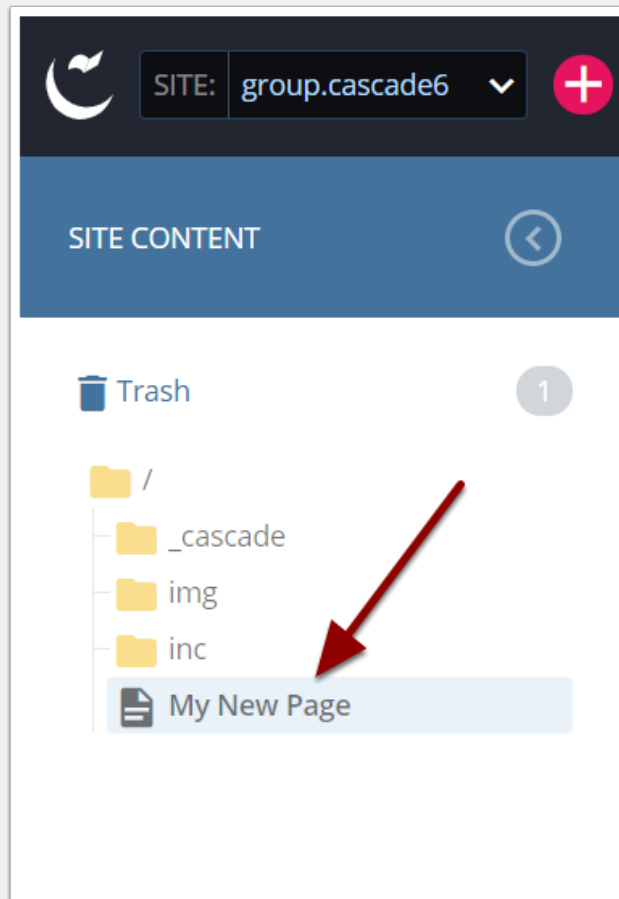


Editing a Page

1. Select the Page

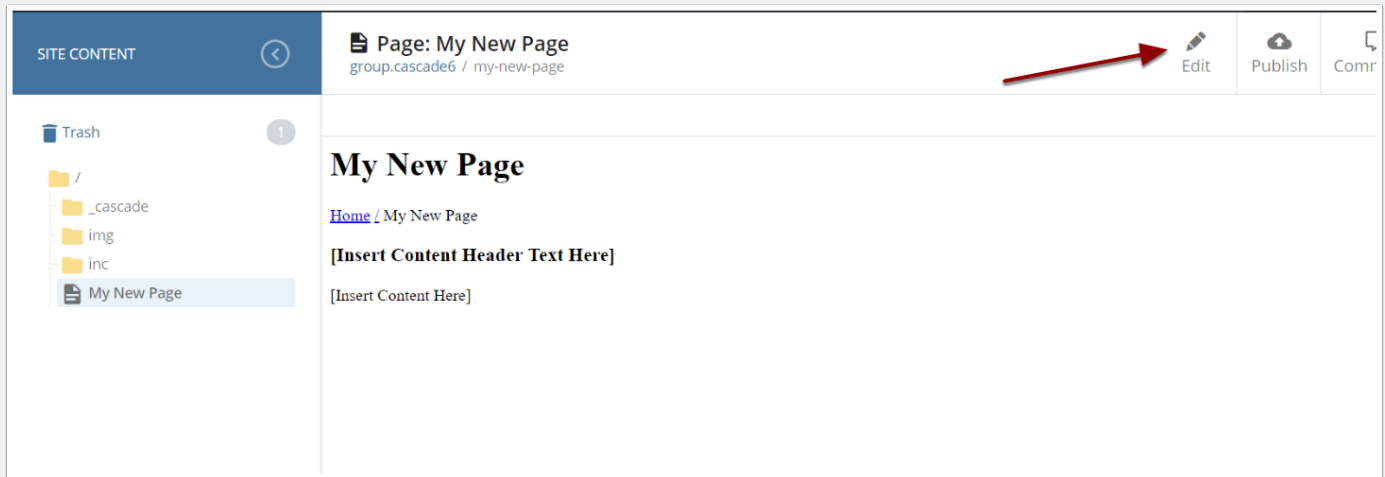
Select the page you would like to edit.



Editing a Page

2. Click on Edit

Click on the Edit tab.



3. Editing the Page

After clicking the Edit tab you will be able to modify various sections of the page. [1] The Title section will rename the title of the page that appears in the web browser. [2] The Left Side Navigation allows you to change the included navigation for a page if needed. [3] The Horizontal Banner lets you add or change the horizontal banner image for a page. [4] The Page Header Text section allows you to change the title of the page that appears in the content area of a web browser.

Editing a Page

Title *
 1

Keywords

Description

Default Content

Left Side Navigation
 2
sub.cba.faculty/11ncleft-navigation-default

Expanded Left Side Navigation ID
ID of Menu Section from Left Side Navigation, space separated

Horizontal Banner (YOU MUST SPECIFY THE ALT ATTRIBUTE OR YOUR IMAGE WILL NOT DISPLAY)
960x430 pixels
 3

Horizontal Banner ALT

Page Header Text *
 4

Page Sub Header Text

Content Header Text

Page Content *

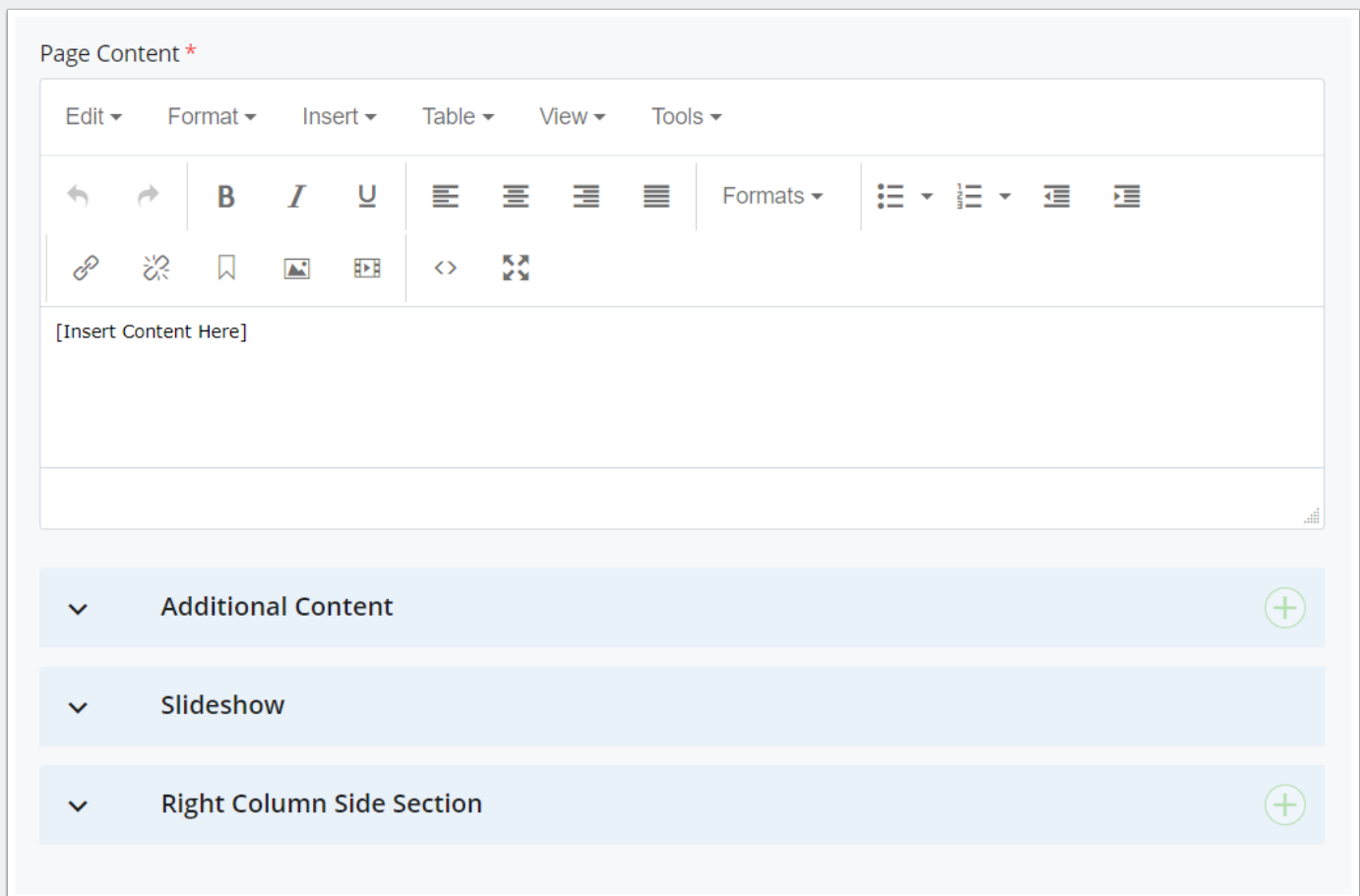
Edit Format Insert Table View Tools

B I U **Align** **Formats** **Table**

Editing a Page

3.1 Editing the Page Continued

The Page Content area is where you will edit the main content of the page you are on. It is very similar to using a word processing program like Microsoft Office. You are able to format text, insert pictures, create tables and even edit HTML.



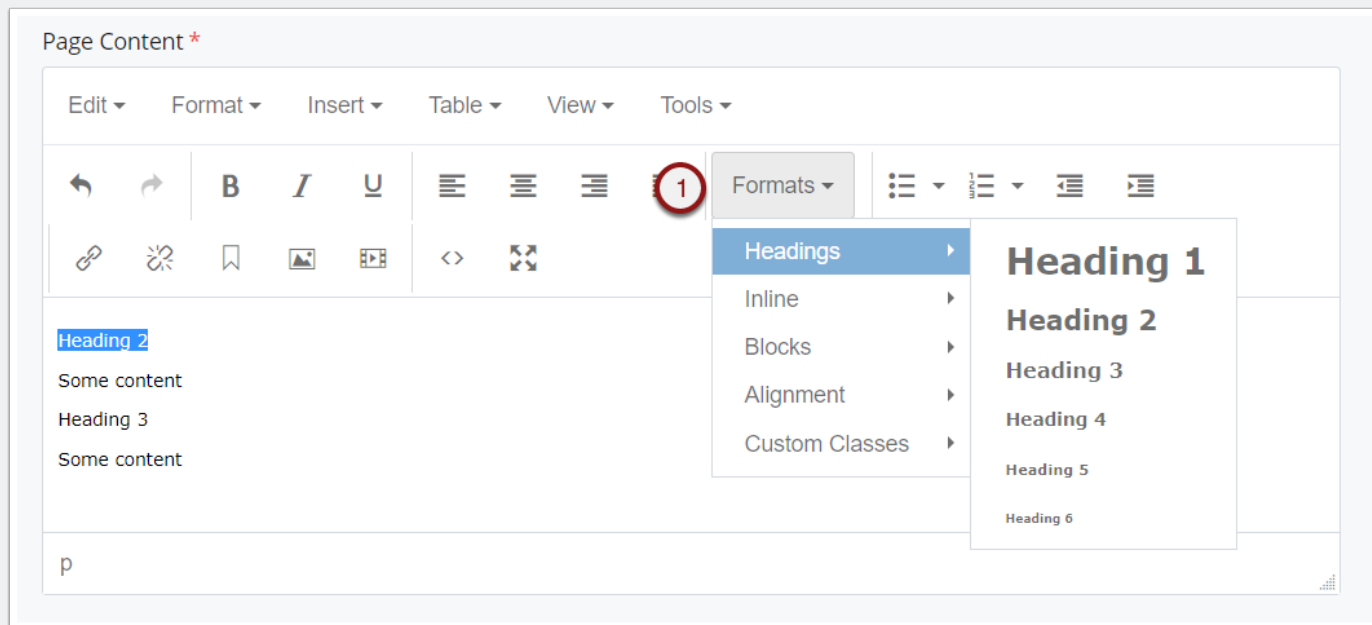
The screenshot shows the 'Page Content' editor interface. At the top, there is a title 'Page Content *' and a menu bar with options: Edit, Format, Insert, Table, View, and Tools. Below the menu bar is a toolbar with various icons for undo, redo, bold, italic, underline, bulleted list, numbered list, decrease indent, increase indent, link, unlink, bookmark, insert image, insert table, source code, and fullscreen. The main content area contains the placeholder text '[Insert Content Here]'. At the bottom, there are three expandable sections: 'Additional Content', 'Slideshow', and 'Right Column Side Section', each with a dropdown arrow and a plus sign icon.

3.2 Formatting Text and Headings

It is important when formatting text that you use the correct headings. The page template already makes use of Heading 1 so you should not use this if at all possible.

Editing a Page

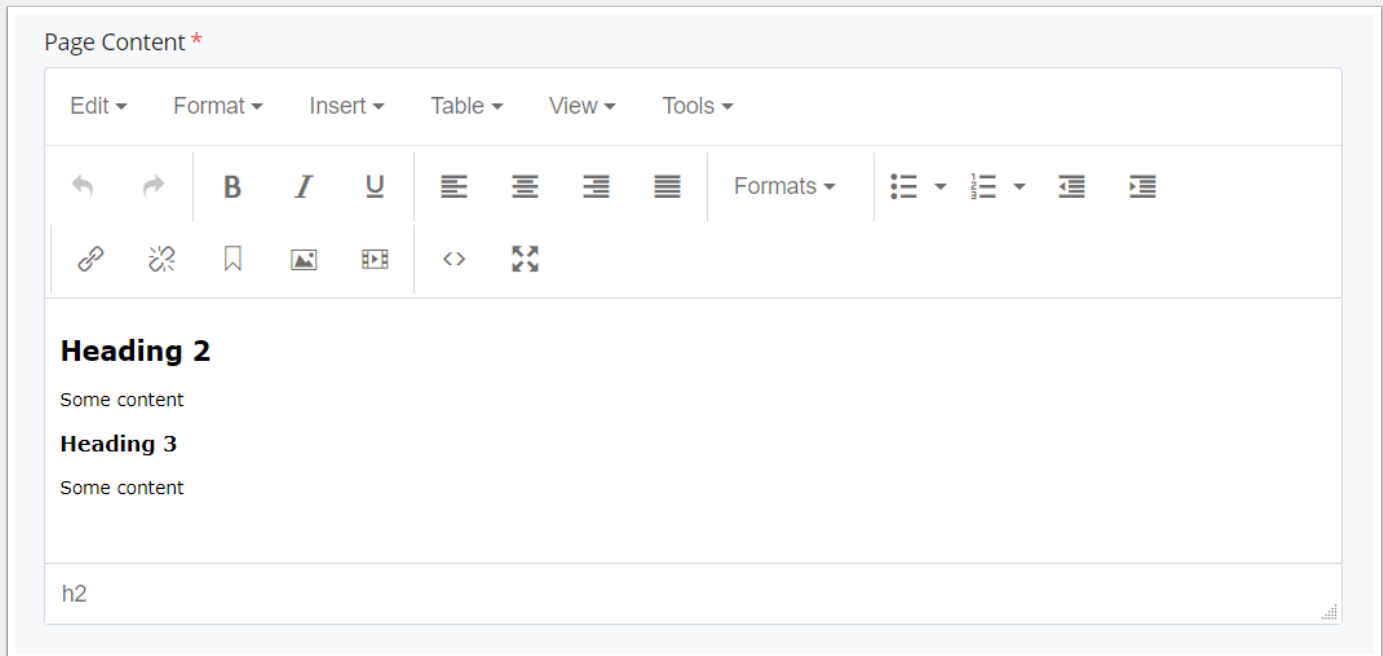
Heading 1 is reserved for the main content of the page. Start with Heading 2 for subheadings and then continue to use Heading 3, Heading 4, etc for nested subheadings. [1] The Format dropdown allows you to select which format you would like to use.



Editing a Page

3.3 Headings

The headings will preview in the page content editor.

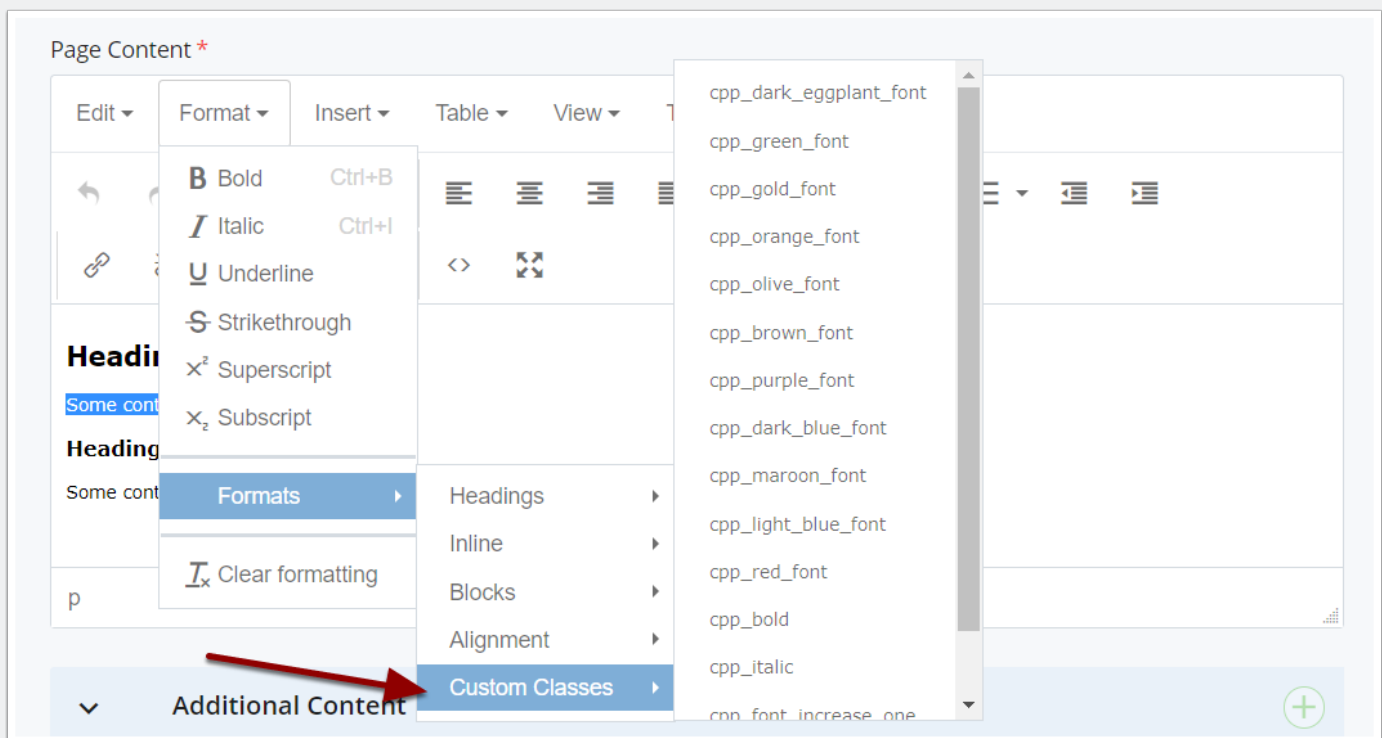


The screenshot shows a 'Page Content' editor window. At the top, there is a title 'Page Content *' and a menu bar with 'Edit', 'Format', 'Insert', 'Table', 'View', and 'Tools'. Below the menu bar is a toolbar with various icons for undo, redo, bold, italic, underline, list, link, unlink, bookmark, image, table, code, and zoom. The main content area displays a preview of the page content, showing two headings: 'Heading 2' followed by 'Some content', and 'Heading 3' followed by 'Some content'. At the bottom of the editor, there is a small text input field containing 'h2'.

Editing a Page

3.4 Changing Text Color

Highlight the text you want to change the color of and then click on the Custom Classes dropdown. Then select the color you would like the text to be. **NOTE:** The text will not change color in the preview box. You will have to publish the page to test or production to see the color change.



3.5 List of All Cascade Styles

If you would like to see all the options available and what they look like you can visit this link: <http://www.cpp.edu/~webredesign/training-and-tutorials/stylesheet.shtml>

Cascade Stylesheet

Here's what the Cascade styles look like

Paragraph. This is what the Paragraph style looks like. [Here is a link.](#) *Italics.* **Bold.** Underline. ~~Strikethrough.~~

Address. This is what the Address style looks like. [Here is a link.](#) *Italics.* **Bold.** Underline. ~~Strikethrough.~~

Preformatted. This is what the Preformatted style looks like. [Here is a link.](#) *Italics.* **Bold.** Underline. ~~Strikethrough.~~

Heading 1. This is what the Heading 1 style looks like. [Here is a link.](#) *Italics.* **Bold.** Underline. ~~Strikethrough.~~

Heading 2. This is what the Heading 2 style looks like. [Here is a link.](#) *Italics.* **Bold.** Underline. ~~Strikethrough.~~

Heading 3. This is what the Heading 3 style looks like. [Here is a link.](#) *Italics.* **Bold.** Underline. ~~Strikethrough.~~

Heading 4. This is what the Heading 4 style looks like. [Here is a link.](#) *Italics.* **Bold.** Underline. ~~Strikethrough.~~

Heading 5. This is what the Heading 5 style looks like. [Here is a link.](#) *Italics.* **Bold.** Underline. ~~Strikethrough.~~

Heading 6. This is what the Heading 6 style looks like. [Here is a link.](#) *Italics.* **Bold.** Underline. ~~Strikethrough.~~

A bulleted list in the paragraph style.

- one
- two
- three!

A numbered list

1. one
2. two
3. three!

Here are the preset colors in Cascade.

This is the default color.

This is the `cpp_green_font` color.

This is the `cpp_gold_font` color.

This is the `cpp_orange_font` color.

This is the `cpp_olive_font` color.

This is the `cpp_brown_font` color.

This is the `cpp_purple_font` color.

This is the `cpp_dark_blue_font` color.

This is the `cpp_maroon_font` color.

This is the `cpp_light_blue_font` color.

This is the `cpp_red_font` color.

This is the `cpp_fall_green` color.

This is the `cpp_winter_blue` color.

This is the `cpp_spring_brown` color.

This is the `cpp_summer_orange` color.

Right-hand column

Paragraph. This is what the Paragraph style looks like. [Here is a link.](#) *Italics.* **Bold.** Underline. ~~Strikethrough.~~

Address. This is what the Address style looks like. [Here is a link.](#) *Italics.* **Bold.** Underline. ~~Strikethrough.~~

Preformatted. This is what the Preformatted style looks like. [Here is a link.](#) *Italics.* **Bold.** Underline. ~~Strikethrough.~~

Heading 1. This is what the Heading 1 style looks like. [Here is a link.](#) *Italics.* **Bold.** Underline. ~~Strikethrough.~~

Heading 2. This is what the Heading 2 style looks like. [Here is a link.](#) *Italics.* **Bold.** Underline. ~~Strikethrough.~~

Heading 3. This is what the Heading 3 style looks like. [Here is a link.](#) *Italics.* **Bold.** Underline. ~~Strikethrough.~~

Heading 4. This is what the Heading 4 style looks like. [Here is a link.](#) *Italics.* **Bold.** Underline. ~~Strikethrough.~~

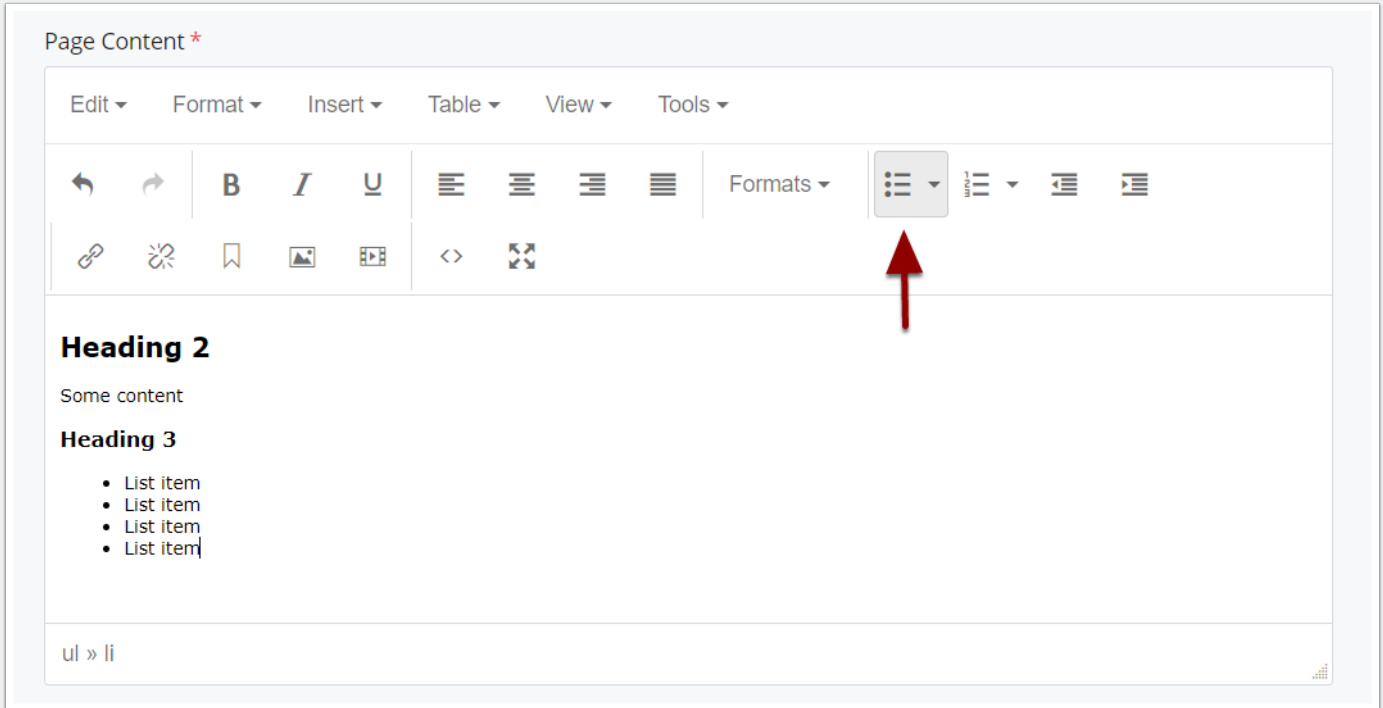
Heading 5. This is what the Heading 5 style looks like. [Here is a link.](#) *Italics.* **Bold.** Underline. ~~Strikethrough.~~

Heading 6. This is what the Heading 6 style looks like. [Here is a link.](#) *Italics.* **Bold.** Underline. ~~Strikethrough.~~

Editing a Page

3.6 List Items

To create a bulleted or numbered list of items, select the text you would like to make a list and either click on the bulleted list, or the numbered list icons.

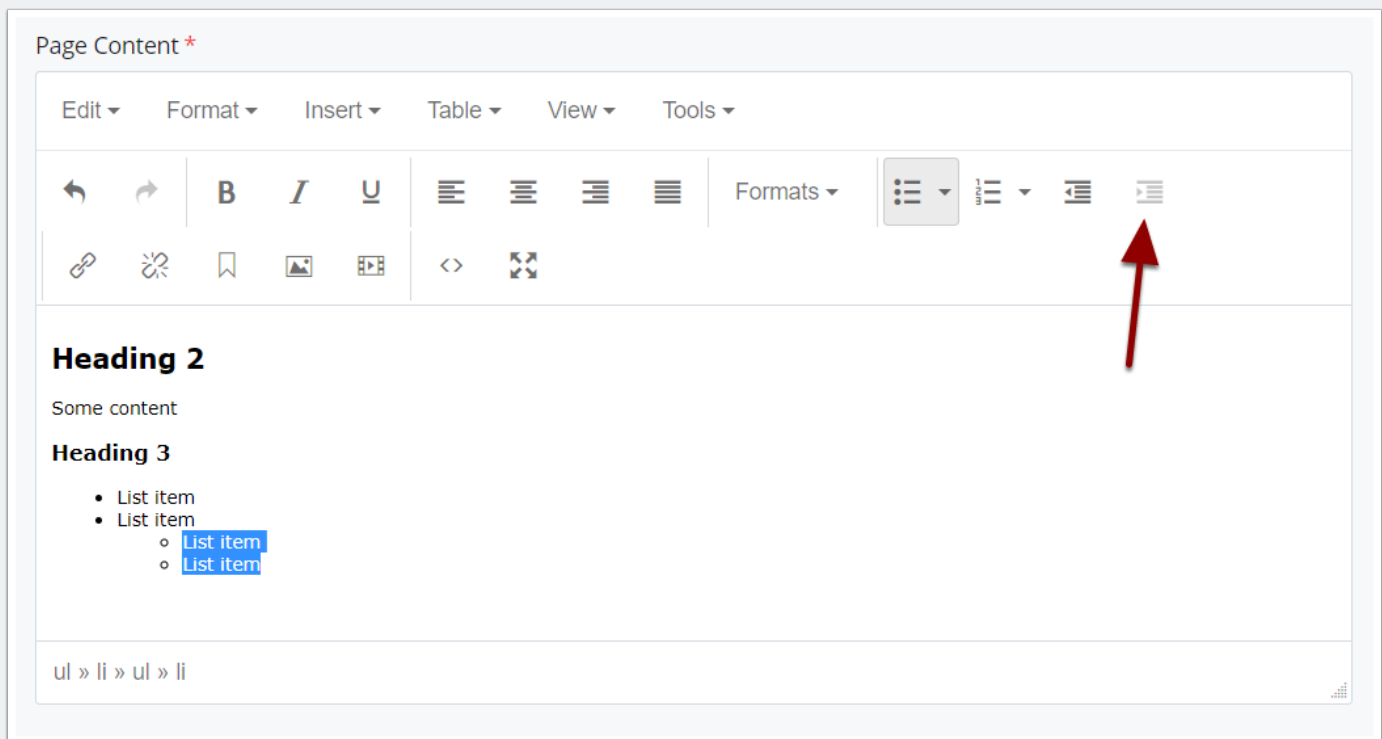


The screenshot displays a rich text editor interface titled "Page Content *". The top navigation bar includes "Edit", "Format", "Insert", "Table", "View", and "Tools" menus. The main toolbar contains various icons for text formatting (undo, redo, bold, italic, underline), alignment (left, center, right, justified), and list creation (bulleted list, numbered list). A red arrow points to the bulleted list icon. Below the toolbar, the editor content shows a "Heading 2" followed by "Some content", a "Heading 3", and a bulleted list with four items: "List item", "List item", "List item", and "List item". The bottom status bar shows the HTML structure "ul » li".

Editing a Page

3.7 List Items Continued

If you need to indent a list even further or create sub bullets, you can select the text and use the indent tool to do so.

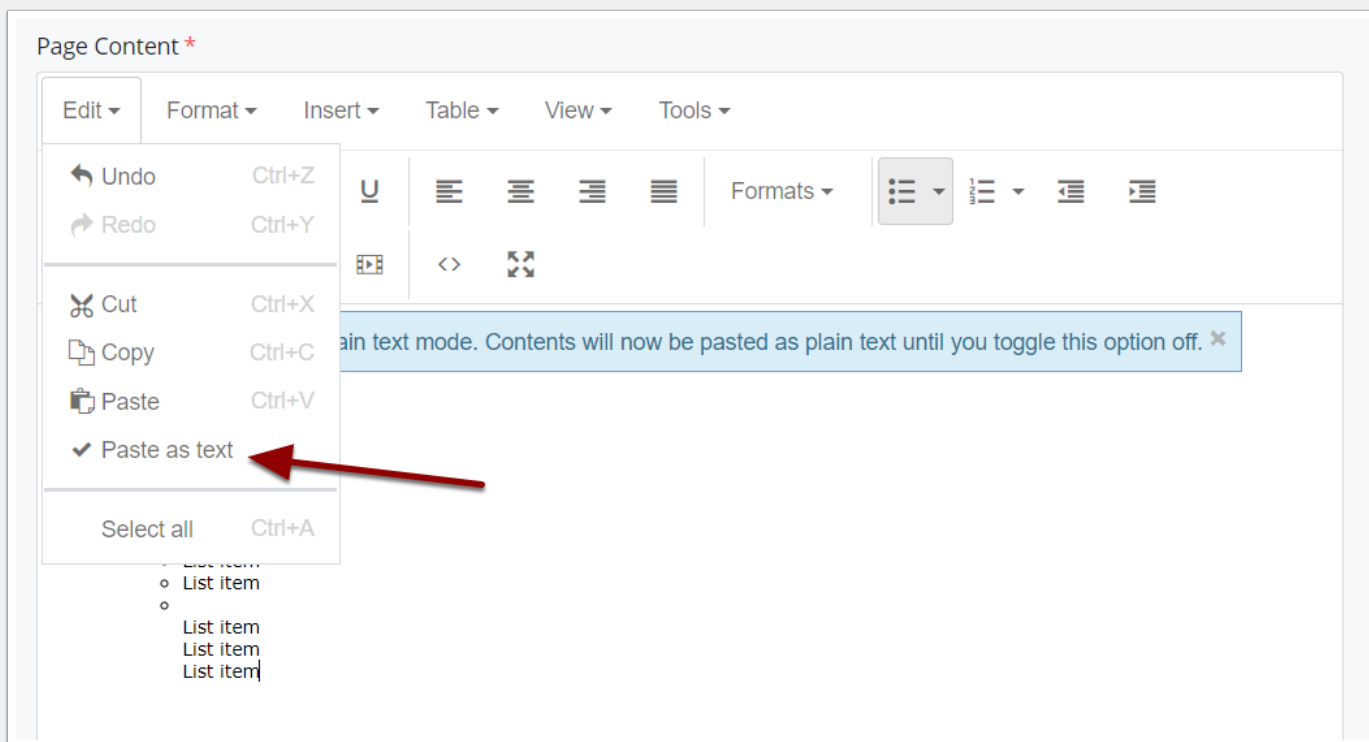


The screenshot shows a rich text editor interface with a menu bar at the top containing 'Edit', 'Format', 'Insert', 'Table', 'View', and 'Tools'. Below the menu bar is a toolbar with various icons for text formatting (undo, redo, bold, italic, underline), alignment (left, center, right, justified), and list creation (bulleted, numbered, indent, outdent). A red arrow points to the 'Increase Indent' icon, which is represented by a list with a right-pointing arrow. The main content area contains a 'Heading 2' followed by 'Some content', a 'Heading 3', and a bulleted list with two items. The second item has two sub-bullets. The bottom status bar shows the HTML path 'ul » li » ul » li'.

Editing a Page

3.8 Pasting Plain Text

It is sometimes easier to reformat text rather than trying to fix text that was pasted with incorrect formatting. If you are pasting from another document like Microsoft Word, sometimes the formatting will get messed up. To easily fix this, you can use the paste as plain text tool. This will remove all formatting from the text you are pasting into Cascade. In the below example we copied and pasted the text we had formatted in Cascade. This is what the plain text would look like:



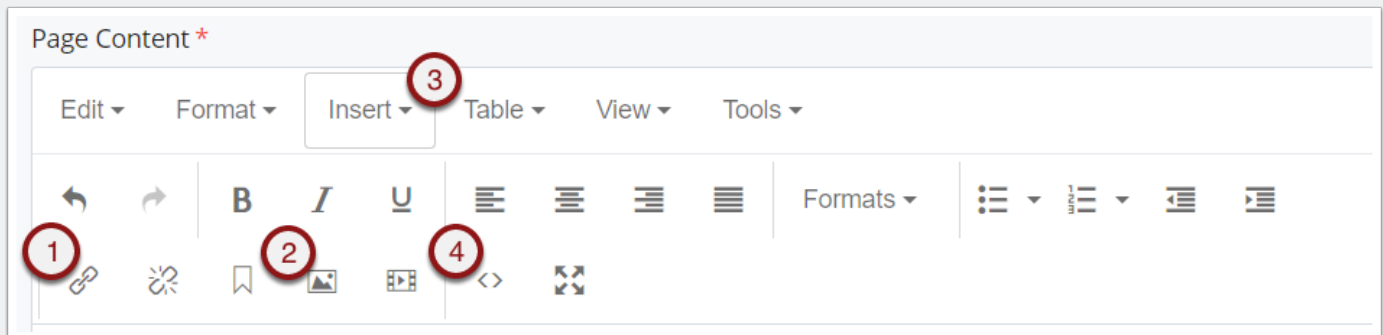
4. Other Tools

Some of the others tools that will be covered in other lessons include:

1. Adding Links

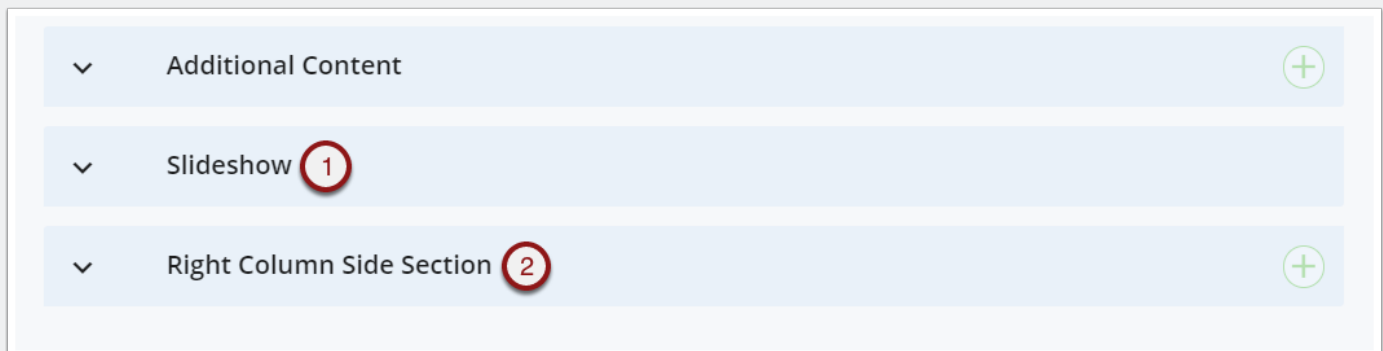
Editing a Page

2. Adding Images
3. Adding Tables
4. Using the HTML Editor



5. Options

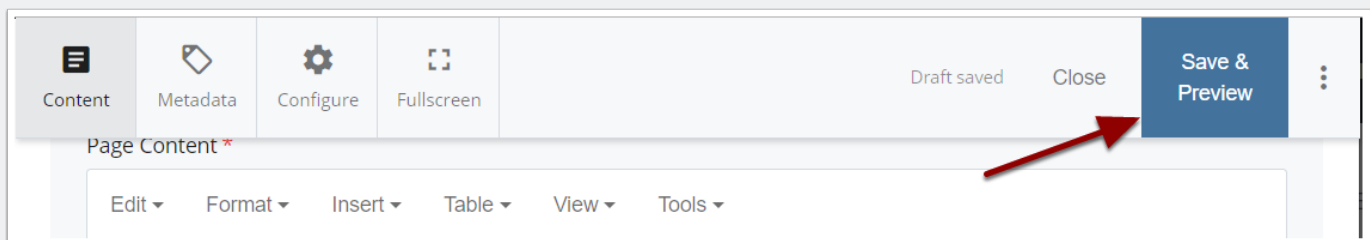
We will also cover page options in other lessons. The most commonly used options are [1] Slideshow and [2] Right Column Side Section.



Editing a Page

6. Saving Your Work

When you are finished, you may save the draft.



6.1 Start the Workflow

Begin the workflow process by clicking Submit.

