

Top Menu Bar

This menu bar shows up on most pages while working in the Cascade. Many of the common functions you will need to perform can be accessed from this bar. Here are descriptions of a few of them:

- **SITE** Select which site you want to work on
- **Add Content** Create new folders and assets for your site
- **Site Content** View your site's files
- **Manage Site** Special configurations for your site
- **My Content** View your content and workflows
- **Search** Search through your content
- **User** Manage your account
- **More** View your queue, reports, and get help



Folder Structure

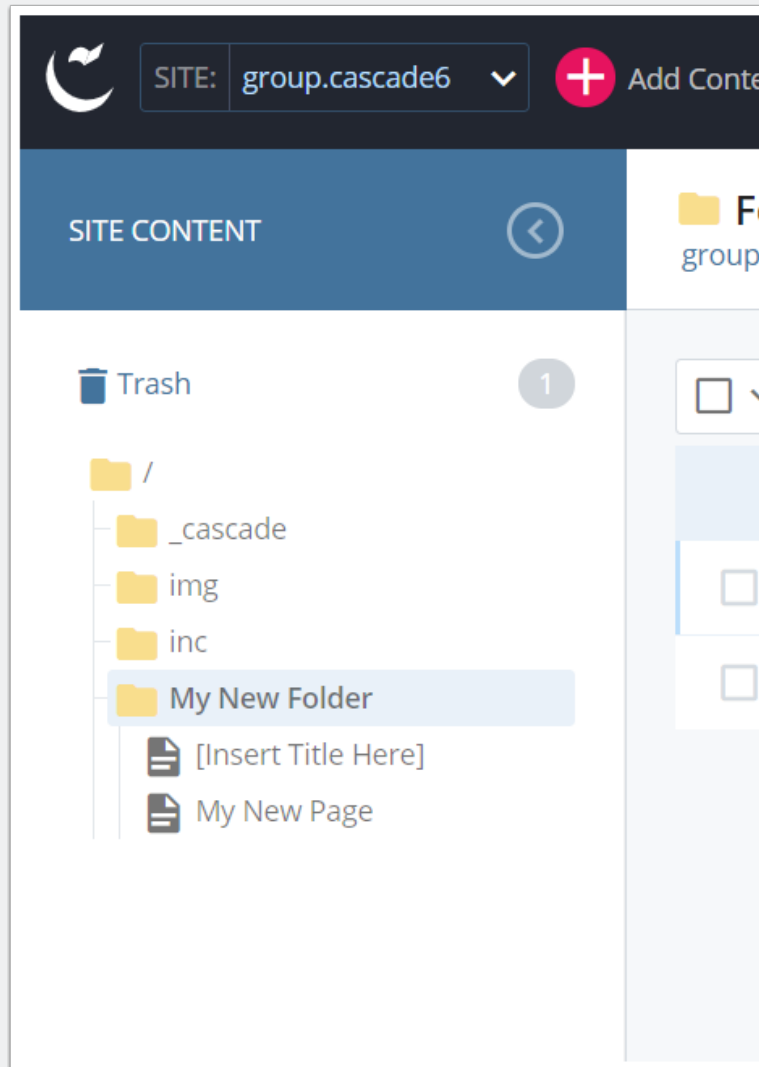
All of your content is contained and organized in your folder structure, which is always shown on the left side of the screen when logged into the WCMS.

The folders work similar to the folder structure on your computer - pages, images, and files can be stored in any folder. Navigate the structure by clicking on the folder, or open them by clicking the arrow to the right of your choice.

- Your Base Folder (/) represents the container for your entire site. It includes web pages, folders, images, external links and PDF files for the site(s) to which you're assigned (a.k.a. Assets)
- The folder structure displays on the left side of the dashboard.
- As you create new pages and folders, and upload images and other files, you will see them appear here

Overview

- All of your assets live here, whether they are visible to the public or not
- This is how you will navigate around in your site



Overview

Left Menu

The folder structure will mirror the left menu for your site. The left menu is created manually and can be ordered how you like.

