1. Create a new Content Page

Click on Add Content -> Entity -> Content Page
2. Page Naming

In the Page Name box [1] type the name of your page using lowercase letters and dashes (-) instead of spaces. Do not add the extension. Cascade will automatically make this a .shtml page. In the Title box [2] type in the name of the page as you would normally.
3. Default Page Content

The Left Side Navigation [1] should already have a value. If not, you will need to navigate to your INC folder and select the correct left menu. If you want to add a banner image [2] you will select from your image folder, there will be more information on this in a separate module. Enter the Page Header Text [3]. Page Sub Header Text [4] and Content Header Text [5] are optional. Enter all your content in the Page Content area [6]. More information on content entry will be provided in the creating/editing content module.
4. Send to Workflow

When you are done with the page click the Save & Preview button at the top.

4.1 Publish to Test

Click Submit [1]. You can use the Comments section [2] to track any commentary you would like others in the website group to see. Chose the workflow Publish to Test [3] and click Check Content & Submit [4].
4.2 Start Workflow

Click on Submit to start the workflow.
4.3 Asset Created Successfully

You should see the green Asset created successfully box if your workflow has been completed.