


# Cascade Server Mini Cheat-Sheet

<https://cascade02.tarleton.edu:8443>

CMS Tutorial Site: [www.tarleton.edu/cmstutorial](http://www.tarleton.edu/cmstutorial)

## Edit a Page

Select a page from left-side panel, and then select the **EDIT** tab. If copying information from an email or Word document, etc., use the new **PASTE AS PLAIN TEXT** icon  or copy and paste from Notepad and reformat. Use Excel to copy over tables.

## Save a New Page

In **EDIT** mode, stay in **CONTENT** on the dark blue bar, and make sure **DISPLAY NAME** is entered as well as the correct **PARENT FOLDER** (location of your page), then scroll down and press **SUBMIT**.

Note: The **DISPLAY NAME** will be converted into a hyphenated **SYSTEM NAME** which you can change later by using the **MOVE/RENAME** tab. If you need a homepage, click the **MOVE/RENAME** tab, and change **SYSTEM NAME** to "index".


## Upload Many Files (images, PDF's, etc.) at One time

Put all files in a folder on your computer. **ZIP** (or compress) the folder by right-clicking on one of the highlighted files. Go to Cascade, then **TOOLS > IMPORT > ZIP ARCHIVE**. Browse to your zip file, and then verify the placement folder to make sure it's saving in the right place. Press **SUBMIT**, and the files will be automatically unloaded in the system.

## Upload One File (image, PDF, etc.)


Go to **NEW > DEFAULT > FILE**. Browse for the file on your computer. Press **SUBMIT**.

## Create a Hyperlink

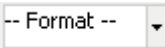
In **EDIT** mode on a page, highlight the text that you would like to be the link. Click the **INSERT/EDIT LINK** icon .

- For documents **within your website**, use the **INTERNAL** option and click the brackets to browse to the document.
- For external websites **outside of your own site**, click the **EXTERNAL** option and paste the full link in the link box.
- For **emails**, replace the "http://" with "mailto:" and enter the email address.

## Insert An Image

In **EDIT** mode on a page, click the **INSERT/EDIT IMAGE** icon . Browse to the image by clicking the brackets. Before you **INSERT**, enter in **ALTERNATE TEXT** describing what the image is.

## Paragraphs are not aligning correctly. What can I do?

In **EDIT** mode, click inside each paragraph and make sure the **FORMAT** box  says "Paragraph".

## My text looks weird. It's too big or doesn't match the rest of the text. What can I do?

In **EDIT** mode, highlight the text you want to change and click the **REMOVE FORMATTING** icon .

## My page isn't the right configuration. I want to change the number of columns/boxes. What can I do?

Recreate the page by going to **NEW**, then going into your site folder. You will see various page options, select the one you want. Save the new page first. After it's saved, move the information from the old page to your new one. Then you can delete the old page.