

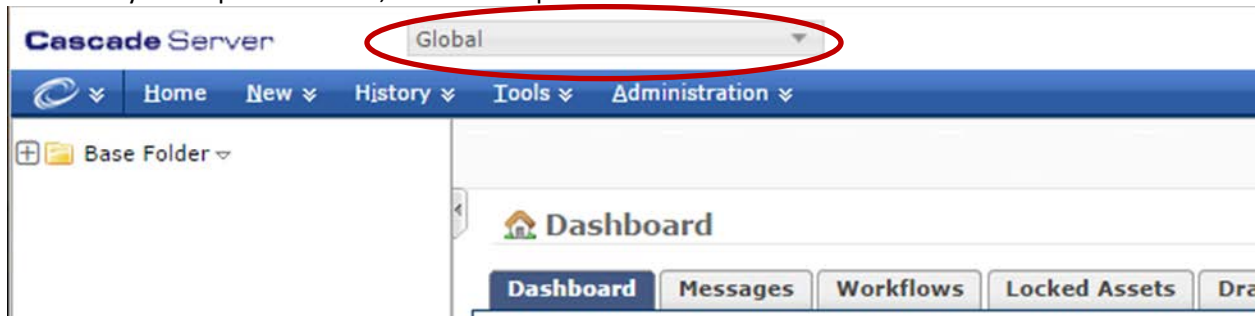
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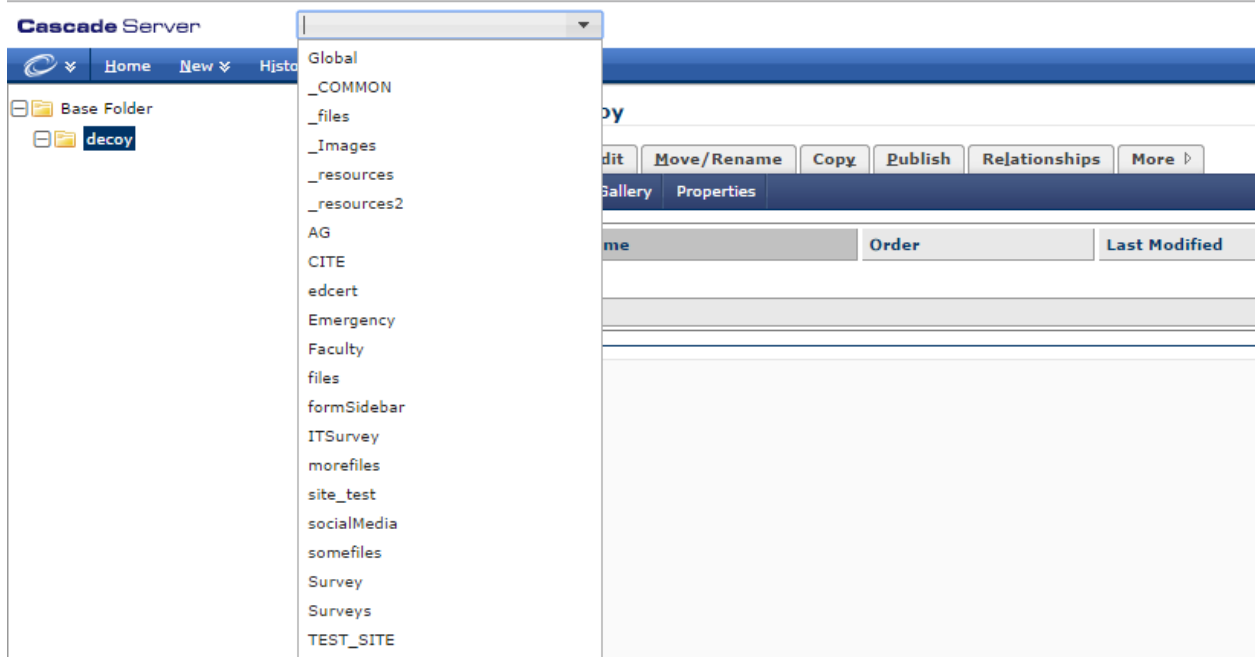
Navigating The New Site Structure In Cascade

You may instantly notice that some changes have been made inside Cascade after you login. Prior to October 6, 2014, all Cascade content that we worked with was located inside the Global site, in the Base Folder directory. As of October 6, 2014, all of the content has been moved into a specific site for the content, rather than in the Global site.

To access your department site, click on the pull down arrow.



Each item in the dropdown list is a different site within Cascade. Although you may be able to view a site, your security access may prevent you from editing the content in a site that you are not authorized to edit. When you need to make an edit, simply select your site from the dropdown list.



For example, I've selected the CITE site from the dropdown list, and selected the default page for that site. The preview for that page is shown as expected in the main pane of the window, along with all of the same tabs you're familiar with working with.

You'll notice the folders in the left hand column is the same as you're used to. Once in your site, you can browse to your desired page through the directory.

All other features and options that you are accustomed to, operate the same way. You just have to select the appropriate site from the top dropdown menu, rather than browsing through the directory on the left when you're getting started. Once you are at your site, you may browse through the directory or by clicking through the links on the preview pane.



How Do I Create A New Item?

In order to create new content for your site, you must understand the following three things:

1. You must begin the file creation from the “_COMMON” site.
2. Know which site you will be creating the file for.
3. You must have access to create files there. If you can navigate to the site, and edit files already there, then you have the correct access.

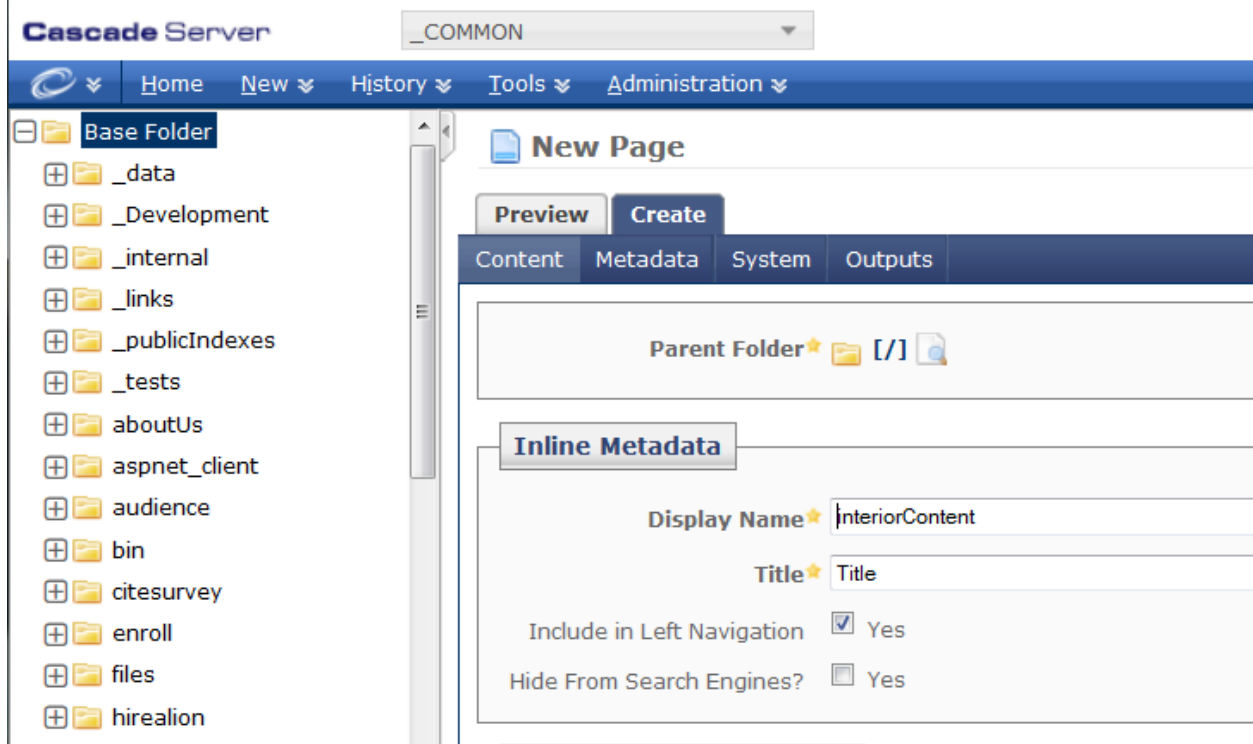
For example, let’s make a page in the *CAMPUSLIFE* site. We will begin by navigating to the _COMMON site, and creating a page for *CAMPUSLIFE*.

NEW – Will provide all folders and assets

PREVIOUS – Will display limited options

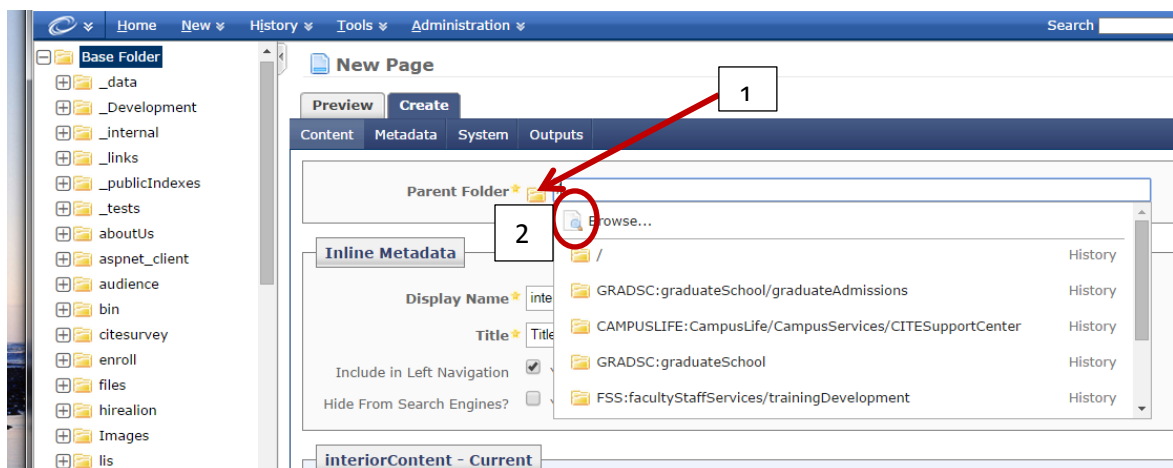
As you can see, while in the _COMMON site, you are able to see the appropriate items from the New menu. Scroll down to select the item you’re creating.

Now, we will make a regular page named Cascade Practice, in the site *CAMPUSLIFE*. Once you select page, you will see the following:

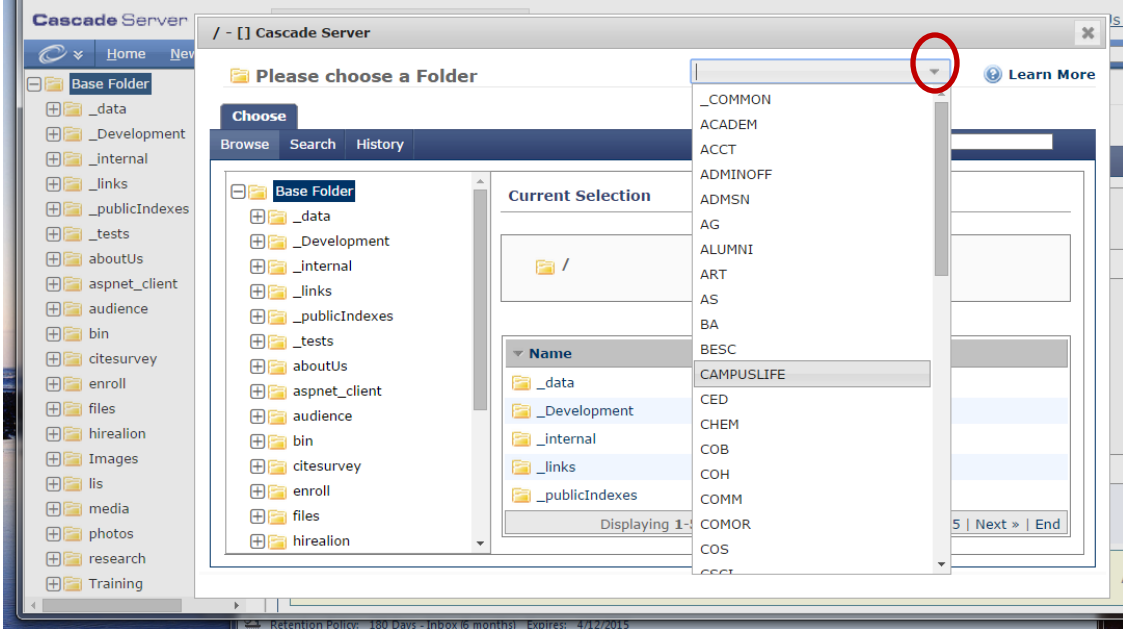


The parent folder needs to be changed to *CAMPUSLIFE* and you need the name of the file. First, set the location where you're creating the file by clicking on the Parent Folder icon and browse to your site. **Note:** This step can also be selected when you have visited the page before creating the new page as the folder will show up as a history when browsing.

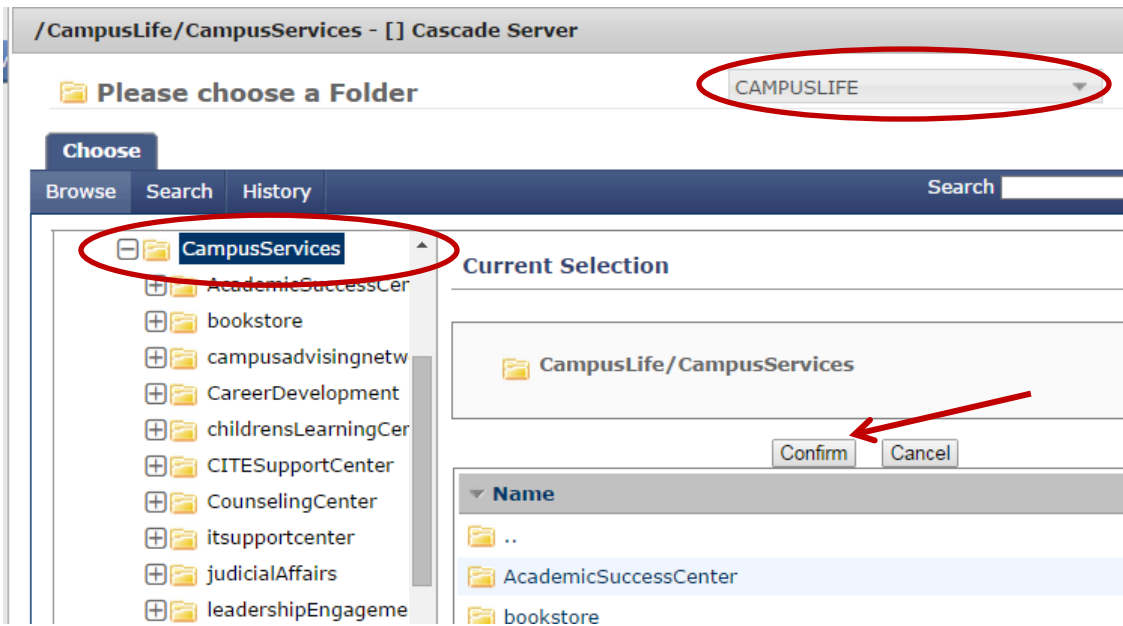
1. Click the section for Parent Folder so that you can select Browse.



2. Set the site to your site, in our case it will be *CAMPUSLIFE*, and select the folder where you're creating the item.



3. Shown below is the results of selecting *CampusLife/Campus Services* folder. Once you're set, click confirm, so that you return back to your page creation.



_COMMON | [Quick Links](#) | [My](#)

ory | [Tools](#) | [Administration](#)

New Page

Preview **Create**

Content Metadata System Outputs

You are editing a draft of an asset that has not been created in the system yet.

Parent Folder [CAMPUSLIFE:CampusLife/CampusServices]

Inline Metadata

Display Name interiorContent

Title Title

Include in Left Navigation Yes

Hide From Search Engines? Yes

4. From here, began entering the information for the new page and submit. The new page will now be created in your site. For example, we will created *CascadePractice*.

New Page

Preview **Create**

Content Metadata System Outputs

You are editing a draft of an asset that has not been created in the system

Display Name Cascade Practice

Title Cascade Practice

Include in Left Navigation Yes

Hide From Search Engines? Yes

interiorContent - Current

Internal Redirect [Search]

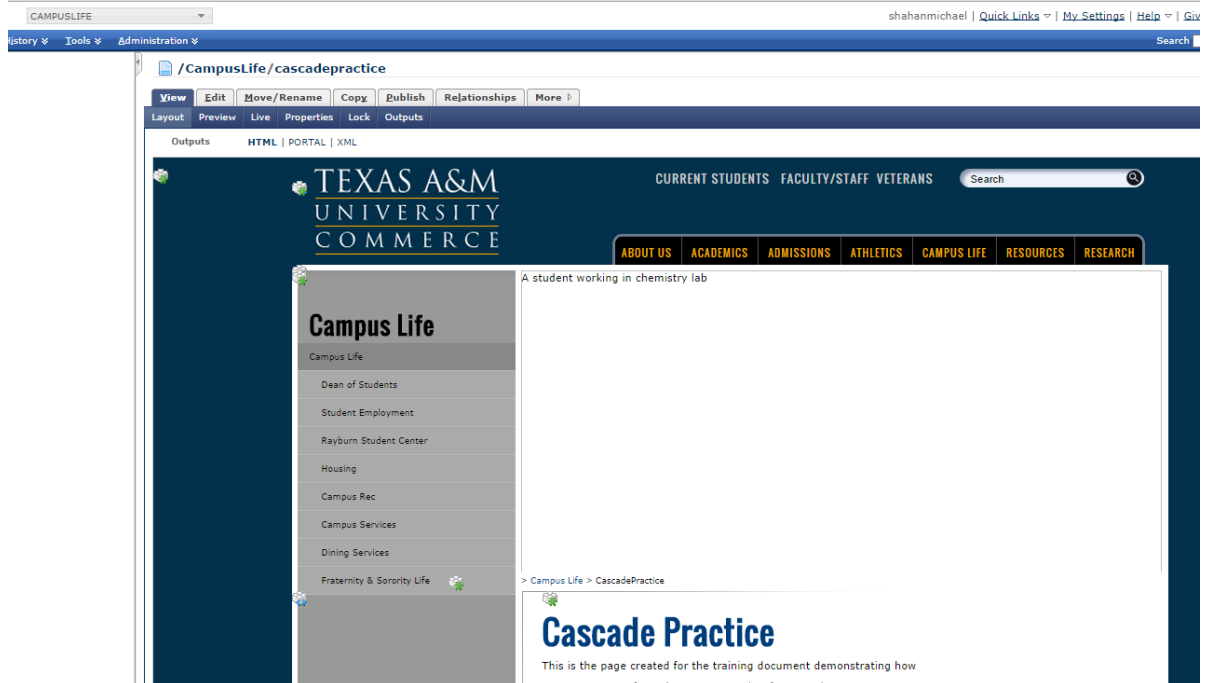
Put Title in Content? Yes

Content

This is a page created for training document demonstrating how to create from the _COMMON site for your site.

First version

- The page is now created. Publish it as you normally would, and now your page is created and published to the website.



- Page is now published.

