarchy** - Creates a drop-down menu for the navigation menu.
- Continue to build your navigation and select **Preview Draft**.
- Click **Submit**.

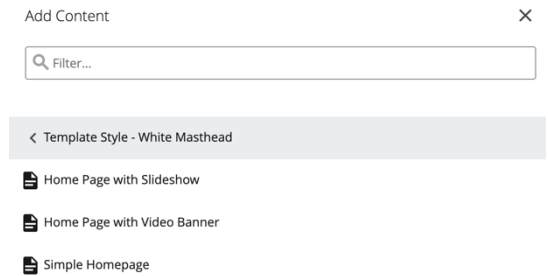


Tip: If adding links to a location outside of your Cascade CMS site, you must first create an [External Link](#) before adding it to the Navigation Builder.

For more information, see [Building Site Navigation](#)

Create a Home Page

- Click on **Add Content**.
- From the Add Content menu, click on **Add Home Pages**.
- Select your template style and then select one of the Home Page templates from the menu.
- Include **index** as the **Page Name**.
- Fill out the **Title** and the rest of the content and select page options.
- Click **Preview Draft**. After previewing the draft, click **Submit** to save the page to CMS.
- **Publish** your page.

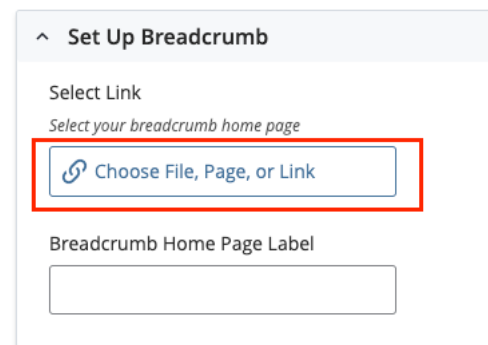


For more information, see [Home Page Templates and Visual Elements](#), [Hero Visual Elements](#) and [Page Options for Home Page Templates](#).

Tip: Your home page should be placed in the root folder of your site. This is the folder with your site name.

Set Up Breadcrumbs

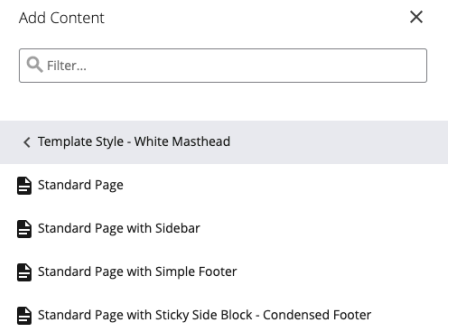
- Select the **_Theme Customizer** block.
- Click **Edit**.
- In the Set Up Breadcrumb group, click **Choose File, Page, or Link** to select your home page.
- Enter a **Breadcrumb Home Page Label** and click **Preview Draft**.
- Click **Submit** to save the changes to the CMS.



For more information, see [Set Up Breadcrumbs](#).

Create a Standard Page

- In the Site Content tree on the left, click on the folder name where you wish to create the page.
- Click on **Add Content**.
- From the Add Content menu, click on **Add Standard Pages**.
- Select your template style and then select one of the Standard Page templates from the menu.
- Include a **Page Name**. The page name will dictate your URL. You are not permitted to use spaces or special characters. You may use a dash or underscore.
- Confirm or select a new placement folder.
- Fill out the **Title** and the rest of the content and select page options.
- Click **Preview Draft**. After previewing the draft, click **Submit** to save the page to CMS.
- **Publish** your page.



Tip: There should be only one index page per folder. You can create sub-pages within a folder; however each sub-folder can only contain one index page.

For more information, see [How to Add Standard Pages](#), [Standard Page Templates](#) and [Page Options](#).

Edit a Page

- In the Site Content tree on the left, select the page you wish to edit.
- Once the page has loaded, click **Edit**.
- Edit the content using the [WYSIWYG editor](#), or by making the desired changes to the text in the content fields.
- Click **Preview Draft**. After previewing the draft, click **Submit** to save the changes to the CMS.
- **Publish** the page.

For more information, see [Edit an Existing Page](#) and [WYSIWYG editor](#).

Publish a Page

- In the Site Content tree on the left, select the page you wish to publish.
- Once the page has loaded, click **Publish**.