

Cascade CMS Responsive Template Mini Cheat-Sheet

Cascade CMS: <https://tarleton.cascadecms.com>

Accessibility Website: www.tarleton.edu/accessibility

CMS Tutorial Site: www.tarleton.edu/cascade-tutorial

Calendar Tutorial Site: www.tarleton.edu/calendar-tutorial

Content Module Blocks: www.tarleton.edu/cascade-tutorial/modules

Edit a Page

Select a page from left *Site Content* panel, and review the name of the Content Module you want to edit by selecting **View Module** just above it. Select the **Edit** button, and scroll to that Content Module Block. Right-click or long-touch the block, and select **Edit**. Press **OK** if asked to leave the page. Make your edits and select the **three dots** button, then **Check Content & Submit**. If this does not bring you back to the Page you were editing, preview the Page, and check for any warnings before selecting **Publish**.

Edit a Content Module Block

Review the [Content Module Blocks](#) for most current editing options. 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. Contact Web Strategy about updating tables.

Create a Hyperlink

Review the [Content Module Blocks](#) for most current editing options.

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

Review the [Content Module Blocks](#) for most current editing options. Contact Web Strategy for assistance with graphics.

For photography images: In **Edit** mode of Content Module Block, select the **Image** from within Cascade or **Upload** one as seen in [Create a Hyperlink](#). Enter **Alternative Text** 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.