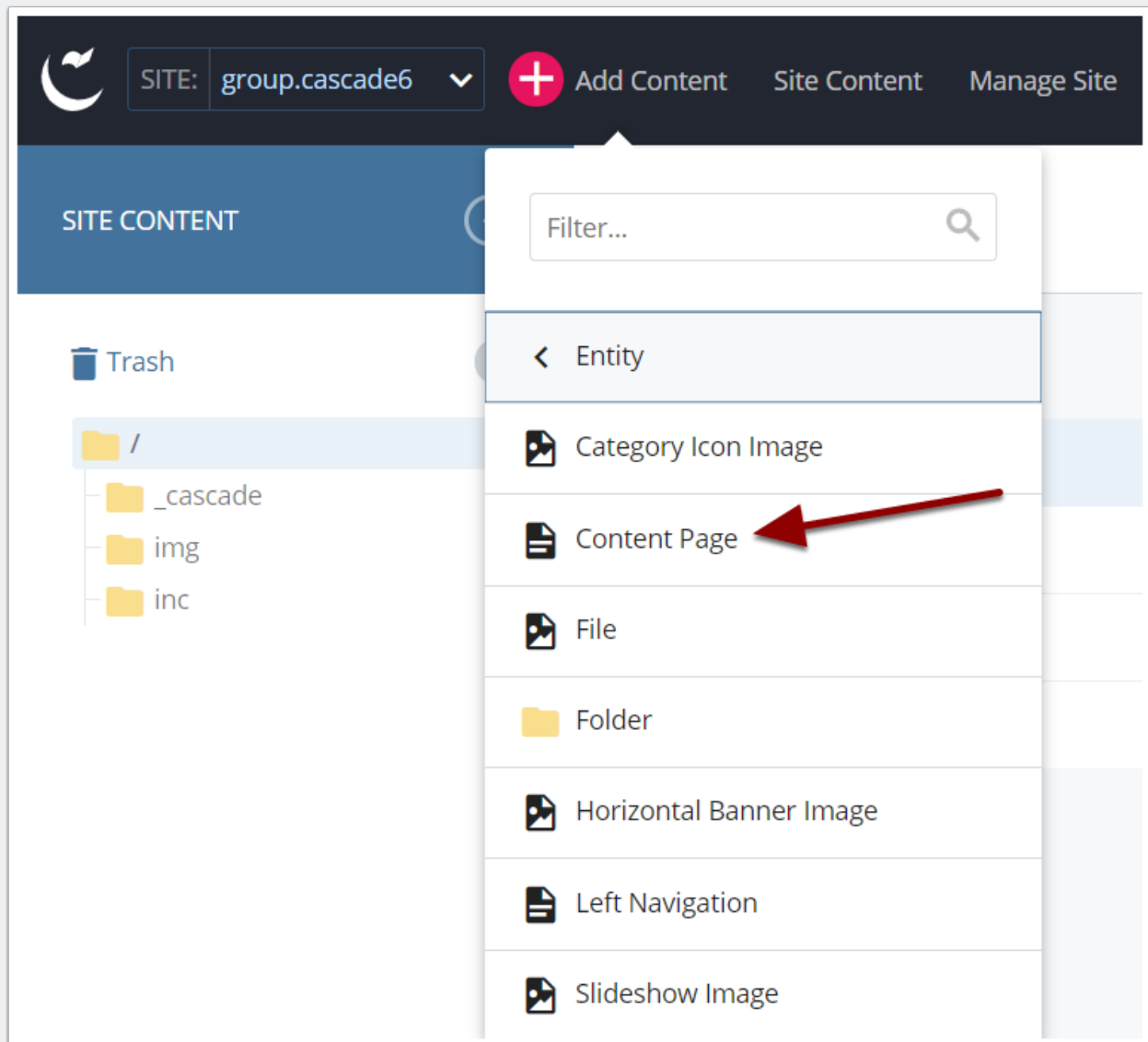


New Content Page

1. Create a new Content Page

Click on Add Content -> Entity -> Content Page



New 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.

The screenshot shows the 'New Content Page' form in Cascade CMS. The top navigation bar includes tabs for 'Content', 'Metadata', 'Configure', and 'Fullscreen'. On the right side of the bar, there are 'Draft saved', 'Close', and a 'Save & Preview' button. The main form area is divided into two sections. The first section contains 'Page Name *' with a text input field containing 'my-new-page' (marked with a red circle '1') and 'Placement Folder *' with a folder selection dropdown showing a root folder and the path 'group.cascade6: /'. The second section contains 'Title *' with a text input field containing 'My New Page' (marked with a red circle '2'), followed by 'Keywords' and 'Description' text input fields.

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.

New Content Page

Default Content

Left Side Navigation

1

sub.cba.faculty: /inc/left-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)

960x450 pixels

2

Horizontal Banner ALT

Page Header Text *

3

Page Sub Header Text

4

Content Header Text

5

Page Content *

Edit ▾ Format ▾ Insert ▾ Table ▾ View ▾ Tools ▾

↶ ↷ B I U ☰ ☷ ☹ ☺ Formats ▾ ☰ ☷ ☹ ☺

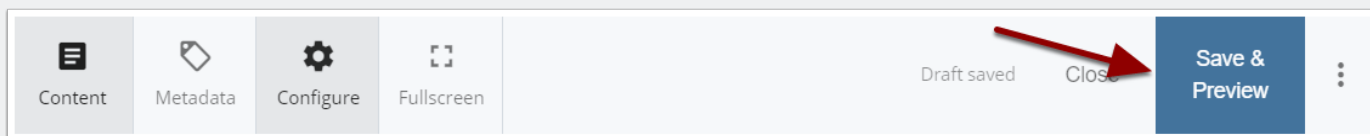
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6

New Content Page

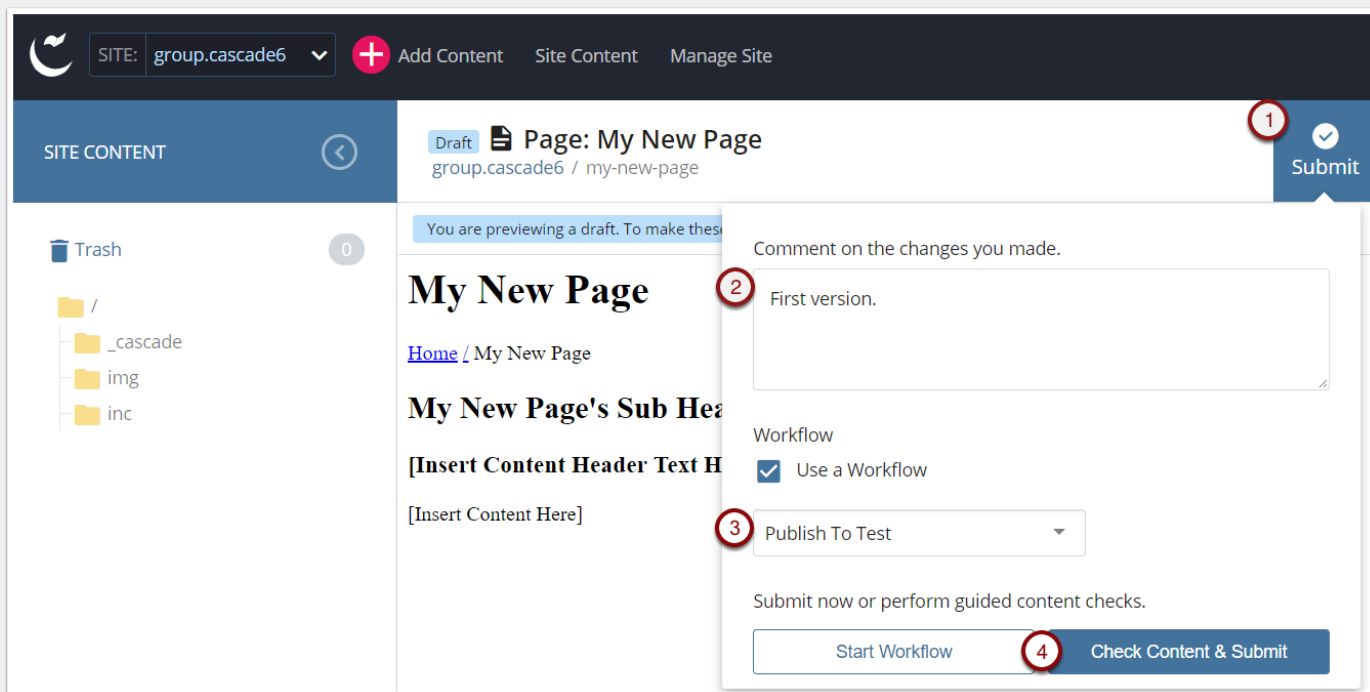
4. Send to Workflow

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].



New Content Page

4.2 Start Workflow

Click on Submit to start the workflow.

Start Workflow: Publish To Test
Back to page

Skip Workflow Back **Start Workflow**

Workflow Name *
Publish To Test: My New Page

Comments for reviewer
Comment with workflow related information here. For example, what needs to be reviewed.

Version Comments
First version.

Comments left here will be saved in the asset's version history once the workflow completes.

Due Date *
07-25-2017 12:00 AM

New Content Page

4.3 Asset Created Successfully

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

