

# Cascade CMS Old Template Mini Cheat-Sheet

Cascade CMS: <https://tarleton.cascadecms.com>  
CMS Tutorial Site: [www.tarleton.edu/cascade-tutorial](http://www.tarleton.edu/cascade-tutorial)

Accessibility Website: [www.tarleton.edu/accessibility](http://www.tarleton.edu/accessibility)  
Calendar Tutorial Site: [www.tarleton.edu/calendar-tutorial](http://www.tarleton.edu/calendar-tutorial)

## Edit a Page

Select a page from left *Site Content* panel, and then select the **Edit** button. If copying information from an email or Word document, etc., use the new **Paste as Text** menu option under **Edit** in the WYSIWYG editor or copy and paste from Notepad and reformat. Use Excel to copy over tables.

## Create a New Page

Go to **Add Content** > [Category] > [Department] > [Page Template] or type in the template or your folder name to filter down your choices. In **Edit** mode, stay in **Content** tab, and make sure **Display Name** is entered, the correct **Placement Folder** (location of your page), and all required fields, and select the **three dots** button, then **Check Content & Submit**.

Note: The **Display Name** will be converted into a hyphenated **Asset Name**, which you can change later by using the **Rename** option under the **More** button. If you need a homepage, select the **Rename** option under the **More** button, and change **Asset Name** to 'index'.

## Create a Hyperlink

**From WYSIWYG Editor:** Highlight the text that will be the link. Select **Insert/Edit link**.

- For **any assets within Cascade**, select **Internal** and then select **Choose File, Page, or Link**. Find your asset through your **Recents** tab or **Browse** one of the Sites.
- For **any assets you need to upload into Cascade**, select **Internal**, then select **Choose File, Page, or Link**. Switch to the **Upload** tab. Browse for the new file on your computer. Find your Placement Folder, and then select **Choose**.
- For external websites **outside of Cascade**, select **External** and paste the full link in the link box.
- For **emails**, replace the "http://" with "mailto:" and enter the email address. For phone numbers, "tel:+1" and then enter the number with the U.S. area code, without hyphens.

## Replace File (image, PDF, etc.)

Go to the file inside Cascade and select **Edit**. Browse for the new file on your computer. Select **Check Content & Submit**.

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

**From Placement Folder:** Go to **Add Content** > **Default** > **File** (or type 'File' in the search box). Browse for the file on your computer. Select **Check Content & Submit**. See [Create a Hyperlink](#) for instructions within WYSIWYG editor.

## Insert an Image

**From WYSIWYG Editor:** Select **Insert/edit image**. Browse to or **Upload** an image by selecting **Choose File** as seen in [Create a Hyperlink](#). Enter **Image description** that would display if the image didn't appear.

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

**From WYSIWYG Editor:** Select inside each paragraph, and make sure the **Formats** box says "Paragraph" under **Blocks**.

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

**From WYSIWYG Editor:** Highlight the text you want to change and select **Clear formatting** from the **Format** menu.

**If anything looks unusual before (in Cascade) or after publishing (on the website), please contact Web Strategy.**