## How to create a "Reference asset"

References should only be used to add links to indexed regions (such as the left menu). You should only use "Reference Assets" to replace

"Page Assets" that have been used to create menu items by redirecting to another internal Cascade page, or "External Link Assets" that have been used to create menu items by pointing to another internal Cascade page.

- 1. In Cascade, navigate to the page you want the reference to point to.
- 2. Click the More tab, then Reference.



- 3. Enter a System Name for the new "Reference Asset" (Note: The system name for the reference asset should be descriptive and can have spaces).
- 4. Next to the label Parent Folder, click [Search], then navigate to the location you want the Reference Asset" to reside.
- 5. Click Submit