



CASCADE HELP

Northwestern University
School of Professional Studies

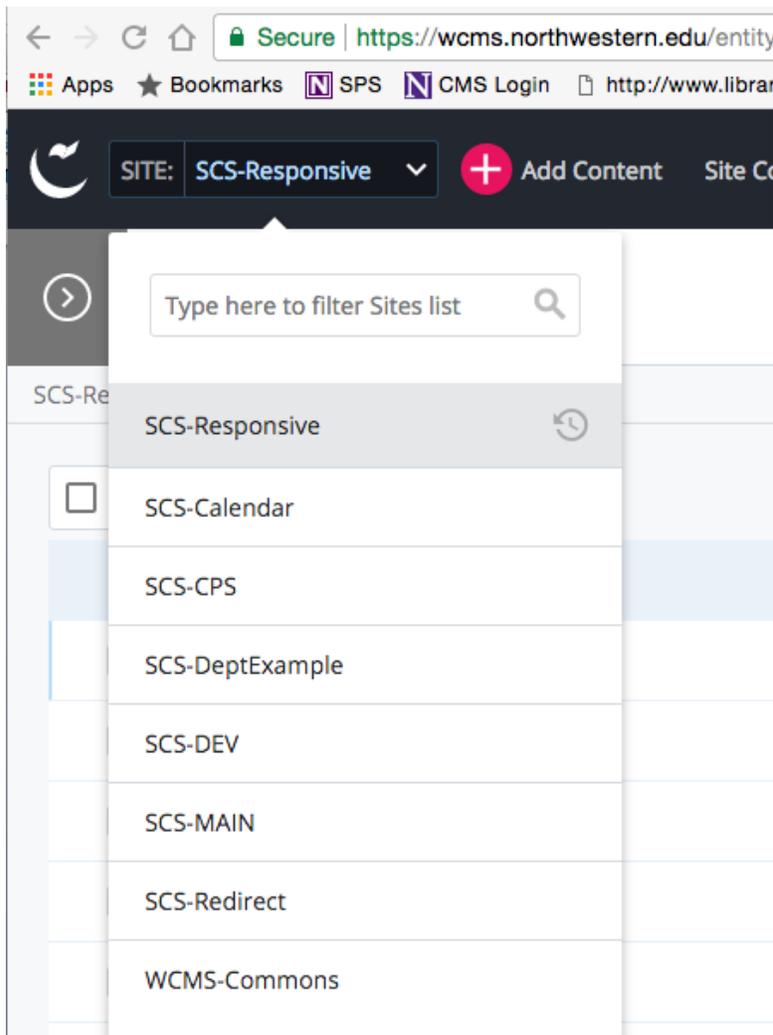
Basic Content Edits

The instructions below show how to make content edits in Cascade 8. You can also search the Cascade 8 Knowledge base which can be accessed from the hamburger menu in the upper right corner of your Cascade dashboard.

Use your NetID to log in to Cascade

<http://www.northwestern.edu/cms/>

Make sure the server you wish to work in is selected.

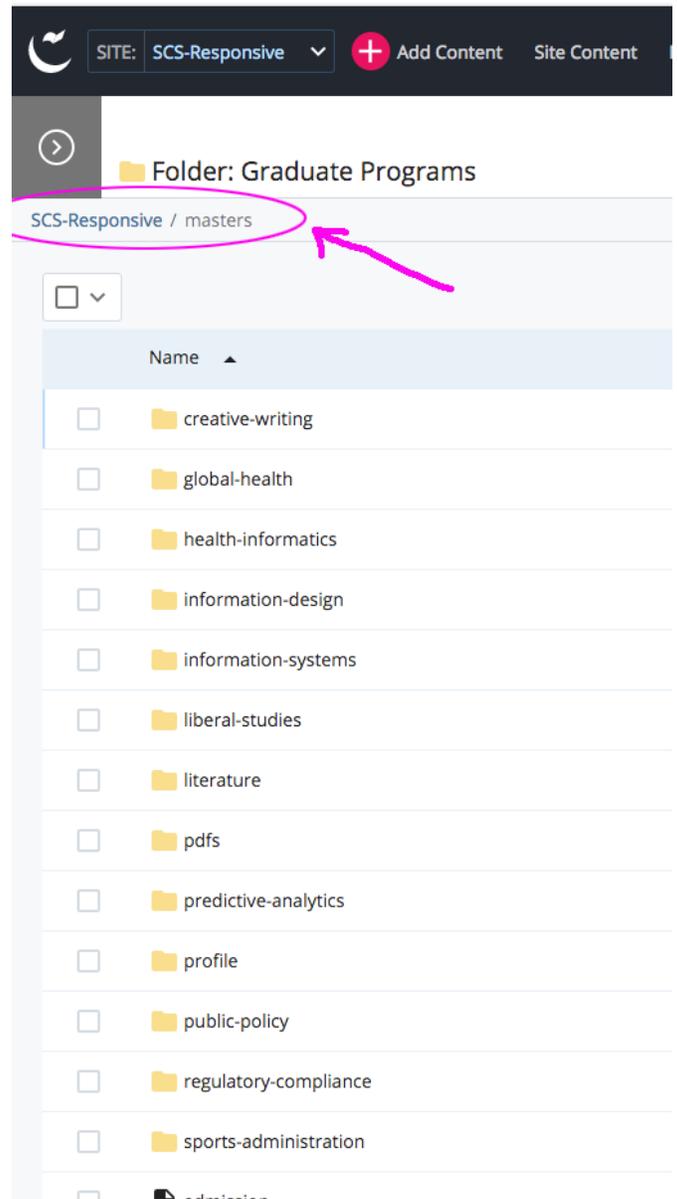


Use the folders on the left side to find the page you want to edit.

The URL of the page you wish to edit will show you where it's located, e.g.: **sps.northwestern.edu/masters/health-informatics/index**

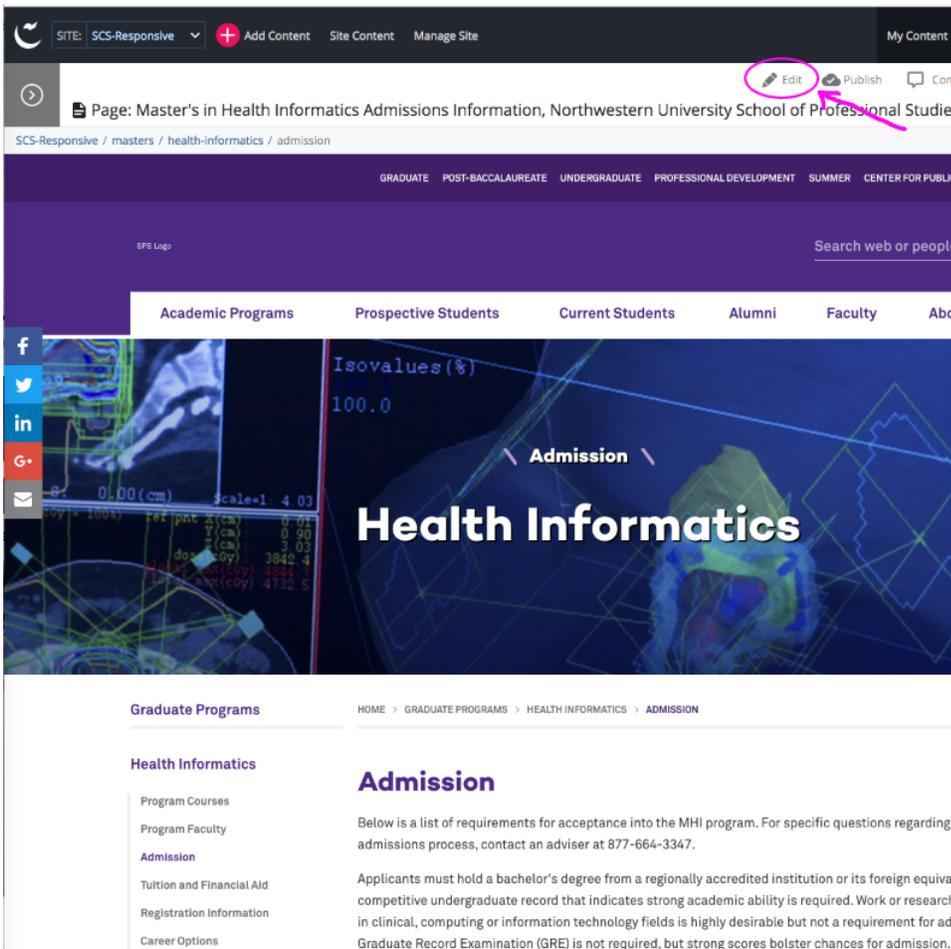
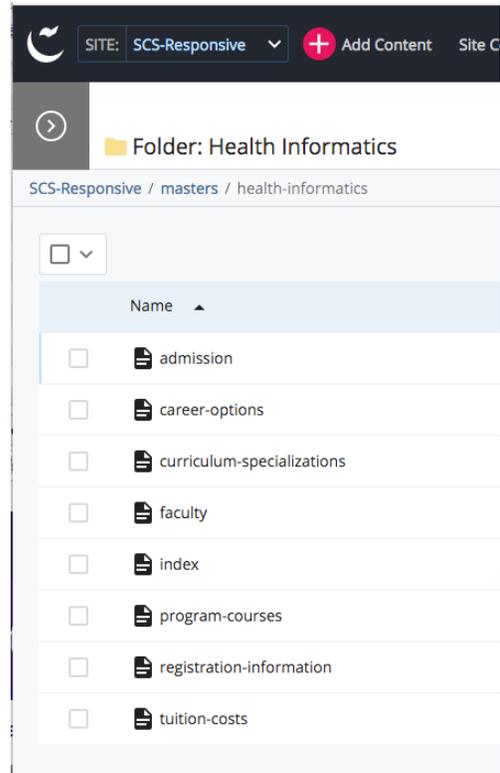
Clicking on your folder of choice will expand its contents.

You can easily back out of the folder you're in by clicking on the breadcrumb path on the upper left part of the window.



Once you have found the page you want to edit, click on the page name (in this example “admission.”) The page will open in view mode, allowing you to verify you’re on the right page and locate the content you wish to edit.

Once you’re ready to edit, click the “edit” icon in the white top menu bar.



Basic Editing Functions

The screenshot shows the Cascade 8 content editor interface. The left sidebar contains navigation links for 'Page: Master's in', 'SCS-Responsive / masters / health-inf', 'SPS Logo', 'Academ', 'Graduate Pro', 'Health Inform', 'Program Cours', 'Program Facul', 'Admission', 'Tuition and Fin', and 'Registration In'. The main editing area has a top navigation bar with 'Content' (1), 'Metadata', 'Configure', 'Fullscreen', 'Close' (9), and 'Save & Preview'. Below this is a 'Section' header (8) with '(2/6)' sections. The section has fields for 'Title' (2) with 'Application Checklist', 'Subhead' (3), and 'Paragraph' (4). A 'Type' dropdown (5) is set to 'WYSIWYG'. Below is a 'Full-width Content' area (6) with a rich text editor toolbar and a list of bullet points: 'Meet application deadlines' (7), 'Complete the online application', 'Include all supplemental materials', and 'Submit a nonrefundable application fee of \$75'.

1. The “Content” button will be selected by default. Most users will be editing content only.
2. “Title” this is the heading of your section. Content should be used here.
3. Subheads are optional. Most sections do not use them, but if it makes sense, go ahead!
4. Content is optional in this section. If you have simple text that requires no formatting, you can use this. Otherwise, leave it blank.
5. “Type” Default is WYSIWYG and most users will use this setting. If you feel something else is needed and you want help, ask spswebtechsupport@northwestern.edu
6. This is where your content goes in most cases. WYSIWYG controls can be used to format and add links and tables.
7. In Cascade 8 once a link is created it is automatically formatted!!
8. Use the up/down arrows to rearrange sections. The plus and X buttons will add or delete sections.
9. Once you’ve completed your edits, click “Save & Preview”

You will then see a preview version on the page that includes your edits. Once you've proofed and are satisfied with the content, hit "Submit." You can also click "Edit" to perform additional edits, or "Discard" if you want to delete your edits (this will not delete the entire page, just your non-submitted edits).

The screenshot displays a web editor interface for a page titled "Page: Master's in Health Informatics Admissions Information, Northwestern University School of Professional S". The editor includes a top navigation bar with "Add Content", "Site Content", and "Manage Site" options. Below the editor, a preview of the live site is shown. The site header features a purple navigation bar with links for "GRADUATE", "POST-BACCALAUREATE", "UNDERGRADUATE", "PROFESSIONAL DEVELOPMENT", "SUMMER", and "CENTER FOR PUBLIC". A search bar is located on the right side of the header. The main content area has a dark blue background with a 3D medical scan of a skull and overlaid data. The text "Health Informatics" is prominently displayed in white, with "Admission" in a smaller font above it. A sidebar on the left contains social media icons for Facebook, Twitter, LinkedIn, and Google+, along with a mail icon. The main content area includes a breadcrumb trail: "HOME > GRADUATE PROGRAMS > HEALTH INFORMATICS > ADMISSION". Below the breadcrumb, there is a "Graduate Programs" section with a sub-section for "Health Informatics". Under "Health Informatics", there are links for "Program Courses", "Program Faculty", and "Admission". The "Admission" section contains the following text: "Below is a list of requirements for acceptance into the MHI program. For specific questions regarding the admissions process, contact an adviser at 877-664-3347." Below this text, there is a partially visible sentence: "Applicants must hold a bachelors degree from a regionally accredited institution or its foreign equivalent".

Submitting the page creates a workflow. Workflows will either go to the approver in your department or directly to marketing for review, depending on your department approval chain set up. Upon submission to marketing, the workflow will be reviewed and, if no changes are needed, approved and published to the live site, typically within 24 hours. In an emergency change needs to be published sooner, send an email to spswebtechsupport@northwestern.edu that specifies which page needs immediate publishing.

Additional Resources:

- **Northwestern University Cascade Help site:**
<http://www.northwestern.edu/cascade-help/>
- **The Cascade 8 Knowledge base can be accessed from the hamburger menu in the upper right corner of your Cascade dashboard.**
- **For assistance, contact spswebtechsupport@northwestern.edu**